



Point of Sale User Manual

Copyright © 2021 by Samco Software Inc.

Revised 7/8/2021

PROPRIETARY RIGHTS NOTICE: All rights reserved. No part of this material may be reproduced or transmitted in any form or by any means, electronic, mechanical, or otherwise, including photocopying and recording or in connection with any information storage or retrieval system, without the permission in writing from SAMCO Software Inc.

SAMCO Software Inc. ("SAMCO") has taken reasonable preventative measure to ensure the accuracy of the information contained in this manual. However, SAMCO makes no warranties or representations with respect to the information contained herein; and SAMCO shall not be liable for damages resulting from any errors or omissions herein or from the use of the information contained in this manual.

SAMCO is a registered trademark of SAMCO Software Inc., 8661 – 201st Street, 2nd Floor, Langley, BC V2Y 0G9, Canada. Telephone (604) 597-4211 <http://www.samco.com>

Other product and company names are trademarks of their respective corporations

Table of Contents

Understanding Point of Sale.....	1.1
Product Description.....	5
Getting Started.....	2.1
The Point of Sale Data Files	1
Setting up Point of Sale	3
Samco Support.....	Error! Bookmark not defined.
Using Point of Sale.....	3.1
To Start Point of Sale.....	2
To Exit the P/S Package.....	3
Guide to Daily Operations	4.1
Stores	5.1
Configuration Options	6.1
Forms	7.1
Definitions.....	2
Entering Forms	4
Displaying a Form	17
Testing a Form.....	18
Copying a Form.....	18
Printing a Forms List.....	19
Loading Standard Forms.....	20
Printing a Field Location Grid	21
Form Fields.....	22
Registers	8.1
Entering Registers.....	1
Printing a List of Registers.....	17
Drawers.....	9.1
Entering Drawers	1
Printing a List of Drawers	4
Users.....	10.1
Entering Users	1
Printing a List of Users	9
Ship-to Addresses	11.1
Entering Ship-to Addresses	2

Printing a List of Ship-to Addresses	3
End of Day Setup.....	12.1
Changing End of Day Report Entries.....	2
Daily Register Summary	5
Daily Register Audit.....	6
Daily Sales by Category	6
Daily Payment Listing.....	7
Daily Sales by User.....	8
Daily Sales by Sales Rep.....	9
Daily Non-sale Report	10
Daily Exception Report	14
Retaining History.....	17
Pay In/Out Codes	13.19
Entering Pay In/Out Codes.....	19
Printing a Pay In/Out Codes List.....	21
Open Drawer.....	14.1
Enter Tickets (Basic Operations)	15.1
Sale or Return Tickets.....	3
Panel Functions.....	5
Security Override of Protected Functions	5
Special Keys in Ticket Entry	6
Entering a Ticket.....	6
Entering the Customer Area Information - (Not using A/R)	6
Entering the Customer Area Information - (Using A/R).....	8
Entering Optional Entry Fields.....	11
Entering User-Defined Fields	14
Entering Line Items	15
Correcting Item Information	29
Totalling the Ticket	30
Entering Payment Information	32
Cash Drawer and Ticket Printing.....	34
To Exit Ticket Entry.....	36
Enter Tickets	16.1
1. Add a Customer to A/R Customer File	2

2. Add Items to a "Totalled" Ticket.....	3
3. Backup (panel function [B])	3
4. Change Customer Area Information on a Ticket.....	4
5. Change the Profit Centre for a Ticket	5
6. Change the Ticket Entry Screen	5
7. Change the Warehouse for a Ticket.....	6
8. Commission Override by Ticket.....	6
9. Discount by Ticket (or Package Pricing)	7
10. Enter Inventory Receivings.....	8
11. Enter Inventory Transfers (panel function [M])	9
12. External Ticket Numbers (panel function [X])	11
13. Holding and Unholding a Ticket	11
14. Layaway Processing (panel function [W]).....	12
15. Lock and Unlock a Register (panel function [L]).....	15
16. No-sale (Open Cash Drawer) (panel function [P])	16
17. Order (and Layaway) Processing (panel functions [O] and [W])	16
18. Pay-in or Pay-out Tickets (panel function [P])	29
19. Payment in Foreign Currencies	30
20. Payment on A/R Account (panel function [P])	31
21. Print an Alignment Form (panel function [D]).....	32
22. Quote Tickets (panel function [Q])	32
23. Reprint a Completed Ticket (panel function [D]).....	33
24. Security Overrides.....	34
25. Tax Override by Ticket	35
26a. Void a Ticket - Before Printing.....	36
26b. Void a Ticket - After Printing	36
27. "Zoom" on a Customer (panel function [Z]).....	37
28. "Zoom" on an Item (panel function [Z])	38
Close Drawer	17.1
Batch Printing	18.1
Register Reading	19.1
End of Day	20.1
Printing End of Day Reports and Posting.....	2
Hardware Failure During Posting.....	9

Printing End of Day Reports without Posting.....	9
Management History Report.....	21.1
Printing the Management History Reports.....	4
Register History Report	4
Orders Report	22.1
Printing the Orders Report.....	1
Holdings Report.....	23.1
Layaways Report.....	24.1
Printing the Layaways Report	2
Sales Activity Recap.....	7
Tax Recap	8
Tax Collected.....	25.1
Invoice History	26.1
Viewing Invoice History By Customer	2
Viewing Invoice History By Customer/Invoice	3
Viewing Invoice History By Invoice	5
Viewing Invoice History By Item	6
Printing the Invoice History Reports	8
Printing the Invoice History Report by Customer.....	8
Printing Invoice History by Customer/ Invoice.....	10
Printing the Invoice History Report by Invoice.....	12
Printing the Invoice History Report by Item.....	14
Printing the Items for a Customer Report	15
Printing the Customers for an Item Report.....	18
Purging Invoice History	20
Invoice Register Report	27.1
Close a Period	28.1
Purge Management History	29.1
Notes on Compressing Record Details.....	3
Rebuilding the Management History File	4
Data Integrity Check	30.1
Initializing Data Files.....	A.1
File Utilities	B.1
Corrupted data files	1

Export a file.....	2
Restore an exported file	6
Rebuilding Data Files	8
Ticket Entry Functions	C.1
Add	2
Backup	2
Dup	3
Find	4
Hold	5
Input +	6
Lock (unlock*)	6
Misc	6
Notax*.....	9
Order +	9
Pay	12
Quote	13
Return* +	13
Subtotal.....	13
Void*	15
LayaWay	16
Xternal.....	18
Zoom	19
Non-panel Functions.....	21
Setting Up Point of Sale Devices.....	D.1
Background Information on Peripheral Devices.....	2
Cash Drawer	2
Printers	3
Customer Display Device	3
Bar Code Reader Or Scanner.....	4
Connecting and Testing Devices	5
If It Still Doesn't Work	6
Cash Drawer	6
Printer	7
Bar Code Reader.....	7

Prices, Taxes, Commissions, and Labels.....	E.1
Prices	1
Features	2
Setup	4
Miscellaneous	5
Exceptions	7
Taxes.....	7
Features	7
Setup	8
Miscellaneous	10
Exceptions	10
Commissions	10
Features	10
Setup	12
Miscellaneous	13
Exceptions	14
Features	14
Setup	15
Miscellaneous	16
Foreign Currency.....	F.1
Setting up Currencies.....	1
Currency Items.....	1
Store Payment Types	3
Configuration Options	3
Single Foreign Currency	3
Multiple Foreign Currencies.....	4



Chapter 1

Understanding Point of Sale

Definitions

To understand how to use Point of Sale (or "P/S"), you should understand some key concepts and words used in Point of Sale that relate to accounting and retail sales.

Please take the time to read these explanations, even if you think you already understand them.

If you will be using Accounts Receivable with Point of Sale, it will also help you to read the concepts and terms presented in the Accounts Receivable User Manual.

Items, Categories and Departments

In Point of Sale, items are simply the products that you sell.

Each item is defined in the Inventory Management Item file prior to being sold in Point of Sale. Point of Sale uses and adjusts data in the Item file for each sale. You can assign a category and sub-category to each item when you build the Inventory Management Item file. The category and sub-category can be used to tailor the printing of several reports in Inventory Management and Sales Analysis, and to control prices.

Another word for category is "department".

Stores

Point of Sale is designed for use in multiple stores.

Each store must be defined in the Store file. In addition, special "configuration options" may be used in each store. The store definition and configuration options allow Point of Sale to be tailored for each store's needs.

In this way, an individual store of a "chain" operation can adapt program usage for its own location and still be able to update a central data base that is shared by all members of the chain.

Registers and Drawers

In Point of Sale, a "cash register" is a terminal (or personal computer) with a keyboard. Each register can optionally have cash drawers, as well as various printing or other peripheral devices attached. Each store can have several registers, each containing multiple drawers.

Point of Sale requires that each register be defined in the Register file, and that each cash drawer attached to that register be defined in the Drawer file.

Users

Point of Sale requires that you identify each potential user of the P/S system in the User file. A user may be a salesperson, a cashier, or perhaps the store owner. Each user is defined with a unique user ID and password.

In addition, you must define the extent to which each user may access the system. This is done by granting certain authorizations for each user in the User file.

For example, one user may be authorized to open and close all drawers, enter sales for those drawers, and void tickets. A different user may be authorized to only enter sales on a certain drawer. A supervisor may be permitted to perform all functions.

Sales reps

When setting your store's configuration options, you may specify whether you will be using sales reps. If you use sales reps, sales and commission information is tracked for each salesperson.

If you are using Accounts Receivable, sales reps must be defined in the A/R Sales Rep file.

If you are not using Accounts Receivable, sales reps must be defined in the P/S User file.

If you are using sales reps, you can also select to enter a sales rep for each line item during ticket entry.

Opening and Closing Drawers

A drawer must be "opened" before any sales tickets can be entered for that drawer. The "opening" procedure prepares the drawer for use and asks for a beginning cash amount. Normally, a drawer will be opened at the start of each day.

The "closing" procedure requests an ending cash amount (and other forms of payment) for the drawer. Once a drawer has been closed, daily reports will reflect activity for that drawer.

A drawer can be opened and closed only by a user who has authorization to open and close that specific drawer.

If you do not use actual cash drawers, you may select a configuration option that permits automatic opening and closing of drawers.

Payment Codes

Payment codes are the methods of payment accepted in a store. These can be cash, check, credit cards and even "house" (Accounts Receivable) charge accounts.

Each payment code that will be accepted must be defined in the Store file. Part of the definition of each payment code includes what forms of validation will be required, whether the drawer will open and if change is allowed.

The payment code of 1 is reserved for Cash payments. If you are using Accounts Receivable, payment code 8 is reserved for A/R Charge. All other payment codes can be defined as needed in your store.

Data Organization

The information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data) and to be able to process it logically, data must be organized in some predictable way.

Accounting software organizes your data for you automatically as it stores it on your disk.

There are four terms you should understand about the way the data is organized:

Character: a "character" is any letter, number, or other symbol you can type on your computer keyboard.

Field: a "field" (sometimes called a "data field") is one or more characters representing a single piece of data. For example, a name, a date or a dollar amount are all fields.

Record: a "record" is a group of one or more related fields. For example, a customer's name, address, and account balance fields might be grouped together into a record called the "customer record". A record in a data file is referred to as an "entry".

Data file: a "data file" is a group of one or more related records. A data file is often referred to simply as a "file".

The Customer file in Accounts Receivable is an example of a data file. Such a file is made up of many records, each of which contains the name, address, etc., for one customer.

Each file is kept separate from the other files on the disk.

There are other types of files in addition to data files. For example, programs are stored on the disk as "program files". However, "file" in this User Manual means "data file", unless specifically stated otherwise.

Purging Files

As used here, "purge" means to remove unnecessary items. The Point of Sale Management History file is occasionally purged of old history records. The type of history records for the date range you specify are deleted from the file.

Any other type of history record, and those that fall outside of the date range specified for the purge, remain in the Point of Sale Management History file.

The Invoice History file contains historical data for tickets posted by Point of Sale, and invoices printed by Order Entry Plus, if you are also using that package. A range of invoice history records may also be purged regularly from this file.

Alphanumeric

When the manual refers to an "alphanumeric" entry, this means that the entry can be letters of the alphabet, numerals (numbers), special symbols (*, &, \$, etc.), or any combination of all three kinds.

In contrast, if an entry is specified as "numeric" (or "digits"), only numbers can be used.

Spool

SPOOL is a computer word meaning "Save Printer Output Off-Line". Spooling is a technique that allows a report to be printed on a printer at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot

faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

SAM (Samco's Automated Manuals)

A revised edition of this and all Samco user manuals is available on-line from within any function of Samco's business applications. Simply press [F10] ([F11] for the Windows version) and SAM will guide you to whatever information you need. (Refer to the chapter titled *Help SAM !!!* in the *System Functions* manual for details.)

Product Description

Point of Sale is designed primarily for use by retail businesses.

Point of Sale enables your computer to function as a conventional cash register to enter sales and generate receipts. Used in conjunction with Inventory Management, Point of Sale provides automatic price look-up, inquiry into inventory status, and updating of inventory quantities.

When Accounts Receivable is added, automatic customer look-up and updating of accounts receivable items can be performed for "A/R charge" sales. When Multi-Site is added, point of sale and inventory activities at remote locations can be easily updated and controlled at a centralized main site.

Detailed sales reports are available to provide the retailer the management information necessary to operate a profitable business.

The package includes those features most asked for by users whose experiences with earlier versions of this package have helped refine it to its current level:

- Can be used in a multi-user, multi-company, multi-location environment
- Supports multiple registers and cash drawers
- Prints invoices or receipts and opens cash drawer
- Supports bar code functions and customer display devices
- Provides on-line or end-of-day inventory updating
- Allows automatic price lookup with override
- Allows multi-location item inquiry at register
- Allows adding of new customers at point of sale
- Tracks inventory sales by unique serial number and lot number

- Supports orders and deposits for later delivery of goods
- Provides for layaway sales and payments
- Updates sales information in Accounts Receivable
- Allows the use of commission codes and tracks sales commissions
- Includes clear, precise documentation and getting-started procedures
- Provides menu password protection, as well as function password protection for cashiers during sales ticket entry

Inventory Management, Kits Plus, and Accounts Receivable

Point of Sale (P/S) requires Inventory Management. The addition of Kits Plus allows kits to be processed at the time of sale.

Accounts Receivable further enhances Point of Sale's capabilities, but is not a prerequisite to run P/S. If A/R is included on the master menu, Point of Sale integrates with the Accounts Receivable data.

Password Protection and User Authorization

You have the option to specify that passwords are required to access a protected menu function. A password is a unique code you assign to each individual using your software. When passwords are required, each potential user must enter a valid password prior to accessing a protected menu function.

When entering tickets in Point of Sale, password protection is also provided at the user level. The method of assigning a password to a user's identification code allows you to selectively permit access to certain ticket entry operations. This results in access to protected operations only by individuals who have authorized user passwords. To ensure that cash drawers are accessed by only authorized individuals, each user must enter a unique user password before the ticket entry process can be started. If the user password does not match a password in the User file, access is not allowed.

A user is permitted access to a drawer only if his user profile defines the drawer as valid, and the drawer has been "opened."

Entering Tickets

The *Tickets (Enter)* selection is flexible, with automatic price and description look-up from the Inventory Management Item file. With the touch of a key, inventory look-up, price overrides, ticket voids, quotes, orders, and even layaways can be accommodated.

Extensive user definition prevents unauthorized use of the most sensitive functions during the ticket entry process.

Up to 99,999 line items can be entered on a single ticket. Line items can be entered by item number, bar code, description, or "keyword". "Keyword" lookups are available based on individual words in an item's description, or its category, vendor, or even vendor's item number. "Miscellaneous" item numbers are allowed during ticket entry.

Item returns are as easy to enter as an item sale. Returned items can be entered on the same ticket as sales. Adjustments to inventory are made appropriately for returned merchandise.

Multiple types of tender can be accepted on one sales ticket. A/R "charge" sales are posted to the Accounts Receivable system as part of the daily posting procedure.

Item Pricing

Item pricing is controlled through the Item file and Price file in the Inventory Management system. For example, sale prices (for specific items sold during a designated period) and contract prices (for specific items sold to specific Accounts Receivable customers) can be established in Inventory Management.

However, if the user is authorized, manual price overrides may be made during Tickets (Enter), as well as price discounting.

Manual price overrides and discounts are reported as exceptions in the Daily Exception Report.

Invoices and Receipts

At the time a sales ticket is entered, the user has the option of printing any type of ticket form (receipt, invoice, etc.) needed.

Point of Sale supports up to three printers on each register. When you define each printer in the Register file, a form is assigned to it, giving you the capability of printing three different ticket documents at each printer.

Several pre-defined forms are provided with Point of Sale, including a standard 40-column receipt, full 8.5" x 11" invoices, and a plain paper invoice. These forms can be used as provided, or modified for your requirements. You can also define an unlimited number of your own forms.

Groups of tickets can also be printed in "batch" mode.

Customized messages can be printed on your ticket documents. This customized text is entered in the Register file. Additional text can be entered using the *Forms* selection.

Commissions

Commissions are automatically calculated for each item on a ticket, based on the commission code assigned to that item in the I/C Item file. If commissions are also used in Accounts Receivable, commissions may instead be calculated using a percentage assigned to a sales rep or customer. Commissions may be split among as many as three sales reps.

If the user is authorized, manual overrides may be made during ticket entry to the commission amount for a ticket. These overrides are reported as exceptions on the Daily Exception Report.

Commissions can optionally be reported on the Daily Sales by Sales Rep and Daily Sales by User reports. In addition, by specifying to retain sales rep and user history, commission amounts are updated in the P/S Management History file and can be reported on the Sales Rep History Report and User History Report.

If commissions are used in Accounts Receivable, commissions from Point of Sale are also updated in the A/R Sales Rep file and the A/R Commissions Due file.

Taxes

Sales taxes are automatically calculated for a ticket using the sales taxes setup in *Taxes (System Functions)*.

When not using Accounts Receivable, the calculation is based on the tax group specified in the Store file and any special tax rates that are defined on individual line items in Inventory Management.

If Accounts Receivable is used, the calculation is based on the tax group assigned to the customer and any special line item tax rates. You may also select to use the configuration option to allow a customer's tax group/types to be changed for a specific ticket.

An individual line item can also have individual tax types changed from "taxable" or "non-taxable" (or vice-versa) when necessary, if the user is authorized.

In addition, authorized users can override the calculated tax amount for a tax type for a ticket, or a tax type can be made non-taxable for an entire ticket for tax-exempt customers (a tax-exempt number is requested). Tax overrides and tax-exempt sales are reported as exceptions on the Daily Exception Report.

A summary of the taxes collected each day for each tax group/type is included on the Daily Register Summary report. You may select to retain history of the tax information for printing on the Tax History Report.

Mailing Labels

Point of Sale can be used to build a file of name and address information for "walk-in" customers. This file can be used as input to a third-party mailing list management system, or can be used with Custom Labels to print mailing labels.

Daily Reports

A variety of daily reports are available in Point of Sale.

A preselected group of these reports can be automatically printed in a batch, as a result of end of day posting, by predefining in the Store file the reports to be printed. In this manner, key daily reports won't be forgotten and unnecessary reports will not print.

Any of these daily reports can also be printed individually on a request basis.

Historical Reports

Point of Sale retains historical data concerning sales, inventory, users, and invoices. A variety of reports are available to recap user performance, inventory history, invoice history, and sales activity.

Of course, all reports provided in Inventory Management are also available. While not required for Point of Sale, Accounts Receivable and Sales Analysis also provide valuable management reports on inventory items and customer activity.

Retail Kit Processing

With the addition of Kits Plus, multiple items can be bundled together and sold at a single price. When items within the bundle are substituted, the total price is adjusted.

Interface to General Ledger

Point of Sale generates the appropriate General Ledger distributions for all sales and returns processed. These are posted to Inventory Management, and may be interfaced to General Ledger through Inventory Management.

Upgrading from Earlier Versions

We have included the necessary functions and instructions to allow you to upgrade from an earlier version of this same package. Please refer to the *Upgrade Guide* for more information.

New Features for 6.5 Plus

This section describes the features that have been added to Point of Sale for version 6.5 Plus.

Users who have upgraded from an earlier version will want to read this section after installing version 6.5 Plus in order to obtain an overview of the increased capabilities of the software. In order to take advantage of the new features, simply read the relevant chapter(s) of the User Manual.

- In ticket entry, stored "ship to" addresses can be retrieved and added on the fly. A separate function is provided to maintain and print ship-to addresses.
- When used in conjunction with A/R, commissions can be based on either the customer's or the sales rep's commission rate, and the information is available on the A/R Commissions Due Report.
- Receipts and invoices are now completely user defined. Format your own receipts and invoices or use/modify one of the default formats provided.
- End of day can now print deposit slips.
- Separate account numbers are provided for pay-in and pay-out.
- Instead of entering a closing amount, "not counted" can be entered for specific payment types such as A/R charges.
- Orders can be entered and released from ticket entry.
- Descriptions can optionally be entered for non-miscellaneous items.
- The user can define a daily schedule and report on employee sales productivity during those periods.
- The ticket entry function can be pre-set to begin in the "item" area, automatically bypassing the "customer" area.
- Five user defined entry fields can be specified for ticket entry and for printing on the invoice or receipt.
- Items can have special notes which automatically display each time the item is used. A similar feature is available for customers.
- A minimum profit percentage can be established. Only authorized users are allowed to sell below the minimum.
- Purchase order numbers can be required for certain customer types.
- Foreign currency conversion is handled during ticket entry.
- Serial numbers can be entered for items that are serialized.



Chapter 2

Getting Started

Introduction

It is assumed at this point that you have installed the programs for this package on your computer according to the *Installation Guide*. If you have not done so, refer to that manual and install the software on your computer.

It is also assumed that you have installed Inventory Management.

In addition, you should have installed Accounts Receivable, if you intend to use it.

Consult the appropriate manual if you have not set up either of these packages yet.

Lastly, it is also assumed that you have familiarized yourself with the main features of this package by reading chapter 1 of this manual, titled Understanding Point of Sale. If you have not done so, read that chapter and then return to this chapter.

The Point of Sale Data Files

In order to use Point of Sale, you first need to enter into the computer some information describing your store, its registers, and the users of the P/S programs.

There are six different "data files" which you must enter before you can begin using the package on a regular basis.

Here is a brief explanation of those six files:

Store file

This file contains certain control information which defines how each store enters sales tickets, and how Point of Sale is used with Inventory Management and, if used, Accounts Receivable.

For example, the Store file tells Point of Sale if sales reps are used and which types of payment are accepted in your store.

Configuration options that tailor the system for each of your stores are also contained in the Store file. A default configuration is supplied for you. As you become more familiar with the product, feel free to change the configuration for your own operation.

Specifications for the end of day reports and history retention are also kept in the Store file.

Register file

This file contains a definition of each register in every store.

Every register must be described in this file, including the store in which it is located and the next ticket number to be assigned.

Special devices attached to a register (such as printers, card readers, and customer displays) are identified and controlled in the Register file.

Certain entries in the Register file, such as Message Lines, are optional fields. These fields can be used to print special text on ticket documents.

Drawer file

This file contains a description of each drawer in every store, including the register to which it is attached.

User file

This file contains information about every user of the Point of Sale system, their valid passwords and their authorized ticket entry functions.

For example, you can define whether a user will be permitted to change prices or whether a user may void sales tickets.

The User file is the key to security for the *Tickets (Enter)* selection in your Point of Sale system. Read the discussion in the chapter titled Users carefully.

Form file

This file contains predefined layouts for printing ticket documents. For example, layouts are included for the receipt and invoice styles that were available in Version 121593 of Point of Sale. You can change any of the predefined layouts to meet your needs.

This file also contains any new layouts that you define for printing ticket documents.

Ship-to file

This file contains the "ship merchandise to" addresses of Account Receivable customers who receive merchandise at an address different from their billing address. The use of this file is optional.

Setting up Point of Sale

Prior to setting up Point of Sale, you must have already set up Inventory Management. In addition, Accounts Receivable should have been set up, if you intend to use it.

Follow the steps below to set up Point of Sale:

1. Study the chapters titled *Getting Started*, *General Rules*, and *Starting Up* in the *System Functions* manual.
2. You will need to set up the following *System Functions* files for each company ID you will be using Point of Sale for:
 - Company file
 - Valid sections and Valid G/L Accounts
 - Taxes file
 - Printers file

All other *System Function* features are optional.

(Refer to the *System Functions* manual for instructions on setting up these files.)

3. Start P/S according to the instructions in the chapter titled *Using Point of Sale*.
4. Enter information about each of your stores, using *Stores*. (See the chapter titled *Stores*.)
5. Change the default configuration options as desired, using *Setup (Configuration options)*. (See the chapter titled *Configuration Options*.)

You may wish to use the default configuration options as provided, until you become more familiar with Point of Sale.

6. Change the default forms layouts as desired, or enter new layouts, using *Setup (Forms)*. (See the chapter titled *Forms*.)

You will only need to do this if you do not wish to use the predefined forms provided.

7. Enter your registers and define the devices attached to each register, using *Setup (Registers)*. (See the chapter titled *Registers*.)
8. Enter your drawers, using *Setup (Drawers)*. (See the chapter titled *Drawers*.)
9. Enter your users, using *Setup (Users)*. (See the chapter titled *Users*.)

If you selected to use sales reps (in *Setup (Configuration options)*), and you are not using Accounts Receivable, you must also enter your sales reps in *Users*.

10. If you are using Accounts Receivable, enter any ship-to addresses for your customers, using *Setup (Ship-to addresses)*. (See the chapter titled *Ship-to Addresses*.)
11. Change the default specifications for printing of the end of day reports, and for retention of history, using *Setup (End of day)*. (See the chapter titled *End of Day Setup*.)

The default specifications are set to print certain types of detail information on the end of day reports, and to retain all history. If you wish additional information to be printed, or for less history to be retained, you must change the default specifications prior to running *End of Day (Post)*.

12. Establish any outstanding orders or layaways as follows:

- a. Enter each outstanding order using *Tickets (Enter)*, placing the ticket in *Order* mode prior to entering the line items. After totalling the ticket, enter any deposits which have already been received as a single deposit. (If you require each deposit to be shown individually, process the deposits as described for layaway payments below.)

- b. Enter each outstanding layaway using *Tickets (Enter)*, placing the ticket in *Layaway* mode prior to entering the line items. After totalling the ticket, enter any payments which have already been received as a single payment.

If you require each payment to be shown individually, enter only the initial payment when the ticket is totalled. Then, access the layaway which was just created and enter each layaway payment separately, using *Payments* on the Layaway menu.

Refer to the chapter titled *Enter Tickets (Additional Operations)* as necessary for details on Order and Layaway processing.

You may wish to print the Orders Report and Layaways Report to verify your entries. Both reports can be selected from the *Reports* menu.

c. If order deposits or layaway payments were entered, post the deposit and payment tickets using *End of Day (Post)*. Note that G/L distributions will be created for these tickets. If you have previously recorded this activity in your General Ledger, you may have to make journal entries to offset the effect of posting the tickets.

13. Run *Data Integrity Check* to ensure that the "actual" and "calculated" amounts of information in the data files are equal. (See the chapter titled *Data Integrity Check*.) If there is a difference between the actual and calculated amounts, set them to be equal at this point.

Later, you will run data integrity checks periodically to verify the accuracy of the information in your data files. Here, you are setting them to be equal so that you can detect and resolve variances later.

14. Read the chapter titled *Guide to Daily Operations*, which explains how to use Point of Sale to perform various daily, weekly, and periodic tasks.

Regular Use

When you are finished setting up Point of Sale as outlined above, you are ready to use this package on a regular basis.

The remaining chapters in this manual show you how to:

- Open and close cash drawers
- Enter tickets
- Take register readings
- Print groups of tickets, orders, and layaways
- Print the end of day reports
- Perform the end of day posting
- Process and settle credit card charges
- Print various management reports
- View and print invoice history reports
- Close out a sales period and a year
- Purge the Management History file
- Print a data integrity report

Appendix A explains how to initialize (create from scratch) your Point of Sale data files. You may never need this function, but it is included just in case.

Appendix B provides information on exporting, importing, and rebuilding your data files.

Appendix C includes some technical notes. They are included for the use of your technical software support person or someone who understands data processing very well.

Appendix D describes each function that can be used during the ticket entry process, at which fields the function can be selected, and whether the function requires authorization.

Appendix E tells how to connect and test the peripheral devices which can optionally be used in Point of Sale.

Appendix F explains each of the fields which are available for printing on Point of Sale forms.

Appendix G provides detailed information on the calculation and reporting of prices, commissions, and taxes. Also included in this appendix is a description of how to create and use the sequential Mailing List file to print labels.

Samco Support

The user manuals are designed to allow you to use Samco's Power Accounting application software without any additional help. However, if you encounter problems you cannot resolve by referring to these manuals, you may want to get additional assistance. Your supplier should be able to provide such assistance, or he may be able to recommend an independent source.

Samco Help Desk

8661 – 201st Street, 2nd Floor
Langley, BC V2Y 0G9
Canada
Phone:(604) 597 4211
E-mail: support@samco.com
Web: <http://www.samco.com>

Samco provides support on a **fee-for-service basis**. Please ensure that you have the software release, serial number(s), media type, payment information (Visa or MasterCard) and other related information available when you call.

For a detailed description of Samco's support and Customer services, please check out our web site at <http://www.samco.com>.

You may go to your own dealer for training; however, if your dealer does not offer training, call Samco at (800) 663-2080, for information and cost.



Chapter 3

Using Point of Sale

About this Manual

This manual provides the information needed to learn and use Point of Sale.

Organization

The next few chapters give instructions on how to enter the basic information (mentioned in the *Getting Started* chapter) which will tailor Point of Sale to your needs and prepare you for daily operation.

The chapters which follow them describe how to use Point of Sale on a daily basis. You will probably use these chapters most frequently.

The last few chapters describe selections which are used periodically, including such selections as closing a sales period.

Lastly, a series of appendixes describe some utility functions and give you additional information about the software.

Additional information can be obtained from the *System Functions* manual, which contains chapters that describe features common to all packages.

How to Use This Manual

When beginning, you will want to keep this manual handy so you can refer to it as often as you need. Later, you may only need to refer to it occasionally.

Each chapter of this manual provides instructions on how to use a particular function of your software.

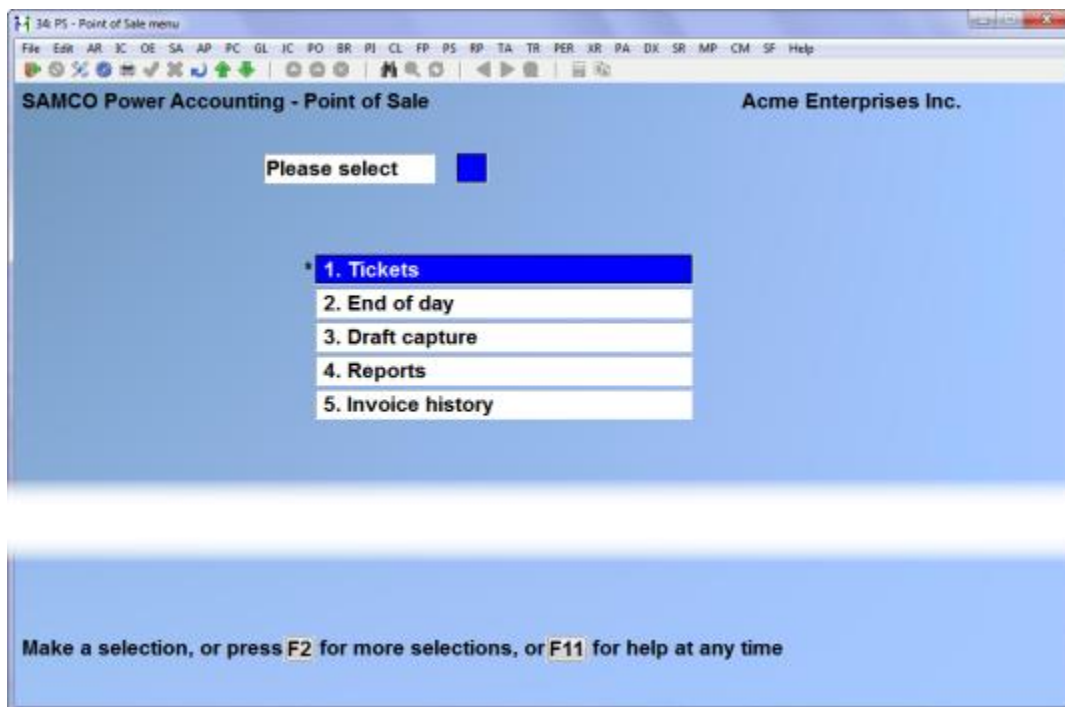
SAM (Samco's Automated Manuals)

This and all Samco application user manuals are available for your reference in an on-line format (the screens and sample reports have been removed). Simply press [F10] ([F11] for the Windows version) and you will have instant access to the information you need with the help of SAM.

To Start Point of Sale

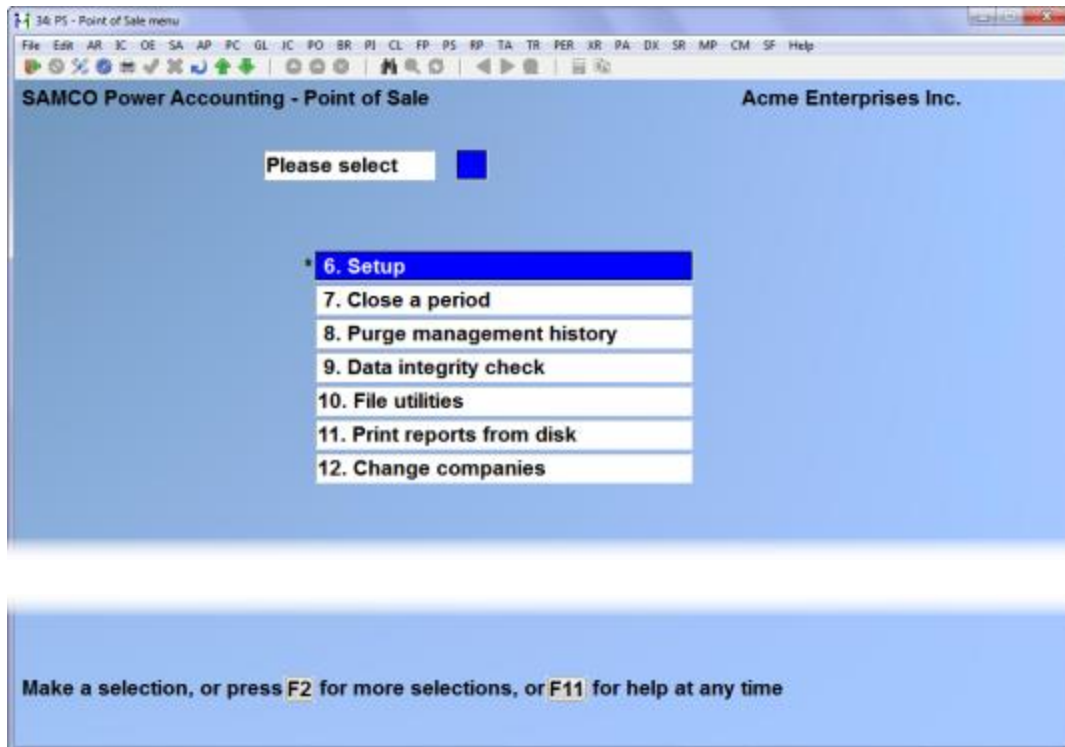
From your company ID's main menu select *Point of Sale*. (If *Point of Sale* does not appear on the main menu refer to the chapter titled *Company Information* in the *Systems Function* manual for details.)

The *Point of Sale* menu then appears:



The selections that you will be using most often (such as *Tickets*) are on the first screen of the main menu.

To get to page 2 of the menu, press [F2] from page 1. You see:



To Exit the P/S Package

To exit the P/S package, press [Tab] from page 1 of the P/S menu. Depending on your computer setup, either the main menu appears, listing the packages you have set up for this company ID, or your operating system prompt appears.



Chapter 4

Guide to Daily Operations

Introduction

The following checklists are provided as examples of how you might use Point of Sale to perform various daily and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

EACH DAY

___ Open drawer(s) to be used for recording sales, using *Open drawer*. (See chapter 14, titled *Open Drawer*.)

___ Enter and edit transactions for newly received merchandise and for merchandise transfers between warehouses, using the Miscellaneous panel function of *Tickets (Enter)*. (See the chapter titled *Enter Tickets (Additional Functions)*.)

You can also use *Inventory* on the I/C menu to enter and edit these transactions.

___ Use *Tickets (Enter)* to enter sale and return tickets, print forms (such as invoices or receipts), add new A/R customers, enter payments on A/R customer accounts, enter quotations, orders, and layaways, etc. (see the chapters titled *Enter Tickets (Basic Operations)*, and *Enter Tickets (Additional Functions)*.)

___ If desired, inquire into sales activity for any drawer or register, using *Register readings*. (See the chapter titled *Register Readings*.)

___ Enter closing tender amounts for drawer(s), using *Close drawer*. (See the chapter titled *Close Drawer*.)

___ Print (or reprint) forms for unposted tickets, and for orders and layaways as necessary, using *Batch printing*. (See the chapter

EACH DAY, AS NEEDED

___ Print any end of day report to examine sales activity on un-posted ticket information, using *End of day (Reports)*. See chapter 20, titled *End of Day*.)

titled *Batch Printing*.)

EACH DAY

___ Print selected end of day reports and post ticket information to permanent files for each register, using *End of day (Post)*. (See the chapter titled *End of Day*.)

a) If not auto-posting I/C transactions, post inventory transactions, using *Inventory* on the I/C menu.

b) If using A/R, and not auto-posting A/R cash transactions, post A/R cash receipt transactions using *Cash receipts* on the A/R menu.

___ Back up your data files.

EACH DAY, AS NEEDED

___ Print report(s) on six different types of management history for previously posted tickets, using *Reports*. (See chapters 22 through 27 for the six management history reports.)

___ Print reports such as the *Orders Report*, *Holdings Report*, and *Layaways Report*. (See chapters 28, 29, and 30 for these reports.)

___ Print a report of or view invoice history for previously posted tickets. (See the chapter titled *Invoice History*.)

Periodic/Monthly Operations Checklist

EACH PERIOD

___ Ensure that all tickets for the period to be closed have been posted for all registers in all stores. Use *End of day (Post)* to post the ticket information.

___ Print all desired Point of Sale reports which show period-to-date (PTD) figures, such as the Register List, Tax history, Drawer List, and User List.

If you have multiple stores, print the reports desired for all stores prior to running *Close a period* (next step).

___ Purge invoice history. A purged invoice is no longer available for viewing or reporting. Print the purge report to retain a permanent printed record of invoices purged. Purge invoices only if you no longer need to refer to them. For example, you might choose to keep one year of history on the computer for reference. Each month, you would purge the oldest month's invoices.

___ Close the current sales period, using *Close a period*. This function clears the PTD fields in the Store, Register, Drawer, and User files. (See the chapter titled *Close a Period*.)

The "current period" is determined by the "Period end date" entered in *Stores*, and is updated when *Close a period* is run.

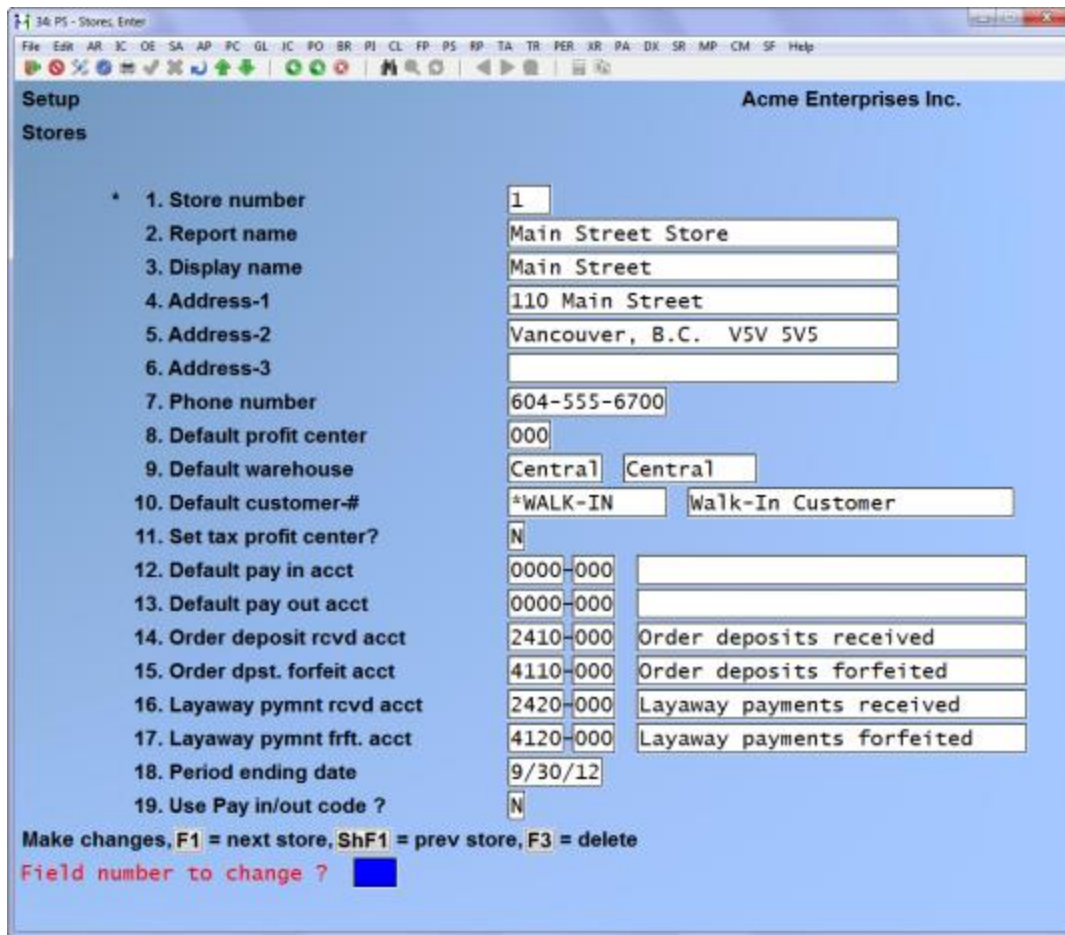
If this period is also your year end, answer "Y" to the related question in *Close a period*.

EACH PERIOD, AS NEEDED

EACH PERIOD

EACH PERIOD, AS NEEDED

___ Compress detail information or purge obsolete information in the Management History file, using *Purge management history*. (See the chapter titled *Purge Management History*.)



From this screen you can work with both new and existing stores. If a store has already been entered for the store number you specify, information on that store appears and is available for changes or deletion.

Do not delete a store if there are still registers and drawers on file for that store.

Enter the information as follows:

? * 1.Store number

Enter the store number, or use the option:

Option: [F1] to find the next store. If one exists, you are allowed to change the information for it.

Format: 999

2. Report name

Enter your company name. It will appear at the top of all reports for this store.

If you select to print the store name on ticket forms, the name you enter here will be printed. Precede the store name with spaces if you wish the name to be centred on the forms.

Format: 30 characters

3. Display name

Enter the name to be displayed on the screen for Point of Sale selections.

Format: 30 characters

4. Address-1

5. Address-2

6. Address-3

Enter the address of this store.

If you select to print the store address on ticket forms, the address lines you enter here will be printed. Precede each address line with spaces if you wish the address to be centred on the forms.

Format: 30 characters each

7. Phone number

Enter the telephone number of the store, including an area code.

Format: 12 characters

? 8. Default profit centre

An entry in this field is allowed only if you specified in *Company information (System Functions)* that your G/L account structure is more than 1 section long.

The profit centre you enter here is used as a default profit centre for sales and returns of items, and for other accounting activity. The default profit centre can be changed for a ticket during ticket entry.

If you assigned profit centres to your items (using *I/C Items*), those profit centres are used for sales and returns of items, and the profit centre you enter here is used as the default for other accounting activity.

? 9. Default warehouse

An entry in this field is allowed only if you specified in *I/C Control information* that you are using multiple warehouses.

Enter the warehouse code for the location of the merchandise to be sold in this store, or press [Enter] for the "Central" warehouse.

The code you enter must exist in the I/C Warehouse file, and is used as the default warehouse.

For each ticket, the quantity on hand of each item on the ticket is adjusted in the warehouse location specified here, unless the *Change warehouse* option is executed for a ticket.

Format: 2 characters

? 10. Default customer number

Enter the number to be used as the default customer number for tickets. The default customer is the "walk in" customer accessed by a single function key during ticket entry.

If you are using Accounts Receivable, the default customer number entered here must be set up in the A/R Customer file.

If you are not using Accounts Receivable, enter any customer number you wish or press [Enter] to default to spaces.

If you wish to enter a name and address when entering a ticket for this default customer, use a miscellaneous customer number (number beginning with *) as the default customer number.

You should use a miscellaneous customer number as the default if you plan to retain name and address data for a mailing list (see the appendix titled *Prices, Taxes, Commissions, and Labels*).

11. Set tax profit centre ?

Answer Y to use the store's profit centre (as entered above) to be used for G/L distributions of taxes. If you answer N, the G/L account entered for the tax types in the *Tax group* function will be used for distributions.

Wild-carding Profit Centres

(This applied only if your G/L account structure, as set in *Company information (System Functions)*, is more than 1 section in length.)

When prompted to enter the profit centre section of a G/L account number you have the option of setting the profit centre to "wild-card". If set to "wild-card", the section will display ***.

If a section is wild-carded, the default profit centre for the ticket will be used in place of the wild-carded section. For example, if you wild-card all of your payment codes, the G/L distributions for payments will use the profit centre from the ticket.

- ? 12. Default pay in acct
- ? 13. Default pay out acct

Enter the G/L account numbers used for pay-in and pay-out tickets. The G/L account numbers entered must exist in the Valid G/L Accounts file.

- ? 14. Order deposit rcvd acct
- ? 15. Order dpst. forfeit acct

Enter the G/L account numbers used for deposits received and applied and for deposits forfeited on orders. The G/L account numbers entered must exist in the Valid G/L Accounts file.

- ? 16. Layaway pymnt rcvd acct
- ? 17. Layaway pymnt frft. acct

Enter the G/L account numbers used for payments received and applied and for payments forfeited on layaways. The G/L account numbers entered must exist in the Valid G/L Accounts file.

18. Period ending date

For the first store you define, enter the ending date of your current sales period.

If a store already exists in the Store file, the period ending date for that store automatically displays here and entry is not allowed.

This date is used as the basis for the period-to-date accumulators in the Store file, Register file, Drawer file, and User file.

This field is automatically changed to the new period ending date that you enter when *Close a period* is run.

Format: MMDDYY

19. Use Pay in/out code ?

Answer Y if you want to set up a table of codes to control miscellaneous cash paid in and out.

The second screen of store information then displays. After completing this screen, it appears similar to this:

Setup Acme Enterprises Inc.

Stores

Store 1 Main Street

20. End of day reports

Daily register summary	<input type="text" value="Y"/>	Daily sales by user	<input type="text" value="Y"/>
Daily register audit	<input type="text" value="Y"/>	Daily sales by sales rep	<input type="text" value="N"/>
Daily sales by category	<input type="text" value="Y"/>	Daily non-sale report	<input type="text" value="Y"/>
Daily payment listing	<input type="text" value="Y"/>	Daily exception report	<input type="text" value="Y"/>

21. Time-of-day intervals

1=	:	2=	02:00	3=	04:00	4=	06:00	5=	08:00	6=	10:00
7=	12:00	8=	14:00	9=	16:00	10=	18:00	11=	20:00	12=	22:00

22. Sales PTD

23. Sales YTD

24. Cost PTD

25. Cost YTD

Field number to change ?

Enter information as follows:

20. End of day reports

Enter N or Y for each report shown.

If you answer Y for a report, it is automatically included in the reports that print when *End of day (Post)* is run.

Answering N for a report means it will not print during the end of day posting process.

At a minimum, you should specify two reports, the Daily Register Summary and Daily Register Audit. We also recommend that you select the Daily Sales by Category report.

Each report shown can also be printed on an "as needed" basis by selecting *Reports* from the *End of day* menu.

Refer to the chapter titled *End of Day*, for more information on each of the end of day reports.

21. Time-of-day intervals

The time-of-day intervals entered here are used to provide an analysis of sales volume by time of day on the Daily Sales Reports for Sales Reps and Users, as well as the Management History Reports for Sales Reps, Users, Registers, and Categories.

Enter up to 12 different ending times, in ascending order, using a 24-hour clock (where 0100 is 1:00 a.m. and 2400 is midnight). Enter the times, or use one of the options:

Options: [F1] for 2-hour intervals

[Enter] to default to "None", if not using the time of day analysis

Format: 9999 for each interval

Period-to-date and Year-to-date fields

When a ticket is posted, its sale and cost amounts are added to the PTD and YTD fields if its posting date is not after the period ending date entered previously. If its posting date is after the period ending date, the amounts are held internally in a different field and "rolled over" only when you run *Close a period*.

For an existing store, you would ordinarily not want to change the PTD and YTD fields since they are automatically updated by ticket posting. If you try to change these fields, a message informs you that change is not allowed. However, if "Allow protected changes?" is set to Y in *Company information*, you may override this restriction by pressing [F2].

When setting up P/S, enter information as follows:

22. Sales PTD

Enter the amount of sales for this store for the period-to-date.

Format: 9,999,999,999.99-

23. Sales YTD

Enter the amount of sales for this store for the year-to-date.

Format: 9,999,999,999.99-

24. Cost PTD

Enter the cost of sales for this store for the period-to-date. This is the cost of items that have been sold in this store during this period.

Format: 9,999,999,999.99-

25. Cost YTD

Enter the cost of sales for this store for the year-to-date. This is the cost of items that have been sold in this store this year.

Format: 9,999,999,999.99-

The third screen of store information then displays. After completing this screen, it appears similar to this:

Pay code	Description	Open Drawer?	Validate-1 Validate-2	Give Chng?	No-cnt? Curncy	Account Short acct
1 =	Cash	N		Y	N	1010-000
					"base"	0000-000
2 =	Chq Cheque	N	CreditCard	N	N	1010-000
			DriveLic #		"base"	0000-000
3 =	Visa Visa	N	Auth #	N	N	1010-000
					"base"	Not used
4 =	M/C MasterCard	N	Auth #	N	N	1010-000
					"base"	Not used
5 =	Amex Amer Expr	N	Auth #	N	N	1020-000
					"base"	Not used
6 =	Coup Coupon	N		N	N	0000-000
					"base"	Not used
7 =	GC Gift Card	N	Serial #	N	N	1020-000
					"base"	0000-000
8 =	AR A/R Charge	N		N	N	Customer
					"base"	Not used

Enter the payment types accepted in the store and the control data for each payment type. Up to 12 payment types can be entered, spread over 2 screens. If you have more than 8 payment codes, you can enter 4 more on a second screen by pressing [PgUp]. Follow the screen instructions.

For each type of payment accepted in your store, enter the information as follows:

Pay-cod

Enter an abbreviation for the payment type.

The first pay code is predefined to be "Cash".

Format: 4 characters

If you are using Accounts Receivable, pay code 8 is predefined to be "A/R Charge". If you are not using A/R, an entry for pay code 8 is not allowed.

Description

Enter a description of the payment type.

The description for pay code 1 is predefined as "Cash".

Format: 10 characters

Open Drawer?

Answer Y if the cash drawer should open for this type of payment so that tender can be placed in the drawer, otherwise, answer N.

Validate-1

Enter the text to display as a prompt for validation information during ticket entry, or press [Enter] to skip this entry.

Certain payment types should require entry of additional information, such as a credit card number or driver's license number. The characters you enter here act as a prompt to the user to enter such information.

If you wish the validation to request a date to be entered, enter a validation description with the last word being "date". For example, to prompt for the expiry date on a credit card, enter "Expiry date" at this or the next field.

Validate-2

Enter the text to display as a prompt for a second set of validation information, or press [Enter] to skip this entry.

Give chng?

Answer Y if change due should be allowed and automatically calculated when the amount received for this payment code is greater than the amount due.

If you answer N, the amount received for the payment code cannot exceed the amount due on the ticket.

No count?

Answer Y if this pay code's receipts do not need to be counted. You then will have the option to specify "No count" for this pay code in *Close drawer*, rather than enter a closing amount.

If you answer N, you must enter a closing amount for this pay code when using *Close drawer*.

? Account

Enter the G/L account number used when posting receipts for this pay code. The G/L account number entered must exist in the Valid G/L Accounts file.

For pay code 8 (A/R Charge) enter the G/L account number for your default accounts receivable account, or use the option:

Option: [F2] to use the customer accounts receivable account (specified in the Customer file)

If you press [F2], each customer's full G/L account number will be used when posting distributions for this pay code. If you enter a G/L account number here, it will be used as the main account number and the store's profit centre will be used as the sub-account when posting distributions for A/R charge.

? Short acct

Enter the G/L account number used when posting receipts for the overage or shortage amount, or use the option:

Option: [F2] if you do not use a separate G/L account for recording the overage and shortage amount.

The G/L account number entered must exist in the Valid G/L Accounts file.

For example, at the end of the day the system calculates having \$ 100.00 cash. The actual physical count, however, works out to \$ 95.00. If a shortfall account is entered, \$ 95.00 will be distributed to the pay code G/L account and \$ 5.00 to the short fall account. If you are not using a shortfall account, using the above example, \$ 100.00 would be distributed to the pay code G/L account, and you would have to manually adjust the difference.



Chapter 6

Configuration Options

Introduction

Use this selection to tailor the configuration options for each store.

Configuration options define how certain P/S features will operate for a store. For example, you can enter ship-to addresses on tickets by "turning on" these options in the store's configuration.

A default configuration is automatically created for each newly defined store so that you can use your P/S system immediately.

We recommend that you begin use of your Point of Sale system with the default configuration for your store. When you become familiar with the options available for configuration, you can make changes in the default information as described below.

The screens in this chapter show the default configuration settings.

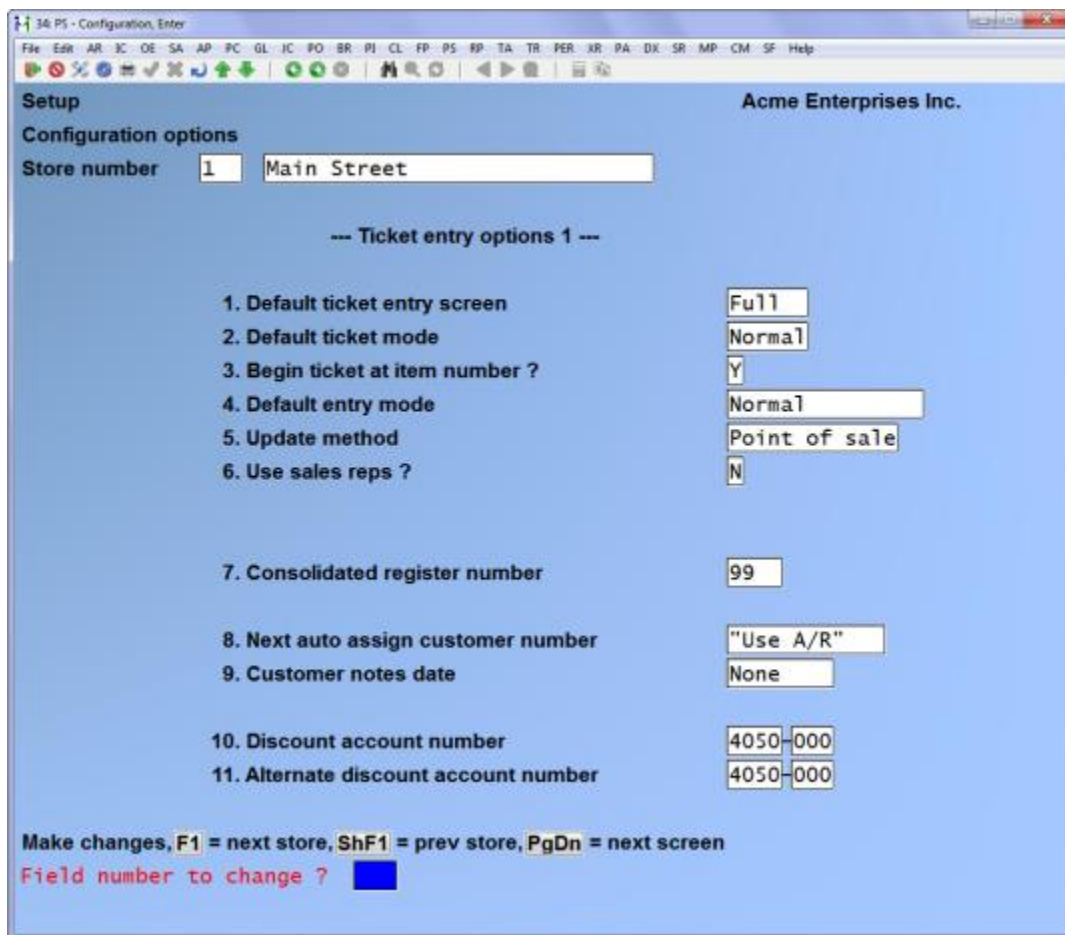
To Begin

Select *Configuration options* from the *Setup* menu on page 2 of the P/S main menu.

The first screen of configuration options appears, and you are asked to specify the store for which configuration options are to be changed. Enter the store number, or use the option:

Option: [F1] to scan through the existing stores in the Store file

The screen then appears as follows:



There are several screens of configuration options. The first four screens show options that affect ticket entry, the fifth screen shows options that affect printing, and the last screen contains miscellaneous options.

When "Field number to change ?" is displayed, you can press [Enter] or [PgDn] to move to the next screen. At the following screens, you can press [PgUp] to move to a previous screen. Changes made on any screen are retained only after you press [Enter] at the last screen.

Make changes in the configuration options as usual, entering the data as follows:

1. Default ticket entry screen

Enter the letter which corresponds to the default screen displayed during ticket entry. Enter F to display a full screen, or enter S to display a simple screen. A simple screen does not display the panel function area or most of the field names in the customer area.

Your entry in this field specifies a default screen only. During ticket entry, you may switch to the other screen by pressing [↑] at the top of the ticket entry screen.

Tickets are entered in the same manner on both screens.

Format: 1 character

2. Default ticket mode

Enter the letter which corresponds to the default ticket mode in which each new ticket is to begin.

Enter O to begin each ticket in Order Mode, enter R to begin in Return Mode, or press [Enter] for the Normal (Sale) Mode.

Your entry in this field specifies a default mode only. During ticket entry, you may switch to any other mode by selecting the corresponding panel function.

3. Begin ticket at item number ?

If you do not normally enter customer information, answer Y to begin each ticket at the "Item Number" field.

If you answer Y, during ticket entry, the cursor will be positioned at "Item Number" and the default customer number specified in *Stores* will be automatically displayed. Changes may be made to the customer information as usual.

Answer N to begin each ticket with the cursor positioned at the "Cus#" field.

4. Default entry mode

Enter the number which corresponds to the default entry mode for item entry.

Enter 1, indicating Normal, to enter the item number, quantity, price, and (if using) sales rep. This is the default entry mode when a store is initially defined.

Enter 2, indicating Fast, to enter the item number only. The quantity defaults to 1, the price defaults to the automatically calculated price, and the item sales rep defaults to the ticket sales rep.

Enter 3, indicating Normal/Bar code, to enter the item bar code, quantity, price, and (if using) sales rep.

Enter 4, indicating Fast/Bar code, to enter the item bar code only. After the bar code is entered, all other information for the item defaults as explained above for Fast mode.

Your entry in this field specifies a default mode only. During ticket entry, you may switch to the other entry modes as needed by pressing [F2].

In all modes, serial numbers and lot numbers may be entered, when applicable. In addition, the description and price may be entered for a miscellaneous item (item number begins with *).

If you have defined bar codes for your items, you may enter a bar code or an item number while in any of the four entry modes. Bar codes greater than 15 characters can be entered only while in one of the Bar Code entry modes.

5. Update method

Enter P, indicating Point of Sale, if the committed quantities of items in the I/C Item and Status files are to be updated as soon as the line item has been entered. Serial and lot numbers are also committed after entry.

If you are using Accounts Receivable, the customer's un-posted balance is also updated for any A/R Charge amount or payment-on-account amount after ticket printing.

Enter E, indicating End of Day, if item quantities and serial/lot numbers on a ticket are to be committed later, when *End of day (Post)* is run. (For orders and layaways, these quantities are committed at entry time, regardless of the update method.)

If you are using Accounts Receivable, customer un-posted balances are updated when A/R cash receipt transactions are created during P/S posting.

Refer to the chapter titled *End of Day*, for more information on the *End of Day (Post)* procedure.

6. Use sales reps ?

Answer Y or press [Enter] to default to N.

If you answer N, you are not allowed to enter a sales rep number in *Tickets (Enter)*.

If you answer Y, and are using the A/R package, you must have answered Y to this question in *A/R Control information*. In addition, you must have set up the Sales Rep file in Accounts Receivable.

If you answer Y, and are not using A/R, you must set up your sales reps in the P/S User file.

You must answer Y here if you wish to update commission information in A/R. If you answer Y to "Use sales reps ?", another field appears:

Per item ?

Answer Y or press [Enter] to default to N.

If you answer N, during ticket entry you are required to identify a sales rep for the ticket only.

If you answer Y, you are required to identify a sales rep for the ticket and can enter different sales reps for any item on the ticket.

7. Consolidated register number

If you wish sequential ticket, order and layaway numbers to be issued from one source for all registers enter the number of the register from which these numbers are to be assigned. All numbers will be issued from this register's number series, instead of each individual register.

When *End of day (Post)* is run for all registers in a store, ticket information from all registers can be consolidated into the register specified here for reporting and historical purposes.

The register number specified must be defined using *Registers*, but it should not be an actual physical register.

When defining the consolidated register in *Registers*, the entry for the "Next ticket #" field must be higher than the "Next ticket #" field for the actual registers.

When defining the actual registers to be consolidated, the entry for "Next ticket #" must be different on each register. When using a consolidated register in ticket entry, the "Next ticket #" field is not incremented for actual registers, but is incremented for the consolidated register. Press [Enter] to default to "None" if you wish ticket, order, and layaway number assignment and end-of-day posting to be performed individually for each register.

8. Next auto assign customer number

If you are using Accounts Receivable, enter the number to be automatically assigned to the next customer added to the A/R Customer file during ticket entry, or use the option:

Option: [Enter] for "None" if customer numbers are not to be automatically assigned

The number entered here is automatically incremented by one after a customer number is automatically assigned during ticket entry.

If you are not using A/R, "Not applicable" displays for this field and entry is not allowed.

Format: 12 characters

9. Customer notes date

During ticket entry, you can choose to automatically display customer notes which have been stamped with a specific date. Enter the date for the notes to be displayed, or use the option:

Option: [Enter] for "None" if notes are not to be displayed

If a date is entered, it may not be later than the current date. Only notes for the date entered here which also have a time stamp of 0:00 will be displayed.

10. Discount account

11. Alternate discount account

Enter the G/L account numbers that correspond with your sales discounts.

Make changes as usual. The next screen of ticket entry options then appears:

The screenshot shows a window titled "34: PS - Configuration, Enter" for "Acme Enterprises Inc.". The window contains the following configuration options:

- Setup Configuration options
- Store number: 1, Main Street
- Ticket entry options 2 ---
- 12. Use ship-to addresses ? N
- 13. Use ship-vias ? Y
- 14. Use ship dates ? Y
- 15. Use courier A/C ? N
- 16. Use country ? N
- 17. Use P.O. numbers ? Y
Require for customer types: None
- 18. Allow terms code changes ? N
- 19. Allow tax changes ? Y
- 20. Skip optional entry fields ? Y
- 21. Vehicle info prompts
1=
2=
3=
4=
5=
- 22. Skip vehicle info prompts ? N

Make changes, PgUp = previous screen, PgDn = next screen
Field number to change ?

Make changes to the options shown on this screen as follows:

12. Use ship-to addresses ?

Answer Y to enter a name and address to which the merchandise will be shipped. If you are using Accounts Receivable, you will also be able to retain ship-to addresses in a file for re-use. The ship-to information can be printed on the ticket document.

If you answer N, a ship-to address is not requested during ticket entry.

13. Use ship-vias ?

Answer Y to enter a method of shipment during ticket entry. If using Accounts Receivable, the customer's default ship-via code is displayed as a default. The code or text entered for ship-via can be printed on the ticket document.

If you answer N, ship-via information is not requested during ticket entry.

14. Use ship dates ?

Answer Y to enter a shipping date during ticket entry. The date can be printed on the ticket document.

If you answer N, a ship date is not requested during ticket entry.

15. Use Courier A/c ?

Answer Y to enter a courier account during ticket entry.

If you answer N, a courier account number is not requested during ticket entry.

16. Use Country ?

17. P. O. numbers ?

Answer Y to enter a purchase order number during ticket entry. The purchase order number can be printed on the ticket document and, if Accounts Receivable is used, is transferred to A/R if the A/R Charge payment code is used on a ticket.

If you answer N, a purchase order is not requested during ticket entry.

If you answer Y to "Use P. O. numbers ?", and you are using Accounts Receivable, an additional field appears:

Require for customer types

Enter up to 3 customer types for whom purchase order numbers are required, or use the option:

Option: [Enter] for "None" if purchase order numbers are not required for any specific customer type

When a customer with one of the types you enter here is selected in ticket entry, a non-blank purchase order number must be entered.

18. Allow terms code changes ?

If you are using Accounts Receivable, answer Y or press [Enter] to default to N.

If you answer Y, during ticket entry, the customer's terms code displays and changes may be made for the ticket being entered.

If you answer N the terms code for the ticket cannot be changed during ticket entry.

If you are not using A/R, this field displays "Not applicable" and entry is not allowed.

? Default tax group ?

This field is not displayed if you are using Accounts Receivable.

Enter the default tax group to apply to tickets.

Format: 3 characters

(Refer to the chapter titled *Taxes* in the *System Functions* manual for information on setting up tax groups.)

19. Allow tax changes ?

If you answer Y, during ticket entry, the applicable taxes display and changes may be made for the ticket being entered. Taxes for the ticket will be calculated based on the changes made.

If you answer N the taxes for the ticket cannot be changed during ticket entry.

20. Skip optional entry fields ?

Answer Y if you are using any optional fields (ship-to addresses, ship-vias, ship dates, P. O. numbers, terms code or tax group changes), and wish to enter them on tickets on an exception basis.

If you answer Y, the optional fields are not requested during ticket entry, but may be entered and edited by using the **Misc** panel function.

If you answer N and are using any optional fields, the fields are requested on each ticket after the customer information is entered. (If you answered Y to "Begin each ticket at item number ?", the optional entry fields are requested only if you edit the customer area information.)

User-defined prompts

Enter up to 5 prompts that will display during ticket entry to request any special information you wish. The prompts will be displayed according to your entry in the next field.

During ticket entry, up to 25 characters can be entered in response to each user-defined prompt. The prompts and entered information can be printed on the ticket document.

Format: 15 characters for each prompt

20. Skip user-defined prompts ?

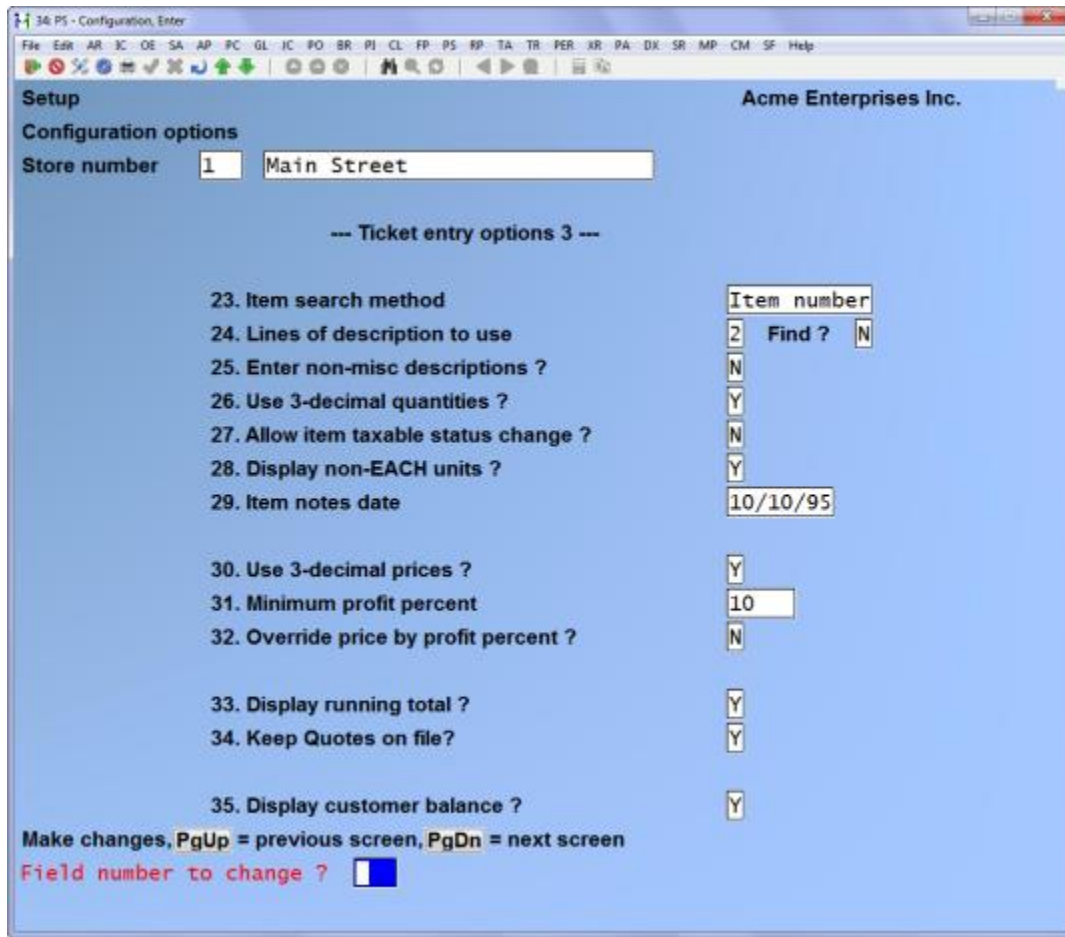
Answer Y if you defined any user-defined prompts in the prior field and wish to display them during ticket entry only on an exception basis.

If you answer Y, the user-defined prompts do not display during ticket entry, but may be entered and edited by using the **Misc** panel function. If you are also skipping optional entry fields, the prompts display after the optional entry fields.

If you answer N, the prompts display on each ticket after the customer information and any optional entry fields. (If you answered Y to "Begin each ticket at item number ?", the user-defined prompts are displayed only if you edit the customer area information.)

Make changes as usual.

The next screen of ticket entry options then appears, as shown below:



Make changes to the options shown on this screen as follows:

23. Item search method

Enter the letter corresponding to the default method to look up items during ticket entry when the complete item number is not known.

Enter K, indicating by keyword, to search by keyword. (Refer to the chapter titled *Control Information* in the Inventory Management User Manual for an explanation of keywords.)

Enter D, indicating by description, to search by the item description.

Enter I, indicating by item number, to search by the item number.

Your entry in this field specifies a default search method only. During ticket entry, you may switch to the other search methods as needed by pressing [F2].

24. Lines of description to use?

Enter the number of lines of item description (1 - 3) to display on the ticket entry screen. When descriptions are allowed to be entered, you may enter description lines for the item up to this number.

If you entered 2 or 3 to "Lines of description to use?", another field appears:

Find ?

Answer Y for the additional line(s) of item description to display instead of item pricing information during use of the **Find** panel function during ticket entry.

If you answer N, only the first line of item description displays, along with item prices, during use of the **Find** panel function.

25. Enter non-misc descriptions ?

Answer Y to allow type-over of a non-miscellaneous item's description during ticket entry.

If you answer N the item description for a non-miscellaneous item will display and print as it exists in the Item file, and changes are not allowed.

Miscellaneous item descriptions can always be entered, regardless of your answer here.

26. Use 3-decimal quantities ?

Answer Y to enter quantities with 3 decimal places, and for all quantities to display and print with 3 decimal positions.

If you answer N, quantities are entered, displayed and printed as whole numbers only.

27. Allow item tax changes ?

Answer Y to permit users authorized to override tax to change an item's default calculated taxes during ticket entry.

If you answer N, tax status changes are not allowed for an item during ticket entry.

If you answer Y, an additional field displays:

Display ?

Enter the letter which corresponds to when the taxable status is to be displayed for an item.

Enter T to display "T" for all items where one tax type is taxable.

Enter N to display "N" for all non-taxable or zero rated items. Enter C to display "T" or "N" only when the item's taxable status has been changed.

If you do not wish to display any taxable status on the ticket entry screen, press [Enter] to default to "None".

28. Display non-EACH units ?

Answer Y to display an item's pricing unit and/or stocking unit during ticket entry if the unit is not EACH.

If you answer N, neither the pricing unit nor stocking unit of an item are displayed during ticket entry.

29. Item notes date

During ticket entry, you can automatically display any item notes which are stamped with this date. Enter the date for the item notes to be displayed, or use the option:

Option: [Enter] for "None" if notes are not to be displayed

If a date is entered, it may not be later than the current date. Only notes for the date entered here which also have a time stamp of 0:00 will be displayed.

30. Use 3-decimal prices ?

Answer Y to enter prices with 3 decimal places, and for all prices to display and print with 3 decimal positions.

If you answer N, prices are entered, displayed, and printed with 2 decimal places.

31. Minimum profit percent

Enter the lowest profit percent to be allowed when users override a price during ticket entry, or use the option:

Option: [Enter] for zero, to require the entered price to be greater than or equal to the item's cost

Only authorized users may enter a price which causes the gross profit of an item to fall below this minimum percent.

The minimum profit percent of the total ticket amount is also checked when the ticket is totalled, regardless of whether a price override was done. Only authorized users may accept a ticket total which causes the gross profit of the ticket to fall below the minimum.

32. Override price by profit percent ?

Answer Y to allow price overrides to be entered as a percent of gross profit, in addition to the other methods available (entering a different price or discounting the existing price).

Answer N to allow price overrides to be entered only as a different price or as a percentage discount off the existing price.

If you answer Y to allow overrides by profit percent, an additional field appears:
Based on which cost ?

Enter the cost to be used when determining the gross profit of an item during a price override.

Enter A to use average cost, or enter R to use replacement cost. For standard costing, you may also enter S to use standard cost.

When a price override by profit percent is entered during ticket entry, the price of an item is calculated using this formula:

$$\text{Price} = \frac{100 \times \text{cost}}{100 - \text{profit \%}}$$

33. Display running total ?

Answer Y to display an updated ticket total after entry of each item on the ticket. If you answer Y, the sales amount, taxes, and total amount are displayed throughout entry of a sales ticket.

Answer N if you wish the ticket total to be displayed only after the ticket has been totalled.

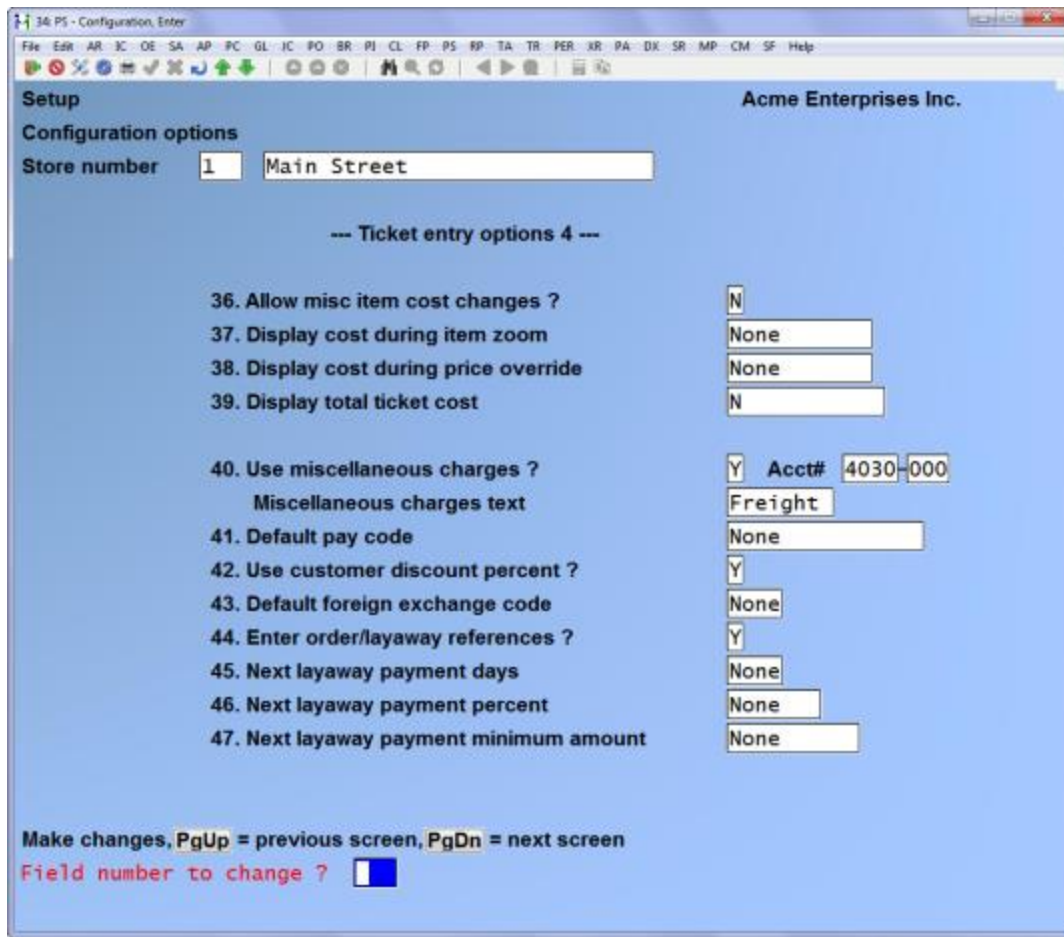
34. Keep quotes on file

Answer Y to maintain quotes on file

35. Display customer account balance

Answer Y to display the posted customer account balance during ticket entry. When the customer used in Point of Sale > tickets > enter has an outstanding balance as shown in AR > view customer accounts, that account balance will be highlighted and displayed at the top of the ticket entry screen.

Make changes as usual. The next screen of ticket entry options then appears:



Make changes to the options shown on this screen as follows:

36. Allow misc item cost changes ?

Enter Y to display the cost of a miscellaneous item (item number beginning with *) when it is added to a ticket, so that changes may be made. The cost in the Item file is displayed as a default.

If you answer N, a miscellaneous item cost is not requested during ticket entry, and the Item file cost is automatically used.

For the average and LIFO/FIFO valuation methods, replacement cost is used. For the standard valuation method, standard cost is used.

37. Display cost during item zoom

Enter the code which corresponds to the cost which you wish displayed during use of the Item **Zoom** panel function.

Enter A to display average cost, or enter R to display replacement cost. You may also enter S to display standard cost if you are using standard costing.

If you do not wish to display any costs during the Item **Zoom** panel function, press [Enter] to default to "None".

38. Display cost during price override

Enter the code which corresponds to the cost which you wish displayed during a price override or item discount.

Enter A to display average cost, enter R to display replacement cost, or enter P to display the gross profit percent for the item. You may also enter S to display standard cost if you are using standard costing.

If you enter P, the profit percent will be based on average cost for Average and FIFO valuation, on replacement cost for LIFO valuation, and on standard cost for Standard valuation.

If you do not wish to display any costs when entering a price override/discount for an item, press [Enter] to default to "None".

39. Display total ticket cost ?

Enter Y to display the total cost (in dollars) of all items on a ticket when the ticket is sub-totalled or totalled.

Enter P to display the total ticket cost as a profit percent when the ticket is sub-totalled or totalled. The profit percent will be based on average cost for Average and FIFO valuation, on replacement cost for LIFO valuation, and on standard cost for Standard valuation.

If you answer Y or P, the total cost (in dollars or as a profit percent) will be shown next to "# of lines = 999" in the Transaction Area of the ticket.

Enter N if you do not wish either the total cost or the profit percent to be displayed when a ticket is sub-totalled or totalled.

40. Use miscellaneous charges ?

Answer Y to enter miscellaneous charges during ticket entry. The description displayed and printed for these charges is defined in the field described below. The charges are distributed to the specified G/L account when the ticket is posted.

If you answer N, miscellaneous charges are not requested during ticket entry.

If you answer Y to "Use miscellaneous charges ?", three additional fields display:

? Acct #

Enter the G/L account number to which the miscellaneous charges will be distributed when *End of day (Post)* is run.

Miscellaneous charges text

Enter the description to be displayed during ticket entry and printed on ticket forms and reports for miscellaneous charges, or use the option:

Option: [F1] to default to "Freight"

Format: 8 characters

41. Default pay code

Enter the number of the pay code to be automatically displayed for the first payment entry on a ticket, or use the option:

Option: [Enter] for "None" if you do not wish a pay code to automatically display

The pay code you enter here acts as a default only, and can be changed on the ticket. This pay code is also shown as a default for order deposits, layaway payments, and pay-on-account tickets.

42. Use customer discount percent ?

Answer Y to automatically apply an A/R customer's discount percent to a ticket or order, without requiring a ticket discount to be entered. Answer N if all ticket discounts must be actually entered. If a ticket discount is entered as a percent, the A/R customer's discount percent is displayed as a default.

In either case, if a discount is entered for a ticket, the entered discount replaces the default discount based on the customer's discount percent.

If you are not using A/R, this field displays "Not applicable" and an entry is not allowed.

? 43. Default foreign exchange code

Enter the inventory item number that is used for foreign currency conversion if you only deal in one foreign currency, or use the option:

Option: [Enter] to leave the field blank if you deal in multiple foreign currencies.

Refer to the appendix titled *Foreign Currency* for instructions on setting up Point of Sale to handle multiple currencies during ticket entry.

Format: 15 characters

44. Enter order/layaway references ?

Answer Y if you wish to enter reference text for the items on an order or a layaway when initially entering the order or layaway. Reference text can also be entered after the order or layaway is created by using the *References* option of the Order or Layaway menu.

If you answer N, reference text may be entered only by accessing the existing order or layaway, and using the *References* option on the menu.

45. Next layaway payment days

Enter the number of days to be added to the current date for the "Next payment due date" of a layaway, or use the option:

Option: [Enter] for "None" if you do not wish to display a default for "Next payment due date"

The number of days you enter here is used to calculate the default "Next payment due date" for a layaway payment.

Format: 999

46. Next layaway payment percent

Enter the percent of the sale amount that is required as a minimum initial payment for layaways, or use the option:

Option: [Enter] for "None" if a minimum percent of the sale amount is not required for initial layaway payments

Format: 999. 999

During ticket entry, the initial payment on a layaway must be at least the percent entered here of the sale amount.

47. Next layaway payment minimum amount

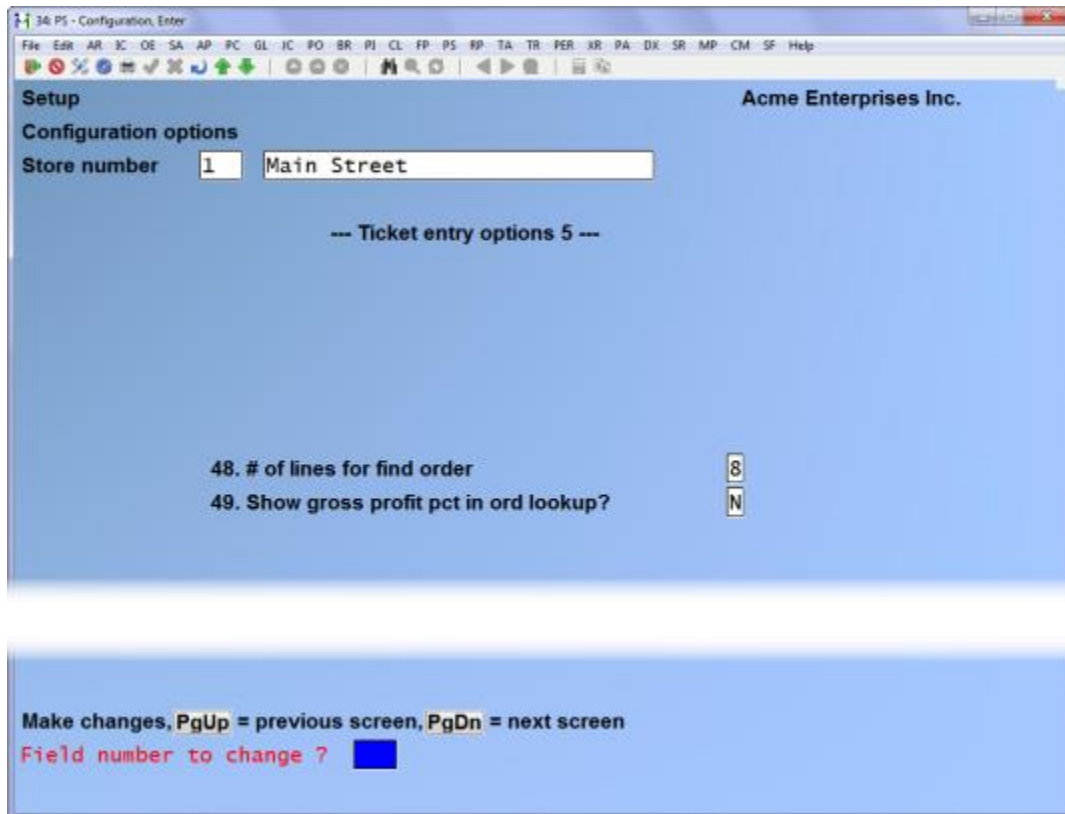
Enter the minimum amount to be required as an initial payment for layaways, or use the option:

Option: [Enter] for "None" if there is no minimum amount for initial layaway payments

During ticket entry, the initial payment on a layaway must be at least the amount entered here.

Format: 999,999.99

Make changes as usual. The next screen of configuration options then appears.



of lines for find order

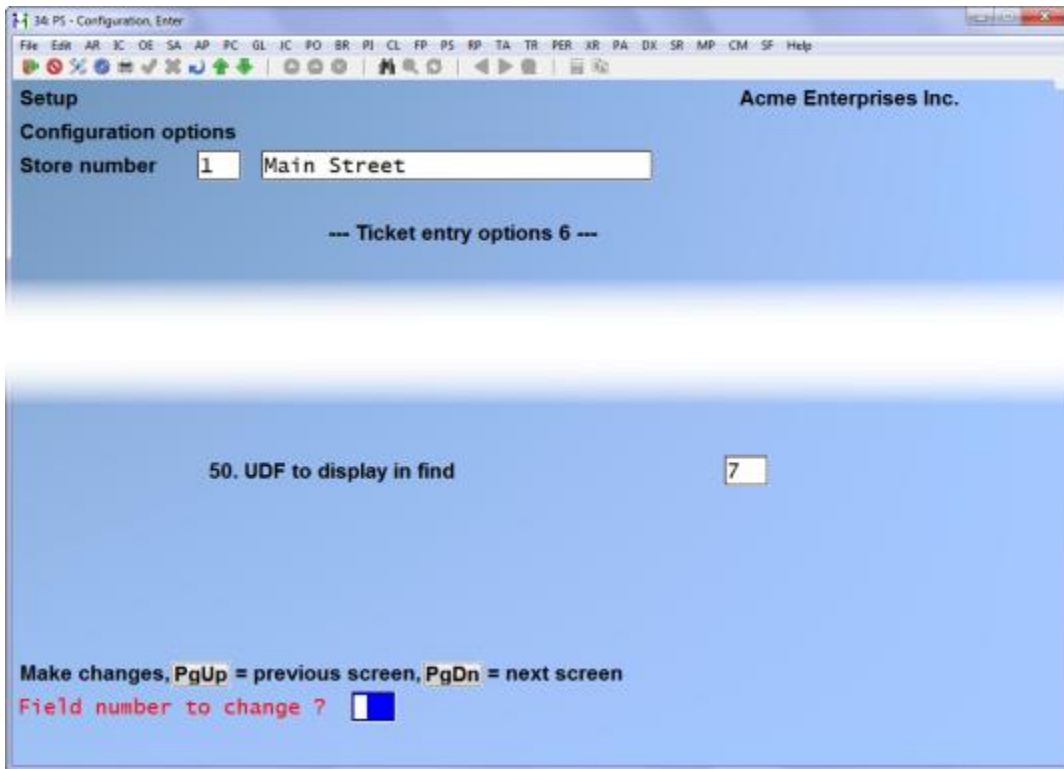
To determine how many order detail lines are displayed in the *Find Orders function*. Enter a digit between 1-9 or use the option:

Option: [Enter] for “None”

Show gross profit pct in order lookup?

Answer Y to show the gross profit percent.

Make changes as usual. The next screen appears:



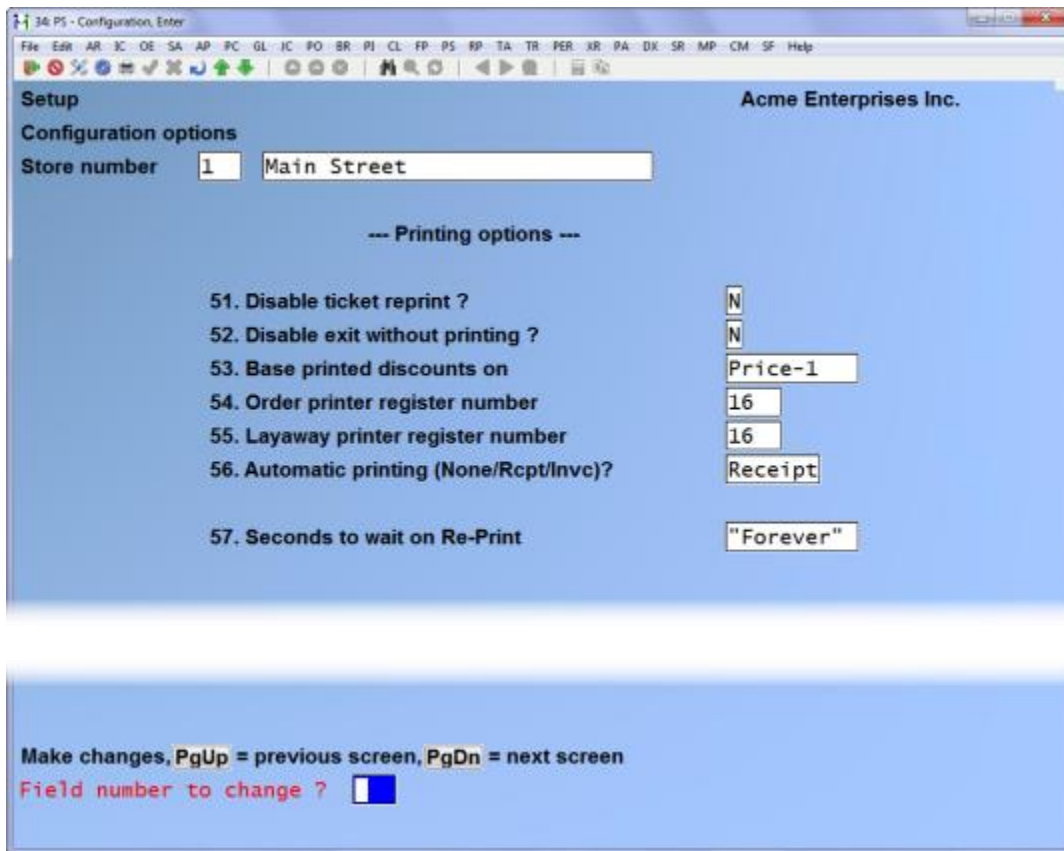
50. UDF to display in find

Specify the number that corresponds to the UDF that is to be displayed in the Find Item pop-up window.

Changing Printing Configuration Options

NOTE: Most of the printing configuration options that were available in earlier versions of Point of Sale are now incorporated into the *Setup (Forms)* selection. Refer to the chapter titled *Forms*, for more information.

The screen of printing configuration options displays as follows:



Make changes to the printing configuration options on this screen, as follows:

Disable ticket reprint ?

Answer Y to permit users to print the ticket document one time only.

If you answer N, users may reprint a ticket as many times as desired. (Ticket reprints are reported in the Daily Exception Report.)

Disable exit without printing ?

Answer Y to require users to print a ticket document prior to exiting the ticket printing process.

If you answer N, users are not required to print a ticket document prior to beginning the next ticket.

Base printed discounts on

Enter the letter which corresponds to the basis on which item prices and discounts are to be printed on ticket documents, P for Price-1 or C for calculated price.

If you enter P, "Unit price" in *Forms* will print Price-1 from the Item file for each item, and "Discount percent" will be calculated based on Price-1.

If you enter C, "Unit price" in *Forms* will print the calculated price for each item, and "Discount percent" will be calculated based on this price. The calculated price is the price computed by the program, based on price codes, warehouse-specific prices, sale prices, or contract prices.

In all cases, the extended actual selling price for an item is printed as "Extended price".

Your entry here applies to only forms which specify "Discount percent" to be printed for line items. Use *Setup (Forms)* to select "Discount percent" (or any other field) to print on a form.

If you have not selected to print "Discount percent" on a form, your entry here is ignored.

Order printer register number

Enter the number of the register whose printer definitions (and corresponding Form ID's) are to be used when printing order documents. Any control codes specified in the register's printer definitions will also be used.

Press [Enter] to default to "None" if you wish orders to print on the devices defined for the register in use when order printing is selected.

Format: 999

Layaway printer register number

Enter the number of the register whose printer definitions (and corresponding Form ID's) are to be used when printing layaway documents. Any control codes specified in the register's printer definitions will also be used.

Press [Enter] to default to "None" if you wish layaways to print on the devices defined for the register in use when layaway printing is selected.

Format: 999

Automatic printing (None/Rcpt/Invc) ?

Enter the letter which corresponds to how invoices and receipts are printed after the ticket is completed.

Enter N if you want the option of printing an invoice or receipt once the ticket is completed.

Enter I if you want an invoice automatically printed after the ticket is complete.

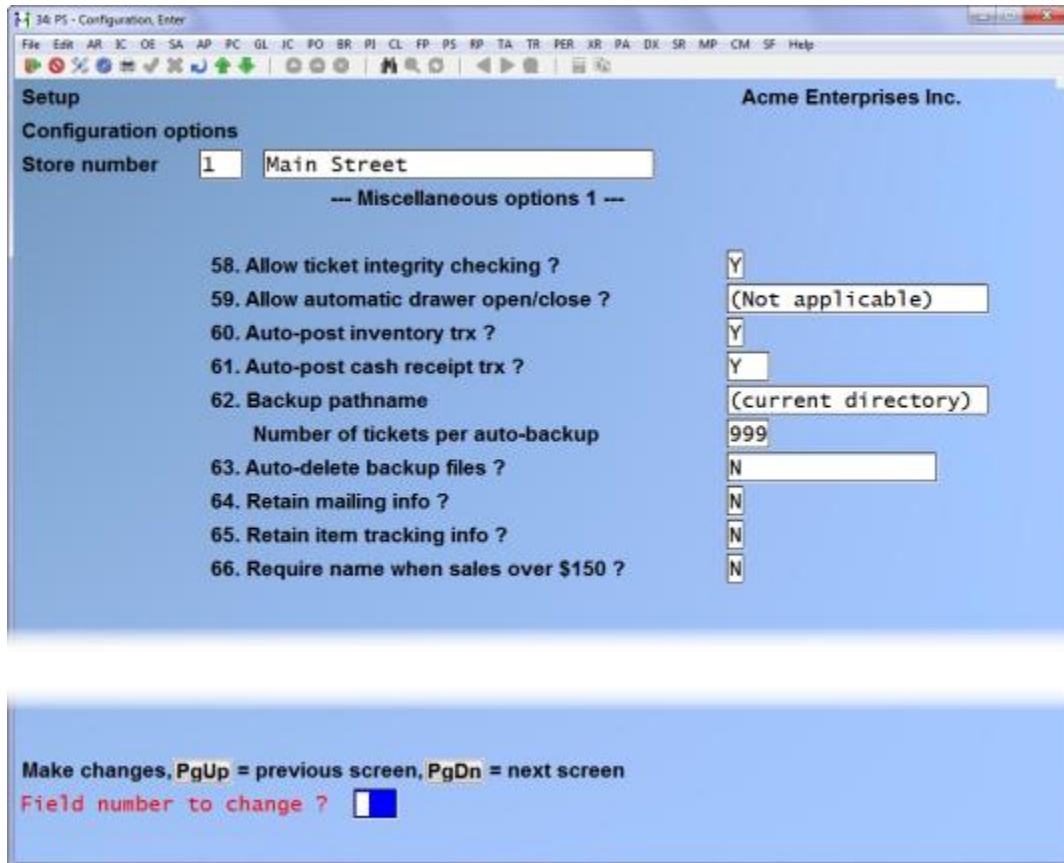
Enter R if you want a receipt automatically printed after the ticket is complete.

Hint: If you only print invoices or receipts you will want to set this option to I or R respectively. This feature will cut down on an additional keystroke and reduces the amount of time the customer spends waiting for the transaction to be completed.

Make changes as usual. The next screen of configuration options then appears.

Changing Miscellaneous Configuration Options

The screen of miscellaneous configuration options displays as follows:



Make changes in the miscellaneous configuration options on this screen, as follows:

Allow ticket integrity checking ?

Answer Y if you wish the program, at Point of Sale posting, to check for any tickets where the header does not match the lines. If any unbalanced tickets are found the program voids the ticket and reports it on the Daily Exception Journal.

Allow automatic drawer open/close ?

Answer Y if you wish to allow drawers to be automatically opened by *Tickets (Enter)* and automatically closed by *End of day (Post)*.

If you answer Y, when a drawer number that is not currently open is specified in *Tickets (Enter)*, you can press [F2] to automatically open that drawer with a beginning cash amount of ".00".

If a drawer number that is not closed is specified in *End of day (Post)*, you can press [F2] to automatically close that drawer. All closing tender amounts will be set to "not counted", and calculation of overages and shortages will not occur.

A user must be authorized to open or close a specific drawer in order to automatically open it or close it.

Answer N if you wish to require drawers to be opened prior to ticket entry, using the *Open drawer* selection, and closed prior to posting tickets, using the *Close drawer* selection.

Auto-post inventory trx ?

Answer Y to automatically post the I/C inventory transactions which are created by the *P/S End of day (Post)* selection to the I/C files.

If you answer N, the inventory transactions which are created by the P/S posting process remain in the I/C transaction file.

These transactions must then be posted "manually", using the *Inventory* selection in the Inventory Management package. Prior to posting them, you may access and print an edit list of these transactions, using *Inventory*.

NOTE: Prior to posting these transactions, to ensure that the same costs are used in Point of Sale and Inventory Management, do not make changes to these transactions or enter additional inventory transactions which cause the item cost to change.

Auto-post cash receipt trx ?

Answer Y to automatically post the Accounts Receivable cash receipt transactions which are created by the *P/S End of day (Post)* selection to the Accounts Receivable files.

If you answer N, the Accounts Receivable cash receipt transactions which are created by the P/S posting process remain in the A/R cash receipt transaction file.

These transactions must then be posted "manually", using the *Cash receipts* selection in Accounts Receivable. Prior to posting them, you may access and print edit lists of these transactions, using the *Cash receipts* selection.

Backup pathname

Enter the pathname where the backup file is to be created when the P/S ticket backup is executed, or use the option:

Option: [Enter] to use the top-level Samco directory

You can enter the directory name on the hard disk where the ticket backup file is to be created, such as "C:\SSI\BACKUP".

On WIN and LAN systems, you can backup to an external drive by preceding the pathname with the name of the drive.

Format: 15 characters

Number of tickets per auto-backup

Enter the number of tickets to be "on file" for an automatic ticket backup to be done, or press [Enter] to default to 0 if you do not wish to do an automatic backup.

During ticket entry, after the number of tickets specified here have been entered on a single register, the message "**** Preparing to backup ****" displays and you are asked "Are you sure?".

If you answer Y, the most recently entered tickets are appended to the backup files for that store. Both the Ticket Header and Ticket Line files are backed up, and the backup files are located on the backup device which you specified above.

The higher the number of tickets you enter here, the less frequently the automatic backup takes place. The frequency of automatic backup is directly related to how much ticket entry data might be lost in the event of a power interruption.

Note that only tickets which have a ticket number assigned are backed up. Orders, layaways, and hold tickets are not backed up.

Format: 999

Auto-delete backup files ?

If you indicated use of the automatic ticket backup for this store in the previous field, answer Y or press [Enter] to default to N.

If you answer Y, the backups of the Ticket Header and Ticket Line files are automatically deleted after successful completion of the *End of day (Post)* selection, when "All" registers for one store are posted and a cut-off date of "None" is specified.

If you answer N, or if individual register numbers are posted, or if a specific cut-off date is entered, the backup files are not deleted.

If zero was entered for "Number of tickets per backup", this field displays "Not applicable" and an entry is not allowed.

Notes regarding Auto-delete of Ticket Backup Files

The files that will be automatically deleted are PSHDRFxx. EXP and PSLINFxx. EXP, where "xx" is the company ID. This is the same file that is created or used by the *Export a file* and *Restore from an export file* selections on the *Point of Sale File Utilities* menu.

If you have multiple stores defined and have specified use of the automatic backup function in each store, it is recommended that you do not select to automatically delete the ticket backup files.

Multiple stores on a single computer system share the P/S Ticket Header and Line files, as well as the backup files. Deleting the ticket backup files deletes the backup files for all stores.

Retain mailing info ?

Answer Y or press [Enter] to default to N.

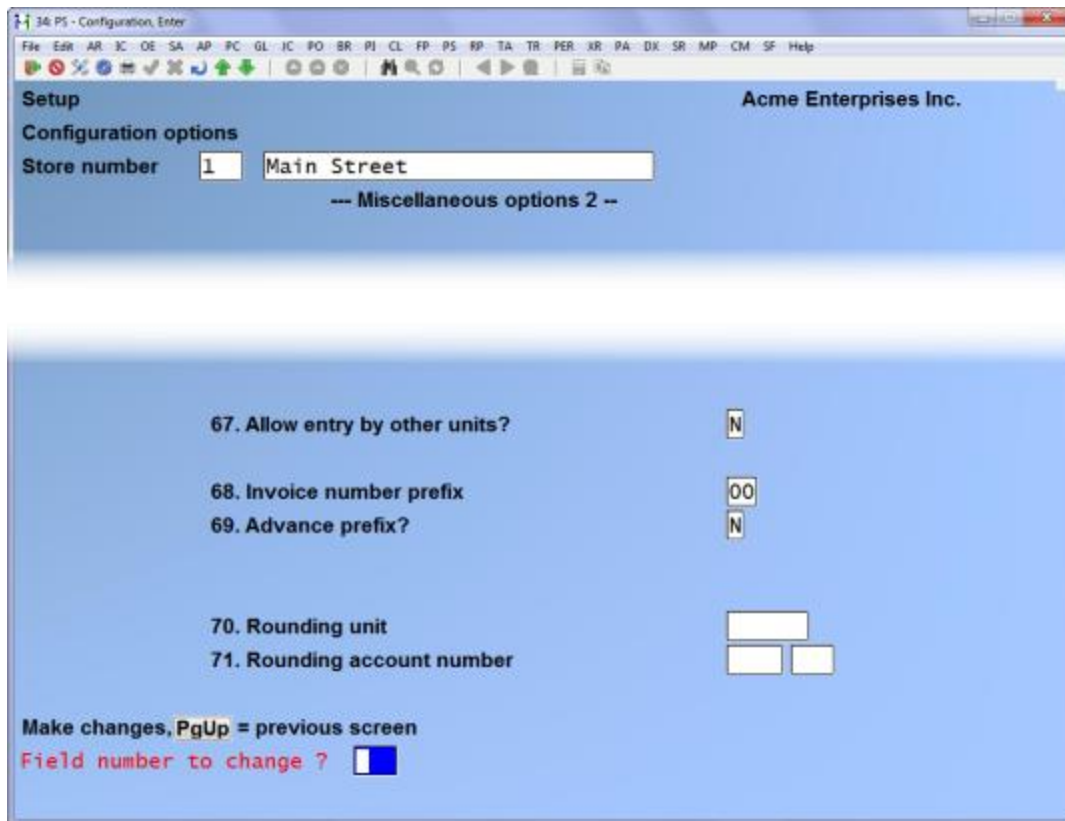
If you answer Y, you can retain a text file with the name and address of any miscellaneous customer entered during ticket entry. The ticket number, date, and ticket sale amount are also retained.

If you answer N, you cannot retain a text file with the miscellaneous customer name and address data that is entered on a ticket.

See the appendix titled *Prices, Taxes, Commissions, and Labels*, for further information on using the mailing list file.

Require name when sales over \$ 150 ?

If you answer Y, the clerk will be prompted for a customer name and address when the sale amount exceeds \$150.00. The ticket cannot be completed unless this information is entered. Enter A to indicate that the system will always require an address regardless of the sales amount. In some cases, the customer name and address has to be saved even when the purchase is less than \$150.00, Use [A] to indicate that the system should always require name and address regardless of the sales amount.



Allow entry by other units ?

Invoice number prefix

You can add a 2 character prefix by store to the existing 6 digit ticket number. This prefix is attached to the ticket number and posts through to invoice history. If you have consolidated registers turned on the field Advance prefix ? allows the prefix to advance when the ticket number reaches 99999. You will need to change your ticket forms to print the prefix. By default the field does not print.

Advance prefix ?

Answer Y to allow the system to advance when ticket numbers reach 999999.

Rounding unit

Enter N to round to the nearest nickel, or P to round to the nearest penny.

Rounding account number

Enter the GL account number used to distribute the rounding amounts to.

<u>Form ID</u>	<u>Description</u>
INV1	Invoice form #11-34
INV2	Invoice form #12-34
INV3	Invoice form #13-34
INV4	Invoice form #10-03
INV5	Invoice form #10-06
INVPP	Invoice - plain paper
RCPT1	Receipt - Full (40-column)

For a full list of all predefined forms, use the *Reports (Forms)* selection. If you select to use a different form, you can make a copy of an already existing form that is similar to the form you wish to use and modify the copy. Samco can design your forms for you on a fee for service basis.

An unlimited number of forms can be defined with this selection. *Forms* allows you to print almost any information field in the P/S Header and Line Item files. IC User Defined fields are now available for printing on POS receipts and invoices, if you require assistance please contact support@samco.com for assistance.

We suggest that you first become familiar with the predefined forms provided with this package. Then use this chapter to modify the predefined forms as required or design your own forms.

Definitions

Described below are definitions for certain terms used in this selection and chapter.

Header, Line Item, and Totals Groups

Each form consists of three information groups:

Header
Line item 1 Line item 2 Line item 3 etc.
Totals

The Header is the top part of the form and typically includes information that relates to the ticket in general (for example, the ticket number, date, customer's name and address). Header information always prints before Line Item and Totals information.

The Line Items group is the middle part of the form, and typically includes information on each line item on the ticket (such as the item number and description, quantity purchased, and price). Line Item information always prints after Header information and before Totals information.

The Totals is the bottom part of the form, and typically includes tax, ticket discounts, total amount of the ticket, and payment information. Totals information always prints after Header and Line Item information.

Paginated

A form is either paginated or not paginated.

A paginated form is one that may have multiple pages, where each page is the same length. Pre-printed forms and forms that are separated from one another by perforations are examples of paginated forms.

A form that is not paginated has no specific length. Continuous paper on a roll, such as that used on a calculator, is an example of a non-paginated form.

Typically, "invoices" are paginated and "receipts" are not paginated.

Lines and Columns

The length of a paginated form is defined by the number of lines on the form, from the top of the form to the bottom. If printing is done at 6 lines per inch, an 11-inch form has 66 lines.

When defining a paginated form, you specify the starting line number of the Header information, the starting and ending line numbers of the Line Item information, and the starting line number of the Totals information.

When defining each data field to be printed on a paginated form, you specify the group of the field (Header, Line Item, or Totals), its line number within the group, and the starting column number where it is to print.

The line number of a field is its print line number starting at the first line of that group. For example, if you specified that the Line Item information starts on line 10 of your form and ends on line 40, you are allowing for 31 lines of Line Item information. The line number of a Line Item field must be between 1 and 31.

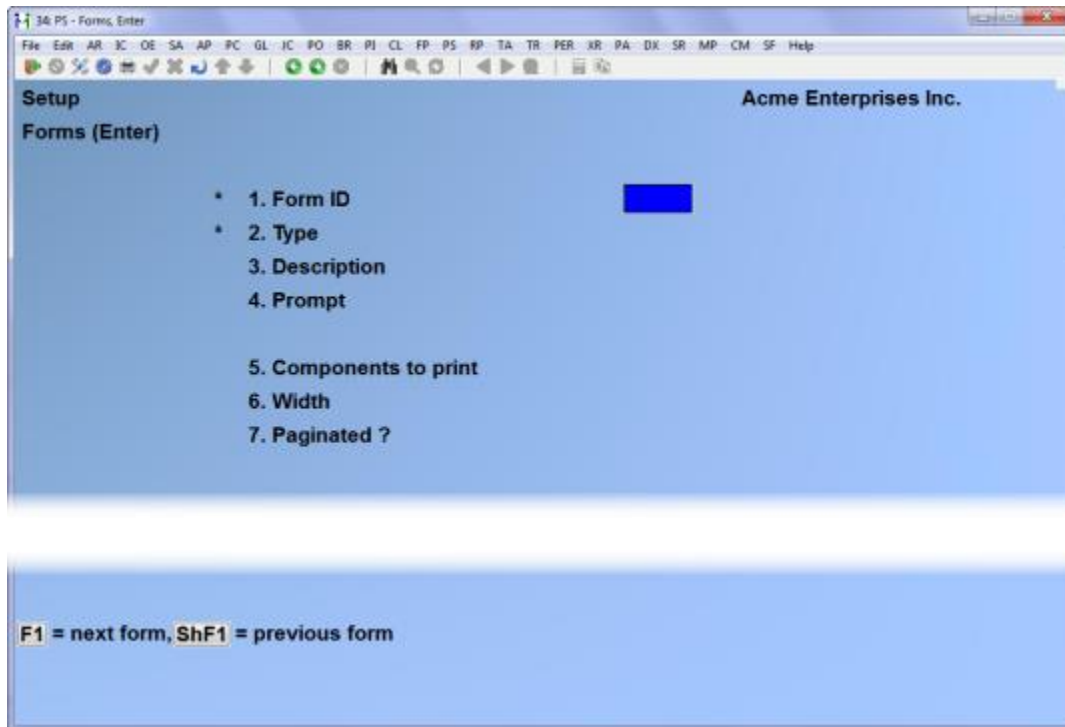
The column number of a field is simply the number of spaces to the right of the left margin of the form, beginning at 1.

To Begin

Select *Forms* from the *Setup* menu on page 2 of the P/S menu. Next, select *Enter*.

Entering Forms

This is the screen you see:



On this screen, you identify the form with an ID, type, and description, and define its general appearance.

From this screen, you can work with both new and existing forms. If a form exists for the form ID and type you specify, that form appears and is available for changes or deletion. IC user defined fields are available for printing on POS receipts and invoices.

Enter the following information:

? *1. Form ID

Enter the ID for this form, or use the option:

Option: [F1] to scan through the existing forms on file

Format: 5 characters

*2. Type

Enter the character which designates the type of ticket for which this form will be used. The types are:

- T ticket (sales and return tickets)
- A pay-on-account

I pay-in and pay-out
S sales draft (for electronic draft capture signatures)
O order
D order deposit
L layaway
P layaway payment

You may also use the option:

Option: [F1] to display the next type on file for this form ID

Usually, you would define all types for each new form ID. (You may not need to define the "Sales draft" type.) The predefined forms provided with P/S include seven of the eight types (the predefined Receipt form includes all eight types).

If the type you specify already exists for the form ID, the information for that form type displays and may be changed or deleted as usual. You also may use one of these options:

Options: [F2] to display the form as it currently exists (see the section titled *Displaying the Form* later in this chapter)

[F5] to print a test form, substituting "X's" or "9's" for each field that you have selected to print (see the section titled *Testing the Form* later in this chapter)

[F6] to copy an existing form to a new form (see the section titled *Copying a Form* later in this chapter)

3. Description

Enter the description of this form type.

Format: 30 characters

4. Prompt

Enter the prompt to be displayed during ticket entry to print this type of form.

Format: 15 characters

5. Components to print

This field applies only if you are using Kits. Enter P to print only kit components that are defined as "printable", enter A to print all kit components, or enter N to print no components.

6. Width

Enter the number of columns that may be printed on a form. Your entry here is determined by the width of your form, as well as the setting on your printer for characters per inch (or "pitch").

Format: 999 (max = 256)

7. Paginated ?

Answer Y if the form has a specific length that does not change, regardless of the information to be printed on it.

Answer N if the length of the form varies, depending upon the amount of information printed.

If you answer Y to "Paginated ?", the following fields appear:

8. Length

Enter the number of lines on each form. Your entry here should represent the entire length of one form, including any area at the top and bottom of the form that you wish to leave blank.

Besides the length of the form, the number of lines you enter here is determined by the setting on your printer for the number of lines per inch.

Format: 999

9. First line for headers

Enter the first line number on which header information is to print.

Format: 999

10. Headers 1st page only ?

Answer Y to print header information on only the first page of the form. Answer N to print it at the top of every page of the form.

11. First line for line items

Enter the line number on which the first line item is to print. Your entry must be higher than the line number specified for "First line for headers" (field number 9).

Format: 999

12. Last line for line items

Enter the line number on which the last line item is to print. Your entry must be higher than the line number specified for "First line for line items" (field number 11).

Format: 999

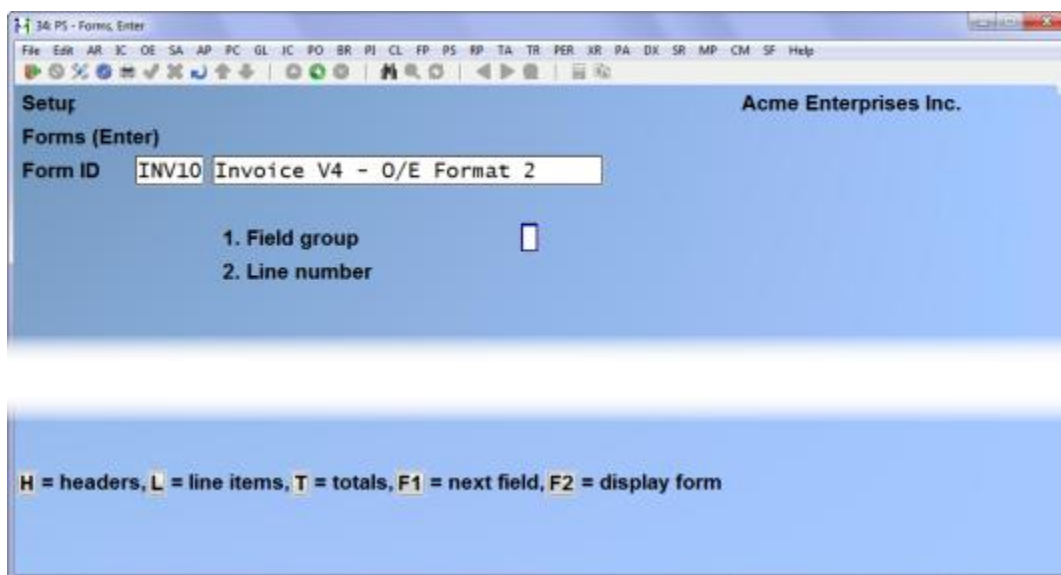
13. First line for totals

Enter the first line number on which totals information is to print. Your entry must be higher than the line number specified for "Last line for line items" (field number 12), and less than the number of lines specified for "Length" (field number 8).

Format: 999

Make changes as usual. For an existing form, you are then asked "View/change form layout?". Answer Y if you wish to review or work with any of the fields to be printed on the form.

When defining a new form, or if you specified to view the layout of an existing form, the screen appears as follows:



On this screen, you describe each field to be printed on the form. Up to 200 fields may be selected to print on each form.

For each field, enter the information as follows:

1. Field group

Enter H if the field is part of the Header group, L for the Line Item group, or T for the Totals group. You may also use one of the options:

Options: [F1] to scan through the fields on file for this form

[F2] to display the form as it appears so far (see the section titled *Displaying the Form* later in this chapter)

2. Line number

Enter the line number on which this field is to print, or use one of the options:

- Options:**
- [F1] to display the next field on file within this group
 - [F2] to perform a calculation (see the section below titled **Calculations** for details)

Format: 999

For a paginated form, enter the line number within the group on which this field is to print. For example, if you specified that the first line for headers is 4 and the first line for line items is 10, there are 6 lines available for the header group. This means that line numbers 1 through 6 would be valid entries here.

For a non-paginated form, any line number from 1 to 999 is valid.

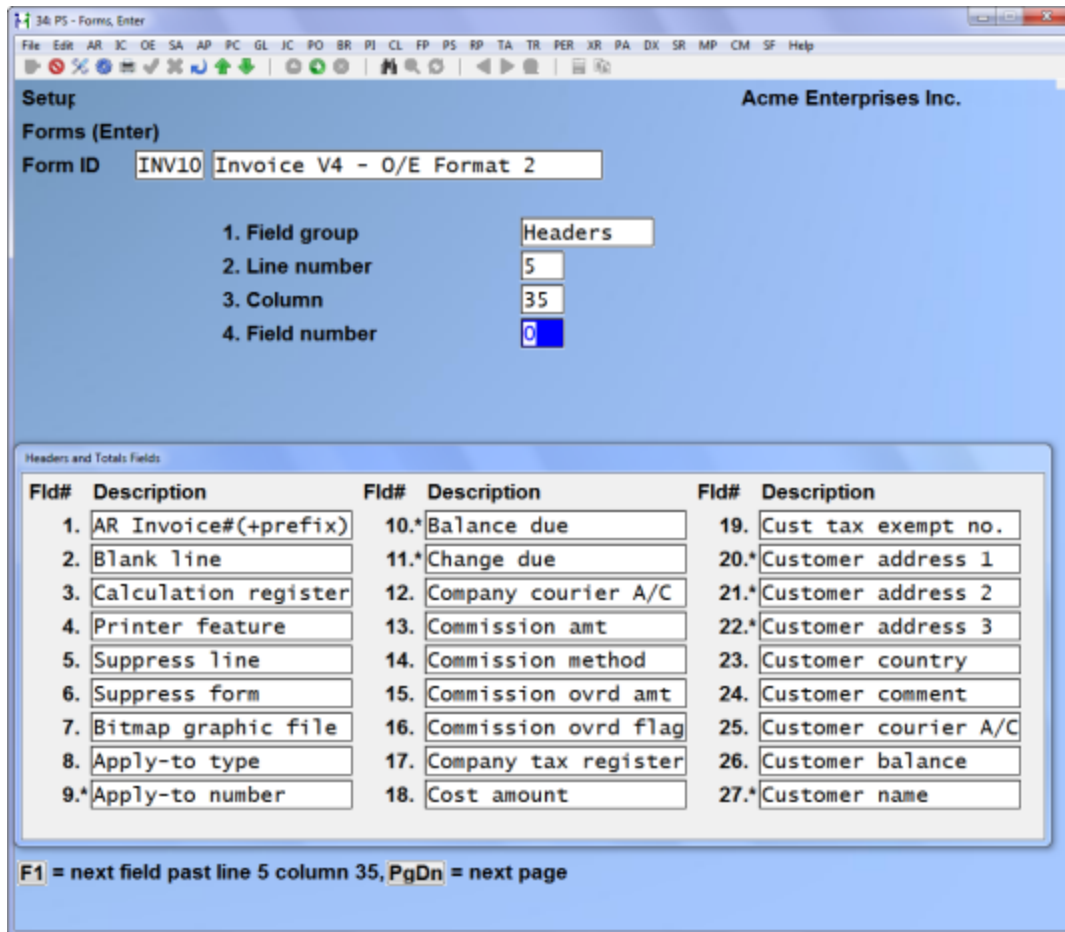
3. Column

Enter the starting column in which to print this field, or use the option:

- Option:**
- [F1] to display the next field on file within this group that is on or above the specified line number
 - [F2] to insert a new line within this group
 - [F3] to delete the current line within this group

Format: 999

Your entry may not be greater than the width of the form. At "Field number", the screen displays as follows:



The window which displays at the bottom of this screen shows the first 27 fields available for printing in the Header and Totals area of your form. (Your screen may appear slightly different.) There are several more windows showing additional Header and Totals fields which you may select to print.

To see the additional windows, press [PgDn]. To return to a previous window, press [PgUp].

If you had previously selected any of these fields to print on this form, an asterisk appears next to the field number.

If you specify a "Field group" of Line Items, different windows display, showing only Line Item fields.

Refer to the section titled *Form Fields*, for a description of each field displayed in the windows for Headers and Totals and Line Items.

Continue entering the information as follows:

4. Field number

Enter the number of the field that you wish to select, or use one of the options:

Options: [F1] to display the next field on file that is on or after this line number and column number

[Enter] to enter a literal (text) instead of a field number (see the section titled *Literal Fields* later in this chapter)

If you are entering a printer function, skip to the subsection titled "Printer Features" immediately following the "5. Conditional print ?" field explanation.

5. Conditional print ?

Answer Y if this field is to print only when some field (to be specified next) meets a specific condition. Answer N if this field should always print.

If you answer Y, these additional fields appear:

When Field-#

When the field selection window appears, enter the number of the field upon which printing is dependent. Use the [PgUp] and [PgDn] keys to see additional windows.

Format: 999

is
(value)

Enter the conditions that this field must meet in order for the field being defined to print.

First, enter one of the following abbreviations:

[E][Q] = equal to
[N][E] = not equal to
[G][T] = greater than
[L][T] = less than
[G][E] = greater than or equal to
[L][E] = less than or equal to

Then enter the value that the dependent field must contain to complete the condition. Press [Enter] to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

Printing a Field Under More Than One Condition

If you need to print a field when either one condition or another is met, define the field specifying the first condition as described above. Then define the field again, using the same line number, column number, and field number.

After entering the field number, a message informs you that the field is already defined and you are asked if you wish to define a duplicate. Answer Y and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other. There is no way to request printing when both conditions are true.

Printer features

Printer features are used to advise the printer to do something special; such as change type size, turn bold on, turn bold off, etc. (For further details on setting up printer features refer to the chapter titled *Printers* in the *System Functions* manual.)

To turn a printer feature on select [4] (Printer feature) at the **4. Field number** prompt. The screen appears as follows:

34 PS - Forms, Enter

File Edit AR IC DE SA AP PC GL JC PO BR PJ CL FP PS EP TA TR PER XR PA DK SR MP CM SF Help

Setup Acme Enterprises Inc.

Forms (Enter)

Form ID INV10 Invoice V4 - O/E Format 2

1. Field group Headers

2. Line number

4. Field number 4 Printer feature

3. Repeat 1

4. Feature code

5. Printer type

Enter the following information:

5. Repeat

Enter the number of times the printer feature you enter below will be repeated.

The most common purpose for entering a value greater than 1 is if you want to physically print a special character (such as graphics) more than once.

Format: 999

? 6. Feature code

Enter a valid printer feature code or use the option:

Option: [F1] to display the next printer feature code on file.

Format: 5 characters

If you are turning a printer feature on such as bold, condensed print, or italics, you will want to start the next printed field on top of the printer feature code since the printer feature code doesn't actually print anything, nor does it take up space on the form.

Helpful Hint

In version 6.5 Plus and later, many of the field sizes were expanded (dollar amounts etc.). This can cause problems if you have existing forms but still want to take advantage of the longer fields.

One thing you might want to try is setting up a printer feature for condensed print, and a printer feature that returns you to a normal print mode. When setting up a field that is longer than the space on your form allows, you can enter the printer feature code to switch to condensed print, print the field, and then enter the printer feature code to return to normal print mode.

Alternatively, you may even want to set up a printer that prints in condensed print only, and then set up your form so that it is spaced accordingly.

Alphanumeric, Numeric, Date or Time, and Literal Fields

The remaining fields control the appearance of data on the form. The fields requested depend on the type of field you selected in "Field number" (field number 4). There are four different types:

Alphanumeric fields may contain any combination of letters, digits, and special symbols.

Numeric fields only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Date fields only contain dates. Time fields only contain times.

Literal fields contain text that you type. Most literal fields are defined by pressing [Enter] at "Field number", rather than specifying a field number.

Alphanumeric Fields

The following two fields display for each alphanumeric field:

6. Length

Enter the number of characters you want to print in this field, up to the maximum number shown, or use the option:

Option: [Enter] for the maximum length of the field

Format: 99

7. Justify

Enter R to "right-justify" the characters, or use the option:

Option: [Enter] for no justification, to print the characters as entered

If you specify "right-justify", the characters will be aligned with the right-hand margin of the space for this field.

Numeric Fields

The following five fields display for each numeric field:

6. Integer digits

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or use the option:

Option: [Enter] for the maximum shown

Format: 99

7. Decimal digits

(If the field has no decimal places, "Not applicable" displays here.)

Enter the number of decimal places you want to print, up to the maximum shown, or use the option:

Option: [Enter] for the maximum shown

Format: 9

8. Commas ?

(If the field has fewer than 4 integer digits, "Not applicable" displays here.)

Answer Y to use commas when printing this field.

9. Leading zeros ?

(If you specified to use commas, "Not applicable" displays here.)

Answer Y to include any beginning zeros when printing this field.

10. Negatives ?

(If the field cannot be negative, "Not applicable" displays here.)

Enter the letter which designates how negative numbers are printed, as follows:

- [R] minus sign to the right of the number [99.99-]
- [L] minus sign to the left of the number, in a fixed position [- 99.99]
- [F] minus sign to the left of the number, in a floating position [-99.99]
- [C] "CR" to the right of the number [99.99CR]
- [P] enclose number in parentheses [(99.99)]

When you complete entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

Date or Time Fields

The following field displays for each date or time field:

6. Format

For a date field, select the format to use when printing this field, as follows:

- [1] MM/DD/YY (03/31/13)
- [2] MMM DD YY (Mar 31 13)
- [3] MMM DD (Mar 31)
- [4] DD-MMM-YY (31-Mar-13)
- [5] Month DD, YYYY (March 31, 2013)

For a time field, select the format as follows:

- [1] 12:MM (05:00)
- [2] 12:MM:SS (05:00:30)
- [3] 24:MM (17:00)
- [4] 24:MM:SS (17:00:30)

When you complete entry, the print format of the date or time as you have defined it is displayed on the screen.

Literal Fields

The following four fields display for each literal field:

6. Length

Enter the number of characters to be used when printing this field, up to the maximum shown, or use the option:

Option: [Enter] for the maximum shown

A total of 1000 characters is available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when fewer than 150 characters are available.)

7. Use msg codes ?

Answer Y if you wish to use the message control codes defined for the printer (in *Registers*) when printing this field.

8. Text

Enter the exact text to be printed, up to the length specified in field number 6.

9. Print on

This field applies only if you are using Kits. Enter [L] to print the literal text only for line items which are not component items of kits. Enter [C] to print the text only for component items. Enter [B] to print the text for both line items and component items.

Calculations

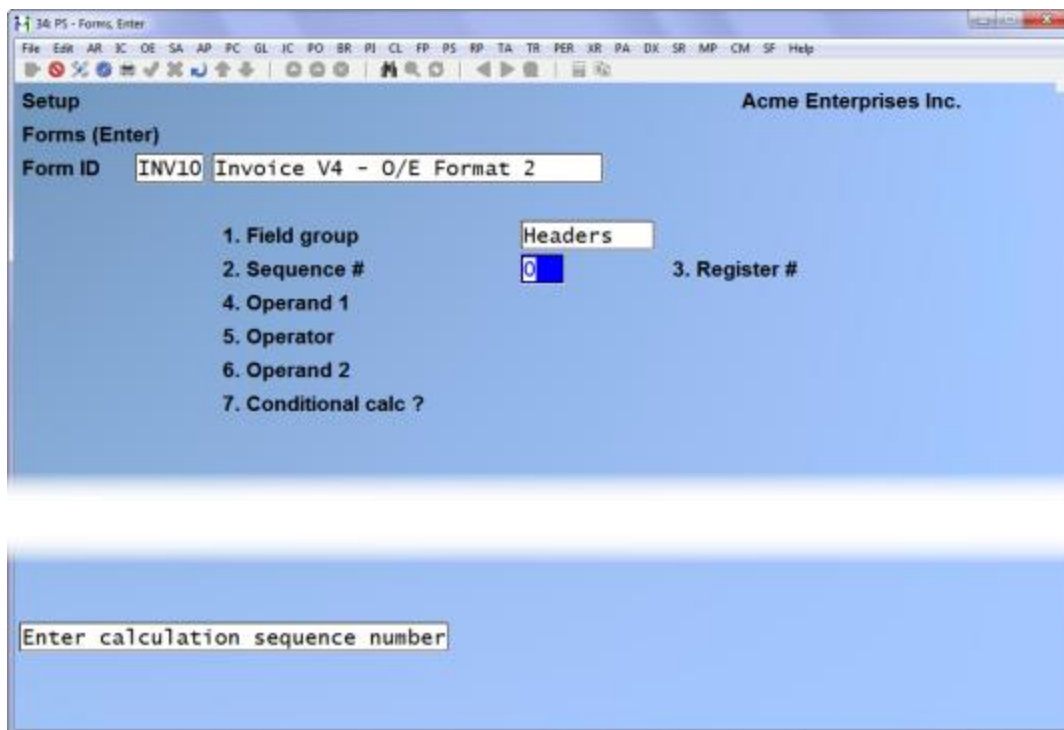
The calculations functionality built into forms allows you to compute and store up to 20 figures for later printing on your forms using the "Calculation register" field.

Calculations are rarely needed for normal forms printing. If you are using a standard format or find no need to make any special calculations, please skip this section.

There are basically two steps to doing a calculation:

1. Enter one or more calculations to gain a desired figure(s).
2. Enter the calculation register(s) to print in your form layout.

To make a calculation, press [F2] at the **Line ?** prompt. The screen appears as follows:



Enter the following data:

2. Sequence

Enter the sequence in which this calculation is to occur. This is the logical order in which the calculations are made.

The purpose of this field is to allow you to re-use a calculation register once you are finished with it.

Format: 999

3. Register

Enter the calculation register (from 1 to 20) to store the amount computed from the equation entered below.

This register can then later be used to print using the **Calculation register** field entry.

4. Operand 1

Enter the first operand field to use in the calculation from the window displayed, or use the option:

Option: [Enter] to enter a constant

5. Operator

Enter one of the following equation operators:

- [+] Add to Operand 1 to 2
- [-] Subtract Operand 2 from 1
- [*] Multiply Operand 1 by 2
- [/] Divide Operand 1 by 2
- [D][I][V] Divide Operand 1 by 2, but store only the integer portion of the resulting figure; i.e. 8 divided by 5 equals 1.6 but only 1 is stored in the calculation register (the .6 is stripped off).
- [M][O][D] Modulus division of operand 1 by 2, storing the remainder in the calculation register; i.e. 10 divided by 3 is 3 with 1 left over -- the 1 is stored in the calculation register.
- [I][N][T] Store the integer portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stored as 123 in the calculation register.
- [F][R][C] Store the fraction portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stores as .54 in the calculation register.
- [R][N][D] Round off Operand 1 and store the resulting figure in the calculation register. When selected you will be asked for a second operand which is the digit to round off to; valid responses to the second operand are [1] for the 1st decimal, [2] for the 2nd decimal, [-][1] to tens, [-][2] to hundreds etc..

6. Operand 2

Enter the second operand field used in the calculation from the window displayed, or use the option:

Option: [Enter] to enter a constant

The following are a few key things to keep in mind about using calculations:

1. When printing, the calculation registers are reset for each form section.
2. The sequence number is used to determine the order in which the calculations occur.
3. Calculations from headers, lines, and totals cannot be used interactively.
4. Calculation registers are not actually printed until you enter them in the header, line, or totals sections using the **Calculation register** field.

Displaying a Form

While entering a form, you can press [F2] to see what the form looks like so far. Follow the screen instructions.

If one field overlaps another field, either question marks or asterisks appear in the area of overlap.

Question marks display if none of the overlapping fields are conditionally printed, in which case you probably need to change the position of a field.

Asterisks display if at least one of the overlapping fields is conditionally printed. In this case, you may wish to review the definitions of the overlapping fields to ensure that they do not print under the same conditions.

Testing a Form

A test form can be printed which substitutes "X's" or "9's" for each field that you have selected to print. You can print the test on the actual form you intend to use, or on plain paper. (During ticket entry, you can also print a test alignment form using the Dup panel function.)

To test your form, at the first *Forms* screen, display the form you wish to test and press [F5]. A window displays for you to enter the following information:

Register number

Enter the number of the register whose printer is to be used to test the form, or use the option:

Option: [F1] to scan through the registers on file

Printer number

The device ID is displayed for each printer that is defined for the register specified. Enter the number of the device ID that you wish to use.

Copying a Form

You can rapidly produce a new form by copying an existing form which is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first *Forms* screen, display the existing form that you wish to copy and press [F6].

A window displays for you to enter the following information:

Copy to form ID

Enter the ID of the new form. The form ID is automatically created during the copy process if it does not already exist.

Copy to type

Enter the character which designates the type of ticket for which this new form will be used. The types are:

- T ticket (sales and return tickets)
- A pay-on-account
- I pay-in and pay-out
- S sales draft (for electronic draft capture signatures)
- O order
- D order deposit
- L layaway
- P layaway payment

You may also use the option.

Option: [F1] to copy "All" types of the existing form ID to the same types for the new form ID

If the type you specify already exists for the new form ID, the form cannot be copied and an error message is displayed.

After the copy process is complete, you may change the new form as needed.

Printing a Forms List

This selection prints a report that lists the forms you have defined. You may select to print a specific form type or all form types for the forms.

For each form type on the list, you are shown general information (description, form width, if form is paginated, etc.). The field definitions for each form type may also be optionally printed.

To print the list, select *Print* from the *Setup > Forms* menu.

On the screen which appears, enter the following:

- ? 1. Starting form ID
- ? 2. Ending form ID

Enter the range of form ID's to print on the list. Follow the screen instructions.

Format: 5 characters

3. Type to print

Enter the form type to print for the forms, as shown on the screen, or use the option:

Option: [F1] to print "All" form types

4. Print fields ?

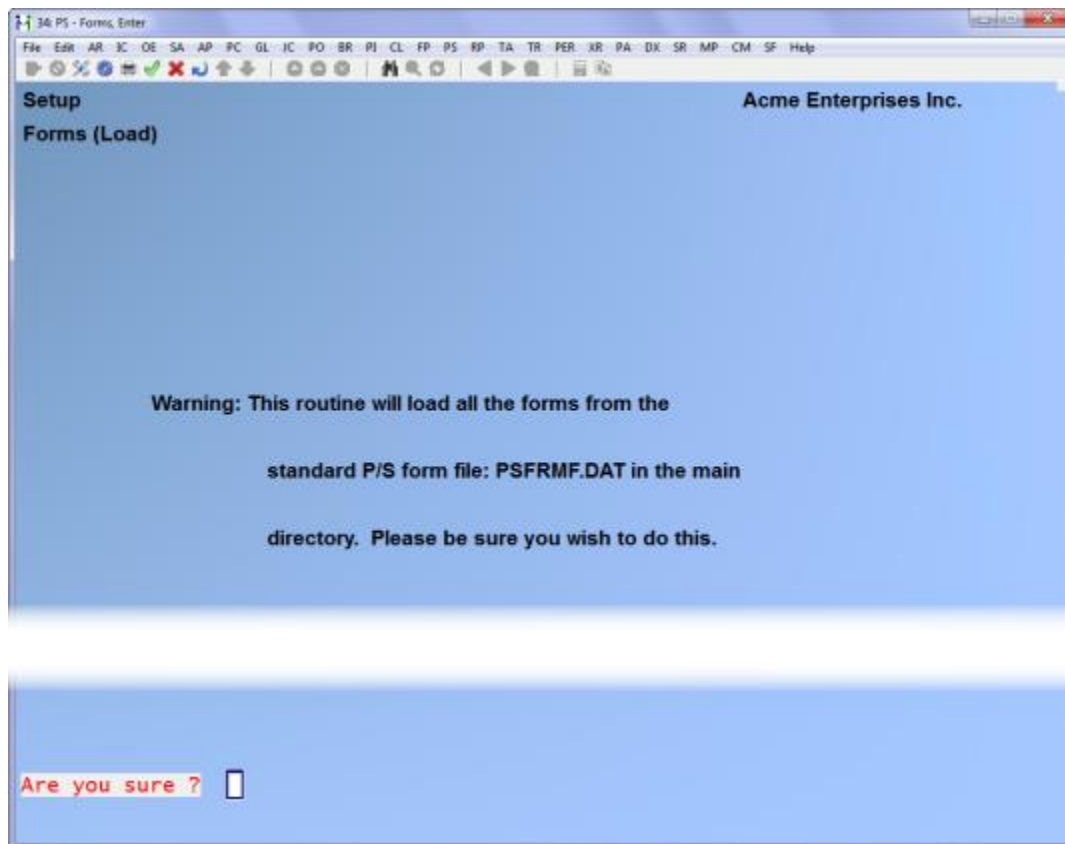
Answer Y to print the information defined for each field on a form. If you answer N, only the general information about a form is printed.

NOTE: Many fields are defined for each form type of the predefined forms supplied with P/S. Selecting to print fields for several types may require a significant amount of time and paper.

Loading Standard Forms

Samco provides a number of standard forms which you can use. To make these forms available for use you must first run the *Load* function from the *Forms* menu.

The screen displays as follows:

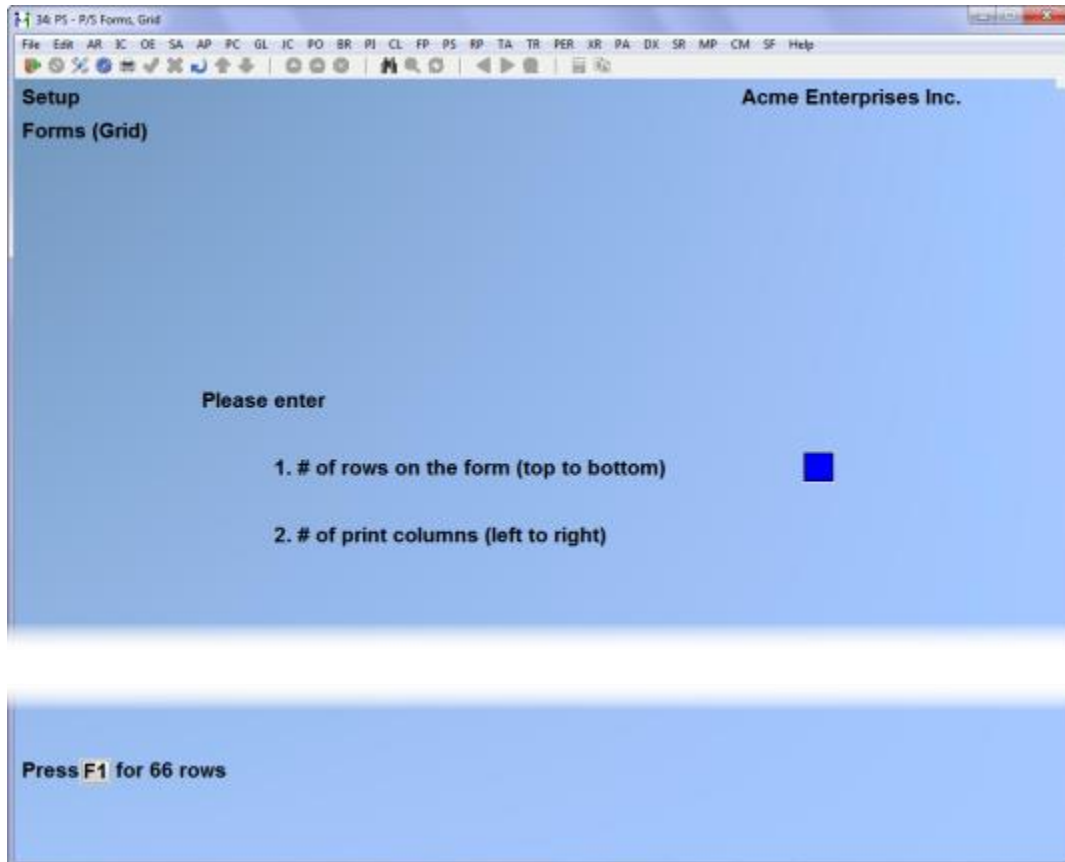


Answer Y to continue with the import, or N to cancel.

Printing a Field Location Grid

The field location grid is a tool to help you lay out your form properly. When you print this grid right on your form, you will see the exact rows and columns of every piece of information. You will then be able to specify the exact row and column for each piece of information when you are requested to do so later.

To begin, select *Grid* from the *Forms* menu. The following screen is displayed:



Enter the following information:

1. # of rows on the form (top to bottom)

Enter the number of rows to appear on the grid. The number you enter here corresponds to the number of rows on your form.

You can also use the option:

Option: [F1] to use 66 rows, which corresponds to regular 8 1/2" x 11" paper, 6 rows per inch, with no top or bottom margins.

Format: 99

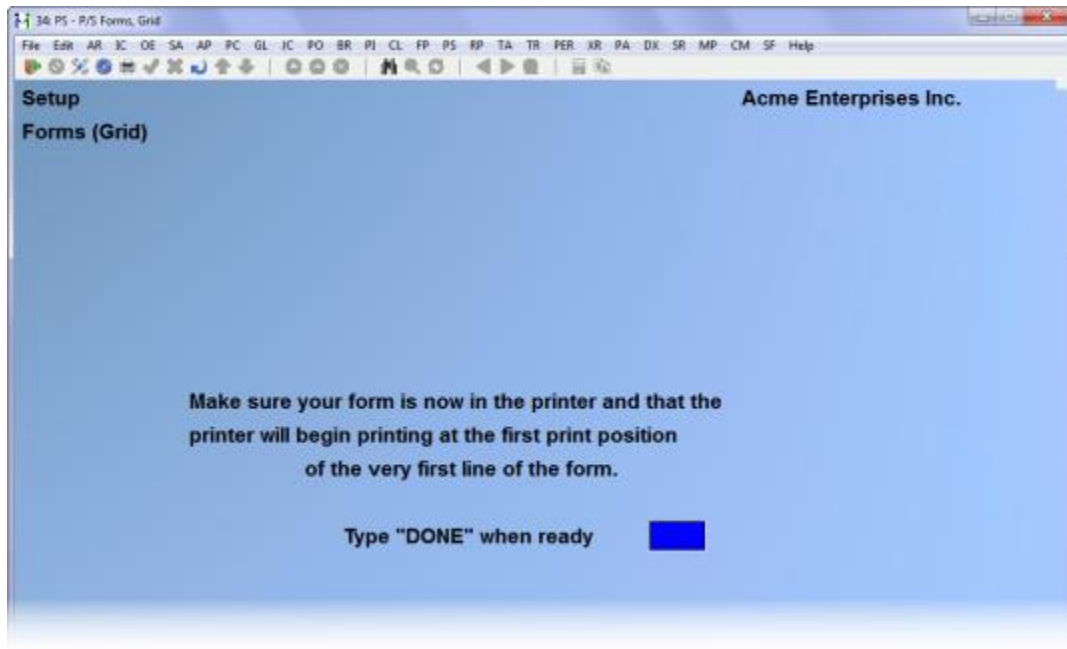
2. # of print columns (left or right)

Enter the number of print columns to appear across the page on the grid, or use the option:

Option: [F1] to use 80 columns, which corresponds to regular 8 1/2" x 11" paper, 10 character per inch, with 1/4" left and right margins.

Format: 999

You then see the following screen:



The printer should always be ready to print in location 1,1 (that is row 1, column 1).

Type [D][O][N][E] and the grid prints.

After the grid is printed, you are asked whether you want to print it again. If you answer Y, another grid prints; if N, you are asked to mount regular paper.

Form Fields

The following is a description (with pointers on usage) of the various fields available when designing forms.

The field descriptions are arranged in two groups: Header/Total fields, and Line Item fields.

Header fields are those which print at the top part of the form, while **Total** fields print at the bottom part. Header and Total fields are fields that relate to the ticket in general, such as ticket number, date, customer name, tax, and payment information.

Line Item fields print in the middle part of the form, between the Header and Total fields. Line Item fields relate to each line on the ticket, such as item number, description, quantity, and price.

Following the field descriptions are sample form layouts that show printing of prompt payment discounts, check validation, and other commonly required forms.

Header/Total Fields

<u>Field name</u>	<u>Description / Notes</u>
Blank line	When this field is selected, no other data is printed on the line, even if it is defined.
Calculation register	Used to access register values stored during calculation routines.
Printer feature	Turns a printer feature on or off
Suppress line	Used to suppress the printing of an entire line when a specified criteria(s) is met.
Apply-to type	Type of apply to number on ticket: Blank = none, O = open credit, N = apply to number
Apply-to number	Apply to number entered
Balance due	Amount charged to A/R (the amount that remains due)
Change due	Change to be given. This field is zero on reprints since change is given out of cash. (Cash tendered can appear differently on a reprint.) For a refund ticket, this is the negative value of the entire refund.
Commission amt	Ticket commission amount, net after discount
Commission method	M = Margin, P = Price
<u>Field name</u>	<u>Description / Notes</u>
Commission ovrd amt	Commission override amount or percent

Commission ovrd flag	Type of commission override entered: Blank = none, A = amount, P = percent
Cost amoun	Total ticket cost
Cust tax exempt no. (1-15)	Tax exempt number from A/R Customer file for selected tax type.
Customer address 1	Customer address line 1 For a pay-in or pay-out, the Description
Customer address 2	Customer address line 2
Customer address 3	Customer address line 3 (City, ST ZIP)
Customer balance	Customer's current balance including un-posted balance
Customer name	Customer name For a pay-in or pay-out, the Name ("Person" names are formatted as First Last)
Customer number	Customer number
Customer type	Customer type
Deposit/Payment flag	Y = Initial Deposit/Payment received on Order/Layaway
Discount amount	Ticket discount amount (discounts are negative)
Drawer description	Drawer description
Drawer number	Drawer number
Foreign amt received	Total foreign currency tendered
Layaway # of pmts	Number of payments received on layaway
Layaway number	Layaway number
Layaway nxt due date	Layaway next due date
<u>Field name</u>	<u>Description / Notes</u>
Layaway nxt due desc	Layaway next due date description
Message text 1 - 6	Register message lines 1 through 6

Misc charges desc	Miscellaneous charges description for store
Misc customer flag	Y = miscellaneous customer
Miscellaneous amount	Miscellaneous charges amount
Net sale amount	Ticket sale amount, net after discount
No. lines	Number of lines on ticket
No. order lines	Number of lines ordered on ticket including input text
No. return lines	Number of lines returned on ticket
No. sold lines	Number of lines sold on ticket including input text
No. times printed	Number of times ticket has been printed

These "Order" fields are used on form types "Ticket", "Order", and "Layaway".

Order balance due	Balance due on Order/Layaway
Order date	Original order date
Order deposit amount	Total deposits received on Order/Layaway
Order number	Order/Layaway number
Order release amount	Total dollar amount on ticket that was released from an order
Order status	Blank = open, E = changed, C = cancelled, U = uncancelled, D = completed, R = released

The "Order" fields below are used only on "Ticket" form types for the ordered portion. For example, to print the commission amount on an "Order" or "Layaway" form type, use the field "Comm amt", not "Order comm amt".

<u>Field name</u>	<u>Description / Notes</u>
Order comm amt	Commission amount, net after discount
Order comm ovr d amt	Override commission amount or percent
Order comm ovr d flag	Type of commission override entered: Blank = none, A = amount, P = percent
Order cost amount	Total cost
Order disc amount	Order discount

Order/layaway flag	Y = ticket has Order lines
Order misc amount	Order miscellaneous charges
Order net sale amt	Order sale amount, net after order discount
Order sale amount	Total of ordered lines
Order tax amount (1-15)	Order tax amount
Order taxable amount (1-15)	Order taxable amount, net after discount
Package price flag	Y = package price
Page number	Form page number
The "Pay 1" fields below are also available for "Pay 2" and "Pay 3".	
Pay 1 - amt received	Amount received for ticket pay code 1
Pay 1 - description	Description for ticket pay code 1 (from Store file)
Pay 1 - name	Name for ticket pay code 1 (from Store file)
Pay 1 - number	Number for ticket pay code 1
Pay 1 - val prompt 1 Pay 1 - val prompt 2	1st and 2nd validation field descriptions for ticket pay code 1 (from Store file)
Pay 1 - val text 1 Pay 1 - val text 2	1st and 2nd validation entries for ticket pay code 1
PO number	Purchase order number
Reference number	Reference number on Pay on account ticket
Register description	Register description
Register number	Register number. Printing is suppressed for orders/layaways.
<u>Field name</u>	<u>Description / Notes</u>
Reprint flag	Y = ticket is being reprinted
Sale amount	Total of sold lines, before discount
Sls rep	Main ticket sales rep. (User-ID if not using A/R.)
Sls rep-2	2nd ticket sales rep. (User-ID if not using A/R.)
Sls rep-3	3rd ticket sales rep. (User-ID if not using A/R.)
Sls rep commis pct-1	Percent of split commission for main sales rep. 0 or 100 = full commission.
Sls rep commis pct-2	Percent of split commission for 2nd sales rep

Sls rep commis pct-3	Percent of split commission for 3rd sales rep
Sls rep name	Main sales rep name
Ship date	Ship date
Ship-to address 1	Ship to address line 1. Entered as line 2.
Ship-to address 2	Ship to address line 2. Entered as line 3.
Ship-to address 3	Ship to address line 3. Entered as line 4.
Ship-to name	Ship to address name. Entered as line 1.
Ship-via	Ship via description
Ship-via code	Ship via code
Store address 1- 3	Store address lines 1 through 3
Store number	Store number. Printing is suppressed for orders/layaways.
Store phone #	Store phone number
Store report name	Store report name
Tax amount (1-15)	Ticket tax amount for specific tax type
Tax amount total	Aggregate of all tax type amounts
Tax group code	Ticket tax group code
Tax group descr.	Ticket tax group description
Tax exempt number (1-15)	Ticket tax exempt number for tax type
<u>Field name</u>	<u>Description / Notes</u>
Taxable amount (1-15)	Ticket taxable amount net after discount for tax type
Tax included amount (1-15)	Ticket tax included amount net after discount for tax type
Terms code	Terms code
Terms description	Terms code description
Terms discount date	Terms code calculated discount date
Terms discount pct	Terms code discount percent
Terms due date	Terms code calculated due date
Terms discount	Terms code calculated discount amount
Ticket date	Ticket date

Ticket number	Ticket number or Hold-ID. (Not printed when using consolidated registers with concurrent printing.)
Ticket status	N = incomplete, T = sale/return ticket, H = hold, I = pay-in, O = pay-out, A = pay-on-account, D = order deposit, P = layaway payment, Q = quote, V = voided.
Ticket time	Ticket time, 24 hour format
Ticket total	Ticket total (Sale - Disc + Taxes + Misc)
Total received	Total payment received on ticket
User prompt 1 - 5	User-defined prompts 1 through 5
User text 1 - 5	User-defined text entries 1 through 5 entered on ticket.
User name	User name
User-ID	User ID
Warehouse	Ticket warehouse

Line Item Fields

Line Item fields may only be defined on form types of "Ticket", "Order", and "Layaway". For Input text lines, printing is only available for "Line number", "Description 1-3", "Input text flag".

<u>Field name</u>	<u>Description / Notes</u>
Blank line	When this field is selected, no other data is printed on the line, even if it is defined.
Blank line ser/lot	When this field is selected, a blank line will be printed after a line item's serial and lot numbers are printed.
Calculation register	Used to access register values stored during calculation routines.
Printer feature	Turns a printer feature on or off
Suppress line	Used to suppress the printing of an entire line when a specified criteria(s) is met.
Commission amount	Line item commission amount, net after discount
Commission code	Item commission code
Commission percent	Item commission percent
Component flag	Y = line is a kit component

Comp item-# mod flag	Y = item number is modifiable for component
Comp literal-pre	Literal printed prior to first component line
Comp literal-post	Literal printed below last component line
Comp qty mod flag	Y = quantity is modifiable for component
Comp printable flag	Y = component is printable
Description 1 - 3	Item description lines 1,2 and 3
Discount amount	Line discount amount. Calculated by subtracting "Unit price" from "List price".
Discount percent	Line discount amount, expressed as a rounded percent. Calculated using "Unit price" and "List price".
Extended price	Line extended price
Input text flag	Y = line is input text
Item category	Item category
Item location code	Item location code
Item number	Item number
Item sls rep <u>Field name</u>	Line sales rep. (User-ID if not using A/R.) <u>Description / Notes</u>
Item sub-category	Item sub-category
Item tax amount	Aggregate of all tax types for line item
Kit type	S = simple, T = tracked, C = component-tracked, M = miscellaneous, N = not a kit. L (loose) is not a valid value.
Kit parent flag	Y = line is a parent of S-kit, T-kit, C-kit, or M-kit
Kit print comp count	Contains the number of components to be printed for this particular kit, based on "Prt Cmp" flag for component and "Components to print" value for form.
Layaway flag	Y = line is layaway line
The following "Lay pmt" fields are for printing layaway payment history. They are printed following any line items.	
Lay pmt amount	Payment amount received
Lay pmt date	Payment date
Lay pmt pay code	Pay code name (from Store file)
Lay pmt pay code dsc	Pay code description (from Store file)

Lay pmt pay type	Pay code number
Lay pmt reference	Payment reference
Line number	Line number. Currently, multiple of 10.
List price	List price. Prints Price-1 or calculated price, depending on store configuration option.

The following three "Lot" fields are for printing lot numbers. They may only be defined once on each form. If the "Lot quantity" field is defined, lot numbers print one per line. Otherwise, lot numbers print across the line, separated by commas.

Lot number	Lot number
Lot number literal	Literal printed on first lot number line
Lot quantity	Lot quantity
Misc item flag	Y = miscellaneous item
Order flag	Y = line is ordered line
Order reference	Line reference fopr ordered/layaway line
Package price flag	Y = ticket has package price
Price override flag	* = line has price override
Pricing unit	Pricing unit
Qty on ord curr	Quantity which was left on order after release
Qty on ord curr/stk	Quantity which was left on order after release, expressed in stocking units
Qty on ord prev	Quantity which was on order just prior to release
Qty on ord prev/stk	Quantity which was on order just prior to release, expressed in stocking units
Quantity ordered	Quantity ordered
Quantity ordered/stk	Quantity ordered, expressed in stocking units
Quantity sold	Quantity sold. If zero, line is ordered.
Quantity sold/stk ordered.	Quantity sold, expressed in stocking units. If zero, line is ordered.
Selling unit	Selling unit

The following two "Serial" fields are for printing serial numbers. They may be defined once on each form. Serial numbers print across the line, separated by commas.

Serial no.	Serial number
------------	---------------

Serial no. literal	Literal printed on first serial number line
Special price flag	Y = Line has sale or contract price
Stocking unit	Stocking unit
Taxable amount (1-15)	Taxable amount of the line item for the tax type
Taxable code (1-15)	Taxable code applied to the tax type
Taxable status (1-15)	Taxable status of the line item for the tax type
Tax amount (1-15)	Tax amount for the line item for the tax type
Tax in price amount (1-15)	Tax portion charged in price for the line item for the tax type
Tracking method	A = always serial, S = sometimes serial, B = lot balance, D = lot detail, N or blank = normal
Unit cost	Item unit cost per selling unit
Unit price	Selling unit price
Warehouse	Line item warehouse

Examples

A number of examples are provided below to aid you in modifying the predefined forms. For simplicity, all examples are shown as modifications to the predefined "Plain Paper Invoice" (INVPP) and "Receipt" (RCPT1) forms provided with the software.

Remember that there are multiple form types for each defined form ID. You must change each form type that may be affected.

When setting up these examples, make liberal use of the display ([F2]) and test (F5) functions. When testing more extensively, you can create a single document and use the **Dup** panel function to print duplicates of your ticket until you get the format just right.

When adding new fields or creating a new form, review the predefined forms to see if you can find examples of similar information in existing fields or form definitions. It will save you a lot of time.

Line Item Discounts

The standard "invoice" form prints the actual "Unit price" and the "Extended price" ("Quantity sold" x "Unit price").

To print "List price" instead of "Unit price", use *Forms* to change the field number under Line Items - Line 1 Column 57 from "Unit price" to "List price".

To also print the effective percentage of discount off list, add a field at Line 2 Column 62 that prints "Discount percent" (two integers, one decimal, and no leading zeros for a format of ZZ.9) under the condition that "Discount amount" is not equal to 0. Also, at Line 2 Column 57, add the printing of a five character Literal "Disc%" for the same condition.

If "List price" is \$10.00 and 5 were sold for \$9.00 each, the invoices would appear as follows:

Standard:	Qty	PriceTotal
5	9.00	45.00
Modified:	Qty	PriceTotal
5	10.00	45.00
	Disc%	10.0

Prompt Payment Discounts

A "prompt payment" discount is one in which the discount is granted if paid by the "Discount date" specified in the Accounts Receivable terms code associated with the ticket.

Below is an example to print the statement "You may deduct \$ 28.14 if paid by April 10th, 1997" on the invoice.

Add a print field under Totals - Line 2 Column 1 that prints the Literal "You may deduct \$" under the condition that "Terms discount" is greater than zero. Also add the printing of "Terms discount" at Line 2 Column 17, the Literal "if paid by" at Line 2 Column 31, and the "Terms discount date" at Line 2 Column 42. All of the print fields should be subject to the same "Terms discount" condition.

Invoice Messages

Invoice message text can be entered as "Literal" fields in *Forms*, or in *Registers* using the six message text lines.

If you do not require the printing of a message line on quotations, add a field under Totals - Line 2 Column 1 that prints "Thanks for shopping with us". (Note that this placement would conflict with the example above for Prompt Payment Discounts.)

If you do not want to change the printing of any existing Totals fields, you can subtract one line from the Line Items area and add one line to the Totals area. Change the "Last line for line items" from 52 to 51, and the "First line for totals" from 53 to 52. Then, under Totals - Line 2, insert a new line and renumber the remaining Totals lines beginning at 3. Then define a field to print message text under Totals - Line 2 Column 18.

Picking Tickets and Backorders

The standard "invoice" format printed for the sale of an item from a released order (or any sale ticket) is:

Qty sold	Item-#
-----------------	---------------

Additional information can be printed if desired:

Qty	Qty	Qty	Stock	Item-#
Ordered	Sold	Backordered	Location	

For "Qty Ordered", use the field "Qty on ord prev". For "Qty Sold", use "Quantity sold". For "Qty Backordered", use "Qty on ord curr". For "Stock Location", use "Item location code". Each quantity field should be printed under the condition that it is not equal to zero.

Abbreviated Receipts

The standard receipt prints two lines per item. It is possible to print only one line per item, but only if the absence of full item number and description information is suitable for your use.

To reduce the number of lines printed, remove the entry under Line Items - Line 2 Column 1 which prints "Description". Change the entry for Line 1 Column 1 from the field "Item number" (length 15) to "Description 1" (abbreviated length of 15).

Check Validation

The following is one possible form layout which prints validation information on the reverse side of a check. The form is 40 columns wide, is non-paginated, and has 15 Header lines defined. (The example assumes that "checks" is pay code 2.)

Lin 1 Col	1 Blank Line
Lin 2 Col	1 Blank Line
Lin 3 Col	1 Blank Line
Lin 4 Col	1 Blank Line
Lin 5 Col	1 Blank Line
Lin 6 Col	1 Blank Line
Lin 7 Col	1 Blank Line
Lin 8 Col	1 Blank Line
Lin 9 Col	14 Ticket Date
Lin 10 Col	1 Blank Line
Lin 11 Col	6 Literal "***** FOR DEPOSIT ONLY *****"
Lin 12 Col	6 Store Report Name (Length of 30)
Lin 13 Col	14 Literal "ACCOUNT NUMBER 11-1111111"
Lin 14 Col	6 Literal "Total Sale:"
Lin 14 Col	19 Ticket Total (ZZZ,ZZZ.99-)
Lin 15 Col	6 Literal "Check Amount:"
Lin 15 Col 19	Pay 1 - Amt Received (ZZ,ZZZ.99-) conditioned on Pay 1 Number equal 2
Lin 15 Col 19	Pay 2 - Amt Received (ZZ,ZZZ.99-) conditioned on Pay 2 Number equal 2
Lin 15 Col 19	Pay 3 - Amt Received (ZZ,ZZZ.99-) conditioned on Pay 3 Number equal 2

One of the three printers defined in *Registers* must be dedicated to check validation. For an Ithaca PcOS Model 53, enter an Enable code of 1B111B14 to activate check validation, and a Disable code of 0A to deactivate validation.



Chapter 8

Registers

Introduction

Use this selection to set up the registers and devices that will be used in each store, and to enter the control codes that direct the use of devices attached to a register.

A register is defined by a 3-digit number. At least one register must be defined in the Register file.

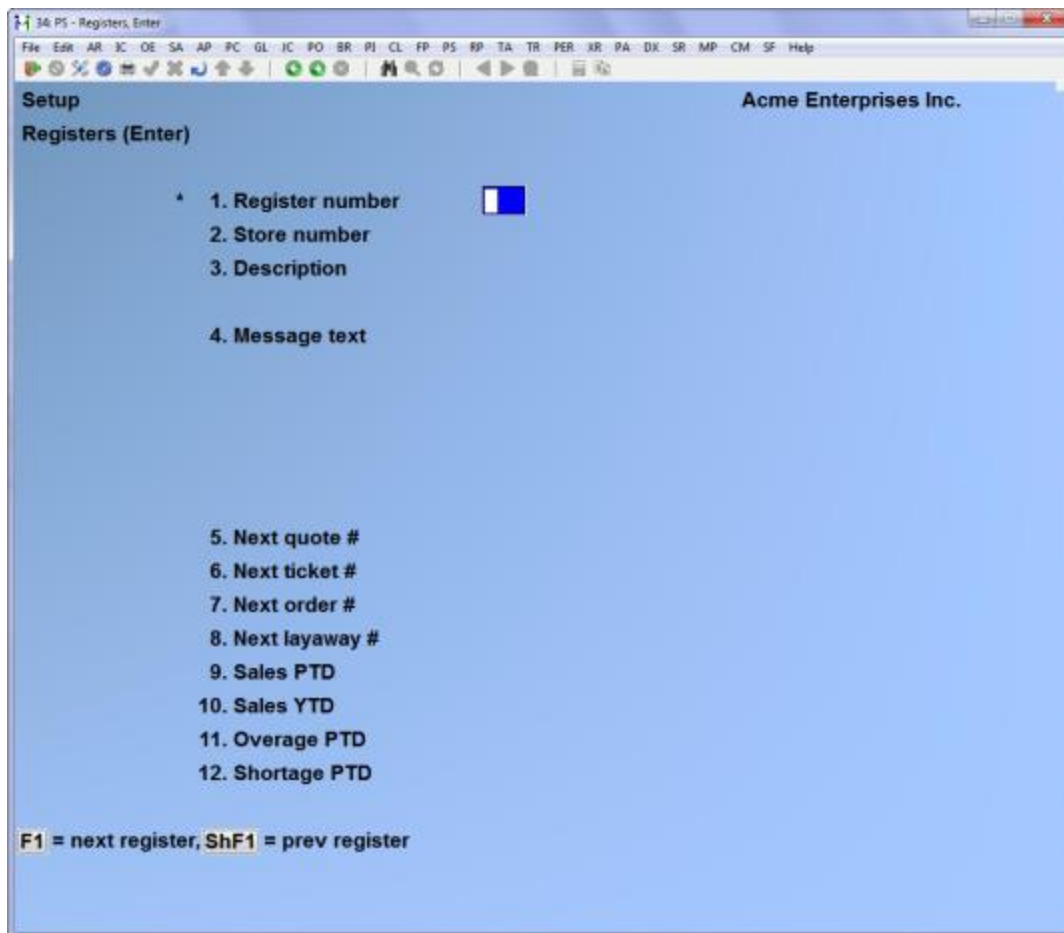
Each register contains information on the next ticket number, order number, and layaway number to be assigned, sales PTD/YTD statistics, and overage/shortage amounts for that register. In addition, up to three printers, and a display device can be defined for each register.

To Begin

From page 2 of the P/S menu, select *Setup*. Then from the *Setup* menu, select *Registers*. From the *Registers* menu, select *Enter*.

Entering Registers

This is the screen you see:



From this screen you can work with both new and existing registers. If a register has already been entered for the register number you enter, information on that register appears and is available for changes or deletion.

For an existing register, when "Field number to change ?" is displayed, you can press [Enter] or [PgDn] to move to the next screen. At the following screens, you can press [PgUp] to move to a previous screen.

Enter the information as follows:

? *1. Register number

Enter the register number or use the option:

Option: [F1] to find the next register. If one exists, you may change the information in the usual way.

Register number 999 is not allowed.

? 2. Store number

Enter number of the store to which this register is assigned.

Format: 999

3. Description

Enter a description of the register.

Format: 30 characters

4. Message text

Enter any message you wish to print on a ticket form, up to 6 lines. Each message line can be individually selected to print on a form. In the default receipt forms, the first three message lines print at the top of each receipt, and the last three print at the bottom.

Format: 30 characters on each line

5. Next quote #

Enter the starting quote number for this register. This will be the next quote number assigned

6. Next ticket #

Enter the starting ticket number for this register. This will be the next ticket number assigned.

Format: 999999

When sales tickets are entered, this ticket number is incremented by 1 for each new, automatically-numbered ticket when the ticket has completed printing. The number entered here should be selected so that the ticket numbers for this register will not overlap ticket numbers on any other register.

If you specified a consolidated register number in *Configuration options*, the number entered here for the consolidated register should be higher than the "Next ticket #" entered for each register to be consolidated, and unique for each register. This field is not incremented for the actual register.

7. Next order #

Enter the starting order number for this register. This will be the next order number assigned.

When sales tickets containing "ordered" lines are entered, this order number is incremented by 1 for each new, automatically-numbered order when the order has completed printing.

The number entered here should be selected so that the order numbers for this register will not overlap order numbers on any other register.

Format: 999999

8. Next layaway #

Enter the starting layaway number for this register. This will be the next layaway number assigned.

When a layaway ticket is entered, this layaway number is incremented by 1 for each new, automatically-numbered layaway when the layaway has completed printing.

The number entered here should be selected so that the layaway numbers for this register will not overlap layaway numbers on any other register.

Format: 999999

Period-to-date and Year-to-date Fields

Field numbers 9 through 12 are for informational purposes only, and would not normally be changed for an existing register. They are automatically updated by the *End of day (Post)* process. If you select one of these fields, you will see "Change not allowed".

If you specified a consolidated register number for the store in *Configuration options*, and ticket information is consolidated when *End of day (Post)* is run, PTD/YTD statistics are updated for the consolidated register only.

When setting up P/S, enter information as follows:

9. Sales PTD

Enter the sales on this register for the period-to-date.

The sales figure should not include sales tax or miscellaneous charges.

The amount entered should be equal to the sum of the "Sales PTD" figures for each drawer associated with this register.

Format: 9,999,999,999.99-

10. Sales YTD

Enter the sales on this register for the year-to-date.

The sales figure should not include sales tax or miscellaneous charges.

The amount entered should be equal to the sum of the "Sales YTD" figures for each drawer associated with this register.

Format: 9,999,999,999.99-

11. Overage PTD

Enter the amount of overage on this register for the period-to-date.

The amount entered should be equal to the sum of the "Overage PTD" figures for each drawer associated with this register.

Format: 99,999,999.99

12. Shortage PTD

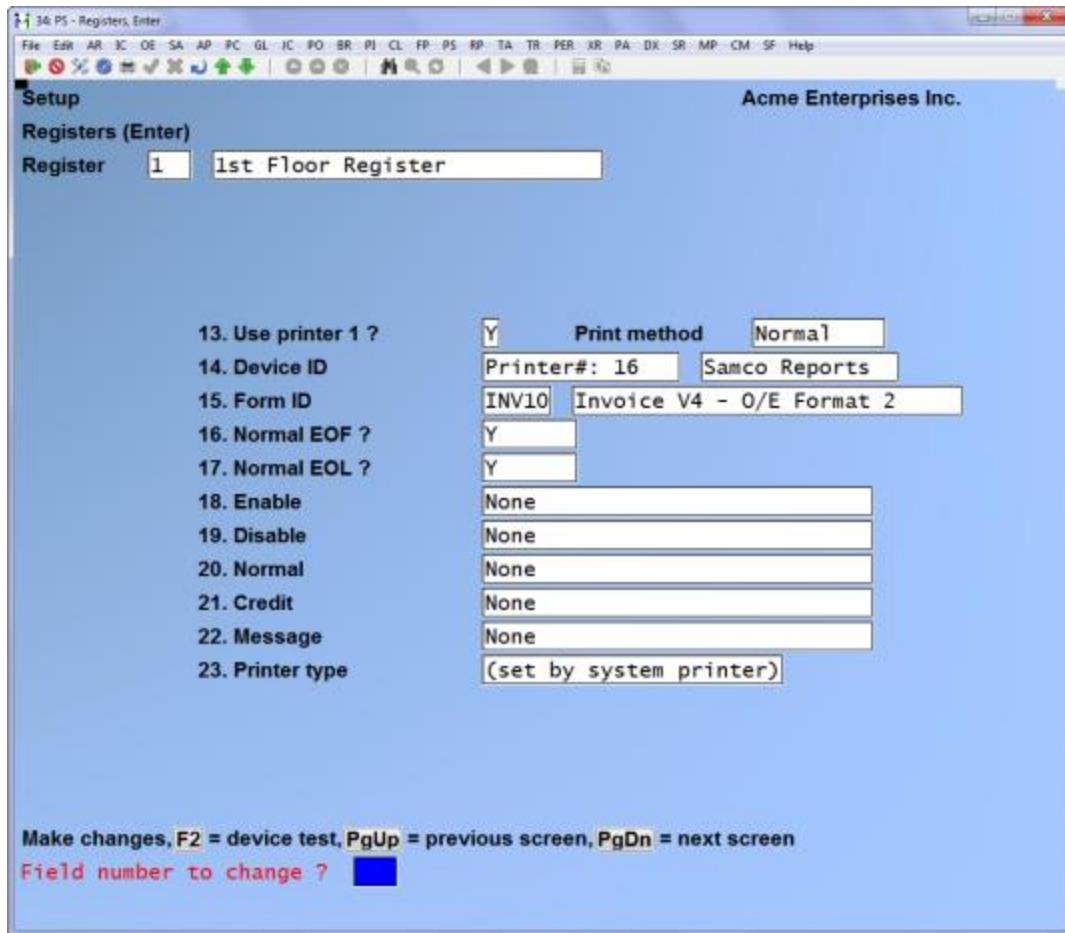
Enter the amount of shortage on this register for the period-to-date.

The amount entered should be equal to the sum of the "Shortage PTD" figures for each drawer associated with this register.

Format: 99,999,999.99

Make changes as usual.

You then see the second screen:



This and the following screens allow you to specify the devices associated with a register.

The "Device ID" field on each screen is used to identify the name or location of the device. The ID entered is usually a device name or location designated within your operating system. To operate correctly, your operating system and hardware must be configured to correspond to device ID entries made here.

Additionally, the device ID can also be a device entry in the "config" file in your Samco home directory. For information on setting up devices in the "config" file, refer to the chapter titled *Technical Information* in the *System Functions* manual.

The control code information entered on these screens is obtained from the manual for the respective device. If your device manual specifies the control codes in other than hexadecimal form, the codes must be converted into hexadecimal form for entry here (see the Conversion Chart in the appendix titled *Technical Notes*).

If you are unfamiliar with control codes and device names, you should get technical software support. It is suggested that you do not define any devices on these screens until such guidance is available.

Enter the information as follows for the first of up to three printers:

13. Use printer 1 ?

Answer Y to define the first printer for this register. If you answer N, the remaining fields on this screen are skipped and entry is not allowed.

If you answer Y for this printer, an additional field appears:

Print method

The first printer on a register can be defined to print automatically, concurrently, or normally. (The two other printers, if used, employ the "normal" method.)

Enter [A] for "automatic" to automatically print a ticket document on this printer when the ticket is completed, without pressing a key to select the printer. Upon completion of printing, all printing options will display to allow the ticket to be reprinted.

Enter [C] for "concurrent" to automatically print each line of the ticket on this printer as soon as the line is completed. Upon completion of the ticket, all printing options will display to allow the ticket to be reprinted.

Press [Enter] for "normal" to allow selection of this printer from all printing options when the ticket is completed.

The "Automatic" and "concurrent" print methods are used only for sale and return tickets. The "normal" print method is used for all other tickets.

For all print methods, the ticket information is printed on the form specified for "Form ID" below.

14. Device ID

To access a System printer/Windows spooler

Option: press [F2] to enter a system printer number, the Device ID will be appended to show Printer #

Enter a system printer number or use the search [?] feature to select a printer from the printer selection window. Use [F4] to select the printer that you have highlighted.

```
13. Use printer 1 ?  Y   Print method Normal
14. Device ID      Printer#: 16. LOCAL RPTS
15. Form ID       RCPT1 Receipt - Full
16. Normal EOF ?  Y
```

Enter a device name or press F2 to enter a system printer number

Note that the Device ID now shows the system printer number and name rather than the device ID e.g. /tmp/dev. You can specify a system printer for a register wherever you can specify a device ID in the register record.

Format: 15 characters

? 15. Form ID

Enter the ID of the form to be assigned to this printer, or use the option:

Option: [F1] to scan through the forms in the Forms file

The Form ID specified must exist in the Forms file.

Format: 5 characters

16. Normal EOF ?

Answer Y for the printing program to advance to the end of the form when printing is complete.

Answer N if your computer operating system is configured to automatically advance to the end of the form when printing is complete.

In most cases, you should answer Y for this field. However, if you are using the Linux/Unix operating system and you send the ticket document to a spooled printer, you should answer N.

17. Normal EOL ?

Answer Y for the printing program to supply a "line terminator" at the end of each line. Y is normally the proper answer.

Answer N if your printer appears to double-space between printed lines. This can be caused if both the program and your printer are supplying a linefeed. If you answer N, the program does not send a "line terminator".

18. Enable

Enter up to 15 control codes (in hexadecimal format) that enable this printer, or use the option:

Option: [Enter] to default to "None"

This control code sequence is sent to the printer prior to printing the ticket document.

Format: 30 characters

19. Disable

Enter up to 15 control codes (in hexadecimal format) that disable this printer, or use the option:

Option: [Enter] to default to "None"

This control code sequence is sent to the printer when a ticket document has completed printing.

Format: 30 characters

20. Normal

Enter up to 15 control codes (in hexadecimal format) that cause this printer to print in normal character width, usually 10 cpi, or use the option:

Option: [Enter] to default to "None"

This control code sequence is sent to the printer prior to printing a ticket document, and after any "credit" or "message" control codes are sent.

Format: 30 characters

21. Credit

Enter up to 15 control codes (in hexadecimal format) to be sent to this printer when printing a credit (returned) item for a ticket, or use the option:

Option: [Enter] to default to "None"

These codes are also sent when an item is corrected or removed from a ticket while using concurrent printing.

Format: 30 characters

22. Message

Enter up to 15 control codes (in hexadecimal format) to be sent to this printer when printing the message text lines, or use the option:

Option: [Enter] to default to "None"

If you have not selected to print any message text lines on the form assigned to this printer (using *Setup (Forms)*), the control codes entered in this field are not used.

Format: 30 characters

If you defined a printer on this screen, you can test the proper functioning of the printer by pressing [F2].

The device test for each printer consists of sending text lines to the printer, using the device ID and any control code sequences specified. The Form ID is not used during this test. (To test the Form ID on a printer, use the **Dup** panel function in ticket entry.)

23. Printer type

The setup of registers allows the entry of a system printer rather than a device code. This change accompanies the changes to forms for laser printing and must be done before printing a laser type form. Make changes as usual.

You then see the screen for defining the second printer:

34 PS - Registers, Enter

File Edit AR 3C OE SA AP PC GL IC PO BR PJ CL FP PS EP TA TR PER XR PA DE SR MP CM SF Help

Setup Acme Enterprises Inc.

Registers (Enter)

Register 1 1st Floor Register

24. Use printer 2 ?	Y
25. Device ID	16
26. Form ID	INVPP Invoice - Plain Paper
27. Normal EOF ?	Y
28. Normal EOL ?	Y
29. Enable	None
30. Disable	None
31. Normal	None
32. Credit	None
33. Message	None
34. Printer type	None

Make changes, F2 = device test, PgUp = previous screen, PgDn = next screen

Field number to change ? 1

Enter the information as follows:

24. Use printer 2 ?

Answer Y to define the second printer for this register. If you define a second printer, it uses the "normal" print method (printer must be selected upon ticket completion).

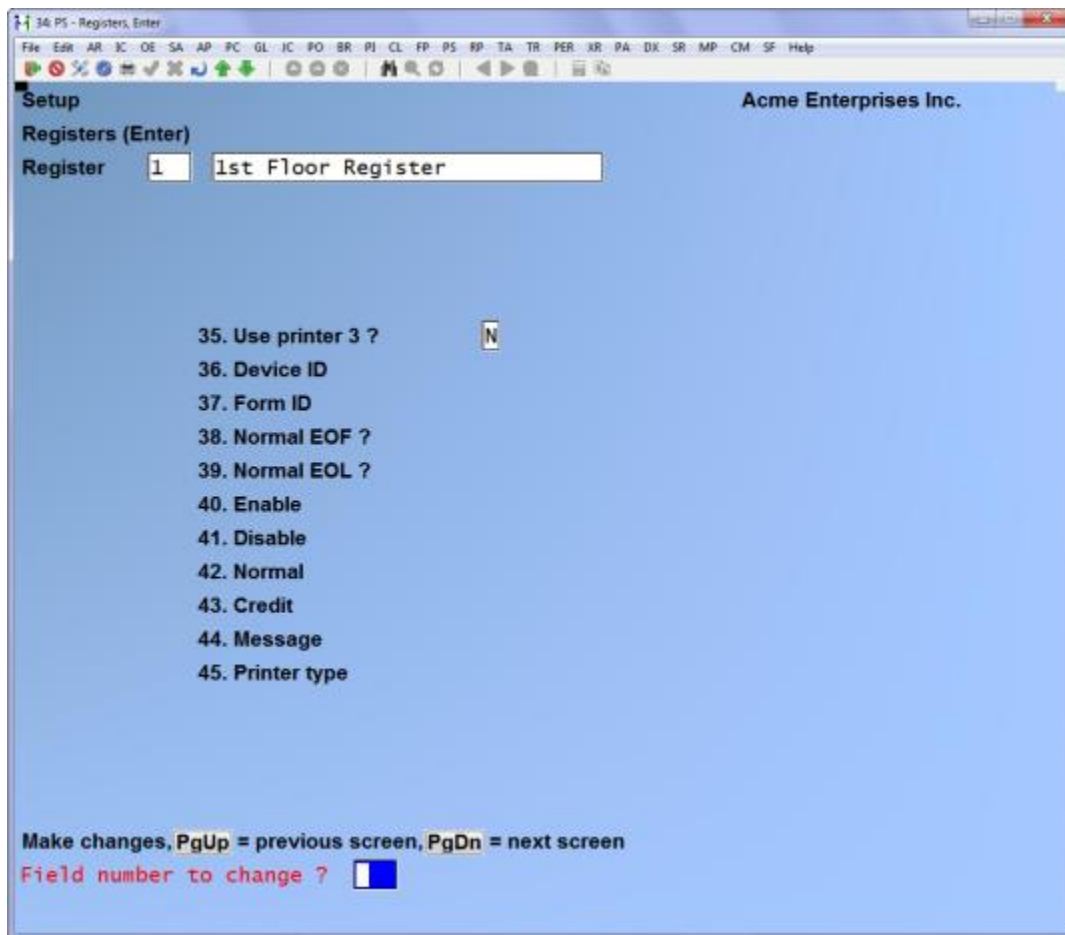
If you answer N, the remaining fields on this screen are skipped and entry is not allowed.

The remaining fields on this screen are entered in the same manner as for printer 1.

If you defined a printer on this screen, you can test the proper functioning of the printer by pressing [F2].

Make changes as usual.

You then see the next screen which allows you to define a third printer:



To define a third printer, answer Y to "Use printer 3 ?" and enter the remaining fields as described for printer 1. If you define a third printer, it uses the "normal" print method.

If you define a printer on this screen, you can test the proper functioning of the printer by pressing [F2].

Make changes as usual.

You then see the next screen which allows you to define a modem:



Enter the information as follows:

46. Use modem ?

Answer Y if you are using a modem. Otherwise, answer N.

If you answer N, all the remaining fields on this screen are skipped.

Entry in the remaining fields on this screen is allowed only if you answered Y to "Use modem ?".

47. Device ID

Enter the logical device name to which the modem is attached.

Format: 15 characters

48. Enable

Enter up to 15 control codes (in hexadecimal format) that enable the device, or use the option:

Option: [Enter] to default to "None"

Format: 30 characters

49. Disable

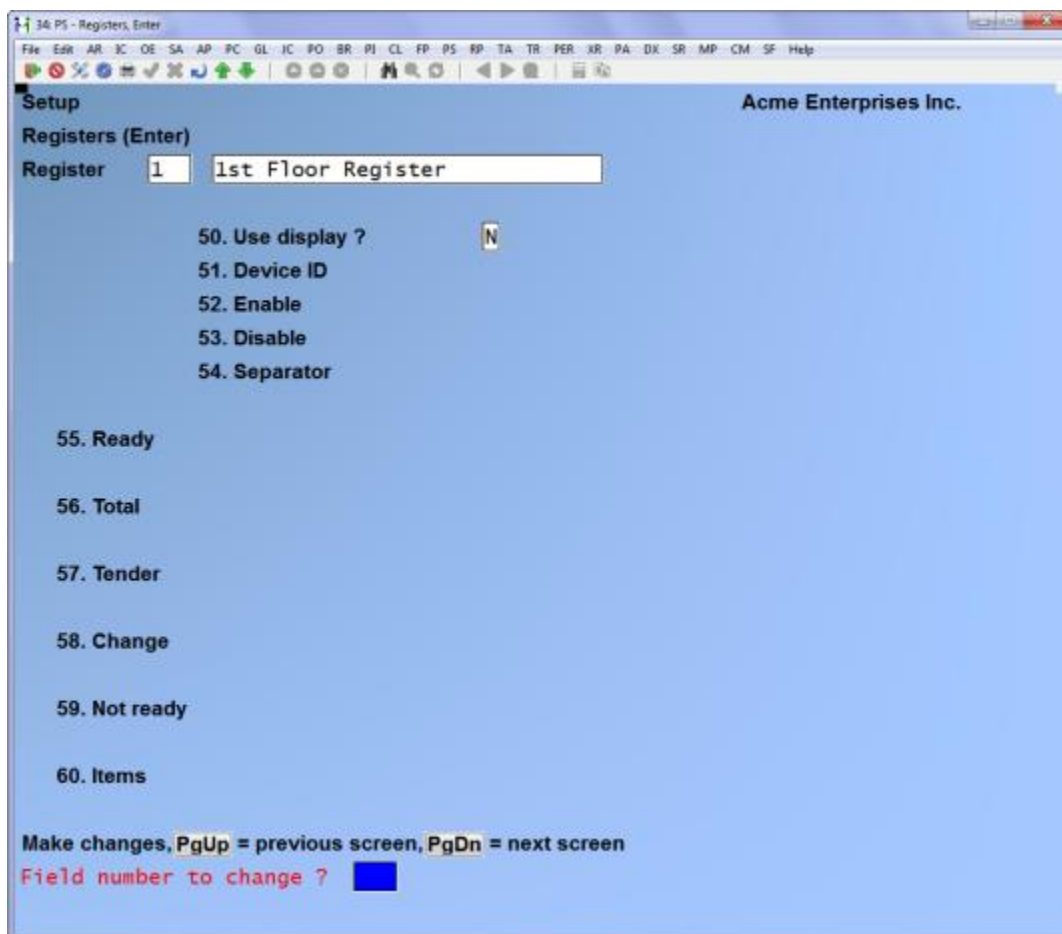
Enter up to 15 control codes (in hexadecimal format) that disable the device, or use the option:

Option: [Enter] to default to "None"

Format: 30 characters

Make changes as usual.

You then see the next screen which allows you to define a display device:



Enter the information as follows:

50. Use display ?

Answer Y if you are using a display device. Otherwise, answer N.

If you answer N, all the remaining fields on this screen are skipped.

Entry in the remaining fields on this screen is allowed only if you answered Y to "Use display?".

51. Device ID

Enter the logical device name to which the display device is attached.

Format: 15 characters

52. Enable

Enter up to 15 control codes (in hexadecimal format) that enable the display device, or use the option:

Option: [Enter] to default to "None"

Format: 30 characters

53. Disable

Enter up to 15 control codes (in hexadecimal format) that disable the display device, or use the option:

Option: [Enter] to default to "None"

Format: 30 characters

54. Separator

Enter up to 15 control codes (in hexadecimal format) to be sent to the device after each text field defined in field numbers 55 through 60, or use the option:

Option: [Enter] to default to "None"

When applicable, separator codes precede any dollar figure displayed for these fields. For example, enter 20202020 to separate each text field from the corresponding dollar amount by four spaces.

Format: 30 characters

Field numbers 55 through 60 are fields which will display on the device as text. You may enter control codes in these fields in hexadecimal form, or press _ to enter the text in ASCII format. The ASCII text will automatically be converted into hexadecimal form for you.

55. Ready

Enter up to 30 control codes (in hexadecimal format) that define the text to be displayed on the device when the register is "ready", or use one of the options:

Options: [F2] to enter up to 30 characters of text in ASCII format
[Enter] to default to "None" if you do not wish to display any text

The "Ready" text is displayed when the register is ready to begin another ticket and the cursor is positioned at "Cus#" on the ticket. It is also displayed during the entry of a ticket when no other display text is active.

Format: 60 characters (hexadecimal)
30 characters (ASCII)

56. Total

Enter up to 30 control codes (in hexadecimal format) that define the text to be displayed on the device when the ticket is totalled, or use one of the options:

Options: [F2] to enter up to 30 characters of text in ASCII format
[Enter] to default to "None" if you do not wish to display any text before the digits of the total ticket amount

The "Total" text is displayed when the Total panel function is selected during ticket entry, and is followed on the display by the total amount of the ticket.

Format: 60 characters (hexadecimal)
30 characters (ASCII)

57. Tender

Enter up to 30 control codes (in hexadecimal format) that define the text to be displayed on the device when an amount is entered for a payment code on a totalled ticket, or use one of the options:

Options: [F2] to enter up to 30 characters of text in ASCII format
[Enter] to default to "None" if you do not wish to display any text before the digits of the amount received

The "Tender" text is displayed when the amount received for each payment code is entered and is followed on the display by the sum of all amounts tendered for the ticket.

Format: 60 characters (hexadecimal)
30 characters (ASCII)

58. Change

Enter up to 30 control codes (in hexadecimal format) that define the text to be displayed on the device when change is due to the customer, or use one of the options:

- Options:** [F2] to enter up to 30 characters of text in ASCII format
- [Enter] to default to "None" if you do not wish to display any text before the digits of the change due to the customer

The "Change" text is displayed when all payment amounts have been entered and you have responded Y to "Ticket complete?". The text is followed on the display by the amount of the change due to the customer.

Format: 60 characters (hexadecimal)
30 characters (ASCII)

59. Not ready

Enter up to 30 control codes (in hexadecimal format) that define the text to be displayed on the device when the register is "not ready", or use one of the options:

- Options:** [F2] to enter up to 30 characters of text in ASCII format
- [Enter] to default to "None" if you do not wish to display any text

The "Not ready" text is displayed when the register is locked and when you leave the ticket entry screen.

Format: 60 characters (hexadecimal)
30 characters (ASCII)

60. Items

Enter [I] to display the item number of each item as it is entered on a ticket, enter [D] to display the item description, or enter [P] to display only the unit price of each item. You may also use the option:

- Option:** [Enter] to default to "None" if you do not wish to display the items or prices

If you specify [I] or [D], the unit price of each item is also displayed on the device.

If you enter [I] or [D], an additional field appears:

Length

Enter the number of characters of the item number or description to be displayed for each item. Your entry may not be greater than 30.

If the item number or description for an item is less than your entry here, spaces will be displayed for the remaining "Length" characters.

When computing the number of characters you wish to display, ensure that you do not exceed the maximum number of characters which can be displayed on the device.

The total number of characters to be displayed includes:

- 1) the item number or description characters (your entry in "Length"),
- 2) if displaying the item number or description, the number of displayable "separator" characters that you defined in field number 46 to display between the item number or description and the price, and
- 3) the character positions reserved for display of the unit price (10 characters).

Format: 99

Make changes as usual.

Printing a List of Registers

From the *Registers* menu, select *Print*.

On the screen that appears, you are asked to enter:

? 1. Starting register

? 2. Ending register

Enter the range of register numbers to include on the list. Follow the screen instructions.

Format: 999

3. Print sales figures ?

Answer Y if you want the "Sales PTD" and "Sales YTD" figures to appear on the Register List.



Chapter 9

Drawers

Introduction

Use this selection to set up the drawers that will be used for each register, and to enter the control codes that open the actual cash drawers.

A drawer is defined by a unique 3-digit number. At least one drawer must be defined in the Drawer file, even if you do not have a cash drawer attached to your system.

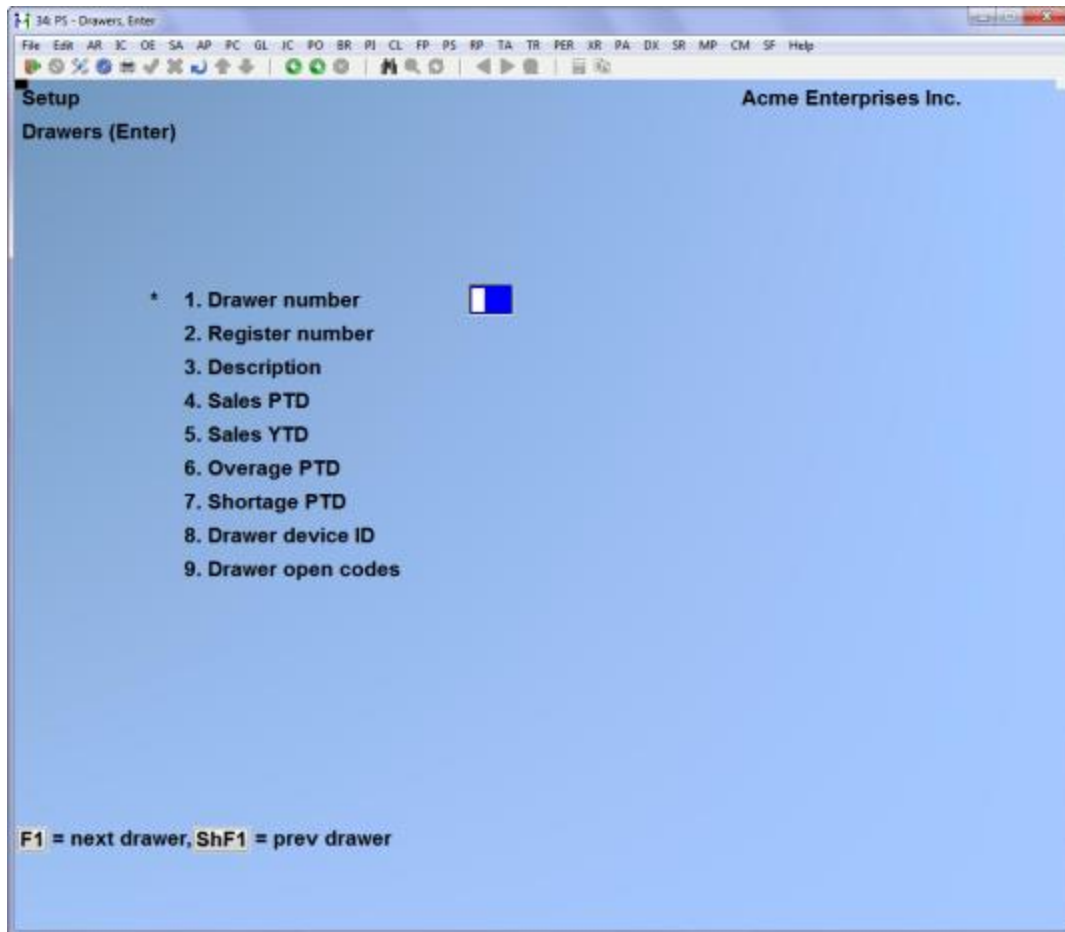
The drawer number is used in the *Open drawer*, *Tickets (Enter)*, and *Close drawer* selections.

To Begin

From page 2 of the P/S menu, select *Setup*. Then from the *Setup* menu, select *Drawers*. From the *Drawers* menu, select *Enter*.

Entering Drawers

This is the screen you see:



From this screen you can work with both new and existing drawers. If a drawer has already been entered for the drawer number you enter, the information on that drawer appears and is available for changes or deletion.

Enter the information as follows:

? *1. **Drawer number**

Enter the drawer number or use the option:

Option: [F1] to find the next drawer. If one exists, you are allowed to change the information in the usual way.

Format: 999

? 2. **Register number**

Enter the register number to which this drawer is attached.

If you specified a consolidated register number for the store in *Configuration options*, that register number may not be entered here.

Format: 999

3. Description

Enter a description of the drawer.

Format: 30 characters

Period-to-date and Year-to-date Fields

Field numbers 4 through 7 are for informational purposes only, and would not normally be changed for an existing drawer. They are automatically updated by the *End of day (Post)* process. If you select one of these fields, you will see "Change not allowed".

When setting up P/S, enter information as follows:

4. Sales PTD

Enter the sales on this drawer for the period-to-date.

The sales figure should not include sales tax or miscellaneous charges.

The sum of the amount entered here and for any other drawers associated with the same register should be equal to the "Sales PTD" figure entered for the register in *Registers*.

Format: 9,999,999,999.99-

5. Sales YTD

Enter the sales on this drawer for the year-to-date.

The sales figure should not include sales tax or miscellaneous charges.

The sum of the amount entered here and for any other drawers associated with the same register should be equal to the "Sales YTD" figure entered for the register in *Registers*.

Format: 9,999,999,999.99-

6. Overage PTD

Enter the amount of overage on this drawer for the period-to-date.

The sum of the amount entered here and for any other drawers associated with the same register should be equal to the "Overage PTD" figure entered for the register in *Registers*.

Format: 99,999,999.99

7. Shortage PTD

Enter the amount of shortage on this drawer for the period-to-date.

The sum of the amount entered here and for any other drawers associated with the same register should be equal to the "Shortage PTD" figure entered for the register in *Registers*.

Format: 99,999,999.99

8. Drawer device ID

Enter the logical device name for the actual cash drawer.

For example, on a Windows computer, "LPT1" or "COM1" are typical device names. On a LINUX/UNIX computer, typical device names include "/dev/lp0" or "/dev/tty1a".

You may press [Enter] for "None" if you are not using an actual cash drawer.

Format: 15 characters

If you press [Enter] for "None", the following field displays "Not applicable" and entry is not allowed.

9. Drawer open codes

Enter up to 15 control codes (in hexadecimal format) that cause the cash drawer to open, or use the option:

Option: [Enter] to default to "None" if the cash drawer does not require codes

The codes that cause the cash drawer to open may be found in the manufacturer's literature that comes with the cash drawer.

If your reference literature supplies the code in other than hexadecimal form (e.g., decimal or ASCII), refer to the Conversion Chart in Appendix 2 to convert the values into hexadecimal form.

If you specified "None" for the drawer device ID, "Not applicable" displays for this field.

Format: 30 characters

If you entered a drawer device ID, you may press [f2] to verify that the cash drawer actually opens.

Make changes as usual.

Printing a List of Drawers

From the *Drawers* menu, select *Print*.

On the screen that appears, you are asked to enter:

? 1. Starting drawer

? 2. Ending drawer

Enter the range of drawer numbers to include on the list. Follow the screen instructions.

Format: 999



Chapter 10

Users

Introduction

Use this selection to set up the users who will be running Point of Sale, and to specify their user authorizations for specific drawers and for the *Tickets (Enter)* selection.

This function is also used to enter the sales reps for each store if you are not using Accounts Receivable. (If you are using Account Receivable, sales reps are entered in the *A/R Sales reps* selection.)

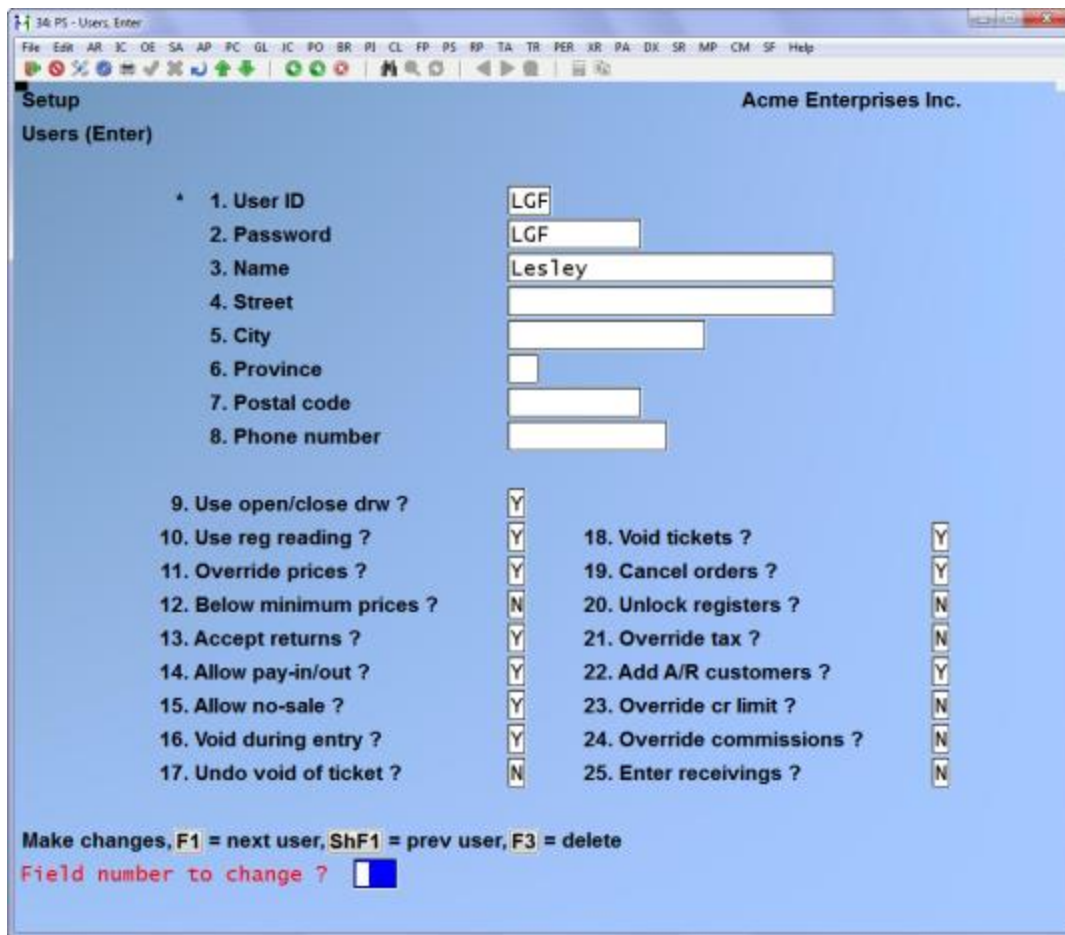
User information is used during all selections on the *Tickets* menu.

To Begin

Select *Users* from the *Setup* menu.

Entering Users

A screen then appears. After defining a user, it appears similar to this:



From this screen you can work with both new and existing users. If a user has already been entered for the user ID you enter, information on that user appears and is available for changes or deletion.

The screens and examples in this chapter assume that Accounts Receivable is not being used.

Enter the information as follows:

? *1. User ID

Enter the user ID, or use the option:

Option: [F1] to find the next user. If one exists, you are allowed to change the information in the usual way.

2. Password

Enter a password for this user. Each user must have a unique password.

A user is requested to enter his password when accessing the selections on the *Tickets* menu.

Format: 10 characters

3. Name

Enter the name of the user.

Format: 25 characters

4. Address

Enter the user's street address.

Format: 25 characters

5. City

Enter the city in which the user lives.

Format: 25 characters

6. Prov

Enter the abbreviation for the user's Province.

7. Postal code

Enter the user's postal code.

Format: 10 characters

8. Phone number

Enter the home phone number of the user.

Format: 12 characters

9. Use open/close drw ?

Answer Y to allow the user to access the *Open drawer* and *Close drawer* selections on the *Tickets* menu, or to automatically open and close drawers if you enabled this configuration option.

If you answer N, the user is not able to open and close cash drawers.

10. Use reg reading ?

Answer Y to allow the user to access the *Register readings* selection on the *View* menu (on the *Tickets* menu if using multi-level menus). A user with this authorization may read registers for all drawers in Point of Sale.

If you answer N, the user is not able to take register readings for any drawers.

The following fields define user authorizations during the *Tickets (Enter)* selection.

11. Override prices ?

Answer Y to allow the user during the ticket entry process to:

- override the price on an item
- enter a discount for an item or a ticket
- enter a profit percent to change the price on an item
(if this configuration option is enabled for a store)

If you answer N, the user is not able to perform the functions named above while entering tickets.

12. Below minimum prices ?

If this user is allowed to override prices, answer Y to allow the user to enter a price which causes the gross profit of the item to be less than the minimum profit percent specified in the corresponding configuration option.

If you answer N, the user is not allowed to enter a price which causes a gross profit less than the minimum percent specified.

If you answered N to "Override prices ?", this field displays "N" and an entry is not allowed.

13. Accept returns ?

Answer Y to allow the user to use the **Return** panel function while entering tickets in order to enter returned merchandise.

If you answer N, the user is not able to enter returned items during use of the *Tickets (Enter)* selection.

14. Allow pay-in/out ?

Answer Y to allow the user to use the **Pay** panel function while entering tickets in order to enter non-sales transactions requiring tender to be added to or withdrawn from the drawer.

If you answer N, the user is not able to use the Pay-in or Pay-out options of the Pay panel function.

15. Allow no-sale ?

Answer Y to allow the user to select the No-sale option of the **Pay** panel function while entering tickets. The No-sale option allows access to the cash drawer without creating a transaction for the activity.

If you answer N, the user is not able to use the No-sale option of the Pay panel function.

16. Void during entry ?

This flag controls whether the user can void a new ticket or return during entry, prior to printing the ticket. Answer Y to give the user authorization. (the default is Y)

17. Undo void of ticket ?

This flag controls whether the user can reinstate a voided ticket. The default is N(o).

18. Void tickets ?

Answer Y to allow the user to use the Void panel function while entering tickets in order to void a ticket after it has been printed.

A user does not require "Void tickets ?" authorization in order to void a ticket prior to printing.

If you answer N, the user is not able to void tickets after they are printed.

19. Cancel orders ?

This flag controls whether the user can cancel an order. Answer Y to give the user authorization.

20. Unlock registers ?

Answer Y to allow the user to enter his password in order to unlock a register "locked" by another user.

21. Override tax ?

Answer Y to allow the user to:

- change the total taxes on a ticket,
- use the **No-tax** panel function while entering tickets in order to change the taxable status of a tax type on a ticket, and
- use the **No-tax** panel function to make an item taxable or non-taxable (if this configuration option is enabled) for a tax type(s).

If you answer N, the user is not able to override the taxes on a ticket, or use the **No-tax** panel function.

22. Add A/R customers ?

If you are using Accounts Receivable, answer Y to allow the user to add a customer to the A/R Customer file while entering tickets.

If you answer N, the user is not able to set up new A/R customers during the *Tickets (Enter)* selection.

If you are not using A/R, this field displays "N/A" and an entry is not allowed.

23. Override cr limit ?

Answer Y to allow the user to enter an initial layaway payment that is less than the minimum amount specified in *Configuration options*.

If you answer Y and are using Accounts Receivable, the user may also:

- override the over-credit-limit message on an A/R customer who has exceeded his credit limit, and
- modify information for a customer in the A/R Customer file while entering tickets, if the user is also authorized to add A/R customers.

If you answer N, the user is not able to perform the functions named above while entering tickets.

24. Override commissions ?

Answer Y to allow the user to override the calculated commission on a ticket, and to enter split commission information for a ticket.

If you answer N, the user cannot change the commission amount or specify split commissions for a ticket.

25. Enter receivings ?

Answer Y to allow the user to enter inventory receivings and transfers using the ticket entry screen. If you answer Y, the user can use the **Misc** panel function to enter these transactions. If you answer Y, the user can also create a new inventory item when entering these inventory receivings and transfers, as well as during ticket entry.

If you answer N, the user cannot enter receivings and transfers, or create new inventory items, using the ticket entry screen.

NOTE: If you are also using Purchasing or Purchase Order, you should use the *Receivings* selection in that package to enter your receivings.

The second screen of user information then displays. When completed, it appears similar to this:

26. Valid drawers	A11
27. Allow open/close	A11
28. Sales PTD	.00
29. Sales YTD	.00
30. Cost PTD	.00
31. Cost YTD	.00

Enter the information as follows:

? 26. Valid drawers

Enter the drawer numbers this user can access, up to 10 different drawers. Press [Enter] after typing each drawer number, and press [Enter] twice after typing the last one.

You can press [F1] at the first drawer number to default to "All".

If you press [Enter] for the first drawer number without entering a number, the word "None" displays in this field. This entry is appropriate for a user who is not allowed access to any drawers, or is not permitted to enter tickets.

Format: 999 for each drawer

27. Allow open/close

If you entered specific drawer numbers for "Valid drawers", answer Y or N for each drawer number to indicate whether the user can open and close that drawer. If you answered "All" to "Valid drawers", the word "All" or "None" displays in this field and an entry is not allowed.

"All" displays if you answered Y to "Use open/close drw ?" on the first entry screen for this user.

"None" displays if you answered N to "Use open/close drw ?" on the first entry screen for this user.

If you answered "None" to "Valid drawers", the word "None" displays in this field and an entry is not allowed.

Period-to-date and Year-to-date Fields

Field numbers 25 through 28 are for informational purposes only, and would not normally be changed for an existing user. They are automatically updated by the *End of day (Post)* process. If you select one of these fields, you see "Change not allowed".

When setting up P/S, enter information as follows:

28. Sales PTD

Enter the sales for this user for the period-to-date.

The "Sales PTD" figure should not include sales tax or miscellaneous charges.

Format: 9,999,999,999.99-

29. Sales YTD

Enter the sales for this user for the year-to-date.

Format: 9,999,999,999.99-

30. Cost PTD

Enter the cost of sales for this user for the period-to-date.

Format: 9,999,999,999.99-

31. Cost YTD

Enter the cost of sales for this user for the year-to-date.

Format: 9,999,999,999.99-

Printing a List of Users

Select *Users* from the *Reports* menu.

On the screen that appears, you are asked to enter:

? 1. Starting user ID

? 2. Ending user ID

Enter the range of user ID's to include on the list. Follow the screen instructions.

Format: 3 characters

3. Print sales figures ?

Answer Y if you want the "Sales PTD" and "Sales YTD" figures to appear on the User List.

Entering Ship-to Addresses

A screen then appears. After defining an address, it appears similar to this:

34 PS - Ship-to addresses, Enter

File Edit AR 3C OE SA AP 3C GL 3C PO BR PI CL FP PS RP TA TR PER SM PA DX SF Help

Setup Acme Enterprises Inc.

Ship-to addresses (Enter)

* 1. Customer # 10 Harris, Goldberg & Jones

* 2. Ship-to # 1

3. Ship-to name Harris, Goldberg BBY

4. Ship-to addr-1 Pender Street

5. Ship-to addr-2 Burnaby, BC

6. Ship-to addr-3

7. Country Canada

8. Tax group BC BC Tax Group

Make changes, F1 =next ship-to address ShF1 =prev ship-to address F3 =delete
Field number to change ?

From this screen you can work with both new and existing ship-to addresses. If a ship-to address has already been entered for the customer and ship-to number you specify, it appears and is available for changes or deletion.

Enter the information as follows:

? *1.Customer #

Enter the number of the customer that this ship-to address is for, or use one of the options:

Options: [F1] to scan through the ship-to addresses on file
[F2] to scan through the A/R customers on file

The number entered must exist in the A/R Customer file. For a specific, existing ship-to address, you can enter the customer number and the ship-to number (next field).

Format: 12 characters

? *2. Ship-to

Enter a ship-to number to identify this ship-to address.

Format: 999

3. Ship-to name

Enter the ship-to name, or use the option:

Option: [F3] to use the customer name as the ship-to name

Format: 25 characters

4. Ship-to addr-1

Enter the first line of the address.

Format: 25 characters

5. Ship-to addr-2

6. Ship-to addr-3

Enter the second and third line of the address.

Format: 30 characters each

? 7. Tax group

Enter the tax group for the ship-to address, or use the option:

Option: [F1] to use the tax group entered for this customer in the A/R Customer file

The tax group entered must exist in the Taxes file (see the chapter titled *Taxes* in the *System Functions* manual).

Format: 3 characters

Printing a List of Ship-to Addresses

From the *Ship-to addresses* menu, select *Print*.

On the screen that appears, you are asked to enter:

? Starting customer

? Ending customer

Enter the range of customer numbers to be included on the list. Follow the screen instructions.

Format: 12 characters



Chapter 12

End of Day Setup

Introduction

Use this selection to define the amount of detail to be printed on the end of day reports and the types of history to be retained when tickets are posted. If you are using Multi-Site, this selection is also used to define how end-of-day posting is performed at satellite locations.

Default entries for the end of day reports and P/S history retention are automatically created when a new store is set up using *Stores*.

Prior to actually running the *End of day (Post)* selection for the first time, you may use *Setup (End of day)* to change the default entries as desired for the end of day reports and for P/S history retention.

Once the end of day entries are set up, they remain in effect for all posting runs until changed.

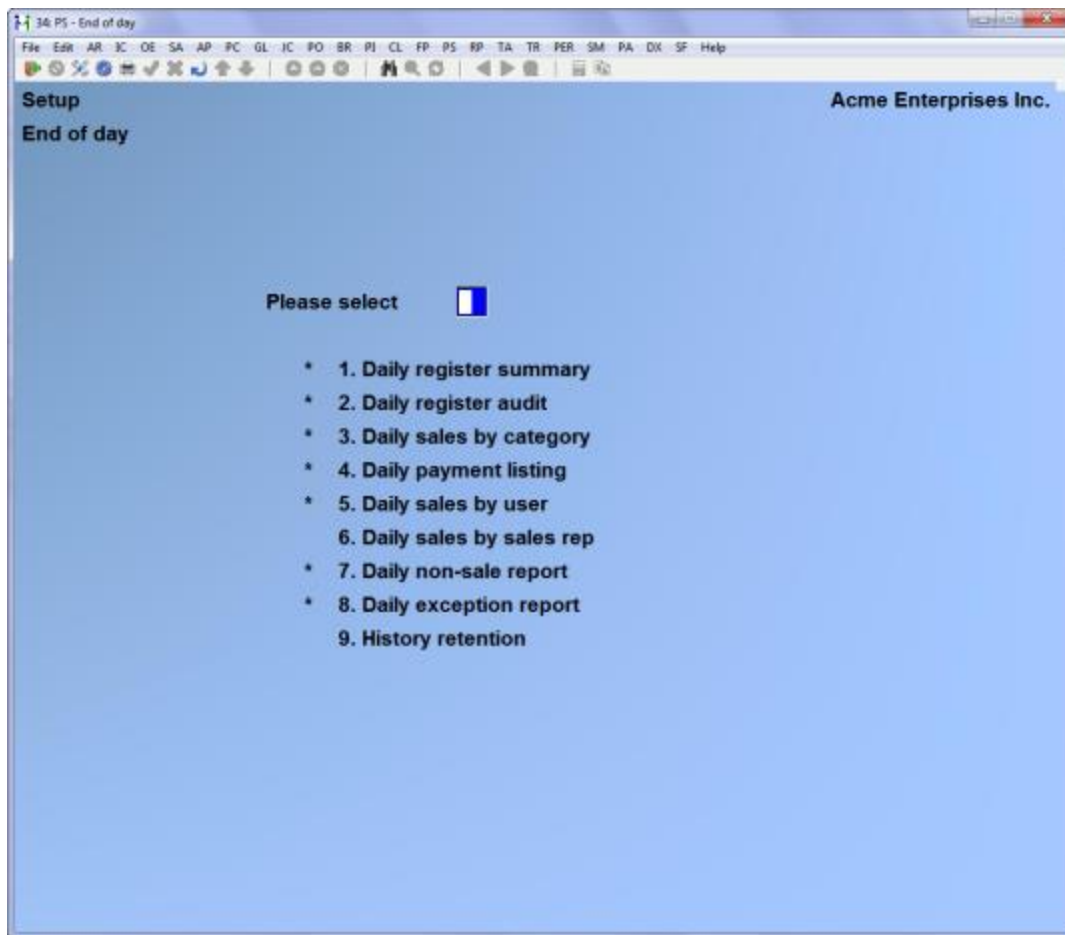
If default end of day entries are used, the posting reports print with some of the optional information and all historical data is retained. Refer to the section **What Each Report Shows You** for a brief description of each end of day report, and to the section **Summary of Default Entries** for a summary of the default entries for these reports.

To Begin

Select *End of day* from the *Setup* menu on page 2 of the P/S main menu.

You are asked to enter the store number for which you are setting up end of day entries. Enter the 3-digit store number. The store description then displays.

A screen displays similar to this:



Selections 1 through 8 include all end of day reports. An asterisk (*) is shown for those reports which you selected (in *Stores*) to automatically print when *End of Day (Post)* is run.

Selection 9 is *History retention*, where you define the types of management history and invoice history to be retained.

If you are using *Multi-Site*, the *Multi-Site* selection also appears. This selection is explained in the *Multi-Site User Manual*.

Changing End of Day Report Entries

To change entries for one of the reports on this screen, type its number. After changing entries for a report, this screen reappears and you may select a different report.

For each report selected, a screen appears and you are asked one or more questions about the information to show on the report. The current answers automatically display for each question.

What Each Report Shows You

The Daily Register Summary provides a summary for each drawer of sales, returns, taxes, and miscellaneous charges. Opening and closing cash is shown, along with tendered amounts and closing amounts for each payment type. A more detailed tax recap can optionally be printed.

The Daily Register Audit shows information for each ticket, including the user, sale amount, return amount, taxes, miscellaneous charges, and payment information. Line item information can optionally be printed. A marker is printed with each line to show that it was deleted, or that they have in fact been reinstated.

The Daily Sales by Category report shows sales information for each category, with a recap by category and sub-category. Information for sub-categories and detailed item information can optionally be printed.

The Daily Payment Listing shows totals for each payment type. Tender detail for each ticket and bank deposit slips can optionally be printed.

The Daily Sales by User report shows sales performance for each user. Detailed ticket and item information, commissions, and a time-of-day analysis can optionally be printed.

The Daily Sales by Sales Rep report shows sales performance for each sales rep. Detailed ticket and item information, commissions, and a time-of-day analysis can optionally be printed.

The Daily Non-Sale report shows information on non-sale tickets, such as returns, pay-ins, pay-outs, pay-on-accounts, new orders, order deposits, order cancellations, new layaways, layaway payments, and layaway cancellations. You may also include new A/R customers added during P/S ticket entry.

The Daily Exception report shows ticket information for exceptions such as price overrides, commission overrides, miscellaneous items, tax changes, reprinted or unprinted tickets, ticket discounts, voided tickets, deleted line items, cancelled orders, reinstated tickets and tickets voided during entry.

Summary of Default Entries for End of Day Reports

Illustrated below are the questions and default entries established for each report when a store is initially set up.

A description of the questions for each report follows. Samples of each report are included in the chapter titled *End of Day*.

1. Daily register summary

- 1. Print drawer detail ? Y
- 2. Print narrow drawer detail ? N
- 3. Print tax recap ? N

2. Daily register audit

- 1. Print gross profit ? Y
- 2. Print item detail ? Y
- *3. Print components ? N

* If using Kits Plus

3. Daily sales by category

- 1. Print gross profit ? Y
- 2. Print sub-category totals? Y
- 3. Print item totals ? Y
- 4. Print item detail ? N

4. Daily payment listing

- 1. Print payment detail ? Y
- Include cash detail ? Y
- 2. Print deposit slip ? N

5. Daily sales by user

- 1. Print gross profit ? Y
- 2. Print ticket detail ? Y
- 3. Print item detail ? N
- 4. Print commissions ? N
- 5. Print time analysis ? N

6. Daily sales by sales rep

- 1. Print gross profit ? Y
- 2. Print ticket detail ? Y
- 3. Print item detail ? N
- 4. Print commissions ? N
- 5. Print time analysis ? N

7. Daily non-sale report

- 1. Print returns ? Y
- 2. Print item detail ? Y
- 3. Print pay-ins ? Y
- 4. Print pay-outs ? Y
- 5. Print pay-on-accounts ? N
- 6. Print payment detail ? Y
- 7. Print orders ? N
- 8. Print layaways ? N
- 9. Print ticket detail ? N
- 10. Print item detail ? N
- 11. Print new customers ? N
- 12. Print each on new page? N

8. Daily exception report

- 1. Print price overrides ? Y
- 2. Print commission overrides ? Y
- 3. Print miscellaneous items ? N
- 4. Print changed tax tickets ? Y
- 5. Include reprints /no-prints ? Y
- 6. Print ticket discounts? Y
- 7. Print voided tickets ? Y
- 8. Print register reading count ? N
- 9. Print each on a new page ? N

The entries for the end of day reports are retained in the Store file (but are not displayed in the *Stores* selection).

Daily Register Summary

Select *Daily register summary* from the *Setup (End of day)* menu.

A screen appears for you to answer the following questions:

1. Print drawer detail ?

Answer Y to print detail information for each drawer in the register, rather than just a summary of all drawers in the register.

Detail information for each drawer shows totals for the following:

- sales and returns
- voids of sales and returns
- pay-in and pay-out tickets
- pay-on-account tickets
- order deposits received, refunded, and forfeited
- layaway payments received, refunded, and forfeited
- sales tax (by tax type)
- beginning cash and any additional opening cash
- for each payment type, the ticket amount, the amount entered using the *Close drawer* selection, and the difference between these two figures (overage or shortage)

If you answer N, a summary for the register is printed.

2. Print narrow drawer detail ?

Answer Y to format the report for a 40 column receipt print.

3. Print tax recap ?

Answer Y to print additional information for each register on each tax group and tax type that was used. The information which prints for each tax group and tax type includes:

- tax group and type
- number of tickets or lines for each type within a group
- total sales amount
- total taxable amount
- total actual tax amount
- total normal tax amount

If you answer N, the tax recap is not printed.

Daily Register Audit

Select *Daily register audit* from the *Setup (End of day)* menu.

A screen appears for you to answer the following questions:

1. Print gross profit ?

Answer Y to print cost of sales and gross profit figures for each ticket.

Under LIFO/FIFO, gross profit is calculated using replacement cost. At posting time, actual layer cost is used on this report.

If you are using the average cost valuation method, and are also using serial costs, the serial cost is used to calculate the gross profits printed on this report for any serialized item and is used when I/C transactions are created. If a serial cost is not available for a serialized item, the average cost is used.

2. Print item detail ?

Answer Y to print information for each item on each ticket. If you answer Y, for each item on a ticket, the report shows the item, quantity, price, serial and lot numbers, and comment lines. An asterisk is printed if the price was overridden. Line item tax information is also shown.

3. Print components ?

If you are using Kits Plus, answer Y if you wish information on components of miscellaneous kits to print on this report.

The Daily register audit report shows the lines for any voided tickets or cancelled orders. A marker is printed with each line to show that it was deleted. Reinstated tickets have a marker to show that they have in fact been reinstated.

Daily Sales by Category

Select *Daily sales by category* from the *Setup (End of day)* menu.

A screen appears for you to answer the following questions:

1. Print gross profit ?

Answer Y to print the gross profit amount and percentage for each category, in addition to category totals.

Under LIFO/FIFO, gross profit is calculated using replacement cost. At posting time, actual layer cost is used on this report.

If you are using the average cost valuation method, and are also using serial costs, the serial cost is used to calculate the gross profits printed on this report for any serialized item and is used when I/C transactions are created. If a serial cost is not available for a serialized item, the average cost is used.

Answer N to show only the number of lines, quantity, and extended price for each category.

2. Print sub-category totals ?

Answer Y to print totals for the number of lines, quantity, and extended price for each sub-category.

3. Print item totals ?

Answer Y to print totals by item number. Totals are shown for the number of lines, quantity, and extended price.

If you answered N to "Print sub-category totals ?", this field automatically defaults to N and an entry is not allowed.

4. Print item detail ?

Answer Y to show information for each line item on each ticket.

If you answered N to "Print sub-category totals ?" or "Print item totals ?", this field automatically defaults to N and an entry is not allowed.

5. Print cat/sub desc's ?

Answer Y to print the category and sub-category descriptions in addition to the codes.

Daily Payment Listing

Select *Daily payment listing* from the *Setup (End of day)* menu.

A screen appears for you to answer the following questions:

1. Print payment detail ?

Answer Y to show the payment information for each ticket for each payment type. If you answer Y, the following information is shown for each ticket: the ticket number, date, customer, validation information, amount received, and includes credit limit overrides at the till.

If you answer N, a summary for each payment type is printed on a single page.

2. Print deposit slip ?

Answer Y to print up to 4 deposit slips. If you answer Y, enter the following information for each deposit slip to be printed:

Bank-account-#

Enter the bank account number to print on the deposit slip.

Format: 25 characters

Pay-code

Enter the number of the payment code for which amounts are to be printed. If you enter 1 for "Cash", you may enter one additional payment code to combine two payment codes on one deposit slip.

Reference

Enter V to print the first validation information and ticket number on the deposit slip for each entry, or enter C to print the customer name and ticket number for each entry.

Daily Sales by User

Select *Daily sales by user* from the *Setup (End of day)* menu.

A screen appears for you to answer the following questions:

1. Print gross profit ?

Answer Y to print the gross profit amount and percentage for each user, in addition to ticket totals. If you select to print gross profits, under the LIFO/FIFO valuation method, the gross profit is calculated using replacement cost if the report is printed when not posting. At posting time, the actual layer cost is used on this report.

If you are using the average cost valuation method, and are also using serial costs, the serial cost is used to calculate the gross profits printed on this report for any serialized item and is used when I/C transactions are created. If a serial cost is not available for a serialized item, the average cost is used.

Answer N to show only the number of tickets and total sale amount for tickets entered by each user.

2. Print ticket detail ?

Answer Y to print information for each ticket entered by a user.

Detail information shown for each ticket includes the ticket number, date, time, customer, and sale amount.

3. Print item detail ?

If you answered Y to "Print ticket detail ?", answer Y to show information for each line item on tickets entered by a user.

Detail information shown for each item includes the item number, quantity, unit price, an asterisk if the price was overridden, and extended price.

If you answered N to "Print ticket detail ?", this field automatically defaults to N and an entry is not allowed.

4. Print commissions ?

Answer Y to print commission information for each user. If you answer Y and are also printing ticket or item detail, a commission amount is also shown for each ticket or item.

5. Print time analysis ?

Answer Y to print an analysis of sales and tickets for each user, using the time slots defined in *Stores*.

Daily Sales by Sales Rep

Select *Daily sales by sales rep* from the *Setup (End of day)* menu.

A screen appears for you to answer the following questions:

1. Print gross profit ?

Answer Y to print gross profit amount and percentage for each sales rep, in addition to ticket totals.

If you select to print gross profits, under the LIFO/FIFO valuation method, the gross profit is calculated using replacement cost if the report is printed when not posting. At posting time, the actual layer cost is used on this report.

If you are using the average cost valuation method, and are also using serial costs, the serial cost is used to calculate the gross profits printed on this report for any serialized item and is used when I/C transactions are created. If a serial cost is not available for a serialized item, the average cost is used.

Answer N to show only the number of tickets and total sale amount for tickets entered for each sales rep.

2. Print ticket detail ?

Answer Y to print information for each ticket entered for a sales rep.

Detail information shown for each ticket includes the ticket number, date, time, customer, and sale amount.

3. Print item detail ?

If you answered Y to "Print ticket detail ?", answer Y to show information for each line item on tickets entered for a sales rep.

Detail shown for each item includes the item number, quantity, unit price, an asterisk if the price was overridden, and extended price.

If you answered N to "Print ticket detail ?", this field automatically defaults to N and an entry is not allowed.

4. Print commissions ?

Answer Y to print commission information for each sales rep. If you answer Y and are also printing ticket or item detail, a commission amount is also shown for each ticket or item.

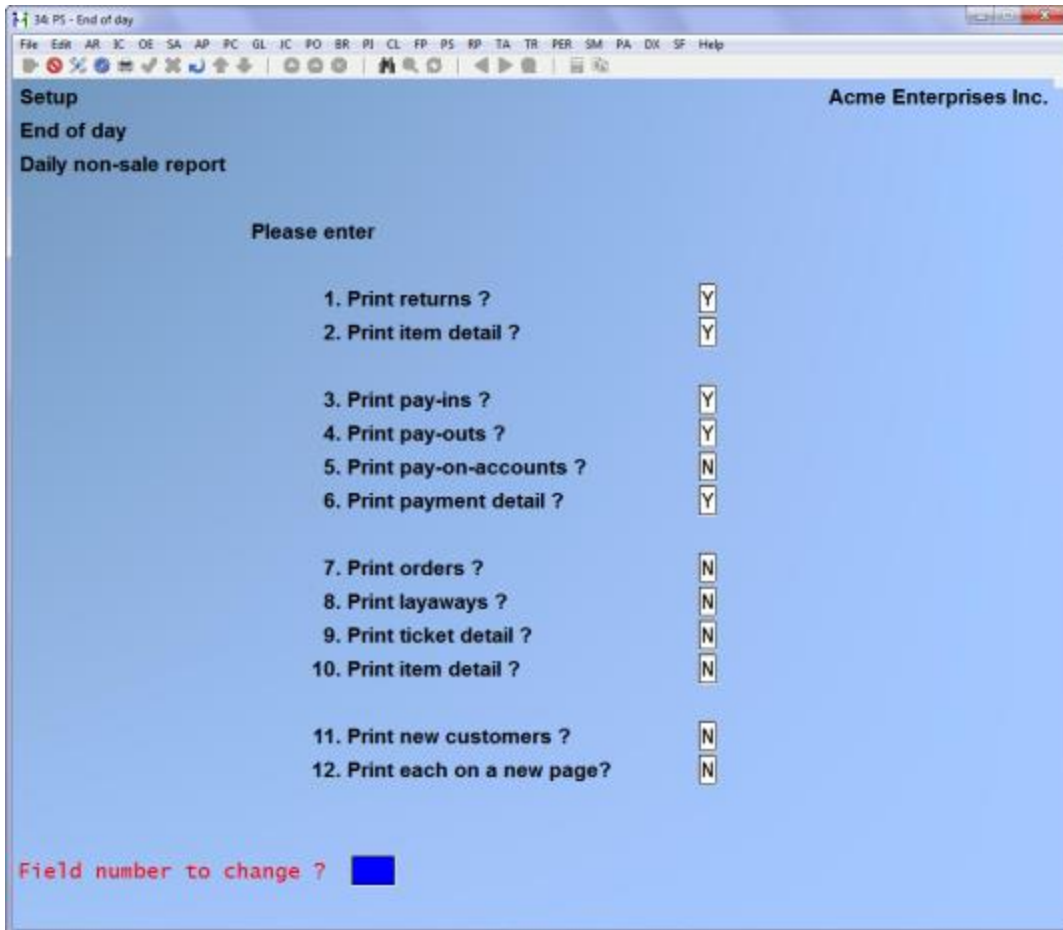
5. Print time analysis ?

Answer Y to print an analysis of sales and tickets for each sales rep, using the time slots defined in *Stores*.

Daily Non-sale Report

Select *Daily non-sale report* from the *Setup (End of day)* menu.

You then see:



Enter the information as follows:

1. Print returns ?

Answer Y to show information on items that were returned.

If you answer Y, the quantity returned and extended price of returned items in each category is shown.

2. Print item detail ?

Answer Y to show information for each returned item, including: the category and sub-category, item number and description, user, ticket number, quantity returned, price, and extended price.

3. Print pay-ins ?

Answer Y to show information on pay-in tickets.

If you answer Y, detail shown for each pay-in ticket includes: the party from whom tender was received, description of the transaction, user, ticket number, payment code and amount.

4. Print pay-outs ?

Answer Y to show information on pay-out tickets.

If you answer Y, detail shown for each pay-out ticket includes: the party to whom tender was paid, description of the transaction, user, ticket number, payment code and amount.

5. Print pay-on-accounts ?

Answer Y to show information on pay-on-account tickets (A/R payments).

If you answer Y, detail shown for each pay-on-account ticket includes the customer, user, ticket number, apply-to number, payment code, and amount of the payment.

6. Print payment detail ?

Answer Y to print full detail on each ticket for which you answered Y in field numbers 3 through 5.

Answer N to print user totals only for the tickets selected to print in field numbers 3 through 5.

7. Print orders ?

Answer Y to show information on orders.

If you answer Y, three report sections are printed: New Orders, Order Deposits, and Order Cancellations.

If ticket detail is selected to print, the report shows for each new order: the order number and date, customer, ticket number, user, sales rep, warehouse, amount of the sale, tax, order total, any initial deposit amount, and the balance due on the order. If the order total has changed since the order was created, the original order total is also shown.

If item detail is selected to print, the report also shows for each item on the order: item number, description, reference text, quantity ordered, unit, unit price, and extended price.

Detail for order deposits includes the deposit ticket number and date, user, order number and date, user (on the order), sales rep, customer, sale amount, amount of deposit received or refunded, total deposits on the order, and balance due.

Detail for order cancellations includes cancellation ticket number and date, user, order number and date, user (on the order), sales rep, customer, warehouse, amount of the sale, discount amount, order total, taxes, total deposits on the order, and amounts of any deposit refunded or forfeited.

8. Print layaways ?

Answer Y to show information on layaway tickets.

If you answer Y, three report sections are printed: New Layaways, Layaway Payments, and Layaway Cancellations.

The information shown on these three sections is the same as described above for orders. In addition, the next payment due date and description is shown for each layaway on all three sections when ticket detail is printed.

9. Print ticket detail ?

Answer Y to print full detail on each order and/or layaway ticket.

Answer N to print totals only for the order and layaway tickets.

If you answered N to both "Print orders ?" and "Print layaways", this field automatically defaults to N and entry is not allowed.

10. Print item detail ?

If you answered Y to "Print ticket detail ?", answer Y to also show line item detail on each new and cancelled order and layaway. Answer N to show only order and layaway detail.

Detail shown for each item includes: the item number and description, quantity ordered, unit price, and extended price.

If you answered N to "Print orders ?" and "Print layaways", or to "Print ticket detail ?", this field automatically defaults to N and entry is not allowed.

11. Print new customers ?

Answer Y to print customers added to the A/R Customer file during ticket entry. Only customers for whom a ticket was entered immediately after being added are shown.

The information shown for each customer includes the customer's name and address, comments, and any changes made to the "template" information provided from the default customer.

12. Print each on a new page ?

Answer Y if you want each section of the report printed on a separate page.

If you answer N, all sections will be consolidated into one report.

Daily Exception Report

Special notes:

Security override of protected functions during ticket entry: Some ticket entry functions (e.g., price overrides) can be performed only by users who have been granted authorization in the Users selection. For an unauthorized user to execute a protected function, a security override of the function must be performed by an authorized user. To perform a security override, press the [F2] key after requesting the desired function. When "User password" appears, enter the password of an authorized user. The protected function can then be executed. The security override remains in effect for the one protected function. If another protected function must be performed, security must be overridden again by an authorized user.

Select *Daily exception report* from the *Setup (End of day)* menu.

You then see:

Item	Response
1. Print price overrides ?	Y
2. Print commission overrides ?	Y
3. Print miscellaneous items ?	N
4. Print changed tax tickets ?	Y
5. Include reprints/no-prints ?	Y
6. Print ticket discounts ?	Y
7. Print voided tickets ?	Y
8. Print register reading count?	Y
9. Print each on a new page ?	N
10. Print credit overrides ?	N
11. Print cancelled orders ?	Y
12. Print deleted lines ?	Y
13. Print tickets voided at entry ?	Y
14. Print reinstated tickets ?	Y

Field number to change ?

Enter the information as follows:

1. Print price overrides ?

Answer Y to print information on each line item for which a price override was done. Item discounts are considered price overrides.

Information shown for each price override includes the user, ticket number, customer, item number, price, and gross profit amount and percentage.

Answer N if you do not wish to print price override information.

2. Print commission overrides ?

Answer Y to print information on each ticket for which a commission override was done, or for which split commissions were entered whose sums result in an amount different than the default commission amount (a split whose percentages do not add up to 100%).

Information shown for each commission override includes the user ID, sales rep, ticket number, customer, sale amount, and gross profit amount and percent. The "normal" default commission amount and percent are shown, in addition to the overridden commission amount and percent. Commission percents are based on the ticket sale amount.

Information shown for each split commission includes the sales reps and commission percents entered for each sales rep.

Answer N if you do not wish to print commission override or split commission information.

3. Print miscellaneous items ?

Answer Y to print information on miscellaneous (*) items.

Information shown for each miscellaneous item includes: the item number and description, category and sub-category, price, ticket number, and user. The gross profit amount and percent are also printed if miscellaneous item cost changes are allowed (in the *Setup (Configuration options)* selection).

Answer N if you do not wish to include miscellaneous items on the report.

4. Print changed tax tickets ?

Answer Y to print information for each ticket which was entered with the **Notax** panel function, or the ticket or an item's tax was adjusted.

Information shown for each changed tax ticket includes the user, ticket number, customer, sale amount, taxable amount, actual sales tax amount, the "normal" default tax amount, and the tax type. For **Notax** tickets, the tax exempt number is also shown.

Answer N if you do not wish to include this information on the report.

5. Include reprints/no-prints ?

Answer Y to print information on reprinted tickets and on tickets that were not printed at all.

Information shown for each reprinted or no-print ticket includes the user, ticket number, customer, sale amount, total amount (sale amount plus tax and miscellaneous charge, if using), and number of times the ticket was reprinted ("0" for no-print tickets).

Answer N if you do not wish to include this information on the report.

6. Print ticket discounts ?

Answer Y to print information on tickets which were discounted.

Information shown for each discounted ticket includes the user, ticket number, customer, sale amount, discount amount, total amount (sale amount plus tax and miscellaneous charges, if using), and gross profit.

Answer N if you do not wish to include this information on the report.

7. Print voided tickets ?

Answer Y to print information on sales, pay-in, pay-out, and pay-on-account tickets that were voided after printing.

Information shown for each voided ticket includes the user who voided the ticket, ticket number, customer, sale amount (or payment amount), total amount (sale amount plus tax and miscellaneous charges, if using), user who originally entered the ticket, and the previous status of the ticket. When set to 'Y' in *Configuration Options*, the Ticket Integrity program will check any tickets where the header does not match the lines. If any unbalanced tickets are found the program will void the ticket and print it on the Daily Exception Journal.

Answer N if you do not wish to include this information on the report.

8. Print register reading count ?

Answer Y to print information on how many times and who used the *Register readings* function.

Information shown includes the user ID, and how many times they read the register.

Answer N if you do not wish to include this information on the report.

9. Print each on a new page ?

Answer Y if you want each section of the report printed on a separate page.

If you answer N, all sections will be consolidated into one report.

10. Print credit overrides ?

Answer Y if you want credit overrides from the till, printed on the Exception report.

11. Print cancelled orders ?

This flag controls whether cancelled orders are printed on the Exception report. The default for this is 'Y'.

12. Print deleted lines ?

This flag controls whether lines deleted from a ticket are printed on the Exception report. The default is "Y".

13. Print tickets voided at entry ?

This flag controls whether tickets that have been voided during the entry process are printed on the Exception report. The default is "Y".

14. Print reinstated tickets ?

This flag controls whether tickets that were voided and then reinstated are printed on the Exception report. The default is "Y".

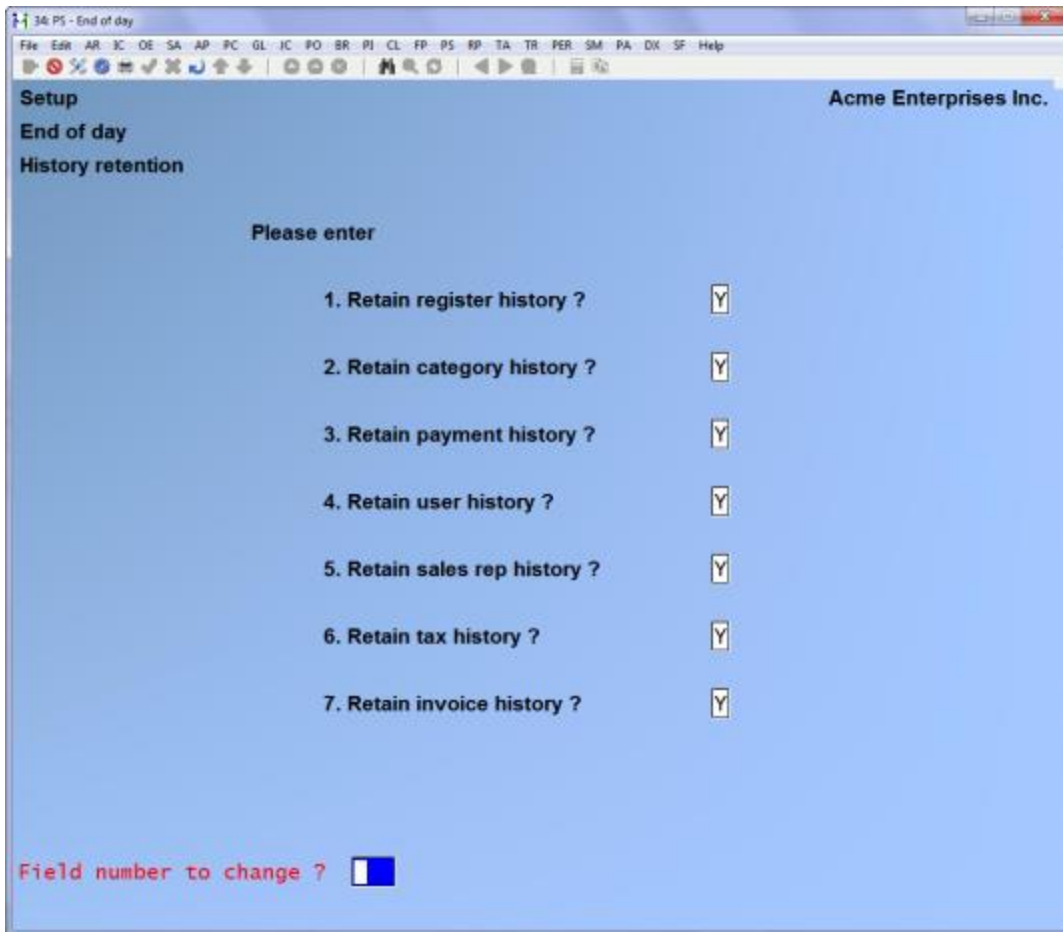
Retaining History

Use the *History retention* selection to specify the types of ticket information to be retained for history reporting.

The first six history types on the screen below are stored in the P/S Management History file, while invoice history is retained in the Invoice History file. The Invoice History file is shared by *Point of Sale* and *Billing*.

Select *History retention* from the *Setup (End of day)* menu.

The screen displays as follows:



The fields on this screen automatically default to Y. Make changes as usual.

If you answer N to any question on this screen, history data for that record type is not retained when the posting program is run.

If you answer Y to any question, the corresponding type of data is updated to the appropriate history file when the *End of day (Post)* selection is run. That information is then available for printing of History reports.

When you are using Kits Plus, you can also specify in *I/C Control information* to retain component history with invoice history.

If you choose to retain either P/S Management History or Invoice History information, ensure that your computer has adequate disk storage for the respective history file.

You should also read the chapter titled *Purge Management History and File utilities* in order to become familiar with the ways in which the size of the P/S Management History file can be controlled. The chapter titled *Invoice History* contains an explanation of the *Purge* function that includes a description of how the size of the Invoice History file can be managed.



Chapter 13

Pay In/Out Codes

Introduction

(This function is only used by Point of Sale if **Use pay in/out codes ?** in *Stores* is set to "Y".)

Use this function to set up a table of codes that are used by the Pay-in and Pay-out functions during ticket entry. These codes allow you to specifically distribute the transactions at ticket entry to the G/L account(s), eliminating the need do manual distributions later.

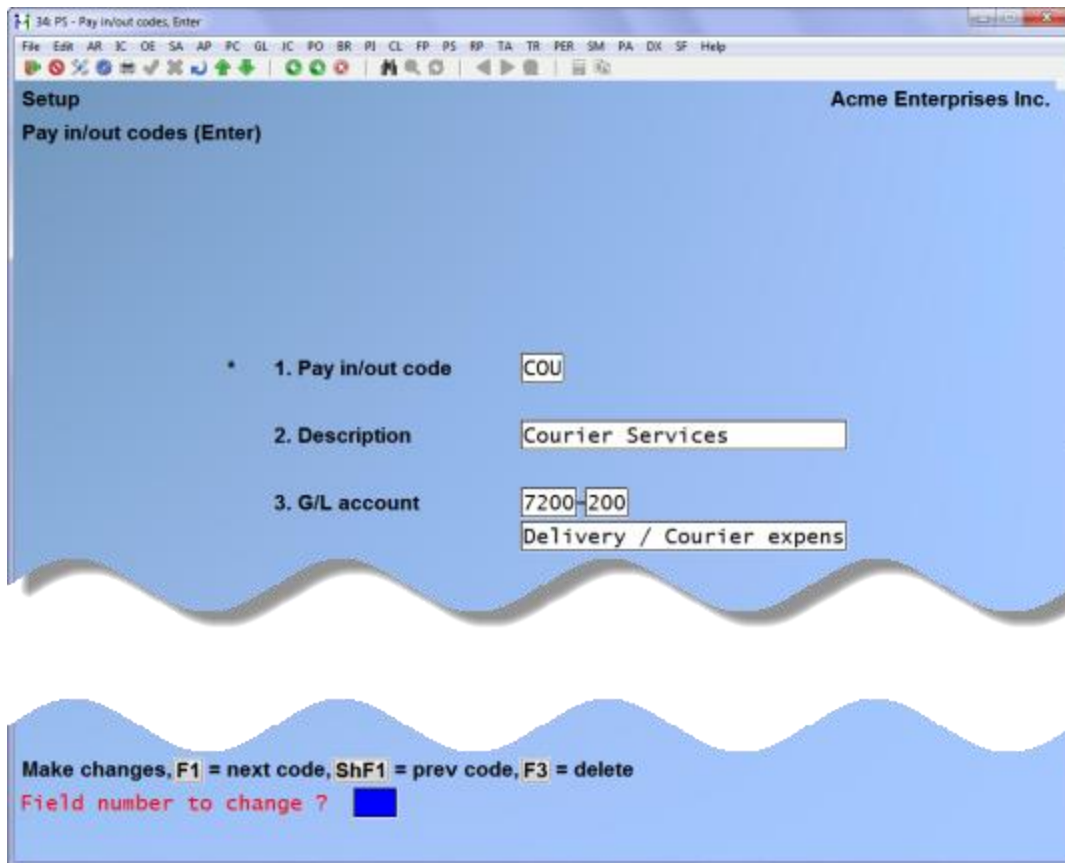
When entering a pay-in or pay-out transaction during ticket entry, you will be prompted to enter up to 3 different codes after the amount, and descriptions are entered.

To Begin

Select *Pay in/out codes* from the *Setup* menu on page 2 of the P/S main menu. From the menu displayed, select *Enter*.

Entering Pay In/Out Codes

A screen then appears. After defining a code, it appears similar to this:



From this screen you can work with both new and existing pay-in/out codes. If a pay-in/out code has already been entered for the code you specify, it appears and is available for changes or deletion.

Enter the information as follows:

? 1. Pay in/out code

Enter the ID for this pay in/out code, or use the option:

Option: [F1] to scan through the existing pay in/out codes on file.

Format: 3 characters

2. Description

Enter the description of this pay in/out code.

Format: 25 characters

? 3. G/L account

Enter the G/L account to distribute pay in/out transactions for this code to.

Printing a Pay In/Out Codes List

This selection prints a listing of the pay in/out codes you have defined.

Select *Print* from the *Pay In/Out Codes* menu.



Chapter 14

Open Drawer

Introduction

Use this selection to "initiate" a drawer for use in a register. A drawer must be opened before sales can be entered for the drawer.

Opening a drawer involves entering a user password, the drawer number and a beginning cash amount.

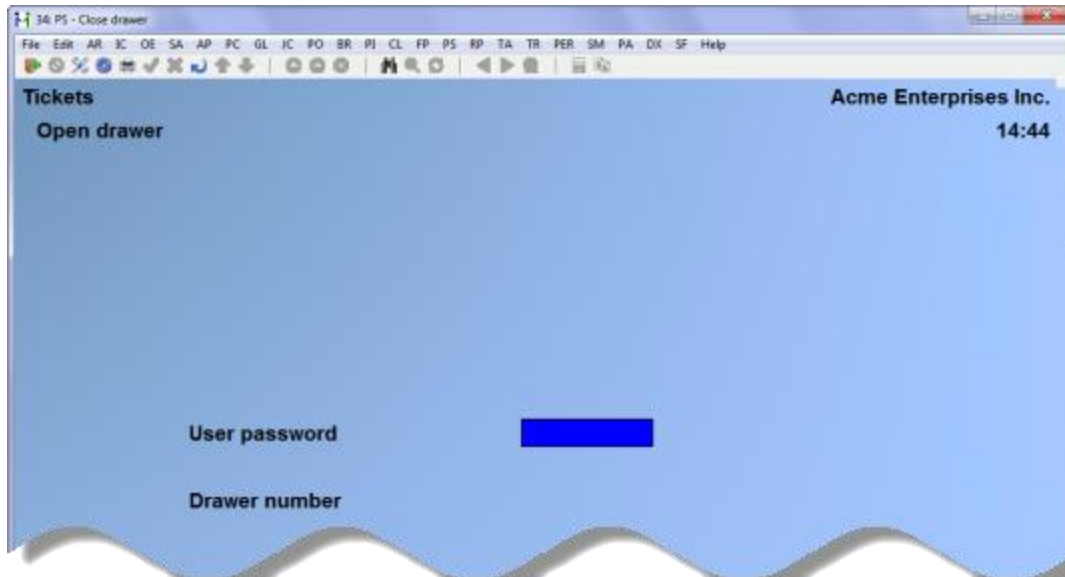
A drawer can be automatically opened with a beginning cash amount of zero using *Tickets (Enter)* if you selected to allow this function in *Setup (Configuration Options)*.

A user must be authorized to open a specific drawer. The authorization is granted to an user in the *Users* selection.

To Begin

Select *Open drawer* from the *Tickets* menu.

The screen displays as follows:



Enter the information as follows:

User password

Enter your password. The password does not display as you type it.

If the user does not have authorization to open drawers, the message "User not authorized to open/close drawers" displays.

Format: 10 characters

Drawer number

Enter the number of the drawer being opened. The user must be authorized to open the drawer number entered.

If the drawer is already open, the message "Drawer is open" is displayed.

If you are reopening a drawer that has been closed, but not posted, the following message displays:

"You are reopening a drawer that has not been posted. Amount you enter will be recorded as additional opening cash. Are you sure ?"

If you answer Y, you may enter the amount of additional opening cash. If you answer N, the screen clears for entry of the next drawer to open.

After entering your password and drawer number, the following field displays:

Beginning cash

Enter the starting cash amount in the drawer.

Press [F1] prior to entering the beginning cash amount if you wish the cash drawer to actually open in order to verify or place cash in the drawer.

Format: 999,999.99

Make changes as usual to the beginning cash amount.



Chapter 15

Enter Tickets (Basic Operations)

Introduction

Use the *Tickets (Enter)* selection to enter sales and returns of merchandise and to operate cash drawers and printers attached to the register.

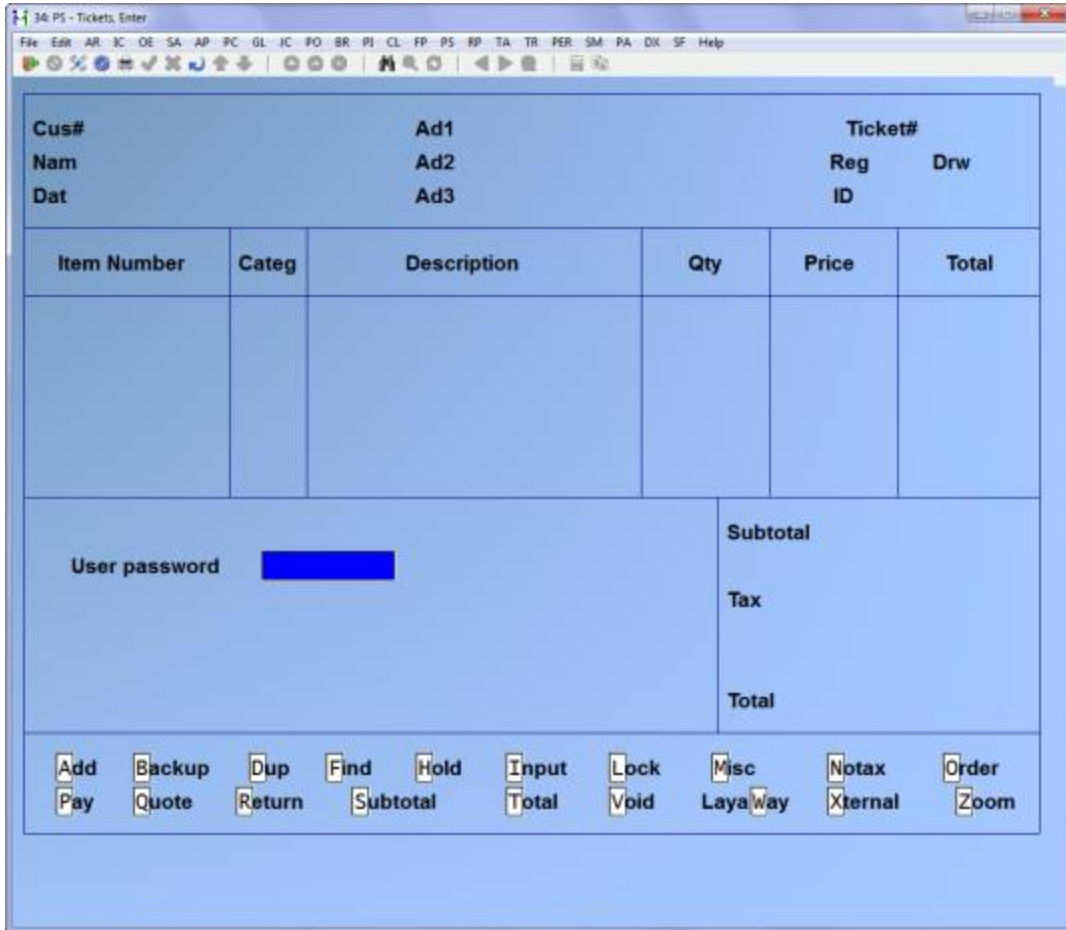
This selection is also used for quotes, orders, layaways, pay-ins, pay-outs, and other miscellaneous functions. The next chapter, titled *Enter Tickets (Additional Functions)*, contains information on those types of tickets and functions.

NOTE: Retail kit processing features are available with the addition of Kits Plus.

To Begin

Select *Enter tickets* from the *Tickets* menu.

The screen appears as follows:



Identify the user as follows:

User password

Type in a valid user password. The password does not display as it is entered.

Format: 10 characters

Drawer number

Enter the drawer number to use. The last drawer number used by that user, if any, is displayed. Press [Enter] to default to the last used drawer number, or use the option:

Option: [F2] to enter a different drawer number

The user must be authorized to use the drawer number entered.

If the drawer is not currently open, the message "Drawer not open" is displayed. Use the *Open drawer* selection to open the drawer or, if you specified in *Configuration options* that drawers can be automatically opened and closed, press [F2] to automatically open the drawer with a beginning cash amount of zero.

The screen now appears as follows:

34 PS - Tickets, Enter

File Edit AR JC DE SA AP PC GL IC PO BR PJ CL FP PS EP TA TR PER SM PA DX SF Help

Cus# Ad1 Ticket#
Nam Ad2 Reg Drw
Dat Ad3 ID

Item Number	Categ	Description	Qty	Price	Total
-------------	-------	-------------	-----	-------	-------

User password [redacted] User ID LGF
Drawer number 1 Lower Drawer of Register 1

Subtotal
Tax
Total

Add Backup Dup Find Hold Input Lock Misc Notax Order
Pay Quote Return Subtotal Total Void LayaWay Xternal Zoom

F2 = change drawer TAB = exit ENTER = continue

Press [F2] to make any changes. The cursor then moves to the top of the screen for you to begin a ticket.

Sale or Return Tickets

A ticket can be entered for the sale of merchandise to any customer, and can include merchandise that is returned or exchanged. The ticket ends when the customer renders payment and the ticket is printed.

A ticket causes the quantity available in inventory to decrease for sold items and increase for returned items. Depending on the update method specified in *Configuration options*, the quantity available of an item reflects such a change either immediately after entering the item on a ticket or when *End of day (Post)* is run.

A sale/return ticket is the most common type of ticket entered. Other types of tickets that can be entered are quotes, orders, layaways, pay-on-accounts, pay-ins, and pay-outs. These ticket types are explained in the next chapter, titled *Enter Tickets (Additional Functions)*.

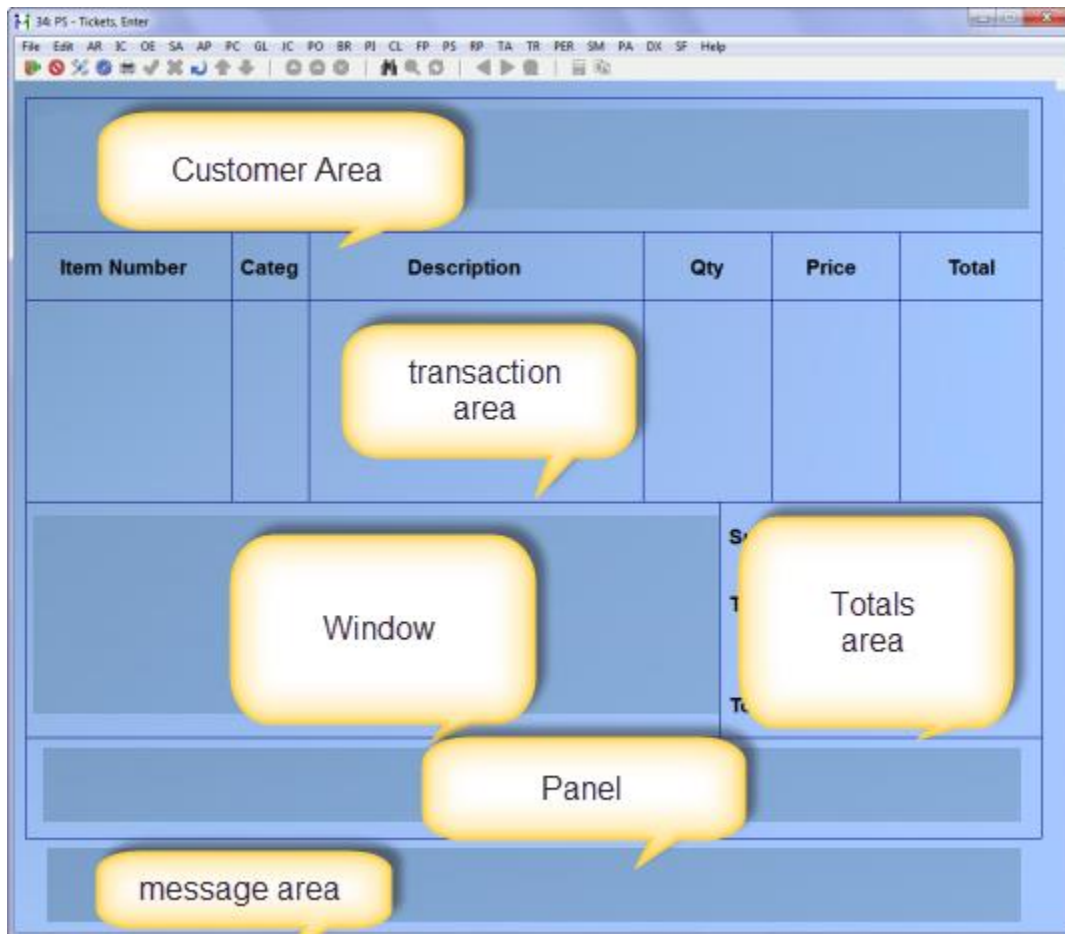
Please read the ticket entry concepts presented below before entering your first ticket. The concepts will help in understanding the process of entering a ticket.

While using *Tickets (Enter)*, press [F10]/[F11] at any time for "help" on what you can do at that position of the ticket.

Ticket Entry Concepts

The ticket entry screen has six areas of information. As you enter a ticket, you move through each area.

The six areas are laid out as shown on the following screen:



The six areas display the following types of information:

Customer Area

Current customer's information, as well as current register information (date, time, ticket number, register number, drawer number, user ID, and sales rep)

Transaction Area

Line item information for current ticket

Window

Display area for selecting and processing panel functions, and for special input or display activity

Totals Area

Ticket total information, including any discount, taxes, commission, or miscellaneous charges

Panel

Display of special panel functions available for use during ticket entry (see below)

Message Area

Display of system status and error messages that occur during ticket entry

Panel Functions

Panel functions allow the user to execute special options during various stages of ticket entry. Each panel function is valid only while you are entering information in certain areas.

When a panel function is a valid choice for a field, it is presented in this manual under a separate heading for that field.

To use a panel function at a field, press the [F1] key and enter the letter which corresponds to the desired function.

A detailed description of each panel function can be found in the appendix titled *Ticket Entry Functions*.

Security Override of Protected Functions

Some ticket entry functions (e.g., price overrides) can be performed only by users who have been granted authorization in the *Users* selection.

For an unauthorized user to execute a protected function, a security override of the function must be performed by an authorized user. To perform a security override, press the [F2] key after requesting the desired function. When "User password" appears, enter the password of an authorized user. The protected function can then be executed.

The security override remains in effect for the one protected function. If another protected function must be performed, security must be overridden again by an authorized user.

Special Keys in Ticket Entry

Certain keys are defined to execute in special ways during ticket entry. The keys involved are:

[Enter]	Complete an entry
[Esc]	Cancel a function and ignore any changes made since the function was started, or at the end of a function to return to the previous menu
[F1]	Request a panel function, or invoke some other function
[F2]	Override a normal condition
[↓]	Complete an entry, move down one line on a ticket, or total the items on a ticket
[↑]	Move up one line on a ticket or return to the prior area of a ticket
[PgDn]	Display the next "page" of information
[PgUp]	Display the previous "page" of information
[Home]	Go to the first line on a ticket
[End]	Go to the next blank line on a ticket

You are now ready to enter your first practice ticket. As you work through this ticket, you should recognize how the concepts and special keys presented above are applied.

Entering a Ticket

Entering customer information is usually the first step in entering a new ticket. (If you specified in *Configuration options* to begin each ticket at item number, the default customer is displayed and the customer area is skipped. You may press [↑] from "Item Number" to move to the customer area of the ticket to make changes.)

How you enter customer information depends on whether you have indicated in the *Company information* selection that Accounts Receivable is to appear on the main menu.

Entering the Customer Area Information - (Not using A/R)

If you are not using Accounts Receivable, enter the customer information as follows:

Cus#

Enter any customer number you wish, or use the option:

Option: [F2] to use the default customer number specified in *Stores*

Format: 25 characters

Nam

If a miscellaneous customer number (beginning with *) is entered, you may enter the customer name, or use the option.

Option: [F2] to skip this field and the following address fields if you do not wish to enter a name and address

The name entered here and in the following address fields can be printed on the ticket. If you specified in *Configuration options* that you wish to retain mailing information and the customer number on the ticket begins with "*", your entry in this field and the following address fields are added to the sequential Mailing file during posting.

If a non-miscellaneous customer number is entered, this field and the following address fields are automatically skipped and entries are not allowed.

Format: 25 characters

Ads1

Ads2

Ads3

Enter up to three lines of address information. The first two address lines are for the street address. The third address line is reserved for entering the customer's city, province, and postal code.

Slp

(If you indicated in *Configuration options* that you are not using sales reps, this field does not appear.)

Enter the sales rep for this ticket, or use the option:

Option: [F2] to enter split commission information for up to three sales reps, if you are authorized to override commissions

If you indicated in *Configuration options* that you are using sales reps, and you are not using Accounts Receivable, the sales rep must exist in the P/S User file.

If you press [F2] to enter split commissions, and you are authorized to override commissions, a window appears for you to enter up to three different sales reps and their respective commission percentages. The sum of the percentages may be greater or less than 100%. (Refer to the appendix titled *Prices, Taxes, Commissions, and Labels* for detailed information on commissions.)

Format: 3 characters

Entering the Customer Area Information - (Using A/R)

If you are using Accounts Receivable, enter the customer information as follows:

? Cus#

Enter the customer number, or use the option:

Option: [F2] to use the default or "walk-in" customer number specified in *Stores*

The customer number must exist in the A/R Customer file.

Format: 12 characters

If you enter a regular (non-miscellaneous) customer number, the customer's name and address are displayed. A warning message is also displayed if the customer's current balance exceeds his credit limit.

If you enter a miscellaneous customer number (beginning with an *), you are allowed to enter the customer's name and address information to be printed on this ticket.

If you indicated in *Configuration options* that you wish to retain mailing information, the name and address entered for the miscellaneous customer is added to the sequential Mailing file during posting.

If you do not wish to enter the name and address for a miscellaneous customer number, you can press [F2] again to skip entry of the name and address fields for this ticket.

Additional Options at "Cus#"

Other options available at the "Cus#" field are:

- Enter a [?] to search from a list using the *Find* window
- Press [Enter] to search by customer name (when using A/R)
- Select **Find** panel function to search by customer number or name (when using A/R)

These options are described below.

The following options are also available at "Cus#", and are described in the next chapter titled *Enter Tickets (Additional Functions)*.

- Press [↑] to switch to a simple or full screen
- Select **Add** panel function to add an A/R customer
- Select **Backup** panel function to backup tickets
- Select **Dup** panel function to reprint a ticket or to print a form alignment
- Select **Hold** panel function to un-hold a held ticket
- Select **Lock** panel function to lock the register
- Select **Misc** panel function to enter inventory receivings or transfers, or to change the profit centre or warehouse for a ticket
- Select **Order** panel function to process an existing order
- Select **Pay** panel function to enter a pay-in or pay-out ticket, or to force the cash drawer to open ("no-sale")
- Select **Void** panel function to void an already printed ticket
- Select **LayaWay** panel function to process an existing layaway
- Select **Xternal** panel function to enter your own ticket number, order number, or layaway number
- Select **Zoom** panel function to inquire into the inventory status or notes for an item

- ***Searching by Customer Name***

If you do not know the customer number, press [Enter] at "Cus#" and enter the customer's name (or any portion of it beginning with the first character). You must use upper or lower case letters, as appropriate.

The first eight customers in the A/R Customer file whose names match the characters you entered are displayed. (If you pressed [Enter] at "Nam" without making an entry, you are shown all of the customers in the A/R Customer file in alphabetical order.)

Use the [↑][↓] keys to highlight the customer you wish to select and press [Enter], or enter the line number corresponding to the customer. You may also use one of the options:

- Options:**
- [PgDn] to view the next eight customers whose names match the characters you entered
 - [PgUp] On subsequent pages, to view the previous eight customers
 - [Tab] To return to "Cus#" without selecting one of the customers

- ***Searching by Customer Number or Name***

You may also select the **Find** panel function ([F1]-[F]) at "Cus#" to search for a customer by the beginning portion of the customer number. This panel function also allows you to search for a customer by name (or beginning portion of the name). If you select the **Find** panel function, enter the customer number or beginning portion of the number, or press [F2] to search by customer name.

When the first eight customers who match the number (or name) you entered are displayed, use the [↑][↓] keys to highlight the customer you wish to select and press [Enter], or enter the line number corresponding to the customer. You may also use one of the options:

Options: [PgDn] to view the next eight customers who match the characters you entered

[PgUp] on subsequent pages, to view the previous eight customers

[Tab] to return to "Cus#" without selecting one of the customers

Nam

Ads1

Ads2

Ads3

Entries in these fields are not allowed for regular A/R customers.

For miscellaneous A/R customers, enter the name and address information, or use the option:

Option: [F2] to skip the name and address entry for miscellaneous A/R customers.

The first two address lines are for the street address. The third address line is reserved for entering the customer's city, province, and postal code. A miscellaneous customer's name and address information can be retained for use on a mailing list.

If you are using A/R, and you selected to display customer notes for a specific date (in *Configuration options*), any notes for this customer which have the specified date are displayed after the customer is entered. Entry of new notes or note changes are not allowed in ticket entry.

Slp

(If you indicated in *Configuration options* that you are not using sales reps, this field does not appear.)

Enter the sales rep for this ticket, or use the option:

Option: [F2] to enter split commission information for up to three sales reps, if you are authorized to override commissions

If you indicated in *Configuration options* that you are using sales reps, and you are also using Accounts Receivable, the sales rep must exist in the A/R Sales Rep file.

If you press [F2] to enter split commissions, and you are authorized to override commissions, a window appears for you to enter up to three different sales reps and their respective commission percentages. The sum of the percentages may be greater or less than 100%. (Refer to the appendix titled *Prices, Taxes, Commissions, and Labels* for detailed information on commissions.)

Entering Optional Entry Fields

Entry of the following six fields is controlled by specifying those that you wish to enter in your store's configuration options.

If you have also specified in the store's configuration options that you wish to skip the optional entry fields, you may enter (and edit) the fields you selected using the Misc panel function when the cursor is positioned at "Item Number".

If you have specified that you do not wish to skip the optional entry fields, the selected fields automatically display in the Window after the Customer Area information is entered or edited. (If you specified in *Configuration options* to begin each ticket at "Item Number", these fields may only be entered by editing the Customer Area information.)

Optional field entries may be printed on the ticket.

Enter the information in these fields as follows:

Ship-to addresses

Enter the number of a ship-to address that is on file for this customer, or enter up to four lines of ship-to information. You may also use one of these options:

- Options:**
- [F1] to scan through the ship-to addresses on file for the current customer
 - [F2] at the first ship-to line, to default to the same name and address displayed at the top of the ticket
 - [F3] at any ship-to line, to default to the comments, contact, or phone number for the customer from the A/R Customer file
 - [Enter] at the first ship-to line, without making an entry to skip all of the ship-to lines

If you enter a ship-to address that is not on file, you can add it to the file after entry by pressing [F2]. If you press [F2], you can enter a 3-digit ship-to number or press [Enter] to use the "next" ship-to number that is automatically displayed.

Format: 25 characters (lines 1 and 2) 31 characters (lines 3 and 4)

The tax group associated with the ship-to address overrides the customer's tax group. A ship-to address with a different tax group than the current customer or ship-to address may be entered only if no line items with special line item taxes have been entered on the ticket.

Purchase order #

If you entered specific customer types for which purchase order numbers are required (in *Configuration options*), you must enter a purchase order number when tickets are entered for those customers. If you are skipping optional entry fields, you are asked for a purchase order number as soon as you complete entry of the customer information for these customers.

Enter the purchase order number, or use one of these options:

Options: [Enter] to default to spaces, if a purchase order number is not required for the customer

[F1] to use default values for this and all subsequent optional fields

If a purchase order number is entered, it can be printed on the ticket and is transferred to Accounts Receivable if "A/R Charge" is used as a payment code for the ticket.

Format: 15 characters

? Ship via

If you are not using Accounts Receivable, enter the shipment method, or use one of the options:

Options: [Enter] to default to spaces

[F1] to use default values for this and all subsequent optional fields

Format: 15 characters

If you are using Account Receivable, enter the ship via code that designates the method of shipment, or use one of these options:

Options: [Enter] to use the customer's default ship via code

[F1] to use default values for this and all subsequent optional fields

[F2] to enter text for the shipment method

Ship date

Enter the shipping date, or use one of the options:

Options: [Enter] to default to the current date

[F1] to use default values for this and all subsequent optional fields

[F2] or to default to "ASAP"
[Enter]

? Terms code

? Tax group

If desired, change the terms code and/or tax group displayed for the customer. The entered code(s) must exist in the A/R Codes file.

If you change the tax group, the new tax group code will be used when calculating tax for the ticket.

A tax group can be changed only if no line items with line item taxes have been entered on the ticket.

The following fields in the Customer Area are for display only. Entry in these fields is not allowed:

Dat

The current date and time of your register is displayed in this field. The date and time are usually set by the individual who turns on the computer. Entry is not allowed through *Tickets (Enter)*.

Ticket#

The next ticket number for this register is automatically displayed in this field. The ticket number is incremented by one each time an automatically numbered ticket is completed.

When you exit ticket entry, the next ticket number is not incremented.

If you specified a consolidated register number for your store in *Configuration options*, "*****" is displayed for "Ticket #". The next ticket number is assigned and displayed when the ticket is completed.

The **Xternal** panel function can be used to enter a ticket, order, or layaway number, instead of using the automatically assigned number.

Reg

The register number is automatically displayed in this field.

Drw

The drawer number last entered when you started ticket entry is displayed in this field.

Usr

The User ID corresponding to the password entered for "User password" is displayed in this field.

Entering User-Defined Fields

Additional information can be requested and entered for any ticket by specifying up to five user-defined prompts in *Configuration options*. Up to 25 characters may be entered for each prompt.

If you have also specified in the store's configuration options that you wish to skip the user-defined prompts, you may enter (and edit) the additional information using the **Misc** panel function when the cursor is positioned at "Item Number". If you are also using optional entry fields and skipping them, the prompts are displayed after the optional entry fields.

If you have specified that you do not wish to skip the user-defined prompts, the prompts automatically display in the Window after the Customer Area information is entered or edited. If you are also using optional entry fields and are not skipping them, the prompts are displayed after the optional entry fields.

User-defined prompts, as well as the additional information entered in response to the prompts, may be printed on the ticket.

The screen now appears as follows:

Entering Line Items

The cursor is now positioned in the Transaction Area of the ticket entry screen for entry of items being sold or returned.

Up to 9,999 lines may be entered in the Transaction Area on a single ticket.

How you enter a line item depends on the entry mode being used. The default entry mode for a ticket is defined for a store using *Configuration options*.

There are four possible entry modes:

"Normal" mode allows entry of the item number or bar code (if less than 16 characters), description (if allowed), quantity, price, and (if using) sales rep for the line item. This is the default mode for a store if a change is not made to the store's configuration options.

"Fast" mode allows entry of simply the item number or bar code. The description from the Item file is used, "Qty" defaults to 1, "Price" defaults to the automatically calculated price for the item, and the sales rep (if using) defaults to the ticket sales rep.

"Normal/Bar code" mode allows entry of the item bar code (up to 20 characters) or item number, description (if allowed), quantity, price, and (if using) sales rep for the item.

"Fast/Bar code" mode allows entry of simply the item bar code or item number. The description from the Item file is used, "Qty" defaults to 1, "Price" defaults to the automatically calculated price for the item, and the sales rep (if using) defaults to the ticket sales rep.

In all modes, serial numbers and lot numbers may be entered when appropriate. In addition, the description and price may be entered for a miscellaneous item (item number begins with *).

You may use the [F2] key to change entry modes at "Item Number" (see Additional Options at "Item Number" below). Use the [↑][↓] keys to highlight the desired entry mode and press [Enter].

In "Normal" mode, enter line item information as follows:

Item Number

Enter the item number. The category and description for that item are displayed automatically.

Format: 15 characters

If you selected to display item notes for a specific date (in *Configuration options*), any notes for the item which have the specified date are also displayed automatically. Entry of new notes or note changes are not allowed in ticket entry.

If multiple warehouses are being used, a status record must exist for the item in the ticket warehouse.

If you specify an item that is defined as a kit refer to your *Kits Plus User Manual* for a description of the questions and displays which take place.

Additional Options at "Item Number"

Other options available at the "Item Number" field are:

- Press [F2] to change entry mode (Normal, Fast, etc.) for an item
- Select **Return** panel function to enter a returned item
- Select **Order** panel function to enter an ordered item
- Select **LayaWay** panel function to enter a layaway ticket
- Select **Find** panel function to search for an item when the item number is not known
- Enter a miscellaneous item (item number beginning with *)

- Use a bar code to identify an item
- Select **Input** panel function to enter input text (comments)
- Select **Misc** panel function to enter optional entry and/or user-defined fields when they are being "skipped"

Each of these options is explained below.

The following options are also available at "Item Number", and are described in the next chapter titled Enter Tickets (Additional Functions), unless indicated otherwise.

- Select **Add** panel function or press [↑] to return to the Customer Area to change the customer number or to make any necessary corrections
- Select **Lock** panel function to lock the register
- Select **Notax** panel function to change the tax calculated on the ticket
- Select **Pay** panel function to enter a payment on an A/R account (when using A/R)
- Select **Subtotal** panel function to display a ticket subtotal (refer to the section titled Totalling the Ticket later in this chapter)
- Select **Total** panel function or press [↓] to total the ticket (refer to the section titled Totalling the Ticket later in this chapter)
- Select **Void** panel function to void the ticket before printing
- Select **Zoom** panel function to display information on the current customer
- **Change Entry Mode** ([F2])

You may change the entry mode (Normal, Fast, etc.) to be used for an item by pressing [F2] before entering the item number. When the menu of the entry mode selections appears, use the [↑][↓] keys to select a different mode or use the option:

Option: [F1] to select the default mode for the store

The newly selected entry mode remains in effect until it is changed for a different item, or until you exit to the "User password" field.

- **Returned Items (panel function [R])**

If the item is being returned, select the **Return** panel function prior to entering the item number. The word "RETURN" displays in the Window. You can then enter the item number.

NOTE: A message displays when you select the **Return** panel function if you are not authorized to accept returns. A user with authority to accept returns must perform a security override in order to enter the returned item.

RETURN mode remains in effect for all items entered on the ticket until the **Return** panel function is again selected. Selecting it the second time turns off RETURN mode and restores the ticket to the normal sale mode.

You can also specify (in *Configuration options*) to begin each ticket in RETURN mode.

Returned items cannot be entered on a ticket while in ORDER mode or LAYAWAY mode (see below).

- ***Ordered Items (panel function [O])***

If the item is being ordered for later delivery, select the **Order** panel function. The word "ORDER" displays in the Window. You can then enter the item number.

ORDER mode remains in effect for all items entered on the ticket until the **Order** function is again selected. Selecting it the second time returns the ticket to the normal sale mode.

You can also specify (in *Configuration options*) to begin each ticket in ORDER mode.

Ordered items cannot be entered on a ticket while in RETURN mode or LAYAWAY mode.

Refer to the chapter titled *Enter Tickets (Additional Functions)* for more information on processing ordered items.

- ***Layaway Tickets (panel function [W])***

To enter a layaway ticket, select the **LayaWay** panel function prior to entering any item numbers. The word "LAYAWAY" displays in the Window. You can then enter the first item number.

LAYAWAY mode remains in effect for the entire ticket, and all items entered on that ticket are assumed to be in layaway.

The **LayaWay** panel function cannot be selected while RETURN mode or ORDER mode are active, or if any non-layaway line items exist on the ticket.

Refer to the chapter titled *Enter Tickets (Additional Functions)* for more information on processing layaways.

- ***Searching When Item Number not Known (panel function [F])***

If you do not know the item number, select the **Find** panel function at "Item Number".

Depending on the default item search method specified in *Configuration options*, you are then asked to enter the description or item number (or any portion, beginning with the first letter), or a keyword for the item.

Enter the search information, or use one of the options:

- Options:** [F2] to select a different search method
- [Tab] to return to "Item Number" without entering search information

The keyword search methods that are available are those which were selected in the *I/C Control information* selection.

After entering the search information, the first eight items which match the characters you entered are displayed, along with their categories and sub-categories and other pertinent information, depending on the search method.

Most search methods display the quantity available (quantity on hand - quantity committed) of the items in the ticket warehouse, if you are not using two lines of item description for the Find panel function.

Use the [↑][↓] keys to select an item, or enter the line number of the item. You may also use one of the options:

- Options:** [PgDn] to view the next eight items which match the characters entered
- [PgUp] for subsequent pages, to view the previous eight items
- [Tab] to stop the search process without selecting an item. You may enter different search information, or press [Tab] again to return to "Item Number".

- ***Miscellaneous Items***

You can also enter the number of a miscellaneous item (an item whose number begins with an asterisk). The miscellaneous item number must exist in the I/C Item file.

- ***Using Bar Codes to Identify Items***

If you have a bar code reader attached to the keyboard, you can identify the item number by bar code.

If the item's bar code is 15 characters or fewer, you may enter a bar code in any of the four entry modes. When prompted to enter "Item Number" or "Bar code", use the bar code reader to scan the bar code.

If the item's bar code is greater than 15 characters, you must be in either "Normal/Bar code" or "Fast/Bar code" mode. When prompted to enter "Bar code", use the bar code reader to scan the bar code.

- ***Input Text (panel function [I])***

You can enter lines of text on a ticket by selecting the **Input** panel function.

Text is entered as two lines of up to 25 characters each. To use text lines that are predefined in the I/C Item file, press [F2] and enter the item number of the desired text lines. Use the [↑][↓] keys to move between text lines. Press [Tab] to terminate entry of input text.

The second line of each input text pair does not display in the Transaction Area of the screen, but can be viewed when editing the input lines. The input text prints in the line item area of the ticket. Input text is also printed on the Daily Register Audit if item detail is selected to print.

- **Optional Entry and/or User-Defined Fields (panel function [M])**

If you selected in *Configuration options* to use any optional entry fields or user-defined prompts, and specified to skip entry of either of them, select the **Misc** panel function to enter the optional fields and/or user-defined fields, on an exception basis.

The optional entry fields include: ship-to address, purchase order number, ship via method, ship date, terms code changes, and tax group changes.

Each user-defined field displays the prompt specified in *Configuration options*, and allows entry of 25 characters. Up to five user-defined fields are available.

Refer to the previous sections of this chapter titled "Entering Optional Entry Fields" and "Entering User-Defined Fields" for instructions on entering this information.

Categ

The category for the item is displayed automatically when the item number is entered or selected using the Find panel function.

Description

The item description is automatically displayed for the item.

For miscellaneous items (item numbers beginning with * in the Item file), you may enter a different description.

If you specified in *Configuration options* to allow entry of non-miscellaneous item descriptions, you may also enter different descriptions for these items. Up to three lines of item description are displayed and can optionally be entered for an item, if you selected in the store's configuration options to use two lines of item description.

Format: up to 3 lines of 25 characters

Qty

Enter the quantity sold or returned of this item, or press [Enter] to default to a quantity of 1. If you are using "Fast" or "Fast/Bar code" mode, the quantity automatically defaults to 1.

The quantity may be entered with 3 decimal places if the store's configuration options specify that you are using 3-decimal quantities.

Format: 9999999 (999.999)

NOTE: For serialized items, the maximum quantity is 28 and decimal quantities are not allowed.

All item quantities are processed against the warehouse specified for the ticket.

If you have specified in the store's configuration options to display non-EACH units, the item's stocking unit is displayed in the Window if it is not "EACH".

Additional Options for "Qty"

Other options available at the "Qty" field are:

- Override inventory level or select an alternate (substitute) item
- Select **Return** panel function to return this item
- Select **Order** panel function to order this item
- Select **Notax** panel function to change this item's taxable status
- Press [↑] to change the selling unit of this item

Each of these options is explained below.

The following options are also available at "Qty", and are described as indicated:

- Press [F2] to override the calculated price (described below, under Additional Options for "Prices")
- Select **Zoom** panel function to inquire into the inventory status or notes for the current item (described in the next chapter titled *Enter Tickets (Additional Functions)*).

- ***Overriding Inventory Levels***

If the quantity sold is greater than the quantity available, the current quantity available of the item is displayed in the Window and you are asked if you wish to override the available amount. Answer Y or N. If alternate items are defined for this item, you may also use the option:

Option: [F5] to select an alternate item, if any are defined at the same warehouse

If you answer Y to override the amount, the sale is processed for the entire quantity even though the Status file indicates insufficient stock.

If you answer N, the entry of the item is cancelled and the line is cleared to allow entry of a new item.

If alternate items are defined and you press [F5], a window displays showing each alternate item at the current warehouse, along with its category, sub-category, and description. The quantity available and price-1 are also shown, unless you have specified in the store's configuration options to use more than one description line during item **Find**.

Use the [↑][↓] keys to select an alternate item, or enter the line number of the item. You may also use one the option:

Option: [Tab] to exit the alternate item screen without selecting an item

If you select an alternate item, the item you originally entered is removed from the ticket and you may complete entry of the alternate item in the usual manner.

- ***Returned Items (panel function [R])***

If the item is being returned, and RETURN mode is not already active, you may select the **Return** panel function at "Qty". The word "RETURN" displays in the Window.

NOTE: A message displays when you select the **Return** panel function if you are not authorized to accept returns. A user with authority to accept returns must perform a security override in order to enter the returned item.

RETURN mode remains in effect for all items entered on the ticket until the **Return** panel function is again selected. Selecting it the second time turns off RETURN mode and restores the ticket to the normal sale mode.

You can also specify (in *Configuration options*) to begin each ticket in RETURN mode.

Returned items cannot be entered on a ticket while in ORDER mode or LAYAWAY mode.

- ***Ordered Items (panel function [O])***

If the item is being ordered for later delivery, and ORDER mode is not already active, you may select the **Order** panel function at "Qty". The word "ORDER" displays in the Window.

ORDER mode remains in effect for all items entered on the ticket until the **Order** function is again selected. Selecting it the second time turns off ORDER and restores the ticket to the normal sale mode.

You can also specify (in *Configuration options*) to begin each ticket in ORDER mode.

Ordered items cannot be entered on a ticket while in RETURN mode or LAYAWAY mode.

- ***Item Taxable Status Change (panel function [N])***

If you specified in the store's configuration options that item taxable status changes are allowed, select the **Notax** panel function to change the calculated tax for a line item.

You must have authorization in the User file to use the **Notax** panel function, or an authorized user may perform a security override to allow the taxable status change to be made.

Items for which taxable statuses are changed can be reported in the Daily Exception Report.

- ***Selling unit change***

If at least one alternate unit has been defined for an item, you can press [**↑**] prior to entering the quantity to select a different selling unit. The selling unit cannot be changed if a price override has already been entered for the item.

The price for the item is automatically recalculated and displayed (in the "Price" field), based on the unit selected.

Price

The unit price is calculated automatically, based on the selling unit and the pricing code assigned to that unit, and displayed. To accept the displayed price, no action is required.

Format: 999,999.99 or 99,999.999

If a warehouse-specific price is on file for the item at the current warehouse, that price is used in the calculation.

If a sale price is active for this item or its category or sub-category, that sale price is displayed along with an asterisk.

If a contract price is active for this customer and this item or the item's category or sub-category, that contract price is displayed along with an asterisk.

If both a sale price and contract price are in effect for this item, either the contract price or the lower price is used, based on what has been specified for the contract price.

If no price code is assigned to the selling unit for the item, if a warehouse-specific price does not exist, and no sale price or contract price is in effect, the value of "Price-1" in the Item file displays.

For miscellaneous items, you may change the displayed price by entering a different price, or press [Enter] to accept the displayed price. (You may enter the price with 3 decimal places if the store's configuration options specify that you are using 3-decimal prices.)

NOTE: If the pricing code for an item bases price on the quantity ordered, "Price-1" is displayed as the unit price until "Qty" is entered.

Refer to the appendix titled *Prices, Taxes, Commissions, and Labels*, for detailed information on how the price for an item is calculated.

Additional Options for "Price"

Other options available at the "Price" field are:

- Press [F2] to enter a different price
- Press [F2] twice to discount a price by a percent
- Press [F2] three times to change a price based on gross profit percent (if enabled in the store's configuration options)

Each of these options is explained below.

- ***Changing a price*** ([F2])

To override the displayed price for a non-miscellaneous item, and enter a new price, press [F2] when the cursor is located at "Qty". "New price ?" is displayed in the Window.

If you have specified in the store's configuration options to display non-EACH units, the pricing unit is also shown if it is not "EACH" (e.g., "New price per BOX").

If you have specified in the store's configuration options to display the item's average, replacement, or standard cost, that cost is also shown. If you instead specified to display the item's gross profit percent, that percent is displayed.

Enter a price. The price may be entered with 3 decimal places if the store's configuration options specify that you are using 3-decimal prices. You must have authorization in the User file to change prices, or an authorized user may perform a security override to allow the price to be changed.

If you are using "Fast" or "Fast/Bar code" mode, a change to the displayed price is not allowed during initial entry of the item. Instead, the price override may be performed by using the [↑] key to edit the item. (See the section in this chapter titled *Correcting Item Information*).

If you have selected to print line item discounts (in *Forms*), and a lower price is entered for the item, a discount percentage will be calculated and printed on the ticket.

- ***Discounting a Price ([F2] two times)***

To calculate a percentage discount off the displayed price for an item, press [F2] when the cursor is located at "Qty". When "New price ?" displays, press [F2] again. "Disc %" then appears.

Enter a discount percent. The price is recalculated and displayed.

You must be authorized in the User file to change prices in order to apply a discount to an item.

If you are using "Fast" or "Fast/Bar code" mode, item price discounts are not allowed during initial entry of the item. Instead, the price override may be performed by using the [↑] key to edit the item. (See the section in this chapter titled *Correcting Item Information*).

A discount percentage is printed on the ticket if you have selected to print line item discounts (in *Forms*). The percentage printed may be different than the percentage entered, depending on whether discount printing is based on Price-1 or on the calculated price (specified in the store's configuration options).

If you wish to enter a discount for the entire ticket, rather than for an item, see the section titled "Totalling the Ticket" later in this chapter.

- ***Changing a Price by Profit Percent ([F2] three times)***

To calculate the item price based on gross profit percentage, press [F2] when the cursor is located at "Qty". When "New Price ?" displays, press [F2] again. When "Disc %" appears, press [F2] once more. "Profit %" then displays.

Enter a profit percent. The price is recalculated, based on the cost specified for price overrides by profit percent in *Configuration options*, and is displayed.

You must be authorized in the User file to change prices in order to change the price by profit percent.

If you are using "Fast" or "Fast/Bar code" mode, this function is not allowed during initial entry of the item. Instead, the price override may be performed by using the [↑] key to edit the item. (See the section in this chapter titled *Correcting Item Information*).

A discount percent is printed on the ticket if you have selected to print line item discounts (in *Forms*). The percent printed is based on Price-1 or on the calculated price, depending upon what is specified in the store's configuration options.

Total

The extended price of the item is automatically calculated and displayed in this field. An entry is not allowed.

The extended price for a returned item is displayed as a negative amount.

"Ordered" displays instead of an extended price for ordered items. "Layaway" displays instead of an extended price for layaway items.

Sales rep

If you specified in *Configuration options* that you are using sales reps per line item, you are asked to enter the sales rep for this item.

Enter the sales rep code or use the option:

Option: [Enter] to use the "main" sales rep for the ticket

Format: 3 characters

The sales rep entered must exist in the A/R Sales Rep file if Accounts Receivable is being used. If A/R is not used, the sales rep must exist in the P/S User file.

If you entered split commission information (at "Slp" in the Customer Area), line item sales rep entries are not used to calculate commissions.

This field is skipped if you specified in *Configuration options* that you are not using sales reps at all, or that you are not using sales reps per line item.

Serial numbers

If the item has a tracking method in the Item file of "sometimes" or "always serialized", a window appears for you to enter serial numbers for the quantity sold or returned.

Enter each serial number, with a maximum of 28 serial numbers per line item. For serial numbers being sold, you may also use one of the options:

Options: [F2] to use the "oldest" serial number for the first item (or for the only item if quantity sold is 1)

[F5] to display all unsold, available serial numbers for the item in the current warehouse

- [F1] after specifying the first serial number (if quantity sold is greater than 1), to use the next consecutive unsold, available serial number on file for the item
- [F2] after specifying the first serial number (if quantity sold is greater than 1), to use the next consecutive serial number. For "sometimes serialized" items, the serial number may or may not exist in the file.

Format: 15 characters for each

If you press [F5], a window appears showing the serial numbers that may be sold for the item. Use the [↑][↓] keys to select a serial number, or enter the line number of the serial number. You may also use one of the options:

- Options:**
- [PgDn] to view the next eight serial numbers
 - [PgUp] for subsequent pages, to view the previous eight serial numbers
 - [Tab] to exit the serial numbers selection window without selecting a serial number

Once entered, serial numbers do not display on the screen until the line item is edited. Serial numbers can be printed on the ticket.

Lot numbers

If the item has a tracking method in the Item file of "lot-balance" or "lot-detail", a window appears for you to enter lot numbers for the quantity sold or returned.

Enter up to 14 lot numbers per line item and the quantity of each lot, or use one of the options:

- Options:**
- [F2] to use the "oldest" lot number for the first lot number
 - [F1] to use the next lot number on file
 - [F5] to display all lot numbers for the item in the current warehouse

Format: 15 characters (lot number) 9999999.999 (lot quantity)

If you press [F5], a window appears showing each lot number on file, the quantity available, and its reference text. Use the [↑][↓] keys to select a lot number, or enter the line number of the lot number. You may also use one of the options:

- Options:**
- [PgDn] to view the next eight lot numbers
 - [PgUp] for subsequent pages, to view the previous eight lot numbers

[Tab] to exit the lot numbers selection window without selecting a lot number

After specifying each lot number, enter the quantity of that lot which was sold or returned, or press [Enter] to default to the remaining lot quantity. The "Remaining qty" figure is updated after entry of each lot quantity.

The total quantity entered for all lot numbers cannot exceed the quantity entered for the line item. If it is less than the quantity entered for the line item, the line item quantity is changed to the quantity that was entered for the lot numbers.

Once entered, lot number information does not display on the screen until the line item is edited. Lot numbers and quantities can be printed on the ticket.

Cost

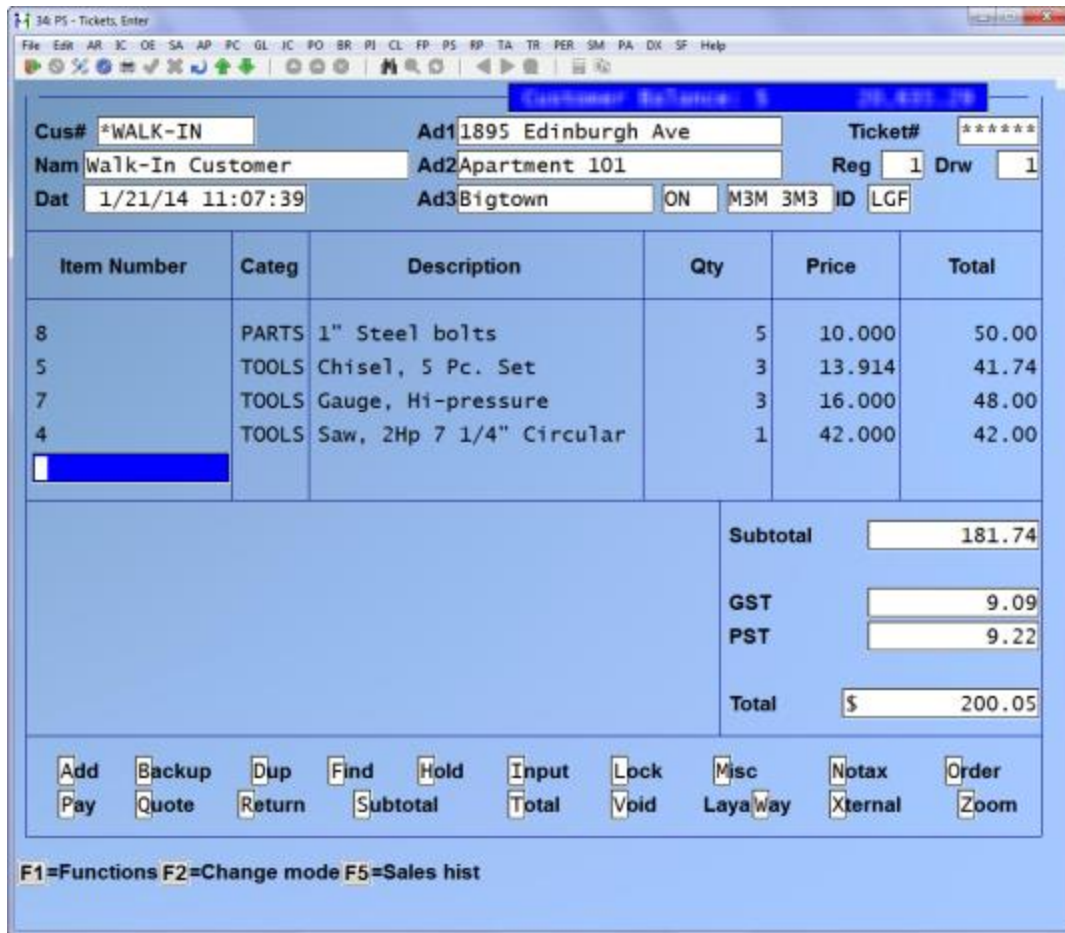
If you entered a miscellaneous item number (an item number beginning with *), and you specified in your store's configuration options that changes may be made to miscellaneous item costs, the cost from the Item file displays in the Window.

Enter the cost for this item, or use the option:

Option: [Enter] to accept the displayed replacement cost (standard cost for standard valuation)

Cost entry is not allowed for non-miscellaneous items or for miscellaneous items if you did not enable this configuration option.

Format: 999999.999



If you selected the "Point of sale" update method in *Configuration options*, the following information is updated after each line item is entered:

- I/C Item file and Status file committed amounts are updated for the quantity sold or returned for the ticket warehouse
- I/C Serial file is updated to "commit" the sold serial numbers or lot numbers for the ticket warehouse

Correcting Item Information

You can review all entered item information, even if the items have scrolled off the screen.

Use the following keys to view line items which have scrolled off the screen, and to position the cursor on a line item needing correction:

[↑] To move to the previous line item

[↓] To move to the next line item

[F3] To delete the current line item

[PgUp] To display the previous five line items

[PgDn] To display the next five line items

[Home] To display the first line item

[End] To return to the next blank line on the ticket

If the ticket has been totalled, the **Add** panel function (or [↑]) returns to the Transaction Area of the ticket, thus enabling these keys.

During edit of an item, when the cursor is position at "Item Number", the **Find** panel function is enabled to search for a different item.

When the cursor is positioned at "Qty", you may use these panel functions:

Notax To change item's taxable status, if allowed

Order To change item to "ordered" or vice versa

Return To change item to "returned" or vice versa

Zoom To "zoom" on item information

Totalling the Ticket (panel function [T])

When completed entering items on a ticket, you can total the ticket, accept payment from the customer, and print a receipt or invoice.

At any time during entry of items, a subtotal can be requested by selecting the Subtotal panel function. The subtotal of the ticket to that point is displayed in the Window and the number of line items on the ticket is shown in the last "Item Number" field.

If the ticket contains ordered items, subtotals are shown for both ordered and sold items.

If you specified in *Configuration options* to display running totals during ticket entry, the totals remain displayed in the Totals Area and are updated after the entry of each line item.

To total the ticket when all line items have been entered, select the **Total** panel function or press [↓].

If you specified in *Configuration options* to display the total ticket cost or gross profit percent, the sum of item costs or the profit percent is also shown when the ticket is subtotalled or totalled.

The Totals Area of the screen displays the ticket amounts for "Subtotal", "Tax", and "Total". The number of line items entered on the ticket is shown in the "Item Number" field.

If you specified in *Configuration options* to automatically use the customer discount percent, the ticket discount is calculated and displayed in the Totals Area.

If the ticket contains ordered items, as well as sold items, the order totals are shown first. Use the **Order** panel function to alternate the display between the sold totals and the order totals.

All of the payment codes defined in *Stores* are displayed at the bottom of the Window, and you may enter the first pay code for this ticket. If you specified a default pay code in *Configuration options*, that pay code number automatically displays as a default.

While the cursor is positioned at "Payment code", prior to entering any payment codes, you may use one of these options:

- Options:**
- [A]dd to return to the Transaction Area of the
or [↑] screen

 - [H]old to place the ticket on hold indefinitely

 - [Q]uote to print a quotation

 - [F2] to display the totals override menu

 - [F3] to enter a payment in foreign funds

The totals override menu allows you to:

- apply a discount to the ticket
- override the ticket tax amount
- override the ticket commission amount
- enter miscellaneous charges (if you selected to use miscellaneous charges in *Configuration options*)

Commissions and miscellaneous charges may be entered as an amount or a percent of the ticket sale amount.

Discounts may be entered as an amount, a percent, or as a "package price".

Ticket discounts, foreign currency payments, tax overrides, commission overrides, and the Add, Hold, and Quote, panel functions are explained in the chapter titled Enter Tickets (Additional Functions).

Entering Payment Information

If a ticket contains both ordered and sold items, any order deposit information must be entered prior to completing entry of payment information for the sold items.

An order deposit is entered when the order totals are displayed. Regular ticket payment information is entered when the sold totals are displayed.

Use the **Order** panel function to alternate the display between the sold totals and the order totals.

Enter payment and order deposit information as follows:

Payment code

Enter the number corresponding to the payment code. If you specified a default pay code in *Configuration options*, that pay code is displayed as a default.

The number 1 always denotes "Cash", while 8 denotes "A/R Charge" if you are using Accounts Receivable. All other codes are defined using *Stores*.

Up to three payment codes can be entered for the sold items on a ticket. If the ticket also contains ordered items, one payment code can be entered for order deposit, and up to two payment codes can be entered for the sold items.

If you enter the number of a payment code that has already been entered, the prior information for that payment code is erased and you can re-enter the payment information.

Amt received/Deposit amt

Enter the amount tendered for this payment code, or use the option:

Option: [Enter] to default to the amount displayed for "Amount due" (or "Order due")

The value in "Amount due" (or "Order due") changes to reflect the amount tendered for the payment code.

Validation information

Up to 2 pieces of identification information may be requested for each payment code (as specified in *Stores*). If requested, enter the identification information.

Format: 20 characters for each

Apply to

If the ticket total is negative ("Refund due"), and you enter the A/R Charge pay code, you are asked to specify the "Apply to" number for the refund if the customer's balance method is defined in A/R as "open item".

Enter the document number to which the refund is to apply, or use one of the options:

- Options:**
- [F1] to use the next outstanding Accounts Receivable document with an unpaid balance
 - [F5] to display all unpaid open items for the current customer
 - [Enter] to apply the refund as an "open credit"

If you press [F5], the first eight unpaid open items for this customer are displayed. For each open item, the apply-to number, document date, due date, balance, and reference is also shown.

Use the [↑][↓] keys to select an open item, or enter the line number of the open item. You may also use one of the options:

- Options:**
- [PgDn] to view the next eight unpaid open items for the customer
 - [PgUp] for subsequent pages, to view the previous eight unpaid open items
 - [Tab] to exit without selecting an open item

A/R Charge Credit Limit Check

If you are using Accounts Receivable, and you enter pay code 8 (A/R Charge) for a customer, the customer's credit limit is checked to see if the A/R charge amount puts the customer over his credit limit. If it does, the message "Charge amount exceeds credit limit. Continue ?" appears.

If you are authorized, answer Y to permit the A/R charge amount. If you answer N, you may continue to enter other payment codes in order to complete the ticket.

Continue to enter payment codes and the associated payment information in the same manner until the amount due from the customer is zero.

When the total amount received for the payment codes equals or exceeds the amount due, the amount of any change due to the customer displays in the Window. ("Change not allowed" displays if none of the entered payment codes permit change.)

You are then asked "Ticket complete ?".

Answer N if you wish to enter another payment code or change any codes already entered for the sold or ordered items on the ticket.

Answer Y if you are done.

Cash Drawer and Ticket Printing

If you have a cash drawer attached, and have entered a payment code that specifies it to open, the drawer then opens.

If you specified a consolidated register number in the store's configuration options, the next ticket number for that register is assigned and displayed at the top of the screen.

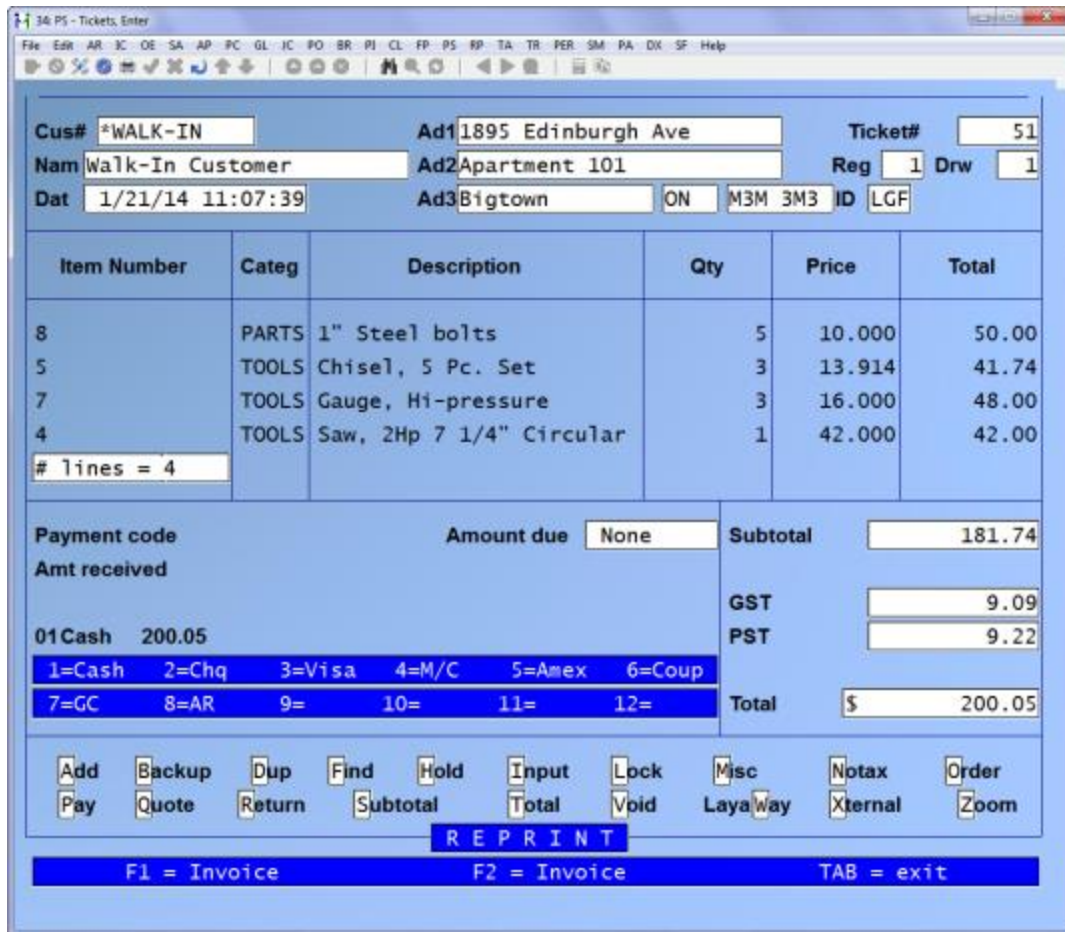
If the first printer for the current register is defined (in *Registers*) with the "Automatic" print method, the ticket is then automatically printed, using the form assigned to that printer. (If the first printer is defined as "Concurrent", the ticket was partially printed as it was entered, and is now completed.)

If the first printer for the current register has the "Normal" print method, the forms that can be printed are then displayed at the bottom of the screen. If forms were assigned to two printers, the printing options may look similar to this:

[F1] = Invoice [F2] = Receipt [Tab] = Exit

For a ticket that is printed "automatically" or "concurrently", the printing options are displayed when the ticket has completed printing.

The ticket entry screen now appears as follows:



Press the key ([F1] or [F2]) to print the ticket. Press [Tab] if you do not have a printer attached, your printer is malfunctioning, or you do not wish to print the ticket.

When you press [Tab], the P/S Ticket Header file is updated with the final ticket information (the P/S Ticket Line file was updated as each line item was entered), and the screen clears for entry of the next ticket.

When the ticket completes printing, the printing options redisplay at the bottom of the screen with the word "REPRINT" above them.

You may press the appropriate key to reprint the ticket in the event your printer malfunctioned while printing the first time, or press [Tab] if you do not wish to reprint the ticket.

NOTE: The ability to exit without printing a ticket, as well as the ability to reprint a ticket, can be disabled by changing the corresponding configuration option. Refer to the chapter titled *Configuration Options* for information on changing these options.

If you have selected the "Point of Sale" update method in *Configuration options*, and you are using Accounts Receivable, the customer's un-posted balance is updated for any "A/R Charge" payment amount.

If the ticket contains ordered items, the order totals then automatically display, and the forms that can be printed are displayed with the word "O R D E R" above them.

If an order printer register number is specified in the store's configuration options, the forms that can be printed on that register are displayed. If an order printer register number is not specified, the forms assigned to the current register are displayed.

Press one of the keys shown to print just the ordered portion of the ticket. Press [Tab] if you do not have a printer attached, your printer is malfunctioning, or you do not wish to print the order.

When printing completes, the printing options redisplay at the bottom of the screen with the word "REPRINT" above them. You may reprint the order or press [Tab] if you do not wish to reprint the order.

If the "Point of Sale" update method is being used, the customer's un-posted balance is updated for any deposit made to "A/R Charge".

The screen then clears for entry of the next ticket.

Refer to the section titled "Order Processing" in the chapter titled *Enter Tickets (Additional Functions)* for information on further processing of orders.

To Exit Ticket Entry

To exit the *Tickets (Enter)* selection, press [Tab] at "Cus#". If you selected in *Configuration options* to begin each ticket at "Item Number", you may also press [Tab] at that field.

You are then returned to the "User password" screen. Enter a valid user password to re-enter the ticket entry function, or press [Tab] at "User password" to return to the *Tickets* menu.

12.External Ticket Numbers	16.11
13.Holding and Unholding a Ticket.....	16.11
14.Layaway Processing.....	16.13
15.Lock and Unlock a Register.....	16.15
16.No-sale (Open Cash Drawer)	16.16
17.Order (and Layaway) Processing.....	16.16
18.Pay-in or Pay-out Tickets	16.27
19.Payment in Foreign Currencies	16.28
20.Payment on A/R Account	16.29
21.Print an Alignment Form.....	16.30
22.Quote Tickets.....	16.31
23.Reprint a Completed Ticket.....	16.31
24.Security Overrides	16.32
25.Tax Override by Ticket.....	16.33
26.Void a Ticket	16.34
27."Zoom" on a Customer.....	16.35
28."Zoom" on an Item	16.36

NOTE: Retail kit processing features are available with the addition of Kits Plus. Refer to your Kits Plus User Manual for information on the use of kits in Point of Sale.

1. Add a Customer to A/R Customer File (panel function [A])

To add a customer to the A/R Customer file, select the **Add** panel function while the cursor is positioned at "Cus#", prior to entering a customer number. User authorization is required to add an Accounts Receivable customer.

A screen similar to the one used in the *A/R Customers (Enter)* selection is displayed.

Enter the customer number you wish to assign, or use the option:

Option: [F2] to automatically assign the next customer number (if you specified the next number to be assigned in the store's configuration options)

If you use the auto-assign option, the next number to be assigned is incremented each time the [F2] key is pressed.

Continue entering the information in the same manner as described in the A/R User Manual.

When you return to the ticket entry screen, the customer added to the A/R Customer file is automatically displayed in the customer area of the screen. All normal functions available in ticket entry are operable and you may proceed as usual.

If the ticket is completed using the displayed customer, the newly added customer information may be reported on the Daily Non-Sale Report.

2. Add Items to a "Totalled" Ticket (panel function [A] or [↑])

You may wish to return to the Transaction Area of a ticket after the **Total** panel function has been selected, to add new items or edit existing line items.

To move from the Totals Area to the Transaction Area of a ticket, select the **Add** panel function or press [↑] while the cursor is at "Payment code".

All payment and discount information previously entered for the ticket is cleared and the cursor is positioned at the next available "Item Number" (or "Bar code") field.

Enter the item to be added, or perform any function that is normally available while in the Transaction Area of the ticket.

When completed entering or editing items, total the ticket as usual and re-enter the payment information.

3. Backup (panel function [B])

During ticket entry, the tickets being entered on a register can be backed up in two ways: automatically and on demand.

An automatic backup takes place if the "Number of tickets per auto-backup" field in *Configuration options* is greater than zero. When the indicated number of tickets has been entered on a register, the backup function automatically begins.

An on-demand backup takes place by selecting the **Backup** panel function when the cursor is positioned at "Cus#", prior to entering a customer number. The on-demand backup should be run just prior to exiting *Tickets (Enter)* on a register to ensure the latest entered tickets are backed up.

When the backup function starts, the message "**** Preparing to backup ****" displays and you are asked "Are you sure?".

Answer Y to add to the backup file the tickets entered on that register since the last backup. The backup file is located in the directory specified for "Backup pathname" in *Configuration options*.

If you answer N, the backup function does not take place.

Both backup functions backup tickets that have been entered on a register since the last automatic or on-demand backup took place for that register. Only tickets entered on the register where the backup function is run are backed up.

The backup program compares the number of tickets actually entered with the number of tickets backed up and warns of a possible data integrity problem if the numbers differ.

The automatic and on-demand backup functions do not backup tickets placed on hold, orders, or layaways.

4. Change Customer Area Information on a Ticket (panel function [A] or [↑])

You can return to the Customer Area to make changes in the customer information when the cursor is located in the Transaction Area of a ticket.

To move from the Transaction Area to the Customer Area of a ticket, select the **Add** panel function or press [↑] while the cursor is at "Item Number".

The cursor is then positioned at "Cus#". Changes can be made in the Customer Area to:

- replace the original customer number with another customer number,
- search for a different customer by name or number (**Find** panel function),
- modify the name and address information for a miscellaneous customer,
- change the specified sales rep for the ticket, or press [F2] to enter split commissions (if authorized),
- edit the optional entry fields (if any of these configuration options are being used): ship-to information, purchase order number, ship via, shipping date, terms code, or tax group, or
- edit the user-defined fields (if any prompts are defined in *Configuration options*).

NOTE: If the store's configuration options indicate that the optional entry fields and/or the user-defined prompts are skipped, they are edited by selecting the **Misc** panel function when the cursor is positioned at "Item Number".

At "Cus#", enter the replacement customer number, or use one of the options:

- Options:**
- [Enter] to default to the same customer number
 - [F2] to use the store's default customer number
 - BLANK to enter the customer name to locate the customer by name, if you do not know the customer number

You can also use the **Find** panel function to locate the customer by number or name.

You may change the customer to one with a different tax code only if no line items with special line item taxes have been entered on the ticket.

NOTE: Prices previously calculated remain unchanged when changing the Customer Area information, and can be different if you use contract prices or price codes based on customer type.

5. Change the Profit Centre for a Ticket (panel function [M])

If profit centres are used (as defined in *Company information*), the default profit centre specified in *Stores* is assigned to each ticket.

To change the profit centre for a ticket, select the **Misc** panel function while the cursor is at "Cus#", prior to entering a customer number (and any line items if beginning ticket at "Item Number").

When the Miscellaneous menu displays in the Window, select option [F2] to change the profit centre for the ticket.

Enter the profit centre to be used, or use the option:

Option: [F1] to default to the store's profit centre

When the Miscellaneous menu reappears in the Window, select an option or press [Esc] to return to "Cus#" to begin the next ticket. The new profit centre is used for that ticket and remains in effect for all tickets entered on that register until it is changed again with the **Misc** panel function, or until it is reset to the store's default profit centre.

"*Misc*" is displayed in the Customer Area of each subsequent ticket, next to the date and time, until the profit centre is reset to the store's default profit centre.

To reset the profit centre to the store's default profit centre, select the **Misc** panel function again and press [F1] when requested for the profit centre, or exit the ticket entry screen to the "User password" field.

Profit centre changes are reported on the Daily Register Audit.

6. Change the Ticket Entry Screen

Two versions of the ticket entry screens are available: a full screen, and a simple screen.

The full screen is illustrated in the previous chapter, and shows all field names in the Customer Area, as well as all panel functions.

The simple screen has some of the field names in the Customer Area removed, and the panel functions do not display. Experienced ticket entry users may prefer to use the simple screen.

The default ticket entry screen is determined by the store's configuration options. To switch between a full screen and simple screen, press [↑] while the cursor is positioned at "Cus#" prior to beginning the ticket.

The two ticket entry screens are display options only, and do not affect the way in which tickets are entered.

7. Change the Warehouse for a Ticket (panel function [M])

If multiple warehouses are being used (as defined in *I/C Control information*), the default warehouse specified in *Stores* is assigned to each ticket. The quantity of items sold or returned on the ticket is updated for the ticket's warehouse.

To change the warehouse for a ticket, select the **Misc** panel function while the cursor is at "Cus#", prior to beginning the ticket.

When the Miscellaneous menu displays in the Window, select option [1] to change the warehouse for the ticket.

Enter the warehouse code to be used, or use the option:

Option: [F1] to default to the store's default warehouse

When the Miscellaneous menu reappears in the Window, select an option or press [Tab] to return to "Cus#" (or "Item Number") where you may begin the next ticket.

The new warehouse is used for that ticket and remains in effect for all tickets entered on that register until it is changed again with the **Misc** panel function, or until it is reset to the store's default warehouse.

"*Misc*" is displayed in the Customer Area of each subsequent ticket, next to the date and time, until the warehouse is reset to the store's default warehouse.

To reset the warehouse code to the store's default warehouse, select the **Misc** panel function again and press [F1] when requested for the warehouse code, or exit the ticket entry screen to the "User password" field.

Warehouse changes are reported on the Daily Register Audit.

8. Commission Override by Ticket The commission amount that is automatically calculated for a ticket can be overridden by entering either a different commission amount or a commission percent. If a percent is entered, the commission is

calculated as a percent of the sale amount.

First, total the ticket by selecting the **Total** panel function or pressing [↓]. Then press [F2] while the cursor is positioned at "Payment code", prior to entering any payment codes.

The totals override menu is displayed. If you are authorized to perform commission overrides, use the [↑][↓] keys or type [C] to select the "Commission" or "Commission percent" options.

The automatically calculated commission amount and percent are displayed at the bottom of the screen. (The displayed percent is based on the ticket sale amount.)

Enter a commission amount or percentage. If you enter an amount, it cannot be more than the sale amount (less any discount).

Commission overrides are reported in the Daily Exception Report.

Refer to the appendix titled *Prices, Taxes, Commissions, and Labels* for a detailed explanation of how commissions are calculated and reported.

9. Discount by Ticket (or Package Pricing)

You can apply a discount to the sale amount of the ticket, or enter a discounted package price to replace the sale amount.

If you are using A/R, and you specified to automatically use the customer discount percent in *Configuration options*, the ticket discount is calculated and displayed when the ticket is totalled.

To discount a ticket, or override the discount shown, total the ticket by selecting the **Total** panel function. Then press [F2] while the cursor is positioned at "Payment code", prior to entering any payment codes.

The totals override menu is displayed. If you are authorized to perform price overrides, use the [↑][↓] keys or type [D] (or[P]) to select the "Discount", "Discount percent", or "Package price" option.

If you select "Discount" to enter a discount amount, it cannot be greater than the subtotal amount. It is not necessary to enter a negative amount; the program automatically deducts the discount amount from a positive subtotal, or adds the discount amount to a negative (credit) subtotal.

If you select "Discount percent", you may enter a discount percentage, or use the option:

Option: [Enter] to use the customer's trade discount percentage, if using A/R

If you enter a package price, it is printed on the ticket as the "Sale amount". Line item prices and extensions are suppressed for package price tickets in the predefined forms supplied with P/S.

The discount (or difference between the ticket subtotal and package price) is proportionately applied to each item on the ticket, based on the extended total for each item, when the ticket is posted.

10. Enter Inventory Receivings (panel function [M])

Use this function to enter new inventory receiving transactions or to change existing receiving transactions that were entered through the ticket entry screen.

To enter or change existing receiving transactions for inventory items, select the **Misc** panel function while the cursor is at "Cus#", prior to beginning a ticket.

When the Miscellaneous menu displays in the Window, if you are authorized to enter receivings (in *Users*), select option [3] to enter or change existing receiving transactions. The current entry mode in ticket entry (Normal, Fast, Normal/Bar code, or Fast/Bar code) remains in effect during transaction entry.

If you are using multi-warehousing, you are asked for which warehouse the receivings are being done. Enter the warehouse code or use one of the options:

Options: [Enter] to use the "Central" warehouse

Depending on the current entry mode, the cursor is then positioned at "Item Number" or "Bar code".

Enter the item number for which the receiving is being entered or changed, or use a bar code reader to scan the item bar code. You may also use one of these options:

Options: [F1] to display the next existing receiving entered on the same register by the same user. Answer Y to "Any change ?" to make changes to the displayed receiving.

[F2] to display the next item number in the Item file

[Enter] to enter the item description when the item number is not known

If you are using "Fast" or "Fast/Bar code" entry mode, the following defaults are automatically used for the next three fields: Qty = 1; Cost = replacement cost; Document number = last entered number.

If you are using "Normal" or "Normal/Bar code" entry mode, continue entering information as described below.

When the cursor moves to "Qty", enter the quantity being received in stocking units or use one of the options:

- Options:** [F1] to display the next existing receiving for the item that was entered on the same register by the same user
- [↑] to enter the quantity and cost in an alternate unit, if defined for the item

When the cursor moves to "Cost", enter the cost of the item per the stocking unit or use the option:

- Option:** [Enter] for a new transaction, to use the item's replacement cost
- [F1] for an existing transaction, to use the item's replacement cost if different than the displayed cost

You are then asked to enter the document number. Enter the document number for this receiving or use the option:

- Option:** [Enter] after the first receiving is entered, to use the last entered document number

Receivings entered through the ticket entry screen are automatically added to the I/C Inventory Transaction file. The "Comment" field shows the P/S store number, register number, and user ID. These receiving transactions are not updated or retained in the P/S files.

If you are authorized to enter receivings, you can print an abbreviated transaction edit list of the receivings which you entered through the ticket entry screen. To print the edit list, select option [5] (*Print transactions*) from the Miscellaneous menu.

These transactions can also be accessed using the I/C *Inventory* selection.

11. Enter Inventory Transfers (panel function [M])

If you are using multi-warehousing, use this function to enter new inventory transfer transactions or to change existing transfer transactions that were entered through the ticket entry screen.

To enter or change existing transfer transactions for inventory items, select the **Misc** panel function while the cursor is at "Cus#", prior to beginning a ticket.

When the Miscellaneous menu displays in the Window, if you are authorized to enter receivings (in *Users*), select option □ to enter or change existing transfer transactions. The current entry mode in ticket entry (Normal, Fast, Normal/Bar code, or Fast/Bar code) remains in effect during transaction entry.

You are then asked to enter the "From" and "To" warehouse. Enter the code of the sending warehouse for the "From" warehouse and the code of the receiving warehouse for the "To" warehouse.

Depending on the current entry mode, the cursor is then positioned at "Item Number" or "Bar code".

Enter the item number for which the transfer is being entered or changed, or use a bar code reader to scan the item bar code. You may also use one of these options:

- Options:**
- [F1] to display the next existing transfer entered on the same register by the same user. Answer Y to "Any change?" to make changes to the transfer.
 - [F2] to display the next item number in the Item file
 - [Enter] to enter the item description when the item number is not known

If you are using "Fast" or "Fast/Bar code" entry mode, "Qty" automatically defaults to 1, and "Document number" automatically defaults to the last entered document number.

If you are using "Normal" or "Normal/Bar code" entry mode, continue entering information as described below.

When the cursor moves to "Qty", enter the quantity being transferred in stocking units or use the option:

- Option:**
- [F1] to display the next existing transfer for the item that was entered on the same register by the same user

You are then asked to enter the document number. Enter the document number for this transfer or use the option:

- Option:**
- [Enter] after the first transfer is entered, to use the last entered document number

Transfers entered through the ticket entry screen are automatically added to the I/C Inventory Transaction file. The "Comment" field for these transfers shows the P/S store number, register number, and user ID.

If you are authorized to enter receivings, you can print an abbreviated transaction edit list of the transfers which you entered through the ticket entry screen. To print the edit list, select option [5] (*Print transactions*) from the Miscellaneous menu.

These transactions can also be accessed using the I/C *Inventory* selection.

12. External Ticket Numbers (panel function [X])

When entering a ticket, the program automatically assigns the next available ticket number for the register. If the ticket contains ordered items or layaway items, the next order number or layaway number for the register is also automatically assigned.

You may enter your own ticket number, order number, or layaway number if desired.

To assign your own ticket number to a ticket, select the Xternal panel function while the cursor is at "Cus#", prior to beginning a ticket.

The automatically-assigned ticket number is cleared from the screen and the cursor is positioned at "Ticket#". Enter the ticket number you wish to use.

To enter an external order number, press [F2] while the cursor is positioned at "Ticket#". To enter an external layaway number, press [F2] again while the cursor is positioned at "Order#".

If the ticket, order, or layaway number has already been used at the same register and is not yet posted, an error message is displayed. You may enter a different number, or press [Esc] to cancel entry of the external number and return to "Cus#".

The cursor returns to "Cus#" after a valid ticket number, order number, or layaway number is entered. You may then perform any function that is normally available at that position of the ticket.

13. Holding and Unholding a Ticket (panel function [H])

A ticket can be placed on hold if the ticket has not been finalized, and then recalled or "unheld" for finalization at a later time.

To hold a ticket, first total it by selecting the **Total** panel function or by pressing [↓]. Then select the **Hold** panel function while the cursor is positioned at "Payment code", prior to entering any payment codes.

The field name "Ticket#" in the Customer Area changes to "Id #", and the cursor is positioned at this field. Enter an identification number of your choice, or use the option:

Option: [F2] to automatically assign the next available identification number, based on other tickets already on hold

After the identification number is assigned, a message is displayed confirming the hold status.

The forms that can be printed on the current register are then displayed at the bottom of the screen. Press one of the keys shown to obtain a printed copy of the

hold ticket, or press [Tab] if you do not have a printer attached, your printer is malfunctioning, or you do not wish to print the hold ticket.

Hold tickets are not backed up when the automatic backup or Backup panel function is executed.

Hold tickets are reported in the Holds Report.

To unhold a hold ticket, select the Hold panel function while the cursor is positioned at "Cus#", prior to entering a customer number (and any line items if beginning ticket at "Item Number").

You are asked to enter the Hold ID# of the hold ticket. Enter the ID number for the hold ticket, or use one of the options:

Options: [F1] to display the first hold ticket on file
[F2] to alternate the search method between hold ID and customer name

The Customer Area and Transaction Area information for the hold ticket are displayed.

Enter a different hold ID number, or use one of the options:

Options: [F1] to display the next hold ticket on file
[F2] to alternate the search method between hold ID and customer name
[Enter] to unhold the ticket currently displayed. If you press [Enter] to unhold the ticket, the next ticket number for the register is assigned to the ticket and the cursor is positioned at the next available "Item Number" field. The ticket can then be processed as usual.

A ticket can be unheld at any register. The "Reg", "Drw", and "Usr" fields in the Customer Area of the unheld ticket are changed to reflect the register number and drawer number where the ticket is unheld, and the current user. The "Slp" field remains unchanged, as does the warehouse for the ticket.

14. Layaway Processing (panel function [W])

Use layaway tickets for sales in which merchandise is set aside for future delivery after scheduled payments are completed.

A general description of layaway processing is presented below, followed by a detailed explanation of how to create a layaway.

A detailed explanation of how to access and process a layaway after it has been created is described in the section of this chapter titled "Order (and Layaway) Processing". Orders and layaways are processed almost identically after they are created.

General Description

Layaways are created and processed in ticket entry by using the **LayaWay** panel function.

During ticket entry, use the **LayaWay** panel function prior to entering any line items, to place the ticket in LAYAWAY mode. Only layaway items can be entered on a ticket that is in LAYAWAY mode. "Sale", or "ordered" and "returned" items are not allowed.

Layaway item quantities are committed upon entry, regardless of the update method specified in *Configuration options*.

An optional payment can be accepted on a layaway when the ticket is totalled, and the layaway can be printed. A "next due date" and description of the next activity is also entered.

When the ticket is completed, the layaway is automatically created.

To access a layaway that has already been created, select the **LayaWay** panel function when the cursor is positioned at "Cus#", prior to entering a customer number. Layaways may be accessed on any register, by any user, and can be looked up by layaway number or by customer name.

When you have specified which layaway, the Layaway menu is displayed as follows, showing the functions you may perform:

Please select _

- | | |
|-----------------|---------------|
| 1. Edit | 5. Print |
| 2. Release | 6. Payments |
| 3. Full release | 7. References |
| 4. Copy release | 8. Cancel |

The *Edit* function allows you to make changes to a layaway.

The *Release* functions provide three different methods of releasing items from a layaway to a sales ticket for invoicing.

The *Print* function is used to print a layaway. (A group of layaways can also be printed using the *Batch printing* selection. Refer to the chapter titled *Batch Printing*, for more information on this selection.)

The *Payments* function allows for entry of additional payments or refunds of payments on a layaway, and printing of a document.

The *References* function permits entry of reference text (such as a storage location) for each item on a layaway. Reference text may also be entered for line items when creating a layaway if specified in *Configuration options*.

The *Cancel* function is used to cancel a layaway, with or without a refund, and to print a document.

Each of these functions is discussed in the section of this chapter, titled "Order (and Layaway) Processing". How to create a layaway is described below.

New and cancelled layaways can be printed on the Daily Non-Sale Report. In addition, the Layaways Report can be printed in a variety of formats, and in several different sequences, to show information on both open and closed layaways. The Layaways Report is explained in detail in the chapter titled *Layaways Report*.

Creating a Layaway

A layaway is created by entering items on a ticket while in LAYAWAY mode, and completing the ticket. A layaway ticket must contain only "layaway" items.

To place a ticket in LAYAWAY mode, select the **LayaWay** panel function while the cursor is positioned at "Item Number", prior to entering any line items. The word "LAYAWAY" displays in the Window.

LAYAWAY mode remains in effect for all items entered on the ticket until the ticket is completed (or voided).

The **LayaWay** panel function cannot be selected if you are in RETURN mode or ORDER mode, or if non-layaway line items have already been entered on the ticket.

Layaway items are entered on a ticket in the same manner as "sold" items, and all panel functions (except **Return** and **Order**) may be used in the normal way. Serial numbers and lot numbers do not have to be entered for layaway items prior to completing the ticket.

Layaway item quantities are committed in the I/C Item and Status files as soon as they are entered on a ticket, regardless of the update method specified in *Configuration options*. If serial numbers and/or lot numbers are entered for layaway items, they are also committed.

When a ticket containing layaway items is totalled, the next layaway number for the register is automatically assigned and displayed in the upper right corner of the screen. If you have specified a consolidated register number in the store's configuration options, the layaway number is not assigned until the layaway is completed. You can also assign a layaway number of your choice before beginning the ticket, using the **Xternal** panel function.

The layaway subtotal, tax, and total are automatically displayed. If desired, press the [F2] key to enter a layaway discount, tax override, commission override, and/or miscellaneous charges (if using) prior to entering a layaway payment. (The discount, tax override, commission override, and miscellaneous charges can also be entered when editing the layaway.)

If an initial payment is received for the layaway, enter the payment code, payment amount, and any validation information. Initial layaway payments are optional, and are limited to one pay code. An initial payment less than the minimum layaway payment amount or percent specified in *Configuration options* may be entered only by a user authorized to override customer credit limits.

If a layaway printer register number is specified in the store's configuration options, the printing options shown are those for that register.

Press one of the keys shown to print the layaway. Press [Tab] after printing (or if you do not wish to print the layaway) to complete creating the layaway.

If Accounts Receivable is being used, and a layaway payment was entered with the "A/R Charge" pay code, the customer's un-posted balance is updated if the "Point of Sale" update method is specified in *Configuration options*.

When new layaways with payments are posted, using the *End of day (Post)* selection, the payment amount is credited (refunds are debited) to the "Payments received" account specified in *Stores*.

If a ticket containing an initial layaway payment is later voided, the initial payment amount is removed from the layaway.

IMPORTANT ACCOUNTING NOTE: The only accounting distributions made for a new layaway are for an initial payment. Sales distributions for layaways occur when line items are released to a ticket and invoiced. If you wish to make accounting distributions or calculate tax liability at the time the layaway is created, refer to the chapter titled *Layaways Report*, for a discussion on how to do this.

15. Lock and Unlock a Register (panel function [L])

You can place a register in "LOCK" mode during the ticket entry process if the register must be left unattended.

Any user can lock a register by selecting the **Lock** panel function. A register can be locked while the cursor is located at "Cus#", at "Item Number", or at "Payment code".

When the **Lock** panel function is selected, the message "REGISTER LOCKED" displays in the Window and "User password:" appears.

The register can be unlocked by the user who locked the register, or by any user with authorization to unlock registers.

To unlock the register, enter the password of an authorized user at the "User password:" prompt. The register is unlocked and the cursor is positioned at the field where it was located before the register was locked.

16. No-sale (Open Cash Drawer) (panel function [P])

To use the **No-sale** option, select the **Pay** panel function while the cursor is at "Cus#", prior to beginning a ticket.

When the **Pay** panel function is selected, the pay-in, pay-out, and no-sale options are displayed. If you are authorized, you may select No-sale.

When No-sale is selected, the cash drawer automatically opens. The cursor then returns to "Cus#" for entry of the next ticket.

Use of the no-sale option is not recorded, nor is any activity which may take place in the cash drawer during use of this option.

17. Order (and Layaway) Processing (panel functions [O] and [W])

This section presents a general description of order processing, followed by a detailed explanation of how to create a new order.

Accessing and processing existing orders and layaways are discussed next.

For a detailed description of how to create a layaway, refer to the section above titled "Layaway Processing".

General Description (Orders)

Orders are created and processed in ticket entry by using the **Order** panel function. (Layaways are created and processed by using the **LayaWay** panel function.)

During ticket entry, the **Order** panel function places the ticket in ORDER mode. All items entered while in ORDER mode are considered "ordered" items for later delivery and invoicing, and are not included in the invoiced sale amount.

Ordered item quantities are committed upon entry, regardless of the update method specified in *Configuration options*.

An optional deposit can be accepted on an order when the ticket is totalled, and the order can be printed.

When the ticket is completed, the order is automatically created and contains only those items marked as "ordered". If "sold" items are also entered on the ticket, they are invoiced in the normal manner.

To access an existing order, select the **Order** panel function when the cursor is positioned at "Cus#", prior to beginning a ticket. Orders may be accessed on any register, by any user, and can be looked up by order number or by customer name.

When you have specified which order, the Order menu is displayed as follows, showing the functions you may perform:

Please select _

- | | |
|-----------------|---------------|
| 1. Edit | 6. Deposits |
| 2. Release | 7. References |
| 3. Full release | 8. Cancel |
| 4. Copy release | 9. Notes |
| 5. Print | |

The *Edit* function allows you to make changes to an order.

The *Release* functions provide three different methods of releasing items from an order to a sales ticket for invoicing.

The *Print* function is used to print an order. (A group of orders can also be printed using the *Batch printing* selection. Refer to the chapter titled *Batch Printing*, for more information.)

The *Deposits* function allows for entry of additional deposits or refunds of deposits on an order, and printing of a document.

The *References* function permits entry of reference text (such as a vendor purchase order number) for each item on an order. Reference text may also be entered for line items when creating an order if specified in *Configuration options*.

The *Cancel* function is used to cancel an order, with or without a refund, and to print a document.

The *Notes* function allows you to enter notes about an order. These notes can be printed on the Orders Report.

Each of these functions, as well as creating an order, is discussed in detail below.

New and cancelled orders can be printed on the Non-Sale Report. In addition, the Orders Report can be printed in a variety of formats, and in several different sequences, to show information on both open and closed orders. The Orders Report is explained in detail in chapter 22, titled Orders Report.

Creating an Order

An order is created by entering items on a ticket while in ORDER mode, and completing the ticket. The ticket may contain both "ordered" and "sold" items.

To place a ticket in ORDER mode, select the **Order** panel function while the cursor is positioned at "Item Number", prior to entering the item number, or at "Qty" during entry or edit of an item. The word "ORDER" displays in the Window. ORDER mode remains in effect for all items entered on the ticket until the **Order** panel function is again selected. Selecting it the second time turns off ORDER mode and restores the ticket to the normal sale mode.

The **Order** panel function cannot be selected if you are in RETURN mode or LAYAWAY mode.

Ordered items are entered on a ticket in the same manner as "sold" items, and all panel functions (except Return and LayaWay) may be used in the normal way. Serial numbers and lot numbers do not have to be specified for ordered items prior to completing the ticket.

Ordered item quantities are committed in the I/C Item and Status files as soon as they are entered on a ticket, regardless of the update method specified in *Configuration options*. If serial numbers and/or lot numbers are entered for ordered items, they are also committed.

When a ticket containing ordered items is totalled, the next order number for the register is automatically assigned and displayed in the upper right corner of the screen. If you have specified a consolidated register number in the store's configuration options, the order number is not assigned until the order is completed. You can also assign an order number of your choice before beginning the ticket, using the **Xternal** panel function.

The order subtotal, tax, and total are automatically displayed. If desired, press the [F2] key to enter an order discount, tax override, commission override, and/or miscellaneous charges (if using) prior to entering an order deposit. (The discount, tax override, commission override, and miscellaneous charges can also be entered when editing the order.)

If an initial deposit is received for the order, enter the pay code, deposit amount, and any validation information while the order totals are displayed. Initial deposits are limited to one pay code. For a ticket with "sold" items, the order deposit must be entered prior to completing the "sold" portion of the ticket.

If the ticket contains "sold" items, use the Order panel function to switch between "ordered" and "sold" totals. Complete the "sold" portion of the ticket in the normal way, entering up to two pay codes for the "sold" total. If the ticket contains only "ordered" items, or when the [Tab] key is pressed after the "sold" items have been printed, the order totals are shown and the order printing options are displayed.

If an order printer register number is specified in the store's configuration options, the printing options shown are those for that register.

Press one of the keys shown to print the order. Press [Tab] after printing (or if you do not wish to print the order) to complete creating the order.

If Accounts Receivable is being used, and an order deposit was entered with the "A/R Charge" pay code, the customer's un-posted balance is updated if the "Point of Sale" update method is specified in *Configuration options*.

When new orders with deposits are posted, using the *End of day (Post)* selection, the deposit amount is credited (refunds are debited) to the "Deposits received" account specified in *Stores*.

If a ticket containing an initial order deposit is later voided, the initial deposit amount is removed from the order.

Accessing an Order or Layaway

Beginning with this discussion, you should assume that the use of the word "order" refers to orders and layaways, unless indicated otherwise.

To access an existing order (or layaway), select the **Order (or LayaWay)** panel function while the cursor is positioned at "Cus#", prior to beginning a ticket.

When requested, enter the order number, or use one of these options:

- Options:**
- [F1] to display the first order on file
 - [F2] to alternate the search method between order number and customer name
 - [F5] to find orders. A screen appears which shows all open and closed (un-purged orders), as well as the items on the order. From this screen you can press [F3] to sort, or select an order by pressing [F4], or press [D] to turn the item detail window off and on.

If you pressed [F1] or [F2], the customer and items on the first order are displayed. Enter a different order number or customer name, or use one of these options:

- Options:**
- [F1] to display the next order on file
 - [F2] to alternate the search method between order number and customer name
 - [Enter] to accept the order currently displayed
 - [F6] to enter notes on an order

If the order has been previously cancelled or completed, you are asked if you wish to reinstate it. Answer Y to re-activate the order, or N to select a different order.

When the order is selected, the menu displays as follows. All processing functions are selected from this menu.

Please select

- | | |
|-----------------|------------------------|
| 1. Edit | 6. Deposits (Payments) |
| 2. Release | 7. References |
| 3. Full release | 8. Cancel |
| 4. Copy release | 9. Notes |
| 5. Print | |

When this menu is displayed, you may access a different order by pressing [Tab] and specifying a different order number or customer name.

To exit order access, press [Tab] when the menu is displayed. Press [Tab] again at the "Order #" prompt to return to the sales ticket entry screen.

F1 Input One Line Entry of 50 Characters

When the F1-Input function is entered, three lines of description are available for entering text. The problem is that the second and third lines of entry disappear from the screen as soon as the input is complete. Now, all the input lines remain on the screen.

GO TO POINT OF SALE → TICKET ENTRY → F1-INPUT AT LINE ITEM

F1-Input now only allows one line of entry at a time. These lines remain on the screen, and the user stays in input mode until the TAB key is pressed. The input allows for 50 characters.

Item Number	Categ	Description	Qty	Price	Total
ORDER					
				Subtotal	.00
				Total	\$.00

The forms may be changed to use this feature using the following fields in the forms maintenance program.

Fld#	Description	Fld#	Description	Fld#	Description
1.	AR Invoice#(+prefix)	10.	Commission code	19.	Description 1&2
2.	Blank line	11.	Commission percent	20.	Description 1&2&3
3.*	Calculation register	12.	Component flag	21.	Description 2&3
4.	Printer feature	13.	Comp item-# mod flag	22.*	Description:wide txt
5.*	Suppress line	14.	Comp literal-pre	23.	Discount amount
6.	Bitmap graphic file	15.	Comp literal-post	24.	Discount percent
7.*	Print in col 1 test	16.	Comp qty mod flag	25.	Extended price
8.	Blank line ser/lot	17.	Comp printable flag	26.	Input text flag
9.	Commission amount	18.*	Description	27.	Item alt unit 1

Editing an Order or Layaway

To edit an order (or layaway), access the order as described above and select *Edit*.

The cursor is then positioned at the next available line number of the ticket. Edit existing line items and customer information as usual, using the [↑][↓] keys and the **Add** panel function.

Serial numbers and/or lot numbers may be changed or specified, and additional line items may be added.

NOTE: Use the *Deposits* selection (*Payments* selection for layaways) to edit deposit or payment information.

When completed editing the line items and customer information, select the **Total** panel function or press [↓]. You are then asked "Edit complete?". Press [Enter] to default to Y, or use one of these options:

- Options:** [N] to return to the line items on the order
(or [↑])
- [F2] to enter an order discount, tax override, commission override, or miscellaneous charges (if using)
- [F6] to enter notes on an order

If you answer Y, the Order menu re-appears for selection of the next order function.

Releasing Items from an Order or Layaway

To release items from an order to a sale ticket for invoicing, access the order as described above, and select one of the three Order menu functions for releasing items: *Release*, *Full release*, or *Copy release*.

Select *Release* if you wish to release specific items on the order, or change any release quantities.

The *Release* selection also allows you to easily change the order discount, tax amount, miscellaneous charges, or deposit amount to be applied.

Select *Full release* if you wish to release all items on the order, with no changes to the release quantities. Any previously entered order discount, tax amount, commission amount, miscellaneous charges, or deposits are applied in full to the resulting sale ticket, but can be overridden. An order that is fully released is left with no ordered quantities, and is marked with a status of "Complete".

Select *Copy release* to release all items on the order, with no changes to the release quantities, and to leave the same quantity on order for each item. *Copy release* allows you to process a "standing" order that can be filled on a regular basis.

2. Release

If you select *Release*, the Transaction Area of the screen changes to allow entry of a released and ordered quantity for each item, as follows:

Item Number	Categ	Description	Release	Order	Total
1	Tools	Drill, ¼" Power Hand	_____	1	0.00

At the "Release" field for each item on the order, enter the quantity to release, or use one of these options:

- Options:**
- [F1] to release the original order quantity, set the order quantity to 0, and move to the next item
 - [F2] to not release the item, leave the original quantity on order, and move to the next item
 - [↑] to move to the previous item, and accept the displayed release and order quantities for the current item
 - [↓] to move to the next item, and accept the displayed release and order quantities for the current item
 - [Tab] to terminate entry of quantities
 - [F5] at the first line, to release the original order quantities for all unchanged items on the order, and set the order quantities to 0 (i.e., fully release all items whose quantities have not been modified)
 - [F5][F5] at the first line, to release the original order quantities for all unchanged items on the order, and set the order quantities to the same value (i.e., perform a "copy release" for items whose quantities have not been modified)
 - [F5][F5][F5] at the first line, to release a quantity of 0 for all unchanged items on the order, and order the original order quantities

If you enter a quantity for an item at "Release", rather than use one of the options, the cursor moves to "Order". Enter the quantity to be left on order for the item, or use one of these options:

- Options:**
- [F1] to leave the balance of the original order quantity on order
 - [Enter] to accept the displayed order quantity
 - [Tab] to return to "Release" for the item
(or [↑])

When you complete entry of quantities at the last line on the order, or if you press [Tab] at "Release" to terminate entry of quantities, the subtotal, total, and amount due for the released items are displayed in the Totals Area. (If you terminate entry and no quantities were released, you are asked if you wish to abort the release.)

Any previously entered order discount, tax, commission, miscellaneous charges or deposit amounts are automatically allocated to the released and ordered portions of the order, and are displayed in the Window as shown below:

RELEASE		ORDERED	
Discount	2.20	Discount	2.80
Tax	3.63	Tax	4.62
Freight	3.96	Freight	5.04
Deposit	11.00	Deposit	14.00

The RELEASE and ORDERED figures are allocated based on the proportion of the released sale amount and the new ordered sale amount to the original order sale amount.

The cursor is positioned at "RELEASE" of the first authorized field for the user. For each field, enter the amount to be applied to the released portion of the order, or use one of these options:

- Options:**
- [F1] to apply the entire amount to released portion, set ordered portion to .00, and move to next field
 - [F2] to set released portion to .00, apply the entire amount to ordered portion, and move to next field
 - [↑] at first field, to return to last released line item. At subsequent fields, to move to the previous field, and accept the displayed released and ordered amounts for the current field
 - [↓] to move to the next field, and accept the displayed released and ordered amounts for the current field
 - [Tab] to terminate entry, and accept the displayed released and ordered amounts for the remaining fields

If you enter a "RELEASE" amount for a field, rather than use one of the options, the cursor moves to "ORDERED" for the field where you may specify a different amount or press [Enter] to accept the displayed figure. (Changes to an automatically applied customer discount are not allowed during release.)

On an order where all items are released, and no quantities have been left on the order (a full release), any deposit is fully allocated to "RELEASE" and changes are not allowed.

When you complete entry of the last field, or if you press [Tab] to terminate entry, you are asked "Release this order ?".

You are also asked "Release this order ?" if an order discount, tax, miscellaneous charges, commission, or deposit has not been entered for the order, or if you are not authorized to change them.

Answer Y if you are completed with all release operations, or use one of these options:

Options: [N] to return to the last entered field
(or [↑])

[Tab] to cancel the *Release* function and return the order to its original condition

If you answer Y, the order is updated with any entered changes. The order is marked as "Complete" if no ordered quantities remain. ("Complete" orders and layaways are removed from the file using the purge operation of the Orders Report or Layaways Report.)

The released items are placed on a sales ticket, and order access is terminated. Any deposit applied to the released lines is shown in the payment area, and change to the deposit amount is not allowed. The sales ticket retains the warehouse originally entered for the order.

You may then complete the sales ticket in the normal manner.

If a sales ticket containing an order deposit is voided before printing, any deposit amount is returned to the order.

3. Full release

4. Copy release

If you select either *Full release* or *Copy release*, the release quantity for each item on the order is set to the currently specified order quantity.

For *Full release*, all order quantities are then reset to 0. For *Copy release*, order quantities remain at the original values.

The subtotal, total, and amount due for the released items are displayed in the Totals area. Any previously entered order discount, tax, miscellaneous charges, commission, or deposit amounts are automatically allocated to the released and ordered portions of the order, and are displayed in the Window.

You are then asked "Release this order ?".

Answer Y to place the released items on a sales ticket, or use one of these options:

Options: [N] to return to the last enterable field. Make
(or [↑]) changes as described above for *Release*.

[Tab] to cancel the release function and return the order to its original condition

If you answer Y, the order is updated with any entered changes. The order is marked as "Complete" if no ordered quantities remain. ("Complete" orders and layaways are removed from the file using the purge operation of the Orders Report or Layaways Report.)

The released items are placed on a sales ticket, and order access is terminated. Any deposit applied to the released lines is shown in the payment area, and change to the deposit amount is not allowed. The sales ticket retains the warehouse originally entered for the order.

You may then complete the sales ticket in the normal manner.

If a sales ticket containing an applied order deposit is voided, any deposit amount is returned to the order.

Printing an Order or Layaway

Orders can be printed for use as a picking ticket, packing list, work order, etc.

To print an order, access the order as described above and select *Print*.

The order printing options are displayed at the bottom of the screen with the word "O R D E R" above them.

If an order printer register number is specified in the store's configuration options, the printing options shown are those for that register.

Press one of the keys shown to print the order. Press [Tab] after printing (or if you do not wish to print the order) to return to the Order menu.

When printing completes, the options redisplay at the bottom of the screen with the words "O R D E R R E P R I N T" above them. Press one of the keys shown to reprint the order in the event your printer malfunctioned while printing the first time, or press [Tab] if you do not wish to reprint the order.

When you press [Tab], the Order menu is redisplayed.

For layaways, detailed payment history can be shown in addition to the line items.

Note that a group of orders or layaways can also be printed using the *Batch printing* selection. Refer to the chapter titled *Batch Printing* for more information on this selection.

Deposits on an Order (or Payments on a Layaway)

To take in an additional deposit on an order, or to refund a deposit, access the order as described above and select *Deposits*.

The balance on the order is shown and the payment codes defined in the Store file are displayed in the Window.

Enter one pay code for the deposit, and the amount of the deposit (refunds are entered as negative amounts). Enter any validation information requested. When the deposit amount is entered, the order balance is updated.

For layaway payments, you are then asked to enter "Next due dat". Enter the date, or use the option:

Option: [Enter] to default to the displayed date, if a number was specified for "Next layaway payment days" in the *Configuration options*

After entering the "Next due dat", you may enter a description of the next expected activity for the layaway.

If the deposit amount is greater than the balance on the order, a warning message displays "Deposit amount leaves a credit balance on order".

Deposit refunds cannot exceed the deposit amount already on the order.

The next ticket number is automatically assigned, and the printing options are displayed. Press one of the keys shown to print the deposit.

When printing is complete, or if you do not wish to print the deposit, press [Tab] to return to the Order menu.

When deposits are posted, the deposit amount is credited (refunds are debited) to the "Deposits received" account specified in *Stores*. Layaway payments are credited (refunds are debited) to the "Payments received" account.

Entering Item References

Reference text may be entered for each line on an existing order. *References* can be used to specify information such as vendor purchase order numbers (special orders) and internal notes for shipping, manufacturing, or warehousing.

If you specified to enter order/layaway references in the store's configuration options, reference text may also be entered when the order or layaway is created.

To enter reference text for one or more items on an existing order, access the order as described above and select *References*.

The cursor is positioned at the first item on the order. For each item on the order, enter up to 15 characters of text, or use one of these options:

- Options:** [F2] after the first item, to default to the last text entered
- [↑] after the first item, to move to the previous item, with no change to the current item's text
- [↓] or [Enter] to move to the next item, with no change to the current item's text
- [Tab] to terminate entry of references.

When you complete entry of text on the last line on the order, or if you press [Tab] to terminate entry, you are asked "Item references complete?". Answer Y to return to the Order menu, or use one of these options:

- Options:** [N] to return to the last reference text entered
(or [↑])

The Orders Report (and Layaways Report) allows order information to be printed in sequence by reference text entered using this function.

Canceling an Order or Layaway

To cancel an order, with or without a refund, access the order as described above and select *Cancel*.

The current order totals, including "Deposits rcvd" and "Balance", are displayed in the Totals area. The payment codes defined in the Store file are displayed in the Window.

If no refund is given, press [Enter] at "Payment code".

If deposits have been previously received on the order, and a refund is to be given, enter one pay code and the amount of the refund (as a positive amount). As the refund amount is entered, the "Deposits rcvd" and "Balance" figures are updated.

A warning is displayed if an order is cancelled without a refund, this feature is designed to display a message that if a deposit is present, it will be forfeited when an order is cancelled. The message appears saying "*Deposit will be forfeited, are you sure ?*" Enter Y to confirm. The order will be cancelled and the deposit forfeited.

You are then asked "Information correct?". Answer Y to continue, or answer N to re-enter the refund information.

If you answer Y, you are asked "Are you sure?". Answer Y to cancel the order, or answer N to re-enter the refund information.

If you answer Y, the next ticket number is automatically assigned to the cancellation, and the printing options are displayed. Press one of the keys shown to print the cancellation.

When printing is complete, or if you do not wish to print the cancellation document, press [Tab].

A message then displays, indicating that the order has been cancelled. Press [Enter] in response to the message, to return to the Order menu.

Commitments are cleared for items, serial numbers, and lot numbers from the I/C Item, Status, and Serial files when the cancellation is completed. The order information remains on file in the event you wish to reinstate the cancelled order.

A cancelled order can be reinstated by accessing it again and answering Y when asked "Do you wish to reinstate this order?". If you answer Y, item quantities are recommitted in the I/C Item and Status files for the ordered amounts, and previously specified serial and lot numbers are recommitted in the I/C Serial file.

When the cancellation is posted, any refund amount is debited to the "Deposits received" ("Payments received" for layaways) account specified in *Stores*. If the full amount of deposits received is not refunded on the cancellation, the balance of the deposit is considered to be forfeited. During posting, the forfeited deposit amount is credited to the "Deposits forfeited" ("Payments forfeited" for layaways) account specified in *Stores*.

18. Pay-in or Pay-out Tickets (panel function [P])

The **Pay** panel function is used to process non-sale transactions that cause increases or decreases to the tender amount in a drawer. User authorization is required to enter pay-in and pay-out tickets.

Select the **Pay** panel function while the cursor is at "Cus#", prior to beginning a ticket.

Specify if the transaction is for payment (I)n or (O)ut of the drawer. The third option of "(N)o-sale" is explained in the section above titled "No-sale (Open Cash Drawer)".

NOTE: To accept payment on an A/R customer's account, select the Pay panel function after entering the customer number. Refer to section below titled "Payment on A/R Account".

The payment codes defined in the Store file are displayed at the bottom of the Window. Enter the payment code corresponding to the type of tender used and the amount of the pay-in or pay-out transaction. Enter any validation information requested for the payment code (such as driver's license number or credit card number).

You are then requested to enter from whom the payment is received for pay-in transactions, or to whom the payment is paid for pay-out transactions. A description of the transaction is also requested.

If you selected to use Pay in/out codes in the Store file a window appears for you to enter up to 3 pay in/out codes for this transaction:

Pay in/out Code
Code-1
Code-2
Code-3

After the code is entered, the description for the code is displayed, and you are prompted to enter an amount. Enter an amount to be distributed to this pay in/out code. The total of all three codes must equal the payment amount.

Press [Enter] when finished entering codes.

The printing options are then displayed. Press one of the keys shown to print the transaction. Press [Tab] when completed printing (or if your printer is not operational). The cursor returns to "Cus#" for entry of a new ticket.

19. Payment in Foreign Currencies

Payment from customers in currencies other than your local currency can be accepted during ticket entry.

When prompted to enter the payment code, press [F3] to switch to foreign currency mode.

If a foreign currency item was entered in the Store file, you are prompted to enter the payment code and the amount of the currency being tendered.

If a foreign currency item was not entered in the Store file, you are prompted to enter the currency inventory item to apply to the funds being entered. Enter the currency inventory item to apply to the payment.

The screen then prompts you to enter the payment code and the amount being tendered for that currency.

The amount tendered in the foreign currency is then converted to local currency (using price 1 of the foreign currency item as the factor) and subtracted from the amount owing. The balance or change due is then displayed in local funds, and you are returned back to normal payment mode.

For further details on setting up and using this feature, refer to the appendix titled *Foreign Currency*.

20. Payment on A/R Account (panel function [P])

A payment from an Accounts Receivable customer can be accepted during ticket entry.

Enter the customer information as usual on a ticket, using the customer number of the A/R customer making the payment.

Select the **Pay** panel function when the cursor is positioned at "Item Number" (or "Bar code"), prior to entering any item numbers.

The payment codes defined in the Store file are displayed at the bottom of the Window. Enter the payment code corresponding to the type of tender used for the A/R payment. Only one payment code may be entered, and payment code 8 (A/R charge) is not a valid entry.

If the customer's balance method is defined in A/R as "Open Item", you are then asked for the "Apply to" number for the payment. Enter the document number to which the payment is to apply, or use one of the options:

- Options:**
- [F1] to use the next outstanding Accounts Receivable document with an unpaid balance
 - [F5] to look up all unpaid open items for this customer
 - [Enter] to leave the payment unapplied as an "open credit"

If you press [F5], the first eight unpaid open items for this customer are displayed. For each open item, the apply-to number, document date, due date, balance, and reference is also shown.

Use the [↑][↓] keys to select an open item, or enter the line number of the open item. You may also use one of the options:

- Options:**
- [PgDn] to view the next eight unpaid open items for this customer
 - [PgUp] on subsequent pages, to view the previous eight unpaid open items
 - [Tab] to exit without selecting an open item

If the customer's balance method is defined in A/R as "Balance Forward", the "Apply to" automatically displays "*Open*", indicating the payment will be treated as an open credit, and an entry is not allowed.

Enter the amount of the payment. For open-item customers, if you applied the payment to a specific open item, the balance of that open item displays as the "Amt received". Press [Enter] to accept the amount displayed, or enter a different

payment amount. If a payment is applied as an "open credit", a default entry is not supplied and the payment amount must be entered.

Enter any validation information that is requested for the payment code (such as driver's license number or credit card number).

Enter up to 6 digits for "Reference #" (check number), or use the option:

Option: [Enter] to default to the ticket number

The printing options are then displayed. Press one of the keys shown to print the A/R payment. Press [Tab] when completed printing (or if your printer is not operational). The cursor returns to "Cus#" for entry of a new ticket.

If you have specified the "Point of Sale" update method in *Configuration options*, the customer's un-posted balance is reduced by the amount of the A/R payment.

When the *End of day (Post)* selection is run, payments on A/R accounts create cash receipt transactions in Accounts Receivable.

21. Print an Alignment Form (panel function [D])

Use the **Dup** panel function to print a test alignment form filled out with X's and 9's. (You may also print a test form using the *Forms* selection. Refer to the chapter titled *Forms*, for more information.)

Select the **Dup** panel function when the cursor is positioned at "Cus#", prior to beginning a ticket.

When the cursor moves to the "Ticket#" field, press [F2], rather than enter a ticket number to reprint. The printing options defined for the current register are displayed at the bottom of the screen, with the word "ALIGNMENT" above them.

Press the key which corresponds to the form for which the alignment is to be printed. After the form prints, the printing options are again displayed. If necessary, adjust the forms in the printer to the left, right, up, or down. Then press the key again to print another alignment form.

Continue to print alignment forms and make adjustments until the forms are properly aligned. When the alignment is correct, press [Tab]. The cursor returns to "Cus#" for entry of a ticket.

22. Quote Tickets (panel function [Q])

Use the **Quote** panel function to process a ticket as a quote rather than a regular sale transaction.

Select the **Quote** panel function when the cursor is positioned at "Payment code", prior to entering any payment codes.

The word "Quote" appears in place of the ticket number in the upper right corner of the screen, and the printing options for the current register are displayed at the bottom of the screen.

Press one of the keys shown to print the quote. The word "Quote" is also printed on the document, rather than a ticket number. (If you wish to print a "numbered" quote, use the **Hold** panel function instead of **Quote**. Refer to the section above titled "Holding and Unholding a Ticket".)

After the quote is printed, you are asked if you wish to return to the ticket.

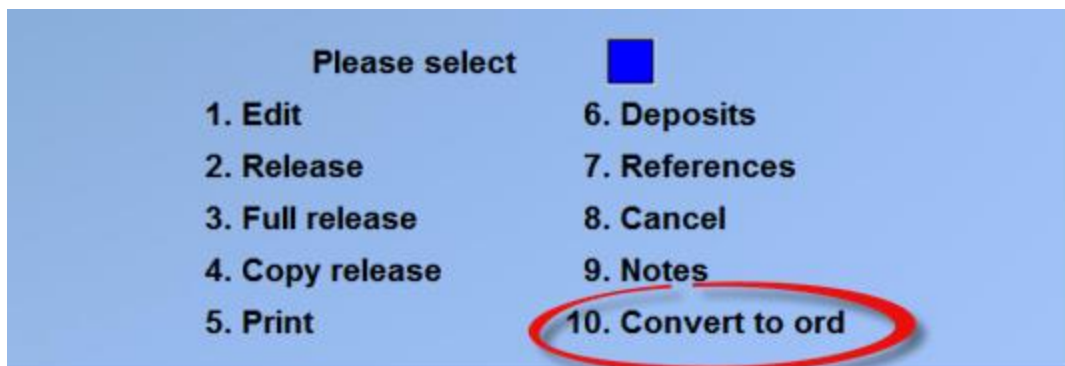
Answer Y to enter payment information or perform any other functions that are allowed at "Payment code" on the ticket.

If you answer N, and confirm that you are done with the quotation, the screen clears to allow entry of the next ticket.

A quotation cannot be printed for a released ticket that contains an applied order deposit or layaway payment.

Converting to an Order

Go to *Point of Sale* -> *ticket entry* -> [F1] Quote when a quote is called up at ticket entry, the options include:



The quote will be converted to an order, using the next order number from the register file.

23. Reprint a Completed Ticket (panel function [D])

A completed ticket may be reprinted prior to posting, if the ability to reprint a ticket has not been disabled in the store's configuration options. Voided tickets cannot be reprinted.

To reprint a completed ticket, select the **Dup** panel function while the cursor is positioned at "Cus#", prior to beginning a ticket.

When the cursor moves to the "Ticket#" field, enter the ticket number to be reprinted. The ticket must have been entered at the same register, and cannot have been posted. In addition, the store's configuration option must also allow tickets to be reprinted.

When the ticket is found, it displays on the screen and the printing options for the current register appear at the bottom. Press one of the keys shown to reprint the ticket. You may also press [Tab] if you do not wish to reprint the ticket.

If the ticket has been previously printed, and you are using one of the predefined forms supplied with P/S, the word "DUPLICATE" prints on the reprinted ticket.

Reprinted tickets are reported in the Daily Exception Report.

Note that a group of un-posted tickets can also be reprinted using the *Batch printing* selection. Refer to the chapter titled *Batch Printing*, for more information on this selection.

24. Security Overrides

Certain ticket entry functions are protected from unauthorized use. If the current user of the system is unable to perform the desired function, another user who is authorized can override the security system and perform the protected function.

The following functions require security overrides to be performed for unauthorized users:

- Group 1:
- price override
 - price override below minimum price
 - discount by item
 - discount by ticket
 - no-sale function
 - tax override by ticket
 - commission override by ticket
 - enter split commission information
 - A/R customer credit limit override
 - minimum initial layaway payment override
 - enter inventory receivings or transfers

- Group 2:
- **Return** panel function
 - **Pay** panel function (for Pay-in/out tickets)
 - **Void** panel function after ticket is printed
 - **No-tax** panel function
 - **Add** panel function to add A/R customers

Group 1 Security Overrides

Security overrides for functions in Group 1 are performed when the "User not authorized" message is displayed. When this message is displayed, press the [F2] key instead of [Enter] in response to the message.

At the "User password" prompt, enter the password of a user authorized to perform the required function and press [Enter].

After verifying the existence of the password in the User file, the program then displays the prompt for the protected function and you are able to perform that operation.

Group 2 Security Overrides

Functions in Group 2 are activated when the [F1] key is pressed to display "Function letter ?".

To override security for these functions, press the [F2] key when "Function letter" is displayed, prior to entering the panel function letter. (If the panel function letter is entered prior to pressing the [F2] key, resulting in the "User not authorized" message, press [Enter] in response to the message to return to "Function letter ?".)

At the "User password" prompt, enter the password of a user authorized to perform the required function and press [Enter].

After verifying the existence of the password in the User file, the cursor returns to "Function letter". Enter the letter corresponding to the protected function and press [Enter].

The security override operates for a single function at a time. After the function is completed (e.g., the price is changed for an item), the security override is no longer in effect. If another protected function must be performed, security must be overridden again by an authorized user.

25. Tax Override by Ticket

To override the taxes calculated for a ticket by entering different amounts, total the ticket by selecting the **Total** panel function or by pressing [↓]. Then press [F2] while the cursor is positioned at "Payment code", prior to entering any payment codes.

The totals override menu is displayed. If you are authorized to perform price overrides, use the [↑][↓] keys or type [T] to select the "Tax" option. The tax types are displayed in the Window area of the ticket entry screen.

Ticket tax totals			
Type	Tax amount	Txbl amount	Xmpt amount
GST	.50	10.00	.00

PST	.00	.00	10.00
-----	-----	-----	-------

Use the [↑][↓] to select the tax type to be adjusted and press [Enter]. Enter the following information:

Tax amount

Enter the amount of tax for this tax type.

Txbl-amount

This field displays the taxable portion of the ticket's sub-total and cannot be changed.

Xmpt-amount

This field displays the exempt portion of the ticket's sub-total and cannot be changed.

After entry of the tax amount(s), the new total is automatically recalculated and displayed in the Totals Area.

Tax overrides are reported in the Daily Exception Report. Refer to the appendix titled *Prices, Taxes, Commissions, and Labels* for an explanation of how tax overrides may affect line item taxes.

26a. Void a Ticket - Before Printing (panel function [V])

A ticket can be voided with the **Void** panel function by a user at any time before printing the ticket.

To void a ticket prior to printing, select the **Void** panel option.

You are asked "Void this ticket ?" before the ticket is voided. Answer Y to void the ticket, or N to continue with the ticket.

If you answer Y to "Void this ticket ?", the ticket entry screen is cleared and ready for entry of the next ticket. If the voided ticket number was automatically assigned, the same ticket number is displayed in the upper corner and will be used for the next ticket.

26b. Void a Ticket - After Printing (panel function [V])

To void a ticket after printing, select the **Void** panel function while the cursor is positioned at "Cus#", prior to beginning a ticket.

A ticket can be voided after printing if:

- the user has void authorization
- (for a ticket with an initial order deposit or layaway payment) the total amount of deposits (payments) remaining on the order (layaway) is not less than the initial deposit (payment) amount

When the cursor moves to "Ticket#", enter the ticket number to be voided. The ticket must have been entered at the same register, and cannot have been posted.

When the ticket is found, the customer information and totals of the ticket display in the Customer Area and Totals Area of the screen and you are asked "Void this ticket?".

Answer Y to void the ticket information from the P/S Ticket Header and Line Item files, or answer N to cancel the void function.

If you void a ticket containing an initial order deposit or layaway payment, the deposit or payment amount is removed from the order.

After the ticket is voided, or if the void function is cancelled, the cursor returns to "Cus#" for entry of the next ticket.

Order deposits and layaway payments cannot be voided after completion. To cancel these types of tickets, enter another ticket of the same type with a negative amount.

Tickets voided after printing are reported in the Daily Exception Report.

27. "Zoom" on a Customer (panel function [Z])

If you are using Accounts Receivable, you can obtain additional information about a customer during ticket entry.

Select the **Zoom** panel function while the cursor is positioned at "Item Number", prior to entering an item number.

Information about the current customer such as the contact name, phone number, discount percent, last and first sale date are displayed in the Window area of the screen. When the first screen of customer information is displayed, you may use one of the options:

Options: [PgDn] to view the next screen of customer information

[F6] to view notes on file for this customer (follow the screen instructions)

If you press [PgDn], a "credit screen" is shown, including the customer's balance, credit limit, last payment date and amount, aging information on open documents, and historical statistics for sales, payments, and finance charges.

An asterisk (*) is displayed next to the balance amount if the figure includes an un-posted balance.

A "past due" warning message is also displayed if the customer has any open documents that are older than "Current".

When the second screen of information is displayed, you may use one of the options:

Options: [PgUp] to view the previous screen of customer information
[F6] to view notes on file for this customer (follow the screen instructions)

When completed viewing the customer information, press [Tab] and the cursor returns to "Item Number".

28. "Zoom" on an Item (panel function [Z])

Use the **Zoom** panel function to view detailed information on an item during ticket entry.

Select the **Zoom** panel function while the cursor is positioned at "Cus#" on a blank ticket, or at "Qty" for an item, prior to entering the quantity.

If selected at "Cus#", you are asked to enter the number of the item that you wish to view. Enter the item number, or use the option:

Option: [F5] to search for the item by item number, by description, or by a keyword

If you press [F5] to search for the item, the default item search method which you specified in *Configuration options* is displayed as the default search method. Enter the search information, or use one of the options:

Options: [F2] to switch to a different search method
[Tab] to return to "Item Number" without entering search information

The keyword search methods that are available are those which were selected in the *I/C Control information* selection.

After entering search information, the first eight items which match the characters you entered are displayed, along with their categories and sub-categories, and other pertinent information, depending on the search method.

Most search methods display the quantity available (quantity on hand - quantity committed) of the items in the current warehouse, if you are not using two lines of item description for the Find panel function.

Use the [↑][↓] keys to select an item, or enter the line number of the item. You may also use one of the options:

- Options:**
- [PgDn] to view the next eight items which match the characters entered
 - [PgUp] for subsequent pages, to view the previous eight items
 - [Tab] to stop the search process without selecting an item. You may then enter different search information, or press [Tab] again to return to "Item Number".

When the item has been specified, information about the item is displayed in the Window of the screen, such as: the price levels, any sale prices in effect, selling units, quantity available, quantity on hand, quantity committed, and quantity on order. The average, standard, or replacement cost is also shown if specified in the store's configuration options.

If you are using the multi-warehousing feature, the quantity available, quantity on hand, quantity committed, and quantity on order of the item for the store's default warehouse is displayed in addition to the total quantities for "All" warehouses.

You may enter another warehouse code to view the quantities available, on hand, committed and on order at that warehouse, or use one of the options:

- Options:**
- [Enter] to view quantities for the "Central" warehouse
 - [F1] to view quantities for the next warehouse
 - [F5] to view quantities in all warehouses
 - [F6] to view notes on file for this item (follow the screen instructions)
 - [PgUp] to view the next screen of item information

If you press [PgDn], additional item information is displayed for the ticket warehouse, including alternate unit prices, alternate item numbers, and historical quantity sold, quantity returned, sales, and cost statistics.

When the second screen of item information is displayed, you may use one of the options:

- Options:**
- [PgUp] to view the previous screen of item information
 - [F5] to view quantities in all warehouses

[F6] to view notes on file for this item (follow the screen instructions)

Press [Tab] when completed "zooming" in on an item. If the item is not serialized or lot-controlled, the cursor returns to "Cus#" or "Qty" for that item.

If the item is serialized or lot-controlled, you are asked "View serial numbers ?" or "View lots ?".

Answer Y to "View serial numbers ?" to display the item's serial numbers that are unsold and available (not committed or on loan) in the warehouse, along with receiving dates and reference text.

Answer Y to "View lots ?", to display each available lot number for the item in the warehouse, along with the quantity available and reference text.

If you answer N, or when you are completed "zooming" on the serial numbers or lot numbers for the item, the cursor returns to "Cus#" or "Qty" for that item.



Chapter 17

Close Drawer

Introduction

Use this selection to close a drawer in a register. The drawer must be re-opened before sales can be entered for the drawer.

Closing a drawer involves entering a user password, the drawer number, and an ending amount for cash and other tenders. The ending amount for a tender type can also be set to "not counted" if the tender type is defined in *Stores* to allow this option.

A drawer can be automatically closed with "not counted" ending amounts using *End of day (Post)*, if this function is allowed in the store's configuration options.

A user must be authorized to close a specific drawer. The authorization is granted to a user in the *Users* selection.

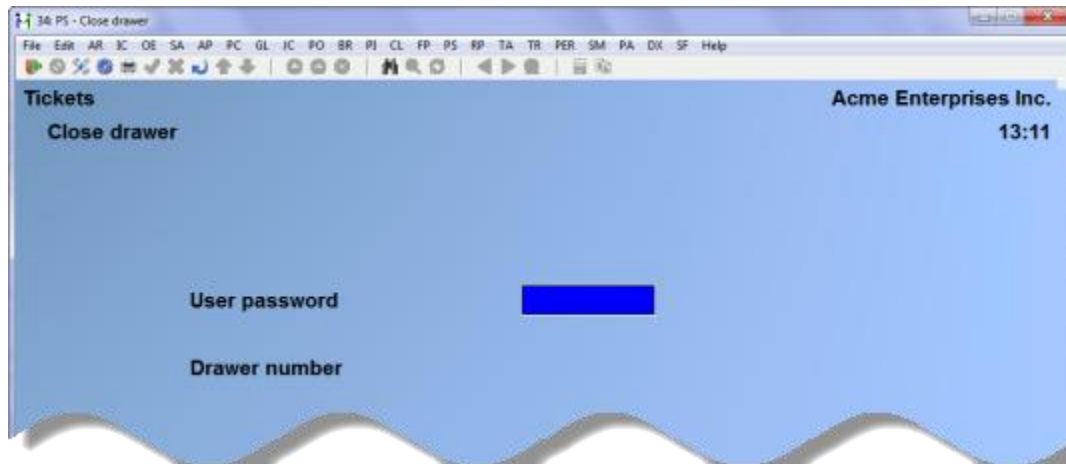
A drawer does not have to be closed by the same user who opened it.

Samco's *Bank Reconciliation* Module can interface with cash receipts from the *Point of Sale* Module. The values entered in *Point of Sale - Tickets - Close drawer*, not the individual transactions themselves, are used for interfacing with Bank Reconciliation.

To Begin

Select *Close drawer* from the *Tickets* menu.

The screen displays as follows:



Enter the information as follows:

User password

Enter your password. Note that the password does not display as you type it.

If the user does not have authorization to close drawers, the message "User not authorized to open/close drawers" displays.

Format: 10 characters

Drawer number

Enter the number of the drawer being closed. The user must be authorized to close the drawer number entered.

Format: 999

Beginning with field number 1, the descriptions of the payment codes defined in the Store file are displayed.

Enter information for each payment code as follows:

1. Cash

Enter the ending amount in the drawer for this payment code, or use one of the options:

Options: [F1] to actually open the cash drawer in order to verify the ending amount

[F2] to indicate "Not counted" for this tender type, if the payment code is defined in *Stores* to allow no-count

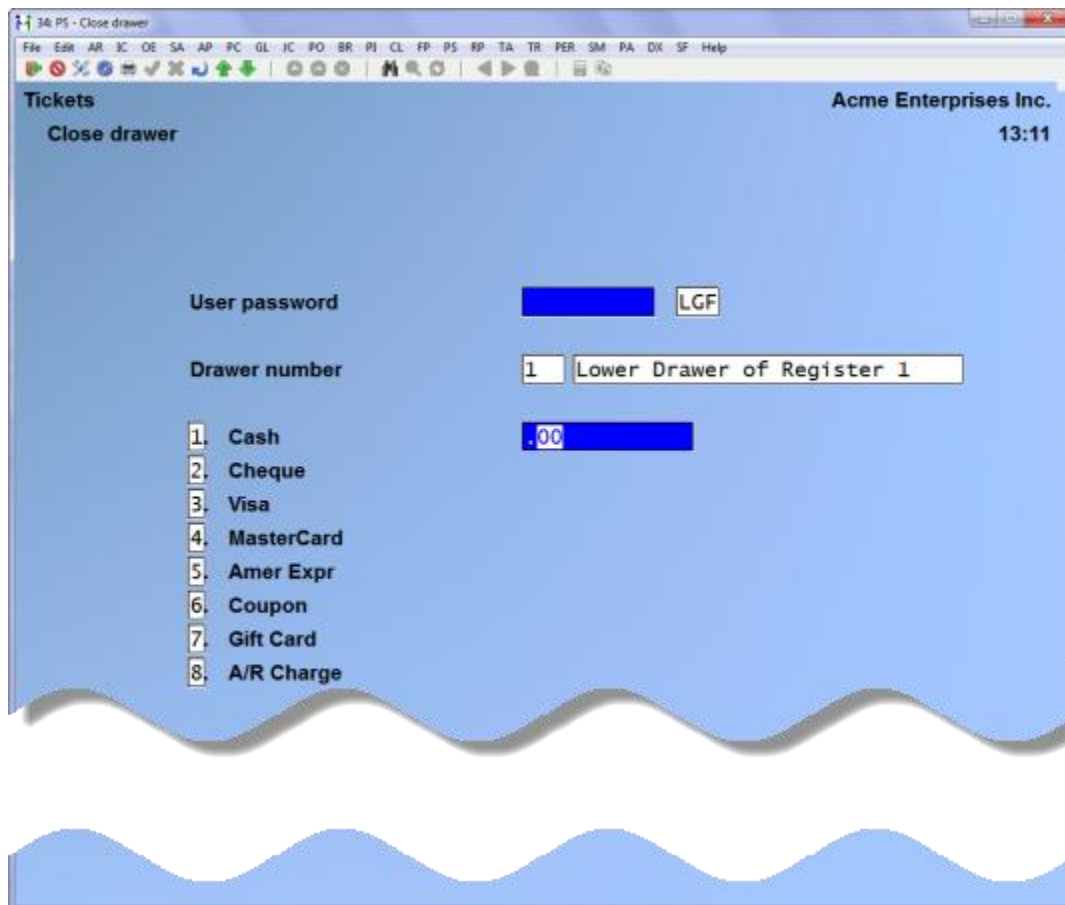
Format: 999,999,999.99-

If you specify "Not counted" for a payment code, its closing amount is set to zero and an overage or shortage amount is not calculated or updated for that tender. If you later re-open and then re-close this drawer prior to running *End of day (Post)*, and enter a closing amount for any previously "not counted" payment code, a message warns you that the payment code was previously not counted.

All payment codes are set to "Not counted" if the drawer is automatically closed using the *End of day (Post)* selection.

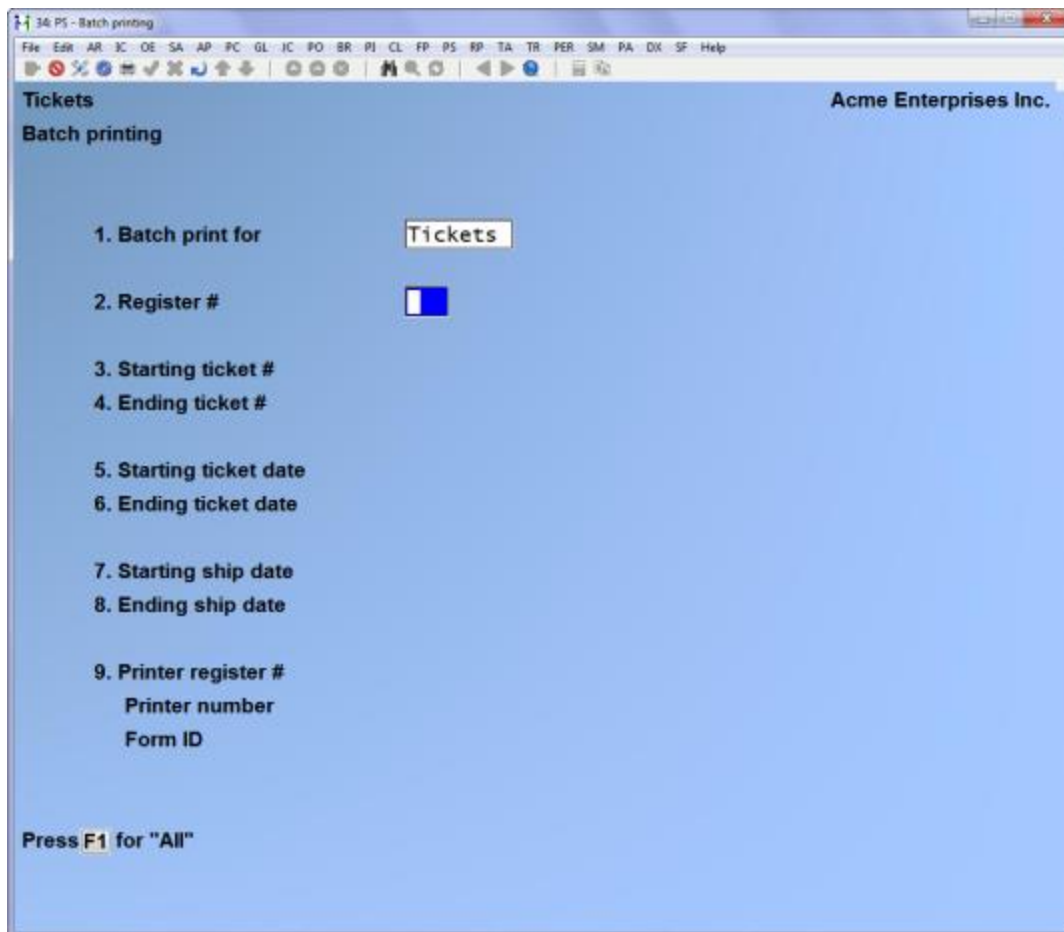
Enter the ending amount for each payment code in the same manner.

The screen now shows:



Make changes as usual to the ending amounts.

The information entered here is printed on the Daily Register Summary and the Daily Payment Listing, and is used to calculate overage and shortage amounts for each payment code.



When batch printing tickets, field number 2 appears as follows:

2. Register number

Enter up to 10 register numbers for which the tickets are to print or use the option:

Option: [F1] to print tickets for "All" registers in a store

Format: 999 for each register

If you press [F1] for "All" registers, an additional field appears:

Store

Enter the store number for which tickets on "All" registers are to be printed.

Format: 999

If you entered [O] or [L] to batch print orders or layaways, field number 2 appears as follows:

2. Order status or Layaway status

Enter the status of the orders or layaways to be printed.

Enter [N] to print "new" orders or layaways that have never been updated by the Orders Report or the Layaways Report.

Enter [C] to print "changed" orders or layaways that have been changed since being updated by the Orders Report or Layaways Report.

Enter [O] to print all "open" orders or layaways, whether updated or not by the Orders Report or Layaways Report.

Refer to the chapter titled *Orders Report*, or *Layaways Report*, for more information on using these reports to update the statuses of orders and layaways.

3. Starting ticket #

4. Ending ticket #

(These fields display "Starting order #" and "Ending order #" if you are batch printing orders, or "Starting layaway #" and "Ending layaway #" if you are batch printing layaways.)

Enter the range of numbers of the tickets, orders, or layaways to be printed or use the option:

Option: [F1] for the "First" ticket, order, or layaway number in the starting field, or for the "Last" ticket, order, or layaway number in the ending field

Format: 999999

5. Starting ticket date

6. Ending ticket date

(These fields display "Starting order date" and "Ending order date" if you are batch printing orders, or "Starting layaway date" and "Ending layaway date" if you are batch printing layaways.)

Enter the range of dates of the tickets, orders, or layaways to be printed, or use the option:

Option: [F1] for the "Earliest" date in the starting field, or for the "Latest" date in the ending field

Format: MMDDYY

7. Starting ship date

8. Ending ship date

(These fields display "Starting due date" and "Ending due date" if you are batch printing layaways.)

Enter the range of ship dates of the tickets or orders to be printed, or the range of next payment due dates of layaways to be printed, or use the option:

Option: [F1] for the "Earliest" date in the starting field, or for the "Latest" date in the ending field

Format: MMDDYY

9. Printer register

Enter the register number whose printer definition is to be used.

If you are printing tickets, and you entered individual register number(s) in field number 2, you may also use the option:

Option: [Enter] for the first register number entered in field number 2

If you are printing orders or layaways, you may use this option:

Option: [Enter] for the order or layaway printer register number, if one was entered in the store's configuration options

Format: 999

Printer number

Enter the number corresponding to the printer device ID for this register on which the tickets, orders, or layaways are to be printed.

? Form ID

Enter the ID of the form to be used to print the tickets, orders, or layaways, or use one of the options:

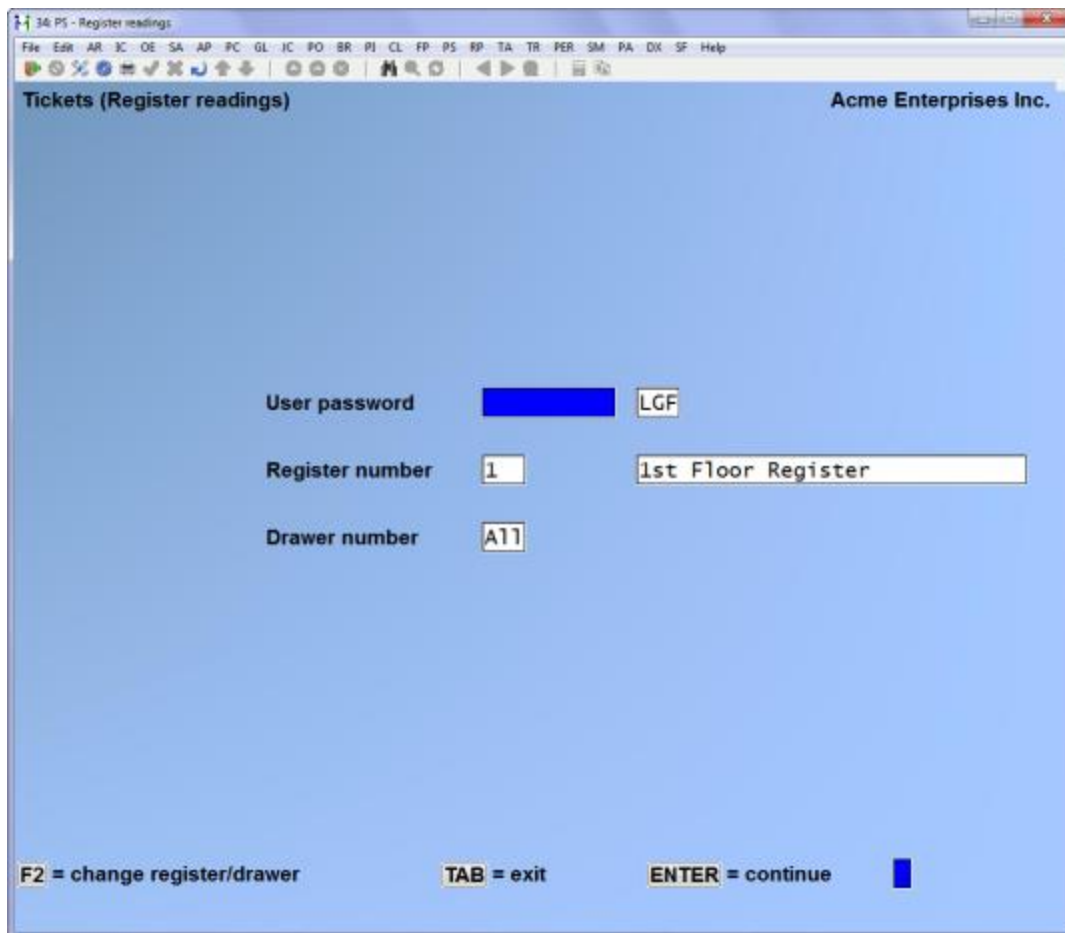
Options: [F1] to scan through the forms in the Forms file

[Enter] to default to the form ID assigned to the specified printer number

An error message is displayed if the "main" form type (ticket, order, or layaway) does not exist for the form ID specified. If additional form types (such as pay-in, pay-on-account, etc.) are not defined for the form ID but are required for printing a ticket, that ticket will not be printed.

You are then asked "Print alignment form?". Answer Y to print a test alignment form filled out with X's and 9's. Answer N when the form alignment is correct, or if you do not wish to print an alignment form.

The tickets, orders, or layaways are then printed on the selected printer for the specified register using the form ID you have entered.



Enter the information as follows:

User password

Enter a valid user password. The password does not display as it is entered.

If you are not authorized to use the *Register readings* selection, the message "User not authorized to use register readings" is displayed.

Format: 10 characters

Register number

Enter the number of the register to be read.

If the user has accessed a drawer in the *Tickets (Enter)* selection, the register number of that drawer appears as a default for this field and "All" appears as the default for "Drawer number".

Press [Enter] to accept the displayed "Register number" and "Drawer number", or use the option:

Option: [F2] to change either the register number or the drawer number

If you press [F2], you can press [F1] at "Register number" or "Drawer number" to use the previous default.

If you specified a consolidated register number in the store's configuration options, register readings should be performed for the individual register(s) rather than the consolidated register.

Format: 999

Drawer number

A default drawer number is displayed if you have accessed a drawer in the *Tickets (Enter)* selection. Press [Enter] to accept the default number, or use the option:

Option: [F2] to change the displayed drawer number

If you press [F2], enter the number of the drawer within the register for which you want a reading, or use one of the options:

Options: [F1] to use the previously displayed drawer number

[Enter] to default to "All" drawers in the register

Format: 999

The register reading screen now appears as follows:

34: PS - Register readings

File Edit AR 3C OE SA AP PC GL IC PO BR PJ CL FP PS RP TA TR PER SM PA DX SF Help

Tickets (Register readings) Acme Enterprises Inc.

Reg# No. of tickets

Drw# Drawers closed

Date Time

Code	Description	Amt-received
Cash	Cash	697.25
Chq	Cheque	.00
Visa	Visa	.00
M/C	MasterCard	.00
Amex	Amer Expr	.00
Coup	Coupon	.00
GC	Gift Card	.00
AR	A/R Charge	.00
Total		697.25

Beginning cash <input type="text" value=".00"/>	Paid in amt <input type="text" value=".00"/>	Net Sales <input type="text" value="191.74"/>
Current balance	Paid out amt <input type="text" value="11.00"/>	Tax <input type="text" value="18.81"/>
Cash <input type="text" value="697.25"/>	Returned amt <input type="text" value=".00"/>	Freight <input type="text" value=".00"/>
Non-cash <input type="text" value=".00"/>	Discount amt <input type="text" value=".00"/>	Total <input type="text" value="210.55"/>

TAB = exit
F2 = order totals
ENTER = next reading

For a drawer, the total amount received of each payment code (as defined in the Store file) is displayed, along with:

- the beginning and current cash amounts
- totals of pay-in and pay-out transactions
- the sum of returned items
- the sum of all discounts given
- the total sales amount
- the total tax amount
- the total "miscellaneous" charges amount, if using
- the grand total of sales plus tax plus "miscellaneous" charges, if using

Press [F2] to see order and layaway information for the drawer. The Sales, Tax, and Total amounts for new orders and layaways are shown, as well as the amount of any deposits or payments applied during the release of order/layaway lines to a ticket.

When you have finished reviewing the register reading information, press [Enter] to specify another register or drawer, or press [Tab] to exit *Register readings*.

Printing End of Day Reports and Posting

Prior to running *Post*, make a backup copy of all data files that are updated during the posting procedure. The affected files include the P/S Ticket Header and Ticket Line files, as well as those named in the Posting Results section below.

IMPORTANT NOTE: It is extremely important to make a backup copy of these data files. If end of day posting terminates abnormally, it is likely that the only means of recovery will be to reload the backup files and run end of day posting again.

To post P/S tickets, select *Post* from the *End of day* menu.

A screen then displays. After completing this screen, it appears similar to this:

The screenshot shows a software window titled "34: PS - End of day" with a menu bar (File, Edit, AR, 3C, DE, SA, AP, PC, GL, IC, PO, BR, PJ, CL, FP, PS, BP, TA, TR, PER, SM, PA, DX, SF, Help) and a toolbar. The main area is blue and contains the text "End of day" and "Post" in the top left, and "Acme Enterprises Inc." in the top right. Below this, it says "Please enter" followed by three numbered items:

- 1. Register number: 1
- Store number: 1 Main Street
- 2. Posting date: 1/22/14
- 3. Cut-off date: "None"

At the bottom left, there is a red text prompt "Field number to change ?" next to a blue square button.

Enter the information as follows:

1. Register number

Enter up to 10 register numbers for which posting is being done. Press [Enter] after typing each number, and press [Enter] twice after typing the last number. You may also use the option:

Option: [F1] to default to "All" registers for a store

All drawers in the registers to be posted must be assigned to the same store and must be closed. Use *Close drawer* to close each drawer.

If you specified in the store's configuration options that drawers can be automatically opened and closed, you may instead press [F2] to automatically close each open drawer in the registers to be posted.

If you press [F2] to automatically close the open drawers, the closing amounts for all payment codes for the drawers are set to "Not counted", and overage/shortage amounts will not be calculated or updated for the drawers and related registers.

If you specified a consolidated register number in the store's configuration options, and you wish to consolidate all ticket information into that register for reporting and historical purposes, you must specify "All" for this field.

Format: 999

Store number

If you entered "All" for "Register number", enter the number of the store for which all registers are being posted.

If you entered a specific register number for "Register number", the store number and name associated with that register is automatically displayed and an entry is not allowed.

Format: 999

2. Posting date

This feature allows the user to post Point of Sale tickets by the date of the ticket rather than the one posting date. At *End of Day* → *Post* the screen now offers a new option at "Posting Date". By pressing [F2] at Posting date, the ticket date will be used as the document date for all postings to Point of Sale, Inventory and Accounts Receivable files. If Ticket dates are used, the "Cut-off date" becomes "Not applicable".

Format: MMDDYY

3. Cut-off date

Enter the cut-off date of the tickets to be posted, or use the option:

Option: [Enter] to default to "None" to post all tickets, regardless of date

If a cut-off date is entered, only tickets with a ticket date on or before the cut-off date will be reported on and posted. Tickets with a ticket date later than the cut-off date remain in the P/S Ticket Header and Ticket Line files.

Format: MMDDYY

Another screen may then appear to warn you of the following conditions, and you are asked if you wish to proceed with posting:

- there are un-posted transactions in the I/C Inventory Transaction file or, if Accounts Receivable is being used, in the A/R Cash Receipts Transaction file
- you specified in the store's configuration options to auto-post inventory and/or cash receipt transactions, and the corresponding posting program is not found

Answer N to discontinue the posting process, or answer Y to proceed with posting. If you answer Y, the transactions created by *End of day (Post)* are added to any existing transactions already in the involved files. If a posting program is not found, the inventory and/or cash receipt transactions are created but not automatically posted.

If there were no warning messages, or if you elect to proceed with posting, the window displays for you to select where to print the end of day reports.

If you specified a consolidated register number in the store's configuration options, and have indicated to post "All" registers for a store, the tickets for the store's registers are then merged into the consolidated register number for reporting and posting.

The ticket data is then sorted for later printing and posting, and ticket costs are updated to reflect the current cost of the items.

The end of day reports selected in the Store file are then printed, using entries made in the *Setup (End of day)* selection. If ticket consolidation has occurred, one set of reports for the consolidation register are produced, reflecting all registers' information.

When the reports complete printing, various files in Inventory Management, Point of Sale, and Accounts Receivable (if using) are updated to include the new ticket information.

If you specified to post "All" registers for a store, using a posting cut-off date of "None", and indicated in the store's configuration options that you wish to "auto-delete" the backup files, the backup files of the P/S Ticket Header and Ticket Line files are deleted.

To complete the posting process, you should also run the *I/C Inventory (Post)* selection. If you selected in the store's configuration options to "auto-post" inventory, these transactions are automatically posted when P/S posting is completed.

If Accounts Receivable is being used, you should also post any A/R cash receipt transactions that may have been created. If you selected in the store's configuration options to "auto-post" A/R cash receipts, these transactions are automatically posted

when P/S posting is completed (or following "auto-posting" of I/C inventory transactions).

Posting Results

Ticket information is removed from the P/S Ticket Header and Ticket Line files and is posted to the following files:

Point of Sale

Store file	Register file
Drawer file	User file
Management History file	Invoice History file
End of Day file (PSEODF)	

Inventory Management

Item file	Status file
Inventory Transaction file	I/C Control file
Serial Transaction file	Serial file
I/C Distribution file (see I/C distribution below)	

Accounts Receivable

Customer file	A/R Codes file
Cash Receipts file	Cash Application file
Sales Rep file	A/R Open Item file
Commissions Due file	A/R Distribution file*
Cash History file*	

* Updated only if auto-posting A/R cash receipts

Purchasing

Inventory History file (updated only if keeping merchandise history)

System Wide

Taxes file

Be sure to backup all of the above files, including the P/S Ticket Header and Ticket Line files, prior to running *End of day (Post)*.

Point of Sale Distributions

Ticket distributions are posted to the I/C Distribution file as described below. Order and layaway distributions are discussed separately. Kit distributions are discussed in the Kits Plus User Manual.

Profit Centres

If you are using profit centres, posting distributions will replace the profit centre for the various accounts (i.e. item sales account, payment type account, paid out account etc.) with the profit centre assigned to the store or ticket only where the account's profit centre is set to be "wild carded".

To refresh you on this subject, when an account's profit centre is set to "wild card" (filled with the * symbol), this section is replaced during posting routines by the profit centre for the transaction.

Where indicated below, the store's or ticket's profit centre is used for the profit centre number only where the profit centre is set to "wild card"; otherwise, the profit centre entered for the account is used.

For example, if you set the profit centre for an item's sales account to "wild card", the *End of day* function will replace the profit centre for the item's sales account during posting with the profit centre assigned to the store (unless changed during ticket entry whereby the ticket's profit centre will be used); i.e. if the store's profit centre is 001 and the item's sales account is 4010-***, the distribution will be made to account number 4010-001. On the other hand, if the profit centre for an item's sales account is preset to a valid section value, the entire account number from the item's record will be used and the profit centre for the store/ticket is ignored.

Sales and Returns

- The item sales account (Item file) is credited (debited for a return). If the profit centre for the item sales account is wild carded, the profit centre for the store/ticket will be used, and
- The account designated for the payment code (Store file) is debited. If the profit centre for the payment code account is wild carded, the profit centre for the store/ticket will be used.
- If an order deposit or layaway payment is released and applied, the account designated for order deposits received or layaway deposits received (Store file) is debited. If the profit centre for the deposit received or layaway deposits received account is wild carded, the profit centre for the store/ticket will be used.

NOTE: Distributions for the "A/R Charge" payment code are posted to the I/C Distribution file, and are made as specified in the Store file (either to the account designated for the payment code, or to the customer's A/R account). A/R open items are automatically created for A/R Charge tickets, as described in the section below titled A/R Charge.

In addition, for non-miscellaneous items, the I/C *Inventory* transactions created by posting tickets will subsequently generate I/C distributions during *Inventory (Post)* as follows:

- The item balance sheet inventory account (Item file) is credited (debited for returns), and
- For sales, the cost of goods sold account (item expense account in the Item file) is debited as the main account number. If the profit centre for any of these accounts is wild carded, the profit centre for the store/ticket will be used.
- For returns, the item credit memo account (Item file) is credited. If the profit centre for this account is wild carded, the profit centre for the store/ticket will be used.

For miscellaneous items, posting results are the same, but no *I/C Inventory* transactions are created.

Sales Taxes

- The accounts assigned to each tax type and taxable code, (if applicable), are credited. If the profit centre for any of these accounts is wild carded, the profit centre for the store/ticket will be used.

Miscellaneous Charges

- The account designated for miscellaneous charges (Store file) is credited. If the profit centre for this account is wild carded, the profit centre for the store/ticket will be used.

Pay-in/Pay-out

- The default pay-in account (Store file) is credited for pay-ins (the default pay-out account is debited for pay-outs). If the profit centre for any of these accounts is wild carded, the profit centre for the store/ticket will be used.
- If you are using pay in/out codes, the G/L account assigned to the code will be debited or credited in the same manner as the above.
- The account designated for the payment code (Store file) is debited for pay-ins (and credited for pay-outs). If the profit centre for this account is wild carded, the profit centre for the store/ticket will be used.

A/R Charge

"Invoice" documents are automatically created in the A/R Open Item file for A/R Charge (pay code 8) sale tickets. "Credit memo" documents are created for return tickets.

If the ticket was also partially paid with one or more payment codes other than A/R Charge, a "Payment" document is also automatically created in the A/R Open Item file for the amount not charged to A/R.

No A/R sales transactions or A/R distributions are created. All distributions for A/R Charge tickets are posted to the I/C Distribution file (as described in the section above titled Sales and Returns).

Payment on A/R Account

- The account designated for the payment code (Store file) is debited. If the profit centre for this account is wild carded, the profit centre for the store/ticket will be used, and
- The primary cash account (A/R Control file) is credited.

A payment on an A/R account creates a cash receipt transaction in the A/R Cash Receipts file. This transaction will subsequently generate A/R distributions during the *Cash Receipts (Post)* selection in the following manner:

- The primary cash account (A/R Control file) will be debited, and
- The accounts receivable account for the customer (Customer file) will be credited.

If required, use Accounts Receivable to change the apply-to number, or to apply the open credit transactions.

Use *Cash Receipts (Enter)* to apply the open credit transactions, or to change the previously specified apply-to number, prior to posting the A/R cash receipts.

Use *Open items (Change apply-to # or due date)* to apply documents after posting.

Editing and posting of the cash receipts is accomplished using Accounts Receivable selections.

Order Deposits and Refunds

Order deposit distributions are posted to the I/C Distribution file as follows:

Deposit/Refund on Order

- The deposits received account (Store file) is credited for deposits and debited for refunds. If the profit centre for either of these accounts is wild carded, the profit centre for the store/ticket will be used.
- The account designated for the payment code (Store file) is debited for deposits and credited for refunds. If the profit centre for either of these accounts is wild carded, the profit centre for the store/ticket will be used.

NOTE: Deposits made using the "A/R Charge" payment code create "Debit memo" documents in the A/R Open Item file. Refunds using "A/R Charge" create "Credit memo" documents.

Cancelled Order

- The deposits received account (Store file) is debited for the amount of any deposits received on the order. If the profit centre for this account is wild carded, the profit centre for the store/ticket will be used.
- The account designated for the payment code (Store file) is credited for any refund. If the profit centre for this account is wild carded, the profit centre for the store will be used.
- The deposits forfeited account (Store file) is credited for any forfeited deposit. If the profit centre for this account is wild carded, the profit centre for the ticket will be used.

Layaway Payments and Refunds

Layaway payment distributions are posted to the I/C Distribution file as described above for order deposits and refunds, except the layaway payments received and forfeited accounts designated in the Store file are debited or credited.

NOTE: Sales distributions for layaways occur when line items are released to a sale ticket and invoiced. THIS IS HANDLED DIFFERENTLY IN VERSION 6.5 PLUS THAN IN EARLIER VERSIONS. If you wish to make accounting entries or sales tax deposits at the time the layaway is created, refer to the chapter titled *Layaways Report*, for a discussion on how to do this.

Hardware Failure During Posting

In the event of a computer failure during posting (as the result of a power outage or other hardware problem), there are two courses of action you may take to complete the posting.

The best method to recover from a hardware failure during posting is to restore all data files that are updated during posting from your backup copies and rerun the posting procedure. If it is necessary to restore from your backup copies, a warning message will display when you attempt to restart the end of day posting process after abnormal termination.

If you are unable to restore the data files from your backup copies, you will need to obtain technical support prior to proceeding. Files may have been partially updated and continued use of the software without corrective action can cause unpredictable results.

Printing End of Day Reports without Posting

Select *Reports* from the *End of day* menu.

A screen then displays. After completing this screen, it appears similar to this:

End of day Reports

Acme Enterprises Inc.

Please enter

1. Register number 1 1st Floor Register
Store number 1 Main Street

2. Reporting date "ticket"

3. Cut-off date (not applicable)

Field number to change ?

Enter the information as follows:

1. Register number

Enter the number of the register for which the report(s) is to be printed.

If you specified a consolidated register number in the store's configuration options, that register number cannot be entered.

Format: 999

Store number

The store number and name associated with the register is automatically displayed and an entry is not allowed.

Format: 999

2. Reporting date

Enter the accounting date for which the report is to be printed.

If you enter a date that is later than the "Period ending date" in the Store file, a warning message displays.

Format: MMDDYY

3. Cut-off date

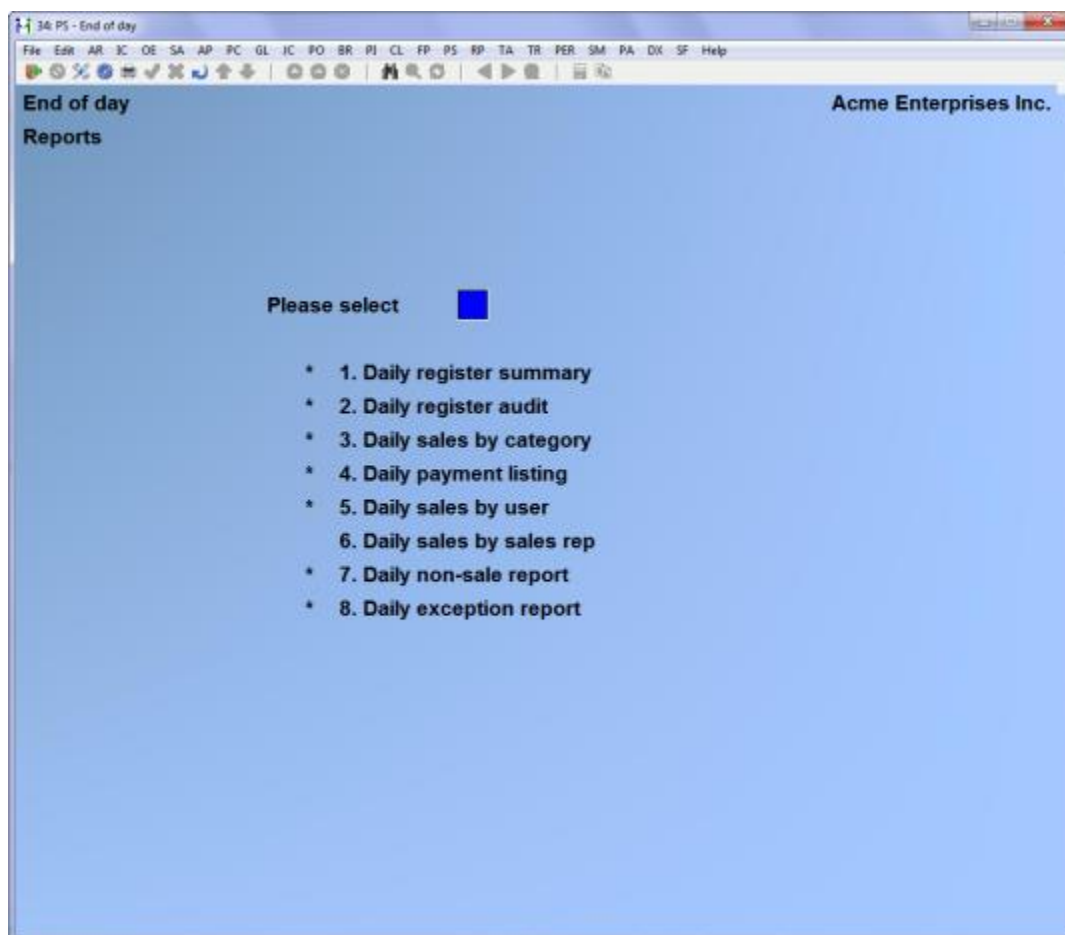
Enter the cut-off date of the tickets to be reported on, or use the option:

Option: [Enter] to default to "None", to report on all tickets, regardless of date

Format: MMDDYY

The register number, reporting date, and cut-off date entered on this screen are used for each individual End of Day report that you select to print prior to exiting the *Reports* selection.

The following screen is then displayed:



An asterisk (*) is shown for those reports which you selected (in *Stores*) to automatically print when *End of Day (Post)* is run.

Select a report to display or print from this menu. When the report has completed, this menu reappears and you may select a different report.

For each report, you are asked questions about the information to show on the report. Default answers automatically display for each question, based on the information entered in *Setup (End of day)*.

Illustrated below are the questions and default entries established for each report when a store is initially set up.

1. Daily register summary

- 1. Print drawer detail ? Y
- 2. Print narrow drawer detail ? N
- 2. Print tax recap ? N

2. Daily register audit

- 1. Print gross profit ? Y
- 2. Print item detail ? Y
- *3. Print components ? N

* If using Kits Plus

3. Daily sales by category

- 1. Print gross profit ? Y
- 2. Print sub-category totals ? Y
- 3. Print item totals ? Y
- 4. Print item detail ? N

4. Daily payment listing

- 1. Print payment detail ? Y
- Include cash detail ? Y
- 2. Print deposit slip ? N

5. Daily sales by user

- 1. Print gross profit ? Y
- 2. Print ticket detail ? Y
- 3. Print item detail ? N
- 4. Print commissions ? N
- 5. Print time analysis ? N

6. Daily sales by sales rep

- 1. Print gross profit ? Y
- 2. Print ticket detail ? Y
- 3. Print item detail ? N
- 4. Print commissions ? N
- 5. Print time analysis ? N

7. Daily non-sale report

- 1. Print returns ? Y
- 2. Print item detail ? Y
- 3. Print pay-ins ? Y
- 4. Print pay-outs ? Y
- 5. Print pay-on-accounts ? N
- 6. Print payment detail ? Y
- 7. Print orders ? N
- 8. Print layaways ? N
- 9. Print ticket detail ? N
- 10. Print item detail ? N
- 11. Print new customers ? N
- 12. Print each on new page? N

8. Daily exception report

- 1. Print price overrides ? Y
- 2. Print commission overrides ? Y
- 3. Print miscellaneous items ? N
- 4. Print changed tax tickets ? Y
- 5. Include reprints/no-prints ? Y
- 6. Print ticket discounts? Y
- 7. Print voided tickets ? Y
- 8. Print register reading count ? N
- 9. Print each on a new page ? N

Make changes as usual. Any changes specified are used only for one printing of the report, and are not saved permanently. Use *Setup (End of day)* to make permanent changes to the default answers. Refer to the chapter titled *End of Day Setup*, for more information on the questions for each report.

A brief description of each report follows.

What Each Report Shows You

The Daily Register Summary provides a summary for each drawer of sales, returns, taxes, and miscellaneous charges. Opening and closing cash is shown, along with tendered amounts and closing amounts for each payment type. A more detailed tax recap can optionally be printed.

The Daily Register Audit shows information for each ticket, including the user, sale amount, return amount, taxes, miscellaneous charges, and payment information. Line item information and component information can optionally be printed.

The Daily Sales by Category report shows sales information for each category, with a recap by category and sub-category. Information for sub-categories and detailed item information can optionally be printed.

The Daily Payment Listing shows totals for each payment type. Tender detail for each ticket and bank deposit slips can optionally be printed.

The Daily Sales by User report shows sales performance for each user. Detailed ticket and item information, commissions, and a time-of-day analysis can optionally be printed.

The Daily Sales by Sales Rep report shows sales performance for each sales rep. Detailed ticket and item information, commissions, and a time-of-day analysis can optionally be printed.

The Daily Non-Sale report shows information on non-sale tickets, such as returns, pay-ins, pay-outs, pay-on-accounts, new orders, order deposits, order cancellations, new layaways, layaway payments, and layaway cancellations. You may also include new A/R customers added during P/S ticket entry.

The Daily Exception report shows ticket information for exceptions such as price overrides, commission overrides, miscellaneous items, tax changes, reprinted or unprinted tickets, ticket discounts, and voided tickets.



Chapter 21

Management History Report

Introduction

Point of Sale management history reports provide you with the ability to review Point of Sale history in detail or summary with optional comparative figures for the following types of information:

- by register
- by item category
- by payment code
- by user
- by sales rep
- by tax

Each type of P/S management history information for a store is available only if you indicated that it should be retained in the *Setup (End of day)* selection.

If comparative figures are requested, a detailed report includes totals for the range of comparison dates entered, the net change and the percentage increase over the comparison period.

Samples of each management history report are shown at the back of this chapter.

Register History Report

For the range of registers and reporting dates specified, the detailed Register History Report prints one line for each register for each date, showing:

- posting or compression date
- number of tickets processed for each register
- total sale amount for each register
- gross profit amount and percent
- totals of each of the above for each register

Grand totals are printed for all registers included in the report.

A summary report contains totals for each register, comparative totals (if requested), and grand totals for all registers in the report.

The optional time-of-day analysis shows the sales and tickets on each register, using the time slots defined in *Stores*.

If you specified a consolidated register number in the store's configuration options, and subsequently posted ticket information for individual registers to the consolidated register, the register history information is retained under the consolidated register number.

Category History Report

For the range of categories and reporting dates specified, the detailed Category History Report prints one line for each category for each date showing:

- posting or compression date
- number of line items processed
- number of pieces sold
- total sale amount
- gross profit amount and percent
- totals of each of the above for each category

Grand totals are printed for all categories included in the report.

A summary report contains totals for each category, comparative totals (if requested), and grand totals for all categories in the report.

The optional time-of-day analysis shows the sales and tickets in each category, using the time slots defined in *Stores*.

NOTE: Kits Plus components are not reported in category history.

Payment History Report

For the range of payment codes and reporting dates specified, the detailed Payment History Report prints one line for each payment code for each date showing:

- posting or compression date
- number of times each payment code was processed
- total amount received of each payment code
- totals of each of the above for each payment code

Grand totals are printed for all payment codes included in the report.

A summary report contains totals for each payment code, comparative totals (if requested), and grand totals for all payment codes in the report.

User History Report

For the range of users and reporting dates specified, the detailed User History Report prints one line for each user for each date showing:

- posting or compression date
- number of tickets processed for each user
- total sale amount for each user
- gross profit amount and percent
- totals of each of the above for each user

Commissions may be optionally printed. If you select to print commissions, the total commission amount for each user is also shown.

Grand totals are printed for all users included in the report.

A summary report contains totals for each user, comparative totals (if requested), and grand totals for all users in the report.

The optional time-of-day analysis shows the sales and tickets for each user, using the time slots defined in *Stores*.

Sales Rep History Report

For the range of sales reps and reporting dates specified, the detailed Sales Rep History Report prints one line for each sales rep for each date showing:

- posting or compression date
- number of tickets processed for each sales rep
- total sale amount for each sales rep
- gross profit amount and percent
- totals of each of the above for each sales rep

Commissions may be optionally printed. If you select to print commissions, the total commission amount for each sales rep is also shown.

Grand totals are printed for all sales reps included in the report.

A summary report contains totals for each sales rep, comparative totals (if requested), and grand totals for all sales reps in the report.

The optional time-of-day analysis shows the sales and tickets for each sales rep, using the time slots defined in *Stores*.

Tax History Report

For the range of tax groups and reporting dates specified, the detailed Tax History Report prints one line for the tax type specified for each date showing:

- posting or compression date
- number of tickets processed for each tax type by group
- total sale amount
- total taxable part of the sale amount
- total non-taxable part of the sale amount
- total amount of tax charged on taxable sale amount
- total amount of default ("normal") tax that would have been charged on taxable sale amount
- totals of each of the above for each tax type by group

Grand totals are printed for all tax types included in the report.

A summary report contains totals for each tax type, comparative totals (if requested), and grand totals for all tax types in the report.

Printing the Management History Reports

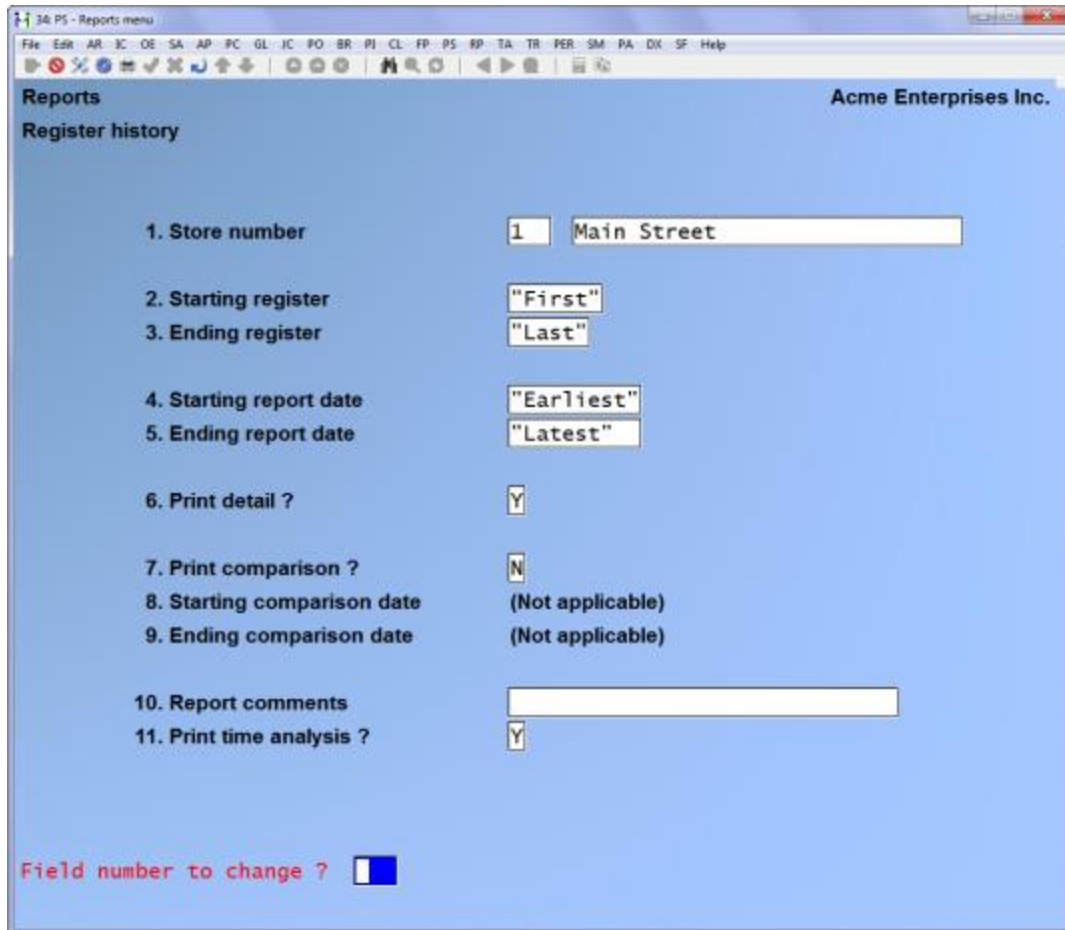
The screens for printing the management history reports are all very similar. The section below describes the fields that display on the screens, using the Register History Report as an example. Following that section, a completed screen for each management history report is shown.

To Begin

Select *Register history* from the *Reports* menu.

Register History Report

A screen then displays. After completing this screen, it appears similar to this:



Enter the information as follows:

1. Store number

Enter the store number for which the report is to be printed.

Format: 999

2. Starting [register, category, etc.]

3. Ending [register, category, etc.]

Enter the range of registers (categories, payment codes, users, sales reps, or tax codes) in the History file to be included in the report. Follow the screen instructions.

4. Starting report date

5. Ending report date

Enter the range of dates of the sales to be included in the report. Follow the screen instructions. The dates refer to the posting date entered when the tickets were posted, or the compression date if the register records have been compressed.

Format: MMDDYY

6. Print detail ?

Answer Y to print the detail for each day.

7. Print comparison ?

Answer Y to print totals for the comparison period, along with the net change and percent of increase, for the range of comparison dates which you enter in the next two fields.

If you entered "Earliest" for "Starting report date" and "Latest" for "Ending report date", this field defaults to N and an entry is not allowed here or in the next two fields.

8. Starting comparison date

9. Ending comparison date

Enter the range of dates of the sales to be included in the comparison period. Follow the screen instructions.

If you enter an "Ending comparison date", it may not be earlier than the "Starting comparison date".

If you answered N to "Print comparison ?", or if you selected "Earliest" and "Latest" for the starting and ending report dates, these fields are skipped.

Format: MMDDYY

10. Report comments

Enter any comments to be printed on the report.

The comments print under the report title on each page of the report, and are useful for further identifying the report.

Format: 30 characters

Field number 11 appears for the Register History, Category History, User History, and Sales Rep History reports as follows:

11. Print time analysis ?

Answer Y to print an analysis of sales and tickets for each register (category, user, or sales rep), using the time slots defined in *Stores*.

Field number 11 appears for the Tax History as follows:

? 11. Tax type

Enter the tax type to print for the range of tax groups specified above.

Field number 12 appears for the User History and Sales Rep History reports.

12. Print commissions ?

Answer Y to print commission information for each user or sales rep.

The screenshot shows a window titled "34: PS - Reports menu" for "Acme Enterprises Inc." The window contains a list of report options (1-21) with their respective settings. The settings are as follows:

Field Number	Field Name	Value
1	Starting order #	"First"
2	Ending order #	"Last"
3	Starting order date	"Earliest"
4	Ending order date	"Latest"
5	Starting ship date	"Earliest"
6	Ending ship date	"Latest"
7	Starting item #	"First"
8	Ending item #	"Last"
9	Starting reference	"First"
10	Ending reference	"Last"
11	Starting cust name	"First"
12	Ending cust name	"Last"
13	Order status	B New/changed
14	Print report ?	Y
15	Purge/update ?	N
16	Report sequence	Customer name
17	Print item detail ?	Y
18	Show gross profit ?	Y
19	1 cust per page ?	Y
20	Warehouse	"All"
21	Print notes?	N

At the bottom left, there is a red text prompt: "Field number to change ?" followed by a blue square icon.

Enter the information as follows:

1. Starting order #
2. Ending order #

Enter the range of order numbers to be included on the report/update. Follow the screen instructions.

Format: 999999

3. Starting order date
4. Ending order date

Enter the range of dates of the orders to be included in the report/update. The dates refer to the date the order was created.

Format: MMDDYY

5. Starting ship date
6. Ending ship date

Enter the range of ship dates of the orders to be included in the report/update. Follow the screen instructions.

Format: MMDDYY

? 7. **Starting item #**

? 8. **Ending item #**

Enter the range of item numbers to be included in the report/update. Follow the screen instructions.

If a specific item number range is entered, only orders containing the specified items are shown.

Format: 15 characters

9. **Starting reference**

10. **Ending reference**

Enter the range of item references to be included in the report/update. Follow the screen instructions.

Format: 15 characters

If a specific range of references is entered, only orders containing items with the specified reference text are shown.

11. **Starting cust name**

12. **Ending cust name**

Enter the range of customer names for who orders are to be printed/updated, or use one of the options:

Options: [F1] for the "First" customer in the starting field, or the "Last" customer in the ending field

[F2] to enter a range of customer numbers

13. **Order status**

Enter the letter corresponding to the status of the orders to be included in the report/update.

Enter **N** to include "new" orders which have been entered since the Orders Report was last run using the "purge/update" option.

Enter **C** to include "changed" orders which have changed in some way since the Orders Report was last run using the "purge/update" option.

Enter **B** to include both orders with statuses of "new" or "changed".

Enter **O** to include all "open" orders (orders that are not closed -see below).

Enter X to include all orders that are cancelled or completed (no items or deposits remain on the orders).

An order can either be "open" or "closed". "Open" orders can either be "new", "changed", or simply "open". After being updated by the purge/update function, "new" and "changed" orders become simply "open". If an "open" order is then modified, it becomes "changed".

"Closed" orders are either "completed" or "cancelled". A "completed" order has been through the release process, and has no items or deposits remaining on order. A "cancelled" order has been through the cancellation process, and has no items or deposits remaining on order.

A "new" order that is revised before being updated with this function is reported as "new", and shows any revised information entered after initial entry.

A "closed" order that was "changed" but "closed" before it was updated, shows any revised information entered before it was "closed".

Only "open" orders within the ranges specified in field numbers 1 through 12 that have the status entered here will be printed or updated.

Note that "closed" orders print on the report only if X is entered for "Order status". However, regardless of the "Order status" entered, they are included in the recap section of the report and are purged (if purge/update is selected below) if they fall within the ranges specified in field numbers 1 through 12.

14. Print report ?

Answer Y to print the Orders Report, or answer N to perform only the "purge/update" function.

15. Purge/update ?

Answer Y to perform a purge/update for the range of orders specified, or answer N to only print the Orders Report.

If you answered N to "Print report ?", this field automatically defaults to Y and an entry is not allowed.

If you answered N to "Print report ?", field numbers 16 through 19 display "(Not appl)" and entries are not allowed.

16. Report sequence

Enter the letter corresponding to the sequence in which the report is to be printed.

Enter O to print the report in sequence by order number.

Enter **C** to print the report in sequence by customer number.

Enter **N** to print the report in sequence by customer name.

Enter **I** to print the report in sequence by item number.

Enter **S** to print the report in sequence by ship date.

Enter **R** to print the report in sequence by item reference.

17. Print item detail ?

Enter **Y** to print item detail, or **N** to print order information only.

If you answer **Y**, a report printed in sequence by order number, customer number, customer name, or ship date shows line item detail. For each item on an order, the item number, description, quantity ordered, unit price, extended price, and reference text is shown. If you are using Kits Plus, any components are also printed.

A report printed in sequence by item number or reference shows information on each order which contains the item or reference text. For each order, the information includes: quantity ordered, unit price, extended price, order number and date, customer, ship date, ship via method, user, sales rep and warehouse.

If you answer **N**, a report printed in sequence by order number, customer number, customer name, or ship date shows order totals only, with no line item detail.

A report printed in sequence by item number or reference shows, for each warehouse, the total number of lines for the item (or reference text) on all orders, the oldest order date, and the earliest ship date.

18. Show gross profit ?

Answer **Y** to print the gross profit percentage of each order, or answer **N** if you do not wish the gross profit percentage to appear.

19. 1 (order) per page ?

Answer **Y** to print one record type (order, customer, item number, ship date, or item reference text) per page, or press [Enter] to default to **N**.

If you answer **Y**, each new order (customer, etc.) begins on a new page.

If you are using multi-warehousing, the following field appears:

? 20. Warehouse

Enter the warehouse for which you want information shown on the report. Enter a code or use one of these options:

Options: [Enter] for the "Central" warehouse

[F1] for "All" warehouses

Format: 2 characters

An order is printed on the report if it falls within the ranges entered in the fields above, and the warehouse for the order is the same as that entered here.

If you answered Y to "Purge/update ?", a message displays "Order statuses will be updated, and completed and cancelled orders will be purged.", and you are asked "Are you sure ?".

If you answer Y, new and changed orders will be updated to become simply "open". In addition, cancelled and completed orders will be purged from the file.

If you specified to print the report, the Orders Report is then printed.

If you selected to perform the purge/update, orders are updated if they have the designated status and are within the ranges specified in field numbers 1 through 12. "Cancelled" and "completed" orders are purged if they are within the ranges specified.

21. Print notes ?

Answer Y if you wish the notes entered on individual orders by using the [F6] function on the orders screen to print on the report, otherwise enter N.

Recap Section of Report

The recap section of the report provides two types of information for the range of orders specified: current totals for the orders, and order activity since the last purge/update was run.

The current totals and order activity information are shown for six groups of orders:

Reported	orders that are printed in the Detail or Summary section of the report.
New	orders with a current status of "new".
Changed	orders with a current status of "changed".
Open	orders with a current status of "open". "New" and "changed" order totals are also included in this group.
Completed	orders with a current status of "complete".
Cancelled	orders with a current status of "cancelled".

Note that the last five groups include information for orders within the specified range, even if those orders were not printed in the Detail or Summary sections of the report.

The current totals shown for each group include the number of orders, number of ordered lines, sale amount, total amount, deposit amount, and balance.

The order activity information shown for each group reflects changes since the last update was performed, and includes the increase in sale amount, decrease in sale amount, and sale amount of released items.

A "new" order that has been cancelled or completed must be processed by the *End of day (Post)* selection prior to being purged. A message is printed at the end of the recap if any cancelled or completed orders are excluded from the Orders report for this reason.

The current section of the recap can be reconciled to the last recap when a purge/update was performed by using the following formula:

Current recap "Open" orders Sale Amount =

Last recap "Open" orders Sale Amount

+ current recap Sale-amt Increases for Open, Completed, Cancelled
- current recap Sale-amt Decreases for Open, Completed, Cancelled

34: PS - Reports menu

File Edit AR 3C OE SA AP PC GL IC PO BR PI CL FP PS RP TA TR PER SM PA DK SF Help

Reports Acme Enterprises Inc.

Holds

1. Report sequence Customer name

2. Print detail ? Y

3. Starting customer name "First"

4. Ending customer name "Last"

5. Starting ticket date "Earliest"

6. Ending ticket date "Latest"

7. Warehouse "All"

Field number to change ? ■

Enter the information as follows:

1. Report sequence

Enter C to print the report in order by customer name, H by hold-ID, or I by item number.

2. Print detail ?

Answer Y to print a detailed report showing all items on each hold ticket for a report printed in customer name or hold-ID order. The summary report does not include item information on each ticket.

A detailed report printed in item number sequence shows information on each item (within the range of specified items) on each ticket that is included in the report, with totals for each item number. If you are using Kits Plus, any components are also printed on a detailed report. The summary report prints only item number totals for the range of items specified.

Field numbers 3 and 4 request the starting and ending range of records to print, depending on the report sequence specified in field number 1.

If you indicated that the report should print in customer name sequence, field numbers 3 and 4 appear as follows:

- 3. Starting customer name**
- 4. Ending customer name**

Enter the range of customers for who hold tickets are to be printed. Follow the screen instructions.

If you indicated that the report should print in hold-ID sequence, field numbers 3 and 4 appear as follows:

Format: 25 characters

- 3. Starting hold-ID**
- 4. Ending hold-ID**

Enter the range of hold-ID's to be printed. Follow the screen instructions.

Format: 999999

If you indicated that the report should print in item number sequence, field numbers 3 and 4 appear as follows:

- ? 3. Starting item number**
- ? 4. Ending item number**

Enter the range of item numbers for which hold tickets are to be printed. Only hold tickets which contain those item numbers are printed. Follow the screen instructions.

- 5. Starting ticket date**
- 6. Ending ticket date**

Enter the range of dates of the tickets to be included in the report. The dates refer to the date the ticket was put on hold.

Format: MMDDYY

If you are using multi-warehousing, the following field appears:

- ? 7. Warehouse**

Enter the warehouse for which you want information shown on the report. Enter a warehouse code or use one of the options:

- Options:** [Enter] for the "Central warehouse"
[F1] for "All" warehouses

A ticket is included on the report if it falls within the ranges entered in fields above, and the warehouse for the ticket is the same as that entered here.



Chapter 24

Layaways Report

Introduction

Use this selection to print a report of layaways. The Layaways Report allows you to review open layaways, using a wide variety of report formats, and several different reporting sequences.

A purge/update function is included to purge completed and cancelled layaways, and to update the status of selected layaways. The report can optionally include only those layaways that have changed since the last time the update was performed.

A recap section of the report is also printed, showing the current status for the specified range of layaways, and a summary of what has happened since the last purge/update was performed.

A second recap provides sales, tax, and cost information organized by tax code. An explanation at the end of this chapter describes how to use this recap for accounting and tax reporting purposes, if you require such reports for newly created layaways.

To Begin

Select *Layaways* from the *Reports* menu.

Printing the Layaways Report

A screen then appears. After completing this screen, it appears similar to this:

Field #	Field Name	Value
1	Starting layaway #	"First"
2	Ending layaway #	"Last"
3	Starting lay date	"Earliest"
4	Ending lay date	"Latest"
5	Starting nxt-pmt date	"Earliest"
6	Ending nxt-pmt date	"Latest"
7	Starting item #	"First"
8	Ending item #	"Last"
9	Starting reference	"First"
10	Ending reference	"Last"
11	Starting cust name	"First"
12	Ending cust name	"Last"
13	Layaway status	B New/changed
14	Print report ?	Y
15	Purge/update ?	N
16	Report sequence	Cust number
17	Print item detail ?	Y
	Print pmt history ?	Y
18	Show cost ?	Y
19	1 cust per page ?	N
20	Warehouse	"A11"

Field number to change ?

Enter the information as follows:

1. Starting layaway #
2. Ending layaway #

Enter the range of layaway numbers to be included on the report/update. Follow the screen instructions.

Format: 999999

3. Starting lay date
4. Ending lay date

Enter the range of dates of the layaways to be included in the report/update. The dates refer to the date the layaway was created.

Format: MMDDYY

5. Starting nxt-pmt date

6. Ending nxt-pmt date

Enter the range of next payment dates of the layaways to be included in the report/update. Follow the screen instructions.

Format: MMDDYY

? 7. Starting item #

? 8. Ending item #

Enter the range of item numbers to be included in the report/update. Follow the screen instructions.

If a specific item number range is entered, only layaways containing the specified items are shown.

Format: 15 characters

9. Starting reference

10. Ending reference

Enter the range of item references to be included in the report/update. Follow the screen instructions.

If a specific range of references is entered, only layaways containing items with the specified reference text are shown.

Format: 15 characters

11. Starting cust name

12. Ending cust name

Enter the range of customer names for who, layaways are to be printed/updated or use one of the options:

Options: [F1] for the "First" customer in the starting field, or the "Last" customer in the ending field

[F2] to enter a range of customer numbers

Format: 25 characters

13. Layaway status

Enter the letter corresponding to the status of the layaways to be included in the report/update.

Enter **N** to include "new" layaways which have been entered since the Layaways Report was last run using the "purge/update" option.

Enter **C** to include "changed" layaways which have changed in some way since the Layaways Report was last run using the "purge/update" option.

Enter **B** to include both layaways with statuses of "new" or "changed" (see above).

Enter **O** to include all "open" layaways (layaways that are not closed -see below).

Enter **X** to include all layaways that are cancelled or completed (no items or payments remain on the layaways).

A layaway can either be "open" or "closed". "Open" layaways can either be "new", "changed", or simply "open". After being updated by the purge/update function, "new" and "changed" layaways become simply "open". If an "open" layaway is then modified, it becomes "changed".

"Closed" layaways are either "completed" or "cancelled". A "completed" layaway has been through the release process, and has no items or payments remaining on layaway. A "cancelled" layaway has been through the cancellation process, and has no items or payments remaining on layaway.

A "new" layaway that is revised before being updated with this function is reported as "new", and shows any revised information entered after initial entry.

A "closed" layaway that was "changed" but "closed" before it was updated, shows any revised information entered before it was "closed".

Only "open" layaways within the ranges specified in field numbers 1 through 12 that have the status entered here will be printed or updated.

Note that "closed" layaways print on the report only if X is entered for "Layaway status". However, regardless of the "Layaway status" entered, they are included in the recap section of the report and are purged (if purge/update is selected below) if they fall within the ranges specified in field numbers 1 through 12.

14. Print report ?

Answer **Y** to print the Layaways Report, or answer **N** to perform only the "purge/update" function.

15. Purge/update ?

Answer **Y** to perform a purge/update for the range of layaways specified, or answer **N** to only print the Layaways Report.

If you answered **N** to "Print report ?", this field automatically defaults to **Y** and an entry is not allowed.

If you answered N to "Print report ?", field numbers 16 through 19 display "(Not appl)" and entries are not allowed.

16. Report sequence

Enter the letter corresponding to the sequence in which the report is to be printed.

Enter **L** to print the report in sequence by layaway number.

Enter **C** to print the report in sequence by customer number.

Enter **N** to print the report in sequence by customer name.

Enter **I** to print the report in sequence by item number.

Enter **P** to print the report in sequence by next payment due date.

Enter **R** to print the report in sequence by item reference.

17. Print item detail ?

Enter Y to print item detail, or N to print layaway information only.

If you answer Y, a report printed in sequence by layaway number, customer number or name, or next payment due date shows line item detail. For each item on a layaway, the item, layaway quantity, unit, price, extended price, and reference text are shown. If you are using Kits Plus, any components are also printed.

A report printed in sequence by item number or reference shows information on each layaway which contains the item or reference text. For each layaway, the information includes: quantity in layaway, unit, unit price, extended price, layaway number and date, customer, next payment due date and description, user, sales rep and warehouse.

If you answer N, a report printed in sequence by layaway number, customer number, customer name, or next payment due date shows layaway totals only, with no line item detail.

A report printed in sequence by item number or reference shows, for each warehouse, the total number of lines for each item (or reference text) on all layaways, the oldest layaway date, and the earliest next payment due date.

If you answer Y to "Print item detail ?", and select to print the report in sequence by layaway number, customer number or name, or next payment due date, an additional field appears:

Print pmt history ?

Answer Y to print the payment history for each layaway, or answer N if you do not wish payment information to appear.

If you answer Y, the payment code, amount, date, and description is shown for each payment or refund on each layaway.

18. Show cost ?

Answer Y to print the total cost of each layaway, or answer N if you do not wish the cost to appear.

If you selected to print the report in sequence by item number or reference, "(Not appl)" displays for this field and an entry is not allowed.

19. 1 (lay) per page ?

Answer Y to print one record type (layaway, customer, item number, next payment due date, or item reference text) per page, or press [Enter] to default to N.

If you answer Y, each new layaway (customer, etc.) begins on a new page.

If you are using multi-warehousing, the following field appears:

? 20. Warehouse

Enter the warehouse for which you want information shown on the report. Enter a code or use one of these options:

Options: [Enter] for the "Central" warehouse

[F1] for "All" warehouses

A layaway is printed on the report if it falls within the ranges entered in the fields above, and the warehouse for the layaway is the same as that entered here.

If you answered Y to "Purge/update ?", a message displays "Layaway statuses will be updated, and completed and cancelled layaways will be purged.", and you are asked "Are you sure ?".

If you answer Y, new and changed layaways will be updated to become simply "open". In addition, cancelled and completed layaways will be purged from the file.

If you specified to print the report, the Layaways Report is then printed. A sample of this report is included at the end of this chapter.

If you selected to perform the purge/update, layaways are updated if they have the designated status and are within the ranges specified in field numbers 1 through 12. "Cancelled" and "completed" layaways are purged if they are within the ranges specified.

Recap Sections of Report

Two recap sections are included in the report.

The first recap section provides two types of information for the range of layaways specified: current totals for the layaways, and layaway activity since the last purge/update was run.

The second recap section provides sales, tax, and cost information, by tax group, for the range of layaways specified. Information shown includes current totals for the layaways, totals as of the last time the purge/update was run, and the net change.

Sales Activity Recap

Totals of the current sales activity are shown for six groups of layaways:

Reported	layaways that are printed in the Detail or Summary section of the report
New	layaways with a current status of "new"
Changed	layaways with a current status of "changed"
Open	layaways with a current status of "open". "New" and "changed" layaway totals are also included in this group.
Completed	layaways with a current status of "complete"
Cancelled	layaways with a current status of "cancelled"

Note that the last five groups include information for layaways within the specified range, even if those layaways were not printed in the Detail or Summary sections of the report.

The current totals shown for each group include the number of layaways, number of lines in layaway, sale amount, total amount, payment amount, and balance.

The layaway activity information shown for each group reflects changes since the last update was performed, and includes the increase in sale amount, decrease in sale amount, and sale amount of released items.

A "new" layaway that has been cancelled or completed must be processed by the *End of day (Post)* selection prior to being purged. A message is printed at the end of the recap if any cancelled or completed layaways are excluded from the Layaways report for this reason.

The "Current-layaway-status" portion of this recap can be reconciled to the last recap when a purge/update was performed by using the following formula:

Current recap "Open" layaways Sale Amount =

Last recap "Open" layaways Sale Amount
+ current recap Sale-amt Increases for Open, Completed, Cancelled
-current recap Sale-amt Decreases for Open, Completed, Cancelled

Tax Recap

Current, previous, and net change totals for sales and tax are shown for each tax group and type. Information is shown for layaways within the specified range, even if those layaways were not printed in the Detail or Summary sections of the report.

The totals shown for each tax group / type include the number of layaways, number of lines in layaway, sale amount, tax amount, miscellaneous charges amount (if using), layaway amount, taxable amount, line item tax, line item taxable amount, payment amount, and balance. Total cost is also printed if you selected to show costs.

The following tax information is shown for each tax type within a group:

Tax Amount	all taxes, including those related to the tax group, and those related to line item taxes
Taxable Amount	taxable amount related to the tax type (which includes any taxable amount related to line item taxable codes)
Line-txbl	Amount taxable amount related to line item taxes and taxable codes
Line-tax Amount	line item taxes and taxable codes

When line items are released from a layaway to a ticket and invoiced, normal sales and cost distributions are made during *End of day (Post)*.

The system automatically makes distributions for layaway payments, refunds, and forfeitures.

If you wish to also make distribution entries for layaway sales, taxes, and costs at the time a layaway is created (or edited, released, cancelled, etc.), use the information supplied in this tax recap to calculate and make manual entries in your general ledger, as described below.

Run the report periodically, using the purge/update option. Assuming that the net change is an increase, make accounting entries from the tax recap section as follows:

- Debit "Layaway Receivables" by the sum of Net-chng Sale Amount, Net-chng Tax Amounts, and Net-chng Misc Amount
- Credit "Layaway Sales" by the Net-chng Sale Amount

- Credit "Layaway Tax" by the Net-chng Tax Amounts
- Credit "Layaway Misc" by the Net-chng Misc Amount
- Debit "Layaway Inventory" by the Net-chng Tot-cost
- Credit "Layaway Inventory Offset" by the Net-chng Tot-cost

New layaways cause the Net-chng Sale Amount (and other amounts) to increase. Changes to layaways can increase or decrease the amounts. Releases and cancellations usually decrease the amounts.

Note that for every entry you make in these accounts for a new layaway, you will later reverse out that entry when the layaway is completed or cancelled.

It is a good practice to periodically review the balances in your "Layaway Receivables" and "Layaway Inventory" accounts for any variance from the "Current" figures on the report. Any discrepancies require adjusting entries to be made to those accounts, and offsetting adjustments to be made to the corresponding accounts ("Layaway Sales", "Layaway Tax", "Layaway Misc", and "Inventory").



Chapter 25

Tax Collected

Introduction

Use this function to report on taxes collected from the sales of goods and services through Point of Sale or the billing modules (Accounts Receivable, Billing, and Professional Invoicing).

When a transaction occurs where a tax is charged, one or more records are written to a file. Each record contains such information as the invoice number, the customer, the sale amount, the tax group applied to the transaction, the taxable amount, and the taxes charged.

In order to report the necessary information, the system sorts the different taxes collected by the type of tax (GST, provincial etc.) and which tax group the tax type belonged to when it was collected. For example, if GST and PST are collected from a customer who belonged to tax group BC (B.C. Taxes), one record would be written out for the GST belonging to BC and one record for PST belonging to BC. If GST and PST are collected from a customer who belonged to tax group SK (Saskatchewan Taxes), one record would be written out for the GST belonging to SK and one record for PST belonging to SK.

When reporting the taxes, you tell the system (using this function) which type of tax you wanted to report on and for what group. Using the previous example you would print one report for tax type GST for all groups since it is a national tax and unaffected by provincial borders. For the PST you would print out one report for tax type PST for the BC tax group and one for the SK tax group.

We recommend that you review the chapter titled *Taxes* in the *System Functions* manual.

To Begin

Select *Reports* from the P/S main menu. From the next screen, choose *Tax collected*. The following screen appears:

34 P/S - Reports menu

File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER SM PA DK SF Help

Reports Acme Enterprises Inc.

Tax collected

Please enter

1. Start date
2. End date
3. Which date ?
4. Purge file?
5. Print invoice detail?
6. Tax type
7. Tax group

Press F1 for "Earliest"

Enter the following information:

1. Start date
2. End date

Specify the range of dates of transactions to report. Whether these dates are the actual invoice date or the posting date is determined by the next field.

Follow the screen instructions.

Format: MMDDYY

3. Which date ?

Enter D to use the actual document date or P for the document's posted date.

The posted date option is most useful where you want to report on a specified period of time but do not want to purge the transactions. This allows you to report on the period of time the transactions were physically processed rather than their document date.

We strongly recommend using the posting date if you are not planning on purging the tax collected file.

4. Purge file ?

Answer Y if you wish to permanently remove the transactions that are reported.

The system is designed in such a way that you DO NOT have to purge out the tax collected transactions. In previous versions of the software you could only report on the document date, and consequently had to clear out the file in order to generate accurate reports. With the implementation of a posted date, transactions which are backdated can now be captured in later reporting periods.

5. Print invoice detail ?

Answer N if you wish the report only to show summary totals. If you answer Y, a detail line for each invoice that falls in the date range specified earlier will be included on the report.

6. Tax type

Enter the tax type you are reporting on (a list of available tax types is displayed in the bottom left hand corner of the screen).

Format: 3 characters

? 7. Tax group

Enter the tax group you wish to report on for the previously entered tax type, or use the option:

Option: [F1] to display the tax groups on file.

Format: 3 characters

A period of processing occurs before the report is printed.

Sample Reporting

How you generate the tax collected reports is dependent on how you go about collecting taxes. For example, a company in Alberta which collects only GST, needs only to print one report for the GST tax type and the one tax group. On the other hand, a company in Ontario who sells products through warehouses across Canada

from a central sales centre in Toronto will have to generate one report for GST including all tax groups, and one report for each province they ship out of to handle the regional provincial sales taxes.

In this section we will cover three areas of tax reporting
GST Reporting

Below is a sample of the report criteria a business in might use to generate a GST collected report:

34 PS - Reports menu

File Edit AR IC OE SA AP PC GL IC PO BR PJ CL FP PS RP TA TR PER SM PA DK SF Help

Acme Enterprises Inc.

Reports

Tax collected

Please enter

1. Start date	"Earliest"
2. End date	"Latest"
3. Which date ?	Posted date
4. Purge file?	N
5. Print invoice detail?	Y
6. Tax type	GST
7. Tax group	"All"

Field number to change ?

The above criteria will generate a report listing all sales transactions for the period 01/01/94 to 03/31/94 using the posted date. Since this is an audit report we will print out invoice detail should any questions arise later on.

By not purging, they will be able to run the report for 04/01/94 to 06/30/94, and include any invoices dated prior to 04/01/94 but were not posted into the system until after the previous report was printed.

The tax type being reported is labelled GST as set up in the *Tax types* function. Since the GST does not differ from province to province "All" has been chosen for the tax group.

For information on reporting the GST paid out, refer to the chapter titled *GST Paid* in the Accounts Payable user manual.

Provincial Sales Taxes

In the previous example we have seen how easy it is to generate a report for GST collected. The only difference between GST reporting and provincial tax reporting is that each province you collect taxes for must be reported separately. The only two fields which affect this are the **Tax type** and the **Tax group** fields.

Below is a sample screen of how a company reporting the B.C. sales tax might generate a tax collected report for this tax:

34 PS - Reports menu

File Edit AR AC DE SA AP PC GL IC PO BR PJ CL FP PS EP TA TR PER SM PA DX SF Help

Reports Acme Enterprises Inc.

Tax collected

Please enter

1. Start date	Earliest
2. End date	Latest
3. Which date ?	Document date
4. Purge file?	N
5. Print invoice detail?	Y
6. Tax type	PST
7. Tax group	BC

Field number to change ? ■

Notice that they are reporting on tax type **PST** (which is their code for provincial sales taxes) and tax group **BC** (which is their code for grouping customers who pay [or are possibly exempt from] B.C. provincial sales tax).

To report on any other provincial sales taxes they would simply replace the **BC** with each province's tax group.

Alternatively, the same report could set the tax group to "All" which would consolidate the taxes onto one large report broken down by tax group. This is a quicker way of doing it but causes one large report to be printed.

Environmental / Sur Taxes

Reporting taxes that are industry specific is done much the same way as any other tax. By replacing the tax type to that of the environmental or sur tax you will be able to focus in specifically on transactions which levied that tax type.



Chapter 26

Invoice History

Introduction

Use this selection to view or print invoice history information, and to purge invoices from the Invoice History file.

Invoice history information for a store is available after posting tickets only if you indicated that it should be retained in the *Setup (End of day)* selection. If you are using Kits Plus, component invoice history is also retained if you specify to retain it in *I/C Control information*.

Point of Sale and Billing share the same Invoice History file. In this selection, the term "invoice" refers to tickets posted in Point of Sale, as well as invoices posted in Billing, if using.

This chapter describes the four different ways in which invoice history can be viewed and printed, as follows:

- by customer
- by customer/invoice
- by invoice
- by item

Two additional historical reports, Items for a Customer and Customers for an Item, are also explained in this chapter. These reports are available to you only if you are using both Accounts Receivable and Sales Analysis.

The *Purge invoice history* selection is described at the end of this chapter.

To Begin - Viewing Invoice History

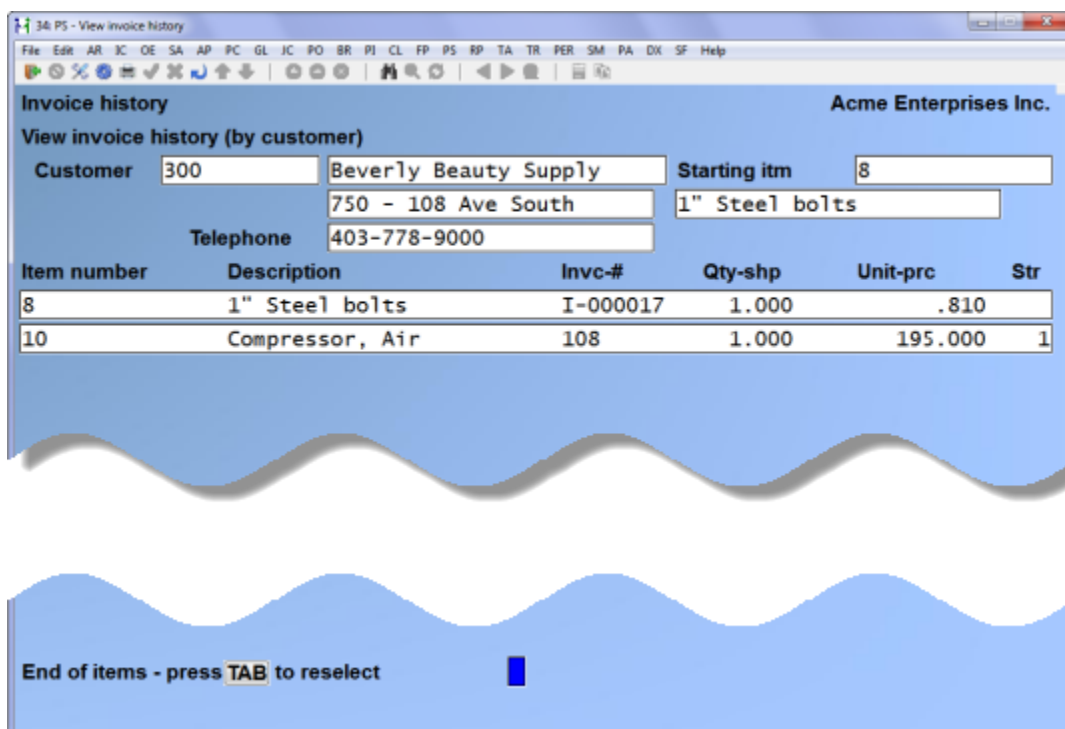
Select *Invoice history* from the P/S menu, and then *View invoice history*. Then choose the order in which you wish to view posted invoices: by customer, by customer and invoice number, by invoice number, or by item.

Viewing Invoice History By Customer

Use this selection to view all invoice lines that have been printed and posted for a customer, starting from a specified item number.

To view invoice history by customer, select *By customer* from the *View invoice history* menu.

After the information has been entered, the screen displays similar to the follows:



Enter the following information:

? Customer

Enter the number of the customer you wish to view, or use one of the options:

Options: [F1] if you are not using Accounts Receivable, to default to the "First" customer in the Invoice History file

[F1] if you are using Accounts Receivable, to select the next customer number in the A/R Customer file

[Enter] if you are using Accounts Receivable, to select a customer by name

Format: 12 characters (number) 25 characters (name)

? Starting itm

Enter the number of the first item you wish to view, or use one of the options:

Options: [F1] to select the next item number

[Enter] to select an item by item description

Format: 15 characters

All invoice lines for this customer display for items beginning with the starting item number. Press [Enter] to view additional information about the items, such as description line 2. If there is more than one screen of information available, you also have these options:

Options: [PgDn] to view the next page of items

[PgUp] to view the previous page of items

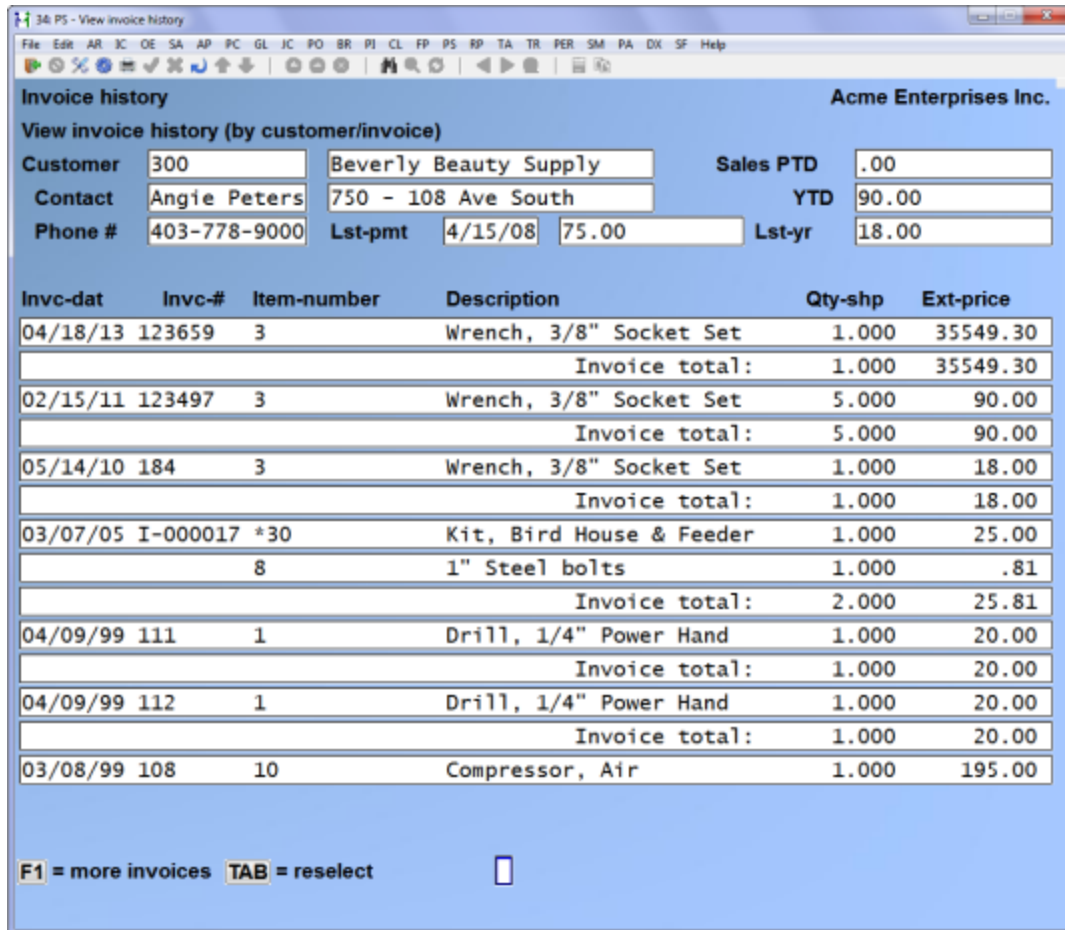
[Tab] to select a different customer number and starting item number

Viewing Invoice History By Customer/Invoice

Use this selection to look at the invoices for a specific customer in the Invoice History file.

To view invoice history by customer/invoice, select *Invoice By customer/invoice* from the *View invoice history* menu.

After you have entered the information for a detailed view, the screen displays similar to the following:



Enter the following information:

? Customer

Enter the number of the customer you wish to view, or use one of the options:

Options: [F1] if you are not using Accounts Receivable, to default to the "First" customer in the Invoice History file

[F1] if you are using Accounts Receivable, to select the next customer number in the A/R Customer file

[Enter] if you are using Accounts Receivable, to select a customer by name

The Sales PTD/YTD and last year figures for the customer display.

Format: 12 characters (number) 25 characters (name)
Detail or Summary ?

Enter S to view a summary of totals for each invoice for the customer, or press [Enter] to default to D to also view line item detail for each invoice for the customer.

A brief delay occurs prior to displaying all invoices for this customer, beginning with the most recent. Press [Enter] to view additional information about the items, such as description line 2. If there is more than one screen of information available, you have these options:

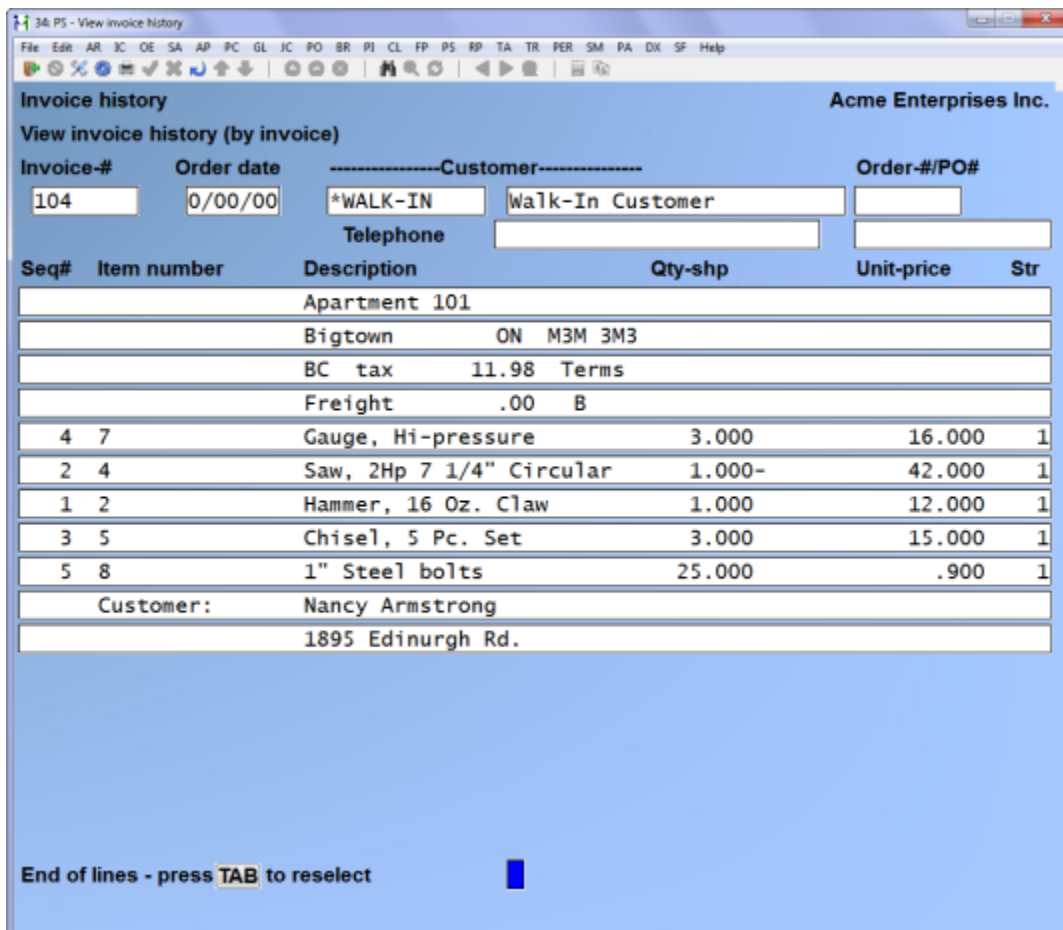
- Options: [PgDn] to view the next page of items
- [PgUp] to view the previous page of items
- [Tab] to select a different customer number

Viewing Invoice History By Invoice

Use this selection to look at any specific invoice in the Invoice History file.

To view invoice history by invoice, select *By invoice* from the *View invoice history* menu.

After entering the information, the screen displays as follows:



Enter the following information:

Invoice-#

Enter the number of the invoice for which you wish to view history, or use the option:

Option: [F1] to select the next invoice number. Follow the screen instructions.

Format: 999999

A brief delay occurs prior to displaying all the line items on this invoice.

Options: [PgDn] to view the next page of items

[PgUp] to view the previous page of items

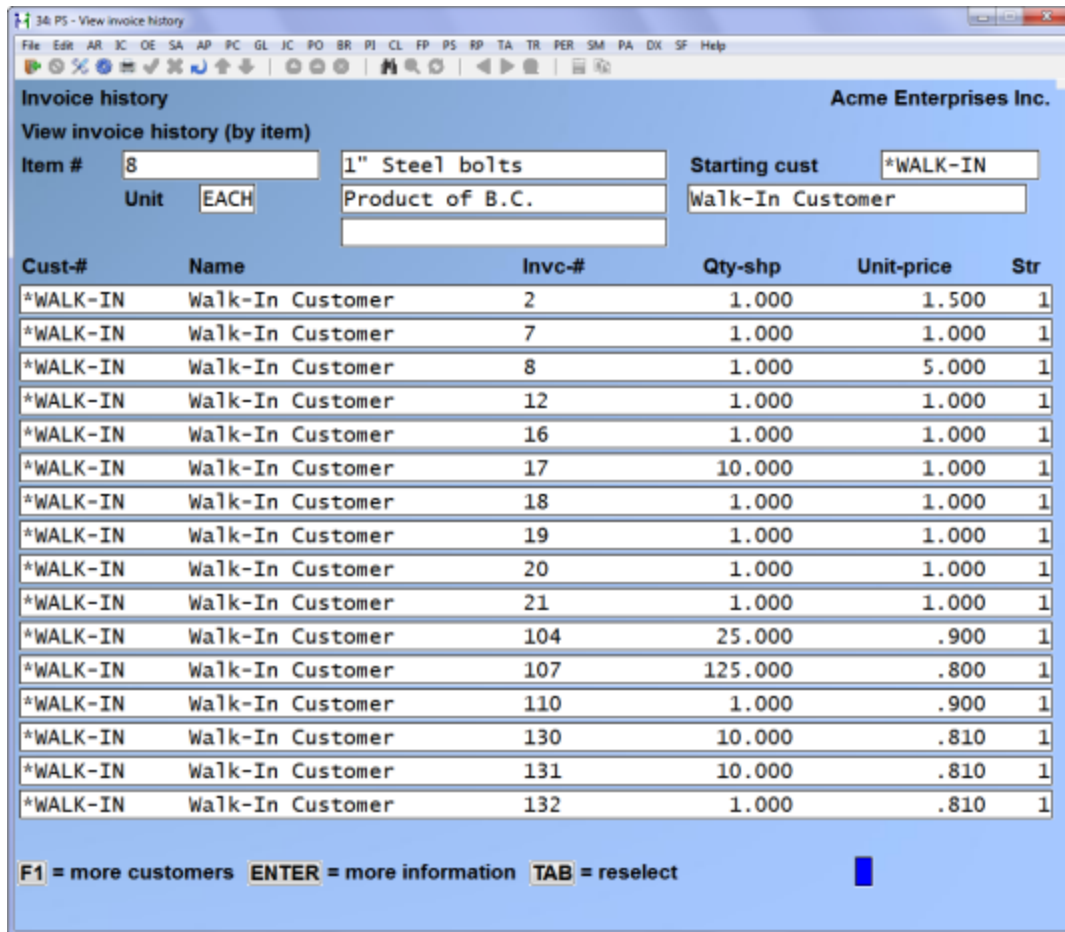
[Tab] to select a different customer number

Viewing Invoice History By Item

Use this selection to look at invoice lines that have been posted for an item, starting with a specified customer who bought this item.

To view invoice history by item, select *By item* from the *View invoice history* menu.

After entering information the screen displays as follows:



Enter the following information:

? Item #

Enter the number of the item for which you wish to view invoices, or use one of the options:

Options: [F1] to select the next item on file

[Enter] to select an item by its description

Format: 15 characters

? Starting cust

Enter the number of the starting customer for this item, or use one of the options:

Options: [F1] If you are not using Accounts Receivable, to select the "First" customer in the Invoice History file

[F1] if you are using Account Receivable, to select the next customer in the A/R Customer file

[Enter] if you are using Accounts Receivable, to select a customer by name

Format: 12 characters (number) 25 characters (name)

All invoices for this item display for customers beginning with the starting customer number entered. Press [Enter] to view additional information about this customer and invoice. If there is more than one screen of information available, you have these options:

Options: [PgDn] to view the next page of items

[PgUp] to view the previous page of items

[Tab] to select a different customer number

Printing the Invoice History Reports

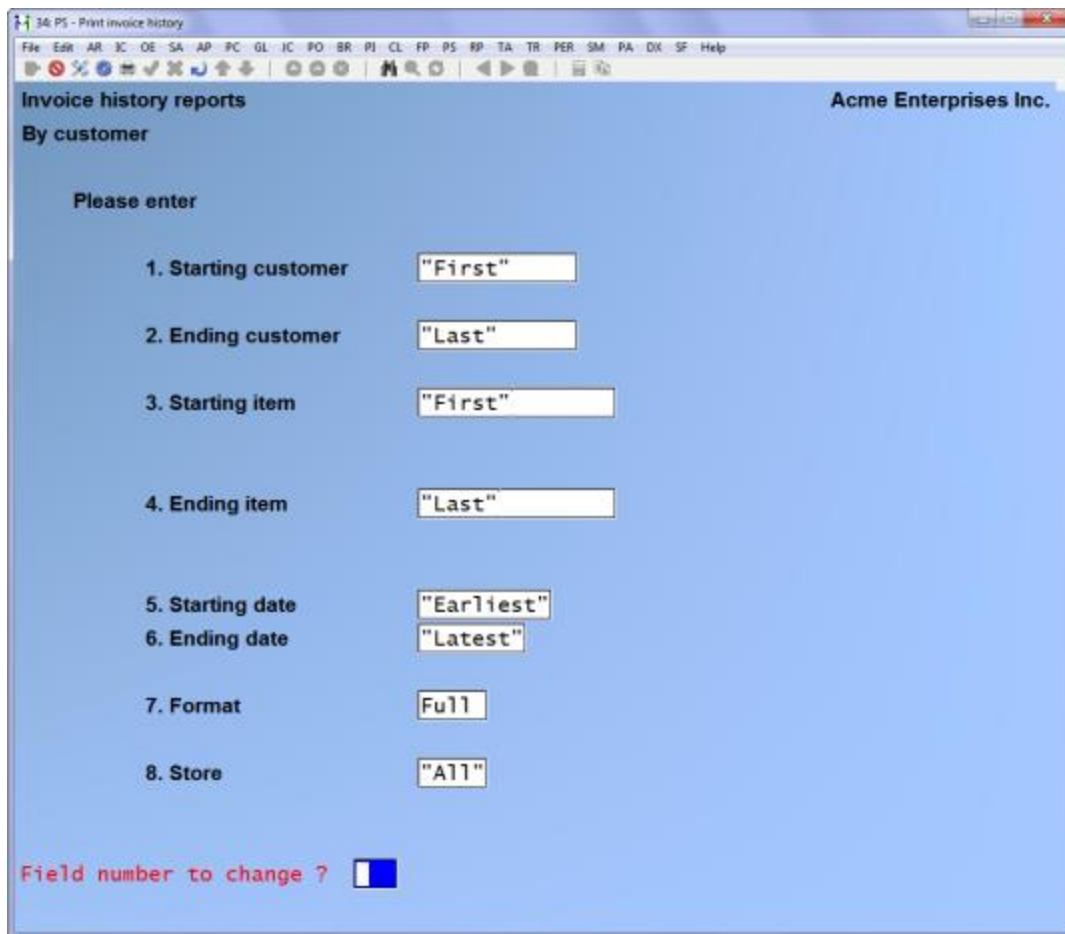
Select *Invoice history reports* from the *Invoice history* menu. Then choose the order in which you wish to print the posted invoices: by customer, by customer and invoice, by invoice number, or by item.

Printing the Invoice History Report by Customer

Use this selection to print a report of invoice lines for a specific customer or range of customers.

To print the Invoice History Report by Customer, select *By customer* from the *Invoice history reports* menu.

A screen then appears. After completing this screen, it appears similar to this:



Enter the following information:

- ? 1. Starting customer
- ? 2. Ending customer

Enter the range of customers whose invoices you want to print. Follow the screen instructions.

Format: 12 characters

- ? 3. Starting item
- ? 4. Ending item

Enter the range of item numbers to print for the customers selected above. Follow the screen instructions.

Format: 15 characters

- 5. Starting date
- 6. Ending date

Enter the range of dates for the invoices to be printed. The dates refer to the posting date for Point of Sale tickets, or the invoice date for Billing invoices.

Format: MMDDYY

7. Format

Enter the format you want for this report, either [F] for full format or [B] for brief format. An example of the full format is provided at the end of the chapter.

The brief format does not show order number or date, unit cost, sales rep, warehouse, order discount percent, extended cost, or gross margin percent.

8. Store

Enter the number of the store for which invoice history is to print, or use one of the options:

Options: [Enter] to print only Billing invoice history

[F1] to print "All" stores and Billing invoice history

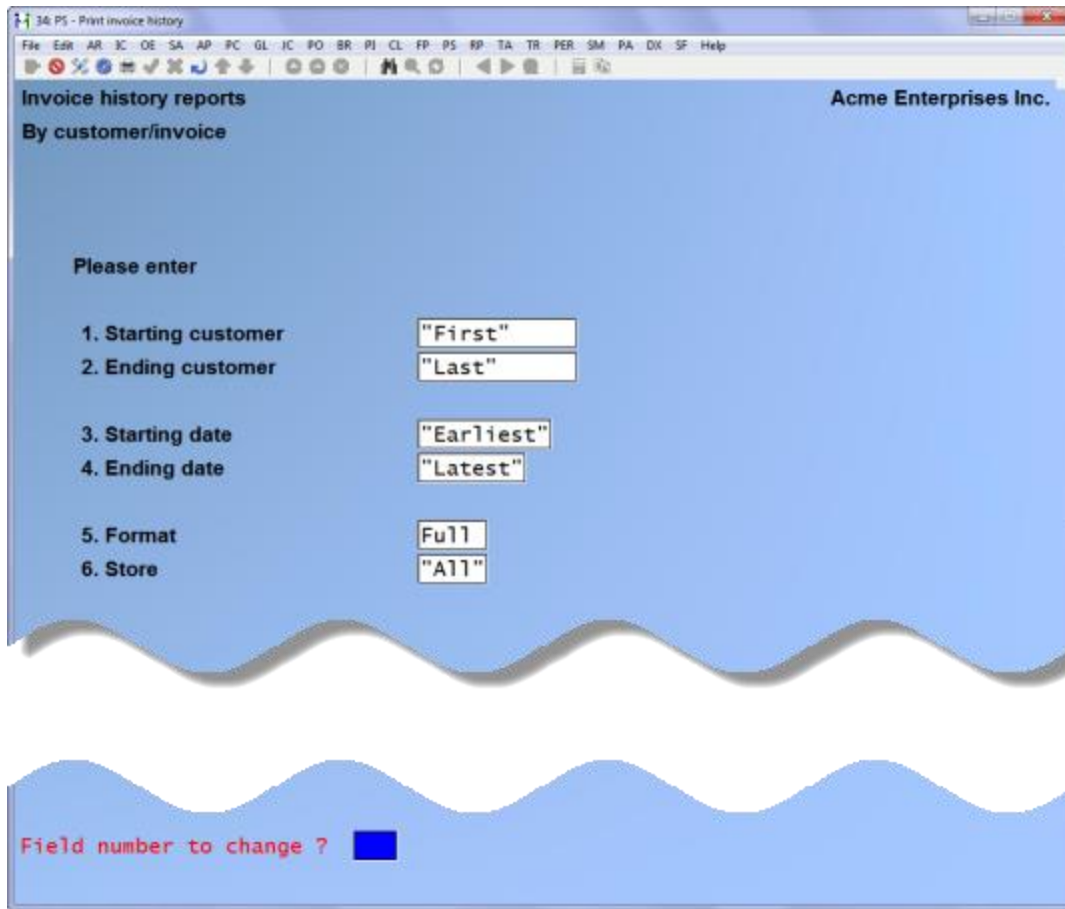
Format: 999

Printing Invoice History by Customer/ Invoice

Use this selection to print a report of the invoices in the Invoice History file for a range of customers, in order by customer number.

To print the Invoice History Report by Customer and Invoice, select *By customer/invoice* from the *Invoice history reports* menu.

A screen then appears. After completing this screen, it appears similar to this:



Enter the following information:

- ? 1. Starting customer
- ? 2. Ending customer

Enter the range of customers whose invoices you want to print. Follow the screen instructions.

Format: 12 characters

- 3. Starting date
- 4. Ending date

Enter the range of dates for the invoices to be printed. The dates refer to the posting date for Point of Sale tickets, or the invoice date for Billing invoices. The invoices for each customer are printed in reverse chronological order, beginning with the most recent.

Format: MMDDYY

5. Format

Enter the format you want for this report, either [F] for full format or [B] for brief format. An example of the full format is provided at the end of this chapter.

The brief format does not show order number or date, second line of item description, unit cost, sales rep, warehouse, order discount percent, extended cost, or gross margin percent. Information is shown only for those line numbers which represent sold items.

6. Store

Enter the number of the store for which invoice history is to print, or use one of the options:

Options: [Enter] to print only Billing invoice history

[F1] to print "All" stores and Billing invoice history

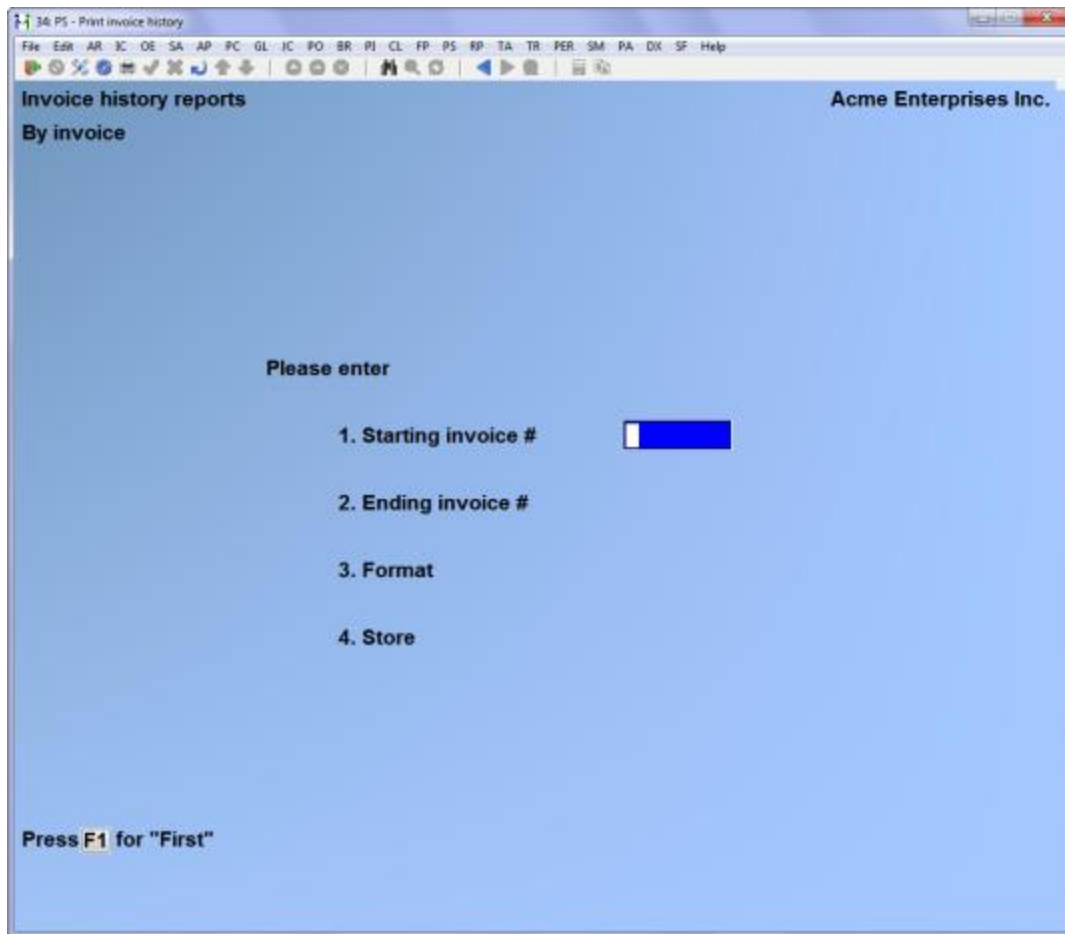
Format: 999

Printing the Invoice History Report by Invoice

Use this selection to print a report of the invoices in the Invoice History file, in order by invoice number.

To print the Invoice History Report by Invoice, select *By invoice* from the *Invoice history reports* menu.

A screen then appears:



Enter the following information:

1. Starting invoice #
2. Ending invoice #

Enter the range of invoice numbers to print. Follow the screen instructions.

3. Format

Enter the format you want for this report, either [F] for full format or [B] for brief format.

The brief format does not show order number or date, address, unit cost, warehouse, order discount percent, extended cost, or margin percent. Information is shown only for those line numbers which represent sold items.

4. Store

Enter the number of the store for which invoice history is to print, or use one of the options:

- Options:** [Enter] to print only Billing invoice history
[F1] to print "All" stores and Billing invoice history

Format: 999

Printing the Invoice History Report by Item

Use this selection to print a report of invoice lines for a specific item or range of items.

To print the Invoice History Report by Item, select *By item* from the *Invoice history reports* menu.

A screen then appears:

34 PS - Print invoice history

File Edit AR 3C OE SA AP PC GL IC PO BR PJ CL FP PS EP TA TR PER SM PA DX SF Help

Invoice history reports Acme Enterprises Inc.

By item

Please enter

1. Starting item
2. Ending item
3. Starting customer
4. Ending customer
5. Starting date
6. Ending date
7. Format
8. Store

Press F1 for "First"

Enter the following information:

- ? 1. Starting item
- ? 2. Ending item

Enter the range of item numbers to print. Follow the screen instructions.

Format: 15 characters

? 3. Starting customer

? 4. Ending customer

Enter the range of customers to print for the range of items entered above. Follow the screen instructions.

Format: 12 characters

5. Starting date

6. Ending date

Enter the range of dates of the tickets and invoices to be included in the report. The dates refer to the posting date for Point of Sale tickets, or the invoice date for Billing invoices.

Format: MMDDYY

7. Format

Enter the format you want for this report, either [F] for full format or [B] for brief format.

The brief format does not show the customer address or telephone number, order number or date, unit cost, sales rep, warehouse, order discount percent, extended cost, or gross margin percent.

8. Store

Enter the number of the store for which invoice history is to print, or use one of the options:

Options: [Enter] for only Billing invoice history

[F1] for "All" stores and Billing invoice history

Printing the Items for a Customer Report

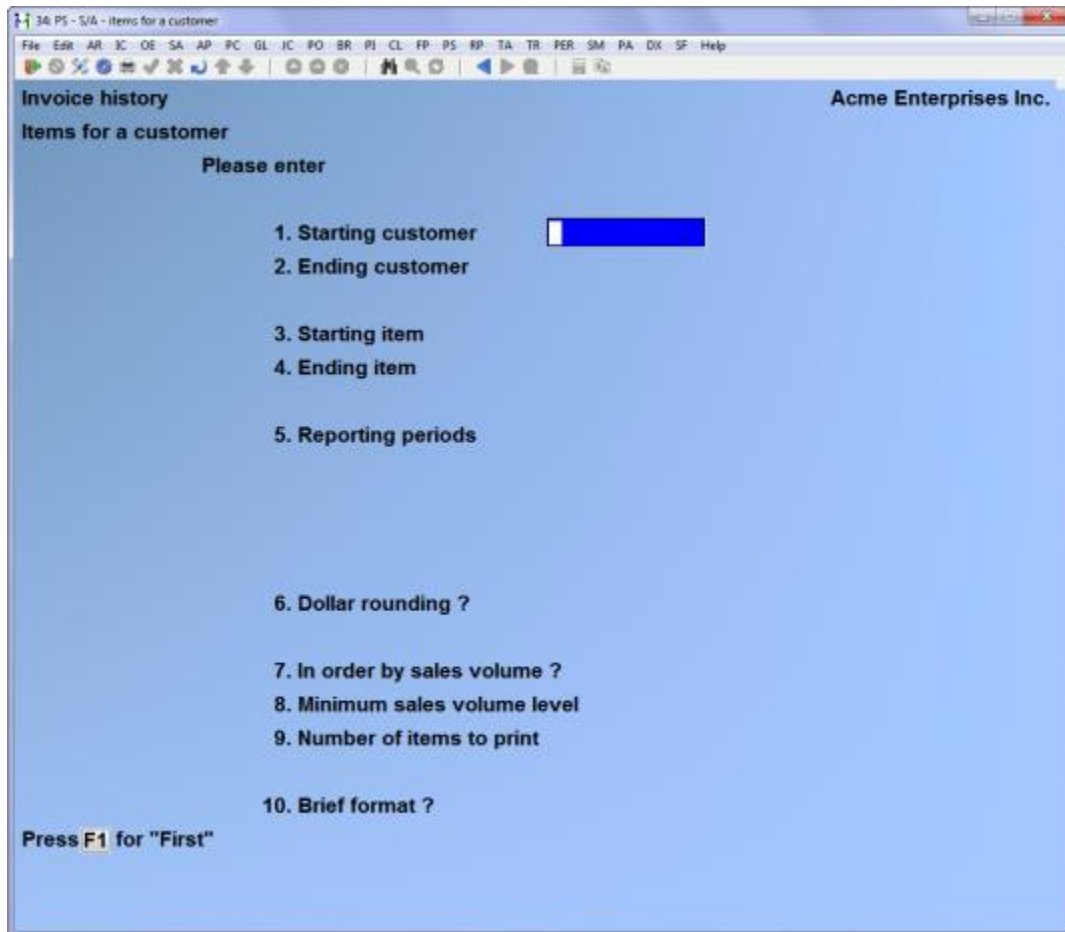
If you are using Accounts Receivable and Sales Analysis, you are allowed to print this report and the Customers for an Item Report. If you are not using both packages, you are not able to print either of these reports.

The Items for a Customer Report shows quantity sold, sales, percent of sales, cost of sales, profit and margin percent for a selected range of customers and the items sold to the customers, within up to four selected reporting periods.

You can also print this report in order by sales volume based on sales in the first selected reporting period.

To print the Items for a Customer Report, select *S/A - Items for a customer* from the *Invoice history reports* menu.

A screen then appears:



Enter the following information:

- ? 1. Starting customer
- ? 2. Ending customer

Enter the range of customers to be included on this report. Follow the screen instructions.

Format: 12 characters

- ? 3. Starting item
- ? 4. Ending item

Enter the range of items for each selected customer. Follow the screen instructions.

- 5. Reporting periods

Enter from 1 to 4 reporting periods. If you enter fewer than 4 reporting periods, press [Enter] for the starting date to proceed to the next field. The reporting periods can overlap.

If you select more than 1 reporting period, you are not asked for an entry in field number 10 below.

Format: MMDDYY to MMDDYY

6. Dollar rounding ?

Answer Y to have all dollar amounts shown on the report rounded to the nearest dollar. Otherwise, answer N.

7. In order by sales volume ?

Answer Y to print items in descending order of sales volume for each customer. The sales volume used is that from the first reporting period.

If you answer N, the items print in item number order and you are not asked for an entry for field numbers 8 and 9.

8. Minimum sales volume level

Enter a minimum sales volume level, or use the option:

Option: [F1] for "None" (print all items)

If you enter a sales volume level, only items with a sales volume equal to or greater than this level are shown on the report.

Format: 999999

9. Number of items to print

Enter the number of items you wish to print for each customer, or use the option:

Option: [F1] to print "All" items

Format: 9999

10. Brief format ?

Answer Y or N. Items are printed single-spaced on the brief format and no stocking units are printed.

An entry is not allowed if you entered more than one reporting period in field number 5.

Printing the Customers for an Item Report

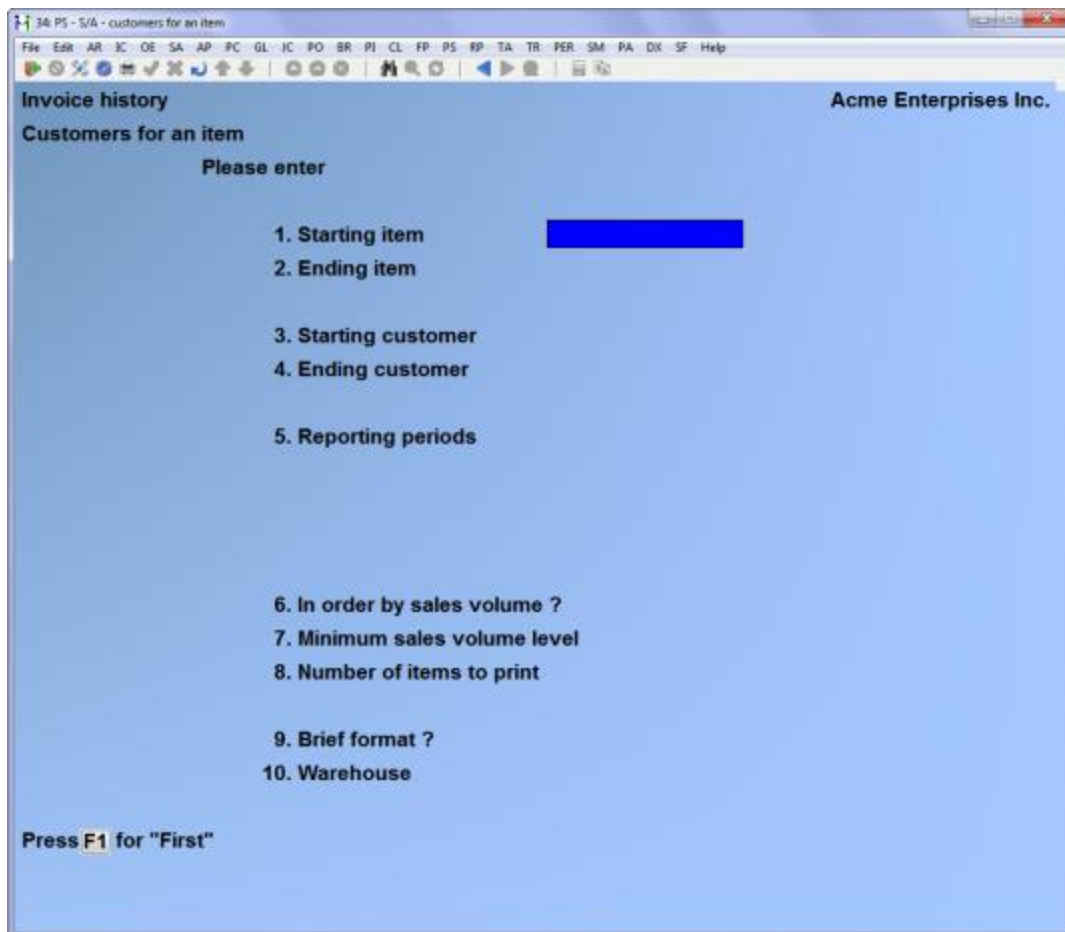
If you are using Accounts Receivable and Sales Analysis, you are allowed to print this report and the Items for a Customer Report. If you are not using both packages, you are not able to print this report.

The Customers for an Item Report shows quantity sold, sales amount, percent of sales, cost of sales, profit, percent of profit, and margin percent for a selected range of items and the customers to whom those items were sold, within up to four selected reporting periods.

You can also print this report in order by sales volume based on sales in the first selected reporting period.

To print the Customers for an Item Report, select *S/A - Customers for an item* from the *Invoice history reports* menu.

A screen then appears:



The screenshot shows a software window titled "34: PS - S/A - customers for an item". The window has a menu bar with options: File, Edit, AR, IC, OE, SA, AP, PC, GL, IC, PO, BR, PJ, CL, FP, PS, BP, TA, TR, PER, SM, PA, DX, SF, Help. Below the menu bar is a toolbar with various icons. The main area of the window is light blue and contains the following text:

Invoice history Acme Enterprises Inc.

Customers for an item

Please enter

1. Starting item
2. Ending item
3. Starting customer
4. Ending customer
5. Reporting periods
6. In order by sales volume ?
7. Minimum sales volume level
8. Number of items to print
9. Brief format ?
10. Warehouse

Press **F1** for "First"

Enter the following information:

? 1. Starting item

? 2. Ending item

Enter the range of items to be included on the report. Follow the screen instructions.

Format: 15 characters

? 3. Starting customer

? 4. Ending customer

Enter the range of customers to print for each item specified above. Follow the screen instructions.

Format: 12 characters

5. Reporting periods

Enter from 1 to 4 reporting periods. If you enter fewer than 4 reporting periods, press [Enter] for the starting date to proceed to the next field. The reporting periods can overlap.

If you select more than 1 reporting period, you are not asked for an entry in field number 9 below.

Format: MMDDYY to MMDDYY

6. In order by sales volume ?

Answer Y to print items in descending order of sales volume for each item. The sales volume used is that from the first reporting period.

If you answer N to this question, the items print in item number order and you are not asked for an entry for field numbers 7 and 8.

7. Minimum sales volume level

Enter a minimum sales volume level, or use the option:

Option: [F1] for "None" (print all items)

If you enter a sales volume level, only items with a sales volume equal to or greater than this level are shown on the report.

Format: 999999

8. Number of items to print

Enter the number of items you wish to print, or use the option:

Option: [F1] to print "All" items

Format: 9999

Only this number of items are printed for each selected customer.

9. Brief format ?

Answer Y or N. The customer address and sales rep are not printed on the brief report, and the customers for each item are printed single-spaced.

An entry is not allowed if you entered more than one reporting period in field number 5.

10. Warehouse

An entry is allowed in this field only if you are using multi-warehousing. Enter a warehouse code, or use one of the options:

Options: [Enter] for the "Central" warehouse

[F1] for "All" warehouses

Format: 2 characters

Purging Invoice History

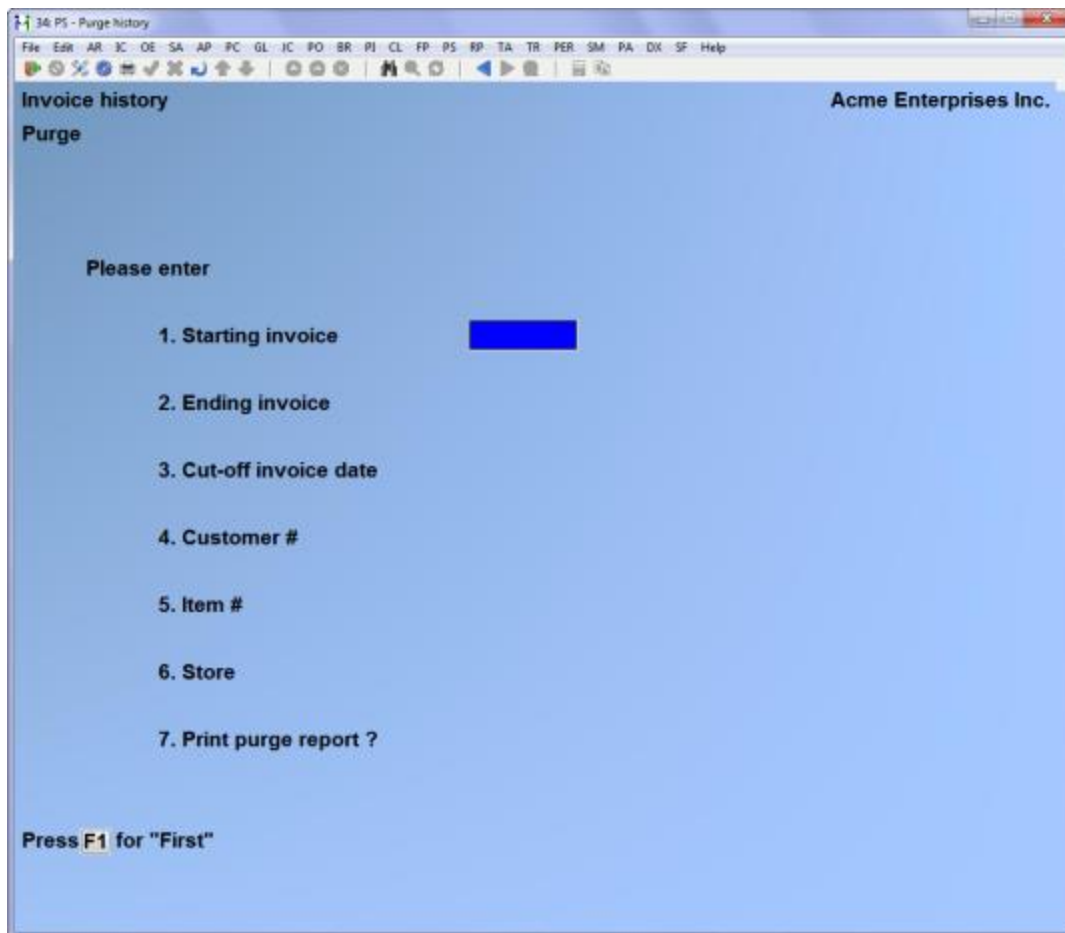
Use this selection to purge (remove) invoices from the Invoice History file, and to print a report showing purged invoices.

As often as possible, a purge should be run as necessary to conserve disk space. If you select all of the invoices currently in this file for purging, all history information is erased from the file.

Note that purging invoices in this file does not reduce the size of the file on disk until the invoices are physically removed by running the *File utilities* selection to "rebuild" the Invoice History file.

To purge invoice history, select *Purge* from the *Invoice history* menu.

The screen displays as follows:



Enter the following information:

1. Starting invoice
2. Ending invoice

Enter the range of invoice numbers to be purged.

Format: 8 characters

3. Cut-off invoice date

Enter the cut-off date for purging invoices. Only invoices with an invoice date on or before this date will be purged.

- ? 4. Customer #

Enter the number of the customer whose invoices are to be purged, or use the option:

Option: [F1] to purge invoices for "All" customers

Format: 12 characters

- ? 5. Item #

Enter the number of the item to be purged, or use one of the options:

Options: [F1] to purge records for "All" items

[F2] to purge only line items that contain input text

If you enter a specific item number here, only line items or invoices with this item number are purged.

Format: 15 characters

6. Store

Enter the number of the store for which invoices are to be purged, or use one of the options:

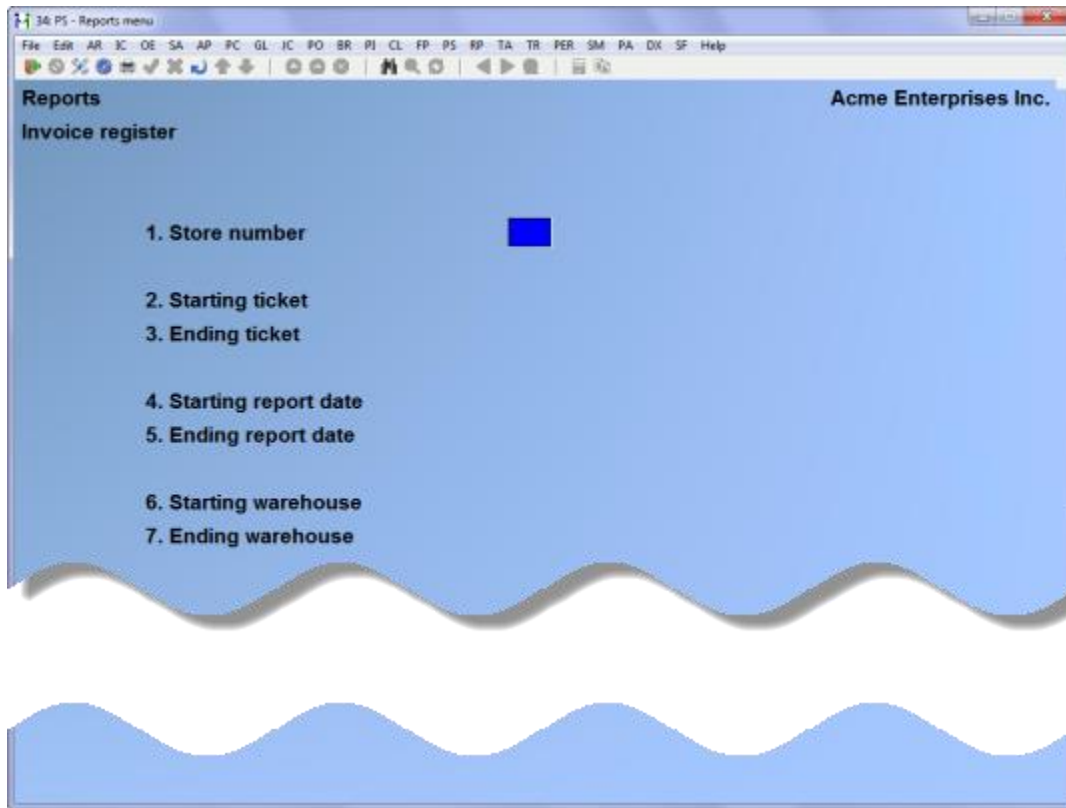
Options: [Enter] to purge only Billing invoices

[F1] to purge invoices for "All" stores and for Billing

Format: 999

7. Print purge report ?

Answer Y to print a report of all invoice lines that are purged. If you answer N, a report of the purged invoices is not printed.



Enter the following information:

? 1. Store number

Enter the store number for which you want to run the report.

2. Starting ticket

3. Ending ticket

Enter the starting and ending ticket numbers or use the options:

Options [F1] for first and last

? 4. Starting report date

? 5. Ending report date

Enter the desired dates or use the options:

Options: [F1] for earliest and latest

? 6. Starting Warehouse

? 7. Ending warehouse

Enter the desired warehouse or use the option:

Options: [F1] for first and last

Press enter to select a printer.



Chapter 28

Close a Period

Introduction

Use this selection to clear the period-to-date fields for all stores in the Store file, Register file, Drawer file, and User file.

This selection is usually run at the end of a sales period after all period-ending reports have been printed.

It sets the sales period-to-date, costs period-to-date, overage period-to-date, and shortage period-to-date fields to zero, or to the amount (if any) that has already been accumulated for the next period.

If this is the last period of the year, this selection also resets the year-to-date fields.

The current period is determined by the "Period ending date" kept in the Store file.

If a ticket with a posting date later than the "Period ending date" is posted, its information is not included in the PTD and YTD amounts. Instead, it is accumulated in "period overlap" fields (kept internally and not visible to you).

When you run *Close a period*, the "overlap" amounts are automatically transferred into the current PTD and YTD fields and the "overlap" fields are set to zero. In this way, the PTD and YTD amounts always reflect the current period.

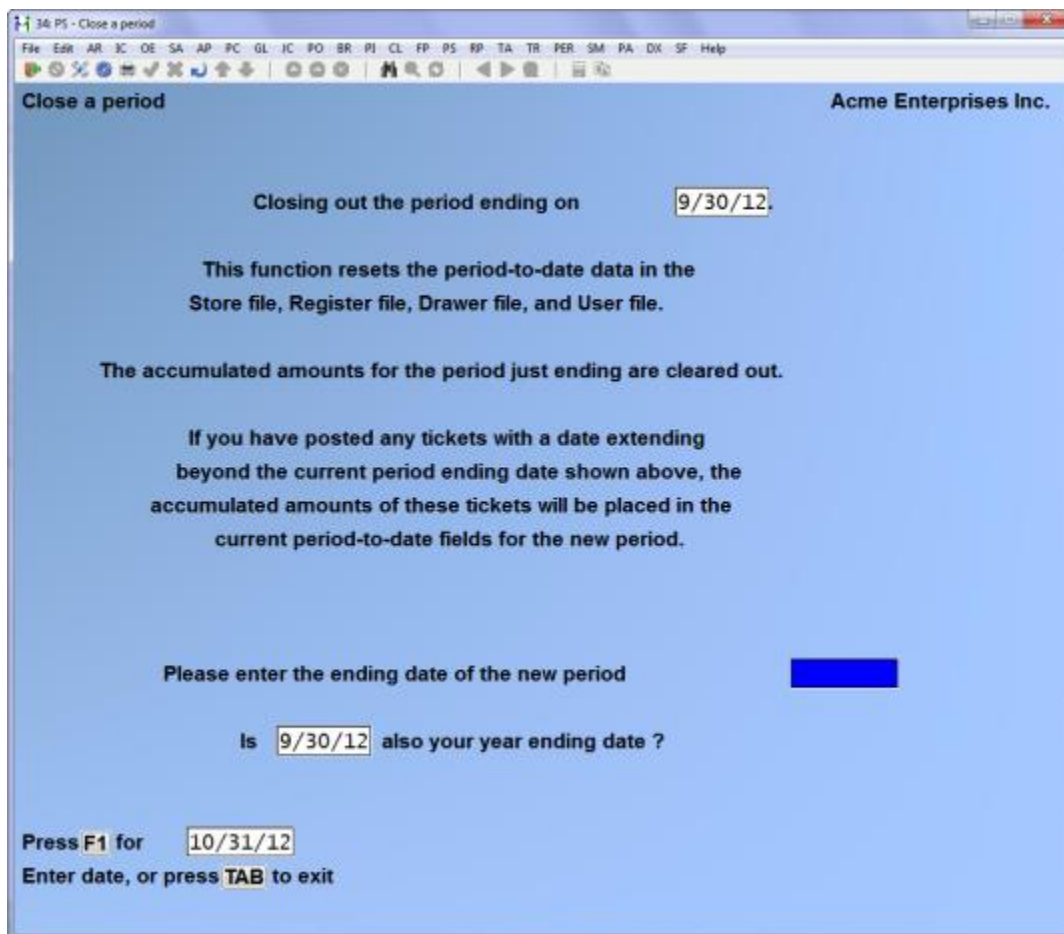
When *Close a period* is run, the "Period ending date" for all stores in the Store file is set to the ending date of the new period which you enter during this selection.

Make sure that all printing of sales reports has been done before you clear the period-to-date fields and reset the period ending date. If you have multiple stores, the reports should be printed for all stores prior to running *Close a period*.

To Begin

Select *Close a period* from page 2 of the P/S menu.

A screen appears as follows:



Enter the ending date of the new period, or use the option.

Option: [F1] to default to the date one month later than the current period ending date

If the period being closed is the last period in your accounting year, answer Y to "Is (date) also your year ending date?". Otherwise, answer N.

The period is then closed (the period-to-date fields in the named files are reset). If you also specified to close the year, the year-to-date fields in the named files are reset.



Chapter 29

Purge Management History

Introduction

Use this selection to compress (summarize) records in the Point of Sale Management History file by date, and to purge the Management History file.

When you specify to compress one of the types of records retained in the Management History file, the details of those records within the date range entered are summarized into one entry and the detail records are purged.

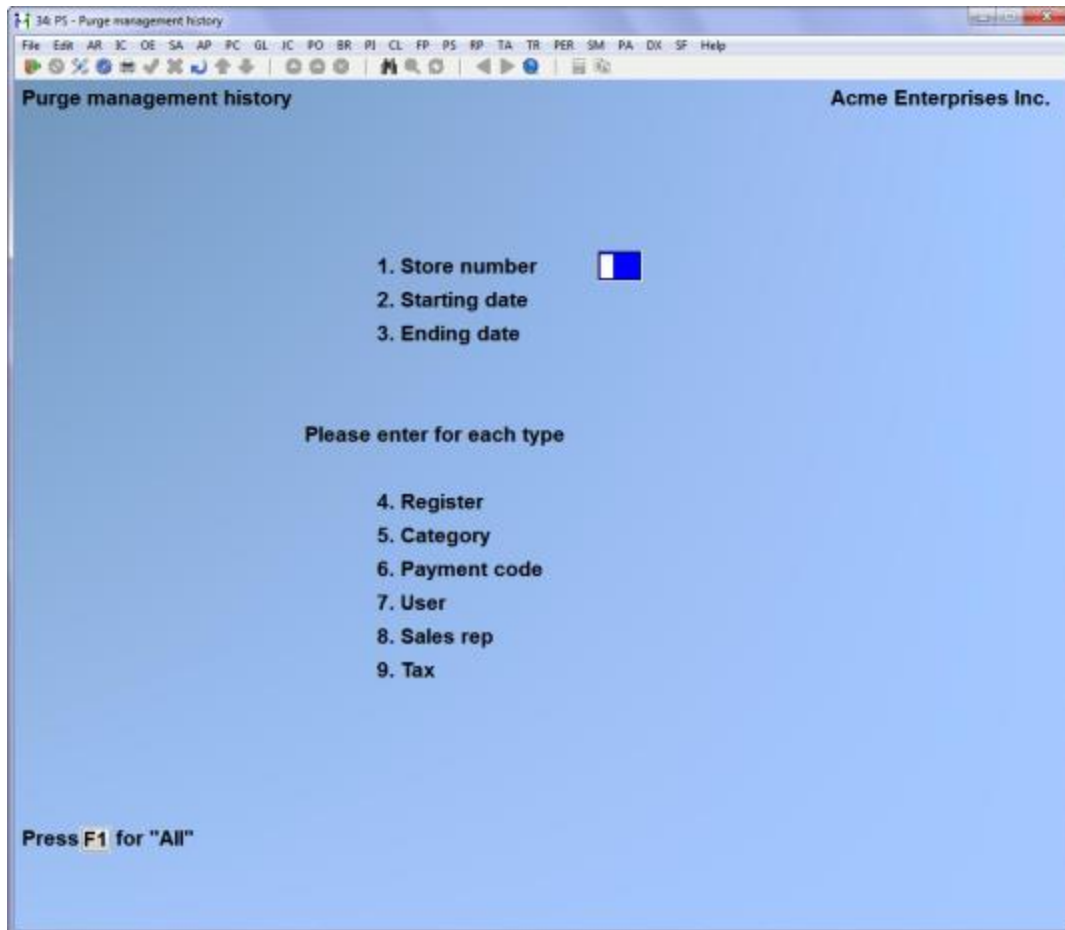
You also have the option of purging each type of record by date. When you specify to purge one of the types of records, all of the detail records of that type and within the date range specified are purged. However, summary entries are not created.

To Begin

Prior to beginning this selection, you are advised to print detailed history reports for the date range to be compressed or purged. In addition, you should make a backup copy of the Management History file in order to retain a copy of the information.

Select *Purge management history* from page 2 of the P/S menu.

A screen then appears:



Enter the information as follows:

1. Store number

Enter the number of the store for which the purge/compression is to be done, or use the option.

Option: [F1] to default to "All" stores

2. Starting date

3. Ending date MMDDYY

Enter the range of dates of the history records to be included in the purge/compression. Follow the screen instructions.

Format: MMDDYY

4. Register

5. Category

6. Payment code

7. User

8. Sales rep

9. Tax

For each type of record in the Management History file, enter one of the options:

Options: [P] to purge the detail records for the range of dates that you specified on this screen

[C] to compress the detail records for the range of dates into a summary entry and remove the detail records

[Enter] to skip purging or compression of the record type

The compression and/or purge is then carried out for all selected record types in the Management History file whose ticket dates fall within the date range specified.

Notes on Compressing Record Details

Management History file compression should be run when there is an excess of detailed records on file which slows down the running of some selections (generally management report printing), or to decrease the size of the Management History file.

"Compression" should be selected rather than "purge" if you wish to retain a summary of the detailed records that are to be deleted.

When compressing, all detailed records of the type and for the date range entered are compressed to a single entry in the Management History file.

Here is an example of compressing Category record details for the date range of 3/01/99 through 3/31/99:

<u>Categ</u>	<u>Date</u>	<u># Line Items</u>	<u>Total # of Pieces</u>	<u>Total Price</u>	<u>Cost</u>
TOOLS	3/01/99	4	7	138.59	71.05
TOOLS	3/03/99	1	3	135.45	70.50
TOOLS	3/05/99	5	9	117.57	57.26
TOOLS	3/31/99	3	5	68.25	35.98
PARTS	3/02/99	2	2	578.55	295.90
PARTS	3/07/99	1	1	372.75	194.40
PARTS	3/29/99	1	1	315.99	190.00

After the records are compressed, the file contains the following:

Earliest	Latest	# Line	# of	Total	Total
----------	--------	--------	------	-------	-------

<u>Categ</u>	<u>Date</u>	<u>Date</u>	<u>Items</u>	<u>pieces</u>	<u>Price</u>	<u>Cost</u>
TOOLS	3/01/99	3/31/99	13	24	459.86	234.79
PARTS	3/01/99	3/31/99	4	4	1,267.29	680.30

Note that the "earliest" and "latest" dates in the each summary entry are the range of dates entered for the compression.

Rebuilding the Management History File

After compressing or purging the Management History file, you may wish to rebuild this file.

The compress and purge functions "flag" the detail records for deletion but do not actually remove them from the file. While you are no longer able to access these records, the size of the Management History file has not changed.

The Point of Sale *Rebuild a file* selection removes the "flagged" detail records from the Management History file. The size of the Management History file will be decreased, freeing space on your hard disk.

If necessary, refer to the appendix titled *File Utilities* for information on using the *Rebuild a file* selection.



Chapter 30

Data Integrity Check

Introduction

Use this selection to print a report that verifies the accuracy of the data in your data files. You must ensure that no one else is using your software when you run this selection.

As sales tickets are entered and processed, their amounts are added and the totals are saved in the Store file. These totals represent a "calculated" amount of the data that should be in the data files.

When *Data integrity check* is run, the "actual" amount of data in the data files is totalled, and the "actual" and "calculated" amounts are compared on a data integrity report.

The "actual" and "calculated" values should be equal. A difference between the two indicates that an unexpected error has occurred.

Such errors could include:

- Hardware failures
- Turning off or rebooting the machine while processing is still going on. (Never do this intentionally.)
- Power surges due to electrical storms.

Since this report shows differences between the "actual" and "calculated" amounts, errors may be located by referring to the actual receipts and invoices printed since the data integrity check was last run.

If a difference is noted between the "actual" and "calculated" amounts, you are asked if you wish to reset the calculated amount to match the actual amount. Answer Y for the calculated amount to be set equal to the actual amount. This does not mean the problem is fixed, only that the amounts are now equal.

To Begin

Select *Data integrity check* from the page 2 of the P/S main menu.

If any of the calculated values do not match the actual, you are advised that a difference exists and you are asked if you wish to reset the calculated values to be equal to the actual values.

Answer Y to change the calculated amounts (values) to be equal to the actual amounts (values). If you answer N, the calculated amounts are not changed.



Appendix "A"

Initializing Data Files

Introduction

"Initialize" means to create a new data file. When you initialize a data file which already exists, any information in it is completely erased, and the file is newly created.

This function allows you to initialize one or more data files. You probably won't need to initialize data files very often, if ever. But this function is included just in case.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier and attempting other recovery actions (see the appendix titled *File Utilities* at the end of this manual for information on rebuilding corrupted data files).

CAUTION

DON'T USE THIS FUNCTION UNLESS YOU REALLY WANT TO INITIALIZE A DATA FILE. ANY DATA FILE INITIALIZED WILL HAVE ITS INFORMATION COMPLETELY ERASED.

To Begin

Log into your Samco top-level directory and type [P][S][I][N][I][T].

NOTE: If you are running under Xenix/Unix/HPUX/AIX or a similar operating system and are logged on as root / super user, replace the above command with
[.][/][P][S][I][N][I][T]

Enter the company ID you wish to initialize Point of Sale data files for.

[M/S] If you are using Multi-Site, the Data Comparison file appears on this screen at the Hub and each Satellite location. Refer to the Multi-Site User Manual for a description of the Data Comparison file and other Multi-Site data files.

Answer Y for each file you want to initialize, N to not initialize a file.

A brief description of each data file is shown below:

1. Store file

This file contains a number of package parameters and default values for each store in Point of Sale. It also contains the configuration option values and draft capture setup information for each store.

2. Register file

Each register and peripheral device that is used in Point of Sale is identified in the Register file. The register information is accessed in *Drawers, Tickets (Enter), Register readings, End of day (Post), Draft capture*, and several reports.

3. Drawer file

Each cash drawer in Point of Sale is identified in the Drawer file. Information on a drawer is accessed in *Open drawer, Close drawer, Tickets (Enter), Register readings, End of day (Post)*, and several reports.

4. User file

This file contains relevant information on Point of Sale users, such as name, address, ticket entry authorizations, and period-to-date and year-to-date statistics.

5. Form file

This file contains definitions for forms which can be printed from ticket information. The predefined invoice and receipt forms which are supplied with P/S are contained in this file, as well as any new forms which you may define.

6. Ship-to file

This file contains additional customer addresses to which merchandise may be shipped.

7. Activity file

This is a work file for tracking active users and drawers during the ticket entry process, and is also used by *Register Readings*.

8. Ticket header file

This file contains a record for each ticket which has been entered but not posted. It is used to produce all of the end of day reports and is purged of tickets during posting. This file also contains a record for each drawer that has been opened which is used in calculating overages and shortages.

Tickets placed on hold remain in the Ticket Header file until they are "unheld". In addition, orders and layaways remain in the Ticket Header file until they are completed or cancelled and are removed with the purge/update option in the Orders or Layaways Report.

9. Ticket line file

This file contains a record for each line item associated with a specified ticket, order, or layaway. It is used to produce the end of day reports and is purged when the associated ticket, order, or layaway is removed from the Ticket Header file.

10. Ticket auxiliary file

This file contains additional records for each ticket, order, or layaway that is not stored in the ticket line or ticket header files.

11. Management history file

This file contains summary information on tickets that were entered and posted, if you have elected to retain historical information. It is used to produce all of the management history reports.

12. Invoice history file

This file contains detailed line item history of Point of Sale tickets that have been posted (if you have elected to retain invoice history), as well as Order Entry Plus invoices that have been printed and posted. It is used to view invoice history and to print the invoice history reports.

NOTE: When you specify that this file is to be initialized, the message displays "This is the same file that is used by the O/E system. Are you sure you want to initialize this file? N" displays. Answer Y to proceed, or press [Enter] to default to N to skip initialization.

13. Data comparison file

This file is used by Multi-site to determine what has and has not been sent since the last full or partial update of the hub.

14. Point of Sale codes file

This file contains the pay in/out codes used by the P/S ticket entry function for recording distributions for cash paid in and out.

Make changes as usual.

Handling

Data file corruption does not mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted.

In *File utilities*, the function *Rebuild a file* will take out the good records in the data file, place these in a temporary file, and then replace the old file with the good records. In addition to this, any deleted or purged records which are taking up disk space will also be permanently removed and the file compressed to its physical size.

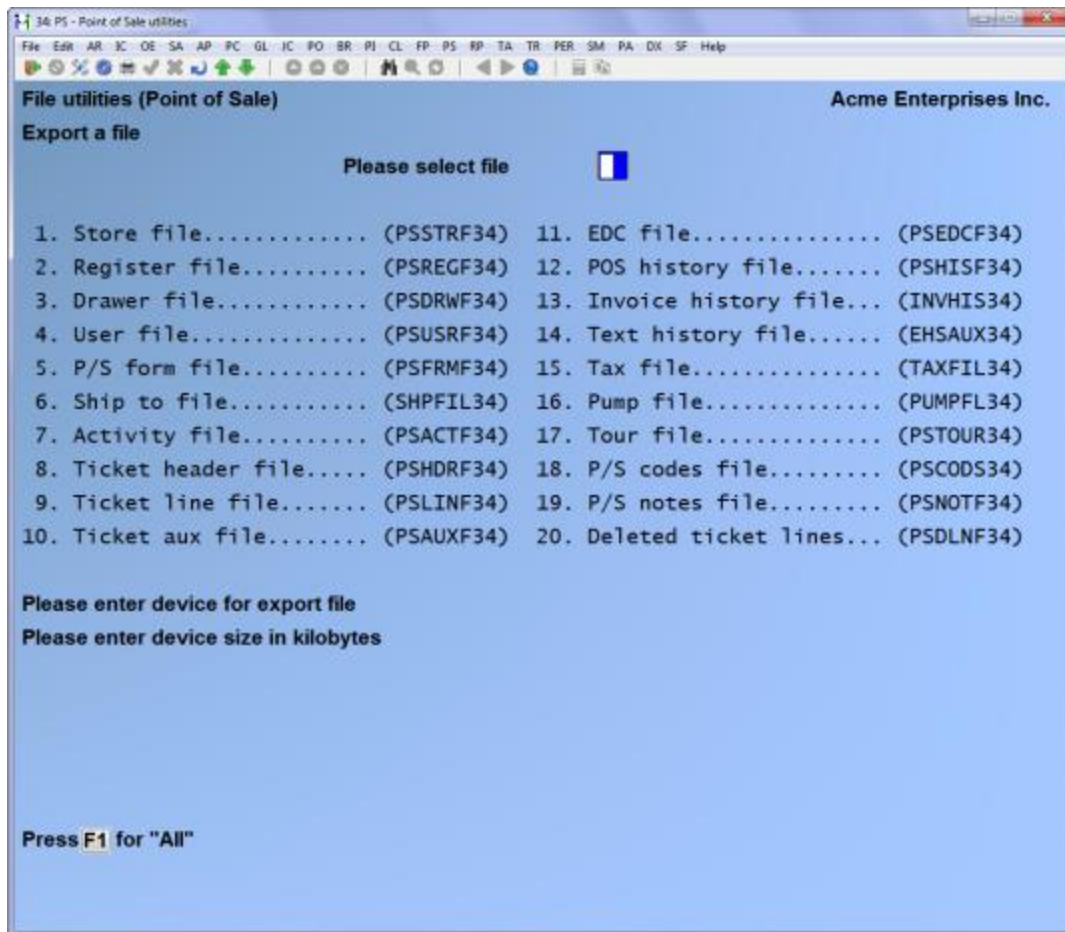
To Begin

Select *File utilities* from the second page of the P/S main menu.

Export a file

This function is used to export data files from the internal format to a "flat" ASCII file. The data file(s) is read in and an output file is created in the Samco root directory with the name "xxxxxxnn.EXP". Where 'xxxxxx' is the file name, and where 'nn' is the company number the file came from. (If you are running under Unix you will also have the option of appending a drive designation to the front of the file.)

To begin, select *Export a file* from the *File utilities* sub-menu. A screen similar to the one below will appear:



Enter the following data:

Please select file

Enter the number, from the list provided, of the file to be exported to ASCII format, or use one of the options:

Options: [F1] to export "All" files.

[F2] to view additional files available for exporting

Please enter device for export file

Enter the drive letter of the device that the ASCII version of the data file will be written to, or use the option:

Option: [F1] If you either (a) do not want to append a drive letter prefix to the file name (Unix only), or (b) want the file created on your hard drive.

For UNIX/LINUX users

The drive letter entered here will be attached to the front of the file name. The letter **A** is recommended for consistency. The ASCII backup file name in the Samco root directory will read **A:xxxxxnn.EXP**.

Alternatively, if you do not want to add a drive letter, press [F1] for "none".

For MS-Windows/LAN network users

The drive letter entered here will be the drive that the ASCII backup file will be written onto. If the drive letter entered is that of an external drive you will be prompted if you wish to delete all files on the drive first.

Please enter the device size in kilobytes

Enter the size of the diskette the ASCII files are to be written to.

The following table shows some of the more common device sizes in kilobytes:

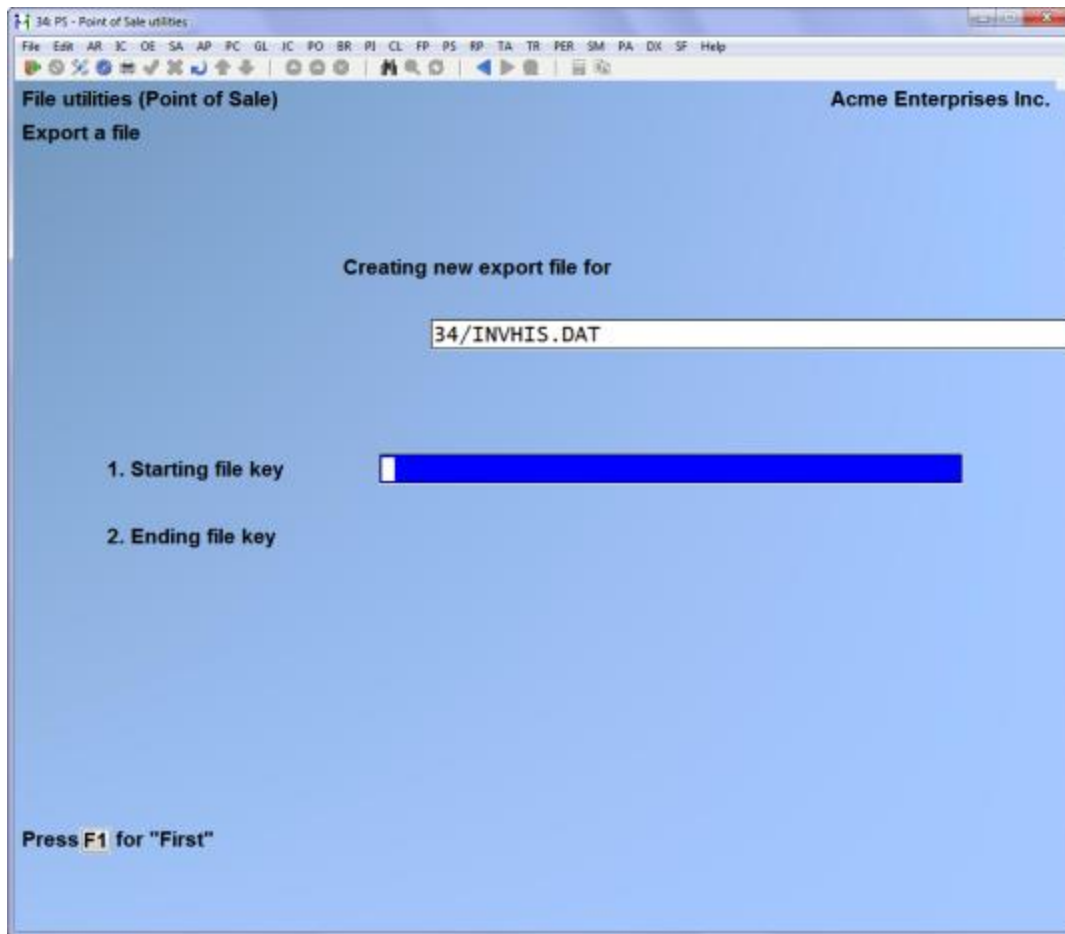
[F1]	Unlimited, Hard disk drive
------	----------------------------

If you enter a specific device size, once the disk is filled you will then be asked for another disk. This process will be repeated until all the data is written to the diskette.

The screen will then prompt you "Any change?". Enter Y and all the entries that you have made will be cleared and you will be returned to the "Please select file" prompt. Press [Enter] to accept the default of N.

NOTE: If you choose to convert "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", and "ENDING FILE KEY" prompts

The following screen will be displayed only if you did not select "All" files at the "Please select file" prompt:



Enter the following data:

1. Starting file key
2. Ending file key

Enter the starting and ending file keys for the data file selected for conversion, or press [F1] for "First" and "Last". Up to 37 alphanumeric characters may be entered. Unless you know the exact key for the records in the data file it is recommended that you press [F1].

When you have completed all entries the following prompt will appear:

(C) create new export file or (A) add records to existing export file

Enter [C] to create a new export file and over-write any pre-existing ASCII export for this data file, or enter [A] to add the records selected for conversion to any pre-existing ASCII export file on the device specified.

After selecting which type of file to create, the screen then clears and the ASCII file name is displayed along with a counter of the number of records exported.

If you had selected "All" at the "Please select file", it is assumed that you wish to create a new converted file. After the "Any change?" prompt, the screen clears and the ASCII file name is displayed along with a counter of the number of records exported for all files.

The *Export a file* menu reappears after the file, or files, selected have been exported so that you may choose another file.

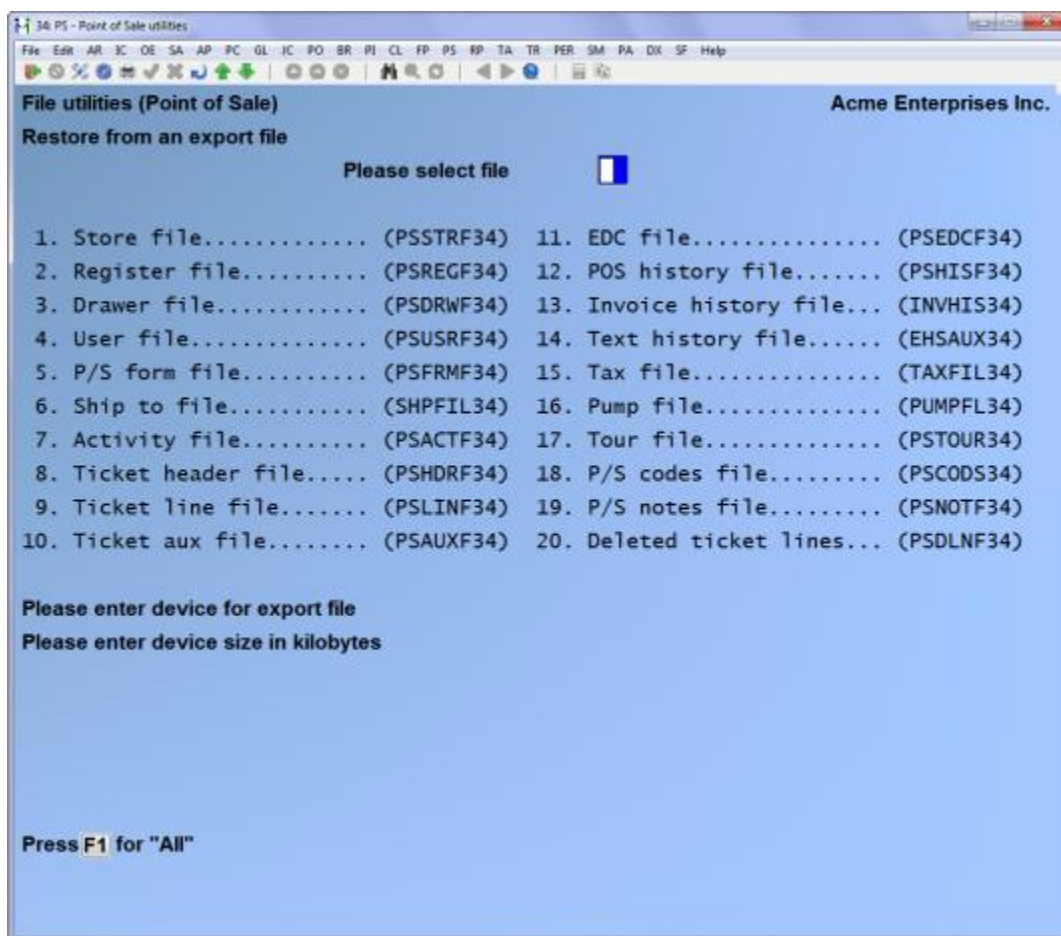
After you have completed running the convert routine, press [Tab] at the "Please select file" prompt. A window will appear for you to select how to print the export log.

Restore an exported file

This function is used to restore one or more of the listed data files from the "flat" ASCII file format to the internal format. The exported file is read in and an output file is created in the company sub-directory with the name "xxxxxx.DAT". Where "xxxxxx" is the file name.

From the *File utilities* menu select *Restore an exported file*.

You see:



Enter the following information:

Please select file

Enter the file number, from the list provided, of the file to be restored from an ASCII export format, or use the option:

Option: [F1] to restore "All" exported files.

Please enter device for exported file

Enter the drive letter of the device that the ASCII version of the data file will be read from, or use the option:

Option: [F1] If you either (a) did not append a drive letter prefix to the file name (Unix only), or (b) the file(s) reside on your computer's default hard drive.

For UNIX/LINUX users

This is the drive letter attached to the front of the file name. For example, if the file to restore is A:xxxxxnn.EXP, you would enter [A] here. If no designation is at the beginning of the file press [F1] for "none".

For MS-WINDOWS/LAN network users

The drive letter entered here will be the drive that the ASCII export file resides on.

Please enter the device size in kilobytes

Enter the size of the diskette the ASCII export files are on.

The following table shows some of the more common device sizes in kilobytes:

[F1] Unlimited, Hard disk drive

(C) Create New Data File Or (A) Add Records To existing Data File

If you answer [C] (Create new file), all of the existing data records in the original file will be destroyed, and the data records contained in the exported file will be transferred to the original file.

If you answer [A] (Add records to file), all of the existing records in the original file will remain, and the data records contained in the exported file will be added to the original file.

The following message will display:

"This function will now initialize the data file used in production. Its contents will be fully replaced with data from the exported file. Please make sure you want to do this. Are you sure?"

Answer Y or N, as appropriate.

The file(s) will now be restored. A message will be displayed on the screen, showing the count of the records as they are restored.

When the restoration of the file or files is complete the 'Restore an exported file' menu will be displayed.

You may select another file to restore. You may continue to restore files or press [Tab] to print the restore log and then return to the *File Utilities* sub-menu.

A window will appear for you to select where to print the restore log. A restore log shows the file(s) restored, the number of records per file, the date and time.

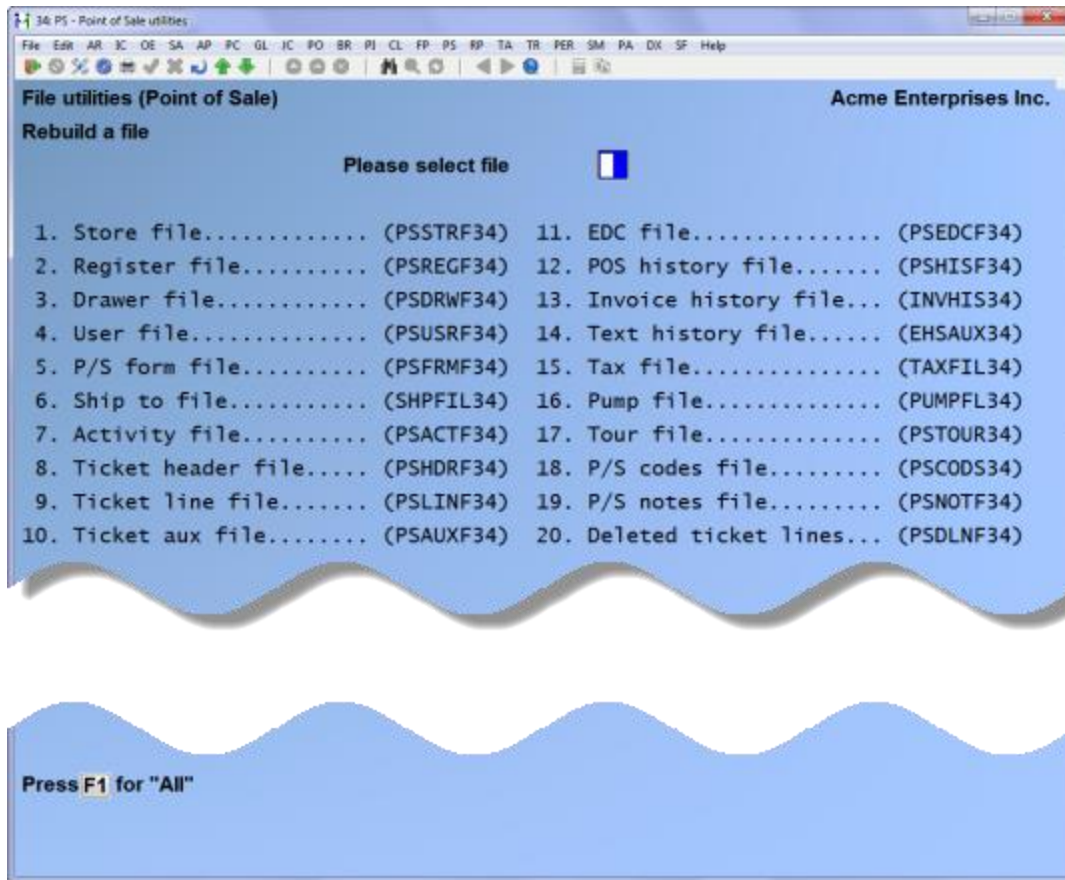
Rebuilding Data Files

Rebuilding data files can be used for one of two reasons:

1. A data file has become corrupted and needs to be recovered.
2. To recover disk space and clean out deleted or purged records.

The *Rebuild a file* function essentially takes the good records out of a file, removes the old file, and creates a new file with the good records.

To begin, select *Rebuild a file* from the *File utilities* menu.



Enter the following information:

Please select file

Enter the number of the file you wish to rebuild, or use the option:

Option: [F1] to rebuild "All" of the data files.

A new screen will appear showing the status of each file as it is being rebuilt. Once completed, you are returned to the *Rebuild a file* screen.



Appendix "C"

Ticket Entry Functions

Introduction

There are two types of functions that may be used while entering tickets: panel functions and non-panel functions. The panel functions are described below, and non-panel functions are explained beginning on page 29.

Panel Functions

During the ticket entry process, panel functions are used to perform certain operations. The names of all panel functions are displayed in the Panel area of the ticket entry screen.

To use a panel function, press the [F1] key, type the highlighted letter of the desired panel function (you do not press [Enter]).

Certain panel functions are available only to authorized users (see the chapter titled *Users*). If a security violation occurs, a message advising of the violation is displayed. A security override may be performed by an authorized user.

Panel functions which require authorization are denoted with an asterisk (*). Panel functions which are disabled when processing Kits Plus components are denoted with +.

Add

1) Add another item to ticket after Total has been pressed.

Use when you are in the Totals Area of the screen to move back to the Transaction Area. The **Add** option positions the cursor at "Item Number". (You may also press [↑] to move back to the Transaction Area). You may now add or edit items, or use any function that is normally available while in the Transaction Area. Any information entered in the Totals Area is lost when the **Add** function is performed.

2) Change Customer Area information.

Use when you are at "Item Number" (or "Bar code") in the Transaction Area of the screen to move back to the Customer Area. The **Add** option positions the cursor at "Cus#". (You may also press [↑] twice).

You may replace the original customer number with another customer number, or modify the name and address information on a miscellaneous customer.

If used, the sales rep, user-defined field text and optional entry fields may also be changed for the ticket, including the ship-to address, purchase order number, ship via method, shipping date, terms code, and tax group code.

NOTE: If the store's configuration options indicate that the optional entry fields or user-defined fields are skipped, make changes to them by selecting the **Misc** panel function when the cursor is positioned at "Item Number".

Previously calculated prices remain unchanged when changing the Customer Area information.

*3) Add a customer to the Accounts Receivable Customer file.

When selected at "Cus#", the **Add** panel function displays a data entry screen for adding a customer. You can press [F2] to automatically assign a customer number, if this configuration option has been specified. Enter the customer information in the normal manner.

When the entry is complete the program returns to "Cus#" on the ticket entry screen where the last customer number added is displayed automatically. If the ticket is completed using the displayed customer, the newly added customer information may be reported in the Daily Non-Sale Report.

Backup

Backup ticket information for a register to the backup directory designated in *Configuration options*.

Use when immediate backup is required and automatic backup is not sufficient.

Select this panel function while the cursor is positioned in the Customer Area at "Cus#", prior to entering the customer number.

The message "*** Preparing to backup ***" displays and you are asked "Are you sure?". Answer Y to add to the backup file the tickets entered on the register since the last backup.

Only tickets entered on the register where **Backup** is selected are backed up. Hold tickets, orders, and layaways are not included in the backup.

The program returns to "Cus#" after the backup is complete, or if you answered N to "Are you sure?".

Dup

1) Print an alignment form.

Use to print a test alignment form filled out with X's and 9's.

While the cursor is positioned in the Customer Area at "Cus#", select this panel function, prior to beginning a ticket.

When the cursor moves to "Ticket#", press [F2] (rather than enter a ticket number). The printing options defined for the current register are displayed at the bottom of the screen, with the word "ALIGNMENT" above them.

Press the key which corresponds to the alignment form to be printed. You may print as many alignment forms as needed. When the alignment is correct, press [Tab] and the cursor returns to "Cus#" for entry of a ticket.

2) Reprint a completed, unposted ticket.

While the cursor is positioned in the Customer Area at "Cus#", select the Dup panel function, prior to beginning a ticket.

If the store's configuration options allow tickets to be reprinted, you are requested to enter the ticket number to be reprinted. The ticket must be unposted, and may be reprinted only from the same register at which it was entered.

If a valid ticket number is entered, the ticket information displays and the printing options appear at the bottom of the screen. Press one of the keys shown to reprint the ticket, or press [Tab] to exit without reprinting.

If the ticket has been previously printed, and you are using one of the predefined forms supplied with P/S, the word "DUPLICATE" prints on the reprinted ticket.

Reprinted tickets can be reported in the Daily Exception Report.

NOTE: The *Batch printing* selection can also be used to reprint groups of tickets. Refer to chapter 18, titled Batch Printing, for more information on this selection.

Find

1) Find an item number when it is not known.

While the cursor is positioned in the Transaction Area at "Item Number" (or "Bar code"), select this panel function.

Depending on the default item search method specified in *Configuration options*, enter a partial description, item number or keyword for the item.

You may also press [F2] to select a different search method. The keyword search methods that are available are those selected in *I/C Control information*. The Item file is searched using the information you have supplied.

The first eight items matching the search information are displayed. The quantity available of each item in the ticket warehouse is also shown unless you are using the configuration option to display two lines of item description in **Find**.

Use the [↑][↓] keys to select an item, or enter the line number of the item. You may also use one of the options:

Options: [PgDn] to view the next eight items which match the characters entered
[PgUp] for subsequent pages, to view the previous eight items
[Tab] to stop the search without selecting an item

If you select an item, it displays as the next line item on the ticket.

To view item information prior to beginning a ticket, use the **Zoom** panel function while the cursor is positioned at "Cus#".

2) Find a customer by number or name.

While the cursor is positioned in the Customer Area at "Cus#", select the **Find** panel function.

Enter the customer number or beginning portion of the number, or use the option:

Option: [F2] to alternate the search method between customer name and customer number

When the first eight customers who match the number (or name) you entered are displayed, use the [↑][↓] keys to highlight the customer you wish to select and press

[Enter], or enter the line number corresponding to the customer. You may also use one of the options:

- Options:** [PgDn] to view the next eight customers who match the characters entered
- [PgUp] for subsequent pages, to view the previous eight customers
- [Tab] to return to "Cus#" without selecting a customer

Hold

1) To hold (and/or print) a ticket without completing it.

Allows a ticket to be placed "on hold" without completion of entry, in order to begin the next ticket. A ticket may be held indefinitely and is recalled by the **Hold** panel function (see below).

To place a ticket on hold, total the ticket using the **Total** panel function or by pressing [↓]. While the cursor is positioned at "Payment code", prior to entering a payment code, select the **Hold** panel function.

When the field "Ticket#" changes to "Id #", enter a hold number of your choice or use the option:

- Option:** [F2] to automatically assign the next highest number based on ID numbers already on hold

The forms that can be printed on the current register are then displayed at the bottom of the screen. Press one of the keys shown to obtain a printed copy of the hold ticket, or press [Esc] if you do not wish to print the hold ticket.

Hold tickets are reported in the Holds Report.

2) To recall a ticket that has been placed on "Hold".

While the cursor is positioned at "Cus#", select the **Hold** panel function.

When prompted, enter the ID number of the hold ticket or use one of these options:

- Options:** [F1] to display the first hold ticket
- [F2] to alternate the search method between hold ID and customer name

When the hold ticket is displayed, enter the ID number of a different hold ticket or use one of the options:

- Options:** [F1] to display the next hold ticket
- [F2] to alternate the search method between hold ID and customer name
- [Enter] to unhold the ticket currently displayed

If you press [Enter] to unhold the ticket, the next ticket number for the register is automatically assigned and the cursor is positioned at the next available "Item Number" field. All normal ticket entry functions may be performed.

A ticket can be unheld at any register.

Input +

Add "comment" lines to the ticket.

While the cursor is positioned in the Transaction Area at "Item Number" (or "Bar code"), select this panel function.

Comment lines are entered as two lines of up to 25 characters each. To use comment lines that are predefined in the I/C Item file, press [F2] and enter the item number of the comment. Use [↑] and [↓] to move between text lines. Press [Tab] at the beginning of a comment line to terminate entry.

Comment lines can be printed on tickets, and can be retained in invoice history.

Lock (unlock*)

Lock the register to prevent unauthorized access.

While the cursor is positioned at "Cus#", "Item Number" (or "Bar code), or "Payment code", select this panel function.

The words "REGISTER LOCKED" appear, and the "User password" prompt displays.

To unlock the register, enter the password of the user who locked the register, or a different user who has authorization to unlock registers.

Misc

1) Change the default warehouse or profit centre for a ticket.

Prior to making changes, the store's default warehouse and profit centre are used for tickets entered on a register.

While the cursor is positioned at "Cus#", select the **Misc** panel function.

To change the warehouse location for a ticket, select option [1] from the Miscellaneous menu. To change the profit centre for a ticket, select option [2].

Enter the warehouse code or profit centre number to be used, or use the option:

Option: [F1] to restore the store's default warehouse or profit centre

The new warehouse location or profit centre remains in effect for the current ticket and all subsequent tickets entered on that register until the warehouse or profit centre is again changed, or until reset to the store default by exiting to "User password" field of *Tickets (Enter)*.

While a non-default warehouse or profit centre is active, *Misc* displays in the Customer Area of the ticket, next to the date and time display.

***2) Enter receivings and transfers of inventory items.**

Inventory receivings and transfers (if using multi-warehousing) can be entered in the *P/S Tickets (Enter)* selection.

The current entry mode (e.g., Normal, Fast, Normal/Bar code, Fast/Bar code) remains in effect for entry of receivings and transfers.

While the cursor is positioned at "Cus#", select the **Misc** panel function.

To enter inventory receivings, select option [3] from the Miscellaneous menu. To enter inventory transfers, select option [4].

For receivings, if you are using multi-warehousing, enter the warehouse for which the receivings are being done.

For transfers, enter the "From" (sending) warehouse and "To" (receiving) warehouse.

Enter the item number being received or transferred, or use one of the options:

Options: [F1] to display the next existing receiving or transfer that was entered on the same register by the same user. Answer Y to "Any change ?" to make changes.

[F2] to display the next item number in the Item file

[Enter] to enter the item description when the item number is not known

Enter the quantity being received or transferred (in stocking units), or use one of the options:

- Options:** [F1] to display the next existing receiving or transfer for the item that was entered on the same register by the same user
- [↑] for receivings, to enter the quantity and cost in an alternate unit, if any are defined for the item

For receivings, enter the cost of the item (per stocking unit), or use the option:

- Option:** [Enter] to use the item's replacement cost (standard cost for standard valuation method)

Enter a document number for the transaction, or use the option:

- Option:** [Enter] after the first receiving is entered, to use the last entered document number

For serialized or lot-controlled items, enter the serial number or lot number information for the transaction, or use the option:

- Option:** [Tab] to exit prior to entering all serial numbers or lot numbers

If you exit prior to entering all serial numbers or lot numbers, you may edit these transactions at a later time to add the serial numbers or lot numbers using the **Misc** panel function or the *I/C Inventory* selection.

Enter additional items to be received or transferred in the same manner.

To print an abbreviated transaction edit list of the receivings and/or transfers entered through the ticket entry screen, select option [5] (*Print transactions*) from the Miscellaneous menu.

The receivings and transfers are added automatically to the *I/C Inventory Transaction* file and do not create tickets in the *P/S Header and Line* files. The "Comment" field of receivings and transfers entered through the **Misc** panel function contains the *P/S* store number, register number, and user ID.

These transactions can also be accessed (and must be posted) using the *I/C Inventory* selection.

3) Enter and edit optional entry and/or user-defined fields.

If you specified in the store's configuration options that you are using any optional entry fields or user-defined fields, and wish to skip entry of them, select the **Misc** panel function when the cursor is positioned at "Item Number" to enter those fields that you are using.

The optional entry fields include: ship-to address, purchase order number, ship via method, and ship date. When Accounts Receivable is being used, also included are terms code changes, and tax group code changes.

The user-defined fields are those for which prompts were defined in *Configuration options*.

Notax*

1) Change taxable status for a ticket.

At any time prior to entering a payment code for a ticket, select this panel option.

The Totals Area displays a list of the applicable tax types. Select the tax type to change using the [↑][↓] keys and press [Enter]. Enter the customer's tax exempt number, and then change the taxable status using the appropriate letter ([T]= taxable, [X]= exempt, [Z]= zero rated, or [Enter] to use the taxable status of the item).

2) Change an item's taxable status.

If you specified in the store's configuration options that item taxable status changes are allowed, select the **Notax** panel function when the cursor is positioned at "Qty" for an item to change its taxable status, apply a taxable code, or change the amount of tax charged..

Selecting the **Notax** panel function will display a list of the applicable tax types for this item. Enter a taxable code (to apply a surtax, new tax rate, etc.), change the taxable status using the appropriate letter ([T]= taxable, [X]= exempt, [Z]= zero rated), or enter a different tax amount.

Order +

Process an order for a customer, for later delivery and invoicing.

The **Order** panel function allows orders to be created and subsequently processed. Subsequent processing includes editing the order, releasing items from the order for invoicing, order printing, applying deposits and refunds, entry of reference text for items, and cancellation of the order.

All orders can be reported in the Orders Report. In addition, cancelled orders and orders whose items are fully released can be purged using the Orders Report. Refer to the chapter titled *Orders Report*, for more information on the Orders Report.

To create an order, place the ticket in ORDER mode by selecting the Order panel function when the cursor is positioned at "Item Number" or "Qty". ORDER mode remains in effect for all items entered on the ticket until the Order panel function is again selected to turn off ORDER mode.

When the ticket is totalled, the order totals are displayed. Select the Order panel function at "Payment code" to switch back and forth between the totals for the "order" portion and "sold" portion (if one exists) of the ticket.

An order discount, tax override, commission override, and/or miscellaneous charges (if using) can be entered in the normal manner when the order totals are displayed. One payment code may be specified if an order deposit is taken. Order information must be entered prior to completing any "sold" portion of the ticket.

The order may then be printed. If an order printer register number has also been specified in the store's configuration options, the order can be printed using any forms assigned to that register, instead of the current register.

New orders are reported in the Daily Non-Sale Report, as well as the Orders Report.

To subsequently process an order, select the Order panel function while the cursor is positioned at "Cus#". Specify the number of the order to be processed, or press [F2] to search for an order by customer name. When the correct order is selected, the Order menu is displayed, showing all possible order processing functions.

When the Order menu is displayed, a different order may be processed by pressing [Tab] and specifying the order number or customer name of the desired order.

To edit order information, select the *Edit* function. Changes are made to an order in the same manner as entering and editing a normal sale ticket. Select the **Total** panel function to terminate editing. At that point, you may also enter or change the order discount, tax override, commission override, and/or miscellaneous charges (if using). To release items from an order to a sales ticket for invoicing, three Order menu selections are provided.

The *Release* selection is used to release individual lines, change quantities to be released from the specified order quantity, and to release quantities as well as leave quantities on the order. The previously entered order discount, tax amount, miscellaneous charges, and deposit can easily be allocated as desired to the released and remaining on-order portions.

The *Full release* selection is used to release all lines on the order, with no changes to quantities and leaving no quantities on order. The previously entered order discount, tax amount, commission amount, miscellaneous charges, and deposit are applied in full to the released items. Changes can be made to release quantities and allocated amounts.

The *Copy release* selection performs a "full release", but also leaves identical quantities on order. The previously entered order discount, tax amount, commission amount, miscellaneous charges, and deposit are applied in full to the released items. Changes can be made to release quantities and allocated amounts.

When items are released from an order, using any of these release functions, the Order function is terminated, and the ticket entry screen displays for completion of the sales ticket containing the released items.

To print an order, select the *Print* function. The printing options display at the bottom of the screen. Press one of the keys shown to print the order.

If an order printer register number is specified in the store's configuration options, the printing options shown are those for that register. If an order printer register number is not specified, the printing options are those for the current register.

Press [Tab] when the printing options are displayed to return to the Order menu.

To accept or refund a deposit on an order, select the *Deposits* function. Enter one pay code for the deposit, the amount of the deposit (enter refunds as a negative amount), and any requested validation information. Refunds cannot exceed the total deposits received on the order. A ticket number is automatically assigned to the deposit transaction, and the ticket may be printed when the printing options display. Press [Tab] when the printing options are displayed to return to the Order menu.

Orders deposits and refunds are reported in the Daily Non-Sale Report, as well as the Orders Report.

To enter item references on an order, select the *References* function. If you specified to enter order/layaway references in *Configuration options*, reference text may also be entered when the order is created.

Enter up to 15 characters for each item on the order. After the first item, you may press [F2] to default to the last text entered. Use [↑] and [↓] to move between text lines.

Press [Tab] when completed entering reference text to return to the Order menu.

The Orders Report allows order information to be printed in sequence by item reference text.

To cancel an order, select the *Cancel* function. If a refund is to be given, enter one pay code and the amount of the refund (as a positive amount). If no refund is given, press [Enter] at "Payment code". Any deposit amount that is not refunded is considered to be forfeited.

A ticket number is automatically assigned to the cancellation, and the ticket may be printed when the printing options display. Press [Tab] when printing completes, or if you do not wish to print the ticket.

A message is then displayed, confirming the order cancellation.

A cancelled order can be reinstated by selecting it for processing again, and answering Y when asked "Do you wish to reinstate this order ?".

Cancelled orders are reported in the Daily Non-Sale Report, as well as the Orders Report.

Pay

***1) Pay funds into or out of the drawer (non-A/R payment), or open the cash drawer (No-sale).**

While the cursor is positioned in the Customer Area at "Cus#", select this panel function. Three options appear: Pay-(I)n, Pay-(O)ut, and (N)o-sale.

Choose either pay-(I)n or pay-(O)ut to pay funds into or out of the drawer. Enter the payment code and amount, to whom the payment is made, or from whom it is received, a description of the transaction, and up to three Pay In/Out codes (if applicable per the *Stores* configuration). The cash drawer is opened and the ticket may be printed.

Press [Tab] to cancel entry of a pay-in or pay-out ticket.

Choose the (N)o-sale option to simply open the cash drawer. A transaction is not created, and no document can be printed.

2) Enter payment on Accounts Receivable account.

While the cursor is positioned in the Transaction Area at "Item Number" (or "Bar code"), select the Pay panel function.

The payment codes defined in the Store file display at the bottom of the Window. Enter the appropriate payment code.

For an "open-item" customer, enter the document number to which the payment applies, or use one of the options:

Options: [F1] to display the next document with an unpaid balance
[F5] to display all unpaid open items for this customer
[Enter] to leave the payment unapplied as an "open credit"

For a "balance-forward" customer, the payment is automatically treated as an "open credit".

Enter the amount of the payment. If you chose to apply the payment to a specific document number, the unpaid balance of that document is displayed as a default for "Amt received". You may enter a different amount, or press [Enter] to accept the displayed amount.

Enter any validation information requested for the pay code. Then enter a 6-digit reference number to be used as "Check #" in Accounts Receivable, or press [Enter] to use the ticket number for "Reference #".

Correct the information as necessary and press one of the keys shown to print the ticket. When printing is complete, the program returns to "Cus#" for entry of the next ticket.

If the "Point of Sale" update method is specified in *Configuration options*, the customer's un-posted balance is updated with the amount of the A/R payment.

When *End of day (Post)* is run, a cash receipt transaction will be created in the A/R Cash Receipts file.

Quote

Provide a quotation to a customer.

While the cursor is positioned at "Payment code" in the Window of the screen, prior to entering any payment codes, select this panel function.

The word "QUOTE" appears on the screen in place of the ticket number, and prints on the quotation. When printing of the quotation is complete, you may convert the quotation into a ticket and finalize it as a regular sale, or you can start a new sales ticket.

To print a "numbered" quote, see the Hold panel function above.

Return* +

Process a returned item.

While the cursor is positioned in the Transaction Area at "Item Number" (or "Bar code") or at "Qty", select this panel function. "RETURN" appears in the Window of the screen. Enter the information on the returned item. Note that if the item number is not known, you may use the **Find** panel function to search for the item number.

Re-selecting this panel function turns off the RETURN mode to continue entering sold items on the same ticket.

Subtotal

Provides a subtotal of the ticket.

While the cursor is positioned in the Transaction Area at "Item Number" (or "Bar code"), select this panel function.

The subtotal of the sale to that point, including tax, is displayed in the Window of the screen. If ordered items have been entered on the ticket, separate subtotals are shown in the Window for the ordered portion of the ticket.

The total number of line items entered on the ticket is displayed in the last "Item Number" field of the Transaction Area. If you specified in the store's configuration options to display the total ticket cost or gross profit percent, the sum for sold items is shown.

Total

Totals the ticket and accepts payment from the customer.

While the cursor is positioned in the Transaction Area at "Item Number" (or "Bar code"), select this panel function. You may also press [↓] to total the ticket. (Use the **Add** panel function or [↑] to cancel the **Total** function and return to the Transaction Area.)

If the ticket contains any ordered items, the totals for the ordered portion of the ticket are displayed in the Totals Area. If the ticket contains both ordered and sold items, select the **Order** panel function at "Payment code" to switch between the two portions of the ticket.

When either the ordered or sold portion of the ticket is shown, the amount of that portion, including tax, is displayed. The number of ordered or sold line items on the ticket is displayed in the last "Item Number" field of the Transaction Area. If you specified in the store's configuration options to display the total ticket cost or gross profit percent, the sum for ordered or sold items is shown.

The possible methods of payment and their respective payment codes are displayed in the Window of the screen, along with a prompt to enter a payment code.

You can enter up to three different payment codes and payment amounts for a single ticket. If the ticket contains ordered items, one payment code may be entered for the order deposit, if any, and up to two payment codes may be entered for the sold portion.

Depending on the pay code definitions in the Store file, you may be asked for additional information such as a driver's license or credit card number.

Press [Esc] to cancel entry of a payment code.

When you indicate completion of entering payment codes for the sold portion of the ticket, the printing options for that register then display. Press one of the keys shown to print the ticket. The cash drawer then opens if any of the payment codes entered include drawer opening in their definitions.

When printing is complete, you have the option of reprinting the ticket in the event your printer has malfunctioned.

If the ticket contains ordered items, the order printing options then display for printing the ordered portion of the ticket. If an order printer register number is specified in the store's configuration options, the printing options displayed are those for that register.

Void*

voids a ticket.

To void before printing the ticket

While the cursor is positioned in any area of the entry screen, but before the ticket has been printed, select this panel function. User authorization is NOT required.

When asked, answer Y to indicate that you wish to void the ticket.

Voiding the ticket prior to printing causes the computer-assigned ticket number to be re-used for the next ticket, and no record of the voided ticket is retained.

To void after printing the ticket

While the cursor is positioned in the Customer Area of the screen at "Cus#", select this panel function. User authorization is required.

When asked, enter the ticket number to be voided. A ticket must be voided prior to posting, and from the same register at which it was entered.

Press [Esc] to abort entry of the ticket number to be voided.

If a valid ticket number is entered, the customer information and totals for the ticket are displayed on the screen and you are asked "Void this ticket?". Answer Y or N as appropriate.

The program returns to "Cus#" for entry of the next ticket if you answer N. If you answer Y, the ticket is voided from the P/S Header and Line files. You may then enter the next ticket number to be voided, or press [Tab] to return to "Cus#" for entry of the next ticket.

Tickets voided in this way print on the Daily Register Audit Journal and the Daily Exception Journal.

Note that order deposits and layaway payments cannot be voided after completion. To cancel these types of tickets, enter another ticket of the same type with a negative amount.

LayaWay

Process a layaway for a customer, where merchandise is set aside for future delivery after scheduled payments are completed.

The **LayaWay** panel function allows layaways to be created and subsequently processed. Subsequent processing includes editing the layaway, releasing items from the layaway for invoicing, layaway printing, applying payments and refunds, entry of reference text for items, and cancellation of the layaway.

All layaways can be reported in the Layaways Report. In addition, cancelled layaways and layaways whose items are fully released can be purged using the Layaways Report. Refer to the chapter titled *Layaways Report*, for more information on the Layaways Report.

To create a layaway, place the ticket in LAYAWAY mode by selecting the **LayaWay** panel function when the cursor is positioned at "Item Number", prior to entering any line items. Only layaway items can be entered on a ticket that is in LAYAWAY mode.

When the ticket is totalled, the layaway subtotal, tax, and total are displayed, and the next layaway number for the register is automatically assigned. (You may assign a layaway number of your choice using the Xternal panel function prior to beginning the layaway ticket.)

A layaway discount, tax override, commission override, and/or miscellaneous charges (if using) can be entered in the normal manner. One payment code may be specified if an initial layaway payment is taken. An initial payment less than the minimum layaway payment amount or percent specified in *Configuration options* may be entered only by a user authorized to override customer credit limits.

The layaway may then be printed. If a layaway printer register number has also been specified in the store's configuration options, the layaway can be printed using any forms assigned to that register, instead of the current register.

New layaways are reported in the Daily Non-Sale Report, as well as the Layaways Report.

To subsequently process a layaway, select the LayaWay panel function while the cursor is positioned at "Cus#". Specify the number of the layaway to be processed, or press [F2] to search for a layaway by customer name. When the correct layaway is selected, the Layaway menu is displayed, showing all possible layaway processing functions.

When the Layaway menu is displayed, a different layaway may be processed by pressing [Tab] and specifying the layaway number or customer name of the desired layaway.

To edit layaway information, select the *Edit* function. Changes are made to a layaway in the same manner as entering and editing a normal sale ticket. Select the

Total panel function to terminate editing. At that point, you may also enter or change the layaway discount, tax override, commission override, and/or miscellaneous charges (if using).

To release items from a layaway to a sales ticket for invoicing, three Layaway menu selections are provided.

The *Release* selection is used to release individual lines, change quantities to be released from the specified layaway quantity, and to release quantities as well as leave quantities on the layaway. The previously entered layaway discount, tax amount, miscellaneous charges, and payment can easily be allocated as desired to the released and remaining on-layaway portions.

The *Full release* selection is used to release all lines on the layaway, with no changes to quantities and leaving no quantities on layaway. The previously entered layaway discount, tax amount, commission amount, miscellaneous charges, and payment are applied in full to the released items. Changes can be made to release quantities and allocated amounts.

The *Copy release* selection performs a "full release", but also leaves identical quantities on layaway. The previously entered layaway discount, tax amount, commission amount, miscellaneous charges, and payment are applied in full to the released items. Changes can be made to release quantities and allocated amounts.

When items are released from a layaway, using any of these release functions, the **LayaWay** function is terminated, and the ticket entry screen displays for completion of the sales ticket containing the released items.

To print a layaway, select the *Print* function. The printing options display at the bottom of the screen. Press one of the keys shown to print the layaway.

If a layaway printer register number is specified in the store's configuration options, the printing options shown are those for that register. If a layaway printer register number is not specified, the printing options are those for the current register.

Press [Tab] when the printing options are displayed to return to the Layaway menu.

To accept or refund a payment on a layaway, select the *Payments* function. Enter one pay code for the payment, the amount of the payment (enter refunds as a negative amount), and any requested validation information. Refunds cannot exceed the total payments received on the layaway.

A ticket number is automatically assigned to the payment transaction, and the ticket may be printed when the printing options display. Press [Esc] when the printing options are displayed to return to the Layaway menu.

Layaways payments and refunds are reported in the Daily Non-Sale Report, as well as the Layaways Report.

To enter item references on a layaway, select the *References* function. If you specified to enter order/layaway references in *Configuration options*, reference text may also be entered when the layaway is created.

Enter up to 15 characters for each item on the layaway. After the first item, you may press [F2] to default to the last text entered. Use [↑] and [↓] to move between text lines.

Press [Tab] when completed entering reference text to return to the Layaway menu.

The Layaways Report allows layaway information to be printed in sequence by item reference text.

To cancel a layaway, select the *Cancel* function. If a refund is to be given, enter one pay code and the amount of the refund (as a positive amount). If no refund is given, press [Enter] at "Payment code". Any payment amount that is not refunded is considered to be forfeited.

A ticket number is automatically assigned to the cancellation, and the ticket may be printed when the printing options display. Press [Tab] when printing completes, or if you do not wish to print the ticket.

A message is then displayed, confirming the layaway cancellation.

A cancelled layaway can be reinstated by selecting it for processing again, and answering when asked "Do you wish to reinstate this layaway?".

Cancelled layaways are reported in the Daily Non-Sale Report, as well as the Layaways Report.

Xternal

Provides for entry of an external (manual) ticket, order, or layaway number for a ticket.

While the cursor is positioned in the Customer Area at "Cus#", prior to entering the customer number, select this panel function.

The cursor moves to "Ticket#" and you may enter a ticket number, or use one of the options:

Options: [F2] to enter an order number

[F2][F2] (Press [F2] twice) to enter a layaway number

If the ticket number entered has already been used at the register and is not posted, or if the order or layaway number already exists, an error message displays and you may enter a different number or press [Tab] to cancel this function.

The program returns to "Cus#" after entry of the ticket number, order number, or layaway number.

Zoom

Provides additional information on the current item or customer.

Customer Zoom

While the cursor is positioned in the Transaction Area at "Item Number" (or "Bar code"), select the **Zoom** panel function.

The following information is displayed on the first screen for the current customer:

- Contact names
- Phone numbers
- Customer type
- Discount percent
- Sales PTD/YTD/Last year
- Terms
- Tax group
- Comments
- First and Last sale dates

Press [PgDn] to view credit information on the customer, including:

- Balance
- Credit limit
- Credit rating
- Aging of open documents
- Historical statistics for sales, payments, and finance charges
- Last sale date and amount
- Last pmt date and amount
- Last finance charge
- First sale date

An * is displayed next to the "Balance" figure if the figure includes an un-posted balance. A "past due" warning message is also displayed if the customer has any open documents that are older than "Current".

Press [F6] when either customer zoom screen is displayed to view notes on file for this customer.

When completed viewing the customer information, press [Enter] and the program returns to "Item Number" (or "Bar code").

NOTE: Customer Zoom operates only if you are using Accounts Receivable.

Item Zoom

While the cursor is positioned at "Cus#" prior to entering a customer number, or in the Transaction Area at "Qty" for the item prior to entering the quantity, select the **Zoom** panel function.

If selected at "Cus#", enter the item number, or use the option:

Option: [F5] to search for the item by item number, by description, or by a keyword

If you press [F5], the default item search method selected in *Configuration options* is displayed. Enter the search information or press [F2] to select a different search method.

After entering search information, the first eight items which match the characters you entered are displayed, along with their categories and sub-categories. Most search methods also display the quantity available in the current warehouse and Price-1 for the items.

Use the [↑][↓] keys to select an item, or enter the line number of the item.

If selected at "Qty", or after an item has been specified, the following information is displayed on the first screen for the item:

- Price-1
- Price-2
- Price-3
- Sale prices in effect
- Stocking unit
- Alternate selling units
- Location
- Category
- Vendor
- Taxable status or code
- Total quantity available
- Total quantity on hand
- Total quantity committed
- Total quantity on order

If you specified in the store's configuration options that the average, standard, or replacement cost of items should display, that cost is also shown.

If multi-warehousing is used, the location, quantity on hand, quantity committed, and quantity on order of the item for the store's default warehouse is also displayed automatically.

You may enter another warehouse code to view the location, quantities available, on hand, committed, and on order at that warehouse, or use one of the options:

Options: [Enter] to view quantities for the "Central" warehouse

[F1] to view quantities for the next warehouse

[F5] to view quantities in all warehouses

[F6] to view notes on file for this item

[PgDn] to view the next screen of item information

If you press [PgDn], the following information is displayed for the ticket warehouse:

- Last sale date

- Alternate unit prices
- Alternate item numbers
- Historical statistics for quantity sold, quantity returned, sales amount, and cost amount

When completed viewing the item information, press [Tab]. If the item is not serialized or lot-controlled, the cursor returns to "Cus#" or "Qty" for the item.

If the item is serialized or lot-controlled, you are asked "View serial numbers?" or "View lots?". Answer Y to see all available serial numbers or lot numbers at the warehouse for the item.

For each serial number, the receiving date and reference text also display. For each lot number, the quantity available of the lot and reference text display.

When completed viewing the serial numbers or lot numbers for an item, press [Tab]. The program returns to "Qty" for the item, or to "Cus#".

Non-panel Functions

The following non-panel functions are explained below:

- Bar Codes
- Change Entry Mode
- Change Selling Unit
- Change Ticket Entry Screen
- Commission Override
- Discount by Item
- Discount by Ticket
- Price Override
- Selecting an Alternate (Substitute) Item
- Tax Override by Ticket

Bar Codes

Allows an item to be identified by its bar code.

If the item's bar code is 15 characters or fewer, you may enter a bar code in any of the four entry modes. When prompted to enter "Item Number" or "Bar code", use a bar code reader to scan the item's bar code.

If the item's bar code is greater than 15 characters, you must be in either "Normal/Bar code" or "Fast/Bar code" mode (see "Change Entry Mode" below). When prompted to enter "Bar code", use the bar code reader to scan the bar code.

Up to eight bar codes can be set up for an item, using the I/C *Items* selection.

Change Entry Mode +

Allows changes to the current item entry mode.

While the cursor is at "Item Number" (or "Bar code") for an item, press [F2]. The possible entry modes are displayed in the Window, and an arrow points at the current selection.

Select the desired entry mode by using the [↑][↓] keys or typing the first letter of the mode. You may also use the option:

Option: [F1] to select the store's default mode. The new mode is active beginning with the next item entered.

You may switch as needed between the Normal (full) data entry mode, and Fast (abbreviated) data entry mode.

In either of the two "Bar code" modes, you can identify items by bar codes which are greater than 15 characters (or by item number). In any of the four modes, you can identify items by either item number or bar codes which are 15 characters or less.

Change Selling Unit

To select a different selling unit for an item.

If at least one alternate unit has been defined for an item, press [↑] at "Qty", prior to entering the quantity, to select a different selling unit. The price for the item is automatically recalculated and displayed as "Price", based on the unit selected.

The selling unit cannot be changed after a price override has been entered for the item.

Change Ticket Entry Screen

Allows change to the ticket entry display screen, from a full screen to a simple screen (and vice versa).

The default ticket entry screen is determined by the store's configuration option. To switch between a full screen and simple screen, press [↑] while the cursor is positioned at "Cus#", prior to entering a customer number.

The full screen shows all field names in the Customer Area, as well as all panel functions in the Panel area.

The simple screen has some of the field names in the Customer Area removed, and the Panel area is blank.

Commission Override*

Allows a change to be made to the automatically calculated commission amount on a ticket. While the cursor is positioned at "Payment code", prior to entering any payment codes, press [F2] to display the totals override menu.

If you are authorized to perform commission overrides, use the [↑][↓] keys or type [C] to select the "Commission" or "Commission percent" option.

The automatically calculated commission amount and percent (based on sale amount) are displayed at the bottom of the screen.

Enter a commission amount or percentage. If you enter an amount, it cannot exceed the net sale amount (sale less discount). If you enter a percentage, the commission will be calculated as a percentage of the net sale amount.

After the commission override is entered, the cursor returns to "Payment code".

Discount by Item*

Permits entry of a discount percentage for an item and recalculates the price automatically. If selected in *Configuration options*, also allows entry of a profit percent for an item to recalculate the price.

While the cursor is at "Qty" for an item, prior to entering the quantity, press [F2].

When prompted for the new price, press [F2] again. Enter the discount percentage. (If enabled, press [F2] once more to enter a profit percent.)

The program automatically calculates and displays the new price based on the discount (or profit percent) entered.

After the price is calculated, the cursor returns to "Qty" for the item.

The effective discount percentage can be printed on the ticket, using *Forms*.

Discount by Ticket*

Permits entry of a discount amount or percentage to be deducted from the before-tax total of a ticket. Also allows entry of a package price to be used as the before-tax total of a ticket.

While the cursor is positioned at "Payment code" in the Window of the screen, prior to entering any payment codes, press [F2] to display the totals override menu.

If you are authorized to perform price overrides, use the [↑][↓] keys or type [D] to select the "Discount" or "Discount percent" options, or type [P] to select the "Package price" option.

"Discount", "Disc %", or "Package" appears in the Totals Area of the screen below the subtotal amount of the ticket. Enter the discount amount, percent, or package price, or use the option:

Option: [Enter] When entering a discount percent, to use the customer's trade discount percentage if using A/R

After entering the discount or package price, the new sales tax amount and total are calculated and displayed in the Totals Area, and the cursor returns to "Payment code".

If you enter a package price, sales tax calculations are based on the package price. When using the predefined forms provided with P/S, the package price is printed as "Sale amount" on the ticket, and line item prices and extensions are not printed.

Price Override*

Allows a price change to be made to an item's displayed price.

While the cursor is at "Qty" for an item, prior to entering the quantity, press [F2].

When prompted, enter the new price for the item. You may enter the price with 3 decimal places if the store's configuration options specify that you are using 3-decimal prices. If you specified in *Configuration options* that the average, standard, or replacement cost of items should display during price overrides, that cost is also shown.

The effective discount percentage can be printed on the ticket, using *Forms*.

After entry of the new price, the cursor returns to "Qty" for the item.

Selecting an Alternate (Substitute) Item

Allows an alternate item to be selected for an item that has insufficient stock available.

At "Qty", if the quantity entered for an item is greater than the quantity available, you are asked if you wish to override the available amount.

If alternate items are defined (using *I/C Items*) for the current item, you may press [F5] to display those alternate items which are available at the same warehouse.

When [F5] is pressed, each alternate item is displayed, along with its category, sub-category, and description. Quantity available and Price-1 are also shown, unless you selected in *Configuration options* to use two description lines during item Find.

Use the [↑][↓] keys to select an alternate item, or enter the line number of the item. If you select an alternate item, the originally entered item is removed from the ticket and entry of the alternate item may be completed as usual.

Tax Override by Ticket*

Allows change to be made to the calculated tax amounts on a ticket.

While the cursor is positioned at "Payment code" in the Window of the screen, prior to entering any payment codes, press [F2] to display the totals override menu.

If you are authorized to perform tax overrides, use the [↑][↓] keys or type [T] to select the "Tax" option. The Totals Area displays the calculated taxes for each tax type. Select the tax type to adjust using the [↑][↓] and press [Enter]. Enter the new tax amount for the tax type.

When entry of the new tax amount(s) is complete, the program automatically calculates and displays the new total for the ticket.

After the total is calculated, the cursor returns to "Payment code".



Appendix "D"

Setting Up Point of Sale Devices

Introduction

Point of Sale supports a number of peripheral devices:

- Cash drawers
- Printers
- Customer display devices
- Bar code readers and scanners

Although none of the above devices are required for proper operation, these peripherals can greatly enhance the usefulness of your point of sale system.

This appendix is divided into three sections:

1. **Background information on peripheral devices** - background on each of type of peripheral device supported, along with useful information on connecting devices
2. **Connecting and testing devices** - specific steps for setting up peripherals
3. **If it still doesn't work** - techniques for isolating problems

Background Information on Peripheral Devices

Cash Drawer

A cash drawer is a device which holds tender (payment) received from customers. It opens when it receives the proper electronic signal, or "open codes".

There are four basic types of cash drawers:

Parallel cash drawer

This type of drawer connects to a computer's parallel port. It opens when it receives the correct sequence of characters, or open codes.

Certain Indiana Cash Drawer models, for example, have switches that allow the user to specify the open codes. The drawer is factory set to respond to hexadecimal "0101". The drawer is provided with a "Y" cable that allows it to share a computer port with a parallel printer.

Serial cash drawer

This type of drawer connects to a computer's serial port. It opens when it receives the correct sequence of characters, or open codes.

Certain Indiana Cash Drawer models, for example, have switches that allow the user to specify the open codes. The drawer switches are factory set to respond to hexadecimal "0101" sent at a 9600 baud rate. The drawer is provided with a "Y" cable that allows it to share a computer port with a serial printer. (You can set a serial port to 9600 baud using the DOS "MODE" command or the XENIX/UNIX "stty" command.)

Pulse (serial) cash drawer

This type of drawer connects to a computer's serial port. It opens when it detects a pulse of sufficient duration. It does not actually recognize specific characters.

Most drawers of this type can respond to "open codes" of hexadecimal "01" if a low enough baud rate is used. At 300 baud, "01" generates a pulse of approximately 20 milliseconds. (At 1200 baud, the same character would generate a 5 millisecond pulse). (You can set a serial port to 300 baud using the DOS "MODE" command or XENIX/UNIX "stty" command.)

If the pulse generated by "01" is still not sufficient to open the drawer, try "010101010101FFFFFFFF".

Kickout cash drawer

This type of drawer connects to a "cash drawer kickout" port on printers which have been especially designed for point of sale applications. The drawer opens in response to the printer's kickout pulse. The printer provides the kickout pulse in response to the correct "open codes" from the computer.

Certain Ithaca Peripherals and Star Micronics printers, for example, respond to hexadecimal "07" (the ASCII "bell" character.)

Printers

A printer prints customer invoices, receipts, or other documents on preprinted forms or plain paper. A printer connects to either a parallel or a serial computer port.

Invoices, receipts, and other "forms" which you may wish to print are defined in the *Forms* selection. (Refer to the chapter titled **Forms**, for more information.)

The P/S predefined "invoice" forms require 80 print positions, and the predefined "receipt" forms require 40 print positions.

A printer that is used to print reports must be able to print 132 characters per line (using compressed print or a wide carriage).

You can use *Registers* to control printer features such as "bold", "italics", or "red" to emphasize returned merchandise or messages that are printed.

A combination printer prints forms of two widths. The Ithaca Peripherals PcOS 250 printer, for example, can switch from "invoice mode" to "receipt mode" under software control.

Using *Registers*, you would specify this printer for both printer 1 and printer 2. For printer 1, assign a form ID which is an "invoice", and enter the enable codes for "invoice mode". For printer 2, assign a form ID that is a "receipt". On this printer, enter the printer's enable codes for "receipt mode" and enter disable codes that set the printer back to "invoice mode".

For the Ithaca Peripherals PcOS 250, for example, "invoice mode" is "1B6A02" and "receipt mode" is "1B6602".

Customer Display Device

A customer display device provides continuous display of register activity to the customer as the sale takes place.

Some customer display devices can only display numeric information. Others are capable of displaying phrases such as "Drill, Red \$14.95", or "Change due \$22.14".

The Aedex PSD-220, for example, is capable of displaying both numeric and alphabetic information. The example below illustrates one method of using the Aedex display:

<u>Field name</u>	<u>Hexadecimal entry</u>	<u>ASCII equivalent</u>
Enable	2123320D2123333030 30300D212331	"!#2<cr>!#30000<cr>!#1"
Disable	0D	"<cr>"
Separator	0D212332	"<cr>!#2"
Ready	0D21233457454C434F 4D4520544 058595A 2E2E2E2E	"<cr>!#4WELCOME TO XYZ...."
Total	414D4F554E54204455 450D21233330313030	"AMOUNT DUE<cr>!#30100"
Tender	52454345495645440D 21233330303130	"RECEIVED<cr>!#30010"
Change	4348414E4745204455 450D21233330303031	"CHANGE DUE<cr>!#30001"
Not ready	0D212334434C4F5345 442E2E2E2E	"<cr>!#4CLOSED...."

Items (format) Description

Items (length) 10

Bar Code Reader Or Scanner

A bar code reader or scanner is a device which optically detects machine-readable marks on merchandise, and decodes those marks into a form which is understandable to the computer.

Bar code readers and scanners can reduce checkout time and the number of checkout errors. Bar codes can also be used throughout the system, to increase speed and decrease errors for the receiving and counting of merchandise.

Point of Sale supports "keyboard transparent" bar code input. ("Keyboard transparent" means that input appears to come from the keyboard.) There are four basic types of transparent input:

- 1) The reader plugs into a computer keyboard which is equipped with a decoder. The decoded information is sent by the keyboard to the computer's keyboard port as normal characters.
- 2) The reader plugs into a "wedge" which is equipped with a decoder. The keyboard also plugs into the wedge, and the wedge plugs into the computer's keyboard port. The wedge sends normal characters to the computer's keyboard port. (In a XENIX/UNIX system, the "wedge" is an RS232 device and is placed between the terminal and the computer's serial port.)
- 3) The reader plugs into a special circuit card, which is capable of decoding. Special software is provided with the circuit card so that bar coded input appears to come from the keyboard.
- 4) The reader is provided with a decoder which plugs into a serial port. Special software is provided with the decoder so that bar coded input appears to come from the keyboard.

Bar codes do not actually have to come from a bar code reader. They can be typed in by hand. A bar code can simply be an alternative number by which the system can identify an item. If the bar code is the same as the item number, you do not need to establish separate bar codes for each item.

Connecting and Testing Devices

To successfully connect a peripheral device to your computer, you must:

- 1) Understand what you are attempting to accomplish
- 2) Proceed in a methodical, step-by-step manner
- 3) Be able to isolate any problem so that you can identify precisely what portion is malfunctioning, and correct the situation

The following provides a step-by-step approach to setting up a cash drawer. Variations of this approach can be used to set up any of the previously mentioned devices.

1. Unpack the cash drawer, and inspect the container for any additional parts and printed instructions provided by the manufacturer.

Remove any bolts or devices from the cash drawer which are used only to protect the device during shipping.

Become familiar with the location of any electronic connectors, power cables, or switches on the cash drawer.

2. Review the manufacturer's instructions.

Ensure that you have the correct cable to connect to your computer, or, for certain cash drawers, to your printer. The required cable is either provided with the cash drawer or purchased as a separate item.

Ensure that the switches (if any) are set as directed in the manufacturer's instructions.

3. Connect the cash drawer to your computer (or printer). Make sure that both ends of the connector are securely fastened.

Turn on the power to your computer, and if applicable, to your cash drawer. If you have a printer, turn it on and make sure that it is on-line and ready to print.

4. Use the *Setup (Drawers)* selection in Point of Sale to define the drawer. Enter the open codes specified by the manufacturer.*

At "Field number to change ?", press [F2] to test the device. The drawer should open. If it doesn't, review each of the following:

- Cabling and connectors are secure and correct
- Switch settings on cash drawer are correct
- Open codes are correct* and match switch settings
- (For serial cash drawers) Baud rate on port is correct and matches switch settings.

NOTE: The baud rate is set using the DOS "MODE" or XENIX/UNIX "stty" command. Under DOS, this command can be included in your "AUTOEXEC.BAT" file so that the baud rate is automatically set when the computer is turned on.

If the drawer still does not open, determine if the problem is related to hardware (drawer, cables, etc.) by following the techniques described in the next section.

If It Still Doesn't Work

It is important to determine whether Point of Sale is part of the problem, or whether the problem is related solely to the device. One way to do this is to run a test which does not require Point of Sale.

The following tests can be used:

Cash Drawer

Create a disk file which contains open codes "0101":

Windows/NetWare

Linux/UNIX

```
C> COPY CON TESTFILE      # vi testfile
CTRL-A CTRL-A CTRL-Z     i CTRL-V CTRL-A CTRL-A _ ZZ
```

Verify that the file was created:

```
C> DIR TESTFILE           # l testfile
```

Send the file to the cash drawer:

```
C> COPY TESTFILE LPT1     # cat testfile > /dev/lp0
```

The drawer should open.

Printer

Copy any text file to the printer:

```
C> COPY MENU.BAT LPT1     # cat MENU > /dev/lp0
```

The printer should print the file.

Bar Code Reader

From the operating system prompt, scan an item's bar code.

If correct information displays on the screen, then the reader is working properly.

If incorrect information appears on the screen, then the reader is attached, but its configuration settings probably do not match the computer's settings.

If no information appears on the screen, then there is a cable or compatibility problem.

(Following the scanned information, there will be a error message issued by the operating system. This is because the information you scanned is not a valid operating system command. Ignore the error message for the purposes of this test.)



Appendix "E"

Prices, Taxes, Commissions, and Labels

Introduction

This appendix presents information on four distinct topics: Prices, Taxes, Commissions, and Labels.

This appendix consolidates information from the Point of Sale (P/S), Inventory Management (I/C), and Accounts Receivable (A/R) User Manuals, along with additional information on each topic.

For each of the four topics, the following areas are covered:

Features	Overview of capabilities
Setup	A general guide to which software functions are used to set up and utilize the features
Miscellaneous	Miscellaneous information on the topic
Exceptions	Notable exceptions due to "special situations" that only apply to few users

Prices

Features

All information which controls the pricing of items is set up in Inventory Management (I/C). I/C only uses pricing information for the printing of certain reports. Actual prices are calculated in Point of Sale when an item is sold or ordered.

Each item can have multiple price levels, (Price 1 through 9). Price-1 is sometimes referred to as "list" or "full" price, and the other prices can be in descending order.

These prices can be easily changed using the *Items* selection, a special *Prices* selection, or during the entry of a receivings transaction using the *Inventory* selection.

Each item can optionally have a "price code" assigned to it that controls its method of price calculation. There are eight distinct price code "types", numbered 1 through 8. These eight types are classified as follows:

The item's price depends on the quantity ordered Types 1, 4, 7

The item's price depends on the type of customer Types 2, 5, 8

The item's price depends both on the quantity ordered and the type of customer.....Types 3, 6

The different price codes provide different options for calculating prices:
Price is a percentage discount off of one of the prices
or the item's cost Types 1, 2, 3

Price is a percentage markup from one of the prices or
from the item's cost Types 4, 5, 6

Price is selected from one of the prices.....Types 7, 8

Note that price code types 3 and 6 do not limit the number of customer types and can thus allow very flexible pricing.

In addition, "multi-warehouse" prices are supported and allow an item to have a unique price for each location.

In addition to price code, an item's price can be controlled by a sale price, which is normally a limited time promotion. A sale price can be set for a specific item for a specific period of time. In addition, a sale price discount percentage can be set for a category of items for a specific period of time. For example, in May all hammers (Category = HAM) are 10% off, except for a particular hammer (Item number = HAMMER-DELUXE) which is on sale for \$5.95.

Contract prices can also be set up. A contract price can be established for a specific item for a specific customer for a specific period of time. In addition, a contract

discount percentage can be set for a category of items for a specific customer for a specific period of time.

The price levels for a group of items can be automatically changed by a percentage or by a dollar amount. The new prices can be based on the previously existing prices, on other new prices, or on cost. New prices can optionally be rounded to the nearest nickel. "Price points" can optionally be used to ensure that new prices conform to set levels such as \$9.95, \$12.95, and \$15.95.

Each item can have up to two alternate selling units. These selling units are in addition to its stocking unit. Each of these alternate selling units can have its own prices and its own price code. For example, eggs might have a stocking unit of EACH and an alternate selling unit of DOZ. Eggs are priced at \$0.10 per EACH and \$1.00 per DOZ. (When an item is sold this way, 1 DOZ eggs would be sold at \$1.00 per DOZ, and 12 EACH would be deducted from inventory.)

An item can also have a pricing unit which is different than its stocking unit. For example, paper might have a stocking unit of REAM, but is priced per 1,000 sheets, and thus has a pricing unit of MSHT. (When an item is sold this way, 1 REAM would be sold at \$10.00 per MSHT, and 1 REAM would be deducted from inventory.)

A variety of price lists are provided. The basic price list shows the items along with their price levels and price codes. In addition, an "actual" price list can be printed for a particular customer number (or customer type) to show the actual prices which would be charged if a sale were made. ("Actual" prices depend on who the customer is, what quantity is sold, and the date of sale, and take into account any price codes, quantity breaks, sale prices and/or contract prices).

These price lists can be printed in order by item number, description, or category. Other price-related lists are available to show sale prices, contract prices, multi-warehouse prices, etc.

In the *P/S Tickets (Enter)* selection, the system calculates a default price based on the information which is set up in I/C. If the user is authorized, a price override can be performed. Depending on how the system setup was performed, the user can enter a new price, enter a percentage discount off of the calculated (default) price, or enter a desired gross profit percentage and the correct selling price will be calculated.

All items which are sold using a sale price or a contract price are marked with an asterisk.

Price discounts can also be entered on a ticket level, either as a discount amount off the ticket, a percentage discount off the ticket, or as a "package price" for the entire ticket. For reporting and updating purposes, the net amount of the discount is allocated across the selling prices of the items on the ticket.

Reporting of the prices at which items were sold can be done in detail or on a price override basis only. Price overrides are marked with an asterisk.

Setup

The following areas in I/C affect pricing:

Control information

- Specify whether multi-warehouse pricing is used
- Specify which types of sale and contract prices are used

Price codes

- Set up each price code

Items

- Set up each item along with its stocking and pricing unit, price levels, price code, and alternate unit information

Prices

- Set up each sale price
- Set up each contract price
- Perform individual item price changes
- Perform group price changes
- Print price lists

Inventory

- Enter new item prices during item receivings

The following areas in A/R affect pricing:

Customers

- Set up each customer along with its customer type and discount percentage

The following areas in P/S affect pricing:

Stores

- Specify which end of day reports are run

Configuration options

- Specify if 3-decimal or "to the penny" prices are used
- Specify the minimum acceptable percentage of profit
- Specify if price overrides based on gross profit percentage are allowed
- Specify if customers automatically receive the discount percentage specified in the Customer file
- Specify if any discounts printed on forms should be based on "list" or on "calculated" prices

Forms

- Specify any changes to the way price information is printed on the standard forms

Users

- Specify if the user is authorized to override prices
- Specify if the user is authorized to sell below minimum prices (below the minimum profit percentage)

End of day (setup)

- Specify if item detail is printed on the Daily Register Audit
- Specify if item detail is printed on other daily reports such as Sales by Category, Sales by User, and Sales by Sales Rep
- Specify whether to print the Price Overrides section of the Daily Exception Report
- Specify whether to print the Ticket Discounts section of the Daily Exception Report
- Specify whether to retain detailed Invoice History of items sold, for later reporting

Tickets (Enter)

- Override line item prices by dollar amount, discount percent, or (if used) by gross profit percent
- Issue ticket discount by dollar amount, discount percent, or "package price"

Miscellaneous

Calculating an Item's Price

An item may be eligible for more than one type of pricing. Listed below is the order in which prices are evaluated. If there is more than one valid price for an item, the first valid price on the following list is used:

Active contract price

- * 1. For this Item and this Customer
- * 2. For this Category/Sub-category and this Customer
- * 3. For this Category and this Customer

Active sale price

- **4. For this Item for this warehouse
- 5. For this Item
- **6. For this Category/Sub-category for this warehouse
- **7. For this Category for this warehouse
- 8. For this Category/Sub-category
- 9. For this Category

If there are no active contract or sale prices

- **10. A warehouse-specific price is on file for this item and it has a valid price code

- **11. A warehouse-specific price is on file for this item
- 12. A valid price code is on file for this Item
- 13. Use Price-1 from the Item file

* If the contract specifies to "take the lower of contract or sale price", the sale price might override the contract price.

** Only pertains if multi-warehouse pricing was selected.

Note that prices which are based on price codes may vary depending on the quantity.

Calculating a Price from a Gross Profit Percentage

A configuration option is provided in Point of Sale which allows you specify a price override by entering a desired gross profit percentage (GP%).

The GP% entered allows calculation of a price such that your profitability will be the desired (entered) GP%.

The formula for GP% is:

$$\begin{aligned} \text{GP\%} &= 100 * (\text{Profit}) / \text{Price} \\ &= 100 * (\text{Price} - \text{Cost}) / \text{Price} \end{aligned}$$

For our example we will use an item with a cost of \$8.00. If you want to achieve a 10% gross profit margin (GP%), at what price must you sell this item?

The formula to calculate the price is:

$$\begin{aligned} \text{Price} &= (100 * \text{Cost}) / (100 - \text{GP\%}) \\ \text{Price} &= (100 * 8.00) / (100 - 10) \\ &= 800 / 90 \\ &= 8.888888 \text{ which rounds to } \$8.89. \end{aligned}$$

The following shows that the price we calculated was correct:

$$\begin{aligned} \text{GP\%} &= 100 * (\text{Price} - \text{Cost}) / \text{Price} \\ &= 100 * (8.89 - 8.00) / 8.89 \\ &= 100 * (.89) / 8.89 \\ &= 10.0\% \end{aligned}$$

There is an alternative method to calculate the price. For example, 10% gross profit means that the cost is 90% of the price. In other words, if you multiply the price by .9, then you will get the cost. So, if you divide the cost by .9, you will get the price. In our example:

$$\begin{aligned} \text{Price} &= \$8.00 / .9 \\ &= 8.88888 \text{ which rounds to } \$8.89. \end{aligned}$$

Exceptions

A line item's profit, when evaluating "minimum profit percent" (a configuration option) on a price override, is calculated based on replacement cost. If the configuration option for "override price by profit percent" is also selected, then that cost is used instead of replacement cost.

When using Kits Plus, a price override by profit percent for the parent item of a miscellaneous kit is based on the item's replacement cost during initial entry, or on the sum of the components' costs if the override is performed during editing.

When evaluating profit for the entire ticket, the sum of the actual costs for the items is used. If the default prices are set too low, or a discount is issued for the ticket, it is possible that the ticket's profitability is below the minimum even though no line item prices were overridden.

When a ticket is discounted, or there is a package price entered for a ticket, the net amount of the discount is allocated across the prices of all of the line items. These reduced prices are shown on all daily reports and in the historical and statistical reporting. In contrast to earlier versions of P/S, reprinting a discounted ticket, using the **Dup** panel function during ticket entry or *Batch printing*, produces an identical document.

If you are using Kits Plus, prices for components of a miscellaneous kit are calculated as a portion of the parent's price, based on each component's contribution to the cost of the kit. The price of the parent can also be adjusted if components are substituted at the time of sale. Refer to the Kits Plus User Manual for more information on substitute pricing.

Taxes

If you have not already done so, please read the chapters *Taxes* and *Handling Taxes* in the System Functions manual.

Features

The information which controls tax calculation is set up in System Functions, Inventory Management (I/C), Point of Sale (P/S) if not using A/R, and if using, Accounts Receivable (A/R). Actual taxes are calculated in P/S.

There are two distinct types of taxes: those that apply to a ticket ("ticket tax"), and those that apply to individual line items ("line item taxes").

In P/S, taxes are automatically calculated and printed on tickets. Taxes can be reported daily, and retained in detailed history for future reporting.

If A/R is installed, P/S fully supports its additional tax-related features.

P/S and I/C provide the following tax features, whether or not A/R is installed:

- P/S allows a default tax group (percent). This controls the "ticket" taxes. (The P/S store tax group is not used if A/R is installed).
- Each item has its own taxable status pre-defined.
- Each item can also have a taxable code which specifies any "line item tax". Line item taxes may be in addition to, or in place of a tax type.
- Support is provided for "single article maximum" taxes, which are tax limitations which apply to each piece sold for a specific tax type. (You can also limit the total amount of tax charged on the ticket for a tax type).
- "Unit tax" is supported. This is a tax amount which is charged per piece, instead of a percent of the selling price. A unit tax is useful for bottle deposits and similar charges.
- During ticket entry, an authorized user can override the tax status and amount charged on individual line items for each tax type. An authorized user can also override the tax amount of the ticket, or make the ticket non-taxable and enter the tax exempt information for the customer.

When A/R is installed, the following additional tax-related features are available:

- Multiple ship-to addresses can be established for a customer, each with its own tax group code.

Setup

The following area in S/F (System Functions) affects taxes:

Taxes

- Set up each tax type, tax group, and taxable code necessary.

The following areas in I/C affect taxes:

Items

- Set up each item along with its tax status (taxable, exempt, zero rated, or included in price), and its taxable code, if any

I/C Distribution to G/L

- This report shows distributions for all taxes charged in P/S

The following areas in A/R affect taxes:

Customers

- Set up each Customer, along with the associated tax group code

The following areas in P/S affect taxes:

Stores

- Specify which end of day reports are run
- Specify default tax group code

Configuration options

- Specify whether ship-to addresses are used
- Specify whether tax changes are allowed
- Specify whether line item tax changes are allowed

Forms

- Specify any changes to the way tax information is printed on the standard forms, for either "ticket tax" or "line item tax"

Users

- Specify whether the user is authorized to override taxes

Ship-to addresses

- If A/R is installed, set up each ship-to and its tax group code

End of day (Setup)

- Specify whether the tax recap section is printed on Daily Register Summary
- Specify whether item detail (including all "line item taxes") is printed on the Daily Register Audit
- Specify whether to print the Changed Tax Tickets section of the Daily Exception Report
- Specify whether to retain management history for taxes
- Specify whether to retain detailed Invoice History, which includes the total taxes charged for each ticket

Tickets (Enter)

- Change a tax type for a ticket
- Enter or change a ship-to address for a ticket
- Change the taxable status of a line item
- Override the tax on a ticket
- Set the taxable status for a ticket and enter the customer's tax exempt number

Reporting

- Use the Daily Register Summary, Daily Register Audit, and Daily Exception Report to print tax information
- Use the Tax History Report to print historical sales and tax information
- Use the Invoice History by Invoice to print historical sales and tax information
- Use the Layaways Report to print information on layaway sales and taxes

Miscellaneous

When a ticket is discounted (by entering a discount, a percentage or a package price) the tax is recalculated due to the reduced (net) sale amount. The "ticket tax" is recalculated based on the discounted taxable amount for the ticket. The total of all "line item taxes", excluding any "unit taxes", is discounted by the same factor as the ticket taxable amount. Any taxes due to miscellaneous charges and/or "unit taxes" are unchanged (not discounted).

If any "line item taxes" use "maximum taxable amounts", the maximum is not used during recalculation. In other words, the maximum is only taken into account when the line item is entered or edited.

At any point, the tax code for a ticket can be changed (by changing the customer, the ship-to, or the tax code) and tax will be properly recalculated. However, if there are any "line item taxes" on the ticket, the tax code may not be changed. This is to avoid reprocessing each line item to recalculate the correct "line item taxes".

Exceptions

If a tax override is performed, then the difference between the system-calculated tax and the amount of the tax override must be allocated.

The method used to allocate is illustrated below:

Calculate the reduction in the tax amount. This will be called the DIFFERENCE.

Reduce the "ticket tax" by the amount of the DIFFERENCE, but not below zero.

If any DIFFERENCE is remaining, proportionately reduce each "line item tax" (which is not a "unit tax"), based on its portion of the total amount of "line item taxes". Do not reduce any "line item tax" below zero.

If any DIFFERENCE is remaining, reduce the "unit taxes" using the proportional method described above.

If any DIFFERENCE is remaining, it is due to rounding. Allocate the DIFFERENCE to the last line item that was updated.

If the tax override increases the tax, the DIFFERENCE is allocated to the "ticket tax".

Commissions

Features

The information which controls commission calculation is set up in Inventory Management (I/C), and if using, Accounts Receivable (A/R). Actual commissions are calculated in P/S when an item is sold.

In P/S, commissions can be reported daily, and retained in summary history for future reporting.

If A/R is installed, P/S fully supports all of its commission-related features for tracking customers, sales reps, and detailed historical commission reporting.

P/S and I/C provide the following commission-related features, whether or not A/R is installed:

- Each item can have its own commission code. An item's commission code specifies whether commissions are calculated as a percentage of the selling price or as a percentage of the profit amount. Up to four different commission rates can be specified. The rate of commission used is selected based on whether the selling price of the item is above or below prices 1 through 9.
- Normally each ticket has a single sales rep to which commissions are credited. Configuration options also allow you to enter a sales rep for each line item instead of the entire ticket. If desired, entry of sales reps can be skipped. (When A/R is not used, the "sales rep" is actually a P/S user.)
- If you are a properly authorized user, commissions for a ticket can be "split" across up to three sales reps, each with his own percentage. You may enter percentages which do not add up to 100%.
- If you are properly authorized, you can override the system calculated commission amount. You can enter either a replacement commission amount, or a commission percentage which applies to the sale amount.
- Commission information can be optionally reported on the daily reports.
- Summary sales and commissions data can be retained for each sales rep (user) for each day and can be subsequently reported.

When A/R is installed, the following additional commission-related features are available:

- Each sales rep, can have their own rate (percentage) of commission. Alternatively, the system can be set up such that each customer has their own rate of commission. The sales rep's (or customer's) commission rate only applies to those items which do not have commission codes assigned.
- Detailed commission data is passed from P/S to the A/R Commissions Due file (regardless of whether the ticket was paid in full or charged to A/R). A report is available which shows for each sales rep, for each customer, each invoice and its sale amount and commission amount.

- A/R can be set up to report (pay) commissions either at the time the sale takes place, or to delay the commission reporting of A/R charge invoices until they have been fully paid by the customer.

Setup

The following areas in I/C affect commissions:

Commission codes

- Set up each commission code

Items

- Set up each item along with its commission code, if any

The following areas in A/R affect commissions:

Control information

- Specify whether sales reps are used
- Specify whether commissions are used
- Specify whether commissions-on-profit are used
- Specify whether commission rates are by sales rep or by customer
- Specify whether the default commission method is percent of sale amount or percent of profit amount

Sales reps

- Set up each sales rep along with (if applicable) the commission rate and method
- Statistical commission information is retained for each sales rep

Customers

- Set up each customer, along with the associated sales rep, and (if applicable) the commission rate and method
- Statistical commission information is retained for each customer

Commissions Due Report

- Print a report of commissions due and purge old commissions

Fully paid open items

- If commissions are not paid at time of sale, this selection sets up commissions due for fully-paid invoices

The following areas in P/S affect commissions:

Stores

- Specify which end of day reports are run

Configuration options

- Specify whether to use sales reps, and whether to use sales reps by line (or by ticket)

Forms

- Specify changes to the standard forms if you wish to add commission information (which does not normally print)

Users

- Specify whether the user is authorized to override commissions and to split commissions

End of day (Setup)

- Specify whether commissions are printed on Daily Sales by User and Daily Sales by Sales Rep reports
- Specify whether to print the Commission Overrides section of the Daily Exception Report
- Specify whether to retain management history for sales reps and for users
- Specify whether to retain detailed Invoice History of items sold, for later reporting of "spiffs" or "PMs" (see "Miscellaneous" below)

Tickets (Enter)

- Override sales rep for a ticket
- Split a ticket's commission across multiple sales reps
- Enter sales rep for each line
- Override commission amount
- Override commission percent

Reporting

- Use the Sales Rep History and User History Reports for historical sales and commission reporting

Miscellaneous

"Spiffs" and "PMs" are not integrated into commission reporting. A report writer can, however, can be used to produce a spiff report.

A spiff is a special incentive payment provided to a salesperson for selling a specific item. For example, you might wish to pay your salespersons a spiff of \$1.00 for each vacuum cleaner they sell during March.

If invoice history is retained, you have complete detail data for every invoice which includes item number, description, customer, sales rep, date, price and cost. A report writer can be used to produce a report which is run for a range of invoice dates and is organized by sales rep.

For each sales rep the report could print the detail (or simply a summary) for each item number which meets certain criteria such as having the correct item number,

category, vendor, etc. This report can be used in addition to the normal commissions reports.

Note that commissions information does not interface with Payroll. In most businesses, manual adjustments are made before "commissions earned" become actual commissions which are paid through the business's payroll.

Exceptions

Commission codes allow multiple commission rates based on the selling price of an item. If a discount is issued for the ticket, the effective selling price of the item is changed, but the original commission rate (times the adjusted price or profit) is used.

If any commissions are calculated based on profit, then the actual commission amount may change at posting time when final costs are determined for the items.

When a commission percentage is displayed or printed (using the override function or the Daily Exception Report) it represents a percentage of the sale amount, even if the commission method is based on the profit amount.

Only commissions are "split" among the sales reps. Full credit for the sale is assigned only to the primary (first) sales rep.

If you "split" the commission credit for a ticket, this negates any entries made for sales reps per line item. In addition, it negates the ability to delay commission payments until the invoice is fully paid. All commissions become reportable in A/R at time of sale.

If you use sales reps by line item and perform a commission override on a ticket, all commissions go to the sales rep for the ticket (or to the split reps for the ticket).

If sales reps are used in A/R but not in P/S, no commissions information is transferred from P/S to A/R.

If commissions are not used in A/R, but sales reps are used in A/R and P/S, no commissions information is transferred from P/S to A/R. A/R sales rep sales statistics are still updated by P/S.

Labels

Features

A variety of labels can be printed with your Samco Power Accounting.

In A/R, you can print customer labels.

In I/C, you can print item labels.

In P/S, you can use *Forms* to design and print ticket labels.

Using Custom Labels (C/L), you can extend your label printing capabilities to include printing item qty received, qty-on-hand, P/S ship-to addresses, etc.

In addition, in P/S, you can retain in a mailing list file customer name and address information that is entered during ticket entry.

The data in the mailing list file can also be used as input into third party mailing list maintenance and printing programs.

The customer name and address data from tickets can also be retained in invoice history, along with line item history and user- defined fields.

You can use a report writer to print from either of those files - the Mailing file (which links back to the Invoice History file), as well as the Invoice History file.

You can also use a report writer to print data from the A/R Customer file. Additional information can be entered in customer notes, and accessed by C/L.

Setup

The following areas in I/C affect labels:

Items

- Set up each item, along with its bar code(s)

Item labels

- Define the information to be printed on item labels and the format of the labels, and print labels

Inventory

- Enter receiving transactions for items in order to use C/L to print labels for "quantity received"
- Enter and post receiving transactions for items to establish on-hand quantities in order to use C/L to print labels for "quantity on hand"

The following areas in A/R affect labels:

Customers

- Set up each customer's name and address, including zip code
- Set up at least one miscellaneous customer (number beginning with *), if you wish to retain name and address information in the P/S Mailing file
- Enter notes for any customer, if you elect to print customer notes on labels through Custom Labels

The following areas in P/S affect labels:

Stores

- Set up a miscellaneous customer number (number beginning with *) as the default customer number, if you wish to retain name and address information in the P/S Mailing file or the Invoice History file

Configuration options

- Specify whether to retain mailing information in the P/S Mailing file
- Specify if ship-to addresses are to be used in ticket entry

Forms

- Design a label form to be used for printing information from tickets

Ship-to addresses

- If A/R is installed, set up "permanent" ship-to addresses for customers

End of day (Setup)

- Specify whether to retain Invoice History, which includes names and addresses

Tickets (Enter)

- Use a miscellaneous customer number and enter the name, address, and postal code of any customer to be retained in the P/S Mailing file
- Enter a new ship-to address for a customer or specify to use a "permanent" ship-to address

Miscellaneous

If you specify to retain mailing information in *Configuration options*, each register in Point of Sale has a separate sequential Mailing file, named PSM###xx.DAT (the 3-digit register number replaces "###" in the file name, and your company ID replaces "xx").

Each time a register's tickets are posted, the miscellaneous customer names and addresses are appended to the same sequential file for the register. Names and addresses can be duplicated.

In addition to the name and address, the invoice (ticket) number, date, and amount are retained.

The miscellaneous customer information is retained only if a name and a postal code are entered on the ticket.

The names and addresses in the Mailing files can be formatted to print as you wish by using any of several data base management, mailing list management, or word processing programs available for microcomputers. The Mailing files can also be used with Custom Labels to print customer mailing labels.

34 IC - Items, Enter

File Edit AR 3C DE SA AP PC GL IC PO BR PJ CL FP PS EP TA TR FER SM PA DK SF Help

Acme Enterprises Inc.

Items

Enter

* 1. Item number *US

2. Description U.S. Currency

3. Bar code

4. Vendor prod#

5. Category Sub

6. Track method Normal

7. Wght pricing? N

8. Stock unit EACH

9. Price unit EACH

10. Conv factor 1.00

11. Price code None

12. Markup code None

13. Retail 1.40

Price-2 .00

Price-3 .00

14. Alt unit 1 None

15. Alt unit 2 None

16. Prefer unit (n/a)

17. Average cost .00

18. Std cost (Not applicable)

19. Base cost .00

20. Factor/Curr "none" "base"

21. Rplcmnt cost .00

22. Qty on hand 0

23. Qty commit 0

24. Qty on order 0

25. Qty on B/O (Not applicable)

26. Qty on W/O 0

27. Last sold on None

28. Last used on None

29. Last updated 9/23/94

30. Last price None

31. Last received None

F1=next, ShF1=prev, F3=del, F5=mrgrn, F6=notes, F7=status, ShF5=Vndltm, L=label

Field number to change ?

34 IC - Items, Enter

File Edit AR 3C DE SA AP PC GL IC PO BR PJ CL FP PS EP TA TR FER SM PA DK SF Help

Acme Enterprises Inc.

Items

Enter

Item number *US U.S. Currency

32. Default tax? Y

33. Mfg part #

34. Weight "Unknown"

35. Volume "Unknown"

36. Commis code

37. Stock code

38. Account numbers

4	Inventory acct #	1210-000	Inventory - USD
4	Sales acct #	4020-***	Miscellaneous sales
4	Expense acct #	6840-000	Cost of goods sold
4	Cr-memo acct #	7020-000	Cr memo / adj variance
4	B/S liab acct #	2000-000	Accounts payable
4	Disc acct #	4050-000	Discounts allowed

Press F1 for 1210-000 Inventory - USD

Press F2 for other inventory accounts

The following are key elements for a foreign currency inventory item:

- Only the item's first price is used by the foreign currency feature. The value entered here is multiplied by the foreign currency tendered during ticket entry. Using the above example, if the customer tenders \$10.00, this will be multiplied by the first price (1.40) from the currency item, to work out the local currency equivalent (\$14.00).
- Status records do not have to be set up for currency items.
- The item should be set up as a miscellaneous item (the item number begins with an *).
- The currency conversion function uses inventory items strictly for the purpose of determining the conversion rate from price 1. No inventory transactions occur.

Store Payment Types

For each store you may want to set up a payment code for each currency type you accept as tender in the *Stores (Setup)* function. The advantage of this is that you can report on the foreign currency tendered with the *Payment history report*.

Configuration Options

In the *Configuration options (Setup)* you have the option of entering a default foreign currency item (4th screen). If you only wish to deal with one foreign currency, enter in the currency item you have set up. During ticket entry, when you select to receive a foreign currency tender the system will default to the currency item entered in *Configuration options* -- no changes can be made to the currency item

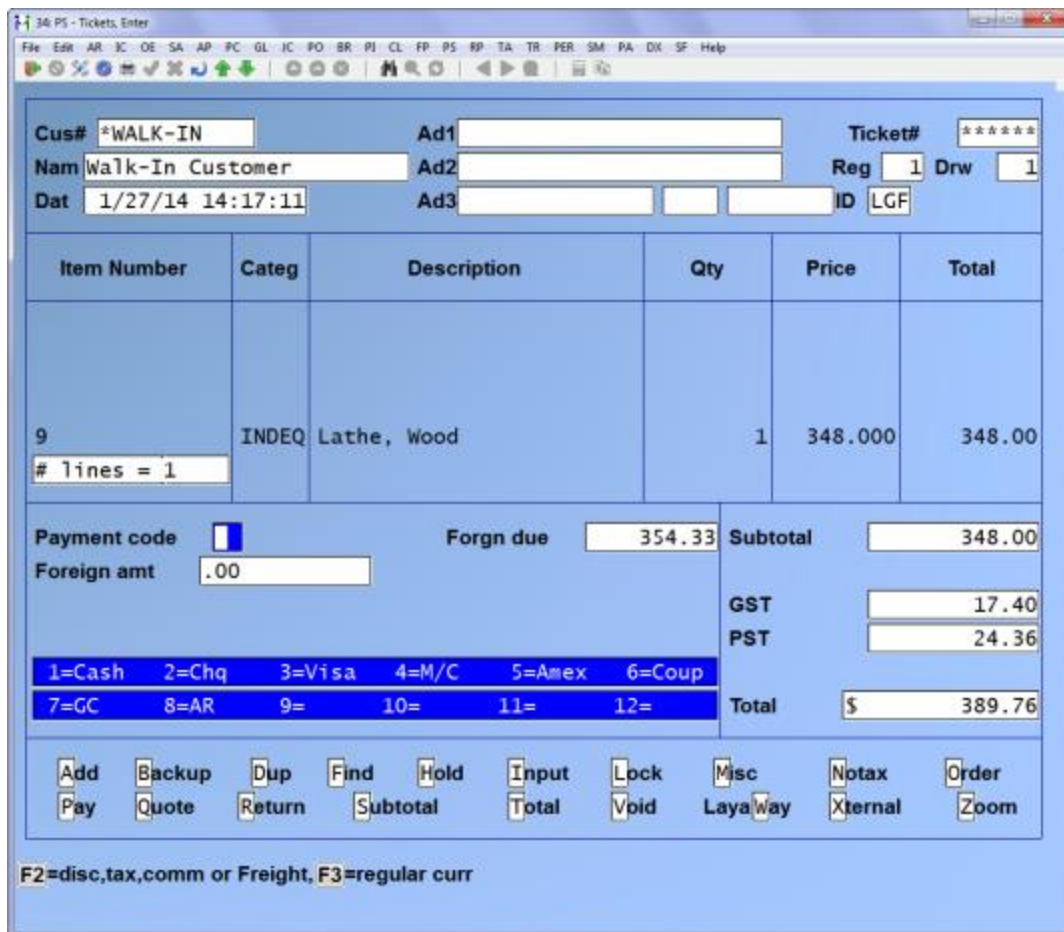
If you are dealing with multiple currencies, leave this field blank. During ticket entry, when you select to receive a foreign currency tender the system will prompt you to enter the currency item to apply to the amount tendered.

Receiving Payment in Foreign Currencies

Single Foreign Currency

(The following applies only if you entered a currency item in *Configuration options*.)

The following example screen shows where [F3] was pressed at the payment code, and the U.S. currency payment type entered in the Stores file:



When prompted for **Foreign amt** you enter the amount the customer is tendering in U.S. funds. The amount entered will be multiplied by price 1 in the US currency item to calculate the Canadian dollar equivalent.

Once the U.S. funds are entered, the converted amount is then subtracted from the ticket total, and either the amount remaining or change due is presented in Canadian dollars.

If an amount is still owing on the ticket, you can enter another payment type.

Multiple Foreign Currencies

(The following applies only if you did not enter a currency item in *Configuration options*.)

The steps below describe a payment transaction for a store that deals with more than one foreign currency.

The following example screen shows where [F3] was pressed at the payment code:

When prompted enter the foreign currency item to apply to the amount being tendered. This item must have already been set up in the Inventory Management

Item function. The amount entered will be multiplied by price 1 from currency item record to calculate the Canadian dollar equivalent.

Once the funds are entered, the converted amount is then subtracted from the ticket total, and either the amount remaining or change due is presented in Canadian dollars.

If an amount is still owing on the ticket, you can enter another payment type.
