



Store Manager POS, Version 7.0

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Administration Module

Quick Tips

There are a number of standard conventions that apply to all the modules:

Pick Lists

Any place that a pick list or look up table would be useful, we've tried to include one. This means that any time you're prompted for an account number, customer ID, vendor ID, date, accounting period, previously entered invoice number, etc., you'll generally have the ability to enter that item directly, or to choose from a list. If a list is available, the Pick button on the right side of the current dialog box will be lit. You can bring up a pick list in several ways:

1. Press Alt-P (hold the Alt key down and press the letter "P")
2. Enter the first few characters of the item you're searching for ("Smith", for instance) and then press Alt-P.
3. Use the mouse to double click on the field.
4. Use the mouse to click on the Pick button.

Advancing From Field To Field

To advance from one field to the next, press the Tab key. To move to the previous field, press Shift-Tab (hold one of the Shift keys down while pressing the Tab key. There's an exception to this; see Grids, below.

Grids (Tables)

Much data entry occurs within grids (also referred to as tables). Often there are two grids, for invoice headers and invoice detail, for instance. Within grids, navigation is slightly different. The Tab key is used to move between tables, while the Enter or arrow keys are used to move between fields.

You will not generally have to consciously switch tables since the application will move the cursor between grids automatically as data is entered. For example, after all of the fields in a record in the top grid have been entered, the cursor will automatically move to the first field in the first row of the lower grid. Pressing the Enter key on an empty field in the lower grid will automatically move you to the upper grid and add a new item, and so forth.

Add/Edit Customer

From here you can press the add button to enter a new customer or edit a the current customers information.

ID

When adding a new customer, a customer ID will be assigned if you do not enter one for them. The ID must not currently be in use to do so.

Company

Enter the name of the customer as it will appear on all documents referencing it.

Address

This area allows for 2 lines for the billing address, city, province and zip/postal.

This will appear on Quotes, Orders and Invoices.

Phone/Lookup#

This area is the number used in the cashier screen to reference this customers account.

Fax

Enter Phone and Fax if applicable.

Tax ID #

Customers tax ID if tax exempt.

Terms

Enter the Terms of Sale. This will appear on invoices when printed.

Price Code

Each customer can have a default price level assigned. This will be used during item entry to set the default price for items purchased by this customer. Tax1, Tax2 ...If checked, the particular sales tax will be exempt from all invoices for this customer.

Region

Used to define particular customers in more detail for billing purposes as well as A/R aging and reporting.

Late Charges

If checked, a late charge transaction will be created for this customer when the Late Charge Routine is run in the Accounts Receivable module for invoices past due.

On Account

If checked, all invoices will be entered into Accounts Receivable as an unpaid transaction. If unchecked, invoices will be sent to the General Ledger for posting as a cash transaction.

Pre-Pay

If checked, all charges for this customer can only be entered when the customer has a debit amount on their account. If unchecked the system will require credit limits to set for the customer.

Note: On Account must be checked to use Pre-Pay accounts

Credit Limit

The amount entered into this field is the amount limiting any charges to this customers account. Once the A/R balance for this customer meets or exceeds the limit charging is revoked.

Print Statements

If checked, then this customer will automatically be included in statements being printed by the A/R module.

Allow Auto Post

If checked, then payments in the A/R module to this customer can be automatically applied towards their account, if unchecked then payments must be made manually to all outstanding invoices.

Credit Hold

If checked, invoices for this customer cannot be entered without the managers override password.

Additional Information

Used to display information on this particular customer, eg: ship to, last purchase date, date created in system, frequent shopper points, statement message if different from system default. If checked this information can be made available to the cashier module for viewing and updating at the point of sale.

Right clicking within the Customer screen will invoke the Pending Actions menu, allow customer ID changes and allow category totals to be edited.

The screenshot shows a software window titled "Edit Customers" with a blue title bar and standard window controls. The window is divided into several sections:

- Customer Address:** Fields for ID (13714), Contact, Company (Chase McKay Retail Systems), Address (1751 McAra Street), Address 2, City (Regina), Prov. (SK), Postal Code (S4N 6H5), Client Card Lookup # (123), Phone # (306-522-3672), Fax, PST Tax Exemption #, and Email Address (sales@chasemckay.coi).
- Customer Settings:** A list of checkboxes including Late Charges, On Account, Pre-Paid Charges Only, Bad Cheque Passed, Credit Hold, Print Statements, Customer Allow Emails, SITES, Balance Forward A/R, Allow Coupon Generation, Allow Sales Tracker, Force Purchase Order #, Print Address on Receipt, and Print/Display Account Information.
- Tax Exempt Options:** A list of checkboxes including Gst 5.0%, Pst 5.0%, Tax 3, Tax 4, GstFuel, BttlDep., Enviro, TobReb, and FuelReb.
- Account Information:** Fields for Credit Limit (1000), Terms (Net 30), Price Code (A), % Discount (10), and Cost Plus.
- Buttons:** OK, Add, Delete/Cancel, Prev, and Next.
- Customers on File:** A label and a value of 5090.

Change ID's

This function is used to modify an existing ID# (customer, item). Once the system has assigned the ID#, the field will be blocked from ever editing or accessing it again. Right Clicking within the customer or item screens allows the use to make changes to the ID number within the system. All data files affected by the change will be automatically updated to reflect the new ID#.

Note: All users should exit the system prior to running, in order to avoid conflicts.

Add/Edit Suppliers

The "List" page of vendors currently in the system. From here you can browse through the vendors in the system or select the "Edit" tab to add or edit the current vendor.

If you want to search for a vendor not listed, start by entering the first few letters of the vendor's name. The system will search for the first one that matches.

ID - When adding a new vendor, a vendor ID will be assigned if you do not enter one for them. The ID must not currently be in use to do so. Otherwise the ID cannot be modified.

Company - Enter the name of the vendor as it will appear on all documents referencing it.

Address - This area allows for 2 lines for the mailing address, city, state and zip. This will appear on Checks written to this vendor.

Phone - Fax Enter Phone and Fax if applicable

GST Registration # - Used to collect Tax information.

G/L Account - Select an account from the pick list that will be used when entering invoices for payment later.

Order Weeks - This entry informs both the operator and the Store-Manager system the average length of time for delivery of orders from this particular supplier. This information can be helpful when creating purchase orders, by letting the user (or the Store-Manager POS in the case of Auto Purchase Order generation) the number of weeks to order items based upon the time specified in this field.

Electronic File Client# - These fields are used in conjunction with the purchase orders.

Information contained here is used to submit files electronically to selected vendors that accept purchase through electronic data interchange.

The screenshot shows a software window titled "Edit Vendors" with a blue title bar and standard window controls. The window has two tabs: "List" and "Edit", with "Edit" selected. The form is divided into several sections:

- Vendor Address:** ID: 5, Company: Specialty Sales Ltd., Address: 12345 Main Street, City: Toronto, Prov: Ont, Postal Code: (empty), Phone: 800-123-4567, Fax: 700-123-4568.
- Contact:** Contact: Joe, Website: www.specialtiesales.com, Email Address: joe@specialtiesales.com.
- Electronic File Client #:** 665578-22, Elect. File: WC (dropdown menu).
- Other:** Gst Registration #: (empty), G/L Account: (empty), Order Weeks: (checkbox), Shipping Costs: (checkbox).
- Additional Information:** (empty text area).

On the right side of the window, there is a vertical stack of buttons: OK, Add, Delete/Cancel, Prev, Next, Pick List, and Print Items. Below these buttons, it says "Vendors on File 51".

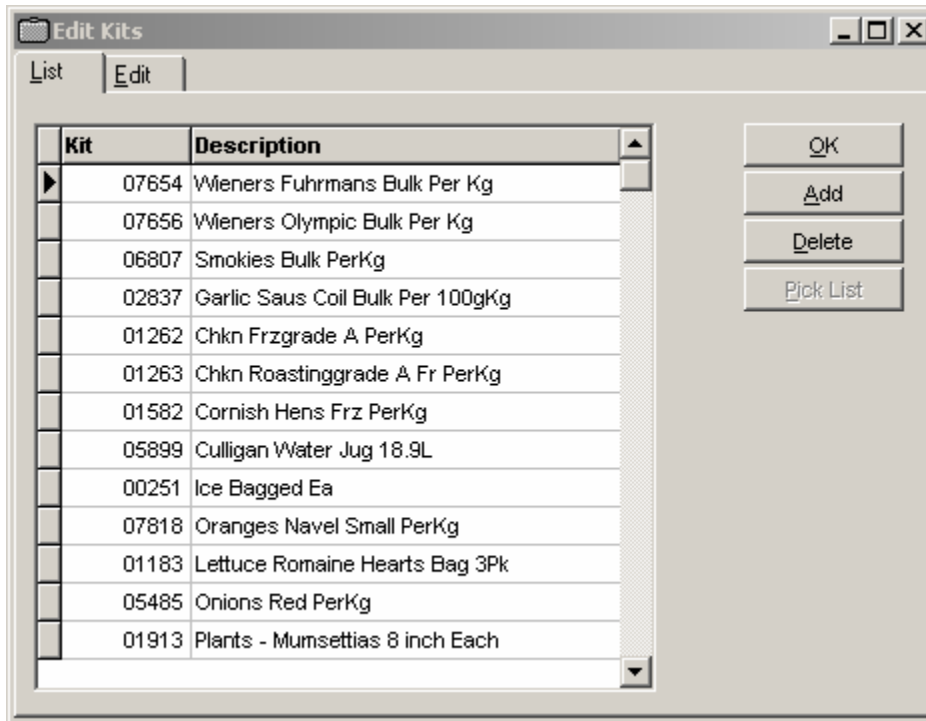
Add/Edit Kits

From here you can add, edit or delete an existing kit. The "Master Item" groupbox contains the detail information regarding the kit item number. The grid is a listing of all items contained in the kit.

The power of kits allows the sale of one item number to affect multiple items on hand levels.

This is a listing of all kits in inventory. Kits are a combination of items that make up one item number.

You can delete a kit from this page but to add or edit one directly, click on the "Edit" tab.



Add/Edit Sales Staff

This screen is a list of salespeople in the system.

To add a salesperson press the "Add" button and enter their name in the list.

They will be used in the Cashier module, with the corresponding checkbox's, cashier rights can be enabled or disabled within the Cashier module.

Edit Cashiers

List Edit

Employee ID: 123 *

Employee Name: Cashier

Name to Display: John Doe

Address

City, Prov.

Postal Code:

S.I.N.

Phone Number: () - Hourly \$

OK

Add

Delete/Cancel

Print

Memo

Cashier Controls

- Allow Price Checks
- Allow Invoices OnHold
- Allow Item Deletes or Edits
- Allow Price, Tax Changes
- Allow Qty Changes
- Allow Item Discounts
- Allow Subtotal Discounts
- Allow Invoice Recalls
- Over rides Item Commission
- Allow Payment Screen Voids
- Allow Voiding of Items
- Allow Paid Outs
- Allow Refunds 25.00
- Allow Lookups to display
- Auto View Details in Cashier
- Allow NoSales
- Allow Splitting of Case/Cartons
- Allow Exiting of POS

Cashiers on File 1

User Access Levels

Once a person has logged on the system, these checkboxes represent the areas that they have access to. The grouping is for the different modules and the tasks available. The user name and password can also be changed within this section. Details regarding the last date and time this user signed in are also available

Edit User Access Levels

List | Admin | A/R | Invent | G/L | P.O.S.

USERNAME
Chase
store

User Name: Chase *

Last Date Logged On: 05/04/2007

Last Time Logged On: 9:01:45 AM

OK

Add

Delete

Password

Auto Scheduler

This screen allows for the setup of certain functions to be carried out by the system at a predetermined time (see windows scheduler). The ability to run certain routines at times when people will no longer be accessing the system, creates more efficiency in the back office, as the staff no longer have to be reminded to run certain programs at the end of the day/week etc..

Process Credit Hold - Will review each account for credit limits - See A/R Help file

Perform Backup - Allows for unattended backups of the data files (this must be setup through the System Defaults section first) System Defaults

Export to Simply - Allows for unattended daily exports of the general ledger information to the simply accounting program

Process Sales start/end periods – automatically sets the inventory grid to different colours when items are on sale. Eg: black – not on sale, Blue – cost of item on sale, Green – retail price of item is on sale.

Auto Send Scale/Printer Batch will automatically scan the inventory file for items that are entering or exiting a given sale period. Those items that meet this criteria will automatically be created and downloaded to the scale/printers.

Auto Scheduled Item Updates - This feature will automatically check to see that items in the scheduled update batch (see Inventory module) with the current date will be changed to reflect the new information in that file. This allows the operator the ability to schedule price changes by dates.

Week Starts on - Determines the starting date for the system to process weekly routines

Auto Restart - This flag will automatically reboot windows and restart the computer (please make sure all programs have been exited)

Item Auto Deletes - Reviews each item and deletes those items with 0 qty on hand - See Inventory Help file

Compact Archive Date - Allows the operator to automatically begin archiving files after a predetermined number of days since the last archive

Reset MTD Inventory - Resets monthly sales Qty counters back to 0

Wipe Electronic Journal - This function will automatically clear all electronic journal invoices captured by the system and held in the EJData folder. This is a subfolder within the Store Manager folder.

Functions can be scheduled to be processed on a daily/weekly/monthly time frame.

The screenshot shows the 'Automated Scheduler' window with three columns of routines. The 'Day End Routines' column includes: Process Credit Hold Report (unchecked), Perform Backup Routines (checked), Perform Item Scheduler Batch (unchecked), Auto Export Simply Accounting (unchecked), Process Sales Start/End Dates (checked), and Auto Send Scale/Printer Batch (unchecked). The 'Week End Routines' column includes: Process Item Auto Delete (unchecked), Restart Windows OS (unchecked), ReIndex Data Files (unchecked), Profit Analysis on Item File (unchecked), Compact/Archive Data Files (checked), and a 'Number of Days' field set to 90. The 'Week Starts On:' dropdown is set to Sunday. The 'Month End Routines' column includes: Reset MTD Inventory Counts (checked) and Clear Electronic Journal (checked).

Day End Routines	Week End Routines	Month End Routines
<input type="checkbox"/> Process Credit Hold Report	Week Starts On: Sunday	<input checked="" type="checkbox"/> Reset MTD Inventory Counts
<input checked="" type="checkbox"/> Perform Backup Routines	<input type="checkbox"/> Process Item Auto Delete	<input checked="" type="checkbox"/> Clear Electronic Journal
<input type="checkbox"/> Perform Item Scheduler Batch	<input type="checkbox"/> Restart Windows OS	
<input type="checkbox"/> Auto Export Simply Accounting	<input type="checkbox"/> ReIndex Data Files	
<input checked="" type="checkbox"/> Process Sales Start/End Dates	<input type="checkbox"/> Profit Analysis on Item File	
<input type="checkbox"/> Auto Send Scale/Printer Batch	<input checked="" type="checkbox"/> Compact/Archive Data Files	
	90 Number of Days	

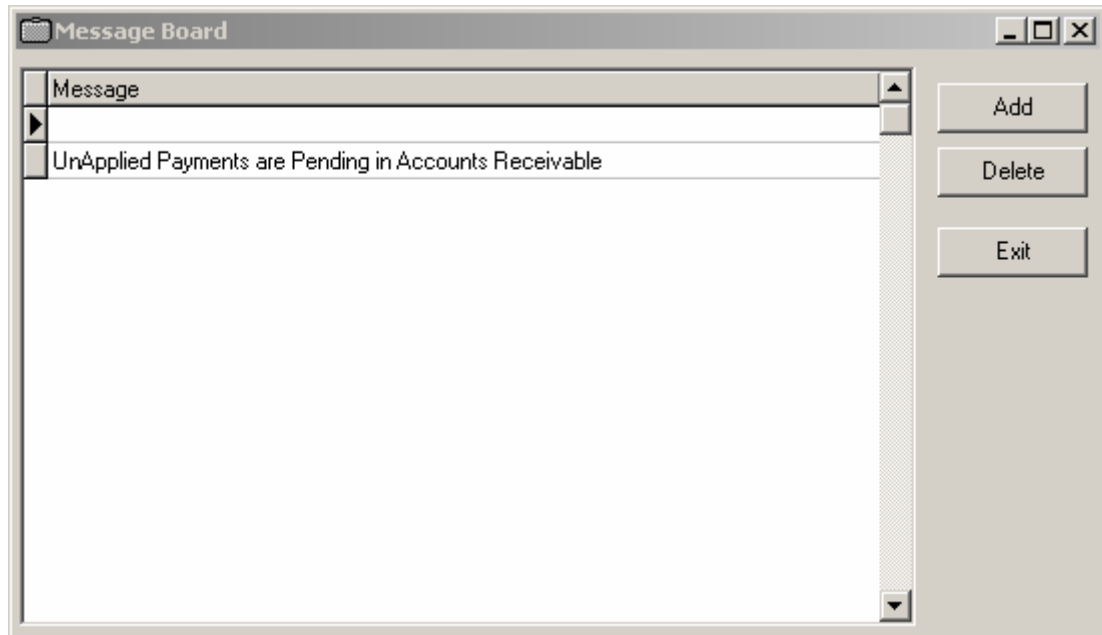
Message Board

The message board has the option to be run strictly from within the Administration module or run as a toolbar program on any computer connected to the network for the Store-Manager POS system. This function allows messages to be broadcast to any user on the network running the message board program.

Messages can be automatically displayed to any user on the network, and can be set to auto display in different time intervals. This small but very powerful program can be used to display when items have fallen below minimum, sale pricing has exceeded the limits set on promotion, or that a cashier has selected a reason for a price change, refund, etc.. If a new message is sent to the message board program the user will be prompted by the system. The user would then enter the message board maintenance module to modify the entries

The application uses parameters in the command line to determine the delay time between message prompts and the length of time the message is displayed. An example of this would be `msgboard.exe 5 2`. This would place a pause of approximately 5 seconds between popup screens, and displayed for approximately 2 seconds.

To run the program from within the toolbar of any computer on the network simply place the `msgboard.exe` file into the startup folder on the computer to display the message. By default the message board program will display new messages every minute for 4 seconds. To modify these settings simply right click on the tool bar, select maximize and change the setting. Double click anywhere to send the program back to the toolbar.



Discount Table

This screen allows the operator to add/edit the discount table for use in the cashier module. The user can create discounts that can be item specific, subtotal (applies a discount to all items in the sale), or amount based. The discount(s) can be date specific allowing the discount to start and end on a certain date(s).

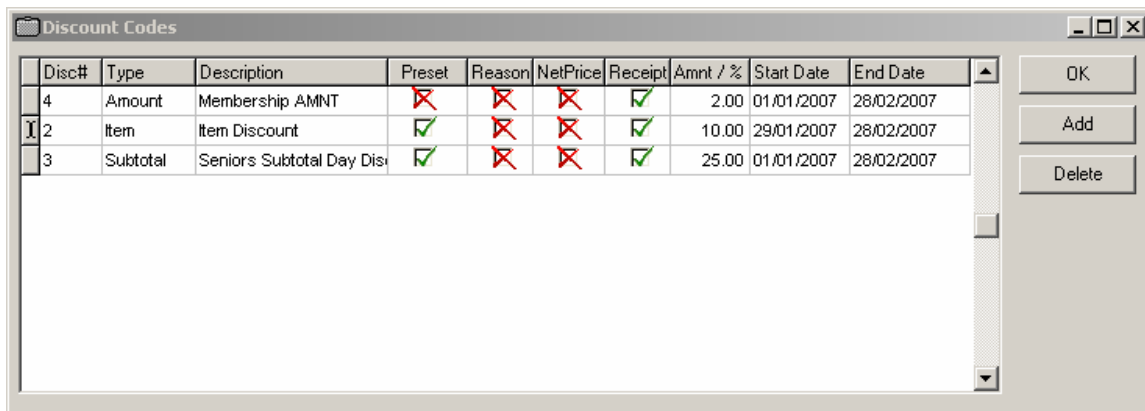
Non Preset discounts allow the cashier the option to change the particular amount of the discount, whether it be a percentage or amount.

Reasons if checked will force the cashier to choose from the reason codes listing as to why they are giving the discount in the first place. This is useful for reporting on at a later date.

Sales Item (if checked in system defaults) will allow the cashier to discount an item(s) that are currently on sale within the system. ** Subtotal Discounts are given on all items regardless of sales status. This feature should be used with caution if the sale price has already reduced the selling price, as the profit margins can drop the sale of these item(s) below cost.

Nets Price forces the system to automatically remove the discount amount from the item being discounted thereby giving the sales reports a true reflection of the actual sell price of the discounted item. If this option is selected you will not print a line discount on the receipt, but rather simply reduce the sale price of the item instead.

** Note : MixMatch discounts are disabled if an item is discounted using the net price option



Disc#	Type	Description	Preset	Reason	NetPrice	Receipt	Amnt / %	Start Date	End Date
4	Amount	Membership AMNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	01/01/2007	28/02/2007
2	Item	Item Discount	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10.00	29/01/2007	28/02/2007
3	Subtotal	Seniors Subtotal Day Dis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	25.00	01/01/2007	28/02/2007

Compact/Archive Sales Files

After prolonged use of the program you may start to notice that the system is slowing down processing reports, accessing certain database files, etc.. Archiving the sales files allows you to move the files from a specified time period into the archived section where they will no longer be processed during normal transactions. Reporting is still available from a sales point of view by selecting archived files, but the system in general no longer uses these files in the day to day functions. Speed improvements by as much as 40% can be achieved simply by archiving files. Reindexing of files after archiving is strongly recommended.



Sales Tracker

This screen allows the operator to track certain sales behind a particular category and once the chosen criteria has been met the operating cashier will see the results they have been typed into the message box for that particular category.

An example of this might be once the customer purchase 10 units from a particular category they get the 11th item free. The system will automatically track unit purchases behind the customer and notify the cashier at the time of the sale that the customer now gets the next one free.

The screenshot shows a window titled "Sales Tracker" with a standard Windows-style title bar (minimize, maximize, close buttons). The window is divided into several sections:

- Sales Requirements/Restrictions:** This section contains five dropdown menus labeled "Category 1" through "Category 5". Below each dropdown is a text input field labeled "Category Tt:". The values entered are 601, 99999, 99999, 999999, and 999999 respectively.
- Message to Display:** This section contains five separate text boxes. The first box contains the text "Congratulations you have now purchase more than 600". The other four boxes contain the text "This is message 2 you have now purchased", "This is message 3 you have now purchased", "This is message 4 you have now purchased", and "This is message 5 you have now purchased".
- Options:** At the bottom, there are two rows of checkboxes. The first row contains five checkboxes, all of which are unchecked, labeled "Reset Category Total". The second row contains five checkboxes, all of which are checked, labeled "Allow Cashier Over ride". The third row contains five checkboxes, all of which are checked, labeled "Prompt for Reason".
- Buttons:** On the right side of the window, there are two buttons: "OK" and "Cancel".

Return Merchandise Form

This screen is used primarily to track items that are being returned to a vendor for replacement, repair or credit back to your account. It can track the items for future reference and help to insure that the supplier is exchanging or repairing any items that were sent to you that were defective or have been returned by your customer for exchange.

The items returned will remain in this file until the user deletes them out.

The screenshot shows a software window titled "Vendor Return Authorization". The window contains several input fields and checkboxes for data entry. At the bottom, there is a table with four columns: "RMA #", "Item", "Item Description", and "Reason for Return". Below the table are four buttons: "Add", "Delete", "Print", and "Exit".

Fields and checkboxes include:

- RMA #
- Shipped Via:
- Date Returned:
- P.O. #:
- Item
- Vendor #
- Supplier
- Reason for Return
- Qty Returned
- Cost of Item
- Warranty Required
- Credit Account
- Exchange Unit

RMA #	Item	Item Description	Reason for Return

Buttons: Add, Delete, Print, Exit

Mailing Labels

Used to generate mailing labels for Customers and Vendors

Setup of the label format is done in the Mailing Label setup screen. Changes can be made to the fields that are printed on the label, as well as the starting positions on the top and the starting positions to the left of the page. Number of labels per page and number of labels per row will determine the label type being used by the operator.

The label format used is the regular Avery 05260/05160 labels. A laser/bubble jet printer (with a minimum of 600 dpi for bar code) is used for printing the labels

The screenshot shows a 'Label Setup' dialog box with two main sections: 'Customer Label Setup' and 'Vendor Label Setup'. Both sections have identical settings for numerical values and font. The 'Customer Label Setup' section includes five checked checkboxes for printing address and city information, and a barcode option. The 'Vendor Label Setup' section includes three checked checkboxes for printing address, city information, and postal/zip code. Both sections have 'Cancel' and 'Save/Exit' buttons at the bottom.

Field	Customer Label Setup	Vendor Label Setup
Start ... Points from the Top of the Page	10.2	10.2
Start ... Points from the Left of the Page	6.3	6.3
Horizontal Spacing from Label to Label	70	70
Vertical Spacing between Labels	4.3	4.3
Number of Labels per Row	3	3
Number of Labels per page	30	30
Font for the labels	MS Sans Serif, 10	MS Sans Serif, 10
Print Customer Address 1	<input checked="" type="checkbox"/>	
Print Customer Address 2	<input checked="" type="checkbox"/>	
Print Customer City Information	<input checked="" type="checkbox"/>	
Print Postal/Zip Code	<input checked="" type="checkbox"/>	
Print Phone/Lookup as Barcode	<input checked="" type="checkbox"/>	
Print Vendor Address		<input checked="" type="checkbox"/>
Print Vendor City Information		<input checked="" type="checkbox"/>
Print Postal/Zip Code		<input checked="" type="checkbox"/>

Backup DataFiles

All files with a .Adt file extension and .Adm file extension should be backed up. If possible backup the .Adi files as well. The application will recreate the .adi files prior to log in if they are not found. If you should delete one, they should all be deleted. Deleting .adi files should only be done if file corruption is suspected. The Store-Manager POS system also comes with an unattended backup program that can be setup to transfer files over the network to a different drive at a pre-determined time through the Windows scheduler program. Network backups/restores can be done from the menu on the main screen of the Store-Manager POS system. This allows a backup/restore of data from one terminal in the network to another. The path used in the backup will be selected automatically from the system defaults menu.

Day1 = Sunday
Day2 = Monday
Day3 = Tuesday
Day4 = Wednesday
Day5 = Thursday
Day6 = Friday
Day7 = Saturday

NETWORK BACKUP

The network backup may be used if you are running a two terminal system. The necessary files will be backed from the server to the workstation. The path of this backup is defined under system defaults.

Select File Menu
Select Backup/Restore.
Select Network Backup.

NETWORK RESTORE

The network restore will copy files from the workstation and path defined in the system defaults to the server.

Select File Menu
Select Backup/Restore.
Select Network Restore.

AUTOMATED BACKUP

The network backup may be scheduled to run with the rest of the automated tasks defined in the Administration Module.

Coupon Generator

This module allows the operator the ability to automatically generate coupons.

Once the sale exceeds a certain value, a coupon will automatically be printed at the cashier station. (to eliminate printing coupons enter in a value of \$99,999.99).

By giving the coupon a name the system will print the name on the receipt and can be used to reference and track the coupons generated by the system. The system automatically tracks the number of coupons created.

Every coupon should contain a valid expiry date to insure that at some point the coupon is no longer valid and can no longer be used.

The amount to purchase is used to insure that a customer purchases at least (eg: 3 of an item) before they are entitled to one free one. If an item number is entered into the field the coupon generated will contain a line indicating that this coupon can only be used to purchase a particular item when purchasing a certain number of these or other items you want to promote within your store. This can be useful when you are trying to promote one particular product line or item.

Frequent Shopper points can also be used to auto generate the coupon. Once the customer has accumulated more than the number you have designated in the field a coupon will automatically be generated by the system. By entering in a value into the Frequent shopper points to be removed, the system will automatically remove that amount of points from the customer balance. Once the customer has accumulated the preset points in the coupon field, they will again be rewarded with another coupon for their patronage.

The maximum value of the coupon is used to insure that if a percentage of the sale is being used to automatically calculate the value of the coupon that the coupon, will never exceed that value no matter what the sale is valued at.

The percentage factor simply bases the coupon on a percentage of the sale, rather than a flat dollar amount.

The coupon tracking number is used to track the return rate of coupons generated, by giving the manager a starting point for any coupon generated by the system.

The memo field, and additional lines one and two can be used to enter in other information regarding the coupon. An example of this would be "Not Valid with any other Coupon".

Coupon Generator

Name of the Coupon:

Coupon Start Date: Coupon Expiry Date:

Dollar Amount for the Coupon \$: Max. Value of the Coupon \$:

Once the Purchase exceeds \$: % of Sale for the Coupon:

Frequent Shopper points exceed: Freq. Shopper points to remove:

Coupon Tracking Number: Number of Coupons Generated:

Coupon Special Items

Qty to Purchase:

Item Number: Item Description:

2nd Item Number: 2nd Item Description:

Couponable Customers only

Additional Desc. Line1: Additional Notes:

Additional Desc. Line2:

Pending Actions/Reports

The Actions Tab shows the pending activities for all customers. You can view the open activities for the current or all users.

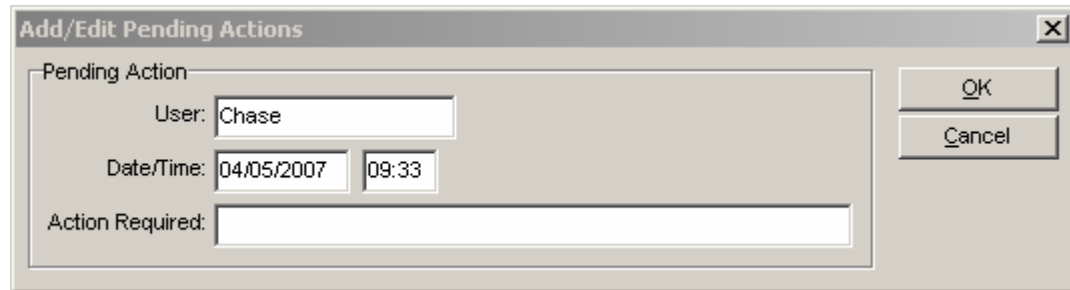
ID - Customers ID

User - Person logged on during entry is the default.

Date - Date entry was made or the date of the pending action.

Time - Specified time for Pending Action.

The Pending Tab lists all pending actions for the selected customer. By right clicking anywhere on the customer screen you will add a new action for the currently selected customer. This can be used to document information pertaining to sales leads, account balance information, etc..

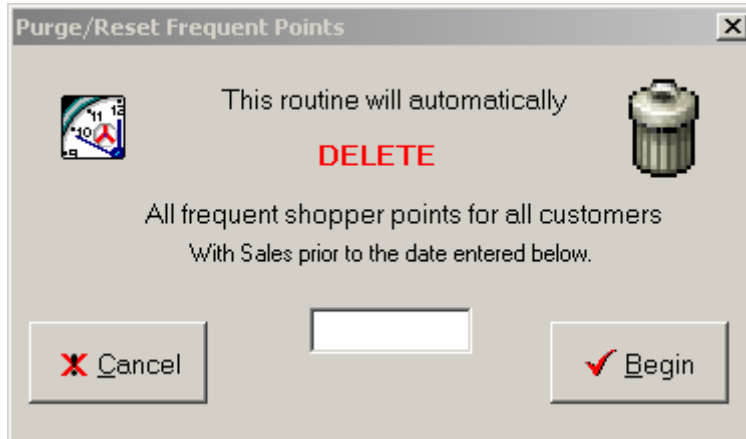


The screenshot shows a dialog box titled "Add/Edit Pending Actions" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Pending Action:** A label above the input fields.
- User:** A text input field containing the value "Chase".
- Date/Time:** Two adjacent input fields. The first contains "04/05/2007" and the second contains "09:33".
- Action Required:** A large, empty text input field.
- Buttons:** Two buttons on the right side: "OK" (with an underline under the O) and "Cancel" (with an underline under the C).

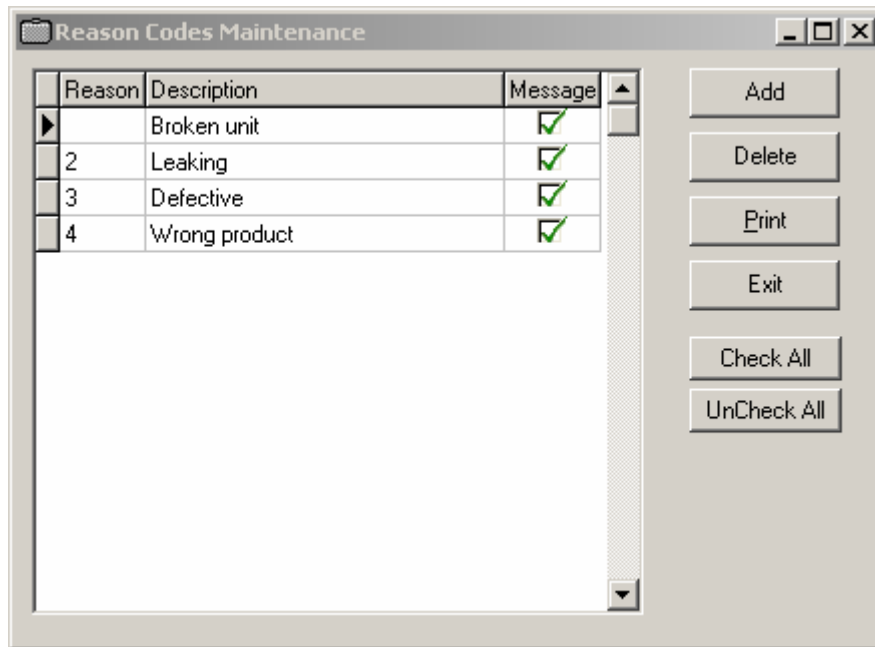
Purge Frequent Shopper Points

Allows the back office the ability to purge accumulated frequent shopper points assigned to the customer file. Purging of the files can be done based upon a specific date. eg: purge all points back to 0 with sales prior to December 15, 2007.



Reason Codes

Reason codes used in the Cashier module can be entered/modified here. The ability to use reason codes allows the operator to specify a reason from the list generated here for any refund, or if a particular item in the inventory file has exceeded the over ride quantity.



The image shows a software window titled "Reason Codes Maintenance". It contains a table with three columns: "Reason", "Description", and "Message". The table lists four entries, each with a checkmark in the "Message" column. To the right of the table is a vertical stack of buttons: "Add", "Delete", "Print", "Exit", "Check All", and "UnCheck All".

Reason	Description	Message
	Broken unit	✓
2	Leaking	✓
3	Defective	✓
4	Wrong product	✓

View Error Logs

If you have selected enable error logging in system defaults, the system will track all errors that have been generated through the cashier module. Viewing the error logs gives you the ability to look at the errors generated by the system.

View Audit Logs

If you have selected enable audit trail in system defaults, the system will track all user activity in the back office Store Manager POS program. Detailed information regarding what modules had been accessed by user, date, time.

System defaults

This is the general maintenance module. All options may not apply if you are only using selected modules. Before beginning serious use of the system, please review the System Defaults and make changes as needed. General Information about the current company. The ID's will be used in reports. Click on the other tabs for information regarding their tasks. This information will be used throughout the system, mainly on reports and printed documents.

System Setup Note: All users must have exited the system in order to make changes to System settings

General

Basic company information to be used throughout the system.

Date format the system will use.

Allow auto viewing for reports

Auto prompt for posting/printing allows the operator to eliminate the prompt messages that appear to post or print reports.

Backup Directory for saving data files automatically when networking is setup within the system (This is done as a backup server device)

Error Logging (POS) will track all errors encountered by the system for each of the cashier stations. The error.log (text file) can be used to review the error conditions being encountered by the workstation. This function can be enabled/disabled within the POS system defaults. Note: Error logging will degrade system performance.

System Date/Time

The option to change the computer date and time is available through each about screen by clicking on the date/time calendar icon.

G/L

General Ledger specific information

If using the export out to Simply Accounting please insure that the export out G/L Data is checked and that batch mode has been disabled

Accounts Payable

Current Accounting periods setup by the system

Current Bank account to be used with cheque processing in the A/P module

Accounts Receivable

Monthly Late Charge Percentage- Enter the amount to base a calculation on when using the "Generate Late Charge Batch" (ie: If a customer has a overdue balance of 1000.00, that amount will be multiplied by the Late Charge Percentage and entered against the customers account).

Minimum Late Charge before applying interest - Enter an amount for the late charge minimum.

Once the interest amount has been calculated it must be equal to or greater than this amount prior to any interest for that period being charged. (i.e.: minimum is \$2.00, any interest calculation that is less than this amount will be skipped completely).

Minimum Balance For Statements - This amount will be the minimum that a customer has to have outstanding in Accounts Receivables prior to a statement being printed for them.

Statement Details - Include all information including payments and invoices on all statements being printed.

Statement Message - The message to be included at the bottom of all A/R statements processed by the system.

Interest Charges based on balance - allows the user to base interest on the balance forward accounting system rather than overdue invoices.

Sales

Document, Order, X, Z, Batch #, and Invoice Numbers - These are the next numbers to be assigned for their respective documents.

Decimal Places, Qty and Price - The number of decimal places used in reports.

Digit Limits - Limits the quantity field in the Cashier module to the maximum number in this field

Record Count - A dynamic number that can be used to display a message when archiving of files is required

Multiple Inventory Locations - If checked, an extra grid item will be available to enter the location of the item used or sold. It will also be used during posting of invoiced line items. Inventory/Purchasing

Select the inventory method to be used through out the system

Display 0 Qty's - allows all items in the inventory listing to be shown regardless of on hand levels

AutoFill Price - used to automatically update pricing and margin calculations

AutoFill Cost price - If checked will automatically calculate the cost of each item based on the quantity in a case and the case price entered

Display only active Items - used to display items that have been checked with active in the item file

Display supplier - allows the user to decide whether the supplier or the class will be displayed in the item maintenance grid

AutoFill Department - used to auto populate the inventory item with the data entered in the department maintenance file

When entering in an item that will be scanned as an embedded price, the price will be taken from inside the scanned barcode. The item

number entered must be the 3-7 digits inclusive contained within the barcode.

An example is as follows:

2 - filled into the system defaults embedded field.

209068101890 - First 2 digits indicate the item is an embedded price tag code, the next 5 digits are the item number, the next 4 digits of the barcode is the embedded price. In this example the Item number to be used would be 90681. The system defaults field indicates the first number you want to define in the system as an embedded code. Any barcode starting with this number would be interpreted by the system as embedded.

Precision Rounding - will set the right penny column in the retail price to always be this number eg: 9 - The margin calculation suggests \$12.00 this would change all retail prices to end up in \$12.09

Cost Plus Pricing

If used in conjunction with a customer, the value entered into the cost plus pricing within the individual customer will calculate the new retail pricing structure base upon the type of cost method you choose here (see adding customers).

POS

This screen is used strictly for setup in the cashier module. All settings here will affect the way all cashier terminals within the store function. Caution should be used when modifying this section

Descriptors

Used to select payment method bitmaps (pictures) as well as descriptors that will appear in the payment/customer screen and on receipts

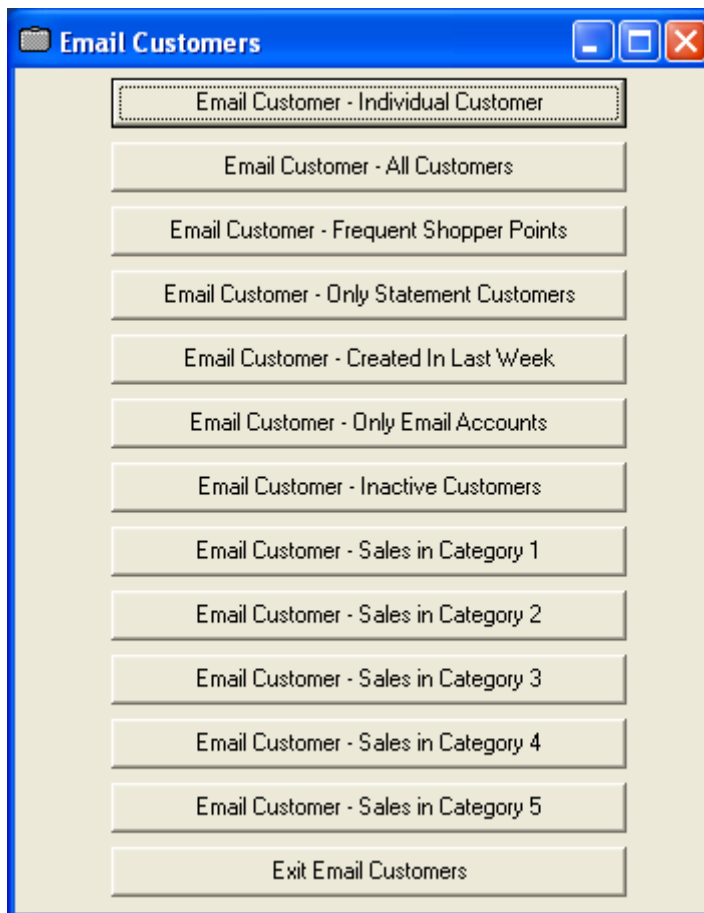
Note: Tax on Tax feature is not available with Vat Tax selections.

INTERNET

Used to enter internet/email account information. Required for submitting purchase orders electronically, automatic updates, internet store, etc.

Email Customers

This routine allows the operator the ability to email customer(s) with promotions, information, upcoming sales, etc.. The system will prompt the operator to attach any files that they may want to send along with the emails that are being sent. Only customers that have allow emails checked in the customer setup will be sent the email. Setup must be done in System Defaults prior to using the emailing customer function.



Web Updates

Get the latest updates available for your computer system, software, and hardware. The Web Update scans your computer to see what updates are required and automatically downloads the update and places it into the Store Manager folder of the PC that is connected to the internet.

What is a Web Update?

Chase McKay's Web site provides updates for the Store-Manager Point of Sale system. Updates address known issues and help protect against known security threats, as well as offering new enhancements that have become available since your install or last update.

- You can decide when and how updates are installed.

How does it work?

When you click on the button marked **Check for Updates** the computer automatically connects over the internet to the Update Web site. The update program scans your computer and tells you whether updates are available for your software version and hardware. You can choose to accept the updates, and install them when and if your comfortable doing it. Once the update has been downloaded from the web site, a setup.exe file will be located in the C:\ folder. By double clicking the mouse on this program the update is automatically started. Simply follow the prompts until the update program is completed.

What if I need to update more than one computer?

If you have a office network, you need to update each computer individually. This is accomplished by copying all the executable and help files in the C:\StoreManager folder of the server computer, to all the other terminals in the network (you must exit all programs prior to copying files). The files are copied directly over the network into the corresponding C:\StoreManager folder on the additional workstations within the network. In order to accomplish this in one easy and simple step you can sort the files in the folder by type. This means all executable files will be in one group, and all the help files will be in another group within the C:\StoreManager folder. To sort the files within the C:\StoreManager folder using Windows Explorer, simply go to the top menu option (e.g.: Files, Edit, View, Favorites). Select the View menu option, and then select the Arrange Icons, by type. The files will now be sorted by type within the chosen folder, now you can simply highlight the select files and from the edit menu option copy the files. This places them into the clipboard and allows the chosen files to be pasted to any folder location within the network.

Note: When copying files from one terminal to the other, please insure you copy the verinfo file from the server to all the workstations. If you are unclear on how to copy files - please see your administrator.

Accounts Receivable

Quick Charge

This routine allows the user the ability to quick add or subtract a balance from a customers account. By selecting the correct customer and entering a positive amount, you will simply add that amount to their account balance. By entering a negative sign in front of the amount entered you can credit their account for the amount.

Note:

If advanced A/R module is used then the payments will require posting in the payment batch if a negative amount is entered and posting of invoices will be required if a positive amount was entered into the amount field of the form.

Change Customer Balance

Quick Charge Debit/Credit [X]

Customer Number:

Amount to debit/credit account:

Date Change will be recorded on:

Current Available Credit:


Last Sale Date:

Last Statement Date:

Last Statement Balance:

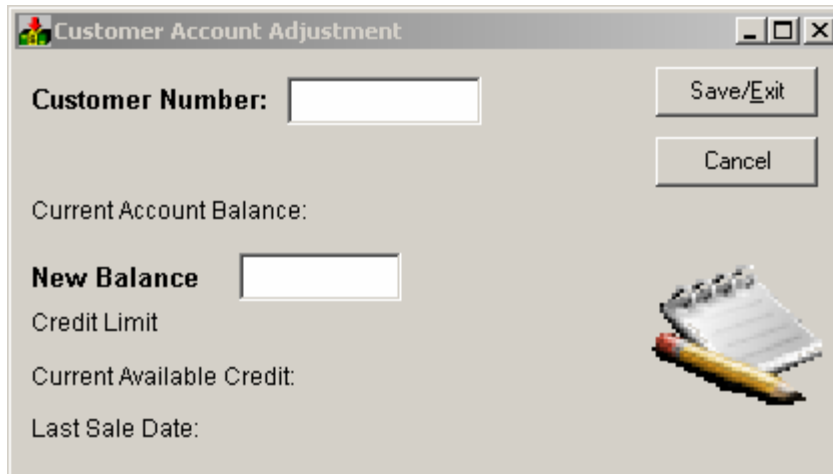
Save/Exit

Cancel/Close



Change Customer Balance

This routine lets you change a customer's balance to any desired amount. This should be used with a great deal of discretion, as mistakes made here affect the entire balance of the account. It is normally only used when starting new with the system and/or entering in existing balances into the system.



The screenshot shows a dialog box titled "Customer Account Adjustment" with a standard Windows-style title bar (minimize, maximize, close buttons). The dialog contains the following elements:

- Customer Number:** A text input field.
- Save/Exit:** A button located to the right of the Customer Number field.
- Cancel:** A button located below the Save/Exit button.
- Current Account Balance:** A label with no associated input field.
- New Balance:** A label followed by a text input field.
- Credit Limit:** A label with no associated input field.
- Current Available Credit:** A label with no associated input field.
- Last Sale Date:** A label with no associated input field.
- Icon:** A small icon of a notepad and pencil is located on the right side of the dialog, below the buttons.

Enter Charges on Account

For Accounts Receivable, this routine would be used to enter an existing invoice from Order Entry or to enter existing invoices when changing to a new accounting system. This is the main screen for entering invoices or applying charges to the customer balance.

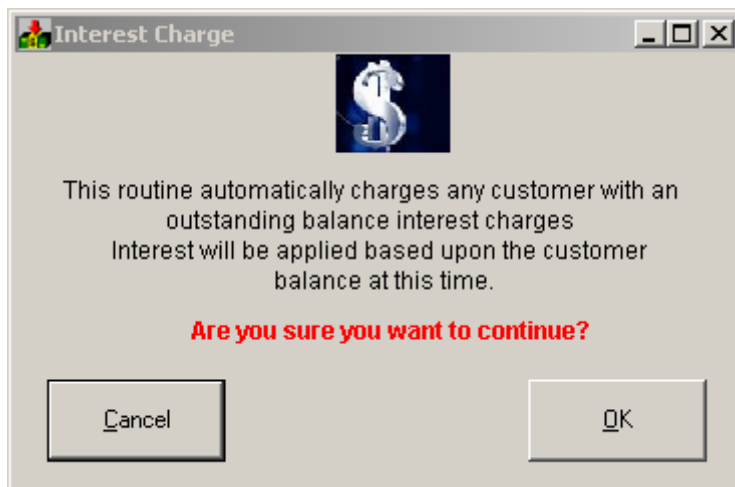
NOTE: When entering existing invoices as a "beginning batch", your options would be to enter a customer and their grand total or enter each invoice that has a balance due. The latter is the best method since payments can be entered against each invoice as they come in. Otherwise, payments would have to be entered against one entry. This is very important, since your old or existing ledger has these transactions posted. It is recommended that an accountant assist the user in this procedure.

Description Charge to Account	Salesman ▼
✉ Customer Information Current Balance: Credit Limit Available Credit: Last Sale:	Invoice Total 0.00
X Close	✓ OK

Generate Late Charge

This option will create a late charge for each customer that has past due invoices based upon the current date that still remains unpaid. The late charges will only be applied to customers that have late charges checked off in their customer files. The late charges are applied based upon the same principals as the credit card companies' use, if there is a balance on the account at the time of operation, there will be an interest charge based upon the defaults set in system defaults.

Remember that most customers will not pay late charges and in most cases you will end up crediting their account back for the interest charges.



Bad Cheque (NSF)

This module is used to record and track all customers that have passed a NSF cheque to your store. These records can be kept indefinitely or cleared out after a pre-determined time by management. Options exist within the Bad Cheque file to flag the customer as having passed a bad cheque as well as, putting the customer on credit hold. If a customer has been flagged as passing a bad cheque to the store in the past, the system will automatically disable the ability to accept a cheque from this customer. The option exists in this screen to automatically debit (charge) the customer a fee for the NSF cheque and or automatically debit (charge) the amount of the cheque back against the customers account.

A report can be generated listing all the customers that have passed a bad cheque to the store.

N.S.F. Charge Backs

Client Card #: Flag Customer for Credit Hold
 Flag Account for Bad Cheque

Bank: A/R Updates

Date Issued: Debit Account NSF Charge
 Debit Account Cheque Amount

Cheque #: Customer Notified On:

Amount: Reason Given:

NSF Charge: Contact:

Cust #	Customer Name	Bank Issued On	Date Issued	Cheque #	Amount
655645	ACOBY,ELMR	Bank of Montreal	05/04/2007	12434	23.00
3779	AGECOUTAY MAR	Bank of Commerce	07/03/2007	2323	129.88

Add Delete Print Exit

Credit Memos

This option will credit a particular invoice for the chosen customer. Once posted the specified amount will be removed from the customer balance as well as, entered into the AR file and General Ledger files if used.

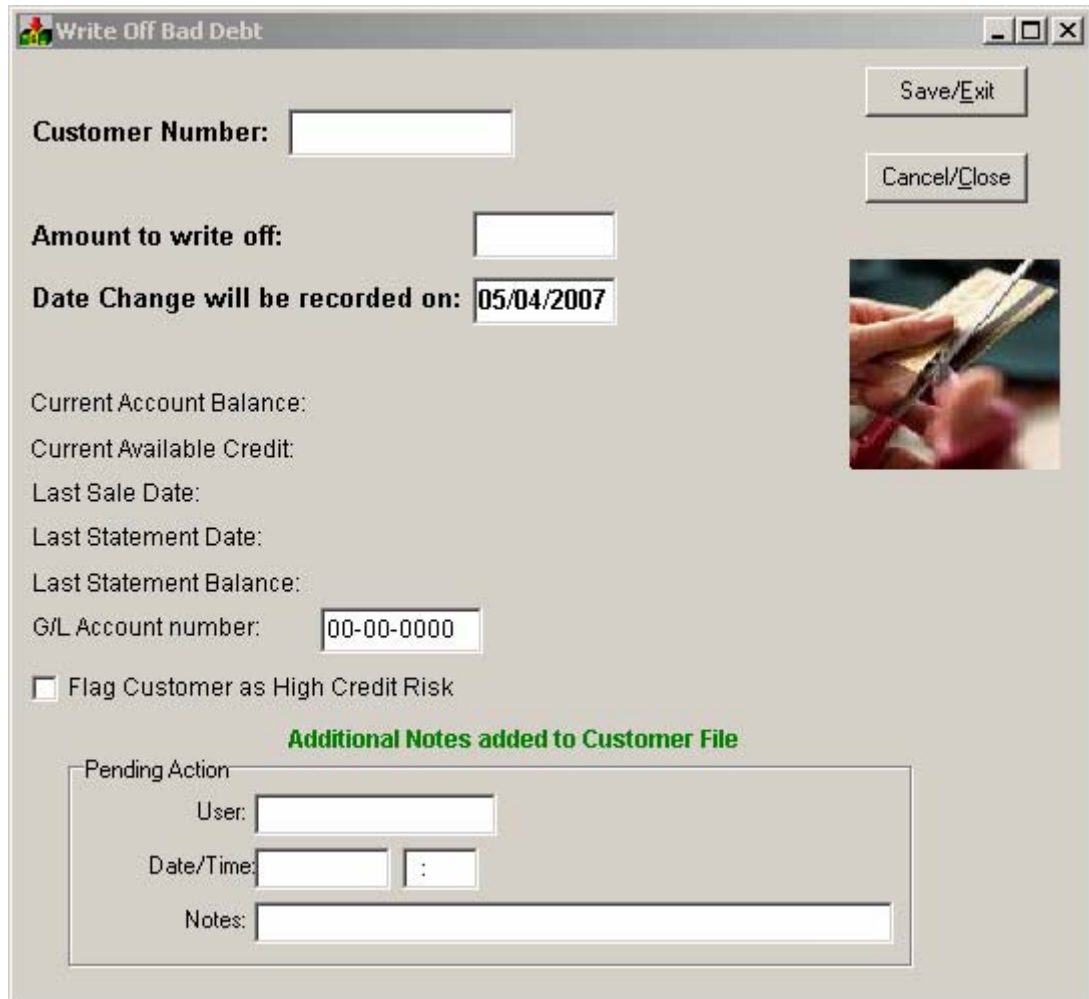
Account Details

Invoice#	Type	InvDate	Inv. Amount	PAYMENT	Balance Due

Close Credit Invoice

Write Off Account Balance

This allows you the option to write off a balance on an account that you know will never be paid. An example of this might be that the customer has gone out of business and the account still has a remaining balance owing on it. The write off feature also allows you to flag this account as a credit risk and makes the adjusting journal entries into the General Ledger module.



Write Off Bad Debt [-] [□] [X]

Customer Number:

Amount to write off:

Date Change will be recorded on:

Current Account Balance:

Current Available Credit:

Last Sale Date:

Last Statement Date:

Last Statement Balance:

G/L Account number:

Flag Customer as High Credit Risk


Additional Notes added to Customer File

Pending Action

User:

Date/Time: :

Notes:



Display Account Detail

This will let you view the AR transactions for the selected customer. If the items sold are available for viewing (have not been purged) then transactions will appear in the report.

The screenshot shows a software window titled "Account Detail". At the top left, there is a small icon and the text "A/R". The window is divided into two main sections. The upper section is a grey box containing customer information. On the left, under "Customer Account", there is a text field with the value "0000100045" and the name "All-Rite Concrete Services Ltd" below it. On the right, under "Customer Information" (indicated by a yellow envelope icon), the following details are listed: "Current Balance: \$7929.78", "Last Sale: 10/09/2006", and "Credit Limit \$10000.00". To the right of this grey box are two buttons: "Ok" and "Pick List". The lower section is a table titled "Account Details" with a light green border. The table has five columns: "Invoice", "Date", "Description", "Amount", and "Balance". The table is currently empty, showing only the header row. A vertical scrollbar is visible on the right side of the table area.

Invoice	Date	Description	Amount	Balance
---------	------	-------------	--------	---------

Payment on Account

This screen is for entering payments received from customers. With payment information in hand, select customers and enter the payment amount in the field. If this customer has been selected as an open item account, the payment should be applied to the outstanding invoice(s).

Payment on Account

Customer Account Reference Number Date
05/04/2007

Payment Type: Cash Sales

Customer Information

Current Balance:
Credit Limit:
Available Credit:
Last Sale:

Payment Total: 0.00

Close OK


Apply Unapplied Payments

Once the user has selected a customer, the grid will display unapplied payments from this customer. Unapplied payments are applied to specific invoices by entering an amount to apply and then selecting the invoice and entering in the amount to be applied to the specific invoice appearing in the grid. The amount of the payment must equal the applied amounts to the invoice(s).

Select Invoice

Enter the invoice number that you wish this payment to be applied to. You may enter as many invoices as you like. Any money remaining from the check after all invoices have been entered will be applied to the customer's account as an "unapplied payment." You may go back later and apply those funds to other invoices.

Apply Payments

Customer Account: Reference Number: Applied Payments: 
Date: 05/04/2007

Customer Information

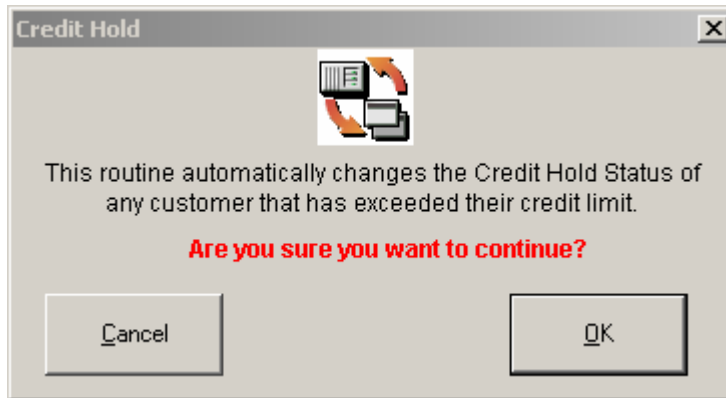
Current Balance:
Credit Limit:
Available Credit:
Last Sale:
Payment Amount:

Account Details

Invoice	Type	Date	Inv. Amount	Payment	Balance

Place Customer on Credit Hold

This option will automatically scan all the current customer balances and compare them against the credit limit set in each customer's account. Any accounts meeting or exceeding the credit limit will automatically be placed on credit hold. This will require a manual change to the customer's accounts to change them back to a charge privilege status.



Aging Report

This is a very flexible way of creating an aging report. You may enter the dates for any time span you'd like. The Current Period(Start) is the beginning time period that the aging report will be based upon.. If you'd like a 10 day span rather than the typical 30 day span, simply change the dates. Once you entered the dates you want, press the "OK" button.

****Note:** The aging report only works on accounts where payments made, have been applied to the outstanding invoices for this customer. Open Item accounts are the standard accounts receivable when using the aging report. Balance forward and prepaid accounts would not normally use an aging report.

Aging Report

Report Dates

Current Period (Start) 01/01/2008

Current Period (End) 31/01/2008

Over 30 (Start) 31/12/2007

Over 60 (Start) 30/11/2007

Create New

Include Detail

Print Options

Open Item Accounts Only

Prepaid Accounts Only

All Accounts (Open Item/BIFrwd)

Based only on type:

OK

Cancel

Pick List

Printing Customer Statements

This routine prints customer statements to all customers that have a current balance and have the print statement check box enabled in the customer setup. The default statement message will be printed on all statements unless the customer setup contains a unique statement message. To print statements for all customers, blank the customer field.

Emailing Customer Statements

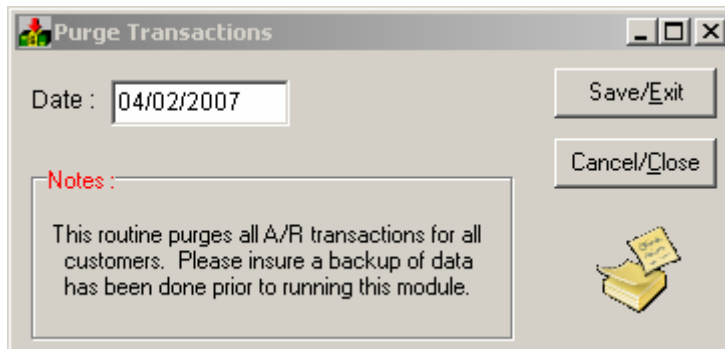
This routine emails customer statements to all customers that have a current balance and have the allow emails check box enabled in the customer setup. Setup must be done in System Defaults prior to using the emailing statements function.

General	Ledger	A/R	Tax's	Inventory	POS	Descriptors	Customer	Internet
ISP Host Name:	<input type="text" value="smtp.chasemckay.com"/>							<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="PickList"/>
Email Port #	<input type="text" value="25"/>							
ISP UserName:	<input type="text" value="ail@chasemckay.com"/>							
ISP Password:	<input type="text" value="*****"/>							
Email Account:	<input type="text" value="support@chasemckay.com"/>							
Internet Network IP:	<input type="text"/>							
Internet Import File:	<input type="text"/>							
Internet Export File:	<input type="text"/>							

Purge Transactions File

This option will remove old invoices from the Accounts Receivable file. Besides improving performance, it will also reduce the number of invoices that the user has to wade through for many operations. The number of months worth of invoices that should remain active will depend on your particular business. You will be prompted for confirmation prior to proceeding.

**A backup is strongly recommended prior to purging files



Purge Inactive Customers

This allows for the automatic deletion of customer accounts (that do not contain a balance) based on purchases made prior to the date entered in at the time of the report

**A backup is strongly recommended prior to purging files

Cashier

Register Setup

The register setup screen allows you to setup information pertinent to this particular cashier station.

If the location has more than one register this data would be set the first time it is used. Once it has been set then there should not be a need to change it unless it is relocated or all registers are being renumbered.

Turn receipts off - in the event that the printer fails this would allow the user to instantly disable the windows error message and continue making sales.

Allow reprints will allow the operator at this terminal to reprint any receipt generated today by this terminal only.

Prompt for description is used to track items not found and allow the operator at the cashier station the option to key in a description of the item not found. This can be reported on in the back office when tracking not found items.

Fuel Pump Delay - allows the cashier the ability to set the length of time to hold down the fuel pump button before an auto authorize function is performed

Display Message - The message that will be displayed on the external pole display when the terminal is inactive

Sort by List - How the items will be sorted when the F11 list button is pressed

Speed Key - The default page this terminal will always display when the speed key button is pressed.

The following items will require the computer to be restarted to change.

Cashier Shuts down - will automatically shut the computer off when the cashier exits the program

Disable Ctr/Alt/Del - will disable the ability of the clerk to exit the program or reboot the pc

Auto Exit Speed Page -

Scale Interface Configuration - sets up comm. port and the number of decimal positions the scale should read into the system.

Pole Display Configuration - sets up comm. port parameters for the pole display for the system.

Gas Pump Configuration - sets up comm. port parameters for the Gas Pump system.

Credit Card Configuration - sets up comm. port parameters for the credit card system.

Printer selections allow each particular workstation to setup their own printer drivers

Cash Drawer Strings can be any number of alpha numeric character. The number of characters determines how long the data is sent via the selected port to the cash drawer.

Register Setup

Terminal Register #: The Terminal Number MUST be at least 2 digits

Allow Re-Prints of Receipts
 Print On Hold Stub Receipts
 Prompt for description of items not found

Printer Setup:

Display Message:

Sort List By:
 Item Number
 Description
 UPC Code
 Vendor
 Department
 Group

Receipt Printer:

Invoice Printer:

DVR Output:

Receipt Printer Configuration

Description Font:

Logo Font:

Logo Width:

Page Width:

Cash Drawer

Drawer 1:

Drawer 2:

Drawer String:

Windows Controls

Cashier Station ShutsDown
 Disable Ctrl-Alt-Esc
 Auto Exit Speed Page
 Enable Audible Tone
 Enable Fuel Pump Interface
 Display Multi Level Pricing
 Multi Cash Drawer Terminal
 Compulsory Tender
 Enable Credit Card Interface

Fuel Pump Delay Time:

Speed Key Page Default:

Pole Display Inactivity Time:

Error Tone:

Scale Interface Control

Port: DataBits: StopBits:

BaudRate: Parity: Scale Limit:

Debit Card Interface

Port: PinPad Type:

Merchant ID: Sequence No.: Terminal No.:

Scanner Control Interface


Port: DataBits: StopBits:

BaudRate: Parity:


Pole Display Interface

Port: DataBits: StopBits:

BaudRate: Parity:



F3 Cancel



F12 Save/Exit

Changes to this screen become effective only after exiting, and will effect only this cashier workstation.

Clerk Sign In

This is a unique number for each clerk within the Store - Manager system. By forcing clerks to sign in allows tracking of voids, nosales, refunds, price changes, etc..



The image shows a software window titled "Employee/Salesman" with a close button in the top right corner. The window has a blue header bar containing the text "Employee/Salesman #:" and a small icon of a person's head and shoulders. Below the header is a white text input field. The main area of the window is a grid of buttons. The first row contains buttons for digits 7, 8, and 9, followed by a button with a calculator icon. The second row contains buttons for digits 4, 5, and 6, followed by a button labeled "Backspace" in red text. The third row contains buttons for digits 1, 2, and 3, followed by a large button with a green checkmark and the text "OK" in yellow. The fourth row contains buttons for digits 0 and 00, followed by a large blue button.

Entering in Sales

Entering an item can be done via the keyboard or by scanning the item number. The option to scan the UPC code requires additional hardware, and that the UPC code be entered into the database.

F2 Delete

Deletes the current line item.

F3 Void

Deletes the entire invoice.

F4 Refunds

The current selected item in the invoice will turn RED and will now become a credit (refund) item rather than a debit (sold) item. By pressing the F4 again, will simply toggle the status of the selected items and would turn back to a sold item.

F5 Edit Customer

Brings up a dialog box that allows the user to either enter in a new customer, edit an existing one, or select a customer from a list. From this screen the operator can process ROA's, view the customers account balance, display recent purchases. See Building Customer for the additional screens.

F6 Sign In

Sign in code for the cashier to operate the terminal

F7 Price Lookup

Allows the operator to enter in a scanned item code or individual item number.

F8 Option

Brings up a form with a multitude of other options available to the cashier. These include comments for this particular invoice, paid out's, received on accounts, tax shifts, No sale's, discounts, day end routines, cash drops, splitting cases.

F11 List

Brings up a list of items in inventory to pick from.

F12 Payment

Press F12 key when all items have been entered and you are ready finalize the current invoice. The Payment screen will now be available to process the applicable tender type.

Price Change

To change the price of an item, use the Tab key to move to the price field and change the price of that item. Only Items that have been selected for open price, or if the cashier has that privilege set will be allowed to be changed.

Scanning Items

The option to enter the quantity is available when scanning by simply entering in the quantity prior to scanning the barcode. If you scan an item that has already been entered into the current transaction the program will simply increase the quantity for that item. This can be changed (see system setup in Admin).

Scanning

The option to enter the quantity is available when scanning by simply entering in the quantity prior to scanning the barcode. If you scan an item that has already been entered into the current transaction the program will simply increase the quantity for that item. This can be changed (see system setup in Admin).

Entering Items Without a Scanner

Entering Items within the invoice is done simply by entering in the valid item number and pressing the enter key. In the event of a scanner (hardware) failure the user can simply press the % key prior to entering the number and can now key in the upc code off the item. By pressing F11 the clerk can also look up any item in the inventory file to be used in the invoice.

PLU Lookup

Allows the cashier to manually enter an Item number (Price Lookup/Upc Code). This allows the operator to lookup items where the barcode may be destroyed or other items that have not been placed on the speed keys.

Price Lookup (with and without a scanner)

Brings up a prompt to check a price on an item without placing it into the current invoice.

Printing the Invoice and Payment Screen

Cash Payment Screen

Enter the amount the customer has given you and the change due the customer (if any) will be displayed.

Cheque Payment

Record the check # and the amount of the check and the change due the customer (if any) will be displayed.

Credit Card Interface

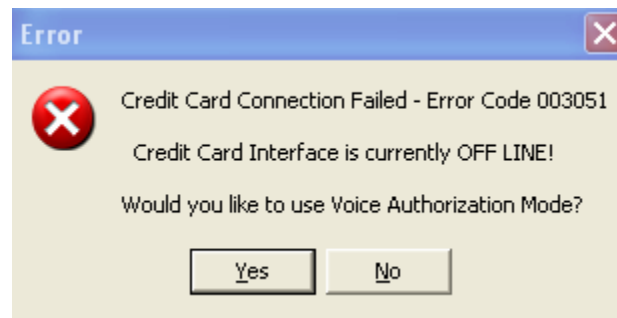
If you are using the optional credit card interface you will be prompted to swipe the customers credit card. A high speed internet connection is required for this option.

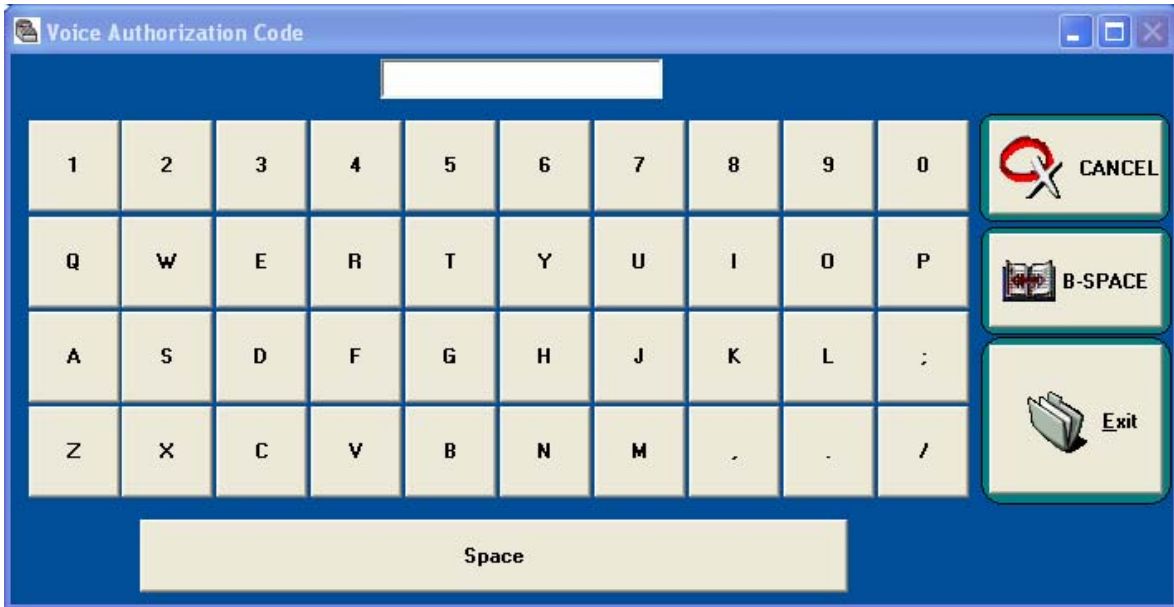
Offline Processing

In the event that you lose your internet connection or if your credit card processor is down you will be unable to electronically validate credit card transactions. The store manager provides a means of storing the credit card transactions in an off line batch that can be submitted at a later date when your credit card system is restored. The off line mode is automatically invoked when the system loses communications with the credit card processor. When in off line mode the cashier will be required to call in for a voice authorization code at the time of the transaction.

Note: When processing offline, it is strongly recommended that you take a mechanical Imprint of each credit card. In case of a problem later on, this will greatly simplify any corrective action that may be required.

There are certain restrictions when operating in the off line mode. Manual credit card entry is not allowed, and split tendering of any type is no longer functional. This has been done to make the transition back to on line as simple as possible from a balancing perspective.





1. Any transaction processed offline will be DOWNGRADED (charged a higher discount rate – same as a manually entered card number).
2. In order to avoid potential data loss and minimize credit card fees, it is recommended that you try to go back online as soon as possible.

To submit the offline batch, choose point of sale management and select the credit card interface menu option (must have user rights privileges). If you have been processing credit cards offline for several days then the Store Manager will attempt to submit all the offline transactions at one time. Once submitted the records will be appended to the credit card reports. For this reason the credit card report may not match the transaction summary report.

Reporting will not contain complete credit card numbers for PCI compliance reasons.

Charge

This option is only available to customers that have an established account. The customer would have to have been selected prior to item entry.

Print the Receipt

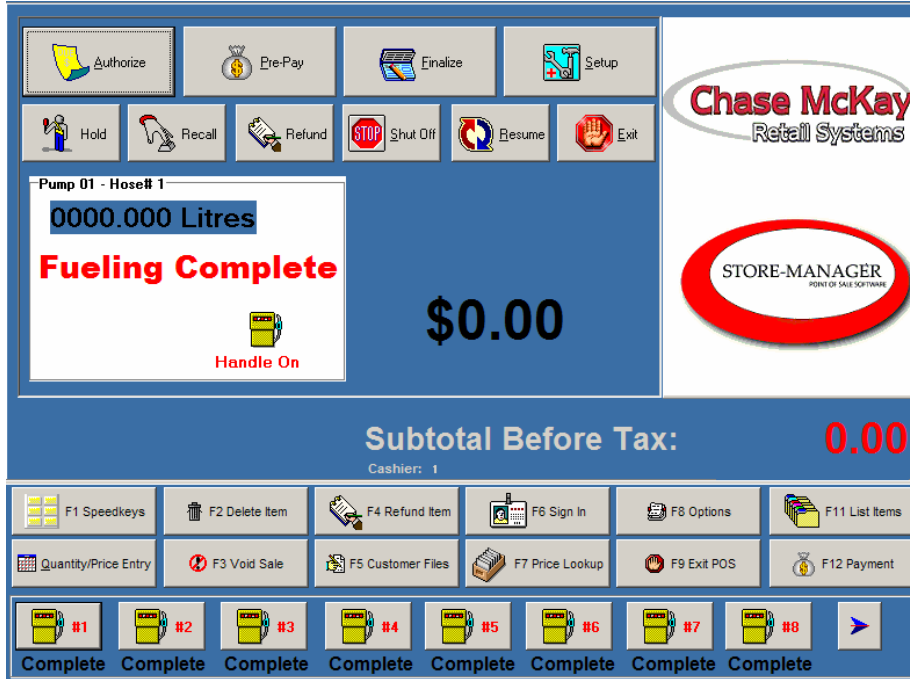
By pressing either the print button <F3> or the <F12> key the receipt will print and the transaction will close. You may then process the next transaction or proceed to close out.

The screenshot displays a POS interface with the following sections:

- Total Sale:** SubTotal: \$ 6.49, Sales Tax (s): \$ 0.00, Total: \$ 6.49, Change Due: \$ 0.00.
- Complete Sale:** F3 Cancel Payment (red button), F12 Finalize/Print (green button), \$ 6.49 (displayed in a box), Balance Remaining (red text).
- Print:** Radio buttons for Receipt (selected), Invoice, Charges, and No Rcpt.
- Payment:** A grid of payment options including cash (F1), American Express (F7), Coupon (F8), Interac (F4), Member Card (F9), VISA (F5), and MasterCard (F6), each with a 0.00 value.
- Number Pad:** A numeric keypad with buttons for digits 0-9, a decimal point, a backspace key, and a cancel key.
- QuickPay:** Three buttons for quick payment amounts: \$5.00, \$10.00, and \$20.00.

Gas Pump Module

If the gas pump interface has been activated you will see multiple pumps at the bottom of the screen. This option allows for the control of outside fueling, allowing the operator full functionality to authorize or stop fueling at any pump, at any time during the transaction.



When the customer lifts the handle at the pump requesting fuel, the particular pump will now indicate that the handle has been removed from the gas pump, indicating the customer is waiting for the clerk to either authorize the purchase, or to approve a pre-determined amount that is paid by the customer prior to fueling taking place. Pre-paying for fuel is normally done after hours or on weekends, but can be set on any of the individual pumps for a specific time.

As fueling takes place the pump being used will automatically begin displaying and recording the amount of fuel being pumped. When fueling is complete, the color will change on the value of the fuel pumped and the operator simply finalizes the sale when the customer comes in to pay. If the Pre-Pay mode is used the operator simply touches the pump button when the next customer arrives and the pumps will be reset waiting for the clerk to enter in the amount this customer is purchasing.

By touching the pump number that is waiting to be approved, the clerk will then be prompted with the next screen. The clerk now simply touches the button to choose what they would like.

- Authorize allows the fueling customer full access, to pump as much or as little fuel as they desire. To auto-authorize the pump simply hold down the fuel pump button for a second or longer (see register setup), and the pump will auto authorize without going to the main screen.
- Pre-Pay allows the clerk to set a limit as to how much fuel the customer will be allowed to pump and will collect the funds prior to the customer beginning fueling.
- Shut Off stops fueling immediately at the pump, with no regard for authorized or pre-pay. This option may be used in the event that a fire was present at this station.
- Hold - Places the current sale into a hold file for recalling later. This would normally be used if the first driver filling with fuel moved forward so the other driver could begin fueling while he went into the store.

- Recall - simply recalls a previously held sale
- Resume allows a previously shut off or de-authorized pump to resume fueling without interruption
- Refund - allows the cashier to refund an amount of gas back to the customer. This is normally only used in the case of prepaid where the customer has overpaid and has now come back for the balance as a refund. Note: Refund by cashier controls are in place
- Finalize completes the sale and places the fuel purchase into the sales screen for payment by the customer.
- Setup is used to modify pricing at this particular pump and/or change the scheduling for the pre-pay mode to automatically start at a pre-determined time. Auto-Authorize allows for a single operator to pump fuel while also managing the cashier station. This configuration allows the chosen pump to automatically re-authorize after finalizing the last sale.

Manager approval is required and all changes are automatically logged into the audit log if selected in system defaults.

Note: Gas Pump Server must be running on one terminal and have full access to database files. Configuration of the Gas Pump Server should be done by an authorized dealer. Configuration parameters for the pump server are as follows:

The application uses parameters in the command line to determine the delay time between reads/writes to the OLE Server. An example of this would be 10. This would place a pause of approximately 1 second(s) between refresh rates to the OLE server. The second parameter is the ability to clear all pump information at the start of the pump server initialization. Any information in the second position will force a clearing of the files.

To exit the application, left click your mouse over the small pie icon in the right hand toolbar at the bottom right hand corner of the screen.

An example of a default setting for the Fuel Pump Server are as follows:
FuelPumpSever.Exe 40 C, would place a 4 second delay and clear all pump files.

Voiding a transaction

F3 Voids the entire invoice and requires that the privileges be setup for that clerk. If the clerk is not allowed voiding of an invoice they will be prompted for a manager number to over ride it.

NoSales

NoSales are used strictly to open the cash drawer without making a sale. This function can be enabled/disabled by cashier control settings.

Discounts - Item/Subtotal

Discounts can be made on an individual item or on the entire invoice. Item Discounts are applied only to one item in the invoice by selecting the item in the list and then selecting item discount. Because each item can enable/disable discounts the discount screen will appear only if the chosen item has the ability to discount allowed.

Subtotal discounts take into account the discount status for each item in the invoice, they simply apply a discount amount to the entire transaction based upon the items in the sale. All discounts can be enabled/disabled by cashier in system settings.

Once a discount has expired it will no longer appear in the listing for the Cashier.

Price Level Shift

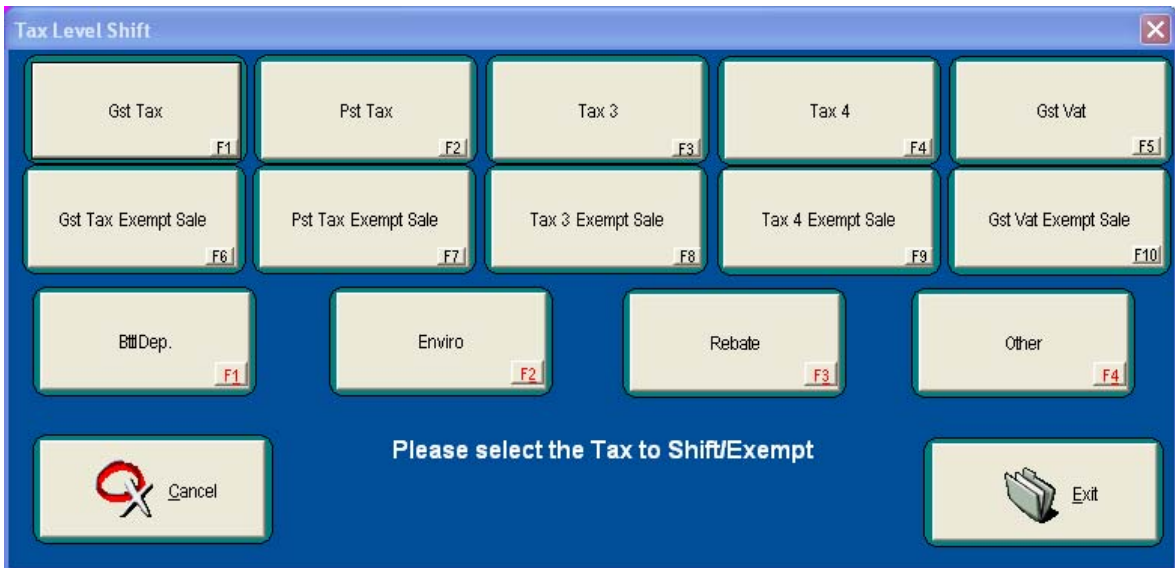
Price Level shifts allow for a temporary shift to a new price level for the NEXT item only. Once the item has been entered the system automatically defaults back to the pre-determined price level set in system defaults.

Adding Comments to an Invoice

Brings up a memo form to allow unlimited comments for this particular invoice. All comments will be printed and saved on the invoice and can be viewed at a later date or reprinted if required.

Tax Exempting a Customer

Exempting a customer at the time of the sale can be done by simply entering into the options page and selecting tax shift. This will change the tax status for this particular item or for the entire sale - depending which particular tax shift has been chosen. Each customer can be entered in the system to automatically exempt them from certain tax's - see customer building.



Building Customers

By Selecting F5 you will open up the customer screen within the Cashier program. If compulsory customer building has been turned on in system settings you will be required to either enter a current customer or key in the data on a new one. The information that you enter in here will be automatically entered into the back office customer files, including tax status, etc.. Building a customer in the cashier module does NOT allow on account features to be setup. These choices must be made in the back office.

If Customer Building has been disabled in system settings you will not be allowed to build a new customer but must enter or search for a valid customer that has already been placed in the system.

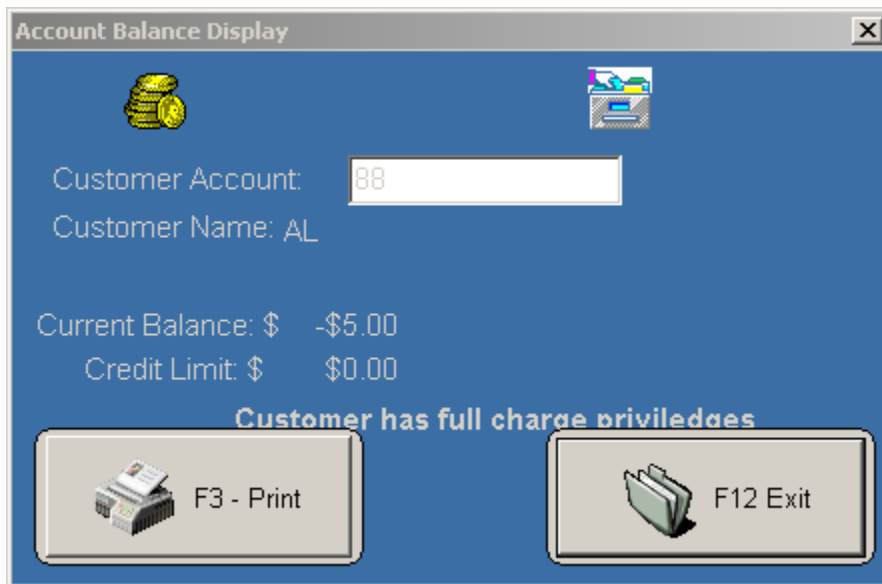
When in the Customer entry screen dialog press F11 or press the search button. A list of all the customers currently in the system will be displayed. Double clicking on the chosen customer will display them in the customer entry window.

Customer Tracking

Tracking of Customers in automatic is the system, the minute a customer number is entered into the system by the clerk the system automatically tracks all purchases behind that customer. This can consume a vast amount of hard drive space so use this option wisely.

Viewing Account Balances

When in the Customer screen, you have the option of viewing a particular customer's account balance from the A/R module. If you select the print button you will print a hard copy (receipt only) for the customer.



Looking up a Customer

When in the Customer entry screen dialog press F11 or press the search button. A list of all the customers currently in the system will be displayed. Double clicking on the chosen customer will display them in the customer entry window and allow all items in this transaction to be tracked behind their number.

R.O.A. for Customers

Received On Accounts allows a direct payment method from within the Cashier module to the back A/R module. The customer will be issued a receipt containing all pertinent details regarding the transaction and their account will be credited with the new payment. The payment method can be chosen by the clerk at the time of the payment. Payments are posted immediately to the back office accounts receivable and can then be processed further by the back office staff against a particular invoice, etc..

Received on Account/Gift Card

Client Card Lookup #: 88

AL

Amount to Account: 15.36

Amount Tended: 20.

Customer has full charge privileges

Ref:

Payment Method: **Cheque Sales only**

Current Balance: -\$5.00

Credit Limit: \$0.00

7 8 9

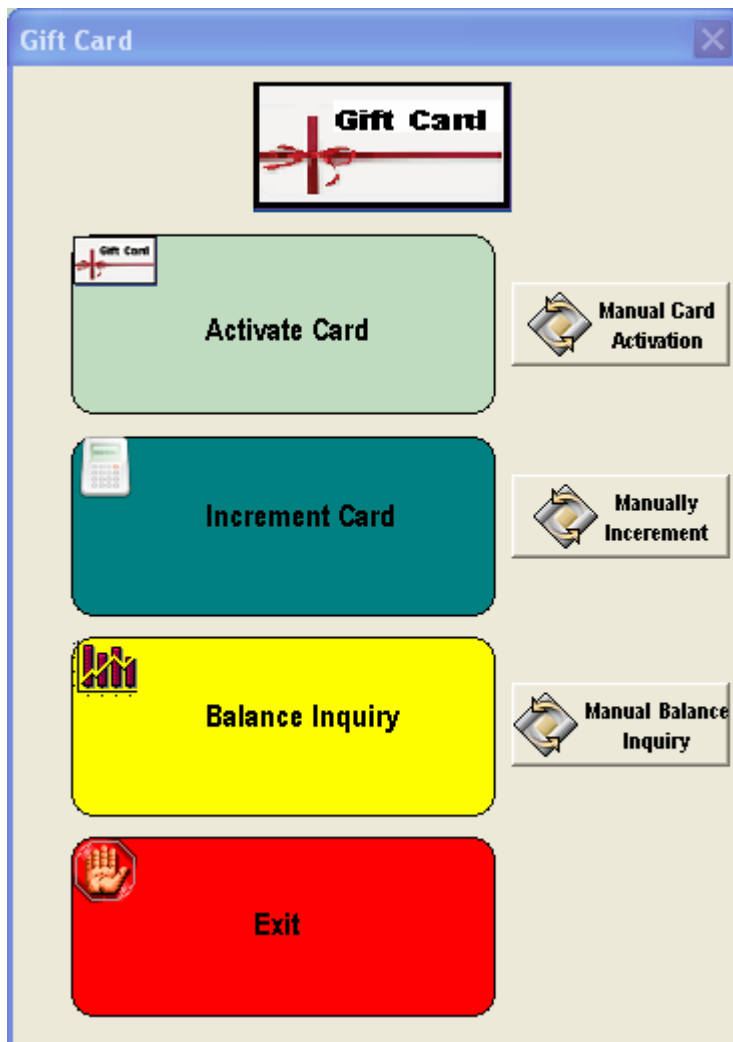
4 5 6 Backspace

1 2 3

0 00 .

Gift Cards

Gift Cards allow your customer(s) a method to build a pre-paid payment card from within the Cashier module. The gift card must be activated in order to be used initially. An amount can be entered onto the card at the time of activation. The customer will be issued a receipt containing all pertinent details regarding the transaction and their gift card will be activated and credited with the amount. The regular payment methods can be chosen by the clerk at the time of the sale. These gift cards are processed in the same means as a credit card, and can be used at any of the stores you own/operate.



Placing an Invoice on Hold

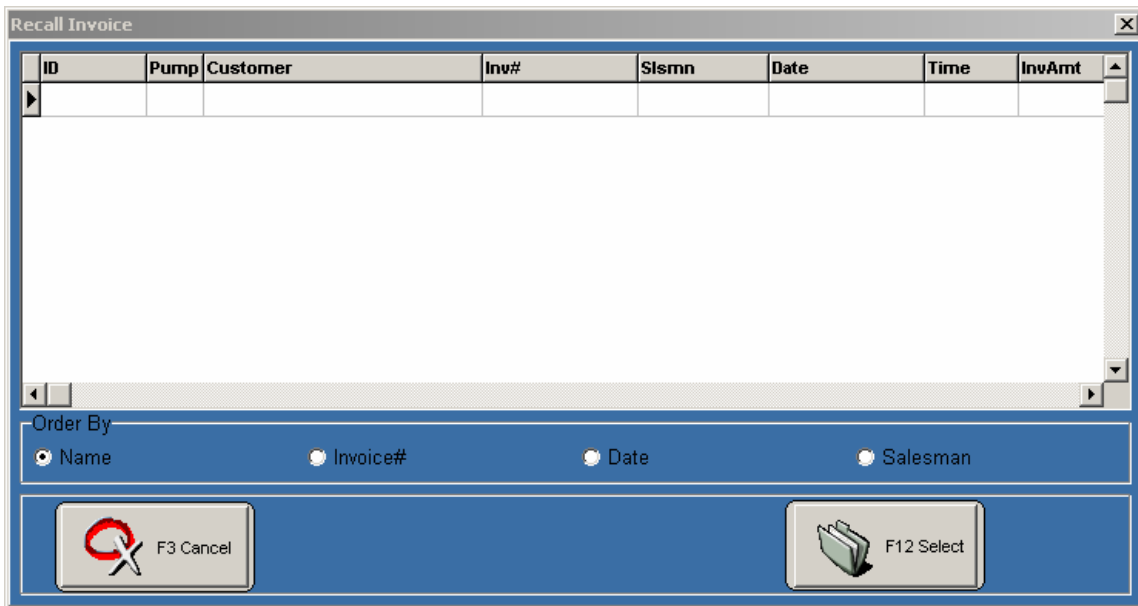
Placing an Invoice on hold is simply done by ringing in the items as normal and rather than making payment for the transaction you simply select place invoice on hold. All the items in that transaction will be placed on file for recalling (Recall a held invoice) at a later date. This feature can be enabled/disabled for certain cashiers. Printing a stub receipt can also be generated at the till (see register setup) .

Note: All invoices on hold will be temporarily left in the system for as long as you choose - so delete them if you won't be using them again.

Recalling a Held Invoice

Choose Recall an Invoice on Hold and select the invoice from the list displayed. The entire invoice is now placed back into the cashier screen and can be modified or payed for in the normal fashion.

Note: If your scanning the recalled invoice from the auto generated on hold receipt, you must enable code39 scanning on your scanner.



ID	Pump	Customer	Inv#	Slsmn	Date	Time	InvAmt

Order By

Name Invoice# Date Salesman

F3 Cancel F12 Select

Closing Out the Cashier



Close - Out of the Cashier station is simply a report of all the sales done by this terminal since the last closeout report was taken. The close out routine may require a manager password prior to becoming available. A pre commit screen allows the operator to enter in their total cash, visa, cheques, etc into the system (Compulsory in system setup) as well as, the ability to enter in beginning and ending floats. If selected in setup the operator may be prompted as to whether they would like to report on just there number or all cashiers operating the system. Pleas check with your manager as to how they would like to report to be taken. Doing so will only report on any sales done by that clerk at this cashier terminal and will NOT clear any totals for other clerks using the system.

When complete the sales totals will be printed on the terminals receipt printer and a message will prompt the operator as to whether they want to clear the totals for this time period. If yes (z report) is chosen all sales will be permanently moved and can no longer be reported on from this terminal.

Balancing with the Close Out Report

Cash Sales Receipts - Include all cash taken in and given back out through the cashier system. This will include subtracting cash if cheque cashing is being used, or Paid outs have been made through the cashier. This will also including adding to the cash receipts in the event of ROA Cash was received and processed through the charge account system. All paid outs made through the system will be subtracted from cash totals on day end. Refer to the paid out total or review paid out reports in the POS module.

Cheque Sales Receipts - Include all cheques taken in through the cashier system. This will also including adding to the cheque receipts in the event of ROA being processed through the charge account system.

Visa Sales Receipts - Include all Visa slips taken in through the cashier system. This will also including adding to the Visa receipts in the event of ROA being processed through the charge account system.

All other tenders will perform in exactly the same fashion.

US Cash Receipts - Include all US funds taken in through the cashier system.

Charge Account Receipts - Any sales that were finalized through the optional accounts receivable system.

Payments on Accounts - Any ROA's that were processed through the system (note: all ROA's will also be added to the appropriate payment type it was received through)

Tax's, BttlDep, Enviro, MiscTx - Include any appropriate tax's collected through the cashier system. This can be reported on in more detail in the POS module reports section

Net Sales - Total of all payments taken into the system (less all tax's or ROA's)

Total Deposits - Contains the sum of all the payment types including hash totals and tax's, bottle deposits, etc. (not including Foreign Currency). Paid out's will be subtracted from the cash in Drawer.

Total Customers - Counts the number of customers served at this particular terminal

Avg/Purchase - Reports the average purchase made by each customer at this terminal

If the option to print ROA/Paid Outs on CloseOut is selected then all received on accounts and paid outs will be printed in seperate columns indicating the amount of money received or paid out from the system only in ROA's or Paid Out's. This will list the amount of cash, cheques, etc. collected through the received on accounts for that cashier station. All cash received through the system will still be added to Total Cash Collected, but will also print seperately

If the option to print the class summary on CloseOut is selected then a list of all sales categorized by class for that terminal will also be printed at the end of the report. The totals for the class's does not include tax's for the items sold, only the actual net amount of the class will be reported.

Pre-Committed Cash - This routine can be enabled or disabled in system settings. If enabled the cashier will be required to enter into the close-out screen the totals for each tender, including floats into the cash amount. The remaining float field is used to keep track of the float for the next time a dayend report will be taken. Once entered in the totals will be printed out and the cashier has now pre-committed to the amount that they entered into the system as being what they counted in the cash drawer prior to having the system print out the amounts it has collected over the period.

If any invoices remain on hold at the time of the X/Z report the operator will be prompted to clear out all on hold invoices prior to running the X/Z report. Only after all the on hold invoices have been cleared will the cashier be allowed to continue with the report.

Rebuild Sales

This function is used to repair data files in the event of corruption. In most cases you can usually answer no to this routine, but in those cases where you are unable to load up the cashier file this will most likely rectify any problems and get you started back again.

** This is usually caused by an improper shut down on the server **

Point of Sale

Review Invoices

This function allows the back office the ability to review all invoices made through the system, regardless of date, terminal, or cashier. Any invoice can be reprinted in its entirety. If the invoice has not been closed/posted yet the option remains to modify payment types, etc.. An invoice regardless of date can be searched for by simply entering in the invoice number. Three options to view previous invoice's exist.

current in the system - those invoices still outstanding in the terminals (a day end close out report has not yet been run)
 closed - day end - dayend routines have already been performed editing of the invoice is no longer available as posting has taken place
 archived sales - archive sales files has been performed, these invoices are no longer available in the day to day functions of the system.

Customer: Client Lookup#:

Cash Sales	27.07	Cheque Sales only	0.00	Debit	0.00
Visa Sale	0.00	MasterCard Sale	0.00	American Express	0.00
Discovery Card	0.00	House Charge Card	0.00	U.S. Currency	0.00

Charge: 0.00 Finalizer Ref #: **Change Due:** 0.00

Store	Reg #	Inv#	Cust#	Salesman	Z Count	Date	Time	InvTotal	Void	OnHold	NoSale
00001	01	1820	400	412	412	14/02/2007	20:46	0.00	✓		
00001	01	1821	400	412	412	15/02/2007	18:42	5.32			
00001	01	1822	400	412	412	15/02/2007	18:42	27.07			
00001	01	1823	400	412	412	15/02/2007	18:42	0.00	✓		
00001	01	1824	400	412	412	15/02/2007	18:48	12.95			
00001	01	1825	400	412	412	15/02/2007	18:48	0.00	✓		
00001	01	1826	400	412	412	15/02/2007	18:53	14.13	✓		

Invoice Details

Item	Qty	Price	Extend
SubtDisc	1	8.52	8.52
11799	1	16.29	16.29
12049	1	17.77	17.77

Sort By: Number Amount Time Account

Invoice Comments

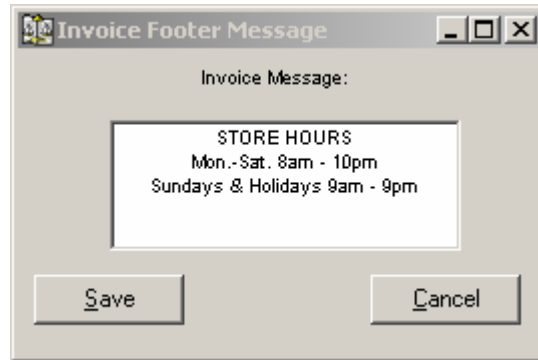
View Data:
 Current in POS
 Closed - Dayend
 Archived Sales

Invoice# Search:

Buttons: Ok, Void, Edit Data, Reprint

Footer Message

This dialog allows you to modify the bottom footer message that appears on each receipt issued by all cashier terminals in the system. The message can be modified to reflect upcoming sales in the store, or to announce in store specials currently running.

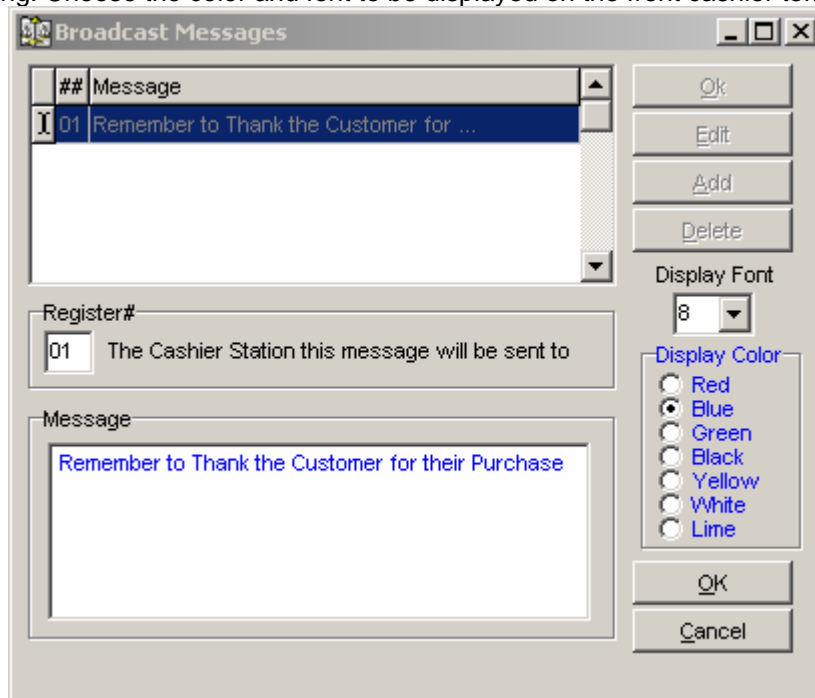


Charge Footer Message

This dialog allows you to modify the bottom footer message that appears on each charge account receipts issued by all cashier terminals in the system.

Broadcast Message

From here you can add, edit and send messages to any of the registers. The upper portion of the screen has a listing of the messages and their terminal ID #'s, this allows individual messages to be sent to certain terminals in the system. The bottom portion of the screen has the entire message for editing. Choose the color and font to be displayed on the front cashier terminal.



Build Traffic Table

This option allows you to set the times for the traffic report. Three options are available. Hourly, on the half hour, every fifteen minutes. Because the hourly report is dynamic in nature you can modify the time frames and re-run the report with the updated information.

To build a new Traffic Table

Enter the starting time of the store

The ending or closing time

Set the Increment option (how you want to define your periods for the report)

Select fill and the appropriate time intervals will be placed into the list.

Hourly Traffic Table

Auto-Fill

Start: 08:00

End: 20:00

Increment

Quarter Hours

Half Hours

Hours

Fill

Time

16:00
16:30
17:00
17:30
18:00
18:30
19:00
19:30
20:00

OK

Special Receipt

This option allows the operator that ability to generate a special receipt (based upon flag in the inventory item file). This special receipt can be used to print out a unique receipt with data capture, customer, tax's, etc. An example of this could be used when renting out products and you require special header or footer messages and signatures.

Header messages are printed at the beginning of the receipt
Footer messages are printed at the bottom of the receipt

Special Receipt Setup

Header Message

Province of Manitoba
Indian Tax Exemption for Fuel Tax

Datacap Name: License Plate #

Client Account: Client #

Print Header Message
 Print Footer Message 1
 Print Footer Message 2
 Print Logo Message
 Print Graphic Logo

Print Tax's
 Print Datacapture
 Print Finalizer Method
 Print Customer Information

Footer Message #1

I hereby certify that I have received the indicated products exempt from Manitoba provincial Tax

By signing this receipt, I give Manitoba Finance/Taxation authorization to verify my personal information with the Department of Indian and Northern

Footer Message #2

Signature _____

Check the signature with the Reg. Card

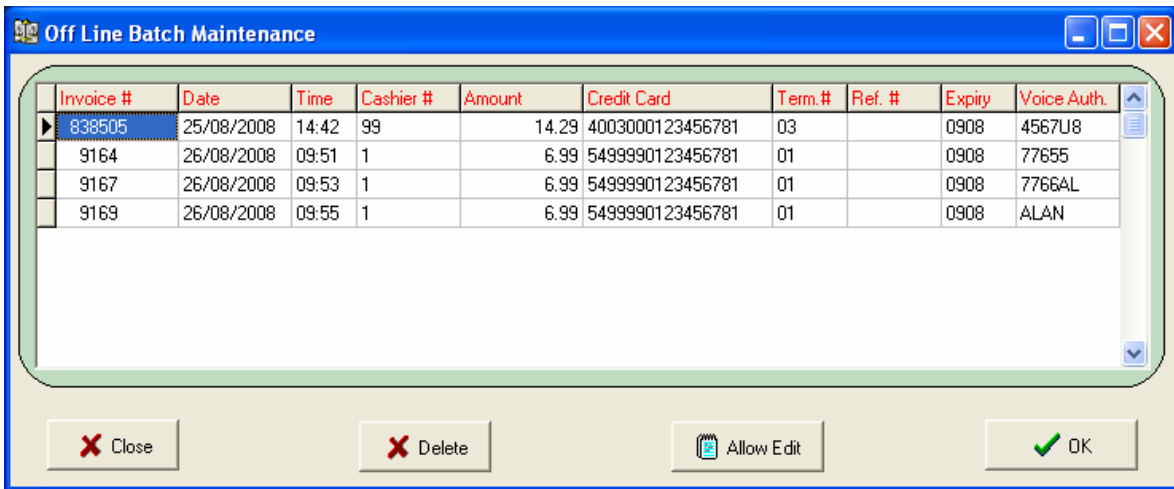
Save
Cancel

Off Line Credit Card Batch

This option allows the operator the ability to post credit card sales that were made while the credit card interface unit was in off line mode. This is only required if the internet or the credit card processor is not working. Any sales that were made in off line mode will be saved and must be posted manually to have the credit card sales posted to your merchant account.

Editing can be made to the un posted batch but should only be done under the advice of your credit card processor.

Information contained in this file is confidential and should be treated with extreme care.



Invoice #	Date	Time	Cashier #	Amount	Credit Card	Term.#	Ref. #	Expiry	Voice Auth.
838505	25/08/2008	14:42	99	14.29	4003000123456781	03		0908	4567U8
9164	26/08/2008	09:51	1	6.99	5499990123456781	01		0908	77655
9167	26/08/2008	09:53	1	6.99	5499990123456781	01		0908	7766AL
9169	26/08/2008	09:55	1	6.99	5499990123456781	01		0908	ALAN

Electronic Journal

The electronic journal if enabled in System Defaults, allows the operator to view any invoice generated by the system, by simply double clicking on the invoice that is displayed in the grid. This feature will show the exact same invoice as what was printed out for the customer's receipt. The electronic journal is available in the following modules : A/R, POS, ADMIN, INVENTORY

04/04/2007 16:08
Receipt #572419
Clerk:

Item#	Description	Price
18741	Export A 100% More Light105g	
	11 @ \$ 30.490g	\$335.39
18743	Export A 100% More42g	
	1 @ \$ 16.286g	\$16.29
You Saved a Total of \$		0.00
=====		
Sub-Total:	\$	351.68
Gst Tax	\$	21.10
Pst Tax	\$	17.58
=====		
Total Due:	\$	390.36
Cash Sales	\$	390.36

Customer Account # 7607
al

STORE HOURS
Mon.-Sat. 8am - 10pm
Sundays & Holidays 9am - 9pm
THANK YOU AND PLEASE
COME AGAIN !

General Ledger

Chart of Accounts

From here you edit the specific parts of the account number. The Type, Class, and Budget Category have an impact on reports so you want to be sure the categories that are set are correct.

This is the heart of any accounting system. Having your chart of accounts set up properly can help you manage your business better. If your not accustomed to setting these up, we recommend you request the help of an accountant.

Account

Prior to entering any account numbers the edit mask needs to be set by the software developer. Numerous combinations of account numbers can be setup but it needs to be done before entering any. Considerations such as Cost Centers, Separator and the length of the account number must be decided upon. Each number must be unique, no duplicates allowed.

Description Enter a description for the account number so that while viewing reports you know exactly what they are.

Type Assets, Liabilities, Income, Expenses and Equity are available.

Class Current, Fixed or Other are available.

Budget Category Income or Expense are available.

Parent Account This option is available for a breakdown of accounts in more specific detail, eg: such as sales. You could have a main (Parent) sales account number and have child accounts for types of products sold.

The screenshot shows a window titled "Edit GL Accounts" with a "List" button and an "Edit" button. The main area contains a table with the following data:

Account#	Description	Ty	C
00-00-1030	Cash Draws	AS	C
00-00-1050	Petty Cash	AS	C
00-00-1055	Saving Bank Account	AS	C
00-00-1060	Chequing Bank Account	AS	C
00-00-1070	Total Cash	AS	C
00-00-1080	Visa	AS	C
00-00-1083	MasterCard	AS	C
00-00-1087	American Express	AS	C
00-00-1089	Other Credit Cards	AS	C
00-00-1090	Total Credit Cards Revceivable	AS	C
00-00-1100	Investments	AS	C
00-00-1200	Accounts Receivable	AS	C
00-00-1205	Allowance for Doubtful Account	AS	C
00-00-1220	Payroll Advances	AS	C

On the right side of the window, there are buttons for "OK", "Add", "Delete", and "Pick List". Below these buttons is an "Order" section with radio buttons for "Acct#" (selected), "Name", and "Type". At the bottom right, there is a "Find:" label and an empty text input field.

Chequing Account

There are two options when printing checks. The laser option allows printing on blank check stock and will print all information on the check. This option will require the MICR font and a magnetic toner cartridge for the laser printer.

Bank #

This is assigned by the system and if only for reference purposes.

Bank Name

Enter the name of the bank.

Check #

The next check number to be used.

Optional

Bank Branch

Enter the bank branch as it appears on pre-printed checks.

City, Prov. and Postal Code

Enter the Banks City, Province and Postal Code as it appears on pre-printed checks.

Edit Checking Accounts

List of checking accounts that can used for printing checks. Any number of banks can setup and used during the printing of checks. This option is primarily for the laser blank stock checks where the system will print all the information on the check. If you are not using the laser option, you just need one bank set in the system.

Edit Checking Account

Account Information

Bank #: 1

Bank Name: Royal Bank of Canada

Check #: 12357 Plain Paper Checks

Cash Account: 00-00-1070

Bank Information

Bank Branch: Royal Bank of Canada

City/Prov/Postal: Regina, Sask. S4R 1S4

Routing Fraction:

MICR Codes:

OK
Cancel
Pick List

Simply Accounting Export

The Store-Manager POS allows sales data to be directly exported out to Simply Accounting. These files are then imported into the Miscellaneous Transactions within Simply Accounting program. The data will be imported into the General Journal of the program. The data being exported out of the Store-Manager will contain any files that directly affect the general ledger. This includes all inventory items, received on accounts, paid outs, cash sales, tax accounts, etc..

When exporting out to other accounting programs the G/L accounts numbers must match exactly with those used in the other program. An example of this would be the Cash Account in the Store-Manager being 00-00-1000, the matching cash account in the importing accounting package would require the cash account to be 1000. This is a mandatory requirement of both accounting programs. Certain setup routines must be followed in the Store-Manager program to correctly export data out. The operator will be given the choice of details or summary in the export. If details are chosen then every item sold would contain an entry for the cost of the item, revenue account that sales are posted to, and the inventory account that was affected by selling the item. This option should be discussed with your accountant prior to importing files into Simply Accounting.

These are as follows:

General Ledger Used - enabled

These can be found within the system defaults screen

The data will be exported out to a file with the current date and the extension exp. An example file may look similar to 10-27-03.exp. This would be the file that the importing accounting program would look for when importing the general ledger data being generated by the Store-Manager POS.

The export of data currently works with Simply Accounting 2003 Basic/Pro or higher.

General Ledger Entry

This routine is used to enter in a journal entry affecting two accounts (debit/credit) directly into the General Ledger. When using the Simply Accounting export, this can be used to enter in shipping costs, tax's paid and have them import seamlessly into Simply Accounting or QuickBooks.

General Ledger Debit/Credit Entry

Memo Detail

Memo Type

Debit

Credit

Account:

Account:

Amount:

Description: G/L Journal Entry

OK

Cancel

Pick List

Inventory/Purchasing

Adding Inventory Items

This is the main detail screen for each inventory item.

The screenshot shows the 'Item Detail' window with the following data:

- General:** Item/PLU #: 29220; Description: ACCORD REGULAR; Vendor: Pratts Wholesale; Alt. Vendor: Coca Cola Bottling; UPC Code: 061900130242; Reference #: A457899; Electronic Product Code (RFID):
- Price Levels:** Landed Cost: 7.54; Level A: 8.96 (15.8%); Level B: 7.55 (0.2%); Level C: 7.16 (5.4%); Level D: 6.76 (11.6%); Level E: 7.54 (0.0%)
- Categories:** Department: Tobacco; Class: GRO; Group: 7
- Size/Unit:** Case Factor: 8; Case Cost: 60.28; Units: 25; Print Message: Pack; Case Weight:

The use of the right mouse button will invoke a pop up menu allowing the operator the ability to perform price changes, add on hands, display item activity, reset quantity on hand, add the item to a purchase order, add the item to a scheduled update by date, or copy fields from one item to another.

Item # - When entering a new item you have the option to enter your own item number or if left blank, the system will assign one. This default account number can be changed from within system defaults. To create a speed key for this item, simply enter in the speed key number into the item number field. This item will now appear as a speed key (the location is determined by the item #).

Description - This is used as the item's description on any document referencing this item number. Quotes, Orders, Invoices, Purchase Orders and Reports.

Vendor - Enter the vendor ID number that this item is purchased from.

Class - This can be used to break items into groups.

Case Cost - This is the cost per case for this item. This can be used to automatically place a cost per item in the cost field.

Cost - The cost of the item.

UPC Code - This option is used for a scanner from within the Point of Sale module.

Group - Groups 1- 99 can be assigned to further define the reporting within the Store-Manager. They can also be used to mass update all items (see Mass Update).

Department - Unlimited departments can be used to define items (departments carry with it the profit margins, tax status, groups and class) - see department maintenance.

Likeltems - Are used to group items together for mass updates and/or changes to items that are alike in some way. An example of this would be pricing on 1 item is the same for all the items. (jello).

Actively displayed in Grid - If numerous items are carried during the off season and the operator no longer wants to display them in the grid they can be temporarily removed from viewing. They are still available for sale at the cashier station, and can be placed active at any time.

Locked from Edits - If the items has been left unchecked from edits you will not be allowed to mass update the item. This feature can reduce item maintenance times.

Positive/Negative - If checked, this item will be considered a debit item and the total will be considered a positive number. Unchecked and the price/total will be considered a credit or negative number.

Allow Refunds - If unchecked this item will no longer be refundable from the front cashier station. This could be used for sales items or one time items that will never be carried by the store again.

Inventory (check box) - If this is not checked, inventory quantities will not be adjusted during posting. This is a good option for service type line items during order entry. (i.e. Labor)

Prompt for Open Price - If checked, when sold this item will default the cashier to the price field for entry. The price field should NOT be used as any price in the field will override the open price property of the item.

Auto Decrement Tare Weight – If checked the cashier module will automatically subtract the tare weight (scale screen) from the item when scanned. This would be used to remove a certain amount for container weight from the weight at the scale. It is only used for systems with interfaced scales.

Compulsory Quantity Prompt - If checked whenever a cashier sells this item they will be prompted to enter in the quantity the customer is purchasing. Note : Compulsory Qty and Prompt for Open price cannot be used in conjunction on a speed key

Force Receipt Print (Cashier) - If checked a receipt will be printed at the cashier station, regardless of the terminal settings. This feature is sometime used to insure a cashier always prints a receipt when this item is sold.

Hash Item - This is an item that allows normal sales in the cashier screen, but does not add to sales reports. It can be useful in tracking sales of a promotional item that you do not want to add to your sales reports, or for tracking counts of items without it affecting sales totals. A total of all hash sales will be provided in the day end report as well as, in the transaction summary report in the POS module.

Price Levels - Each item can have up to 5 price levels associated with it. The price level associated with each customer will be used during item entry.

Tax 1- 5 - If checked, the item will have the appropriate tax rates figured for it during sales.

Bottle Deposit - Allows the item to add a specific price for the bottle deposit if applicable

Enviro - Allows the item to add a specific price for the environment charges if applicable

Misc Tax - Allows the item to add/subtract a specific price a misc tax deposit if applicable

Tare Message - Is used to add a small descriptor during the sale eg: Litres/lbs/kg's

Manufacturer - This is a number to used when ordering from the supplier

Link Number - This is used to link another item in the item file to the current one. When selling the linked item will automatically be called up each time the item is sold. This could be used to link extra bottle deposits/ recycling charges to certain inventory items.

Note: Do not link an item to another item that links back to itself (recursive linking is not allowed)

Mix/Match - A special pricing scheme allowing two or more items to be sold at a specific price - the two items do not have to belong in the same group - Any item that has been assigned to a mix match number that has a different split price or sale split price scheme than that of the mix/match split price will disable the split pricing and/or mix match tables and will cause entry errors at the time of sale.

Case UPC - This unique function allows for the splitting of cases/cartons into individual items. An example of this would be splitting a carton of cigarettes into the individual packages for resale. To use this feature the case package must contain the UPC code of the item that it will be split or broken down to. The individual package must contain the correct amount in the carton in the factor field. If AutoSplit is selected the item (case product) will be automatically split into the appropriate item (individual product).

An example is as follows:

Carton of Export A Light (contains 8 individual packages). Both items would have unique bar codes. The Carton item would contain the upc of the individual package of cigarettes in the split/case upc field.. It is Not required to have any value filled into the case upc field, but .would normally contain the barcode of the carton that it would be split from. The individual package would however, have 8 in the case/factor field. When doing the split (right click) of the carton the adjustment would subtract the quantity from the carton and would add the quantity contained in a case to the individual item

Gas - This allows the item to be used as a gasoline item and calculate litres/gallons at the time of the sale.

G/L Accounts - These are the accounts used when during posting of the invoice.

Sales Scheduling - Allows for the ability to place an item on sale at a specific date, the system will check the date and pricing will be done automatically, when the sale end period is reached the item will automatically be taken off the sale price. The Sale cost is used to track the cost of the item if it was supplied to you the retailer at a reduced price.

Split Price - This allows items to be sold at a special price eg: 1 for .68 or 3 for \$1.00

Rack 1-2 - This is used in reporting and purchase orders to further define the item into categories.

Season - Allows tracking of items that are seasonal, and reporting on them or using the particular season to auto generate purchase orders.

Sales Tracker Categories allow the system to track and monitor purchases at the time of the sale. This can be used to offer special pricing or promotional items. An example might be "on the 7th purchase of this particular item, the 8th is free". The system will prompt the cashier to offer the 8th item free.

Extended Description - Optional description for items that need more than the standard line of description on "Detail" page. Description will be used during item entry and it's documents. (ie. Quotes, Orders and Invoices)

Extended Printed Description - Optional printed message (footer) for items that need more than the standard line of description on "Detail" page. The extended printed message will be printed on the bottom of the footer message on the customer's receipt. An example of this would be:

" Come in and see our in store display of Camera's on the 3rd week of every month" This notice would be added to every camera sale that had this message in the extended printed description.

Note: Only one extended printed message is available per receipt

Item Detail

List | Detail 1 | **Detail 2** | Detail 3 | Scale | History

Item Number: **11004** Description: **Dad's Chewy Oatmeal**

Functions - 1

- Gst 5.0%
- Pst 5.0%
- Tax 3
- Tax 4
- Tax 5
- Prompt For Open Price:
- Embedded Weight:
- Embedded Price:
- Hash Item
- Compulsory Qty
- Force Receipt Print (Cashier)
- Gasoline Item
- Auto Delete:
- Exclude From % Calcs:
- Inventory:

Functions - 2

- Special Receipt Print
- Allow Edits to this item
- Print on Receipt
- Auto decrement Tare Weight
- Allow Internet Sales:
- Allow Deletes of this item
- Allow commissions:
- Allow Refunds to this item
- Positive/Negative
- Compulsory Scale Interface
- Prints You Save on Receipt
- Data Capture
- Actively Displayed in Grid
- Allow Discount:

Linked Item#:

Sales Tracker Category:

Rack 1:

Split/Case UPC: Case UPC:

Rack 2:

Mix and Match: ...

Season:

Tax Options

EttIDep: Enviro: Rebate:

OK

Add

Delete/Cancel

Pick List

Prev Next

Print Tag

eCatalogue

Sales Scheduling

Sale Name	Cost Start	Cost End	Case Cost	Sale Cost	Sale Start	Sale End	Sale Retail	Max Limit	Split Qty	Split Price	Qty Sold

Barcode and Inventory Part Number Setup:

UPC-A

UPC-A is an abbreviation for "Universal Product Code-A". It is the most commonly used bar code on retail products in North America.

Although many retailers in North America use the UPC-A symbol for scanning books, the EAN Bookland bar code symbology is the one intended for the retail bar coding of books.

UPC-A encodes a 12-digit numeric bar code. The first digit identifies what type of UPC-A code is being used:

Digit(s)	Use
0	regular UPS Code
1	reserved
2	random weight item: the item and its weight are encoded by the barcode; the scanning system can determine a price if the cost per weight for that item is stored in the scanning system's database
3	code used as a National Drug Code or National Health related code
4	in-store use of the UPC Code
5	coupon: discount information is encoded by the bar code
6	regular UPC codes
7	regular UPC codes
8	reserved
9	reserved
10 (5 digits)	manufacturer's identification; this number, along with the appropriate first digit, is assigned by the Uniform Code Council (UCC) in Dayton, Ohio.
11 (5 digits)	product number of the goods to which the bar code is affixed: 100,000 (#00000-#99999) different product numbers can be encoded by a given manufacturer
12	modulo-10 checksum digit

UPC Bar Code	RIGHT	WRONG
0 12300 70321 5	01230070321	012300703215
0 12345 67890 5	01234567890	012345678905
0 41540 56400 3	04154056400	041540564003
0 41548 87076 7	04154887076	041548870767

Type 2 Random Weight Barcode Support

When entering in an item that will be scanned as an embedded price - the price levels will not be used. The price will be taken from inside the scanned bar code. The item number entered must be the 3-6 digits inclusive contained within the bar code.

An example is as follows:

239068101890 - The first digit indicates the item is an embedded code, the next 5 digits are the item number, the next 4 digits of the bar code is the embedded price. In this case the price would be \$ 1.89. In this example the Item number to be used would be 390681. You do not need to enter a price/upc code and the item should in most cases not be checked as open price. See System Default Settings in Admin.

The POS program follows Universal Product Code standards for reading the item price. The scale should be programmed to issue a bar code in the following format:

2 ABBBBBCDDDE where

2 = the Number System Character

A = Package Code (this digit is output by the scale; refer to documentation by the scale manufacturer for

Specifics)

BBBB = Item identifier

C = Price Check

DDDD = Price

E = Modulo Check

The Item ID stored in the Inventory item record must be the Package Code and the item identifier (ABBBB) must be 5 digits exactly; that is, you must use zeroes before 3-, 2-, and 1-digit item Ids.

UPC ID Field

Package Code	Item Identifier	RIGHT	WRONG
0	468	04680	4680
9	1000	91000	1000
8	356	80356	8356
7	25	70025	725
6	2	60002	62

When the Type 2 bar code is scanned at the point of sale, 5-digit item code is extracted and the POS program looks for the item. If the item record is found, the item is entered into the transaction at the price embedded in the bar code (DDDD). When the transaction is completed, the price for the item is divided by the Base Price in the item record to determine how much of the item was sold.

Notes on Random Weight/ Type 2 bar Codes

If the item can also be sold by weight without an Embedded Price bar code, the item must have a weight profile assigned and the Base Price set to the weight price.

To track the inventory movement of an item sold with Embedded Price bar codes, the Base price must be set to the weight unit price.

If the Base Price is left blank or is zero, a quantity of 1 (one) will be subtracted for the Quantity On Hand for each package sold.

Selling a Random Weight/Price Barcode item at the register:

When entering in an item that will be scanned as embedded weight, the weight will be taken from inside the scanned bar code. The item number entered must be the 3-6 digits inclusive contained within the bar code. This option allows for exact inventory control for items being weighed and sold based upon price per kg/lb.

Example:

Item No: 19434

Base Price per lb: 9.99

Weight: 0.37 lbs

Your Stand Alone Barcode printing Scale should produce a barcode in the following format:

2 = Random Weight Trigger
19434 = Your Base lookup Item Number (includes package code as the first digit generated by the scale)
1 = Reserved (generated by the scale)
0370 = The Price per Unit / 100
0 = Modulo Check (generated by the scale)

An example is as follows:

239168101890 - The first digit indicates the item is an embedded code, the next 5 digits are the item number, the next 4 digits of the bar code is the embedded weight. In this case the weight would be 0189 kg/lbs. In this example, the Item number to be used would be 391681. You must enter a price for the item as the weight from the barcode is entered into the quantity field in the cashier module. The calculation for pricing is then based upon the internal weight obtained from the barcode.

Location - A unique descriptor as to where the item is in the store

Aisle - A unique descriptor as to where the item is in the store

Shelf - A unique descriptor as to where the item is in the store

Adding pictures: All pictures used in the cashier are stored in the images folder within the Afd directory of the terminal. The pictures are stored in a jpeg format and will be saved under the same name as the Upc Code number. If you are scanning in digital images make sure they are saved as a jpg format and sized accordingly to fit the screen image capture size and placed into the correct directory.

An example of this would be:

Item #: 16572 UpcCode : 059491000600

Picture Name : 059491000600.jpg

Location : C.jpg

See also: Ordering, History, List

Edit Item File

From here you can browse through and either select a record to edit or delete. To edit, press the "Edit" tab. Adding a new item can be done from the "Edit" page as well.

Options include:

Order by - You can select the order in which the records are listed. Item # or Description.

Find - If the "Order by" is set to Description, you can enter "S" and the indicator would move to the first item description that started with "S".

Delete - Pressing the delete button will delete the selected item.

See also: Detail, Ordering, History.

Scale/Printer

This screen within the item file is used exclusively for programming scale/printer units from within the Store Manager program. Scale Setup is required prior to transferring data to and from scales.

** When sending to a scale/printer and multiple sales exist for that item, highlight the relevant sale and right click to send to scale/printer

Dept : Defines the department number used in the scale

Shelf Life : Number of days that this item has prior to expiring

Pieces : Number of pieces in the package

Compulsory Tare : Forces a tare weight at the scale printer

Tare Weight : Weight of the packaging material for this item

Line 1-4 : Description of the item that appears on the main label

Line 1-7 : Ingredients file for this item

Scale Mode : How the item is sold when printed at the scale

The screenshot shows the 'Item Detail' window with the 'Scale' tab selected. The item is '00002 BONELESS TOP SIRLOIN STEAKS'. The 'Scale' section includes a 'Scale/Printer Interface' checkbox (checked), 'Scale Dept' (8), 'Shelf Life Days' (21), 'Number of Pieces' (empty), 'Tare Weight' (10), and 'Compulsory Tare' (checked). There are also checkboxes for 'Print Best Before Date' and 'Print Packaged on Date'. The 'Commodity' section has a table with 4 lines, the first containing 'BONELESS TOP SIRLOIN STEAKS'. The 'Ingredients' section has a table with 7 lines, the first containing 'mayo, sour cream, onion flakes'. The 'Scale Mode' section has radio buttons for 'Weight' (selected), 'Count', and 'Price'. The 'Priced by' section has radio buttons for 'Kg' (selected) and '100 g'. A vertical toolbar on the right contains buttons for 'OK', 'Add', 'Delete/Cancel', 'Pick List', 'Prev', 'Next', 'Print Tag', and 'eCatalogue'.

Item History

This is a display of the history of the selected item. No fields are user-editable.

Receipts - Quantity received through Inventory-Purchasing Enter/Edit Receipts option. Quantities do not reflect receipts that are un-posted..

Issued - Quantity billed out through Order Entry. Quantities do not reflect invoices that are not yet posted.

Adjustments - Quantities entered through Inventory-Purchasing Enter/Edit Adjustments. Quantities do not reflect adjustments that are un-posted.

Create Date - The date the item was entered into the system

Viewed/Edit - The last date this item had any activity to it.

Uof M Sales - This unit of measure description is used in reports. How the item is sold (eg: 1, 6, 12)

Uof M Orders - This unit of measure description is used in reports. Used to define Pack Size or How the item is ordered from a supplier.

Factor - The factor is the multiplier to get from the U/M for sales to the U/M for ordering. If sales are by "each" and orders are by "each" then the factor will be "1." If sales are by "each" and orders are by dozens, the factor would be "12."

Case Break Qty - This field is used to record whether a particular vendor allows the user to order only by an entire case or can split the case up with a minimum quantity before placing an order.

Case Weight - This field is used to track shipping weights for this particular item. Used in conjunction with the receiving of items you can more accurately reflect true costs for each item by including freight costs for that item.

Min - The minimum quantity to keep in stock. This will be used during the auto generate purchase orders routine in the Inventory-Purchasing module.

Max - The maximum quantity to keep in stock. This will be used during the auto generate purchase orders routine in the Inventory-Purchasing module.

Min Order Qty - The minimum quantity the supplier allows to be ordered. This will be used during inventory requirements reports within the Inventory-Purchasing module.

By right clicking with your mouse you invoke another menu

Price Change - allows a quick price change field for this item without having to go into Detail screens.

Add on Hand Quantities - allows inventory on hand adjustments without going into Detail screens.

Display Item Activity - displays a quick summary of sales and receipts for this individual item

Ditto - allows the operator to copy all the fields into memory for adding new like items

Reset on hand to zero - adjusts this item only physical inventory count to zero

Add to a purchase order - adds this item to a purchase order

Add to the scheduled sales batch - adds this item to the scheduled sales batch for modifying later

Report on all receipts - view or print all receipts for this item only including dates and quantities

Promotional Items

Mobile Data Capture Device (Optional Hardware)

This option allows the operator the ability to receive inventory, create purchase orders, perform physical inventory counts, and general item maintenance with a hand held unit. Once the inventory functions have been performed you simply plug the unit into the USB cradle and upload any and all changes directly into the Store Manager POS program.

Under normal circumstances the operator would perform one particular function, such as receiving inventory and then return the unit back into the cradle and update the receiving section of the inventory program. You can however, perform all four functions and upload all four uploads into their appropriate segments in the inventory module at one time if the operator chooses to do so.

Uploading data from the terminal is as simple as selecting file transfer on the mobile device, and selecting the menu option Import Mobile Data capture files.

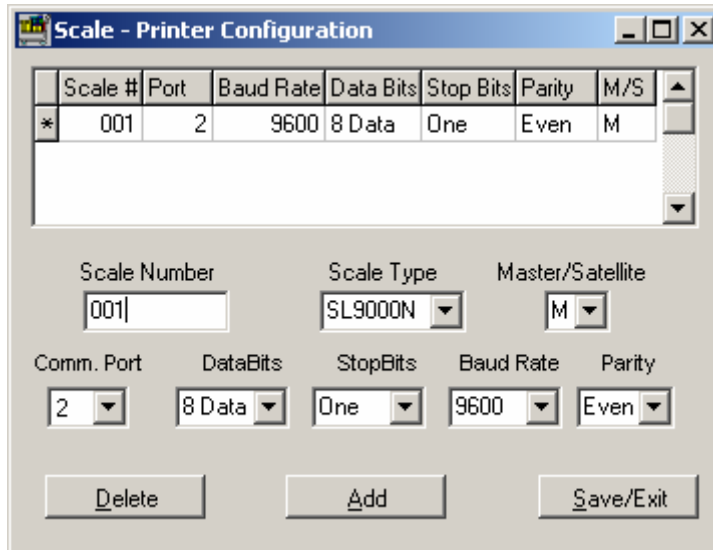
Downloading your item file to the terminal is accomplished by selecting file transfer on the mobile device and selecting the menu option Transfer Item File to Mobile Device.



Operational manuals are provided with the mobile device.

Scale/Printer Setup and Configuration

This screen is used to configure each scale/printer unit communications ports and parameters. This is normally only configured at the time of install, but can be adjusted by the operator if required.



The dialog box titled "Scale - Printer Configuration" contains a table with the following data:

Scale #	Port	Baud Rate	Data Bits	Stop Bits	Parity	M/S
* 001	2	9600	8 Data	One	Even	M

Below the table are the following configuration fields:

- Scale Number:
- Scale Type:
- Master/Satellite:
- Comm. Port:
- DataBits:
- StopBits:
- Baud Rate:
- Parity:

At the bottom are three buttons: , , and .

Promotional Sales

The promotion of sales of individual items adds a very powerful feature to the Store - Manager POS. Items can use specific pricing for a particular time frame (beginning end ending dates). Split pricing can also be set for the same time period.

One of the most powerful functions is the ability to limit the quantity of the number of this item you want to sell at this discounted (or increased) price structure. If the limit quantity field is used on the promotion of an item the system will automatically flag the operator or back office user that the sale has now reached the limit allowed in the sale. This feature can be used to track individual items that you've received at a different price structure and want to insure that you don't sell more than what had been ordered in at the lower cost.

Once the sales time period has elapsed the system will automatically remove the item from the sale pricing, and return it to the original retail price set in the system.

The screenshot shows the 'Item Detail' window for item 11488, 'Super Saver Sm Bite Dog Food 2Kg'. The interface includes a left-hand menu for functions, a main configuration area, and a 'Sales Scheduling' table.

Item Information:
 Item Number: 11488
 Description: Super Saver Sm Bite Dog Food 2Kg

Tax Options:
 BttiDep: 0, EnviroTx: 0, Rebate: 0

Linked Item#: [Empty]
 Rack 1: [Empty]
 Rack 2: [Empty]
 Season: [Empty]

Sales Tracker Category: Category 1

Mix and Match: No Mix/Mch

Sales Scheduling Table:

Sale Name	Cost	Retail	Max Limit	Start Date	End Date	Split Qty	Split Price	Qty Sold
March Madness	1.09	1.87	30	05/09/2007	30/11/2007	2	2.95	0

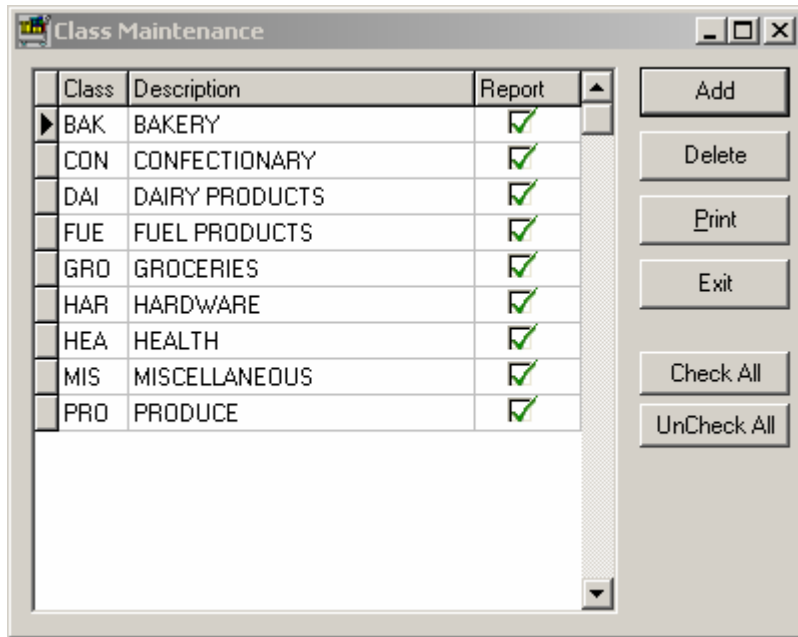
Functions List (Left Panel):
 Functions, Gst Tax, Pst Tax, Tax 3, Tax 4, Fuel tax, Prompt For Open Price, Allow Discount, Embedded Weight, Embedded Price, Hash Item, Compulsory Qty, Force Receipt Print (Cashier), Gasoline Item, Auto Delete, Exclude From % Sales, Inventory, Actively Displayed in Grid, Print on Receipt, Allow Internet Sales, Allow commissions, Allow Refunds to this item, Positive/Negative, Compulsory Scale Interface, Prints You Save on Receipt, Data Capture

Buttons (Right Panel):
 OK, Add, Delete/Cancel, Pick List, Prev, Next, Print Tag, eCatalogue

Class Maintenance

Class's allow the system to categorize inventory items by different means. This allows for enhanced grouping and reporting analysis of inventory. Sales reports can be taken to define profit margins based on class.

If the class is tagged for reporting on the closeout report it will print sales totals by terminal on the day end report at each terminal.



Department Maintenance

Department maintenance allows the system to break inventory items down by different categories. This allows for enhanced grouping and reporting analysis of inventory. Sales reports can be taken to define profit margins based on departments.

Class - The usual class that would normally be assigned to all items falling under this department

Group - The usual group that would normally be assigned to all items falling under this department

Level A-E - This is the actual profit margin you would like to achieve for all items falling under this department.

G/L Accounts - The usual General Ledger accounts that would normally be assigned to all items falling under this department

Settings - The default settings that would normally be assigned to all items falling under this department

Tax's - The default tax's that would normally be assigned to all items falling under this department.

Age Verification – This is associated to the cashier module and allows for confirming that the purchaser of any products belonging to this department are checked for age.

Update

This powerful feature allows the operator the ability to mass update all items that currently have this department assigned to it. Changes to the tax status, or price levels can be made to the items falling under this category. By clicking on the update button it opens up another window that gives you the option to make the changes you've just made to this department and have it affect all the other items in the system or just work with new ones as they are entered into the system in the future.

Department Maintenance

List Edit

Department: Tobacco Class: [] Group: 1 Sales Tracker Category: Category 2

Suggested Margin

Level A	Level B	Level C	Level D	Level E
10	10	10	10	10

Miscellaneous

Revenue: 00-00-1920 *

Inventory: 00-00-2310 *

Cost / Sales: 00-00-5200 *

Settings

- Inventory
- Positive/Negative
- Allow Discount
- Allow Commission
- Auto Delete
- Exclude from Margins
- Refundable
- Qty Prompt
- Age Verification 18

Taxes

- Gst Tax
- Pst Tax
- Tax 3
- Tax 4
- Fuel tax

OK

Add

Delete/Cancel

Print

Pick List

Ditto

Profit Analysis

Print Items

Update

29 Departs. on File

Mix/Match Maintenance

Mix and Match tables allow inventory items to be stored in a table and be sold on a special pricing scheme. Those items that fall into the same mix and match category will be sold at the mix and match price. An example would be pop and chips \$1.95, if the pop was sold separately then it would be \$1.05 and if the chips were sold separately they would be priced at .125. The special pricing scheme allows these two separate items to be sold based on mixing and matching items together in the system. Beginning and Ending dates can be entered into the system to allow this particular special to only run for a pre-determined time frame. If you have a particular mix match that never expires simply set the ending date to be years ahead of the actual date. This mix match will run forever.

** Any item that has been assigned to a mix match number that has a different split price or sale split price scheme than that of the mix/match split price will disable the split pricing and/or mix match tables and will cause entry errors at the time of sale. All mix/match items will be automatically flagged as open price items. If and when the item no longer belongs to a particular mix/match table you should disable the open price.

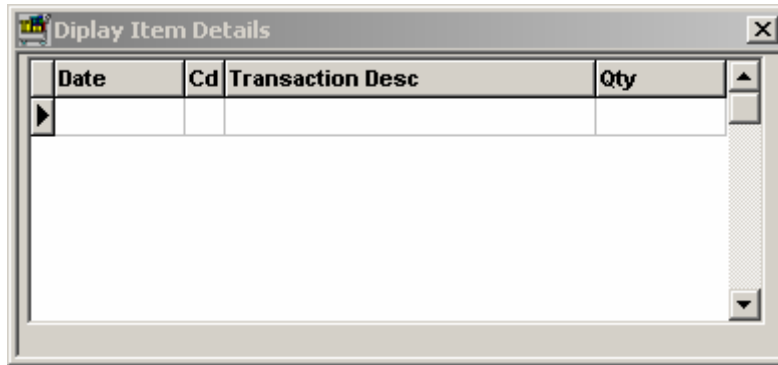
** Note : MixMatch discounts are disabled if an item is discounted using the net price option

Number	Description	Qty	Price	Begin	End	Class	Gst 6.0%	Pst 5.0%	Tax 3	Tax 4	Tax 5
0	No Mix/Mch	0	0.00	26/02/2000	05/02/2100	CON	✓	✗	✗	✗	✗

Mix/Match on File
1

Display Item Activity

This option allows you to see the activity for all inventory items. By selecting the inventory item in the upper grid, the lower grid will display this item's transaction history, (sales, receipts and adjustments). Use the options to the right hand side to aid in the display of the item(s) you are inquiring about.



The screenshot shows a window titled "Display Item Details" with a close button (X) in the top right corner. The window contains a table with the following columns: "Date", "Cd", "Transaction Desc", and "Qty". The table is currently empty, with only the header row visible. There are scroll bars on the right side of the table area.

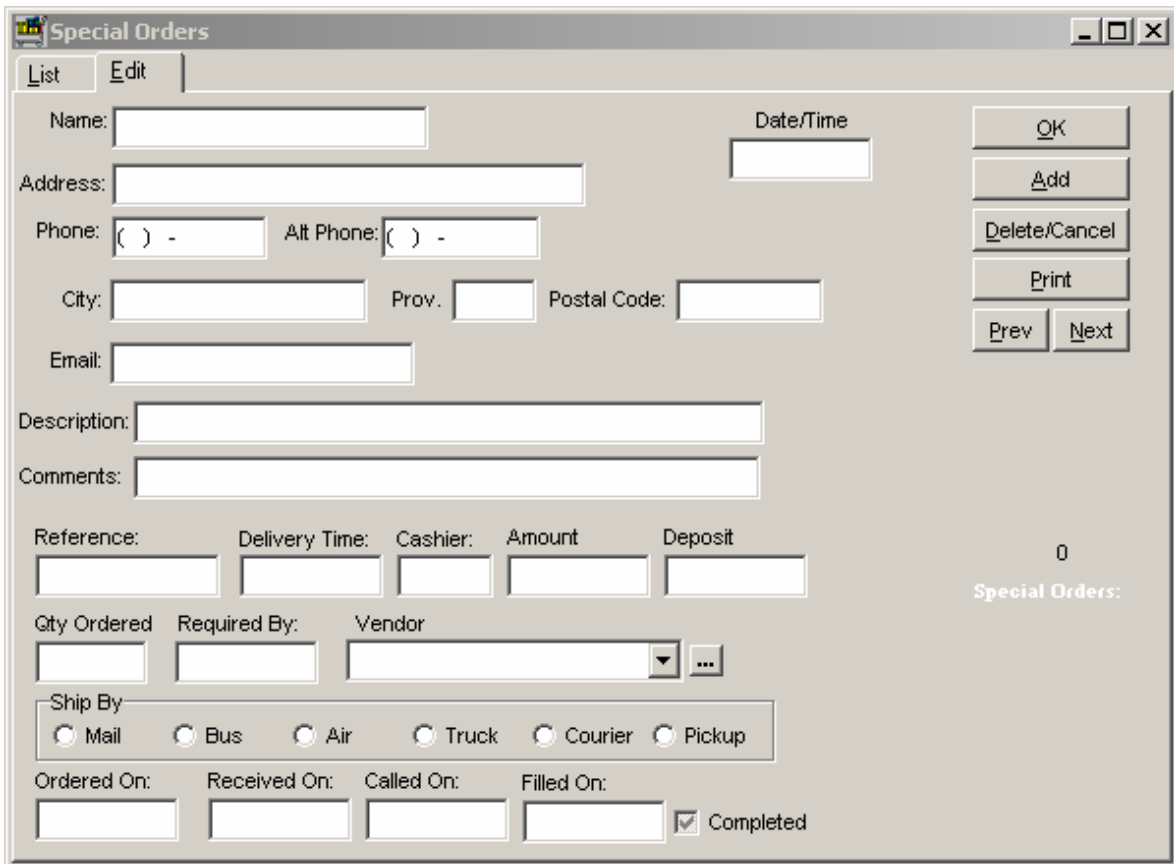
Date	Cd	Transaction Desc	Qty
------	----	------------------	-----

Special Orders

This screen is used to track special order entries that have been made at the cashier level. All orders will be placed in this screen waiting to be processed by the inventory maintenance personnel.

The customer name, and contact information as well as detailed information about the item to be ordered is maintained in here. Once completed and the customer has received the item(s) the individual page can be deleted. All items that are still awaiting completion will be marked as red in the list. Any orders that have been completed will be marked as black. This distinction will help the operator to quickly note any new orders that have not yet been processed.

Printing of the special orders can also be performed from within this module.



The screenshot shows a software window titled "Special Orders" with a standard Windows-style title bar. The window contains several sections:

- Navigation:** "List" and "Edit" buttons at the top left.
- Customer Information:** Fields for Name, Address, Phone (with area code), Alt Phone, City, Prov., Postal Code, and Email.
- Date/Time:** A field for Date/Time.
- Description:** A large text area for Description and a smaller one for Comments.
- Order Details:** Fields for Reference, Delivery Time, Cashier, Amount, and Deposit.
- Shipping:** Fields for Qty Ordered, Required By, and Vendor (with a dropdown menu and a "..." button). Below this is a "Ship By" section with radio buttons for Mail, Bus, Air, Truck, Courier, and Pickup.
- Timeline:** Fields for Ordered On, Received On, Called On, and Filled On.
- Completion:** A checked checkbox labeled "Completed".
- Buttons:** A vertical stack of buttons on the right side: OK, Add, Delete/Cancel, Print, Prev, and Next.
- Summary:** A counter showing "0" and the text "Special Orders:".

Mass Updates

Mass Updates allow for the modification of data based on a major group/department rather than on an individual basis (item by item). Prices can be increased by % or \$ for a particular category in one screen, eg: increase the price of all cigarettes in the system by \$0.20. A report will be generated by the system reflecting all items changed by the routine.

More detailed updates can be made to items associated to departments within the department maintenance section in the Inventory/Purchasing module.

Inventory Mass Update

Set Maximum Order Quantity

Set Minimum Order Quantity :

Increase Price Levels By \$

Level A:

Level B:

Level C:

Level D:

Level E:

Increase Price Levels By %

Level A:

Level B:

Level C:

Level D:

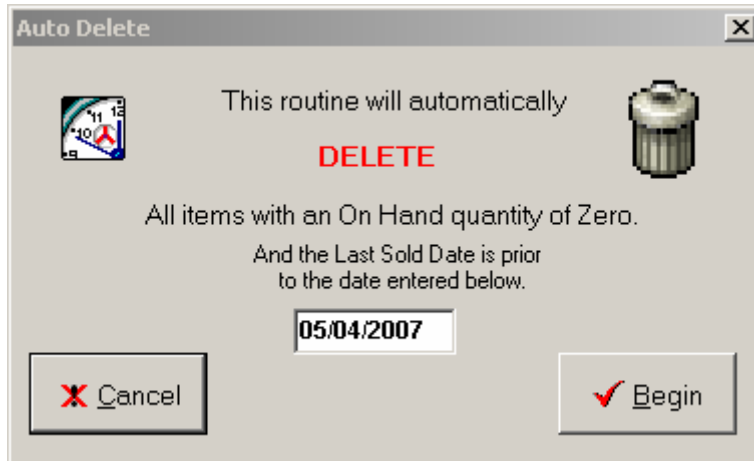
Level E:

BttlDep. EnviroTx Rebate

Department the changes will be implemented to

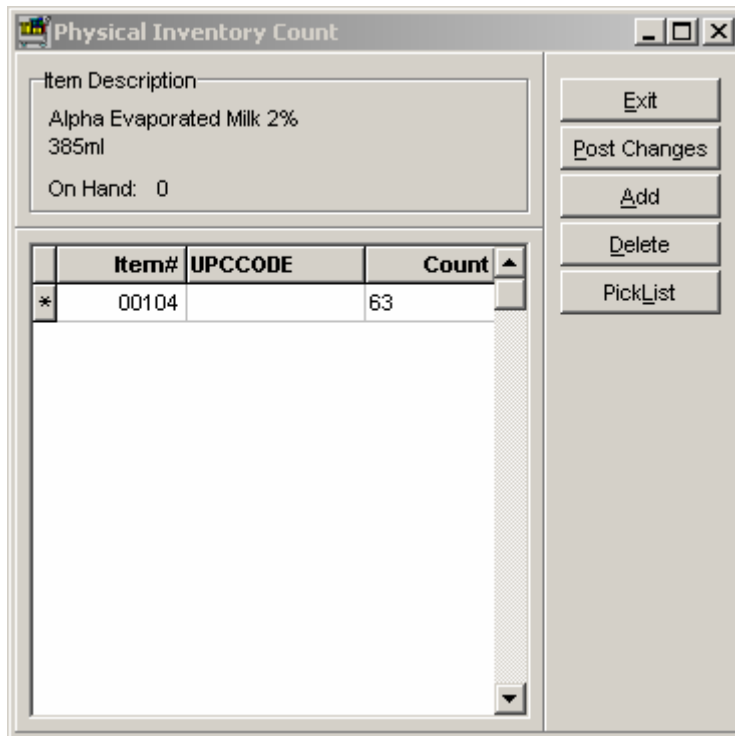
Auto Delete Inventory

If the inventory item's auto delete check box has been checked and the item has now reached 0 the item will automatically be removed from the system. This type of purging routine is ideal for cleaning out old inventory items that are no longer carried by the store. The item will only be removed from the system if the check box has been turned on and the on hand quantity is 0.



Physical Inventory Counts

This option allows you to reconcile the physical inventory with the inventory shown in the system. After performing a physical count on all or part of the inventory, enter the actual counts in the Physical Qty column. You can select the Restore Values button to adjust only those items that have changed. When finished, press the Post Changes button to make the updates to the item file and reflect the changes to the General Ledger.



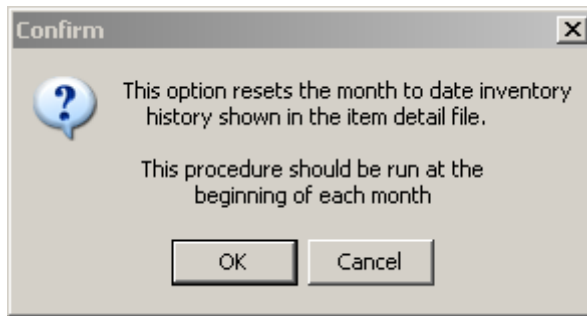
The screenshot shows a window titled "Physical Inventory Count". The window is divided into several sections:

- Item Description:** A text area containing "Alpha Evaporated Milk 2%", "385ml", and "On Hand: 0".
- Table:** A table with three columns: "Item#", "UPCCODE", and "Count". The first row contains an asterisk (*), "00104", and "63".
- Buttons:** A vertical stack of buttons on the right side: "Exit", "Post Changes", "Add", "Delete", and "PickList".

	Item#	UPCCODE	Count
*	00104		63

Reset MTD/YTD

This option resets the monthly/yearly sales totals to zero. It should be executed at the beginning of each month/year. Press Okay to execute or Cancel to abort.



Resync Item Files

This option is only applicable if you are using multiple inventory locations and even then will only be required in rare instances. It's purpose is to recalculate the total inventory for all locations based on the quantities shown for each of the multiple locations. Normally these totals will stay in sync, but in the event of a power outage or some other similar problem. It may be possible that the totals do not agree. Selecting this option addresses this issue. There is no harm in running it either way. Press Okay to execute or Cancel to abort.

Locked Inventory Counts

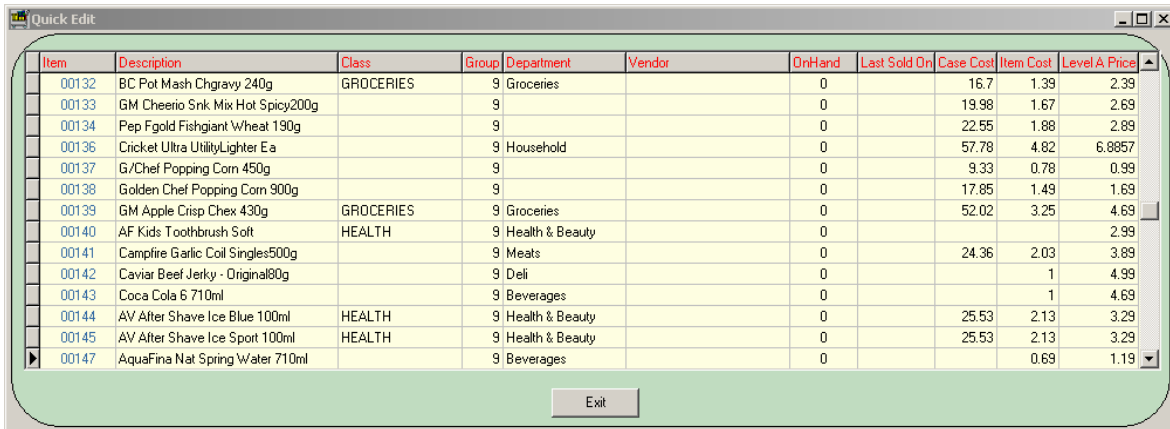
This option allows you to lock a copy of what your current inventory counts were prior to performing a physical inventory count on your inventory. After performing a lock inventory count on all or part of the inventory, the actual counts in the Physical Qty column are moved to the last count field on the history page of the inventory screen. You can then select to restore the old value if an error was made while adjusting that item. The locked inventory count report allows the operator to report on inventory valuations from the last time a reset of the items was performed.

Profit Margin Analyzer

When run this module will review and process all inventory items in the file and analyze profit margins based upon what the user has entered in for a desired margin on each department. Once complete a report will be generated indicating those items that have not met the profit margin as entered in by the operator. The user input allows for the % or profit differentiation that they would like to base the report upon.

Quick Edit Item File

This program allows the operator to edit/maintain the item file in a spreadsheet style format. Clicking on the column name allows sorting by different methods and edits here are entered directly into the inventory item file.

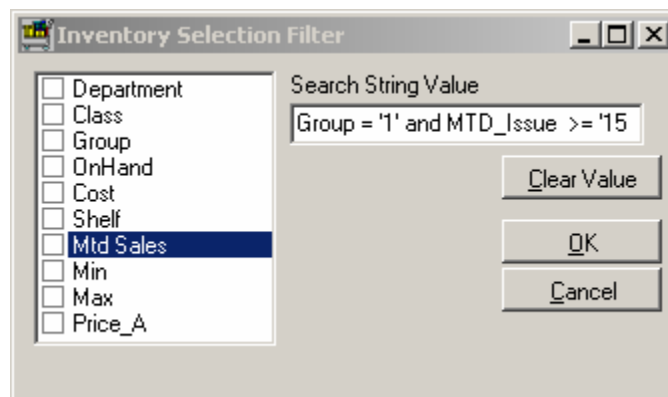


The screenshot shows a window titled "Quick Edit" containing a spreadsheet with the following columns: Item, Description, Class, Group, Department, Vendor, OnHand, Last Sold On, Case Cost, Item Cost, and Level A Price. The data is as follows:

Item	Description	Class	Group	Department	Vendor	OnHand	Last Sold On	Case Cost	Item Cost	Level A Price
00132	BC Pot Mash Chgravy 240g	GROCERIES	9	Groceries		0		16.7	1.39	2.39
00133	GM Cheerio Snk Mix Hot Spicy200g		9			0		19.98	1.67	2.69
00134	Pep Fgold Fishgiant Wheat 190g		9			0		22.55	1.88	2.89
00136	Cricket Ultra UtilityLighter Ea		9	Household		0		57.78	4.82	6.8857
00137	G/Chef Popping Corn 450g		9			0		9.33	0.78	0.99
00138	Golden Chef Popping Corn 900g		9			0		17.85	1.49	1.69
00139	GM Apple Crisp Chex 430g	GROCERIES	9	Groceries		0		52.02	3.25	4.69
00140	AF Kids Toothbrush Soft	HEALTH	9	Health & Beauty		0				2.99
00141	Campfire Garlic Coil Singles500g		9	Meats		0		24.36	2.03	3.89
00142	Caviar Beef Jerky - Original80g		9	Deli		0			1	4.99
00143	Coca Cola 6 710ml		9	Beverages		0			1	4.69
00144	AV After Shave Ice Blue 100ml	HEALTH	9	Health & Beauty		0		25.53	2.13	3.29
00145	AV After Shave Ice Sport 100ml	HEALTH	9	Health & Beauty		0		25.53	2.13	3.29
00147	AquaFina Nat Spring Water 710ml		9	Beverages		0			0.69	1.19

Filtered Quick Edit Item File

This program allows the operator to edit/maintain the item file in a spreadsheet style format. Clicking on the column name allows sorting by different methods and edits here are entered directly into the inventory item file.



The screenshot shows a dialog box titled "Inventory Selection Filter". It contains a list of checkboxes for various fields: Department, Class, Group, OnHand, Cost, Shelf, Mtd Sales (which is selected), Min, Max, and Price_A. To the right of the list is a "Search String Value" field containing the text "Group = '1' and MTD_Issue >= '15'". Below this field are three buttons: "Clear Value", "OK", and "Cancel".

Stock Transfers

This program allows the operator to transfer inventory stock from one store location to another. The changes here make the adjusting general ledger journal entries while also making the inventory on hand adjustments to the system.

Enter Stock Transfer

Current Item:
Item: **New Release Movie**
On Hand: **-10**
Account: **Cash Draws**

Item#	UpcCode	Manuf #	Date	Transferred To	Quantity	GL Account

Ok
Add
Delete/Cancel
Pick List
Print Report
Post

Enter Adjustments

Adjustments increase or decrease the amount of an inventory item on hand, the appropriate entries to the General Ledger account associated with that item will also be made.

To enter an adjustment:

Enter manually or select an inventory item by using the Pick List button an item in inventory.

Enter a location. (Multiple locations must be checked in system defaults)

Date of adjustment.

Description of adjustment.

Quantity of item. (Positive will add to inventory/Negative will decrease)

Enter the account to expense this to.

Pressing the Print Report button will print a copy of the adjustments prior to posting them into inventory

Pressing the Post button will automatically post the adjustments into inventory

Buttons

Add - This option is to add an additional line item to the adjustment.

Delete - This option will delete the current line item from the adjustment.

Item#	UpcCode	Manuf #	Date	Description of Adjustment	Quantity	GL Account
* 48498			05/04/2007	Customer Dropped on Floor	3	00-00-1520

Enter Receipts

You may select to enter a new receipt or edit an existing one from here. In most cases you can enter the item and quantity from a packing list or invoice. The option to enter a different price is available as well.

Date - For the first item you can enter a date or use the pick list button to select a date. From then on, all items added will default to that date. You may override this at anytime.

P.O. - For the first item, you can enter the purchase order to post this receipt against. From then on, all items added will default to this purchase order number. You may also use the Pick P.O. button to select a purchase order in the system to post these receipts against.

Item # - Enter the number manually, or select an existing one from inventory by using the pick list button.

Location - The option of entering the location of the item is available only if the system defaults has multiple locations checked.

Factor - This defaults to the value set in inventory for this item.

Qty - Enter the quantity received.

Cost - Accept the cost displayed or override with another value.

Note: If costs are changed at this point the system will update the margins automatically based on department margins.

Right clicking anywhere in the receiving grid invokes the pop menu

G/L Account entry - allowing entries directly into the G/L Accounts. This can be used to enter in Shipping charges, bottle deposits etc, GST, and have them import directly into the accounting modules.

Add New Item - If an item does not currently exist in your item file that you are receiving you can add it directly from here.

Enter in a volume discount from the vendor. This will apply a discount (eg:10%) to all items in the receiving batch. This allows for a more accurate costing of the items from the vendor.

Print Price Tag - places the item in the price tag batch for printing later.

Print All Price Tags - places all the items being received in the price tag batch for printing later.

Shelf Tag - places the item in the shelf tag batch for printing later.

Pressing the Print Report button will print a copy of the items being received prior to posting them into inventory

Pressing the Post button will automatically post the receipts into inventory

PO#	Date	Item	Manuf. #	UpcCode	Fctr	Description	OnHand	Qty	Case	Cost	Retail	% Mrgn	% Dept
*	05/04/2007	00102	533257		24	Alpha Evaporated Milk 385	0	1	32.66	1.36	1.59	14.47	30.00

Auto Generate Purchase Orders

This option will automatically generate a purchase order for each vendor for all items that fall below the quantity specified in the Min field in the item file. You may edit those purchase orders prior to printing if you desire. Select the Yes button to proceed or the No button to abort.

Enter/Edit Purchase Orders

This main screen is the heart of the purchase order system. Once you have highlighted an existing purchase order you can select a tab across the top to view or edit items and their quantities. See. Purchase Order Detail, Notes

Grid - Listing all purchase orders in the system.

Order - Select in what order you wish to view them by. Vendor or Date.

New P.O.'s

Press the "New" button.

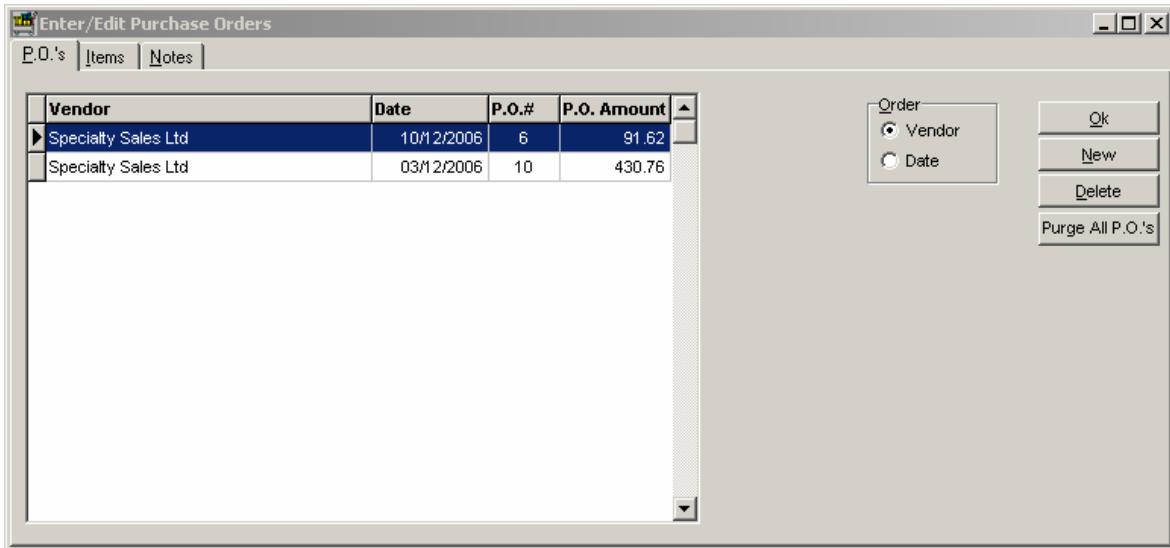
Select the vendor for the purchase order by entering the vendors ID or by using the pick list.

Enter the item number or use the pick list to select from inventory.

Enter the quantity. (The rest of the information is brought up from the inventory file. You may over ride the cost of the item).

Continue on until all items are listed. From here you can either exit or print or email the purchase order.

Delete - If you need to delete the purchase order.



Purchase Order Details

The top part of the screen shows the current purchase order information. The grid below has the items within that purchase order. To enter items follow the tips below.

Item # - Enter the item number or use the pick list button to select the item. If entering the number manually, the number must be in inventory to proceed.

Qty - Enter the quantity of this item you want to order.

Cost - You may override the cost in the system. (optional)

Note - Notes can be maintained on each purchase order eg: asked only to ship on Thursdays

Buttons

Close - Exit the entire purchase order procedure.

Add - Add another line item to purchase order.

Delete - Delete the current line item selected from the purchase order.

Print - Print the purchase order.

Pick List - Allows selection of an inventory item for the purchase order.

Email - Automatically sends the purchase order via email to the selected vendor

Item#	UpcCode	Manuf#	Description	Qty	Rec'd	Cost	Total
12698	041737908016	325324	2000 Flushes Blue w BIEa 100g	5		3.27	16.35
11472	029700001148	424366	Idahoan Mashed Potes389g	6		1.84	11.04
12698		325324	2000 Flushes Blue w BIEa 100g	7		3.27	22.89
12699	041737906142	325332	2000 Flushes Chlor w B Soda 100g	13		3.18	41.34

Print Labels

This program allows the operator the ability to generate both price tags and shelf labels on a regular laser/bubble jet printer (must be a minimum of 600 dpi for bar code). Price Tags are - Avery 05167 Shelf Labels are - Avery 05260/05160

A powerful feature of the system is that it allows you the ability to transfer labels into the batch directly from the inventory screen for printing at a later date, directly from within the Item Maintenance screen. Once in the label printing program you can double click anywhere in the grid and it will call up the inventory search screen allowing you to pick any item from the file to generate a label on. The system tracks the type of labels being generated and knows whether it will be printing a price tag or shelf label. You can add individual items or let the system generate the number of price tag labels based on the quantity on hand at the time of printing. Any item can be selectively deleted from the batch. The ability to generate labels by department can be used to generate a group of labels for a particular department/aisle in the store.

The Label setup screen allows the operator the ability to setup the label print job to a specific type of label. Check box's are available to allow the operator to selectively choose what and where to print a particular line eg: vendor number rather than the UPC code for bar code printing. You can choose the style of label you normally work with and have the system automatically remember this for the next time you generate labels. If you use the extra print message function, you may decide to print that along with the label. The setup screen also allows for certain printer differences by allowing you the ability to start printing at a certain positions eg: left/top. Again all these settings will be retained for future label printing jobs.

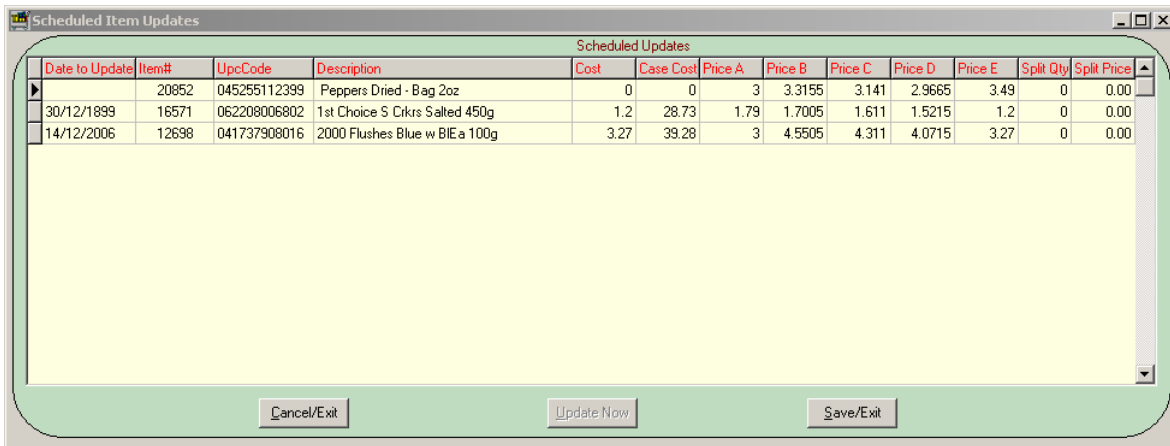
The Quick Print button allows the operator the ability to selectively print individual labels from the batch.

Shelf Talkers allows the operator of the system the ability to print a full size 8.5 x 11 advertising special flyer. The options include 1 item/page, 2 items/page, 3 items/page or 4 small labels for the page. All the items on the page must be like items, you cannot mix and match different items on the same flyer page.

Scheduled Item Updates

This screen allows the operator to change inventory items based upon a certain date criteria. This powerful feature lets the manager enter in Sales for specific items, or cost/retail price changes that they may have been informed by their supplier will be increasing on a certain date. From that point the system will look at the particular date and if it match's then update the item based upon the information entered in this grid.

Right clicking on the grid will invoke the add/delete menu options, allowing the user to select new items and add them directly into the grid from a list of inventory items already in the system. To invoke the calendar option, double click on the date field in the grid, select the date the item will be changed.



Date to Update	Item#	UpcCode	Description	Cost	Case Cost	Price A	Price B	Price C	Price D	Price E	Split Qty	Split Price
	20852	045255112399	Peppers Dried - Bag 2oz	0	0	3	3.3155	3.141	2.9665	3.49	0	0.00
30/12/1899	16571	062208006802	1st Choice S Crkrs Salted 450g	1.2	28.73	1.79	1.7005	1.611	1.5215	1.2	0	0.00
14/12/2006	12698	041737908016	2000 Flushes Blue w BIEa 100g	3.27	39.28	3	4.5505	4.311	4.0715	3.27	0	0.00

Buttons: Cancel/Exit, Update Now, Save/Exit

Like Item Maintenance

Like Item maintenance allows the system to break inventory items down by items that are alike. This allows for enhanced pricing and group changes without having to update each individual item manually.

Update

This powerful feature allows the operator the ability to mass update all items that currently have this like item assigned to it. Changes to the prices, case costs, etc.. can be made to the items matching this criteria. The update button changes all the items in the file to reflect those changes made here.

The screenshot shows a software window titled "Like Item Maintenance" with a menu bar containing "List" and "Edit". The main area contains several input fields and dropdown menus, each with a small red "Y" or "N" indicator. The fields are organized as follows:

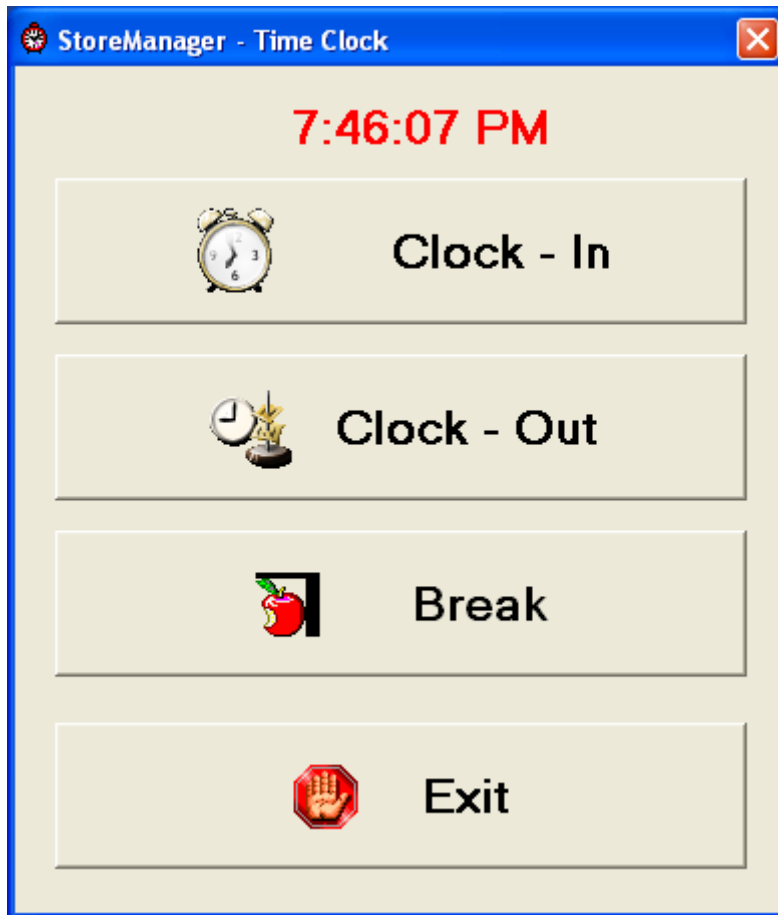
- Like Item Number:** 234
- Description:** Kraft Salad Dressing
- Department:** Baking Supplies (Y)
- Class:** DEL (Y)
- Group:** 2 (N)
- Cost:** 1.09 (Y)
- Case Cost:** 2.98 (Y)
- Retail:** 2.98 (Y)
- Case Weight:** 2.99 (N)
- Case Factor:** 1 (N)
- Units:** 77 (N)
- UofSale Size:** 34 (N)
- UofM order:** 44 (N)
- Print Message:** /ltr (N)
- Sales Tracker Category:** Category 3 (N)
- Mix Match:** KRAFT SALAD DRESS (N)
- Bttl Dep:** 0.00 (N)
- Enviro:** 0.00 (N)
- Misc Tx:** 0.00 (N)

On the right side of the window, there is a vertical stack of buttons: OK, Add, Delete/Cancel, Print, Print Items (highlighted with a dashed border), and Update. Below these buttons, the text "LikeItems on File" is displayed above the number "2".

Optional Modules/Addendums

Time Clock

The Store Manager Point of Sale system also allows for basic time clock functions. This routine can be run at every workstation in the system and allows all staff (require employee number) to clock in at the beginning of the shift and clock out at the end of a shift. This provides management in the back office with valuable payroll information, as well providing sales versus labour cost reporting. The time clock program also allows all employees the ability to clock in and out for break periods (maximum of 4 break periods per shift). Reporting in the back office administration module can now report on excessive/extended breaks.



Timer

The timer program runs as a separate executable down on the tool bar. This program allows for automated price level changes at pre-determined times. By clicking on the price level at the selected time, you can select the level that the system will switch pricing to. Select a later time to automatically place the price back to the original price level in the system. This is used in off sale/bar environments.

Start	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
00:00:00	A	A	A	A	A	A	A
00:15:00	A	A	A	A	A	A	A
00:30:00	C	A	A	A	A	A	A
00:45:00	A	A	A	A	A	A	A
01:00:00	A	D	A	A	A	A	A
01:15:00	A	C	A	A	A	A	A
01:30:00	A	A	A	A	A	A	A
01:45:00	A	C	A	A	A	A	A
02:00:00	C	A	A	A	A	A	A
02:15:00	A	A	A	A	A	A	A
02:30:00	A	A	A	A	A	A	A
02:45:00	C	A	C	A	A	A	A
03:00:00	D	A	A	A	A	A	A
03:15:00	A	A	A	A	A	A	A
03:30:00	A	A	A	A	A	A	A
03:45:00	A	A	A	A	A	A	A
04:00:00	A	A	A	A	A	A	A
04:15:00	A	A	A	A	A	A	A
04:30:00	A	A	A	A	A	A	A

Store-Manager Timer is currently running 42% 3:36:41 PM

Slide Show

The use of this application requires special hardware in your system (dual video card output). The application is used to display advertising information to customers at the cashier station while waiting for their order to be processed by the operator of the cashier station. Advertising screens selected by the manager are displayed in a scrolling fashion in a continual basis.

The application uses parameters in the command line to determine the delay time between pictures. An example of this would be `slideshow 5`. This would place a pause of approximately 5 seconds between screens being viewed. The second parameter is the left position of the screen position, and the last parameter controls the top position of the screen on the extended desktop

To exit the application, right click your mouse over the small icon in the right hand toolbar at the bottom right hand corner of the screen.

An example of a default setting for the `slideshow.exe` would be as follows:

`Slideshow 4 1280 1` would place a 4 second delay

The Left property is used to determine where the left side of the screen begins or to reposition the left side of the control position the slideshow to the left at 1280

The Top property, like the Left property, is the position of the screen relative to its position on the screen 1 down from the top of the screen.

Mirror Hard Drive (Server)

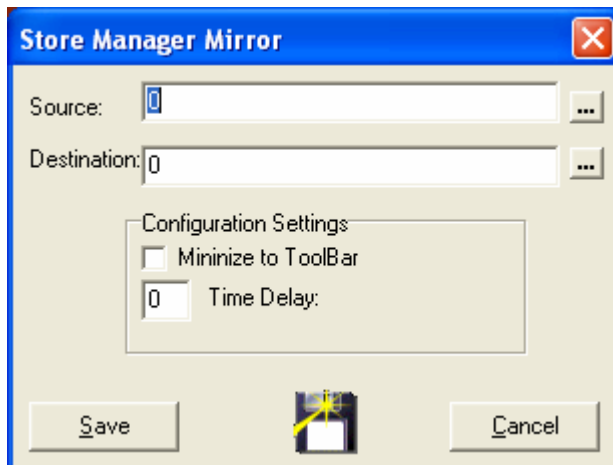
The Store Manager Mirror program is a separate install that should be performed on a dedicated server unit where mission critical data needs to be backed up on a regular basis. HDMirror will copy the content of a particular folder on one disk to another hard disk.

The massive hard drives in current retail PCs are changing the way some IT managers and individuals look at their backup strategy. Today simply backing up data files is no longer adequate. Additionally, data-only incremental backups are only useful if you have a base backup of the entire folder so that you can then add the incremental backups.

Users need exact duplicates of their entire folder. The obvious choice is to create a mirror image of the folder you are currently working with — a starting place that gives you an exact copy of your disk, so that in the event of a hard disk failure, you can recreate exactly where you were the moment the last mirror was done.

If you would like the mirror program to auto load every time you start the computer, you must run the HDMirror setup file. Once installed the Store Manager mirror program is loaded automatically upon start up of the computer, and will remain in the toolbar until terminated (right click – Terminate). If you prefer to run the mirror only once and not have it running in the background you can just run the HDmirror.exe file and use windows scheduler to run it at a predetermined time. Do Not check the minimize to toolbar checkbox when setting up the program. If unchecked the mirror program will run once and then exit. The application uses parameters in the command line to determine whether it is a run once application or based upon time parameters setup in the time delay field. An example of this would be HDMirror 0. This would instruct the application to run once and then automatically terminate after completing the task.

The mirror Source directory is the location of the critical files you want to keep a current copy of. The Destination directory is the location where the mirrored files will be stored. Minimize to ToolBar allows the mirror program to remain active all the time. Time Delay is used to set a time frame of how often you want the mirroring of files to take place.



By clicking on the disk image, HDMirror will automatically execute the commands set out in the directories. This is a great way to test that you have setup everything correctly and insure the files

are moving. When copying files you will see a small screen on the bottom right corner displaying that it is working.

FileNames

All files with the Adi extension are index files only. Any Adi files can be safely deleted and can be rebuilt with the re-index command in the Administration Module.

All files with the Adm extension are memo data files – (should not be deleted)

The below listed files are all ADT extension format files – (do not delete)

- Acct General Ledger Account file
- Aging Account Receivable Aging File
- AR Accounts Receivable data file
- Autoday Auto scheduling functions data file
- Backup Source and destination directory information for backup routines
- Barcode Batch label printing data file
- Budget Budget data files
- Cust Customer file
- Ccard Credit Cards processed through the credit card interface
- Class Class file
- Coupon Coupon file
- Depart Department file
- Discount Discount table
- Fuel Fuel Pump Interface module data files
- FuelTran Fuel Pump Sales Transaction data file
- GL General Ledger batch data file
- Groups Groups for customer types on contact manager
- Kits Kits database file
- IP Purchase orders for inventory
- Ipadjust Adjustments made to the purchase orders file
- IPDet Inventory detail files for purchases etc.
- IpRcp Receiving Inventory file for Purchase Orders
- IpTrnsfr Transfers made in and out of the inventory file
- Item Inventory Data file
- ItemAct All activity that has been done on the inventory file
- ItemDet Inventory details file for weekly/monthly/yearly sales counters
- ItemSched Schedule table recording upcoming changes to the item file
- Kits Records all kits/packages currently in the system
- Lblsetup Setup parameters for printing labels
- Likeltem Contains the like item table for references to the item file
- Mixmatch Mix match data file
- MssgBrd Used to record all messages sent to the system
- Names Passwords for the Store Manager and access to certain modules
- Notfound All items that were not found but were recorded by Cashier at the time of sale
- NSF All cheques that were not cleared by the bank
- Paidouts Contains all paid out transactions that were performed at the cashier level
- Payments Used to track any unapplied payments made by customer accounts
- Periods Accounting periods
- Prom Promotional items (sales flyers)
- PSNames Point of Sale cashier names and ID
- PS Point of Sales Invoice and payment information
- PSDet Point of Sale Invoice detail, item, price, taxes
- PSBch Point of Sale files that have already been posted through Day end procedure
- PSDetBch Point of Sale Detail files that have already been posted through Day end procedure
- PSQry Holding file for Invoices placed on hold within the Cashier module
- PSSys System Set-up flags for Point of Sale module
- Returns Holds all RMA files

- Reason Reasons database file
- RMA Returned Merchandise data file
- Schedule Holds Scheduled routines setup
- ScICfg Holds configuration settings for scale/printer interface module
- Sdeposit Holds data regarding any special deposits that were made at the cashier level
- Shelftlk Used for holding shelf talker setup flags
- SlsTrack Contains sales tracker information with group/item count values/message for cashier
- SpcOrdr Holds all special order files
- SpcRcpt Used to capture settings/configuration information that will be used on the special receipt
- Sys Company name, Address, System flags
- Tables The list of tables that will be re indexed/packed by customer
- Time Employee payroll file
- Traffic Hourly totals and counters
- Upgrade The data file used for upgrading from different versions - contains new and deleted fields in the databases

Credit Card Error Codes

Code Number	Code Text
001001	General Failure
001003	Invalid Command Format
001004	Insufficient Fields
001006	Global API Not Initialized
001007	Timeout on Response
001011	Empty Command String
003002	In Process with server
003003	Socket Error sending request.
003004	Socket already open or in use
003005	Socket Creation Failed
003006	Socket Connection Failed
003007	Connection Lost
003008	TCP/IP Failed to Initialize
003009	Control failed to find branded serial (password lookup failed)
003010	Time Out waiting for server response
003011	Connect Cancelled
003012	128 bit CryptoAPI failed.
003014	Threaded Auth Started Expect Response Event (Note it is possible the event could fire before the function returns.)
003017	Failed to start Event Thread.
003050	XML Parse Error
003051	All Connections Failed
003052	Server Login Failed
003053	Initialize Failed

004001	Global Response Length Error (Too Short)
004002	Unable to Parse Response from Global (Indistinguishable)
004003	Global String Error
004004	Weak Encryption Request Not Supported
004005	Clear Text Request Not Supported
004011	Error Occurred While Decrypting Request
004010	Unrecognized Request Format
004017	Invalid Check Digit
004018	Merchant ID Missing
004019	TStream Type Missing
004020	Could Not Encrypt Response- Call Provider
009999	Unknown Error
100201	Invalid Transaction Type
100202	Invalid Operator ID
100203	Invalid Memo
100204	Invalid Account Number
100205	Invalid Expiration Date
100206	Invalid Authorization Code
100207	Invalid Reference Number
100208	Invalid Authorization Amount
100209	Invalid Cash Back Amount
100210	Invalid Gratuity Amount
100211	Invalid Purchase Amount
100212	Invalid Magnetic Stripe Data
100213	Invalid PIN Block Data
100214	Invalid Derived Key Data
100215	Invalid State Code
100216	Invalid Date of Birth
100217	Invalid Check Type
100218	Invalid Routing Number
100219	Invalid TranCode
100220	Invalid Merchant ID
100221	Invalid TStream Type
100222	Invalid Batch Number
100223	Invalid Batch Item Count
100224	Invalid MICR Input Type
100225	Invalid Driver's License
100226	Invalid Sequence Number
100227	Invalid Pass Data
100228	Invalid Card Type

Weights and Measures – POS Settings

1. All print messages must be entered as lower case. ie: lb, kg, gr
 - a. Print messages can be found on the detail one screen of the inventory item file
 - b. The print message must be done on every scaleable item in your inventory file

2. When using lb's as your measurement type – select 2 decimal points in system defaults
 - a. Set cashier maximum weight (register settings to 30.08lb's)

3. When using kg's as your measurement type – select 3 decimal points in system defaults
 - a. Set cashier maximum weight (register settings to 15.040 kg's)

Chase McKay Retail Systems has prepared this document in order for you to comply with Weights and Measures Canada. If you are not in compliance with these settings, your scale could be seized by Weights and Measures Canada.

TURNING SYSTEM ON

Note : It is important to follow the steps in order.

SERVER (CASH1)

Turn on power button.

At the Windows desktop select an application by double clicking on :
STORE MANAGER or CASHIER

WORKSTATION(CASH2 OR BO3)

Turn on power button.

At the Windows desktop select an application by double clicking on :
STORE MANAGER or CASHIER

TURNING SYSTEM OFF

WORKSTATION (CASH2, OR BO3)

Exit Store Manager to the Windows desktop
Select the Start Menu button on bottom of screen
Select Shutdown from Menu.
Select Shutdown and press OK.

SERVER(CASH1)

Exit Store Manager to the Windows desktop.
Select the Start Menu button on bottom of screen
Select Shutdown from Menu.
Select Shutdown and press OK.

POWER OUTAGE

In case of a power outage most systems have been installed UPS (Uninterruptible Power Supply). These UPS will maintain the power of the computer and certain components (ie cash drawer, receipt printer, monitor, scanner) up to 5 minutes depending on the model and age of the UPS.

If there is an interruption in power the UPS will beep. This will give you the time to exit the system and wait for the power to resume. Refer to the Turning System On / Off 1.01 for instructions on exiting the systems.

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