

POINT OF SALE

Table of Contents

POINT-OF-SALE.....	6
<u>OVERVIEW OF THE SALES PROCESS.....</u>	<u>6</u>
<u>KEY POINTS.....</u>	<u>6</u>
<u>CLERK SETUP FOR USE IN POINT-OF-SALE.....</u>	<u>6</u>
<u>GETTING STARTED.....</u>	<u>8</u>
<u>FUNCTION KEY OPTIONS IN THE CLERK FIELD.....</u>	<u>8</u>
<u>FUNCTION KEYS WHEN IN CUSTOMER FIELD.....</u>	<u>9</u>
<u>PROCESSING A CASH SALE OR CHARGE SALE.....</u>	<u>11</u>
<u>QUICK CASH SALE.....</u>	<u>11</u>
<u>CHARGE SALES.....</u>	<u>12</u>
<u>ITEM NUMBER.....</u>	<u>12</u>
<u>FUNCTION KEYS WHEN IN ITEM # FIELD NO ITEMS ENTERED.....</u>	<u>13</u>
<u>SEARCHING FOR AN ITEM IN INVENTORY.....</u>	<u>14</u>
<u>FUNCTION KEYS AFTER ITEM IS ENTERED.....</u>	<u>15</u>
<u>CONTINUING THE SELLING PROCESS.....</u>	<u>16</u>
<u>ENTERING QUANTITY AND PRICE.....</u>	<u>16</u>
<u>FUNCTION KEYS - WITH THE CURSOR POSITIONED IN THE QUANTITY FIELD.....</u>	<u>17</u>
<u>DISCOUNTS.....</u>	<u>18</u>
<u>FUNCTION KEYS WITH THE CURSOR AT THE DISCOUNT FIELD.....</u>	<u>19</u>
<u>TOTALING THE INVOICE.....</u>	<u>20</u>
<u>FREIGHT CHARGES AND TRACKING.....</u>	<u>21</u>
<u>TENDERS AND PAYMENTS.....</u>	<u>21</u>
<u>FUNCTION KEYS WHEN IN THE PAYMENT FIELD.....</u>	<u>21</u>
<u>SPLIT TENDERS.....</u>	<u>22</u>
<u>EXCHANGES, RETURNS, AND TRADE-INS.....</u>	<u>23</u>
<u>EDITING A SALE.....</u>	<u>25</u>
<u>SPECIAL ORDERS.....</u>	<u>26</u>
<u>OTHER FUNCTIONS WITHIN THE POS SCREEN.....</u>	<u>27</u>
<u>REPRINT INVOICE.....</u>	<u>27</u>
<u>RECALLING A HELD / SUSPENDED INVOICE.....</u>	<u>28</u>
<u>RECEIVED ON ACCOUNT.....</u>	<u>29</u>
<u>NEW CUSTOMER.....</u>	<u>30</u>
<u>PAID IN / PAID OUT ENTRY.....</u>	<u>31</u>
<u>QUOTES, SALES/WORK ORDERS, OR SPECIAL ORDERS.....</u>	<u>32</u>
<u>TO GENERATE A QUOTE FOR AN EXISTING CUSTOMER.....</u>	<u>32</u>
<u>TO GENERATE A QUOTE FOR A NEW CUSTOMER.....</u>	<u>33</u>
<u>FUNCTION KEYS WHEN RECALLING A QUOTE, SALES ORDER OR A SPECIAL ORDER.....</u>	<u>33</u>
<u>WARRANTY CLAIMS.....</u>	<u>35</u>
END OF DAY	36
<u>OVERVIEW.....</u>	<u>36</u>
<u>END OF DAY PROCESSING.....</u>	<u>36</u>

OPTIONAL REPORT SELECTION.....	37
EOD PROCESS DIDN'T COMPLETE.....	38
EOD BACKUPS.....	38
END OF MONTH.....	39
END OF MONTH PROCESSING.....	39
MTD SALE TYPE DISTRIBUTION.....	40
SUMMARY DISTRIBUTION.....	41
REGISTER DISTRIBUTION DETAIL.....	41
REGISTER DISTRIBUTION SUMMARY.....	41
GL SUMMARY DISTRIBUTION.....	41
SUMMARY DISTRIBUTION c/w TAX TYPE.....	41
MTD DEPT SALE TYPE DIST COUNT.....	42
MTD DEPARTMENT SALES REPORTS.....	42
DEPARTMENT SALES SUMMARY.....	42
DEPARTMENT SALES DETAIL WITH MARGIN.....	42
MTD/YTD SALES BY DEPARTMENT.....	43
MTD/YTD SALES BY DEPARTMENT / ITEM.....	43
DEPT SALES DETAIL WITH TAXES.....	43
HISTORICAL GROSS SALES COMP.....	43
HISTORICAL PROFIT COMP.....	43
MTD SALES REP REPORTS.....	44
MTD SALES REPORT BY CLERK.....	44
MTD SALES REP REPORT BY DEPARTMENT.....	44
MTD SALES REP PROFIT REPORT.....	44
MTD GROSS MARGIN BY CLERK.....	45
MTD NON-TAXABLE REPORTS.....	45
MTD GST NON-TAXABLE REPORT.....	45
MTD PST NON-TAXABLE REPORT.....	45
MTD NON-TAXABLE BY CLASS.....	46
MTD SALES JOURNAL REPORTS.....	46
MTD SALES JOURNAL.....	46
MTD SALES JOURNAL SUMMARY.....	46
MTD FUEL SALES REPORT.....	47
MTD INVOICE JOURNAL SUMMARY.....	47
MTD GROSS MARGIN / PROFIT REPORTS.....	47
MTD GM BY CUSTOMER BY DEPARTMENT.....	47
MTD GROSS PROFIT SUMMARY.....	48
GM REPORT FOR SELECTED ITEM.....	48
MTD ITEM GM BELOW COST REPORT.....	48
MTD GM BY EMPLOYEE BY CUST.....	48
MTD GM BY EMPLOYEE BY DEPT.....	48
MTD RECEIVING REPORTS.....	49
BY PERIOD AND VENDOR.....	49
BY PERIOD, VENDOR AND LINE.....	49
BY PERIOD AND DEPARTMENT – DETAIL.....	50
BY PERIOD AND DEPT – SUMMARY.....	50
BY PERIOD AND ITEM NUMBER.....	50
BY PERIOD AND LINE – DETAIL.....	50
PERIOD AND LINE SUMMARY.....	50
MTD MISCELLANEOUS REPORTS.....	51
MTD SALES BY LINE.....	51

MTD ITEMS – SALE ANALYSIS.....	51
MTD SUSPENDED INVOICE PROCESSED.....	51
MTD PAID IN / OUT REPORT.....	52
MONTHLY SALES BY DATE & TIME.....	52
MTD SALES SUMMARY / LINE RANGE.....	52
MTD WARRANTY REPORT.....	52
MTD FUEL REPORT.....	52
OPEN DEPOSIT REPORT BY TYPE.....	52
MTD DETAIL HELD/INVOICE REPORT.....	52
MTD SALES TAX REPORT.....	53
MTD TAX REPORT/PAID INVOICES.....	53
MTD SALES REPORT BY CATEGORY.....	53
CLERK TRANS HISTORY REPORT.....	53
DEPARTMENT HISTORY.....	53
PREVIOUS PERIOD REPORTS.....	54
SALE TYPE DISTRIBUTION REPORTS.....	55
SUMMARY DISTRIBUTION SINGLE DAY.....	55
REGISTER DISTRIBUTION.....	55
GL SUMMARY DISTRIBUTION.....	55
DETAIL DISTRIBUTION DATE RANGE.....	56
DAILY CASH TRANSACTIONS.....	56
DEPARTMENT SALES REPORTS.....	56
DEPARTMENT SALES SUMMARY.....	56
DEPARTMENT SALES DETAIL MARGIN/PROF.....	57
SERVICE/COUNTER SALES REPORT.....	57
PREVIOUS DAY ROA REPORT.....	57
SALES JOURNAL MENU.....	57
SALES JOURNAL – SUMMARY.....	58
SALES JOURNAL – DETAIL.....	58
FUEL SALES JOURNAL - SUMMARY.....	58
GROSS MARGIN REPORTS.....	58
CURRENT MONTH GROSS MARGIN.....	59
BY SELECTED INVOICE.....	59
BY SALETYPE AND DATE RANGE.....	59
DAILY GM REPORT BY DATE.....	59
GM VARIANCE REPORT.....	59
REBUILD GROSS MARGIN SUMMARY.....	59
MISCELLANEOUS REPORTS.....	60
SALES VOLUME BY PRICE LEVEL.....	60
TRANSACTION DISCOUNT.....	60
MISCELLANEOUS SALES REPORT.....	60
STORE COUPON SALES.....	61
MARKDOWN REPORT.....	61
RETURNS REPORT.....	61
DISCOUNT AMOUNT & PERCENT BY INVOICE.....	61
ITEMS SOLD BY DISCOUNT.....	61
NEW ORDER REPORT.....	61
SALES VS RECEIVING REPORT.....	61
SALES AUDIT REPORTS.....	62
SALES AUDIT BY ITEM.....	62
BY LINE BY CUSTOMER.....	62

<u>BY PERIOD BY CUSTOMER.....</u>	<u>62</u>
<u>BY DEPARTMENT BY CUSTOMER.....</u>	<u>63</u>
<u>PREVIOUS DAY X-OUT.....</u>	<u>63</u>
<u>ADMISSION AND REVENUE REPORT.....</u>	<u>63</u>
<u>END OF YEAR PROCESSING.....</u>	<u>63</u>
<u>CLERK SALES HISTORY SUMMARY.....</u>	<u>64</u>
MISCELLANEOUS SETUP AND REPORTS.....	64
<u>TENDER MAINTENANCE.....</u>	<u>64</u>
<u>TENDER CODE SETUP.....</u>	<u>65</u>
<u>TENDER CODE STATUS.....</u>	<u>67</u>
<u>TENDER CODE GL REPORT.....</u>	<u>67</u>
<u>GL CODE MAINTENANCE.....</u>	<u>68</u>
<u>GL DISTRIBUTION DESCRIPTION REPORT.....</u>	<u>68</u>
<u>FREIGHT TABLE MAINTENANCE.....</u>	<u>68</u>
<u>NEOPOST CUSTOMER ADDRESS EXPORT.....</u>	<u>69</u>
POS AUTOMATED BILLING.....	69
LIST/REPRINT INVOICES.....	69
CASHIER REPORTS.....	70
<u>XOUT - SINGLE REGISTER.....</u>	<u>70</u>
<u>XOUT - SINGLE CLERK NUMBER.....</u>	<u>70</u>
<u>DAILY REGISTER DISTRIBUTION.....</u>	<u>70</u>
<u>DAILY SALE TYPE COUNT REPORT.....</u>	<u>71</u>
<u>CURRENT DAY DEPT SALES REPORT.....</u>	<u>71</u>
<u>DAILY SALES JOURNAL REPORT.....</u>	<u>71</u>
<u>DAILY SALES DISTRIBUTION SUMMARY.....</u>	<u>71</u>
<u>DAILY WARRANTY REPORT.....</u>	<u>71</u>
<u>DAILY ROA REPORT.....</u>	<u>71</u>
<u>DAILY CREDIT CARD REPORT.....</u>	<u>71</u>
<u>HELD INVOICE REPORT.....</u>	<u>72</u>
<u>CURRENT DAY DEPARTMENT SALES REPORT.....</u>	<u>72</u>
MESSAGES.....	72
<u>SENDING MESSAGES.....</u>	<u>72</u>
<u>READ MAILBOX.....</u>	<u>72</u>
<u>PLATE LETTERS: BDH.....</u>	<u>72</u>
WORK IN PROGRESS.....	73
<u>SUMMARY REPORTS.....</u>	<u>73</u>
<u>DETAILED QUANTITIES REPORT.....</u>	<u>74</u>
<u>PROFIT REPORTS.....</u>	<u>74</u>
<u>INCLUDE ALL.....</u>	<u>75</u>
<u>BY QUOTE OR CUSTOMER.....</u>	<u>75</u>
<u>BY DEPARTMENT SUMMARY - No COSTS.....</u>	<u>75</u>
<u>BY DEPARTMENT SUMMARY - WITH COSTS.....</u>	<u>75</u>
<u>BY CLERK NUMBER - SUMMARY.....</u>	<u>75</u>
<u>BY LINE CODE.....</u>	<u>75</u>
<u>CUSTOMER SPECIAL PRICING.....</u>	<u>76</u>
<u>SPECIAL PRICE MAINTENANCE.....</u>	<u>76</u>
<u>SPECIAL PRICING REPORT.....</u>	<u>78</u>
<u>RESET EXPIRY DATE BY CUSTOMER.....</u>	<u>78</u>
<u>PURGE EXPIRED DATES BY CUSTOMER.....</u>	<u>79</u>
<u>CUSTOMER CONTRACT EXPIRY REPORT.....</u>	<u>79</u>
<u>OPEN ORDER REPORTS.....</u>	<u>79</u>

BY ORDER TYPE.....	80
BY DEPARTMENT.....	80
BY CUSTOMER NUMBER.....	80
BY SALES REP.....	80
BY ITEM NUMBER (SELECTABLE).....	80
WORK IN PROGRESS REPORT – WIPR.....	80
OPEN ORDERS BY SUPPLIER.....	81
OPEN ORDERS WITH QOH = 0.....	81
OPEN ORDERS BY DEPARTMENT BY CUSTOMER.....	81
CASH PROJECTION.....	81
TRAVEL LIFT REPORT.....	81
NEW ORDERS BY DATE.....	81
TRAVEL LIFT SCHEDULE REPORT.....	82
RECALCULATE QUOTE / ORDER.....	82
BY RANGE WITH PRICES.....	83
INDIVIDUAL ORDER REPORT.....	83
CREATE / EDIT POS MEMOS.....	83
QUOTE DATE MODIFICATION.....	83
RECALCULATE QUOTE PRICING.....	84
WORK ORDER/LABOUR REPORT MENU.....	84
WORK ORDER HISTORY REPORT.....	84
INVOICED LABOUR HOURS BY TECH/WO.....	84
CLASS CODE MAINTENANCE.....	85
EMPLOYEE MAINTENANCE.....	85
CREW MAINTENANCE.....	85
QUOTE PRESENTATION.....	85
KIT MANAGEMENT MENU.....	86
KIT/PACKAGE SETUP AND MAINTENANCE.....	87
KIT/PACKAGE DELETION.....	89
KIT/PACKAGE PROFIT REPORT.....	89
PREPARE QUOTE BY LINE CODE.....	89
ELECTRONIC SHOPPING.....	90
PRICE FILE PREPARATION.....	90
CUSTOMER FILE PREPARATION.....	90
IMPORT EMAILED ORDERS.....	90
LIST REJECTED ORDERS.....	91
EXPORT DATE TO WEBSITE.....	91

Point-of-Sale

Overview of the Sales Process

The typical Point-of-Sale station consists of a client terminal with monitor, invoice printer, cash drawer, receipt printer and a barcode scanner. This terminal performs as a cash register, but with a much greater impact on the operation of a business than a normal cash register.

The following sections, deal exclusively with the operation of the Point-of-Sale as it relates to handling customer transactions previously associated with cash registers. To receive the most benefit from this section, please log on to the TRAIN training account and work through each option as it is explained.

The basic screen design is very logical and easy to read. Throughout **The Controller Series**, the options are selected with the function keys F1 to F10, which are located across the top of the keyboard. The main prompt is always visible in the lower portion of the screen within a highlighted bar.

There are two methods of accessing the main selling screen at any terminal on the system. These methods are often defined by the location of the terminal. Terminals that are located at a service counter are usually thought of as cash register replacements. Terminals located elsewhere are used to access many of the management tools in the system. As a result, and since virtually every employee is required to know how to handle a customer transaction, the system can be preset for direct access to the selling screen from the LOGON: prompt with a register number in an abbreviated format like this; REG1, REG2, etc.

Key Points

- The F1 key is almost always used to move backwards a step or to exit a program.
- Always read the prompt and message lines at the bottom of the screen.
- The function above the key is executed by holding down the Shift key and the appropriate function key. When you see the “s” before the F? in this manual it indicates a shifted function key.
- ↵ = the enter key
- The number of transaction lines is set to 999 (includes labels and items sold).

Clerk Setup for use in Point-of-Sale

All employees must be set-up first in Clerk Maintenance screen (BCB). This not only controls security in the software but identifies the clerk to the software, whether it is a Sales Rep, Service technician, a front counter cashier, or a back office AR/AP clerk.

Security and access at point of sale:

[Transaction Control]	[Function Control]	[Security Control]
a) Process Paid In/Outs [Y]	a) Accept Returns [Y]	a) Password [PAT]
b) Process Charge Sales [Y]	b) Discount items [Y]	b) Credit Denial Override [4]
c) Process Payments [Y]	c) Add Inventory Items [Y]	c) View Inventory Costs [Y]
d) Process Quotes [Y]	d) Add New Customers [Y]	d) Assign Price Levels [Y]
e) Process Sales Orders [Y]	e) Account Inquiry [Y]	e) Manager Over-ride [Y]
f) Process Special Orders [Y]	f) Fast Sell at POS [N]	f) EOM Processing [Y]
g) Process Rental Orders [Y]	g) Cash Box Opens [Y]	g) Reprint Invoices [Y]
h) Process Layaway Orders [Y]	h) Which Cash Drawer [B]	h) Access Employee Data [Y]
i) Process Kits/Packages [Y]	i) Maximum Global Discount [100]	i) Menu Clerk Passcode [Y]
Field to modify? []	Field to modify? []	Field to modify? []

F5 Trans

F6 POS

F7 Secure

We will not go into the definitions of each of these fields here. They are just to familiarize you with the security available at the POS and the control over what functions a clerk can perform. Quite often a company will have two profiles, one for clerks and another for supervisors or managers.

Training Tip: During the training and initial go live process it is better to allow the clerks the ability to use all the functions, i.e. low security. This prevents a clerk from getting frustrated or believing that a feature is not available when it really is, they just cannot see it. After everyone is comfortable on the system then we suggest that you could start to tighten up security.

Sales Rep vs. Clerk: Some companies have outside sales reps that receive a commission on sales to one of their customers regardless of who processes the sale. This must be addressed in the setup phase of the software. If your system is setup for sales reps then any clerk can process a sale for a customer belonging to that rep and the reps sales figures will be updated along with the processing clerk.

Getting Started

Clerk #

QOH:	TAX:	LIN:	Clerk#
COM:	LST:	DEP:	REG: 1(A)
QOO:	ARR:	LOC:	

ITEM #	DESCRIPTION	Quantity	Disc	Price	Total
--------	-------------	----------	------	-------	-------

THE CONTROLLER SERIES SOFTWARE
by MAINFRAME ASSOCIATES LTD.
#4-1150 N. Terminal Ave., 133 Nanaimo, BC V9S 5L6 1-800-845-5445
Licensed to: MAINFRAME ASSOCIATES Version: 7.3B (7.3.005.002)

Enter a valid Clerk Number,...

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit						LookItem		OrdStat	

Point-of-Sale, or SELL Screen - Clerk Entry Field

Prompt Line

Current POS version

Note: Some systems are setup to require a Register # to be input before logging onto this screen. If a window opens and asks for the register # look on the top corner of your terminal and typically the register # for this terminal will be there as a digit 1,2,3,etc. What is a Register #? The register # loads a profile to the server, about what printers to use, what forms to use and many other predefined parameters, also this defines the xout report for the cash drawer associated with this terminal.

Function key options in the clerk field

There are four options available when in the clerk field.

- F1** Exit, quit out of the POS program
- F7** Lookup item information by description without entering the Point of Sale.
- F9** Lookup the status of customer orders without entering the Point of Sale.

Or the entry of a valid clerk number, this will display in the field opposite Clerk #. Do not press ENTER. An invalid clerk number causes a message to that effect to flash in the prompt line.

Note: Clerk numbers must have been previously setup by the system manager.

Enter a Clerk # now.

Cust Number []		QOH:	TAX:	LIN:	
		COM:	LST:	DEP:	Arnold
		QOO:	ARR:	LOC:	REG: 1(A)

ITEM #	DESCRIPTION	Quantity	Disc	Price	Total

Enter customer, press a function key, or <ENTER> for CASH,...									
Create		Load							
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit	Reprint	ROA	Pay I/O	New Cus Tax #	Lookup				

Point-of-Sale, or SELL Screen - Customer Entry Field

Let's examine the three possibilities presented by the highlighted prompt shown. The first part of the prompt "**Enter customer, press a function key, or <ENTER> for CASH Sale,...**" asks you for a A/R customer number or code. Any valid entry, consisting of up to seven alpha or numeric characters, retrieves the basic information about your A/R customer and displays it directly below this field. The information normally consists of the name and address of the customer and the tax-exempt numbers if applicable. This Customer # was set up in the entry of the A/R Customer Master File by the accounting department or the F7 key at the POS. If you cannot remember the customer name, a lookup feature is available. Enter at least one character and press F9, and a pop-up window will display a list of possible customer numbers. Use the ↑↓ arrow keys to highlight the appropriate customer number and press ↵ to select. The customer address information will display at the top left corner of the screen. Pressing the enter key will default to a cash sale.

Note: Other windows may appear at this time such as *Approved Name For Sale, PO Number Required, etc.* These information windows are flag set by your system administrator based on management decisions. They are self-explanatory and are a means of ensuring customer instructions are followed when processing a sale. One such prompt can be the Job Window. Some of the windows the A/R department has the option of requiring entry before the clerk can proceed.

The second part of the prompt to '*press a function key*' refers to the function key menu options on the screen. An overview of each of these options follows.

Function keys when in customer field

- F1** Exit moves the cursor back one step to the Clerk entry field for entry of a different clerk number or to exit this screen.

- F2** Reprint any invoice. A screen appears prompting you for the customer number, transaction number, or po number of the invoice you wish to print. Once one of these has been specified a list will appear of all matching transactions which you may look through to find the correct invoice. You may either view the invoice on screen or print it out. The reprint always prints on the invoice printer even if the original was generated from the cash printer.
- sF2** Create, opens the transaction type window for the user to select a Quote Sales Order, Special Order or an Invoice. Use this option to switch the type of transaction you wish to create from the default option for the register as set by your system manager. Registers may be set to allow only certain transaction types.
- sF3** Load, recalls any transaction that is currently available for editing. Like Create, this includes Quotes, Sales Orders, and Special Orders. Held Invoices are also available. These are invoices that have been temporarily suspended and saved for editing and completion at a later time. Once a transaction type has been selected, you may either enter the transaction number, or use the **F9** lookup to be given a list of all transactions of that type from which you can select the correct one using the enter key. Again, registers may be set to allow only certain transaction types to be loaded.
- F4** Permits a clerk with the proper privilege level to accept and process a payment on account for an existing A/R charge customer. A data entry screen is displayed with prompts for each field.
- F5** Handles simple till balancing functions. It permits a clerk with valid authorization to remove cash for CODs, postage, etc. and leave a processed invoice in the till with Paid Out printed on it to alert the accounting office and the person responsible for balancing the till. Conversely, a Paid In can be processed to show change from the Paid Out or to increase a float.
- sF6** No sale used to open an electronic cash drawer.
- F7** Permits access to a data entry screen for assigning a code or number to a new A/R customer. This pop-up window prompts the user for the minimum information required for processing a sale. The credit manager may fill in further information at a later date for this customer, see page 19.
- F8** Tax #, Enter tax exempt numbers (if applicable) for a Cash sale.
- F9** Permits you to search for an existing charge customer number.

The third part of the prompt '*Enter customer, press a function key or ↵ for CASH sale*' indicates the most commonly selected choice if your business is largely cash oriented. In this case when the ↵ key is pressed, the words CASH SALE are displayed in place of Customer Number. This concludes the review of the function key options with the cursor in the Customer Number field.

Processing a Cash Sale or Charge sale

If you are processing a Cash Sale, the words Cash Sale will appear in the top left corner of the screen. If you are processing what will be a Charge Sale, the Customer Number, and name and address will appear in the top left corner of the screen.

Quick cash sale

1. Enter your clerk #
2. Enter through the Customer # field for a cash sale.
3. Enter the item # by: scanning the barcode, entering the item # on the item, entering the supplier's item #, looking the item up (See page 9), or entering it as a misc. item. (See page 10). Press the enter key.
4. If it is a miscellaneous item, enter a description then press enter. If it is not the description will be read from inventory. Then enter the quantity that the customer wants then press the enter key.
5. Enter the appropriate discount code or up to authorized maximum % discount if applicable, and press the enter key, or just press enter to accept the default.
6. Repeat steps 3 – 5 until all items are in.
7. Press F5 to total.
8. Enter freight if applicable and press enter, or just press enter to leave at zero. (Optional field, may not be active on your system F326.)
9. Pick a payment type by using the function keys or entering the appropriate 3 letter code. Remember if it is above the line you have to hold the Shift key down & the function key. (Function keys are user definable by system administrator F182, F183). Some payments types, like credit cards may prompt for addition information like card number and expiry date. Enter these as applicable.
10. Enter the amount the customer gives you, or you can just press enter to default to the full amount of the invoice, in the case of a credit card for example.
11. Repeat steps 9 and 10 until full amount is paid (for multiple payment types).

As soon as the full amount of the invoice is entered the total screen clears, your receipt should be printing and the terminal is free for the next clerk. Your change amount is in the top right hand corner of the screen, if you need to reprint the receipt for any reason, you may use the **F2** option at the customer number entry field if you have the appropriate clerk access level.

Note: Once an invoice has been printed it cannot be modified in any way. It can be reprinted or viewed on the screen, but not modified. If you have made an error on a completed invoice get a supervisor or manager for assistance. This feature is in place to prevent employee fraud. There are options to create a reverse invoice, and to create a new invoice with appropriate editing to effectively replace the original. The original invoice, however, is never affected.

Charge Sales

When you process a charge sale, you must enter a valid customer number. If the customer number is not known, there are two ways to lookup a customer number.

At the customer number field, press F9 to invoke a lookup. A pop-up window will appear prompting you to **enter the first few characters of the customer's name**. You may also base the lookup on phone number or the customer number itself. A list of possible customer numbers displays. Use the ↑↓ arrow keys to scroll through and highlight the appropriate customer number. Press ↵ to select and load.

Alternatively, at the customer number field, **enter the first letter (or letters) of the customer account number**, and then press F9. A list of possible customer numbers displays. Use the ↑↓ arrow keys to scroll through and highlight the appropriate customer number. Press ↵ to select and load.

Item Number

The cursor is at the first field for entry for the item being sold. The function keys and their corresponding operation are displayed across the bottom of the screen.

The screenshot shows the 'Cash Sale' screen with the following fields and data:

- Cash Sale [CASH]**
- Cash Customer**
- QU/ORD** (with a '1' above it) and **P1**
- QOH:** TAX: LIN: DEP: REG: 1(A)
- COM:** LST: ARR: LOC:
- QOO:** ARR: LOC:
- SEMNXZ** (with a callout: "Clerk name and register number")
- Arnold**

The table below shows the item entry fields:

ITEM #	DESCRIPTION	Quantity	Disc	Price	Total
1					

Callouts in the image:

- "Shows if the customer has a quote, order or held invoice in the system" (points to QU/ORD)
- "Shows the customer's discount type" (points to P1)
- "Clerk name and register number" (points to SEMNXZ)

Function keys at the bottom:

Clr Inv	Quo/Ord	Ld Inv	Ld Kit	NewItem			Act Inq
F1	F2	F3	F4	F5	F6	F7	F8
Top Row Label	TOTAL			Memo	Search	Fast	

Point-of-Sale, or SELL Screen - Item Entry Field

As a general rule, the various function key options change as the cursor moves to a new field. However, there are a few exceptions where a given function key will not work. For example; the sF10 option for doing an Account Inquiry will not function unless a Charge Account sale is being processed.

Function keys when in item # field no items entered

With the cursor positioned below the last Item # field on this screen:

- F1** Moves the cursor to the very first line of the invoice. This feature is very useful when processing large invoices or quotes or correcting lines near the top of a sale.
- sF1** Clears the invoice entirely enabling you to cancel an invoice or start a new one. You will be returned to the Clerk Field at the Point of Sale screen.
- F2** Label, enter a heading / label instead of an item, this function allows you to put subheadings on your invoices. I.e. Plumbing Items, then all plumbing material may be entered, etc. Up to ten remarks can also be added to each label.
- sF2** Quo/Ord, Load existing quotes and orders for this customer.
- sF3** Recalls invoices that have been put on hold status. A window with a list of all held invoices appears. Select the appropriate invoice by highlighting the entry you wish to load.
- sF4** Loads an existing kit or package. The first prompt requires you to select (K)it or a (P)ackage. Then you can enter the bundle number or use the F9 lookup key. After the F9 key is pressed you can press ↵ and all available bundles will display. You can also type any word contained in the bundle description and the system will display all bundles with the description entered (up to 15 characters). Use the ↑↓ arrow keys to highlight the appropriate bundle and press ↵ to select. The last prompt asks for the quantity of the chosen bundle to load into the SELL screen. If Flag 369=Y, the sF9 lookup (CustSrch) becomes available. This limits the kit search to kits linked with the customer number selected for the sale. These are setup in the Kit and Package Maintenance screen (KIT).
- F5** Moves the cursor to the Total Screen to complete the transaction. If there are no items on the transaction, no invoice can be created. A work or sales order is permitted to be saved with no items on the transaction.
- F8** Causes a pop up window to appear, "Printable Memo" N = no for internal (will not print on invoice) or Y = yes external (will print to invoice) notes. This is an Ad hoc Window and notes are unlimited. When notes are completed, press F10 to save and file notes, F9 to exit the notes without saving. **IMPORTANT: Pay close attention to the prompts and the function keys when in Memo this is a program within a program and functions differently than the POS.**
- sF8** Creates and files a new item in inventory right on the selling screen. A window opens and once the pertinent fields are entered the item can be processed. This feature is used most often when doing special orders. **This option calls for the minimum information necessary to create/order/sell an item.** Management will specify a new item department and all new items added by clerks will be assigned by to this department.

Searching for an item in inventory:

F9 Press F9. A catalog selection pop up window may display. If so select Inventory, or the supplier catalog which you wish to search, and press ↵. A lookup window displays, if choosing inventory, type the first few characters or a word that occurs in the Description of the item and ↵.

If choosing a price book enter a description, item #, or the barcode # then press the function key for that search. The entire database is searched and a list of items matching that search appears on the screen. The list displayed includes the Item #, description, QOH, QOO and list price. Use the ↑↓ arrow keys to scroll through the list (there may be multiple screens). Highlight the appropriate item and press ↵ to select and load. You may also use the Page up and Page down buttons on you keyboard to scroll through multiple screens.

Note: A keyword search as above looks for that word anywhere in the item description. Multiple word searches will only match those occurrences where the words are in the same order in the description of the item.

Alternatively, enter the first character(s) of the ITEM NUMBER, then press F9. The catalogs pop up window displays. **Select** from Inventory or a supplier catalogue you wish to search and press ↵. The entire database is searched and a list displays the **item numbers** starting with the character you typed. The list displayed includes the Item #, description, QOH, QOO and list price. Use the ↑↓ arrow keys to scroll through the list (there may be multiple screens). Highlight the appropriate item and press ↵ to select and load.

F10 Fast Sell Speeds up the processing of items on larger invoices or if your company uses a scanner to capture point of sale information. With this feature enabled, the sale of a single item is processed with only one ↵ after entering the Item # or in the case of items which have a barcode by simply scanning the item. This key operates like a toggle switch and turns on a FAST SELL display just above the Item # field. This feature can be turned off or on for any given item(s). A clerk may be limited to Fast Sell is set to do so in the clerk maintenance screen.

sF10 Account Inquiry, Customer account inquiry (Current, 30, 60, 90 balance). The clerk must have adequate privilege to access this function.

Note: The system checks available credit at the beginning of the transaction and tells the clerk if there is a credit problem with this customer by displaying a "See Back Office" In the box in the top left corner under the customers name and address. The system also checks at the end of the sale transaction (to ensure that the sale has not created an over credit limit situation).

Function keys after item is entered

After at least one line has been entered on the invoice, the additional function keys are available in addition to those listed previously:

Cash Sale [CASH]		an osb		INVOICE PRT 2	
Cash Customer				8EMNWXZ	
OU/OR P1		QOH: 7217.0	TAX: GP	LIN: 3	
		COM: 7215.0	LST: 11.990	DEP: 3	Arnold
		QOO: 704.0	ARR:	LOC:	REG: 1(A)

1	ITEM #	DESCRIPTION	EACH Quantity	M: 30.4 Disc	EACH Price	58.95 Total
	OSB	OSB 4x8-3/8"	5.000	P2	11.790	58.95

Enter item number, barcode, supplier xref code, or <F2> Label...									
Clr Inv								Insert	Act Inq
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Top Row	Remarks	Suspend	Delete	TOTAL	Price	V Info			Fast

Point-of-Sale, or SELL Screen - Item Entry Field for Existing Item

- F2** Permits you to type two to ten 40-character lines of information related specifically to the item on this line. **The cursor must first be positioned over the given Item # by utilizing the ↑ arrow key.** This feature is available for every item and label line processed on an invoice. Although the remarks do not remain on the screen, they will print on the invoice below each item listed and can be recalled to modify before final processing by repositioning the cursor on the given item and pressing the F2 key again.
- F3** If processing a cash or charge sale, places any invoice *On Hold* status waiting further processing. This feature is very useful when serving customers who require assistance away from the service counter after you have started processing items to be purchased. In this way, the work is not lost if a different clerk processes the next customer in line. This also makes better use of invoices for those charge customers who repeatedly pick up many small items over the course of the day or week. This is also referred to as suspending a sale. This option can be executed anytime the cursor is on any line of the invoice while in the Item # field. To recall an invoice on Hold for completion, select the same F3 option from the Customer Number field above. Window displays all invoices currently suspended. Load the appropriate one by entering the number to the left of the chosen suspended invoice (at the 'Choice' command line at the bottom of the window).

If processing an order or a quote, pressing F3 is a saving short cut, bypassing the options to print, set the expiry/impact date, etc that is found when saving via the F5 Total Screen.
- F4** Deletes the item under the cursor.

- F6** Allows you to display or not display the prices to the immediate right. If you toggle the prices off by pressing F6, individual item prices will not be printed to the invoice – only the grand total of the invoice will print. The prices remain displayed in dim video on the screen. To toggle the prices back on, press F6 again. The prices will return to full video display and will be printed on the invoice. This feature is useful when preparing a large quote or a kit sale, when price comparison by line might be a concern.
- F7** Activates the Item Information Summary screens, starting in the vendor information window showing all vendors that supply this item number.
- sF9** Inserts a blank line in the transaction above the line item the cursor is on so that you may add a new label or item. This is useful on larger invoices or quotes where you wish to keep present the items in a certain order. Although the line will be initially blank, blank lines are not allowed within a transaction so an item or label must be entered or the inserted line will be removed.

Continuing the Selling Process

Item #: Enter the Item #, Barcode # (manually or by scanning the barcode with a barcode scanning device), or Supplier # and press ↵.

To lookup an item see F9 definition on page 9.

Misc. Item Use the forward slash / plus the department letter that is your best guess for that item press ↵. Put a reasonable description of the item in the description field (limited to what you see on the screen use the remarks F2 key if more info required).

Entering Quantity and Price

Following the successful entry of an existing item number in the Item # field explained above, the cursor moves to the field labeled QTY for entry of the quantity being sold.

QOH: Quantity on hand
COM: Committed Qty
QOO: Quantity on order
TAX: Taxes on item
LST: List price
ARR: Expected arrival
LIN: Line
DEP: Department
LOC: Location

1	ITEM #	DESCRIPTION	Quantity	Disc	Price	Total
	OSB	OSB 4x8-3/8"			11.990	11.99

Enter a quantity for this Item Number,...

Reports MB QOH

F1 Backup F2 Qty UOM F3 \$\$\$ UOM F4 Price 1 F5 Price 2 F6 Price 3 F7 Price 4 F8 Lookup F9

Margin

Subtotal

Quantity and Price units of measure

The following is a brief explanation of each of the display fields shown above:

- QOH:** (Quantity on hand) - refers to the actual quantity in stock at the time of creating this invoice.
- COM:** Refers to the specific number of this item that has been committed for sale to a charge customer through the sales order system. This indicator effectively notifies the clerk what portion of the QOH should not be sold since they are promised to another customer.
- QOO:** (Quantity on order) - refers to an actual quantity which has been placed on order through the Purchasing menu. The date to the immediate right would be an estimated date of arrival for the goods as entered by the person responsible for that purchase order.
- TAX:** refers to the taxable status of an item number. 'G' is GST taxable, 'P' is PST taxable.
- LST:** refers to the list price of the inventory item.
- ARR:** refers to the expected arrival date that is fed from the PO system.
- LIN:** refers to the line this item belongs to.
- DEP:** refers to the department this item belongs to.
- LOC:** refers to the location set for display/storage of the inventory item.

The prompt indicates the entry field will accept a negative figure as well as a positive figure to permit returns as well as credit inventory stock levels. Decimals may also be entered up to three places. Flag 68 can be set to require quantity entry by the clerk, or to simply default to 1 if the clerk presses enter. When using FAST SELL, the quantity of 1 is assumed, and the cursor will advance to the next item number field.

With the cursor positioned in the Quantity Field as indicated in the screen display above, the following options are available:

Function keys - with the cursor positioned in the Quantity Field

- F1** Moves the cursor back to the previous field to abort or edit the entry. Pressing F1 again will move the cursor to the top row of the invoice.
- F3** Allows you to change the actual unit of measure in which the item is being sold with a quick and easy keystroke. Providing the item has been entered in with more than one unit of measure, repeatedly pressing this key will display the different units of measure available directly above the Quantity field. This could display EACH, BOX or CRATE etc.
- F4** Allows you to change the price unit of measure for this item to any existing unit previously entered in the inventory pricing structure for this item. The change appears immediately in two places; the PR UOM field above the Price display changes to reflect the next pricing UOM in the system and the actual list price display changes to correspond to the different unit of measure selected.
- F5** The first of four keys available for choosing one of the four prices for any given item entered Price 1 is generally used to indicate full list price and if selected indicates a P1

below the % Disc field. The system is set to automatically input Price 1 for all cash transactions unless the item is on sale or is setup for quantity price breaks and the quantity selected.

- F6** Works in the same manner as F5, but indicates Price 2.
- F7** Works in the same manner as F5, but indicates Price 3.
- F8** Works in the same manner as F5, but indicates Price 4.
- sF8** MB QOH Item QOH lookup across all branches (multi store version only).
- F9** Enables you to view the lookup table for the pricing of any item in inventory. The display will include up to four different units of measure and four different price levels for each. In effect, it is the graphic display of the function keys F3 to F8 explained above. You must have an adequate privilege level to select this function.
- sF10** Special Order Pops up a window to put line item on a special order invoice. See page 16 for more detail.

Function Keys: F5, F6, F7, F8, and F9 keys are reserved for clerks with the appropriate permissions, usually managers or supervisors.

Selection of the function keys above is available before or after the entry of a number in this field, provided you do not press ↵ first.

Quantity: Enter the quantity sold or press ↵ for a default entry of 1. The cursor moves to the Discount field.

Discounts

Cash Sale [CASH]		an osb		8EMNWXZ	
Cash Customer		QOH: 7217.0	TAX: GP	LIN: 3	
QU/OR P1		COM: 7215.0	LST: 11.990	DEP: 3	Arnold
		QOO: 704.0	ARR:	LOC:	REG: 1(A)
1		EACH	M: 30.4	EACH	58.95
	I T E M #	D E S C R I P T I O N	Quantity	Disc	Price
					Total
OSB		OSB 4x8-3/8"	5.000	P2	11.790 58.95
Enter percentage for discount, '0' for Override, or <ENTER> to continue,...					
F1	F2	F3	F4	F5	F6
Backup	Qty	UOM	\$\$\$	UOM	Price 1
					Price 2
					Price 3
					Price 4
					Lookup
					S Ovr'd
					M Ovr'd
					Warr
					ListPr
					PST
					GST

Point-of-Sale, or SELL Screen - Discount Entry Field

Manager override may be required for all discounts.

The prompt indicates two of the three choices for this field. The first choice is for discounting this item by a set percentage, which is done by entering the two-digit discount amount without decimals, followed by the ↵ key. The discount amount in this field and the extended total will be calculated automatically (e.g., entering 10 gives a 10% discount from list price).

The second choice enables you to process a price override. A price override is done (if Fast Sell is off) by entering a 0 (zero) at the % Disc field, followed by a ↵. At this point, the cursor moves to the Price field. Enter the new price, and press ↵ to calculate the new Extended Total.

The third choice, which is most commonly used, requires a ↵ to accept price P1 and move to the next line of the invoice in preparation for the entry of another item.

You may also manually enter P1, P2, P3, P4 to select a price level, or C1-99 to indicate a cost plus discount, for example C10 is 10% above cost.

All discounts will be verified against the clerk's maximum allowable discount. If the clerk exceeds this, the discount will be rejected. A manager with a higher maximum allowable discount can override this if necessary using SF10 as detailed below. However, the customer's default discount is always allowed for all clerks.

Function keys with the cursor at the Discount field

- F3** Toggles the Quantity UOM, going from the largest to the smallest. This will also change the item information display to display quantities in the new UOM. Note: the quantity will not change.
- sF3** Permits you to exempt this item from the Tax 1. This change is visible instantly on the screen as the tax codes in effect are indicated in the top right hand quadrant of the screen. This key operates like a toggle switch – press F3 and the 'G' in the tax code field will be eliminated. Press F3 again, and it will be reinstated.
- F4** Toggles the Net Price UOM, going from the largest to the smallest. The net price will be displayed in the new UOM.
- sF4** Permits you to exempt this item from the Tax 2. It functions in an identical manner to option F3.
- F5** Is the first of four keys available for choosing one of the four prices for any given item, which was entered Price Management. Price 1 is generally used to indicate full list price and, if selected, displays a P1 below the % Disc field. The system is set to automatically input Price 1 for all cash transactions unless the item is on sale, or a discount structure is loaded with a customer #.
- F6** Works in the same manner as F5, but indicates Price 2.
- F7** Works in the same manner as F5, but indicates Price 3.
- F8** Works in the same manner as F5, but indicates Price 4.
- sF8** Allows the clerk to move to the list price field to modify the list price. The clerk must have an adequate privilege level to select this function.

- F9** Invokes the Item Information summary screens. Enables the clerk to view the lookup table for the pricing of any item in inventory. The display includes up to four different units of measure and price levels for each. In effect, it is the graphic display of the function keys F3 to F8 explained above. The clerk must have an adequate privilege level to select this function.
- F10** Enables you to process a price override. Press F10 and a 0 (zero) will be displayed at the 'Disc' field. At this point, the cursor moves to the Net Price field. Key the new price and press ↵ to calculate the new Extended Total.
- sF10** Allows a floor manager with more authority to process net price overrides by entering a passcode and his clerk number on any transaction regardless of which clerk started the sale. Then complete the entry in the standard manner with a discount percent or a 0 for a net price adjustment.

Following an entry in this field, the Extended Total calculates and the cursor moves to the next Item # field for further entries.

Totaling the Invoice

Continue adding items to the invoice until all items have been entered then press F5 to total the invoice. The invoice screen is replaced with a Payment Type window.

Cash Sale [CASH]		INVOICE PRT 2	
Cash Customer		8EMNWXZ	
OOH:	TAX:	LIN:	
COM:	LST:	DEP:	Arnold
QOO:	ARR:	LOC:	REG: 1(A)
OU/OR	P1		

Payment Type	Qty	Amt	Paid		
CAS				Sub Total	\$58.95
				You saved	\$1.00
				Freight	\$0.00
				GST	\$4.13
				PST	\$4.13
				Env Tax	\$0.00
				Total	\$67.21
				Tendered	\$0.00
				Amount Due	\$67.21

Enter the Tender Type, select a Function key, or <F1> to Edit Invoice,...

Printer	Address	Quote	Debit	USD	Gift	AmeX	jam
F1	F2	F3	F4	F5	F6	F7	F8
Edit	SHIP TO	Tax #	Charge	CASH	Cheque	Visa	Master Disc

Point-of-Sale Total Screen

Freight Charges and Tracking

This functionality is activated when F326 is set. These are detailed below:

- N or blank: Freight is not displayed at the total screen. Any freight charges are to be entered manually if the apply.
- YNN: The cursor will stop in the Freight entry field immediately after pressing F5 Total. The clerk can enter the amount of the freight charges to apply to the transaction.
- YYN: If predefined freight charges are set up (BDCIG on the menu), a window will open allowing the clerk to select one of the freight charges. The cursor will then stop in the Freight entry field, allowing the clerk to make changes, if required.
- YNY or YYY: Activates manual freight tracking. In the Freight entry field, F7 ManTrack is available. When selected, a window will open allowing the clerk to enter the freight charge, the carrier, and the tracking number. These can be selected to print on the invoice or packing slip.

Tenders and Payments

Notice that the transaction is totaled on the right side of the screen along with the appropriate tax amounts, etc. Select the appropriate tender or tenders to process a payment. You can select tenders using the function keys, as described below, or by manually entering a tender's 3 character tender code, for example 'CAS' for Cash. It is also possible to change the transaction type by entering the appropriate tender for that type, 'QUO' for quotes, 'SPE' for special orders, and 'SAL' for sales or work orders.

Note: not all transactions can be changed from one type to another freely. Typically you can change a simple sale to a quote or order, or, when viewing a quote or order, change it to a sale. Changing a special order to a sales order, however, is not allowed. Whenever possible, try to start a transaction in the appropriate type using F2 Create.

For standard payment tenders the cursor moves to the Amt field, where you can enter the amount for this tender. Press ↵ again and the total amount of the invoice is placed under the Paid column and the receipt/invoice is printed. With the cursor in the Payment Type field, the following functions are available.

Function keys when in the payment field

Function keys F1 - sF3 and F10 are hard coded which means you cannot modify them, however, you can modify the remainder of the function keys by setting Flags 182 and 183. F4 - F9 and sF4 - sF9 are all user-definable - the screen shot above and the descriptions below are representative of a particular setup.

Note: it is recommended that F5 be left blank, so that by pressing F5 Total twice, the clerk does not accidentally complete the invoice with an incorrect tender.

- F1** Allows you to edit the invoice.

- sF1** Selects the required printer by toggling between the attached Invoice printer or attached Cash printer.
- F2** Ship to - A pop up window displays possible prompts you may wish to remark on, such as Purchase Order #, Delivery To, etc. This also is used for Ad hoc ship to addressing.
- sF2** Moves the cursor to the top left corner of the screen and allows for the addition of the customer address.
- F3** This sale will be calculated as exempt for that tax for this invoice only. A pop-up window **MAY** appear depending on your setup prompting the tax number(s) to be entered.
- F4** Used for a Charge sale. The Customer number is required. Taxes as set for the customer may be recalculated. Press ↵ if no payment is made, and the balance of the invoice will be charged to the customer's account immediately.
- sF4** Changes the Payment Type to Quote. In order to process a quote, the Customer must have an established account. Follow the prompt to enter the Customer Number. Ensure that INVOICE PRT appears in the top right corner of the screen. If not, use sF1 to select the correct printer. Reply appropriately to the prompt: Okay to Print? (Y/N). When the Sell screen re-appears, note the Quote # in the top right corner of the screen.
- F5** User defined tender type, currently undefined.
- sF5** User defined tender type.
- F6** Used for a Cash sale. Pressing ↵ also indicates a Cash sale.
- F6** User defined tender type.
- sF6** User defined tender type.
- F7** User defined tender type.
- sF7** User defined tender type.
- F8** User defined tender type.
- F10** Permits a general discount to be applied to the entire invoice. A prompt appears in which to enter the percentage discount you wish to use to calculate a global discount on this invoice. The system manager can set discount maximums for a clerk.
- sF10** Deposits. For Sales Orders and Special Orders you may accept deposits. Using this function you can take a new deposit, refund an existing deposit, or apply an existing deposit to a sale. Taking a deposit is very similar to taking a ROA as done using F4 at the customer # entry.

Split Tenders

To pay the total amount with a combination of tenders, press a tender function key and enter the amount to be paid with that tender. (The amount can be entered with or without a decimal point.) This amount is displayed in the Paid column and is also displayed in the Tendered amount on the right side of the screen. The Amount Due figure is adjusted accordingly. Press another tender function key for other form(s) of payment. Follow the prompts that appear on the screen for credit card number, expiry date, cheque number, etc. You can use the ↑↓ arrow

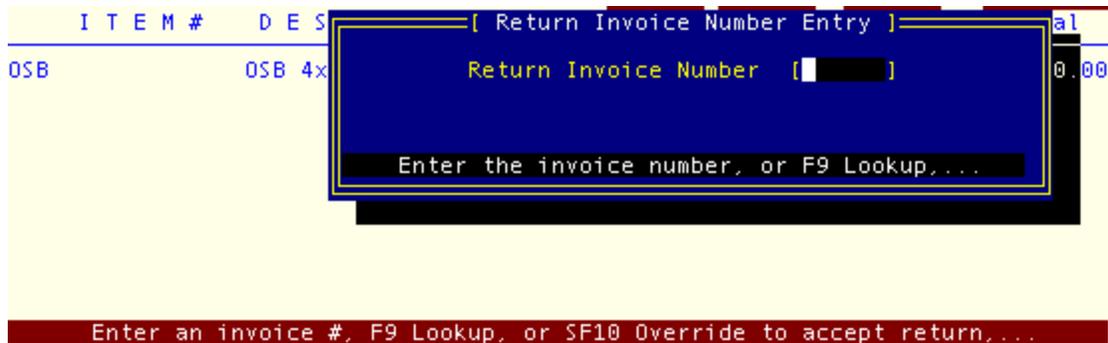
keys to move within the Payment Type window to make any modifications you require. When the total amount paid equals the total amount owing, the invoice prints on the selected printer.

Exchanges, Returns, and Trade-Ins

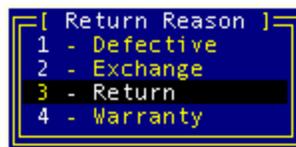
You can use this functionality for the exchanging or returning of items. Inventory will be adjusted accordingly. Begin with a normal cash transaction or a charge customer transaction. At the QTY Invoiced field, enter a NEGATIVE quantity representing the quantity to be exchanged or returned. Process the invoice as usual. Additional items may be sold on the same invoice including the item for exchange. The returned item will be returned to inventory and cash adjusted. If a negative follows the total invoice amount (-) sign, press ↵ at the amount tendered field and remit the amount to the customer.

Note: Remember that exchanged or returned products are added to your inventory levels. Ask about the policy set up to handle exchanges and returns. If the price displayed on the screen is different than the original selling price, Fast Sell should be off to enter a new list price or a percentage discount. Clerks must have sufficient privilege to accept sales returns.

Optionally, using flag 397, your system may be setup to collect a return invoice number (F397 = Y or YN), a return code (F397 = NY), or both (F397 = YY). When collecting a return invoice number, the item being returned is verified against an existing invoice, so that it is not possible to return more than was purchased (even for multiple returns). If necessary, this may be overridden by a manager.



A return code allows you to mark returns for varied processing by the system. The return may be marked as defective so that you may report on it later, a simple return, or an exchange in which case a new line with the opposite qty will be generated automatically. If you have warranty processing active, you may also choose to mark the return as a warranty, which will automatically change the discount to 'W' to process it as a warranty item at no cost to the customer.



Under previous versions of *The Retail Controller*, trade-ins were handled in Point-of-Sale as a serial unit that was being returned, and then identified as a trade-in when the serial number input window opened.

Cash Sale [CASH1]		Cash Customer / Store 1		SER	8EMNWXZ
Nanaimo		QOH: 11.0	TAX: GP	LIN: X	
HELD/QU/OR	P1	AVL: 6.0	LST: 5.690	DEP: X	Arnold
		QOO: 3.0	ARR: 06/07/06	LOC:	REG: 1(A)

1	ITEM #	DESCRIPTION	Quantity	Disc	Price	Total
SERIALITEM		[Serial Number Entry]				0.00
		[Trade-in for SERIALITEM]				0.00
		Make/Model [SERIALITEM]				
		Serial # [9999-8888]				
		Year [1999]				
		Trade-in Allowance [350.00]				

Enter the Allowance for this trade in,...

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10

Cancel

Starting in TRC 7.4, when any serialized item is sold, a window will open asking for the serial number of this unit. The first prompt will ask whether there is a trade-in for this sale. If the answer is Yes, a window will open asking for details of the trade-in: the item being traded in, its serial number, the production year, and the dollar amount given to the customer for the trade-in.

When the input is complete, the trade-in line is automatically generated on the Point-of-Sale invoice. The sales transaction is then completed as usual.

Cash Sale [CASH1]		Cash Customer / Store 1			8EMNWXZ
Nanaimo		QOH:	TAX:	LIN:	
HELD/QU/OR	P1	AVL:	LST:	DEP:	Arnold
		QOO:	ARR:	LOC:	REG: 1(A)

3	ITEM #	DESCRIPTION	Quantity	Disc	Price	Total
SERIALITEM		A serialized item	1.000	0	499.000	499.00
SERIALITEM		A serialized item	1.000	- 0	350.000	350.00-

Enter item number, barcode, supplier xref code, or <F2> Label,...

Clr Inv Ld Kit NewItem Act Inq

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10

Top Row Label Suspend TOTAL Price Memo Search Fast

Editing a Sale

A sale can be edited at two different times - when you are entering the information and notice an error, or after all information has been entered and you are ready to total. In both of these cases, the transaction has not yet been completed. Within a field, the backspace key erases characters to the left of the cursor, or the arrow keys can be used to move the cursor to the error. Use F1 to backup one field and make corrections as above. After using the F5 key to total the invoice, one of the options available is: F1 to Edit. Press F1 to return the cursor to the freight field and again to return to the Item # field for the appropriate changes. To delete a row, move the cursor to the appropriate row and press F4. Any reference to that Item is now erased. To erase the entire invoice and return to the clerk # prompt, press sF1.

If the invoice has been completed, the invoice itself may be modified by using the BICE - Invoice Maintenance program. This program looks and acts like Point-of-Sale. When an invoice has been corrected using this routine, the original invoice will be reversed, and a corrected invoice created.

Special Orders

An item can be placed on special order by using the Shift + F10 key while in the Quantity field of the item you wish to order. Flag 241 must be set to YNY or YYY for the following window to appear.



Special Order Quantity Selection in POS

Enter quantity requested by Customer, the partial quantity taken by customer, if any, and the back-order (special order) amount. The transaction will be changed to a Special Order.

On a special order you will be required to enter a valid customer # or create a new one. Use F9 to search for the customer if you can't find them in the software; see page 28 on creating new customers at POS.

For a cash customer the software will ask for payment in full for the special ordered item, on a charge sale the item will be charged to the customers account.

After entering the Quantity back-ordered, press ↵ and ↵ through the quantity field process the invoice as per a normal cash or charge sale.

Note: If you cannot find the item you want to order in the inventory, or one of the parts books, you must create the item using the sF8 key, **you cannot put a miscellaneous item on special order.**

When the transaction is totaled, an option exists to pay for the entire special order at this time. The customer can choose to pay only for the items to be picked up, or the entire special order. Once selected, payment is received and an invoice is created. All remaining items and quantities are placed on a new special order which you can later load to complete processing.

Note: Creating a special order using this method is not the same as creating a special order using the F2 Create at the customer # entry field (see page 6). Although in both cases a special order is created, the sF10 special order creates this special order in the background, and what you are editing continues to be the sale. For the F2 Create, quantities displayed on the main POS screen are quantities to be ordered, while with sF10 special order the quantities on the main screen are the pickup quantities. It is advised that if you are processing a simple special order with no pickup that you use the F2 Create function rather than sF10 to avoid confusion.

Other Functions within the POS Screen

After entering a clerk # at the SELL screen, the following options become available.

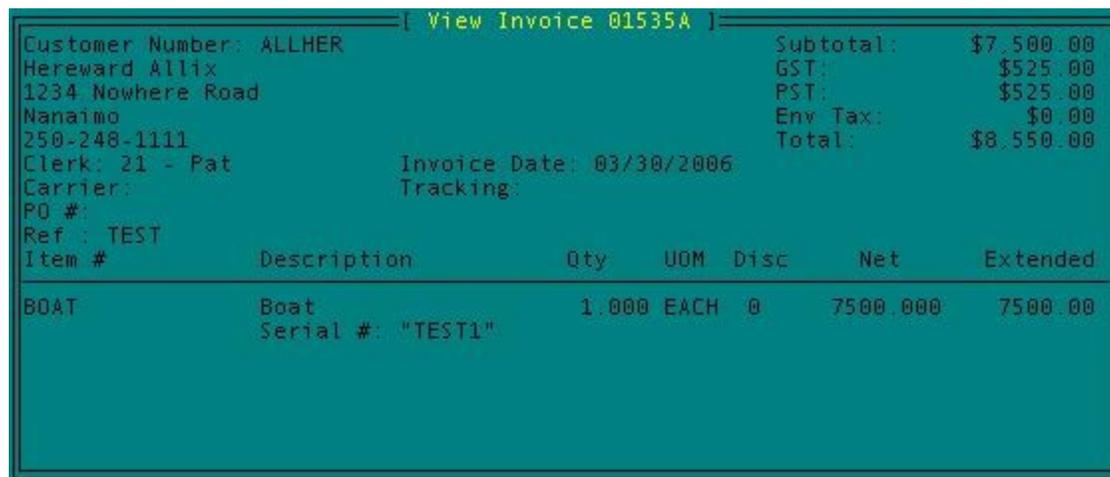
Reprint Invoice

Press F2, the following screen appears. Enter a valid customer number and/or an invoice # and a list of invoices for this customer available to reprint will display in a window.



Reprint Invoice Selection within Point-of-Sale

Use the ↑↓ arrow keys to highlight the appropriate invoice and press ↵.



Reprint Invoice Display

These are the function keys you will see once an invoice is displayed.

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
ExitWin	Prev	Next		GMIrq	NoPrice	Print	Fax	MemEdit	

- F2** Easily allows the clerk to view the previous invoice on the customer's invoice list.
- F3** Views the next invoice on the customer's list.
- F5** Toggles the display and subsequent printout to show costs and Gross Margin.
- F6** Toggles the price display when printing.
- F7** Opens a window to allow the clerk to select the output destination for the invoice.
- sF7** Displays the manual freight tracking information on this invoice.
- F8** Allows the clerk to fax the invoice. Note: faxing must first be properly installed and setup on the Theos server.
- F9** Allows the clerk to view and edit the customer memo before printing.
- sF10** Allows the clerk to issue a refund for this invoice - the entire invoice is reversed.

Recalling a Held / Suspended Invoice

With the cursor in the Customer number field Press Shift and F3, then select 'Cash/Invoice Sale'. You will then be prompted to enter a transaction number. If you know the number you may enter it, or you may use the F9 lookup. The Lookup will produce a window displaying all held/suspended invoices. Select the invoice you want to retrieve using the cursor keys to highlight it then press enter. The original invoice is displayed on the screen and you can continue processing the sale.

You can also enter the customer number for the invoice you are recalling and press ↵, then use the sF3 key to show only held invoices for that customer.

Note: a held invoice is different than a quote, special order, or sales order.

Received on Account

Received on Account (ROA) from Point-of-Sale

With the cursor in the customer number field, press F4 and the above screen appears. A clerk must have sufficient authority to accept ROA's.

Note: The credit management system checks the customer's available credit at this time. If the customer has no credit available, the message SEE BACK OFFICE will display. To view a customer's credit level, switch sessions and type CUSMAS, input the customer account #, and go to page 5.

Customer Account: Enter the customer number or press F9 to invoke a lookup and select an account number. The account status is displayed at the bottom of the screen. If the customer only wants an inquiry on his balance, this gives the information required. Press F1 to return to the Sell screen.

- 1. Payment Type:** Choose one of the options displayed at the bottom of the screen, i.e., CAS, etc. These tenders are user defined at the SALETYPE screen. Most tender types that are accepted for sales are allowed as payments.
- 2. Reference:** Enter a cheque number or a bankcard number.
- 3. Date of Payment:** Enter the current date or press ↵ to default to the current date.
- 4. Amount of Payment:** Enter the amount of the payment *with decimals*. If you press ↵ without entering any amount, the system defaults to 0 (zero).
- 5. Discount Amount:** Enter the amount of discount allowed if applicable, otherwise press ↵ to default to 0 (zero). Press ↵ to save and file this record. Press F1 to clear the screen and exit this record without saving. You will be returned to the Clerk # field.

Once saved, a payment printout will normally occur to your designated payment printer. This can be given as a receipt to the customer.

New Customer

Press F7 New Cus at the Customer Number entry field to display the following screen.

[Create New Customer]

Customer number []

1. Name 1 []

2. Name 2 []

3. Street []

4. City []

5. Province/State []

6. Postal/Zip Code []

7. Lookup Name []

8. Main Phone Number [] 9. Ext. []

10. Bus. Phone Number [] 11. Ext. []

12. Fax []

13. E-Mail []

14. Date of Birth []

15. Driver's Licence []

16. Customer Class [] 17. Store []

18. Loyalty Program [] 19. Program Number []

Enter customer number, or <F2> to assign a new number, ...

F1 Exit F2 New # F3 F4 F5 F6 F7 F8 F9 Lookup F10

New Customer Creation from Point-of-Sale

Complete the fields as requested. F2 will generate the next unused sequential customer number. The only required field is the customer name (last, first), but a Phone number should always be entered. Enter as much information as possible if time allows. If the customer already exists, after keying the Customer Number, the entire record will display so that any area can be corrected and/or modified. Press ↵ to save the changes. The cursor will move to the Item # field. Press F1 if you wish to exit the screen without saving the transaction and return to the clerk # field.

Defaults can be set for customer creation on plate BFNDJB - Edit Customer Defaults.

Note: make sure there is a logical naming format decided by management team prior to the go live. The Controller Series Software uses the customer # heavily in reporting and A/R management. It is best to use an alpha naming logic rather than numeric.

For example if you had a customer named Acme Builders, give them the customer # of ACME as opposed to a numeric number 1234567. For individual customers we suggest you use the first three letters of the last name and the first three letters of the first name, i.e., John Smith is SMIOH. This helps the software to sort your customers alphabetically in many of the reports.

Paid In / Paid Out Entry

This allows staff to track all cash placed into the till (i.e., the float) or removed from the till (eg, cash payments) in the absence of a customer sale. Press F5 Pay I/O, and the following window will appear.

Paid In/Out from Point-of-Sale

- | | |
|----------------------------|---|
| 1. Transaction Type | Select I for Paid In, O for Paid Out. |
| 2. Name | Name of the person making the transaction |
| 3. Payment Type | The tender user - usually this would be CAS -> Cash. The GL displayed is that set up in the TENDER Screen (BDCIB). |
| 4. Reference | Extra information about the tender, say, the cheque number, credit card number, etc. |
| 5. Date | Date of the transaction - usually would be the current date. |
| 6. Amount | Amount of the transaction. |
| 7. Reason | An explanation or reason for this transaction. |
| 8. Includes PST | If a purchase, does it include PST/Tax 2. |
| 9. Includes GST | If a purchase, does it include GST/Tax 1. |
| 10. GL Expense Acct | If a purchase, the GL expense to be used. If money entered into the till, the GL account this is to be credited to. This must not be the same account as displayed after field 3! |

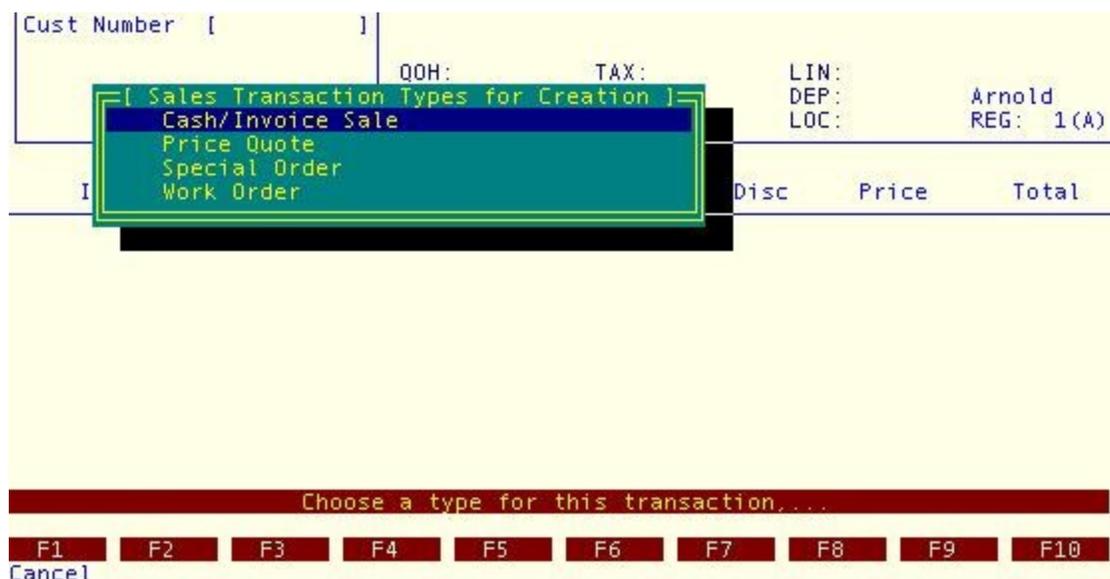
Save the transaction, and a receipt will be printed. The transaction will appear on End-of-Day reports.

Quotes, Sales/Work Orders, or Special Orders

Price quotes may be generated from the invoice screen at any time. Price quotes do not affect inventory levels or cash in drawer. The current time and date are printed directly on the Price Quote Invoice for future reference. The word QUOTE is printed in place of the invoice number. Multiple price quotes can be done consecutively without disturbing the normal invoice number order. Any discount given on a price quote will print on the invoice next to the extended price field. This helps you when the customer returns to purchase the merchandise.

To bring up the Quote screen, enter your clerk number from the SELL screen and press ↵. The cursor moves to the Customer Number field.

To generate a quote for an existing customer



Selection of Different Transaction Types in Point-of-Sale

If you want to generate a quote for an existing customer, press sF2 (Create) to load the Create Transaction Type window. Select Quote. The words PRICE QUOTE or ESTIMATE appear in the top portion of the screen and on the invoice. The cursor is still in the Customer Number field. Key the Customer Number and press ↵. A pop-up window appears requesting you to enter a reference, you may type in a reference or press enter to exit from the window. You are now at the Item # field to begin your quotation. The remaining options available are the same as that for generating an invoice.

Note: You may want to use the F6 key, before the F5, to toggle the pricing information off so only the totals show.

When you are ready to print the quote, press F5. When the Payment Type window appears, press ↵ to accept the default tender of QUO. A new window will display prompting you if you

wish to print, fax a confirmation, the number of copies you wish to print, which printer number to use, and the date to use for the impact date of the quote. Enter through these options appropriately. Your system should be setup to default to the required number of copies and the correct printer number for each register, but you may change these values if you need. In particular, you may choose to export the quote to a text file by choosing EX as the printer number. If you choose to fax the quote you will be prompted to confirm the fax number to use. This defaults the fax number stored on file for the customer number the quote is assigned to. Once you have completed this window's entry the quote will be saved and filed for future reference and all printouts/faxes will be generated appropriately.

To generate a quote for a new customer

If you wish to generate a quote to a customer you do not have on file, while in the Customer Number field, press F7 (new Customer). Enter the requested information and press ↵ to file. The cursor returns to the Customer Number field. Press enter and the cursor will advance to the Item # field. Enter the items that you wish to include in your quote. Press F5 to total the quote. At this time, you may press sF4 - QUOTE function. A window will appear prompting you for printing instructions and expiry date of the quote. Enter this information and press ↵. The quote is saved and filed for future reference.

If you do not want to save the quote, press F1 to return to the Item # field and then sF1 to clear the screen. The price quote will be erased.

Function keys when recalling a quote, sales order or a special order.

To re-load a Quote, S/O, Special order or Buydown, enter the clerk number and **Customer Number**. When the cursor is in the Item # field, press sF2 - Load key to bring up a listing of the documents on file. All quotes, special orders and sales orders on file for that customer will be listed with dates, clerk number, and type. Use the arrow keys to highlight and select the appropriate document.

After choosing the document, select the function you require (see next page for a sample screen layout):

Note: All options are not available for all documents - for example once an order is in buy-down mode, the F6 commit option is no longer available.

F1 Backs up one step and allows the user to select another quotes/order.

F3 Quotes only - commits the prices on this quote to the customer special pricing file.

sF3 Quotes only - using current pricing for this customer, reprice this quote.

F4 Begins the buy down process. If this is used on a quote, the quote is first committed to a sales order then enters buy down mode.

A buy down allows you to leave an order open as long as there are items on it to deliver. In other words, on a buy down the customer can take some of the items and will be

charged for those items, but the other items not taken on the order will stay on the order until received and charged out to the customer.

Charge Sale [ALLHER]
 Hereward Allix
 1234 Nowhere Road
 SEE BACK OFFICE

QOH: TAX: LIN: WARR
 COM: LST: DEP: Arnold

[Quotes / Orders on File for Customer: ALLHER]

Trans#	Reference or Job Description	Type	Stat	Pd Date	Clk
1	000229 testing reference goes in here and	Quo		01/10/2006	21
2	000228	Quo		01/10/2006	21
3	000446	Ord		04/04/2006	21
4	000445	Ord		03/28/2006	21
5	000444	Ord		03/28/2006	21
6	000441	Ord		03/27/2006	21
7	000433	Ord		03/24/2006	11
8	000432	Ord		03/21/2006	11
9	000423	Ord		03/07/2006	21
0	000419	Ord		03/01/2006	21

Select an option using the function keys, ...

RePrice

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Backup		CommitP	Buydown	Load	Commit	Dupl	Delete		Print

Available Options when a Quote/Order has been Selected

- F5** Loads the quote/order into the Point-of-Sale screen for further changes and/or modifications. The clerk can make adjustments at this time and then once in the tender screen you may charge it, commit it, or simply re-save.
- F6** Quotes only - changes the quote into a sales order or special order, but not any of it into a sale. You will be prompted to select a type to switch it into, and the quantity of orders to create. Normally, you will choose 1, but you may create several identical orders based on the same quote if desired. The committed quantity will not reflect the value of the order until a TOTAL of the sales order has been processed.

A sales order allows you to take the entire customer order without having to worry about what is in stock. Once the sales order is printed you would pick the items from inventory to fill the order, if all items are selected and the order is complete the sales order can be loaded and changed into a charge invoice. If some of the items on the sales order are not in stock they can be back-ordered, changing the sales order into a buy-down does this.
- sF6** Order only - this will uncommit an order, reverting it back to its quote status.
- F7** Duplicates this quote/order, making an identical one using a new order number.
- F8** Deletes the quote/order.
- F10** Print this quote/order.

If you choose, load, commit, or buy down, you will be moved to the edit screen where you may edit quantities and items as you would a sale. When all entries are made, press F5 to total. Select one of the options from the function keys to choose Payment type and proceed as you would any other sale.

Warranty Claims

Warranty claims are handled in the following fashion under TRC V7. A work order is made up for a unit that a customer has brought in for servicing. Any items (labour or parts) that are under warranty are indicated with a discount of 'W'. This will have the effect of setting the price for this line to zero. (In terms of sales, this line still has a cost, but no income. The warranty claim is reverse, with income, but no cost.) The sales transaction is completed as necessary.

At EOD, all items charged with a warranty discount appear on the optional EOD report #30 – Warranty Transactions. This report list all warranted items, sorted by supplier.

From this report, create an invoice for the Warranty Claim Provider (identified as a customer in the CUSMAS screen with a Customer Class – Page 3, Field 9 – of WARR). Charge to the warranty claim provider. This invoice will appear now as a receivable amount.

However, many warranty claim providers are also parts suppliers, and warranty claims are reverse-charged as credits on the supplier account. TRC 7 can also handle this situation. Setup the warranty claim provider in the CUSMAS screen with a link to the relevant supplier (Page 3, Field 13).

BIBB Customer Setup / Maintenance 7.4.0

Customer Number: [YAMAHA] Yamaha Motorsports
Page 3 of 6

Account Setup Information:

1. Creation Date	[07/28/2006]	3. Bill-To Account	[YAMAHA]
2. Store Created	[001]	4. Statement Account	[YAMAHA]
5. Lookup Name	[YAMAHA MOTORSPORTS]	7. Account Status	[N]
6. Payment Terms	[Net 30 Days]	9. Customer Class	[WARR]
8. Account Type	[OI00]		
10. Default PO#	[]	13. A/P Supplier #	[YAMAHA]
11. GST Number	[]	14. Customer Flags	
12. PST Number	[]		

EPD Status:

15. EPD Active	[N]	EPD Expiry Code	[]
Current EPD	[0.00]	Previous EPD	[0.00]

Modify field []

Select a field, <PageUp>/<PageDown> to change screens, <ENTER> to Save,...

ShipAdd	LoadCust	SetPric	ClkAcces	Utils
F1	F2	F3	F4	F5
F6	F7	F8	F9	F10
Clear	Flags	Delete	Ref	Vessels Reports Memo
				File

Warranty Claim Provider Setup

In Point-of-Sale, at the total screen after the warranty claim is charged to the Warranty Claim Provider, this window will appear:

Convert this warranty claim to an A/P Credit? [Y]

Select 'Y' to become an Accounts Payable credit, 'N' to charge to Accounts Receivable.

End of Day

At the end of each business day, a variety of maintenance procedures are done – some automatically and some manually – in preparation for the next sales day. This includes generation of management reports and system maintenance and backups.

Overview

At the end of each business day, you must choose this option in order to update month-to-date and year-to-date sales history, to produce EOD reports that have been previously selected, and to create a daily snapshot of the inventory (quantities and costs). This option should be selected each day so that the daily temporary files may be cleared. Alternatively, this process can be run automatically after hours. The process described below is the manual version of the over-night process.

The **POS EOD and EOM Menu** may be accessed by using the plate letters **BDC** or the vocabulary reference **EOD**.

When selecting the End of Day, using F3 from the main menu, the following EOD menu appears.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDC                                     ARNOLD 1.5.26
      POS EOD and EOM Menu

F1  a Exit
F2  b End of Day Sales Processing
F3  c End of Day Optional Reports
F4  d End of Month Menu
F5  e Department History
F6  f Previous Period Report Menu
F7  g End of Year Processing
F8  h Clerk Sales History Summary
F9  i TENDER Maintenance Menu
F10 j POS Automated BILLING

Please select an option: [      ]

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```

POS EOD and EOM Menu, BDC or EOD

End of Day Processing

Plate Letters: **BDCB**

Choose F2 from the End of Day menu to begin the End of Day processing. For End of Day to proceed, all registers must be logged off, and all users either logged off or at the main menu

system. If the registers are still logged on, you **must** log them off. If you do not End of Day will no proceed. At this point, you may elect to exit (F1) or press 'Y' to continue. Once 'Y' has been pressed, the remainder of the processing is automatic. Ensure that your report printer is **on-line** and **ready** to print the reports.

Note: The reports to print at the END OF DAY *must* have been selected first by pressing F3 (see below).

The following prompts appear sequentially.

Answering 'N' to the first prompt returns you to the EOD menu. 'Y' continues the process.

Note: Archiving does not have to be completed before you run your normal End of Day. But it must be done before you do an End of Month or End of Year.

The End of Day utility can be scheduled to run automatically during the night, when all users would usually be logged off. Contact Mainframe Associates Ltd.

Optional Report Selection

Plate Letters: **BDCC**

There are a number of optional reports that may be switched on or off that can be printed at the End of Day. When selecting this option, the following list of reports appears.

BDCC		Optional EOD Reports Selection		7.3.0.009	
Num.	Report Name	Num.	Report Name		
1	[0] Register Cash-Out Sheets	16	[0] Sales by Department, by Line		
2	[0] Miscellaneous Item Sales	17	[1] Customers Over Credit Limit		
3	[0] Received on Account Report	18	[0] Discounted Items Report		
4	[0] Gross Margin Report	19	[0] Fuel Sales Report		
5	[0] Daily Sales Journal	20	[0] Cancelled Transactions Report		
6	[0] Understock Lines Report	21	[0] Detailed Department Sales		
7	[0] Outstanding PO Report	22	[0] Adjustments to Inventory		
8	[0] Gross Margin Variance Report	23	[0] Returned Items Report		
9	[0] Sale Items Report	24	[0] Discounted Items Detail		
10	[0] Sales Distribution by Register	25	[0] Accounts Receivable Report		
11	[0] Sales Distribution by Clerk	26	[0] Credit Card Transactions		
12	[0] Sales Summary by Department	27	[0] Suspended Invoice Report		
13	[0] Sales Dist. by G/L Account	28	[0] MTD Gross Margin Report		
14	[0] Receiving Order Report	29	[1] Sales by Employee, by Dep't		
15	[0] Paid In/Out Report	30	[0] Warranty Transactions		

Enter the number of copies of this report to print

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit									Save

Optional EOD Reports Selection, BDCC

Use the ↑↓ arrows to move to the report you would like to select. Once the cursor is in the area beside the report you wish to select, enter the number of copies that you wish to print. To save the new selections, press F10 to return to the EOD menu. A data file controls the report choices displayed for this selection process. Access to this file is described in the Utilities Manual. The option is available from plate BFNB – F5. If you are just reviewing the selection, press F1 to

return to the EOD MENU. The Daily Dept Sales Summary Report will include reports by individual registers if Flag 163 is set to Y. If it is at N only the summary report will print. Each register report prints by department.

The End Of Day process includes report printing before the data files are updated. In addition, all EOD reports are automatically saved to disk for future review or reprinting due to printer problems.

To confirm the EOD ran successfully;

- 1) Logon to the user's account name.
- 2) Type CSI and press Enter at any menu location.
- 3) Type at the prompt >LI EOD.REPORT01 and press Enter.
- 4) When the end-of-day report appears on the screen, press the spacebar to move to the end of the report where EOD NOW FINISHED confirms the completion of this process. **If this message is not showing on the EOD Report the user should contact the Support Line for further information.**

Flag #51 records the last EOD date and flag #96 confirms the current history month.

EOD Process didn't complete

- **The End of Day process didn't complete**
 1. Set Flag 207 (EOD in process) to N.
 2. Run a manual EOD (BDCB).
 3. Do a manual backup.
- **To re-print End of Day reports**

Type REPORTS on the menu, and select the EOD reports. Select all reports you need to reprint. (See the description and use of the REPORTS command in the manual chapter – Getting Started.) Alternatively, go to the PPR (Previous Period Report) menu and select the reports you would like to re-print.

EOD Backups

Each day after hours, the over-night processing starts, running the automatic EOD and EOM processes (if so configured), doing data and disk integrity checks, and providing full system and data backups. Mainframe Associates currently recommends the use of external USB hard drives for the backup of vital data, as opposed to data tapes. In all ways, disk drives are cheaper, easier to use, have a far lower failure rate, and can store many times the amount of data of a data tape. USB backup drives typically allow up to 150 days of data backups, depending on the size of the drive and amount of live data. However, when the drive is filled, the oldest backups must be manually cleared. Starting with version TRC 7.4, this will be handled automatically.

End of Month

This **End of Month Menu** is located at plate letters **BDCD** and includes options for the End of Month processing and MTD reporting.



End of Month Menu, BDCD

End of Month Processing

Plate Letters: **BDCDB**

This routine runs the entire EOM process, creating the next month's historical data files, clearing the MTD fields in the appropriate vendor and inventory files, as well as running the A/R EOM. Note in particular that while MTD fields are cleared as of the day when it is run, A/R EOM can be set to run based on some day in the past.

This must be executed **after** the EOD is completed. It can be set to run automatically, in which case it will run after EOD on the last day of the month.

To confirm a successful EOM run, flag #125 lists the AR EOM Completion Date, flag #52 shows the last EOM Date, flag #213 is EOM Control Flag settings and flag #214 confirms the Aging/Statement Preparation Completion Date. This process is reviewed in-depth in the chapter named Accounts Receivable.

The screen displayed is shown on the next page.

```

BDCDC          EOM Processing Control Program          7.3.2.002

Enter employee passcode (##pwd)      [  ]

EOM is set to run automatically

Run A/R EOM Aging and Statement Prep (Y/N)?
Apply Finance Charges (Y/N)?
A/R EOM Date to use for statements
  Last POS EOM completed:      02/28/2006
  Last A/R Aging EOM completed: 03/07/2006
A/R EOM Closing will be run

Printer for EOM reports?
EOM log will be found in file AUTOEOM.04062006

**NOTE: Customer statements must be printed manually (option BIGG)

Enter your clerk security code, <F1> to Exit...

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Exit
  
```

EOM Process Control Screen

MTD Sale Type Distribution

The **MTD Sale Type Distribution Menu** is located at plate letters **BDCDC**. The sale type for these reports is cash, charge, cheque, etc.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCDC          MTD Sale Type Distrib. Menu          ARNOLD 1.5.26

F1  a  Exit
F2  b  Summary Distribution
F3  c  Register Distrib. Detail
F4  d  Register Distrib. Summary
F5  e  GL Summary Distribution
F6  f  Summary Dist. c/w Tax Type
F7  g  MTD Sale Type Dist. Count

Please select an option: [  ]

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```

MTD Sale Type Distribution Menu, BDCDC

Summary Distribution

Plate Letters: **BDCDCB**

You are required to enter the History Period or the Starting Date for the report. The report is sorted by sale type (Cash, Charge, Visa.....) down the left side. The report's headings include: Sale Type / Description, Sale Amount, GST, PST, Env Tax, Paid In, Paid Out, ROA, ROC (Received On Charter) and Total. There are totals for each column on the bottom of the report.

Register Distribution Detail

Plate Letters: **BDCDCC**

You are required to enter the History Period or the Starting Date for the report. The report is sorted by sale type (Cash, Charge, Visa...) down the left side. The report headings include: Sale Type, Invoice Number, Split, Customer Number, Name / ID, Amount, and Employee. There are sub-totals for each Sale Type as well as the register total. A report including all registers follows and matches the format above.

Register Distribution Summary

Plate Letters: **BDCDCD**

When this report is selected, the clerk is prompted to enter the following parameters: Year and month in 'YYMM' format, 'A' for all or 'R' for single register, and register number if 'R' has been selected previously.

This report lists the information by register and then for each invoice. The report headings include: Invoice Number, Customer Number and Name, Sub-Total, PST, GST, COGS, and Total.

GL Summary Distribution

Plate Letters: **BDCDCE**

You are required to enter the History Period or the Starting Date for the report. This report displays a list of GL codes with the total amount Debited or Credited for the period selected. The report headings include: GL Code, Description, Debit, and Credit.

Summary Distribution c/w Tax Type

Plate Letters: **BDCDCF**

You are required to enter the year and month for the report. This report gives you a MTD sales distribution (tender types) and lists all of the relevant tax amounts. The report headings include: Sale Type, Non Taxable, Taxable, Sub-Total, GST, PST, Enviro Tax, and Total.

MTD Dept Sale Type Dist Count

Plate Letters: **BDCDCG**

This report lists the total number of sales sorted by sale type.

MTD Department Sales Reports

The **MTD Department Sales Reports Menu** is located at plate letters **BDCDD**. The reports are explained in this section.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCDD                                ARNOLD 1.5.26
MTD Dept Sales Reports Menu

F1 a Exit
F2 b Department Sales Summary
F3 c Dept Sales Detail Marg/Prof.
F4 d MTD/YTD Sales by Dept
F5 e MTD/YTD Sales by Dept/Item
F6 f Dept Sales Detail with Taxes
F7 g Historical Gross Sales Comp.
F8 h Historical Profit Comp.

Please select an option: [      ]

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```

MTD Department Sales Reports Menu, BDCDD

Department Sales Summary

Plate Letters: **BDCDDB**

This report shows the profitability of a range of departments for a specified time period. The clerk enters the period and date range to cover, the departments to include, and the departments to exclude from the report. The report headings include: Department, GL Code, Sales, Cost, Profit, Margin, and % of Sales.

Department Sales Detail with Margin

Plate Letters: **BDCDDC**

The report headings include: Invoice #, Clerk, Item #, Description, Qty, Net Price, Ext Price, COGS, and Margin.

MTD/YTD Sales by Department

Plate Letters: **BDCDDD**

The report headings include: Dept, Department Name, MTD Sales, MTD Cost, MTD Profit, MTD Marg, YTD Sales, YTD Cost, YTD Profit.

MTD/YTD Sales by Department / Item

Plate Letters: **BDCDDE**

This report is the same as above and is sorted by department. The report headings include: Item No, Description, MTD Sales, MTD Profit, MTD Marg., YTD Sales, YTD Profit, YTD Marg.

Dept Sales Detail with Taxes

Plate Letters: **BDCDDF**

This report is sorted by department. The report headings include: Invoice #, Cust No, Description, Qty, Item Total, PST, GST

Historical Gross Sales Comp

Plate Letters: **BDCDDG**

The headings in this report include: Department, Date, and Total.

Historical Profit Comp

Plate Letters: **BDCDDH**

This report gives you a historical comparison of a selected period or periods. The report is sorted by department and includes the following headings: Department, (**Current Period Selection** Sales, Profit, Marg, % Sales), (**Last Year Comparison** Sales, Profit, Marg, % Sales)

MTD Sales Rep Reports

The **MTD Sales Rep Reports** is located at plate letters **BDCDE**. MTD sales reports can be produced by clerk, department, profit by clerk, and gross margin by clerk.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCDE                                     ARNOLD 1.5.26
MTD Sales Rep Reports Menu

F1 a Exit
F2 b MTD Sales Report by Clerk
F3 c MTD Sales Rep Rpt by Dept
F4 d MTD Sales Rep Profit Report
F5 e MTD Gross Margin by Clerk

Please select an option: [      ]

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```

MTD Sales Rep Reports, BDCDE

MTD Sales Report by Clerk

Plate Letters: **BDCDEB**

The report headings include: Invoice #, Type (Tender), Customer #, Customer Name, Total GST, PST Total, Enviro Tax, Total.

MTD Sales Rep Report by Department

Plate Letters: **BDCDEC**

This report is sorted by clerk. Under each clerk, the departments are displayed with the sales amount for each department.

MTD Sales Rep Profit Report

Plate Letters: **BDCDED**

This report is sorted by clerk and includes the following headings: Invoice Net, COGS, Profit.

MTD Gross Margin by Clerk

Plate Letters: **BDCDEE**

The report headings include: Invoice #, Date, Time, Type, Customer #, Total Cost, Total Price, Profit, Margin, Markdown. This report is sorted by Invoice Number.

MTD Non-Taxable Reports

The **MTD Non-Taxable Reports Menu** is located at plate letters **BDCDF**. The reports available are MTD GST and PST non-taxable and non-taxable by class.

```
THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCDF                                ARNOLD 1.5.26
MTD Non-Taxable Report Menu
F1 a Exit
F2 b MTD GST Non-Taxable Report
F3 c MTD PST Non-Taxable Report
F4 d MTD Non-Taxable by Class
Please select an option: [ ]
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```

MTD Non-Taxable Reports Menu, BDCDF

MTD GST Non-Taxable Report

Plate Letters: **BDCDFB**

The report headings include: Invoice #, Customer Number and Name, Non GST taxable amount.

MTD PST Non-Taxable Report

Plate Letters: **BDCDFC**

The report headings include: Invoice, Customer #, Name, Amount.

MTD Non-Taxable by Class

Plate Letters: **BDCDFD**

The report headings include: Customer #, Invoice #, Date, Total, Type. The report is sorted by customer class.

MTD Sales Journal Reports

The **MTD Sales Journal Reports Menu** is located at plate letters **BDCDG**. The reports include a MTD sales journal report sorted by clerk, a MTD sales journal summary, a MTD Fuel sales report, and a MTD journal invoice summary.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCDG                                MTD Sales Journal Rpt Menu                                ARNOLD 1.5.26

F1 a Exit
F2 b MTD Sales Journal
F3 c MTD Sales Journal - Summary
F4 d MTD Fuel Sales Report
F5 e MTD Invoice Journal Summary

Please select an option: [      ]

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```

MTD Sales Journal Reports Menu, BDCDG

MTD Sales Journal

Plate Letters: **BDCDGB**

The report headings include: Invoice, Type, SP, Clerk, Cust, Name, Non-tax, Taxable, Net Total, PST, GST, Other, Total. The report is sorted by clerk.

MTD Sales Journal Summary

Plate Letters: **BDCDGC**

The report headings include: Invoice #, Customer #, Date, Invoice Net, Duty, Total GST, PST Total, Enviro Tax, COGS, Total, Type.

MTD Fuel Sales Report

Plate Letters: **BDCDGD**

This report is divided into two sections: Litres Pumped & Dollars Pumped. The report is sorted by hose number and has the following headings: Price 1, Price 2, Price 3, Price 4, Spec Price, and Total.

MTD Invoice Journal Summary

Plate Letters: **BDCDGE**

The report headings include: Date, Invoice Net, PST, GST, Enviro, Total.

MTD Gross Margin / Profit Reports

The **MTD Gross Margin / Profit Menu** is located at plate letters **BDCDH**. There are six reports available.

```
THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCDH                                ARNOLD 1.5.26
MTD Gross Margin/Profit Menu
F1 a Exit
F2 b MTD GM by Customer by Dept
F3 c MTD Gross Profit Summary
F4 d GM Report for Selected Item
F5 e MTD Item GM Below Cost Rept.
F6 f MTD GM by Employee by Cust
F7 g MTD GM by Employee by Dept
Please select an option: [ ]
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```

MTD Gross Margin / Profit Menu, BDCDH

MTD GM by Customer by Department

Plate Letters: **BDCDHB**

This report is sorted by department. The report headings include: Invoice #, Qty, Unit Cost, Item Total, COGS, Profit, Margin.

MTD Gross Profit Summary

Plate Letters: **BDCDHC**

This report is sorted by customer. The report headings include: Invoice #, Date, PST Total, Total GST, Invoice Net, Total, COGS, Profit, Margin, Emp. Name.

GM Report for Selected Item

Plate Letters: **BDCDHD**

This report shows the Gross Margin for a specified time period for a specific inventory item.

MTD Item GM Below Cost Report

Plate Letters: **BDCDHE**

This report is sorted by customer. The report headings include: Invoice #, Invoice Date, Item No, List, Price UOM, Item Total, Sold UOM, COGS, Clerk.

MTD GM by Employee by Cust

Plate Letters: **BDCDHF**

This report is sorted by employee. The report headings include: Customer #, Customer Name, Invoice #, Date, Invoice Total, COGS, Profit, Margin.

MTD GM by Employee by Dept

Plate Letters: **BDCDHG**

This report is sorted by department for a specified employee. The report headings include: Dept, Cust No, Customer Name, Invoice #, Item Total, COGS, Profit and Margin.

MTD Receiving Reports

The **MTD Receiving Reports Menu** is located at plate letters **BDCDI**. MTD Receiving reports are available by vendor, vendor and line, department (both detail and summary), item number, and line code (both detail and summary).

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCDI                                     ARNOLD 1.5.26
      MTD Receiving Reports Menu

F1  a  Exit
F2  b  By Period and Vendor
F3  c  By Period, Vendor and Line
F4  d  By Period and Dept - Detail
F5  e  By Period and Dept - Summary
F6  f  By Period and Item Number
F7  g  By Period and Line - Detail
F8  h  By Period and Line - Summary

Please select an option: [      ]

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```

MTD Receiving Report Menu

By Period and Vendor

Plate Letters: **BDCDIB**

First, you are prompted for (D)etail or (S)ummary. Second, you are prompted to enter (A)ll vendors or a (S)elected vendor and their vendor code. Third, you are prompted to enter the year and month in YYMM format.

By Period, Vendor and Line

Plate Letters: **BDCDIC**

This report is sorted by Line Code. The report headings include: Item No, Description, Date, Recv Qty, Recv UOM, Recv Cost, Pr UOM, Line Total.

By Period and Department – Detail

Plate Letters: **BDCDID**

The report headings include: Recv No, Date, Item No, Description, Recv Qty, Recv UOM, Recv Cost, Pr UOM, Line Total, Supplier.

By Period and Dept – Summary

Plate Letters: **BDCDIE**

The report headings include: Dept, Department Name, Line Total.

By Period and Item Number

Plate Letters: **BDCDIF**

This report gives the month to date by a specified period and item number.

By Period and Line – Detail

Plate Letters: **BDCDIG**

The report headings include: Recv no, Date, Item No, Description, Recv Qty, Recv UOM, Recv Cost, Pr UOM, Line Total, Supplier.

Period and Line Summary

Plate Letters: **BDCDIH**

The report headings include: Line #, Line Name, Line Total.

MTD Miscellaneous Reports

The **MTD Miscellaneous Reports Menu** is located at plate letters **BDCDJ** and includes reports not easily categorized in any of the other MTD report menus.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCDJ                                MTD Misc. Reports Menu                                ARNOLD 1.5.26

F1  a  Exit                                sF1  k  MTD Detail Held/Invoice Rpt
F2  b  MTD Sales by Line                    sF2  l  MTD Sales Tax Report
F3  c  MTD Items - Sale Analysis            sF3  m  MTD Tax Report/Paid Invoices
F4  d  MTD Suspended Inv. Processed        sF4  n  MTD Sales Report by Category
F5  e  MTD Paid In/Out Report              sF5  o  Clerk Trans History Report
F6  f  Monthly Sales by Date & Time
F7  g  MTD Sales Summary/Line Range
F8  h  MTD Warranty Report
F9  i  MTD Fuel Report
F10 j  Open Deposit Report

Please select an option: [          ]

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```

MTD Miscellaneous Reports Menu, BDCDJ

MTD Sales by Line

Plate Letters: **BDCDJB**

The report headings include: Line Code, Description, Sales, COGS, Profit, and Margin.

MTD Items – Sale Analysis

Plate Letters: **BDCDJC**

Select the year and month (yyymm) and dates to report.

MTD Suspended Invoice Processed

Plate Letters: **BDCDJD**

Select the period by YYYYMM, then the Start date (mmddyy) and End date (mmddyy).

MTD Paid In / Out Report

Plate Letters: **BDCDJE**

The report headings include: Trans#, Clerk, Name, Type, Date, Amount, Reason.

Monthly Sales by Date & Time

Plate Letters: **BDCDJF**

The report headings include: Sale Date, Time, and Total.

MTD Sales Summary / Line Range

Plate Letters: **BDCDJG**

The report headings include: Line code, description, sales, cogs, profit, margin and % sales.

MTD Warranty Report

Plate Letters: **BDCDJH**

The report headings include: Cust No., Customer Name, Invoice #, Invoice Date, Item No., item description, qty, cogs.

MTD Fuel Report

Plate Letters: **BDCDJI**

The report headings include: litres pumped, price 1, price 2, price 3, price 4, special price, total.

Open Deposit Report by Type

Plate Letters: **BDCDJJ**

The report headings include: Row, Clk, Tend, Dep. Date, Deposit, Reference, reg, inv date, Invoice #.

MTD Detail Held/Invoice Report

Plate Letters: **BDCDJK**

The report headings include: Qty, Item No., Description, Sold UOM, Item Total, Dept, Cogs.

MTD Sales Tax Report

Plate Letters: **BDCDJL**

The report headings include: GST Exempt, GST taxable, PST Exempt, PST taxable, GST, PST, total sales.

MTD Tax Report/Paid Invoices

Plate Letters: **BDCDJM**

The report headings include: Date, Invoice, Cust, Name, taxable, tax1, tax2, total.

MTD Sales Report by Category

Plate Letters: **BDCDJN**

The report headings include: item, description, qty sold, uom, net sales, net cost, margin, vendor, period.

Clerk Trans History Report

Plate Letters: **BDCDJO**

This report gives a quick history of the date and time a particular clerk has processed various transaction.

Department History

Plate Letters: **BDCE**

This report is accessed from the Department Mgmt Menu **BBI** or EOD/SALES Report Menu **BDC**. Enter a department code character followed by a ↵ to display the sales history for that department.

Note: The ↓ arrow scrolls through the departments and displays the statistics on each department.

Note: Daily statistics are updated with the End of Day processing, not on a sale-by-sale basis. Other values are updated at time of sale.

BDCE		Department History		7.3.4.001					
Store #	[001]	Department [3] Building Supply		Last EOD [03/30/2006]					
SALES			COGS						
DAILY	[0.00]	DAILY	[0.00]						
MTD	[390.81]	MTD	[287.35]						
YTD	[7878.36]	YTD	[5426.06]						
PURCHASING HISTORY									
MTD Rec'd no PO	[327.60]	YTD Rec'd no PO	[898.24]						
MTD Rec'd with PO	[0.00]	YTD Rec'd with PO	[64117.08]						
Outstanding PO's	[11514.10]								
DAILY VALUES ARE AS OF LAST END OF DAY - Sales figures DO NOT INCLUDE TAXES									
Enter the store number, or <F1> to exit,...									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit								Lookup	

Department History, BDCE

Previous Period Reports

The **Previous Period Reports Menu** is located at plate letters **BDCF**. This menu option contains a number of reports for a previous month and day. They are referred to as historical reports.

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445		ARNOLD 1.5.26
BDCF	Previous Period Report Menu	
F1	a	Exit
F2	b	Sale Type Distribution Menu
F3	c	Dept Sales Reports Menu
F4	d	Previous Day ROA Report
F5	e	Sales Journal Menu
F6	f	GROSS Margin Reports Menu
F7	g	Miscellaneous Report Menu
F8	h	Sales AUDIT Report Menu
F9	i	Previous Day - XOUT
F10	j	Admission and Revenue Report
Please select an option: []		
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Previous Period Report Menu, BDCF

Sale Type Distribution Reports

The **Sale Type Distribution Menu** is located at plate letters **BDCFB**. The first three reports are for a single day and the last covers a range of dates within a single month.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCFB                               Sale Type Distribution Menu                               ARNOLD 1.5.26

F1 a Exit
F2 b Summary Distrib. Single Day
F3 c Register Distribution
F4 d GL Summary Distribution
F5 e Detail Distrib. Date Range
F6 f Daily Cash Transactions

Please select an option: [          ]

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```

Sale Type Distribution Menu, BDCFB

Summary Distribution Single Day

Plate Letters: **BDCFB**

The report headings include: Sale / type description, Sale, GST, PST, Enviro Tax, Paid In, Paid, Out, ROA, ROC and Total. The report is sorted by sale type.

Register Distribution

Plate Letters: **BDCFB**

The report headings include: Sale type, Invoice, Split, Customer Name / ID, Amount, Emp Number. The report is sorted by sale type.

GL Summary Distribution

Plate Letters: **BDCFB**

The report headings include: GL Code, Description, Debit and Credit.

Detail Distribution Date Range

Plate Letters: **BDCFBE**

The report headings include: Sale type, Invoice, GL Code, GL Description, GST, PST, Enviro Tax, Sale, Tendered. The report is sorted by sale type and gives a GL breakdown on a transaction-by-transaction basis.

Daily Cash Transactions

Plate Letters: **BDCFBF**

The report headings include: Trans #, Customer #, Customer, Clerk, Reference, and Total. The report is sorted by sale type.

Department Sales Reports

The **Department Sales Reports Menu** is located at plate letters **BDCFC**. The reports are available in summary format, and in detail format with margins or profit.

```
THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCFC                               ARNOLD 1.5.26
Dept Sales Reports Menu
F1 a Exit
F2 b Department Sales Summary
F3 c Dept Sales Detail Marg/Prof
F4 d Service/Counter Sales Report
Please select an option: [ ]
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```

Department Sales Reports Menu, BDCFC

Department Sales Summary

Plate Letters: **BDCFCB**

This report is sorted by department. The report headings include: Department, GL Code, Sales, Cost, Profit, Margin, and % Sales.

Department Sales Detail Margin/Prof

Plate Letters: **BDCFCC**

Enter the History File To Use (YYMM), the Department Code, then the Date To Report On.

Service/Counter Sales Report

Plate Letters: **BDCFCD**

Select starting and ending Year and Month (YYMM).

Previous Day ROA Report

Plate Letters: **BDCFD**

Enter the history file to use, and the dates to cover for the report. Headings include: payment, customer # and name, payment, discount amount, payment credited to account, payment method, and reference. The report is sorted by customer number.

Sales Journal Menu

Plate Letters: **BDCFE**

Allows you to reprint a variety of Daily Sales Journal for a previous month and day(s).

```
THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCFE                               ARNOLD 1.5.26
Sales Journal Menu
F1 a Exit
F2 b Sales Journal - Summary
F3 c Sales Journal - Duty/Fuel
F4 d Fuel Sales Journal - Summary
Please select an option: [      ]
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```

Sales Journal Menu, BDCFE

Sales Journal – Summary

Plate Letters: **BDCFEB**

The report headings include: Invoice, Type, SP, Clerk, Cust, Name, Non-tax, Taxable, Net Total, PST, GST, Other, Total.

Sales Journal – Detail

Plate Letters: **BDCFEC**

The report headings include: Qty, Item, Description, Unit Cost, Net, COGS, Item Total, Dsc, Margin, Dept, Duty. Each transaction is then recorded with: Date, Clerk, Sale Type, Card No, Customer, PST, GST, Net, Duty, Env, Gross, Cost, Profit, Margin.

Fuel Sales Journal - Summary

Plate Letters: **BDCFEC**

The report headings include: Invoice #, Customer #, Date, Invoice Net, Gas GST, Total GST, PST Total, Enviro Tax, COGS, Total, Type.

Gross Margin Reports

The **Gross Margin Reports Menu** is located at plate letters **BDCFF**. Gross Margin reports are available for the current month, by selected invoice, and by sale type for a specified date range.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCFF                                GROSS Margin Reports Menu                                ARNOLD 1.5.26

F1 a Exit
F2 b Current Month Gross Margin
F3 c By Selected Invoice
F4 d By Saletype and Date Range
F5 e Daily GM Report by Date
F6 f GM Variance Report
F7 g Rebuild Gross Margin Summary

Please select an option: [      ]

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```

Gross Margin Reports Menu, BDCFF

Current Month Gross Margin

Plate Letters: **BDCFFB**

This report summarizes each day for the current month of the sales, cost of goods, profit and margin on a day-by-day basis. To produce this report for month end purposes, it *must* be selected before completing EOM processing. Also, if an EOM for the previous month has not been run those sales figures, will be included in this report. An EOD *must* be executed to update this report with the current day's information. The report headings include: Date, Total Sales, Cost, Profit, Margin, Number of Invoices for that day.

By Selected Invoice

Plate Letters: **BDCFFC**

Select by Year and Month (YYMM), then the Invoice Number.

By Saletype and Date Range

Plate Letters: **BDCFFD**

This report is sorted by Saletype. The report headings include: Customer #, Customer Name, Date, Invoice #, Invoice Amt, Profit, Margin.

Daily GM Report by Date

Plate Letters: **BDCFFE**

This report is sorted by Invoice. The report headings include: Qty, Item, Description, COGS, Net, Net Total, Disc, Margin, Department.

GM Variance Report

Plate Letters: **BDCFFF**

The report headings include: qty, item, description, cogs, net, net total, margin, dept, price level.

Rebuild Gross Margin Summary

Plate Letters: **BDCFFG**

This will rebuild the Gross Margin file for the specified period and date.

Miscellaneous Reports

The **Miscellaneous Report Menu** is located at plate letters **BDCFG**. These are reports not easily categorized in any of the other Previous Period Reports.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCFG                               Miscellaneous Report Menu                               ARNOLD 1.5.26

F1  a Exit                               sF1  k Sales vs Receiving Report
F2  b Sales Volume by Price Level
F3  c Transaction Discount
F4  d Miscellaneous Sales Report
F5  e Store Coupon Sales
F6  f Markdown Report
F7  g Returns Report
F8  h Dis Amt & Percent by Invoice
F9  i Items Sold by Discount
F10 j New Order Report

Please select an option: [          ]

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```

Miscellaneous Report Menu, BDCFG

Sales Volume by Price Level

Plate Letters: **BDCFGB**

Reports sales volume by an individual price level.

Transaction Discount

Plate Letters: **BDCFGC**

Reports transaction discount history for a given month. The report headings include the following: Date, Invoice #, Customer Last Name, and Discount.

Miscellaneous Sales Report

Plate Letters: **BDCFGD**

The report headings include: invoice #, cust no, qty, Item no., Item Description, net, PST, GST, item total.

Store Coupon Sales

Plate Letters: **BDCFGE**

The report headings include: Invoice #, type, item no., Item description, qty, net, PST, GST, item total.

Markdown Report

Plate Letters: **BDCFGF**

The report headings include: Invoice #, Emp, Clerk, qty, Item No., Item Description, ext list, ext net, discount.

Returns Report

Plate Letters: **BDCFGG**

The report headings include: Invoice #, type, customer name, qty, item no, item description, unit cost, net, item total.

Discount Amount & Percent by Invoice

Plate Letters: **BDCFGH**

The report headings include: Invoice #, customer name, Emp, Clerk, qty, item No. ext list, ext net, discount.

Items Sold by Discount

Plate Letters: **BDCFGI**

The report headings include: Date, Invoice, Item #, Description, net price.

New Order Report

Plate Letters: **BDCFGJ**

The report headings include: Clk, order #, Customer #, customer, reference, total, deposit, balance.

Sales vs Receiving Report

Plate Letters: **BDCFGK**

The report headings include: Date, trans #, PO #, customer/supplier, location, qty received, \$ received, sold qty, \$ sold.

Sales Audit Reports

The **Sales Audit Report Menu** is located at plate letters **BDCFH**. Sales Audit reports are available by item, by line code for a range of customers, and by a customer for a range of dates.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDCFH                               Sales Audit Report Menu                               ARNOLD 1.5.26

F1 a Exit
F2 b By Item
F3 c By Line by Customer
F4 d By Period by Customer
F5 e By Dept by Customer

Please select an option: [      ]

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```

Sales Audit Report Menu, BDCFH

Sales Audit by Item

Plate Letters: **BDCFHB**

Produces a sales audit report for range of dates on a selected item purchased by one all customers. You can choose to report on profit or list price. The report headings include the following: Invoice, Cust Num, Inv Date, Qty, Unit, List Price, Net Price, COGS, Total, and Margin.

By Line by Customer

Plate Letters: **BDCFHC**

Produces a sales audit report for a range of dates and customers on a specific line code. The report is sorted by customer and the headings include the following: Customer #, Name, Phone, Date, Invoice, Item Number, Description, Qty, and Net.

By Period by Customer

Plate Letters: **BDCFHD**

Produces a sales audit report for a range of dates sorted by customer.

By Department by Customer

Plate Letters: **BDCFHE**

Produces a sales audit report for a specified department by customer.

Previous Day X-OUT

Plate Letters: **BDCF I**

Prints the previous day's X-Out report.

Admission and Revenue Report

Plate Letters: **BDCFJ**

The report headings include: Item Number, description, mtd qty, mtd sales, mtd margin, mtd discount, ytd qty, ytd sales, ytd margin, ytd discount.

End of Year Processing

Plate Letters: **BDCG**

Clears all YTD totals for customers and suppliers. This is one step of end of year processing, and should be done first thing on the first day of the new fiscal year, before any transactions have been processed. The previous day's EOD should be complete, as well as EOM from the last month in the fiscal year.

This is **not** an accounting end of year process. That is located at **BHCHE**, and is to be done after all of the year end GL entries are completed, all financial statements have been printed, and a full system backup has been completed. Typically, this occurs several months into the new fiscal year.

Clerk Sales History Summary

Plate Letters: **BDCH**

Produces a report similar to the one on the next page, showing MTD and YTD sales figures, broken down into sales, COGS, taxes, ROAs, PDI/PDO.

BDCH Clerk Sales History Viewer 7.3.1.008		
Clerk/Store [70]	Month to date	Year to date
Charge Account	457.74	36028.18
Other Sales	0.00	42241.50
Duty Payable	0.00	0.00
Environment Tax	0.00	25.00
Tax PST	10.78	5231.80
Tax GST	21.26	2482.64
TOTAL SALES	489.78	86009.16
COGS	323.79	117784.53
Paid in	20.00	20.00
Paid out	20.00-	20.00-
ROA	0.00	8725.57
ROA Disc	0.00	0.00

Enter Clerk or Store number, <F9> lookup, <F10> Utils

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit								Lookup	Util

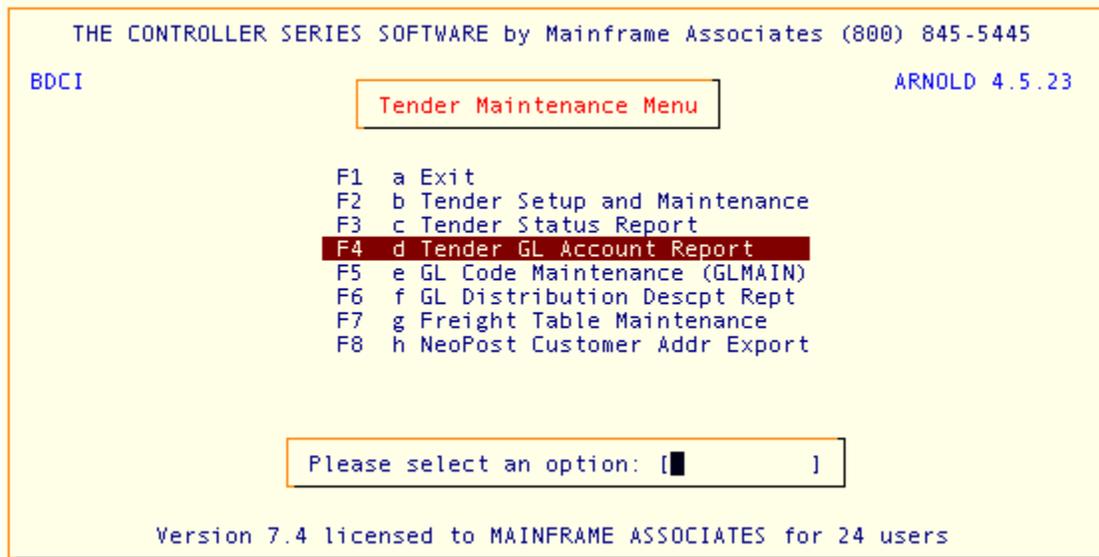
Clerk Sales History Summary, BDCH

Miscellaneous Setup and Reports

Tender Maintenance

This function allows the user to set up the various methods of tender accepted at the point of sale screen, and the policies that apply to each. In addition, this menu allows the management of each tender as it pertains to the general ledger accounts, for easy reconciliation of cash outs and bank deposits. The **Tender Maintenance Menu** is located at plate letters **BDCI** or vocabulary reference **TENDER**.

The menu screen appears as follows:

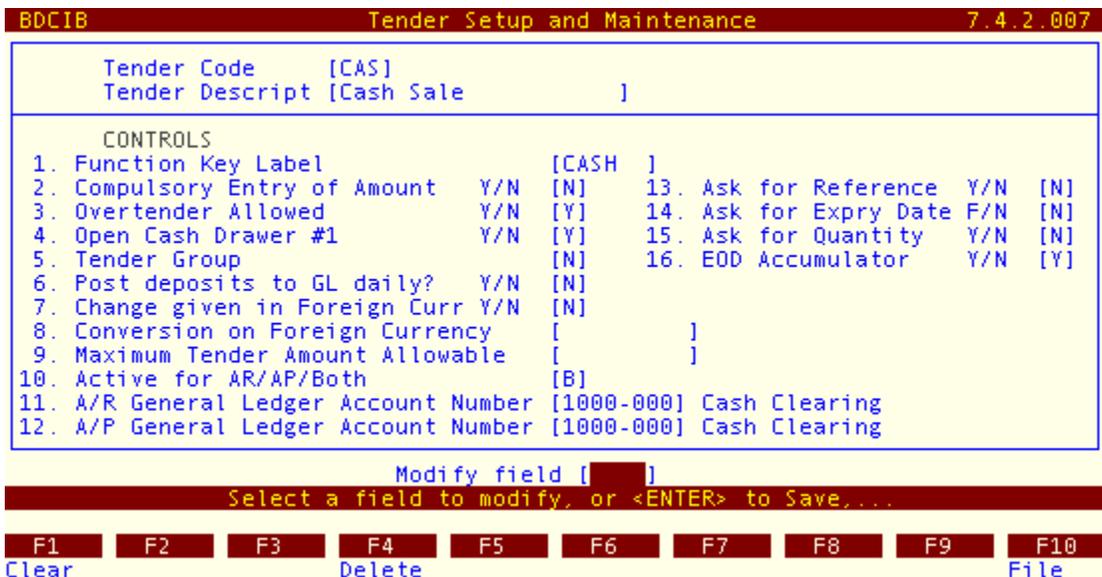


Tender Maintenance Menu, BDCI or TENDER

Tender Setup and Maintenance

Plate Letters: **BDCIB**

Each method of tender accepted at the SELL screen must be setup in this screen with the proper parameters. It is recommended that you review each method of tender at the time of set up, to ensure accuracy and functionality when you begin to sell with **The Controller Series**. Upon selecting this option, the following screen will appear:



Tender Code Maintenance, BDCIB

The cursor is positioned at the '*Tender Code*' field. Type a three-character code (i.e., 'VIS'a, 'CHA'rge, 'CAS'h, 'AME'x, etc.).

If the code is currently on file, the description and balance of the screen will load with details on how that currency code is currently set in the system. The cursor will be positioned at the '*Modify field?*' command line at the bottom of the screen, ready to edit the field of your choice.

If this is a new code, the cursor will move to the description field. Type a brief description of the currency code. The cursor is now placed on the first 1. in the body of the screen. See below:

- 1. Function Key Label:** Type in the function key descriptive label (i.e. VISA), which will appear on the '*payment type*' portion of the SELL screen, either above or below the function key that this tender code is assigned.
- 2. Compulsory Entry Of Amount (Y/N):** If you wish an amount received to be entered (i.e. Clerk can't just press ↵, even if exact change is given, clerk must enter the amount tendered or the screen will not proceed) type 'Y'es. Type 'N'o if you do not require a tendered amount to be entered.
- 3. Overtender Allowed:** In the case of cash, you will most likely allow overtender. Many stores allow overtender (cash back) on Debit Card purchases as well. Generally, credit card purchases are NOT allowed to 'overtender' or receive cash back after their purchase. Type 'Y' if overtendering will be allowed for this tender code, 'N'o if not.
- 4. Open Cash Drawer #1:** When the sale is complete and this tender code is accepted, do you wish cash drawer #1 to open 'Y'es or 'N'o.
- 5. Tender Group:** Type in the tender group this tender code belongs to. For example, credit cards could be 'C'ard. Reference prompts would be the same for all 'c'ard tender types (requesting of card number and expiry), che'q'ues (requesting cheque reference number).
- 6. Post deposit's to GL Daily?:** This option is currently not used.
- 7. Change Given In Foreign Currency:** If change is to be given in foreign currency, type 'Y'es. 'N'o if change is to be given in home currency.
- 8. Conversion On Foreign Currency:** Type in the conversion rate to be used in calculating this currency WITH DECIMAL (i.e. 1.30 would be 130% of home currency).
- 9. Maximum Tender Amount Allowable:** Type in the maximum tender value allowable (with decimal) for this method of payment.

- 10. Active For AR/AP/Both:** This determines whether the tender will be available in Point-of-Sale, in AP Manual Payments, in both, or none. Type Y or R for Point-of-Sale only, P for Manual Payments only, B for both, and N for neither.
- 11. A/R General Ledger Account Number:** Type in the AR GL account for this tender code or press F9 to invoke a lookup and select a general ledger code from the listing provided. This is the GL account to be used by the Point-of-Sale side of processing.
- 12. A/P General Ledger Account Number:** Type in the AP GL account for this tender code or press F9 to invoke a lookup and select a general ledger code from the listing provided. This is the GL account to be used by the Manual Payment side of processing.
- 13. Ask For Reference:** If you wish to have clerks record the credit card number or cheque reference numbers at the SELL screen, type 'Y'es. If not required, type 'N'o.
- 14. Ask For Expiry Date:** If you wish to have clerks record the credit card expiry date at the SELL screen, type 'Y'es. If not required, type 'N'o.
- 15. Ask For Quantity:** If you wish to know the quantity of tender (such as how many traveler's cheques you received to total \$50.00) type 'Y'es.
- 16. EOD Accumulator:** If you wish this tender code value to be accumulated (used for reporting at POS EOD reports) type 'Y'es. This will allow you to view the results of the day's accumulation of this tender code in detail, which helps with doing cash outs and reconciling the deposits at the end of the day. Press ↵ to save and file this record. If you wish to clear the screen without saving this record, press F4. The cursor will return to the Tender Code field.

Tender Status Report

Plate Letters: **BDCIC**

Produces a report listing all tender codes and their current setup as set out in the Tender Setup and Maintenance screen, BDCIB.

Tender GL Account Report

Plate Letters: **BDCID**

This report shows the GL Codes linked to each tender type. The report headings are Description, POS GL Code, and AP GL Code.

GL Code Maintenance

Plate Letters: **BDCIE**

Vocabulary Reference: **GLMAIN**

This option allows you to set up or modify existing general ledger codes and descriptions for tender codes that are displayed at the SELL screen. This option is only to be used if Third Party Accounting is set up. Do not use this screen if the site is licensed for Mainframe Accounting - in this case set up GL accounts using GLCON-F3 or **BHCBC**. In either case, the Tender Code Maintenance (**BDCIB**) screen refers to these general ledger codes.

GL Distribution Description Report

Plate Letters: **BDCIF**

Produces a report listing all General Ledger Codes for Sales Distribution and their descriptions.

Freight Table Maintenance

Plate Letters: **BDCIG**

This section contains a table representing the amount of freight to be charged on an invoice based on the sub-total amount in the Point of Sale.

```

BDCIG                               Freight Table File Editor                               7.3.0.009
Freight Code: [LOM]
Description:  [Loomis ]

      Start $           END $           Freight
1. Group 1 [  0.00] [  50.00] [  2.50]
2. Group 2 [ 50.01] [ 150.00] [ 10.00]
3. Group 3 [ 150.01] [ 250.00] [ 15.00]
4. Group 4 [ 250.01] [ 500.00] [ 25.00]
5. Group 5 [ 500.01] [  OVER] [ 50.00]
6. Group 6 [      ] [      ] [      ]
7. Group 7 [      ] [      ] [      ]
8. Group 8 [      ] [      ] [      ]
9. Group 9 [      ] [      ] [      ]
10. Group 10 [      ] [      ] [      ]

      Group to Modify? [ ]

Enter Freight Code for the courier's rate class,...

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Exit                               Lookup
  
```

Freight Table Maintenance, BDCIG

Freight Code: Enter a unique 4-character freight code.

Start \$ The starting figure in the range for the group. This field cannot be accessed. The Group 1 default is \$0.00. The following Start \$ fields will default to \$0.01 above the amount entered in the previous End \$ field.

End \$ Enter the ending figure in the range for the group. Group 10 End \$ field defaults to OVER.

Freight Enter the freight amount to charge for the current range.

NeoPost Customer Address Export

Plate Letters: **BDCIH**

This option will export address information in a format useful to the Neopost program on a Windows machine. The NeoPost software provides shipping labels for outgoing packages.

POS Automated Billing

Plate Letters: **BDCJ**

This Function will automatically process various customer orders on the system and bill them out to the customer.

List/Reprint Invoices

Plate Letters: **BDD**

This is the same option that is available from the Accounts Receivable Inquiry menu. It functions in a very similar manner to the reprint function from within Point of Sale itself. The main difference with this function is that, unlike Point-of-Sale, you may choose the printer the output goes to. See page 24 for more details.

Cashier Reports

The **Cashier Reporting Menu** is located at plate letters **BDE**. This menu presents a number of options relating to cash functions at the point of sale.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDE                                     ARNOLD 1.5.26
CASHIER Reporting Menu

F1 a Exit                               sF1 k Daily Credit Card Report
F2 b XOUT - Single Register             sF2 l Held Invoice Report
F3 c XOUT - Single Clerk Number
F4 d Daily Register Distribution
F5 e Daily Sale Type Count Rept
F6 f Current Day Dept Sales Rept
F7 g Daily Sales Journal Report
F8 h Daily Sales Dist. Summary
F9 i Daily Warranty Report
F10 j Daily ROA Report

Please select an option: [      ]

Version 7.3 licensed to MAINFRAME ASSOCIATES for 24 users
    
```

Cashier Reporting Menu, BDE

XOUT - Single Register

Plate Letters: **BDEB**

Produces daily cash out report for each register. The printed form can then be used to balance the cash.

XOUT – Single Clerk Number

Plate Letters: **BDEC**

Produces daily cash out report for a single clerk number.

Daily Register Distribution

Plate Letters: **BDED**

Produces a report by register detailing the distribution of sales, including change given and split tender sales. It is listed by type of sale .

Daily Sale Type Count Report

Plate Letters: **BDEE**

This report prints to the console a listing of total number of transactions by sale type.

Current Day Dept Sales Report

Plate Letters: **BDEF**

This report prints to the console and lists total sales for the day by Department. The report headings include: Department, GL Code, Sales, Cost, Profit, Margin, % Sales.

Daily Sales Journal Report

Plate Letters: **BDEG**

The report headings include: Invoice, Type, SP, Clerk, Cust, Name, Nontax, Taxable, Net Total, PST, GST, Other, Total.

Daily Sales Distribution Summary

Plate Letters: **BDEH**

The report headings include: Sale type / description, Sale, GST, PST, ENV, PDI, PDQ, ROA, ROC, Total.

Daily Warranty Report

Plate Letters: **BDEI**

When inventory items have been sold that have warranty, they will show up on this daily report.

Daily ROA Report

Plate Letters: **BDEJ**

The report headings include: Cust No, Name, ROA, Date, Payment, Discount, Total, Pay, Reference, Posted.

Daily Credit Card Report

Plate Letters: **BDEK**

Prints a report of the current day's credit card sales, sorted by card type. It details what type of transaction the credit card was used for i.e., Cash or ROA. Following the invoice number on the report is the transaction line number reference.

Held Invoice Report

Plate Letters: **BDEL**

Produces a report on all Held Invoices currently in the system. Headings include: held invoice number, original transaction date, original clerk, last touched date and time, last clerk number and name, reference, and number of rows on the invoice.

Current Day Department Sales Report

Plate Letters: **BDF**

Produces a report listing total department sales and includes total sales, total cost, total profit, and overall margin, by department.

Messages

Sending Messages

Plate Letters: **BDG**

Allows you to send messages to other users. Upon selecting the option, you are asked for the name of the account to send the message to. Enter the message and terminate it by pressing ↵ to create a blank line. The send message option relies on the Theos "SEND" command and additional information is available in the Theos Users manual. Theos also supports the Multi-Mail Electronic mail system that is considerably more sophisticated than the SEND command. Some of the features include: integration into Multi-Write word processor, blind copies, multiple copies, mail category searches and much more. For more information on this optional utility, contact Mainframe Associates.

To send a message type the plate letters BDG or use the vocabulary reference "SEND".

Read Mailbox

Plate Letters: **BDH**

Selecting this option displays messages that have been sent to you. You will be asked whether or not you want to erase the message. This option relies on the Theos "READ" command and more information is available in the Theos Users manual.

To read messages type the plate letters BDH or use the vocabulary reference "READ".

Work in Progress

The **Work in Progress / Quote Menu** is located at plate letters **BDI**. The various options will be explained in this section.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDI                                     WIP-Work in Progr/QUOTE Menu                                     ARNOLD 1.5.26

F1  a Exit
F2  b Summary Reports
F3  c Detailed Quantities Report
F4  d PROFIT Reports Menu
F5  e Customer Price Menu
F6  f Open Order Report Menu
F7  g Recalculate Quote/Order
F8  h By Range with Prices
F9  i Individual Order Report
F10 j Create/Edit POS Memos

sF1 k Quote Date Modification
sF2 l Recalculate Quote Pricing
sF3 m Work Order/Labor Report Menu
sF4 n Quote Presentation
sF5 o KIT Management Menu
sF6 p Prepare QUOTE by LINE Code

Please select an option: [      ]

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```

Work in Progress Menu, BDI

Summary Reports

Plate Letters: **BDIB**

Produces a report summarizing all quotes of a particular status – First, you have to select from a group:

1. Sales orders,
2. Work Orders
3. Special Orders
4. Open Quotes
5. Include All
6. Rentals
7. Layaways

Second, you must select a starting date in MMDDYY format. Then you have to select a report format:

1. By customer by date
2. By customer by quote

- 3. By clerk by quote by expiry
- 4. By expiry date

Detailed Quantities Report

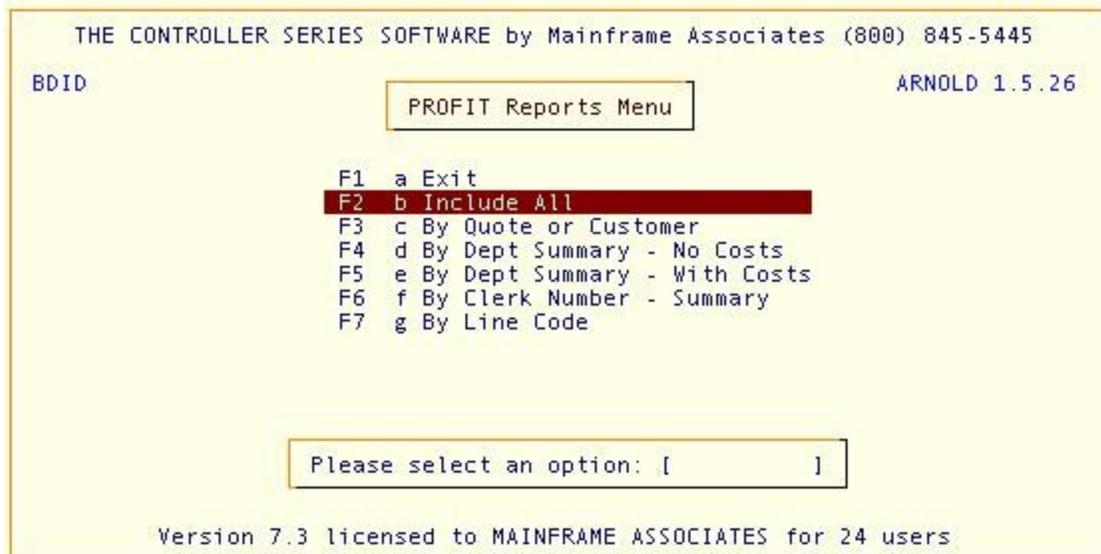
Plate Letters: **BDIC**

This report can be produced for a specific customer, or all customers, for a given range or all ranges. First, you are prompted to enter the customer number or 'A' for all. Second enter the transaction number or 'A' for all, 'R' for range or '?' to lookup. Then enter one of the following: SO = Sales Order, SP = Special Order, QU = Open Quote)

Profit Reports

Plate Letters: **BDID**

The **Profits Reports Menu** is located at plate letters **BDID**. Produces detailed quote profit status reports showing all items for all customers, all quotes, or selected customers and quotes. Select the applicable report from the menu shown below.



Profits Reports Menu, BDID

Include All

Plate Letters: **BDIDB**

First, you are prompted to enter a customer number or 'A' for all. Second, enter a quote number, 'A' for all, or '?' to view. Then enter one of the following: SO = Sales Order, SP = Special Order, QU = Open Quote, A = All).

By Quote or Customer

Plate Letters: **BDIDC**

Enter the Customer Number or Quote, and the Transaction Number for a specific report.

By Department Summary – No Costs

Plate Letters: **BDIDD**

Choose by department or all and specify the start and end dates.

By Department Summary – With Costs

Plate Letters: **BDIDE**

Choose (D)etail and the report headings include: Customer #, Customer Name, Quote, Item, Item Desc, Row Cost, Row Total, Profit, Margin. Choose (S)ummary and the report headings include: Dept, Department Name, Row Cost, Row Total, Profit, Margin.

By Clerk Number – Summary

Plate Letters: **BDIDF**

The report headings include: Sales Rep, Clerk, Row Total, Profit, Margin.

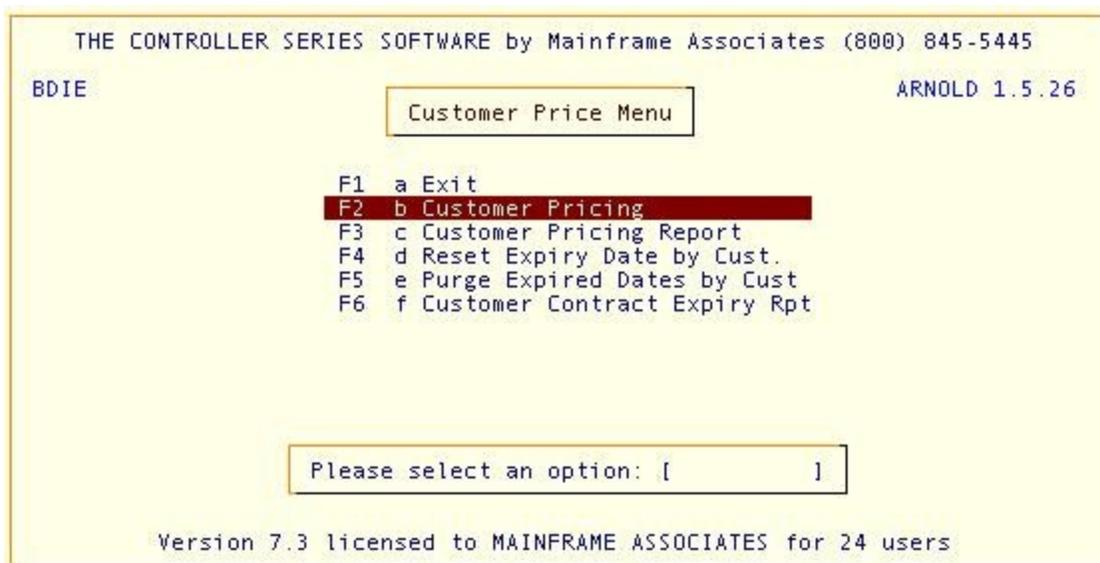
By Line Code

Plate Letters: **BDIDG**

This is a profit/margin report for existing orders and selected line codes. It is sorted by line code and shows: Line Code, Line Description, Row Total, Profit, and Margin.

Customer Special Pricing

The **Customer Special Price Menu** is located at plate letters **BDIE** or vocabulary reference **SPECIAL**. This option allows for the maintenance and reporting on special prices set for customers.



Customer Price Menu, BDIE or SPECIAL

Special Price Maintenance

Plate Letters: **BDIEB**

This option allows the user to create or edit special pricing for a given customer.

Note: The A/R customer file must be setup to identify if the customer will be using a special price list. If the appropriate flag is set, (field o. position 2 in the Customer Master file), the clerk may prepare special pricing for this customer only. Thereby any time the customer purchases product that has been set up for that customer with a special price, that price will be used. This flag will be set automatically to 'Y' if discounts are setup in this program. Discounts can be disabled either by using the customer master screen to change the flag to 'N' or by simply deleting all the discounts.

To create (or edit) a special price for a customer, enter a valid customer number or invoke the F9 lookup. If special pricing has been set previously for this customer, the items and prices will load automatically. To edit a special price item, use the arrow keys to highlight the appropriate item and press ↵ to move across the line to the field you wish to edit (UOM, Price, Expiry Date). Press ↵ and the changes will be saved.

BDIEB		Customer Pricing		7.3.7.001					
Customer number	[GILARN]								
Classification	[1389ENW]								
Default Price Level - Price Level 1, Smallest Unit of Measure									
Description: Lumber									
Type	Dept/Line/Item	UOM	Price	Dsc N Quote	EPD Min Qty St Date Exp Date				
D	1			C10	0				
G				5 Y	0				
I	010101	EACH	7.990	000200	04/25/05 05/15/05				
I	010101	EACH	7.990	Y 000200	04/25/05 05/15/05				
I	0102806	EACH	5.999	000068	0 10/11/03 02/01/04				
I	100546	EACH	5.999	000068	0 10/11/03 02/01/04				
I	100547	EACH	5.999	000068	0 10/11/03 02/01/04				
I	100548	EACH	5.999	000068	0 10/11/03 02/01/04				
I	100557	EACH	5.999	000068	0 10/11/03 02/01/04				
I	100558	EACH	5.999	000068	0 10/11/03 02/01/04				
I	100559	EACH	5.999	000068	0 10/11/03 02/01/04				
I	100559-1	EACH	5.999	000068	0 10/11/03 02/01/04				
Arrow up or down, <ENTER> to edit,...									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit	Add	Copy	Delete		Expiry	Purge			Save

Customer Pricing, BDIEB

When entering a new discount, you must first choose one of the 4 types: 'I'tem, 'D'epartment, 'L'ine code, or 'G'eneral. General discounts apply to all of inventory, while the others only apply to their specified department, line or item. You will next have to specify this item, line or department. F9 lookup is available for all 3 of these.

For Department, Line and General discount you will next be moved to the discount field. Here you may specify a percentage discount from 1 to 100%, a cost plus discount, or a simple price level discount.

For Item discounts you will instead be moved to the UOM field. If only 1 unit of measure is available for this item, this will be chosen for you automatically and you will be move ahead. Otherwise you must select a UOM for which this discount applies. Next you will be moved to the price field where you may specify a price for the item, or by pressing F5 you may instead specify a discount in the same manner as you would for a department.

Next for all types, you are given the option to allow this discount to apply to net priced items or not. If you chose to not allow net priced items, any items so flagged in the BBBC screen will not have this discount applied to them. If you choose to allow net priced items, all items get this discount.

Next, for line codes only, you will be asked if this discount is to be an early payment discount. Early payment discounts are handled specially by point of sale to give the discount at time of payment rather than immediately.

Next, for all types, you are allowed to specify a minimum quantity which must be sold for this discount to apply. This only applies to the quantity of the line entered in point of sale, not the total quantity on the invoice. A minimum of 0 will allow the discount to apply regardless of quantity entered.

Finally, you can specify a date range for which this discount is active. A blank date specify that the discount is always active and never expires.

Note: Some automated pricing, like the commit pricing routine within the quote loading option in point of sale (page 28) will mark a discount as applying from a particular quote. You can view this field from within this screen, but not edit it.

Note: This screen does only minimal compacting of redundant discounts. This means you are able to specify two separate discounts for the same group of items that may conflict and both will continue to appear on this screen. This is to allow flexibility in discounting. Point of Sale will always select the best discount, so it will resolve this appropriately, but it is still advisable to keep the clutter within this screen to a minimum to avoid confusion.

While the cursor is on the Type field, you may use the following function keys:

- F1** Press F1 to clear the screen without saving. The cursor will be positioned in the Customer Number field to begin another entry. Press F1 again to exit the screen.
- F2** Press F2 to add another entry to the special pricing for this customer. You may also do this simply by moving the cursor to the first unfilled line.
- F3** Press F3 to copy the current customer's discounts to another customer, or to a whole class of customers.
- F4** To delete a line, place the cursor in the Type field of the line you wish to delete, and press F4.
- F6** Press F6 to update the expiry dates on all discounts for this customer. Simply choose the old date to replace, and enter the new date and enter Y to continue.
- F7** Press F7 to purge expired record, or simply all records. This is useful simply to keep the number of records manageable.
- F10** Saves and files this record.

Special Pricing Report

Plate Letters: **BDIEC**

This is a collection of reports used to report on Special prices for a customer. There are: Customer by Discount Group, Line Discounts by Customer, Customer List of non-P1 Discounts, Customer Price Level, and Item Special Pricing by Customer.

Reset Expiry Date by Customer

Plate Letters: **BDIED**

Allows the user to reset the expiry date of the special pricing per customer.

Purge Expired Dates by Customer

Plate Letters: **BDIEE**

Each special price is assigned a expiry date. This feature allows the user to purge special pricing records whose expiry date has passed.

Customer Contract Expiry Report

Plate Letters: **BDIEF**

This report shows you the various quotes that are on the system and the date for which they will expire.

Open Order Reports

The **Open Order Report Menu** is located at plate letters **BDIF** and contains various reports pertaining to open orders.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDIF                                     ARNOLD 1.5.26
Open Order Report Menu

F1 a Exit                               sF1 k Cash Projection
F2 b By Order Type                       sF2 l Travel Lift Report
F3 c By Department                       sF3 m New Orders by Date
F4 d By Customer Number                  sF4 n Travel Lift Schedule Report
F5 e By Sales Rep
F6 f By Item Number (Selectable)
F7 g Work In Progress Report-WIPR
F8 h By Supplier
F9 i Open Orders with QOH=0
F10 j By Dept by Customer

Please select an option: [      ]

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```

Open Order Report Menu, BDIF

By Order Type

Plate Letters: **BDIFB**

If you choose (D)etail report, headings include: Quantity Remaining, QOH, QOO, Item, Item Description, Date Req'd, Row Total. The report is sorted by Quote Number.

If you choose (S)ummary report, headings include: Quote #, Customer #, Customer Name, Quote Date, Total Sale.

By Department

Plate Letters: **BDIFC**

The report headings include: Quote, Quote Date, Date Req'd, Customer #, Customer Name, Rem'ng, Row Total.

By Customer Number

Plate Letters: **BDIFD**

The report headings include: Item, Item Description, Qty, Rem'ng, QOH, Date Req'd, Row Total sorted by customer and order number

By Sales Rep

Plate Letters: **BDIFE**

The report headings include: Quote, Quote Date, Customer #, Customer Name, Item, Item Description, Rem'ng, Date Req'd.

By Item Number (Selectable)

Plate Letters: **BDIFF**

The report headings include: Quote, Customer #, Customer Name, Rem'ng, Quote Date, Date Req'd.

Work in Progress Report – WIPR

Plate Letters: **BDIFG**

The report headings include: Order #, Cust No, Customer Name, Date, Material, Labour.

Open Orders by Supplier

Plate Letters: **BDIFH**

The report headings include: item, item description, customer number, quote, quote date, date required, remaining, QOH, committed.

Open Orders with QOH = 0

Plate Letters: **BDIFI**

The report headings include: Remaining, item, item description, customer #, quote, quote date, supplier cost.

Open Orders by Department by Customer

Plate Letters: **BDIFJ**

The report headings include: Date Required, Quote, Remaining, Item, Reference, row total, quote date.

Cash Projection

Plate Letters: **BDIFK**

The report headings include: date, trans, revenues, expenses, net value, YTD balance.

Travel Lift Report

Plate Letters: **BDIFL**

The report headings include: Order #, Customer #, Customer Name, order date.

New Orders by Date

Plate Letters: **BDIFM**

The report headings include: Clk, Order #, Customer #, Customer, Reference, Total, Deposit, Balance.

Travel Lift Schedule Report

Plate Letters: **BDIFN**

The report headings include: Start Date, time, End Date, time, Vessel Name, Len, Type, Customer Name, Phone #.

Recalculate Quote / Order

Plate Letters: **BDIG**

Allows you to recalculate the prices for a quote/work order/special order on various parameters. This only changes the extended values on each item. A screen appears as follows:

```

BDIG                               Recalculation                               7.3.2.028
Transaction Type [Q]
Quote/Order number [000229 ]
Customer [ALLHER ] Hereward Allix
Reference: [testing reference goes in here and there]
Subtotal : [ 34.45]
Taxes : [ 0.00] Profit : [ 10.84]
Total : [ 34.45] Margin : [ 31.5]
Cost : [ 23.61] Date quoted: [01/10/2006]
Line Items: [ 4]
1) Sub-Total [ 34.45]
2) Price Level [ ]
3) Margin [ 31.5]
New Profit: [ 10.84]

Modify by [ ]
Please enter a valid Quote number, <F9> Lookup or <F1> Exit...
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10
Clear Print Ref Memo Act Inq
    
```

Quote Recalculation, BDIG

Quote Type

Enter the type of recalculation 'Q'quote, 'W'ork order, 'S'pecial order. Press ↵.

Quote/Order Number

Enter the number of the record you wish to recalculate, or press F9 to invoke the lookup feature. A prompt for the customer number will appear. Enter a valid customer number or F9 to invoke a customer number lookup and select a customer, then press ↵. A listing of quotes/orders for that customer will display. Use the arrow keys to highlight the appropriate quote/order and press ↵ to select. Press F5 to load. The cursor is now at the 'Modify field' command line at the bottom of the screen. Type in the number of the field you wish to modify and press ↵. Edit as necessary and press ↵ to save the changes.

Function Keys available:

- F1** to clear the screen and exit without saving the changes.
- F2** to print the quote/order.
- F3** to change the reference on the quote/order.
- F8** to access the quote printable and non-printable memos.
- sF8** to access the Customer Master Memo.
- F10** to save and file this record.
- sF10** to do an account inquiry.

By Range with Prices

Plate Letters: **BDIH**

Produces a report showing the item, item description, clerk, selling UOM, qty, list price and net price for a range of quotes/orders.

Individual Order Report

Plate Letters: **BDII**

Produces a report showing a given quote, item numbers, descriptions, qty, primary vendor, unit cost and row cost.

Create / Edit POS Memos

Plate Letters: **BDIJ**

This option allows the user to create (and later edit) memos to print. Once you have selected a filename you will be placed in a Theos editing program which you can use to create a document.

Quote Date Modification

Plate Letters: **BDIK**

This option allows the user to modify the impact date (often used as expiry date for pricing) of a quote, work order, or special order.

Recalculate Quote Pricing

Plate Letters: **BDIL**

This option allows the user to recalculate costs and/or prices to all packages, kits, orders, quotes, or special orders or all of the aforementioned. You may choose which printer to direct the newly calculated records to.

Work Order/Labour Report Menu

Plate Letters: **BDIM**

```
THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDIM                               ARNOLD 1.5.26
Work Order/Labor Report Menu

F1 a Exit
F2 b Work Order History Report
F3 c Inv. Labour Hrs by Tech/WO
F4 d Class Code Maintenance
F5 e Employee Maintenance
F6 f Crew Maintenance

Please select an option: [ ]

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```

Work Order/Labor Report Menu, BDIM

Work Order History Report

Plate Letters: **BDIMB**

Produces a report listing work orders in progress for a customer. Headings include Order #, Customer Name, Date, Description, Hours Estimated, Act, Total Labour, Total Parts, and Type.

Invoiced Labour Hours by Tech/WO

Plate Letters: **BDIMC**

Produces a report listing a technician's actual hours, billed hours, cost, sale, profit, margin and efficiency%.

Pres Package#: Press ↓ to create a new number. A maximum of 99 quotes can be selected for a presentation package.

Kit Management Menu

Plate Letters: **BDIO**

```
THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BDIO                                     ARNOLD 1.5.26
KIT Management Menu
F1 a Exit
F2 b Kit/Package Setup and Maint
F3 c Kit/Package Deletion
F4 d Kit/Package Profit Report
Please select an option: [      ]
Version 7.3 licensed to MAINFRAME ASSOCIATES for 24 users
```

Kit Management Menu, BDIO

Kit/Package Setup and Maintenance

Plate Letters: **BDIOB**

This is the primary screen where the setup and editing of Kits or Packages takes place.

BDIOB		Kit/Package Setup and Maintenance		7.3.6.010	
Type	[]	Revision	Cost [0.00]	
Number	[]	Revision Date [TOTAL [0.00]	
Reference	[]		Margin	0.0%	
	[]		Expiry[]	
Item Number	Description	Quantity	UOM	Net Price	Total Amt
Enter 'K'it, 'P'ackage, or 'R'ental Package...					
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10	Utils	
Exit			Lookup		

Kit/Package Setup and Maintenance, BDIOB

Once you have entered a passcode, you will see the above screen. The fields are as follows:

Type Enter the type of bundle you wish to edit/create, a 'K'it or a 'P'ackage. A Kit is simply a loose set of items that will be brought into Point of Sale together using the Ld Kit option (see page 13), while a package is a collection of items that cannot be separated and have 1 overriding price. Press ↵.

Number Enter the number of the record you wish to edit, or press F2 to create a new bundle of the type you selected. You may also lookup an existing kit/package using the F9 key.

If you select an existing kit/package, you will be given the following screen:

BDI0B		Kit/Package Setup and Maintenance			7.3.6.010	
Type	[K] Kit	Revision	2004.00001	Cost	[161.34]
Kit number	[000042]	Revision Date	[04/06/2006]	TOTAL	[249.00]
Finish Product #	[Margin		35.2%
Reference	[Prehung Decorative Door & Lock			Expiry	[12/31/2004]	
	[
Item Number	Description	Quantity	UOM	Net Price	Total Amt	
425574	Door Prehung Steel c/w	1.000	EACH	232.410	232.41	
174370	Door Lock Saturna Keyed	1.000	EACH	16.590	16.59	
Select a function key option to continue,...						
CrOrder						
F1	F2	F3	F4	F5	F6	F7
Backup	MFG	Dup	Delete	Modify	UpdCost	Recalc
						F9
						Lookup
						F10

- F1** **Backup** – Press this to return to the Type field.
- F2** **MFG** – Available only for Kits, this will move to the manufacturing screen, and will automatically process the kits details as ingredients to create the final product # specified.
- sF2** **CrOrder** – Create an order with the kit/package pre-assigned to it.
- F3** **Dup** – Duplicate this kit/package. This will create an identical kit/package that you can then edit.
- F4** **Delete** – Deletes the current kit/package.
- F6** **Modify** – This allows you to edit the kit/package.
- F7** **UpdCost** – This allows you to update cost information for the selected kit/package. **Note:** that cost information is reload within Point of Sale, so the cost information stored here is simply for reference.
- F8** **Recalc** – Recalculate the prices for a kits/package. You can do this by altering the profit, margin, or total of a kit/package.
- F9** **Lookup** – Lookup another kit/package in the system for display.

If you choose to modify an existing package/kit, or make a new one you will be taken into the body of the package/kit. First, for kits only, you may specify a finished product #, this is used by the manufacturing screen to specify the product if these kit components are put together. A finished product # must be a valid item number in the system. Next you will be allowed to specify a reference description for the kit/package. Two lines are given for this.

Once in the body, input and editing of items functions much the same as in Point of Sale. You may add items, labels, edit discounts, units of measure, quantities, etc. Once complete, like with Point of Sale, use F5 to total the Kit/Package, and move to the total screen.

At the total screen, you are given the option to print a summary report, a profit report, assign a kit/package to specific customers, and set an expiry date. If you have edited an existing kit, you may also choose to update any orders on the system that currently have that kit on them. Once totaling and printing are complete, you are returned to the type field where you may use F1 to exit the program, or continue editing other packages/kits.

Kit/Package Deletion

Plate Letters: **BDIOC**

This screen allows you to quickly delete a kit or package on the system. Specify a type and the number associated with the kit/package then enter 'Y'es for okay to delete.

Kit/Package Profit Report

Plate Letters: **BDIOD**

This report show a breakdown of kit and package sales for a specified range of kits/package and time periods. The report includes Type, Package #, Description, quantity sold, COGS, Sell, Profit, and Margin.

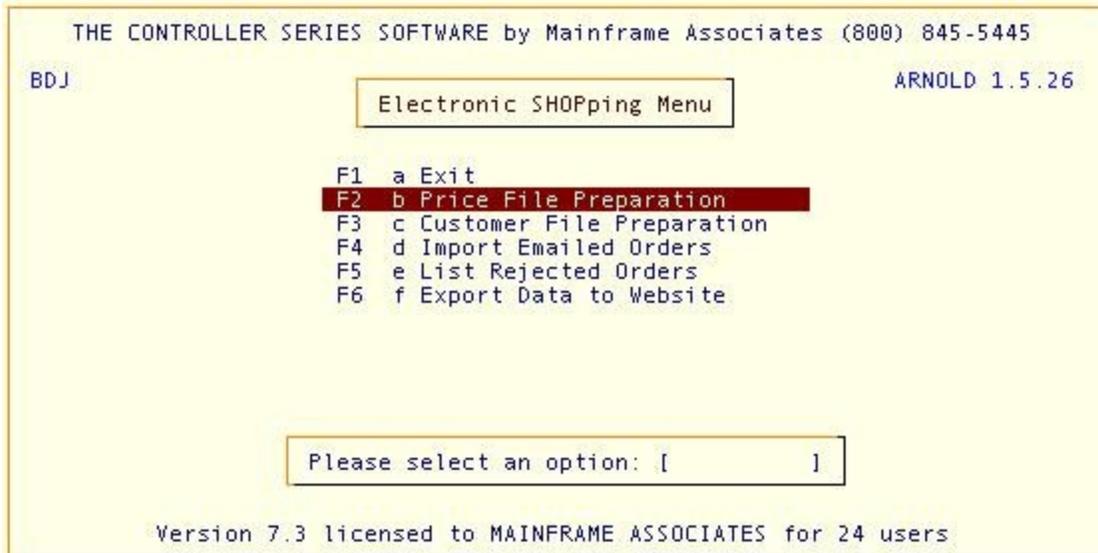
Prepare Quote by Line Code

Plate Letters: **BDIP**

This option allows you to create a quote by line code. This quote functions to a traditional quote by item number in Point of Sale, but instead uses Line codes. **Note:** special setup of your inventory is necessary for this option to be useful.

Electronic Shopping

The **Electronic Shopping Menu** is located at plate letters **BDJ** or vocabulary reference **ESHOP**.



Electronic Shopping Menu, BDJ or ESHOP

Price File Preparation

Plate Letters: **BDJB**

This creates a item price list from your inventory files.

Customer File Preparation

Plate Letters: **BDJC**

This create a customer file list from your customer data base for those customers of class 'CAT' for Catalog.

Import Emailed Orders

Plate Letters: **BDJD**

This Menu option is reserved for specialized use as needed by individual sites.

List Rejected Orders

Plate Letters: **BDJE**

This Menu option is reserved for specialized use as needed by individual sites.

Export Date to Website

Plate Letters: **BDJF**

This Menu option creates a CSV file for use by brokerforums.com.