Power POS First Time Set-Up

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I.   **INTRODUCTION**

Thank you for trying the POWER POS program. We are certain that you will find immediate productivity gains having a complete Retail System at your finger tips.

Any questions regarding any module or function that are not previewed please contact Technical Support at:

            800-646-4767   TOLL FREE
            954-568-2533   VOICE
            954-568-3306   FAX

The passcode used by the demonstration program are as follows:
(All passcodes must be typed in Upper Case Letters)

Operator Passcode   =   DEF

Station Passcode   =   DEF (SO, RO, DRY, etc in Demo)

Exit Passcode   =   Y

System Passcode   =   For Demo Please call POS @ 800-646-4767 for passcode
                                   For User Version see Registration Form

MAINTENANCE

MAINTAIN SALESPERSON

This program is used to maintain and track all salesperson activities. When no commission is to be tracked enter salesperson code "H" or "HOUSE" for house sales. Up to 5 characters alphanumeric.

1.   ENTER SALESPERSON CODE

2.   ENTER SALESPERSON NAME

3.   ENTER SALESPERSON PERCENTAGE COMMISSION
      (Up to 3 commission levels available)

4.   ENTER COMMISSION TYPE "N" NET SALES OR "G" GROSS SALES

5.   F10 TO SAVE RECORD

MAINTAIN OPERATORS

Operators are also know as sales clerks, or cashiers

1.   ENTER OPERATOR CODE
      (Up to 5 characters alphanumeric)

2.   ENTER SALESPERSON CODE
      (F2 for list, or F2&F3 to add new)

3.   ENTER PASSWORD
      (no 2 operators can have the same password)(up to 5 characters alphanumeric)

4.   ENTER SECURITY LEVEL
      (levels are 0-99)

5.   ANSWERS "Y" OR "N" TO MUST CLOCK INTO MAKE A SALE

6.   F10 TO SAVE

MAINTAIN TAXING RECORD

1.   AT TAXING CODE, ENTER 2 DIGIT STATE CODE (Code Ex: FL)

2.   ENTER DESCRIPTION (Desc. Ex: FL DEPT OF REVENUE)

3.   ENTER TAX RATES NECESSARY (Tax Rate EX: 6.00 for a 6% sales tax)

4.   ENTER AT ROUND AT (Program defaults to nearest Penney)

5.   ENTER SALES TAX ID NUMBER

6.   ENTER VENDOR CODE (F2 for list of F2 & F3 to add new)

7.   ENTER SALES TAX LIABILITY ACCOUNT NUMBER

8.   F10 TO SAVE RECORD

MAINTAIN STATION

A station is also know as registers, one must have a valid active station in order to initiate sales process. Station defaults control number of keystrokes when entering a sale.

1.   ASSIGN A A STATION CODE

2.   ENTER A STATION DESCRIPTION

3.   ENTER STATION MODULE (CS -Counter Sales, RO - Repair Orders, SO - Sales Orders)

4.   **ENTER PASSWORDS IF NEEDED FOR THE FOLLOWING:**
        USE A STATION   DELETE A LINE
        CHANGE PRICE   REMOVE SALE
        DISCOUNT SALE   OVERWRITE AR

5.   **ENTER RECEIPT MESSAGE**
        (3 lines each up to 30 characters alphanumeric, leave blank if not used)

6.   **ENTER TAXING CODE**
        F2 for list of taxing codes, leave blank if not used

7.   **ENTER GENERAL LEDGER INTERFACES FOR**
        PAID OUT EXPENSE   (expense acct)
        CUSTOMER DEPOSIT (liability acct)
        SALES DISCOUNT   (income acct)

8.   **QUESTIONS**
        START SALE - enter information to display at the beginning of each sale
        END SALE   - enter information to display at the end of each sale
                          (Leave blank if not used)

9.   **DEFAULTS**
        PRESS F1 LIST OF OPTIONS, THEN MAKE APPROPRIATE SELECTION
        (At hardware info., tendering codes answer "Y", another screen appears)

```
        FOR HARDWARE INFORMATION   (see print screen)
+---------------------------Hardware Information--------------------------+
¦            Switching Command               S  Cat - This field is ¦
¦ 1:LPT1:                                    Y        to be used when¦
¦ 2:   field  1 - 5 are used to specify      Y        printer routing¦
¦ 3:   printer ports                                                 ¦
¦ 4:                                                                 ¦
¦ 5:FIVE.BAT                                 Y  for 80 col. receipt  ¦
¦                                            N  for 40 col. receipt  ¦
¦ Cash Drawer:                               S  for 80 col. short    ¦
¦       Printer 1      (when using more then one printer             ¦
¦       Driver OPEN.BAT  (specify which printer cash drawer          ¦
¦                      (defaults to.. DRIVER = OPEN.BAT              ¦
¦ Check Validation:                                                  ¦
¦       Printer 0        (specify printer number & message to print) ¦
¦       Message                                                      ¦
¦                                                                    ¦
¦ Pole Display:                                                      ¦
¦       Port    0                                                    ¦
¦       Message 1Power Software                                      ¦
+--------------------------------------------------------------------+
F1-Help
```

TENDERING CODE SCREEN
  UP TO 15 TENDERING CODES CAN BE SETUP PER STATION
  TENDERING CODES CONSIST OF 2 LETTERS CODING
  EX: CS = CASH
          CC = CREDIT CARD
          PO = PAID OUT
          AR = ACCOUNTS RECEIVABLE

1.   AT CASH, ANSWER "Y" or "N" to define if tendering is considered cash
        "R" for Accounts Receivable

2.   AT CAT leave blank with the exception for Foodstamps (see page(s)   for foodstamp setup)

3.   ASSETS ACCOUNTS ARE USUALLY USED AS DEFAULT ACCTS.

4.   AT "DEFAULT", "A", "C" PRESS F1 TO VIEW OPTIONS THEN
        MAKE APPROPRIATE SELECTION

5.   F10 TO SAVE RECORD

MAINTAIN TENDERING CODES (see print screen)

CODE   field used to specify the 2 digit code for a tendering type
DESCRIPTION field used to describe tendering type
CASH   field used to specify when tendering type is considered as
                Y - cash, N - not cash, R - receivable
CAT   field used to specify a specific item tendering
ACCT   field used to specify accounts in which amounts are posted in the general ledger
DEPT   field used only when GL acct., have department set up
PERCENTAGE field used with currency exchange
DEFAULT   field used to have amounts default when tendering by this type
A   field used to get tendering approval
C   field used to check the bad check log and/or update COD log


```
+---------------------------Tendering Information---------------------------+
¦  Code    Description  Cash   Cat    Account  Dept   Percentage  S  D    A C ¦
¦   CS    Cash           Y             1010-              0.0000  N  Y    N N ¦
¦   CK    Check          Y             1010-              0.0000  N  Y    N N ¦
¦   PO    Paid Out       N             1010-              0.0000  N  N    N N ¦
¦   CC    Credit Card    N             1020-              0.0000  Y  Y    N N ¦
¦   AR    Accounts Rec.  R             1200-              0.0000  Y  Y    N N ¦
¦   GC    GIFT CERTIF.   N             2510-              0.0000  N  N    N N ¦
¦   FS    FOOD STAMP     N     FS      1010-              0.0000  N  N    N F ¦
```

1.   LOG IN OPERATOR
        TYPE OPERATOR PASSWORD, ENTER

2.   SALES

A.   LOG IN STATION
        A station must be logged in on a daily basis, use menu option or function "LI" at the counter
        sales screen in order to log in station.

        TO LOG IN A STATION ENTER STATION CODE
        ENTER STARTING CASH
        ENTER TO SAVE RECORD

B.   END OF DAY

        The end of day routine is a 2-step process. This procedure transfers all sales to a history file;
        it also balances cash drawer at end of each shift or day.

STEP 1
1.   Z-OUT STATION (or function "ZT" at the counter sales screen)

2.   ENTER STATION CODE TO BE CLOSED OUT

3.   ENTER ENDING CASH (Including starting cash)
        (This total includes tendering codes that are set to "Y" for cash, in maintain station)
        (EX: Cash, Checks) (See Page(s)   on how to create tendering codes)

STEP 2

1.   RESET STATION (or function "RS" at the counter sales screen)
        (this report will include detailed daily sales activities, such as # of items sold,
        amount of taxable and non-taxable sales, category, class, salesperson sales totals and
        more..)

2.   SELECT "Y" OR "N" FOR :
                        SALES DETAIL
                        SALESPERSON DETAIL
                        CATEGORY AND CLASS SUMMARY
                        WIDE REPORT

3.   SELECT "S" FOR SCREEN , "P" FOR PRINT, "D" FOR DISK

C. QUICK SALES

Quick Sales is used in a fast turnover sales environment. Keep in mind that all sales must be Completed; tendering types are limited, decimal key may be turned on or off. All entries will be made at the "Enter Item Code, Dept., or Function" key field. A 40 column sales receipt will print for all sales. Ideal for convenience stores and liquor stores. All sales are closed no layaways.

FUNCTION KEYS USED:

	F1	HELP
	F2	ITEM LOOKUP
	F3	MULTIPLE QUANTITY
	F4	DELETE ORDER
	F5	FUNCTION KEYS LOOKUP
	F6	DISCOUNT ORDER OR LINE ITEM

TENDERING CODES

	F7	AR - ACCT. RECEIVABLE TENDERING
	F8	CC - CREDIT CARD TENDERING
	F9	CK - CHECKS TENDERING
	F10	CS - CASH TENDERING

(In Quick Sales, tendering codes are only available as above listing AR, CC,CK, and CS)

	ALT&F2	CUSTOMER LOOKUP
	ALT&F4	DELETE LAST ITEM ON ORDERS

1. HOW TO MAKE A SALE

1. TYPE OPERATOR PASSWORD AND HIT THE ENTER KEY

2. TYPE STATION CODE AND HIT THE ENTER KEY
   (If station is not already logged in, the system will automatically take one through log in station process)

3. TYPE ITEM CODE TO BE SOLD or (Hit F2 for item list or scan barcode at this time)
   ENTER
   (To the right of the screen system displays items on sale)(To the bottom left of the screen sales totals will be displayed)

4. TYPE DOLLAR AMOUNT TO BE TENDERED, (include decimal...EX:238.79)
   DO NOT ENTER

5. INSTEAD HIT THE TENDERING KEY NECESSARY TO COMPLETE SALE

6. PRESS THE ENTER KEY TO START NEXT SALE

7. FOR A NEW SALE REPEAT STEPS 3 - 6

HOW TO SELL TO A SPECIFIC CUSTOMER

1. PRESS ALT&F2 SELECT CUSTOMER CODE FROM LIST, ENTER

2. REPEAT STEPS 3 - 5 FROM ABOVE LIST TO COMPLETE SALE

2.   HOW TO DISCOUNT

DISCOUNTS ARE AVAILABLE BY USING THE FOLLOWING METHOD:
PERCENTAGE DISCOUNT - Entire sale discount or a line item discount.

1.   TYPE ITEM CODE TO BE SOLD or (Hit F2 for an item list or scan the barcode at this time) ENTER (To the right of the screen system displays items on sales)(To the bottom left of the screen sales totals will be displayed)

2.   TYPE IN PERCENTAGE DISCOUNT AMOUNT (EX: 10 for a 10% discount)
PRESS F6 AND SELECT DISCOUNT LAST ITEM OR DISCOUNT ENTIRE SALE, ENTER.

3.   TYPE DOLLAR AMOUNT TO BE TENDERED, (include decimal...EX:238.79) DON NOT ENTER

4.   INSTEAD HIT THE TENDERING KEY NECESSARY TO COMPLETE SALE

3.   HOW TO PROCESS A RETURN

1.   ENTER NEGATIVE NUMBER OF ITEMS TO BE RETURNED (EX: -1) AND PRESS F3

2.   TYPE ITEM CODE TO BE RETURNED or (Hit F2 for item list or scan barcode at this time) ENTER

3.   ENTER ANY OTHER ITEMS TO BE SOLD

4.   TYPE DOLLAR AMOUNT TO E TENDERED, (include decimal...EX: 238.79) DO NOT ENTER
If customer has a credit balance, then enter a negative dollar to be tendered (EX: -238.79)

5.   INSTEAD HIT THE TENDERING KEY NECESSARY TO COMPLETE SALE

4.   HOT TO SELL MULTIPLE QUANTITIES

1.   TYPE OPERATOR PASSWORD AND HIT THE ENTER KEY

2.   TYPE STATION CODE AND HIT THE ENTER KEY

3.   TYPE QUANTITY TO BE SOLD AND PRESS "F3"

4.   REPEAT STEPS 3 - 7 FROM "**HOW TO MAKE SALE**"

5.   HOW TO DETERMINE QUANTITY BASED ON PRICE

1.   TYPE OPERATOR PASSWORD AND HIT THE ENTER KEY

2.   TYPE STATION CODE AND HIT THE ENTER KEY

3.   TYPE IN DOLLAR AMOUNT AND PRESS "**ALT&F3**"

4.   REPEAT STEPS 3 - 7 FROM "**HOW TO MAKE SALE**"

D.   COUNTER SALES

Counter Sales is a more complex and flexible method of sales, up to 15 tendering codes are available per station, a new item or customer can be be added on the fly, sales can be dis counted by percentageor dollar amount. Receipts can be printed on 40 or 80 col.
Can do Layaways

FUNCTION KEYS MOST USED: F1   HELP
                                                       F2   LOOKUP LIST
                                                       F2   AT THE PRICE FIELD USED FOR LINE
                                                                  ITEM DISCOUNT
                                                       F4   DELETE A SALE OR LINE ITEM
                                                       ESC/F10   TOTAL SALE
                                                       FO   FIND OPEN ORDER
                                                       FC   FIND CUSTOMER
                                                       RP   REPRINT ORDER
                                                       RT   RETURN ITEM
                                                       VO   VOID SALE
                                                       NS   OPEN DRAWER - NO SALE
                                                       CD   CLEAR DELETED TRANSACTION
                                                       ZT   Z-OUT STATION
                                                       RS   RESET STATION
                                                       SL   SALE

1.   HOW TO MAKE A SALE

1.   TYPE OPERATOR PASSWORD AND ENTER

2.   AT THE FUNCTION FIELD TYPE "LI" TO LOG IN STATION AND ENTER

3.   TYPE IN STATION CODE AND PRESS ENTER

4.   TYPE STARTING CASH AND ENTER

5.   PRESS ENTER TO SAVE RECORD

6.   PRESS ENTER TO START A SALE

7.   CUSTOMER CODE WILL DEFAULT TO "CASH"

8.   TYPE ITEM CODE TO BE SOLD OR (Hit F2 for item list or scan barcode at this time)
        ENTER
        (NOTE: For multiple quantity press "ALT &Q" before selecting item)

9.   REPEAT STEP 8 IN ORDER TO SELL ANOTHER ITEM

10.   HIT F10 OR ESC TO TOTAL SALE

11.   SELECT TENDER

12.   ARROW DOWN TO PAYMENT TYPE AND PRESS ENTER
        NOTE: In a Cash or Gift Certificate sale one must enter the dollar amount to be tendered.
                   In a Check, Credit Card or Acct. Receivable sale the total dollar amount defaults
                   automatically.

13.   ENTER TO PRINT AND COMPLETE SALE
      (if tendered properly system will default to print, if by any chance if defaults again to tender, then it means that one has not received full payment for an order; in which case the system will assume this may be a layaway sale. One then selects tender to correct mistake, or print/ receipt to accept this as a layaway/open order. If a sale is completed but a receipt is not nec essary hit "U" for Update (printer must be on line).

14.   FOR A NEW SALE REPEAT STEPS 6 - 14.

2.   HOW TO SELL TO A SPECIFIC CUSTOMER

1.   TYPE OPERATOR PASSWORD AND ENTER

2.   AT THE FUNCTION FIELD TYPE FC - Find Customer,
     TYPE IN CUSTOMER CODE (or press F2 at CODE, NAME, ZIP or TEL# to search for a existing customer)

3.   ENTER, ESC.
     (If a new customer press F2, F3 at customer code or name to add)

4.   REPEAT STEPS 8 - 14 FROM ABOVE STEPS TO COMPLETE SALE

3.   HOW TO DELETE AN ITEM FROM A SALE

1.   BEGIN SALE PROCESS

2.   UP ARROW TO ITEM ONO SALE TO BE REMOVED, PRESS F4, ENTER TO ACCEPT

3.   COMPLETE SALE AS USUAL

4.   HOW TO DELETE A SALE

1.   BEGIN SALE PROCESS

2.   PRESS F10 OR ESC TO COMPLETE SALE

3.   ARROW DOWN OR PRESS "R" TO REMOVE SALE, ENTER TO ACCEPT
     (If sale has already been tendered, but not printed, then select, negate existing tender amount & press "R" to remove)

5.   HOW TO DISCOUNT

DISCOUNTS ARE AVAILABLE BY USING THE FOLLOWING METHODS:
A.   PERCENTAGE DISCOUNT   -Entire sale or a line item discount
b.   dollar discount   -Line item discount

A. LINE ITEM DISCOUNT:

1. BEGIN SALE PROCESS

2. AT THE PRICE FIELD ONLINE ITEM TO BE DISCOUNTED, PRESS F2, ENTER DOLLAR
OR PERCENTAGE AMOUNT TO BE DISCOUNTED

3. COMPLETE SALE AS USUAL

B. ENTIRE SALE DISCOUNT

1. BEGIN SALE PROCESS

2. F10 OR ESC TOTAL SALE, SELECT "D" OR ARROW DOWN TO DISCOUNT, TYPE
PERCENTAGE DISCOUNT AMOUNT (EX: 10 for a 10% discount)

3. COMPLETE SALE AS USUAL

6. HOW TO CREATE A LAYAWAY/OPEN ORDER

1. BEGIN SALE PROCESS

2. F10 OR ESC TOTAL SALE

3. SELECT TENDER, ENTER

4. SELECT TENDERING TYPE AND ENTER DOLLAR AMOUNT TO BE TENDERED

5. SELECT **"P"** FOR PRINT IF TENDERED AMOUNT IS LESS THAN SALE AMOUNT
SELECT **"R"** FOR RECEIPT IF TENDERED AMOUNT IS EQUAL TO SALE AMOUNT

7. HOW TO CREATE/ISSUE/REDEEM A GIFT CERTIFICATE

CREATE GC:

1. THE FIRST STEPS IS TO CREATE AN INVENTORY ITEM FOR GIFT CERTIFICATE
(See page(s) 12 - 14 on how to create a new inventory item)
When creating Gift Certificate as an item, default should be as follows:

A.	ITEM PRICE	=ZERO DOLLARS	(to be assigned at time of sale)
B.	ITEM TYPE	=N	(non-inventory item)
C.	DISCOUNT	=N	(non-discountable item)
D.	TAXABLE	=N	(non-taxable item)
E.	COMMISSION	=N	(non-commission item)

2.   THE SECOND STEP IS TO CREATE GIFT CERTIFICATE AS A TENDERING CODE
        (See page(s) 2 on how to create tendering code)
        When creating Gift Certificate as a tendering code, defaults should be as follows:
                A.   TENDERING CODE   =GC   (Gift Certificate)
                B.   CASH   =N   (GC's are not cash)
                C.   ACCOUNT   =LIABILITY   (GC Liability Acct.)
                D.   DEFAULT   =N   (unknown amt. of certificate)

ISSUE GC:

        TO ISSUE A GIFT CERTIFICATE

1.   BEGIN SALE PROCESS

2.   SELECT "GC" AS ITEM TO BE SOLD

3.   AT THE PRICE FIELD ENTER CERTIFICATE AMOUNT

4.   F10 OR ESC TO TOTAL SALE

5.   SELECT TENDER, ENTER

6.   SELECT TENDERING TYPE AND ENTER DOLLAR AMOUNT TO BE TENDERED

7.   SELECT "P" FOR PRINT

REDEEM GC:

1.   BEGIN SALE PROCESS

2.   F10 OR ESC TO TOTAL SALE

3.   SELECT TENDER

4.   SELECT TENDERING TYPE " GC" AND ENTER DOLLAR AMOUNT TO BE TENDERED
        FOR VALUE OD CERTIFICATE
        (If GC amount is not enough to cost amount of sale, then tender and it's payment type)

        (If GC amount is more than enough to cover amount of sale, then one must decide if CS or
        SC will be issued)
        (CS- CASH / SC - STORE CREDIT)

5.   SELECT "P" FOR PRINT

8.   FOODSTAMPS PROCESSING

A.   CREATE

1.   THE FIRST STEP, IS TO ASSIGN ALL ITEMS WITH FOODSTAMP AVAILABILITY
     A SPECIFY CATEGORY IN INVENTORY MAINTENANCE. EX: FOOD
     (See page(s) 13 on how to create item category)

2.   THE SECOND STEP IS TO CREATE FOODSTAMP AS A TENDERING CODE
     (See page(s) 2 on how to create tendering codes)

     When creating Foodstamps as a tendering code, defaults should be as follows:

A.	TENDERING CODE	= FS	(Foodstamps)
B.	CASH	= N	(FS's are not cash)
C.	ACCOUNT (type)	= ASSET	(FS Asset Acct.)
D.	DEFAULT	= Y,N,F	(F for foodstamps)

3.   THE THIRD STEP IS TO TURN TENDERING MODE ON:
     Go to System Setup, arrow over to Utilities, select Run TAS Command, and type:
     PSCSMFDS, ENTER
     ENTER STATION CODE
     ENTER FS CATEGORY
     ENTER TO SAVE RECORD

B.   REDEEM:

1.   BEGIN SALE PROCESS

2.   F10 OR ESC TO TOTAL SALE

3.   SELECT TENDER

4.   PRESS "F" OR ARROW TO FOODSTAMP
     (System will display total to be tendered in red at the bottom left hand corner of sales
     screen)

5.   PRESS ENTER FOR FOODSTAMP TENDERING

6.   SELECT "FO" FOR FOODSTAMP TENDERING, ENTER DOLLAR AMOUNT
     (System display total change to be given foodstamps)
     (If there are items on order from another category, other than foodstamps than select "N" for

     NO STAMPS, this process will only work once all foodstamps items have been tendered)

7.   SELECT "P' FOR PRINT

9. HOW TO PROCESS A STORE CREDIT

1.   THE FIRST STEP IS TO CREATE STORE CREDIT AS TENDERING CODE
(See page(s) 2 on how to create tendering codes)
When creating Store Credit as a tendering code, defaults should be as follows:

A.	TENDERING CODE	= SC	(Store Credit)
B.	CASH	= R	(SC are not cash)
C.	ACCOUNT (type)	= ASSET	(same as AR)
D.	DEFAULT	= N	(manually enter a negative amt.)

NOTE: System will force a customer code to be entered with store credit tendering

ISSUE SC: TO ISSUE A STORE CREDIT

1.   BEGIN SALE PROCESS

2.   PRESS THE TAB KEY, SELECT ITEM CODE
(System will stop at every filed for this line item only)

3.   AT THE QUANTITY FIELD, ENTER A NEGATIVE AMOUNT TO BE RETURNED
(EX: -1) (If other items are purchased process order as usual, system automatically calcu
lates difference in totals)

4.   SELECT TENDER, ENTER

5.   SELECT TENDERING TYPE " SC - STORE CREDIT " (Only if credit needs to be issued)
NOTE: BE SURE TO ENTER NEGATIVE DOLLAR AMOUNT TO BE TENDERED
WHEN ISSUING CREDIT   EX: (-238.79)

(If a customer code has not been selected, system will display a message stating that a cus
tomer code is needed when using this type of tendering; at this point another screen is dis
played, in which the following three choices are listed:

1. Add Customer   2. List Customer   3. Continue

After selecting one of the above listing, tendering selection needs to be repeated)

6.   SELECT "P" FOR PRINT

10. HOW TO PROCESS A RETURN

1.   AT THE FUNCTION FIELD TYPE "**RT**", ENTER

2.   SELECT ITEM CODE TO BE RETURNED, ENTER

3.   F10 OR ESC TO TOTAL SALE

4.   SELECT TENDER, ENTER

5.   SELECT TENDERING TYPE AND ENTER DOLLAR AMOUNT TO BE ENTERED
(DO NOT enter a negative dollar amount, system automatically negate amount)(EX: 238.79)

6.   SELECT "P" FOR PRINT

3.   INVENTORY

Inventory is used to track items received and sold on a month to date, year to date basis. Searchable key fields utilized are item code, item description, manufacture code, category. Maintain multiple store inventory, (leave blank any field which is not used).

FUNCTION KEYS USED:

	F1	HELP
	F2	INVENTORY LISTING
	F3	CLEAR FIELD
	F4	DELETE
	F5	1ST RECORD SEARCH
	F6	LAST RECORD SEARCH
	F7	PREVIOUS RECORD SEARCH
	F8	NEXT RECORD SEARCH
	F9	GENERAL RECORD SEARCH
	F10	SAVE

OTHER FUNCTION KEYS:

	ALT&D	DUPLICATE ITEM INFORMATION
	ALT&T	VIEW STORE RECORD
	ALT&I	ADDITIONAL ITEM DESCRIPTION
		ALTERNATE VENDORS
		CONVERT UNIT OF MEASURE
	ALT&X	DELETE BLANK ITEMS

E.   MAINTAIN INVENTORY

ITEM CODE

SCAN OR TYPE ITEM CODE
UP TO 20 CHARACTERS ALPHANUMERIC

ITEM DESCRIPTION

ENTER ITEM DESCRIPTION
UP TO 30 CHARACTERS ALPHANUMERIC
FOR ADDITIONAL DESCRIPTION ALT&I

MANUFACTURE CODE

SCAN OR TYPE MANUFACTURE'S CODE (leaves blank if not used)
UP TO 20 CHARACTERS ALPHANUMERIC

PRICE HOW

F   FIXED PRICING
Q   QUANTITY PRICING   (When using "q" pricing, a multiplier must be selected)

PRICE

ENTER ITEM SELL PRICE
UP TO 10 LEVEL PRICING AVAILABLE

VENDOR

ENTER PRIMARY VENDOR   (leave blank if not used)(F2 to lookup)
ALT&I FOR UP TO 5 ADDITIONAL VENDOR S

TAXABLE

Y   FOR TAXABLE ITEMS
N   FOR NON-TAXABLE ITEMS

TYPE
    I   REGULAR INVENTORY ITEMS
    N   FOR NON-INVENTORY ITEMS
    R   RENTAL INVENTORY ITEMS
    S   SERIALIZED INVENTORY ITEMS

DISCOUNTABLE
    Y   DISCOUNTABLE ITEM
    N   NON-DISCOUNTABLE ITEMS

COMMISSION
    0   NON-COMMISSION ITEMS
    1-3   COMMISSION LEVEL TO BE PAID

LOCATION
    UP TO 5 CHARACTER ALPHANUMERIC
    F2 FOR EXISTING LISTING (F2 & F3 TO ADD NEW)

SALE START
    ENTER A STARTING DATE, IF AN ITEM IS TO BE SOLD BELOW RETAIL.
    PRICE FOR A PERIOD OF TIME

SALE END
    ENTER ENDING DATE, IN ORDER TO SPECIFY TERMINATION OF SALE.

SALE PRICE
    ENTER PRICE OF WHICH ITEM IS TO BE PRICED DURING SALE EVENT

LAST COST
    ENTER ITEM COST (This field can also be updated from purchase orders)

AVERAGE COST
    SYSTEM AUTOMATICALLY DEFAULTS LAST COST INFORMATION INTO THIS FILED,
    THE FIRST TIME ITEM IS SETUP.

    AS NEW PURCHASE ORDERS ARE ENTERED, SYSTEM THEN CALCULATES AVERAGE
    COST (avg. cost based on a 13 months period)

UNIT OF MEASURE
    ENTER CODE FOR UNIT OF MEASURE (EX: EA., LB., DZ., etc....)
    PRESS ALT&I TO ENTER THE NUMBER OF UNIT PER CASE

CAT
    ENTER ITEM CATEGORY
    PRESS F2 FOR EXISTING LIST (F2&F3 TO ADD NEW)

CLASS
    ENTER ITEM CLASS
    PRESS F2 FOR EXISTING LIST (F2 & F3 TO ADD NEW)

REORDER LEVEL
    ENTER ITEM REORDER LEVEL

REORDER AMOUNT

        ENTER ITEM REORDER AMOUNT

        (quantity to be ordered when item reached level)

MANUFACTURER

        ENTER ITEM MANUFACTURER

        PRESS F2 FOR EXISTING LIST (F2 & F3 TO ADD NEW)

WEIGHT

        ENTER ITEM WEIGHT

        (this information only displays when using sales orders in make sale)

TO SAVE

        PRESS F10

After saving item, another screen appears, this information is called "Enter Store Information"

MAINTAIN STORE INFORMATION

STORE

        ENTER TO BYPASS STORE CODE

        (Leave blanks: only specify store code if using multiple store inventory

SALES ACCT

        ENTER SALES INCOME ACCOUNT

        F2 FOR GENERAL LEDGER ACCOUNT LIST

DEPT

        ENTER SALES INCOME DEPARTMENT NUMBER

        F2 FOR GENERAL LEDGER DEPARTMENT LIST

        PRESS ENTER TO BYPASS IF NOT USED

INV. ACCT

        ENTER INVENTORY ASSET ACCOUNT

        F2 FOR GENERAL LEDGER ACCOUNT LIST

DEPT

        ENTER INVENTORY DEPARTMENT NUMBER

        F2 FOR GENERAL LEDGER DEPARTMENT LIST

        PRESS ENTER TO BYPASS IF NOT USED

COGS ACCT

        ENTER EXPENSE COST OF GOODS SOLD ACCOUNT

        F2 FOR GENERAL LEDGER ACCOUNT LIST

DEPT

        ENTER COGS DEPARTMENT NUMBER

        F2 FOR GENERAL LEDGER DEPARTMENT LIST

        PRESS ENTER TO BYPASS IF NOT IN STOCK

ONHAND
ENTER ITEM QUANTITY AVAILABILITY
PRESS ENTER TO BYPASS IF NON IN STOCK

RESERVE
ENTER ITEM RESERVE AMOUNT
PRESS ENTER TO BYPASS IF NON ON RESERVE

TO SAVE
PRESS "ESC" TO SAVE RECORD
****MUST ENTER THROUGH LINE IN ORDER TO SAVE STORE RECORD****

4.   ACCOUNTS RECEIVABLES
Accounts Receivable is used to maintain a customer database file. This record maintains customer Purchase History, amount of open invoices, last purchased date and much more. Searchable key fields are customer code, name, zip and telephone; (leave blank any field not used)

FUNCTION KEYS USED:

F1	HELP
F2	CUSTOMER LISTING
F3	CLEAR FILED
F4	DELETE
F5	1ST RECORD SEARCH
F6	LAST RECORD SEARCH
F7	PREVIOUS RECORD SEARCH
F8	NEXT RECORD SEARCH
F9	GENERAL RECORD SEARCH
F10	SAVE

OTHER FUNCTION KEYS:

ALT&W	CHANGE CUSTOMER CODE
ALT&H	CHANGE HISTORY LOOKUP
ALT&C	CHANGE NOTE
ALT&I	CUSTOMER NOTEBOOK
ALT&X	DELETE BLANK RECORD

F.   MAINTAIN CUSTOMER

1.   CODE   ENTER CUSTOMER CODE (every code must be unique)
UP TO 10 CHARACTERS ALPHANUMERIC
PAGE DOWN AND SYSTEM ASSIGNS NUMERICAL CODES

2.   NAME   ENTER CUSTOMER OR COMPANY NAME
UP TO 30 CHARACTERS ALPHANUMERICAL

3.   ADD 1   ENTER CUSTOMER ADDRESS

4.   ADD 2   UP TO 30 CHARACTERS ALPHANUMERICAL

5.   CITY   ENTER CITY
UP TO 20 CHARACTERS ALPHANUMERICAL

6.	**STATE**	ENTER 2 DIGIT STATE ABBREVIATION CODE

7.   **ZIP**   ENTER ZIP
UP TO 15 CHARACTERS ALPHANUMERICAL
TO MAINTAIN A ZIP CODE FILE GO TO:
SYSTEM SETUP, MAINTAIN SYSTEM DEFAULTS,
MAINTAIN ZIPCODE - ANSWER "Y"

8.   **COUNTRY**   ENTER COUNTRY

9.   **TELEPHONE**   ENTER CUSTOMER PRIMARY TEL# (SEARCHABLE KEY FIELD)

10.   **TEL/FAX**   ENTER CUSTOMER SECONDARY TEL# OR FAX#

11.   **TERM**   ENTER CUSTOMER TERM
PRESS F2 FOR TERM LIST
F2&F3 TO ADD TERM

12.   **TAX ID**   ENTER SALE TAX ID # (if customer tax exempt)

13.   **TAXABLE**   ANSWER "Y" IF CUSTOMER IS TAXABLE
ANSWER "N" IF CUSTOMER IS NOT TAXABLE

14.   **FLAG**   ENTER FLAG
Y - Yes if you want a special message to pop up for
operator when a sale is made to this customer
N - No Flag
L - Lock put up message and do not allow the sale to be completed
X - Do not let the customer rent any items

15.   **PRICE LEVEL**   ENTER CUSTOMER PRICING LEVEL
PRESS F2 FOR LIST

16.   **CREDIT LIMIT**ENTER CUSTOMER CREDIT LIMIT

17.   **STATEMENT**   ENTER Y - TO SEND CUSTOMER STATEMENT
N - NOT SEND CUSTOMER STATEMENT

18.   **INTEREST CODE**   ENTER INTEREST CODE
PRESS F2 FOR LIST OF CODES
F2 & F3 TO ADD LIST OF CODES
ENTER TO BYPASS IF NOT USED

19.   **SALESPERSON**   ENTER SALESPERSON CODE
(use above field only when the same salesperson is to be
paid/credited for sale made to customer, if commission is to be paid
based on whoever made the sale, then leave field blank, assign
salesperson code at time of sale

20.   **START DATE**   ENTER DATE CUSTOMER STARTED DOING BUSINESS WITH
COMPANY