

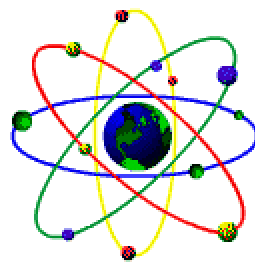
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**Denotes an Optional Feature of POWER POS Software*

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Section I
Set-up Information

Section I:

Power POS Setup for Windows95

1. Go to START, PROGRAMS, MS DOS PROMPT.
2. Insert Power Installation Disk (Disk 1 of 2)
3. Type A:\install, <ENTER> (assuming the disk is in Drive A)
4. Follow the installation program, selecting the installation options desired. Please note the installation directory you selected (i.e. C:\POWER)
Repeat steps 1 - 4 for any additional diskettes to be installed.
5. After the installation is complete, choose START, SHUT DOWN, and RESTART THE COMPUTER.
6. Right click on your desktop and select NEW, SHORTCUT and BROWSE, find the installation folder(see#4 above, i.e. POWER) and double click on it to open it, find the PS file and double click on it, click on NEXT, type <POWER>, click on NEXT, select an icon, then click on FINISH.
7. Double-click on the POWER icon. This will launch the program.
8. Once the program is launched RIGHT click on the icon in the upper left of the program window.
9. Select PROPERTIES, click on PROGRAM, click on CLOSE ON EXIT, click on MEMORY, click on PROTECTED, click on the down arrow next to INITIAL ENVIRONMENT, and select 1024, click on OK. You will receive a message regarding changes to memory, click OK. Hit <ESC>and <Y> to exit the POWER software. You may get an error message, click on YES to continue.
10. Now, every time you wish to start POWER, just repeat step 7 above.

NOTE: *Use <ALT-ENTER> to toggle between a window and full screen display.*

Section I:

Quick Start for POWER

After Installing the program in the "Power" directory:

◆ **1. STARTING THE PROGRAM**

Start the program from the POWER prompt by typing PS <ENTER>
Select FIRST TIME SETUP from the menu. Go to SALES
MAINTENANCE.

◆ **2. GO TO: MAINTAIN SALESPERSON <ENTER>**

If you don't track sales commissions, enter salesperson code <H> hit
<ENTER> then input HOUSE SALES in the name field and hit <F10>
and save the record. If you do track commissions, set up a salesperson
code (usually their initials) and name, for each commissionable person
and enter up to 3 commission rates and specify either GROSS or NET ,
hit <F10> and save the record. Then hit <ESC>.

◆ **3. GO TO: MAINTAIN OPERATORS <ENTER>**

To start with, you should use the person's initials for both the code and
the password; and then, once you get more familiar with the system and
how the security works, you should implement a new password for each
operator. Use either <H> for the salesperson code or the appropriate
sales person code from #2, above. At some time later you'll want to give
operators security levels that are other than 99, but, until you are familiar
with the system, start everybody at 99. This gives the operator the maxi-
mum amount of access to the program. Once you've entered at least
one operator, hit <Enter> and save it, then hit <ESC>. The screen will
display: "Must clock-in to do sales" Yes or No.

◆ **4. GO TO: MAINTAIN TAXING RECORD <ENTER>**

Put in your state abbreviation. Then input the tax description,
eg. "Florida Sales Tax". For tax start enter zero and hit <enter>. Then type
in your tax rate, if it's 6%, you just type 6.0 For maximum tax, leave at "0"
and hit <ENTER>. Rounding should default to 0.0050. Leave that the
way it is. If you have your tax ID handy, you can enter it now, or, if
needed, you can go back and enter it later. At the vendor field , hit <F2>
for a list, then hit <F3> to add a vendor. Enter the vendor code of
"XXSTAX" (input your state code for the "XX") and in the name this would
be the payee of who you would normally write the sales tax check to.
Then hit <F10>, then <ESC> and save it, you can come back later and

fill in the rest of the information. Now you will be back at the list and you will see that the sales tax vendor has been added to the list, highlight it then enter. Fill in the account number "2300" hit <ENTER> twice and hit <F10> to save the record. The hit <ESC>.

◆ **5. GO TO: MAINTAIN STATION <ENTER>**

Hold down the <ALT>key and hit <D>. One station should be set up for each network P.O.S. terminal, as well as, one station for each time per day that you balance your cash drawer. So, if you balance your cash drawer more than once a day, you'll have more than one station, if you only balance your cash drawer once a day, you'll only have one station.

- A. Enter STATION CODE and DESCRIPTION.
- B. Enter "CS" for "MD" for regular counter sales (see 10A), Enter "QS" for "MD" for Quick Sales (see 10B).
- C. Leave all of the passwords empty until you get more familiar with the system.
- D. Go to the RECEIPT MESSAGE and overtype with whatever you want the bottom of your receipt to say.
eg. "Thank you for Shopping at Test Company"
- E. Enter to the taxing code field and then hit <F2> and select your state's code.
- F. Enter through the GENERAL LEDGER INTERFACE
(the defaults are fine)
- G. If you wish, set up pre-sale and post-sale reminders for the operators
(eg. "Did you find everything you were looking for ?" or "Thank you for shopping at Test Company")
- H. Fine tune the defaults, this will control how the cursor moves through the sales screen.
 1. Go to ENTER DESCRIPTION, input a , <ENTER>.
 2. Go to ENTER PRICE, input an <N>, <ENTER>.
 3. Go to ENTER QUANTITY, if you mostly sell one of each, enter an <N>, if you mostly sell more than one piece of each item, then enter <Y>.
 4. Go to ENTER TAXABLE, input an <N>
 5. Go to ENTER ORDER #, if you track customer PO#'s input <Y>, otherwise, enter <N>.
 6. Go to ENTER SALESPERSON, if you track commissions input <Y> otherwise <N>.
 7. Go to ENTER OPERATOR, if you track which operator rings each sales input, input a <Y> otherwise input an <N>.
 8. Go to HISTORY DETAIL input a <Y>.

9. Go to DAILY HISTORY, input a <Y>.
10. Go to GET CUSTOMER, if you track the customer for every sale, enter a <Y>, if you also track separate shipping addresses input an <S>, otherwise enter an <N>.
11. Go to GET HEADERS, if you have the repair order option, enter a <Y> otherwise enter an <N>.
12. Go to ALLOW OPEN SALES, if you take layaway, input a <Y>, otherwise input an <N>.
13. Go to PRINT LINE, input an <N>.
14. Go to PRINT NAME input a <Y>.
15. Go to ENTER SALES DESC input an <N>.
16. Go to ENTER COST input an <N>.
17. Go to UNDER COST MESSAGE, input an <N>.
18. Go to HARDWARE INFO, input a <Y>, this will pop-up the hardware control screen. Put the LPT port id of your receipt printer on printer line 1, and enter an <N> in the "S" column (eg. LPT1:). Put the LPT port id of your 80 column printer on line 2, and enter a <Y> in the "S" column (eg. LPT2:). If you have serial printers you will need to contact the support office. Go to the CASH DRAWER field and input a <1>.
19. Hit <F10> and save the hardware screen.
20. Go to TENDERING CODES input a <Y>, this will pop up the tendering screen. If the existing tendering codes are ok, just hit <F10> and save the screen, if you need to change or add tendering codes, contact our support office. Hit <ESC> on a blank station screen and exit <ESC>.

◆ **6. GO TO: MAINTAIN SALES DEPARTMENT (1) <ENTER>**

Arrow over to DEFAULTS, and go to SETUP INVENTORY DEFAULTS.

If you sell items that do not exist in your inventory, then enter:

- A. SALES DEPARTMENT
- B. DEPARTMENT DESCRIPTION
- C. Hit <F2> and select a SALES INCOME ACCOUNT
(Account Defaults to 3000)
- D. Set the INCOME/EXPENSE flag to <I>
- E. Input COMMISSION LEVEL, if any
- F. Enter DISCOUNTABLE FLAG <Y>
- G. Set ENTER COST to <N>
- H. Set TAXABLE to <Y>
- I. Set NEGATIVE DEPARTMENT to <N>, hit <F10> save the record and hit <ESC>

◆ **7. ENTER INVENTORY**

The next step is to enter your inventory. Scan or enter your item code, input the description, input your manufacturer's code, hit <ENTER>, put in your YOUR PRICE, hit <ENTER>, and then hit <ESC>, enter to the

in put the description , input your manufacturer's code, hit <ENTER>.

NOTE: If using "Q" for quantity pricing or "F" for fixed pricing, one must use a multiplier. (Set multiplier to "1" for default).

Pu in YOUR PRICE, hit <ENTER>, and then hit <ESC> enter to the FIELD, then hit <F2> and select the vendor off the list. If the vendor doesn't exist, then hit <F3> and type in the code for this vendor. The code can be any collection of letters or numbers. Some people don't have a lot of vendors, so a nick-name can be used for the vendor, then type in vendor's full name, hit <F10> and save the entry, you can go back later and enter the rest of the vendor information. Next hit <ESC>, you'll be back on the vendor list and that item will be added to the list. Select the vendor from your VENDOR LIST, and continue on. TYPE (hit <F1> for list), the choices are: N-non-inventory, I-regular, S- serialized, or R-rentals; choose one. TAXABLE, DISCOUNTABLE, and COMMISSION # should still be set up by default. If you want to set up locations, hit <F2>, and select a location from the list or hit <F3> to create a new location. Hit <ENTER> to the last cost field and fill in your cost. This should also update the average cost field. Hit <ENTER> to the CATEGORY field and hit <F2> to select a category from the list , or hit <F3> to create a new category. Hit <ENTER> to the CLASS field and hit <F2> to select a class from the list or hit <F3> then <CTRL-RIGHT ARROW> to create a new category. Hit <F10>, the second screen then pops up, select store BLANK hit <ENTER> to ON HAND an enter the quantity that you have of this item (even if you have none, you MUST enter <0> (zero), then hit <ENTER> until you are on the next line. Hit <ESC> then repeat for the next inventory item. When done, hit <ESC>.

OPERATION "BEGIN DAY"

◆ 8. GO TO: MAKE SALES <ENTER>

Next is the BEGIN DAY PROCEDURE, enter your OPERATOR CODE (Step 3 above), at FUNCTION SL, type and hit <ENTER>, this is the LOG-IN screen, the log-in allows you to put in your beginning cash for the day. Enter STATION CODE, <ENTER>, input amount of starting cash for the day.

◆ 9.a) MAKE SALES using COUNTER SALES

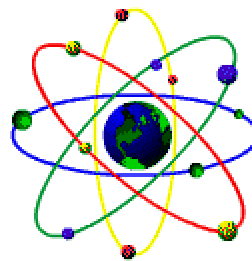
You are now ready to enter sales: hit <ENTER> to begin the sale; enter, scan or hit <F2> to input item code; repeat entering items until sale is done; hit <F10> and the tax will be computed. Select the type of tendering from the list and hit <ENTER>, if CASH then , input the amount tendered, if other than cash, just hit <ENTER> to select the amount,, then hit <ENTER> on <P> for print, the printer will print a receipt and then you are ready to make another sale.

◆ **9.b) MAKE SALES using QUICK SALES**

You are now ready to enter sales: enter, scan or hit <F2> to input an item code; repeat entering items until sale is done, the sale is already totaled and the tax computed; enter the tender amount (eg. \$20.00) hit the appropriate tendering key (eg. <F10> to tender cash), the printer will print a receipt and then you are ready to make another sale. NOTE: the Quick Sales screen does not allow for Layaways or open sales.

◆ **10. GO TO: SALES MAINTENANCE <ENTER>**

Exit sales screen. Arrow over to END OF DAY procedure. Then select Z OUT STATION, <ENTER>. Run this report for each station, then run RE SET STATIONS once for all stations. You are now ready for tomorrow's sales!



Section II
Clerk/Manager Functions

Section II:

Clerk/Manager Functions

Power software will require daily maintenance. Procedures will have to be performed by both store manager and store clerk.

FUNCTIONS OF STORE CLERK:

* Every morning a clerk must **LOG IN** his/her station - (function LI)
At this time the clerk will enter the starting cash.

* At the end of each day a clerk must **LOG OUT** his/her station - (function ZT) At this time one must count all the cash in the drawer, this will include the starting cash.

FUNCTIONS OF STORE MANAGER:

At the end of each day a manager must run the reset report - (function RS).
At this time the manager will compare the detail report with the clerk report.
(The RS report will show details for every sale made throughout the day).

Once "RS" is completed a manager should then clear all deleted transactions for the day - (function CD).

There are several other reports that one may choose to run on a daily basis, based on the individual company's needs. Passwords and security levels may also be set up by a manager for each individual option or each module.

For more detailed information on sales maintenance, refer to pages 43-68 of the Power manual.

A store manager is also responsible for setting up new operators, salespersons, passcodes and station information.

MAINTAIN SALESPERSON:

This option is used to maintain and track each salesperson, each level based on net "N" or gross "G". (If no commission, set up a code called "H" - company sales)

MAINTAIN OPERATOR:

This option is used to maintain codes of clerk/cashier. Every operator must have their own passcode. Operator levels must also be assigned, levels are from 0 - 99. (zero being the lowest form of security, 99 being the highest)

MAINTAIN STATION:

A station tracks all information for all sales throughout the day. An unlimited number of stations can be set up, each defining it's own defaults. There are different ways one may choose to set up stations. Each station may be setup based on number of operator/clerk, PNS stations and working shifts.

SETTING UP STATIONS:

Set up the first station code as "DEF - default". The reason why this procedure is recommended is because once this station is set-up, one can simply hit "ALT+D" and all the defaults for station "DEF" will appear needing only a new station code.

Step 1: Assign station a code and description.

Step 2: Assign mode to be used with station.

Example: CS, QS, SO, RO, DC

Counter Sales mode "CS": used for immediate sales, assumes a customer is standing at the counter ready to purchase or layaway an item. Up to 15 tendering types may be set up per station.

Quick Sales mode "QS": optimized for faster turnover sales, used mostly in convenience stores, drive through, etc. All sales are finalized immediately. (Only allows for four (4) payment options: cash, check, credit cards and accounts receivable).

Sales Order mode "SO": (add on feature) used for mail order sales, has capability of backordering an item, print shipping labels, picking list and ship to address on invoices.

Repair Order "RO": (add-on feature) used for repair shops. Has capability of dividing item prices in between categories (ex. labor, parts, materials)

Dry Cleaning "DC": (add-on feature) used for Dry Cleaning companies. Has the capability of printing DC tickets.

Step 3: Maintain Passwords on a specific station. Passwords may be set up for using a station, delete an invoice, change sell price of an item, discount a sale, etc.

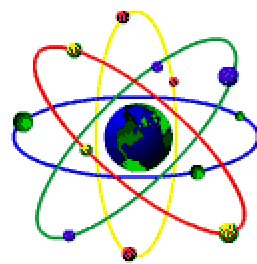
- Step 4:** Maintain invoices receipt message. The message will print at the bottom left side of receipt.
- Step 5:** Assign taxing code to be used. Up to (5) different taxing codes can be set up per station.
- Step 6:** Maintain general ledger interfaces for the following:
Paid Out Expense - (should be an expense account number)
Customer Deposits - (recommend a liability account number)
Discount Account - (should be an Income Account)
- Step 7:** Maintain questions: This question will not print anywhere. It will display prompt questions before and after a sale is made, at the make sale screen.
- Step 8:** Maintain Defaults: Hit "F1" for help next to each function, defaults will determine the number of keystrokes necessary to complete a sale.
- Step 9:** Hardware set up: during maintain defaults answer "Y" for hardware information. Enter command to switch between printers. If printer is attached to LPT1, then leave blank. Answer "Y" for 80 column and "S" for half a page receipt, "N" for narrow (receipt printers)
- Step 10:** Tendering codes: At maintain defaults answer "Y", another screen will appear. At this point set up tendering codes for different methods of payment. Up to 15 different tendering codes can be set-up per station. (ex. CS-cash, CK-check, etc.)
- Step 11:** Save Record: Hit F10 and enter to save record. If "Y" is set up for multiple store inventory, a box will appear asking, "What store to sell from?", at this point enter store code and press enter.
- Note:** *If using Repair Order mode then answer "Y" to get customer and "Y" to get headers. "Headers" is where one sets-up the title for subtotals. These header titles will appear above the "body" of the make sale screen when operating in "RO" mode.*

MAINTAIN TERMINALS

Terminals allows for individual terminals on a multi-user to be configured separately. Terminals control printer switching and color configuration. Each terminal on the network that will be set up can be defined to the software by either adding a variable to its autoexec.bat file or a batch file that will be used to access the software. The following set command should be entered in a batch file (must be in all uppercase letters)

SET PSTERM = [TERMINAL NAME]

For more information on terminal set up see pages 260-262 of the Power Manual.



Section III

Inventory Set-up

Section III:

Inventory Set-Up

When setting up inventory it is important to make sure every item has its own unique code.

One should also consider if Quantity or Fixed pricing will be used. Here are some examples on how Quantity "Q" or Fixed "F" pricing may work.

QUANTITY PRICING

If using "Q" pricing one must first set up **Price Multipliers Tables**. The multiplier table assigned to the inventory item determines the final selling price of the item when sold to a specific customer.

Up to 999 different multiplier tables can be created, each table containing up to 10 different price levels. For instance table #1 may have 3 different levels:

1. Retail 2. Business 3. Wholesale

Each level will be assigned a different price. Prices are based on percentage mark up/down.

Ex.1:	Levels	Price	Markdown
	<i>Retail</i>	1.00	(100%)
	<i>Business</i>	0.90	(10% off)
	<i>Wholesale</i>	0.85	(15% off)

When an item is first set up one must select which multiplier table will be assigned to that specific item. Example: *Item #1000*
Selling Price \$100.00

When this item is sold using "Ex.1", the prices are as follows:

<i>Retail Customers will pay</i>	<i>\$100.00</i>	<i>=regular selling price</i>
<i>Business Customers will pay</i>	<i>\$ 90.00</i>	<i>=10% off selling price</i>
<i>Wholesale Customers will pay</i>	<i>\$ 85.00</i>	<i>=15% off selling price</i>

Ex. 2: Levels	Price	Mark Up(from price)
<i>Retail</i>	1.30	(30% up)
<i>Business</i>	1.20	(20% up)
<i>Wholesale</i>	1.15	(15% up)

Select multiplier table to be assigned to item.

Example: *Item #1000*
Item Cost \$100.00
Item Selling Price \$ 100.00

When this item is sold using "Ex.2" the prices are as follows:

Retail Customers will pay \$130.00 = 30% increase from item cost
Business Customers will pay \$120.00 = 20% increase from item cost
Wholesale Customers will pay \$115.00 = 15% increase from item cost

FIXED PRICING

There are two possible ways to use fixed pricing, Ex.1 shows one item, with 3 different prices for 3 different customers.

The levels are as follows:

1. Retail 2. Business 3. Wholesale

Ex.1: *Item # 1000*

Customer Levels	Sell Price
<i>Retail</i>	\$100.00
<i>Business</i>	\$ 90.00
<i>Wholesale</i>	\$ 80.00

When an item is sold using "Ex.1" the prices are as follows:

Retail Customers will pay \$100.00
Business Customers will pay \$ 90.00
Wholesale Customers will pay \$ 80.00

Fixed pricing may also be used as one level pricing meaning all customers will pay the same amount for an item. When using this method discounts can be issued at the time of sell. To use this format, simply create one price level.

Price Level 1. Retail Customer

Ex.2: Item #1000

Customer Levels	Sell Price
Retail	\$ 100.00

When item is sold using "Ex.2" the prices are as follows:

All customers will pay \$100.00

Note: *Discounts can be given at time of sale. All customers have the same level.*

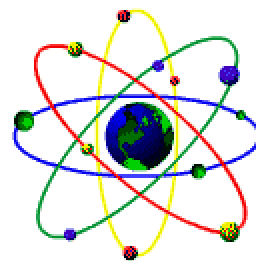
Another important factor when setting up inventory is to set up STORE information. A STORE is a method in which the program will identify and verify which general ledger accounts inventory will use to credit and debit, during the time of sale and purchase of items.

Multiple locations can be setup and tracked. Each location is identified by a code. The storeSTORE code is a five character alphanumeric field. If multiple locations ARE NOT being used, this field must be left blank. If multiple locations ARE being used then proceed to set up other codes. There is no limit as to the number of STORE records that can be created.

The information necessary is:

- STORE code
- Sales Account (Income)
- Inventory Account (Asset)
- Cost of Goods Account (Expenses)

Note: *If using multiple locations remember to set default to "YES" for multiple store under maintain inventory defaults. When maintaining station information be sure to specify which location to sell from.*



Section IV
Multiple Taxing Set-up

Section IV:

Multiple Taxing Set Up

A few things to be done to setup a customer with multiple categories.

1. Run program PSCSMTXT

- Enter station and press <ENTER>
- If category taxing is on, it will ask if you want it off.
- If category taxing is off, it will ask if you want it on.

2. Setup your taxing records.

- By pressing ALT-I from Maintain Tax you can setup categories for each taxing code. For example:

Tax Code	Rate	Category
FL	5.00	BLANK - 5 SPACES
FL	6.00	DRY

If the item being sold has a category of DRY 6.00% will be charged.

If the item being sold has any other category 5.00% will be charged.

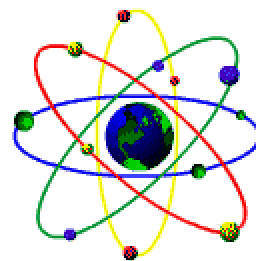
IMPORTANT NOTE: If the tax is being charged for a blank category item insert 5 spaces in the tax category field.

If taxes need to be broken down further for accounting purposes the following method can be used.

1. Setup your taxing ALT-I from Maintain Tax you can setup categories each taxing code. For example:

Tax Code	Rate	Category
FL	5.00	BLANK - 5 spaces
FL	0.00	DRY
ET	0.00	BLANK - 5 SPACES
ET	6.00	DRY

This will accomplish the same, however, the tax can be distinguished between FL tax and ET Environmental tax.



Section V

Package Pricing: Different SKU#'s/Same Item

Section V:

Package Pricing: Different SKU Numbers/Same Items.

This applies to cigarettes, soda, beer and like items.

For example, a typical convenience store will purchase Coca Cola by the case and inventory it by the case. However, they will sell cases of Coca Cola, 12 packs (which have a different sku number than the case), 6 packs (which may or may not have a different sku number than a single can), and single cans (which have a different sku than the 12 pack or the case).

Step 1: SETTING UP THE INVENTORY ITEMS

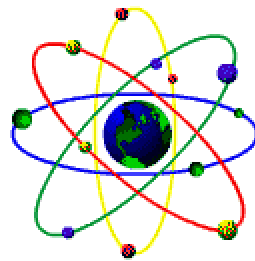
- A. Set up the case item in inventory by inputting it's sku number for the case as the item code, then enter the description "CASE OF COCA COLA". Set up the "Price How" as "F" for fixed, and put in the price of the case of Coca Cola, make sure that the inventory is set to type "I".
- B. Set up the 12 pack item in inventory by inputting it's sku number for 12 pack as the item code, then enter the description "12 PACK OF COCA COLA". Set up the "Price How" as "F", for fixed, and put in the price of a 12 pack of Coca Cola, make sure that inventory item type is set to type "N".
- C. Set up the single Coca Cola item in inventory by inputting it's sku number for the single can as the item code, then enter the description "COCA COLA". Set up the price how as "P", package pricing, and put in the quantity one (1) in the "Up to" column and put in the price of a single can in the "Price" field. Put in the quantity six (6) in the "Up to" column and put in the price of a six pack in the "Price" field. Put in the quantity twelve (12) in the "Up to" column and put in the price of a twelve pack in the "Price" field. Be sure that the item type is set to type "N".
- D. There are two alternatives to handling the six pack, because the six pack has the same barcode as the single can.
 1. In selling a 6 pack of coke use the sku number for single can and put in quantity "6" and it will automatically price the 6 pack at the six pack price.

2. Set up a sku number with the number six as the first number of the sku number and the remainder of the sku number the entire barcode for the single can of Coke. At Point-of-Sale when selling this item you will impute a 6 first and then scan in the sku number of the single can and that will sell a six pack. If this option is chosen you must set up a six pack item in inventory, the item code would start with a "6" followed by the entire sku number of a single can the description would be "SIX PACK OF COKE" of Coke, set up the "Price How" as "F", fixed, and put in the price of a 6 pack of coca cola, make sure that inventory item type is set to type "N".

E. To relieve 12 packs from "case" inventory, go into "Inventory Recipes" and input the sku number for a 12 pack of Coke as the "Recipe code" identify it as an "E", explosion. On the first line of the detail put in the sku number of the case of Coke and in the quantity make sure you input ".5" representing 1/2 of a case. In the \$ column put in an "N" and in the "P" column put in an "N". This will remove 1/2 case of Coke every time a 12 pack is sold.

F. To relieve single cans from "case" inventory, go into "Inventory Recipes" and input the sku number for a single can of Coke as "Recipe Code" identify it as an "E", explosion. On the first line of the detail put in the sku number of the case of coke and in the quantity make sure you input ".0417" representing 1/24 of a case. In the \$ column put in an "N" and in the "P" column put in an "N". This will remove 1/24 case of Coke every time a single can is sold.

G. To relieve 6 packs from "case" inventory for option D.2 above, go into "Inventory Recipes" and input the sku, identify it as an "E", explosion. On number for a 6 pack of Coke as the "Recipe Code" the first line of the detail put in the sku number of the case of Coke and in the quantity make sure you input ".25" representing 1/4 of a case. In the "\$" column, put in an "N" and in the "P" column, put in an "N". This will remove 1/4 case of Coke every time a 6 pack is sold.



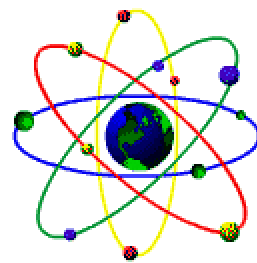
Section VI
C.O.D. Log

Section VI:

C.O.D. Log

1. To have the option of Updating the COD log and printing COD Tags at the Make Sale Screen, you will need to go into Sales Maintenance from the Main Menu and then choose Maintain Station. (COD log and Printing COD tags can also be done from Shipping Module Option and does not have to be set up in Sales Maintenance). Go to Step 4)
2. Pull up the station number that you are using.
3. Hit Alt-T for Tendering Codes. Set up a tender code for COD if you do not already have one. In the final column "C", you can put an "L", if you want to have the option of updating the COD log and printing a COD ticket at the time of sale. If not, this can be done through the shipping module as well.
4. To print COD tags from the shipping module, go into the Print COD Tag. (This is the same screen that you will get in Make Sale). You will be asked for the transaction number of the order. You then need to fill in the COD amount that you want to be collected. Put an "X" in the box if you want only cash or secured funds to be collected. Instructions would be i.e. "Cash Only". The date will default to today's date. Control number will default to the transaction number, but can be changed to match the control number on the COD tag or the package tracking number. The alternate control number can also be filled in for your reference.
5. You will then be asked if you want to print to the screen, printer or disk. If you are going to print COD tags from the system then choose printer. If you only want to update the COD log for tracking purposes then they can be printed to the screen. When the ticket is done printing it will ask you if you want to update the COD log. Answering yes will create a list of outstanding COD orders to help in tracking them.
6. Print COD Report shows the amount of open COD's the date they were shipped and the customer code.
7. Show amount of unpaid COD's will show the total amount due in COD's. It can be run by transaction number, date range, or by customer code.

8. Post COD Payments allows you to update the COD log when payment is received from the customer. You enter the control number and hit enter, the receipt date will default to the system date and will remove the entry from the open COD listings.



Section VII
Payroll Set-up

Section VII:

Payroll Set-Up

The Payroll Module is designed to process Payroll for W-2 employees. The following will show you how to set up the information necessary to be able to process P/R & will explain step-by-step procedures for running P/R.

INITIAL SET-UP (Maintenance Menu)

1. Maintain Tax Tables = Tax Tables need to be set up for federal and state (if applicable) taxes.

- A. To enter Federal Taxes
 - Type USM in annual tax table field & <ENTER>
 - Type Federal Tax - Married in description field
 - Enter in Tax Table information
 - Hit F10 to save
 - Type USS in Annual Tax Table field and Federal Tax - Single in the description field.
 - Type in Tax Tables for single person from Table 7 in the Circular E
 - Hit F10 to save.

NOTE: *This information can be obtained from IRS Publication Circular E. Enter figures from table seven. Annual Payroll Period - Married/ Single.*

- B. If you have State Income Tax - fax your state tax tables to our office (954- 772-9806) , we will fax back the correct format.

2. Maintain Payroll Departments - Thru this option you will set up employee deductions and your interfaces to the General Ledger and to Accounts Payable.

- Type in a department code & description. The department code is an alphanumeric field and is user-defined.
- Most companies will need to set up only one department.
- Multiple depts. will need to be set up if your deductions are calculated at different rates for different employees. (We will discuss this in detail later)
- Enter your 2 letter state code
- Enter payroll frequency (ie. W-weekly; B-Bi-weekly) Hitting the <F1> key will list your options.
- Enter in G/L account numbers for P/R taxes. You will need to enter in

liability accounts for all applicable taxes & expense accounts.

- Vendors need to be set up in the A/P Module. For example, if you pay your federal income tax, FICA & Medicare to the local bank - Set up your local bank as a vendor and enter that code in the Vendor code field for FIT, FICA & MEDI.

- Deductions can be set up in a number of different ways.

A. Other Deduction = This field can be used for deductions that vary from paycheck to paycheck. For example, if you give employee advances then deduct those advances out of payroll, set up your account number for employee advances in this field.

B. Miscellaneous Deductions = This field can be used for deductions that remain the same for each employee from pay period to pay period. For example, if each pay period you deduct for health insurance, enter the expense account # in the miscellaneous deduction field. The amount to be deducted will be entered in the employee screen. Since the deduction amount is entered on the employee screen, the deduction can vary for each employee.

C. User Defined Deductions = This is where you can define your deductions that are pre-tax. For example, this is where you would set-up deductions for pension plans.

- In user defined field, type in the description of the deduction.

- In account # field, type in liability account for that deduction.

- In amount field, you can enter either a flat amount or a percentage.

For example, if you deduct 10% of gross earnings for a pension plan - type in "10" in the amount/rate field. In the column labeled "T", hit F1. This will list the options for the field. If deduction is pre-tax and a percentage, type in "B". If it is pre-tax & a flat amount - type in "A". If the deduction is subject to taxes type "C" for a flat amount and "D" for the rate.

- If you selected a pre-tax option, a screen will pop up asking you which taxes are pre-tax.

NOTE: *You might need to set up multiple departments if the user defined deductions vary from employee to employee. For example, if you deduct 10% for a pension plan from employee#1, but 15% for another, you will need to set-up two departments.*

- Type in the appropriate code.
- After you've completed this screen, hit <F10> to save it. You will be asked if you want to edit payroll rates. Say yes, this is where you will enter the rate for FICA, Medicare, etc. Amounts get entered in here as a percentage. For example, the rate for FICA for 1996 would be 6.2 for both employee and employer, limit is \$62,700.
- Medicare - 1.45 employee & employer/limit is \$999999
- FUTA - .8/limit 7,0000
- The other fields vary depending on each company
- Exemption multiplier for 1996 is 2,550.00. This figure can be found in the circular E, table 5.

3. Maintain Employee = Through this option, you will set up all employee information.

- Enter code for employee. You can use employee's last name/first initial, social security #, etc.
- Terminated field will default to <N>. Change to <Y> if employee is no longer with the company. You should NOT delete an employee after they leave, you will still need to send them a W-2 at the end of the year.
- Type in employee's name, address, phone and social security #, etc.
 - Marital Status -
 - Type "M" for married
 - Type "S" for single
 - Type "H" for head of household
 - Paid How
 - Type "S" for salary
 - Type "H" for hourly
 - Type in appropriate payroll department setup in previous step
 - Enter employee start date
 - Enter P/R expense account# in G/L field.
 - Exemptions
 - In the "FED" field type in # of federal exemptions. If employee withholds additional moneys, type that amount in the extra field. If an employee wants to take a flat amount for federal income tax out of each paycheck, type "99" in # field and the amount to be withheld in extra field.
- Complete as above for state tax and "SPS"(special state exemptions) If there are no state or special exemptions type "99".
 - Pay Rate -
 - In REG Field type salary amount or hourly rate
 - In OT field type over-time rate

- Other
- Miscellaneous Deductions - this is where you enter deductions that were set-up in the department screen. If for example you set up insurance as your miscellaneous deduction and you withheld \$50 each pay period for this employee, type 50 in this field
- Enter "Y" if employee has state disability insurance
- WC Employee and employer - Enter rate for workman's comp. If workman's comp is not deducted from employee's check, leave "WC Employee" field blank.
- Hit ALT+P for pay totals. If you are setting up payroll in the middle of the calendar year, enter wages earned prior to running payroll through the POWER program, in the "PAY YTD" column.
- Hit ALT+D for deduction totals. Fill out YTD column for deductions withheld for same period as above.

PROCESS PAYROLL

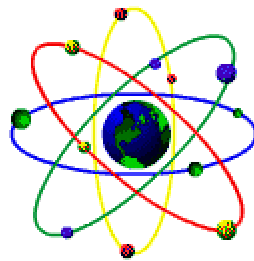
1. Go to ENTER PAYROLL INFORMATION under the PAYCHECKS column
 - All of your employees will be listed here. Select the employee to be paid by highlighting their name and hitting <ENTER>.
 - You will now see the PAYROLL SCREEN. Type in the # of hours worked or if salaried employee enter past hours field.
 - Rate information will come up automatically from employee screen. Hit <ENTER> past the gross field.
 - If you are paying sick, vacation or other pay, put pay information in those fields
 - Number of days will update automatically
 - If taking other deductions & the G/L interface account was set up in the Maintain Department screen, fill out now
 - Gross pay and payroll taxes will be automatically calculated. If you wish to change any of the pay information do so now
 - Go on to the next employee & follow the steps above
2. PRINT PAYCHECKS
 - Type in bank account number
 - Put in next check number if number showing on screen is not correct
 - Enter check date
 - Say "N" if want to print complete check. Say "Y" if you only want to print check stub
 - Fill out period start and end dates
 - Print checks

3. PRINT PAYROLL CHECK REGISTER (REPORTS COLUMN)
4. POST PAYROLL CHECKS (PAYCHECKS COLUMN)
5. TRANSFER TAXES TO A/P (TAX INFORMATION COLUMN) - Through this option you will create invoices in the Accounts Payable module for the payroll taxes generated.
 - Type in dept. code and <ENTER>
 - The outstanding column reflects the amount of taxes accumulated since the last time payroll taxes were generated
 - In the TO A/P column type in the amount that is in the outstanding column. Repeat this for all taxes listed on the screen.
 - Hit <F10> and <YES> to transfer taxes to accounts payable

NOTE: *Taxes can be transferred either after each pay or periodically. If, for example you pay FIT, FICA and Medicare monthly you can transfer those taxes once a month. Taxes that are paid quarterly can be transferred at the end of each quarter.*

AT THE END OF EACH PAYROLL QUARTER:

1. Print QUARTER TO DATE PAY TOTALS (REPORT COLUMN)
2. CLEAR OUT QUARTERLY TOTALS (TAX INFORMATION COLUMN)



Section VIII
Sales Order Module

Section VIII:

Sales Order Module

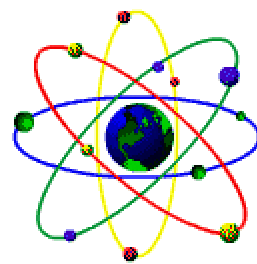
1. From the MAIN MENU go into SALES MAINTENANCE and then into MAINTAIN STATION. Put in the station number that you will be using for sales orders and hit <ENTER>. In the MD field, put in SO for Sales Orders. You will also need to put an "S" in the CUSTOMER field and say "Y" to allow open sales.

NOTE: *Sales Orders also need to be printed to a wide printer.*

2. In the MAKE SALE screen, start a sale like you normally would. It will ask you for the CUSTOMER CODE and then another box will pop-up and ask you for the SHIP TO ADDRESS. This field will default to the SOLD TO ADDRESS, but it can be overwritten for a different address or another customer code can be entered as the ship to address.
3. When entering the line items, a box will pop up and ask you if the items are ready to be shipped or back ordered. All or a portion of the quantity can be back-ordered. When you are done entering line items, hit <F10>. If all or part of the order is ready to ship, then you will tender appropriately. Answer <YES> to READY TO INVOICE and put in the number of boxes in the shipment, but **DO NOT** print an invoice at this time, either save it or print a receipt.
4. Go into the SHIPPING MODULE and choose the PRINT PICKING LIST OPTION. This can be run by date, transaction number, customer code, or by ready to invoice, and will print a list of items on orders that are in the shipped field on the orders, that have been tendered, and are ready to invoice.
5. To print labels for your boxes choose PRINT ADDRESS LABELS. This will print the labels for the boxes that are saved in SALES ORDERS and are ready to ship. They can be printed by range of transaction number, date, customer code or order number.
6. Once picking lists and labels have been printed, you need to go back into MAKE SALE and do a FIND ORDER. Pull up the order on the screen and hit <F10>. Answer <YES> to READY TO INVOICE and hit <P> to PRINT

THE INVOICE. All the items that have not been back-ordered will be invoiced at this time. If an item is on back order, the order will remain in open orders until all items on the order have been removed from back order and placed in the SHIPPED FIELD.

7. There is a BACK ORDER REPORT that is in the SALES MAINTENANCE module under the REPORTS HEADING. It is called PRINT ITEMS ON BACK ORDER and it can be run by transaction number, item code, date and customer code.



Section IX
Rentals Module

Section IX:

Rentals Module

The Rental module is primarily for video stores and is fully integrated with Inventory Maintenance and Accounts Receivable. The following will show you how to set up the information necessary to be able to process a video rental.

Tips to Remember:

1. All inventory items will be type "R" for Rental
2. All Rental items will only have a quantity of one (1) in stock
3. All Rental items must have a Category
4. An item called LATE FEE will have to be setup in inventory for late fee

SET UP PROCEDURES:

Step 1: In Inventory Maintenance, go to "Maintain Categories/Classes. At this point set up all video categories. Categories will be used to define video rental price. The item category will not be the type of movie, but rather if it's a new release, 2 days rental, 3 days rental or video games. Item classes can be set up as drama, comedy, action, scifi, etc... es cape to save record

Step 2: From the main menu, go to Rental module "Maintain Rental Categories". In this option one will set up all rental categories, prices, and number of days items are rented.

Step 3: Hit F2 for a list of rental categories set-up in the rental module. Hit "ALT & I" for a list of categories set-up in inventory. Enter category description.
EX: CODE: new DESCRIPTION: new release

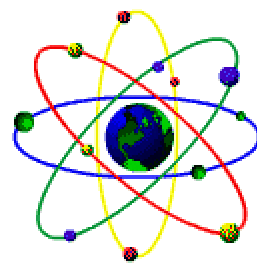
Step 4: Enter Rental type "D" for daily rental, "H" for Hourly rentals or "F" for flat fee rental. A video store should be "D" for daily or "F" for flat fee.

Step 5: Enter Length : length will be equal to amount of days an item is allowed to be out before being considered a late return.

Step 6: Rental Time : Answer "Y" if you want to specify at what time item is due back. Answer "N" if you want to use the same time as the item

was rented. Use the BEFORE HOUR field in order to enter the hour of time due back.

- Step 7:** Rental Fee : The Rental module has the ability to maintain different rental prices for different days of the week. The formula used to calculate rental fee is :
DAILY FEES * LENGTH = RENTAL AMOUNT
- Step 8:** Late Charge: enter the amount to be charged if item is not returned on time.
- Step 9:** Deposit Amount : enter an amount only if a deposit is required in order to rent an item.
- Step 10:** Track Mileage : Enter mileage amount due back of item being rented. Used mostly by car rentals and machinery rentals.
- Step 11:** Print Due Date : Answer "Y" if due date is to be printed on invoice. Answer "N" if no due date to be printed on invoice.
- Step 12:** Message to print on receipt : To be used when special message, other than a regular invoice message, is to be printed on receipt.
Please note: The rental module message is based on item category, For instance, say a customer is renting 2 new releases movies, if a message is set up for category "new", then message will print twice.



Section X
Dry Cleaning Module

Section IX:

Dry Cleaning Module Overview

CODES:

Operator code for manager: "SUPER"
Operator code for clerk: "CLERK"
Station Code: "DC"

<u>ITEM CODE</u>	<u>ITEM DESCRIPTION</u>	<u>PIECES</u>	<u>PRICE</u>
2	2 Piece Suit	2	\$ 6.25
3	3 Piece Suit	3	\$ 7.50
LS	Laundered Shirt	1	\$ 0.99
P	Pant	1	\$ 2.95
H	Hemmed Pants	0	Blank

Customer code: "555-1212"

OPERATIONS

Begin Day

1. Start Software by typing <PS> at the prompt
2. Log-in as either SUPER or CLERK
 - a. SUPER has complete access #99 security level
 - b. CLERK has limited access #50 security level
3. Select CHECK IN/PICK UP ARTICLES, hit <ENTER>.
4. Type at the function field and log in station DC.

Process Drop Offs

1. Hit <ENTER> to begin a "Drop Off"
2. Enter Customer's phone number (5551212) and hit <ENTER>, <ESC>, <ENTER>
3. Type an Item Code and hit <ENTER>
4. Input the quantity and hit <ENTER>
5. Enter more items if desired (repeat steps 3 and 4 above)
6. Hit <F10> or <ESC> to complete the "Drop Off".
7. Hit <P> and <ENTER> to print a customer claim slip
8. Hit <ENTER> to print clothing tags (hit <N> and <ENTER> to skip tags)

Process Pickups

1. Hit <ENTER> to begin a "Pickup"
2. Enter the Customer's phone number (555-1212) and hit <ENTER>, <ESC>.
3. Type <FO> at the function field and hit <ENTER> (Skip 1 and 2 above if searching by claim slip number)
4. Select the OPEN order and hit <ENTER>, <ENTER>
5. Hit <F10> or <ESC> to total the order and calculate tax
6. Hit <ENTER> on TENDER and select the payment type.
7. Hit <ENTER> and input the amount tendered.

8. Hit <ENTER><ENTER> to compute the Change and Print the Invoice.
9. Hit <N> and <ENTER> to compute the Change and Print the Invoice.

End of Day

1. Hit <ESC>, <ENTER> to exit CHECK-IN/PICK-UP ARTICLES.
2. Select DAILY PICK UPS, <ENTER>.
3. Hit <Y> and <ENTER> to "Z" out station DC.
4. Input the total cash in the drawer and hit <ENTER>, <ENTER>, <ESC>.
5. Hit <ENTER>, <ENTER>, <ENTER>, <ENTER>, <P>, and <ENTER> to reset the station and print DAILY PICK UPS REPORT.

Adding New Customers On The Fly

1. Hit <ENTER> to begin a "Drop Off", Enter the Customer's phone number (555-1212) and hit <ENTER>, <ESC>, <ENTER>. If the customer's information does not appear:
2. Hit <F2>, <F3>, <F3> and input the information.
3. Hit <F10>, <ENTER>, <ESC>, <ENTER> and select the new customer code from the list with <ENTER> then <ESC>, <ENTER>
4. Hit <P> and <ENTER> to print a customer claim slip.

Entering New Inventory Codes

1. Select ENTER INVENTORY, <ENTER>

2. Enter the new CODE, DESCRIPTION, PRICE and UOM.
3. Hit <F10>, mad <ENTER> to save the new inventory code.
4. Repeat steps 1-4 for additional codes.

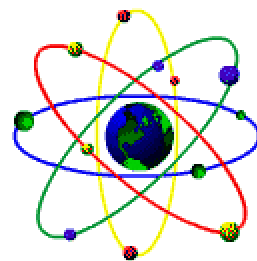
Entering Customer from Main Menu

1. Select ENTER CUSTOMERS, <ENTER>
2. Enter new code, name, etc.
3. <F10>, <ENTER, saves the new customer.
4. Repeat steps 1-4 for additional customers.

Item Sales Report, Daily Report (Drop Offs), Customer Activity/ Evaluation

1. Select the appropriate item from the menu, <ENTER>
2. Fill in the selection criteria as required
3. Select <S>, <ENTER> to print to the screen or <P>,<ENTER> to print to the print.

If you have any questions, please feel free to call [Support](#) at (954) 568-2533 and one of our trained technicians will be happy to help you.



Section XI
Target Filenames

Section X:

Target Filenames

<u>No</u>	<u>Target Filename</u>	<u>Target Output Filename</u>	<u>Target Filename Description</u>
01	EXAPINVC	EXAPINVC.OUT	AP CREDITS
02	EXAPINVD	EXAPINVD.OUT	AP INVOICES
03	EXAPVEND	EXAPVEND.OUT	AP VENDORS
04	EXARCUST	EXARCUST.OUT	AR CUSTOMERS
05	EXARINVC	EXARINVC.OUT	AR CREDITS
06	EXARINVD	EXARINVD.OUT	AR INVOICES
07	EXGLCHEK	EXGLCHEK.OUT	GL CK. REGISTER
08	EXGLCOA	EXGLCOA.OUT	GL COA
09	EXICHIST	EXICHIST.OUT	INVENTORY HISTORY
...	Read NOTES	2 - 4 when	creating exports 10 -13
10	EXICMSTR	EXICMSTR.OUT	INVENTORY ITEMS
11	EXICNONS	EXICNONS.OUT	PROFIT CENTER
12	EXICPMAT	EXICPMAT.OUT	PRICE MATRIX
13	EXICPRIC	EXICPRIC.OUT	INVENTORY PRICES
14	EXICFOL	EXICFOL.OUT	FOLLOW-ON'S
...	Read NOTE 1	before	importing files 15 - 17
15	EXPREMP2	EXPREMP2.OUT	PAYROLL - DEDUCTIONS
16	EXPREMP3	EXPREMP3.OUT	PAYROLL - RATES
17	EXPREMPL	EXPREMPL.OUT	PAYROLL - EMPLOYEES
18	EXICYTD	EXICYTD.OUT	INVENTORY YTD
19	EXICYTD2	EXICYTD2.OUT	INVENTORY YTD

Note 1: Only export files 15 - 17 if you have the Payroll Module

Note 2: After imports files 10 - 13 are completed, run the following TAS command "PSINCHEK"

To run the TAS Command go to:

```
SYSTEM SETUP
UTILITIES
RUN TAS Command
TYPE PSINCHEK, <ENTER>
```

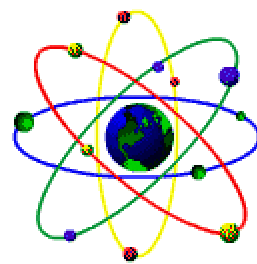
This function will create a category, class, vendor, database based on the inventory master file already imported to POWER.

Note 3: When creating export report "EXICPMAT" the cursor may stop at column "ARY".
For field TSIC.QTY.UPTO enter #'s 1-8 in col. "ARY"
For field TSIC.QTY.PRICE enter #'s 1-8 in col. "ARY"
For field TSIC.MST.EXPDSC enter #'s 1-3 in col. "ARY"

When creating export report "EXICPMAT" the cursor may stop at column "ARY".
For field TSIC.PM.RATES enter #'s 1-9 in col. "ARY"

Note 4: If using Multiple Profit Centers DO NOT run exports 10-13, call Tech support at 954-772-8995; Mon-Fri, from 9:00 Am - 5:00 Pm, EST.

Note 5: Payroll History, Company Information, Open Sales, Open PO's, Shift Groups, Salesperson, Operators, Invoice Numbers, Sales Tax Information, etc. cannot be imported.

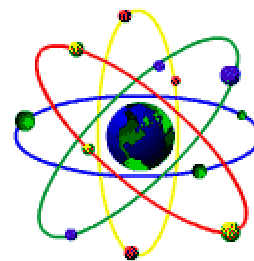


Section XII
POWER Filenames

Section XI:

POWER Filenames

<u>No.</u>	<u>POWER Import Filename</u>	<u>Module & File MD-Description</u>
01	IMAPINVC.IMP	AP-INV.CREDIT
02	IMAPINVD.IMP	AP-INV.DEBIT
03	IMAPVEND.IMP	AP-VENDOR
04	IMARCUST.IMP	AR-CUSTOMER
05	IMARINVC.IMP	AR-INV.CREDIT
06	IMARINVD.IMP	AR-INV.DEBIT
07	IMGLCHEK.IMP	GL-CHECK REG.
08	IMGLCOA.IMP	GL-CHART ACCT.
09	IMICHIST.IMP	IC-HISTORY
10	IMICMSTR.IMP	IC-MASTER
11	IMICNONS.IMP	IC-PROFIT CTR.
12	IMICPMAT.IMP	IC-PRICE MATRIX
13	IMICPRIC.IMP	IC-PRICE LEVELS
14	IMICFOL.IMP	IC FOLLOW ON'S
15	IMPREMP2.IMP	PR-PAYROLL
16	IMPREMP3.IMP	PR-EMPLOYEE
17	IMPREMPL.IMP	PR-RECORDS
18	IMICCYTD.IMP	IC-YTD FILE1
19	IMICYTD2.IMP	IC-YTD FILE2



Section XIII
Target to POWER Upgrade

Section XIII:

Target to POWER Upgrade Instructions

*** Before initiating the conversion process from Target to POWER, be sure to have a good backup of the Target program.**

Step 1: "Install POWER"

At the A: type <INSTALL> (or B: if you are using the B Drive)

Step 2: "Install Export Format to Target" using the POWER Import Utilities update diskette.

At the TARGET Directory type:

```
COPY A:\TARGET\*. * <ENTER>  
(Substitute B: for A: if needed)
```

```
TSDNEW2.EXE <ENTER>  
(Press "Y" to overwrite all)
```

Step 3: "Install Import Format to POWER" using the Power Import Utilities Update diskette.

At the POWER directory type:

```
COPY A:\POWER\*. * <ENTER>  
(Substitute B: for A: if needed)
```

TARGET'S PROCEDURES FOR EXPORTING

Step 4: "Creating Import Format in Target"

Go to the Target Program

From the Main Menu select:

```
UTILITIES <ENTER>
```

```
REPORTMAKER
```

```
CREATE REPORT <ENTER>
```

Enter report name from TARGET FILENAME,
(see list for filenames)

Hit enter all way through to save Report Format

Repeat process for all files necessary.

Step 5: "Exporting from Target"

In order to export files from Target go to:
Export Comma Delimited
Select the export FILENAME (Ex: EXGLCOA)
Fill in any SELECT FIELD as indicated
Type an **X** at the Screen, Printer, Disk, Export prompt
Type TARGET OUTPUT FILENAME
(see list attached for output filenames) and hit <ENTER>

POWER IMPORTS & SETUP PROCEDURES

Step 6: "Import into POWER"

Go to the POWER Program
CD\POWER <ENTER>
Type <PS> to start program
From the Main Menu:
Select SYSTEM SETUP

Note: If importing CHART OF ACCOUNTS-COA from another software be sure to clear out default setting in POWER.

To clear out default COA go to:
~ System SetUp <ENTER>
~ File Options <ENTER>
~ Initialize File <ENTER>

Type <PSGLACCT>, <ENTER>
(a warning screen will appear, hit <ENTER> to accept,
then hit <ESC>)

Note: See Step 7 for importing instructions

Once the CHART OF ACCOUNTS IMPORT is completed go to:
System Setup <ENTER>
Utilities <ENTER>
Run TAS Command <ENTER>
Type PSUTFXGL <ENTER>, <ENTER> to accept.
(This procedure will negate all usual credit amounts)

Step 7: "How to Import"

From the Main Menu go to:
SYSTEM SETUP, <ENTER>
Arrow over to IMPORTING
Select IMPORT TARGET SALES HISTORY, IMPORT
TARGET GL HISTORY, using their options from importing
menu.
Import all other files by using the functions:
CREATE IMPORT FORMAT
RUN IMPORT FORMAT

Step 8: "How to create import format"

Go to Create Import Formats
IMPORT CODE — (See list of POWER IMPORT FILE
NAMES)
Ex: IMGLCOA.IMP
IMPORT FILE — (Make sure the Path assigned is
correct)
Ex. \POS\EXGLCOA.OUT
<ENTER> all the way through on format, when you reach
the end of the file, DO NOT HIT <ENTER>, HIT <ESC> in
order to SAVE format.
Follow this same procedure for all POWER Imports FILE
NAME.

Step 9: "Run Import Format"

Go to RUN IMPORT FORMAT
Select file to be imported from the list and press
<ENTER>
Ex. IMGLCOA.IMP, <ENTER>

Step 10: "Now is time to setup all defaults for the program"

Ex: Salesperson, Operators, Invoice Numbers, Terms, etc.

Select SETUP MODULES from System SetUp Menu Maintenance

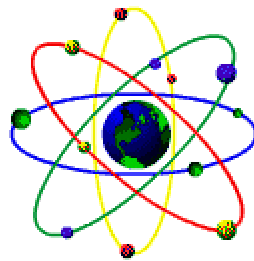
NOTE: If option not on the menu, go to:
Menu Maintenance, <ENTER>

For Option type: SETUPMODULE
Type: P Menu: SY Col: 1 Row: 0
Function: (leave blank)
Program Name: PSUTINST
F10 to SAVE record,
Exit to Main Menu
Then select System SetUp and enter
(OPTIONS SHOULD NOW BE ON YOUR MENU)

When using SETUP MODULES, the system will force one to go through all options. At this time DO NOT SETUP the following:

- ***** Maintain Company Name
- ***** Maintain Security
- ***** Maintain Multiuser
- ***** Maintain Terminal Information

If you have any questions, please feel free to call [Support by Aslan](#), at (954) 772-8995 and one of our trained technicians will be happy to assist you.



Section XIV
Sales Lite to POWER POS Upgrade Instructions

Section XIV:

Sales Lite to POWER POS Upgrade Instructions

INSTALL POWER

1. From the A: prompt type "INSTALL" <ENTER>
(Substitute B: for A: if necessary)
(Installation will default to POWER)
 - A. Change to the Power Directory CD\POWER, <ENTER>
 - B. Insert diskette "Sales Lite to Power Utilities" into A or B drive.
 - C. From the POWER Directory type:
COPY A:\POWER\IMPWR.ZIP, <ENTER>
 - D. At the POWER Directory type:
PKUNZIP IMPWR.ZIP, <ENTER>

SALES LITE UPGRADE INSTRUCTIONS

2. Insert diskette "Sales Lite to Power Utilities" into A or B drive
 - A. From the LITE Directory type:
COPY A:\LITE\EXLITE.ZIP, <ENTER>
 - B. At the LITE Directory type:
PKUNZIP EXLITE.ZIP, <ENTER>
TSDNEW2.EXE, <ENTER>, Hit <Y> or <A> to
overwrite

SALES LITE EXPORT

3. Start LITE
 - A. Type "MR" at function, enter <FILENAME> at the report
name and hit enter until back at main menu.

<u>LITE FILENAMES</u>	<u>OUTPUT FILENAMES</u>	<u>DESCRIPTION</u>
EXINMS	EXINMS.OUT	INVENTORY
(When creating "EXINMS" Systems will prompt for array "ARY" element enter 1-5)		
EX_CUST	EXCUST.OUT	CUSTOMER
EXAPVEND	EXAPVEND.OUT	VENDOR

B. Type "XP" at function, select an export, hit enter through select fields, type an "X" at the "Screen, Printer, Disk file, Export" prompt, enter the OUTPUT FILENAME and hit <ENTER>.

C. Repeat step 3B for all export files necessary.

POWER IMPORT INSTRUCTIONS

4. Change to Power Directory CD\POWER <ENTER>

A. Type <PS> to start the program

B. Go to System SetUp

C. Importing

D. Create Import Format

Type in FILENAME and enter through format already created, when reached the end of the import file DO NOT hit ENTER, instead hit ESC to save the record.

POWER IMPORT NAMES

DESCRIPTION

IMINMS.IMP

Main Inventory File

IMINSTOR.IMP

Inventory Store File

IMCUST.IMP

Customer Records

IMVENDOR.IMP

Vendor Records

PS.....

Operators, Cash Drawer, PO's, Open Orders, AR Invoices, and others cannot be exported/imported. These functions will have to be re-created or re-entered. Some setting up will be required before one can begin to use the Power Software, some of these records are as follows:

In System SetUp:

Maintain System Defaults (enter AR & AP default GL#'s)

Enter Starting Invoices#'s

In Sales Maintenance:

Maintain Salesperson(SP not used create a code called "H" for House Sales)

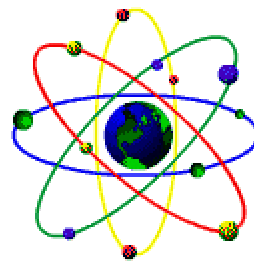
Maintain Tax Information

Maintain Operators

Maintain Stations

Maintain Sales Departments

If you have any questions, please feel free to call [Support by Aslan](#), at (954) 772-8995 and one of our trained technicians will be happy to assist you.



Section XV
HIPPOS to POWER POS Conversion

Section XVIII:

HIPPOS to POWER Conversion

To load HIPPOS conversion files in POWER go to:

System Set-up
Menu Maintenance
At option:

1. Upgrade GL from HIPPOS <press F9>
At column enter the number 4
<press F10> and save record.

Repeat above steps for the following options:

2. Import Inventory from CTA
3. Import Profit Center from CTA

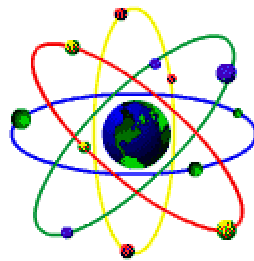
4. Import Vendors from CTA
5. Import Vendors Inventory from CTA

6. Upgrade customers from HIPPOS
7. Import A/R Invoices from CTA

Note: At Step#7, be sure program name is PSUTIMCI, if different, make necessary changes and save the record.

Escape to POWER main menu, then select:

1. Systems Setup <ENTER>
2. Arrow over to IMPORTING
3. Select steps 1-7 in order to start conversion process.



Section XVI
Interfacing I.C. Verify with Quick Sales

Section XVI:

Interfacing I.C. Verify with Quick Sales

Step 1. A special batch file must be made to start Power POS and it should contain the following lines:

```
btrieve/p:4096/m:64/f:64  
<ICVerify Directory>\icmulti  
<ICVerify Dir>\icverify/M<PowerPOS directory>/o taspro psmnmenu
```

**Replace <PowerPOS directory> with full directory to your Power POS.

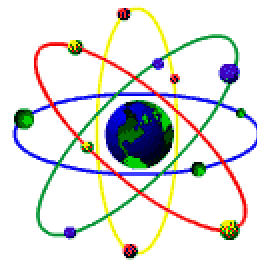
**Replace <ICVerifyDir> with the full directory to ICVerify.

Step 2 The next step is to activate IC Verify for the tendering types that need verification. This is done through MAINTAIN STATION. Find the station that you want to update then press ALT-T to see the tendering screen. The "C" column should be set for all tendering types that you want to get verification.

Tendering codes in Quick Sales must be as follows:

```
CS  Cash  
CK  Check  
CC  Credit Card  
AR  Accounts Receivable
```

You do not have to use all of the above tendering codes, but it is important to use the same two digit tendering code.



Section XVII
Interfacing I.C. Verify with Make Sales

Section XVII:

Interfacing I.C. Verify with (Make Sales) in POWER POS System

Each computer that will clear credit cards:

Add the following to the computer's AUTOEXEC.BAT file:

- SET ICPATH=<Path> ... The path MUST end with a "\"; e.g. "C:\POWER\"
- SET IC TERM=### ... Each computer MUST have a Unique 3-digit number.
- SET ICTO=90 ... This sets the response timeout to 90 seconds (optimal).
- Restart the computer.

Identify one computer, on the network, with a modem, to process the ICVERIFY transactions.

Modify the CONFIG.SYS file as follows:

- Device=c:\dos\himem.sys
- Device=c:\dos\emm386.exe ram 1024

If operating in DOS:

- Go to the POWER Directory prompt.
- Copy the PS.BAT file to PSIC.BAT
- Edit the PSIC.BAT file and add the following 3 lines at the top of the file:

Btrieve/p:4096/m:64/f:64

X:\icverify\icmulti ... ("X:\icverify" represents the path to ICVerify)

X:\icverify\icverify/M<Path> <Path> /O ... Where the <Path> is the same as the SET ICPATH variable above.

- Execute the PSIC.BAT file on this computer only to start the POWER POS program.
- Restart the computer.

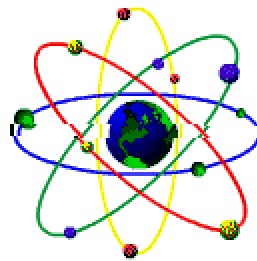
If operating in Windows 95:

- Go to "Start, Programs, MS-DOS Prompt".
- Change to the ICVERIFY Prompt.
- Edit ICGO.BAT, a new file, as follows:
X:\icverify\icmulti ... ("X:\icverify" represents the path to ICVERIFY)

X:\icverify\icverify\M <Path> <Path> /O/N ... Where the <Path> is the same as the SET ICPATH variable above.

- Close the DOS Window.
- Right click on the "Start" button and select "Explore"
- Navigate to the "Windows, Start Menu, Programs, Start-up" folder and right click in the right window and select "New, Shortcut". Type in "X:\icverify\icgo.bat" at the Command Line Prompt then click "Next", Type "ICGO" as a Name, then click "Next", select an Icon, then click "Finish"
- Right Click on the "ICGO" icon and select "Properties". Click on the Program Tab, then select "Minimized" at the RUN option. Click on the Memory Tab, then Checkmark "Protected", then select 1024 at the INITIAL ENVIRONMENT option, then select 1024 at the EXPANDED (EMS) MEMORY option, then select 1024 at the MS-DOS PROTECTED MODE (DPMI) MEMORY, then click "Apply", "OK".
- Close the "Explore" Window.
- Restart the Computer.

Start POWER POS and go to "Sales Maintenance, Maintain Station", use the <F2> key and select each sales station that will be clearing credit cards, hit <ALT-T>, go to each of the Credit Card tendering lines enter a "C" in the "C".



Section XVIII
Remote Merge

Section XVII:

Remote Merge Module

Setup:

Main Location Only

- Install Remote Merge Programs
- Create Directories where remote information is to be stored. (eg. "C:\POWER\1", C:\POWER\2, etc.
- Run the program PSRMMDIR to setup the remote location directories.
- Set up store records in "Inventory Maintenance", "Defaults", "Maintain Store Defaults" for each of the stores' inventories

Remote Location Only

- Install Remote Merge Programs.
- Setup Remote features by going to System Set-up then "Maintain Name" and set the remote merge to "Y" - Yes This is only to be done at the remote location.)
- Set up 1 store record in "Inventory Maintenance", "Defaults", "Maintain Store Defaults" for this store's inventory. NOTE: these must be the same as in 1-4 above.

All Locations

- A different station name must be created for each station. This station will track sales at each remote location . (eg. 1-1=store 1, station 1; 1-2=store 1, 3-1=store 3, station 1, etc.)
- Set transaction numbers and invoice numbers at least 20,000 numbers apart for each location that will be making sales. (eg. store 1 = 20,000; store 2=40,000; etc.)
- Tendering codes must be set up in the same order and same types in each location.

Operation:

First Merge (one time ONLY)

- This is used to synchronize inventory totals between stores and the main location. This must be done after all stores have closed out for the day.

Remote Locations

- Go to "System Setup", "Utilities", "Run TAS Command" and type in <PSRMEXPS>, this will create a file named "STOREINV.TXT"
- Transfer the "STOREINV.TXT" to its associated directory on the main machine [eg. transfer "STOREINV.TXT" from Store 3 to main machine on "C:\POWER\3".]

Main Location

- After the files have been transferred to their associated directories on the main machine, then go to "System Setup", "Utilities", "Run TAS Command" and type in <PSRMIMPS>, this will read the files named "STOREINV.TXT" in each subdirectory.

DAILY MERGES

Remote Locations

This process is to be completed at all Remote locations before processing is done at Main location.

- Complete daily operations as normal. At the end of the night a few files will be updated by "Reset Station" to be transferred to their associated subdirectories on the main computer. They are:

PSRMHEAD.B	Sales HeaderFile
PSRMBODY.B	Sales Body File
PSRMSERL.B	Sales Serial Number File
PSTCMERG.B	Time Card File
PSRMZFIL.B	Sales "Z-out" File

Main Location

- After all files are transferred from the Remote Locations to the main computer, run the following programs; go to "System Setup", "Utilities", Run TAS Command" and type in:

PSRMMEOD This procedure will update the inventory for all respective stores, update sales history, update customer information. All files from all remote locations will be updated into the main computer by this one program.

PSRMTCMR This procedure will update the TIME CARD HISTORY File. All files from all remote locations will be updated into the main by this one program.

NOTE: These can be set up as a procedure

~ The remote location is to be updated by transferring the following files, from the "C:\POWER\" directory back to the remote locations:

PSRMHEAD.B	Sales Header File
PSRMBODY.B	Sales Body File
PSRMSERL.B	Sales Serial Number File
PSCTMERG.B	Time Card File
PSRMZFIL.B	Sales Z-Out File
PSMINMAIN.B	(Only if you have the same inventory prices at each store)
PSINSTOR.B	Inventory Store File
PSINSERL.B	Inventory Serial Number File
PSARINVS.B	(Only if you do "PA" on remote locations)
PSARMAI2.B	(Only if you do "PA" on remote locations)

NOTE: If do "Layaways" or do "PA" on remote locations, copy "PSARMAIN.B" to "PSARMAI2.B", then send "PSARMAI2.B" back to remote location. To copy file go to the POWER directory and type:

COPY PSARMAIN.B PSARMAI2.B <enter>

~ PSRMMERC Run this procedure at each remote location if you are sending back PSARMAI2.B. This procedure will merge the customer file being sent back from Main Location to Remote Location with existing customer database at remote site.

PROGRAMS / FILES NEEDED:

Main Location:

PSRMRSET.RUN
PSRMTCMR.RUN
PSRMMDIR.RUN
PSRMIMPS.RUN
PSRMMEOD.RUN
PSRMTCMR.RUN
PSRMTCMZ.RUN

Remote Location:

PSCZTEE.RUN
PSTCCLKO.RUN
PSRMEXPS.RUN
PSMNINFO.RUN

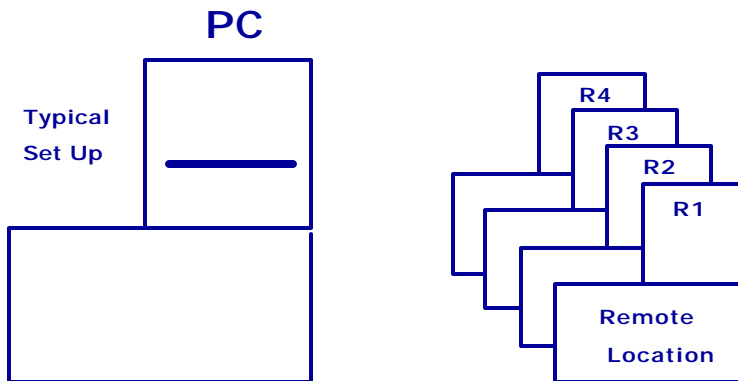
Data Files:

PSRMHEAD.B	Sales Header Initializes
PSRMBODY.B	Sales Body File
PSRMFIL.B	Sales Z-Out
PSTCMERG.B	Time Card File
PSRMSERL.B	Serial # File

System File:

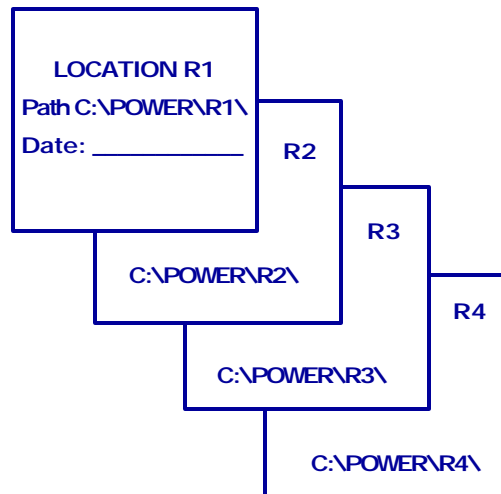
FILELOC.B
FILEDES.B

REMOTE MERGE SET UP



PSRMMDIR (1 record per location)

PSRMMDIR
Set Up



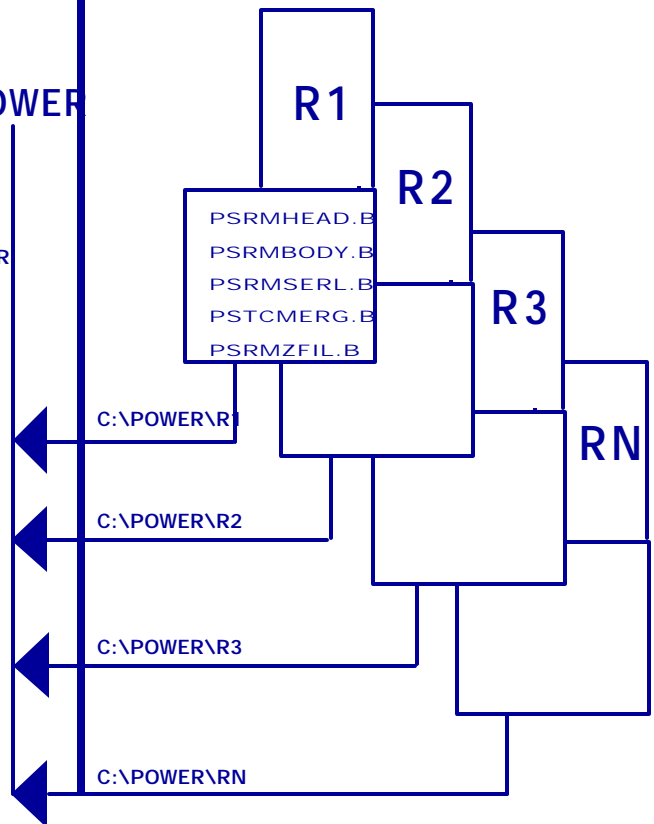
REMOTE MERGE Procedure

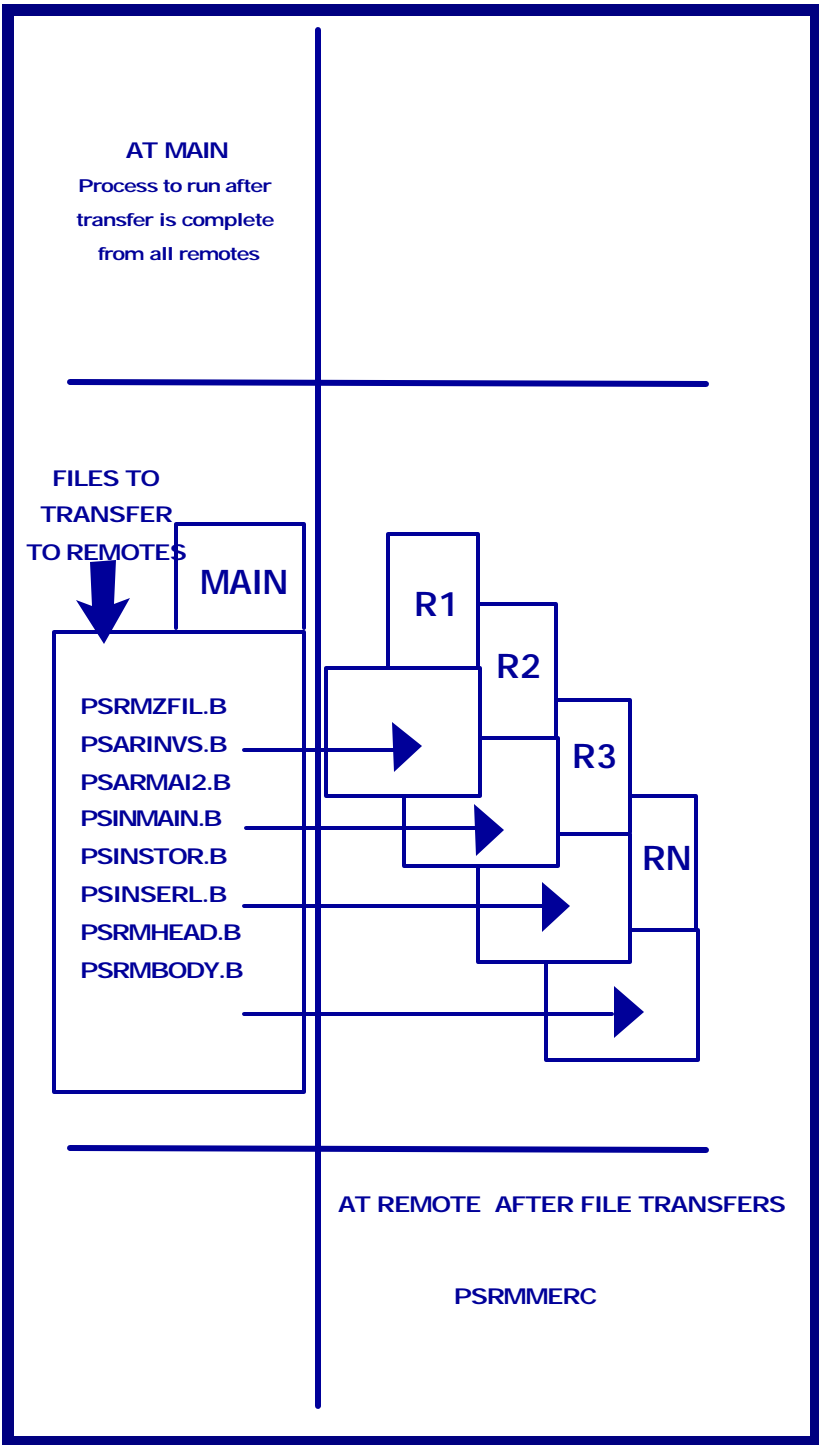
Set Up Computer
Tree at
Main with
1 Directory
for each
Remote Site

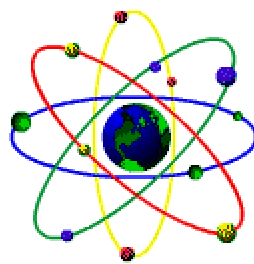
Transfer these files from each
Remote Site after the Remote's
"Z-Out" & "Reset"

C:\POWER

FILE
TRANSFER
FROM
REMOTE







Section XIX
Hardware Installation Guide

Section XIX:

Hardware Installation Guide

~ Serial Cash Drawers ~ Serial Pole Displays ~ Network Guidelines ~

Serial Cash Drawer Installation:

1. If you do not have mode commands in your autoexec.bat file, then you will need to follow the following line:

MODE COM?,300,N,8,1 (where the <?> is enter the com port number your cash drawer is connected to; i.e. 1,2,3 or 4)

2. Reboot the computer.
3. To test from DOS type the following commands:
COPY CON BELL <ENTER>
^G^G^G Hit <F6> and <ENTER>
Copy CON OPEN.BAT <ENTER>
Type BELL>COM? , Hit <F6> and <ENTER>
4. Type the word OPEN at the DOS prompt and the drawer should fire.
5. If you have Power Software, make sure that the BELL and OPEN.BAT files are in your Power Directory.
6. Start the software and go to Maintain Station. Pull up your station information and hit <ALT-H for hardware information. Enter down to the Cash Drawer on Printer# and type in <0>. In the driver field, type OPEN.BAT. Hit<F10> and save the record.

POLE DISPLAY INSTALLATION for Logic Control Serial Pole Displays

1. Edit the PS.BAT file in your Power subdirectory and add the following as the first line of the file:
SET PSPOLE =YES (Must be in Capital Letters)

2. Start the software and go into System Setup. Choose the option for Maintain Printer Drivers and add the following line for POLE1 and POLE2.

```
POLE1 3 16 2 13  
POLE2 3 16 20 13
```

3. Go into Sales Maintenance and then into Maintain Station. Hit <ALT-H> for Hardware Setup. Type in the number <3> for Customer Display Port.
4. Exit the Software.
5. If you do not have Mode Commands in your autoexec.bat file then you will need to add the following lines:

```
MODE COM?,96,N,8,2 (Where the ? enter the com port your  
pole display is connected to i.e. 1,2,3 or 4)  
MODE LPT3:=COM?
```

6. Reboot the computer.

NETWORK GUIDELINES:

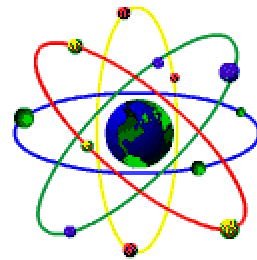
Lantastic & Windows95

1. The files and buffers must be set to 225 and 40 on every Lantastic server on the network.
2. The DOS Share command must be loaded in all of the computers autoexec.bat files before the Lantastic network commands are loaded. (Using Lantastic internal share will cause unpredictable results with certain software programs.)
3. The "largest executable program size" must be at least 565K free in DOS after the network drivers are loaded. (Type MEM at the DOS prompt)

NETWORK GUIDELINES:

Novell

1. Files must be set to 80 and buffers must be set to 40 in the config.sys file of each workstation.
2. The DOS Share command must be loaded in all of the computers autoexec.bat file.
3. All files in the POWER subdirectory must be flagged to Sharable-Read-Write. (Flag*SRW)
4. The largest executable program size must be at least 565K free in DOS after the network drivers are loaded . (Type MEM at the DOS prompt)



Section XX
Lantastic 7.0 Connection

Section XX:

LANTASTIC 7.0 Drive & Printer Connection Set Up

To set up permanent drive and/or printer connections you will need to do the following:

1. Change to Lantastiic subdirectory on the station (cd\lantasti)
2. Edit connect.bat and add or change the following lines as needed.

FOR HARDDRIVE CONNECTIONS

NET USE D: \\(server name)\C-DRIVE

Set up line explained:

D: is the drive letter you are calling the network drive (can be any letter not already in use on the network)

\\SERVER: is the name of the server machine that you want to connect to.

C-DRIVE:

is the name of the drive on the server that you are connecting to.

FOR PRINTER CONNECTIONS

NET USE LPT1\\SERVER\@PRINTER

Set up line explained:

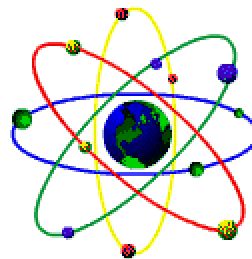
LPT1 is the printer port that you are connecting to another printer (it can be any valid port that your software is using)

\\SERVER:

is the name of the server machine that you want to use the printer on and connect to.

\@PRINTER:

is the default printer on the server.



Section XXI
Importing Fixed Length ASCII
Importing Comma Delimited

Section XXI:

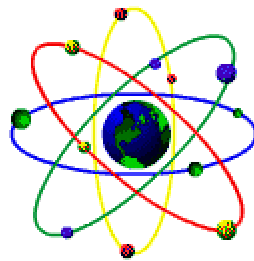
Importing Fixed Length ASCII

1. From the Main Menu go into **System Setup**. Under the heading **Importing**, choose **Create Import Format**.
2. Enter a name for the import format. This must be a valid DOS file name with no more than 8 characters followed by a period and 3-character extension. No spaces or special characters are allowed.
3. Import filename is the name and location of the file that you are importing, i.e. c:\pos\excust.dat.
4. Import into File is the Power Software file that you are importing into. Hitting **F2** will pop up a list of file names with a description.
5. The Import Type will be "**F**" fixed length.
6. Hit **<enter>** and **F2** to see a list of the fields in the file. Choose the appropriate fields that match the data that you have exported. If the field that you choose is a key field it will ask you if you want to find by the key first and then make changes. You answer "N" to this if it is an import into an empty data file.
7. Then Len Field is where you put the length of the field from that is in your export file.
8. The Off Field is the position of the first character of the field in your export file.
9. If you have exported array fields, then place the number of the array in the array box.
10. Once you have entered all the fields and are on a blank line with cursor across the screen, hit the **ESC** key and say yes to save the format.
11. Go to Run Import Format. Hit **<enter>** on the format created to begin importing.

Section XXI:

Importing Comma Delimited

1. From the Main Menu go into **System Setup**. Under the heading **Importing**, choose **Create Import Format**.
2. Enter a name for the import format. This must be a valid DOS file name with no more than 8 characters followed by a period and 3-character extension. No spaces or special characters are allowed.
3. Import filename is the name and location of the file that you are importing, i.e. c:\pos\excust.dat.
4. Import into File is the Power Software file that you are importing into. Hitting **F2** will pop us a list of file names with a description.
5. The Import Type will be "**C**" for comma delimited.
6. Hit **<enter>** and **F2** to see a list of the fields in the file. Choose the appropriate fields that match the data that you have exported. If the field that you choose is a key field it will ask you if you want to find by the key first and then make changes. You answer "N" to this if it is an import into an empty data file.
7. The Len Field is where you put the number of the field that the data is in your export file.
8. Once you have entered all the fields and are on a blank line with the cursor across the screen, hit the **ESC** key and say **yes** to save format.
9. Hit **ESC** and then go into **Run Import Format**. Hit **<enter>** on the format that you created.



Section XXI
Foreign Currency Exchange Set-Up

Section XXII:

Foreign Currency Exchange Set-Up

1. Install Power Currency Exchange Program
2. Go to **SYSTEM SETUP**, over to **UTILITIES** and select **RUN TAS COMMAND** and type **PSCSMCUR**. Type your station code and press enter, enter 'Y' to turn on currency conversion. Repeat for all stations.
3. Go to **SALES MAINTENANCE**, then to **MAINTAIN STATION**. To set up tendering codes type in the **STATION CODE** and <ENTER>. Press the **ALT & T** to go to tendering screen. Tendering codes must be set up for all types of currency accepted.

For all tendering codes that you are converting to enter "1.00" in the percent field. For all tendering codes that are being converted, enter conversion factor in the percent field.

FOR EXAMPLE: If this is a Canadian company that also accepted American money, you would enter "1.00" in the percentage field next to all Canadian tendering codes. When you set up tendering codes for American Currency, you would put in the conversion factor (ie. 0.7500)

4. When tendering to foreign currency say yes to convert currency if you are giving change in currency of your country. Enter "**NO**" to convert if you are giving change in currency tendered. Then select correct tendering code for change.