

Premium Software User Manual

The Book!!

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Premium Software
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Notes on Premium Software's Windows Pawnshop Program

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A. Installing program on Computer

The installation of the program on the computer involves two steps.

1. Install the Pervasive Database Manager.

This needs to be installed on **each** computer if you have a network. Just place the CD in the computer and it should autorun. Click on the first option "Install Pervasive (Btrieve)". Reboot if needed and if you are not finished the setup should resume where you left off before the reboot.

2. Install the Windows Pawnshop program.

The second option of the CD is "Install Windows Pawnshop Software" Just go with the defaults and press enter each time a question is asked. If asked if you want to keep a file, answer YES. Reboot if needed and if you are not finished the setup should resume where you left off before the reboot.

3. Copy the Windows Pawnshop executable to the computer.

This only needs to be done on the server if you have a network. The next to last option on the CD is "Install Windows Pawnshop Update". The screen will blank out for a minute then return back to the menu.

4. Copy data files to the server.

If you are installing a new shop, then on the CD menu click on "New Shop" then click on "Copy Blank Files".

If you are reinstalling from a backup, then you will need to copy the backup from the old computer to the new computer. The folder which needs to be copied is \pawn2000.

5. You can then click on "return to Page 1", then click on "Exit CD"

To finish setting up a single computer or server.

1. Make sure the pawn2000 folder is in the root directory of the server.

2. Close any windows you have open then right click on the desktop, go to New --> shortcut, then type in the box c:\premssoft.exe. Then click next and name the shortcut "Windows Pawnshop", click next and finish.

3. Right click on the new shortcut on the desktop and left click properties. In the box called Start In, you should have C:\. Change it to C:\pawn2000.

4. Double click the shortcut and then go to Pawn/Buy and click on Get Last Pawn. If a pawn ticket shows on the screen then this part is finished. If you get an error message saying that the file can't be opened, then go to start --> programs --> pervasive --> pervasive control center. Then click on the + in the left window, click on the 3rd line then click on top on Tools, and click on gateway locator. Then click on the 3 dots to the right of the top box. Then go to the C: drive then click on the pawn2000 folder and click OK. Then click on Change then click OK. Then exit all the windows.

5. If you have a network (*I am going to assume it is already set up with each computer having a different name, each has the same workgroup, and TCP/IP is enabled. If you have windows earlier than XP, then you need to also enable netbeui, IPX/SPX, with netbios enabled. If this isn't done or you don't know how to do it then you need to get someone in and have them help you with this. If you aren't using a router, then you need to assign static IP Addresses with each computer having a different address, such as the server having 192.168.0.1, the first station having 192.168.0.2, the 2nd station having 192.168.0.3, etc. The subnet mask should be 255.255.255.0. You also need to share the main computers C: drive*) and need to install the program on the other computers, then you need to follow step 1 - Installing the Pervasive (Btrieve), and step 2 - Install the Windows Pawnshop Software. Skip steps 1 and 2 in the section "To finish setting up a single computer or server", but for step 3 do the following. Right Click the desktop and go to New --> Shortcut --> browse. Go to Network Neighborhood (or My Network Places in ME, & XP), go to Entire Network --> Microsoft Network --> Workgroup --> The Main Computer --> C Drive --> click on Premsoft. Then click open --> next --> Name the shortcut "Windows Pawnshop" --> Next --> and Finish. Then right click the shortcut and left click properties. For the cmd line you should have something like "\\server\c\premsoft.exe", In the Start In change it to "\\server\c\pawn2000", by replacing the premsoft.exe with pawn2000. If it is installed correctly, then you should be able to double click the shortcut and click on Pawn/Buy then get last pawn and a pawn ticket should appear. You need to repeat adding the shortcut to all the computers.

6. You probably need to also make a shortcut for you backup. Right click the desktop, go to new --> shortcut and in the box type either c:\pawn2000\backdisk.bat or c:\pawn2000\backzip.bat. Click Next, and for the name of the shortcut you can call it Backup. Click Next and pick out a picture (don't take too long on this), then click finish. The backdisk will zip the file from the C: drive and backup on the A: drive. If you have a zip disk, you will need to check the backzip.bat file. First you need to double click My Computer to see what drive letter is your zip drive. For this example let's assume that it is drive E:. Double click My Computer --> C: drive --> Pawn2000. Then right click the file backzip.bat and left click Edit. The line should read

```
hcopy -uh c:\pawn2000 e:
```

the last drive has to match the zip drive. Change it if it needs to be changed.

B. Installing Printers on Computer

The installation of printers involves two steps, the first setting up the printers in the computer and then attaching the printers to the pawn program.

1. A printer needs to be added for each function that the pawnshop program needs, you can use the same printer for several functions, but that might involve changing paper. You need to know what printer port and manufacturer of each printer. The table below might help.

Function	Port	Manufacturer	Name of Printer
Pawn Ticket	_____	_____	Pawn
Validation	_____	_____	Label
Label	_____	_____	Label
Buy Ticket	_____	_____	Buy
Cash Receipt	_____	_____	Receipt
Paper Report	_____	_____	Report
Police Form	_____	_____	Police
Jewelry Label	_____	_____	Jewelry

The ports can be:

LPT Ports such as

LPT1, LPT2, LPT3

USB Ports such as

USB001, Dot4-USB

Belkin printer ports such as

LPT1-PA, LPT1-PB, LPT1-PC, LPT1-PD, LPT2-PA, ETC.

Ethernet print switches

Networked printers such as

\\server\Pawn

It is extremely important that the name of printer is exact according to case. A printer named Pawn is different than a printer named PAWN, and pawn. After I learned this I starting naming printers with the first letter capitalized with the rest lower case. The share name case is unimportant however. More about that later.

a. If you are using a printer server, Belkin box, or USB cable, install the software first.

b. Adding a local printer

To add a printer on a server, or stand-alone computer, lets start with the pawn ticket printer. Go to Start --> Settings --> Printers, or with XP, Start --> Control Panel --> Printers and Faxes. Double click Add Printer, click local, select the printer port, then select the manufacturer of the printer, click next and name the printer Pawn ("P" is upper case and the "awn" is lower case). You can say no to test page and default printer (we want the Report printer to be the default).

If you have Windows 95, 98, or Me, then right click the printer, go to properties. If this is a server, click on the sharing tab and click "share as", and leave the name as PAWN, also click

on the paper tab and slide the paper size bar to the right until you see CUSTOM, click it and in the bottom left corner, set the height (length) to 550 and the width to 1000. These units are in 1/10 of an inch so 550 is 5 1/2" and 1000 width is 10". If it won't take 1000 as the width then make it 850. This needs to be done for both the Pawn and Buy printers. For a dot matrix label printer, you need to set the width to 1000 and the height (length) to 100. If you have a network, when setting up the printers on the station, it will copy these settings to the station if they are set up on the server correctly first. So you might test all the printers before adding printers to the stations.

Repeat this for the other printers

If you have Windows 2000, XP, or Vista then start --> control panel --> printers. Then click on the top click on Printer, then server properties. Check the box that says New Form, and in the name of the form type Halfpage. In the bottom left change the width to 10 and the height (length) to 5.5. Then click on save form. If you use a dot matrix printer for labels, go back to the box with the name of the form (HalfPage should be there), and type Label. For the height change it to 1. Then click on save form. Exit from this screen. From the Printers folder click on Add Printer, click on **local** (you can't use the printers which are automatically added in stations such as Pawn on Server or Auto Pawn on Server), select the appropriate port, (if this is a station then to select a printer located on the server such as \\server\pawn, or whichever printer you are using) select the name of the printer, next, then call the printer Pawn. No test page and not default (unless the Report printer). If this is a network station the port will be \\server\Pawn. After the printer is added, the right click the Pawn printer, left click properties --> printing preferences --> Advanced. For paper size change letter to Halfpage for Pawn or Buy, Label for dot matrix label printers, and leave it as letter for Report printer. You can try different settings for print quality, but for Okidata 184 don't go to 72x60. If you have an option for Draft or Fast draft, then you might change it to those and try. If the print isn't heavy enough then adjust these settings.

The fun part of XP, 2000 and Vista is that the printer drivers aren't correct with the printers that print less than letter size. You have to edit the gpd file for those printers. Double click My Computer--> C drive --> windows (or winnt) --> system32 --> spool --> drivers --> w32x86 --> 3. Go to view on the toolbar at the top, and click on details. Then click on the heading Type and look for the file type gpd, and look for a driver that resembles your printer. For Okidata 184 this would be okd184it.gpd. Right click and click Edit if available or open if not. If you click open then click select program from list and then click on notepad. Go to Edit on the tool bar at the top and click on Find. In the Find What box type in customsize. It should bring you to a line that has the word customsize in it. Click cancel and scroll down a couple of lines. You will see information like the following:

```
*Option: CUSTOMSIZE
{
  *rcNameID: =USER_DEFINED_SIZE_DISPLAY
  *MinSize: PAIR(1080, 180)
  *MaxSize: PAIR(3600, 15120)
  *MaxPrintableWidth: 3600
  *MinLeftMargin: 0
```

*CenterPrintable?: FALSE

*switch: InputBin

Make sure that the line *MinLeftmargin: has a zero, it may have 90, or 180 there, just delete the 9 or 18 so the number on the right is zero. If it is already zero then you don't have to change it. After you verify that a zero is there, then click on the x in the upper left corner and click on yes to save. You have to do this to all non-letter sized printers. If you fail to do this then all the printing is printed to the right about 1/4". You also have to do this to all computers in the network.

Don't forget to also make the printer shareable if this is a server, if you are using an ethernet print server, share the printer from the server which is connecting to the printer through ip addresses, and have the stations go to the server and get the printer. It might work if you go directly to the printer server from each computer, but windows operates a better print spooler than the print server. You don't make a printer shareable if it is a station in a network.

C. Using SQL Data Manager

There is a pretty neat feature of the new pervasive that allows you to look at the pawn information another way. It is real handy to making mass changes to data such as when a gun license is closed out, you can change all the guns that are in pawn and for sale and with a single command put the old licensee as the received from. In the old gun book you can change all guns that are in pawn and for sale and change the disposed information to the new licensee. Then you can delete all the guns that are in the new gun book that were disposed before a certain date so that the new gun book only has the guns for the new licensee. You can also delete records such as old pawn ticket, sales, inventory, and transactions. Each with a single command. I am going to try to incorporate some of this in a later version of the pawn program.

To install the sql, the latest update should have some ddf files. Go to the MSDos prompt (95-98 start --> programs --> msdos prompt) (Me start --> programs -- accessories --> msdos prompt) (2000 start --> run --> command.com) (XP start --> run --> cmd)

Then type cd \

type copy *.ddf \pawn2000

type exit

Then go to start --> programs --> pervasive --> pervasive control center

Click on the + in the left window, by Pervasive.SQL 2000i

then click on the + by the computer name

then right click on databases and left click new database

in the top box name the database Pawn

in the bottom box click on the 3 dots to the right of the box and go to the C: drive and click on pawn2000 and click OK then next (Don't check any of the boxes)

then click finish. It should give you a message that the database was successfully created. Click close

To test, click on the + by databases and the + by Pawn , click on tables, and double click cust. It should show in the white box select * from "cust"

To play a little, at the end of the line add where idtype <> 'OKDL'

Then click on the button above which will say execute query (if you put you mouse on top of the buttons, they will tell you what they are). It is the one just to the left of the red box.

Look in the big white box and slide the scroll bar to the right and you can see the results.

You could then add in at the end of the line order by idtype The complete line would look like

```
select * from "cust" where idtype <> "OKDL' order by idtype
```

This is a powerful routine which no checks, so if you just do selects then you won't get into any trouble, but like I said we could delete or update just as easy.

You have to set this up only once, after that you can go back there by start --> programs --> pervasive --> pervasive control center

Start clicking on the + in the left window until you see the pawn database then double click the datafile you want to see. You currently cannot accurately look at data from the Pawn, Buy, or Sales database, but you can delete old records from them if you want. Call me and I will tell you how. Note the dates are in reverse order so 01/20/2004 would show as 20040120.

D. Notes on the Pawn/Buy Program

***** Always press ENTER when typing anything on the screen *****

***** Always click the green check to save, or check the O with the slash through it to cancel add/changes *****

The screenshot shows a software window titled "Pawn/Buy". At the top, there is a menu bar with "File", "Pawn/Buy_Options", and "Pawn/Buy_Printing". Below the menu bar is a toolbar with buttons for "Add Cust", "Gun Book", "Sales", and "Inventory". The main area contains a form with the following fields: "ID NUMBER", "Last Name", "First Name", "Address", "City", "St", "Zip", "Age", "S", "R", "Hair", "Eyes", "Height", "Weight", "Comments", "ID Type", and "Photo ID Number". To the right of the form are four buttons: "Get Last Pawn", "Get Last Buy", "Pawn Ticket", and "Buy Ticket". Below these buttons is a large, empty rectangular text area. In the bottom right corner of the window, there is a red "X" icon. The status bar at the bottom of the window displays the text: "Your Pawnshop # 090100321 20.02.53 Tuesday, January 27, 2004 9:53 AM".

In the Pawn/Buy program you first need to either add a new customer, or pull up an existing customer.

Add a new customer:

Click on the toolbar towards the top that says Add Cust. Then continue to fill out the information. Make sure the birthday (dob) has a 4 digit year. When finished click on the green check towards the bottom right.

Look up customer:

The cursor in the last name box, just type in part of the last name of the customer you are trying to find. If you want you can include part of the first name. For example to look up

John Smith, you can type in the last name box, SMITH J, and the computer will give you the first name it finds where the last name starts with SMITH and the first name starts with a J.

You can look up by Pawn ticket number, either use the mouse to highlight the word Pawn Ticket and type in the number and press enter on the keyboard, or press the tab key on the keyboard and type in the pawn ticket number and press enter on the keyboard. You could also press tab again (or use the mouse) to go to Buy Ticket and type in a buy ticket number and press enter on the keyboard. If you press the tab again (or use the mouse), then the cursor will go to ID Number. Tab again to go back to Last Name.

You can also search by anything in the customer screen. If you know the first name of the individual is BILLY BOB, then click on first name. type BILLY BOB and press enter on the keyboard. A list will appear at the bottom half of the screen will all BILLY BOB's in the computer. When you search this way the computer looks for a match anywhere, so if you go to Address and type in MAPLE, then the computer will get all people who have MAPLE in the address.

The screenshot shows the 'Pawn/Buy' software interface. At the top, there is a menu bar with 'File', 'Pawn/Buy Options', and 'Pawn/Buy Printing'. Below the menu bar are several tabs: 'Add Cust', 'Gun Book', 'Sales', and 'Inventory'. The main area contains a form for customer information. The 'Pawn' section shows 'Active' as 1 with a value of 100.00. Other fields include 'Picked Up' (0, 0.00), 'Renewed' (0, 0.00), and 'Expired' (0, 0.00). The 'Last Activity' is 01/27/2004. A blue text label reads 'Amt to Pickup All Active Tickets 120.00'. Below this are buttons for 'Browse Pawn', 'Add Pawn', and 'Add Buy'. The bottom section shows ticket details: 'Ticket' 100000, 'Date In' 01/27/2004, 'Loan Amt' 100.00, 'Interest Due' 20.00, 'Clerk In' JM, and 'Clerk Out'. The 'Status' is A, and the 'Amount to PU' is 120.00. The 'DI' is 0.67 and 'MI' is 20.00. The 'Location' is BICYCLE, RED 26" RED FLYER. At the bottom, there are buttons for 'PU', 'Renew', 'Pawn Label', 'Mail Label', and 'Ticket History'. The status bar at the very bottom reads 'Your Pawnshop # 090100321 20.02.53 Tuesday, January 27, 2004 9:57 AM'.

If you looked up a customer by name or by searching through customer information,

then after you click on the name below, if that is the wrong individual, then you can click on Rebrowse Name to pull up the list again.

Updating customer information:

If you need to change any customer information, just click on what needs changed, such as the address and change it. To save the change click on the green check, or to cancel the change click on the 0 with the slash.

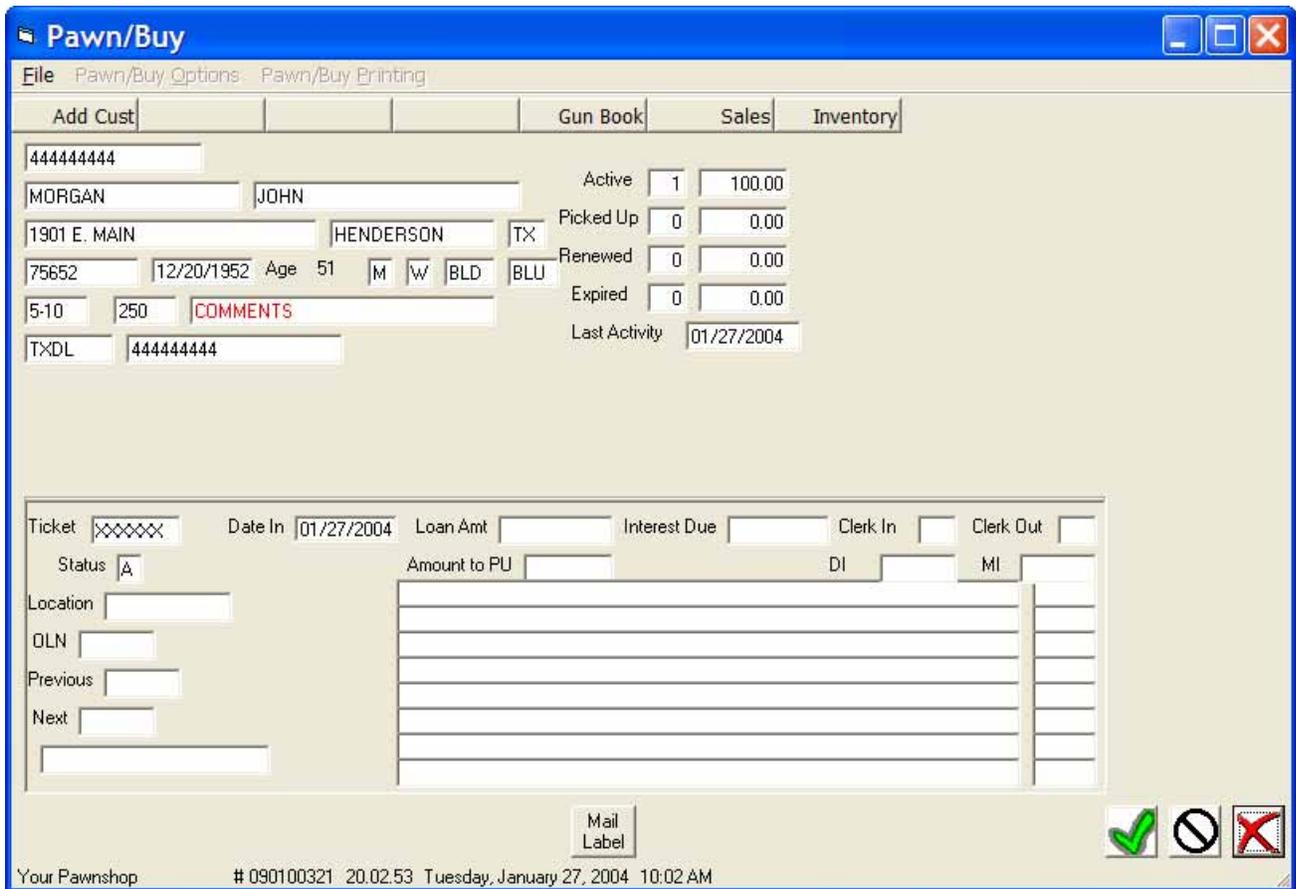
You can also change the ID Number of the customer the same way. If the customer is in the computer twice with 2 id numbers, just bring up the customer with the wrong number, change it to the correct number. When you click on the green check, the computer will inform you that the customer already exists, are you sure. Answer yes if you are sure.

After finishing with a customer, you need to get rid of the customer on the screen by clicking on the 0 with the slash, if you instead click on last name and type in someone else's last name, the computer will think you are changing the last names.

Get Last Pawn/ Get Last Buy

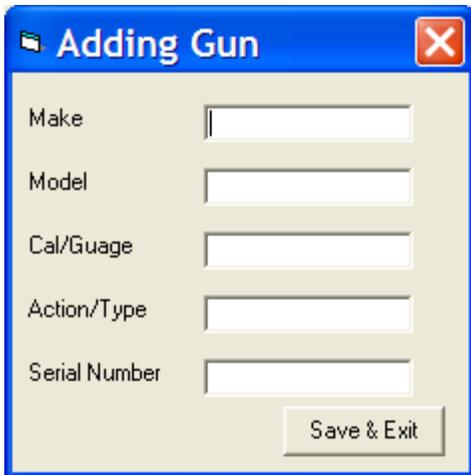
You quickly look at the last pawn ticket or buy ticket in the computer by simply clicking on this box. It is located about the middle of the screen. This is especially handy if you need to go back to put in a location, or just want to check.

Adding a Pawn Ticket or Buy Ticket:



After looking up a customer, or adding them and saving with the green check, then you can just click on Add Pawn, or Add Buy. The computer starts with the amount of the pawn, your initials, and depending on the option in file setup to stop at location (bottom left of file setup), will continue. You continue to add the pawn ticket, putting a reference amount that doesn't print on the ticket, in the right box next to each line of the pawn ticket. You can also get information from another ticket and place on a new ticket. An example would be if the wife pawned the item the first time, then the husband brought the same item in after it was picked up. For example, if the wife's ticket was 025001 then on the line where you would normally type the description, you could instead type T025001L1 and after pressing ENTER, the description that was on 25001 line 1 would appear.

If the item is a gun, then instead of typing the description, just type G and hit enter. A window will appear for you to enter the gun information. If you don't have something, like a serial number, put something there such as NV, or none. If the gun is black powder, then just type in a description that starts with BLACK POWDER, instead of GUN.



Try to put each individual item on a different line on the pawn ticket, sometimes that might be difficult, but try if you can.

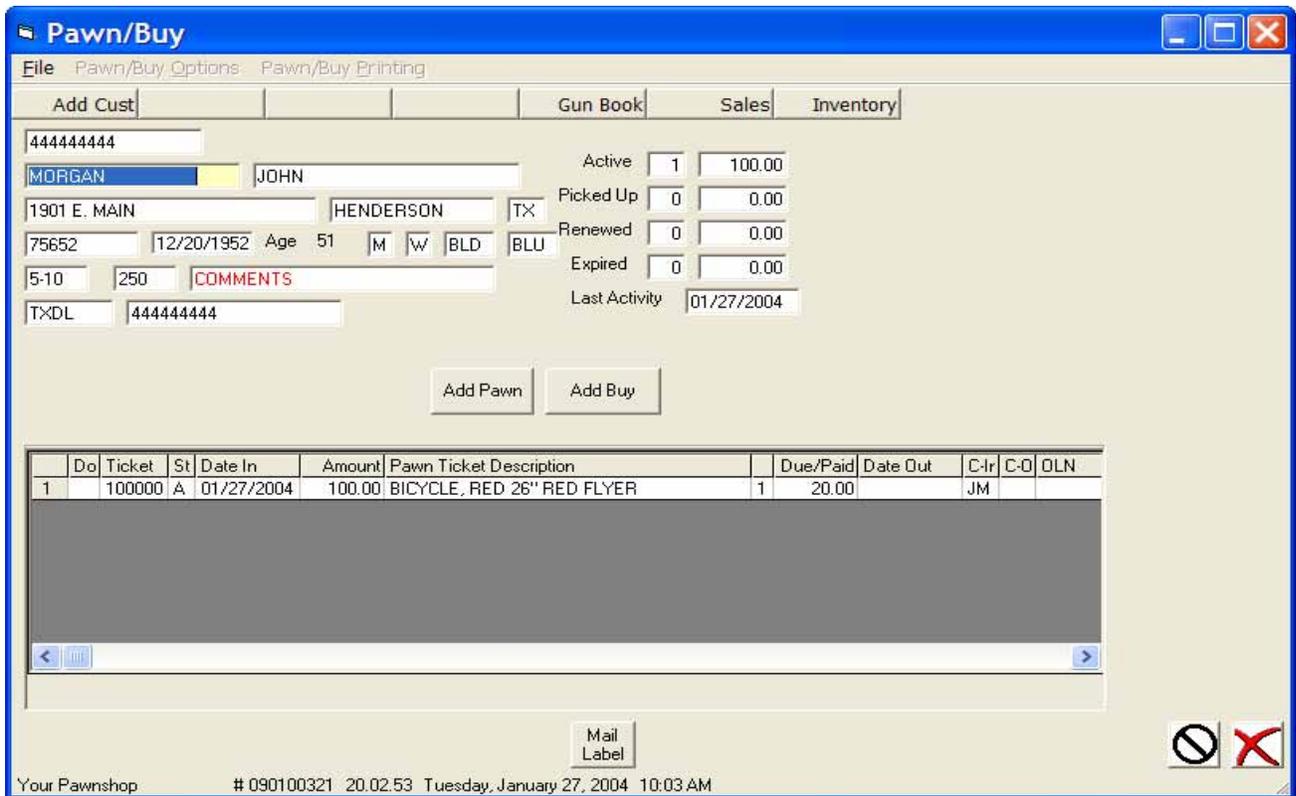
When you have finished adding the pawn information, just press the Green check towards the bottom right and the ticket will be saved and a ticket will be printed. The instructions for a buy are the same as a pawn. If you don't want to save the pawn ticket, click the 0 with the slash at the bottom right corner and the adding pawn/buy will be cancelled.

The following list are the different pawn statuses:

- A Active pawn ticket, item is still in pawn
- P Paid pawn ticket, it has been picked up
- R The ticket has been renewed
- E The ticket has been expired, pulled for sale
- C Police Confiscation, don't forget to put a disposed date
- H Item is on customer hold, the customer called in
- L Late pickup, the ticket was expired, but later picked up. Not as good as Pickup but not as bad as Expired

The Browse screen:

If you have a customer on the screen and a single pawn or buy ticket, and the customer has more than one ticket (look at the right side of the customer information), then you can click on the browse pawn or browse buy buttons and see those tickets. The pawn tickets are in my order. Oldest active first, Confiscated tickets, Expired tickets most recent first, Picked up tickets, most recent first, then renewed tickets. When looking at the browse screen with each ticket on a line, there is a Do box on the left, then next to the pawn description, there is a number. This number shows you how many lines are on the pawn ticket, if you click anywhere on the description, then a drop down arrow appears on the right, just click on the arrow and all the items on the pawn ticket will appear in the drop down box.



If you click anywhere except on the Do box, or the description of the pawned item, then the whole pawn ticket will appear.

The Do box is for multiple renewal/pickups and calculating the interest on different dates. This only works on Active pawn tickets. Click in the Do box next to an active ticket and a R will appear, in about the middle of the screen is an item which states "Calculator Amount" and a calendar will appear. You can click on another date and the calculator amount will change. If you click the Do box again, the R will change to a P, but if you want to calculate the interest on another day, you have to click on that day again.

If you want to multiple Pickup or Renew tickets for this customer, after marking in the Do box, click on the button toward the bottom right which says Process These Selected Tickets.

You can click on the headings to sort the pawn tickets in the order based on the heading you clicked on. For example, if you click on Ticket, then the tickets will be sorted in ascending order by ticket number. If you click Ticket again, then the tickets will be sorted in descending order. The same with Date, Description, etc. To put the tickets back in my order, click on Do.

The options on the bottom of the pawn screen (when the whole ticket is on the screen), are the more common. PU is to pickup the ticket and Renew is to renew the ticket. If you click on PU and change your mind, just click on the X in the upper right corner and the pickup will be canceled.

You also have label option buttons on the bottom of the screen.

At the toolbar at the top, you have Pawn/Buy Options, and Pawn/Buy printing. By looking at those the options should be obvious.

Special note. If you void a pawn ticket that has been renewed, the computer automatically makes the previous ticket active.

Sometimes you have a drop-down arrow next to the pawn ticket number when the whole ticket is on the screen. If the pawn ticket has a gun, then there is a choice of go to gunbook. This is real handy to quickly go from a pawn ticket that has a gun to its gun book entry.

If the pawn ticket has been expired, then you will have options on the drop-down next to the pawn ticket number, of going to inventory or lookup in sales. After around 01/01/2000, I starting keeping track of sale transactions. So if someone calls on the phone and you've expired the pawn ticket, you can click on lookup in sales, and if that item has been sold, the computer will bring up another window showing you about when that item was sold. If you click on the new windows, then the actual sales ticket will appear on the screen.

If you need to add a pawn ticket after the fact, perhaps one missing because of a gap in the backup that had to be restored, purchasing pawns from another shop, etc. You can get the customer on the screen, then click Add Pawn, and instead of starting with the amount, use the mouse to click on the XXXXXX where the ticket number will be and type in the ticket number, press enter, type in the date of the pawn, press enter and continue typing in the pawn ticket. If you assign the pawn ticket number, a pawn ticket won't automatically print. The XXXXXX is normally replace by then last pawn ticket used which can be found on the main screen, clicking on File and Program Information.

If you failed to pick up a ticket on the correct date, or expire a ticket on the correct date, you can pull the pawn ticket up on the screen, click the PU button, and instead of typing your initials, use the mouse to click on the date and change the date, press enter, and then type in your initials. If it is a pickup or renewal, the computer will store the interest as of the date you type.



If you have a pawn ticket on the screen, you can use the left and right arrows on the screen to go to the previous or next pawn ticket. Note: This is the actual next and previous pawn ticket, not the next or previous for this customer.

If you have a pawn ticket that is being picked up, then what I call the NICS box will appear on the screen asking you to check the name/address, etc and then click on the status of the NICS check. If you already have a proceed then dot that box and then gun book is completely updated. If you click on any other option, then the gun entry is left open and a new button will appear on the main screen called Nics Gun Updates. When the individual actually picks up the gun, the click on this button and click the appropriate box. By doing gun pickups this way, the date in the gun book will match the date the gun actually left the store.

If the individual with a pawn ticket wants to pay on the interest, then click on Pawn/Buy options and Renew with principal payment. When the computer asks how much, type the amount the individual is paying you. Any extra above the interest due will decrease the principal on the new loan.

Expiring a pawn ticket involved bringing the pawn ticket up on the screen, going to Pawn/Buy options and clicking on expire. Another window will appear where you can price the item to be put into inventory. If the pawn item contains multiple quantities, then the cost is cost each. For example let's say that you loaned \$50 on 10 DVD movies, When you expire the pawn ticket, the stock number will appear, and the description will be 10 DVD movies. Change the quantity to 10. Change the description to DVD MOVIES, and put a cost of \$5.00. If you need to print a jewelry label, then in the box for number of labels, type a J and save the windows.

Inventory Number : 41128-1

Description 14K Y.G. DROP 32 SMALL DIA

Quantity in Stock 1 Date Added 01/27/2004

Cost 40.00 Vendor PAWN

Sale 1 99.95 Category 14-JEWELRY, MISC

Sale 2 89.95 # Labels

Cost Remaining: 40.00

Save Record

If you are expiring a pawn or buy ticket and don't want to put that item in inventory, just click on the X in the upper right corner of the "Adding to Inventory" windows.

If a pawn ticket is expired but the individual wants the item, either to pickup or to put back in pawn, click on Pawn/Buy Options and click on Late Pickup. The computer will ask if you want to make a sales ticket. Answer Yes so the computer will keep track of the money. By clicking Yes, the computer will count the money coming in on a sales ticket. Don't let the customer sign the expired pawn ticket. If the customer wants to put the item back in pawn then copy the ticket. If the item is a gun, the nics box will pop up and you must click either Renewed or Picked up. If you click renew, then the old gun entry will be closed out and a gun status of Renewed will be placed in the gun book. You won't have a 4473 for any guns with a status of Renewed. A new gun book entry will begin with the new pawn ticket.

E. Notes on Sales Program

When you click on the sales toolbar at the top of any of the main screens, the sales program appears. You can look up sales in one of three ways:

Name - Lookup by the name of the individual having bought something from you

Date - Lookup sales by the date the sale was made

Ticket Number - Lookup sale by the ticket number

Sales

File Sales Options Sales Printing

Add Sale Cash Sale QuickSale Pawn/Buy Gun Book Inventory

Name (LN, FN)

Date Purchased

Ticket Number

Your Pawnshop # 090100321 20.02.53 Tuesday, January 27, 2004 10:08 AM

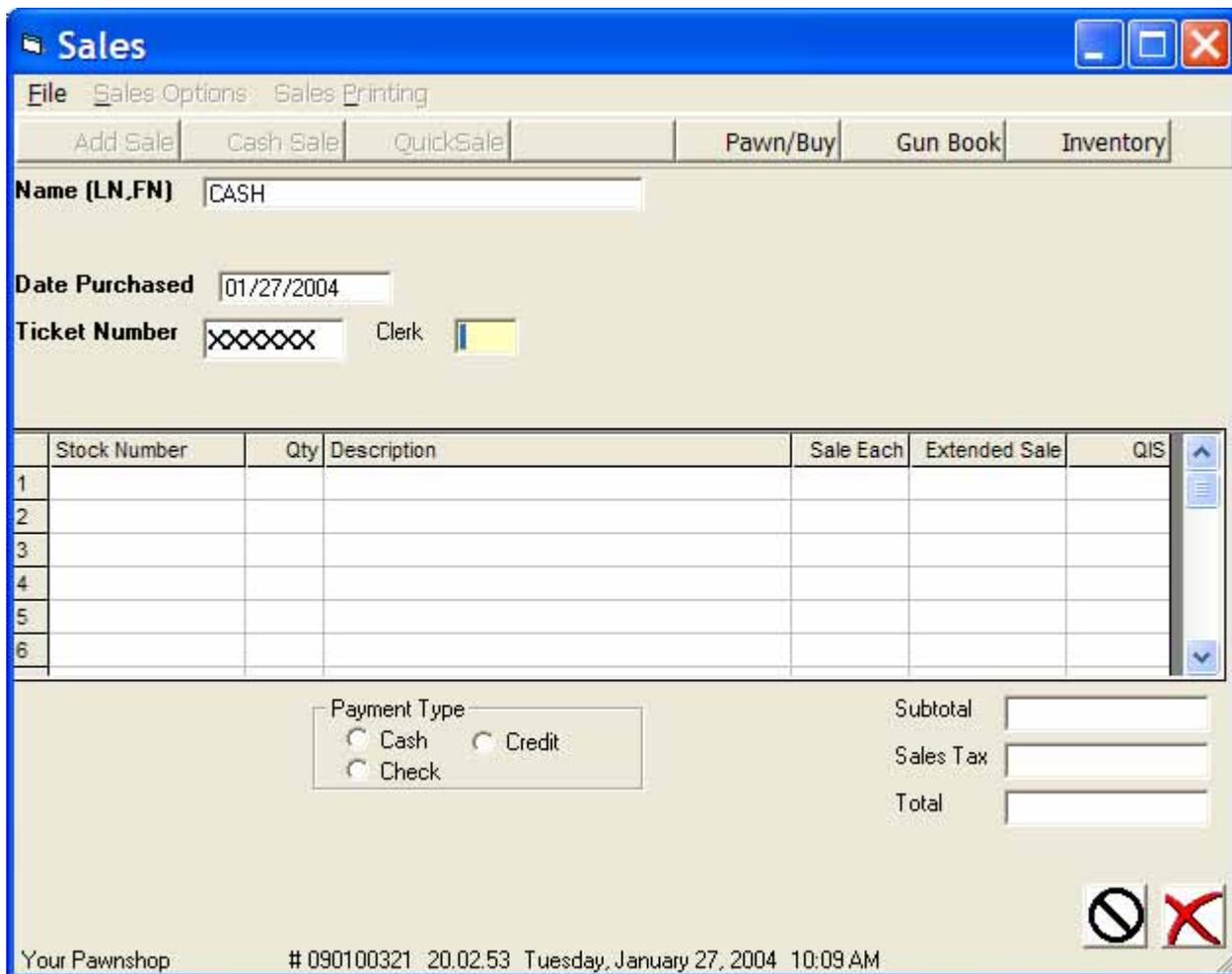
There are 2 types of sales:

Add Sale - A sales ticket with the full name and address, as well as the ability to make exempt sales and layaways.

Cash Sale - Just a quick taxable retail sales program where you can skip the name and

address portion.

Let's work through a cash sales. When you click on cash sale, a screen will appear and the cursor will be on the clerk. Type in your initials and the cursor will go to the first stocknum (12 line limit). You can then type in the stocknumber and if that item is in inventory, the description and price will appear. If you need to change the price, you can click on the price each, change it, and press enter, and the total will be updated. You can then go to the 2nd stocknumber and continue adding items that are being purchased, changing the quantity or price as you go. It is generally easier to use the arrow keys on the keyboard to move around the sale item grid. After you are finished, you can click the green check to store the sale. If you have a cash receipt printer, a receipt is automatically printed. Otherwise you can either click on the print button on the bottom of the screen or go to sales printing to print a sales receipt. A long sales receipt prints on the buy ticket printer.



If you are adding a sale and you have the items bought in the sale grid, you can also

click on either the subtotal or total boxes and change them. Let's say the sales ticket is \$131.54 total. You can click on the total box and change it to 125 and the screen will show a discount and back sales tax into the total.

If you click on the cash button and put in the amount, the computer will show you how much change will be tendered. If you have a cash receipt printer, then the amount given to you as well as the change will be printed.

If you have an individual item which is not taxable, such as magazines and licenses, if you have the first character of the description an *, then the sales program won't charge sales tax on that individual item.

Sales

File Sales Options Sales Printing

Add Sale Cash Sale QuickSale Pawn/Buy Gun Book Inventory

Name (LN, FN) MORGAN, JOHN Address 1901 E. MAIN
 City HENDERSON State TX Zip 75652 Phone 9036572147

Date Purchased 01/27/2004 Comments
 Ticket Number XXXXXX Clerk JM
 Type of Sale TR Taxable Retail

	Stock Number	Qty	Description	Sale Each	Extended Sale	QIS
1	002789+4	1	JIG SAW "SKIL" MOD#4395	49.95	49.95	1.
2						
3						
4						
5						
6						

Payment Type
 Cash Credit
 Check

Subtotal 49.95
 Sales Tax 3.75
 Total 53.70

Your Pawnshop # 090100321 20.02.53 Tuesday, January 27, 2004 10:11 AM

Add Sale -- The same as a cash sale except you can type in the name of the individual purchasing the item. This must be done on gun sales. Just go ahead and put in the address, etc. When you get to type of sale the default is TR which is Taxable Retail. All the types are:

TR -- Taxable Retail	-will charge sales tax
ER - Exempt Retail	-will not charges sales tax
TL - Taxable Layaway	
EL - Exempt Layaway	-will not charge tax on layaway

There are some others which are sometimes used

- E1 - Exempt Retail 1
- E2 - Exempt Retail 2
- E3 - Exempt Retail 3
- E4 - Exempt Retail 4

These are sometimes used when tax exempt sales have to be subdivided. For example E1 could be for resale, E2 could be for not for profit organizations, E3 could be government sales, etc. You need to keep track of which code is used for what. This would only be applicable for states where these need to be broken down. Another use would be in transferring between stores. E1 could be the main store, E2 could be the 2nd store, E3 could be the 3rd store, etc. If you change the sale amounts to 0 on each item being sold this way, then your cash on your daily report won't be out of balance. You could use this to track what merchandise is being sent to each store. On the daily and monthly reports, this will appear if you do put in a sale figure. Perhaps the best way is to put the sale price as the cost. You can just try different ways to see which works out best for you.

If you are adding a sales ticket and type in the stock number, and the description and price don't appear, you can click on Inventory on the tool bar at the top, and go straight to inventory. Look for the item, and after finding it click on the stock number so the stock number is highlighted. The right click the mouse and left click on Copy. Close out the inventory program, click on the sales line you are trying to add, right click the mouse and left click paste. Press enter and the item will appear.

After adding a sale you can also click on browse sales as well as clicking on the left arrow and right arrow on the screen. When you click on browse sales, a drop-down box will appear. By clicking on the drop-down arrow, you can look at sales based on how you looked up the sale. If you have a scroll mouse and the scroll is enabled, you can just click on the browse line and roll the scroll on the mouse to have different sales ticket appear on the screen. If you scroll to the bottom of the list and need to look for more, just click on the last item and click on browse again. In each line after the ticket number is the type of sale and if that sale was a layaway, then you might see TLV which is a taxable layaway void, or TLP which is a taxable layaway paid off.

If the sale is a layaway, then you would put in a type of TL. When you click the green check, boxes will appear to enter the layaway payments.

If you need to make a layaway payment, then get the layaway on the screen, and there should be a drop-down to the right of the individual's information, click on the drop-down and you see the options. This is also how you void and un-void a layaway. After accepting a layaway payment, if you need to print a new receipt, click on Sales Printing and then left click on Long Layaway Receipt. If you have a cash receipt printer, a receipt would be printed auto-

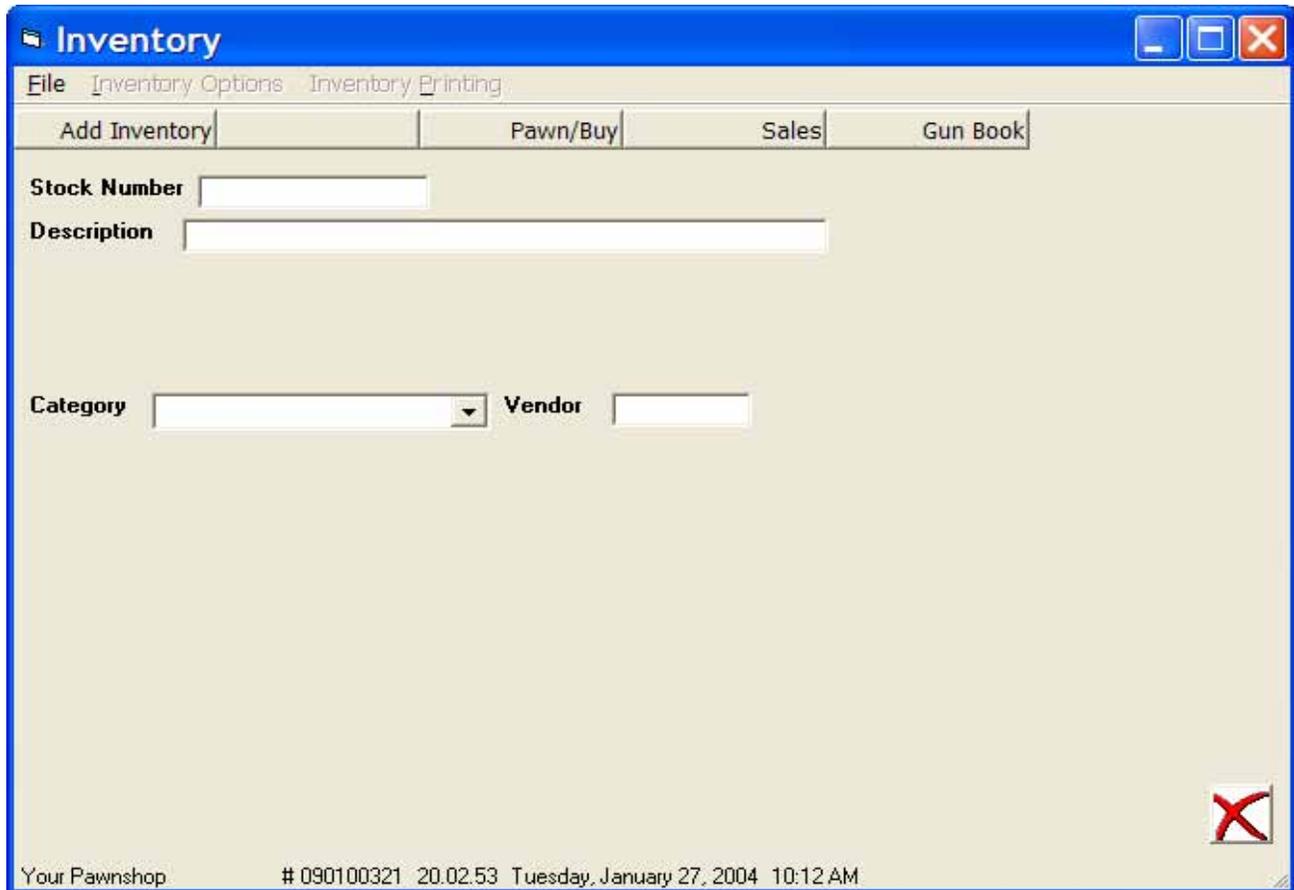
matically.

You can update sales tickets, but you are on your own, nothing in inventory, gun book, or cost of sales will be updated.

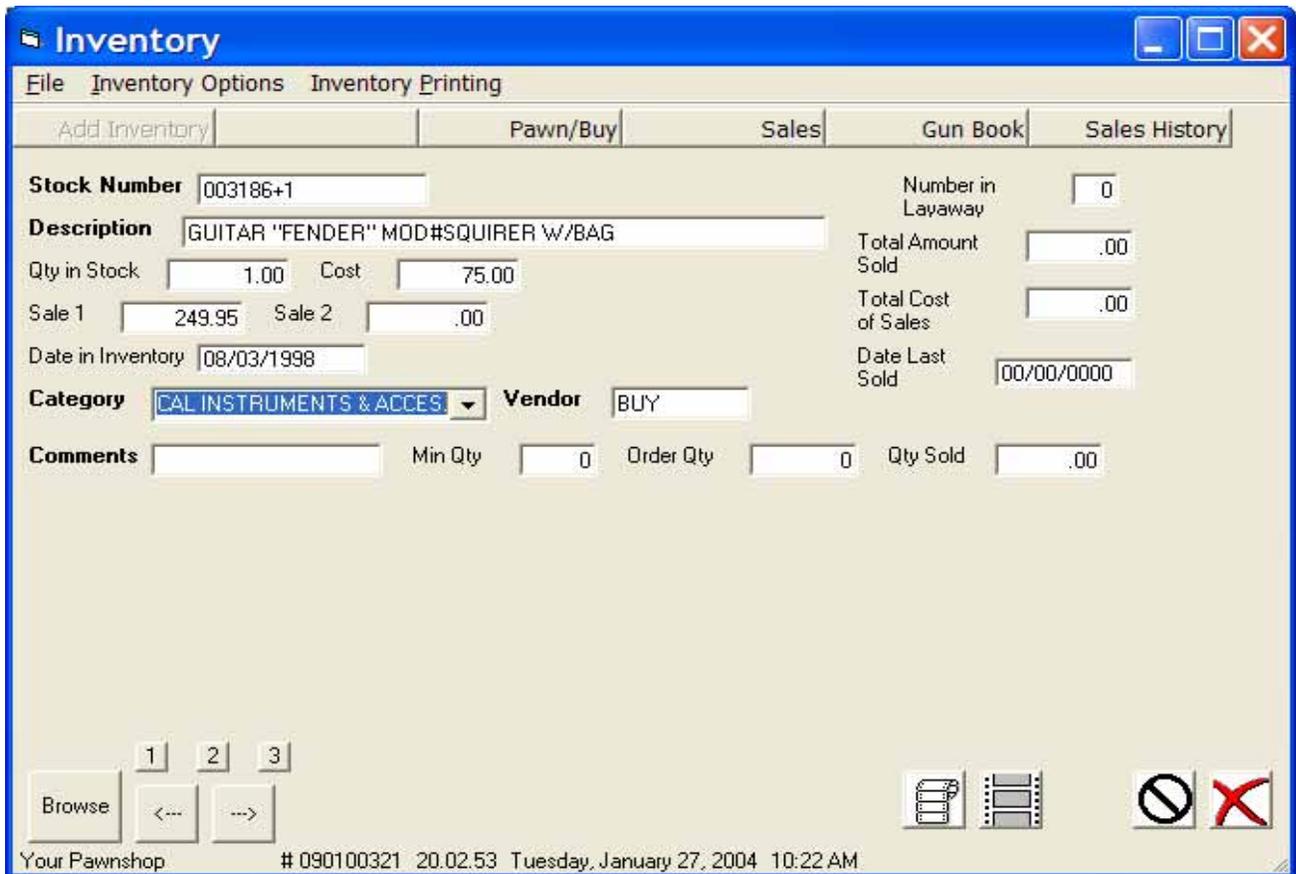
If a sales ticket is made on a gun, or a layaway is paid off with a gun, then a NICS box will appear which allows you to update the address if needed and click on the status of the NICS check. Click on the current status of the nics check. If proceed is checked, then the gun will be updated in the gun book. Otherwise a Nics Gun Updates button will appear on the main screen. This allows you to keep track of all guns which have not been picked up as well as marking in the gun book the date the gun actually leaves the store.

F. Notes on Inventory Program.

In the inventory screen you can lookup inventory items by either stocknumber, description, category, and vendor. Notice the drop-down for inventory category. You can also press the Add Inventory on the tool bar at the top.



When adding an inventory item, each item must have a different stock number. You can use the ? to assign a ZZ number. When adding an inventory item, especially if you use the inventory on items which are reordered, such as guitar strings, ammo, batteries, clothing, holsters, and you want to be able to reorder this items with the computer's help. Be sure to put in a valid vendor and min qty. I will show you how to print an order sheet in the inventory report section.



After getting an existing inventory item on the screen, you can browse these items based on how you looked up the item. After clicking browse, you can click on the 1, 2, or 3 just above the browse to see different information. The heading tells you what you can see. The A next to the browse button lets you know that you are browsing all items. If you click the A, then it will change to an I which tells you that it is only browsing items that are in stock.

Just like in sales, you can click the drop-down arrow and click on different items, or click on the 1'st line and roll the scroll on the mouse.

Inventory options and inventory printing is on the tool bar at the top. Another interesting feature is good for items which have been sold, especially items which have a quantity sold greater than 1. On the tool bar, you have an option for sales history. By clicking on this, the computer will display another window showing each time that item was sold. Clicking on a line in the new window will actually show you the sales ticket that item was sold.

If you have items in inventory which don't have sales tax, if you make the first character in the description an *, the computer won't charge sales tax on that one item, even though the

sales ticket is taxable.

Inventory items that come from pawn tickets are assigned a stock number based on the pawn ticket number and what line that item was on the pawn ticket. For example, pawn ticket number 25001 might have three items in inventory 25001-1, 25001-2, and 25001-3. The vendor would be PAWN. If the item came from a buy ticket, then the numbers would be 25001+1, 25001+2, and 25001+3. The vendor would be BUY.

G. Notes on Gun Book.

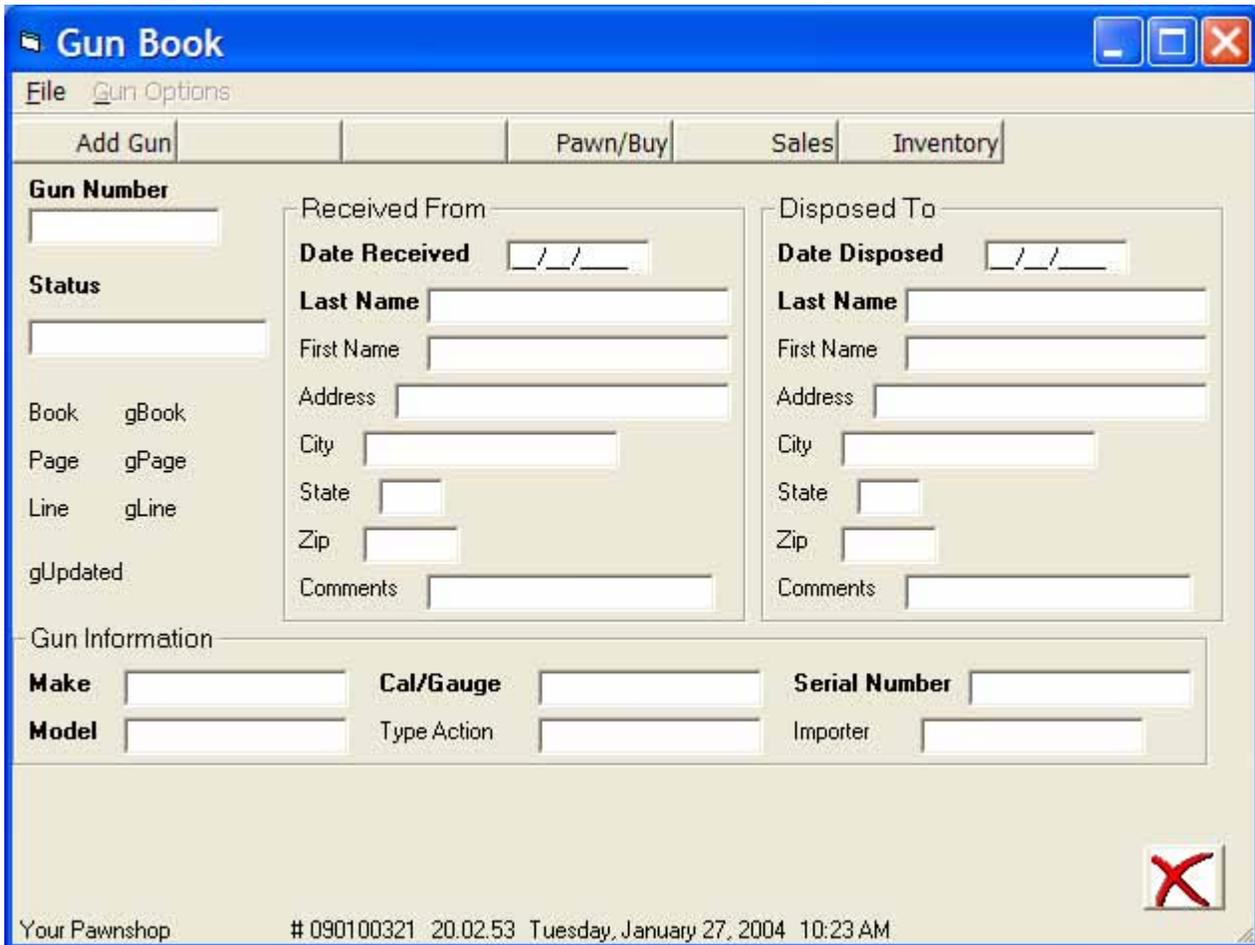
The gun book is a stand-alone record of all gun transactions. All guns in the gun book come from either Pawn Ticket, Buy Tickets, or new gun purchases.

The gun book screen is divided into 4 sections, the left-most section is then gun number and status, the middle section is information from whom you received the gun, the right-most section about where the gun went, and the bottom section is the information about the gun itself.

The statuses used in the gun book include:

- PAWN for those guns in pawn
- PICKED UP for those guns which have been picked up
- SALE those guns which are for sale
- SOLD guns which have been sold
- BUY guns which came from buy tickets
- SALE-BUY guns which came from buy tickets, but the buy tickets haven't been expired
- PAWN(SALE)-NEEDS NICS guns where pickups or sales which haven't been called in
- PAWN(SALE)-DELAYED guns which have been delayed
(the previous 2 items will be updated when using the NICS GUN UPDATES button on the main screen and will be changed to either PICKED UP or SOLD)
- RENEWED pawn guns which have a late pickup and that item was put back in pawn. No 4473 will be needed. When the gun is put back in pawn, the number sequence will start with the new number.

There should be 4473's for all guns that have been picked up, or sold.



The gun number is usually a pawn or buy ticket number with either a - or a + and then the line that gun came from. When you add guns manually, such as from a wholesaler, you need to assign a gun number. This number cannot be one which has already been used. You can use a ZZ number when adding a gun by putting a ? where the gun number would be.

If adding a gun manually, you probably want to make the status SALE. If you do so, they when you click on the green check, the computer will allow you to add that item to inventory

You can look up a gun by any field which is boldfaced. Just use the mouse to click on that field, type in what you want to find, and press ENTER.

When you have a gun on the screen, other options appear. On the Toolbar, Other Gun Options, as well as the browse button, and the left and right arrows. The browse and left and right arrows will look up based on how you got the record on the screen.

Gun Book [Window Title Bar]

File Gun Options

[Add Gun] [Pawn/Buy] [Sales] [Inventory]

Gun Number
12450-1

Status
SOLD

Book 01
Page 008
Line 13

Received From

Date Received 08/13/1990

Last Name SMITH
First Name JAMES WILLIAM
Address 2616 W COMMERCIAL
City LONGVIEW
State TX
Zip 74123
Comments

Disposed To

Date Disposed 04/05/1991

Last Name MORGAN
First Name JOHN
Address 1901 E. MAIN
City HENDERSON
State TX
Zip 75652
Comments

Gun Information

Make RUGER **Cal/Gauge** 22CAL **Serial Number** 11540774 63
Model 10-22 **Type Action** SA/RIFLE **Importer**

[Browse] [<---] [--->] [1] [2] [3] [No] [X]

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Just like in Sales, if you browse, you can click the drop-down arrow and see other items, you can scroll them with a scroll mouse or just click on one of the guns to see the while record on the screen. After pressing the browse button, you can also click on the 1, 2, 3, or 4 to see different information when browsing.

H. Reports

The Pawnshop program allows many different types of reports to be run. They range from summary type reports such as monthly, annual, pawn balance, and inventory balance. Or they can be reports which list items such as guns in store, inventory listing, pawn ticket listing, or gun book. There is much flexibility in running these reports. To access reports, click on the reports toolbar option on the main screen.

The drop-down menu shows you

- Daily Report (also found on the toolbar)
- Monthly Reports
 - Monthly Summary
 - Inventory Summary*
 - Pawn Balance Summary*
 - Active Layaway
- Yearly Reports
 - Annualized Monthly
 - Multi-Year Analysis
 - Geographical Analysis
 - Oklahoma Consumer Report (or Oregon Consumer Report)
- Gun Book Reports
- Report Listings
 - Gun Listings
 - Pawn Ticket Listing
 - Buy Ticket Listing
 - Inventory Listing
- Pawn Customer Labels (only with Eltron/Zebra label printers)

Daily Report.

The daily reports lists all the pages you select from File Setup. These are located in the bottom right of the screen. Just put a check by each page you want printed. Of note is the past due pawn tickets and past due buy tickets. These two items key off the number of past due dates listed to the left. For pawn tickets, this number is the number of days from the due date.

Oklahoma -- 1 month + 30 days

New Mexico -- 90 days

Oregon - 90 days for new loans, 60 days for renewed loans

Colorado - either 30, 60, or 90 days, selected when entering the ticket
all other states, the number of days of the loan.

The computer will add to this time the number of days extra added before printing the ticket on the daily report. For example, if the Pawn Ticket Past Due Days is 10, then the pawn ticket will need to be 1 month + 30 days + 10 days for that ticket to be printed on the daily

report.

Buy tickets listed will be the actual number of days from the date bought. In Oklahoma it is 10 days, Texas is 20 days, In states which have no holding period, you can change this number to either 0 or -1.

Most of the other pages in the daily report are self-explanatory. If you don't need the checkout page for the summary then check that box. If you need 2 pages of the police report, or want to leave off the personal customer information then check those boxes.

Monthly Reports

The monthly summary lists all the business a month at a time. You just type in the month and year and the computer will generate a report with each day of the month on a different line. The report lists Pawn, Renewals, Pickups, Interest, etc. Note that the renewals are included in the pickup column. The sales tax is for both the retail sales and layaway payments. The COS or cost of sales is a listing of all the costs for the items what were sold as well as layaway pickups for the month. This report shouldn't change, it can be run at any time for any month.

The inventory summary lists the cost of all items in inventory. It is broken down by inventory categories. Note that this report needs to be run at the end of the month because it reflects the status of the inventory at a certain point in time. The * denotes that it needs to be run at the end of the month.

The pawn balance summary breaks down all active pawn tickets when the report is run. It breaks down the pawn tickets according to size and lists the total at the bottom of the report. The * denotes that it needs to be run at the end of the month. You can check the box at the bottom of the window for the computer to calculate the interest due for those pawn tickets.

The active layaway report lists all layaways that are still being paid. If a payment hasn't been made to a layaway for a while, you may need to go to the sales program and void the layaway.

Yearly Reports

Annualized monthly report prints the same information as the monthly summary but instead of listing the days of the month down the side, it lists the months of the year. This report also counts tickets.

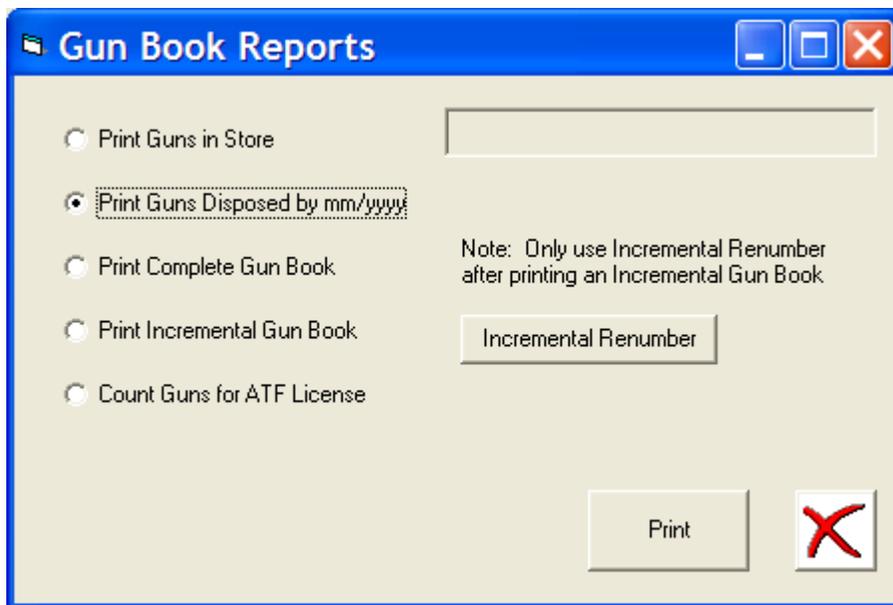
Multi-year analysis report lists a year on a line and shows averages and percentages. This reports keys off the date the pawn ticket was written, not the date a pawn ticket was disposed. It would be useless to include the current year and maybe the previous year if all tickets written in that year haven't been disposed.

Geographical Analysis breaks down pawn tickets by race, sex, age, and zip code. Remember that this reports works on pawn tickets, not on customers. For example if you have a zip code of 76543 with 3 active, 2 renewed, 8 expired, this could be just one customer or several customers.

The consumer credit reports are for their respective states. They list the information needed by their respective state.

Gun Book Reports

The gun book reports contains the most commonly reports needed to maintain your computerized gun book



The first option, print guns in stores, will list all the guns that the gun book shows is in the store for sale as well as those that are in pawn.

The 2nd option, print guns disposed by mm/yyyy will list all the guns that were disposed that month in date order. This is a real good way to match your 4473's. I highly recommend that you do this at the end of each month, then paper clip this report to the front of that month's 4473's.

Print complete gun book prints all the information in the gun book. When the complete gun book is printed, the computer will keep track of all guns which have been updated, so at a later time you can print the incremental gun book. The incremental gun book will only print pages where a gun has been changed since the last gun book printout. You have to then just replace the pages which were printed. After the incremental gun book has been printed, you

have to click on Incremental Renumber so the computer can mark those guns so they won't be printed next time.

In order for the incremental gun book to work, there can be no duplicate guns in the gun book. Every gun must have a different number. You can run the error check routine listed later in Utilities. File --> File utilities --> Error Checking.

The count guns for AFT License is used to count how many guns have been received and disposed in a time frame. This number is needed when renewing your gun license.

Report Listings

The computer has the capability to look at a file and print a report based on criteria that you select.

Gun Listing

Gun Book Listing

Report Format: NTEST-LISTING OF GUN INFORMATION
Sort Field: Gun Number

LISTING OF GUN INFORMATION

Gun Information

1	Gun Number	[Dropdown]	[Text]	2	Make	[Dropdown]	[Text]
7	Status	[Dropdown]	[Dropdown]	3	Model	[Dropdown]	[Text]
	Importer	[Dropdown]	[Text]	4	Cal/Gauge	[Dropdown]	[Text]
				5	Serial Number	[Dropdown]	[Text]
					Type/Action	[Dropdown]	[Text]

Received From

6	Date In	[Dropdown]	[Text]	Date Out	[Dropdown]	[Text]
	Last Name	[Dropdown]	[Text]	Last Name	[Dropdown]	[Text]
	First Name	[Dropdown]	[Text]	First Name	[Dropdown]	[Text]
	Address	[Dropdown]	[Text]	Address	[Dropdown]	[Text]
	City	[Dropdown]	[Text]	City	[Dropdown]	[Text]
	State	[Dropdown]	[Text]	State	[Dropdown]	[Text]
	Zip	[Dropdown]	[Text]	Zip	[Dropdown]	[Text]
	Comments	[Dropdown]	[Text]	Comments	[Dropdown]	[Text]

Disposed To

Print Report [X]

The first step you need to take is to select the Report format. The drop-down arrow
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gives you the choices that are available. To see which fields will be printed, look to the left of the field headings. For this report "Listing of Gun Information", you will first print the Gun Number, followed by the Make, Model, Cal/Gauge, Serial Number, Date In, and the Status. If you select another report format, then the numbers to the left of the fields will change.

The 2nd step is to determine which order you want the report to print. The drop-down for the Sort Field will give you a choice as to your choices.

The 3rd step is to limit or define what you want to print. The drop-down next to each field will give you a qualifier such as those listed below:

EQ	Equal to
GT	Greater Than
LT	Less Than
NE	Not Equal
GE	Greater Than and Equal
LE	Less Than and Equal
CN	Contains

Then on the right of these boxes you need to type the value that you want.

For example if you want a list of all guns received after 01/01/2004, then on the Date In you would select GT and on the right you would type 01/01/2004.

If you also want to only print guns that are in pawn, on the status line you would add EQ and PAWN.

In either of the date fields, you can use a complete date such as 01/05/2005. You can also enter a date such as 01/00/2005 where the printout will contain all records in the whole month of 01. You could also enter a date of 00/00/2004, in which case the whole year will be selected.

Pawn Ticket Listing

You need to just click on the options needed as well as the type of pawn tickets you want to select.

The Abbreviated listing only shows the information about the pawn ticket.

The Report with Customer History, also shows the name of the customer as well as the history of the customer.

The Last Letter will ask for a dollar cutoff and print a tri-fold letter which can be mailed to the customer.

Pawn Ticket Report

Active Tickets
 Hold Tickets
 Paid Tickets
 Expired Tickets
 Voided Tickets
 Late Pickups
 Police Pickups
 All Tickets

Date Order

Written
 Disposed
 Due

Beginning Date: 00/00/0000

Ending Date: 12/31/2099

Subtotals

Type of Report

Abbreviated Report
 Report with Customer History
 Past Due Letters
 Mailing Labels

Print Report 

Buy Ticket Listing

Buy Ticket Report

Active Tickets
 Expired Tickets
 Voided Tickets
 Police Pickups
 All Tickets

Date Order

Written
 Disposed

Beginning Date: 00/00/0000

Ending Date: 12/31/2099

Subtotals

Type of Report

Abbreviated Report

Print Report 

Just choose the options you want.

Inventory Listing

This report works like the gun book listing, you choose a format, then a sort field, and then whatever criteria you want. For example if you would like an inventory listing with all items in inventory, then you would go to Quantity in Stock and from the drop-down choose GT and on the right side put a 0.

The inventory listing also has an option for ordering. If you have a minimum quantity in the inventory file, then you can choose from the drop-down OR which stands for Order quantity. This can be put on any line which wouldn't have a value on the right. For example if you want to look through inventory for everything which needs to be ordered from M&M, you would select OR on the stock number drop-down and in vendor select EQ and on the right type M&M.

In the date field, you can use a complete date such as 01/05/2005. You can also enter a date such as 01/00/2005 where the printout will contain all records in the whole month of 01. You could also enter a date of 00/00/2004, in which case the whole year will be selected.

Inventory Report [Minimize] [Maximize] [Close]

Report Format: **REPORT3-INVENTORY LISTING** Sort Field: **Stock Number**

INVENTORY LISTING

	Field Name	Qualifier	Value
1	Stock Number	[Dropdown]	[Text]
2	Description	[Dropdown]	[Text]
3	Quantity in Stock	[Dropdown]	[Text]
4	Sale Price 1	[Dropdown]	[Text]
5	Sale Price 2	[Dropdown]	[Text]
6	Cost	[Dropdown]	[Text]
7	Date in	[Dropdown]	[Text]
9	Category	[Dropdown]	[Dropdown]
8	Vendor	[Dropdown]	[Text]
	Minimum Qty	[Dropdown]	[Text]
	Order Qty	[Dropdown]	[Text]
	Qty Sold	[Dropdown]	[Text]
	Date Last Sold	[Dropdown]	[Text]
	Cost of Sales	[Dropdown]	[Text]
	Total Sales	[Dropdown]	[Text]
	Num in Layaway	[Dropdown]	[Text]
	Comments	[Dropdown]	[Text]

Report Only
 Report and Summary
 Summary Only

Print 

Pawn Customer Labels

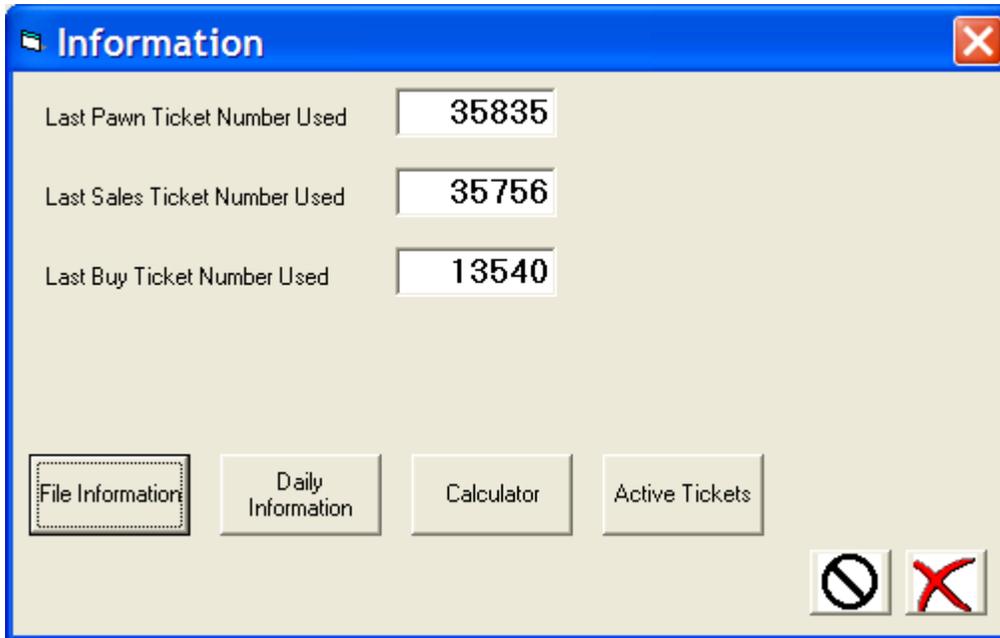
If you have an eltron/zebra label printer and would like to print mailing labels, you can choose this option and get a pretty detailed list of customers. You have the ability to select zip codes as well as select only customers which have done business within a certain period of time.



After selecting the customers, you can then print labels.

I Program Information

To go to utilities, from the main screen File --> Program Information



The screenshot shows a window titled "Information" with a blue header and a red close button. The window contains three text input fields with the following values:

Last Pawn Ticket Number Used	35835
Last Sales Ticket Number Used	35756
Last Buy Ticket Number Used	13540

At the bottom of the window, there are four buttons: "File Information" (highlighted with a dashed border), "Daily Information", "Calculator", and "Active Tickets". In the bottom right corner, there are two icons: a black circle with a diagonal line and a red 'X'.

From this screen you can see the last pawn ticket number used, the last sales ticket used, and the last buy ticket number used. If you need to change these, just change the number on the screen and click the green check.

In File Information, the computer will show you all the btrieve files, the file version, number of records, and the size of the files. At the bottom is the total size of all the btrieve files. The file version should be 7. If the file version is 3 in any of the files, you need to go to the DOS pawnshop program and recover that file. File version 7 is supposed to give you more stability and a little more speed. You need to be at file version 7 in order to recover the files in the Winows Pawnshop program as well as update information through SQL.

Daily information gives you your business for the day. In addition by clicking on the drop-down to the right of each line, the computer will show you in a text box at the bottom of the screen what information the computer used to calculate the numbers. Use the calender to change dates.

Daily Information

August 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 01/27/2004

New Pawn Tickets	9	400.00	▼	Buys	1	10.00	▼
Rewrites/Renewals	3	410.00	▼	Retail Sales	7	260.83	▼
Pickups (Principal)	9	1,190.00	▼	Wholesale	0	.00	▼
Pickups (Interest)	9	356.40	▼	Layaway	0	.00	▼
Charges	0	0.00	▼	Quick			▼
Expirations	0	0.00	▼	Sales Tax	7	21.52	▼
Payments	1	15.00	▼	Cost of Sales	10	172.49	▼

034836	24.00	CK VCR, MAGNAVOX, MD. VRA671AT22, S/N 258056S3 W/TV CABLE
034837	15.00	MK WORK BELT, MCGUIRE NICHOLAS, MD. ROOSTER, NVSN, W/
034838	6.00	MK RING, 10KT YG, 2.0 DWT, 4 - .01 DIA, I - 6X8 OVAL YELLOW
034839	150.00	CJ GUN, REM, M-7400, 30-06, RIFLE, S/N-8244740
034840	60.00	JR GUN, NORINCO, M-SKS, 7.62X39, RIFLE, S/N-12205360
034842	50.00	MK GUITAR, YAMAHA, MOD FG-75, SN 50919393
034844	40.00	JR NECKLACE, 14KT YG, 3.5DWT, 25" ROPE, 2 PENDANTS, #1 MOM,
034845	25.00	JR RING, 10KT YG 2.1 DWT, 25 - .01 BAGUETTES, SWIRL, 3 ROW
034846	30.00	JR AIR CONDITIONER, FRIGIDAIRE, NVMN, NVSN, 110 VOLT

The calculator will show how much interest a pawn ticket will be. Just type in the amount of the loan.

Interest Calculator

Amount of Pawn

Daily Interest

Monthly Interest

APR

The Active Tickets button will show you how much you have out in loan. This is the

same number you would get if you ran the Pawn Balance Summary.

J. Utilities

The utilities can be accessed from the main screen by File --> Utilities. You have the following options

- Recover files
 - lists all the retrieve files
- Edit
 - edit Inventory Categories
 - edit Sales Message
 - edit Layaway Message
- Display Raw Data
- Change System Numbers
- Prepare Transmit Diskette
- Error Checking
- Password Maintenance

Recover Files

You might need to recover files if you cannot access information. For example if you type in a pawn ticket number, but it isn't found, but you can find the pawn ticket if you look it up by the Name or ID Number. Retrieve uses internal indexes and sometimes they get confused. The information is there, but the index needs to be rebuilt. Kind of like a card file system where the cards are out of order. Recovering the file puts the cards back in order.

Edit Messages

Edit messages is useful if you want to change your categories, sales message which prints on sales tickets, or layaway message which prints on layaway tickets. If you click on edit sales/layaway message, a textbox will appear and you just change it the way you want. Don't type in too long of a message.

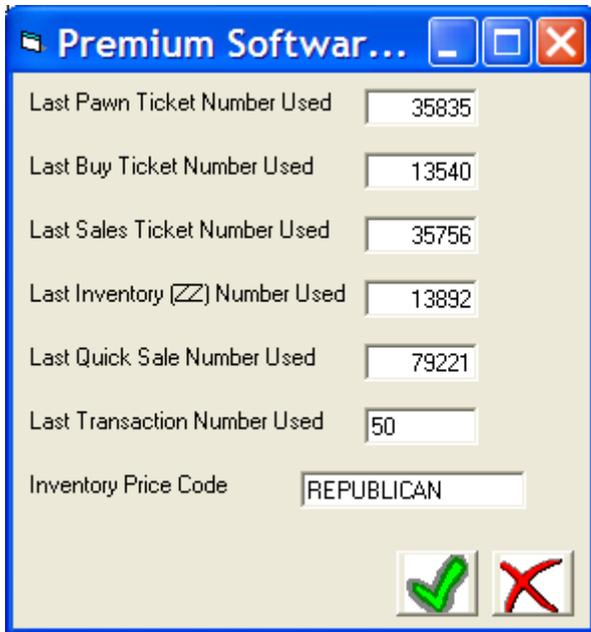
Editing Inventory categories can also be done here. The inventory program uses numbers to store inventory categories. So inventory category 1 is the first line. Inventory category 20 is the 20th line. Be a little careful. For example if you remove inventory category 1, then the old category 2 will now be inventory category 1. It is generally best to just change the name of the categories or add to the end.

Display Raw Data

This function will probably only be used with help from Premium Software. If you think you know what you are doing, then you are on your own.

Change System Numbers

This is where you would change any other numbers that the system uses. This is also where you can change your inventory price code.

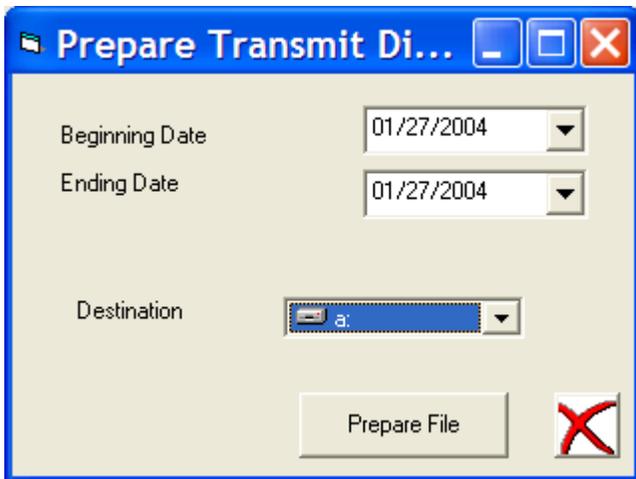


The screenshot shows a Windows-style dialog box titled "Premium Software...". It contains several input fields for system numbers and one for an inventory price code. At the bottom, there are two buttons: a green checkmark and a red X.

Field Name	Value
Last Pawn Ticket Number Used	35835
Last Buy Ticket Number Used	13540
Last Sales Ticket Number Used	35756
Last Inventory (ZZ) Number Used	13892
Last Quick Sale Number Used	79221
Last Transaction Number Used	50
Inventory Price Code	REPUBLICAN

Prepare Transmit Diskette

This option allows you to send your pawn/buy tickets to a police department or an organization like Leadsonline.

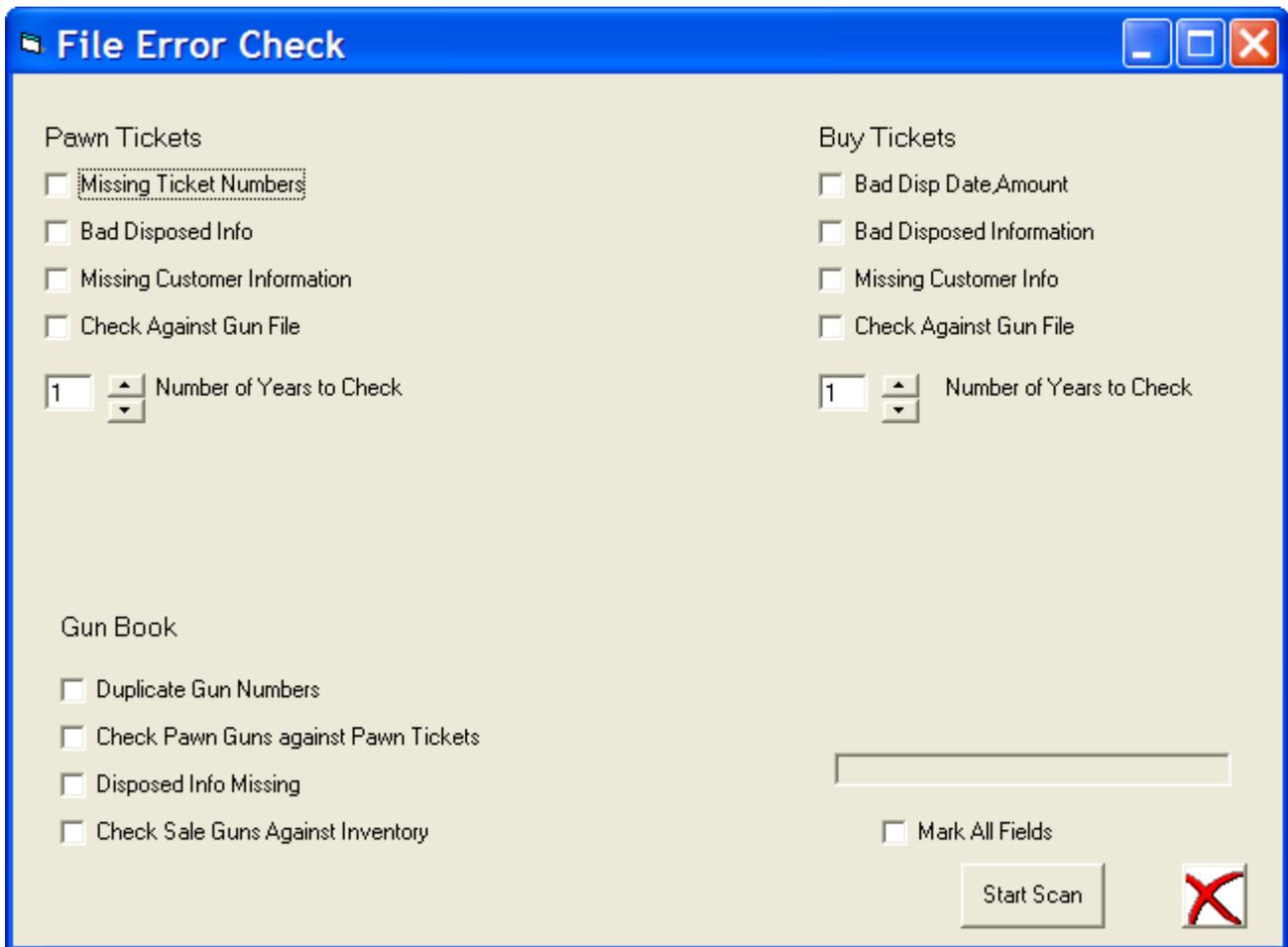


You select the date range and then select the drive letter to save the file. If you are saving to a floppy drive, be sure to select drive A:.

The computer will tell you when you are finished. The computer creates a file called file.

Error Checking

The error checking routine allows the computer to help you find errors in the files.



You just select the items you want the computer to search and click on Start Scan. The computer will then either display or print a list of errors with hopefully enough information for you to fix them. This is especially useful for checking the guns. The biggest mistakes I have seen are several guns all having the same number. If these are blank records, then just delete them. The ATF doesn't like voided guns in the gun book, so if you have any then delete them. If you have duplicate entries with no number, then assign a number to them so that each gun has a different gun. This is especially important if you want to use the incremental gun book option.

If you have pawn ticket that say no interest on pawn ticket, then you probably updated a pawn ticket to show no interest. Just change the interest to 0.

At some point in the DOS Pawnshop program, I added a routine that will get rid of the LAST TCK= in the disposed side of the gun book on picked up guns. To do this (the ATF

doesn't like LAST TCK= on picked up guns, go to the DOS Pawnshop program, reports, gun book reports and press the letter U (make sure the caps lock is on). Wait a little while, exit the DOS Pawnshop program and check to see if the computer replaced the LAST TCK= with the name and address of the person who pawned the gun. If not contact Premium Software for a fix for this.

The error check program will look for BOX numbers in the disposed side of the gun book. You are not supposed to have box numbers in the gun book for an address of the individual who receives a gun. You might have to go to your 4473's and find the actual address.

If you are missing a pawn ticket, you need to add it back into the computer. If a pawn ticket was a mistake, then void the pawn ticket, don't delete it. To add a missing pawn ticket, pull up the customer on the screen, click on Add Pawn, then click on ticket number and type in the 6 digit pawn ticket number. Add a 0 in front if your pawn tickets are only 5 digits long. Press enter and type in the date, then enter and continue adding the pawn ticket. If a missing pawn ticket has a gun, then it will be added to the gun book again, so go to the gun book and delete the extra entry.

Password Maintenance

The program has the ability to limit access to parts of the program as well as keep track of activity of employees. If you enable password maintenance, then each time you enter the Windows Pawnshop Program a password box will appear. You just enter your password and in the program on all the screen on the title bar will be included the information "Logged In As #####". After an employee finishes using the program, they need to X out so someone else can log in.

To add individuals to the password file, go to File --> File Utilities --> Password Maintenance. Click on Add User, type in their initials (upper Case), their name and their level. Level 1 has the most access, Level 5 has the least access. There must be at least 1 individual with Level 1 access. You can also go here to change someones level, delete employees, or remove all passwords.

The initial password for a new employee is their initials. I recommend that each employee makes up their own passwords that only they know. Only employees can change their passwords.

To change a employee password, when the password screen appears, type in the original password and check the box to change password. The computer will ask for the new password twice to make sure they type it in correctly.

I'll try to define what can be done at each level.

Level 1 -- Perform all functions including reports, adding new employees, deleting employees

Level 2 - Perform all functions as level 1 except cannot add/change employees.

Level 3 - Cannot change Pawn Ticket Number, delete Pawn ticket, lookup pawn balance, update/delete from inventory.

Level 4 - Cannot perform the following functions

Pawn

- void pawn
- go to information screen
- merchandise scan
- update pawn ticket
- expire pawn ticket
- remake ticket active

Buys

- expire buy
- delete buy

Reports

- run reports

File Setup

- go to file setup

Sales

- delete layaway payment
- update sales/layaway ticket

Inventory

- see cost

Level 5 - Cannot perform the following functions

Pawn

- place hold on ticket
- update customer info
- reprint ticket

Buy

- remake ticket active
- update customer info

When you use passwords the computer will store all transactions that each employee does. For example, if an inventory item is updated, the transaction will store the initials of the employee doing this. This information can be seen on the detail list of the daily report or through Merchandise Scan.

When you use passwords the computer will store all transactions that each employee

does. For example, if an inventory item is updated, the transaction will store the initials of the employee doing this. This information can be see on the detail list of the daily report or through Merchandise Scan.

K. File Setup

The file setup portion of the program allows users to customize the program. To go to filessetup from the main screen, file --> filessetup

File Setup

File	DOS Options	Windows Printer	Port	Test Printer
Pawn Ticket Printer	<input type="checkbox"/> L1	Pawn	Ne19:	Test Printer
Validation Printer	<input type="checkbox"/> NA	Label	Ne12:	Test Printer
Label Printer	<input type="checkbox"/> L1	Label	Ne12:	Test Printer
Buy Ticket Printer	<input type="checkbox"/> L1	Buy	LPx1- PA (auto swit	Test Printer
Cash Receipt Printer	<input type="checkbox"/> NA	Receipt		Test Printer
Paper Reports Printer	<input type="checkbox"/> L1	Report	LPT2:	Test Printer
Police Form Printer	<input type="checkbox"/>	--Not Available--		Test Printer
Jewelry Label Printer	<input type="checkbox"/>	Label	Ne12:	Test Printer

Print Name on Pawn Tickets	<input checked="" type="checkbox"/>	Default ID Type	TXDL	Daily Report Options	
Print Number on Pawn Tickets	<input checked="" type="checkbox"/>	Default Eye Color	BRN	<input checked="" type="checkbox"/> Active Pawn Tickets	
Sales Tax Rate	0.075	Default Hair Color	BLK	<input checked="" type="checkbox"/> Expired Pawn Tickets	
Round Interest	<input type="checkbox"/>	Default Skin Color	C	<input checked="" type="checkbox"/> Past Due Pawn Tickets	
Pawn Ticket Past Due Days	62	Payments or Renewal Tickets	<input type="checkbox"/> F	<input checked="" type="checkbox"/> Past Due Buy Tickets	
Buy Ticket Past Due Days	10	Charge Interest on Layaways	<input type="checkbox"/>	<input checked="" type="checkbox"/> Pickups	
Number of Lines in Front of Ticket	2	Monthly Interest on Layaways	0	<input checked="" type="checkbox"/> Print Buy Tickets	
Bar Code Reader	F	Type of Buy Ticket	2	<input checked="" type="checkbox"/> Guns IN	
Laser Printer for Reports	<input checked="" type="checkbox"/>	Type of Pawn Ticket	1	<input checked="" type="checkbox"/> Print Guns OUT	
Default City	HENDERSON	Default State	TX	<input checked="" type="checkbox"/> Sales	
Stop at Location	<input type="checkbox"/>			<input checked="" type="checkbox"/> Layaway Payments	
<input type="button" value="Print Screen"/>				<input checked="" type="checkbox"/> Print Summary	
				<input type="checkbox"/> Leave off Checkout Page	
				<input checked="" type="checkbox"/> Cost of Sales	
				<input checked="" type="checkbox"/> Police Report	
				<input type="checkbox"/> Leave off Customer Info	
				<input type="checkbox"/> Print 2 copies	
				<input type="checkbox"/> Print Detail List	

This screen is divided into 3 parts, the top part is printer information. The left middle

and middle other information, and the bottom left is daily report information.

Printer Information

The printer information is divided into 3 parts, the DOS option, Windows Printer and Port. The DOS option isn't really used but is put here for reference. The windows printer select which printer will be used by the Windows Pawnshop Program. These printers should have been added in Section B. Installing printers on computer. Just click on the drop-down arrow and select the printer. If you don't have a printer, such as Cash Receipt, then just select -not available--.

These printers need to be select from the computer from which the printers are connected. So if you have a network, then they only need to be selected from the server. The printers on the network stations still have to be setup following the directions from Section B.

The Test Printer button is used to check the print drivers you have installed for that printer. By selecting the correct driver, the alignment would be correct.

The Port is only for reference. You can't change that value

Other Informaton

The next section is pretty self explanatory. The defaults are what you get just by pressing ENTER. If you are adding a new pawn customer and press ENTER for city, then whatever is in the default city box will appear. Same as with Eye Color, Hair Color, ID Type, and Race.

If you have a laser printer, you can check that box and all the reports will be previewed on the screen. You then click on the printer at the top of the window and if the correct printer is in the box above, just click OK. This is especially handy if you just want to look at information and not necessarily print it, or if you need to print only certain pages of a report. If you printer doesn't show up in the box above, then you need to go to the printer folder and make your report printer be the default printer.

You can have the pawn/buy tickets stop at the location box before typing the pawn/buy merchandise by checking the box in the lower left corner, uncheck it if you don't want to stop.

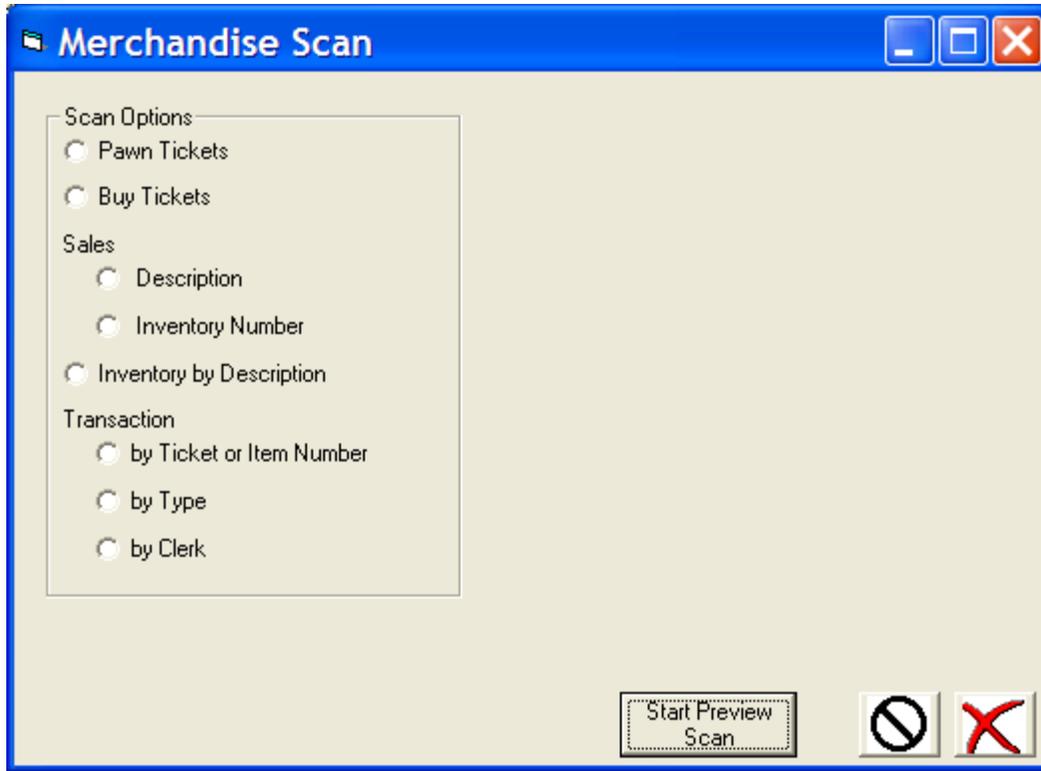
Daily Report Information

This allow you to choose which pages on the daily report you need. Probably the best way to see them is to check them all, print a daily report, and then go back and uncheck the pages you don't need.

----- don't forget to click on the green check to save any changes you have made, or click on the X to exit without saving any changes.

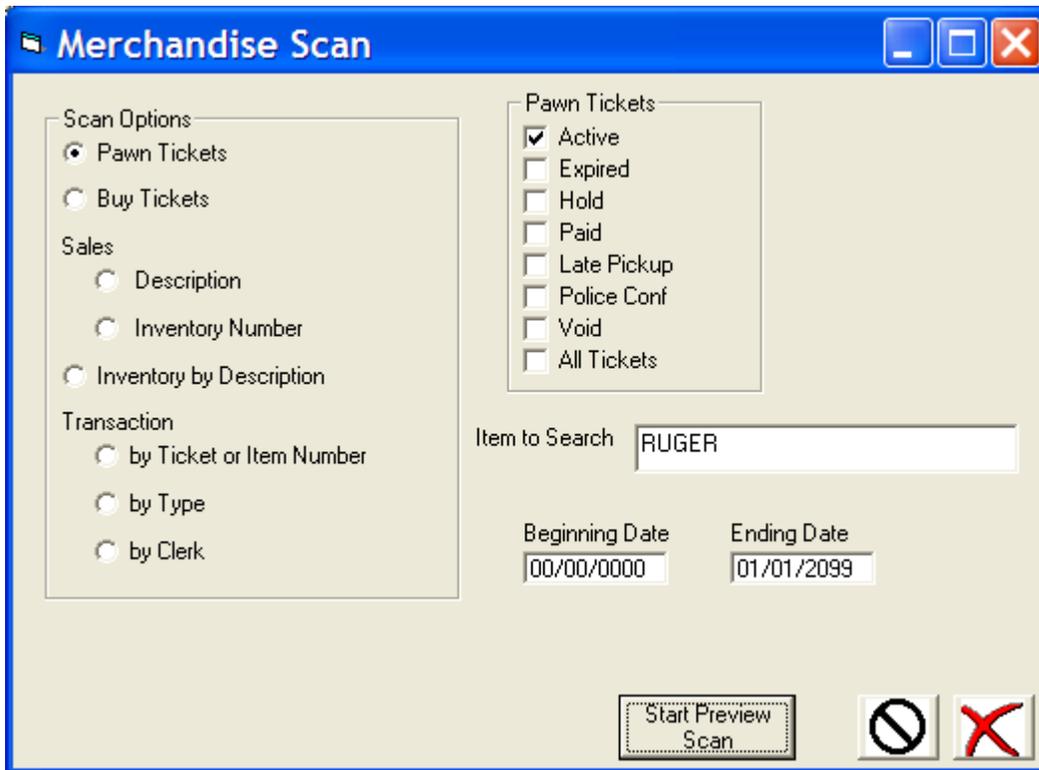
L. Merchandise Scan

This option is found on the tool bar on the main screen. This allows you to search through the different files. Perhaps you need to look through expired pawn tickets for an item where you have the serial number. Or perhaps you need to look through sales tickets for a particular description. You can also look for transactions such as updated pawn tickets, updated inventory items, deleted inventory items, etc.



You need to choose if you want to scan Pawn Tickets, Buy Tickets, Sales Tickets, Inventory, or Transactions

Pawn/Buy Tickets



Transactions by Type

This allows you to search by the type of transaction, just click on the drop-down arrow and choose the type you are looking for.

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