ScanMaster User Guide v1.02

ScanMaster 1.02 User Guide

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Appendix A: **Personalization Survey and Setup Guide**

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Revision Record

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Chapter 1: Introduction to ScanMaster I for Windows NT

Welcome to ScanMaster. ScanMaster I (Release 1.2) for Windows NT is a state of the art solution for the grocery industry designed to address the challenges facing today's retailers. Each day grocery retailers face increasing pressure to better serve and retain customers, increase productivity, reduce checkout errors, reduce training costs, and successfully manage for change.

ScanMaster is designed with the integrated components needed to solve these problems and maintain the retailer's advantage in today's competitive marketplace:

- An open, industry-standard architecture
- A fast and intuitive front-end POS workstation
- A back office software application that effectively and efficiently manages operations and information

Open Systems Architecture

With ScanMaster, a store can easily install a customized hardware configuration that will meet the store's specific needs. A standard Ethernet LAN hub controls communication between the back office server and the front-end POS workstations. Optional back office PCs can also be added. For ease of operation, the back office is based on Microsoft's Windows NT® Operating System and the front-end POS workstations run on DOS.

Written in Microsoft Visual Basic® for speed and efficiency, ScanMaster provides the following benefits:

- **Task switching.** You can have many programs or tasks running at the same time and you can switch between them.
- **Ease of use and fast training.** Since Microsoft Windows is the largest selling Graphical User Interface (GUI), many users already know how to use it. Even if they do not, once they learn to use one ScanMaster function, they can quickly learn the others. Users spend less time learning to use ScanMaster, and more time in productive work.
- **Windows device support**. ScanMaster can use inkjet and laser printers, high resolution monitors, sound cards, or any other device that has a Windows driver.

Supported Configurations

ScanMaster can be configured with a single PC, with the server and back office software on the same computer. ScanMaster can also be configured with two or more PCs, using one as a server and the others as Back Office Workstations.

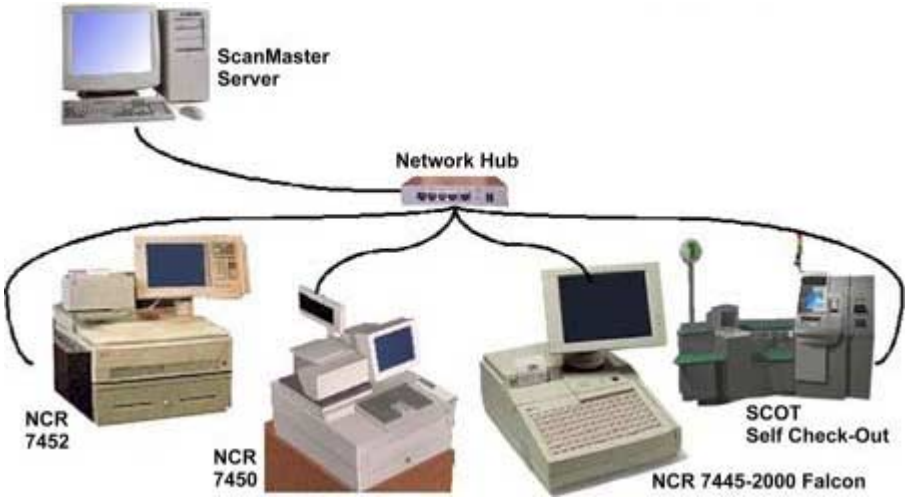


Figure 1-1: Combined Server/Back Office Workstation Configuration

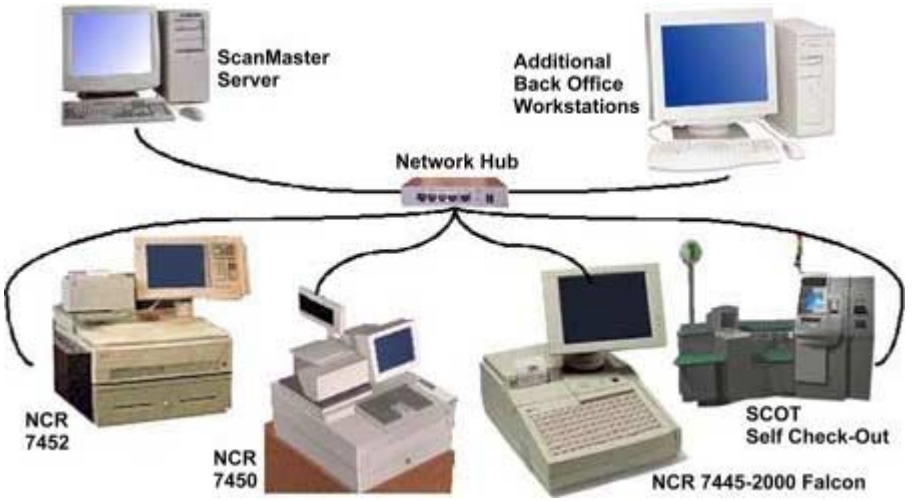


Figure 1-2: Individual Server & Back Office Workstation Configuration

Front End POS

The heart of the ScanMaster configuration is the Point-of-Sale (POS) workstation, where customers and employees interact. Many of the daily challenges the retailer face begins and ends here.

With ScanMaster, each PC-based workstation contains all of the system critical files necessary to operate the front-end should the server ever fail. This ensures basic system functionality at all times.

All NCR keyboards and displays have been designed to be easy-to-learn and simple-to-use with the goal of reducing operating errors and on the job training time. NCR's high performance printers produce receipts containing graphics and barcodes as well as providing integrated micro reading of check numbers for validation.

Electronic Flip Charts that appear on the display make it easy for the checker to locate PLU numbers to speed throughput. The ScanMaster POS workstation has many features:

- Account Balance Inquiry
- Adjective Pricing by Quantity or Level
- Automatic Coupon Linking
- Automatic Promotional Pricing Application
- Flexible Tender Options (including Foreign Currency)
- Media Swapping (for tender correction after a completed transaction)
- Price Inquiry
- Price Overrides (with reason codes)
- Security Logon

Suspend/Resume

Using the suspend and resume function, transactions can be temporarily suspended. The customer is handed a bar-coded receipt that contains the unique suspended transaction identifier. This allows the customer to finish the shopping trip and return to any checkout lane where the receipt can be scanned and the transaction resumed. Additional items can be purchased prior to finalizing the transaction.

In-Store Charge

ScanMaster also supports customer in-store charge accounts. Credit limits and interest rates are set on a customer by customer basis. Full accounts receivable support (with the back office software application) includes statement printing, payment posting, aging report and finance charge posting.

Customer Information Display (CID)

With the CID, customers can simultaneously view each line item of the receipt as the transaction is processed including the running dollar total. Promotional messages may be displayed on the CID as well.

Electronic Coupons

The transaction can be finalized by placing customized coupons on the bottom of customer's receipts. This may be used to promote certain items or to automatically provide discounts to randomly chosen winners.

Frequent Shopper Program

ScanMaster's Frequent Shopper Program encourages customer loyalty and can be customized to fit the store's merchandising plan. This program automatically gives frequent shoppers electronic discounts on certain items purchased. Rewards can be scaled so that more profitable customers earn larger discounts or additional points. Each frequent shopper's receipt displays summarized totals showing dollars or points earned.

Back Office Software

ScanMaster's back office software application contains an intuitive menu structure with readable and well-designed screens to keep track of store operations and analyze customer information.

ScanMaster's back office software contains a host of functions to provide among other things:

- Automatic Price Calculations (based on Margin or Markup)
- Batch Maintenance (with automatic off-sale activation)
- Cashier Monitoring
- Customer Maintenance (with purchase activity monitoring)
- Customer Receipt Formatting
- Electronic Coupon Maintenance
- Employee Security and Program Access Control
- End of Day Processing
- Financial Reporting
- Full PLU File Maintenance
- Hosting
- Item Movement Reports
- Label Printing
- Loans and Pickups
- Office and Checker Settlement
- Register and Back Office Customizations
- System Backup
- Tender Media Configuring
- Third-Party Interfaces

Logging Into ScanMaster

Locate and double-click the ScanMaster icon that resides on your workstation's (or server's) Windows desktop.

Figure 1-3: ScanMaster Desktop Icon

Note: If the ScanMaster Desktop Icon does not appear on your desktop, click the Window's Start button and choose, Programs, ScanMaster, Start ScanMaster.

ScanMaster launches the login screen.

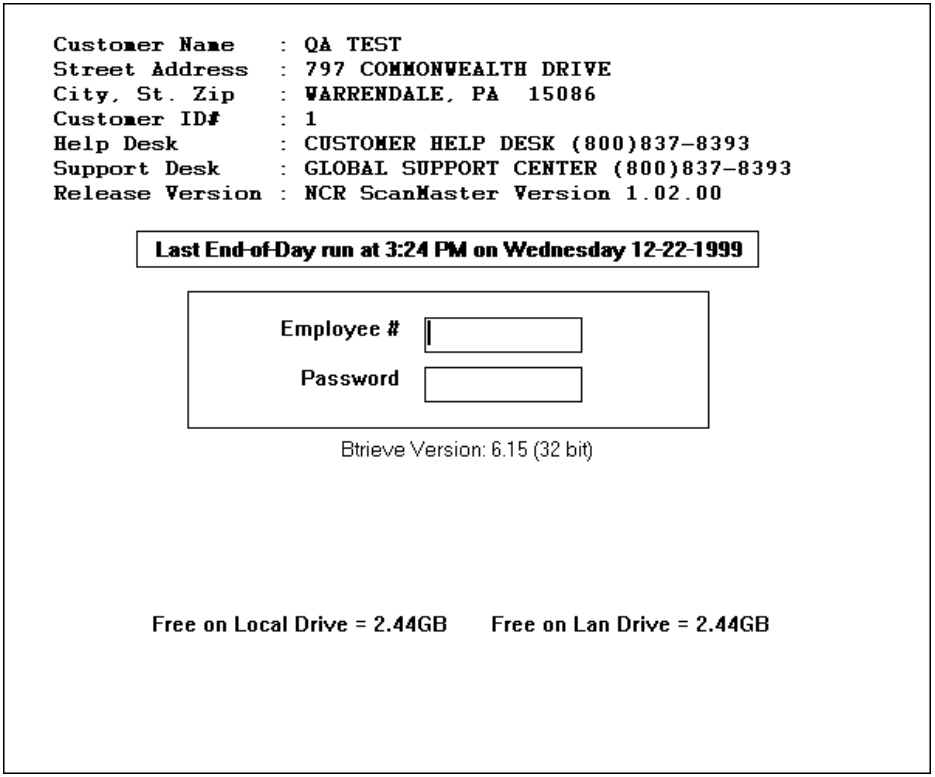


Figure 1-4: ScanMaster's Login Screen

The login screen displays the date and time of the last successful End-of-Day process as well as the amount of free hard disk space on both the workstation and server drives.

Key in your assigned Employee ID number and either press ENTER or TAB to move to the Password field. Key in your assigned password and press ENTER. The ScanMaster Main Menu will appear.

Note: ScanMaster installs a pre-configured default Employee Number of "111" with a default Password of "111". Once your employee IDs and passwords have been assigned, please remove this Employee ID or change its security level (through **Employee Maintenance**, **Employee Maintenance**) for security purposes.

Logging Off

If you are leaving the workstation for any extended period of time, click the **Exit to Login** button found at the bottom of any ScanMaster Menu. The ScanMaster Login screen displays.

To completely exit ScanMaster, close the ScanMaster Login screen by clicking the **X** in the upper right-hand corner of the screen.

ScanMaster I Menu Options

There are ten options on the ScanMaster Main Menu. They are:

- Item Maintenance Menu
- Employee Maintenance
- Department / Subdepartment Maintenance
- Customer Maintenance
- System Personalization
- Communications Menu
- Reports Menu
- Office Procedures
- System Services
- End of Day Procedure

You can access a menu option by simply clicking on that menu button or pressing the ALT key in combination with the underscored letter on that key.

Note: An informational message indicating the number of suspended sales is also displayed at the bottom of the Main Menu screen.

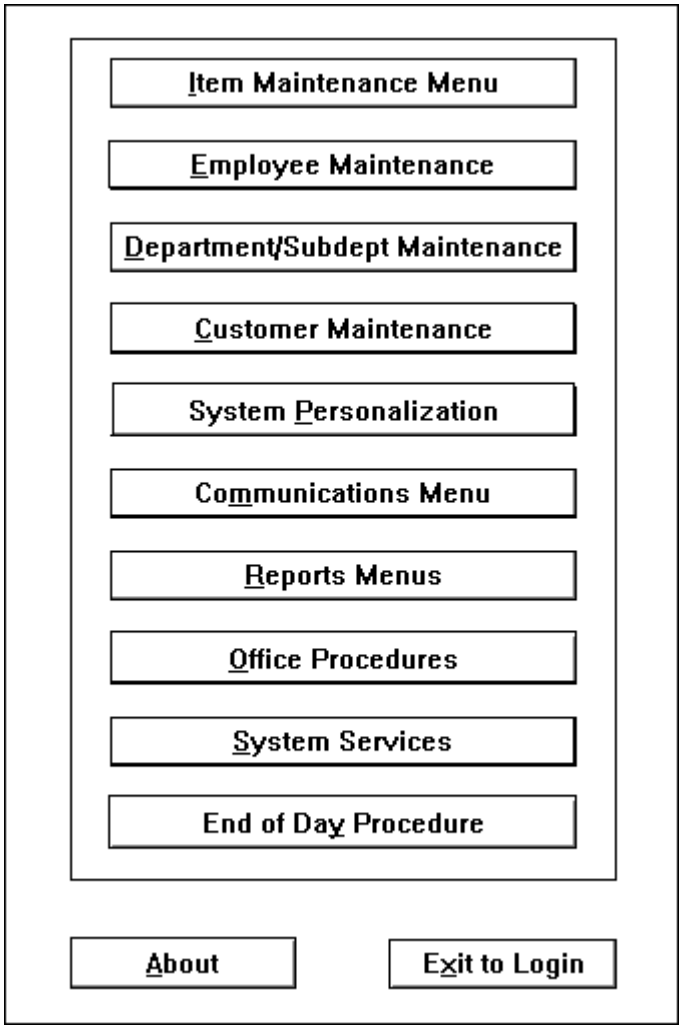


Figure 1-5: ScanMaster's Main Menu

Item Maintenance Menu: Item Maintenance is where the Item File, Batch Files and supporting files are maintained.

Employee Maintenance: Employee Maintenance creates and maintains the Employee File. You can add, modify, delete, or display cashiers on the system through this option. In addition, employee maintenance enables you to monitor cashiers, and force cashier logoffs as well.

Department/Subdepartment Maintenance: Through Department / Subdepartment Maintenance, you can add, edit, or delete departments / subdepartments and set associated parameters for those departments.

Customer Maintenance: Customer Maintenance enables the stores to create a user-defined customer database. Through this option, a store can maintain the negative / positive check file, define frequent shopper discount levels, observe customer sales history and provide maintenance and reports for the in-store charge program.

System Personalization: System Personalization enables the user to personalize POS workstations and Back Office PCs on the ScanMaster / NT System.

Communications Menu: Communications Menu enables you to communicate via modem with the host. It also allows for system support via modem as well.

Reports Menu: Reports Menu enables you to view or print a wide variety of financial, item file and customer reports.

Office Procedures: Office Procedures enables you to perform back office accounting tasks.

System Services: System Services enables you to perform the various system services of the ScanMaster System. System Services include View Security Log, View / Delete Suspend / Lock Files, User-Defined Menu, Label Printing, Third Party Menu, Electronic Journal Back-Up and System Back-Up.

End of Day Procedure: End of Day Procedure enables you to close out daily sales for the current day and reset the system for next day processing.

User Manual Organization

The *Using ScanMaster Release 1.02.00 User Guide* is organized into eleven chapters and one Appendix.

Chapter 1 *ScanMaster NT System Overview*: This chapter provides a high-level look at the ScanMaster System.

Chapter 2 *Maintaining Employee Data*: This chapter details how to add, edit, delete, or view the store employee file, as well as monitor cashier activity and force logoff of a cashier. It explains each field associated with employee maintenance, as well as how to generate and interpret a list of all employees and a list of currently active employees.

Chapter 3 *Performing Department / Subdepartment Maintenance*: This chapter details how to create and define departments / subdepartments. There can be up to 99 departments and 999 subdepartments on the ScanMaster System.

Chapter 4 *Performing Immediate and Batch Item Maintenance*: This chapter details how to perform immediate and batch maintenance on the PLU file.

Chapter 5 *Maintaining Customer Data*: This chapter details how to create and maintain the negative or positive check file, the frequent shopper file, and the customer charge file. It also discusses how to perform return code maintenance, clear customer totals, and accounts receivable.

Chapter 6 *Using Supported Communication Protocols*: This chapter details various communication options available with the ScanMaster System, including host connections and remote troubleshooting via modem.

Chapter 7 *Performing System Services*: This chapter details how to perform system services on the ScanMaster System. System Services include View Security Log, View / Delete Suspend / Lock Files, User-Defined Menu, Label Printing, Third Party Menu, Electronic Journal Back-Up and System Back-Up.

Chapter 8 *Personalizing Workstations*: This chapter details how to personalize workstations on the ScanMaster NT System using the Register Control File, the Back Office Control File, Keyboard Configurator and Media Configurator. In addition, the Foreign Currency Rate Editor, Banner File, Reason Codes and Tax Table maintenance programs are also discussed.

Chapter 9 *Performing POS Operations*: This chapter details how to perform POS operations. It covers the features and functionality provided at POS workstations, as well as security features, data redundancy, POS Utilities, and POS recovery procedures.

Chapter 10 *Performing Back Office Accounting Procedures*: This chapter details how to perform back office accounting tasks, including pickups, loans, cashier settlement, delayed cashiers, office reconciliation, deposits, and end-of-day procedures.

Chapter 11 *Producing and Interpreting Financial Reports*: This chapter details how to produce and interpret financial, item file and customer reports.

Appendix A *Personalization Survey and Setup Guide*: This chapter helps document the configuration choices for customizing ScanMaster.

Chapter 2: **Maintaining Employee Data**

The purpose of this chapter is to enable you to add, edit, delete, or view the store employee file, as well as monitor cashier activity and force logoff of a cashier. It explains each field associated with employee maintenance, as well as how to generate and interpret a list of all employees and a list of active employees.

Employee Maintenance is the second option on the ScanMaster Main Menu. Click on the Employee Maintenance button (or press Alt-E) to access the Employee Menu screen. There are seven options on the Employee Menu:

- Employee Maintenance
- Active Employee List
- Employee List
- Cashier Monitoring
- Force Cashier Logoff
- Enhanced Security
- Active Cashier Status Editor

Employee Menu

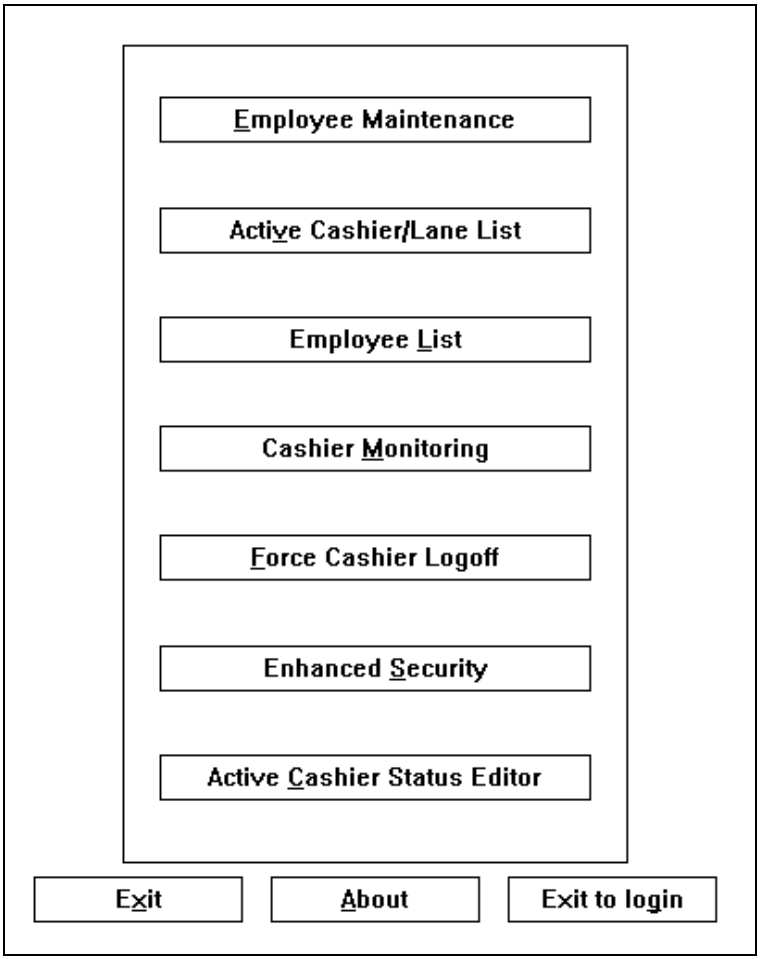


Figure 2-1: Employee Menu Screen

Employee Maintenance permits you to add, modify, delete, or display employees.

Active Cashier/Lane List displays all cashiers / lanes currently on a POS workstation and any cashiers / lanes that have not been settled.

Employee List displays all cashiers in the file.

Cashier Monitoring monitors a cashier from the back office PC. The Cashier Monitoring screen replicates the customer's receipt. Audible tones on the back office PC sound to indicate an uncommon function on the POS workstation.

Force Cashier Logoff permits you to log a cashier off a POS workstation from the back office when a malfunction prevents the cashier from logging off at the POS workstation.

Enhanced Security limits employee access to menu options on the ScanMaster System.

Active Cashier Status Editor governs which cashiers are permitted (and not permitted) to sign onto POS workstations on the ScanMaster system.

Employee Maintenance

Employee Maintenance is the first option on the ScanMaster Employee Menu. Click on that button (or press Alt-E) to access the ScanMaster Employee Maintenance screen.

Employee Maintenance creates and maintains the Employee File. You can add, modify, delete, or display cashiers on the system through this option.

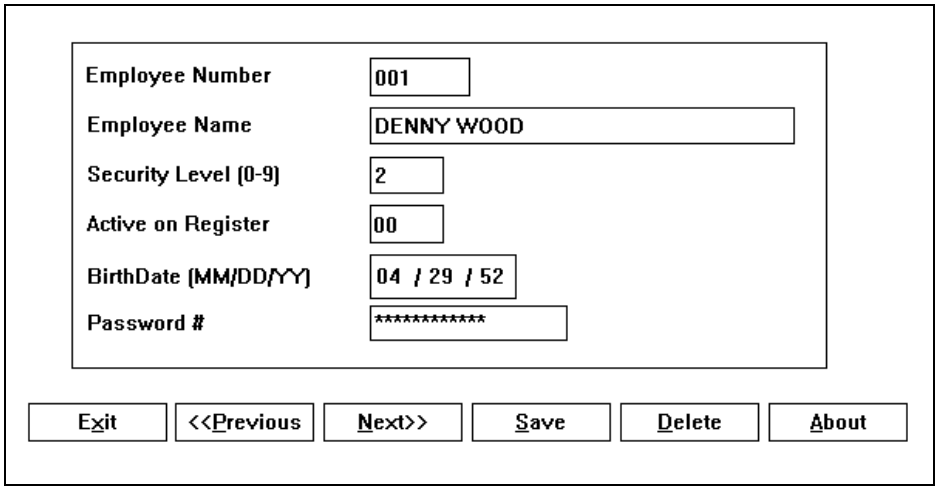


Figure 2-2: Employee Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Employee Maintenance screen.

Employee Number: Three (3) digit numeric field. The Employee Number is a unique number. The only number that cannot be used is 999. That number is reserved for training mode.

Employee Name: Twenty (20) digit field. Enter the employee's name.

Security Level (0-9): One (1) digit numeric field. The Security Level determines the modules a cashier can access from the ScanMaster Main Menu. The lowest security level is zero (cashier level) and the highest is nine (manager level). The Back Office Control File, located on the ScanMaster System Personalization Menu, defines the modules that are accessed by each security level unless enhanced security is being used. An employee with a 5 security level can access all modules with a 0-5 security level.

Active on Register: The Active on Register field displays the POS workstation number the cashier is on. It may also display "NZ," meaning a cashier is signed off but not settled.

Birth Date: Six (6) digit numeric field (MMDDYY). This is an optional field. It is used for establishing cashier age restrictions. The Birth Date is checked if the Enable Sales Restriction Table option in the Register Control File is enabled and a Department Restriction Matrix table is created. For more information on Department Restriction tables, see the section titled "Department Restriction Matrix" in Chapter 3: "Performing Department / Subdepartment Maintenance."

Password: Twelve (12) digit numeric field. This field can only be accessed if the security level of the employee being entered is a manager level. Manager levels are 1-9. The password must be a unique 12-digit number.

Button Options

Below are button options for the ScanMaster Employee Maintenance screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Employee Maintenance Menu.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous employee on the employee list.

NEXT: Click on this button (or press Alt-N) to advance to the next employee on the employee list.

SAVE: Click on this button (or press Alt-S) to save changes made on the ScanMaster Employee Maintenance screen.

DELETE: Click on this button (or press Alt-D) to delete the current employee from the employee list.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Employee Maintenance screen.

Adding, Modifying, or Deleting an Employee Record

Creating an employee list and adding employees are the first maintenance functions you perform when setting up the ScanMaster System.

If you are adding a new employee, enter a unique employee number in the Employee Number field and complete the remaining data fields on this screen. When you are finished, click on the SAVE button to save the employee record information. The NEXT button permits you to advance to the next employee record, while the PREVIOUS button displays the previous employee record. Employee number 999 is reserved for store training.

If you are modifying an employee record, enter the employee number in the Employee Number field and enter the desired changes to that employee record. When you are finished, click on the SAVE button to save the employee record information. The NEXT button permits you to advance to the next employee record, while the PREVIOUS button displays the previous employee record.

If you are deleting an employee record, enter the employee number in the Employee Number field and press ENTER. Click on the DELETE button. A message warning the user that this function deletes the record displays. Click on the YES button to delete the record or NO to return to the Employee Maintenance screen.

Note: When you initially install ScanMaster, there is a default employee, 111, with all priveledges. Do not delete this employee until you have created a new employee with total priveledges.

If the employee is active or has active totals, the message “Employee is Active. Can’t Delete” displays, indicating you cannot delete the record until totals have been reset. This is done when the cashier has been settled and End of Day has been run.

Active Cashier List

Active Cashier List is the second option on the ScanMaster Employee Menu. Click on that button (or press Alt-V) to access the ScanMaster Active Employee List screen.

The Active Cashier List displays all cashiers currently on a POS workstation and cashiers that have not been settled.

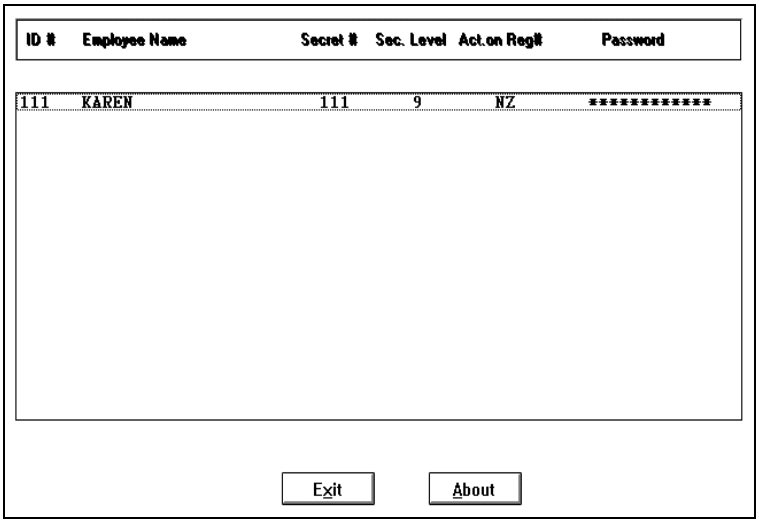


Figure 2-3: Active Cashier List Screen

Field Descriptions

Below are field descriptions for the ScanMaster Active Employee List screen.

ID #: This field displays the employee logon ID number.

Employee Name: This field displays the employee's full name.

Secret #: This field displays the secret number that the cashier used to sign on.

Security Level (0-9): This field displays the employee's security level.

Active on Register: This field displays the register number on which a cashier is active. It may display "NZ," which means the cashier is signed off a POS workstation but not settled.

Password: This field displays the number of positions for the employee's unique number. An asterisk displays for each number for security purposes.

Button Options

Below are button options for the ScanMaster Active Employee List screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Employee Menu.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Active Employee List screen.

Employee List

Employee List is the third option on the ScanMaster Employee Menu. Click on that button (or press Alt-L) to access the ScanMaster Employee List screen.

The Employee List displays the entire Employee File.

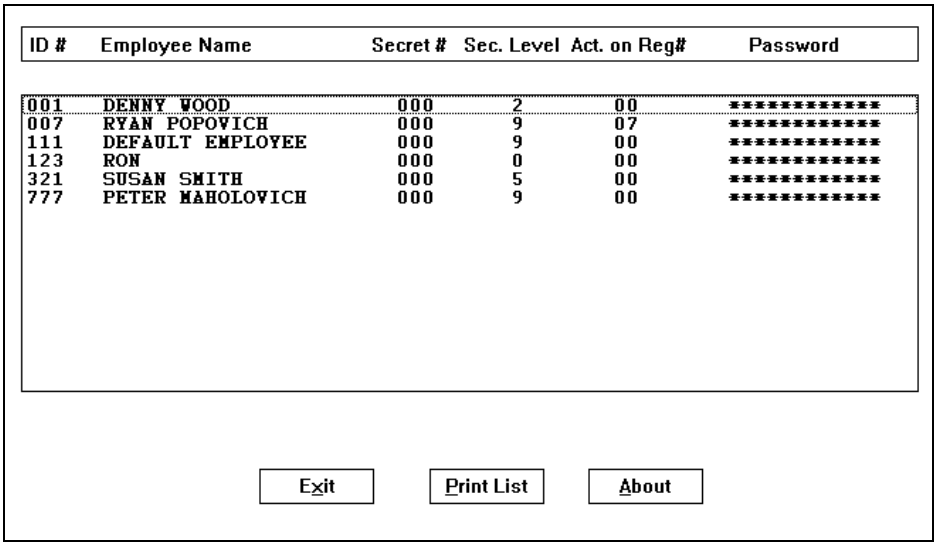


Figure 2-4: Employee List Screen

Field Descriptions

Below are field descriptions for the ScanMaster Employee List screen.

ID #: This field displays the employee logon ID number.

Employee Name: This field displays the employee's full name.

Secret #: This field displays the secret number that the cashier used to sign on.

Security Level (0-9): This field displays the employee's security level.

Act. on Reg. #: This field displays the register number on which a cashier is active. It may display "NZ," which means the cashier is signed off a POS workstation but not settled.

Password: This field displays the number of positions for the employee's unique number. An asterisk displays for each number for security purposes.

Button Options

Below are button options for the ScanMaster Employee List screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Employee Menu.

PRINT LIST: Click on this button (or press Alt-P) to print a hard copy of the Employee File.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Employee List.

Cashier Monitoring

Cashier Monitoring is the fourth option on the ScanMaster Employee Menu. Click on that button (or press Alt-M) to access the ScanMaster Cashier Monitoring screen.

Cashier Monitoring monitors a POS workstation from the back office.

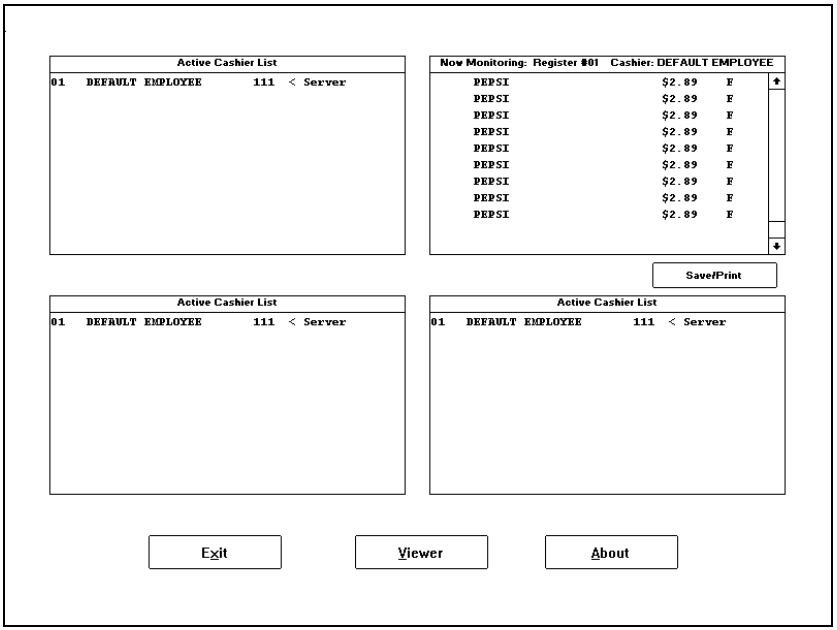


Figure 2-5: Cashier Monitoring Screen

Monitoring a Cashier

After selecting Cashier Monitoring, the screen displays the available POS workstations to monitor.

Click on the scroll bar to scroll through the list of available cashiers to monitor. Select the cashier(s) you want to monitor and press the MONITOR button. You can monitor up to four cashiers. The monitoring session starts at the beginning of a new transaction. Once this feature is active, the operator can view the entire transaction on-line.

The Cashier Monitoring screen replicates the Customer Receipt. It displays on the back office screen when the cashier(s) begins a new transaction at the POS workstation. Different colors are used depending on what function is performed at the POS workstation:

- Heading - Black
- Line Items - Cyan
- Hi/Lo Errors - Cyan
- Refunds - Black
- Coupons - Blue
- Voids - Red
- Coupon Total - Blue
- Tenders - Blue
- Number of Items - Yellow

An audible tone sounds on the back office PC if Hi/Lo Errors occur.

Button Options

Below are button options for the ScanMaster Cashier Monitoring screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Employee Maintenance Menu.

MONITOR: Click on this button (or Alt-M) to begin monitoring the highlighted cashier.

PRINT: Click on this button (or Alt-P) to print a hard copy of the selected monitoring session.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Cashier Monitoring screen.

Force Cashier Logoff

Force Cashier Logoff, the fifth option on the ScanMaster Employee Menu, permits you to log a cashier off a POS workstation from the back office when a malfunction prevents logoff at the workstation. Click on that button (or press Alt-F) to access the ScanMaster Force Cashier Logoff screen.

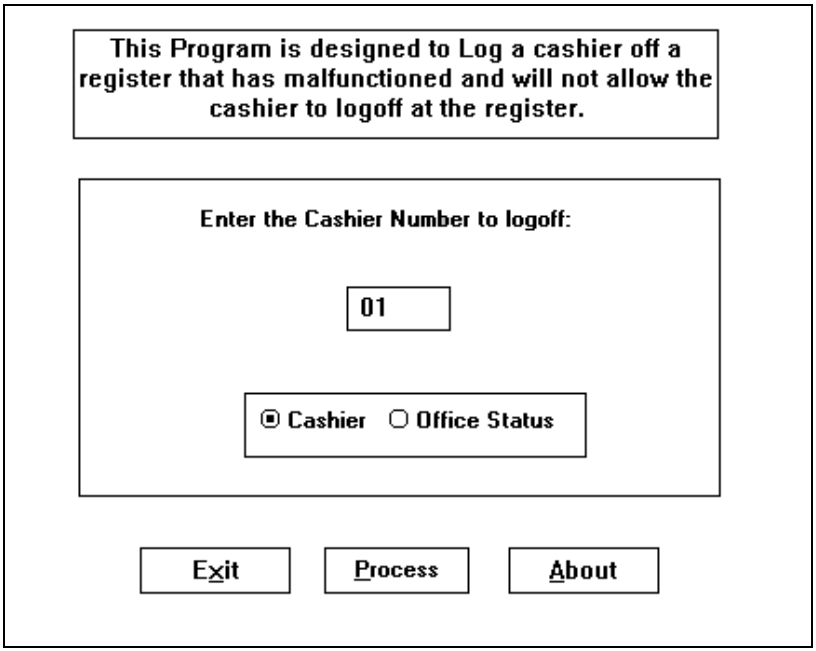


Figure 2-6: Force Cashier Logoff Screen

Field Descriptions

Below are field descriptions for the ScanMaster Force Cashier Logoff Screen.

Enter the Cashier Number to Logoff: Two (2) digit numeric field. Enter the cashier number of the cashier involved in the force logoff.

Cashier: Click on this radio button to force a cashier logoff on a POS workstation.

Office Status: Click on this radio button to force a cashier logoff on a back office PC.

Button Options

Below are button options for the ScanMaster Force Cashier Logoff screen.

EXIT: Click on this button (or press Alt-X) to return to the ScanMaster Employee Menu.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Force Cashier Logoff screen.

Using the Force Cashier Logoff Screen

Use the Force Cashier Logoff screen to log a cashier off a POS workstation that has malfunctioned and will not allow the cashier to logoff.

Upon accessing the Force Cashier Logoff Screen, perform the following steps:

1. Enter the cashier number of the cashier involved in the force logoff.
2. Select the desired logoff type (Cashier or Office Status). Choose the Cashier radio button to force a cashier logoff on a POS workstation. Choose the Office Status radio button to force a cashier logoff on a back office PC.
3. Click Process to force the cashier logoff.

Enhanced Security

Enhanced Security is the sixth option on the ScanMaster Employee Menu. Click on that button (or press Alt-S) to access the ScanMaster Security Edit. Enhanced Security limits employee access to menu options on the ScanMaster System.

This feature is used in conjunction with the Use Enhanced Security option, found in the Back Office Control File. Set this option to Yes to use ScanMaster's Enhanced Security feature.

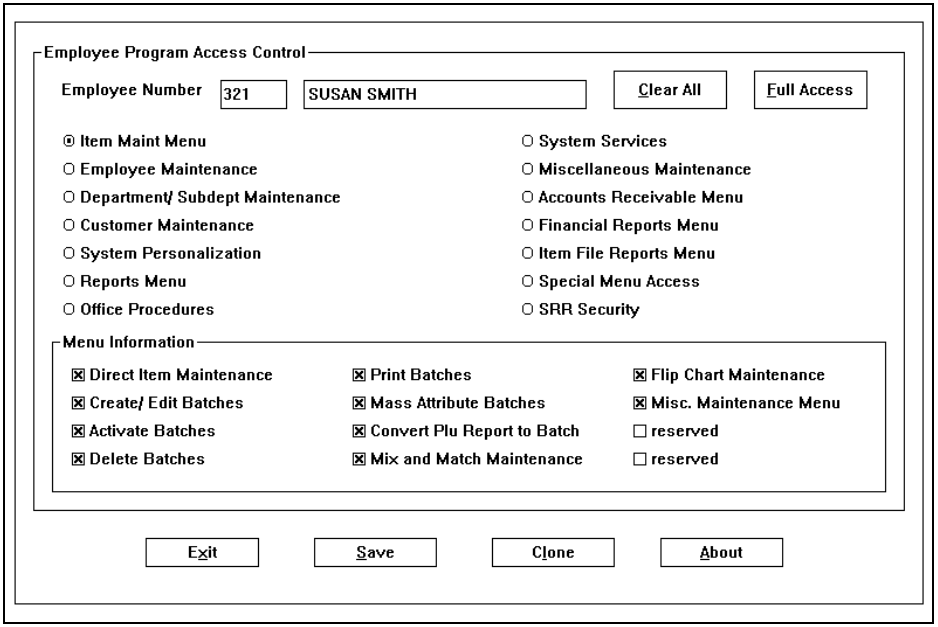


Figure 2-7: Security Edit Screen

Field Descriptions

Below are field descriptions for the ScanMaster Security Edit screen.

Employee Name: This field displays the employee number and name. Click on the down arrow to display a list box of employees. Click on the desired employee to select security options for that employee.

Item Maintenance Menu: Click on this radio button to access Item Maintenance Menu security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: Direct Item Maintenance; Create/Edit Batches; Activate Batches; Delete Batches; Print Batches; Mass Attribute Batches; Convert PLU Report to Batch; Mix & Match Maintenance; Flip Chart Maintenance; Miscellaneous Maintenance; and FM Shelf Verification.

Employee Maintenance: Click on this radio button to access Employee Maintenance security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: Employee Maintenance; Active Employee List; Cashier Monitoring; Force Cashier Logoff; and Security Edit.

Department/Subdepartment Maintenance: Click on this radio button to access Department/Subdepartment security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: Department Maintenance; Subdepartment Maintenance; Department Restriction Matrix; and Group Descriptor Maintenance.

Customer Maintenance: Click on this radio button to access Customer Maintenance security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: Negative Check File Maintenance; Negative Check Report; Customer File Maintenance; Check/Charge Reason Codes; Clear Customer Totals; Frequent Shopper Reports; and Frequent Shopper Discount Matrix.

System Personalization: Click on this radio button to access Employee Maintenance security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: Register Control File; Back Office Control File; Banner File; Reason Code Maintenance; Tax Table Maintenance; Keyboard Configurator; Media Configurator; and Tax Code Editor.

Reports Menu: Click on this radio button to access Reports Menu security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: Electronic Coupon Reports; Delete Electronic Coupons; APT Coupon Report; Print End-of-Day Reports; and Electronic Journal Reports.

Office Procedures: Click on this radio button to access Office Procedures security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: Pickups and Loans; Cashier Settlement; Delay Cashiers; Office Reconciliation; Deposits; ScanMaster Reconciliation Report; Adjust Settled Cashiers; Active Cashiers List; Media Flash Report; Office Receipts; and SRR Editor.

System Services: Click on this radio button to access System Services security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: View Security Log; View / Delete Suspend / Lock Files; Label Printing; Electronic Journal Backup; and System Backup.

Miscellaneous Maintenance: Click on this radio button to access Miscellaneous Maintenance security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: Promotion / Coupon Editor; Bottle Link Editor; Report Code Editor; Tare Table Maintenance; Variable Tare Maintenance; Electronic Coupon Maintenance; and APT Coupon Maintenance.

Accounts Receivable Menu: Click on this radio button to access Accounts Receivable Menu security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: Post A / R Payments; Post A / R Finance Charges; A / R Month-End Close; A / R Statement Printing; A / R Aging Report; and A / R Activity Report.

Financial Reports Menu: Click on this radio button to access Financial Reports Menu security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: Department Flash Report; Department Historical Report; Hourly Activity Report; Consolidated TLOG Report; Audit Trail Reports; Cashier Report; Enhanced Department Report; and Non-Resettable Totals Report.

Item File Reports Menu: Click on this radio button to access Item File Reports Menu security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: PLU File Reports; PLU Movement Reports; Ad Movement Reports; and Clear Item Movement.

Special Menu Access: Click on this radio button to access Special Menu security levels for the selected employee. These options are found in the Menu Information section of the screen. They include: Keyboard Configurator; User-Defined Menu; Third Party Menu; and End-of-Day Procedures.

SRR Security: Click on this radio button to access SRR Security levels for the selected employee. They include: View SRR, Print SRR, Export SRR, Edit Hand-Keyed Totalizers (500), and Edit Imported Totalizers.

Note: When a specific radio button is selected, the various submenus for the selected item display in the Menu Information section of the screen. Click on the desired menu security levels for the selected employee. An "X" in the check box indicates the employee has security clearance to access that menu.

Button Options

Below are button options for the ScanMaster Security Edit screen.

CLEAR ALL: Click on this button (or press Alt-C) to clear all security levels for the selected employee. If this button is pressed, the selected employee will not be able to access the ScanMaster System.

FULL ACCESS: Click on this button (or press Alt-F) to grant full access to the ScanMaster System for the selected employee.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Employee Menu.

SAVE: Click on this button (or press Alt-S) to save security levels assigned to the selected employee.

CLONE: Click on this button (or press Alt-L) to duplicate security levels for employees. A dialog box displays when this button is pressed. Click on the down arrow to display a list box of employees. Click on an employee to select that employee.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Security Edit screen.

Performing Enhanced Security

From the ScanMaster Security Edit screen, enter the desired Employee Number in the Employee Number field and press Enter. The ScanMaster security options for that employee display. When a specific radio button is selected, the various submenus for the selected item display in the Menu Information section of the screen. Click on the desired menu security levels for the selected employee. An "X" in the check box indicates the employee has security clearance to access that menu.

Click on CLEAR ALL to clear all security levels for the selected employee. Click on FULL ACCESS to grant full access to the ScanMaster System for the selected employee.

Click on SAVE to save an employee's specific security levels and CLONE to duplicate those options for other employees. Click on EXIT to exit to the ScanMaster Employee Menu.

Active Cashier Status Editor

The Active Cashier Status Editor is the seventh option on the ScanMaster Employee Menu. Click on that button (or press Alt-C) to access the ScanMaster Active Cashier Status Editor.

Use this screen to govern which cashiers are permitted (and not permitted) to sign onto POS workstations on the ScanMaster system.

This screen is used in conjunction with the Check Cashier Active Status feature, a Yes or No option, located in the Register Control File. If this Register Control File option is set to No, all employees on the employee list are eligible to log on to POS workstations. If this option is set to Yes, only those displayed in the *Permitted to Sign onto the System* field can log on.

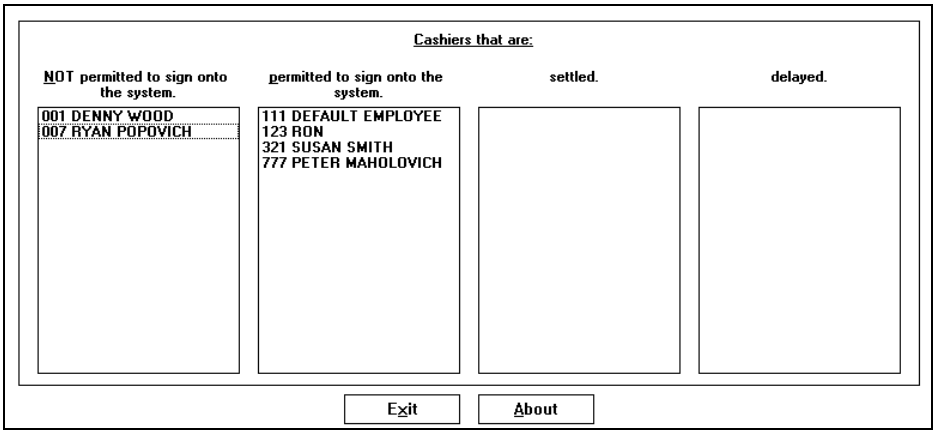


Figure 2-8: Active Cashier Status Editor

Field Descriptions

Below are field descriptions for the ScanMaster Active Cashier Status Editor.

NOT Permitted to Sign Onto the System: All cashiers on the employee list are automatically displayed in this column. Cashiers listed in this column are not permitted to sign onto the system. Names are transferred from column to column by clicking on the cashier name.

Permitted to Sign Onto the System: Cashiers listed in this column are permitted to sign onto the ScanMaster POS systerm. Names are transferred from column to column by clicking on the cashier name.

Settled: Display only. This column displays all cashiers that are settled.

Delayed: Display only. This column displays any cashiers that are delayed.

Button Options

Below are button options for the ScanMaster Active Cashier Status Editor.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Employee Menu.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Security Edit screen.

Using the Active Cashier Status Editor

Use this screen to govern which cashiers are permitted (and not permitted) to sign onto POS workstations on the ScanMaster system.

1. Set the Check Cashier Active Status option in the Register Control File to Yes.
2. Select the cashier to be permitted to sign onto the system by clicking on that name from the NOT Permitted to Sign Onto the System column. All cashiers on the employee list are automatically displayed in this column.

3. Select the cashier NOT permitted to sign onto the system by clicking on that name from Permitted to Sign Onto the System column. The name then transfers to the NOT permitted to Sign Onto the System column.

Chapter 3: **Performing Department/ Subdepartment Maintenance**

The purpose of this chapter is to enable the user to define up to 99 departments and up to 999 subdepartments on the ScanMaster System. Department Maintenance enables the user to create, edit, and delete departments and subdepartments. In addition, you can configure memo departments, link POS workstation-printed coupons to a department, configure memo departments, configure subtracting departments, and configure a validation department. Department restriction maintenance and group description maintenance are detailed in this chapter as well.

Department / Subdepartment Maintenance is the third option on the ScanMaster Main Menu. Click on that button (or press Alt-D) to access the ScanMaster Department / Subdepartment Menu screen. There are four options on the ScanMaster Department / Subdepartment Menu:

- Department Maintenance
- Subdepartment Maintenance
- Department Restriction Matrix
- Group Descriptor Maintenance

Click on EXIT to return to the ScanMaster Main Menu or EXIT TO LOGIN to exit from the system.

The Department/ Subdepartment Menu

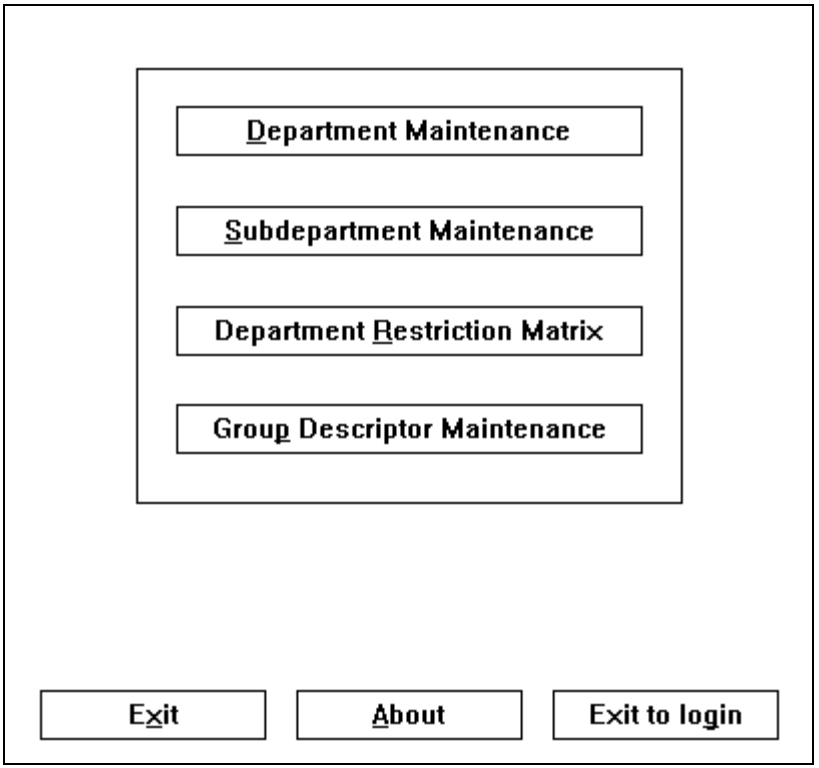


Figure 3-1: Department/ Subdepartment Menu Screen

Department Maintenance

Department Maintenance is the first option on the ScanMaster Department / Subdepartment Maintenance Menu screen. Click on that button (or press Alt-D) to access the ScanMaster Department Maintenance screen.

Through Department Maintenance, you can add, edit, or delete departments and set associated parameters for those departments. There can be up to 99 departments on the ScanMaster System.

Departments must exist on the system before you can create an item file.

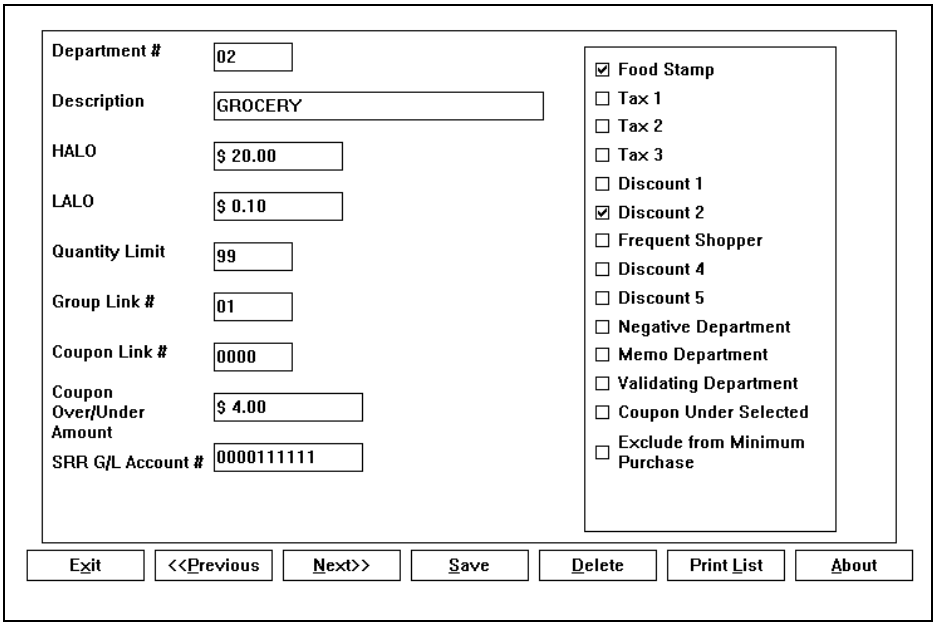


Figure 3-2: Department Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Department Maintenance screen. (Optional fields do not require entries.)

Department #: Two (2) digit numeric field. There can be a maximum of 99 departments in the file.

Description: Fifteen (15) character alpha/numeric field. Enter the description of the department.

HALO: Optional six (6) digit numeric field. This field represents the highest amount that can be key entered for a department before a warning displays on the POS workstation.

LALO: Optional six (6) digit numeric field. This field represents the lowest amount that can be key entered for a department before a warning displays on the POS workstation.

Quantity Limit: Optional two (2) digit numeric field. This field sets the limit on quantities that can be sold from this department before a warning appears on the POS workstation.

Group Link #: Two (2) digit numeric field. This field groups departments together to produce subtotals on the department report. See the section on "Group Descriptor Maintenance" for more information.

Coupon Link #: Two (2) digit numeric field. Enter the coupon number you want to print at the end of the customer's receipt. The coupon must be created in the Coupon Editor under Miscellaneous Item Maintenance and enabled in the Register Control File Maximum # field of Coupons to Print.

Coupon Over/Under Amount: Six (6) digit numeric field. This field sets a minimum or maximum amount for a customer to buy before a coupon prints at the end of the receipt. The Coupon Over/Under Selected box determines if the amount is a maximum or a minimum.

SRR G/L Account #: Ten (10) digit numeric field. This field enables you to link a department to the designated SRR G/L Account Number entered in this field.

Food Stamp: Click on this box to place an X to enable the department to have food stamp status.

Tax 1, Tax 2, and Tax 3: Click on this box to place an X to enable the tax status. The system supports up to three different tax tables.

Discount 1 and Discount 2: Click on this box to place an X to enable discount status. This box determines if the department can have a discount applied.

Frequent Shopper: Click on this box to place an X to enable the department to have frequent shopper status.

Discount 4 and Discount 5: Click on this box to place an X to enable discount status. This box determines if the department can have a discount applied.

Negative Department: Click on this box to make the listed department a negative department. All sales rung to this department are negative sales.

Memo Department: Click on this box to make this department a memo department. A memo department is a department on the system which keeps totals separate from a regular department.

Validating Department: Click on this box to make this department validate at the POS workstation when anything is sold to this department. This includes both scanned or key entered items to a department.

Coupon Under Selected: An X in this box causes the system to generate a coupon for over the sale amount specified in the Coupon Under Amount field. If it is not checked, the system generates a coupon for under that sale amount. This function toggles between coupon under and coupon over being displayed.

Exclude from Minimum Purchase: Click on this box to exclude items from this department from the ScanMaster minimum purchase option.

Button Options

Below are button options for the ScanMaster Department Maintenance screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Department / Subdepartment Menu screen.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous department.

NEXT: Click on this button (or press Alt-N) to advance to the next department.

SAVE: Click on this button (or press Alt-S) to save any changes made to the ScanMaster Department Maintenance screen.

DELETE: Click on this button (or press Alt-D) to delete a department record.

PRINT LIST: Click on this button (or press Alt-L) to print the department file.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Department Maintenance screen.

Performing Department Maintenance

To display a department, enter the department number in the Department # field or click on the NEXT or PREVIOUS button at the bottom of the screen. Specific information about the selected department appears in the Department Maintenance screen fields. Use the TAB or ENTER key to move from field to field in Department Maintenance.

Upon completing edits to the Department Maintenance fields, you must click on the SAVE button to save any changes. Click on the EXIT button to return to the ScanMaster Department / Subdepartment Menu screen without saving changes.

To delete a department, click on the DELETE button. A dialog box prompts the user to select YES to delete the department or NO to return to the ScanMaster Department Maintenance screen.

You cannot delete a department that has totals, item movement , or coupons linked to it. You must wait until End of Day.

Note: The dialog box "Department in Use! Can't Delete!" displays when you select a department that is active.

Subdepartment Maintenance

Subdepartment Maintenance is the second option on the ScanMaster Department / Subdepartment Maintenance Menu screen. Click on that button (or press Alt-S) to access the ScanMaster Subdepartment Maintenance screen.

Through Subdepartment Maintenance, you can add, edit, or delete subdepartments from the system and set associated parameters for those subdepartments. There can be up to 999 subdepartments on the ScanMaster System.

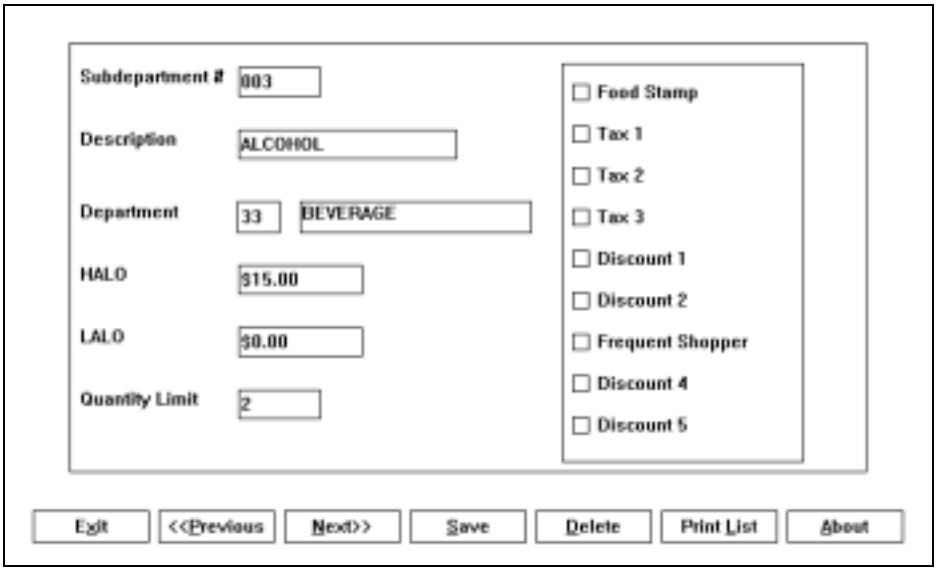


Figure 3-3: Subdepartment Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Subdepartment Maintenance screen. (Optional fields do not require entries.)

Subdepartment #: Three (3) digit numeric field. There can be a maximum of 999 subdepartments in the file.

Description: Fifteen (15) character alphanumeric field. Enter the description of the subdepartment.

Department: Two (2) digit numeric field. There can be a maximum of 99 departments in the file. This field links the subdepartment back to a major department.

HALO: Optional six (6) digit numeric field. This field represents the highest amount that can be key entered for a department before a warning displays on the POS workstation.

LALO: Optional six (6) digit numeric field. This field represents the lowest amount that can be key entered for a department before a warning displays on the POS workstation.

Quantity Limit: Optional two (2) digit numeric field. This field sets the limit on quantities that can be sold from this subdepartment before a warning appears on the POS workstation.

Food Stamp: Click on this box to place an X to enable the subdepartment to have food stamp status.

Tax 1, Tax 2, and Tax 3: Click on this box to place an X to enable the tax status. The system supports up to three different tax tables.

Discount 1 and Discount 2: Click on this box to place an X to enable the discount status. This box determines if the department can have a discount applied and selects the discount.

Frequent Shopper: Click on this box to place an X to enable the subdepartment to have frequent shopper status.

Discount 4 and Discount 5: Click on this box to place an X to enable the discount status. This box determines if the department can have a discount applied and selects the discount.

Button Options

Below are button options for the ScanMaster Subdepartment Maintenance screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Department / Subdepartment Menu screen.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous subdepartment.

NEXT: Click on this button (or press Alt-N) to advance to the next subdepartment.

SAVE: Click on this button (or press Alt-S) to save any changes made to the ScanMaster Department Maintenance screen.

DELETE: Click on this button (or press Alt-D) to delete a subdepartment record.

PRINT LIST: Click on this button (or press Alt-L) to print the subdepartment file.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Subdepartment Maintenance screen.

Performing Subdepartment Maintenance

To display a subdepartment, enter the subdepartment number in the Subdepartment # field or click on the NEXT or PREVIOUS button at the bottom of the screen. If the subdepartment number doesn't exist, the following message displays: "Record for ### is New. Add Subdepartment?" Click YES to add the subdepartment. Specific information about the selected subdepartment appears in the Subdepartment Maintenance screen fields. Use the TAB or ENTER key to move from field to field in the Subdepartment Maintenance screen.

Upon completing edits to the Subdepartment Maintenance fields, you must click on the SAVE button to save any changes. Click on the EXIT button to return to the Department/Subdepartment Menu screen without saving changes.

To delete a subdepartment, click on the DELETE button. A dialog box prompts you to select YES to delete the department or NO to return to the ScanMaster Department Maintenance screen.

Department Restriction Matrix

The Department Restriction Matrix is the third option on the ScanMaster Department/Subdepartment Maintenance Menu screen. Click on that button (or press Alt-R) to access the ScanMaster Daily Restriction Matrix or the Holiday Restriction Matrix maintenance screen.

The Department Restriction Matrix enables you to place restrictions on specific departments, cashiers, and customers. It can be used to restrict the cashier from selling items if the cashier is under age or it can be used to restrict the sale of certain items to customers under a certain age. For example, you can restrict a cashier under 18 from selling cigarettes or you can restrict the sale of cigarettes to customers under 18 years old. The matrix can also be used to restrict the sale of certain items to cashiers under a certain age. For example, you can restrict the selling of beer to customers if the cashier is under 21.

This option must be enabled in the Register Control File before it is available on the system and the cashier age must be entered in Employee Maintenance.

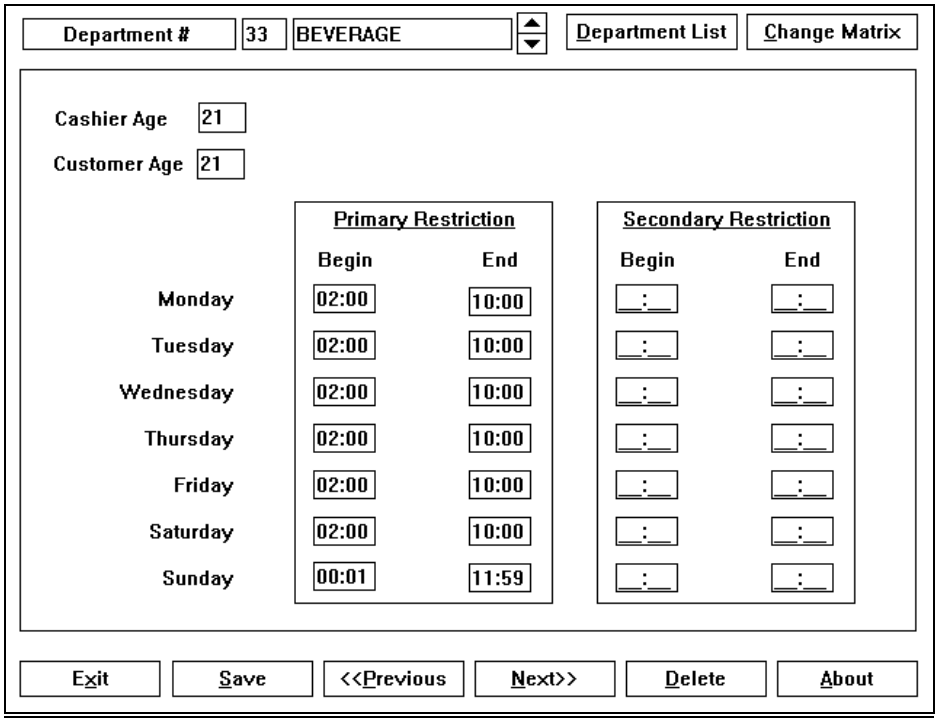


Figure 3-4: Daily Restriction Matrix

Field descriptions for the ScanMaster Daily and Holiday Restriction Matrix screens can be found at the end of this section.

Using the Daily Restriction Matrix

There can be up to 99 department restrictions on the ScanMaster System. You can create new department restrictions or edit existing department restrictions from the Daily Restriction Matrix screen.

When creating new department restrictions, enter in the Department # field the department number on which you want to place restrictions and press ENTER. If no restrictions are currently associated with that department, the message, "Do You Want to Create a Restriction?," appears. Click on YES to create a restriction or NO to return to the top of the department restriction list. Complete the desired matrix data fields and click the SAVE button to save the matrix.

Note: The department must exist on the ScanMaster System before restrictions can be established.

When editing existing department restrictions, use the Department List button to access a list of ScanMaster Departments. (See below Figure 3-4A: Department List). Double click the desired department to access the restriction matrix for that department. You can also use the up and down arrows next to the Department name to scroll through the departments individually. Upon accessing the restriction matrix for the desired department, make the desired restriction changes and click on the SAVE button to save those changes. If you want to make restriction changes to another department, click on the NEXT or PREVIOUS button to select the desired department.

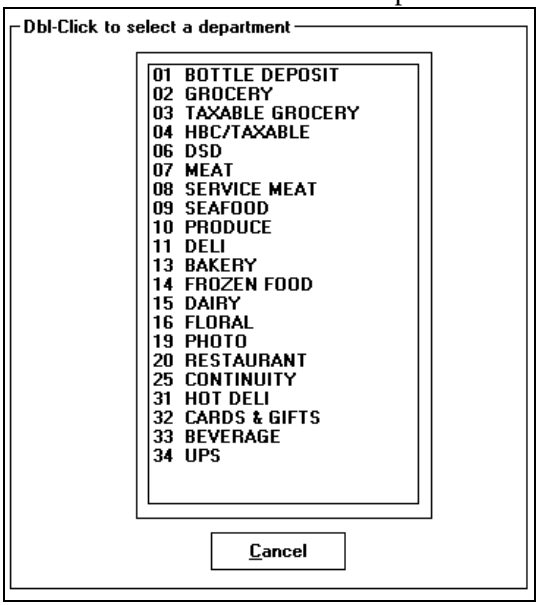


Figure 3-4A: Department List

Department restrictions can be established for cashier age, customer age, or each day of the week. In addition, you can set up two different restriction periods per day, using the Primary and Secondary restriction fields. Enter the time ranges in these fields using the military time format.

Example: Midnight appears as “0000”
9 a.m. appears as “0900”
Noon appears as “1200”
9 p.m. appears as “2100”

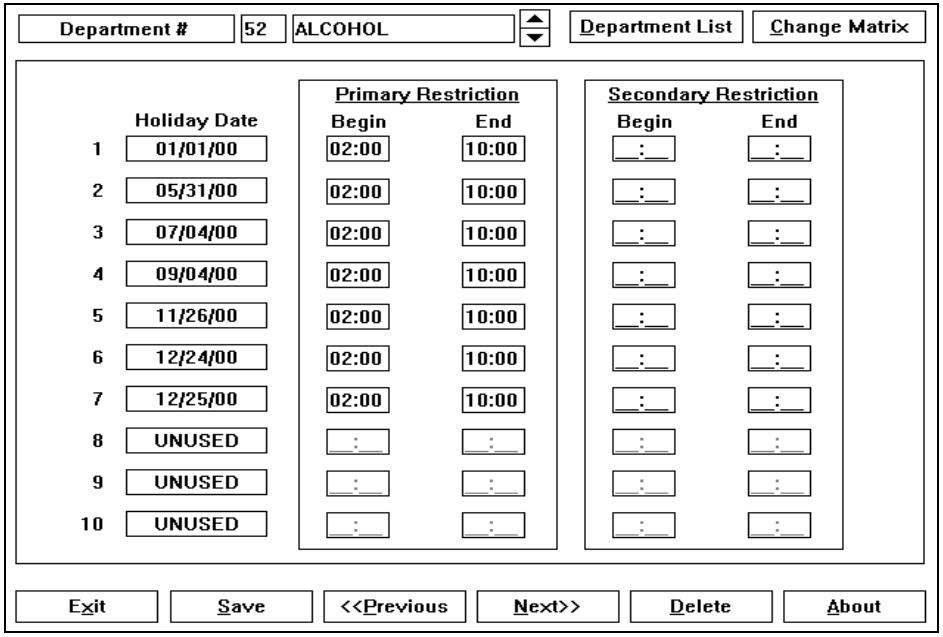


Figure 3-5: Holiday Restriction Matrix

Field descriptions for the ScanMaster Daily and Holiday Restriction Matrix screens can be found at the end of this section.

Using the Holiday Restriction Matrix

Department restrictions can also be established for holidays. To access the ScanMaster Holiday Restriction Matrix, click on the CHANGE MATRIX button in the top right corner of the ScanMaster Daily Restriction Matrix screen.

The procedure for establishing holiday restrictions is similar to the procedure for setting up daily restrictions. The only difference is that you can set up 10 holiday restriction dates per each department.

Field Descriptions

Below are field descriptions for the ScanMaster Daily and Holiday Restriction Matrix screens.

Department #: Two (2) digit number of the department on which you want to place restrictions. Use the up / down arrow buttons or key enter the desired department number to select the desired department.

Description: This field lists the name of the department description on which you want to place restrictions.

Cashier Age: Two (2) digit field where you can restrict the age of the cashiers for that department.

Customer Age: Two (2) digit field where you can restrict the age of the customers for that department.

Day of the Week: The day of the week the restrictions for that department are enforced. You can select just one day or an entire week.

Holiday Date: (Holiday Restriction Matrix) Enter the six (6) digit date of the holiday when restrictions for that department are enforced.

Primary/Secondary Restriction: You can set up two different restriction periods per day or holiday using these fields. Enter the time ranges in these fields using the military time format.

Note: After creating the Department Restriction Matrix, you must activate the Enable Restriction Table in the Register Control File and the cashier age must be entered in Employee File if restricting the cashier age.

Button Options

Below are the button options for the ScanMaster Daily and Holiday Restriction Matrix screens.

DEPARTMENT LIST: This button is located in the top right corner of both screens. Click on this button (or press Alt—D) to access a list of existing departments on the ScanMaster system.

CHANGE MATRIX: This button is located in the top right corner of both screens. Click on this button to change from the Daily Restriction Matrix to the Holiday Restriction Matrix.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Department / Subdepartment Menu screen.

NEXT: Click on this button (or press Alt-N) to advance to the next Department Restriction Matrix on the system.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous Department Restriction Matrix on the system.

SAVE: Click on this button (or press Alt-S) to save changes made to the selected department's restriction matrix.

DELETE: Click on this button (or press Alt-D) to delete a Department Restriction Matrix.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Department Restriction Matrix screen.

Group Descriptor Maintenance

Group Descriptor Maintenance is the fourth option on the Department/Subdepartment Maintenance Menu screen. Click on that button (or press Alt-G) to access the ScanMaster Group Descriptor Maintenance screen.

This screen enables you to create group link headings for system reports. You can create group descriptions, memo descriptions, or both.

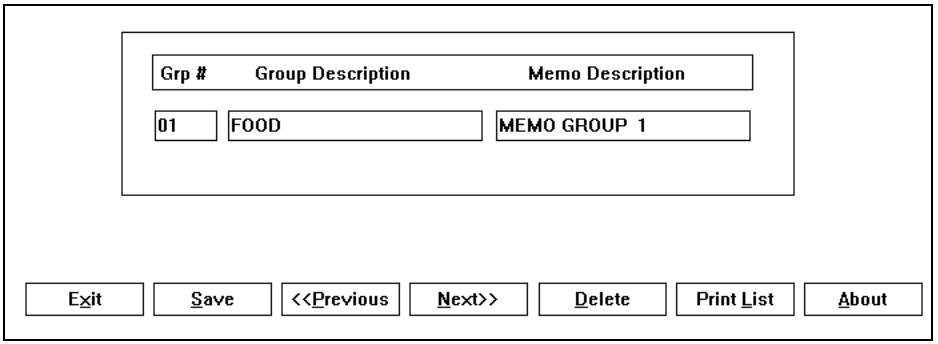


Figure 3-6: Group Descriptor Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Group Descriptor Maintenance screen.

Group #: Two (2) digit numeric field. Creating a group number enables you to group departments together to produce subtotals on the department report. To link departments to this group, enter this group number in the Group Link field in Department Maintenance. See the section on "Department Maintenance" for more information.

Group Description: Enter the description of the group that you want to appear on system reports. If the department is a regular department, select Group Description.

Memo Description: Enter the description of the group that you want to appear on system reports. If the department is a memo department, select Memo Descriptor.

Button Options

Below are button options for the ScanMaster Group Descriptor Maintenance screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Department / Subdepartment Menu.

SAVE: Click on this button (or press Alt-S) to save any changes made to the ScanMaster Group Descriptor Maintenance screen.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous group descriptor.

NEXT: Click on this button (or press Alt-N) to advance to the next group descriptor.

DELETE: Click on this button (or press Alt-D) to delete a group descriptor.

PRINT LIST: Click on this button (or press Alt-L) to print a list of group descriptors if a hard copy is desired.

ABOUT: Click on this button (or press Alt-P) for software information about the ScanMaster Group Descriptor Maintenance screen.

Chapter 4: Performing Immediate and Batch Item Maintenance

The purpose of this chapter is to enable you to perform immediate and batch maintenance on the PLU file. It includes these topics:

- PLU record fields
- Supported item codes
- PLU file locations
- How PLU file updates are handled
- Miscellaneous item maintenance
  - Editing the Promotion / Coupon file
  - Editing the bottle link file
  - Defining report codes
  - Tare Table Maintenance
  - Variable Tare Maintenance
  - Electronic Coupon Maintenance
- Mix and match maintenance
- Electronic flip chart maintenance
- Batch maintenance
  - Creating or editing local batches
  - Editing host and off-sale batches
  - Editing not found batches
  - Printing batches
  - Activating batches
  - Deleting batches
  - Performing a mass attribute change
  - Converting a PLU report to a batch

Item Maintenance Menu

The Item Maintenance Menu is the first option on the ScanMaster Main Menu. Click on that button (or press Alt-I) to access the ScanMaster Item File Menu.

Item Maintenance is where the Item File and supporting files are maintained.

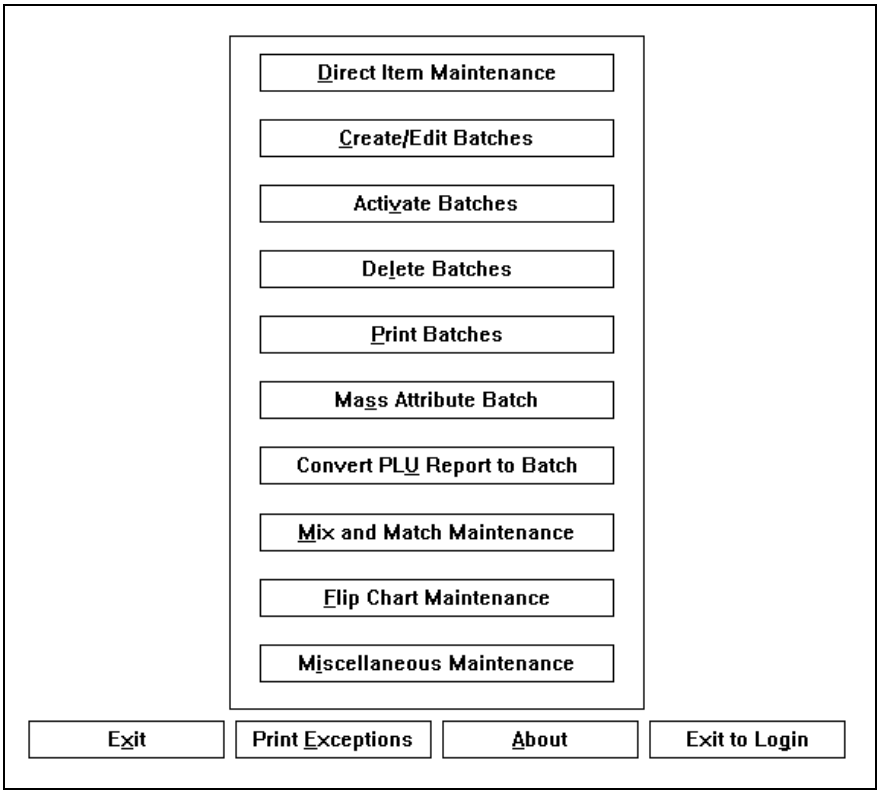


Figure 4-1: Item File Menu Screen

Item File Menu Options

There are ten options on the Item File Menu. They are:

- Direct Item Maintenance
- Create / Edit Batches
- Activate Batches
- Delete Batches
- Print Batches
- Mass Attribute Batch
- Convert PLU Report to Batch
- Mix & Match Maintenance
- Flip Chart Maintenance
- Miscellaneous Maintenance

Click on EXIT to return to the ScanMaster Main Menu or EXIT TO LOGIN to exit from the system.

Direct Item Maintenance: Adds, updates or deletes items in the Item File. All changes or additions immediately affect the Item File on the File Server PC. All updates and changes are placed in the F:\GROCERY\FILES directory called GRCITEM.REG for the POS workstation's item file to be updated manually or at End-of-Day.

Create/Edit Local Batches: Creates or edits a group of UPC numbers in a batch that can be applied to the Item File at any time.

Activate Batches: Applies the item information in the batch to the Item File.

Delete Batches: Deletes local/host and offsale batches off the system. If a batch selected for deletion was never applied to the Item File, the screen prompts "Batch never applied, Are You Sure?"

Print Batches: Produces a printout of batch information on a selected batch. The operator selects the desired batch from a batch list and has the ability to view the batch before printing it.

Mass Attribute Batch: Permits field changes to be made, which affects all items in the batch.

Convert PLU Report to Batch: Creates a batch by a range or common denominator. The Convert PLU Report to Batch can create an Add/Replace Batch, a Zero-Mover Batch, and a Delete Batch.

Mix & Match Maintenance: Lists all the Mix & Match codes on the system and enables you to perform maintenance on those records.

Flip Chart Maintenance: Permits you to add, delete, or modify the department's electronic flip chart used at the POS workstation.

Miscellaneous Maintenance: Includes the Promotion/Coupon Editor, Bottle Link Editor, Report Code Editor, Tare Table Maintenance, Variable Tare Maintenance, Electronic Coupon Maintenance, Bundle File Maintenance, APT Coupon Maintenance and Adjective Price Maintenance. All of these Tables support the Item File.

Direct Item Maintenance

Direct Item Maintenance is the first option on the ScanMaster Item File Menu. Click on that button (or press Alt-D) to access the ScanMaster Item Maintenance screen.

Direct Item Maintenance permits entry of new UPC numbers or changes to existing UPC numbers in the Item File on both the back office PC and the server PC. Arrow buttons appear on the department field to select the desired department, and the user can select options from list boxes on the Item Type, Enforce Qty., Bottle Link, Freq. Shopper, and Sale Level fields. Status flag fields can be chosen by simply clicking in the desired check box.

Expanded UPC Fields

UPC fields throughout ScanMaster have been expanded to twenty (20) digits to accommodate internationally-used product codes such as EAN (European Article Number), JAN (Japanese Article Number) and SKU (Stock Keeping Unit) to name a few.

This feature is especially beneficial to stores that sell products made internationally. Goods manufactured in Europe traditionally have longer product codes than those made in the United States and are therefore are too long for the 12-digit UPC system. ScanMaster's expanded UPC field enables store to sell these goods without coming up with new product codes.

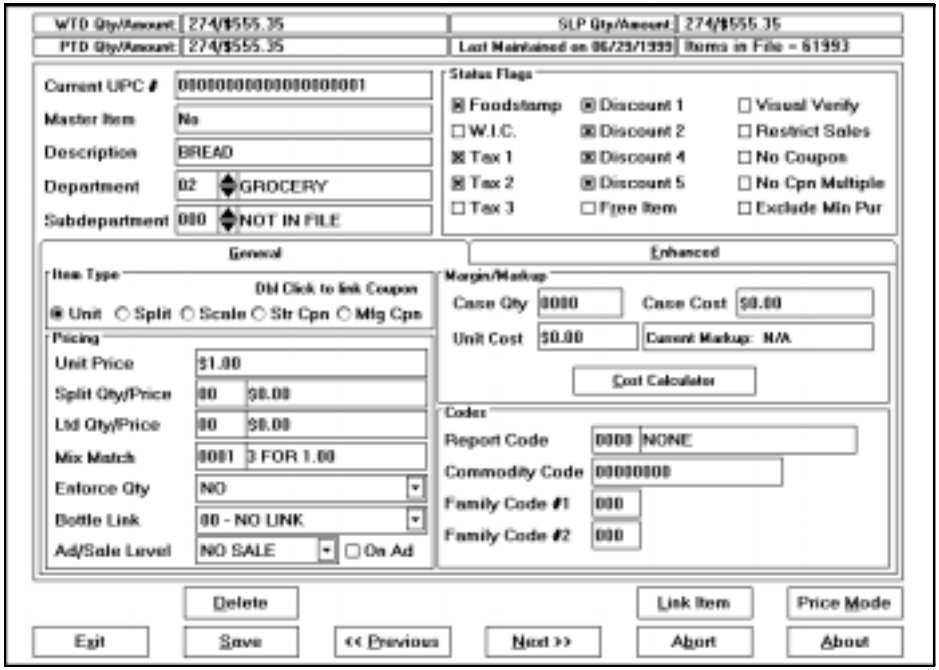


Figure 4-2: Item Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Item Maintenance Screen.

WTD Qty/Amount: System generated fields that show the number of items and total dollar amount sold week-to-date. There are two ways these fields are updated: real time movement, or End-of-Day. If real time movement is enabled, these fields are updated as items are sold at the POS workstation. If real time movement is disabled, movement is processed on cashiers that are settled throughout the day when there is no activity on the back office PC. All movement is completed (on settled cashiers) at End-of-Day. These fields reset when week-to-date totals are cleared in the PLU Reports.

Note: Defaults for real time movement are set in the Back Office Control File.

SLP Qty/Amount: System generated field that shows the number of items and the total dollar amount sold since the last price change. There are two ways these fields are updated: real time movement, or End-of-Day. If real time movement is enabled, these fields are updated as items are sold at the POS workstation. If real time movement is disabled, movement is processed on cashiers that are settled throughout the day when there is no activity on the back office PC. All movement is completed (on settled cashiers)at End-of-Day. This field resets when a price change takes effect or may be reset in PLU Reports.

PTD Qty/Amount: System generated field that shows the number of items and the total dollar amount sold in the current period. There are two ways these fields are updated: real time movement; or at End-of-Day. If real time movement is enabled, these fields are updated as items are sold at the POS workstation. If real time movement is disabled, movement is processed on cashiers that are settled throughout the day when there is no activity on the back office PC. All movement is completed (on settled cashiers) at End-of-Day. These fields reset when period-to-date totals are cleared in the PLU Reports.

Last Maintained: This field displays the date the UPC was last maintained.

Items in the File: This field displays the total number of items in the Item File.

Current UPC: Twenty (20) digit numeric field. Enter the UPC (or other product identification code such as EAN, JAN or SKU) to be displayed, added, updated, or deleted from the Item File. You do not have to enter a check digit when entering a UPC code.

Master Item / Linked To: This is a read-only field that changes depending on whether the item is linked to another item or group of items. There are several ways this field could display.

- *Master Item – No*—This is the default setting. This is the setting that displays when an item stands alone and is not linked to any other items in the ScanMaster item file.
- *Master Item – Yes*—This setting means the item is linked to a group of other items and that it is the master item for that group.
- *Linked To*—Twenty (20) digit numeric field. Enter the UPC of the master item to which this item is linked.

Description: Sixteen (16) digit alpha / numeric field. Enter the description of the Item.

Department: Two (2) digit numeric field. Spin buttons enable you to scroll through the available departments on the system.

Subdepartment: Three (3) digit numeric field. Spin buttons enable you to scroll through the available subdepartments on the system. This field is only available if subdepartments are active in the Back Office Control File.

Status Flags

Below are field descriptions for the ScanMaster Item Maintenance Screen's Status Flags.

Food Stamps: Click on this check box to select the Food Stamp status flag. An "X" appears in the box when selected. You can deselect the "X" by clicking on that check box again.

W.I.C.: Click on this check box to select the W.I.C. status flag. An "X" appears in the box when selected. You can deselect the "X" by clicking on that check box again. Selecting this status enables the item to be purchased under the W.I.C. program. Enable W.I.C. Sale Mode must be turned on in the Register Control File to use the W.I.C. status flag when the item is scanned. If W.I.C. is enabled, only items with this status can be scanned into this order.

Tax 1, Tax 2, and Tax 3: This determines which Tax Table to apply to the item. Click on these check boxes to select the Tax 1, Tax 2, or Tax 3 status flags. An "X" appears in the box when selected. You can deselect the "X" by clicking on that check box again.

Discount 1, Discount 2, Discount 4, and Discount 5: This determines if the item can have a discount and a discount level applied to it. Click on these check boxes to select the Discount 1, Discount 2, Discount 4, and Discount 5 status flags. An "X" appears in the box when selected. You can deselect the "X" by clicking on that check box again.

Free Item: This flag is only available when a price is not in that item's Unit Price field. Click on the checkbox to make the item a free item. When that item is scanned at the register, the system recognizes it as a free item.

Visual Verify: Click on this check box to activate the visual verify option. If this is active, the cashier is prompted to enter the price at the POS workstation. An "X" appears in the box when selected. You can deselect the "X" by clicking on that check box again.

Restrict Sales: Click on this check box to restrict sales. If this is active, the item is restricted from being sold at the POS workstation. An "X" displays in the box when selected. You can deselect the "X" by clicking on that check box again.

No Coupon: Click on this check box to prohibit using coupons for this item. An "X" displays in the box when selected. You can deselect the "X" by clicking on that check box again.

No Cpn Multiple: Click on this check box to prohibit multiplying the coupon amount for this item. An "X" displays in the box when selected. You can deselect the "X" by clicking on that check box again.

Exclude Minimum Purchase: When this status flag is selected, ScanMaster does not count this item toward any frequent shopper minimum purchase requirements. For example, if a customer is required to spend $10 to receive a particular discount and purchases an item with this status flag attached, the item is not counted toward the minimum purchase requirement.

General Tab Field Descriptions

Below are field descriptions for the ScanMaster Item Maintenance Screen's General Tab. It is the default tab and it details pricing information about an item. The General Tab is broken into four sections: Item Type, Pricing, Margin / Markup, and Codes.

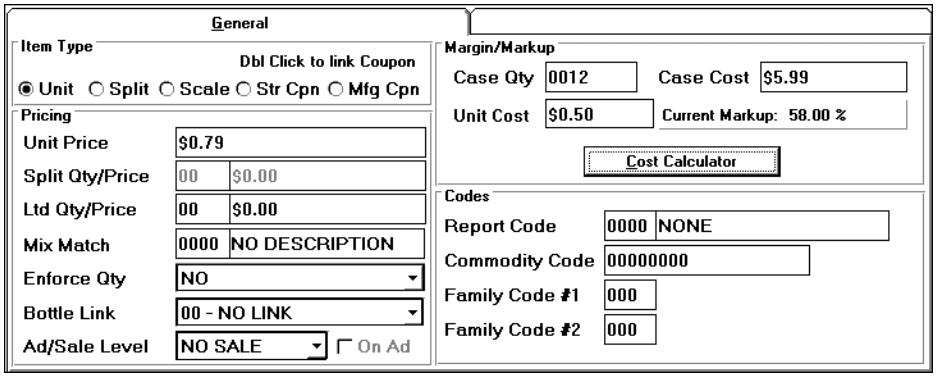


Figure 4-3: Item Maintenance Screen – General Tab

Item Type: Click on the radio button for the desired Item Type. The following item types are available: Unit, Split, Scale, Str Cpn, Mfg Cpn or Linked Coupon.

- A Unit item type uses the Item Price Field. It reflects the price of an item. Other fields that work with a Unit are: Split Price, Limited Qty, and Limited Qty Price. A Split Price Type item permits you to sell multiple quantities of an item to reach a certain price.
- A Split Qty type item divides the Split Price into the Split Quantity. Other fields that work with a Split Price Type are: Item Price, Limited Qty, and Limited Qty Price.
- A Scale type item requires the item to be placed on the scale. A scale type reads the Item Price field. The Item Price field reflects the price per pound. The system takes the price per pound and calculates the price based on the weight. The price per pound is set in Item File maintenance.

- To create a Variable Weight item, (this is a Unit Type) the UPC number must begin with 02 then the next five digits should be the unique identification number followed by five zeros. The Item Price field may be zero. When a Variable Weight Item is scanned at the POS workstation, the scanner reads 02##### and then reads the last five digits from the barcode which is the price of the item.
- A Store Cpn type permits a store coupon to have an assigned UPC number. When the coupon UPC number is entered at the POS workstation, the amount of the store coupon is deducted from the transaction.
- A Mfg Cpn type permits a manufacturer's coupon to have an assigned UPC number. When the coupon UPC number is entered at the POS workstation, the amount of the manufacturer's coupon is deducted from the transaction.
- Double - click on either the Str Cpn or Mfg Cpn option to access the Coupon Linking screen. Enter the twenty (20) digit UPC code into the field in the Coupon Linking screen to register a coupon in the file. Press Enter to save changes and close the screen.

Note: This feature permits you to promote the proper use of coupons by your customers. If a coupon is registered in the Coupon Linking File, a customer receives the value of the coupon discounted from the total sale if the corresponding item is purchased. To activate the Coupon Linking feature, this option must be set to "Yes" in the Back Office control file. Coupons can also be linked directly to vendors or family codes and will activate if items carried by the specified vendor or if items existing under the specified family code are purchased, respectively.

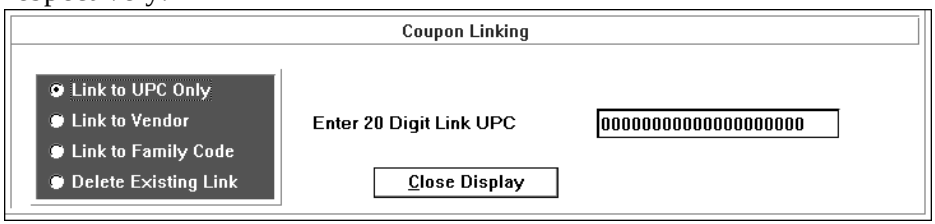


Figure 4-4: Coupon Linking Screen

Unit Price: Six (6) digit numeric field. This is the unit price of an item.

Split Qty/Tare: Two (2) digit numeric field. This field can only be accessed if the Item Type is a Split or Scale item. If the item is a Split, this field is the split quantity of the split price. If the item is a scale item, this field is the tare code number of the weighted item from the Tare Table.

Note: Tare is the weight of the package that contains the item (such as a plastic bag, Styrofoam, or no bag). The tare weight automatically deducts from the weight of the item. If the item is a weighed item and tare code 99 is entered in this field, the POS workstation prompts the cashiers to enter a tare code number (codes 80-98 are reserved for the accelerated tare feature) at the time of selling the item.

Split Price/Weight - LB: Six (5) digit numeric field. This field can only be accessed if the Item Type is a Split or Scale item. If the item is a Split, this field is the split price of the split price. If the item is a scale item, this field is the price per pound of the weighted item.

Ltd Qty / Ltd Qty Price: Two (2) digit field and six (6) digit field. This field shows the limited quantity and the limited quantity price. The price reverts to the unit price once the limited quantity is reached. The Ltd Qty field can also be used with the Unit Price and Split Price fields to limit how many split transactions can occur before reverting back to Unit Price.

Mix & Match: Four (4) digit field. This field displays the item's Mix & Match code. This field can only used if the item is a split price. The Mix & Match field permits non-identical UPCs (on such items such as Kool-Aid, baby food, or dog food) to be sold together for the same split price. Double click the Mix & Match button (or press Alt-H) to choose a code from a displayed list of Mix & Match Codes and their descriptions. Valid Mix & Match Codes (matching the item's split quantity and split price) are listed in black.

Enforce Qty: Click on the arrow to access a list box. Available options include: NO, ENFORCE, and INHIBIT. No enforce quantity permits the cashier to enter a quantity but does not require it. Enforce quantity requires the cashier to enter a quantity amount. Inhibit does not permit a quantity amount to be entered.

Bottle Link: Click on the arrow to access a list box. There are 99 user-defined bottle link options available. The list box contains the Bottle Link Numbers and Amount. When the item is scanned at the POS workstation, the bottle link amount is automatically added to the item in the sale.

Ad/Sale Level: Select the sales level status by clicking on the field list box. There are nine (9) sales levels and a No Sale selection option. Sales level permits items to be tracked for ad or sale movement information based on the time the sale level was active to the time the sales level was deactivated. The sale level reports are found under PLU Reporting - Ad Movement Reports. The sales level reports are kept separate from the week-to-date movement file. This permits actual sale movement to be tracked.

On Ad: A check in this box indicates the item is on sale. The box is automatically checked when an Ad/Sale Level is chosen.

Case Qty: Two (2) digit numeric field. This field displays the number of units in a case.

Case Cost: Nine (9) digit numeric field. The field displays the cost of a case.

Unit Cost: Read-only field. The unit cost of an item is automatically calculated by dividing the Case Cost by the Case Quantity.

Current Markup: This field enables you to determine the profit margin for a specific product. Enter the desired profit margin and press this button. The system automatically determines the selling price.

Cost Calculator: This button activates the Cost Calculator. The Cost Calculator is an automated pricing feature used to designate a certain margin or markup on a particular item. The Margin or Markup is automatically calculated depending on how the register control file option is set specifying whether to use margin or markup in calculating the price of an item. Simply enter price information in the Case Quantity and Case Cost fields and click the Accept button. The system automatically calculates the Unit Cost and lists the Margin and Markup.

To designate a certain Margin or Markup, enter the cost and quantity information along with the preferred percentage and click the Accept button. The Cost Calculator automatically determines the Unit Price based on the preferred percentages.

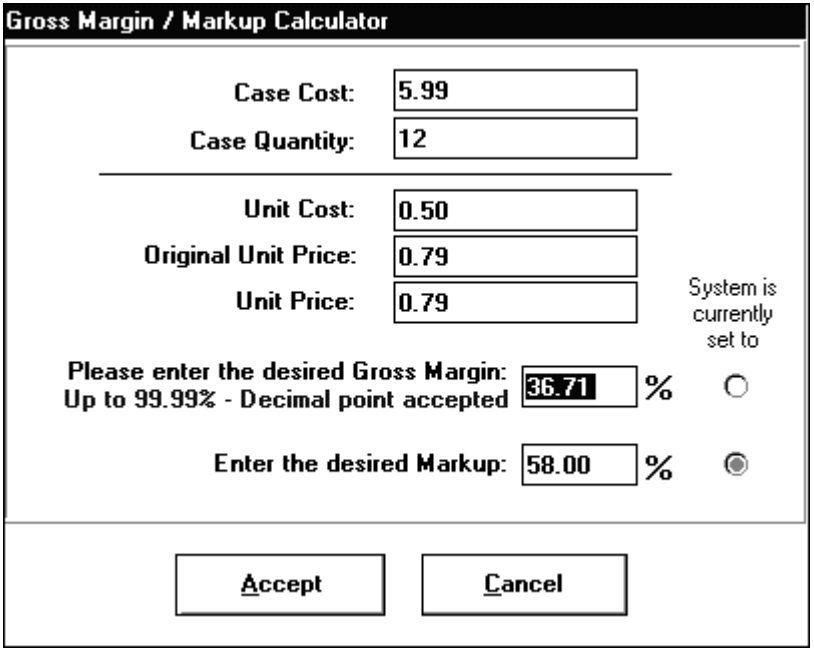


Figure 4-5: Cost Calculator Screen

Note: Margin is the difference in percentage between total sales and the cost of those sales. In other words, the profit percent of the item.

It is calculated using the following formula:

```
GM% = (Unit Price - Unit Cost) / Unit Price * 100
```

Markup is the percentage added to the cost of the item to arrive at the selling price of the item.

It is calculated using the following formula:

```
MU% = (Unit Price - Unit Cost) / Unit Cost * 100
```

Example: Margin and Markup are often confused. The reason for this is that both values represent the same amount of money, but have a different percentage. For example if an item with a $1.00 unit cost, and a $2.00 selling price has a $1.00 margin, and a $1.00 markup, but it has a 50% Margin and a 100% markup. This is because margin is figured as a percentage of the selling price, while markup is figured as a percentage of the unit cost.

Report Code: Four (4) digit numeric field accompanied by a description. This field is used as a sorting field that permits reports to be generated based on the report code number.

Commodity Code: Eight (8) digit numeric field. This field supports the host / warehouse code.

Family Code #1: Three (3) digit numeric field. The item's Family Code is used to determine the exact product and size when matching a coupon to the item. On a coupon U.P.C., the three digits following the 5-digit manufacturer ID represent the family code

Family Code #2: Three (3) digit numeric field. A secondary Family Code field used to determine the item's exact product and size.

Enhanced Tab Field Descriptions

Below are field descriptions for the ScanMaster Item Maintenance Screen's Enhanced Tab. From this tab, users can enter product label information, configure enhanced pricing or attach frequent shopper points or coupons to an item. This tab is separated into three sections: Label Information, Enhanced Pricing, and Promotional Information.

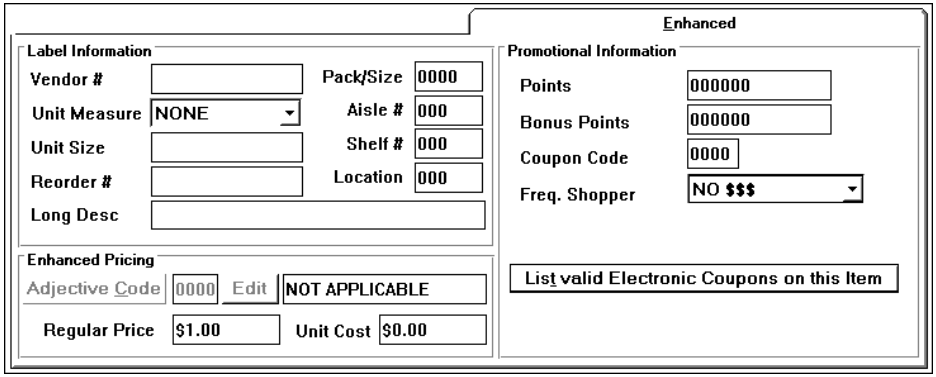


Figure 4-6: Item Maintenance Screen – Enhanced Tab

Vendor #: Eight (8) digit numeric. Enter the number of the vendor providing this item to the store.

Pack/Size: Four (4) digit numeric. Enter the quantity of that item in a pack.

Unit Measure: Two (2) digit numeric. This field describes the product's unit of measure. For example, 16 oz., or 32 oz.

Aisle #: Three (3) digit numeric. Enter the aisle number where the product is located in the store.

Unit Size: Nine (9) digit Alphanumeric. The size of the unit.

Shelf #: Three (3) digit numeric. Enter the shelf number where the product is located in the store.

Reorder #: Ten (10) digit numeric. Enter the reorder number for the item.

Location: Three (3) digit numeric. Enter the location on the shelf where the product is located in the store.

Long Desc: Thirty (30) character alphanumeric. Use this field to enter a full-length description of the product for shelf label purposes. The regular Item Maintenance description field is 16 characters. This field permits stores to identify the product with more specific wording.

Adjective Code: Four (4) digit numeric. Enter a unique code for an item that has multiple prices. Use the Adjective Price Maintenance Screen to set up multiple level pricing for a single UPC. This code must match exactly with the one created on the Adjective Price Maintenance screen.

Regular Price: Read only field. This field displays the item's regular price.

Unit Cost: Read only field. The Unit Cost is the cost for one item in a case.

Points: Six (6) digit numeric field. Enter the number of frequent shopper points a customer is issued if this product is purchased. This field is used in conjunction with the Freq. Shopper field. Depending on how the Freq. Shopper field is set, the customer receives item price-based points from this field or multiples of the price (2XXX or 3XXX). There are several Register Control File options that govern how frequent shopper points are accumulated. They are: Use Item Price Based Points, Add FS Dollrs to Special Promo, Add Points to Special Promo and Add Bonus Points to Special Promo.

Bonus Points: Six (6) digit numeric field. Enter the number of frequent shopper bonus points a customer is issued if this product is purchased. This field is used in conjunction with the Freq. Shopper field. Depending on how the Freq. Shopper field is set, the customer receives the item price-based bonus points from this field or multiples of the item price (2XXX or 3XXX). There are several Register Control File options that govern how frequent shopper points are accumulated. They are: Use Item Price Based Points, Add FS Dollrs to Special Promo, Add Points to Special Promo and Add Bonus Points to Special Promo.

Coupon Code: Four (4) digit numeric field. There can be up to 9999 coupons in the coupon file. After a coupon layout is created in the Promotion Coupon Editor, the coupon may be entered in this field. When the item is sold at the POS workstation, the coupon prints on the customer receipt.

Freq. Shopper: Select the frequent shopper status by clicking on the list box. Available options include: NO $$$, 1X $$$ (Shopper), 2X $$$ (Double Shopper), or 3X $$$ (Triple Shopper). Frequent shopper dollars / points are not awarded when NO $$$ is selected. Selecting 1X $$$ applies the original item price to the customer's frequent shopper points; 2X $$$ doubles the item price and applies double the dollar amount to the customer's frequent shopper points; and 3X $$$ triples the item price and applies triple the dollar amount to the customer's frequent shopper points.

List valid Electronic Coupons on this item: Click on this button to view the list of electronic coupons associated with this item.

Button Options

Below are the button options for the ScanMaster Item Maintenance screen.

DELETE: Click on this button (or press Alt-D) to delete an item from the Item File.

LINK ITEM: Click on this button (or press Alt-L) to link a UPC number with an item. The Item Maintenance screen prompts for the UPC number of the master item.

PRICE MODE: Click on this check box to activate the Price Mode feature. When Price Mode is activated, enter only the UPC number and press ENTER to have the cursor automatically advance to the pricing fields.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Item File Menu.

SAVE: Click on this button (or press Alt-S) to save changes made on the Item Maintenance screen. If you move to the next item without saving the changes made, those changes are not accepted.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous item in the Item File.

NEXT: Click on this button (or press Alt-N) to advance to the next item in the Item File.

ABORT: Click on this button (or press Alt-B) to abort any changes you have made to that particular item.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Item Maintenance screen.

Accessing/Adding UPC Numbers

The first UPC number in the Item File automatically displays when the ScanMaster Item Maintenance screen is accessed. Click the NEXT button to display the next item in the file, or enter the desired UPC number and press ENTER. If the UPC number is not found, the screen displays "`Item Not Found. Do you want to create a new item?`"

To add a new item click Yes, enter the UPC number and complete the desired data fields. The required item record fields are UPC Number, Description, Department, Item Type, and Price. The system recognizes UPC-E types of UPC codes. This six-digit code automatically expands when entered. It expands at the back office and the POS workstation when scanned. A UPC number under five digits is considered a store code. The store code numbers do not expand.

Linking Items

To link a UPC number with an item, simply click on the LINK ITEM button and enter the master item UPC number. When an item is a linked item, the UPC number of the master item is displayed in the description field of the linked item. Radio buttons indicate if the item is linked.

A warning message appears if you try to edit linked items. All prices must be changed on the master item, not on the linked item. The system uses the master item pricing structure, while using the actual item's descriptions.

To remove the link status of an item, you must change the item type and complete the description field. Upon completing changes, click on SAVE to remove the link.

Pricing Deal Examples

Unit Price with Split Price: Item Price = .40, Split Qty = 3, Split Price = $1.00. This sets the first two items at .40 cents and the third item at .20 cents.

Unit Price with Split Price with Limited Qty: Item Price = .40, Split Qty = 3, Split Price = $1.00, Limited Qty. = 1. This sets the first two items at .40 cents and the third item at .20 cents, with all same items after that at .40 cents.

Split Price: Split Qty = 3, Split Price = $1.00. The first items sell for .34 cents, the next two items are .33 cents. If Enhanced Split Qty is active in the Register Control File, the first two items are set at .34 cents while the third item is set at .32 cents. The Enhanced Split Qty gives the price break on the last item sold.

Unit Price With a Limited Quantity and a Limited Quantity Price: Unit Price = $1.29; Limited Quantity = 2; and Limited Quantity Price = .89. The first two items sell at .89 and then revert to $1.29 after that.

Buy One Get One Free (BOGO): There are two ways the system records BOGOs. The first method sets the price of the first item at full price and the second item at zero. The second method cuts the price of the item in half.

Example: Item price = 1.99. Split Quantity Price = 2/1.99. The item price is set up as a spilt price.

Example: Split Quantity Price = 2/1.99.
First item = $1. Second item = .99

Create/Edit Batches

Create/Edit Batches is the second option on the ScanMaster Item File Menu. Click on that button (or press Alt-C) to access the ScanMaster Batch Create/Edit screen.

You can create or edit a group of UPC numbers in a batch using this function. A batch may be applied to the Item File at any time and remains on the system until it is manually deleted. The Create/Edit Batch screen displays a list of all available batches on the system.

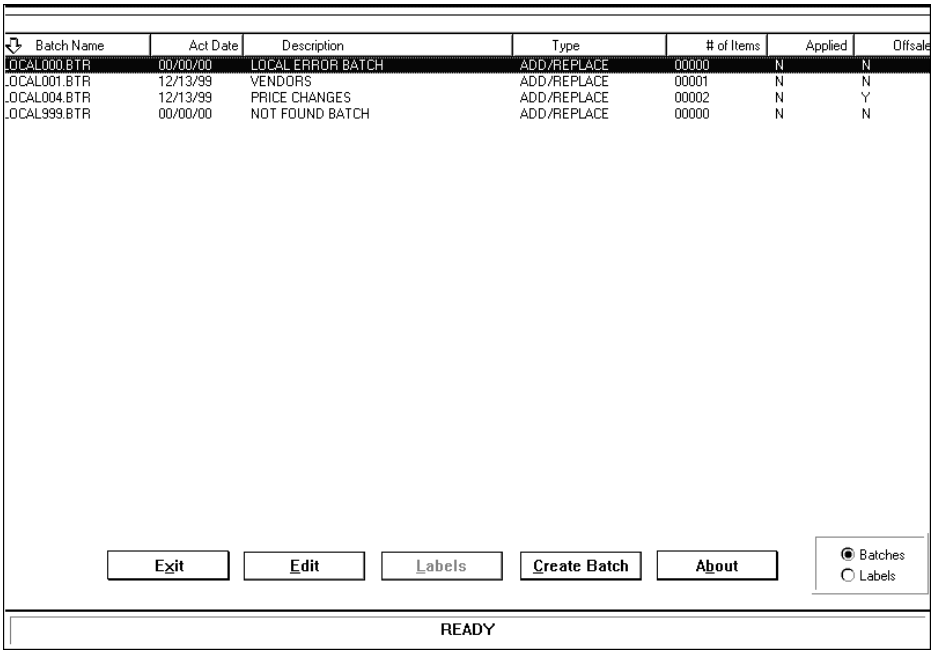


Figure 4-7: Batch Create/Edit Selection Screen

Field Descriptions

Below are field descriptions for the ScanMaster Batch Create/Edit Selection Screen. The column heading will display a down arrow next to the field in which an ascending sort exists. An up arrow will display next to the field in which a descending sort exists. To toggle between the two, double-click on the column heading bar.

Batch Number: Unique three (3) digit number that identifies a batch. The number is preceded by a local, host or offsale tag and followed by a .BTR extension. This is a display-only field.

Act. Date: Six (6) digit numeric field (MMDDYY format) that displays the batch activation date.

Batch Description: Thirty (30) character alphanumeric field. This field displays the name of the batch.

Batch Type: This field displays the type of batch. There are four types of batches: Add/Replace, Delete, Zero Mover, and Offsale.

# of Items: This field displays the number of items in a batch.

Applied: This field displays whether or not the batch has been applied to the Item File. Y = Yes and N = No.

Offsale: This field indicates that an offsale batch will be created during batch activation. Y = Yes and N = No.

Button Options

Below are button options for the ScanMaster Batch Create / Edit Selection Screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Item File Menu.

EDIT: Click on this button (or press Alt-E) to edit the selected batch.

LABELS: Click this button (or press Alt-L) to generate shelf labels for the highlighted batch. This button becomes active when the Label radio button is pressed.

CREATE BATCH: Click on this button (or press Alt-C) to create a new batch.

ABOUT: Click on this button (or press Alt-B) for software information about the ScanMaster Batch Create / Edit screen.

BATCHES/LABELS: Click on these buttons to toggle between batch creating / editing (default) and label printing.

Accessing Existing Batches

The ScanMaster Batch Create / Edit Selection screen details the list of available batches on the ScanMaster System. This screen details the batch number, the date it was created, the batch description, the batch type, the number of items in that batch, and if that batch has been applied to the system.

The types of batches that can exist are:

- Add / replace batch (items can be added to the batch then modified)
- Delete batch (items in this batch are deleted from the item file when the batch is activated)
- Offsale batch (created automatically after activating a batch flagged to make Offsale batch)
- Zero mover (items in this batch are deleted from the item file when the batch is activated)

To access an existing batch, double click on the desired batch from the Create / Edit Batch list. ScanMaster will display the "*Edit Batch?*" prompt. Click "*Yes*" and the ScanMaster Batch List screen (see below) for that batch is displayed. It contains a list of every item in that batch.

Creating Shelf Label Files

Creating shelf labels is performed from the ScanMaster Batch Create / Edit Selection screen. To print labels for a batch, first click the Label radio button. This will activate the Labels button. Highlight the batch for which you want to generate labels and click Labels (or press Alt -L). ScanMaster will display the "*Create/Edit a Label File?*" message. Click "*Yes*" and the label file will be generated.

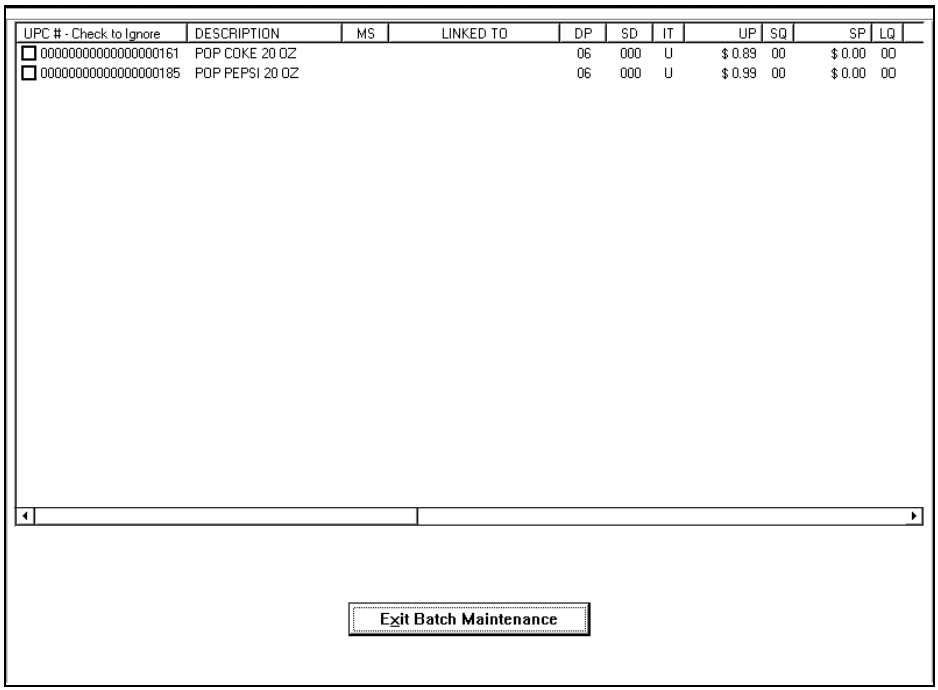


Figure 4-8: Batch List Screen

Field Descriptions

Field descriptions for the Batch List screen are abbreviations for those in the Direct Item Maintenance screen, detailed earlier in this chapter. Drag the scroll bar to the right to see all (display only) fields. Status Flag settings are read vertically with "N" for No (or Not On) and "Y" for Yes (or On).

Abbreviation	Field
DESCRIPTION	Item Description
MS	Master Item (X = Yes)
LINKED TO:	Linked to UPC
DP	Department Number
SD	Subdepartment Number
Abbreviation	**Field**

IT	Item Type
UP	Unit Price
SQ	Split Quantity
SP	Split Price
LQ	Limited Quantity
LP	Limited Price
MM	Mix Match Code
ADJ	Adjective Price Level
FS	Food Stamp Flag
T123	Tax 1, 2 and 3
D1245	Discount 1, 2, 4 and 5
EC	Electronic Coupon
VV	Visual Verify
RS	Restrict Sales
CC	Coupon Code
FH	Frequent Shopper
EQ	Enforce Quantity
BT	Bottle Link
RC	Report Code
AD	Ad/Sale Level
CQT	Case Quantity
COST	Case Cost
CD	Commodity Code
FC1	Family Code 1
FC2	Family Code 2
UD	Last Update Date

Abbreviation	Field
EMP	Exclude Minimum Purchase
AC	Adjective Code

Button Options

Below are button options for the ScanMaster Batch List Screen.

UPC # - CHECK TO IGNORE: Check this box to ignore maintenance for this UPC when the batch is activated.

EXIT BATCH MAINTENANCE: Click on this button (or press Alt-X) to exit to the ScanMaster Batch List Menu.

Accessing Item Maintenance Fields

The Batch Maintenance Screen provides access to the ScanMaster item maintenance fields. This screen details the current settings for all item fields as they currently exist within the batch as well as the Item Status, Activation Date, Make Offsale setting, and the date of the item's last maintenance.

To access an existing batch, double click on the desired item from the Batch List screen.

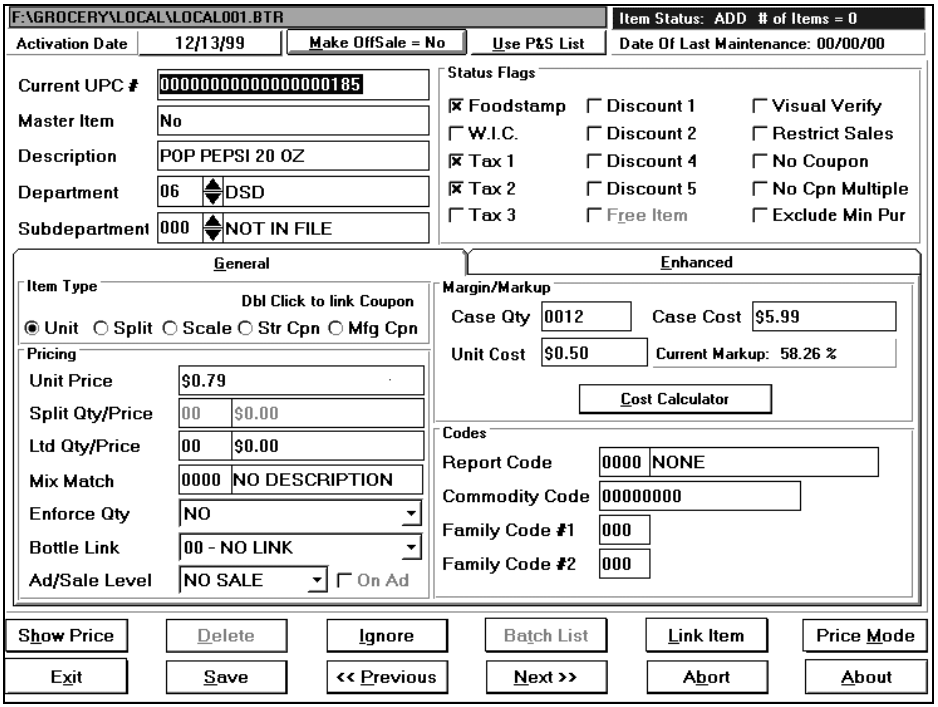


Figure 4-9: Batch List Screen

Field Descriptions

Field descriptions for the Batch List screen are the same as those for the Direct Item Maintenance screen, detailed earlier in this chapter. In addition are the following fields:

Item Status: This field displays the status of the item within the batch. Possible status levels include ADD (when an item is added to the batch), UPDATE (when the item is being changed), DELETE (when the item is being deleted) and IGNORE (when the ignore flag to disregard the maintenance is active). In addition, this field displays the number of items in the batch.

Date Of Last Maintenance: This field displays the date the item was added to the batch.

Button Options

Below are button options for the ScanMaster Batch Maintenance screen.

ACTIVATION DATE: The date the maintenance is due to be applied.

MAKE OFFSALE: This button is located at the top of the ScanMaster Batch Maintenance screen. Click on this button to make an offsale batch. Yes or No appears on the button to indicate the batch status.

USE P&S LIST: The Use Point and Shoot List option is located near the top of the screen. By clicking on this button (or pressing Alt-U), the option is activated and the button becomes highlighted. Upon completing edits and saving, this option returns the user to the batch item list where the next item to maintain may be chosen.

If this option is not activated (by default) the user is kept at the Batch Maintenance screen for that item after saving. You can then select the NEXT button for the next batch item, the PREVIOUS button for the previous batch item, or the BATCH LIST button to return to the batch list.

SHOW PRICE: Click this button (or press Alt-H) to display the Item File Pricing window when editing is being performed on the pricing fields. The information displayed is from the Item File (the current scan file) regardless of what changes have been made to the pricing fields within the batch.

IGNORE / UNIGNORE: Click on this button (or press Alt-I) to ignore or unignore an item in a batch. When ignore is selected, the system disregards that item in the batch and that item is not activated. When Unignore is selected, the item is activated.

LINK ITEM / UNLINK ITEM/ UNLINK MSTR: Click on this button (or press Alt-L) to link a UPC number with an item. The Batch Maintenance screen prompts for the UPC number of the master item. If the item is already linked, the button will display as Unlink Item. Clicking this button will unlink the item. If the items is the master item, click the button to activate the Unlink Master Item window where the user can choose all or select items for unlinking.

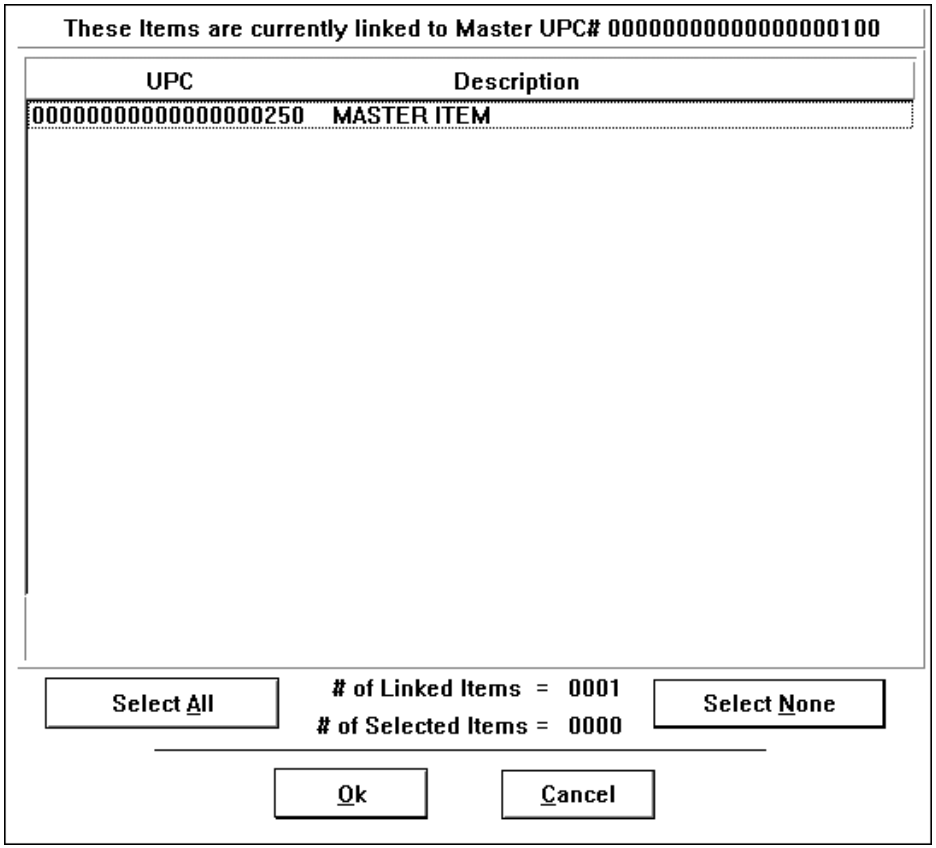


Figure 4-10: Unlink Master Item Screen

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Item File Menu.

SAVE: Click on this button (or press Alt-S) to save changes made on the Item Maintenance screen. If you move to the next item without saving the changes made, those changes are not accepted.

NEXT>>: Click on this button (or press Alt-N) to advance to the next item in the Item File.

<<PREVIOUS: Click on this button (or press Alt-P) to return to the previous item in the Item File.

BATCH LIST: Click on this button (or press Alt-B) to return to the Batch List screen of the batch being edited.

PRICE MODE: Click on this button (or press Alt-M) to activate the pricing maintenance tab feature. The cursor will move to the pricing fields (Item Type, Unit Price, Split Qty / Split Price, Ltd Qty / Price, Adjective Pricing) by pressing Enter or Tab keys.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Item Maintenance screen.

Editing Existing Batches

Editing batches is performed from the ScanMaster Batch Maintenance screen. This screen is similar to the Direct Item Maintenance screen. To edit a batch, simply double click on that batch to access the ScanMaster Batch List screen. The dialog box "`Edit Batch?`" displays. Select the YES button to edit the batch. To edit a particular item in that batch, simply double click on that item to access the ScanMaster Batch Maintenance screen. This screen details specific information about that item. From this screen you can make changes to information about that item as well as insert additional items into the batch. In addition, you can set up a batch activation date and create an offsale batch

Upon completing edits to this batch item, click on the SAVE button to save those changes. You must save batch item changes before moving to another screen or those changes are not applied to that batch item. Button options at the bottom of the screen enable the user to exit this screen, advance to the next batch item, return to the previous batch item, or access the batch list.

Adding New Items to a Batch

To add a new item to an existing batch, enter the UPC number in the Current UPC field and press ENTER. The dialog box, "`Item Does not exist in the Item File. Do you wish to add it anyway?`" displays. Select the YES button to create a new item. A blank Batch Maintenance screen appears.

Fill in the data for that screen and press the SAVE button to save those changes. You must save batch item changes before moving to another screen or those changes are not applied. Button options at the bottom of the screen enable the user to exit this screen, advance to the next batch item, return to the previous batch item, access the batch list, or link an item.

When an item is displayed on the screen, the system also displays the UPC Code, Status Code (which shows whether the Item status is add, edit, delete, or ignore), and the Activation Date along with additional field information.

Caution: It is recommended that a batch should contain no more than 100 Items. The batch is easier to handle, and in an extremely rare case if the file should get damaged, there are only 100 items to recover.

Creating Local Batches

New batches are created from the ScanMaster Batch Create/Edit screen. This screen lists all existing batches, including an option to create a new local batch file.

To create a new local batch, simply click on the `Create Batch` button. The dialog box, "`Enter a Batch Number`" appears. Type in a unique batch number -- up to three digits -- and press ENTER. If the batch number is already in use, the screen prompts for another number.

The New Batch Header screen appears when a new batch number is entered. Fill in a batch description, an activation date (if desired), and select the batch type. There are two types of batches: Add/Replace or Delete. Select the Add/Replace radio button to create a batch to add or update existing items. Select the Delete radio button to create a delete batch containing items you want to delete from the system.

Click on the ACCEPT button upon completing this screen. The Batch Maintenance screen appears. Enter the items you want in the batch, pressing the SAVE button after adding each item.

Automatically Activating Batches

You can activate a batch automatically or manually. To activate a batch automatically, an activation date must be entered in the batch activation date field, located in the top left corner of the screen. The batch is automatically activated on that date during End of Day processing. The date in the activation field is compared to the PC's date. If the dates match or the activation field date is one day behind and is not activated yet, the batch activates during the end of day procedure.

Activate Batches

Activate Batches is the third option on the ScanMaster Item File Menu. Click on that button (or press Alt-V) to access the ScanMaster Batch Activation screen.

The Activate Batches option applies the information within the batch to the Item File. After a batch is activated, it remains on the system until it is manually deleted or overwritten by the host. When a batch is activated, a "Y" displays in the Applied column. A batch can be re-activated as many times as necessary.

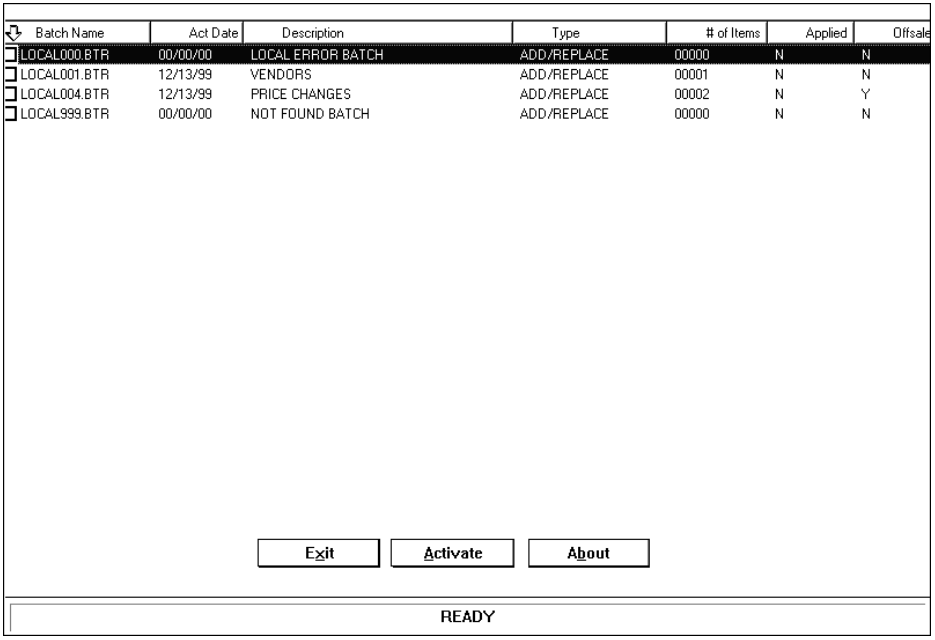


Figure 4-11: Batch Activation Selection Screen

Field Descriptions

Below are field descriptions for the ScanMaster Batch Activation screen. The column heading will display a down arrow next to the field in which an ascending sort exists. An up arrow will display next to the field in which a descending sort exists. To toggle between the two, double-click on the column heading bar.

Batch Name: A batch identifier containing a unique three (3) digit number. The number is preceded by a local, offsale or host tag and followed by a .BTR extension. This is a display-only field.

Act Date: Six (6) digit numeric field (MMDDYY format). This field displays the batch activation date, the date the batch will be automatically applied during end of day processing. If the batch was created without an activation date, 00/00/00 will appear. This is a display-only field.

Batch Description: This field displays the name of the batch.

Batch Type: This field displays the type of batch. There are four types of batches: Add/Replace; Delete; Offsale; or Zero Mover.

# of Items: This field displays the number of items in a batch.

Applied: This field displays whether or not the batch has been applied to the Item File. Y = Yes and N = No.

Offsale: This field displays whether or not an offsale batch is created during batch activation. Y = Yes and N = No.

Button Options

Below are button options for the ScanMaster Batch Activation screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Item File Menu without activating any batches.

ACTIVATE: Click on this button (or press Alt-A) after selecting the batch(es) you want to activate.

ABOUT: Click on this button (or press Alt-B) for software information about the ScanMaster Batch Information screen.

Manually Activating Batches

Single or multiple batches can be activated at the same time. Select the desired batch or batches from the batch list on the ScanMaster Batch Activation screen by clicking on the batch. A checkmark will be placed in the box next to the batch number. Click on the Activate button (or press Alt-A) to immediately activate the selected batches.

The message "`Activate the Selected Batch(es)`," displays. Select "Yes" to activate the batches or "No" to return to the Batch Activation screen.

If the batch was tagged as an off-sale batch ScanMaster automatically creates an offsale batch and assigns it a batch name based on the next available batch number. The offsale batch contains item information currently in the Item File before the batch is applied.

When a batch is activated, it updates the item file on the server PC (SRV). If a problem occurs when the item is applied, the screen displays NG, which means no good. NG items are then transferred to the Local000 Error Batch. Both host and local exceptions transfer to this batch. If errors occur while a batch is applied, the following message appears: "`Print Exception Report Y/N?`"

Answer "Yes" if you wish to print the exception report. Choose "No" to print at a later time. The exception report is saved until another batch is activated that contains exceptions. The exception report is a printout of detailed information of the problem that occurred when the system had tried to apply the item to the item file. When the exception report is printed, the exception information is cleared, but the items still remain in the local000 error batch. The local000 error batch may be edited, then applied to the item file. Once the local error batch has been activated with no errors, items are automatically removed from the local error batch.

Delete Batches

Delete Batches is the fourth option on the ScanMaster Item File Menu. Click on that button (or press Alt-L) to access the ScanMaster Delete Batch screen.

From this screen, you can delete a batch off the ScanMaster system. Local, host or offsale batches can be purged from the system using this function.

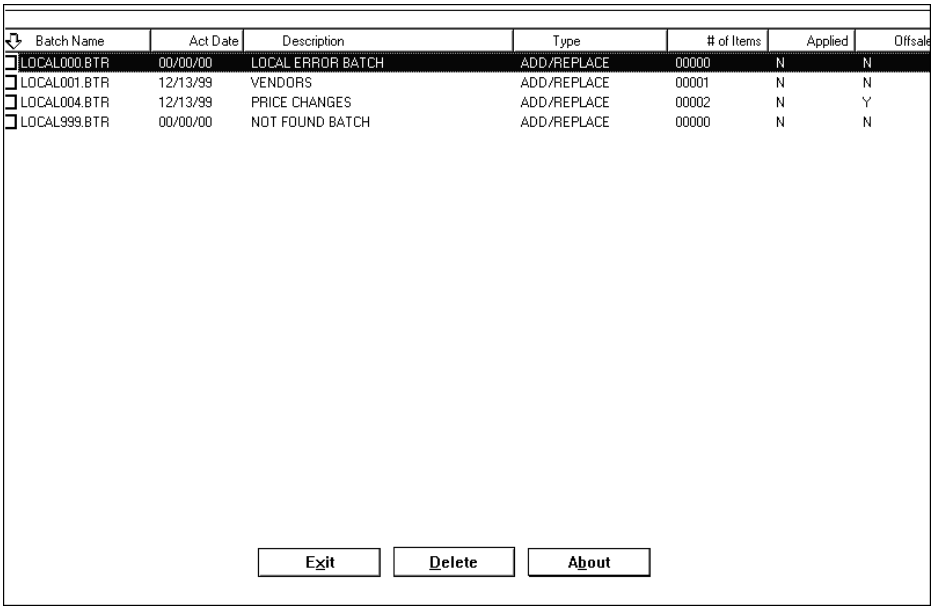


Figure 4-12: Delete Batch Selection Screen

Field Descriptions

Below are field descriptions for the ScanMaster Delete Batch Screen. The column heading will display a down arrow next to the field in which an ascending sort exists. An up arrow will display next to the field in which a descending sort exists. To toggle between the two, double-click on the column heading bar.

Batch Name: A batch identifier containing a unique three (3) digit number. The number is preceded by a local, offsale or host tag and followed by a .BTR extension. This is a display-only field.

Act Date: Six (6) digit numeric field (MMDDYY format). This field displays the batch activation date, the date the batch will be automatically applied during end of day processing. If the batch was created without an activation date, 00/00/00 will appear. This is a display-only field.

Batch Description: This field displays the name of the batch.

Batch Type: This field displays the type of batch. There are four types of batches: Add/Replace; Delete; Offsale; or Zero Mover.

# of Items: This field displays the number of items in a batch.

Applied: This field displays whether or not the batch has been applied to the Item File. Y = Yes and N = No.

Offsale: This field displays whether or not an offsale batch is created during batch activation. Y = Yes and N = No.

Button Options

Below are button options for the ScanMaster Delete Batch screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Item File Menu without deleting any batches.

DELETE: Click on this button (or press Alt-D) to delete the selected batch or batches.

ABOUT: Click on this button (or press Alt-A) for software information about the Delete Batch screen.

Deleting Batches

You can delete single or multiple batches from the system. Select the desired batch or batches from the batch list on the Delete Batch screen. Click on the DELETE button (or press Alt-D) to delete the batches.

The Delete File dialog box, with the message "Delete Selected Batch(s)," appears. Select "Yes" to delete the batches or "No" to return to the Delete Batch screen. If never applied, the message "Batch Not Applied! OK to Delete?" appears. Select "Yes" to delete.

Print Batches

Print Batches is the fifth option on the ScanMaster Item File Menu. Click on that button (or press Alt-P) to access the ScanMaster Host-Local Batch Report screen. Print batches produces an on-screen display or hard-copy printout of information on all items in the batch. Through this option, you can select the local or host batch you want to view or print.

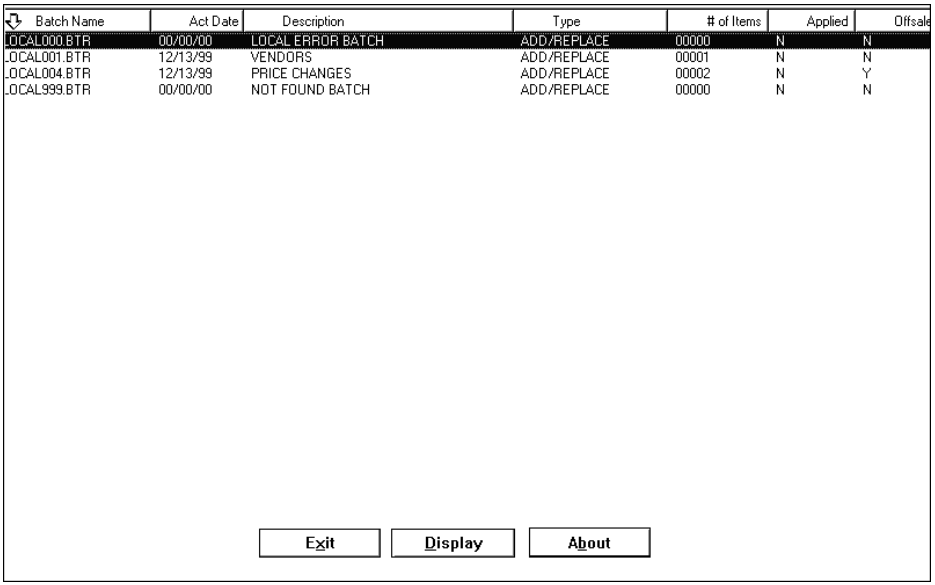


Figure 4-13: Batch Printing Selection Screen

Field Descriptions

Below are field descriptions for the Batch Printing Selection Screen. The column heading will display a down arrow next to the field in which an ascending sort exists. An up arrow will display next to the field in which a descending sort exists. To toggle between the two, double-click on the column heading bar.

Batch Name: A batch identifier containing a unique three (3) digit number. The number is preceded by a local, offsale or host tag and followed by a .BTR extension. This is a display-only field.

Act Date: Six (6) digit numeric field (MMDDYY format). This field displays the batch activation date, the date the batch will be automatically applied during end of day processing. If the batch was created without an activation date, 00/00/00 will appear. This is a display-only field.

Batch Description: This field displays the name of the batch.

Batch Type: This field displays the type of batch. There are four types of batches: Add/Replace; Delete; Offsale; or Zero Mover.

# of Items: This field displays the number of items in a batch.

Applied: This field displays whether or not the batch has been applied to the Item File. Y = Yes and N = No.

Offsale: This field displays whether or not an offsale batch is created during batch activation. Y = Yes and N = No.

Button Options

Below are button options for the ScanMaster Host-Local Batch Report Screen.

EXIT: Click on this button (or press Alt-X) to exit to the Item File Menu.

DISPLAY: Click on this button (or press Alt-D) to view that batch on-line before sending it to print.

ABOUT: Click on this button (or press ALT -A) for software information about the Batch Printing Selection screen.

Printing Batches

Click on the desired local, host or offsale batch from the batch list. Select the desired batch and click on the DISPLAY button (or press Alt-D) to view that batch. This enables the operator to view the report on-line before sending it to print. From this screen, click on the PRINT button (or press Alt-P) to print a hard copy of that batch.

Note: Before printing a batch, make sure the printer is on-line and ready to print. To interpret the report, refer to the Batch List screen abbreviation table (above) for cross-referencing similar column headings.

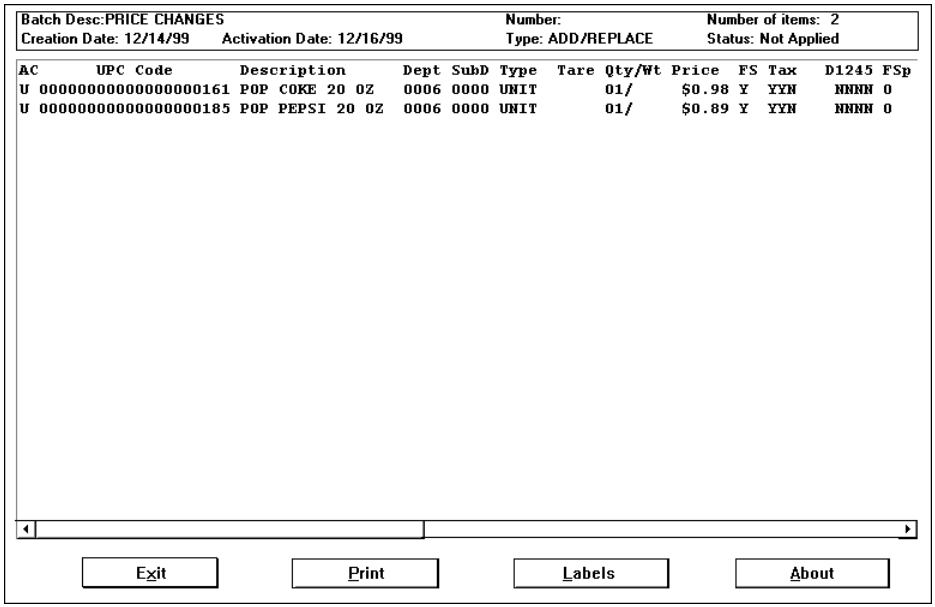


Figure 4-14: Batch Printing Selection Screen

Note: Use the scroll bars on the side and bottom of the screen to view the entire report online.

Button Options

Below are button options for the ScanMaster Batch Printing Selection Screen.

EXIT: Click on this button (or press Alt-X) to return to the batch list.

PRINT: Click on this button (or press Alt-P) to print the selected batch.

LABELS: Click on this button (or press Alt-L) to print shelf labels for the selected batch.

ABOUT: Click on this button (or press Alt-A) for software information about printing batches.

Mass Attribute Batch

Mass Attribute Batch is the sixth option on the ScanMaster Item File Menu. Click on that button (or press Alt-S) to access the ScanMaster Mass Attribute Batch screen.

The mass attribute option enables you to globally modify a batch based on an individual field changed. A listing of all batches -- local, host and offsale -- on the ScanMaster System is displayed when the Mass Attribute Batch option is selected.

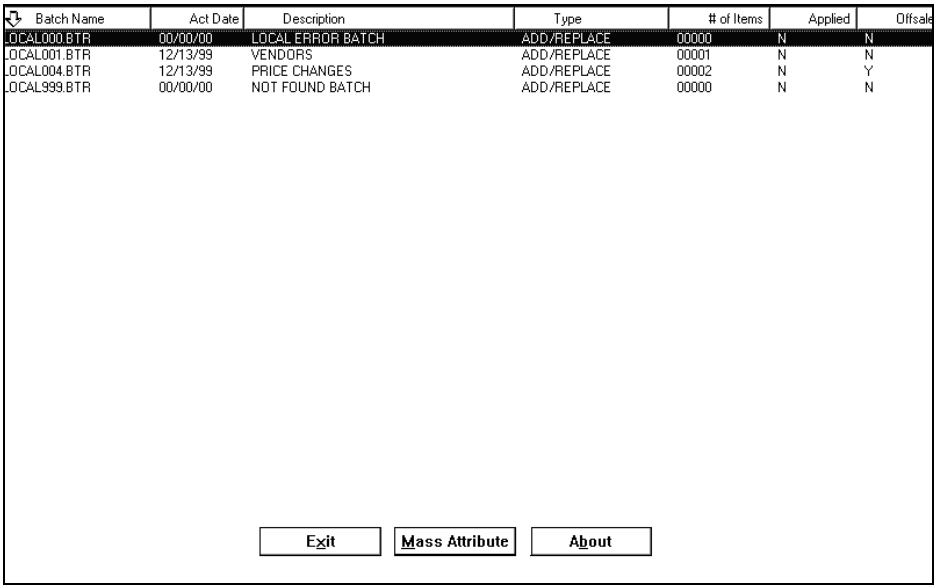


Figure 4-15: Mass Attribute Batch Selection Screen

Field Descriptions

Below are field descriptions for the ScanMaster Mass Attribute Batch Screen. The column heading will display a down arrow next to the field in which an ascending sort exists. An up arrow will display next to the field in which a descending sort exists. To toggle between the two, double-click on the column heading bar.

Batch Name: A batch identifier containing a unique three (3) digit number. The number is preceded by a local, offsale or host tag and followed by a .BTR extension. This is a display-only field.

Act Date: Six (6) digit numeric field (MMDDYY format). This field displays the batch activation date, the date the batch will be automatically applied during end of day processing. If the batch was created without an activation date, 00/00/00 will appear. This is a display-only field.

Batch Description: This field displays the name of the batch.

Batch Type: This field displays the type of batch. There are four types of batches: Add/Replace; Delete; Offsale; or Zero Mover.

# of Items: This field displays the number of items in a batch.

Applied: This field displays whether or not the batch has been applied to the Item File. Y = Yes and N = No.

Offsale: This field displays whether or not an offsale batch is created during batch activation. Y = Yes and N = No.

Button Options

Below are button options for the ScanMaster Mass Attribute Batch Screen.

EXIT: Click on this button (or press Alt-X) to exit to the Item File Menu.

MASS ATTRIBUTES: Click on this button (or press Alt-M) to apply selected changes to an entire batch.

ABOUT: Click on this button (or press Alt-A) for software information about the Mass Attribute Batch screen.

Changing Mass Attributes

The ScanMaster Mass Attributes screen is similar to the Direct Item Maintenance screen with the exception of movement information. The mass attribute program permits any of the item fields to be edited. The edited fields update each item in the batch without requiring you to edit each item individually.

To apply mass attribute changes to a local or host batch, first select that batch from the batch list on the ScanMaster Mass Attribute Batch screen. You can select only one batch at a time. Then click on the MASS ATTRIBUTES button at the bottom of the screen. The dialog box, "`Mass Attribute Batch?`" appears. Select "Yes" to access the Mass Attribute changes screen or "No" to return to the batch list. After selecting a batch, the ScanMaster Mass Attribute screen displays.

This screen displays the batch description and activation date. Enter new information and click on the Execute Changes button to execute the changes made on the Mass Attribute screen. If an item in the batch is tagged as an ignore, the mass attribute change does not affect this item. After a mass attribute change, the batch can be modified or applied to the Item File.

Note: When changing mass attributes, status flag options are color-coded to signify a change was made. Yellow indicates no change was made, green indicates the status flag turned on, while red signifies that status flag was turned off.

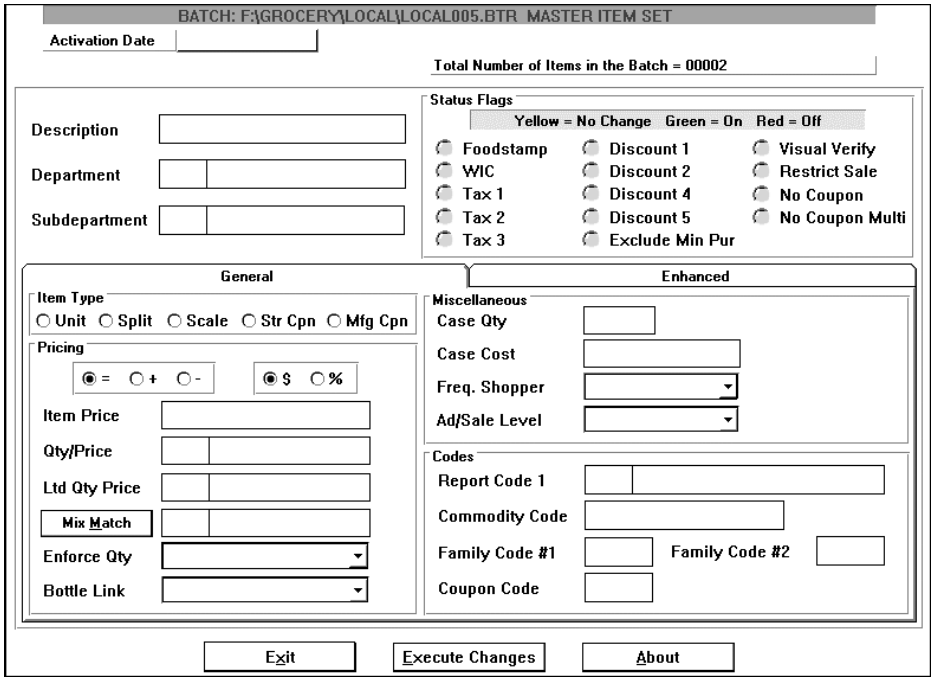


Figure 4-16: Mass Attributes Screen

Field Descriptions

Field descriptions for the ScanMaster Mass Attributes screen are the same as those for Direct Item Maintenance, covered earlier in this chapter, in addition to the following:

Pricing =: This is the default price change type setting. Mass attribute price changes will override the previous price.

Pricing +: Click this radio button to add the designated amount placed in the specified pricing fields below to the existing item file settings.

Pricing -: Click this radio button to subtract the designated amount placed in the specified pricing fields below to the existing item file price settings.

Pricing $: This is the default price change amount setting. Used in conjunction to the change type above, mass attribute changes will override, add or subtract a dollar amount.

Pricing %: Used in conjunction with the change type above, click this radio button to add or subtract a designated percentage to the existing item file price settings.

Button Options

Below are button options for the ScanMaster Mass Attributes Screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Item File Menu.

EXECUTE CHANGES: Click on this button (or press Alt-C) to apply selected changes to an entire batch.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Mass Attributes Batch screen.

Convert PLU Report to Batch

Convert PLU Report to Batch is the seventh option on the ScanMaster Item File Menu. Click on that button (or press Alt-U) to access the Report to Batch screen.

This option creates a local batch by ranges. This is useful when creating zero movement batches. The operator can be very selective about which items are pulled into the batch by using the selection criteria of the PLU reporting program.

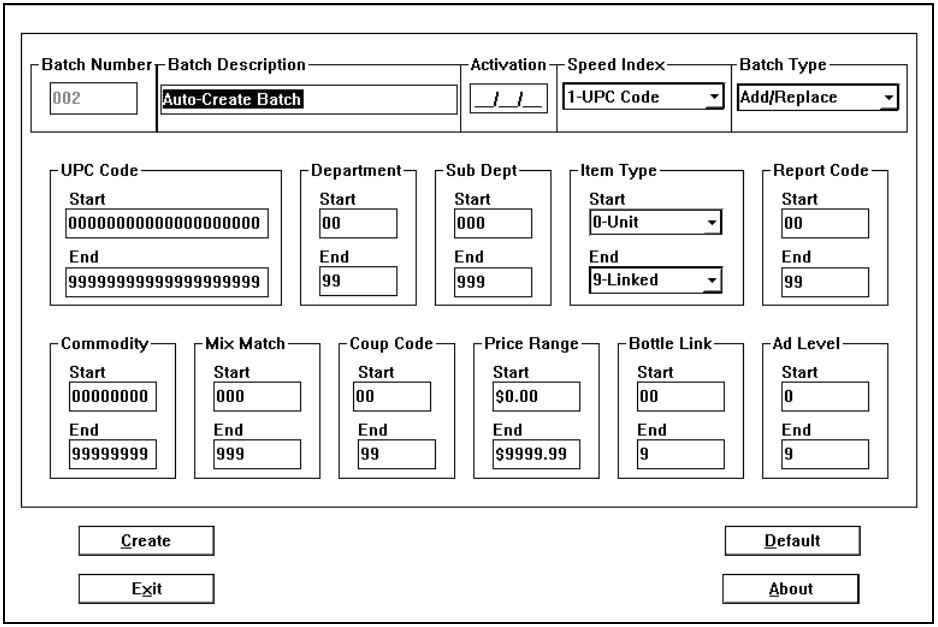


Figure 4-17: Report to Batch Screen

Field Descriptions

Below are field descriptions for the ScanMaster Report to Batch screen.

Batch Number: Unique three (3) digit number that identifies a batch. This number will be included in the Batch Name.

Batch Description: Thirty (30) character alphanumeric field. This field displays the name of the batch. The default name assigned by ScanMaster is "Auto Create Batch" but is allowed to be changed.

Activation: Six (6) digit numeric field. Optional. This field displays the date the system will activate this batch.

Batch Type: This field displays the type of batch. The four types of batches are Add/Replace, Delete, Offsale and Zero Mover.

Speed Index: This option selects the order in which the item file is searched based on the criteria selected. The search criteria is: 1 = UPC Code; 2 = Department; 3 = Subdepartment; 4 = Item Type; 5 = Mix & Match; 6 = Report Code; 7 = Ad Level/VV; 8 = Coupon Code; 9 = Commodity.

Note: For best results, match the speed index with the field used in the selection range below prior to creating the batch

UPC Code: Twenty (20) digit numeric field. Enter the starting and ending range of desired UPC codes for the batch.

Department: Two (2) digit numeric field. Enter the starting and ending range of desired departments for the batch.

Subdepartment: Three (3) digit numeric field. Enter the starting and ending range of desired subdepartments for the batch.

Item Type: Enter the starting and ending range of desired item types for the batch. Defined Item Types are: 0 = Unit; 1 = Split; 2 = Scale; 4 = Coupon; and 9 = Linked.

Report Code: Two (2) digit numeric field. Enter the starting and ending range of desired report codes for the batch.

Commodity: Eight (8) digit numeric field. Enter the starting and ending range of desired commodity codes for the batch.

Mix & Match: Three (3) digit numeric field. Enter the starting and ending range of desired mix & match numbers for the batch.

Coup Code: Two (2) digit numeric field. Enter the starting and ending range of desired coupon codes for the batch.

Price Range: Six (6) digit numeric field. Enter the starting and ending price range for the batch. The system automatically places the decimal point.

Bottle Link: Two (2) digit numeric field. Enter the starting and ending bottle link range for the batch.

Ad Level: One (1) digit numeric field. Enter the starting and ending ad level range for this batch.

Button Options

Button options for the ScanMaster Report to Batch screen are:

CREATE: Click on this button (or press Alt-C) to create the batch based on the search criteria entered in the data fields.

EXIT: Click on this button (or press Alt-X) to exit to the PLU Reports to Batch Screen.

DEFAULT: Click on this button (or press Alt-D) to set all fields to the default settings (start = all zeros, end = all 9s.).

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Report to Batch screen.

Converting a PLU Report to a Batch

There are three types of batches that can be created: 1 - Add/Replace, 2 - Delete, 3 - Zero Mover.

An Add/Replace batch generates a local batch based on ranges selected from this menu. A Delete batch generates a local delete batch based on ranges selected from this menu. When this batch is activated, all items in this batch are deleted from the item file. A Zero Mover batch generates an auto-delete batch. The zero mover batch is based on items that have had no recent item maintenance and no movement in the PTD movement file. The user is prompted to exclude any new or recently maintained items on or after a specified date. When this batch is activated, all items within this batch are deleted from the Item File.

To create a batch, begin by entering a batch number. The batch number must be a unique number. If the batch number entered is already in use, the screen displays: "`Batch ### already exists`." The next field is the batch description field. List the batch description in this field. The Activation Date is the next field. Enter the desired activation date. This field is optional. Activation date is automatic during the day-end. Then select the batch type from the Batch Type list box. There are three batch types: Add/Replace, Delete, or Zero Mover batch. Click on the desired batch type. The Speed Index field speeds up the batch creation program by eliminating PLUs that do not fall in the selection criteria. For example, when creating a batch for Department 10, select the speed index for departments. This eliminates all PLUs that are not in Department 10.

The selection criteria are: 1 = UPC Code; 2 = Department; 3 = Subdepartment; 4 = Item Type; 5 = Mix & Match; 6 = Report Code; 7 = Ad level/VV; 8 = Coupon Code; and 9 = Commodity. All selections show the default ranges that include every item within the item file. Entering a specific beginning sorting number and an ending sorting number has the batch sort on the item file on the specific sorting range. When finished selecting the sorting ranges, click on CREATE to begin processing.

As the batch is processing, the screen displays all the items being placed in the batch. During this process, the available option is EXIT to stop the process. Items that have scrolled by are retained in the batch.

After the batch is created, the batch can be modified, then applied to the item file.

Mix & Match Maintenance

Mix & Match Maintenance is the eighth option on the ScanMaster Item File Menu. Click on that button (or press Alt-M) to access the ScanMaster Mix & Match Maintenance screen.

This feature lists all the Mix & Match records on the system and enables the user to perform maintenance on those records.

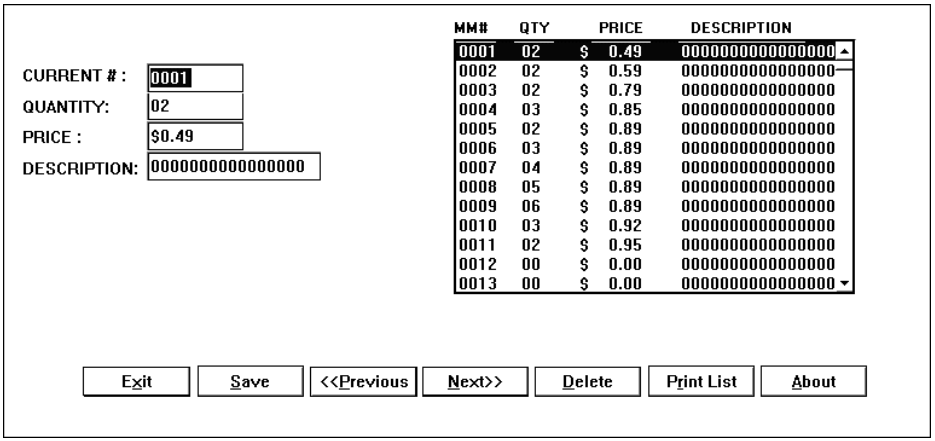


Figure 4-18: Mix & Match Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Mix & Match Maintenance Screen.

CURRENT #: Three (3) digit numeric modifiable field that lists the Mix & Match number for that item.

QUANTITY: Two (2) digit modifiable field that lists the quantity for that Mix & Match number.

PRICE: Six (6) digit modifiable field that lists the price for that Mix & Match item.

DESCRIPTION: Sixteen (16) digit display-only field that lists the description for that Mix & Match item.

MM#: Three (3) digit display-only field that lists the Mix & Match number for that item.

QTY: Two (2) digit display-only field that lists the quantity for that Mix & Match number.

PRICE: Six (6) digit display-only field that lists the price for that Mix & Match item.

DESCRIPTION: Sixteen (16) digit display-only field that lists the description for that Mix & Match item.

Button Options

Below are button options for the ScanMaster Mix & Match Maintenance Screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Item File Menu.

SAVE: Click on this button (or press Alt-S) to save changes made to the Mix & Match fields.

FIRST: Click on this button (or press Alt-F) to go to the top of the Mix & Match list.

LAST: Click on this button (or press Alt-L) to go to the bottom of the Mix & Match list.

NEXT: Click on this button (or press Alt-N) to advance to the next item on the Mix & Match list.

DELETE: Click on this button (or press Alt-D) to delete the highlighted Mix & Match item.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous item on the Mix & Match list.

PRINT LIST: Click on this button (or press Alt-R) to display the Mix & Match table. The operator can select the PRINT button to print the desired Mix & Match list.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Mix & Match Maintenance screen.

Performing Mix & Match Maintenance

There are two ways to perform Mix & Match Maintenance: click on the Mix & Match record list or type in the exact Mix & Match record number.

Use the mouse to select the desired Mix & Match record from the Mix & Match record list. The selected record displays in the data fields to the left of the Mix & Match list. You can edit the Mix & Match edit fields from this screen.

There are nine hundred and ninety-nine (999) Mix & Match records available. The purpose of the Mix & Match file is to permit scanning of different UPCs with the same price to be associated together for split price or limited quantity price breaks (such as Kool-Aid or Jell-O). The Mix & Match file permits a descriptor to be associated with the Mix & Match record.

The Mix & Match pop-up window displays in the item file when the Mix & Match field is accessed. A Mix & Match record may also be created in Direct Item Maintenance.

Flip Chart Maintenance

Flip Chart Maintenance is the ninth option on the ScanMaster Item File Menu. Click on that button (or press Alt-F) to access the ScanMaster Flip Chart Maintenance screen.

Electronic flip charts build the Preset Menus that display store code numbers at the POS workstation. There are two ScanMaster Flip Chart Maintenance screens. The first screen displays a list of available departments. The second screen enables the user to assign look-up codes to the selected department.

From the Flip Chart Maintenance screen, you can select the desired department on which you want to perform flip chart maintenance. Simply click on the desired department and the ScanMaster Flip Chart Maintenance edit screen displays.

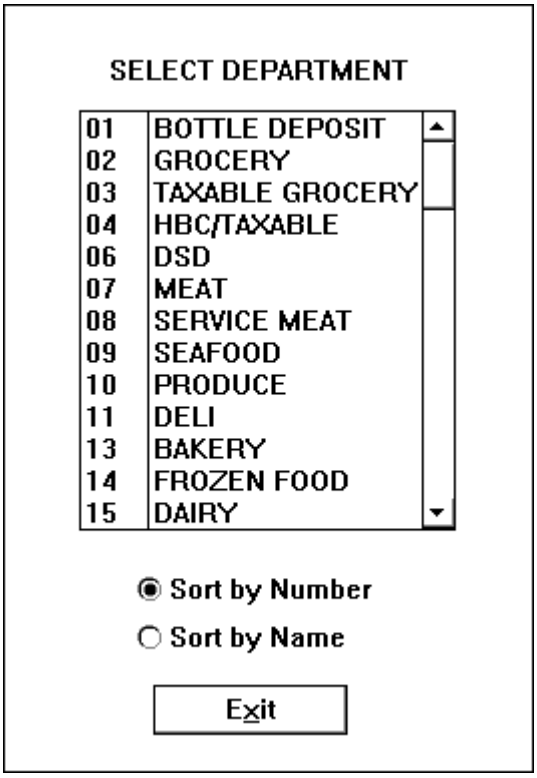


Figure 4-19: Flip Chart Maintenance Screen (List)

Creating or Editing Electronic Flip Charts

From the ScanMaster Flip Chart Maintenance screen, select the desired department number for that flip chart by clicking on that department. The list may be sorted by Department Name or Department Number (default) by clicking the desired radio button. The system advances to the second Flip Chart Maintenance screen. Next, enter the desired Current UPC number and tab to the Description field. If the Current UPC number is already on the system, the Description and Item Type fields are pre-filled. If the item code is a new item to the preset menu the screen prompts, "`Item Not on Menu. Do You Want To Add Item.`" Click "Yes" to add or "No" to cancel. Item code numbers must exist in the item file before the item code is assigned to a preset menu. When the DEPARTMENT key is pressed on the POS workstation, the screen displays all the assigned item codes in the flip chart menu in alphabetical order.

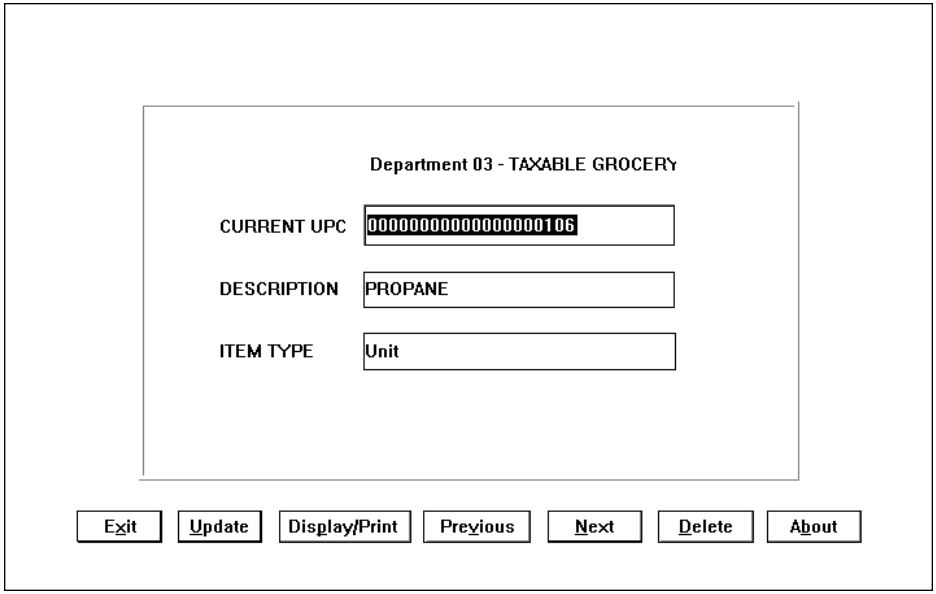


Figure 4-20: Flip Chart Maintenance (Edit Screen)

Button Options

Below are button options for the ScanMaster Flip Chart Maintenance Edit Screen.

EXIT: Click on this button (or press Alt-X) to exit to the Flip Chart Maintenance department selection screen.

UPDATE: Click on this button (or press Alt-U) to read updates from the Item File to the flip chart.

DISPLAY/PRINT: Click on this button (or press Alt-P) to display items on the flip chart. The display list can be sorted by UPC or Department. Select Print List to route the displayed list to the printer.

NEXT: Click on this button (or press Alt-N) to advance to the next item on the flip chart.

PREVIOUS: Click on this button (or press Alt-V) to return to the previous item on the flip chart.

DELETE: Click on this button (or press Alt-D) to delete the current item from the flip chart.

PRINT LIST: Click on this button (or press Alt-R) to display the available flip charts. The operator can select the PRINT button to print the desired flip chart list.

ABOUT: Click on this button (or press Alt-A) for software information about Flip Chart Maintenance.

Miscellaneous Maintenance

Miscellaneous Item Maintenance is the tenth option on the ScanMaster Item File Menu. Click on that button (or press Alt-I) to access the ScanMaster Miscellaneous Maintenance Menu. Miscellaneous Item Maintenance is where the system's supporting item files are maintained.

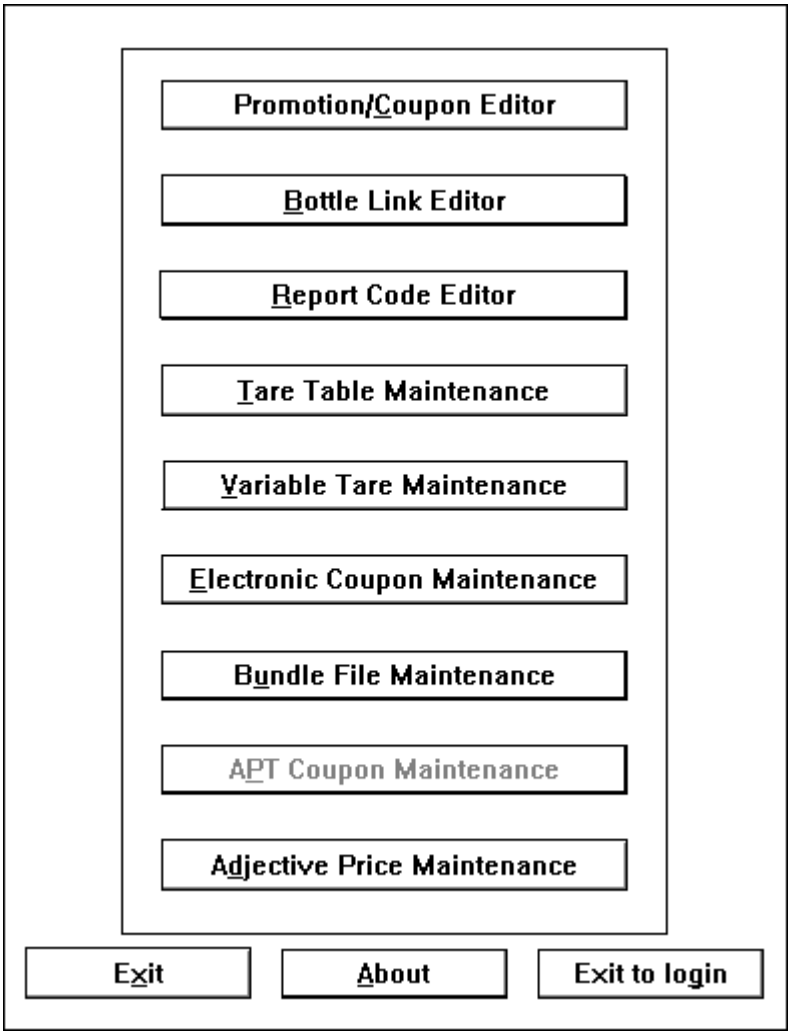


Figure 4-21: Miscellaneous Maintenance Menu

Miscellaneous Maintenance Options

There are nine options on the ScanMaster Miscellaneous Maintenance Menu. They are:

- Promotion / Coupon Editor
- Bottle Link Editor
- Report Code Editor
- Tare Table Maintenance
- Variable Tare Maintenance
- Electronic Coupon Maintenance
- Bundle File Maintenance
- APT Coupon Maintenance
- Adjective Price Maintenance

Click on EXIT to return to the ScanMaster Item File Menu or EXIT TO LOGIN to exit from the system.

Promotion/Coupon Editor

The Promotion / Coupon Editor is the first option on the ScanMaster Miscellaneous Maintenance Menu. Click on that button (or press Alt-C) to access the ScanMaster Coupon Editor screen.

Through Promotion / Coupon Editor, you can create and edit coupons or promotional advertisements that print at the end of the customer's receipt if the transaction meets the system criteria.

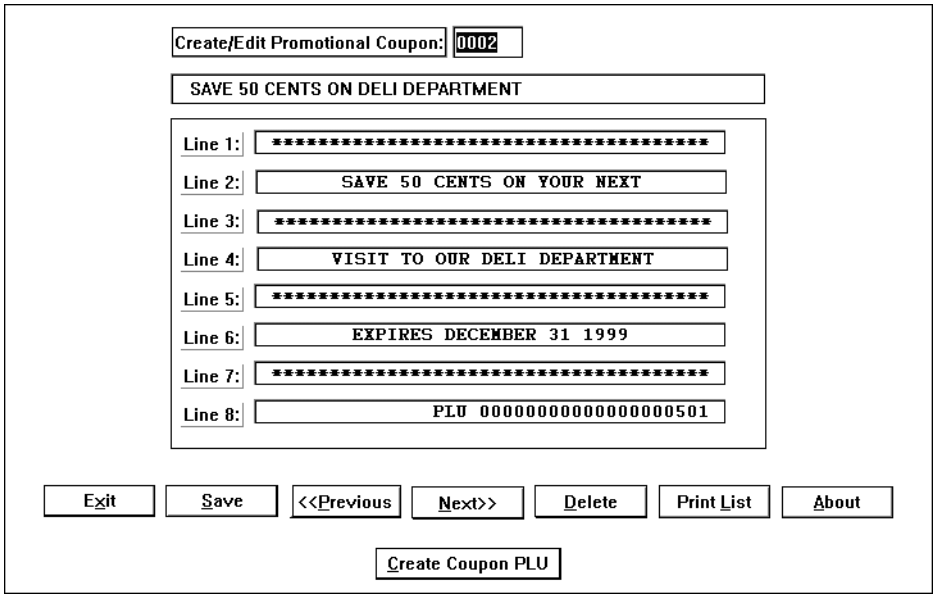


Figure 4-22: Promotion / Coupon Editor Screen

Field Descriptions

Below are field descriptions for the ScanMaster Coupon Editor Screen.

Create/Edit Promotion/Coupon #: There can be up to nine-thousand nine-hundred ninety-nine (9999) coupons generated on the ScanMaster System. To create a new coupon, simply enter a unique coupon number in the Create/Edit Coupon # field at the top of the Coupon Editor screen.

Description: An alpha/numeric field that enables the user to create or edit the description of the coupon.

Lines 1-7: Create or Edit the Promotion/Coupon from these lines. You can use up to thirty-eight (38) alpha/numeric characters per line.

Line 8: If you are creating a PLU coupon, ScanMaster reserves this line 8 to print the scannable PLU number for the coupon. This line may also be used with lines 1-7 if you choose not to produce a scannable coupon.

Button Options

Below are button options for the ScanMaster Coupon Editor Screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Miscellaneous Maintenance Menu.

SAVE: Click on this button (or press Alt-S) to save changes made on the ScanMaster Coupon Editor screen.

NEXT: Click on this button (or press Alt-N) to advance to the next coupon record.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous coupon record.

DELETE: Click on this button (or press Alt-D) to delete a coupon record.

PRINT LIST: Click on this button (or press Alt-L) to display all available coupons. The operator can select the PRINT button to print the desired coupon.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Coupon Editor screen.

CREATE COUPON PLU: Click on this button (or press Alt-C) to launch the Coupon Creation Screen to generate a PLU for a specific coupon that can be manually keyed or scanned like a manufacturers coupon.

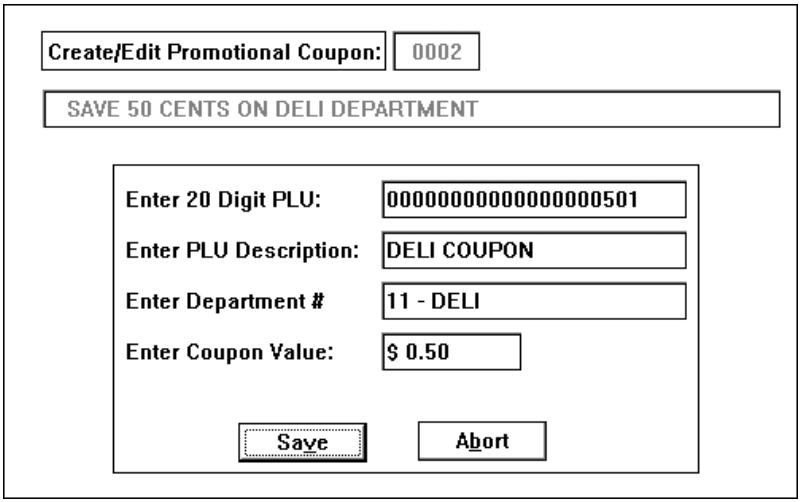


Figure 4-23: Coupon Creation Screen

Field Descriptions

Below are field descriptions for the ScanMaster Coupon Creation Screen.

Enter 20 Digit PLU: A numeric field that holds the PLU number of the coupon. This number will be printed on line 8 of the coupon.

Enter PLU Description: A sixteen (16) character alpha/numeric field that holds the PLU description for the coupon.

Enter Department #: The department number to which the coupon is assigned.

Enter Coupon Value: A three (3) digit numeric field that holds the dollar amount of the coupon.

Button Options

Below are button options for the ScanMaster Coupon Creation Screen.

SAVE: Click on this button (or press Alt-V) to save changes made on the ScanMaster Coupon Creation screen.

ABORT: Click on this button (or press Alt-B) to abort any changes you have made to that particular coupon.

Creating Coupons

There can be up to nine-thousand nine-hundred ninety-nine (9999) coupons generated on the ScanMaster System. To create a new coupon, simply enter a unique coupon number in the Create/Edit Coupon # field at the top of the ScanMaster Coupon Editor screen. The New Coupon dialog box, with the message "`Create New Coupon?`," displays. Select "Yes" to create a new coupon or "No" to return to the Coupon Editor screen.

Enter a coupon name and fill in Lines 1-8 with information you want to appear on the coupon. You can enter up to 38 characters of information on each line. Upon completing the coupon, click on the SAVE button to save your new coupon.

Creating a PLU for a Coupon

From the ScanMaster Promotion/Coupon Editor Screen, click on the CREATE COUPON PLU to create a Coupon PLU.

1. Enter a PLU number of up to twenty (20) digits.
2. Enter the PLU description.
3. Enter the Department number.
4. Enter the coupon value.

Click on SAVE to save the assigned PLU for that coupon or ABORT to abort any changes made to the coupon. The PLU displays in the lower right corner of the coupon when saved. This PLU generates a bar code on the customer receipt if the NCR 7156 thermal printer is used. This bar code can then be scanned at the POS workstation when the coupon is redeemed.

Note: The coupon PLU number is automatically created in the item file when the coupon is saved.

There can be up to nine-thousand nine-hundred ninety-nine (9999) promotion/coupons on the system. The coupon criteria and the priority in which they print are:

- Random Winner
- Frequent Shopper
- Over / under Total Sale Amount
- Over / under Department Amount
- Link to a UPC

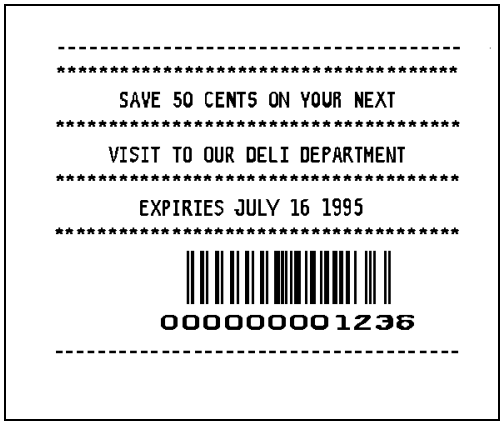


Figure 4-24: Sample Coupon

Printing Coupons

There are three places to assign coupons to print:

- **The Register Control File** handles assignment of coupons for random winners, frequent shoppers, over/under total sale amounts, and maximum number of coupons to print per transaction.
- **Direct Item Maintenance** permits a coupon to print when a specific item is sold.
- **Department Maintenance** permits a coupon to print over or under a department sale amount.

Bottle Link Editor

The Bottle Link Editor is the second option on the ScanMaster Miscellaneous Maintenance Menu. Click on that button (or press Alt-B) to access the ScanMaster Bottle Link Maintenance Screen.

The Bottle Link Editor permits the user to link a bottle deposit amount to an item and to different departments. There can be up to ninety-nine (99) bottle links created on the system. The bottle link table can be viewed from the Direct Item Maintenance screen. It is found in the lower left corner above the button options.

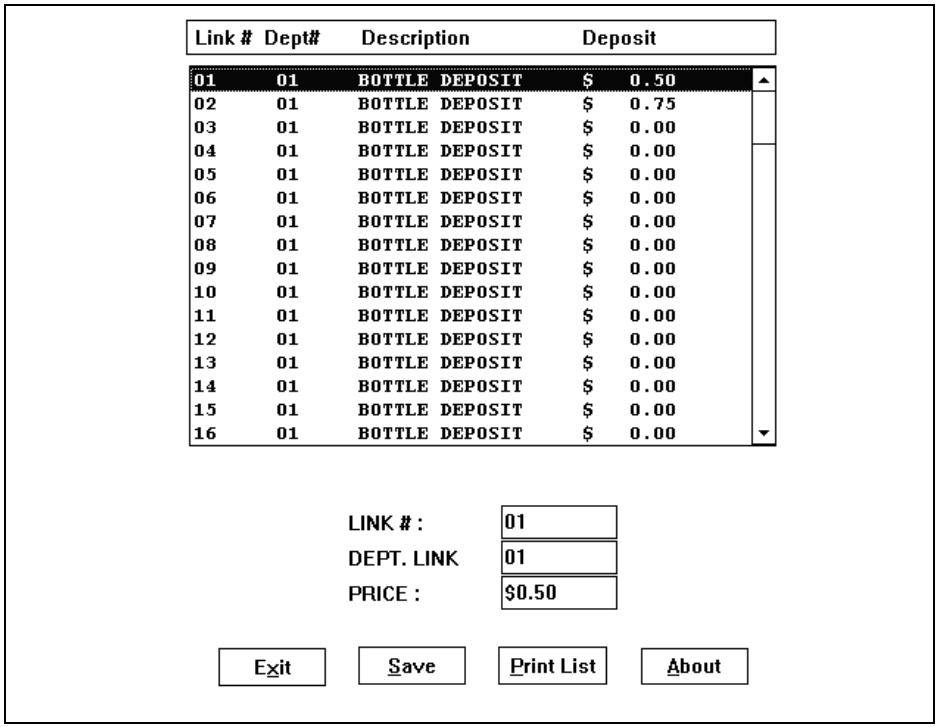


Figure 4-25: Bottle Link Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Bottle Link Maintenance screen.

Link #: Two (2) digit number assigned to the bottle deposit.

Dept. Link: Two (2) digit number identifying the department receiving the bottle link deposit.

Price: The deposit amount.

Button Options

Below are button options for the ScanMaster Bottle Link Maintenance Screen.

EXIT: Click on this button (or press Alt-X) to exit the ScanMaster Bottle Link Maintenance screen.

SAVE: Click on this button (or press Alt-S) to save changes made to the ScanMaster Bottle Link Maintenance screen.

PRINT LIST: Click on this button (or press Alt-P) to display all available bottle links. The operator can select and print the desired link.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Bottle Link Maintenance screen.

Performing Bottle Link Maintenance

To edit the bottle link table, click on the desired link number. Link information displays in the fields below the table. Edit the department link and price fields. Click on SAVE and the bottle link is updated.

To edit the bottle link department, click on the desired bottle link number. Bottle link information displays to the right of the Bottle Link table. Complete and save your edits.

Note: Linking a bottle deposit to an item is performed in Direct Item Maintenance. From the ScanMaster Direct Item Maintenance screen, click on the spin button next to the bottle link field to display the bottle deposit table. Click on the deposit you want to link to an item. Click on SAVE. The deposit is automatically added to this item when it is scanned.

Report Code Editor

The Report Codes option is the third option on the ScanMaster Miscellaneous Maintenance Menu. Click on that button (or press Alt-R) to access the ScanMaster Report Code Maintenance screen.

The report code table associates a descriptor to a report code number. There are ninety-nine report codes available through Item Maintenance. Report codes can be used to group items into specific categories. For example, all products from Company A can be grouped under a specific report code.

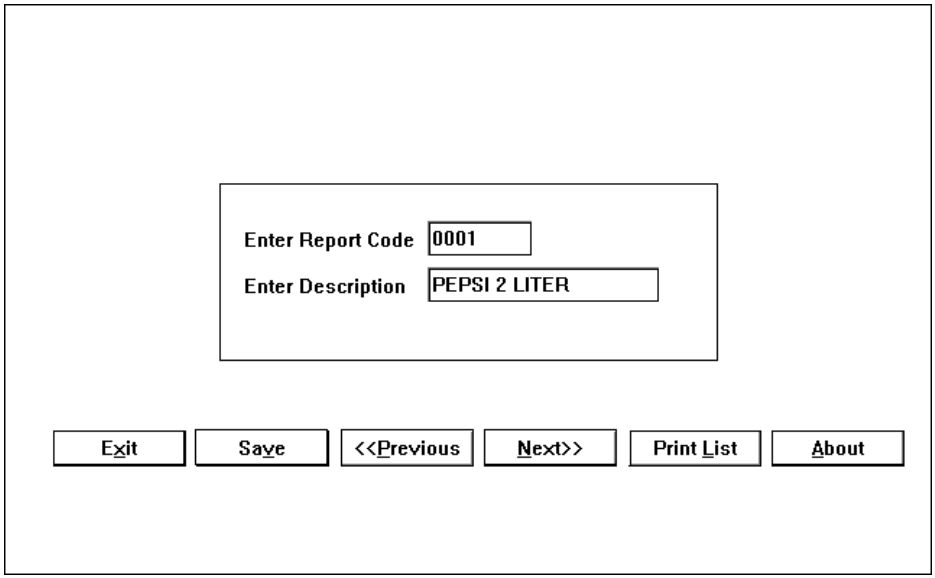


Figure 4-26: Report Code Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Report Code Description Maintenance Screen.

Enter Report Code: A number assigned to specific reports. Up to 99 reports codes are available.

Enter Description: Description of a selected report code.

Button Options

Below are button options for the ScanMaster Report Code Description Maintenance Screen.

EXIT: Click on this button (or press Alt-X) to exit to the Miscellaneous Maintenance Menu screen.

SAVE: Click on this button (or press Alt-S) to save changes made to the ScanMaster Report Code Maintenance screen.

NEXT: Click on this button (or press Alt-N) to advance to the next Report Code.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous Report Code.

PRINT LIST: Click on this button (or press Alt-L) to display all available report codes. The operator can select and print the desired report code.

ABOUT: Click on this button (or press Alt-A) for software information about the Report Code Description Maintenance screen.

Performing Report Code Maintenance

From the ScanMaster Report Code Maintenance screen, enter the Report Code number and description. Click on SAVE to save the change and return to the ScanMaster Miscellaneous Maintenance screen.

Note: Linking a report code with an item is performed in Direct Item Maintenance. From the ScanMaster Direct Item Maintenance screen, enter the report code in the codes section of the General Tab, located at the lower right portion of the screen.

Tare Table Maintenance

Tare Table Maintenance is the fourth option on the ScanMaster Miscellaneous Maintenance Menu. Click on that button (or press Alt-T) to access the ScanMaster Tare Code Maintenance screen.

This feature permits you to assign up to 99 associated weight values to specific tare items. Tare items are products that must be weighed to determine their price. The tare value is the weight of the package the product is placed in. Tare codes 1 through 79 are reserved for Fixed Tare Codes, where the weight of the package is consistent regardless of the amount of product purchased. Tare codes 80-98 are reserved for Variable Tare Codes, where the weight of the package varies with the amount of product purchased. An item with a tare code of 99 prompts the cashier to manually enter a tare code.

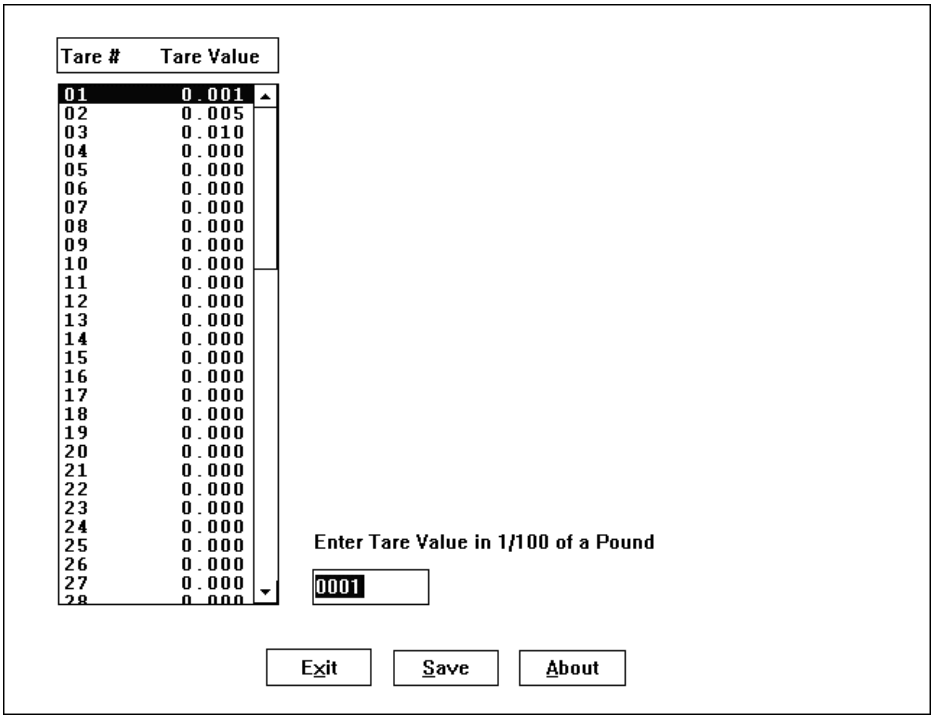


Figure 4-27: Tare Code Maintenance Screen

Tare Codes can be automatic or manual. The system defaults to automatic. Using the manual tare code option is enabled in the Register Control File.

Note: Assigning a tare code to an item is performed in Direct Item Maintenance. From the ScanMaster Direct Item Maintenance screen, enter the desired tare code in the Split Qty / Tare field. The tare automatically deducts this weight when the item is weighed.

Example: Fresh vegetables, peanuts, and other bulk items are considered tare items. The plastic bags in which they are packaged must have a tare value (a pre-determined weight). That value is deducted when the product is weighed at the POS workstation.

Performing Tare Code Maintenance

Click on the desired Tare # and enter the pre-determined package weight (in 1 / 1000 of a pound) in the Tare value data field. Click on the SAVE button to save Tare settings or the EXIT button to abort changes and return to the ScanMaster Miscellaneous Maintenance screen.

Field Descriptions

Below are field descriptions for the ScanMaster Tare Code Maintenance screen.

Tare #: This field displays the different tare numbers on the ScanMaster System.

Tare Value: This field displays the value assigned to a specific tare number.

Enter Tare Value in 1/1000 of a Pound: Four (4) digit numeric. Enter the value of a tare in this field.

Button Options

Below are button options for the ScanMaster Tare Code Maintenance screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Miscellaneous Maintenance screen without saving changes.

SAVE: Click on this button (or press Alt-S) to save Tare settings.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Tare Code Maintenance screen.

Variable Tare Maintenance

Variable Tare Maintenance is the fifth option on the ScanMaster Miscellaneous Maintenance Menu. Click on that button (or press Alt-V) to access the ScanMaster Variable Tare Maintenance screen.

If this option is enabled in the Register Control File, the system will support multiple package weights per individual product.

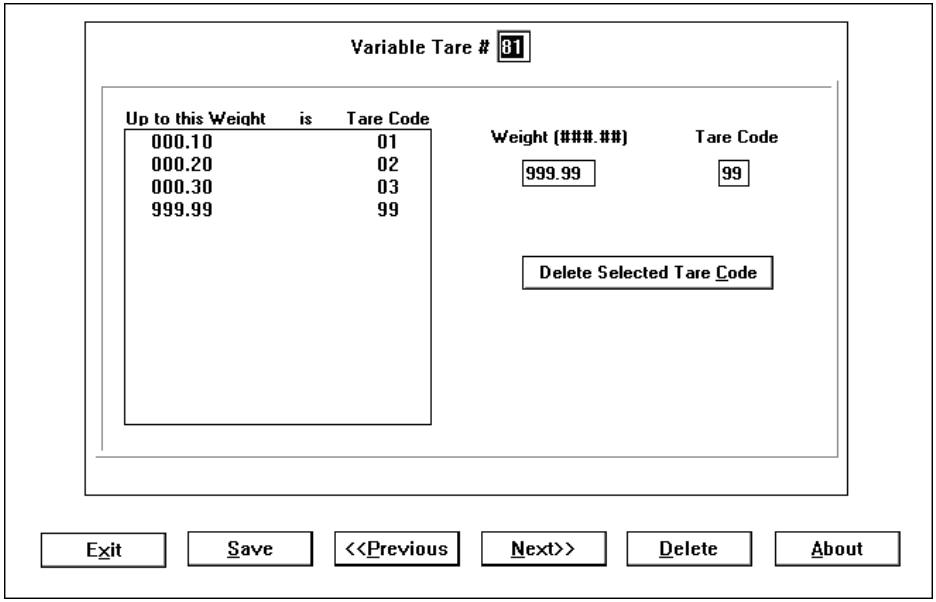


Figure 4-28: Variable Tare Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Variable Tare Code Maintenance screen.

Weight (XXX.XX): Five (5) digit numeric field. Enter the maximum weight of the product in pounds or kilograms up to this amount to be assigned this tare code.

Tare Code: Two (2) digit numeric field. Enter the fixed tare number assigned to the weight of a specific package in this range.

Button Options

Below are button options for the ScanMaster Tare Code Maintenance screen.

EXIT: Click on this button (or press Alt-E) to exit to the ScanMaster Miscellaneous Maintenance screen without saving changes.

SAVE: Click on this button (or press Alt-S) to save Variable Tare settings.

PREVIOUS: Click on the Previous button (or press Alt-P) to return to the previous Variable Tare number on the Variable Tare Maintenance Table.

NEXT: Click on the Next button (or press Alt-N) to advance to the next Variable Tare number on the Variable Tare Maintenance Table.

DELETE /DELETE SELECTED TARE CODE: Click on either button (or press Alt-D) to delete the highlighted Variable Tare code.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Variable Tare Maintenance screen.

Using the Variable Tare Option

There can be 19 variable codes (tare codes 80-98). Each variable tare can have up to ten (10) weight ranges and tares assigned. The weights must be entered in ascending order.

Note: Assigning a tare code to an item is performed in Direct Item Maintenance. From the ScanMaster Direct Item Maintenance screen, enter the desired tare code in the Split Qty / Tare field. The tare automatically deducts this weight when the item is weighed.

When the system recognizes an item as a variable tare, the system weighs the item and refers to the variable tare table to see the total weight of the package and the tare code to use. The system looks at the fixed tare table for the weight of the package to deduct.

Electronic Coupon Maintenance

Electronic Coupon Maintenance is the sixth option on the ScanMaster Miscellaneous Maintenance Menu. Click on that button (or press Alt-E) to access the ScanMaster Electronic Coupon Maintenance screen.

These options enables store to generate electronic coupons and provides electronic discounts and frequent shopper benefits.

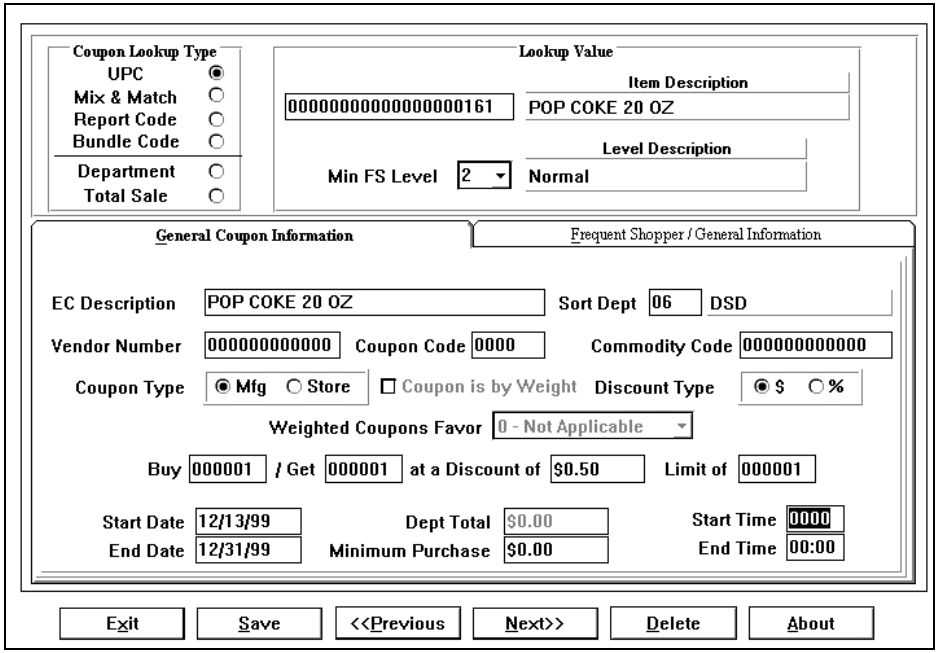


Figure 4-29: Electronic Coupons Screen - General Coupon Information Tab

Field Descriptions

Below are field descriptions for the ScanMaster Electronic Coupon Screen.

UPC: Click on this radio button to connect the electronic coupon with the designated UPC number (20 character numeric) Lookup Value field. This UPC number is the same as in the Item File.

Mix & Match: Click on this radio button to connect the electronic coupon with the designated Mix & Match number (4 character numeric) Lookup Value field.

Report Code: Click on this radio button to connect the electronic coupon with the designated Report Code number (4 character numeric) Lookup Value field.

Bundle Code: Click on this radio button to connect the electronic coupon with the designated Bundle Code number (2 character numeric) Lookup Value field.

Department: Click on this radio button to connect the electronic coupon with the designated Department number (2 character numeric) Lookup Value field.

Total Sale: Click on this radio button to connect the electronic coupon with the designated Total Sale Amount (7 character numeric) Lookup Value field.

Lookup Value: The value associated with each of the six Coupon Lookup Type settings above.

Item Description: Display only. This field displays the description of the specified lookup value: UPC description, Mix & Match Code description, Report Code description, Bundle Code description or Department description.

Min FS Level: Enter the frequent shopper level the customer must have before the electronic coupon is applicable. Click on the down arrow to access a pull-down list (0-9) of levels.

Level Description: Display only. This field displays the frequent shopper level description associated with the selected level. Descriptions are created from the Frequent Shopper Descriptor Maintenance screen, located off the Customer Maintenance Menu.

General Tab Field Descriptions

Below are field descriptions for the ScanMaster Electronic Coupon Screen's General Coupon Information Tab.

EC Description: Thirty (30) digit alpha / numeric field that identifies the electronic coupon.

Sort Depart: Two (2) digit numeric field. Enter the department from which electronic coupons will be deducted. If this field is left blank, electronic coupons will be deducted from the default electronic coupon department, set in the Back Office Control File (Default Elec. Coupon Dept.).

Vendor Number: Twelve (12) digit numeric field. This field holds the vendor number providing this coupon to the store.

Coupon Code: Four (4) digit numeric field. This field holds the Coupon Code for this Electronic Coupon. There can be up to 9999 coupons in the coupon file.

Commodity Code: Twelve (12) digit numeric field. This field holds the host / warehouse code.

Coupon Type: Click on this radio button to indicate if the electronic coupon is a manufacturer or store coupon.

Coupon is by Weight: lick on this checkbox to indicate that the Electronic Coupon is being issued for random weight item. If this checkbox is activated, the Buy and Get fields change to "pounds."

Discount Type: Click on this radio button to select the discount type ($ = dollars, % = percent). If dollars is selected, the dollar amount for the electronic coupon is subtracted. If percent is selected, the desired percentage amount is deducted.

Weighted Coupons Favor: Click on the down arrow to access a pull-down list (0 – Not Applicable, 1 – Store, 2 – Customer). For example, an electronic coupon can be issued to have a customer get a free roast if a roast of equal or greater value is purchased. If the weighted coupon favored the store, the cheaper of the two roasts would be listed as the free roast. If the weighted coupon favored the customer, the most expensive roast would be listed as the free roast.

Buy: Three (3) digit numeric field. Enter the number of product items the customer must purchase to receive the electronic coupon discount.

Get: Three (3) digit numeric field. Enter the number of product items to which the electronic coupon will be applied.

At Discount: Six (6) digit numeric field. Enter the dollar amount / percentage the customer receives with the electronic coupon.

Limit: Three (3) digit numeric field. Enter the maximum number of coupons per customer.

Start/End Dates: Six (6) digit numeric field. Enter the start / end dates the coupon is valid.

Dept Total: Seven (7) digit numeric field. This option is only active on Department electronic coupons. When setting up a department electronic coupon, use this field to enter the minimum amount a customer must spend in that department to trigger this electronic coupon.

Minimum Purchase: Seven (7) digit numeric field. Enter the minimum purchase amount necessary for the customer to receive the electronic coupon discount.

Start/End Times: Four (4) digit numeric field. Enter the start / end time the coupon is valid.

Frequent Shopper/General Information Tab Field Descriptions

Below are field descriptions for the ScanMaster Electronic Coupon Screen's Frequent Shopper / General Information Tab.

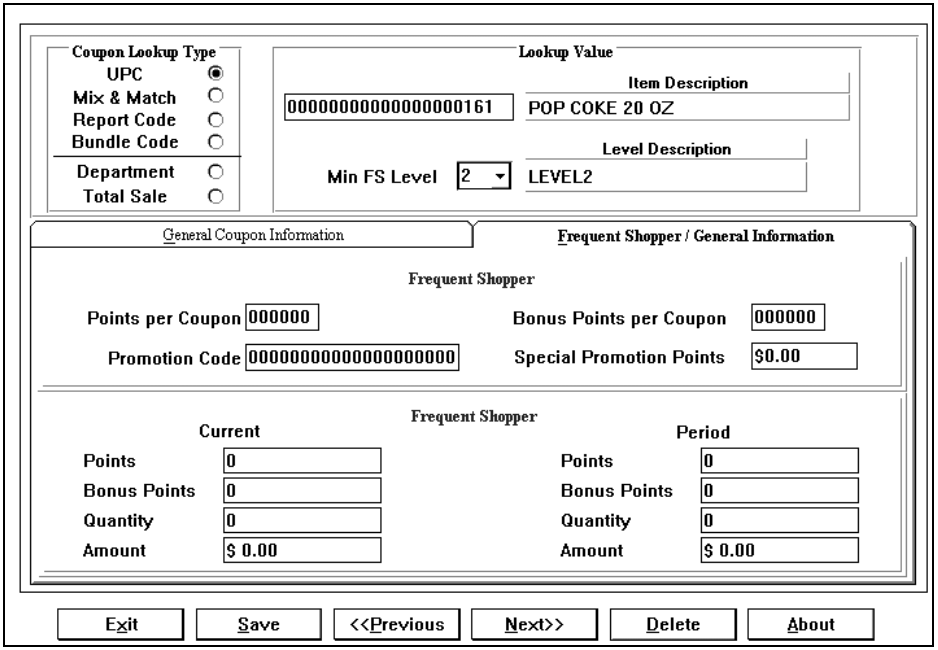


Figure 4-30: Electronic Coupons Screen - Frequent Shopper/General Information Tab

Points per Coupon: Six (6) digit numeric field. This field displays the amount of frequent shopper points awarded to a customer when this electronic coupon item is purchased.

Promotion Code: Reserved for future use.

Bonus Points per Coupon: Six (6) digit numeric field. This field displays the amount of frequent shopper bonus points awarded to a customer when this electronic coupon item is purchased.

Special Promotion Points: Six (6) digit numeric field. Enter the number of points a frequent shopper customer needs to redeem a special promotional item. For example, if 250 is entered in this field, a frequent shopper customer must accumulate 250 special promotional points to redeem this item.

Current / Period Points: These fields display the current and period-to-date points issued by this coupon, respectively.

Current / Period Bonus Points: These fields display the current and period-to-date bonus points issued by this coupon, respectively.

Current / Period Quantity: These fields display the number of current and period-to-date issues of this coupon, respectively.

Current / Period Amount: These fields display the dollar amounts of current and period-to-date issues of this coupon, respectively.

Button Options

Below are button options for the ScanMaster Electronic Coupon Maintenance Screen.

EXIT: Click on this button (or press Alt-X) to exit to the Miscellaneous Maintenance Menu screen.

SAVE: Click on this button (or press Alt-S) to save changes made to the Electronic Coupon Maintenance screen.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous Electronic Coupon.

NEXT: Click on this button (or press Alt-N) to advance to the next Electronic Coupon

DELETE: Click on this button (or press Alt-D) to delete that electronic coupon from the ScanMaster System.

ABOUT: Click on this button (or press Alt-A) for software information about the Electronic Coupon Maintenance screen.

Using the Electronic Coupon Editor

Electronic Coupon programs are generally set up to reward frequent shopper customers for their patronage. Through the Electronic Coupon Editor, stores can attach electronic coupons to a certain UPC or group of UPCs.

When a qualified frequent shopper customer purchases a product or group of products linked to an electronic coupon, the electronic coupon amount (defined through this screen) is automatically deducted from the purchase price when the transaction is completed. In addition, frequent shopper points (or dollars) may be awarded.

There are six ways to set up electronic coupons:

- By UPC
- By Mix & Match Code
- By Report Code
- By Bundle Code
- By Department
- By Total Sale Amount

Setting Up an Electronic Coupon by UPCs

If you want to earmark a specific product for a store or manufacturer electronic coupon, simply click on the UPC radio button, enter the UPC Lookup Value and complete the remaining data fields. Whenever this product is scanned or key-entered at the POS workstation, qualified frequent shopper customers are automatically awarded the electronic coupon discount associated with this UPC. The electronic coupon discounts are detailed at the bottom of the customer receipt.

Setting Up Electronic Coupons Through Mix & Match

If you want to earmark a group of products for a store or manufacturer electronic coupon, simply click on the Mix & Match radio button, enter the Mix & Match Code Lookup Value and complete the remaining data fields. Whenever a product with this Mix & Match code is scanned or key-entered at the POS workstation, qualified frequent shopper customers are automatically awarded the electronic coupon discount associated with this Mix & Match code. The electronic coupon discounts are detailed at the bottom of the customer receipt.

Example: If an electronic coupon is associated with Mix & Match 222, all UPCs with a Mix & Match code of 222 will be flagged for an electronic coupon. Therefore, when a qualified frequent shopper customer purchases a product with this Mix & Match code, the amount of the electronic coupon is discounted from the purchase.

Setting Up Electronic Coupons Through Report Code

If you want to earmark a group of products for a store or manufacturer electronic coupon, simply click on the Report Code radio button, enter Report Code Lookup Value and complete the remaining data fields. Whenever a product with this Report Code is scanned or key-entered at the POS workstation, qualified frequent shopper customers are automatically awarded the electronic coupon discount associated with this Report Code. The electronic coupon discounts are detailed at the bottom of the customer receipt.

Setting Up Electronic Coupons Through Bundle Code

If you want to earmark a group of products for a store or manufacturer electronic coupon, simply click on the Bundle Code radio button, enter Bundle Code Lookup Value and complete the remaining data fields. Whenever a product with this Bundle Code is scanned or key-entered at the POS workstation, qualified frequent shopper customers are automatically awarded the electronic coupon discount associated with this Bundle Code. The electronic coupon discounts are detailed at the bottom of the customer receipt.

Setting Up Electronic Coupons Through Department

If you want to earmark a group of products for a store or manufacturer electronic coupon, simply click on the Department radio button, enter the Department Lookup Value and complete the remaining data fields. Whenever a product within this Department is scanned or key-entered at the POS workstation, qualified frequent shopper customers are automatically awarded the electronic coupon discount associated with this Department. The electronic coupon discounts are detailed at the bottom of the customer receipt.

Setting Up Electronic Coupons Through Total Sale Amount

If you want to earmark a store or manufacturer electronic coupon based on the total pre-tax sale amount, simply click on the Total Sale radio button, enter the Total Sale Amount Lookup Value and complete the remaining data fields. Whenever a total sale equals or exceeds this amount, qualified frequent shopper customers are automatically awarded the electronic coupon discount associated with this sale. The electronic coupon discounts are detailed at the bottom of the customer receipt.

Note: When this option is used, the Dept Total and Minimum Purchase fields are inactive in the General Coupon Information Tab.

Creating Multiple Electronic Coupons for the Same Lookup Value

Multiple electronic coupons can be created for the same Lookup Value (i.e. UPC, Mix & Match Code, etc). Stores may want to use this feature in frequent shopper or store membership programs.

There are two Control File questions that govern this feature. They are:

- Frq Shp Level Set In Cust File (Register Control File)
- Allow Mult Same ECpn-FrqSp Lvl (Back Office Control File)

Assigning Multiple Electronic Coupons Per Lookup Value

If both options are set to "Yes," stores can create up to 10 electronic coupons for the same Lookup Value (i.e. UPC, Mix & Match Code, etc). This is accomplished by setting different levels for each electronic coupon. However, each level would receive *only* the discount assigned to that level, not a culmination of previous levels.

Below is an example of how a store might use this feature to provide electronic coupon benefits to customers at different "frequent shopper" levels.

UPC (or Mix & Match)	Level	Discount
000000000012000000013	1	.10
000000000012000000013	2	.20
000000000012000000013	3	.30
000000000012000000013	4	.40

Follow the steps below to create multiple electronic coupons for the same Lookup Value.

1. Select the desired coupon lookup type by clicking on the corresponding radio button.
2. Enter the desired Lookup Value.
3. Set the electronic coupon level (the frequent shopper level to which the coupon will be awarded) by clicking on the down arrow in the Level field and selecting the desired level (0-9).
4. Complete the remaining electronic coupon information (for example, the electronic coupon description, the discount price, the coupon dates) and save the information.
5. Repeat the above steps as many times as necessary when creating multiple electronic coupons for the same Lookup Value. The only field that needs to change is the Level field, so each electronic coupon for the same Lookup Value has a different level.

Assigning Only One Electronic Coupon Per Lookup Value

If both control file options are set to "No," only one electronic coupon can be associated with a specific Lookup Value.

The coupon is awarded based on the level listed in the Level field on the Electronic Coupon Maintenance screen. This level represents the minimum level a customer is required to be at in order to receive the frequent shopper discount or points associated with that electronic coupon. Everyone at that level or above will receive that coupon.

Electronic Coupons by Weight

Electronic coupons also can be configured for weighted items. This feature enables store to provide customers electronic discounts on scalable items (such as bananas or any produce item) or variable weight items (such as roasts, ground beef or deli items).

There are two flags on the Electronic Coupon Maintenance screen that govern this feature. They are: Coupon is By Weight, and Weighted Coupons Favor.

The Coupon is by Weight flag is used when stores want to provide customers with a weighted discount on a particular item. For example, stores would use this feature if they wanted to sell bananas at buy two pounds and get one pound free.

Follow the steps below to perform this task:

1. From the Direct Item Maintenance Screen, create a scalable UPC for bananas.
2. Make sure a price per pound is listed in the Unit Price field on the Direct Item Maintenance Screen.
3. From the Electronic Coupon Maintenance Screen, create an electronic coupon for bananas. Include the start/end date/times.
4. Check the Coupon is By Weight Flag.
5. Enter the discount in the Buy/Get and Limit Of fields. (These fields are now listed in pounds because the Coupon is By Weight flag is enabled.)
6. Save the information.

The Weighted Coupon Favors flag is used when stores want to provide customers with a specific number of items as a discount. For example, if a customer buys one roast, they would get a second roast (of equal or lesser value) free. This option is further describe in the section below.

Setting Up Random Weight Discounts (By Unit of Measure)

Random weight discounts can be applied to electronic coupons. This feature can provide discounts on meats or other products that use random weight UPCs. The product's price is embedded in the random weight UPC and the price varies depending on the weight of a product.

Follow the steps below to set up an electronic coupon for a random weight discount.

1. From the Direct Item Maintenance screen, create a random weight UPC for that particular product.
2. From the Electronic Coupon Maintenance screen, create a corresponding electronic coupon for that item. The UPC for the electronic coupon must match exactly the UPC for that product in the item file.
3. Enter general electronic coupon information for that item.
4. Select the preferred coupon favor option (0 – Not Applicable; 1 – Store; 2 – Customer) from the Weighted Coupons Favor field, found on the General Coupon Information tab. This setting determines whom the coupon favors and how the system tracks the discount.
5. Next, select the discount type (dollars or percent) and then set the Buy / Get / Discount / Limit information. These fields set parameters for the discount. Also set start / end date / time information to control when the discount is available.
6. Save information.

Example: Stores may want to use this feature for a buy one, get one promotion on roasts. After setting up general electronic coupon information, click the Percent discount type and then select the weighted coupon favors setting. If it is set to 0 – Not Applicable, the second roast is given to the customer free. If it is set to 1 -- Store, the cheaper of the two roasts is given free. If it is set to 2 -- Customer, the most expensive roast is given free. Next, set the Buy field to 1, the Get field to 1, and enter 100 in the at a Discount field. You can also attach a limit. Save the information and the coupon is now available for use.

Setting Up Limited Quantity Discounts (By Unit of Measure)

This feature is primarily governed by the Coupon is by Weight flag. When this flag is set, electronic coupon discounts are given by the pound. This discount is given for items weighed at the checkout and random weight items. Random weight items require the price / lb. to be entered. The register calculates the discount. The Buy / Get fields change from units to weight in pounds. So, instead of buying one item and getting one item free, the Buy / Get fields would change to pounds and it would permit the customer to purchase 1 pound and get 1 pound free.

Example: Stores may want to use this feature to promote a “buy one pound, get one pound free” sale on ground beef.

Bundle File Maintenance

Bundle File Maintenance is the seventh option on the ScanMaster Miscellaneous Maintenance Menu. Click on that button (or press Alt-U) to access the ScanMaster Bundle File Maintenance screen.

This option enables stores to organize a group of items together in a "bundle" for sale or promotional purposes. Customers get free or discounted item if all items included the bundle are purchased.

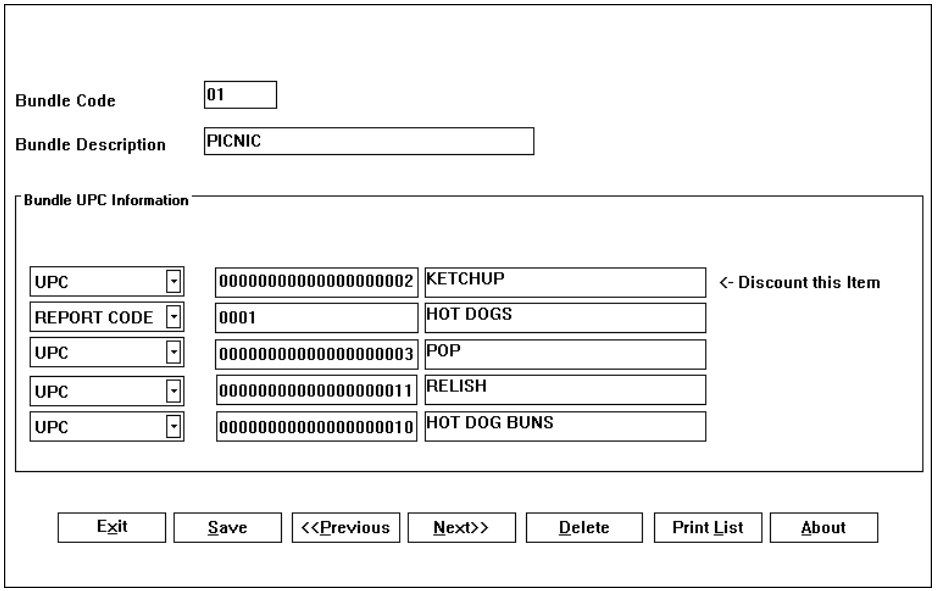


Figure 4-31: ScanMaster Bundle Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Bundle Maintenance screen.

Bundle Code: Two (2) digit numeric field. Enter a unique number to identify a bundle on the ScanMaster system. Up to 99 bundles can be assigned.

Bundle Description: Sixteen (16) character alphanumeric field. Enter a unique description used to identify a bundle.

Bundle UPC Information: Use this section of the screen to assign items to a bundle. Items can be assigned individually through a UPC or collectively through groupings such as Mix and Match or Report Codes. Up to five individual items or groupings can be organized into a bundle. The first line in this section is designated for the free or discounted item. The remaining lines are for other items that comprise a bundle. Click on the down arrow in the first column to assign a UPC, Mix and Match or Report Code. Enter the UPC or code in the second column. The item's read-only description is displayed in the third column.

Note: Items included in one bundle cannot be included in any other bundle. However, the same item can be used more than one time in the same bundle.

Button Options

Below are button options for the ScanMaster Bundle Maintenance screen.

EXIT: Click on this button (or press Alt-X) to exit the Bundle Maintenance screen. The system prompts to Save any unsaved changes made to information on this screen.

SAVE: Click on this button (or press Alt-S) to save information in the ScanMaster Bundle Maintenance record.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous bundle on the ScanMaster Bundle Maintenance Screen.

NEXT: Click on this button (or press Alt-N) to advance to the next bundle on the ScanMaster Bundle Maintenance Screen.

DELETE: Click on this button (or press Alt-D) to delete the current bundle from the ScanMaster Bundle Maintenance record.

PRINT LIST: Click on this button (or press Alt-L) to print a summary list of all existing bundles on the ScanMaster system.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Bundle Maintenance Screen.

Using the Bundle File Maintenance Option

Bundling products together permit stores to reward customers with a free or discounted item when a group of associated products are purchased.

Up to 99 bundles can be created in ScanMaster. As many as five and as few as two items or groupings can be included in the bundle.

Example: Grouping picnic items together is a good example of how bundling can be used. The customer gets a free or discounted bottle of ketchup if the remaining items (hot dogs, soft drink, relish, and hot dog buns) are purchased as part of the sale.

The first line of the Bundle UPC Information section is reserved for the free or discounted item, while the remaining lines are used for the items that must be purchased in order to receive the free item. If a UPC is used in the bundle, that particular UPC must be purchased for the customer to qualify. If Mix and Match or Report Code is selected, the customer must buy one of the items in those groupings to get the free or discounted item.

In addition to identifying the free or discounted item in the Bundle File Maintenance option, an electronic coupon that is tagged with the exact same code number as the Bundle Code number must be created to link the free item to the bundle.

Refer to Electronic Coupon Maintenance for more information about electronic coupons.

Creating a New Bundle

Follow the steps below to create a new bundle.

1. Enter a unique bundle number in the Bundle Code field.
2. Enter a bundle description in the Bundle Description field.
3. Enter the preferred item information in the Bundle UPC Information fields. The first line is reserved for the free or discounted item, while the remaining lines are used for listing the items that must be purchased in order to receive the deal.
4. To redeem the free bundle item, create an electronic coupon for the item listed on the first line.

Adjective Price Maintenance

Adjective Price Maintenance is the ninth option on the ScanMaster Miscellaneous Maintenance Menu. Click on that button (or press Alt-D) to access the Adjective Price Maintenance screen.

Adjective Pricing and Adjective Price Maintenance features are used to configure multiple level pricing for a single UPC. Through adjective price maintenance, stores can use a single UPC to create layers of pricing for an individual product.

There are two ways to configure Adjective pricing. They are:

- By Level
- By Quantity

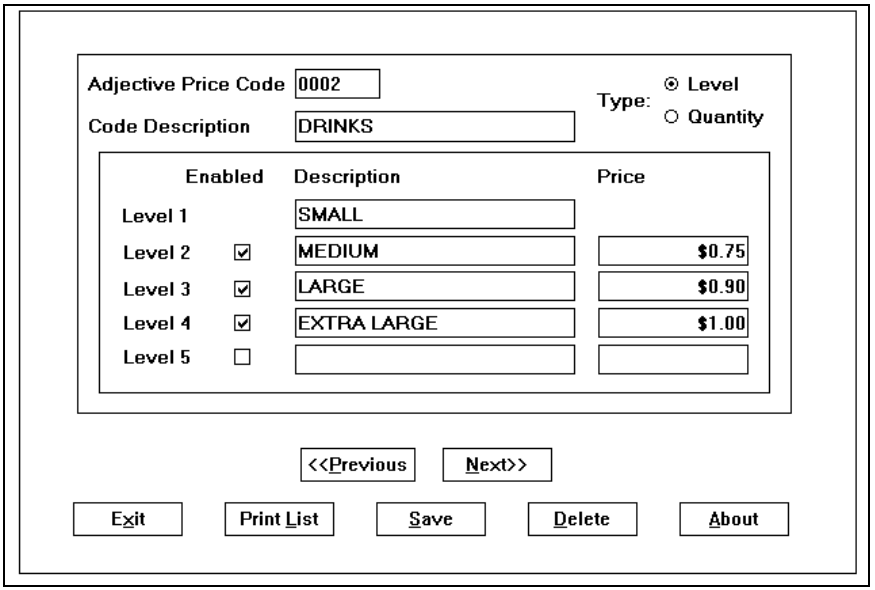


Figure 4-32: Adjective Pricing By Level

Field Descriptions

Below are the field descriptions for the Adjective Price Maintenance screen.

Adjective Price Code: The price code is a four (4) digit numeric field. Enter a unique code for an item that has multiple prices. This code displays on the Item Maintenance Screen.

Code Description: In the twenty (20) character alphanumeric field, enter a product description that is associated with this particular Adjective Price Code.

Type (Level or Quantity): Select the preferred Adjective Price type by clicking either the Level or Quantity radio buttons. Level adjective pricing is used when multiple prices are assigned to an item based on the unit size (for example, small, medium, large or supersize). Quantity adjective pricing is used when multiple prices are assigned to an item based on the number of units a customer purchases.

Level (1-5): You can select up to five pricing levels for a single UPC. If a product has only one price (or level), that price is read from the Direct Item Maintenance screen. If a product has multiple prices, an Adjective Price Code for that product must be created and multiple prices assigned through the Adjective Price Maintenance screen.

Quantity: The Quantity field is a two (2) digit numeric field. Enter the number of units that a customer must purchase in order to receive the adjective price. The customer must purchase the exact quantity required for a particular level to receive the individual item price for that product (as listed in Direct Item Maintenance).

Description: In the sixteen (16) character alphanumeric field, enter a product description for each level of adjective pricing. For example, six-pack, twelve-pack, etc.

Price: In the six (6) digit numeric field, enter the product's multiple level prices. The decimal is automatically placed two digits from the right of the initial digit.

Button Options

Below are the button options for the Adjective Price Maintenance screen.

EXIT: Click on this button (or press Alt-X) to exit the ScanMaster Adjective Price Maintenance screen. The system prompts you to save any unsaved changes made to information in this record.

PRINT LIST: Click on this button (or press Alt-P) to view a list of all Adjective Price codes. Click on Print to print the list.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous Adjective Price item in the ScanMaster Adjective Price Maintenance record.

NEXT: Click on this button (or press Alt-N) to advance to the next adjective price item on the ScanMaster Adjective Price record.

SAVE: Click on this button (or press Alt-S) to save any changes made to information on the ScanMaster Adjective Price Maintenance record.

DELETE: Click on this button (or press Alt-D) to delete an adjective price item from the ScanMaster Adjective Price Maintenance record.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Adjective Price Maintenance feature.

Adjective Pricing by Level

Adjective Pricing by Level is used to set tiered pricing for a product based on its size. Soda fountain soft drinks are a good example. There are many different cup sizes available for soda fountain drinks – small, medium, large, extra large, jumbo or supersize – and stores can set a price for each size using this screen.

Follow the steps below to configure Adjective Prices by Level.

1. From the Adjective Price Maintenance Screen, create an adjective price code for an item with multiple level pricing.
2. Use the Adjective Price Maintenance screen to set up the multiple level pricing for that item. Click the Level radio button to select the Adjective Price by Level option.
3. Enter descriptions and prices for the various levels and click the checkbox next to each level number to indicate that level is being used (see the Adjective Pricing by Level screen shot on the previous page for an example). Up to five levels can be configured.
4. Save the information.
5. Next, you must link the item to its multiple prices through the Direct Item Maintenance screen. From this screen, access the UPC associated with the multiple level pricing. Select the General tab and change the Enforce Qty field to Enforce. Next, select the Enhanced tab and enter the adjective price code in the Adjective Code Field. Save your changes. That item is now linked to that Adjective Price Code.

Note: When Enforce Qty is set, the cashier is prompted to Enter Qty. When Enforce Qty is not set, the normal item price is used if no quantity is entered.

Adjective Pricing by Quantity

Adjective Pricing by Quantity is used to set tiered pricing for a product based on quantity. In other words, a certain quantity of that product must be sold in order for the customer to get it at the listed price. Selling canned soft drinks in different quantities (six packs, 12 packs, 24 packs or 30 packs) is a good example.

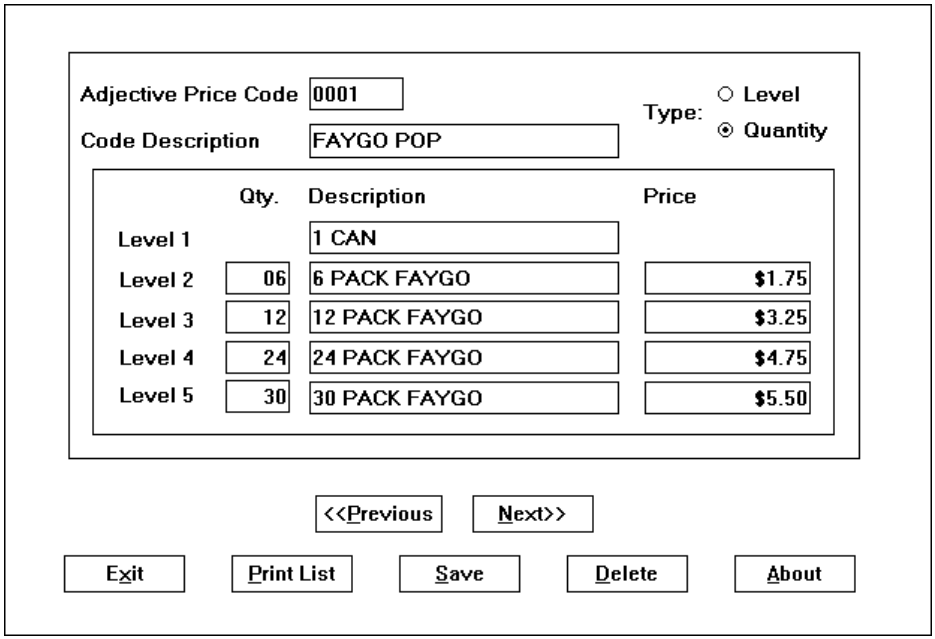


Figure 4-33: Adjective Pricing by Quantity

Follow the steps below to configure Adjective Prices by Quantity.

1. From the Adjective Price Maintenance Screen, create an adjective price code for an item with multiple level pricing.
2. Use the Adjective Price Maintenance screen to set up the multiple level pricing for that item. Click the Quantity radio button to select the Adjective Price by Quantity option.
3. Enter the product quantities, descriptions and prices for the various levels and being used. Up to five levels can be configured.
4. Save the information.

5. Next, you must link the item to its multiple prices through the Direct Item Maintenance screen. From this screen, access the UPC associated with the multiple level pricing. Select the General tab and change the Enforce Qty field to Enforce. Next, select the Enhanced tab and enter the adjective price code in the Adjective Code Field. Save your changes. That item is now linked to that Adjective Price Code.

Note: When Enforce Qty is set, the cashier is prompted to Enter Qty. When Enforce Qty is not set, the normal item price is used if no quantity is entered.

Note: In order to get the product at the listed adjective price, the customer must purchase the *exact* quantity required for a particular level to receive the individual item price for that product (as listed in Direct Item Maintenance). Otherwise, the cashier must ring the product to the nearest adjective level to get the deal and sell the remaining number of that product at the individual price. For example, if you have a deal for the quantity of 6, 12, 24 and 30 and the customer purchases 8 of an item, the cashier must enter 6 @, item code and then press enter. The remaining two products must be rung at the individual price. If it is not done this way, the customer will not get the deal.

Chapter 5: Maintaining Customer Data

The purpose of this chapter is to enable the user to create and maintain the negative or positive check file, the frequent shopper file, and the customer charge file. This chapter also discusses how to perform reason code maintenance, clear customer totals, and maintain accounts receivable records.

In addition, this chapter discusses the purpose of each of the following reports and defines each field in the report:

- Negative Check Report
- Customer Report
- Accounts Receivable Report

Customer Maintenance Menu

Customer Maintenance is the fourth option on the ScanMaster Main Menu. Click on that button (or press Alt-C) to access the ScanMaster Customer Maintenance Menu.

Customer Maintenance enables the stores to create a user-defined customer database. Through this option, a store can set limits, assign charges and payments, establish store programs, and provide several Accounts Receivable tracking and reporting programs.

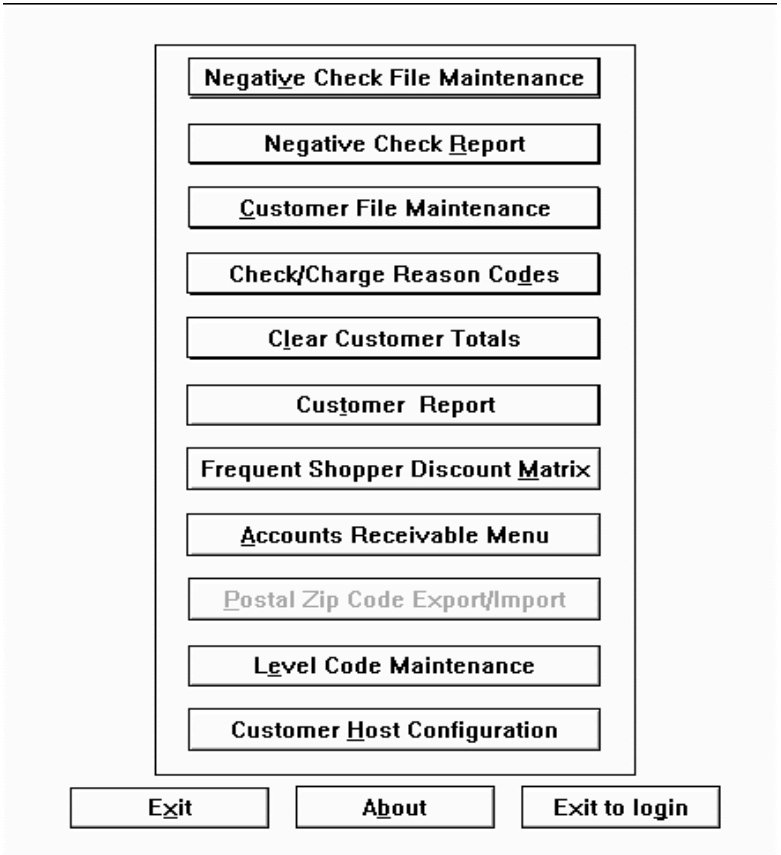


Figure 5-1: Customer Maintenance Menu Screen

Customer Maintenance Menu Options

There are eight options on the ScanMaster Customer Maintenance Menu:

- Negative Check File Maintenance
- Negative Check Report
- Customer File Maintenance
- Check / Charge Reason Codes
- Clear Customer Totals
- Customer Report
- Frequent Shopper Discount Matrix
- Accounts Receivable Menu
- Postal Zip Code Export / Import (Not Available)
- Level Code Maintenance
- Customer Host Configuration

Click on EXIT to return to the ScanMaster Main Menu or EXIT TO LOGIN to exit from the system.

Negative Check File Maintenance: The Negative Check File creates and maintains a file on customers who have written bad checks to the store. This option alerts the cashier about customers with a negative check history and prompts for office interaction. There can be up to 9 user-defined negative check reason codes. The system default is 0 = Good Account. This code does not require office interaction.

Negative Check Report: The Negative Check Report creates a report on all negative check accounts in the Negative Check File.

Customer File Maintenance: Customer File Maintenance enables you to track customer check cashing, frequent shopper points, and in-store charges.

Check/Charge Reason Codes: Through this screen, you can assign up to nine reason codes each for negative checks, positive checks, and in-store charges.

Clear Customer Totals: This option permits you to clear frequent shopper and customer totals from the system, based on the selected field.

Customer Report: This option permits the operator to produce a report on frequent shopper activity, based on operator selected fields.

Frequent Shopper Discount Matrix: This option permits up to 10 frequent shopper discount levels and allows the user to set up and define the discount percentage given to frequent shoppers.

Accounts Receivable Menu: Accounts Receivable options enable stores to maintain an in-house credit and reporting system for customer accounts.

Postal Zip Code Export / Import: This option currently not available.

Level Code Maintenance: Use this screen to create descriptions for the various frequent shopper levels set up on your ScanMaster system. Through this field, you can assign names on up to nine (9) different frequent shopper levels.

Customer Host Configuration: Use this feature to define the fields of customer data and the days on which replacement should occur. Fields chosen here will be replaced by Host-maintained data.

Negative Check File Maintenance

Negative Check File Maintenance is the first option on the ScanMaster Customer Maintenance Menu. Click on that button (or press Alt-N) to access the ScanMaster Negative Check Maintenance screen.

The Negative Check File creates and maintains a file on customers who have written bad checks to the store. This alerts the cashier about customers with a negative check history and prompts for office interaction. There can be up to 9 user-defined negative check reason codes. The system default is 0 = Good Account. This code does not require office interaction.

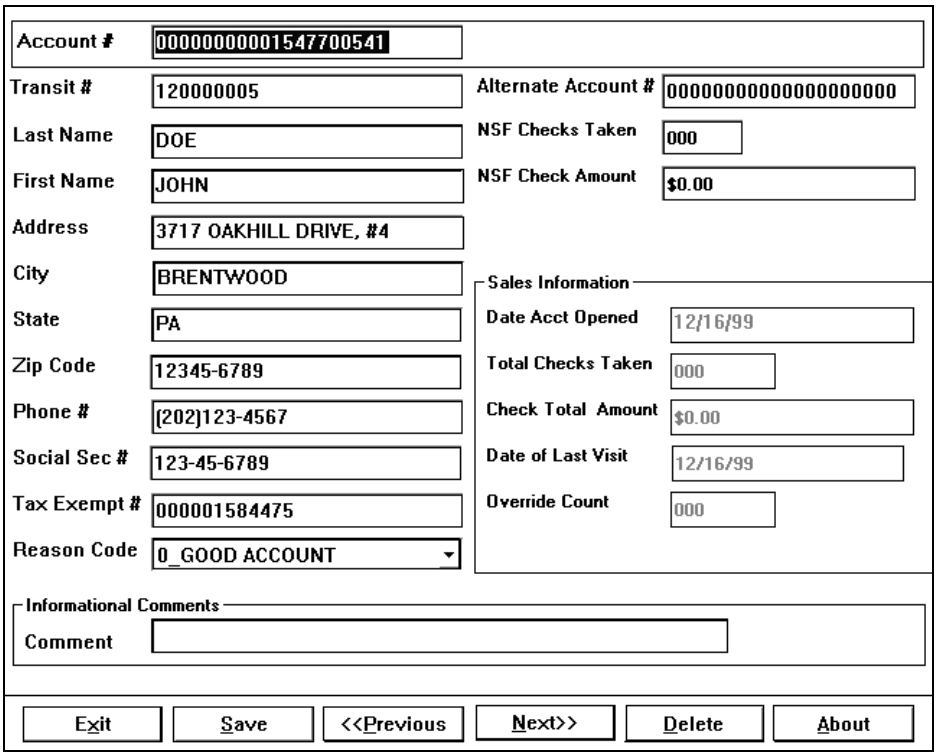


Figure 5-2: Negative Check Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Negative Check Maintenance Screen.

Acct. #: Twenty (20) digit numeric field. Enter the customer's checking account number. It can be up to twenty digits and must be a unique customer number.

Transit #: Nine (9) digit numeric field. Enter the bank transit / routing number from the customer's checking account.

Last Name: Twenty-five (25) character alphanumeric field. Enter the customer's last name.

First Name: Twenty-five (25) character alphanumeric field. Enter the customer's first name.

Address: Twenty-five (25) character alphanumeric field. Enter the customer's address.

City: Fifteen (15) digit alpha field. Enter the customer's city.

State: Two (2) digit alpha field. Enter the customer's state.

Zip Code: Nine (9) digit numeric field. Enter the customer's zip code without hyphens

Phone #: Ten (10) digit numeric field. Enter the customer's phone number without the hyphens.

Social Sec. #: Nine (9) digit numeric field. Enter the customer's social security number without hyphens.

Tax Exempt #: Twelve (12) digit numeric field. Enter the customer's tax exempt number, if applicable.

Code: One (1) digit numeric field. Negative Check reason code. Click on the down arrow to access the Negative Check Reason Code list box. Click on the desired reason code.

Comment: Thirty (30) digit alphanumeric field. This field can be used for any special comments.

Alternate Account #: Twenty (20) digit numeric field. Enter the customer's alternate checking account number, if any.

NSF Checks Taken: Three (3) digit numeric field. Enter the number of NSF checks tendered by the customer.

NSF Check Amount: Seven (7) digit numeric field. Enter the dollar amount of the NSF check. This field may also be used to accumulate NSF check amounts.

Date Account Opened: ScanMaster automatically records the date the customer record was created. This is a display field only.

Total Checks Taken: The field holds the quantity of checks tendered by the customer since the account opened. This is a display field only.

Check Total Amount: This field holds the total dollar amount of checks tendered by the customer since the account opened. This is a display field only.

Date of Last Visit: This field holds the date of the last check tendered by this customer. This is a display field only.

Override Count: This field displays the number of times a check was used as tender by this customer where a manager override was necessary. This is a display field only.

Button Options

Below are button options for the ScanMaster Negative Check Maintenance Screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Customer Maintenance Menu.

NEXT: Click on this button (or press Alt-N) to advance to the next customer file.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous customer in the file.

SAVE: Click on this button (or press Alt-S) to save changes to a customer file.

DELETE: Click on this button (or press Alt-D) to delete a customer from the file.

ABOUT: Click on this button (or press Alt-A) for software information about the Negative Check Maintenance screen.

Performing Negative Check File Maintenance

The store's Negative Check File is created from the ScanMaster Negative Check Maintenance screen.

1. Upon accessing this screen, type in the customer's account number and press ENTER.

   If it is a new account number, the system prompts: "`Do You Want to Create a New Customer?`" Select "Yes" to create a new record or "No" to abort changes and return to the ScanMaster Negative Check Maintenance screen.

   If the account number is an existing number, the system takes you to the first data field.

2. Complete each data field entry, pressing ENTER to advance to the next data field.

   It is from this screen that you assign Reason Codes for a particular customer. Select the desired reason code from the list box in the Codes field (for example, 0=Good Account, 1=Bad Checks, or 2=Stolen Checks). In addition, you can enter comments in the Comment field about a particular customer's account.

3. Complete the data fields for the customer and click on the SAVE button to save the customer record.

Note: Depending on how the Register Control File is configured, the negative check file may also be used as a positive check file. If used as just a negative check file, when an account number is entered on the POS workstation that is in the Negative Check File with a status code of greater than 0, the POS workstation screen displays: "Manager Needed" and the code number. The manager can override the warning, which is tracked in the Negative Check File, or require another means of payment. If used as a positive check file, the POS workstation prompts for a Manager ID number only if the customer status requires management attention (reason code 1-9), or if the limits on checks and check amounts are reached.

Negative Check Report

The Negative Check Report is the second option on the ScanMaster Customer Maintenance Menu. Click on that button (or press Alt-R) to access the ScanMaster Negative Check Report screen.

The Negative Check Report creates a report on all account numbers in the Negative Check File.

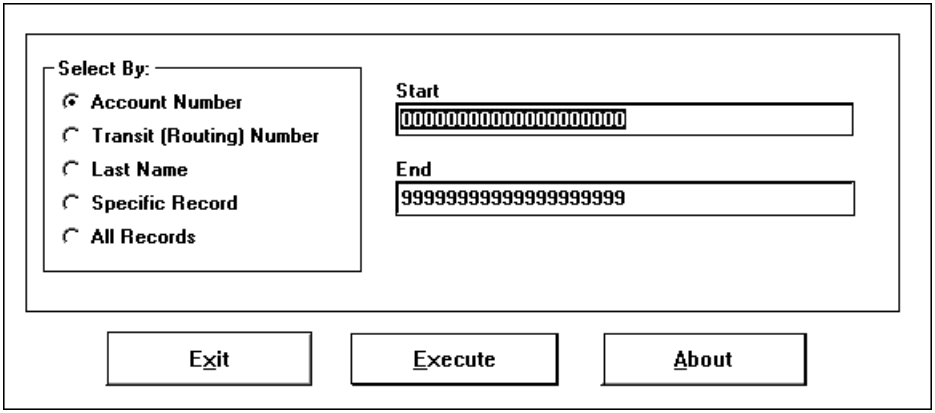


Figure 5-3: Negative Check Report Screen

Field Descriptions

Below are field descriptions for the ScanMaster Negative Check Report Screen.

Select By: Click the radio button for the desired selection criteria.

Start/End: Enter in the Start and End fields the starting and ending account, transit number, or last name ranges, to be included in the Negative Check Report selected by Account Number, Transit (Routing) Number and Last Name, respectively.

Transit/Account: Enter in the Transit Number and Account Number to be included in the Negative Check Report selected by Specific Record.

Note: The Start / End range fields are inactive when the All Records selection is made.

Button Options

Below are button options for the ScanMaster Negative Check Report Screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Customer Maintenance Menu.

EXECUTE: Click on this button (or press Alt-E) to compile the ScanMaster Negative Check Report for the selected parameters. An on-line copy of the report is then displayed.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Negative Check Report screen.

PRINT: Click on this button (or press Alt-P) to print a hard-copy of this report. This button displays after clicking on EXECUTE and the report is displayed on-line.

Creating a Negative Check Report

The Negative Check Report option enables the operator to create a report of the accounts that are in the Negative Check File.

The operator can create the report using an account number range, transit number range or customer's last name range. In addition, the operator can create the report for a specific account number or for all records in the file. Define the selection criteria by completing the screen data fields. Upon completing this screen, click on the EXECUTE button to first view the report on-line. Then click on the PRINT button to print a hard-copy of the report.

Customer File Maintenance

Customer File Maintenance is the third option on the Customer Maintenance Menu. Click on that button (or press Alt-C) to access the ScanMaster Customer Maintenance screen.

Customer File Maintenance enables you to track customer check cashing, frequent shopper information and in-store charges. Customer information is entered into the ScanMaster customer database from this screen.

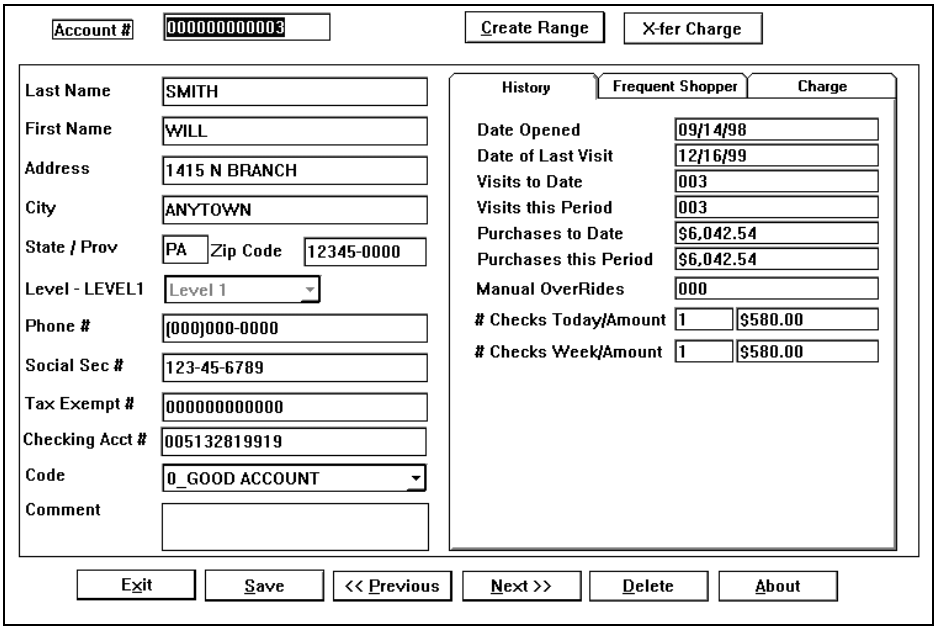


Figure 5-4: Customer Maintenance Screen and History Tab

Field Definitions

Below are field definitions for the ScanMaster Customer Maintenance Screen.

Acct. #: Twelve (12) digit numeric field. The customer account number must be a unique number.

Last Name: Twenty-five (25) digit alpha / numeric field. Enter the customer's last name.

First Name: Twenty-five (25) digit alpha / numeric field. Enter the customer's first name.

Address: Twenty-five (25) digit alpha / numeric field. Enter the customer's address.

City: Fifteen (15) digit alpha field. Enter the customer's city.

State/Prov: Two (2) digit alpha field. Enter the customer's state or province.

Zip Code: Nine (9) digit numeric field. Enter the customer's zip code.

Level: Display only. This field holds the customer's current frequent shopper level.

Phone Number: Ten (10) digit numeric field. Enter the customer's phone number without hyphens.

SSN #: Nine (9) digit numeric field. Enter the customer's social security number without hyphens.

Tax Exempt #: Twelve (12) digit numeric field. Enter the customers tax exempt #, if applicable.

Checking Acct. #: Twelve (12) digit numeric field. Enter the customer's checking account number.

Code: One (1) digit numeric field. Click the down arrow to choose the customer's reason code for negative / positive checks.

Comment: Thirty (30) digit alpha / numeric field. This field can be used for any special comments.

History Tab Field Definitions

Below are field definitions for the ScanMaster Customer Maintenance Screen's History Tab.

Date Opened: Display only. The date the customer record was created.

Date of Last Visit: Display only. The last date the customer purchased items.

Visits to Date: Display only. The total number of visits by the customer.

Visits this Period: Display only. The number of visits by the customer during this period.

Purchases to Date: Display only. The Total Freq. Shopper and Non Freq. Shopper purchases total.

Purchases this Period: Display only. The Total Freq. Shopper and Non Freq. Shopper purchases this period.

Manual Overrides: Display only. Total number of manager overrides on checks with status codes.

 # Checks Today/Amount: Display only. Total number of checks today and the total amount of those checks.

 # Checks Week/Amount: Display only. Total number of checks for the week and the total amount of those checks.

Frequent Shopper Tab Field Definitions

Below are field definitions for the ScanMaster Customer Maintenance Screen's Frequent Shopper Tab.

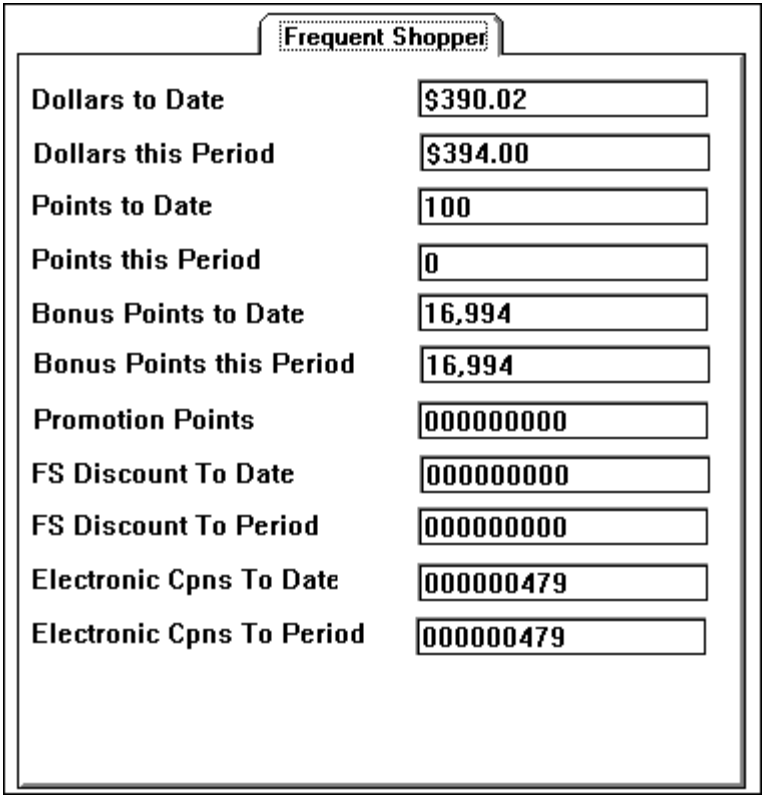


Figure 5-5: Customer Maintenance Screen's Frequent Shopper Tab

Dollars to Date: Display only. This field holds the total dollar amount of frequent shopper item purchases to date.

Dollars the Period: Display only. This field holds the total dollar amount of frequent shopper item purchases this period.

Points to Date: Display only. This field holds the total frequent shopper points earned to date.

Points this Period: Display only. This field holds the total frequent shopper points earned this period.

Note: Frequent shopper customers can accumulate points by purchasing an item. There are two Register Control File settings associated with this feature.

Register Control File Option	Setting
Use Item Price Based Points	Y or N
Point Format (0=Amt 1=Number)	0 = Dollar Format (example $120.80 1 = Points Format (example 12,080)

Follow these procedures.

1. Select the frequent shopper point or dollar format from the Register Control File question "Point Format (0=Amt 1=Number)."
2. In order to receive points based on the price of an item, the Register Control File option "Use Item Price Based Points" must be set to Y. Next, the point level for that item must be selected. This is done from the Enhanced Tab on the Direct Item Maintenance screen. From the Frequent Shopper field, select the preferred level (No$$$, 1X $$$, 2X $$$ or 3X $$$) and the frequent shopper receives one point per penny (multiplied by the frequent shopper level) based on the price of that item.

Bonus Points to Date: Display only. This field holds the total frequent shopper bonus points earned to date.

Bonus Points this Period: Display only. This field holds the total frequent shopper bonus points earned this period.

Note: Frequent shopper points and bonus points can be attached to item records or to electronic coupons. There are two Register Control File settings associated with this feature.

Register Control File Option	Setting
Use Item / EC Points and Bonus Points	Y or N
Point Format (0=Amt 1=Number)	0 = Dollar Format (example $120.80 1 = Points Format (example 12,080)

Follow these procedures.

1. Select the frequent shopper point or dollar format from the Register Control File question "Point Format (0=Amt 1=Number)."
2. Upon selecting the point or dollar format, the next step is attaching frequent shopper points. When the Register Control File question "Use Item / EC Points and Bonus Points" to set to Yes, frequent shopper customers receive the points and bonus points associated with that item or electronic coupon.
3. If stores are attaching points or bonus points to a particular *item*, those amounts are set from the Enhanced tab on the Direct Item Maintenance screen.
4. If stores are attaching points or bonus points to an *electronic coupon*, those amounts are set from the Frequent Shopper / General Information tab on the Electronic Coupon Maintenance screen.

Promotion Points: Display only. This field holds the number or special promotion points earned (less those redeemed).

Note: Through the Special Points Accumulation program, stores can issue special promotional points for a specific period and then define a specific time that those points can be redeemed. There are several Register Control File options associated with this feature.

Register Control File Option	Setting
Special Promo Description	Fifteen (15) alphanumeric characters
Special Promo Accum Begin Date	Six (6) numeric characters - MMDDYY
Special Promo Accum End Date	Six (6) numeric characters - MMDDYY
Special Promo Accum Begin Time	Four (4) numeric character – military time
Special Promo Accum End Time	Four (4) numeric character – military time
Add Item Based Points to Special Promo	Y or N
Add Item/EC Points to Special Promo	Y or N
Add Item/EC Bonus Points to Special Promo	Y or N
Redemption Reset Special Promo	Y or N

1. The first step in setting up a Special Promotional program is creating a name for the promotion. For example, type an appropriate descriptor such as Turkey Giveaway in the Special Promo Description field in the Register Control File.
2. The next step is defining the time and date parameters for special promotional point accumulation. Those are set up in the Register Control File (the Special Promo Begin/End Time/Date options).

When selecting those parameters, the user must define how Special Promotional Points are accumulated. Those points can be accumulated based on:

- The *price* of an item (Add Item Based Points to Special Promo). Through this option, points are awarded based on the item's price.
- The number of *points* attached to a frequent shopper item or electronic coupon (Add Item / EC Points to Special Promo). Through this option, special promotional points are awarded based on the amounts listed in the Points fields on the Item Maintenance and Electronic Coupon Maintenance screens.
- The number of *bonus points* attached to a frequent shopper item or electronic coupon (Add Item / EC Bonus Points to Special Promo). Through this option, special promotional points are awarded based on the amounts listed in the Bonus Points fields on the Item Maintenance and Electronic Coupon Maintenance screens.

FS Discount to Date: Display only. This field holds the total dollar amount of Frequent Shopper discounts used to date.

FS Discount to Period: Display only. This field holds the total dollar amount of Frequent Shopper discounts used this period.

Electronic Cpns to Date: Display only. This field holds the total dollar amount of Electronic Coupons used to date.

Electronic Cpns to Period: Display only. This field holds the total dollar amount of Electronic Coupons used the period.

Frequent Shopper Tab Field Definitions

Below are field definitions for the ScanMaster Customer Maintenance Screen's Charge Tab.

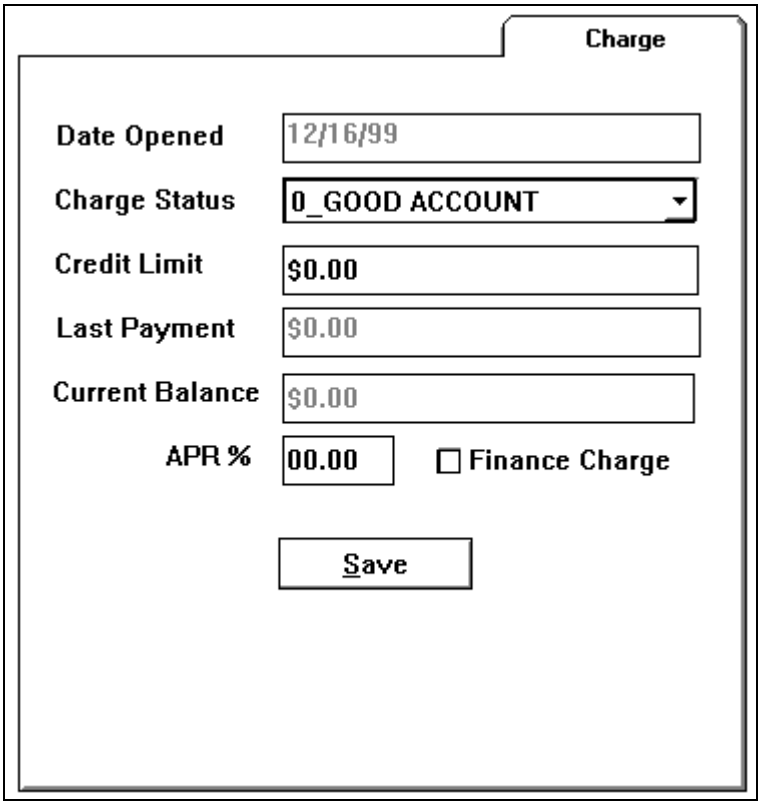


Figure 5-6: Customer Maintenance Screen's Charge Tab

Date Opened: Display only: This field displays the date the customer's charge account opened:

Charge Status: One (1) digit numeric field. Click the down arrow to choose the customer's charge reason code.

Credit Limit: Six (6) digit numeric field. Enter the maximum credit balance allowed for this customer.

Last Payment: Display only. This field displays the amount of the customer's last payment.

Current Balance: Display only. This field displays the customer's current credit balance.

APR%: Four (4) digit numeric field. This field displays the customer's annual percentage interest rate for finance charges.

Finance Charge: Click this box to make the customer eligible for finance charges. This box is automatically checked when the annualized percentage rate (APR%) is entered.

Button Options

Below are button options for the ScanMaster Customer Maintenance Screen.

CREATE RANGE: Click on this button to create a desired range of customer accounts.

X-FER CHARGE: Click on this button to transfer all customer information to a new customer number and remove the old customer number from the system.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Customer Maintenance Menu.

SAVE: Click on this button (or press Alt-S) to save current information for this customer.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous customer file.

NEXT: Click on this button (or press Alt-N) to advance to the next customer file.

DELETE: Click on this button (or press Alt-D) to delete the current customer. The current charge balance for that customer must be zero before this customer can be deleted.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Customer Maintenance screen.

Adding, Editing, or Deleting a Customer in the Customer File

You can add, edit, or delete a customer in the Customer File from the ScanMaster Customer Maintenance screen.

1. Perform one of the following steps, depending on if you are creating a new record or editing or deleting an existing record:
   - If you are adding a new customer record, enter a unique account number. The message appears "Do You Want to Create a New Cust?" Click on "Yes" and enter the customer information into the corresponding data fields.
   - If you are editing an existing customer record, type in the customer's twelve (12) digit account number or use the NEXT or PREVIOUS buttons to locate that record. The Customer File always starts with the first record when the Customer Maintenance screen is initially accessed.
   - If you are deleting an existing customer record, type in the customer's twelve (12) digit account number or use the NEXT or PREVIOUS buttons to locate that record. The Customer File always starts with the first record when the Customer Maintenance screen is initially accessed. Click on the DELETE button to delete the desired record. The message appears "Are you sure you want to Delete this customer?" Click on "Yes" The record is purged from the system if the customer balances are at zero. Skip steps 2 and 3 if deleting a record.
2. Complete the fields, pressing ENTER to advance from field to field.
3. Click on the SAVE button to save the customer to the Customer File.

Warning: Before a customer record can be deleted from the system, all customer balances must be at zero. You must first clear the customer's totals before the record can be removed from the system.

Creating a Customer Range

The **CREATE RANGE** button is located near the top right corner of the ScanMaster Customer Maintenance screen.

Click the **CREATE RANGE** button to access the ScanMaster Create Range screen. Upon accessing this screen, enter the desired account range by entering 12-digit customer account numbers in the From Account # and the To Account # fields. Once you have entered the desired range, click CREATE to generate a customer range.

This feature is used in conjunction with ScanMaster's Dynamic Customer Build feature. When the "Enable Dynamic Customer Build" feature is enabled in the Register Control File, you can create a list of blank customers in the defined range. Later, through the Customer Maintenance screen, you can input remaining information about those newly-created customers. This feature is mainly used for new frequent shopper customers or other in-store customer promotions.

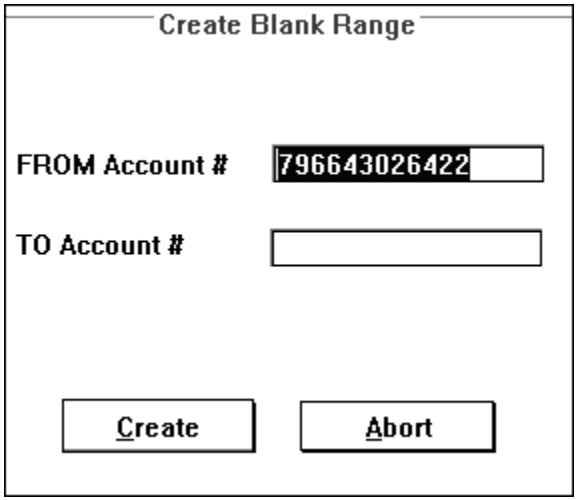


Figure 5-7: Create Blank Range Screen

Transferring Customer Charge Information

ScanMaster enables you to copy customer charge information to a new account (i.e., if a customer loses his/her customer card) and delete the old account.

The **X-FER CHARGE** button is located near the top right corner of the ScanMaster Customer Maintenance screen. When this button is pressed, the Transfer Customer Totals screen displays. It shows the customer's current account number in the From Account # field and prompts you for a new account number of up to 12 digits. Enter the new account number in the To Account # field and press the X-FER TOTALS button.

The following message displays:

"This Action Will Transfer Customer # XXXXXXXXXXXX's Information to the New Customer's Information and DELETE the CURRENT CUSTOMER! ARE YOU SURE?"

Select Yes, No or Cancel.

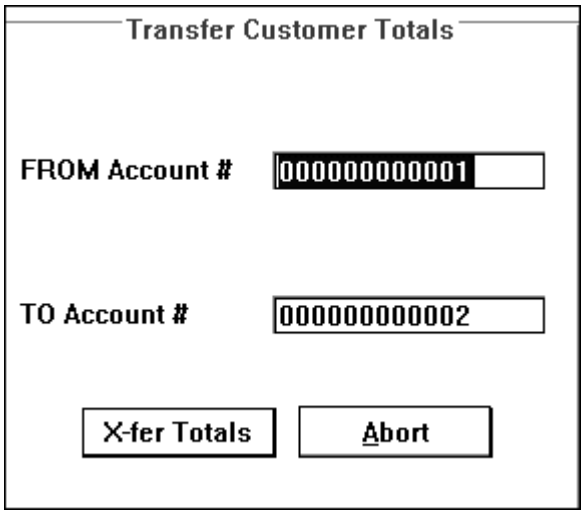


Figure 5-8: Transfer Customer Totals Screen

Adding or Editing Customer Charge Information

You can add or edit charge information through the ScanMaster Customer File Maintenance screen.

1. Click on the CHARGE Tab to access the Edit Customer Charge Information screen.

   From this screen, you can adjust the customer charge status, change the credit limit, and set the Annual Percentage Rate (APR).

2. Upon completing changes, click on the SAVE button to save charge information or the ABORT button to abort any changes made on this screen and return to the ScanMaster Customer File Maintenance screen.

Setting Up an In-Store Charge Program

Accounts Receivable options are used in conjunction with ScanMaster's in-store charge feature, located on the Customer File Maintenance screen. Information about the Customer File Maintenance screen is documented earlier in this chapter.

In order to use ScanMaster's A/R functions, you must configure the system for an in-store charge program. This includes:

- Setting in-store charge options in the Register Control File, Back Office Control File and Media Configurator.
- Configuring customer accounts to include charge information.

Setting In-Store Charge Options in ScanMaster Control Files

In order to set up an in-store charge program and use ScanMaster's A/R function, you must set the following options in the Register Control File, Back Office Control File, and Media Configurator. (See Chapter 8: Personalizing Workstations for control file definitions.)

The tables below detail the various control file options that can be used to set up in-store charge. Each table displays the control file options, the necessary settings, and if the settings are required or optional.

Note: Refer to the "Accounts Receivable" section later in this chapter for A/R functions associated with in-store charges. Also, refer to Chapter 9, "Performing POS Operations" for information on how to key-enter an in-store charge, make an in-store charge payment and inquire on an in-store charge balance.

- **Register Control File:** Set the following options in the Register Control File and Save those options for each register.

Register Control File Options	Setting	Required / Optional
Enable In-Store Charge	Y	Required
Display Customer Charge Detail	Y or N	Optional
Allow Charge Only if Balance 0	Y or N	Optional
Disable Store Charge Verify	Y or N	Optional
Frq Shp Stat Set By Store Chg	Y or N	Optional
Amount Compulse On Charge Menu	Y or N	Optional
Min Charge Status for Mgr Auth	0-9	Optional
Disable Cust Name on Receipt	Y or N	Optional
Disable Acct # Print on Receipt	Y or N	Optional
Disable Acct # Print on Sig Slip	Y or N	Optional
Print 2nd Payment Slip For Cust	Y or N	Optional

- **Back Office Control File:** Set the following options in the Back Office Control File. Select **Save** once the desired options are chosen.

Back Office Control File Options	Setting	Required / Optional
Turn On Accounts Receivable	Y or N	Required
Company Name		Optional
Company Address		Optional
Company City, State, Zip		Optional
Company Telephone Number		Optional
Print Charge Log Information	Y or N	Optional
No Zero / Neg Balances AR Stmnt	Y or N	Optional
No Printer Graphics AR Stmnt	Y or N	Optional
Finance Charges Compounded	Y or N	Optional

- **Media Configurator:** Select In-store Charge from the list of tender media and set the following options. Select **Save** once the desired options are chosen.

Media Configurator Options	Setting	Required / Optional
Enable This Media (Y / N)	Y	Required
Amount Compules (Y / N)	Y or N	Optional
Allow Over Tender (Y / N)	Y or N	Optional
Print Signature Slip (Y / N)	Y or N	Optional
Signature Line on Slip (Y / N)	Y or N	Optional

Building an In-store Charge Account

Providing customers with in-store charge capabilities is accomplished from the Customer File Maintenance screen. From this screen, you can set customer demographics, as well as shopper information.

Follow the steps below to provide customers with in-store charge capabilities.

1. From the Customer File Maintenance screen, enter a customer account number in the account number field to access a particular customer's account.

Note: If that account number does not exist, the system prompts, "Do You Want To Create a New Customer?" Select "Yes" to create a new account.

2. Then click on the Charge Tab to access the Edit Customer Charge Information screen.
3. From this screen, you can set the customer charge status, enable a credit limit, view the current balance, and set the Annual Percentage Rate (APR).
4. If your store applies finance charges to in-store charge accounts enter a percentage rate in the APR field.

Example: The decimal point is placed two digits from the right. Enter 1450 in the data field for a 14.50 APR.

5. Click on SAVE to save charge information or ABORT to abort any changes made.
6. Click on SAVE again to save information in the Customer File Maintenance screen.
7. Repeat these steps to create additional in-store charge accounts.

Check/Charge Reason Codes

Reason Code Maintenance is the fourth option on the ScanMaster Customer Maintenance Menu. Click on that button (or press Alt-D) to access the ScanMaster Customer Reason Maintenance screen.

Through this screen, you can assign up to nine reason codes each for negative checks, positive checks, and in-store charges.

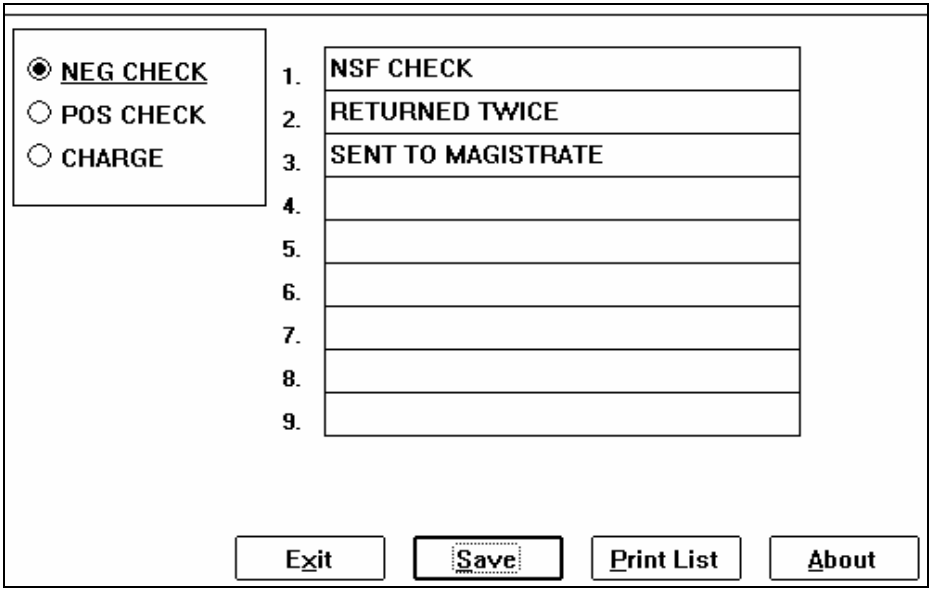


Figure 5-9: Reason Code Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Customer Reason Maintenance Screen.

Negative Check: Click this radio button to display or edit reason codes used for Negative Checks.

Positive Check: Click this radio button to display or edit reason codes used for Positive Checks.

Charge: Click this radio button to display or edit reason codes used for store charges.

Reason Lines: Twenty (20) character alpha/numeric field where the user can assign reasons for negative checks, positive checks, or in-store charges. These are used at the POS workstation and Back Office to define customer status levels.

Note: The reason code 0 = Good Account is a system default. It is available for Negative and Positive Check, or Charge.

Button Options

Below are button options for the ScanMaster Customer Reason Maintenance Screen.

SAVE: Click on this button (or press Alt-S) to save reason code changes.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Customer Maintenance Menu without saving any reason code changes.

PRINT LIST: Click on this button (or press Alt-P) to print a hard copy of Check/Charge reason codes.

ABOUT: Click on this button (or press Alt-A) for software information about ScanMaster Customer Reason Maintenance.

Adding or Editing Customer Reason Codes

1. Upon accessing the ScanMaster Customer Reason Maintenance Screen, select the reason type (Negative Check, Positive Check, or Store Charge) by clicking on the radio button in front of that type. You can define up to nine reason codes for each reason type.

   If you are adding a new reason code, go to the first available line and type in the reason description.

   If you are editing an existing reason, click on the line you want to edit and type in the desired change.

Note: If the Accounts Receivable module is installed on your system, the following store charge reason codes are reserved: 1 = 30-60 Days, 2 = 60-90 days, 3 = 90+ days, 4 = Over Limit. These codes cannot be changed.

2. Click on the SAVE button to save added or edited reason codes or click on the EXIT button to exit to the ScanMaster Customer Maintenance Menu screen without saving any changes.

Clear Customer Totals

Clear Customer Totals is the fifth option on the ScanMaster Customer Maintenance Menu. Click on that button (or press Alt-L) to access the ScanMaster Clear Customer Totals screen.

Totals can be cleared immediately or during a file export. The Clear Customer Totals option clears the following customer totals from the system:

- Frequent Shopper $$/Points to Date
- Frequent Shopper $$/Points this Period
- Number of Visits to Date
- Number of Visits this Period
- Purchases to Date
- Purchase this Period
- Manager Overrides
- Number of Checks Per Day
- Number of Checks Per Week
- Check Dollar Amount Per Day
- Check Dollar Amount Per Week
- Frequent Shopper Points to Date
- Frequent Shopper Points this Period
- Frequent Shopper Bonus Points to Date
- Frequent Shopper Bonus Point this Period
- Special Promotion Points
- Frequent Shopper Discount To Date
- Frequent Shopper Discount To Period
- Electronic Discounts to Date
- Electronic Discounts to Period

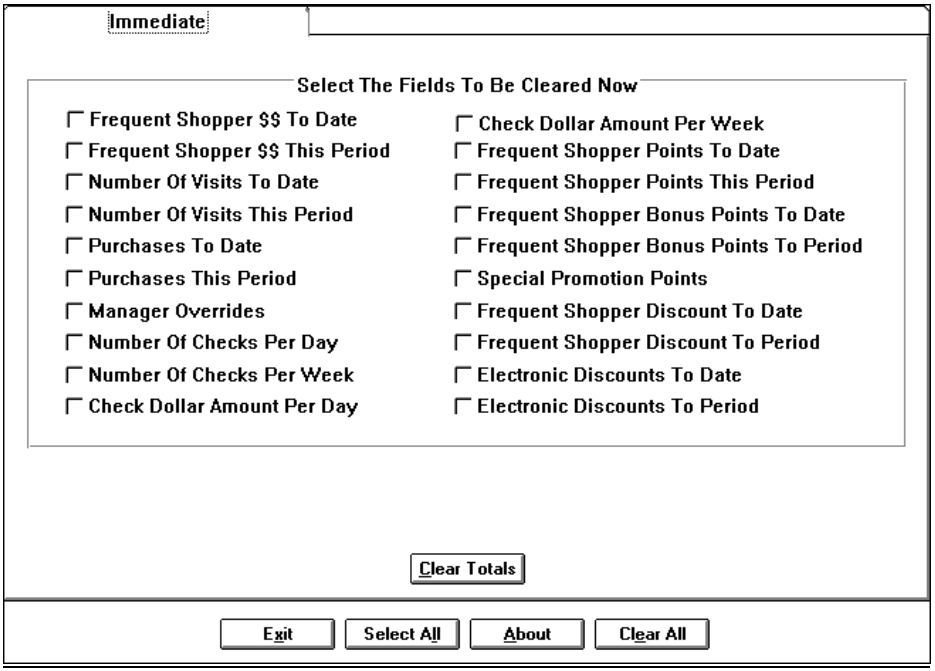


Figure 5-10: Clear Customer Totals Screen - Immediate Tab

Field Definitions

Below are field definitions for the ScanMaster Clear Customer Totals Screen's Immediate, End of Day and Export Tabs.

Frequent Shopper $$ to Date: Frequent Shopper item purchase amounts spent to date.

Frequent Shopper $$ this Period: Frequent Shopper item purchase amounts spent this period.

Number of Visits to Date: Total number of visits by the customer.

Number of Visits this Period: Number of visits by the customer during this period.

Purchases to Date: Total Frequent Shopper and Non Frequent Shopper purchases total.

Purchases this Period: Total Frequent Shopper and Non Frequent Shopper purchases this period.

Manual Overrides: Total number of manager overrides on checks with status codes.

Number of Checks Per Day: Total number of checks today.

Number of Checks Per Week: Total number of checks for the week.

Check Dollar Amount Per Day: The total dollar amount of checks per day.

Check Dollar Amount Per Week: The total dollar amount of checks per week.

Frequent Shopper Points to Date: The total dollar amount of Frequent Shopper points earned to date.

Frequent Shopper Points this Period: The total dollar amount of Frequent Shopper point earned this period.

Frequent Shopper Bonus Points to Date: The total dollar amount of Frequent Shopper Bonus Points earned to date.

Frequent Shopper Bonus Points this Period: The total dollar amount of Frequent Shopper Bonus Points earned this period.

Special Promotion Points: The number or special promotion points earned (less those redeemed).

Frequent Shopper Discount To Date: The total dollar amount of Frequent Shopper discounts used to date.

Frequent Shopper Discount To Period: The total dollar amount of Frequent Shopper discounts used this period.

Electronic Discounts To Date: The total dollar amount of Electronic Coupons used to date.

Electronic Discounts To Period: The total dollar amount of Electronic Coupons used the period.

Button Options

Below are button options for the ScanMaster Clear Customer Totals Screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Customer Maintenance Menu Screen.

SELECT ALL: Click on this button (or press Alt-L) to select all fields on the ScanMaster Clear Customer Totals screen.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Clear Customer Totals program.

CLEAR ALL: Click this button (or press Alt-E) to deselect all fields on the ScanMaster Clear Customer Totals screen.

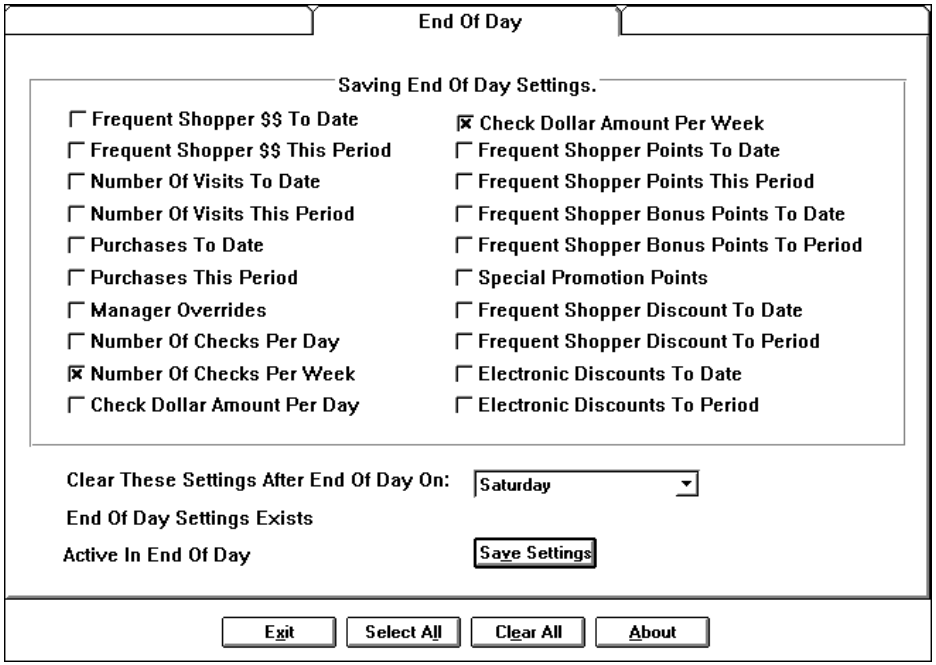


Figure 5-11: Clear Customer Totals Screen - End of Day Tab

Immediate Tab Button Options

Below are button options for the ScanMaster Clear Customer Totals Screen's Immediate Tab.

CLEAR TOTALS: Displays on the Immediate Tab. Click on this button (or press Alt-C) to clear customer totals for the fields checked on the ScanMaster Clear Customer Totals Screen.

End of Day Tab Button Options

Below are button options for the ScanMaster Clear Customer Totals Screen's End of Day Tab.

CLEAR THESE SETTINGS AFTER END OF DAY ON: Click on the pull down arrow to choose the day of the week for which its end of day process will trigger clearing customer totals.

SAVE SETTINGS: Click this button (or press Alt-V) to permanently save the screen settings for a specific day. The saved settings will reappear when the day is chosen in the "Clear These Settings After End Of Day On:" field.

Note: The screen will display "End of Day Settings Exist. Active In End of Day." if settings for a day have been previously saved and are scheduled to execute.

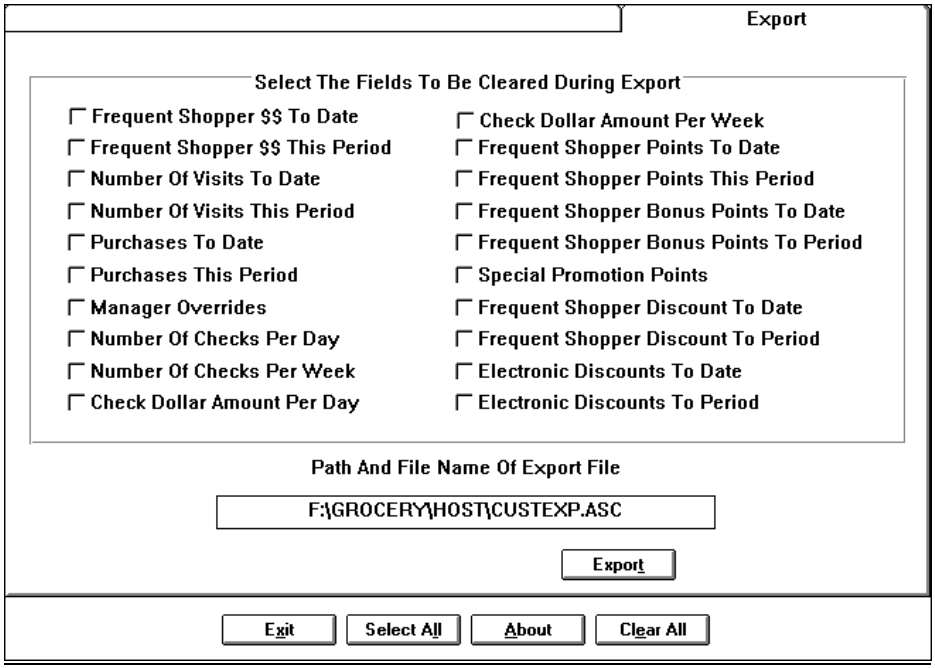


Figure 5-12: Clear Customer Totals Screen - Export Tab

Export Tab Button Options

Below are button options for the ScanMaster Clear Customer Totals Screen's Immediate Tab.

PATH AND FILE NAME OF EXPORT FILE: Click into this field and enter the location and file name of the cleared customer totals file.

EXPORT: Click on this button (or press Alt-T) to export cleared customer totals to a specific directory and file for later use.

Clearing Customer Totals Immediately

1. Upon accessing the ScanMaster Clear Customer Totals Screen, click on the Immediate Tab.
2. Check the customer totals you want to clear by clicking inside the box. An "X" appears in the check box when that item is selected. (Click on the SELECT ALL button to select all totals.)
3. Click the Clear Totals Button.

Clearing Customer Totals During End of Day

1. Upon accessing the ScanMaster Clear Customer Totals Screen, click on the End of Day Tab.
2. Check the customer totals you want to clear by clicking inside the box. An "X" appears in the check box when that item is selected. (Click on the SELECT ALL button to select all totals.)
3. Select the desired day from the pull-down list.
4. Check the "Active In End of Day" box.
5. Save the settings (optional) by clicking the "Save Settings" button.
6. Click "Exit" to return to the Customer Maintenance Menu.

The totals for that particular day will be cleared following End of Day on that day every week.

When clearing customer totals at End of Day, ScanMaster includes the Clear Customer Totals program (SMWCSCLR.EXE) at the beginning of the ScanMaster End of Day script (F:\Grocery\SMWEOD.SCR). The totals are then deleted at the end of the selected day.

Note: If using a keyboard, use the up and down arrow keys to navigate through the clear customer totals screen. Press the spacebar to select or deselect the clear customer totals options you desire.

Customer Frequent Shopper totals or points are accumulated by selecting the appropriate options in the Register Control File. See Maintaining Customer Data (above) for more information.

Clearing Customer Totals During Export

1. Upon accessing the ScanMaster Clear Customer Totals Screen, click on the Export Tab.
2. Check the customer totals you want to clear by clicking inside the box. An "X" appears in the check box when that item is selected. (Click on the SELECT ALL button to select all totals.)
3. Enter the path and name of the export file.
4. Click the "Export" button.

Note: The totals can be used to analyze customer buying patterns, distribute coupons or set up mailing lists. Customer totals that are not deleted or exported are located at: F:\Grocery\Files\GRCCUST.BTR.

Customer Report

The Customer Report option is the sixth option on the Customer Maintenance Menu. Click on that button (or press Alt-T) to access the ScanMaster Frequent Shopper Reports screen. The Customer Report option produces detailed reports on all frequent shopper activity, based on data in the Customer File.

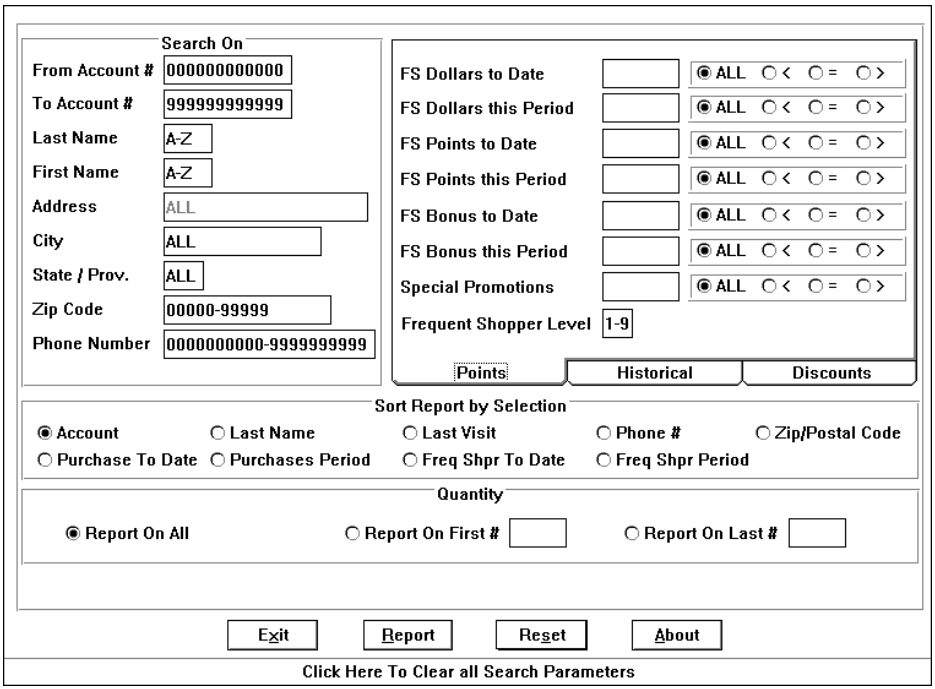


Figure 5-13: Customer / Frequent Shopper Report Screen and Points Tab

Field Descriptions

Below are field descriptions for the ScanMaster Customer / Frequent Shopper Report Screen.

From Account #: Twelve (12) digit numeric field. The beginning customer account number range for the frequent shopper report.

To Account #: Twelve (12) digit numeric field. The ending customer account number range for the frequent shopper report.

Last Name: Enter the range of the customer's last name. Use the first letter of customer's last name only.

First Name: Enter the range of the customer's first name. Use the first letter of customer's first name only.

Address: This is a display only field. The system searches all addresses.

City: Fifteen (15) digit alpha field. Enter the city search criteria. Type in all to search all cities.

State /Prov.: Two (2) digit alpha field. Enter the state / province search criteria. Type in all to search all states / provinces.

Zip Code: Nine (9) digit numeric field. Enter the customer's zip code. Type in the range of zip codes you want to search.

Phone Number: Ten (10) digit numeric field. Type in the range of customer phone numbers you want to search (without hyphens).

Click on the desired radio buttons to report by:

Account: Click on this radio button to sort the Customer Report by the Account Number.

Purchase to Date: Click on this radio button to sort the Customer Report by Purchases to Date.

Last Name: Click on this radio button to sort the Customer Report by Last Name.

Purchases Period: Click on this radio button to sort the Customer Report by Purchases This Period.

Last Visit: Click on this radio button to sort the Customer Report by Last Visit.

Freq Shpr To Date: Click on this radio button to sort the Customer Report by Frequent Shopper $$/Points to Date.

Phone #: Click on this radio button to sort the Customer Report by Phone Number.

Freq Shpr Period: Click on this radio button to sort the Customer Report by Frequent Shopper $$/Points This Period.

Zip/Postal Code: Click on this radio button to sort the Customer Report by Zip Code.

Report on First #: Click on this radio button and enter the quantity of customers (three-digit, up to 999) to search customers fitting the search criteria. For example, if the Report on First # button is selected and the number 128 entered, the system searches for the first 128 customers fitting the search criteria.

Report Last #: Click on this radio button and enter the quantity of customers (three-digit, up to 999) to search fitting the search criteria. For example, if the Report on Last # button is selected and the number 128 entered, the system searches for the last 128 customers fitting the search criteria.

Report on All: A report is created for all items that meet the search criteria.

Points Tab Field Descriptions

Below are field descriptions for the ScanMaster Customer / Frequent Shopper Report Screen's Points Tab.

Several search options can be utilized on the following fields. They include all (search on all ranges), < (less than a certain range), = (search only that range), or > (greater than a certain range).

FS Dollars to Date: The amount of frequent shopper dollars the customer has accumulated since the last time the frequent shopper dollars to date field was cleared.

FS Dollars this Period: The amount of frequent shopper dollars the customer has accumulated since the last time the frequent shopper dollars this period field was cleared.

FS Points to Date: The amount of frequent shopper points the customer has accumulated since the last time the frequent shopper points to date field was cleared.

FS Points this Period: The amount of frequent shopper points the customer has accumulated since the last time the frequent shopper points this period field was cleared.

FS Bonus to Date: The amount of frequent shopper bonus points the customer has accumulated since the last time the frequent shopper bonus points to date field was cleared.

FS Bonus this Period: The amount of frequent shopper bonus points the customer has accumulated since the last time the frequent shopper bonus points this period field was cleared.

Special Promotions: The amount of frequent shopper special promotion points the customer has accumulated (less those redeemed) since the last time the frequent shopper promotion points field was cleared.

Frequent Shopper Level: Enter the frequent shopper level on which you want to search.

Historical Tab Field Descriptions

Below are field descriptions for the ScanMaster Customer / Frequent Shopper Report Screen's Historical Tab.

Several search options can be utilized on the following fields. They include all (search on all ranges), < (less than a certain range), = (search only that range), or > (greater than a certain range).

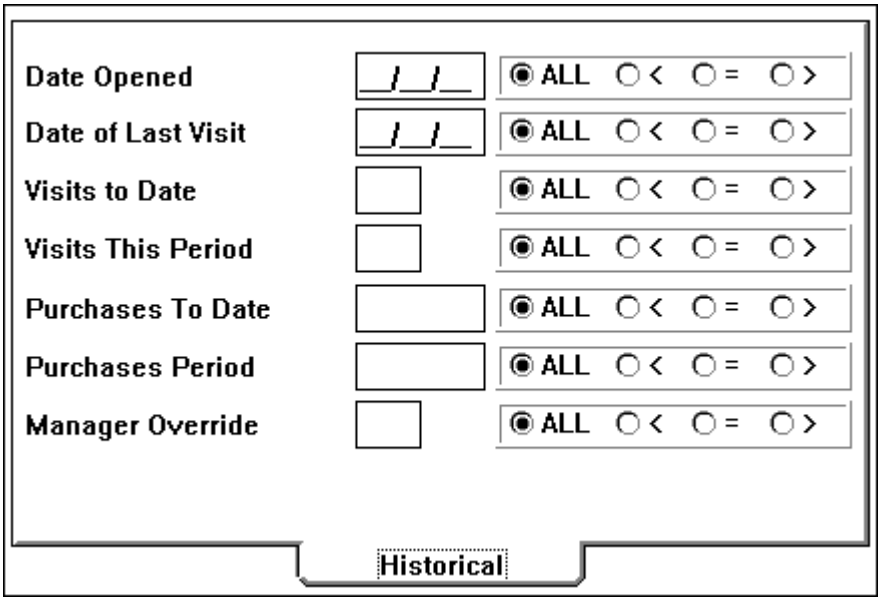


Figure 5-14: Customer / Frequent Shopper Report Screen' Historical Tab

Date Opened: The date the customer record was created.

Date of Last Visit: The last date the customer purchased items.

Visits to Date: Total number of visits by the customer.

Visits this Period: Number of visits by the customer during this period.

Purchases to Date: Total Frequent Shopper and Non Frequent Shopper purchases total.

Purchases Period: Total Frequent Shopper and Non Frequent Shopper purchases this period.

Manager Overrides: Total number of manager overrides on checks with status codes.

Discounts Tab Field Descriptions

Below are field descriptions for the ScanMaster Customer / Frequent Shopper Report Screen's Discounts Tab.

Several search options can be utilized on the following fields. They include all (search on all ranges), < (less than a certain range), = (search only that range), or > (greater than a certain range).

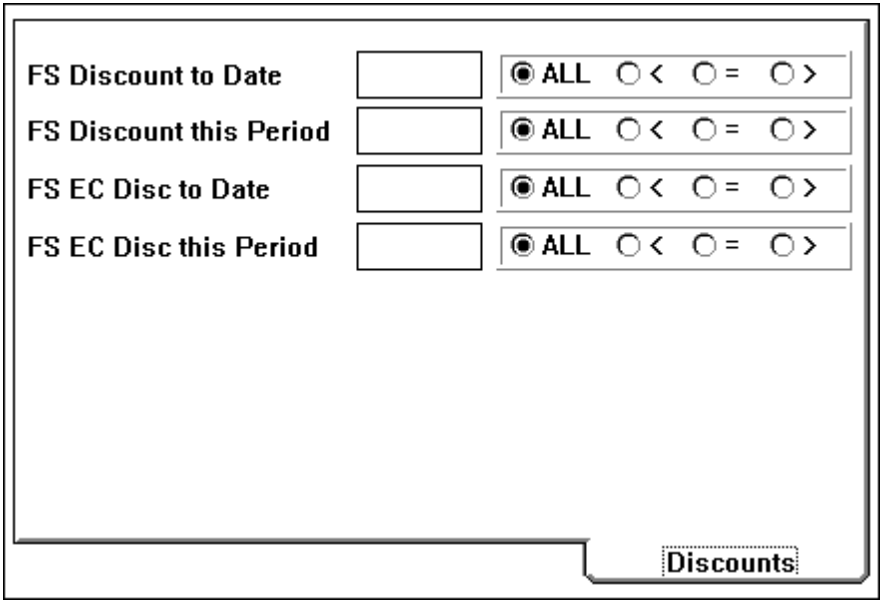


Figure 5-15: Customer / Frequent Shopper Report Screen' Discounts Tab

FS Discount to Date: The amount of frequent shopper discount dollars the customer has redeemed since the last time the frequent shopper discount to date field was cleared.

FS Discounts this Period: The amount of frequent shopper discount dollars the customer has redeemed since the last time the frequent shopper discount to period field was cleared.

FS EC Disc to Date: The amount of electronic coupon dollars the customer has redeemed since the last time the electronic discounts to date field was cleared.

FS EC Disc this Period: The amount of electronic coupon dollars the customer has redeemed since the last time the electronic discounts to period field was cleared.

Button Options

Below are button options for the ScanMaster Customer / Frequent Shopper Report Screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Customer Maintenance screen without saving any report information.

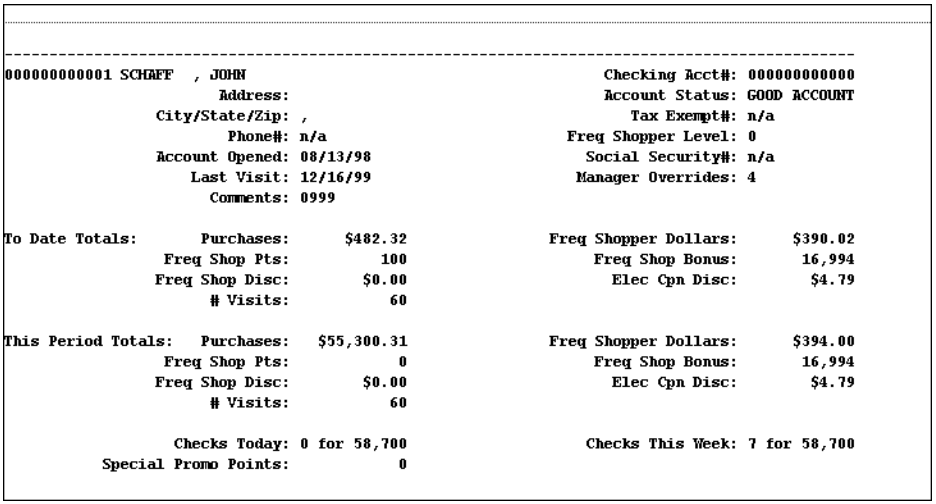
REPORT: Click on this button (or press Alt-R) to initiate the Customer / Frequent Shopper Report. An on-line report is created that can later be printed.

RESET: Click on this button (or press Alt-S) to clear all search parameter fields.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Customer / Frequent Shopper Report screen.

Creating a Customer / Frequent Shopper Report

1. Upon accessing the ScanMaster Customer / Frequent Shopper Report screen, enter the desired data into each data field, pressing ENTER to move from field to field.
2. When you have selected the desired search criteria, click on the REPORT button to process the report and view it on-line.
3. Click on the PRINT button to print a hard copy of this report.



```
-------------------------------------------------------------------------------------------
000000000001 SCHAFF   , JOHN                          Checking Acct#: 000000000000
                Address:                              Account Status: GOOD ACCOUNT
          City/State/Zip: ,                              Tax Exempt#: n/a
                 Phone#: n/a                       Freq Shopper Level: 0
          Account Opened: 08/13/98                   Social Security#: n/a
              Last Visit: 12/16/99                  Manager Overrides: 4
                Comments: 0999

To Date Totals:    Purchases:      $482.32       Freq Shopper Dollars:      $390.02
             Freq Shop Pts:          100            Freq Shop Bonus:       16,994
            Freq Shop Disc:        $0.00              Elec Cpn Disc:        $4.79
                  # Visits:           60

This Period Totals: Purchases:  $55,300.31       Freq Shopper Dollars:      $394.00
             Freq Shop Pts:            0            Freq Shop Bonus:       16,994
            Freq Shop Disc:        $0.00              Elec Cpn Disc:        $4.79
                  # Visits:           60

           Checks Today: 0 for 58,700          Checks This Week: 7 for 58,700
    Special Promo Points:            0
```

Figure 5-16: Sample Customer/Frequent Shopper Report

Customer/Frequent Shopper Report Field Descriptions

Below are field descriptions for the ScanMaster Customer / Frequent Shopper Report.

Customer Account Number: The customer's frequent shopper account number.

Customer Name: The customer's name.

Address: The customer's address.

City / State / Zip: The customer's city, state and zip code.

Phone #: The customer's phone number.

Account Opened: The date the customer's account was opened.

Last Visit: The date of the customer's last visit.

Checking Acct #: The customer's checking account number.

Account Status: The customer's account status with the store as set from the Customer Maintenance screen.

Tax Exempt #: The customer's tax exempt number.

Freq Shopper Level: The customer's frequent shopper level.

Social Security #: The customer's social security number.

Manager Overrides: The number of manager overrides performed for this specific customer.

Comments: Comments entered from the Customer Maintenance screen about that specific customer display here.

Purchases (To Date / This Period): This is the total amount of Freq. Shopper and Non Freq. Shopper purchases accumulated by the customer since the last time the purchases to date (or this period) field was cleared..

Freq Shop Pts (To Date / This Period): This is the amount of frequent shopper points accumulated by the customer since the last time the points to date (or this period) field was cleared.

 # Visits (To Date / This Period): This is the total number of visits by the customer since the last time the # visits to date (or this period) field was cleared.

Freq Shop Dollars (To Date / This Period): This is the amount of frequent shopper dollars accumulated by the customer since the last time the dollars to date (or this period) field was cleared.

Freq Shop Bonus (To Date / This Period): This is the amount of frequent shopper bonus points accumulated by the customer since the last time the bonus to date (or this period) field was cleared.

Elec Cpn Disc (To Date / This Period): The amount of electronic coupon dollars the customer has redeemed since the last time the electronic discounts to date field (or this period) was cleared.

 # Checks Today/Amount: Total number of checks today and the total amount of those checks.

 # Checks Week/Amount: Total number of checks for the week and the total amount of those checks.

Special Promo Points: The number of frequent shopper special promotion points the customer has accumulated (less those redeemed) since the last time the frequent shopper promotion points field was cleared.

Frequent Shopper Discount Matrix

The Frequent Shopper Discount Matrix is the seventh option on the ScanMaster Customer Maintenance Menu. Click on that button (or press Alt-M) to access the ScanMaster Frequent Shopper Discount Table.

The Frequent Shopper Discount Matrix permits the user to set up and define the discount percentage given to frequent shoppers. This matrix can be set up using frequent shopper dollars or points depending on the frequent shopper program used by a particular store.

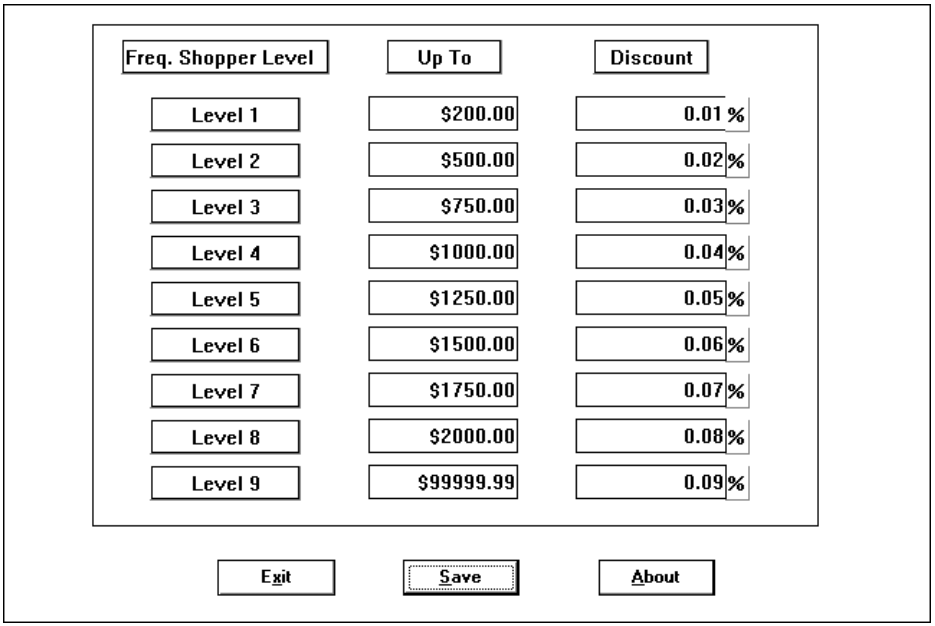


Figure 5-17: Frequent Shopper Discount Table

Field Descriptions

Below are field descriptions for the ScanMaster Frequent Shopper Discount Table.

Up To: Enter the frequent shopper dollars or points amount limit a customer must accumulate to receive the percentage discount. In order for customers at the highest frequent shopper level to receive the maximum percentage discount, the Up To field must contain all 9s. The system automatically allows for a two-digit decimal place.

When using points, the level associated with the "Up To" field is determined by the sum of both points and bonus points during the current accumulation period.

Discount: This is the percentage that is discounted for the customer if they have reached the Up To limit field for the order.

Button Options

Below are button options for the ScanMaster Frequent Shopper Discount Table.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Customer Maintenance Menu.

SAVE: Click on this button (or press Alt-S) to save frequent shopper discount matrix information.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Frequent Shopper Discount Table.

Setting Up Frequent Shopper Discount Matrix

Follow the steps below to set up a frequent shopper discount matrix on your ScanMaster system.

1. Upon accessing the ScanMaster Frequent Shopper Discount Table, enter the desired dollars / points amounts in the Up To data field.

Note: The highest Up To field in the matrix should be set at all 9s so the customer can receive the maximum frequent shopper discount percentage.

2. Press ENTER to advance to the Discount field.
3. Enter the desired discount percentage. Up to 10 frequent shopper discount levels can be defined.
4. If you want to change or delete a specific discount range, click on the specific data field and press the DELETE key on the keyboard and input the correct information. When deleting Up To field amounts, make sure the corresponding percentage is deleted as well.
5. Click on SAVE to save changed or added information on the ScanMaster Frequent Shopper Discount Table or EXIT to abort any changes entered by mistake.

Note: When using frequent shopper dollars, ScanMaster assumes a two-digit decimal point. Therefore, 1000 equals $10 in the Up To field and 10 percent in the Discount field.

The Up To field should increment in order, for example:

Frequent Shopper Level	Up To	Discount
Level 1	2500	0.01 %
Level 2	5000	0.02 %
Level 3	7500	0.03 %
Level 10	99999	0.10 %

Accounts Receivable Menu

The Accounts Receivable Menu is the eighth option on the ScanMaster Customer Maintenance Menu. Click on that button (or press Alt-A) to access the ScanMaster Accounts Receivable Menu.

Accounts Receivable options enable stores to maintain an in-house credit and reporting system for customer accounts. This option permits the posting or adjustment of customer payments and the application of finance charges to customer accounts. It also enables A/R Month-End Close statement printing, as well as aging and activity reporting.

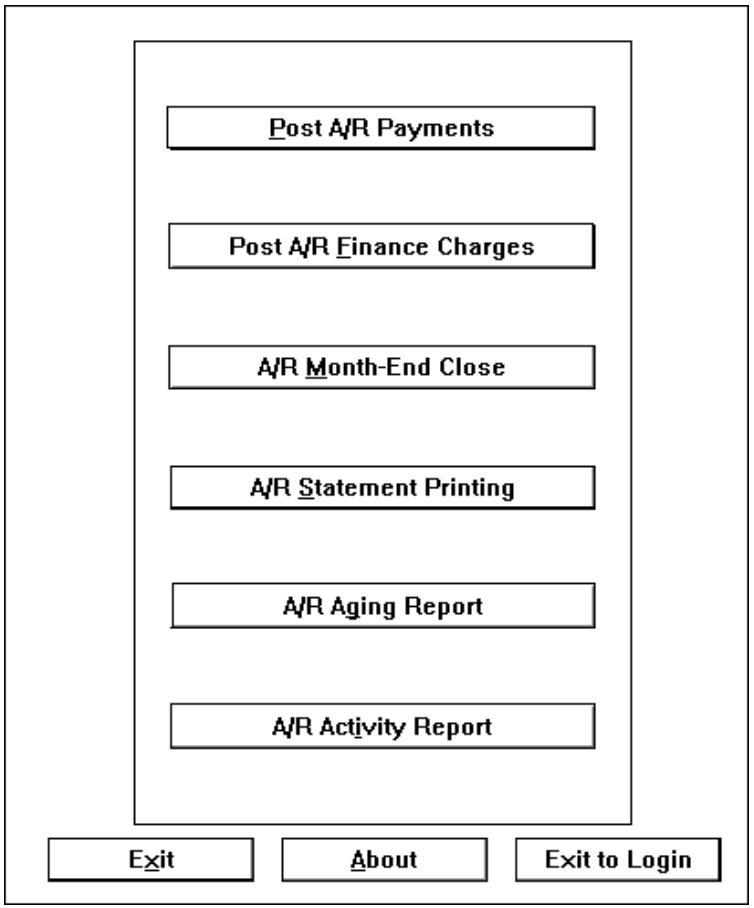


Figure 5-18: A/R Menu A/R Menu Options

The ScanMaster A/R Menu has six options:

- Post A/R Payments
- Post A/R Finance Charges
- A/R Statement Printing
- A/R Month-End Close
- A/R Aging Report
- A/R Activity Report

Post A/R Payments: This option posts customer payments and permits miscellaneous adjustments to be made to a customer account through the back office PC.

Post A/R Finance Charges: This option enables the store to apply a predetermined Annual Percentage Rate (APR) to a customer account with a balance over 30 days old.

A/R Month-End Close: This option applies any payments made to a customer account during that billing period and balances that account. Unpaid balances are carried forward, while overpayments are credited to that account.

A/R Statement Printing: This option provides a detailed, monthly printout (in line item detail) of a customer's account, as well as any balance information brought forward from the previous month.

A/R Aging Report: The A/R Aging Report details the age of outstanding customer balances and lists them in date order.

A/R Activity Report: This option enables the tracking of A/R activity for any given period.

Performing A/R Functions

Several A/R functions can be performed at any time during the month. They include posting A/R payments and finance charges and running the activity or aging reports.

However, Statement Printing must be performed prior to running the Month-End Close option because line item detail is purged when Month-End Close is run.

Statement Printing provides a detailed monthly printout of a customer's account, along with balance information from the previous month.

Month-End Close applies payments to a customer account and balances the account.

Post A/R Payments

This is the first option on the ScanMaster A/R Menu. Click on that button (or press Alt-P) to access the ScanMaster A/R Posting screen.

The Post A/R Payments option posts customer payments and permits miscellaneous adjustments to be made to a customer account through the back office PC.

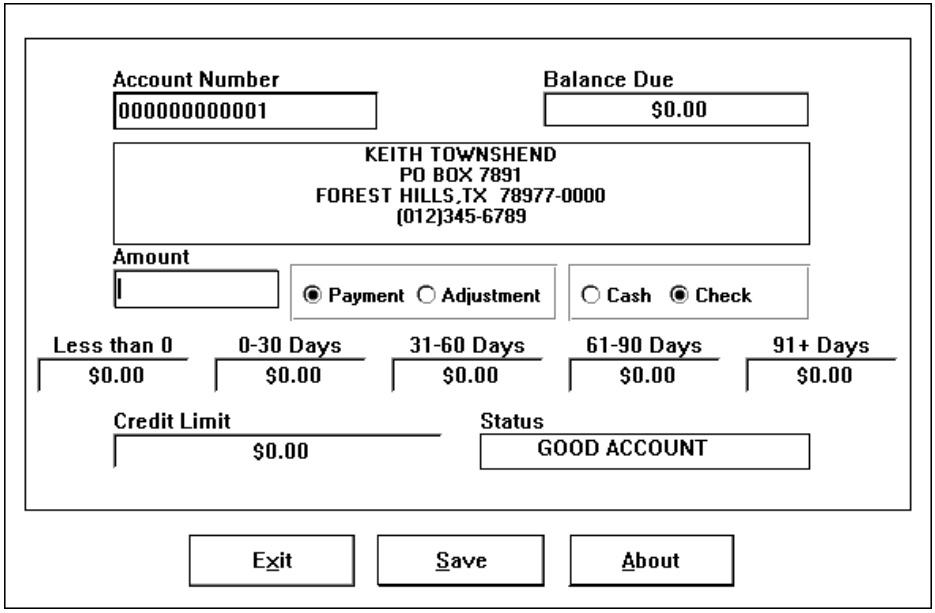


Figure 5-19: A/R Posting Screen

Field Descriptions

Below are field descriptions for the ScanMaster A/R Posting Screen.

Account Number: Twelve (12) digit numeric field. This is the customer's in-store account number.

Balance Due: Display-only field. This field displays the customer's balance due amount.

Amount: Enter the amount of the transaction.

Transaction (Payment or Adjustment): Click the radio for the type of transaction posting against a customer. Payment is an amount the customer is applying to the bill. Adjustment is the adjustment amount for the bill.

Media (Cash or Check): Click the radio button for the method of payment.

Balance Periods: Display Only. This field details the age of the balance due (for example, 0-30 days, 30-60 days, 60-90 days, 90 days or more).

Credit Limit: Display Only. This field lists the maximum amount a customer can charge.

Status: Display Only. This field displays the status of the customer account based on the customer's aged balances and credit limit.

Button Options

Below are button options for the ScanMaster A/R Posting Screen.

EXIT: Click on this button (or press Alt-X) to return to the A/R Menu screen.

SAVE: Click on this button (or press Alt-S) to record posted amounts.

ABOUT: Click on this button (or press Alt-A) for software information about the A/R Posting screen.

Posting A/R Payments

1. To post an A/R Payment, enter the customer account number in the Account Number field on the ScanMaster A/R Posting screen.
2. Upon accessing the desired account, enter the payment amount and choose the transaction and media type (if payment).

Note: Adjustments entered are assumed to add to the credit balance unless a negative number is entered.

3. When finished with customer data entry, click on the Save button to apply the data. The system responds with "Save Payment?" or "Save Adjustment". Click on Yes to save or No to return to the ScanMaster A/R Posting screen.

Post A/R Finance Charges

Post A/R Finance Charges is the second option on the ScanMaster A/R Menu screen. Click on that button (or press Alt-F) to access the ScanMaster A/R Finance Charges screen.

Post A/R Finance Charges enables the store to apply a predetermined Annual Percentage Rate (APR) to a customer account with a balance over 30 days old.

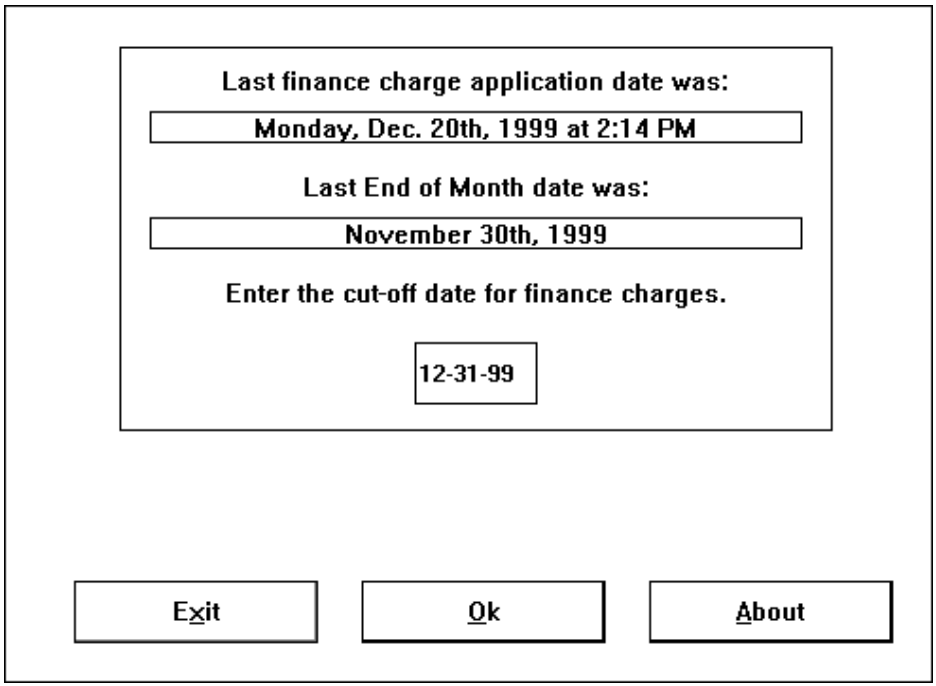


Figure 5-20: A/R Finance Charges Screen

Field Definitions

Below are field definitions for the ScanMaster A/R Finance Charges Screen.

Last finance charge application date was: This field is a display only field that lists the date and time of the last finance charge application.

Last end of Month date was: This field is a display only field that lists the last day for which the A/R Month-End Close routine was completed.

Enter Cut-off date for finance charges: (MMDDYY format). Enter the cut-off date for applying finance charges. The system applies finance charges on account balances as of this date.

Button Options

Below are button options for the ScanMaster A/R Finance Charges Screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster A/R Menu Screen.

OK: Click on this button (or press Alt-O) to apply finance charges.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster A/R Finance Charges Screen.

Posting A/R Finance Charges

1. To post A/R Finance Charges, enter the finance charge cut-off date in the Enter the Cut-off date for Finance Charges field.

Note: The date entered into this field is the date the system applies finance charges to customer accounts. Both marking customer accounts for finance charges and selecting their desired APR are performed on the ScanMaster Customer Maintenance screen. Finance charges are not applied to accounts not marked at this screen.

2. Click on the OK button. The system responds with "Finance Charges Applied". Click the OK button to return to the A/R Finance Charge screen.

A/R Month-End Close

A/R Month-End Close is the third option on the ScanMaster A/R Menu screen. Click on that button (or press Alt-M) to access the ScanMaster A/R Month-End Close screen.

The A/R Month-End Close option consolidates customer activity during the monthly billing period and balances that account. Unpaid balances are carried forward, while overpayments are credited to that account.

Note: Line item detail is consolidated into one balance brought forward record during month-end processing. Therefore, A/R Statement Printing must be performed prior to month-end. Otherwise, line item detail is lost.

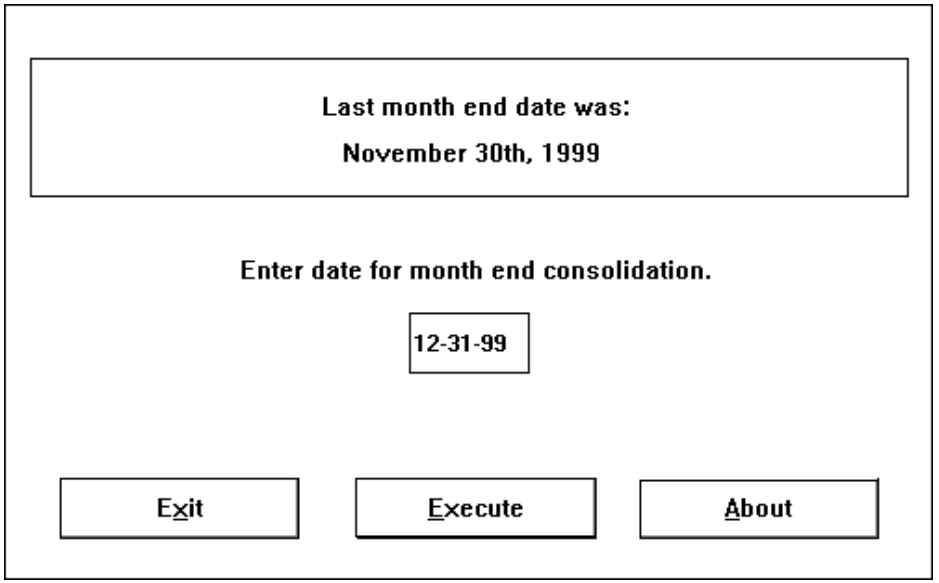


Figure 5-21: A/R Month-End Close Screen

Field Definitions

Below are field definitions for the ScanMaster A/R Month-End Close Screen.

Last end of Month date was: This is a display only field that lists the last day for which the A/R Month-End Close routine was completed.

Enter date for month end consolidation: (MMDDYY format). Enter the date for applying month-end consolidation.

Button Options

Below are button options for the ScanMaster A/R Finance Charges Screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster A/R Menu Screen.

OK: Click on this button (or press Alt-O) to consolidate monthly activity.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster A/R Month-End Screen.

Closing Month-End

1. To consolidate monthly A/R activity, enter the month end date in the Enter date for month end consolidation field.

Note: Make sure that finance charges have been applied for this month before proceeding.

2. Click on the OK button. The systems responds with "Note: Once a month is complete finance charges will not be able to be applied. Are you sure you wish to continue?" Click the Yes button to continue consolidation or click No to return to the A/R Finance Charge screen.

A/R Statement Printing

A/R Statement Printing is the fourth option off the ScanMaster A/R Menu screen. Click on that button (or press Alt-S) to access the ScanMaster A/R Statement Printing Screen.

The A/R Statement Printing option provides a detailed, monthly printout (in line item detail of the transaction total only) of a customer's account, as well as any balance information brought forward from the previous month.

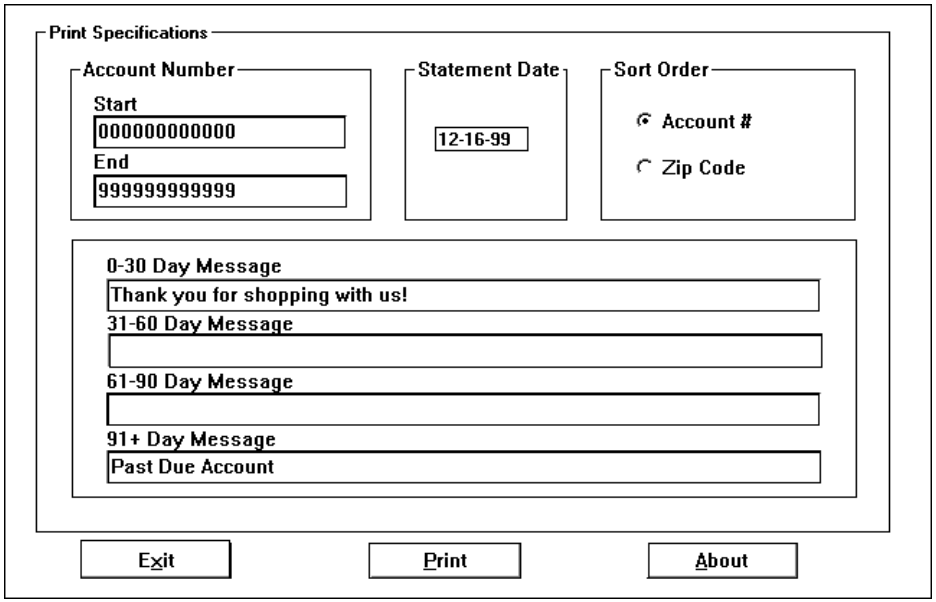


Figure 5-22: A/R Statement Printing Screen

Field Descriptions

Below are field descriptions for the ScanMaster A/R Statement Printing Screen.

Account Number: Twelve (12) digit numeric field. You can select the range of account numbers you want to print.

Statement Date: Type in the month, date, and year for the desired printing date. Dashes are automatically inserted. For single digit days or months, add a zero before the number and type in the complete year. Example: May 5, 1999 = 05-05-99.

Sort Order: Account Number or Zip Code. Click on the desired radio button for the ascending print order of the statements.

Statement Message: You can create a customized 60-character alpha/numeric message to appear on the customer's statement. Different messages can be created for 0-30 days, 31-60 days, 61-90 days, or 91 days or more.

Button Options

Below are the button options for the ScanMaster A/R Statement Printing Screen.

EXIT: Click on this button (or press Alt-X) to exit to the A/R Menu screen.

PRINT: Click on this button (or press Alt-P) to send the statement to the printer.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster A/R Statement Printing screen.

Printing A/R Statements

1. To print an A/R Statement, simply enter the range of the account numbers to be printed in the Account Number range fields and enter the statement date in the Statement Date field.
2. Select the desired sort order ("Account Number" or "Zip Code"). Optional User-defined messages can be customized for the various statement dates. An example is "Thank you for shopping with us!"

3. Upon completing the desired data fields, click on the PRINT button to print the A/R Statement for the range of customer accounts listed.

Note: Make sure paper is properly aligned in the printer before clicking PRINT to ensure the statement is printed properly.

Ajax Supermarket
P O Box 1450
Pittsburgh PA 15222-1450

Date
05/31/1999

Account No.
000002684406

Kramden Bus Lines
1529 East 153rd Street
Carnegie PA 15314

$_____
Amount Remitted

Please Detach and Return this Portion with your Payment

Date	Code	Reference	Charges and Credits	Balance
03/31/99	BF	BO950331	$161.65	$161.65
04/01/99	PU	03030834	$27.99	$189.64
04/03/99	PU	04050980	$5.48	$195.12
04/03/99	PU	04051039	$3.32	$198.44
04/04/99	PU	04051443	$16.13	$214.57
04/14/99	PY	02040038	-$214.57	$0.00
04/14/99	PU	04055848	$21.25	$21.25

0-30 Days	31-60 Days	61-90 Days	91+ Days	Amount Due
$0.00	$21.25	$0.00	$0.00	$21.25

Codes: PU-Purchase PY-Payment RF-Refund FC-FinChrg AD-Adjust BF-BalFwd

Finance Charge Annual Percentage Rate: 18.00%
Thank you for shopping with us! Page 1 of 1

Figure 5-23: Sample A/R Statement

Note: This size of this statement has been reduced for reproduction purposes. Actual statements are printed on 8 1/2 X 11 sheets of paper.

A/R Aging Report

The A/R Aging Report is the fifth option on the ScanMaster A/R Menu screen. Click on that button (or press Alt-G) to access the ScanMaster A/R Aging Report.

The A/R Aging Report details a list of outstanding transactions and customer balances. These are listed in date order.

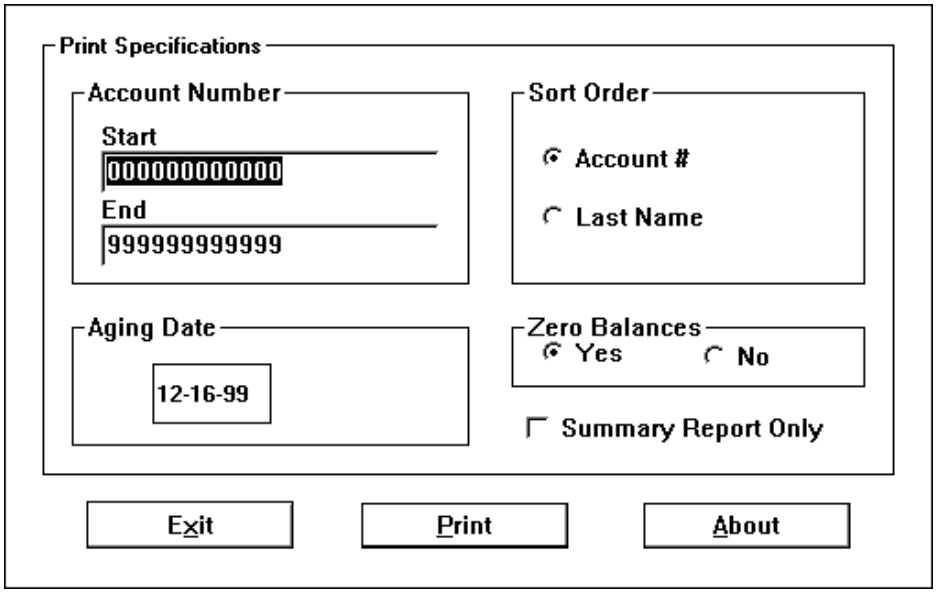


Figure 5-24: A/R Aging Report Screen

Field Descriptions

Below are field descriptions and button options for the ScanMaster A/R Aging Report Screen.

Account Number: Twelve (12) digit numeric field. You can select the range of account numbers you choose to print.

Sort Order: Account Number or Last Name. Click the radio button for the desired sort order of the report.

Aging Date: Enter the aging "as of" date for the report.

Zero Balances: "Yes" or "No" option. Select "Yes" to include all A/R customers on the aging report and "No" to include only those customers with balances.

Summary Report Only: Click on this check box to select a summary A/R Aging Report instead of a detailed report. The summary report lists only totals, while the regular report lists detailed breakdowns.

Button Options

Below are button options for the ScanMaster A/R Aging Report Screen.

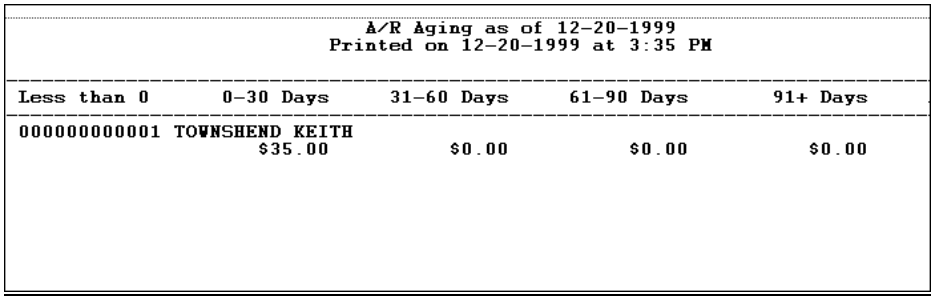
EXIT: Click on this button (or press Alt-X) to exit to the A/R Menu screen.

PRINT: Click on this button (or press Alt-P) to view the statement on-line or send it to a printer.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster A/R Aging Report screen.

Creating A/R Aging Reports

1. To create an A/R Aging Report, enter the range of the account numbers for the aging report in the Account Number range fields.
2. Select the desired sort order ("Account Number" or "Last Name").
3. Enter an aging date in the Aging Date field (MMDDYY format) and select a "Yes" or "No" option in the Zero Balances field. Select "Yes" to include all A/R customer statements in the aging report or "No" to include only those customers with balances.
4. Click on PRINT to generate the report and display it to the screen.
5. Click on PRINT to send the report to the printer or EXIT to return to the A/R Aging Report screen.



A/R Aging as of 12-20-1999
Printed on 12-20-1999 at 3:35 PM

Less than 0	0-30 Days	31-60 Days	61-90 Days	91+ Days
000000000001 TOWNSHEND KEITH				
	$35.00	$0.00	$0.00	$0.00

Figure 5-25: Sample A/R Aging Report

A/R Activity Report

The A/R Activity Report is the sixth option on the A/R Menu screen. Click on that button (or press Alt-I) to access the ScanMaster A/R Activity Report.

The A/R Activity Report enables the tracking of A/R activity for any given period. It shows information about each store charge by account number. The activity information includes account number, customer name, transaction number, date, type (purchase, payment) and amount.

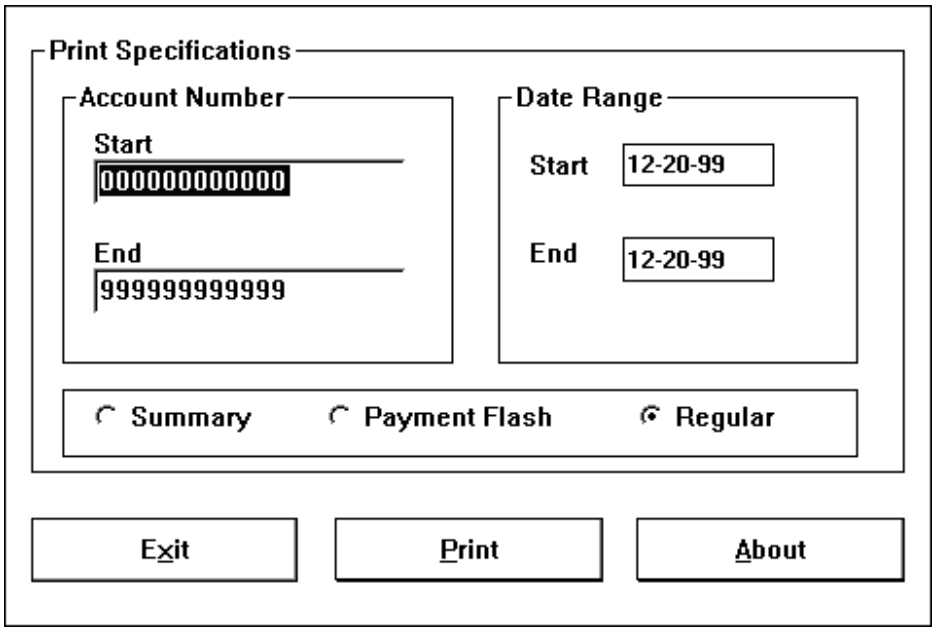


Figure 5-26: A/R Activity Report Screen

Field Definitions

Below are field definitions for the ScanMaster A/R Activity Report Screen.

Account Number: Twelve (12) digit numeric field. You can select the range of account numbers you want to sort for the activity report.

Date Range: Type in the month, day, and year for the desired starting and ending dates for the activity report. Dashes are automatically inserted. For single digit days or months, add a zero before the number and type in the complete year. Example: June 5, 1999 = 06-05-99.

Summary: Click on this radio button to print activity totals only.

Payment Flash: Click on this radio button for a report of all payments entered into the system.

Regular: Click on this radio button for a detailed activity report.

Button Options

Below are button options for the ScanMaster A/R Activity Report Screen.

EXIT: Click on this button (or press Alt-X) to exit to the A/R Menu screen.

PRINT: Click on this button (or press Alt-P) to view the statement on-line or send it to a printer.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster A/R Activity Report.

Creating A/R Activity Reports

1. To create an A/R Activity Report, enter the range of the account numbers for the activity report in the Account Number range fields.
2. Enter a start and end date (MMDDYYYY format) in the Date Range field.
3. Select the desired report type by clicking the radio button: Summary, Payment Flash or Regular.
4. Click on PRINT to generate the report and display it to the screen.
5. Click on PRINT to send the report to the printer or EXIT to return to the A/R Aging Report screen.

```
                          A/R Activity Report
                for the period 12-20-1999 through 12-20-1999
                          Printed on 12-20-1999

-------------------------------------------------------------------------------
Acct Number  Customer Name
-------------------------------------------------------------------------------

000000000001 TOWNSHEND KEITH
               AD991220  12/20/99  Adjustment                $50.00
               AD991220  12/20/99  Adjustment               -$10.00
               PY991220  12/20/99  Payment                  -$10.00
               AD991220  12/20/99  Adjustment                $10.00
               AD991220  12/20/99  Adjustment                 $5.00
               PY991220  12/20/99  Payment                  -$10.00


                          A/R Activity Report
                for the period 12-20-1999 through 12-20-1999
                          Printed on 12-20-1999

-------------------------------------------------------------------------------
Totals Report
-------------------------------------------------------------------------------
 Finance Charges: +       $0.00
 Purchases:       +       $0.00
 Payments:        -      $20.00
 Adjustments:     +      $55.00
 Refunds:         -       $0.00
```

Figure 5-27: Sample A/R Activity Report

Level Code Maintenance

Level Code Maintenance is the tenth option on the Customer Maintenance Menu. Click on that button (or press Alt-F) to access the ScanMaster Level Code Maintenance screen.

Use this screen to create descriptions for the various frequent shopper levels set up on your ScanMaster system. Through this screen, names can be attached to each of the nine levels.

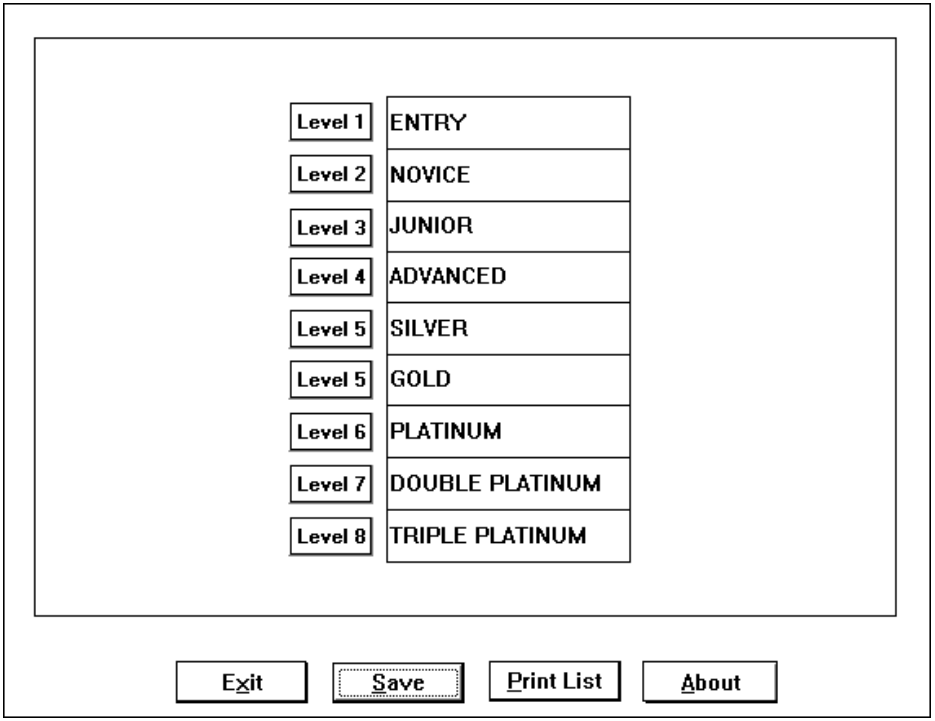


Figure 5-28: Level Code Maintenance Screen

Field Descriptions

Below are field descriptions for the Level Code Maintenance Screen.

Level (1-8): Fifteen (15) character alphanumeric field. Click on the desired data field across from the Level # and enter a description.

Button Options

Below are button options for the Level Code Maintenance Screen.

EXIT: Click on this button (or press Alt-X) to exit the Level Code Maintenance screen without saving any changes.

SAVE: Click on this button (or press Alt-S) to save changes made to the Level Code Maintenance screen.

PRINT LIST: Click on this button (or press Alt-P) to print a list of the Level Codes on this screen.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Level Code Maintenance screen.

Using the Level Code Maintenance Screen

Follow the steps below to assign names to the different Frequent Shopper Levels on your ScanMaster system. Names can be attached to each of the nine levels.

1. Click in the data field portion of the level to which you want to assign a name.
2. Type in the desired name you want to attach to that Frequent Shopper Level. The name can be up to 15 characters in length.
3. Use the mouse, Tab or Enter keys to navigate the data fields.
4. Click the **Save** button to save the changes.
5. To print a hard copy list of the various Frequent Shopper Level names, click the **Print List** button.
6. Press **Exit** to return to the Customer Menu.

Host Customer File Configurator

Customer Host Configuration is the eleventh option on the Customer Maintenance Menu. Click on that button (or press Alt-H) to access the ScanMaster Customer Host Configuration screen.

Customer Hosting enables stores to replace existing customer file information (on a field-by-field basis) with customer file information imported from the host.

This utility is known as the Host Customer File Configurator. Its file name is H2CUSCFG.EXE. When a customer file (SSXCUSP) is imported from the host, the host customer configurator lets the system know whether or not to replace or retain existing customer file information. It is written to the following file: `F:\Grocery\SMWH2CUS.CFG`.

The configuration utility has the exact same fields as the customer file, but stores can pick and choose the fields they want to overwrite with the new, imported host information. In addition, stores can select the days of the week on which they want to overwrite customer file fields.

Note: Customer file hosting must be performed consistently (using either the regular hosting method or the Host Customer File Configurator) in order to maintain accurate customer information. If stores use the Host Customer File Configurator to perform customer file hosting, that method must be used each time a customer file is imported. Stores cannot use the configurator on selected days and perform regular customer file hosting on other days. One method or the other must be used.

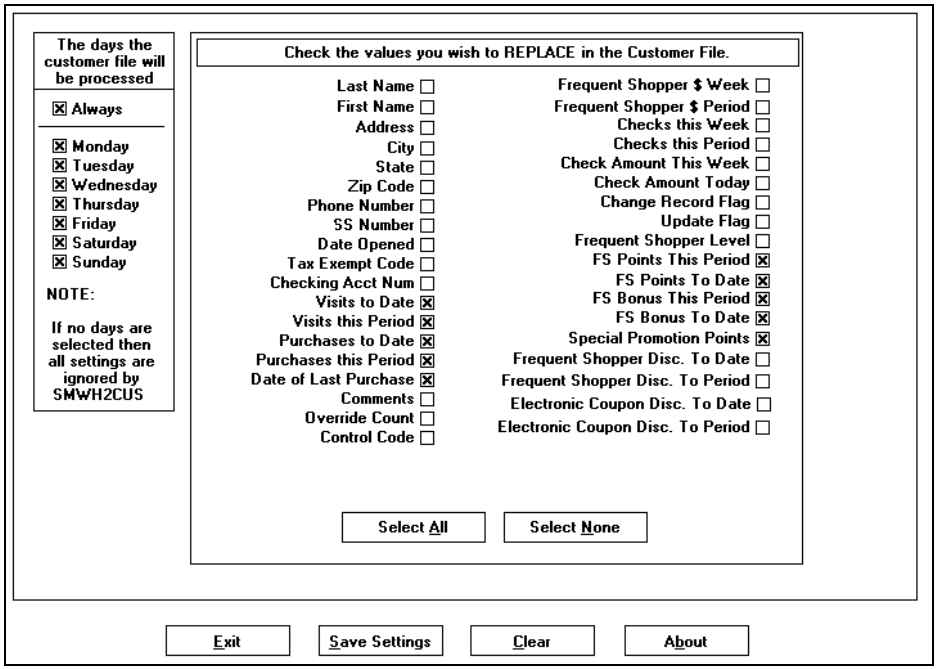


Figure 5-29: Host Customer File Configurator Screen

Field Descriptions

See the field descriptions of the Customer File Maintenance screen in Chapter 5: Maintaining Customer Data.

Button Options

Below are button options for the ScanMaster Host Customer File Configurator screen.

SELECT ALL: Click on this button to select all Customer File fields on the Host Customer File Configurator screen. An "X" in the checkbox indicates the field is selected. When host customer file information is imported, local customer file fields are replaced with the hosted information.

SELECT NONE: Click on this button to de-select any selections made to the Host Customer File Configurator screen. Selecting this option clears the screen of any selections.

EXIT: Click on this button (or press Alt-X) to exit the Host Customer File Configurator screen.

SAVE SETTINGS: Click on this button to save the configuration settings.

CLEAR: Click on this button to clear settings for the entire Host Customer File Configuration screen (including days on which to import host information).

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Host Customer File Configurator screen.

Launching the Host Customer File Configurator

There are several ways to launch the Host Customer File Configurator screen.

- From the ScanMaster Customer Maintenance Menu
- From the Microsoft Windows NT Task Bar
- From a batch file on the User Defined Menu

Launching the Configurator from the Windows NT Task Bar

Follow the steps below to launch the Host Customer File Configurator from the Microsoft Windows NT Task Bar:

1. Click **Start → Run** from the Microsoft Windows NT Task Bar.

   The Run dialog box displays.

2. At the Run prompt, type **`C:\Grocery\H2CUSCFG.EXE`** and click OK:

   Note: To delete the hosted file after processing, the command line, /D, must be added to end of the H2CUSCFG.EXE line.

   The Host Customer File Configurator screen displays.

3. The user can now configure ScanMaster to receive hosted customer file information.

Launching the Configurator from the User Defined Menu

A button option to launch the Host Customer File Configurator can be placed on ScanMaster's User Defined Menu (located off the System Services main menu option). This is created using a text editor and then linked to the SMWXMENU.MNU file.

Follow the steps below to create a menu option to launch the Host Customer File Configurator from ScanMaster's User Defined Menu.

1. Create a .BAT file from a text editor (for example, Windows Notepad or MS-DOS EDIT).
2. The .BAT file should contain the following two lines:

   ```
   H2CUSCFG.EXE
   SMWXMENU.EXE
   ```

   Note: To delete the hosted file after processing, the command line, /D, must be added to end of the H2CUSCFG the line.
3. Save the .BAT file (for example, HOSTCFG.BAT) and place it in the C:\GROCERY directory.
4. Link the .BAT file to the User-Defined Menu.

   Using the text editor, edit SMWXMENU.MNU. The first two lines are used by the program. Do not edit these two lines. Place a description of the program (for example, host config) on the third line, then place the .BAT file name directly under the description line.

   SMWXMENU.MNU example:

   Line 1 = user-defined programs
   Line 2 = smwxmenu.exe
   Line 3 = Host Config *(This is the program description.)*
   Line 4 = .BAT file name *(.BAT file name created above.)*

Using the Host Customer File Configurator

After accessing the Host Customer File Configurator, settings can now be configured to receive host customer file information.

Through this configurator, the user has the option to replace existing customer file information (entirely or on a field-to-field basis) with customer file information imported from the host. In addition, the user can select the day of the week on which that information is to be replaced.

Follow the steps below to use the Host Customer File Configurator.

1. Select the day (or days) of the week on which information is to be replaced. This can be done on a day-by-day basis or the Always option can be selected to perform this function every day.
2. Select the Customer File fields that will be replaced with the imported host customer file information. The user can pick and choose the desired individual fields or click the Select All button to replace information in every field.
3. Click on the Save Settings button to save the selected settings.
4. Click on the Exit button to exit the configurator.

Host Customer File Record Layout

The record layout for the Host Customer File is displayed on the following pages. The record layout name and length is listed below.

Name: GRCCUST.BTR
Record Length: 398

Field Name	Field Length	Field Position	Field Type
Action Code	1	1	ALPHA: A - Add; U - Update; D - Delete; H - Header; I - Ignore
ACCOUNT #	12	2-13	NUMERIC RJ0
NAME LAST	25	14-38	ALPHA-NUMERIC LJS
NAME FIRST	25	39-63	ALPHA-NUMERIC LJS
ADDRESS	25	64-88	ALPHA-NUMERIC LJS
CITY	15	89-103	ALPHA-NUMERIC LJS
STATE	2	104-105	ALPHA-NUMERIC LJS
ZIP CODE	9	106-114	NUMERIC RJ0
PHONE #	10	115-124	NUMERIC RJ0
SOCIAL SECURITY #	9	125-133	NUMERIC RJ0
DATE ACCOUNT OPENED	6	134-139	NUMERIC MMDDYY
TAX EXEMPT CODE	12	140-151	ALPHA-NUMERIC RJ0
CHECKING ACCOUNT #	12	152-163	NUMERIC RJ0
# OF VISITS TO DATE	3	164-166	NUMERIC RJ0
# OF VISITS THIS PERIOD	3	167-169	NUMERIC RJ0
PURCHASE AMOUNT TO DATE	9	170-178	NUMERIC RJ0
PURCHASE AMT THIS PERIOD	9	179-187	NUMERIC RJ0
DATE OF LAST PURCHASE	6	188-193	NUMERIC MMDDYY
COMMENTS	30	194-223	ALPHA-NUMERIC LJS
OVERRIDE COUNT	3	224-226	NUMERIC RJ0
ACCOUNT STATUS	1	227	NUMERIC
FREQ SHOP $$$ TO DATE	9	228-236	NUMERIC RJ0
FREQ SHOP $$$ THIS PERIOD	9	237-245	NUMERIC RJ0
# CHECKS TODAY	1	246	NUMERIC
# CHECKS THIS WEEK	1	247	NUMERIC
AMOUNT CHECKS TODAY	9	248-256	NUMERIC WHOLE $
AMOUNT CHECKS WEEK	9	257-265	NUMERIC WHOLE $
RECORD CHANGED FLAG	1	266	0 OR 1
UPDATE FLAG	1	267	0 OR 1

Field Name	Field Length	Field Position	Field Type
FREQ. SHOPPER LEVEL	1	268	NUMERIC RJ0
POINTS THIS PERIOD	9	269-277	NUMERIC RJ0
POINTS TO DATE	9	278-286	NUMERIC RJ0
BONUS POINTS THIS PERIOD	9	287-295	NUMERIC RJ0
BONUS POINTS TO DATE	9	296-304	NUMERIC RJ0
SPECIAL PROMO POINTS	9	305-313	NUMERIC RJ0
FREQ. SHOPPER DISC. TD	9	314-322	NUMERIC RJ0
FREQ. SHOPPER DISC. PTD	9	323-331	NUMERIC RJ0
ELEC. COUPON TD	9	332-340	NUMERIC RJ0
ELEC. COUPON PTD	9	341-349	NUMERIC RJ0
BLANKS	47	350-396	0F
CR	1	397	0D
LF	1	398	0A

RJO – Right Justified Zero-Filled
LJS – Left Justified
Blank, CR, and **LF** are Hex values

Chapter 6: **Communications**

Communications is the sixth option on the ScanMaster Main Menu. Click on that button (or press ALT + M) to access the ScanMaster Host Menu.

Since host communications (and communication packages) vary from store to store, this menu is entirely user-defined. Stores can configure this menu to meet their specific needs.

Before creating your Communications Menu, several steps must be performed:

- Copy SMWXMENU.EXE (User-Defined Menu executable) to SMWTMENU.EXE (Communications Menu executable)
- Build the SMWTMENU.MNU file using an ASCII file editor.

Note: Please refer to the ***User Defined Menu*** section of ***Chapter 7: System Services*** for information on how to build and configure a user-defined menu.

The purpose of Communications is to allow the Point of Sale PCs to communicate with another location. This option may consist of options such as: Call Host, Set up to receive a call.

The screenshot displayed below depicts how a user might configure a ScanMaster Communication Menu.

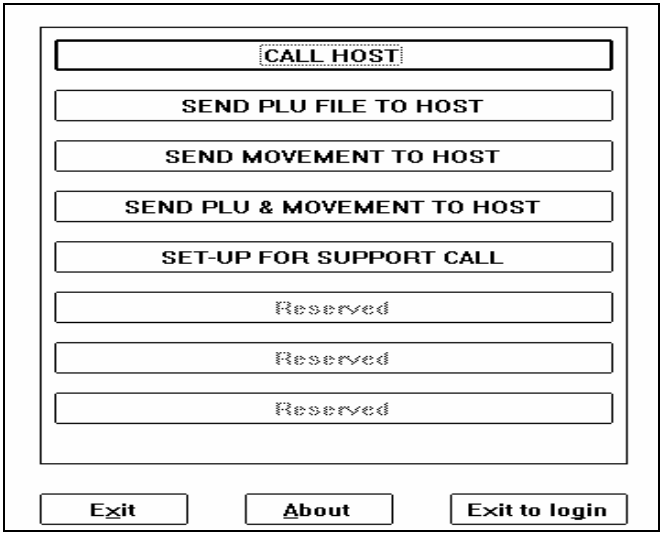


Figure 6-1: Host Menu

This chapter covers Host Communications through the ScanMaster System.

File changes made at the host-level can be downloaded to the store-level using this feature.

Information received from the host is stored in the directory F:/Grocery/Host until it is applied at the store level.

The following sections contain ScanMaster files that can be hosted.

Host Record Layouts

The ScanMaster System utilizes the following Host Record Layouts:

- Host Customer File
- Host Negative Check File
- Host In-store Charge File
- Host Batch Conversion File
- Host Electronic Coupon File

Host Customer File: Downloading customer information from the host can make changes and additions to a store's customer file. This layout shows the field names, lengths and types.

Host Negative Check File: Changes and additions to a store's negative check file can be made by downloading negative check information from the host. This layout shows the field names, lengths, and types.

Host In-store Charge File: Changes and additions to a store's in-store check file can be made by downloading in-store charge information from the host. This layout shows the field names, lengths, and types.

Host Batch Conversion File: Changes and additions to batches can be made by downloading batch information from the host. This program converts batch files from an ASCII format (*.asc) to batch files in a btrieve format (*.btr).

Host Electronic Coupon File: Changes and additions to a store's electronic coupon file can be made by downloading electronic coupon information from the host. This layout shows the field names, lengths, and types.

Customer Hosting

An important feature in ScanMaster's remote communication package is customer information hosting.

ScanMaster provides a single interface to import customer information in ASCII format and to convert it to ScanMaster format. The SMWH2CUS.EXE program performs this task. It allows for maintaining customer information (adding, deleting and updating) at the host level and then importing that new information to the store level.

The SMWH2CUS program can import and convert information for three ScanMaster files. They are:

- Customer File Hosting
- Negative Check File Hosting
- In-store Charge File Hosting

Host Customer File

Customer information maintained at the host level can be changed and passed on to store level using the Host Customer File.

When customer information is changed at the host-level, it is then downloaded to the store-level where it is applied to the ScanMaster System.

For example, if a customer address is changed at the host-level, that information is downloaded to ScanMaster System at the store-level so the customer's new address is available.

Sending a Host Customer File

The process is initiated at the host level. The host customer file is created in an ASCII file format (using ScanMaster host customer file record layout specifications listed below) and transmitted to the store via modem.

The transmitted file is placed in the ScanMaster Server's LAN drive \GROCERY\HOST folder with the following default name: SSXCUSP. The directory path for sending a host customer file should be as follows:

```
F:\Grocery\Host\SSXCUSP
```

Converting a Host Customer File

After receiving the file, it can be converted to the ScanMaster Btrieve format. This is accomplished by running the SMWH2CUS.EXE program.

ScanMaster currently supports two types of host customer file formats (Pre-Release 5 and Release 5 formats).

Host customer file conversions can be performed manually by adding the conversion program to the User Defined Menu (see "User Defined Menu" in Chapter 7, "System Services") or automatically by including the program in ScanMaster's End-of-Day process.

Note: To delete the hosted file after processing, the command switch /D must be added to the command line.

Note: Customer totals are not overwritten by host file information. Those fields include: # of Visits to Date; # of Visits this Period; Purchase Amt. To Date; Purchase Amt. This Period; Date of Last Purchase; Override Count; Freq. Shp. $$$ to Date; Freq. Shp. $$$ this Period; # Checks Today; # Checks this Week; Amt. Checks Today; and Amt. Checks this Week.

The record layout for the Host Customer File is displayed on the following pages. The record layout name and length is listed below:

File Name:	GRCCUST.BTR
Record Length:	398 bytes (Including the Action Code, CR and LF.)

Host Customer File Record Layout

Field Description	Field Length	Field Position	Field Type
Action Code	1	1	ALPHA: A – Add; U – Update; D – Delete; H – Header; I – Ignore
Account #	12	2 – 13	Numeric RJ0
Name, Last	25	14 – 38	Alphanumeric LJS
Name, First	25	39 – 63	Alphanumeric LJS
Address	25	64 – 88	Alphanumeric LJS
City	15	89 – 103	Alphanumeric LJS
State	2	104 – 105	Alphanumeric LJS
Zipcode	9	106 – 114	Alphanumeric LJS
Phone #	10	115 – 124	Numeric RJ0
Social Security #	9	125 – 133	Numeric RJ0
Date Account Opened	6	134 – 139	Numeric MMDDYY
Tax Exempt Code	12	140 – 151	Alphanumeric RJ0
Checking Account #	12	152 – 163	Numeric RJ0
# of Visits to Date	3	164 – 166	Numeric RJ0
# of Visits this Period	3	167 – 169	Numeric RJ0
Purchase Amt. to Date	9	170 – 178	Numeric RJ0
Purchase Amt. this Period	9	179 – 187	Numeric RJ0
Date of Last Purchase	6	188 – 193	Numeric MMDDYY
Comments	30	194 – 223	Alphanumeric LJS
Override Count	3	224 – 226	Numeric RJ0
Account Status	1	227	Numeric
Freq. Shp. $$$ to Date	9	228 – 236	Numeric RJ0
Freq. Shp. $$$ this Period	9	237 – 245	Numeric RJ0
# Checks Today	1	246	Numeric
# Checks this Week	1	247	Numeric
Amt. Checks Today	9	248 – 256	Numeric RJ0

Field Description	Field Length	Field Position	Field Type
Amt. Checks this Week	9	257 – 265	Numeric RJ0
Record Changed Flag	1	266	0 or 1
Update Flag	1	267	0 or 1
Freq. Shopper Level	1	268	Numeric RJ0
Points this Period	9	269 – 277	Numeric RJ0
Points to Date	9	278 – 286	Numeric RJ0
Bonus Points this Period	9	287 – 295	Numeric RJ0
Bonus Points to Date	9	296 – 304	Numeric RJ0
Special Promo Points	9	305 – 313	Numeric RJ0
Freq. Shopper Disc. TD	9	314 – 322	Numeric RJ0
Freq. Shopper Disc. PTD	9	323 – 331	Numeric RJ0
Elec. Coupon TD	9	332 – 340	Numeric RJ0
Elec. Coupon PTD	9	341 – 349	Numeric RJ0
Blank	47	350 – 396	0F
CR	1	397	0D
LF	1	398	0A

RJ0 means Right Justified with leading zeroes
LJS means Left Justified
Blank, CR, and **LF** are Hex values

Host Negative Check File

Negative Check information maintained at the host level can be changed and passed on to the store level using the Host Negative Check File.

When negative check information is changed at the host-level, it is then downloaded to the store-level and applied to the ScanMaster System.

For example, customers continually writing bad checks can be flagged in the Host Negative Check File. This information can then be downloaded to the store-level to prohibit that customer from writing checks at other stores.

Sending a Host Negative Check File

The process is initiated at the host level. The host negative check file is created in an ASCII file format (using ScanMaster host negative check file record layout specifications) and transmitted to the store via modem).

The transmitted file is placed in ScanMaster's LAN drive\GROCERY\HOST folder with the following default name: SSXNCFP. The directory path for sending a host negative check file should be as follows:

```
F:\Grocery\Host\SSXNCFP
```

Converting a Host Negative Check File

After receiving the file, it can be converted to the ScanMaster Btrieve format. This is accomplished by running the SMWH2CUS.EXE program.

Host Negative Check File conversions can be performed manually by adding the conversion program to the User Defined Menu (see "User Defined Menu" in Chapter 7, "System Services") or automatically by including the program in ScanMaster's End-of-Day process.

Note: To delete the hosted file after processing, the command switch /D must be added to the command line.

The record layout for the Host Negative Check File is displayed on the next page. The record layout name and length is listed below:

File Name:	GRCNCHEK.BTR
Record Length:	317 bytes (Including the Action Code, CR and LF.)

Host Negative Check File Record Layout

Field Description	Field Length	Field Position	Field Type
Action Code	1	1	ALPHA: A – Add; U – Update; D – Delete; H – Header; I – Ignore
Account #	20	2 – 21	Numeric RJ0
Name, Last	25	22 – 46	Alphanumeric LJS
Name, First	25	47 – 71	Alphanumeric LJS
Address	25	72 – 96	Alphanumeric LJS
City	15	97 – 111	Alphanumeric LJS
State	2	112 – 113	Alphanumeric
Zipcode	9	114 – 122	Alphanumeric LJS
Phone #	10	123 – 132	Numeric RJ0
Social Security #	9	133 – 141	Numeric RJ0
Date Account Opened	6	142 – 147	Numeric MMDDYY
Tax Exempt Code	12	148 – 159	Alphanumeric RJ0
Checking Account #	20	160 – 179	Numeric RJ0
# of Checks Tendered	3	180 – 182	Numeric RJ0
# of NSF Checks	3	183 – 185	Numeric RJ0
Checks Tendered Amount	7	186 – 192	Numeric RJ0
NSF Checks Amount	7	193 – 199	Numeric RJ0
Date of Last Visit	6	200 – 205	Numeric MMDDYY
Comments	30	206 – 235	Alphanumeric LJS
Override Count	3	236 – 238	Numeric RJ0
Account Status	1	239	Numeric
Transit/Routing Number	9	240 – 248	Numeric RJ0
Blank	67	249 – 315	0F
CR	1	316	0D
LF	1	317	0A
TRANSIT/ROUTING NUMBER, ACCOUNT #			

RJ0 means Right Justified with leading zeroes
LJS means Left Justified
Blank, CR, and **LF** are Hex values

Host In-Store Charge File

In-Store charge information maintained at the host-level can be changed and passed on to the store-level using the Host In-Store Charge File.

When in-store charge information is changed at the host-level, it is then downloaded to the store-level and applied to the ScanMaster System.

There are several reasons for using the Host In-Store Charge File. Among them are:

- Changing a customer's credit limit
- Applying customer finance charges
- Changing the Annual Percentage Rate

Sending a Host In-Store Charge File

This process is initiated at the host level. The host in-store charge file is created in an ASCII file format (using ScanMaster's host in-store charge file record layout specifications) and transmitted to the store via modem.

The transmitted file is placed in ScanMaster's LAN drive \GROCERY\HOST folder with the following default name: SSXCRGP. The directory path for sending a host in-store charge file should be as follows:

```
F:\Grocery\Host\SSXCRGP
```

Converting a Host In-Store Charge File

After receiving the file, it can be converted to the ScanMaster Btrieve format. This is accomplished by running the SMWH2CUS.EXE program.

Host in-store charge file conversions can be performed manually by adding the conversion program to the User Defined Menu (see "User Defined Menu" in Chapter 7, "System Services") or automatically by including the program in ScanMaster's End-of-Day process.

Note: To delete the hosted file after processing, the command switch /D must be added to the command line.

The record layout for the Host In-Store Charge File is displayed on the next page. The record layout name and length is listed below:

File Name:	GRCHARGE.BTR
Record Length:	103 bytes (Including the Action Code, CR and LF.)

Host In-Store Charge File Record Layout

Field Description	Field Length	Field Position	Field Type
Action Code	1	1	ALPHA: A – Add; U – Update; D – Delete; H – Header; I – Ignore
Account #	12	2 – 13	Numeric RJ0
Date Account Opened	6	14 – 19	Numeric MMDDYY
Charge Limit	6	20 – 25	Numeric RJ0 (0 Decimals)
Charge Status	1	26	Numeric RJ0
Date of Last Payment	6	27 – 32	Numeric MMDDYY
Amount of Last Payment	8	33 – 40	Numeric RJ0
Current Account Balance	8	41 – 48	Numeric RJ0
Previous Account Balance	8	49 – 56	Numeric RJ0
Validation Page #	2	57 – 58	Numeric RJ0
Validation Line #	2	59 – 60	Numeric RJ0
Finance Charge	1	61	0 or 1
APR	4	62 – 65	Numeric RJ0
Blank	35	66 – 100	0F
Update Flag	1	101	0 or 1
CR	1	102	0D
LF	1	103	0A

RJ0 means Right Justified with leading zeroes
Blank, CR, and **LF** are Hex values

Host Batch Conversion File

Batch information maintained at the host level can be changed and passed on to the store level using the Host Batch Conversion File.

When batch information is changed at the host level, it is then downloaded to the store level where it is applied to the ScanMaster System.

For example, if items or prices are changed at the host level, that information is downloaded to the ScanMaster System at the store level so the new batch information is available.

Sending A Host Batch File

The process is initiated at the host level. Batches are created in an ASCII file format (using ScanMaster host batch record layout specifications) and transmitted to the store via modem.

The file(s) are placed in the LAN drive\GROCERY\HOST folder (for example F:\GROCERY\HOST) using the following naming convention:

host###.asc (for example host001.asc).

The directory path for sending a host batch conversion file should follow this example:

```
F:\grocery\host\host001.asc.
```

Note: Multiple batch files can be downloaded from the host; however, each must have a unique number. For example, host001.asc, host002.asc, host003.asc, etc.

Converting a Host Batch File

After receiving the file, ScanMaster can convert the file to a Btrieve format and then delete the original ASCII file.

Host batch conversions can be performed *manually* by adding the conversion program (SMWASC2B.EXE) to the User Defined Menu (see "User Defined Menu" in Chapter 7, "System Services") or *automatically* by including the program in ScanMaster's End-of-Day process.

The record layout and header record for the Host Batch Conversion File is displayed on the following pages. The record layout name and length is listed below:

File Name:	LOCALxxx.BTR HOSTxxx.BTR OFFSLxxx.BTR MASSxxx.BTR xxx = the batch number.
Record Length:	509 bytes (Including the Action Code, CR and LF.)

Host Batch File Record Layout

Field Description	Field Length	Field Position	Field Type
Action Code	1	1	ALPHA: A – Add; U – Update; D – Delete; H – Header; I – Ignore
UPC	20	2 – 22	Numeric RJ0
Description	16	23 - 38	Alphanumeric LJS
Department	4	39 – 42	Numeric RJ0
Sub Department	4	43 – 46	Numeric RJ0
Item Type	1	47	Numeric 0 – Unit; 1 – Split Qty; 2 – Scale; 4 – Store Coupon; 9 – Linked.
Item Price	6	48 – 53	Numeric RJ0
Split Qty	2	54 – 55	Numeric RJ0
Split Price	6	56 – 61	0 or 1
Food Stamp Status	1	62	0 or 1
Tax 1 Status	1	63	0 or 1
Tax 2 Status	1	64	0 or 1
Tax 3 Status	1	65	0 or 1
Discount 1 / 4 Status	1	66	Numeric
Discount 2 / 5 Status	1	67	Numeric
Frequent Shopper Status	1	68	0 or 1
Enforce / Inhibit Qty	1	69	Numeric
Limited Qty	2	70 - 71	Numeric RJ0
Limited Price	6	72 – 77	Numeric RJ0
Bottle Link	2	78 – 79	Numeric RJ0
Mix & Match	4	80 – 83	Numeric RJ0
Report Code	4	84 - 87	Numeric RJ0
Reserved for EBO	12	88 – 99	0F
Ad Level	1	100	Numeric RJ0

Field Description	Field Length	Field Position	Field Type
Visual Verify	1	101	0 or 1
Receipt Coupon Number	4	102 - 105	Numeric RJ0
Restrict Sale	1	106	Numeric
0 – No Restriction; 1 – Restrict Sales; 4 – No Coupon Multiple; 5 – Restrict Sales and No Coupon Multiple; 6 – No Coupon and No Coupon Multiple; 7 – Restrict Sales, No Coupon and No Coupon Multiple			
Unit Cost	9	107 - 115	Numeric RJ0 (5 Decimals)
Case Cost	9	116 – 124	Numeric RJ0 (5 Decimals)
Case Qty	4	125 – 128	Numeric RJ0
Commodity Code	8	129 - 136	Numeric RJ0
Date of Last Maintenance	6	137 – 142	Numeric MMDDYY
WIC Status	1	143	0 or 1
Reserved	1	144	Numeric
Reserved for EBO	1	145	0F
Vendor Number	8	146 – 153	Alphanumeric LJS
Item Number	10	154 – 163	Alphanumeric LJS
Reserved for EBO	37	164 – 200	0F
Ad Flag	1	201	0 or 1
Reserved	2	202 – 203	Numeric RJ0
Regular Price	6	204 – 209	Numeric RJ0
Price Link	20	210 – 229	RJ0
Reserved for EBO	38	230 – 267	0F
Pack Size	4	268 – 271	Numeric RJ0
Unit Size	9	272 – 280	Alphanumeric LJS
Unit Measure	2	281 – 282	Numeric RJ0
Reserved for EBO	6	283 – 288	0F
Aisle	3	289 – 291	Numeric RJ0
Shelf	3	292 – 294	Numeric RJ0
Location	3	295 – 297	Numeric RJ0
Stock Number	3	298 – 300	Numeric RJ0

Field Description	Field Length	Field Position	Field Type
Tag Quantity	3	301 – 303	Numeric RJ0
Note: Aisle, Shelf, Location, Stock Number and Tag Quantity; Maximum 254, Minimum 0.			
Family Code 1	3	304 – 306	Numeric RJ0
Family Code 2	3	307 – 309	Numeric RJ0
Reserved for EBO	18	310 – 327	0F
Tare Code	2	328 – 329	Numeric RJ0
Weight	6	330 – 335	Numeric RJ0
Master Link Item Flag	1	336	0 or 1
Reserved for EBO	20	337 – 356	0F
Adjective Price Code	4	357 – 360	Numeric RJ0
Points	6	361 – 366	Numeric RJ0
Bonus Points	6	367 – 372	Numeric RJ0
Free Item Flag	1	373	0 or 1
Exclude from Min. Purchase	1	374	0 or 1
Long Description	30	375 – 404	Alphanumeric LJS
Blank	103	405 – 507	0F
CR	1	508	0D
LF	1	509	0A

RJ0 means Right Justified with leading zeroes
LJS means Left Justified
Blank, CR, and **LF** are Hex values

Host Batch File Header Record

Field Description	Field Length	Field Position	Field Type
Action Code	1	1	Alpha H-Header
UPC	20	2 – 21	Numeric “99999999999999999999”
Description	30	22 – 51	Alphanumeric LJS
Batch Type Description	20	52 – 71	Alphanumeric LJS
# of Items	5	72 – 76	Numeric RJ0
Applied Flag	1	77	0 or 1
Blanks	18	78 – 95	0F
Creation Date	6	96 – 101	Numeric MMDDYY
Activation Date	6	102 – 107	Numeric MMDDYY
Blank	1	108	0F
Offsale Flag	1	109	0 or 1
Blank	397	110 – 506	0F
CR	1	507	0D
LF	1	508	0A

RJ0 means Right Justified with leading zeroes
LJS means Left Justified
Blank, CR, and **LF** are Hex values

Host Electronic Coupon File

Electronic coupon information maintained at the host level can be changed and passed on to the store level using the Host Electronic Coupon File.

When electronic coupon information is changed at the host level, it is then downloaded via modem to the store level where it is applied to the ScanMaster System.

For example, if new electronic coupons are created or existing ones changed at the host level, that information is downloaded to the ScanMaster System at the store level so the new electronic coupon information is available.

Sending an Electronic Coupon File

The process is initiated at the host level. Electronic coupons are created in an ASCII file format (using ScanMaster host electronic coupon layout specifications) and transmitted to the store via modem.

The file(s) are placed in the LAN drive\GROCERY\HOST folder (for example F:\GROCERY\HOST) using the following naming convention:

ec####.asc (for example ec0001.asc).

The directory path for sending a host electronic coupon file should follow this example:

```
F:\grocery\host\ec0001.asc.
```

Note: Multiple electronic coupon files can be downloaded from the host, however, each must have a unique number. For example, ec0001.asc, ec0002.asc, ec0003.asc, etc.

Converting a Host Electronic Coupon File

After receiving the file, ScanMaster can write the information into the Btrieve coupon file and then delete the original ASCII file.

ScanMaster currently supports two types of host electronic coupon file record layout formats. Host electronic coupon files can be converted to the ScanMaster format through: SMWECACT.EXE or SMWECAC2.EXE.

Host electronic coupon conversions can be performed *manually* by adding the conversion program (SMWECACT.EXE or SMWECAC2.EXE) to the User Defined Menu (see "User Defined Menu" in Chapter 7, "System Services") or *automatically* by including the program in ScanMaster's End-of-Day process.

The record layout and header record for the Host Electronic Coupon File is displayed on the following pages. The record layout name and length is listed below:

File Name:	GRCPOINT.BTR
Record Length:	373 bytes (Including the Action Code, CR and LF.)

Host Electronic Coupon ASCII File Record Layout (SMWECACT.EXE)

Field Description	Field Length	Field Position	Field Type
Action Code	1	1	ALPHA: A – Add; U – Update; D – Delete; H – Header; I – Ignore
UPC	20	2 – 21	Numeric RJ0
Vendor #	12	22 – 33	Numeric RJ0
Commodity Code #	12	34 – 45	Numeric RJ0
Department #	4	46 –49	Numeric RJ0
Report Code	4	50 – 53	Numeric RJ0
Description	30	54 – 83	Alphanumeric LJS
Coupon Type	1	84	Numeric 0 – Mfg. Coupon 1 – Store Coupon
Discount Type	1	85	Alpha % - Percent Discount $ - Amount Discount
Discount Amount	6	86 – 91	Numeric RJ0
Buy Qty / Weight	6	92 – 97	Numeric RJ0
Get Qty / Weight	6	98 – 103	Numeric RJ0
Limited Qty / Weight	6	104 – 109	Numeric RJ0
Start Date	6	110 – 115	Numeric MMDDYY M = Month D = Day Y = Year
Start Time	6	116 – 119	Numeric HHMM H = Hours M = Minutes
End Date	6	120 – 125	Numeric MMDDYY
End Time	6	126 – 129	Numeric HHMM
Freq. Shopper Points	6	130 – 135	Numeric RJ0

Field Description	Field Length	Field Position	Field Type
Freq. Shopper Bonus Points	6	136 – 141	Numeric RJ0
Coupon Print Code	4	142 – 145	Numeric RJ0
Promotion Code	20	146 – 165	Numeric RJ0
Movement:			
Current Cpn. Qty	6	166 – 171	Numeric RJ0
Current Cpn. Amount	9	172 – 180	Numeric RJ0
Current Freq. Shp. Pnts	12	181 – 192	Numeric RJ0
Current Freq. Shp. Bonus Pnts	12	193 – 204	Numeric RJ0
Period Cpn. Qty	6	205 – 210	Numeric RJ0
Period Cpn. Amount	9	211 – 219	Numeric RJ0
Period Freq. Shp. Pnts	12	220 – 231	Numeric RJ0
Period Freq. Shp Bonus Pnts	12	232 – 243	Numeric RJ0
Close Date	6	244 – 249	Numeric MMDDYY
Freq. Shopper Level	1	250	Numeric
Minimum Purchase Amount	7	251 – 257	Numeric RJ0
Mix Match	4	258 – 261	Numeric RJ0
Total Sale	7	262 – 268	Numeric RJ0
Department Total	7	269 – 275	Numeric RJ0
Sort Department	4	276 – 279	Numeric RJ0
Redemption Value	6	280 – 285	Numeric RJ0
Bundle Code	2	286 – 287	Numeric RJ0
Weighted Flag	1	288	0 or 1 0 – Non-Weighted 1 – Weighted
Favor Flag	1	289	0, 1, or 2 0 – Not Used 1 – Favor store Favor Customer
Blank	82	290 – 371	0F

Field Description	Field Length	Field Position	Field Type
CR	1	372	0D
LF	1	373	0A

RJ0 means Right Justified with leading zeroes
LJS means Left Justified
Blank, CR, and **LF** are Hex values

Host Electronic Coupon ASCII File Record Layout (SMWECAC2.EXE)

Field Description	Field Length	Field Position	Field Type
Action	1	1	A = Add D = Delete U = Update
UPC	20	2 - 21	Numeric RJ0
Vendor #	12	22 - 33	Numeric RJ0
Commodity Code #	12	34 - 45	Numeric RJ0
Department #	4	46 - 49	Numeric RJ0
Description	30	50 - 79	Alphanumeric LJS
Coupon Type	1	80	Numeric 0 = Mfg. Coupon 1 = Store Coupon
Discount Type	1	81	Alpha % = Percent Discount $ = Amount Discount
Discount Amount	6	82 - 87	Numeric RJ0
Buys	3	88 - 90	Numeric RJ0
Gets	3	91 - 93	Numeric RJ0
Limited Qty	3	94 - 96	Numeric RJ0
Start Date	6	97 - 102	Numeric MMDDYY
Start Time	4	103 - 106	Numeric HHMM
End Date	6	107 - 112	Numeric MMDDYY
End Time	4	113 - 116	Numeric HHMM
Freq. Shopper Points	6	117 - 122	Numeric RJ0
Freq. Shopper Bonus Points	6	123 - 128	Numeric RJ0
Coupon Print Code	4	129 - 132	Numeric RJ0
Promotion Code	4	133 - 136	Numeric RJ0
Current Cpn. Qty	6	137 - 142	Numeric RJ0
Current Cpn. Amount	9	143 - 151	Numeric RJ0
Current Freq. Shp. Pnts	12	152 - 163	Numeric RJ0
Current Freq. Shp. Bonus Pnts	12	164 - 175	Numeric RJ0
Period Cpn. Qty	6	176 - 181	Numeric RJ0
Period Cpn. Amount	9	182 - 190	Numeric RJ0
Period Freq. Shp. Pnts	12	191 - 202	Numeric RJ0
Period Freq. Shp. Pnts	12	203 - 214	Numeric RJ0
Close Date	6	215 - 220	Numeric MMDDYY
Freq. Shopper Level	1	221	Numeric
Minimum Purchase Amount	7	222 - 228	Numeric RJ0
Bundle Code	2	229 - 230	Numeric RJ0
Mix Match	3	231 - 233	Numeric RJ0
Total Sale	7	234 - 240	Numeric RJ0
Department Total	7	241 - 247	Numeric RJ0
Sort Department	4	248 - 251	Numeric RJ0
Blank	65	252 - 316	0F
Carriage Return	2	317 - 318	0D
Line Feed			0A

RJ0 means Right Justified with leading zeroes
LJS means Left Justified
Blank, CR, and **LF** are Hex values

Auditing Changes to the Item File and Host Batches

ScanMaster provides an optional audit trail log to track store-level changes made to the item file via direct item maintenance or through applied batches. These changes are recorded in file ITRAIL.LOG.

When this feature is activated (the "Use Item Trail Feature" option must be turned on in the Back Office Control File), ScanMaster creates an audit trail to track item file and batch activity. This flag causes the programs SMWITEM.EXE (Direct Item Maintenance) and SMWBAPLY.EXE (Apply Batch File) to write information to the ITRAIL.LOG file.

ITRAIL.LOG documents any adds, changes or deletes to the item file, as well as any applied batch sent down from a host.

This feature is primarily used in hosting. It ensures file integrity and enables the host to see any changes made to the item file at store level.

ScanMaster stores this file in the following folder:

```
<Lan drive>:\Grocery\Files\Log\ITRAIL.LOG.
```

Note: This file was designed to be easily pulled back by the host once item file or applied batch changes are made. However, once this file is pulled back by the host, it should be deleted from the server because it can be appended and the system will keep writing to the file. This could create auditing problems if numerous item file and applied batch changes are continually written to this file.

When this feature is enabled, if no ITRAIL.LOG file exists (if it had been deleted by host), it starts a new ITRAIL.LOG file.

This file can be viewed or printed from any ASCII viewer.

ITRAIL.LOG Record Layout

Key Fields	Field Description	Field Length	Field Position	Field Type
	ACTION CODE N = NEW ITEM D = DELETE B = BEFORE CHANGE A = AFTER CHANGE	1	1	ALPHA
	ITEM FILE	300	2-301	(MATCHES ITEM FILE LAYOUT)
	SECURITY LEVEL (MAKING CHANGE)	2	302-303	ALPHANUMERIC
	EMPLOYEE ID (MAKING CHANGE)	3	304-306	NUMERIC

Chapter 7: **System Services**

The purpose of this chapter is to enable you to perform the various system services of the ScanMaster System. The System Service Menu contains the following submenu options: View Security Log, View / Delete Suspend / Lock Files, the User-Defined Menu, Label Printing, Third Party Menu, Electronic Journal Back-up, and System Back-up.

System Services is option ten on the ScanMaster Main Menu. Click on that button (or press Alt-S) to access the ScanMaster System Services Menu.

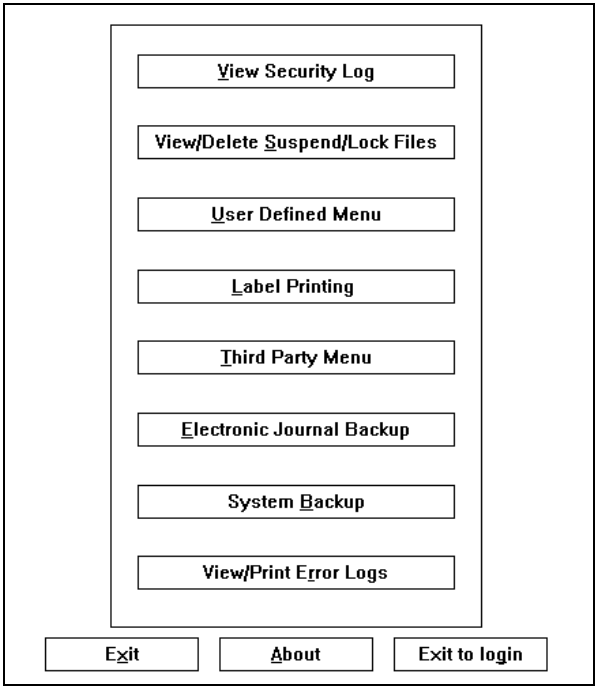


Figure 7-1: System Services Menu

System Services Menu Options

There are eight options on the ScanMaster System Services Menu. They are:

- View Security Log
- View / Delete Suspend / Lock Files
- User Defined Menu
- Label Printing
- Third Party Menu
- Electronic Journal Back-Up
- System Back-Up
- View / Print Error Log

Click on EXIT to return to the ScanMaster Main Menu or EXIT TO LOGIN to exit from the system.

View Security Log provides an up-to-the-minute listing of employee activity on the ScanMaster System. Listed in time and date order, the log details who logged on the system, what functions they used, and from which PC.

View/Delete Suspend/Lock Files enables you to view / delete suspended files, view / delete error log files, and unlock shared files (notfound, random and suspend). A lock file prevents the system from sharing.

The **User Defined Menu** enables you to create a customizable menu at the store-level for specialized DOS applications.

Label Printing enables you to print shelf labels, shelf signs, and product labels.

Third Party Menu enables the user to access optional software modules (for example, Shrink Trax).

Electronic Journal Back-Up enables you to protect your electronic journal data files by saving them to a tape back-up.

The **System Back-Up** feature enables you to back up your entire system -- Back Office PC, File Server, and all data files -- to a tape back-up.

The **View/Print Error Logs** button launches the ScanMaster View / Delete Logs and Unlock Flags Files Menu.

View Security Log

View Security Log is the first option on the ScanMaster System Services Menu. Click on that button (or press Alt-V) to access the ScanMaster ASCII File Viewer screen.

View Security Log provides an up-to-the-minute, online listing of employee activity on the ScanMaster System. Listed in time and date order, the log details who logged on the system, what functions they used, and from which PC. Click PRINT to print a hard copy of this log.

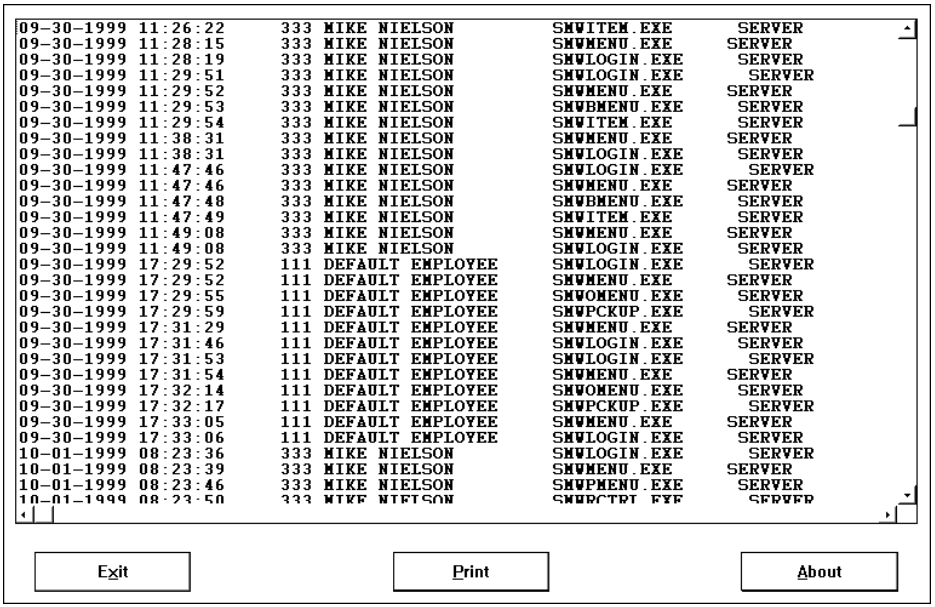


Figure 7-2: View Security Log Screen

Field Descriptions

Below are field descriptions for the ScanMaster ASCII File Viewer screen.

Date: The date the user was signed on to the ScanMaster System.

Time: The time the user was signed on to the ScanMaster System.

Employee Name: The login name of the employee who used the system.

Programs: The ScanMaster programs accessed by that employee.

PC Name: The name of the PC -- File Server PC or Back Office PC or the name given each PC during installation of ScanMaster -- from which the system was accessed.

Button Options

Below are button options for the ScanMaster ASCII File Viewer screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster System Services Menu.

PRINT: Click on this button (or press Alt-P) to print the ScanMaster Security Log.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Security Log.

View/Delete Suspend/Lock Files

View / Delete Suspend / Lock Files is the second option on the ScanMaster System Services Menu. Click on that button (or press Alt-S) to access the ScanMaster View / Delete / Unlock Logs and Busy Flag Files screen.

View / Delete Suspend / Lock Files enables you to view / delete suspended files, view / delete error log files, and unlock shared files (notfound, random and suspend). A lock file prevents the system from sharing.

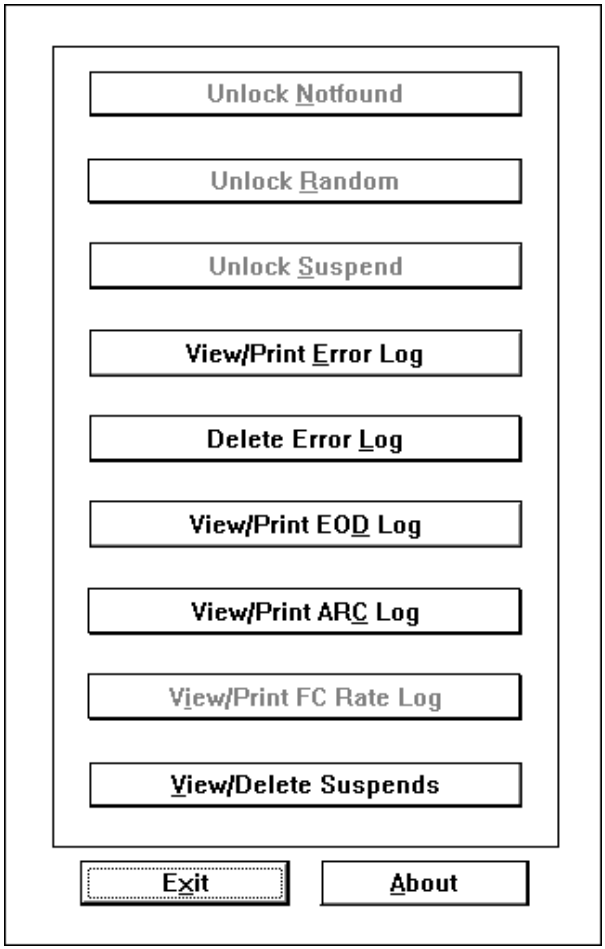


Figure 7-3: View/Delete Logs & Unlock Flag Files Menu

Menu Options for ScanMaster View/Delete Logs and Unlock Flag Files

There are nine options on the ScanMaster View / Delete Logs and Unlock Flags Files Menu. They are:

- Unlock Notfound
- Unlock Random
- Unlock Suspend
- View / Print Error Log
- Delete Error Log
- View / Print EOD Log
- View / Print ARC Log
- View / Print FC Rate Log
- View / Delete Suspends

Using the View/Delete Logs and Unlock Flag Files Options

Options on this menu enable the user to view and delete any locked or suspended data files on the ScanMaster System.

System data files may become locked or suspended for a number of reasons (for example, a power outage). If the file was in use on a POS workstation at the time, the file may become locked and other POS workstations may not be able to access the file.

The system displays a warning message detailing the locked file (for example, "SUSPEND.DAT busy, Please try again"). Check to see if the file is in use elsewhere on the system and retry. If no one is using the file and the POS workstation still displays the message, select the correct option to unlock the file you need to release (for example, Unlock Suspend). This action unlocks the file and enables all POS workstations to access the file. These files are shared data files, so only one POS workstation / Back Office can access the file at a time.

Unlock Notfound

Any scanned item not found in the Item File is written to the NOTFOUND.DAT file. By selecting the Unlock Notfound button (or pressing Alt-N), items in this file are automatically deleted.

Unlock Random

The RANDOM.HLD file is used to identify and keep track of random winners on the ScanMaster System. By selecting the Unlock Random button (or pressing Alt-R), this file is automatically deleted.

Unlock Suspend

SUSPEND.DAT is the file where suspended sales are written. By selecting the Unlock Suspend button (or pressing Alt-S), all suspended sales are deleted.

View/Print Error Log

Click on this button (or press Alt-E) to access the View / Print Error Log. The View / Print Error Log provides a listing of all application errors that have occurred on the Back Office PC, as well as the time, date, and brief description of the error.

Note: A POS workstation indicates the number of suspended transactions pending since the screen was refreshed. The screen refreshes at the beginning of a new sale and updates with the new suspended transactions.

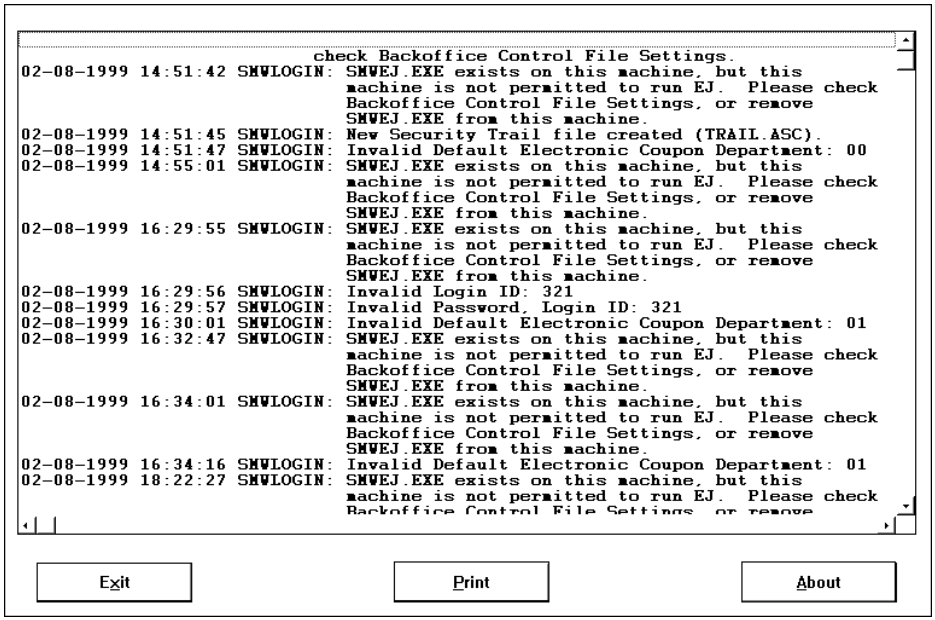


Figure 7-4: View/Print Error Log Screen

Delete Error Log

Click on this button (or press Alt-L) to delete the system's error log. Selecting this button purges the listing of application errors on the system.

View/Print EOD Log

Click on this button (or press Alt-D) to access the End of Day Log. The EOD Log provides a listing of all processes and warning messages that occurred during the end of day, as well as the time, date, and a brief description.

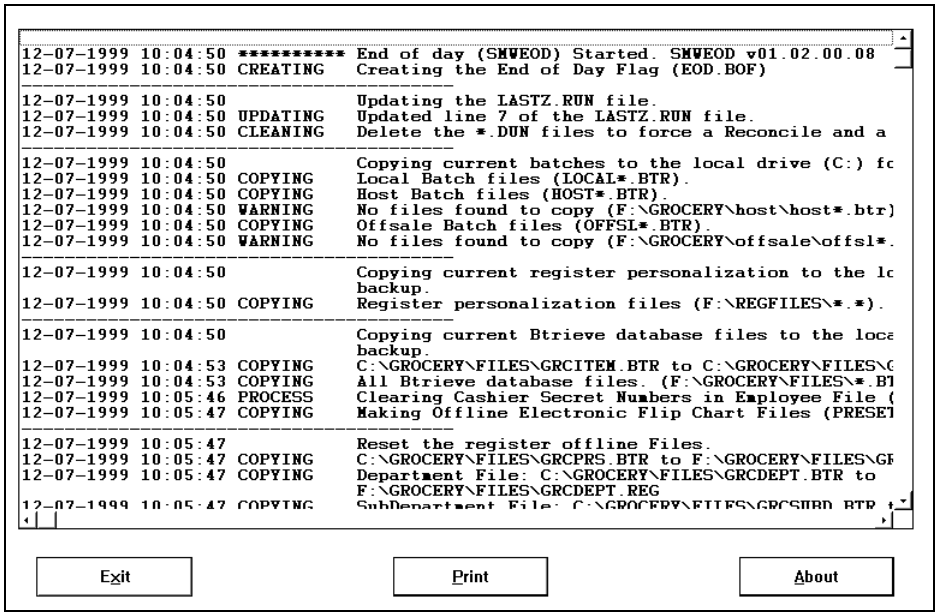


Figure 7-5: View/Print EOD Log Screen

View/Print ARC Log

Click on this button (or press Alt-C) to access the Archive Log. The ARC Log provides a listing of all file archive activity that has occurred, as well as the time, date, activity type and a brief description.

View/Print FC Rate Log

Click on this button (or press Alt-I) to access the Foreign Currency Rate Log. The FC Rate Log provides a listing of all foreign currency rate changes including the time and date of the change, the employee who initiated the change and the new exchange rate.

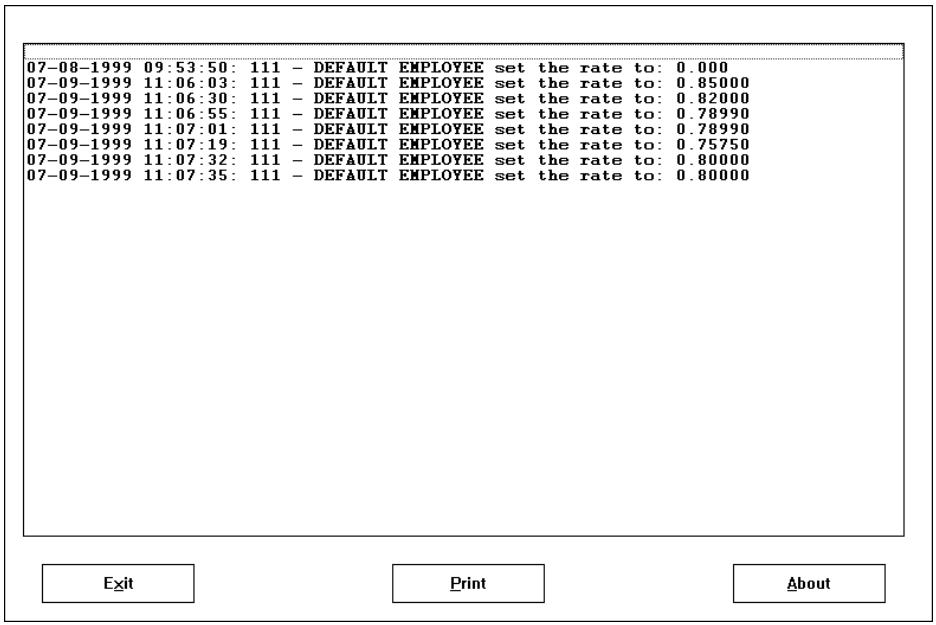


Figure 7-6: Foreign Currency Rate Log Screen

Field Descriptions

Below are field descriptions for the Foreign Currency Rate Log screen. All fields on this screen are Read-only fields.

Date: This field displays the calendar date (mmddyyyy format) that the foreign currency exchange rate was changed on the ScanMaster system.

Time: This field displays the military time that the foreign currency exchange rate was changed on the ScanMaster system.

Employee Number: This field displays the three-digit employee number of the employee who changed the foreign currency exchange rate on the ScanMaster system.

Employee Name: This field displays the name of the employee who changed the foreign currency exchange rate on the ScanMaster system.

New Foreign Currency Exchange Rate: The field displays the new foreign currency exchange.

Button Options

Below are button options for the ScanMaster Foreign Currency Rate Log screen.

EXIT: Click on this button (or press Alt-X) to exit the ScanMaster Foreign Currency Rate Log. The system prompts to save any unsaved changes made to information in this record.

PRINT: Click on this button (or press Alt-P) to print the Foreign Currency Rate Log.

ABOUT: Click on this button (or press Alt-A) for software information about the Foreign Currency Rate Log.

View/Delete Suspends

Click on this button (or press Alt-V) to access the ScanMaster Delete Suspended Sales screen. There can be up to 99 global suspended transactions on the system. By selecting this button, you can view and remove suspended sales from the ScanMaster System. This is not a detailed list of each transaction, but a summary list of all suspended transactions. Simply click on the desired transaction you want to delete and then click on the DELETE button to remove it from the system.

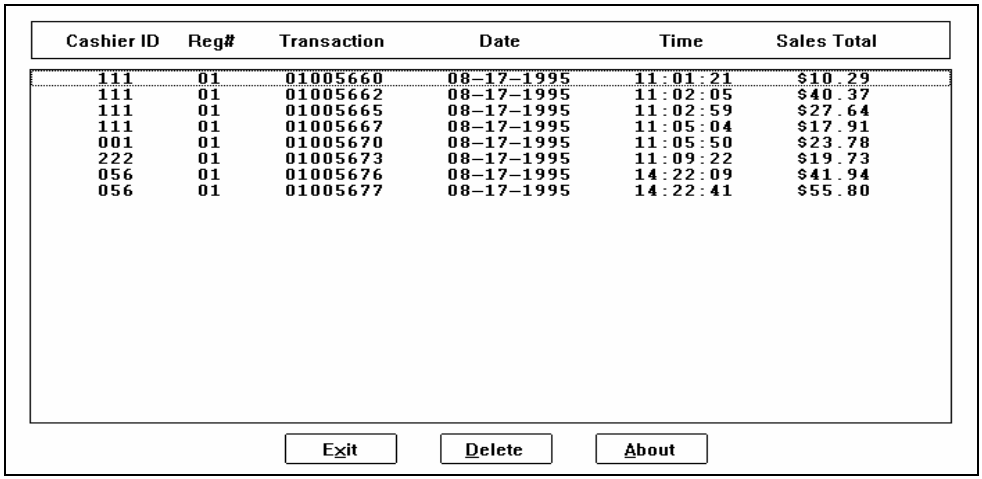


Figure 7-5: Delete Suspended Sales Screen

Field Descriptions

Below are field descriptions for the ScanMaster Delete Suspended Sales screen.

Cashier ID: Three (3) digit cashier number.

Reg. #: POS workstation where the sale was suspended.

Transaction: Transaction number assigned to that sale.

Date: The date the sale was suspended.

Time: The time the sale was suspended.

Sales Total: The subtotal of the sale at the time it was suspended.

Button Options

Below are button options for the ScanMaster Delete Suspended Sales screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster View / Delete Log / Lock Files screen.

DELETE: Click on this button (or press Alt-D) to delete suspended sales from the ScanMaster System.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Delete Suspended Sales screen.

User Defined Menu

The User Defined Menu is the third option on the ScanMaster System Services Menu. Click on that button (or press Alt-U) to access the ScanMaster User Defined Menu.

This is a customizable menu that is used at the store-level for specialized DOS applications.

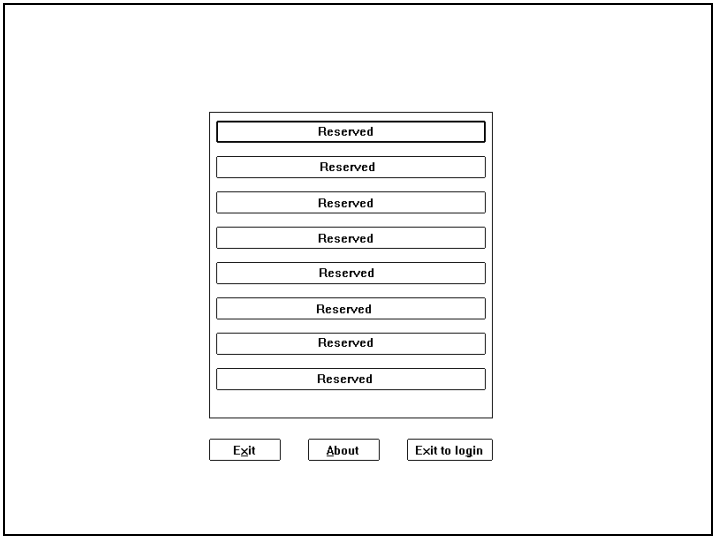


Figure 7-6: User-Defined Menu

Editing the User-Defined Menu

Since this menu is user-defined, you can customize up to eight options to meet your needs. These options are created in a text editor and are linked to the SMWXMENU.MNU file. Below is an example of how to customize this menu.

Example: The store wants to create a DOS Tape Backup of the Grocery File Directory. In order to do this, you would follow the steps below.

1. Create a .BAT file from a text editor (MS-DOS 6.0 EDIT).
2. Enter the information the .BAT file should process (see the sample .BAT file below).

   ```
   cd\tape
   tape backup c:\grocery\files\*.* /-a /t="backup"
   cd\grocery
   smwxmenu.exe
   ```
   (This is needed to return to the ScanMaster User-Defined Menu.)
3. Place the .BAT file in the C:\GROCERY directory.
4. Link the .BAT file to the User-Defined Menu.

   Using the text editor, edit SMWXMENU.MNU. The first two lines are used by the program. Do not edit these two lines. Place a description of the program [TAPE BACKUP] on the third line, then place the .BAT filename directly under the description line.

   SMWXMENU.MNU example:

   Line 1 = user-defined programs
   Line 2 = smwxmenu.exe
   Line 3 = tape backup *(This is the program description.)*
   Line 4 = tape1.bat *(Actual .BAT file with extension.)*

Label Printing

Label Printing is the fourth option on the ScanMaster System Services Menu. Click on that button (or press Alt-L) to access the ScanMaster Shelf Labels for Windows screen.

Label Printing enables you to print shelf labels, product labels and shelf signs.

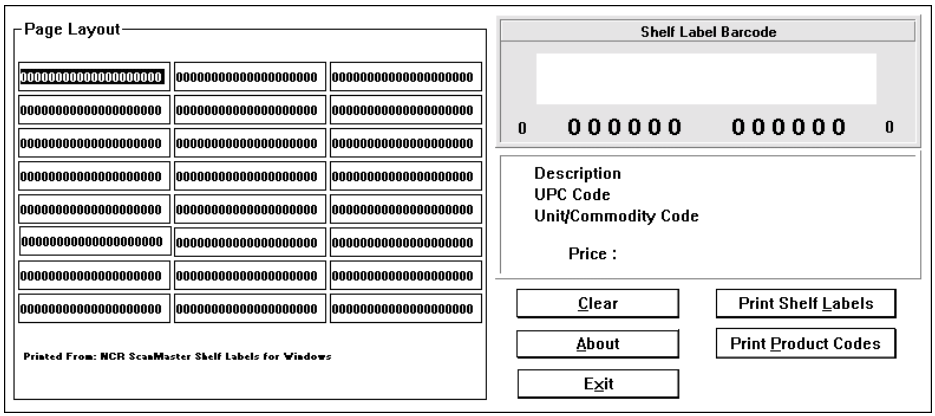


Figure 7-7: Shelf Labels for Windows Screen

Field Descriptions

Below are field descriptions for the ScanMaster Shelf Labels for Windows Screens.

Page Layout: Enter the UPC numbers in the order you want them to print. The item number must exist in the Item File before a label can be printed.

Shelf Label Layout: A bar code displays in this field when a UPC number is entered in the Page Layout field.

Product Description: The product description for the UPC number displays in this field.

UPC #: The product UPC number displays in this field.

Commodity Code: The commodity code for this item displays in this field.

Price: The price for that UPC displays in this field.

Button Options

Below are button options for the ScanMaster Shelf Labels for Windows screen.

CLEAR: Click on this button (or press Alt-C) to clear the 24 UPC fields.

PRINT SHELF LABELS: Click on this button (or press Alt-L) to print Shelf Labels for all UPC entries in the Page Layout field.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Shelf Label for Windows screen.

PRINT PRODUCT CODES: Click on this button (or press Alt-P) to print Product Codes for all UPC entries in the Page Layout field.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster System Services Menu.

Printing ScanMaster Shelf Labels

There are two different ways to print labels through the ScanMaster System: manually or automatically.

Manual printing of labels is performed from the ScanMaster Label Printing screen. You can print up to 24 labels per page when printing labels manually. Simply enter in the **Page Layout** field the desired UPC code and press TAB to advance to the next field. Repeat this procedure until you are finished or complete the page.

Click on the PRINT SHELF LABELS button at the bottom of the screen to print the UPC labels (or PRINT PRODUCT CODES button to print scannable barcodes).

Printing labels for an entire batch is accomplished through the ScanMaster Item Maintenance Menu. From the ScanMaster Create/Edit Batches screen, click on the desired batch. Then click on the Labels radio button. From this screen, click on the LABELS button. Load the desired label stock and click on the YES button to print the labels.

Note: Be sure your printer is loaded with the recommended label paper - Electronic Label Technology ELT Form # 311Y -- before the printing labels. All customizations for different forms or stock are addressed by the software developers by request.

Third Party Menu

Third Party Menu is the fifth option on the ScanMaster System Services Menu. Click on that button (or press Alt-T) to access the ScanMaster Third Party Menu.

Third Party Menu enables the user to access optional software modules (for example, Shrink Trax).

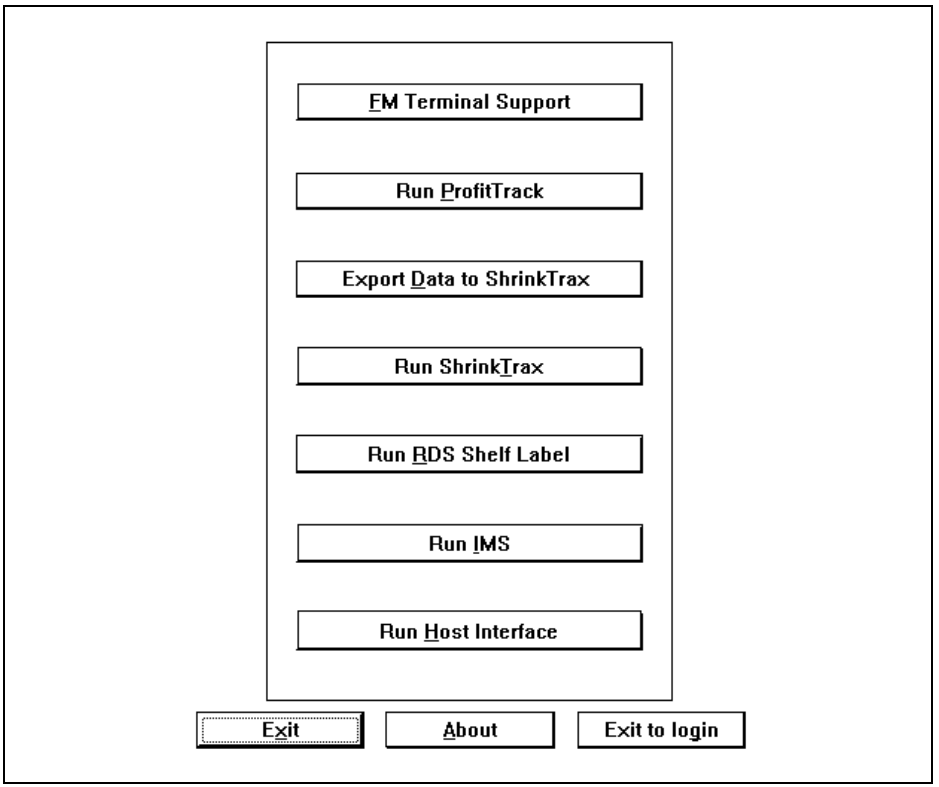


Figure 7-10: Third Party Menu Screen

Third Party Software

ScanMaster for Windows NT supports the following Third Party Interfaces:

- EFT – Multiple vendors
- FM Terminal Support – Multiple vendors
- Profit Track
- RDS Shelf Label – Multiple vendors
- Shrink Trax
- SIL
- Vision Value Interface / APT / xiNETix

Installation instructions for these interfaces can be found in Chapter 2 of the Installing and Supporting ScanMaster technical guide.

Refer to the user's guide of each software package for information on how to use that product.

Electronic Journal Back-Up

Electronic Journal Back-Up is the sixth option on the ScanMaster System Services Menu. Click on that button (or press Alt-E) to access the ScanMaster Electronic Journal Back-Up screen. Electronic Journal Back-Up enables you to protect your electronic journal data files by saving them to a tape back-up.

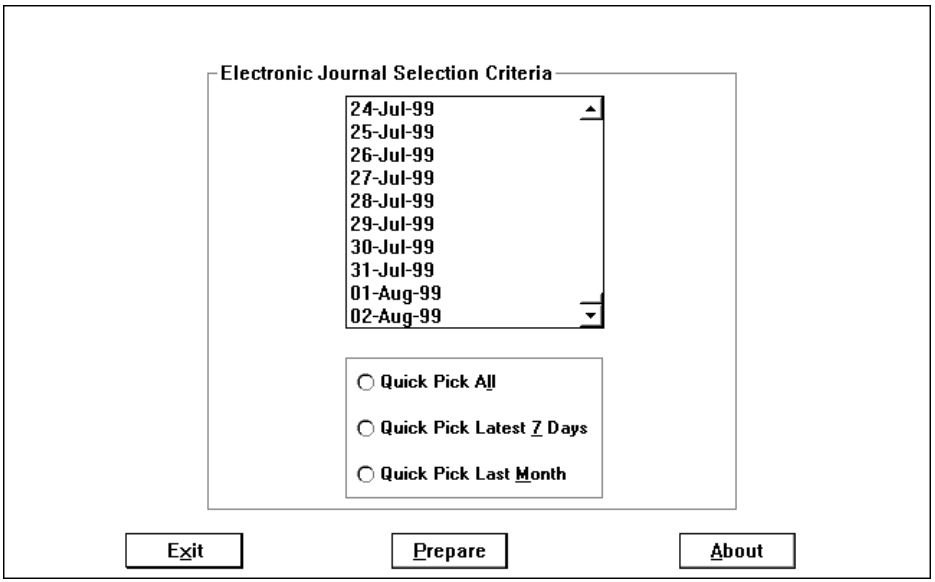


Figure 7-11: Electronic Journal Back-Up Screen

Field Descriptions

Field descriptions for the ScanMaster Electronic Journal Back-Up screen are:

Electronic Journal Selection Criteria: This field displays a list box of available electronic journal files to back up. Select the desired files to back up by clicking on those files.

Quick Pick All: Click on this radio button to back up all electronic journal files on the system.

Quick Pick Last 7 Days: Click on this radio button to back up electronic journal files for the last seven days.

Quick Pick Last Month: Click on this radio button to back up electronic journal files for the last month.

Button Options

Button options for the ScanMaster Electronic Journal Back-Up screen are:

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster System Services Menu.

PREPARE: Click on this button (or press Alt-P) to save electronic journal data to a tape back-up.

ABOUT: Click on this button (or press Alt-A) for software information about the Electronic Journal Back-Up screen.

Performing Electronic Journal Back-up

Follow the steps below to back up electronic journal files on the system:

1. Access the ScanMaster Electronic Journal Back-up screen.
2. Select the desired files to back up by clicking on those files or click on the desired "Quick Pick" radio button option.
3. Click on the **PREPARE** button to initiate electronic journal back-up procedures.
4. The **Tape Backup Options** dialog box displays, along with the message: "**Preparing Data Files**."
5. After the data files are prepared, the system prompts you to **"Insert a tape in the tape drive."**
6. Insert a tape in the tape drive on the PC.

Note: Consult your NT hardware compatibility guide for supported tape back-up devices and tapes.

7. Click **OK** to initiate the tape back-up process.
8. A back-up status screen displays, listing back-up statistics, file names and a summary of all backed up files. If a file is in use, the system displays an error message.

   Note: Click on **ABORT** to abort the back-up procedure at any time.
9. When all files are backed up, the following message displays: **"Electronic Journal Backup Completed."**
10. Click **OK** to complete the procedure.

    Note: If the back-up procedure is unsuccessful (for any or all files), an error message displays.
11. The message, **"Deleting Work Files,"** then displays. When work files are deleted, the message, **"File Backup Completed,"** displays.
12. Click **OK**.
13. The system then prompts if you want to delete the backed up files from the hard drive. Click Yes or No.
14. The Electronic Journal Tape Back-up process is complete.

System Back-Up

System Back-Up is the seventh option on the ScanMaster System Services Menu. Click on that button (or press Alt-B) to access the ScanMaster Electronic Journal Back-Up screen. System Back-Up enables you to back up your workstation, File Server, and all data files to a tape back-up.

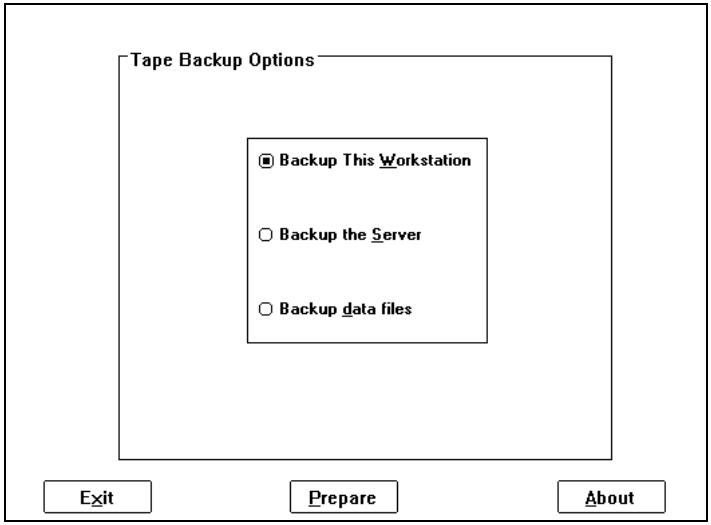


Figure 7-12: Tape Back Up Utility Screen

Field Descriptions

Field descriptions for the ScanMaster System Back-Up screen are:

Back Up This Workstation: Click on this radio button to back up only this workstation.

Back Up the Server: Click on this radio button to back up only the File Server. When this button is activated, open data files on the server will *not* be backed up.

Back Up Data Files: Click on this radio button to back up all data files on the system, including *any* open data files.

Button Options

Button options for the ScanMaster System Back-Up screen are:

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster System Services Menu.

PREPARE: Click on this button (or press Alt-P) to perform system back-up.

ABOUT: Click on this button (or press Alt-A) for software information about the Electronic Journal Back-Up screen.

Performing System Back-up (Workstation Only)

Follow the steps below to perform system back-up on a workstation only:

1. Access the ScanMaster System Back-Up screen.
2. Click on the **Back Up This Workstation** radio button.
3. Click on the **PREPARE** button to initiate electronic journal back-up procedures.
4. The following message displays: **"Insert a tape in the tape drive."**
5. Insert a tape in the tape drive on the PC.

Note: Consult your NT hardware compatibility guide for supported tape back-up devices and tapes.

6. Click **OK** to initiate the tape back-up process.
7. A back-up status screen displays, listing back-up statistics, file names and a summary of all backed up files. If a file is in use, the system displays an error message.

   Note: Click on **ABORT** to abort the back-up procedure at any time.

8. When all files are backed up, the following message displays: **"Workstation Backup Completed."**
9. Click **OK** to complete the procedure.

   Note: If the back-up procedure is unsuccessful (for any or all files), an error message displays.

10. The System Tape Back-Up (for this workstation) is complete.

Performing System Back-up (Server Only)

Follow the steps below to perform system back-up on the server only:

1. Access the ScanMaster System Back-Up screen.
2. Click on the **Back Up The Server** radio button.
3. Click on the **PREPARE** button to initiate electronic journal back-up procedures.
4. The following message displays: **"Insert a tape in the tape drive."**
5. Insert a tape in the tape drive on the PC.

Note: Consult your NT hardware compatibility guide for supported tape back-up devices and tapes.

6. Click **OK** to initiate the tape back-up process.
7. A back-up status screen displays, listing back-up statistics, file names and a summary of all backed up files. If a file is in use, the system displays an error message.

   Note: Click on **ABORT** to abort the back-up procedure at any time.

8. When all files are backed up, the following message displays: **"Server Back-Up Completed."**
9. Click **OK** to complete the procedure.

   Note: If the back-up procedure is unsuccessful (for any or all files), an error message displays.

10. The System Tape Back-Up (for the server) is complete.

Performing System Back-up (On Data Files)

Follow the steps below to back up all ScanMaster System data files:

1. Access the ScanMaster System Back-Up screen.
2. Click on the **Back Up Data Files** radio button.
3. Click on the **PREPARE** button to initiate electronic journal back-up procedures.
4. The **Tape Backup Options** dialog box displays, along with the message: "**Preparing Data Files**."
5. The following message displays: **"Insert a tape in the tape drive."**
6. Insert a tape in the tape drive on the PC.

Note: Consult your NT hardware compatibility guide for supported tape back-up devices and tapes.

7. Click **OK** to initiate the tape back-up process.
8. A back-up status screen displays, listing back-up statistics, file names and a summary of all backed up files. If a file is in use, the system displays an error message.

   Note: Click on **ABORT** to abort the back-up procedure at any time.

9. When all files are backed up, the following message displays: **"Data File Backup Completed."**
10. Click **OK** to complete the procedure.

    Note: If the back-up procedure is unsuccessful (for any or all files), an error message displays.

11. The message, **"Deleting Work Files,"** then displays. When work files are deleted, the message, **"File Backup Completed,"** displays.
12. Click OK.
13. The System Tape Back-Up (for all data files) is complete.

View/Print Error Logs

View / Print Error Logs is the eighth option on the ScanMaster System Services Menu. Click on that button (or press Alt-R) to access ScanMaster View / Delete Logs and Unlock Flags Files Menu screen. This is the identical menu that is launched when the View / Delete Suspend / Lock Files button is chosen. There are nine options on the ScanMaster View / Delete Logs and Unlock Flags Files Menu.

- Unlock Notfound
- Unlock Random
- Unlock Suspend
- View / Print Error Log
- Delete Error Log
- View / Print EOD Log
- View / Print ARC Log
- View / Print FC Rate Log
- View / Delete Suspends

For information on each of these functions, please see View / Delete Suspend / Lock Files earlier in this chapter.

Chapter 8: **Personalizing Workstations**

The purpose of this chapter is to enable the user to personalize workstations on the ScanMaster Windows NT System.

This chapter discusses setting up the Register and Back Office control files, as well as the Banner File. In addition, you can perform Reason Code and Tax Table maintenance using System Services. Also discussed in this chapter is how to configure a POS workstation keyboard, and how to configure your system for types of acceptable media.

Final sections discuss editing system Tax Codes, Foreign Currency Exchange Rates and editing the ScanMaster Reconciliation Report.

Personalization Menu

System Personalization is the fifth option on the ScanMaster Main Menu. Click on that button (or press Alt-P) to access the ScanMaster Personalization Menu.

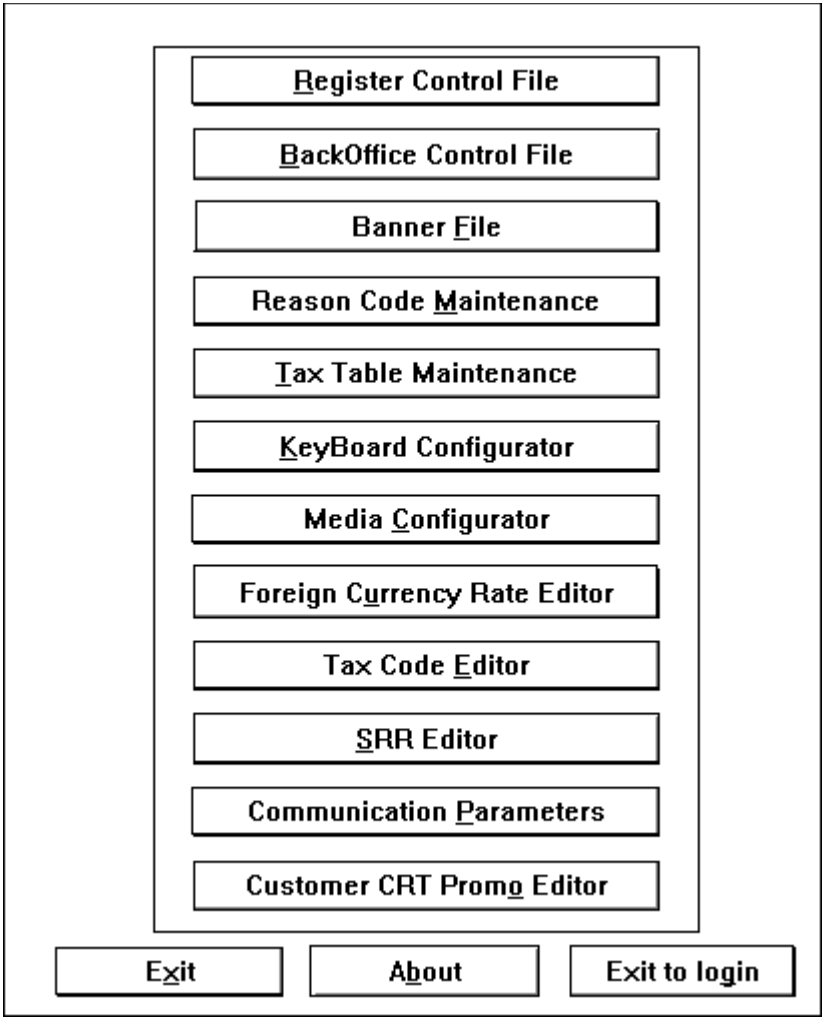


Figure 8-1: Personalization Menu Screen

Personalization Menu Options

There are twelve options on the ScanMaster Personalization Menu screen. They are:

- Register Control File
    - Back Office Control File
- Banner File
- Reason Code Maintenance
- Tax Table Maintenance
- Keyboard Configurator
- Media Configurator
- Foreign Currency Rate Editor
- Tax Code Editor
- SRR Editor
- Communication Parameters
- Customer CRT Promo Editor

Click on EXIT to return to the ScanMaster Main Menu or EXIT TO LOGIN to exit from the system.

Register Control File: The Register Control File sets the POS workstation parameters for each POS workstation

Back Office Control File: The Back Office Control File sets back office parameters for the Back Office PCs.

Banner File: The Banner File permits stores to customize a scrolling banner that can display on the customer display at each POS workstation.

Reason Code Maintenance: Through this option, you can customize Override, Refund, and Void reason codes.

Tax Table Maintenance: This option enables you to configure Tax Tables 1-3 with exception ranges.

Keyboard Configurator: This option enables you to customize the POS workstation keyboards.

Media Configurator: This option enables you to customize the system media fields.

Foreign Currency Rate Editor: This option enables you to edit the exchange rate for tendering foreign currency.

Tax Code Editor: This option enables you to assign a letter to each tax table or combination of tax tables. The letter is printed on the customer receipt when that tax or combination of taxes is used.

SRR Editor: The SRR Editor enables you to develop a customized reconciliation report that displays all pertinent accounting information for store balancing under three headings (Paidouts, Receipts & Memos).

Communication Parameters: This option provides interface parameters for stores using third-party host communication software on their ScanMaster system.

Customer CRT Promo Editor: This option is used to set up store promotions that display on the customer CRT at each POS workstation. It can be used to promote sales, display messages, notify customers of upcoming events or a variety of other reasons.

Control File Options by Function

The Register Control File and Back Office Control File settings, as defined through the first two menu options of the Personalization Menu Screen, work together to serve store customization requirements. Use this section in conjunction with the alphabetical listing (and detailed descriptions) of Register Control File and Back Office Control File settings found later in the chapter. Also see ***ScanMaster User Guide – Appendix A***.

Listed below are the functional groups of file option settings that need to be adjusted based on specific store requirements. Identify the functional group, locate the relevant settings and review the definition for each option setting in the alphabetical listing.

Change settings using ScanMaster's **System Personalization** screen. Register Control File settings are changed using the **Register Control File Editor** that groups settings into related tabs. The tab location for each Register Control File setting is in parentheses.

The functional groups listed below are detailed on the following pages.

Major Area	Functional Group
Accounting	Balancing / Reports Discounts Electronic Journal In Store Charge Override / Refund / Void / Media Swap Tax Tender Media (Checks / WIC / Charge / EFT / EBT)
Maintenance	Customer Receipt and Display Department / Subdepartment Employees and Security Tare / Weighed Items Item (PLU) File / Item Movement
POS Functions	POS Functions - Miscellaneous

Promotions	Electronic Coupons Frequent Shopper Manufacturer Coupons Store Coupons Store Coupons (Print)
Third Party Software	Third Party Software
Workstation Peripherals	Workstation Peripherals
Do NOT Apply these to 7452 with Dynakey and Thermal Printer	Do NOT Apply these option settings to the NCR 7452 with Dynakey and Thermal Printer

Accounting – Functional Groups

Balancing/Reports

Back Office Control File

OF DAYS OF EFT LOG TO SAVE
OF DAYS OF TLOG TO SAVE
ACCOUNTABILITY BY LANE
ADD DBL STORE COUP TO SALES
ADD DBL VENDOR COUPON TO SALES
ADD STORE COUPON TO SALES
CALC SRR ON CURRENT LINE
DAYS HISTORICAL DATA TO SAVE
DAYS OF HIST. ARCHIVES TO SAVE
EJ REPORTS USE ENHNCD ELC COUP
ELECTRONIC JOURNAL INSTALLED
ENABLE EJ PROCESSOR ON THIS PC
END WEEK ON DAY # (SUN=1)
FINANCE CHARGES COMPOUNDED
GIFTCERT O/S ADD INTO NET O/S
HIDE NRT TOTALS FROM EJ RPTS
LOGOFF WINDOWS AFTER EOD
MFG COUP O/S ADD INTO NET O/S
MONEY ORDER FEE
NUM OF DEPOSIT ACCOUNTS (1-3)
PRINT CASHIER LOG FILES
RUN ELEC. COUPON FIX AT EOD
SETTLE MEDIA COUNTS
SHOW SUSPENDED SALES AT EOD
ST COUP O/S ADD INTO NET O/S
STORE #
STORE NAME FOR REPORTS

THIS PC DOES THE END-OF-DAY
THIS PC PROCESSES TLOGS
TREAT CASHIER O/S AS MEMO
TREAT OFFICE O/S AS MEMO
USE AUTO PICKUP FEATURE
USE NORMAL BALANCING MODE
USE STORE SPREADSHEET
WEEKS OF SRR TO SAVE

Register Control File

MFG CPN DISC. FORGIVES TAX – (COUPONS)
MFG CPN FORGIVES TAX – (COUPONS)
STORE CPN DISC. FORGIVES TAX – (COUPONS)
STORE CPN FORGIVES TAX – (COUPONS)
ENABLE LANE ACCOUNTABILITY – (FINANCIALS)
EXCLUDE MEMO TOTALS FRM ACTVTY – (FINANCIALS)
USE MEDIA COUNTS – (FINANCIALS)
MONEY ORDER FEE – (GLOBAL/STORE)
CASH PICKUP COMPULSE AMOUNT – (MEDIA)
CASH PICKUP WARNING AMOUNT – (MEDIA)
FC PICKUP COMPULSE AMOUNT – (MEDIA)
FC PICKUP WARNING AMOUNT – (MEDIA)
FS PICKUP COMPULSE AMOUNT – (MEDIA)
FS PICKUP WARNING AMOUNT – (MEDIA)
WIC TENDER FORGIVES TAX – (MEDIA)
DISTRIBUTE MULTI-LANE EOD TIME – (MISC)
ENABLE RECEIPT HISTORY CAPTURE – (RECEIPT)
PRINT ACCOUNTABILITY RECEIPT – (SIGN ON/OFF)
PRINT PICKUP & LOAN RECEIPT – (SIGN ON/OFF)
TAX EXEMPT 1 FORGIVES ALL TAX – (TAX)
ENABLE MEDIA SWAP FUNCTION – (UTILITIES)

Discounts (Key Discounts)

Register Control File

AUTO APPLY DSC1 AT END OF SALE – (DISCOUNTS)
AUTO APPLY DSC2 AT END OF SALE – (DISCOUNTS)
AUTO APPLY DSC4 AT END OF SALE – (DISCOUNTS)
AUTO APPLY DSC5 AT END OF SALE – (DISCOUNTS)
DISC 1 (1=ITEM 2=SALE 3=BOTH) – (DISCOUNTS)
DISC 1 FIXED % (0=VARIABLE %) – (DISCOUNTS)
DISC 2 (1=ITEM 2=SALE 3=BOTH) – (DISCOUNTS)
DISC 2 FIXED % (0=VARIABLE %) – (DISCOUNTS)
DISC 4 (1=ITEM 2=SALE 3=BOTH) – (DISCOUNTS)
DISC 4 FIXED % (0=VARIABLE%) – (DISCOUNTS)
DISC 5 (1=ITEM 2=SALE 3=BOTH) – (DISCOUNTS)
DISC 5 FIXED % (0=VARIABLE %) – (DISCOUNTS)
DISCOUNT 1 DESCRIPTION – (DISCOUNTS)
DISCOUNT 1 MAXIMUM LIMIT – (DISCOUNTS)
DISCOUNT 2 DESCRIPTION – (DISCOUNTS)
DISCOUNT 2 MAXIMUM LIMIT – (DISCOUNTS)
DISCOUNT 4 DESCRIPTION – (DISCOUNTS)
DISCOUNT 4 MAXIMUM LIMIT – (DISCOUNTS)
DISCOUNT 5 DESCRIPTION – (DISCOUNTS)
DISCOUNT 5 MAXIMUM LIMIT – (DISCOUNTS)
ENABLE NET DISCOUNT – (DISCOUNTS)
ENABLE NON FRQ SHP SURCHARGE – (DISCOUNTS)
EXCLUDE DSC 1 IF CPN APPLIED – (DISCOUNTS)
EXCLUDE DSC 1 IF ITEM ON SALE – (DISCOUNTS)
EXCLUDE DSC 2 IF CPN APPLIED – (DISCOUNTS)
EXCLUDE DSC 2 IF ITEM ON SALE – (DISCOUNTS)
EXCLUDE DSC 4 IF CPN APPLIED – (DISCOUNTS)
EXCLUDE DSC 4 IF ITEM ON SALE – (DISCOUNTS)
EXCLUDE DSC 5 IF CPN APPLIED – (DISCOUNTS)

EXCLUDE DSC 5 IF ITEM ON SALE – (DISCOUNTS)
MINIMUM ITEM COUNT FOR DISC1 – (DISCOUNTS)
MINIMUM ITEM COUNT FOR DISC2 – (DISCOUNTS)
MINIMUM ITEM COUNT FOR DISC4 – (DISCOUNTS)
MINIMUM ITEM COUNT FOR DISC5 – (DISCOUNTS)
MINIMUM PURCHASE AMT FOR DISC1 – (DISCOUNTS)
MINIMUM PURCHASE AMT FOR DISC2 – (DISCOUNTS)
MINIMUM PURCHASE AMT FOR DISC4 – (DISCOUNTS)
MINIMUM PURCHASE AMT FOR DISC5 – (DISCOUNTS)
SURCHARGE DESCRIPTION – (DISCOUNTS)
SURCHARGE PERCENTAGE ##.##% - (DISCOUNTS)
TOTAL DISC 1 SET DURING SALE – (DISCOUNTS)
TOTAL DISC 2 SET DURING SALE – (DISCOUNTS)
TOTAL DISC 4 SET DURING SALE – (DISCOUNTS)
TOTAL DISC 5 SET DURING SALE – (DISCOUNTS)
VERIFY NSC4 ACCT # ON DISC 1 – (DISCOUNTS)
VERIFY NSC4 ACCT # ON DISC 2 – (DISCOUNTS)
VERIFY NSC4 ACCT # ON DISC 4 – (DISCOUNTS)
VERIFY NSC4 ACCT # ON DISC 5 – (DISCOUNTS)
“YOU SAVED” WITH KEY DISCOUNT – (RECEIPT)
SECURITY ON DISCOUNT 1 – (SECURITY)
SECURITY ON DISCOUNT 2 – (SECURITY)
SECURITY ON DISCOUNT 4 – (SECURITY)
SECURITY ON DISCOUNT 5 – (SECURITY)

Electronic Journal

Back Office Control File

OF DAYS OF TLOG TO SAVE
EJ REPORTS USE EHNCD ELC COUP
ELECTRONIC JOURNAL INSTALLED
ENABLE EJ PROCESSOR ON THIS PC
HIDE NRT TOTALS FROM EJ RPTS
THIS PC PROCESSES TLOGS

In-Store Charge

Back Office Control File

COMPANY ADDRESS
COMPANY CITY, STATE, ZIP
COMPANY NAME
COMPANY TELEPHONE NUMBER
FINANCE CHARGES COMPOUNDED
NO PRINTER GRAPHICS AR STMNT
NO ZERO / NEG BALANCES AR STMNT
PRINT CHARGE LOG INFORMATION
TURN ON ACCOUNTS RECEIVABLE

Register Control File

ALLOW CHARGE ONLY IF BALANCE 0 – (INSTORE CHARGE)
AMOUNT COMPULSE ON CHARGE MENU – (INSTORE CHARGE)
DISABLE CHARGE PAYMENT – (INSTORE CHARGE)
DISPLAY CUSTOMER CHARGE DETAIL – (INSTORE CHARGE)
ENABLE INSTORE CHARGE – (INSTORE CHARGE)
MINCHARGE STATUS FOR MGR AUTH – (INSTORE CHARGE)
PRINT CUSTOMER HISTORY MSG. – (INSTORE CHARGE)

Override / Refund / Void / Media Swap

Register Control File

USE MEDIA SWAP REAS. CODE MENU – (MISC)
USE OVERRIDE REASON CODE MENU – (MISC)
USE REFUND REASON CODE MENU – (MISC)
USE VOID REASON CODE MENU – (MISC)
REMOVE VOIDS FROM DELAYED RCPT – (RECEIPT)
SECURITY ON ERROR CORRECT – (SECURITY)
SECURITY ON MEDIA SWAP – (SECURITY)
SECURITY ON OVERRIDE – (SECURITY)
SECURITY ON REFUND – (SECURITY)
SECURITY ON VOID – (SECURITY)
ENABLE MEDIA SWAP FUNCTION – (UTILITIES)
ENABLE ERROR CORRECT VALIDATN – (VOID / REFUNDS)
ENABLE REFUND MODE OPERATION – (VOID / REFUNDS)
ENABLE REFUND VALIDATION – (VOID / REFUNDS)
ENABLE VOID VALIDATION – (VOID / REFUNDS)
LINE ITEM REFUND LIMIT – (VOID / REFUNDS)
LINE ITEM VOID LIMIT – (VOID / REFUNDS)
TOTAL REFUND LIMIT – (VOID / REFUNDS)
TOTAL VOID LIMIT – (VOID / REFUNDS)

Tax

Back Office Control File

DESCRIPTION FOR TAX1
DESCRIPTION FOR TAX2
DESCRIPTION FOR TAX3

Register Control File

MFG CPN DISC. FORGIVES TAX – (COUPONS)
MFG CPN FORGIVES TAX - (COUPONS)
STORE CPN DISC. FORGIVES TAX - (COUPONS)
STORE CPN FORGIVES TAX - (COUPONS)
WIC TENDER FORGIVES TAX – (MEDIA)
COMBINE ALL TAX TOTALS – (RECEIPT)
COMBINED TAX TOTAL DESCRIPTION – (RECEIPT)
ENABLE TAX 1 – (TAX)
ENABLE TAX 2 – (TAX)
ENABLE TAX 3 – (TAX)
TAX EXEMPT 1 FORGIVES ALL TAX – (TAX)
TAX 1 RECEIPT DESCRIPTION – (TAX)
TAX 2 RECEIPT DESCRIPTION – (TAX)
TAX 3 RECEIPT DESCRIPTION – (TAX)
TAX3 MEMO TOTAL DESCRIPTION – (TAX)
TAX1 RATE ##.####% (0=TABLE) – (TAX)
TAX2 RATE ##.####% (0=TABLE) – (TAX)
TAX3 RATE ##.####% (0=TABLE) – (TAX)
USE TAX3 TOTAL FOR MEMO TOTAL – (TAX)

Tender Media (Checks / WIC / Charge / EFT / EBT)

Register Control File

ENABLE MICR READER SUPPORT – (DEVICES)
CONFIGURABLE TERM AMT VERIFY – (EFT)
DISABLE EFT LOGGING – (EFT)
EFT AUTHORIZATION TIMEOUT SECS – (EFT)
ENABLE EFT SETTLEMENT CAPTURE – (EFT)
ENABLE EFT TENDER REVERSAL – (EFT)
EXP YEAR <71 THEN YEAR>1999 – (EFT)
PRESS CLEAR AFTER EFT APPROVAL– (EFT)
PRINT EBT DECLINE SLIP – (EFT)
USE MEDIA COUNTS – (FINANCIALS)
AMOUNT COMPULSE ON CHARGE MENU – (INSTORE CHARGE)
ALARM IF DRAWER REMAINS OPEN – (MEDIA)
AUTOMATIC CHECK PAY TO FIELD – (MEDIA)
CAPTURE MAX WIC CHECK AMOUNT – (MEDIA)
CASH PICKUP COMPULSE AMOUNT – (MEDIA)
CASH PICKUP WARNING AMOUNT – (MEDIA)
CHECK WIC BEGIN & END DATES – (MEDIA)
DISABLE BANK CHARGE VERIFY – (EFT)
DISABLE BANK CHRG ACCT CAPTURE – (MEDIA)
DISABLE DEBIT CARD VERIFY – (EFT)
DISABLE EBT CASH CARD VERIFY – (EFT)
DISABLE STORE CHARGE VERIFY – (MEDIA)
DRAWER ALARM DELAY IN SECONDS – (MEDIA)
ENABLE GIFT CERT SOLD VALIDATN – (MEDIA)
ENABLE WIC SALE MODE – (MEDIA)
FC PICKUP COMPULSE AMOUNT – (MEDIA)
FC PICKUP WARNING AMOUNT – (MEDIA)
FS PICKUP COMPULSE AMOUNT – (MEDIA)
FS PICKUP WARNING AMOUNT – (MEDIA)

MAXIMUM # CHECKS / DAY – (MEDIA)
MAXIMUM # CHECKS / WEEK – (MEDIA)
MAXIMUM AMOUNT CHECKS / DAY – (MEDIA)
MAXIMUM AMOUNT CHECKS / WEEK – (MEDIA)
OPEN DRAWER BEFORE CHK VALIDTN – (MEDIA)
PAYROLL CHECK MAX AMOUNT (MGR) – (MEDIA)
PAYROLL CHECK MAX OVERTENDER – (MEDIA)
PAYROLL CHECK OVERTENDER (MGR) – (MEDIA)
USE ELECTRONIC CHECK – (MEDIA)
USE ENHANCED SPLIT QTY CALC. – (MEDIA)
USE FRQ SHP # FOR CHECK VERIFY – (MEDIA)
USE PAPER CHECK – (MEDIA)
USE PAYROLL CHECK – (MEDIA)
USE ROUTING # FOR NEG CHECK – (MEDIA)
WIC TENDER FORGIVES TAX – (MEDIA)
CHECK FILE (1=NEG 2=POS 0=NONE) – (MEDIA)
DISPLAY RUNNING FS TOTAL – (MISC)
DISPLAY CUSTOMER COMMENT INFO – (PROMOTIONS)
DISABLE ACCT# PRINT ON RECEIPT – (RECEIPT)
DISABLE ACCT# PRINT ON SIG SLP – (RECEIPT)
DISABLE CUST NAME ON RECEIPT – (RECEIPT)
DISABLE CUST NAME ON SIG SLIP – (RECEIPT)
PRINT 2ND PAYMNT SLIP FOR CUST – (RECEIPT)
RTRN TO ITM ENTRY DURING TENDR – (SECURITY)
SECURITY ON CHECK CASHING – (SECURITY)
SECURITY ON CURRENCY EXCH RATE – (SECURITY)
SECURITY ON MEDIA SWAP – (SECURITY)
ENABLE MEDIA SWAP FUNCTION – (UTILITIES)

Maintenance

Customer Receipt and Display

Register Control File

ENABLE VIDEO CUSTOMER DISPLAY – (DEVICES)
USE 40 COLUMN CID MODE – (DEVICES)
STORE # - (GLOBAL / STORE)
PRINT CUSTOMER HISTORY MSG. – (INSTORE CHARGE)
BOTTLE DEPOSIT DESCRIPTION – (ITEMS)
BONUS POINTS DESCRIPTION – (PROMOTIONS)
COMBINE POINTS & BONUS POINTS – (PROMOTIONS)
COMBINE PRICE PTS & ITM / EC POINTS - (PROMOTIONS)
DEFAULT CID PROMOTION NUMBER – (PROMOTIONS)
ELECTRONIC COUPON DESCRIPTION – (PROMOTIONS)
ITEM PRICE BASED POINTS DESC –(PROMOTIONS)
POINT FORMAT (0=AMT 1=NUMBER) – (PROMOTIONS)
POINTS DESCRIPTION – (PROMOTIONS)
SPECIAL PROMO DESCRIPTION – (PROMOTIONS)
COMBINE ALL TAX TOTALS – (RECEIPT)
COMBINE CPN & MULTIPLE SUBTOT – (RECEIPT)
COMBINE STORE & MFG CPN SUBTOT – (RECEIPT)
COMBINE STORE & MFG EC CPN SUB – (RECEIPT)
COMBINED CPN MULTIPLE DESC - (RECEIPT)
COMBINED TAX TOTAL DESCRIPTION – (RECEIPT)
DISABLE ACCT# PRINT ON RECEIPT – (RECEIPT)
DISABLE ACCT# PRINT ON SIG SLP – (RECEIPT)
DISABLE CHRG INFO ON SIG SLIP – (RECEIPT)
DISABLE CUST NAME ON RECEIPT – (RECEIPT)
DISABLE CUST NAME ON SIG SLIP – (RECEIPT)

DISABLE FRQ SHP # ON RECEIPT – (RECEIPT)
DISABLE ITEMIZED EC ON RECEIPT – (RECEIPT)
DISABLE PRT OF IRI CPN RECEIPT – (RECEIPT)
DISABLE WIDE DEBIT SLIP PRINT – (RECEIPT)
DISABLE WIDE RECEIPT PRINTING – (RECEIPT)
DISABLE WIDE VALIDATION PRINT – (RECEIPT)
DOUBLE HIGH CHANGE – (RECEIPT)
DOUBLE HIGH COUPON MULTIPLE – (RECEIPT)
DOUBLE HIGH DISCOUNT – (RECEIPT)
DOUBLE HIGH FREQ SHOPPER ITEMS – (RECEIPT)
DOUBLE HIGH MFG & STORE COUPON – (RECEIPT)
DOUBLE HIGH MFG & STORE EC CPN – (RECEIPT)
DOUBLE HIGH RECEIPT HEADER 1,2,3 – (RECEIPT)
DOUBLE HIGH RECEIPT TRAILER – (RECEIPT)
DOUBLE HIGH RETURN & REFUND – (RECEIPT)
DOUBLE HIGH SALE ITEMS – (RECEIPT)
DOUBLE HIGH SUBTOTAL INFO – (RECEIPT)
DOUBLE HIGH TENDERS – (RECEIPT)
DOUBLE HIGH TPR SAVINGS – (RECEIPT)
DOUBLE HIGH TRANSACTION TOTAL – (RECEIPT)
DOUBLE HIGH YOU SAVED – (RECEIPT)
DOUBLE WIDE RECEIPT HEADER 1,2,3 – (RECEIPT)
DOUBLE WIDE RECEIPT TRAILER – (RECEIPT)
ENABLE 7156 DELAYED RECEIPT – (RECEIPT)
ENABLE RECEIPT HISTORY CAPTURE – (RECEIPT)
ENABLE YOU SAVED ON RECEIPT – (RECEIPT)
FLAG SALE ITMS ON RECEIPT W/ $ – (ITEMS)
ITEM DETAIL ON JOURNAL PRINTER – (RECEIPT)
MFG CPN MULTIPLE DESCRIPTION – (RECEIPT)
PRINT 2ND PAYMNT SLIP FOR CUST – (RECEIPT)
PRINT CASHIER NAME ON RECEIPT – (RECEIPT)

PRINT DUAL DELAYED RECEIPTS – (RECEIPT)
PRINT ELEC COUPONS AFTER ITEMS – (RECEIPT)
PRINT TO DATE FRQ SHP TOTALS – (RECEIPT)
PRINT TO PERIOD FRQ SHP TOTALS – (RECEIPT)
PRINT TPR SAVINGS AFTER ITEM – (RECEIPT)
RECEIPT HEADER LINE 1 – (RECEIPT)
RECEIPT HEADER LINE 2 – (RECEIPT)
RECEIPT HEADER LINE 3 – (RECEIPT)
RECEIPT TRAILER LINE 1 – (RECEIPT)
REDEMPTION RESET SPECIAL PROMO – (RECEIPT)
REMOVE VOIDS FROM DELAYED RECPT – (RECEIPT)
STORE CPN MULTIPLE DESCRIPTION – (RECEIPT)
TO DATE FRQ SHP TOTALS DESC – (RECEIPT)
TO PERIOD FRQ SHP TOTALS DESC– (RECEIPT)
TPR SAVINGS DESCRIPTION– (RECEIPT)
“YOU SAVED” WITH FRQ DISCOUNT – (RECEIPT)
“YOU SAVED” WITH KEY DISCOUNT – (RECEIPT)
“YOU SAVED” WITH MFG COUPON – (RECEIPT)
“YOU SAVED” WITH MFG CPN MULT – (RECEIPT)
“YOU SAVED” WITH MFG ELEC CPN – (RECEIPT)
“YOU SAVED” WITH STORE COUPON – (RECEIPT)
“YOU SAVED” WITH STORE CPN MULT – (RECEIPT)
“YOU SAVED” WITH STR ELEC CPN – (RECEIPT)
“YOU SAVED” WITH TPR – (RECEIPT)
TAX 1 RECEIPT DESCRIPTION – (TAX)
TAX 2 RECEIPT DESCRIPTION – (TAX)
TAX 3 RECEIPT DESCRIPTION –(TAX)

Department / Subdepartment

Back Office Control File

ARE SUBDEPARTMENTS USED

Register Control File

BIRTHDATE DISPLAY AGE VERIFY – (ITEMS)
CUST AGE (0=DATE 1=ID 2=BOTH) – (ITEMS)
DEPT / PLU STATUS (0=PLU 1=DEPT) – (ITEMS)
DISABLE HALO / LALO CHECK ON – (ITEMS)
ENABLE DEPARTMENT VALIDATION – (ITEMS)
ENABLE DEPT # KEY FLIP CHART – (ITEMS)
ENABLE SALES RESTRICTION TABLE – (ITEMS)
SECURITY ON AGE RSTRCT DECLINE – (SECURITY)

Employees and Security

Back Office Control File

SEC. LEVEL ON COMMUNICATIONS
SEC. LEVEL ON CUSTOMER MAINT.
SEC. LEVEL ON DAY END
SEC. LEVEL ON DEPARTMENT MNT.
SEC. LEVEL ON EMPLOYEE MAINT.
SEC. LEVEL ON ITEM MAINT.
SEC. LEVEL ON OFFICE PROC.
SEC. LEVEL ON PERSONALIZATION
SEC. LEVEL ON REPORTING
SEC. LEVEL ON SYSTEM SERVICES
USE ENHANCED SECURITY

Register Control File

MIN CHARGE STATUS FOR MGR AUTH – (INSTORE CHARGE)
ENABLE DEPARTMENT VALIDATION – (ITEMS)
ALARM IF DRAWER REMAINS OPEN – (MEDIA)
CASH PICKUP COMPULSE AMOUNT – (MEDIA)
CASH PICKUP WARNING AMOUNT – (MEDIA)
DISABLE BANK CHARGE VERIFY – (EFT)
DISABLE DEBIT CARD VERIFY – (EFT)
DISABLE EBT CASH CARD VERIFY – (EFT)
DISABLE STORE CHARGE VERIFY – (MEDIA)
DRAWER ALARM DELAY IN SECONDS – (MEDIA)
ENABLE GIFT CERT SOLD VALIDATN – (MEDIA)
FC PICKUP COMPULSE AMOUNT – (MEDIA)
FC PICKUP WARNING AMOUNT – (MEDIA)
FS PICKUP COMPULSE AMOUNT – (MEDIA)

FS PICKUP WARNING AMOUNT – (MEDIA)
OPEN DRAWER BEFORE CHK VALIDTN – (MEDIA)
DISABLE TRAINING MODE – (MISC)
DISABLE VALIDATION IN TRAINING – (MISC)
IDLE MODE TIMEOUT IN SECONDS – (MISC)
PRINT CASHIER NAME ON RECEIPT – (RECEIPT)
ALLOW MANAGER OVERRIDE OF ACH – (SECURITY)
DISABLE KEY ENTRY OF MGR ID – (SECURITY)
DISABLE SIGNON/OFF SECURITY # - (SIGN ON/OFF)
MINIMUM SECURITY LEVEL FOR MGR – (SECURITY)
NO SECURITY IF MANAGER CASHIER – (SECURITY)
PREVENT MANAGER SELF-OVERRIDE – (SECURITY)
RTRN TO ITM ENTRY DURING TENDR – (SECURITY)
SECURITY ON AGE RSTRCT DECLINE – (SECURITY)
SECURITY ON CANCEL – (SECURITY)
SECURITY ON CHECK CASHING – (SECURITY)
SECURITY ON COUPON PAIDOUT – (SECURITY)
SECURITY ON CURRENCY EXCH RATE – (SECURITY)
SECURITY ON DISCOUNT 1 – (SECURITY)
SECURITY ON DISCOUNT 2 – (SECURITY)
SECURITY ON DISCOUNT 4 – (SECURITY)
SECURITY ON DISCOUNT 5 – (SECURITY)
SECURITY ON DYNAMIC CUST BUILD – (SECURITY)
SECURITY ON ERROR CORRECT – (SECURITY)
SECURITY ON HALO/LALO ERRORS – (SECURITY)
SECURITY ON MEDIA SWAP – (SECURITY)
SECURITY ON MISC. FUNCTIONS – (SECURITY)
SECURITY ON NOSALE – (SECURITY)
SECURITY ON OVERRIDE – (SECURITY)
SECURITY ON PAIDOUT – (SECURITY)
SECURITY ON REFUND – (SECURITY)

SECURITY ON REPORT FUNCTION – (SECURITY)
SECURITY ON RETRIEVE SALE – (SECURITY)
SECURITY ON RTRN TO ITEM ENTRY – (SECURITY)
SECURITY ON SALE OF GIFT CERT. – (SECURITY)
SECURITY ON SALE OF MONEY ORD. – (SECURITY)
SECURITY ON SUSPEND SALE – (SECURITY)
SECURITY ON TAX EXEMPTION – (SECURITY)
SECURITY ON UTILITIES – (SECURITY)
SECURITY ON VOID – (SECURITY)
CHECK CASHIER ACTIVE STATUS – (SIGN ON / OFF)
DISABLE DRAWER OPEN SIGNON / OFF – (SIGN ON / OFF)
ONE STEP ENTRY FOR SIGNON / OFF – (SIGN ON / OFF)
PRINT ACCOUNTABILITY RECEIPT – (SIGN ON / OFF)
PRINT PICKUP & LOAN RECEIPT – (SIGN ON / OFF)
SIGNOFF FROM IDLE IN SECONDS – (SIGN ON / OFF)
ENABLE ERROR CORRECT VALIDATN – (VOID / REFUNDS)
ENABLE REFUND VALIDATION – (VOID / REFUNDS)
ENABLE VOID VALIDATION – (VOID / REFUNDS)

Tare / Weighed Items

Back Office Control File

WEIGHT IN LBS (Y) (N) = KG.

Register Control File

ENABLE VARIABLE TARE – (ITEMS)
SCALE WEIGHT IN KILOGRAMS – (GLOBAL / STORE)
USE MANUAL TARE ENTRY – (ITEMS)

Item (PLU) File/Item Movement

Back Office Control File

ALLOW ITEM DELETE W/MOVEMENT
COMMODITY CODE=FAMILY CODE
CREATE DAILY MOVEMENT FILES
DO NOT INCLUDE CPNS IN MOVEMNT
ENABLE HOST BATCH SEPARATION
ITEM HOST UPDATE RECS DON'T ADD
LBL APP 1=UG 2=GENERAL 0=BOTH
PAGE HOST BATCHES IN UPC ORDER
REGISTERS DO LOCAL ITEM UPDATE
STORE #
USE ITEM TRAIL FEATURE
USE MARGIN (Y) OR MARKUP (N)
USE REAL TIME ITEM MOVEMENT

Register Control File

BEEP SCANNER ON ITEM INTERVENT – (DEVICES)
BEEP SCANNER ON MANUAL ITEM – (DEVICES)
BEEP SCANNER ON NOT FOUND – (DEVICES)
BEEP SCANNER ON OFFLINE SALE – (DEVICES)
USE LOCAL ITEM FILE UPDATE – (GLOBAL/STORE)
ALLOW MANUAL WEIGHT ENTRY – (ITEMS)
BIRTHDATE DISPLAY AGE VERIFY – (ITEMS)
BOTTLE DEPOSIT DESCRIPTION – (ITEMS)
COPY ITEM FILE AT REG. UPDATE – (ITEMS)
CUST AGE (0=DATE 1=ID 2=BOTH) – (ITEMS)
DEPT/PLU STATUS (0=PLU 1=DEPT) – (ITEMS)

DISABLE HALO/LALO CHECK ON UPC – (ITEMS)
ENABLE DEPARTMENT VALIDATION – (ITEMS)
ENABLE DEPT # KEY FLIP CHART – (ITEMS)
ENABLE SALES RESTRICTION TABLE – (ITEMS)
ENABLE VARIABLE TARE – (ITEMS)
FLAG SALE ITMS ON RECEIPT W/$ – (ITEMS)
REPROMPT SAME ITEM VIS VERIFY – (ITEMS)
USE AUTO NOT FOUND BATCHING – (ITEMS)
USE MANUAL TARE ENTRY – (ITEMS)
USE VAR WEIGHT 5 DIGIT PRICE – (ITEMS)
USE ENHANCED SPLIT QTY CALC. – (MEDIA)
USE LOCAL SCAN RESOURCE – (MISC)
PRINT TPR SAVINGS AFTER ITEM – (RECEIPT)
TPR SAVINGS DESCRIPTION – (RECEIPT)
"YOU SAVED" WITH TPR – (RECEIPT)
ENABLE REFUND VALIDATION – (VOIDS/REFUNDS)

POS Functions (Miscellaneous)

Register Control File

BEEP SCANNER ON ITEM INTERVENT – (DEVICES)
BEEP SCANNER ON MANUAL ITEM – (DEVICES)
BEEP SCANNER ON NOT FOUND – (DEVICES)
BEEP SCANNER ON OFFLINE SALE – (DEVICES)
ENABLE DEPT # KEY FLIP CHART – (ITEMS)
ENABLE SALES RESTRICTION TABLE – (ITEMS)
REPROMPT SAME ITEM VIS VERIFY – (ITEMS)
ENABLE WIC SALE MODE – (MEDIA)
USE ELECTRONIC CHECK – (MEDIA)
USE PAPER CHECK – (MEDIA)
USE PAYROLL CHECK – (MEDIA)
BACKGROUND SCREEN COLOR 0-7 – (MISC)
CHECK FILE(1=NEG 2=POS 0=NONE) – (MEDIA)
DISABLE TRAINING MODE – (MISC)
DISABLE UPC REPEAT KEY (ENTER) – (MISC)
DISABLE VALIDATION IN TRAINING – (MISC)
DISP CUST NAME AT END OF SALE – (MISC)
DISPLAY RUNNING FS TOTAL – (MISC)
DISTRIBUTE MULTI-LANE EOD TIME – (MISC)
ENABLE CATALINA INTERACE – (MISC)
ENABLE CVC INTERFACE – (MISC)
ENABLE PAIDOUT ACCT FLIP CHART – (MISC)
ENABLE POWER FAIL RECOVERY – (MISC)
ENABLE RX ITEM INTERFACE – (MISC)
ENABLE SHOPPERS HOTLINE – (MISC)
END OF SALE DELAY IN SECONDS – (MISC)
IDLE MODE TIMEOUT IN SECONDS – (MISC)

SCREEN SAVER MESSAGE – (MISC)
SCREEN SAVER TIMEOUT IN SEC. – (MISC)
USE LOCAL SCAN RESOURCE – (MISC)
USE MEDIA SWAP REAS. CODE MENU – (MISC)
USE OVERRIDE REASON CODE MENU – (MISC)
USE REFUND REASON CODE MENU – (MISC)
USE VOID REASON CODE MENU – (MISC)
ENABLE DYNAMIC CUSTOMER BUILD – (PROMOTIONS)
RTRN TO ITM ENTRY DURING TENDR – (SECURITY)
SECURITY ON CANCEL – (SECURITY)
SECURITY ON CHECK CASHING – (SECURITY)
SECURITY ON COUPON PAIDOUT – (SECURITY)
SECURITY ON DISCOUNT 1 – (SECURITY)
SECURITY ON DISCOUNT 2 – (SECURITY)
SECURITY ON DISCOUNT 4 – (SECURITY)
SECURITY ON DISCOUNT 5 – (SECURITY)
SECURITY ON DYNAMIC CUST BUILD – (SECURITY)
SECURITY ON ERROR CORRECT – (SECURITY)
SECURITY ON HALO/LALO ERRORS – (SECURITY)
SECURITY ON MEDIA SWAP – (SECURITY)
SECURITY ON MISC. FUNCTIONS – (SECURITY)
SECURITY ON NOSALE – (SECURITY)
SECURITY ON OVERRIDE – (SECURITY)
SECURITY ON PAIDOUT – (SECURITY)
SECURITY ON REFUND – (SECURITY)
SECURITY ON REPORT FUNCTION – (SECURITY)
SECURITY ON RETRIEVE SALE – (SECURITY)
SECURITY ON RTRN TO ITEM ENTRY – (SECURITY)
SECURITY ON SALE OF GIFT CERT. – (SECURITY)
SECURITY ON SALE OF MONEY ORD. – (SECURITY)
SECURITY ON SUSPEND SALE – (SECURITY)

SECURITY ON TAX EXEMPTION – (SECURITY)
SECURITY ON UTILITIES – (SECURITY)
SECURITY ON VOID – (SECURITY)
ENABLE CHECK CASHING FUNCTION – (UTILITIES)
ENABLE COUPON PAIDOUT – (UTILITIES)
ENABLE GIFT CERTIFICATE SALES – (UTILITIES)
ENABLE MEDIA SWAP FUNCTION – (UTILITIES)
ENABLE MONEY ORDER SALES – (UTILITIES)
ENABLE PAIDOUT FUNCTION – (UTILITIES)
ENABLE REFUND MODE OPERATION – (VOID/REFUNDS)

Promotions

Electronic Coupons

Back Office Control File

ALLOW MULT SAME ECPN-FRQSP LVL
DEFAULT ELEC. COUPON DEPT.
DO NOT INCLUDE CPNS IN MOVEMNT
EJ REPORTS USE EHNCD ELC COUP

Register Control File

COMBINE PRICE PTS & ITM / EC POINTS – (PROMOTIONS)
DEFAULT CID PROMOTION NUMBER – (PROMOTIONS)
ELECTRONIC COUPON DESCRIPTION – (PROMOTIONS)
ENABLE ENHANCED ELECTRONIC CPN – (PROMOTIONS)
ENABLE ENHANCED FRQ SHP PRGM – (PROMOTIONS)
MIN PURCH NOT REDUCED BY STRCPN– (PROMOTIONS)
MIN PURCH NOT REDUCED BY STRDBL– (PROMOTIONS)
MIN PURCH NOT REDUCED BY MFGCPN– (PROMOTIONS)
MIN PURCH NOT REDUCED BY MFGDBL – (PROMOTIONS)
MINIMUM PURCHASE FOR ELEC CPNS – (PROMOTIONS)
COMBINE STORE & MFG EC CPN SUB – (RECEIPT)
DISABLE ITEMIZED EC ON RECEIPT – (RECEIPT)
PRINT ELEC COUPONS AFTER ITEMS – (RECEIPT)
“YOU SAVED” WITH MFG ELEC CPN – (RECEIPT)
“YOU SAVED” WITH STR ELEC CPN – (RECEIPT)

Frequent Shopper

Back Office Control File

ALLOW MULT SAME ECPN-FRQSP LVL
BONUS POINT DESCRIPTION
FORCE FREQ. SHOPPER BIT ON
FREQ SHOPPER $$$(N) OR PNTS(Y)
FREQ.SHOP. LEVEL SET MANUALLY
POINT DESCRIPTION

Register Control File

ENABLE NON FRQ SHP SURCHARGE – (DISCOUNTS)
SURCHARGE DESCRIPTION – (DISCOUNTS)
SURCHARGE PERCENTAGE ##.##% - (DISCOUNTS)
ENABLE APT INTERFACE – (EFT)
PRINT CUSTOMER HISTORY MSG. – (INSTORE CHARGE)
USE FRQ SHP # FOR CHECK VERIFY – (MEDIA)
DISP CUST NAME AT END OF SALE – (MISC)
ADD BONUS PTS TO SPECIAL PROMO – (PROMOTIONS)
ADD FS DOLLRS TO SPECIAL PROMO – (PROMOTIONS)
ADD POINTS TO SPECIAL PROMO – (PROMOTIONS)
BONUS POINTS DESCRIPTION – (PROMOTIONS)
COMBINE POINTS & BONUS POINTS – (PROMOTIONS)
COMBINE PRICE PTS & ITM / EC POINTS – (PROMOTIONS)
DEFAULT CID PROMOTIONS NUMBER – (PROMOTIONS)
DISPLAY CUSTOMER COMMENT INFO – (PROMOTIONS)
DYNAMIC CUSTOMER DEFAULT LEVEL – (PROMOTIONS)
EAN CUST# TRIM 0=RIGHT 1=LEFT – (PROMOTIONS)
ENABLE DYNAMIC CUSTOMER BUILD – (PROMOTIONS)
ENABLE ENHANCED ELECTRONIC CPN – (PROMOTIONS)
ENABLE ENHANCED FRQ SHP PRGM – (PROMOTIONS)
FREQ. SHOPPER ROLLOVER AMOUNT – (PROMOTIONS)

FREQUENT SHOPPER PROGRAM DESC. – (PROMOTIONS)
FRQ SHP LEVEL MATCH IN EC FILE – (PROMOTIONS)
FRQ SHP LEVEL SET IN CUST FILE – (PROMOTIONS)
FRQ SHP STAT SET BY ACH VERIFY – (PROMOTIONS)
FRQ SHP STAT SET BY CHK VERIFY – (PROMOTIONS)
FRQ SHP STAT SET BY STORE CHRG – (PROMOTIONS)
ITEM PRICE BASED POINTS DESC – (PROMOTIONS)
OVER FREQ. SHOPPER $$ AMOUNT – (PROMOTIONS)
OVER FREQ. SHOPPER COUPON # – (PROMOTIONS)
POINT FORMAT (0=AMT 1=NUMBER) – (PROMOTIONS)
POINTS DESCRIPTION – (PROMOTIONS)
PRINT FREQUENT SHOPPER MSG. – (PROMOTIONS)
PRINT NON FREQ. SHOPPER MSG. – (PROMOTIONS)
PRMPT FOR FRQ SH# AT NEW SALE – (PROMOTIONS)
PROMPT FOR FREQ SH # AT TOTAL – (PROMOTIONS)
SPECIAL PROMO ACCUM BEGIN DATE – (PROMOTIONS)
SPECIAL PROMO ACCUM BEGIN TIME – (PROMOTIONS)
SPECIAL PROMO ACCUM END DATE – (PROMOTIONS)
SPECIAL PROMO ACCUM END TIME – (PROMOTIONS)
SPECIAL PROMO DESCRIPTION – (PROMOTIONS)
UPC TYPE 4 CUST NUM SUPPORT – (PROMOTIONS)
USE ITEM PRICE BASED POINTS – (PROMOTIONS)
USE ITEM / EC PNTS & BONUS PNTS – (PROMOTIONS)
DISABLE FRQ SHP # ON RECEIPT – (RECEIPT)
PRINT TO DATE FRQ SHP TOTALS – (RECEIPT)
PRINT TO PERIOD FRQ SHP TOTALS – (RECEIPT)
REDEMPTION RESET SPECIAL PROMO – (RECEIPT)
TO DATE FRQ SHP TOTALS DESC – (RECEIPT)
TO PERIOD FRQ SHP TOTALS DESC – (RECEIPT)
“YOU SAVED” WITH FRQ DISCOUNT – (RECEIPT)
SECURITY ON DYNAMIC CUST BUILD – (SECURITY)

Manufacturer Coupons

Back Office Control File

ADD DBL VENDOR COUPN TO SALES
COMMODITY CODE=FAMILY CODE
DO NOT INCLUDE CPNS IN MOVEMNT
MFG COUP O/S ADD INTO NET O/S
USE COUPON LINKING FEATURE

Register Control File

ALLOW SCAN MFG CPN>ITM PRICE – (COUPONS)
AUTOMATE MFG CPN MULTIPLIER – (COUPONS)
CHECK CPN AGAINST DEPT. SALES – (COUPONS)
CHECK SCAN MFG CPN IN ITM FILE – (COUPONS)
DISABLE SCAN MFG COUPONS – (COUPONS)
ENABLE FAMILY CODE CPN CHECK – (COUPONS)
ENFORCE DEPT ENTRY ON MFG CPN – (COUPONS)
MFG CPN DISC. FORGIVES TAX – (COUPONS)
MFG CPN FORGIVES TAX – (COUPONS)
MFG CPN MAX AMT. TO MULTIPLY – (COUPONS)
MFG CPN MAX AMT. TO MULTIPLY2 – (COUPONS)
MFG CPN MAX RESULT AMOUNT – (COUPONS)
MFG CPN MAX RESULT AMOUNT2 – (COUPONS)
MFG CPN MULTIPLIER (0=NONE) – (COUPONS)
MFG CPN MULTIPLIER2 (0=NONE) – (COUPONS)
PRICE HALO ON MFG COUPONS – (COUPONS)
PRICE LALO ON MFG COUPONS – (COUPONS)
SCAN CPN DESC (0=DEPT 1=ITEM) – (COUPONS)
DEFAULT CID PROMOTIONS NUMBER – (PROMOTIONS)
MIN PURCH NOT REDUCED BY MFGCPN– (PROMOTIONS)
MIN PURCH NOT REDUCED BY MFGDBL – (PROMOTIONS)

COMBINE CPN & MULTIPLE SUBTOT – (RECEIPT)
COMBINE STORE & MFG CPN SUBTOT – (RECEIPT)
COMBINED CPN MULTIPLE DESC – (RECEIPT)
“YOU SAVED” WITH MFG COUPON – (RECEIPT)
“YOU SAVED” WITH MFG CPN MULT – (RECEIPT)
“YOU SAVED” WITH MFG ELEC CPN – (RECEIPT)

Store Coupons

Back Office Control File

ADD DBL STORE COUP TO SALES
ADD STORE COUPON TO SALES
DO NOT INCLUDE CPNS IN MOVEMNT
ST COUP O/S ADD INTO NET O/S
USE COUPON LINKING FEATURE

Register Control File

AUTOMATE STORE CPN MULTIPLIER – (COUPONS)
CHECK CPN AGAINST DEPT. SALES – (COUPONS)
PRICE HALO ON STORE COUPONS – (COUPONS)
PRICE LALO ON STORE COUPONS – (COUPONS)
SCAN CPN DESC (0=DEPT 1=ITEM) – (COUPONS)
STORE CPN DISC. FORGIVES TAX – (COUPONS)
STORE CPN FORGIVES TAX – (COUPONS)
STORE CPN MAX AMT. TO MULTIPLY – (COUPONS)
STORE CPN MAX AMT. TO MULTIPLY2 – (COUPONS)
STORE CPN MAX RESULT AMOUNT – (COUPONS)
STORE CPN MAX RESULT AMOUNT2 – (COUPONS)
STORE CPN MULTIPLIER (0=NONE) – (COUPONS)
STORE CPN MULTIPLIER2 (0=NONE) – (COUPONS)
DEFAULT CID PROMOTIONS NUMBER – (PROMOTIONS)
MIN PURCH NOT REDUCED BY STRCPN – (PROMOTIONS)
MIN PURCH NOT REDUCED BY STRDBL – (PROMOTIONS)
COMBINE CPN & MULTIPLE SUBTOT – (RECEIPT)
COMBINE STORE & MFG CPN SUBTOT – (RECEIPT)
COMBINED CPN MULTIPLE DESC – (RECEIPT)
“YOU SAVED” WITH STORE COUPON – (RECEIPT)
“YOU SAVED” WITH STR CPN MULT – (RECEIPT)
“YOU SAVED” WITH STR ELEC CPN – (RECEIPT)

Store Coupons (Print)

Register Control File

DEFAULT CID PROMOTIONS NUMBER – (PROMOTIONS)
MAX # OF CPNS TO PRT UP TO 19 – (PROMOTIONS)
MAXIMUM # OF RANDOM WINNERS – (PROMOTIONS)
OVER FREQ. SHOPPER $$ AMOUNT – (PROMOTIONS)
OVER FREQ. SHOPPER COUPON # – (PROMOTIONS)
OVER TOTAL SALE AMOUNT – (PROMOTIONS)
OVER TOTAL SALE COUPON# – (PROMOTIONS)
RANDOM WINNER COUPON # – (PROMOTIONS)
RANDOM WINNER PROBABILITY – (PROMOTIONS)
UNDER TOTAL SALE AMOUNT – (PROMOTIONS)
UNDER TOTAL SALE COUPON # – (PROMOTIONS)

Third Party Software

Back Office Control File

IS EBO INSTALLED
USE SHRINK TRAX INTERFACE

Register Control File

CONFIGURABLE TERM AMT VERIFY – (EFT)
EFT AUTHORIZATION TIMEOUT SECS – (EFT)
ELECTRONIC PAYMT TERM ATTACHED – (EFT)
ENABLE APT INTERFACE – (EFT)
ENABLE EFT SETTLEMENT CAPTURE – (EFT)
ENABLE EFT TENDER REVERSAL –(EFT)
ENABLE ELECTRONIC PAYMENT SYS – (EFT)
PRESS CLEAR AFTER EFT APPROVAL – (EFT)
PRINT EBT DECLINE SLIP – (EFT)
UNIVERSAL EFT AUTH FILE NAME – (EFT)
UNIVERSAL EFT SETLMNT FILE NAME – (EFT)
UNIVERSAL EFT STR & FRWD FILE – (EFT)

DISABLE BANK CHARGE VERIFY – (EFT)
DISABLE BANK CHRG ACCT CAPTURE – (MEDIA)
DISABLE DEBIT CARD VERIFY – (EFT)
ENABLE CATALINA INTERFACE – (MISC)
ENABLE CVC INTERFACE – (MISC)
ENABLE RX ITEM INTERFACE – (MISC)
ENABLE SHOPPERS HOTLINE –(MISC)
DISPLAY CUSTOMER COMMENT INFO – (PROMOTIONS)
ENABLE UNVRSL CREDIT INSERTION – (PROMOTIONS)
ENABLE UNVRSL MRKTNG INTERFACE – (PROMOTIONS)
ALLOW MANAGER OVERRIDE OF ACH – (SECURITY)

Workstation Peripherals

Back Office Control File

ENABLE 7800 ON THIS PC
ENABLE LM2100 INTERFACE

Register Control File

COIN CHANGER 0-NO 1-OCIA 2-SER – (DEVICES)
ENABLE MICR READER SUPPORT – (DEVICES)
ENABLE VIDEO CUSTOMER DISPLAY – (DEVICES)
INTERFACE 4100 RS232 SCALE – (DEVICES)
INTERFACE 7835/36/37 SCANNER – (DEVICES)
INTERFACE 7870 RS232 SCAN/SCAL – (DEVICES)
INTERFACE 7870 RS232 SCANNER – (DEVICES)
INTERFACE 7880 RS232 SCANNER – (DEVICES)
INTERFACE 7890 RS232 SCANNER – (DEVICES)
INTERFACE 960LS RS232 (ICL) – (DEVICES)
INTERFACE 960LS RS232 SCAN/SCL – (DEVICES)
INTERFACE 960LS RS485 SCAN/SCL – (DEVICES)
INTERFACE CYBERDATA 9 BIT 7824 – (DEVICES)
INTERFACE ML2010 RS232 SCANNER – (DEVICES)
INTERFACE MS951 RS232 SCANNER – (DEVICES)
INTERFACE NCR OCIA SCAN/SCALE – (DEVICES)
INTERFACE ORION RS232 SCAN/SCL – (DEVICES)
INTERFACE SP210 RS232 SCANNER – (DEVICES)
INTERFACE SPACE RS232 SCANNER – (DEVICES)
USE 40 COLUMN CID MODE – (DEVICES)
ELECTRONIC PAYMT TERM ATTACHED – (EFT)
ENABLE APT INTERFACE – (EFT)

Do Not Apply to 7452 with DynaKey and Thermal Printer

Back Office Control File

ADD FORMFEED TO END OF REPORTS

Register Control File

BACKGROUND SCREEN COLOR 0-7 – (MISC)
END OF SALE DELAY IN SECONDS – (MISC)
SCREEN SAVER MESSAGE – (MISC)
SCREEN SAVER TIMEOUT IN SEC. – (MISC)
DISABLE WIDE DEBIT SLIP PRINT – (RECEIPT)
DISABLE WIDE RECEIPT PRINTING – (RECEIPT)
DISABLE WIDE VALIDATION PRINT – (RECEIPT)
ITEM DETAIL ON JOURNAL PRINTER – (RECEIPT)

Register Control File

The Register Control File is the first option on the ScanMaster Personalization Menu. Click on that button (or press Alt-R) to access the ScanMaster Register Control File Editor Screen.

The Register Control File sets the control parameters for each POS workstation. Upon accessing the Register Control File Editor screen, click the functional tab which contains the setting(s) to change. The Register Control File parameters for each POS workstation's functional grouping are displayed by lane. On some tabs, you may need to use the up and down scroll arrows to locate the setting. Next, locate the first lane to change by using the left and right arrows until the lane's column heading is displayed.

Note: To quickly access a register's settings in situations where there are several lanes, click on the pull down arrow in the QUICK SELECT REGISTER window and select the number of the POS workstation to setup or maintain.

Double-click in the desired cell to change or highlight the cell and press the EDIT CELL button. If using the up and down arrows to highlight the desired cell, press ENTER. In the blank area below the tab, ScanMaster will either display a data entry field or a radio button along the field's current value. Make the desired change and press OK. The cell will display in yellow signifying a change.

To copy the change(s) to other lanes, click on the COPY LANE button. Click on the specific lane(s) or press the ALL LANES button to copy the change to each lane. When finished, click the COPY button. ScanMaster will respond with, "Copy only changes?". Answering "Yes" will copy only the changed fields to the specified lane(s). Answering "No" will copy all Register Control File settings to the specified lane(s).

To copy just the changes to a specific cell to other lanes, click the COPY CELL button. Click on the specific lane(s) or press the ALL LANES button to copy the cell change to each lane. When finished, click the COPY button.

To correct errors during edit, click on the UNDO CELL button to return the highlighted cell to its pre-saved value. To return a highlighted row of changed cells to their pre-saved value, click on the UNDO ROW button.

When finished, click the SAVE button. ScanMaster will automatically highlight the lanes that have had changes made to their settings. Click SAVE and the changes will be saved for those workstations. To deselect a workstation, click the highlighted lane or click NONE to deselect all lanes.

Each POS workstation has its own Control File so each POS workstation can be set up differently. When a Register Control File is edited, the Control File is created in the Update Directory on the Server PC.

Note: The POS workstation reads the file from the Update Directory when an update or Day-End Procedure is performed.

If you click EXIT before saving your changes, ScanMaster displays "Changes have been made. Are you sure you wish to exit?". Click "Yes" to abort any changes made and return to the System Personalization Menu. Press "No" to return to the open Tab.

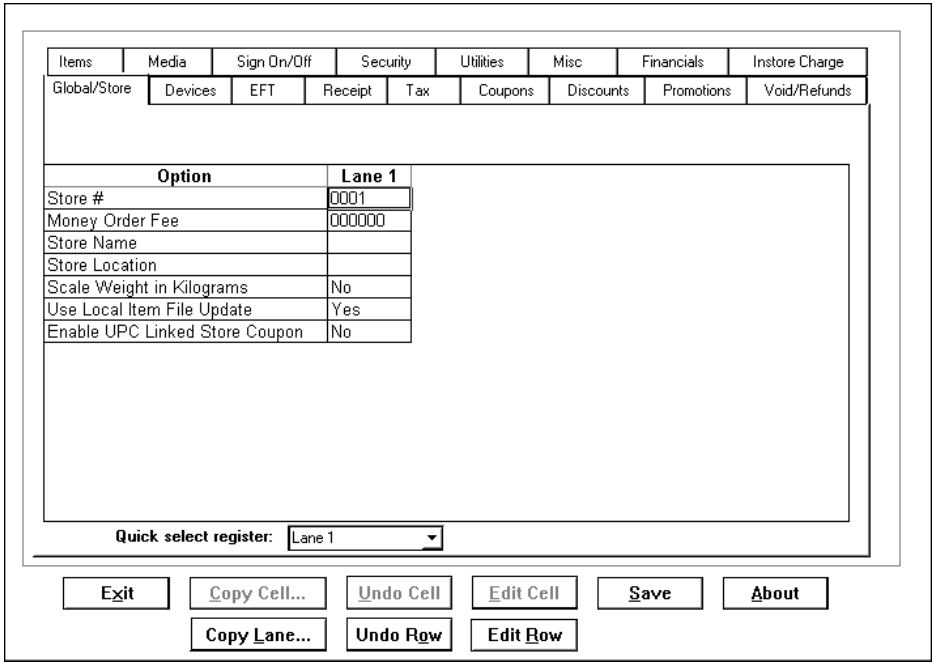


Figure 8-2: Register Control File Editor Screen

Register Control File Configuration

Register Control Settings & Definitions – Alphabetic List

Register Control File Settings are shown below in alphabetic order. In ScanMaster, the individual setting will appear in the functional folder tab listed in brackets.

Example: The first Register Control file option "**Add Bonus Pts to Special Promo**" will be found on the Promotions Tab of theRegister Control File Editor.

Register Control File Option Descriptions

A
Add Bonus Pts to Special Promo [Promotions] One (1) character alpha field. This field requires Y for Yes or N for No. If you set this field to "Yes," any customer frequent shopper Bonus Points accumulated during the Special Promotional time period are included in the Special Promotional Points totals bucket. In addition, these points will also be included in the Bonus Points totals bucket.
Add FS Dollrs to Special Promo [Promotions] One (1) character alpha field. This field requires Y for Yes or N for No. If you set this field to "Yes," any Frequent Shopper dollars accumulated during the Special Promotional time period are included in the Special Promotional Points totals bucket. In addition, these points are included in the Frequent Shopper Dollars totals bucket.
Add Points to Special Promo [Promotions] One (1) character alpha field. This field requires Y for Yes or N for No. If you set this field to "Yes," any frequent shopper Points accumulated during the Special Promotional time period are included in the Special Promotional Points totals bucket. In addition, these points will also be included in the Points totals bucket.

Alarm If Drawer Remains Open [Media]
One (1) character alpha field. This field requires Y for Yes or N for No. If you set this field to "Yes," an alarm sounds if the cash drawer remains open.

Allow Charge Only If Balance 0 [Instore Charge]
One (1) character alpha field. This field requires Y for Yes or N for No. If the Enable Instore Charge field and this field are set to "Yes," customers can make new store charges only if their old charge account balance is zero.

Allow Manager Override Of ACH [Security]
One (1) character alpha field. This field requires Y for Yes or N for No. If you set this field to "Yes," the manager can override Automated Clearing House (ACH) denial codes.

Allow Manual Weight Entry [Items]
One (1) character alpha field. This field requires Y for Yes or N for No. If you set this field to "Yes," weights can be entered manually using the Manual Weight key on the POS Workstation. If set to "No," manual weight entry is not allowed at the POS Workstation.

Allow Scan Mfg. Cpn > Itm Price [Coupons]
One (1) character alpha field. This field requires Y for Yes or N for No. If you set this field to "Yes," the POS workstation accepts a manufacturer's coupon that bears a value greater than that of the item purchased. The Disable Scan Mfg. Coupons field must be set to "No" for this option to be functional.

Amount Compulse on Charge Menu [Instore Charge]
One (1) character alpha field. This field requires Y for Yes or N for No. If you set this field to "Yes," the charge amount must be entered before the CHARGE key is pressed.

Auto Apply Dsc1 (2, 4, 5) At End Of Sale [Discounts]
One (1) character alpha field. This field requires Y for Yes or N for No. If you set this field to "Yes," the system automatically applies Discount 1 (2, 4 or 5) at the end of all sales without the cashier pressing the DISCOUNT key.

Automate Mfg CPN Multiplier [Coupons]
One (1) character alpha field. This field requires Y for Yes or N for No. If you set this field to "Yes," the system automatically doubles the value of manufacturers' coupons at the POS workstation. If this field and the Automate Store CPN Multiplier setting (below) are both "Yes," the DOUBLE COUPON key acts as a DOUBLE COUPON EXEMPTION key. If either one is set to no or if both are set to no, the DOUBLE COUPON key acts as an Accept key. If both are no, you need to ring or scan the coupon first then hit the Double Coupon Key.

Automate Store CPN Multiplier [Coupons]
One (1) character alpha field. This field requires Y for Yes or N for No. If you set this field to "Yes," the system automatically doubles the value of store coupons at the POS workstation. If this field and the Automate Mfg CPN Multiplier setting (above) are both "Yes," the DOUBLE COUPON key acts as a DOUBLE COUPON EXEMPTION key. If either one is set to no or if both are set to no, the DOUBLE COUPON key acts as an Accept key. If so you need to ring or scan the coupon first then hit the Double Coupon Key.

Automatic Check Pay To Field [Media]
Thirty-eight (38)-character alpha/numeric field. If the Use Automatic Check Writing field is set to "Yes," this is the heading that prints in the Pay To field on the face of the check.

B

Background Screen Color 0-7 [Misc]
One (1) digit numeric field. This field allows the selection of a background screen color for POS workstations that are equipped with VGA color monitors. (The foreground is always white.) The color selections are: 0=Black, 1=Blue, 2=Green, 3=Cyan, 4=Red, 5=Magenta, 6=Brown, and 7=White.

Beep Scanner on Item Intervent [Devices]
One (1) character alpha field. This field requires Y for Yes or N for No and is only valid for 7870, 7880, and 7890 model scanners and scanner/scales. If this field is set to "Yes," the scanner at the POS workstation will beep twice any time a cashier intervention is necessary to complete a transaction.

Beep Scanner on Manual Item [Devices]
One (1) character alpha field. This field requires Y for Yes or N for No and is only valid for 7870, 7880, and 7890 model scanners and scanner/scales. If set to "Yes," the scanner produces an audible tone when an item is manually entered on the POS workstation. If set to "No," the scanner does not produce any tones when an item is manually entered on the POS workstation.

Beep Scanner on Not Found [Devices]
One (1) character alpha field. This field requires Y for Yes or N for No. This field is only valid for 7870, 7880, and 7890 model scanners and scanner/scales. If set to "Yes," the scanner produces two audible tones when a not found error occurs on the POS workstation. If set to "No," the scanner does not produce any tones when a not found error occurs on the POS workstation.

Beep Scanner on Offline Sale [Devices]
One (1) character alpha field. This field requires Y for Yes or N for No. This field is only valid for 7870, 7880, and 7890 model scanners and scanner/scales. If set to "Yes," the scanner produces an audible tone when a new sale is initiated and the POS workstation is in Offline mode. If set to "No," the scanner does not produce any tones when a new sale is initiated and the POS workstation is in Offline mode.

Birthdate Display Age Verify [Items]
One (1) character alpha field. This field requires Y for Yes or N for No. If this field and the Enable Sales Restriction Table field are set to "Yes," the screen of the POS workstation displays the minimum birth date that is required for the customer to make the purchase. See the section titled "Department Restriction Matrix" in Chapter Three, "Performing Department/Subdepartment Maintenance," in the ScanMaster User's Guide for more information on setting up a department restriction matrix.

Bonus Points Description [Promotions]
Sixteen (16) character alphanumeric field. Enter a user-defined Bonus Points description in this field. The default setting is "Bonus Pnts." This field is used in conjunction with the Frequent Shopper Program Desc.

Bottle Deposit Description [Items]
Fourteen (14) character alpha/numeric field. Enter a bottle deposit description in this field as you want it to display on the customer receipt.

C

Capture Max WIC Check Amount [Media]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. This option works in conjunction with the Enable WIC Sale Mode field. If you set this field to "Yes," the system prompts the cashier to enter the maximum amount of the WIC check.

Cash Pickup Compulse Amount [Media]
Six (6) digit numeric field. When the cashier's till reaches the amount of cash specified in this field, the POS workstation screen prompts the cashier with the message: "Must DO Pickup." This warning displays at the beginning of each sale until a pickup is made. The cashier cannot continue to operate the POS workstation. When the cashier presses CLEAR, the screen prompts the cashier with the message: "Enter Manager ID." The manager's password must be entered before the cashier can continue with the sale.

Cash Pickup Warning Amount [Media]
Six (6) digit numeric field. When the cashier's till reaches the amount of cash specified in this field, the POS workstation screen prompts the cashier with the message: "Please Do Pickup." The warning displays at the beginning of each sale until a pickup is made. The cashier can continue to operate the POS workstation by pressing CLEAR when the warning displays.

Check Cashier Active Status [Sign On/Off]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system requires a cashier to log on to the back office PC before signing on at the POS workstation. If a cashier attempts to sign on to the POS workstation before logging on to the back office PC, the "Cashier Inactive" message displays.

Check CPN Against Dept. Sales [Coupons]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation checks the value of entered coupons against department sales. The value of entered coupons cannot exceed department sales.

Check File(1=Neg 2=Pos 0=none) [Misc]
One (1) digit numeric field. The system has the capability of having a Negative Check File, a Positive Check File, or neither.

If you enter **1** in this field, the POS workstation searches the Negative Check File any time a cashier enters a checking account number. If the account number entered at the POS workstation is in the Negative Check File with a status code greater than 0, the cashier screen displays "Manager needed - Code #." A manager may decide to accept the check by pressing ENTER and entering a Manager ID, or deny the check by pressing CLEAR, which permits another type of tender for the transaction. There are up to nine (9) code numbers that can display at the POS Workstation. (For more information, see Chapter Five, "Customer Data," in the *ScanMaster User's Guide*.)

If you enter **2** in this field, the POS workstation searches the Customer Maintenance File any time a cashier enters a checking account number. This file should contain information on everyone who can cash a check. The Positive Check File looks at the following criteria: customer account numbers on file, customer status (0 = Good Account; 1-9 = Manager Needed), the number of checks per day and per week that are allowed, and the check amount limit per day and per week. If the customer status requires management attention, or if the limits on checks and check amounts are reached, the POS workstation prompts for a Manager ID number.

If you enter **0** in this field, the POS workstation does not prompt the cashier for an account number.

Check Scan Mfg Cpn In Itm File [Coupons]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system checks the Item File when a cashier scans a manufacturer's coupon to see if the coupon number exists in the Item File. If it exists, the system uses the price from the Item File rather than the price on the 2-digit numeric suffix of the coupon. This option is helpful for known coupons that are bar-coded incorrectly.

Check WIC Begin & End Dates [Media]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation prompts for the beginning and ending dates on the WIC check in MM/DD/YY format. If the entered values do not correspond to the POS date, the WIC check is denied.

Coin Changer 0=No 1=OCIA 2=Ser [Devices]
One (1) digit numeric field. If this field is set to "0," it denotes that a coin changer is not attached. If this field is set to "1," a coin changer is attached to the OCIA port. If this is set to "2," the coin changer is attached to the RS232 serial port.

Combine All Tax Totals [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" to combine all tax totals on the customer receipt. This field is used in conjunction with the Combine Tax Total Description option.

Combine Cpn & Multiple Subtot [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," all coupons and coupon multiples are combined into two subtotal lines on the customer receipt. For example, all store coupons and store coupon multiples combine into one line, while all manufacturer coupons and manufacturer coupon multiples combine on a second line. When set to No, each line displays separately on the customer receipt. This option is used in conjunction with the Combine Store & Mfg. Cpn. Subtot option. If both options are set to yes, all coupon information is combined into one line.

Combine Points & Bonus Points [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," all frequent shopper points and bonus points are combined into one subtotal line on the customer receipt. When set to No, each line displays separately on the customer receipt.

Combine Price Pts & Itm/EC Points [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," ScanMaster will combine all price-based points and Item / Electronic Coupon points into one subtotal line on the customer receipt. When set to No, each line displays separately on the customer receipt. This option is used in conjunction with the Use Item Price Based Points and Use Item / EC Pnts & Bonus Pnts options.

Combine Store & Mfg Cpn Subtot [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," all store and manufacturer coupons are combined into one subtotal line on the customer receipt. In addition, a second coupon line prints, combining any coupons or coupon multiples. When set to No, each line displays separately on the customer receipt. This option is also used in conjunction with the Combine Cpn & Multiple Subtotal option. If both options are set to yes, all coupon information is combined into one line.

Combine Store & Mfg EC Cpn Sub [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," all store and manufacturer electronic coupons are combined into one subtotal line on the customer receipt. If this option is set to No, store and manufacturer electronic coupons are listed on separate subtotal lines on the customer receipt.

Combined Cpn Multiple Desc [Receipt]
Fifteen (15) character alphanumeric field. Enter a user-defined coupon multiple description in this field. This field is used in conjunction with the Combine Cpn & Multiple Subtot, Combine Store & Mfg Cpn Subtot, and the Combine Store & Mfg. EC Cpn. Sub options.

Combined Tax Total Description [Receipt]
Fifteen (15) character alphanumeric field. Enter a user-defined tax total description in this field. The default description is "All Taxes." This option is used in conjunction with the Combine All Tax Totals option.

Configurable Term Amt Verify [EFT]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," ScanMaster's media type settings (for example, Visa or MasterCard) will determine whether the EFT terminal prompts for customer amount verification. If this field is set to "No," EFT terminal settings will determine whether customer amount verification is performed.

Copy Item File At Reg. Update [Items]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the system automatically copies the Item File to the POS workstation during Update and End-Of-Day Procedures.

Cust Age (0=Date 1=Id 2=Both) [Items]
One (1) digit numeric field. (Enter **0**, **1**, or **2** in this field.) This field restricts the sale of items (such as alcohol) on certain days and by customer age. If you set up a Department Restriction Matrix restricting the sale of items such as alcoholic beverages to customers, the POS workstation can verify that the cashier has checked the customer's age by prompting for the entry of the customer's birthday, ID number, or both.

If you enter **0** in this field, the cashier must enter the customer's birthdate for any items in restricted departments. The system verifies the customer's age from the Department Restriction Matrix. If the customer is not of age, the POS workstation displays the message that the customer is not of age.

If you enter **1** in this field, the POS workstation prompts the cashier to enter an ID number (up to nine (9) digits) given by the customer. This information is stored in the system.

If you enter **2** in this field, the POS workstation prompts for both the date and an ID number.

D

Default CID Promotion Number [Promotions]
Four (4) digit numeric field. This option works only if the Enable Video Customer Display option is enabled. When the Enable Video Customer Display option is active, stores can display a default promotional message on the screen by entering the four digit promotional number in this field.

Dept/PLU Status (0=PLU 1=Dept) [Items]
One (1) digit numeric field. This field instructs the system to obtain information from either the Item File or the Department File regarding food stamps, taxes, discounts, and other status settings.

If you select to follow the *PLU* setup contained in the Item File, you must maintain all status information on each sales item. When a cashier scans an item, the system searches the Item File for: PLU #, Description, Price, and all status information.

If the system follows the *department* setup, the system searches the Item File for UPC #, Description, and Price, but searches the Department File for status information. By following department status, you do not maintain status information in Item Maintenance and no check marks display in the item status check boxes in the Item File.

There may be occasions in which item status is not the same as department status. (For example, bird seed is in the Grocery Department, where most products are food-stampable and non-taxable, and bird seed is the exception.) In these situations, go to the Item Maintenance Screen and enter the PLU number of the product whose status you wish to change and enter a check mark in the appropriate status box. This action *reverses* the department status of the sales item. See Chapter Three, "Performing Department/ Subdepartment Maintenance" and Chapter Four, "Performing Immediate and Batch Item Maintenance," in the ***ScanMaster User Guide*** for more information.

Disable Acct# Print on Receipt [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the account number is not printed on the receipt at the end of the transaction.

Disable Acct# Print on Sig Slp [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the account number is not printed on the signature slip at the end of a charge transaction.

Disable Bank Charge Verify [EFT]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. This field works with the **Enable Bank Charge Media** field. If you set this field to "Yes," the system prompts at total time with the message: "Charge Approved Yes or No." This prompt reminds cashiers to make sure the charge is approved if a stand-alone payment system is installed at the store. It also permits the cashier to press the NO key if the charge is denied in order to permit the use of another tender type.

Disable Bank Chrg Acct Capture [Media]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation does not require the cashier to enter a bank charge account number at tender time. If No is selected, a menu listing available charge option displays. Options include: American Express, Visa, Master Card and Discover.

Disable Charge Payment [Instore Charge]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Use this field in conjunction with the Enable Instore Charge option (Register Control File). If this field is set to "Yes," ScanMaster disables the option to accept charge payments at the POS terminal. The Enable Instore Charge option must be turned on in order for this option to work.

Disable Chrg Info on Sig Slip [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If set to "Yes," in-store charge account balance information is not printed on the signature slip. If set to "No," in-store charge account balance information is printed on the signature slip when applicable.

Disable Cust Name on Receipt [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the customer name is not printed on the receipt at the end of the transaction.

Disable Cust Name on Sig Slip [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the customer name is not printed on the signature slip at the end of the transaction.

Disable Debit Card Verify [EFT]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. This field works with **the Enable Debit Card Media** field. If you set this field to "Yes," the system prompts at total time with the message: "Debit Approved Yes or No." This prompt reminds cashiers to make sure the debit is approved if a stand-alone payment system is installed at the store. It also permits the cashier to press the NO key if the debit is denied in order to permit the use of another tender type.

Disable Drawer Open Signon/off [Sign On/Off]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the drawer does not open at sign-on or sign-off.

Disable EBT Cash Card Verify [EFT]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. This field works with the **Enable Bank Charge Media** option. If you set this field to "Yes," the system prompts at total time with the message: "EBT approved Yes or No." This prompt reminds cashiers to make sure the EBT is approved if an unattached EFT system is in place at the store. It also permits the cashier to press the No key if the EBT is denied in order to permit the use of another tender type.

Disable EFT Logging [EFT]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If set to "Yes," EFT transactions do not update EFT log files. If set to "No," all EFT transactions are logged to the EFT Authorization log file, the EFT Store and Forward log file, or both.

Disable Frq Shp # on Receipt [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this option is set to "Yes," the customer's frequent shopper number does not display on the customer receipt when entered during a purchase. If set to "No," the customer's frequent shopper number displays.

Disable Halo/Lalo Check On UPC [Items]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the system does not check scanned items against the Halo/Lalo amounts set in the department file. For more information on the department file, see Chapter Three, "Performing Department/Subdepartment Maintenance," in the ***ScanMaster User's Guide***. When set to "No", Halo/Lalo amounts are checked only for item UPCs, not for Store Coupons or Vendor Coupons.

Disable Itemized EC on Receipt [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. The system default is N, meaning any electronic coupons applied to the sale are itemized (along with their amounts) on the bottom of the customer receipt. If this option is set to Y, any electronic coupons applied to the sale are not itemized on the receipt.

Disable Key Entry Of Mgr Id [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If this field is set to "Yes" and the Security Type field is set to "1" (ID), the manager can only scan an ID number. The manager cannot manually enter the ID number.

Disable Prt of IRI CPN Receipt [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If set to "Yes," the IRI coupon receipt is not printed on the bottom of the customer receipt when applicable. If set to "No," the IRI coupon receipt is printed on the bottom of the receipt when applicable.

Disable Scan Mfg Coupons [Coupons]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," manufacturer's coupons cannot be scanned.

Disable Signon/off Security # [Sing On/Off]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the cashier only needs to enter the cashier ID number at logoff time. The 3-digit security number is not needed.

Disable Store Charge Verify [Media]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. This field works with the Enable Store Charge Media field. If you set this field to "Yes," the system prompts at total time with the message: "Charge Approved Yes or No." This prompt reminds cashiers to make sure the charge is approved if a store charge system is in place at the store. It also permits the cashier to press the NO key if the charge is denied in order to permit the use of another tender type.

Disable Training Mode [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the training mode is not available on the POS workstation.

Disable UPC Repeat Key (ENTER) [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation's REPEAT key is inactive. ENTER now performs the Repeat function.

Disable Validation In Training Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," all validation printing is disabled in the training mode.

Disable Wide Debit Slip Print [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the debit slip information prints in single-width format.

Disable Wide Receipt Printing [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the receipt header line prints in single-width format.

Disable Wide Validation Print [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the validation information prints in single-width format.

Disc 1 (2, 4, 5) (1=Item 2=Sale 3=Both) [Discounts]
One (1) digit numeric field. This field requires the number one (1), two (2), or three (3), which activates when Discount 1 (2, 4 or 5) is available. One (1) = allows a discount by line item, two (2)= allows discount at end of sale and three (3)=allows discount by line item and at end of sale. For the system to apply a discount, the department or item must have a Discount 1 (2, 4 or 5) status. See Chapter Three, "Performing Department/Subdepartment Maintenance" and Chapter Four, "Performing Immediate and Batch Item Maintenance," in the ***ScanMaster User's Guide*** for information on enabling discounts for departments or items.

Disc 1 (2, 4, 5) Fixed % (0=variable %) [Discounts]
Two (2) digit numeric field. If Discount 1 (2, 4 or 5) status is enabled for an item or department, enter a discount type in this field. The discount can be either a fixed percent or a variable percent. If it is a fixed percent, enter the percentage. (If you enter a single digit, the system adds a "0" at the *beginning* of the number.) If the discount is a variable percent, leave all zeros in this field. A variable discount permits the cashier to enter the discount percentage at the POS workstation.
See Chapter Three, "Performing Department/ Subdepartment Maintenance" and Chapter Four, "Performing Immediate and Batch Item Maintenance," in the *ScanMaster User's Guide* for information on enabling discounts for departments or items.

Discount 1 (2, 4, 5) Description [Discounts]
Sixteen (16)-character alpha/numeric field. The description in this field displays on the customer's receipt to explain Discount 1 (2, 4 or 5).

Discount 1 (2, 4, 5) Maximum Limit [Discounts]
Six (6) digit numeric field. This field determines the maximum discount a customer can receive per order from Discount 1 (2, 4 or 5). All discount amounts above this limit are not given to the customer.

Disp Cust Name at End of Sale [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the name of the customer displays on the screen if the name variable has been set. This variable can be set by debit cards, bank charges, frequent shopper customer charges, or positive check account numbers.

Display Customer Charge Detail [Instore Charge]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. This option is used in conjunction with the in-store charge module. Before you can activate this option, the Enable Instore Charge field must be set to "Yes." If you set this field to "Yes," the cashier's screen displays the customer's account number, name, current balance, charge amount, and new balance when the cashier accepts an in-store charge as a tender type. The system prompts the cashier to "Accept Charge Transaction Y / N."

Display Customer Comment Info [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "yes," the POS workstation displays any comments about that customer as detailed in the Customer Maintenance screen. The POS workstation prompts the cashier to first enter that customer's frequent shopper number and the comments are then displayed. The cashier must press Clear to continue with the sale.

Display Running FS Total [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation displays a running food stamp total. If you set this field to "No," the POS workstation displays the number of items in the transaction.

Distribute Multi-Lane EOD Time [Misc]
One (1) digit numeric field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," POS workstations will reboot using the following formula for time delay: (register # / 5) * 20 seconds. This is done to ensure only five POS workstations will try to log on to the file server PC at a given time. For example, if you have a 15-store, the first five workstations will reboot immediately following the end-of-day, the next five will reboot 20 seconds after that, while the last five will reboot 20 seconds after that.

Double High Change [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the change line on the customer receipt displays in double high character format.

Double High Coupon Multiple [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," any multiple coupons applied to the sale displays on the customer receipt in double high character format.

Double High Discount [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," any discounts applied to the sale displays on the customer receipt in double high character format.

Double High Freq Shopper Items [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," any frequent shopper items applied to the sale displays on the customer receipt in the double high character format.

Double High Mfg & Store Coupon [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," any manufacturer or store coupons applied to the sale displays on the customer receipt in double high character format.

Double High Mfg & Store EC Cpn [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," any manufacturer or store electronic coupons applied to the sale displays on the customer receipt in double high character format.

Double High Receipt Header 1 (2, 3) [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," receipt header 1 (2 or 3) information displays in double high character format. This setting is often used in conjunction with the Double Wide Receipt Header setting.

Double High Receipt Trailer [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," receipt trailer information displays in double high character format. This setting is often used in conjunction with the Double Wide Receipt Trailer setting.

Double High Return & Refund [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," any return or refund items applied to the sale displays on the customer receipt in double high character format.

Double High Sale Items [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," any sale items purchased displays on the customer receipt in double high character format.

Double High Subtotal Info [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," subtotal lines on the customer receipt displays in double high character format.

Double High Tenders [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," tender lines on the customer receipt displays in double high character format.

Double High TPR Savings [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to "Yes," any Temporary Price Reduction (TPR) applied to the sale displays on the customer receipt in double high character format.

Double High Transaction Total [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the transaction total line on the customer receipt displays in double high character format.

Double High You Saved [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the "You Saved" line on the customer receipt displays in double high character format.

Double Wide Receipt Header 1 (2, 3) [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," receipt header 1 (2 or 3) information displays in double wide character format. This setting is often used in conjunction with the Double High Receipt Header setting. When both options are enabled, the receipt header line prints 19 characters or less.

Double Wide Receipt Trailer [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," receipt header information displays in double wide character format. This setting is often used in conjunction with the Double High Receipt Trailer setting. When both options are enabled, the receipt trailer line prints 19 characters or less.

Drawer Alarm Delay In Seconds [Media]
Four (4) digit numeric field. If the POS workstation drawer alarm is enabled, enter the time in seconds in this field. The alarm will go off if the drawer remains open after the specified time expires.

Dynamic Customer Default Level [Promotions]
One (1) digit numeric field. Values include 0 through 9. Enter the frequent shopper level customers will be assigned when a frequent shopper customer is dynamically built at the POS workstation.

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EAN Cust # Trim 0 = Right 1 = Left [Promotions]
One (1) digit numeric field. Enter 0 or 1 in this field. If set to "0," the right digit is trimmed and the left 12 digits of a 13-digit EAN Code are used as the customer number. If set to "1," the left digit is trimmed and the right 12 digits of a 13-digit EAN Code are used as the customer number.

EFT Authorization Timeout Secs [EFT]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "yes," enter the number of seconds to wait for EFT approval before timing out. If approval is not gained in that time, the following message displays: "EFT Authorization Timeout." The cashier can then try for offline approval (if permitted through the media configurator) or accept another form of tender. If this field is set to zero (0), the system default is 120 seconds.

Electronic Coupon Description [Promotions]
Twenty (20) character alpha/numeric field. Enter the electronic coupon program name in this field as you want it to display on the customer receipt or display. If you leave this field blank, the system will use "Electronic Coupon" as the default name.

Electronic Paymt Term Attached [EFT]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Select Yes if you are using an external Magnetic Stripe Reader (MSR) and PIN capture device.

Enable "You Saved" On Receipt [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," a configurable "You Saved" message is displayed on the bottom of the customer receipt. If you set this field to "No," no other "You Saved" options can be configured.

Enable 7156 Delayed Receipt [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system permits the delay of the printing of a receipt for a previous sale (as the customer writes a personal check, for example), while permitting the initiation of a new sale.

Enable APT Interface [EFT]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," you must have third-party package software and Vision Value hardware for this option to be functional.

Enable Catalina Interface [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to "Yes," POS workstations connected to the ScanMaster system will send POS data to the Catalina server.

Enable Check Cashing Function [Utilities]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," cashiers can cash checks outside of a sale at the POS workstation.

Enable Coupon Paidout [Utilities]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to "Yes," cashiers can perform paidout functions for a coupon outside of a sale. For example, if a customer forgets to turn in a coupon until after the sale is over, the cashier can reimburse the customer for that coupon outside the sale.

Enable CVC Interface [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. This field is only valid when the POS workstation is in Online mode. If set to "Yes," the POS Workstation sends CVC marketing data across the network during transactions. If set to "No," the POS workstation does not send CVC marketing data across the network during transactions.

Enable Department Validation [Items]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system validates the cashier's entry of a department. You must have department validation active in Department Maintenance for this option to work. For detailed instructions on setting up departments, see Chapter Three, "Performing Department / Subdepartment Maintenance," in the *ScanMaster User's Guide.*

Enable Dept # Key Flip Chart [Items]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," when the cashier presses the DEPARTMENT NUMBER key at the POS workstation, a flip chart displays all departments in the Department File.

Enable Dynamic Customer Build [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the cashier can add a new customer account to the ScanMaster customer file from the POS workstation. Simply enter the new customer number and later add specific customer information at the back office workstation.

Enable EFT Settlement Capture [EFT]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "yes," ScanMaster will capture all EFT transaction activity and write it to a history file (F:\Grocery\Files\EFTSETTL.DAT). This file is used by the store's EFT manager to balance EFT transactions against ScanMaster.

Enable EFT Tender Reversal [EFT]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "yes," the cashier can reverse a partially tendered EFT transaction during the sale. All partial tenders will be reversed automatically when the cashier presses the Clear key. For example, a cashier can use this feature to cancel a sale during EFT, or to add more items to a partially tendered EFT transaction. Tender reversal takes place when a cashier clears out of tender entry mode back into sale entry mode.

Enable Electronic Payment Sys [EFT]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation recognizes an external payment device for external payment, such as Verifone or OMNI.

Enable Enhanced Electronic Cpn [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," this option replaces the standard electronic coupon file and combines frequent shopper and electronic coupon options into one file. For detailed instructions, see Chapter Five, "Maintaining Customer Data," in the *ScanMaster User's Guide*.

Enable Enhanced Frq Shp Prgm [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. This field works in conjunction with the Enable Enhanced Electronic Cpn field. If you set this field to "Yes," this option replaces the standard frequent shopper file and uses the enhanced electronic coupon file for frequent shopper information. For detailed instructions, see Chapter Five, "Maintaining Customer Data," in the *ScanMaster User's Guide.*

Enable Error Correct Validatn [Voids/Refunds]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system prints a validation when the cashier corrects an error.

Enable Family Code Cpn Check [Coupons]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," and a coupon can be scanned, the POS workstation checks to see if the customer purchased the actual product. This option requires additional Item File maintenance. The family code must be entered into the Commodity Code field for each UPC. For more information about Item Maintenance, see Chapter Four, "Performing Immediate and Batch Item Maintenance," in the *ScanMaster User's Guide.*

Enable Gift Cert Sold Validatn [Media]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system prompts to validate when a gift certificate is purchased.

Enable Gift Certificate Sales [Utilities]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the cashier can sell gift certificates at the POS workstation.

Enable Instore Charge [Instore Charge]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field and the In-Store Charge Installed field on the Back Office PC Control File to "Yes" to enable an in-store charge. The system prompts the cashier at the POS workstation to enter a charge account number when entering the tender type.

Enable Lane Accountability [Financials]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system will provide lane accountability totals in addition to cashier accountability totals.

Enable Media Swap Function [Utilities]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," cashiers can swap amounts from one tender type to another tender type, affecting cashier totals. The media swap function keeps the Cashier's Report in alignment with the till.

Enable MICR Reader Support [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If the system is using the 7156 or 7158 thermal printer, you have the option of using the MICR reader. The MICR reader reads the account number from the check. If you set this field to "Yes," the system reads the account number, validates the back of the check, and writes the face of the check. The following fields must also be set correctly for this option to be functional:

The Use Paper Check field must be set to "Yes."

The Use Automatic Check Writing field must be set to "Yes."

The Automatic Check Pay To field must contain the heading that prints in the Pay To field on the face of the check.

The Disable Paper Check Validation field must be set to "No."

The fields, Check Validation Line 1, Check Validation Line 2, and Check Validation Line 3 must contain the text that will be printed on the back of the check during validation. (All three fields do not require entries if the validation text is less than 3 lines.)

Enable Money Order Sales [Utilities]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," cashiers can sell money orders at the POS workstation.

Enable Net Discount [Discounts]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," any store electronic coupons that were applied against any discountable items will reduce the transaction level discountable totals. If this field is set to "No", the discount is applied against the original price of the item before the electronic discount is applied.

Enable Non Frq Shp Surcharge [Discounts]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system adds an additional charge to a non-frequent shopper's bill at total if the customer does not have a Frequent Shopper Number.

Enable Paidout Acct Flip Chart [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," a flip chart displays presenting all paidout accounts during a paidout function, permitting the cashier to select an account.

Enable Paidout Function [Utilities]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," cashiers can perform paidout functions at the POS workstation. There are two (2) paidout functions: a POS Workstation Paidout and a Coupon Paidout.

Enable Power Fail Recovery [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system permits recovery in the event of a power failure by writing sales to the hard drive of the POS workstation. This option writes each line of the transaction to the POS workstation's hard drive. When the power is removed and recovered, the POS workstation returns to the last item that was entered during the sale.

Enable Receipt History Capture [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system captures the image of the receipt to a POS workstation file. This is a type of electronic journal. It permits you to search and print previous receipts for analysis of the cashier's performance.

Enable Refund Mode Operation [Voids/Refunds]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes", the POS workstation has the ability to enter into a "Refund Mode." This mode is activated by pressing the REFUND key. All items entered from this point on are refunded. This mode is valid until the REFUND key is pressed again or the transaction is finalized. Refunds do not affect item movement or inventory.

Enable Refund Validation [Voids/Refunds]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system prints a validation when the cashier does a refund.

Enable RX Item Interface [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," third-party pharmacy software must be in place in the store. The system generates an ASCII record when the pharmacy prepares a prescription. Cashiers can then scan prescriptions at the POS workstation. The back office PC writes to a prescription file, and the system prepares a movement report for the pharmacy software.

Enable Sales Restriction Table [Items]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation looks for the department restriction matrix created under the Department Maintenance Menu when the cashier enters the sales items. The POS workstation checks the cashier's age, customer's age, and restriction days and times by department. See the section titled "Department Restriction Matrix" in Chapter Three, "Performing Department/Subdepartment Maintenance," in the *ScanMaster User's Guide* for more information.

Enable Shoppers Hotline [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes" and if this option is available, the POS workstation permits a report to be sent to IRI, a third- party movement clearing house. The customer receives a message on the receipt indicating that a manufacturer's coupon list is redeemed in the sale.

Enable Tax 1 (2, 3) [Tax]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Enter **Y** to enable Tax Table 1 (2 or 3).

Enable Unvrsl Credit Insertion [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," ScanMaster permits promotional credits to be inserted through this interface by TargetMaster and other third-party promotional software.

Enable Unvrsl Mrktng Interface [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," ScanMaster transmits item and sale information through this interface to TargetMaster or other third-party promotional software.

Enable UPC Linked Store Coupon [Global/Store]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the cashier must scan the item indicated on the store coupon in order for the coupon to be valid.

Enable Variable Tare [Items]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Tare codes 80 through 98 are reserved. These codes point to the variable Tare Table under the Miscellaneous Item Maintenance Menu. Each variable Tare Table can have up to ten (10) different associated weight codes. The weight is the item weight, and the tare code is the package weight. This option can be used when an item has the same UPC number, but the weight of the package varies.

Enable Video Customer Display [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces to the color Customer CRT.

Enable Void Validation [Voids/Refunds]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system prints a validation when the cashier does a void.

Enable WIC Sale Mode [Media]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system flags the sale for WIC purchases. The system also performs other tasks appropriate for a WIC sale, such as limiting the maximum check amount that can be purchased under the WIC program, checking the beginning and ending dates on the WIC check, and making the sale tax-exempt. The system also checks the UPC for the correct WIC status, so that the cashier can ring only UPCs with WIC status into the order.

End Of Sale Delay In Seconds [Misc]
Two (2) digit numeric field. This field represents the number of seconds that the POS workstation delays before starting the next transaction.

Enforce Dept Entry On Mfg CPN [Coupons]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation prompts for manual entry of a department when manufacturers' coupons are scanned.

If you set this field to "No," the system assumes the department of the item to which the coupon is linked. If the Enable Family Code Cpn Check field is set to "No," the system retrieves the first item from in transaction containing the manufacturer matching the coupon. If the Enable Family Code Cpn Check field is set to "Yes," the system retrieves the first item from in transaction that matches both the manufacturer and family code.

Exclude Dsc 1 (2, 4, 5) If Cpn Applied [Discounts]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," and the system applies a coupon to the item, the system cannot apply Discount 1 (2, 4 or 5) to the item.

Exclude Dsc 1 (2, 4, 5) If Item On Sale [Discounts]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. The Sale Level field in the Item File determines if an item is on sale. If the item has a sale level of 1 through 9, and this field is set to "Yes," the item is considered on sale, and the system cannot apply Discount 1 (2, 4 or 5) to the item. For more information about Item Maintenance, see Chapter Four, "Performing Immediate and Batch Item Maintenance," in the *ScanMaster User's Guide.*

Exclude Memo Totals frm Actvty [Financials]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system excludes memo department totals (for sales such as vending machine sales, lottery sales, or newspaper sales) from department totals. Department activity is a sales report; hourly reports show productivity. See example below.

A transaction as follows:

LOTTERY $1.00
MEMO ITEM $2.00
MEMO ITEM - $1.00

When this field is set to Yes, hourly report shows:

Item Count = +1 Sales = +$1.00

When this field is set to No, hourly report shows:

Item Count= +2 Sales = +$2.00

NOTE: Refunds, Returns, and Negative Items do not add to or subtract from the Item Count. The customer receipt shows 3 items.

Exp Year < 71 then Year > 1999 [EFT]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation advances to the next century if the credit card expiration date is less than 71. If you set this field to "no," the system defaults to the current century. For example, when a cashier enters 0523, the system would recognize this date as May of 2023 if the register control file option is set to yes. If set to no, it defaults to May of 1923.

F

FC Pickup Compulse Amount [Media]
Six (6) digit numeric field. When the cashier's till reaches the amount of foreign currency specified in this field, the POS workstation screen prompts the cashier with the message: "Must DO Pickup." This warning displays at the beginning of each sale until a pickup is made. The cashier cannot continue to operate the POS workstation. When the cashier presses CLEAR, the screen prompts the cashier with the message: "Enter Manager ID." The manager's password must be entered before the cashier can continue with the sale.

FC Pickup Warning Amount [Media]
Six (6) digit numeric field. When the cashier's till reaches the amount of foreign currency specified in this field, the POS workstation screen prompts the cashier with the message: "Please Do Pickup." The warning displays at the beginning of each sale until a pickup is made. The cashier can continue to operate the POS workstation by pressing CLEAR when the warning displays.

Flag Sale Itms on Receipt W/ $ [Items]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the receipt will display sale items (with a level above zero) with a dollar character to the left of the description.

Freq Shopper Rollover Amount [Promotions]
Seven (7) digit numeric field. If you use the Frequent Shopper Program, enter the amount of total purchases per customer required for the Frequent Shopper Amount in the Customer File to roll over to zero.

Frequent Shopper Program Desc. [Promotions]
15-character alphanumeric field. Enter the frequent shopper program name in this field as you want it to display on the customer receipt or display.

Frq Shp Level Match in EC File [Promotions]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If this field is set to "Yes," a customer is only eligible for electronic coupons if they are at the same frequent shopper level as set through the Electronic Coupon Maintenance screen. This field is used in conjunction with the Allow Mult Same ECPN-Frqsp Lvl field in the Back Office Control File. Both control file options must be set the same to work. If this option is set to "no," a customer is eligible for electronic coupons less than or equal to their frequent shopper level.

Frq Shp Level Set in Cust File [Promotions]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If this field is set to "Yes," the frequent shopper level for a customer is set from the Customer Maintenance screen. This field is used in conjunction with the Freq. Shop. Level Set Manually question in the Back Office Control File. Both control file options must be set the same to work. If both options are set to "no," the customer's frequent shopper level is determined through the Frequent Shopper Discount Matrix based on the amount of frequent shopper points / dollars the customer has earned.

Frq Shp Stat Set by ACH Verify [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the customer is assumed to be a frequent shopper upon verification by an Automated Clearing House.

Frq Shp Stat Set by Chk Verify [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the customer is assumed to be a frequent shopper upon the use of a positive checking account number.

Frq Shp Stat Set by Store Chrg [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the customer is assumed to be a frequent shopper upon use of a store charge account.

FS Pickup Compulse Amount [Media]
Six (6) digit numeric field. When the cashier's till reaches the amount of food stamps specified in this field, the POS workstation screen prompts the cashier with the message: "Must DO Pickup." This warning displays at the beginning of each sale until a pickup is made. The cashier cannot continue to operate the POS workstation. When the cashier presses CLEAR, the screen prompts the cashier with the message: "Enter Manager ID." The manager's password must be entered before the cashier can continue with the sale.

FS Pickup Warning Amount [Media]
Six (6) digit numeric field. When the cashier's till reaches the amount of food stamps specified in this field, the POS workstation screen prompts the cashier with the message: "Please Do Pickup." The warning displays at the beginning of each sale until a pickup is made. The cashier can continue to operate the POS workstation by pressing CLEAR when the warning displays.

|

Idle mode timeout In seconds [Misc]
Five (5) digit numeric field. The number of seconds entered in this field determines when the POS workstation automatically goes into Idle Mode. Idle Mode locks the keyboard.

Interface 4100 RS232 Scale [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the 4100 RS232 Scale.

Interface 7835/36/37 Scanner [Devices]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If this field is set to 'Yes," the POS workstation interfaces with the 7835 / 7836 / 7837 RS232 Scanner.

Interface 7870 RS232 scan/scal [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the 7870 RS232 Scan / Scale.

Interface 7870 RS232 Scanner [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the 7870 RS232 Scanner.

Interface 7880 RS232 scanner [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the 7880 RS232 Scanner.

Interface 7890 RS232 scanner [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the 7890 RS232 Scanner.

Interface 960 LS RS232 (ICL) [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the 960LS RS232 (ICL) scanner.

Interface 960LS RS232 Scan/Scl [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the 960LS RS232 Scan / Scale.

Interface 960LS RS485 Scan/Scl [Devices]
One (1) character alpha field. This field requires Y for Yes or N for No**.** If you set this field to "Yes," the POS workstation interfaces with the 960LS RS485 Scanner / Scale.

Interface Cyberdata 9 bit 7824 [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the Cyberdata 9 bit 7824.

Interface ML2010 RS232 Scanner [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the ML2010 RS232 Scanner.

Interface MS951 RS232 Scanner [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the MS951 RS232 Scanner.

Interface NCR OCIA Scan/Scale [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the NCR OCIA Scan / Scale.

Interface Orion RS232 scan/scl [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the Orion RS232 Scanner / Scale.

Interface SP210 RS232 Scanner [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the SP210 RS232 Scanner.

Interface Space RS232 Scanner [Devices]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation interfaces with the Space RS232 Scanner.

Item Detail on Journal Printer [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," line item detail information is printed on the journal printer. If you set this field to "No," only summary information is listed on the journal printer.

Note: To avoid a problem with double printing, this setting is ignored if the register detects a 7156 or 7158 Thermal Printer attached.

Item Price Based Points Desc [Promotions]
Sixteen (16) character alphanumeric field. Enter a user-defined Item Price Based Points description in this field. The default setting is "Price Based Pts." This option is used in conjunction with the Use Item Price Based Points option. When the Use Item Price Based Points option is enabled, this description, along with the accumulated item price based points, displays at the bottom of the customer receipt.

L

Line Item Refund Limit [Voids/Refunds]
Six (6) digit numeric field. The cashier can perform line item refunds up to this amount per transaction without management approval.

Line Item Void Limit [Voids/Refunds]
Six (6) digit numeric field. The cashier can perform line item voids up to the amount entered in this field without management approval.

M

Max # of cpns to Prt up to 19 [Promotions]
Two (2) digit numeric field. Enter the maximum number of promotional coupons you want to print on the customer receipt. The maximum amount is 19. If "0" is entered in this field, no promotional coupons print on the customer receipt.

Maximum # Checks / Day [Media]
One (1) digit numeric field. If the Check File field is set to "2" (Positive Check File), the system can monitor how many checks per day a customer can tender. Enter in this field the maximum number of checks a single customer can tender in one day without management approval.

Maximum # Checks / Week [Media]
One (1) digit numeric field. If the Check File field is set to "2" (Positive Check File), the system can monitor how many checks per week a customer can tender. Enter in this field the maximum number of checks a single customer can tender in one week without management approval.

Maximum # of Random Winners [Promotions]
Three (3) digit numeric field. If the store issues random coupons, enter the maximum number of random winner coupons that should be printed in a day.

Maximum Amount Checks / Day [Media]
Four (4) digit numeric field. If the Check File field is set to "2" (Positive Check File), the system can monitor the total dollar amount of checks per day a customer can tender. Enter in this field the maximum dollar amount of checks a single customer can tender in one day without management approval.

Maximum Amount Checks / Week [Media]
Four (4) digit numeric field. If the Check File field is set to "2" (Positive Check File), the system can monitor the total dollar amount of checks per week a customer can tender. Enter in this field the maximum dollar amount of checks a single customer can tender in one week without management approval.

Mfg CPN Disc. Forgives Tax [Coupons]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the system forgives all tax (Tax Tables 1, 2, and 3) on the multiplied value of manufacturers' coupons.

Mfg CPN Forgives Tax [Coupons]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the system forgives all tax (Tax Tables 1, 2, and 3) on manufacturers' coupons.

Mfg CPN Max Amt. To Multiply [Coupons]
Six (6) digit numeric field. Enter the maximum amount at which a manufacturer's coupon multiplies. For example, if 49 cents is entered in this field, all coupons valued up to 49 cents are multiplied.

Mfg CPN Max Amt. To Multiply2 [Coupons]
Six (6) digit numeric field. Enter the maximum amount (for the second multiplier) at which a manufacturer's coupon multiplies. For example, if 49 cents is entered in this field, all coupons valued up to 49 cents are multiplied.

Mfg CPN Max Result Amount [Coupons]
Six (6) digit numeric field. Enter the maximum amount of the multiplied value of a manufacturer's coupon. For example, if 98 cents is entered in this field, the multiplied value of a manufacturer's coupon cannot exceed 98 cents. A coupon worth 45 cents would double to 90 cents, whereas a coupon worth 50 cents would only double to 98 cents.

Mfg CPN Max Result Amount2 [Coupons]
Six (6) digit numeric field. Enter the maximum amount (for the second multiplier) of the multiplied value of a manufacturer's coupon. For example, if 98 cents is entered in this field, the multiplied value of a manufacturer's coupon cannot exceed 98 cents. A coupon worth 45 cents would double to 90 cents, whereas a coupon worth 50 cents would only double to 98 cents.

Mfg CPN Multiple Description [Receipt]
Thirteen (13) character field (maximum). Enter text to print on the second line of a multiplied manufacturer coupon. For example, set text to "Extra Savings" or some other phrase to be printed on the receipt when a multiplied manufacturer coupon is tendered.

Mfg CPN Multiplier (0=None) [Coupons]
One (1) digit numeric field. If you enter a number other than zero (**0**) in this field, the system multiplies manufacturers' coupons by this amount. For example, the number two (**2**) entered in this field doubles the value of manufacturers' coupons, and the number three (**3**) entered in this field triples the value of manufacturers' coupons.

Mfg CPN Multiplier2 (0=None) [Coupons]
One (1) digit numeric field. This option provides a second store / manufacturer coupon multiplier if the initial Store CPN Multiplier control option is not fulfilled.

Register Control File Option	Setting	Register Control File Option	Setting
Mfg CPN Multiplier (0=None)	3	Mfg CPN Multiplier 2 (0=None)	2
Mfg CPN Max Amt to Multiply	000025	Mfg CPN Max Amt to Multiply2	000075
Mfg CPN Max Result Amount	000075	Mfg CPN Max Result Amount2	000150

- **Scenario 1**
  If the customer gives you a .20 store / mfg. coupon, the POS workstation will triple the coupon for a total of .60. This example satisfies the Store / Mfg. CPN Multiplier scenario.
- **Scenario 2**
  If the customer gives you a .50 store / mfg. coupon, the POS workstation tries to satisfy the Store / Mfg. CPN Multiplier (0=None) option, but it cannot be complete because the Store CPN Max Amt to Multiply option is set to .25. Therefore it defaults to the Store CPN Multiplier2 (0=None) option to be fulfilled. The coupon value is $1.00

Note
If the coupon fails to meet either criteria, the customer receives credit for only the face value of the coupon.

Min Charge Status For Mgr Auth [Instore Charge]
One (1) digit numeric field. This field requires a single-digit charge status between (0-9). It sets the minimum level where the manager charge status is required.

Min Purch Not Reduced by MfgCpn [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If set to "Yes," the manufacturer coupon total does not reduce the eligibility towards minimum purchase. If set to "No," the manufacturer coupon total reduces the eligibility towards minimum purchase.

Min Purch Not Reduced By MfgDbl [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If set to "Yes," the manufacturer coupon double total does not reduce the eligibility towards minimum purchase. If you set this field to "No," the manufacturer coupon double total reduces the eligibility towards minimum purchase

Min Purch Not Reduced By Strcpn [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If set to "Yes," the store coupon total does not reduce the eligibility towards minimum purchase. If set to "No," the store coupon total reduces the eligibility towards minimum purchase.

Min Purch Not Reduced By Strdbl [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If set to "Yes," the store coupon double total does not reduce the eligibility towards minimum purchase. If set to "No," the store coupon double total reduces the eligibility towards minimum purchase.

Minimum Item Count for Disc1 (2, 4, 5) [Discounts]
Four (4) digit numeric field. This field indicates the minimum number of items a customer must purchase to receive Discount 1 (2, 4 or 5).

Minimum Purchase Amt for Disc1 (2, 4, 5) [Discounts]
Six (6) digit numeric field. This field indicates the minimum dollar amount a customer must purchase to receive Discount 1 (2, 4 or 5).

Minimum Purchase for Elec Cpns [Promotions]
Six (6) digit numeric field. Enter the minimum purchase amount before any electronic coupons can be applied. Zero (0) indicates the option is disabled. For example, if this field is set to 1000, the customer must buy at least $10 worth of merchandise before any electronic coupons can be applied to the sale.

Minimum Security Level For Mgr [Security]
One (1) digit numeric field. This field determines the security level needed to do secured functions on the POS workstation. For detailed instructions on setting employee security levels, see Chapter Two, "Maintaining Employee Data," in the *ScanMaster User's Guide*.

Money Order Fee [Global/Store]
Six (6) digit numeric field. When a money order is issued at the POS workstation, the system automatically adds a fee to the transaction.

N

No Security if Manager Cashier [Security]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," and a manager is signed on to the POS workstation, all functions requiring a manager ID for security are accessible without entering the manager's ID number using the method described in the Security Type field. The manager must have a security level at least as high as the level defined in the Minimum Security Level For Mgr field for this option to work.

O

One Step Entry For Signon/off [Sign On/Off]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the sign-on or sign-off function requests cashier and security numbers at the same time. This eliminates the need to press ENTER between prompts for the cashier number and the cashier security number.

Open Drawer Before Chk Validtn [Media]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation permits the cash drawer to open before the POS workstation asks for check validation.

Over Freq. Shopper $$ Amount [Promotions]
Six (6) digit numeric field. If you enter an amount in this field and specify the coupon number in the Over Freq. Shopper $$ Coupon # field, the POS workstation prints a coupon if a customer's frequent shopper purchases are over this amount.

Over Freq. Shopper Coupon # [Promotions]
Two (2) digit numeric field. Enter the number of the coupon which is printed for transactions over the amount specified in the Over Freq. Shopper $$ Amount field. The coupon must be created in the Coupon Editor under Miscellaneous Item Maintenance.

Over Total Sale Amount [Promotions]
Six (6) digit numeric field. If you enter an amount in this field and specify the coupon number in the Over Total Sale Coupon # field, the POS workstation prints a coupon if the total sale of the transaction is over this amount.

Over Total Sale Coupon # [Promotions]
Two (2) digit numeric field. Enter the number of the coupon which is printed for transactions over the amount specified in the Over Total Sale Amount field. The coupon must be created in the Coupon Editor under Miscellaneous Item Maintenance.

P

Payroll Check Max Amount (Mgr) [Media]
Six (6) digit numeric field. If the Use Payroll Check field is set to "Yes," this field sets the maximum payroll check amount that a cashier can accept without requiring management approval.

Payroll Check Max Overtender [Media]
Six (6) digit numeric field. If the Use Payroll Check field is set to "Yes," this field sets the maximum payroll check amount that a cashier can accept over the total amount.

Payroll Check Overtender (Mgr) [Media]
Six (6) digit numeric field. If the Use Payroll Check field is set to "Yes," this field sets the maximum payroll check amount that a cashier can accept over the total amount without requiring management approval.

Point Format (0=Amt 1=Number) [Promotions]
Use this option to select the point format you use with your stores frequent shopper program. Select 0 for customers to accumulate frequent shopper dollars of 1 for customers to accumulate frequent shopper points.

Points Description [Promotions]
Sixteen (16) character alphanumeric field. Use this field to create a user-defined description for the frequent shopper points used by your store. This field is used in conjunction with the Frequent Shopper Program Desc.

Press Clear After EFT Approval [EFT]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the cashier must press the clear key to acknowledge EFT approval and continue the sale.

Prevent Manager Self-Override [Security]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to "Yes," a manager running a POS workstation cannot override any security limits.

Price HALO On Mfg Coupons [Coupons]
Six (6) digit numeric field. This field sets the highest price permitted for a manufacturer's coupon. If the limit is reached, cashiers receive a high/low error which they can either clear with CLEAR or overwrite by pressing ENTER to accept the amount.

Price HALO On Store Coupons [Coupons]
Six (6) digit numeric field. This field sets the highest price permitted for a store coupon. If the limit is reached, cashiers receive a high/low error which they can either clear with CLEAR or overwrite by pressing ENTER to accept the amount.

Price LALO On Mfg Coupons [Coupons]
Six (6) digit numeric field. This field sets the lowest price permitted for a manufacturer's coupon. If the limit is reached, cashiers receive a high/low error which they can either clear with CLEAR or overwrite by pressing ENTER to accept the amount.

Price LALO On Store Coupons [Coupons]
Six (6) digit numeric field. This field sets the lowest price permitted for a store coupon. If the limit is reached, cashiers receive a high/low error which they can either clear with CLEAR or overwrite by pressing ENTER to accept the amount.

Print 2nd Paymnt Slip for Cust [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation prints two payment slips for the customer.

To print one receipt and 2 signature slips, set "Print Dual Delayed Receipts to NO and set "Print 2nd Paymnt Slip for Cust" to YES.

To print two receipts and 2 signature slips, set "Print Dual Delayed Receipts to YES and set "Print 2nd Paymnt Slip for Cust" to NO.

To print two receipts and 4 signature slips, set "Print Dual Delayed Receipts to YES and set "Print 2nd Paymnt Slip for Cust" to YES.

Print Accountability Receipt [Sign On/Off]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," when a cashier signs on or off, the POS workstation prints a Till Accountability (TA) Receipt. This report represents *all* media currently in the cashier's till.

Print Cashier Name on Receipt [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the cashier's first name prints on the customer's receipt.

Print Customer History Msg. [Instore Charge]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation prints the customer's total sales to date dollar amount on the receipt.

Print Dual Delayed Receipts [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," a duplicate delayed receipt is printed at the end of the sale.

To print one receipt and 2 signature slips, set "Print Dual Delayed Receipts to NO and set "Print 2nd Paymnt Slip for Cust" to YES.

To print two receipts and 2 signature slips, set "Print Dual Delayed Receipts to YES and set "Print 2nd Paymnt Slip for Cust" to NO.

To print two receipts and 4 signature slips, set "Print Dual Delayed Receipts to YES and set "Print 2nd Paymnt Slip for Cust" to YES.

Print EBT Decline Slip [EFT]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "yes" and a customer is declined on an EBT transaction, the cashier is prompted to insert a slip to print the reason for the decline and the EBT account balance for immediate customer review. If the system is using Delayed Receipt, the EBT decline slip is automatically printed.

Print Elec Coupons After Items [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. This option works only if the Enable 7156 Delayed Receipt option is enabled. If you set this field to "Yes," an electronic coupon line will be printed on the receipt immediately under the item to which the electronic coupon was applied. Applied electronic coupons will also be itemized at the bottom of the receipt.

Print Frequent Shopper Msg. [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation prints the message: "[Customer Account Number], Frequent Shopper $$ Earned, Frequent Shopper $$ to Date" on a frequent shopper receipt at the end of the transaction.

Print Non Freq. Shopper Msg. [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation prints the message: "If you had been a frequent shopper, today you would have saved $$ amount and earned Frequent Shopper $$. Ask cashier for details about our Frequent Shopper Program!" This message prints on the receipts of customers who are not frequent shoppers.

Print Pickup & Loan Receipt [Sign On/Off]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," any pickup or loan performed for that cashier will print on a receipt when that cashier signs off. Also printing on the receipt is the pickup or loan amount, the media type picked up or loaned, along with the date, time and cashier name.

Print To Date Frq Shp Totals [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the customer's frequent shopper totals to date are printed on the bottom of the customer receipt.

Print To Period Frq Shp Totals [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the customer's frequent shopper totals for the period are printed on the bottom of the customer receipt.

Print TPR Savings After Item [Receipt]
One (1) character alpha field. Used in conjunction with the TPR Savings Description option. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," ScanMaster compares the current retail price of a purchased item to its regular price and print the difference (after that item) on the customer receipt if the retail price is lower. This feature is disabled when set to "No."

Prmpt For Frq Sh # at New Sale [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation prompts for a frequent shopper number at the beginning of each sale. The cashier can then scan or key-enter the account number, or press ENTER to override the prompt and continue with the sale.

Prompt For Freq Shp # at Total [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation prompts the cashier for a Frequent Shopper Number at total time. The cashier can then scan or key-enter the account number or press ENTER to override this prompt and continue to finalize the order.

R

Random Winner Coupon # [Promotions]
Two (2) digit numeric field. If the store issues random coupons, enter the number of the coupon which is printed for a random winner. The coupon must be created in the Coupon Editor under Miscellaneous Item Maintenance.

Random Winner Probability [Promotions]
Five (5) digit numeric field. If the store issues random coupons, enter the ratio at which a customer coupon is issued to a random winner. For example, if the odds of winning are one in 100, enter **100** in this field to enable the system to print a coupon every hundredth transaction. **Random winner is determined by store, not by POS workstation. Make sure that this field is the same for all control files.** Enter **0** in this field if the store does not issue random coupons.

Receipt Header Line 1 [Receipt]
Thirty-eight (38)-character alpha/numeric field. This is the first line of the heading that prints on the customer's receipt.

Receipt Header Line 2 [Receipt]
Thirty-eight (38)-character alpha/numeric field. This is the second line of the heading that prints on the customer's receipt.

Receipt Header Line 3 [Receipt]
Thirty-eight (38)-character alpha/numeric field. This is the third line of the heading that prints on the customer's receipt.

Receipt Trailer Line 1 [Receipt]
Thirty-eight (38)-character alpha/numeric field. This is the trailer message that prints on the customer's receipt.

Redemption Reset Special Promo [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," all special promotional points accumulated by a frequent shopper customer are cleared (the total resets to zero) when the special promotional item is redeemed. If you set this field to "No," only the amount of special promotional points required for the free item are erased from the customer's total.

Remove Voids from Delayed Rcpt [Receipt]
One (1) character alpha field. This option works only if the Enable 7156 Delayed Receipt option is enabled. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," any voids performed during the sale will be excluded from the delayed receipt. Otherwise, voids will print on the receipt.

Note: This function will be temporarily disabled for the current transaction if an electronic coupon is voided that contains a non-zero amount for Buy or Get Quantity, Minimum Purchase, Frq Level, or Register Control File Minimum Purchase. The function resumes for the next transaction until this condition recurs.

Reprompt same Item Vis Verify [Items]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If set to "Yes," scanning an item with visual verify enabled prompts for visual verification each time the item is entered in the same transaction. If set to "No," scanning an item with visual verify enabled prompts for visual verification only once in the transaction for the same item.

Rtrn to Itm Entry During Tendr [Security]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," POS workstation permits the cashier to return to item entry after tender. The cashier can add items, void items, or cancel the transaction. When the cashier re-tenders, the first tender previously entered does not exist. The cashier must start tendering over again.

S

Scale Weight In Kilograms [Global/Store]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the scale weighs items by kilograms rather than pounds.

Scan Cpn Desc (0=dept 1=item) [Coupons]
One (1) character alpha field. This field determines whether a scanned coupon follows the department description or item description. See Chapter Three, "Performing Department / Subdepartment Maintenance" and Chapter Four, "Performing Immediate and Batch Item Maintenance," in the *ScanMaster User's Guide* for information on setting up departments or items.

Screen Saver Message [Misc]
Thirty-eight (38) character alpha / numeric field. The message entered in this field displays on the screen when the screen saver time-out is up and moves about randomly on the screen.

Screen Saver Timeout in Sec. [Misc]
Five (5) digit numeric field. This field determines the number of seconds that pass before the screen saver message displays.

Security on Age Rstrct Decline [Security]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," manager authorization is necessary at the POS workstation if a sale is declined based on a customer age restriction.

Security on Cancel [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security for the cancellation of a transaction.

Security on Check Cashing [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a check cashing operation outside a sale.

Security on Coupon Paidout [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a coupon paidout function.

Security on Currency Exch Rate [Security]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," authorized cashiers can update the foreign currency exchange rate from the POS workstation. When set to "No," updates can only be performed from the Back Office.

Security on Discount 1 (2, 4, 5) [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a discount 1 (2, 4 or 5) operation.

Security on Dynamic Cust Build [Security]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," a cashier must key-enter or scan a manager ID when adding a new account to the customer file from the POS workstation.

Security on Error Correct [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform an error correction operation.

Security on HALO/LALO Errors [Security]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation requires management security (as defined in the Security Type field) for clearing halo/lalo errors on department and coupon limits.

Security on Media Swap [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a media swap.

Security on Misc. Functions [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a miscellaneous operation.

Security on Nosale [Security]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system requires management security (as defined in the Security Type field) to open the POS workstation cash drawer during a no-sale operation.

Security on Override [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a price override.

Security on Paidout [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management to perform a paidout function.

Security on Refund [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a refund operation.

Security on Report Function [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a report function operation.

Security on Retrieve Sale [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a sales retrieve operation.

Security on Rtrn to Item Entry [Security]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation requires the type of management security access specified in the Security Type field in order to return to item entry after tender. Returning to item entry after tender is enabled in the Rtrn to Item Entry During Tndr field.

Security on Sale Of Gift Cert. [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a gift certificate sale.

Security on Sale Of Money Ord. [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a sale of a money order.

Security on Suspend Sale [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management to perform a suspended sales operation.

Security on Tax Exemption [Security]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system requires management security (as defined in the Security Type field) to use the TAX EXEMPTION key.

Security on Utilities [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a utilities operation.

Security on Void [Security]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation requires management security to perform a void operation.

Signoff From Idle in Seconds [Sign On/Off]
Five (5) digit numeric field. This field determines the number of seconds the POS workstation continues in the idle mode before automatically logging off the cashier.

Special Promo Accum Begin Date [Promotions]
Six (6) digit numeric field. MMDDYY format. Enter the date that you want ScanMaster to start accumulating special promotional points.

Special Promo Accum Begin Time [Promotions]
Six (6) digit numeric field. Enter the military time that you want ScanMaster to start accumulating special promotional points.

Special Promo Accum End Date [Promotions]
Six (6) digit numeric field. MMDDYY format. Enter the date that you want ScanMaster to stop accumulating special promotional points.

Special Promo Accum End Time [Promotions]
Six (6) digit numeric field. Enter the military time that you want ScanMaster to stop accumulating special promotional points.

Special Promo Description [Promotions]
Fifteen (15) alphanumeric characters. The default description is "Special Promo" if nothing is entered. Enter the special promo description in this field. For example, Turkey Giveaway.

Store # [Global/Store]
Four (4) digit numeric field. This field identifies the store and is included in the Transaction Log (TLOG).

Store CPN Disc. Forgives Tax [Coupons]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the system forgives all tax (Tax Tables 1, 2, and 3) on the multiplied value of store coupons.

Store CPN Forgives Tax [Coupons]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the system forgives all tax (Tax Tables 1, 2, and 3) on store coupons.

Store CPN Max Amt. To Multiply [Coupons]
Six (6) digit numeric field. Enter the maximum amount at which a store coupon multiplies. For example, if 49 cents is entered in this field, all coupons valued up to 49 cents are multiplied.

Store CPN Max Amt. To Multiply2 [Coupons]
Six (6) digit numeric field. Enter the maximum amount (for the second multiplier) at which a store coupon multiplies. For example, if 49 cents is entered in this field, all coupons valued up to 49 cents are multiplied.

Store CPN Max Result Amount [Coupons]
Six (6) digit numeric field. Enter the maximum amount of the multiplied value of a store coupon. For example, if 98 cents is entered in this field, the multiplied value of a store coupon cannot exceed 98 cents. A coupon worth 45 cents would double to 90 cents, whereas a coupon worth 50 cents would only double to 98 cents.

Store CPN Max Result Amount2 [Coupons]
Six (6) digit numeric field. Enter the maximum amount (for the second multiplier) of the multiplied value of a store coupon. For example, if 98 cents is entered in this field, the multiplied value of a store coupon cannot exceed 98 cents. A coupon worth 45 cents would double to 90 cents, whereas a coupon worth 50 cents would only double to 98 cents.

Store CPN Multiple Description [Receipt]
Thirteen (13) character field (maximum). Enter text to print on the second line of a multiplied store coupon. For example, set text to "Extra Savings" or some other phrase to be printed on the receipt when a multiplied store coupon is tendered.

Store CPN Multiplier (0=None) [Coupons]
One (1) digit numeric field. If you enter a number other than zero (**0**) in this field, the system multiplies store coupons by this amount. For example, the number two (**2**) entered in this field doubles the value of store coupons, and the number three (**3**) entered in this field triples the value of store coupons.

Store CPN Multiplier2 (0=None) [Coupons]

Register Control File Option	Setting	Register Control File Option	Setting
Mfg CPN Multiplier (0=None)	3	Mfg CPN Multiplier 2 (0=None)	2
Mfg CPN Max Amt to Multiply	000025	Mfg CPN Max Amt to Multiply2	000075
Mfg CPN Max Result Amount	000075	Mfg CPN Max Result Amount2	000150

- **Scenario 1**
  If the customer gives you a .20 store / mfg. coupon, the POS workstation will triple the coupon for a total of .60. This example satisfies the Store / Mfg. CPN Multiplier scenario.
- **Scenario 2**
  If the customer gives you a .50 store / mfg. coupon, the POS workstation tries to satisfy the Store / Mfg. CPN Multiplier (0=None) option, but it cannot be complete because the Store CPN Max Amt to Multiply option is set to .25. Therefore it defaults to the Store CPN Multiplier2 (0=None) option to be fulfilled. The coupon value is $1.00

Note
If the coupon fails to meet either criteria, the customer receives credit for only the face value of the coupon.

Store Location [Global/Store]
Thirty-eight (38) character alpha / numeric field. Enter the store address in this field.

Store Name [Global/Store]
Twenty (20) character alpha / numeric field. The store name displays when the POS workstation is powered on.

Surcharge Description [Discounts]
Eighteen (18)-character alpha field. This field works in conjunction with the Enable Non Frq Shp Surcharge and Surcharge Percentage fields. The description entered in this field prints in front of the surcharge amount indicated on the customer's receipt.

Surcharge Percentage ##.##% [Discounts]
Four (4) digit numeric field. This field defines the percentage of the total sale, excluding tax, which the system adds as a surcharge to a non-frequent shopper. This percentage is used when the Enable Non Frq Shp Surcharge field is set to "Yes."

T

Tax 1 Receipt Description [Tax]
Fifteen (15) alpha/numeric field. Enter the description that should print for Tax 1 on the customer's receipt.

Tax 2 Receipt Description [Tax]
Fifteen (15) alpha/numeric field. Enter the description that should print for Tax 2 on the customer's receipt.

Tax 3 Receipt Description [Tax]
Fifteen (15) character alpha/numeric field. Enter the description that should print for Tax 3 on the customer's receipt.

Tax Exempt 1 Forgives All Tax [Tax]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system forgives all tax (Tax Tables 1, 2, and 3) when the cashier uses the TAX 1 EXEMPT key.

Tax1 Rate ##.####% (0 = Table) [Tax]
Six (6) digit numeric field. The tax rate can either be a fixed percentage or table-based. If Tax 1 uses a table, enter **0**. The system then calculates Tax 1 from the tax table created with the Tax Table Maintenance option on the Systems Personalization Menu. If Tax 1 is a fixed percentage, enter the fixed percentage without a decimal point.

Tax2 Rate ##.####% (0 = Table) [Tax]
Six (6) digit numeric field. The tax rate can either be a fixed percentage or table-based. If Tax 2 uses a table, enter **0**. The system then calculates Tax 2 from the tax table created with the Tax Table Maintenance option on the Systems Personalization Menu. If Tax 2 is a fixed percentage, enter the fixed percentage without a decimal point.

Tax3 Memo Total Description [Tax]
Fifteen (15) character alpha/numeric field. This description is printed at the bottom of the customer's receipt, along with the Tax 3 memo total if you set the Use Tax 3 Total For Memo Total field to "Yes."

Tax3 Rate ##.####% (0 = Table) [Tax]
Six (6) digit numeric field. The tax rate can either be a fixed percentage or table-based. If Tax 3 uses a table, enter **0**. The system then calculates Tax 3 from the tax table created with the Tax Table Maintenance option on the Systems Personalization Menu. If Tax 3 is a fixed percentage, enter the fixed percentage without a decimal point.

To Date Frq Shp Totals Desc [Receipt]
Ten (10) alphanumeric characters. The default description is "To Date" if nothing is entered in this field. Through this field, the user can create a user-defined name for the To Date frequent shopper totals.

To Period Frq Shp Totals Desc [Receipt]
Ten (10) alphanumeric characters. The default description is "Period" if nothing is entered in this field. Through this field, the user can create a user-defined name for the To Period frequent shopper totals.

Total Disc 1 (2, 4, 5) Set During Sale [Discounts]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," a cashier can enter Discount 1 (2, 4 or 5) at any time before totaling the order. The system then applies the discount to those items within the order that have a Discount 1 (2, 4 or 5) status.

Total Refund Limit [Voids/Refunds]
Six (6) digit numeric field. The cashier can perform refunds up to this amount per transaction without management approval.

Total Void Limit [Voids/Refunds]
Six (6) digit numeric field. The cashier can perform voids up to this amount per transaction without management approval.

TPR Savings Description [Receipt]
Fifteen (15) alphanumeric characters. Used in conjunction with the Print TPR Savings option. Use this field to customize a specific name for your store's Temporary Price Reduction (TPR) program. For example, a store may name its program, "Our Savings." This descriptor, along with the savings amount, displays after an item on the customer receipt when a TRP item is purchased.

U

Under Total Sale Amount [Promotions]
Six (6) digit numeric field. If you enter an amount in this field and specify the coupon number in the Under Total Sale Coupon # field, the POS workstation prints a coupon if the total sale of the transaction is under this amount.

Under Total Sale Coupon # [Promotions]
Two (2) digit numeric field. Enter the number of the coupon which is printed for transactions under the amount specified in the Under Total Sale Amount field. The coupon must be created in the Coupon Editor under Miscellaneous Item Maintenance.

Universal EFT Auth File Name [EFT]
Use this field to set the authorization file name of the specific Electronic Funds Transfer (EFT) program used by your store. This is the file from which the POS workstation communicates with the Back Office EFT manager. Select the file name based on the EFT system used by your store. File names include:

- Concord = epsauth.dat
- Electronic Payment Systems = epsauth.dat
- Kincaid = ktauth.dat
- Microtrax = mtxauth.dat
- Plourde = pldauth.dat
- Smokey Mountain = smtauth.dat

Universal EFT Setlmnt File Nam [EFT]
Use this field to set the settlement file name for your store's Electronic Funds Transfer (EFT) program. The file name should be: EFTSETTL.DAT. This file can be used by the in-store EFT manager as an auditing tool. ScanMaster appends EFT data to this file indefinitely. It is the responsibility of the in-store EFT manager to delete it periodically. It is not supported by all EFT manager systems. Contact your EFT provider to determine whether or not they support this feature.

Universal EFT Str & Frwd File [EFT]
Use this field to set the store and forward file name of the specific Electronic Funds Transfer (EFT) program used by your store. It is used in conjunction with the ScanMaster media configurator option, "Permit Offline Approval." This is the file to which the POS workstation writes a record of all EFT transactions done in store and forward mode. This file is only used with the POS workstation is offline with the in-store EFT manager. Select the file name based on the EFT system used by your store. File names include:

- Concord = epssnf.dat
- Electronic Payment Systems = epssnf.dat
- Kincaid = ktsnf.dat
- Microtrax = mtxsnf.dat
- Plourde = pldsnf.dat
- Smokey Mountain = smtsnf.dat

UPC Type 4 Cust Num Support [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," cashiers can scan UPC Type 4 customer cards anytime during the sale without first having to press the customer account key. ScanMaster immediately recognizes a Type 4 UPC as a frequent shopper number

Use 40 Column CID Mode [Devices]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If this field is set to "Yes," the customer CID will display in the 40-Column mode. This mode offers a bigger display area and is easier for customers to read. However, it does not allow space for frequent shopper information and customer promotional messages. This feature also requires modification to the CID initialization in the autoexec.bat file. If this field is set to "no," the CID will display in the 80-Column mode. This field is used in conjunction with the Enable Video Customer Display option in the Register Control File.

Use Auto Not Found Batching [Items]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. This feature provides an easy method of collecting the data on any item in the store that may have been left out of the Item File.
If you set this field to "Yes," the POS workstation prints a chit at the end of a sale for any item not found in the Item File. This chit displays the UPC number, the department, the price, and a dotted line on which the cashier prints the description of the item. The cashier should then submit the chit to the scanning coordinator for entry in the Item File. The system automatically places the not-found item in the Not Found batch on the back office PC.
The advantage of this feature is that a chit is printed only one time for each not found item. If the item already exists in the Not Found batch, the chit is not reprinted. The scanning coordinator does not have to check multiple chits for duplicates. However, the cashier is still responsible for entering a price and department when entering the sale at the POS workstation.

Use Electronic Check [Media]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation accepts electronic check tender. This is only available if the Enable Electronic Payment System field is set to "Yes" and an electronic payment system is attached.

Use Enhanced Split Qty Calc. [Media]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation calculates split quantity prices with the savings entered on the last item quantity. For example, the POS workstation rings up 40 cents, 40 cents, and 20 cents for each of three items priced at three for $1.00. If you set this field to "No," the POS workstation rings up 34 cents, 34 cents, and 32 cents for each of the three items.

Use Frq Shp # for Check Verify [Media]
One (1) character alpha field. Used in conjunction with the Check File (1 = Neg 2 = Pos 0 = None) option. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," ScanMaster uses the customer's frequent shopper number to validate a check through the positive check file. If this option is set to "No," the system always prompts for the customer's account number to validate the check.

Use Item Price Based Points [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," frequent shopper customers can accumulate points based on the item's price listed in the item file. Upon setting this option, the frequent shopper point level must be set on the Direct Item Maintenance screen. From the Enhanced tab, select the point level from the Frequent Shopper field (No$$$, 1X $$$, 2X $$$ or 3X $$$) and the frequent shopper customer receives one point per penny (multiplied by the frequent shopper level) based on the price of that item.

Use Item/EC Pnts & Bonus Pnts [Promotions]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," frequent shopper customers receive the points and bonus points associated with that item or electronic coupon. If stores are attaching points or bonus points to a particular *item*, those amounts are set from the Enhanced tab on the Direct Item Maintenance screen. If stores are attaching points or bonus points to an *electronic coupon*, those amounts are set from the Frequent Shopper / General Information tab on the Electronic Coupon Maintenance screen. Stores can attach points or bonus points to an item only or just the electronic coupon, or both. Only the points or bonus points listed are credited to the frequent shopper customer when that item is purchased or electronic coupon issued.

Use Local Item File Update [Global/Store]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system sends all Item File changes to the hard disk of the POS workstation throughout the day when the POS workstation is not in a sale. At the end of the day, the system still copies the entire Item File to the hard disk of the POS workstation.

Use Local Scan Resource [Misc]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation uses the item file on its own hard drive instead of the item file on the file server PC.

Use Manual Tare Entry [Items]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the screen prompts cashiers with "Enter Tare Code" every time they use the SCALE/TARE key.

Use Media Counts [Financials]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the POS workstation tracks the number of media accepted at that workstation. ***Note***
The media counts option in the Back Office Control File also must be enabled for the Media Counts feature to work.

Use Media Swap Reas. Code Menu [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "yes," the POS workstation prompts the cashier to select a media swap reason when performing a media swap. The list of media swap reasons is created and maintained from the Reason Code menu, located off the Personalization menu.

Use Override Reason Code Menu [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the Override Reason Code Menu displays up to four (4) user-defined override reasons. The cashier can then select from the list.

Use Paper Check [Media]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation accepts paper (personal) check tender when the cashier presses the CHECK key.

Use Payroll Check [Media]
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If you set this field to "Yes," the POS workstation accepts payroll check tender when the cashier presses the CHECK key.

Use Refund Reason Code Menu [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," when the cashier presses the REFUND key at the POS workstation, the Refund Reason Code Menu displays up to four (4) user-defined refund reasons. The cashier can then select from the list.

Use Routing # For Neg Check [Media]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If set to "Yes," the manual data capture entry for a check tender prompts for the entry of a routing number and account number. If MICR is used to capture the check data, the routing number and account number are extracted from the MICR data. If set to "No," the manual data capture entry of a check tender prompts only for an account number. If MICR is used to capture the check data, the account number is only extracted from the MICR data. Use of an EFT system with MICR data capture overrides this field and always captures the MICR data in its entirety.

Use Tax3 Total For Memo Total [Tax]
One (1) character alpha field. This field requires **Y** for **Y**es or **N** for No. If you do not use Tax 3, you can set this field to "Yes" to enable the system to view the Tax 3 Table as a memo field. The system can then check for items and departments having the Tax 3 flag and accumulate the cost of these items within the transaction. The cost of the Tax 3 items is printed on the bottom of the customer's receipt.

Use Var Weight 5 Digit Price [Items]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. This option involves scanning items that have variable weight UPCs. Variable Weight UPCs are those that include the price in the last four digits of the UPC. If this field is set to "Yes," the last five digits of the UPC will serve as the price.

Use Void Reason Code Menu [Misc]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," when the cashier presses the VOID key at the POS workstation, the Refund Reason Code Menu displays up to four (4) user-defined void reasons. The cashier can then select from the list.

V

Verify NSC4 Acct # On Disc 1 (2, 4, 5) [Discounts]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the screen prompts cashiers to enter account numbers when they press the DISCOUNT key in order to verify a senior citizen's eligibility for Discount 1 (2, 4 or 5). The valid format of NSC4 is x4xx4xxx-xxxx. If the NSC4 account number is valid, the system accepts the number and applies the discount.

W

WIC Tender Forgives Tax [Media]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system forgives tax at the end of a sale finalized with WIC tender.

Y

"**You Saved**" **With Frq Discount [Receipt]**
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Used in conjunction with the Enable You Saved On Receipt option. If you set this field to "Yes," any Frequent Shopper discounts applied to the sale are included in the "You Saved" total on the bottom of the customer receipt.

"**You Saved**" **With Key Discount [Receipt]**
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Used in conjunction with the Enable You Saved On Receipt option. If you set this field to "Yes," any key discounts (Disc. 1,2, 4 or 5) applied to the sale are included in the "You Saved" total on the bottom of the customer receipt.

"You Saved" With Mfg Coupon [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Used in conjunction with the Enable You Saved on Receipt option. If you set this field to "Yes," any manufacturer coupons applied to the sale are included in the "You Saved" total on the bottom of the customer receipt.

"You Saved" With Mfg Cpn Mult [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Used in conjunction with the You Saved on Receipt option. If you set this field to "Yes," any multiple manufacturer coupons applied to the sale are included in the "You Saved" total on the bottom of the customer receipt.

"You Saved" With Mfg Elec Cpn [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Used in conjunction with the You Saved on Receipt option. If you set this field to "Yes," any manufacturer electronic coupons applied to the sale are included in the "You Saved" total on the bottom of the customer receipt.

"You Saved" With Store Coupon [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Used in conjunction with the You Saved on Receipt option. If you set this field to "Yes," any Store Coupons applied to the sale are included in the "You Saved" total on the bottom of the customer receipt.

"You Saved" With Str Cpn Mult [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Used in conjunction with the You Saved on Receipt option. If you set this field to "Yes," any Store Coupons Multiples applied to the sale are included in the "You Saved" total on the bottom of the customer receipt.

"You Saved" With Str Elec Cpn [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Used in conjunction with the You Saved on Receipt option. If you set this field to "Yes," any Store Electronic Coupons applied to the sale are included in the "You Saved" total on the bottom of the customer receipt.

"You Saved" With TPR [Receipt]
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Used in conjunction with the You Saved on Receipt option. If this field is set to "Yes," any savings accumulated through Temporary Price Reductions (TPR) are included in the "You Saved" total on the bottom of the customer receipt.

Back Office Control File

The Back Office Control File is the second option on the Personalization Menu. Click on that button (or press Alt-B) to access the ScanMaster Back Office Control File Maintenance screen.

The Back Office Control File sets parameters for the Back Office and ScanMaster Server.

After accessing the Back Office Control File Maintenance screen, click on the desired line and complete the change. Use the up and down arrows to highlight the line, press ENTER and then make the desired change. Click on SAVE/EXIT to save changes and return to the Personalization Menu.

When searching for a desired option, click on the SEARCH button and enter a key word to initiate a search.

Click on the ABORT button to abort any changes made to that POS workstation's control file. Click on the PRINT LIST button to print a hard copy of the Back Office Control File.

Back Office Control File Configuration

Back Office Settings & Definitions – Alphabetic List

Back Office Control File Settings are shown below in alphabetic order. In ScanMaster, similar settings are grouped together in a non-alphabetized list.

Symbols \ Numbers

# of Days of EFT Log to Save
Three (3) digit numeric field. This option works in conjunction with ScanMaster's EFT Log archival program. Enter the number of days the system will archive EFT transaction log data. The default setting for this option is 0. However, if this option is set to 0, the system will automatically save 45 worth of EFT Log history. It is recommended that at least 60 days worth of log data is saved.

# of Days of TLOG to Save
Three (3) digit numeric field. Enter the number of days the system will save Consolidated Transaction Log (CTLOG) files. These files are saved in the F:\Grocery\Files\Asc directory. The default setting is 0.

 # Of Decimal Places In Cost
Two (2) digit numeric field. Now considered a "Reserved" field. No longer used by ScanMaster Version 1.02.

A

Accountability By Lane
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," system accountability is determined by lane. If you set this field to "No," system accountability is determined by cashier. For detailed instructions on accounting procedures, see Chapter 10, "Accounting Procedures," in the *ScanMaster User's Guide.*

Add Dbl Store Coup To Sales
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system adds double-value store coupons into sales records.

Add Dbl Vendor Coupon To Sales
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system adds double-value manufacturers' coupons into sales records.

Add Formfeed To End Of Reports
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the dot matrix printer generates an extra page at the end of a report.

Add Store Coupon To Sales
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system adds store coupons into sales records.

Allow Deletes in Batches
One (1) character alpha field. This field requires Y for Yes or N for No. If this field is set to "Yes," individual items can be deleted from batches. Prior to ScanMaster Version 1.02, items could only be ignored and not deleted. That is how this feature works when set to No.

Allow Item Delete W/Movement
One (1) character alpha field. When this option is turned on, movement items can be deleted in either batches or direct item maintenance. If it is not turned on, the system will not allow you to delete any movement items

Allow Mult Same ECPN-Frqsp Lvl
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," up to 10 electronic coupons (one per each frequent shopper level) can be created for a single UPC or Mix & Match. This field is used in conjunction with the Frq. Shp. Level Set in EC File question in the Register Control File. Both control file options must be set the same to work. If this option is set to "no," only one electronic coupon can be associated with a UPC.

Are Subdepartments Used
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" if you wish to use subdepartments and enable the Department Maintenance File.

B

Bonus Point Description
Fifteen (15) character alphanumeric field. Enter the name used to describe the store's Frequent Shopper Bonus Points program.

C

Calc SRR on current line
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "yes," the system calculates the ScanMaster Reconciliation Report (SRR) on the current line. If it is set to "no," the system calculates on the next line.

Commodity Code = Family Code
One (1) character field. This field changes the commodity code field into two, three-digit Family Code fields to allow manufacturer coupon validation at the item level.

Company Address
Thirty-eight (38) character alpha/numeric field. The company address appears in this field and is printed on Accounts Receivable statements.

Company City, State, Zip
Thirty-eight (38) character alpha/numeric field. The city, state, and zip code of the company appear in this field and are printed on Accounts Receivable statements.

Company Name
Thirty-eight (38) character alpha/numeric field. The company name appears in this field and is printed on Accounts Receivable statements.

Company Telephone Number
Fourteen (14) character alpha/numeric field. The phone number appears in this field and is printed on Accounts Receivable statements.

Create Daily Movement Files
One (1) character alpha field. This field requires **Y** for Yes or **N** for No.

If this field is set to "yes," item movement data is collected (using the ScanMaster EJ processor) into individual daily totals rather than into one cumulative total.

D

Days Historical Data to Save
Three (3) digit numeric field. Enter the number of days the system will save supplemental department information (for example historical voids and error correct). This information is accumulated through the Enhanced Department Report and the Department Activity Report.

Days of Hist. Archives to Save
Three (3) digit numeric field. Enter the number of days the system will retain archived history. These files are saved in the F:\History directory.

Default Elec. Coupon Dept.
Two (2) digit numeric field. Enter a default department number that is assigned to an electronic coupon that has a missing or invalid sort department number.

Description For Tax1
15-character alpha/numeric field. This field provides a description of Tax Table 1. This is used on the Item Maintenance Screens.

Description For Tax2
15-character alpha/numeric field. This field provides a description of Tax Table 2. This is used on the Item Maintenance Screens.

Description For Tax3
15-character alpha/numeric field. This field provides a description of Tax Table 3. This is used on the Item Maintenance Screens.

Do Not Include Cpns in Movemnt
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to "Yes," coupon movement is not written to the ScanMaster movement file.

E

EJ Reports use Ehncd Elc Coup
One (1) character alpha field. This field requires **Y** for Yes or **N** for No.

If you set this field to “yes,” the system uses the electronic coupon description in the Electronic Coupon file. If it is set to “no,” the system defaults to either store electronic coupon or manufacturer’s electronic coupon.

Electronic Journal Installed
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to “yes” to indicate electronic journal software is installed on the system.

Enable 7800 On This PC
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to “Yes” and ScanMaster NCR 7800 software is installed on this machine, ScanMaster will automatically start the price verifier when the ScanMaster login screen is initiated.

Enable Elc Cpn Label Printing
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to "Yes" and the supported label printing software application is installed, electronic coupons can be printed on labels. This option enables remotely hosted electronic coupon files of a specific format to be printed using third-party label software.

Enable EJ Processor on This PC
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to “Yes,” the ScanMaster Electronic Journal (EJ) processor is enabled on that machine. This flag must only be set to yes on one machine since the EJ processor can only be run on one machine. There must not be multiple EJ processors running at the same time. If this field is set to “no,” EJ processing from that machine is disabled.

Enable Host Batch Separation
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to “yes,” ScanMaster will split a host batch into three separate batches (Add, Update and Delete) if the host batch contains any of these batch types. For example, if host batch HOST100.ASC is sent from the host and it contains any add, update or delete batches, it will split into three batches: HOST101.ASC, HOST102.ASC and HOST103.ASC. The batch type is determined by an action code (A = Add Batch,

U = Update Batch, or D = Delete Batch).

Enable LM2100 Interface
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "yes," an export file that interfaces with the Fleming's LM2100 labor management software is created during End-of-Day.

End Week On Day # (Sun=1)
One (1) digit numeric field. This field is used in conjunction with the Use Weekly Balancing field. Enter the number of the day designated by the store as the last day of the week.

F

Finance Charges Compounded
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "yes," the system calculates compounded finance charges on a monthly basis. The system default is no, meaning the system implements only a monthly finance charge.

Force Freq. Shopper Bit On
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the Frequent Shopper default in the Item Maintenance File is set to "1-Shopper $$$." This field is intended for all new UPCs entered through direct item maintenance and batches.

Freq Shopper $$$ (N) or Pnts (Y)
One (1) character alpha field. When using *Freq Shopper $$$*, the system assign points based on the specific dollar value of the item. When using *Freq Shopper Pnts*, you can assign the desired number of points or bonus manufacturer points to a specific item.

Freq. Shop. Level Set Manually
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the level field in the Customer Maintenance screen becomes an editable field. From this field, you can set a customer's frequent shopper level.. This field is used in conjunction with the Freq. Shp Set in Cust File question in the Register Control File. Both control file options must be set the same to work. If both options are set to no, the customer's frequent shopper level is

determined through the Frequent Shopper Discount Matrix based on the amount of merchandise the customer purchases.

G

GiftCert O/S Add Into Net O/S
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system adds the total of Gift Certificates Over/Short to the total of Net Over/Short on the Cashier and Store Reports.

H

Hide NRT Totals From EJ Rpts
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "yes," non-resetable totals will not be printed on electronic journal reports.

I

Is EBO Installed
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" if RCS Technologies Inc.'s Extended Back Office (EBO) software is installed on your system. If this field is set to "Yes," certain ScanMaster menu items are disabled to permit for use of the EBO software.

Item Host Update Recs Don't Add
One character alpha field. This option works in conjunction with ScanMaster's ASC2B.EXE program. It requires **Y** for Yes or **N** for No. If this field is set to Yes, imported host file items marked with an update flag will not be added to the ScanMaster item file even if the item does not exist in ScanMaster. If this option is se to No, imported host file items marked with an update flag will be added to the ScanMaster item file. The default setting for this option is No.

L

Lbl App 1=UG 2=General 0=Both
One (1) digit numeric field. This setting allows stores to specify what type of label system they are using. There are three settings: 1 = UG; 2

= General; 0 = Both.

Logoff Windows After EOD
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system will automatically logoff the user from NT after an End-of-Day is complete. After the EOD is complete, the SMWLGOFF program is initiated. The user must log on to NT again to access the system.

M

Mfg Coup O/S Add Into Net O/S
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system adds the total of Manufacturers' Coupons Over/Short from the cashier settles to the total of Net Over/Short on the Cashier and Store Reports.

Money Order Fee
Six (6) digit numeric field. This field indicates the service fee which the system calculates on the store spreadsheet for the issuing of money orders.

N

No Printer Graphics AR Stmnt
One (1) character alpha field. This field requires a **Y** for Yes or **N** for No. If you set this field to "Yes," no printer graphics are printed on the AR statement.

No Zero/Neg Balances AR Stmnt
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," ScanMaster will not print statements with a zero balance.

Num of Deposit Accounts (1-3)
One (1) digit numeric field. Enter the number of deposit accounts (up to three) used by your store.

Numbers
See the Symbols \ Numbers section at the beginning of the document for # options.

P

Page Host Batches In UPC Order
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," Host batches appear in UPC order. If you set this field to "No," Host batches appear in Commodity Code order.

Point Description
Fifteen (15) character alphanumeric field. Enter the name used to describe the store's Frequent Shopper Points program.

Print Cashier Log Files
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system prints the log files for money orders, gift certificates, and checks when the cashier is settled.

Print Charge Log Information
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes,", charge log information is printed on the Cashier Settles report. It details if the transaction was an in-store charge, an in-store charge payment, or an in-store charge return.

R

RAM Drive Designator
One (1) character alpha field. This field indicates which drive contains the file server PC shared files.

Registers Do Local Item Update
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system creates or updates a file in real time on a register hard drive when closed or idle and at the beginning of a transaction.

Run Elec. Coupon Fix at EOD
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. This feature works in conjunction with ScanMaster's ECPNCHEK.EXE utility. When set to yes, this option runs the ECPNCHEK utility at the beginning of the End of Day process.

S

Sec. Level On Communications
One (1) digit numeric field. This field indicates the security level required to perform operations on the Communications Menu. For instructions on setting the security level of employees, see Chapter Two, "Maintaining Employee Data," in the *ScanMaster User's Guide*.

Sec. Level On Customer Maint.
One (1) digit numeric field. This field indicates the security level required to perform customer maintenance. For instructions on setting the security level of employees, see Chapter Two, "Maintaining Employee Data," in the ***ScanMaster User's Guide***.

Sec. Level On Day End
One (1) digit numeric field. This field indicates the security level required to perform End of Day procedures. For instructions on setting the security level of employees, see Chapter Two, "Maintaining Employee Data," in the *ScanMaster User's Guide*.

Sec. Level On Department Mnt.
One (1) digit numeric field. This field indicates the security level required to perform department maintenance. For instructions on setting the security level of employees, see Chapter Two, "Maintaining Employee Data," in the *ScanMaster User's Guide*.

Sec. Level On Employee Maint.
One (1) digit numeric field. This field indicates the security level required to perform employee maintenance. For instructions on setting the security level of employees, see Chapter Two, "Maintaining Employee Data," in the *ScanMaster User's Guide*.

Sec. Level On Item Maint.
One (1) digit numeric field. This field indicates the security level required to perform item maintenance. For instructions on setting the security level of employees, see Chapter Two, "Maintaining Employee Data," in the *ScanMaster User's Guide*.

Sec. Level On Office Proc.
One (1) digit numeric field. This field indicates the security level required to perform office procedures. For instructions on setting the security level of employees, see Chapter Two, "Maintaining Employee Data," in the *ScanMaster User's Guide*.

Sec. Level On Personalization
One (1) digit numeric field. This field indicates the security level required to maintain system personalization operations. For instructions on setting the security level of employees, see Chapter Two, "Maintaining Employee Data," in the *ScanMaster User's Guide*.

Sec. Level On Reporting
One (1) digit numeric field. This field indicates the security level required to perform operations on the Reports Menu. For instructions on setting the security level of employees, see Chapter Two, "Maintaining Employee Data," in the *ScanMaster User's Guide*.

Sec. Level On System Services
One (1) digit numeric field. This field indicates the security level required to perform system services. For instructions on setting the security level of employees, see Chapter Two, "Maintaining Employee Data," in the *ScanMaster User's Guide*.

Settle Media Counts
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "yes," the POS workstation tracks the number of media accepted at that workstation. ***Note***
The media counts option in the Register Control File also must be enabled for the Media Counts feature to work.

Show Suspended Sales at EOD
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. When this option is set to Yes, any suspended sales accumulated during the day are displayed on the Delete Suspended Sales screen when the End of Day procedure is run. From that screen, the user can then permanently delete the suspended sales, print the list of suspended sales or do nothing and continue with the End of Day procedure. If this option is set to No, the End of Day procedure will process without showing the day's suspended sales.

St Coup O/S Add Into Net O/S
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system adds the total of Store Coupons Over/Short from the cashier settles to the total of Net Over/Short on the Cashier and Store Reports.

Store #
Four (4) digit numeric field. This field indicates the store number.

Store Name For Reports
Thirty-eight (38) character alpha/numeric field. This field represents the store name which appears at the top of all back office PC reports.

T

Third Party DSD Installed
One character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system removes all Item Maintenance function screens.

This PC Does the End of Day
One character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the PC runs the End-Of-Day Procedure.

This PC Processes Tlogs
One character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the PC processes Transaction Logs (TLOGs) when it is idle.

Treat Cashier O/S as Memo
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the amounts by which a cashier is over or short appear on the ScanMaster Reconciliation Report (SRR) as a memo only and are not included in the computations.

Treat Office O/S as Memo
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the amounts by which the office is over or short appear on the ScanMaster Reconciliation Report (SRR) as a memo only and are not included in the computations.

Turn On Accounts Receivable
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" if you wish to enable the Accounts Receivable module.

U

Use Auto Pickup Feature

One character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" if you wish to enable the Auto Pickup feature on cashier pickup, settles, store reconciliation, and final deposit screens.
Use Coupon Linking Feature One (1) character alpha field. This option allows you to link store-built coupons to a specific item. It provides coupon validation for that item.
Use Enhanced Security One (1) character alpha field. This field requires Y for Yes or N for No. If you set this field to "Yes," the enhanced security is enabled. For detailed instructions on accounting procedures, see Chapter 2, "Maintaining Employee Data," in the *ScanMaster User's Guide*.
Use Item Trail Feature One (1) character alpha field. When this feature is turned on, the system provides an ASCII record (item trail) of changes made via batches or direct item maintenance.
Use Margin (Y) or Markup (N) One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Used in conjunction with ScanMaster's Cost Calculator feature. If this field is set to "Yes," the system uses the Margin calculation in determining an item's price. If this field is set to "No," the system uses the Markup calculation in determining the price. Margin is the difference in percentage between total sales and the cost of those sales. In other words, the profit percent of the item. Markup is the percentage added to the cost of the item to arrive at the selling price of the item. Margin and markup information can also be found on ScanMaster' Item Movement Report.
Use Normal Balancing Mode One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system uses the Normal Balancing Mode. For detailed instructions on accounting procedures, see Chapter 10, "Accounting Procedures," in the *ScanMaster User's Guide*.
Use Real Time Item Movement One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system displays the movement of items as it occurs. For this option to be functional you must also:

Store the GRCMVMNT.BTR file only on the file server in the \GROCERY\FILES subdirectory.

Set the Enable Real Time Item Movement field in the POS Workstation (Register) Control File to "Yes."

Use Shrink Trax Interface
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to Yes, the Shrink Trax interface is enabled on the ScanMaster system. The Shrink Trax software and the ScanMaster Shrink Trax interface must be installed to use this feature.

Use Store Spreadsheet
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" if you wish to use a store spreadsheet. If No is selected, all SRR options are unavailable for use. For detailed instructions on accounting procedures, see Chapter 10, "Accounting Procedures," in the *ScanMaster User's Guide*.

W

Weeks of SRR to Save
Two (2) digit numeric field. This field displays the number of weeks that the system saves the ScanMaster Reconciliation Reports (SRR) for retrieval.

Weight In Lbs (Y) (N) = Kg
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system records scale weight in pounds rather than kilograms.

Banner File

The Banner File is the third option on the ScanMaster Personalization Menu. Click on that button (or press Alt-F) to access the ScanMaster Banner File Maintenance screen. The Banner File is the scrolling message on the customer display that displays during idle time on the POS workstation. Customized advertising or customer messages can be displayed through this banner.

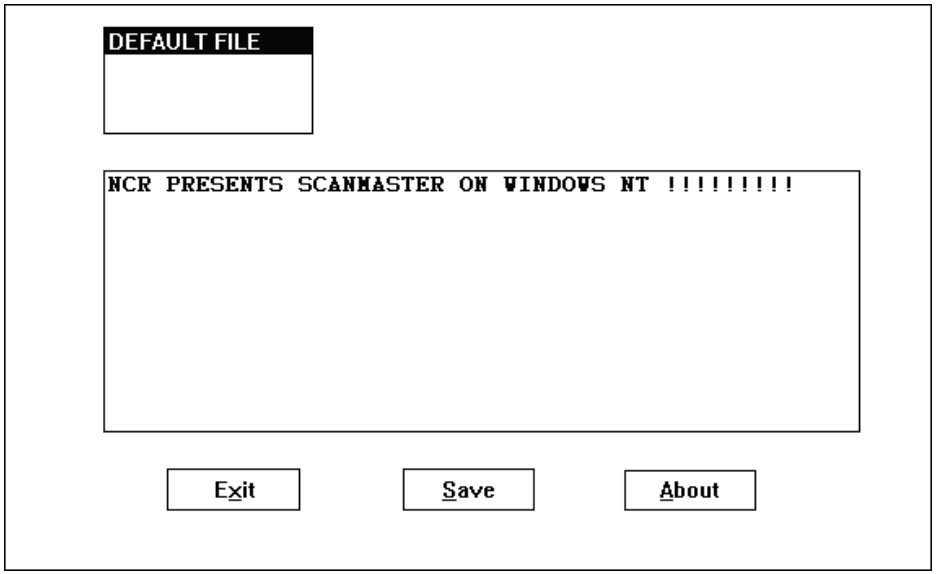


Figure 8-3: Banner File Screen

Customizing the Banner File

The Banner File consists of ten (10) lines of fifty-six (56) characters. Through the Banner File, you can create a message/advertisement for the customers to read. Select the desired POS workstation on which you want to put the message or create a default message for all POS workstations. Then type in the desired message and click on the SAVE button. (Even though there are ten lines, the words automatically wrap around to the next line. The Banner File is one continuous line). When the Banner File is created/updated, it is written to the Update Directory on the Server PC.

Note: The POS workstation reads the file from the Update Directory when an update or day-end is performed.

Click on EXIT to return to the Personalization Menu. Click on SAVE to save changes made to the Banner File.

Reason Code Maintenance

Reason Code Maintenance is the fourth option on the ScanMaster Personalization Menu. Click on that button (or press Alt-M) to access the ScanMaster Reason Code Maintenance Screen.

The Reason Code Maintenance screen is where you set up reasons for Overrides, Refunds, Voids and Media Swaps that appear on the POS workstations. The reason codes appear on the override, refund, void and media swap report by cashier and by item.

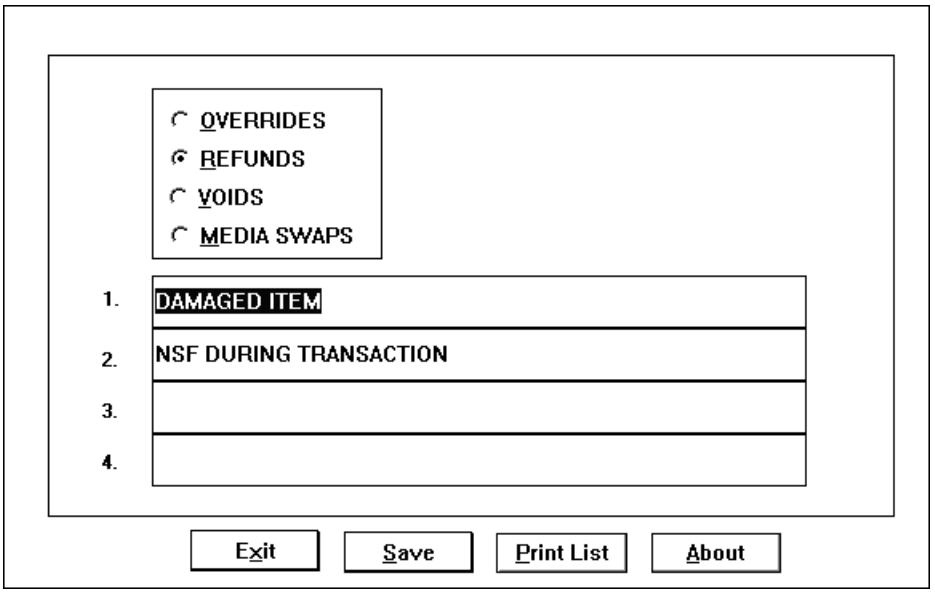


Figure 8-4: Reason Code Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Reason Code Maintenance Screen.

Overrides: Click on this radio button to select the Override Reason Code Table. Override reasons permit you to change the price of a PLU at the POS workstation. This price change only affects one line item, not the price in the item file. You can define up to four override reasons.

Refunds: Click on this radio button to select the Refunds Reason Code Table. Refund reasons permit you to issue refunds based on the reasons defined. You can define up to four refund reasons.

Voids: Click on this radio button to select the Voids Reason Code Table. Void Reason permits you to void a transaction based on the reason defined. You can define up to four void reasons.

Media Swaps: Click on this radio button to select the Media Swaps Reason Code Table. Media Swap reason permit you to swap media based on the reason defined. You can define up to four media swap reasons.

Button Options

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Personalization Menu.

SAVE: Click on this button (or press Alt-S) to save Override, Refund or Void reasons defined in the ScanMaster Reason Code Maintenance screen.

PRINT LIST: Click on this button (or press Alt-P) to print the list of Override, Refund or Void reason codes.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Reason Code Maintenance screen.

Creating/Editing the Reason Code Table

To create a new or update existing reason codes, select the desired type of reason code by clicking the radio button next to that reason type. Then enter a new reason code or edit the existing reason code. There can be up to four reason codes for each reason type. Upon completing changes, click on the SAVE button to save any changes made. Click on the EXIT button to return to the ScanMaster Personalization Menu.

Reason codes created here will display on the POS workstation if Reason Code Menus are enabled in the Register Control File. When a reason code is created/edited the file is written to the Update Directory. The POS workstation reads the file from the Update Directory when an update is performed.

Click on PRINT LIST to print a hard copy of the overrides, refunds or voids reason codes.

Tax Table Maintenance

Tax Table Maintenance is the fifth option on the ScanMaster Personalization Menu. Click on that button (or press Alt-T) to access the ScanMaster Tax Maintenance Screen.

Tax Table Maintenance enables you to configure Tax Tables 1-3 with exception ranges.

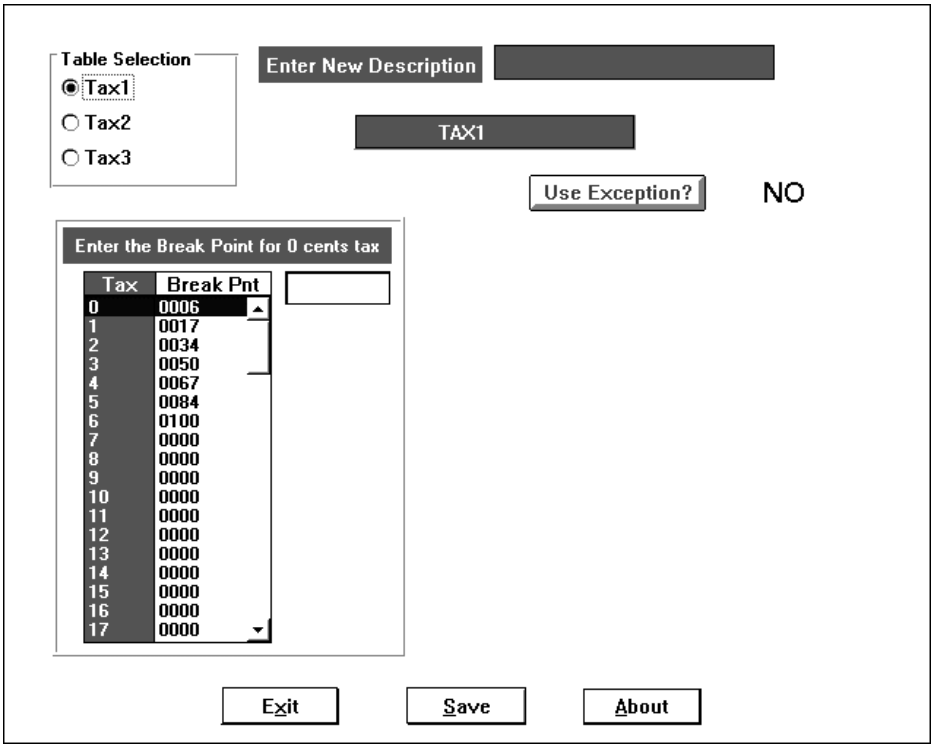


Figure 8-5: Tax Table Maintenance Screen

Field Descriptions

Below are field descriptions for the ScanMaster Tax Table Maintenance Screen.

Table Selection: Click the radio button for the desired tax table (1, 2 or 3) to edit.

Enter New Description: Click into this field to enter in a description for the Tax Table.

Enter the break point for XX tax: Four (4) digit numeric field. Enter the break point (assuming a two place decimal for dollars and cents) for highlighted XX cent tax. Non-repeated pre-tax totals equaling this amount will receive this tax.

Use Exception: Click on this button to enter an exception table associated tax table.

Button Options

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Tax Table Screen.

SAVE: Click on this button (or press Alt-S) to save changes made in the Tax Table Maintenance screen.

ABOUT: Click on this button (or press Alt-A) for software information about the Tax Table Maintenance screen.

Performing Tax Table Maintenance

From the Tax Maintenance screen, click on the desired Table Selection radio button to select Tax1, Tax 2, or Tax 3. Upon selecting the desired tax table, the screen displays the tax table break points and the exception table break points.

To edit an existing tax table, click on the break point of the desired tax line. Enter the new amount. Enter break points only up until the report range is reached. Tax break points must end in an even dollar amount for repeating purposes. In the above screen, a pre-tax sales total of $1.07 would generate a tax of 7 cents (6 cents on the $1.00 break, and 1 cent on the amount above the 6 cent repeated break).

To create an exception table, click on the USE EXCEPTION button and enter the break points. Up to 99 break points are permitted on the ScanMaster System. Exception tables are used in special taxing circumstances not covered by the regular tax table.

The ScanMaster Tax Table is enabled from the Register Control File's "Tax Rate ##.####%(0=Table)" setting. If this feature is not enabled (with a setting of 000000), the POS workstation will use a table to calculate the tax. If a rate is entered, it will use the percent rate entered in this Register Control File setting instead.

Keyboard Configurator

Keyboard Configurator is the sixth option on the ScanMaster Personalization Menu. Click on that button (or press Alt-K) to access the ScanMaster Keyboard Configurator Menu screen. The Keyboard Configurator enables you to customize the POS workstation keyboard to meet your store's needs. You can assign department keys, function keys and tender keys for the POS workstation.

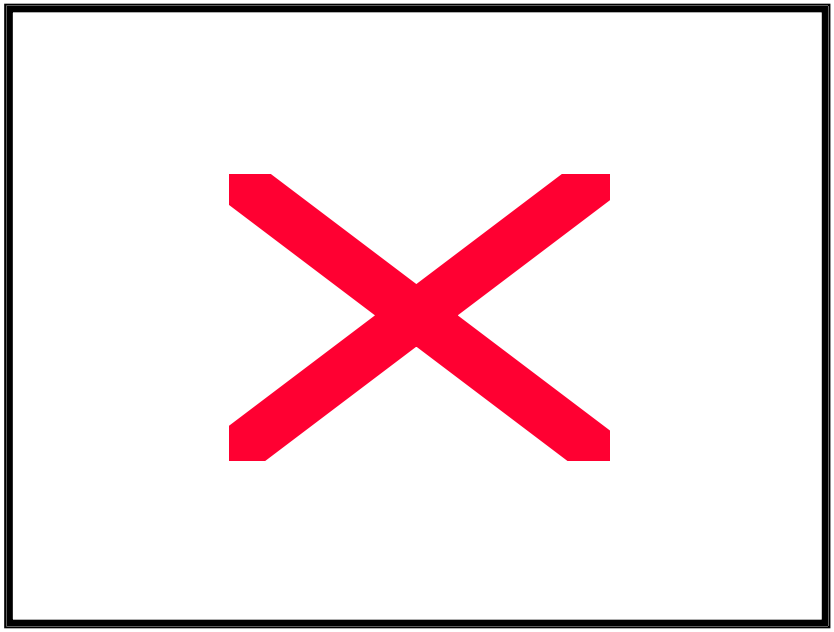


Figure 8-6: Keyboard Configurator Menu

Keyboard Configurator Menu Options

There are four different keyboard options. They are:

- 7452 DynaKey™ Configurator
- NCR 56 Key Configurator
- NCR 64 Key Configurator
- NCR 7445 (Falcon) Key Configurator

Click on the button for the desired keyboard type to access that keyboard configurator.

Using the Keyboard Configurators

To Create / Edit the keyboard layout, click on the button of the keyboard configuration for your system. If you use the DynaKey™ keyboard, click on the 7452 DynaKey™ Configurator button. If you use the NCR 64 keyboard instead of the DynaKey, click on the NCR 64 Key Configurator. If you use the NCR 7445 (Falcon) keyboard, click on the NCR 7445 (Falcon) Key Configurator.

All POS workstation keyboards on the system can be configured the same way or each can be configured differently.

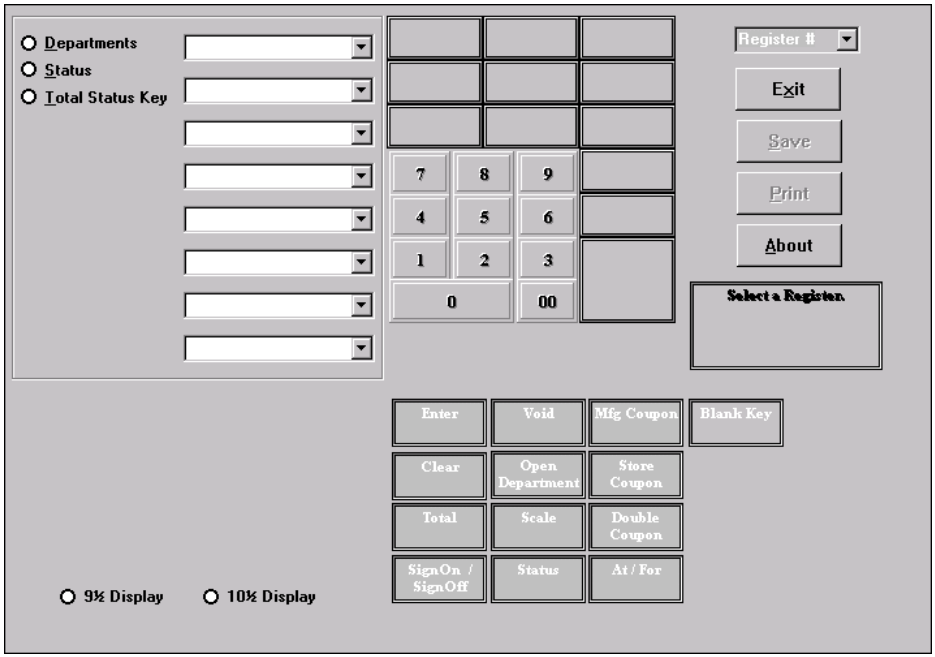


Figure 8-7: 7452 DynaKey™ Keyboard Configurator

Using the 7452 DynaKey™ Configurator

The first thing you must do to configure your keyboard is to select the register number and the size of the Dynakey display (9.5 inch or 10.5 inch).

Note: Radio buttons for the display size are located in the lower left corner of the screen.

Then, you can establish the department keys. Click on the Department radio button at the top left of the screen to access the eight available department keys. Double click on the desired Not Defined field to access the department list box, located in the lower left corner of the screen. Click on the down arrow to display the available departments and select the desired department for that key. Repeat this step until all eight departments keys are set up.

Next, you can set up the status keys. Click on the Status Key radio button at the top left of the screen to access the 18 available Status Keys. They are: Price Inquire, Price Override, Return, Refund, FS Exempt, Tax1 Exempt, Tax2 Exempt, Tax3 Exempt, Discount1, 2, 4, and 5, Cancel Transaction, Account Number, W.I.C. Sale Mode, Receipt Print, Shoppers Hotline and Manual Weight. Use the up / down arrows to navigate through the status selections. Double click on the desired status field to access the status selection list box. Click on the list box down arrow to display the available status selections and then click on the desired selection to create a key for that status. Select OK when you're finished. Repeat this step until all 18 status keys are set up.

Once status keys are established, you can now create Total Status Keys. Click on the Total Status Key radio button at the top left of the screen to access the 7 available Total Status Keys. They are: Tax1 Exempt, Tax2 Exempt, Tax3 Exempt, and Discount 1, 2, 4, and 5. Double click on the desired Total Status field to access the Total Status selection list box. Click on the list box down arrow to display the available total status selections and then click on the desired selection to create a key for that total status. Select OK when you're finished. Repeat this step until all 7 total status keys are set up.

Once the keys are set up, you can now set up the rest of the keyboard layout. When creating the keyboard layout, click on the desired key and hold down the left mouse button while dragging that key to the desired keyboard position.

Field Descriptions

Detailed descriptions of each key and its function can be found in Chapter 9: Performing POS Operations.

Button Options

ABORT: Click on this button (or press Alt-A) to abort any changes made to the 7452 DynaKey Keyboard Configurator.

SAVE/EXIT: Click on this button (or press Alt-S) to save any changes made to the 7452 DynaKey Keyboard Configurator for register.

PRINT: Click on this button (or press Alt-P) to print the 7452 DynaKey Keyboard Configurator.

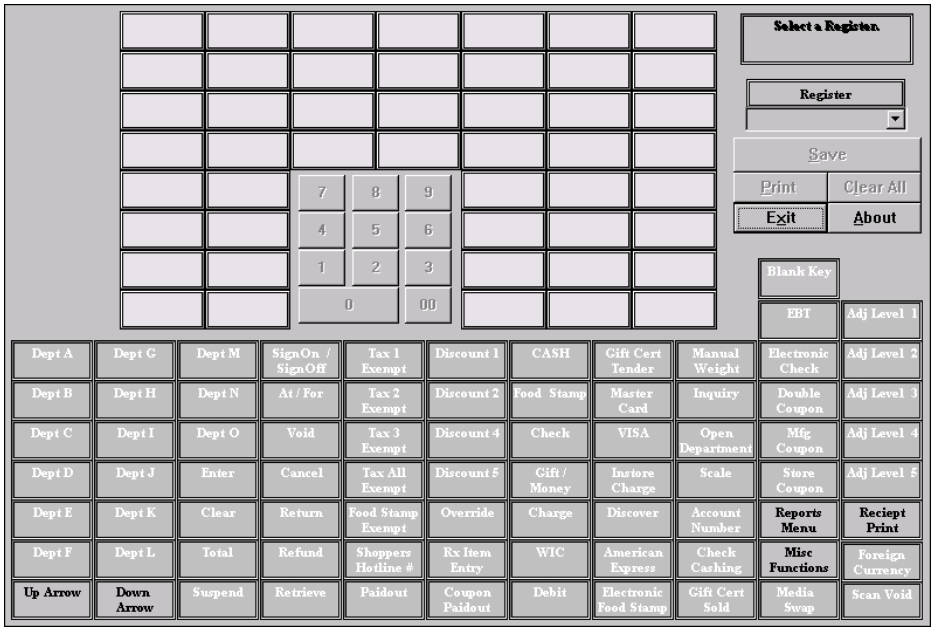


Figure 8-8: NCR 56 Key Keyboard

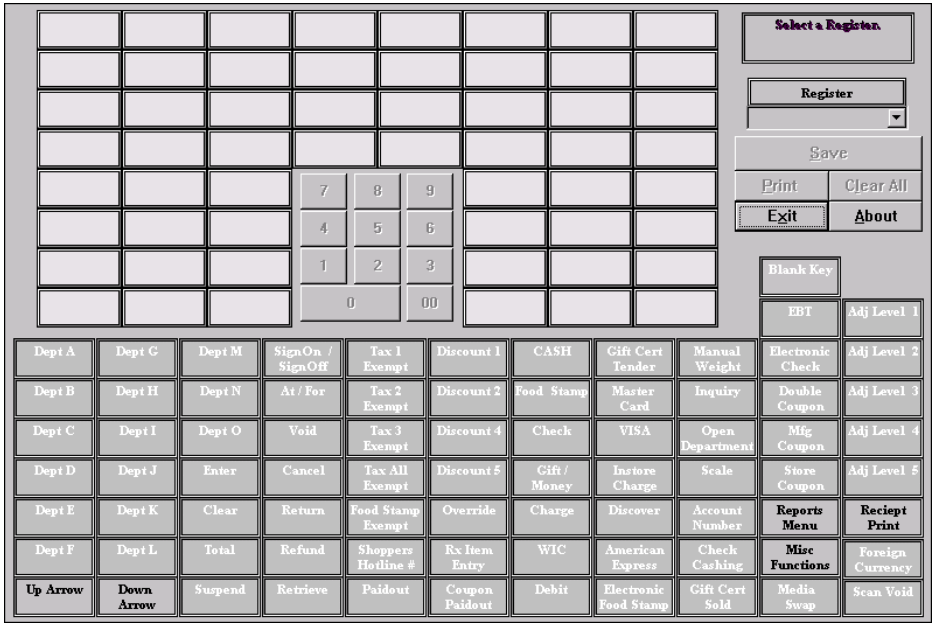


Figure 8-9: NCR 64 Key Keyboard

Using the NCR 56 & 64 Key Configurators

The first thing you must do to configure you keyboard is select the register number for that keyboard. Next, you can establish the 15 department keys. There are two ways to set up department keys.

Using the first method, double click on a DEPT (A through O) key. Select the desired department by clicking on the down arrow and highlighting that department. That department is now assigned to that key. Holding down the left mouse button, select that key and drag it to the desired position.

Using the second option, single click and drag a DEPT (A through O) key (holding down the left mouse button) to the desired keyboard position. Then double click on that key. A dialog box displays: "Will This Be a Department Key? Yes or No." Click on YES to set up a department key or NO to set up a Preset Key. A Preset Key is a key that is set up for a specific product. When setting up a Preset Key, enter the PLU number for that product and press ENTER.

Repeat for the remaining department/preset keys.

Once you have set up the department keys, you can now set up the rest of the keyboard layout. When creating the keyboard layout for your system, click on the desired key and hold down the left mouse button while dragging that key to the desired keyboard position.

Press ABORT to cancel any changes; SAVE/EXIT to save changes and exit to the Keyboard Configurator; CLEAR ALL to clear the entire keyboard; and PRINT to print a hard copy of the keyboard for key caps for that register keyboard

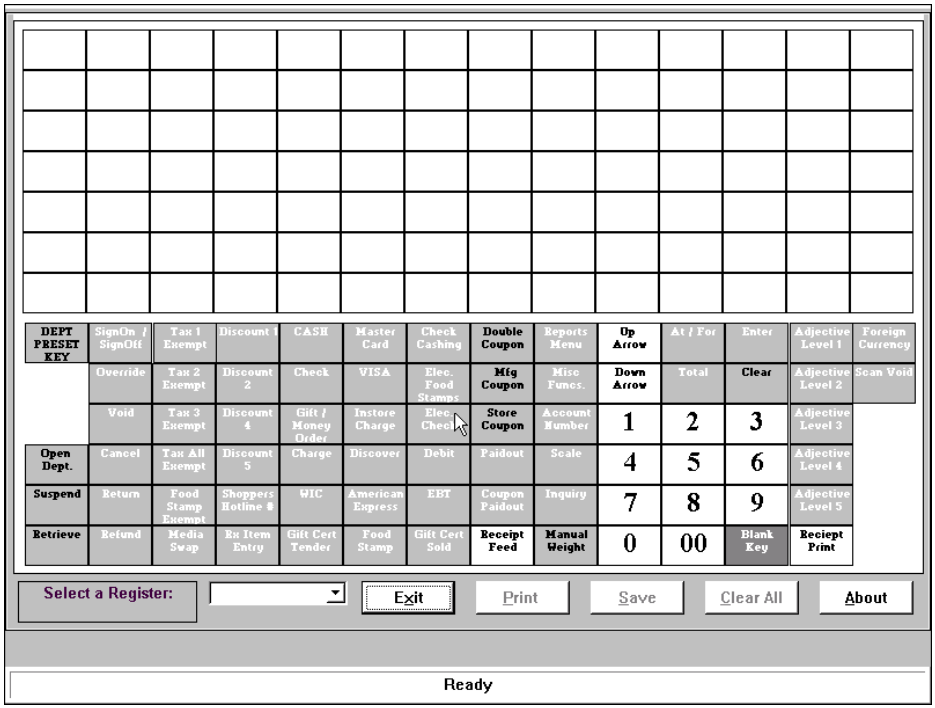


Figure 8-10: NCR 7445 Keyboard

Using the NCR 7445 Key Configurator

The first thing you must do to configure you keyboard is select the register number for that keyboard. Next, you can establish the department or preset keys. There are two ways to set up department or preset keys.

Using the first method, double click on a DEPT PRESET key. If you are setting up a department key, click on the Department radio button and then select the desired department. A list of available departments is available by clicking on the down arrow. Click OK upon selecting the desired department. That department is now assigned to that key. If you are setting up a preset key, click on the Preset radio button and type in the desired 12-digit preset UPC for that key. Click OK once the preset is entered. To place the key on the keyboard, hold down the left mouse button, select that key and drag it to the desired position.

Using the second option, single click and drag a DEPT PRESET key (holding down the left mouse button) to the desired keyboard position. Then double click on that key. If you are setting up a department key, click on the Department radio button and then select the desired department. A list of available departments is available by clicking on the down arrow. Click OK upon selecting the desired department. That department is now assigned to that key. If you are setting up a preset key, click on the Preset radio button and type in the desired 12-digit preset UPC for that key. Click OK once the preset is entered. To place the key on the keyboard, hold down the left mouse button, select that key and drag it to the desired position.

Repeat for the remaining department / preset keys.

Once you have set up the department keys, you can now set up the rest of the keyboard layout. When creating the keyboard layout for your system, click on the desired key and hold down the left mouse button while dragging that key to the desired keyboard position.

Note: You can use multiple keys to make a single, larger key from this configurator. Make sure the lower left key is the active key, while the other keys in the group are blank keys. For example, if you want to use four keys to create one larger key, make the lower left key the active key, while the one key above and the two keys on the right side are blank keys.

Press ABORT to cancel any changes; SAVE/EXIT to save changes and exit to the Keyboard Configurator; CLEAR ALL to clear the entire keyboard; and PRINT to print a hard copy of the keyboard for key caps for that register keyboard.

Note: You can save the keyboard configuration for that POS workstation only, selected other POS workstations or for all POS workstations. The system prompts you for the desired save options.

Field Descriptions

Detailed descriptions of each key and its function can be found in Chapter 9: Performing POS Operations.

Button Options

ABORT: Click on this button (or press Alt-A) to abort any changes made to the Keyboard Configurator.

SAVE/EXIT: Click on this button (or press Alt-S) to save any changes made to the Keyboard Configurator for register.

CLEAR ALL: Click on this button (or press Alt-L) to clear all keys positions from the keyboard layout. A dialog box prompts: "Are You Sure You Want to Clear the Keyboard? Yes or No." Select Yes to clear the entire keyboard or No to return to the keyboard configurator.

ABOUT: Click on this button (or press Alt-A) for software information about the keyboard configurators.

PRINT: Click on this button (or press Alt-P) to print key caps for the keyboard layouts.

Media Configurator

The Media Configurator is the seventh option on the ScanMaster Personalization Menu. Click on that button (or press Alt-C) to access the ScanMaster Media Configurator screen.

This option enables you to customize the system media fields. There are 22 media fields available to customize. Those fields and their default settings are listed below.

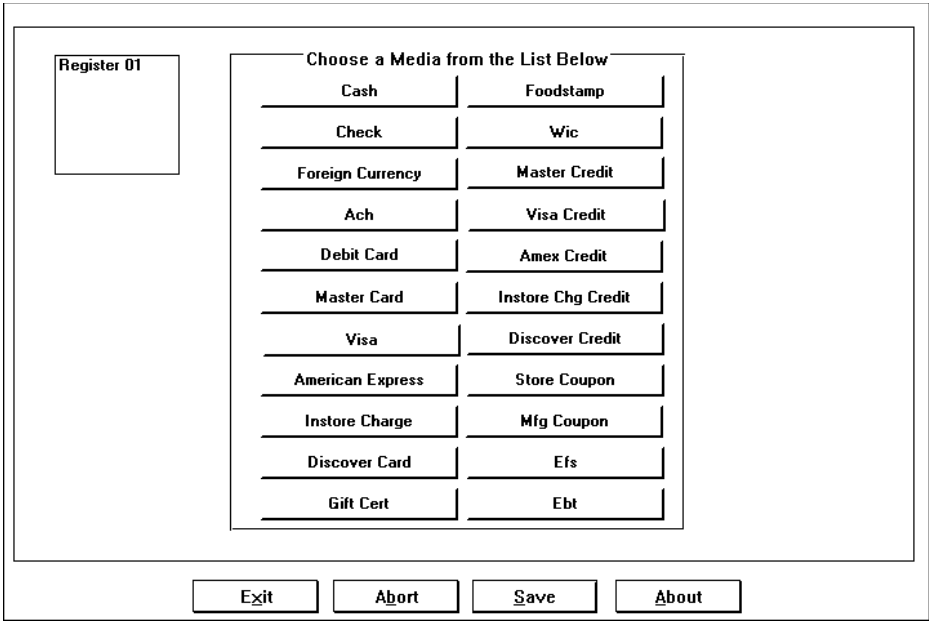


Figure 8-11: Media Configurator Screen

Media Control File Configuration

Media Control Settings – Functional List

Cash

The following configuration options are available for Cash media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Loan (Y/N)

Check

The following configuration options are available for Check media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Enable Check Writing (Y/N)

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Maximum Cash Back Amount

Signature Line on Slip (Y/N)

Allow Manual Account Entry

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Cash Back Amt at Term

Term Cash Back Display Amt 1

Term Cash Back Display Amt 2

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

Foreign Currency

The following configuration options are available for Foreign Currency media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Media Description

Amount Compulse (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Loan (Y/N)

ACH (Electronic Check)

The following configuration options are available for ACH (Electronic Check) media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Enable Check Writing (Y/N)

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Maximum Cash Back Amount

Signature Line on Slip (Y/N)

Allow Manual Account Entry

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Cash Back Amt at Term

Term Cash Back Display Amt 1

Term Cash Back Display Amt 2

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

Debit Card

The following configuration options are available for Debit Card media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Allow Refund (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Check Expiration Date

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Maximum Cash Back Amount

Signature Line on Slip (Y/N)

Allow Manual Account Entry)

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Cash Back Amt at Term

Term Cash Back Display Amt 1

Term Cash Back Display Amt 2

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

Master Card

The following configuration options are available for Master Card media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Check Expiration Date

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Maximum Cash Back Amount

Signature Line on Slip (Y/N)

Allow Manual Account Entry)

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Cash Back Amt at Term

Term Cash Back Display Amt 1

Term Cash Back Display Amt 2

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

Visa

The following configuration options are available for Visa media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit)

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Check Expiration Date

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Maximum Cash Back Amount

Signature Line on Slip (Y/N)

Allow Manual Account Entry)

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Cash Back Amt at Term

Term Cash Back Display Amt 1

Term Cash Back Display Amt 2

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

American Express

The following configuration options are available for American Express media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Check Expiration Date

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Maximum Cash Back Amount

Signature Line on Slip (Y/N)

Allow Manual Account Entry)

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Cash Back Amt at Term

Term Cash Back Display Amt 1

Term Cash Back Display Amt 2

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

In-store Charge

The following configuration options are available for In-store Charge media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Check Expiration Date

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Signature Line on Slip (Y/N)

Allow Manual Account Entry

Enable Term Amt Verification

Discover Card

The following configuration options are available for Discover Card media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Check Expiration Date

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Maximum Cash Back Amount

Signature Line on Slip (Y/N)

Allow Manual Account Entry)

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Cash Back Amt at Term

Term Cash Back Display Amt 1

Term Cash Back Display Amt 2

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

Gift Certificate

The following configuration options are available for Gift Certificate media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Allow Refund (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Food Stamp

The following configuration options are available for Food Stamp media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Allow Refund (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Loan (Y/N)

WIC

The following configuration options are available for WIC media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Allow Refund (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Enable Check Writing (Y/N)

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Master Credit

The following configuration options are available for Master Credit media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Maximum Cash Back Amount

Signature Line on Slip (Y/N)

Allow Manual Account Entry

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Cash Back Amt at Term

Term Cash Back Display Amt 1

Term Cash Back Display Amt 2

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

Visa Credit

The following configuration options are available for Visa Credit media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Maximum Cash Back Amount

Signature Line on Slip (Y/N)

Allow Manual Account Entry

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Cash Back Amt at Term

Term Cash Back Display Amt 1

Term Cash Back Display Amt 2

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

Amex Credit

The following configuration options are available for Amex Credit media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Maximum Cash Back Amount

Signature Line on Slip (Y/N)

Allow Manual Account Entry

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Cash Back Amt at Term

Term Cash Back Display Amt 1

Term Cash Back Display Amt 2

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

In-store Chg Credit

The following configuration options are available for In-Store Charge Credit media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Use Neg/Pos Check (0-2)

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Signature Line on Slip (Y/N)

Allow Manual Account Entry

Enable Term Amt Verification

Discover Credit

The following configuration options are available for Discover Credit media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Validate (Y/N)

Validation Description

Validation Line 1

Validation Line 2

Validation Line 3

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Maximum Cash Back Amount

Signature Line on Slip (Y/N)

Allow Manual Account Entry

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Cash Back Amt at Term

Term Cash Back Display Amt 1

Term Cash Back Display Amt 2

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

Store Coupon

The following configuration options are available for Store Coupon media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Open Drawer 0=NO 1=FINAL 2=IMD

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

MFG Coupon

The following configuration options are available for Manufacturer Coupon media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Open Drawer 0=NO 1=FINAL 2=IMD

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Electronic Food Stamps

The following configuration options are available for Electronic Food Stamps media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Allow Refund (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Signature Line on Slip (Y/N)

Allow Manual Account Entry

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Gen # on Manual Entry

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

Electronic Benefit Transfer

The following configuration options are available for Electronic Benefit Transfer media. For information on each setting, please see the alphabetical listing later in this chapter.

Enable This Media (Y/N)

Amount Compulse (Y/N)

Allow Refund (Y/N)

Max. Tender Amount (Mgr. Req.)

Allow Over Tender (Y/N)

Manager Over Tender Limit

Max. Over Tender Limit

Open Drawer 0=NO 1=FINAL 2=IMD

Data Capture/Display Prompt

Data Capture Prompt Message

Check Expiration Date

Print Signature Slip (Y/N)

Media Group Link (0-9)

Allow Pickup (Y/N)

Allow Pickup Counts (Y/N)

Allow Loan (Y/N)

Use Elec Payment Auth (Y/N)

PIN Entry Required (Y/N)

Maximum Cash Back Amount

Signature Line on Slip (Y/N)

Allow Manual Account Entry

Allow Offline Approval (Y/N)

Offline Tender Limit

Capture Gen # on Manual Entry

Capture Cash Back Amt at Term

Term Cash Back Display Amt 1

Term Cash Back Display Amt 2

1-EFT Void 2-No Return to Sale

Enable Term Amt Verification

Media Control Settings & Definitions – Alphabetic List

Media Control File Settings are shown below in alphabetic order. In ScanMaster, similar settings are grouped next to each other in non-alphabetized lists by media type. The type of controls that can be set change according to the type of media. See a file setting listing for each media type later in this chapter.

Media Control File Option Descriptions

1

1-EFT Void 2 - No Return to Sale
One (1) digit integer field with valid values of **0, 1,** or **2**. Enter **0** (Zero) to disable EFT voiding (reversal) for this media. Media set to **0** is discarded upon return to item entry. EFT reversal must be done manually on the external EFT system. Enter **1** to enable void of an EFT media tender upon returning to item entry. Results of the void are reflected on the register receipt when the checker uses the Clear key during Tender Entry. Enter **2** to prevent return to item entry mode after tendering this media. Use 2 for EFT manager software that does not support ScanMaster EFT Spec Version 2.

Note: For Setting = **1** to work properly, the in-store EFT manager software must support this feature. The Register Control File option, "**ENABLE EFT TENDER REVERSAL**" must also be set to "**Y**".

A

Allow Loan (Y/N)
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If yes is selected, this media is eligible to loan to a cashier through Office Procedures.

Allow Manual Account Entry
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If you set this field to "Yes," the system allows for manual account entry (keyboard entry) in addition to card swiping (through an attached Payment Terminal or the integrated MSR) by the cashier.

Allow Offline Approval (Y/N)
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to "Yes," the cashier can tender offline credit transactions. ***Note:*** *In order for this parameter to work, the offline credit amount must be set in the Offline Tender Limit field, another media configurator parameter.*

Allow Over Tender (Y/N)
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If yes is selected, the operator can exceed the total amount due at the POS workstation with this media.

Allow Pickup (Y/N)
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If yes is selected, this media is eligible for pickup operations through Office Procedures.

Allow Pickup Counts (Y/N)
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If yes is selected, this media is eligible for pickup counts to determine how many pickups were performed on a specific cashier.

Allow Refund (Y/N)
One (1) character alpha field. This field requires **Y** for Yes and **N** for No. If yes is selected, a refund can be given with this media.

Amount Compulse (Y/N)
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If yes is selected, the amount of tendered media must be key entered.

C

Capture Cash Back Amt at Term
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If "Yes" is selected, customers can enter the amount of cash back at the electronic payment terminal. Customers can choose from 0=No cash back; Two definable fixed amounts; or Other=Amount desired by the customer, limited to the Maximum Cash Back Amount option. If "No" is selected, the cashier will be prompted for the cash back amount on the cashier display.

Capture Gen # on Manual Entry
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to "Yes," the cashier must gain voice approval for a selected manual media transaction (for example, a manual EFS or EBT transaction) and enter a provided approval number. The number is then transmitted back to the host, captured and printed on the customer receipt and signature slip.

Check Expiration Date
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to "Yes", the system will verify that the expiration date of a tender card has not elapsed .

D

Data Capture Prompt Message
Twenty (20) character alphanumeric field that displays at the POS workstation. Example: Enter account #.

Data Capture/Display Prompt
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to "Yes", the POS workstation will display the data capture prompt message.

E

Enable Check Writing (Y/N)
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If set to "Yes", the system will prompt the cashier with the option of writing the face of the check.

Enable Term Amt Verification
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If this field is set to "Yes," the selected media (for example, Visa or MasterCard) is configured to prompt the customer to confirm the final authorization amount. If it is set to "No", the customer is not prompted to confirm the final authorization amount unless the Payment Terminal is configured to do so. This option is used in conjunction with the Register Control File question, "Configurable Term Amt Verify."

Enable This Media (Y/N)
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Select Y or N to make this media available for tendering at the POS workstation.

M

Manager Over Tender Limit
Seven (7) digit numeric field. This is the maximum amount that can be over tendered before a manager is required.

Max. Over Tender Limit
Seven (7) digit numeric field. This is the maximum amount that can be over tendered by anyone (including a manager).

Max. Tender Amount (Mgr. Req.)
Seven (7) digit numeric field. This is the maximum amount that can be tendered before a manager is required.

Maximum Cash Back Amount
Six (6) digit numeric field. This field details the maximum amount of cash back the customer can receive from a media transaction.

Media Description:
Twenty (20) character alphanumeric field. Enter customized description of the foreign currency media (for example, Canadian Cash). When the description is saved and you exit the foreign currency media options screen, the new description displays on the list of Media Configuration options available on the system.

Media Group Link (0-9)
One (1) digit numeric field. User-defined field that allows the operator to consolidate similar media into a group.

O

Offline Tender Limit
Seven (7) digit numeric field. Enter the media approval amount a cashier can tender when the integrated EFT system is offline. ***Note:*** *In order for this parameter to work, the offline credit approval must be set in the Allow Offline Approval field, another media configurator parameter.*

Open Drawer 0=NO 1=FINAL 2=IMD
One (1) digit numeric field. If this field has a 0, the drawer will not open. If it has a 1, it opens only on sale finalization. If it has a 2, it opens immediately.

P

PIN Entry Required (Y/N)
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If yes is selected, a prompt requesting the Personal Identification Number will appear on the attached payment terminal.

Print Signature Slip (Y/N)
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If yes is selected, the POS prints this signature slip for the customer to sign. The cashier keeps this slip for accounting purposes.

S

Signature Line on Slip (Y/N)
One (1) character alpha field. This field requires a **Y** for Yes or **N** for No. If yes is selected, the POS workstation will print a signature line on the signature slip for that type of media.

T

Term Cash Back Display Amt 1
Five (5) digit numeric field. Enter the fixed amount of cash a customer can obtain at the end of a sale using the Amt 1 option. This field is used in conjunction with the Capture Cash Back Amt at Term option. This amount should not be set larger than the Maximum Cash Back Amount option.

Term Cash Back Display Amt 2
Five (5) digit numeric field. Enter the fixed amount of cash a customer can obtain at the end of a sale using the Amt 2 option. This field is used in conjunction with the Capture Cash Back Amt at Term option. This amount should not be set larger than the Maximum Cash Back Amount option.

U

Use Elec Payment Auth (Y/N)
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If "Yes" is selected, authorization is required for electronic payment.

V

Validate (Y/N)
One (1) character alpha field. This field requires **Y** for Yes or **N** for No. If "Yes" is selected, this media requires validation to finalize.

Validation Description
Twenty (20) character alphanumeric field. This field details which Media Description will appear on the back of the validation.

Validation Line 1
Thirty-eight (38) character alphanumeric field. This user-defined field prints during validation.

Validation Line 2
Thirty-eight (38) character alphanumeric field. This user-defined field prints during validation.

Validation Line 3
Thirty-eight (38) character alphanumeric field. This user-defined field prints during validation.

Button Options

EXIT: Click on this button (or press Alt-X) to exit to the Personalization Menu.

SAVE: Click on this button (or press Alt-S) to save changes to the ScanMaster Media Configurator screen.

ABORT: Click on this button (or press Alt-B) to abort changes to the ScanMaster Media Configurator screen.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Media Configurator screen.

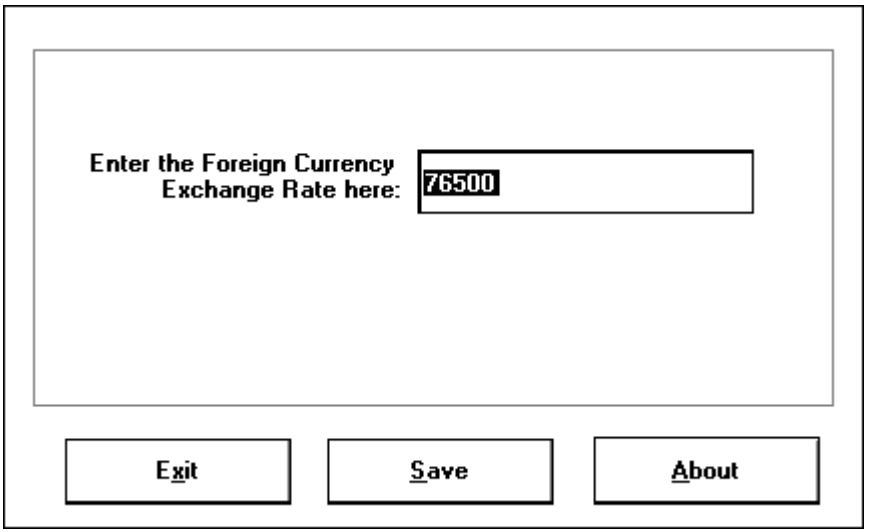
Using the Media Configurator

The user has the ability to define the attributes of the selected media by clicking on the desired button. Each different media type has specific functions that are easily configured to meet store needs. After the user defines each individual type, click on the SAVE button to save changes to the media configurator. The file is updated at the POS workstation via manual update or Day-End procedure.

Foreign Currency Rate Editor

The Foreign Currency Rate Editor is the eighth option on the ScanMaster System Personalization Menu. Click on that button (or press Alt-U) to access the ScanMaster Foreign Currency Rate Editor Screen.

The Foreign Currency Rate Editor permits stores to enter the foreign currency exchange rate ScanMaster uses when calculating between the face amount and native value.



Foreign Currency Rate Editor

Field Descriptions

Below are field descriptions for the Foreign Currency Rate Editor screen.

Enter the Foreign Currency Exchange Rate Here: In the nine (9) digit numeric field, the first four digits are placed before the decimal point, with the remaining five placed after the decimal point (XXXX.XXXXX). Enter the exchange rate for the foreign currency in this field. Use the decimal point when entering this value.

Button Options

Below are button options for the ScanMaster Foreign Currency Rate Editor.

EXIT: Click on this button (or press Alt-X) to exit the ScanMaster Foreign Currency Rate Editor. The system prompts you to save any unsaved changes made to information in this record.

SAVE: Click on this button (or press Alt-S) to save any changes made to information in the Foreign Currency Exchange Rate record.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Foreign Currency Rate Editor.

Using the Foreign Currency Rate Editor

The Foreign Currency Rate Editor permits stores to apply the exchange rate for transactions in which foreign currency is used. The user simply enters the exchange rate for the foreign currency into the editor and ScanMaster uses this value when calculating the currency exchange.

Any changes made to this field are immediate, so when a new exchange rate is entered and saved, it is not necessary to update POS workstations to get the new exchange rate. The change is real-time.

The currency exchange is calculated through one of two formulas.

- Native Value = Face Amount * Exchange Rate
- Face Amount = Native Value / Exchange Rate

Example: The following examples involve converting Canadian dollars (foreign currency) into US dollars (native value) with an exchange rate of .80000.

CONVERTING FOREIGN CURRENCY INTO US CURRENCY
If a customer wanted to convert a $10 Canadian bill into US currency, ScanMaster would take the face value of the Canadian currency and multiply it by the exchange rate ($10 Canadian * .80000 exchange rate = $8 US currency).

PAYING SALE TOTAL IN FOREIGN CURRENCY
If a customer wanted to know how much Canadian currency to tender for a $10.00 sale, ScanMaster would take the native value of the sale ($10) and divide it by the exchange rate (.80000). The formula would read: $10.00 US / .80000 exchange rate = $12.50 Canadian.

PAYING IN FOREIGN CURRENCY AND GETTING US CHANGE
If a customer pays for a $10 transaction with a $20 Canadian bill and seeks US change, ScanMaster first converts the Canadian cash into US currency ($20.00 Canadian * .80000 exchange rate = $16.00 US) and then subtracts the amount of the sale ($16.00 tendered - $10.00 total sale = $6.00 Change).

Tax Code Editor

The Tax Code Editor is the ninth option on the ScanMaster Personalization Menu. Click on that button (or press Alt-E) to access the ScanMaster Tax Code Editor screen. The Tax Code Editor allows you to assign a letter to each tax table or combination of tax tables. This letter is printed on the customer receipt when that tax table or combination is used.

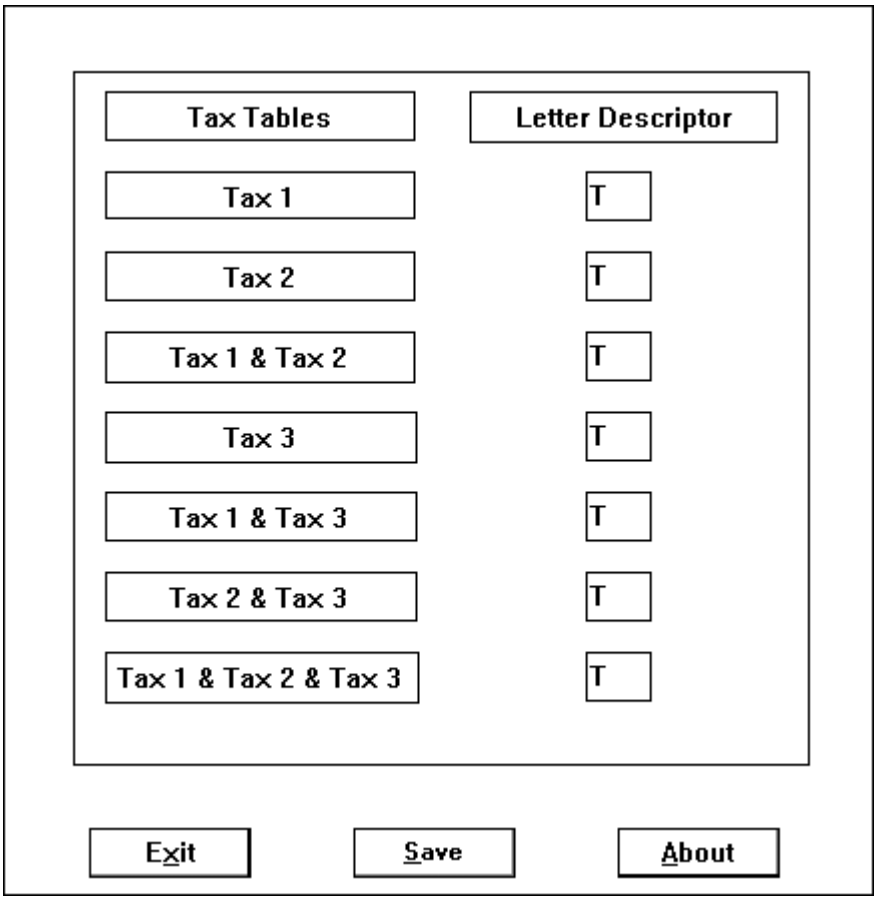


Figure 8-12: Tax Code Editor

Field Descriptions

Tax Tables: This field displays the available tax table configurations for the ScanMaster System.

Letter Descriptor: One (1) character alpha field. Enter a letter to correspond with each tax table configuration.

Button Options

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster System Personalization Menu.

SAVE: Click on this button (or press Alt-S) to save changes made to the Tax Code Editor screen.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Tax Code Editor screen.

Using the Tax Code Editor

From the ScanMaster Tax Code Editor screen, enter a letter descriptor to correspond with each tax table configuration. This letter prints on the customer receipt whenever an entry is made that has a taxable status.

SRR Editor

The SRR Editor is the tenth option on ScanMaster Personalization Menu. Click on that button (or press Alt-S) to access the ScanMaster Reconciliation Report Editor Screen. The SRR Editor enables you to develop a customized reconciliation report that displays all pertinent accounting information for Paidouts, Receipts and Memos.

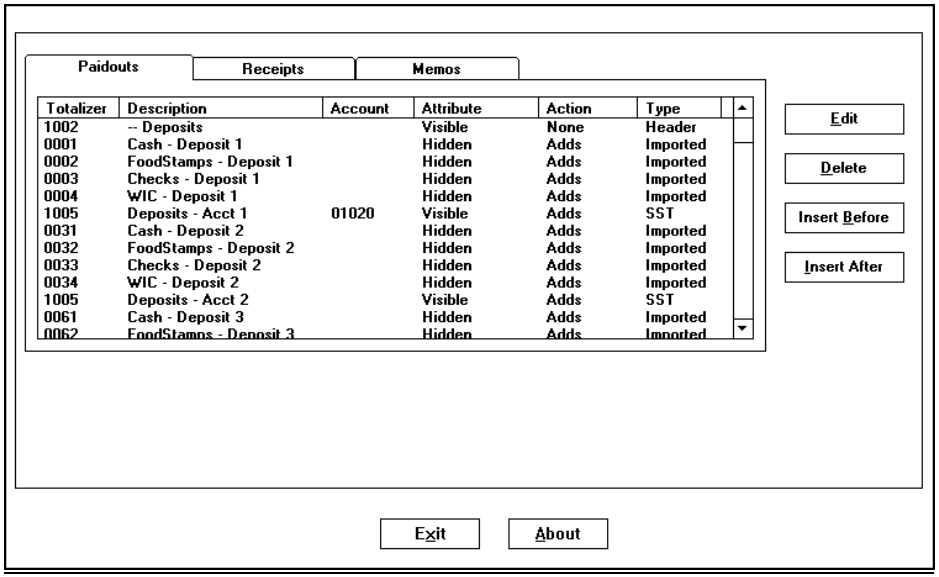


Figure 8-13: Reconciliation Report Editor Screen

Field Descriptions

Edit: Click on this radio button to edit the desired account name under the Paidout, Receipt or Memo Tab.

Delete: Click on this radio button to delete the highlighted totalizer under the Paidout, Receipt or Memo Tab.

Insert After: Click on this radio button to insert a Paidout, Receipt or Memo totalizer *after* the highlighted selection in the Section Layout Box.

Insert Before: Click on this radio button to insert a Paidout, Receipt or Memo totalizer *before* the highlighted selection in the Section Layout Box.

Section Layout Box: This layout box displays the account names that are currently arranged on the ScanMaster Reconciliation Report.

Totalizer List: This list displays when you choose to insert a totalizer into the ScanMaster Reconciliation Report spreadsheet. It consists of the various media available, the register total fields and various formatting features. A user-defined field is also available.

Totalizer: This field displays the selected totalizer number from the Totalizer List.

Descriptor: This field displays the totalizer description that prints on the ScanMaster Reconciliation Report. You can use that descriptor or customize a new one from this data field.

G/L Account Number: Optional. This 10-character data field displays the G/L Number (when available) that corresponds to that totalizer. Use a different G/L Account Number from that assigned to the corresponding Paidout Totalizer.

Line Type: This is an informational field that details the source for that totalizer. Line Types include:

- **Imported:** Data imported from the POS or other programs.
- **Sales:** Data compiled from department reports.
- **Balance:** Data compiled through balancing the spreadsheet.

- **Special:** User-defined character field.
- **GT:** Grand Total.
- **ST:** Sub Total.
- **SST:** Sub total since last sub total.
- **Header:** This line indicates a header position. IT has no value.
- **===‘s:** This line draws a double, underscored line on the spreadsheet.
- **___’s:** This line draws a single, underscored line on the spreadsheet.
- **Hand Key:** Data is hand-keyed into the spreadsheet, not imported from
- **FF:** Form Feed.

Attribute: This field displays whether the totalizer is visible or hidden under the Section Heading and whether or not it is a memo. Memos are not calculated into the spreadsheet. When you click on this field, the Totalizer Attributes box displays. Select from: Visible, Hidden, Memo or Hidden Memo.

Action: This field indicates the action of the totalizer. When you click on this field, the Totalizer Action box displays. Select from: Adds (adds totalizer), Subtracts (subtracts totalizer) or None (indicates no action).

Button Options

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Personalization Menu Screen.

SAVE: Click on this button (or press Alt-S) to save changes made to the ScanMaster Reconciliation Report.

ABORT: Click on this button (or press Alt-B) to abort any changes made to the ScanMaster Reconciliation Report.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Reconciliation Report Editor.

Using the SRR Editor

You can customize a reconciliation report specifically for your store by using the ScanMaster Reconciliation Report Editor screen.

Select the Paidouts Tab to assign totalizers for all store deposits, and anything paid out from the store safe. Select the Receipts Tab to assign totalizers for incoming receipts. Totalizers used in this section account for all incoming funds to the store safe. Use the Memo tab to assign totalizers for miscellaneous items sold by the store. This includes "other" trackable items sold by the store, but are not considered paidouts or receipts.

Editing an Existing Totalizer on the SRR Editor

Follow the steps below to edit an existing totalizer.

1. Select a totalizer from the Paidouts, Receipts or Memos tab.
2. Click the **Edit** button.

   The Totalizer data fields display:

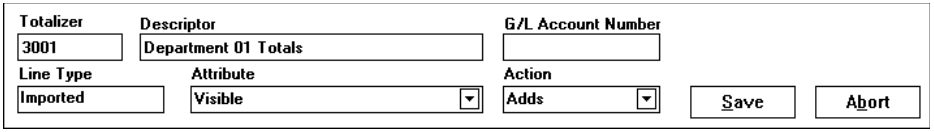


Figure 8-14: Totalizer Data Fields

3. Edit the data fields and click **Save** to save the changes.

Adding a New Totalizer to the SRR Editor

New totalizers can be added anywhere in the SRR report. They can be added before a certain line or after a certain line. Follow the steps below to add a new totalizer to the SRR Editor.

1. Select the new totalizer location by clicking on the line before or after an existing totalizer.
2. If you want to insert the new totalizer before that line, click the **Insert Before** button. If you want to insert the new totalizer after that line, click the **Insert After** button.

   The Totalizer list displays.

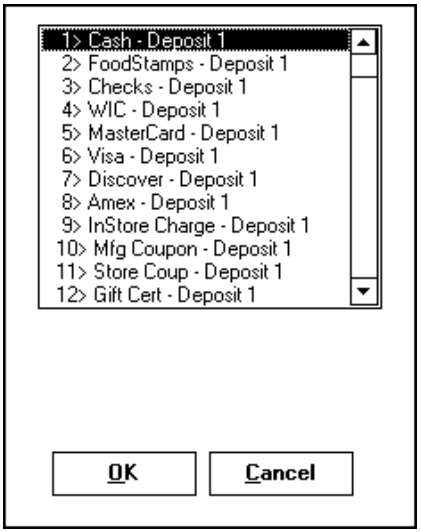


Figure 8-15: Totalizer List

3. Select the preferred totalizer and click OK.
4. Edit the data fields and click **Save** to save the changes.

Deleting a Totalizer in the SRR Editor

If you want to delete a totalizer from the reconciliation report, click (or highlight) the totalizer and click the Delete button. The system prompts to make sure you want to delete that totalizer. Select YES to delete.

Customizing a Totalizer in the SRR Editor

If you want to customize the totalizer, click (or highlight) the totalizer and click the Edit button. Make the desired changes in the Totalizer data fields and click Save.

Click on the SAVE button to save changes made to the Reconciliation Report or the ABORT button to abort any changes made. Click on the EXIT button to return to the ScanMaster Personalization Menu.

Communication Parameters

Communication Parameters is the eleventh option on the ScanMaster Personalization Menu. Click on that button (or press Alt-P) to access the ScanMaster Communication Parameters screen.

This option provides interface parameters for stores using third-party host communication software on their ScanMaster system. Configure these parameters to enable your communications software to interface with ScanMaster.

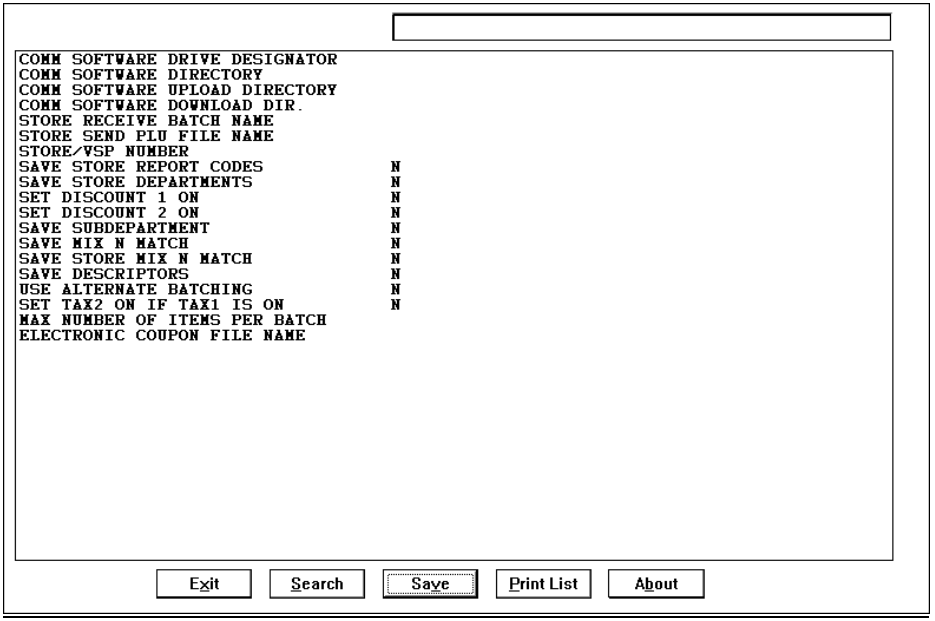


Figure 8-16: Communications Control File Maintenance

Field Descriptions

Comm Software Drive Designator: Enter the drive where the communication package software is installed. (For example, C:\)

Comm Software Directory: Enter the directory where the communication package software is installed. (For example, \Prowin2)

Comm Software Upload Directory: Enter the directory where files are stored when uploading to the host (For example, UPLOAD/)

Comm Software Download Dir. Enter the directory where files are saved when downloading from the host. (For example, DNLOAD/)

Store Receive Batch Name: This is the name of the file that is downloaded from the host. (8.3 character)

Store Send PLU File Name: This is the name of the file that is being uploaded to the host.

Store/VSP Number: Up to five (5) digit numeric field. The use of this field is determined by the host communication software package being utilized. It is the store number that can be appended to the file name.

Save Store Report Codes: One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" to allow supporting interfaces to import report code fields. If set to "No," report codes will not be imported.

Save Store Departments: One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" to allow supporting interfaces to import store department fields. If set to "No," store departments will not be imported.

Set Discount 1 On: One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" to force all imported items to a Discount 1 status. If set to "No," imported discounts will retain their original discount status.

Set Discount 2 On: One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" to force all imported items to a Discount 2 status. If set to "No," imported discounts will retain their original discount status.

Save Subdepartment: One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" to allow supporting interfaces to import subdepartment fields. If set to "No," subdepartments will not be imported.

Save Mix N Match: One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" to allow supporting interfaces to import Mix & Match fields. If set to "No," mix n match fields will not be imported.

Save Store Mix N Match: One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" to allow supporting interfaces to import store Mix & Match fields. If set to "No," store mix n match fields will not be imported.

Save Descriptors: One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" to allow supporting interfaces to import descriptor fields. If set to "No," descriptor fields will not be imported.

Use Alternate Batching: One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" to

Set Tax2 on If Tax1 Is On: One (1) character alpha field. This field requires **Y** for Yes or **N** for No. Set this field to "Yes" to automatically set the Tax2 flag to on if the Tax1 flag is turned on.

Max Number of Items Per Batch: This is the maximum number of items an imported batch can contain. There can be multiple batches in a file, however.

Electronic Coupon File Name: Eight (8) character alpha field. This is the name of the file holding Electronic Coupon information.

Customer CRT Promo Editor

The Customer CRT Promo Editor is the twelfth option on the ScanMaster Personalization Menu. Click on that button (or press Alt-O) to access the ScanMaster Customer Promo Editor screen.

This screen is used to set up promotional messages that display on the customer CRT at each POS workstation.

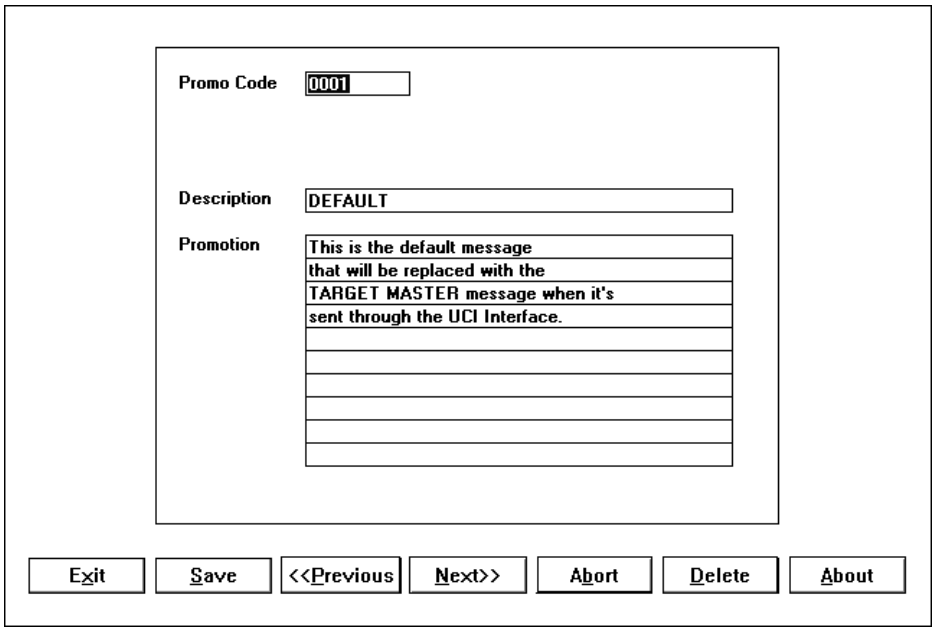


Figure 8-17: Customer CRT Promo Editor Screen

Field Descriptions

Below are field descriptions for the ScanMaster Customer CRT Promo Editor Screen.

Promo Code: Four (4) digit numeric field. A unique number assigned to customer CRT promotions. Up to 9,999 customer CRT promotions can be created.

Description: Forty (40) character alpha/numeric field. Enter a brief description used to identify the promotional message.

Promotion: Ten (10) lines of thirty-seven (37) alpha/numeric characters each. Enter text or characters that will comprise the message that will be displayed on the Customer CRT. The message is left justified, so spaces must be inserted in front of text in order for it to appear centered on the Customer CRT.

Button Options

Below are button options for the ScanMaster Customer CRT Promo Editor Screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Customer CRT Promo Editor screen.

SAVE: Click on this button (or press Alt-S) to save any changes made to the ScanMaster Customer CRT Promo Editor screen.

PREVIOUS: Click on this button (or press Alt-P) to return to the previous promotion.

NEXT: Click on this button (or press Alt-N) to advance to the next promotion.

ABORT: Click on this button (or press Alt-B) to abort any changes you have made to an unsaved Customer CRT Promotion.

DELETE: Click on this button (or press Alt-D) to delete a Customer CRT Promotion from the list..

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Customer CRT Promo Editor screen.

Using the Customer CRT Promo Editor

The Customer CRT Promo Editor enables stores to display promotional messages -- the same message or different messages -- at each individual POS workstation on their ScanMaster system. It can be used to promote sales, display messages, notify customers of upcoming events or a variety of other reasons.

Up to 9,999 promotional messages can be customized through ScanMaster's Customer CRT Promo Editor. When saved, each message is stored in the GRCCPRMO.BTR file, located in the F:\Grocery\Files directory.

In order for the Customer CRT Promo Editor to work at each POS workstation, the following Register Control File options must be enabled at each POS workstation:

- Enable Video Customer Display (Yes or No)
- Default CID Promotion Number (enter four digit promo number)

Creating a Customer CRT Promotion

Follow the steps below to create or edit a customer CRT promotional message:

1. Upon initially accessing the Customer CRT Promo Editor screen, the first promotion on the list displays.
2. From the Promotion Code field, enter the promotion code number you want to create or edit.
3. If it is a new promotion code number, the system prompts if you want to create a new promotion. Click Yes and a blank promotion screen displays. If the promotion code number already exists, that particular promotional message displays.
4. Enter or edit the promotion Description.
5. Enter or edit the Promotion message. The Promotion message consists of ten (10) lines of thirty-seven characters each. This is the message that will display in the upper right corner of the Customer CRT.
6. Click Save to save the promotional message or Abort to exit that promotion without saving any changes.

Chapter 9: **Performing POS Operations**

The purpose of this chapter is to enable you to perform POS operations. It covers the features and functionality provided at POS workstations. In addition, this chapter discusses security features, data redundancy, POS Utilities, and POS recovery procedures.

This chapter explains in detail the POS workstation functions and how they operate. This chapter is divided into the following sections:

- Operator Display
- Customer Display
- Beginning a Transaction
- Item Entry
- Total / Tendering
- Department / Item Status
- Customer Receipt
- Function / Tender Keys
- Training Mode

Operator Display (CRT)

The POS workstation can have a 9" CRT operator display which shows all operator prompts, data caption fields and error/informational messages. The CRT can also be used as a customer display. The screen is divided into two boxed sections.

- The top section displays the UPC or department number, description, and price of the current line item entry, as well as any operator prompts.
- The bottom section displays: the last 10 line items entered and amount and status of each line item entry. The scrolling keys, PAGE UP (REPORT MENU) and PAGE DOWN (MISCELLANEOUS FUNCTION), permit you to page through previous line items sold.
- Additional information displayed outside of the two boxes on the operator includes a top line showing the POS workstation number, operator name, and the date.

- The middle line displays the running total with tax, the running food stamp total, or the number of items in the transaction.
- The bottom line displays the copyright statement and software version number. When the POS workstation is running in offline mode, the screen displays: " ***OFF-LINE***." If there are suspended sales, a message indicating the number of sales currently suspended displays vertically along the right side of the display screen.

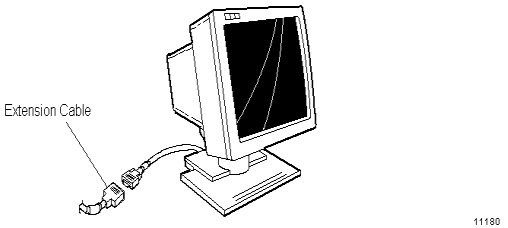


Figure 9-1: Operator Display (CRT)

Operator Display (LCD - DynaKey™)

The POS workstation can have an LCD operator display which shows all operator prompts, data caption fields, and error/informational messages. The screen is divided into three boxed sections.

- The top section displays the UPC or department number, description, and price of the current line item entry, as well as any operator prompts.
- The bottom section displays the last 10 line items entered and the amount and status of each line item entry. The scrolling keys, PAGE UP (REPORT MENU) and PAGE DOWN (MISCELLANEOUS FUNCTION Keys) permit you to page through previous line items sold.
- The right section displays the "Dynamic Keys" of the POS workstation. The functions of these keys change during the sales process. During item entry, the LCD displays the available department keys and open departments. If you press the STATUS key during item entry, the "Dynamic Keys" show the available status keys. At total time, the "Dynamic Keys" show the available tender key. At the Closed prompt, the right side of the display is blank until you sign on to the POS workstation. The DOWN ARROW key (PAGE DOWN - MISCELLANEOUS FUNCTION) and the UP ARROW key (PAGE UP - REPORTS MENU) are located below the numerical keypad.
- Additional information displays outside of the two boxes on the operator display. The top line shows the POS workstation number, the operator name, and the date.
- The middle line shows the running total with the tax and the running food stamp total or number of items in the transaction.

- The bottom line displays the copyright statement and software version number. When the POS workstation is running in offline mode, the screen displays: " ***OFF-LINE***." If there are suspended sales, a message indicating the number of sales currently suspended displays vertically in the middle of the display screen.

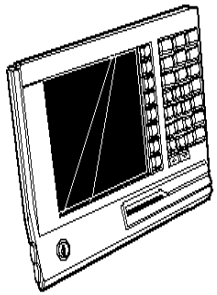


Figure 9-2: Operator Display (LCD)

Customer Display

The Customer Display is a 2-line, 20 character alpha/numeric display that shows line item information, total due, or change information for the customer to view. When the POS workstation is in Idle or Closed mode, it is possible to have a banner message continuously scrolling across the display. This feature can be used to advertise or to display store greetings.

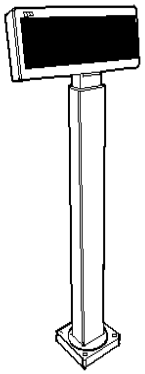


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Figure 9-3: Customer Display

The NCR 5973 Vacuum Florescent Display (VFD) is an optional customer display device for the NCR 7452, 7453 and 7454 customer workstations. It can be used with any industry-standard PC.

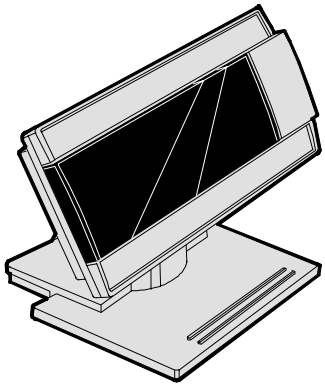


Figure 9-4: VFD Customer Display

Beginning the Transaction

Before beginning a sales transaction, you must sign on to the POS workstation using a unique three (3) digit log on / off ID and a three (3) digit security number. A transaction starts when you scan or key the first item.

Item Entry

There are five ways of entering items into a transaction:

- Scanning the UPC Number
- Key-Entering the UPC Number
- Presets
- Entering an Amount to a Department Key
- Enter an Amount to an Open Department Number

When you scan or key-enter a UPC code, the POS workstation reads the UPC code from the File Server PC. The File Server PC contains all necessary data about the item scanned such as the price, description, and status. If limits are exceeded or the UPC code requires more information, an error message or an operator prompt displays on the screen. An operator's intervention or a manager's intervention is necessary to complete the item entry.

Some of the most common error messages / operator prompts that may display are:

- ENTER PRICE AND DEPARTMENT
- ENTER TARE CODE NUMBER
- HIGH / LOW ERROR
- ENTER MANAGER ID
- QTY LIMITED EXCEEDED
- QTY NOT ALLOWED
- KEY SEQUENCE INVALID
- SCALE ERROR
- PRESET NOT DEFINED

Other error messages or operator prompts may display during the transaction.

Scanning an Item

To scan an item, place or swipe the bar code over the scanner glass. A tone sounds on a successful scan.

Entering a UPC Number Manually

To manually enter a UPC number, key-enter the UPC number and press ENTER.

The standard UPC code is a 12-digit bar code number. Some UPCs may display as a short 6-digit UPC code which expands to the standard 12 digits. Expanded product codes, such as EANs (European Article Numbers) and SKUs (Stock Keeping Units), can be key-entered into the system as well.

Note: Never key the last check digit number.

Figure 9-5: Sample Standard 12-digit UPC-A Code

Figure 9-6: Sample Short 6-digit UPC-E Code

Figure 9-7: Standard 13-digit EAN Code

Figure 9-8: Sample Short 8-digit EAN code

Entering a Preset

A PRESET is a specific UPC number assigned to a department key. To enter a preset at the POS workstation, press the department key that has a preset assigned. The item assigned to that department key is entered.

Entering an Amount to a Department

The system has the capability to enter a dollar amount to a specific department when scanning or when a UPC number is not available. There can be up to 15 department keys assigned to the POS workstation keyboard. To enter an amount to a department, enter the dollar amount and press the corresponding department key.

Entering an Amount to an Open Department Key

You must use the OPEN DEPARTMENT # key if the system's department file exceeds more than the allowed fifteen keys on the keyboard. The OPEN DEPARTMENT # key displays a numerical listing of all available departments in the department file. The operator screen displays the department number and description. You may need to use the PAGE UP (REPORTS MENU) and PAGE DOWN (MISCELLANEOUS FUNCTIONS) keys to scroll through the whole department list. To enter an amount to an open department:

1. Enter the dollar amount.
2. Press the OPEN DEPT. # key.
3. Enter the department number and press the ENTER key to accept.

Total/Tendering

Total/Tendering provides the transaction total. The following amounts are calculated at tendering:

- The transaction subtotal
- The food stamp subtotal
- The tax calculation
- The discount amount

The system calculates the food stamp subtotal on items designated as food stamp eligible in the item file. It calculates taxes due from items marked as taxable in the item file and from the appropriate tax table only after any food stamps have been tendered. All transaction information (TLOG) is written to the file server PC (person and department totals) and the POS workstation's hard disk (person, department and register totals) at the end of each transaction. When you sign off, the system transfers all transaction information to the File Server PC.

After you press the TOTAL key, the system prompts you to enter the amount and tender type from the customer.

Note: Food stamp tendering must be the first tender when split tendering because of forgiving tax on items that are food stamp and tax status.

The system supports the use of multiple tender types within a sale. Once the system accepts the tender you cannot "clear" to go back into the sale unless there is an amount still due and the POS workstation Control File is set to permit return to item entry. This feature can be made available to managers only.

Department/Item Status

As each item and department entry is made at the POS workstation, or a function is performed, the operator display, customer receipt, and journal tape reflect any status codes that are unique to the line item. The seven (7) possible codes are:

- F - Food Stampable
- MC - Manufacture Coupon
- R - Refund
- SC - Store Coupon
- T - Taxable
- V - Void
- * - Denotes an item eligible for Frequent Shopper points accumulation
- A blank space next to any item means it has no unique or special status

Customer Receipt

The Customer's Receipt consists of:

- Logo (if 7156 thermal printer is used)
- 3 Line Heading
- 1 Transaction Line which includes:
- 4 digit Store Number
- 2 digit POS workstation Number
- 8 digit Transaction Number
- Date and Time
- 3 digit Operator Number and Name (optional)
- All Line Items with Status
- Subtotal
- Sales Tax
- Total
- Tender
- Exchange Rate (optional for Foreign Currency conversion)
- Change
- # of Items
- Trailer Message

The Customer Receipt may show additional information depending on the configuration set up or these transaction selections:

- Item Subtotal
- Discounts
- Food Stamp Total
- Food Stamp Change
- Coupon Total
- Combined Tax Total
- Memo Line information
- Frequent Shopper Information:
  - Account Number
  - Savings Today
  - Frequent Shopper $$ Amount Earned
  - Frequent Shopper $$ Period to Date
  - Frequent Shopper Points Earned
  - Frequent Shopper Points Period to Date
- Non - Frequent Shopper Information
- Store Generated Coupons / Advertisements

Function Keys

Below is a list of available function keys at the POS workstation. The following pages explain in detail about the function keys and show examples of the keying sequence. Manager security may be assigned to function keys through the Register Control File. If manager security is required to perform a function, the operator screen prompts "ENTER MANAGER ID." At this prompt, a manager must enter a manager ID number and press the ENTER key or scan a manager ID number before you can continue.

Note: Tender keys are listed documented separately following this section.

Function Keys

- ACCOUNT NUMBER Key
- AT / FOR Key
- CANCEL Key
- CASH CHECK Key
- CHARGE PAYMENT Key
- CHARGE PAYMENT Key (on DynaKey™)
- CHECK CASHING Key
- CLEAR / NO Key
- COUPON PAID OUT Key
- DEPARTMENT Key
- DISCOUNT (1, 2, 4, OR 5) key
- DOUBLE COUPON / DOUBLE COUPON EXCEPTION Key
- ENTER / REPEAT / YES Key
- FOOD STAMP EXCEPTION Key
- GIFT CERTIFICATE / MONEY ORDER Key

- GIFT / MONEY Key (on DynaKey™)
- MANUFACTURER COUPON Key
- MEDIA SWAP Key
- OPEN DEPARTMENT NUMBER Key
- OVERRIDE Key
- PAID OUT Key
- PRICE INQUIRY Key
- REFUND Key
- REPORT MENU Key (Up Arrow Key)
- RETURN Key
- SCALE / TARE Key
- SCAN VOID Key
- SIGN ON / OFF Key
- STATUS Key
- STORE COUPON Key
- SUSPEND / RETRIEVE Key
- TAX EXEMPT (1,2,3 OR ALL) Key
- TOTAL / NO SALE Key
- VOID / ERROR CORRECT Key

ACCOUNT # Key

The Account Number Key is used with the Frequent Shopper Program. When the Frequent Shopper Program is implemented in the store, the operator screen prompts: "ENTER FREQUENT SHOPPER #" at the beginning of each transaction. If the customer is a program member and provides a number, you can either scan the customer's card or manually enter the customer's account number. Press ENTER, then proceed with item entry. If the customer is not a member, or does not provide the number at the beginning of the transaction, you may press ENTER to bypass the prompt, and proceed with item entry.

Note: This key is activated by first pressing the STATUS key on the DynaKey™ keyboard followed by the Down Arrow key.

At any point in the transaction prior to pressing the TOTAL key and accepting tender, you may enter the Frequent Shopper number by pressing the ACCOUNT # key. The operator screen displays "ENTER FREQUENT SHOPPER #." The items that have a Frequent Shopper status have an asterisk "*" in front of the line item.

Frequent Shopper information may or may not print on the bottom of the receipt depending on the POS workstation configuration. If the system is set up to print Frequent Shopper information on the bottom of the Customer Receipt, this is the information that displays:

“Customer Account #”

“Today, You Saved $$.$$”

“Freq. Shopper $$.$$ Earned”

“Freq. Shopper $$.$$ To Date”

There is also a Non-Frequent Shopper message that may be configured to print on the bottom of the customer receipt:

“If You had Been A Frequent Shopper”

“Today, You Would Have Earned”

“Freq. Shopper $$.$$”

“Ask Cashier Details About Our”

“Frequent Shopper Program”

AT/FOR Key

You can use the AT/FOR key to enter multiple quantities of an item with a single scan or keyed entry. Every item in the item file is designated as one of the following:

- Quantity Allowed: Permits but does not require entering a quantity when scanning or key-entering an item.
- Quantity Enforced: Requires a quantity entry before or after scanning or key-entering an item. The screen prompts for the quantity.
- Quantity Inhibited: Prohibits inputting a quantity when an item is scanned or key-entered.

Key Sequence for At/For Key (Multiple Quantities)

1. Enter the quantity of the items being sold.
2. Press AT/FOR.
3. Key-enter or scan the item.

The AT/FOR key is also used in split price multiplication when selling multiple counts of items within the same pricing group. This keying sequence is only available when selling an item to a department. For example, suppose you are entering ABC Soup at 3 for $1.00. The soup is sold to the GROCERY department, and the customer is purchasing 9 cans. You would follow the steps below.

Key Sequence for At/For Key (Split Quantities)

1. Enter the quantity of items being sold. (In the example above, you would enter **9**.)
2. Press AT/FOR.
3. Enter the quantity number for the split price. (In the example above, you would enter **3**.)
4. Press AT/FOR.
5. Enter the amount and department or scan in the item.
6. Press the appropriate department key. (In the example above, you would press the GROCERY department key.)

Note: Items scanned or key-entered, pricing methods, and results of the calculation display on the operator screen and are printed on the customer receipt.

CANCEL Key

The CANCEL KEY automatically cancels the current transaction and is available only during sales mode. You can only press the CANCEL KEY before pressing the TOTAL key. If you need to cancel a sale after totaling, but before you have entered in the system any tender, press the CLEAR key to return to sales mode. Then you can press the CANCEL KEY.

Note: This key activated by first pressing the STATUS key on the DynaKey™ keyboard followed by the Down Arrow key.

When you use the CANCEL key to terminate an order, the message, "Transaction Canceled," is printed on both the customer receipt and the journal tape.

A canceled transaction does not produce any totals. However, the system records that the transaction was canceled. The Back Office PC maintains a file that accumulates the number and the amounts of all canceled transactions.

Key Sequence for Cancel Key

During Sales Mode, press the CANCEL key. The transaction is canceled.

CASH CHECK Key

The CASH CHECK key permits you to cash a check outside of a transaction. You can only perform the Cash Check function at the beginning of a new transaction by pressing the MISCELLANEOUS FUNCTION key (Down Arrow key). Since check cashing is the same as accepting the check as tender in a sales transaction with a zero balance due, the same verification, change, and amount limits are applicable.

If the system uses a negative check, and the customer presents an invalid check, the screen indicates "Manager Needed Code #" and the appropriate status code number. The system prints a receipt indicating the check amount cashed and the dollar amount removed from the cash drawer.

Key Sequence for Cash Check

1. Press the MISCELLANEOUS FUNCTION key.

Note: On DynaKey™ POS workstations, this key is the DOWN ARROW key, located below the numeric keypad.

The operator screen displays:
"Enter Selection:"
"1. Retrieve Transaction"
"2. Paidout"
"3. Coupon Paidout"
"4. Cash Check"
"5. Media Swap"

2. Enter **4** for Cash Check.

The operator screen displays:
"Enter Check Amount?"

3. Enter the amount of the check and press ENTER.

   If a Negative or Positive check file is active, continue to Step 4. If there is no check file active, continue to step 5.

   The operator screen displays:
   "Enter Account #"

4. Enter the account number and press ENTER.

   If the account number is accepted, the transaction continues. If there is a problem with the account number, the operator screen displays "Manager Needed Code #." A manager is needed to continue this transaction. Press ENTER and enter the manager number to accept the check or press CLEAR and deny the check from being cashed.

   The screen prompts "Insert Check."

5. Insert the check in the printer to validate the back of the check. The operator screen then prompts "Press Clear" for validation printing to take place.

CLEAR/NO Key

The CLEAR / NO key is a multiple function key that determines which function is currently active.

Clear

The CLEAR / NO key clears data before or during entry of the data in the system. This function permits re-entry of correct data.

When the system permits, you can press the CLEAR key to force the system to "back up" to the prior step in the transaction. For example, if you have pressed the TOTAL key, and you realize you need to enter additional items, press the CLEAR key to return the POS workstation to sales mode.

If an error or advisory message displays, you must press the CLEAR key in order to proceed.

When inserting a document for validation, press the CLEAR key to activate the print function.

No

The CLEAR / NO key is also the “No” response when the transaction presents you with a “Yes” or “No” option. If the choice is “No,” press the CLEAR / NO key to provide a “No” response.

COUPON PAIDOUT Key

The Coupon Paidout key permits the redemption of manufacturer or store coupons outside of a transaction. The system includes Coupon Paidout totals in the regular manufacturer or store coupon totals. You can only perform the Coupon Paidout function at the beginning of a new transaction by pressing the MISCELLANEOUS FUNCTION key (Down Arrow Key). The system cannot verify a coupon against a specific department when you are using the Coupon Paidout function. The screen displays a running total of all coupons. After you enter the last coupon amount, press the TOTAL key. The screen displays the total amount to be returned to the customer, and the cash drawer opens. The system prints a receipt displaying "Coupon Paid Out" and the amount.

Key Sequence for Coupon Paidout

1. Press MISCELLANEOUS FUNCTION.

Note: On DynaKey™ POS workstations, this key is the DOWN ARROW key, located below the numeric keypad.

The operator screen displays:
"Enter Selection:"
"1. Retrieve Transaction"
"2. Paidout"
"3. Coupon Paidout"
"4. Cash Check"
"5. Media Swap"

2. Enter **3** for Coupon Paidout.

The operator screen displays:
"Enter Coupon Amount"
"Total Paidout $$.$$"
"Press Total When Done"

3. Enter the amount of the coupon and press the corresponding manufacturer or store coupon key.

The operator screen displays:
"Enter Department"
"Total Paidout $$.$$"
"Press Total When Done"

4. Press the corresponding department key. Repeat steps 3 and 4 for additional coupons.

5. Press TOTAL.

DEPARTMENT Keys

The system has the capability to enter a dollar amount to a specific department when scanning or when a UPC number is not available. There can be up to 15 department keys assigned to the POS workstation keyboard.

Key Sequence for Department

1. Enter a dollar amount.
2. Press the corresponding department key.

DISCOUNT Key

The system permits up to four discount keys (1, 2, 4 or 5) at the POS workstation. The DISCOUNT key can operate by line item or at total with either a variable (open) or fixed percent discount. In order to be eligible for a discount, the item must be identified as discountable in both the item file and department file. The type and amount of discount allowed must also be defined in the Register Control File. It is possible to give both a line item discount and a total discount within a transaction, but the system does not permit you to apply both discount one and discount two to the same line item.

Note: This key is activated by first pressing the STATUS key on the DynaKey™ keyboard followed by the Down Arrow key.

You must enter a line item discount immediately following the item entry. The customer receipt tape and journal tape reflect the original selling price and discount percentage. If needed, you can void the line item with the discount, either immediately after entering the discount by pressing the ERROR CORRECT key or later in the transaction by pressing PAGE UP (REPORTS MENU) or PAGE DOWN (MISCELLANEOUS FUNCTIONS) and pressing the VOID key. When error correcting or voiding an item, this action voids the item and the discount amount.

A transaction discount (at total time) reduces the balance due and tax amount by the appropriate discount percentage. The system calculates a transaction discount on the items in the transaction that are flagged as discountable. You can void a transaction discount by pressing the CLEAR key and then pressing the TOTAL key again.

Key Sequence for Discount by Line Item

1. Scan or key-enter the item.
2. Press the DISCOUNT key.

Note: On the DynaKey™ POS workstations, you must press the STATUS key to access the discount keys.

If the discount is a fixed discount, the system automatically applies the discount. If it is a variable (open) discount, continue to STEP 3.

The operator screen prompts: *"Enter Discount Percentage"*

3. Enter the discount percent.
4. Press ENTER.

Key Sequence for Discount at Total Time

1. Enter all items and press TOTAL.
2. Press the DISCOUNT key.

Note: On the DynaKey™ POS workstations, the STATUS key must be pressed to access the discount key.

If it is a fixed discount, the system automatically reduces the total amount due, by the value of the discount percentage. If it is a variable (open) discount continue to step 3.

The operator screen prompts: *"Enter Discount Percentage"*

3. Enter the discount percent.
4. Press ENTER.

DOUBLE COUPON/DOUBLE COUPON EXCEPTION Key

Depending on the Register Control File settings, the DOUBLE COUPON / DOUBLE COUPON EXCEPTION will either automatically double the face value of any store or manufacturer's coupon or exempt the coupon from receiving a multiplier.

Key Sequence for Double Coupon Key

1. Key-enter or scan the store or manufacturer's coupon
2. Press the Double Coupon Key

ScanMaster automatically adds another subtraction line on the receipt tape duplicating the coupon amount along with the coupon multiple description from the Register Control File.

Key Sequence for Double Coupon Exception Key

1. Press the Double Coupon Key

The Register displays XCPN.

2. Key-enter or scan the store or manufacturer's coupon

ScanMaster adds a subtraction line equaling the face amount of the coupon preventing the automatic multiplier scenario as defined in the Register Control File.

ENTER/REPEAT/YES Key

The ENTER / REPEAT / YES key is a multiple function key that determines which function is currently active.

Enter

The ENTER key accepts all preceding keystrokes as input for a given POS workstation function.

Repeat

The Repeat function can be activated through the Register Control File. If the Repeat function is available, you can press the ENTER/REPEAT/YES key to repeat or duplicate the entry of the previous line item scanned or keyed, and the system accepts an additional line item sold. The system does not permit the Repeat function on coupons or items that have been defined in the item file as split price items or enforced quantity items.

Yes

The ENTER/REPEAT/YES key is also the "Yes" response when the transaction presents you with a "Yes" or "No" option. Pressing the ENTER/REPEAT/YES key provides a "Yes" response.

FOOD STAMP EXEMPTION Key

The FOOD STAMP EXEMPTION key is used to reverse the current status of an item to food stamp exempt.

Note: On DynaKey™ POS workstations, this key is activated by first pressing the STATUS key.

The FOOD STAMP EXEMPTION key must be pressed prior to entering or scanning an item. It only affects the current item being entered. The FOOD STAMP EXEMPTION key must be pressed each time the function is needed. If the FOOD STAMP EXEMPTION key is pressed by accident, you can press it again to toggle the exception on and off. When the FOOD STAMP EXCEPTION key is pressed, the operator screen displays "XFS."

Key Sequence for the FOOD STAMP EXEMPTION Key

1. Press the FOOD STAMP EXEMPTION key."XFS" displays on the operator screen.

Note: On DynaKey™ POS workstations, this key is activated by first pressing the STATUS key.

2. Key-enter or scan the item.

GIFT CERTIFICATE/MONEY ORDER Key

The GIFT CERTIFICATE / MONEY ORDER key is a multiple function key. You can sell gift certificates or money orders alone or within a transaction through the POS workstation. The system may attach a fee for the sale of a money order if designated in the Register Control File. You can also use the GIFT CERTIFICATE / MONEY ORDER key as the GIFT CERTIFICATE tender key at total time. See the Tender Type section for more information on Gift Certificate tender.

Key Sequence for Gift Certificate/Money Order Key

1. Enter the amount of the gift certificate or the money order.
2. Press the GIFT CERTIFICATE / MONEY ORDER key.

   The operator screen displays:
   "Enter Selection:":
   "1 - Money Order"
   "2 - Gift Certificate"
3. Enter the number of the selection.

   The operator screen displays:
   "Enter Money Order #"

Note: If you are entering a gift certificate, the screen prompts "ENTER GIFT CERTIFICATE NUMBER".

4. Enter the number.
5. Press ENTER.

Note: If designated in the Register Control File, the printer can validate the back of a gift certificate at the time of sale and at tender time. When validating a gift certificate, the operator screen prompts: "INSERT GIFT CERT." Insert the gift certificate in the printer. The operator screen then prompts: "PRESS CLEAR" for validation printing to take place.

GIFT CERTIFICATE / MONEY ORDER (DynaKey™)

Use the GIFT / MONEY key when selling gift certificates or money orders. You can perform this function any time during a sale by pressing the MISCELLANEOUS FUNCTION key (Down Arrow key) and selecting Gift Certificate or Money order.

Key Sequence for Gift Certificate

1. Press MISCELLANEOUS FUNCTION.

Note: On DynaKey™ POS workstations, this key is the DOWN ARROW key, located below the numeric keypad.

The operator screen displays:
"Enter Selection:"
"1. Suspend Transaction"
"6. Gift/Money"
"7. Charge Payment"

2. Press **6** for Gift / Money

   The operator screen displays:
   "Enter Selection"
   "1 = Money Order"
   "2 = Gift Certificate"

3. Press **2** for Gift Certificate.

   The operator screen displays:
   "Enter Gift Certificate Amount"

4. Enter the gift certificate amount and press ENTER

   Example: 2500 = $25.

5. The system prompts for the gift certificate number:

   "Enter Gift Certificate #"

6. Enter the gift certificate number and press ENTER.

7. If "Gift Certificate Sold Validation" is enabled in the Register Control File, the system will prompt for a gift certificate to validate.

8. Insert the gift certificate and press CLEAR to continue.
9. Once validation is complete, the system prompts you to remove the gift certificate.
10. The gift certificate sale is finished and you can continue the transaction or total at this time.

Key Sequence for Money Order

1. Press MISCELLANEOUS FUNCTION.

Note: On DynaKey™ POS workstations, this key is the DOWN ARROW key, located below the numeric keypad.

The operator screen displays:
"Enter Selection:"
"1. Suspend Transaction"
"6. Gift/Money"
"7. Charge Payment"

2. Press **6** for Gift / Money

   The operator screen displays:
   "Enter Selection"
   "1 = Money Order"
   "2 = Gift Certificate"

3. Press **1** for Money Order.

   The operator screen displays:
   "Enter Money Order Amount"

4. Enter the money order amount and press ENTER

   Example: 2500 = $25.

5. The system prompts for the money order number:

   "Enter Money Order #"

6. Enter the money order number and press ENTER.
7. The money order sale is complete and you can continue the transaction or total at this time.

MANUFACTURER COUPON Key

The system has the capability to enter a dollar amount of a manufacturer coupon when scanning or when a UPC number is not available.

Key Sequence for MANUFACTURER COUPON Key

1. Enter a dollar amount.
2. Press the Mfg. Coupon key.

   The operator screen displays:

   "Enter Department"
3. Press the Department Key

MEDIA SWAP Key

You can use the MEDIA SWAP key to perform a tender correction after you have completed the customer transaction.

Note: Since a media swap directly affects the accounting files, it is extremely important that the procedure reflects changes against the proper file on the back office PC. If the system is configured for Operator Accountability in the Back Office Control File, you can enter the media swap at any POS workstation, but you must be signed on the POS workstation to perform the swap. If the system is configured for Accountability by Lane in the Back Office Control File, you must perform the procedure at the POS workstation where you initially entered the incorrect media.

You can only perform the Media Swap function at the beginning of a new transaction by pressing the MISCELLANEOUS FUNCTION key (Down Arrow key). The system prints a receipt displaying all the information about the media swap.

Key Sequence for Media Swap

1. Press MISCELLANEOUS FUNCTION.

Note: On DynaKey™ POS workstations, this key is the DOWN ARROW key, located below the numeric keypad.

The operator screen displays:
"Enter Selection:"
"1. Retrieve Transaction"
"2. Paidout"
"3. Coupon Paidout"
"4. Cash Check"
"5. Media Swap"

2. Press **5** for Media Swap

The operator screen displays:
"Enter Amount To Swap"

3. Enter the amount to swap and press ENTER.

The operator screen displays:
"Enter Amount to Swap From:"
"Swap $$.$$"
"1 = Cash"
"2 = Food Stamp"
"3 = Check"
"4 = WIC"
"5 = Gift Cert."
"6 = Mfg. Cpn."
"7 = MasterCard"
"8 = VISA"
"9 = Discover"
"10 = Debit Card"
"11 = Store Cpn"

4. Enter the number to swap from and press ENTER.

   The operator screen displays:
   "Enter Amount to Swap To:"
   "Swap $$.$$"
   "From <Tender>"
   "1 = Cash"
   "2 = Food Stamp"
   "3 = Check"
   "4 = WIC"
   "5 = Gift Cert."
   "6 = Mfg. Cpn."
   "7 = MasterCard"
   "8 = VISA"
   "9 = Discover"
   "10 = Debit Card"
   "11 = Store Cpn"

5. Enter the number to swap to and press ENTER.

   The operator screen displays:
   "Swap $$.$$"
   "From <Tender> To <Tender>"
   "(Are You Sure? Y/N)"

6. Press the ENTER/REPEAT/YES key for correct, or press CLEAR/NO key for incorrect.

   If you select NO, the screen reverts back to the beginning of media swap to re-enter again.

MISCELLANEOUS FUNCTION Key (Down Arrow Key)

The MISCELLANEOUS FUNCTION key (Down Arrow Key) performs several different functions. They are:

- Suspend / Retrieve
- Paid Out
- Coupon Paid Out
- Check Cashing
- Media Swap
- Gift / Money (on DynaKey™)
- Charge Payment (on DynaKey™)

Note: In order to use these functions on a POS workstation they must be activated in the Register Control File, and you must have the appropriate security level designation.

When you press MISCELLANEOUS FUNCTION (Down Arrow) at the beginning of a transaction, the operator screen lists all of the above functions except Suspend. You can only access Suspend during sales mode. Additionally, while in sales mode, the MISCELLANEOUS FUNCTION key acts as the DOWN ARROW key when you are viewing a flip chart. If you press the MISCELLANEOUS FUNCTION key (Down Arrow Key) after pressing the UP ARROW key, it functions as the DOWN ARROW key in a line item void mode.

On the 56 and 64 key keyboard, you can make separate keys under the Miscellaneous Function key. (Up and down arrow keys, Suspend, Retrieve, Paidout, Coupon Paidout, gift certificate and money order.

Note: On DynaKey™ POS workstations, this key is the DOWN ARROW key, located below the numeric keypad.

OPEN DEPARTMENT Key

You must use the OPEN DEPARTMENT # key if the system's department file exceeds more than the allowed fifteen keys on the keyboard. The OPEN DEPARTMENT # key displays a numerical listing of all available departments in the department file. The operator screen displays the department number and description. You may need to use the PAGE UP (REPORTS MENU) and PAGE DOWN (MISCELLANEOUS FUNCTIONS) keys to scroll through the whole department list.

Key Sequence for Open Department Key.

1. Enter the dollar amount.
2. Press the OPEN DEPT. # key.
3. Press the Department Key (or enter the department number and press the ENTER key to accept).

OVERRIDE Key

You can use the OVERRIDE key to adjust the price of an item scanned or key-entered when the correct sales price is different from the price defined in the Item file.

The system permits up to four user-defined reason codes for each override function. The override reason codes are defined in the Register Control File on the Back Office PC. By tracking overrides with reason codes, the system can provide reports by operator of all the overrides performed.

You must press the OVERRIDE key immediately after entering the item, otherwise you must perform a void, then re-enter the item and press the OVERRIDE key. A window listing the acceptable reason codes displays on the screen for an operator or a manager to select the appropriate reason. The system accumulates this information on the Back Office PC, and it is available in report form. The override price reason code report shows all overrides performed by each operator and details the UPC number, item description, old price, new price, and reason selected.

Key Sequence for the Override Key

1. Key-enter or scan the item.
2. Press OVERRIDE.

Note: On DynaKey™ POS workstations, this key is activated by first pressing the STATUS key.

If reason codes are in use, continue to step 3. If they are not in use, continue to step 4.

The operator screen displays:
"Enter Reason Code:"
"1. Price Marked Incorrect"
"2. Damaged Merchandise"
"3. Disc Merchandise"
"4. Sale Price Not in Reg."

3. Enter the reason code number and press ENTER.

Note: The above reason codes are defined on the Back Office PC. See Chapter Eight, "Personalization - Reason Codes."

The operator screen displays:
"New Price?"

4. Enter the new price and press ENTER. The item is entered in the transaction as the new price. Remember this override function only affects this one line item.

PAIDOUT Key

The PAIDOUT key tracks cash removed from the POS workstation outside a transaction. You can only perform the Paidout function at the beginning of a new sale by pressing the MISCELLANEOUS FUNCTION key (Down Arrow key). As you enter each cash value at the keypad, the screen displays a running total. After you enter the last item, press the TOTAL key. The cash drawer opens, allowing payment and the printing of a receipt to show that you have removed the total amount from the till. This function can have a paidout flip chat listing all available paidout accounts.

Key Sequence for Paidout

1. Press MISCELLANEOUS FUNCTION.

Note: On DynaKey™ POS workstations, this key is the DOWN ARROW key, located below the numeric keypad.

The operator screen displays:
"Enter Selection:"
"1. Retrieve Transaction"
"2. Paidout"
"3. Coupon Paidout"
"4. Cash Check"
"5. Media Swap"

2. Enter **2** for Paidout.

The operator screen displays:
"Enter Paidout Amount:"
"Total Paidout $$.$$"
"Press Total When Done"

Note: If paidout flip chart is active, the operator enters the amount and selects the paidout account from the flip chart list.

3. Enter the amount and press ENTER. The operator can continue to enter additional paidout amounts until finished with all paidouts. If the paidout flip chart is active, only one paidout amount can be performed per transaction.
4. Press TOTAL.

PRICE INQUIRY Key

You can use the PRICE INQUIRY key to look up an item or verify the price of an item in the Item file.

You can perform a price inquiry prior to or during a transaction. When you press the PRICE INQUIRY key, the operator screen displays "INQ." in the corner of the screen. Then when you key-enter or scan the item, the operator screen flashes INQ. with the UPC number, product description, and price. Price Inquiry does not add the item to the transaction. You can re-scan the item or press the ENTER/REPEAT/YES key (only on unit items or items without quantity enforcements) to add the item to the transaction.

Key Sequence for the Price Inquiry Key

1. Press PRICE INQUIRY.

Note: On DynaKey™ POS workstations, this key is activated by first pressing the STATUS key.

The operator screen displays:
"Enter Item/Amount"
"Inq."

2. Key-enter or scan the item.

The operator screen displays.
"Enter Item/Amount"
"Inq. ##########"
"Description $$.$$"
"Inq."

3. Press CLEAR to cancel the inquiry or rescan the item to ring in the price.

REFUND Key

The REFUND key credits a customer for a purchase. You can give a refund as part of a transaction or as a transaction by itself.

Depending on the configuration, the system checks refunds against the following limits and controls in the Register Control File:

- Line Item Refund Limit: Maximum dollar amount per line item allowed.
- Total Refund Limit: Maximum dollar amount per transaction.
- Management Override Security: Requires management approval on all refunds.
- Refund Reason Code Tracking: This tracking is performed on the Back Office PC. See Chapter Eight, "Personalization - Reason Codes." This feature requires selection of up to four user defined reasons for each refund, with the ability to track in report form. The Back Office PC generates a report listing of all refunds performed by operator, UPC number or department, quantity, price, and reason code.

Key Sequence for Refund Key

1. Press REFUND.

Note: On DynaKey™ POS workstations, this key is activated by first pressing the STATUS key.

2. Key-enter or scan the item being refunded.

   If Refund / Return codes are set in the Register Control File, select a reason to continue.

3. Continue the transaction or press TOTAL to complete transaction.

If you must refund more than one item, you must go through the refund keying sequence for each item unless the Refund Mode is enabled through the Register Control File. Refund Mode effects the entire transaction. The customer receipt and the journal tapes indicate the amount of the item refund, as well as any tax amounts returned.

If Refund Mode Enable is set to “Yes” in the Register Control File, when you press REFUND, all items in the transaction are refunded until you press REFUND again or the order is finalized.

If you give a refund within the transaction, it displays as a credit toward the final total due. If the refund is the only item within the transaction, you must return the money or issue a credit on the customer's charge. The exact amount of the refund, (the cost of the item plus any applicable tax), is the only valid tender amount that you can enter at the POS workstation. Cash, charge, and food stamps are the only tender types allowed on refunds.

REPORT MENU Key

The REPORT MENU key (Up Arrow key on DynaKey™ POS workstations) consists of various reports and system functions. In order to access any of the following functions, the operator display on the POS workstation must indicate "Closed." The functions listed below are accessed through the Report Menu. Information on these functions are detailed later in this chapter.

- Cashier Report
- Register Report
- Utilities:
- Update Register
- Offline Cashier Report
- Non-Resettable Totals
- Set Date
- Set Time
- Change to Online Mode
- Change to Offline Mode
- Display Available Memory
- Display Error Log
- Change Register Number
- Enable Payment Systems
- Disable Payment Systems
- Clear Error Log
- Shutdown Register - ****Exit Application****
- Conversion Rate
- End of Day

Note: On DynaKey™ POS workstations, the REPORT MENU key is the UP ARROW, located below the numeric keypad.

RETURN Key

The RETURN key allows a previously scanned or key-entered item to be returned within the same transaction.

Depending on the configuration, the system checks returns against the following limits and controls in the Register Control File:

- Management Override Security: Requires management approval on all returns.
- Refund Reason Code Tracking: This tracking is performed on the Back Office PC. See Chapter Eight, "Personalization - Reason Codes." This feature requires selection of up to four user defined reasons for each return or refund, with the ability to track in report form. The Back Office PC generates a report listing of all returns and refunds performed by operator, UPC number or department, quantity, price, and reason code.

Key Sequence for Return Key

1. Press Return.

Note: On DynaKey™ POS workstations, this key is activated by first pressing the STATUS key.

2. Key-enter or scan the item being return.

   If Refund codes are set in the Register Control File, select a reason to continue.

3. Continue the transaction or press TOTAL to complete transaction.

SCALE/TARE Key

The SCALE / TARE key permits entry of the price per pound on a weighed item sold to a specific department, and works in conjunction with the scale or scanner-scale. It is used when weighed items do not have a scannable code or key entry code. The item sold must be on the scale before pressing the appropriate department key. If the item is not on the scale when the price and department are entered, or the scale is in motion, a "SCALE ERROR" message displays.

A Tare is the weight of a container or wrapper that must be deducted from the gross item weight in order to obtain the net weight of the item sold. Tare codes can be manually entered or the system can automatically tag tare codes through the item record in the item file. There are ninety-eight (98) available tare codes in the tare code table. In order for items to have a manual tare prompt at the POS workstation, the UPC number must have a tare code of ninety-nine (99) in the item file or have a manual tare activated. (Refer to Back Office PC - Personalization.) If the item number has a tare code other than ninety-nine, the appropriate tare code value is automatically entered at the POS workstation.

Key Sequence for the Scale/Tare Key

1. Place the item on the scale.
2. Press SCALE / TARE.

   The operator screen displays:
   "Enter Price/Pound & Dept."
3. Enter the price per pound and press the corresponding department key. If manual tare is active, continue to step 4.

   The operator screen displays:
   "Enter Tare Code"
4. Enter the Tare Code number.
5. Press ENTER.

SCAN VOID Key

The SCAN VOID key permits voiding an item from the transaction by re-scanning the item. You can void a line item within a transaction at any time during sales mode. Items voided off the transaction are marked with a "V" status code on the customer and journal receipt and the operator screen.

Note: Voids performed during the sale can be excluded from the receipt if the delayed receipt function is implemented. See the Register Control File for more information.

Reason Codes may be attached to the Void function. The reason code permits the store to produce a report on voids by each operator. For this function to be available, Reason Codes must be defined and active in the Register Control File (see Chapter Eight, “Personalization - Reason Codes”). The system can have up to four (4) reason codes defined.

Other Void function controls configured through the Register Control File are:

- Manager Security.
- Maximum dollar amount per line item void.
- Maximum total dollar void amount per transaction.
- Void Validation.

If the defined control limitations are exceeded, management intervention is required.

Key Sequence for the Scan Void Key

1. Press the Scan Void key.
2. Scan the item to void. If reason codes are active, continue to step 3.

   The operator screen displays:
   “Enter Reason Code”

   Some examples of reason codes are “Price Incorrect,” “Double Scan,” or “Customer Doesn’t Want.”
3. Enter the number of the reason code.
4. Press ENTER.

SIGN ON/OFF Key

The SIGN ON / OFF key permits you to open and close the POS workstation. When signing-on or off, each operator enters an unique three (3) digit operator ID number and a three (3) digit security number. The operator ID number is assigned through the Employee File on the Back Office PC. The security number is selected by the operator. This security number may be changed daily. However, once an operator signs on the system with a security number, that number must remain with the operator until the operator is settled.

When signing-on or off, the POS workstation prints the message "*** SIGN ON ***" (or ***SIGN OFF***) on the customer and journal receipt and a transaction header line. This line contains the store number, POS workstation number, transaction number, date, time, and operator number. During sign-on / off, a Till Accountability receipt may print if activated in the Register Control File. The Till Accountability receipt shows the total of all media in the operator's till. During sign-off, a Loan and Pickup receipt may print if activated in the Register Control File. The Loan and Pickup receipt shows all the loans and pickups for this operator. Be sure to tear off this receipt before starting a customer transaction.

A manager can sign an operator off a POS workstation without knowing the operator's security number. If an operator is currently signed on to a POS workstation, and for some reason is not able to personally sign off, the manager can accomplish this by the following sign-off keying sequence and entering his or her manager ID number.

Only one operator can sign on to a POS workstation at a time. If an operator had an unsuccessful sign-off and a new operator tries to sign on to the POS workstation, the operator screen displays: "ANOTHER OPERATOR LOGGED ON." If an operator signs on to a POS workstation and without signing-off tries to sign on to another POS workstation, the screen displays: "OPERATOR LOGGED ON REG ##." You can only sign off a POS workstation at the start of a new sale. The operator screen must be at the prompt "ENTER ITEM / AMOUNT" or if the Frequent Shopper Program is active the operator screen must be at "ENTER FREQUENT SHOPPER #." If the SIGN-ON / OFF key is pressed during a transaction, the POS workstation automatically goes into Idle Mode. If the One Step Signon feature is enabled in the Register Control File, the operator screen prompts for the operator's logon ID / Security Number at the same time.

Key Sequence for Sign On/Off Key

1. Press SIGN ON / OFF.

The operator screen displays:
"Enter Logon ID"

2. Enter operator's three (3) digit operator ID number.

Note: If you are signing off, the screen prompt displays the message, "ENTER LOGOFF ID."

3. Press ENTER.

The operator screen displays:
"Enter Security #"

4. Enter three (3) digit security number.

5. Press ENTER.

SIGN ON/OFF Key (Idle Mode)

Idle Mode locks the POS workstation keyboard to prevent any input at the POS workstation except signing back on. Idle mode clears the operator screen of all data and displays the message, "IDLE MODE." You can manually force the POS workstation into Idle Mode or the POS workstation can automatically go into Idle Mode based on the number of seconds specified in the Register Control File. To come out of Idle mode, unlock the POS workstation keyboard. It is necessary for the original operator to enter the operator ID number and security numbers. The POS workstation then returns to the function in use prior to Idle Mode. If the One Step Signon feature is enabled in the Register Control File, the operator screen prompts for the operator's logon ID / Security Number at the same time.

Key Sequence for Sign On/Off (Idle Mode)

1. Press SIGN ON / OFF key.

   The operator screen displays:
   "Enter Logoff ID"

2. Press ENTER.

   *Entering the Logoff ID signs off the POS workstation.

Coming Out of Idle Mode:

1. At the operator screen displaying 'IDLE MODE," enter Operator's three (3) digit ID Number.
2. Press ENTER.
3. Enter the three digit (3) Security Number.
4. Press Enter.

STATUS Key (on DynaKey™)

The STATUS key accesses several different functions. They are:

- Price Inquire Key
- Price Override Key
- Return Key
- Refund Key
- Food Stamp Exempt Key
- Tax Exemption Keys
- Discount Keys
- Cancel Transaction Key
- Account Number Key
- Receipt Print

Note: In order to use these functions on a POS workstation they must be activated in the Register Control File, and you must have the appropriate security level designation. Information on these functions is listed separately in this chapter.

STORE COUPON Key

The system has the capability to enter a dollar amount of a store coupon when scanning or when a UPC number is not available.

Key Sequence for STORE COUPON Key

1. Enter a dollar amount.
2. Press the Store Coupon key.

   The operator screen displays:

   "Enter Department"
3. Press the Department Key

SUSPEND/RETRIEVE Key

There are situations in an every day store environment in which exceptions to the expected flow of a transaction occur. Occasionally, there may be a need to suspend a sale and then retrieve it at a later time. A suspended transaction is an incomplete sale that you force into suspension. This could happen when:

- A sale is being transferred to another POS workstation.
- A customer needs another item.
- The customer has forgotten tender and returns later to complete the transaction.
- A phone or FAX order has been processed and awaits a customer pickup.

The system has the ability to have up to 99 transactions suspended globally on the entire system. Suspended transactions are held in the suspend file on the File Server PC.

Note: Suspended transactions generate a receipt containing a barcode that can be later scanned to automatically retrieve the transaction.

Transactions remain on the system until you retrieve the transaction and complete it as a normal transaction, you cancel the transaction, or it is deleted from the Back Office PC. Any operator can retrieve a suspended transaction from any POS workstation. The operator who retrieves the transaction and completes the transaction is responsible for the transaction.

The suspend file is a shared file, which means that only one operator at a time can access it. Therefore, you may see the message, "Suspend Process Busy....Retry." If this happens, you should try again. If the message persists, notify management (refer to the Back Office manual section on system services) so that corrective action can take place.

Note: The system permits the cashier to suspend one sale in “Offline Mode.”

Suspending a Transaction

You can only suspend a transaction during sales mode. If you press the TOTAL key before you suspend a sale, you can press the CLEAR key to return to sales mode. Upon returning to the sales mode, press the MISCELLANEOUS FUNCTION key (Down Arrow key) and select Suspend Transaction. When the system suspends the sale, the POS workstation is ready for a new sale. As sales are suspended, all POS workstation operator screens show a vertical message along the right side of the screen, indicating the total number of suspended sales pending. When you suspend a transaction, the customer receipt prints "SUSPENDED TRANSACTION #", the transaction total including tax along and a scannable transaction barcode.

Note: A transaction can only be suspended prior to accepting any tender type. If you have entered tender in the system, you cannot suspend the transaction. You must complete the transaction.

Key Sequence for Suspending a Transaction

1. Key-enter or scan the items.
2. Press the MISCELLANEOUS FUNCTION key.

Note: On DynaKey™ POS workstations, this key is the DOWN ARROW key, located below the numeric keypad.

The operator screen displays:
"Enter Selection:"
"1. Suspend Transaction"

3. Enter **1** for SUSPEND TRANSACTION. The transaction is suspended.

Retrieving a Transaction

You can only retrieve a transaction at the beginning of a new transaction by pressing the MISCELLANEOUS FUNCTION key (Down Arrow key). After you select retrieve the transaction, the operator screen displays a listing of all suspended transactions by transaction number, date, time, and total due. Select the desired transaction by the line number (up to 99 line numbers). If the current screen does not show the transaction, use the arrow key to page to the next screen until you find the required transaction number.

Note: You may also scan the suspended transaction receipt to automatically retrieve the transaction.

When you retrieve the selected transaction, the screen displays the items within the sale. At this point, you can add items, complete the order, or cancel the transaction. The system prints a second customer receipt, showing the retrieved transaction #, and any new line item entries. The retrieved transaction does not reprint any information from the previous processing. The system credits all accounting totals for the transaction to the operator retrieving and completing the sale.

Key Sequence for Retrieving a Transaction

1. Press MISCELLANEOUS FUNCTION.

Note: On DynaKey™ POS workstations, this key is the DOWN ARROW key, located below the numeric keypad.

   The operator screen displays:
   "Enter Selection:"
   "1. Retrieve Transaction"
   "2. Paidout"
   "3. Coupon Paidout"
   "4. Cash Check"
   "5. Media Swap"

2. Enter **1** for Retrieve Transaction.

   The operator screen displays:
   "Enter Sale Selection:"

3. Enter the line number of transaction to be retrieved.
4. Press **ENTER**. The transaction is retrieved.
5. Complete the transaction.

TAX EXCEPTION Key

The TAX EXCEPTION key is used to reverse the current status of an item or department or to tax exempt an entire transaction.

Note: On DynaKey™ POS workstations, this key is activated by first pressing the STATUS key.

The TAX EXCEPTION key must be pressed prior to entering or scanning an item. It only affects the current item being entered. The TAX EXCEPTION key must be pressed each time the function is needed. If the TAX EXCEPTION key is pressed by accident, you can press it again to toggle the exception on and off. When the TAX EXCEPTION key is pressed, the operator screen displays "X1." The resulting tax status on the item displays on the operator display and is printed on the receipt. There can be up to three (3) tax tables in use on the system, so there can also be up to three (3) tax exception keys in use which may display "X1, X2 or X3."

Pressing the TAX EXCEPTION key after the TOTAL key makes the entire transaction tax exempt. If CLEAR is pressed to return to the sale, the TAX EXCEPTION key is also cleared.

Key Sequence for the Tax Exception Key

1. Press the TAX EXCEPTION key.

   "X1" displays on the operator screen.

Note: On DynaKey™ POS workstations, this key is activated by first pressing the STATUS key.

2. Key-enter or scan the item.

Making an Entire Transaction Tax Exempt

1. Enter the items and press TOTAL.
2. Press TAX EXCEPTION.

TOTAL/NO SALE Key

The TOTAL / NO SALE key can perform two functions. If the TOTAL / NO SALE KEY is pressed at the beginning of a new sale, it acts as a no sale function. If the TOTAL / NO SALE key is pressed after items are entered, it totals the entire transaction and proceeds to transaction tender functions.

Total Key

The TOTAL key adds up all items entered in the transaction and calculates the food stamp total and tax. The screen prompts for an amount and tender type. Pressing the TOTAL key puts the transaction into tender time. Tender time is the completion of a transaction and acceptance of tender from the customer. See the Tender section for information on the completion of a transaction. If the TOTAL key was pressed but a tender was not entered, additional items may be added to the transaction by pressing CLEAR to return to the sale.

No Sale Key

If the NO SALE key is pressed prior to starting a new transaction, the screen prompts, "ENTER OPERATOR ID AND SECURITY #." The operator ID and security number is verified against the operator who is signed on to the POS workstation. Only the operator active on the POS workstation can perform a no sale on the POS workstation. A receipt is printed on the customer and journal tapes showing the ***NO SALE*** and transaction header line. The Back Office PC tracks how many no sales were performed by each operator.

VOID/ERROR CORRECT Key

The VOID / ERROR CORRECT key voids an item from the transaction. You can void a line item within a transaction at any time during sales mode. If the last item entered is incorrect and needs to be removed from the transaction, you can press the VOID / ERROR CORRECT key to remove the item (error correction). Removing the last item off the transaction immediately following the entry is called an Error Correction.

If any other item within the transaction needs to be removed, press the UP ARROW, (REPORTS MENU key) or DOWN ARROW, (MISCELLANEOUS FUNCTION key) to select the item and then press the VOID key to remove that item. Items voided off the transaction are marked with a "V" status code on the customer and journal receipt and the operator screen.

Note: Voids performed during the sale can be excluded from the receipt if the delayed receipt function is implemented. See the Register Control File for more information.

Reason Codes may be attached to the Void function. The reason code permits the store to produce a report on voids by each operator. For this function to be available, Reason Codes must be defined and active in the Register Control File (see Chapter Eight, “Personalization - Reason Codes”). The system can have up to four (4) reason codes defined.

Other Void function controls configured through the Register Control File are:

- Manager Security.
- Maximum dollar amount per line item void.
- Maximum total dollar void amount per transaction.
- Void Validation.

If the defined control limitations are exceeded, management intervention is required.

Key Sequence for the Void/Error Correct Key

Error-Correcting an Item:

1. Key-enter or scan the item.
2. Press the VOID / ERROR CORRECT key.

Voiding an Item:

1. Key-enter or scan the item.
2. Use the PAGE UP / DOWN key to select the item to be voided.
3. Press the VOID key. If reason codes are active, continue to step 4.

   The operator screen displays:
   "Enter Reason Code"

   Some examples of reason codes are "Price Incorrect," "Double Scan," or "Customer Doesn't Want."
4. Enter the number of the reason code.
5. Press ENTER.

Note: Press the CANCEL key to void the entire transaction.

Tender Keys

The system has the following Tender Keys:

- Cash Key
- Charge Key
- Check Key
- EBT Key
- Food Stamp Key
- Foreign Currency Key (Optional)
- Gift Certificate Key
- WIC Key

*The CHECK, CHARGE and FOOD STAMP keys have submenus from which to select. Submenu options are available depending on settings configured in the Media Configurator.

Restrictions and controls may be placed on each tender type, such as when the cash drawer opens when using a specific tender type or restrictions on the type of tender permitted. These restrictions are specified in the Media Configurator on the Back Office PC.

To tender an order, press the TOTAL key. The operator screen then displays "ENTER AMOUNT/TENDER AMOUNT DUE." Enter the amount from the customer and press a tender key. When split tendering an order, a cashier can return to the first sale to void or add items and begin tendering over again. This is an option set in the Media Configurator.

Once tender is accepted, you cannot return to the sales mode. More than one tender type can be used within a transaction. In order to split tender an order, enter the amount from the customer and press the appropriate tender key. Repeat this process with each tender type, until the transaction balance due is zero. When the total payment due is satisfied, the cash drawer opens, and the operator screen displays change due. The POS workstation returns to a new sale after the cash drawer has been closed. There are no limitations on the number of split tenders allowed per transaction.

If the wrong tender key is pressed by accident, and the transaction was completed, the Media Swap option can be used to keep the cashier's till and accountability report accurate. This is an option set in the Register Control File.

Note: If Food Stamps are accepted as tender in a transaction, they must be the first tender type entered. Food Stamps forgive tax on the items that are both taxable and food stamp eligible. The system requires the subtraction of food stamp credit before calculating the sales tax. If any other tender type is entered first, food stamps are not allowed as a valid tender in the current transaction.

The CLEAR key returns you to the sales mode as long as tender has not been entered. If a wrong amount is keyed in before pressing a tender key, CLEAR may be pressed to clear the amount being displayed.

If the sale requires a refund to the customer, the operator screen displays, "ENTER AMOUNT/TENDER REFUND DUE." When a refund is due, the exact amount of the refund must be entered followed by either the CASH, CHARGE, or FOOD STAMP tender key.

CASH Key

The CASH key is another tender key on the system.

Note: If a food stamp total has been requested, and you enter a dollar amount and press the CASH key (or any other tender), the screen prompts "Are you sure Y / N?" This is a precaution since the Food Stamp Total was requested. The system assumes that payment in Food Stamps is entered. Food Stamps must be the first type of tender entered when tendering a transaction.

Key Sequence for the Cash Key

1. Key-enter or scan the items.
2. Press TOTAL.

   The cashier screen displays:
   "Enter Amount/Tender"
3. Enter the amount from the customer.
4. Press CASH. The transaction is completed, the change due displays, and the drawer opens if the balance due is zero.

CHARGE Key

The CHARGE key is another tender key on the system. There are three charge selections activated by pressing the CHARGE key. They are:

- Store Charge
- Bank Charge
- Debit Card

These charge types must be turned on in the Media Configurator before they are active.

Store Charge

This is the store's own charge card. The back office PC tracks store charge accounting total information only (if the Store Charge option is enabled in the Media Configurator). If this option is disabled, the STORE CHARGE key is a tender key with no tracking or checking of information.

Bank Charge

The system accepts VISA, American Express, Discover, and MasterCard. The system tracks accounting total information only. This function is applied to the customer's credit card balance through an electronic banking network.

If you select Bank Charge, the system may prompt you to enter an Account #. The Disable Bank Charge Account Capture is an option set in the Media Configurator. If this option is disabled, the screen displays the charge options.

Either a stand-alone payment system or stand-beside payment system must be enabled in the Media Configurator.

Debit Card

The system accepts bank debit cards, such as ATM, CIRRUS, MAC, PLUS, or MONEYNET. The system tracks accounting total information only. This function debits the customer's checking account through the electronic banking network. Either a stand-alone payment system or stand-beside payment system must be enabled in the Media Configurator.

Note: A stand-alone system is an electronic payment system the store has installed but is not connected or interfaced to the POS workstation. A stand-beside system is a third party electronic payment system that interfaces to the POS workstation.

Current interfaces include:

- WTS Payment System
- TDG Payment System
- S4/Manta Payment System
- Atomic Payment System
- S4/Atomic Payment System
- Concord Payment System
- APT Payment System

IN-STORE CHARGE Key

A charge payment credits a customer's in-store charge account if in-store charge is enabled in the Back Office Control File.

On 56 and 64 key keyboards, the Charge key doubles as the Charge Payment Key in sale mode and as a Charge Key at tender time.

Key Sequence for IN-STORE CHARGE Key

1. Key-enter or scan the items.
2. Press TOTAL.

   The cashier screen displays:
   "Enter Amount/Tender"
3. Key enter the amount of the charge.
4. Press the CHARGE key.

   The operator screen displays:
   "Select Charge Type"
   "1 = Store Charge"
   "2 = Bank Charge"
   "3 = Debit Card"
5. The operator screen displays
   "Enter Account"
6. Enter the account number.
7. Press ENTER.

Note: Depending on the settings in the Register Control File, the operator screen may prompt "Accept Charge Transaction Y / N?" and may display the account number, name and new balance and customer name at the end of the sale. It may also print a customer signature slip.

Key Sequence for the Charge Key

1. Key-enter or scan the items.
2. Press TOTAL.

   The operator screen displays:
   "Enter Amount/Tender"
3. Enter the amount from the customer.
4. Press CHARGE.

   The operator screen displays:
   "Select Charge Type"
   "1 = Store Charge"
   "2 = Bank Charge"
   "3 = Debit Card"
5. Enter the number of charge selection.
6. Press ENTER.

   The operator screen could display one of two messages:
   "Enter Account #"

   OR

   "Select Charge Type"
   "MasterCard"
   "Visa"
   "American Express"
   "Discover"
7. Enter the account number or swipe the card, if available.

If the account number is manually key-entered, press ENTER after entering the number.

If Store charge or Debit card is selected, continue to step 11.

If Bank charge is selected, continue to step 9.

The operator screen displays:
"Exp. Date (MMYY)"

8. Enter the expiration date of the customer's card.
9. Press ENTER.

   The operator screen displays:
   "Charge Approved (Yes/No)?"
   "Charge Type $.$$"

If the charge is approved, the transaction is completed. If the charge is denied, the operator screen returns to the first tender screen to permit tendering another way.

Depending on the Media Configurator settings, the operator screen may prompt, "Charge Approved Y/N?" or "Insert Slip" for validation.

CHARGE PAYMENT (DynaKey™)

Use the CHARGE PAYMENT key when a customer wants to apply a payment against an in-store charge account. You can perform this function any time during a sale by pressing the MISCELLANEOUS FUNCTION key (Down Arrow key) and selecting Charge Payment.

Key Sequence for Charge Payment

1. Press MISCELLANEOUS FUNCTION.

Note: On DynaKey™ POS workstations, this key is the DOWN ARROW key, located below the numeric keypad.

The operator screen displays:
"Enter Selection:"
"1. Suspend Transaction"
"6. Gift/Money"
"7. Charge Payment"

2. Press **7** for Charge Payment

   The operator screen displays:
   "Enter Payment Amount"

3. Enter the charge payment amount and press ENTER

   Example: 2500 = $25.

4. The system prompts for the charge account number:

   "Enter Account #"

5. Enter the in-store charge account number and press ENTER.

   The operator screen displays:
   "Accept Charge Payment Y/N?"

6. Select Yes to accept the in-store charge payment.
7. The in-store charge payment is complete.

Performing an Account Balance Inquiry (DynaKey™)

You can obtain an account balance inquiry for an in-store charge without performing a sale or at any time during a sale. Follow the steps below to inquire on an account balance for an in-store charge.

Key Sequence for Performing an Account Balance Inquiry

1. Select the STATUS key .

   The STATUS operator screen displays.

Note: Since this key is configurable, so your menu may differ. The below menu is used for an example.

"1 = Cancel Transaction
"2 = Price Override"
"3 = Return"
"4 = Price Inquire"
"5 = FS Exempt"
"6 = Sales Tax 1 Excp"

2. Press **4** Price Inquire and then press the DOWN ARROW, located below the numeric keyboard.

   The operator screen displays:
   "1 = Retrieve Transaction"
   "2 = Paidout"
   "3 = Coupon Paidout"
   "4 = Cash Check"
   "5 = Media Swap"
   "6 = Gift/Money"
   "7 = Charge Payment"

3. Press **7** Charge Payment.

   The operator screen displays:
   "Enter Acct. #"

4. Enter the account number and press ENTER.

   The screen lists the customer name, account number and current in-store account balance.

CHECK Key

The CHECK key is another tender key on the system. There are three types of check selections to select from. They are:

- Personal Check
- Payroll / Government Check
- Electronic Check

These check selections must be turned on at the Media Configurator before they are active.

The CHECK key or Operator limits may have the following controls configured in the Media Configurator. These controls may require manager interaction when limits are reached.

- Maximum check amount to be accepted by an operator.
- Maximum amount of a check over the total amount.
- Maximum number of checks per day and per week.
- Maximum amount of checks per day and per week.
- Active Negative or Positive check file.

Negative or Positive Check File

The system may have either a Negative Check File or a Positive Check File active at the POS workstation. If either file is active, you are prompted to enter the customer's account number when tendering by check. If the Negative Check File is active and the account number entered is in the file, the message, "MANAGER NEEDED CODE #," displays on the operator screen. A manager is needed at the POS workstation at this point. Depending on the code number, the manager can either accept the check or deny the check. If the Positive Check File is active and the account number entered is accepted, the check is accepted without manager intervention. However, if the account number entered is in the file as a problem, the message, "MANAGER NEEDED CODE #," displays on the operator screen. A manager is needed at the POS workstation at this point. Depending on the code number, the manager can either accept the check or deny the check. There can be up to nine codes.

Note: For more information on the Negative or Positive Check File, refer to Chapter Five, "Maintaining Customer Data."

Check Limits

If any of the check limits set in the Media Configurator are reached, the operator screen prompts for a manager. A manager's approval is needed for an operator to continue with the transaction if check limits are exceeded. If the manager declines to approve the check, the screen returns to the first tender screen to permit another tendering method.

Key Sequence for Check Limits

1. Key-enter or scan the items.
2. Press TOTAL.

   The operator screen displays:
   "Enter Amount/Tender"
   "Total Due: $.$$"
3. Enter the amount from the customer.
4. Press CHECK.

   The operator screen displays:
   "Check Type Selection"
   "1 = Paper"
   "2 = Payroll/Gov't"
5. Enter the number of the check selection.
6. Press ENTER. If the Negative or the Positive Check File is active, continue to step 7. If they are not active continue to step 9.

   The operator screen displays:
   "Enter Account #"
7. Enter the customer's account number.
8. Press ENTER.

   The message, "INSERT BLANK CHECK FOR WRITING YES OR NO", displays on the operator screen.
9. Select "Yes" to write the check and "No" to simply validate the check. Insert the check into the document printer to either print or validate depending on your selection.

Note: Prompts may vary depending on settings selected in the Media Configurator.

If any of the check limits are exceeded or if the Negative or the Positive check File is active and the account number entered has a problem, one of the following error messages may display when tendering by check:

- * Account not on File Override (yes / no)?
- * Daily check qty limit exceeded Override (yes / no)?
- * Daily check amt. limit exceeded Override (yes / no)?
- * Manager needed code #
- * Need authorization. Enter Manager ID

Manager approval is required if one of these messages displays on the operator screen.

EBT Key

The Electronics Benefit Transfer key is another tender key on the system. The EBT key permits tendering via Electronic Benefits Transfer.

Key Sequence for the EBT Key

1. Key-enter or scan the items.
2. Press TOTAL.

   The operator screen displays:
   "Enter Amount/Tender"
3. Enter the amount of EBT funds to tender.
4. Press CHARGE.

   The operator screen displays:
   "Select Charge Type"
   "1 = Store Charge"
   "2 = Bank Charge"
   "4 = EBT"
5. Enter the number of EBT selection.
6. Press ENTER.

   The operator screen displays:
   "Enter EBT #"
7. Enter the account number or swipe the card, if available.

   If the account number is manually key-entered, press ENTER after entering the number.

If the transfer is approved, the transaction is completed. If the transfer is denied, the operator screen returns to the first tender screen to permit tendering another way.

FOOD STAMP Key

The FOOD STAMP key is another tender key on the system. The total dollar amount of food stamp-eligible items in the transaction make up the food stamp total.

Food Stamp tender must be the first tender accepted if tendering by food stamps. If another tender type is entered first, food stamps are not allowed.

To display the food stamp total at tender time, press the FOOD STAMP key once. The Food Stamp total displays and prints on the customer receipt. To tender a transaction with food stamps, enter the amount and press the FOOD STAMP key a second time. If the food stamp total was requested and the operator tenders by an other tender type, the message, "ARE YOU SURE Y/N?," displays on the operator screen. This feature eliminates entering the wrong tender type by accident.

Only whole dollar amounts are accepted (except if Electronic Food Stamps are used). If the food stamps tendered exceed the food stamp total, the amount less than a whole dollar is given as change or applied against the remaining balance greater than one dollar. After the operator enters the food stamp amount, the remaining balance due displays. Other tender types can now be used.

FOREIGN CURRENCY Key

The Foreign Currency key is another tender key on the system. ScanMaster will automatically convert the foreign currency to the native currency based on the current Conversion Rate.

Key Sequence for the Foreign Currency Key

1. Key-enter or scan the items.
2. Press TOTAL.

   The cashier screen displays:
   "Enter Amount/Tender"
3. Enter the amount of foreign currency from the customer.
4. Press the Foreign Currency key. The native currency conversion is completed, the change due displays, and the drawer opens if the balance due is zero.

Note: The foreign currency key will be labeled as set up on the Register Control File. ScanMaster also supports partial payment in foreign currency if there is additional payment due after the conversion to native currency is made.

Key Sequence for the Food Stamp Key

1. Key-enter or scan the items.
2. Press TOTAL.

   The operator screen displays:
   "Enter Amount/Tender"
   "Total Due: $.$$"
3. Press FOOD STAMP to display food stamp total.

   The operator screen displays:
   "Enter Amount/Tender"
   "FS Subtotal"
   "$.$$"
   "Total Due: $.$$"
4. Enter the amount of food stamps from the customer. The amount must be a whole dollar amount.
5. Press FOOD STAMP. The new total due displays.

GIFT CERTIFICATE Key

During tender time, the GIFT CERTIFICATE key becomes a tender key. During sales mode, this key is used to sell gift certificates. When tendering by gift certificate, if the face amount of the gift certificate is less than the balance due, the screen prompts for an additional tender amount. If the gift certificate is greater than the balance due amount, individual store policy dictates the procedure to issue change or issue a new Gift Certificate on the remaining balance due.

Key Sequence for the Gift Certificate Key

1. Key-enter or scan the items.
2. Press TOTAL.

   The operator screen displays:
   "Enter Amount/Tender"
   "Total Due: $.$$"
3. Enter the full amount of the Gift Certificate.
4. Press GIFT CERTIFICATE.

Note: Depending on the Media Configurator settings, the POS workstation may validate the gift certificate.

If there is a balance due after the gift certificate tender, complete the transaction with another tender type until the balance due is zero. If there is change due, follow the store policy on issuing change.

WIC Key

WIC, (Women, Infants, and Children), is a state-funded subsidy program that permits pregnant women or mothers of babies and small children to purchase specific nutritional items at no cost. They are issued dated coupons or vouchers that list items by type and quantity that are valid only on specified items.

If a customer is tendering by WIC, all items that qualify for the WIC program must be entered as a separate transaction from other items being purchased. After the operator verifies that the WIC coupon item has been purchased, the dollar amount of the total due (never enter the face value of the WIC check) can be entered followed by the WIC key. Change to the customer is NEVER permitted on a WIC transaction.

Key Sequence for WIC

1. Key-enter or scan the items.
2. Press TOTAL.

   The operator screen displays:
   "Enter Amount/Tender"
   "Total Due: $.$$"
3. Press the WIC key to display a WIC total.

   Note: This WIC total is a total of all items that are exempt from tax.
4. Enter the total due amount as shown on the operator screen.
5. Press the WIC key.

   If validating is configured in the Register Control File, the message, "INSERT SLIP," displays on the operator display. Insert the WIC Check into the document printer to validate the back of the store's copy of the WIC Check.

Report Menu Key

The REPORT MENU key (Up Arrow key on DynaKey™ POS workstations) consists of various reports and system functions. In order to access any of the following functions, the operator display on the POS workstation must indicate "Closed." The functions listed below described in detail on the following pages.

- Cashier Report
- Register Report
- Utilities:
- Update Register
- Offline Cashier Report
- Non-Resettable Totals
- Set Date
- Set Time
- Change to Online Mode
- Change to Offline Mode
- Display Available Memory
- Display Error Log
- Change Register Number
- Enable Payment Systems
- Disable Payment Systems
- Clear Error Log
- Shutdown Register - ****Exit Application****
- Conversion Rate
- End of Day

Note: On DynaKey™ POS workstations, the REPORT MENU key is the UP ARROW, located below the numeric keypad.

Cashier Report

The Cashier Report function prints a requested report for an individual cashier. You can request the Cashier Report from any POS workstation, provided the POS workstation is online with the File Server PC, and you have active totals on the File Server PC. The Cashier Report, also known as an X-report, lists system-wide cashier totals by all tender and function types, as well as voids, cancels, no sales, and customer counts. These totals are from the time a cashier signs on to the POS workstation, (at any or all POS workstations), up to the time the operator requests the report, provided the cashier has not been delayed or settled during the sign-on period. If a delay or settle has occurred, the totals reflect the period of time from after the delay or settle, up to the report request.

Key Sequence for Cashier Report

1. Press REPORT MENU.

Note: On DynaKey™ POS workstations, this key is the UP ARROW, located below the numeric keypad.

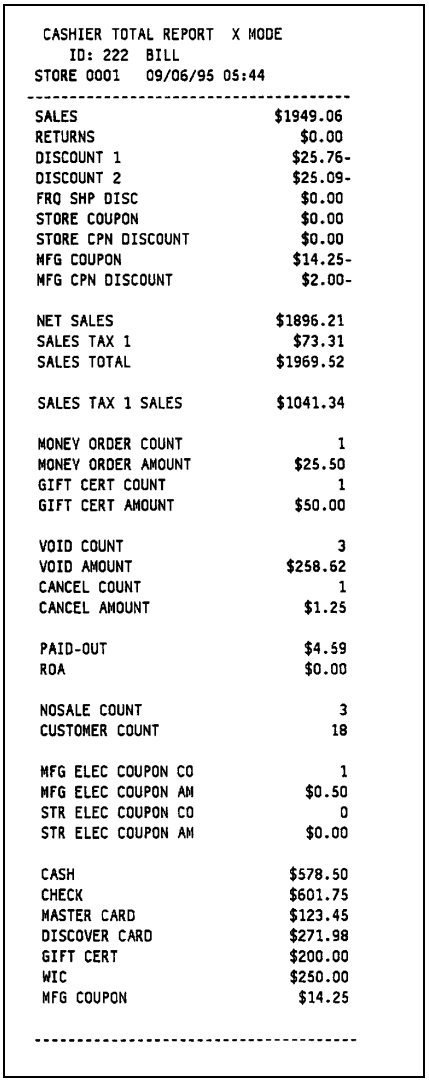
2. Press **1** for Cashier Report.

   The operator screen displays:
   "Enter Cashier ID"

3. Enter the three digit operator ID number for the cashier to report.

4. Press ENTER.

   The Cashier Report prints for the requested cashier. If the cashier number is invalid, or the ID number does not currently have totals on the File Server PC, the operator screen displays "CASHIER INACTIVE." Press CLEAR to clear the error message and retry the operator number again. You can request this report as often as needed without affecting the File Server PC cashier totals.



```
 CASHIER TOTAL REPORT  X MODE
    ID: 222  BILL
STORE 0001   09/06/95 05:44
---------------------------------------
SALES                          $1949.06
RETURNS                           $0.00
DISCOUNT 1                       $25.76-
DISCOUNT 2                       $25.09-
FRQ SHP DISC                      $0.00
STORE COUPON                      $0.00
STORE CPN DISCOUNT                $0.00
MFG COUPON                       $14.25-
MFG CPN DISCOUNT                  $2.00-

NET SALES                      $1896.21
SALES TAX 1                      $73.31
SALES TOTAL                    $1969.52

SALES TAX 1 SALES              $1041.34

MONEY ORDER COUNT                     1
MONEY ORDER AMOUNT               $25.50
GIFT CERT COUNT                       1
GIFT CERT AMOUNT                 $50.00

VOID COUNT                            3
VOID AMOUNT                     $258.62
CANCEL COUNT                          1
CANCEL AMOUNT                     $1.25

PAID-OUT                          $4.59
ROA                               $0.00

NOSALE COUNT                          3
CUSTOMER COUNT                       18

MFG ELEC COUPON CO                    1
MFG ELEC COUPON AM                $0.50
STR ELEC COUPON CO                    0
STR ELEC COUPON AM                $0.00

CASH                            $578.50
CHECK                           $601.75
MASTER CARD                     $123.45
DISCOVER CARD                   $271.98
GIFT CERT                       $200.00
WIC                             $250.00
MFG COUPON                       $14.25

---------------------------------------
```

Figure 9-9: Sample Cashier Report

Register Report

You can request the Register Report in either online or offline mode. When you select the Register Report, the system compiles and prints a consolidated X-report of all operator totals for this POS workstation. The report reflects all totals accumulated on a particular POS workstation, from the last end-of-day processing through the time of the report request.

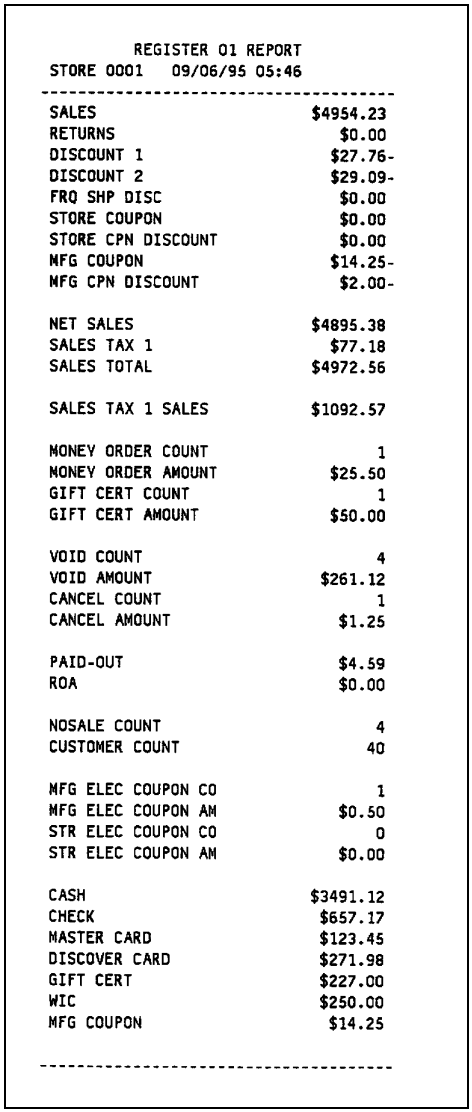
If the store is running in offline mode and it is time to perform an "End-of-Day," it is necessary to request this report at each POS workstation and then manually add all totals together for a store grand total. In addition, if individual operator totals are needed, it is necessary to run the Off-line Operator Report (see the “Utilities” section) at each POS workstation, then manually add all the totals together for the operator grand total.

Key Sequence for Register Report

1. Press REPORT MENU.

Note: On DynaKey™ POS workstations, this key is the UP ARROW, located below the numeric keypad.

2. Press **2** for Register Report.



```
          REGISTER 01 REPORT
STORE 0001   09/06/95 05:46
--------------------------------------
SALES                        $4954.23
RETURNS                         $0.00
DISCOUNT 1                     $27.76-
DISCOUNT 2                     $29.09-
FRQ SHP DISC                    $0.00
STORE COUPON                    $0.00
STORE CPN DISCOUNT              $0.00
MFG COUPON                     $14.25-
MFG CPN DISCOUNT                $2.00-

NET SALES                    $4895.38
SALES TAX 1                    $77.18
SALES TOTAL                  $4972.56

SALES TAX 1 SALES            $1092.57

MONEY ORDER COUNT                   1
MONEY ORDER AMOUNT             $25.50
GIFT CERT COUNT                     1
GIFT CERT AMOUNT               $50.00

VOID COUNT                          4
VOID AMOUNT                  $261.12
CANCEL COUNT                        1
CANCEL AMOUNT                   $1.25

PAID-OUT                        $4.59
ROA                             $0.00

NOSALE COUNT                        4
CUSTOMER COUNT                     40

MFG ELEC COUPON CO                  1
MFG ELEC COUPON AM             $0.50
STR ELEC COUPON CO                  0
STR ELEC COUPON AM             $0.00

CASH                         $3491.12
CHECK                         $657.17
MASTER CARD                   $123.45
DISCOVER CARD                 $271.98
GIFT CERT                     $227.00
WIC                           $250.00
MFG COUPON                     $14.25

--------------------------------------
```

Figure 9-10: Sample Register Report

Utilities

You can perform multiple functions through the Utilities options. There are two sets of function screens available through Utilities. Their functions are listed below.

- First screen:
  - Update Register
  - Off-line Operator Report
  - Non-Resettable Totals
  - Set Date
  - Set Time
  - Change to Online Mode
  - Change to Off-line Mode
  - Additional functions
- Second screen: (if 0 - Additional Functions is selected)
  - Display Available Memory
  - Display Error Log
  - Change Register Number
  - Enable Payment System
  - Disable Payment System
  - Clear Error Log
  - Shut Down Register

To access these functions, press REPORT MENU, then the press UTILITIES.

UTILITIES - Update Register

Each POS workstation has a hard disk that contains all the files needed to operate the application in both online and offline modes. If changes are made to any files on the File Server PC or Back Office PC, it is necessary to send these changes down to the POS workstation to ensure that the data on the POS workstation hard drive is current. The POS workstation can receive updates either during the nightly End-of-Day Procedure or when you select the Update Register function. When you select Update Register, the POS workstation reloads new copies of all offline data files, as well as any files that have been changed on the PCs since the last update. The POS workstation must be online to perform this function. When the POS workstation is updated, all files become current copies of those on the File Server and Back Office PCs.

Note: The system can automatically update register files each time an End-of-Day procedure is done if the Copy System Files at the End of Day field is enabled in the Back Office Control File. This procedure would include all system files, plus any files that have been changed since the last download.

Key Sequence for Utilities - Update Register

1. Press **1** for Update Register.

   The operator screen displays:
   "Are You Sure? Y/N"
   "Update Register Software"

2. Press the YES key to update the POS workstation or press the NO key to cancel the update of the POS workstation.

The Update Register time varies based on the copying of offline files and the number of update files that are copied.

UTILITIES - Off-line Cashier Report

The Off-line Cashier Report produces a report for each cashier that operated this POS workstation. You can only select this report if the POS workstation or store is in offline mode. If the store is running in offline mode and operator reports are needed, you must select this option at each POS workstation. The system prints an individual report for each cashier who operated the POS workstation during the day. If, however, a specific cashier has operated on more than one POS workstation, you must manually add the totals from all POS workstations that they might have used, in order to get the store-wide totals for that operator. Only those totals accumulated during offline operation are shown. If the POS workstation is not used in offline mode, and you request this report, the system prints the message, "Report Currently Empty."

Key Sequence for Off-line Cashier Report

1. Press **2** for Off-line Cashier Report. A report for each cashier that operated the POS workstation prints. This report is similar to the Cashier Report.

UTILITIES - Non-Resettable Totals

The Non-Resettable Totals report shows the POS workstation's opening and closing totals and the difference. The system calculates the opening and closing totals after the End-of-Day Procedure. You cannot adjust non-resettable totals. They roll over to zero when the figure goes to ten trillion. This option is available in online and offline modes.

Key Sequence for Non-Resettable Totals

1. Press **3** for Non-Resettable Totals.

The following information prints to a receipt:

"Non-Reset Register ## Report"
"Store ####05/24/99 12:24"
"Opening Total $.$$"
"Closing Total $.$$"
"Difference $.$$"

The Opening / Closing totals are calculated by all Positive sales + all Taxes + gross Money Order + Gift Certificates, minus Refunds, minus Discounts, minus net Money Order (without the fee), minus Store Coupon, minus Store Double Coupon, minus Manufacture Double Coupon.

For detailed instructions, see Chapter 10, "Accounting Procedures."

UTILITIES - Set Date

The Set Date function permits you to change the date on the POS workstation. Changing a POS workstation's date only affects that POS workstation. This option is available in either online or offline modes.

Key Sequence for Set Date

1. Press **4** for Set Date.

The operator screen displays:
"Enter Date (MMDDYYYY)"
"Current Date 12/16/1999"

2. Enter the current date in the format of MMDDYYYY.

3. Press ENTER.

The operator screen displays:
"Press Clear to Continue"
"Current Date 12/16/1999"

4. Press CLEAR to exit when finished. By pressing CLEAR several times, the system exits one menu at a time until the "CLOSED" prompt displays on the POS workstation.

Note: After changing the date on the POS workstation, the POS workstation must be rebooted for the new date to take effect.

UTILITIES - Set Time

The Set Time function permits the time on the POS workstation to be changed. Changing a POS workstation's time only affects the POS workstation it was changed on. This option is available in either online or offline modes.

Key Sequence for Set Time

1. Enter **5** for Set Time.

   The operator screen displays:
   "Enter Time (HMMSS)"
   "Current Time 12:25"

2. Enter the current time in the format of HHMMSS.

3. Press ENTER.

   The operator screen displays:
   "Press Clear to Continue"
   "Current Time 12:25"

4. Press CLEAR to exit when finished. By pressing CLEAR several times, the system exits one menu at a time until the "CLOSED" prompt displays on the POS workstation.

Note: After changing the time on the POS workstation, the POS workstation must be rebooted for the new time to take effect.

UTILITIES - Change to Online Mode

The Change to Online Mode function changes the POS workstation from operating offline (stand alone) to operating online (communicating to File Server PC).

A POS workstation is considered offline when it is not communicating with the File Server PC. The operator screen displays "OFF-LINE" at the bottom of the screen.

There are several reasons a POS workstation may be offline. The workstation is manually selected to run offline, the File Server PC is down, communications are broken, or there is a POS workstation cabling problem. When the POS workstation is offline and the problem is resolved, this option must be selected to return the POS workstation to online mode. When the POS workstation is returned to online mode, all the information that was entered during offline mode is transferred down to the File Server PC (as long as option #4 - END OF DAY was not performed on the POS workstation).

If a request is made to return to online mode, and the POS workstation is not able to communicate with the File Server PC, it automatically remains in offline mode.

Key Sequence for Change to Online Mode

1. Enter **6** for Change to Online Mode.

   The operator screen displays:
   "Are You Sure? (Y/N)"
   "Switch to Online Mode"

2. Press the YES key to switch to online or press the NO key to return to menu selections.

   If you select "Yes," the POS workstation reboots and goes to online mode. When the operator screen displays "CLOSED," the POS workstation is ready for operation.

If the POS workstation remains offline, this indicates that a communication problem still exists with the File Server PC

UTILITIES - Change to Off-line Mode

The Change to Off-line Mode function changes the POS workstation from operating online (communicating to File Server PC) to operating offline (stand-alone).

If a POS workstation loses communications with the File Server PC, the POS workstation is not able to perform an item price lookup or any other function of the transaction. The POS workstation may take ten to fifteen seconds before responding to keystrokes.

Depending on the problem, error messages display on the operator's screen informing you of the problem. Should this happen, select **9** - Change to Off-line Mode to force the POS workstation into offline mode. The POS workstation reboots and reloads the application for offline mode. When running in offline mode, you are not required to enter a three digit security number. Once the POS workstation is in offline mode, all transaction functions are available, and the "OFF-LINE" message no longer displays on the operator's display. There may be situations where you are unable to "Close" the POS workstation and select this option. If this should happen, power off the POS workstation then power back on. The POS workstation reboots to offline mode automatically if it cannot communicate to the File Server PC or may reboot and stay online if the problem is resolved.

This selection may be chosen any time during the day, even if there is not a problem. The store may want to remove the POS workstation for a sidewalk sale or preparing to have the File Server PC serviced. The POS workstation in offline mode has the same capabilities as online mode (excluding any hard disk limitations). When the POS workstation is returned to online mode, all information entered during the offline mode is sent to the File Server PC.

Note: Depending on the problem with the system, this selection may not be accessible, such as in a case where the POS workstation exits the application. If the POS workstation exits the application, the only option is to power off the POS workstation, then power back on. Refer to the section on System Recovery Procedures for more information.

Key Sequence for Change to Off-line Mode

1. Enter **9** to Change to Off-line Mode.

   The operator screen displays:
   "Are You Sure? (Y/N)"
   "Switch to Off-line Mode"

2. Press the YES key to switch to offline or press the NO key to return to menu selections.

   If "Yes" is selected, the POS workstation reboots and goes to offline mode. When the operator screen displays "CLOSED," the POS workstation is ready for operation. The message, "offline," displays on the bottom of the operator display when the POS workstation is offline.

UTILITIES - Display Available Memory

The Display Available Memory function is located on the second page of the Utilities menu. The only time it is necessary to display this information is when directed by support personnel. This option is available in both online and offline modes.

Key Sequence for Display Available Memory

1. Enter **0** for Additional Functions.
2. Enter **1** for Display Available Memory.

   The operator screen displays:
   "Available Memory"
   "String: ##### Bytes"
   "Stack: ##### Bytes"
   "Press Clear to Return to Menu"

3. Press CLEAR when finished.

UTILITIES - Display Error Log

The Display Error Log function is located on the second page of the Utilities menu. It displays or prints any software errors that occurred on this POS workstation. If there is no error log, the POS workstation displays "ERROR LOG EMPTY." It is used to assist support people in isolating a problem at the POS workstation.

Select “Yes” to print the error log and “No” to view it online.

Key Sequence for Display Error Log

1. Enter **0** for Additional Functions.
2. Enter **2** for Display Error Log.

   The operator screen displays:
   “Do You Wish to Print Error Log?”
3. Press YES to print and display the error log or press NO to display the error log.

   The error log displays or prints the date and time the error occurred, the affected filename, and the file status. Press CLEAR to return to the menu. If the error log is empty, the following message displays: “Error Log Empty.”

UTILITIES - Change Register Number

The Change Register Number function changes the identifying address / number of a POS workstation. This function should only be performed if a POS workstation is physically moved from one lane to another, or if a new POS workstation is added to an existing site. This function is primarily for use by installation personnel.

Warning: This function should not be performed by unauthorized personnel or by untrained support people. Changing the register number to either an existing number on the LAN or a number that does not exist on the LAN may create major balancing problems or cause the register not to function properly.

When changing a POS workstation address, the operator screen prompts for the new address / lane number (01 - 99) and verification of the lane number supplied. The POS workstation is automatically reconfigured and reboots.

Do not use an existing lane number when changing a POS workstation's number. The File Server PC only recognizes one unique POS workstation address per system. If the same address is duplicated, the second POS workstation using the duplicate number is not recognized.

Key Sequence for Change Register Number

1. Enter **0** for Additional Functions.
2. Enter **3** for Change Register Number.

   The operator screen displays:
   "Enter New Lane (01-99)"
3. Enter the new lane number (must be two digits).
4. Press ENTER.

   The operator screen displays:
   "Is Register ## Correct?"
5. Press the YES key if the new number is correct or press the NO key if incorrect to permit for re-entry of a number.

UTILITIES - Enable Payment Systems

The Enable Payment Systems function is located on the second page of the Utilities menu. It permits you to enable the payment systems at the POS workstation without making a change in the Register Control File on the PC then performing an update at the POS workstation. This function enables payment systems during the day without a delay. Enabling payment systems temporarily affects the POS workstation until the next POS workstation update or until the End-of-Day procedure takes place.

Key Sequence for Enable Payment Systems

1. Enter **0** for Additional Functions.
2. Enter **4** for Enable Payment Systems.

   The operator screen displays:
   "Press Clear to Continue"
   "Payment Systems Enabled"

3. Press CLEAR to continue.

UTILITIES - Disable Payment Systems

The Disable Payment Systems function is located on the second page of the Utilities menu. It permits you to disable the payment systems at the POS workstation without making a change in the Register Control File on the PC then performing an update at the POS workstation. This function disables payment systems during the day without a delay. Disabling payment systems temporarily affects the POS workstation until the next POS workstation update or until the End-of-Day procedure takes place.

Key Sequence for Disable Payment Systems

1. Enter **0** for Additional Functions.
2. Enter **5** for Disable Payment Systems

   The operator screen displays:
   "Press Clear to Continue"
   "Payment Systems Disabled"

3. Press CLEAR to continue.

UTILITIES - Clear Error Log

The Clear Error Log function is located on the second page of the Utilities menu. It clears any existing LOG FILES (option #2) from the system. This function is primarily used by support personnel. Upon displaying the error log, the support person instructs the store to clear this file. This option is available in both online and offline modes.

Key Sequence for Clear Error Log

1. Enter **9** for Clear Error Log.

   The operator screen displays:
   "Are You Sure? (Y/N)"
   "Clear Error Log"

2. Press the YES key to clear the error log or press the NO key to cancel.

UTILITIES - Shutdown Register

The Shutdown Register function is located on the second page of the Utilities menu. It closes all open files on the POS workstation and exits the POS workstation application to DOS. This function is always performed before turning the POS workstation off to ensure all files are properly closed. At the DOS prompt, only authorized personnel should proceed with DOS functions. This option is available in either online or offline modes.

Key Sequence for Shutdown Register

1. Enter **0** for Shutdown Register.

   The operator screen displays:
   "Are You Sure? (Y/N)"
   "Shutdown Register"

2. Press the YES key to exit the POS workstation application or press the NO key to cancel.

Conversion Rate

The Conversion Rate Function permits the POS Workstation to change the foreign currency exchange rate for stores that accept foreign currency media as a form of payment. Only one foreign currency is supported on the ScanMaster system at a time. The Conversion Rate is used to calculate the face value of a foreign currency based on the exchange rate at the time of tendering. ScanMaster also supports partial payment foreign currency tendering.

Key Sequence for Changing the Conversion Rate

1. Enter **4** for Conversion Rate procedure.

   The operator screen displays:
   "Manager ID"

2. Key in the Manager ID and press ENTER.

   The operator screen displays:
   "Enter New Rate (XXXX.XXXXX)"
   "Current Rate: X.XX"

3. Key in the new rate using all 9 fields (using zeros to fill) and press ENTER.

   The operator screen shows the new rate and displays:
   "Enter-Accept Clear-Abort"

4. Press ENTER.

End-of-Day

The End of Day function clears a POS workstation's totals and resets everything back to zero to begin a new accounting day. If the POS workstation is online, End-of-Day clears all totals and initiates a POS workstation update on all offline files and any files that have been changed on the PCs since the last POS workstation update.

Note: If the POS workstation is running in online mode, it is not necessary to perform an End-of-Day Procedure at the POS workstation. The Back Office PC's DAY END PROCEDURE automatically clears all POS workstation totals, updates all POS workstation software, and processes all TLOG movement for the day.

If the POS workstation is running in offline mode, the End-of-Day procedure may be initiated at the POS workstation. However, this selection resets all totals and deletes the TLOGS on this POS workstation. Before running the End of Day procedure, make sure all available POS workstation reports are run before making this selection. If the whole store is in offline mode and you want to reset the entire store for a new day, the store must run reports and make this selection at each POS workstation. Not running the End-of-Day at the POS workstation results in carrying the information over to the next day.

Warning: Make sure POS workstation reports are run before selecting End of Day in the offline mode. If reports are not run prior to selecting this option, information is cleared and no reports are available for the day.

Key Sequence for End of Day

1. Enter **9** for End of Day procedure.

   The operator screen displays:
   "Are You Sure? (Y/N)"

2. Press the YES key to run the end of day procedure or press the NO key to cancel.

Training Mode

The POS workstation has the ability to operate in Training Mode.

When running in Training Mode, the POS workstation has full capabilities as in sales mode with the exception of recording and writing of totals and the opening of the cash drawer. The message, "TRAINING MODE," displays on the operator screen, and the receipt prints "TRAINING MODE" at the top and bottom of the receipt.

To place the POS workstation into training mode:

1. At the "CLOSE" prompt, key the number **999** and press ENTER. The POS workstation prompts for a "MANAGER ID NUMBER."
2. Enter the manager ID number and press ENTER

Chapter 10: Performing Accounting Procedures in the Back Office

The purpose of this chapter is to enable you to perform back office accounting tasks. It includes pickups, loans, cashier settlement, delayed cashiers, office reconciliation, deposits, and end-of-day procedures.

The Office Procedures option is the ninth option on the ScanMaster Main Menu. Click on that button (or press Alt-O) to access the Office Procedure Menu.

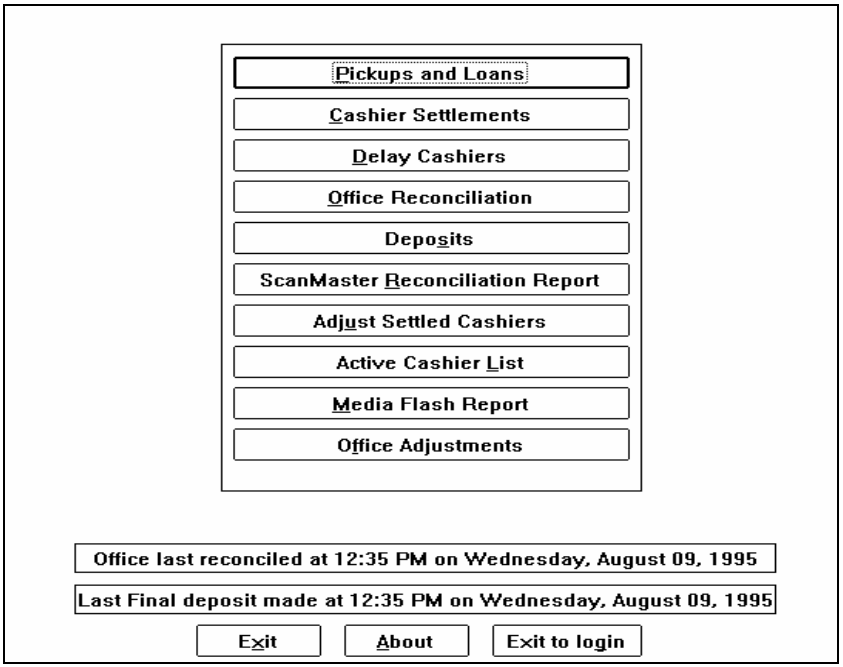


Figure 10-1: Office Procedures Menu

Office Procedures

The ScanMaster Office Procedures Menu contains the options below.

- Pickups and Loans
- Cashier Settlements
- Delay Cashiers
- Office Reconciliation
- Deposits
- ScanMaster Reconciliation Report
- Adjust Settled Cashiers
- Active Cashier List
- Media Flash Report
- Office Receipts

Note: Although the End-of-Day procedure has its own button option off the ScanMaster Main Menu, it is performed after completing the office procedures listed in this chapter. End-of-Day is documented near the end of this chapter.

Pickups and Loans: A Cashier Pickup is when the office picks up media from a cashier's till. A Cashier Loan is when the office transfers or loans cash or food stamps to a cashier's till.

Cashier Settlements: This feature reconciles a cashier's till. When settling a cashier's till, the media amounts are transferred to the office. A cashier can only settle once a shift.

Delay Cashiers: This option is generally used for cashiers working up to or after the back office is closed for the day. ScanMaster processes information associated with those cashiers during End-of-Day, but postpones settlement until morning.

Office Reconciliation: This option settles the office. The Office Media comes from all cashiers that were settled and the beginning Office Balance (beginning safe). When finalizing the office, the media entered transfers to Make Deposit.

Deposit: This option records deposits made during the day and the Final deposits. The final deposit can compose of exactly the Drawer Total to balance the store to zero or made to reflect what is actually deposited and left for the store's beginning balance.

Adjust Settled Cashiers: This option lets office personnel make adjustments to cashier tills that are already settled. This procedure must be performed before End-of-Day.

Active Cashier List: This option displays cashiers that are signed on to a register or signed off but not settled.

Media Flash Report: This option provides an up-to-the-minute flash report on media accumulated by the store. This report is available for settled cashiers, delayed cashiers, and the office balance.

Office Adjustments: This option keeps track of all money going into and out of the office safe. In addition, it also provides for adjustments to the beginning safe. This feature makes the store financially accountable for all media once it is accumulated and calculated.

Lane Accountability

ScanMaster enables stores to account for totals by cashier or by lane. If the lane accountability question in the Register and the Back Office Control File is set to yes, the Office Procedures Menu changes to reflect lane accountability.

Menu options change from:

Cashier Accountability	Lane Accountability
Cashier Settlements	Lane Settlements
Delay Cashiers	Delay Lanes
Adjust Settled Cashiers	Adjust Settled Lanes

Note: If lane accountability is enabled, GRCPRSRG.BTR and GRCDPTRG.BTR must be created in \Grocery\Files directories on all PCs and POS workstations. A blank copy of these files must also reside in the \Grocery\Files\Blank directory.

Media Counts

The Media Counts feature enables stores to track the specific number of media when performing office accounting procedures.

This feature can be utilized when performing pickups, loans, settlements, office reconciliation, deposits and adjusting settled cashiers.

Activating the Media Counts Feature

Before you can used the Media Counts feature, the media counts questions in the Register Control File, Back Office Control File and Media Configurator must be enabled. Those questions are:

```
Use Media Counts (Register Control File)
Settle Media Counts (Back Office Control File)
Allow Pickup Counts (Media Configurator)
```

Answer **Yes** to all three questions to activate the Media Counts feature.

Using the Media Counts Feature

The Media Counts feature enables stores to track the exact number of media and amounts accepted by each cashier/lane. It is available for pickups and loans, cashier settlements, office reconciliation, deposits and adjusting settled cashiers. Media counts are reflected on cashier reports, as well as detailed audit trail reports.

To enter a media count into one of these screens, you must first select the desired media field by clicking on that field. Once you have selected the desired media, enter the number of media followed by a forward slash and the total dollar amount for those media.

Example 1: If one check, totaling $55, is picked up from a cashier's drawer, you would input: 1/55.00.

If you input an incorrect amount and need to make a correction, you must enter a negative media count followed by a forward slash and a negative amount to return to a zero balance for that media count. Once the incorrect amount is removed, you can then input the correct total.

Example 2: If you input 5/200.00, but the amount is $210, you must enter -5/-200.00 and press **Enter** to return to a zero balance for that media count.

Pickups and Loans

The Pickups and Loans option is the first option on the ScanMaster Office Procedures Menu. Click on that button (or press Alt-P) to access the ScanMaster Office Procedures screen.

Pickups involve the transfer of cash or other media from the cashier's till to the store safe. Loans involve the transfer of cash or food stamps from the store safe to the cashier's till. These functions are available after Final Deposits for the previous day have been made. Pickups and Loans can be done at any time during a cashier's shift up to the point of settlement.

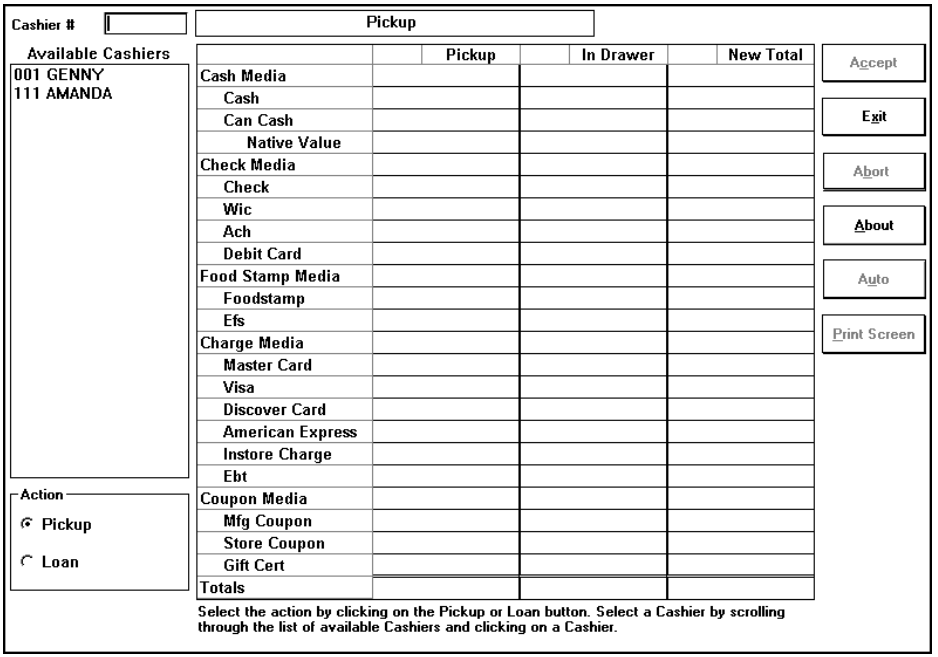


Figure 10-2: Pickups & Loans Screen

Field Descriptions

Below are field descriptions for the ScanMaster Pickups and Loans screen.

Cashier #: Enter the cashier's three digit ID number.

Available Cashiers: Found at the left of the screen, this list box displays all available cashiers.

Action: Type of action desired. Click on the Pickup or the Loan radio button to access the type of action desired.

Enter Pickup/Loan Amount: Enter the pickup/loan amount here.

Pickup/Loan: This field displays the actual amount being loaned or picked up.

In Drawer: The In Drawer Total is the current amount in the cashier's till.

New Total: This field is calculated using the pickup amount and the drawer total. The difference between the two is the over or short amount for that cashier's shift.

Available media: These are the available methods of payment. They are cash, foreign currency, checks, WIC, ACH, Debit Card, food stamps, EFS, Master Card, Visa, Discover, American Express (Amex), Store Charge, Independence, Vendor Coupons, Store Coupons, and Gift Certificates.

Button Options

Below are the button options for the ScanMaster Pickups and Loans screen.

ACCEPT: Click on this button (or press Alt-C) to accept the cashier pickup.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Office Procedures Menu.

ABORT: Click on this button (or press Alt-B) to abort any changes.

ABOUT: Click on this button (or press Alt-A) for software information about the matrix.

AUTO: Click on this button (or press Alt-U) to automatically accept the drawer total as the cashier pickup total. This option is available only when the "Use Auto Pickup" option is turned on in the Back Office Control File.

PRINT SCREEN: Click on this button (or press Alt-P) to print a worksheet copy of the matrix.

Performing Cashier Pickups

Cashier pickups involve the transfer of cash or other media from the cashier's till to the store safe. After a pickup is made, the cashier's financial responsibility is decreased by the amount of the pickup. Funds in the store safe are increased by the amount of the pickup.

1. Upon activating the ScanMaster Cashier Pickups & Loans screen, select the Pickup option from the Action list box in the lower left corner of the screen.
2. Select the cashier receiving the pickup. If the cashier is active on the system, the pickup media matrix displays the current media totals for that cashier. The matrix lists the pickup amount, the drawer total, the over/short amount, and the item count.

   If the cashier is inactive, the following message appears: "You have chosen a pickup on a cashier that is not active. Do you really want to do a loan instead."
3. Upon selecting the desired cashier, select the type of media involved in the pickup by clicking on the desired media matrix field.
4. Enter the pickup amount for the selected media.
5. Press ENTER after typing in the amount.
6. Repeat steps 3-5 for each desired media or click on AUTO (only if enabled in the Back Office Control File) to accept the amounts listed in the In Drawer fields.
7. When all media are entered, click on ACCEPT to finalize.

Note: An on-screen help box is located in the bottom right corner of this screen. Information about the various screen fields is displayed.

Performing Cashier Loans

Loans involve the transfer of cash or food stamps from the store safe to the cashier's till. After a loan is made, the cashier's financial responsibility is increased by the amount of the loan. Funds in the store safe are decreased by the amount of the loan.

1. Upon activating the ScanMaster Cashier Pickups & Loans screen, select the Loan option from the Action list box in the lower left corner of the screen.
2. Select the desired cashier receiving the loan. The loan media matrix displays the current media totals for that cashier. The matrix lists the loan amount, the drawer total, the new total, and the item count.
3. Upon selecting the desired cashier, select the type of media involved in the loan by clicking on the desired media matrix field.
4. Enter the loan amount.
5. Press ENTER after typing in the amount.
6. Repeat steps 3-5 for each desired media.
7. When all media are entered, click on ACCEPT to finalize.

Note: An on-screen help box is located in the bottom right corner of this screen. Information about the various screen fields is displayed.

Cashier Settlements

The Cashier Settlements option is the second option on the ScanMaster Office Procedures Menu. Click on that button (or press Alt-C) to access the ScanMaster Cashier Settlements Screen.

This option enables the back office to settle cashiers finished with their shift. It details the cashier's financial accountability for each media type in the POS workstation drawer.

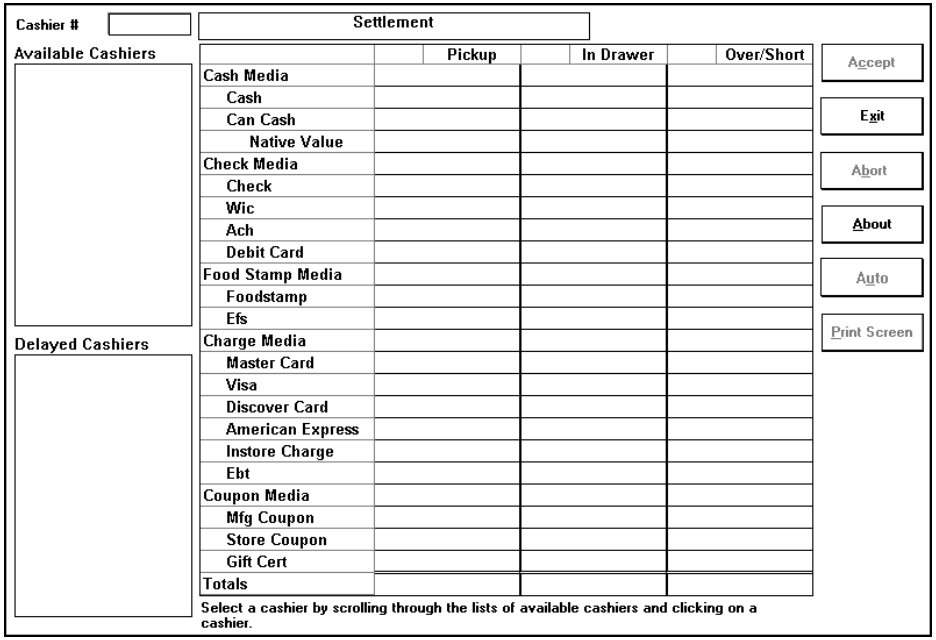


Figure 10-3: Cashier Settlements Screen

Field Descriptions

Below are field descriptions for the Cashier Settlements Screen.

Cashier #: Enter the cashier's three digit ID number.

Available Cashiers: Found at the left of the screen, this list box displays all available cashiers.

Delayed Cashiers: Found at the left of the screen, this list box displays all delayed cashiers.

Enter Pickup Amount: Enter the pickup amount here.

Pickup: This field is the actual amount of the settlement.

In Drawer: This field is the current amount in the cashier's till.

Over/Short: This field reflects the difference between what was settled and the actual drawer total.

Available media: These are the available methods of payment. They are cash, foreign currency, checks, WIC, ACH, Debit Card, food stamps, EFS, Master Card, Visa, Discover, American Express (Amex), Store Charge, Independence, Vendor Coupons, Store Coupons, and Gift Certificates

Button Options

Below are the button options for the Cashier Settlements screen.

ACCEPT: Click on this button (or press Alt-C) to accept the cashier pickup.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Office Procedures Menu.

ABORT: Click on this button (or press Alt-B) to abort any changes.

ABOUT: Click on this button (or press Alt-A) for software information about the matrix.

AUTO: Click on this button (or press Alt-U) to automatically accept the drawer total as the cashier pickup total. This option is available only when the "Use Auto Pickup" option is turned on in the Back Office Control File.

PRINT SCREEN: Click on this button (or press Alt-P) to print a worksheet copy of the matrix.

Performing Cashier Settlements

The Cashier Settlement option reconciles a cashier's till when that cashier's shift is finished. A cashier can only have one till settle per shift. When a cashier's till is settled, the media is transferred from the POS workstation to the office till (Office Safe).

1. Upon accessing the ScanMaster Cashier Settlement screen, click on the cashier to be settled from the Available Cashiers list in the top left corner of the screen.
   Only cashiers not signed on to the POS workstation and who have logged or unsettled transactions are listed. A list of Delayed Cashiers who have not settled from the previous day also appears. The Cashier Settlement media matrix displays the current media totals for the cashier selected. The matrix lists the pickup amount, the drawer total, the over/short amount, and the item count.
2. Upon selecting the desired cashier, select the type of media involved in the settlement by clicking on the desired media matrix field.
3. Enter the pickup amount.
4. Press ENTER after typing in the amount.
5. Repeat steps 2-4 for each desired media or click on AUTO (only if enabled in the Back Office Control File) to accept the amounts in the In Drawer fields.
6. When all media are entered, click on ACCEPT to finalize.

Note: An on-screen help box is located in the bottom right corner of this screen. Information about the various screen fields is displayed.

Delay Cashiers

The Delay Cashiers option is the third option on the ScanMaster Office Procedures Menu. Click on that button (or press Alt-D) to access the ScanMaster Delay Cashiers screen.

The Delay Cashiers option is generally used for cashiers who work up to or after the back office is closed for the day. ScanMaster processes information associated with those cashiers during End-of-Day, but postpones settlement until morning.

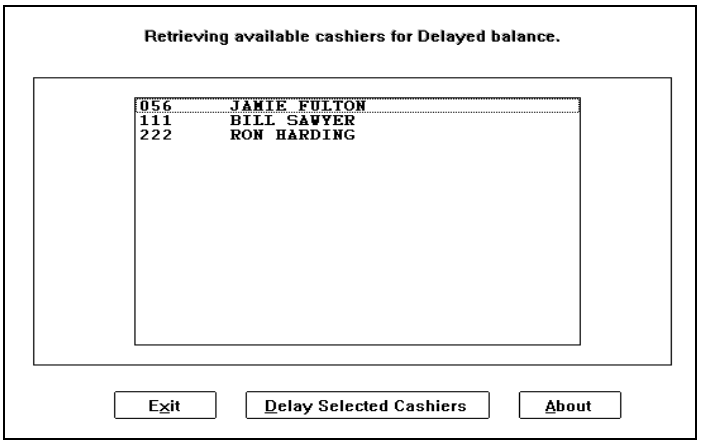


Figure 10-4: Delay Cashiers Screen

Field Descriptions

Below are field definitions for the ScanMaster Delay Cashier screen.

Employee Number: Three (3) digit employee number.

Employee Name: Thirty-eight (38) character alpha field. This field lists the employee's first and last name.

Button Options

Below are the button options for the ScanMaster Delay Cashiers screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Office Procedures Menu.

DELAY SELECTED CASHIERS: Click on this button (or press Alt-D) to delay cashiers selected from the Available Cashiers list.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Delay Cashiers screen.

Delaying Cashiers

1. Upon accessing the ScanMaster Delay Cashiers screen, click on the cashiers to be delayed from the Available Cashiers list. Only cashiers not signed on to the POS workstation and who have logged or unsettled transactions are listed.
2. Click on the DELAY SELECTED CASHIERS button to delay cashiers selected from the Available Cashiers list.

Office Reconciliation

Office Reconciliation is the fourth option on the ScanMaster Office Procedures Menu screen. Click on that button (or press Alt-O) to access the ScanMaster Office Reconciliation screen.

Office Reconciliation settles the office. The office media comes from all cashiers that were settled and the beginning office balance (beginning safe). When finalizing the office, the media entered transfers to make deposit.

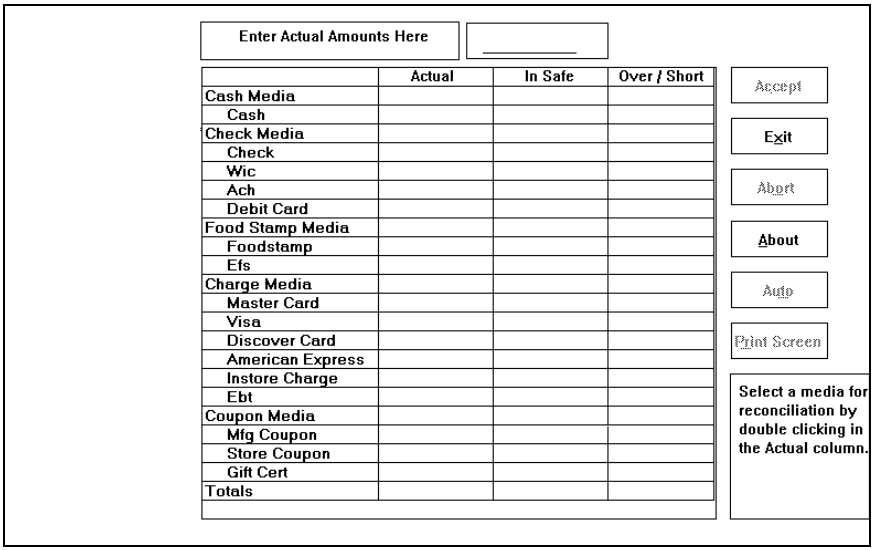


Figure 10-5: Office Reconciliation Screen

Field Descriptions

Below are field descriptions for the Office Reconciliation Screen.

Enter Actual Amounts Here: Enter the actual media amounts in this field once the desired media type is selected.

Actual: This field shows the amount being reconciled.

In Safe: This field displays the actual In Safe Amount.

Over/Short: This field reflects the difference between the Actual and the Office Total.

Available media: These are the available methods of payment. They are cash, foreign currency, checks, WIC, ACH, Debit Card, food stamps, EFS, Master Card, Visa, Discover, American Express (Amex), Store Charge, Independence, Vendor Coupons, Store Coupons, and Gift Certificates

Button Options

Below are button options for the Office Reconciliation Screen.

ACCEPT: Click on this button (or press Alt-C) to accept the media reconciliation.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Office Procedures Menu.

ABORT: Click on this button (or press Alt-B) to abort any changes.

ABOUT: Click on this button (or press Alt-A) for software information about the matrix.

AUTO: Click on this button (or press Alt-U) to automatically accept the drawer total for which the office is responsible. This option is available only when the "Use Auto Pickup" option is turned on in the Back Office Control File.

PRINT SCREEN: Click on this button (or press Alt-P) to print a worksheet copy of the matrix.

Performing Office Reconciliation

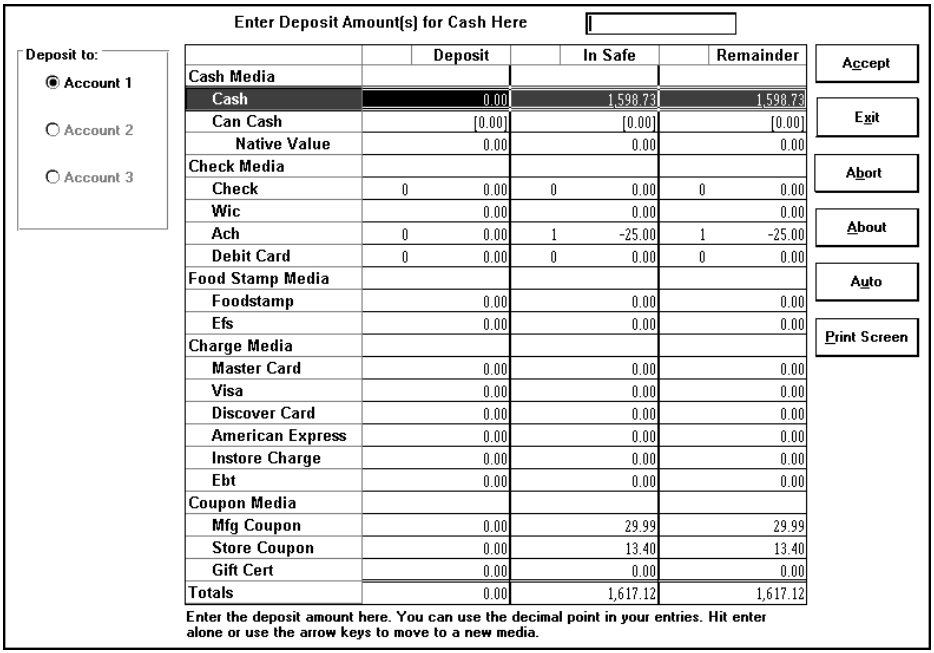
Reconcile Office displays all media in the office till such as cash, checks, or food stamps. The media in the office till accumulates from cashier settlement and pickups, plus any receipts (for example, rebate checks) minus any paidouts (for example, vendor paidouts). When the office till is reconciled, all media are transferred over to the Make Deposit section. The office till is reconciled once a day, preferably in the morning following the End of Day Procedure. The store cannot begin a new day until the office is reconciled from the day before. However, cashiers can sign on to their POS workstations and start their shift even though the office has not been reconciled. No cashier pickups or loans can be performed until the office is reconciled.

1. To reconcile the office safe, click on Office Reconciliation Report.
2. Select the type of media involved in the pickup by clicking on the desired media matrix field.
3. Enter the amount of the various media to pick up.
4. Press ENTER after typing in the amount.
5. Repeat steps 2-4 for each desired media or click on AUTO (only if enabled in the Back Office Control File) to accept the amounts listed in the In Safe field.
6. When all media are entered, click on ACCEPT to finalize.

Note: An on-screen help box is located in the bottom right corner of this screen. Information about the various screen fields is displayed.

Deposits

The Deposits option is the fifth option on the ScanMaster Office Procedures Menu. Click on that button (or press Alt-S) to access the ScanMaster Mid-Day / Final Deposit screen. The Deposits option keeps track of all mid-day and final deposits made during the day. The store office is relieved of financial accountability once an amount is deposited.



	Deposit	In Safe	Remainder
Cash Media			
Cash	0.00	1,598.73	1,598.73
Can Cash	[0.00]	[0.00]	[0.00]
Native Value	0.00	0.00	0.00
Check Media			
Check	0 0.00	0 0.00	0 0.00
Wic	0.00	0.00	0.00
Ach	0 0.00	1 -25.00	1 -25.00
Debit Card	0 0.00	0 0.00	0 0.00
Food Stamp Media			
Foodstamp	0.00	0.00	0.00
Efs	0.00	0.00	0.00
Charge Media			
Master Card	0.00	0.00	0.00
Visa	0.00	0.00	0.00
Discover Card	0.00	0.00	0.00
American Express	0.00	0.00	0.00
Instore Charge	0.00	0.00	0.00
Ebt	0.00	0.00	0.00
Coupon Media			
Mfg Coupon	0.00	29.99	29.99
Store Coupon	0.00	13.40	13.40
Gift Cert	0.00	0.00	0.00
Totals	0.00	1,617.12	1,617.12

Figure 10-6: Mid-Day/Final Deposits Screen

Field Descriptions

Below are field descriptions for the Mid-Day / Final Deposits Screen.

Deposit To: Click on the desired radio button to select the account for the mid-day / final deposit.

Enter Deposit Amount For: Enter the amount of deposit for the selected media.

Deposit: This column displays the deposit amount for each media.

In Drawer: This column displays the total amount available to deposit.

Remainder: This column displays the remaining amount (if any) after a deposit is made.

Available media: These are the available methods of payment. They are cash, foreign currency, checks, WIC, ACH, Debit Card, food stamps, EFS, Master Card, Visa, Discover, American Express (Amex), Store Charge, Independence, Vendor Coupons, Store Coupons, and Gift Certificates

Button Options

Below are the button options for the Mid-Day / Final Deposits Screen.

ACCEPT: Click on this button (or press Alt-C) to accept the cashier pickup.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Office Procedures Menu.

ABORT: Click on this button (or press Alt-B) to abort any changes.

ABOUT: Click on this button (or press Alt-A) for software information about the matrix.

AUTO: Click on this button (or press Alt-U) to automatically accept the In-Drawer amounts as the deposit amounts. This option is available only when the "Use Auto Pickup" option is turned on in the Back Office Control File.

PRINT SCREEN: Click on this button (or press Alt-P) to print a copy of the matrix.

Initiating Deposits

Deposits accumulate totals from loans, pickups, and settlements throughout the day. The Deposits option permits deposits to be made up to three different accounts. This provides the ability for a more detailed breakdown of deposited amounts.

There are two types of deposits: mid-day and final deposits.

- **Mid-day deposits** are performed prior to End-of-Day processing. This type of deposit relieves the office of financial accountability for amounts taken from the store prior to End-of-Day. Totals are accounted for on the ScanMaster Reconciliation Report.
- The **final deposit** is the store's last deposit for that day. It closes out the office's financial record for that day. There can only be one final deposit, which must follow the finalized office reconciliation. When the office is reconciled, that amount is available to deposit to the store's account. When the final deposit is made, the office till (Office Safe) reverts to zero or the predetermined amount.

You can perform one of these functions in the Make Deposits Screen:

- To balance the office till to zero, enter the exact amount in the Count field as is in the Drawer Total Field.
- To have a beginning office till, enter the amount of deposit. The remaining undeposited amount of media becomes the beginning office till (beginning safe).

Once the final deposit is made, the system compiles information for the preceding day. This procedure finalizes the previous day so a new one can begin. The Back Office Printer prints a hard copy of all deposits made.

Performing A Deposit

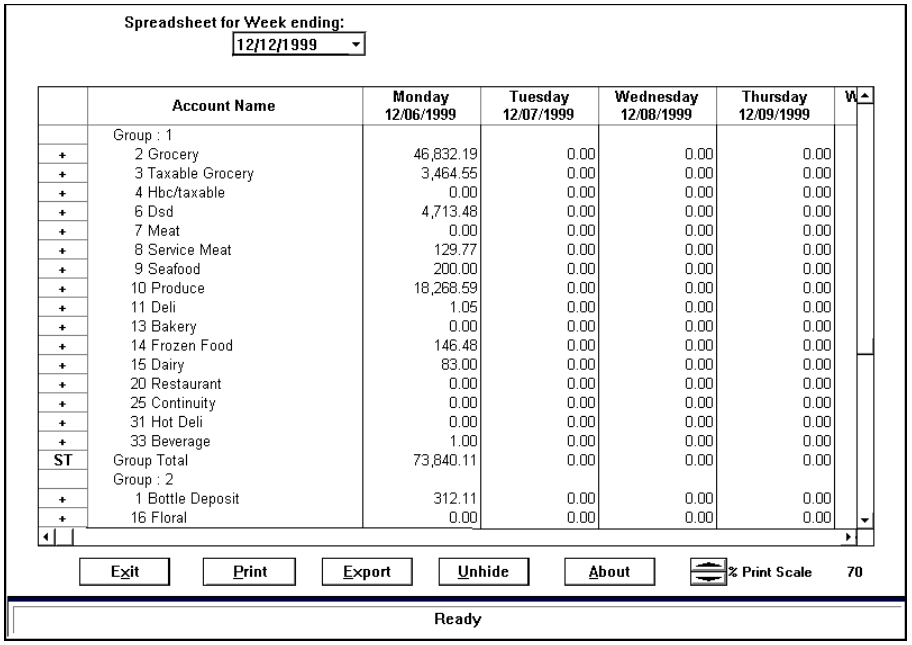
1. When performing a mid-day deposit, click on the desired account number radio button.
2. Select the type of media involved by clicking on the desired media matrix field.
3. Enter the deposit amount for that media.
4. Press ENTER after typing in the amount.
5. Repeat steps 2-4 for each desired media or click on AUTO (if enabled in the Back Office Control File) to accept the amounts listed in the In Drawer fields.
6. When all media are entered, click on ACCEPT to finalize.

Note: An on-screen help box is located in the bottom right corner of this screen. Information about the various screen fields is displayed.

ScanMaster Reconciliation Report

The ScanMaster Reconciliation Report is the sixth option on Office Procedures Menu. Click on that button (or press Alt-R) to access the ScanMaster Reconciliation Report.

The ScanMaster Reconciliation Report is a high-level overview that displays all pertinent accounting information for store balancing. It provides a report of the store's financial activity, including sales figures and the office safe balance for the previous day and weeks.



	Account Name	Monday 12/06/1999	Tuesday 12/07/1999	Wednesday 12/08/1999	Thursday 12/09/1999	W
	Group : 1					
+	2 Grocery	46,832.19	0.00	0.00	0.00	
+	3 Taxable Grocery	3,464.55	0.00	0.00	0.00	
+	4 Hbc/taxable	0.00	0.00	0.00	0.00	
+	6 Dsd	4,713.48	0.00	0.00	0.00	
+	7 Meat	0.00	0.00	0.00	0.00	
+	8 Service Meat	129.77	0.00	0.00	0.00	
+	9 Seafood	200.00	0.00	0.00	0.00	
+	10 Produce	18,268.59	0.00	0.00	0.00	
+	11 Deli	1.05	0.00	0.00	0.00	
+	13 Bakery	0.00	0.00	0.00	0.00	
+	14 Frozen Food	146.48	0.00	0.00	0.00	
+	15 Dairy	83.00	0.00	0.00	0.00	
+	20 Restaurant	0.00	0.00	0.00	0.00	
+	25 Continuity	0.00	0.00	0.00	0.00	
+	31 Hot Deli	0.00	0.00	0.00	0.00	
+	33 Beverage	1.00	0.00	0.00	0.00	
ST	Group Total	73,840.11	0.00	0.00	0.00	
	Group : 2					
+	1 Bottle Deposit	312.11	0.00	0.00	0.00	
+	16 Floral	0.00	0.00	0.00	0.00	

Figure 10-7: ScanMaster Reconciliation Report Screen

Field Descriptions

Below are field descriptions for the ScanMaster Reconciliation Report screen.

Week Ending: This field displays the last day of the week selected for the ScanMaster Reconciliation Report. The available weeks are accessed by clicking on the down arrow next to this field. Select the desired week from the list box by clicking on that week.

Enter Amount: This field is active only on accounts that can be edited. Enter the amount of the selected Paidout or Receipt account and press ENTER. That amount is added to the totals.

Account Name: This field displays the various account names on the Reconciliation Report. There are three standard headings: Paidouts (deposits, or outgoing store funds); Receipts (all incoming funds); and Memos (other trackable items). Customized account names under these headings are created under the Personalization Menu - SRR Editor option.

Days of the Week: This column displays the days of week that comprise the Reconciliation Report.

Week to Date Totals: This column displays the week-to-date totals for the various Paidout, Receipt of Memo accounts.

Account Numbers: Optional. This field is available for General Ledger account numbers.

ST: This field is located in the row headers at the far left of the spreadsheet. ST indicates the row is a subtotal field.

GT: This field is located in the row header at the far left of the spreadsheet. GT indicates the row is a grand total field.

N: This field is located in the row header at the far left of the spreadsheet. N indicates “No Action” and is used for Memo accounts only. .

+: This field is located in the row header at the far left of the spreadsheet. The + field adds amounts to the column and row totals.

-: This field is located in the row header at the far left of the spreadsheet. The - field subtracts amounts to the column and row totals.

Note: Editable fields in the ScanMaster Reconciliation Report screen are displayed in white while uneditable fields are displayed in gray. Editable fields that affect the current safe total appear in yellow. Before determining which fields these are, ScanMaster looks at both the last End of Day date and whether the Office Reconciliation and Final Deposits have been performed.

Button Options

Below are the button options for the ScanMaster Reconciliation Report screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Office Procedures Menu.

PRINT: Click on this button (or press Alt-P) to print the ScanMaster Reconciliation Report.

EXPORT: Click on this button (or press Alt-E) to export this spreadsheet to the Microsoft Excel or other spreadsheet programs compatible with the .XLS file extension.

UNHIDE / HIDE: Click on this button to unhide or hide the various totalizers that make up the Paidouts, Receipts and Memo reconciliation headings. Report entries can only be made to Sub Total fields when the hidden totalizers that make up the Sub Total heading are unhidden.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Reconciliation Report.

% PRINT SCALE: Click on the up and down buttons to increase or decrease the print scale setting. The ScanMaster Reconciliation Report will be enlarged or reduced accordingly when printed.

Using the ScanMaster Reconciliation Report

This spreadsheet provides a report of a store's financial activity for specific days or weeks. You have access to one week on the screen and as many stored weeks as defined in the Back Office Control File.

The ScanMaster Reconciliation Report is comprised of three main headings:

- Paidouts
- Receipts
- Memos

You can customize this report using the System Personalization Menu's SRR Editor program.

This report is generated through the End-of-Day procedure and provides individual and weekly-to-date totals of store accountability. At the end of the week, totals are saved and archived, and the system automatically begins a report for the new week.

Paidouts

The paidouts heading details all store deposits and any amount paid out from the store safe. It gives a detailed breakdown of different media, such as Master Card, Visa, or Discover for each day of the selected week.

Example: Paying $25 for a bundle of newspapers.

Receipts

The receipts heading details all incoming funds to the store safe. All receipts generated at the POS workstation, such as for department sales or gift certificates, are automatically pulled into the ScanMaster Reconciliation Report during the End-of-Day procedure.

Memos

The memos heading details "other" trackable items that are not considered paidouts or receipts. Memo accounts could include the beginning / ending safe totals, the daily customer count, or taxable sales.

Accessing the ScanMaster Reconciliation Report

From the ScanMaster Reconciliation Report screen, double click on the desired cell (the account name row and the week day column) to edit that cell's amount. Type in the new amount in the **Entry Amount** field at the top of the screen and press ENTER. The amount for that account is entered and calculated for both daily and weekly totals.

Adjust Settled Cashiers

Adjust Settled Cashier is the seventh option on Office Procedures Menu. Click on that button (or press Alt-A) to access the ScanMaster Adjust Settled Cashiers screen.

Adjust Settled Cashiers lets office personnel make adjustments to cashier tills that are already settled.

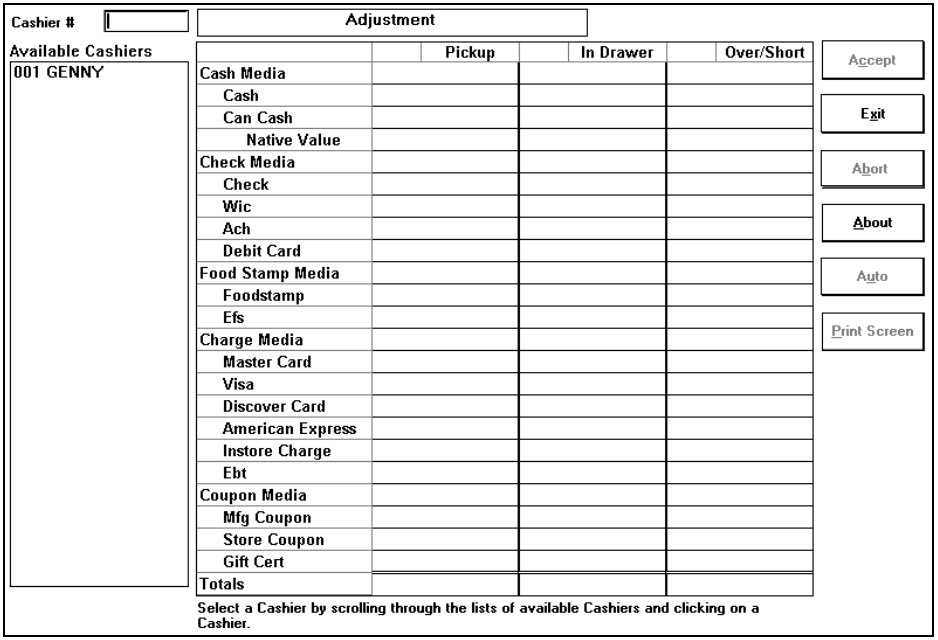


Figure 10-8: Cashier Adjustments Screen

Field Descriptions

Below are field descriptions for the ScanMaster Cashier Adjustments screen.

Cashier #: Enter the cashier's three-digit ID number.

Available Cashiers: Found at the left of the screen, this list box displays all available cashiers.

Enter Pickup Amount: Enter the pickup amount here.

Pickup: This field displays the actual amount being picked up.

In Drawer: The In Drawer Total is the current amount in the cashier's till.

Over/Short: This field is calculated using the pickup amount and the drawer total. The difference between the two is the over or short amount for that cashier's shift.

Available media: These are the available methods of payment. They are cash, foreign currency, checks, WIC, ACH, Debit Card, food stamps, EFS, Master Card, Visa, Discover, American Express (Amex), Store Charge, Independence, Vendor Coupons, Store Coupons, and Gift Certificates

Button Options

Below are the button options for the Cashier Adjustments Screen.

ACCEPT: Click on this button (or press Alt-C) to accept the cashier pickup.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Office Procedures Menu.

ABORT: Click on this button (or press Alt-B) to abort any changes.

ABOUT: Click on this button (or press Alt-A) for software information about the matrix.

AUTO: Click on this button (or press Alt-U) to automatically accept the drawer total as the cashier pickup total. This option is available only when the "Use Auto Pickup" option is turned on in the Back Office Control File.

PRINT SCREEN: Click on this button (or press Alt-P) to print a worksheet copy of the matrix.

Adjusting Settled Cashiers

This feature is used to adjust a cashier's till that has already been settled. If a settled cashier's over/under amount has been clarified (for example, a missing check was found), the cashier settlement record can be adjusted to reflect the new amount.

1. Upon accessing the ScanMaster Cashier Adjustments screen, select the cashier whose settlement you wish to adjust by clicking on that cashier in the Available Cashiers list box.
2. Select the type of media involved by clicking on the desired media matrix field.
3. Enter the pickup amount.
4. Press ENTER after typing in the amount.
5. Repeat steps 2-4 for each desired media or click on AUTO (if enabled in the Back Office Control File) to accept the amounts listed in the In Drawer fields.
6. When all fields are completed, click on the ACCEPT button to finalize.

Note: All adjustments must be made prior to End-of-Day. Once End-of-Day is complete, all cashier settlements are final. Adjustments cannot be made between the time Office Reconciliation takes place and when the final deposit is made.

Active Cashier List

Active Cashier List is the eighth option on the ScanMaster Office Procedures Menu. Click on that button (or press Alt-L) to access the ScanMaster Check Active Cashiers screen.

Active Cashier displays all cashiers active on the ScanMaster System. This screen tells if cashiers are active on a POS workstation, if they are not settled, or if they are delayed.

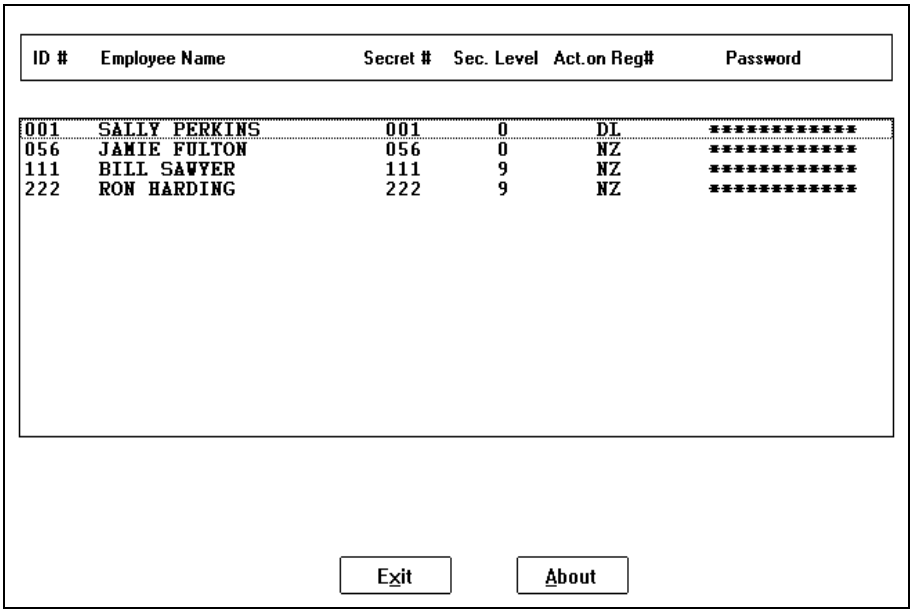


Figure 10-9: Check Active Cashiers

Checking Active Cashiers

The Active Cashier screen displays cashiers active on the system, delayed cashiers, and cashiers that are signed off the system but not settled.

If a cashier is active, the system indicates on which POS workstation the cashier is active. If the cashier is delayed, the system indicates that cashier is delayed. When a cashier is signed off, but not settled, the system marks that cashier as "NZ" to indicate that the cashier is not settled.

Before running the End of Day Procedure, view the Active Cashier screen to view the status of the cashiers. All cashiers must be settled or delayed in order to be included in the store's daily totals.

Note: The Active Cashier List option is also available on the ScanMaster Employee Maintenance Menu.

End of Day Procedure

The Day End Procedure is option ten on the Main Menu. The Day End Procedure should only be done at the End of the Day. Below is the order in which a store completes an End-of-Day.

1. Settle of Cashiers
2. Check Active Cashiers
3. Run Day End Procedure

Cashiers that are settled or delayed are included in the Day End Procedure.

Check Active Cashier displays any unsettled or delayed cashiers remaining on the system. All cashiers must be delayed or settled to be included in the store's End-of-Day totals.

To perform the Day End Procedure:

After you select the End of Day Procedure, the screen displays the Active Checker List to validate checker status. Click Exit (or press Alt-X). The screen displays "START DAY END PROCEDURE. ARE YOU SURE" Click Yes (or Press Alt-Y) to begin the Day End Procedure. (If you enter N for No, the screen returns to the Main Menu.)

During the Day End Procedure the following actions take place:

- The back office PC copies certain system Files to the Server PC for the register's hard disk.
- The POS workstation's Day End clears the totals, downloads any remaining files to the Server, and receives any system updates from the Server. (The POS Workstation's Day End is performed when the workstation is closed.)
- The system consolidates TLOG and file archivals.
- The system processes and compiles reports.
- The system processes movement information.

During the Day End, if you press the F1 ABORT key, the system aborts the process it is performing and continues to the next process. The information on the aborted process does not appear in the reports generated by the Day End Procedure.

Each POS workstation prints a receipt displaying "End of Day Successful, Offline Files Copy Successful, Register Software Update." This receipt also prints all the filenames that were copied to the POS workstation.

If a POS workstation was unable to complete Day End, a warning message appears on the Back office PC's Main Menu, "END OF DAY PENDING ON REGISTER #" The system also displays the number of the POS workstation affected. To correct this problem:

1. Go to the POS workstation and make sure it is closed. ("Closed" appears on the screen and the banner message is scrolling.)

   When closed, the POS workstation looks at the server every fifteen seconds to see if the server has a Day End flag for the workstation.

2. If the workstation is closed, but no Day End takes place after about fifteen seconds, manually perform a Day End at the workstation under Utilities.

Media Flash Report

The Media Flash Report option is the ninth option on the ScanMaster Office Procedures Menu. Click on that button (or press Alt-M) to access the ScanMaster Media Flash Report screen. This feature enables the user to accumulate an up-to-the-minute flash report on media used by the store. Three types of report selection criteria are available: settled cashiers, delayed cashiers, and office balance.

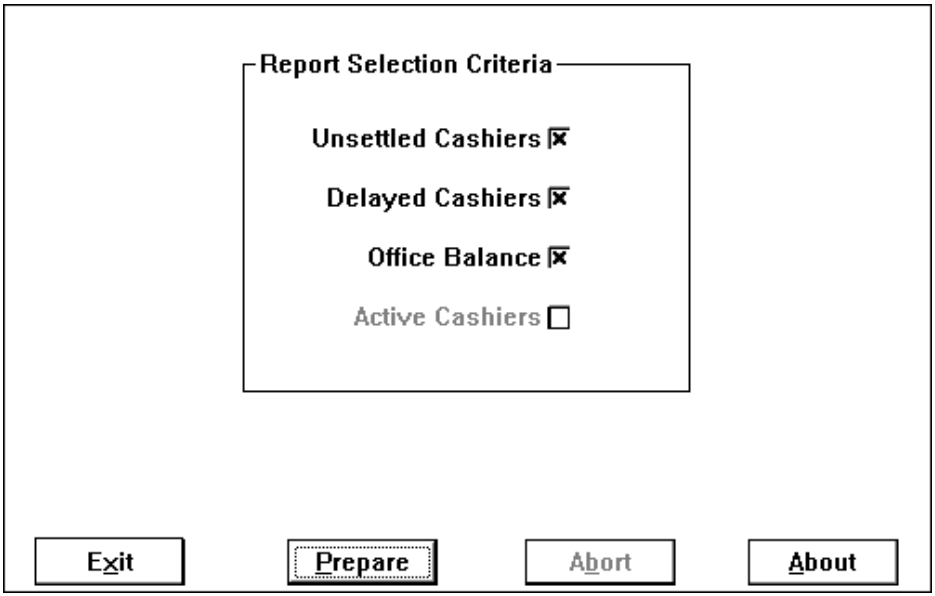


Figure 10-10: Media Flash Report Screen

Field Descriptions

Below are the field descriptions for the Media Flash Report Screen.

Settled Cashiers: Click on this check box to select a media flash report for all settled cashiers. An "X" in the check box indicates this report has been selected. This report lists all settled cashiers, the various media accumulated and the dollar amounts for that media.

Delayed Cashiers: Click on this check box to select a media flash report for all delayed cashiers. An "X" in the check box indicates this report has been selected. This report lists all delayed cashiers, the various media accumulated, and the dollar amounts for that media.

Office Balance: Click on this check box to select a media flash report for the office balance. An "X" in the check box indicates this report has been selected. This report lists the current media and dollar amounts in the office safe.

Active Cashiers: Click on this check box to select a media flash report for the active cashiers. An "X" in the check box indicates this report has been selected. This report lists all active cashiers, the various media accumulated and the dollar amounts for that media.

Note: All three boxes can be selected or in any combination. (An option may be grayed out if no cashiers exist with that status).

Button Options

Below are the button options for the Media Flash Report Screen.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Office Procedures Menu screen.

PREPARE: Click on this button (or press Alt-P) to prepare a media flash report for the desired Report Selection Criteria.

ABORT: Click on this button (or press Alt-B) to abort compiling a media flash report for the desired Report Selection Criteria.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Media Flash Report.

Printing Media Flash Reports

From the ScanMaster Media Flash Report screen, select the desired type of media flash report by clicking on the report type check box. An "X" indicates the report has been selected. Upon selecting the desired media flash report type, click on the PREPARE button (or press Alt-P) to compile the report. An on-line copy of the report displays. Use the horizontal and vertical scroll bars to scroll up and down within the report. Click on the PRINT button for a hard copy of this report.

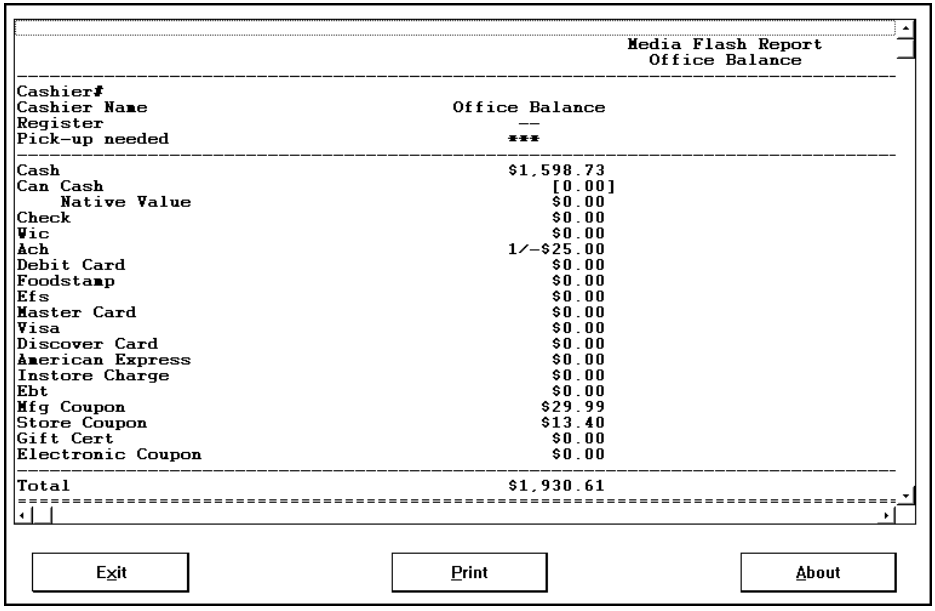


Figure 10-11: Sample Media Flash Report (Office Balance)

Report Field Descriptions

Below are field descriptions for the Media Flash Report.

Media Flash Report Type: This report is available for Unsettled and Active Cashiers, Delayed Cashiers, and Office Balance.

ID #: Three (3) digit employee number.

Cashier Name: The employee's first name.

Register: Two (2) digit POS workstation number.

Pick-Up Needed: Three (3) character field. Asterisks display in this field when a cashier is in need of a pick-up.

Available media: These are the available methods of payment. They are cash, foreign currency, checks, WIC, ACH, Debit Card, food stamps, EFS, Master Card, Visa, Discover, American Express (Amex), Store Charge, Independence, Vendor Coupons, Store Coupons, and Gift Certificates.

Individual Cashier Totals: This column displays individual media totals for each cashier.

Grand Total: This column displays the grand total for each media for all cashiers.

Office Adjustments

The Office Adjustments option is the tenth option on the ScanMaster Office Procedures Menu screen. Click on that button (or press Alt-F) to access the ScanMaster Office Adjustments screen. The Office Adjustments option keeps track of all media coming into the store and accumulates to the store safe. This feature makes the store financially accountable for the media once it is accumulated and calculated.

This option may be performed anytime during the day.

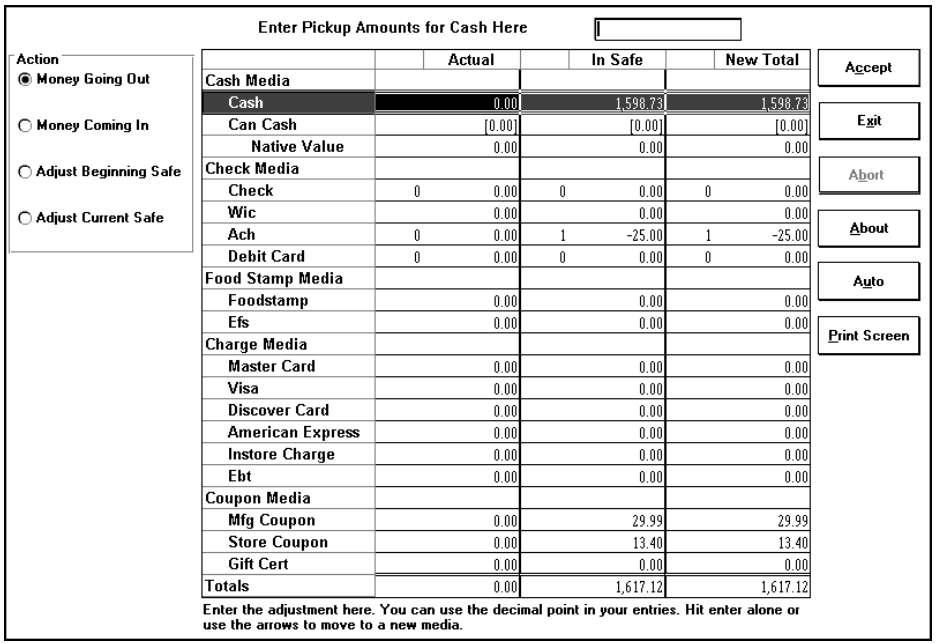


Figure 10-12: Office Adjustments Screen

Field Descriptions

Below are field descriptions for the Office Adjustments Screen.

Money Going Out: Click on this radio button to record money going out of the office safe.

Money Coming In: Click on this radio button to record money coming into the office safe.

Adjust Beginning Safe: Click on this radio button to make adjustments to the beginning safe balance.

Enter Adjustments For: Enter the adjustment amount for the selected media.

Adjust: This column displays the adjustment amount for each media.

In Safe: This column displays the total amount currently in the safe.

New Total: This column displays the remaining amount (if any) after an adjustment is made.

Count: This column displays the number of adjustments made for the selected media.

Available media: These are the available methods of payment. They are cash, foreign currency, checks, WIC, ACH, Debit Card, food stamps, EFS, Master Card, Visa, Discover, American Express (Amex), Store Charge, Independence, Vendor Coupons, Store Coupons, and Gift Certificates

Button Options

Below are the button options for the Office Adjustments Screen.

ACCEPT: Click on this button (or press Alt-C) to accept the office adjustment.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Office Procedures Menu.

ABORT: Click on this button (or press Alt-B) to abort any changes.

ABOUT: Click on this button (or press Alt-A) for software information about the matrix.

AUTO: Click on this button (or press Alt-U) to balance all amounts for which the office is responsible. This option is available only when the "Use Auto Pickup" option is turned on in the Back Office Control File.

PRINT: Click on this button (or press Alt-P) to print a copy of the matrix.

Performing An Office Adjustment

1. When performing an office adjustment, select the type of media involved by double clicking on the desired media matrix field.
2. Enter the adjustment amount.
3. Press ENTER after typing in the amount.
4. Repeat steps 2 & 3 for each desired media or click on AUTO (only if enabled in the Back Office Control File) to accept the amounts listed in the In Safe fields.
5. When all media are entered, click on ACCEPT to finalize.

Chapter 11: Producing and Interpreting System Reports

The Reports Menus is the seventh option on the ScanMaster Main Menu. Click on that button (or press Alt-R) to access the ScanMaster Reports Menu screen.

The Reports Menu consists of seven submenus.

- Financial Reports Menu
- Item File Reports
- Electronic Coupons
- Delete Electronic Coupons
- APT Coupons Report (future enhancement)
- Print End of Day Reports
- EJ (Electronic Journal) By Transaction
- EJ by Cashier

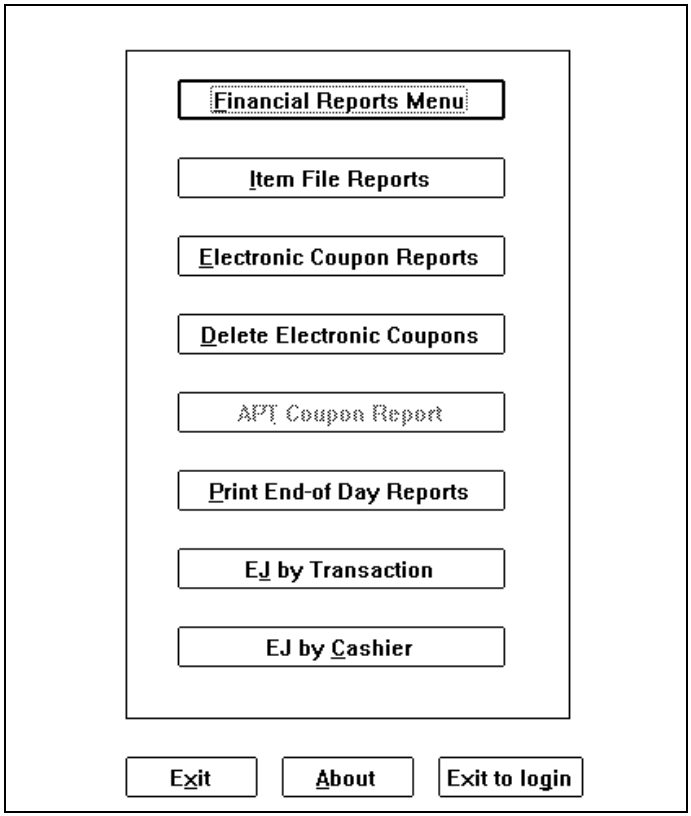


Figure 11-1: Reports Menu Screen

Financial Reports Menu

The Financial Reports Menu is the first option on the Reports Menu. Click on that button (or press Alt-F) to access the Financial Reports Menu screen. There are ten options.

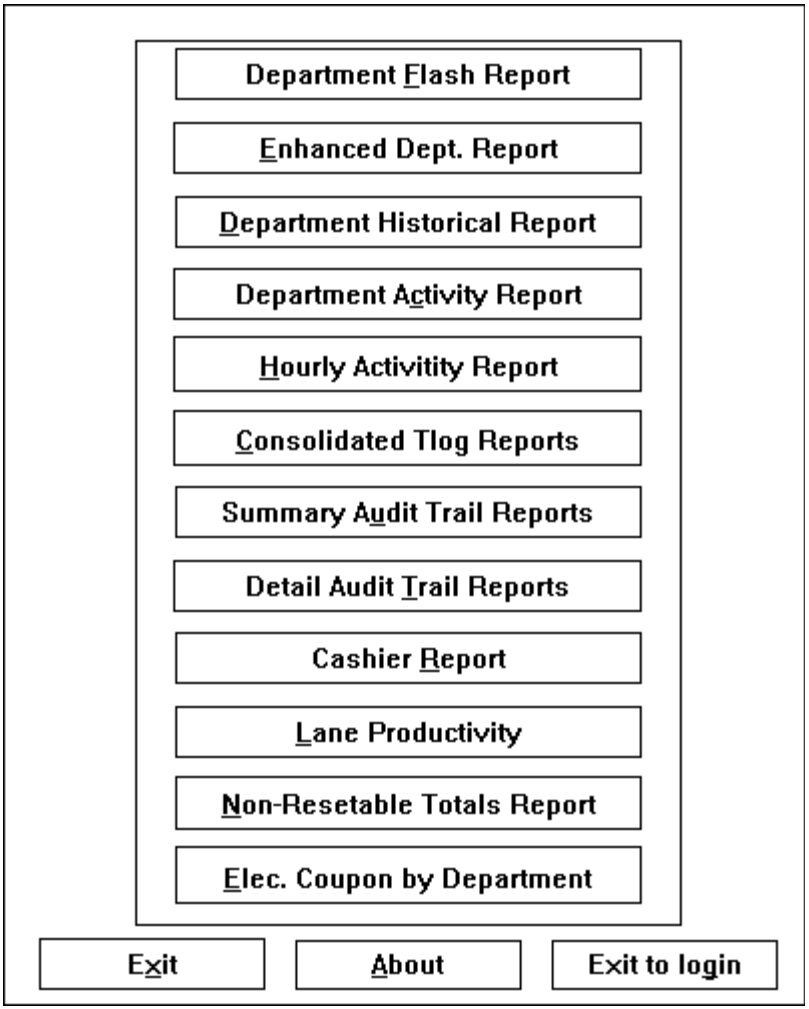


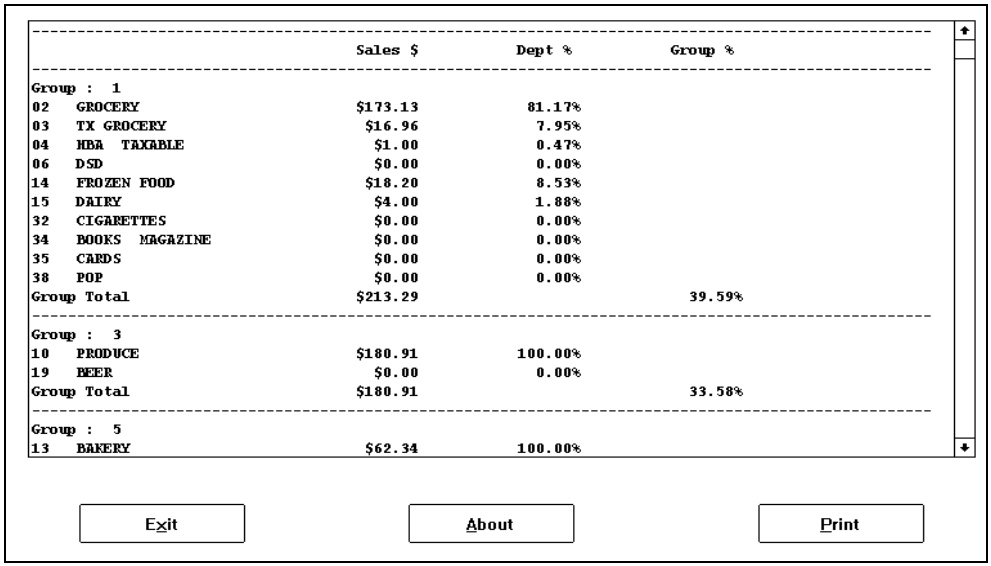
Figure 11-2: Financial Reports Menu Screen

Department Flash Report

Department Flash Report is the first option on the Financial Reports Menu screen. Click on that button (or press Alt-F) to access the Department Flash Report Screen.

This report provides up-to-the-minute department sales for the current day's business. It provides separate department totals, group totals, other department totals, as well as corresponding percentage of the overall store totals.

The Department Flash Report can be run any time during the day and as often as needed.



	Sales $	Dept %	Group %
Group : 1			
02 GROCERY	$173.13	81.17%	
03 TX GROCERY	$16.96	7.95%	
04 HBA TAXABLE	$1.00	0.47%	
06 DSD	$0.00	0.00%	
14 FROZEN FOOD	$18.20	8.53%	
15 DAIRY	$4.00	1.88%	
32 CIGARETTES	$0.00	0.00%	
34 BOOKS MAGAZINE	$0.00	0.00%	
35 CARDS	$0.00	0.00%	
38 POP	$0.00	0.00%	
Group Total	$213.29		39.59%
Group : 3			
10 PRODUCE	$180.91	100.00%	
19 BEER	$0.00	0.00%	
Group Total	$180.91		33.58%
Group : 5			
13 BAKERY	$62.34	100.00%	

Figure 11-3: Department Flash Report Screen

Button Options

Button options for the ScanMaster Department Flash Report are:

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Reports Menu.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Department Flash Report.

PRINT: Click on this button (or press Alt-P) to print a hard copy of the ScanMaster Department Flash Report.

Printing a Department Flash Report

The Department Flash Report is automatically processed when the Department Flash Report button is selected. The system processes all available cashier TLOGs and displays them on the operator display. A hard copy of this report is available by selecting the PRINT button.

RICK'S MARKET
Flash Group / Department Report
Printed on 11-29-1999 10:20:13

	Sales $	Dept %	Group %
Group : 0			
99 LOTTO	$44.09	100.00%	
Group Total	$44.09		1.12%
Group : 1			
02 GROCERY	$156.99	4.15%	
03 TAXABLE GROCERY	$2341.99	61.86%	
04 HBC/TAXABLE	$16.00	0.42%	
06 DSD	$6.98	0.18%	
07 MEAT	$8.25	0.22%	
10 PRODUCE	$1227.12	32.41%	
11 DELI	$20.26	0.54%	
13 BAKERY	$0.24	0.01%	
33 BEVERAGE	$7.99	0.21%	
Group Total	$3785.82		96.21%
Group : 2			
01 BOTTLE DEPOSIT	$83.00	79.05%	
16 FLORAL	$20.00	19.05%	
34 UPS	$2.00	1.90%	
Group Total	$105.00		2.67%
Dept Total	$3934.91		
Memo Dept Total	$0.00		
Less Total Time Discounts	$238.75		
Grand Total	$3696.16		

Figure 11-4: Sample Department Flash Report

Report Field Descriptions

Below are report field descriptions for the Department Flash Report.

Group: A collection of departments.

Department #/Name: This field displays the department number and its name.

Department Total: This field displays the total sales amount for that department.

Group Total: This field displays the total sales amount for that group.

Memo Department Total: This field displays the total sales for all memo departments.

Grand Total: This field displays the grand total of all groups, departments and memo departments.

Sales $: This field displays the total sales dollar amount for that department.

Dept. %: This field displays the department percentage compared to the total group sales.

Group %: This field displays the group percentage compared to the store's sales totals.

Enhanced Department Report

Enhanced Department Report is the second option on the Financial Reports Menu screen. Click on that button (or press Alt-E) to access the ScanMaster Expanded Department Report. This report provides detailed department information regarding sales, returns / refunds, voids, coupons and discounts.

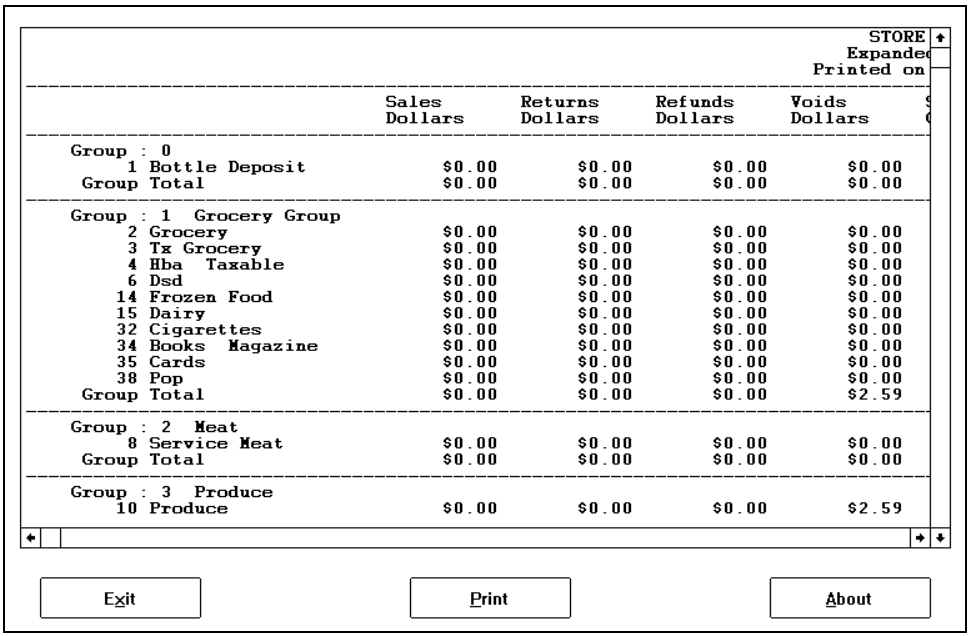


Figure 11-5: Expanded Department Report Screen

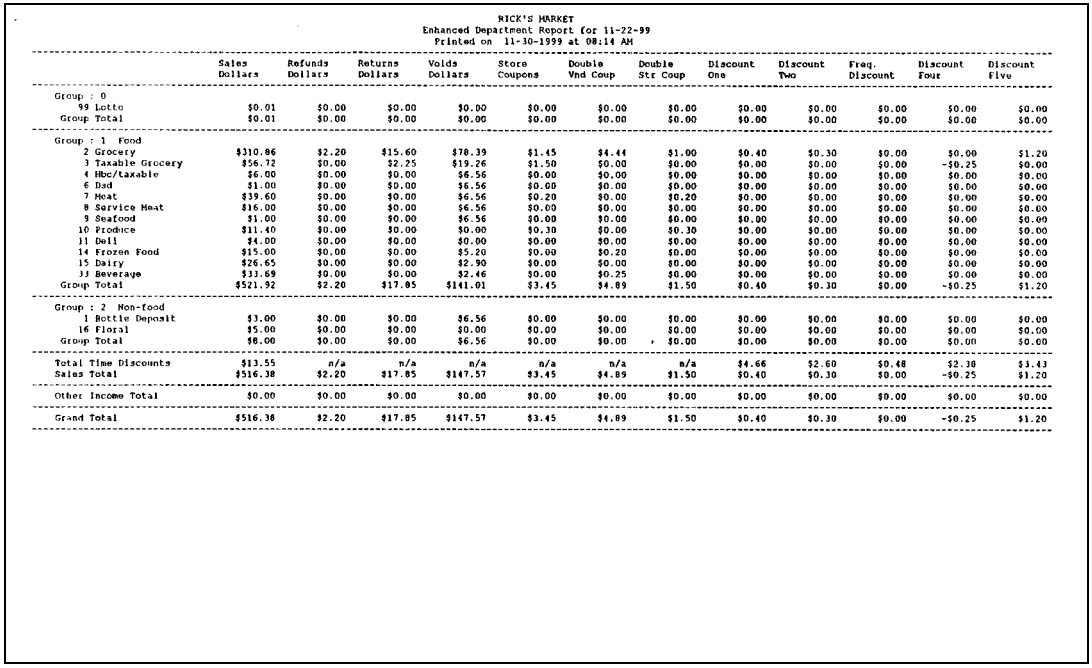
Button Options

Button options for the ScanMaster Expanded Department Report screen are:

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Reports Menu.

PRINT: Click on this button (or press Alt-P) to print a hard copy of the ScanMaster Expanded Department Report.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Expanded Department Report.



RICK'S MARKET
Enhanced Department Report for 11-22-99
Printed on 11-30-1999 at 08:14 AM

	Sales Dollars	Refunds Dollars	Returns Dollars	Voids Dollars	Store Coupons	Double Vnd Coup	Double Str Coup	Discount One	Discount Two	Freq. Discount	Discount Four	Discount Five
Group : 0												
99 Lotto	$0.01	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Group Total	$0.01	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Group : 1 Food												
2 Grocery	$310.86	$2.20	$15.60	$78.39	$1.45	$4.44	$1.00	$0.40	$0.30	$0.00	$0.00	$1.20
3 Taxable Grocery	$56.72	$0.00	$2.25	$19.26	$1.50	$0.00	$0.00	$0.00	$0.00	$0.00	-$0.25	$0.00
4 Hbc/taxable	$6.00	$0.00	$0.00	$6.56	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6 Dsd	$1.00	$0.00	$0.00	$6.56	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7 Meat	$39.60	$0.00	$0.00	$6.56	$0.20	$0.00	$0.20	$0.00	$0.00	$0.00	$0.00	$0.00
8 Service Meat	$16.00	$0.00	$0.00	$6.56	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9 Seafood	$1.00	$0.00	$0.00	$6.56	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
10 Produce	$11.40	$0.00	$0.00	$0.00	$0.30	$0.00	$0.30	$0.00	$0.00	$0.00	$0.00	$0.00
11 Deli	$4.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
14 Frozen Food	$15.00	$0.00	$0.00	$5.20	$0.00	$0.20	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
15 Dairy	$26.65	$0.00	$0.00	$2.90	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
33 Beverage	$33.69	$0.00	$0.00	$2.46	$0.00	$0.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Group Total	$521.92	$2.20	$17.85	$141.01	$3.45	$4.89	$1.50	$0.40	$0.30	$0.00	-$0.25	$1.20
Group : 2 Non-food												
1 Bottle Deposit	$3.00	$0.00	$0.00	$6.56	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
16 Floral	$5.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Group Total	$8.00	$0.00	$0.00	$6.56	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Time Discounts	$13.55	n/a	n/a	n/a	n/a	n/a	n/a	$4.66	$2.60	$0.48	$2.38	$3.43
Sales Total	$516.38	$2.20	$17.85	$147.57	$3.45	$4.89	$1.50	$0.40	$0.30	$0.00	-$0.25	$1.20
Other Income Total	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Grand Total	$516.38	$2.20	$17.85	$147.57	$3.45	$4.89	$1.50	$0.40	$0.30	$0.00	-$0.25	$1.20

Figure 11-6: Sample Expanded Department Report

Report Field Descriptions

Group: This field displays the descriptor for the selected group. For example Group 0, Group 1.

Dept: This field displays the department number and name. For example, 02 Grocery, 03 Taxable Grocery.

Group Total: This field displays the total amount of sales for a specific group. It includes all departments in that group.

Sales Total: This field displays the total sales of all departments other than "other income" departments.

Other Income: This field displays the total sales of all "other income" departments.

Grand Total: This field displays the grand total of all sales.

Sales Dollars: This field displays the sales totals for any given group or department.

Returns Dollars: This field displays the total dollar amount of all returns for any given group or department.

Refunds Dollars: This field displays the total dollar amount of all refunds for any given group or department.

Voids Dollars: This field displays the total dollar amount of all voids for any given group or department.

Store Coupons: This field displays the dollar amount of store coupons for that department.

Double Vendor Coupons: This field displays the dollar amount of the doubled portion of the double vendor coupon.

Double Store Coupons: This field displays the dollar amount of the doubled portion of the double store coupon.

Discount One, Two, Three, Four, and Five: These fields display the dollar amount of the discounts for a group or department.

Department Historical Report

Department Historical Report is the third option on the Financial Reports Menu Screen. Click on that button (or press Alt-D) to access the ScanMaster Department Historical Report Screen.

Department Reports can be viewed online or printed to paper from this option. Among the report options available are: daily department reports; week-to-date department reports; and period-to-date department reports.

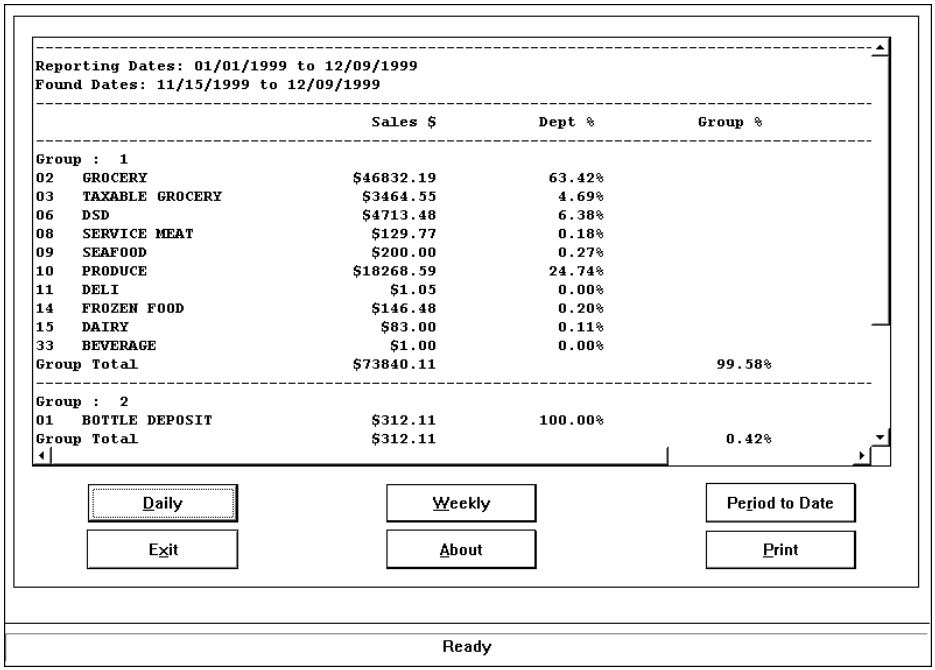


Figure 11-7: Department Historical Report Screen

Button Options

Button options for the ScanMaster Department Historical Report screen are:

DAILY: Click on this button (or press Alt-D) to compile a Daily Department Report for the previous day.

WEEKLY: Click on this button (or press Alt-W) to compile a Week-to-Date Department Report.

PERIOD-TO-DATE: Click on this button (or press Alt-R) to compile a Period-to-Date Department Report.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Reports Menu.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Department Historical Report.

PRINT: Click on this button (or press Alt-P) to print a hard copy of this report.

Printing a Daily Department Report

Upon selecting the DAILY button, the system prompts for a report date. Enter the date (MMDDYY format) from which you want to compile totals and press ENTER. If none is entered, the system defaults to the current day. Department totals for the selected day are automatically compiled and displayed online. A hard copy of this report is available by selecting the PRINT button.

Printing a Week-to-Date Department Report

Upon selecting the WEEK-TO-DATE button, the system automatically processes the daily totals with the current weekly totals and displays them online. Daily totals for that week are displayed by date, with the Week-to-date totals displayed in the far right column. A hard copy of this report is available by selecting the PRINT button.

Printing a Period-to-Date Department Report

Upon selecting the PERIOD-TO-DATE button, the system automatically processes period-to-date department totals and displays them online. Period-to-Date ranges are user-defined. A hard copy of this report is available by selecting the PRINT button.

RICK'S MARKET
Period to Date Group/Dept Report
Printed on 11-29-1999 10:23:29

Reporting Dates: 10/01/1999 to 11/29/1999
Found Dates: 10/03/1999 to 11/28/1999

	Sales $	Dept %	Group %
Group : 0			
99 LOTTO	$14.50	100.00%	
Group Total	$14.50		0.10%
Group : 1			
02 GROCERY	$5011.89	37.10%	
03 TAXABLE GROCERY	$5221.25	38.65%	
04 HBC/TAXABLE	$868.47	6.43%	
06 DSD	$848.18	6.28%	
07 MEAT	$817.60	6.05%	
08 SERVICE MEAT	$228.02	1.69%	
09 SEAFOOD	$1.00	0.01%	
10 PRODUCE	$95.61	0.71%	
11 DELI	$104.95	0.78%	
13 BAKERY	$17.13	0.13%	
14 FROZEN FOOD	$144.62	1.07%	
15 DAIRY	$34.18	0.25%	
33 BEVERAGE	$115.57	0.86%	
Group Total	$13508.47		96.14%
Group : 2			
01 BOTTLE DEPOSIT	$38.45	7.29%	
16 FLORAL	$299.98	56.88%	
34 UPS	$189.00	35.83%	
Group Total	$527.43		3.75%
Dept Total	$14050.40		
Memo Dept Total	$0.00		
Less Total Time Discounts	$24.24		
Grand Total	$14026.16		

Figure 11-8: Sample Department Historical Report

Report Field Descriptions

Field descriptions for the ScanMaster Department Historical Report are:

Department Total: This field displays the total (daily, weekly or period) sales amount for that department.

Memo Department Total: This field displays the total (daily, weekly or period) sales for all memo departments.

Grand Total: This field displays the grand total (daily, weekly or period) of all groups, departments and memo departments.

Sales $: This field displays the total sales dollar amount for that department.

Dept. %: This field displays the department percentage compared to the total group sales.

Group %: This field displays the group percentage compared to the store's sales totals.

Department Activity Report

The Department Activity Report is the fourth option on the ScanMaster I Financial Reports Menu. Click on that button (or press Alt-C) to access the Department Activity Report.

A blank screen initially displays. Select the desired type of Department Activity Report by clicking on either the Daily or Period-To-Date button. A date or range of dates field then displays. Enter the date(s) and press **ENTER** to access a Daily or Period-To-Date Department Activity Report.

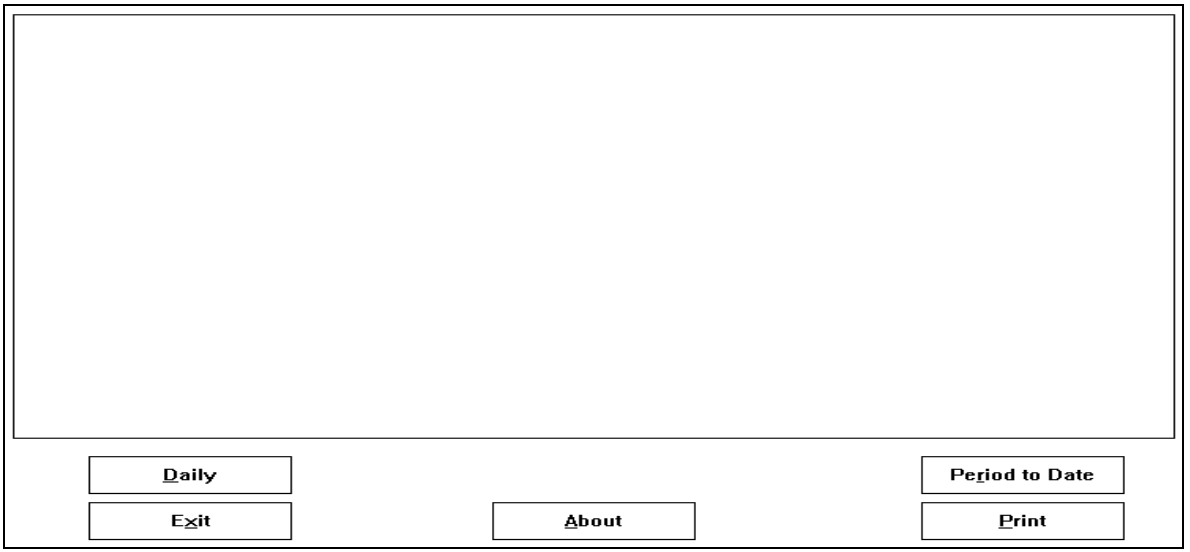


Figure 11-9: Department Activity Report Screen

Button Options

Below are button options for the ScanMaster Department Activity Report:

DAILY: Click on this button (or press Alt-D) to compile a Daily Department Activity Report.

PERIOD-TO-DATE: Click on this button (or press Alt-R) to compile a Period-to-date Department Activity Report.

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Financial Reports Menu.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Department Activity Report.

PRINT: Click on this button (or press Alt-P) to print a hard copy of this report.

Printing a Daily Department Activity Report

Upon selecting the DAILY button, the system prompts for a report date. Enter the date (MMDDYY format) from which you want to compile totals and press ENTER. If no date is entered, the system defaults to the current day. Department totals for the selected day are automatically compiled and displayed on the screen. A hard copy of this report is available by selecting the PRINT button.

Printing a Period-to-Date Department Activity Report

Upon selecting the PERIOD-TO-DATE button, the system automatically processes period-to-date department totals and displays them on the screen. Period-to-Date ranges are user-defined. A hard copy of this report is available by selecting the PRINT button.

RICK'S MARKET
Daily Department Activity Report
Printed on 11-29-1999 10:25:44

Reporting Date: 11/22/99

	Sales $	Item Count	Customer Count
Group : 0			
99 LOTTO	$0.01	0	0
Group Total	$0.01	0	0
Group : 1			
02 GROCERY	$310.86	167	88
03 TAXABLE GROCERY	$56.72	25	21
04 HBC/TAXABLE	$6.00	5	5
06 DSD	$1.00	1	1
07 MEAT	$39.60	4	5
08 SERVICE MEAT	$16.00	3	3
09 SEAFOOD	$1.00	1	1
10 PRODUCE	$11.40	5	5
11 DELI	$4.00	2	2
14 FROZEN FOOD	$15.00	8	7
15 DAIRY	$26.65	8	8
33 BEVERAGE	$33.69	15	10
Group Total	$521.92	244	112
Group : 2			
01 BOTTLE DEPOSIT	$3.00	2	2
16 FLORAL	$5.00	1	1
Group Total	$8.00	3	3
Dept Total	$529.93	247	112
Memo Dept Total	$0.00	0	0
Non-Dept Counts		0	2
Less Total Time Discounts	$13.55		
Grand Total	$516.38	247	135

Figure 11-10: Sample Daily Department Activity Report

Report Field Descriptions

Below are report field descriptions for the Department Activity Report.

Group: This field displays the numeric descriptor for the selected group. For example Group 0, Group 1.

Dept: This field displays the department number and name. For example, 01 Non Food, 02 Grocery, 03 Taxable Grocery.

Sales $: This field displays the total sales dollar amount for that department.

Item Count: This field displays the total number of items sold through that department.

Customer Count: This field displays the total number of customers purchasing items from that department.

Dept Total: This field displays the total sales amount for all departments.

Memo Dept Total: This field displays the total sales for all memo departments (departments totals not included in total sales, for example lottery tickets and stamps).

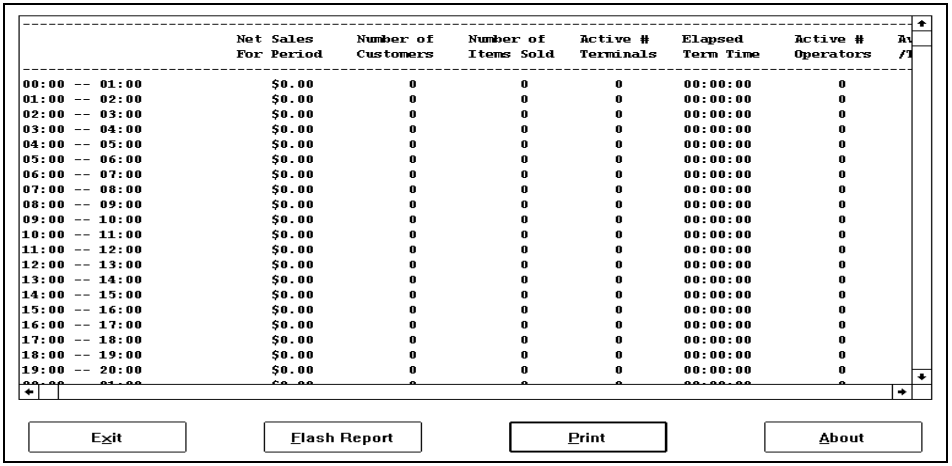
Less Total Time Discounts: This field displays the total amount of discounts for the day or period-to-date.

Grand Total: This field displays the grand total in sales dollars for all departments. The grand total is calculated by adding the department and memo department totals and subtracting the total time discounts.

Hourly Activity Report

Hourly Activity Report is the fifth option on the Financial Reports Menu Screen. Click on that button (or press Alt-H) to access the ScanMaster Flash Activity Report.

Hourly productivity reports are compiled using this option. These reports are useful for front end labor scheduling.



	Net Sales For Period	Number of Customers	Number of Items Sold	Active # Terminals	Elapsed Term Time	Active # Operators	Av /T
00:00 -- 01:00	$0.00	0	0	0	00:00:00	0	
01:00 -- 02:00	$0.00	0	0	0	00:00:00	0	
02:00 -- 03:00	$0.00	0	0	0	00:00:00	0	
03:00 -- 04:00	$0.00	0	0	0	00:00:00	0	
04:00 -- 05:00	$0.00	0	0	0	00:00:00	0	
05:00 -- 06:00	$0.00	0	0	0	00:00:00	0	
06:00 -- 07:00	$0.00	0	0	0	00:00:00	0	
07:00 -- 08:00	$0.00	0	0	0	00:00:00	0	
08:00 -- 09:00	$0.00	0	0	0	00:00:00	0	
09:00 -- 10:00	$0.00	0	0	0	00:00:00	0	
10:00 -- 11:00	$0.00	0	0	0	00:00:00	0	
11:00 -- 12:00	$0.00	0	0	0	00:00:00	0	
12:00 -- 13:00	$0.00	0	0	0	00:00:00	0	
13:00 -- 14:00	$0.00	0	0	0	00:00:00	0	
14:00 -- 15:00	$0.00	0	0	0	00:00:00	0	
15:00 -- 16:00	$0.00	0	0	0	00:00:00	0	
16:00 -- 17:00	$0.00	0	0	0	00:00:00	0	
17:00 -- 18:00	$0.00	0	0	0	00:00:00	0	
18:00 -- 19:00	$0.00	0	0	0	00:00:00	0	
19:00 -- 20:00	$0.00	0	0	0	00:00:00	0	

Figure 11-11: Flash Activity Report Screen

Button Options

Button options for the ScanMaster Flash Activity Report are:

EXIT: Click on this button (or press Alt-X) to exit this report and return to the Financial Reports Menu.

PRINT: Click on this button (or press Alt-P) to print the ScanMaster Flash Activity Report.

ABOUT: Click on this button (or press Alt-A) for software information about the Flash Activity Report.

Printing the Hourly Activity Report

The Hourly Activity Report for the preceding day's business is automatically processed when the HOURLY ACTIVITY button is selected. The report initially displays online, but a hard copy is available by selecting the PRINT button.

RICK'S MARKET
Flash Activity Report for 11-29-1999
Printed on 11-29-1999 10:28:20

	Dept. Sales For Period	Number of Customers	Number of Items Sold	Active # Terminals	Elapsed Term Time	Active # Operators	Avg. Sales /Term Hour	Avg.Sale /Customer	Avg. No. Items/Cust
00:00 -- 01:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
01:00 -- 02:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
02:00 -- 03:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
03:00 -- 04:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
04:00 -- 05:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
05:00 -- 06:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
06:00 -- 07:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
07:00 -- 08:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
08:00 -- 09:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
09:00 -- 10:00	$8.00	2	5	1	00:00:24	1	$1,200.00	$4.00	2.50
10:00 -- 11:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
11:00 -- 12:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
12:00 -- 13:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
13:00 -- 14:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
14:00 -- 15:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
15:00 -- 16:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
16:00 -- 17:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
17:00 -- 18:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
18:00 -- 19:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
19:00 -- 20:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
20:00 -- 21:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
21:00 -- 22:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
22:00 -- 23:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
23:00 -- 00:00	$0.00	0	0	0	00:00:00	0	n/a	n/a	n/a
Totals	$8.00	2	5						
Averages	$8.00	2.00	5.00	1.00	00:00:24	1.00	$1,200.00	$4.00	2.50

Figure 11-12: Sample Flash Activity Report

Report Field Descriptions

Field descriptions for the ScanMaster Flash Activity Report are:

Hours: This field displays the time of sales, based on one hour intervals.

Net Sales for Period: This field displays the net sales for the period, based on one hour intervals.

Number of Customers: This field displays the total number of customers for that time period, based on one hour intervals.

Number of Items Sold: This field displays the total number of items sold during that time period, based on one hour intervals.

Active # of Terminals: This field displays the total number of active POS workstations for that time period, based on one hour intervals.

Elapsed Term Time: This field displays the average idle time for each active POS workstation during that time period, based on one hour intervals.

Active # of Operators: This field displays the total number of active POS workstation operators for that time period, based on one hour intervals.

Average Sales / Term Hour: This field displays the average sales per POS workstation for that time period, based on one hour intervals.

Average Sale / Customer: This field displays the average sales totals per customer for that time period, based on one hour intervals.

Average No. Items / Customer: This field displays the average number of items per customer for that time period, based on one hour intervals.

Consolidated TLOG Reports

Consolidated TLOG Reports is the sixth option on the Financial Reports Menu. Click on that button (or press Alt-C) to access the ScanMaster Consolidated TLOG Reports Screen.

The Consolidate TLOG File is created during End of Day procedures. End of Day must be run first before the Consolidated TLOG Report is run. Cashier information for the previous day is displayed.

The following reports are available through the Consolidated TLOG Report option. They are:

- No Sale Report
- Non-Scans Report
- Returns Report
- Override Report
- Negative Sales Report
- Canceled Sales Report
- Voids
- Error Correct

These reports are available for individual cashiers or for a range of cashiers.

Note: All consolidated TLOG reports are executed using the same operator procedures.

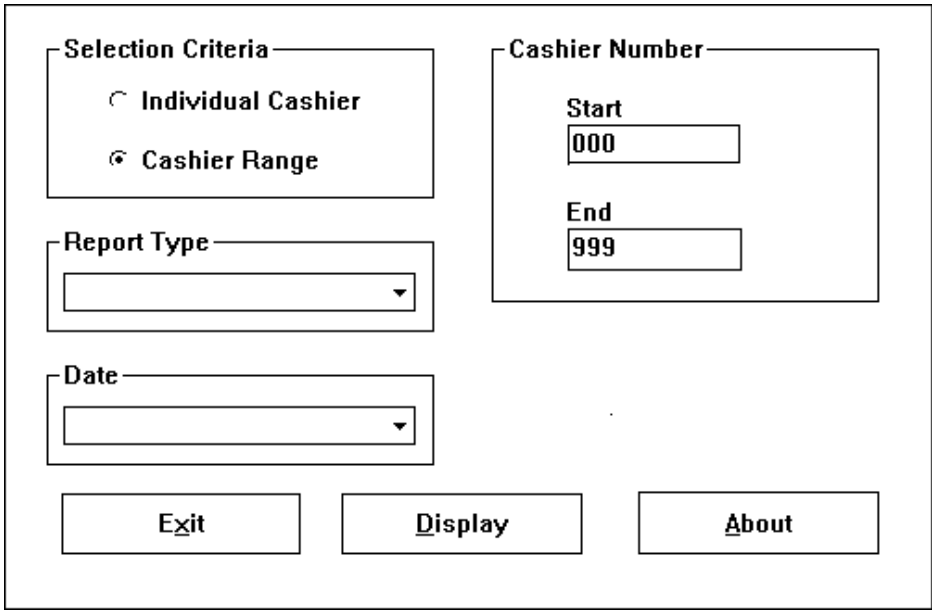


Figure 11-13: Consolidated TLOG Report Screen

Field Descriptions

Field descriptions for the Consolidated TLOG Report screen are displayed below. They are available for each Consolidated TLOG Report Type.

Individual Cashier: Click on this radio button to compile a Consolidate TLOG Report for a specific cashier. Then Choose the Cashier from the Cashier Number window.

Cashier Range: Click on this radio button to compile a Consolidated TLOG Report for a specific range cashiers.

Start: Three (3) digit numeric field. Displays only when the Register Range radio button is selected. Enter the starting POS workstation number for the report.

End: Three (3) digit numeric field. Displays only when the Register Range radio button is selected. Enter the ending POS workstation number for the report.

Report Type: Click on the down arrow to access a list box of Consolidated TLOG Report Types: No Sale Report, Non-Scans Report, Returns Report, Overrides Report, Negative Sales Report, Canceled Sales Report, and Voids Report.

Date: Click on the down arrow to access a list box of possible reporting dates.

Button Options

Button options for the ScanMaster Non-Resettable Totals Report are:

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Reports Menu.

EXECUTE: Click on this button (or press Alt-E) to compile the ScanMaster Non-Resettable Totals Report.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Non-Resettable Totals Report.

Printing Consolidate TLOG Reports

Upon accessing the ScanMaster Consolidated TLOG Report screen, select the desired selection criteria (individual or range of cashiers) followed by the desired report type by clicking on that report in the Report Type list box.

Individual Cashiers: If individual cashiers are selected, the system automatically displays a list of available cashiers. Click the desired cashier. At the Report Type field, a list of available report types is displayed by clicking on the down arrow. Click the desired report type. At the Date field, a list of available dates is displayed by clicking the down arrow. Click the desired date. To process the report, click on the DISPLAY button. The system searches all TLOGs and displays information on the operator screen. A hard copy of this report is available by selecting the PRINT button.

Cashier Range: If a range of cashiers is selected, type in the beginning and ending cashier numbers in the cashier range fields, pressing ENTER after selection. At the Report Type field, a list of available report types is displayed by clicking on the down arrow. Click the desired report type. At the Date field, a list of available dates is displayed by clicking the down arrow. Click the desired date. To process the report, click on the DISPLAY button. The system searches all TLOGs and displays information on the operator screen. A hard copy of this report is available by selecting the PRINT button.

Note: The message "No Action Found" displays if there is no information available for the desired report.

No Sale Report

This option provides a report of all No-Sales performed by cashiers. This report details the cashier's name and three-digit ID number, transaction number, date and time of no-sale.

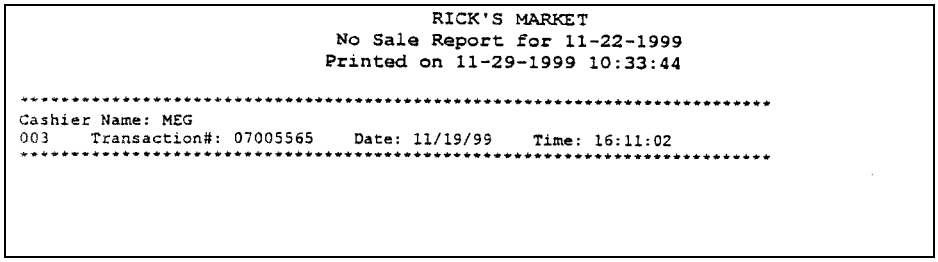


Figure 11-14: Sample No Sale Report

Report Field Descriptions

Field descriptions for the No Sales Report are:

Cashier ID: Three (3) digit employee number.

Transaction #: The transaction number of the sale in which no sale took place.

Date: The date when the no sale took place.

Time: The time when the no sale took place.

Non-Scans Report

This option provides a report of all PLU items key-entered by the cashier, not scanned. Three- and four-digit velocity codes are not reported as key-entered UPCs.

This report details the cashier's name and three-digit ID number, the key-entered UPC number, the UPC descriptor, the quantity sold, the corresponding department, the price, the transaction type (normal sale or return), the transaction number and the transaction time.

RICK'S MARKET
Non-Scans Report for 11-22-1999
Printed on 11-29-1999 10:34:55

	UPC #	Description	Qty	Price	Dept	Transaction#	Date	Time
Cashier Name: MEG								
003	0000000000120000013	PEPSI CASE	01	$2.99	33	07005566	11/19/99	16:15:00
Cashier Name: ROSEMARIE								
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007101	11/18/99	10:37:16
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007101	11/18/99	10:38:38
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007101	11/18/99	10:38:46
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007236	11/19/99	12:40:55
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007239	11/19/99	12:49:44
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007242	11/19/99	12:53:07
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007242	11/19/99	12:53:29
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007242	11/19/99	12:53:40
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007242	11/19/99	12:54:25
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007248	11/19/99	15:42:36
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007288	11/19/99	18:22:04
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007300	11/19/99	18:41:49
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007304	11/19/99	18:56:16
007	0000000000120000013	PEPSI CASE	01	$2.99	33	09007325	11/19/99	19:28:24
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007170	11/19/99	10:18:35
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007170	11/19/99	10:18:58
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007171	11/19/99	10:20:43
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007171	11/19/99	10:20:49
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007175	11/19/99	10:30:17
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007175	11/19/99	10:30:33
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007178	11/19/99	10:31:01
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007178	11/19/99	10:32:06
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007179	11/19/99	10:36:16
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007179	11/19/99	10:36:23
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007187	11/19/99	10:52:09
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007187	11/19/99	10:52:16
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007190	11/19/99	10:59:20
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007190	11/19/99	10:59:25
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007193	11/19/99	11:04:38
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007193	11/19/99	11:04:46
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007196	11/19/99	11:13:43
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007196	11/19/99	11:13:50
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007213	11/19/99	11:59:49
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007213	11/19/99	11:59:54
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007218	11/19/99	12:05:30
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007218	11/19/99	12:05:35
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007221	11/19/99	12:08:52
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007221	11/19/99	12:08:55
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007224	11/19/99	12:11:27
007	0000000000254671272	CERTS CINNMN	01	$0.49	02	09007224	11/19/99	12:11:30
007	0000000000800000245	STK CKLT TNA	01	$1.00	02	09007184	11/19/99	10:42:39
007	0000000000800000245	STK CKLT TNA	01	$1.00	02	09007196	11/19/99	11:14:47
007	0000000000800000245	STK CKLT TNA	01	$1.00	02	09007242	11/19/99	12:54:07
007	0000000000800000245	STK CKLT TNA	01	$1.00	02	09007243	11/19/99	12:59:18
007	0000000000800000245	STK CKLT TNA	01	$1.00	02	09007243	11/19/99	12:59:22
007	0000000002123450000	RANDOM WEIGHT	01	$0.12	02	09007164	11/19/99	09:10:58
007	0000000002123450000	RANDOM WEIGHT	01	$0.21	02	09007165	11/19/99	09:59:25
007	0000000005120000025	Description n/a	01	$0.25	33	09007248	11/19/99	15:43:12
007	0000000005125467111 4	Description n/a	01	$0.49	02	09007170	11/19/99	10:19:04
007	0000000005125467111 4	Description n/a	01	$0.49	02	09007171	11/19/99	10:20:57
007	0000000005125467111 4	Description n/a	01	$0.49	02	09007178	11/19/99	10:32:21
007	0000000005125467111 4	Description n/a	01	$0.49	02	09007179	11/19/99	10:36:43
007	0000000005125467111 4	Description n/a	01	$0.49	02	09007187	11/19/99	10:52:27
007	0000000005125467111 4	Description n/a	01	$0.49	02	09007190	11/19/99	10:59:33
007	0000000005125467111 4	Description n/a	01	$0.49	02	09007193	11/19/99	11:04:56
007	0000000005125467111 4	Description n/a	01	$0.49	02	09007196	11/19/99	11:14:04
007	0000000005125467111 4	Description n/a	01	$0.49	02	09007213	11/19/99	11:59:58
007	0000000005800002002 5	Description n/a	01	$0.25	02	09007184	11/19/99	10:42:58
007	0000000005800002002 5	Description n/a	01	$0.25	02	09007196	11/19/99	11:15:02
007	0000000005800002002 5	Description n/a	01	$0.25	02	09007243	11/19/99	12:59:30

Figure 11-15: Sample Non-Scans Report

Report Field Descriptions

Field descriptions for the Non-Scans Report are:

UPC: This field represents the item's Universal Product Code (UPC) or European Article Number (EAN).

Descriptor: This field displays the descriptor assigned to the UPC.

Qty: This field displays the number of non-scanned items.

Department: This field displays the department number of the non-scanned item

Price: This is the price of the non-scanned item.

Transaction Type: This indicates the type of transaction. Types include: sale, return, or refund.

Transaction #: The transaction number where the non-scans took place.

Time: The time when the non-scans took place.

Returns Report

This option provides a report of all returns by cashier. This report details the cashier's name and three-digit ID number, the UPC or department for the return, the UPC descriptor, the quantity, price, return reason, who the return was authorized by (N/A means security clearance was not needed), transaction number and return time.

RICK'S MARKET
Returns Report for 11-22-1999
Printed on 11-29-1999 10:36:10

	UPC #	Description	Qty	Price	RC	Mgr	Transaction#	Date	Time
Cashier Name: MEG									
003	Dept# 02	Description n/a	01	$0.20	A	111	07005571	11/22/99	09:47:21
003	Dept# 02	Description n/a	01	$0.50	A	000	07005571	11/22/99	09:46:49
003	Dept# 02	Description n/a	01	$1.50	A	000	07005571	11/22/99	09:45:55
Cashier Name: ROSEMARIE									
007	00000000000000000002	GLADE CANDLE	01	$1.90	0	000	09007308	11/19/99	19:00:02
007	00000000000000000002	GLADE CANDLE	01	$1.90	0	000	09007312	11/19/99	19:06:09
007	00000000000000000002	GLADE CANDLE	01	$1.90	0	000	09007315	11/19/99	19:10:07
007	00000000000000000002	GLADE CANDLE	01	$1.90	0	000	09007316	11/19/99	19:14:17
007	00000000000000000002	GLADE CANDLE	01	$2.00	0	000	09007309	11/19/99	19:03:59
007	00000000000000000002	GLADE CANDLE	01	$2.00	0	000	09007319	11/19/99	19:18:46
007	00000000000000000003	HOT FUDGE	01	$2.25	0	000	09007309	11/19/99	19:04:52
007	00000000000000000500	REPORT CODE ITEM	01	$2.00	0	000	09007332	11/19/99	19:43:22
007	00000000000000000500	REPORT CODE ITEM	01	$2.00	0	000	09007333	11/19/99	19:47:24

Figure 11-16: Sample Returns Report

Report Field Descriptions

Field descriptions for the Returns Report are:

UPC: This represents the item's Universal Product Code (UPC) or European Article Number (EAN).

Descriptor: This field displays the descriptor assigned to the UPC.

Qty: This field displays the number of return items.

Price: This is the price of the returned item.

Reason For Return: The return reason code entered at the POS workstation.

Authorized By: The first name of the manager who authorized the return.

Transaction #: The transaction number of the sale in which the return took place.

Time: The time when the return took place.

Override Report

This option provides a report of all overrides performed by cashiers. This report displays the cashier's name and three-digit ID number, the UPC number and descriptor, quantity, old price, new price, override reason, manager who authorized the override (N/A means security clearance was not needed), the transaction number and override time.

RICK'S MARKET
Overrides Report for 11-22-1999
Printed on 11-29-1999 10:43:58

UPC #	Description	Qty	New	Old	RC	Mgr	Transaction#	Date	Time
Cashier Name: MEG									
003 0000000000000000050	JIF PNUT BTTR	01	$1.25	$3.00	1	111	07005546	11/19/99	12:06:52
003 0000000001200000013	PEPSI CASE	01	$1.20	$2.99	0	111	07005546	11/19/99	16:15:00
Cashier Name: ROSEMARIE									
007 0000000001200000013	PEPSI CASE	01	$1.23	$2.99	0	111	09007239	11/19/99	12:49:44
007 0000000001200000013	PEPSI CASE	01	$1.23	$2.99	0	111	09007242	11/19/99	12:53:07
007 0000000001200000013	PEPSI CASE	01	$1.23	$2.99	0	111	09007248	11/19/99	15:42:36
007 0000000001200000013	PEPSI CASE	01	$1.25	$2.99	0	111	09007236	11/19/99	12:40:55
007 0000000008000000245	STK CKLT TNA	01	$0.55	$1.00	0	111	09007242	11/19/99	12:54:07
007 0000000008000000245	STK CKLT TNA	01	$1.23	$1.00	0	111	09007243	11/19/99	12:59:18

Figure 11-17: Sample Override Report

Report Field Descriptions

Field descriptions for the Overrides Report are:

UPC: This represents the item's Universal Product Code (UPC) or European Article Number (EAN).

Descriptor: This field displays the descriptor assigned to the UPC.

Qty: This field displays the number of overrides.

Old Price: This is the scanned price from the item.

New Price: This is the price key entered at the POS workstation.

Reason For Override: The override reason code entered at the POS workstation.

Authorized By: The first name of the manager who authorized the override.

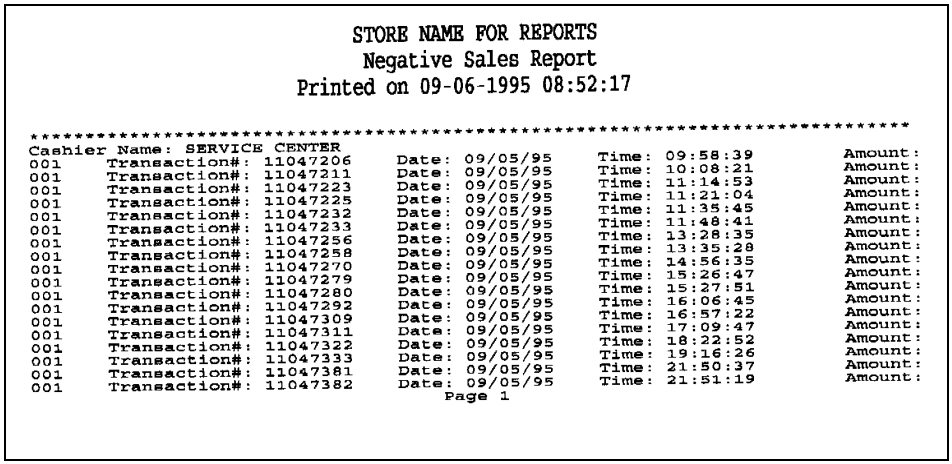
Transaction #: The transaction number of the sale in which the override took place.

Time: The time when the override took place.

Negative Sales Report

The Negative Sales Report shows any negative sales action for the desired reporting period. This report is also known as the AUD Action (Audit These Actions) report.

This report details the cashier's name and three-digit ID number, the negative sale transaction number, and the dollar amount of the negative sale. The report also calculates a total for all negative sales per cashier.



STORE NAME FOR REPORTS
Negative Sales Report
Printed on 09-06-1995 08:52:17

****

Cashier Name: SERVICE CENTER				
001	Transaction#: 11047206	Date: 09/05/95	Time: 09:58:39	Amount:
001	Transaction#: 11047211	Date: 09/05/95	Time: 10:08:21	Amount:
001	Transaction#: 11047223	Date: 09/05/95	Time: 11:14:53	Amount:
001	Transaction#: 11047225	Date: 09/05/95	Time: 11:21:04	Amount:
001	Transaction#: 11047232	Date: 09/05/95	Time: 11:35:45	Amount:
001	Transaction#: 11047233	Date: 09/05/95	Time: 11:48:41	Amount:
001	Transaction#: 11047256	Date: 09/05/95	Time: 13:28:35	Amount:
001	Transaction#: 11047258	Date: 09/05/95	Time: 13:35:28	Amount:
001	Transaction#: 11047270	Date: 09/05/95	Time: 14:56:35	Amount:
001	Transaction#: 11047279	Date: 09/05/95	Time: 15:26:47	Amount:
001	Transaction#: 11047280	Date: 09/05/95	Time: 15:27:51	Amount:
001	Transaction#: 11047292	Date: 09/05/95	Time: 16:06:45	Amount:
001	Transaction#: 11047309	Date: 09/05/95	Time: 16:57:22	Amount:
001	Transaction#: 11047311	Date: 09/05/95	Time: 17:09:47	Amount:
001	Transaction#: 11047322	Date: 09/05/95	Time: 18:22:52	Amount:
001	Transaction#: 11047333	Date: 09/05/95	Time: 19:16:26	Amount:
001	Transaction#: 11047381	Date: 09/05/95	Time: 21:50:37	Amount:
001	Transaction#: 11047382	Date: 09/05/95	Time: 21:51:19	Amount:

Page 1

Figure 11-18: Sample Negative Sales Report

Report Field Descriptions

Field descriptions for the Negative Sales Report are:

Cashier #: Three (3) digit numeric employee number.

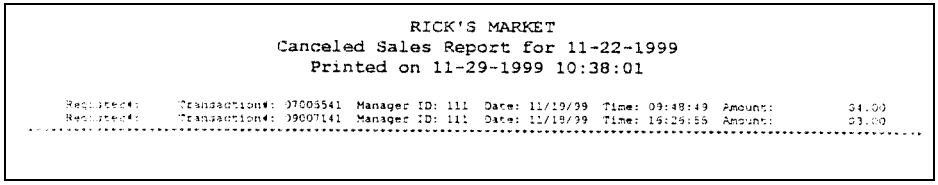
Transaction #: The transaction number of the sale in which the negative sale took place.

Time: The time when the negative sale took place.

Canceled Sales Report

The Canceled Sales Report shows any canceled sales action for the desired reporting period.

This report details the cashier's name and three-digit ID number, POS workstation number, transaction number, authorizing manager's name and three-digit ID number, and the transaction date and time.



RICK'S MARKET
Canceled Sales Report for 11-22-1999
Printed on 11-29-1999 10:38:01

Register#: Transaction#: 07005541 Manager ID: 111 Date: 11/19/99 Time: 09:48:49 Amount: 34.00
Register#: Transaction#: 09007141 Manager ID: 111 Date: 11/19/99 Time: 16:29:55 Amount: 83.00

Figure 11-19: Sample Canceled Sales Report

Report Field Descriptions

Field descriptions for the Canceled Sales Report are:

Cashier ID: Three (3) digit employee number.

Reg #: This is the POS workstation on which the canceled sale took place.

Trans: The transaction number of the sale in which the canceled sale took place.

Mgr: Three (3) digit employee number and the first name of the manager who authorized the return.

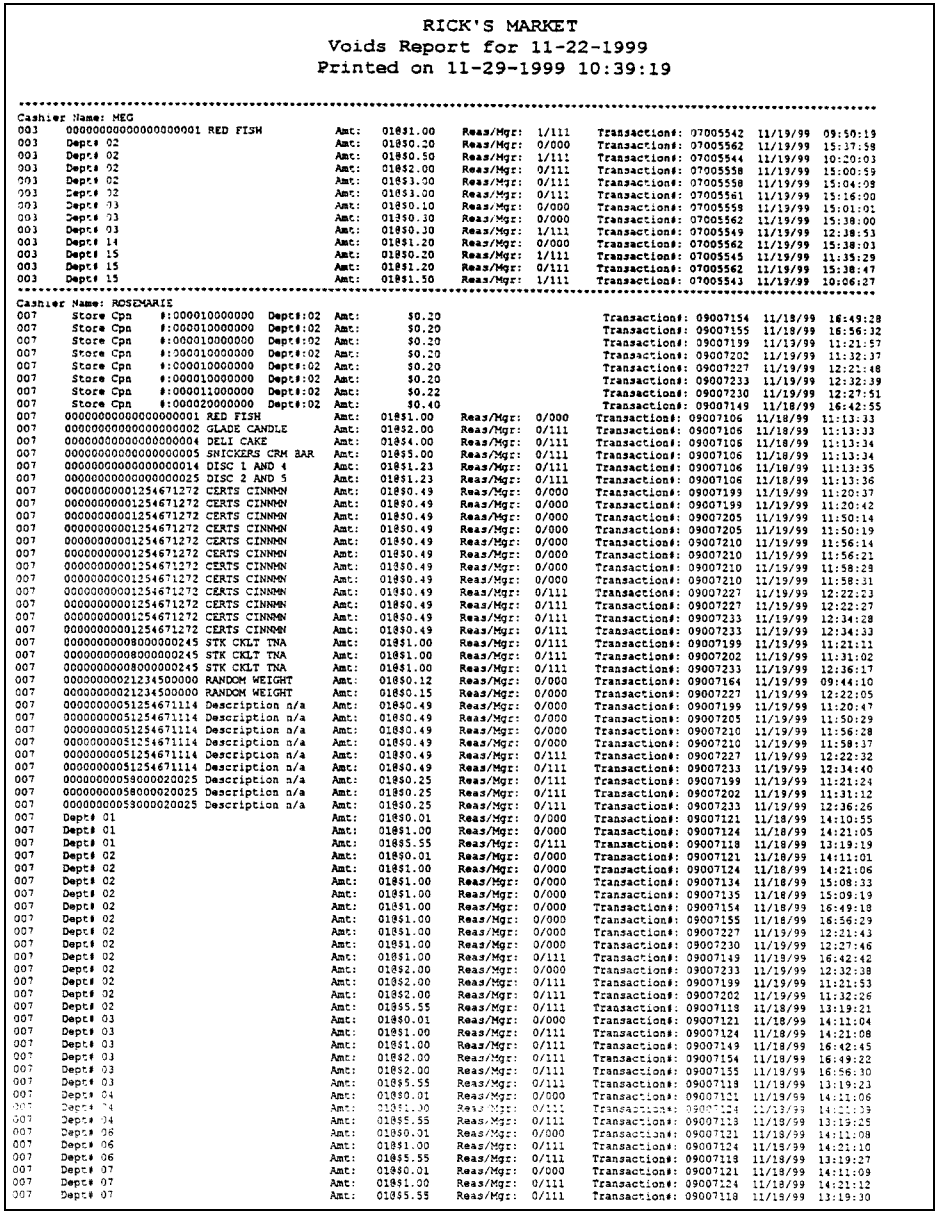
Date: The date when the canceled sale took place.

Time: The time when the canceled sale took place.

Voids Report

The Voids Report provides a report of all Voids performed by cashiers.

This report details the cashier's name, date and time of void, and the manager number (if applicable).



```
                                RICK'S MARKET
                          Voids Report for 11-22-1999
                          Printed on 11-29-1999 10:39:19

*****************************************************************************************************************

Cashier Name: MEG
003    00000000000000000001 RED FISH                Amt:   01@$1.00    Reas/Mgr:  1/111    Transaction#: 07005542  11/19/99  09:50:19
003    Dept# 02                                     Amt:   01@$0.20    Reas/Mgr:  0/000    Transaction#: 07005562  11/19/99  15:17:58
003    Dept# 02                                     Amt:   01@$0.50    Reas/Mgr:  1/111    Transaction#: 07005544  11/19/99  10:20:03
003    Dept# 02                                     Amt:   01@$2.00    Reas/Mgr:  0/111    Transaction#: 07005558  11/19/99  15:00:59
003    Dept# 02                                     Amt:   01@$3.00    Reas/Mgr:  0/111    Transaction#: 07005558  11/19/99  15:04:08
003    Dept# 02                                     Amt:   01@$3.00    Reas/Mgr:  0/111    Transaction#: 07005561  11/19/99  15:16:00
003    Dept# 03                                     Amt:   01@$0.10    Reas/Mgr:  0/000    Transaction#: 07005559  11/19/99  15:01:01
003    Dept# 03                                     Amt:   01@$0.10    Reas/Mgr:  0/000    Transaction#: 07005562  11/19/99  15:38:00
003    Dept# 03                                     Amt:   01@$0.10    Reas/Mgr:  1/111    Transaction#: 07005549  11/19/99  12:38:53
003    Dept# 14                                     Amt:   01@$1.20    Reas/Mgr:  0/000    Transaction#: 07005562  11/19/99  15:38:03
003    Dept# 15                                     Amt:   01@$0.20    Reas/Mgr:  1/111    Transaction#: 07005545  11/19/99  11:35:29
003    Dept# 15                                     Amt:   01@$1.20    Reas/Mgr:  0/111    Transaction#: 07005562  11/19/99  15:38:47
003    Dept# 15                                     Amt:   01@$1.50    Reas/Mgr:  1/111    Transaction#: 07005543  11/19/99  10:06:27

*****************************************************************************************************************

Cashier Name: ROSEMARIE
007     Store Cpn    #:000010000000  Dept#:02  Amt:     $0.20                            Transaction#: 09007154  11/18/99  16:49:28
007     Store Cpn    #:000010000000  Dept#:02  Amt:     $0.20                            Transaction#: 09007155  11/18/99  16:56:32
007     Store Cpn    #:000010000000  Dept#:02  Amt:     $0.20                            Transaction#: 09007139  11/13/99  11:21:57
007     Store Cpn    #:000010000000  Dept#:02  Amt:     $0.20                            Transaction#: 09007202  11/19/99  11:32:37
007     Store Cpn    #:000010000000  Dept#:02  Amt:     $0.20                            Transaction#: 09007227  11/19/99  12:22:48
007     Store Cpn    #:000010000000  Dept#:02  Amt:     $0.20                            Transaction#: 09007233  11/19/99  12:32:39
007     Store Cpn    #:000011000000  Dept#:02  Amt:     $0.22                            Transaction#: 09007230  11/19/99  12:27:51
007     Store Cpn    #:000020000000  Dept#:02  Amt:     $0.40                            Transaction#: 09007149  11/18/99  16:42:55
007    00000000000000000001 RED FISH                Amt:   01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007106  11/18/99  11:13:33
007    00000000000000000002 GLADE CANDLE            Amt:   01@$2.00    Reas/Mgr:  0/111    Transaction#: 09007106  11/18/99  11:13:33
007    00000000000000000004 DELI CAKE               Amt:   01@$4.00    Reas/Mgr:  0/111    Transaction#: 09007106  11/18/99  11:13:34
007    00000000000000000005 SNICKERS CRM BAR        Amt:   01@$5.00    Reas/Mgr:  0/111    Transaction#: 09007106  11/18/99  11:13:34
007    00000000000000000014 DISC 1 AND 4            Amt:   01@$1.23    Reas/Mgr:  0/111    Transaction#: 09007106  11/18/99  11:13:35
007    00000000000000000025 DISC 2 AND 5            Amt:   01@$1.23    Reas/Mgr:  0/111    Transaction#: 09007106  11/18/99  11:13:36
007    00000000001254671272 CERTS CINNMN            Amt:   01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007199  11/19/99  11:20:37
007    00000000001254671272 CERTS CINNMN            Amt:   01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007199  11/19/99  11:20:42
007    00000000001254671272 CERTS CINNMN            Amt:   01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007205  11/19/99  11:50:14
007    00000000001254671272 CERTS CINNMN            Amt:   01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007205  11/19/99  11:50:19
007    00000000001254671272 CERTS CINNMN            Amt:   01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007210  11/19/99  11:56:14
007    00000000001254671272 CERTS CINNMN            Amt:   01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007210  11/19/99  11:56:21
007    00000000001254671272 CERTS CINNMN            Amt:   01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007210  11/19/99  11:58:28
007    00000000001254671272 CERTS CINNMN            Amt:   01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007210  11/19/99  11:58:31
007    00000000001254671272 CERTS CINNMN            Amt:   01@$0.49    Reas/Mgr:  0/111    Transaction#: 09007227  11/19/99  12:22:23
007    00000000001254671272 CERTS CINNMN            Amt:   01@$0.49    Reas/Mgr:  0/111    Transaction#: 09007227  11/19/99  12:22:27
007    00000000001254671272 CERTS CINNMN            Amt:   01@$0.49    Reas/Mgr:  0/111    Transaction#: 09007233  11/19/99  12:34:28
007    00000000001254671272 CERTS CINNMN            Amt:   01@$0.49    Reas/Mgr:  0/111    Transaction#: 09007233  11/19/99  12:34:33
007    00000000008000000245 STK CKLT TNA            Amt:   01@$1.00    Reas/Mgr:  0/111    Transaction#: 09007199  11/19/99  11:21:11
007    00000000008000000245 STK CKLT TNA            Amt:   01@$1.00    Reas/Mgr:  0/111    Transaction#: 09007202  11/19/99  11:31:02
007    00000000008000000245 STK CKLT TNA            Amt:   01@$1.00    Reas/Mgr:  0/111    Transaction#: 09007233  11/19/99  12:36:17
007    00000000012345000000 RANDOM WEIGHT           Amt:   01@$0.12    Reas/Mgr:  0/000    Transaction#: 09007164  11/19/99  09:44:10
007    00000000012345000000 RANDOM WEIGHT           Amt:   01@$0.15    Reas/Mgr:  0/000    Transaction#: 09007227  11/19/99  12:22:05
007    00000000051254671114 Description n/a         Amt:   01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007199  11/19/99  11:20:47
007    00000000051254671114 Description n/a         Amt:   01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007205  11/19/99  11:50:29
007    00000000051254671114 Description n/a         Amt:   01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007210  11/19/99  11:56:28
007    00000000051254671114 Description n/a         Amt:   01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007210  11/19/99  11:58:37
007    00000000051254671114 Description n/a         Amt:   01@$0.49    Reas/Mgr:  0/111    Transaction#: 09007227  11/19/99  12:22:32
007    00000000051254671114 Description n/a         Amt:   01@$0.49    Reas/Mgr:  0/111    Transaction#: 09007233  11/19/99  12:34:40
007    00000000058000020025 Description n/a         Amt:   01@$0.25    Reas/Mgr:  0/111    Transaction#: 09007199  11/19/99  11:21:24
007    00000000058000020025 Description n/a         Amt:   01@$0.25    Reas/Mgr:  0/111    Transaction#: 09007202  11/19/99  11:31:12
007    00000000058000020025 Description n/a         Amt:   01@$0.25    Reas/Mgr:  0/111    Transaction#: 09007233  11/19/99  12:36:26
007    Dept# 01                                     Amt:   01@$0.01    Reas/Mgr:  0/000    Transaction#: 09007121  11/18/99  14:10:55
007    Dept# 01                                     Amt:   01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007124  11/18/99  14:21:05
007    Dept# 01                                     Amt:   01@$5.55    Reas/Mgr:  0/111    Transaction#: 09007118  11/18/99  13:19:19
007    Dept# 02                                     Amt:   01@$0.01    Reas/Mgr:  0/000    Transaction#: 09007121  11/18/99  14:11:01
007    Dept# 02                                     Amt:   01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007124  11/18/99  14:21:06
007    Dept# 02                                     Amt:   01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007134  11/18/99  15:08:33
007    Dept# 02                                     Amt:   01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007135  11/18/99  15:09:19
007    Dept# 02                                     Amt:   01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007154  11/18/99  16:49:18
007    Dept# 02                                     Amt:   01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007155  11/18/99  16:56:29
007    Dept# 02                                     Amt:   01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007227  11/19/99  12:21:43
007    Dept# 02                                     Amt:   01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007230  11/19/99  12:27:46
007    Dept# 02                                     Amt:   01@$1.00    Reas/Mgr:  0/111    Transaction#: 09007149  11/18/99  16:42:42
007    Dept# 02                                     Amt:   01@$2.00    Reas/Mgr:  0/000    Transaction#: 09007233  11/19/99  12:32:38
007    Dept# 02                                     Amt:   01@$2.00    Reas/Mgr:  0/111    Transaction#: 09007199  11/19/99  11:21:53
007    Dept# 02                                     Amt:   01@$2.00    Reas/Mgr:  0/111    Transaction#: 09007202  11/19/99  11:32:26
007    Dept# 02                                     Amt:   01@$5.55    Reas/Mgr:  0/111    Transaction#: 09007118  11/18/99  13:19:21
007    Dept# 03                                     Amt:   01@$0.01    Reas/Mgr:  0/000    Transaction#: 09007121  11/18/99  14:11:04
007    Dept# 03                                     Amt:   01@$1.00    Reas/Mgr:  0/111    Transaction#: 09007124  11/18/99  14:21:08
007    Dept# 03                                     Amt:   01@$1.00    Reas/Mgr:  0/111    Transaction#: 09007149  11/18/99  16:42:45
007    Dept# 03                                     Amt:   01@$2.00    Reas/Mgr:  0/111    Transaction#: 09007154  11/18/99  16:49:22
007    Dept# 03                                     Amt:   01@$2.00    Reas/Mgr:  0/111    Transaction#: 09007155  11/18/99  16:56:30
007    Dept# 03                                     Amt:   01@$5.55    Reas/Mgr:  0/111    Transaction#: 09007118  11/18/99  13:19:23
007    Dept# 04                                     Amt:   01@$0.01    Reas/Mgr:  0/000    Transaction#: 09007121  11/18/99  14:11:06
007    Dept# 04                                     Amt:   01@$1.00    Reas/Mgr:  0/111    Transaction#: 09007124  11/18/99  14:21:09
007    Dept# 04                                     Amt:   01@$5.55    Reas/Mgr:  0/111    Transaction#: 09007118  11/18/99  13:19:25
007    Dept# 06                                     Amt:   01@$0.01    Reas/Mgr:  0/000    Transaction#: 09007121  11/18/99  14:11:08
007    Dept# 06                                     Amt:   01@$1.00    Reas/Mgr:  0/111    Transaction#: 09007124  11/18/99  14:21:10
007    Dept# 06                                     Amt:   01@$5.55    Reas/Mgr:  0/111    Transaction#: 09007118  11/18/99  13:19:27
007    Dept# 07                                     Amt:   01@$0.01    Reas/Mgr:  0/000    Transaction#: 09007121  11/18/99  14:11:09
007    Dept# 07                                     Amt:   01@$1.00    Reas/Mgr:  0/111    Transaction#: 09007124  11/18/99  14:21:12
007    Dept# 07                                     Amt:   01@$5.55    Reas/Mgr:  0/111    Transaction#: 09007118  11/18/99  13:19:30
```

Figure 11-20: Sample Voids Report

Report Field Descriptions

Field descriptions for the Voids Report are:

UPC: This represents the item's Universal Product Code (UPC) or European Article Number (EAN).

Descriptor: This field displays the descriptor assigned to the UPC.

Qty: This field displays the number of void items.

Price: This is the price of the voided item.

Reason For Void: The void reason code entered at the POS workstation.

Authorized By: The first name of the manager who authorized the void.

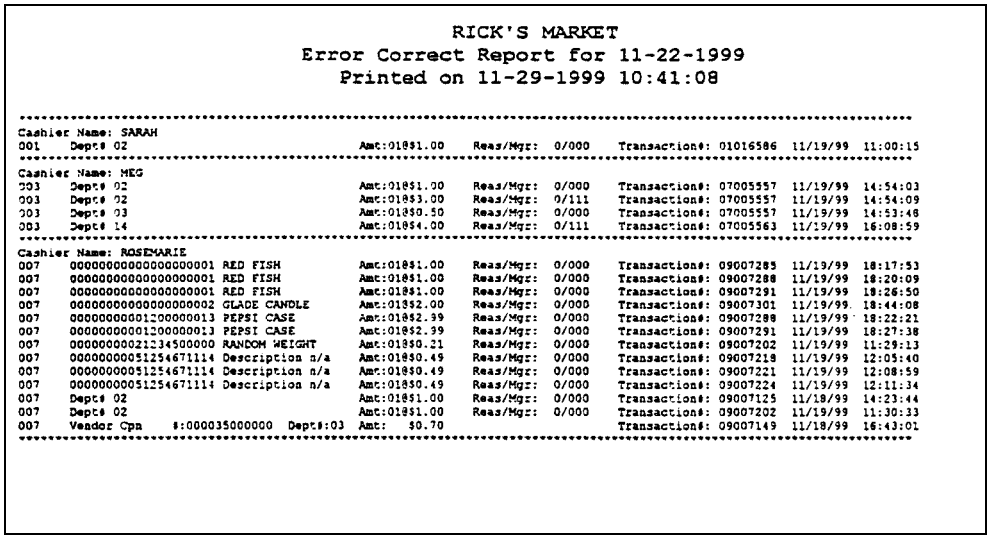
Transaction #: The transaction number of the sale in which the void took place.

Time: The time when the void took place.

Error Correct Report

The Error Correct Report provides a report of all corrected errors performed by cashiers.

This report details the cashier's name, date and time of error correct, and the manager number (if applicable).



RICK'S MARKET
Error Correct Report for 11-22-1999
Printed on 11-29-1999 10:41:08

```
Cashier Name: SARAH
001    Dept# 02                                Amt:01@$1.00    Reas/Mgr:  0/000    Transaction#: 01016586  11/19/99  11:00:15

Cashier Name: MEG
003    Dept# 02                                Amt:01@$1.00    Reas/Mgr:  0/000    Transaction#: 07005557  11/19/99  14:54:03
003    Dept# 02                                Amt:01@$3.00    Reas/Mgr:  0/111    Transaction#: 07005557  11/19/99  14:54:09
003    Dept# 03                                Amt:01@$0.50    Reas/Mgr:  0/000    Transaction#: 07005557  11/19/99  14:53:48
003    Dept# 14                                Amt:01@$4.00    Reas/Mgr:  0/111    Transaction#: 07005563  11/19/99  16:08:59

Cashier Name: ROSEMARIE
007    00000000000000000001 RED FISH           Amt:01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007285  11/19/99  18:17:53
007    00000000000000000001 RED FISH           Amt:01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007288  11/19/99  18:20:09
007    00000000000000000001 RED FISH           Amt:01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007291  11/19/99  18:26:50
007    00000000000000000002 GLADE CANDLE       Amt:01@$2.00    Reas/Mgr:  0/000    Transaction#: 09007301  11/19/99  18:44:08
007    00000000001200000013 PEPSI CASE         Amt:01@$2.99    Reas/Mgr:  0/000    Transaction#: 09007288  11/19/99  18:22:21
007    00000000001200000013 PEPSI CASE         Amt:01@$2.99    Reas/Mgr:  0/000    Transaction#: 09007291  11/19/99  18:27:38
007    00000000021234500000 RANDOM WEIGHT      Amt:01@$0.21    Reas/Mgr:  0/000    Transaction#: 09007202  11/19/99  11:29:13
007    00000000051254671114 Description n/a    Amt:01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007218  11/19/99  12:05:40
007    00000000051254671114 Description n/a    Amt:01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007221  11/19/99  12:08:59
007    00000000051254671114 Description n/a    Amt:01@$0.49    Reas/Mgr:  0/000    Transaction#: 09007224  11/19/99  12:11:34
007    Dept# 02                                Amt:01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007125  11/18/99  14:23:44
007    Dept# 02                                Amt:01@$1.00    Reas/Mgr:  0/000    Transaction#: 09007202  11/19/99  11:30:33
007    Vendor Cpn    #:000035000000  Dept#:03   Amt:   $0.70                        Transaction#: 09007149  11/18/99  16:43:01
```

Figure 11-21: Sample Error Correct Report

Report Field Descriptions

Field descriptions for the Error Correct Report are:

UPC: This represents the item's Universal Product Code (UPC) or European Article Number (EAN).

Descriptor: This field displays the descriptor assigned to the UPC.

Amt: This field displays the split quantity / split price or unit price for the error correct.

Reas/Mgr: The reason code and manager code (if applicable) for the authorized correction.

Transaction #: The transaction number of the sale in which the error correction took place.

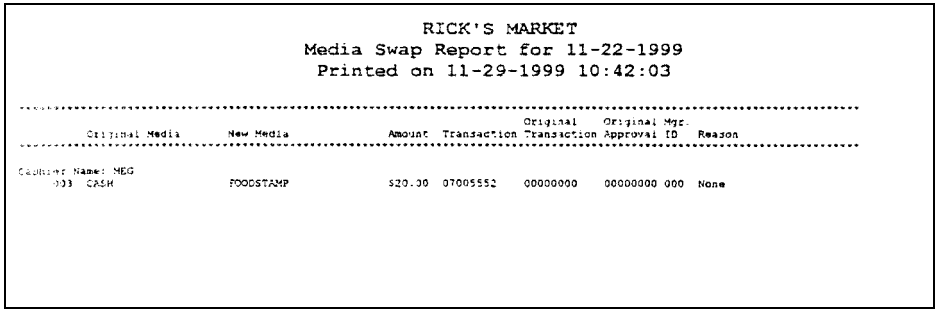
Date: The date when the error correction took place.

Time: The time when the error correction took place.

Media Swap Report

The Media Swap Report provides a report of all corrected media tendered as performed by the cashier using the Media Swap function.

This report details the cashier's name, original media, new media, amount transaction number and the manager identification number and reason code (if applicable).



RICK'S MARKET
Media Swap Report for 11-22-1999
Printed on 11-29-1999 10:42:03

Original Media	New Media	Amount	Transaction	Original Transaction	Original Approval	Mgr. ID	Reason
Cashier Name: MEG							
003 CASH	FOODSTAMP	$20.00	07005552	00000000	00000000	000	None

Figure 11-22: Sample Media Swap Report

Report Field Descriptions

Field descriptions for the Media Swap Report are:

Cashier Name: The name of the cashier performing the Media Swap.

Original Media: This media type as originally tendered (i.e. the "transferred from" media).

New Media: This corrected media type (i.e. the "transferred to" media).

Amt: The amount swapped in dollars.

Transaction: The transaction number assigned to the Media Swap.

Original Transaction: The transaction number in which the Original Media was tendered (if applicable).

Original Approval: The original EFT approval code (if applicable).

Mgr ID: The manager ID of the authorized Media Swap (if applicable).

Reason: The reason code of the authorized Media Swap (if applicable).

Summary Audit Trail Reports

Summary Audit Trail Reports is the seventh option on the Financial Reports Menu Screen. Click on that button (or press Alt-U) to access the ScanMaster Cashier Audit Report.

These reports are used to view today's or yesterday's audit information by store or by cashier. It provides a quick reference summary of store / cashier audit information.

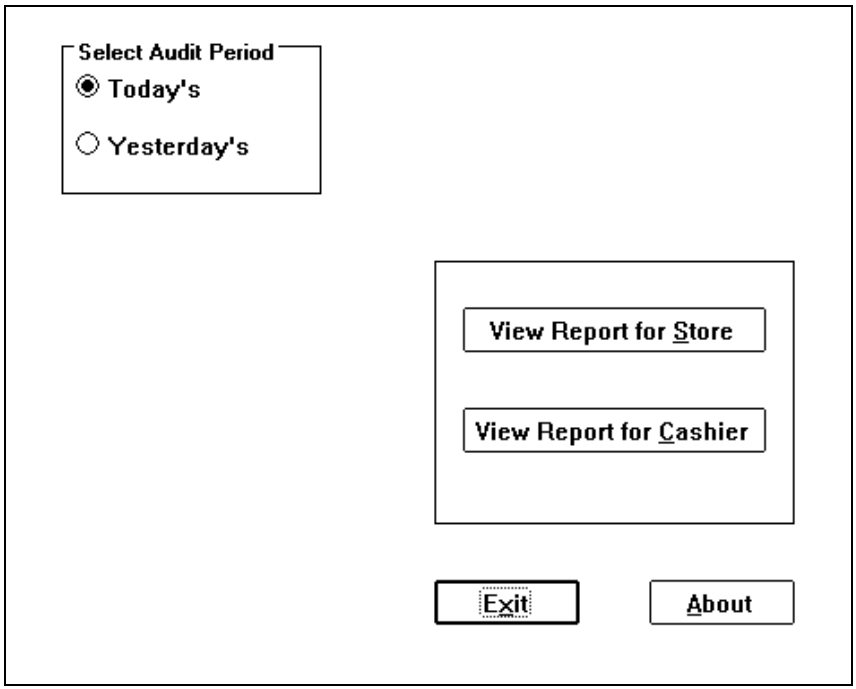


Figure 11-23: Cashier Audit Report Screen

Cashier Audit Report Options

There are two button options available from this screen. They are:

- View Report For Store
- View Report For Cashier

Users have the ability to select those options for two audit periods: Today's or Yesterday's.

View Report For Office

View Report for Store is the first option on the Cashier Audit Report screen. Click on that button (or press Alt-S) to access the Audit Trail Report for office.

```
                          RICK'S MARKET
                    Audit Trail Report for Office
                           11/28/1999
-------------------------------------------------------------------------------

     Beginning Safe Adjustments

          Beginning Safe Adjustments: $1,050.00

               Cash          :              $1,000.00
               Foodstamp     :                 $50.00
-------------------------------------------------------------------------------

     Current Safe Adjustments

          No Current Safe Adjustments
-------------------------------------------------------------------------------

     Mid-Day Deposits

          No Mid-Day Deposits
-------------------------------------------------------------------------------

     Office Reconciliation

          Office Reconciliation: $2,596.09

               Cash          :              $1,510.09
               Foodstamp     :                 $73.00
               Master Card   :                $100.00
               Visa          :                $200.00
               Discover Card :                $300.00
               American Expre:                $400.00
               Mfg Coupon    :                  $9.55
               Store Coupon  :                  $3.45
-------------------------------------------------------------------------------

     Money Outgoing from Office

          No Money Outgoing from Office
-------------------------------------------------------------------------------

     Money Incoming to Office

          No Money Incoming to Office
-------------------------------------------------------------------------------

     Final Deposits

          Final Deposits: $2,596.09

               Cash          :              $1,510.09
               Foodstamp     :                 $73.00
               Master Card   :                $100.00
               Visa          :                $200.00
               Discover Card :                $300.00
               American Expre:                $400.00
               Mfg Coupon    :                  $9.55
               Store Coupon  :                  $3.45
```

Figure 11-24: Sample Audit Trail Report for Office

The Audit Trail Report for Office report provides today's or yesterday's audit information by store. It summarizes activity for Safe Adjustments, Mid-day Deposits, Office Reconciliation, Office Recon Adjustments, and Final Deposits.

Field Descriptions

Field descriptions for the Audit Trail Report for Office are:

Safe Adjustments: This field displays any adjustments to the safe balance. (Media type and amount.)

Mid-day Deposits: This field displays any mid-day deposits. (Media type and amount.)

Office Reconciliation: This field displays the office balance for that day. This includes media types and their corresponding amounts.

Office Recon Adjustments: This field displays any adjustments made to the office reconciliation. This includes media types and their corresponding amounts.

Final Deposits: This field displays the store's final deposit. (Media type and amount).

Button Options

EXIT: Click on this button (or press Alt-X) to exit to the Financial Reports Menu.

PRINT: Click on this button (or press Alt-P) to print the Audit Trail Report for Office report.

ABOUT: Click on this button (or press Alt-A) for software information about the Audit Trail Report for Office.

View Report for Cashier

View Report for Cashier is the second option on the ScanMaster Cashier Audit Report screen. Click on that button (or press Alt-C) to access the Audit Trail Report for Cashier.

The Audit Trail Report for Cashier provides today's or yesterday's audit information by cashier. It summarizes the cashier activity for a specific cashier.

```
                              RICK'S MARKET
                      Audit Trail Report for Cashier #003
                                 11/28/1999
--------------------------------------------------------------------------------

     Pickup Summary

          There were no pickups.

     Settle Summary

          There was 1 settle for $137.05.

               Cash          :                $113.55
               Foodstamp     :                 $23.00
               Mfg Coupon    :                  $0.20
               Store Coupon  :                  $0.30

     Loan Summary

          There were no loans.

     Adjustment Summary

          There were no adjustments.

     Delay Summary

          There were no delays.
```

Figure 11-25: Sample Audit Trail Report for Cashier

Field Descriptions

Field descriptions for the ScanMaster Cashier Audit Report screen are:

Cashier Number: The cashier's three-digit ID number.

Cashier Name: The cashier's first name.

Pickup Summary: This field displays how many pickups were made for a specific a cashier and the dollar amount by media type.

Settle Summary: This field displays how many settles were made for a specific cashier and the dollar amount by media type.

Loan Summary: This field displays how many loans were made to a specific cashier and the dollar amount by media type.

Adjustment Summary: This field displays how many settlements were adjusted for a specific cashier and the dollar amount by media type.

Delay Summary: This field displays how many delayed settlements were made for a specific cashier and the dollar amount by media type.

Button Options

Button options for the ScanMaster Cashier Audit Report screen are:

EXIT: Click on this button (or press Alt-X) to exit to the Financial Reports Menu.

PRINT: Click on this button (or press Alt-P) to print the Audit Trail Report for Cashier report.

ABOUT: Click on this button (or press Alt-A) for software information about the Audit Trail Report for Cashier.

Printing an Audit Trail Cashier Report

From the ScanMaster Cashier Audit Report screen, select the desired cashier from the cashier list. The system automatically processes an audit trail report for that cashier and displays it online. This report details that cashier's pickups and loans, as well as media types and amounts. A hard copy of this report is available by selecting the PRINT button.

Detail Audit Trail Reports

Detail Audit Trail Reports is the eighth option on the Financial Reports Menu Screen. Click on that button (or press Alt-U) to access the ScanMaster Detail Audit Trail Report.

These reports are used to provide a detailed view of today's or yesterday's store/cashier audit information.

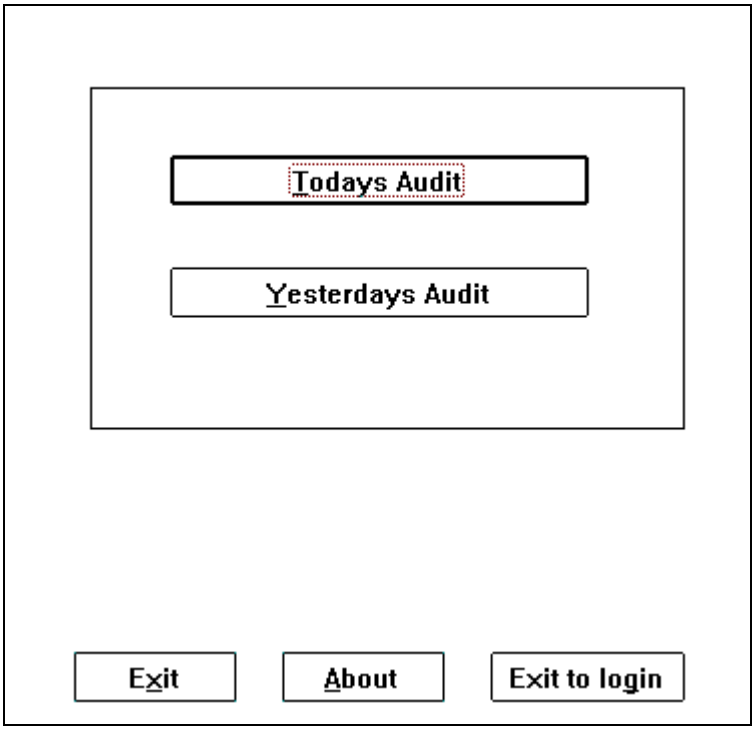


Figure 11-26: Detail Audit Trail Report Screen

Button Options

Button options for the ScanMaster Detailed Audit Report screen are:

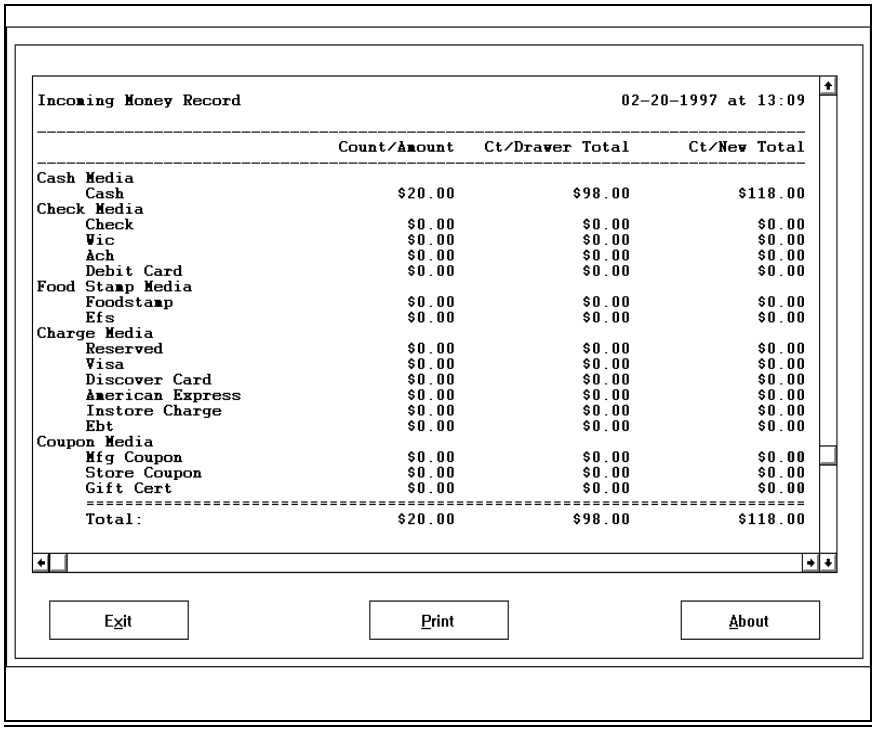
TODAY'S AUDIT: Click on this button (or press Alt-T) to view audit trail information for the current day (up to initiating the report).

YESTERDAY'S AUDIT: Click on this button (or press Alt-Y) to view complete audit trail information for the previous day.

EXIT: Click on this button (or press Alt-X) to exit to the Financial Reports Menu.

ABOUT: Click on this button (or press Alt-A) for software information about the Audit Trail Report for Cashier.

EXIT TO LOGIN: Click on this button (or press Alt-G) to exit the system and return to the system logon screen.



Incoming Money Record 02-20-1997 at 13:09

	Count/Amount	Ct/Drawer Total	Ct/New Total
Cash Media			
Cash	$20.00	$98.00	$118.00
Check Media			
Check	$0.00	$0.00	$0.00
Wic	$0.00	$0.00	$0.00
Ach	$0.00	$0.00	$0.00
Debit Card	$0.00	$0.00	$0.00
Food Stamp Media			
Foodstamp	$0.00	$0.00	$0.00
Efs	$0.00	$0.00	$0.00
Charge Media			
Reserved	$0.00	$0.00	$0.00
Visa	$0.00	$0.00	$0.00
Discover Card	$0.00	$0.00	$0.00
American Express	$0.00	$0.00	$0.00
Instore Charge	$0.00	$0.00	$0.00
Ebt	$0.00	$0.00	$0.00
Coupon Media			
Mfg Coupon	$0.00	$0.00	$0.00
Store Coupon	$0.00	$0.00	$0.00
Gift Cert	$0.00	$0.00	$0.00
Total:	$20.00	$98.00	$118.00

Exit Print About

Figure 11-27: Sample Detail Audit Trail Report

Note: The above screen is a representative sample of the Detail Audit Trail Report screen. The actual report is too large to fit in the manual. However, it is a compilation of the following reports: Office Reconciliation, Mid-day and Final Deposits, Pickups and Loans, Settlements, Office Adjustments, Adjust Settled Cashiers. See individual report samples for field descriptions.

Field Descriptions

Field descriptions for the ScanMaster Detailed Audit Report screen are:

Cashier Number: The cashier's three-digit ID number.

Cashier Name: The cashier's first name.

Pickup Summary: This field displays how many pickups were made for a specific a cashier and the dollar amount by media type.

Settle Summary: This field displays how many settles were made for a specific cashier and the dollar amount by media type.

Loan Summary: This field displays how many loans were made to a specific cashier and the dollar amount by media type.

Adjustment Summary: This field displays how many settlements were adjusted for a specific cashier and the dollar amount by media type.

Delay Summary: This field displays how many delayed settlements were made for a specific cashier and the dollar amount by media type.

Cashier Report

The Cashier Report is the ninth option on the ScanMaster Financial Reports Menu. Click on that button (or press Alt-C) to access the ScanMaster Cashier Report Screen.

This report prints individual cashier / consolidated cashier totals based on sales from cashiers that are settled. It is compiled by the Day End Procedure and is usually run first thing in the morning after the office is reconciled and final deposit is made. It can be printed during the day as often as needed.

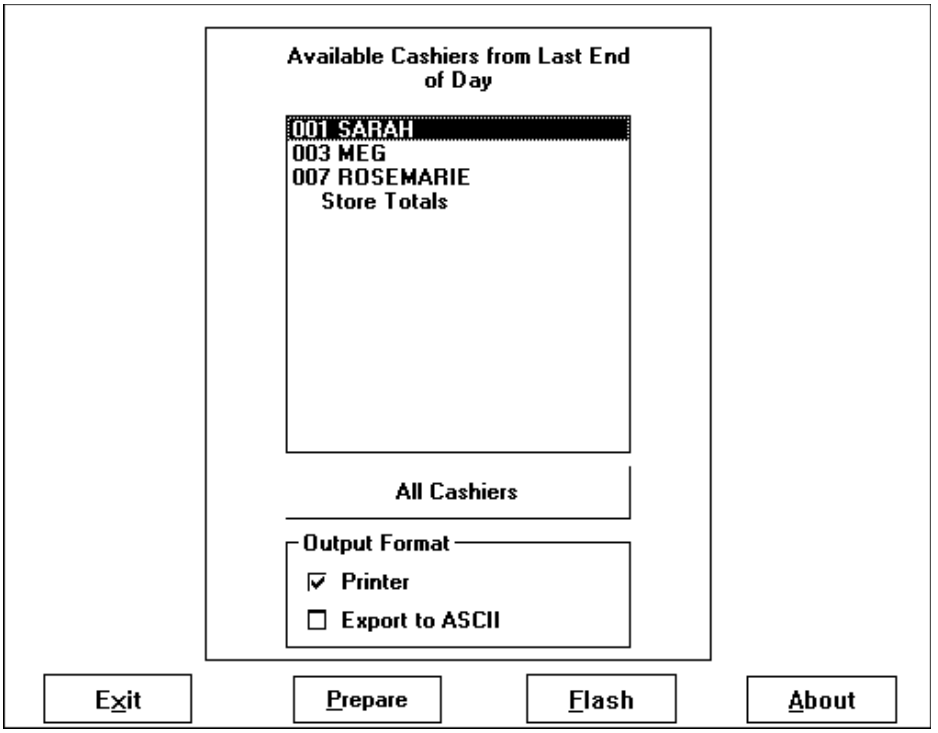


Figure 11-28: Cashier Report Screen

Report Field Descriptions

Field descriptions for the ScanMaster Cashier Report Screen are:

Cashier #: This field displays the cashier's three-digit employee number.

Total Net Sales: This field displays the total net sales accumulated by the cashier (sales by department plus sales tax).

Total Pickups: This field displays the total dollar amount of pickups performed for that cashier.

Total Loans: This field displays the total dollar amount of all loans made to that cashier.

Total All Checks: This field displays the total dollar amount of all check type media accumulated by that cashier.

Store Coup Double: This field displays the total value of the doubled portion of the store coupons accepted.

Vendor Coup Double: This field displays the total value of the doubled portion of the vendor coupons accepted.

Received on Account: This field displays the total amount of all in-store charge payments accepted by that cashier.

Refunds: This field displays the total amount of refunds issued by that cashier.

Voids/EC: This field displays the total value of all voids and error corrects for that cashier.

Discount 1 & 2: This field displays the total value of discounts one and two accepted by that cashier.

Fr Shp Dsc: This field displays the total value of frequent shopper discounts accepted by that cashier.

Discount 4 & 5: This field displays the total value of discounts four and five accepted by that cashier.

Tot Discounts: This field displays the grand total of all discount amounts for that cashier.

Sales (Tax 1, 2, & 3): This field displays the value of the taxable dollar amount for each of the individual sales tax rates.

Tax 1, 2, & 3: This field displays the amount of the tax collected.

Sales Tax Collected: This field displays the total value of all sales tax collected.

Gift Certificates Sold: This field displays the number of gift certificates sold by that cashier and the total dollar amount.

Money Orders Sold: This field displays the number of money orders sold by that cashier and the total dollar amount.

Paid Outs: The field displays the total dollar amount of paidouts performed by that cashier.

Cancels: This field displays the total number and dollar amount of all canceled sales made at the POS workstation by that cashier.

Number of No Sales: This field displays the total number and dollar amount of all no-sales made at the POS workstation by that cashier.

Electronic Coupons: This field displays the total number and dollar amount of electronic coupons generated at the POS workstation by that cashier.

Media Totals: This field displays a snapshot of the cashier's financial accountability.

Cash Media: This field displays the total dollar amount (in cash) in the POS workstation at the end of a cashier's shift.

Check Media: This field displays the total dollar amount (in checks) in the POS workstation at the end of a cashier's shift.

Food Stamp Media: This field displays the total dollar amount (in food stamps) in the POS workstation at the end of a cashier's shift.

Charge Media: This field displays the total dollar amount (in charge media) in the POS workstation at the end of a cashier's shift.

Coupon Media: This field displays the total dollar amount (in coupon media) in the POS workstation at the end of a cashier's shift.

Totals: This field displays the grand total of all media.

Actual Totals: This field displays the actual amount picked up for that cashier.

Drawer Totals: This field displays the expected total for that cashier based on the sales tendered.

Over/Short: This field displays the difference between the actual amount and the drawer total.

Productivity Statistics: These fields list the store averages and totals.

Number of customers: This field displays the number of customers served by the cashier.

Items per customer: This field displays the average number of items per customer for a specific cashier. This amount is calculated by: item count divided by the number of customers.

Item count: This field displays the total number of sold items whether key-entered, scanned, or entered to open departments. Coupons do not add toward the item count.

> **Example:** An entry of 10 @ UPC1, 1 @ UPC2 and line 2 is subsequently voided, produces an item count of 10.

Key entry count: This field displays the number of times UPCs were key-entered instead of scanned.

Open Dept count: This field displays the number of times open department entries were made at a register.

Scan entry count: This field displays the total number of scans for a cashier during a shift.

Ring count: This field displays the total number of UPC and coupon line items, whether they are key-entered, scanned or entered into open departments. Ring counts are not affected by voids, refunds / returns and error corrects.

> **Example:** An entry of 10 @ UPC1, 1 @ UPC2 and line 2 is subsequently voided, produces a ring count of 2.

Active time: This field displays the total amount of time a cashier was logged on the POS workstation (from the first signon to the last signoff).

Customer time: This field displays the total time (for all sales) from the first item scanned to the final tender.

Ringing time: This field displays the total time (for all sales) from the first item rung to the last item rung

Tender time: This field displays that cashier's total time (for all sales) from the last item scanned to the final tender.

Idle time: This field displays that cashier's total time (for all sales) from the last tender on a sale to the beginning of the next transaction.

Time per sale: This field displays the total time per sale for that cashier. It is calculated by dividing the customer time by the number of transactions.

Customers per hour: This field displays the total number of customer per hour for that cashier. It is calculated by dividing the number of customers by the active time.

Items per hour: This field displays the total number of items per hour for that cashier. It is calculated by dividing the number of items by the active time.

Sales $ per hour: This field displays the total number of sales dollars per hour. It is calculated by dividing the dollar amount of sales by the active time.

Entries per minute: This field displays the total number of entries per minute (scans per minute) for that cashier. It is calculated by dividing the ring count total by the ringing time.

Average sale amount: This field displays the average sales amount for that cashier. It is calculated by dividing the total dollar volume of sales by the number of transactions.

Cashier Sales By Department: This section provides a department sales analysis for cashiers.

Group: This field displays the descriptor for the selected group. For example Group 0, Group 1.

Dept: This field displays the department number and name. For example, 02 Grocery, 03 Taxable Grocery.

Group Total: This field displays the total amount of sales for a specific group. It includes all departments in that group for that cashier.

Sales Total: This field displays the total sales of all departments other than "other income" departments for that cashier.

Other Income Total: This field displays the total sales of all "other income" departments for that cashier.

Unclassified Discounts: This field displays the total dollar amount of discounts taken at total time for that cashier.

Grand Total: This field displays the grand total of all sales for that cashier.

Button Options

Button options for the Cashier Report Screen are:

ALL CASHIERS: Click on this button (or press Alt-X) to report on all cashiers and store totals.

PRINTER: Click on this button (or press Alt-X) to generate a printed report (default).

EXPORT TO ASCII: Click on this button (or press Alt-X) to create an ASCII file of the report. (This file will be named CASHIER.RPT and reside in the \GROCERY directory).

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Reports Menu.

PREPARE: Click on this button (or press Alt-P) to compile the ScanMaster Cashier Report.

FLASH: Click on this button (or press Alt-F) to toggle the display list between Available Cashiers for a Flash Report and Available Cashiers from Last End of Day.

ABOUT: Click on this button (or press Alt-A) for software information about the Cashier Report.

Additional Cashier Report Fields

Several fields have been added to the Cashier Report and Store Totals Report. These fields were added to provide stores with more detail for balancing. They are:

Net Sales: This field displays the grand total after discount.

Mfg Electronic Coupons: This field displays the total quantity and dollar amount of manufacturer electronic coupons.

Store Electronic Coupons: This field displays the total quantity and dollar amount of store electronic coupons.

Additional Store Totals Report Fields

Additional Store Totals Report fields are:

Beginning Safe: This field displays the store's beginning safe amount.

Total Deposits: This field displays the store's total deposits for the day.

Mfg Electronic Coupons: This field displays the total quantity and dollar amount of manufacturer electronic coupons.

Store Electronic Coupons: This field displays the total quantity and dollar amount of store electronic coupons.

Mid-Day Deposits: This report field displays the money deposited to the bank from the store safe before the End-of-Day and after the previous day's final deposit.

Gain / Loss FC: This report field displays the foreign currency gain or loss based on changes in the foreign currency exchange rate during that day.

Money In: This report field displays any incoming cash included in the Back Office safe through miscellaneous office adjustments. This field is often used in conjunction with Money Out. For example, a store clerk may remove $100 from the office safe to go to the bank for change. This is known as "Money Out." When the change is returned to the office safe, this is known as "Money In." The office adjustments application (SMWORCPT.EXE) permits store personnel to change the current safe.

Money Out: This report field displays any outgoing cash pulled from the back office safe. This field is often used in conjunction with Money In. For example, a store clerk may remove $100 from the office safe to go to the bank for change. This is known as "Money Out." When the change is returned to the office safe, this is known as "Money In." The office adjustments application (SMWORCPT.EXE) permits store personnel to change the current safe.

SRR Paidouts: This report field details store expenses paid out from the back office safe. For example, the manager may take money out of the till to pay the window cleaner or the newspaper delivery person. There are three ways to do a paidout: at the register without an account number; at the register with an account number; and at the back office with an account number. The first two types of paidouts are tracked on the cashier report. The last method is tracked on the store totals report.

SRR Receipts: This report field details cash taken into the back office safe. For example, these totals include changes from NSF checks, pay phones, soft drink machines, etc. There are three ways to do an SRR receipt: at the register without an account number; at the register with an account number; and at the back office with an account number. The first two types of receipts are tracked on the cashier report. The last method is tracked on the store totals report.

Cashier Reports

Use the following formulas to calculate Cashier Totals. The formulas are detailed in different scenarios because calculations vary depending on how Back Office Control File options are set.

Scenario 1

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (NO)
Add Store Coupon to Sales (NO)
Add Dbl Store Coupon to Sales (NO)
```

Grand Total After Discount
+ Taxes
+ Loans
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+ Drawer Total for Store Coupons
+/- Foreign Currency Gain or Loss
– Paid Outs
– Mfg. Electronic Coupons

= **DRAWER TOTALS**

Scenario 2

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (YES)
Add Store Coupon to Sales (YES)
Add Dbl Store Coupon to Sales (YES)
```

Grand Total After Discount
+ Taxes
+ Loans
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+/- Foreign Currency Gain or Loss
– Paid Outs
– Mfg. Electronic Coupons
– Store Electronic Coupons
– Dbl Store Coupons
– Double Mfg Coupons

= **DRAWER TOTALS**

Scenario 3

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (YES)
Add Store Coupon to Sales (NO)
Add Dbl Store Coupon to Sales (NO)
```

Grand Total After Discount
+ Taxes
+ Loans
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+ Drawer Total for Store Coupons
+/- Foreign Currency Gain or Loss
– Paid Outs
– Mfg. Electronic Coupons
– Double Mfg Coupons

= **DRAWER TOTALS**

Scenario 4

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (YES)
Add Store Coupon to Sales (YES)
Add Dbl Store Coupon to Sales (NO)
```

Grand Total After Discount
+ Taxes
+ Loans
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+/- Foreign Currency Gain or Loss
– Paid Outs
– Store Electronic Coupons
– Mfg. Electronic Coupons
– Double Mfg Coupons

= **DRAWER TOTALS**

Scenario 5

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (YES)
Add Store Coupon to Sales (NO)
Add Dbl Store Coupon to Sales (YES)
```

Grand Total After Discount
+ Taxes
+ Loans
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+ Drawer Total for Store Coupons
+/- Foreign Currency Gain or Loss
– Paid Outs
– Mfg. Electronic Coupons
– Dbl Store Coupons
– Double Mfg Coupons

= **DRAWER TOTALS**

Scenario 6

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (NO)
Add Store Coupon to Sales (YES)
Add Dbl Store Coupon to Sales (YES)
```

Grand Total After Discount
+ Taxes
+ Loans
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+/- Foreign Currency Gain or Loss
– Dbl Store Coupons
– Store Electronic Coupons
– Paid Outs
– Mfg. Electronic Coupons

= **DRAWER TOTALS**

Scenario 7

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (NO)
Add Store Coupon to Sales (NO)
Add Dbl Store Coupon to Sales (YES)
```

Grand Total After Discount
+ Taxes
+ Loans
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+ Drawer Total for Store Coupons
+/- Foreign Currency Gain or Loss
– Paid Outs
– Dbl Store Coupons
– Mfg. Electronic Coupons

= **DRAWER TOTALS**

Scenario 8

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (NO)
Add Store Coupon to Sales (YES)
Add Dbl Store Coupon to Sales (NO)
```

Grand Total After Discount
+ Taxes
+ Loans
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+/- Foreign Currency Gain or Loss
– Paid Outs
– Store Electronic Coupons
– Mfg. Electronic Coupons

= **DRAWER TOTALS**

Store Totals Reports

Use the following base equation for balancing Store Totals reports:

+ Beginning Safe
+ Grand Total After Discount
+ Total Tax
+ Rec'd Acct (received on account)
+ Money Orders Sold
+ Gift Certificates Sold
+ SRR Receipts (handkeyed receipts)
+ Money In (money coming in)
+ Drawer total for Store Coupon (if Add Store Coupon to Sales option is set to No)
+/- Gain/Loss FC (foreign currency)
+/- Net Cashier O/S (over/short)
- Store Electronic Coupons (if Add Store Coupon to Sales option is set to Yes)
- Double Store Coupons (if Add Dbl Store Coup to Sales option is set to Yes)
- Double Vendor Coupons (if Add Dbl Vendor Coupon to Sales option is set Yes)
- MFG Electronic Coupons (Always subtract since you are starting with NET sales and manufacturer coupons are always treated as a tender.)
- Paidouts (through registers)
- SRR Paidouts (handkeyed)
- MidDay Deposits
- Money Out (money going out)

= **SAFE TOTALS**

Use the following formulas to calculate Store Totals. The formulas are detailed in different scenarios because calculations vary depending on how Back Office Control File options are set.

Scenario 1

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (NO)
Add Store Coupon to Sales (NO)
Add Dbl Store Coupon to Sales (NO)
```

Grand Total After Discount
+ Beginning Safe
+ Taxes
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+ Drawer Total for Store Coupons
+ Receipts from handkeyed SRR Fields
+ Money Coming In
+/- Cashier Over / Short
+/- Foreign Currency Gain or Loss
– Paid Outs
– Mfg. Electronic Coupons
– Mid-day Deposits
– Paidouts from handkeyed SRR Fields
– Money Going Out

= **DRAWER TOTALS**

Scenario 2

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (YES)
Add Store Coupon to Sales (YES)
Add Dbl Store Coupon to Sales (YES)
```

Grand Total After Discount
+ Beginning Safe
+ Taxes
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+ Receipts from handkeyed SRR Fields
+ Money Coming In
+/- Cashier Over / Short
+/- Foreign Currency Gain or Loss
– Paid Outs
– Mfg. Electronic Coupons
– Store Dbl Coupons
– Vendor Dbl Coupons
– Store Electronic Coupons
– Mid-day Deposits
– Paidouts from handkeyed SRR Fields
– Money Going Out

= **DRAWER TOTALS**

Scenario 3

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (YES)
Add Store Coupon to Sales (NO)
Add Dbl Store Coupon to Sales (NO)
```

Grand Total After Discount
+ Beginning Safe
+ Taxes
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+ Drawer Total for Store Coupons
+ Receipts from handkeyed SRR Fields
+ Money Coming In
+/- Cashier Over / Short
+/- Foreign Currency Gain or Loss
– Paid Outs
– Mfg. Electronic Coupons
– Vendor Dbl Coupons
– Mid-day Deposits
– Paidouts from handkeyed SRR Fields
– Money Going Out

= **DRAWER TOTALS**

Scenario 4

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (YES)
Add Store Coupon to Sales (YES)
Add Dbl Store Coupon to Sales (NO)
```

Grand Total After Discount
+ Beginning Safe
+ Taxes
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+ Receipts from handkeyed SRR Fields
+ Money Coming In
+/- Cashier Over / Short
+/- Foreign Currency Gain or Loss
– Paid Outs
– Mfg. Electronic Coupons
– Vendor Dbl Coupons
– Store Electronic Coupons
– Mid-day Deposits
– Paidouts from handkeyed SRR Fields
– Money Going Out

= **DRAWER TOTALS**

Scenario 5

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (YES)
Add Store Coupon to Sales (NO)
Add Dbl Store Coupon to Sales (YES)
```

Grand Total After Discount
+ Beginning Safe
+ Taxes
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+ Drawer Total Store Coupons
+ Receipts from handkeyed SRR Fields
+ Money Coming In
+/- Cashier Over / Short
+/- Foreign Currency Gain or Loss
– Paid Outs
– Mfg. Electronic Coupons
– Store Dbl. Coupons
– Vendor Dbl Coupons
– Mid-day Deposits
– Paidouts from handkeyed SRR Fields
– Money Going Out

= **DRAWER TOTALS**

Scenario 6

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (NO)
Add Store Coupon to Sales (YES)
Add Dbl Store Coupon to Sales (YES)
```

Grand Total After Discount
+ Beginning Safe
+ Taxes
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+ Receipts from handkeyed SRR Fields
+ Money Coming In
+/- Cashier Over / Short
+/- Foreign Currency Gain or Loss
– Paid Outs
– Mfg. Electronic Coupons
– Store Dbl. Coupons
– Store Electronic Coupons
– Mid-day Deposits
– Paidouts from handkeyed SRR Fields
– Money Going Out

= **DRAWER TOTALS**

Scenario 7

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (NO)
Add Store Coupon to Sales (NO)
Add Dbl Store Coupon to Sales (YES)
```

Grand Total After Discount
+ Beginning Safe
+ Taxes
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+ Drawer Total for Store Coupons
+ Receipts from handkeyed SRR Fields
+ Money Coming In
+/- Cashier Over / Short
+/- Foreign Currency Gain or Loss
– Paid Outs
– Mfg. Electronic Coupons
– Store Dbl. Coupons
– Mid-day Deposits
– Paidouts from handkeyed SRR Fields
– Money Going Out

= **DRAWER TOTALS**

Scenario 8

Use the following equation when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (NO)
Add Store Coupon to Sales (YES)
Add Dbl Store Coupon to Sales (NO)
```

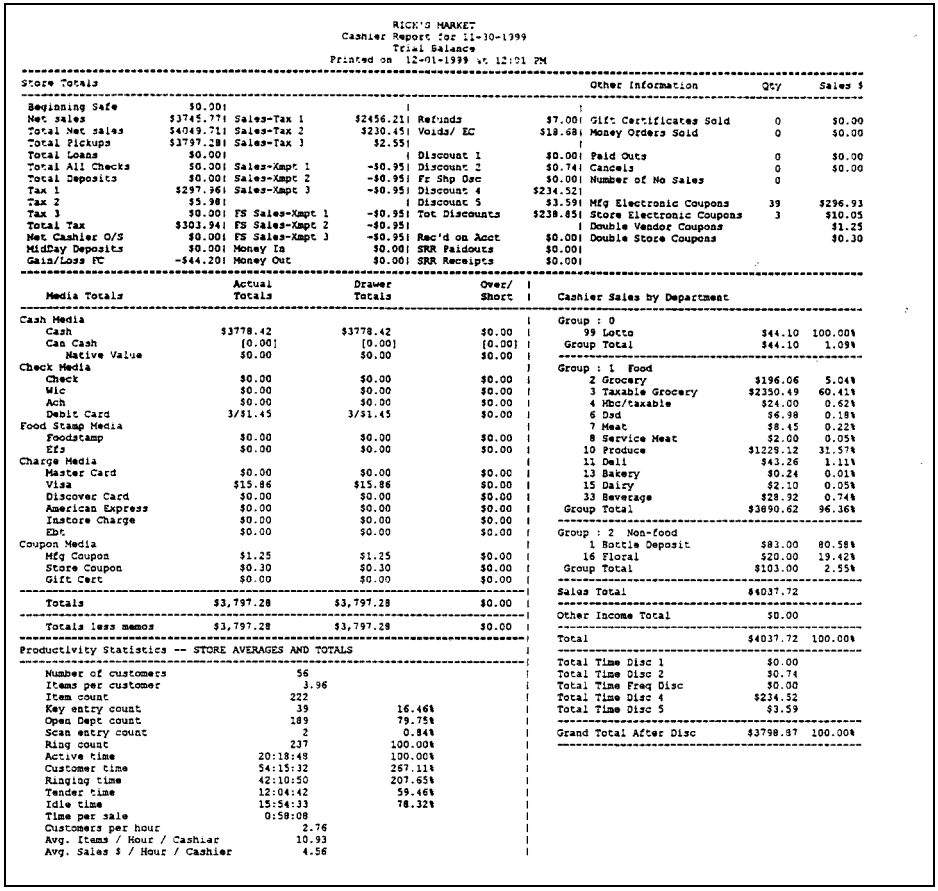
Grand Total After Discount
+ Beginning Safe
+ Taxes
+ Received on Account
+ Money Orders Sold
+ Gift Certificates Sold
+ Receipts from handkeyed SRR Fields
+ Money Coming In
+/- Cashier Over / Short
+/- Foreign Currency Gain or Loss
– Paid Outs
– Mfg. Electronic Coupons
– Store Electronic Coupons
– Mid-day Deposits
– Paidouts from handkeyed SRR Fields
– Money Going Out

= **DRAWER TOTALS**

Printing the Cashier Report

From the ScanMaster Cashier Report screen, click the desired cashiers (or ALL CASHIERS), store totals, output format(s) and click the PREPARE button to compile an online copy of this report. The system automatically compiles the cashier report and displays it to the screen (unless the only output format chosen was EXPORT TO ASCII). Click the PRINT button to generate a hard copy of the report. The report contains all cashier reports and a store totals report.

The Cashier Report consists of: Individual Media Totals (Cashier Settle information), Cashier Sales by Department, Total Net Sales, Total Pickups, Total Loans, Total of all Checks (Checks and WIC Checks total), Refunds, Voids / Error Corrects, Discounts, Sales Tax (Dollar Amount Taxable), Tax # (Tax collected), Sales Tax Collected (Total of all Taxes Collected), Gift Certificates Sold, Money Orders Sold, Paid-Outs, Cancels, Number of Sales, Number of Customers, Items per Customer (average of Item Count and Customer Count), Item Count, Key Entry Count (Key entry to Departments), Scan Entry Count (UPC, Store Code Scans / Entries), Ring Count (Key Entry and Scan Entry added together), Active Time (time of cashier Sign on to Sign off), Customer Time (beginning of first scan to tender completion), Ringing Time (beginning of first scan to Total Key is depressed), Tender Time (time from the Total Key Depressed to Tender Completion), Idle Time, Time Per Sale (add Ringing Time and Tender Time together), Customers Per Hour (average of Number of Customers into Active Time), Items Per Hour (average Item Count into Active Time), Sale Dollar Amount Per Hour (average of Net Sales into Active Time), Entries Per Minute (average Ring Count into Active Time).



RICK'S MARKET
Cashier Report for 11-30-1999
Trial Balance
Printed on 12-01-1999 at 12:01 PM

Store Totals						Other Information	Qty	Sales $
Beginning Safe	$0.00							
Net sales	$3745.77	Sales-Tax 1	$2456.21	Refunds	$7.00	Gift Certificates Sold	0	$0.00
Total Net sales	$4049.71	Sales-Tax 2	$230.45	Voids/ EC	$18.68	Money Orders Sold	0	$0.00
Total Pickups	$3797.28	Sales-Tax 3	$2.55					
Total Loans	$0.00			Discount 1	$0.00	Paid Outs	0	$0.00
Total All Checks	$0.00	Sales-Xmpt 1	-$0.95	Discount 2	$0.74	Cancels	0	$0.00
Total Deposits	$0.00	Sales-Xmpt 2	-$0.95	Fr Shp Dsc	$0.00	Number of No Sales	0	
Tax 1	$297.96	Sales-Xmpt 3	-$0.95	Discount 4	$234.52			
Tax 2	$5.98			Discount 5	$3.59	Mfg Electronic Coupons	39	$296.93
Tax 3	$0.00	FS Sales-Xmpt 1	-$0.95	Tot Discounts	$238.85	Store Electronic Coupons	3	$10.05
Total Tax	$303.94	FS Sales-Xmpt 2	-$0.95			Double Vendor Coupons		$1.25
Net Cashier O/S	$0.00	FS Sales-Xmpt 3	-$0.95	Rec'd on Acct	$0.00	Double Store Coupons		$0.30
MidDay Deposits	$0.00	Money In	$0.00	SRR Paidouts	$0.00			
Gain/Loss FC	-$44.20	Money Out	$0.00	SRR Receipts	$0.00			

Media Totals	Actual Totals	Drawer Totals	Over/ Short
Cash Media			
Cash	$3778.42	$3778.42	$0.00
Can Cash	[0.00]	[0.00]	[0.00]
Native Value	$0.00	$0.00	$0.00
Check Media			
Check	$0.00	$0.00	$0.00
Wic	$0.00	$0.00	$0.00
Ach	$0.00	$0.00	$0.00
Debit Card	3/$1.45	3/$1.45	$0.00
Food Stamp Media			
Foodstamp	$0.00	$0.00	$0.00
Efs	$0.00	$0.00	$0.00
Charge Media			
Master Card	$0.00	$0.00	$0.00
Visa	$15.86	$15.86	$0.00
Discover Card	$0.00	$0.00	$0.00
American Express	$0.00	$0.00	$0.00
Instore Charge	$0.00	$0.00	$0.00
Ebt	$0.00	$0.00	$0.00
Coupon Media			
Mfg Coupon	$1.25	$1.25	$0.00
Store Coupon	$0.30	$0.30	$0.00
Gift Cert	$0.00	$0.00	$0.00
Totals	$3,797.28	$3,797.28	$0.00
Totals less memos	$3,797.28	$3,797.28	$0.00

Productivity Statistics -- STORE AVERAGES AND TOTALS		
Number of customers	56	
Items per customer	3.96	
Item count	222	
Key entry count	39	16.46%
Open Dept count	189	79.75%
Scan entry count	2	0.84%
Ring count	237	100.00%
Active time	20:18:48	100.00%
Customer time	54:15:32	267.11%
Ringing time	42:10:50	207.65%
Tender time	12:04:42	59.46%
Idle time	15:54:33	78.32%
Time per sale	0:58:08	
Customers per hour	2.76	
Avg. Items / Hour / Cashier	10.93	
Avg. Sales $ / Hour / Cashier	4.56	

Cashier Sales by Department			
Group : 0			
99	Lotto	$44.10	100.00%
Group Total		$44.10	1.09%
Group : 1 Food			
2	Grocery	$196.06	5.04%
3	Taxable Grocery	$2350.49	60.41%
4	Hbc/taxable	$24.00	0.62%
6	Dsd	$6.98	0.18%
7	Meat	$8.45	0.22%
8	Service Meat	$2.00	0.05%
10	Produce	$1228.12	31.57%
11	Deli	$43.26	1.11%
13	Bakery	$0.24	0.01%
15	Dairy	$2.10	0.05%
33	Beverage	$28.92	0.74%
Group Total		$3690.62	96.36%
Group : 2 Non-food			
1	Bottle Deposit	$83.00	80.58%
16	Floral	$20.00	19.42%
Group Total		$103.00	2.55%
Sales Total		$4037.72	
Other Income Total		$0.00	
Total		$4037.72	100.00%
Total Time Disc 1		$0.00	
Total Time Disc 2		$0.74	
Total Time Freq Disc		$0.00	
Total Time Disc 4		$234.52	
Total Time Disc 5		$3.59	
Grand Total After Disc		$3798.87	100.00%

Figure 11-29: Cashier \ Store Total Report

Lane Productivity Report

Lane Productivity Report is the tenth option on the ScanMaster Reports Menu. Click on this button (or press Alt-L) to access the ScanMaster Lane Productivity Report screen.

Lane Productivity enables the operator to VIEW or PRINT the lane productivity totals.

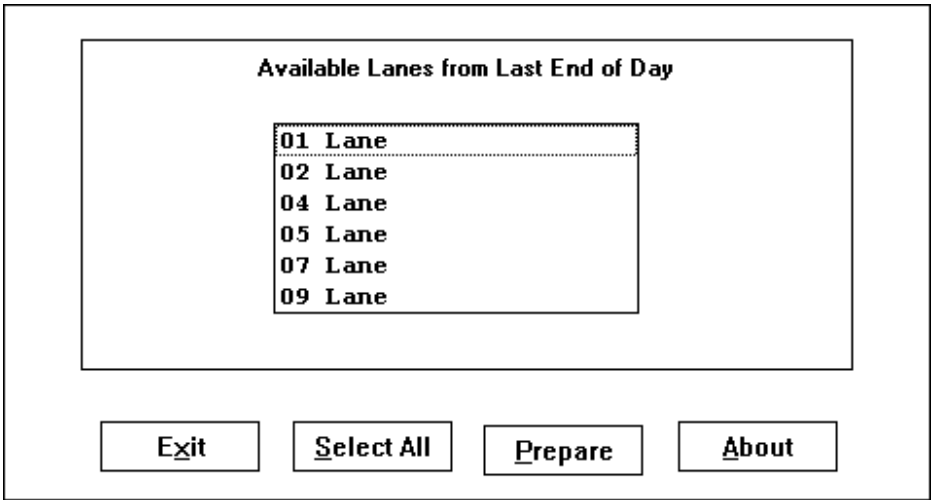


Figure 11-30: Lane Productivity Screen

Field Descriptions

Field descriptions for the ScanMaster Lane Productivity Report are:

Number of customers: This field displays the number of customers served by the lane.

Items per customer: This field displays the average number of items per customer for a specific lane. This amount is calculated by: item count divided by the number of customers.

Item count: This field displays the total number of items key-entered, scanned or entered to open departments.

Key entry count: This field displays the number of times UPCs were key-entered instead of scanned.

Open Dept count: This field displays the number of times open department entries were made for the lane.

Scan entry count: This field displays the total number of scans for the lane.

Ring count: This field displays the lane's total number of key entries, open department entries and scans (from all sales) from when the first item is entered to when the last item is entered.

Active time: This field displays the total amount of time a lane was logged on the POS workstation (from the first signon to the last signoff).

Customer time: This field displays the total time (for all sales) from the first item scanned to the final tender.

Ringing time: This field displays the total time (for all sales) from the first item rung to the last item rung

Tender time: This field displays that lane's total time (for all sales) from the last item scanned to the final tender.

Idle time: This field displays that lane's total time (for all sales) from the last tender on a sale to the beginning of the next transaction.

Time per sale: This field displays the total time per sale for that lane. It is calculated by dividing the customer time by the number of transactions.

Customers per hour: This field displays the total number of customers per hour for that lane. It is calculated by dividing the number of customers by the active time.

Items per hour: This field displays the total number of items per hour for that lane. It is calculated by dividing the number of items by the active time.

Sales $ per hour: This field displays the total number of sales dollars per hour. It is calculated by dividing the dollar amount of sales by the active time.

Entries per minute: This field displays the total number of entries per minute (scans per minute) for that lane. It is calculated by dividing the ring count total by the ringing time.

Average sale amount: This field displays the average sales amount for that lane. It is calculated by dividing the total dollar volume of sales by the number of transactions.

Button Options

Button options for the ScanMaster Lane Productivity Report are:

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Reports Menu.

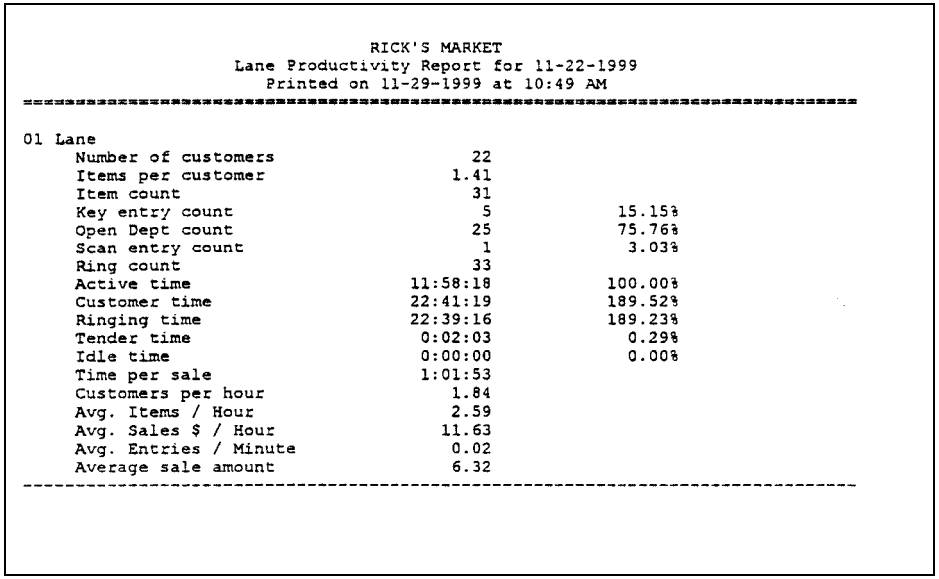
SELECT ALL: Click on this button (or press Alt-S) to include all lanes when preparing the ScanMaster Lane Productivity Report.

PREPARE: Click on this button (or press Alt-P) to compile the ScanMaster Lane Productivity Report.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Lane Productivity Report.

Producing a Lane Productivity Report

From the ScanMaster Lane Productivity Report screen, click the desired lanes (or SELECT ALL) and click the PREPARE button to compile an online copy of this report. A hard copy of this report can be printed by clicking on the PRINT button.



RICK'S MARKET
Lane Productivity Report for 11-22-1999
Printed on 11-29-1999 at 10:49 AM

01 Lane		
Number of customers	22	
Items per customer	1.41	
Item count	31	
Key entry count	5	15.15%
Open Dept count	25	75.76%
Scan entry count	1	3.03%
Ring count	33	
Active time	11:58:18	100.00%
Customer time	22:41:19	189.52%
Ringing time	22:39:16	189.23%
Tender time	0:02:03	0.29%
Idle time	0:00:00	0.00%
Time per sale	1:01:53	
Customers per hour	1.84	
Avg. Items / Hour	2.59	
Avg. Sales $ / Hour	11.63	
Avg. Entries / Minute	0.02	
Average sale amount	6.32	

Figure 11-31: Lane Productivity Report

Non-Resettable Totals Report

Non-Resettable Totals Report is the eleventh option on the ScanMaster Reports Menu. Click on this button (or press Alt-N) to access the ScanMaster Non-Resettable Totals Report screen.

Non-Resettable Totals enables the operator to VIEW or PRINT the opening and closing non-resettable totals for each POS workstation.

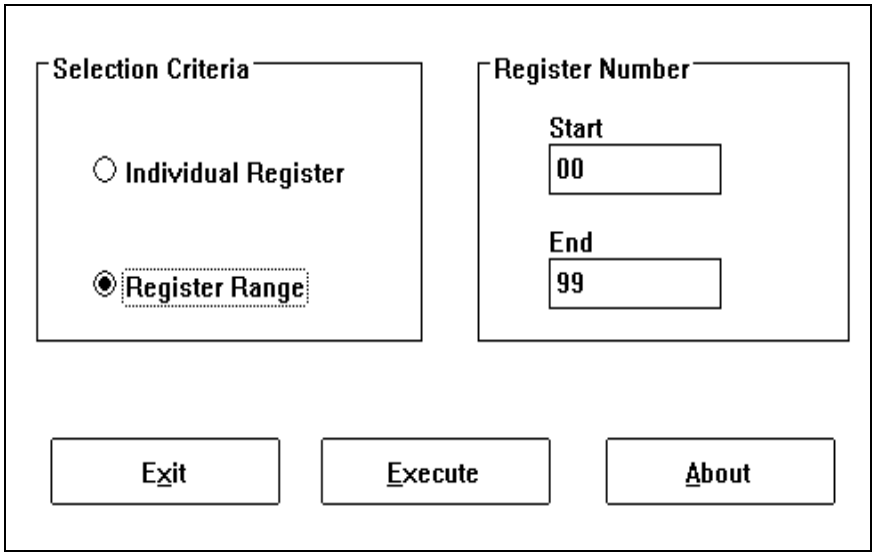


Figure 11-32: Non-Resettable Totals Screen

Field Descriptions

Field descriptions for the ScanMaster Non-Resettable Totals Report are:

Individual Register: Click on this radio button to compile a Non-Resettable Totals Report for a specific POS workstation number.

Register Range: Click on this radio button to compile a Non-Resettable Totals Report for a specific range of POS workstations.

Individual: Two (2) digit numeric field. Valid only when the Individual Register radio button is selected. Enter the number of the POS workstation for which you want to compile Non-Resettable Totals.

Start: Two (2) digit numeric field. Valid only when the Register Range radio button is selected. Enter the starting POS workstation number for the report.

End: Two (2) digit numeric field. Valid only when the Register Range radio button is selected. Enter the ending POS workstation number for the report.

Button Options

Button options for the ScanMaster Non-Resettable Totals Report are:

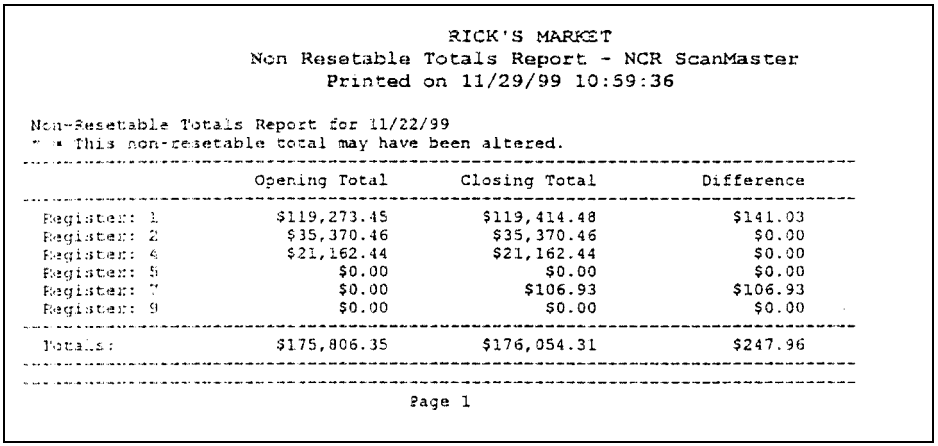
EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Reports Menu.

EXECUTE: Click on this button (or press Alt-E) to compile the ScanMaster Non-Resettable Totals Report.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Non-Resettable Totals Report.

Producing a Non-Resettable Totals Report

From the ScanMaster Non-Resettable Totals Report screen, select the desired report options (Individual POS workstation or range of POS workstations) and click on the EXECUTE button to compile an online copy of this report. A hard copy of this report can be printed by clicking the PRINT button.



RICK'S MARKET
Non Resetable Totals Report - NCR ScanMaster
Printed on 11/29/99 10:59:36

Non-Resetable Totals Report for 11/22/99
* = This non-resetable total may have been altered.

	Opening Total	Closing Total	Difference
Register: 1	$119,273.45	$119,414.48	$141.03
Register: 2	$35,370.46	$35,370.46	$0.00
Register: 4	$21,162.44	$21,162.44	$0.00
Register: 5	$0.00	$0.00	$0.00
Register: 7	$0.00	$106.93	$106.93
Register: 9	$0.00	$0.00	$0.00
Totals:	$175,806.35	$176,054.31	$247.96

Page 1

Figure 11-33: Sample Non-Resettable Totals Report

Report Field Descriptions

Field descriptions for the Non-Resettable Totals Report are:

Register #: This field displays the register number.

Opening Total: This field displays the non-resettable totals from the prior business day.

Closing Total: This field displays the non-resettable totals for the current business day after End-of-Day is run.

Difference: This field displays the total sales activity for the current business day.

Non-Resettable Totals Calculations

Use the following base equation for balancing non-resettable totals.

+ Total Net Sales
+ Gift Certificates Sold
+ Money Orders Sold
- Paid-Outs
- Store Coupons (if Add Store Coupon to Sales option is set to Yes)
- Store Electronic Coupons (if Add Store Coupon to Sales option is set to Yes)
- Double Store Coupons (if Add Dbl Store Coup to Sales option is set to Yes)
- Double Vendor Coupons (if Add Dbl Vendor Coupon to Sales option is set Yes)

= **NON-RESETABLE TOTALS**

Use the following formulas to calculate Non-Resettable Totals. The formulas are detailed in different scenarios because calculations vary depending on how Back Office Control File options are set.

Scenario 1

Use the following equation to calculate non-resettable totals when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (NO)
Add Store Coupon to Sales (NO)
Add Dbl Store Coupon to Sales (NO)
```

Total Net Sales
+ Gift Certificates Sold
+ Money Orders Sold
– Paidouts

= **NON-RESETTABLE TOTALS**

Scenario 2

Use the following equation to calculate non-resettable totals when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (YES)
Add Store Coupon to Sales (YES)
Add Dbl Store Coupon to Sales (YES)
```

Total Net Sales
+ Gift Certificates Sold
+ Money Orders Sold
– Paidouts
– Store Coupons
– Store Electronic Coupons
– Dbl Store Coupons
– Dbl Vendor Coupons

= **NON-RESETTABLE TOTALS**

Scenario 3

Use the following equation to calculate non-resettable totals when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (YES)
Add Store Coupon to Sales (NO)
Add Dbl Store Coupon to Sales (NO)
```

Total Net Sales
+ Gift Certificates Sold
+ Money Orders Sold
– Paidouts
– Dbl Mfg Coupons

= **NON-RESETTABLE TOTALS**

Scenario 4

Use the following equation to calculate non-resettable totals when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (YES)
Add Store Coupon to Sales (YES)
Add Dbl Store Coupon to Sales (NO)
```

Total Net Sales
+ Gift Certificates Sold
+ Money Orders Sold
– Paidouts
– Store Electronic Coupons
– Store Coupons
– Dbl Store Coupons

= **NON-RESETTABLE TOTALS**

Scenario 5

Use the following equation to calculate non-resettable totals when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (YES)
Add Store Coupon to Sales (NO)
Add Dbl Store Coupon to Sales (YES)
```

Total Net Sales
+ Gift Certificates Sold
+ Money Orders Sold
– Paidouts
– Dbl Store Coupons
– Dbl Vendor Coupons

= **NON-RESETTABLE TOTALS**

Scenario 6

Use the following equation to calculate non-resettable totals when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (NO)
Add Store Coupon to Sales (YES)
Add Dbl Store Coupon to Sales (YES)
```

Total Net Sales
+ Gift Certificates Sold
+ Money Orders Sold
– Paidouts
– Dbl Store Coupons
– Store Electronic Coupons
– Store Coupons

= **NON-RESETTABLE TOTALS**

Scenario 7

Use the following equation to calculate non-resettable totals when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (NO)
Add Store Coupon to Sales (NO)
Add Dbl Store Coupon to Sales (YES)
```

Total Net Sales
+ Gift Certificates Sold
+ Money Orders Sold
– Paidouts

= **NON-RESETTABLE TOTALS**

Scenario 8

Use the following equation to calculate non-resettable totals when the Back Office Control Files are set as shown below.

```
Add Dbl Vendor Coupon to Sales (NO)
Add Store Coupon to Sales (YES)
Add Dbl Store Coupon to Sales (YES)
```

Total Net Sales
+ Gift Certificates Sold
+ Money Orders Sold
– Paidouts
– Store Coupons
– Store Electronic Coupons

= **NON-RESETTABLE TOTALS**

Electronic Coupon By Department Report

Electronic Coupon by Department Report is the twelfth option on the ScanMaster Reports Menu. Click on this button (or press Alt-E) to access the ScanMaster Electronic Coupon by Department Report screen.

Electronic Coupon by Department enables the operator to VIEW or PRINT the totals.

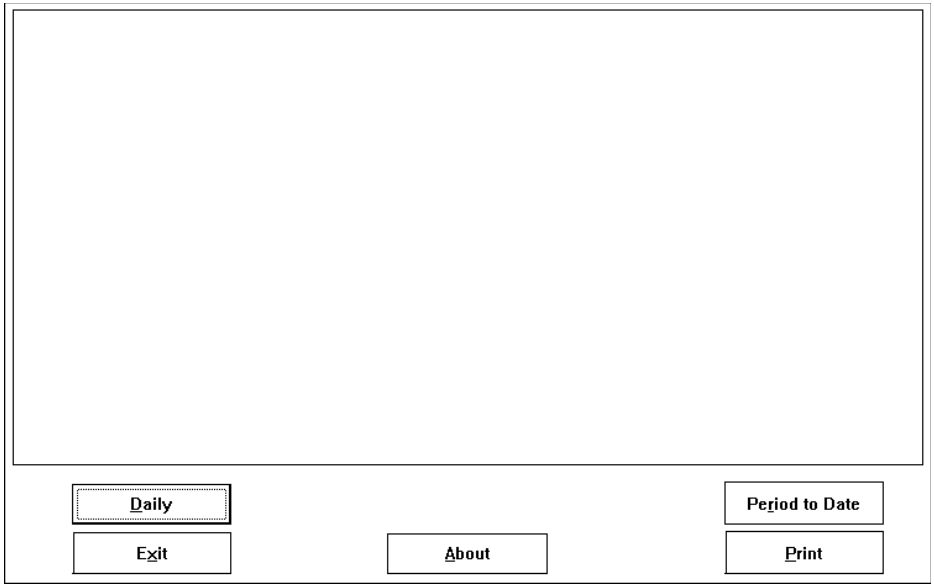


Figure 11-34: Electronic Coupon by Department Screen

Field Descriptions

Field descriptions for the ScanMaster Electronic Coupon by Department Report are:

Sales $: This field displays the total sales dollar amount by Department or Group.

Store Count: This field displays the total quantity of store electronic coupons redeemed by Department or Group.

Elec. Coupon Amount: This field displays the total dollar amount of store electronic coupons redeemed by Department or Group.

Mfg. Count: This field displays the total quantity of manufacturer electronic coupons redeemed by Department or Group.

Elec. Coupon Amount: This field displays the dollar amount of store electronic coupons by Department or Group.

Button Options

Button options for the Electronic Coupon by Department Report are:

DAILY: Click on this button (or press Alt-D) to compile a Daily Electronic Coupon by Department Report.

PERIOD-TO-DATE: Click on this button (or press Alt-R) to compile a Period-to-date Electronic Coupon by Department Report.

EXIT: Click on this button (or press Alt-X) to exit to the Electronic Coupon by Department Screen.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Electronic Coupon by Department Report.

PRINT: Click on this button (or press Alt-P) to print a hard copy of this report.

Printing a Daily Electronic Coupon by Department Report

Upon selecting the DAILY button, the system prompts for a report date. Enter the date (MMDDYY format) from which you want to compile totals and press ENTER. If no date is entered, the system defaults to the current day. Department totals for the selected day are automatically compiled and displayed on the screen. A hard copy of this report is available by selecting the PRINT button.

Printing a Period-to-Date Daily Electronic Coupon by Department Report

Upon selecting the PERIOD-TO-DATE button, the system automatically processes period-to-date department totals and displays them on the screen. Period-to-Date ranges are user-defined. A hard copy of this report is available by selecting the PRINT button.

RICK'S MARKET
Daily Elec. Coupon by Dept. Report
Printed on 11-29-1999 11:00:34

Reporting Date: 11-22-99

		Store Elec. Coupon		Mfg. Elec. Coupon	
	Sales $	Count	Amount	Count	Amount
Group : 0					
99 LOTTO	$0.01	0	$0.00	0	$0.00
Group Total	$0.01	0	$0.00	0	$0.00
Group : 1					
02 GROCERY	$310.86	1,239	$9.25	804	$0.00
03 TAXABLE GROCERY	$56.72	0	$0.00	0	$0.00
04 HBC/TAXABLE	$6.00	0	$0.00	0	$0.00
06 DSD	$1.00	0	$0.00	0	$0.00
07 MEAT	$39.60	0	$0.00	0	$0.00
08 SERVICE MEAT	$16.00	0	$0.00	0	$0.00
09 SEAFOOD	$1.00	0	$0.00	0	$0.00
10 PRODUCE	$11.40	0	$0.00	0	$0.00
11 DELI	$4.00	0	$0.00	0	$0.00
14 FROZEN FOOD	$15.00	0	$0.00	15	$3.00
15 DAIRY	$26.65	0	$0.00	0	$0.00
33 BEVERAGE	$33.69	0	$0.00	0	$0.00
Group Total	$521.92	1,239	$9.25	819	$3.00
Group : 2					
01 BOTTLE DEPOSIT	$3.00	0	$0.00	0	$0.00
16 FLORAL	$5.00	0	$0.00	0	$0.00
19 PHOTO	$0.00	0	$0.00	0	$0.00
32 CARDS & GIFTS	$0.00	0	$0.00	0	$0.00
34 UPS	$0.00	0	$0.00	0	$0.00
Group Total	$8.00	0	$0.00	0	$0.00
Dept Total	$529.93	1,239	$9.25	819	$3.00
Memo Dept Total	$0.00	0	$0.00	0	$0.00
Less Total Time Discounts	$13.55				
Grand Total	$516.38	1,239	$9.25	819	$3.00

Figure 11-35: Electronic Coupon by Department Report

Item File Reports

Item File Reports is the second option on the ScanMaster Reports Menu. Click on that button (or press Alt-I) to access the ScanMaster PLU Reports Menu. There are four options on the ScanMaster PLU Reports Menu screen. They are:

- PLU File Report
- PLU Movement Report
- AD Movement Report
- Clear Item Movement Report

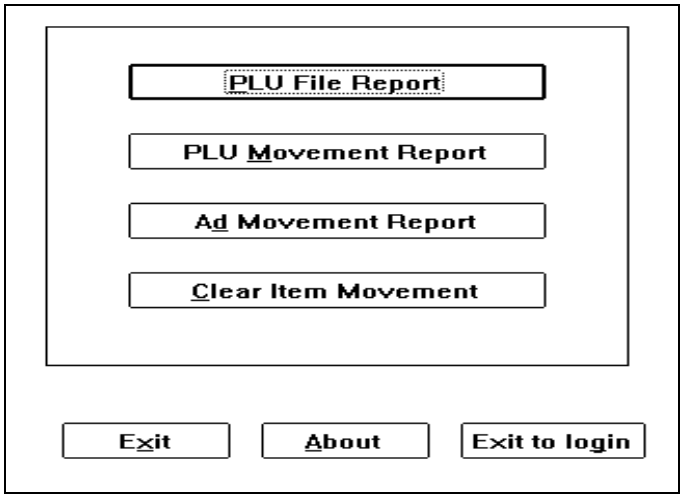


Figure 11-36: PLU Reports Menu Screen

PLU File Report

The PLU File Report is the first option on the ScanMaster PLU Reports Menu. Click on that button (or press Alt-P) to access the ScanMaster Predefined PLU Report screen.

This option enables the user to view or print the PLU file using a wide variety of selection criteria.

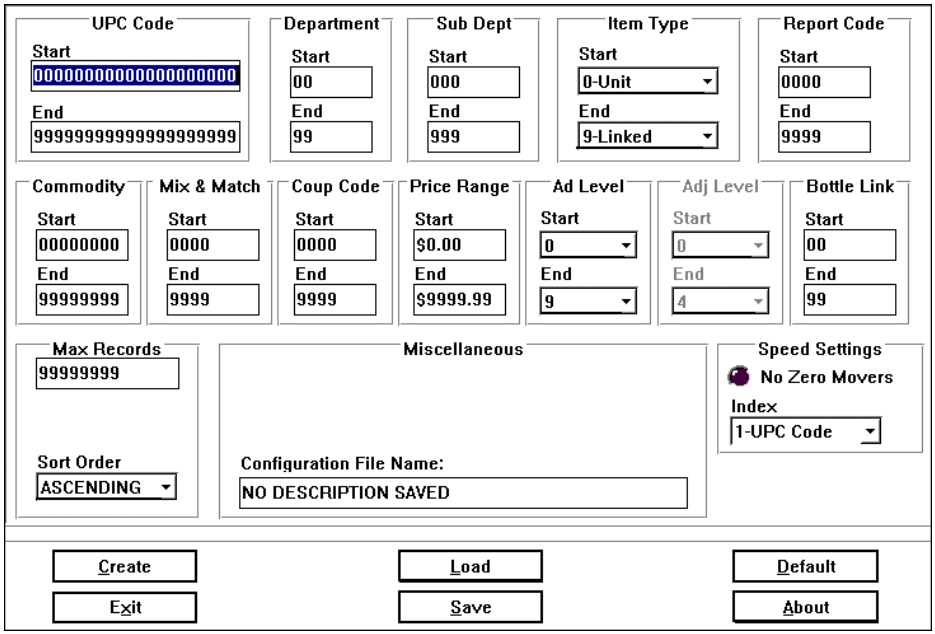


Figure 11-37: Predefined PLU Report Screen

Field Descriptions

Field descriptions for the ScanMaster UPC Report are:

UPC Code: Twenty (20) digit numeric field. Enter the starting and ending range of desired UPC codes for the report.

Department: Two (2) digit numeric. Enter the starting and ending range of desired departments for the report.

Subdepartment: Three (3) digit numeric field. Enter the starting and ending range of desired subdepartments for the report.

Item Type: Enter the starting and ending range of desired item types for the report. Defined Item Types are: 0 = Unit; 1 = Split; 2 = Scale; 4 = Coupon; and 9 = Linked.

Report Code: Two (2) digit numeric field. Enter the starting and ending range of desired report codes for the report.

Commodity: Eight (8) digit numeric field. Enter the starting and ending range of desired commodity codes for the report.

Mix & Match: Three (3) digit numeric field. Enter the starting and ending range of desired mix & match numbers for the report.

Coupon Code: Two (2) digit numeric field. Enter the starting and ending range of desired coupon codes for the report.

Price Range: Six (6) digit numeric field. Enter the starting and ending price range for the report. The system automatically places the decimal point.

Ad Level: One (1) digit numeric field. Enter the starting and ending ad level for this report.

Adj Level: One (1) digit numeric field. Enter the starting and ending adjective price level for this report.

Bottle Link: Two (2) digit numeric field. Enter the starting and ending bottle link range for the report.

Max Records: This field enables the user to set a predetermined limit to the total number of records processed.

Sort By: Click on this list box to select the desired sorting method (UPC, Department, Sub Department, Item Type, etc.)

Configuration File Name: Enter the path and file name of the report specifications you want to save. By saving these specifications to a file, you can use this report in the future without having to enter the specifications a second time.

Include Zero Movers: Click on this check box to include items with no movement. An "X" in the box means the item is selected. If the box is left blank, the report only processes items with movement.

Speed Settings: These fields are used to eliminate UPCs that do not meet the search criteria. Click on the radio button to select the preferred Zero Mover option for the search. There are three Zero Mover options: red button = No Zero Movers; Yellow = Include Zero Movers; and Green = Zero Movers Only.

Speed Index: This field is used to eliminate UPCs from the report that do not meet search criteria. The speed index is: 1 = UPC Code; 2 = Department; 3 = Subdepartment; 4 = Item Type; 5 = Mix & Match; 6 = Report Code; 7 = Ad Level; 8 = Coupon Code; 9 = Commodity.

Example: The operator desires a PLU report based on Coupon Code 06. All fields are left at default except the Coupon Code field, which is set at Start = 06, End = 06. Click on the Speed Index and select the Coupon Code option. Then click on the CREATE button. The system automatically searches PLUs that have a coupon code for the desired range of 06, reducing the number of PLU records the system searches.

Configuration File Name: Enter the path and file name of the report specifications you want to save. By saving these specifications to a file, you can use this report in the future without having to enter the specifications a second time.

Destination: Printer or Screen. Click on the radio button of the location where the operator wants the desired information to go.

Note: You can still print the report if you decide to view it online first. Simply click on the printer icon at the bottom of the screen and the report is sent to the printer.

Button Options

Button options for the ScanMaster UPC Report are:

CREATE: Click on this button (or press Alt-C) to process the PLU report based on the search criteria entered in the data fields.

LOAD: Click on this button (or press Alt-L) to load PLU Report settings saved previously. Click on the desired file and press the OK button or double click on the desired file to load those settings. Once the settings are loaded, click on CREATE to process the report.

DEFAULT: Click on this button (or press Alt-D) to set all fields to the default settings (start = all zeros, end = all 9s.).

EXIT: Click on this button (or press Alt-X) to exit to the PLU Reports Menu.

SAVE: Click on this button (or press Alt-S) to save specific report criteria to a file for future use. After completing the desired data fields, select the directory where you want to save the file, and give the file a name. Files saved using this option are given an .IFG extension (for example, sample.ifg). Click on the OK button to save the file name.

ABOUT: Click on this button (or press Alt-A) for software information about PLU File Reports.

Producing PLU File Reports

The PLU File Report generates a report of Items in the Item File. The report contents can be restricted by UPC Code, Department, Subdepartment, Item Type, Report Code, Commodity, Mix & Match, Coupon Code, Price, Ad Level, Adjective Level and Bottle Link ranges. Press the ENTER or TAB keys to advance from field to field. Upon completing all data fields, the user has the ability to view the report online or print a hard copy report.

The user can also save specific field definitions for commonly used reports. Simply click on the SAVE button after completing the desired data fields, select the directory where you want to save the file, and give the file a name. Save files can then be accessed at a later date by calling up that file.

To recall a saved configuration, click on the LOAD button, select the desired saved file and click on the OK button. Then click on CREATE.

Figure 11-38: Sample PLU Report

Report Field Descriptions

Below are field descriptions for the PLU File Report:

Date Printed: This field displays the date the report was printed.

UPC Range: This field displays the range of UPC numbers from which the report was generated.

Commodity Range: This field displays the range of commodity codes from which the report was generated.

Department Range: This field displays the range of departments from which the report was generated.

Report Code Range: This field displays the range of report codes from which this report was generated.

UPC: This field displays the UPC number of an item in the report.

Description: This field displays the UPC description of an item in the report.

Dept: This field displays the department to which the item is assigned.

Subd: This field displays the subdepartment to which the item is assigned.

Type: This field displays the item's attributes (for example, split, unit, coupon).

Fs: This field displays the food stamp status of the item. F = Food Stamps, N = No.

Tax: This field displays the tax status of the item. T = Taxable, N = no.

Disc: This field displays the discount status of the item. D = Discount, N = No.

WIC: This field displays the WIC status of an item. W = WIC, N = No.

Vv: This field displays the Visual Verify status of the item. V = Verify, N = No.

Rst: This field displays the restricted sales status of the item. R = Restrict, N = No.

Freq: This field displays the frequent shopper status of the item. Fx1, Fx2, or Fx3 = Frequent Shopper (single, double, or triple), N = No.

Enf: This field displays the enforce status of the item. E = Enforce, I = Inhibit, or N = No.

Ecoup: This field displays the electric coupon status of an item. E = Electric Coupon, N = No.

AdL: This field displays the Ad Level status of an item. 0-9 = Ad Level Status, N = No.

Price: This field displays the price of the item.

Split Price: This field displays the split price of the item.

Lmt Qty/Price: This field lists the limited quantity and price of an item. For example, 2/69 = Two items for 69 cents. The third item is regular price.

Case Qty/Cost: This field displays the quantity of items in a case and the cost of the case.

Coup Cd: This field displays the item's coupon code.

Mm: This field lists the Mix & Match number (000-999).

Bl: This field lists the bottle link number (00-99).

Rc: This field lists the report code number for the item (00-99).

Commodity: This field lists the eight-digit commodity code number for that UPC.

Updated: This field lists the date the item was last update.

PLU Movement Report

The PLU Movement Report is the second option on the PLU Reports Menu. Click on that button (or press Alt-M) to access the ScanMaster Movement Report.

This option enables the user to view or print PLU movement using three different periods.

- Week to Date
- Period to Date
- Since Last Price Change

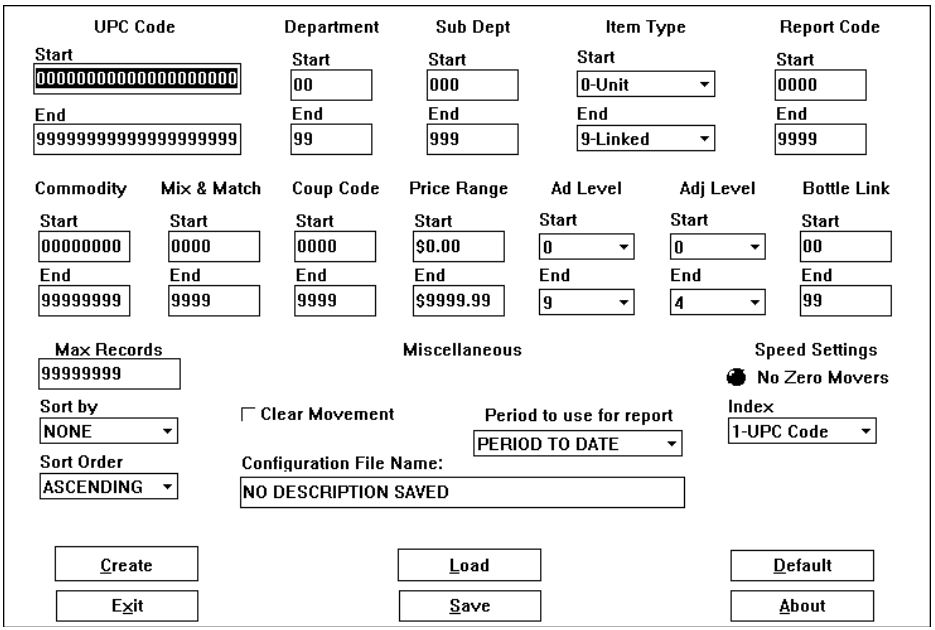


Figure 11-39: PLU Movement Report Screen

Field Descriptions

Field descriptions for the ScanMaster Movement Report screen are:

UPC Code: Twenty (20) digit numeric field. Enter the starting and ending range of desired UPC codes for the report.

Department: Two (2) digit numeric field. Enter the starting and ending range of desired departments for the report.

Subdepartment: Three (3) digit numeric field. Enter the starting and ending range of desired subdepartments for the report.

Item Type: Enter the starting and ending range of desired item types for the report. Defined Item Types are: 0 = Unit; 1 = Split; 2 = Scale; 4 = Coupon; and 9 = Linked.

Report Code: Two (2) digit numeric field. Enter the starting and ending range of desired report codes for the report.

Commodity: Eight (8) digit numeric field. Enter the starting and ending range of desired commodity codes for the report.

Mix & Match: Three (3) digit numeric field. Enter the starting and ending range of desired mix & match numbers for the report.

Coupon Code: Two (2) digit numeric field. Enter the starting and ending range of desired coupon codes for the report.

Price Range: Six (6) digit numeric field. Enter the starting and ending price range for the report. The system automatically places the decimal point.

Ad Level: One (1) digit numeric field. Enter the starting and ending ad level range for this report.

Adj Level: One (1) digit numeric field. Enter the starting and ending adjective price level for this report.

Bottle Link: Two (2) digit numeric field. Enter the starting and ending bottle link range for the report.

Max Records: This field enables the user to set a predetermined limit to the total number of records processed.

Sort By: Click on this list box to select the desired sorting method (UPC, Department, Sub Department, Item Type, etc.)

High/Low: Click on the down arrow to access pull-down list of sort order options: High or Low. If High is selected, the report is sorted in descending order (from highest to lowest). If Low is selected, the report is sorted in ascending order (from lowest to highest).

Clear Up to this Date (MMDDYY): To access this field, select the Clear Movement checkbox. Enter a date in the Clear Up to this Date field. All items with price changes up to that date are cleared from the movement.

Clear Movement: Click on this check box to clear item movement during report processing. An "X" in the box means clear movement is selected. If the box is left blank, the report will display item movement, and not purge it from the system.

Movement Period: Click on this list box to select the desired reporting movement (Period to Date, Week to Date, and Since Last Price Change). The movement period selection is also valid with the Clear Movement option.

Configuration File Name: Enter the path and file name of the report specifications you want to save. By saving these specifications to a file, you can use this report in the future without having to enter the specifications a second time.

Include Zero Movers: Click on this check box to include items with no movement. An "X" in the box means the item is selected. If the box is left blank, the report only processes items with movement.

Speed Settings: These fields are used to eliminate UPCs that do not meet the search criteria. Click on the radio button to select the preferred Zero Mover option for the search. There are three Zero Mover options: red button = No Zero Movers; Yellow = Include Zero Movers; and Green = Zero Movers Only.

Speed Index: This field is used to eliminate UPCs from the report that do not meet search criteria. The speed index is: 1 = UPC Code; 2 = Department; 3 = Subdepartment; 4 = Item Type; 5 = Mix & Match; 6 = Report Code; 7 = Ad Level; 8 = Coupon Code; 9 = Commodity.

The operator desires a PLU report based on Coupon Code 06. All fields are left at default except the Coupon Code field, which is set at Start = 06, End = 06. Click on the Speed Index and select the Coupon Code option. Then click on the CREATE button. The system automatically searches PLUs that have a coupon code for the desired range of 06, reducing the number of PLU records the system searches.

Note: You can still print the report if you decide to view it online first. Simply click on the printer icon at the bottom of the screen and the report is sent to the printer.

Button Options

Button options for the ScanMaster Movement Report screen are:

CREATE: Click on this button (or press Alt-C) to process the PLU report based on the search criteria entered in the data fields.

EXIT: Click on this button (or press Alt-X) to exit to the PLU Reports Menu.

LOAD: Click on this button (or press Alt-L) to load PLU Report settings saved previously. Click on the desired file and press the OK button or double click on the desired file to load those settings. Once the settings are loaded, click on CREATE to process the report.

SAVE: Click on this button (or press Alt-S) to save specific report criteria to a file for future use. After completing the desired data fields, select the directory where you want to save the file, and give the file a name. Files saved using this option are given an .IFG extension (for example, sample.ifg). Click on the OK button to save the file name.

DEFAULT: Click on this button (or press Alt-D) to set all fields to the default settings (start = all zeros, end = all 9s.).

ABOUT: Click on this button (or press Alt-A) for software information about PLU Movement Reports.

Producing ScanMaster Movement Reports

The PLU Movement Report generates a report of item movement in the Item File. The report contents can be restricted by UPC Code, Department, Subdepartment, Item Type, Report Code, Commodity, Mix & Match, Coupon Code, Price, Ad Level, Adjective Price Level and Bottle Link ranges. Press the ENTER or TAB keys to advance from field to field. Upon completing all data fields, the user has the ability to view the report online or print a hard copy report.

The user can also save specific field definitions for commonly used reports. Simply click on the SAVE button after completing the desired data fields, select the directory where you want to save the file, and give the file a name. Save files can then be accessed at a later date by calling up that file.

Week-to-Date Movement

Week-to-Date Movement totals are cleared at the users discretion. The Week-to-Date Movement totals are accumulated on a daily basis during Movement Processing. The Week-to-Date totals, when cleared, clears the PLU Report Movement information and in Direct Maintenance clears the Total Qty / Rev. field.

Period-to-Date Movement

Period-to-Date Movement totals are cleared at the users discretion. The Period-to-Date totals are accumulated on a daily basis during Movement Processing. The Period-to-Date totals, when cleared, clears the PLU Report Movement information.

Since Last Price Change Movement

Since Last Price Change Movement totals clears the entire Item Files @ Current Price Field in direct Maintenance and the PLU Report information. An individual Item's @ Current Price Change is automatically cleared and reset when a price change is done in Direct Maintenance or through Batch Processing. Since Last Price Change is an option to Clear the Entire File rather than individual Items.

RICK'S MARKET
Item Movement Report - Printed on November 29,1999

AD	ADJ	UPC	Description	Type	Dp	Commodity	Price	AvgPrice	Qty	Weight (lbs)	Revenue	Cost ($)	Margin
0	1	00000000000000000005	SNICKERS CRM BAR	Unit	02	00000000	$5.00	$5.000	1		$5.00	$0.00	n/a
0	2	00000000000000000009	DRINKS	Unit	02	00000000	$0.59	$0.790	1		$0.79	$0.00	n/a
0	0	00000000000000000054	LIMES	Unit	10	00000000	$0.35	$0.250	1		$0.25	$0.00	n/a
0	0	00000000000000000070	LIGHTBULBS	Unit	04	00000000	$2.99	$2.990	1		$2.99	$0.00	n/a
0	0	00000000000000000080	TURKEY BACON	Unit	07	00000000	$3.00	$3.000	1		$3.00	$0.00	n/a
1	0	00000000000000000081	DORITOS	Unit	02	00000000	$2.38	$2.380	1		$2.38	$0.00	n/a
0	0	00000000000000000184	POP 7UP CASE	Unit	06	00000000	$6.98	$3.990	1		$3.99	$0.00	n/a
0	0	00000000000000000192	AQUAFINA 20 OZ.	Unit	02	00000000	$0.69	$0.690	1		$0.69	$0.00	n/a
0	0	00000000000000000501	DEPT ITEM	Unit	02	00000000	$3.00	$3.000	1		$3.00	$0.00	n/a
0	0	00000000000000000503	POP CAN	Unit	03	00000000	$0.59	$0.590	1		$0.59	$0.00	n/a
0	1	00000000000000000503	POP CAN	Unit	03	00000000	$0.59	$0.590	1		$0.59	$0.00	n/a
1	2	00000000000000000003	HOT FUDGE	Unit	03	00000000	$2.50	$0.790	2		$1.58	$0.04	97.47
0	2	00000000000000000004	DELI CAKE	Unit	02	00000000	$4.00	$1.720	2		$3.44	$0.00	n/a
1	0	00000000000000000089	S/V CHIPS	Unit	02	00000000	$2.39	$2.390	2		$4.78	$0.00	n/a
0	0	00000000000000000006	OJ COUPON	Coupon	02	00000000	$0.25	$0.333	3		$1.00	$0.00	n/a
0	0	00000000000000000014	DISC 1 AND 4	Unit	02	00000000	$1.23	$1.230	3		$3.69	$0.00	n/a
0	0	00000000000000000025	DISC 2 AND 5	Unit	02	00000000	$1.23	$1.230	3		$3.69	$0.00	n/a
0	0	00000000000000000102	RENT A STMR ATCH	Unit	02	00000000	$27.50	$19.663	3		$58.99	$6.71	88.62
0	0	00000000000000000010	ITEM 10	Split	02	00000000	02/ $0.99	$0.498	4		$1.99	$0.00	n/a
0	0	00000000000000000089	S/V CHIPS	Unit	02	00000000	$2.39	$2.340	4		$9.36	$0.00	n/a
0	0	00000000000000000100	RENT A STEAMER	Split	02	12345679	03/ $8.00	$2.668	4		$10.67	$0.10	99.06
0	0	00000000000000001000	UPC STORE COUPON	Coupon	02	00000000	$0.20	$0.400	4		$1.60	$0.00	n/a
1	0	00000000000000000003	HOT FUDGE	Unit	03	00000000	$2.50	$4.095	6		$24.57	$0.12	99.51
0	0	00000000000000000123	HONEY DEW MELON	Unit	02	00000000	$0.99	$0.990	6		$5.94	$0.00	n/a
0	4	00000000000000000005	SNICKERS CRM BAR	Unit	02	00000000	$5.00	$0.990	7		$6.93	$0.00	n/a
0	0	00000000000000000094	WHL CHEESECAKE	Unit	02	00000000	$10.00	$10.000	7		$70.00	$0.00	n/a
0	2	00000000000000000005	SNICKERS CRM BAR	Unit	02	00000000	$5.00	$0.678	8		$5.42	$0.00	n/a
0	0	00000000000000000011	SNWLL PEANUT CK	Unit	02	00000000	$2.00	$1.639	8		$13.11	$0.00	n/a
0	0	00000000000000000060	SMKER STRW JAM	Unit	02	00000000	$3.99	$3.765	8		$30.12	$0.00	n/a
1	0	00000000000000000100	RENT A STEAMER	Split	02	12345679	03/ $8.00	$2.669	8		$21.35	$0.20	99.06
0	0	00000000003732117 34	MUS APPLE SAUCE	Unit	02	00000000	$2.34	$0.809	8		$6.47	$0.00	n/a
0	0	00000000000000000052	BBQ CHIK TND	Unit	02	00000000	$4.00	$4.000	10		$40.00	$0.00	n/a
0	3	00000000000000000005	SNICKERS CRM BAR	Unit	02	00000000	$5.00	$0.890	11		$9.79	$0.00	n/a
0	0	00000000000000000009	DRINKS	Unit	02	00000000	$0.59	$3.157	12		$37.88	$0.00	n/a
0	0	00000000000000000101	BALLOONS	Unit	02	00000000	$0.25	$0.617	12		$7.40	$0.00	n/a
0	0	00000000000000000500	REPORT CODE ITEM	Unit	02	00000000	$2.00	$2.383	12		$28.60	$0.00	n/a
0	0	00000000000000000012	HEALTHY CHOICE	Unit	02	00000000	$3.00	$2.906	16		$46.50	$0.00	n/a
0	0	00000000000000000088	DORITOS	Split	03	00000000	03/ $5.00	$2.155	19		$40.94	$0.00	n/a
0	0	00000000000000000040	CHOC PRETZELS	Unit	02	00000000	$15.35	$12.419	21		$260.79	$0.00	n/a
0	0	00000000000000000050	JIF PNUT BTTR	Unit	02	00000000	$3.00	$2.663	25		$66.57	$0.00	n/a
1	0	00000000000000000001	RED FISH	Unit	02	00000000	$1.00	$4.444	36		$160.00	$0.00	n/a
0	0	00000000000000000081	DORITOS	Unit	02	00000000	$2.38	$1.730	44		$76.12	$0.00	n/a
0	0	00000000000000000005	SNICKERS CRM BAR	Unit	02	00000000	$5.00	$1.511	71		$107.25	$0.00	n/a
0	0	00000000000000000004	DELI CAKE	Unit	02	00000000	$4.00	$2.391	72		$172.12	$0.00	n/a
0	0	00000000000000000003	HOT FUDGE	Unit	03	00000000	$2.50	$2.864	81		$231.94	$1.62	99.30
0	0	00000000000000000002	GLADE CANDLE	Unit	02	00000000	$2.00	$2.521	148		$373.03	$0.00	n/a
0	0	00000000000000000091	CANDY	Scale	02	00000000	$3.20	$4.526		2.32	$10.50	$0.00	n/a
0	0	00000000000000000179	COPIES	Scale	02	00000000	$2.50	$2.401		4.17	$10.01	$0.00	n/a
0	0	00000000000000000001	RED FISH	Unit	02	00000000	$1.00	$3.274	536		$1,754.94	$0.00	n/a
0	0	00000000000000000051	BROC CHS SOUP	Scale	02	00000000	$1.29	$1.715		14.62	$25.07	$0.00	n/a
0	0	00000000000000004011	BANANAS	Scale	10	00000000	$1.00	$1.000		63.46	$63.46	$0.00	n/a
Totals									1,237	84.57	$3,830.88	$8.79	99.77

Total PLU's Processed = 51

Page 1

Figure 11-40: Sample Movement Report

Report Field Descriptions

Field descriptions for the movement reports are:

UPC: This represents the item's universal product code.

Description: This field displays the descriptor assigned to the UPC.

Type: This displays the item type (for example, split, unit or scale)

Department: Two (2) digit field. This field displays the department assigned to that item.

Commodity: This field displays the commodity code assigned to that item.

Price: This field displays the price of the item.

Avg Price: This field displays the average retail price for an item. It is calculated by dividing sales dollar amount by the movement quantity.

Qty: This field displays the quantity of the item sold.

Revenue: This field displays the total sales dollars for that item.

Cost: This field displays the total cost of the items sold. It is calculated by multiplying the sales quantity and the item cost.

Margin: The gross profit of an item sold. The following equation describes how the margin is found.

$$\frac{(\text{UnitPrice} - \text{UnitCost})}{\text{UnitPrice}} \times 100$$

Ad Movement Report

The Ad Movement Report is the third option on the Reports Menu. Click on that button (or press Alt-D) to access the ScanMaster Ad Movement Report screen.

This option permits the user to track PLU movement on a specific product(s) through various ad levels (Item File Field). Up to nine different ad levels can be used.

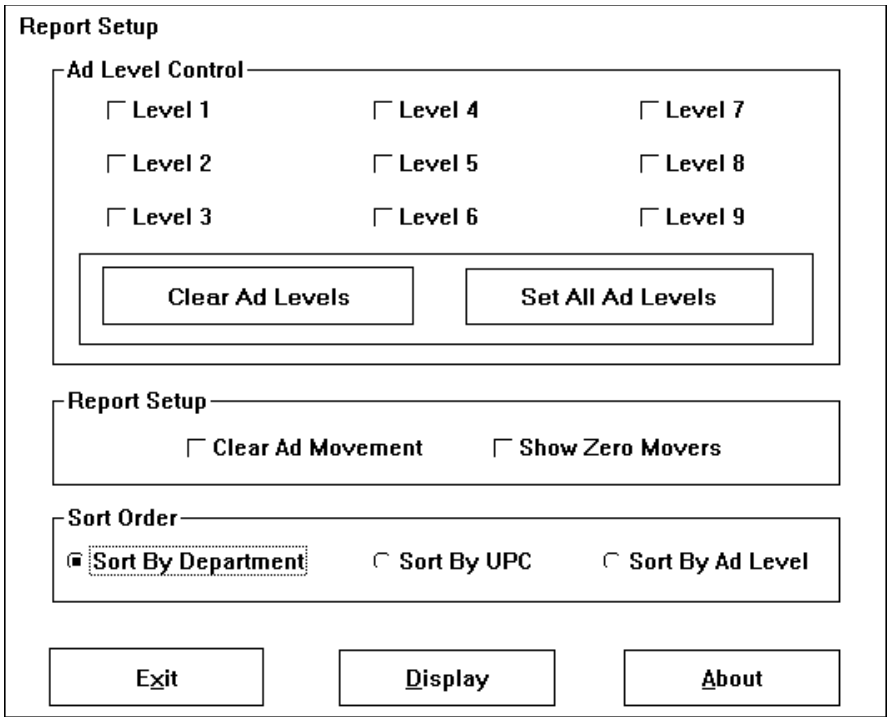


Figure 11-41: Ad Movement Report Screen

Field Descriptions

Field definitions and button options for the ScanMaster Ad Movement Report screen are:

Ad Level Control: Up to nine different ad levels can be defined.

Clear Ad Levels: Select this option to remove all ad level boxes from the report.

Set All Ad Levels: Select this option to include all ad levels for the report.

Clear Ad Movement: Select this option to clear the selected ad level movement.

Show Zero Movers: Select this option to include zero movement items.

Sort by Department: Select this option to sort the report by department number, in ascending order.

Sort by UPC: Select this option to sort the report by UPC number, in ascending order.

Sort by Ad Level: Select this option to sort the report by ad level, in ascending order.

Button Options

Button options for the ScanMaster Ad Movement Report screen are:

EXIT: Click on this button (or press Alt-X) to exit to the PLU Reports Menu.

DISPLAY: Click on this button (or press Alt-D) to display an ad level report online.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Ad Movement Report screen.

Utilizing Ad Movement Reports

Ad Levels are attached to specific products through the ScanMaster Item Maintenance screen.

They are primarily used to isolate performance on specific products or track movement on products at different price levels.

For example, the ad movement report can be used to track movement of an item on different days of the week. To do this, the store simply assigns the product a different ad level for each day of the week. At the end of the week a report can be compiled to detail the item's movement for each day.

Another example of how to use the ad level feature involves selling the same product at various prices. Stores can track movement by setting different ad levels on the product at different prices. A report can be compiled and the movement information can be used to set the best price for the product.

Producing Ad Movement Reports

From the ScanMaster Ad Movement Report screen, the user can select the desired ad levels from which to generate reports.

- Click on specific ad levels to get specific ad level reports.
- Click on the SELECT ALL AD LEVELS check box to select ad levels 1-9.
- Click on the CLEAR AD LEVELS check box to remove all ad level flags.
- Select CLEAR AD MOVEMENT to clear the selected ad level movement.
- Select SHOW ZERO MOVERS to include zero movement items.
- Click the desired SORT ORDER radio button.

Click on the DISPLAY button to generate the report and display it online. Click on EXIT to abort changes and return to the ScanMaster PLU Reports Menu.

Note: A hard copy of this report is available after the DISPLAY button is pressed. Simply click on the PRINT button and a hard copy is printed.

Clear Item Movement

The Clear Item Movement button is the fourth button on the PLU Reports Menu. Click on that button (or press Alt-C) to access the Clear Item Movement screen.

This option permits the user to clear item movement from the system. It automatically shifts movement clearance to the background, freeing up the active window for other tasks.

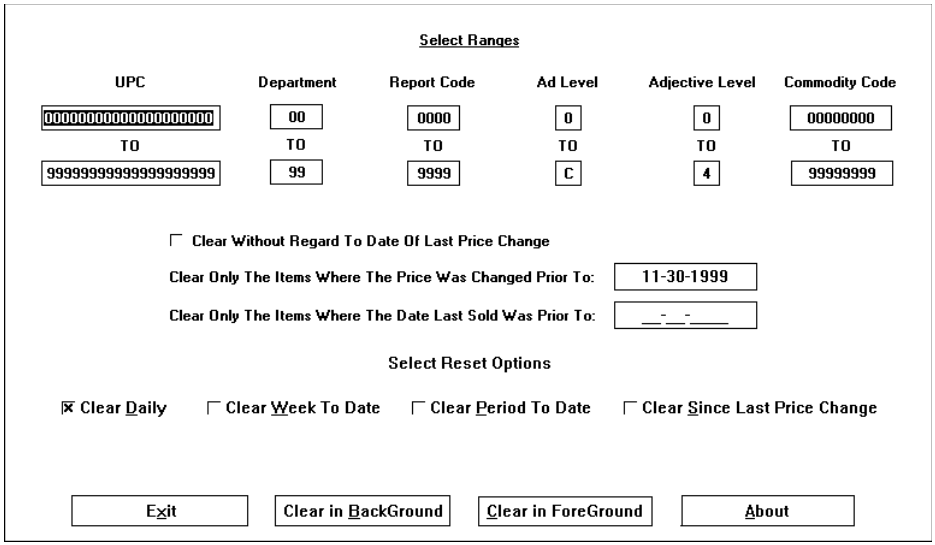


Figure 11-42: Clear Item Movement Screen

Field Descriptions

Field descriptions for the ScanMaster Clear Item Movement screen are:

UPC: Twenty (20) digit numeric field. Enter the starting and ending range of UPC movement items to be cleared from the system.

Department: Two (2) digit numeric field. Enter the starting and ending range of departments from which movement items are to be cleared.

Report Code: Two (2) digit numeric field. Enter the starting and ending range of report codes from which movement items are to be cleared.

Ad Level: One (1) digit numeric field. Enter the starting and ending ad level range from which movement items are to be cleared.

Adj Level: One (1) digit numeric field. Enter the starting and ending adjective price level range from which movement items are to be cleared.

Commodity Code: Two (2) digit numeric field. Enter the starting and ending range of commodity codes from which movement items are to be cleared.

Clear Without Regard to Date of Last Maintenance: Click on this radio button to clear all item movement (on all items) from the system even on items maintained prior to the last maintenance date.

Clear Only The Items Where the Price was Changed Prior To: MMDDYY format. ScanMaster will only clear movement on items that received a price change prior to the date specified.

Clear Only The Items Where the Date Last Sold Was Prior To: MMDDYY format. ScanMaster will only clear movement on items that were last sold prior to the date specified.

Select Reset Options: The ScanMaster Clear Movement screen has four options. They are:

- **Clear Daily:** Click on this check box to reset the daily movement field. An "X" in the box means this field has been selected.
- **Clear Week to Date:** Click on this check box to reset only the week to date movement field. An "X" in the box means this field has been selected.
- **Clear Period to Date:** Click on this check box to reset the period to date field. An "X" in the box means this field has been selected.
- **Clear Since Last Price Change:** Click on this check box to reset the movement since last price change field. An "X" in the box means this field has been selected.

Button Options

Button options for the ScanMaster Clear Movement screen are:

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster PLU Reports Menu.

CLEAR IN BACKGROUND: Click on this button (or press Alt-B) to process clear movement report in the background. This automatically shifts movement clearance to the background, freeing up the active window for other tasks.

CLEAR IN FOREGROUND: Click on this button (or press Alt-F) to process the clear movement report in the active window (foreground).

ABOUT: Click on this button (or press Alt-A) for software information about the Clear Movement screen.

Processing Clear Movement Reports

From the ScanMaster Clear Movement screen, the user inputs the desired search criteria to clear item movement from the system. Enter the desired UPC numbers, department numbers, report codes and commodity codes. Then select the clear movement options: clear all, clear week to date, clear since last price change, and clear period to date. Click on the CLEAR IN BACKGROUND button to process the clear movement report in the background. Click on the CLEAR IN FOREGROUND button to process in the active window.

Note: Clear Item Movement is a maintenance option. An actual report is not produced through this feature.

Electronic Coupon Reports

Electronic Coupon Reports in the third option on the ScanMaster Reports Menu. Click on this button (or press ALT - E) to access the ScanMaster Electronic Coupons report. This option enables the user to view or print electronic coupon reports based on user-defined search criteria.

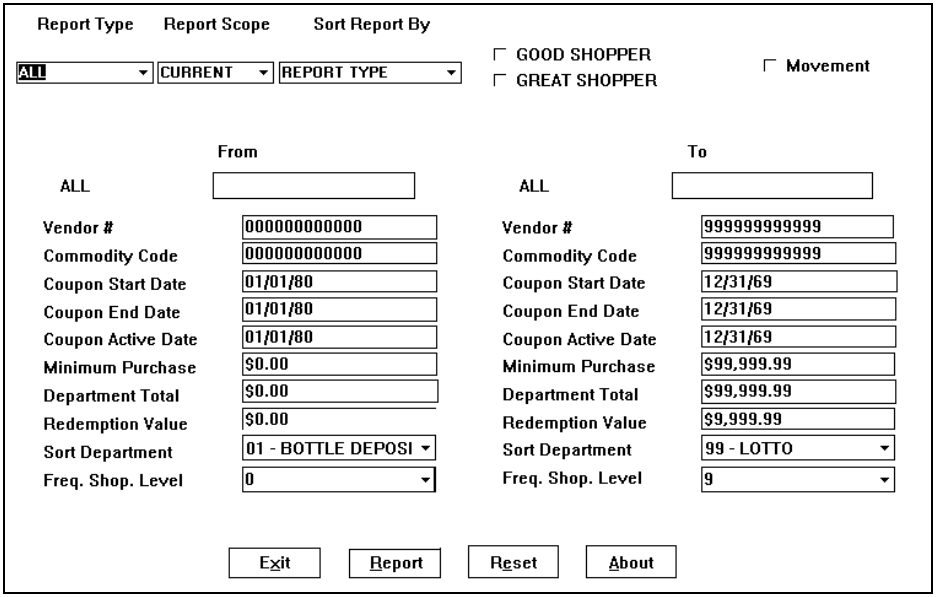


Figure 11-43: Electronic Coupon Report

Field Descriptions

Field descriptions for the ScanMaster Electronic Coupon Report screen are:

Report Type: This field displays the Report Type. There are seven Report Type options: All, UPC, Mix & Match, Department, Total Sale, Report Code and Bundle Code. Click on the down arrow to select the Report Type.

Report Scope: This field displays the Report Scope. There are two Report Scope options: Current and Period. Click on the down arrow to select the Report Scope.

Sort By: This field displays the sort selection. There are eight Sort By options: Report Type, Description, Vendor Number, Commodity Code, Department, Discount Type, Start Date and End Date. Click on the down arrow to select the sort field.

Points: Check this box to clear current and period point totals when the report is generated.

Bonus: Check this box to clear current and period bonus totals when the report is generated.

Movement: Check this box to clear electronic movement quantity and amounts when the report is generated.

UPC: Twenty (20) digit numeric field. Enter the desired UPC number range for the electronic coupons to include in the report.

Vendor #: Twelve (12) digit numeric field. Enter the desired vendor number range of items to include in the report.

Commodity Code: Twelve (12) digit numeric field. Enter the desired commodity code range of items to include in the report.

Coupon Start: MMDDYY Format. Enter the date range of the electronic coupon's start date to include in the report.

Coupon End: MMDDYY Format. Enter the date range of the electronic coupon's end date to include in the report.

Coupon Active Date: MMDDYY Format. Enter the active date range of the electronic coupons to include in the report.

Minimum Purchase: Enter the minimum transaction purchase range (in dollars) to include in the report.

Department Total: Enter the department totals range (in dollars) to include in the report.

Redemption Value: Enter the redemption amount (in dollars) of the electronic coupons to include in the report.

Sort Department: Click the down arrows to select the sort department range to include in the report.

Freq. Shop Level: Click the down arrows to select the Frequent Shopper Level range to include in the report.

Button Options

Button options for the ScanMaster Electronic Coupon Report screen are:

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Reports Menu.

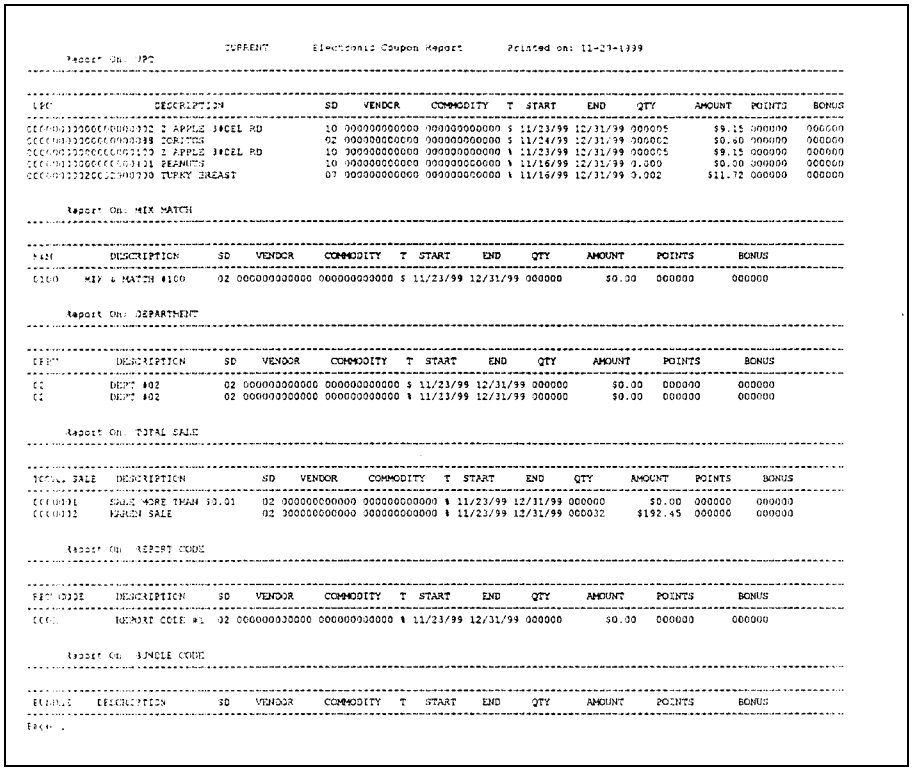
REPORT: Click on this button (or press Alt-R) to compile an electronic coupon report for the selected parameters.

RESET: Click on this button (or press Alt-E) to reset the parameters to their default settings.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Electronic Coupon Report screen.

Creating Electronic Coupon Reports

From the ScanMaster Electronic Coupon Report screen, select the desired Report Type (All, UPC, Mix & Match, Department, Total Sale, Report Code or Bundle Code), report scope (Current or Period to Date) and Sort Report By selection (Report Type, Description, Vendor Number, Commodity Code, Department, Discount Type, Start Date or End Date). Select the clearing options (Points / Bonus / Movement). Then enter the From and To parameters for UPC number, Vendor Number, Commodity Code, Coupon Start, Coupon End, Coupon Active Date, Minimum Purchase, Department Total, Redemption Value, Sort Department and Frequent Shopper Level. Upon selecting all report parameters, click on the REPORT button to compile the report with the selected parameters. Click on EXIT to exit to return to the ScanMaster Reports Menu.



CURRENT Electronic Coupon Report Printed on: 11-29-1999

Report On: UPC

UPC	DESCRIPTION	SD	VENDOR	COMMODITY	T	START	END	QTY	AMOUNT	POINTS	BONUS
0000001000000000000372	2 APPLE 1#DEL RD	10	000000000000	000000000000	$	11/23/99	12/31/99	000005	$9.15	000000	000000
0000001000000000003038	2CARROTS	02	000000000000	000000000000	$	11/24/99	12/31/99	000002	$0.60	000000	000000
0000001000000000003179	2 APPLE 1#DEL RD	10	000000000000	000000000000	%	11/23/99	12/31/99	000005	$9.15	000000	000000
0000001000000000003131	PEANUTS	10	000000000000	000000000000	%	11/16/99	12/31/99	0.000	$0.00	000000	000000
0000001000000000000739	TURKY BREAST	07	000000000000	000000000000	%	11/16/99	12/31/99	0.002	$11.72	000000	000000

Report On: MIX MATCH

MIX	DESCRIPTION	SD	VENDOR	COMMODITY	T	START	END	QTY	AMOUNT	POINTS	BONUS
0100	MIX & MATCH #100	02	000000000000	000000000000	$	11/23/99	12/31/99	000000	$0.00	000000	000000

Report On: DEPARTMENT

DEPT	DESCRIPTION	SD	VENDOR	COMMODITY	T	START	END	QTY	AMOUNT	POINTS	BONUS
01	DEPT #02	02	000000000000	000000000000	$	11/23/99	12/31/99	000000	$0.00	000000	000000
01	DEPT #02	02	000000000000	000000000000	%	11/23/99	12/31/99	000000	$0.00	000000	000000

Report On: TOTAL SALE

TOTAL SALE	DESCRIPTION	SD	VENDOR	COMMODITY	T	START	END	QTY	AMOUNT	POINTS	BONUS
0000001	SALE MORE THAN $0.01	02	000000000000	000000000000	%	11/23/99	12/31/99	000000	$0.00	000000	000000
0000002	REGEN SALE	02	000000000000	000000000000	%	11/23/99	12/31/99	000032	$192.45	000000	000000

Report On: REPORT CODE

REPORT CODE	DESCRIPTION	SD	VENDOR	COMMODITY	T	START	END	QTY	AMOUNT	POINTS	BONUS
0001	REPORT CODE #1	02	000000000000	000000000000	%	11/23/99	12/31/99	000000	$0.00	000000	000000

Report On: BUNDLE CODE

BUNDLE	DESCRIPTION	SD	VENDOR	COMMODITY	T	START	END	QTY	AMOUNT	POINTS	BONUS

Page 1

Figure 11-44: Sample Electronic Coupon Report

Report Field Descriptions

Field descriptions for the Electronic Coupon Report are:

Report On: This field displays how the report was sorted (UPC, Department, Vendor, Start Date, Commodity, or End Date).

UPC or Mix & Match: This field displays the UPC or Mix & Match code for the Electronic Coupon.

Description: This field displays the description listed on the electronic coupon.

SD: This field displays the sort department from which the electronic coupon is deducted.

Vendor: This field displays the vendor number of the product's supplier.

Commodity: This field displays the commodity code for this product.

T: This field displays the discount type assigned to this electronic coupon. There are two types: dollars ($) or percent (%).

Start: This field displays the start date for the electronic coupon.

End: This field displays the end date for the electronic coupon.

Qty: This field displays the number of electronic coupons presented by customers.

Amount: This field displays the amount (dollar or percent depending on the discount type) of the electronic coupon.

Points: This field displays the amount of frequent shopper points for the electronic coupon.

Bonus: This field displays the amount of frequent shopper bonus points for the electronic coupon.

Delete Electronic Coupons

Delete Electronic Coupons in the fourth option on the ScanMaster Reports Menu. Click on this button (or press ALT - D) to access the ScanMaster Electronic Coupon Delete screen. This option enables the user to delete electronic coupon reports based on user-defined search criteria.

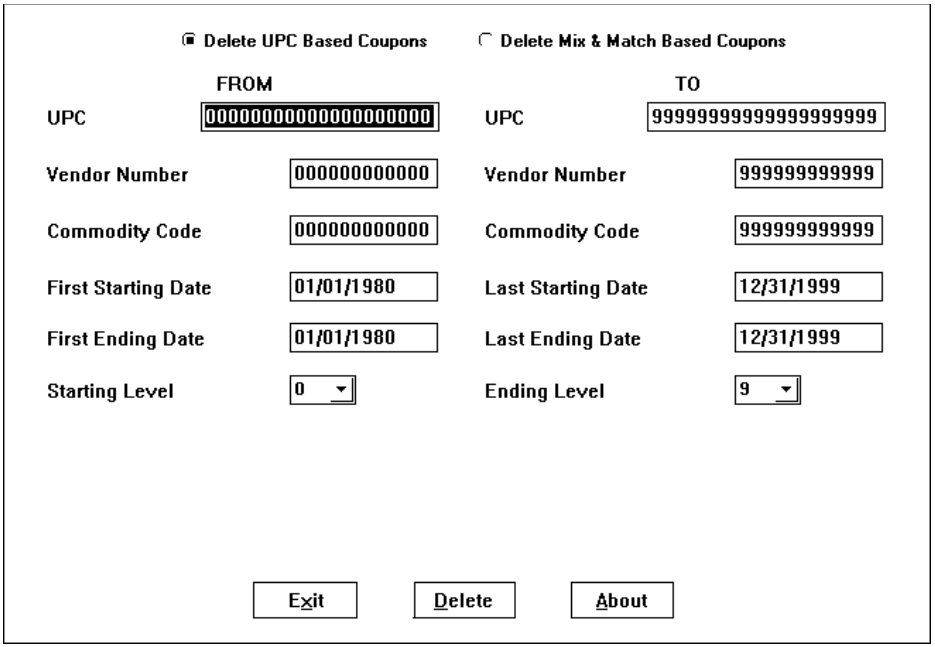


Figure 11-45: Electronic Delete Screen

Field Descriptions

Field descriptions for the ScanMaster Electronic Coupon Delete screen are:

Delete UPC Base Coupons: Click this radio button to delete UPC based electronic coupons.

Delete Mix & Match Based Coupons: Click this radio button to delete Mix & Match based electronic coupons.

UPC: Twenty (20) digit numeric field. This field displays the range of UPC numbers of the electronic coupons to be deleted.

Vendor #: Twelve (12) digit numeric field. This field displays the range of vendor numbers of the electronic coupons to be deleted.

Commodity: Twelve (12) digit numeric field. This field displays the range of commodity code numbers of the electronic coupons to be deleted.

First / Last Starting Date: MMDDYY format. This field displays the range of starting dates of the electronic coupons to be deleted.

First / Last Ending Date: MMDDYY format. This field displays the range of ending dates of the electronic coupons to be deleted.

Starting /Ending Level: MMDDYY format. This field displays the range of frequent shopper levels to be deleted.

Button Options

Button options for the ScanMaster Electronic Coupon Delete screen are:

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Reports Menu.

DELETE: Click on this button (or press Alt-D) to delete all electronic coupons report for the selected parameters.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Electronic Coupon Delete screen.

Deleting Electronic Coupons

From the ScanMaster Electronic Coupon Delete screen, enter the From and To parameters for UPC number, Vendor Number, Commodity Code, Starting Date, Ending Date and Frequent Shopper Level. Then click on DELETE to delete electronic coupons within the selected parameters.

Print End-of-Day Reports

Print End-of-Day Reports in the sixth option on the ScanMaster Reports Menu. Click on this button (or press Alt-P) to access the ScanMaster Print End-of-Day report.

This option enables the operator to produce a hard copy of all reports needed for store balancing.

Producing End-of-Day Reports

When this option is selected, the system automatically processes all pre-defined reports selected by the user. This report is mainly used for store balancing.

EJ By Transaction

Electronic Journal Reports is the seventh option on the ScanMaster Reports Menu. Click on that button (or press Alt-J) to access the ScanMaster Electronic Journal Report (By Transaction) screen.

This option enables the user to select specific electronic journal transactions by transaction number. Electronic Journal files contain detailed data of all transactions processed at POS workstations throughout the day.

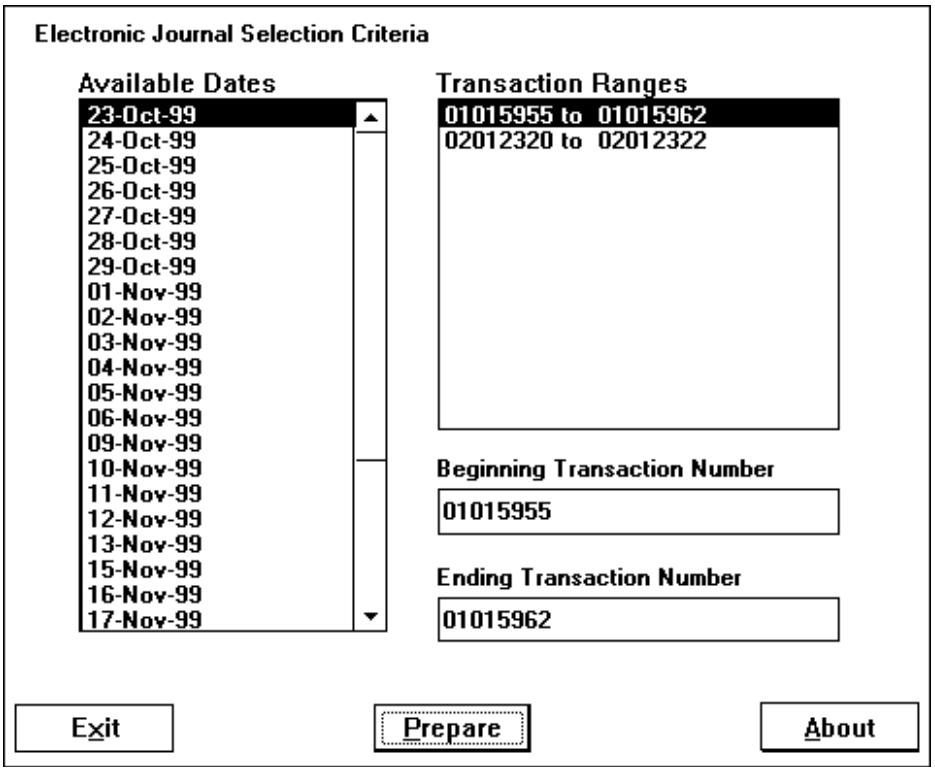


Figure 11-46: Electronic Journal Reports Screen (By Transaction)

Field Descriptions

Field descriptions for the ScanMaster Electronic Journal Report (By Transaction) screen are:

Available Dates: This field lists the date on which electronic journal information is available. Click on the desired date.

Transaction Ranges: This field lists the range of starting and ending transaction numbers available for the selected date. Click on the desired range.

Beginning Transaction Number: Enter the starting transaction number.

Ending Transaction Number: Enter the ending transaction number.

Button Options

Button options for the ScanMaster Electronic Journal Report (By Transaction) screen are:

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Reports Menu.

PREPARE: Click on this button (or press Alt-P) to process the report based on user-defined search criteria entered in data fields.

Note: The PRINT button becomes available once the report is processed.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Electronic Journal Reports (By Transaction) screen.

Producing Electronic Journal Reports

From the ScanMaster Electronic Journal Reports screen, select the desired date from the list of available dates in the Date field. Click on the desired range of transactions for the report. If desired, alter the Beginning and Ending Transaction Numbers. Press ENTER to advance the operator to the next field. Click on the PREPARE button once the desired search criteria is entered. The system processes the report and prints it to the screen. The horizontal and vertical scroll bars enable the operator to move around in the electronic journal report. The PRINT button is now available. Press PRINT to print a hard copy of the Electronic Journal Report.

Report Field Descriptions

Field descriptions for the Electronic Journal Report (By Transaction) are:

Transaction #: This field displays the receipt number for any given transaction. The first two digits of this eight-digit field identify the lane number. The remaining digits are the transaction number.

Cashier #: This field displays the cashier's three-digit employee number.

UPC: This field identifies a specific product. Each product has an unique UPC number.

Description: This field provides a description of the UPC item sold.

Qty: This field displays the quantity or weight of items scanned during the transaction.

Price: This field displays the total price for the quantity of items sold during the transaction.

Status: This field displays the status of the item (food stamp or taxable status). FS = Food Stamps; T1, T2, or T3 = Tax Status.

Action: This field displays whether the items were scanned or key entered.

Unit Type: This field displays specific information about the item's attributes. For example, this field could show if the item is a scale item, a store coupon, a split item.

Sub Total (Without tax): This field displays the total of the sale without tax.

Tax 1, 2, & 3: This field displays the amount of the tax collected.

Subtotal (With Tax): This field displays the total of the sale with tax.

Payment Type: This field displays the method of payment for the transaction.

Item Count: This field displays the total number of items in the sale.

Transaction Started At: This field displays when the first item was scanned or key-entered into the system.

Transaction Finished At: This field displays the time of final tender.

Total Transaction Time: This field displays the difference between the transaction start and finish times.

Idle Time Between Sales: This field displays the time since the end of the previous sale to the beginning of the current sale.

Total Ringing Time: This field displays the total amount of time it took to ring a transaction.

Total Tender Time: This field displays the total amount of time it took to tender a transaction.

Effective Scan Rate: This field displays the number of scanned entries per minute for a transaction.

Scanned Entries: This field displays the number of items scanned for a specific transaction.

Keyed Entries: This field displays the number of items key-entered for a specific transaction.

Open Department Entries: This field displays the number of open department entries for a specific transaction.

Note: Electronic Journal Report includes the cashier's opening (signon) and closing (signoff) media fields with amounts.

EJ By Cashier

Electronic Journal Reports (By Cashier) is the eighth option on the ScanMaster Reports Menu. Click on that button (or press Alt-J) to access the ScanMaster Electronic Journal Reports (By Cashier) screen. This option enables the user to select specific electronic journal transactions by cashier. Electronic Journal files contain detailed data of all transactions processed at POS workstations throughout the day.

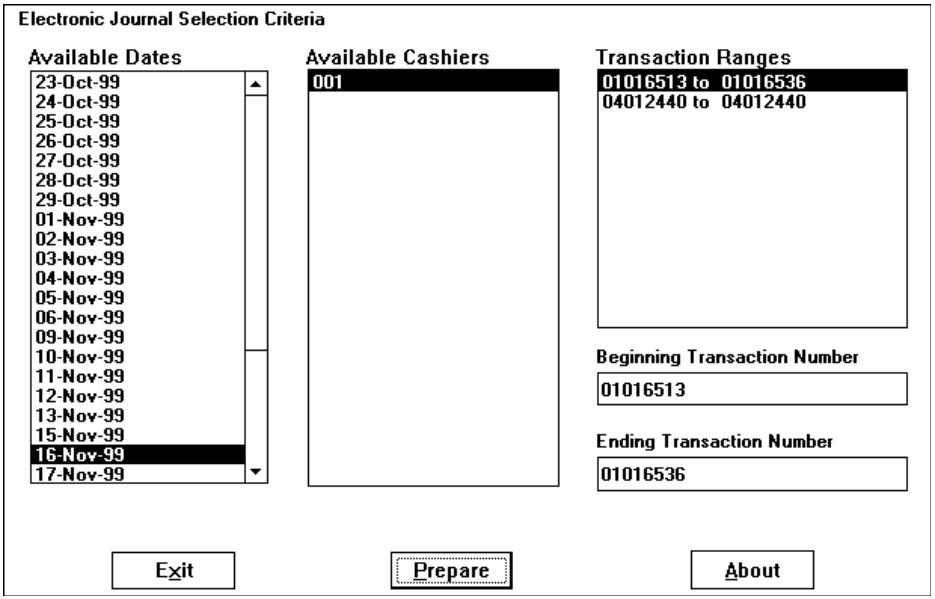


Figure 11-47: Electronic Journal Reports Screen (By Cashier)

Field Descriptions

Field descriptions for the ScanMaster Electronic Journal Report (By Cashier) screen are:

Available Dates: This field lists the date on which electronic journal information is available. Click on the desired date.

Transaction Ranges: This field lists the range of starting and ending transaction numbers available for the selected date. Click on the desired range.

Available Cashiers: This field lists the available cashiers on which electronic journal is available. Click on the desired cashier.

Beginning Transaction Number: Enter the starting transaction number.

Ending Transaction Number: Enter the ending transaction number.

Button Options

Button options for the ScanMaster Electronic Journal Reports screen are:

EXIT: Click on this button (or press Alt-X) to exit to the ScanMaster Reports Menu.

PREPARE: Click on this button (or press Alt-P) to process the report based on user-defined search criteria entered in data fields.

Note: The PRINT button becomes available once the report is processed.

ABOUT: Click on this button (or press Alt-A) for software information about the ScanMaster Electronic Journal Reports screen.

Producing Electronic Journal Reports

From the ScanMaster Electronic Journal Reports screen, select the desired date from the list of available dates in the Date field. Click on the desired cashiers and range of transactions for the report. If desired, alter the Beginning and Ending Transaction Numbers. Press ENTER to advance the operator to the next field. Click on the PREPARE button once the desired search criteria is entered. The system processes the report and prints it to the screen. The horizontal and vertical scroll bars enable the operator to move around in the electronic journal report. The PRINT button is now available. Press PRINT to print a hard copy of the Electronic Journal Report.

Report Field Descriptions

Field descriptions for the Electronic Journal Report are:

Transaction #: This field displays the receipt number for any given transaction. The first two digits of this eight-digit field identify the lane number. The remaining digits are the transaction number.

Cashier #: This field displays the cashier's three-digit employee number.

UPC: This field identifies a specific product. Each product has an unique UPC number.

Description: This field provides a description of the UPC item sold.

Qty: This field displays the quantity or weight of items scanned during the transaction.

Price: This field displays the total price for the quantity of items sold during the transaction.

Status: This field displays the status of the item (food stamp or taxable status). FS = Food Stamps; T1, T2, or T3 = Tax Status.

Action: This field displays whether the items were scanned or key entered.

Unit Type: This field displays specific information about the item's attributes. For example, this field could show if the item is a scale item, a store coupon, a split item.

Sub Total (Without tax): This field displays the total of the sale without tax.

Tax 1, 2, & 3: This field displays the amount of the tax collected.

Subtotal (With Tax): This field displays the total of the sale with tax.

Payment Type: This field displays the method of payment for the transaction.

Item Count: This field displays the total number of items in the sale.

Transaction Started At: This field displays when the first item was scanned or key-entered into the system.

Transaction Finished At: This field displays the time of final tender.

Total Transaction Time: This field displays the difference between the transaction start and finish times.

Idle Time Between Sales: This field displays the time since the end of the previous sale to the beginning of the current sale.

Total Ringing Time: This field displays the total amount of time it took to ring a transaction.

Total Tender Time: This field displays the total amount of time it took to tender a transaction.

Effective Scan Rate: This field displays the number of scanned entries per minute for a transaction.

Scanned Entries: This field displays the number of items scanned for a specific transaction.

Keyed Entries: This field displays the number of items key-entered for a specific transaction.

Open Department Entries: This field displays the number of open department entries for a specific transaction.

Note: Electronic Journal Report includes the cashier's opening (signon) and closing (signoff) media fields with amounts.

Appendix A: Personalization Survey and Setup Guide

Since each customer using the ScanMaster System has different needs, it was developed with flexibility in mind. Therefore, many user-defined selections were built into the system to help customers meet their needs.

Most of these user-defined features are found under the System Personalization Menu. Selecting the various options in each of these files helps users customize their system.

Customer Survey

Prior to installing the ScanMaster System, a customer survey is conducted to determine that customer's specific needs. This survey deals with the system's various control files. Through it, a proper configuration for that customer is established.

In the event a customer's needs change over the years, system personalization options can change to meet those needs.

Set-Up Preparation

When installing the ScanMaster System, consider the following data when customizing your system.

Item File

- Item File
- Mix & Match Maintenance
- Flip Chart Maintenance
- Promotion / Coupon Editor
- Bottle Link Editor
- Report Codes
- Tare Table
- Variable Tare Table
- Electronic Coupon Maintenance
- Bundle File Maintenance
- Adjective Price Maintenance

Employee File

- Employee File
- Enhanced Security

Department File

- Department File
- Subdepartment File
- Department Restriction Table
- Group Descriptors

Customer File

- Negative Check File
- Customer File
- Check / Charge Reason Codes
- Frequent Shopper Discount Matrix

Personalization

- Register Control File
- Back Office Control File
- Banner File
- Reason Codes
- Tax Table
- Keyboard Configurator
- Media Configurator
- Foreign Currency Rate Editor
- Tax Code Editor
- SRR Editor
- Communication Parameters
- Customer CRT Promo Editor

Customer Data Sheet

Customer Information

Customer Name: _____

Customer Address: _____

_____

Phone: _____ **Fax:** _____ **Modem:** _____

Installation Information

Install Date: _____ **Live Date:** _____

Training Dates / Hours: _____

_____

_____

Live Support Dates / Hours: _____

_____

_____

Store Information

Please list the appropriate store personnel to contact.

Name	Job Title / Responsibility	Phone

Comments / Requirements

Item File

The Item File can be manually entered, host provided or possibly derived from an existing system converted into ScanMaster format.

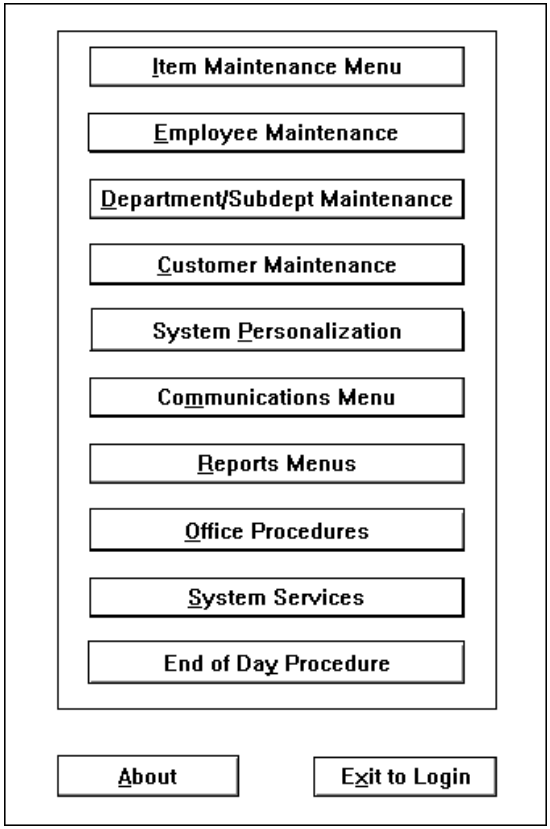


Figure A-1: ScanMaster Item File Menu Screen

Who and when to provide TEST file:_____

Who and when to provide LIVE file: _____

Mix & Match Maintenance

This feature lists all the Mix & Match records on the system and enables the user to perform maintenance on those records. There are nine hundred and ninety-nine (999) Mix & Match records available. The purpose of the Mix & Match file is to permit scanning of different UPCs with the same price to be associated together for split price or limited quantity price breaks (such as Kool-Aid or Jell-O). The Mix & Match file permits a descriptor to be associated with the Mix & Match record.

The Mix & Match pop-up window displays in the item file when the Mix & Match field is accessed. A Mix & Match record may also be created in Direct Item Maintenance.

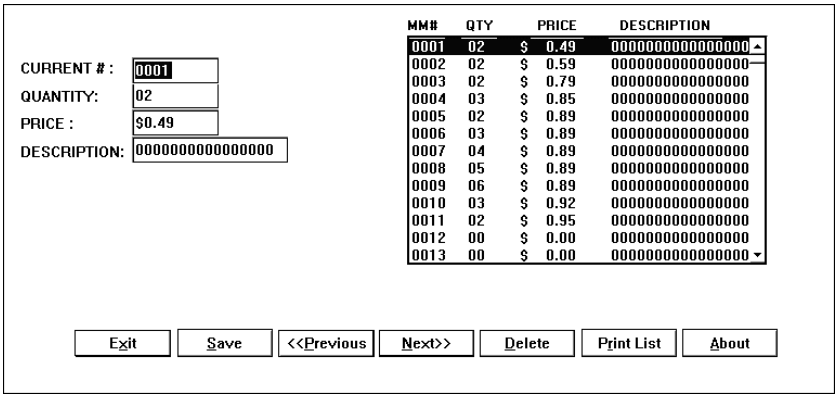


Figure A-2: Mix and Match Record Maintenance

Flip Chart Maintenance

This feature builds the Preset Menus that display store code numbers at the POS workstation. There are two ScanMaster Flip Chart Maintenance screens. The first screen displays a list of available departments. The second screen enables the user to assign look-up codes to the selected department.

From the Flip Chart Maintenance screen, you can select the desired department on which you want to perform flip chart maintenance. Simply click on the desired department and the ScanMaster Flip Chart Maintenance edit screen displays.

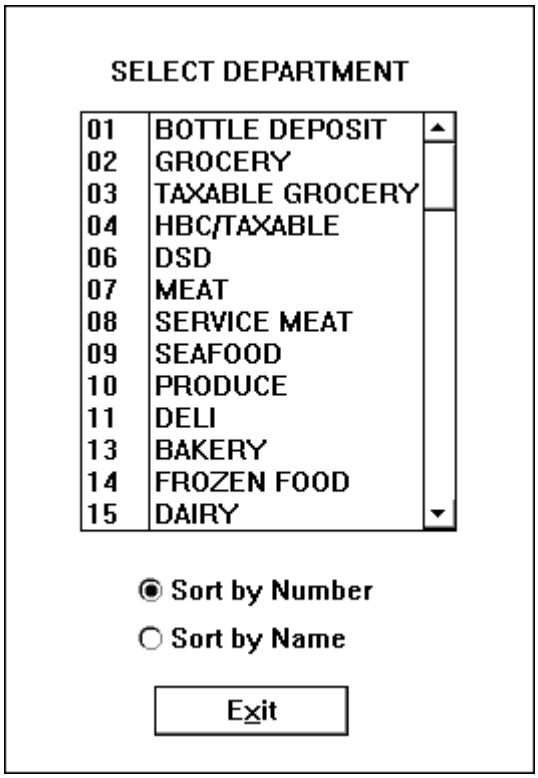


Figure A-3: Flip Chart Maintenance Screen (List)

Promotion / Coupon Editor

Through Promotion / Coupon Editor, you can create or edit coupons (or promotional advertisements) that print at the end of the customer's receipt if the transaction meets the system criteria.

Promotion / Coupons can print by random winner, frequent shopper, over / under total sale, over / under department sale, and by a link to a UPC. There can be up to 9999 promotion / coupons created on the system.

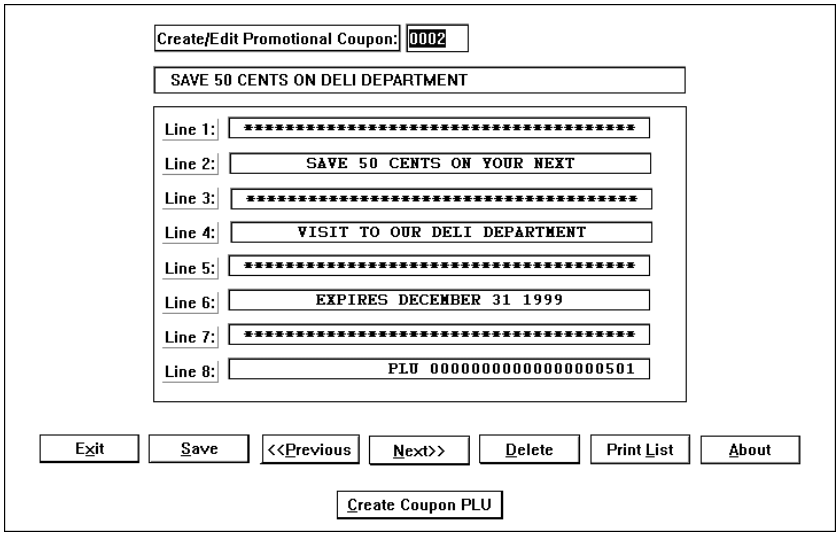


Figure A-4: Promotion/Coupon Editor Screen

Bottle Link Editor

This feature permits the user to link a bottle deposit amount to an item and to different departments. There can be up to ninety-nine (99) bottle links created on the system. The bottle link table can be viewed from the Direct Item Maintenance screen. It is found in the lower left corner above the button options.

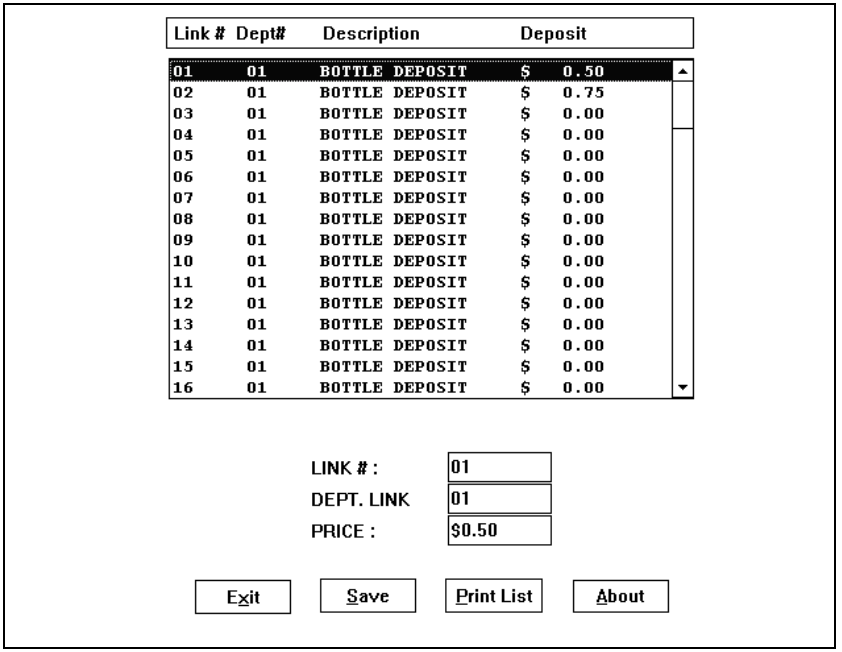


Figure A-5: Bottle Link Maintenance

Report Codes

The report code table associates a descriptor to a report code number. There are ninety-nine report codes available through Item Maintenance. Report codes can be used to group items into specific categories for reporting purposes. For example, all products from Company A can be grouped under a specific report code.

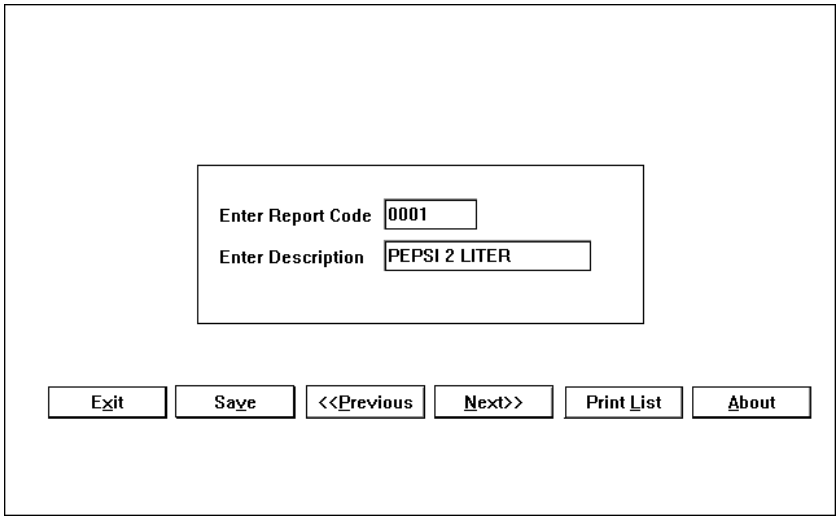


Figure A-6: Reason Code Maintenance Screen

Tare Table

This feature permits you to assign up to 99 associated weight values to specific tare items. Tare items are products that must be weighed to determine their price. The tare value is the weight of the package the product is placed in. Tare codes 1 through 79 are reserved for Fixed Tare Codes, where the weight of the package is consistent regardless of the amount of product purchased. Tare codes 80-98 are reserved for Variable Tare Codes, where the weight of the package varies with the amount of product purchased. An item with a tare code of 99 prompts the cashier to manually enter a tare code.

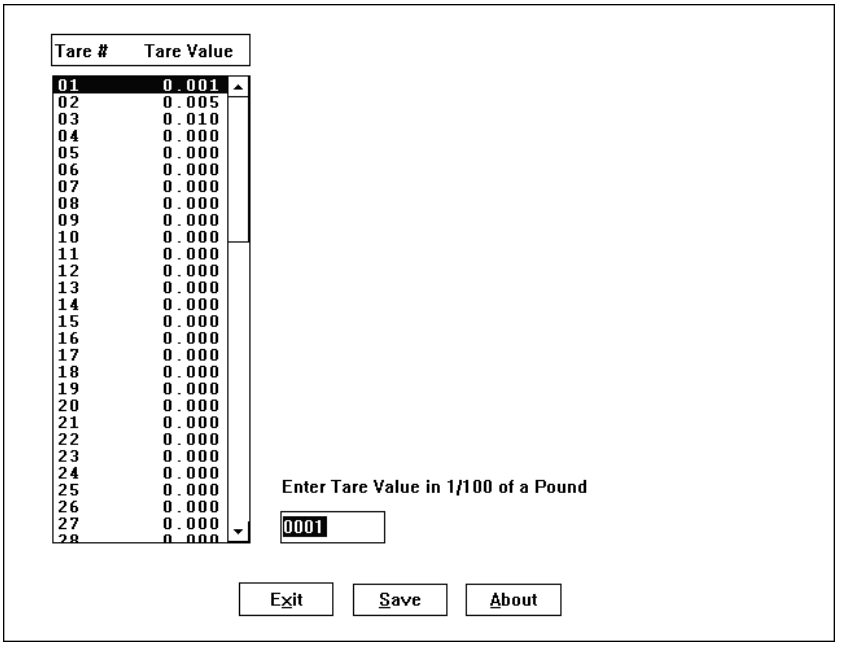


Figure A-7: Fixed Tare Table Maintenance

Variable Tare Tables

If this feature is enabled, the system will support multiple package weights per individual product.

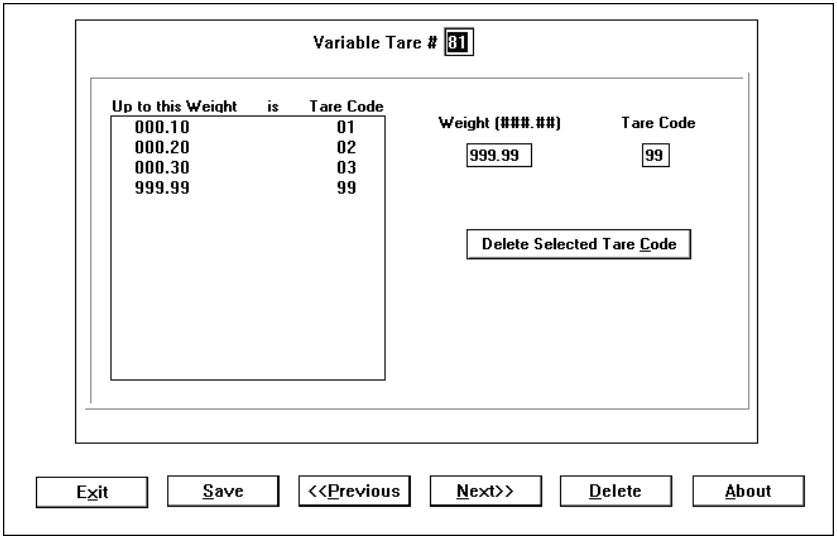


Figure A-8: Variable Tare Table

Electronic Coupon Maintenance

This feature enables stores to generate electronic promotions and provide electronic discounts and frequent shopper benefits.

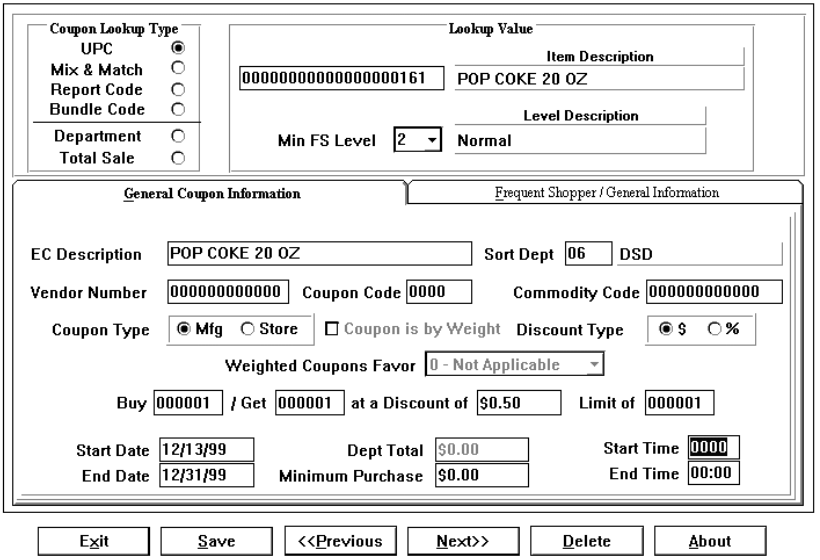


Figure A-9: Electronic Coupon Maintenance Screen

Bundle File Maintenance

This feature enables stores to organize a group of items together in a "bundle" for sale or promotional purposes. Customers get free or discounted item if all items included the bundle are purchased. Up to 99 bundles can be created in ScanMaster. As many as five and as few as two items or groupings can be included in the bundle.

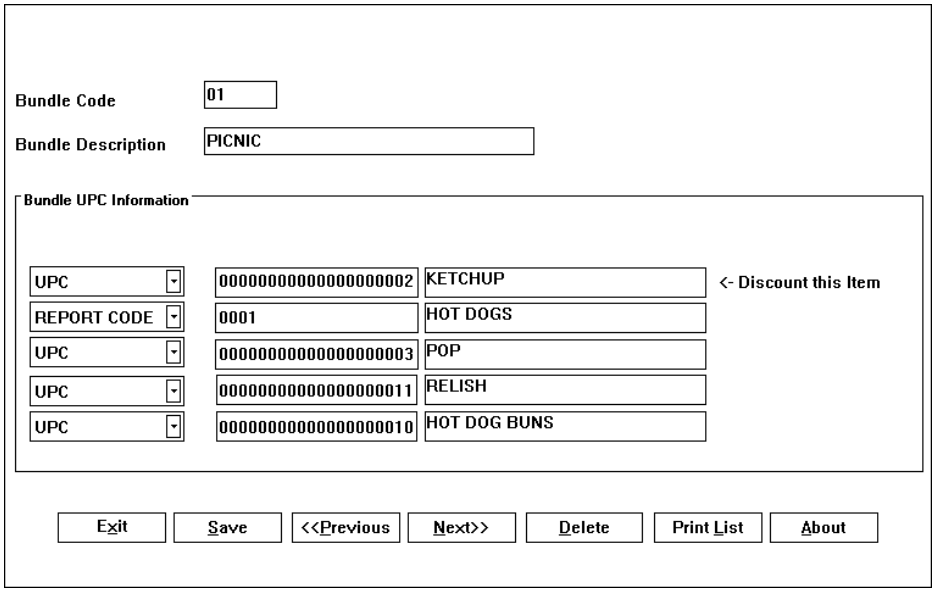


Figure A-10: ScanMaster Bundle Maintenance Screen

Adjective Price Maintenance

Adjective Pricing and Adjective Price Maintenance features are used to configure multiple level pricing for a single UPC. Through adjective price maintenance, stores can use a single UPC to create layers of pricing for an individual product.

There are two ways to configure Adjective pricing. They are:

- By Level
- By Quantity

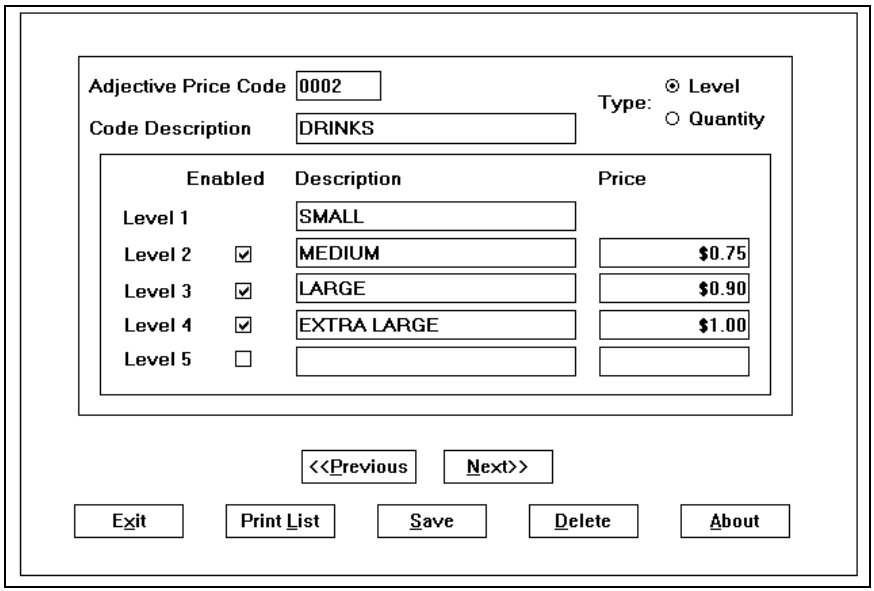


Figure A-11: Adjective Pricing By Level

Employee File

Employee File options enable you to add, edit, delete, or view the store employee file, as well as monitor cashier activity and force logoff of a cashier. It explains each field associated with employee maintenance, as well as how to generate and interpret a list of all employees and a list of active employees.

Employee Name	Employee Number	Security Level	Birth Date	Employee Password

Enhanced Security

Enhanced Security limits employee access to menu options on the ScanMaster System.

Security is available for each menu item. Main Menu and submenu options are listed below. Use the Enhanced Security worksheet to identify security levels for your employees.

Item Maintenance Menu: Direct Item Maintenance; Create / Edit Batches; Activate Batches; Delete Batches; Print Batches; Mass Attribute Batches; Convert PLU Report to Batch; Mix & Match Maintenance; Flip Chart Maintenance; and Miscellaneous Maintenance.

Employee Maintenance: Employee Maintenance; Active Employee / Lane List; Cashier Monitoring; Force Cashier Logoff; Enhanced Security; and Active Cashier Status Editor.

Department/Subdepartment Maintenance: Department Maintenance; Subdepartment Maintenance; Department Restriction Matrix; and Group Descriptor Maintenance.

Customer Maintenance: Negative Check File Maintenance; Negative Check Report; Customer File Maintenance; Check / Charge Reason Codes; Clear Customer Totals; Customer Report; Frequent Shopper Discount Matrix; and Level Code Maintenance.

System Personalization: Register Control File; Back Office Control File; Banner File; Reason Code Maintenance; Tax Table Maintenance; Keyboard Configurator; Media Configurator; Foreign Currency Rate Editor; Tax Code Editor; SRR Editor; Communication Parameters; and Customer CRT Promo Editor.

Communications Menu: Call Host; Send PLU File to Host; Get Electronic Coupon File; Send Coupon Submission; and Kronos Communication..

Reports Menu: Financial Report Menu; Item File Reports; Electronic Coupon Reports; Delete Electronic Coupons; Print End-of-Day Reports; Electronic Journal by Transaction; and Electronic Journal by Cashier..

Office Procedures: Pickups and Loans; Cashier Settlement; Delay Cashiers; Office Reconciliation; Deposits; ScanMaster Reconciliation Report; Adjust Settled Cashiers; Active Cashiers List; Media Flash Report; and Office Adjustments.

System Services: View Security Log; View / Delete Suspend / Lock Files; Label Printing; Third Party Menu; Electronic Journal Backup; System Backup; and View / Print Error Logs.

Miscellaneous Maintenance: Promotion / Coupon Editor; Bottle Link Editor; Report Code Editor; Tare Table Maintenance; Variable Tare Maintenance; Electronic Coupon Maintenance; Bundle Code Maintenance; and Adjective Price Maintenance.

Accounts Receivable Menu: Post A / R Payments; Post A / R Finance Charges; A / R Month-End Close; A / R Statement Printing; A / R Aging Report; and A / R Activity Report.

Financial Reports Menu: Department Flash Report; Enhanced Department Report; Department Historical Report; Department Activity Report; Hourly Activity Report; Consolidated TLOG Reports; Summary Audit Trail Reports; Detail Audit Trail Reports; Cashier Report; Lane Productivity Report; and Non-Resettable Totals Report.

Item File Reports Menu: PLU File Reports; PLU Movement Reports; Ad Movement Reports; and Clear Item Movement.

Special Menu Access: Keyboard Configurator; User-Defined Menu; Third Party Menu; and End-of-Day Procedures.

Enhanced Security Worksheet

Cashier Name: _____

ITEM MAINTENANCE MENU

Direct Item Maint.	_____	Print Batches	_____	Flip Chart Maint.	_____
Create / Edit Batches	_____	Mass Attribute Batches	_____	Misc. Maint Menu	_____
Activate Batches	_____	Convert PLU Report To Batch	_____	reserved	_____
Delete Batches	_____	Mix & Match Maint.	_____	reserved	_____

EMPLOYEE MAINTENANCE

Employee Maint.	_____	Force Cashier Logoff	_____	reserved	_____
Active Cashier List	_____	Enhanced Security	_____	reserved	_____
Employee List	_____	Active Cashier Status Editor	_____	reserved	_____
Cashier Monitoring	_____	reserved	_____	reserved	_____

DEPARTMENT/SUBDEPARTMENT MAINTENANCE

Dept. Maintenance	_____	reserved	_____	reserved	_____
Subdept. Maint.	_____	reserved	_____	reserved	_____
Dept. Restriction Matrix	_____	reserved	_____	reserved	_____
Group Desc. Maint.	_____	reserved	_____	reserved	_____

CUSTOMER MAINTENANCE

Neg. Check File Maint.		Clear Cust. Totals		P.C. Expt / Impt	
Negative Check Report		Customer Reports		Level Code Maint	
Customer File Maint.		Freq. Shpr. Disc. Matrix		reserved	
Check / Chg. Reason Codes		Accounts Rec. Menu		reserved	

SYSTEM PERSONALIZATION

Register Control File		Tax Table Maint.		SRR Editor	
Back Office Control File		Keyboard Configurator		Comm. Params	
Banner File		Media Configurator		CRT Promo Edit	
Reason Code Maint.		Tax Code Editor		Foreign Curr. Edit	

REPORTS MENU

Electronic Coupon Reports		EJ by Transaction		reserved	
Delete Electronic Coupons		EJ by Cashier		reserved	
APT Coupon Report		reserved		reserved	
Print End of Day Reports		reserved		reserved	

OFFICE PROCEDURES

Pickups and Loans		Deposits		Media Flash Report	
Cashier Settlement		ScanMaster Recon. Report		Office Adjustments	
Delay Cashiers		Adjust Settled Cashiers		reserved	
Office Reconciliation		Active Cashiers List		reserved	

SYSTEM SERVICES

View Security Log		System Back Up		reserved	
View / Del. Susp / Lock Files		View / Print Error Logs		reserved	
Label Printing		reserved		reserved	
Electronic Journal Back Up		reserved		reserved	

MISCELLANEOUS MAINTENANCE

Promotion / Coupon Editor		Variable Tare Maintenance		Adj. Price Maint.	
Bottle Link Editor		Elec. Coupon Maintenance		reserved	
Report Code Editor		APT Coupon Maintenance		reserved	
Tare Table Maintenance		Bundle Maintenance		reserved	

ACCOUNTS RECEIVABLE MENU

Post A / R Payments		A / R Aging Report		reserved	
Post A / R Finance Charges		A / R Activity Report		reserved	
A / R Month End Close		reserved		reserved	
A / R Statement Printing		reserved		reserved	

FINANCIAL REPORTS MENU

Department Flash Report _____	Sum. Audit Trail Reports _____	Det. Audit Trail Rpt. _____
Dept. Historical Report _____	Cashier Report _____	Dept. Activity Rpt. _____
Hourly Activity Report _____	Enhanced Dept. Report _____	Lane Prod. Rpt. _____
Consolidated TLOG Report _____	Non-Resettable Totals _____	E.C. by Dept Rpt. _____

ITEM FILE REPORTS MENU

PLU File Reports _____	reserved _____	reserved _____
PLU Movement Reports _____	reserved _____	reserved _____
Ad Movement Reports _____	reserved _____	reserved _____
Clear Item Movement _____	reserved _____	reserved _____

SPECIAL MENU ACCESS

reserved _____	Communication Menu _____	reserved _____
User Defined Menu _____	reserved _____	reserved _____
Third Party Menu _____	reserved _____	reserved _____
End of Day Procedures _____	reserved _____	reserved _____

SRR SECURITY

View SRR _____	Edit Imported Totalizers _____	reserved _____
Print SRR _____	Reserved _____	reserved _____
Export SRR _____	reserved _____	reserved _____
Edit Handkeyed Totalizers (500) _____	reserved _____	reserved _____

Department File

Through Department Maintenance, you can add, edit, or delete departments and set associated parameters for those departments. There can be up to 99 departments on the ScanMaster System.

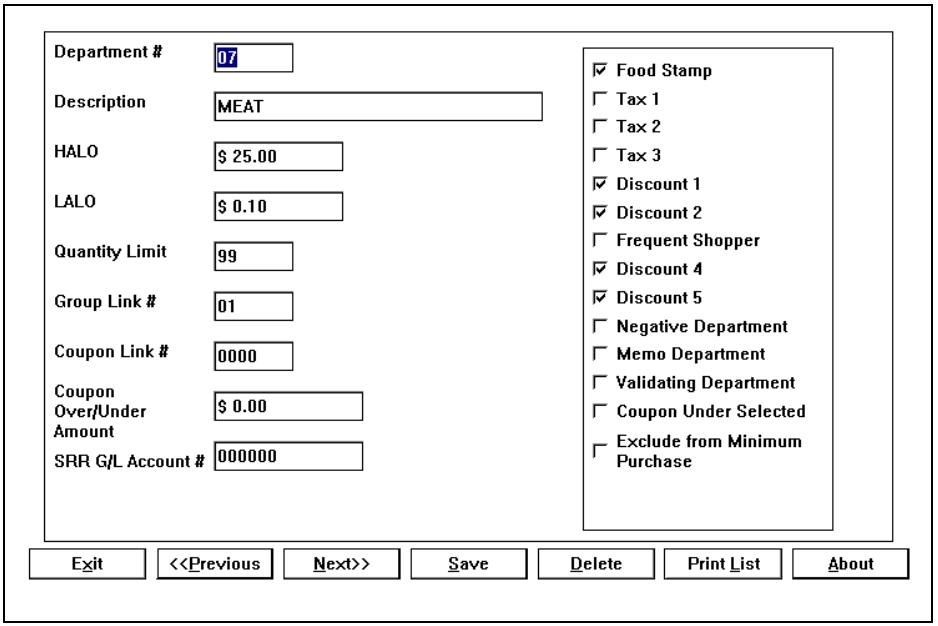


Figure A-12: Department Maintenance Screen

Subdepartment Maintenance

Through Department Maintenance, you can add, edit, or delete subdepartments and set associated parameters for those subdepartments. There can be up to 999 subdepartments on the ScanMaster System.

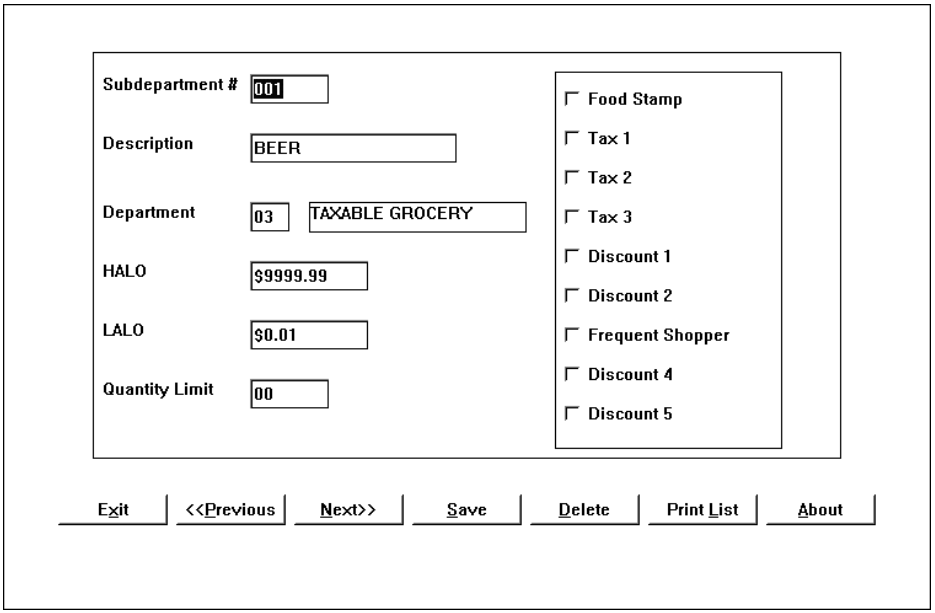


Figure A-13: Subdepartment Maintenance Screen

Department Restriction Matrix

This feature enables restrictions to be placed on specific departments, cashiers and customers. It can be used to restrict the cashier from selling items if the cashier is under age or it can be used to restrict the sale of certain items to customers under a certain age. There can be up to 99 department restrictions on the ScanMaster system.

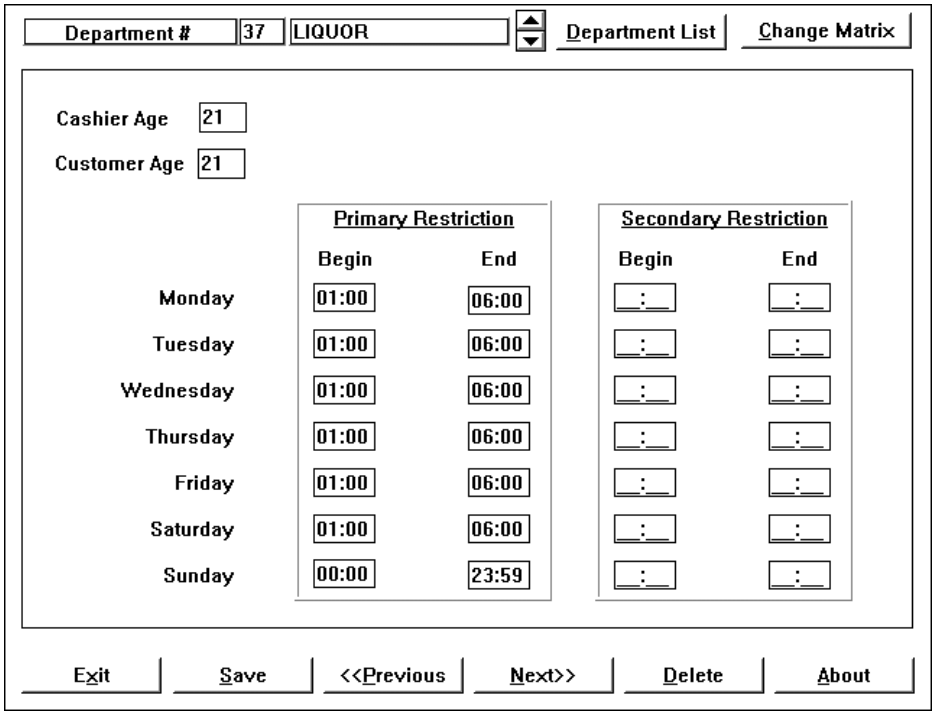


Figure A-14: Subdepartment Maintenance Screen

Group Descriptors

This feature enables the creation of group link headings for system reports. You can create group descriptions, memo descriptions or both.

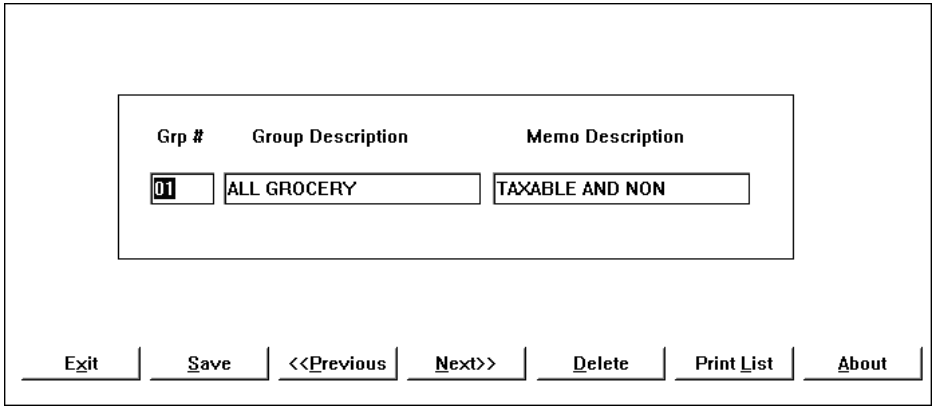


Figure A-15: Subdepartment Maintenance Screen

Customer File

The Customer File enables the user to create and maintain the negative or positive check file, the frequent shopper file, and the customer charge file. This chapter also discusses how to perform reason code maintenance, clear customer totals, and maintain accounts receivable records.

Customer Maintenance enables the stores to create a user-defined customer database. Through this option, a store can set limits, assign charges and payments, establish store programs, and provide several Accounts Receivable tracking and reporting programs.

Negative Check File Maintenance

The Negative Check File creates and maintains a file on customers who have written bad checks to the store. This alerts the cashier about customers with a negative check history and prompts for office interaction. There can be up to 9 user-defined negative check reason codes. The system default is 0 = Good Account. This code does not require office interaction.

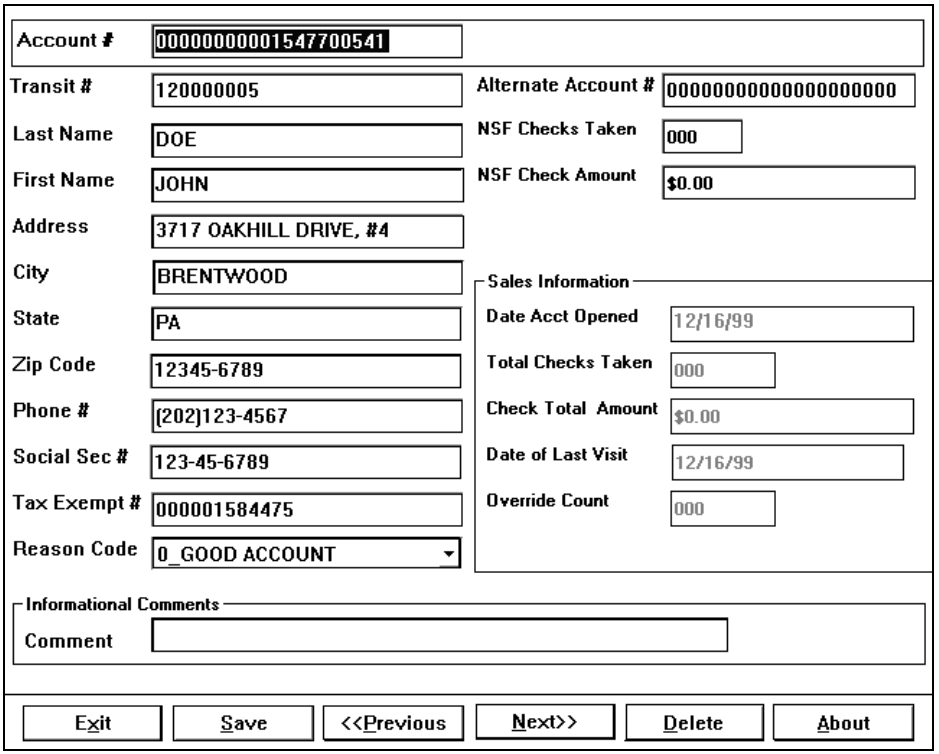


Figure A-16: Negative Check File Screen

Customer File Maintenance

Customer File Maintenance enables you to track customer check cashing, frequent shopper dollars and points, and in-store charges. Customer information is entered into the ScanMaster customer database from this screen.

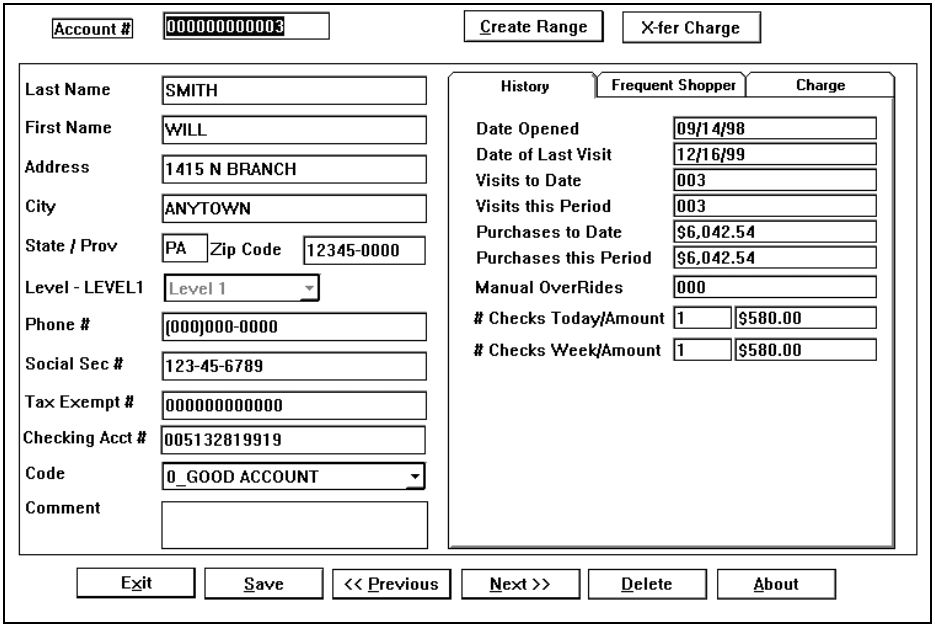


Figure A-17: Customer File Maintenance Screen

Check/Charge Reason Codes

You can assign up to nine reason codes each for negative checks, positive checks, and in-store charges.

Check Reason Codes:	**0**	Good Account
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
Charge Reason Codes:	**1**	30-60 Days
	2	60-90 Days
	3	90 Days Past Due
	4	Over Limit
	5	
	6	
	7	
	8	
	9	

Frequent Shopper Discount Matrix

The Frequent Shopper Discount Matrix permits the user to set up and define the discount percentage given to frequent shoppers. This matrix can be set up using frequent shopper dollars or points depending on the frequent shopper program used by a particular store.

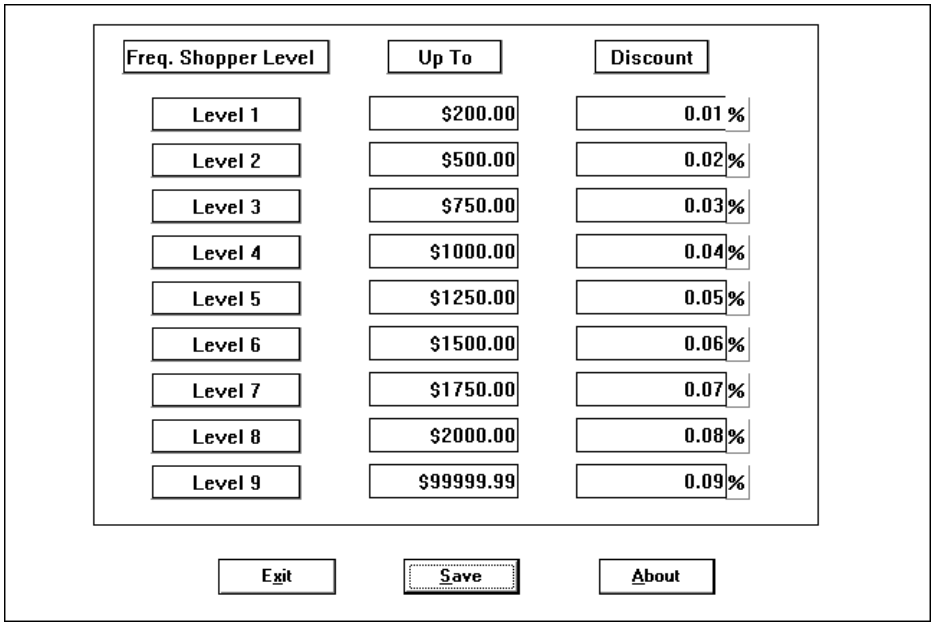


Figure A-18: Frequent Shopper Discount Matrix Screen

Register Control File Survey

The Register Control File sets control parameters for each POS workstation on the ScanMaster System.

You can utilize every Register Control File option or select only those you need. Each POS workstation can have its own control file parameters.

For detailed information on each field in the Register Control File, please refer to *Chapter 8: Personalization*.

Register Control File Options

Global/Store Settings

Store #: _____

Money Order Fee _____

Store Name _____

Store Location _____

Scale Weight in Kilograms _____

Use Local Item File Update _____

Enable UPC Linked Store Coupon _____

Devices Settings

_____

Coin Changer 0=No 1=OCIA 2=Ser _____

Interface NCR OCIA Scan/Scale _____

Interface 7870 RS232 scan/scal _____

Interface 7870 RS232 Scanner _____

Interface 7880 RS232 scanner _____

Interface 7890 RS 232 scanner _____

Interface 960LS RS485 Scan/Scl _____

Interface 960 LS RS232 Scan/Scl _____

Interface Space RS 232 Scanner _____

Interface SP210 RS232 Scanner _____

Interface 4100 RS232 Scale _____

Interface Cyberdata 9 bit 7824 _____

Interface ML2010 RS232 Scanner _____

Interface MS951 RS232 Scanner _____

Interface Orion RS232 scan/scl _____

Interface 960LS RS232 (ICL) _____

Interface 7835/36/37 Scanner _____

Enable MICR Reader Support _____

Enable Video Customer Display _____

Use 40 Column CID Mode _____

Beep Scanner On Not Found _____

Beep Scanner on Manual Item _____

Beep Scanner on Offline Sale _____

Beep Scanner on Item Intervent _____

EFT Settings

Enable APT Interface _____

Enable Electronic Payment Sys _____

Universal EFT Auth File Name _____

Universal EFT Str & Frwd File _____

Universal EFT Setlemnt File Nam _____

Electronic Paymt Term Attached _____

Press Clear After EFT Approval _____

Exp Year < 71 then Year > 1999 _____

Enable EFT Settlement Capture _____

EFT Authorization Timeout Secs _____

Enable EFT Tender Reversal _____

Print EBT Decline Slip _____

Configurable Term Amt Verify _____

Disable EFT Logging _____

Disable Bank Charge Verify _____

Disable Debit Card Verify _____

Disable EBT Cash Card Verify _____

Receipt Settings _____

Receipt Header Line 1 _____

Receipt Header Line 2 _____

Receipt Header Line 3 _____

Print Cashier Name On Receipt _____

Item Detail on Journal Printer _____

Print To Date Frq Shp Totals _____

To Date Frq Shp Totals Desc _____

Store CPN Multiple Description _____

Mfg CPN Multiple Description _____

Disable Wide Receipt Printing _____

Disable Wide Validation Print _____

Disable Wide Debit Slip Print _____

Enable 7156 Delayed Receipt _____

Remove Voids from Delayed Rcpt _____

Print Elec Coupons After Items _____

Disable Itemized EC on Receipt _____

Enable Receipt History Capture _____

Print Dual Delayed Receipts _____

Disable Cust Name On Receipt _____

Disable Cust Name on Sig Slip _____

Disable Frq Shp # on Receipt _____

Disable Acct# Print on Receipt _____

Disable Acct# Print on Sig Slip _____

Print 2nd Payment Slip for Cust _____

Disable Prt of IRI CPN Receipt _____

Disable Chrg Info on Sig Slip _____

Enable "You Saved" On Receipt _____

"You Saved" With Store Coupon _____

"You Saved" With Str Cpn Mult _____

"You Saved" With Mfg Coupon _____

"You Saved" With Mfg Cpn Mult _____

"You Saved" With Str Elec Cpn _____

"You Saved" With Mfg Elec Cpn _____

"You Saved" With Key Discount _____

"You Saved" With Frq Discount _____

"You Saved" With TPR _____

Double Wide Receipt Header 1 _____

Double Wide Receipt Header 2 _____

Double Wide Receipt Header 3 _____

Double Wide Receipt Trailer _____

Double High Mfg & Store Coupon _____

Double High Coupon Multiple _____

Double High Mfg & Store EC Cpn _____

Double High Discount _____

Double High Subtotal Info _____

Double High Transaction Total _____

Double High Tenders _____

Double High Change _____

Double High You Saved _____

Double High Return & Refund _____

Tax Settings

Enable Tax 1 _____

Enable Tax 2 _____

Enable Tax 3 _____

Tax1 Rate ##.####% (0 = Table) _____

Tax2 Rate ##.####% (0 = Table) _____

Tax3 Rate ##.####% (0 = Table) _____

Tax 1 Receipt Description _____

Tax 2 Receipt Description _____

Tax 3 Receipt Description _____

Tax Exempt 1 Forgives All Tax _____

Use Tax3 Total for Memo Total _____

Tax3 Memo Total Description _____

Coupons Settings

Store CPN Multiplier (0 = None) _____

Mfg CPN Multiplier (0 = None) _____

Automate Store CPN Multiplier _____

Automate Mfg CPN Multiplier _____

Store CPN Max Amt. To Multiply _____

Mfg CPN Max Amt. To Multiply _____

Store CPN Max Result Amount _____

Mfg CPN Max Result Amount _____

Store CPN Multiplier2 (0 = None) _____

Mfg CPN Multiplier2 (0 = None) _____

Store CPN Max Amt. to Multiply2 _____

Mfg CPN Max Amt. to Multiply2 _____

Store CPN Max Result Amount2 _____

Mfg CPN Max Result Amount2 _____

Price LALO on Store Coupons _____

Price HALO on Store Coupons _____

Price LALO on Mfg Coupons _____

Price HALO on Mfg Coupons _____

Store CPN Forgives Tax _____

Store CPN Disc. Forgives Tax _____

Mfg CPN Forgives Tax _____

Mfg CPN Disc. Forgives Tax _____

Check CPN Against Dept. Sales _____

Scan Cpn Desc (0=dept 1=item) _____

Check Scan Mfg Cpn in Itm File _____

Enable Family Code Cpn Check _____

Disable Scan Mfg Coupons _____

Allow Scan Mfg Cpn > Itm Price _____

Enforce Dept Entry on Mfg CPN _____

Discounts Settings

Enable Non Frq Shp Surcharge

Surcharge Percentage ##.##%

Surcharge Description

Disc 1 (1=Item 2=Sale 3=Both)

Disc 2 (1=Item 2=Sale 3=Both)

Disc 4 (1=Item 2=Sale 3=Both)

Disc 5 (1=Item 2=Sale 3=Both)

Disc 1 Fixed % (0=variable %)

Disc 2 Fixed % (0=variable %)

Disc 4 Fixed % (0=variable %)

Disc 5 Fixed % (0=variable %)

Discount 1 Description

Discount 2 Description

Discount 4 Description

Discount 5 Description

Discount 1 Maximum Limit

Discount 2 Maximum Limit

Discount 4 Maximum Limit

Discount 5 Maximum Limit

Verify NSC4 Acct # on Disc 1

Verify NSC4 Acct # on Disc 2

Verify NSC4 Acct # on Disc 4

Verify NSC4 Acct # on Disc 5

Exclude Dsc 1 if Cpn Applied

Exclude Dsc 2 if Cpn Applied _____

Exclude Dsc 4 if Cpn Applied _____

Exclude Dsc 5 if Cpn Applied _____

Exclude Dsc 1 If Item on Sale _____

Exclude Dsc 2 If Item on Sale _____

Exclude Dsc 4 If Item on Sale _____

Exclude Dsc 5 If Item on Sale _____

Auto Apply Dsc1 at End of Sale _____

Auto Apply Dsc2 at End of Sale _____

Auto Apply Dsc4 at End of Sale _____

Auto Apply Dsc5 at End of Sale _____

Total Disc 1 Set During Sale _____

Total Disc 2 Set During Sale _____

Total Disc 4 Set During Sale _____

Total Disc 5 Set During Sale _____

Minimum Item Count for Disc 1 _____

Minimum Item Count for Disc 2 _____

Minimum Item Count for Disc 4 _____

Minimum Item Count for Disc 5 _____

Minimum Purchase Amt for Disc1 _____

Minimum Purchase Amt for Disc2 _____

Minimum Purchase Amt for Disc4 _____

Minimum Purchase Amt for Disc5 _____

Promotions Settings

Enable Enhanced Electronic Cpn _____

Enable Enhanced Frq Shp Prgm _____

Frequent Shopper Program Desc. _____

Electronic Shopper Program Desc. _____

Prmpt for Frq Sh # at New Sale _____

Prompt for Freq Shp # at Total _____

Print Frequent Shopper Msg. _____

Print Non Freq. Shopper Msg. _____

Use Item Price Based Points _____

Use Item/EC Pnts & Bonus Pnts _____

Item Price Based Points Desc _____

Points Description _____

Bonus Points Description _____

Combine Price Pts & Itm/EC Pts _____

Combine Points & Bonus Points _____

Points Format (0=Amt 1=Number) _____

Frq Shp Level Set In Cust File _____

Frq Shp Level Match in EC File _____

Max # of cpns to Prt up to 19 _____

Under Total Sale Amount _____

Under Total Sale Coupon # _____

Over Total Sale Amount _____

Over Total Sale Coupon # _____

Over Freq. Shopper $$ Amount _____

Over Freq. Shopper Coupon # _____

Freq. Shopper Rollover Amount _____

Random Winner Probability _____

Maximum # of Random Winners _____

Random Winner Coupon # _____

Frq Shp Stat Set by Chk Verify _____

Frq Shp Stat Set by ACH Verify _____

Frq Shp Stat Set by Store Chrg _____

Minimum Purchase for Elec Cpns _____

Min Purch Not Reducd by StrCpn _____

Min Purch Not Reducd by StrDbl _____

Min Purch Not Reducd by MfgCpn _____

Min Purch Not Reducd by MfgDbl _____

Enable Dynamic Customer Build _____

Dynamic Customer Default Level _____

Default CID Promotion Number _____

Display Customer Comment Info _____

EAN Cust # Trim 0=Right 1=Left _____

Enable Unvrsl Mrktng Interface _____

Enable Unvrsl Credit Insertion _____

Special Promo Description _____

Special Promo Accum Begin Date _____

Special Promo Accum Begin Time _____

Special Promo Accum End Date _____

Special Promo Accum End Time _____

Add FS Dollrs to Special Promo _____

Add Points to Special Promo _____

Add Bonus Pts to Special Promo _____

UPC Type 4 Cust Num Support _____

Voids/Refunds Settings

Line Item Void Limit _____

Total Void Limit _____

Line Item Refund Limit _____

Total Refund Limit _____

Enable Refund Mode Operation _____

Enable Error Correct Validatn _____

Enable Void Validation _____

Enable Refund Validation _____

Items Settings

Use Manual Tare Entry _____

Use Auto Not Found Batching _____

Dept/Plu Status (0=Plu 1=Dept) _____

Enable Dept # Key Flip Chart _____

Enable Sales Restriction Table _____

Cust Age (0=Date 1=Id 2=Both) _____

Copy Item File at Reg. Update _____

Disable Halo/Lalo Check on UPC _____

Enable Variable Tare _____

Birthdate Display Age Verify _____

Enable Department Validation _____

Flag Sale Itms on Receipt w/ $ _____

Bottle Deposit Description _____

Reprompt same Item Vis Verify _____

Allow Manual Weight Entry _____

Use Var Weight 5 Digit Price _____

Media Settings

Cash Pickup Warning Amount _____

Cash Pickup Compulse Amount _____

FS Pickup Warning Amount _____

FS Pickup Compulse Amount _____

FC Pickup Warning Amount _____

FC Pickup Compulse Amount _____

Check File (1=Neg 2=Pos 0=none) _____

Use Paper Check _____

Use Payroll Check _____

Use Electronic Check _____

Payroll Check Max Amount (Mgr) _____

Payroll Check Overtender (Mgr) _____

Payroll Check Max Overtender _____

Use Enhanced Split Qty Calc. _____

Maximum # Checks / Day _____

Maximum # Checks / Week _____

Maximum # Checks / Week _____

Maximum Amount Checks / Day _____

Maximum Amount Checks / Week _____

Disable Store Charge Verify _____

Automatic Check Pay to Field _____

Use Frq Shp # for Check Verify _____

Disble Bank Chrg Acct Capture _____

Enable WIC Sale Mode _____

Capture Max Wic Check Amount _____

Check Wic Begin & End Dates _____

WIC Tender Forgives Tax _____

Open Drawer Before Chk Validtn _____

Alarm if Drawer Remains Open _____

Enable Gift Cert Sold Validatn _____

Drawer Alarm Delay in Seconds _____

Use Routing # for Neg Check _____

Sign On/Off Settings

Print Accountability Receipt _____

Print Pickup & Loan Receipt _____

Disable Drawer Open Signon/off _____

Signoff From Idle in Seconds _____

One Step Entry for Signon/off _____

Disable Signon/off Security # _____

Check Cashier Active Status _____

Security Settings

Minimum Security Level for Mgr _____

No Security if Manager Cashier _____

Prevent Manager Self-Override _____

Security On Cancel _____

Security On Override _____

Security On Refund _____

Security On Error Correct _____

Security On Void _____

Security On Discount 1 _____

Security On Discount 2 _____

Security On Discount 4 _____

Security On Discount 5 _____

Security On Suspend Sale _____

Security On Retrieve Sale _____

Security On Report Function _____

Security On Utilities _____

Security On Sale of Gift Cert. _____

Security On Sale of Money Ord. _____

Security On Misc. Functions _____

Security On Paidout _____

Security On Coupon Paidout _____

Security On Check Cashing _____

Security On Media Swap _____

Security On Rtrn to Item Entry _____

Security On HALO/LALO Errors _____

Security On Nosale _____

Security On Tax Exemption _____

Security On Dynamic Cust Build _____

Disable Key Entry of Mgr Id _____

Rtrn to Itm Entry During Tendr _____

Allow Manager Override of ACH _____

Utilities Settings

Enable Gift Certificate Sales _____

Enable Money Order Sales _____

Enable Paidout Function _____

Enable Coupon Paidout _____

Enable Check Cashing Function _____

Enable Media Swap Function _____

Misc Settings

Idle mode timeout in seconds _____

Display Running FS Total _____

Use Override Reason Code Menu _____

Use Refund Reason Code Menu _____

Use Void Reason Code Menu _____

Disable UPC Repeat Key (ENTER) _____

Enable Shoppers Hotline _____

Use Local Scan Resource _____

End of Sale Delay in Seconds

Disp Cust Name at End of Sale

Screen Saver Timeout in Sec.

Screen Saver Message

Enable Paidout Acct Flip Chart

Enable Power Fail Recovery

Enable RX Item Interface

Background Screen Color 0-7

Disable Training Mode

Disable Validation in Training

Distribute Multi-Lane EOD Time

Enable Catalina Interface

Use Media Swap Reas. Code Menu

Enable CVC Interface

Financials Settings

Exclude Memo Totals frm Actvty

Enable Lane Accountability

Use Media Counts

Instore Charge Settings

Enable Instore Charge

Display Customer Charge Detail

Allow Charge Only if Balance 0

Amount Compulse on Charge Menu

Min Charge Status for Mgr Auth	
Print Customer History Msg.	
Disable Charge Payment	

Back Office Control File Survey

The Back Office Control File pertains to the set up of the Back Office PC, the File Server PC, and additional workstation PCs. Back Office workstations may be configured slightly different.

For detailed information on each field in the Back Office Control File, please refer to the Chapter 8: Personalization in the ScanMaster User's Guide.

Back Office Control File Options

RAM Drive Designator _____

Store # _____

Store Name For Reports _____

Are Subdepartments Used _____

Force Freq. Shopper Bit On _____

Page Host Batches in UPC Order _____

# of Days of TLOG to Save _____

Days of Hist. Archives to Save _____

Weight in LBS (Y) (N) = KG _____

Sec. Level on Item Maint. _____

Sec. Level on Employee Mnt. _____

Sec. Level on Department Mnt. _____

Sec. Level on Personalization _____

Sec. Level on Communications _____

Sec. Level on Reporting _____

Sec. Level on Day End _____

Sec. Level on Office Proc. _____

Sec. Level on System Services _____

Money Order Fee _____

Use Store Spreadsheet _____

End Week on Day # (SUN=1)

ST Coup O/S Add Into Net O/S

MFG Coup O/S Add Into Net O/S

Use Enhanced Security

Accountability by Lane

GiftCert O/S add into net O/S:

Print Cashier Log Files

# of Decimal Places in Cost:

Turn On Accounts Receivable

Company Name

Company Address

Company City, State, Zip

Company Telephone Number

Use Real Time Item Movement

Registers do Local Item Update

Use Shrink Trax Interface

Use Normal Balancing Mode

Add Formfeed to End of Reports

Treat Cashier O/S as Memo

Treat Office O/S as Memo

Add DBL Vendor Coupon to Sales

Add Store Coupon to Sales

Add DBL Store Coup to Sales

Description for TAX1

Description for TAX2

Description for TAX3

Days Historical Data to Save

Weeks of SRR to Save

Use Auto Pickup Feature

Third Party DSD Installed

This PC Processes TLOGS

This PC Does End-Of-Day

Use Item Trail Feature

Use Coupon Linking Feature

Freq Shopper $$$ (N) or Pnts (Y)

Allow Item Delete w/ Movement

Commodity Code = Family Code

Print Charge Log Information

No Zero/Neg Balances AR Stmnt

No Printer Graphics AR Stmnt

Num of Deposit Accounts (1-3)

Calc SRR on Current Line

Settle Media Counts

Finance Charges Compounded

EJ Reports use Ehncd Elc Coup

Electronic Journal Installed

Hide NRT Totals from EJ Rpts

Enable Host Batch Separation

Logoff Windows after EOD

Point Description

Bonus Point Description

Freq. Shop. Level set Manually

Allow Mult Same ECPN-FRQSP Lvl

Default Elec. Coupon Dept.

Enable EJ Processor on this PC

Enable 7800 on this PC

Enable 2100 Interface

Lbl App 1=UG 2=General 0=Both

Item Host Update Recs Dont Add	
# of Days of EFT Log to Save	
Show Suspended Sales at EOD	
Run Elec. Coupon Fix at EOD	
Create Daily Movement Files	
Is EBO Installed	
Do Not Include Cpns in Movement	
Use Margin (Y) or Markup (N)	
Allow Deletes in Batches	

Banner File

The Banner File is the scrolling message on the customer display that displays during idle time on the POS workstation. Customized advertising or customer messages can be displayed through this banner.

The Banner File consists of ten (10) lines of fifty-six (56) characters.

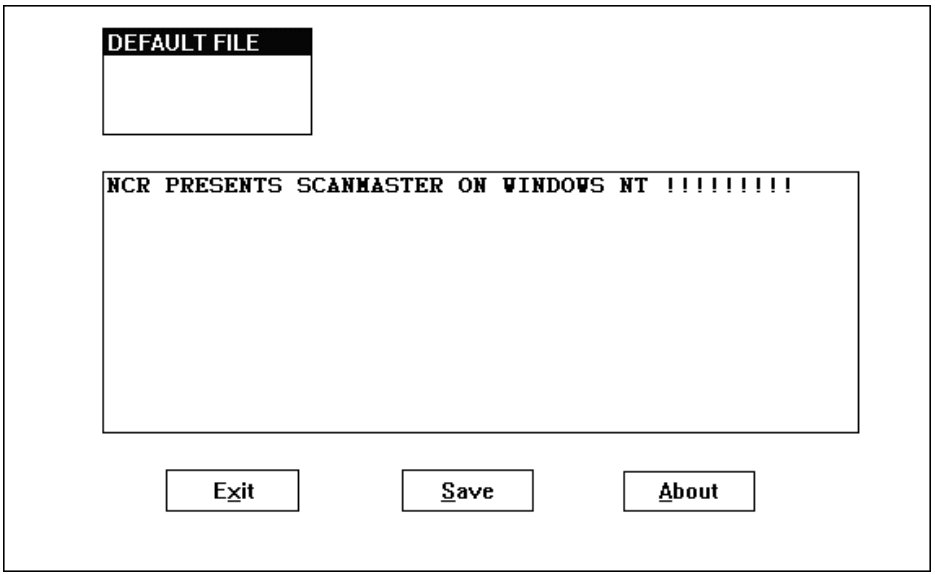


Figure A-19: Banner File Maintenance Screen

Reason Code Maintenance

The Reason Code Maintenance screen is where you set up reasons for Overrides, Refunds, Voids and Media Swaps that appear on the POS workstations. The reason codes appear on the override, refund, void and media swap report by cashier and by item.

Overrides: Overrides reasons permit you to change the price of a PLU at the POS workstation. This price change only effects one line item, not the price in the item file. You can define up to four override reasons that display when a cashier performs an override.

Refunds: Refund reasons permit you to issue refunds based on the reasons defined. You can define up to four refund reasons that display when a cashier performs a refund.

Voids: Void reasons permit you to void a transaction based on the reasons defined. You can define up to four void reasons that display when a cashier performs a void.

Media Swaps: Media Swap reasons permit you to specify a reason for correcting tender errors after a transaction is completed. You can define up to for media swap reasons that display when a cashier performs a media swap.

Reason Code Reasons

Overrides: _____

_____

_____

_____

_____

Refunds: _____

_____

_____

_____

_____

Voids: _____

_____

_____

_____

_____

Media Swaps: _____

_____

_____

_____

_____

Tax Table Maintenance

The ScanMaster system can have up to three tax tables. Tax Table Maintenance enables you to configure Tax Tables 1-3 with exception ranges.

The ScanMaster Tax Table is enabled from the Register Control File's "Tax Rate ##.####%(0=Table)" setting. If this feature is not enabled (with a setting of 000000), the POS workstation will use a table to calculate the tax. If a rate is entered, it will use the percent rate entered in this Register Control File setting instead.

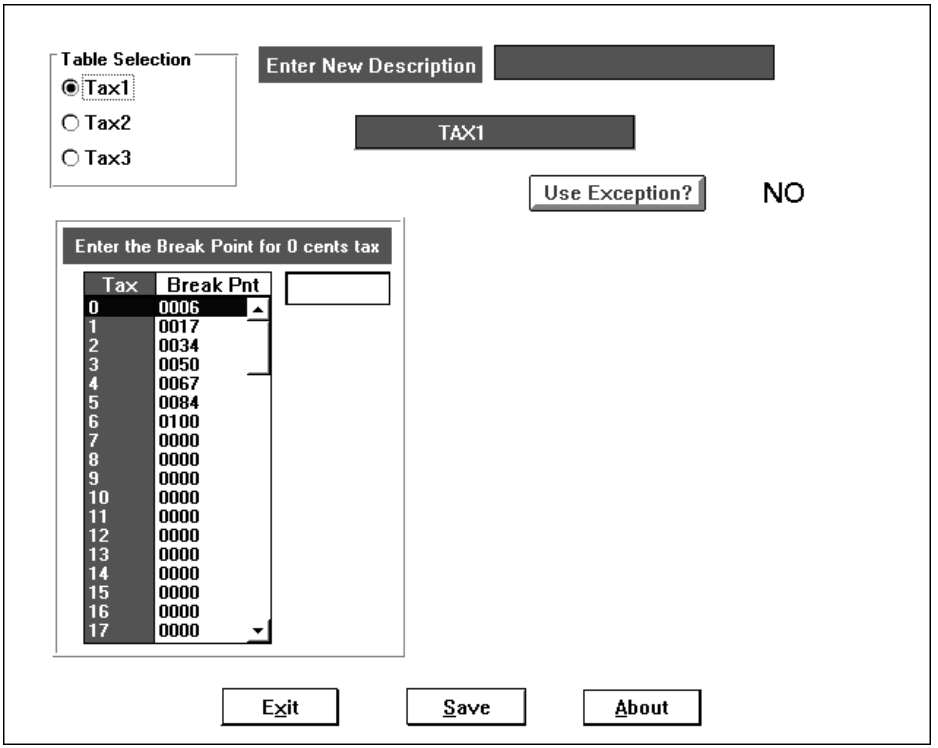


Figure A-20: Banner File Maintenance Screen

Keyboard Configurator

The Keyboard Configurator enables you to customize the POS workstation keyboard. You can assign department keys, and function / tender keys for the POS workstation.

Keyboard Options

There are four different keyboard options. They are:

- DynaKey™ Configurator
- NCR 56 Key Configurator
- NCR 64 Key Configurator
- NCR 7445 (Falcon) Key Configurator

Each POS workstation on the system can be configured the same way or each can be configured differently.

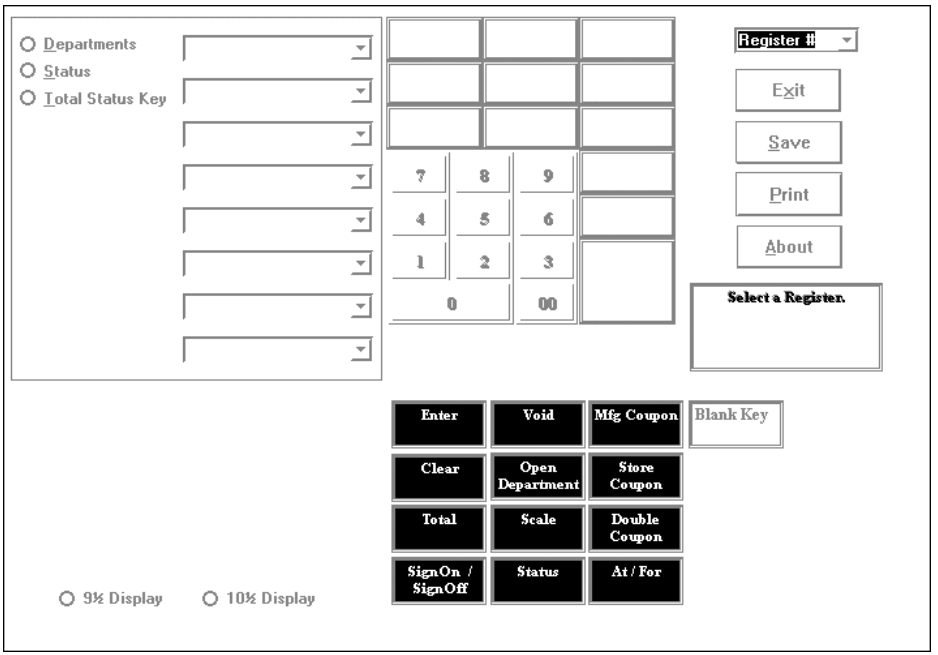


Figure A-21: DynaKey™ Keyboard Configurator

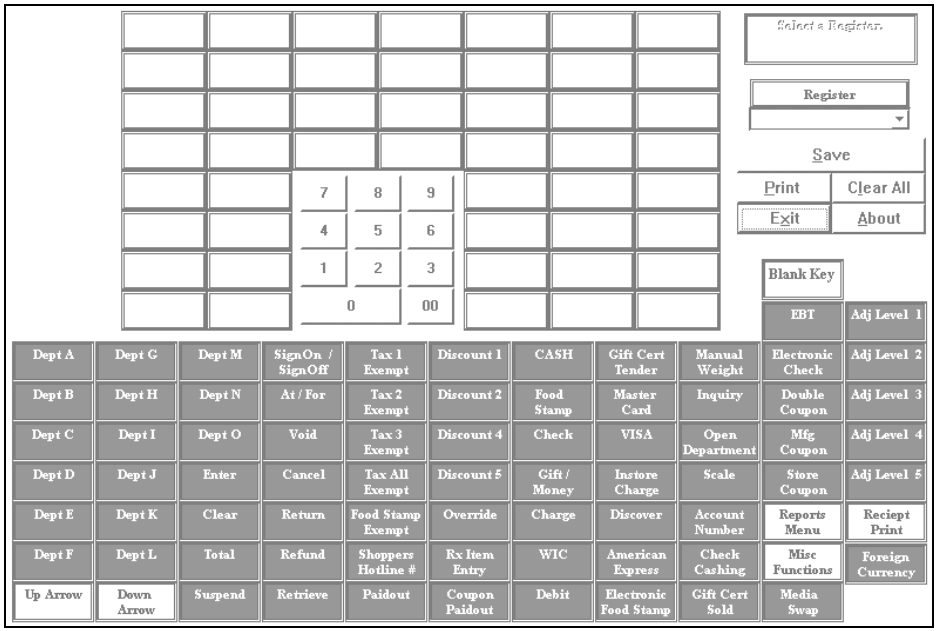


Figure A-22: NCR 56 Key Configurator Screen

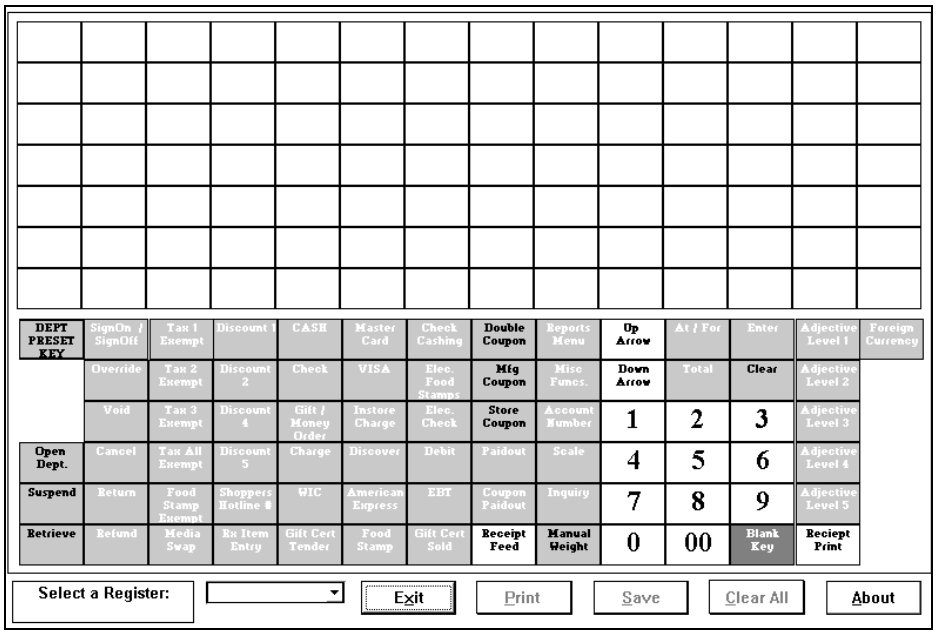


Figure A-23: NCR 7445 (Falcon) Keyboard Configurator

Media Configurator

This option enables you to customize the system media fields. There are 22 media fields available to customize. Those fields and their default settings are listed below.

Cash

The following configuration options are available for the Cash media.

Enable This Media (Y/N) _____

Amount Compulse (Y/N) _____

Media Group Link (0-9) _____

Allow Pickup (Y/N) _____

Allow Loan (Y/N) _____

Check

The following configuration options are available for the Check media.

Enable This Media (Y/N) _____

Amount Compulse (Y/N) _____

Max. Tender Amount (Mgr. Req.) _____

Allow Over Tender (Y/N) _____

Manager Over Tender Limit _____

Max. Over Tender Limit _____

Open Drawer 0=NO 1=FINAL 2=IMD _____

Data Capture/Display Prompt _____

Data Capture Prompt Message _____

Validate (Y/N) _____

Validation Description _____

Validation Line 1 _____

Validation Line 2 _____

Validation Line 3 _____

Enable Check Writing (Y/N) _____

Print Signature Slip (Y/N) _____

Media Group Link (0-9) _____

Allow Pickup (Y/N) _____

Allow Pickup Counts (Y/N) _____

Allow Loan (Y/N) _____

Use Elec Payment Auth (Y/N) _____

PIN Entry Required (Y/N) _____

Maximum Cash Back Amount _____

Signature Line on Slip (Y/N) _____

Allow Manual Account Entry _____

Allow Off-line Approval (Y/N) _____

Off-line Tender Limit _____

Capture Cash Back Amt At Term _____

Term Cash Back Display Amt 1 _____

Term Cash Back Display Amt 2 _____

1-EFT Void 2-No Return to Sale _____

Enable Term Amt Verification _____

Foreign Currency

The following configuration options are available for Foreign Currency Media.

Enable This Media (Y/N) _____

Media Description _____

Amount Compulse (Y/N) _____

Media Group Link (0-9) _____

Allow Pickup (Y/N) _____

Allow Loan (Y/N) _____

ACH (Electronic Check)

The following configuration options are available for the ACH (Electronic Check) media.

Enable This Media (Y/N) _____

Amount Compulse (Y/N) _____

Max. Tender Amount (Mgr. Req.) _____

Allow Over Tender (Y/N) _____

Manager Over Tender Limit _____

Max. Over Tender Limit _____

Open Drawer 0=NO 1=FINAL 2=IMD _____

Data Capture/Display Prompt _____

Data Capture Prompt Message _____

Validate (Y/N) _____

Validation Description _____

Validation Line 1 _____

Validation Line 2 _____

Validation Line 3 _____

Enable Check Writing (Y/N) _____

Print Signature Slip (Y/N) _____

Media Group Link (0-9) _____

Allow Pickup (Y/N) _____

Allow Pickup Counts (Y/N) _____

Allow Loan (Y/N) _____

Use Elec Payment Auth (Y/N) _____

PIN Entry Required (Y/N)	
Maximum Cash Back Amount	
Signature Line on Slip (Y/N)	
Allow Manual Account Entry	
Allow Off-line Approval (Y/N)	
Off-line Tender Limit	
Capture Cash Back Amt At Term	
Term Cash Back Display Amt 1	
Term Cash Back Display Amt 2	
1-EFT Void 2-No Return to Sale	
Enable Term Amt Verification	

Debit Card

The following configuration options are available for the Debit Card media.

Enable This Media (Y/N) _____

Amount Compulse (Y/N) _____

Allow Refund (Y/N) _____

Max. Tender Amount (Mgr. Req.) _____

Allow Over Tender (Y/N) _____

Manager Over Tender Limit _____

Max. Over Tender Limit _____

Open Drawer 0=NO 1=FINAL 2=IMD _____

Data Capture/Display Prompt _____

Data Capture Prompt Message _____

Check Expiration Date _____

Validate (Y/N) _____

Validation Description _____

Validation Line 1 _____

Validation Line 2 _____

Validation Line 3 _____

Print Signature Slip (Y/N) _____

Media Group Link (0-9) _____

Allow Pickup (Y/N) _____

Allow Pickup Counts (Y/N) _____

Allow Loan (Y/N) _____

Use Elec Payment Auth (Y/N)	
PIN Entry Required (Y/N)	
Maximum Cash Back Amount	
Signature Line on Slip (Y/N)	
Allow Manual Account Entry	
Allow Off-line Approval (Y/N)	
Off-line Tender Limit	
Capture Gen # On Manual Entry	
Capture Cash Back Amt At Term	
Term Cash Back Display Amt 1	
Term Cash Back Display Amt 2	
1-EFT Void 2-No Return to Sale	
Enable Term Amt Verification	

Master Card, Visa, American Express & Discover

The following configuration options are available for the Master Card, Visa, American Express & Discover Card media.

	Master Card	Visa	American Express	Discover
Amount Compulse (Y/N)				
Max. Tender Amount (Mgr. Req.)				
Allow Over Tender (Y/N)				
Manager Over Tender Limit				
Max. Over Tender Limit				
Open Drawer 0=NO 1=FINAL 2=IMD				
Data Capture/Display Prompt				
Data Capture Prompt Message				
Check Expiration Date				
Validate (Y/N)				
Validation Description				
Validation Line 1				
Validation Line 2				
Validation Line 3				
Print Signature Slip (Y/N)				
Media Group Link (0-9)				
Allow Pickup (Y/N)				
Allow Pickup Counts (Y/N)				
Allow Loan (Y/N)				

Use Elec Payment Auth (Y/N)				
PIN Entry Required (Y/N)				
Maximum Cash Back Amount				
Signature Line on Slip (Y/N)				
Allow Manual Account Entry				
Allow Off-line Approval (Y/N)				
Off-line Tender Limit				
Capture Cash Back Amt At Term				
Term Cash Back Display Amt 1				
Term Cash Back Display Amt 2				
1-EFT Void 2-No Return to Sale				
Enable Term Amt Verification				

In-store Charge

The following configuration options are available for the In-store Charge media.

Enable This Media (Y/N): _____

Amount Compulse (Y/N): _____

Max. Tender Amount (Mgr. Req.): _____

Allow Over Tender (Y/N): _____

Manager Over Tender Limit: _____

Max. Over Tender Limit: _____

Open Drawer 0=NO 1=FINAL 2=IMD: _____

Data Capture/Display Prompt: _____

Data Capture Prompt Message: _____

Check Expiration Date: _____

Validate (Y/N): _____

Validation Description: _____

Validation Line 1: _____

Validation Line 2: _____

Validation Line 3: _____

Print Signature Slip (Y/N): _____

Media Group Link (0-9): _____

Allow Pickup (Y/N): _____

Allow Pickup Counts (Y/N): _____

Allow Loan (Y/N): _____

Signature Line on Slip (Y/N): _____

Allow Manual Account Entry: _____

Enable Term Amt Verification: _____

Gift Certificate

The following configuration options are available for the Gift Certificate media.

Enable This Media (Y/N): _____

Amount Compulse (Y/N): _____

Allow Refund (Y/N): _____

Max. Tender Amount (Mgr. Req.): _____

Allow Over Tender (Y/N): _____

Manager Over Tender Limit: _____

Max. Over Tender Limit: _____

Data Capture/Display Prompt: _____

Data Capture Prompt Message: _____

Validate (Y/N): _____

Validation Description: _____

Validation Line 1: _____

Validation Line 2: _____

Validation Line 3: _____

Print Signature Slip (Y/N): _____

Media Group Link (0-9): _____

Allow Pickup (Y/N): _____

Allow Pickup Counts (Y/N): _____

Allow Loan (Y/N): _____

Food Stamps

The following configuration options are available for the Food Stamps media.

Enable This Media (Y/N): _____

Amount Compulse (Y/N): _____

Allow Refund (Y/N): _____

Max. Tender Amount (Mgr. Req.): _____

Allow Over Tender (Y/N): _____

Manager Over Tender Limit: _____

Max. Over Tender Limit: _____

Media Group Link (0-9): _____

Allow Pickup (Y/N): _____

Allow Loan (Y/N): _____

WIC

The following configuration options are available for the WIC media.

Enable This Media (Y/N): _____

Amount Compulse (Y/N): _____

Allow Refund (Y/N): _____

Max. Tender Amount (Mgr. Req.): _____

Allow Over Tender (Y/N): _____

Manager Over Tender Limit: _____

Max. Over Tender Limit: _____

Open Drawer 0=NO 1=FINAL 2=IMD: _____

Data Capture/Display Prompt: _____

Data Capture Prompt Message: _____

Validate (Y/N): _____

Validation Description: _____

Validation Line 1: _____

Validation Line 2: _____

Validation Line 3: _____

Enable Check Writing (Y/N): _____

Print Signature Slip (Y/N): _____

Media Group Link (0-9): _____

Allow Pickup (Y/N): _____

Allow Pickup Counts (Y/N): _____

Allow Loan (Y/N): _____

Master Card, Visa, American Express & Discover Credit

The following configuration options are available for the Master Card, Visa, American Express & Discover Card credit media.

	Master Card	Visa	American Express	Discover
Amount Compulse (Y/N)				
Max. Tender Amount (Mgr. Req.)				
Allow Over Tender (Y/N)				
Manager Over Tender Limit				
Max. Over Tender Limit				
Open Drawer 0=NO 1=FINAL 2=IMD				
Data Capture/Display Prompt				
Data Capture Prompt Message				
Validate (Y/N)				
Validation Description				
Validation Line 1				
Validation Line 2				
Validation Line 3				
Print Signature Slip (Y/N)				
Media Group Link (0-9)				
Allow Pickup (Y/N)				
Allow Pickup Counts (Y/N)				
Allow Loan (Y/N)				
Use Elec Payment Auth (Y/N)				

PIN Entry Required (Y/N)				
Maximum Cash Back Amount				
Signature Line on Slip (Y/N)				
Allow Manual Account Entry				
Allow Off-line Approval (Y/N)				
Off-line Tender Limit				
Capture Cash Back Amt At Term				
Term Cash Back Display Amt 1				
Term Cash Back Display Amt 2				
1-EFT Void 2-No Return to Sale				
Enable Term Amt Verification				

In-store Chg Credit

The following configuration options are available for the In-Store Charge Credit media.

Enable This Media (Y/N): _____

Amount Compulse (Y/N): _____

Max. Tender Amount (Mgr. Req.): _____

Allow Over Tender (Y/N): _____

Manager Over Tender Limit: _____

Max. Over Tender Limit: _____

Open Drawer 0=NO 1=FINAL 2=IMD: _____

Data Capture/Display Prompt: _____

Data Capture Prompt Message: _____

Use Neg/Pos Check (0-2): _____

Validate (Y/N): _____

Validation Description: _____

Validation Line 1: _____

Validation Line 2: _____

Validation Line 3: _____

Print Signature Slip (Y/N): _____

Media Group Link (0-9): _____

Add to Net Sales (Y/N): _____

Allow Pickup (Y/N): _____

Allow Pickup Counts (Y/N): _____

Allow Loan (Y/N): _____

Maximum Cash Back Amount: _____

Signature Line on Slip (Y/N): _____

Allow Manual Account Entry: _____

Store Coupon

The following configuration options are available for the Store Coupon media.

Enable This Media (Y/N): _____

Open Drawer 0=NO 1=FINAL 2=IMD: _____

Media Group Link (0-9): _____

Allow Pickup (Y/N): _____

Allow Pickup Counts (Y/N): _____

Allow Loan (Y/N): _____

MFG Coupon

The following configuration options are available for the Mfg. Coupon media.

Enable This Media (Y/N): _____

Open Drawer 0=NO 1=FINAL 2=IMD: _____

Media Group Link (0-9): _____

Allow Pickup (Y/N): _____

Allow Pickup Counts (Y/N): _____

Allow Loan (Y/N): _____

Electronic Food Stamps

The following configuration options are available for the Electronic Food Stamps media.

Enable This Media (Y/N): _____

Amount Compulse (Y/N): _____

Allow Refund (Y/N): _____

Max. Tender Amount (Mgr. Req.): _____

Allow Over Tender (Y/N): _____

Manager Over Tender Limit: _____

Max. Over Tender Limit: _____

Open Drawer 0=NO 1=FINAL 2=IMD: _____

Data Capture/Display Prompt: _____

Data Capture Prompt Message: _____

Print Signature Slip (Y/N): _____

Media Group Link (0-9): _____

Allow Pickup (Y/N): _____

Allow Pickup Counts (Y/N): _____

Allow Loan (Y/N): _____

Use Elec Payment Auth (Y/N): _____

PIN Entry Required (Y/N): _____

Maximum Cash Back Amount: _____

Signature Line on Slip (Y/N): _____

Allow Manual Account Entry: _____

Allow Off-line Approval (Y/N): _____

Off-line Tender Limit: _____

Capture Gen # On Manual Entry: _____

1-EFT Void 2-No Return to Sale: _____

Enable Term Amt Verification: _____

Electronic Benefit Transfer

The following configuration options are available for the Electronic Benefit Transfer media.

Enable This Media (Y/N): _____

Amount Compulse (Y/N): _____

Allow Refund (Y/N): _____

Max. Tender Amount (Mgr. Req.): _____

Allow Over Tender (Y/N): _____

Manager Over Tender Limit: _____

Max. Over Tender Limit: _____

Open Drawer 0=NO 1=FINAL 2=IMD: _____

Data Capture/Display Prompt: _____

Data Capture Prompt Message: _____

Print Signature Slip (Y/N): _____

Media Group Link (0-9): _____

Allow Pickup (Y/N): _____

Allow Pickup Counts (Y/N): _____

Allow Loan (Y/N): _____

Use Elec Payment Auth (Y/N): _____

PIN Entry Required (Y/N): _____

Maximum Cash Back Amount: _____

Signature Line on Slip (Y/N): _____

Allow Manual Account Entry: _____

Allow Off-line Approval (Y/N): _____

Off-line Tender Limit: _____

Capture Gen # On Manual Entry: _____

Capture Cash Back Amt At Term: _____

Term Cash Back Display Amt 1: _____

Term Cash Back Display Amt 2: _____

1-EFT Void 2-No Return to Sale: _____

Enable Term Amt Verification: _____

Foreign Currency Rate Editor

The Foreign Currency Rate Editor permits stores to enter the foreign currency exchange rate ScanMaster uses when calculating between the face amount and native value.

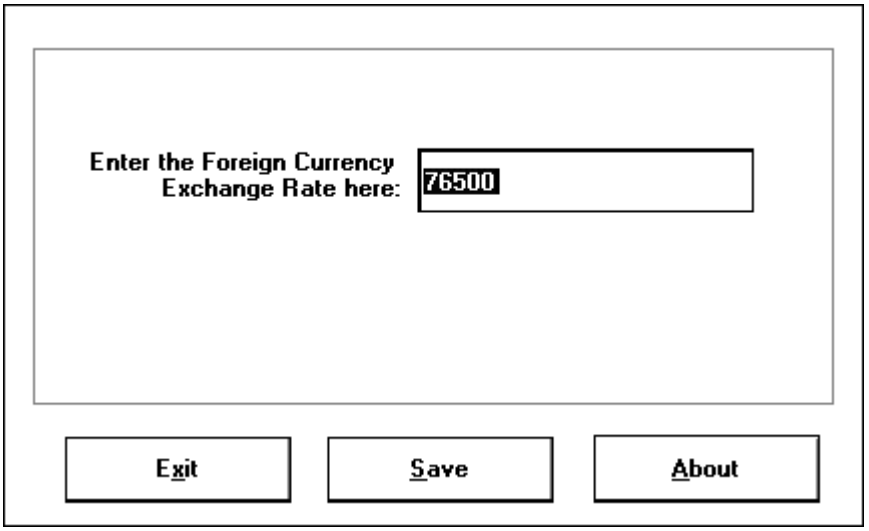


Figure A-24: Foreign Currency Rate Editor

Tax Code Editor

The Tax Code Editor allows you to assign a letter to each tax table or combination of tax tables. This letter is printed on the customer receipt when that tax table or combination is used.

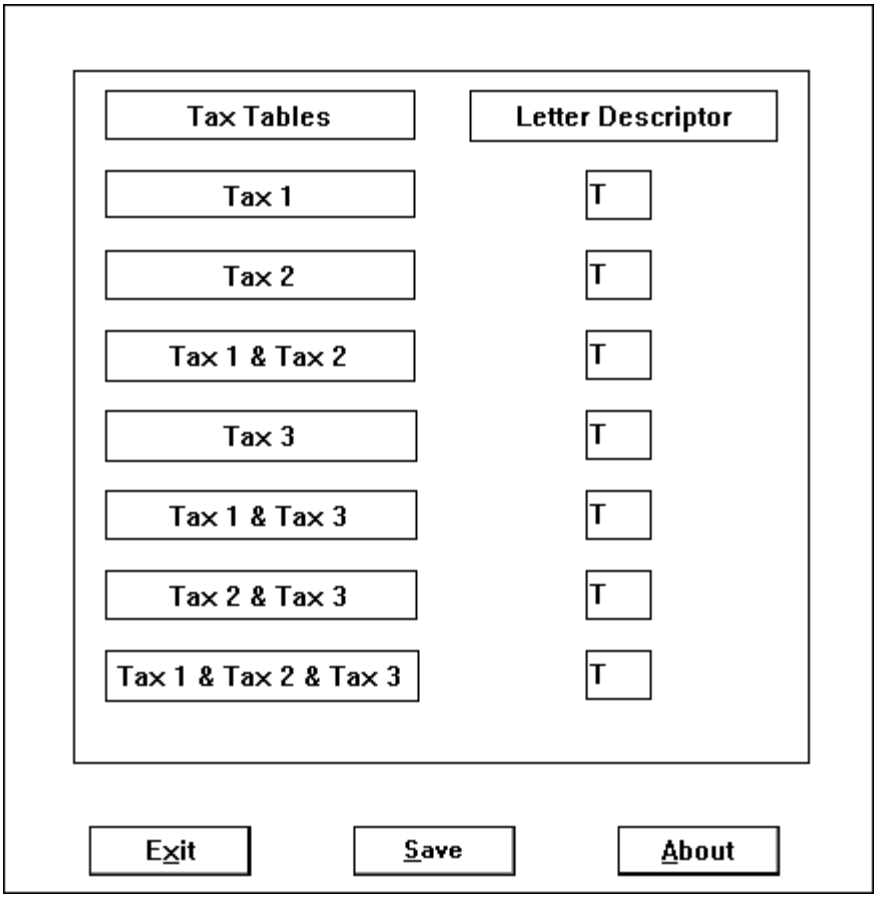


Figure A-25: Tax Code Editor Screen

SRR Editor

The SRR Editor enables you to develop a customized reconciliation report that displays all pertinent accounting information for store balancing under three headings (Paidouts, Receipts & Memos).

Paidouts: The paidouts heading details all store deposits, and anything paid out from the store safe.

Receipts: The receipts heading details all incoming funds to the store safe.

Memos: The memos heading details "other" trackable items that are not considered paidouts or receipts.

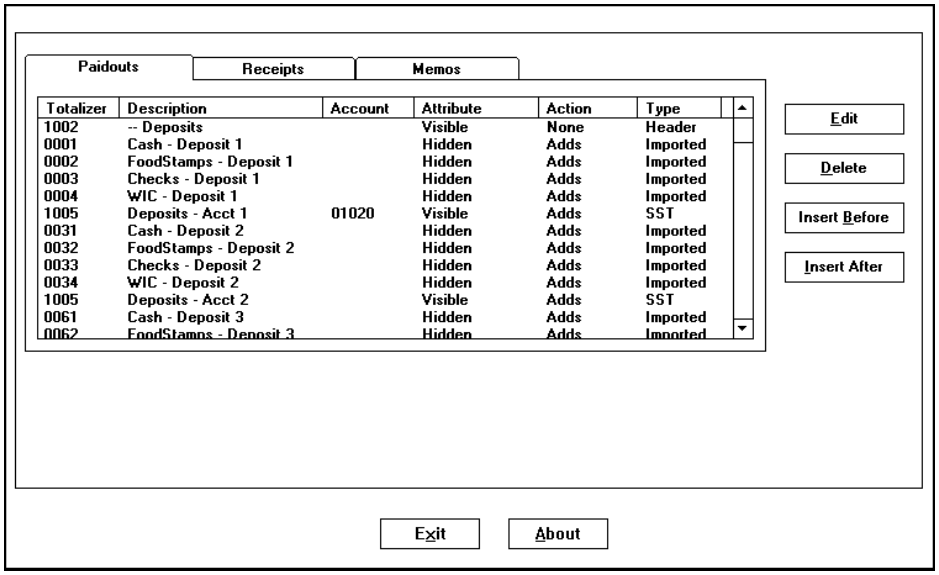


Figure A-26: ScanMaster Reconciliation Report (SRR) Editor Screen

Communication Parameters

This option provides interface parameters for stores using third-party host communication software on their ScanMaster system. Configure these parameters to enable your communications software to interface with ScanMaster.

Comm Software Drive Designator _____

Comm Software Directory _____

Comm Software Upload Directory _____

Comm Software Download Dir. _____

Store Receive Batch Name _____

Store Send PLU File Name _____

Store/VSP Number _____

Save Store Report Codes _____

Save Store Departments _____

Set Discount 1 On _____

Set Discount 2 On _____

Save Subdepartment _____

Save Mix N Match _____

Save Store Mix N Match _____

Save Descriptors _____

Use Alternative Batching _____

Set Tax2 On if Tax 1 On _____

Max Number of Items Per Batch _____

Electronic Coupon File Name _____

Communication CRT Promo Editor

This feature is used to set up promotional messages that display on the customer CRT at each POS workstation.

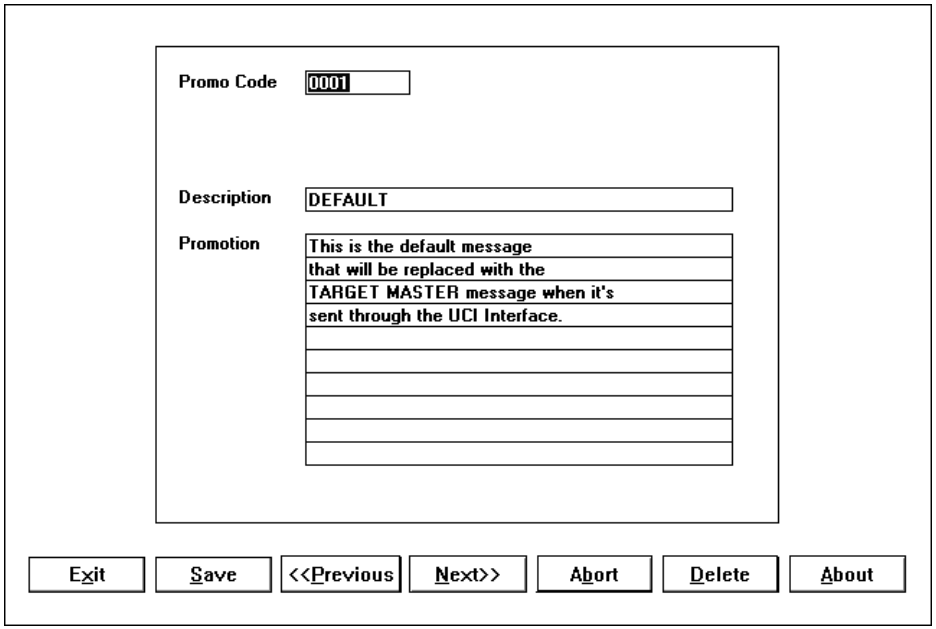


Figure A-27: Customer CRT Promo Editor Screen