Transactionware™ GM
version 9.5
Store Manager User Guide

Store Manager User Guide

Copyright

SAP - Important Disclaimers

Coding samples

Internet hyperlinks

The SAP documentation may contain hyperlinks to the Internet. These hyperlinks are intended to serve as a hint where to find supplementary documentation. SAP does not warrant the availability and correctness of such supplementary documentation or the ability to serve for a particular purpose. SAP shall not be liable for any damages caused by the use of such documentation unless such damages have been caused by SAP's gross negligence or willful misconduct.

Accessibility

The information contained in the SAP Library documentation represents SAP's current view of accessibility criteria as of the date of publication; it is in no way intended to be a binding guideline on how to ensure accessibility of software products. SAP specifically disclaims any liability with respect to this document and no contractual obligations or commitments are formed either directly or indirectly by this document. This document is for internal use only and may not be circulated or distributed outside your organization without SAP's prior written authorization.

Table of Contents

Chapter 4   Managing Personnel

Chapter 5   File Maintenance Features

Chapter 6   Tender Management

Chapter 7   Managing Price Look Ups

Chapter 8   Performing Inventory Control Functions

Chapter 9   Printing Shelf Labels and Stickers

Chapter 10   Journals and Journal Files

Chapter 11   Reporting

Chapter 12 Processing The Payroll

Chapter 13 Viewing the Server State

Getting Started

1

This section provides general information about the Store Manager application and its relationship to other Triversity products. In addition, it describes how to use fields, drop-down lists and buttons in the Store Manager windows.

This section covers the following topics:

- About the Store Manager
- Store Manager menu windows
- Relationship between tables and windows

About the Store Manager

The Store Manager is a store level management tool that provides back office processing functions. You can use the Store Manager to perform many of your store management tasks, such as: maintaining employee and customer records, managing PLUs, printing reports, reviewing employees work hours, ordering inventory, and tracking on-hand inventory quantities.

Three versions of the Transactionware store level software are available:

- **POS Manager:** Has all of the basic back office functions listed above, but does not include inventory management functions
- **Store Manager:** Includes all the features of the POS Manager, plus inventory management functions
- **Store Manager Deluxe:** Includes all the features of the basic Store Manager, plus full perpetual inventory control, ordering, and receiving functions

Throughout this manual, the generic term **Store Manager** will refer to the complete Transactionware Store Manager Deluxe product.

The Store Manager works in conjunction with the POS Xpress point of sale software and the Configurator head office application. For information about the relationship between the Store Manager and the Configurator, see "The Store Manager and Configurator association" next.

The Store Manager and Configurator association

Your head office uses theConfigurator to tailor the POS Xpress application to meet your specific requirements and to download changes to the server in your store.

The information that your head office downloads to your store is stored as records in tables. It is used by both the Store Manager and the POS Xpress. You can use the Store Manager to add information to tables at the store level.

Although the Store Manager is a store level management tool and theConfigurator is a head office tool, they can both add or modify the information in some common tables.

WARNING! B ecause your head office is not notified of the changes that you make to the common tables using the Store Manager, it is very important that your head office clearly define the areas for which you are responsible at the store. To avoid entering conflicting information, your store or your head office should update the information in each table. You can use the Store Manager'ssecurity function to restrict access to tables in the Store Manager. For information about security, "Using security features" on page 28.

Both the Store Manager and the Configurator can update the following tables:

- Employee
- Category
- Group
- Department
- Tare weight
- ID/Code
- Vendor
- Store
- User flag
- PLU
- PLU cross reference
- Quantity and level pricing
- Link items
- Promotion
- Taxes

Parameter files from the Configurator

Your head office must download three sets of parameters so that the Store Manager can function properly. They are:

- Register parameters
- Tender parameters
- Layaway parameters

For information about downloading information from the Configurator, refer to the Configurator User Guide.

You can view information about the status of the three mandatory sets of parameters in the Configurator Parameters window. This window also displays information about other parameters that are downloaded from the Configurator. You cannot edit the information in the window.

To access the Configurator Parameters window:

1. On the Main Menu window, click **Parameters Setup**.
2. On the Store Manager Parameters Menu window, click **Configurator Parameters**.

About the navigation system

The Store Manager includes a translation feature that allows you to change menu button names, field names, window titles and message box text. The procedures in this manual assume that the default text is used.

The following windows contain the default menu button names.

Main Menu

The Main Menu window contains the buttons that open other Store Manager menu windows. This is the menu you see immediately after you log onto the Store Manager.

To access the menus associated with the icons on the Main Menu, click on the icon that contains the menu that you want to display.

3rd Party Software Menu

The buttons that appear in this menu window are determined by the applications you set up in the 3rd Party Software Maintenance window.

Relationship between tables and windows

The Store Manager stores information in tables. Each table contains records, and each record contains fields. For example, employee information is stored in the Employee table. Each employee's information is stored in a record in the table, and the employee's last name is stored in a field in the record.

Every table has the following:

- **Selection window**: This window displays selected fields from each of the records in the table. It allows you to select the specific record you want to open.
- **Maintenance window**: This window displays all fields in the record. It allows you to add, modify, or delete the information in the table. You change the information stored in a record in the maintenance window. Some maintenance windows contain tabs to organize the fields. Click on a tab to open it.

The following is an example of the Departments Selection window:

The following is the Department Maintenance window:

Adding a record to a table

You can add records to a table by entering information into the fields in its maintenance window. You can open the maintenance window from the table's selection window.

The following procedure describes how to add an employee record to the employee table. You can apply the same procedure to adding records to other tables in the Store Manager. Information about each of the fields in the maintenance windows is provided later in this manual.

To add an employee record:

1. On the Main Menu window, click **Administration**.

2. On the Administration Menu window, click **Employee Maintenance**.

3. Click **New**.

4. Complete the fields in the window as appropriate. Refer to the section "Maintaining employee files" on page 57. for information about what you should enter into each of the fields in the maintenance window.

5. Click **Save**, and then click **Close**. Once you have added a record to a table, you can modify or delete it.

Modifying a record in a table

You can modify records in a table by entering information into the fields in its maintenance window. You select the appropriate record in the table's selection window and open the maintenance window.

When a table contains many records, it can be difficult to locate the record you want to modify. There are two functions you can use in the Store Manager to help you locate the record you want:

● You can change the order in which the records are displayed in the selection window. For information about changing the sort order of records, see "Sorting table records in selection windows" on page 36.

● You can perform a query to search for a specific record. For information about searching for records in a table, See "Performing a query in a selection window" on page 19. Alternatively, you can display all the records in the table, and choose the record you want to modify.

The following procedure describes modifying an employee record in the employee table. You can apply the same procedure to modifying records in other tables in the Store Manager. Information about each of the fields in the maintenance windows is provided in this manual, in the appropriate sections.

To modify an employee record:

1. On the Main Menu window, click **Administration**.
2. On the Administration Menu window, click **Employee Maintenance**.
3. On the Employee Selection window, click **Display All** to display a list of all of the records in the table, or click **Query** to initiate a search for a specific record.
4. Click the employee record that you want to modify.
5. Click **Open**.
6. Change the information in the fields as appropriate.
7. Click **Save**, and then click **Close**. The changes take effect immediately.

Deleting a record from a table

You can delete records in a table from the table's selection window.
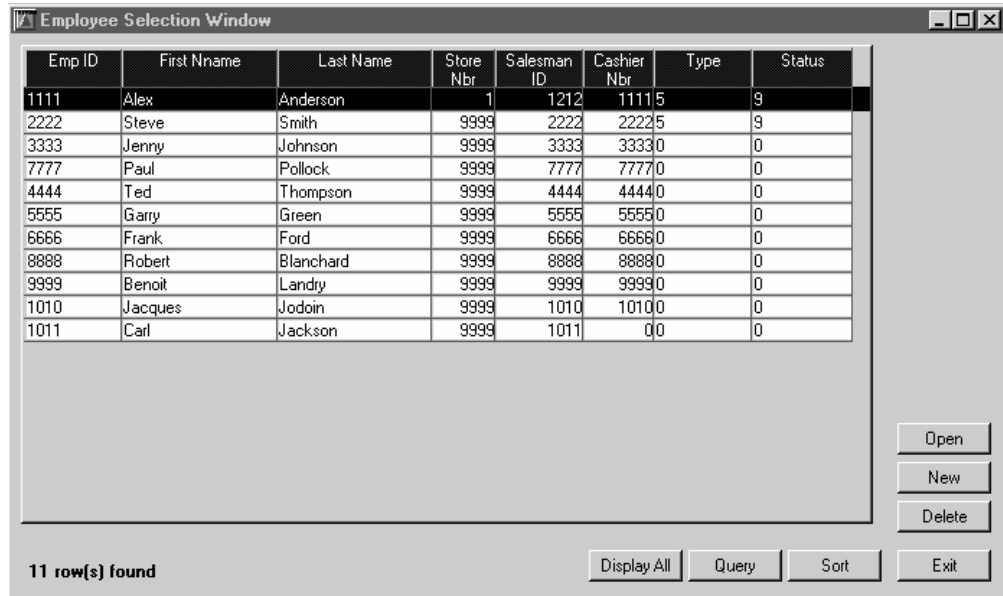
When a table contains many records, it can be difficult to locate the record you want to delete. There are two functions you can use in the Store Manager to help you locate the record you want:

● You can change the order in which the records are displayed in the selection window. For information about changing the sort order of records, "Sorting table records in selection windows" on page 36.

● You can perform a query to search for a specific record. For information about searching for records in a table, See "Performing a query in a selection window" on page 19. Alternatively, you can display all the records in the table, and choose the record you want to delete.

The following procedure describes deleting a record in the employee table. You can apply the same procedure to deleting records in other tables in the Store Manager.

To delete an employee record:

1. On the Main Menu window, click **Administration**.

2. On the Administration Menu window, click **Employee Maintenance**.

3. On the Employee Selection Window, click **Display All** to display a list of all the records in the table, or click **Query** to initiate a search for a specific record.

4. Click the employee record you want to delete.

5. Click **Delete**. A dialog box appears, prompting you to confirm the deletion.

6. Click **OK**. The employee's record is deleted.

Performing a query in a selection window

Selection windows display selected fields from the records in a table. The records are displayed in the order in which they are created. You can perform a query to quickly find the record you want.

Before you begin the steps below, you must open a selection window.

To perform a query:

1. Click **Query**. The button's name changes to **Search**.

2. Cli ck the column in the selection window that contains the information that you want to use as the base for the search. The query drop-down list appears.

3. Click the first column of the drop-down list. A list of operators appears.

4. Select an operator from the list.

5. Click the second column of the drop-down list and type a value.
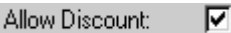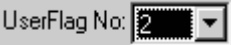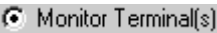
6. Click **Search**. The Store Manager searches the records in the table, and displays the matching records in the selection window.

Completing the fields in a window

To add or modify the information stored in a table, you must enter information into or make selections from the fields in the Store Manager windows. The windows contain several different types of fields that are used differently.

The table below describes the different types of fields and information and shows you how to use them.

Field	How to use it
New	Buttons: Initiate actions. Click a button to initiate the action.
Allow Discount: ☑	Checkboxes: Enable or disable an option. Click a checkbox to enable or disable an option. Checkboxes toggle between being checked (option is enabled) and being cleared (option is disabled).
UserFlag No: 2 ▼	Drop-down lists: Contain a predefined list of options, you select one. Click the arrow to open the list of options. Click an option to select it. Once you select an option, it is displayed in the list.
Group Number:	Fields: Require you to type information into them. Use the keyboard to type a string or number, up to a predetermined number of characters, into the box.
⦿ Monitor Terminal(s)	Radio buttons: Enable an option. Radio buttons appear in groups, each button represents a related option, you can only select 1 radio button in each group. Click a radio button to enable it. A solid dot in the radio button indicates that it is enabled. If you click a radio button, the other buttons in the group are automatically deselected.
Window fields	
▦	Calendar button: Opens a pop-up calendar window. Click the button to open the calendar window. Click arrow buttons to select a month, then click a date in the calendar. Click **OK** to close the calendar window. The date you selected is displayed in the field beside the button.

Customizing Store Manager

This section provides information about customizing the Store Manager application. Customization options that affect the entire Store Manager application include system parameters, language, security, and third-party applications. The first time you use the Store Manager, the customization options must be configured, afterwards the options are saved and recalled automatically each time the Store Manager application starts. You can also customize the order in which the table records are displayed in each of the Store Manager selection windows.

This section covers the following topics:

- Defining the Store Manager system parameters
- Changing the text in the Store Manager
- Using security functions
- Adding third-party application buttons to menu windows
- Sorting table records in selection windows

Defining the Store Manager system parameters

You must define the Store Manager general options before you define options for more specific functions.

To define system parameters:

1. On the Main Menu window, click **Parameters Setup**.

2. On the Store Manager Parameters Menu window, click **General Parameters**.

3. On the Security Menu, click **General Security**.

To define the general company and store information:

1. Type the name of the company in the **Company** field. This field is limited to 50 characters.This is the name that appears on reports.

2. To enable the system to locate the store logo, type the full path and file name of the store logo in the **Logo** field.

3. Type the name of the store in the **Store Name** field. This field is limited to 50 characters. This is the name that appears on reports.

4. The store's address is split into two sections. Type the street portion of the address in the **Address 1** field, and type the remainder of the address in the **Address 2** field. These fields are limited to 50 characters each. This is the address that appears on reports.

To set the server communication parameters:

1. You can define the minutes that elapse before the message window, used by the server to communicate with the Store Manager, is shut down and communication is aborted.Ensure that the interval is no longer than the time required for communication during the End of Day function or for the function that requires the longest communication.

   Type the number of minutes in the **Update Term. Interval** field.

2. To define how often the Store Manager searches for new electronic documents sent from your head office, type the number of minutes between searches in the **Elec. Doc. Search Interval (minutes)** field.

3. To determine how often the server requests each POS terminal status, type the number of seconds between requests in the **Status Refresh Time (seconds)** field.

4. Type the maximum number of records that can be retrieved from a table and displayed in a selection window, in the **Maximum Retrieve Threshold** field.

To configure the Generation of Unique PLUs:

1. Click the **Unique PLU Generation** checkbox to generate a unique PLU. The Store Manager generates a unique PLU when you click **Generate Unique PLU** on the PLU Maintenance window.

2. You can define the number that the Store Manager always uses as the first character of a PLU when it generates a unique PLU. Type the number that you want to be the first character, in the **Leading Digit** field.

3. To set the length of the sequence portion of the PLUs that the Store Manager generates when you use the unique PLU generation function, type the number in the **No of Digits in Sequence** field. The sequence number follows the merchant ID, and increments each time the Store Manager generates a PLU.

   For example, if you type 2 into this field, the Store Manager generates a PLU comprised of a leading character, merchant ID, 2 character sequence number, and check digit.

4. Click on the **Quick PLU New Item Default** drop-down list and choose a default option.

5. To define the merchant ID number that always follows the leading character in a PLU generated by the Store Manager via the unique PLU generation function, type a number up to 5 characters long in the **Merchant ID** field. This number appears in all generated PLUs. Leave the field blank if you do not want the merchant ID to appear in the PLUs.

6. The check digit follows the sequence number. To define the rule that determines the check digit used in the PLUs that the Store Manager generates when you use the unique PLU generation function, type an ID number in the **Check Digit ID** field. You should obtain the ID number from your head office.

7. To define the default vendor that is automatically entered into fields when you have not selected a vendor, click the **Default Vendor** drop-down list and select a vendor from the list.

8. To automatically print price stickers, click the **Auto-Print Price Sticker Labels** checkbox.

9. To automatically print shelf labels, click the **Auto-Print Shelf Labels** checkbox.

To configure the Cash/Safe Management parameters:

1. You can set the maximum amount that the cashier or register's actual tender amount can be above or below the system amount during balancing. Type a dollar amount, including decimals, in the **POS Balance Threshold** field. If you require the cashiers and registers to balance exactly, leave this field blank.

    If the difference is larger than the threshold, the cashier or register is not balanced. The balance transaction cannot be completed until the actual amount and the system amount are balanced to within the threshold.

    Your head office uses the Configurator to define whether balancing is performed by a cashier or a register.

2. You can set the maximum amount that the safe's actual tender amount can be above or below the system amount during balancing. Type a dollar amount, including decimals, in the **Safe Balance Threshold** field. If you require the safe to balance exactly, leave this field blank.

    If the difference is larger than the threshold, the safe is not balanced. The balance transaction cannot be completed until the actual amount and the system amount are balanced to within the threshold.

3. To enable the EOD Pickup button on the POS Balance Maintenance window, click the **Enable EOD Pickup** checkbox. The EOD Pickup button creates and completes a pickup to safe transaction for the tenders in the POS balance transaction.

4. Click the **Retrieve System Amounts on Pickup** checkbox.

5. Click the **Hide System Amounts (Blind Pickup)** checkbox.

6. Click the **Issue Warnings on Over-the-Limit Pickups** checkbox.

7. Under Mandatory Reasons, click each checkbox to enable the corresponding option.

Changing the text in the Store Manager

You can change the text of all the headers, labels, and messages in the Store Manager from the default english text into another language or into alternate english text. Whenever you enter new text for an object, the original text is saved so you can recall it later.

You can translate text by:

●   Opening the Translation window

●   Pressing the **Ctrl** key and right-clicking over a window item to open the Single-text Translation window.

Both methods use categories and object groups to organize the original text and make it easier for you to find the text that you want to change. Categories contain the types of items containing the text (for example, command buttons, menu windows, messages). Object groups are specific windows or buttons (for example, Administration Menu window). You can choose to change a single text within an object group, all the text in a category, or all the text in the Store Manager.

For example, if you want to change the text of the **Display All** button that appears on the selection windows, you can find it in the Command Button category and the Display All object group. If you want to change the text of the message "Do you really want to CLOSE ALL terminals?", you can find it in the Messages category, Messages object group.

Changing a text for a single object

You can change the text for a single object.

In the following steps, you are required to enter information and make selections in the Translation window. For information about the fields in the window, see "Translation window" on page 26.If

| WARNING! | If the text you are editing has double-slash separators (\\) in the original text, you must make sure you maintain the pattern when you type the new text. |

For example, menu text contains the option text, help text, short toolbar text, and long toolbar text separated by the double-slash separators. You must use the same pattern when you type the new text.

To change a single text:

1. On the Main Menu window, click **Administration**.
2. Click **Translation**.
3. Click **Category** drop-down list. A list of categories appears.
4. Click the appropriate category.
5. Click the **Object** drop-down list. A list of objects in the category appears.
6. Click the appropriate object. An alphabetical list of the text in the object appears in the bottom half of the window.
7. Click the text you want to change, and then type the new text into the field on the right side of the window.
8. Click **Save**, and then click **Exit**.

Tip: When you select text belonging to a button, window title, checkbox, tab, field, radio button, or other window item, you can see immediately what the new text looks like in the preview area at the bottom of the Translation window.

Changing the text for all the objects in a category

The process of changing all the text in a category is very similar to the process for changing one text.

In the following steps, you are required to enter information and make selections in the Translation window. For information about the fields in the window, see "Translation window" on page 26.

To change the text of all the objects in a category:

1. On the Main Menu window, click **Administration**.
2. Click **Translation**.
3. Click the **Category** drop-down list. A list of categories appears.
4. Click the appropriate category.
5. Click **Translate Selected Category**. An alphabetical list of all the text in the category appears in the bottom half of the window.
6. Click the first text you want to change, and then type the new text into the field on the right side of the window.
7. Click the next text you want to change and type the new text into the field.
8. Repeat the previous step until you have typed new text for all the text in the category.
9. Click **Save**, and then click **Exit**.

Changing all the text in the Store Manager

You can change the text of all the objects in the Store Manager, regardless of their category.

In the following steps you are required to enter information and make selections in the Translation window. For information about the fields in the window, see "Translation window" on page 26.

To change the text of all the objects in the Store Manager:

1. On the Main Menu window, click **Administration**.

2. Click **Translation**.

3. Click **Translate All Objects**. An alphabetical list of all the text in the Store Manager appears in the bottom half of the window.

4. Click the first text you want to change, and then type the new text into the field on the right side of the window.

5. Repeat the previous step until you have typed new text for all the text in the Store Manager.

6. Click **Save**, and then click **Exit**.

Translation window

This window contains the fields used for changing the text in the Store Manager.
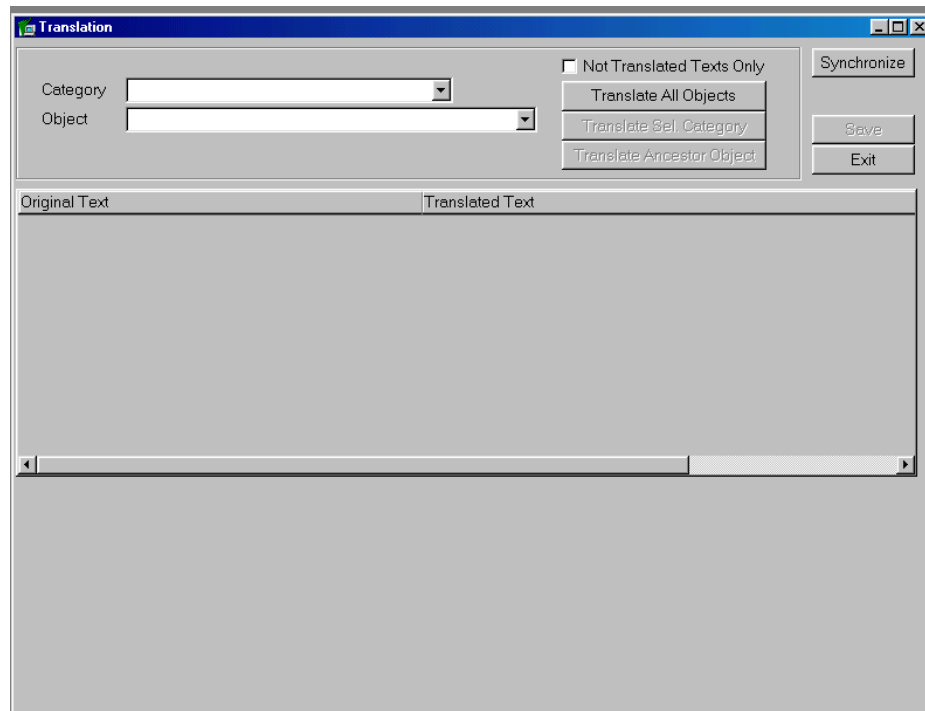
1. To display only unedited text in the list in the bottom half of the window, click the **Not Translated Texts Only** checkbox. Text that has been edited is hidden. Clear the checkbox to display all text.

2. To list additional text related to the object you selected in the Single-text Translation window, click **Translate Ancestor Object**.

3. To define the new text, type an alphanumeric string in the **Translated Text** field. The new text can be alternate English text, or another language.

4. To adjust the size of the field in which the text you selected appears, click the arrows in the **Spin Box**.

Note: The **Original Text** field defines the original default English text. No action is required. The Store Manager automatically completes this field.

Using the Single-text Translation window

You can change most of the text that appears in the Store Manager in the Single-text Translation window. You cannot translate text in messages, menu options, and system codes in the window.

To translate an individual text:

1. Open the window that contains the text you want to change.

2. Place your cursor over the text you want to change.

> **Note:** To change the text of a window's title bar or a tab name, place your cursor over a free area of the window or tab.

3. Press the **Ctrl** key and right-click simultaneously.
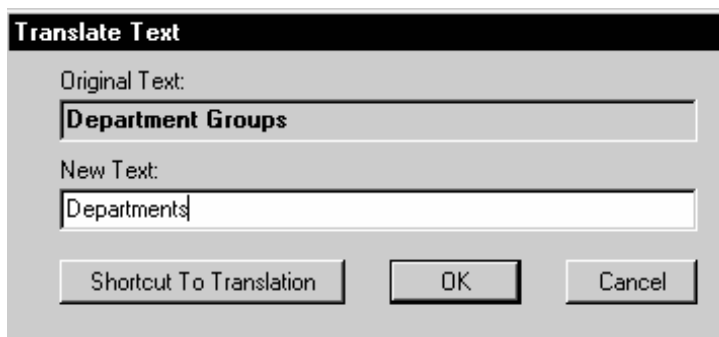
4. Type the new text in the **New Text** field.

5. Click **OK**. The text change is immediately applied.

> **Tip:** You can click **Shortcut to Translation** to open the Translation window from the Single-text Translation window. By default the category and object that the original text belongs to are selected for you, so that all the options in the same category and object are displayed for editing.

Using security features

The Store Manager has several security features that allow you to restrict access to the Store Manager, and more specifically, who can access specific windows in the Store Manager.

Passwords restrict an employee's access to the Store Manager, and authority levels assigned to employees and to windows restrict an employee's access to specific windows.
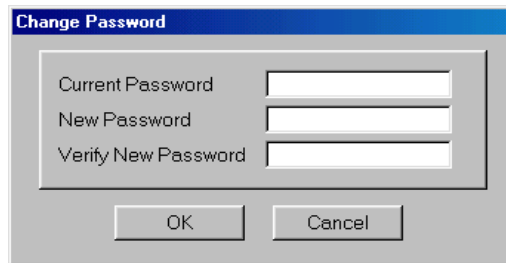
Changing a user's password

Before they can access the Store Manager, employees must enter their user name and password. You can change an employee's password either in the Change Password window, or the Employee Maintenance window (where you set up new employees). For more information about the Employee Maintenance window, see "Maintaining employee files" on page 57.

To change an employee's password:

1. On the Main Menu, click **Administration**.

2.   Click **Change Password**.

3.   In the **Current Password** field, type the employee's password.

4.   In the **New Password** field, type the employee's new password. The characters you type are encoded and displayed as asterisks.

5.   In the **Verify New Password** field, type the new password again. The characters you type are encoded and displayed as asterisks.

6.   Click **OK**. If the passwords you typed into the **New Password** and the **Verify New Password** fields are not the same, a warning message displays requiring you to retype the password. If they match, the password is saved.

7.   Click **Exit**.

Restricting access to selected windows and functions

You can assign authority levels to the Store Manager windows so that only authorized employees can access them. You can define separate authority levels for viewing the information, and for updating the information in windows. Window level security configuration is performed on the Worksheets Security Setup window.

In addition, you can ensure that user's with an inappropriate authority level do not gain access to an active Store Manager session that has been left unattended. This is achieved by setting the appropriate password and automatic logoff parameters in the General Parameter Setup window.

There are six levels of authority. Level zero is the lowest level, five is the highest level. Level six is used to lock access to the window or function regardless of the user's authority. If an employee has an authority level lower than the level that you assign to a window or function, the window's button or the function is not visible to them in the menu windows.

You assign an employee an authority level in the Employee Maintenance window when you set them up, but you can change that level at any time. For information about changing an employee's authority level, see "Changing a user's authority level" on page 33.

WARNING! If the Backdoor Window Security Only parameter is turned on, only the backdoor user has access to security maintenance, otherwise you must have an authority level of five to view and update the information in the Worksheets Security Setup window. If you have an authority level less than five, the Worksheets Security Setup window is not visible in the Store Manager Parameters Setup Menu window.

To restrict access to a window:

1.   On the Main Menu, click **Parameters Setup**.

2. On the Parameters Setup Menu, click **Worksheets Security.**
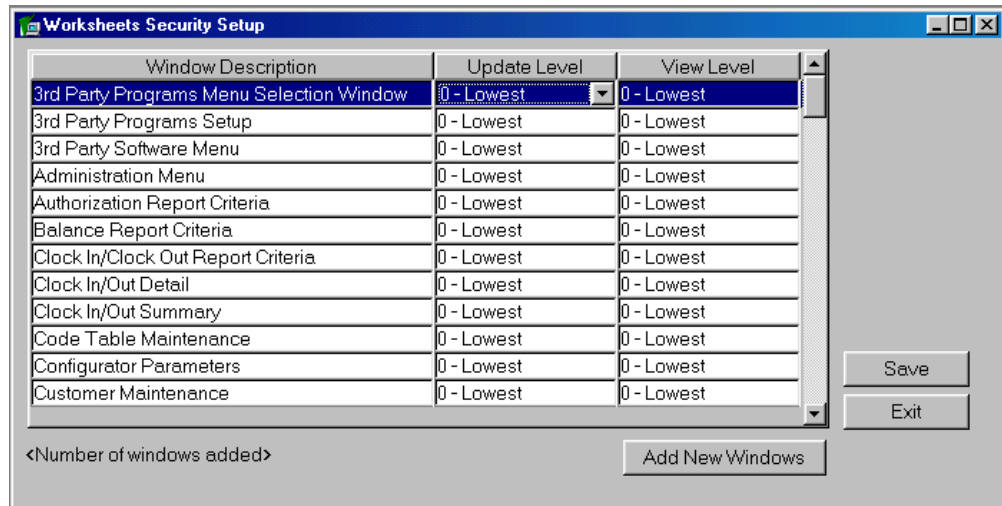
3. If a list of the Store Manager windows is not visible in the window, click **Add New Windows**. You only need to do this the first time you access this window after installing a new version of the Store Manager software.

   Note: The Window Description describes the window name; no action is required. The Store Manager automatically completes this field.

4. To assign the minimum authority level that an employee needs in order to edit information in the corresponding window, click the **Update Level** drop-down list and choose an authority level from the list.

5. To assign the minimum authority level that an employee needs in order to open and view information in the corresponding window, click the **View Level** drop-down list and choose an authority level from the list.

6. Click **Save**, and then click **Exit**.

To restrict access to reports:

1. On the Main Menu, click **Parameters Setup**.

2. On the Parameters Setup Menu, click **Report Mngmt Security**.
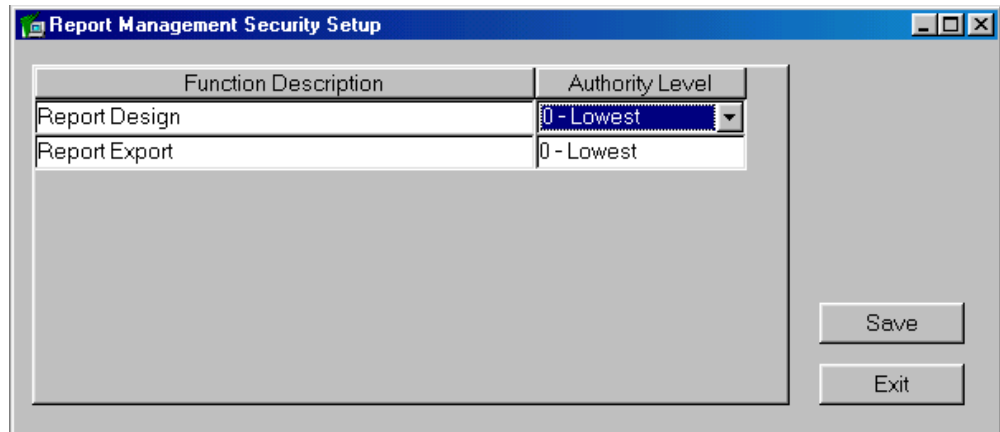
Note: Report Design, and Report Export are automatically displayed in the Function Description column.

---

3. To prevent the Reports Design On and Reports Export buttons from displaying to the user, and therefore disable that user from using these functions, click the **Authority Level** drop-down list and select **6-Disabled**.

4. Click **Save**, and the **Exit**.

Cash management security

Cash management authority levels are assigned separately from all of the other features that require a security setup. You can define view and update authority levels for each safe and each applicable transaction type. Once the setup is complete, it is exported from the Store Manager as the cmsecur.asc file. The file is then applied by the Xpress Server and can be downloaded to the POS terminals.

Note: Each safe is configured separately in the Configurator application. You can have access to five safes.

To assign authority levels for each safe and transaction type:

1. On the Main Menu, click **Parameters Setup**.

2. On the Security Menu, click **Cash Mngmt Security**.

3. To choose the safe that you want to set authority levels for, click the **Safe** drop-down list and choose a safe from the list.

   Note: The Transaction/Option column describes the name of the transaction or option. No action is required, the Store Manager automatically completes this field.

4. To assign the minimum authority level that an employee needs in order to perform the transactions shown in the Transaction/Option column, click the **Update Level** drop-down list and choose an authority level from the list.

5. To assign the minimum authority level that an employee needs in order to view information in the corresponding window, click the **View Level** drop-down list and choose an authority level from the list.

6. Click **Save**, and then click **Exit**.

Changing a user's authority level

There are six authority levels that you can assign to an employee. Zero is the lowest level, five is the highest level. You assign an employee an authority level when you set them up in the Employee Maintenance window, and you can change the authority level later in the same window.

WARNING! By default, all of the Store Manager's windows are restricted to employees with authority levels of one or higher. An employee with an authority level of zero is not able to access any of the windows in the Store Manager.

To change a user's authority level:

1. On the Main Menu window, click **Administration**.

2. Click **Employee Maintenance**.
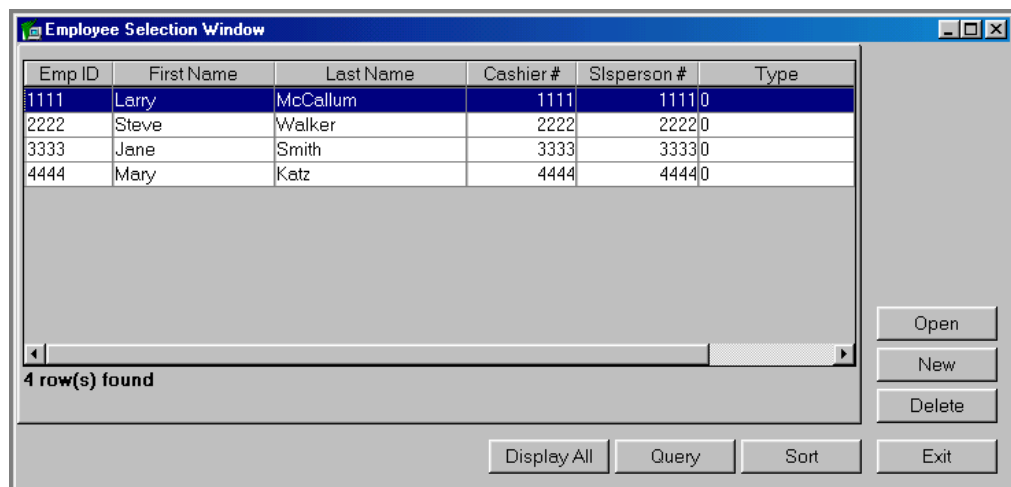
3. On the Employee Selection window, click the appropriate employee's record in the selection window.

4. Click **Open**. The Employee Maintenance window appears containing the employee's information.

5. Click the **Authority Level** drop-down list and select a new level from the list.

6. Click **Save**, and then click **Exit**.

Adding third-party application buttons to windows

During a Store Manager session, you can launch and use a third-party application by clicking a button on a menu window. To use this feature, you must customize the selection of third-party applications that you want to be available, and place buttons for launching them on the Store Manager windows. In addition, you can define in what state an application opens and assign authority levels to it to restrict the employees who can use it.

Before you complete the following steps, you must know the name and path of the third-party application's executable. If you want a specific bitmap on the application's button, you must know the name and path of the .bmp (bitmap) file.

To add a third-party application button to a menu window:

1. On the Main Menu window, click **Parameters Setup**.

2. Click **3rd Party Parameters**.
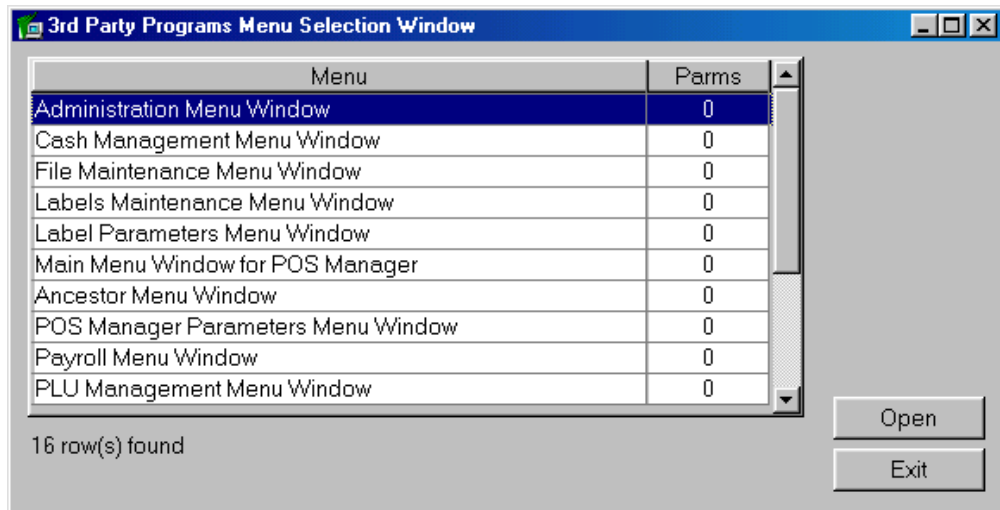
3. Click the Store Manager menu window that you want to contain the third-party application's button from the menu list.

4. Click **Open**.

Note: The Store Manager automatically completes the Menu field with the name of the window that you choose in the selection window. No further action is required.

5. To assign a name to the third-party application's button in the menu window, type the name of the button in the **Label** field.

6. To sort the order of the applications, type a number in the **Picture** checkbox to indicate the order in which this particular application will appear. To locate the bitmap that appears in the third-party applications' button in the menu window, type the full path and name of the bitmap file in the **Picture** field.

7. Type the full name of the third-party applications' executable file, in the **Program Name** field.

8. To locate the third-party applications' executable file, type the full path and name of the file in the **Program Path** field.

9. You can set the default state in which the third-party applications' window opens. Click the **Maximized**, **Regular**, or **Minimized** radio button.

10. To set the minimum authority level that an employee needs to launch the third-party application, click the **Authority** drop-down list and choose an option from the list.

11. To designate the third-party application as the open and active application, click the **Enabled** checkbox. Leave the checkbox clear and the Store Manager remains active when you launch the third-party application.

12. Click **Save**, and then click **Exit**.

Sorting table records in selection windows

You can change the order in which a selection window displays a table's records, so that it displays information in an order that is useful to you.

There are two ways to change the sort order used in a selection window: by using the Specify Sort Columns window, and by clicking the column header in the window. Both options base their sorting on the values in the window's columns.

Configuring the sort options

Before you can click a column header to change the sort order, you must enable sorting. In addition, to save a sort order you define with the Specify Sort Columns window, you must configure the save options. You can configure sorting options in the Sort Maintenance window.

To configure the sort options:

1. On the Main Menu window, click **Parameters Setup**.

2. From the Store Manager Parameters Menu window, click **Sort Setup**.
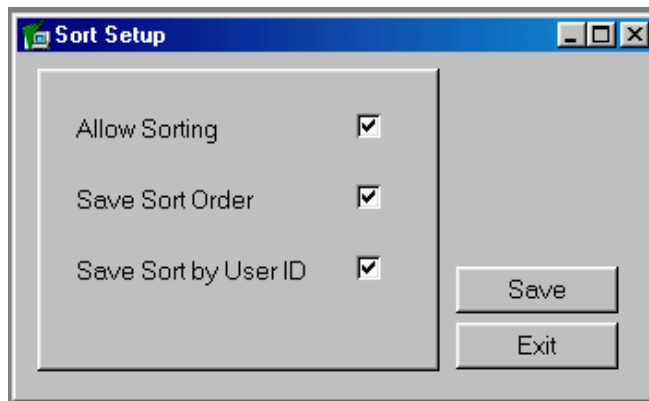
3. Click the **Allow Sorting** checkbox to change the sort order when you click the column header. You can also save the sort order that you define in the Specify Sort Columns window.

4. To save the new sort order defined in the Specify Sort Maintenance window, click the **Save Sort Order** checkbox. This checkbox is not available unless you enable the Allow Sorting checkbox in this window.

5. To save the sort order that you defined using the Specify Sort Columns window and link it to your employee number, click the Save **Sort by User ID** checkbox. Each employee can have their own sort settings that are triggered based on the employee number they used to log into the Store Manager. This field is not available unless you enable the Allow Sorting checkbox in this window.

6. Click **Save**, and then click **Exit**.

Sorting by clicking a column header

You can sort the table records in a selection window using the values in one of the window's columns. The change you make to the sort order using this method is not saved after you close the window.

Before you can sort by clicking the column header, you must click the **Allow Sorting** checkbox in the Sort Maintenance window to enable sorting. For information about configuring sort options, see "Configuring the sort options" on page 36.

To sort based on a column:

1. On a menu window, click a button to open a selection window.

2. Click the header of the column by which you want to sort the records. The records change order. For example, in the File Maintenance Menu window, click **Department Categories** to open the Category Selection window. The Category table's records are sorted by category number.

3. Click the **Description** column header to sort the records alphabetically by description.
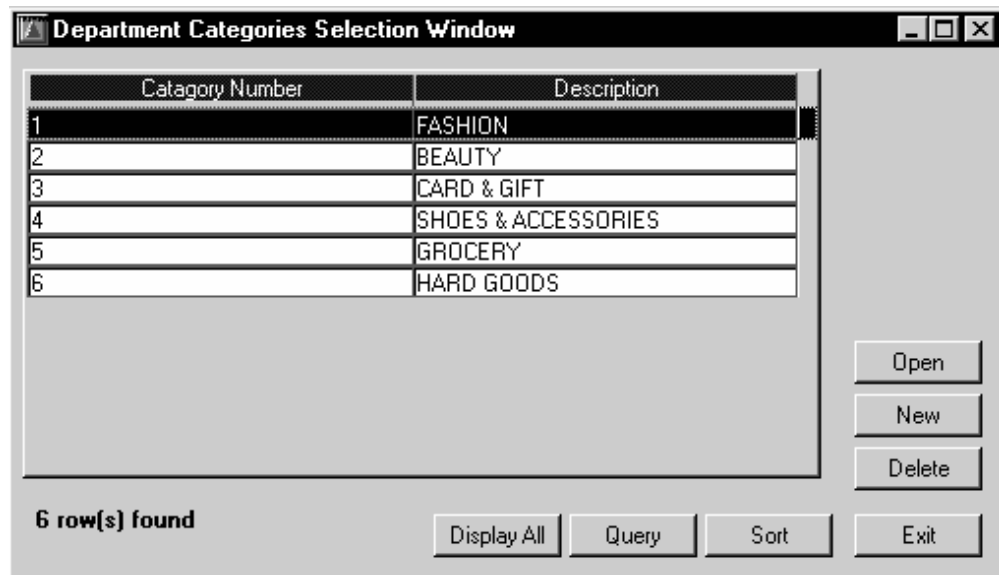
Sorting using the Specify Sort Columns window

If you clicked the **Save Sort Order** or **Save Sort by User ID** checkboxes in the Sort Maintenance window, the sort order you select in the following steps is saved and used the next time you open the selection window.

To perform a sort:

1. On a menu window, click a button to open a selection window. The selection window appears.

2. Click **Sort**.
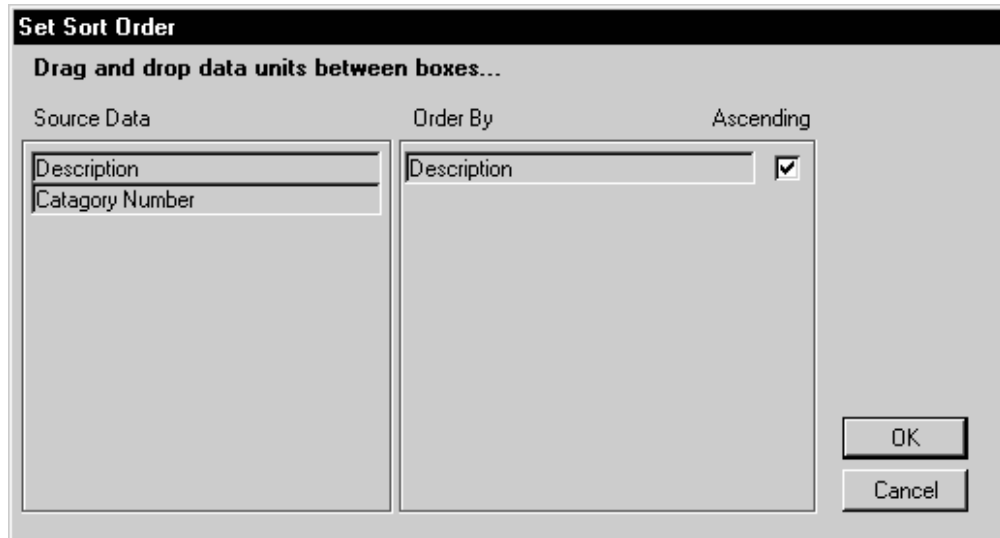
3. From the **Source Data** area on the left side of the window, click and drag the first column by which you want the records sorted, to the **Order By** area on the right side. The column is listed at the top of the **Order By** area.

4. If required, from the **Source Data** area, click and drag a second column to the **Order By** area. The column is listed second in the **Order By** area. When you select more than one column to sort by, the table records are sorted based on the first column, then by the second. You can have more than two columns selected.

5. Clear the **Ascending** checkbox if you want to sort the records in descending order.

Note: By default, the **Ascending** checkbox is checked and the records are sorted in ascending order.

6. Click **OK**. The table's records are sorted in the new order.

Tip: To remove a column from the **Order By** area and therefore remove it from the sort order, click and drag it into the **Source Data** area.

Managing the POS Terminals

This chapter provides information about controlling and customizing the store's POS terminals using the Store Manager. Control options include monitoring, opening and closing terminals, and opening and closing the store. Customization options include changing the customer display at the POS terminals, and changing the header and trailer text on customer receipts. In addition to controlling and customizing options, this chapter describes how you can rebuild local files.

This chapter covers the following topics:

- Monitoring and controlling POS terminals
- Opening and closing the store
- Changing the customer display
- Changing the header and trailer information printed on receipts
- Rebuilding local files

Monitoring and controlling the POS terminals

You can monitor a POS terminal, open a POS terminal, and close a POS terminal using the Store Manager. During the POS terminal opening and closing functions you can monitor a POS terminal status.

When you close a POS terminal, its information is transferred to the server. When you open a POS terminal, information is automatically transferred from the server to the POS terminal.

Monitoring a POS terminal

The information about the POS terminal you are monitoring, appears in the **XPS Server Message** box in the Terminal Administration window.

To monitor a POS terminal:

1. On the Main Menu window, click **Administration**.
2. Click **Store Administration.**
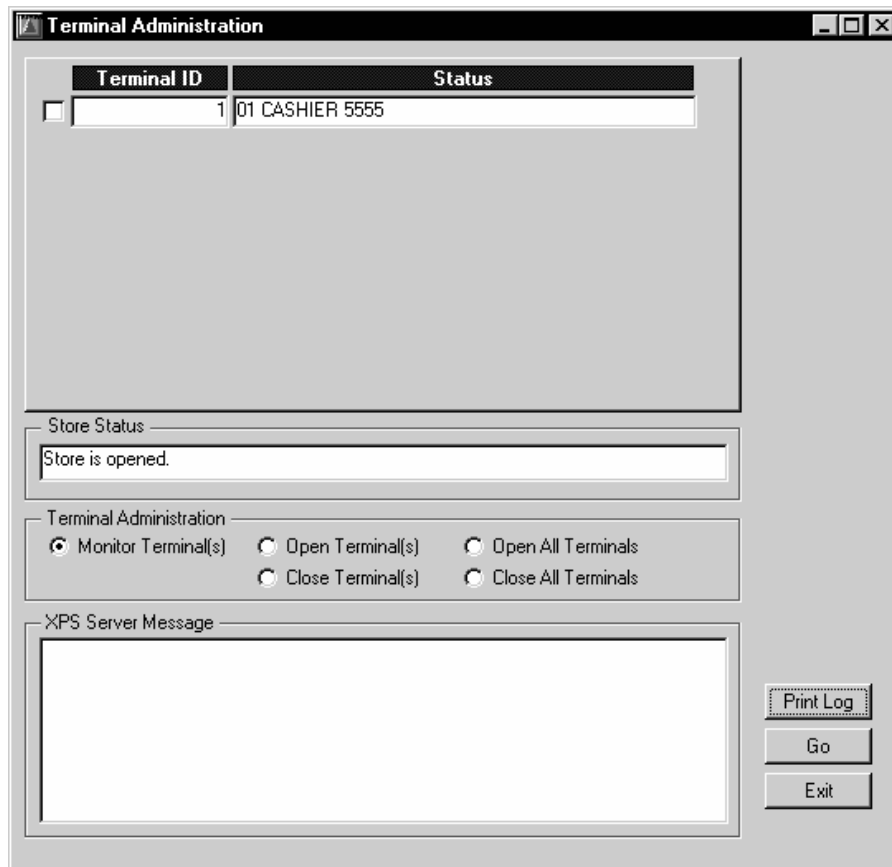
3. Click **Monitor Terminal(s)**.
4. Click the checkbox beside each POS terminal you want to monitor.
5. Click **Exit** when the Open Store process is complete.

> **Tip:** You can print a hard copy of the messages that appear in the XPS Server Message Box by clicking **Print Log**. The log is printed on the default printer.

Opening or closing a POS terminal

The POS terminal status must be closed before you initiate the Open Terminal function. Its status must be open before you initiate the Close Terminal function.

To open a POS terminal:

1. On the Main Menu window, click **Administration**.

2. Click **Store Administration**.
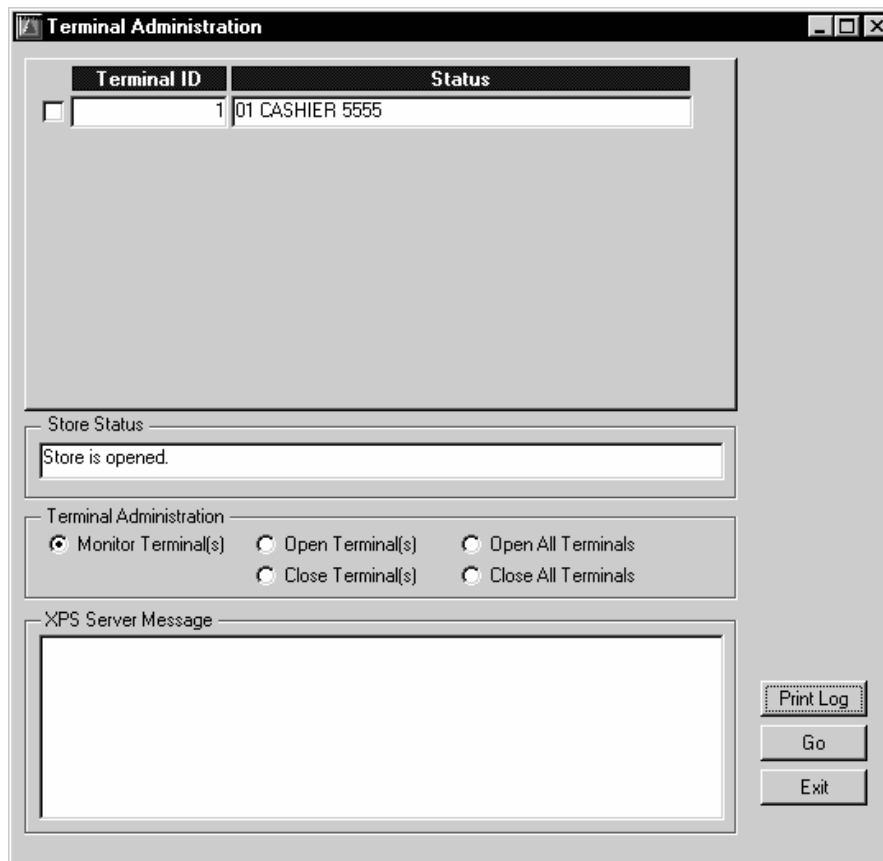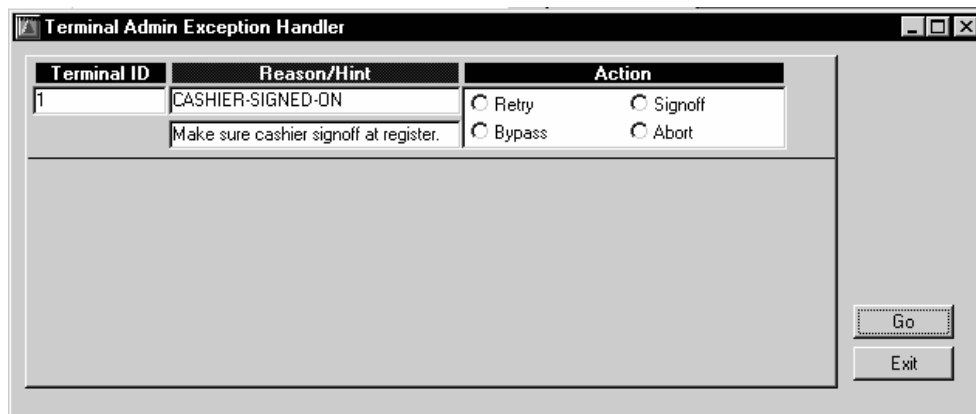
3. Click the checkbox beside each POS you want to open.

4. Click **Open Terminal(s)**. The Open Terminal function begins. You can monitor the process in the XPS Server Message Box. When the function is complete, the POS terminal status is open.

> **Note:** If the Open Terminal function cannot be completed for any reason, the following Terminal Admin Exception Handler window appears, providing a reason for the failure.

To solve the problem, click a radio button in the **Action** box, or you can click **Exit** to close the window and abort the Open Terminal function.

5. Click **Exit** when the Open Terminal process is complete.

To close a POS terminal:

1. On the Main Menu window, click **Administration**.

2. Click **Store Administration.**

3. Click the checkbox beside each POS terminal you want to close.

4. Click **Close Terminal(s)**. The Close Terminal function begins. You can monitor the process in the XPS Server Message Box. When the function is complete, the POS status is closed.

Note: If the Close Terminal function cannot be completed for any reason, the following Terminal Admin Exception Handler window appears, providing a reason for the failure.
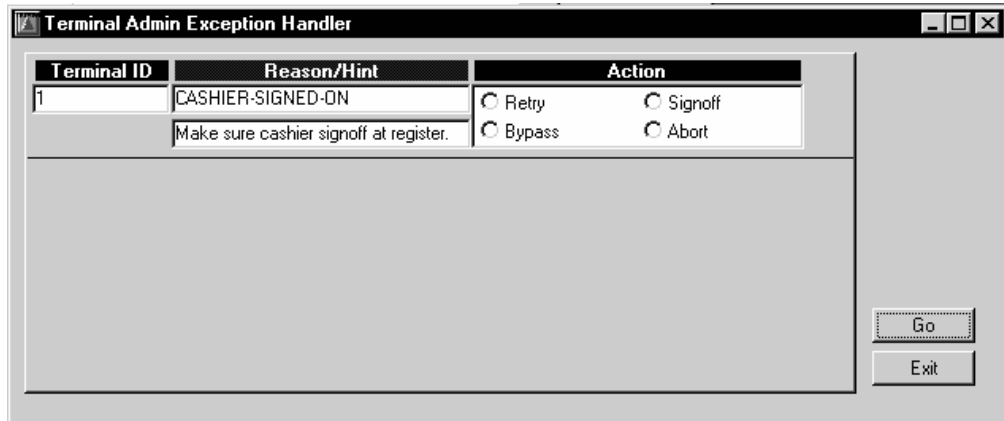
To solve the problem, click a radio button in the **Action** box, or you can click **Exit** to close the window and abort the Close Terminal function.

5. Click **Exit** when the Close Terminal process is complete.

Tip: You can print a hard copy of the messages that appear in the XPS Server Message Box by clicking **Print Log**. The log is printed on the default printer.
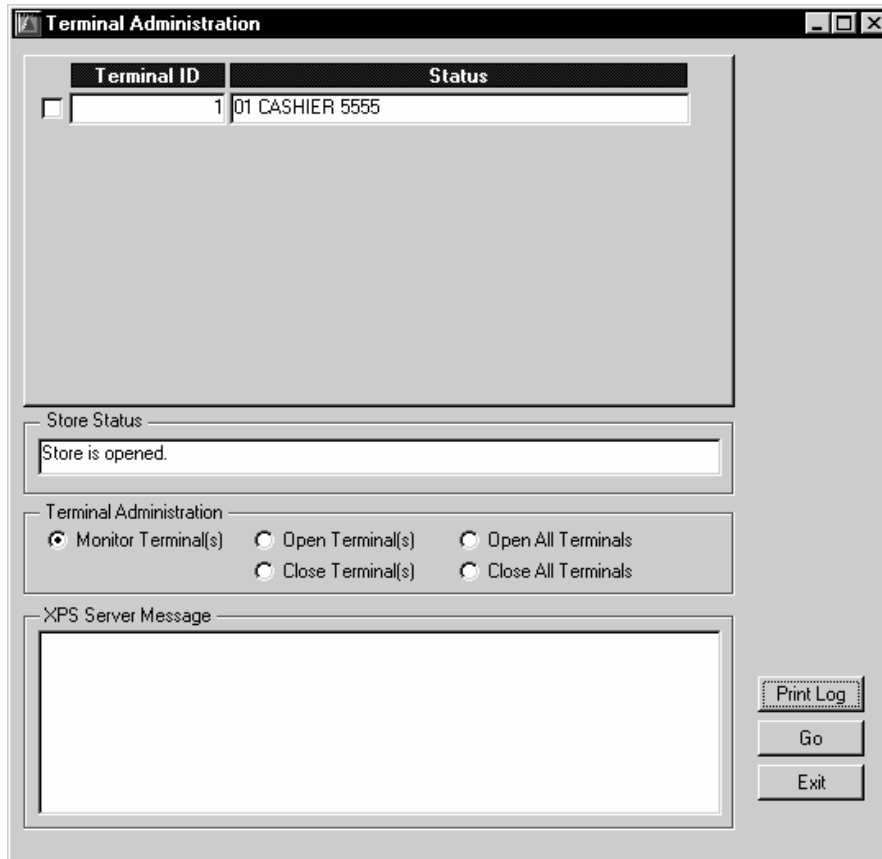
Opening or closing all POS terminals

You must close all POS terminals before you initiate the Open All Terminals function. You must open all POS terminals before you initiate the Close All Terminals function.

To open all POS terminals in the store:

1. On the Main Menu window, click **Administration**.

2. Click **Store Administration.**

3. On the Terminal Administration window, click **Open Terminals**.

4. The Open Terminals function begins. You can monitor the process in the XPS Server Message Box. When the function is complete, the POS terminal status is open.

> **Note:** If the Open Terminals function cannot be completed for any reason, the following Terminal Admin Exception Handler window appears, providing a reason for the failure.

To solve the problem, click a radio button in the **Action** box, or you can click **Exit** to close the window and abort the Open Terminal function.

5. Click **Exit** when the Open Terminal process is complete.

To close all POS terminals in the store:

1. On the Main Menu window, click **Administration**.

2. Click **Store Administration.**

3. On the Terminal Administration window, click **Close Terminals**.

4. The Close Terminal function begins. You can monitor the process in the XPS Server Message Box. When the function is complete, the POS terminal status is closed.

Note: If the Close Terminal function cannot be completed for any reason, the following Terminal Admin Exception Handler window appears, providing a reason for the failure.
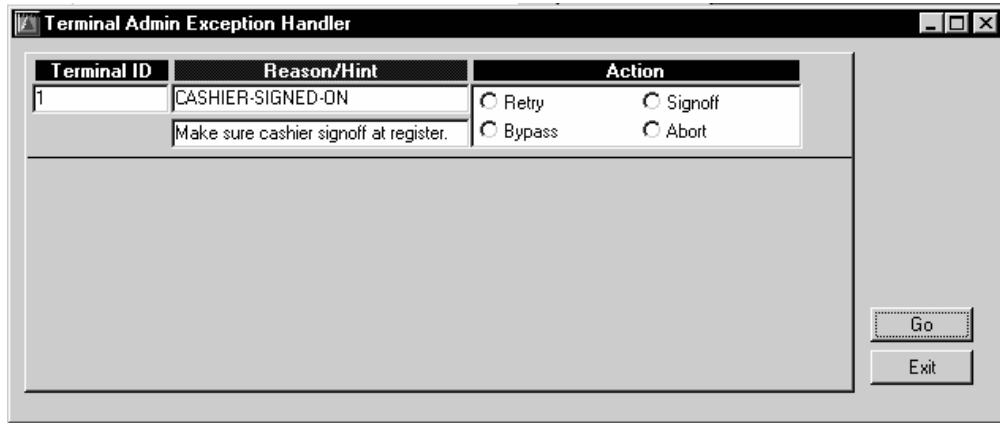
To solve the problem, you can click a radio button in the **Action** box, or you can click **Exit** to close the window, and then abort the Close Terminal function.

5. Click **Exit** when the Close Terminal process is complete.

Tip: You can print a hard copy of the messages that appear in the **XPS Server** message box by clicking **Print Log**. The log is printed on the default printer.

Opening and closing the store

You can open the store or run the End of Day function to close the store in the Store Manager.

Opening the store

The store's status must be closed before you initiate the Open Store function.

To open the store:

1. On the Main Menu window, click **Administration**.

2. Click **Store Administration.**

3. On the Store Administration window, click **Open Store**.The Open Store function begins. You can monitor the process in the **Store Status** and the XPS Server Message Box. When the function is complete, the store's status is opened.

> **Note:** If the Open Store function cannot be completed for any reason, a Terminal Admin Exception Handler window appears, providing a reason for the failure.
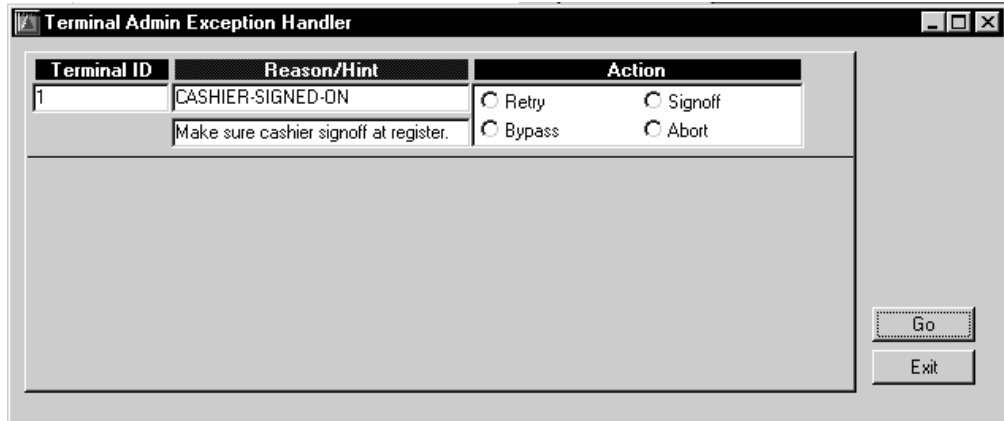
To solve the problem, click a radio button in the **Action** box, or click **Exit** to close the window and terminate the Open Store function.

4. Click **Exit** when the Open Store process is complete.

> **Tip:** You can print a hard copy of the messages that appear in the XPS Server Message Box by clicking Print Log. The log is printed on the default printer.

Closing the store

All POS terminals must be closed before you initiate the End of Day function to close the store. If your store is open 24 hours, POS terminals can be running, but they must be closed for the current business date and re-opened under the next business date.

To close the store:

1. On the Main Menu window, click **Administration**.

2. Click **Store Administration.**

3. On the Store Administration window, click run **EOD**.

4. The End of Day function begins. You can monitor the process in the **Store Status** and the XPS Server Message Box. When the function is complete, the store's status is closed.

   Note: If the End of Day function cannot be completed for any reason, the following Terminal Admin Exception Handler window appears, providing a reason for the failure.
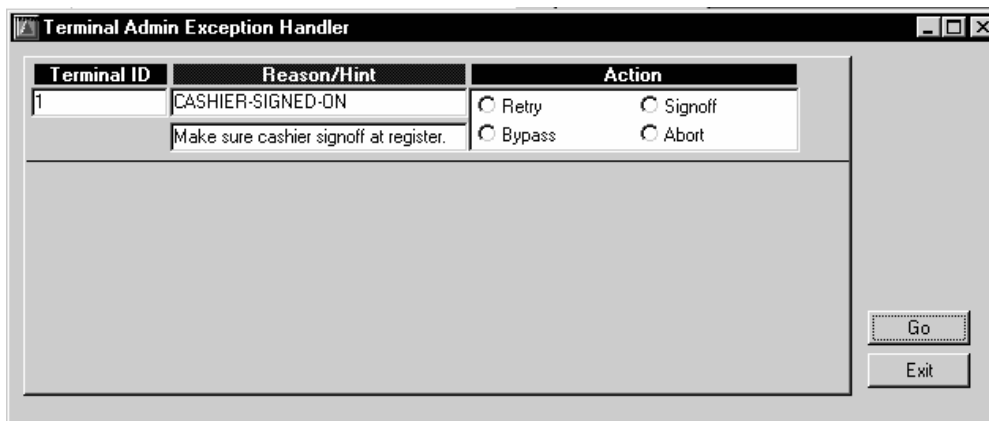
To solve the problem, click a radio button in the **Action** box, or click **Exit** to close the window intermediate the End of Day function.

5. Click **Exit** when the End of Day process is complete.

Tip: You can print a hard copy of the messages that appear in the XPS Server Message Box by clicking Print Log. The log is printed on the default printer.

Changing the customer display

You can customize the messages that are shown on the customer display at the POS terminal. You can choose the type of message that is displayed and you can define the text that appears.

In the following steps, you must enter information and make selections in the Customer Display Maintenance window. For information about the fields in the window, See "Click Customer Display." on page 52.

To change the customer display:

1. On the Main Menu window, click **Parameters Setup**.

2. Click **Customer Display.**

3. To determine whether the type of message shown on the POS terminal is fixed or scrolling, select an option from the **Message Type** drop-down list.

4. If you selected **Fixed** from the Type drop-down list, type an alphanumeric string up to 20 characters long, in the **Fixed Message** field.

5. If you selected **Scroll** from the Type drop-down list, type an alphanumeric string up to 50 characters long, in each **Scroll Message** field.

6. To define the message that is displayed when the POS terminal is closed, type an alphanumeric string up to 20 characters long, in the **Closed Message** field.

7. To define the message that is displayed when there is no cashier signed on at the POS terminal, type an alphanumeric string up to 20 characters long, in the **Sign-Off Message** field.

8. To define the message that is displayed when the POS terminal is locked, type an alphanumeric string up to 20 characters long, in the **Locked Message** field.

9. Click **Save**, and then click **Exit**.

Changing headers and trailers on receipts

You can customize the text that is printed in the header and trailer portions of the customer receipt at the POS terminal.

You can define up to five lines of header text, and five lines of trailer text. The header and trailer text is centered on the receipt when it is printed.

To change the header and trailer text:

1. On the Main Menu window, click **Parameters Setup**.

2. Click **Receipt Logo**.

3. On the Receipt Logo Maintenance window, edit the text in the **Header Lines** fields to the way in which you want it to appear on the customer's receipt. Each string of text can be up to 20 characters long.

4. Edit the text in the **Trailer Lines** fields to the way in which you want it to appear on the customer's receipt. Each string of text can be up to 20 characters long.

5. Click **Save**, and then click **Exit**.

> **Tip:** For the line of text to appear bold, type a backslash (\) before the first character in the string.

Preparing to open a new store

During the installation of new store management and POS terminal software, unwanted data is collected during testing and training. Before you begin to use the software in a live environment, you must purge all of this data and clean up the system.

In the following steps you are required to perform an End of Day (Manager code 250), and a New Store Reset (Manager Code 418) on a POS terminal. More information about manager codes, and specifically Manager Codes 250 and 418, is available in the POS Xpress User Manual.

There are three major tasks that must be completed when you are preparing to open a store:

- Perform an End of Day function on a POS terminal

- Perform the New Store Reset function on a POS terminal

- Perform the Final Clean Up in the Store Manager

Before you complete any of the following steps, all the store's POS terminals must be closed. For information about closing a POS terminal, see "Opening or closing all POS terminals" on page 45.

To clean up the system:

1. Perform the End of Day function (Manager Code 250) on a POS terminal. Refer to the POS XPress User Manual for more information about using manager codes to perform functions on a POS terminal, and for more information about Manager Code 250.

2. Perform the New Store Reset function (Manager Code 418) on every POS terminal. Refer to the POS Xpress User Manual for more information about using manager codes to perform functions on a POS terminal, and for more information about Manager Code 418.

3. Click **Clean Up** on the Administration Menu window of the Store Manager. A warning dialog box appears notifying you that totals are deleted with this function, and that the New Store Reset function must be performed.
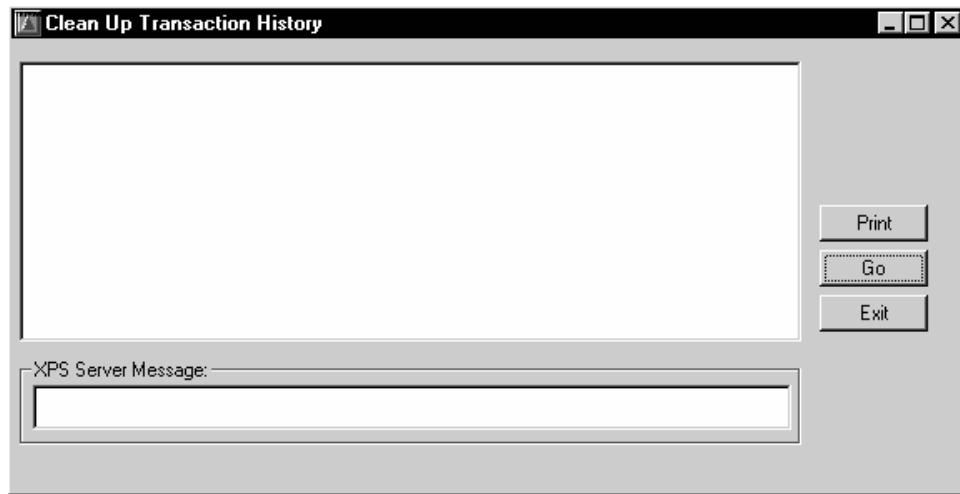
4. Click **OK**.
5. Click **Go**. A dialog box appears, prompting you to confirm the clean up.
6. Click **OK**.

Rebuilding local files

A file containing the exact content of each of the following tables is created by selecting them in the Local File Rebuild maintenance window:

- PLU
- PLU Cross Reference
- Qty Level Pricing
- Link Items
- Promotions
- Departments

Regularly scheduled rebuilds are configured in the Configurator, consult the Configurator User Guide for more information.

File Description	Rebuild	Status	Last Rebuild Date	Total Records	Duration
PLU	☐	Done	06/19/02 04.21 AM	72	00.00.01
PLU Cross Reference	☐	Done	06/19/02 04.21 AM	70	00.00.01
Qty Level Pricing	☐	Done	06/19/02 04.21 AM	23	00.00.01
Link Items	☐	Done	06/19/02 04.21 AM		00.00.00
Promotions	☐	Done	06/19/02 04.22 AM	15	00.00.01
Departments	☐	Done	06/19/02 04.22 AM	29	00.00.01

Refresh   Abort File Rebuild   Start   Exit
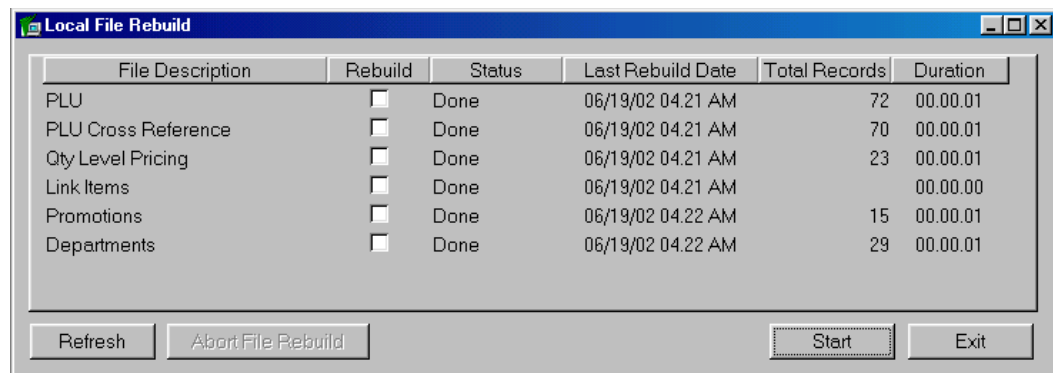
Note: A parameter download will not occur during a rebuild

To perform a local file rebuild:

1. On the Main Menu window, click **Administration**.
2. Click **Local File Rebuild**.
3. On the Local File Rebuild window, click the checkboxes beside the files that you want to rebuild.
4. Click **Start**.

   Note: The Abort button is active only when a rebuild is in progress. You must click the **Abort** button to stop the regularly scheduled rebuild in order to perform an immediate rebuild in the Store Manager.

5. To abort the rebuild process of each file, click the **Abort** button on the Rebuilding Local File pop-up window that shows the name of the file being rebuilt and the progress of the rebuild.
6. To confirm the abort request, click **Yes**, or click **No** to cancel the request and continue the rebuild process.

When the local file rebuild is complete the files are saved in the xps\txnsave directory.

Managing Personnel

4

This section describes the employee maintenance tasks that can be performed using the Store Manager. Administrative and personnel maintenance options including maintaining employee files.

Maintaining employee files

You can add, modify, delete, or deactivate employee records in the Store Manager. For an employee to use the Store Manager, they must have a record. Employee records include names and addresses, but they also include an authority level, password, employee discount rate, status (for example, full or part-time), and commission rate. The values you enter into an employee's record are used during a Store Manager session for logging in and for security functions. They are also used at the POS terminal during transactions such as employee sales.

Before you create an employee record, you must define the selections in the **Employee Type**, **Employee Status**, and **State/Province** drop-down lists in the Employee Maintenance window. For information about populating drop-down lists, see "Populating drop-down lists" on page 63.

To add or modify an employee's record, you must enter information into the Employee Maintenance window.

WARNING! Your head office can also set up employees and send the files to your store. As a result, you can not only create new employee records, and modify or delete them, you can also modify and delete the ones sent from your head office.

Adding an employee record

You need to add an employee record for all new employees. If an employee already has a record you can modify it. Do not create a new record.

Before you complete the following steps, you must define the selections in the **Employee Type**, **Employee Status**, and **State/Province** drop-down lists in the Employee Maintenance window. For information about populating drop-down lists, "Populating drop-down lists" on page 63.
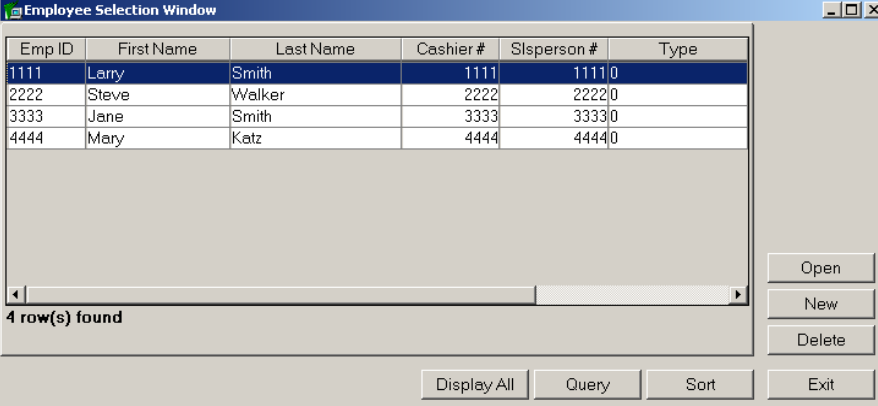
To add an employee record:

1. On the Main Menu window, click **Administration**.
2. Click **Employee Maintenance**. The Employee Selection window appears. This selection window displays all the employees who have this store set as their home store, or who may be borrowed from other stores.

Note: The **Home/Borrowed** parameter can be set in the Employee Maintenance parameters section of the Administration settings in the Configurator application. Additionally, in order to display only employees affiliated with this store in the Employee Selection window, you will need to set the **Show Only Employees For This Store** parameter to Yes in the Backoffice parameters section of the Code Maintenance settings in the Configurator.

Emp ID	First Name	Last Name	Cashier #	Slsperson #	Type
1111	Larry	Smith	1111	1111	0
2222	Steve	Walker	2222	2222	0
3333	Jane	Smith	3333	3333	0
4444	Mary	Katz	4444	4444	0

4 row(s) found

Open New Delete

Display All Query Sort Exit

3. Click **New**.

4. On the Employee Maintenance window, complete the fields in the window, as required.

5. Click **Save**, and then click **Close**.

Modifying an employee's record

If an employee already has a record, you can modify it whenever necessary.

To modify an employee record:

1. On the Main Menu window, click **Administration**.

2. Click **Employee Maintenance**.

3. Click **Display All**. This displays all the employees who have this store set as their home store, or who may be borrowed from other stores.

4. Click the employee record you want to modify, and then click **Open**.

5. On the Employee Maintenance window, change the information in the fields, as required.

6. Click **Save**, and then click **Close**. The new information in the employee's record takes effect immediately.

Deleting an employee's record

You can delete an employee's record from the database.

To delete an employee record:

1. On the Main Menu window, click **Administration**.

2. Click **Employee Maintenance**.

3. Click **Display All**. This window displays all the employees who have this store set as their home store, or who may be borrowed from other stores.
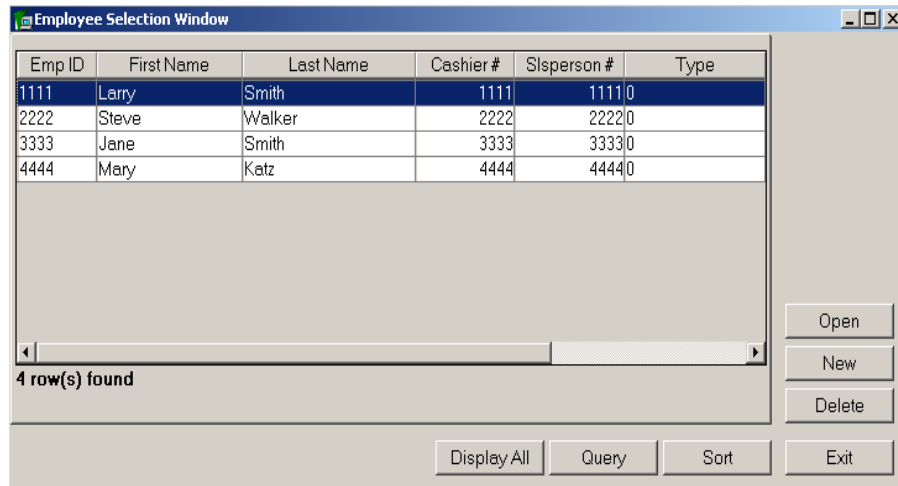
4. Click the employee record you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The employee's record is deleted.

Employee profiles and overtime calculations

Employee profiles are created and maintained in the Employee Selection window. You must first enable the use of employee profiles in the Configurator application. See Chapter 12, "Managing Personnel and Vendor Records" in "The Configurator User Guide" for further information.

To configure the hourly rate of pay and the automatic calculation of the overtime rate:

1. On the Main Menu window, click **Administration**.

2. Click **Employee Maintenance**.

3. On the Employee Selection window, click to highlight an employee, and then click the **Profiles** tab.

4. Click **New** to create a new profile, or click **Display All** and then **Open** an existing profile.

5. Type a unique number in the **Profile ID** field to identify this profile.

6. Type a description in the **Description** field. For example **Overtime**.

7. Type a number in the **Overtime Factor** field to represent the amount that is multiplied by the hourly wage amount, to equal the hourly overtime rate of pay. For example, if the hourly rate is $5.00, and the overtime factor is 1.5, then the hourly overtime rate of pay is $7.50.

8. Click **Save**.

9. Click **Open** to open an employee profile.

10. Select **Overtime** from the **Employee Profile** drop-down list.

11. Type the hourly rate of pay in the **Hourly Pay Rate** field.

12. Click **Save**, and then click **Exit**.

The Employee Maintenance window

The following list of steps describes how to fill out the fields in the Employee Maintenance window.

1. To identify the employee, type a unique number, up to 13 characters long, into the **Employee ID** field.

   Note: The Store Number is automatically displayed.

2. Type the employee's first name into the **First Name** field. The first name is limited to 17 characters.

3. Type the employee's last name into the **Last Name** field. The last name is limited to 17 characters.

4. Type the employee's street and unit address in the **Address** field. This field is limited to 30 characters.

5. Type the city in which the employee lives in the **City** field. This field is limited to 20 characters.

6. Select the state or province in which the employee lives from the **State/Province** drop-down list. The states and provinces that appear in this drop-down list are defined in the Code Table Maintenance window.

7. Type the employee's zip/postal code in the **Zip/Postal Code** field.

8. Type the employee's phone number, minus the hypens and brackets, in the **Phone Number** field.

9. Type the employee's Social Security or Social Insurance number in the **SSN/SIN** field.

10. To set the percentage discount amount that the employee receives during an employee sale, type the percentage in the **Employee Discount** field. Leave this field empty if the default discount is to be used.

11. To assign a number that identifies the employee as a salesperson, type an identification number in the **Sales Person Num** field. You can generate sales reports and calculate commissions using this identification number. This field is limited to 13 characters. If the employee is not a salesperson, leave this field blank.

12. If the employee is a cashier, type a number in the **Cashier Number** field. This is the number that they will use to log on to a POS terminal. This field is limited to 13 characters. If the employee is not a cashier, leave this field blank.

13. To set the rate of commission, as a percentage, that the employee receives, type the percentage amount in the **Commission %** field. Leave this field blank if the employee does not receive commission.

14. Each PLU can have price levels defined. To determine which price level the employee pays during employee sales, type the number that corresponds to the assigned price level, in the **Price Level** field.

    If price levels are used, a regular customer may pay one dollar for an item, while the employee pays seventy cents. You can define price levels for each PLU in the Quantity Level Pricing window.

15. To select the type of employment (for example full-time or part-time), click the **Employee Type** drop-down list and select an option.

    The selection of employee types is defined in the Code Table Maintenance window.

16. To select the employment status (for example, permanent, temporary), click the **Employee Status** drop-down list and select an option.

    The selection of employee status' is defined in the Code Table Maintenance window.

17. To allow a cashier to override the employee discount rate that you entered in the **Employee Disc. %** field, click the **Force Preset Emp. Discount** checkbox. Leave this checkbox blank to override the employee discount rate at the POS terminal.

18. Type a region number, that defines the location of the store in which the employee works, in the **Region Number** field.

19. Select a number from the **Authority Level** drop-down list to allow the employee to perform certain functions. Authority levels range from 1 (lowest) to 5 (highest).

    Authority levels can be linked to POS terminal functions and to the Store Manager's windows, so that only authorized staff can perform certain functions.

20. To assign a password to an employee, type an alphanumeric string, up to 6 characters long, in the **Password** field. The password is used to log on to the POS terminal and the Store Manager.

21. To verify the employee's password, type the exact same string of characters in the **Verify Password** field as you did in the **Password** field. When you click **Save**, if the two strings are not the same, verification fails, and a warning dialog box appear.

File Maintenance Features

5

This section provides information about entering the basic information that is used by other functions and windows in the Store Manager.

Basic information you can enter includes definitions of the categories, groups, departments, and user flags used to classify items, selections in drop-down lists, tax rates, product vendors, and customer files.

This section covers the following topics:

- Populating drop-down lists
- Setting up the product hierarchy
- Setting up taxes
- Setting up product vendors
- Setting up tare weights
- Entering another store's information
- Setting up customers
- Maintaining extended customer fields

Populating drop-down lists

In many of the Store Manager 's windows, you must make selections from drop-down lists. For several of these boxes, you must define the selections that appear. If you do not define selections, the box's drop down lists remain empty.

You can define selections for the following drop-down lists:

- Clock In/Out Adjustment Reasons (Payroll Clock In/Out Detail window)
- Clock In/Out Display Worked Hours Type (Payroll Parameters Maintenance window)
- Customer Status (Customer Maintenance window)
- Customer Type (Customer Maintenance window)
- Employee Status (Employee Maintenance window)
- Employee Type (Employee Maintenance window)
- Province/State Codes (Employee Maintenance window, Store Maintenance window, Vendor Maintenance window, Customer Maintenance window)
- Vendor Types (Vendor Maintenance window)
- Reason Code (all tender management maintenance windows)
- Adjustment Reason (Physical Inventory Maintenance window)

- Order Type (Purchase Order Maintenance window)

- Physical Inventory Locations (Physical Inventory Maintenance window)

- Physical Inventory Reasons (Physical Inventory Maintenance window)

- Receiving Type (Receiving window)

- Ship Type (Receiving window)

- Short/Over Reasons (Receiving window)

- Transfer Reasons (Store Transfer by PLU window, Store Transfer by Case window)

WARNING! Your head office can also define selections and send the files to your store. As a result, you can not only create new selections, and modify or delete them, you can also modify and delete the ones sent from your head office.

To add selections to a drop-down list:

1. On the Main Menu window, click **File Maintenance**.

2. Click **ID/Codes**.

3. On the Code Table Maintenance window, click the **Code Table** drop-down list and select the list that you want to populate. The existing selections for the drop-down list you select are displayed in the lower part of the window.

4. Click **New**. A blank line is added to the list of selections.

5. In the **Code** field, type a number. The number should follow sequentially the ID number of the selection above this one. Type **1**, if this is the first selection for the drop-down list.

> **Note:** You must type a number in the **Code** field. If you type letters into the field, an error message appears when you try to use the drop-down list.

6. Type an alphanumeric string, up to 30 characters long, in the **Description** field. This text appears as the selection in a drop-down list.

7. Click **Save**, and then click **Exit**.

> **Tip:** To modify a selection that is already entered, click the selection, and edit the text in the **Description** field. To delete a selection, click the selection, and click **Delete**.

Once you have populated a drop-down list with selections, the selections appear when you click the drop-down list in the maintenance window where it is located.

Setting up the product hierarchy

All items sold in your store have PLU numbers to identify them. Before you can set up a PLU, you must define the product hierarchy that classifies PLUs.

The product hierarchy is as follows, from the highest level to the lowest level. You must define the hierarchy in this same order, from highest to lowest. The order is listed below:

- Categories
- Groups
- Departments
- User Flags

You must create a category before you can assign groups to it and you must create a group before you can assign departments to it. User flags allow you to further classify items by creating divisions in a department.

> **WARNING!** Your head office can also create categories, groups, departments, and user flags and send the files to your store. You can modify or delete the ones created by your head office as well as the ones you define.

Defining categories

Categories are highest in the product hierarchy. Categories contain groups.The Category table has a selection and a maintenance window.

You can add, modify, or delete category records in the Store Manager. You must create categories before you can assign groups to them.
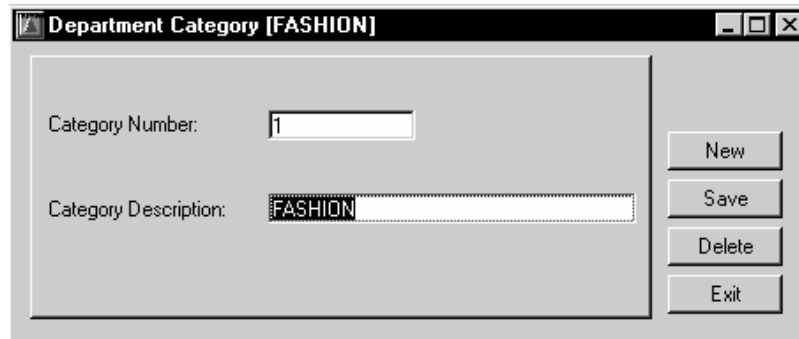
To add or modify a category, you must enter information into the Department Category Maintenance window.

Adding a category

After you have defined a category, you can define groups and assign them to the category.

To add a category:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Department Categories**.

3. Click **New**.

4. On the Department Category Maintenance window, type a number in the **Category Number** field that identifies the category.

5. In the **Category Description** field, type a description of the category up to 40 characters long.

6. Click **Save**, and then click **Exit**.

Once you have defined a category, you can define and assign groups to it.

Modifying a category

You can modify the description of a category after it is defined.

To modify a category:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Department Categories**.

3. Click **Display All**. The existing categories are displayed in the selection window.

4. Click the category you want to modify, and then click **Open**. The Department Category Maintenance window appears, containing the category's information.

5. Edit the text in the **Description** field.

6. Click **Save**, and then click **Exit**.

Deleting a category

You should only delete a category if there are no groups assigned to it.

To delete a category:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Department Categories**.
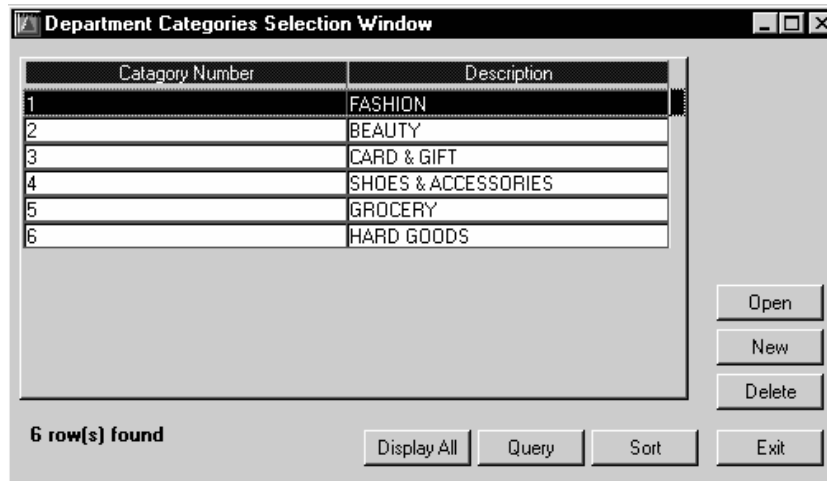
3. From the Department Categories Selection window, click **Display All**. The existing categories are displayed in the selection window.

4. Click the category you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The category is deleted.

Defining groups

Groups are the second highest level in the product hierarchy. Groups are in categories and, in turn, groups contain departments.

You can add, modify, or delete group records in the Store Manager. You must create groups before you can assign departments to them.
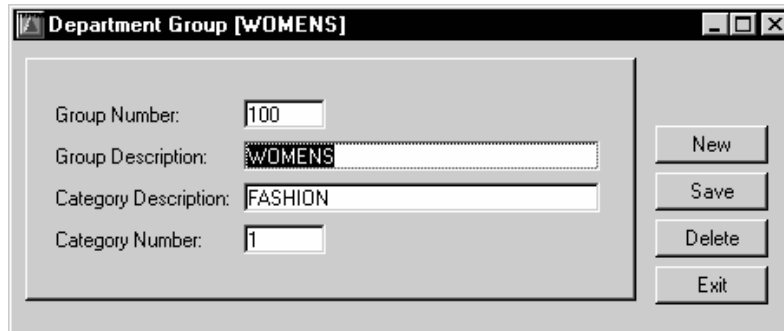
Adding a group

When you create a group, you must assign it to a category. You must define a category before you can assign groups to it. After you have defined a group, you can define departments and assign them to the group.

To add a group:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Department Groups**.

3. On the Department Groups Selection window, click **New**.

4. On the Department Group Maintenance window, assign a unique number to identify the group, in the **Group Number** field.

5. Type a description of the group, in the **Group Description** field.

6. Click the **Category Description** drop-down list and select the category to which the group belongs.

Note: The Category Number appears automatically with the identification number of the category that you selected in the Category Description drop-down list.

7. Click **Save**, and then click **Exit**.

Once you have created a group, you can create and assign departments to it.

Modifying a group

You can modify a group after it is defined.

To modify a group:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Department Groups**.

3. On the Department Groups Selection window, click **Display All**.

4. Click the group you want to modify, and then click **Open**. The Department Group Maintenance window displays the group's information.

5. Change the information in the fields, as appropriate.

6. Click **Save**, and then click **Exit**.

Deleting a group

You should only delete a group if there are no departments assigned to it.

To delete a group:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Department Groups**.
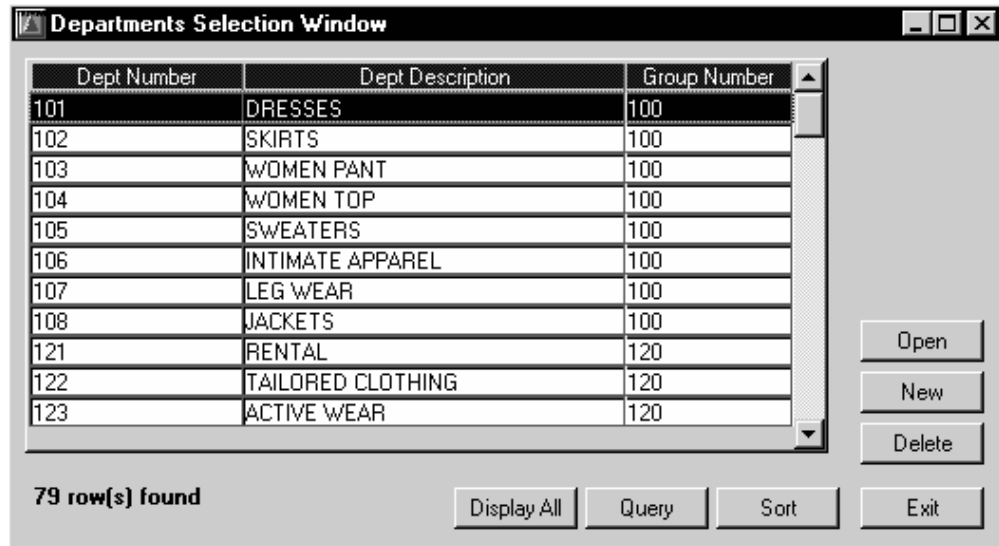
3. On the Departments Selection window, click **Display All**. The existing groups are displayed in the selection window.

4. Click the group you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The group is deleted.

Defining departments

Departments are the third level in the product hierarchy. Departments are assigned to groups and, in turn, departments contain PLUs.

You can add, modify, or delete department records in the Store Manager. You must create departments before you can assign PLUs to them. You can also further separate a department with user flags.

To add or modify a department, you must enter information into the Department Maintenance window.

Adding a department

When you create a department, you must assign it to a group. You must define a group before you can assign departments to it. After you have defined a department, you can assign PLUs to it. You can also further separate a department with user flags.

To add a department:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Departments**.
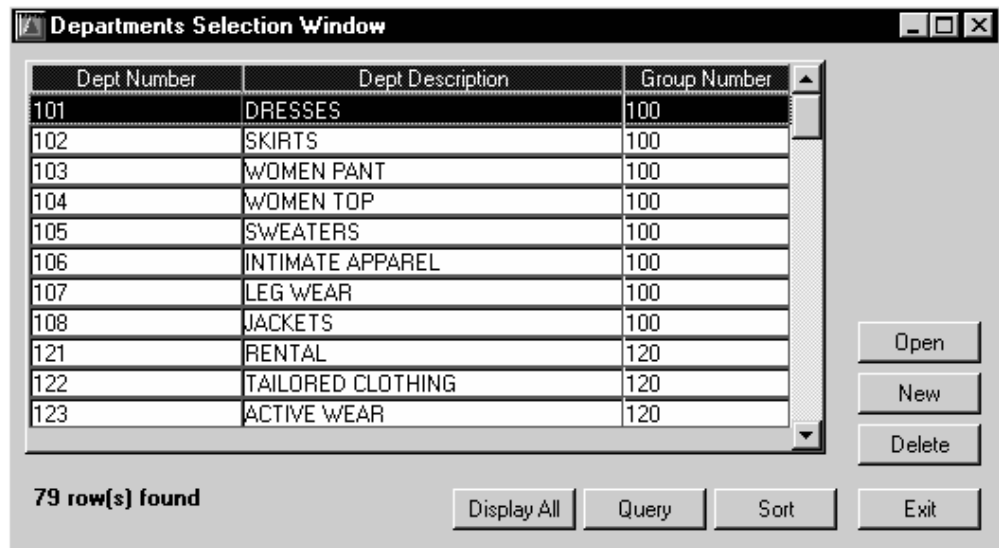
3. On the Departments Selection window, click **New**.

4. On the Department (New) window, click the **General** tab.

> **WARNING!** Some options that you can define in the Department Maintenance window are also defined on an item-by- item basis in the PLU Maintenance window. If you click the **Use Department** checkbox in the PLU Page 1 tab of the PLU Maintenance window, the tax, itemizer, discount, return, and scale item options you define in this window are used for the item. If you leave the **Use Department** checkbox clear, the options you define in the PLU Maintenance window are used for the item

5. In the **General** tab, type a number in the **Department** field that identifies the department.

6. Type a description of the department in the field adjacent to the Department number. This field is limited to 40 characters.

7. Click the **Dept. Group** drop-down list and select the group that the department belongs to.

8. You can define the price of all the PLUs in the department. Type an amount, including decimal places, in the **Preset Amount** field. All of the items are then sold at the same price. Use the Force Preset option to prevent the cashier from changing the price of an item at the POS. Leave this field blank if you do not want all the PLUs in the department to have the same price.

9. To make the preset price of an item unalterable at the POS, click the **Force Preset** checkbox. Clear the checkbox to allow the cashier to change the preset price of an item in this department.

10. To define the minimum price that a PLU in this department can have, type an amount, including decimal places, in the **Min Price** field.

11. To define the maximum price that a PLU in this department can have, type an amount in the **Max Price** field.

12. To allow an item in this department to be sold for a 0 price, click the **Allow Zero Price** checkbox.

13. Type a description of the amount in the **Add. Amt Desc.** field. This description is printed on the customer's receipt. This field is limited to 50 characters.

14. To determine the additional amount that is charged when a PLU in this department is purchased, type an amount, including the decimal places, in the **Add. Amount** field. For example, a bottle deposit is charged whenever a customer purchases soda pop. Leave this field blank if you do not want to assign an additional amount.

15. To assign a minimum authority level that a cashier needs to sell an item in this department, click the **Auth Level** drop-down list and select a level from the list. The lowest authority level is 1, the highest is 5.

    You can assign authority levels to cashiers in the Employee Maintenance window.

16. To determine on which menu this department appears at the POS terminal, type a menu identification number in the **Menu No** field. Menus are defined by your head office in the Configurator. You can obtain the menu identification number from your head office. Type a 0 in this field if you do not want the department to appear on a menu.

17. The prompt ID defines the prompt sequence that is triggered when a cashier enters an item in this department into a transaction. Type a prompt identification number in the **Prompt ID** field. Prompts are defined by your head office in the Configurator. You can obtain the prompt ID number from your head office.

18. To ensure that the prices of the items in this department are positive, click the **Positive Dept** checkbox. Clear this checkbox to allow negative prices. For example, if the items in the department were bottle returns and steam cleaner deposit refunds, you would define the prices as negative.

19. If a PLU is required for a cashier to sell an item in this department, click the **PLU Required** checkbox. Clear the checkbox to allow department sales. If a PLU is not required, the cashier can sell an item by selecting a department and entering a price at the POS terminal.

20. Click on the **Cost Required** drop-down list and select an option.

21. Type a tare weight identification number in the **Tare Weight** field to define the weight of the packaging used for items in this department. The weight is deducted from the item's total weight to calculate the price. The tare weight is only applied to items that are weighed. If the tare weight is different for various items in this department, use the Tare Weight field in the PLU Page 1 tab on the PLU Maintenance window to assign tare weights on an item-by-item basis.

22. If the items in this department are weighed, click the **Scale Item** checkbox. If only some items in the department need to be weighed, enable weighing on an item-by-item basis by checking the Use Scale checkbox in the PLU Page 1 tab on the PLU Maintenance window.

23. To allow the cashier to enter quantities for items, click the **Qty Mode** checkbox. If you allow the cashier to enter quantities, you can enable the Allow Decimal Qty checkbox in this window to allow decimal quantities. If you require the cashier to type a quantity for items in this department, enable the Qty Required checkbox in this window.

24. To describe the unit of measurement that prints on a receipt when a cashier sells an item (for example, grams, liters, lbs) in this department, type a description in the **Qty Desc** field. This field is limited to 15 characters.

25. If cashiers are allowed to enter partial quantities for items in this department (for example 1/2 lb), click the **Allow Dec. Qty** checkbox. This feature is only enabled if you click Allow Quantity or Qty Required in this window.

26. To enable a cashier to make discount transactions for items in this department, click the **Allow Discount** checkbox.

27. Type a discount identification number in the **Auto Disc ID** field to define the automatic discount applied to items in this department. Type a 0 in this field if you do not want an automatic discount applied. Discounts are defined by your head office in the Configurator. You can obtain the Discount ID number from your head office.

28. To enable employee discounts on items in this department during an employee sale transaction, click the **Allow Empl Disc** checkbox.

29. Type an amount that represents the % discount that is allowed on employee sale transactions, in the **Empl Disc %** field.

30. To enable a cashier to enter items in this department in to a regular sale transaction, click the **Allow Sale** checkbox.

31. To enable a cashier to enter items in this department in to an exchange transaction, click the **Allow Exchange** checkbox.

32. To enable a cashier to enter items in this department in to a return transaction, click the **Allow Returns** checkbox.

33. To enable a cashier to enter items in this department in to a return transaction without a receipt, click the **Allow Rtn w/o Rcpt** checkbox.

34. To allow pending transactions on items in this department, click the **Allow Pend. Trans.** checkbox.

35. Click **Save**, and then click **Exit**.

Assigning taxes to a department

The Taxes tab contains the fields used for defining the taxes that can be assigned to departments.

To assign taxes to a department:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Departments**. The existing departments are displayed in the selection window

3. Click **Open** to open the department to which you want to apply the taxes.

4. Click the **Taxes** tab.

5. Click the **Itemizer 1-4** checkboxes that define the itemizers applied to items in this department. You can use up to 4 itemizers to restrict the tenders that a customer can use to pay for the items. You do not explicitly set up itemizers, you simply assign itemizers to tenders and to departments, and if they match, the items in the department can be purchased with the tender. Itemizers can also be used to restrict discounts and items in addition to tenders.

   For example, if the tender food stamps has itemizer ID 2, and department 3 has itemizer ID 2, a customer can pay for an item in the department with food stamps. If department 4 has itemizer ID 1, a customer cannot pay for items in it with food stamps.

> **Note:** Itemizers are assigned to tenders in the Configurator by your head office.

6. Click the **Itemizer Taxes 1-4** checkboxes in this window to assign taxes to the itemizers applied to the department.These checkboxes define the taxes that are applied to items in this department when you use itemizers to restrict the tenders that a customer can use to purchase them.

    For example, assume department 3 is assigned itemizers 1 and 3, and itemizer 1 is assigned taxes 1 and 2, and itemizer 3 is assigned tax 2. The tender cash has itemizer 1, and food stamps has itemizer 3. If the customer pays for an item in department 3 with cash, tax 1 and 2 is applied. If the customer pays for the item with food stamps, only tax 2 is applied.

    If you want to assign taxes to items in the department based on the tender the customer uses to pay for them, you can use these checkboxes.

    For more information about defining taxes, see "Setting up taxes" on page 80.

    For more information about itemizers, see the description for the Itemizer 1-4 checkboxes above.

Modifying a department

You can modify a department after it is defined.

To modify a department:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Departments**.

3. Click **Display All**. The existing departments are displayed in the selection window.

4. Click the department you want to modify, and then click **Open**.

5. Change the information in the fields, as appropriate.

6. Click **Save**, and then click **Exit**.

Deleting a department

You should only delete a department if there are no PLUs assigned to it.

To delete a department:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Departments**.
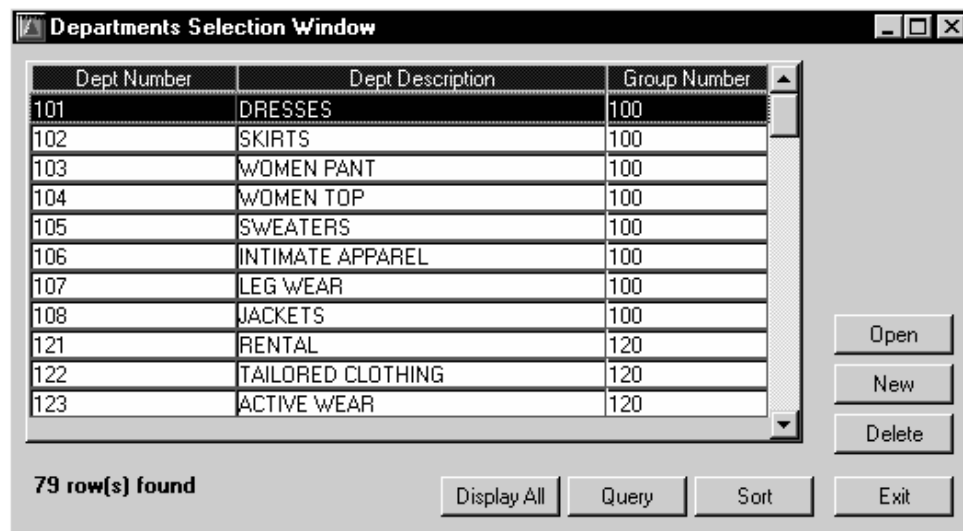
3. Click **Display All**.

4. Click the department you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The department is deleted.

Configuring the print options

To configure the department's printing options.

1. On the Main Menu window, click **File Maintenance**.

2. Click **Departments**.

3. Click **Open** to open the department to which you want to apply the print options.

4.   Click the **Print Options** tab.

5.   If the regular prices of items in this department are printed on customer receipts, click the **Print Reg. Retail Price** checkbox. For more information about defining PLUs, see "Maintaining PLUs" on page 142.

6.   Click the **Print Slip** checkbox if receipts are printed on a slip printer when the cashier sells an item in this department. You can define other characteristics of slip printing using the **Slip Advanced Lines**, and **Slip Total Lines** fields in this window.

7.   To define the number of lines to advance before printing begins, if receipts for items in this department are printed on a slip printer, type then number of lines in the **Slip Advanced Lines** field. You can define if the receipts are printed on a slip printer using the **Print Slip** checkbox in this window.

8.   To define the number of lines of text that can be printed on each receipt, type the number of lines in the **Slip Total Lines** field.

9.   Type the number of spaces the printing is indented on each receipt, in the **Slip Indent** field.

10. To set the number of validations that the cashier must perform when they sell an item in this department, type the number of required validations in the **Number of Validations** field.

11. Type the remote printer number in the **Remote Printer Number** field.

12. Select a type of remote print control option from the **Remote Printer Control** drop-down box.

Defining user flags

User flags provide you with a way to further classify items. You can define up to six user flags and options for each flag. After you have defined user flag options, you can assign them to PLUs and you can assign options from user flags 1 and 2 to promotions. Different PLUs can be in the same department, but you can assign different user flag options to them.

For example, assume that you define the following options to User Flag 1 (Seasonal): Christmas, Easter, and Valentine's. You can assign different options to three PLUs in the floral department:

- PLU 58962247 (christmas tree) Christmas option

- PLU 45846317 (daffodils) Easter option

- PLU 78271249 (rose bouquet) Valentine's option

For information about assigning user flag options to PLUs, see "The PLU Maintenance window - User Flags, Taxes & Itemizers tab" on page 147. For information about assigning user flag options to promotions, see "Setting up promotional pricing" on page 185.

You can also use the user flag options to generate the Item Movement report using the user flag options as criteria to track the sales of the items you assign the options to. For information about the Item Movement report, "Item Movement" on page 303.

Creating a new user flag option

You can create user flag options for six user flags.

Tip: You can name a user flag by clicking the **UserFlag No** drop-down list and selecting the flag, then typing a name into the **UserFlag Name** field. The name can be up to 10 characters long.

To add a user flag option to a user flag:

1. On the Main Menu window, click **File Maintenance**.

2. Click **User Flags**.

3. From the User Flags Maintenance window, click the **UserFlag No** drop-down list and select a user flag from the list. The existing options for the user flag are displayed in the lower part of the window.

4. Click **New**. A blank line is added to the bottom of the window.

5. Click the **Code ID** field and type a code ID number. The Code ID must follow sequentially the Code ID of the option above it. If there are no other options defined for the user flag, type **1** into the **Code ID** field.

6. Click the **Code Name** field and type a short name for the option, up to 10 characters long. The code name appears in drop-down lists when you apply the options in the PLU Maintenance window and the Promotions Maintenance window.

7. Click the **Description** field and type a description for the option, up to 20 characters long. The description appears in drop-down lists when you apply the options in the PLU Maintenance window and the Promotions Maintenance window.

8. Click **Save**, and then click **Exit**.

Modifying a user flag option

You can modify the code names and descriptions of existing user flag options.

To modify a user flag option:

1. On the Main Menu window, click **File Maintenance**.

2. Click **User Flags**.

3. Click the **UserFlag No** drop-down list and select the user flag that contains the option you want to modify. The existing options for the user flag are displayed in the lower part of the window.

4. Click the option that you want to modify.

5. Click the **Code Name** field or the **Description** field and type the new information. The code name can be up to 10 characters long and the description can be up to 20 characters long.

6. Click **Save**, and then click **Exit**.

Deleting a user flag option

You cannot delete a user flag, but you can delete the options you have created for it. If you have assigned an option to a PLU or promotion, you should not delete it.

To delete a user flag option:

1. On the Main Menu window, click **File Maintenance**.

2. Click **User Flags**.

3. Click the **UserFlag No** drop-down list and select the user flag that contains the option you want to delete. The existing options for the user flag are displayed in the lower part of the window.

4. Click the option that you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The option is deleted from the user flag.

Setting up taxes

When you define departments and PLUs, you can assign the taxes that are charged to the customer when items are sold at the POS terminal. You can define the characteristics of up to 16 taxes and you can assign taxes 1-4 to items in the Store Manager. Your head office can use the Configurator to assign taxes 5-16 to items, if necessary.

You can define standard types of taxes and step taxes. Step taxes result in the customer paying a different tax rate based on the price of the item. To set up a step tax, you must define price ranges and the corresponding tax rate for each range.

WARNING! Your head office can also set up taxes and send the files to your store. As a result, you can create new taxes, modify or delete them, and you can also modify and delete the ones sent from your head office.

Adding a tax

You can set up a maximum of 16 taxes.

To set up a tax:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Taxes**.

3. Click **New**.

4. On the Tax Maintenance window, click the **General** tab.

5. Tax ID is the unique number that identifies the tax. Type a number, between 1 and 16 in the **Tax ID** field.

6. Type a description of the tax in the **Description** field. This description is printed on the customer's receipt.

7. You can define the character that is printed beside each taxable item on the customer's receipt. Type a single character in the Print Chr field.

8. To determine the tax rate that is used to calculate the amount in a basic flat tax, type a percentage, up to 3 decimal places, in the **Tax Rate** field.

9. You can set the third decimal place threshold above which the tax amount is rounded up. For example, if the tax amount is calculated at $1.543 and the round digit is 3, the tax amount is rounded up to $1.55. If the round digit is 5, the tax amount is rounded down to $1.54.

   Click the **Round Digit** drop-down list and select a digit from the list. Select All if you want the tax amount to always round up.

10. To determine how the tax is applied relative to other taxes, click the Tax **Class** drop-down list and select a class from the list.

11. To set the minimum amount that a transaction subtotal must reach before the tax is applied, type an amount, including decimal places, in the **Min Tax** field.

    For example, if a transaction subtotal is $10.99 and the minimum tax amount is $12.00, the tax is not charged.

12. If the tax is calculated based on the transaction subtotal plus the other tax amounts, click the **Tax On Tax** checkbox. If you have several taxes applied to an item or transaction, only 1 can be set-up to apply tax on tax.

13. To make the tax a value added tax embedded in the items price, click the **Use VAT** checkbox.

14. To make the tax a value added tax that should be embedded in the item's price and is not, click the **Add VAT To Item Price** checkbox. When the cashier enters the item into a transaction, the tax amount is calculated and added to the item's price.

15. You can define how information about this tax is presented in Sales reports, if it is a value added tax. It can appear in the tax, gross reduction, or other reduction section.

    Click the **Sales Report Location** drop-down list and select an option from the list. Select **No print** if you do not want the information to appear on reports.

    You must use the **Use VAT** or the **Add VAT to Item Price** checkbox in this window to indicate that the tax is a VAT.

16. You can choose to print the tax description, the description and the amount, or to not print the VAT information on the customer's receipt. Click the **Print Style** drop-down list and select a print option from the list.

    You must enable the **Use VAT** or the **Add VAT to Item Price** fields in this window to indicate that the tax is a VAT.

17. To set a threshold transaction amount below which the tax is not charged, type and amount, including decimal places, in the **Threshold Amount** field. If you do not click either the **Use On Item Amount** or **Use On Differential** checkboxes, the threshold amount is applied to the transaction total. The tax is applied to the entire transaction if the transaction amount is higher than the threshold amount.

18. To apply tax to items with prices exceeding the threshold amount that you define in the Tax Threshold Amount field, click the **Use On Item Amount** checkbox.

19. To apply tax to the difference between the threshold amount and the item's price, click the **Use On Differential** checkbox.

20. Click **Save**, and then click **Exit**.

Modifying a tax

You can modify an existing tax.

To modify a tax:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Taxes**.

3. Click **Display All**. The existing taxes are displayed in the window.

4. Click the tax you want to modify, and then click **Open**. The Tax Maintenance window displays the tax's information.

5. Change the fields in the window, as appropriate.

6. Click **Save**, and then click **Exit**.

Deleting a tax

Unless you want to stop the tax from being charged, you should only delete a tax if it is not assigned to any items or departments.

To delete a tax:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Taxes**.

3. On the Tax Selection window, click **Display All**. The existing taxes are displayed in the window.

4. Click the tax you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **Yes**. The tax is deleted.

Tax Maintenance Print Options tab

This window contains the fields used for setting up how tax information is printed on receipts and reports. The field descriptions follow.

To set the Tax Print Options parameters:

1. To print the tax description on the customer's receipt, even if the tax is not charged, click the **On Receipt** checkbox.

2. To print the tax description on the sales report, even if the tax is not charged, click the **On Sales Reports** checkbox.

3. To print the manual tax description when the cashier applies a manual tax, but a zero tax amount is calculated, click the **If Manual** checkbox to print the manual tax description when the tax is not charged.

4. To add the total of this tax to the total of another tax, and to print the combined total on the receipt, type the ID number of the other tax in the **Sum Tax ID for Receipt** field.

5. To add the total of this tax to the total of another tax, and to print the combined total on the sales report, type the ID number of the other tax in the **Sum Tax ID for Report** field.

Setting up Step Taxes

The Tax Steps tab contains the fields used for setting up step taxes.

The **Store**, **Region**, **Type**, **Description**, and **Print Character** fields are accessible on all the tabs in the Tax Maintenance window. These fields are described in "Tax Maintenance Print Options tab" on page 82.

Tax steps are the tax amounts charged for items or transactions priced lower than, or equal to, the amounts in the step fields. For example, if you enter the following into fields 1-3

1   .25

2   .30

3   .35

the following taxes are applied:

$.01 is charged on purchases between $.01 and $.25

$.02 is charged on purchases between $.26 and $.30

$.03 is charged on purchases between $.31 and $.35

1. Type a currency amount, including decimal places, into each step box. Steps 1 to 52 define tax amounts that correspond to the 52 tax steps. You do not need to define amounts for all 52 steps.

2. The Break Point field defines the amount where the tax step fields repeat. Type a currency amount, including decimal places, in the **Break Point** field.

   The pattern you define in the Steps 1-52 fields is used to calculate the taxes for higher amounts. For example, if you enter the following into fields 1-3:

   1 .25

   2 .30

   3 .35

   Break point: .35

   $.01 is charged on purchases between $.01 and $.25

   $.02 is charged on purchases between $.26 and $.30

   $.03 is charged on purchases between $.31 and $.35

   $.04 is charged on purchases between .$36 and $.40

   $.05 is charged on purchases between $.41 and $.45

Setting up product vendors

Vendors are the suppliers of the products you sell in your store. You can maintain vendor records in the Store Manager. When you create a vendor's record, the vendor is added to the selections in drop-down lists where you are required to select a vendor, such as in the General Parameters Maintenance window and the Purchase Order Maintenance window.

Before you create a vendor record, you must define the selections in the **Vendor Type** and **State/Province** drop-down lists. For information about populating drop-down lists, see "Populating drop-down lists" on page 63.

To add or modify a vendor's record, you must enter information and make selections in the Vendor Maintenance window. For information about the fields in the window, see "The Vendor Maintenance window" on page 87.

Adding a vendor

When you create a vendor's record, the vendor is added to the selections in drop-down lists where you are required to select a vendor, such as in the General Parameters Maintenance window and the Promotions Maintenance window.

Before you complete the following steps, you must define the selections in the **Vendor Type** and **State/Province** drop-down lists. For information about populating drop-down lists, see "Populating drop-down lists" on page 63.

In the following steps, you must enter information and make selections in the Vendor Maintenance window. For information about the fields in the window, see "The Vendor Maintenance window" on page 87.

To create a vendor's record:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Vendors** button.
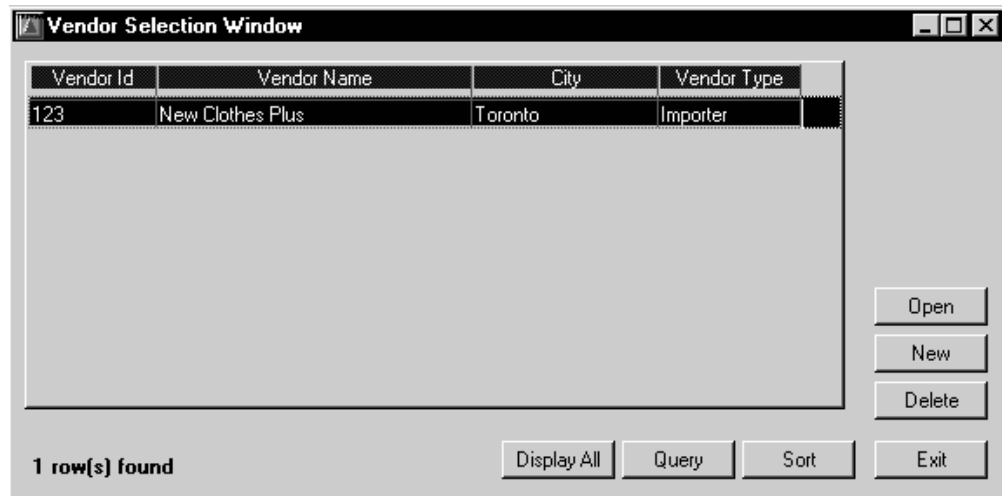
3. Click **New** button.
4. Complete the fields in the window, as appropriate.
5. Click **Save**, and then click **Exit**.

Modifying a vendor's information

You can modify the information in an existing vendor file.

In the following steps you are required to enter information and make selections in the Vendor Maintenance window. For information about the fields in the window, see "The Vendor Maintenance window" on page 87.

To modify a vendor's record:

1. On the Main Menu window, click **File Maintenance**.
2. Click **Vendors**.
3. Click **Display All**. The existing vendors are displayed in the selection window.
4. Click **Open**. The Vendor Maintenance window appears containing the vendor's information.
5. Change the fields in the window, as appropriate.
6. Click **Save**, and then click **Exit**.

Deleting a vendor

You can delete a vendor's file. You should not delete a file if you have selected the vendor in any fields.

To delete a vendor's file:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Vendors**.

3. Click **Display All**. The existing vendors are displayed in the selection window.
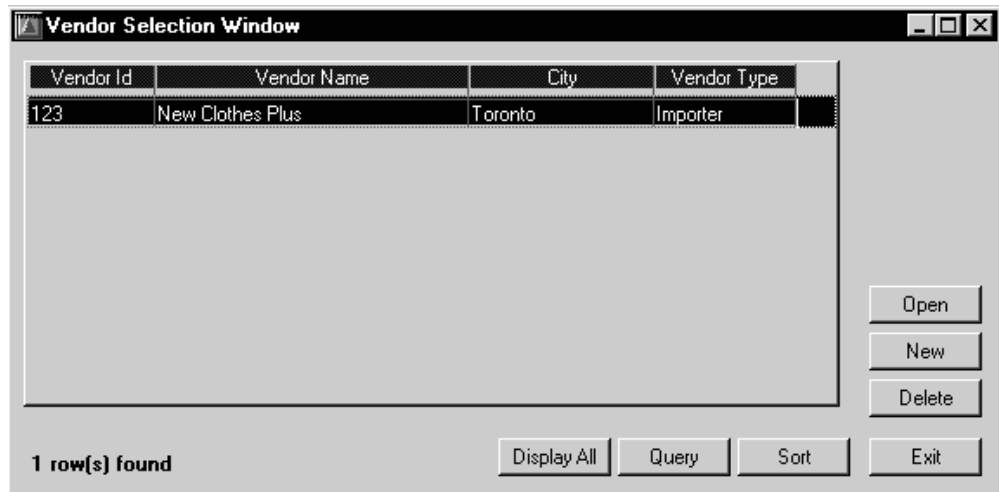
4. Click the vendor whose file you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The vendor's file is deleted.

The Vendor Maintenance window

This window contains fields used for creating vendor records.

To set the Vendor Maintenance window parameters:

1. Type a unique number in the **Vendor ID** field that identifies the vendor.

2. The **Vendor Name** field contains the vendor's name. The text you type into this field appears in drop-down lists where you select a vendor. Type an alphanumerical string, up to 35 characters long, into the field.

3. Type the number and street portion of the vendor's address in the **Address** field.

4. Type the city portion of the vendor's address in the **City** field.

5. Click the **State/Province** drop-down list and select the vendor's state or province. You define the selection of states and provinces that appear in this drop-down list in the Code Table Maintenance window. For more information about populating the drop-down list, see "Populating drop-down lists" on page 63.

6. Type the zip (United States) or postal code (Canada) portion of the vendor's address in the **Zip/ Postal** field.

7. To defines the type of products the vendor supplies to your store, click the Vendor **Type** drop-down list and select a type from the list. You define the selection of vendor types that appear in this drop-down list in the Code Table Maintenance window. For more information about populating the drop-down list, see "Populating drop-down lists" on page 63.

8. Type the vendor's fax number, without hyphens or brackets, in the **Fax** field. You can type up to 10 characters.

9. To define the name of the store's first contact person in the vendor company, type the contact name in the **Contact 1** field.

10. Type the phone number, without hyphens or brackets, of the store's first contact, in the **Phone (Contact 1)** field.

11. Type the fax number, without hyphens or brackets, of the store's first contact, in the **Fax (Contact 1)** field.

12. To define the name of the store's second contact person in the vendor company, type the contact name in the **Contact 2** field.

13. Type the phone number, without hyphens or brackets, of the store's second contact, in the **Phone (Contact 2)** field.

14. Type the fax number, without hyphens or brackets, of the store's second contact, in thefts **(Contact 2)** field.

15. To define the store's account number with the vendor, type an alphanumeric string, up to 20 characters long, in the **Account Number** field.

16. Type the vendor's electronic mail address in the **Email Address** field.

17. To define the number of days that elapse between the time you place an order with the vendor, and the time you receive the order, type the number of days in the **Order Lag Days** field.

18. To set the minimum amount the order must reach before the store places an order from the vendor, type a currency amount, including decimal place, in the **Min Order** field.

19. To record information about vendor discounts for which the store is eligible, type a description, up to 30 characters long, in the Vendor **Discount** field.

20. To record information about payment terms the store must follow with the vendor, type a description, up to 30 characters long, in the **Terms** field.

21. To record any notes about the vendor, type the notes in the **Notes** field.

22. To record the vendor's web site address, type the address in the **Web Site** field.

23. To define the days on which orders are placed with the vendor, click the **Order Days (Monday to Sunday)** that correspond with days of the week that an order is placed.

Setting up tare weights

A tare weight is the weight of an item's packaging that must be deducted from the total weight of the item before the retail price is calculated. For example, the price of the container is deducted from the weight of a salad sold by the gram before the price is calculated. You can define tare weights in the Store Manager.

You assign tare weights to individual PLUs in the PLU Maintenance window, or to departments in the Department Maintenance window. The unit of measurement that is used at the POS terminal to interpret the weight is defined in the setup of your scale hardware.

For example, assume you define a tare weight to be 5 and you assign it to PLU 457975276 (salad). If your scale uses grams as its unit of measurement, then 5 grams are deducted from the weight of PLU 457975276.

To add or modify a tare weight record, you must enter information into the Tare Weight Maintenance window. For information about the fields in the window, see "The Tare Weight Maintenance window" on page 90.

WARNING! Your head office can also create tare weights and send the files to your store. As a result, you can create new tare weights, modify or delete them, and you can also modify and delete the ones sent from your head office.

Adding a tare weight

You can add new tare weights.

In the following steps you are required to enter information into the Tare Weight Maintenance window. For information about the fields in the window, see "The Tare Weight Maintenance window" on page 90.

To add a tare weight:

1. On the Main Menu window, click **File Maintenance**.
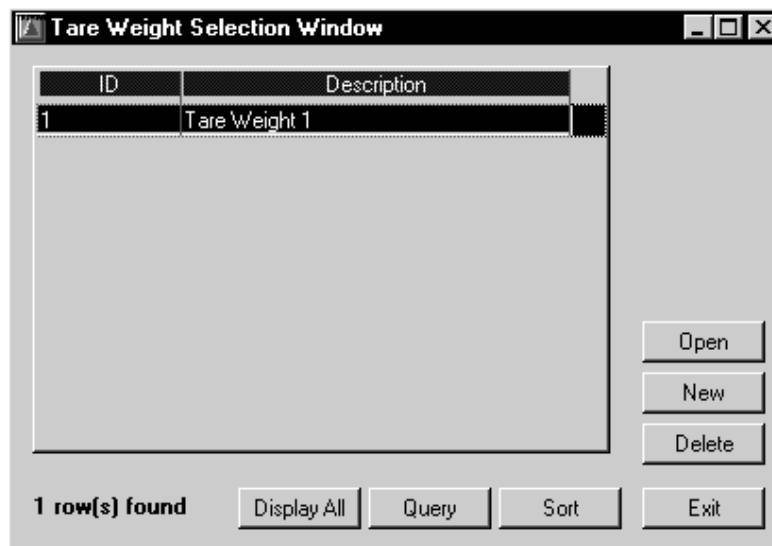
2. Click **Tare Weight**.

3. Click **New**.
4. Complete the fields in the window, as appropriate.
5. Click **Save**, and then click **Exit**.

Modifying a tare weight

You can modify the weight and description in a tare weight.

In the following steps, you are required to enter information into the Tare Weight Maintenance window. For information about the fields in the window, see "The Tare Weight Maintenance window" on page 90.

To add a tare weight:

1. On the Main Menu window, click **File Maintenance**.
2. Click **Tare Weight**.
3. Click **Display All**. The existing tare weights are displayed in the window.
4. Click the tare weight you want to modify, and then click **Open**. The Tare Weight Maintenance window appears, displaying the weight's information.
5. Complete the fields in the window, as appropriate.
6. Click **Save**, and then click **Exit**.

Deleting a tare weight

If you delete a tare weight that is assigned to a PLU, the item's weight is not deducted before the price is calculated.

To delete a tare weight:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Tare Weight**.

3. Click **Display All**. The existing tare weights are displayed in the window.
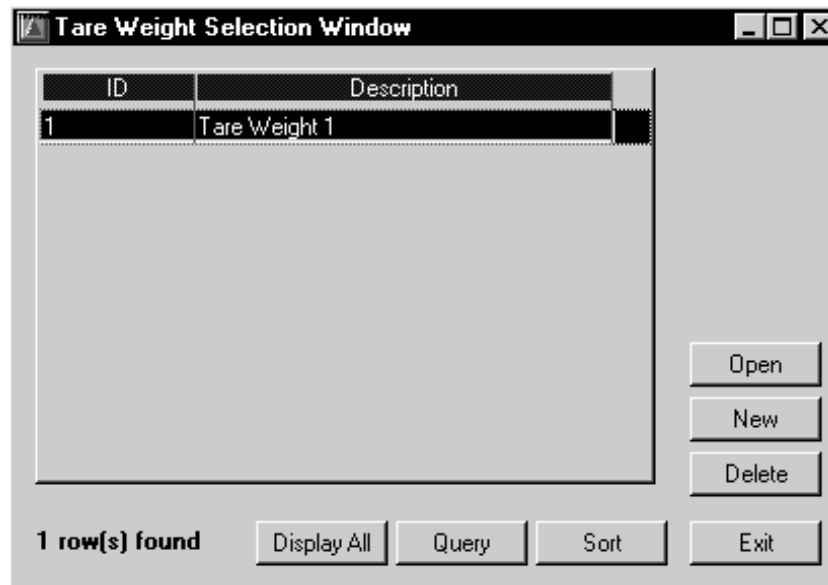
4. Click the tare weight you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The tare weight is deleted.

The Tare Weight Maintenance window

This window contains the fields used for creating a tare weight.
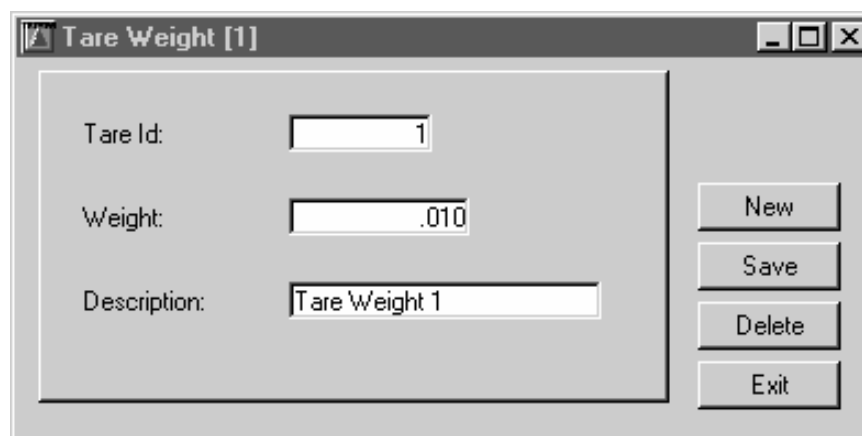
To set the parameters in theTare Weight Maintenance window:

1. To identify the tare weight, type an identification number in the **Tare ID** field.

2. To define the weight of the packaging, type a number in the **Weight** field. The unit of measurement that is used to interpret the number entered in this field is determined by your scale.

3. To describe the tare weight, type text that describes the tare weight in the **Description** field.

Entering another store's information

You can create records for the other stores in the Store Manager so you can refer to them later for information such as phone, address, contact, and email address. Before you create a store record, you must define the selections in the **State/Province** drop-down list. For information about populating drop-down lists, see "Populating drop-down lists" on page 63.

To add or modify a store record, you must enter information into the Store Maintenance window. For information about the fields in the window, see "The Store Maintenance window" on page 94.

Adding a new store

You can create a new store record.

Before you complete the following steps, you must define the selections in the **State/Province** drop-down list. For information about populating drop-down lists, see "Populating drop-down lists" on page 63.

In the following steps you are required to enter information into the Store Maintenance window. For information about the fields in the window, see "The Store Maintenance window" on page 94.

To create a new store record:

1. On the Main Menu window, click **File Maintenance**.
2. Click **Stores**.
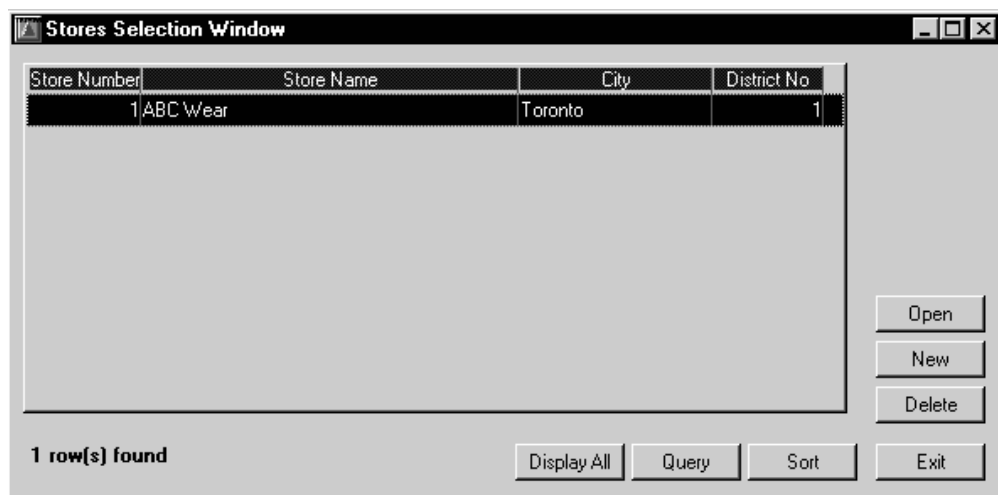
3. Click **New**.
4. Complete the fields in the window, as appropriate.
5. Click **Save**, and then click **Exit**.

Viewing a store's information

After you have entered a store's information into a record, you can view it at any time.

To open a store's record:

1. On the Main Menu window, click **File Maintenance**.
2. Click **Stores**.
3. Click **Display All**. The store records are displayed in the window.
4. Click the store whose information you want to see, and then click **Open**. The Store Maintenance window appears with the store's information displayed.
5. Click **Exit** when you are finished viewing the information.

Modifying a store's information

You can modify the information in a store's record.

In the following steps, you must enter information into the Store Maintenance window. For information about the fields in the window, see "The Store Maintenance window" on page 94.

To modify a store's information:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Stores**.

3. Click **Display All**. The store records are displayed in the window.
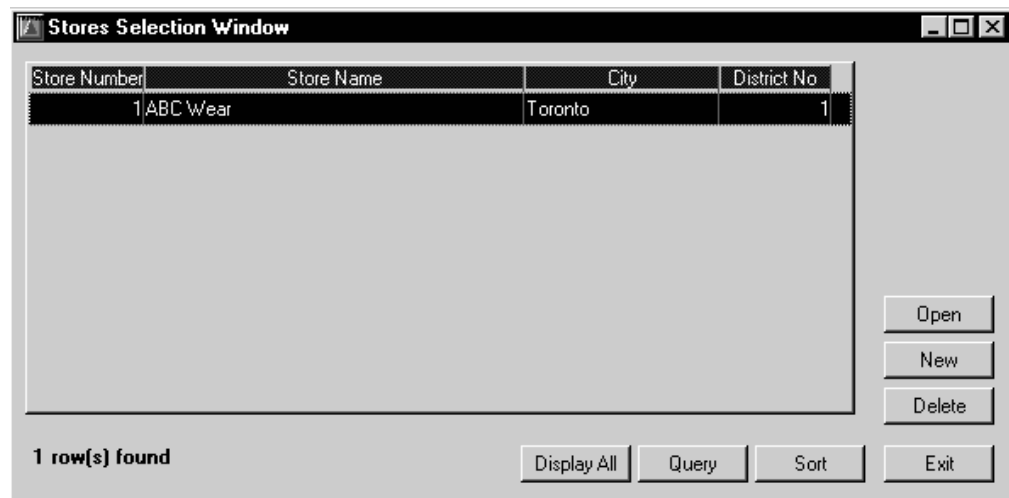
4. Click the store whose information you want to modify, and then click **Open**. The Store Maintenance window appears with the store's information displayed.

5. Change the fields in the window, as appropriate.

6. Click **Save**, and then click **Exit**.

Deleting a store's record

You can delete a store's record.

To delete a store's record:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Stores**.

3. Click **Display All**. The store records are displayed in the window.

4. Click the store whose information you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The store's record is deleted.

The Store Maintenance window

The fields in this window are used for creating records that contain information about other stores.

To set the parameters in the Store Maintenance window:

1. To assign an identification number to a store, type the number in the **Store Number** field.

2. To assign a name to a store, type the name in the **Store Name** field.

3. To record the number and street portion of the store's address, type the address in the **Address** field.

4. To record the city portion of the store's address, type the address in the **City** field.

5. To define the ID number of the district where the store is located, type a number in the **District Number** field.

6. To select the state or province portion of the store's address, click the **State/Province** drop-down list and select and option. You define the selection of states and provinces that appear in this drop-down list in the Code Table Maintenance window. For more information about populating the drop-down list, see "Populating drop-down lists" on page 63

7. To record the zip code (United States) or postal code (Canada) portion of the store's address, type the zip/postal code in the **Zip/Postal Code** field.

8. To record the name of the first contact person in the store, type a name in the **Contact 1** field.

9. To record the name of the second contact person in the store, type a name in the **Contact 2** field.

10. To record the store's account number, type a number in the **Account Number** field.

11. To record the store's phone number, type a phone number, without hyphens or brackets, in the **Phone** field. You can type up to 10 characters.

12. To record the store's fax number, type a phone number, without hyphens or brackets, in the **Fax** field. You can type up to 10 characters.

13. To record the store's email address, type the address in the **Email Address** field.

14. To record the store's web site address, type the address in the **Web Site** field.

Setting up customers

You can gather a customer's information at the POS terminal by prompting the cashier to enter the customer's name, address, and phone number, or you can create the customer's record in the Store Manager. You can enter more information about the customer if you create the file in the Store Manager. Regardless of how the customer's file is created, it is available both at the POS terminal and in the Store Manager.

This section discusses creating a customer's record in the Store Manager. Your head office can use the Configurator application to determine the customer information that the cashier can enter or review at the POS terminal.

Once you have created a customer record, you can track specific characteristics such as buying habits and you can use extended fields. Extended fields are customized fields that you can define to contain a type of information and then attach to a customer's record. For information about extended fields, see "Maintaining extended customer fields" on page 99.

Before you create a customer record, you must define the selections in the **Customer Type**, **Customer Status**, and **State/Province** drop-down lists. For information about populating drop-down lists, see "Populating drop-down lists" on page 63.

To add or modify a customer's record, you must enter information in the Customer Maintenance window. For information about the fields in the window, see "Customer Maintenance window - Demographic tab" on page 98.

Creating a new customer record

When you create a customer record, you can enter demographic information, and some information about purchasing habits. Once you create a customer's record, it is available at the POS terminal. The cashier can search for the customer's information instead of re-entering it.

Before you complete the following steps, you must define the selections in the **Customer Type**, **Customer Status,** and **State/Province** drop-down lists. For information about populating drop-down lists, see "Populating drop-down lists" on page 63

In the following steps you are required to enter information and make selections in the Customer Maintenance window. For information about the fields in the window, see "Customer Maintenance window - Demographic tab" on page 98.

To create a new customer record:

1. On the Main Menu window, click **File Maintenance**.
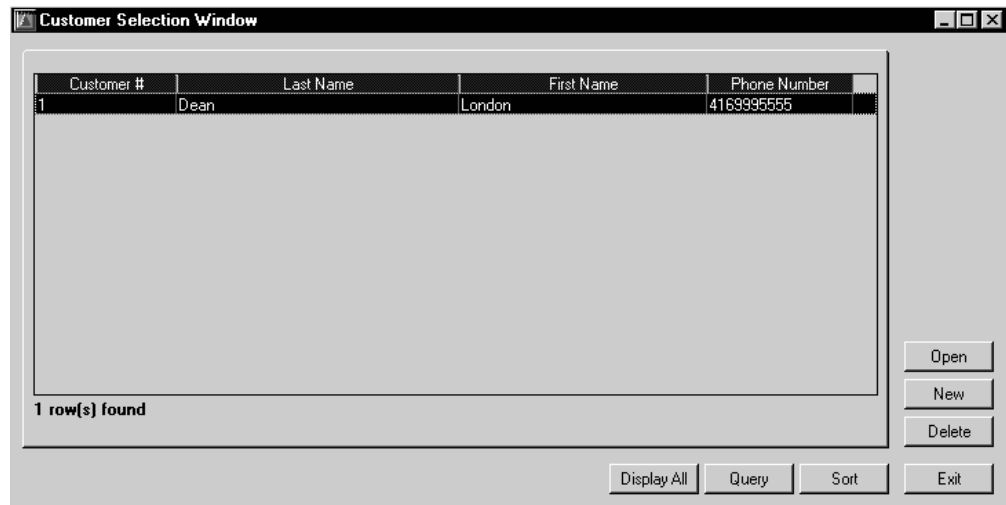
2. Click **Customers**.

3. Click **New**.

4. Complete the fields in the window, as appropriate.

5. Click **Save**, and then click **Exit**.

Maintaining a customer record

You can edit the information in a customer's file you create in the Store Manager or one that is created from prompts at the POS. A file that contains only information from prompts at the POS terminal has fewer completed fields.

In the following steps you are required to enter information and make selections in the Customer Maintenance window. For information about the fields in the window, see "Customer Maintenance window - Demographic tab" on page 98.

To m odify a customer's record:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Customers**. The Customer Selection window appears.

3. Click **Display All**. The existing customers are displayed in the selection window.

4. Click the customer record you want to modify, and then click **Open**. The Customer Maintenance window appears, containing the customer's information.

5. Change the fields in the window, as appropriate.

6. Click **Save**, and then click **Exit**.

Deleting a customer record

If you delete a customer's record it is no longer available at the POS terminal or for any reports that access the customer table. The next time a cashier is prompted for the customer's information, they will have to re-enter it.

To delete a customer's record:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Customers**.

3. Click **Display All**. The existing customers are displayed in the selection window.
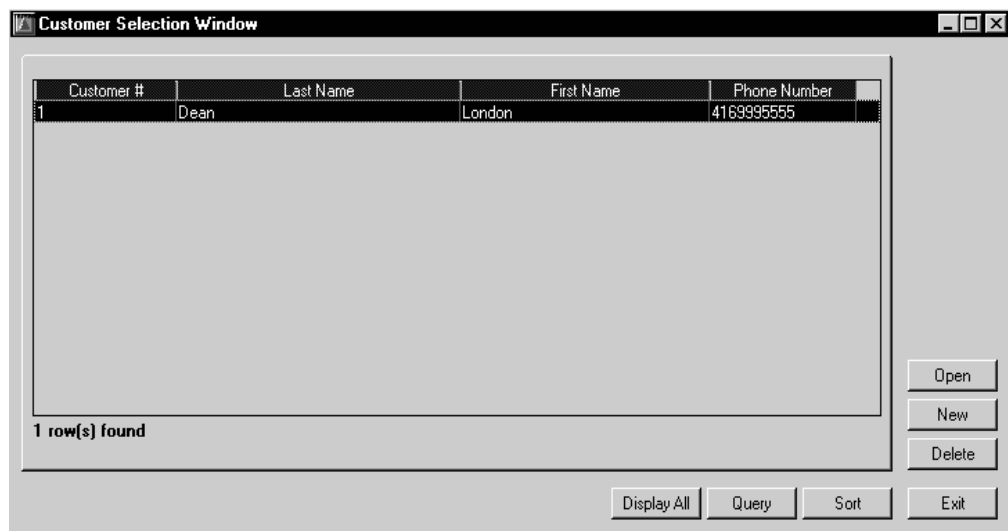
4. Click the customer record you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The customer's record is deleted.

Customer Maintenance window - Demographic tab

The fields in this window are used for creating customer records.

To set the parameters in the Demographic tab:

1. To define the customer number, type a number, up to 14 characters in length, in the **Customer #** field.

2. To record the customer's last name, type their name in the **Last Name** field.

3. To record the customer's first name, type their name in the **First Name** field.

4. To record the customer's middle name, type their name in the **Middle Name** field.

5. To record the customer's title (for example, Mrs., Miss, Mr.), click the **Title** drop-down list and select a title.

6. To record the customer's gender, click the **Gender** drop-down list and select a gender.

7. To record the customer's birthday, click the button beside the **Birthdate** field to open the pop-up calendar. Click a date in the calendar and then click **OK**.

   Alternatively, you can type a date in the **Birthdate** field.

8. To record the first line of the customer's address, type the address in the **Address 1** field.

9. To record the second line of the customer's address, type the address in the **Address 2** field.

10. To record the city portion of the customer's address, type the name of the city in the **City** field.

11. To record the state or province portion of the customer's address, click the **State/Province** drop-down list and select an option. You define the selection of states and provinces that appear in this drop-down list in the Code Table Maintenance window. For more information about populating the drop-down list, see "Populating drop-down lists" on page 63.

12. To record the zip (United States) or postal code (Canada), type the code in the **Zip/Postal** field.

13. To record the country portion of the customer's address, type the country name in the **Country** field.

14. To record the customer's primary telephone number, type the phone number, without hypens or brackets, in the **Phone #1** field.

15. To record the customer's alternate telephone number, type the phone number, without hypens or brackets, in the **Phone #2** field

16. To assign a type to the customer, click the **Type** drop-down list and select an option. You define the selection of customer types that appear in this drop-down list in the Code Table Maintenance window. For more information about populating the drop-down list, see "Populating drop-down lists" on page 63.

17. To assign a status to the customer, click the **Status** drop-down list and select a customer status from the list of options. You define the selection of customer statuses that appear in this drop-down list in the Code Table Maintenance window. For more information about populating the drop-down list, see "Populating drop-down lists" on page 63.

18. To record reference information about the customer, type the information in the **Reference #1** field.

19. To record reference information about the customer, type the information in the **Reference #2** field.

20. To open the Extended Customer Fields window, click **Extended Fields**. This button is only available after you save any changes you have made to the customer's record. For more information about extended fields, see "Maintaining extended customer fields" on page 99.

Customer Maintenance window - Loyalty Points tab

To complete the customer Loyalty Points parameters:

1. Type the customer's number, last name, and first name in the appropriate fields.

2. Price levels are defined by your head office using the Configurator application. Type the number that is associated with the customer's price level in the **Price Level** field.

3. Automatic discounts are defined by your head office using the Configurator application. Type the number associated with the customer's automatic discount status in the **Automatic Discount #** field.

4. Click **Save** and then **Exit**.

Maintaining extended customer fields

You can use extended fields to record additional customer information that is not available in the Customer table by creating customized fields and applying the fields to customer records. The customer information in the extended fields is stored in the database and can be extracted to an ASCII file for use by a third-party application, if required.

Your head office uses the Configurator to define Fields, option types, options, and option details. You can also define options and option details using the Store Manager. For example, your head office can define a Frequency field, and you can define three options: weekly, biweekly, monthly. You can assign a frequency option to a customer.

Extended fields can have option types and options assigned to them, or they can be defined to prompt you to type information into them. Your head office defines extended fields and how you can complete them.

- **Option types:** Created by your head office and assigned to extended fields. Option types contain options for you to choose from to complete the field. The same option type can be assigned to several fields.

- **Options:** Choices available to fill the extended field. Options are assigned to option types and appear in drop-down lists. You can define options and assign them to option types using the Store Manager.

Option details are text that provide additional information about the options. You can define details for options in the Store Manager.

For example, assume the following field, option types, options, and option details are defined:

Collectibles (field)
Figurines (option type assigned to the Collectibles field)
Precious Moments (option)
porcelain figurines (option details)
Teddy bears (option)
wooden, carved bears (option details)

When you choose the Collectibles field, the Precious Moments and Teddy bears options appear in a drop-down list.

Adding extended options and details

You can create extended options and option details for the option types your head office created in the Configurator.

In the following steps, you must enter information and make selections in the Extended Field Options Maintenance window. For more information about the fields in the window, see "The Extended Field Options Maintenance window" on page 103.

To create extended field options and option details:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Extended Field Options**.
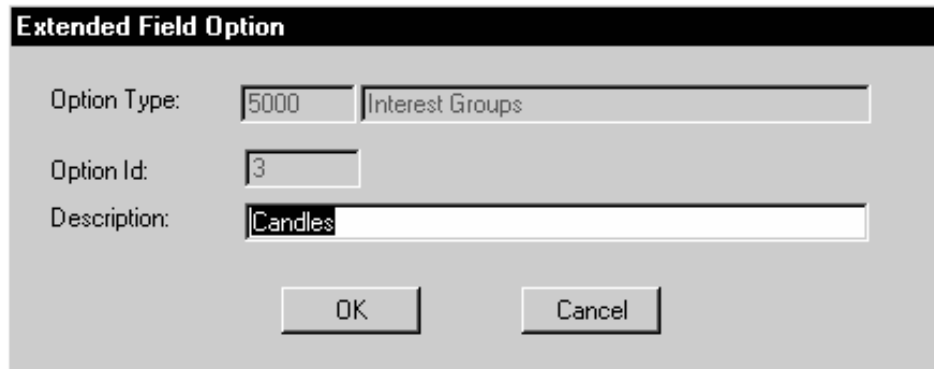
3. Click the option type to which you want to add the option.

4. Click **New**. The Extended Field Option window appears, containing fields for option ID and description.

5. Type an option ID number and a description into the fields.

6. Click **OK**. The Extended Field Option window closes. The new option ID and description are displayed in the Options fields.

7. Click the option to which you want to add details.

8. In the **Option Details** box, type text.

9. Click **Save Details**, and then click **Exit**.
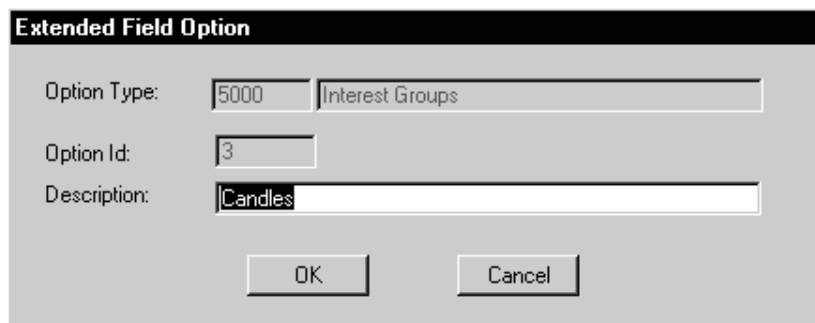
Modifying extended options

You can modify the description portion of options that you create in the Store Manager, or that your head office created in the Configurator.

In the following steps you are required to enter information and make selections in the Extended Field Options Maintenance window. For more information about the fields in the window, see "The Extended Field Options Maintenance window" on page 103

To modify an option:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Extended Field Options**.

3. Click the option you want to modify, and then click **Modify**. The Extended Field Option window appears, containing a **Description** field.

4. Type the new option description into the field.

5. Click **OK**. The Extended Field Option window closes. The new option description is displayed in the **Options-Description** field.

6. Click **Exit**.

7. Once you have selected the option you want to modify, you can change the option description by editing the text in the **Option Details** field and clicking **Save Details**.

Deleting extended options

You should not delete an extended option if you have applied it to a customer.

In the following steps you are required to enter information and make selections in the Extended Field Options Maintenance window. For more information about the fields in the window, see "The Extended Field Options Maintenance window" on page 103.

To delete an option:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Extended Field Options**. The Extended Field Options Maintenance window appears.

3. Click the option you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

4. Click **OK**. The option and its details are deleted.

Tip: To delete the option details only, click the option and delete the text from the **Option Details** box. Once all the text is deleted, click **Save Details**.

The Extended Field Options Maintenance window

This window contains the fields for creating and maintaining extended options and option details.

To configure the parameters in the Extended Field Options Maintenance window:

1. The **Option Types-ID** field contains the unique number that identifies the option type. Your head office uses the Configurator to define option types. No action required. The Store Manager completes this field with the option type's ID number.

2. The **Option Types-Description** contains the description of the option type. Your head office uses the Configurator to define option types. No action required. The Store Manager completes this field with the option type's description.

3. The **Options-ID** field contains the unique number that identifies the option. Do not type into this field. The Store Manager completes this field with the number you typed in the Option ID field in the Extended Field Option window. The Extended Field Option window appears when you click New or Modify.

4. The **Options-Description** field defines the description of the option. You do not type directly into this field. The Store Manager completes this field with the description you type into the Description field in the Extended Field Option window. The Extended Field Option window appears when you click New or Modify.

5. To define the option's details, type the details in the **Option Details** field.

6. Click **Save Details** to save the information that you typed in the Option Details field.

Applying extended field options to customers

Before you can apply extended field options to customers, you must have extended fields, option types, options, and option details (if required) already defined. Your head office can either assign an

option type to a field, or define the characteristics of text (date, string, decimal quantity) you can type into the field.

Fields, option types, options, and option details are defined in the Configurator by your head office. You can also define options and option details using the Store Manager. For information about defining options and option details, see "Adding extended options and details" on page 100.

You can assign several options to one customer.

To assign an option to a customer:

1. Open a customer record so the Customer Maintenance window appears with the customer's information displayed.

2. Click **Extended Fields**.

3. Click a field in the **Extended Field** field.

4. Click the **Value** box beside the extended field and either select an option from the drop-down list, or type information into the box. If you select an option from a drop-down list, the option details are displayed at the bottom of the window.

5. Click **Save**, and then click **Exit**.

Tender Management

6

This section provides information about managing the tender in your store. It also describes tender management functions using the safe option.

The Store Manager can include tender management options that involve the store's safes, or it can include tender management options that do not involve the safes. Your head office also uses the Configurator to determine whether the safes are involved in tender management functions.

The tender management options involve the cashier's drawer and the store's safes and include pickups, balancing, transferring, and deposits. You can also track the contents and balance the store's safes.

This section covers the following topics:

- Performing a loan
- Performing a pickup
- Balancing a cashier's drawer
- Depositing tenders into the safe
- Performing multiple safe procedures
- Processing a bank deposit
- Balancing the safe
- Viewing the contents of the safe
- Viewing detailed safe transactions

Safe and non-safe options

There are two tender management configurations: safe and non-safe. Your head office uses the Configurator to determine whether your Store Manager includes the safes during tender management.

Using the safe option during tender management allows you to balance the safes, perform a bank deposit to the safes, and view the contents of the safes in addition to standard tender management functions. All of the tender management functions you perform affect the amount of the tenders in the safes. For example, if you perform a pickup of $500.00 from a cashier's drawer, the $500.00 is added to the amount in the safe. When you perform a deposit to the bank, the $500.00 is removed from the amount in the safe.

Tip: Remember that the store must be open to handle transactions, otherwise the view only mode is enforced.

The example below is the Safe Management Menu window.
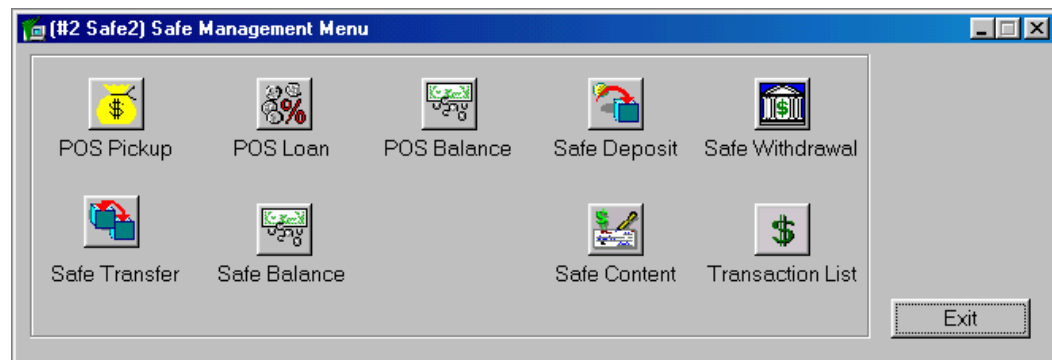
Performing a loan (float)

A loan is the amount of a tender that is removed from the store's safe and placed in a cash drawer during the day or shift so that the cashier can make change. A loan is often referred to as a float.

Your head office uses the Configurator to define the tenders that are eligible to be loaned, and which accounts are affected. For example, if loan transactions are performed on behalf of the cashier or the register.

When you complete a loan transaction, the loaned amount is automatically added to the cashier or register system amount and is removed from the safe's contents.

Entering a new loan

A new loan has a pending status until you complete it. You can modify the amounts in a pending loan transaction. Pending loan amounts are not applied to the cashier's or register's system tender totals during balancing and are not subtracted from the safe's contents. For information about completing a loan, see "Completing a loan" on page 109.

Before you complete the following steps, you must define the selections in the Reason Code drop-down list, if the Reason parameter is set to mandatory in the General Parameters.

To enter a new loan:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe in which the loan is to come from.

   Note: If there is only one safe, the single safe menu appears immediately. There are no safes to choose.

3. Click **POS Loan**.

4.   Click **New**.

To complete the POS Loan Safe Maintenance window:

1.   The **Txn Num.** field defines a unique number that identifies the loan transaction. This number is a counter that reflects the number of tender management transactions (for example, pickups and balances) that have been performed. This is not the transaction number that is recorded on the TLog. The number in the **T-Log Num.** field, in this window, is recorded as the transaction number in the TLog.

   No action is required. The Store Manager automatically completes this field with the next available number when you save the loan transaction.

2.   The **T-Log Num.** field defines the unique number that identifies the loan transaction in the TLog.

   No action is required. The Store Manager automatically completes this field when you complete the loan.

3.   To define the cashier or register that the tender is being loaned to, type a cashier or register number in the **Register** field. Your head office uses the Configurator to define whether loans are performed by the cashier or register. Note that the field name reflects the setting.

4.   The **Txn Status** field indicates the loan transaction's status (pending, completed, deleted, or voided). No action is required. The Store Manager automatically completes this field.

5.   The **Operator** field displays the employee number of the person that processes the loan transaction. No action is required.The Store Manager automatically completes this field with the employee number of the person who last dealt with the transaction.

6.   The **Txn Date** field contains the date on which the loan transaction is created. No action is required. The Store Manager automatically completes this field with the system date of the computer it is running on.

7.   The **Business Date** field contains the current business date. Note that this date can be different than the system date.

8. If a reason is mandatory, select the reason that you are performing the loan from safe transaction, from the **Reason** drop-down list.

    You define the selection of reasons that appear in this drop-down list on the Code Table Maintenance window.

9. You can define any notes that you want to record about the loan transaction. Type an alphanumeric string, up to 40 characters in length, in the **Notes** field.

10. The **Tender** field contains the tenders that you can include in the loan. A tender is actually included in the loan if you enter a value in the corresponding **Amount** field on this window. Your head office uses the Configurator to define the tenders that are available for loan. This field contains a list of the tenders that are eligible. No action is required. The Store Manager automatically completes this field with the tenders that are eligible for loan.

    To enter a loan amount for a tender, click the tender and complete the fields on the right side of this window.

11. The **Amount** field indicates the amounts of the tenders included in the loan. To enter a loan amount for a tender, click the tender in the **Tender** field, and complete the fields in the right side of this window. No action is required. The Store Manager automatically completes this field with the total of the amounts you enter in the fields on the right side of the window.

12. The **Total Tenders** field displays the totals of the amounts in the Amount field. No action is required. The Store Manager automatically completes this field.

13. The **Lump Sum/Denomination** button allows you to switch between entering the lump sum amounts or denominations. If you are entering the loan amount by denomination, the tender denominations are listed in this field.

    Your head office uses the Configurator to define denominations for a tender. If no denominations are defined for the tender, the denomination button is disabled. Use the **Denomination** button on this window to enter amounts by denomination. Once in denomination mode, the button's label changes to lump sum.

14. To define the amount of the selected tender being removed from the safe and placed in the cash drawer, type an amount, including the decimal places, in the **Lump Sum Amount** field. To select a tender, click the tender in the **Tender** field.

15. The **Total Lump Sums** field displays the total of the lump sum amounts that you enter in the **Lump Sum Amount** field. No action is required. The Store Manager automatically completes this field.

    > **Note:** If the sum of the Lump Sum Amount column falls within the warning threshold set in the Configurator, a message displays warning you that the amount entered is too high. You can choose to continue until the total amount reaches the rejection threshold, then you must re-enter a smaller amount.

16. The **Total Denominations** field displays the total of the amounts that you enter in the **Amount** field when you enter amounts by denomination. Your head office uses the Configurator to define denominations for a tender. If no denominations are defined for the tender, the denomination fields are not available. Click the **Denomination** button in this window to enter amounts by denomination. No action is required. The Store Manager automatically completes this field.

17. To change the loan's status to completed, click **Complete**.

18. To change the loan's status to void, click **Void**. This button is only enabled if the loan's status is completed.

    > **Note:** A loan can be voided on the same business day only.

19. Click **Save**, and then click **Exit**.

> **Tip:** The **Amount** boxes on the left side of the window only display the amounts you enter for the loan. You cannot edit these fields directly. To enter an amount, click the tender row on the left side of the window, and enter the amount in the fields on the right side of the window.

Completing a loan

A loan has a pending status until you complete it. Completed loan amounts are added to the cashier's or register's system amounts and are subtracted from the safe's contents.

You cannot modify a completed loan, but you can void it. If you find an error in a completed loan, you must void it and create a new one. For information about voiding a loan, see "Voiding a loan" on page 110.

To complete a loan:

1. On the Main Menu window, click **Cash Management**.
2. Click the chosen safe.
3. Click **POS Loan**. The pending, completed, deleted, and voided loans are displayed in the window.
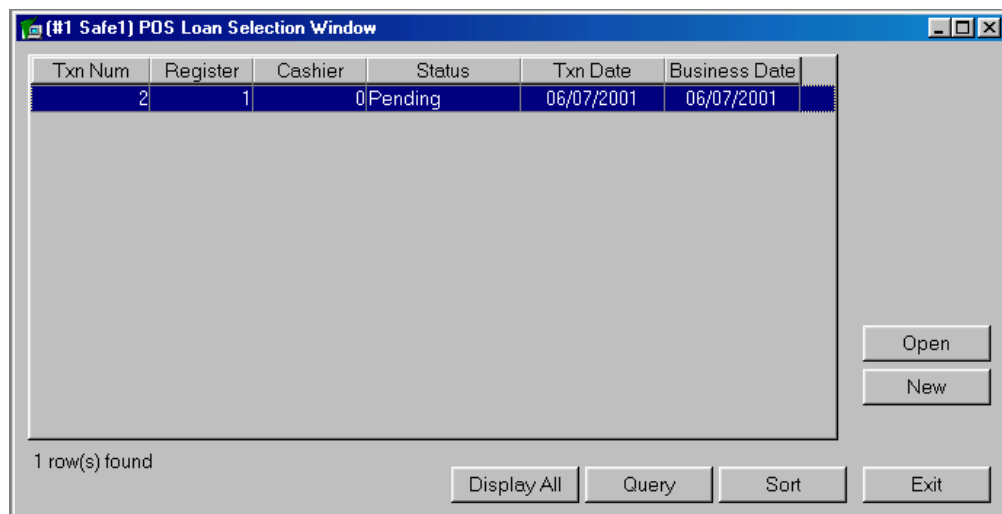
4. Click the loan you want to complete, and then click **Open**. The POS Loan Safe Maintenance window displays the loan information.
5. Click **Complete**. The loan's status changes to completed.
6. Click **Exit**.

Modifying a loan

You can only modify a pending loan. Once you have entered the final information for a loan, you can complete it. For information about completing a loan, see "Completing a loan" on page 109.

You cannot modify a completed loan. To make a change to a completed loan, you must void it and create a new one. For information about voiding a loan, see "Voiding a loan" on page 110.

To modify a pending loan:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe with the loan.

3. Click **POS Loan**. The pending, completed, deleted, and voided loans are displayed in the window.

4. Click the loan you want to modify, and then click **Open**. The POS Loan Safe Maintenance window displays the loan information.

5. Change the fields in the window as appropriate.

6. Click **Save**, and then click **Exit**.

Voiding a loan

You can only void a completed loan, and it must be voided on the same Business Day. Voided loans are visible in the POS Loan Selection window. They cannot be modified and they do not affect the cashier's or register's system tender amount during balancing of the safe's contents. Amounts are subtracted from and added to the safe. For information about completing a loan, see "Completing a loan" on page 109

To void a loan:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe with the loan.

3. Click **POS Loan**. The pending, completed, deleted, and voided loans are displayed in the window.

4. Click the loan that you want to void, and then click **Open**. The POS Loan Safe Maintenance window displays the loan information.

5. Click **Void**. The loan's status is void.

6. Click **Exit**.

Viewing a loan's details

You can review the information you entered into a loan transaction, regardless of its current status. Voided loans remain visible in the POS Loan from Safe Selection window.

To view the details of a loan:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe with the loan.

3. Click **POS Loan**. The pending, completed, deleted, and voided loans are displayed in the window.

4. Click the loan you want to review, and then click **Open**. The POS Loan Safe Maintenance window displays the loan information.

Performing a pickup

A pickup is the removal of tender from a cashier's drawer during the day. Usually a pickup is performed for security reasons so that a cash drawer does not contain large amounts of currency.

Your head office uses the Configurator to define the tenders that are eligible to be picked up, to define if pickup transactions are processed by the cashier or by the register, and to set a threshold amount beyond which transactions cannot be processed until a pickup is performed.

When you complete a pickup transaction using the Store Manager, the amount picked up is automatically added to the actual amount when the cashier or register balances and is added to the safe's contents.

Entering a new pickup

A new pickup has a pending status until you complete it. You can modify the amounts in a pending pickup transaction. Pending pickup amounts are not applied to the cashier's or register's actual tender totals during balancing or added to the safe's contents. For information about completing a pickup, see "Completing a pickup" on page 112.

Before you complete the following steps, you must define the selections in the **Reason Code** drop-down list, if the Reason parameter is set to mandatory.

In the following steps you are required to enter information into the POS Pickup to Safe Maintenance window. For information about the fields in the window, see "POS Pickup to Safe Maintenance window" on page 114.

To enter a new pickup:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe with the pickup.

3. Click **POS Pickup**.

4. Click **New**.

5. Complete the fields in the window as appropriate.

6. Click **Save**, and then click **Exit**.

Completing a pickup

A pickup has a pending status until you complete it. Completed pickup amounts are subtracted from the cashier's or register's actual amounts during balancing and added to the safe's contents.

You cannot modify a completed pickup, but you can void it. If you find an error in a completed pickup, you must void the pickup and create a new one. For information about voiding a pickup, see "Voiding a pickup" on page 113.

To complete a pickup:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe with the pickup.

3. Click **POS Pickup**. The pending, completed, deleted, and voided pickups are displayed in the window.
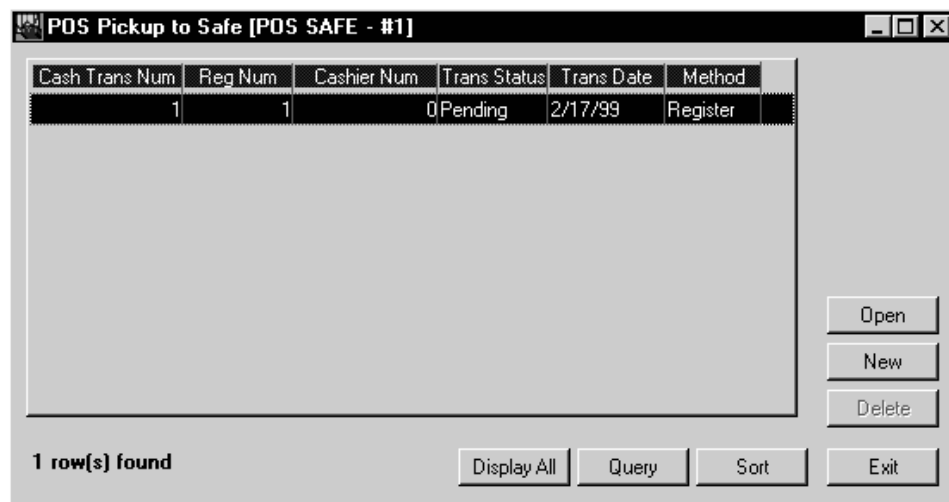
4. Click the pickup you want to complete, and then click **Open**. The POS Pickup to Safe Maintenance window displays the pickup information.

5. Click **Complete**. The pickup's status changes to completed.

6. Click **Exit**.

Modifying a pickup

You can only modify a pending pickup. Once you have entered the final information for a pickup, you can complete it. For information about completing a pickup, see "Completing a pickup" on page 112

You cannot modify a completed pickup. If you need to make a change to a completed pickup, you must void it and create a new one. For information about voiding a pickup, see "Voiding a pickup" on page 113

In the following steps you are required to enter information into the POS Pickup to Safe Maintenance window. For information about the fields in the window, see "POS Pickup to Safe Maintenance window" on page 114

To modify a pending pickup:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe with the pickup.

3. Click **POS Pickup**. The pending, completed, deleted, and voided pickups are displayed in the window.

4. Click the pickup you want to modify, and then click **Open**. The POS Pickup to Safe Maintenance window displays the pickup information.

5. Change the fields in the window as appropriate.

6. Click **Save**, and then click **Exit**.

Voiding a pickup

You can only void a completed pickup and it must be voided on the same Business Date. Voided pickups are visible in the POS Pickup to Safe Selection window. They cannot be modified and they do not affect the cashier's or register's actual tender amount during balancing or the safe's contents. For information about completing a pickup, see "Completing a pickup" on page 112.

To void a pickup:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe with the pickup.

3. Click **POS Pickup**. The pending, completed, deleted, and voided pickups are displayed in the window.

4. Click the pickup you want to void, and then click **Open**. The POS Pickup to Safe Maintenance window displays the pickup information.

5. Click **Void**. The pickup's status changes to voided.

6. Click **Exit**.

Viewing a pickup's details

You can review the information you entered in a pickup transaction, regardless of its current status. Voided pickups remain visible in the POS Pickup to Safe Selection window.

To view the details of a pickup:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe with the pickup.

3. Click **POS Pickup**. The pending, completed, deleted, and voided pickups are displayed in the window.

4. Click the pickup you want to review, and then click **Open**. The POS Pickup to Safe Maintenance window displays the pickup information.

POS Pickup to Safe Maintenance window

This window contains the fields for performing pickup transactions.

To complete the fields in the POS Pickup Safe Maintenance window:

1. The **Txn Num.** field defines a unique number that identifies the pickup transaction. This number is a counter that reflects the number of tender management transactions (for example, pickups and balances) that have been performed. This is not the transaction number that is recorded on the TLog. The number in the **T-Log Num.** field, in this window, is recorded as the transaction number in the TLog.

    No action is required. The Store Manager automatically completes this field with the next available number when you save the pickup transaction.

2. The **T-Log Num.** field defines the unique number that identifies the pickup transaction in the TLog.

    No action is required. The Store Manager automatically completes this field when you complete the pickup.

3. To define the cashier or register that the tender is being picked up from, type a cashier or register number in the **Register** field. Your head office uses the Configurator to define whether pickups are performed by the cashier or register. Note that the field name reflects the setting.

4. The **Txn Status** field indicates the pickup transaction's status (pending, completed, deleted, or voided). No action is required. The Store Manager automatically completes this field.

5. The **Operator** field displays the employee number of the person that processes the pickup transaction. No action is required. The Store Manager automatically completes this field with the employee number of the person who last dealt with the transaction.

6. The **Txn Date** field contains the date on which the pickup transaction is created. No action is required. The Store Manager automatically completes this field with the system date of the computer it is running on.

7. The **Business Date** field contains the current business date. Note that this date can be different than the system date.

8. Select the reason that you are performing the pickup from safe transaction from the **Reason** drop-down list.

    You define the selection of reasons that appear in this drop-down list on the Code Table Maintenance window.

9. You can define any notes that you want to record about the pickup transaction. Type an alphanumeric string, up to 40 characters in length, in the **Notes** field.

10. The **Tender** field contains the tenders that you can include in the pickup. A tender is actually included in the loan if you enter a value in the corresponding **Amount** field on this window.Your head office uses the Configurator to define the tenders that are available for pickup. This field contains a list of the tenders that are eligible. No action is required. The Store Manager automatically completes this field with the tenders that are eligible for pickup.

    To enter a pickup amount for a tender, click the tender and complete the fields on the right side of this window.

11. The **Amount** field indicates the amounts of the tenders included in the pickup. To enter a pickup amount for a tender, click the tender in the **Tender** field, and complete the fields in the right side of this window. No action is required. The Store Manager automatically completes this field with the total of the amounts you enter in the fields on the right side of the window.

12. The **Total Tenders** field displays the totals of the amounts in the Amount field. No action is required. The Store Manager automatically completes this field.

13. The **Lump Sum/Denomination** button allows you to switch between entering the lump sum amounts or denominations. If you are entering the pickup amount by denomination, the tender denominations are listed in this field.

    Your head office uses the Configurator to define denominations for a tender. If no denominations are defined for the tender, the denomination button is disabled. Use the **Denomination** button on this window, to enter amounts by denomination. Once in denomination mode, the button's label changes to lump sum.

14. To define the amount of the selected tender being removed from the safe, type an amount, including the decimal places, in the **Lump Sum Amount** field. To select a tender, click the tender in the **Tender** field.

15. The **Total Denominations** field displays the total of the amounts that you enter in the **Amount** field when you enter amounts by denomination. Your head office uses the Configurator to define denominations for a tender. If no denominations are defined for the tender, the denomination fields are not available. Click the **Denomination** button in this window to enter amounts by denomination. No action is required. The Store Manager automatically completes this field.

    Note: If the sum of the Lump Sum Amount column falls within the warning threshold set in the Configurator, a message displays warning you that the amount entered is too high. You can choose to continue until the total amount reaches the rejection threshold, then you must re-enter a smaller amount.

16. The **Total Lump Sums** field displays the total of the lump sum amounts that you enter in the **Lump Sum Amount** field. No action is required. The Store Manager automatically completes this field.If the sum of the Lump Sum Amount column falls within the warning threshold set in the Configurator, a message displays warning you that the amount entered is too high. You can choose to continue until the total amount reaches the rejection threshold, then you must re-enter a smaller amount.

17. To change the pickup status to complete, click **Complete**.

18. To change the pickup status to void, click **Void**. This button is only enabled if the pickup status is complete.

> **Note:** A pickup can be voided on the same business day only.

19. Click **Save**, and then click **Exit**.

> **Tip:** The **Amount** boxes on the left side of the window only display the amounts you enter for the pickup. You cannot edit these fields directly. To enter an amount, click the tender row on the left side of the window, and enter the amount in the fields on the right side of the window.

Balancing a cash drawer

Balancing ensures the amount of tender in a cash drawer matches the tender that should be there based on the sales and other transactions at the POS terminal, including completed loans, and completed pickups.

Your head office uses the Configurator to define the tenders that are eligible to be balanced, and if balance transactions are processed by the cashier or by the register.

The Store Manager calculates the system amount of a tender. You enter the actual amount. The Store Manager compares the two figures and determines if the cashier or register are balanced. You can define a maximum amount that the system and actual amounts can differ by in the **POS Balance Threshold** field on the General Parameters Setup window.

You can print a Balance report that provides details about the balance transactions you perform in your store. For information about the Balance report, see "Balance report" on page 331.

Entering a new balance

A new balance has a pending status until you complete it. You can modify the amounts in a pending balance transaction. For information about pickups, see "Performing a pickup" on page 111. For information about loans, see "Performing a loan (float)" on page 106.

Before you complete the following steps, you must define the selections in the **Reason Code** drop-down list, if the Reason parameter is set to mandatory.

In the following steps, you must enter information in the POS Balance Maintenance window. For information about the fields in the window, see "POS Balance Maintenance window" on page 119.

To enter a new balance:

1. On the Main Menu window, click **Cash Management**.
2. Click the appropriate safe.

3. Click **POS Balance**.
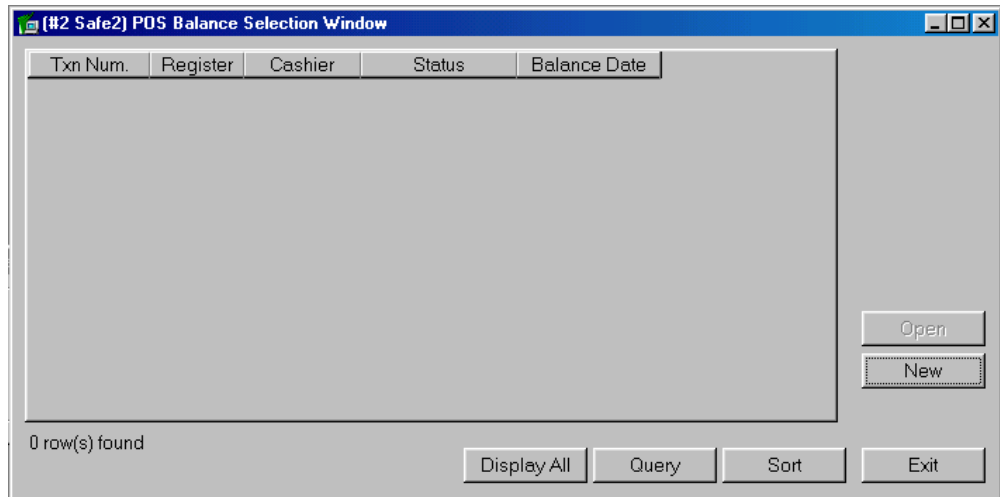
4. Click **New**.

5. Complete the fields in the window, as appropriate.

6. Click **Save**, and then click **Exit**.

> **Tip:** The **Actual** fields on the left side of the POS Balance Maintenance window only display the amounts you enter for balance. You cannot edit these fields directly. To enter an amount, click the tender's row on the left side of the window, and enter the amount in the fields on the right side of the window.

Completing a balance

A balance has a pending status until you c ompleteit.

You cannot modify a completed balance, but you can void it. If you find an error in a completed balance you must void the balance and create a new one, however you must ensure that you perform the void on the same Business Date. For information about voiding a balance, see "Voiding a balance" on page 118.

To complete a balance:

1. On the Main Menu window, click **Cash Management**.

2. Click the appropriate safe.

3. Click **POS Balance**. The pending, completed, deleted, and voided balances are displayed in the window.

4. Click the balance you want to complete, and then click **Open**. The POS Balance Maintenance window displays the balance information.

5. Click **Balance**.

6. Click **Complete**, and then click **Exit**.

Modifying a balance

You can only modify a pending balance. Once you have entered the final information for a balance, you can complete it. For information about completing a balance, see "Completing a balance" on page 117.

You cannot modify a completed balance. If you need to make a change to a completed balance, you must void it and create a new one. For information about voiding a balance, see "Voiding a balance" on page 118.

In the following steps you are required to enter information in the POS Balance Maintenance window. For information about the fields in the window, see "POS Balance Maintenance window" on page 119.

To modify a pending balance:

1. On the Main Menu window, click **Cash Management**.

2. Click the appropriate safe.

3. Click **POS Balance**. The pending, completed, deleted, and voided balances are displayed in the window.

4. Click the balance you want to modify, and then click **Open**. The POS Balance Maintenance window displays the balance information.

5. Change the fields in the window, as appropriate.

6. Click **Save**, and then click **Exit**.

Voiding a balance

You can only void a completed balance and it must be performed on the same Business Date. Voided balances are visible in the POS Balance Selection window, but they cannot be modified. For information about completing a balance, see "Completing a balance" on page 117.

To void a balance:

1. On the Main Menu window, click **Cash Management**.

2. Click the appropriate safe.

3. Click **POS Balance**. The pending, completed, deleted, and voided balances are displayed in the window.

4. Click the balance you want to void, and then click **Open**. The POS Balance Maintenance window displays the balance information.

5. Click **Void**. The balance's status changes to voided.

6. Click **Exit**.

> **Tip:** If you clicked **EOD Pickup** on the POS Balance Maintenance window when you completed the balance, a Pickup transaction was automatically created and completed. If you void the balance, a dialog box appears, giving you the option to void the corresponding pickup transaction.

Viewing a balance's details

You can review the information you entered into a balance transaction, regardless of its current status. Voided balances remain visible in the POS Balance Selection window.

To view the details of a balance:

1. On the Main Menu window, click **Cash Management**.

2. Click the appropriate safe.

3. Click **POS Balance**. The pending, completed, deleted, and voided balances are displayed in the window.

4. Click the balance you want to review, and then click **Open**. The POS Balance Maintenance window displays the balance information.

POS Balance Maintenance window

This window contains the fields used for performing a balance transaction.

To complete the POS Balance Maintenance window:

1. The **Txn Num.** field defines a unique number that identifies the balance transaction. This number is a counter that reflects the number of tender management transactions (for example, pickups and balances) that have been performed. This is not the transaction number that is recorded on the TLog. The number in the **T-Log Num.** field, in this window, is recorded as the transaction number in the TLog.

   No action is required. The Store Manager automatically completes this field with the next available number when you save the transaction.

2. The **T-Log Num.** field defines the unique number that identifies the balance transaction in the TLog.

   No action is required. The Store Manager automatically completes this field when you complete the balance.

3. To define the cashier or register that the tender is being balanced for, type a cashier or register number in the **Register** field. Your head office uses the Configurator to define whether balances are performed by the cashier or register. Note that the field name reflects the setting.

4. The **Txn Status** field indicates the balance transaction's status (pending, completed, or voided). No action is required. The Store Manager automatically completes this field.

5. The **Operator** field displays the employee number of the person that processes the balance transaction. No action is required.The Store Manager automatically completes this field with the employee number of the person who logged into the Store Manager.

6. The **Txn Date** field contains the date on which the balance transaction is created. No action is required. The Store Manager automatically completes this field with the system date of the computer it is running on.

7. The **Business Date** field contains the current business date. Note that this date can be different than the system date. This field defaults to the current business day, however a balance can also be done for previous business days.

8. Select the reason that you are performing the balance from safe transaction from the **Reason** drop-down list.

    You define the selection of reasons that appear in this drop-down list on the Code Table Maintenance window.

9. You can define any notes that you want to record about the transaction. Type an alphanumeric string, up to 40 characters in length, in the **Notes** field.

10. The **Tender** field contains the tenders that you can include in the balance. A tender is actually included in the balance if you enter a value in the corresponding **Amount** field on this window.Your head office uses the Configurator to define the tenders that are available for balance. This field contains a list of the tenders that are eligible. No action is required. The Store Manager automatically completes this field with the tenders that are eligible for balance.

    To enter a balance amount for a tender, click the tender and complete the fields on the right side of this window.

11. To enter an actual amount for a tender, click **Actual** and complete the fields on the right side of this window

12. The **System** field indicates the amounts of the tenders that are expected in the cash drawer. This field is not visible if your head office has used the Configurator to enable blind balancing. During a blind balance, you do not know the system amount. After clicking **Balance**, the Store Manager compares the actual amount with the system amount and alerts you if they do not match. No action is required. When you click Balance in this window, the Store Manager automatically completes this field with the amount of tender that is expected in the cash drawer.

13. The **Short/Over** field indicates the difference between the actual balance amounts you enter into the fields on the right side of the window, and system amounts. This field is not visible if your head office has used the Configurator to enable blind balancing. The Store Manager compares the actual amount with the system amount and alerts you if they do not match. No action is required. When you click Balance in this window, the Store Manager automatically completes this field with the difference between the actual and system amounts.

14. The **Total Tenders** field displays the totals of the amounts in the Amount field. No action is required. The Store Manager automatically completes this field.

15. The **Lump Sum/Denomination** button allows you to switch between entering the lump sum amounts or denominations. If you are entering the balance amount by denomination, the tender denominations are listed in this field.

    Your head office uses the Configurator to define denominations for a tender. If no denominations are defined for the tender, the denomination button is disabled. Use the **Denomination** button on this window, to enter amounts by denomination. Once in denomination mode, the button's label changes to lump sum.

    Note: If the sum of the Lump Sum Amount column falls within the warning threshold set in the Configurator, a message displays warning you that the amount entered is too high. You can choose to continue until the total amount reaches the rejection threshold, then you must re-enter a smaller amount.
    ---

16. To define the amount of the selected tender, type an amount, including the decimal places, in the **Lump Sum Batch #** field. To select a tender, click the tender in the **Tender** field.

17. The **Total Lump Sums** field displays the total of the lump sum amounts that you enter in the **Lump Sum Amount** field. No action is required. The Store Manager automatically completes this field.

18. The **Total Denominations** field displays the total of the amounts that you enter in the **Amount** field when you enter amounts by denomination. Your head office uses the Configurator to define denominations for a tender. If no denominations are defined for the tender, the denomination fields are not available. Click the **Denomination** button in this window to enter amounts by denomination. No action is required. The Store Manager automatically completes this field.

19. To change the balance status to complete, click **Complete**.

20. To change the balance status to void, click **Void**. This button is only enabled if the pickup status is complete.

    Note: A balance can be voided on the same business day only.
    ---

21. Click **Save**, and then click **Exit**.

Depositing tenders into the safe

Your head office uses the Configurator to define the tenders that are eligible to be deposited.

Entering a new deposit into the safe

A new deposit has a pending status until you complete it. You can modify the amounts in a pending deposit transaction. Pending deposit amounts are not applied to the safe contents. For information about completing a deposit, see .

Before you complete the following steps, you must define the selections in the **Reason Code** drop-down list.

To enter a new deposit into the safe:

1. On the Main Menu window, click **Cash Management**.

2. Click the Safe that is to receive the deposit.

3. Click **Safe Deposit**.

4. Click **New**.

5.   Complete the fields in the window, as appropriate.

6.   Click **Save**, and then click **Exit**.

> **Tip:** The **Amount** fields on the left side of the Safe Deposit Maintenance window only display the amounts you enter for deposit. You cannot edit these fields directly. To enter an amount, click the tender's row on the left side of the window, and enter the amount in the fields on the right side of the window.

Completing a deposit into the safe

A deposit has a pending status until you complete it. Completed deposit amounts are added to the safe's contents.

You cannot modify a completed deposit, but you can void it. Note that it must be voided on the same business day. If you find an error in a completed deposit, you must void it and create a new one. For information about voiding a deposit, see "Voiding a deposit into the safe" on page 123.

To complete a deposit into the safe:

1.   On the Main Menu window, click **Cash Management**.

2.   Click the appropriate Safe.

3.   Click **Safe Deposit**. The pending, completed, deleted, and voided deposits are displayed in the window.

4.   Click the deposit you want to complete, and then click **Open**. The Safe Deposit Maintenance window displays the deposit information.

5.   Click **Complete**, and then click **Exit**.

Modifying a deposit into the safe

You can only modify a pending deposit. Once you have entered the final information for a deposit, you can complete it. For information about completing a deposit, see "Completing a deposit into the safe" on page 122.

You cannot modify a completed deposit. If you need to make a change to a completed deposit, you must void it and create a new one. For information about voiding a deposit, see "Voiding a deposit into the safe" on page 123.

To modify a pending deposit:

1.   On the Main Menu window, click **Cash Management**.

2.   Click the appropriate Safe.

3.   Click **Safe Deposit**.

4.   Click **Display All**. The pending, completed, deleted, and voided deposits are displayed in the window.

5.   Click the deposit you want to modify, click **Open**. The Safe Deposit Maintenance window displays the deposit information.

6.   Change the fields in the window, as appropriate.

7.   Click **Save**, and then click **Exit**.

Voiding a deposit into the safe

You can only void a completed deposit. Voided deposits are visible in the Safe Deposit Selection window. They cannot be modified and they do not affect the safe's system amount. For information about completing a deposit, see "Completing a deposit into the safe" on page 122.

Note: To void a deposit it must be performed on the same business day.

To void a deposit:

1. On the Main Menu window, click **Cash Management**.

2. Click the appropriate Safe.

3. Click **Safe Deposit**.

4. Click **Display All**. The pending, completed, deleted, and voided deposits are displayed in the window.

5. Click the deposit you want to void, and then click **Open**. The Safe Deposit Maintenance window displays the deposit information.

6. Click **Void**. The deposit's status changes to voided.

7. Click **Exit**.

Viewing details of a deposit into the safe

You can review the information you entered into a safe deposit transaction, regardless of its current status. Voided deposits remain visible in the Safe Deposit Selection window.

To view the details of a deposit:

1. On the Main Menu window, click **Cash Management**.

2. Click the appropriate Safe.

3. Click **Safe Deposit**.

4. Click **Display All**. The pending, completed, deleted, and voided deposits are displayed in the window.

5. Click the deposit you want to review, and then click **Open**. The Safe Deposit Maintenance window displays the deposit information.

The Safe Deposit Maintenance window

This window contains the fields for processing safe deposit transactions.

To complete the Safe Deposit Maintenance window:

1. The **Txn Num.** field defines a unique number that identifies the deposit transaction. This number is a counter that reflects the number of tender management transactions (for example, pickups and balances) that have been performed. This is not the transaction number that is recorded on the TLog. The number in the **T-Log Num.** field, in this window, is recorded as the transaction number in the TLog.

   No action is required. The Store Manager automatically completes this field with the next available number when you save the transaction.

2. The **T-Log Num.** field defines the unique number that identifies the deposit transaction in the TLog.

   No action is required. The Store Manager automatically completes this field when you complete the balance.

3. The **Txn Status** field indicates the deposit transaction's status (pending, completed, or voided). No action is required. The Store Manager automatically completes this field.

4. The **Operator** field displays the employee number of the person that processes the deposit transaction. No action is required.The Store Manager automatically completes this field with the employee number of the person who logged into the Store Manager.

5. The **Txn Date** field contains the date on which the deposit transaction is created. No action is required. The Store Manager automatically completes this field with the system date of the computer it is running on.

6. The **Business Date** field contains the current business date. Note that this date can be different than the system date.

7. Select the reason that you are performing the deposit from safe transaction from the **Reason** drop-down list.

    You define the selection of reasons that appear in this drop-down list on the Code Table Maintenance window.

8. You can define any notes that you want to record about the transaction. Type an alphanumeric string, up to 40 characters in length, in the **Notes** field.

9. The **Tender** field contains the tenders that you can include in the deposit. A tender is actually included in the balance if you enter a value in the corresponding **Amount** field on this window.Your head office uses the Configurator to define the tenders that are available for deposit. This field contains a list of the tenders that are eligible. No action is required. The Store Manager automatically completes this field with the tenders that are eligible for deposit.

    To enter a deposit amount for a tender, click the tender and complete the fields on the right side of this window.

10. The **Amount** field indicates the amounts of the tenders included in the deposit. To enter a deposit amount for a tender, click the tender in the **Tender** field, and complete the fields in the right side of this window. No action is required. The Store Manager automatically completes this field with the total of the amounts you enter in the fields on the right side of the window.

11. The **Total Tenders** field displays the totals of the amounts in the Amount field. No action is required. The Store Manager automatically completes this field.

12. To define the amount of the selected tender, type an amount, including the decimal places, in the **Lump Sum Batch #** field. To select a tender, click the tender in the **Tender** field.

13. The **Total Lump Sums** field displays the total of the lump sum amounts that you enter in the **Lump Sum Amount** field. No action is required. The Store Manager automatically completes this field.

14. The **Total Denominations** field displays the total of the amounts that you enter in the **Amount** field when you enter amounts by denomination. Your head office uses the Configurator to define denominations for a tender. If no denominations are defined for the tender, the denomination fields are not available. Click the **Denomination** button in this window to enter amounts by denomination. No action is required. The Store Manager automatically completes this field.

    Note: If the sum of the Lump Sum Amount column falls within the warning threshold set in the Configurator, a message displays warning you that the amount entered is too high. You can choose to continue until the total amount reaches the rejection threshold, then you must re-enter a smaller amount.
    ---

15. To change the deposit status to complete, click **Complete**.

16. To change the deposit status to void, click **Void**. This button is only enabled if the pickup status is complete.

    Note: A deposit can be voided on the same business day only.
    ---

17. Click **Save**, and then click **Exit**.

Processing a safe withdrawal (bank deposit)

You must transfer tender out of the store's safe (a safe withdrawal) and into the bank (a bank deposit). When you process a safe withdrawal/bank deposit using the Store Manager, the tender amounts are removed from the safe's contents.

Your head office uses the Configurator to define the tenders that are eligible for this transaction.

Note: If you are using the non-safe option for tender management, deposits are made by default into the bank. To perform a deposit under the non-safe option, click **Deposit** in the Cash Management Menu window. For information about the differences between the safe and non-safe tender management configurations, see "Safe and non-safe options" on page 105.

Entering a new safe withdrawal (bank deposit)

A new withdrawal has a pending status until you complete it. You can modify the amounts in a pending transaction. Pending withdrawal/deposit amounts are not subtracted from the safe's contents. For information about completing a deposit, see "Modifying a safe withdrawal (bank deposit)" on page 128.

Before you complete the following steps, you must define the selections in the **Reason Code** drop-down list, if the Reason parameter is set to mandatory.

Tender verification, of non-zero tender amounts, is required for safe withdrawals if the tenders are marked for verification in the Configurator. Verification is enabled in the Configurator by checking the Verify for Bank Deposit checkbox in the Tender Maintenance window. Verification by lump sum is performed after each individual entry; verification by denomination is performed after clicking Done at the end of a batch of entries.

To remove funds from a safe, it must be configured, via the Configurator, to allow withdrawals. Tender verification is also set in the Configurator to ensure that a second user double-checks the type and amount of each tender that is removed from the safe. The authority level of the second user must be equal to or higher than the initial user performing the withdrawal.

To perform a withdrawal from a safe:

1. Click **Cash Management**.
2. Click the safe that you want to make a withdrawal from.
3. Click **Safe Withdrawal**.

4. Click **New**.

5. Click each type of tender that you want to withdraw and type the amount of the withdrawal. Click the tender once more; the amount appears in the **Lump Sum Batch #** field in addition to the **Amount** field.

   or

6. For any tender with denominations, click **Denomination.**

   Note: If the sum of the Lump Sum Amount column falls within the warning threshold set in the Configurator, a message displays warning you that the amount entered is too high. You can choose to continue until the total amount reaches the rejection threshold, then you must re-enter a smaller amount.

   ---

7. Click **Qty.** and type a quantity for each denomination. The **Amount** field is automatically filled in with the correct value after a second click in the **Tender Amount** field.

8. Click **Save**, and then click **Exit**.

   Note: The **Verified By** field is automatically filled in by the Store Manager with the operator number of the person that double-checked the tender types and amounts.

To complete a safe withdrawal:

1. Click **Complete**. The tender amounts disappear from view to ensure a blind verification by the second user.

2. On the Tender Verification Required window, a second user must type their **User ID** and **Password** in the corresponding fields.

3. The second user must then click each tender type, and type the same amount in the same order to verify the initial withdrawal.

4. After the second user clicks **Done**, verification is complete and the transaction is completed automatically.

> **Note:** Tender verification is the only activity that the second user can perform during their subsession. No other Store Manager functions can be accessed via the verification process.

> **Tip:** The **Amount** fields on the left side of the Maintenance window only display the amounts you enter for withdrawal/deposit. You cannot edit these fields directly. To enter an amount, click the tender's row on the left side of the window, and enter the amount into the fields on the right side of the window.

Modifying a safe withdrawal (bank deposit)

You can only modify a pending withdrawal/deposit. Once you have entered the final information for a withdrawal/deposit, you can complete it.

You cannot modify a completed withdrawal/deposit. If you need to make a change to a completed withdrawal/deposit, you must void it and create a new one.

To modify a pending withdrawal/deposit:

1. On the Main Menu window, click **Cash Management**.
2. Click the appropriate safe.
3. Click **Safe Withdrawal**.
4. Click **Display All**. The pending, completed, deleted, and voided withdrawals/deposits are displayed in the window.
5. Click the one you want to modify, and then click **Open**.
6. Change the fields in the window, as appropriate.
7. Click **Save**, and then click **Exit**.

Voiding a safe withdrawal (bank deposit)

You can only void a completed withdrawal/deposit. Voided withdrawals/deposits are visible but they cannot be modified, and they do not affect the safe's system amount.

To void a withdrawal/deposit:

1. On the Main Menu window, click the **Cash Management**.
2. Click the appropriate safe.
3. Click **Safe Withdrawal**.
4. Click **Display All**. The pending, completed, deleted, and voided withdrawals/deposits are displayed in the window.
5. Click the one you want to void, and then click **Open**.
6. Click **Void**. The status changes to voided.
7. Click **Exit**.

Viewing details of a safe withdrawal (bank deposit)

You can review the information you entered into a safe withdrawal/bank deposit transaction, regardless of its current status. Voided withdrawals/deposits remain visible.

To view the details of a withdrawal/deposit:

1. On the Main Menu window, click **Cash Management**.

2. Click the appropriate safe.

3. Click **Safe Withdrawal**.

4. Click **Display All**. The pending, completed, deleted, and voided deposits are displayed in the window.

5. Click the one you want to review, and then click **Open**. The Maintenance window appears, containing the withdrawal/deposit information.

Safe transfers and balances

Cash management transactions, such as safe deposits and withdrawals to and from one safe can be performed while, at the same time, performing other types of cash management transactions on another safe.

Note: You must have an authority level of 5 to perform any operations on multiple safes.

Depending on the safe configuration, cash management security setup, and your authority level, you can access the Safe Management menu directly from the Main menu, or if you are authorized to interact with multiple safes, you must first select the safe from the Safe menu.

Transferring tenders between safes

The safe transfer transaction enables you to transfer tenders between safes. If there is more than one potential destination safe, you can select it from the safe choice list. A transaction involving a particular safe, as the source or destination, is displayed on the Safe Transfer Selection and Safe Transactions windows.

To transfer tenders between safes:

1. Click **Cash Management**.

2. Click the Safe that you have determined to be the source safe. The destination safe is always the default when only two safes exist.

3. On the Safe Management menu, click **Safe Transfer**.

4. If more than two safes exist, select the destination safe from the **Safe** drop-down list.

5.   Click **New**.

6.   The name of the safe that the funds are being transferred from displays automatically in the **From** field. No action is required.

7.   If there is more than one potential destination safe, select the destination safe that the funds are being transferred to, in the **To** field. If there is only one potential destination safe, then it is automatically selected.

8.   Click the **Reason** drop-down list and select the reason that you are performing the safe transfer.

     You define the selection of reasons that appear in this drop-down list on the Code Table Maintenance window.

9.   You can define any notes that you want to record about the transfer. Type an alphanumeric string, up to 40 characters in length, in the **Notes** field.

10. Click the **Amount** field beside each tender type, and type the amount of each tender that is being transferred. Note that you must click in the same amount field a second time after typing the amount in the field.

11. To define the amount of the selected tender, type an amount, including the decimal places, in the **Lump Sum Batch #** field. To select a tender, click the tender in the **Tender** field.

     Note: If the sum of the Lump Sum Amount column falls within the warning threshold set in the Configurator, a message displays warning you that the amount entered is too high. You can choose to continue until the total amount reaches the rejection threshold, then you must re-enter a smaller amount.

12. Click **Save**, and then click **Exit**.

Balancing the safe

Balancing ensures the amount of tender in the safe matches the amount of tender that should be in the safe based on the completed loans, pickups, withdrawals, and deposits that have been performed.

Your head office uses the Configurator to define the tenders that are eligible to be balanced.

The Store Manager calculates the system amount of a tender that should be in the safe, and you enter the actual amount. The Store Manager compares the two figures and determines if the safe is balanced. You can define the maximum amount that the system and actual tender amounts can differ by, and still be considered balanced, in the **Safe Balance Threshold** field in the General Parameters Maintenance window.

Entering a new safe balance

A new safe balance has a pending status until you complete it. You can modify the amounts in a pending balance transaction. Completed pickups, loans, withdrawals and deposits are applied to the system tender totals during balancing.

Before you complete the following steps, you must define the selections in the **Reason Code** drop-down list, if the Reason parameter is set to mandatory.

In the following steps, you are required to enter information into the Safe Balance Maintenance window. For information about the fields in the window, see "The Safe Balance Maintenance window" on page 133.

To enter a new safe balance:

1. On the Main Menu window, click **Cash Management**.
2. Click the safe that you are attempting to balance.
3. Click **Safe Balance**.
4. Click **New**.
5. Complete the fields in the window, as appropriate.
6. Click **Save**, and then click **Exit**. The Safe Balance Maintenance window closes.

   Tip: The **Actual** fields on the left side of the Safe Balance Maintenance window only display the amounts you enter for balance. You cannot edit these fields directly. To enter an amount, click the tender's row on the left side of the window, and enter the amount into the fields on the right side of the window.

Completing a safe balance

A safe balance has a pending status until you complete it. You cannot modify a completed balance, but you can void it. If you find an error in a completed balance, you must void it and create a new one.

To complete a safe balance:

1. On the Main Menu window, click **Cash Management**.
2. Click the safe that you are attempting to balance.
3. Click **Safe Balance**.
4. Click **Display All**. The pending, completed, deleted, and voided balances are displayed in the window.

5. Click the balance you want to complete, and then click **Open**. The Safe Balance Maintenance window displays the balance information.

6. Click **Complete**, and then click **Exit**.

Modifying a safe balance

You can only modify a pending balance. Once you have entered the final information for a balance, you can complete it. For information about completing a balance, see "Completing a safe balance" on page 131.

You cannot modify a completed balance. If you need to make a change to a completed balance, you must void it and create a new one. For information about voiding a balance, see "Voiding a safe balance" on page 132.

To modify a pending safe balance:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe that you are attempting to balance.

3. Click **Safe Balance**.

4. Click **Display All**. The pending, completed, deleted, and voided balances are displayed in the window.

5. Click the balance you want to modify, and then click **Open**.

6. Change the fields in the window, as appropriate.

7. Click **Save**, and then click **Exit**. The Safe Balance Maintenance window closes.

Voiding a safe balance

You can only void a completed balance. Voided balances are visible in the Safe Balance Selection window, but they cannot be modified.

To void a safe balance:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe that you are attempting to balance.

3. Click **Safe Balance**.

4. Click **Display All**. The pending, completed, deleted, and voided balances are displayed in the window.

5. Click the balance you want to void, and then click **Open**. The Safe Balance Maintenance window displays containing the balance information.

6. Click **Void**. The balance's status changes to voided.

7. Click **Exit**.

Viewing the details of a safe balance

You can review the information you entered into a balance transaction, regardless of its current status. Voided balances remain visible in the Safe Balance Selection window.

To view the details of a balance:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe that has the balance details that you want to view.

3. Click **Safe Balance**.

4. Click **Display All**. The pending, completed, deleted, and voided balances are displayed in the window.

5. Click the balance you want to review, and then click **Open**. The Safe Balance Maintenance displays containing the balance information.

The Safe Balance Maintenance window

This window contains the fields used for performing a safe balance transaction.

To complete the Safe Balance Maintenance window

1. The **Txn Num.** field defines a unique number that identifies the safe balance transaction. This number is a counter that reflects the number of tender management transactions (for example, pickups and balances) that have been performed. This is not the transaction number that is recorded on the TLog. The number in the **T-Log Num.** field, in this window, is recorded as the transaction number in the TLog.

   No action is required. The Store Manager automatically completes this field with the next available number when you save the transaction.

2. The **T-Log Num.** field defines the unique number that identifies the safe balance transaction in the TLog.

   No action is required. The Store Manager automatically completes this field when you complete the balance.

3. The **Txn Status** field indicates the safe balance transaction's status (pending, completed, or voided). No action is required. The Store Manager automatically completes this field.

4. The **Operator** field displays the employee number of the person that processes the safe balance transaction. No action is required.The Store Manager automatically completes this field with the employee number of the person who logged into the Store Manager.

5. The **Txn Date** field contains the date on which the safe balance transaction is created. No action is required. The Store Manager automatically completes this field with the system date of the computer it is running on.

6. The **Business Date** field contains the current business date. Note that this date can be different than the system date.

7. Select the reason that you are performing the safe balance transaction from the **Reason** drop-down list.

   You define the selection of reasons that appear in this drop-down list on the Code Table Maintenance window.

8. You can define any notes that you want to record about the transaction. Type an alphanumeric string, up to 40 characters in length, in the **Notes** field.

9. The **Tender** field contains the tenders that you can include in the safe balance. A tender is actually included in the balance if you enter a value in the corresponding **Amount** field on this window.Your head office uses the Configurator to define the tenders that are available for safe balance. This field contains a list of the tenders that are eligible. No action is required. The Store Manager automatically completes this field with the tenders that are eligible for deposit.

   To enter a safe balance amount for a tender, click the tender and complete the fields on the right side of this window.

10. To enter an actual amount for a tender, click **Actual** and complete the fields on the right side of this window

11. The **System** field indicates the amounts of the tenders that are expected in the safe. This field is not visible if your head office has used the Configurator to enable blind balancing. During a blind safe balance, you do not know the system amount. The Store Manager compares the actual amount with the system amount and alerts you if they do not match. No action is required. When you click **Balance** in this window, the Store Manager automatically completes this field with the amount of tender that is expected in the cash drawer.

12. The **Short/Over** field indicates the difference between the actual safe balance amounts you enter into the fields on the right side of the window, and system amounts. This field is not visible if your head office has used the Configurator to enable blind balancing. During a blind safe balance, the Store Manager compares the actual amount with the system amount and alerts you if they do not match. No action is required. When you click Balance in this window, the Store Manager automatically completes this field with the difference between the actual and system amounts.

13. The **Total Tenders** field displays the totals of the amounts in the Amount field. No action is required. The Store Manager automatically completes this field.

14. To define the amount of the selected tender, type an amount, including the decimal places, in the **Lump Sum Batch #** field. To select a tender, click the tender in the **Tender** field.

15. The **Total Lump Sums** field displays the total of the lump sum amounts that you enter in the **Lump Sum Amount** field. No action is required. The Store Manager automatically completes this field.

> **Note:** If the sum of the Lump Sum Amount column falls within the warning threshold set in the Configurator, a message displays warning you that the amount entered is too high. You can choose to continue until the total amount reaches the rejection threshold, then you must re-enter a smaller amount.

16. The **Total Denominations** field displays the total of the amounts that you enter in the **Amount** field when you enter amounts by denomination. Your head office uses the Configurator to define denominations for a tender. If no denominations are defined for the tender, the denomination fields are not available. Click the **Denomination** button in this window to enter amounts by denomination. No action is required. The Store Manager automatically completes this field.

17. To change the status to complete, click **Complete**.

18. To change the status to void, click **Void**. This button is only enabled if the status is complete.

19. Click **Save**, and then click **Exit**.

Viewing the contents of the safe

Tenders that are picked up, deposited, loaned, and transferred affect the total amount of tenders in the store's safe.

The Store Manager updates the system amounts for the store's safe whenever you complete a tender management transaction. You can review these figures and print a report from the Safe Contents window. You cannot edit the information in the window, it is for information only.

To access the Safe Contents window:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe that you want to view.

3. Click **Safe Content**.

To print the Safe Content report:

1. Click **Report**.

2. Click **Print**.

3. Click **OK**. The Store Manager prints the report. The report remains displayed in the report window.

Tip: The report is linked to the report template designer, so you can customize its appearance or export its data to a file for use by another application.

Viewing detailed safe transactions

The Store Manager maintains a master record of the completed, voided, and pending tender maintenance transactions you enter into the Store Manager. The list includes detailed information about every tender management transaction, including the type of transaction, the person who processed it, the amount, and the date. You can review the master record in the Transaction List window; you cannot edit the information directly in the window, it is for information only.

To access the Transaction List window:

1. On the Main Menu window, click **Cash Management**.

2. Click the safe that you want to list the transactions for.

3. Click **Transaction List**. The Transaction List window has five tabs, each listing transactions of a different status.

Tip: You can review and edit an individual transaction by clicking the transaction and then clicking **Open**. The transaction appears in the appropriate tender maintenance window (for example, Safe Deposit Maintenance window). You can use fields in the maintenance window to modify, complete, or void the transaction.

Performing a query on safe transactions

You can perform a query in the Transaction List window to search for the transaction or transaction type you want to review.

To perform a query in the Transaction List window:

1. Click **Query**. The fields at the top of the transactions window are activated.

2. Type your search criteria into the fields at the top of the window.

3. Click **Search**. The tender management transactions that match your criteria are displayed in the window. You may have to click a tab to see them, depending on their status.

To complete the fields in the Transaction List window:

1. To select a tender management function, click the **Txn Type** drop-down list and select a type from the list.

2. The **Txn Date** field contains the date on which the transaction is created. It does not need to match the business date. For example, you can create a deposit transaction for the previous day.

   a) Click the button beside the field to open the pop-up calendar. Click a date in the calendar and then click OK.

   b) Type a time, using the format HH:MM:SS.

   c) Edit the AM/PM indicator if required, by typing over the existing indicator.

3. The **Business Date** field contains the range of business dates for the transaction that you are looking for.

4. The Operator field displays the employee number of the person that processes the transaction. Type a cashier number in the **Operator** field.

5. To search for transactions that were processed by a particular register, click the **Register #** field and type a register number.

6. To search for all tenders, click the **All Tenders** radio button.

7. To search for a specific tender, click the **Selected Tender** radio button, then select an option from the drop-down list.

8. The **Audit** tab shows, chronologically, how the contents of the safe has changed. It shows transaction types, increases and decreases, and other transaction tender amounts. For example, what was in the safe once a transaction was completed and verified.

Managing Price Look Ups

7

This section provides information about managing the prices of the items that you sell in your store. The items in the store are identified by unique codes called PLUs (Price Look Ups).

You can use the Store Manager to define PLUs and set up different pricing schemes involving linked items and promotions.

This section covers the following topics:

- Using the PLU Search window
- Maintaining PLUs
- Maintaining PLU extended fields
- Making global changes to PLUs
- Using price batch management functionality
- Auditing product price changes
- Defining a PLU cross reference
- Setting up a quantity or level pricing scheme
- Setting up linked items
- Reviewing mix match pricing schemes
- Setting up promotional pricing
- Exporting local PLU database information

WARNING! Your head office can complete most PLU management functions and download the files to your store. As a result, you can create new PLU management records, modify or delete them, and you can also modify and delete the ones sent from your head office.

Using the PLU Search window

The PLU Search window is linked to the **PLU Number** fields in several of the Store Manager's windows. The window allows you to browse through the PLU list and select a PLU so that you do not have to remember it.

The PLU Search window is linked to the **PLU Number** fields in the following windows:

- PLU Maintenance window
- Cross Reference Maintenance window
- Global PLU Change Maintenance window
- Price Batch Maintenance window
- Quantity Level Pricing Maintenance window
- Link Item Maintenance window
- Purchase Order Maintenance window
- Receiving Maintenance window
- Store Transfer Maintenance window
- Physical Inventory Define window
- Inventory Adjustment window
- Vendor's SKU Maintenance window
- Print Queue Maintenance window
- Price Tag Maintenance window
- Item Movement Report Criteria window
- Inventory Adjustment Report Selection Criteria window
- Inactive PLU Report Selection Criteria window
- Current Inventory Report Selection Criteria window
- Gross Profit Report Selection Criteria window

Before you complete the following steps, you must have a maintenance window open and your cursor positioned in the PLU number field.

To use the PLU search window to find a PLU:

1. Press **F12** to display the PLU Search window.

2. Double-click the category to which the PLU belongs, from the list on the left side of the window. A list of groups opens below the category.

3. Double-click the group to which the PLU belongs, from the list on the left side of the window. A list of departments opens below the group.

4. Double-click the department to which the PLU belongs. The department's PLUs and their descriptions are listed on the right side of the window.

5. Click the PLU.

6. Click **OK**. The PLU you selected is entered into the **PLU Number** field in the maintenance window.

Maintaining PLUs

The Store Manager and other Triversity applications use PLU (Price Look Up) numbers to identify products in the store. Other methods of identifying items with which you may be familiar include SKUs (Stock Keeping Unit), bar codes, item numbers, and product numbers.

Your head office must define a PLU's configuration before you can add PLUs to the PLU table in the Store Manager.

After you have defined PLUs, you can link them together into packages, create promotional pricing and mix match pricing schemes, and create short, easy to remember cross reference numbers. Before you create any PLU records, you must define the product hierarchy of categories, groups, and departments. For information about defining the hierarchy, see

Tip: You can type a unique PLU number into the PLU field, or you can click **Generate Unique PLU** to have the Store Manager create a unique PLU for you and enter it into the field. The PLU that the Store Manager creates follows the rules you define in the **Leading Digit**, **Merchant ID**, **No of Digits in Sequence**, and **Check Digit ID** fields in the General Parameters Maintenance window.

Adding a PLU

You can add a PLU when a new product arrives in the store.

Before you add any PLUs, you must have defined the product hierarchy of categories, groups, and departments. For information about defining the hierarchy, see "Setting up the product hierarchy" on page 65.
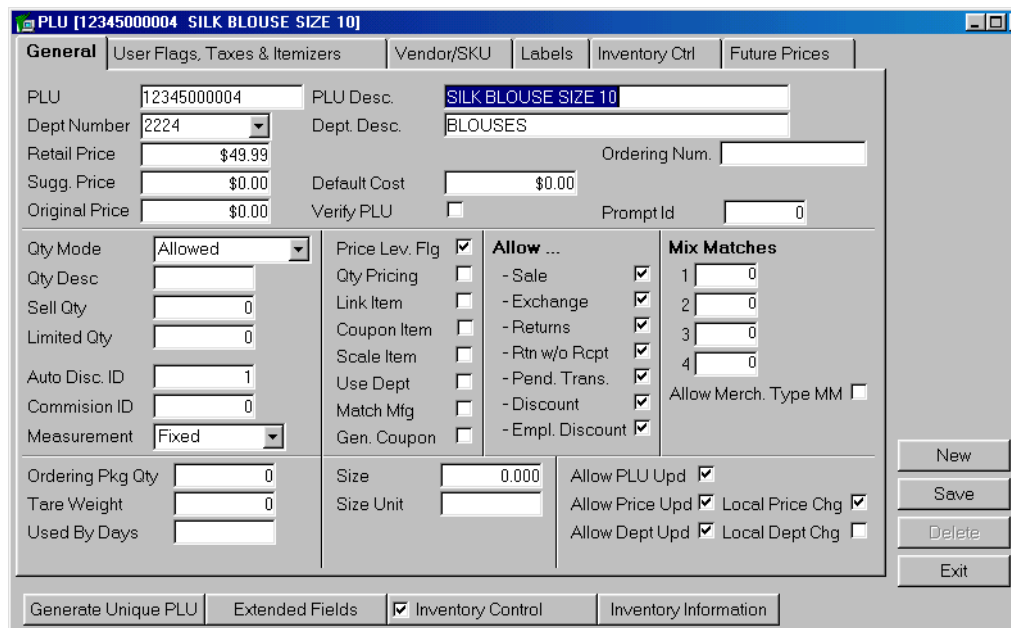
To create a PLU:

1. On the Main Menu window, click **PLU Management**.

2. Click **PLU Maintenance**.

3. Click **New**.

> **Note:** Some options that you can define in the PLU Maintenance window are also defined on a department basis on the Department Maintenance window.

> **WARNING!** Use Department is also setup in the Configurator. If you click the Use Dept checkbox in this window, the tax, itemizer, discount, return, and scale item options you define in the Department Maintenance window are used for the item. If you leave the Use Dept checkbox clear, the options you define in this window are used.

4. To define an item's unique PLU number, type a number in the **PLU** field. Your head office must define the configuration that the PLU must conform to, in the Configurator application.

5. Type a description, up to 40 characters in length in the **PLU Desc** field, that describes the item. The description can appear on the customer display and customer receipt.

6. To assign the department to which the item belongs, click the **Dept Number** drop-down list and select an option.

7. The **Dept Desc** field contains the description of the department that you select in the Dept Number drop-down list, on this window. No action is required. The Store Manager automatically completes this field.

8. To set the price that is charged for the item at the POS, type a currency amount, including decimal places, in the **Retail Price** field.

9. To prompt the cashier to verify the item's price when they enter this item into a transaction, click the **Verify PLU** checkbox. The default price is the amount you enter into the Retail Price field in this window. The cashier can change the price while the prompt is displayed.

10. To set the vendor's suggested retail price for the item, type a currency amount, including decimal places, in the **Sugg. Price** field.

11. If the original price of the item is different from the retail or suggested price, type the original price in the **Original Price** field.

12. If you want the item to be returnable, click the **Allow Returns** checkbox. If it cannot be returned, the cashier cannot enter it into a return transaction.

13. If you want the item to be returnable without a receipt, click the **Allow Rtn w/o Rcp** checkbox. If it cannot be returned without a receipt, the cashier cannot enter it into a return without receipt transaction.

14. To allow the cashier to enter this item into a regular sale transaction, click the **Allow Sale** checkbox.

15. To allow the item to be exchanged for another item, click the **Allow Exchange** checkbox. If the item cannot be exchanged, the cashier cannot enter it into an exchange transaction.

16. To allow an item to be included in a layaway sale or other type of pending transaction, click the **Allow Pend. Trans.** checkbox.

17. To allow a cashier to apply discounts to this item, click the **Allow Discount** checkbox.

18. If an employee discount is allowed on this item during an employee sale transaction, click the **Allow Empl. Discount** checkbox. You can define an employee's discount rate using the Emp Discount field in the Employee Maintenance window.

19. If an item is linked to other items, click the **Link Item** checkbox. The Link Item table is checked each time the cashier enters this item into a transaction.

   For example, a package of skis, poles, boots, and bindings could all be linked to one PLU called Ski Package.

20. To define an item as a coupon, click the **Coupon Item** checkbox. If the item is a coupon, it returns a negative price when the cashier enters it into a transaction.

21. If this item is eligible for special quantity pricing, click the **Qty Pricing** checkbox. For example, if soda is eligible for quantity pricing a single can of soda, a 6 pack of soda, and a case of soda have different prices. For information about defining special quantity pricing, see "Setting up a quantity or level pricing scheme" on page 172.

22. If this item has multiple price levels defined for it, click the **Price Lev. Flg** checkbox. For example, a book has one price for regular customers, and another price for book club members. For information about defining level pricing schemes, see "Setting up a quantity or level pricing scheme" on page 172.

23. If this item must be weighed when the cashier enters it into a transaction, click the **Scale Item** checkbox.

24. To ensure that the item uses the options defined for the department in which it belongs, click the **Use Dept** checkbox. Leave the checkbox empty if the item should use the options defined in this window for taxes, itemizers, discounts, returns, and scale item.

Note: The **Match Mfg.** and **Gen. Coupon** checkboxes are not configurable in the Store Manager.

---

25. To define the number of the item sold in a package, type a number in the **Sell Qty.** field.

26. To set the maximum number of this item that can be sold in 1 transaction, type a number in the **Limited Qty.** field. Leave the checkbox empty if there is no limit on the number that can be sold in 1 transaction.

27. To set the description of the unit of measurement that prints on a receipt when a cashier sells this item (for example, grams, liters, pounds), type a description up to 15 characters in length, in the **Qty Desc**.

28. To define the prompt sequence that is automatically initiated when the item is entered into a transaction, type an ID number in the **Prompt Id** field. Your head office uses the Configurator to define profile prompts. Obtain the prompt's ID number from your head office.

29. To define the discount that is automatically applied to the item when it is entered into a transaction, type a discount ID number in the **Auto Disc. ID** field. Your head office uses the Configurator to define discounts. Obtain the discount's ID number from your head office.

30. To specify the number of items that are packed together per shipment, type a number in the **Ordering Pkg Qty** field. This field is used to round up the quantity required when preparing a purchase order.

31. To define the tare weight that is used when this item is entered in the transaction, type an ID number in the **Tare Weight** field. Tare weight is the weight of a container or any packaging that must be deducted from the total weight of the item. To require the item to be weighed, you must click **Scale Item** in this window. The unit of measurement used to interpret the tare weight is determined by your scale. For example, if your scale is set up to use grams, the tare weight is measured in grams. For information about defining tare weights, see "Setting up tare weights" on page 88.

32. To define the mix match pricing schemes for which this item is eligible, type a mix match ID number in each **Mix Match 1-4** field. Each item can be eligible for up to 4 mix match schemes. You can review the mix match pricing schemes that is setup by your head office in the Mix Match Maintenance window. For information about the fields in the window, see "The Mix Match Maintenance window" on page 180.

33. Click the **Allow Merch Type MM** checkbox to enable a mix match pricing scheme by merchandise type.

34. Type the store's cost of the item in the **Default Cost** field. Be sure to include decimal places.

35. If the item requires weighing, click the **Measurement** drop-down list and select an option. To require the cashier to weigh the item, click **Scale Item** on this window.

36. To assign a unique number that is used to track the item during order, receive, and transfer inventory transactions, type a number in the **Ordering Num** field.

> **Note:** The **Used By Days** and **Commission ID** fields are not applicable in the Store Manager application.

37. To define the size of a PLU, type a number that represents the weight or volume of the item in the **Size** field. For example, if an item weighs 250 lbs, then type 250 in the Size field and lbs in the Size Unit field.

38. After defining the size of the PLU, type the unit of measurement of the item in the **Size Unit** field. For example lbs, g., oz. Note that you can use metric or imperial units.

39. The **Allow PLU Upd** checkbox indicates if you, at the store level, can modify any of the PLU's information. You cannot, at the store level, change the setting in this checkbox. You can change the PLU's retail price if this checkbox is checked, and the **Allow Price Upd** checkbox, on this window, is also checked. If the Allow Price Upd checkbox is not checked, you can change any of the PLU's information except for the price. Your head office uses the Configurator to define whether PLUs can be updated. If you are defining a new PLU in the Store Manager, this checkbox is checked (÷) by default to enable PLU updates. No action is required.

40. The **Allow Price Upd** checkbox indicates if you, at the store level, can modify the PLU's price. You cannot, at the store level, change the setting in this checkbox. In order for you to be able to change the PLU's price, the **Allow PLU Upd** checkbox in this window, must be checked. Your head office uses the Configurator to define whether prices can be updated. If you are defining a new PLU in the Store Manager, this checkbox is checked by default to enable price updates. No action is required.

41. The **Local Price Chg** field indicates if you have changed the retail price of the PLU at store level. No action is required. The Store Manager automatically completes this field with a checkbox when you change the PLU's retail price.

42. If a store has the ability to change the Department setting associated with a PLU, the **Allow Dept Upd** checkbox will be checked. Note that this feature is enabled in the Configurator application; this checkbox is for information purposes only and cannot be enabled or disabled in the Store Manager.

43. If checked, the **Local Dept Chg** checkbox indicates that a manual update to the Department setting associated with a PLU has been performed. This is an indicator only and can not be enabled or disabled in the Store Manager.

44. To activate the PLU generation function, click **Generate Unique PLU**. The Store Manager creates a unique PLU following the rules you define on the General Parameters Maintenance window, and enters it into the PLU field.

45. To open the **Extended Fields** window, click Extended Fields. For more information about extended fields, see "Maintaining PLU extended fields" on page 153.

46. Click **Save**, and then click **Exit**.

Modifying a PLU's information

You can modify a PLU's information.

For more information about the fields in the PLU Maintenance window, see, , and .

Tip: If you have a large PLU table, you can perform a query to find the PLU you want. When the PLU Selection window appears, click **Query**.

To modify a PLU's information:

1. On the Main Menu window, click **PLU Management**.

2. Click **PLU Maintenance**.

3. Click **Display All**. The PLUs are displayed in the PLU Selection window.

4. Click the PLU you want to modify, and then click **Open**. The PLU Maintenance window appears, with the Page 1 tab active and displaying the PLU's information.

5. Change the information in the fields in the window.

6. Click the **Save**, and then click **Exit**.

Deleting a PLU

You can delete a PLU.

To delete a PLU:

1. On the Main Menu window, click **PLU Management**.

2. Click **PLU Maintenance**.

3. Click **Display All**. The PLUs are displayed in the PLU Selection window.

4. Click the PLU you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The PLU is deleted.

The PLU Maintenance window - User Flags, Taxes & Itemizers tab

This tab contains the fields used for defining a PLU's information.

The **PLU, PLU Desc**, **Inventory Control**, and **Inventory Information fields** are accessible on all tabs in the PLU Maintenance window.

To complete the User Flags, Taxes & Itemizers tab:

1. To define the user flag options to which the item belongs, click the **User Flags 1-6** drop-down list and select a user flag option from the list. The Store Manager automatically completes the User Flags field. For information about defining user flag options, see "Defining user flags" on page 77.

2. The apply tax 1-4 fields determine the taxes that are applied to the item when the cashier enters it into a transaction. Click the **Apply Tax 1-16** checkboxes corresponding to the taxes you want to apply to the item. If you want to apply taxes to items based on the tenders used to pay for them, you can use the **Itemizer fields** in the PLU Maintenance window. For information about the Itemizer fields, see "The PLU Maintenance window - User Flags, Taxes & Itemizers tab" on page 147. For information about defining taxes, see "Setting up taxes" on page 80.

3. To define the itemizers applied to the item, click the **Itemizer 1-4** checkboxes to assign the IDs to the item. You can use up to 4 itemizers to restrict the tenders that a customer can use to pay for the item. You do not explicitly set up itemizers, you simply assign itemizers to tenders and to items, and if they match, the item can be purchased with the tender. For example, if the tender food stamps has itemizer 2, and PLU 456953545 has itemizer 2, a customer can pay for the item with food stamps. If PLU 35687458 has itemizer 1, a customer cannot pay for it with food stamps. You can use the Itemizer Taxes 1-4 checkboxes on this window to assign taxes to the item based on the itemizer applied to it. Your head office uses the Configurator to assign itemizers to tenders.

4. To define the taxes that are applied to the item f when you use itemizers to restrict the tenders that a customer can use to purchase the item, click the **Itemizer Taxes 1-4** checkboxes to assign taxes to the itemizers applied to the item. For example, assume PLU 456953545 is assigned itemizers 1 and 3, and itemizer 1 is assigned taxes 1 and 2, and itemizer 3 is assigned tax 2. The tender cash has itemizer 1, and food stamps has itemizer 3. If the customer pays for the item with cash, tax 1 and 2 is applied. If the customer pays for the item with food stamps, only tax 2 is applied. If you want to assign taxes to items in the department based on the tender the customer uses to pay for them, you can use these fields. If you want to apply the same taxes to the items, regardless of the tender used to pay for them you can click Tax 1-4 in the PLU maintenance window. For

information about defining taxes, see "Setting up taxes" on page 80. For information about itemizers, see the description for the Itemizer group of fields above.

The PLU Maintenance window - Vendor/SKU tab

This tab contains the fields used for defining a PLU's vendor information.

The **PLU, PLU Desc**, **Inventory Control**, and **Inventory Information** fields are accessible on all tabs in the PLU Maintenance window.

WARNING! This tab in the PLU Maintenance window is only visible if you check the **Maintain Vendor/SKU** checkbox in the Inventory Parameters Maintenance window. For information about the fields in the Inventory Parameters Maintenance window, see "Inventory Parameters Maintenance window" on page 192.

To complete the Vendor/SKU tab:

1. To set the ID number of the primary vendor of the item, click the **Primary Vendor** drop-down list and select a vendor. For information about setting up vendors, see "Setting up product vendors" on page 84.

2. You can assign several vendors for an item. To assign an ID number of a vendor of the item, click the **Vendor ID** drop-down list and select a vendor.

3. To define the unique number that the vendor uses to identify the item, type a SKU number into the **Vendor/SKU** field.

4. To define the cost of the item to the store from the vendor, type the cost of the item in the **Cost** field.

5. To define the number of units of the item in each shipping case, type a number into the **Pack Factor** field. For example, a pack factor of 4 indicates that the item is shipped from the vendor in cases of 4. The number you enter into this field is used as the package size when you order or receive the item. For information about purchase orders, see "Ordering inventory" on page 196. For information about receiving, see "Receiving inventory" on page 211.

6. To add a blank line to the list of vendors, click **Add**.

7. To remove the selected vendor from the list, click **Remove**.

The PLU Maintenance window - Labels tab

This tab contains the fields used for defining a PLU's price sticker and shelf label printing options.

The **PLU,** and **PLU Desc**, **Inventory Control**, and **Inventory Information** fields are accessible on all tabs in the PLU Maintenance window.

To complete the Labels tab:

1. To define the format used to print the price stickers for the item, click the **Price Sticker Format** drop-down list and select a format. If you do not define a format in this drop-down list, the item's price stickers are printed using the format that you define in the **Default Format ID for Price Sticker** drop-down list on the Label Parameters Maintenance window. For information about creating formats, see "Creating label and sticker formats" on page 255.

2. To define the format used to print the shelf labels for the item, click the **Shelf Label Format** drop-down list and select a format. If you do not define a format in this drop-down list, the item's shelf labels are printed using the format that you define in the **Default Format ID for Shelf Label** drop-down list on the Label Parameters Maintenance window.

3. To open the Price Tag window so you can design your own price stickers and labels for the item, click **Designed Label**.

4. To open the Print Queue Selection window, click **Price Sticker**. You can use this window to send the items price stickers to a print queue. Click **Shelf Label** to send the items shelf labels to a print queue. For information about printing the labels in a print queue, see "Creating a shelf label queue" on page 264.

The PLU Maintenance window - Inventory Control tab

This tab is used for defining the minimum and maximum amount of the PLU that can be in the store.

The **PLU, PLU Desc**, **Inventory Control**, and **Inventory Information** fields are accessible on all tabs in the PLU Maintenance window.

To complete the Inventory Control tab:

1. To include the item in suggested orders, click the **Include in Suggested Orders** checkbox. A suggested order contains a list of items whose on-hand quantity is below the minimum allowed, and a suggested order amount that brings the on-hand quantity of the item up to the maximum allowed. You can enter the minimum, maximum, and current on-hand quantity into the Minimum Stock on Hand, and Maximum Stock On Hand fields in this window. A suggested order can be turned into a purchase order. For information about suggested orders, see "Creating a purchase order from a suggested order" on page 198.

2. To set the minimum number of the item that is allowed on-hand, type a number in the **Minimum Stock On Hand** field. If you include the item in suggested orders, the item is added to a suggested order whenever its on-hand amount falls below the number that you enter into this field. An amount is ordered to bring the item's on-hand amount to the level entered in the **Maximum Stock On Hand** field.

3. To set the maximum number of the item allowed on-hand, type a number in the **Maximum Stock on Hand** field. If you include the item in suggested orders, an amount is suggested to bring the item's on-hand amount to the level is entered in this field.

4. The **Reorder Point** field displays the number at which a flag is generated to indicate that new inventory needs to be ordered. No action is required, the Store Manager automatically displays the number in this field.

The PLU Maintenance window - Future Prices tab

The Future Price tab is used to inquire about a PLU's price on a specific date in the future. If a PLU's price is going to change, the effective date and retail price display in this window. Note that this tab is for viewing only.

Maintaining PLU extended fields

You can use extended fields to record additional PLU information that is not available in the PLU table by creating customized fields and applying the fields to PLUs. The PLU information in the extended fields is stored in the database and can be exported to a file for use by a third-party application.

Your head office uses the Configurator to define fields, option types, options, and option details. You can also define options and option details using the Store Manager. For example, your head office can define a color field, and you can define three options: white, black, green. You can assign a color option to a PLU.

Extended fields can have option types and options assigned to them, or they can be defined to require you to type information into them. Your head office defines extended fields and how you can complete them.

- **Option types:** Created by your head office and assigned to extended fields. They contain options from which you can choose to complete the field. The same option type can be assigned to several fields.

- **Options:** Choices available to fill the extended field. They are assigned to option types and appear in drop-down lists. You can define options and assign them to option types using the Store Manager.

- **Option details:** Text that provides additional information about the options. You can define details for options in the Store Manager.

For example, assume the following field, option types, options, and option details are defined:

Recipes (field)

Vegetable recipes (option type, assigned to the Recipes field)

Caesar Salad (option)

recipe ingredients and instructions (option details)

Green Beans with Onions (option)

recipe ingredients and instructions (option details)

When you choose the Recipes field, the Caesar salad and Green beans options appear in a drop-down list.

After you assign an extended option to a PLU, you can export the information to a file for use by the third-party application using the file export function. For information about the file export function, see "Generating an export file" on page 158.

Adding extended options

You can create extended options and option details for the options that your head office created in the Configurator.

To create extended field options and option details:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Extended Field Options**.

3. On the Extended Field Options Maintenance window, click the **Option Type** to which you want to add the option.

4. Click **New**. The Extended Field Option window displays the fields for option ID and description.

Extended Field Option

Option Type:	1	Export Files
Option Id:		
Description:		

OK   Cancel

5. Type an option ID number and a description in the fields.

6. Click **OK**. The new option ID and description are displayed in the **Options** fields.

7. Click the option to which you want to add details.

8. In **Options Details**, type text.

9. Click **Save Details**, and then click **Exit**.

Modifying extended options

You can modify the descriptions for options that you create in the Store Manager, or that your head office created in the Configurator.

To modify an option:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Extended Field Options**.

3. Click the option you want to modify, and then click **Modify**. The Extended Field Option window displays a **Description** field.

Extended Field Option

Option Type:	5000	Interest Groups
Option Id:	3	
Description:	Candles	

OK   Cancel

4. Type the new option description in the **Description** field.

5. Click **OK**. The new option description is displayed in the **Options** field.

6. Click **Exit**.

Tip: Once you select the option that you want to modify, you can change the option description by editing the text in **Option Details** and clicking **Save Details**.

Deleting extended options

You should not delete an extended option if you have applied it to a PLU.

To delete an option:

1. On the Main Menu window, click **File Maintenance**.

2. Click **Extended Field Options**.

3. Click the option that you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

4. Click **OK**. The option and its details are deleted.

Tip: To delete the option details only, click the option and delete the text from the **Option Details** field. Once all the text is deleted, click **Save Details**.

The Extended Field Options Maintenance window

This window contains the fields for creating and maintaining extended options and option details.

To complete the Extended Field Options Maintenance window:

1. The **Option Types-ID** field contains the unique number that identifies the option type. Your head office uses the Configurator to define option types. No action is required, the Store Manager automatically completes this field with the option type's ID number.

2. The **Option Types-Description** field contains the description of the option type. Your head office uses the Configurator to define option types. No action is required, the Store Manager automatically completes this field with the option type's description.

3. The **Options-ID** field contains the unique number that identifies the option. You do not type directly in this field. The Store Manager automatically completes this field with the number you

type in the **Option ID** field on the Extended Field Option window. The Extended Field Option window appears when you click **New** or **Modify**.

4. The **Options-Description** field defines the description of the option. You do not type directly in this field. The Store Manager automatically completes this field with the description you type in the **Description** field on the Extended Field Option window. The Extended Field Option window appears when you click **New** or **Modify**.

5. To define the option's details, type an alphanumeric string in the **Option Details** field.

6. To save the Option Details, click **Save Details**.

Applying extended field options to PLUs

Before you can apply extended field options to PLUs, you must have extended fields, option types, options, and option details (if required) already defined. Your head office can either assign an option type to a field, or define the characteristics of text (date, string, decimal quantity) you can type into the field when you apply the option to the PLU.

Your head office uses the Configurator to define fields, option types, options, and option details. You can also define options and option details using the Store Manager. For information about defining options and option details, see "Adding extended options" on page 154.

WARNING! To export a PLU's information and extended field information to a third-party application, one of the options you assign to it must be an export file type. For information about generating export files, see "Generating an export file" on page 158.

You can assign several options to one PLU.

To assign an option to a PLU:

1. Open a PLU record so the PLU Maintenance window appears with the PLU's information displayed. For information about opening a PLU record, see "Modifying a record in a table" on page 17.

2. Click **Extended Fields**.

3. Click a field listed under **Extended Field**.

4. Click the **Value** field beside the extended field and type the information in the field. For example, for color you could type Blue.

5. Click **Save**, and then click **Exit.**

Generating an export file

Export files contain extended field and PLU information that is required by a third-party application, in a format the application can use. The exported extended field information contains the option you select and other characteristics of the field that your head office defined in the Configurator. Each third-party application requires a different export file type.

Your head office uses the Configurator to define export file types. The export file's definition includes the file name, path, and layout. It also defines the PLU fields and extended field information that is included.

Before the extended field and PLU information can be exported, you must assign the appropriate export file type to the PLU. You can assign export file types the same way you assign options in the Extended PLU Fields window. They appear in the **Value** field list when you click the extended field in the Extended PLU Fields window.

After you assign extended options to PLUs, you must export the information for the third-party applications to use it.

WARNING! To export the PLU and extended field information to a third-party application, one of the options you assign to the PLU must be an export file type. You can assign export file types the same way you assign options using the Extended PLU Fields window. For information about assigning options to PLUs, see "Applying extended field options to PLUs" on page 157.

To export PLU information:

1. On the Main Menu window, click **Administration**.

2. Click **Export Files Generation**. The export file types that your head office has defined are displayed in the Generate Export Files window.
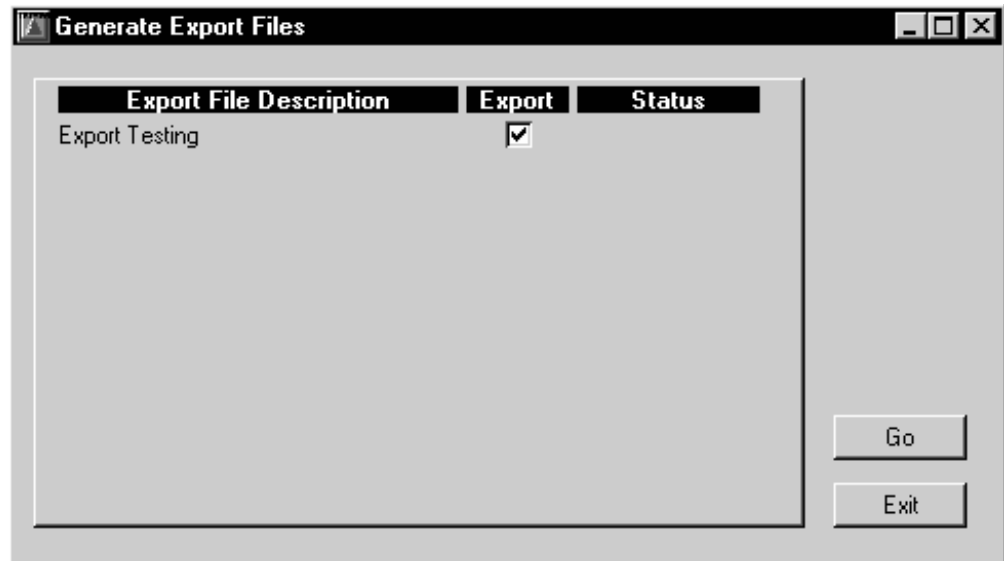
3. Click the **Export** checkbox beside the export type that you want to export.

4. Click **Go**. A dialog box appears, indicating the file is being exported. The dialog box closes when the export is complete. The export's status is done.

5. Click **Exit**.

Tip: The file export process can take several seconds to complete. To stop the export process in progress, click **Stop**.

Creating update export files

When your head office defines a file export type, they choose fields from the PLU Maintenance window to be included in the file. If you assign a file export type to a PLU, each time you change the information in any of these selected fields, a one line update file is created automatically for use by the third-party application.

For example, assume an export file type is defined for use by a third-party application and the type definition includes a PLU's description in the file. If you modify the description of PLU 456692471, an update file is automatically exported containing the description change.

The name and path of the update file is defined by your head office using the Configurator.

Making global changes to PLUs

If there are changes that you want to make to a group of items, such as applying a user flag option to all of them, or allowing the items to be eligible for an employee discount, you can use the global PLU change function.

To use the global change function to change fields for PLUs, you must first define the criteria that identifies the PLUs you want the change applied to, then you must define the change.

Defining the PLUs to be changed

You must define the criteria that identifies the PLUs to be changed. Only PLUs that match all the criteria you choose are changed.

To define the PLU criteria:

1. On the Main Menu window, click **PLU Management**.

2. Click **Global Change**.

3. Click the **Change Criteria** tab.

4. To define the date range within which the PLUs were created, click the box beside each of the **Date Added/To** fields to open a popup calendar, and select a date. Click **OK.** Alternatively, type dates into the fields.

5. To define a range of PLUs, type numbers in the **PLU/To** fields.

6. To define the category to which the PLUs belong, click the **Category** drop-down list and select a category.

7. To define the group to which the PLUs belong, click the Group drop-down list and select a group.

8. To define the department to which the PLUs belong, click the **Department** drop-down list and select a department.

9. To define the user flag options that are assigned to the PLUs, click the **User Flag 1-6** drop-down lists and select user flag options from the lists.

10. To define the vendor who supplies the items, click the **Vendor** drop-down list and select a vendor.

11. To clear all existing entries from the tab, click **Clear Criteria**.

Defining the fields to be changed

Once you have defined the PLUs that you want to be affected by the change, you must define the changes.

The fields that appear on the Change Fields tab are the same as those in the PLU Maintenance window, and you enter information into them the same way. For example, the **Allow Empl. Disc** field is a checkbox on both the Change Fields tab and the PLU Maintenance window. If you click the checkbox, the PLU is eligible for an employee discount. If you clear the checkbox, the PLU is not eligible for an employee discount.

To define the fields and initiate the changes:

1. Click **Change Fields**.

2. Complete the fields in the tab as appropriate. You can change the information in several fields at one time. Click the checkbox to the right of the field to indicate the field is marked for change, then complete the field with the new value.

3. Click **Global PLU Change**. A dialog box appears asking you to confirm the changes.

4. Click **Yes**.

The Global PLU Change Maintenance window

This tab contains the fields used to enter the new information you want applied to a group of PLUs.

To complete the Change Fields tab:

1. To define the new department you are assigning the PLUs to, click the **Department** checkbox, and select a department from the drop-down list.

2. To set the taxes that you are applying to the PLUs, click the applicable **Tax 1-16** checkboxes. Leave the checkboxes empty for the taxes that you do not want to apply to the PLUs. For information about setting up taxes, see "Setting up taxes" on page 80.

3. To set the user flag options that you are applying to the PLUs, click the **User Flag 1-6** drop-down lists and select the user flag options.

4. To define the new vendor that you are assigning to the PLUs, click the **Vendor ID** drop-down list and select a vendor from the list.

5. To define the new format for price stickers that you are assigning to the PLUs, click the **Price Sticker** drop-down list and select a format.

6. To define the new loyalty programs that the PLUs are eligible for, type the ID numbers into the **Loyalty ID** fields. A PLU can be eligible for up to 4 loyalty programs. Obtain the loyalty program ID numbers from your head office. Your head office sets up loyalty programs outside the Triversity software.

7. To allow the PLUs to be eligible for discounts, click the **Allow Discount** checkbox. Your head office uses the Configurator to define discounts.

8. To allow the PLUs to be eligible for employee discounts during employee sale transactions, click the **Allow Employee Disc.** checkbox. For information about assigning employee discount rates to employees, see "Maintaining employee files" on page 57.

9. If the PLUs are under inventory control, click the **Inventory Controlled** checkboxes.

10. Click the **Min. Stock** checkbox and select one of the following three radio buttons:

    - % Change
    - Qty Change
    - New Qty

11. To include the PLUs in suggested orders, click **Include in Sugg. Order** checkboxes.

12. Click the **Max. Stock** checkbox and select one of the following three radio buttons:

    - % Change
    - Qty Change
    - New Qty

Using price batch management functionality

Your head office can send your store files containing batches of new PLU information that will be effective on a certain date at a certain time. Commonly, this new information consists of new prices, but it can consist of other information, such as taxes. You can also create a batch yourself, so that a series of price updates can be implemented at once. You can view, edit, and apply the information in the batches using the batch management function.

Each time the batch management function is used to change the price of a PLU, the information is tracked and you can review it using the retail price audit function. For more information on the price audit function, see "Auditing product price changes" on page 167.

Each batch you receive has a unique batch number consisting of your store number and a sequential number. A batch contains a list of PLUs, fields, current values for the fields from the PLU table, and new values for the fields.

Your head office uses the Configurator to define the fields that can be affected in the batches of updates, and determines if you can edit the information at the store level in the Store Manager. The batch does not need to contain updated information for all of the fields.

Applying a batch

The files that contain batches of new PLU information have a pending status until you apply them. While the files are pending, you can edit the information in them. For information about editing the information in the files, see "Editing a batch" on page 165.

You can apply the batch of changes in a file using the Price Batches Selection window, or the Price Batch Maintenance window. This section describes how to apply a batch using the selection window.

If you try to apply batches out of order according to their effective date and time, a warning dialog box appears. For example, if you try to apply batch 52003 effective March 15 1999, before batch 52002 effective March 1 1999, a warning dialog box appears.

WARNING! The PLU changes contained in a batch take effect immediately after you apply the batch, regardless of the date in the **Effective Date** field in the Price Batch Maintenance window.

To apply a batch:

1. On the Main Menu window, click **PLU Management**.

2. Click **Price Batch Management**.

3. Click **Display All**. The list of pending files is displayed.
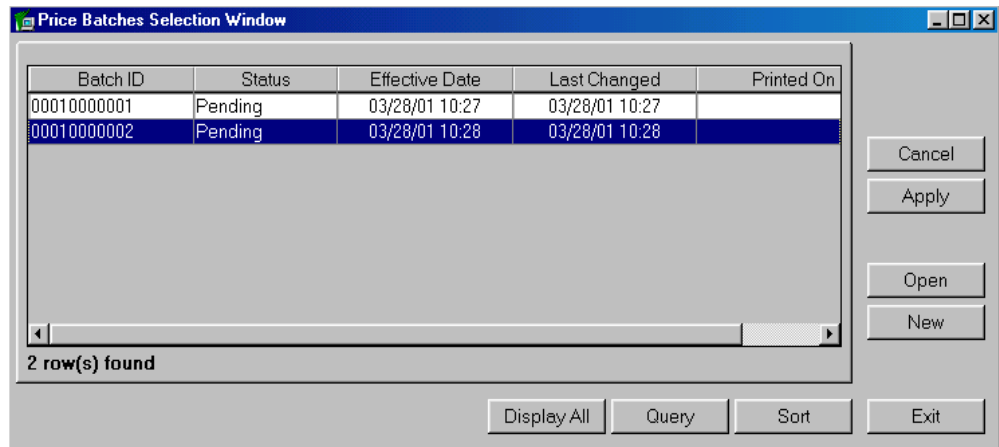
4. Click the batch you want to apply, and then click **Apply**. The batch of changes in the file are applied. The batch's status changes to applied.

5. Click **Exit**.

Creating a new batch

You can create a new batch. Before you can apply the batch that you create, you must exit the Price Batch Maintenance window. You can then apply the batch from the Price Batches Selection window or the Price Batch Maintenance window. The Price Batch Maintenance window contains the fields for editing the batches of new PLU information sent to the store in files from your head office.

Your head office defines the fields that you can use when you create a batch. The fields appear in the Price Batch Maintenance window the same way they appear in the PLU Maintenance window. For example, the **Qty Required** field appears as a checkbox in the PLU Maintenance window, and as a checkbox in the Price Batch Management window.

To create a batch:

1. On the Main Menu window, click **PLU Management**.

2. Click **Price Batch Management**.

3. Click **New**.

4. The **Batch ID** field defines the unique number identifying this file. The number consists of the store number, and a sequential number. No action is required. The Store Manager automatically completes this field.

5. The **Status** field defines the status of the file (pending, applied). No action is required. The Store Manager automatically completes this field based on whether you have applied the file.

   Note: The changes in the file take effect immediately after you apply it.

   a) Click the box beside the **Effective Date** field to open a pop-up calendar, and select a date

   b) Click **OK**

   c) Click in the field and delete the default time

   d) Type a new time, including AM or PM.

6. The **Creation Date** field defines the date and time of the file's creation. No action is required. The Store Manager automatically completes this field with the system time of the computer it is running on.

7. The **Last Change Date** field defines the date and time of the last instance when the PLU information in the file was modified. No action is required. The Store Manager automatically completes this field with the system time of the computer it is running on.

8. The **Op** field indicates that the line has been added or modified. No action is required. The Store Manager automatically completes this field with "Mod" (modified) when you modify or insert a line in the file.

9. The **PLU** field defines the item whose information is being modified. You do not type directly in this field. When you click **Insert**, the Choose PLU and Operation type window displays a **PLU** field. Type a number into this field.

> **Note:** The fields you see displayed to the right of the PLU field depend on the definition. Your head office uses the Configurator to create the fields that can be included in the file.

10. To open the selected line for editing, click **Modify** and edit the information displayed in the fields in the bottom of the window.

11. To open the Choose PLU and Operation Type window, where you can enter a PLU, click **Insert**.

12. To delete the selected item from the file, click **Remove**.

13. To save the item you just added or modified as part of the file, click **Save Item**.

14. Click **Insert** to add an item to the batch.

15. Click **Save Item** when you are finished entering the information for each PLU. Once you have created the batch, it has a status of pending. Before you can apply the batch you must close the Price Batch Maintenance window. For information about applying a batch, see "Applying a batch" on page 163.

Editing a batch

Your head office uses the Configurator to define the fields that can be included in a batch. If the field is marked as store updatable, you can edit the information in it before you apply the batch.

When you are in edit mode, the fields appear as they do in the PLU Maintenance window. For example, the **Allow Discount** field appears as a checkbox in the PLU Maintenance window, and as a checkbox in the Price Batch Management window.

> **WARNING!** If a checkbox field is grey, there is no change to the field indicated in the batch. If the checkbox is white, the option is disabled. If the checkbox is checked, the option is enabled.

Selecting a batch

You must select and open a batch before you can edit the information in it.

To select a batch to edit:
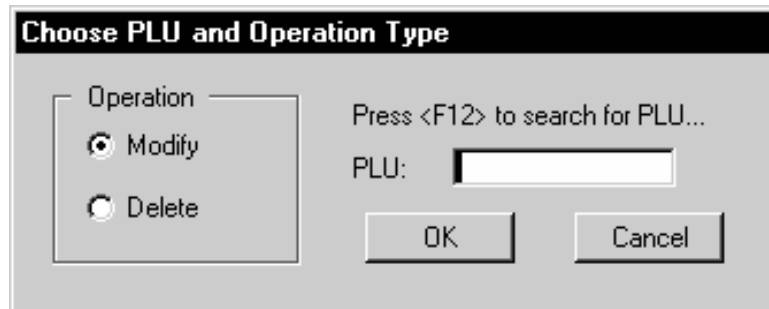
1. On the Main Menu window, click **PLU Management**.

2. Click **Price Batch Management**.

3. Click **Display All**. The list of batches is displayed.

4. Click the batch you want to edit, and then click **Open**. The Price Batch Maintenance window displays the information in the batch.

Adding an item to a batch

Once you have selected and opened a batch, you can add items to it.

To add an item:

1. Click **Insert**.

2. In the **PLU** field, type the PLU. You can use the PLU Search window to find the PLU. For information about the search window, see "Using the PLU Search window" on page 140.

3. Make sure the **Modify** radio button is enabled.

4. Click **OK**. The fields for the PLU are displayed at the bottom of the Price Batch Maintenance window.

5. Enter information into the fields, as appropriate.

6. Click **Save Item**. The information for the item is saved.

Modifying a batch item's information

Once you have selected and opened a batch, you can modify the information that is already entered for an item.

To modify an item's information:

1. Click the item you want to modify, and then click **Modify**. The fields for the item are displayed at the bottom of the Price Batch Maintenance window.

2. Edit the information in the fields, as appropriate.

3. Click **Save Item**. The new information for the item is saved.

Deleting a batch item

Once you have selected and opened a batch, you can delete items from it.

To delete an item:

1. Click the item you want to delete, and then click **Remove**. A dialog box appears, prompting you to confirm the deletion.

2. Click **Yes**. The item is removed from the batch.

Auditing product price changes

The Store Manager tracks the changes you make to prices through the PLU Maintenance window and the price batch management function. You can review information about the price changes using the Retail Price Update Audit function. The information is not editable.

The Store Manager tracks the following actions:

• Modifying a PLU's price in the PLU Maintenance window

• Deleting a PLU

• Applying price changes using batch management

In addition, price changes in pending batches are tracked.

For information about applying price changes using price batch management, see "Using price batch management functionality" on page 162.

To view PLU price changes:

1. On the Main Menu window, click **Administration**.

2. Click **Retail Price Update Audit**.

3. Click **Display All**. The price change information is displayed in the window. For information about the fields in the window, see "The Retail Price Update Audit window" on page 168.

Tip: You can perform a query to locate price change information about a specific PLU, or for records matching other criteria.

The Retail Price Update Audit window

This window contains fields that display information about changes made to prices using the Store Manager.

The information in these fields is for reference only and cannot be edited.
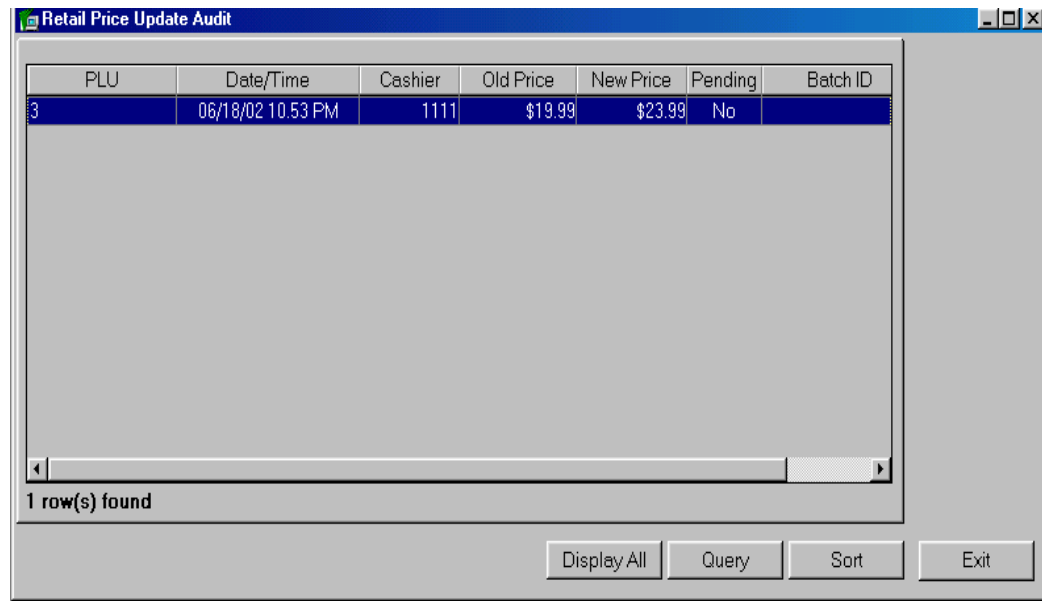
The following table contains descriptions of the fields in the Retail Price Update Audit window:

Field	Description
PLU	This field contains the PLU whose price was changed.
Date/Time	This field contains the date and time the PLU's price was changed.
Cashier	This field contains the employee number of the person who made the change to the PLU's price.
Old Price	This field contains the employee number of the person who made the change to the PLU's price.
New Price	This field contains the PLU's new price. If the PLU was deleted in the PLU Maintenance window, the new PLU price is 0.00.

Field	Description
Pending	This field indicates that the price change is pending. The price change takes effect when you apply the batch.
	For information about using the price batch management function to change a PLU's price, see "Using price batch management functionality" on page 162.
	The checkbox is clicked (√) if the price change is pending.
Batch ID	This field contains the unique number that identifies a batch.
	This field is completed only if the price change is related to a batch. For information about using the price batch management function to change a PLU's price, see "Using price batch management functionality" on page 162.

Defining a PLU cross reference

Cross reference numbers are linked to PLUs. You can enter cross reference numbers instead of PLUs into PLU number fields in the Store Manager, and the cashier can enter them into transactions at the POS terminal. A cross reference number can represent a single PLU, or multiple PLUs that each have the same retail price.

Before you define a cross reference number for a PLU, the PLU must be defined in the PLU Maintenance window, and your head office must enable the cross reference feature in the Configurator.

Adding a cross reference

The PLU must be defined before you can create a cross reference number to represent it. For information about defining a PLU, see "Adding a PLU" on page 143.

In the following steps you are required to enter information and make selections in the Cross Reference Maintenance window. For information about the fields in the window, see "Click New." on page 170.

To add a cross reference number for a PLU:

1.   On the Main Menu window, click **PLU Management**.

2. Click **PLU X-Reference**

3. Click **New**.

4. To define a cross reference number that represents the PLU, type a number into the **X-Reference** field. The number in this field is the number that can be used in place of the PLU.

5. To define the PLU to which the cross reference number represents, type a PLU number in the **PLU** field. The Store Manager automatically completes the description field.

6. To capture and print the PLU's information on the receipt, click the **Capture PLU** checkbox to capture the PLU's information and print the PLU on the receipt. Leave the checkbox unchecked to capture the cross reference number's information and print the cross reference number on the receipt.

7. To set the number of items that make up a package, type the number in the **Package Quantity** field. For more information on configuring inventory as packages, see "Controlling inventory packages" on page 250.

8. The type of package can be anything you want, for example a case, package, or bundle. To define the type of package, click the **Package Type** drop-down list. The type of package is configured in Code Maintenance in the Configurator.

9. Click **Save**.

To complete the Inventory Control ltab:

1. To display the Inventory Control tab, click the **Inventory Control** checkbox.

2. Click the **Include in Suggested Orders** checkbox.

3. Click **Save**, and then click **Exit**.

Modifying a cross reference

You can modify a cross reference.

To modify a cross reference number for a PLU:

1. On the Main Menu window, click **PLU Management**.

2. Click **PLU Xref**.

3. Click **Display All**. All of the cross references are displayed.

4. Click the cross reference that you want to modify, and then click **Open**. The X-Reference Maintenance window displays the information.

5. Change the fields in the window, as appropriate.

6. Click **Save**, and then click **Exit**.

Deleting a cross reference

You can delete a cross reference.

To delete a cross reference:

1. On the Main Menu window, click **PLU Management**.

2. Click **PLU Xref**.

3. Click **Display All**. All of the cross references are displayed.
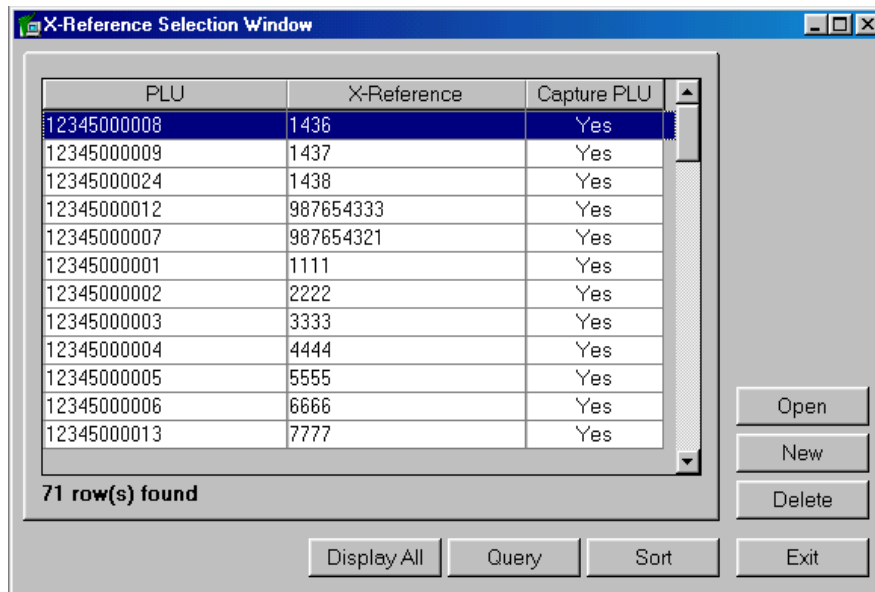
4. Click the cross reference you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The cross reference is deleted.

Setting up a quantity or level pricing scheme

A quantity pricing scheme defines a special price if a customer buys a specific quantity of an item. A level pricing scheme defines different prices for the same item. Once you have defined a scheme, different customers can pay different prices.

To use the level pricing schemes you created, you must enter the level number, from the **Level** field in the Quantity Level Pricing Maintenance window into the **Price Level** field in the Employee Maintenance window or the Customer Maintenance window.

You can define multiple schemes for a PLU. For example, you can create a level 1 pricing scheme for PLU 456987268, at $4.55. Preferred customers pay the level 1 price. You can also create a level 2 pricing scheme for the same PLU, at $3.99. Gold customers pay the level 2 price.

WARNING! You cannot define a quantity pricing scheme for a PLU unless you have checked the **Qty Pricing** checkbox in the PLU Maintenance window. You cannot define a level pricing scheme for a PLU unless you check the **Price Level** checkbox in the PLU Maintenance window.

Adding a quantity or level pricing scheme

You can define one quantity or level scheme each time you open the Quantity Level Pricing Maintenance window, but you can define multiple schemes for a PLU. For example, you can complete the steps below, and create a level 1 pricing scheme for PLU 456987268, at $4.55. Preferred customers pay the level 1 price. You can repeat the steps below and create a level 2 pricing scheme for the same PLU, at $3.99. Gold customers pay the level 2 price.

Head office can define a different price for an item which would be effective for a defined period at some point in the future. This information is updated through a file upload at the end of day. If a future price has been set up for an item, you can view the future price in the Quantity Level Pricing window.

To create a quantity or level pricing scheme:

1. On the Main Menu window, click **PLU Management**.

2. Click **Qty Level Pricing**.
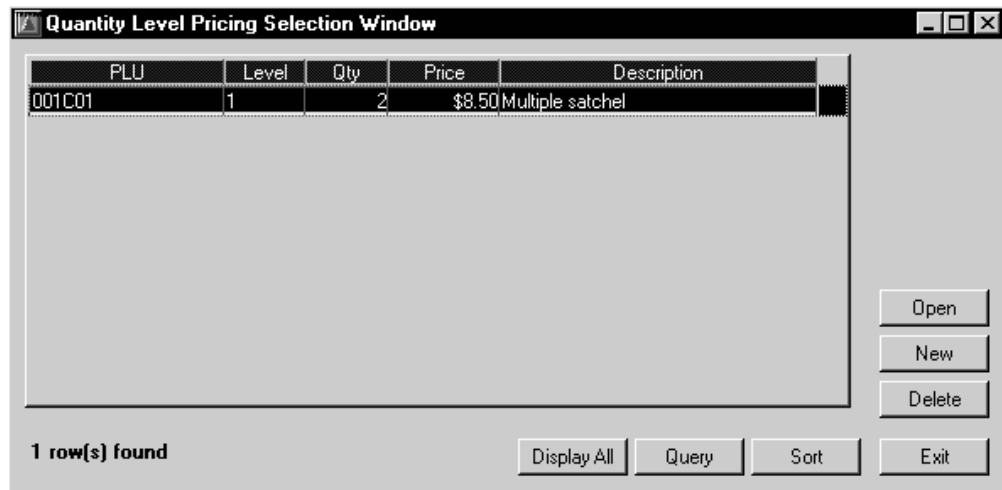
3. Click **New**.

___
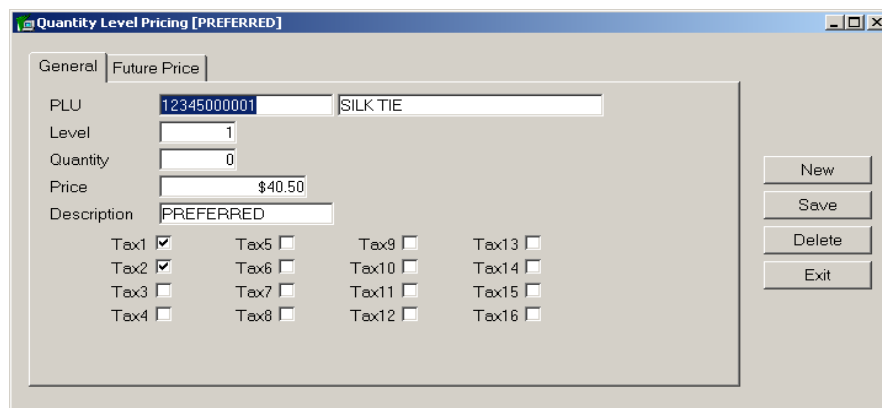
Note: You must open the Quantity Level Pricing window each time you want to view a quantity or level pricing scheme.

___

173

4. To define the PLU to which you are assigning a quantity or level pricing scheme, type a PLU number in the **PLU** field. The Store Manager automatically completes the **Description** field.

5. To define the price level scheme setup, type a number in the **Level** field. You can define multiple schemes for the same PLU, as long as you enter different numbers in this field. You cannot define a level pricing scheme for a PLU unless you have checked the **Price Lev Flag** checkbox in the PLU Page 1 tab of the PLU Maintenance window. To use the level scheme, you must enter this number in the **Price Level** field on the Employee Maintenance window or the Customer Maintenance window.

6. To define the quantity of the item that must be purchased to qualify for this quantity pricing scheme, type a number in the **Quantity** field. If you are defining a level pricing scheme, type **0** into the field. You cannot define a quantity pricing scheme for a PLU unless you have checked the **Qty Pricing** checkbox in the PLU Page 1 tab of the PLU Maintenance window.

7. To define the price for the items under this quantity or level pricing scheme, type a currency amount, including decimal places, in the **Price** field.

8. To assign a description of the quantity or level pricing scheme, type an alphanumeric description, up to 40 characters long, in the **Description** field.

9. To define the taxes that are only applied to the item when it is purchased under this level or quantity pricing scheme, click the **Tax 1-16** checkboxes for the taxes that you want to apply to the item. When the item does not qualify for the quantity or level pricing scheme, the taxes you define on the PLU Maintenance window are applied.

10. Click **Save**, and then click **Exit**.

To view the future price for an item:

- With a PLU item selected in the Quantity Level Pricing window, click the **Future Price** tab. The PLU number, description, level and quantity information for the selected item appear in the PLU and PLU Desc fields.

Information on an item's future price is displayed in the Effective Date and Future Price fields. This information is sent from head office.

Modifying a quantity or level pricing scheme

You can modify an existing quantity or level pricing scheme.

To modify an existing quantity or level pricing scheme:

1. On the Main Menu window, click **PLU Management**.

2. Click **Quantity Level Pricing**.

3. Click **Display All**. All of the quantity or level pricing schemes are displayed.

4. Click the scheme you want to modify, and then click **Open**. The Quantity Level Pricing Maintenance window displays the information.

5. Change the fields in the window, as appropriate.

6. Click **Save**, and then click **Exit**.

Deleting a quantity or level pricing scheme

You can delete an existing quantity or level pricing scheme.

To delete an existing quantity or level pricing scheme:

1. On the Main Menu window, click **PLU Management**.

2. Click **Qty Level Pricing**.

3. Click **Display All**. All of the quantity or level pricing schemes are displayed.
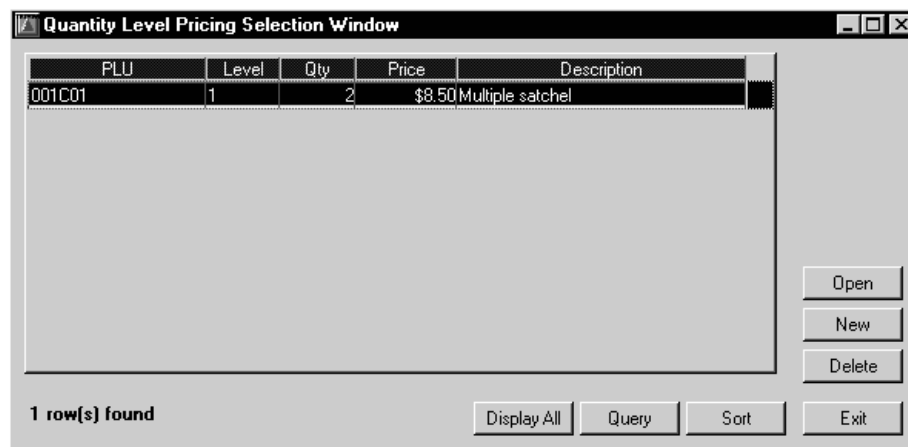
4. Click the scheme you want to delete, and then click **Delete**. A dialog box appears, asking you to confirm the deletion.

5. Click **OK**. The quantity level pricing scheme is deleted.

Setting up linked items

A linking scheme allows several PLUs to be grouped and sold as a package using one PLU.

To use the package that you create, you must click the **Link Item** checkbox in the PLU Maintenance window for the package PLU, and for each PLU included in the package. If you do not, the Link Item table is not checked when a cashier enters the package's PLU in a transaction at the POS terminal.

> **WARNING!** If you type check the **Use Parent** field in the Link Item Maintenance window, the Store Manager uses the price and description of the package PLU when the package is sold. If you do not check the **Use Parent** field, the Store Manager uses the prices and descriptions that you enter in the **Price** and **Description** fields on the Link Item Maintenance window for each of the items in the package.

Adding a new linked item

You can add an item to a package. The PLU that is used to identify the package must be set up in the PLU Maintenance window. A package is created as soon as you link an item to the package PLU.
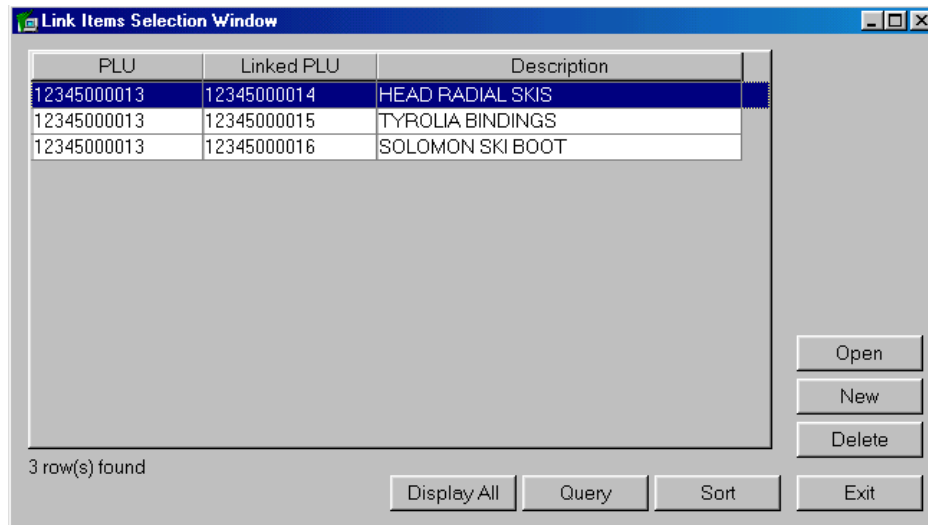
> **WARNING!** If you check the **Use Parent** field in the Link Item Maintenance window, the Store Manager uses the price and description of the package PLU when the package is sold. If you do not check the **Use Parent** field, the Store Manager uses the prices and descriptions that you enter in the **Price** and **Description** fields on the Link Item Maintenance window for each of the items in the package.

To add an item to a package:

1. On the Main Menu window, click **PLU Management**.

2. Click **Link Items**.

3. Click **New**.

4. To define the PLU that identifies the package of products, type a PLU number in the **PLU** field. This PLU must already be set up on the PLU Maintenance window, and the **Link Item** checkbox in the window must be checked. For information about creating a PLU, see "Maintaining PLUs" on page 142.

5. To define the item that is in the package and linked to the package PLU, type a PLU number in the **Link PLU** field.

6. To assign a description of the linked item in the package, type an alphanumeric description, up to 40 characters long, in the **Description** field. The description is printed on the customer receipt if the **Use Parent** checkbox is checked in this window.

7. To determine the quantity of the linked item in the package, type a number in the **Quantity** field.

8. To assign a price to the linked item in the package, type a currency amount, including decimal places, in the **Price** field. The price of each linked item in the package is added to make the total package price if you check the **Use Parent** checkbox in this window.

9. If the price of each item in the package is added to make the total package price, click the **Use Parent** checkbox to use the package PLU's description and price. Leave the **Use Parent** checkbox unchecked to use the individual items' price and description. The description of each item is printed on the receipt, and the taxes assigned to each item are applied. If the individual item details are not used, the price of the package PLU is used and only the package description is printed. If the item's price and description are used, prices are taken from the **Price** and **Description** fields, and the **Tax 1-16** checkboxes on this window.

10. To determine if the price of each item in the package is added to make the total package price, the description of each item is printed on the receipt, and the taxes assigned to each item are applied. Click the **Use Parent** checkbox to use the package PLU's description and price. Leave the **Use Parent** checkbox unchecked to use the individual items' price and description. If the individual item details are not used, the price of the package PLU is used and only the package description is printed. If the item's price and description are used, prices are taken from the **Price** and **Description** fields, and the **Tax 1-16** checkboxes in this window.

11. To define the department to which the package belongs, click the **Department** drop-down list and select a department.

12. To assign the taxes that are applied to the item in the package, click the **Tax 1-16** checkboxes for the taxes you want to apply to the item. Taxes are applied individually to each item in the package if you do not check the **Use Parent** field in this window. When the item does not qualify for the package, the taxes you define on the PLU Maintenance window are applied.

13. Click **Save**, and then click **Exit**.

Tip: If you want to add another item to a package immediately after you create one, you do not need to close the Link Item Maintenance window. Refresh the window by clicking **New**.

Modifying a linked item

You can modify an item in a package.

To modify an item in a package:

1. On the Main Menu window, click **PLU Management**.

2. Click **Link Items**.

3. Click **Display All**. All of the link item schemes are displayed.

4. Click the scheme you want to modify, and then click **Open**. The Link Item Maintenance window displays the information.

5. Change the fields in the window, as appropriate.

6. Click **Save**, and then click **Exit**.

Deleting a linked item

You can delete an item from a package. If you delete all the items from a package, the package is also deleted. The PLU that represents the package is still valid.

1. On the Main Menu window, click **PLU Management**.

2. Click **Link Items**.

3. Click **Display All**. All of the link item schemes are displayed.

4. Click the scheme you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The link item scheme is deleted.

Reviewing mix match pricing schemes

A mix match pricing scheme defines different prices when certain combinations of items are sold.

Your head office uses the Configurator to create mix match pricing schemes. You can review the information in the schemes and apply them to PLUs. You cannot edit the fields on the Mix Match Maintenance window, they are for information purposes only.

You apply mix match pricing schemes to PLUs using the Mix Match (1-4) fields in the PLU Page 1 tab in the PLU Maintenance window.

Some examples of mix match pricing schemes are:

- Buy any 2 items of the same price, and get the third same priced item for free

- Buy 2 of the same item and get the third of the same item for free

- Buy 2 different items to total a specified dollar amount, and get another different item for free

- Buy 1 item and get another item of equal or lesser value for 25% off

- Buy 1 item and get another item of equal or lesser value for 25% off, get an additional item and save 40%, get an additional item and save 50%

For more information on the above examples, see "Common Mix Match scenarios" on page 183.

It is also possible to combine a mix match sale with promotions and discounts. For examples of a combined transaction involving promotions, discounts, and mix matches, see "Combining mix match, promotion, and discount transactions" on page 184. For instructions on how to set up promotions, see "Setting up promotional pricing" on page 185.

Viewing a mix match pricing scheme

You can review the mix match pricing schemes that your head office sets up.

To review a mix match pricing scheme:

1. On the Main Menu window, click **PLU Management**.
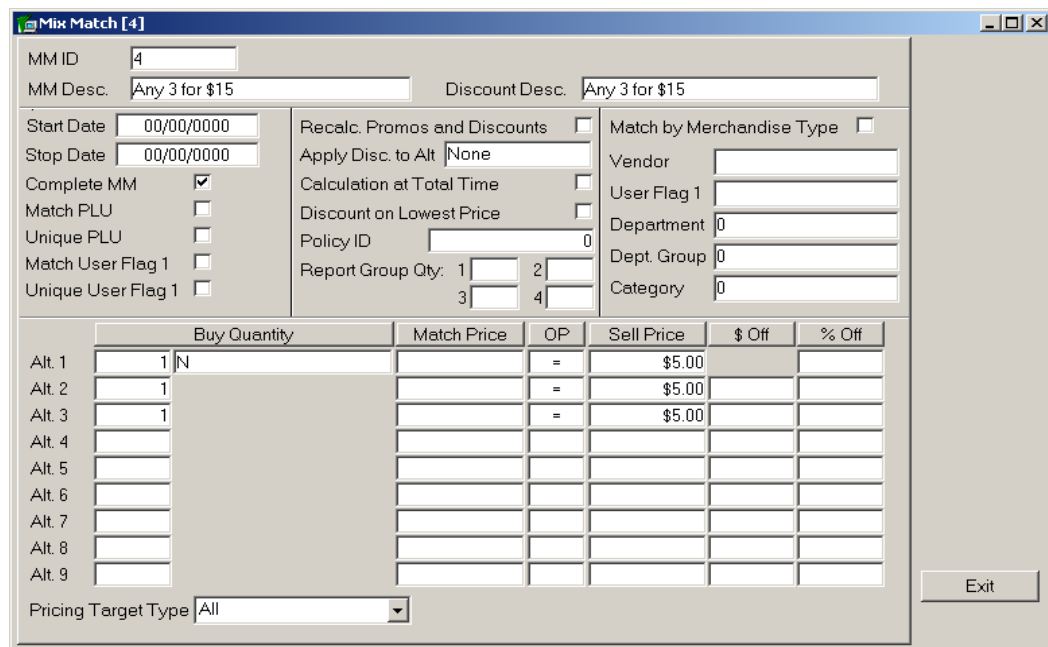
2. Click **Mix-Match**.

3. Click **Display All**. The existing mix matches are listed in the window.

4. Click the mix match pricing scheme you want to review, and then click **Open**. The Mix Match Maintenance window displays the mix match's information.

5. Click **Exit**.

The Mix Match Maintenance window

This window displays information about the mix match pricing schemes.

The following table contains a description of the fields in the Mix Match Maintenance window:

Field	Description
MM ID	This field contains the unique number that identifies the mix match pricing scheme.
	You type this number in the **Mix Match 1-4** fields in the PLU Page 1 tab of the PLU Maintenance window to link eligible PLUs to the pricing scheme. For information about the Mix Match 1-4 field, see the field description on page 148.
MM Desc	This field contains the description of the mix match and is used for searching for mix matches in the Store Manager.
Start Date	This field contains the date the mix match pricing scheme becomes effective.
Stop Date	This field contains the last date the mix match pricing scheme is effective.
Discount Desc	This field contains the description that is printed on the receipt. If there is no description in this field, the description in the **MM Desc** field in this window is printed on the customer's receipt.
Report Group Qty.	These fields specify which mix match quantities are tracked through reporting. If quantities are entered, a Mix Match Transaction Summary record is created in the register's TLOG.
Apply Discount To Alt #	This field contains the number of the item to which the price change is applied in the TLog.
	For example, assume the mix match scheme is for a can of soda, entered into the Alt 1 line in the maintenance window, and a bag of chips, entered into the Alt 2 line. The price of the chips is discounted by $.50. If you enter Alt 1 into this field, the discount is applied to the chips when the transaction is recorded in the TLog.
Complete MM	This field indicates if every mix match criteria in this window must be satisfied before the transaction is eligible for the mix match.
Match PLU	This field indicates the mix match is applied only when all the items are the same.
	For example, assume a mix match pricing scheme sells 3 items that normally cost $.35 each, for 1.00. If the **Match PLU** checkbox is checked, the customer must purchase 3 of the same item to qualify for the special price. If you clear the **Match PLU** checkbox, the customer can purchase 3 different items normally costing $.35 each and still qualify for the special mix match price.
Recalc. Promos and Discounts	This field specifies that promotions and item discounts are recalculated after a mix match is realized.
Unique PLU	This field indicates if the mix match is applied only when every item is different.
	For example, assume a mix match pricing scheme that sells 3 items that normally cost $.35 each, for 1.00. If you check the **Unique PLU** checkbox, the customer must purchase 3 different items costing $.35 to qualify for the special price. If you clear the **Unique PLU** checkbox, the customer can purchase 3 of the same item and still qualify for the special mix match price.
Match User Flag 1	This option specifies that all items in the mix match be the same as user flag 1.
Unique User Flag 1	This option specifies that user flag 1 is required for the mix match definition to be unique.

Field	Description
Calculation at Total Time	This checkbox indicates that mix match calculations are processed at the end of a transaction when the Total key is pressed at the POS. If left unchecked, the mix match is processed as the items are scanned at the POS.
Discount on Lowest Price	This checkbox indicates that the discount is given on the lower priced item in the mix match transaction. For example, buy one item and get another item of equal or lesser value at a discount.
Policy ID	This field identifies the policy that is part of the mix match.
Match by Merchandise Type	If enabled, this checkbox indicates that mix match pricing criteria is one or more of Vendor, User Flag 1, Department, Dept. Group, or Category.
Vendor	This field identifies the vendor in the mix match scheme.
User Flag 1	If more than one classification is entered, an item is considered for mix match pricing when all specified classifications are matched.
Department	This field identifies the department in the mix match scheme.
Dept. Group	This field further identifies the department, by group, in the mix match.
Category	This field identifies the category to which the merchandise belongs in the mix match.
Alt. 1-9 - Buy Quantity	This field indicates the quantity of the item that must be purchased to qualify for the special price. The price for the quantity of the item is defined in the **Sell Price**, **$Off**, or **%Off** fields in this window.
	For example, in a mix match pricing scheme that sells 3 candy bars for $1.00, you would see:
	1 in the Alt 1 buy quantity field, price $.34
	1 in the Alt 2 buy quantity field, price $.33
	1 in the Alt 3 buy quantity field, price <u>$.33</u>
	Total 3 $1.00
	If the mix match pricing scheme requires the customer to purchase several different items, quantities must be entered for each.
	For example, if you want to set up a mix match pricing scheme for selling 1 soda and 2 candy bars for $2.00 you would see:
	1 in the Alt 1 buy quantity field, price $.75
	2 in the Alt 2 buy quantity field, price $1.25
Alt. 1-9 - OP	This field indicates how the price of the items purchased must compare to the price in the **Match Price** field in this window.
Alt. 1-9 -Match Price	This field contains the regular retail price of the items that must be purchased to qualify for the mix match pricing scheme. The price in this field is compared with the price of the item being purchased based on the operator in the **OP** field.
Alt. 1-9 - Sell Price	This field contains the new selling price of the items with the special mix match pricing.
	Alternatively, the **$Off** or the **%Off** fields in this window can be used to define the way that the new selling price is calculated.

Field	Description
Alt. 1-9 - $Off	This field contains the flat amount that is deducted from the item's regular retail price to calculate the new selling price under the mix match pricing scheme. Alternatively, the **Sell Price** or the **%Off** fields in this window can be used to define the way that the new selling price is calculated.
Alt. 1-9 - %Off	This field contains the percentage amount that is deducted from the item's regular retail price to calculate the new selling price under the mix match pricing scheme. Alternatively, the **Sell Price** or the **$Off** fields in this window can be used to define the way that the new selling price is calculated.
Pricing Target Type	This option allows you to indicate whether all or some defined promotions are available to a defined customer group. The options are: ■ All— This option indicates that the defined target group is entitled to receive all defined promotions and mixmatch pricing schemes. ■ Defined promotion scheme— Specifies the specific mixmatch or promotional pricing scheme the defined target group is entitled to receive. Customers who do not belong to the defined target group do not receive the defined promotional price.

Common Mix Match scenarios

The following scenarios are some of the more common mix match pricing schemes you will see. The table below lists the PLUs used in the examples.

PLU Description	Price	Options
Pkg. Orange Golf Balls	$10.00	Discountable Enabled
Pkg. Green Golf Balls	$10.00	Discountable Enabled
Pkg. While Golf Balls	$10.00	Discountable Enabled
Pkg. Red Golf Tees	$15.00	Discountable Enabled
Pkg. White Golf Tees	$15.00	Discountable Enabled
Pkg. Blue Golf Tees	$15.00	Discountable Enabled
Black Golf Hat	$20.00	Discountable Enabled
Brown Golf Hat	$20.00	Discountable Enabled
White Golf Hat	$20.00	Discountable Enabled

● Buy any 2 items of the same price, and get the third same priced item for free

In this scenario if you buy 2 packages of golf balls, the third package is free.

On the Mix Match Maintenance Window the Calculation at Total Time and Complete MM checkboxes are checked. The Match Price and Sell Price fields for the first two packages equals 10.00. For the third package of golf balls the Match Price equals 10.00, and the % Off field equals 100.

● Buy 2 of the same item and get the third of the same item for free

In this scenario if you buy 2 packages of golf balls of the same color, you get the third package of golf balls of the same color for free.

On the Mix Match Maintenance Window the Match PLU checkbox is checked. The Match Price and Sell Price fields for the first 2 packages equal 10.00. The Match Price field for the third item equals 10.00, and the % Off field is 100.

- Buy 2 different items equal to $15.00, and get another different item for free

  In this scenario if you buy 1 package of white golf tees and 1 package of red golf tees, you get a package of blue golf tees for free.

  On the Mix Match Maintenance Window the Unique PLU checkbox is checked, the Match Price and the Sell Price fields equal 15.00.

- Buy 1 item and get another item of equal or less value for 25% off

  In this scenario if you buy 1 golf hat, you get 25% off a package of golf balls, golf tees, or another hat.

  On the Mix Match Maintenance Window the Complete MM checkbox is checked. The OP field is =>, the second OP field is <=, and the % Off field is 25.

- Buy 1 item and get another item of equal or less value for 25% off, get an additional item and save 40%, get an additional item and save 50%

  In this scenario if you buy 1 golf hat you get another hat, a package of golf balls or tees for 25% off. You also get an additional 40% of any other item, and another 50% off your next item.

  On the Mix Match Maintenance Window the Complete MM, Calculation at Total Time and Discount on Lowest Price checkboxes are checked. The first OP field is =>, the second OP field is =< and the % Off field is 25. The third OP field is =<, and the % Off field is 40. The fourth OP field is =<, and the % Off field is 50.

Combining mix match, promotion, and discount transactions

The Mix Match window shown below is an example of a mix match that allows for promotions and discounts to be applied to the sale in addition to the mix match.

Notice that the **Recalculate Promos and Discounts** checkbox is enabled, if this item is on promotion, or discounted, then the promotion and discount is recalculated based on the mix match

price. For example, the mix match price is $2.97 and the promotion is 10% off, then $2.97 less $0.30 would bring the sell price down to $2.67. If a discount of 20% is applied to the item in addition to the mix match, then the discount is also recalculated on the mix match price. Therefore $2.97 less $0.59 brings the sale price down to $2.38. If the same promotion and discount scheme is applied to the mix match, then the receipt will show the mix match price of the item, less the promotion, less the discount.

Another example of a mix match pricing scheme would be an item whose regular price is $6.50 each, but is reduced to $5.00 each if the customer purchases 3 or more of the same item. In this case the Sell Price field is set to **$15.00**, the Buy Quantity drop-down list is set to **or more (unit price)**, and the Alt. 1: field is set to **3**.

Setting up promotional pricing

Promotions contain special prices that are in effect for a predetermined period of time. You can create promotions in the Store Manager.

You can add new promotions that are effective for the period you choose. You can select the items on promotion by PLU or by merchandise types such as department, vendor, or user flag option.

To search for a specific promotion by PLU:

1. On the Main Menu window, click **PLU Management**.
2. Click **Promotions**, and then click **Promotion Maintenance**.
3. Click **PLU Promotion Lookup**.
4. Type the PLU # in the **PLU** field.
5. Click the **Promotions Effective Between** radio button to select To and From dates.
6. On the Select Date window, select the date and time when the promotion is active and click **Ok**, or click the **All Promotions** radio button to display a list of all of the promotions.
7. Click **Query**.
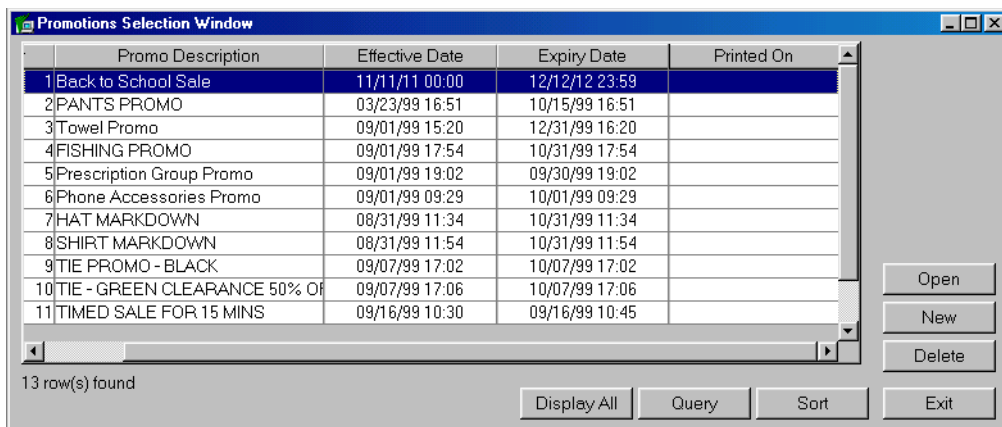
Adding a promotion

You can add new promotions that are effective for the period you choose. You can select the items on promotion by PLU or by merchandise types such as department, vendor, or user flag option.

To create a promotion:

1. On the Main Menu window, click **PLU Management**.

2. Click **Promotions**, and then click **Promotion Maintenance**.

3. Click **New**. The Promotion Maintenance window appears.

Note: The Store Manager automatically completes the **Promo #** field with the next available unique number that identifies the promotion. No action is required.

4. To define the description of the promotion, type an alphanumeric description, up to 40 characters in length, in the **Desc** field.

5. To set the date on which the promotion becomes effective, click the button beside the **Effective Date/Time** field to open a pop-up calendar. Select a date and click **OK.** Alternatively, type a date into the field.

6. To define the last date on which the promotion is effective, click the button beside the **Expiry Date/Time** field to open a pop-up calendar. Select a date and click **OK**. Alternatively, type a date into the field.

7. In the **Promo Detail #** field, type an 8 digit number that identifies the promotion detail record.

8. To set the date on which the promotion is to end, click the button beside the **Expiry Date** field to open a pop-up calendar. Select a date and click **OK**. Alternatively, type a date in to the field.

9. For promotional prices that are defined for individual PLUs, click the **By PLU** radio button. If you click this radio button, use the **PLU** field to identify the PLUs. You can click **By Merch. Type** if you want to define a promotional price for a broader range of PLUs, such as all PLUs in a department or all PLUs supplied by a specific vendor.

10. To define the PLU for which you are setting a promotional price, type a PLU number in the **PLU** field.You can only use this field if you click **By PLU** in this window.

11. The **Description** field contains the description of the PLU for which you are setting a promotional price. You can only use this field if you click **By PLU** in this window. No action is required. The Store Manager automatically completes this field when you type a PLU into the **PLU** field.

12. If you are defining promotional prices for an entire group of PLUs, click the **By Merch. Type** radio button. If you click this radio button, use the **Department**, **Vendor**, **Group**, **Category**, or **User Flag 1-6** fields to identify the group. You can click **By PLU** in this window, if you want to define a promotional price for individual PLUs.

13. To define the department for which you are setting promotional prices, click the **Department** drop-down list and select an option.You can only use this field if you click By Merch Type in this window.

14. To define the vendor that supplies the items for which you are setting promotional prices, click the **Vendor** drop-down list and select a vendor. You can only use this field if you click **By Merch Type** in this window..

15. To define the group for which you are setting promotional prices, click the **Group** drop-down list and select a group. You can only use this field if you click the **By Merch Type** radio button in this window.

16. To define the category for which you are setting promotional prices, click the **Category** drop-down list and select a category. You can only use this field if you click **By Merch Type** in this window.

17. To define the user flag option for which you are setting promotional prices, click the **User Flag (1-6)** drop-down list and select an option. If you click the **User Flag 1** drop-down list, you can select User Flag 1 options. If you click the **User Flag 2-6** drop-down lists, you can select User Flag 2-6 options. The PLU's that are assigned the user flag option you select in this drop-down list are affected by the promotional price. You can select from the user flag options assigned to user flags 1-6. You can only use this field if you click **By Merch Type** in this window. You can assign user flag options to PLUs using the **User Flags 1-6** drop-down lists in the PLU Maintenance window. For information about the fields in the window, see "The PLU Maintenance window - User Flags, Taxes & Itemizers tab" on page 147.

18. You can set a price range so that the promotion affects only those products within the set range. Click the first **Price Point** field and type a from price, then click the second **Price Point** field and type a to price.

19. To qualify the item for more than 1 active promotion, click the **Accumulate** checkbox to allow more than 1 promotion to be applied to a single PLU. You must click this radio button if the item is an exception to a promotion or if the merchandise type contains exceptions. For information about defining exceptions to promotions, see "Defining an exception to a promotion" on page 189.

20. Click the **Promo Method Applied To** drop-down list and select the pricing method that you want applied to the promotion. Promotions can be setup such that the items original price is used to calculate the price instead of its Retail Price.

21. If the merchandise type has an exception to the promotion, click the **Exception** checkbox to mark this item as having an exception to the promotional pricing. For example, ladies accessories (merchandise type) are on promotion, except for 1 type of glove (exception). If you check this field, you must also complete the **Exception ID** field in this window. For information about defining exceptions to promotions, see "Defining an exception to a promotion" on page 189.

22. To define a unique number that identifies a promotion that you created containing items that are exceptions to the promotion, type a promotion ID number in the **Exception ID** field. Obtain the ID number of the exception promotion in the Promotions Selection window. If you enter an ID in this field, you must also click **Exception**. For more information about defining exceptions to promotions, see "Defining an exception to a promotion" on page 189.

23. To calculate the promotional price of the item by discounting a percentage off the regular retail price, click the **Percent Off** radio button to calculate the price by a percentage discount. If you click this radio button, you must enter the percentage rate into the **%** field in this window.

24. To calculate the promotional price of the item by deducting a flat amount from the regular retail price, click the **Markdown** radio button to calculate the promotional price by a flat amount discount. If you click this radio button, you must enter the flat discount amount into the **$** field.

25. To define the promotional price as a new price, click the **New Price** radio button. If you click this radio button, you must enter the new price into the **$** field.

26. To define the discount amount or the new price of the item on promotion, type a number or a currency amount, including decimal places, in the **%/$** field. If the item is an exception to a promotion, do not type anything in this field. The name of the field is **%** when you click **Percent Off**, and **$** when you click **Markdown**.

27. To determine if the method of pricing is printed on the sales receipt, click the **Printing Method** drop-down list and select an option.

28. To indicate whether all or some defined promotions are available to a defined customer group, in the **Pricing Target Type** drop-down list, select the required option.

    - All— This option indicates that the defined target group is entitled to receive all defined promotions and mixmatch pricing schemes.

    - Defined promotion scheme— Specifies the specific mixmatch or promotional pricing scheme the defined target group is entitled to receive. Customers who do not belong to the defined target group do not receive the defined promotional price.

29. To display the information for the next item in the promotion, click **Next**.

30. To display the information for the previous item in the promotion, click **Previous**.

31. To clear the screen so you can enter information for an item that you want to add to the promotion, click **Add**.

32. To delete the item from the promotion, click **Remove**.

33. To add PLUs to the promotion, click **Add**.

34. Click **Save**, and then click **Exit**.

Modifying a promotion

You can modify a promotion. If you modify a promotion while it is effective, the change you make is immediately reflected in how the promotion is applied.

To modify a promotion:

1. On the Main Menu window, click **PLU Management**. The PLU Management Menu window appears.

2. Click **Promotion**.

3. Click **Display All**. The existing promotions are displayed in the window.

4. Click the promotion that you want to modify, and then click **Open**. The Promotion Maintenance window displays the promotion's information.

5. Change the fields in the window, as appropriate.

6. Click **Save**, and then click **Exit**.

Tip: To scroll through the items in the promotion, click **Previous** and **Next**.

Deleting a promotion

You should not delete a promotion during its effective period unless you want stop applying the promotional pricing.

To delete a promotion:

1. On the Main Menu window, click **PLU Management**.

2. Click **Promotion**.

3. Click **Display All**. The existing promotions are displayed in the window.

4. Click the promotion you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The promotion is deleted and the promotional pricing is no longer applied.

Defining an exception to a promotion

You may want to exclude items from a promotion. For example, if you want to put all the items in the women's accessories department on sale with a 5% discount, except for leather gloves by ABC Inc., you can define a promotion for the accessories department, and an exception for the gloves.

Before you create an exception for a promotion, you must create the promotion.

To create an exception:

1. Create a new promotion for the merchandise that you want excluded from the promotion. Do not define a discount method, or enter a discount, or a new price.

2. Click **Save**, and then click **Exit**.

3. Open the main promotion, and scroll to the first item or merchandise type that has an exception.

4. Click the **Accumulate** checkbox, and then click the **Except** checkbox.

5. Type the ID number of the promotion you created in step 1 into the **Exception ID** field.

6. Scroll to the next item or merchandise type that has an exception.

7. In the **Exception ID** field, click the **Except** checkbox, and type the promotion number. Repeat steps 5, 6, and 7 until you have identified the exceptions where appropriate.

8. Click **Save**.

Performing Inventory Control Functions

8

This section provides information about the inventory control functions available in the Store Manager.

Inventory control includes ordering, receiving, transferring inventory, preparing a sheet for inventory counts, and adjusting inventory levels after the counts. You can identify items using an item's PLU or the SKU number assigned by the vendor.

If you click **Inventory Control** in the PLU Maintenance window when you add or modify a PLU record, the Store Manager tracks the on-hand quantity of the item. Tracking accounts for sales, receiving, transfers, and any adjustments you make manually. You can see current inventory information about the item in the Inventory Information window.

This section covers the following topics:

-
-
-
-
-
-
-

Configuring the inventory parameters

You must define the Store Manager's inventory options before you perform other inventory control functions.

In the following steps you are required to enter information into the Inventory Parameters Maintenance window. For information about the fields in the window, see "Inventory Parameters Maintenance window" on page 192.

To define inventory parameters:

1. On the Main Menu window, click **Parameters Setup**. The Store Manager Parameters Menu window appears.

2. Click **Inventory Parameters**. The Inventory Parameters Maintenance window appears.

3. Complete the fields in the window as appropriate.

4. Click **Save**, and then click **Exit**. The Inventory Parameters Maintenance window closes. You return to the Store Manager Parameters Menu window.

Inventory Parameters Maintenance window

This window contains the fields used for defining the parameters for inventory control functions.

To complete the Inventory Parameters Maintenance window:

1. Purchase orders, receiving transactions, transfers and inventory count PLU lists are assigned numbers automatically by the Store Manager.To enable modification of a purchase order number or document number, click the **Modify PO/Doc Number** checkbox.

2. To allow a PLU to appear multiple times on a purchase order, receiving transaction, or transfer, click the **Include Store Num. in PO/Doc Num.** checkbox.

3. To allow a vendor's SKU to appear multiple times on a purchase order, receiving transaction, or transfer, click the **Allow Duplicate Vendor/SKU** checkbox.

4. If a PLU you enter into a purchase order, receiving transaction, or transfer must have a record in the PLU table, click the **PLU Must Exist** checkbox. If you do not require the PLU record to exist, the Store Manager accepts any number you type into the PLU/XREF fields in the Purchase Order, Receiving, or Transfer windows.

5. If the receive all function in the Receiving window and Transfer window is required, click the **Allow Receive All (Receiving and Transfers)** checkbox. If the function is not available, the **Receive All** and **Receive None** radio buttons on the windows are disabled. For information about the fields used in the receive all function, "Receiving window" on page 213 and "Store Transfer by PLU window" on page 226

6. To record SKUs used by vendors to identify the items they supply to your store (vendor's SKUs) in the Store Manager, click the **Maintain Vendor/SKU** checkbox. If you enter a vendor's SKU

for an item into the Store Manager, you can either use the item's SKU number or PLU in purchase orders, receiving transactions, and transfers.

7. If a vendor's SKU must have a record in the Vendor/SKU table, click the **Vendor/SKU must exist** checkbox. If you do not require the vendor's SKU to exist in the Vendor/SKU table, the Store Manager accepts any number you type into the Vendor/SKU fields in the Purchase Order window or Receiving window.

8. If cross reference numbers are used instead of PLU numbers in purchase orders, receiving transactions, and transfers, click the **Xreference only** checkbox. If you use cross reference numbers instead of PLUs, you cannot enter PLUs into the **PLU/Xref** fields in the Purchase Order window or Receiving window. For information about defining cross reference numbers, see "Defining a PLU cross reference" on page 169.

9. To define the minimum authority level an employee must have to delete a purchase order, receiving transaction, or transfer using the Delete button on the appropriate selection window, click the **Delete Inv. Transaction Authority** drop-down list and select an option. If you select 6, inventory transactions cannot be deleted.

10. If you must complete the Order Type drop-down list in the Purchase Order window, click the **Order Type Required** checkbox.

11. To display the By Case tab, click the **Activate 'By Case' Tab** checkbox. When enabled, this feature allows the receipt of inventory by the case.

12. If the quantity you enter into the **Act Qty** field must match the quantity you enter into the **Hash Qty** field in the Receiving Maintenance window, click the **Received Qty and Hash Qty Have to Match** checkbox. The hash quantity is the total number of pieces you expect to receive in the order. If you click this checkbox, and the quantity you receive does not match the hash quantity, you cannot complete the receiving transaction.

13. To capture all the items in receiving transactions individually, click the **Capture All Line Items** checkbox.

14. To automatically generate a receiving transaction when a purchase order is issued, click the **Generate Receiving Trans. for Issued P.O.** checkbox.

15. To restrict the number of decimal positions that are allowed when a Quantity Received value is entered, type a number between 0 and 3 in the **Received Quantity Decimals** field. The default setting is 3 decimal places.

16. To require a reason from the **Reason** drop-down list in the Receiving window when there is a discrepancy between the expected and actual quantities of an item received, click the **Receive Reason Required** checkbox. If you click this checkbox, you cannot complete the receiving transaction until you select a reason.

17. If entering a discrepancy number into the **Discrepancy No.** field in the Receiving window is required whenever there is a discrepancy during receiving, click the **Receive Discrepancy Number Required** checkbox. If you click this checkbox, you cannot complete the receiving transaction until you enter a discrepancy number.

18. To require a receiving type from the **Receiving Type** drop-down list in the Receiving window, click the **Receiving Type Required** checkbox. If you click this checkbox, you cannot complete the receiving transaction until you select a type.

19. To require a ship type selection from the **Ship Type** drop-down list in the Receiving window, click the **Shipping Type Required** checkbox. If you click this checkbox, you cannot complete the receiving transaction until you select a ship type.

20. To control the percentage of the allowed difference between the expected quantity and the actual quantity, type a value in the **Short/Over Qty Threshold Percent** field. If the actual quantity entered is not within the given percentage of the expected quantity, a warning is issued.

21. To require a ship via selection from the **Ship Via** drop-down list in the Transfer window, click the **Ship Via Required** checkbox. If you click this checkbox, you cannot complete the receiving transaction until you select a ship via.

22. To require a selection from the **Reason** drop-down list in the Physical Inventory Maintenance window, click the **Physical Inventory Reason Required** checkbox. If you click this checkbox, you cannot complete the transaction until you select a reason.

23. To define the frequency with which inventory is tracked, click the **Period Type** drop-down list and select **Monthly** or **Daily**.

24. To define what is included when the Store Manager traces changes to the on-hand quantities of inventory controlled items, click the **Trace Type** drop-down list and select a trace type. A Basic trace includes manual adjustments, receiving and transfers. An All Changes to QOH traces includes all activity that affects on-hand quantities.

25. To determine whether the Store Manager uses the order days as defined in the Vendor Maintenance window when it is generating a suggested order, click the **Suggested Order - Use Vendor Ordering Days** checkbox. For information about suggested orders, see "Creating a purchase order from a suggested order" on page 198.

26. To automatically generate suggested orders as part of the end of day process, click the **Generate Suggested Orders during the EOD process** checkbox.

Linking a vendor's SKU to a PLU

The Store Manager uses PLUs to identify items. These PLUs do not necessarily match the SKU numbers the vendors use to identify the same items. Once you have defined vendor's SKUs for PLUs, you can create purchase orders or receiving transactions using vendor's SKUs to identify items instead of PLUs.

Before you can link a vendor's SKU to a PLU, both the PLU and the vendor must already be defined. For information about defining a PLU, see "Maintaining PLUs" on page 142. For information about defining vendors, see "Setting up product vendors" on page 84.

To add or modify a vendor's SKU record, you must enter information into the Vendor's SKU Maintenance window.

WARNING! You can only assign vendor's SKUs to PLUs if you have checked (√) the **Maintain Vendor/SKU** checkbox in the Inventory Parameters Maintenance window.

Vendor's SKU Maintenance window

This window contains the fields used for linking a vendor's SKU for an item to its corresponding PLU.

To complete the Vendor's SKU Maintenance window:

1. To define the ID number of the item's vendor, click the **Vendor ID** drop-down list and select a vendor from the list. For information about defining vendors, see "Setting up product vendors" on page 84.

2. The Store Manager automatically completes the **Vendor Name** field with the description of the vendor you select in the **Vendor ID** drop-down list.

3. To define the vendor's unique identification number for the item, click the **Vendor/SKU** field and type a number, up to 18 characters in length.

4. To define the item's PLU, type a number into the **PLU/X-Ref** field.

5. The **PLU Description** field defines the description of the item. The Store Manager automatically completes this field with the description of the PLU you enter into the **PLU/X-Ref** field.

6. To define the store's cost for the item from the vendor, click the **Cost** field and type an amount into the field.

7. Type an alphanumeric string, up to 100 characters long, into the Note field. This string is related to the vendor's SKU that you are defining

8. To define the number of the item in each shipping case, click the Pack Factor field and type a number into the field that represent the number of the items in each shipping case. If you complete this field, this number is used as the package size in purchase orders and receiving transactions.

Tip: To find a PLU, click in the **PLU/X-Ref** field, and press the **F12** key. The PLU Search window appears.

Ordering, receiving, and transferring inventory

You can order, receive, and transfer inventory items using the Store Manager. If an item is inventory controlled, its on-hand amount is updated when you complete a receiving transaction or transfer into your store.

You can create purchase orders, receiving transactions, and transfers yourself. You can open the documents in the appropriate window, modify the information in them, and issue or complete them.

Ordering inventory

You can create and issue manual purchase orders using PLUs or vendor's SKUs to identify the items.

You can use vendor's SKUs to identify items if the vendor's SKUs for the items are defined.

Once you issue a purchase order, it can be converted into a receiving order that you use to record items that you receive into the store's inventory.

Manual purchase orders using PLU or vendor's SKU

After you create a manual purchase order, it has a status of pending. You must issue the purchase order to make it available to be converted into a receiving order.

For information about issuing a purchase order, see "Issuing a purchase order" on page 204.

In the following steps, you must enter information into the Purchase Order Maintenance window. For information about the fields in the window, see "Purchase Order Maintenance window" on page 199.

To create a purchase order:

1. On the Main Menu window, click **Inventory**. The Inventory Menu window appears.

2. Click **Purchase Orders**. The Purchase Order Selection window appears.
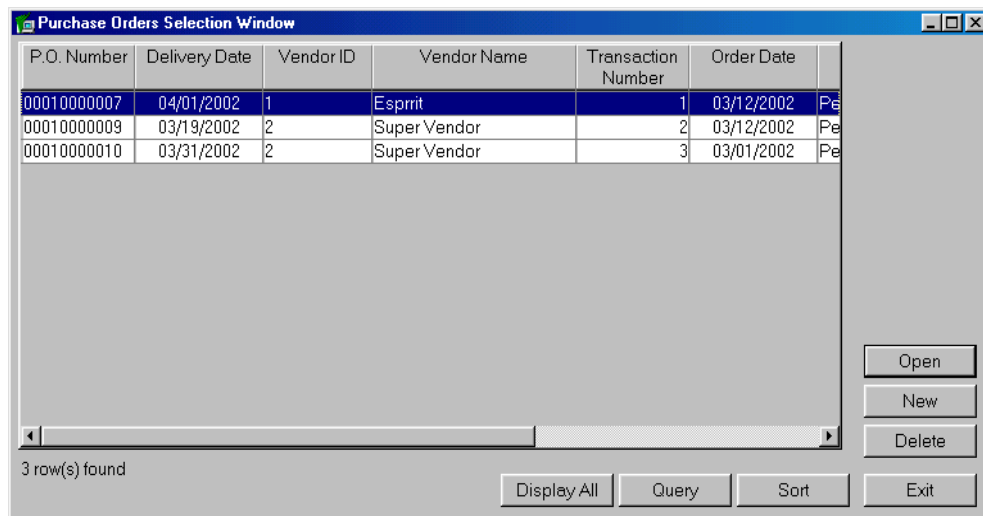
3. Click **New**. A dialog box appears, prompting you to confirm if you want to identify the items by PLU or vendor's SKU.

> **Tip:** To skip this step and avoid displaying the dialog box below, ensure that the Maintain Vendor/SKU parameter is disabled in the Inventory Parameters section of Parameters Setup.
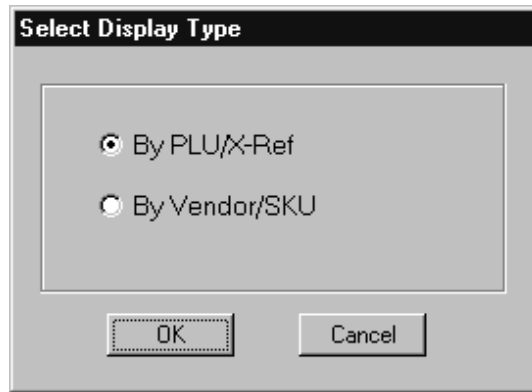
4. Click either **By PLU/X-Ref** or **By Vendor/SK**U.

5. Complete the fields in the window as appropriate.

6. Click **Save**, and then click **Exit**.

> **Tip:** You can view inventory information about each item you add to the purchase order by clicking **Details** on the Purchase Order Maintenance window. The item entry portion of the maintenance window is replaced with a detail window.

Modifying a purchase order

You can only modify a purchase order before it is issued when it has a status of pending. If you need to change a purchase order after you have issued it, you must void it and create a new one.

In the following steps you are required to enter information into the Purchase Order Maintenance window. For information about the fields in the window, see "Purchase Order Maintenance window" on page 199.

To modify a purchase order:

1. On the Main Menu window, click **Inventory**. The Inventory Menu window appears.

2. Click **Purchase Orders**.

3. Click **Display All**. The existing purchase orders are displayed in the selection window.

4. Click the purchase order you want to modify, and then click **Open**. A dialog box appears, prompting you to confirm if you want to identify the items by PLU or vendor's SKU.

5. Click a radio button in the dialog box. The Purchase Order Maintenance window appears.

6. Change the fields in the window as appropriate.

7. Click **Save**, and then click **Close**.

> **WARNING!** You can delete a purchase order by clicking **Delete** on the Purchase Order Selection window only if you have a sufficient authority level. You can define the minimum authority level required to delete a purchase order using the **Delete Inventory Transaction Authority** drop-down list in the Inventory Parameters Maintenance window. For information about defining inventory options, see "Configuring the inventory parameters" on page 191.

Creating a purchase order from a suggested order

The Store Manager can create a purchase order for you, containing items whose current on-hand amount is below the minimum acceptable on-hand amount. The Store Manager only includes items in the suggested order that you have not already placed on another order.

After you create a purchase order from a suggested order, you can modify and issue it. For information about modifying a purchase order, see "Modifying a purchase order" on page 197. For information about issuing a purchase order, see "Issuing a purchase order" on page 204.

To generate a suggested order and create a purchase order:

1. On the Main Menu window, click **Inventory**.

2. Click **Suggested Orders**. A dialog box appears asking you to confirm how you want to create the order.
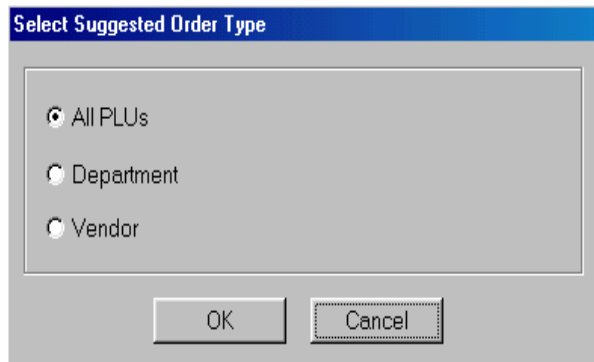
3. Click a radio button. If you click **Department**, you must select a department from the corresponding drop-down list.

4. Click **OK**. The dialog box closes. The Suggested Order Statistics window appears.
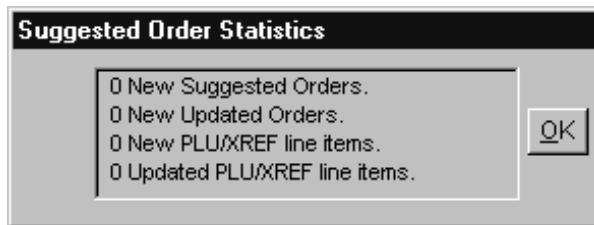
5. Click **OK**. A purchase order is generated.

Purchase Order Maintenance window

This window contains the fields used for creating purchase orders.

The following table contains descriptions of the fields in the Purchase Order Maintenance window:

Field	Description
Txn. Number	This field defines the unique number that identifies the inventory transaction. The inventory transaction number sequence is used for purchase orders, receiving transactions, transfers, and inventory count PLU lists.
	No action required. The Store Manager automatically completes this field with a number after you save the purchase order.
P.O. Number	This field defines the unique number that identifies the purchase order.
	You can modify the purchase order number if you have clicked **Modify PO/Doc Number** in the Inventory Parameters Maintenance window.
	No action required. The Store Manager completes this field.
Vendor	This field defines the vendor that supplies the items you are ordering.
	You must complete this drop-down list before you can add items to the purchase order.
	Click the drop-down list and select a vendor from the list.
Txn. Date	This field defines the date the inventory transaction is created. The transaction date can differ from the order date.
	No action required. The Store Manager completes this field with the system date of the computer the Store Manager is running on.

Field	Description
Order Date	This field defines the purchase order date.
	The Store Manager automatically completes this field, but you can edit the information in it.
	Click the button beside the field to open the pop-up calendar window. Click a date and click **OK**.
	Alternatively, type a date into the field.
Exp. Delivery	This field defines the expected delivery date.
	The Store Manager automatically completes this field with a date calculated using the value you enter into the **Order Lag Days** field in the Vendor Maintenance window, but you can edit it.
	Click the button beside the field to open the pop-up calendar window. Click a date and click **OK**.
	Alternatively, type a date into the field.
Cancel Date	This field defines the date after which the purchase order should be cancelled. The Store Manager does not automatically cancel any inventory transactions, the date in this field is for your information only.
	Click the button beside the field to open the pop-up calendar window. Click a date and click **OK**.
Status	This field indicates the current status of the purchase order.
	Pending: The order has not been issued, and can be modified.
	Issued: The order is complete and cannot be modified.
	Void: The order has been issued and then voided.
	No action required. The Store Manager automatically completes this field.
Origin	This field indicates whether the purchase order is based on an electronic document, suggested order, or manual order.
	Action: No action required. The Store Manager automatically completes this field.
Order Type	This field defines the type of purchase order you are creating.
	If you click **Order Type Required** in the Inventory Parameters Maintenance window, you must complete this drop-down list before you can issue the purchase order.
	You can define the selection of order types that appear in this drop-down list in the Code Table Maintenance window..
	Click the drop-down list and select an order type from the list.
Vnd. Terms	This field defines the vendor's payment terms.
	You define the vendor's payment terms using the **Terms** field in the Vendor Maintenance window.
	No action required. The Store Manager automatically completes this field.
Transmit	This field indicates whether the purchase order has been issued.
	No action required. The Store Manager automatically completes this field.

Field	Description
Note	This field defines any notes regarding the purchase order.
	Type an alphanumeric string, up to 40 characters long, into the field.
Min Order	This field contains the minimum dollar amount that must be ordered from the vendor.
	The data in this field is for information only. If the items on the purchase order total less than the amount in this field, the order can still be processed.
	No action required. The Store Manager automatically completes this field.
Over Min Order	This field indicates whether the amount of the items on the purchase order is more than the amount in the **Min Order** field in this window.
	No action required. The Store Manager automatically completes this field.
PLU/XREF	This field defines the unique number that identifies the item you are ordering.
	Type a number into the field.
	If you click **By PLU/Xref** in the Select Display Type dialog box, you must enter the item's PLU or cross reference number. If you want to use cross reference numbers only, you must click **Xreference Only** in the Inventory Parameters Maintenance Window. For information about defining cross reference numbers, see "Defining a PLU cross reference" on page 169.
Description	This field contains the item's description as you defined in the PLU Maintenance window when you defined the PLU.
	No action required. The Store Manager automatically completes this field.
Required Qty.	This field defines the quantity of the item you are ordering.
	Type a number into the field.
Pkg. Qty.	This field defines the number of the item that is shipped in each case.
	For example, if the number 4 is in this field, the item is shipped in cases of 4.
	No action required. The Store Manager automatically completes this field with the number in the **Pack Factor** field in the Vendor's SKU Maintenance window if vendor's SKUs are being used. If you do not enter a number into the **Pack Factor** field, the Store Manager enters the number "1" into this field.
Pkg. Count	This field defines the number of packages being ordered, based on the values you enter into the **Required Qty.** field, and the number in the **Pkg. Qty.** field.
	If you order an odd number of items, the Store Manager calculates the number of packages required to fill the order. For example, if you enter **7** into the **Required Qty.** field, and there is a package size of 6, then 2 packages are ordered. The second package is ordered to accommodate the seventh item.
	No action required. The Store Manager calculates the number of packages required, and completes the field.
Extended Units	This field defines the total number of the items you are ordering. The total number is based on the package size, and the package count.
	No action required. The Store Manager calculates the number of items and completes this field.

Field	Description
Cost Price	This field defines the cost to the store of the item you are ordering. The item's cost is defined in the **Cost** field in the Vendor's SKU Maintenance window or the PLU Maintenance window.
	The cost for the number of the item you are ordering is displayed in the **Extended Cost** field in this window.
	No action required. The Store Manager automatically completes this field.
Extended Cost	This field represents the total cost of the items being ordered. The total cost is based on the values in the **Extended Unit** and the **Cost Price** fields in this window.
	No action required. The Store Manager completes this field.
Retail Price	This field defines the retail price for the item.
	You define the retail price in the **Retail Price** field in the PLU Page 1 tab of the PLU Maintenance window.
	No action required. The Store Manager automatically completes this field.
Ext. Retail	This field defines the retail price for the items being ordered. The total price is based on the values in the **Extended Unit** and the **Retail Price** fields in this window.
	No action required. The Store Manager automatically completes this field.
Dept.	This field defines the department to which the item you want to order is assigned.
	You can assign PLUs to departments using the **Dept. Number** drop-down list in the PLU Page 1 tab of the PLU Maintenance window. For information about defining departments, see "Defining departments" on page 69.
	No action required. The Store Manager automatically completes this field.
Gross Mrg.	This field defines the gross margin the store earns on the item. The calculation is based on the difference between the values in the **Retail Price** and the **Cost Price** fields.
	No action required. The Store Manager automatically completes this field.
Seq.	This field indicates the line that is highlighted in the purchase order. The **Retail Price**, **Ext. Retail**, **Dept**, **Gross Mrg.**, **Seq.**, and **Order Number** fields contain the information for the line that is highlighted in the purchase order.
	No action required. The Store Manager automatically completes this field.
Order Number	This field contains a unique number that is used to track the item during order, receive, and transfer transactions.
	You define the order number in the **Ordering No.** field in the PLU Page 1 tab of the PLU Maintenance window.
	No action required. The Store Manager automatically completes this field.
Report	This field generates a Purchase Order report and displays it in the report window on your screen.
	For more information about the Purchase Order report, see "Printing a Purchase Order report" on page 204.
	Click the button.

Field	Description
Inventory Information	This field opens the Inventory Information window. The window contains information about the item in the line you highlighted in the purchase order. The item in the highlighted line must be inventory controlled.
	For more information about the Inventory Information window, see "Viewing inventory information" on page 234.
	Click the button.
Issue	This field issues the purchase order. You cannot modify a purchase order after you issue it. The order's status becomes issued.
	For information about issuing a purchase order, see "Issuing a purchase order" on page 204.
	Click the button.
Void	This field voids the issued purchase order. You cannot void a purchase order until you have issued it.
	For information about voiding a purchase order, see "Voiding a purchase order" on page 205.
	Click the button.
Details	This field opens a detail screen which contains information about the item in the line of the purchase order that you have highlighted.
	The information in the detail window cannot be edited.
	Click the button.
Duplicate	This field creates a new purchase order.
	For information about duplicating a purchase order to create a new order, see "Duplicating a purchase order" on page 206.
	Click the button.

Issuing a purchase order

A purchase order has a status of pending until you issue it. You can void a purchase order but you cannot modify a purchase order after you issue it. Issuing a purchase order makes it available to be converted into a receiving order.

For information about converting the purchase order into a receiving order, see "Converting purchase orders into receiving orders" on page 211.

To issue a purchase order:

1. On the Main Menu window, click **Inventory**.

2. Click **Purchase Orders**.

3. Click **Display All**. The existing purchase orders are displayed in the selection window.

4. Click the purchase order you want to issue, and then click **Open**. A dialog box appears, prompting you to confirm if you want to identify the items by PLU or vendor's SKU.

5. Click a radio button in the dialog box. The dialog box closes. The Purchase Order Maintenance window appears.

6. Click **Issue**. A dialog box appears, prompting you to confirm if you want to issue the purchase order.

7. Click **OK**. The purchase order's status changes to issued.

Printing a Purchase Order report

You can print a purchase order report containing the information from the purchase order displayed in the Purchase Order Maintenance window.

The Purchase Order report is linked to the report template designer. You can use the report template designer to alter the appearance and layout of the Purchase Order report.

To print a purchase order report:

1. On the Main Menu window, click **Inventory**.

2. Click **Purchase Orders**.

3. Click **Display All**. The existing purchase orders are displayed in the selection window.

4. Click the purchase order you want to use to form the basis of the report, and then click **Open** button. A dialog box appears, prompting you to confirm if you want to identify the items by PLU or vendor's SKU.

5. Click a radio button in the dialog box. The dialog box closes.

6. Click **Report**. The Purchase Order report is displayed in the report window.

7. Click **Print**. A dialog box appears asking you to confirm the printing.

8. Click **OK**. The Store Manager prints the report on the printer defined as the default printer, and the report remains displayed on your screen in the report window.

Voiding a purchase order

You can void a purchase order if it has a status of issued. A voided purchase order remains visible in the Purchase Order Selection window, and you can open it to see the information in it, but you cannot modify it.

You can duplicate a voided purchase order. For information about duplicating a purchase order, see "Duplicating a purchase order" on page 206.

To void a purchase order:

1. On the Main Menu window, click **Inventory**.

2. Click **Purchase Orders**.

3. Click **Display All**. The existing purchase orders are displayed in the selection window.

4. Click the purchase order you want to void, and then click **Open**. A dialog box appears, prompting you to confirm if you want to identify the items by PLU or vendor's SKU.

5. Click a radio button in the dialog box. The dialog box closes.

6. Click **Void**. A dialog box appears, prompting you to confirm you want to void the purchase order.

7. Click **OK**. The purchase order is voided.

Duplicating a purchase order

You can create a new purchase order by duplicating an existing order. The new purchase order has a status of pending, regardless of the status of the original order.

To duplicate a purchase order:

1. On the Main Menu window, click **Inventory**.

2. Click **Purchase Orders**.

3. Click **Display All**. The existing purchase orders are displayed in the selection window.

4. Click the purchase order you want to duplicate, and then click **Open**. A dialog box appears, prompting you to confirm if you want to identify the items by PLU or vendor's SKU.

5. Click a radio button in the dialog box. The dialog box closes. The Purchase Order Maintenance window appears.

6. Click **Duplicate**. The new purchase order is displayed in the Purchase Order Maintenance window. The new order is identical to the original order.

7. Change the information in the fields as appropriate.

8. Click **Save**, and then click **Exit**.

Creating an order guide for licensee transactions

When dealing with corporate customers on a regular basis, you may need to repeat an order for the same inventory items on an ongoing basis. For example, if you are running a liquor store you would service a number of hospitality-type customers with the same products every week. Items in the order typically do not change except for minor adjustments to the quantities required.

Store Manager provides a feature for maintaining an order guide and an order entry screen to process repeat orders. The order guide allows you to create a specific standing order for each customer that pre-orders product. The order entry screen allows you to create a new order using the pre-defined order list and view the current selling prices for that customer. You can also see on-hand quantity and on-order quantity for each product in your store. Once complete, the order acquires a pending status for payment processing at a later date — typically when the customer picks up their merchandise.

Before you can set up an order guide for a customer, you must complete the following configurations.

- Create a record for the customer.

- Ensure that the price level value is set to 1 (in the Customer Maintenance window. > Loyalty Points tab.) This applies any discount schemes the customer may be entitled to such as discounts for bulk-purchases and so forth.

- Create an order guide and link it to the customer.

Note: You may create several order guides for one customer to reflect seasonal or other variations in their order requirements.

To set up a customer to use the order guide feature:

1. On the Main Menu, click **File Maintenance**.

2. Click **Customer**. The Customer Menu appears.

3. Click **Customers**. The Selection window appears.
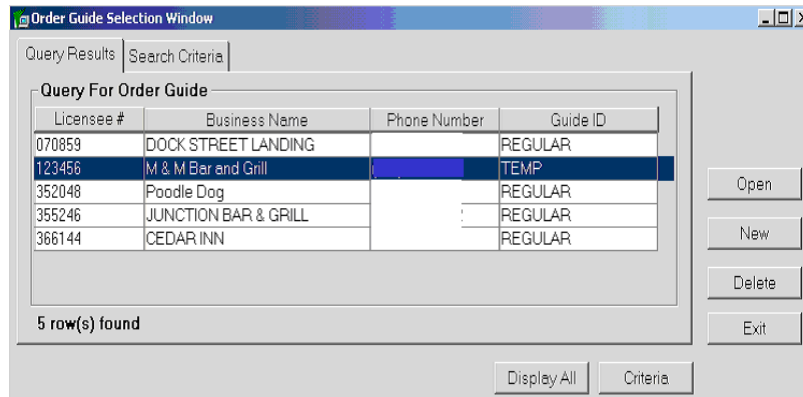
4. If you are adding a new customer to the order guide, click **New**. The Customer Maintenance window appears. (Otherwise, if you need to make a change to an existing customer record, you can simply open that record.)

5. Enter contact information for the customer as required.

6. The **Type** field specifies the user-defined customer type. Select the required type. (Customer types are maintained in the Code Table Maintenance window for Licensee types.)

7. The **Status** field specifies the customer status. The options are active or inactive. Select the required status type. (Customer status types are maintained in the Code Table Maintenance window for Licensee status.)

8. You can create a custom reference number for the customer by entering an identifying number in either **Reference #1** or **#2**.

9. Click the **Loyalty Points** tab.

10. Set the **Price Level** value to 1.

11. Click **Save** and then click **Exit**.

Once you have set up a customer, you can begin to create an order guide for them.

To set up an order guide for a customer:

1. In the Customer Menu, click **Order Guides**. The Order Guide Selection window appears.

2. If you are opening an existing order guide, select it from the displayed list and click **Open**, or click **New** to create a new order guide for a customer.

3. You must assign the order guide to the customer by entering their identifying number in the **Customer #** field. If you do not know the customer number, you can look it up by clicking the question mark icon.

   Note: You may create an order guide for licensees with several locations ordering the same group of products by creating a copy of an existing order guide for one licensee and then assigning a new customer number to it.

4. In the **Guide ID** field, enter an identifier to uniquely identify the order guide.

5. Enter each item to appear in the order guide by clicking the **Item** field and entering the **PLU Number** and **PLU Description** for the item.

Current Price/Future Price displays the item's prices based on the current date. Future price represents the price that is effective on the earliest configured date after the current date. If an item does not appear in the customer price list, the current retail price from the PLU database is displayed in both the current price and future price.

6. When you have entered all the items for the order, click **Save** to save the order guide.

7. If required, you can also print the order guide.

Viewing displayed information about the order

When an order guide is complete, the **P/T ID** field shows the configured pending transaction type, such as Layaway, for the order. After that order is settled and picked up, the status changes to **Complete**.

You can sort the item list by clicking on any item column header in the order guide maintenance window. The list of items is automatically redisplayed in the new sort order. Clicking on the same column again toggles the sort between descending and ascending order. The sort order for a specific order guide is maintained in the picking list report and pending transaction.

Item numbers are automatically sequenced by default. You may manually renumber the sequence.

Entering an order from an order guide
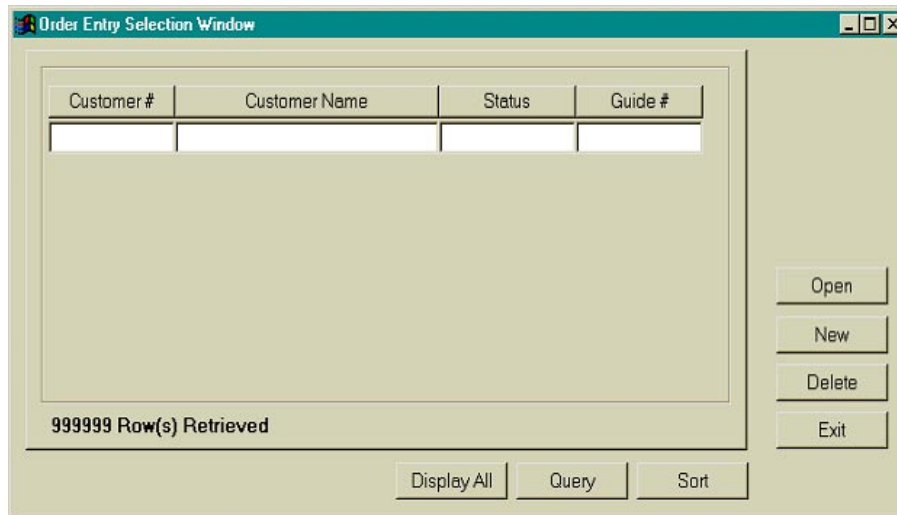
When you choose the option to enter an order from a defined order guide, the order entry window displays items from the order guide according to the item sort order defined for the guide. You can specify a pickup date and enter item quantities as required. When all order items have been entered, you can print a picking list from the order.

You can use the search feature in the summary window to look for a specific order by searching on any of the following fields: **Customer #**, **Customer Name**, **Status** or **Guide ID**. You can then choose an existing order from the list of orders displayed in the window. You can also generate a new order entry or delete an existing one from the selection window.

To enter an order from an order guide:
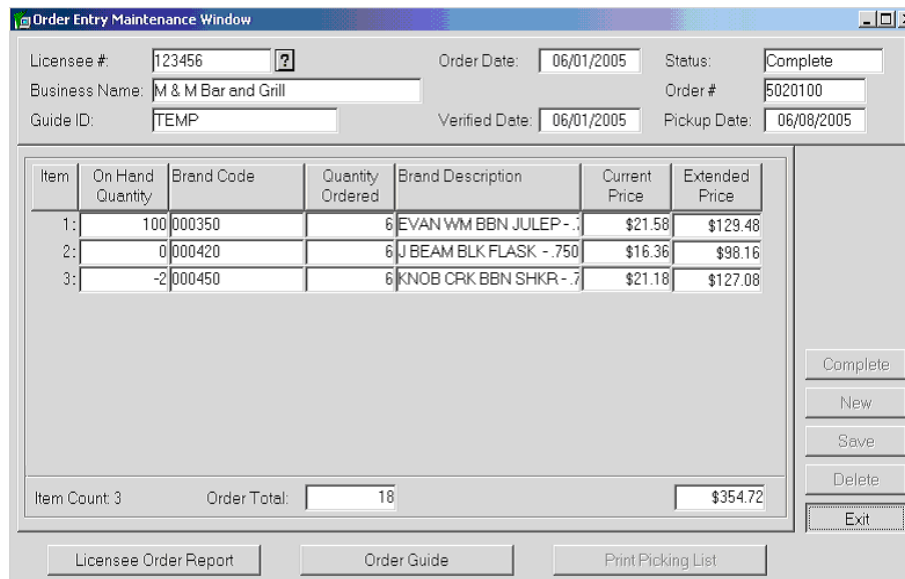
1. On the Main Menu, click **File Maintenance**.

2. Click **Customer**. The Customer Menu appears.

3. Click **Order Entry**. The Selection window appears.

4. Once you have identified the required order guide, click **New** to add a new row to the list. The order items are displayed from the selected order guide and sorted according to the item sort order established with the order guide.

5. For each item appearing in the list, enter the amount ordered by the customer in the Quantity Ordered field. Continue entering the order until all items are entered.

6. Click **Complete** to generate the order. Initially, the order will be assigned a status of **Pending**. The order can still be modified in this state. You can also print a picking list and an Order Guide by clicking the appropriate options at the bottom of the window. When the order is converted into a Pending Transaction Sale, the status of the order will change to **Completed**. At this point a completed order can no longer be altered nor a picking list printed but you will see an option to print a Pending Transaction Report. This report contains final pricing for the transaction including taxes and mix match discounts. The option to print an Order Guide will still be available.

7. Click **Exit** to exit the Order Entry Maintenance window.

Receiving inventory

You can receive inventory into your store by recording the items and quantities in a receiving transaction. You can also create and complete receiving transactions using PLUs.

The receiving transaction compares the actual quantity of items you receive to the quantity you ordered and indicates discrepancies. Partial shipments of items can also be received from the same order at different times.

Converting purchase orders into receiving orders

Once you issue a purchase order it becomes available to be used as a receiving transaction. For information about issuing a purchase order, see "Issuing a purchase order" on page 204.

A purchase order is converted into a receiving transaction the first time you open it in the Receiving Selection window. Before it has been converted, it is only visible in the P.O.'s to be Received tab. After it is converted it is visible in the Receiving Transactions tab only.

To convert a purchase order into a receiving order:

1. On the Main Menu window, click **Inventory**.
2. Click **Receiving**.
3. Click the appropriate tab.
4. Click **Display All**. The issued purchase orders are displayed in the window.
5. Click the purchase order you want to convert into a receiving transaction, and then click **Open**. The Receiving Maintenance window appears, containing the information you entered when you created the purchase order.

Once you open a purchase order as a receiving order you can immediately enter receiving information into the Receiving window, or you can save it and close it. For information about the fields in the Receiving window, see "Receiving window" on page 213.

Receiving inventory by PLU or vendor's SKU

When you create a new receiving transaction it has a status of pending. The items received are not added to your on-hand inventory quantities until you complete the receiving transaction.
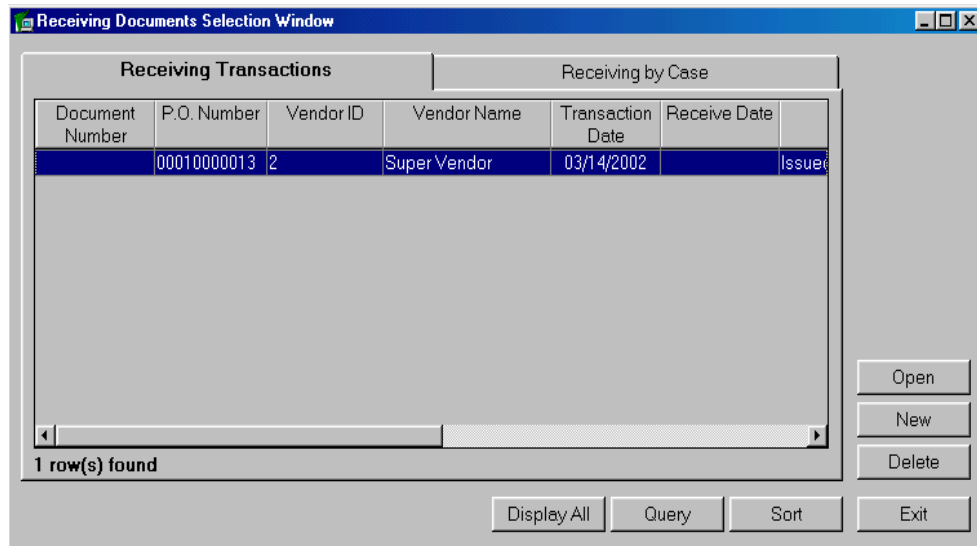
For information about completing a receiving transaction, see "Completing a receiving transaction" on page 223.

In the following steps you are required to enter information into the Receiving window. For information about the fields in the window, see "Receiving window" on page 213.

To create a receiving transaction:

1. On the Main Menu window, click **Inventory**.

2.   Click **Receiving**.

3.   Click the **Receiving Transactions** tab.

4.   Click **New**. A dialog box appears, prompting you to confirm if you want to identify the items by PLU or vendor's SKU.

5.   Click either **By PLU/X-REF** or **By Vendor/SKU** in the dialog box.

6.   Complete the fields in the window as appropriate.

7.   Click **Save**, and then click **Exit**.

> **Tip:** You can view inventory information about each item you add to the receiving transaction by clicking **Details** on the Receiving window. The item entry portion of the window is replaced with a detail window.

Receiving window

This window contains the fields used for creating receiving transactions.

The following table contains description of the fields in the Receiving window:

Field	Description
Txn. Number	This field defines the unique number that identifies the inventory transaction. The inventory transaction number sequence is used for purchase orders, receiving transactions, transfers, and inventory count PLU lists.
	No action required. The Store Manager automatically completes this field with a number after you save the receiving transaction.
Status	This field indicates the current status of the receiving transaction.
	Pending: The transaction has not been completed, and can be modified.
	Received: The transaction is complete and cannot be modified.
	Partial: Some of the items in the transaction have been received, more items on the transaction can be received.
	Void: The transaction has been completed and then voided.
	No action required. The Store Manager automatically completes this field.
Txn. Date	This field defines the date the inventory transaction is created. The transaction date does not need to be the same as the receive date.
	No action required. The Store Manager completes this field with the system date of the computer the Store Manager is running on.

Field	Description
Document Number	This field defines the unique number that identifies the receiving transaction.
	You can modify the document number if you click **Modify PO/Doc Number** in the Inventory Parameters Maintenance window.
	The Store Manager automatically completes this field, but you can edit the information in it.
	Type a number into the field.
Vendor	This field defines the vendor that supplies the items you are receiving.
	You must complete this drop-down list before you can add items to the receiving transaction.
	Click the drop-down list and select a vendor from the list.
Receive Date	This field defines the date the items are received into your store.
	The Store Manager automatically completes this field, but you can edit the information in it.
	Click the button beside the field to open the pop-up calendar window. Click a date and click **OK**.
	Alternatively, type a date into the field.
P.O. Number	This field defines the unique number that identifies the purchase order this receiving transaction is based on.
	For information about converting an issued purchase order into a receiving transaction, see "Converting purchase orders into receiving orders" on page 211.
	No action required. The Store Manager automatically completes this field.
Ship Type	This field defines how the items are shipped to your store.
	You must complete this drop-down list if you click **Shipping Type Required** in the Inventory Parameters Maintenance window.
	You can define the selection of ship types that appear in this drop-down list in the Code Table Maintenance window. For information about populating drop-down lists, see "Populating drop-down lists" on page 63.
	Click the drop-down list and select a ship type from the list.
Receiving Type	This field defines the type of receiving transaction you are creating.
	You must complete this drop-down list if you click **Receiving Type Required** in the Inventory Parameters Maintenance window.
	You can define the selection of receiving types that appear in this drop-down list in the Code Table Maintenance window.
	Click the drop-down list and select a receiving transaction type from the list.
Discrepancy Number	This field defines a unique number that identifies a discrepancy between the quantity of items expected in the transaction and the quantity of items actually received.
	You must complete this field before you complete the transaction if you click **Receive Discrepancy Number Required** in the Inventory Parameters Maintenance window.
	Type a number, up to 17 characters long, into the field.

Field	Description
Number of Cases	This field defines the number of cases of items shipped to your store.
	Type a number into the field.
Total Inv. Cost	This field defines the total cost to the store of the items shipped to your store.
	Type a currency amount into the field.
Note	This field defines any notes regarding the receiving transaction.
	Type an alphanumeric string, up to 40 characters long, into the field.
Hash Qty	This field defines the total number of items that the store expects to receive.
	The actual quantity received must match the number you enter into this field if you click **Receive Quantity Match Hash Quantity** in the Inventory Parameters Maintenance window.
	Type a number into the field.
Origin	This field indicates the origin of the receiving transfer (purchase order, electronic document, manual).
	Action: No action required. The Store Manager automatically completes this field.
PLU/XREF	This field defines the unique number that identifies the item you are receiving.
	Type a number into the field.
	If you click **By PLU/Xref** in the Select Display Type dialog box, you must enter the item's PLU or cross reference number. If you want to use cross reference numbers only, you must click **Xreference Only** in the Inventory Parameters Maintenance window.
Description	This field defines the item's description.
	No action required. The Store Manager automatically completes this field.
Expected Qty	This field defines the quantity of the item the store expects to receive.
	If the transaction is based on an issued purchase order, the number in this field is from the **Extended Unit** field in the Purchase Order Maintenance window.
	No action required. The Store Manager automatically completes this field.
Actual Qty	This field defines the quantity of the item the store actually receives.
	If you click **Receive Discrepancy Number Required** in the Inventory Parameters Maintenance window, and the number in the **Exp. Qty** field is not zero and does not match the quantity you actually receive, then you must type a number into the **Discrepancy No.** field in this window.
	Type a number into the field.
Short/Over	This field defines the difference between the actual quantity of the item the store receives, and the expected quantity.
	If the number in this field is not 0, and if you click **Receive Discrepancy Number Required** in the Inventory Parameters Maintenance window, you must type a number into the **Discrepancy No.** field in this window. If you click **Receive Reason Required** in the Inventory Parameters Maintenance window, you must select a reason in the **Reason** drop-down list, in this window.
	No action required. The Store Manager automatically completes this field.

Field	Description
Reason	This field defines the reason the quantity of the item the store receives is different from the expected amount.
	If you click **Receive Reason Required** in the Inventory Parameters Maintenance window, you must complete this field whenever the values in the **Exp. Qty** and **Act. Qty** fields do not match.
	You can define the selection of reasons that appear in this drop-down list in the Code Table Maintenance window.
	Click the drop-down list and select a reason from the list.
B/O	This field indicates whether the item is back ordered.
	The Store Manager automatically completes this checkbox, but you can change the entry.
	Click the checkbox to change the entry in the checkbox. When the checkbox is checked (√), the item is back ordered.
Received (T/D)	This field indicates the total quantity of the item received.
	No action required. The Store Manager automatically completes this field.
Pkg. Qty.	This field defines the number of the item that is shipped in each case.
	For example, if the number 4 is in this field, the item is shipped in cases of 4.
	No action required. The Store Manager automatically completes this field with either the number in the **Pack Factor** field in the Vendor's SKU Maintenance window. If you don't enter a number into the **Pack Factor** field, the Store Manager enters the number 1 into this field.
Retail Price	This field defines the retail price for the item.
	You define the retail price in the **Retail Price** field in the PLU Page 1 tab of the PLU Maintenance window.
	No action required. The Store Manager automatically completes this field.
Ext. Retail	This field defines the retail price for the number of the item you receive. The total price is based on the values in the **Act.Qty** and the **Retail Price** fields in this window.
	No action required. The Store Manager automatically completes this field.
Cost	This field defines the cost to the store of the item you are receiving. The item's cost is defined in the **Cost** field in the Vendor's SKU Maintenance window, or the PLU Maintenance window.
	The total cost for the actual quantity of the item you receive is displayed in the **Ext. Cost** field in this window.
	No action required. The Store Manager automatically completes this field.
Ext. Cost	This field represents the total cost of the items you are receiving. The total cost is based on the values in the **Extended Unit** and the **Cost Price** fields in this window.
	No action required. The Store Manager completes this field.

Field	Description
Seq.	This field indicates the line that is highlighted in the receiving transaction. The information in the **Pkg. Size**, **Retail Price**, **Ext. Retail**, **Cost Price**, **Ext. Cost**, **Sequence No.**, **Labels Printed**, and **Ordering No.** fields contain the information for the line that is highlighted in the receiving transaction.
	No action required. The Store Manager completes this field.
Labels Count	This field indicates how many price stickers and shelf labels you have sent to queues for printing.
	You can send price stickers or shelf labels to a queue by clicking **Price Label** or **Shelf Label** in this window.
	No action required. The Store Manager automatically completes this field.
Ordering Num.	This field contains a unique number that is used to track the item during order, receive, and transfer transactions.
	You define the order number in the **Ordering No.** field in the PLU Page 1 tab of the PLU Maintenance window.
	No action required. The Store Manager automatically completes this field.
Designed Label	This field opens the Price Tag window. You can use the Price Tag window to design price stickers or shelf labels for the item.
	Click the button.
Price Sticker	This field opens the Print Queue Selection window. You can use the Print Queue Selection window to create a price sticker queue that you can print.
	Click the button.
Shelf Label	This field opens the Print Queue Selection window. You can use the Print Queue Selection window to create a shelf label queue that you can print.
	Click the button.
Report	This field generates a Receiving report and displays it in the report window on your screen.
	For more information about the Receiving report, see "Printing a Receiving report" on page 223.
	Click the button.
Inventory Information	This field opens the Inventory Information window. The window contains information about the item in the line of the receiving transaction that you have highlighted. The item in the highlighted line must be inventory controlled.
	For more information about the Inventory Information window, see "Viewing inventory information" on page 234.
	Click the button.
Complete	This field completes the receiving transaction. You cannot modify a receiving transaction after you complete it. The transaction's status becomes complete.
	For information about completing a receiving transaction, see "Completing a receiving transaction" on page 223.
	Click the button.

Field	Description
Void	This field voids the completed receiving transaction. You cannot void a transaction until you have completed it.
	For information about voiding a receiving transaction order, see "Voiding a receiving transaction" on page 224.
	Click the button.
Details	This field opens a detail screen which contains information about the item in the line of the receiving transaction that you have highlighted.
	The information in the detail window cannot be edited.
	Click the button.
Partial	This field saves the items and information you have added to the receiving transaction, but does not complete the transaction. You can open the receiving transaction again and add additional items to it.
	The **Rcvd. TD** field displays a total of the item received.
	For information about receiving a partial shipment, see "Receiving a partial order" on page 222.
	Click the button.

Tip: To find a PLU, click in the **PLU/XREF** field, and press the **F12** key. The PLU Search window appears.

Receiving inventory by case

You can use the receiving by case function to record the receipt of items in your store that do not have a corresponding purchase order, and that are shipped in cases only.

When you create a new receiving by case transaction it has a status of pending. For information about completing a receiving by case transaction, see "Completing a receiving transaction" on page 223.

In the following steps, you are required to enter information into the Receiving by case window. For information about the fields in the window, see "Receiving by Case window" on page 219.
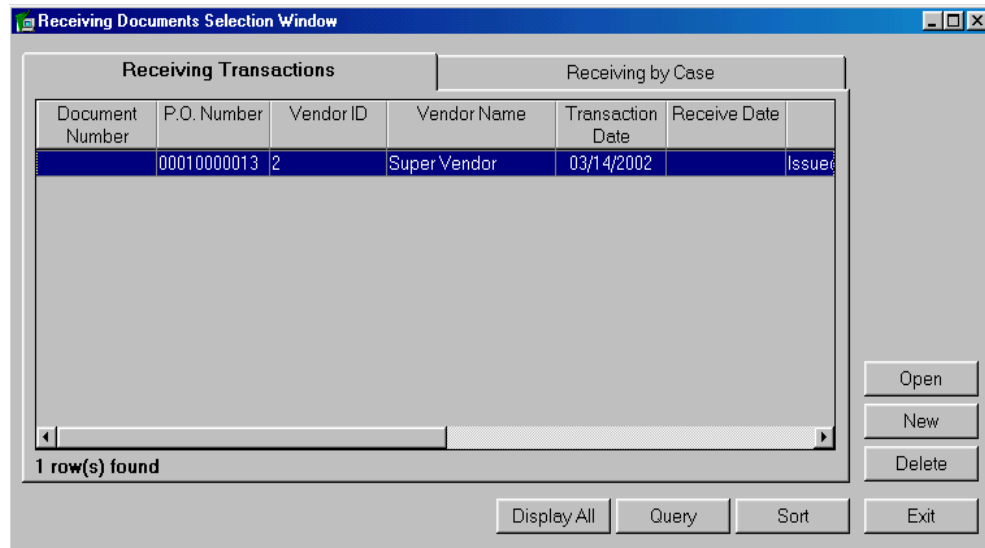
WARNING! Items that you receive into your store through a receiving by case transaction are not added to your on-hand inventory. You must perform an inventory adjustment to have the Store Manager reflect the receipt of these items. For information about performing an inventory adjustment, see "Adjusting the on-hand inventory quantities" on page 248.

To create a receiving by case transaction:

1. On the Main Menu window, click **Inventory**.

2. Click **Receiving**.
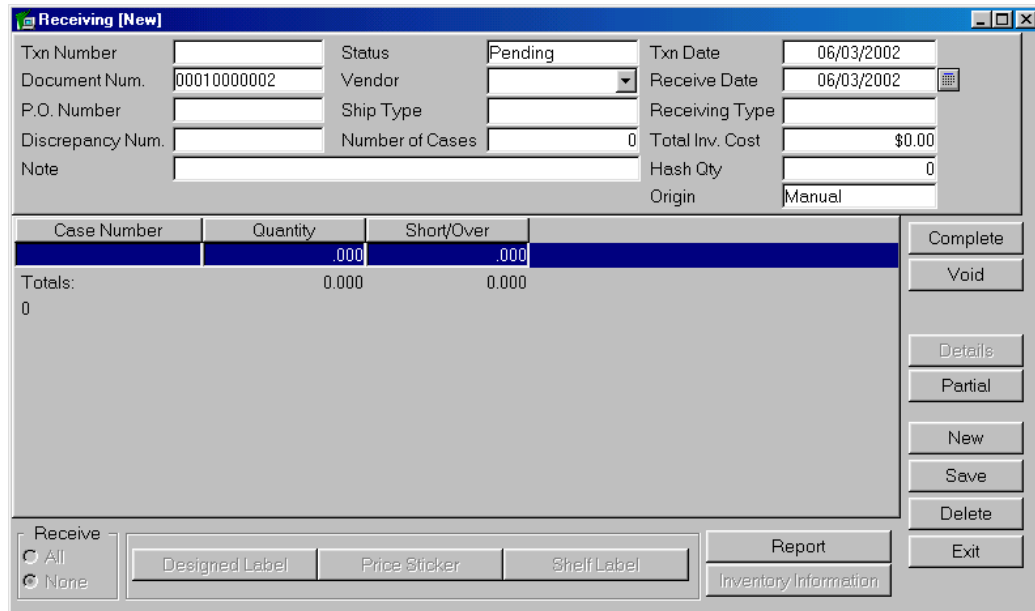
3. Click the **Receiving by Case** tab.

4. Click **New**.

5. Complete the fields in the window as appropriate.

6. Click **Save**, and then click **Exit**.

Receiving by Case window

This window contains the fields used for creating receiving transactions.

The following table contains descriptions of fields in the Receiving by Case window

Field	Description
Txn Number	This field defines the unique number that identifies the inventory transaction. The inventory transaction number sequence is used for purchase orders, receiving transactions, transfers, and inventory count PLU lists.
	No action required. The Store Manager automatically completes this field with a number after you save the transaction.
Status	This field indicates the current status of the receiving transaction.
	Pending: The transaction has not been completed, and can be modified.
	Received: The transaction is complete and cannot be modified.
	Partial: Some of the items in the transaction have been received, more items on the transaction can be received.
	Void: The transaction has been completed and then voided.
	No action required. The Store Manager automatically completes this field.
Txn Date	This field defines the date the inventory transaction is created. The transaction date does not need to be the same as the receive date.
	No action required. The Store Manager completes this field with the computer's system date on which the Store Manager is running.
Document Num	This field defines the unique number that identifies the receiving transaction.
	You can modify the document number if you click **Modify PO/Doc Number** in the Inventory Parameters Maintenance window.
	The Store Manager automatically completes this field, but you can edit the information in it.
	Type a number into the field.
Vendor	This field defines the vendor that supplies the items you are receiving.
	You must complete this drop-down list before you can add items to the receiving transaction.
	Click the drop-down list and select a vendor from the list.
Receive Date	This field defines the date the items are received into your store.
	The Store Manager automatically completes this field, but you can edit the information in it.
	Click the button beside the field to open the pop-up calendar window. Click a date and click **OK**.
	Alternatively, type a date into the field
P.O. Number	This field defines the unique number that identifies the purchase order this receiving transaction is based on.
	Type a number into the field.

Field	Description
Ship Type	This field defines how the items are shipped to your store.
	You must complete this drop-down list if you click **Shipping Type Required** in the Inventory Parameters Maintenance window.
	You can define the selection of ship types that appear in this drop-down list in the Code Table Maintenance window.
	Click the drop-down list and select a ship type from the list.
Receiving Type	This field defines the type of receiving transaction you are creating.
	You must complete this drop-down list if you click **Receiving Type Required** in the Inventory Parameters Maintenance window.
	You can define the selection of receiving types that appear in this drop-down list in the Code Table Maintenance window.
	Click the drop-down list and select a receiving transaction type from the list.
Discrepancy Num	This field defines a unique number that identifies a discrepancy between the quantity of items expected in the transaction, and the quantity of items actually received.
	You must complete this field if you click **Receive Discrepancy Number Required** in the Inventory Parameters Maintenance window.
	Type a number, up to 17 characters long, into the field.
Number of Cases	This field defines the number of cases of items shipped to your store.
	Type a number into the field.
Total Inv. Cost	This field defines the total cost to the store of the items shipped to your store.
	Type a currency amount into the field.
Note	This field defines any notes regarding the receiving transaction.
	Type an alphanumeric string, up to 40 characters long, into the field.
Hash Qty	This field defines the total number of items that the store expects to receive.
	The actual quantity received must match the number you enter into this field if you click **Receive Quantity Match Hash Quantity** in the Inventory Parameters Maintenance window.
	Type a number into the field.
Origin	This field indicates the origin of the receiving transfer (purchase order, electronic document, manual).
	No action required. The Store Manager automatically completes this field.
Case Number	This field defines the unique number that identifies the case of items.
	Type a number into the field.
Quantity	This field defines the number of cases you receive in your store.
	Type a number into the field.

Field	Description
Shr/Ovr	This field defines the difference between the number of cases you actually received, and the number you expected.
	Type a number into the field. If the shipment was short cases, type a negative sign before the number.
Receive All/None	This field is not available in the Receiving by Case window of the Store Manager.
Designed Label	This field is not available in the Receiving by Case window of the Store Manager.
Price Label	This field is not available in the Receiving by Case window of the Store Manager.
Shelf Label	This field is not available in the Receiving by Case window of the Store Manager.
Report	This field generates a Receiving report and displays it in the report window on your screen.
	For more information about the Receiving report, see "Printing a Receiving report" on page 223.
	Click the button.
Inventory Information	This field is not available in the Receiving by Case window of the Store Manager.
Complete	This field completes the receiving by case transaction. You cannot modify a receiving transaction after you complete it. The transaction's status becomes complete.
	For information about completing a receiving transaction, see "Completing a receiving transaction" on page 223.
	Click the button.
Void	This field voids the completed receiving transaction. You cannot void a transaction until you have completed it.
	For information about voiding a receiving transaction order, see "Voiding a receiving transaction" on page 224.
	Click the button.
Details	This field is not available in the Receiving by Case window of the Store Manager.
Partial	This field accepts the items you have added to the receiving by case transaction, but does not complete the transaction. You can open the receiving transaction again and add additional items to it.
	For information about receiving a partial shipment, see "Receiving a partial order" below.
	Click the button.

Receiving a partial order

You can receive a portion of your shipment with the rest to arrive later, record the items you do receive in a receiving transaction and mark the transaction as a partial order. The items you receive are added to your on-hand inventory quantities. You can open a receiving transaction with a status of partial and add items to it. The receiving transaction has a status of partial until you complete it.

Tip: You can see the quantity of an item that your store has already received by highlighting the line containing the item and clicking **Detail** on the Receiving window.

To receive a partial order:

1. Create a new receiving transaction or open an existing pending or partial transaction.

2. Complete the fields as appropriate for the items and quantities you receive.

3. Click **Partial**. The partial receiving transaction is saved.

Completing a receiving transaction

A receiving transaction has a status of pending or partial until you complete it. You cannot modify a receiving transaction after you complete it.

To complete a receiving transaction:

1. Create a new receiving transaction or open an existing pending or partial transaction.

2. Click **Complete**. A dialog box appears, prompting you to confirm if you want to complete the receiving transaction.

3. Click **OK**. The dialog box closes. The receiving transaction's status changes to complete.

Printing a Receiving report

You can print a receiving report containing the information from the receiving transaction displayed in the Receiving window.

The Receiving report is linked to the report template designer. You can use the report template designer to alter the appearance and layout of the Receiving report.

To print a receiving report:

1. Create a new receiving transaction or open an existing pending or partial transaction.

2. Click **Report**. The Receiving report is displayed in the report window.

3. Click **Print**. A dialog box appears, prompting you to confirm the printing.

4. Click **OK**. The Store Manager prints the report on the printer defined as the default printer, and the report remains displayed on your screen in the Report window.

Voiding a receiving transaction

A voided transaction remains visible in the Receiving Selection window, and you can open it to see the information in it, but you cannot modify it.

To void a receiving transaction:

1. Open a pending or partial transaction.

2. Click **Void**. A dialog box appears, prompting you to confirm you want to void the receiving transaction.

3. Click **OK**. The receiving transaction is voided.

Transferring inventory

A transfer records the movement of items between stores or the store and warehouse. You can create transfers to record the movement of inventory into or out of your store.

Inventory can be transferred using PLUs to identify items or items can be transferred by the case.

Your head office can also create transfers and send them to your store as electronic documents.

Transferring inventory using PLUs

When you create a new transfer it has a status of pending. The items you ship or receive are not added to your on-hand inventory quantities until you complete the transfer.

For information about completing a transfer, see "Completing a transfer" on page 232.

In the following steps, you must enter information into the Store Transfer by PLU window. For information about the fields in the window, see "Store Transfer by PLU window" on page 226.

To create a transfer:

1. On the Main Menu window, click **Inventory**.

2. Click **Store Transfer**.

3. Click the **Transfer In By PLU** tab or the **Transfer Out By PLU** tab.

4. Click **New**.

5. Complete the fields in the Transfer In By PLU window as appropriate.

6. Click **Save**, and then click **Exit**.

Store Transfer by PLU window

This window contains the fields used for creating store transfers in or out of the store using PLUs to identify items. The field descriptions follow.

The following table contains description of the fields in the Store Transfer by PLU window:

Field	Description
Txn Num	This field defines the unique number that identifies the inventory transaction. The inventory transaction number sequence is used for purchase orders, receiving transactions, transfers, and inventory count PLU lists.
	No action required. The Store Manager automatically completes this field with a number after you save the transfer.
Doc Number	This field defines the unique number that identifies the transfer. You can modify the document number if you click **Modify PO/Doc Number** in the Inventory Parameters Maintenance window.
	The Store Manager automatically completes this field, but you can edit the information in it.
	Type a number into the field.
Status	This field indicates the current status of the transfer.
	Pending: The transfer has not been completed and can be modified.
	Complete: The transfer is complete and cannot be modified.
	Void: The transfer has been completed and then voided.
	No action required. The Store Manager automatically completes this field.

Field	Description
Origin	This field indicates if the transfer is based on an electronic document from your head office or if you create it.
	No action required. The Store Manager automatically completes this field.
Txn Date	This field defines the date the inventory transaction is created. The transaction date does not need to be the same as the order date.
	No action required. The Store Manager completes this field with the system date of the computer the Store Manager is running on.
Transfer Date	This field defines the transfer date.
	The Store Manager automatically completes this field, but you can edit the information in it.
	Click the button beside the field to open the pop-up calendar window. Click a date and click **OK**.
	Alternatively, type a date into the field.
Ship Via	This field defines how the items are shipped to or from your store.
	You can define the selection of ship via types that appear in this drop-down list in the Code Table Maintenance window..
	If you click **Ship Via Required** in the Inventory Parameters Maintenance window, you must complete this drop-down list before you can complete the transfer.
	Click the drop-down list and select a ship via type from the list.
Carton Count	This field defines the number of cases included in this transfer.
	Type a number into the field.
Vendor	This field defines the vendor of the items included in the transfer.
	You must complete this drop-down list before you can add items to the transfer.
	Click the drop-down list and select a vendor from the list.
To/From Store	This field defines the store the items are being transferred to or from.
	You must complete this drop-down list before you can save or complete the transfer.
	The selection of stores that appears in this drop-down list comes from the Stores table.
	Click the drop-down list and select a store from the list.
Hash Qty	This field defines the total number of items that the store expects to receive.
	Type a number into the field.
Reason	This field defines the reason the transfer of items is being performed.
	You can define the selection of reasons that appears in this drop-down list in the Code Table Maintenance window.
	Click the drop-down list and select a reason from the list.

Field	Description
Out	This field indicates whether the items are being transferred into or out of your store.
	The entry in this field is based on whether you choose the Transfer in by PLU or the Transfer out by PLU tab in the Store Transfer Selection window.
	No action required. The Store Manager automatically completes this field.
Note	This field defines any notes regarding the transfer.
	Type an alphanumeric string, up to 70 characters long, into the field.
PLU/XREF	This field defines the unique number that identifies the item that is being transferred.
	If you want to use cross reference numbers to identify items instead of PLU numbers, you must click **Xreference Only** in the Inventory Parameters Maintenance Window.
	Type a number into the field.
Description	This field contains the item's description.
	No action required. The Store Manager automatically completes this field.
Expected Qty.	This field defines the number of the item the receiving store expects to receive in the transfer.
	If you are creating a transfer in, you cannot edit the information in this field.
	If you are creating a transfer out, type the number of items the receiving store expects into the field.
Received Qty.	This field defines the actual quantity of the item you receive.
	Type a number into the field
Short/Over	This field indicates the amount of discrepancy between the quantity of the item you expect to send or receive, and the quantity of the item that is actually sent or received.
	No action required. The Store Manager automatically completes this field.
Receive All/None	This field determines the default number that the Store Manager enters into the **Quantity Received** field in this window.
	You can change the value from the default entry made by the Store Manager.
	This field is only available if you click **Allow Receive All for Receiving and Transfers** in the Inventory Parameters Maintenance window.
	Click **All** to automatically enter the expected quantity into the **Quantity Received** field. Click **None** to automatically enter **0** into the **Quantity Received** field.
Report	This field generates a Transfer report and displays it in the report window on your screen.
	For more information about the Transfer report, see "Printing a transfer report" on page 232.
	Click the button.

Field	Description
Inventory Information	This field opens the Inventory Information window. The window contains information about the item in the line of the transfer that you have highlighted. The item in the highlighted line must be inventory controlled.
	For more information about the Inventory Information window, see "Viewing inventory information" on page 234.
	Click the button.
Complete	This field completes the transfer. You cannot modify a transfer after you complete it. The transfer's status becomes complete.
	For information about completing a transfer, see "Completing a transfer" on page 232.
	Click the button.
Void	This field voids the completed transfer. You cannot void a transfer until you have completed it.
	For information about voiding a transfer, see "Voiding a transfer" on page 233.
	Click the button.

Transferring inventory in and out by the case

You can use the transfer by case function to record the receipt of items in your store that are shipped in cases only.

When you create a new transfer it has a status of pending. For information about completing a transfer by case, see "Completing a transfer" on page 232.

In the following steps, you must enter information into the Inventory Transfer by Case window.

Items that you receive into your store, or ship from your store through a transfer by case are not added to or deleted from your on-hand inventory. You must perform an inventory adjustment to have the Store Manager reflect the movement of these items. For information about performing an inventory adjustment, see "Adjusting the on-hand inventory quantities" on page 248.

To create a transfer:

1. On the Main Menu window, click **Inventory**.
2. Click **Store Transfer**.
3. Click the **Transfer In By Case** tab or the **Transfer Out By Case** tab.
4. Click **New**.
5. Complete the fields in the window as appropriate.
6. Click **Save**, and then click **Exit**.

Store Transfer by Case window

This window contains the fields used for creating store transfers of cases of items in or out of the store. The field descriptions follow.

The following table contains descriptions of the fields in the Store Transfer by Case window:

Field	Description
Txn. Num	This field defines the unique number that identifies the inventory transaction. The inventory transaction number sequence is used for purchase orders, receiving transactions, transfers, and inventory count PLU lists.
	No action required. The Store Manager automatically completes this field with a number after you save the transfer.
Doc Number	This field defines the unique number that identifies the transfer.
	You can modify the document number if you click **Modify PO/Doc Number** in the Inventory Parameters Maintenance window.
	The Store Manager automatically completes this field, but you can edit the information in it.
	Type a number into the field.
Status	This field indicates the current status of the transfer.
	Pending: The transfer has not been completed and can be modified.
	Complete: The transfer is complete and cannot be modified.
	Void: The transfer has been completed and then voided.
	No action required. The Store Manager automatically completes this field.

230

Field	Description
Origin	This field indicates if the transfer is based on an electronic document from your head office, or if it is manual.
	No action required. The Store Manager automatically completes this field.
Transfer Date	This field defines the date the inventory transaction is created. The transaction date does not need to be the same as the order date.
	No action required. The Store Manager completes this field with the system date of the computer the Store Manager is running on.
Ship Via	This field defines how the items are shipped to or from your store.
	You can define the selection of ship via types that appear in this drop-down list in the Code Table Maintenance window.
	If you click **Ship Via Required** in the Inventory Parameters Maintenance window, you must complete this drop-down list.
	Click the drop-down list and select a ship via type from the list.
Carton Count	This field defines the number of cases included in this transfer.
	Type a number into the field.
Vendor	This field defines the vendor of the items included in the transfer.
	You must complete this drop-down list before you can add items to the transfer.
	Click the drop-down list and select a vendor from the list.
To/From Store	This field defines the store from/to which the items are being transferred.
	You must complete this drop-down list before you can save or complete the transfer.
	The selection of stores that appears in this drop-down list comes from the Stores table.
	Click the drop-down list and select a store from the list.
Hash Qty	This field defines the total number of cases that the store expects to ship or receive in this transfer.
	Type a number into the field.
Reason Code	This field defines the reason the transfer of items is being performed.
	You can define the selection of reasons that appears in this drop-down list in the Code Table Maintenance window.
	Click the drop-down list and select a reason from the list.
Note	This field defines any notes regarding the transfer.
	Type an alphanumeric string, up to 40 characters long, into the field.
Case Number	This field defines the unique number that identifies the case of items being transferred.
	Type a number into the field.
Quantity	This field defines the number of cases that have the case number you enter into the **Case Number** field in this window.
	Type a number into the field.

Field	Description
Short/Over	This field indicates whether there is a discrepancy between the actual quantity of cases shipped or received and the quantity expected.
	Type a number into the field.
Receive All/None	This field determines the default number that the Store Manager enters into the **Quantity Received** field in this window.
	You can change the value from the default entry made by the Store Manager.
	This field is only available if you click **Allow Receive All for Receiving and Transfers** in the Inventory Parameters Maintenance window.
	Click **All** to automatically enter the expected quantity into the **Quantity Received** field. Click **None** to automatically enter **0** into the **Quantity Received** field.
Report	This field generates a Transfer report and displays it in the report window on your screen.
	For more information about the Transfer report, see "Printing a transfer report" below.
	Click the button.
Inventory Information	This field is not available in the Store Transfer by Case window.
Complete	This field completes the transfer. You cannot modify a transfer after you complete it. The transfer's status becomes complete.
	For information about completing a transfer, see "Completing a transfer" below.
	Click the button.
Void	This field voids the completed transfer. You cannot void a transfer until you have completed it.
	For information about voiding a transfer, see "Voiding a transfer" on page 233.
	Click the button.

Completing a transfer

An inventory transfer has a status of pending until you complete it. You cannot modify a transfer after you complete it.

To complete a transfer:

1. Create a new transfer or open a pending transfer.
2. Click **Complete**. A dialog box appears, prompting you to confirm if you want to complete the transfer.
3. Click **OK**. The dialog box closes. The transfer's status changes to complete.

Printing a transfer report

You can print a transfer report containing the information from the transfer displayed in the Inventory Transfer by PLU window or the Inventory Transfer by Case window.

The Transfer report is linked to the report template designer. You can use the report template designer to alter the appearance and layout of the Transfer report.

To print a Transfer report:

1. Create a new transfer or open a pending transfer.

2. Click **Report**. The Transfer report is displayed in the report window.

3. Click **Print**. A dialog box appears, prompting you to confirm the printing.

4. Click **OK**. The Store Manager prints the report on the printer defined as the default printer, and the report remains displayed on your screen in the report window.

Voiding a transfer

You can void a transfer if it has a status of complete. A voided transfer remains visible in the Store Transfer Selection window. You can open it to see the information in it, but you cannot modify it.

To void a transfer transaction:

1. Create a new transfer or open a pending transaction.

2. Click **Void**. A dialog box appears, prompting you to confirm you want to void the transfer.

3. Click **OK**. The transfer is voided.

Viewing inventory information

You can review detailed inventory information about the items in your store using the Inventory Information and Inventory History windows.

To review an item's information, the item must be inventory controlled. You can mark an item as inventory controlled by clicking **Inventory Control** in the PLU Maintenance window, and you can enter the initial on-hand inventory information for the item in the Inventory Control tab of the PLU Maintenance window.

To open the Inventory Information window:

- Click **Inventory Information** on any of the following windows:
  - PLU Maintenance window
  - Purchase Order Maintenance window
  - Receiving window
  - Store Transfer by PLU window
  - Inventory Adjustment window
  - Physical Inventory Maintenance window

To open the Inventory History window:

- Click **History** on the Inventory Information window.

About the Inventory Information window

This window displays inventory information.

The following list describes the fields used to set the inventory information in the Inventory Information window:

- **PLU** — This field contains the item's PLU number. The adjacent field describes the item associated with the PLU number. You can define the item's description when you define its PLU.

- **Ordering Number** — This field contains a unique number that is used to track the item during inventory transactions. You define the order number in the **Ordering No.** field in the PLU Page 1 tab of the PLU Maintenance window. No action required. The Store Manager completes this field.

- **Department** — This field contains the ID number of the department to which the item belongs. The adjacent field describes the group in which the item belongs. You can define the item's department in the **Dept Number** drop-down list in the PLU Page 1 tab of the PLU Maintenance window.

- **Retail Price** — This field contains the item's retail price. You can define the item's retail price in the **Retail Price** field in the PLU Page 1 tab of the PLU Maintenance window.

- **Use Dept Settings** — This field indicates whether item or department settings are used for determining the item's prices. You can define whether the Store Manager uses item or department settings using the **Use Department** in the PLU Page 1 tab of the PLU Maintenance window.

- **Sugg. Retail Price** — This field contains the item's suggested retail price. You can define the suggested retail price in the **Sugg. Price** field in the PLU Page 1 tab of the PLU Maintenance window.

- **Package Qty** — This field indicates how many of the item are in a package. You can define the package size in the **Package Qty** field in the PLU Page 1 tab of the PLU Maintenance window.

- **Cost** — This field contains the item's cost. You can define the item's cost in the **Default Cost** field in the PLU Page 1 tab of the PLU Maintenance window.

- **User Flags 1-6** — These fields indicate the user flags to which the item belongs. You can assign the item to user flags using the **User Flags 1-6** drop-down lists in the PLU Page 2 tab of the PLU Maintenance window.

- **Vendor** — This field contains the ID number of the item's vendor. The adjacent field contains the name of the item's vendor. You can define the product's vendor using the **Vendor ID** field in the Vendor/SKU tab of the PLU Maintenance window. You can define the product's vendor using the **Vendor ID** field in the Vendor/SKU tab of the PLU Maintenance window.

- **Include in Suggested Orders** — This field indicates whether the on-hand quantities of this item are selected when the Store Manager generates a suggested order. You can define whether the Store Manager includes the item in suggested orders clicking **Include in Suggested Orders** in the Inventory Control tab of the PLU Maintenance window.

- **Min Stock Qty** — This field contains the minimum on-hand quantity of the item. The minimum stock amount is used to generate a suggested order. You can define the minimum stock on-hand for the item using the **Minimum Stock on Hand** field in the Inventory Control tab of the PLU Maintenance window.

- **Max Stock Qty** — This field contains the maximum on-hand quantity of the item. The maximum stock amount is used to generate a suggested order. You can define the maximum stock on-hand for the item using the **Maximum Stock on Hand** field in the Inventory Control tab of the PLU Maintenance window.

- **Quantity On Hand** — This field contains the current on-hand quantity of the item in your store. The Store Manager maintains a perpetual count of the item's on-hand quantity, including sales, receiving, and transfers.

- **Qty Preissued** — This field contains the quantity of the item that is currently reflected on pending purchase orders. The Store Manager maintains this value automatically.

- **Qty On Order** — This field contains the quantity of the item that is currently reflected on issued purchase orders. The Store Manager maintains this value automatically.

- **Last Sold Date** — This field contains the most recent date on which the item was sold. The Store Manager maintains this value automatically.

- **Last Returned Date** — This field contains the most recent date on which a customer returned the item to the store. The Store Manager maintains this value automatically.

- **Last Ordered Date** — This field contains the most recent date on which your store issued a purchase order containing this item. The Store Manager maintains this value automatically.

- **Last Rcvd Date** — This field contains the most recent date that you received the item in your store. The Store Manager maintains this value automatically.

- **Last Vendor ID** — This field contains the ID number of the vendor that most recently supplied the item to your store. The Store Manager maintains this value automatically.

- **Last Cost** — This field contains the amount the vendor charges the store for the item. You can define the cost to the store using the **Cost** field in the Vendor/SKU tab of the PLU Maintenance window.

- **List of Orders** — This field generates the List of Orders report. The List of Orders report provides information about purchase orders and receiving transactions. The List of Orders report is linked to the report template designer. You can use the report template designer to alter the appearance and layout of the List of Orders report. For information about the template designer, see "Using the report template designer" on page 300. Click the button.

- **Inventory History** — This button opens the Inventory History Information window. For information about the fields in the window, see "Inventory History information window" on page 236. Click the button.

- **Report** — To generate a report for this item, click Report.

Inventory History information window

You can review the item's historical inventory information in this window, but you cannot edit the information.

The following list describes the headings in the Inventory History information window:

- **Period** — This field contains the date at the start of the period and the end period. You can define the type of time period the Store Manager uses to organize the historical information using the **Period Type** drop-down list in the Inventory Parameter Maintenance Window.

- **Quantity Sold** — This field contains the total quantity of the item that the store sold during the period. The Store Manager automatically maintains this value.

- **Quantity Returned** — This field contains the total quantity of the item that customers returned to the store. The Store Manager automatically maintains this value.

- **Quantity Adjusted** — This field contains the quantity of the item involved in manual on-hand inventory adjustments you made during the period. The Store Manager automatically maintains this value.

- **In Stock Quantity Closing** — This field contains the on-hand quantity of the item at the period end date. Click on the **Closing** button to display the closing quantity. The Store Manager automatically maintains this value.

- **In Stock Quantity Minimum** — This field contains the lowest on-hand quantity of the item during the period. Click on the **Minimum** button to display the minimum quantity. The Store Manager automatically maintains this value.

- **In Stock Quantity Maximum** — This field contains the highest on-hand quantity of the item during the period. Click on the **Maximum** button to display the maximum quantity. The Store Manager automatically maintains this value.

- **Quantity Ordered** — This field contains the quantity of the item that was reflected on purchase orders you issued during the period. The Store Manager automatically maintains this value.

- **Quantity Received** — This field contains the quantity of the item that was received into the store during the period. The Store Manager automatically maintains this value.

- **Transfer In** — This field shows the number of items that were transferred into the store from another store.

- **Transfer Out** — This field shows the number of items that were transferred out of the store to another store.

- **Net Sales Total** — This field contains the total net sales amount for this item.

- **Received Cost** — This field shows the cost of the items received into inventory.

Uploading inventory information to the corporate office

Knowing the inventory levels of the stores in your chain allows your corporate or head office to make better buying decisions for your overall organization. You can send your head office a snapshot of the inventory levels in your store at a specified time using the Inventory Upload feature. This feature works by allowing you to define a triggering date on which an inventory upload file is created. This file is activated at the end of the defined day at store closing. Information in the upload file provides your head office with an up-to-the-minute overview of the inventory levels in your store. To be fully configured, this feature requires the following additional configurations outside the Store Manager application:

- Configure the Upload Trigger file — See the Download File Formats section of the Technical Reference Guide.

- Configure a generic inventory file — See the TLog Data Capture Formats section of the Technical Reference Guide.

- Ensure that the 'Period Type' option in Configurator is set to **Daily** (Transactions > Inventory > General Parameters > General tab). Any other setting will not support the upload feature.

Upon configuration, the inventory upload feature is launched in Store Manager.

Note: It is not recommended to run this function while the store is open as it may use considerable processing resources to produce the upload file.

To launch an upload of inventory information to the head office:

1. On the Main Menu window, click **Administration**.

2. Click **Export File**. The Export File Menu window appears.
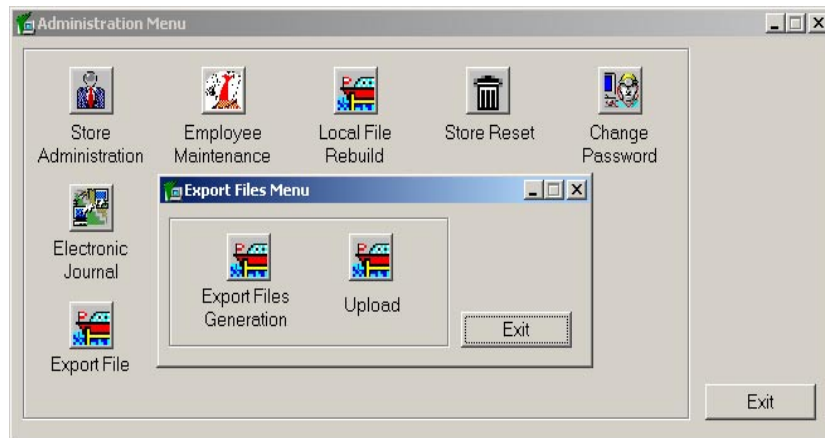
3. Click **Upload**.

4. Enter the information required to launch the upload process:

- **From Date** — Enter the first date for the inventory report.

- **To Date** — Enter the last date for the inventory report.

- **Identifier** — Enter an identifier for the inventory report. The length of the identifier field must not exceed 4 characters. This value and the store number produce a sequence number to identify the inventory report.

- **File Location** — The drive and directory path of output file. This information is optional. If not specified, the default directory is the Xpress Server upload directory.

5. Click **Upload**. The process begins. A window showing the process elapsed time is displayed.
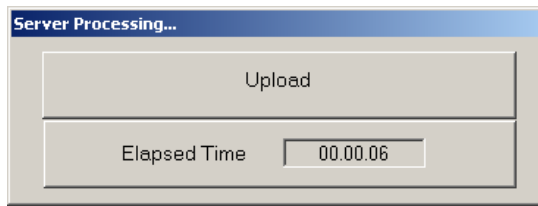
Performing a physical inventory count

You can use the Store Manager to print count sheets that can help you perform inventory counts.

Once you complete an inventory count, you can compare the actual quantities to the on-hand quantities in the Store Manager and perform manual adjustments to on-hand quantities as necessary. For information about adjusting on-hand quantities after a count, see "Adjusting the on-hand quantities after a count" on page 243.

Printing a count sheet

An inventory count sheet is a list of PLUs, descriptions, and blank fields. The store staff can use the sheets to record the quantity of each item as they perform inventory counts. You can enter criteria to determine the PLUs that are included on the count sheet. The count sheets do not include the expected on-hand quantity of the items.

To generate a count sheet:

1. On the Main Menu window, click **Inventory**.

2. Click **Count Sheet**.

3. Enter the criteria for the count sheet into the fields. Different data entry fields are displayed depending on the product group parameter selected.

   - Product Hierarchy
   - PLU Range
   - Primary Vendor
   - User Flag 1
   - Shelf Location Range — If you have set parameters to display the shelf location on the count sheet in the Configurator (Transactions > Inventory > General Parameters > Physical Inventory/Adjustment) you can provide the shelf location range here.

4. Click **Generate Sheet**. The Inventory Count Sheet is generated and displayed on your screen.

5. Click **Print**. The Store Manager prints the count sheet on the printer defined as the default printer.

Parameters which control display of the On Hand Inventory count and Shelf Location are set in the Configurator (Transactions > Inventory > General Parameters > Physical Inventory/ Adjustment). If the parameters are not set, these headings will not be displayed.

The following is an example of the Inventory Count Sheet showing the **Shelf Location**. You can click 'Shelf Location' header to sort the inventory items by shelf location (then by PLU). For information on maintaining the shelf location codes, see "Maintaining inventory shelf location codes" on page 242.
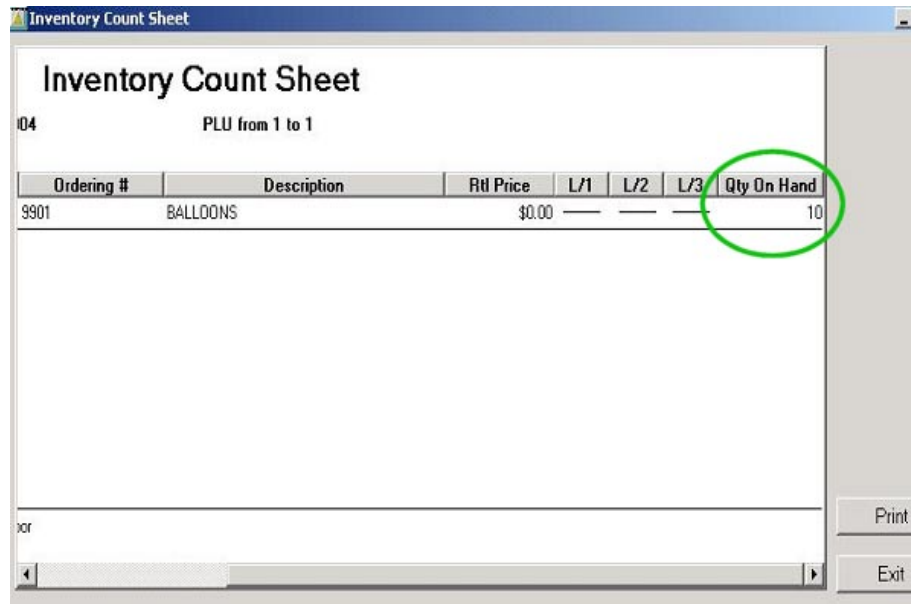
The following is an example of the Inventory Count Sheet showing the **Quantity On Hand** for a PLU item.

Tip: To enter new criteria for the count sheet, click **Search Mode** on the count sheet. You return to the Count Sheet window.

Maintaining inventory shelf location codes

This feature allows you to define the shelf location codes for the Inventory Count Sheet.

To maintain the inventory shelf location codes:

1. On the Main Menu window, click **Inventory**.

2.   Click **Shelf Location Maintenance**. The Shelf Location Maintenance window appears.

3.   Enter the required shelf location codes for each PLU item. Location codes can have a maximum of six digits.

4.   Click **Save** and then click **Exit**.

Adjusting on-hand inventory quantities

You can perform manual adjustments of the on-hand quantities of items to correct discrepancies found as the result of inventory counts, or to account for items shipped or received into the store by the case.

The Store Manager has two windows where you can adjust inventory quantities:

- **Physical Inventory Maintenance:** Used after you perform an inventory count.

- **Inventory Adjustment:** Used to adjust inventory quantities at any time.

Adjusting the on-hand quantities after a count

After you generate a count sheet and use it to perform an inventory count, you can use the Physical Inventory Maintenance window to check the actual counts against the Store Manager's on-hand quantities. You can adjust the on-hand quantities in the Store Manager to match the actual quantities in your store, if required.

For each inventory count you perform, you can create and save a list of PLUs. You create inventory count PLU lists using the Physical Inventory Define window. You can open each PLU list and adjust on-hand quantities in the Physical Inventory Maintenance window.

Creating an inventory count PLU list
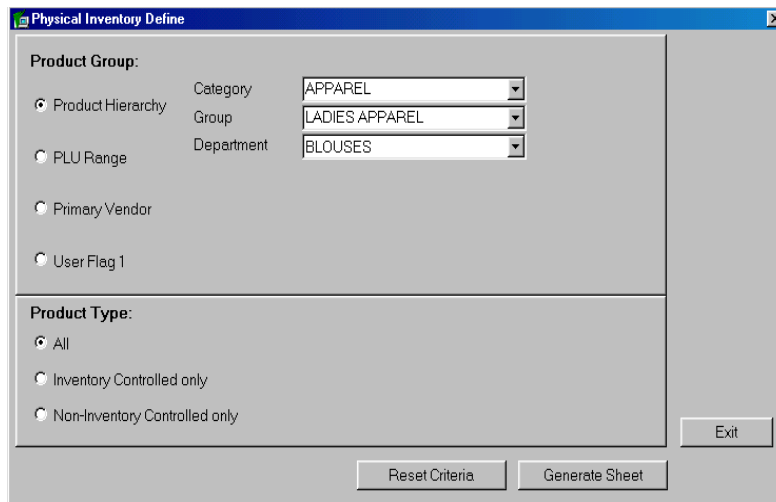
If you use a count sheet to help you with your inventory, you can choose the same criteria in the Physical Inventory Define window so that the PLU list matches the items you counted.

Once you create a PLU list, you can open it and adjust the on-hand quantities of the items in it. For information about making the adjustment to on-hand inventories, see "Entering new on-hand quantities" on page 244.

In the following steps, you must enter information into the Physical Inventory Define window.

To create a PLU list:

1. On the Main Menu window, click **Inventory**.

2. Click **Physical Inventory**.

3. Click **New**.

4. Enter the criteria for the PLU list into the fields.

5. Click **Generate Transaction**. The Physical Inventory Maintenance window displays the PLU list.

6. Click **Save**.

Entering new on-hand quantities

Once you create a PLU list, you can open it and adjust the on-hand quantities of the items in it. For information about creating a PLU list, see "Creating an inventory count PLU list" on page 244.

The Physical Inventory Maintenance window displays the expected on-hand quantities of each item in the PLU list. You can compare these amounts to the actual amount you count in your store. The on-hand quantities in the Store Manager are not updated until you complete the adjustment transaction.

To enter new on-hand quantities:

1. On the Main Menu window, click **Inventory**.

2. Click **Physical Inventory**.

3. Click **Display All**. All of the count PLU lists are displayed.

4. Click the list you want to open, and then click **Open**. The Physical Inventory Maintenance window appears with the PLU list displayed.

5. Complete the fields in the top portion of the Physical Inventory Maintenance window.

6. In the **Quantity** field, type the actual quantity of the items.

7. Click **Complete**. The on-hand inventory amounts in the Store Manager are changed.

Tip: You can add items to the PLU list after it has been generated by clicking New in the Physical Inventory Maintenance window.

Physical Inventory Maintenance window

This window contains the fields used for adjusting on-hand inventory quantities after a count.

The following table contains descriptions of fields in the Physical Inventory Maintenance window:

Field	Description
Txn Number	This field defines the unique number that identifies the inventory transaction. The inventory transaction number sequence is also used for purchase orders, receiving transactions, and transfers.
	No action required. The Store Manager automatically completes this field with a number when you click **Save**.
Status	This field indicates the current status of the transaction.
	No action required. The Store Manager automatically completes this field.
Txn. Date	This field defines the date the inventory transaction is created. The transaction date can differ from the inventory date.
	No action required. The Store Manager completes this field with the computer's system date on which the Store Manager is running.

Field	Description
Doc. Number	This field defines the unique number that identifies the transaction.
	You can modify the document number if you click **Modify PO/Doc Number** in the Inventory Parameters Maintenance window.
	The Store Manager automatically completes this field, but you can edit the information in it.
	Type a number into the field.
Inv. Bucket	This field shows the bucket in which the inventory item is assigned to.
	No action required. The Store Manager completes this field.
Reason	This field defines the reason the inventory count is being performed.
	You must complete this drop-down list if you click **Physical Inventory Reason Required** in the Inventory Parameters Maintenance window.
	You can define the selection of reasons that appear in this drop-down list in the Code Table Maintenance window.
	Click the drop-down list and select a reason from the list.
Department	This field defines the department to which the items in the list belong. This department field is not related to the Department table that you define as part of the product hierarchy.
	Type an alphanumeric string, up to 14 characters long, into the field.
Location	This field defines the location of the items in the store.
	You can define the selection of locations that appear in this drop-down list in the Code Table Maintenance window.
	Click the drop-down list and select a location from the list.
Inv. Date	This field defines the inventory count date.
	The Store Manager automatically completes this field, but you can edit the information in it.
	Click the button beside the field to open the pop-up calendar window. Click a date and click **OK**.
	Alternatively, type a date into the field.
Required by	This field represents the date by which the physical inventory count must be completed.
	Click the button beside the field to open the pop-up calendar window. Click a date and click **OK**.
	Alternatively, type a date into the field.
Note	This field defines any notes regarding the transaction. You can enter any information about the adjustment up to 20 characters. This information is displayed in the Inventory Adjustment Report.
Origin	This field indicates the origin of the transaction (electronic document, manual).
	No action required. The Store Manager automatically completes this field.

Field	Description
PLU/XREF	This field defines the unique number that identifies the item.
	Type a number into the field.
Description	This field defines the item's description.
	No action required. The Store Manager automatically completes this field.
Retail Price	This field indicates the item's retail price.
	You define the retail price in the **Retail Price** field in the PLU Page 1 tab of the PLU Maintenance window.
	No action required. The Store Manager automatically completes this field.
Qty. Actual	This field defines the quantity of the item you actually count in your store.
	Type a number into the field.
Qty. Current	This field defines the quantity of the item the Store Manager expects to be in the store.
	No action required. The Store Manager automatically completes this field.
Qty. Variance	This field defines the difference between the quantity on-hand that the Store Manager expects, and the quantity that you actually count in your store.
	The variance is based on the values in the **Quantity** and **Amount** fields in this window.
	No action required. The Store Manager automatically completes this field.
Extended Variance	This field defines the total retail price of the number of items in the variance.
	The amount is based on the values in the **Retail** and the **Variance** fields in this window.
	No action required. The Store Manager completes this field.
Report	This field generates the Physical Inventory Count Sheet and the Physical Inventory reports.
	The Physical Inventory Count Sheet report contains the same list of PLUs as shown in the Physical Inventory Maintenance window.
	You can generate the Physical Inventory report by clicking **View Physical Inventory Report** on the Report window. The Physical Inventory report contains the information displayed in the Physical Inventory Maintenance window.
	You can use the report template designer to alter the appearance and layout of both the reports.
	Click the button.
Inventory Information	This field opens the Inventory Information window. The window contains information about the item in the transaction line that you highlighted. The item in the highlighted line must be inventory controlled.
	For more information about the Inventory Information window, see "Viewing inventory information" on page 234.
	Click the button.

Field	Description
Complete	This field completes the transaction and implements the changes to the on-hand quantities of the items. To modify the on-hand quantity of an item after you complete the transaction, you must create a new transaction. The transaction's status is complete.
	Click the button.
New	This field adds a blank line to the bottom of the list of selections that you can use to add a PLU to the PLU list.
	Click the button.

Adjusting the on-hand inventory quantities

You can adjust the on-hand inventory quantities of an inventory controlled item at any time to correct a discrepancy between the actual quantity you have in your store and the on-hand quantity in the Store Manager.

You must perform a manual adjustment for items that are shipped from your store in transfers by the case, and for items that you receive into your store through receiving or transfers by the case. The items that are transferred or received by the case are not identified by PLU or vendor's SKU in the inventory transaction. The Store Manager cannot reflect their movement.

An item is inventory controlled if you click (√) **Inventory Control** in the PLU Maintenance window.

Each completed adjustment transaction appears in the Inventory Adjustment Report. Store Manager tracks each adjustment transaction with a sequence number. consisting of a Tlog-generated transaction number and register number The register number always appears as '255' (for Store Manager.)

In the following steps, you must enter information and make selections in the Inventory Adjustment window. For information about the fields in the window, see "Inventory Adjustment window" on page 249.

To adjust the on-hand inventory quantity of an item:

1. On the Main Menu window, click **Inventory**.

2. Click **Inventory Adjustment**.

3. Complete the fields in the Inventory Adjustment window as appropriate.

4. Click **Save**, and then click **Exit**.

Tip: To adjust the on-hand inventory for another item immediately, click **New** in the Inventory Adjustment window.

Inventory Adjustment window

This window contains the fields used for adjusting inventory quantities.

The following table contains description of the fields in the Inventory Adjustment window:

Field	Description
Adj. Type	This field allows you to select the type of inventory change that you want to make. Click the drop-down list and select either **Gain**, **Loss**, or **Set Quantity**.
	The type of adjustment you choose determines how the Store Manager calculates the new on-hand quantity. For example, if you select "Gain" from this drop-down list, the new quantity of the item is determined by adding to the current on-hand.
Bucket	
Reason	This field defines the reason you are performing the adjustment to the item's on-hand quantity.
	You can define the selection of reasons that appear in this drop-down list.
	Click the drop-down list and select a reason from the list.
Note	This field is for information that is relevant to this item's inventory adjustment. Anything you enter is displayed on the report.
Item	This field defines the unique number that represents the item whose inventory you want to adjust.
	Type a PLU number or cross reference number into the field.
PLU	This field displays the PLU number and description of the item.
Quantity	This is the adjustment quantity. Type a number that represents the quantity to be added, subtracted, or moved.
In Stock Quantity Before	This field contains the current inventory amount for the item.
	No action required. The Store Manager automatically completes this field.
Available Quantity Before	

Field	Description
In Stock Quantity After	This field contains the new inventory quantity for the item.
	The new quantity is determined by your selection in the **Adj. Type** drop-down list and the **Qty Before** field.
	No action required. The Store Manager automatically completes this field.
Available Quantity After	
Complete	Click **Complete** to complete the adjustment. The Qty. After fields are automatically filled in with the appropriate quantities.
Inventory Information	This field opens the Inventory Information window. The window contains information about the item.
	For more information about the Inventory Information window, see "Viewing inventory information" on page 234.
	Click the button.

Controlling inventory packages

The X-Reference window shown below allows you to define a cross reference as a package or a case instead of just a single item. If you sell 1 or 2 of the X-Reference items, then you are selling 1 or 2 packages.

When a cashier scans the item at the POS, the quantity will automatically display and the price will be calculated accordingly. In the example below, the cashier does not have to specify a quantity of tennis balls because the quantity is already configured for 12 per package unless the customer is purchasing more than 1 package.

To access the X-Reference window:

1. On the Main Menu window, click **PLU Management**.

2. Click **PLU X-Reference**.

3. Click **New** to create a new cross reference or click **Display All** to **Open** an existing one.

To set the quantity of an item to a package or case:

1. Complete the X-Reference and PLU fields, and the Capture PLU checkbox. For information on cross references, see "Adding a cross reference" on page 169.

2. To set the number of items that make up a package, type the number in the **Package Quantity** field.

3. The type of package can be anything you want, for example a case, package, or bundle. To define the type of package, click the **Package Type** drop-down list. The type of package is configured in Code Maintenance in the Configurator and through the ID/Codes File Maintenance option in the Store Manager.

About controlled inventory transport permits

Transport permits are required for controlled substances such as alcohol. If a purchase is more than a specified amount, then the shipment must be accompanied by a transport permit. To configure the parameters that initiate a printed a inventory transport permit, see "Adding a PLU" on page 143

9

Printing Shelf Labels and Stickers

This section provides information about configuring the Store Manager to print price stickers and shelf labels. It also gives procedures for designing and printing your own custom stickers and labels.

This section covers the following topics:

- Configuring sticker and label parameters
- Printing price stickers
- Printing shelf labels
- Designing and printing stickers and labels

Configuring sticker and label parameters

Before you can begin printing price stickers and shelf labels from the Store Manager, you must configure the sticker and label options. Options include the default sticker and label format, whether custom stickers and labels are allowed, and the path for the print files and printing program.

Defining system parameters

Before you can print price stickers and shelf labels you must define the printer to be used, and the path to the print files and print programs.

In the following steps, you must enter information into the Label Parameter Details Maintenance window. For information about the fields in the window, see "Label Parameter Details Maintenance window" on page 254.

To define system parameters:

1. On the Main Menu window, click **Parameters Setup**.
2. Click **Labels Maintenance**.
3. Click either **Price Stickers** or **Shelf Labels**.
4. Click **Label Parameter Details**.
5. Complete the fields in the Label Parameter Details Maintenance window as appropriate.
6. Click **Save**, and then click **Exit**.

Label Parameter Details Maintenance window

This window contains the fields used for configuring the print options for stickers and labels.

The table contains descriptions of the fields in the Label Parameter Details Maintenance window:

Field	Description
Printer Name	This field defines the path and the name of the printer where the stickers or labels are printed.
	You can use the **Label Type** drop-down list to define whether you are configuring options for labels or stickers.
	Action: Type the printer's path and name, up to 30 characters long, into the field.
Working directory	This field defines the path where the print program you define in the **Program Path** field in this window, looks for the print file as it prepares to print the stickers or labels.
	You can define whether you are configuring options for labels or stickers, using the **Label Type** drop-down list in this window.
	Action: Type the path for the print file, up to 30 characters long, into the field.
Program Path	This field defines the path and executable name of the print program. Note that the print application is not supplied by Triversity Inc.
	You can define whether you are configuring options for labels or stickers, using the **Label Type** drop-down list in this window.
	Action: Type the path and name of the print program, up to 30 characters long, into the field.
Label Type	This field defines the type of label (price sticker or shelf label) that is printed using the options you are defining.
	Action: Click the drop-down list and select a label type from the list.

Creating label and sticker formats

When you design a format for a price sticker or shelf label, you define the information that is included on it. You cannot define where the information is printed on the sticker or label as part of the format. You can define several formats and you can choose the format you want to use when you print stickers or labels.

To add or modify a label or sticker format record, you must enter information into the Format ID Maintenance window.

In the following steps you are required to enter information into the Format ID Maintenance window.

For more information about choosing formats when you print stickers or labels, see "Creating a price sticker queue" on page 261 and "Creating a shelf label queue" on page 264.

To create a format:

1. On the Main Menu window, click **Parameters Setup**.

2. Click **Label Parameters**.

3. Click **Standard Labels Formats**.
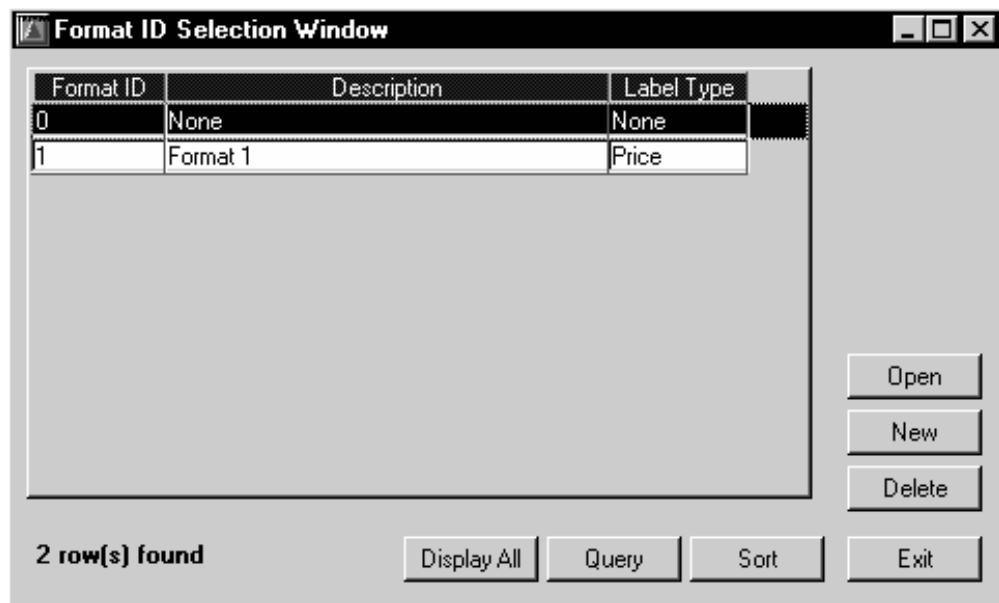
4. Click **New**.

5. Complete the fields in the Standard Labels Format window as appropriate.

6. Click **Save**, and then click **Exit**.

Modifying a label and sticker format

You can modify a format for a price sticker or shelf label.

To modify a format:

1. On the Main Menu window, click **Parameters Setup**. The Parameters Menu window appears.

2. Click **Label Parameters**.

3. Click **Display All**. The existing formats are displayed in the window.

4. Click the format you want to modify, and then click **Open**.

5. Change the fields in the window, as appropriate.

6. Click **Save**, and then click **Exit**.

Deleting a label and sticker format

You should not delete a format if it is assigned to a PLU.

To delete a format:

1. On the Main Menu window, click **Parameters Setup**.

2. Click **Label Parameters**.

3. Click **Standards Labels Format**.

4. Click **Display All**.
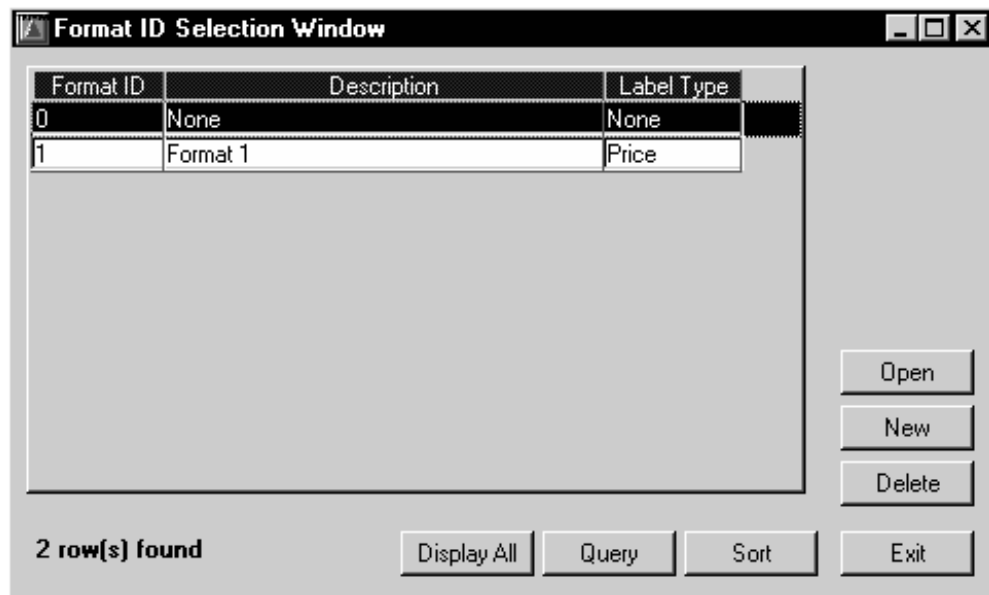
5. Click the format you want to delete, and then click **Delete**. A dialog box appears asking you to confirm the deletion.

6. Click **OK**.

Standard Labels Format Maintenance window

This window contains the fields used for defining what information is entered into the file that is used by the application to print the labels.

The following table contains descriptions of the fields in the Standard Labels Format Maintenance window:

Field	Description
Format ID	This field defines the unique number that identifies the format.
	Action: No action required. The Store Manager automatically completes this field with the next available number.
Label Type	This field defines the type of label (sticker or shelf label) that can use the format.
	Action: Click the drop-down list and select a label type from the list.
Description	This field defines the description of the format.
	Action: Type an alphanumeric description, up to 40 characters long, into the field.
PLU Number	This field determines if the PLU is printed on the sticker or label that uses this format.
	Action: Click (√) the checkbox to include the PLU in the format
PLU Description	This field determines if the PLU's description is printed on the sticker or label that uses this format.
	Action: Click (√) the checkbox to include the description in the format.
Price	This field determines if the PLU's price is printed on the sticker or label that uses this format.
	Action: Click (√) the checkbox to include the price in the format.
Date Code	This field determines if the date code is printed on the sticker or label that uses this format.
	Action: Click (√) the checkbox to include the date code in the format.

Field	Description
Vendor/SKU	This field determines if the vendor's SKU is printed on the sticker or label that uses this format. For information about setting up vendor's SKUs, see "Setting up product vendors" on page 84. *Action:* Click (√) the checkbox to include the vendor's SKU in the format.
Vendor Name	This field determines if the vendor's name is printed on the sticker or label that uses this format. *Action:* Click (√) the checkbox to include the vendor's name in the format.
Vendor ID	This field determines if the vendor's unique ID number is printed on the sticker or label that uses this format. *Action:* Click (√) the checkbox to include the vendor's ID number in the format.
Dept. Name	This field determines if the name of the department the item belongs to, is printed on the sticker or label that uses this format. *Action:* Click (√) the checkbox to include the department's name in the format.
Dept. Number	This field determines if the unique number that identifies the department to which the item belongs, is printed on the sticker or label that uses this format. *Action:* Click (√) the checkbox to include the department's number in the format.
Store Name	This field determines if your store's name is printed on the sticker or label that uses this format. *Action:* Click (√) the checkbox to include the store's name in the format.
Store Number	This field determines if your store's number is printed on the sticker or label that uses this format. *Action:* Click (√) the checkbox to include the store's number in the format.

Defining sticker and label parameters

You must define the label parameters before you can print stickers or labels.

Before you can define label parameters, you must have defined the sticker and label formats you want to use as the defaults.

In the following steps, you must enter information into the Label Parameters Maintenance window. For information about the fields in the window, see "General Label Parameters Maintenance window" on page 259.

To define sticker and label parameters:

1. On the Main Menu window, click **Parameters Setup**.

2. Click **Label Maintenance**.

3. Click **Label Parameters**.

4. Complete the fields in the window as appropriate.

5. Click **Save**, and then click **Exit**.

General Label Parameters Maintenance window

This window contains the fields used for configuring price sticker and shelf label parameters.

The following table contains descriptions of the fields in the Label Parameters window:

Field	Description
Allow Price Label Design in Back Office	This field determines if you can design your own price stickers and shelf labels using the Store Manager.
	If you enable this option, you can design your own custom shelf labels. For information about designing shelf labels, see "Designing a new sticker or label" on page 274.
	Action: Click (√) the checkbox to allow shelf labels to be designed.
Allow Price Sticker Label Creation	This field determines if you can print price stickers using the Store Manager.
	Action: Click (√) the checkbox to allow price stickers to be printed.

Field	Description
Allow Shelf Label Creation	This field determines if you can print shelf labels using the Store Manager. *Action:* Click (√) the checkbox to allow shelf labels to be printed.
Create Different Queue for Each Format ID	This field determines if the stickers and labels using different formats are each placed in a different print queue. *Action:* Click (√) the checkbox to place stickers and labels with different format IDs into different print queues.
Default format ID for price sticker	This field defines the default format for price stickers. For information about defining format IDs, see "Creating label and sticker formats" on page 255. *Action:* Click the drop-down list and select a format from the list.
Default format ID for shelf label	This field defines the default format for shelf labels. For information about defining format IDs, see "Creating label and sticker formats" on page 255. *Action:* Click the drop-down list and select a format from the list.
UPC By Cross Ref. Num.	This field determines if the item's cross reference number is used instead of the PLU on labels and stickers. *Action:* Click (√) the checkbox to use the cross reference number instead of the PLU.

Printing price stickers

When you want to print price stickers, you create a queue (list) of PLUs, quantities, and formats; then you print the queue. You can create several queues. When you print a queue, the Store Manager writes the stickers information in the order in which you placed them in the queue.

WARNING! You can only print price stickers if you click (√) **Allow Price Sticker Label Creation** in the Label Parameters Maintenance window. For information about the fields in the Label Parameters Maintenance window, see"General Label Parameters Maintenance window" on page 259.

You can only create a price sticker queue after you define format IDs. Formats define the information that is printed on the stickers. When you print price stickers, you can either use the default format for the item, or you can use another format. The default format for each item is defined in the Labels tab of the PLU Maintenance window. For information about defining price sticker formats, see "Creating label and sticker formats" on page 255.

Creating a price sticker queue

Once you define a queue of price stickers, you can print it immediately or save it and print it later. For information about printing the price stickers, see "Printing a price sticker queue" on page 263.

In the following steps, you must enter information into the Print Queue Maintenance window. For information about the fields in the window, see "Print Queue Maintenance window" on page 267.

To create a queue of price stickers:

1. On the Main Menu window, click **Labels Maintenance**.

2. Click **Price Stickers**. The Print Queue Selection window appears.
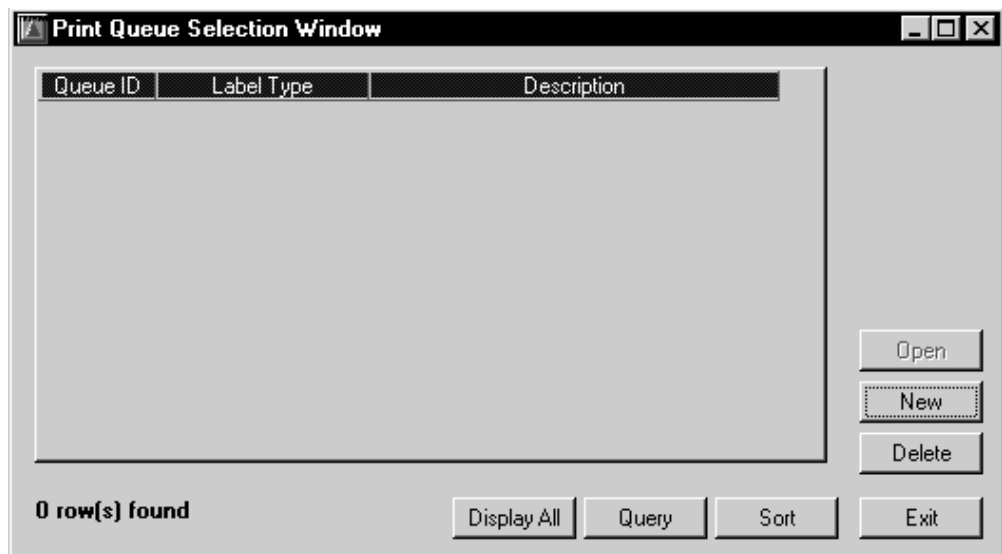
3. Click **New**. The Print Queue Maintenance window appears.

4. Complete the fields in the window as appropriate. Click **New** to add blank entry lines.

5. Click **Save**.

> **Tip:** You can also add items to a queue by clicking **Price Label** on the Labels tab of the PLU Maintenance window.

Modifying a price sticker queue

You can modify the information for price stickers in a queue. You can add or remove PLUs, change the quantities of stickers to print, and change the formats used to print the stickers.

In the following steps, you must enter information into the Print Queue Maintenance window. For information about the fields in the window, see "Print Queue Maintenance window" on page 267.

To modify a queue of price stickers:

1. On the Main Menu window, click **Labels** Maintenance.
2. Click **Price Stickers**.
3. Click **Display All**. All the price sticker print queues are displayed.
4. Click the queue you want to modify, and then click **Open**.
5. Change the fields in the window, as appropriate.
6. Click **Save**.

> **Tip:** To delete an item from a queue, select the item and click **Delete** in the Print Queue Maintenance window.

Deleting a price sticker queue

You can delete a price sticker queue.

To delete a queue of price stickers:

1. On the Main Menu window, click **Parameters Setup**.
2. Click **Label Parameters**. The Print Queue Selection window appears.

3. Click **Display All**. All the price sticker print queues are displayed.

4. Click the queue you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The price sticker queue is deleted.

Printing a price sticker queue

After you create a queue of price stickers, you can print it. You can either print the stickers immediately after you create the queue, or you can print a saved queue.

The steps in this section describe how to print stickers in a queue you created earlier and saved.

To print price stickers:

1. On the Main Menu window, click **Labels Maintenance**.

2. Click **Price Stickers**.

3. Click **Display All**.
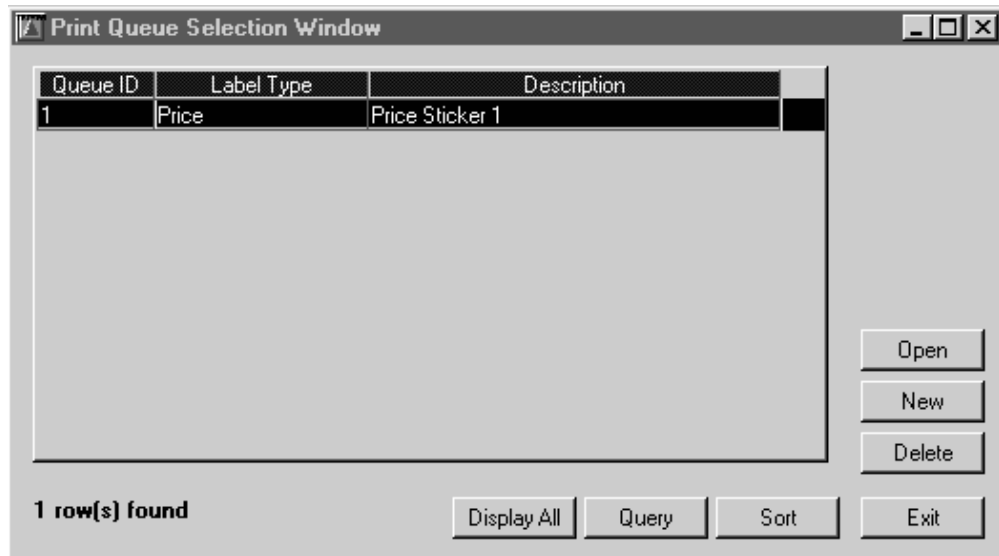
4. Click the queue you want to print, and then click **Open**.

5. Click **Print**. A dialog box appears, prompting you to confirm printing.

6. Click **OK**.

Printing shelf labels

When you want to print shelf labels, you create a queue (list) of PLUs, quantities, and formats; then you print the queue. You can create several queues. When you print a queue, the Store Manager writes the labels information in the order in which you placed them in the queue.

WARNING! You can only print shelf labels if you click (√) **Allow Shelf Label Creation** in the Label Parameters Maintenance window. For information about the fields in the Label Parameters Maintenance window, see "General Label Parameters Maintenance window" on page 259.

You can only create a shelf label queue after you define format IDs. Formats define the information that is printed on the labels. When you print shelf labels, you can either use the default format for the item, or you can use another format. The default format for each item is defined in the Labels tab of the PLU Maintenance window. For information about defining shelf label formats, see "Creating label and sticker formats" on page 255.

Creating a shelf label queue

Once you define a queue of shelf labels, you can print it immediately or save it and print it later. For information about printing the shelf labels, see "Printing a shelf label queue" on page 266.

In the following steps, you must enter information into the Print Queue Maintenance window. For information about the fields in the window, see "Print Queue Maintenance window" on page 267.

To create a queue of shelf labels:

1. On the Main Menu window, click **Labels Maintenance**.

2. Click **Shelf Labels**.
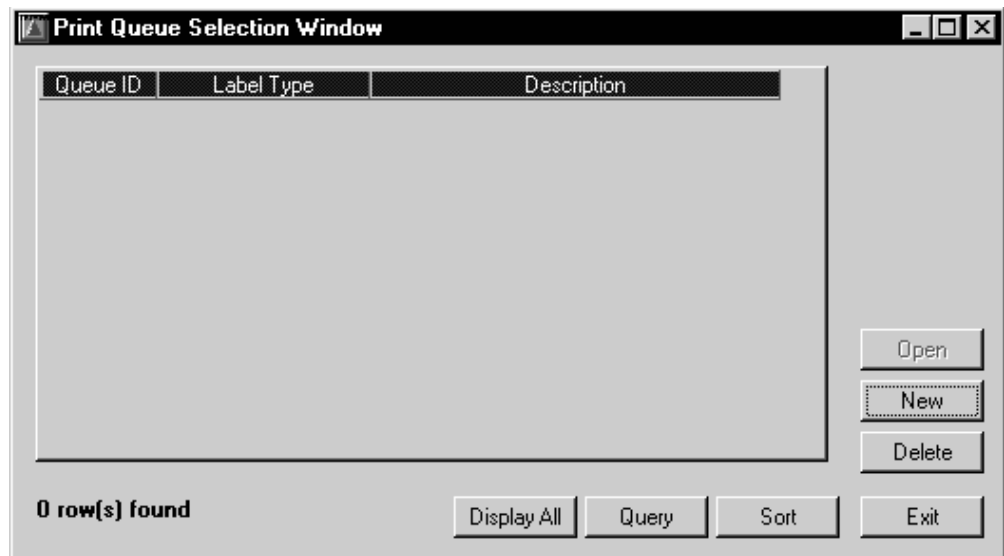
3. Click **New**.

4. Complete the fields in the window as appropriate. Click **New** to add blank entry lines.

5. Click **Save**.

> **Tip:** You can also add items to a queue by clicking **Shelf Label** on the Labels
> tab of the PLU Maintenance window.

Modifying a shelf label queue

You can modify the information for shelf labels in a queue. You can add or remove PLUs, change the
quantities of labels to print, and change the formats used to print the labels.

In the following steps, you must enter information into the Print Queue Maintenance window. For
information about the fields in the window, see "Print Queue Maintenance window" on page 267.

To modify a queue of shelf labels:

1. On the Main Menu window, click **Labels Maintenance**. The Labels Menu window appears.

2. Click **Shelf Labels**.

3. Click **Display All**. All the shelf label print queues are displayed.

4. Click the queue you want to modify, and then click **Open**.

5. Change the fields in the window, as appropriate.

6. Click **Save**.

> **Tip:** To delete an item from a queue, select the item and click **Delete** in the
> Print Queue Maintenance window.

Deleting a shelf label queue

You can delete a shelf label queue.

To delete a queue of shelf labels:

1. On the Main Menu window, click **Labels Maintenance**.

2. Click **Shelf Labels**.

3. Click **Display All**.
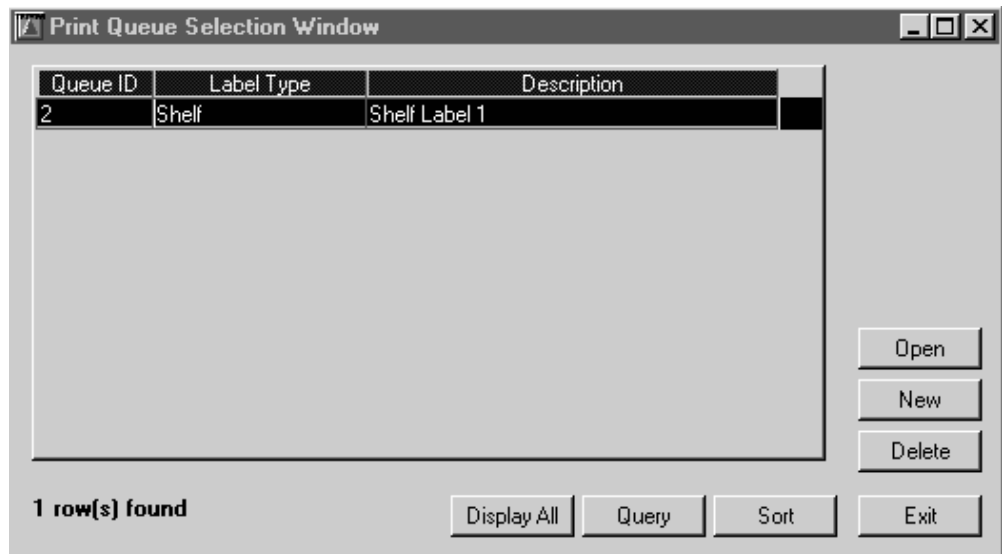
4. Click the queue you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**. The shelf label queue is deleted.

Printing a shelf label queue

After you create a queue of shelf labels, you can print it. You can either print the stickers immediately after you create the queue or you can print a saved queue.

The steps in this section describe how to print stickers in a queue you created earlier and saved.

To print shelf labels:

1. On the Main Menu window, click **Labels Maintenance**.

2. Click **Shelf Labels**.

3.   Click **Display All**.
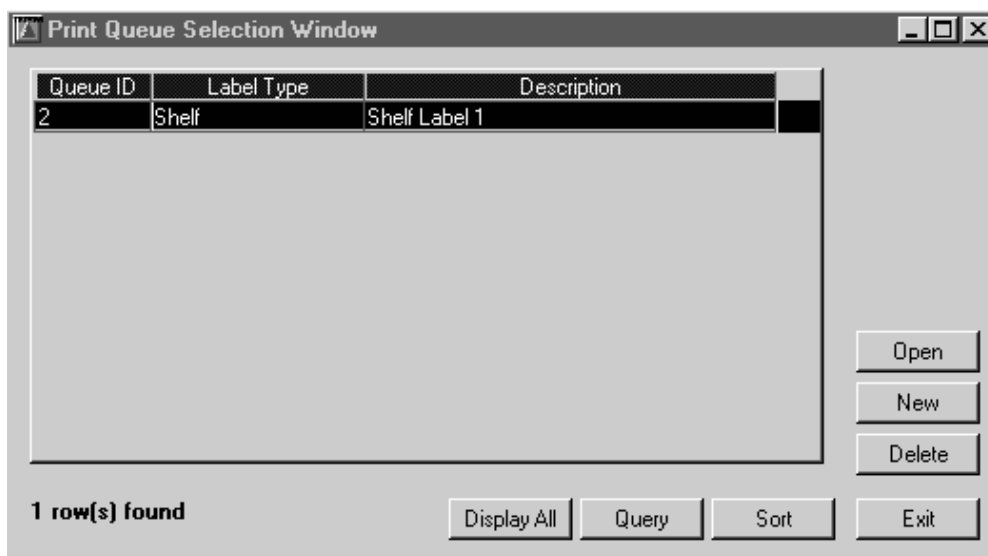
4.   Click the queue you want to print, and then click **Open**.

5.   Click **Print**. A dialog box appears, prompting you to confirm printing.

6.   Click **OK**.

Print Queue Maintenance window

This window contains the fields for creating price sticker and shelf label print queues, and for printing the queues.
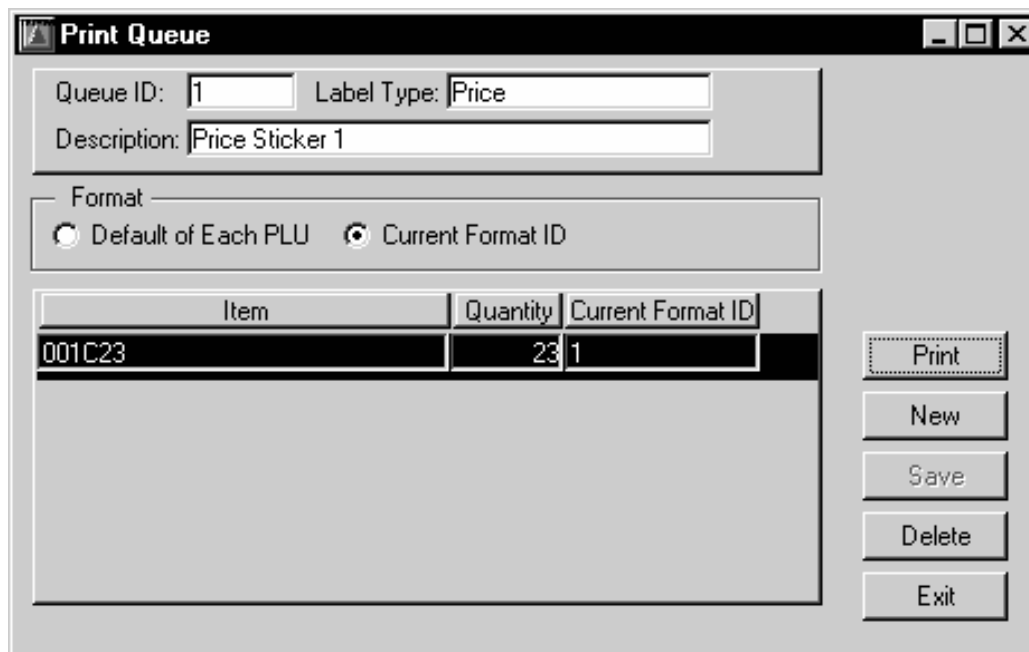
The following table contains descriptions of the fields in the Print Queue Maintenance window:

Field	Description
Queue ID	This field defines the unique number that identifies the sticker or label queue.
	Action: No action required. The Store Manager automatically completes this field with the next available number.
Label Type	This field indicates whether you are defining a price sticker or a shelf label queue.
	Action: None required. If you click **Price Stickers** in the Label Menu window, the Store Manager enters "Price" into this field. If you click **Shelf Labels** in the Label Menu window, the Store Manager enters "Shelf" into this field.
Description	This field defines the description of the queue.
	Action: Type an alphanumeric description, up to 40 characters long, into the field.
Default of Each PLU	This field determines whether the stickers or labels in the queue are printed using the format you selected for each item in the Labels tab of the PLU Maintenance window.
	A format defines the information that is printed on the sticker or label. For example, it defines if the vendor's name is included. For information about defining formats for stickers or labels, see "Creating label and sticker formats" on page 255.
	If you want to individually select a format for each sticker or label in the queue, click **Current Format ID** in this window.
	Action: Click the radio button.
Current Format ID	This field determines that the stickers or labels in the queue are printed using the format you select in the **Current Format ID** field, in this window.
	A format defines the information that is printed on the sticker or label. For example, it defines if the vendor's name is included. For information about defining formats for stickers or labels, see "Creating label and sticker formats" on page 255.
	If you want to use the format ID you defined for each item in the Labels tab of the PLU Maintenance window, click **Default of Each PLU** in this window.
	Action: Click the radio button.
Item	This field defines the PLU in the queue.
	Action: Click the drop-down list and select a PLU from the list.
Quantity	This field defines the number of stickers or labels to print.
	Action: Type a number into the field.
Current Format ID	This field defines the format used to print the stickers or labels.
	This field is only active if you click **Current Format ID** in this window. If you do not click the radio button, this field displays the ID number of the format you defined for the item in the Labels tab of the PLU Maintenance window.
	For information about defining formats for stickers or labels, see "Creating label and sticker formats" on page 255.
	Action: Click the drop-down list and select a format from the list.
Print	This field sends the queue to the printer.
	Action: Click the button.

Field	Description
New	This field adds a blank entry line to the queue.
	Action: Click the button.
Delete	This field deletes an item from the queue.
	Action: Click the button.

Designing and printing stickers and labels

You can design custom price stickers and shelf labels that you can print using a standard printer. You must first define a sticker or label type, then define the information and how it will appear on the sticker or label type.

WARNING! You can only design custom price stickers and shelf labels if you click (√) **Allow Price Label Design in Back Office** in the Label Parameters Maintenance window. For information about the fields in the Label Parameters Maintenance window, see "General Label Parameters Maintenance window" on page 259.

Creating new types of stickers and labels

You can design a new type of price sticker or shelf label by defining its size, shape, and the margins that determine its printable area.

Once you have created a new type of sticker or label, you can define the information and how it appears. For information about defining the contents of the sticker or label, see "Designing a new sticker or label" on page 274.

To add or modify a sticker or label type record, you must enter information into the Design Label Definition window. For information about the fields in the window, see "Design Label Definition window" on page 272.

Adding a new type of sticker or label

You can create ne w types of s tickers or labels.

In the following steps, you must enter information into the Design Label Definition window. For information about the fields in the window, see "Design Label Definition window" on page 272.

To create a new sticker or label type:

1. On the Main Menu window, click **Parameters Setup**.
2. Click **Label Parameters**.

3. Click **Designed Labels Layout Definition**.
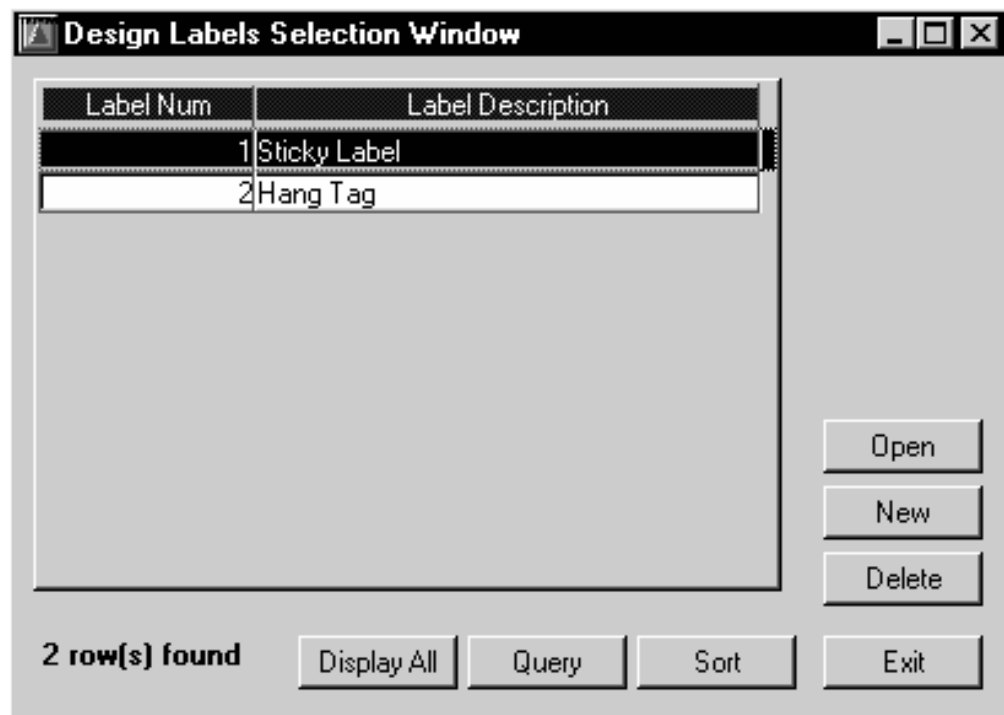
4. Click **New**.
5. Complete the fields in the window, as appropriate.
6. Click **Save**, and then click **Exit** button.

Modifying a sticker or label type

You can modify the characteristics of a sticker or label type you define.

In the following steps, you must enter information into the Design Label Definition window. For information about the fields in the window, see "Design Label Definition window" on page 272.

To modify a sticker or label type:

1. On the Main Menu window, click **Parameters Setup**.
2. Click **Label Parameters**.
3. Click **Designed Labels Layout Definition**.
4. Click **Display All**. All of the sticker and label types are displayed.
5. Click the sticker or label type you want to modify, and then click **Open**.
6. Change the fields in the window, as appropriate.
7. Click **Save**, and then click **Exit**.

Deleting a sticker or label type

You can delete a sticker or label type you define.

To delete a sticker or label type:

1. On the Main Menu window, click **Parameters Setup**.

2. Click **Label Maintenance**.

3. Click **Designed Label Definitions**.
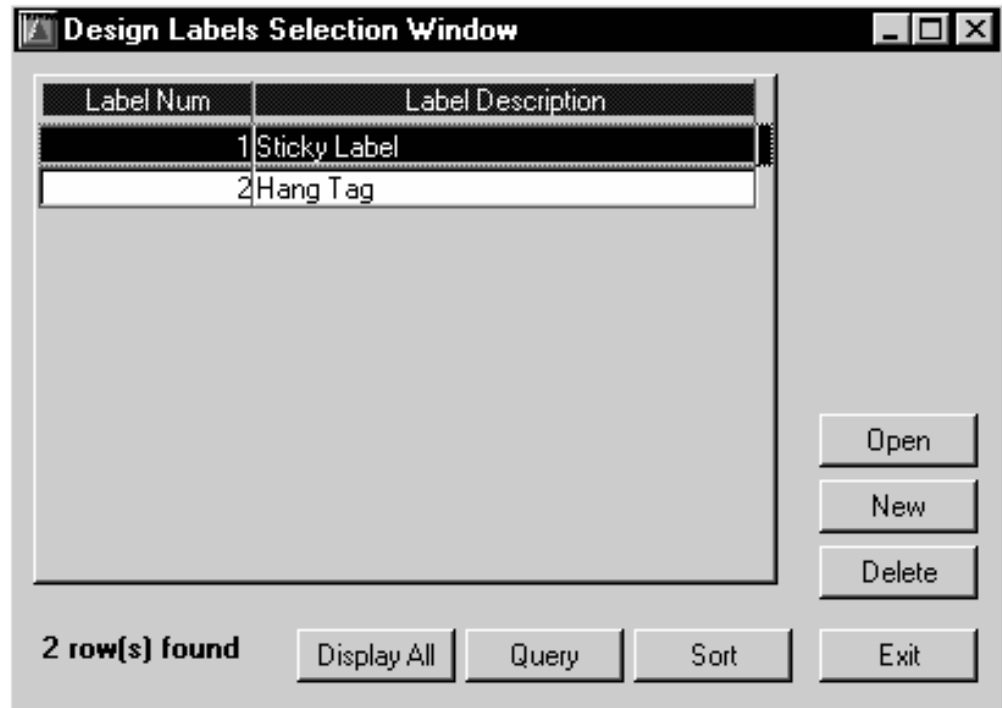
4. Click **Display All**.

5. Click the sticker or label type you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

6. Click **OK**. The sticker or label type is deleted.

Design Label Definition window

This window contains the fields used for defining the size and page position of a custom price sticker or shelf label. The field descriptions follow.

The following table contains descriptions of the fields in the Design Label Definition window:

Field	Description
Label Number	This field defines the unique number that identifies the sticker or label type.
	Action: Type a number into the field.
Description	This field defines the description of the sticker or label type.
	Action: Type an alphanumeric description, up to 40 characters long, into the field.
Width	This field defines the width of the sticker or label, in inches.
	Action: Type a number, with up to 3 decimal places, into the field.
Height	This field defines the height of the sticker or label in inches.
	Action: Type a number, with up to 3 decimal places, into the field.
Sheet	This field determines if the sticker or label paper is in sheets or if it is continuous feed paper.
	Action: Click (√) the checkbox to sheet feed the sticker or label paper.
Columns	This field defines how many columns of stickers or labels are on a sheet.
	Use the **Column Space** field, in this window, to define how far apart columns are.
	Action: Type a number into the field.

Field	Description
Column Space	This field defines how far apart, in inches, the columns of stickers or labels are on a sheet.
	Use the **Columns** field, in this window, to define how many columns are on a sheet.
	Action: Type a number, with up to 3 decimal places, into the field.
Top Down	This field determines if the stickers or labels are printed from the top to the bottom of the sheet, or if they are printed across the sheet.
	Action: Click (√) the checkbox to print the labels from the top to the bottom of the sheet.
Rows	This field defines how many rows of stickers or labels are on a sheet.
	Use the **Row Space** field, in this window to define how far apart the rows are.
	Action: Type a number into the field.
Row Space	This field defines how far apart, in inches, the rows of stickers or labels are.
	Use the **Rows** field to define how many rows are on a sheet.
	Action: Type a number, with up to 3 decimal places, into the field.
Shape	This field defines the shape of the sticker or label.
	Action: Click the drop-down list and select a shape from the list.
Top Margin	This field defines the height, in inches, of the margin at the top of the sheet before the first row of stickers or labels.
	Use this field in conjunction with the **Margin Bottom**, **Margin Left**, and **Margin Right** fields in this window.
	Action: Type a number, with up to 3 decimal places, into the field.
Bottom Margin	This field defines the height, in inches, of the distance from the bottom edge of the sheet and the last row of stickers or labels.
	Use this field in conjunction with the **Margin Top**, **Margin Left**, and **Margin Right** fields, in this window.
	Action: Type a number, with up to 3 decimal places, into the field.
Left Margin	This field defines the width, in inches, of the distance between the left edge of the sheet and the first column of stickers or labels.
	Use this field in conjunction with the **Margin Top**, **Margin Bottom**, and **Margin Right** fields, in this window.
	Action: Type a number, with up to 3 decimal places, into the field.
Right Margin	This field defines the width, in inches, of the distance between the right edge of the sheet and the last column of stickers or labels.
	Use this field in conjunction with the **Margin Top**, **Margin Bottom**, and **Margin Left** fields, in this window.
	Action: Type a number, with up to 3 decimal places, into the field.

Field	Description
Ellipse Height	This field defines the vertical radius, in inches, of the sticker or label.
	You only need to use this option if you select oval in the **Shape** drop-down list in this window.
	Action: Type a number, with up to 3 decimal places, into the field.
Ellipse Width	This field defines the horizontal radius, in inches, of the sticker or label.
	You only need to use this option if you select oval in the **Shape** drop-down list in this window.
	Action: Type a number, with up to 3 decimal places, into the field.

Designing a new sticker or label

After you define the sticker or label type you want to use in your custom sticker or label, you must define the information that appears on it, its location and layout. In addition, you must define the PLUs you want to print the stickers or labels for.

For information about defining a sticker or label type, see "Creating new types of stickers and labels" on page 269.

To add or modify a record containing a custom sticker or label design, you must enter information into the Designed Label Maintenance window. For information about the fields in the window, see "The Designed Label Maintenance window" on page 278.

Once you have created a design, you can save the stickers or labels for printing later, or you can print them immediately. For information about printing the stickers or labels, see "The Designed Label Maintenance window" on page 278.

Creating a new design for a sticker or label

You can create price stickers or shelf labels for items with custom layouts. The stickers and labels you design are printed on a standard printer.

Tip: If you only want to change the range of PLU numbers that a sticker or label prints, it is more efficient to modify an existing saved sticker or label design than to create a new one.

Once you have created a design, you can save the stickers or labels for printing later, or you can print them immediately. For information about printing the stickers or labels, see "The Designed Label Maintenance window" on page 278.

In the following steps, you must enter information into the Designed Label Maintenance window. For information about the fields in the window, see "The Designed Label Maintenance window" on page 278.

To design a sticker or label:

1. On the Main Menu window, click **Parameters Setup**.
2. Click **Label Parameters**.

3. Click **Designed Labels Definition**.
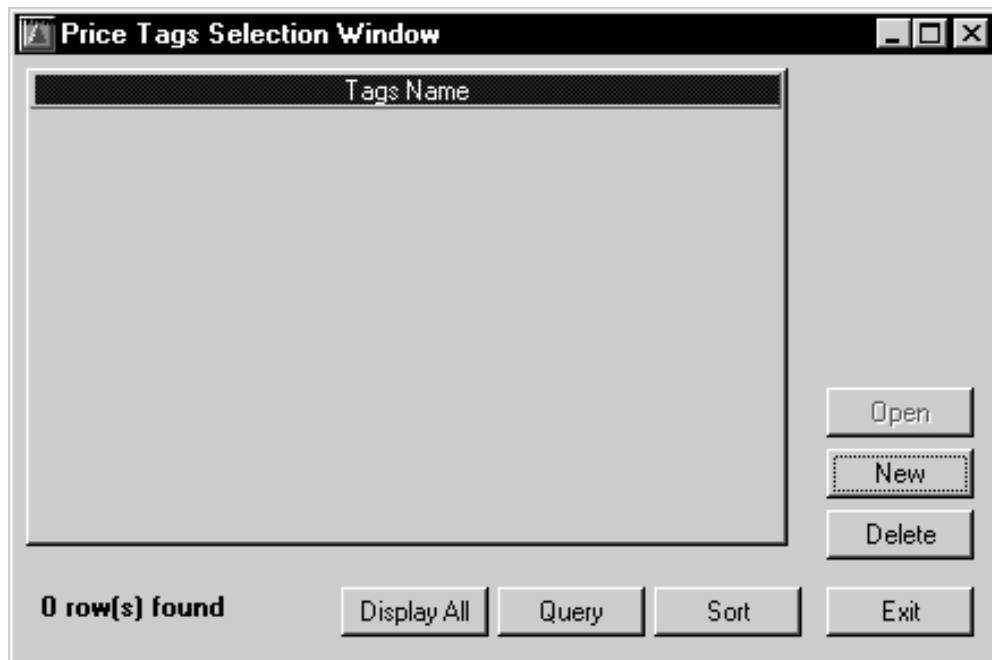
4. Click **New**.
5. Complete the fields in the Designed Label Maintenance window, as appropriate.
6. Click **New** to add new entry lines.
7. Click **Save**.

Tip: To print the stickers or labels immediately, click **Print Label.**

Modifying a sticker or label you defined

You can modify a custom sticker or label. If the only change you want to make is the PLU range the sticker or label prints for, modifying an existing custom sticker or label is easier than creating a new design.

In the following steps, you must enter information into the Price Tag Maintenance window. For information about the fields in the window, see "The Designed Label Maintenance window" on page 278.

To modify a custom sticker or label:

1. On the Main Menu window, click **Parameters Setup**.
2. Click **Label Parameters**
3. Click **Designed Labels Definition**.
4. Click **Display All**. All of the custom price stickers or shelf labels are displayed.
5. Click the sticker or label you want to modify, click **Open**.
6. Change the fields in the window, as appropriate.

> **Note:** You must click **Save** before you can use the fields on the right side of the Price Tag Maintenance window.

7. Click **Save**.

Deleting a sticker or label you defined

You can delete a custom sticker or label.

To delete a sticker or label:

1. On the Main Menu window, click **Parameters Setup**.

2. Click **Label Parameters**

3. Click **Designed Labels Definition**.

4. Click **Display All**. All of the custom price stickers or shelf labels are displayed.
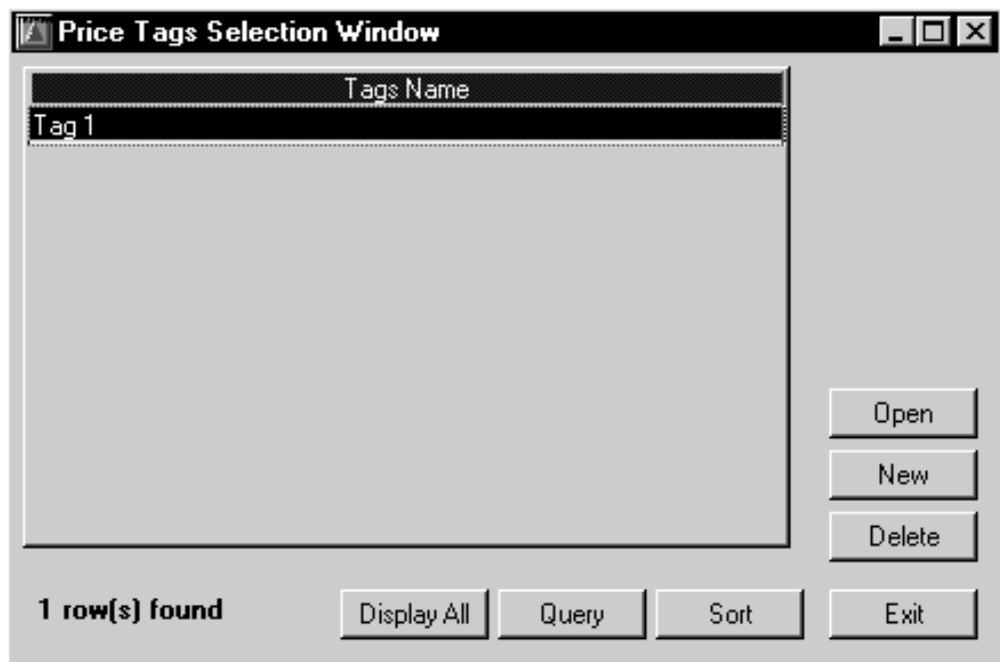
5. Click the sticker or label you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

6. Click **OK**. The sticker or label design is deleted.

Printing the stickers or labels you defined

After you create custom stickers or labels, you can print them.

To print stickers or labels you defined:

1. On the Main Menu window, click **Parameters Setup**.

2. Click **Label Parameters**.

3. Click **Designed Labels Definition**.

4. Click **Display All**. All of the custom price stickers or shelf labels are displayed.
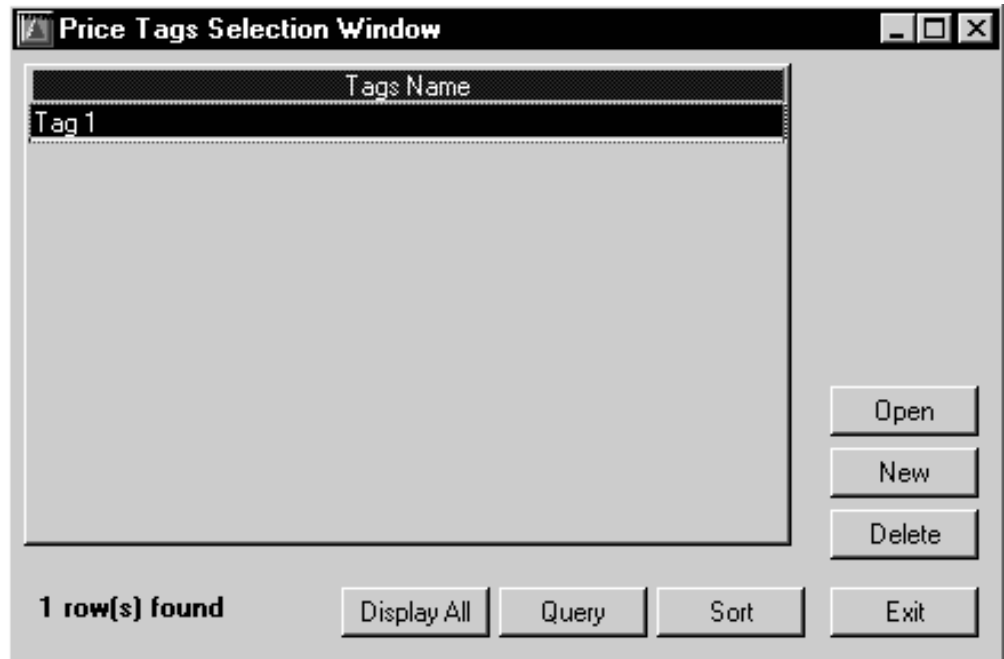
5. Click the sticker or label you want to print, and then click **Open**.

6. Click **Print Label**. A dialog box appears, prompting you to confirm printing.

7. Click **OK**.

The Designed Label Maintenance window

This window contains the fields used for selecting the information that appears on custom price stickers or shelf labels, and how the text appears when they are printed.

The following table contains descriptions of the field in the Designed Label Maintenance window:

Field	Description
PLU From/To	These fields define the range of PLUs for which the stickers or labels are printed.
	You must click **Save** to save the sticker or label before you can define the range of PLUs.
	Action: Type a PLU number in the field.
Doc Number	This field defines the electronic document that contains the items the stickers or labels are printed for.
	When you click this radio button, a field appears, replacing **PLU From/To.**
	You must click **Save** to save the sticker or label before you can define the electronic document.
	Action: Click the radio button and type a document number into the field that appears.
P.O. Number	This field defines the purchase order that contains the items for which the stickers or labels are printed.
	When you click this radio button, an field appears, replacing the **PLU From/To**.
	You must click **Save** to save the sticker or label before you can define the purchase order.
	Action: Click the radio button and type a purchase order number into the field that appears.

Field	Description
Tag Name	This field defines the description of the sticker or label you are designing.
	Action: Type an alphanumeric string, up to 40 characters long, into the field.
Layout	This field defines the type of sticker or label you are designing.
	For information about creating sticker or label types, see "Creating new types of stickers and labels" on page 269.
	Action: Click the drop-down list and select a type from the list.
Description	This field defines the type of information that is printed on the sticker or label.
	Action: Click the drop-down list and select an item from the list. Select **user-defined** from the list if you want to print a short, custom text string on the sticker or label. Type the text string into the **Tag Data** field.
Tag Data	This field defines the contents of a short string that is printed on the sticker or label.
	You must select **user-defined** in the **Description** drop-down list, before the text you type into this field is printed on the sticker or label.
	Action: Type an alphanumeric string, up to the width of the box, into the field.
Length	This field defines the maximum length, in inches, of the information you selected in the **Description** drop-down list.
	Action: Type a number, with up to 3 decimal places, into the field.
Line	This field defines the line on which the information you selected in the **Description** drop-down list is printed on the sticker or label.
	Action: Type a line number into the field.
Col.	This field defines the column in which the information you selected in the **Description** drop-down list begins printing.
	Each column is the width of a character space. For example, if you enter 5 into this field, the information begins printing 5 spaces from the left edge of the sticker or label.
	Action: Type a column number into the field.
Font	This field defines the font that the information you select in the **Description** drop-down list is printed in, on the sticker or label.
	Action: Click the drop-down list and select a font from the list.
Bold	This field determines if the information you select in the **Description** drop-down list is printed in bold weight on the sticker or label.
	Action: Click (√) the checkbox to print the information in bold weight.
Italic	This field determines if the information you selected in the **Description** drop-down list is printed in italics on the sticker or label.
	Action: Click (√) the checkbox to print the information in italics.
Uln	This field determines if the information you selected in the **Description** drop-down list is underlined on the sticker or label.
	Action: Click (√) the checkbox to underline the information when it is printed on the sticker or label.

Field	Description
Ft Size	This field determines the size of the font of the information you selected in the **Description** drop-down list, is printed on the label or sticker. *Action:* Click the drop-down list and select a font size from the list.
Print Label	This field prints the stickers or labels defined in this window. You must click **Save** to save the sticker or label before you can print the sticker or label. *Action:* Click the button.
Copies	This field defines how many copies of each sticker or label is printed. You must click **Save** to save the sticker or label before you can define the number of copies. *Action:* Type a number into the field.
Show/Hide Sample	This field opens the display window that allows you to preview the stickers or labels you design before you print them. Changes you make to the fields in this window are not reflected in the preview until you click **Save** to save the sticker or label. *Action:* Click the button to toggle between showing and hiding the display window.
New	This field adds a blank entry line, so you can add information to the stickers or labels. *Action:* Click the button.
Delete	This field deletes the entry line that is currently selected. *Action:* Click the button.

- To display a sample of the label, click **Show Sample**. The Designed Label Maintenance window displays the following additional information:

Find PLU/PLU	These fields search for the preview of the sticker or label for a specific PLU.
	This field is only visible when the preview is visible.
	Action:
	1. Click the **PLU** drop-down list and select a PLU from the list.
	2. Click **Find PLU**.
Zoom	This field changes the magnification of the preview in the display window. The value you enter into this field represents the percentage of magnification.
	For example, if you enter 75 into this field, the Store Manager displays the preview at 75% of maximum size.
	This field is only visible when the preview is visible.
	Action: Type a number into the field.
Show Ruler	This field determines if a ruler is visible in the display window. This field is only visible when the preview is visible.
	Action: Click (√) the checkbox to display the ruler in the display area

Journals and Journal Files

10

This section describes the process of opening and reading journal files and log files.

Reading the journal files

All transactions performed at a POS terminal are captured electronically in journal files. You can open the journal files and view each transaction using the Electronic Journal Viewer. Viewing the journal electronically allows you to use search functions to find specific transactions, and eliminates bulky paper journals.

Setting up the electronic journal

You must set up the path information where the electronic journal is saved before you can view journal files using the Electronic Journal Viewer.

Note that the Electronic Journal Viewer can also be run stand-alone at your head office.

In the following steps, you are required to enter information and make selections in the Electronic Journal Setup window. For information about the fields in this window, see "Complete the fields in the Electronic Journal Setup window, as required." on page 284.

To set up the electronic journal:

1. On the Main Menu window, click **Administration**.

2. Click **Electronic Journal**.
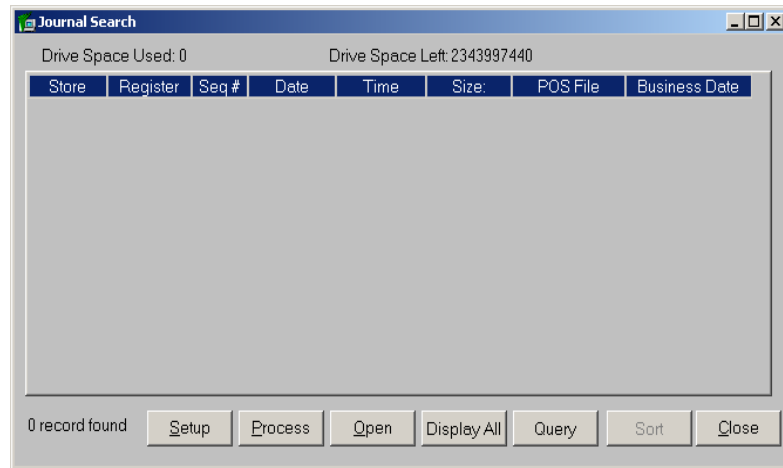
3. Click **Setup** on the Journal Search window.

4. Complete the fields in the Electronic Journal Setup window, as required.
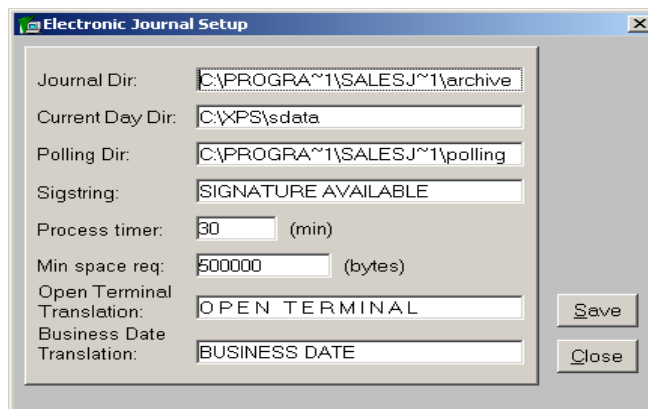
5. Type the name and path of the compressed, archived, journals files in the **Journal Dir** field.

6. Type the name and path of the current day's journal files in the **Current Day Dir** field.

7. To define the location of the previous day's journal files, type the name and path of the polling directory in the **Polling Dir** field.

8. To define the text that replaces a signature in the transactions stored in the journal files, type an alphanumeric string, up to 60 characters long, into the **Sigstring** field. Signatures are captured using signature capture devices at the POS terminal.

9. Type the number of minutes that represents the frequency with which the system looks for journal files in the polling directory so that it can process them, in the **Process Timer** field. You define the polling directory in the **Polling Directory** field in this window. If you do not want the system to automatically look for journal files, type a zero (0) in this field.

Note: The Min space req field is not activated in the Store Manager.

10. Click **Save**, and then click **Close**.

Selecting a journal

You must update the Electronic Journal Viewer and open a journal file before you can view the transactions in it.

Updating the Electronic Journal Viewer

Updating the viewer makes new journal files visible in the Journal Search window so you can select them. One journal file for each occurrence of the Open Terminal function is located in the folder you specified in the **Current Day Dir** field in the Electronic Journal Setup window. You must update the viewer every time a new journal is added to the Journal Search window.

The update process requires you to run an external application (**ejp.exe**) from Microsoft Windows Explorer. You cannot run the program from within the Store Manager unless you set it up as a third-party application.

Tip: Your head office should automate the ejp.exe to run automatically every night, thereby rendering this procedure obsolete.

For information about setting up and running third-party applications, see "Adding third-party application buttons to windows" on page 34.

You do not have to close the Store Manager to update the journal viewer, but you should close the Electronic Journal Viewer. The following procedure describes the update process that is based on running the application using Windows Explorer, and having the external application in the default location. If the file is not in the default location, you can use the Windows Explorer Find utility to locate it.

Once you have updated the viewer, you can select and open the new journal file. For information about selecting and opening a journal file, see "Opening a journal file" on page 287.

To update the Electronic Journal Viewer:

1. Open Microsoft Windows explorer. Open the Program Files\Sales Journal viewer folder.

2. Double-click **ejp.exe**. The EJProcessor application is launched and begins processing automatically.
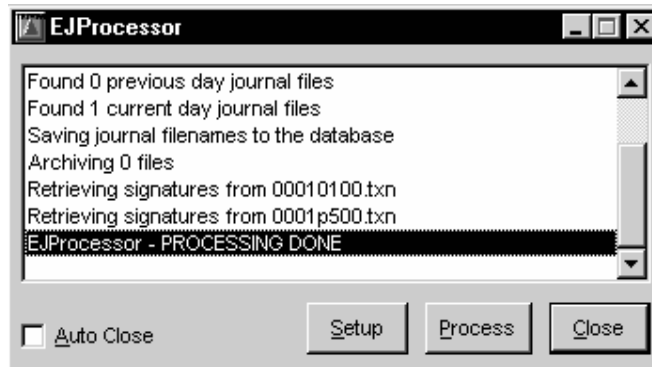
3. Click **Close** when processing is finished.

Opening a journal file

You can open a journal file if it is visible in the Journal Search window. For a journal to be visible in the Journal Search window, the directories you specify in the Journal Setup window must contain the appropriate journal files. For information about the fields in the Electronic Journal Setup window, see "Complete the fields in the Electronic Journal Setup window, as required." on page 284. In addition, you must update the Electronic Journal Viewer each time a new journal file is added to the search window. For information about updating the viewer, see "Updating the Electronic Journal Viewer" on page 285.

To select and open a journal file:

1. On the Main Menu window, click **Administration**.

2. Click **Electronic Journal**. The search window contains entries for each of the journal files in the folder you defined in the **Current Day Dir** field in the Electronic Journal Setup window.
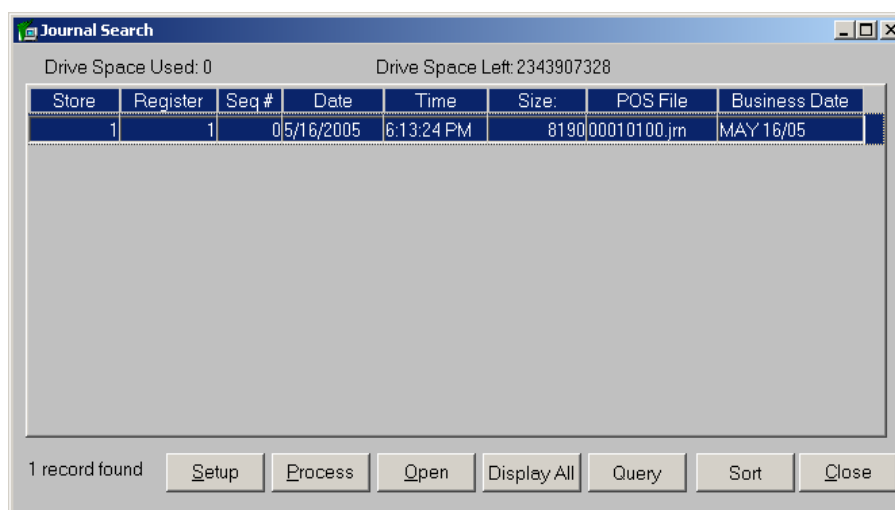
3. Click the journal you want to open, and then click **Open**. The Journal Search window closes, and the journal file's first transaction is displayed in the Electronic Journal Viewer.

    Tip: The "**Line n of nnn**" message in the top right corner of the Electronic Journal Viewer's window tells you the approximate location of the visible transaction in the journal file. For example, "Line 1 of 599" indicates that the transaction is at the beginning of the journal file.

Searching for transactions in a journal

Once you have opened a journal file, you can view and print the transactions in it. You can scroll through all the transactions in the file, one at a time, or enter search criteria and search for specific transactions.

Before you complete the following steps, you must display a journal file in the Electronic Journal Viewer. For information about the fields in the window, see "The Electronic Journal Viewer" on page 288.

To search for transactions:

1. Click and drag the scrolling bar in the middle of the Electronic Journal Viewer to the top of the window to display the first transaction in the journal. The first transaction in the journal file is displayed.

2. Use the **Search** fields on the right side of the viewer's window to define the criteria for the search.

3. Click **Search**. The viewer begins searching for transactions that meet the criteria. When the search is complete, the first matching transaction is displayed.

> **Note:** The viewer searches the journal file up to the beginning of the file, or down to the end of the file from the transaction currently displayed in the viewer, and stops. If the viewer searches down from a transaction in the middle of the file to the end, it will not automatically resume searching from the beginning of the file to the middle.

4. Click the arrow buttons on the scroll bar to scroll from transaction to transaction.

> **Tip:** You can narrow down your search by selecting more than one search criteria. The viewer searches for transactions that match all of the criteria.

The Electronic Journal Viewer

This window shows the fields used to search for transactions in the electronic journal files.
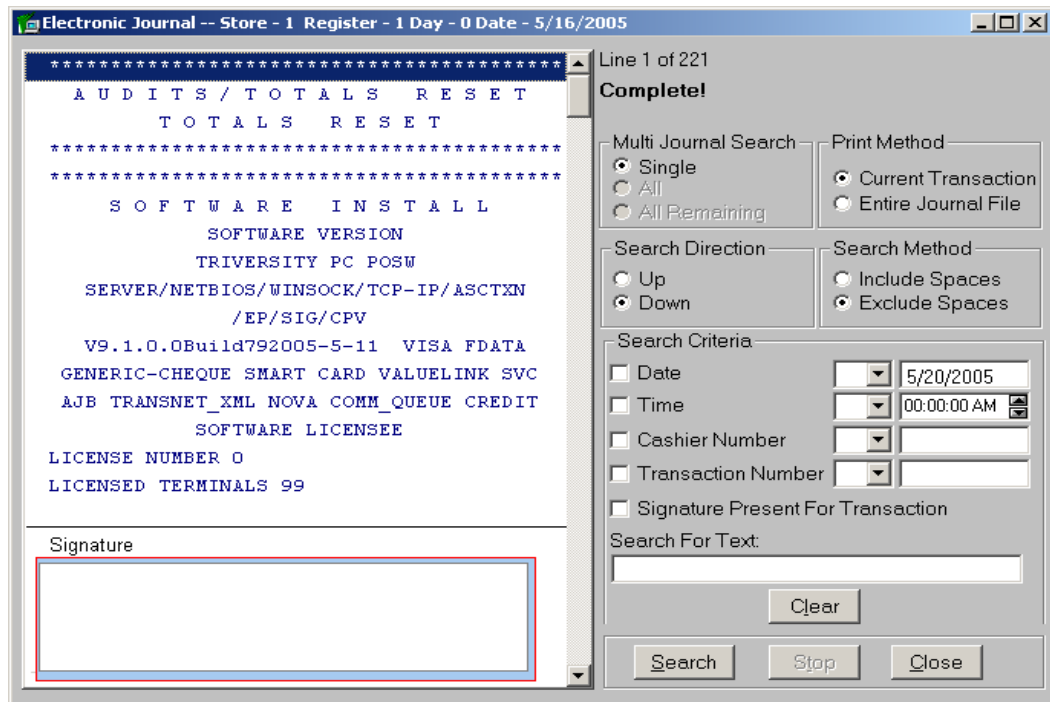
To perform a multi journal search:

1. To search an open journal file for transactions that match the search criteria, click the **Single** radio button.

2. Click the **All** radio button to search all journal files.

3. To search all journal files from the open journal onward, click the **All remaining** radio button.

4. The direction of the search is determined by the Up and Down radio buttons.

   Click the **Up** radio button to search from the current transaction to the first transaction. Click the **Down** radio button to search from the current transaction to the last transaction.

5. You can refine the search further by including or excluding spaces in the text that is being searched.

   To include spaces, click the **Include Spaces** radio button. The Electronic Journal Viewer searches for the text the exactly matches the spacing of the text you type in the **Search for Text** field.

   To exclude spaces, click the **Exclude Spaces** radio button.

To determine the transaction print method:

1. To print the entire journal file that contains the transaction that is currently displayed in the viewer, click the **Whole Journal File** radio button.

2. To print only the transaction that is currently displayed in the viewer, click the **Current Transaction** radio button.

3. To print a transaction, click **Print** on the File menu.

To define the search criteria:

1. The electronic journal will search for transactions matching the date you specify. To specify a date, click the **Date** checkbox. Click the adjacent drop-down list and select an option from the list. Click the field adjacent to the drop-down list and choose a date from the calendar pop-up window.

2. The electronic journal viewer searches for transactions that occurred at the time you specify. Click the **Time** checkbox. Click the adjacent drop-down list and select an option from the list. Type the time, using the 24 hour clock, in the field adjacent to the drop-down list.

3. You can search for transactions that were processed by the cashier you specify. Click the **Cashier Number** checkbox. Click the adjacent drop-down list and select an option from the list. Type the cashier number in the field adjacent to the drop-down list.

4. To search for transactions with numbers that match the criteria you specify, click the **Transaction Number** checkbox. Click the adjacent drop-down list and choose an option from the list. Type the transaction number in the field adjacent to the drop-down list.

5. The electronic journal viewer can search for transactions that contain captured signatures. click the **Signature Present for the Transaction** checkbox.

6. To define the test that must be present in the transaction for the electronic journal viewer to consider it a match, type a text string in the **Search for Text** field. You can enable the **Include Spaces** and **Exclude Spaces** features to define whether the text in the transaction must exactly match the text you enter into this field.

7. To clear all the search criteria in this window, click **Clear**.

8. To begin the search based on the search criteria, click **Search**.

Viewing log files

You can view and search through the contents of three `.log` files. Log files allow stores to view and act upon downloaded files during the polling process.

- **xcpt.log**— This log file contains information on errors or general exceptions that have occurred within the application. It is mainly intended for debugging purposes.

- **event.log**— This log file is also intended mainly for debugging purposes. It contains information on various events occurring within the application or between the application and the server.

- **apply.log**— The apply file.log contains operational information from files such as the plu, xref, and promo files. It also logs information which you can view on purchase orders, receiving documents, inventory adjustments, physical inventory and store transfers.

To view the contents of a .log file:

1. On the Main Menu window, click **Administration**.

2. Click **Log Files**.
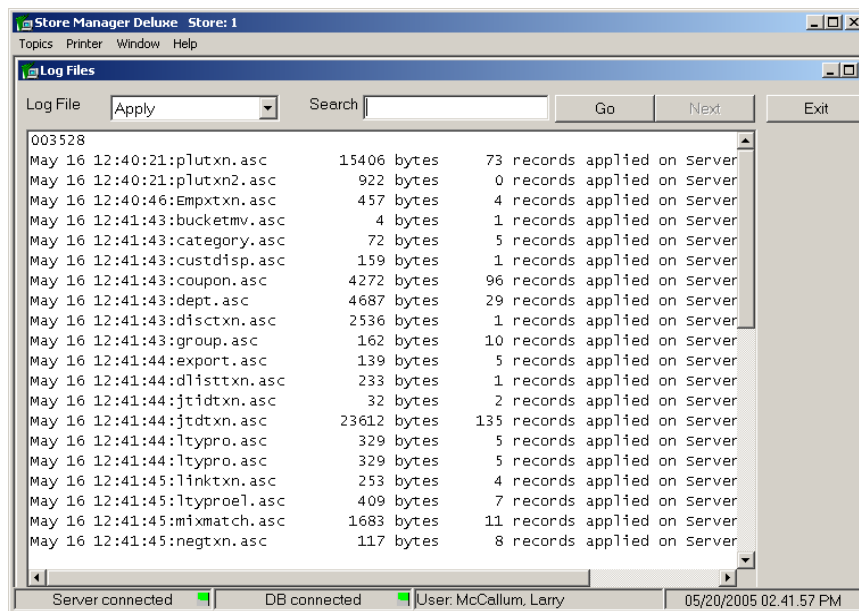
3. Click the **Log File** drop-down list. A list of the three log files appears.

4. Click a file. The contents of the .log file are displayed in the window.

Once you have opened a .log file, you can search through its contents for a text string.

To search a .log file:

1. In the **Search** field, type a text string.

2. Click **Go**. The Store Manager searches through the .log file for a match. When all the matching information is found, the first piece of it is displayed in the window.

3. Click **Next**, to display the next piece of matching information, if required.

Reporting

11

This section provides information about the reports you can print from the Store Manager, including descriptions of the windows used to define report criteria, and descriptions of the information the reports provide.

This section covers the following topics:

- Accessing the reports
- Defining report macros
- Compiling a report
- Printing a report
- Exporting a report
- Emailing a report
- Using the report template designer
- Using standard reports
- Using inventory reports

To access the Reports menu:

1. On the Main Menu window, click **Reports**.
2. Click the icon that represents the report you want to access.
3. Complete the field information in the window as required.

Defining report macros

You can create up to ten macros to automate the generation and printing of reports from the Store Manager. For each macro, you can define a sequence of reports and their report criteria. The Store Manager assigns the macro to a button on the Report Macro Menu window. When you want to print the reports in the sequence, click the button.

For more information about running the macro to print the reports, see "Macro" on page 331.

The following is a list of the reports you can assign to a macro, and the date type and report type criteria available for each.

Report Name	Date Type	Report Type
Item Movement	Business date	By store
	Previous business date	
	Weekly	
	Monthly/Period	
Sales and Sales Analysis	Business date	By store
	Previous business date	All register
	Weekly	All cashier
	Monthly/Period	
Sales Tax	Business date	By store
	Previous business date	
	Weekly	
	Monthly/Period	
Non Merchandise	Business date	By store
	Previous business date	
	Weekly	
	Monthly/Period	
Tender	Business date	By store
	Previous business date	All register
	Weekly	All cashier
	Monthly/Period	
Payroll Summary and Payroll Detail	Business date	By store
	Previous business date	
	Weekly	
	Monthly/Period	
Department Summary and Detail	Business date	By department
	Previous business date	By group
	Weekly	By category
	Monthly/Period	
Loss Prevention	Business date	By store
	Previous business date	All register
	Weekly	All cashier
	Monthly/Period	

Salesperson	Business date	By store
	Previous business date	
	Weekly	
	Monthly/Period	
Hourly Sales Summary and Average	Business date	By store
	Previous business date	
	Weekly	
	Monthly/Period	
Balancing Short/Over	Business date	By Store
	Previous business date	
Inventory Adjustment	Business date	By Store
	Previous business date	
	Weekly	
	Monthly/Period	

Note: At the time of publication the Pending Transactions Report can not be assigned to a macro.

After you create a new report macro, the Store Manager assigns it to a button on the Report Macro List Menu window. To create a macro, you must select the reports to be printed, their criteria, and the order you want them to print in. You can define up to 10 macros, and you can include the same report in several macros.

To add or modify a report macro record, you must enter information into the Report Macro Maintenance window. For information about the fields in the window, see "Report Macro Maintenance window" on page 295.

Creating a new report macro

After you create a new report macro, the Store Manager assigns it to a button on the Report Macro List Menu window. To create a macro, you must select the reports to be printed, their criteria, and the order you want them to print in. You can define up to 10 macros, and you can include the same report in several macros.

For a list of the reports and the criteria from which you can choose, see "Defining report macros" on page 291.

In the following steps, you must enter information into the Report Macro Maintenance window. For information about the fields in the window, see "Report Macro Maintenance window" on page 295.

To define a macro sequence:

1. On the Main Menu window, click **Parameters Setup**.

2. Click **Report Macro Definition**.

3. Click **New**.

4. In the **Description** field, type a description for the macro. The description can be up to 40 characters long.

5. Click **Add**. A blank line appears for you to enter information.

6. Complete the fields in the window, as appropriate.

7. Click **Save**, and then click **Exit**.

Modifying a report macro

You can modify a report macro by adding or removing reports from the sequence, or by redefining report criteria.

In the following steps, you must enter information into the Report Macro Maintenance window. For information about the fields in the window, see "Report Macro Maintenance window" on page 295.

To modify a macro:

1. On the Main Menu window, click **Parameters Setup**.

2. Click **Report Macro Definition**.

3. Click **Display All**. The existing report macros are displayed in the window.

4. Click the macro you want to modify, and then click **Open**. The Report Macro Maintenance window appears, displaying the macro's information.

5. Change the fields in the window, as appropriate.

6. Click **Save**, and then click **Exit**.

Deleting a report macro

You can delete an entire macro. The Store Manager removes the macro's button from the Report Macro List Menu window.

To delete a macro:

1. On the Main Menu window, click **Parameters Setup**.

2. Click **Report Macro Definition**.

3. Click **Display All**. The existing report macros are displayed in the window.
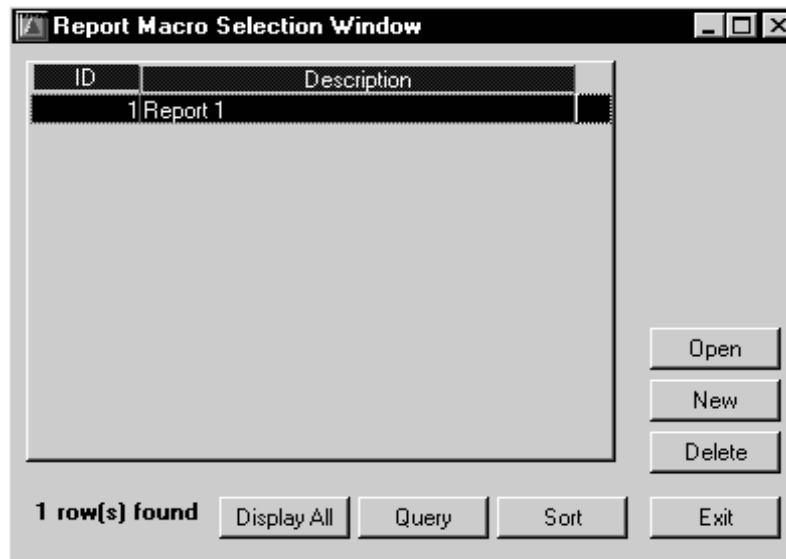
4. Click the macro you want to delete, and then click **Delete**. A dialog box appears, prompting you to confirm the deletion.

5. Click **OK**.

> **Tip:** You can delete a single report from the report macro by clicking **Delete** in the Report Macro Maintenance window.

Report Macro Maintenance window

This window contains the fields used for defining the sequence of reports included in a report macro. The following table contains descriptions of fields in the Report Macro Maintenance window

To complete the Report Macro Maintenance window:

1. The ID field defines the unique number that identifies the report macro. No action is required; the Store Manager automatically completes this field with the next available number from 1 to 10.

2. To define the name of the macro, click the **Description** field and type an alphanumeric description, up to 40 characters long. The macro name you enter into this field appears under the macro's button in the Report Macro List Menu window.

3. The Item field defines the order in which the reports are printed. No action is required; the Store Manager automatically completes this field with the next available number.

4. To specify which report you want to include in the macro, click the **Report Name** drop-down list and select a report

5. To set the date type criteria that is used when the Store Manager generates the report, click the **Date Type** drop-down list and select a date type criteria.

6. To set the report type criteria that is used when the Store Manager generates the report, click the **Report Type** drop-down list and select a report type criteria.

7. To determine if the detailed or summary version of the report you select in the **Report Name** field is printed, click the **Detailed** checkbox to print the detailed version of the report. This field applies to the Sales, Payroll, Department, Non-Merchandise, and Hourly Sales reports.

8. To set the number of copies of the report to print, click the **Copies** field and type the desired number of printed copies.

9. To add a blank row to the bottom of the window and add another report to the macro, click **New**.

10. To delete a report from the macro, click the report you want to delete and then click **Delete**.

Compiling a report

Compiling a report requires you to choose report criteria, such as a date range or department number that the Store Manager uses to gather information, and generate the report. The compiled report is displayed on your screen and can be printed at any time. You can also export some reports to be used by another application or e-mail them to another person.

Choosing report criteria

There are two general types of report criteria: date type and report type. The report criteria you choose determines the information that the report contains.

You choose report criteria using each report's search criteria window. The criteria windows each provide you with choices that are appropriate for their reports.

For example, below is the Item Movement Reports Criteria window.

The criteria for each report is discussed in more detail in "Using standard reports" on page 303 and "Using inventory reports" on page 332.

Generating reports

Once you have chosen the criteria that the Store Manager uses to gather information, you must generate the report. Once it is generated, the report is displayed on your screen and you can review it there, or you can print it.

If the report is linked to the template designer, you can also export it, or E-mail it. For information about the template designer, see "Using the report template designer" on page 300.

To generate a report:

- In the report's criteria window, click **Generate Report**. The criteria window closes, and the report window appears. The report window displays the report data in the same format that would be used for the printed report.

If the Store Manager does not find any data that matches the criteria you choose, a dialog box containing a warning message appears and the report window does not appear. You remain in the report's criteria window. Choose new criteria and generate the report again.

Tip: If the report is presented in a table form with columns and rows, you can change the order of the records by clicking the column header. For example, if the records in the report are listed in alphabetical order by description, click the **Amount** column header to sort the records in order of amount.

For information about printing, exporting, or emailing the report, see the following sections:

- "Printing a report" below
- "Exporting a report" on page 298
- "E-mailing a report" on page 298

Printing a report

You can print a report from the report window, after you have compiled it. The printed report has the same layout and appearance as the report displayed on your screen in the report window.

Automatically, the report is printed on the printer that has been assigned as the default.

To print a report:

1. In the report window, click **Print**. A dialog box appears asking you to confirm the printing.
2. Click **OK**. The Store Manager prints the report, and the report remains displayed in the report window.

   Tip: You can change the appearance of some reports using the report template designer. For information about using the designer, see "Using the report template designer" on page 300.

If you need to, you can change the printer setup so you can use another printer to print reports. The option to change the printer is accessible from different places on the report windows:

- A **Printer** button on the report window
- A **Setup** button on the dialog box that appears to confirm the printing

Exporting a report

If the report is linked to the template designer, you can export its data to a file so it can be used by another application.

For information about the template designer, see "Using the report template designer" on page 300.

The following are the types of files to which you can export information:

- Internet Document (.htm)
- Power Soft report (.psr)
- Microsoft Excel comma separated values (.csv)
- dBase ll (.dbf)
- bBase lll (.dbf)
- Microsoft Excel Data Interchange (.dif)
- Microsoft Excel Work Sheet (.xls)
- SQL Syntax (.sql)
- Microsoft Multiplan Format (.xls)
- Text - Tab separated values (.txt)
- WKS - Lotus 123 (.wks)
- WK1 - Lotus 123 (.wk1)
- Windows Meta File (.wmf)
- Clipboard

Once you have compiled a report by selecting report criteria and generating the report, you can export it. Only users with the appropriate authority level can use the Export button. You must have a user authority level of 5 (the highest) in order to view the Export button, otherwise it will be greyed out and disabled. For information on assigning user authority levels, see "Defining the Store Manager system parameters" on page 22.

To complete the following steps, the compiled report must be visible on your screen in the report window.

To export report data to a file:

1. In the report window, click **Export**.

2. Complete the fields in the Export Report Data window with the appropriate information, including file location, file name, and file type.

3. Click **Save**. The report's data is exported to the file you defined.

Tip: To include the report header information, such as report title, and store number, in the data exported to the file, you must click **Include Column Heading** in the Export Report Data window.

E-mailing a report

If a report is linked to the template designer, you can send its data as an attachment to an email so it can be used by another application.

For information about the template designer, see "Using the report template designer" on page 300.

WARNING! The email option must be configured for you during the installation of the Store Manager software. You must have a compatible email system in your store. If you do not have the email option, the **Send** button is not visible on the report window.

When you email a report, a message with a file attachment is sent to the reader. The attachment can be one of the file types listed below.

The following are the types of files you can send:

- Internet Document (.htm)
- Power Soft report (.psr)
- Microsoft Excel comma separated values (.csv)
- dBase ll (.dbf)
- bBase lll (.dbf)
- Microsoft Excel Data Interchange (.dif)
- Microsoft Excel Work Sheet (.xls)
- SQL Syntax (.sql)
- Microsoft Multiplan Format (.xls)
- Text - Tab separated values (.txt)
- WKS - Lotus 123 (.wks)
- WK1 - Lotus 123 (.wk1)
- Windows Meta File (.wmf)
- Clipboard

Once you have compiled a report by selecting report criteria and generating the report, you can email it.

To complete the following steps, the compiled report must be visible on your screen in the report window.

To email the report data:

1. In the report window, click **Send**.
2. Complete the fields in the window with the appropriate information, including the attachment's file name and file type.
3. Click **Send**. The report's data is exported to the file you defined. A dialog box appears asking you for the recipient's address. The appearance of the dialog box depends on the email system in your store.
4. Choose the email recipient using the fields in the dialog box.
5. Click **OK** or the appropriate button to confirm the recipient as correct. The recipient is accepted and the email is transmitted.

Tip: To include the report header information, such as report title, and store number, in the data included in the file, you must click **Include Column Heading** in the Send Report Data window.

Using the report template designer

The report template designer allows you to design new layout templates for many of the reports you can print from the Store Manager. You can use the designer to move columns of information, change the text of column headings, truncate decimal places from columns of numbers and alter other aspects of a report's appearance.

You must design a new template for each report. You cannot design a general template that is used by all the reports.

You can use the report template designer to create new layouts for the following reports:

- Item Movement
- Payroll Clock In/Out Summary and Detail
- Department
- Loss Prevention
- Hourly Sales Summary and Average Hourly Sales
- Sales Tax
- Balance
- Inventory Adjustment
- Inactive PLU
- Quantity On Hand
- Gross Profit
- Performance Summary and Detail
- Pending Transactions Summary and Detail

Designing a new report template

The Store Manager can store one template per report. If you design a new template, it overwrites the default, and is automatically used each time you generate the report. Because the Store Manager can rebuild the default template, you can always revert to the default report template.

In the following steps, you must use design options. For information about the design options and other fields related to the template designer, see "Template design options" on page 301.

Only users with the appropriate authority level can use the Design On button. You must have a user authority level of 5 (the highest) in order to view the Design On button, otherwise it will be greyed out and disabled. For information on assigning user authority levels, see "Using security features" on page 28.

To design and save a template:

1. Compile the report for which you want to design the template. For information about compiling a report, see "Compiling a report" on page 296.

2. Click **Design Off**. A dialog box appears, prompting you to confirm that you want to use the designer. The template designer becomes active. The **Template Design Mode** box indicates that the status is On.

3. Click **OK**.

4. Right-click on the report window. A shortcut menu containing design options appears. For information about the design options on the menu, see "Template design options" below.

5. Use the design options to change the layout of the report.

6. Click **Save Template**. The new template is saved and is used the next time you generate this report.

7. Click **Design On**. The template designer becomes inactive.

Template design options

You can right-click anywhere on the report window to access a shortcut menu containing the design options: truncate, re-position, and hide. Click an option to select it.

Truncating

If you truncate a column, the characters after the decimal place are dropped and only the whole number is displayed.

To truncate a column:

1. Right-click on the report window. The shortcut menu appears.

2. Click **Truncate** on the shortcut menu. The Column Truncation window appears.

3. Click the checkbox beside the column you want to truncate.

4. Click **OK**. The Column Truncation window closes, and the you can see the change to the column immediately.

Tip: To replace the characters after the decimal place, clear the check mark from the checkbox beside the column

---

Re-positioning

You can reposition report fields within the confines of their general boundaries. For example, you can move a header field, such as the report title, to a new position in the header area, but you cannot move it into the body of the report or into the footer.

To move a field or column:

1. Right-click on the report window. The shortcut menu appears.

2. Click **Re-position** on the shortcut menu.

3. Click and hold the field you want to move. A grey frame appears around the field.

4. Keep the mouse button pressed and drag the field to the new position.

5. The X and Y boxes display the screen coordinates of the field you are moving as you drag it to its new position.

6. Release the mouse button.

Hide

You can show and hide predefined columns of information, but you cannot add new columns to the report.

To hide a column:

1. Right-click on the report window. The shortcut menu appears.

2. Click **Hide** on the shortcut menu. The Column Hide window appears.

3. Click the checkbox beside the column you want to hide.

4. Click the checkbox beside the column header that corresponds to the column.

5. Click **OK**. The Column Hide window closes and the column is immediately hidden.

Tip: To show the column again, clear the check mark from the checkbox beside the column and the header.

Template Designer fields

This window contains fields used to design a report template. The following table contains descriptions of fields in the report template:

Field	Description
Preview	This field opens the Report Preview window. The window displays the report as it would appear if it were printed.
	For information about previewing reports, see "Previewing a report" on page 303.
	Action: Click the button.
Design On/Design Off	This field turns the template designer on or off.
	The current status of the designer is displayed in the **Template Design Mode** box.
	Action: Click the button. This button acts as a toggle to turn the template designer on or off.
Template Design Mode	This field indicates the status (on or off) of the report template designer. Only users with the appropriate authority level can use the Export button. You must have a user authority level of 5 (the highest) in order to view the Export button, otherwise it will be greyed out and disabled.
	Action: No action required. The Store Manager automatically completes this field when you click **Design On/Off**.
Template on File	This field indicates whether you are currently viewing the report in the default template or a template you designed.
	If the box displays "No", you are seeing the report in the default template. If the box displays "Yes", you are seeing the report in a template you designed.
	Action: No action required. The Store Manager automatically completes this field when you click **Save Template** or **Delete Template**.
Save Template	This field saves the template you are designing, writing over the default template.
	The **Template on File** box displays "Yes", indicating that you are seeing the report in a template you designed.
	Action: Click the button.

Field	Description
Delete Template	This field deletes the template you designed. The next time you generate the report, the Store Manager rebuilds the default template and uses it to display the report.
	The **Template on File** box displays "No", indicating that you are seeing the report in the default template.
	Action: Click the button.
X,Y	These fields display the coordinates of a field or column you are repositioning, relative to the top left corner of the report.
	Action: No action required. The Store Manager automatically completes these fields as you drag a field or column to a new position.

Previewing a report

You can preview a report after you generate it, but before you print it, so that you can make sure its layout is appropriate. In addition, the preview window in the Store Manager includes options for changing the orientation of the report from portrait to landscape.

You do not need to activate the template designer to preview a report, but you can only use the preview option for the reports that have the template designer attached to them.

To preview a report:

1. Click **Preview**. The Report Preview window appears.

2. Click **Zoom In** and **Zoom Out** to examine the report from the magnification you want.

3. Click **Exit**. The Report Preview window closes, and you return to the report window. You can change the paper orientation of the report by clicking the **Orientation** drop-down list and selecting an orientation from the list. The orientation you select is not saved. The next time you generate and print the report, the Store Manager uses the default paper orientation.

Tip: You can print the report directly from the Report Preview window by clicking **Print**.

Using standard reports

You can compile several different types of reports from the Store Manager that provide information about store merchandise and non-merchandise sales, payroll, and cashier balancing. Once you have compiled a report and it is displayed in the report window, you can print it. For information about printing reports, see "Printing a report" on page 297.

You can change the appearance of some reports using the report template designer. For information about the designer, see "Using the report template designer" on page 300.

Item Movement

The Item Movement Report allows you to analyze item movement and sales trends because it provides details about item movement in and out of the store. You can generate the report using criteria to define the item and a range of dates.

Item Movement Report Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Item Movement report.

To complete the fields in the Item Movement Report Criteria window:

1. To select a range of dates for the report period, click **Business Date Range** and type a date range in the fields, or click the button beside the fields and select a date from the pop-up calendars. Click **OK**. You can also use the **Previous Business Date** and **Current Business Date** radio buttons to select the report period.

2. To define a range of items to be included in the report, click the **PLU** fields and type a range of PLU numbers in the fields. You can also use the Category, Group, Department, User Flag 1-6, and the Vendor fields to define items to be included in the report. You can choose multiple criteria. The report only includes items matching all criteria.

3. To select the category to which the items belong that you want included in the report, click the **Category** drop-down list and select a category from the list. For more information about defining categories, see "Defining categories" on page 65.

4. To select the group with items you want included in the report, click the **Group** drop-down list and select a group from the list. For more information about defining groups, see "Defining groups" on page 67.

5. To select the department with the items you want included in the report, click the **Department** drop-down list and select a department from this. For more information about defining departments, see "Defining departments" on page 69.

6. The Userflag 1-6 fields define the user flag option that is assigned to the items you want included in the report. Click the drop-down list and select a user flag option from the list.

7. To specify the supplier of the items you want included in the report, click the **Vendor** drop-down list and select a supplier from the list. For more information about assigning a vendor to a PLU, see "Maintaining PLUs" on page 142.

8. To group the report data by category, group, department, and vendor, click the checkboxes in the **Group By** section of the window, and then click the drop-down lists and select an option from each list.

9. To generate the report based on the above criteria, click **Generate Report**. For more information about generating reports, see "Generating reports" on page 297.

Tip: To find a PLU, click in the **PLU** field, and press the **F12** key. The PLU Search window appears.

Item Movement Report

The following is a sample Item Movement Report.

You can use the report template designer to alter the appearance and layout of the Item Movement report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

- To show or hide the criteria used to generate this report, click the **Show/Hide Criteria** toggle button.

Sales

The Sales Report lists items and summary sales information. You can generate the Sales report using criteria to define the items included on the report, and the dates the report covers.

Once you have generated the Sales report, you can generate the Sales Analysis report. The Sales Analysis report provides more detailed information about the sales of the items. The Store Manager compiles the Sales Analysis report based on the same criteria you choose for the Sales report.

Sales Report Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Sales and Sales Analysis reports.

To complete the Sales Report Criteria window:

1. If you want the report period to be for today's date, click the **Current Business Date** radio button.

2. If you want the report period to be for yesterday's date, click the **Previous Business Date** radio button.

3. To select a range of dates for the report period, click **Period** and type a date range in the fields, or click the button beside the fields and select a date from the pop-up calendars. Click **OK**.

4. If you want the report period to be for a selected week, click the **Week Ending** radio button and type the date of the end of the week in which you want to compile the report, or click the button beside the field and select a date from the pop-up calendar. Click **OK**.

5. To include sales information for the entire store, click the **By Store** radio button.

6. To include sales information for a single register, click the **Register** radio button.

7. To include sales information for a group of registers, click the **Register Group** radio button.

8. To include sales information for all registers, click the **All registers** radio button.

9. To generate the report, click **Generate Report**.

Sales Report

The following is a sample Sales Report.

The following table contains the formulas used to calculate the data in some of the columns:

Column	Formula
Total Gross Non Merch Sales	Total sales of non-merchandise items.
	Note: Your head office uses the Configurator to define non-merchandise items. Only non-merchandise items with the **Add to Gross** checkbox selected in the Configurator, are included in this total.
Total Reductions to Gross	Total of returns and discounts, not including vendor's coupons.
	Note: Your head office uses the Configurator to define discounts. Only discounts with the **Affect Net** checkbox selected in the Configurator, are included in this total.
Net Sales	Total gross sales — total taxes — total reductions to gross.
Total Other Non Merch Sales	Total sales of the non-merchandise items not included in the Total Gross Non Merch Sales figure.
	Note: Your head office uses the Configurator to define non-merchandise items. Only non-merchandise items without the **Add to Gross** checkbox selected in the Configurator, are included in this total.
Total Other Receipts	Total of tender coming into the store that is not a direct result of a merchandise sale, including additional amounts, deposits, and fees.
Total Other Reductions to Gross	Total of reductions not included in the Total Reductions to Gross figure, including vendor's coupons.
	Note: Your head office uses the Configurator to define discounts. Only discounts without the **Affect Net** checkbox selected in the Configurator, are included in this total.

Column	Formula
Total Accountability	Total of all figures.
	This figure always balances to the Total Tenders figure.
Total Tenders	Total of all tenders.
	This figure always balances to the Total Accountability figure.

Sales Analysis

The Sales Analysis Report provides added detail about the information on the Sales report. The Store Manager compiles the Sales Analysis and the Sales reports based on the same criteria.

To compile the Sales Analysis Report:

1. Select criteria and generate the Sales report. The Sales report is displayed in the report window.

2. Click **Sales Analysis**. The Sales Analysis report is displayed in the report window.

The following table contains descriptions of the formulas used to calculate the data in some of the columns:
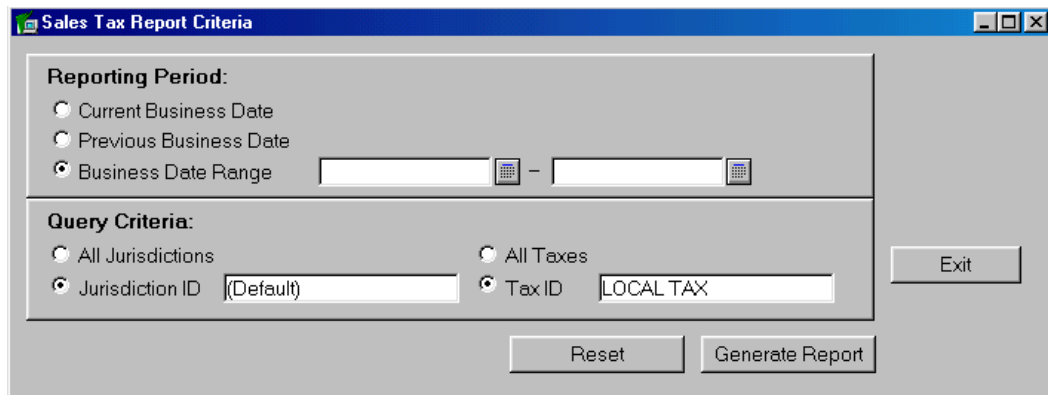
Column	Formula
Net Sales	Total gross sales — total taxes — total reductions to gross.
Net Merch Sales	Total gross merch sales — reductions to gross.
	Note: The reductions to gross are the reductions made to merchandise sales.
Net Non Merch Sales	Total gross non-merch sales — reductions to gross.
	Note: The reductions to gross are the reductions made to non-merchandise sales.

Sales Tax Report

The Sales Tax Report summarizes all of the sales tax totals that are generated for a specified range of business dates. The report is sorted according to the business date, jurisdiction ID and the tax ID. The taxable amounts, tax amounts, non-taxable sales, and the number of rows printed on the report are totaled and printed at the end of the report as the report total. For information on setting up taxes, see "Setting up taxes" on page 80.

Sales Tax Report Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Sales tax Report.

To complete the Sales Tax Report Criteria window:

1. To select a range of dates for the report period, click **Business Date Range** and type a date range in the fields, or click the button beside the fields and select a date from the pop-up calendars. Click **OK**. You can also use the **Previous Business Date** and **Current Business Date** radio buttons to select the report period.

2. To compile the report for all jurisdictions, click **All Jurisdictions**.

3. If the report is for a specific jurisdiction, click **Jurisdiction ID** and select an option from the drop-down list.

4. To generate the report to include all types of taxes, click **All Taxes**.

5. To compile the report to show a specific type of tax, for example Federal Tax, click **Tax ID** and select a tax type from the drop-down list.

6. To generate the Sales Tax Report, click **Generate Report**.

Sales Tax Report

For layaway transactions, a tax total is generated at the time of sale if the **Revenue** parameter in the Configurator is set to **Recognized at Time of Sale**. When a pickup is performed on the layaway, a tax total has already been created at the time of sale, and therefore is not created again during pickup.

If the **Revenue** parameter in the Configurator is set to **Recognized at Time of Pickup**, a tax total is not generated at the time of sale, but is generated when a pickup is performed on the layaway.

The Sales Tax Report displays the following information:

- Tax ID: the identification number of the applicable tax rate

- Description: a description of the tax

- Jurisdiction: the description of the applicable tax identification number

- Tax Amount: the amount of applicable tax

- Taxable Amount: the sales amount used to calculate the tax amount associated with the tax identification number

- Non Taxable Merchandise Sales: The dollar amount of all non-taxable items sold

Non-merchandise Summary

The Non-merchandise Summary Report provides totals for sales of non-merchandise transactions and non-merchandise items.

Once you have generated the Non-merchandise Summary report, you can generate the Non-merchandise Detail report. The detail report provides information about each non-merchandise transaction. The Store Manager compiles the Non-merchandise Detail Report based on the same criteria you choose for the Non-merchandise Summary report.

Non-merchandise Report Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Non-merchandise Summary and Non-merchandise Detail reports.

To complete the Non Merchandise Report Criteria window:

1. If you want the report period to be for today's date, click the **Current Business Date** radio button.

2. If you want the report period to be for yesterday's date, click the **Previous Business Date** radio button.

3. To select a range of dates for the report period, click **Period** and type a date range in the fields, or click the button beside the fields and select a date from the pop-up calendars. Click **OK**.

4. To generate the Non Merchandise Report, click **Generate Report**.

Non-merchandise Summary Report

The following is a sample Non-merchandise Summary Report.

The following is the formula used to calculate the data in some of the columns:

- Net Sales: Sales total — returns — voids.

Non-merchandise Detail Report

The Non-merchandise Detail Report provides detailed information about every non-merchandise transaction or non-merchandise item. The Store Manager compiles the Non-merchandise Summary and Non-merchandise Detail reports based on the same criteria.

To compile the Non-merchandise Detail Report

1. Select criteria and generate the Non-merchandise Summary Report. The summary report is displayed in the report window.

2. Click **Generate Detail Report**. The Non-merchandise Detail report is displayed in the report window.

Non-merchandise Detail Report

The following is a sample Non-merchandise Detail Report.

Tender

The Tender Report provides information about tender usage, including number of transactions using the tender and tender totals.

Tender Report Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Tender report.

To complete the Tender Report Criteria window:

1. If you want the report period to be for today's date, click the **Current Business Date** radio button.

2. If you want the report period to be for yesterday's date, click the **Previous Business Date** radio button.

3. To select a range of dates for the report period, click **Period** and type a date range in the fields, or click the button beside the fields and select a date from the pop-up calendars. Click **OK**.

4. To include tender information for the entire store, click the **By Store** radio button.

5. To include tender information for a single register, click the **Register** radio button.

6. To include tender information for a group of registers, click the **Register Group** radio button.

7. To include tender information for all registers, click the **All Registers** radio button.

8. To include tender information for a single cashier, click the **Cashier** radio button.

9. To include tender information for all cashiers, click the **All Cashiers** radio button.

10. You can select which currency the tender amounts are displayed in. Click the **Local Currency** radio button if you require the report to display the amounts in your local currency. Click the **Tender Currency** radio button if you require the report to display the tender amounts in the currency in which the customers used to pay for their merchandise.

11. To generate the Tender Report, click **Generate Report**.

Tender Report

The following is a sample Tender Report.

The following table contains the formulas used to calculate the data in some of the columns:

Column	Formula
Reissued	Total of tender given back to customer when original tender given as payment was different.
	Note: This is usually a negative value.
Refunded	Total of tender given back to customer in return or exchange transaction.
	Note: This is usually a negative value.
Subtotal	Received + refunded + reissued.

Tender Detail Report

The Tender Detail Report is an extension of the Tender report. Foreign tenders are also listed in the Tender Detail Report.

The Tender Detail Report can also be accessed from the Cash Management - Balance window. This report will only appear if the system has been configured to be balanced by a cashier with blind balancing disabled.

To view a detailed tender report:

- For each tender type, double-click the tender to view a detailed report showing all transactions related to that tender.

   Note: The totals on the detail and summary report should match.

Payroll Clock In/Out Summary Report

The Payroll Clock In/Out Summary Report contains information about store employees' total hours worked.

To access the Clock In/Out Report and create the Summary Report:

1. On the Main Menu window, click **Payroll**.
2. Click **Clock In/Out Report**.
3. Complete the Report Criteria, and click **Generate Report**.

Once you have generated the Payroll Clock In/Out Summary report, you can generate the Payroll Clock In/Out Detail report. The detail report includes the employee's clock in and clock out times, total hours worked, and the reason worked. The Store Manager compiles the Payroll Clock In/Out Detail report based on the same criteria you choose for the Payroll Clock In/Out Summary report.

Payroll Clock In/Out Report Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Payroll Clock In/Out Summary and Payroll Clock In/Out Detail reports.

The following table contains descriptions of the fields in the Payroll Clock In/Out Report Criteria window:

Field	Description
Payroll Period	This field defines the report period as all the periods up to, and including, the current period.
	You can also use the **User-defined Period** fields to select the report period.
	Action: Click the radio button.
User-defined Period	This field defines a range of dates for the report period.
	You can also click **Payroll Period** to select the report period.
	Action: Click the button beside the field to open the pop-up calendar. Click a date in the calendar and click **OK**.
	Alternatively, type a date into the field.
All Employees	This field determines if you want to include information for all the store's employees on the report.
	Action: Click the radio button.
Selected Employee	This field determines if you want to include information for 1 employee on the report.
	Action:
	1. Click the radio button.
	2. Type a cashier number into the field.
Generate Report	This field generates the report based on the criteria in the window.
	For more information about generating reports, see "Generating reports" on page 297.
	Action: Click the button.

Payroll Clock In/Out Summary report

The following is a sample Payroll Clock In/Out Summary report.

You can use the report template designer to alter the appearance and layout of the Payroll Clock In/ Out Summary report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

Payroll Clock In/Out Detail

The Payroll Clock In/Out Detail report provides information about employee's clock in and clock out times, total hours worked, and the reason for work. The Store Manager compiles the Payroll Clock In/ Out Summary and Payroll Clock In/Out Detail reports based on the same criteria. Included in this report is an employee signature line that can be used for verification.

To compile the Payroll Clock In/Out Detail Report:

1. Select criteria and generate the Payroll Clock In/Out Summary report. The summary report is displayed in the report window.

2. Click **Generate Detail Report**. The Payroll Clock In/Out Detail report is displayed in the report window.

Payroll Clock In/Out Detail report

You can use the report template designer to alter the appearance and layout of the Payroll Clock In/ Out Detail report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

Department

The Department report provides information about sales of items in the department.

You can compile Category, Group, or Department reports directly from the Department Report Criteria window, by selecting the appropriate report type criteria.

A report that groups together details automatically sorts the details by an identifier. For example, a department report that is grouped by category, will sort the details of each group by the group number. A department report that is grouped by group will sort the details of each group by the department number.

The reports are linked, so if you compile a Category report and double-click a line item to generate a Detail Report, the Store Manager compiles a Group report for the groups in the category you selected. If you click a group on the report window and generate a Detail Report, the Store Manager compiles a Department report for the departments in the group. The Department Detail Report contains information on an item level.

Department Report Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Department report.

To complete the fields in the Department Report Criteria window:

1. To select a date for the report period, click **Current Business Date** or **Previous Business Date** to select the report period.

2. To select a range of dates for the report period, click the **Period** fields and type a date range in the fields, or click the button beside the fields and select a date from the pop-up calendars. Click **OK.** Note that the default date range in the Period fields is based on the previous inventory control period.

3. To define the report period as a week, ending on the day you select, click **Week Ending** and type the date of the end of the week, or click the button beside the field and select a date from the pop-up calendar. The weeks are based on your fiscal week end, not the calendar week end. Your head office uses the Configurator to define your fiscal weekend.

4. To select the department with the items you want included in the report, click the **By Department** drop-down list and select a department from this.

5. To select the category to which the items belong that you want included in the report, click the **By Category** drop-down list and select a category from the list.

6. To select the group with items you want included in the report, click the **By Group** drop-down list and select a group from the list.

7. To generate the report based on the above criteria, click **Generate Report**. For more information about generating reports, see

Department Report

You can use the report template designer to alter the appearance and layout of the Department Report. For information about the template designer, see "Using the report template designer" on page 300.

The following table contains the formulas used to calculate the data in some of the columns:

Column	Formula
% of Total Units	Number of units sold in department/number of total units sold.
% of Total Net Sales	Net sales of items in department/total net sales.
% of Total Discounts	Amount of discounts on items in department/total amount of discounts.
% of Total Returns	Amount of total returns of items in department/total amount of returns.

● To generate the Department Report Detail, double-click on a line item in the report.

Department Report Detail

The following is a sample Department Report Detail. For information about how the data in some of the columns is calculated, see "Department Report" on page 318.

You can use the report template designer to alter the appearance and layout of the Department Detail report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

Group report

The following is a sample Group report. For information about how the data in some of the columns is calculated, see "Department Report" on page 318. You can use the report template designer to alter the appearance and layout of the Group report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

Category report

The following is a sample Category report. For information about how the data in some of the columns is calculated, see "Department Report" on page 318.

You can use the report template designer to alter the appearance and layout of the Category report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

Loss Prevention Summary

The Loss Prevention Summary report contains information about the number of times selected transaction types are processed. Once you have generated the Loss Prevention Summary report, you can generate the Loss Prevention Detail report. The detail report includes information about each transaction, including transaction number, date, and amount. The Store Manager compiles the Loss Prevention Detail report based on the same criteria you choose for the Loss Prevention Summary report.

Loss Prevention Report Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Loss Prevention Summary and Loss Prevention Detail reports.

The following table contains descriptions of the fields in the Loss Prevention Report Criteria window:

Field	Description
Current Business Date	This field determines if the report period is the current business date.
	You can also click **Previous Business Date** and the **From/To** field to select the report period.
	Action: Click the radio button.
Previous Business Date	This field determines if the report period is the previous business date.
	You can also click **Current Business Date** and the **From/To** field to select the report period.
	Action: Click the radio button.
From/To	This field defines a range of dates for the report period.
	You can also click **Current Business Date** and **Previous Business Date** to select the report period.
	Action: Click the button beside the field to open the pop-up calendar. Click a date in the calendar and click **OK**.
	Alternatively, type a date into the field.
By Store	This field determines if you want to include information for the entire store on the report.
	Action: Click the radio button.
Cashier #	This field determines if you want to include information for 1 cashier on the report.
	Action:
	1. Click the radio button.
	2. Type a cashier number into the field.
All Cashiers	This field determines if you want to include information about transactions processed by all the store's cashiers on the report.
	Action: Click the radio button.
Register	This field determines if you want to include information for 1 register on the report.
	Action:
	1. Click the radio button.
	2. Type a register number into the field.

Field	Description
Register Group	This field determines if you want to include information for 1 register group on the report.
	You can define register groups by running a Manager Code 6 - Terminal Define transaction at the POS terminal. For information about using manager codes, refer to the POS Xpress User Manual.
	Action:
	1. Click the radio button.
	2. Type a register group number into the field.
All Registers	This field determines if you want to include information for all the store's registers on the report.
	Action: Click the radio button.
Transaction Types (Item Voids - Post Updates)	These fields determine the types of transactions you want to include in the report.
	If you want to include all the transaction types in the report, you can click **Select All Txn Types**.
	Action: Click (√) the checkboxes for the transactions you want to include in the report.
Select All Txn Types	This field determines if you want the report to include all the transaction types available in the criteria window.
	Action: Click the button.
Generate Report	This field generates the report based on the criteria in the window.
	For more information about generating reports, see "Generating reports" on page 297.
	Action: Click the button.

Loss Prevention Summary report

The following is a sample Loss Prevention Summary report.

You can use the report template designer to alter the appearance and layout of the Loss Prevention Summary report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

Loss Prevention Detail

The Loss Prevention Detail report provides detailed information about each of the transactions of the type you select in the criteria window. The Store Manager compiles the Loss Prevention Summary and Loss Prevention Detail reports based on the same criteria.

To compile the Loss Prevention Detail report:

1. Select criteria and generate the Loss Prevention Summary report. The summary report is displayed in the report window.

2. Click **Details**. The Loss Prevention Detail report is displayed in the report window.

Loss Prevention Detail report

The following is a sample Loss Prevention Detail report.

You can use the report template designer to alter the appearance and layout of the Loss Prevention Detail report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

Salesperson

The Salesperson report contains sales information, such as item and amount, organized by salesperson.

Salesperson Report Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Salesperson report.

The following table contains descriptions of the fields in the Salesperson Report Criteria window:

Field	Description
Current Business Date	This field determines if the report period is the current business date.
	You can also click **Previous Business Date** and the **Period From/To** field to select the report period.
	Action: Click the radio button.
Previous Business Date	This field determines if the report period is the previous business date.
	You can also click **Current Business Date** and the **Period From/To** field to select the report period.
	Action: Click the radio button.

Field	Description
Period From/To	This field defines a range of dates for the report period.
	You can click **Current Business Date** and **Previous Business Date** to select the report period.
	Action: Click the button beside the field to open the pop-up calendar. Click a date in the calendar and click **OK**.
	Alternatively, type a date into the field.
Salesperson ID From/To	This field defines a range of salespeople whose sales you want to include in the report.
	Action: Click the drop-down list and select a salesperson from the list.
Generate Report	This field generates the report based on the criteria in the window.
	For more information about generating reports, see "Generating reports" on page 297.
	Action: Click the button.

Salesperson report

The following is a sample Salesperson report.

Hourly Sales Summary

The Hourly Sales Summary report contains sales totals for hour or half hour increments. You can specify a range of dates for the report, and specify days of the week. You can also specify the time period.

The Hourly Sales Summary report and the Average Hourly Sales report use the same criteria window.

Hourly Sales Report Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Hourly Sales Summary report and the Average Hourly Sales report.

The following table contains descriptions of the fields in the Hourly Sales Report Criteria window:

Field	Description
Current Business Date	This field determines if the report period is the current business date.
	You can also click **Previous Business Date** and the **Period/To** field to select the report period.
	Action: Click the radio button.
Previous Business Date	This field determines if the report period is the previous business date.
	You can also click **Current Business Date** and the **Period/To** field to select the report period.
	Action: Click the radio button.
Period/To (Date)	This field defines a range of dates for the report period.
	You can also click **Current Business Date** and **Previous Business Date** to select the report period.
	Action: Click the button beside the field to open the pop-up calendar. Click a date in the calendar and click **OK**.
	Alternatively, type a date into the field.
Sun - Sat	These fields determine the days included on the report. The days you select that fall during the report period are included.
	Action: Click (√) the checkboxes for the days you want included in the report.
Period/To (Time)	This field defines a range of times for the report period.
	Action: Click the drop-down list and select a time from the list.
Time Increment	This field defines the time increments (hour, 1/2 hour) the Store Manager uses to accumulate and report sales information.
	Action: Click the drop-down list and select an increment from the list.
Clear Criteria	This field clears the information from the criteria window, so you can make new selections.
	Action: Click the button.

Field	Description
Summary	This field generates the Hourly Sales Summary report.
	Action: Click the button.
Average	This field generates the Average Hourly Sales report.
	Action: Click the button.

Hourly Sales Summary report

The following is a sample Hourly Sales Summary report.

You can use the report template designer to alter the appearance and layout of the Hourly Sales Summary report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

The following table contains the formulas used to calculate the data in some of the columns:

Column	Formula
% of total transactions	Number of transactions during time increment/total number of transactions.
% of total net sales	Net sales during time increment/total net sales.
% of Total Items Sold	Number of items sold during time increment/total items sold.
Average net sales	Net sales during time increment/number of transactions during time increment.
Average Items	Number of items sold in time increment/number of transactions during increment.
Average Number of Items Per Transaction	Number of items sold during increment/number of transactions during increment.

Average Hourly Sales

The Average Hourly Sales report contains average sales figures grouped in hour or half hour increments.

The Hourly Sales Summary report and the Average Hourly Sales report use the same criteria window. For information about the fields in the Hourly Sales Report Criteria window, see "Hourly Sales Report Criteria window" on page 327.

Average Hourly Sales report

The following is a sample Average Hourly Sales report.

You can use the report template designer to alter the appearance and layout of the Average Hourly Sales report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

The following table contains the formulas used to calculate the data in some of the columns:

Column	Formula
% of total transactions	Number of transactions during time increment/total number of transactions)/ number of days.
% of total net sales	Net sales during time increment/total net sales)/number of days.
% of Total Items Sold	Number of items sold during time increment/total items sold)/number of days.
Average net sales	Net sales during time increment/number of transactions during time increment)/ number of days.
Average Items	Number of items sold in time increment/number of transactions during increment)/number of days.

329

POS Balance

The Balance report contains information indicating if a cashier is balanced, over or short.

Balance Report Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Balance report.

The following table contains descriptions of the fields in the Balance Report Criteria window:

Field	Description
Detail	This field determines if you want the report to include over/short information about specific tenders.
	Action: Click the radio button.
Summary	This field determines if you want the report to include total over/short figure for all tenders combined.
	Action: Click the radio button.
Variance	This field determines if you want the report to include total over/short amounts for each day in the week.
	Action: Click the radio button.
Current Business Date	This field determines if the report period is the current business date.
	You can also click **Previous Business Date** and the **Period From/To** field to select the report period.
	Action: Click the radio button.
Previous Business Date	This field determines if the report period is the previous business date.
	You can also click **Current Business Date** and the **Period From/To** field to select the report period.
	Action: Click the radio button.
Period From/To	This field defines a range of dates for the report period.
	You can also click **Current Business Date** and **Previous Business Date** to select the report period.
	Action: Click the button beside the field to open the pop-up calendar. Select a date in the calendar and click **OK**.
	Alternatively, type a date into the field.
By Store	If you want to include balance information for the entire store on the report, click the radio button.
All Registers	If you want to include information for all the store's registers on the report, click the radio button.

Field	Description
Register	If you want to include information for just 1 register on the report, click the radio button.
Generate Report	This field generates the report based on the criteria in the window.
	For more information about generating reports, see "Generating reports" on page 297.
	Action: Click the button.

Balance report

The following is a sample Balance report.

You can use the report template designer to alter the appearance and layout of the Balance report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

The following table contains the formulas used to calculate the data in some of the columns follow:

Column	Formula
System	Total of the tender received + reissued + refunded.
	Note: Reissued and refunded amounts are usually negative.
Short/Over	System — actual tender in cash drawer.

Macro

The Store Manager assigns each report macro to a button in the Report Macro List Menu window. When you launch a macro, the reports in it are generated based on the criteria you choose when you define the macro. They are not displayed on your screen in the report window.

For information about defining the reports in each macro, and the criteria for the reports, see "Defining report macros" on page 291.

To launch a macro and print the reports defined in it:

1. On the Main Menu window, click **Reports**.

2. In the Report Menu window, click **Report Macro**.

3. Click the button corresponding to the macro you want to run. The reports are generated and printed. Dialog boxes appear to inform you of the progress of the generating and printing of each report. When the macro is finished, a dialog box appears informing you that the macro is complete.

4. Click **OK**.

Using inventory reports

You can compile several different reports from the Store Manager that provide information about inventory levels, costs, sales, and profits from inventory controlled items. Once you have compiled a report and it is displayed in the report window, you can print it. For information about printing reports, see "Printing a report" on page 297.

You can change the appearance of inventory reports using the report template designer. For information about the designer, see "Using the report template designer" on page 300.

Inventory Adjustment

The Inventory Adjustment Report provides information about the adjustments you make to on-hand quantities of items and buckets, including the amount of the adjustment, and the reason for the adjustment.

Inventory Adjustment Report Selection Criteria window

This window contains the fields used to select the criteria that the Store Manager uses to gather information for the Inventory Adjustment Report.

To complete the Inventory Adjustment Report Selection Criteria window:

1. To define a range of dates for the report period, click the button beside the **Period** field to open the pop-up calendar. Select a date in the calendar and click **OK**. Alternatively, type a date into the **Period** fields.

2. To define a range of items to be included in the report, click the **PLU** fields and type a PLU number into the fields. You can also use the **Category, Group, Department, Userflag 1-6**, and the **Vendor** fields to define items to be included in the report. You can choose multiple criteria. The report only includes items matching all criteria.

3. To select the category to which the items belong that you want included in the report, click the **Category** drop-down list and select a category from the list.

4. To select the group with items you want included in the report, click the **Group** drop-down list and select a group from the list.

5. To select the department with the items you want included in the report, click the **Department** drop-down list and select a department from this.

6. The Userflag 1-6 fields define the user flag option that is assigned to the items you want included in the report. Click the drop-down list and select a user flag option from the list.

7. To specify the supplier of the items you want included in the report, click the **Vendor** drop-down list and select a supplier from the list.

8. To specify specific adjustment types, click the **Adjustment Transaction Type** drop-down list and select a type. The available types are:

   - Sale
   - Return
   - Received
   - Apply
   - Manual Adjustment
   - Transfer In
   - Transfer Out
   - Physical Inventory
   - Reset
   - New Item
   - Item Deleted
   - In-Store Transfer
   - Inventory Adjustment from Head Office
   - PDT Sale
   - PDT Return
   - PDT Pickup
   - PDT Cancel

9. To generate the report based on the above criteria, click **Generate Report**. For more information about generating reports, see "Generating reports" on page 297.

Inventory Adjustment Report

Notes added in the Inventory Adjustment Maintenance window are displayed on the report.

The information displayed under the **Txn#** is a TLog-generated sequence number created when the inventory adjustment transaction is completed. **Reg#** is always '255' within Store Manager.

Note: This information only appears for adjustment transactions created within Store Manager. Any inventory transactions created at the POS are not reflected here.

Tip: To find a PLU, click in the **PLU** field, and press **F12**. The PLU Search window appears.

Inventory Adjustment Report

You can use the report template designer to alter the appearance and layout of the Inventory Adjustment Report. For information about the template designer, see "Using the report template designer" on page 300.

Inactive PLU

The Inactive PLU report provides summary information about PLUs that have been inactive for the period beginning on the date you define. You can also define the items included on the report.

Inactive PLU Report Selection Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Inactive PLU report.

To complete the Inactive PLU Report Selection Criteria window:

1. To specify the period during which the items you want to include in the report must be inactive, click the button beside the **Inactive Since** field to open the pop-up calendar. Select a date in the calendar and click **OK**. Alternatively, type a date into the field. The period runs from the date you enter into this field, to the current date.

2. To report the number of items sold during a defined range of dates, click the button beside the **Sold Between** field to open the pop-up calendar. Select a date in the calendar and click OK. Alternatively, type a date into the **Date** fields.

3. To define a range of items to be included in the report, click the **PLU** fields and type a PLU number into the fields. You can also use the **Category, Group, Department, Userflag 1-6**, and the **Vendor** fields to define items to be included in the report. You can choose multiple criteria. The report only includes items matching all criteria.

4. To select the category to which the items belong that you want included in the report, click the **Category** drop-down list and select a category from the list.

5. To select the group with items you want included in the report, click the **Group** drop-down list and select a group from the list.

6. To select the department with the items you want included in the report, click the **Department** drop-down list and select a department from this.

7. The Userflag 1-6 fields define the user flag option that is assigned to the items you want included in the report. Click the drop-down list and select a user flag option from the list.

8. To specify the supplier of the items you want included in the report, click the **Vendor** drop-down list and select a supplier from the list.

9. To generate the report based on the above criteria, click **Generate Report**. For more information about generating reports, see

---

Tip: To find a PLU, click in the **PLU** field, and press **F12**. The PLU Search window appears.

Inactive PLU report

The following is a sample Inactive PLU report.

You can use the report template designer to alter the appearance and layout of the Inactive PLU report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

Current Inventory

The Current Inventory Report lists the current quantities of items and buckets in the store, their retail price, the quantity sold, the closing current inventory on hand, and the amount of money received from the sales of the item.

Current Inventory Report Selection Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Current Inventory Report.

To complete the fields in the Current Inventory Report Criteria window:

1. To define a range of items to be included in the report, click the **PLU** fields and type a range of PLU numbers in the fields. You can also use the Category, Group, Department, User Flag 1-6, and the Vendor fields to define items to be included in the report. You can choose multiple criteria. The report only includes items matching all criteria.

2. To select the category to which the items belong that you want included in the report, click the **Category** drop-down list and select a category from the list.

3. To select the group with items you want included in the report, click the **Group** drop-down list and select a group from the list.

4. To select the department with the items you want included in the report, click the **Department** drop-down list and select a department from this.

5. The Userflag 1-6 fields define the user flag option that is assigned to the items you want included in the report. Click the drop-down list and select a user flag option from the list.

6. To specify the supplier of the items you want included in the report, click the **Vendor** drop-down list and select a supplier from the list.

7. To include items with a negative quantity on-hand in the report, click the **Negative Available Quantity Only** checkbox.

8. To generate a full or compact report, click either the **Full Report** or **Compact Report** radio button. A compact report shows only one line of information specific to only 1 Bucket.

9.   If you choose to generate a compact report you have the option of displaying In Stock Quantity for any or all of the Buckets. Click the **In Stock Quantity** checkbox or leave it unchecked.

10. You can generate the report to show **All Buckets**, **No Buckets**, or **Selected Buckets**. Click the appropriate radio button to display the required Buckets in the report.

11. The three Buckets in the example window above are defined as **Available**, **Allocated**, and **Not For Sale**. Click one or all of the checkboxes to generate the report with information on the selected Buckets.

12. To generate the report based on the above criteria, click **Generate Report**. For more information about generating reports, see "Generating reports" on page 297.

Tip: To find a PLU, click in the **PLU** field, and press **F12**. The PLU Search window appears.

Current Inventory Reports

The following is a sample of a full Current Inventory Report.

You can use the report template designer to alter the appearance and layout of the Current Inventory Report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

●   To show or hide the criteria used to generate this report, click the **Show/Hide Criteria** toggle button.

The following is an example Current Inventory Compact Report. In this example there are 10 items in stock but only 8 are available for sale because the Not For Sale Bucket contains 2 items, possibly because they have been put aside for charity or the items may be damaged.

Gross Profit

The Gross Profit Report provides information about the number of items sold, quantity on hand, retail price, cost, and profit.

Gross Profit Report Selection Criteria window

This window contains fields used to select the criteria that the Store Manager uses to gather information for the Gross Profit Report.

To complete the Gross Profit criteria window:

1. To select a range of dates for the report period, click the **Period** fields and type a date range in the fields, or click the button beside the fields and select a date from the pop-up calendars. Click **OK.** Note that the default date range in the Period fields is based on the previous inventory control period.

   Note: The QOH (quantity on hand) Coleman the report reflects the most recent inventory control period within the specified range of dates on the Criteria window.

2. To select a range of items to be included in the report, click the **PLU** fields and type a range of PLU numbers in the fields. You can also use the Category, Group, Department, Userflag 1-6, and Vendor fields to define items to be included in the report. You can choose multiple criteria. The report only includes items matching all criteria.

3. To define the category that contains the items you want included in the report, click the **Category** drop-down list and select a category from the list.You can also use the PLU/To, Group, Department, Userflag 1-6, and Vendor fields to define items to be included in the report. You can choose multiple criteria. The report only includes items matching all criteria.

4. To define the group that contains the items you want included in the report, click the **Group** drop-down list and select a group from the list.You can also use the PLU/To, Category, Department, Userflag 1-6, and Vendor fields to define items to be included in the report. You can choose multiple criteria. The report only includes items matching all criteria.

5. To define the department that contains the items you want included in the report, click **Department** the drop-down list and select a department from the list.You can also use the PLU/To, Category, Group, Userflag 1-6, and Vendor fields to define items to be included in the report. You can choose multiple criteria. The report only includes items matching all criteria.

6. The UserFlag 1-6 fields define the user flag option that is assigned to the items you want included in the report.Click the **UserFlag** drop-down lists and select a user flag option from each list.You can also use the PLU/To, Category, Group, Department, and Vendor fields to define items to be

included in the report. You can choose multiple criteria. The report only includes items matching all criteria.

7. To define a vendor that supplies the items you want to include in the report, click the **Vendor** drop-down list and select a vendor from the list.You can choose multiple criteria. The report only includes items matching all criteria.

8. To group the report data by category, group, department, and vendor, click the checkboxes in the **Group By** section of the window, and then click the drop-down lists and select an option from each list.

9. To clear the information from the criteria window, click **Reset**.

10. To generate the Gross Profit Report based on the criteria in the window, click **Generate Report**.

Tip: To find a PLU, click in the **PLU** field, and press **F12**. The PLU Search window appears.

Gross Profit Report

The following is a sample Gross Profit Report.

You can use the report template designer to alter the appearance and layout of the Gross Profit Report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

- To show or hide the criteria used to generate this report, click the **Show/Hide Criteria** toggle button.

Performance Summary

The Performance Summary Report provides information about item sales, quantity on-hand, and costs. The Performance Summary report and the Performance Detail report use the same criteria window.

Performance Report Selection Criteria window

This window contains the fields used to select the criteria that the Store Manager uses to gather information for the Performance Summary Report and the Performance Detail report.

To complete the Performance Report Selection Criteria window:

1. To select a range of dates for the report period, click the **Period** fields and type a date range in the fields, or click the button beside the fields and select a date from the pop-up calendars. Click **OK.** Note that the default date range in the Period fields is based on the previous inventory control period.

2. To define a range of vendors that supply the items you want to include in the report, click the **Vendor** drop-down lists and select a vendor from each list.

3. To define a range of departments that contain the items you want to include in the report, click the **Department** drop-down lists and select a department from each list.

4. To clear the information from the criteria window, click **Reset**.

5. To generate the Performance Detail Report based on the criteria in the window, click **Generate Detail Report**. For more information about generating reports, see "Generating reports" on page 297.

6. To generate the Performance Summary Report based on the criteria in the window, click **Generate Summary Report**.

To find a PLU, click in the **PLU/To** field, and press **F12**. The PLU Search window appears.

Performance Summary report

The following is a sample Performance Summary Report.

You can use the report template designer to alter the appearance and layout of the Performance Summary Report. For information about the template designer, see "Using the report template designer" on page 300. This sample report uses the default template.

- To show or hide the criteria used to generate this report, click the **Show/Hide Criteria** toggle button.

Performance Detail

The Performance Detail report contains detailed information about sales, costs, on-hand quantities, and quantities on order.

The Performance Summary report and the Performance Detail report use the same criteria window. For information about the fields in the Performance Report Selection Criteria window, see "Performance Report Selection Criteria window" on page 344.

Performance Detail report

You can use the report template designer to alter the appearance and layout of the Performance Detail report. For information about the template designer, see "Using the report template designer" on page 300.

The dates shown in the Last Sold column associated with a specific PLU, reflect the most recent inventory period within the date range specified on the Criteria window.

- To show or hide the criteria used to generate this report, click the **Show/Hide Criteria** toggle button.

Pending Transactions

The Pending Transactions Reports provide information about pending transactions of a specific type or status. The reports include information such as the transaction type, number, status, date, pick up date, total amount, customer data, payments, and bins' location. As with other reports you can send, print, and export the reports by clicking on the corresponding button in each report window. Three types of report can be generated, a regular report, a report sorted by item, and a details report, each of which are described in the following pages.

You can search for pending transactions by the creation date, the last paid date within a specified period, report type by item, overdue by more than a specified number of days, category, group, or by department.

Pending Transactions Report Criteria window

The Pending Transactions Report Criteria window contains the fields used to select the criteria that the Store Manager uses to gather pending transaction information.

To complete the Pending Transactions Report Criteria window:

1. You can print a regular report, or a report that is grouped by item. To print a regular pending transactions report, click **Regular Report**.

2. To print all pending transactions for a specific item, click **By Item Report**.

3. Click the **Transaction Group** drop-down list and select a group of transactions to include in this report. If you leave this field blank, then all will be selected by default.

4. Click the appropriate fields to select a date range, either the **Sell Date between** or **Last Payment between** for the report.

5. Click the Transaction Status **All** radio button to include all transactions in this report. Click **Selected**, and then click the specific transactions checkboxes of a particular status to include in this report.

6. To select the pending transaction types by activity, click the **Transaction Activity** drop-down list and select an option from the list. Your choices are: Sale, Payment, Pickup, Item Adjustment, Cancel, Write-off, Pymt Adjustment, Reactivate Write-off, Statement, and Change Admin. Info.

7. Click the **Payment** or **Pickup** radio button to search for active transactions with payments or pickups that are overdue by a specified number of days, or that are due before a specified date.

8. Click **Overdue by...** and type the number of days that the next payment or expected pickup is overdue by. After generating the report, the number of delinquent days and the level of delinquency is displayed in the Overdue by (days) column.

9. To include pending transactions with a next payment or expected pickup date prior to a specified date, click **Due before...** and type the date in the adjacent field.

10. To print the report for all customers with the above criteria, click **All** in the Customers: section of the window.

11. If you want the report to show the pending transactions for a specific customer, click the **Reference #** field and type the customer's reference number in the adjacent field.

12. Click the **Phone #** field, and type the customer's area code and telephone number.

13. Click the **Name** field, and type the customer's name.

14. To sort the pending transactions by category, click the **Dept. Category** drop-down list and select a category from the list. For example, apparel.

15. To sort the pending transactions by group, click the **Dept. Group** drop-down list and select a group from the list. For example, ladies apparel.

16. To sort the pending transactions by department, click the Department drop-down list and select a department from the list. For example, blouses.

17. To sort the pending transactions by PLU, cluck the **PLU** field and type the PLU number in the field.

18. To generate the Pending Transactions Report, click **Generate Report**.

Pending Transactions Report

Illustrated below is an example of a regular Pending Transactions Report. This report lists all matching transactions, and displays summary information for each of them, such as the transaction name, status, number, days overdue, sell date, pickup due date, customer data, total transaction amount, and the balance.

To sort the transactions by the number of delinquent days:

- Click the **Overdue by (days)** heading. The transactions are displayed by their original sell date by default, with the most recent transactions appearing first.

To generate a Pending Transactions Details Report:

- Double click a single transaction, or click **Transaction Details**.

The Pending Transaction Details Report

The Pending Transaction Details Report displays the bins' location, service charge amount, and information on payments, such as the total payment amount, payment schedule of up to 12 payments, the last payment amount, and the payment date.

The PLU number, product description, quantity, unit price, and extended price are displayed for all merchandise items. For non-merchandise items, a description and extended price are displayed. Also, a cross reference number is shown if the sale was performed by a cross reference.

Pending Transactions By Item Report

Illustrated below is an example of a Pending Transactions By Item Report. This report lists all matching transactions sorted by department, group, and category. The number of pending transactions associated with the item, item group, quantity of items to be picked up, total item quantity, and the extended sale price is displayed for each item, department, department group, and department category.

To list the pending transactions pertaining to a specific item:

- Double click the item line, for example, silk blouse, or click on the item line and then click **Item Transactions**. This generates a regular Pending Transaction Report listing the pending transactions that deal with a selected item.

To generate a Pending Transactions Details Report for an item:

1. On the Pending Transactions by Item Report, click the transaction and then click **Item Transactions**.

2. Click **Transaction Details** on the Pending Transactions Report.

Processing The Payroll

12

This section provides information about payroll functions available in the Store Manager, including the ability to review and edit employee's clock in/out times, confirm the times as accurate, and export the times to a file for further payroll processing.

This section covers the following topics:

- Configuring payroll parameters
- Preparing clock in/out information for export

Configuring payroll parameters

Before you review clock in/out information and send it to your head office, you must configure the Store Manager's payroll options. The options you choose affect how time is displayed and if you must confirm the time entries as accurate before you export the file to your head office.

In the following steps, you must enter information into the Payroll Parameters Maintenance window. For information about the fields in the window, see "Payroll Parameters Maintenance window" on page 354.

To configure payroll parameters:

1. On the Main Menu window, click **Parameters Setup**.
2. Click **Payroll Parameters**.
3. Complete the fields in the Payroll Parameters Maintenance window, as appropriate.
4. Click **Save**, and then click **Exit**.

Payroll Parameters Maintenance window

This window contains the fields for configuring the payroll function in the Store Manager.

The following table contains descriptions of the fields in the Payroll Parameters Maintenance window:

Field	Description
Allow Export of Unconfirmed Clock Time Entries	This field determines if you can export clock in/out time entry information, that you have not confirmed as accurate, to a file for head office.
	Action: Click (√) the checkbox to allow unconfirmed information to be exported.
Allow Confirm All for Clock Time Entries	This field determines if you can click **Confirm All** in the Payroll Clock In/Out Summary window to confirm all of the clock in/out time entries for a week at once.
	Action: Click (√) the checkbox to allow all of the clock in/out entries for a week to be confirmed with the **Confirm All** button. Clear the checkbox to disable the **Confirm All** button on the Payroll Clock In/Out Summary window.
Round Clock Time To	This field defines the increments of an hour an employee's actual work time is rounded up to.
	For example, assume an employee actually works 1 hour 20 minutes. If you type 15 into this field, the Store Manager rounds the employee's work time to 1 hour 30 minutes.
	Action: Type a number, from 1-60, into the field. Type **0** if you do not want the times rounded.
Display Total Worked Hours Style	This field defines how hours are displayed in the **Total Worked** fields in the Payroll Clock In/Out Summary window, the Payroll Clock In/Out Detail window, and on printed payroll reports.
	You can define the selections that appear in this drop-down list in the Code Table Maintenance window, but 2 default display methods are defined for you, 'Display by Decimal' and 'Display by Hrs/Mins'.
	Action: Click the drop-down list and select a display style from the list.

Field	Description
Display Worked Hours as	This field defines the text string that appears after the hour portion of the time in the **Total Worked** fields in the Payroll Clock In/Out Summary window, the Payroll Clock In/Out Detail window and on printed payroll reports.
	For example, assume the employee worked 2 hours and 15 minutes. If you enter **H** into this field, the time is displayed in the **Total Worked** field as '2H 15 mins'.
	Action: Type a short alphanumeric string into the field.
Display Worked Minutes as	This field defines the text string that appears after the minute portion of the time in the **Total Worked** fields in the Payroll Clock In/Out Summary window, the Payroll Clock In/Out Detail window and on printed payroll reports.
	For example, assume the employee worked 2 hours and 15 minutes. If you enter **M** into this field, the time is displayed in the **Total Worked** field as '2 hrs 15M'.
	Action: Type a short alphanumeric string into the field.
Fiscal Week End	This field defines the last day of the store's fiscal week. All the Start of Week and End of Week dates in the payroll windows are determined by the day of the week in this field.
	Your head office uses the Configurator to select the fiscal week.
	Action: No action required. The Store Manager automatically completes this field with the day selected by your head office.

Configuring payroll periods

A payroll period download parameter file, periods.asc, is applied to a table in the Store Manager SQL database. This file consists of the following:

- Period type
- Period ID
- Description
- Start date
- End date

Each row in the periods.asc file represents a separate payroll period.

To configure a payroll period:

1. On the Main Menu window, click **Payroll**.
2. Click **Clock In/Out Report**.
3. Click the **Payroll Period** radio button, and select an option from the adjacent drop-down list.

   or
4. Click the **User-defined Period** radio button, and select a start date and an end date from the adjacent pop-up calendars.
5. Click **Generate Report** to display the Clock In/Out Summary Report.

Preparing clock in/out information for export

Before you export clock in/out information to a file for your head office, you can review and edit the information to ensure it is accurate and complete.

If the **Allow Export of Unconfirmed Clock Time Entries** checkbox in the Payroll Parameters Maintenance window is clear, you also have to confirm the times. For information about defining payroll parameters, see "Configuring payroll parameters" on page 353.

You must configure the Store Manager's payroll options before you prepare or export the clock in/out information. These options determine if you must confirm clock in/out times before export, or if you can export without confirming the times. For information about configuring the options, see "Configuring payroll parameters" on page 353.

Editing clock in/out times

You can review an employee's clock in/out times and edit them, if necessary.

WARNING! An employee must be assigned to your store in their employee record or they do not appear in any of the clock in/out windows.

Before you complete the following steps, you must define the selections that appear in the **Reason Code** drop-down list.

To review an employee's clock in/out times:

1. On the Main Menu window, click **Payroll**.

2. Click **Clock In/Out Adjustment**. The Payroll Clock In/Out Summary window contains summary information for all employees.

3. Click **Start of Week** or **End of Week** to locate the appropriate week's information.

4. Click the employee whose time you want to review in detail, and then click **Open**.

If the clock in/out times for this employee are not accurate, you can edit the entry in the Payroll Clock In/Out Detail window. For information about the fields in the window, see "Payroll Clock In/Out Detail window" on page 357.

You can edit the employee's clock in date and time, clock out date and time, and the reason the employee worked. Every employee must have clock in and clock out times for each day in the week. If an employee clocks in but does not clock out, the hours worked for that day is calculated to be 0.

To edit a clock in/out entry:

1. Click the fields you want to edit and change the information they contain.

2. Click **Save**.

> **Tip:** You can add a new clock in/out entry for an employee by selecting an employee in the Payroll Clock In/Out Summary window and clicking **New**.

Once you have reviewed and edited the clock in/out times, you have to export the information to a file for your head office. You may have to confirm the information before exporting it.

You can print the Payroll Clock In/Out Summary and Detail reports from the Store Manager's Reports Menu window. The clock in/out entries you edit are marked on the printed report with an asterisk (*). For information about printing these reports, see "Payroll Clock In/Out Detail window" on page 357.

Payroll Clock In/Out Detail window

This window contains the fields for editing employee's clock in/out times.

> **Tip:** The information in any of the fields you edit is displayed in red.

Processing The Payroll

The following table contains descriptions of the fields in the Payroll Clock In/Out Detail window:

Field	Description
Start of Week	This field contains the date of the first day of the fiscal week.
	You define the fiscal week end using the **Fiscal Week End** field in the Payroll Parameters Maintenance window. For information about the fields in the Payroll Parameters Maintenance window, see "Payroll Parameters Maintenance window" on page 354.
	Action: No action required. The Store Manager automatically completes this field with the date.
End of Week	This field contains the date of the last day of the fiscal week.
	You define the fiscal week end using the **Fiscal Week End** field in the Payroll Parameters Maintenance window. For information about the fields in the Payroll Parameters Maintenance window, see "Payroll Parameters Maintenance window" on page 354.
	Action: No action required. The Store Manager automatically completes this field with the date.
Calendar View	This field opens the Payroll Clock In/Out Detail Calendar View window. This window displays the employee's clock in/out information in a different format. You can edit the information in the calendar view window.
	Action: Click the button.
Employee#	This field contains the unique number that identifies the employee.
	Action: No action required. The Store Manager automatically completes this field with the employee number of the employee you select in the Payroll Clock In/Out Summary window.
Last Name	This field contains the employee's last name.
	Action: No action required. The Store Manager automatically completes this field with the last name of the employee you select in the Payroll Clock In/Out Summary window.
First Name	This field contains the employee's first name.
	Action: No action required. The Store Manager automatically completes this field with the first name of the employee you select in the Payroll Clock In/Out Summary window.
Clock In	This field defines the date and time the employee clocked in.
	There is one entry in this field for each time the employee clocks in.
	Action: The Store Manager automatically completes this field, but you can edit the information in it.
	To edit the information in the box:
	1. Click the button beside the field to open the popup calendar window. Click a date and click **OK**. (Alternatively, type a date into the field.)
	2. Click in the field after the date, and type a new time (24 hour clock) using the following format: HH:MM:SS.

Field	Description
Clock Out	This field defines the date and time the employee clocked out.
	There is one entry in this field for each time the employee clocks out.
	Action: The Store Manager automatically completes this field, but you can edit the information in it.
	To edit the information in the box:
	1. Click the button beside the field to open the popup calendar window. Select a date and click **OK**. (Alternatively, type a date into the field.)
	2. Click in the field after the date, and type a new time (24 hour clock) using the following format: HH:MM:SS.
Total Worked	This field contains the total hours worked for the day and for the fiscal week.
	You can use the **Round Clock Time To** field in the Payroll Parameters Maintenance window to define how partial hours worked are interpreted in the calculation of hours worked. For information about the fields in the Payroll Parameters Maintenance window, see "Payroll Parameters Maintenance window" on page 354.
	Action: No action required. The Store Manager calculates the total hours worked and completes this field.
Reason Code	This field defines the reason the employee worked.
	You define the selection or work reasons that appear in this drop-down list in the Code Table Maintenance window.
	Action: Click the drop-down list and select a reason from the list.
Confirm Time	This field confirms clock in/out time entries that are displayed in this window for the employee.
	For information about confirming clock in/out entries, see "Confirming clock in/out times" on page 360.
	Action: Click the button.

Confirming clock in/out times

The selections you make in the Payroll Parameters Maintenance window determine whether you must confirm the clock in/out information for all employees before you export it to a file for your head office. If you click **Allow Export of Unconfirmed Clock Time Entries** in the Payroll Parameters Maintenance window, you can confirm the information (optional).

You can confirm clock in/out information from the Payroll Clock In/Out Detail window. If you click **Allow Confirm All for Clock Time Entries** in the Payroll Parameters Maintenance window, you can also confirm information by clicking **Confirm All** in the Payroll Clock In/Out Summary window. For information about the Payroll Parameters Maintenance window, see "Payroll Parameters Maintenance window" on page 354.

Before you confirm the clock in/out information, you should review and edit it to make sure it is accurate and complete. For information about reviewing and editing the information, see "Editing clock in/out times" on page 356.

The following steps describe confirming clock in/out information from the Payroll Clock In/Out Detail window.

To confirm an employee's clock in/out times:

1. On the Main Menu window, click **Payroll**.

2. Click **Clock In/Out Adjustment**.

3. Click **Start of Week** or **End of Week** to locate the appropriate week's information.

4. Click the employee whose time you want to confirm, and then click **Open**. The Payroll Clock In/Out Detail window displays the employee's information.

5. Click **Confirm Time**. The clock in/out time entries for the week are confirmed.

After you confirm the clock in/out information, you can export it to a file for your head office.

Exporting clock in/out files to head office

When you export the clock in/out information for a fiscal week, you export it to a file for your head office.

You may have to confirm the clock in/out information before you export it. For information on how to confirm the information, and on determining if you have to confirm it, see "Confirming clock in/out times" on page 360.

To export the clock in/out information:

1. On the Main Menu window, click **Payroll**.

2. Click **Clock In/Out Adjustment**.

3. Click **Start of Week** or **End of Week** to locate the appropriate week's information.

4. Click **Export**. The information is exported to a file.

Once you export clock in/out time information, you can review it, but you cannot edit it.

Viewing the Server State

13

This section provides information about the windows in the Store Manager that you can use to get information about the store's server.

Accessing server information

The Store Manager includes two windows that provide you with information for troubleshooting your POS system. They are:

- Server State Information window
- Server Message Log window

Note: You cannot edit the information in these windows.

To open the Server State Information window:

- On the Main Menu window, click **Server State**.

  The Server State Information window displays the Store Information and the Server Connection information.

To open the Server Log window:

1. Click **Setup Log**.

2. You can view and/or save the log. Click the **View Log** checkbox to display the Server Log window.

3. Click the **Save Log** checkbox to save the log file.

4. Click **OK**.

Index

X