Point of Sale

Passport Business Solutions ™

V 12.06

Passport Business Solutions
Payroll User Documentation
Version 12.06
November 2018

If you have any comments about this guide, please send your feedback to:

psi@pass-port.com

Passport Software, Inc.
181 Waukegan Road, Suite 200
Northfield, Illinois 60093
(847) 729-7900 or (800) 969-7900
Main: www.pass-port.com
Manufacturing: www.pbsmfg.com

ATTENTION: ONLY LICENSEES CURRENTLY ENROLLED IN THE PASSPORT UPDATE PROGRAM (PUP) ARE PERMITTED TO INSTALL AND USE, SUBJECT TO THE TERMS AND CONDITIONS OF THE LICENSE AGREEMENT BELOW, THE ENCLOSED SOFTWARE.

LICENSE AGREEMENT

1. License Grant

Passport Software, Inc. (Passport) hereby grants to Licensee and Licensee accepts a non-exclusive license for the enclosed Software with the rights, terms, and conditions as detailed in this License Agreement:

a. You may install and use the Software on a single computer system or single computer file server for your own internal business purposes provided you (the Licensee) do not exceed the number of concurrent users licensed by Passport to access the Software. If Licensee wishes to increase the number of licensed concurrent users, Licensee must contact Licensee's Passport Partner (your Passport Software supplier) or Passport directly.
b. You may make backup copies of the Software as required for your own internal business purposes provided that you reproduce all copyright notices and other proprietary notices on each copy made. Backup copies may be used at any time to re-install the enclosed Software in the event of loss, destruction, or other malfunction of the Software.
c. You may only transfer the Software and this license to a successor to the whole of Licensee's business, provided the successor agrees to accept the terms and conditions of this agreement. If you transfer the Software, you must report to Passport the name of the new user of the Software, and you may not retain any copies of the Software yourself once you have transferred it. No other transfers of the Software are permitted without the prior written consent of Passport Software, Inc.

Licensee shall not export or re-export, directly or indirectly (including via remote access) the Software, Documentation or other information or materials provided by Passport hereunder, to any country for which the United States or any other relevant jurisdiction requires any export license or other governmental approval at the time of export without first obtaining such license or approval from Passport. It shall be Licensee's responsibility to comply with the latest United States export regulations, and Licensee shall defend and indemnify Passport from and against any damages, fines, penalties, assessments, liabilities, costs and expenses (including reasonable attorneys' fees and court costs) arising out of any claim that Software, Documentation, or other information or materials provided by Passport hereunder were exported or otherwise accessed, shipped or transported in violation of applicable laws and regulations. Licensee shall comply with all laws, legislation, rules, regulations, and governmental requirements with respect to the Software, and the performance by Licensee of its obligations hereunder, of any jurisdiction in or from which Licensee directly or indirectly causes the Software to be used or accessed. In the event that this Agreement is required to be registered with any governmental authority, Licensee shall cause such registration to be made and shall bear any expense or tax payable in respect thereof.

This non-exclusive license is effective for the useful life of the Software. However, this license will immediately terminate if you fail to comply with any term or condition of this Agreement. Upon termination you must destroy all copies of the Software.

A new version of the Software replaces the version of the Software previously licensed. Use of a new Software version terminates the license to use that part of the Software replaced by the new Software version and Licensee shall destroy or return to Passport all copies of any prior Software version previously licensed.

EXCEPT AS STATED ABOVE, YOU MAY NOT COPY, TRANSFER, OR DISTRIBUTE THE SOFTWARE TO OTHERS, AND ANY UNAUTHORIZED COPYING, TRANSFER, OR DISTRIBUTION SHALL AUTOMATICALLY TERMINATE YOUR LICENSE.

2. Passport Update Program

Passport makes available its subscription update service (Passport Update Program - PUP) to licensees of the Software. Only licensees having current and up-to-date enrollment in PUP are permitted to install and use any updates. Contact your Passport Partner (your Passport Software supplier) or Passport directly to enroll in this program.

Updates to the Software made available to Licensee shall be treated for all purposes as Software under this License and all intellectual property rights therein shall be retained by Passport.

3. Passport's Proprietary Rights

The Software is copyrighted by Passport Software, Inc. and some portions of the Software are copyrighted by AcuCorp, Inc., a Micro Focus International PLC company. All rights reserved.

Passport and its third party licensors retain all proprietary and intellectual property rights in the Software and Documentation and in any trademarks affixed to the Software or the Documentation. Licensee shall not take any action inconsistent with such title and ownership. Licensee shall not alter or remove any printed or on-screen copyright, trade secret, proprietary or other legal notices contained on or in copies of any Software or Documentation. LICENSEE ACKNOWLEDGES AND AGREES THAT THE SOFTWARE MAY CONTAIN CODE OR REQUIRE DEVICES THAT DETECT OR PREVENT UNAUTHORIZED USE OF THE SOFTWARE. Licensee shall notify Passport immediately in the event of unauthorized possession or use of Software or Documentation.

Licensee is not permitted (a) to decompile, disassemble, reverse compile, reverse assemble, reverse translate or otherwise reverse engineer the Software, (b) to use any similar means to discover the source code of the Software or to discover the trade secrets in the Software, or (c) to otherwise circumvent any technological measure that controls access to the Software.

Updates to the Software made available to Licensee through the Passport Update Programs shall be treated for all purposes as Software under this License and all intellectual property rights therein shall be retained by Passport.

4. Limited Warranty and Disclaimers

Passport warrants that the CD-ROM and/or other media on which the Software and User Documentation is recorded are readable by a compatible hardware system. For a period of 90 days (the Warranty Period) after the initial date of this license, if Licensee discovers any defects in the readability of the original CD-ROM and/or other media, Licensee may return it to Licensee's Passport Partner (your Passport Software supplier) or Passport for a free replacement, which is Licensee's sole and exclusive remedy in the event of such defect[s].

EXCEPT AS SPECIFICALLY PROVIDED HEREIN, THE SOFTWARE IS NOT ERROR-FREE AND IS BEING PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND.

PASSPORT SOFTWARE, INC., ITS PROGRAM LANGUAGE SUPPLIERS AND OTHER VENDORS, HEREBY DISCLAIM ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THE SOFTWARE INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, COURSE OF DEALING OR TRADE USAGE.

NO WARRANTY IS MADE REGARDING THE RESULTS OF ANY SOFTWARE OR SERVICES OR THAT ALL ERRORS IN THE SOFTWARE WILL BE CORRECTED, REGARDLESS OF THE FORM OR NATURE OF ANY CLAIM. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF IMPLIED WARRANTIES, AND DO NOT ALLOW A LIMITATION ON HOW LONG ANY IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATIONS MAY NOT APPLY. NO PASSPORT EMPLOYEE, SUPPLIER, OR AGENT IS AUTHORIZED TO MAKE ANY MODIFICATIONS OR ADDITIONS TO THIS WARRANTY.

THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THE SOFTWARE IS WITH YOU. SHOULD THE SOFTWARE PROVE DEFECTIVE, YOU ASSUME THE ENTIRE COST OF ANY NECESSARY SERVICING, REPAIR OR CORRECTION, AND ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES.
IN NO EVENT WILL PASSPORT, ITS PROGRAMMING LANGUAGE SUPPLIERS AND OTHER VENDORS, DISTRIBUTORS, OR DEALERS (PASSPORT PARTNERS) BE LIABLE FOR ANY DAMAGES, INCLUDING LOSS OF DATA, LOSS OF PROFITS, OR DIRECT, OR INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY DEFECT IN THE SOFTWARE, EVEN IF THEY HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF IMPLIED WARRANTIES OR LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU.

THE FOREGOING RESTRICTIONS, DISCLAIMERS AND LIMITATIONS SHALL APPLY AND REMAIN IN FORCE EVEN IN THE EVENT OF A BREACH BY PASSPORT HEREUNDER OF A CONDITION OR FUNDAMENTAL TERM HEREUNDER, OR IN THE EVENT OF A BREACH WHICH CONSTITUTES A FUNDAMENTAL BREACH.

5. General Terms and Conditions

Nothing contained in this Agreement shall be deemed to constitute either party as the agent or representative of the other party, or both parties as joint venturers or partners for any purpose. Licensee's supplier of the Software (referred to herein as a "Passport Partner") is an independent contractor in relation to Passport and is not an employee, agent or partner of Passport.

This License Agreement is governed by the laws of the State of Illinois and jurisdiction for any claim or controversy raised by Licensee against Passport Software, Inc. shall only be in the Circuit Court of Cook County, State of Illinois.

If either party commences any action or proceeding against the other party to enforce or interpret this License, the prevailing party in such action or proceeding shall be entitled to recover from the other party the actual costs, expenses and attorneys' fees (including all related costs and expenses), incurred by such prevailing party in connection with such action or proceeding and in connection with obtaining and enforcing any judgment or order thereby obtained.

This License and the rights and obligations hereunder, may not be assigned, in whole or in part by Licensee, except to a successor to the whole of Licensee's business, without the prior written consent of Passport. In the case of any permitted assignment or transfer of or under this License, this License and all of its terms and conditions shall be binding upon, and inure to the benefit of, the successors, executors, heirs, representatives, administrators and assigns of the parties hereto.

This is the complete and exclusive statement of the License between you and Passport, and this License supersedes any prior agreements or understanding, oral or written, with respect to the subject matter of this License.

If you have any questions regarding this License, you may contact Passport at 847-729-7900 or email to psi@pass-port.com.

Table of Contents

Understanding Point of Sale

This chapter contains the following topics:

PRODUCT DESCRIPTION

The Passport Point of Sale must be installed with PBS Accounts Receivable and PBS Inventory Control. It may be installed with SQL tables or Vision data files. It can also interface with Sales Analysis, and Accounts Payable. Data from Vision system can be accessed via XDBC (ODBC).

- Full use of BreakOut™ allows Point of Sale to be tailored to your specific needs, resulting in faster, more efficient data processing.
- Single screen transaction entry makes the Passport Business Solutions Point of Sale easy to use and easy to train others to use.
- Lookup windows help you to find specific information fast.
- Supports cash drawers, invoice, receipt printers and more.
- Supports multiple transaction types:

  Invoice - The complete transaction process (entry, payment, delivery) is handled in a single step. This is referred to as a one-step process.

  Order - This is a two-step process. First the transaction is entered and the ordered items are picked in preparation for delivery or pick-up. The second step invoices and delivers the ordered items.

  Credit Memo - This transaction type is used to handle inventory returns and other customer credits. Returned inventory can be scrapped.

  Quote - A quote is a flexible transaction type that can be used to handle simple quoting needs of many businesses. They can also be re-used as a standard quote or standard order.

  Layaways - A layaway allows a customer to pick a specific item for purchase and make payments on the item. Layaway payments are posted to A/R.

  A/R Payments - A payment may be entered and applied against an A/R open item or to open cash.

  Voids - A void transaction gives the user the ability to cancel a transaction before printing.

  Holds - The hold transaction allows the register to save an invoice transaction to be completed later.

  Returns - A return transaction allows a customer to return inventory for an immediate refund.

- Six variations on a price lookup window, accessible when entering the price field, that allows selection of item price 1/2/3/4/5, a price previously paid by a customer for a specific item and more. One of the six price lookup windows or no price lookup window assignable to a POS user.
- View invoice history from a variety of different angles: view by invoice number, by PO number, Customer/PO number and more. View is available during transaction entry as well as from the Point of Sale menu.
- Immediate printing for invoices, receipts, picking tickets, and shipping labels.
- Print invoices on pre-printed forms or plain paper or merge data with a graphical image file.

- Batch or install printing to PDF forms for emailing.
- Design your own custom forms.
- Define printers for registers for each form that is to be printed from a register. No need to select a printer during transaction entry.
- Users can be restricted from overriding credit limits and prices, entering payouts from the register, accepting check overpayments, and deleting transactions.
- Full-featured customer contract pricing by item or item category.
- Special sale pricing by item or item category. The length of the sale can be any period, including hours.
- Specific customers can be restricted to certain payment methods.
- Additional register functions available during transaction entry:

  Lock Register allows user to leave register unattended. Re-open with user ID and password.

  Open drawer allows user to open their cash drawer without processing a transaction.

  Payout, when Accounts Payable is installed, allows Point of Sale to track register payout distributions that are made.

  Change user allows the user ID to be changed without leaving the transaction screen.

  Hold transaction allows the register to hold an invoice transaction to be completed later.

  Retrieve last hold allows user to retrieve the last invoice transaction placed on hold.

  List store holds displays all invoice transactions placed on hold and not completed.

- Sub accounts can be assigned to the whole transaction or to individual items.
- Complete support for multiple warehouses. A single order can be filled from multiple warehouses.
- Items may be drop-shipped directly to a customer.
- Price overrides are available with security, logging, and reporting.
- Individual line items can be marked as taxable or non-taxable. Default tax code can be changed for transaction.
- Items and services can be discounted by percentage or dollar amount.
- Uses I/C price codes for discounts by quantity, percentage discount by customer type, mark up by quantity, mark up by customer type, minimum quantity for price 1, 2, 3 4 or 5, price by customer type and more.
- An entire transaction can be discounted by percentage.
- Up to 99 lines of line item and transaction comments.
- Record miscellaneous and freight charges for each transaction. Miscellaneous and freight accounts may be changed during transaction entry.

- Up to 99 tenders on each transaction with Credit Card processing interface (windows only for credit card interface).
- Supports Point of Sale “payment” codes (cash, check, credit card) as well as Accounts Receivable “terms” codes for open accounts.
- Saves check number and check authorization code in history. Only the last 4 digits of credit card number saved in history.
- Changes can be made to transactions or line items at any time up until the invoice is printed.
- The previous invoice can be easily retrieved for changes or reprinting.
- Interface with I/C bar codes available for quick entry. Also, an Alias file/table allows alias numbers to be assigned to items and services. Both the I/C bar codes and Alias file/table provide a way to assign quick entry item/service numbers and support product bar codes.

KEY TERMS

The following are definitions of key words used in this documentation. It is important to read this section as it will help you to gain a solid understanding of Passport Point of Sale.

Point of Sale

The *point of sale* is the point in a sale where a business transaction takes place. In a retail environment, the point of sale normally occurs at a cash register. In a telemarketing environment, it occurs on the telephone with a salesperson recording an order.

The Passport Business Solutions Point of Sale software works effectively in both retail and order processing environments. As you will see, the PBS Point of Sale can be configured using BreakOut™ to speed transaction processing and increase the efficiency of your sales transaction processing.

Advanced Order Processing

Order processing is generally used to describe business transactions that are done in a non-retail environment. Some examples of this type of environment are telemarketing, retail distribution, wholesale distribution, and service bureaus. This type of processing is referred to as a two-step order process. The two steps performed on the computer are as follows:

> Step 1 - Enter the order and print a picking ticket. The items are prepared for delivery or picked from a warehouse.
>
> Step 2 - Select the order for billing and print an invoice. The items are shipped or delivered.

In the Passport Business Solutions Point of Sale, *advanced order processing* is the term used to describe the order processing environment. A simplified order screen with the ability to immediately print picking tickets, invoices, and shipping labels makes Passport Point of Sale very efficient and flexible.

In order processing environments, salespeople will usually deal with additional information that is not required in a retail environment. Order processing salespeople may need to deal with purchase order numbers, shipping dates, shipping methods, etc.

BreakOut™

BreakOut is a trade marked utility that allows you to tailor the Passport Business Solutions Point of Sale to your specific needs. Transaction entry can be sped up and simplified by setting default values and function keys for input fields. BreakOut is user-specific and, because of this, it is a simple matter to configure a cash register in the front of your establishment for handling walk-in customers (retail point of sale) while salespeople are on the phone with open-account customers in a back office (advanced order processing).

Inventory Control

Inventory Control (I/C) records the kind of items you stock, how many of these items are available for sale at a given time (quantity available), items that are running low and must be restocked, and items that are used or sold faster than others.

You may perform various inventory control functions through the Point of Sale interface to I/C. Inventory is automatically relieved (decreased) when invoices or receipts are printed. Inventory is automatically committed (ear marked for sale) when you enter orders. Available inventory is verified for each line item as it is entered and any back order or out-of-stock condition can be handled then. Point of Sale works with Inventory Control to help you manage your inventory more effectively.

Accounts Receivable

Accounts Receivable (A/R) is the accounting area concerned with recording sales to your customers and the money that they owe you. It keeps track of all customers, their purchases, their payments, and the resulting balance. The Passport Business Solutions Point of Sale updates customer account information when orders are placed using advanced order processing and when customer’s purchases are recorded at the point of sale.

Store

In the Passport Business Solutions Point of Sale, a store is the physical structure from which your company sells goods and services. The software allows you to define multiple stores that will operate using the same set of data. A separate set of transaction and invoice numbers can be defined for each store.

Stores can be defined to departmentalize a single location or to allow multiple locations to access the same data from a centralized computer system.

Register

The Passport Business Solutions Point of Sale register is the computer or terminal where transactions are entered. A register is defined within a store and can be configured to efficiently handle different types of transactions processed under a variety of conditions. For example, a front counter register may be configured to handle cash-and-carry purchases (retail point of sale), while a register in a back office is configured to handle phone orders.

Registers support cash drawers, display devices, receipt printers, printing of invoices, picking tickets, quotes and shipping labels.

User

A user is the person who processes a sale or order using the Point of Sale software. To enter Point of Sale transactions, you must enter a User ID that is defined in POS Users. This identifies users, their passwords and the authority they have when processing Point of Sale transactions.

Cash Customer

A cash customer is created in Accounts Receivable to handle walk-in customers whose transactions you don't wish to track individually. Using a cash customer allows sales to be made without requiring any information about the customer that is making the purchase. Period and year-to-date sales are tracked in A/R for cash customers.

This customer is referred to as a cash customer because purchases are made with cash (cash, check, credit card) and not placed on account.

Transactions

As used in accounting, transaction means a business event involving money and goods or services. For example, a transaction occurs each time you gas up your car, you pay money in exchange for gasoline.

Transactions record a *completed* business event involving money and goods or services.

In the Passport Business Solutions Point of Sale, a transaction is the recording of a sale or event leading up to a sale of goods or services. It can also be the recording of a return of goods. The following transaction type may be recorded in Point of Sale:

Invoice: An invoice is the record of an immediate sale of goods or services. In the Passport Business Solutions Point of Sale, an invoice transaction can generate either a receipt or a full-page invoice.

Order: An order is the record of the sale of goods or services that must be processed in some way before delivery. For example, a number of items may have to be packaged and shipped before invoicing can occur. The Passport Business Solutions Point of Sale allows a picking ticket to be printed instantly or in a batch to facilitate this type of transaction.

Orders versus Invoices: An order transaction is a request from a customer for goods or services. The goods or services must be prepared and delivered before the order transaction can be completed at which time an invoice is printed. An invoice transaction is a detailed list of goods or services that have been delivered to a customer. In the Passport Business Solutions Point of Sale, a receipt may be printed in place of an invoice.

The Passport Business Solutions Point of Sale supports a two-step billing process in addition to the normal Point of Sale transaction process. In two-step billing, an order is entered into the system, an item is prepared for delivery, and the order is converted into an invoice. You may print picking tickets to assist with order preparation.

Credit Memo: A credit memo is the record of returned goods or services for credit to a customer. This credit can be given to a customer in the form of cash or check, or it can be applied to their credit card or placed on account.

Quote: A quote is a document that states the price at which you agree to sell goods or services to a customer. Each quote can be assigned an expiration date. The quote document is often used by the customer's purchasing department to receive approval for a purchase. Quotes may be printed on a standard invoice form or receipt in Passport Point of Sale. This quote may be automatically converted to an invoice or an order at a later date. Because the customer number can be changed at the time that the quote is converted, you may create a standard quote that can be re-used for different customers.

Layaway: A layaway is a process where a customer can select items and make payments for these items. Payments may be printed. When the items are fully paid, then the layaway may be selected and released to the customer. Layaways may also be cancelled. The payments could be returned or there is a provision to forfeit the payment.

A/R Payment: Point of Sale provides a means of making an A/R payment. This means you can make a payment towards a specific invoice in A/R Open items. A payment receipt may be printed.

Void: A void transaction gives the user the ability to cancel a transaction before printing. When entering a transaction and the receipt or invoice has been printed the system will not allow you to void that transaction.

Holds: The hold transaction allows the register to save an invoice transaction to be completed later. Only invoices can be put on hold. They must have at least one line item entered to be put on hold. The user can retrieve the hold transaction from the miscellaneous functions window where it can be converted back to an invoice to complete the invoice transaction.

Returns: A return transaction allows a customer to return inventory for a refund.

Back Order

If a customer orders an item that is not currently in stock, you may back order the item. This means that you record the order and deliver the goods when they become available in inventory. Point of Sale uses back order reports to help you track back ordered items and to fill the associated orders when stock is available.

General Ledger

General Ledger is the area of accounting where all accounting records are brought together to be classified and summarized. Financial statements are printed based on this data.

As used here, "general" means "pertaining to many areas." General Ledger is often abbreviated as "G/L" or "GL".

Alias Items and bar codes

In Inventory Control, each item must be assigned a unique identifying number. In the Passport Business Solutions Point of Sale, each service must also have a unique identifying number. An alias item number is another number for an item or service that is linked to the original number. The item or service can then be referenced by either the original number or the alias number.

When a transaction is entered in Point of Sale, an alias number is converted to the associated item or service number. This allows UPC barcodes or "shortcut" codes to be used in transaction processing.

You may use the POS alias items for your bar codes or you may use the item bar codes. Refer to the *Use I/C or P/S item bar codes* field in *Control information*.

Contract Prices

A contract price is a price, or pricing structure, for an item or service or a group of items or services, that is defined for a particular customer.

Customer Payment Restriction

This allows a customer to be restricted to certain forms of payment for the purchases they make. For example, a customer might be required to make purchases using cash or a credit card.

Payment Code

Point of Sale payment codes are methods of payment that align with point of sale purchasing requirements. You may define payment codes for cash, checks and credit cards. Payment codes allow you to track payment methods independently. For example, you can define different payment codes for each type of credit card that your store accepts.

Service

Service is work performed by a company for its customers at their request. A service may be associated with labor and may not represent a physical item. Common services include various types of labor, assembly charges, and repairs.

Ship-to Address

A ship-to address is an address that is used by a customer to accept deliveries that is different from their billing or mailing address. In Point of Sale you can define multiple ship-to addresses for your Accounts Receivable customers.

Special Sale Price

A special sale price is the price for an item or service or a category of item or service that differs from the normal selling price. It is used primarily to stimulate the purchase of particular items. You can change the price of an item or service without making any changes to the actual prices of the item or service. You may define fixed sale prices to define a lower price for an item or service. You may define a discount percent for an item or service. Or, you may specify a new price code for an item or service.

Tax Code

A tax code is defined to assign proper sales tax to sales. When you enter a transaction, Point of Sale refers directly to the tax codes you enter here and in Accounts Receivable to calculate appropriate sales tax for the transaction and to determine the account that this sales amount should be posted to.

Integrated

When a set of accounting modules is integrated, any information generated in one area that is needed in another area is automatically supplied to that other area. You do not have to enter the information twice.

Passport accounting software is fully integrated. When Passport Point Sale is used with Passport Accounts Receivable (A/R) and Inventory Control (I/C), any information recorded in Point of Sale that should be known to A/R or I/C can automatically be transferred into those modules.

Data organization

Most of the information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data) and to be able to process data logically, data must be organized in some predictable way.

The Passport Business Solutions Evolution Series accounting software organizes your data for you automatically as it stores it on your disk.

There are five terms you should understand about the way the data is organized:

> *Character:* A character is any letter, number, or other symbol you can type on your computer keyboard.

Field: A field is one or more characters representing a single piece of data. For example, a name, a date, and a dollar amount are all fields.

Record: A record is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance might be grouped together into a record called the customer record.

Entry: A record in a data file is often referred to as an entry.

Data file: A data file is a group of one or more related records. A data file is often referred to simply as a file (without the word data). A file is referred to as a table when using SQL.

Each file is kept separate from other files on the disk. Each SQL table is separate as well.

(There are other types of files in addition to data files. For example, programs are stored on the disk as program files. However, references to file in this User documentation mean data file unless specifically stated otherwise.)

Alphanumeric

When the documentation refers to alphanumeric, it means letters of the alphabet, numerals, special symbols (*, &, $, etc.), or any combination of these. In contrast, numeric (or digits), means only numbers.

Numeric

When the documentation refers to numeric, it means numbers or any combination of numbers.

Enter

To enter means to record data in the computer. For example, in A/P vendor names and addresses must be entered into Vendors and purchases must be entered into transactions.

Post

To post means to take Point of Sale invoice transactions from a temporary file and move them to a permanent file (where other transactions probably already exist). For example, in Point of Sale, invoices are moved to Point of Sale history records.

Often, during transaction posting, information in other data files is also updated. For example, in Point of Sale, when invoices are posted, Inventory Control files/tables, A/R Customers and other A/R files/tables are also updated.

Purge

Purging is the process of removing records. It is a process that you must initiate. The software will not automatically delete records. This will free up storage space on your disk. If Control information is set to track invoice history, all information will be saved until you purge some or all of the records.

Multi–Company

Multi–Company refers to the capability to do accounting functions for multiple companies with the same set of software. A user wanting to do accounting functions for more than one company on

Passport modules can select *Define multiple companies* (refer to this chapter in the *PBS Administration* documentation).

Help

Help refers to descriptions of functions which appear on the screen by pressing a designated key <Shift+F1> in graphical mode and <F8> in character mode. .The Help text gives you a quick reference to the highlights of functions while you are running the application. The <F8> key may also access a Lookup. Help is also accessible from the documentation button on the PBS main menu.

Lookup

Look-ups refer to a list of available entries for a particular field. There are two kinds of lookups: Data Lookup and Date Lookup.

Data Lookup

Many fields allow you to press a designated key <F8> to show all available data on file. For instance, when entering an invoice you may press this key at the Account number field to bring up a list of all G/L accounts on file. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

Date Lookup

The date lookup provides a point and click window for finding and entering date fields.

In Graphical mode the date lookup is available via the <F4> key. In Character mode (Windows only) you may access the date lookup via the <F7> key.

Note	Depending on where you press <F8>, this function will return a Look up window or context sensitive Help. If a Look up window is returned, pressing <F8> a second time will display Help for the field if available.

ODBC

(pronounced as separate letters) ODBC is short for Open DataBase Connectivity. ODBC is a “pipe” that connects data from Passport Business Solutions files to popular ODBC compliant spreadsheet and reporting applications like MS Excel, Access and Crystal reports. ODBC requires a separate purchase. XDBC™ is the product name that allows PBS to interface with your data via ODBC.

Spool

SPOOL is a computer term meaning Save Printer Output Off-Line. Spooling is a technique that allows a report to print at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

Password Protection

Passwords are required to log into PBS. A password is a unique code you assign to each individual using your PBS software. A user may reset his or her password during the login to PBS.

Each potential user must first enter a valid password before logging onto the system. This password protection is system-wide protection and applies to all installed modules.

PBS Point of Sale offers additional optional password restrictions for each users of the Point of Sale module.

Data Recovery Procedure

This function provides the capacity to recover corrupted data. You can also use it to convert important data to a format that can easily be interfaced to common data base and word processing programs. For more information, refer to the *PBS Administration* documentation.

Getting Started with Point of Sale

This chapter contains the following topics:

POINT OF SALE DATA

We assume at this point that you have installed PBS Point of Sale on you computer according to the instructions in the Vision Install Guide or the SQL Install Guide. If you have not done so, refer to that documentation and install the Point of Sale module on your computer.

You must be familiar with the PBS System, Accounts Receivable and Inventory Control modules. You must have your G/L accounts and at least a few customers and items entered.

We also assume that you have familiarized yourself with the main features of your new software by reviewing the Understanding Point of Sale chapter. If you have not done so, review it and then return to this chapter.

In order to use Point of Sale, you must first enter information into the computer that describes how you will be using the Point of Sale features and how you will be processing transactions.

After this is done you may start defining your Point of Sale system using the selections on the *Setup information* menu. There are several data files/tables that contain information to facilitate processing on a day-to-day basis:

Control information

This contains controls which defines how you will be processing Point of Sale transactions and how Point of Sale will interact with other modules. For example, it contains default general ledger accounts for transaction processing and a list of reports that can be printed during End of Day processing.

Stores

This contains general information about the location(s) from which you are doing business. The name, address, phone, email web address and next transaction and next invoice numbers are contained in here. It also stores G/L accounts for certain transaction types.

Registers

This contains controls used to define how each register will operate. There are a number of questions detailing the transaction process as well as setup parameters for receipt and invoice printing, cash drawers, and display devices.

Users

This contains information about each user who will be processing transactions using Point of Sale functions. The user’s ID, name, and authorization parameters are defined here. Additionally, you may define a user password for logging into the Point of Sale transaction processing function. This password provides for another level of security in addition to the password that is required to log into the PBS system.

Tax Codes

The tax codes data is in Accounts Receivable. Access is provided through Point of Sale for your convenience. It contains a record for each tax code that you define. If you service non-taxable customers or you ship out of state, you must define appropriate tax codes for each of these liabilities. for more information on tax codes, read the *Tax codes* chapter in the Accounts Receivable documentation.

Payment Codes

This contains one record of each type of payment you will be accepting. You define a cash code here for customers who will pay with cash. You may also define codes for checks and credit cards. The codes you define here are strict point of sale type codes. Do not confuse these codes with the A/R terms codes you may have defined for customers.

Forms Design

Optionally you may use transaction forms of your own design. You enter the designs usng this selection.

Optional Setup Data

Other Point of Sale control data is processed from the Master information and Pricing menus. This data and the functions they support are optional.

Alias Items

This allows you to refer to an Inventory Control Item or a Accounts Receivable Service by an alternate number. Maintenance for Alias Items is on the *Master information* menu.

Customer Restrictions

If during transaction entry you wish to restrict customers to a certain kind of payment method, you may store these restrictions in the *Customer restrictions*. Maintenance for this data is on the *Master information* menu.

Services

Services that you wish to provide for your customers are defined here. Maintenance for this is accessed from the *Master information* menu.

Ship-to Addresses

This contains ship-to addresses for your customers. If you want to enter a shipping address for a customer that is different than their billing address, you will enter it in Ship-to addresses. Ship-to adresses are maintained from the POS *Master information* menu. You may also enter ship-to addresses on-the-fly if that option is setup for you. The ship-to addresses in Point of Sale is different from the ship-to addresses entered on the A/R menu. There is a conversion program that will move Accounts Receivable ship-to addresses to Point of Sale. See the PBS Administration documentation.

Contract Pricing

Special pricing for customers is stored here. Maintenance for this data is on the *Pricing* menu. You may optionally use the contract pricing entered in I/C.

Special Sale Pricing

If you will be offering items or services for sale for a price that is different from the normal price, you define the price difference here. This is maintained from the *Pricing* menu. You may optionally use the sale pricing entered in I/C. The I/C menu is Prices > Contract prices.

Reason Codes

If you want to enter reasons for line item returns, enter the item return reasons here. This data is maintained from the *Master information* menu.

SETTING UP POINT OF SALE

To set up PBS Point of Sale on your system, follow these steps.

- Under the CTL menu, setup Company information, Sub accounts (if used), Valid G/L accounts and Cash accounts. See the Administrator documentation for Company information and the System user documentation for the others.
- Set up Inventory Control. See the Inventory Control user documentation
- Set up Accounts Receivable. See the Accounts Receivable user documentation.

Enter the following Point of Sale Setup information:

1. Control information
2. Stores
3. Registers
4. Users
5. Tax codes
6. Payment codes

If you intend to take advantage of any of the following optional features of Point of Sale, define these features as desired.

1. Services
2. Ship-to addresses
3. Alias items
4. Customer restrictions
5. Contract pricing in Point of Sale or in Inventory Control
6. Special sale pricing in Point of Sale or in Inventory Control
7. Reason codes
8. For automated credit card processing, see the Credit Card Configuration appendix

If you intend to take advantage of the powerful features of BreakOut, configure the data entry process for each of your Point of Sale users. Refer to the *System User* documentation for information on the configuration and use of this powerful data entry tool.

USING POINT OF SALE

When you have finished building your data as above, you will be ready to use Passport Point of Sale on a regular basis.

You may get an overview of the daily and other periodic operations in the Guide to Daily Operations chapter. The remaining chapters in this documentation show you how to:

- Set up Point of Sale master information.
- Process Point of Sale transactions.
- Open and close cash drawers and create drawer status reports.
- Print picking tickets and select an order for billing.
- Print shipping labels.
- Perform end of day processing including printing invoices as a batch, printing a Transaction Edit List, and posting daily transactions.
- Print invoice history reports.
- Purge data including quotes, invoices history, sale prices, and contract prices that are no longer needed.

SUPPORT AND TRAINING

If you have problems with this software module, contact your PBS partner.

For the name and location of a PBS partner, contact Passport at 1-800-969-7900.

If you wish to receive support directly from Passport, please call our End User Support Department at 1-800-969-7900, ext 124.

You can contact your own dealer for training; however, if your PBS partner does not offer training, call Passport at 1-800-969-7900.

CUSTOM SOFTWARE MODIFICATION

Passport Point of Sale is a powerful sales processing application designed to meet Point of Sale and Order Processing needs of business. If you have specific business requirements that you would like addressed, Passport Software, Inc. provides custom modification services for Point of Sale and all other Passport Business Solutions modules to meet your Sales Department for further information at 1-800-969-7900.

Using Point of Sale

This chapter contains the following topics:

About this Documentation

This documentation provides the information needed to learn and use Passport Point of Sale.

Organization

Chapter 4 is a guide to daily operations. It explains how you use Passport Point of Sale to perform various daily and periodic tasks.

Chapters 5 through 15 give instructions on how to enter basic information into your system. These chapters step you through the process of setting up the software according to your specific needs and prepare you for daily operation.

Following the basic setup chapters are the chapters that describe how to use Passport Point of Sale on a regular basis.

Additional information regarding the general operation of your Passport Business Solutions software can be found in the *System User* documentation which contains information that describe features common to all modules.

Topics covered in the *System User* documentation include:

- Data Entry Conventions
- Valid General Ledger Accounts
- Cash Accounts
- Batch Controls (used primarily in A/P and A/R)
- Context Sensitive Help
- Data Lookup
- Multiple Company operation
- Using Printers with PBS reports and forms
- PBS Display and Menu Options
- Glossary of Terms (Also, various Understanding Point of Sale are defined in the Understanding Point of Sale chapter.)

How to Use this Documentation

When beginning to use PBS Point of Sale, you will want to keep this documentation handy so you can refer to it as often as you need to. After you have become comfortable with the Point of Sale application, you may only need to refer to it occasionally.

Each chapter of this documentation provides instructions on how to use a particular feature of the software.

Starting Point of Sale

To start your Passport Business Solutions software, select one of the following options. If you are unsure how to proceed, please contact your supplier.

For Windows

Start->Programs->Passport Business Solutions->PBS

For UNIX/Linux

Ensure you are logged in as a user authorized to use Passport software.

Type the following:

```
cd /usr/pbs
```

or replace */usr/pbs* with the name of your PBS top-level directory.

Then type the following:

```
pbs
```

You may be asked to enter a company ID. You must enter your User ID and password.

Then when the master menu appears, select the module you wish to use. For Point of Sale it is P/S.

Multiple Companies

If you have set up your software to process information for more than one company (refer to *Define Multiple Companies* in the *PBS Administration* documentation), you will be prompted to enter the Company-ID.

User ID

You are prompted to enter your User ID. This may be your initials.

Password

Passwords are used for logging into Passport Business Solutions. They may also be used to login to the Point of Sale transaction screen.

When logging into PBS, you will be prompted to enter your password. For security, the characters you type will not display on the screen. A user may reset his or her password during the login to PBS.

Refer to the *PBS Users* chapter in the *PBS Administration* documentation for the initial setup of users and passwords.

For setting up passwords to log onto the transaction screen, see the Control Information and Register Users chapters.

Help and Data Lookup

Graphical Mode

Selecting Help from the menu or the <Ctrl>+<F1> provides access to help. Data lookup windows may be accessed via <F8> or clicking on the lookup button.

Character Mode

You can press the <F8> key at any time from any field. Pressing <F8> once will retrieve either a window for data lookup or on–line Help about a task or selection you are currently using. If a data look-up window displays but you want Help, press <F8> a second time.

Menus

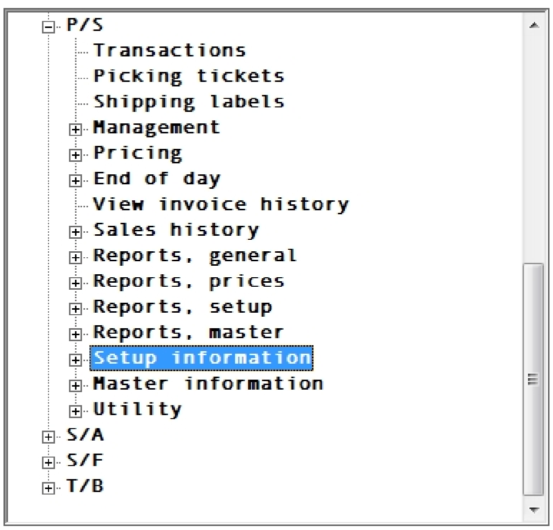
A *menu* is a list of things from which something can be selected.

Selecting items from a menu on a computer is the way you tell your computer what you want to do.

The Windows and Thin client versions of Passport Business Solutions can use one of three different menu types. They are the Tree-view, Windows and Menu-bar types. This menu type can be different per company.

The SCO Open Server and Linux versions only use the Menu-bar.

Here is an example of the Tree-view menu.



The “+” corresponds to expandable menu sections. One click will open the menu selection for the application or the sub-menu of a particular menu entry. Clicking on the “-” closes the menu item. Viewing application menus will cause a vertical slider bar to display: and sometimes depending on size and proportions of the screen and associate font, the slider bar as well. These sliders are mouse enabled.

In addition to the mouse-based menu operation, you can use the keyboard to navigate the tree-view menu. The home, end, page-up, page-down and arrow keys provide a quick and easy method of maneuvering around the menu.

The remainder of this section describes the functions of the Menu-bar. To navigate horizontally between individual modules use your keyboard's left and right arrow keys. Up to ten modules and your Passport Business Solutions System Manager may be displayed on the menu bar. If you are using more than ten modules, a **More** function is added to the menu bar. To access your additional modules, highlight **More** and press your **<Enter>** key.

To navigate vertically within a module you have two choices. You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter

To select one of the functions shown above, use the arrow keys, or press the first letter of the function name, and then press <Enter>.

Exiting PBS

To exit a Passport Business Solutions module, press <Esc> twice from the main menu. To exit a sub-menu, press <Esc> to return to a main menu.

If is highly recommended that you exit PBS when you are not using the software. This will help prevent corruption of data if the connection to your server is lost.

Note	This documentation includes examples. In fact, you can use the examples shown in this documentation. Each chapter has samples of the information entered. *Do not attempt* to do the examples on a production system. If you use the multi-company feature, you can reserve a test company for experimentation. If not, either do all your experimentation before beginning routine business use of the system, or else back up all your data before your training sessions and restore it afterwards. After you have finished entering the given examples, you will want to initialize your Point of Sale data. When you initialize data, you clear out all information entered in there. After initialization, you restart with this chapter and enter your actual business information. Initialization is described in the *Initializing Data* chapter of the *PBS Administration* documentation.

Guide to Daily Operations

This chapter contains the following topics:

DAILY OPERATIONS

Use the following checklists to see how to use Point of Sale to perform periodic and daily tasks.

Adjust the checklist as necessary to meet your own needs. Consult with your accountant on organizing your checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

Each Day	Each Day As Needed
If cash drawers are used, open drawers in preparation for transaction entry. Select *Open a drawer* from the Management menu.	
Enter transactions (invoices, orders, quotes, credit memos). Print receipts, invoices, picking tickets and shipping labels as required. Select *Transactions*. You can read more about transaction processing in the Transaction Processing Login and Transaction Processing chapters.	
If immediate picking tickets are not printed, select Picking Tickets to print a batch for invoices, orders, or both.	
If immediate shipping labels are not printed, using *Shipping labels* to print them in a batch. You may read more about shipping labels in the Printing Shipping Labels documentation.	
For type "O" transactions (Orders), use *Transactions* to select Orders for billing after items have been picked. An invoice or receipt can be printed at this time. See the Select Orders for Billing chapter.	
	Record cash payouts using Miscellaneous Functions Window <F5> in *Transactions*.
	Run a Drawer Status Report to review a summary of drawer activity. Select *Drawer status* from the *Management* menu. See the Checking Drawer Status section of the Management chapter.
	Set up Contract or Special Sale Prices to help promote business. Select Contract Prices or Special Sale Prices from the *Pricing* menu.

Each Day	Each Day As Needed
	View invoice history or print a report of invoices that have been posted. Select *View invoice history* from the Point of Sale menu or *Invoice history* from the *Reports, general* menu. You may purge history periodically as well.
	Print open order reports as needed. Select *Open transaction report* from the *Reports, general* menu.
	Print the Transaction Edit List. This report allows you to review transactions to see if any changes are necessary before posting can occur.
Close cash drawers using *Close a drawer* from the *Management* menu. See the Closing a Drawer section of the Management chapter.	
If invoices or credit memos were not printed as processed, print them in batch mode using *Print invoices* on from the *End of day* menu. See the Batch Invoice Printing chapter.	
Post transactions at the end of the day using *Post* from the *End of the day* menu. See the Post Transactions chapter.	

Periodic Operations

Periodic/Monthly Operations Checklist

Each Period	Each Period, As Needed
	Run sales history reports to assist in purchasing decisions or sales promotions. Select a report from the *Sales history* menu. See the Sales History Reports chapter.
	Purge Contract Prices or Special Sales Prices as desired. Select *Purge contract pricing* or *Purge special sale prices* from the *Utility* menu. See the Purging Contract Prices section of the Contract Prices chapter and the Purging Special Sale Prices section of the Special Sales Prices chapter.
	Purge expired or unneeded quotes. Select *Purge quotes* from the *Utility* menu. See the Purging Quotes section of the Transaction Processing chapter.
	If you have "Open item" customers, reconcile transactions as necessary. Use *View* and *Change apply-to # or due date* from the *Open items* menu in Receivable.
	Purge open items in Accounts Receivable. Select *Purge* from the *Open items* menu.
Close the period in Accounts Receivable. Select *Close a period* from the A/R menu.	
Close the period in Inventory Control. Select *Close a period* from the I/C menu.	

Control Information

This chapter contains the following topics:

INTRODUCTION TO CONTROL INFORMATION

The Point of Sale Control information defines the Point of Sale requirements for your company. The data you enter here controls how certain selections work in the Point of Sale module.

Select

Control information from the *Setup information* menu.

```
Control information

 1. Use A/P ?                 Y          10. Cash acct #         1000-000
                                         11. Scrap acct #        7030-000
                                         12. Drop ship acct #    7040-000

 2. Use user passwords ?      N
 3. Use contract pricing ?    Y
 4. Use spec sale prices ?    Y
                                         13. End of day reports --
 5. Multiple profit ctrs ?    Y               Drawer activity report ?    N
    Assign profit ctrs by     Trx             Overage/shortage report ?   N
                                              Price override report ?     N
 6. Ask credit check ?        Y
                                         14. Invoice number format        1
 7. Tax on misc charges ?     Y              Selected format: SSIIIIII
 8. Tax on frght charges ?    N
                                         15. Use I/C or P/S item bar codes ? I
 9. Keep invoice history ?    Y


Field number to change ?  [  ]
```

From this screen, you can enter or change Point of Sale control information.

Entering Control Information

Enter the following fields:

1. Use A/P ?

Answer Y if you are using Accounts Payable along with Point of Sale. If you are using Accounts Payable, distributions to G/L will be created when a payout is entered. For more information about payouts, refer to the Miscellaneous Functions Window section of the *Transactions* chapter.

Format	One character, either Y or N
Example	Type N to indicate that Accounts Payable is not installed.

A default payout account is entered in a store. Register users can be flagged to use or not use this feature.

2. Use user passwords ?

For security, user passwords can be used to limit access to Point of Sale transaction functions. These passwords are unrelated to your Passport Business Solutions system passwords as specified in *Company information*. If you have specified in *Company information* that you are using passwords, the Point of Sale user password specification is used “in addition” to the PBS system password.

If you answer Y here, you will be required to enter your user password before you are allowed to enter the Point of Sale transaction processing screen. For more information on setting up users refer to the Register Users chapter of this documentation.

Format	One character, either Y or N
Example	Type N allow users unlimited access to transaction functions.

3. Use P/S contract prc. ?

Contract pricing allows you to special pricing structures for an item or service or a item or service category for a particular customer. Five different contract price types may be defined; fixed, discount percentage, and price code override.

Answering Y here will allow you to define special contract pricing for customers. Further information on Point of Sale contract pricing can be found in the Contract Prices chapter of this documentation.

As an alternative you may using the Inventory Control Contract pricing. If you have use alternate units with Point of Sale and want to create a contract price on an alternate unit, then you MUST use this option. See 16. Use I/C Alternate units for contract and sale pricing ? for details.

Format	One character, either Y or N
Example	Type Y to use contract pricing.

4. Use P/S spec sls prc. ?

This option allows you to define sale prices for an item or service or an item or service category that will temporarily override the standard pricing. As with contract pricing, five different types of sale pricing may be defined; fixed, discount percentage, and price code override.

Answering Y here will allow you to implement special sale pricing functions in your Point of Sale system. For more information on using sale prices, refer to the Special Sale Prices chapter of this documentation. If you have use alternate units with Point of Sale and want to create a sales price on an alternate unit, then you MUST use this option. See 16. Use I/C Alternate units for contract and sale pricing ? for details.

Format	One character, either Y or N
Example	Type Y to use special sale prices.

5. Multiple sub accounts?

If you use sub accounts, answer Y. If you do not use sub accounts, answer N here.

Format	One character, either Y or N
Example	Type Y

Assign sub accounts by

If you answered N to the previous question, this question is not applicable.

If you entered Y to the previous question, your answer here will determine how sales and scrap account numbers will be assigned during posting. If you choose to assign by transaction, the sub account that is entered for each transaction will be assigned to the sales and scrap accounts. If you choose to assign by item, the sub account from I/C items for each item will be assigned to the sales and scrap accounts.

Options

Valid values for this field are controlled by entries in Inventory Control Information (13. Assign sub accounts/cost centers to items ?) and by your answer to “Multiple sub accounts ?” above.

I/C Control field 13	P/S Control field 5	Valid values
Yes	Yes	T (transaction) or I (item)
Yes	No	N/A
No	Yes	T (transaction)
No	No	N/A

Choose to assign sub accounts to a Point of Sale transaction or to inventory items or services.

Format	One character, T or I if applicable.
Example	Type T to assign sub accounts by transaction.

6. Ask credit check ?

Answer Y to configure the software to issue a warning when a credit limit specified for a customer is exceeded during transaction processing.

Credit for a customer is checked by taking any transactions entered but not yet posted, adding them to the account balance and then comparing the result to the credit limit.

The warning message is:

> Customer is over credit limit of $____ by $____.
> Last payment of $____ was on (date).

If there is no payment on file, *No last payment on file* will display in place of *Last payment of $___ was on (date)*.

Credit is checked when entering an order invoice, selecting for billing in transactions. See Credit Limit Warning and Credit Hold in the *Transaction Processing* chapter.

Entering N suppresses the credit check but it does not prevent you from specifying a credit limit for each customer in A/R *Customers*. Neither does it prevent you from putting a customer on credit hold (credit hold is a feature which lets you specify that a customer is not credit-worthy, independently of his account balance). For specifying a credit limit and putting customers on hold see the *Customers* chapter in the A/R documentation.

If a customer does exceed the credit limit and the customer intends to place the purchase on account, the transaction can only be completed after a “credit override” is approved by an authorized user. Refer to 6. Allow credit limit override ? field in the *Register Users* chapter in this documentation.

Leaving this field as N suppresses the credit check but it does not prevent you from specifying a credit limit for each customer. Neither does it prevent you from putting a customer on credit hold (credit hold is a feature which lets you specify that a customer is not credit-worthy, independently of his account balance). See the *Credit hold* field in the A/R *Customers* chapter.

Format	One character, either Y or N.
Example	Type Y to perform a credit check during transaction processing.

7. Tax on misc charges ?

Answer Y to calculate sales tax on miscellaneous charges during transaction entry. Answer N if miscellaneous charges will not be taxed.

Format	One character, either Y or N.
Example	Type N to preclude Miscellaneous charges from being taxed.

8. Tax on frght charges ?

Answer Y to calculate sales tax on freight charges during transaction entry. Answer N if freight will not be taxed.

Format	One character, either Y or N.
Example	Type N to preclude freight from being taxed.

9. Keep invoice history ?

Answer yes to keep detailed history of all transactions entered in Point of Sale. It is highly recommended that you keep invoice history. This field was originally designed to save on disk space. As disk space is usually plentiful in current computer systems, keeping invoice history should be done.

If you answer Y to keep history, you will be able to access all transaction history until you elect to purge this history. This history can be printed using the *Invoice history* selection on the *Reports* menu.

If you answer N, this history will not be available.

Format	One character, either Y or N.
Example	Type Y to keep invoice history.

In order to view invoice history, you must select Y for this field.

If you are using the Sales Analysis module you must select Y for this field in order data to print for certain reports.

Default Point of Sale Account Numbers

The next two entries consist of default accounts used to process scrap and drop ship transactions. If sub accounts are not being used, only the main account number must be entered. The format for account numbers is defined in *Company information* on the CTL Menu. You can not use Company information profit centers with POS.

10. Scrap acct

Enter the number of the G/L account to use in *Transactions* as the default scrap account.

While entering a credit, you enter a scrap account if the quantity being returned to inventory is smaller than the quantity being credited (for example, when faulty merchandise is credited but not returned). The dollar value of the quantity scrapped (not returned to inventory) is distributed to the scrap account.

Format	Your standard account number format as defined in *Company information.*
Example	Type 7030 and press <Enter> to accept 7030-000 as your default cash account.

Options

Options for entering the scrap account profit center are based on your answer to “Assign profit centers by” above.

If you are assigning profit centers by transaction (T), you may use one of the following options.

<F1>	Use profit center (sub account) assigned to transaction.
Enter	If you enter a sub account, all scrap entries will be posted to this account regardless of transaction or item sub account.

If you are assigning profit centers by item (I), you may use one of the following options.

<F1>	Use profit center assigned to the item.
Enter	If you enter a profit center, all scrap entries will be posted to this account regardless of the item or transaction profit center.

11. Drop ship acct

Enter the number of the G/L account to be used as the drop ship clearing account.

A drop shipped item is an item which is shipped directly to the customer from your supplier.

When you do not drop ship but do sell goods from inventory, the item’s expense account is debited and the balance sheet inventory account is credited. However, drop shipped items do not come out of your inventory. For drop shipped items, the item’s expense account is still debited, but the credit goes to the drop ship clearing account that you enter here.

Format	Your standard account number format as defined in *Company information.*
Example	Type 2008 and press <Enter> to accept 2008-000 as your default cash account.

12. End of day reports --

Your answers here will determine whether these reports will be generated automatically as part of the “End of Day” processing (The reports print during posting).

Answer Y to print the report automatically. Answer N if you do not want to generate the report automatically.

Drawer activity report ?

Overage/shortage report ?

Price override report ?

Format	One character, either Y or N.
Example	Type N for each report.

13. Invoice number format

Choose the invoice number format you wish to use. The invoice number format is printed on invoices and receipts in Point of Sale. It is also used when posting to Inventory Control and Accounts Receivable.

14. Use I/C or P/S item bar codes ?

For entry of bar code numbers in the Item/Service number field on the transaction screen you can use access either the Alias Items in POS or the I/C bar code setup. Answer I to use the Inventory Control bar codes or P to use only the Point of Sale alias items.

If you answer I to use I/C bar codes, the program will still check POS Alias items if the number is not found. The order in which the program checks for the number entered in transactions is the following:

1. I/C item number
2. POS service number
3. I/C bar code
4. POS alias item

When you select P to use POS Alias items, the order of checking is the same, except it does not check for an I/C bar code.

Format	One character, either I or P.
Example	Type I to use I/C bar codes.

Options

Your options for the invoice number format are:

1	Two-character store number combined with a six-digit invoice number (SSIIIIII).
2	Three character store number combined with a five-digit invoice number (SSSIIIII).

Format	One number, either 1 or 2.
Example	Type 2 to use an invoice number that combines a three-digit store number with a five-digit invoice number.

15. Use credit card error log?

The credit card error log will create a file of any errors that may occur when processing credit card charges. For details on setting up credit card authorization for POS, see the Credit Card Configuration appendix.

Format	1 character Y or N
Example	Type Y to use the credit card error log

16. Use I/C Alternate units for contract and sale pricing ?

Contract pricing allows you to special pricing structures for an item or service or a item or service category for a particular customer. Sales pricing allows you to define sale prices for an item or service or an item or service category that will temporarily override the standard pricing.

There are 2 setups for contract pricing and sale pricing. One setup is in Inventory Control and the other in Point of Sale. If you are using alternate units and you need alternate unit contract prices and sale prices, then you must use the Inventory Control set up. Enter Y here if this is the case. In order to setup contract prices and sales prices in I/C, you must check the box for at least one of the options in the I/C *Control information* fields *Use sale prices* by and *Use contract prices by*. See the *Control information* chapter in the I/C documentation for instructions.

If you are NOT using alternate unit contract prices and sale prices, then you can use either the Point of Sale setup or Inventory control setup. The features are different for both, so review the chapters that discuss the features.

Here is a table that explains some of the similarities and differences:

Feature	Point of Sale	Inventory Control
Contract prices by alternate unit	No	Yes
Sales prices by alternate units	No	Yes
Contract prices by price code *	Yes	No
Sale prices by price code *	Yes	No
Sale prices by start and end date	Yes	Yes
Sale prices by start and end time of day	Yes	No
Contract prices and sale prices by item category	Yes	Yes
Sale prices by sub category	No	Yes
Sale prices by warehouse	No	Yes

* For more information, see the *Price Codes* chapter in the I/C documentation.

Further information on Point of Sale pricing can be found in the Contract Prices and Special Sale Prices chapters of this documentation. For I/C contract pricing and sale pricing, see the I/C documentation chapters of *Prices* and *Price Lists*.

Format	One character, either Y or N
Example	Type N to use Point of Sale contract and special sale pricing

Field number to change ?

Options

Make any desired changes or use an option:

<Enter>	to save the information as entered
<Esc>	to discard the information as entered and exit *Control information*.

Stores

This chapter contains the following topics:

INTRODUCTION TO STORES

The Store contains information that defines how Point of Sale will operate for a specific store. For example, one store can have a different default warehouse, tax code and profit center than another.

Select

Stores from the *Setup information* menu. You will be at the first store screen.

THE FIRST SCREEN

From this screen you can add new stores, make changes to existing stores or delete stores. A screen like the following displays:

```
Stores   --- Address and Contact Information ---
* 1. Store #
  2. Name
  3. Address

  4. Phone 1                            5. Phone 2
  6. E-Mail
  7. Web Site
  8. Fax no


F1 = next store    blank = look up by name
```

On this screen you enter store contact information.

*1. Store

Options

Enter the store number you wish to define or use one of the options.

<F1>	Scan through stores in order by store number.
<Enter>	Search for a store by store name.

Depending on the invoice number format you have defined in Point of Sale *Control information*, you may enter a store number of 2 or 3 characters.

Format	Up to two or three characters, depending on the invoice format you have defined in *Control information.*
Example	Type A

2. Name

Options

Enter a name for the store or use one of the options.

<F1>	Scan through stores in order by store name.
<Enter>	Search for a store by store number.

Format	Up to 30 characters.
Example	Type Acme Hardware

3. Address

Enter the address of the store.

Format	Up to three lines with up to 30 characters per line.
Example	Type 500 W. Lincoln Blvd. Anytown, TX 12345

4. Phone 1

Enter a phone number for the store.

Format	Up to 20 characters.
Example	Type 800-555-1200

5. Phone 2

Enter a second phone number for the store.

Format	Up to 20 characters.
Example	Type 972-555-1243

6. E-mail

Enter an email address for the store. This field is informational only.

Format	Up to 60 characters.
Example	jwilliams@acmehardware.net

7. Web site

Enter the web site address for the store. This field is informational only.

Format	Up to 60 characters.
Example	www.acmehardware.net

8. Fax no

Enter a fax number for the store. This field is informational only.

Format	Up to 20 characters.
Example	Type 972-555-1299

Field number to change ?

Options

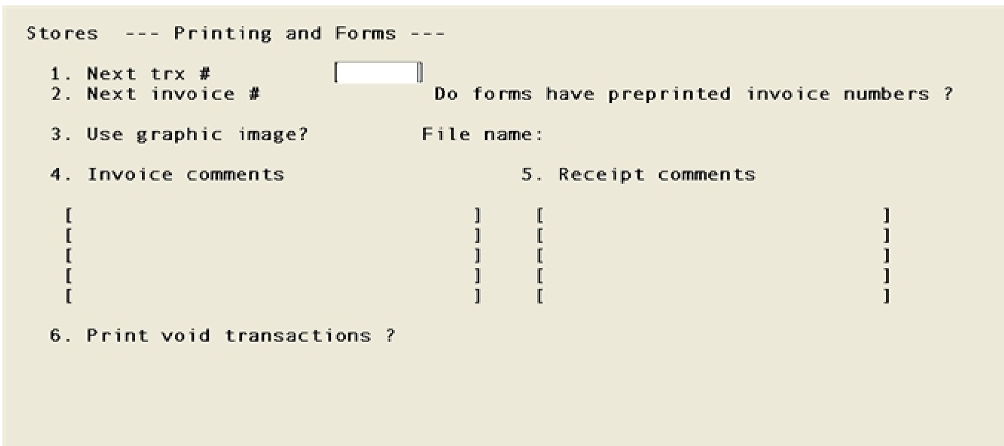
Make any desired changes or use an option:

<Enter>	to go to screen 2
<Esc>	to discard the information as entered and exit *Stores*.

THE SECOND SCREEN

On this screen you may enter or change the comments that print on your invoices and receipts. You may also define the next transaction number, next invoice number and other form printing related options.

You will see the following screen:



```
Stores   --- Printing and Forms ---

  1. Next trx #          [      ]
  2. Next invoice #                Do forms have preprinted invoice numbers ?

  3. Use graphic image?           File name:

  4. Invoice comments                        5. Receipt comments

   [                              ]     [                              ]
   [                              ]     [                              ]
   [                              ]     [                              ]
   [                              ]     [                              ]
   [                              ]     [                              ]

  6. Print void transactions ?
```

Enter the following fields:

1. Next trx

This number will be assigned to the next transaction that is entered in Transactions. Each time a new transaction is entered, this number will be incremented by one. See the 1. Trx # field in the *Transaction Processing* chapter.

Format	Up to six digits (999999)
Example	Type 100001

2. Next invoice

This number will be assigned when the next invoice or receipt is printed, either when immediately printing an invoice or receipt in *Transactions* or batch printing invoices using *Print invoices* under *End of day*. Each time a new invoice is printed, this number is incremented by one.

Format	Up to five or six digits, depending on the invoice format you have defined in *Control information.*
Example	Type 1

Do forms have preprinted invoice numbers ?

If you are using forms with preprinted invoice numbers, enter Y. If your forms do not have invoice numbers printed on them, enter N. If you enter N, the software will print invoice numbers on your forms for you.

If your forms do have preprinted invoice numbers it is very important that the next physical invoice form and next invoice number remain in sync. See the previous field, *Next invoice #*. To avoid any confusion this may cause, you may prefer to not order forms with preprinted invoice numbers.

If merging data with a graphical image and when using *Windows printer* or a *Company information* PDF printer, you must enter N. If you designed your own format, also set this to N.

Format	One character, either Y or N.
Example	Type *N* to indicate that your forms to not have preprinted invoice numbers.

3. Print using graphic image?

Answer Y to use a graphic image form file to merge with the invoice data or N to print without an image file when printing end of day invoices.

If you are setting up for immediate printing in *Transactions*, that is not done here. Instead, see the Register Devices and Form Setup in the *Registers* chapter.

If you are using forms of your own design, the image file is entered into the design. See the Forms Design chapter.

Format	One letter, either Y or N
Example	Type N

If you answer Y you will be prompted to enter the name of the file.

When you are using a graphical image file, you must select *Windows printer* or a *Company information* PDF printer print your POS invoice forms.

Windows printer is only available when running PBS on Windows or Thin Client. The *Company information* entered PDF printer is available for printing forms on all the supported PBS systems.

File name:

Enter the name of the file that will merge with the invoice data. This file must be of a JPEG (.jpg) or Bitmap (.bmp) file format only. The file must be present in the top-level PBS directory called *IMAGES* and must be spelled exactly as the file name including the proper extension.

If running in Linux or UNIX Thin client, the file name must be entered with the same (UPPER or lower) case as the name of the image file. Only use a period between the file name and extension. Do NOT use a period or any other symbol as part of the file name.

See the *Form File Use and Design* section in the *More on PBS Printing* chapter In the PBS Administration documentation to learn more about modifying the PBS graphical file examples or for creating your own from scratch.

Format	12 characters including the extension that must be either .jpg or .bmp. If this is UNIX or Linux you must match the case or the file name.
Example	Enter PS651.JPG

4. Invoice comments

Enter the comments that you wish to print on all invoices generated from this store.

Count the number or characters on the line. Subtract that number for 30 which is the maximum number for the characters for a line. Divide that number by two and use those number of spaces to center the text on the line. When it prints it will be centered as well.

Format	Up to five lines with up to 30 characters on each line.
Example	Type Thank you for shopping at XYZ Company

5. Receipt comments

Enter the comments that you wish to print on all receipts generated from this store.

As described in Invoice comments, use spaces if you would like the text centered when it prints.

Format	Up to five lines with up to 25 characters on each line.
Example	Type Thank you for shopping at XYZ Company

6. Print void transactions ?

Enter Y to print void transactions or N to not require printing voids. When Y is selected a void transaction must be printed before it will post. To use less paper, enter N.

Y	This forces the user to print a void transaction before it will post to history
N	The user does not have to print a void transaction for it to post to history

Format	1 character Y or N
Example	Type N to print void transaction

Field number to change ?

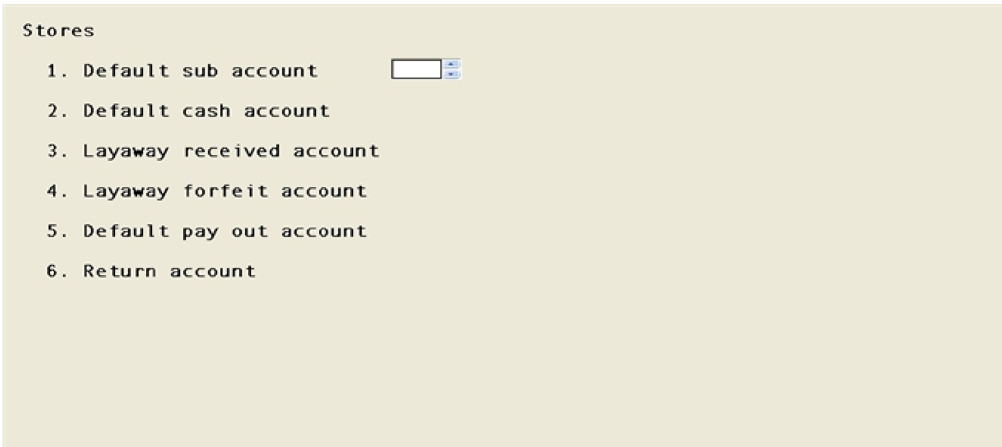
Options

Make any desired changes or use an option:

<Enter>	to move to screen three
<Esc>	to discard the information as entered and exit *Stores*.

The Third Screen

On this screen you enter account information.



1. Default sub account

Enter the default sub-account number to be used for this store. If you are not using sub accounts, this field is not applicable (N/A) and cannot be entered.

Format	Your standard account number format as defined in *Company information.*
Example	Type 100

2. Default cash account

Enter the number for a default cash account. This account is only used for posting payouts. A payout is described in the Miscellaneous Functions Window section of the *Transaction Processing* chapter.

Format	As defined by your account number structure
Example	Type: 1000-000

3. Layaway received account

Enter the number of the G/L liability account to use when receiving and posting layaway cash. The process for receving a layaway payment is described in the Making Payments and Releasing Layaways section of the *Transaction Processing* chapter.

Format	As defined by your account number structure
Example	Type: 2080-000

4. Layaway forfeit account

Enter the number of the G/L account to use in layaway transactions as the forfeit account.

When a customer does not return to pay the remainder due for an item, depending on store policy, you may choose to realize the previous payment as cash. Use this account when there are one or more payments for an unclaimed layaway item.

The process for realizing layaway payments as cash is described in the Cancelling and Forfeiting Layaway Payments section of the *Transaction Processing* chapter.

Format	As defined by your account number structure
Example	Type: 8510-000

5. Default pay out account

You must have selected Y to *Use A/P* in the P/S *Control information* for this field to be enterable. If you selected **N** the value for this field will be (Not applicable) and cannot be changed.

Enter the default payout account number for when you payout from a cash drawer.

Format	As defined by your account number structure
Example	Type: 5070-000

6. Return account

Enter the account for which you are going to later process a check refund.

Sometimes refunds cannot be made if the payment has not cleared the bank such as in the case of a check. Therefore layaway transactions can be cancelled without an immediate refund. The intention is to later process an A/P check refund to the customer. Enter the account for which you are going to later process a check refund. When posting the refund, the return amount must post to this account.

On the transaction screen, after selecting an existing layaway, select *Cancel - refund later*. For the process of returning a payment, see Cancelling and Forfeiting Layaway Payments section of the *Transaction Processing* chapter.

Format	As defined by your account number structure
Example	Type: 7030-000

Field number to change ?

Options

Make any desired changes or use an option:

<Enter>	to move to screen four
<Esc>	to discard the information as entered for the store

The Fourth Screen

This store screen requires that you enter some default codes and layaway settings.

```
Stores

  1. Default warehse #

  2. Default tax code
  3. Default customer #
  4. Use reason codes for return
  5. Min days for check refund
  6. Next layaway payment days
  7. Layaway payment percent
  8. Layaway min payment amt
  9. Allow restocking fee ?
 10. Use X-Charge ?
 11. X-Charge result file location
```

1. Default warehse

The default warehouse is the warehouse that is displayed for this store. The warehouse you enter here must be defined in Inventory Control.

Depending on how registers are defined, a user may be able to access other warehouses but the default warehouse is the warehouse that is initially displayed. For further information, refer to the 12. Allow warehouse change ? field in the *Registers* chapter.

Enter the default warehouse or use the option:

<Enter>	Leave the field blank to default to the Central warehouse.

Format	Two characters
Example	Type 1 for the Main Warehouse

2. Default tax code

Enter the default tax code for this store. This is the tax code that will be used to calculate taxes for walk-in customers. This tax code must be defined in *Tax codes* of the *Master information* selection in A/R.

Format	Up to three characters
Example	Type CTY

3. Default customer

The default customer is useful when you have mostly walk-in customers and you are not required to record sales to specific customers. This number must be entered in *Customers* in A/R. Enter the default customer or use the option:

<Enter>	Leave the field blank and not use a default customer

Format	Up to twelve characters
Example	Type Walk-in

4. Use reason codes for return

This entry is asking the question, *do you want to use reason codes when returning merchandise?*. Merchandise may be returned when entering a *Credit memo* or *Return* type transaction in Transactions.

Format	1 character, either Y or N
Example	Type Y to allow reason codes for return

5. Min days for check refund

This is the minimum number of days to wait before processing a check refund, allowing time for the customer's check payment to clear at the bank.

Format	Numeric 999
Example	Type 10 for minimum number of days

6. Next layaway payment days

This is the number of days when the next layaway payment is due. The next payment due date prints on the invoice or receipt.

Format	Numeric 999
Example	Type 14

7. Layaway payment percent

This entry in this field is only used when you enter a layaway transaction type.

Enter the minimum percentage required for a payment.

You may assign a minimum payment percentage for layaway transactions. When entering a payment for a layaway in *Transactions*, you may select a function key to automatically calculate the minimum payment.

Format	Numeric 99.99
Example	Type 25

8. Layaway minimum payment amt

This entry in this field is only used when you enter a layaway transaction type.

Enter the minimum payment amount.

You may require a minimum amount for a layaway payment regardless of the minimum percentage entered in the previous field. This amount displays in the payment window.

Format	Numeric 999999.99
Example	Type 50

If you entered a minimum percentage, and the calculated minimum percentage is less than the minimum payment amount, then the minimum payment amount will display in the payment window.

9. Allow restocking fee ?

Options

Select the type of restocking fee for returned items.

P	To enter a percentage of the transaction gross for restocking fee
A	To enter a fixed amount for the restocking fee
N	To not use a restocking fee

If you entered N then you will not be able to enter the next field.

Format	One letter
Example	Type P for percentage

(Amount or Percent)

There is no label for this field.

If P is entered for the previous field then enter a percent of sale which calculates the restocking fee. If A is entered then enter an amount which will be the same for every transaction.

Format	99999.99– (amount) 999.99– (percentage rate)
Example	Type 15

10. Use X-Charge ?

If you are using the XCharge Credit Card Processing software with PBS Point of Sale, select Y, otherwise enter N.

See the Credit Card Configuration appendix for more information on setting up X-Charge with PBS.

Format	One character, either Y or N.
Example	Type **N** to not interface with X-Charge.

11. X-Charge result file location

You may only enter this field if you selected Y to *Use X-Charge*. When using XCharge, it is necessary that a result file gets saved on the system. This is the result of the charging the credit card.

Enter the path for saving result files. It may be a drive letter path or UNC path. The path must end with a trailing "\" and it must not contain spaces. If you are using PBS over a mapped network drive, then this path may be any location as long as each POS user's workstation has the same folder path on their system.

If you are using PBS via Thin client or RDP, then the path must exist in the server.

When using XCharge with A/R Cash receipts, Invoices and O/E Orders, the path to the result file is not changeable. It is set to the top-level PBS folder of XCRESULT. If you want all the result files to go to the same folder, then enter a path to this folder.

Format	2 lines of 65 characters
Example	Based on the setting for field 8, you will not be able to enter this field.

See the Credit Card Configuration appendix for complete information on setting up XCharge with PBS and for an explanation of a result file.

Field number to change ?

Options

Make any desired changes or use an option:

<Enter>	to save the information from all store screens as entered.
<Esc>	to discard the information as entered for the store.

PRINTING A LIST OF STORES

Use this selection to print a list of your stores. You may elect to include all stores on your list or you may select a range of stores.

See a Store List example in the *Sample Reports* appendix.

Select

Stores from the *Reports, setup* menu. The following screen displays:

1. Starting store

Enter the number of the first store that you want to print on your list or use the option:

<F1>	To select the first store.

Format	Up to three characters.
Example	Press <F1> default to the first store.

2. Ending store

Enter the number of the first store that you want to print on your list or use the option:

<F1>	To select the last store.

Format	Up to three characters.
Example	Press <F1> to default to the last store.

Field number to change ?

Options

Make any desired changes or use an option:

<Enter>	To go to the printer selection screen.
<Esc>	To discard the information as entered and re-enter your list parameters or exit this selection.

Registers

This chapter contains the following topics:

INTRODUCTION TO REGISTERS

In Passport Point of Sale, a register is the computer or terminal where transactions are entered. A register is defined within a store and may, or may not, have a cash drawer or display device attached.

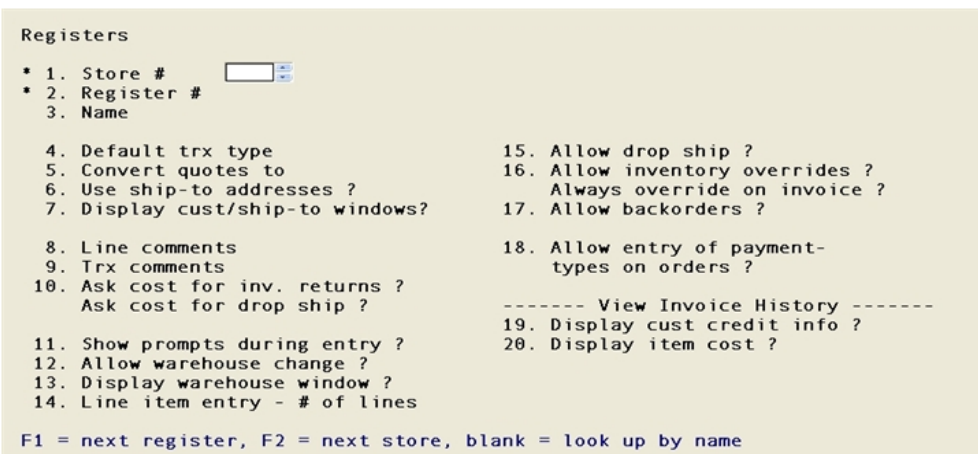
Each register can be configured to allow different types of transactions to be processed under a variety of conditions. For example, there may be a couple of cash registers that work strictly as retail Point of Sale, where the default transaction type is an invoice and inventory out-of-stock conditions are ignored. Another register, at a sales person's desk might be functioning as an order processing station where customer orders are entered for later invoicing and shipping. A third register at a service desk, might be set up to handle customer returns.

Use this selection to define the registers within a store. Define each register to suit specific processing needs.

Select

Registers from the *Setup information* menu.

The following screen displays:



```
Registers

* 1. Store #
* 2. Register #
  3. Name

  4. Default trx type                     15. Allow drop ship ?
  5. Convert quotes to                    16. Allow inventory overrides ?
  6. Use ship-to addresses ?                  Always override on invoice ?
  7. Display cust/ship-to windows?        17. Allow backorders ?

  8. Line comments                        18. Allow entry of payment-
  9. Trx comments                             types on orders ?
 10. Ask cost for inv. returns ?
     Ask cost for drop ship ?             ------- View Invoice History -------
                                          19. Display cust credit info ?
 11. Show prompts during entry ?          20. Display item cost ?
 12. Allow warehouse change ?
 13. Display warehouse window ?
 14. Line item entry - # of lines

F1 = next register, F2 = next store, blank = look up by name
```

Entering Registers

From this screen you can add new registers to a store or modify information about existing registers. Each register you enter here is associated with an existing store.

*1. Store

Options

Enter an existing store number or use one of the options. Go to the Stores chapter more information on setting up a store.

<F1>	To scan existing registers.
<F2>	To scan existing stores in order by store number.
<Enter>	Search for a store by store name.

Format	Up to two or three characters depending on the invoice format you defined in *Control information*. The store must be defined in Stores.
Example	A

Store name

Options

If you press <Enter> in field 1, the cursor will move to the store name field. Here you can enter the name of a store or use one of these options.

<F2>	Scan through existing stores by store name.
<Enter>	Search for a store using the store number.

Format	Up to 25 characters.
Example	Type XYZ Company

*2. Register

Options

Enter a register number for the register or use one the option.

<F1>	Scan through existing registers beginning in the entered store.

Format	Up to three characters.
Example	Type 1

3. Name

Enter the name that will be associated with this register.

Format	Up to 25 characters.
Example	Type Front Counter

Options

If there are other registers, you will be given the opportunity to copy an existing register's information to the register you are adding. You can copy register information from any previously entered register.

After you enter a name for the register, you will be asked whether, or not, you want to copy information from an existing register.

Copy from an existing register ?

Format	One character, either Y or N.
Example	Type N

If you answer Y to this question you will be prompted to enter a store and register number to copy from.

Copy from store number: register number:

Enter a store number.

Format	Up to two or three characters depending on the invoice format you defined in *Control information.*

Enter a register number.

Format	Up to three characters.

4. Default trx type

Enter the type of transaction that will be processed most often at this register. The transaction type you choose here will be the default that is used when processing transactions at this register.

Options

You may enter one of the following:

I	Default to Invoice transaction type at this register.
O	Default to Order transaction type at this register.
C	Default to Credit memo transaction type at this register.
R	Default to Returns transaction type at this register.
Q	Default to Quote transaction type at this register.
L	Default to Layaway transaction type at this register.
P	Default to Payment transaction type at this register.

Format	One character, either I, O, C, R, Q, L or P
Example	Type I to default to Invoice transaction type when entering transactions using this register

5. Convert quotes to

An entered quote can be converted to an Invoice or an Order transaction type from the transaction processing screen. Read more about Entering Quotes.

Options

The value in this field determines how quotes are converted. Here are the options:

I	Convert quotes to Invoice (I) type transactions.
O	Convert quotes to Order (0) type transactions.

Your response here will generally conform to the default transaction type for registers that default to Invoices or Orders.

6. Use ship-to addresses

The value you enter here determines at this register whether or not you will be allowed to specify of a ship-to address that is different than a customer's billing address.

Options

You may allow or disallow use of ship-to addresses from this register.

Y	Allow entry of ship-to addresses that are different than the customer's billing address.
N	The ship-to address will be the same as the billing address.

Format	One character, either Y or N.
Example	Type Y

If you enter N in this field, the ship-to field on a transaction record will be skipped. You will not be allowed to enter a ship-to address for the transaction.

For information on entry of ship-to addresses, refer to the Ship-to Addresses chapter.

7. Display cust/ship-to windows ?

During transaction processing, you have the option of displaying additional information about customers and ship-to addresses when the cursor is positioned in those respective fields.

If you answer Y to this selection the following additional prompts and information are displayed:

Field	What You'll get
Cust #	A window opens that displays the customer address and offers prompts to scroll through the customers that you have on file, to process customer by name instead of number and to use the same customer for this transaction that was used for the previous transaction.
Ship to	A window opens that displays the full ship-to address and offers prompts to scroll through the ship-to addresses for the selected customer, to use the customer's billing address or to enter a new ship-to address.

Format	One character, either Y or N
Example	Type Y to display customer and ship-to windows during transaction entry.

Displaying these windows can slow down the data entry process. If you decide that you don't want to display these windows later, you can return to this register and change this entry to N.

8. Line comments

Comments can be entered for individual line items on a transaction. These comments can be printed on various forms and reports; invoices, picking tickets, and the Transaction Edit List.

Options

You may define how these comments are handled during transaction entry.

A	Automatic - Always open comment entry window for line comments when a line is entered.
M	Manual - Allow entry of comments as desired, but do not automatically open comment entry window.
N	None - Do not allow entry of line comments.

Format	One character, either A, M or N
Example	Type M to allow entry of line comments but to suppress automatic display of the comment entry window.

9. Trx comments

You can also enter comments that pertain to the transaction as a whole. These comments can also be printed on various forms and reports.

Options

You may define how these comments are handled during transaction entry.

A	Automatic - Always open comment entry window for transaction comments.
M	Manual - Allow entry of transaction comments as desired, but do not automatically open comment entry window.
N	None - Do not allow entry of transaction comments.

Format	One character, either A, M or N
Example	Type M to allow entry of transaction comments to suppress automatic display of comment entry window.

10. Ask cost for inv. returns ?

This selection allows you to define whether users of this register will be prompted to enter a cost when an item is returned.

Ask cost for drop ship ?

This selection allows you to define whether users of this register will be prompted for the cost of an item that is being drop shipped.

11. Show prompts during entry ?

Prompts refer to messages displayed in the lower left message area of the transaction screen while a user enters transactions. These prompts display to indicate the options or function keys that are available for transaction input fields. Prompts are usually needed when training a new person on the register. When the user is so familiar with these prompts that it becomes automatic, they can be turned off here.

Your entry in this field will determine whether these prompts are displayed on the screen when you are entering transaction.

Format	One character, either Y or N
Example	Type Y to display prompts when you enter or edit a transaction.

Note	You can toggle the display of prompts, from the Miscellaneous Functions Window, at any time during transaction processing by pressing <F5> when the cursor is positioned in any field on the transaction screen.

12. Allow warehouse change ?

Your answer here determines whether users of this register will be able to sell items from multiple warehouses or will be restricted to selling items that are stocked in the store's default warehouse.

Format	One character, either Y or N
Example	Type Y to sell from multiple warehouses

13. Display warehouse window ?

This selection controls the display of item quantity on-hand, quantity committed and quantity available for an item during transaction entry.

Format	One character, either Y or N
Example	Type Y to display the warehouse window

14. Line item entry - # of lines

When you are entering transactions in Point of Sale, the line item area of the screen can be configured to show one or two lines per line item.

Electing to show one line per line item, allows for display of five line items at a time on the screen. If you wish to display two lines for each line item, up to three line items will be visible at a time.

Format	One number, either 1 to display line items in single-line format or 2 to display two lines for each line item.
Example	Type 1 to display a single line for each line item.

15. Allow drop ship ?

Your answer here determines whether the user of this register will be able to drop-ship items directly from vendors to customers.

Format	One character, either Y or N
Example	Type Y to allow drop-shipments from this register.

16. Allow inventory overrides ?

Answer Y to let the user of this register sell an item even if inventory information shows it as being out of stock. An override is typically used when the customer is physically holding the item being purchased. When an override is used, the quantity sold is subtracted from the quantity available for the item. This results in a negative quantity available.

Format	One character, either Y or N
Example	Type Y to allow inventory overrides at this register.

Always override inventory ?

If this register will operate as a retail point of sale register, you may wish to automatically override inventory that is shown as out of stock. In retail, customers are usually holding the items they are purchasing. In this situation, the out of stock information reported by the computer is automatically considered incorrect. Answer Y to always override out of stock inventory conditions.

Format	One character, either Y or N
Example	Type Y to always override out of stock inventory conditions.

17. Allow back orders ?

This field allows you to allow or disallow back orders from a register. If you answer Y here, users of this register will be able to back order items that are out of stock.

Format	One character, either Y or N
Example	Type Y to allow back orders from this register.

18. Allow entry of payment-types on orders ?

If you enter and order (transaction type “O”) and you would like to be able to enter an intended method of payment at the time is entered, enter a Y in this field. This will cause the payment window to display after an “O” type transaction is entered. The payment type entered is documentary as no payment is actually received.

Format	One character, either Y or N
Example	Type Y to open the payment window after the order is entered.

19. Display cust credit info ?

Your answer here determines whether customer credit information will be displayed when viewing the customers in *Invoice History*.

Format	One character, either Y or N
Example	Type Y show customer credit information.

20. Display item cost ?

This field determines whether an item cost will be displayed when viewing the item detail window in *Invoice History*.

Format	One character, either Y or N
Example	Type Y show the item cost.

Field number to change ?

Options

Make any desired changes or use an option:

<Enter>	to save the information as entered and continue to the next screen.
<Esc>	to discard new or changed information and exit *Registers*.

Press Enter and the Register Form and Devices setup screen displays.

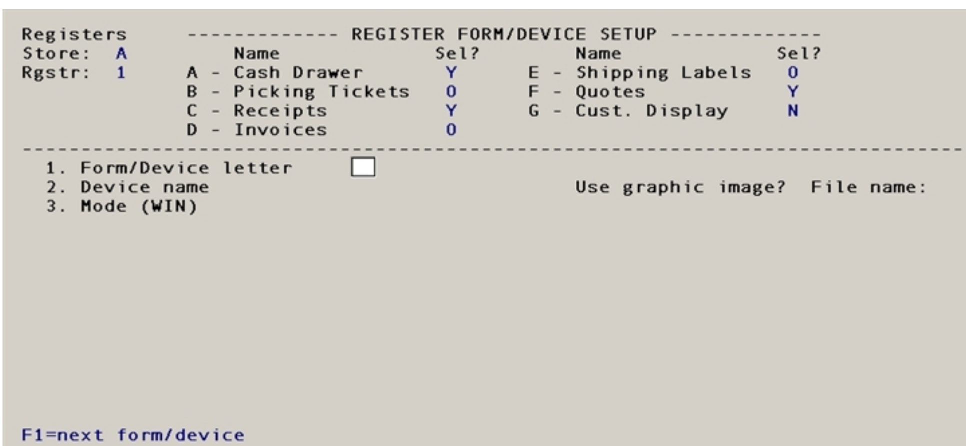
REGISTER DEVICES AND FORM SETUP

The second *Registers* screen allows you to define parameters for forms and devices for a register.

For each register you can:

- Define how and to which printer picking tickets, receipts, invoices, quotes, and shipping labels are printed. Each of these form types can be set to print automatically, optionally or not at all.
- Set the register to print an invoice, quote or picking ticket form to a PDF file. A PDF file is suitable for emailing to the customer.
- Attach a graphical image file to an invoice, quote and picking ticket form, for Windows systems, which prints with the invoice data, thus, allowing you to not have to purchase pre-printed forms. A graphical image file can also be merged with the invoice, quote and picking ticket data to create a PDF file.
- Select an invoice, receipt or quote form of your own design. For desgning your own forms, see the Forms Design chapter.
- Define device connections and activation codes for drawers and customer display devices.

The screen is similar to this:



Setting up Forms and Devices

Use the second screen of the Registers selection to define the types of forms and devices that will be associated with the register. Information that you enter here depends on the particular type of form or device you will be using.

If you are defining a new register, all of the forms or and devices will display N under the *Sel?* heading. When you define a form or device, the N will be changed to Y to indicate that this type of form or device is associated with this register.

You have the option of associating seven form or device types with each register. Fields 1 through 3 are common to all forms and devices. Subsequent fields vary depending on the device and will be addressed for each specific device. Available forms and devices are:

Letter	**Form or Device**
A	Cash Drawer
B	Picking Tickets
C	Receipt Printer
D	Invoice Printer
E	Shipping Labels
F	Quotes
G	Customer Display Device

Common Form / Device Fields

1. Form/Device letter

To add or change a form or device, type the corresponding letter shown at the top of the screen or use the option:

<F1>	To scan existing forms and devices already associated with this register.
<F3>	To void an existing form or device.

Format	One character from A to G
Example	Type D to set up an invoice printer for this register

2. Device name

Enter the device name of the port that your invoice printer is attached to.

For device names for Windows environments you can use the PSI Printer locator or you can use LPT1:, LPT2:, etc. For UNIX/LINUX environments, a typical device name might be /dev/lp0 or /dev/tty01.

Options

Options available to you when entering a printer in Windows:

<F2>	To use Windows printer
<SF2>	To use the default windows printer
<F7>	To access the PSI Printer Locator for automatically entering a -Q type printer. For more on the PSI printer location read the PBS Administration documentation.
<SF7>	To erase the contents of the field and assign a printer with the printer locator
<F1>	To automatically enter -D LPT1 for a local printer.

Format	Up to two lines of 64 characters per line
Example	Enter <SF2>

Any change ?

Select Y to make a change to the device name field or use the default of N to continue.

Format	One character, either Y or N
Example	Select <Enter> to use the default of N

3. Mode (UNIX/LINUX Only)

or

3. Mode (WIN)

This field does not pertain to the setup of a cash drawer or customer display device.

This question is different if using UNIX/Linux vs. Windows.

UNIX/Linux

If UNIX or Linux this field determines how your LINUX or UNIX printer is connected to your system. You are given three choices:

Letter	**Connection**
L	Local printer connected directly to a terminal.
D	Direct printer connected to your CPU.
S	Spooled printer defined by your operating system (Not available for devices).

If the printer is set up as a local printer, you will need to specify the control codes to activate and deactivate the auxiliary port on your terminal. Refer to the terminal's technical manual to determine the correct hexadecimal codes.

Note	IMPORTANT: If more than one register will be printing to the same printer device, the device should be a spooled device. If the printer is not a spooled device and the two registers print to it at the same time, the output from each will collide and become intermixed.

Note	Spooled Devices: If you decide to set up a device as a spooled device, you may need to modify the spool interface file for the printer, so it will work properly with forms such as invoices. For example, spooled interfaces may be set up to printer banner pages or form feeds after a print job. This behavior is not suitable of forms.

Windows

The option that is used is detected when you enter the Device name field. Here is an explanation of the field options:

Option	**Connection**
Windows	You are using a Windows printer drivers. If you are using a Windows printer you must enter the *Use graphic image?* field and possibly the *File name:* field.
PCL codes	Use print PCL codes. When using PCL codes then you will be prompted for the Create PDF? field.

When you select Windows printer driver you have up to two additional fields to enter. They are the following:

Use graphic image?

Answer Y to use a graphic image form file to merge with the data or N to print without an image file.

Format	One letter, either Y or N
Example	Type N

If you answer Y, then you will be prompted to enter the name of the file.

File name:

Enter the name of the file that will merge with the forms data. This file must be of a JPEG or Bitmap file format only. The file must be present in the top-level PBS directory called *IMAGES* and must be spelled exactly as the file name including the proper extension.

Format	12 characters including the extension that must be either .jpg or .bmp.
Example	Is not entered in this example

Immediate PDF Printing

Create PDF?

This option is only available when using PCL Codes.

Enter N to not generate a PDF file. Enter O to generate a *PDF only*. Enter P to generate a *PDF file and print* the invoice, picking ticket or quote at the same time. Receipts and labels cannot be generated as PDF files.

Format	One letter, either N, O or P
Example	Type N

Depending on the setup here, you may generate PDF (Acrobat type) invoices files. These PDF files can be emailed to customers.

If you selected *PDF only*above, then the invoice picking ticket or quote will be saved as a PDF file. If you selected *PDF file and print*, then the PDF file is generate and printed at the same time. The Adobe™ Reader™ or Adobe Acrobat™ can display it as long as one of these applications are installed on your system.

In Windows and Thin client you can view and email these documents under the CTL menu selection *Email/view printed PDF's* found under *PDF form file processing*. The overview of configuration for emailing PDF files in PBS is found *Email Configuration* Appendix from the *PBS Administration* documentation. Emailing PDF files cannot be done using UNIX or Linux unless you have Thin client.

PDF files are saved on the system in the PDFFIL\PSIPOS directory. An example of the PDF invoice file name is xx_PSI_1_A_001100.PDF. The xx is the company number. The PSI indicates it is a Point of Sale Invoice. A PSQ would be a quote and PSP a picking ticket. The "1" is the customer number and the A_001100 is the invoice number for store A. It it is a picking ticket or quote, then the order number, not invoice number, is part of the file name.

You may also print a test alignment as a PDF. The alignment file is named xx_PSI_TESTPRINT_XX999999.PDF and is located in the PDFFIL\PSIPOS folder. The alignment will display on screen if the proper application is installed.

Note	Example of a Specialized use of the Windows Printer Driver: Here is how to setup a different number of copies per form type. If you are printing to a Windows printer you can setup a printer driver called "Quotes" in the properties and set the number of copies you want, do the same for "Invoices." When you print, you select the appropriate printer driver. You may do the same for selecting a specific tray. One driver setup could be called "Invoices" and the other called "Picking tickets". Any of the printer driver options can be set up this way.

Forms Fields

4. Laser printer ?

This field will display as N/A if you entered **W** in field 3.

If the form printer you are associating with this register is a laser printer, type Y here.

Format	One character, either Y or N
Example	Will be N/A in this example

This field will display as not applicable "N/A" if using Windows printer or the Windows default printer in the device name field.

5. Printer type

This field will display as N/A if you entered **W** in field 3.

This field is used only if the printer you are associating with this form is a laser printer and you have answered Y in field 4.

This field will display as not applicable "N/A" if using Windows printer or the Windows default printer in the device name field.

If you are using a laser printer, the Passport Business Solutions software must know the special job and print control codes to send to the printer to ensure proper operation of the printer.

A list containing popular laser printers will be displayed. Enter the number for the printer that matches or is most compatible with the printer you are using.

Format	Up to two digits
Example	Will be N/A in this example

If you cannot find your printer type on the list, refer to your printer's user manual to find out if your printer is compatible with one of the printers listed. You may want to experiment with different printer types from the pre-defined list.

If the pre-defined printers do not provide satisfactory results, you may select "Other" from this printer selection list and you will be allowed to enter printer controls codes unique to your printer.

Note	If you are test printing for more than one register you should exit and restart PBS to print the setup for a second, third or more registers. This is because PBS retains the printer setup in memory.

"Other" Printer Types

When you select a printer that is not on the list, you must supply the control codes which are used for laser forms printers. These codes can be found in the user manual supplied with your printer or by contacting the printer manufacturer.

If you consider that you have enough technical computer knowledge, you may want to find and provide these codes yourself. Otherwise, contact you supplier for assistance.

If you select “Other” from the list of printers, a window will open prompting you to enter the “Compress” and a “Normal” code for your printer.

Compress

This is the control code sequence that compresses your printed output to 15 or 17 characters per inch so that standard Passport reports and some special form output will fit on 80-column paper. You are allowed to supply up to 60 hexadecimal characters to define the code sequence for your printer.

Use the Hexidecimal Value Entry Window to enter the code provided by your printer user documentation.

Format	Up to 60 hexidecimal characters.

Note	On UNIX and LINUX systems, is a printer is defined as a “Local” printer in the Mode field, only 48 hexadecimal characters may be entered in this field.

Normal

“Normal” codes are required to print characters at full width. Full width characters are printed for most special forms such as invoices.

Use the Hexidecimal Value Entry Window to enter the code provided by your printer user documentation.

Format	Up to 60 hexidecimal characters.

Note	On UNIX and LINUX systems, is a printer is defined as a “Local” printer in the Mode field, only 48 hexidecimal characters may be entered in this field.

After you answer N to any change, you will be asked “Is this a laser printer?” If you answer Y a window will open to allow you to enter laser control codes.

Printer Reset

The purpose of the printer reset code is to reset the printer’s internal settings (top margin, left margin, page size, tab stops, etc.) to their factory default values. These codes are sent at the very beginning of a new print job so that the setting of the previous print job do not interfere with the new print job. They are also sent at the end of a print job so that the settings of that job do not remain in effect for the following print jobs.

Enter the “Printer reset” codes in hexadecimal format.

Use the Hexidecimal Value Entry Window to enter the code provided by your printer user documentation.

Format	Up to 60 hexidecimal characters.

Job Control

These codes are sent to the printer at the beginning of a print job, just after the "printer reset" codes. Their purpose is to properly configure the printer for the print job. Use these codes to set up page size, page length, top margin, etc.

Enter the "Job control" codes in hexadecimal format.

Use the Hexidecimal Value Entry Window to enter the code provided by your printer user documentation.

Format	Up to 60 hexidecimal characters.

Font Control

These codes are sent to the printer after the "job control" codes to select proper type style and size, etc.

Enter the "Font control" codes in hexadecimal format.

Use the Hexidecimal Value Entry Window to enter the code provided by your printer user documentation.

Format	Up to 60 hexidecimal characters.

Cash Drawer

Select A to define a cash drawer for this register.

Fields one through three were explained above. The following fields will be presented for entry if you are defining a cash drawer for your register.

4. Drawer open code

This is the control code that is sent to the cash drawer to open it. Opening the drawer is often referred to as "popping" or "dunging" the drawer. The codes that open the cash drawer can be found in the manufacturer's literature that came with the drawer.

Many drawers will open with the hexadecimal code 01 or 07. Some require that more than one iteration of the code be sent, such as 010101 or 070707.

Enter the "Drawer open code" in hexadecimal format.

Use the Hexidecimal Value Entry Window to enter the code provided by your printer user documentation.

Format	Up to 48 hexadecimal characters.
Example	070707

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To save the information you have just entered or changed for this form or device.
<Esc>	To discard entered or changed information for this form or device.
<F2>	Change a form from instant to optional or vice versa. This option in not available for devices. *Instant* forms will print immediately after a transaction is completed. *Optional* forms will only be printed if requested.
<F5>	To test this form or device. A designed form can only be tested in the forms designer.

The following options are only available for existing forms or devices.

<F1>	To scan through existing forms and devices.
<F3>	To delete an existing form or device.
<F5>	To test a receipt, , quote or customer display.

Picking Tickets

Select B to define a picking ticket form for this register.

Fields one through five were explained above. The following fields will be presented for entry if you are defining a Picking Ticket form for your register. After entering fields one through five the following screen will display:

```
Registers      ------------- REGISTER FORM/DEVICE SETUP -------------
Store:   A                  Name              Sel?         Name               Sel?
Rgstr:   1           A - Cash Drawer            Y       E - Shipping Labels     N
                     B - Picking Tickets        N       F - Quotes              Y
                     C - Receipts               Y       G - Cust. Display       N
                     D - Invoices               N
--------------------------------------------------------------------------------
  1. Form/Device letter       B - Picking Tickets
  2. Device name              ...dows dir2def     Use graphic image?   File name:
  3. Mode (WIN)               (W)drivers                 (N/A)            (N/A)

  4. Laser printer ?          (N/A)
  5. Printer type             (N/A)

  6. Print instantly for      O
  7. Address to print
  8. Print trx comments ?
  9. Picking ticket text


 I = invoice     O = order     B = both
```

6. Print instantly for

The value you enter in this field determines whether you will print picking tickets instantly after entry of invoices or orders or both.

One of the following entries is allowed for this field:

I	To print picking tickets instantly for invoices.
O	To print picking tickets instantly for orders.
B	To print picking tickets instantly for both invoices and orders.

Format	One character, either I, O, or B. The default is O.
Example	Select <Enter> to accept the default of O to print picking tickets instantly orders.

7. Address to print

Choose the address that should be printed on the picking ticket, if any:

C	To print the Company address on picking ticket.
S	To print the Store address on the picking ticket.
N	No, do not print an address on the picking ticket.

8. Print trx comments ?

Your entry here determines whether transaction comments will be printed on the picking ticket.

Format	One character, either Y or N.
Example	Type Y to print transaction comments on the picking ticket.

9. Picking ticket text

The text you enter here will replace the printing of the text PICKING For example you may consider calling it a PACKING SLIP, WORK ORDER or LOADING DOC RECEIPT.

Format	27 Characters
Example	Type P I C K I N G - T I C K E T

The text replacement will only function for instant picking tickets and not for batch.

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To save the information you have just entered or changed for this form or device.
<Esc>	To discard entered or changed information for this form or device.
<F2>	Change a form from instant to optional or vice versa. This option in not available for devices. *Instant* forms will print immediately after a transaction is completed. *Optional* forms will only be printed if requested.
<F5>	To test this form or device.

The following options are only available for existing forms or devices.

<F1>	To scan through existing forms and devices.
<F3>	To delete an existing form or device.

Receipts

Select C to define a Receipt form.

Fields one through five were explained above. The following fields will be presented for entry if you are defining a receipt form for your register.

6. Receipt format

You may define the format of the receipt that will be printed from this register.

Choose the format you want to print.

B	Basic receipt.
D	Detailed receipt.
S	Designed receipt.

Format	One character, either B, D or S.
Example	Type B to print basic receipts from this register.

Form ID

If you entered S in the 6. Receipt format field, you must enter the form ID in this field. If you do not have a form ID on file you will not be allowed to continue. A receipt format must exist in Forms Design.

7. Address to print

If you entered S in the 6. Receipt format field, this field cannot be entered.

Enter the address you want to print on the receipt.

Choose the format you want to print:

C	Company address from *Company information*
S	Store address
N	No address will print on the receipt

Format	One character, either C, S or N.
Example	Type S to store address.

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To save the information you have just entered or changed for this form or device.
<Esc>	To discard entered or changed information for this form or device.
<F2>	Change a form from instant to optional or vice versa. This option in not available for devices. *Instant* forms will print immediately after a transaction is completed. *Optional* forms will only be printed if requested.
<F5>	To test this form or device.

The following options are only available for existing forms or devices.

<F1>	To scan through existing forms and devices.
<F3>	To delete an existing form or device.

Invoices

Select D to define invoice forms for this registers. A screen like the following will display:

```
Registers      ------------- REGISTER FORM/DEVICE SETUP -------------
Store:  A          Name               Sel?        Name              Sel?
Rgstr:  1      A - Cash Drawer         Y      E - Shipping Labels    N
               B - Picking Tickets     N      F - Quotes             Y
               C - Receipts            Y      G - Cust. Display      N
               D - Invoices            N
--------------------------------------------------------------------------------
  1. Form/Device letter       D - Invoices
  2. Device name              ...dows dir2def    Use graphic image?  File name:
  3. Mode (WIN)               (W)drivers                (N/A)          (N/A)

  4. Laser printer ?          (N/A)
  5. Printer type             (N/A)

  6. Invoice forms               6
  7. Invoice format to use
  8. Address to print
  9. Print disc & due dates ?
 10. Prt str/reg/drw/usr/tim ?

 5=5.0 invoice forms  6=6.5 invoice forms  P=Plain paper  C=Customized forms
```

Fields one through five were explained above. The following fields will be presented for entry if you are defining an invoice form for your register.

6. Invoice forms ?

Choose the appropriate invoice format.

You may choose one of the pre-programmed forms or design your own form. A pre-programmed form means that it cannot be altered. A *design your own form* means you can add, remove or change the location of the fields that print on the invoice. If you want to design your own form, see the Forms Design chapter. Some design your own forms are provided, which you may alter to suit your need.

You may use a plain paper invoice format or a format that is compatible with the Passport Business Solutions Order Entry. When a plain paper format is used, preprinted forms are not necessary.

5	Pre-programmed. Compatible with the old RealWorld version 5 Invoice format. This type requires a pre-printed form or merging with a graphical file.
6	Pre-programmed. Compatible with the old RealWorld version 6.x Invoice format.
P	Pre-programmed. Plain paper Invoices. In addition to the invoice data, the field names and lines are printed. It does not require a pre-printed form. For this form type, an alignment is not necessary.
C	Customized invoice format. This is the same as plain paper invoices unless you have had a programmer produce a custom programmed invoice.
D	Design your own form. Use this setting to selecting a user defined invoice format. You must have entered at least one format before you can select this option.

Note	Choosing C will print the same invoice format as if you selected P, unless you have had a custom modification done to the invoice print programs.

Format	One character, the default is 6.
Example	Select <Enter> to accept the default of type 6

Form ID

If you entered D in the 6. Invoice forms ? field, you must enter the form ID in this field. If you do not have a form ID on file you will not be allowed to continue. An invoice format must exist in Forms Design.

7. Invoice format to use

If you entered a designed format this field cannot be entered.

This option is not available if you have chosen either *Plain paper* or *Customized form* invoice in the 6. Invoice forms ? field.

For a designed form, choose the format type you wish to use:

5	Invoice.
6	Credit memo.
7	Order.
8	Refund.

For version 5 and 6.5 pre-programmed forms, the differences in the forms are when printing the lines. Choose 1, 2, or 3 depending on the format you wish to use:

1	Format 1. Two lines per line item are printed on an invoice. The Unit price on line 1 of each item is the undiscounted price of the item expressed in terms of the pricing unit. The extended price on line 2 of each line is the discounted extended price. If a line had a back order quantity, it is printed on line 2.
2	Format 2 - Double line. In most situations, two lines of information will be printed. The extended price on line 2 is discounted. If there is any back order information, a third line will be printed showing the back ordered amount.
3	Format 2 - Triple line. The extended price is printed, but reflects no line item discounts. The line item discount and back ordered line items are printed on the third line.

Format	One number, either 1, 2, or 3
Example	Type 1 to use Format 1

8. Address to print

If you entered D in the 6. Invoice forms ? field, this field displays as N/A and cannot be entered.

If you wish to print a company address on the invoice, you may choose to print the Company address or the Store address. Or you may elect to print neither on the invoice.

C	To print the Company address on the invoice
S	To print the Store address on the invoice
N	None (do not print an address on the invoice)

Format	One character, either C, S, or N
Example	Type S to print the Store address on your invoice

9. Print disc and due dates ?

If you entered D in the 6. Invoice forms ? field, this field displays as N/A and cannot be entered.

If you want the invoice discount date and the due date to print in the header area of the invoice, answer Y in this field.

Format	One character, either Y or N
Example	Type Y to print the discount date and the due date in the invoice header area

10. Print str/reg/drwr/usr ?

If you entered D in the 6. Invoice forms ? field, this field displays as N/A and cannot be entered.

If you want the store, register, drawer, user, date, and time to print in the total area of the invoice, answer Y in this field.

Format	One character, either Y or N
Example	Type Y to print the store, register, drawer, user, date, and time in the invoice total area

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To save the information you have just entered or changed for this form or device.
<Esc>	To discard entered or changed information for this form or device.
<F2>	Change a form from instant to optional or vice versa. This option in not available for devices. *Instant* forms will print immediately after a transaction is completed. *Optional* forms will only be printed if requested.

The following options are only available for existing forms or devices.

<F1>	To scan through existing forms and devices.
<F3>	To delete an existing form or device.

Shipping Labels

Select E to define shipping labels forms for this register.

Fields one through five were explained above. The following fields will be presented for entry if you are defining a shipping label form for your register.

6. Address to print

If you wish to print a company address on the shipping label, you may choose to print the Company address or the Store address. Or you may elect to print neither on the shipping label.

C	To print the Company address on the label
S	To print the Store address on the label
N	None (do not print an address on the label)

Format	One character, either C, S, or N
Example	Type S to print the Store address on your invoice

7. Left margin (characters)

Enter the width of the left margin in characters.

Format	Up to three digits
Example	Type 0 to for no left margin

8. # lines per label

Enter the number of lines that can be printed on your shipping labels. The minimum value allowed if you are not printing a Company or Store address, is 4 lines. You may specify up to 11 lines when you are printing the Company or Store address on a label.

Note	A standard 3" x 5" label will allow up to 18 print lines when printing at 6 lines per inch.

Format	Up to two digits
Example	Type 18 to print 18 lines on your label.

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To save the information you have just entered or changed for this form or device.
<Esc>	To discard entered or changed information for this form or device.
<F2>	Change a form from instant to optional or vice versa. This option in not available for devices. *Instant* forms will print immediately after a transaction is completed. *Optional* forms will only be printed if requested.

The following options are only available for existing forms or devices.

<F1>	To scan through existing forms and devices.
<F3>	To delete an existing form or device.

Quotes

Select F to define quotes forms for this register.

Fields one through five were explained above. The following fields will be presented for entry if you are defining a picking ticket form for your register.

6. Invoice forms ?

You may use a plain paper invoice format or a format that is compatible with the Passport Business Solutions Order Entry. When a plain paper format is used, preprinted forms are not necessary. The format choices are:

5	RealWorld version 5 Invoice format
6	RealWorld version 6.x Invoice format
P	Plain paper Invoices
C	Customized Invoice format
D	Designed forms. Use this setting to selecting a user defined invoice format. You must have entered at least one format before you can select this option.

Note	Choosing C will print the same invoice format as if you selected P unless you have had a custom modification done to the invoice print programs.

Format	One character
Example	Type P to print a plain paper quote

Form ID

If you entered D in the 6. Invoice forms ? field for quotes, you must enter the form ID in this field. If you do not have a form ID on file you will not be allowed to continue. A quote format must exist in Forms Design.

7. Invoice format to use

This option is not available if you chose the Plain paper invoice option, but may be available if you have had a custom modification done to the invoice print programs.

For a designed form, choose the format type you wish to use:

5	Invoice.
6	Credit memo.
7	Order.
8	Refund.

For version 5 and 6.x forms, choose 1, 2, or 3 depending on the format you wish to use.

Format 1:	Two lines per line item are printed on an invoice. The Unit price on line 1 of each item is the undiscounted price of the item expressed in terms of the pricing unit. The extended price on line 2 of each line is the discounted extended price. If a line had a back order quantity, it is printed on line 2.
Format 2:	Double line: In most situations, two lines of information will be printed. The extended price on line 2 is discounted. If there is any back order information, a third line will be printed showing the back ordered amount.
Format 2:	Triple line: The extended price is printed, but reflects no line item discounts. The line item discount and back ordered line items are printed on the third line.
C	Customized Invoice format

Format	One number, either 1, 2, or 3
Example	Type 3 to use Format 2 - Triple line format

8. Address to print

If you wish to print a company address on the invoice, you may choose to print the Company address or the Store address. Or you may elect to print neither on the invoice.

C	To print the Company address on the invoice
S	To print the Store address on the invoice
N	None (do not print an address on the invoice)

Format	One character, either C, S, or N
Example	Type S to print the Store address on your invoice

9. Print disc and due dates ?

If you want the invoice discount date and the due date to print in the header area of the invoice, answer Y in this field.

Format	One character, either Y or N
Example	Type Y to print the discount date and the due date in the invoice header area

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To save the information you have just entered or changed for this form or device.
<Esc>	To discard entered or changed information for this form or device.
<F2>	Change a form from instant to optional or vice versa. This option in not available for devices. *Instant* forms will print immediately after a transaction is completed. *Optional* forms will only be printed if requested.

The following options are only available for existing forms or devices.

<F1>	To scan through existing forms and devices.
<F3>	To delete an existing form or device.

Customer Display Device

Select G to define a customer display device for this register.

Fields one through three were explained above. The following fields will be presented for entry if you are defining a quote form for your register.

4. Display emulation

Three display emulation types are support in the PBS Point of Sale.

A	Aedex emulation
E	UTC Enhanced emulation
C	CD5220 emulation

Many display devices can be configured using DIP switches to emulate Aedex or UTC Enhanced protocols.

Format	One character
Example	Type A for Aedex emulation

5. Ready line 1 option

Ready line text can be fixed or rotated depending on your entry in this field.

1	Rotate ready line text
2	Normal ready line text display

Format	One character, either 1 or 2
Example	Type 2 for normal text display

Ready line 1 text

Enter the text to be displayed by the device after a transaction has been completed and before the next transaction has been initiated. Often, customer display devices can display more than the maximum display with when the text is rotated.

Format	Up to 50 characters
Example	Type Welcome to ACME Hardware

Ready line 2 option

The second line of display can be used for text or to display the current time.

1	To display text
2	To display the current time

Format	One character, either 1 or 2
Example	Type 1 to use this line to display text

Ready line 2 text

This field is only available if you elected to display text on the second display line. If you entered 1 in the previous field, you enter the text you wish to display in this field.

Format	Up to 30 characters
Example	Type Home of the BIG BARGAIN!

6. Item line 1 option

Choose the information you want to display when line items are being entered or scanned for a transaction.

1	To display the item number
2	To display the item description

Format	One character, either 1 or 2
Example	Type 2 to show the item description on the display device

Item line 2 option

Choose the information you want do display on line 2 when line items are being entered or scanned for a transaction.

1	To display the Quantity @ Unit price
2	To display the Extended price

Format	One character, either 1 or 2
Example	Type 1 to display the quantity and unit price on line 2 of the customer display device

7. Total due text

Enter the text that will be displayed on line 1 of the customer display device while the total amount due is displayed on line 2.

Format	Up to 30 characters
Example	Type Total Due:

8. Change due text

Enter the text that will be displayed on line 1 of the customer display device while the change due amount is displayed on line 2.

Format	Up to 30 characters
Example	Type Change due:

9. Not ready text

Enter the text that will be displayed on line 1 when the register is not ready to process transactions.

Format	Up to 30 characters
Example	Type **NOT READY**

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To save the information you have just entered or changed for this form or device.
<Esc>	To discard entered or changed information for this form or device.
<F2>	Change a form from instant to optional or vice versa. This option in not available for devices. *Instant* forms will print immediately after a transaction is completed. *Optional* forms will only be printed if requested.

The following options are only available for existing forms or devices.

<F1>	To scan through existing forms and devices.
<F3>	To delete an existing form or device.

Note	If you want to print and/or re-print forms, such as invoices and quotes, from the Point of Sale transaction screen, a form must be defined for the register that you are using to process Point of Sale transaction. You will not be able to print from the Point of Sale transaction screen if you don't define a form for the register.

If you are only entering printer devices and you are using a standard PCL compliant printer or Windows printer you will probably not have to enter any control codes. However you may have to enter control codes for a printer, cash drawer or display pole.

Entering Control Codes

When setting up devices and printers, you may have to enter hexidecimal codes so that the software can properly control these devices. These are often referred to as “hexidecimal control codes” in the technical reference manual for a device.

Hexidecimal Value Entry Window

The hexidecimal value entry window is a tool developed by Passport Software to simplify the process of entering these hexidecimal control codes. It’s available for all fields in *Registers* that require hexidecimal codes to be entered.

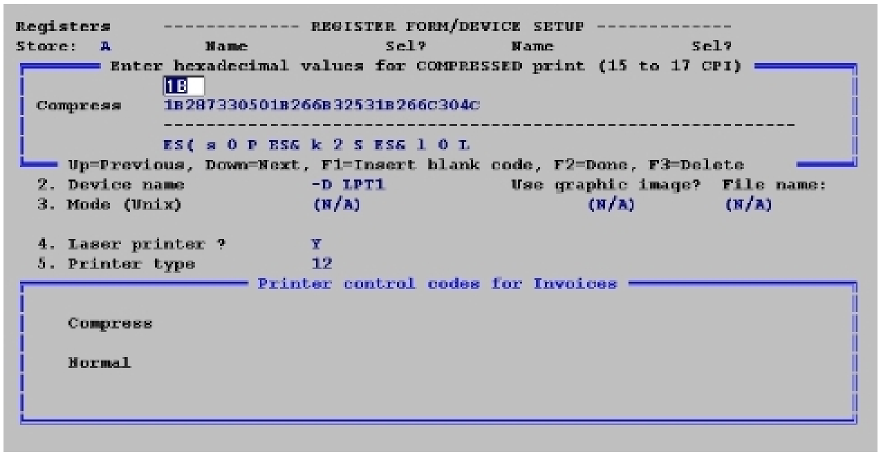
Control codes are strings of characters that are sent to devices to control the operation of the device. For example, a control code can be sent to a printer to change the number of characters that the printer prints per inch or the printer’s tab settings. Or a control code can be sent to open a cash drawer during a point of sale transaction.

When entry of a new hexidecimal control code is necessary, Passport Point of Sale will display the Hexidecimal Value Window automatically. If a code is already on file, you will be prompted to change the current value.

Any Change ?

To change or view the current value, type Y.

The following is an example of a Hexidecimal Value Window used to enter the control codes that will set a laser printers output to compressed print.



In order to make it easier to enter and edit control codes, the Hexidecimal Value Window provides the following features.

The code is entered one byte (2 hexidecimal digits) at a time.

Character conversion will take a single character you type and convert it to its associated hex code. There is no need to spend time looking up hex equivalents in a conversion table.

Four special codes are available to represent four commonly used hexidecimal controls; ES-Escape (1Bh), SP-Space bar (20h), CR-Carriage Return (0Dh), LF-Line Feed (0Ah), and FM-Form Feed (0Ch).

Suppose you want to enter control codes to set a smaller font for a HP LaserJet printer. This is the control code that would be entered to set the printer to print 12 characters per inch.

$$E_C \ (\ 8 \ U \ E_C \ (\ s \ 0 \ p \ 1 \ 2 \ h \ 1 \ 2 \ v \ 0 \ s \ 0 \ b \ 0 \ T$$

Explaining how this code works is beyond the scope of this documentation.

The Hexidecimal Value Window makes entry of these codes simple. You type:

```
ES <Enter>
( <Enter>
8 <Enter>
U <Enter>
ES <Enter>
```

(<Enter>

Notice that you must press <Enter> after each character or special code that is entered. Each code or character is immediately converted to hex; ES is converted to 1B, "("is converted to 28, "8" to 38, etc.

Note	If a hexadecimal code does not have a character or special code, you must enter the two-digit hex code (e.g. 02h, technically referred to as STX, must be entered as 02). When a hex code is entered that cannot be converted to a displayable character, "<>" is displayed beneath the code.

Press <Enter> to end entry of codes.

Options

Options available to you when entering hexidecimal codes are:

<Enter>	When you have finished entering the complete control code, leave the current hex code blank and press <Enter>. If there are additional hex codes to the right of the cursor, the will be removed (the code will be truncated).
<Up>	Press the Up arrow key to highlight the previous hex code entry.
<Down>	Press the Down arrow key to highlight the next hex code entry.
<F1>	Insert a blank hex code at the cursor and shift the remaining hex codes to the right one position.
<F2>	Save the hex code you have entered.
<F3>	Delete the hex code at the current cursor position and shift the remaining hex codes to the left one position.

Note	The Hexadecimal Value window is available for all fields in Register Maintenance that require hex codes to be entered.

PRINTING REGISTERS

Use this selection to print a list of registers. You can print a single register or a range of registers for a single store or for all stores.

Select

Registers from the *Reports, setup* menu. The following screen displays:

```
Reports (Registers)



                     Please enter:
                          1.  Store #

                          2.  Starting register
                          3.  Ending register



Press F1 for "All"
```

1. Store

Enter the store number or use the option:

<F1>	to print a list of all registers for all stores.

Format	Up to 3 characters
Example	Type 1 for Store # 1

2. Starting register

Enter the starting number for a range of registers you want to appear on this list or use the option: I

<F1>	To default to the “First” register

If you are printing all registers for all stores, this field will default to “First” automatically.

Format	Up to 3 characters
Example	Press <F1> for the “First” register for this store

3. Ending register

Enter the ending number for the range of registers you want to appear on the list of use the options:

<F1>	To default to the "Last" register
<Enter>	To default to the register number enter for the Starting register

If you are printing all registers for all stores, this field will default to "Last" automatically.

Format	Up to 3 characters
Example	Press <F1> for the "Last" register for this store

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To use the information you have just entered and print the *Registers* list.
<Esc>	To discard the information that has been entered.

Register Users

This chapter contains the following topics:

ENTERING REGISTER USERS

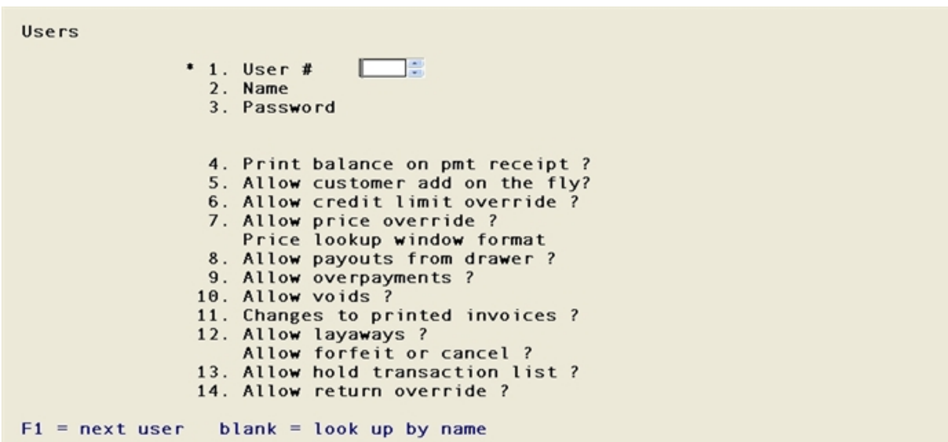
Use this selection to enter users for the PBS Point of Sale. These users, specific to Point of Sale, provides security in addition to your PBS log in security. Only those users that are allowed can have access to their register and cash drawer.

Point of Sale user information is used to identify users who will be processing transactions in Point of sale, assign passwords to these users, and define the authority within the Point of Sale environment.

See a User List example in the *Sample Reports* appendix.

Select

Users from the *Setup information* menu.



```
Users

              * 1. User #
                2. Name
                3. Password


                4. Print balance on pmt receipt ?
                5. Allow customer add on the fly?
                6. Allow credit limit override ?
                7. Allow price override ?
                   Price lookup window format
                8. Allow payouts from drawer ?
                9. Allow overpayments ?
               10. Allow voids ?
               11. Changes to printed invoices ?
               12. Allow layaways ?
                   Allow forfeit or cancel ?
               13. Allow hold transaction list ?
               14. Allow return override ?

F1 = next user    blank = look up by name
```

This menu selection should not be provided to PBS general users as P/S security could be compromised.

From this screen you can add new users or change existing users. You may also delete existing users when they are no longer required.

*1. User

Enter the number or code for the user you wish to define or change or use the options:

<F1>	To scan existing users
<Enter>	To search for an existing user by name

Format	Up to three characters
Example	Type ANL

2. Name

Enter the name of the user being added or the full or partial name of an existing user or use the options:

<F1>	To scan existing users
<Enter>	To search for an existing user by User #

Format	Up to 25 characters
Example	Alan Leland

3. Password

If you answered N to the *Use user passwords ?* field in Point of Sale Control information, the field will not be available.

Enter a password for this user. The user will be required to enter this password before being allowed access to Point of Sale transaction processing.

Format	Up to ten characters

The following permission fields define the authority the user will have in the Point of Sale Transactions selection.

If a user attempts to perform a function they have not been authorized for, they will be prompted for a different user ID. At this point, someone who is authorized for this function, such as a floor supervisor, can sign on and complete the transaction. After the transaction is completed, control is returned to the original user.

Note	There is no direct relationship with this password and the password that is required to log into PBS. They can be the same or different.

4. Print balance on pmt receipt ?

This allows the customer's previous balance and balance remaining to print on an A/R payment receipt.

Format	One character, either Y or N
Example	Type Y to print balance on pmt receipt

5. Allow customer add on the fly ?

Depending on the value entered in this field, a user will have the authority to add customers to Accounts Receivable Customers while entering a Point of Sale transaction.

Format	One character, either Y or N
Example	Type Y to allow this user to add customers on the fly

6. Allow credit limit override ?

You may give users the authority to override a customer's credit limit should this control kick in while processing an order for a customer.

Format	One character, either Y or N
Example	Type Y to allow this user to override customer credit limits

7. Allow price override ?

You may give users the authority to override item prices. If you do give a user authority to override item prices, you may limit the ways in which prices can be adjusted or allow unlimited override authority.

Each user is assigned a code that allows specific levels of override authority. You have three options.

Y	Allow this user to enter any price they desire or select a price from the price lookup window.
L	Limit this user to price overrides shown in the price lookup window.
N	Do not allow this user any price override authority.

Format	One character, either Y, L, or N
Example	Type L to limit this user to price overrides displayed in the price lookup window.

Price lookup window format

If you answered Y or L to allow price overrides for this user, you will have the option of defining the contents of the price lookup window that is displayed during a price override. The options are the following.

0	Do not allow price lookup window.
1	Show purchase history.
2	Show item price 1/2/3/4/5
3	Show purchase history and price 1/2/3/4/5.
4	Show purchase history with cost and profit.
5	Show item price 1/2/3/4/5 with cost and profit.
6	Show both purchase history and item price 1/2/3/4/5 with cost and profit.

Choose the format for the price lookup window that this user will be able to view.

Format	One digit, 0 through 6
Example	Type 1 to display the item purchase history when this user elects to override an item price.

8. Allow payouts from drawer ?

Select **Y** to allow the user to issue payouts from their cash drawer. Payouts are accessed from the Transaction screen Miscellaneous functions via the <F5> key.

Payouts may be used for receivings or other cash transaction type deliveries.

The default G/L payout account is assigned in the Store record. If you are integrated with A/P, as defined in P/S *Control information*, payout distributions will post to the A/P distributions to G/L.

Format	One character, either Y or N
Example	Type Y to allow this user to issue payouts from their drawer

9. Allow overpayments ?

Your entry in this field determines whether this user will be allowed to accept overpayments.

An overpayout may be used for check payments written for more than the amount of the purchase. The overpayment amount is refunded as cash.

Format	One character, either Y or N
Example	Type Y to allow this user to accept overpayments.

If you authorized the user to accept overpayments, you will be prompted for the maximum overpayment amount.

Amt

Enter the maximum overpayment that this user is allowed to accept.

Format	Up to 99999.99
Example	Type 50 to allow this user to accept a maximum overpayment amount of $50.00.

10. Allow voids ?

Your answer here determines whether the user will be able to void a fully entered transaction before it has been printed.

All users will be able to void a partially entered transaction when in the process of adding it.

Voiding a transaction does not remove it. To keep an audit trail of voided transactions, they will be posted to history.

Format	One character, either Y or N
Example	Type N to deny this user the authority to void a fully entered transaction.

11. Changes to printed invoices ?

Normally after an invoice is printed, Point of Sale does not allow the invoice to be voided or changed.

However your entry here determines whether the user will be allowed to remove the ***Invoice printed*** status from a Point of Sale transaction generally in preparation for voiding or changing with reprint. For the instructions on removing the invoice printed status, see the Removing Invoice Printed Status appendix.

Passport warns that you should be cautious in allowing this option for a user. Payment may have already been made and could be removed from the register.

Format	One character, either Y or N.
Example	Type Y to allow this user to remove the **Invoice printed** status from a Point of Sale transaction.

12. Allow layaways

Enter Y to provide access to the layaway features in the POS system.

Your entry here determines whether the user will be allowed to enter a layaway Point of Sale transaction.

Format	One character, either Y or N.
Example	Type Y to allow this user to enter a layaway transaction.

Allow forfeits or cancellations

This value for this field will display as (Not applicable) and it cannot be entered if you selected **N** on field **12 Allow layaways**.

A layaway forfeit may be necessary if a customer has provided a down payment for a layaway item but has never returned to finish making another payment or the final payment. Now you want to close the layaway and no longer want the cash to be assigned to the layaway liability account. Posting a forfeited layaway will move the amount for the received cash from the liability account to the forfeit account.

A cancellation is where a customer has made the decision to no longer make payments on the item and wants a refund of payments previously made.

You have the following options:

F	Allow the user to forfeit a layaway only
C	Allow the user to cancel a layaway only
B	Allow the user to forfeit and cancel a layaway
N	Allow neither a layaway forfeit or cancellation

Format	Four characters, either F, C, B or N
Example	Type B

13. Allow hold transaction list ?

Your answer here determines whether the user will be able to view a list of the transactions on hold.

Format	One character, either Y or N
Example	Type N to deny this user the authority to view a list of transactions on hold.

14. Allow return override ?

The entry here determines whether the user will be able to override the return payment. This means that a cash refund could be given when the original invoice was paid by credit card or to override a refund on a check below minimum days before refund.

Format	One character Y or N
Example	Type Y to allow this user the authority to override.

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To save the information you have just entered for this user.
<Esc>	To discard entered or changed information for this user.

PRINTING A USER LIST

Use this selection to print a list of register users. You can print information for a single user or a range of users.

Select

Users from the *Reports, setup* menu. The following screen displays:

1. Starting register

Enter the starting number for a range of users you want to appear on this list or use the option: I

<F1>	To default to the “First” user

Format	Up to 3 characters
Example	Press <F1> for the “First” user

2. Ending user

Enter the ending number for the range of users you want to appear on the list of use the options:

<F1>	To default to the “Last” user
<Enter>	To default to the user entered for the Starting user

Format	Up to 3 characters
Example	Press <F1> for the “Last” user

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To save the information you have just entered for this user and print the User list.
<Esc>	To discard entered or changed information for this user.

Payment Codes

This chapter contains the following topics:

INTRODUCTION TO PAYMENT CODES

Use this selection to create payment codes used in Passport Point of Sale transaction processing. A payment code will be required each time a purchase is made.

Note	Point of Sale payment codes should not be confused with Accounts Receivable terms codes. Payment codes are cash, check and credit card. Using a terms code can also be done, but it is only used when the customer is not purchasing during the time of the transaction entry. When printing an invoice and if paying by cash, credit card or check, if there is no matching terms code number in A/R, the program prints the terms on the invoice as * POS *.

Note	Point of Sale payment codes should also not be confused with the system payment codes used for multi-payment processing with A/R Invoices and O/E Orders. The setup of these codes may be found under CTL -> Setup -> Payment codes.

Payment codes allow you to process different types of payment in different ways. For example, you might want to define two payment codes for two types of checking payment transactions; CK! for checks under $50.00 and CK2 for checks equal to or over $50.00. You might further require authorization for payment type CK2 but not for payment type CK1.

Payment codes also allow you to track different type of payments independently. For example, you may define a separate code for each credit card your store accepts. This would allow you to produce a separate reconciliation report for each credit card.

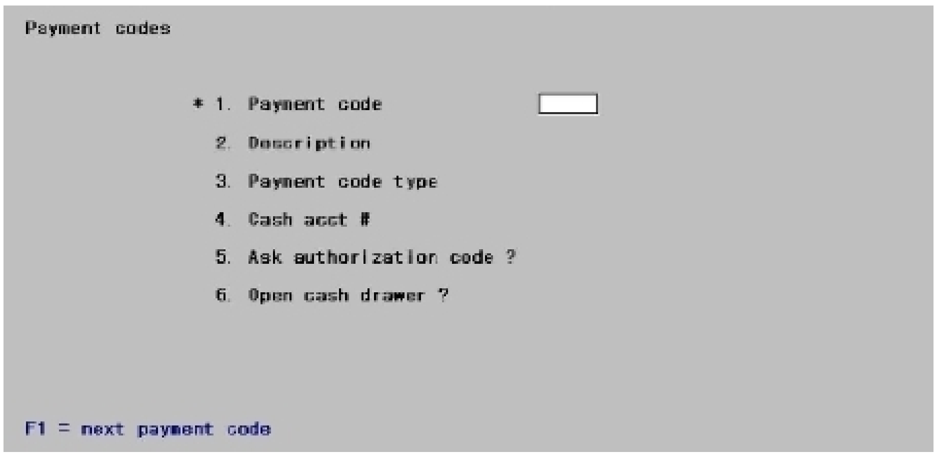
If you want integrated credit card processing see the Credit Card Configuration appendix.

ENTERING PAYMENT CODES

You may use this selection to enter payment codes or to change payment codes. You may also use this selection to delete unused payment codes.

Select

Payment codes from the *Setup information* menu. The following screen displays:



*1. Payment code

Enter the user defined payment code or use the option:

<F1>	To scan through payment codes

Format	Up to three characters
Example	Type MC for a Master Card payment code.

2. Description

Enter an optional description of the payment code.

Format	Up to 25 characters
Example	Type Master Card for the description.

3. Payment code type

Three payment code types are supported by Passport's Point of Sale module.

CA	Cash payment type
CC	Credit card payment type. *
CK	Check payment type.

Format	Two characters, either CA, CC, or CK
Example	Type CC to define this payment code as a credit card type.

* See the Credit Card Configuration appendix for setting up integrated credit card processing.

4. Cash acct

Enter a valid cash account number that will be associated with the payment code. All payments made with this payment code will be credited to this account.

Format	Your standard account number format, as defined in *Company information*
Example	Type 1000-000 for the cash account that will be credited by this payment code.

5. Ask authorization code ?

This field is only used for credit card (CC) and check (CK) payment types. It is not applicable for cash (CA) payment types.

Your entry in this field determines whether the user is prompted to enter an authorization code when accepting credit card or check number when accepting check payments.

Format	One character, either Y or N
Example	Type Y to prompt the user for an credit card authorization code or check number.

6. Open cash drawer ?

Your entry in this field will determine whether or not the cash drawer will be opened when accepting payment using this payment code.

Format	One character, either Y or N
Example	Type N to leave the cash drawer closed when accepting payment using this code.

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

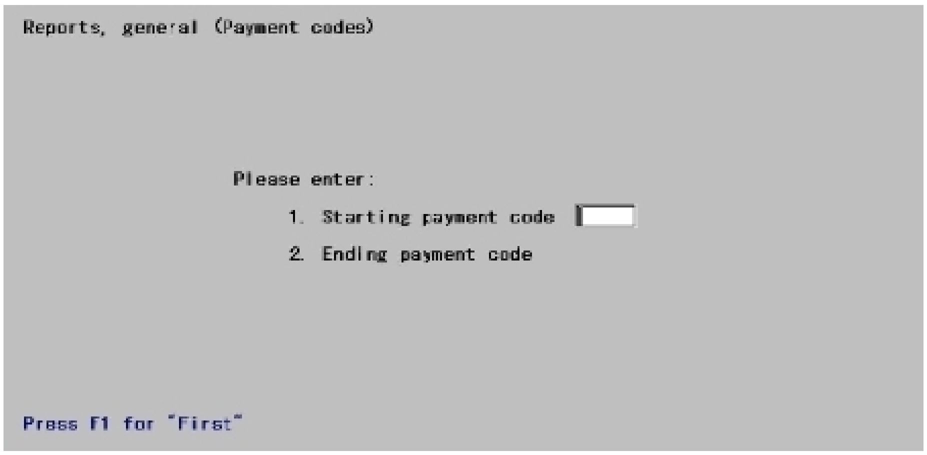
<Enter>	To save the information you have just entered for this payment code.
<Esc>	To discard entered or changed information for this payment code.

PRINTING A LIST OF PAYMENT CODES

Use this selection to print a list of Point of Sale payment codes.

Select

Payment codes from the *Reports, setup* menu. The following screen displays:



1. Starting payment code

Enter a starting payment code to print on this report or use the option.

<F1>	To default to the first payment code

2. Ending payment code

Enter an ending payment code to print on this report or use one of the options.

<F1>	To default to the last payment code
<Enter>	To default to the Starting payment code

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To save the information you have just entered and print the Payment code list
<Esc>	To discard entered or changed information for this list

Services

This chapter contains the following topics:

INTRODUCTION TO SERVICES

You may use this selection to enter the standard services that your business provides to customers.

You can assign a 15-character code to each of your services. You can number your services or you can give them names such as “DELIV CITY” for delivery within city limits.

You can also assign a category to each service. Service categories can be used to discount prices by category and to print Sales Analysis reports by category.

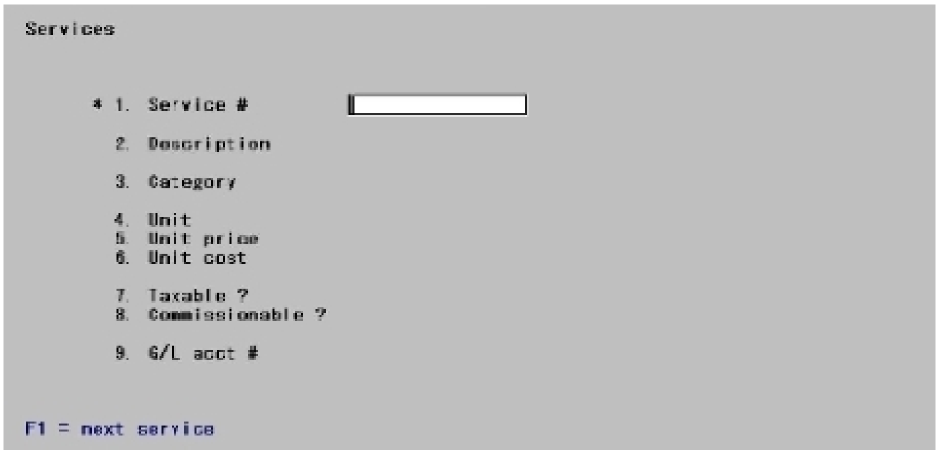
The services in Point of Sale are not the same as the services in Accounts Receivable. You can not use services entered in Accounts Receivable for Point of Sale transactions.

ENTERING SERVICES

From this selection you can add new services, change existing services, or delete existing services.

Select

Services from the *Master information* menu. The following screen displays:



*1. Service

Enter a service code or use one of the options.

<F1>	To scan through the services.
<SF1>	To reverse scan through the services.

Format	Up to 15 characters
Example	CONLAB

2. Description

Enter a description for this service.

Format	Two lines of up to 25 characters each
Example	Construction Labor

3. Category

Optionally enter a category for this service. Service categories can be used to discount prices (with contract or sale pricing) for an entire category of services. If you use Passport Sales Analysis, the category can also be used as a sorting parameter.

For example, a company that provides several types of home improvement services might want reports from Sales Analysis to track sales by category of service (delivery, installation, repairs, etc.). The categories could be assigned as DELIV, INSTL, RPAIR, etc. Then Sales Analysis reports can be produced in order, by category.

Format	Up to five characters
Example	Type SVC01

4. Unit

Enter the unit by which this service is billed or use one of the options

<F1>	To default to HOUR.
<Enter>	To leave this field blank if you charge a flat rate for this service or there is no charge for this service.

Format	Up to four characters
Example	Press <F1> to default to HOUR.

5. Unit price or 5. Price

If you entered a unit in the previous field, this field displays as "Unit price". If you left the previous field blank, this field displays as "Price."

Enter the unit price or total price you are charging for this service.

Format	9999999.999
Example	Type 35 to price this service at $35.00 per hour.

6. Unit cost or 6. Cost

If you entered a unit in the field 4, this field displays as "Unit cost". If you left the field 4 blank, this field displays as "Cost."

Optionally enter the unit cost or total cost of this service.

Format	999999.999
Example	Type 15 to cost this service at $15.00 per hour.

7. Taxable ?

Your entry in this field determines whether sales tax will be calculated when this service is purchased.

Format	One character, either Y or N
Example	Type N to indicate that this service is not taxable.

8. Commissionable ?

Your entry in this field determines whether a sales commission can be earned when this service is purchased.

Format	One character, either Y or N
Example	Type Y to calculate commission on the sale of this service.

9. G/L acct

Enter a General Ledger sales account for this service.

Format	Your standard account number format, as defined in *Company information*
Example	Type 4000 for this service's sales account.

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

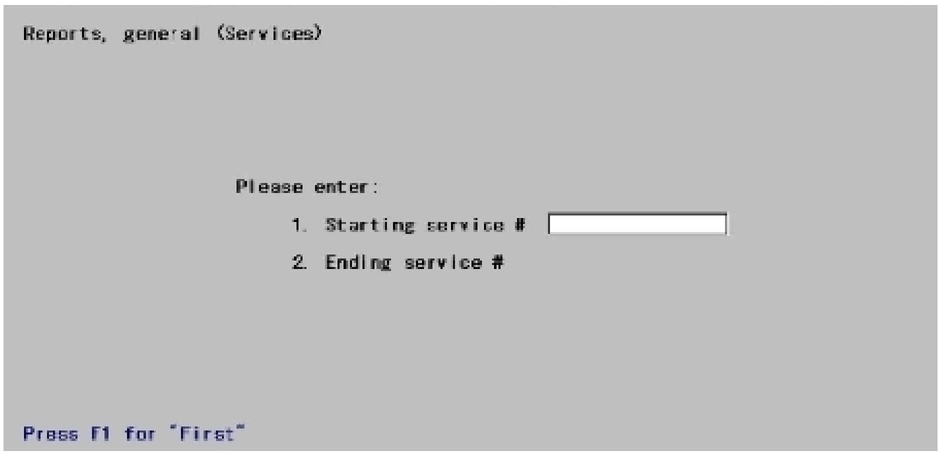
<Enter>	To save the information you have just entered for this service.
<Esc>	To discard entered or changed information for this service.

PRINTING A LIST OF SERVICES

Use this selection to print a list of Point of Sale services.

Select

Services from the *Reports, master* menu. The following screen appears:



1. Starting service

Enter a starting payment code to print on this report or use the option.

<F1>	To default to the first service

2. Ending service

Enter an ending payment code to print on this report or use one of the options. Field number to change ?

<F1>	To default to the last service
<Enter>	To default to the Starting service #

Enter the number of the field you wish to change or use one of the options.

<Enter>	To save the information you have just entered and print the Service list
<Esc>	To discard entered or changed information for this list

Alias Items

This chapter contains the following topics:

INTRODUCTION TO ALIAS ITEMS

This feature allows you to create a second, or alias, item number of any item number in your I/C Items or number for POS Services. You may use this selection to give frequently purchased items a shorter or more memorable identifier. You may also use this selection to equate a manufacturer's UPC numbers with your inventory numbering system. Numbers can be entered via a scanner or by data entry.

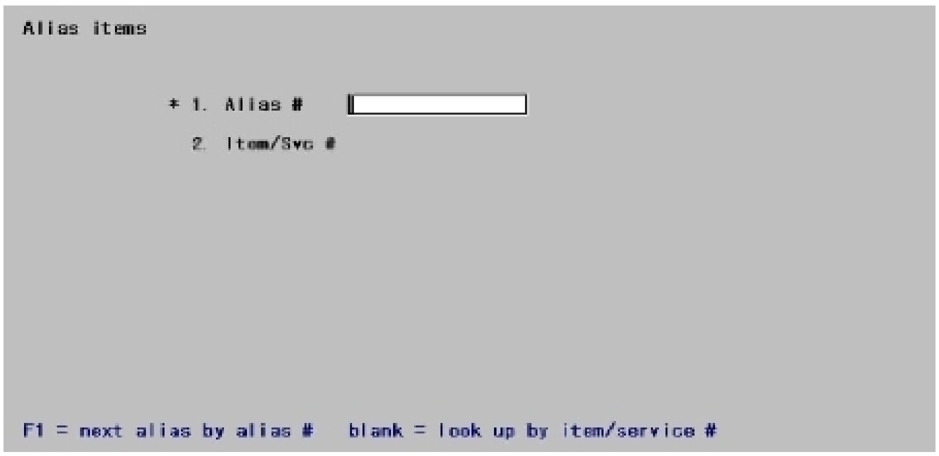
POS alias item numbers are not accessible within the Inventory Control module. If you want to have numbers accessible in both, then set up the I/C bar codes. However, only alias numbers for services can be set up here.

ENTERING ALIAS ITEMS

Use this selection to add new alias items, to change existing alias items, or to delete existing alias items.

Select

Alias items from the *Master information* menu. The following screen displays:



*1. Alias

Enter an alias item number or use one of the options.

<Enter>	To leave this field blank and look up an existing alias item by Item/Svc #.
<F1>	To scan through alias items.

Format	Up to 15 characters
Example	Type S2 for the alias #.

Note	You cannot use an existing item number or an existing service number as the alias number.

2. Item/Svc

Enter and existing item number or service number or use one of the options.

<Enter>	To leave this field blank and look up by alias instead of by item or service number.
<F1>	To scan through alias items in order by item/service number.

Format	Up to 15 characters
Example	Type EL-SWITCHES/02 to equate S2 with this item number.

Note	An item or a service can have multiple aliases. You are allowed to enter an item or a service number that already has an alias.

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

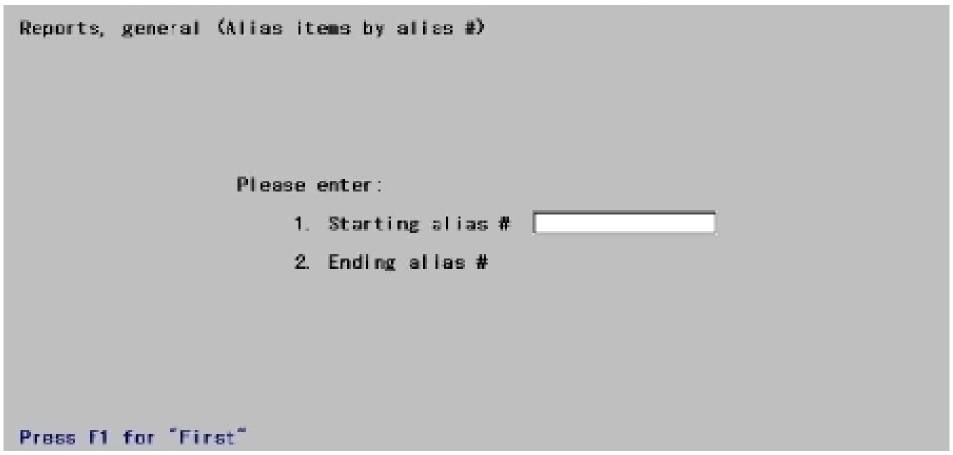
<Enter>	To save the information you have just entered for this alias item.
<Esc>	To discard entered or changed information for this alias item.

PRINTING ALIAS ITEMS BY ALIAS

Use this selection to print a list of alias items by alias number.

Select

Alias items by alias # from the *Reports, master* menu. The following screen will appear:



1. Starting alias

Enter a starting alias number to print on this report or use the option.

<F1>	To default to the first alias item

2. Ending alias

Enter an ending alias number to print on this report or use one of the options.

<F1>	To default to the last alias item
<Enter>	To default to the Starting alias #

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

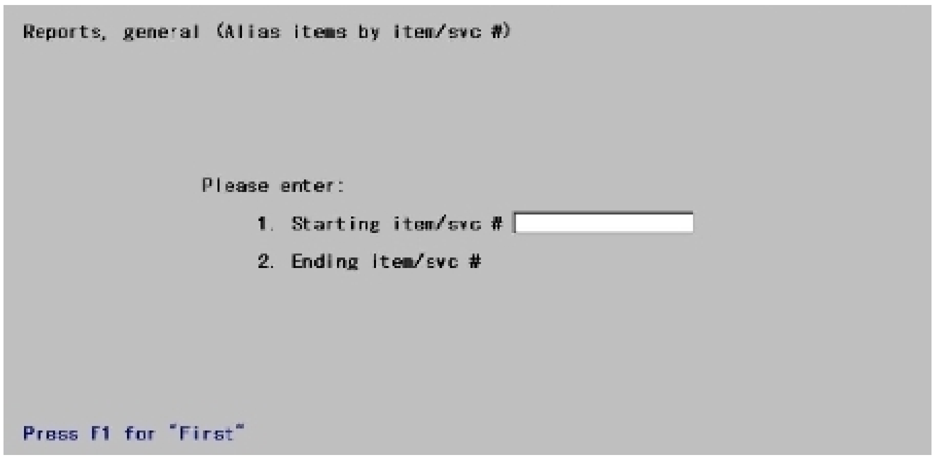
<Enter>	To use the information you have just entered and print the Alias Items by Alias # report.
<Esc>	To discard entered or changed information for this report.

PRINTING ALIAS ITEMS BY ITEM/SERVICE

Use this selection to print a list of alias items by item/service number.

Select

Alias items by item/svc # from the *Reports, master* menu. The following screen displays:



1. Starting item/scv

Enter a starting item or service number to print on this report or use the option.

<F1>	To default to the first item or service number

2. Ending item/svc

Enter an ending item or service number to print on this report or use one of the options.

<F1>	To default to the last item or service
<Enter>	To default to the Starting item/svc #

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To use the information you have just entered and print the Alias Items by Item/Service # report
<Esc>	To discard entered or changed information for this report

Special Sale Prices

This chapter contains the following topics:

Introduction to Special Sale Prices

The PBS Point of Sale Special Sale Prices feature allows you to temporarily change the price of an item, service or category of items or services without making any changes to I/C Items or P/S Services.

Three different types of sales can be defined. Fixed sale prices allow you to set a lower price for a specific item of service. Percentage off sales allow you to set up a percentage that will be discounted from the regular price of items or services. And, finally, price code sales allow you to specify a new price code, overriding the regular price code. All the above may be defined within a date range and a time of day range.

If you plan to define sale prices using price codes, you will need do know how price codes work in PBS. Refer to the *Inventory Control* documentation for more information on price codes.

Alternatively, Point of Sale may accesses the I/C *Sale prices* feature. See the 16. Use I/C Alternate units for contract and sale pricing ? field in the Control information chapter for details.

Fixed Sale Price

The most basic form of a sale is when an item is placed on sale for a specific price. Here is an example.

Item# / Service #	1
Start effect date	12/01/09
End effect date	12/31/09
Start effect time	(no start time)
End effect time	(no end time)
Price code	(this field was left blank)
Price-1	(Highest price)
Price-2	(Lower than price 1)
Price-3	(Lower than price 2)
Price-4	(Lower than price 3)
Price-5	(Lower than price 4)

This method cannot be used for an entire category of items or services since Price-1, 2, 3, 4 & 5 cannot be entered for a category. This is because the variety of items and services in a category most likely vary in prices. Fixed Sale Prices are a useful way of setting up sales, but since they are so straightforward, they are not discussed further in this chapter.

Percentage Off Sale

Another common sale is a percentage off. Here is an example using an item category.

Category	TOOLS
Start effect date	12/01/09
End effect date	12/31/09
Start effect time	(no start time)
End effect time	(no end time)
Percent disc	10.00
Price-1	use item price-1
Price-2	use item price-2
Price-3	use item price-3
Price-4	use item price-4
Price-5	use item price-5

This type of sale would similarly apply for a specific item or service.

Sales Using Price Codes

A sale can be based on a price code. The price code must be defined in Inventory Control before entering the sale. Suppose item #1 was defined with a price code type 01 (discount based on quantity purchased). The sale will offer higher percentage discounts based on the same quantities as the original price code.

A new price code must be entered in Inventory Control, A1 for example, reflecting the sale discount percentages. Then the sale price is entered in Point of Sale as follows.

Item # / Service #	1
Start effect date	12/01/09
End effect date	12/31/09
Start effect time	(no start time)
End effect time	(no end time)
Price code	A1
Price-1	use item price-1
Price-2	(blank)
Price-3	(blank)
Price-4	(blank)
Price-5	(blank)

In the next example, item #3 is discounted based on a type 02 price code where the discount is defined by the customer type. Suppose all tools (category TOOLS) will be on sale, but only for retail customers.

A new price code must be entered in Inventory Control, A2 for example, reflecting higher discounts for retail customers and leaving discounts for other customer types at normal rates. The following indicates how this would be entered in Sale Prices.

Category	TOOLS
Start effect date	12/01/09
End effect date	12/31/09
Start effect time	(no start time)
End effect time	(no end time)
Price code	A2
Price-1	use item price-1
Price-2	use item price-2
Price-3	use item price-3
Price-4	(blank)
Price-5	(blank)

Note	Sale prices always override item prices. The price code in the sale price record overrides the item's normal price code. Even if the sale price does not specify a new price code, the item price code will be ignored when the sale price is calculated.

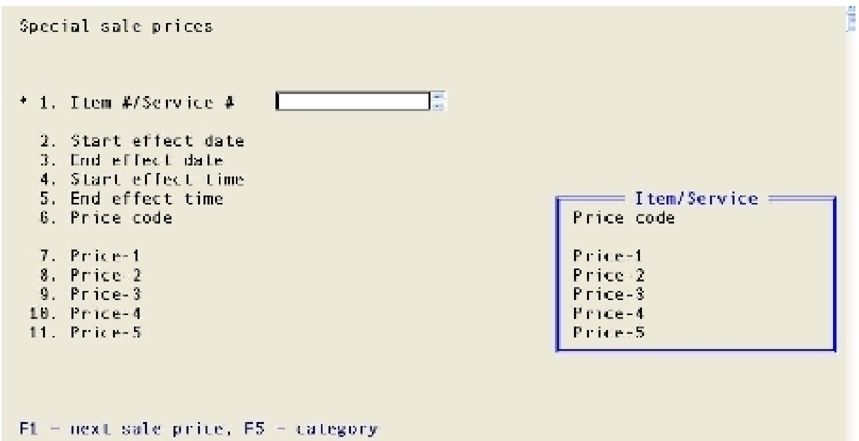
New Price Basis Within Sales Price

You can also define a new price basis within a sale price. Suppose price-1 from the item price code is $35.00. If this price was entered as 31.50 in the sale price record, the sale price would be applied to this new price basis.

Use the *Special sale prices* selection to enter sale prices for Items, services or categories of items or services. You will not be able to access this feature if you have it turned off in the POS *Control information*.

Select

Special sale prices from the *Pricing* menu. The following screen displays:



From this screen, you can work with both new and existing sale prices. If sale price information has already been entered for an item or category with a specified date range, that record will be displayed for you to make changes or to delete.

ENTERING SPECIAL SALE PRICES USING PERCENT DISCOUNTS

This section describes how to enter a sale that is a percentage off the regular price.

*1. Item#/Service

This is a number that identifies an item or a service. Items specified must exist in Items in Inventory Control. Services specified must exist in Services in Point of Sale.

Options

Enter an item number or a service number or use the option:

<F1>	To scan through existing sale price records.
<F2>	To scan through the items and services in order by item/service number.
<F5>	To enter a sale for entire category of items or services.

Format	Up to 15 characters
Example	Press <F5> to enter a seal for a category of items or services.

*1. Category

When <F5> is pressed, the screen will be redisplayed for entry of a sale price for a category of items or services rather than a single item or service number.

Options

Enter the category code or use the option:

<F1>	To scan through existing sale price records.
<F5>	To enter a sale of an item or service number.

Format	Up to 5 characters
Example	Type TOOLS

2. Start effect date

Options

Enter the date that the sale price will go into effect or use an option:

<Enter>	To use the displayed date (defaults to last start date entered).
<F1>	To scan through existing sale prices beginning from the item, service or category entered in field 1.
<F2>	To specify no starting date. The sale price will take effect immediately.

Format	MMDDYY
Example	120119

3. End effect date

Options

Enter the date of the last day the sale price will be in effect or use an option:

<Enter>	To use the displayed date (defaults to last end date entered).
<F2>	To specify no ending date. The sale price will take effect immediately.

Format	MMDDYY
Example	123119

4. Start effect time

Options

Enter the time that the sale price will go into effect or use the option:

<Enter>	To use the displayed time.
<F2>	To specify no starting time. The sale price will take effect at midnight.

Format	HHMM, you may enter a time between 1200 and 1159
Example	1200

(AM or PM)

After you enter a specific **Start effect time** then you must designate that this time is either AM or PM.

A	AM = After 12 midnight and before 12 noon
P	PM = After 12 noon and before 12 midnight.

Format	One character, either A or P

5. End effect time

Options

Enter the time of the last moment the sale price will be in effect or use an option:

<Enter>	To use the displayed time
<F2>	To specify no ending time. The sale price will be in effect until midnight.

Format	HHMM
Example	0600

(AM or PM)

After you enter a specific **End effect time** then you must designate that this time is either AM or PM.

A	AM = After 12 midnight and before 12 noon
P	PM = After 12 noon and before 12 midnight.

Format	One character, either A or P

6. Price code

Options

If this sale price will use a price code, refer to the next section titled *Sale Prices Using Price Codes*. Use the option to enter a discount percent.

<F5>	To enter a discount percent for this sale price.

Format	Up to 2 characters.
Example	Press <F5> to enter a discount percent.

6. Percent disc

If this sale price will not use a price code, enter the discount percent that will be applied to the item, service or category of items or services.

Options

Otherwise, use the option to enter a price code.

<F5>	To specify a price code for this sale price.

Format	99.999
Example	Type 10 to specify a 10% discount.

When specifying a percent discount, as we have in this example, the price fields will not change and will indicate that the normal pricing will be used for each of the prices.

7. Price-1

Defaults to “use item price-1” for percent discount sales.

8. Price-2

Defaults to “use item price-2” for percent discount sales.

9. Price-3

Defaults to “use item price-3” for percent discount sales.

10. Price-4

Defaults to “use item price-4” for percent discount sales.

11. Price-5

Defaults to “use item price-5” for percent discount sales.

Field number to change ?

If this is a new sale price record, you will be allowed to make changes to any field displayed on the screen.

If this was an existing sale price record, you will not be allowed to change field number 1.

Options

Make any desired changes and use an option.

<Enter>	To save the information you have just entered.
<Esc>	To discard the information as entered.

ENTERING SPECIAL SALE PRICES USING PRICE CODES

This section describes how to enter a sale price using a price code.

When planning to use a price code to control the sale price, the price code must first be defined in Inventory Control. Two examples follow.

- Tools are being placed on sale for retail customers only. (Customer types used must be assigned to customers in Accounts Receivable.) A price code must be created that discounts based on the customer type; retail. This a sale price record can be entered for the TOOLS category using that price code.
- Item #1 is being placed on sale and you want to apply higher discounts to the item. A price code is assigned to item #1 that provides for a discount by quantity purchased. A new “discount by quantity” price code is created in Inventory Control reflecting the higher discounts for the sale price. A new sale price record is added for item #1 that uses the new item pricing code.

Item codes entered here for an item act like permanent item codes entered in inventory control except that they are only in effect for the specified date range on the sale price record.

*1. Item#/Service

This is a number that identifies an item or a service. Items specified must exist in Items from Inventory Control. Services specified must exist in Services in Point of Sale.

Options

Enter an item number or a service number or use the option:

<F1>	To scan through existing sale price records.
<F2>	To scan through the items and services in order by item/service number.
<F5>	To enter a sale for entire category of items or services.

Format	Up to 15 characters
Example	Press <F5> to enter a seal for a category of items or services.

*1. Category

When <F5> is pressed, the screen will be redisplayed for entry of a sale price for a category of items or services rather than a single item or service number.

Options

Enter the category code or use the option:

<F1>	To scan through existing sale price records.
<F5>	To enter a sale of an item or service number.

Format	Up to 5 characters
Example	Type TOOLS

2. Start effect date

Options

Enter the date that the sale price will go into effect or use an option:

<Enter>	To use the displayed date (defaults to last start date entered).
<F1>	To scan through existing sale prices beginning from the item, service or category entered in field 1.
<F2>	To specify no starting date. The sale price will take effect immediately.

Format	MMDDYY
Example	010119

3. End effect date

Options

Enter the date of the last day the sale price will be in effect or use an option:

<Enter>	To use the displayed date (defaults to last end date entered).
<F2>	To specify no starting date. The sale price will take effect immediately.

Format	MMDDYY
Example	013119

4. Start effect time

Options

Enter the date that the sale price will go into effect or use the option:

<F2> or <Enter>	To specify no starting date. The sale price will take effect at midnight.

Format	HHMM, you may enter a time between 1200 and 1159
Example	1200

(AM or PM)

After you enter a specific **Start effect time** then you must designate that this time is either AM or PM.

A	AM = After 12 midnight and before 12 noon
P	PM = After 12 noon and before 12 midnight.

Format	One character, either A or P

5. End effect time

Options

Enter the time of the last moment the sale price will be in effect or use an option:

<Enter>	To use the displayed time
<F2>	To specify no ending time. The sale price will be in effect until midnight.

Format	HHMM
Example	0600

(AM or PM)

After you enter a specific **End effect time** then you must designate that this time is either AM or PM.

A	AM = After 12 midnight and before 12 noon
P	PM = After 12 noon and before 12 midnight.

Format	One character, either A or P

6. Price code

The price code specified here will override the price code on the item, the service during the sale. If this sale is for an entire category, the price code entered here will override the price codes for all of the items or services in the category during the sale.

Options

Enter the price code that was created in Inventory Control for this sale or use an option.

<Blank>	To specify a fixed sale price or prices in the fields below. Fixed sale prices can only be used if you are entering a sale for a specific item or service. This option is not valid for categories.
<F5>	To specify a percent discount.

Format	Up to 2 characters.
Example	Type A1 for the price code entered in Inventory Control.

If this sale is for a category the following price fields will not change and will indicate that the normal pricing will be used for each of the prices.

7. Price-1

This is the first of five prices that can be used for the sale. This would be the highest price charged for the item.

Note	Services only allow one price level.

Options

Enter Price-1 for this sale or use an option:

<Blank>	To enter zero for price-1.
<F2>	To use price-1 from the item or service record.

Format	9999999.999
Example	Press <F2>

8. Price-2

This will be the next highest price charged for the item and must be lower than Price-1. If the specified price code only uses price-1 as the basis, this price will be ignored.

Options

Enter price-2 or use an option:

<Blank>	To enter zero for price-2.
<F2>	To use price-2 from the item record.

Format	9999999.999
Example	Leave this field <Blank> if price code A1 only uses Price-1.

9. Price-3

This will be the next highest price charged for the item and must be lower than Price-2. If the specified price code only uses price-1, this price will be ignored.

Options

Enter price-3 or use an option:

<Blank>	To enter zero for price-3.
<F2>	To use price-3 from the item record.

Format	9999999.999
Example	Leave this field <Blank> if price code A1 only uses Price-1.

10. Price-4

This will be the next highest price charged for the item and must be lower than Price-3. If the specified price code only uses price-1, this price will be ignored.

Options

Enter price-4 or use an option:

<Blank>	To enter zero for price-4.
<F2>	To use price-4 from the item record.

Format	9999999.999
Example	Leave this field <Blank> if price code A1 only uses Price-1.

11. Price-5

This will be the lowest price charged for the item. If the specified price code only uses price-1, this price will be ignored.

Options

Enter price-5 or use an option:

<Blank>	To enter zero for price-5.
<F2>	To use price-3 from the item record.

Format	9999999.999
Example	Leave this field <Blank> if price code A1 only uses Price-1.

Field number to change ?

If this is a new sale price record, you will be allowed to make changes to any field displayed on the screen.

If this was an existing sale price record, you will not be allowed to change field number 1.

Options

Make any desired changes and use an option.

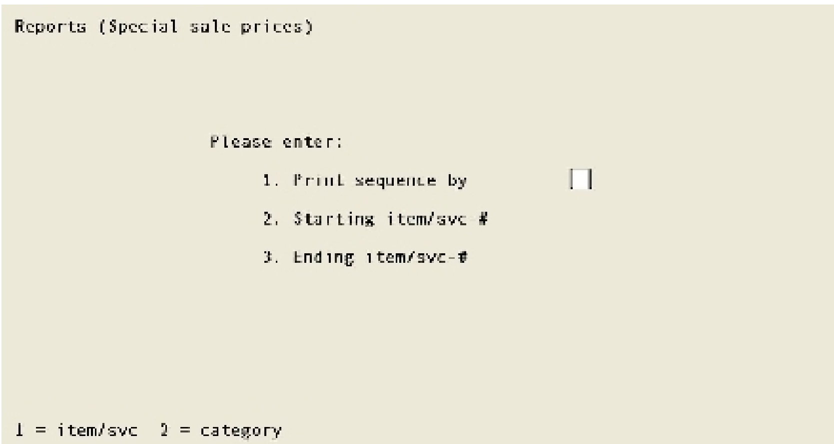
<Enter>	To save the information you have just entered.
<Esc>	To discard the information as entered.

PRINTING SPECIAL SALE PRICES

Use this selection to print out a list of Sale Prices. You will be able to print this list in sequence by item or service number or by Category.

Select

Special sale prices from the *Reports, prices* menu. The screen displays as follows:



1. Print sequence by

You may print the *Special Sale Prices List* either by Item/Service number or by Category.

1	To print by item or service number
2	To print by category

Format	One digit, either 1 or 2
Example	Type 1 to print by item or service number

If you elect to print by item or service number you will be prompted for starting and ending numbers.

2. Starting item/svc-#

Options

Enter the starting item or service number for the report or use the option:

<F1>	To default to the “First” item or service number

Format	Up to 15 characters
Example	Press <F1> for the “First” item or service number

3. Ending item/svc-#

Options

Enter the ending item or service number for the report or use the option:

<F1>	To default to the “Last” item or service number

Format	Up to 15 characters
Example	Press <F1> for the “Last” item or service number

If you elect to print by category you will be prompted for starting and ending categories.

2. Starting category

Options

Enter the starting category for the report or use the option:

<F1>	To default to the “First” item or service number

Format	Up to 5 characters
Example	Press <F1> for the “First” category

3. Ending category

Options

Enter the ending category for the report or use the option:

<F1>	To default to the “Last” category

Format	Up to 5 characters
Example	Press <F1> for the “Last” category

Field number to change ?

Options

Make any desired changes in the parameters entered for the report or use one of the options:

<Enter>	To print the report
<Esc>	To discard all parameters and re-enter

PURGING SPECIAL SALE PRICES

This selection allows you to purge sale prices from your system. You may purge one record or all records.

Select

Purge special sale prices from the *Utility* menu. The screen displays as follows:

You will be prompted to enter the item or service number of sale prices that you wish to purge.

Note	Care must be taken to protect valuable data when using this function. It is quite easy to remove all records from Special Sale Prices.

Item to purge

Options

Enter the item or service number for special sale prices that are to be purged or use an option:

<F1>	To purge special sale prices for "All" items and services
<F2>	To scan through items and services

Format	Up to 15 characters
Example	Press <F1> to purge special sale prices for all items and services

When the <F1> option is elected, the field will be filled with "All".

Ending cut-off date

Enter the cut-off date for the purge. Any special sale price with an ending date on or before this date will be purged from Special Sale Prices.

Options

Enter a date or use the option:

<F1>	To purge items for all dates

If you entered an item or service number in the previous field, using <F1> here will purge all special sale prices for that item regardless of the ending date.

If "All" items and services were specified in the previous field, using <F1> here will purge all the Special Sale Prices.

Format	MMDDYY
Example	Type 123119

Any change ?

You will be prompted to answer Y or N to any change in the purge parameters that were entered. The default is N.

If you elected to purge all items or services for all dates, the following message will be displayed.

*** WARNING WARNING WARNING ***

*** ***

*** You are about to purge the entire ***

*** special sale price file. ***

Are you sure ?

You will be given another option to abort the purge process.

Y	Type Y to purge Special Sale Pricing
N	Type N to abort the purge process and return to the main P/S menu

If you answer Y, a period of processing will follow and you will be prompted to return to the main P/S menu.

Purge complete - press <Esc>

Contract Prices

This chapter contains the following topics:

Introduction To Contract Prices

Contract prices are special prices given to a customer. The Passport Point of Sale Contract Prices feature allows you to set up a special customer price for an item, service, or category or items of services, without making any change to the item record. These prices are used when entering an item line on an order or invoice for a customer.

Three different types of contract pricing can be defined. Fixed contract prices allow you to give a customer a lower price for a specific item or service. Percentage off contract prices allow you to set up a percentage discount that a customer will receive off the regular price of an item or service. Price code contract prices allow you to specify a new price code that overrides the price code found in the item record.

If you plan to define contract prices using price codes, you will need to understand how price codes work in PBS. Refer to the *Price Codes* chapter in the *Inventory Control* documentation for more information on price codes.

Contract pricing is done on a per customer basis. Because of this, you must have the Passport Business Solutions Accounts Receivable in order to use contract prices.

Alternatively, Point of Sale may use the Inventory Control *Contract prices* feature. See the 16. Use I/C Alternate units for contract and sale pricing ? field in the *Control information* chapter for details.

Fixed Contract Price

The most basic form of contract pricing is when a customer will always receive an item or service at the same fixed price. Here is an example.

Customer #	ARI001
Item# / Service #	1
Start effect date	12/01/19
End effect date	12/31/19
Price code	(this field was left blank)
Price-1	27.50
Price-2	(blank)
Price-3	(blank)
Price-4	(blank)
Price-5	(blank)
Lower Sale Price ?	No

This method cannot be used for an entire category of items or services since Price-1, 2, 3, 4 and 5 cannot be entered for category contracts. This is because the variety of items and services in a category most likely vary in price. Fixed Contract Prices are a useful way of setting up contract pricing, but since they are so straightforward, that are not discussed further in this chapter.

Percentage Off Contracts

Another common contract is a percentage off. here is an example using an item category.

Customer #	AR1001
Category	TOOLS
Start effect date	12/01/19
End effect date	12/31/19
Percent disc	15.00
Price-1	use item price-1
Price-2	use item price-2
Price-3	use item price-3
Price-4	use item price-4
Price-5	use item price-5
Lower Sale Price ?	No

This type of contract pricing would work similarly for a specific item or service.

Contract Pricing Using Price Codes

A contract can be based on a price code. The price code must be defined in Inventory Control before entering the contract price record. Suppose item #1 was defined with a price code type 01 (discount based on quantity purchased). The contract price code will offer higher percentage discounts based on the same quantities as the original price code.

A new price code must be entered in Inventory Control, A1 for example, reflecting the contract discount percentages. Then the contract pricing is entered in Point of Sale as follows.

Customer #	ARI001
Item # / Service #	1
Start effect date	12/01/19
End effect date	12/31/19
Price code	A1
Price-1	use item price-1
Price-2	(blank)
Price-3	(blank)
Price-4	(blank)
Price-5	(blank)
Lower Sale Price ?	No

Since a contract price is entered for a specific customer, a contract price should not specify a price code that discounts by customer type. It is easier to enter a contract price with a percentage discount for a customer than to set up a new price code in Inventory Control that discounts by customer type.

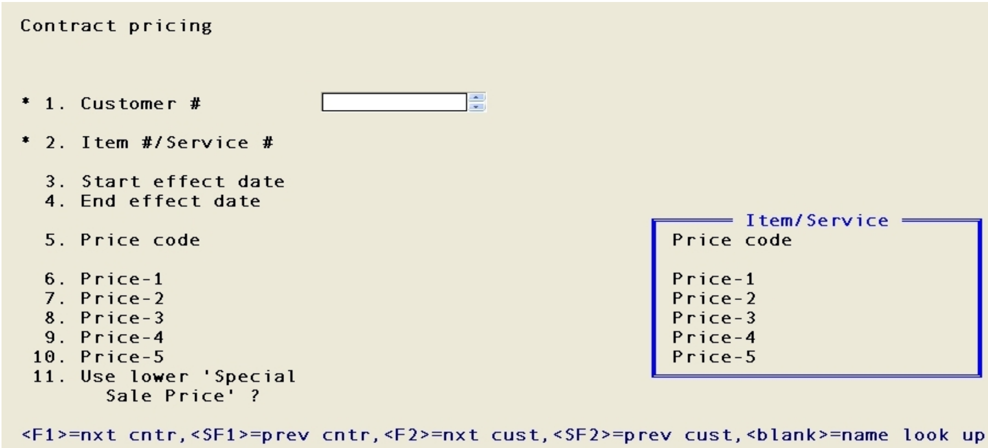
Note	Contract prices always override item prices. The price code in the contract price record overrides the item's normal price code. Even if the contract price does not specify a new price code, the item price code will be ignored when the contract price is calculated.

When setting contract prices using a price code, you may also define a new price basis for the contract price. For example, if price-one in the item record is $35.00 and price-one in the contract record is $31.50 in the contract price record, the contract price of $31.50 is used for the contract pricing instead of $35.00.

Use the *Contract prices* selection to enter contract prices for Items, services or categories of items or services. You will not be able to access this feature if you have it turned off in the POS Control information.

Select

Contract prices from the *Pricing* menu.



From this screen, you can work with both new and existing contract prices. If contract price information has already been entered for an item or category with a specified date range, that record will be displayed for you to make changes or to delete.

ENTERING CONTRACT PRICES USING PERCENT DISCOUNTS

This section describes how to enter a contract price that is a percentage off the regular price.

*1 Customer

Enter an existing customer number or use an option:

<F1>	To scan to the next contract price
<SF1>	To scan to the previous contract price
<F2>	To scan to the next customer
<SF2>	To scan to the previous customer
blank	Look up by customer name

Format	Up to 12 characters
Example	Type ARI001

*2. Item#/Service

This is a number that identifies an item or a service. Items specified must exist in Inventory Control *Items*. Services specified must exist in Point of Sale *Services*.

Options

Enter an item number or a service number or use the option:

<F1>	To scan to the next contract price
<SF1>	To scan to a previous contract price
<F5>	To toggle between entering a contract for an entire category of items or services or for a specific item or service

Format	Up to 15 characters
Example	Press <F5> to enter a contract for a category of items or services.

*2. Category

When <F5> is pressed, the screen will be redisplayed for entry of a contract price for a category of items or services rather than a single item or service number.

Options

Enter the category code or use the option:

<F1>	To scan through existing contract price records.
<F5>	To enter a contract price for an item or service

Format	Up to 5 characters
Example	Type TOOLS

3. Start effect date

Options

Enter the date that the contract price will go into effect or use an option:

<Enter>	To use the displayed date (defaults to last start date entered).
<F1>	To scan through existing contract prices beginning from the item, service or category entered in field 2.
<F2>	To specify no starting date. The contract price will take effect immediately.

Format	MMDDYY
Example	Press <F2> to specify that this contract pricing will take effect immediately

4. End effect date

Options

Enter the date of the last day the contract price will be in effect or use an option:

<Enter>	To use the displayed date (defaults to last end date entered).
<F2>	To specify no starting date. The contract price will be in effect until it is deleted.

Format	MMDDYY
Example	Press <F2> to maintain this contract price in effect until it is deleted

5. Price code

Options

If this contract price will use a price code, refer to the next section titled Entering Contract Prices Using Price Codes.

Use the option to enter a discount percent.

<F5>	To enter a discount percent for this contract price.

Format	Up to 2 characters.
Example	Press <F5> to enter a discount percent.

5. Percent disc

If this contract price will not use a price code, enter the discount percent that will be applied to the item, service or category of items or services.

Options

Otherwise, use the option to enter a price code.

<F5>	To specify a price code for this contract price.

Format	99.999
Example	Type 15 to specify a 15% discount.

When specifying a percent discount, as we have in this example, the price fields will not change and will indicate that the normal pricing will be used for each of the prices.

6. Price-1

Defaults to “use item price-1” for percent discount contracts.

7. Price-2

Defaults to “use item price-2” for percent discount contracts.

8. Price-3

Defaults to “use item price-3” for percent discount contracts.

9. Price-3

Defaults to “use item price-4” for percent discount contracts.

10. Price-3

Defaults to “use item price-5” for percent discount contracts.

11. User lower 'Special Sale Price' ?

Your entry in this field will determine whether lower sale prices should override contract pricing. You will be given three choices:

Y	Always use lower sale price
N	Ignore sale prices
O	Option to accept or reject a lower sale price at the time the order or invoice is entered

Format	1 character, either Y, N or O
Example	Type N to ignore sale prices

Field number to change ?

If this is a new sale price record, you will be allowed to make changes to any field displayed on the screen.

If this was an existing sale price record, you will not be allowed to change field number 1 or 2.

Options

Make any desired changes and use an option.

<Enter>	To save the information you have just entered.
<ESC>	To discard the information as entered.

Entering Contract Prices Using Price Codes

This section describes how to enter a contract price using a price code.

When planning to use a price code to control contract pricing, the price code must first be defined in Inventory Control. Refer to the chapter on price codes in the *Inventory Control* user documentation for information on defining price codes.

*1 Customer

Enter an existing customer number or use an option:

<F1>	To scan through existing contract records
<F2>	To scan through existing customer records

Format	Up to 12 characters
Example	Type ARI001

*2. Item#/Service

This is a number that identifies an item or a service. Items specified must exist in *Items* in Inventory Control. Services specified must exist in *Services* in Point of Sale.

Options

Enter an item number or a service number or use the option:

<F1>	To scan through existing contract price records.
<F2>	To scan through the items and services in order by item/service number.
<F5>	To enter a contract for entire category of items or services.

Format	Up to 15 characters
Example	Type 1 do define this contract of item or service # 1

*2. Category

When <F5> is pressed, the screen will be redisplayed for entry of a contract price for a category of items or services rather than a single item or service number.

Options

Enter the category code or use the option:

<F1>	To scan through existing contract price records.
<F5>	To enter a contract price for an item or service

Format	Up to 5 characters

3. Start effect date

Options

Enter the date that the contract price will go into effect or use an option:

<Enter>	To use the displayed date (defaults to last start date entered).
<F1>	To scan through existing contract prices beginning from the item, service or category entered in field 2.
<F2>	To specify no starting date. The contract price will take effect immediately.

Format	MMDDYY
Example	Press <F2> to specify that this contract pricing will take effect immediately

4. End effect date

Options

Enter the date of the last day the contract price will be in effect or use an option:

<Enter>	To use the displayed date (defaults to last end date entered).
<F2>	To specify no starting date. The contract price will be in effect until it is deleted.

Format	MMDDYY
Example	Press <F2> to maintain this contract price in effect until it is deleted

5. Price code

Options

The price code you specify in this field will override the price code on the item or service you specified above. If you specify a category, this price code will override the price code for all items or services in the category.

Enter the price code that you created in Inventory Control for this item or use an option:

<Blank>	Leave this field blank if you want to specify a fixed contract price in the price fields below. Fixed contract prices can only be used if you are entering a contract for a specific item or service as opposed to a category.
<F5>	To enter a discount percent for this contract price.

Format	Up to 2 characters.
Example	Type C1 to use this Inventory price code for this contract price

6. Price-1

This is the first of five prices that may be used for the contract price. This would be the highest price charged for the item.

Note	Services only allow one price level.

Options

Enter Price-1 for this sale or use an option:

<Blank>	To enter zero for price-1.
<F2>	To use price-1 from the item or service record.

Format	9999999.999
Example	Type 33

7. Price-2

This will be the next highest price charged for the item. If the specified price code only uses price-1, this price will be ignored.

Options

Enter price-2 or use an option:

<Blank>	To enter zero for price-2.
<F2>	To use price-2 from the item record.

Format	9999999.999
Example	Press <F2> to use price-2 from the item

8. Price-3

This will be the lowest price charged for the item. If the specified price code only uses price-1, this price will be ignored.

Options

Enter price-3 or use an option:

<Blank>	To enter zero for price-3.
<F2>	To use price-3 from the item record.

Format	9999999.999
Example	Press <F2> to use price-3 from the item record

9. Price-4

This will be the lowest price charged for the item. If the specified price code only uses price-1, this price will be ignored.

Options

Enter price-4 or use an option:

<Blank>	To enter zero for price-4.
<F2>	To use price-4 from the item record.

Format	9999999.999
Example	Press <F2> to use price-4 from the item record

10. Price-5

This will be the lowest price charged for the item. If the specified price code only uses price-1, this price will be ignored.

Options

Enter price-3 or use an option:

<Blank>	To enter zero for price-5.
<F2>	To use price-5 from the item record.

Format	9999999.999
Example	Press <F2> to use price-5 from the item record

11. User lower 'Special Sale Price' ?

Your entry in this field will determine whether lower sale prices should override contract pricing. You will be given three choices:

Y	Always use lower sale price
N	Ignore sale prices
O	Option to accept or reject a lower sale price at the time the order or invoice is entered

Format	1 character, either Y, N or O
Example	Type Y to always use lower sale price

Field number to change ?

If this is a new sale price record, you will be allowed to make changes to any field displayed on the screen.

If this was an existing sale price record, you will not be allowed to change field number 1 or 2. You will also be offered the option to delete this record using <F3>.

Options

Make any desired changes and use an option.

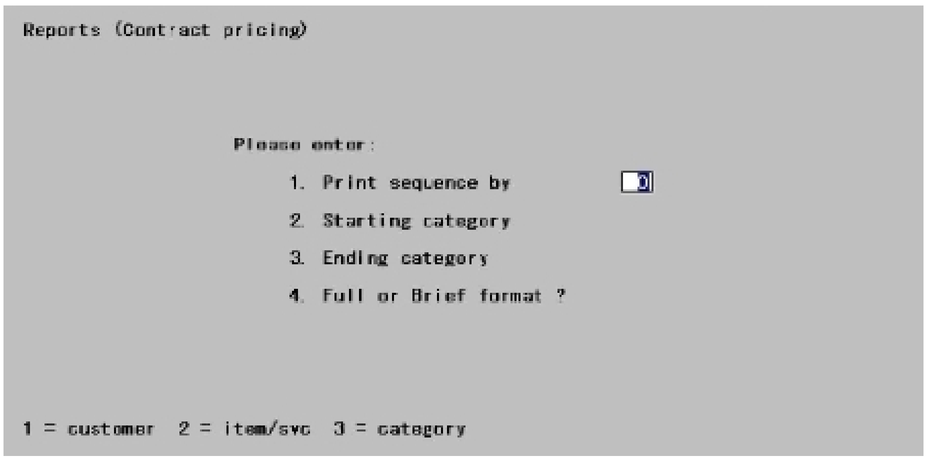
<Enter>	To save the information you have just entered.
<ESC>	To discard the information as entered.

PRINTING CONTRACT PRICES

Use this selection to print out a list of Contract Prices. You will be able to print this list in sequence by customer #, by item or service # or by category.

Select

Contract prices from the *Reports, prices* menu. The screen displays as follows:



1. Print sequence by

You may print the *Contract Prices List* either by Customer #, by Item/Service # or by Category.

1	To print by customer #
2	To print by item or service #
3	To print by category

Format	One number, either 1, 2 or 3
Example	Type 1 to print by customer number

If you elect to print by customer number, you will be prompted for starting and ending numbers.

2. Starting customer

Options

Enter the starting customer number for the report or use the option:

<F1>	To default to the “First” customer

Format	Up to 12 characters
Example	Press <F1> for the "First" customer

3. Ending customer #

Options

Enter the ending customer number for the report or use the option:

<F1>	To default to the "Last" customer

Format	Up to 12 characters
Example	Press <F1> for the "Last" customer

If you elect to print by item/service number, you will be prompted for starting and ending numbers.

2. Starting item/svc-#

Options

Enter the starting item or service number for the report or use the option:

<F1>	To default to the "First" item or service number

Format	Up to 15 characters
Example	Press <F1> for the "First" item or service number

3. Ending item/svc-#

Options

Enter the ending item or service number for the report or use the option:

<F1>	To default to the "Last" item or service number

Format	Up to 15 characters
Example	Press <F1> for the "Last" item or service number

If you elect to print by category you will be prompted for starting and ending categories.

2. Starting category

Options

Enter the starting category for the report or use the option:

<F1>	To default to the “First” item or service number

Format	Up to 5 characters
Example	Press <F1> for the “First” category

3. Ending category

Options

Enter the ending category for the report or use the option:

<F1>	To default to the “Last” category

Format	Up to 5 characters
Example	Press <F1> for the “Last” category

4. Full or brief format ?

Two forms of the list are available for printing. The brief format will print complete information for each contract price. The full format will print complete information and item and code descriptions.

Enter one of the following:

B	To print the list in brief format
F	To print the list in full format

Format	1 character, either B or F
Example	Type F to print the *Contract Pricing List* in full format

Field number to change ?

Options

Make any desired changes in the parameters entered for the report or use one of the options:

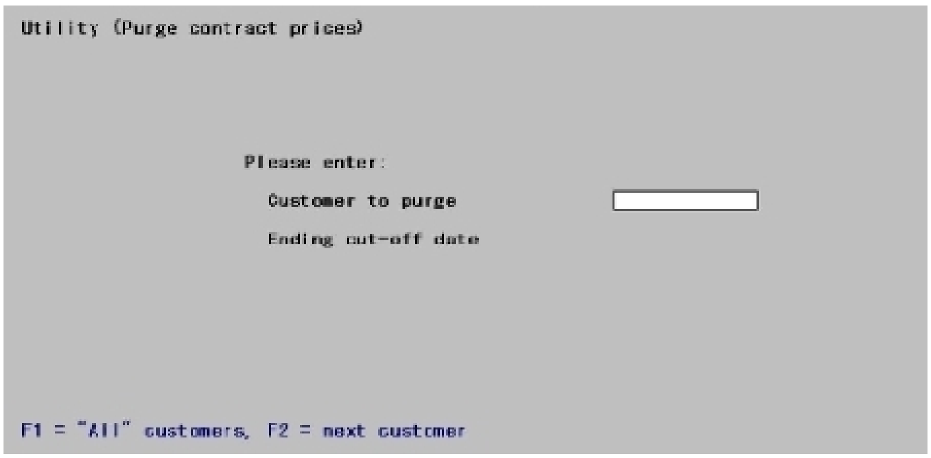
<Enter>	To print the report
<ESC>	To discard all parameters and re-enter

PURGING CONTRACT PRICES

This selection allows you to purge contract prices from your system. You may purge contract prices for one customer or for “All” customers.

Select

Purge contract prices from the *Utility* menu. The screen displays as follows:



You will be prompted to enter customer number for whom you wish to purge contract prices.

Note	Care must be taken to protect valuable data when using this function. It is quite easy to remove all records from Contract Prices.

Customer to purge

Options

Enter the customer for contract prices that are to be purged or use an option:

<F1>	To purge contract prices for “All” customers
<F2>	To scan through the customers

Format	Up to 12 characters
Example	Press <F1> to purge special sale prices for all customers

When the <F1> option is elected, the field will be filled with “All”.

Ending cut-off date

Enter the cut-off date for the purge. Any contract prices with an ending date on or before this date will be purged from Contract Prices.

Options

Enter a date or use the option:

<F1>	To purge contract prices for all dates

If a specific customer was specified in the previous field, using <F1> here will purge all contract price records for that customer regardless of the ending date.

If "All" customers were specified in the previous field, using <F1> here will purge all the Contract Prices.

Format	MMDDYY
Example	Type 123119

Any change ?

You will be prompted to answer Y or N to any change in the purge parameters that were entered. The default is N.

If you elected to purge contract prices for "All" customers and for all dates, the following message will be displayed.

*** WARNING WARNING WARNING ***

*** ***

*** You are about to purge the entire ***

*** contract pricing file. ***

Are you sure ?

You will be given an option to abort the purge process.

Y	Type Y to purge Contract Prices
N	Type N to abort the purge process and return to the main P/S menu

If you answer Y, a period of processing will follow and you will be prompted to return to return to the main P/S menu.

Purge complete - press <ESC>

Ship-to Addresses

This chapter contains the following topics:

INTRODUCTION TO SHIP-TO ADDRESSES

Use this selection to enter ship-to addresses for your customers in Accounts Receivable.

A ship-to address is an address at which a service is performed or to which an order is delivered that is different from a customer's billing address.

These addresses may be used when entering :

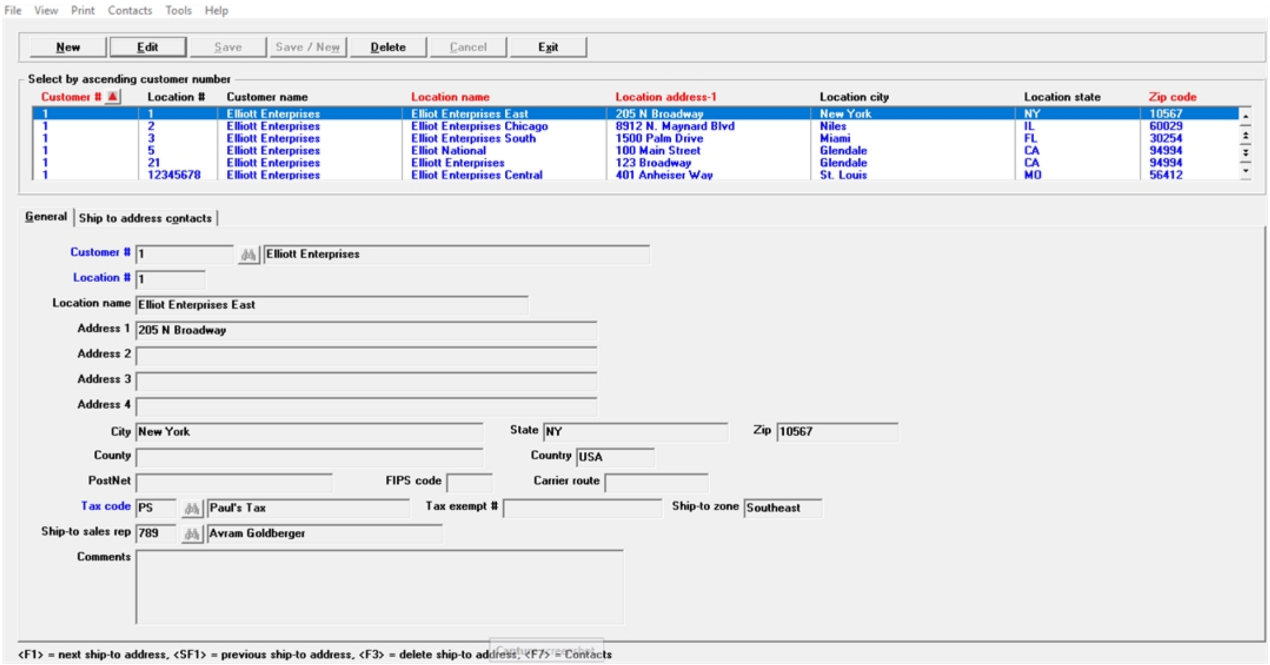
- A/R invoices and Recurring bills,
- if interfaced to Order Entry when entering orders,
- if interfaced with Customer Orders when entering sales orders and
- if interfaced with Point of Sale when entering transactions.

There may be an unlimited number of ship-to addresses for the same customer. If ship-to addresses are not used you are not required to enter anything here. You may enter multiple contacts for each ship-to address.

Ship-to addresses may be added on-the-fly when entering transactions, as described in the Transaction Processing chapter. You may also enter a ship-to address on the fly in A/R Invoices, O/E Orders and C/O Orders.

Select

Ship-to addresses from the *Master information* menu. You may also access it from *Ship-to addresses* on the A/R *Master information* menu. There are two tab for entering a ship-to address. This is the General tab:



Ship-to Address Location List Box

The list box displays up to 6 ship-to addresses at a time. You may sort the ship-to addresses by customer number, location name, location address 1 and zip code all in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the *View* menu options.

To locate an ship-to address, start typing the customer number or by any of the other sort options. You may also use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the address. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Ship-to addresses that display in the list box are available for changes or deletion. The fields for the selected ship-to address display in the lower part of the screen.

When a ship-to address is found, you may select the <Enter> key or Edit button to start editing.

Ship-to Address Buttons

You have the following options with the buttons and keyboard equivalents:

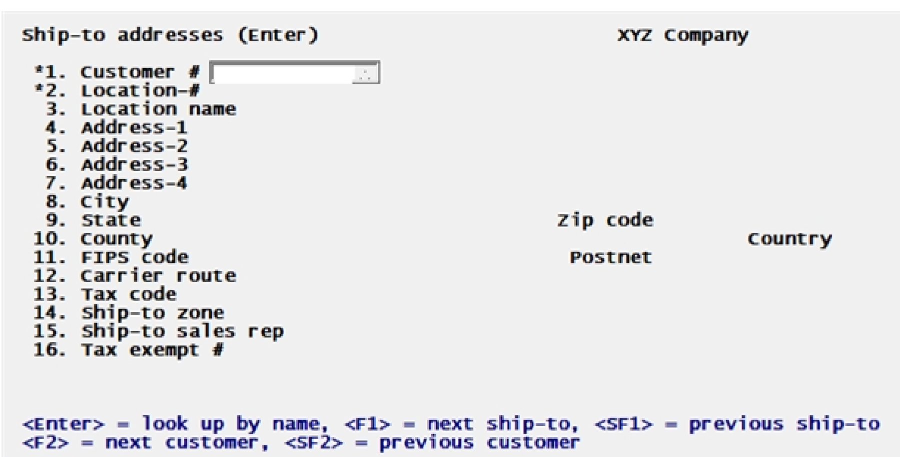
Button	Keyboard	Description
New	Alt+n	For entering a new ship-to address.
Edit	Alt+e	For editing an existing ship-to address.
Save	Alt+s	For saving a new ship-to address or for saving the changes to an existing ship-to address.
Save/New	Alt+w	This is a combination of the Save and New buttons.
Delete	Alt+d	To delete a ship-to address.
Cancel	Alt+c	To cancel adding or editing a ship-to address. Your entry will not be saved and the record will revert back to its previous state.
Exit	Alt+x	To exit the window and return to the menu.

Print and Contacts

There are several menu selections that are common to every screen and some that are unique to a screen. See the System documentation for a description of the common menu selections. The *Print* menu selection is unique to this screen as it allows you to print a list of ship-to addresses.

The *Contacts* menu selection provide access to the contacts for the selected ship-to address. You may also use the *All contacts* menu to find a contact.

Character mode



Entering Ship-to Addresses

From this screen you can work with new or existing ship-to addresses for your customers.

General Tab

There are two tabs for entering a ship-to address. The General tab fields are explained first:

Customer

Enter the number of the customer that this ship-to address is for. There must already be an entry for this number in *Customers*. Miscellaneous customers may not have ship-to locations. A miscellaneous customer is not a real individual customer but a generic category of customers.

Options

You may use one of the options:

Blank	To look up the customer by name.
<F1>	For the next ship-to entry on file, regardless of customer. Information on file for this entry will display and the cursor will be positioned at *Field number to change ?*.
<SF1>	For the previous ship-to address.
<F2>	For the next customer, in customer number sequence, regardless of whether or not there is an entry on file for this customer.
<SF2>	For the previous customer.
<F8>	To displays a list of customers in customer number order. Select a customer from the list.

Upon entry of a valid customer number, the customer's name displays to its right.

Format	12 characters
Example	Type 100

Entering Customers By Name

If you have left the customer number blank the cursor moves to the customer name field to allow selection by name. Enter the name, or just the leading characters of the name. Upper / lower case is significant. You may use one of the options:

Blank	To go back to looking up the customer by number
<F2>	For the next customer, in customer name sequence
<SF2>	For the previous customer
<F7>	To access the ship-to contacts screen for adding, editing and deleting contacts. See Ship-to Address Contacts.
<F8>	To display a list of customers in customer name order. Select a customer from the list.

Format	50 characters
Example	(Does not occur in this example because you selected a customer by number).

Location

Enter a ship-to location number to identify this ship-to address. Where available, you may wish to use the customer's store or warehouse number for this purpose. Each one of a customer's ship-to addresses must have a different location number, but the same number may be re-used for different customers. If the customer and ship-to number correspond to an existing entry, that entry displays on the screen. In character mode the cursor is positioned at *Field number to change ?*; otherwise the cursor moves to the location name field.

Note that if you know the customer but not his ship-to location number, <F1> and <SF1> are not available here for paging through the various locations. Use <F8> or click on the binoculars icon for displaying a list of ship-to locations.

Format	8 characters
Example	Type NSE

Location name

Options

Enter the name to which shipments are to be made. This may be left blank. You may use the option:

<F2>	To use the customer name as the ship-to name.

Format	50 characters
Example	Press <F2>

Address 1
Address 2
Address 3, *and*
Address 4

Three lines are provided for the ship-to address. All three are optional. There are no rules about where the city and zip code go; you may wish to adopt your own standard about this.

When printed on the invoice, any blank lines in the address will be closed up so as to leave no gaps.

The program defaults each address line to the corresponding customer's address line.

Format	60 characters at each field
Example	Type 1550 South Coastline Blvd. Press <Enter> for line 2 Press <Enter> for line 3 Press <Enter> for line 4

City

Enter the city for this ship-to address. The customer's city is the default.

Format	45 characters
Example	Type Refugio Beach

State

Enter the state for this ship-to address. The content of this field will be automatically forced to upper case. The customer's state is the default.

Format	23 characters
Example	Type CA

Zip

Enter the zip code for this ship-to address. The customer's zip code is the default.

Format	15 characters
Example	Type 91809

County

Enter the county for this ship-to address. The customer's county is the default.

Format	45 characters
Example	Press <Enter>

Country

Enter the country code. This field is optional. The customer's country is the default.

Format	3 characters
Example	Press <Enter>

PostNet

This field is reserved for future use.

Enter the PostNet location code for this ship-to address.

Format	25 characters
Example	Press <Enter>

FIPS code

This field is reserved for future use. You may use it for custom forms or reports.

Enter the FIPS code for this ship-to address.

Format	5 characters
Example	Press <Enter>

Carrier route

This field is reserved for future use. You may use it for custom forms or reports.

Enter the carrier route for this ship-to address.

Format	12 characters
Example	Press <Enter>

Tax code

The sales tax where materials are delivered or services performed may be different from the tax at the customer’s billing address. This field is required, and must correspond to an existing entry in *Tax codes*. Enter a tax code, or use the option:

<F2>	Using character mode, for the customer’s tax code at this location.

Format	3 characters
Example	Press <F2> for the customer's tax code

Tax exempt

If the ship-to is exempt from taxes, enter his tax-exempt number.

Format	20 characters
Example	Press <Enter> to leave this field blank

Ship-to zone

If your freight charges are based on the customer's ship-to distance from your headquarters, you may assign a *shipping zone* to your ship-to addresses. This field is optional, and if present may be in any format. This field has a specific function only when interfaced to Customer Orders.

Format	10 characters. There is no default.
Example	Type Southeast

Ship-to sales rep

If you specified in A/R *Control information* that you don't use sales representatives, this field may not be entered.

Options

Otherwise, this is the number of the sales representative assigned to this customer's ship-to. It will appear as the default when entering an invoice for this customer's ship-to (but can be overridden as needed). Enter a valid sales representative number, or use one of the options:

<F1>	For the next entry in *Sales reps*.
<SF1>	For the previous sales representative.
<F2>	For the customer's sale rep at the bill-to location.
<F8>	To access a list of sales representatives. You may select one from the list.

Format	3 characters
Example	Type 15A

Comments

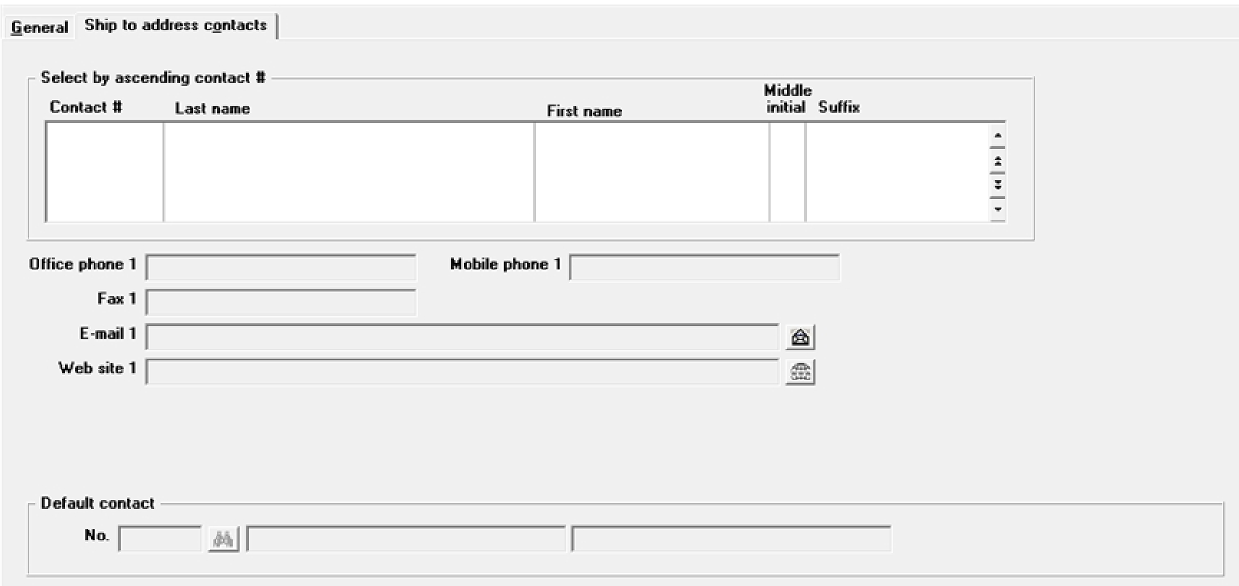
Enter any comments about this ship-to address. Comments are optional.

For character mode refer to the *Using Notes* section of the *User of Function Keys, ToolBar and Windows* chapter in the *System User* documentation.

Format	Five lines of 64 characters each
Example	Type All deliveries to this address Press <Enter> Press <Esc> Press <Enter>

Contacts Tab

This is the ship-to address contacts tab:



The phone numbers, email and web site fields on the tab are view only. Information will only display in these fields if a customer contact has been entered and data was entered for these fields.

In the case of Email-1 and Web-site 1, you may click on the button to the right of Email-1 to start an email to the selected contact and you may click on the button to the right of Web-site 1 to open the contact's web site 1.

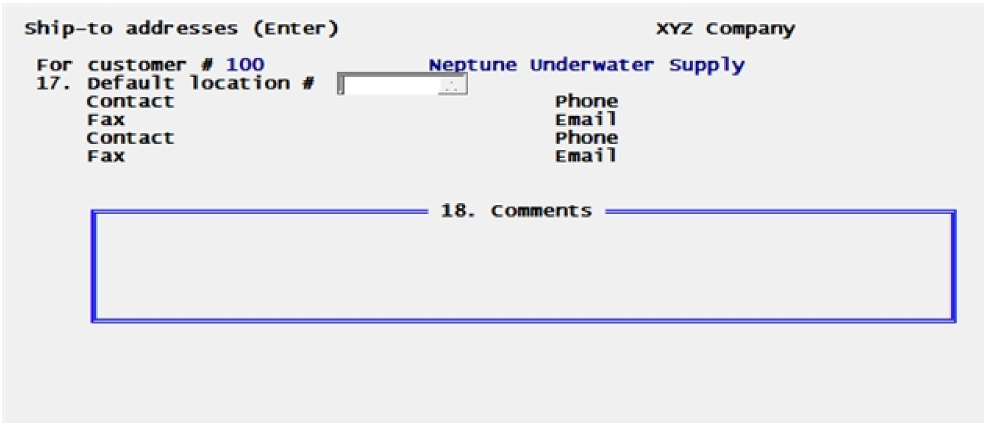
You may enter the following field:

Default contact

Enter the default contact for this ship-to address. On a new ship-to entry there will not be a contact for entering this field. Following the entering of the ship-to address, enter a contact. Then you may enter this field.

This field has no functional use.

Character Mode



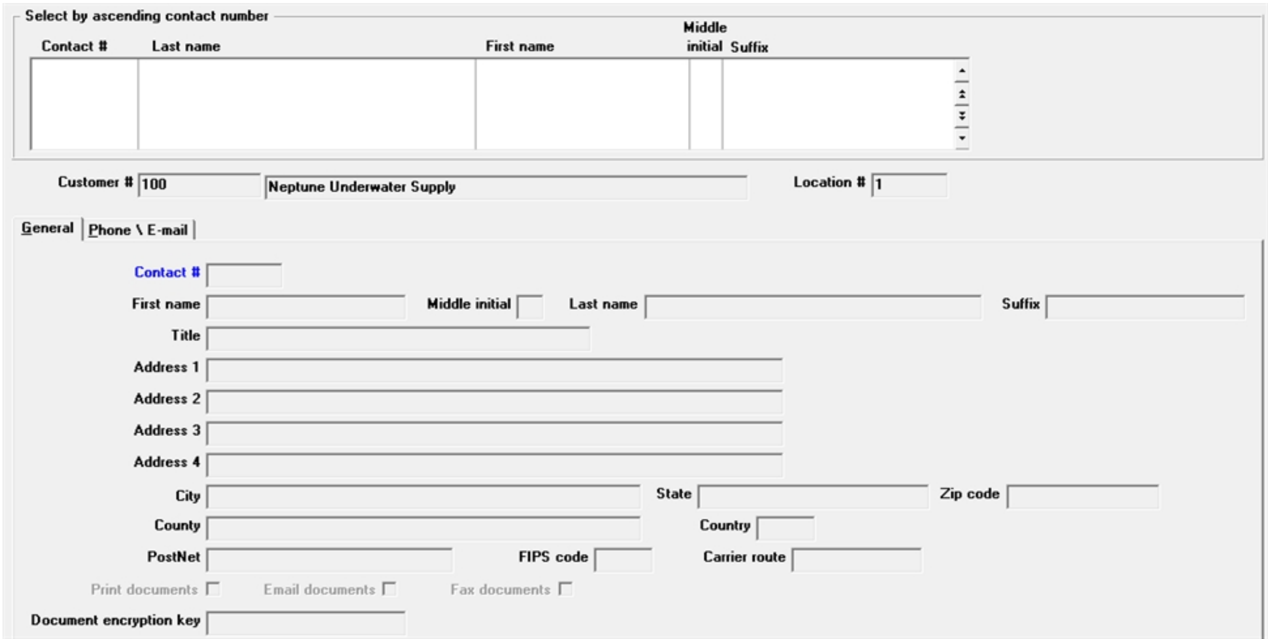
Ship-to Address Contacts

Enter the contacts for this location. For each contact, you may enter their address, telephone numbers, fax numbers, e-mail addresses and web sites.

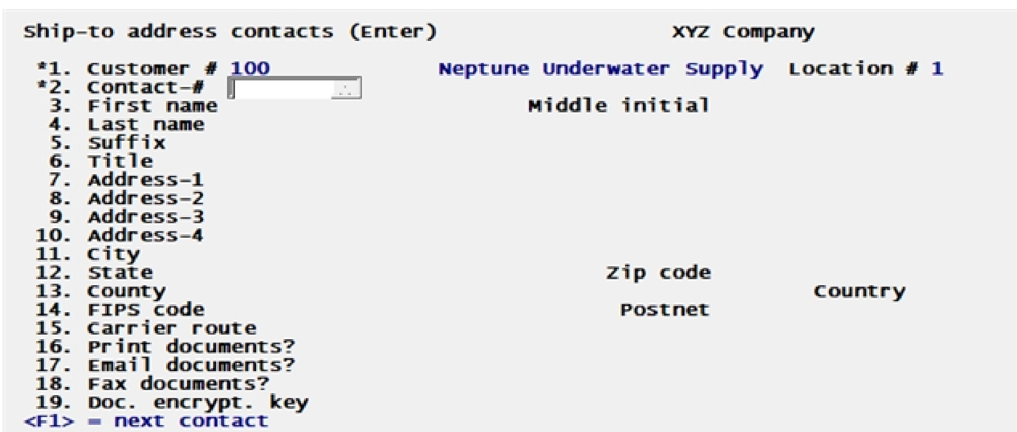
- All contacts are optional.
- All the fields for each contact are optional. For example, you can know the contact's telephone number without knowing the person's name.
- No formatting rules are enforced for any of these fields. If you expect to be using any utility module to sort data by area code, you should adopt your own standard for phone number format.

List Box and General Tab

The list box displays as many as 6 contacts for the selected ship-to location. Contacts are sorted by Contact number.



Character Mode



Contact

Enter a unique number to distinguish this contact from the ship-to addresses of other contacts.

Options

If you have ship-to addresses, these options will be available to you.

<F1>	For the next contact for this ship-to address
<SF1>	For the previous contact for this ship-to address
<F3>	To delete the displayed contact for this ship-to address

Format	99999999
Example	Type 3

First name

Enter the first name of this contact.

Format	20 characters
Example	Type Tim

Middle initial

Enter the middle initial of this contact.

Format	1 character
Example	Press <Enter> to leave this field blank.

Last name

Enter the last name of this contact.

Format	35 characters
Example	Type Rawlings

Suffix

Enter the suffix of this contact.

Format	20 characters
Example	Press <Enter> to leave this field blank.

Title

Enter a description of the position (title) of this contact.

Format	40 characters
Example	Type Purchasing Agent

Address 1, Address 2, Address 3 and Address 4

Enter the address of your contact.

Format	60 characters for all 4 lines
Example	Type Building 4-D Type 1000 Industrial Park Rd. Press <Enter> for line 3 Press <Enter> for line 4

City

Enter the city for this contact.

Format	45 characters
Example	Type Los Angeles

State

Enter the state for this contact. The content of this field will be automatically forced to upper case.

Format	23 characters
Example	Type CA

Zip

Enter the zip code for this contact.

Format	15 characters
Example	Type 92251

County

Enter the county for this contact.

Format	45 characters
Example	Press <Enter>

Country

Enter the country for this contact. The content of this field will be automatically forced to upper case.

Format	3 characters
Example	Press <Enter>

PostNet

This field is reserved for future use.

Enter the PostNet location code for this contact.

Format	25 characters
Example	Press <Enter>

FIPS code

This field is reserved for future use.

Enter the FIPS code for this contact.

Format	5 characters
Example	Press <Enter>

Carrier route

This field is reserved for future use.

Enter the carrier route for this contact.

Format	12 characters
Example	Press <Enter>

Print documents

This field is reserved for future use.

Format	Check box
Example	Select <Enter> to not check the box

Email documents

This field is reserved for future use.

Format	Check box
Example	Select <Enter> to not check the box

Fax documents

This field is reserved for future use.

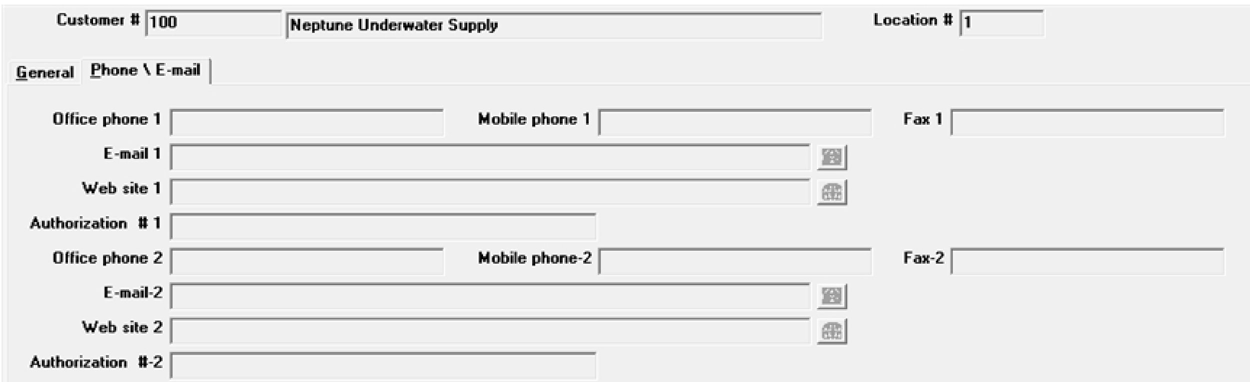
Format	Check box
Example	Select <Enter> to not check the box

Document encryption key

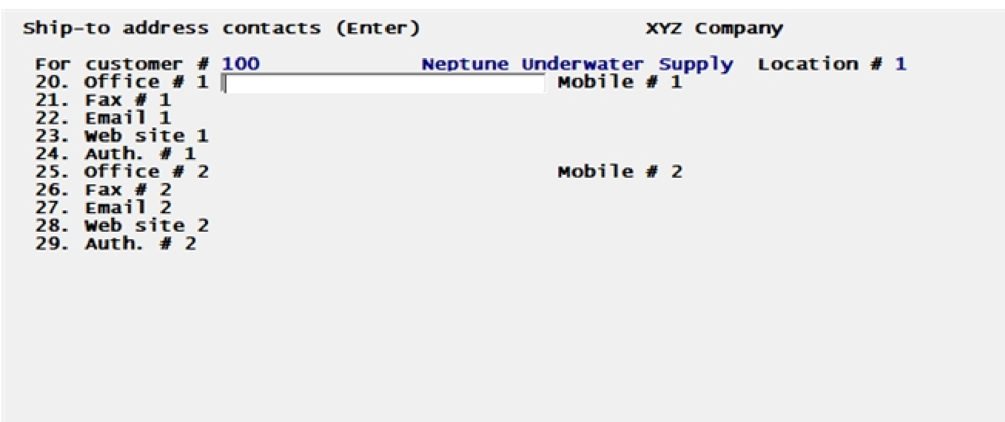
This field is reserved for future use.

Format	20 characters
Example	Press <Enter>

Phone \ Email tab



Character Mode



Office phone 1

Enter the first office telephone number for this contact.

When you enter a location contact 1, this phone number displays in the ship-to location lookup.

Format	25 characters
Example	Type 437-555-1246 for office phone 1

Mobile phone 1

Enter the first mobile telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Fax 1

Enter the first fax number for this contact.

Format	25 characters
Example	Press <Enter>

Email 1

Enter the first email address of this contact.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Type asmith@netunewater.com

Web site 1

Enter the first web site address for this contact.

Clicking on the button to the right of the web site field opens your default browser application and opens the web address entered here.

Format	60 characters
Example	Press <Enter>

Authorization # 1

If applicable, enter the code which the customer' ship-to contact has provided you in order to confirm that you have the authority to order goods from this customer.

Format	40 characters
Example	Press <Enter>

Office phone 2

Enter the second office telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Mobile phone 2

Enter the second mobile telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Fax 2

Enter the second fax number for this contact.

Format	25 characters
Example	Press <Enter>

Email 2

Enter the second email address of this contact.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Press <Enter>

Web site 2

Enter the second web site address for this contact.

Format	60 characters
Example	Press <Enter>

Authorization # 2

If applicable, enter the code which the customer's ship-to contact.

Format	40 characters
Example	Press <Enter>

To close the contact window and return to the ship-to address record, press <Esc>.

Options

Make any needed changes.

In character mode, if this is an existing entry, you may also use the option:

<F3>	To delete this entry

Upon pressing <Enter> with this field blank, the screen will clear for the next entry.

PRINTING A REPORT OF SHIP-TO ADDRESSES

Select

Ship-to addresses from the *Reports, general* menu.

The following screen appears:

Character Mode

Enter the following information:

Starting customer #
Ending customer #

Enter the range of customers by number for including ship-to location addresses on the report. You may also use the option:

<F2>	For the "First" starting customer number or "Last" ending customer number

Format	12 characters
Example	Press <F2> at each field.

Print comments

Check the box to print the ship-to comments. Leave it uncheched to omit the comments.

Character mode. Answer Y to print comments or N to not print comments.

Format	Check box
Example	Select <Enter> to not check the box

Print contacts

Check the box to print the ship-to contacts. Leave it uncheched to omit the contacts on the report. There can be multiple contacts per ship-to location.

Character mode. Answer Y to print contacts or N to not print contacts.

Format	Check box
Example	Select the <Space bar> to check the box

OK or Cancel

Click on OK to displays a list of printers and select one to print the report. Click on Cancel to return to the menu without printing the report.

Customer Restrictions

This chapter contains the following topics:

INTRODUCTION TO CUSTOMER RESTRICTIONS

This feature allows you to temporarily restrict the type of payments a customer may use when purchasing goods or services.

A customer restriction is created for each terms code or payment code that a specific customer will be allowed to use. If no customer restrictions exist for a customer, the customer will be allowed to use any valid terms or payment code.

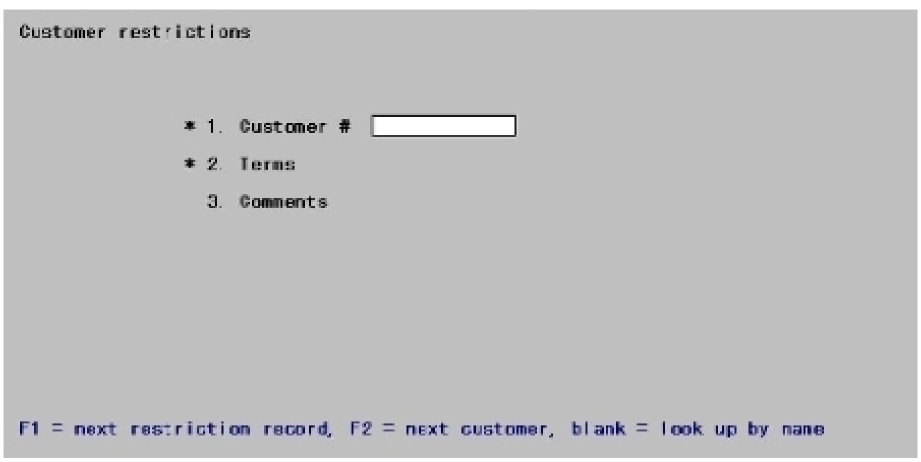
If a customer restriction is created for a customer, that customer will only be allowed to use the terms or payment method allowed by that customer restriction. You may create multiple restriction records for a customer.

For example, if Company ABC has paid by check in the past and these checks were returned by the bank for insufficient funds, you may elect to limit this customer's payment methods to cash and to a credit card. This will allow the customer to make cash or credit card purchases but would prevent them from paying by check or from receiving A/R terms.

Once this customer is restricted to cash or credit card payments, other payment methods will be denied to the customer when making purchases.

Select

Customer restrictions from the *Master information* menu. The screen displays as follows:



ENTERING CUSTOMER RESTRICTIONS

From this screen you can enter new customer restrictions or work with existing customer restrictions.

*1. Customer

Enter an existing customer number or use an option:

<F1>	To scan through existing customer restrictions
<F2>	To scan through existing customers
<Enter>	To leave this field blank and enter a customer name

Format	Up to 12 characters
Example	Press <Enter> to enter by customer name

Customer Name

Enter an existing customer name or use an option:

<F2>	To scan through existing customers
<Enter>	To leave this field blank and enter by customer number

Format	Up to 25 characters
Example	Type Ariel Enterprises

*2. Terms

Enter an existing A/R terms code or a P/S payment code. This is a payment method that the customer will be allowed to use when making purchases.

Format	Up to 3 characters
Example	Type CA to create a cash restriction record for this customer

3. Comments

Optionally enter comments about this customer’s restriction(s). These comments will be displayed if a salesperson attempts to enter a payment or terms code that is not authorized for this customer.

If your restrictions vary significantly from customer to customer, you may want to include this customer’s valid payment codes/methods in this comment area.

Note	The last non-blank comment found is displayed when an invalid payment selected for this customer. Therefore, it is not necessary for each record to have a comment. Only one comment needs to be entered per customer regardless of the number or restrictions entered.

Format	5 lines of 25 characters each
Example	Insufficient Funds Checks Returned 1/5/99, 2/18, 5/25 Valid Codes: CA MC VS DC AE

Press <Enter> to leave comment lines blank.

Field number to change ?

If this is a new customer restriction record, you will be allowed to make changes to any field displayed on the screen.

If this was an existing customer restriction record, you will only be allowed to change the comments. You will also have the option to delete this record using <F3>.

Make any desired changes and use an option.

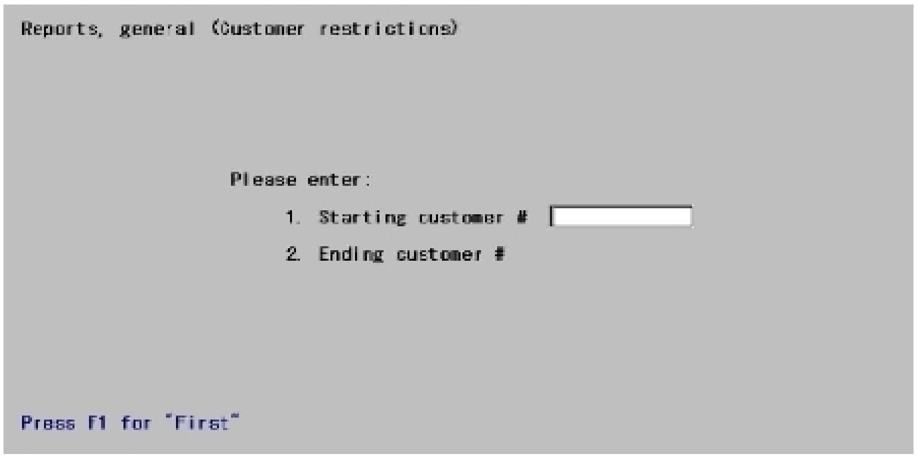
<Enter>	To save the information you have just entered.
<ESC>	To discard the information as entered.

PRINTING CUSTOMER RESTRICTIONS

Use this selection to print the *Customer Restrictions List* for one customer or a range of customers.

Select

Customer restrictions from the *Reports, master* menu. The screen displays as follows:



1. Starting customer

Enter the starting customer number to print on the report or use the option:

<F1>	To include the first customer

Format	Up to 12 characters
Example	Press <F1> to print report for "First" customer

2. Ending customer

Enter the ending customer number to print on the report or use an option:

<F1>	To include the last customer
<Enter>	To default to the customer number entered in field 1

Format	Up to 12 characters
Example	Press <F1> to print report for "Last" customer

Pressing <F1> for “First” and <F1> for “Last” will print a report that includes restrictions for all customers.

3. Field number to change ?

Make any desired changes in the parameters entered for the report or use one of the options:

<Enter>	To print the report
<ESC>	To discard all parameters, re-enter or exit

Management

This chapter contains the following topics:

INTRODUCTION TO MANAGEMENT

The management functions, available from the Management menu, allow you to control and monitor your Passport Business Solutions Point of Sale processes.

At the start of business, use management selections to open or define cash drawers. Prior to posting the days activity, use management selections to close and reconcile your cash drawers.

Note	You are not required to use cash drawers with the Passport Business Solutions Point of Sale.

Throughout the day, various reports will be available to allow you to monitor the activity of your Passport Business Solutions Point of Sale system. These reports are available to track current activity within the system prior to posting, typically at the end of each day.

OPENING A DRAWER

Use this selection to “initiate” a drawer for use. Before a cash drawer can be used, it must be opened.

Drawers are defined in the entry of a a device in the Register. If you do not use cash drawers, you may skip this selection.

Select

Open a drawer from the *Management* menu. The screen displays as follows:

*1. Store

Enter the number of the store where the cash drawer is used. The store description is displayed once the store number is accepted.

Format	Up to 3 characters
Example	Type A

*2. Drawer

Enter a drawer number or code that will be used to identify the drawer that is being opened.

Format	Up to 3 characters
Example	Type 1

If the drawer number identifies a drawer that is already open for this store, the following message will be displayed and the process will be aborted.

This drawer is already open Press <Enter> or <F8>

Press <Enter> to open another drawer.

Options

If the drawer number identifies a drawer that has been open since the last posting, you will be asked if you want to reopen the drawer.

Y	To open the drawer
N	To cancel the operation

3. Starting Cash

Enter the starting cash amount in the drawer.

Note	If you are opening a drawer that has been opened and closed since the last posting, you will not be able to specify a starting cash amount because Point of Sale assumes the drawer is in the same condition it was in when it was closed.

Format	999999.99-
Example	Type 100

Field number to change ?

You will only be allowed to change the starting cash amount from this point.

Options

Enter 3 to change Starting cash or use an option:

<Enter>	To finish opening the drawer
<ESC>	To cancel opening the drawer

Would you like to pop open the register ?

If you press <Enter> you will be prompted to open the register drawer to insert the starting cash amount.

You can pop open the register to insert the cash drawer to put in the starting cash. Would you like to pop open the register?

Y	To pop open the drawer (default)
N	To finish opening the drawer

Register number

If you answer Y to pop open the drawer, you will be prompted for a register number where the drawer will be used. The following will display.

Enter the register number containing the cash drawer.

Enter the register number to open the cash drawer. Insert the cash that you wish to start with and close the drawer.

Format	Up to three characters
Example	Enter 1

This completes the process of opening a cash drawer for use with Passport Business Solutions Point of Sale.

CHECKING DRAWER STATUS

You may check the status of an open drawer that will provide you with drawer activity since End of day was last run. You may print this report to any installed printer or to disk or display the information to screen.

The Drawer Status Report will provide you with the following information for each open drawer:

- Drawer number
- Store number
- User number
- User name
- Status
- Starting Cash
- Drawer Pay-Outs
- Drawer Total
- A/R Total
- Drawer Grand Total for a Store
- A/R Grand Total for a Store

Select

Drawer status from the *Management* menu. The screen displays as follows:

This report is generated for all drawers automatically and will be printed as soon as a selection is made from the Passport Business Solutions printer selection screen.

PRINTING A DRAWER WORKSHEET

At the end of a day or the end of a shift, before you close a cash drawer, you may print this worksheet to record the contents of the cash drawer before you close the cash drawer. The *Drawer Worksheet* is printed for a drawer within a store.

The Drawer Worksheet contains a list of information that you will need to know when you close the drawer such as coin and paper denominations and credit card receipts in the drawer. Blank lines are provided so that you may enter the actual content of the drawer in preparation for closing the drawer.

Select

Print drawer worksheet from the *Management* menu. The screen displays as follows:

You will be prompted to enter a drawer number and a store number.

Drawer

Enter the drawer number that this worksheet will be printed for.

Format	Up to 3 characters
Example	Type 1 to print the worksheet for drawer 1

Store

Enter the store number where this drawer is used.

Format	Up to 3 characters
Example	Type 1 for the store where the drawer is used

After this information is entered, the Passport Business Solutions printer selection screen is displayed. Select a printer for the *Drawer Worksheet*.

CLOSING A DRAWER

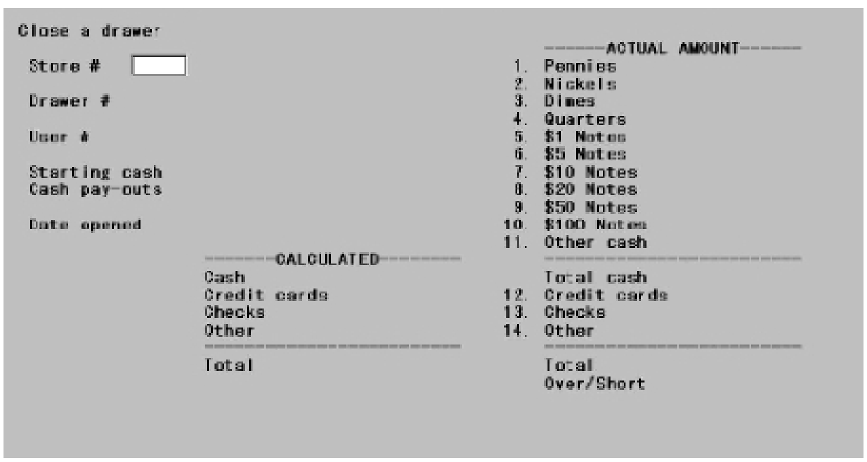
Use this selection to close a drawer. A drawer must be closed before the *End of day* selection can be performed. When you close the drawer, you will be required to enter the contents of the drawer.

You must count all of the cash, credit card receipts, and checks and enter the amounts for each. The *Drawer Worksheet* will help you do this so that closing the drawer will proceed smoothly.

The Passport Business Solutions Point of Sale system calculates totals for cash, credit cards and checks that should be in the drawer based on the drawer's starting cash and the activity for this drawer while it is open. Any discrepancy between the calculated amounts and the actual amounts will appear on the Overage/Shortage Report described later in this chapter.

Select

Close a drawer from the *Management* menu. The screen displays as follows:



Store

Enter the store number for the store where the cash drawer is used. The store description will be displayed automatically for a valid store number.

Format	Up to 3 characters
Example	Type 1 for store #1

Drawer

Enter the number of the drawer being closed.

Format	Up to 3 characters
Example	Type 1 for drawer #1

After the drawer number is entered the values for User #, Starting cash, Cash pay-outs and the Date opened are automatically filled and the cursor is positioned at field 1 for entry of an amount in the drawer that is comprised of pennies.

User

The User # and User name are automatically filled after entry of the Drawer #.

Starting cash

The drawer's Starting cash amount is automatically filled after entry of the Drawer #.

Cash pay-outs

The total Cash pay-outs for this drawer is automatically filled after entry of the Drawer #.

Date opened

The date that this drawer was opened is automatically filled after entry of the Drawer #.

1. Pennies

Enter the total value of the pennies in the cash drawer or press <Enter> if no pennies are in the drawer.

Format	999999.99
Example	No example given

2. Nickels

Enter the total value of the nickels in the cash drawer or press <Enter> if no nickels are in the drawer.

Format	999999.99
Example	No example given

3. Dimes

Enter the total value of the dimes in the cash drawer or press <Enter> if no dimes are in the drawer.

Format	999999.99
Example	No example given

4. Quarters

Enter the total value of the quarters in the cash drawer or press <Enter> if no quarters are in the drawer.

Format	999999.99
Example	No example given

5. $1 Notes

Enter the total value of the one dollar bills in the cash drawer or press <Enter> if no one dollar bills are in the drawer.

Format	99999999
Example	No example given

6. $5 Notes

Enter the total value of the five dollar bills in the cash drawer or press <Enter> if no five dollar bills are in the drawer.

Format	99999999
Example	No example given

7. $10 Notes

Enter the total value of the ten dollar bills in the cash drawer or press <Enter> if no ten dollar bills are in the drawer.

Format	99999999
Example	No example given

8. $20 Notes

Enter the total value of the twenty dollar bills in the cash drawer or press <Enter> if no twenty dollar bills are in the drawer.

Format	99999999
Example	No example given

9. $50 Notes

Enter the total value of the fifty dollar bills in the cash drawer or press <Enter> if no fifty dollar bills are in the drawer.

Format	99999999
Example	No example given

10. $100 Notes

Enter the total value of the one-hundred dollar bills in the cash drawer or press <Enter> if no one-hundred dollar bills are in the drawer.

Format	99999999
Example	No example given

11. Other cash

Enter the total value of the other cash in the cash drawer or press <Enter> if no other cash is in the drawer. Other cash will include denominations not listed above, such as two-dollar bills.

Format	999999.99
Example	No example given

Total cash

This is a “display only” field. As you enter amounts for the cash in the drawer, the Total cash displayed will accumulate in this field. This amount is based on the starting cash in this drawer and the cash activity that took place since *End of day* was last run.

After you have entered amounts for all cash amounts in the cash drawer, you will enter amounts for other forms of payment.

12. Credit cards

Enter the total dollar amount for credit card transactions for this drawer or press <Enter> if no credit card transaction took place in this drawer.

Format	999999.99
Example	No example given

Credit cards calculated

This is a “display only” field and reflects the total dollar amount for credit card transactions processed for this drawer.

13. Checks

Enter the total dollar amount for checks that were processed for this drawer or press <Enter> if no checks were received in this drawer.

Format	999999.99
Example	No example given

Checks calculated

This is a “display only” field and reflects the total dollar amount for check transactions processed for this drawer.

14. Other

Enter the total dollar amount for transactions not included in the above amounts or press <Enter> if no other transactions took place for this drawer.

Format	999999.99
Example	No example given

Other calculated

This is a "display only" field and reflects the total dollar amounts for "Other" transactions processed for this drawer.

Total / Total calculated

The totals for the actual and calculated and the actual amounts are displayed. These columns should be equal.

Over/Short

The difference between the calculated and the actual amounts is displayed here. An overage is shown as a negative number and a shortage is shown as a positive number.

Field number to change ?

Options

Enter the number of the field you wish to change or use an option:

<Enter>	To save the information you have entered
<ESC>	To discard the information you have just entered

PRINTING AN OVERAGE/SHORTAGE REPORT

The *Overage/Shortage Report* lists the drawers for a store, the date the drawer was opened, the starting cash in the drawer, pay-outs for the drawer and the drawer's user.

The report lists the actual amounts, calculated amounts and differences in four categories for drawers that are closed. Actual and calculated cash, checks, credit cards and other payment types are listed along with calculated overages or shortages for each of these categories.

Drawer and Store totals are provided on the report for actual and calculated amounts as well as overages or shortages.

Select

Overage/shortage report from the *Management* menu. The screen displays as follows:

This report prints for all closed drawers prior to running *End of day* and displays the Passport Business Solutions printer selection screen.

Select a printer, to Print to disk or to Display on screen.

PRINTING A DRAWER ACTIVITY REPORT

The Drawer Activity Report prints a log of all transactions for all drawers since *End of day* was last run. Registers with no drawers are also tracked.

The *Drawer activity report* lists transaction information, including the transaction type, invoice number, transaction number, amount, payment type or terms for each transaction that has been entered since the last posting.

Sub-totals are provided for transactions, drawers, stores. There is also a grand total by company.

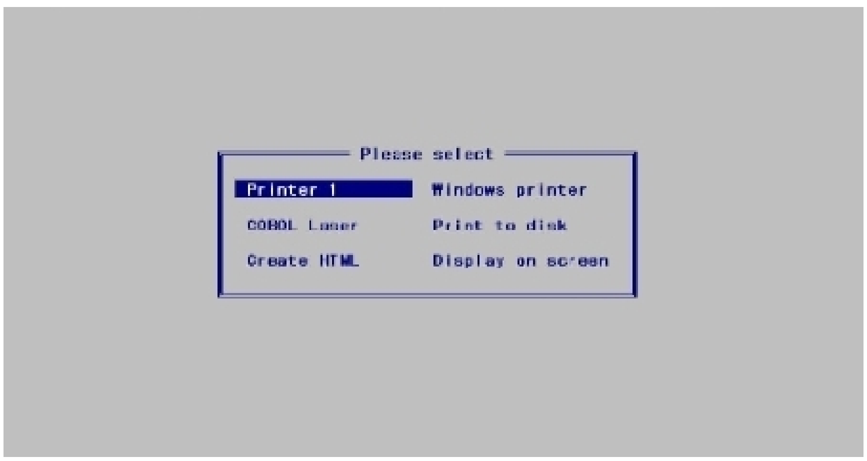
Total amounts by pay code are listed by transaction type, drawer, store and company.

The Drawer Activity Report also prints a list of tax codes (*Taxes by Tax Code*), the taxable amount assigned to the tax code and the actual tax charged to the tax code for all transactions.

The *Grand Totals* section of the report lists drawer amounts and A/R amounts for orders, invoices, CR memos layaways, A/R payments and pay-outs.

Select

Drawer activity report from the *Management* menu. The screen displays as follows:



This report prints for all drawers and registers without drawers prior to running *End of day* and displays the Passport Business Solutions printer selection screen.

Select a printer, to Print to disk or to Display on screen.

PRINTING A PRICE OVERRIDE REPORT

The Price Override Report lists all instances, since the last posting, where a system price was overridden by a user. System prices can be overridden, by users with this authority, by changing the price of an item or by entering a line item discount.

The report is printed in order by user and register.

A line is printed for each price override, listing the user, the register, the drawer, the order #, the line item #, the item # and description, the specified price, the item cost and the resultant margin.

Select

Price override report from the *Management* menu. The screen displays as follows:

This report prints for a list of all price overrides prior to running *End of day* and displays the Passport Business Solutions printer selection screen.

Select a printer, Create HTML, Print to disk or Display on screen.

Transaction Processing Login

This chapter contains the following topics:

Introduction to Transaction Processing Login

The PBS Point of Sale gives you the unique capability to log purchases using advanced order processing or point of sale processes in one integrated system.

In order processing environments, salespeople may need to access information that is not required in a retail point of sale environment. Information about purchase orders, ship dates, shipping methods, customer information, including terms, credit limits and discounts, item costs and availability, etc. may be routinely referenced during a typical order process.

Point of sale transactions are usually handled quite differently. “Point of Sale” refers to the location in a retail environment where a sale takes place. A customer usually has an item in hand and is prepared to pay for it immediately with cash, a credit card or a check. Traditionally, cash registers are used at the point of sale to record sales.

Passport’s Point of Sale system will function in a retail environment by combining the functions of a cash register with the collection of sales and management information using computer software.

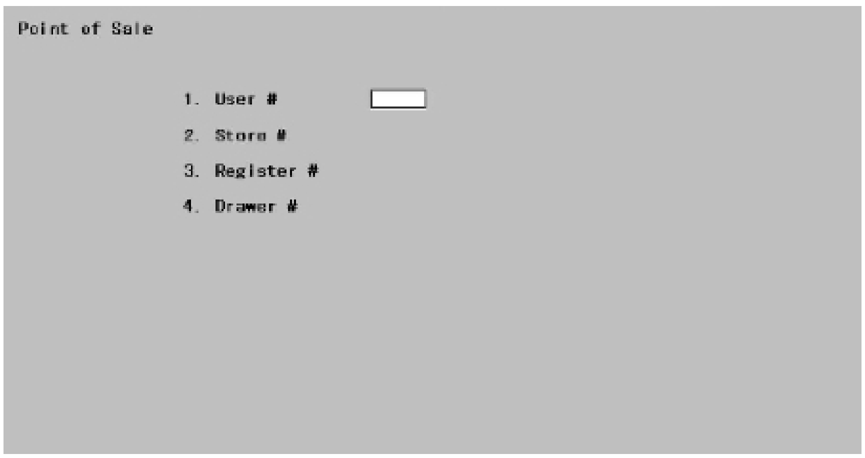
Passport BreakOut™ will streamline the process for your particular needs whether you are processing orders over the telephone or sales at a retail counter. Refer to the *System User* documentation for information about customizing the data entry the system to your needs.

LOGGING INTO THE TRANSACTION ENTRY SCREEN

You must log into the transaction processing screen for the PBS Point of Sale providing a user number, a store number, a register number, an optional drawer number and an optional password.

Select

Transactions from the Point of Sale menu. The screen displays as follows:



1. User

Enter your user number.

Format	Up to 3 characters
Example	Type JM1

The user number you enter here must be a number that was set up using the *User* selection from the *Setup information* menu.

Password

If you have specified that you will use user passwords, in *Control information*, to limit access to Point of Sale transaction processing, you will be prompted for your user password.

Enter your password if prompted.

Format	Up to 10 characters

For security reasons, your password will not be displayed on the screen as you enter it.

2. Store

Enter a number of the store for which you are processing transactions.

Format	Up to 3 characters
Example	A for store number A

3. Register

Enter the register number for the register you are using.

Format	Up to 3 characters
Example	Type 1 to use register number 1

4. Drawer

If the register you are using has a cash drawer, enter the drawer number here. The drawer you specify must be open.

Format	Up to 3 characters
Example	Type 1 to use drawer number 1

If you receive the message:

Drawer is currently in use. Continue ?

after entering a drawer number, you will have the option to proceed or to enter a different drawer number.

Y	Answer Y if you were previously using the drawer to enter transactions and your session was abnormally terminated
N	Type N if you entered the wrong drawer number

From the Point of Sale transaction processing screen you create new transactions or work with existing transactions. The next chapter describes the screen layout, the different screen areas and their function.

UNDERSTANDING THE SCREEN LAYOUT

The Passport Business Solutions Point of Sale transaction entry screen has been constructed for optimum data entry in point of sale and order processing environments.

Use of Passport Business Solutions BreakOut™ allows data entry to be customized for each user or standardized for a group or all users. For optimum customization of the transaction process refer to the *Breakout* chapter in the *System User* documentation.

A Passport Business Solutions transaction is comprised of header information and one or more line items.

Header Area

The top third of the screen is used to specify data that pertains to the entire transaction. Information such as the transaction number, customer and shipping information is entered, when applicable, in the header area. In a point of sale environment, BreakOut is often used in this area to auto-fill these fields.

Line Item Area

The middle third of the screen is used to enter the items or services that are being purchased. This is a scrollable area that can display up to five line items at a time. During transaction entry, you may scroll through the line items making any desired changes.

Message Area

To the left, in the bottom third of the screen, is the message area. The message area is used to guide you and prompt you through the transaction entry process. This area will list processing options that become available as you process this transaction.

The message and prompts that are displayed in the message area may be toggled on or off in the Point of Sale Registers. You may wish to display these prompts initially. When you become familiar with the system, turning these prompts off can speed up transaction entry.

Subtotal Area

The subtotal area displays up to the three subtotals for the current transaction:

Gross

This subtotal accumulated for every line item on the transaction assuming that all items will be shipped. This includes services and all items that are out of stock or have been back ordered. The Gross subtotal is always displayed.

To-ship

This amount indicates the total for shippable items. Services are included in this subtotal since they do not involve a physical entity. This subtotal does not include back ordered or out of stock items. The To-ship subtotal is displayed for transactions with shippable items and services. This subtotal will not display for quote type transactions (Type Q).

Selected

This subtotal indicates an amount for items that have been selected for billing and can be shipped. This subtotal is only displayed for order type transactions (Type O) when one or more items have been selected for billing.

Note	The Bill Total is calculated based upon the first subtotal displayed in the Subtotal Area. For example, if an order is partially selected, all three subtotals will be displayed, but the “Selected” subtotal is displayed first. The Bill Total will be based on the “Selected” subtotal.

Miscellaneous Area

This area, in the left corner of the bottom third of the transaction entry screen, is used to enter a transaction discount, miscellaneous charges, freight and a tax code. The Bill Total is displayed in this area. In a point of sale environment, BreakOut is often used to auto-fill these fields.

Transaction Processing

This chapter contains the following topics:

INTRODUCTION TO TRANSACTION PROCESSING

The PBS Point of Sale is a very flexible module that facilitates the processing of retail point of sale transactions, layaway transactions, order processing, entry of sales quotes, payments on account and issuance of credit memos and returns.

The transaction processing screen, combined with BreakOut for the Passport Business Solutions, create a highly efficient transaction entry environment that can be tailored to the needs and preferences of each individual user of the system. You may use the transaction

Retail Processing

In retail point of sale environments, users can create a fast, no frills, sales entry screen to rapidly process items brought to checkout by customers. With the use of BreakOut any field can be skipped that is not required for a ticket eliminating unnecessary keystrokes making the process quick. BreakOut has settings per user so one user can have different settings than another.

Items can be scanned at the checkout or entered via a lookup. Service ticketing is supported and can also be entered at the lookup.

One or more Payments may be applied to the invoice. With the service of a credit card processor interfaced to Point of Sale, payments can be made with credit cards.

Order Processing

In an order processing environment, sales people have a complete two-step order processing facility complete with the ability to produce quotes that may later be converted to orders or invoices.

With the Passport Business Solutions Point of Sale module these two different sales processing environments may be implemented at the same time using one system. The Passport Business Solutions Point of Sale and BreakOut™ combine to make a flexible and powerful sales and order processing module for many different types of businesses. For more information on the setup and use of BreakOut, see the *PBS System* documentation.

Regardless of the transaction type you intend to process, you must first log into the Passport Business Solutions Point of Sale transaction screen. Logging in is covered in Transaction Processing Login.

After a successful login into the Point of Sale transaction screen you are positioned to enter a transaction. From this screen, you can enter new transactions or work with existing transactions. If a transaction already exists with the transaction number you specify, that transaction will appear and be available for changes or deletion. Note that deletions can be restricted per the user settings.

The process of entering transactions is similar for invoices, orders, quotes, layaways, payments, credit memos, and returns (types I, O, Q, L, P, C, and R respectively).

The *Miscellaneous Functions* menu is available from all fields in the Point of Sale transaction screen by pressing <F5>. The following functions are available from the *Miscellaneous Functions* menu:

- Lock register

- Open drawer
- Payout
- Change user
- Hold transaction
- Retrieve last hold
- List store holds
- Turn prompts on/off

For further information about the *Miscellaneous Functions* menu, refer to Miscellaneous Functions Window section in this chapter.

Entering Transactions

The heart of the Passport Business Solutions Point of Sale is contained in the transaction processing screen where seven different types of transactions may be entered.

- Invoices - When an invoice is processed in PBS Point of Sale, the recording of goods and/or services purchased, the delivery of goods and/or services and payment for goods and/or services is handled in one step.
- Orders - When an order is entered, a two-step billing process is initiated. The transaction is entered along with the items and services to be purchased. A picking ticket may be printed and the items are gathered for delivery. In the second step, the items on the order are selected for billing and an invoice is prepared.

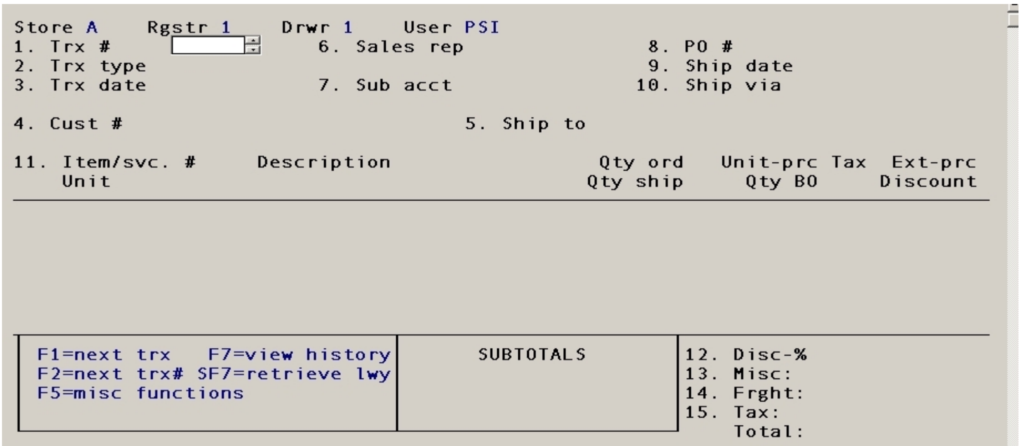
  Items may be back ordered. As a result, several invoices could be produced from one order.
- Quotes - A quotation is a proposal for the sale of goods and/or services to a customer. This transaction type is subject to modification and may be turned into an invoice or an order when the terms of the sale are agreed upon.

  After converting a quote it be retained, converted again and assigned to a different customer.
- Credit Memos - These transactions allow for return of any inventory items and other customer credits. A provision for scrapping inventory is provided.
- Layaways - A layaway allows a customer to pick a specific item for purchase and make payments on the item. Payments are posted. When the customer finishes the final payment you may select the item for release so the customer may take it. A layaway can also be used for making payments on an order.

  The final invoice is not printed as well as the invoice and item are not posted until all payments are fully collected. A layaway transaction gets posted as an invoice in A/R open items.
- A/R payments - A payment may be entered and applied to one A/R open item or to open cash. An invoice or receipt indicating this payment can be printed. Posting the payment creates a new record in A/R open items.
- Returns - This provides a return of the same inventory items purchased when you enter the original invoice number. It also returns the payment using the original payment method. You may also return to open which is similar to how the credit memo functions. When returning to an invoice number the system validates the inventory items and quantities against Point of Sale invoice history.

Header Area

After entering the transaction login screen (see the Transaction Processing Login chapter)and then selecting enter from field number to change the transaction screen will display.



The upper third of the screen, fields 1 through 10, is referred to as the header data. The information entered in the header defines the type of transaction being entered and provides for information necessary to process the transaction. The line information is a seriies of fields accessed at field 11. The totals start at field 12. The payment and form printing are each accessed in a window.

1. Trx

Options

Enter a transaction number or use one of the options:

<F1>	To scan through existing transactions for this store.
<F2> or <Enter>	To use the next transaction number as specified in Stores.
<F5>	To display the *Miscellaneous Functions* menu.
<F6>	To view the previous transaction to make changes or reprint a form.
<F7>	To display the *View Invoice History* menu.
<SF7>	To retrieve a layaway from layaway history. Layaway history contains both cancelled and forfeited layaways. With this option you may retrieve a layaway and allow the customer to continue making payments on the item(s).
<F8>	to view a list of existing transactions and select one to display.

Format	999999
Example	Press <Enter>

2. Trx type

This field defaults to the transaction type entered in Registers. Enter a transaction type or press <Enter> to default to the type defined in the Registers 4. Default trx type field. The transaction types include:

Letter	Type	Description
I	Invoice	a one-step sales transaction. This type is best for a retail environment.
O	Order	a two-step sales transaction. The order is entered and selected for billing later.
Q	Quote	a proposal for I/C goods and P/S services that may be converted to an order or invoice.
C	Credit memo	a one-step transaction to accept returns from a customer and records other customer credits.
L	Layaway	an item is set aside while a customer makes payments toward the item. Payments may be printed and posted.
P	Payment	to be applied to one invoice or to “open” in A/R open items.
R	Return	a transaction that allows a customer to return inventory for a refund. Entering the invoice number will validate the items being returned and the payment that was used.

Format	1 letter, either I, O, Q, C, L, P or R
Example	Type I for invoice

3. Trx date

Options

Enter a date for this transaction or use the option. Typically, this will be set to the current date.

<Enter>	To default to the current date

Format	MMDDYY
Example	Press <Enter>

4. Cust

Options

Enter the customer number for this transaction. The customer’s address will be displayed in a window below the customer name. You may also use one of the options.

<Enter>	To enter or find a customer by name.
<F1>	To scan through existing customers in order by customer number.
<F6>	To use the customer number from the previous transaction.
<F8>	to view a list of customers and select one from the list. See Customer Lookup and Entering a new Customer for all the options on this window.

If there is a customer number entered in the store 3. Default customer field, this customer number becomes the default each time a new transaction is entered.

Entering a New Customer

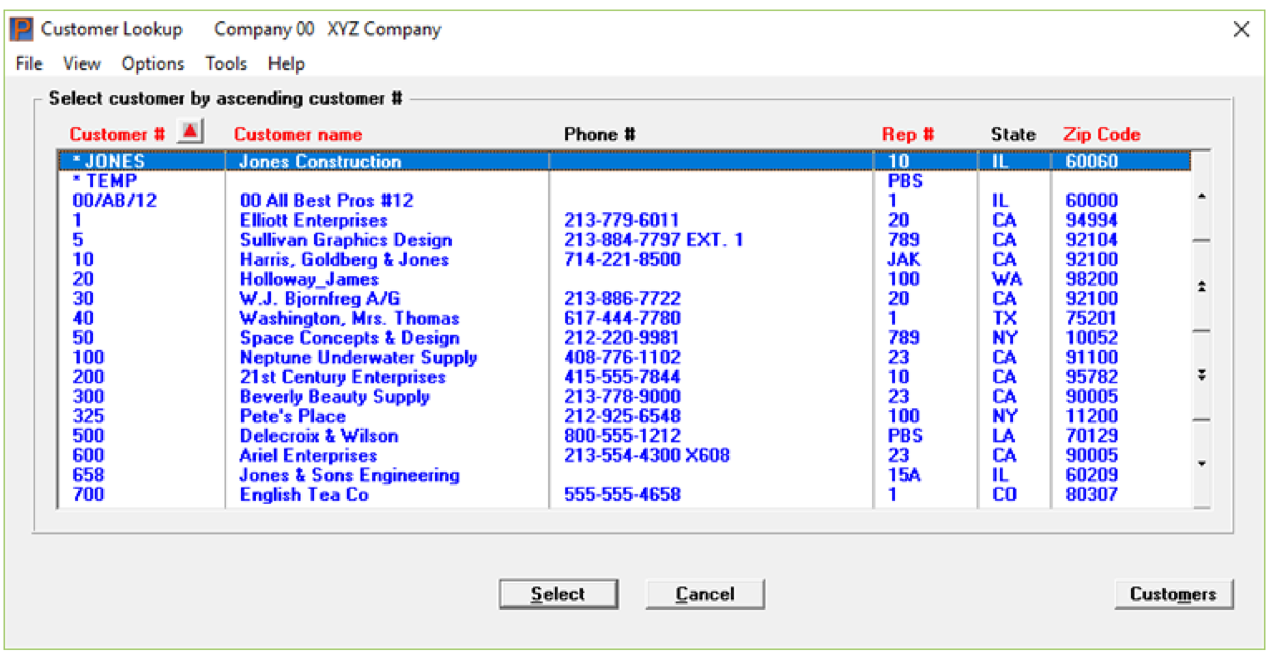
There are two ways you can enter a new customer. One is from the *Customer lookup* and the other is on the Point of Sale screen (this is called *on-the-fly*). Both of these are explained here:

Customer Lookup and Entering a new Customer

The lookup has several options. These options are available as buttons.

Some of them are available from the Options menu. Note that the *View invoice history* option does not access data from Point of Sale history.

Here is an example of the lookup:



The lookup options include:

Select

This returns the customer to the customer number (and name) field.

Cancel

This puts the focus back to the screen without returning an customer number.

Customers

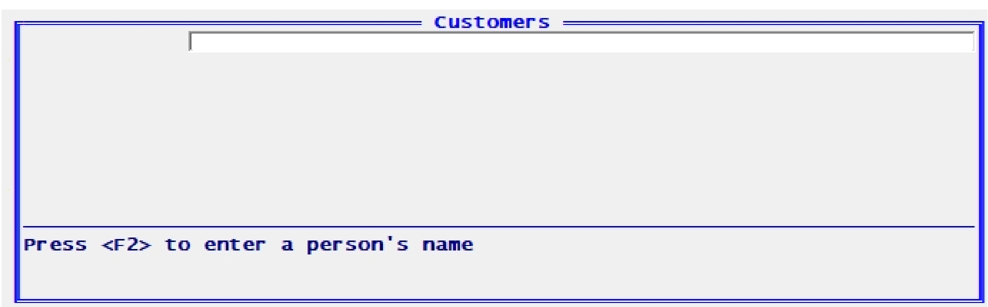
This button allows access to the *Customers (Enter)* program where you may view, edit, add or delete customers. If the button is grayed out you do not have permission to access *Customers (Enter)*. For the Customers (Enter) features see the A/R documentation.

Format	Up to 12 characters
Example	Type 1

If a default customer number was entered in your store record that customer number is the default when you access this field. However you may change it to a different customer number.

Entering a Customer On-the-fly - New and Temporary

When you enter a customer number that does not exist or you enter a temporary customer number the program asks if you want to enter customer address information. In the case of entering a new customer the data along with other data is saved as a new record in Customers. When entering an address for a tempoary customer only the address is saved in the Point of Sale header. Here is the window for adding:



The fields and maximum field sizes you can enter include:

Name	50 characters
Address 1	60 characters
Address 2	60 characters
Address 3	60 characters
Address 4	60 characters
City	45 characters
State	23 characters
Zip code	15 characters
County	45 characters
Country	3 characters

Customer name

Options

If you pressed <Enter> in the Cust # field, you will be prompted to enter a customer name. Enter the customer name or use one of the options.

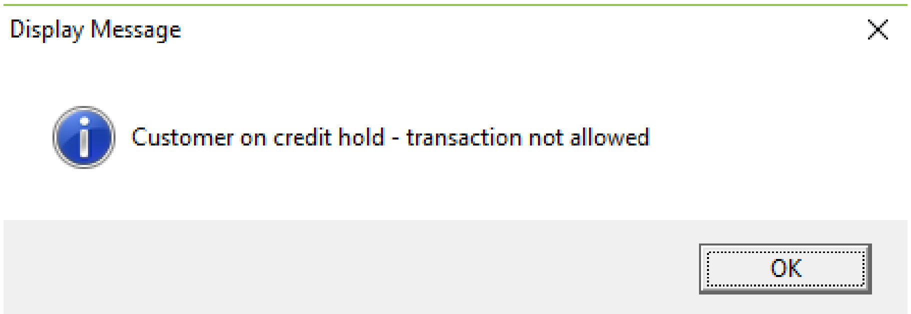
<Enter>	To enter a customer number.
<F1>	To scan through existing customers in order by customer name.
<F8>	to view a list of customers in customer name order and to select one. See Customer Lookup and Entering a new Customer for the other options on this window.

Credit Limit Warning and Credit Hold

If you selected a customer that is over their credit limit, a warning displays showing the customer's credit information. This message is a warning. The transaction can be completed. If you feel the customer intends to apply this transaction to their A/R account, an authorized user will need to override the subsequent credit warning in the payment window. See the 6. Ask credit check ? field in *Control information*.

Type Y to continue with the transaction or N to cancel the transaction.

When a customer is on credit hold the following message displays:



You will not be allowed to continue entering an order or invoice for this customer until the credit hold is lifted in A/R *Customers*. The transaction is voided.

Customer Memo

If a customer memo was set up for the selected customer, the memo displays.

Press <ESC> to close the Customer Memo window.

Customer memos are entered in A/R *Customers* notes. Read the *Accounts Receivable* documentation *Customers* chapter for more information on entering a memo note.

5. Ship to

Options

This is an optional field. Leave the field blank to indicate that the customer will pick up the items for this transaction. To ship the items, enter a ship-to code or use an option.

<Enter>	To indicate customer pickup.
<F1>	To scan through existing ship-to addresses for this customer.
<F2>	To use the billing address in the customer record.
<F6>	To enter a temporary ship-to address.

Format	Up to six characters
Example	Press <Enter>

Note	If the ship-to code you enter is not on file for this customer, you will be given the option of adding the ship-to address as a permanent address "on-the-fly." If you enter a temporary ship-to address, you will be prompted for a tax code to be associated with this transaction.

6. Sales rep

Enter the sales rep for this transaction or press <F1> to default to the sales rep in the customer's record.

Format	Up to 3 characters
Example	Press <F1>

7. Sub acct

Enter a sub account to assign to this transaction or press <F1> to use the 1. Default sub account as defined in the store.

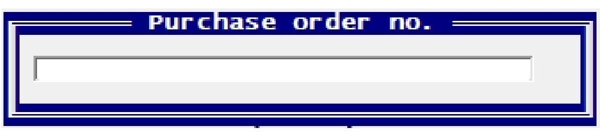
Format	As defined in CTL *Company information*
Example	Press <F1>

8. PO

Optionally enter the customer's purchase order number.

If the **PO required** field in A/R *Customers (Enter)* is checked or selected as Y, you must enter a purchase order number for the customer to continue entering the transaction.

A window displays for entering the purchase order number:



Format	Up to 30 characters
Example	Press <Enter> to skip this field

9. Ship date

Enter the requested *date of shipment* for this transaction or press <Enter> for ASAP. Use ASAP for pickups and other transactions that don't require shipment.

Format	MMDDYY
Example	Press <Enter>

10. Ship via

Options

Optionally enter the ship-via code for the shipping method to be used for this transaction. Ship-via codes are defined in the The Passport Business Solutions Accounts Receivable module.

<F1>	To use the ship-via code from the customer's record
<F8>	to view a list of ship via codes and to select one

Format	MMDDYY
Example	Press <Enter>

This completes entry for the header area.

Line Item Area

Once you have completed entry for the transaction header area, you can begin entering the items and services that are being purchased or returned.

Line numbers are automatically assigned to each line in the transaction. The line numbers do not need to be consecutive. Therefore, the lines are not renumbered when a line item is deleted from the transaction.

11. Item/svc #

Options

Enter an item or service number or use an option.

UpArrow	To move to the line item above the current line item.
DownArrow	To move to the line item below the current line item.
PageUp	To move up one screen at time.
PageDn	To move down one screen at a time.
<F6>	To jump to another line item (Jumping to line 1 will position the cursor on the first line item. Jumping to line 999 will position the cursor on a blank line after the last line item.)
<Esc>	To stop entering line items and complete processing of the transaction.

Any time the cursor is positioned on a blank line at the end of the line items for this transaction, you may enter a new line item.

If you try to exit the line item area without entering any line items, you will be asked if you wish to cancel this transaction. Answer Y to cancel the entire transaction or N to add line items to this transaction.

Options

Use the following options when an existing line item is highlighted.

<F1>	To insert a line item above the current line.
<F2>	To add or change comments for the current line item.
<F3>	To delete the current line item from the transaction.

Format	Up to 15 characters, If you are using the I/C bar codes, you can enter up to 20 characters to locate the item.
Example	Type 1

Warehouse Status

If your register is set up to display the warehouse window, it will be displayed after entering an item or service number. The warehouse displayed in the window is the default warehouse as defined in Stores. If you have multiple warehouses, the warehouse can be changed from the item quantity field. See the Qty ord field below for more information.

Unit

The unit of measure for this item of service is a *display only* field for all but miscellaneous items. If you enter a miscellaneous item number, you will be required to enter a unit of measure.

Options

For a miscellaneous item, enter a unit of measure or use the option.

<Enter>	For “Each”.

Format	Up to 4 characters
Example	Press <Enter>

Description

The two-line description for the item or service will be displayed. You can, optionally change this description.

Format	2 lines of up to 25 characters each
Example	Press <Enter> to accept the default description

Qty ord

Enter the quantity of the item / service being purchased. If an item or service is being returned or credited as part of a transaction, enter a negative quantity.

Enter the quantity of the item being purchased for this transaction or press <Enter> to specify a quantity of “1.”

Format	999999.99-
Example	Type 20

Options

The following options may also be available from the Qty ord field.

<F1>	To select another warehouse only if • you are using the PBS Inventory Control. • multiple warehouses are used in I/C. • changes are allowed by the Point of Sale Register.
<F2>	To indicate that this item will be drop shipped only if • drop shipments are allowed per the Point of Sale Register.
<F6>	To view alternate items only if • alternate items are defined in I/C.

Return to Inventory

A negative quantity can be used to specify returned goods or services on an invoice or an order. If you enter an negative quantity for an item, you will be asked to enter the quantity that will be returned to inventory. Remaining items will be scrapped. Items that are scrapped do not effect inventory quantities and are distributed to a scrap account during posting.

Scrap Account Window

Press <F1> to modify the scrap account. A window will display which will allow entry of an account number.

Enter the desired scrap account or press <F1> to use the default scrap account.

Warehouse Status

The warehouse window contains options that are available when you are positioned in the Qty ord field.

Services

For services, there is no status to display. The window will display “Service warehouse.”

The Passport Business Solutions Point of Sale allows you to assign a service to a specific warehouse however. This is so that a request for service will print on a picking ticket for that warehouse. This way, the service can be performed within that warehouse as soon as the picking ticket is received.

Items

For items the following information is displayed from the default warehouse.

- Quantity on hand
- Quantity committed
- Quantity on back order
- Quantity available
- Quantity on order (if interfaced to the PBS Purchase Order)

Full Quantity Not Available

If the full quantity is not available for shipping, a menu is displayed which offers the following selections.

- *Backorder balance* - To ship all items that are currently available and back order the remaining items. This choice will only appear if back orders are allowed for the Register being used.
- *Backorder all* - To back order all items so that the customer will receive all of these items at one time. This choice will only appear if back orders are allowed for the Register being used.
- *Ship in stock* - To ship the quantity that is currently available without back ordering the remaining balance.
- *Override* - To override the quantity that is available. An override is typically used when the customer is physically holding the item they wish to purchase. It is assumed, at this point that the quantity shown by the computer is not correct. When this option is selected, the quantity ordered will still be subtracted from the quantity available.
- *Alternate items* - To view the alternate items for the requested item if alternates have been defined in Inventory Control.
- *Cancel line* - To cancel this line item (new line item) or to cancel the changes made to the line item (existing line item).

After entering back ordered items you may run the back order reports. See the Back Order Reports chapter.

Note	If you elect to ship a partial quantity and the customer does not accept partial shipments, as defined in the A/R customer record, a warning will display that will allow you to proceed or return to the Qty order field.

Qty ship

This field displays the quantity that will be shipped or carried away. It is automatically set by the actions that are taken when entering the quantity for this purchase.

You may change this field by pressing the <Up Arrow> key from the following Unit-prc field.

If you change this field to specify an amount that is less than the calculated quantity to ship, you will be prompted to handle the difference in some way.

- *Backorder balance* - To ship all items that are currently available and back order the remaining items. This choice will only appear if back orders are allowed by the Register.

- *Ship in stock* - To ship the quantity that is currently available without back ordering the remaining balance.

Note	If you elect to ship a partial quantity and the customer does not accept partial shipments, as defined in the customer record, a warning will be displayed that will allow you to proceed or return to the Qty ord field.

If you are not allowed to back order, the screen will display *OS* to indicate that the remaining quantity is out of stock.

Qty BO

The quantity back ordered for this line item is calculated and displayed in this field. This field will be blank if the full quantity is available and a back order is not initiated.

After entering back ordered items you may run the back order reports as needed. See the Back Order Reports chapter.

Other information that might display is shown below.

Display	Explanation
OS	The item is out of stock.
DS	Items to be drop shipped.

Unit-prc

This is the price per unit that the customer will be charged for this item or service. The default calculated price is displayed for the item. The price is noted as a special price with a code; lowercase “s” or a “c” next to the price.

c	A “c” next to the price indicates that this is a contract price that is currently in effect for this customer for this item.
s	A “s” next to the price indicates that this is a sale price that is currently in effect for this item.

If no letter is displayed next to the price, the price is the standard item price.

Select the price by using one of the options.

<F1>	To use the calculated displayed price.
<F2>	To use a sale price that is lower than a customer’s contract price (Only applies if a sale price is available for the item or service that is lower than the contract price).
<F6>	To display the price lookup window as set up in POS Users. A user may not have access to any price lookup window.

Format	999999.999-
Example	Press <F1>

Price Overrides

Entering a price that is different from a calculated price will generate a “price override.” Unless you are authorized for price overrides, you must select a calculated price.

A *Price override report* is available from the *Management* menu. See Printing a Price Override Report in the *Management* chapter.

Tax

Answer **Y** if this item is subject to sales tax or press <Enter> to accept the default value of **Y**. Select **N** to not charge sales tax for this line.

Discount

This is a discount that is to be given on the current item. The discount is applied to each item or service unit not to the extended price. The extended price includes the unit discount.

The discount can be entered as a percentage or a dollar amount. The initial discount type is a percentage indicated by a percent symbol (%) that is displayed to the right of the input field. If the percent symbol is not displayed, the value entered will be interpreted as a dollar amount.

Options

Enter the discount to be taken on each item using the option to determine how the discount is to be applied.

<F2>	To toggle between an amount or a percentage

Ext prc

This field is a “display only” field that displays the extended price for this line item.

Line Comments

If your register is set up to automatically prompt for line item comments, a window will be displayed after entry of a line item. This window will allow the entry of comments specific to this line item. You can enter up to 999 comment lines for each line item. See 8. Line comments in the *Registers* chapter.

Press <Enter> after each line in entered.

When you have finished entering comments, press <ESC> to continue entering line items for the transaction.

This line comment window is also available by pressing <F2> from the *Item/svc #* field.

When you have completed entering line items for a transaction, press <ESC> to leave the line item area of the screen and complete entry of the transaction.

Miscellaneous Area

Once you have completed entering line items, you complete the transaction by entering miscellaneous information about the transaction and processing payment for the transaction.

12. Disc-%

This is a percentage discount that will be applied to the entire transaction total. Enter the discount percent or press <F1> to default to the discount from the customer record.

Format	99.999
Example	Press <F1>

13. Misc:

Enter the miscellaneous charges for this transaction.

Format	9999999.99-
Example	Type 27.25

The amount you enter here will be distributed to the miscellaneous account number defined in Accounts Receivable *Control information.*

Options

You may use the option to change the distribution account.

<F1>	To change the miscellaneous account number

Miscellaneous Account Window

Pressing <F1> will display the Miscellaneous Account Window and allow the account to be changed. Pressing <F1> while the Miscellaneous Account Window is displayed will recall the default miscellaneous account number entered in A/R *Control information.*

Press <ESC> to close the Miscellaneous Account Window.

14. Frght:

Enter the freight charge for this transaction.

Format	9999999.99-
Example	Type 159.98

The amount you enter here will be distributed to the freight account number defined in Accounts Receivable *Control information*.

Options

You may use the option to change the distribution account.

<F1>	To change the freight account number

Freight Account Window

Pressing <F1> will display the Freight Account Window and allow the account to be changed. Pressing <F1> while the Freight Account Window is displayed will recall the default freight account number entered in A/R *Control information*.

Press <ESC> to close the Freight Account Window.

15. Tax:

Enter the tax code for this transaction. The tax code defaults based on what is entered or *not* entered in the **Ship-to** field.

If the **Ship-to** field contains a ship-to address, the tax code associated with the ship-to address is used.

However, if the **Ship-to** field is blank, it is assumed that the purchase is a local purchase then the tax code entered in the *Store* is used. But, if the A/R *Tax code* record **Non-taxable ?** field is set to **Y** for the tax code entered on the *Customer* record, then the customer's tax code will be used. This will result in a zero tax amount for this particular customer. This table illustrates the how the **Non-taxable** field is used:

Ship-to Field	Tax Code Non-taxable Field	Default Tax Code
Blank	N	The tax code from the Store record is the default.
Blank	Y	The tax code from the customer is used.
Non-blank	Not applicable	The tax code associated with the *Ship-to* address is the default.

The tax amount will be effected when calculating the tax by line as setup in the tax code. For an example of this type of taxation see the Sample Tax Calculations section of the *Tax codes* chapter.

Format	Up to 3 characters
Example	Press <Enter> to accept the default tax code

Total:

This is a display-only field showing the total due for this transaction.

Field number to change ?

Changes are only allowed for fields 3 and 5 through 15.

Enter the number of the field you want to change or use one of the options.

<ESC>	To discard changes or, if this is a new entry to void the entire transaction.
<Enter>	To process payments for this transaction.
<F2>	To enter transaction comments (Only available if allowed by the Register).

Note	If you are working with an invoice transaction, for which an invoice or receipt has been printed, no changes will be allowed to the transaction. You may select field 11 to view the transaction's line items, but no changes may be made. The only exception to this rule is a quote. Quotes can be reused again as often as needed.

The following options are only available when working with existing transactions.

<F1>	To scan through existing transactions for this store.
<F3>	To void this transaction.
<F6>	To reprint the picking ticket, invoice or receipt for this transaction.
<F7>	To select line items on an order for billing or to convert a quote to an order or an invoice.
<F8>	Remove printed status (See appendix A Removing Invoice Printed Status for more information).

Note	Void transaction cancels a transaction and the transaction number cannot be re-used. This provides an audit trail of all transaction numbers. You cannot void a transaction if an invoice or a receipt has been printed for the transaction. If the Store is configured to Print void transactions, void transactions must be printed before they can be posted to history.

Transaction Comment Window

If your Register is configured to automatically prompt for transaction comments, a Transaction Comment window will display after you press <Enter> from *Field number to change ?*. If the display is not automatic you may select <F2> to display the window. For set up, see 9. Trx comments in the *Registers* chapter.

You may enter up to 999 comment lines for a transaction.

You must press <Enter> after each line you type. When you have finished entering transaction comments, press <ESC> to exit the Transaction Comment window and continue to the Payment Window.

Be sure to press <Enter> after each line that you want to appear in the transaction comment before pressing <Esc>.

Payment Window

For automated credit card processing, see the Credit Card Configurationappendix.

For invoices (type “I”), full payment is required before you can complete the transaction (or the amount can be applied to A/R by entering an A/R terms code). An overpayment may be allowed if the user has permission.

For orders (type “O”), you can use payment codes and A/R terms codes to indicate how the order will be paid for or applied to Accounts Receivable. If the intended method of payment is a credit card, you can enter the credit card number and expiration date. This information can be used to pre-approve the credit card purchase. For cash and check You will not be able to enter an actual amount for an order until it has been selected for billing.

For layaways (type “L”) a payment is expected. The payment amount is normally less than the total. There may be a minimum payment amount as determined by a setting in the store record. An A/R terms code should not be used for a layaway. All layaway payments are posted and become an “L” type payment in A/R open items. After a layaway is fully paid the final posting of the layaway can be done. An "I" invoice with a full "P" type of combined payments is posted to open items. The previously posted "L" layaway payment types are handled by posting offset reversing "L" types.

For returns (type “R”) the return amount cannot be more than the original payment. The return payment type should match what the original invoice indicated. However there may be an exception for checks where a cash return is allowed for a check payment if the minimum amount of time for the check to clear has been reached as set in the store.

For credit memos (type “C”) any type of return payment or A/R terms is allowed. The return payment amount cannot be greater than the total credit memo.

For a quote (type “Q”) payments cannot be entered.

For an A/R payment (type “P”) any amount is accepted. Pay codes are accepted. An A/R terms code is not accepted.

Note	You can enter up to 99 Point of Sale payment codes, but only one A/R terms code per invoice, return or credit memo transaction type.

Type

Enter the type of payment you wish to use to process this transaction. It can be either a point of sale payment code (see Payment Codes) or an A/R terms code) You may also use one of the options:

<F2>	To return to Field number to change ?
<F6>	To void this transaction (only available if the transaction has not been invoiced)

The following option is only available while the cursor is positioned to enter a new payment code:

<F1>	To use the default A/R terms code assigned to this customer

The following option is only available while the cursor is positioned on an existing payment line:

<F3>	To void the current payment

Format	Up to 3 characters
Example	Type MC to a point of sale payment method

Description

This is a display-only field that shows the description of the payment code that is entered.

Amount

Options

Enter the amount paid or applied to terms for the payment method. If you are using integrated credit card processing, then the XCharge window displays where you finish the payment. For integrated credit card processing see the Credit Card Configuration appendix. You may also use the option:

<F1>	To set the amount to the remaining transaction balance

Format	9999999.99
Example	Press <F1>

Check/credit card

This field is only available for Point of Sale check or credit card payment codes. Enter the check or credit card number.

Format	Up to 20 characters
Example	Not used in this example as the customer terms are used

Expdat

This field is only available for Point of Sale credit card payment codes. Enter the credit card expiration date.

Format	MMYY
Example	Not used in this example as the customer terms are used

Auth code

When Point of Sale check and credit card payment codes are defined, you specify whether authorization codes are required. Refer to the Payment Codes chapter in this documentation for further information.

Enter the authorization code for this payment (check or credit card payments only) or leave the field blank if no authorization is required.

Format	Up to 10 characters
Example	Not used in this example as the customer terms are used

Balance / Change due

This field displays a running balance of the amount due for this transaction or the amount to be returned to the customer after payment is received.

When “Balance” is displayed, the amount shown is the amount remaining to be paid for the transaction.

When “Change due” is displayed, the amount shown is the amount that is due to the customer after receipt of payment.

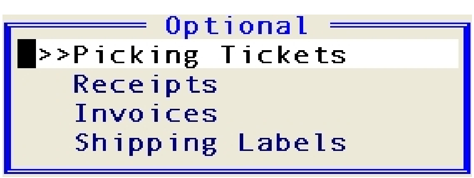
When you have finished entering payment information, press <ESC> to complete the transaction.

If your register has a cash drawer, it will open.

At this time, all forms, set to print automatically in Registers, are printed. These include receipts, invoices, picking tickets, etc.

Optional Print Menu

If you have any device forms as “Optional” per the Register, the Optional Print Menu displays. Here is an example of the menu:



From this menu, you may select the forms that you wish to print. The available selections are based on what has been entered in the register.

Depending on the register devices being used, the selections are limited to Picking Tickets for an order and Receipts or Invoices if you enter a quote.

If you do not have any device forms set up as optional in the register, then this menu will not display.

Depending on your register setup, your invoice, quote or picking ticket print job may go to a printer, PDF file or both.

After printing the desired forms, press <ESC> to complete the transaction and reset the screen for entry of a new transaction.

ENTERING ORDERS

As described in the *Introduction*, type "O" transactions involve a two-step process: entering the transaction and selecting the transaction for billing.

When an invoice is entered, each line item is automatically selected for billing. You must receive payment for the invoice (or apply the amount to Accounts Receivable) before the process of entering the invoice can be completed.

When an order is entered, the line items are *not* selected for billing. And until the line items are selected for billing, there is no payment due from the customer.

Note	You specify in the Register whether a payment window is even displayed after entering an order. See 18. Allow entry of payment-types on orders ? in the *Registers* chapter.

If you do display the Payment Window for orders, you are allowed to enter payment types without entering specific amounts. This allows you to document the payment method that a customer intends to use and can be used later when the items are selected for billing.

If you need to allow payments for an order you may want to use a layaway type transaction that allows payments on orders.

With a two-step billing process, generally a picking ticket is printed for an order so that the items on the order can be gathered and prepared for shipping. Once the order is ready for shipping, the line items are selected for billing and invoiced.

The chapter in the documentation, Select for Billing, details the billing process for two-step type "O" transactions.

Retail Point of Sale Processing

In retail point of sale environments, users may not be concerned with much of the information that is necessary in order processing environments. For example, information such as purchase order numbers, shipping dates, shipping methods or customer numbers is typically not used in retail point of sale.

This section describes how the transaction processing screen could be used in a retail point of sale environment with some help from Passport's BreakOut™ functionality. With BreakOut, many other possibilities are available.

Register Setup

Make sure your register is set up to operate in a point of sale environment. Select *Registers* from the Point of Sale *Setup* menu.

Possible settings for the register in a point of sale environment:

Field	Setting
Default trx type	Invoice
Use ship-to addresses ?	No
Display cust/ship-to windows ?	No
Line comments	Manual or not at all
Trx comments	Manual or not at all
Show prompts during entry ?	No
Allow inventory overrides ?	Yes
Always override on invoice ?	Yes

You might want to be sure that you have a cash drawer defined for the register. After you review these fields, press <Enter> to save any changes you made and enter the Form/Device setup screen.

Set up devices such as a cash drawer and a display pole if you use them. Set receipts or invoices to print automatically after entering a transaction. Depending on your register setup, your invoice, quote or picking ticket print job may go to a printer, PDF file or both.

Press <ESC> to exit the Form/Device setup screen.

Transaction Screen and BreakOut

Be sure to understand how to use BreakOut before you modify the behavior of the transaction screen. This feature is documented in the *PBS System* documentation.

Header Area

The following fields can be configured to ensure rapid transaction processing in a retail point of sale environment.

Field	BreakOut Setting
Trx type	Set to accept default I type and skip over field
Trx date	Set to accept today's date and skip over field
Cust #	Set to default to A/R "CASH" customer and skip over field
Ship to	Set to default and skip over this field
Sales rep	Set to default and skip over this field
Profit ctr	Set to default and skip over this field
PO #	Set the skip over this field
Ship date	Set to default and skip over field
Ship via	Set to default and skip over field

With all of these fields configured to be processed properly by BreakOut, you eliminate the need to make any entries in the transaction Header Area with the exception of the transaction number.

Line Item Area

As soon as <F1> or <Enter> is pressed in the *Trx #* field, the cursor will automatically be positioned next in Item/svc. # field for entry of a line item. At this time you can scan the item or enter an item or service number. Set the remaining line item fields as desired using BreakOut™.

Field	BreakOut Setting
Description	Set to accept default description and skip over field
Quantity	Set to accept default of "1" and skip over field
Unit-prc	Set to default to item price (or sale price) and skip over field
Tax	Set to default and skip over this field
Discount	Set to "0" and skip over this field

You will now be positioned to scan in the next item for this transaction.

After all items are registered for the sale, Press <ESC> to move to the Miscellaneous Area and on to processing payment for the point of sale transaction.

Miscellaneous Area

After you press <ESC> to exit the Line Item Area, you will be moved to the Miscellaneous Area of the transaction screen to enter Miscellaneous charges and to total the transaction.

You might configure BreakOut to handle these fields in this way.

Field	BreakOut Setting
Disc-%	Set to accept default of "0" and skip over field
Misc:	Set to skip over this field
Frght:	Set to skip over this field
Tax	Set to default and skip over this field

After all of these fields were processed automatically by BreakOut, the cursor would be positioned in Field number to change ?

Field number to change ?

Press <Enter> to process payment for this transaction.

Payment Window

Enter a payment code and process the payment for this point of sale transaction, printing a receipt or an invoice automatically as set up in the Register's Form/Device screen.

You may use BreakOut™ to customize the screen in any way you choose.

Perhaps you want to collect customer information and record sales by customer. Set up BreakOut to pause on the customer number field and enter a valid customer number or name or add a new customer to your A/R *Customers*.

Entering Credit Memos

Credit memos are used to reverse all or part of the charges that appeared on a previous invoice.

Credit memos can be used in situations where, for example, an item is returned by a customer, an item is lost in shipment or a customer cancels a service that they requested.

If you want to return the exact same items and payment method that were used on the original purchase, use the Return type transaction. See Entering Returns.

The flexible transaction screen can be used to enter credit memos by specifying a transaction type of "C". Credit memos are most applicable when crediting an open item in A/R for a specific customer.

Most of the information you enter for a credit memo is the same as an invoice. There is no validation of inventory being returned from the original invoice. For that type of transaction processing you must use a return.

This section will document processing on the transaction screen that differs between credit memos and other transaction types.

Header Area

1. Trx

Enter a transaction number or use one of the options

Format	999999
Example	Press <Enter> to default to the next trx number

2. Trx type

This field defaults to the transaction type entered in the Register. Enter a transaction type or press <Enter> to default to the type defined in the Registers.

Format	1 character, either I, O, Q, C, P or L
Example	Type C

Apply to store/inv

Enter the store number and invoice number that this credit memo applies to. If the invoice number is not known, leave the invoice number field blank to apply the credit memo as "Open."

Format	2 or 3 characters for the store and 5 or 6 numbers for the invoice number depending on the invoice format defined in *Control information*
Example	Press <Enter> in both fields to apply as "Open"

All other header fields are handled as appropriate as with other transaction types.

Line Item Area

Enter an item number and press <Enter> until the cursor is positioned in the *Quantity* field.

Qty cr

Enter the full quantity for which the customer is being credited. Press <Enter> for a quantity of 1.

Rtn to inv

Enter the quantity of this item that is being returned to inventory. If there is a difference between the quantity that is being credited and the quantity that is being returned to inventory, the system assumes that this difference is being scrapped.

This field is not available when crediting a service.

Unit cost

If you have indicated, in the Register, that the cost should be requested for inventory returns, this field will be made available. Enter a unit cost for the item being returned or press <F1> to use the item's cost from the Item.

Payment Window

A credit memo is used when a payment is to made to a customer. Any combination of payment types or the customer's A/R account may be used to credit the customer.

In the Payment Window, you may credit the full amount to the customer's A/R account or use any valid payment code to indicate that a refund was made to the customer.

Note	Enter positive amounts on a credit memo even though the amount is being returned to the customer. Passport Point of Sale will properly interpret these amounts as credits.

ENTERING RETURNS

A return transaction allows a customer to return inventory for a refund.

If you are crediting A/R, use the credit memo transaction type. See Entering Credit Memos.

The flexible transaction screen can be used to enter returns by specifying a transaction type of “R”. You will be asked to enter an invoice number from history. When you do the items will be validated against the original POS history invoice.

Most of the information you enter for a return is the same as for an invoice. This section will document processing on the transaction screen that differs between returns and other transaction types.

Header Area

1. Trx

Enter a transaction number or use one of the options

Format	999999
Example	Press <Enter> to default to the next trx number

2. Trx type

This field defaults to the transaction type entered in the Register. Enter a transaction type or press <Enter> to default to the type defined in the Register.

Format	1 character, either I, O, Q, C, R, P, or L
Example	Type R

Apply to store/inv

Enter the store number and invoice number that this return applies to. If the invoice number is not known, leave the invoice number field blank to apply the return as “Open.”

Format	2 or 3 characters for the store and 5 or 6 numbers for the invoice number depending on the invoice format defined in *Control information*
Example	Press <Enter> in both fields to apply as “Open”

If the apply to number is entered as “Open”, all other header fields are handled as appropriate as with other transaction types.

If a valid apply to invoice number is entered the transaction date is entered as with other transaction types and the rest of the header fields are defaulted from the apply to invoice. The entry of the lines will be validated against the original invoice as well.

Line Item Area

Enter an item number and press <Enter> until the cursor is positioned in the *Quantity* field.

Qty cr

Enter the full quantity for which the customer is returning. Press <Enter> for a quantity of 1. If a valid apply to was entered the quantity credited is verified to the apply to invoice and any other returns that have been applied to the same invoice.

Rtn to inv

Enter the quantity of this item that is being returned to inventory. If there is a difference between the quantity that is being refunded and the quantity that is being returned to inventory, the system assumes that this difference is being scrapped.

This field is not available when refunding a service.

Unit cost

If you have indicated, in the Register, that the cost should be requested for inventory returns, this field will be made available. Enter a unit cost for the item being returned or press <F1> to use the item's cost from the I/C Item.

Reason Code

If you are not using reason codes, as defined in the store, then you can ignore this section.

There may be standard reasons for returns. Rather than enter the reason in the comments, you may enter a reason code that fills in up to 2 lines of the comments

Following the entry of a return line, a window will display where you will be asked to enter the reason code.

Enter the code and the reason code description will fill into the line comments window. You may enter additional description or just accept the default.

Payment Window

A refund payment is provided to a customer. Refunds may to payment types of cash or credit card.

If the original payment was made via a check or it was a Customer's AR terms, then a cash refund may not be made. In this case a check, produced manually or via PBS A/P, will be sent to the customer.

Note	Enter positive amounts on a return even though the amount is being refunded to the customer. Passport Point of Sale will properly interpret these amounts as credits.

Entering Payments

A payment may be made to an open item invoice.

You may apply the payment to only one open item. There are no line items entered.

This section will document processing on the transaction screen that differs between payments and other transaction types.

Header Area

1. Trx

Enter a transaction number or use one of the options:

Format	999999
Example	Press <Enter> to default to the next trx number

If you enter a number for a transaction that is on file, then that transaction will display.

To locate a transaction on file you may use the <F8> Lookup.

2. Trx type

This field defaults to the transaction type entered in the Register. Enter a transaction type or press <Enter> to default to the type defined in the Register.

Format	1 character, either I, O, Q, C, P or L
Example	Type P for payment

The transaction date and customer number must be entered next.

Payment amount:

Enter the amount paid to be applied to cash or an open item invoice.

Format	9999999.99
Example	Press <F1>

Apply to #:

Enter the invoice number that this payment applies to. If the invoice number is not known, leave the invoice number field blank to apply the credit memo as “Open.”

Format	5 or 6 numbers for the invoice number depending on the invoice format defined in *Control information*
Example	Press <Enter> in both fields to apply as “Open”

Following the entry of the apply-to number you must enter the payment code and amount. No other header fields are entered for a payment transaction.

Entering Layaways

A layaway reserves an inventory item, allowing the customer to make payments over time that are posted to A/R. The system does not release the item until it is fully paid.

This section will document processing on the transaction screen that differs between layaways and other transaction types.

Header Area

1. Trx

Enter a transaction number or use one of the options

Format	999999
Example	Press <Enter> to default to the next trx number

2. Trx type

This field defaults to the transaction type entered in the Register. Enter a transaction type or press <Enter> to default to the type defined in the Register.

Format	1 character, either I, O, Q, C, P or L
Example	Type L

Line Item Area

The line item section is filled out in the same manner as an invoice or an order. The *Qty ship* field must always be the same as the quantity ordered.

A layaway can contain items and services.

If your Register is set up to display the Warehouse Window, you will see currently available quantities for an item.

Miscellaneous Area

The entry of the fields in this section for a layaway are the same as the entry of an invoice, order or quote. Enter as needed the transaction discount, miscellaneous charges, freight, and a tax code for this layaway.

Payment Window

An initial payment may be required depending on the store setup. If a payment is required it must be either cash, check or credit card depending on your store policy. You may not enter an A/R terms type for a layaway.

If a minimum payment is required the following option will display on the amount field:

<F2>	$999.999 (To automatically calculate the minimum payment percentage due.)

When entering a payment the next payment date will display. This date will also print on the invoice or receipt.

Following the entry of the payment you may print the payment on the invoice or receipt type form.

MAKING PAYMENTS AND RELEASING LAYAWAYS

This section describes the process of making payments and selecting a layaway for release. Payments may be paid throughout the process. You may select and release the layaway item when the customer is ready to make the final payment.

Enter the transaction number of the layaway. You may use <F8> to display a transaction lookup window or scan through your transactions using the <F1> key.

Making a Payment

When the layaway is displayed, you can then enter a payment by selecting the <F2> key.

You will be at the payment window where you may enter the payment type and amount. If you are using a minimum payment amount, then that will display in the window and you will have this option.

<F2>	$999.999 (This is option to automatically enter a minimum amount.

The receipt or invoice, depending on which you use, will indicate that it is a layaway transaction. The payment amount and next payment date will also print. The next payment date is calculated though the set up in the store record.

Releasing and Printing a Layaway

Following the entry of the final payment. When your changes are complete, press <F7> from *Field number to change ?*. A window will display for which you have four choices:

Release paid layaway

Cancel - refund now

Cancel - refund later

Forfeit layaway

Use the enter key to select **Release paid layaway.** If the layaway is not fully paid, then the following message will display:

```
A balance exists for the layaway. Please enter final payment.
```

Select <F2> to enter the final payment.

After the layaway item is fully paid, you may release it. Following the release, in the upper right corner of the screen, the word RELEASED will display.

Before you print the layaway, if for any reason you want to reverse the selection, press <F7> and a window will display that has one choice:

Cancel selections

When you press enter on **Cancel selections** then the layaway selection is reversed. You may now make further changes to the layaway.

Completing the Transaction

You must print a released layaway to complete the transaction. Following the printing the layaway is ready for posting. A layaway is posted as an invoice in A/R open items.

Cancelling and Forfeiting Layaway Payments

There are two types of cancellations and one forfeit type for layaways.

You select a layaway for a cancellation when either refunding the customer at the counter or refunding the customer later as with an accounts payable check. With a cancellation you may also have the option to charge a restocking fee. A forfeit layaway is used when you are not refunding the amount to the customer.

You are not required to print cancellation or forfeit layaways in order to post them. However you may print them as needed.

Cancellations

A cancellation with a refund now or refund later are virtually the same process in POS. The main difference is you are providing the customer with a refund now vs. providing the customer with a refund later. The receipt will indicate which has been used. Also, during posting the accounts used are different.

Cancel - Refund Now

When a layaway cancellation is necessary and the payment is to be returned to the customer, locate and select the layaway transaction. Press <F7> from *Field number to change ?*. A window displays where you have four choices:

Release paid layaway

Cancel - refund now

Cancel - refund later

Forfeit payment

To refund the payment at the register, select **Cancel - refund now**. The payment window will display. You must select a refund payment code. The amount you enter must be a negative amount.

Select <F2> for the refund amount or enter it. It must be a negative number.

<F2>	$999.999- (This is option to automatically enter the refund amount.

After the layaway item refund payment is entered, in the upper right corner of the screen the word CANCELED displays. The invoice or receipt will indicate that the refund was made at the register. The payment is posted to the *Return account* as entered in *Stores*.

Cancel - Refund Later

When a layaway cancellation is necessary, locate the customers layaway transaction and press <F7> from *Field number to change ?*. A window displays where you have four choices:

Release paid layaway

Cancel - refund now

Cancel - refund later

Forfeit payment

To return the refund at the register select **Cancel - refund later**. The payment window will not display but a refund payment record will automatically be created for the amount that is to be refunded at a later time.

After the layaway is canceled, in the upper right corner of the screen the word CANCELLED displays. The invoice or receipt will indicate that the refund is to be made at a later time.

You may submit a copy of the receipt or invoice to accounts payable which has the information needed to allow them to produce a voucher and payment. The payment is posted to the *Return account* as entered in *Stores*.

Forfeit

When a customer is forfeiting their payment due to an unclaimed item, locate and select the customer's layaway and press <F7> from *Field number to change ?*. A window displays where you have four choices:

Release paid layaway

Cancel - refund now

Cancel - refund later

Forfeit payment

To realize the payment as cash, select **Forfeit layaway**. The word FORFEITED displays in the upper right corner of the screen. If you print an invoice or receipt it will indicate that a forfeit of the payment was done. The forfeited amount is posted to the *Layaway forfeit account* as entered in *Stores*.

Retrieve Layaway

There could be a situation where you need to retrieve a cancelled or forfeited layaway from layaway history. For example you may have forfeited a customer’s payments mistakenly. Point of Sale offers this option.

From the transaction number field select <SF7> to retrieve a layaway. Use the <F8> Lookup to find the layaway. Once you have located the layaway select the <Enter> key and the transaction screen will be populated with the layaway. It will show the last status of the layaway. It would have been cancelled or forfeited. Select the <F7> key to reverse the status and make it an open layaway again.

Enter additional payments as needed to complete the layaway.

Entering Quotes

A quote is a proposal about what goods or services will be sold and for what price. It is similar to an invoice or an order in appearance.

The quote is processed as a document that is adjustable until it is converted into an invoice or an order.

Because a quote is maintained in transactions after it is converted to an invoice or an order, the quote may be used as a "standard" quote to create "standard" orders or invoices. Quotes can remain until they are purged.

This section will document processing on the transaction screen that differs between quotes and other transaction types.

Header Area

1. Trx

Enter a transaction number or use one of the options

Format	999999
Example	Press <Enter> to default to the next trx number

2. Trx type

This field defaults to the transaction type entered in the Register. Enter a transaction type or press <Enter> to default to the type defined in the Register.

Format	1 character, either I, O, Q, C, P or L
Example	Type Q

Exp date

After entering a transaction date for a quote, an expiration date is requested. The quote will be valid through the date that is entered here.

This date can be used as a review date for "standard" quotes or orders to ensure the quote's continued viability particularly regarding the prices presented in the quote.

Options

Enter an expiration date or use the option.

<F1>	To set the expiration date to "None"

Format	MMDDYY
Example	Press <F1>

Line Item Area

The line item section is filled out in the same manner as an invoice or an order except that inventory is not actually committed. The Q*ty ship* field for a line item will always be blank.

A quote can contain items, services, items that will be returned (enter a negative quantity), items that will be drop shipped, discounted items, etc.

If your Register is set up to display the Warehouse Window, you will see currently available quantities for an item. Because inventory is not committed when a quote is entered, the quantities in this window should be considered *informational* only.

Miscellaneous Area

This section is the same for a quote as it is for an invoice or an order. Enter the transaction discount, miscellaneous charges, freight, and a tax code for this quote.

Payment Window

Payment cannot be accepted for a quote until the goods or services and the price of the purchase is agreed upon by the buyer and the seller and the quote is converted into an invoice or an order.

The payment window will not be displayed.

You may enter a transaction comment if desired.

Converting Quotes

This section describes the process of converting a quote to an invoice (transaction type "I") or an order (transaction type "O"). This process is initiated from the transaction screen. The transaction type that the quote is converted to is specified in the Register.

Enter the transaction number of the quote. You may use <F8> to display a transaction lookup window or scan through your transactions using the <F1> key.

When the quote is displayed, you can make any desired changes to the transaction.

When your changes are complete, press <F7> from the *Field number to change ?* field. A window will be displayed that will request a customer number for the transaction.

Quote Expired

If the quote has expired, the window displays a message and indicates the date that the transaction was entered and the expiration date.

This message is an informational message only and does not prevent the quote from being converted. Press <Enter> to continue to convert the quote or <ESC> to return the *Field number to change ?*

Cust

If you are using the quote as a "standard" quote or order, you may change the customer number at this time. Otherwise, press <Enter> to accept the customer number that was entered for the quote.

Format	Up to 12 characters
Example	Press <Enter> to accept the default

Update prcs ?

The customer may have contract prices and the quote may not reflect these prices.

Answer **Y** to update the contract prices for the customer. If you select Y and there are no contract prices, then the prices will not change. Answer **N** to use the prices on the quote.

OK to convert ?

Answer **Y** to convert this quote into the transaction type specified in the Register. Answer **N** to cancel this conversion.

Full quantity not available

As the transaction is converted, each line item will be displayed. If the full quantity contained in the quote is not available for shipping, the Full Qty Not Avail menu will display and you will be asked to select one of the options.

- Back order balance
- Ship in stock
- Override
- Cancel line

Use your <UpArrow> and <DownArrow> keys to highlight the option you want to select and press <Enter>.

Note	If you choose "Cancel line," the current line item is not converted and will not be part of the resulting invoice or order. You will be asked to confirm your request before a line item is cancelled.

Conversion complete. Keep this quote on file ?

Answer **Y** to keep the quote for future use. Answer **N** to delete the quote from transactions.

Completing the Transaction

After the quote has been converted, your cursor will be positioned in the **Field number to change ?** field of the invoice or order that was created from the quote.

From this point the transaction is processed as a standard invoice or order.

PURGING QUOTES

Use this selection to purge quotes from transactions. You may elect to purge quotes either by transaction date or by expiration date. This process will completely remove quotes that meet the criteria of the purge.

Select

Purge quotes from the *Utility* menu.

Purge using

Specify which date you will use to purge quotes from transactions. You may purge using the transaction date or the expiration day as a cut-off date.

T	To use the quote's transaction date
E	To use the quote's expiration date

Format	1 character, either T or E
Example	Type T

Ending cut-off date

Enter a cut-off date for the transactions to be purged.

When using the quote's transaction date, all quotes entered before this dated will be purged from transactions.

When using the quote's expiration date, all quotes that have an expiration date prior to this date will be purged from transaction.

Enter a date or use the option.

<F1>	To purge all quotes regardless of the transaction or expiration date

Format	MMDDYY
Example	Press <F1> to purge all quotes from transactions

Purge only expired quotes

The question is only asked if you are purging using the transaction date.

Answer Y if you wish to purge only those transactions entered before the cut-off date that have expired.

Answer N if you wish to purge all quotes entered before the cut-off date.

Any change ?

You will be prompted to answer Y or N to any change in the purge parameters that were entered. The default is N.

If you elected to purge all quotes for all dates, the following message will be displayed.

*** WARNING WARNING WARNING ***

*** ***

*** You are about to purge all quotes ***

*** from the transaction file. ***

Are you sure ?

You will be given another option to abort the purge process.

Y	Type Y to purge the Quotes
N	Type N to abort the purge process and return to the main P/S menu

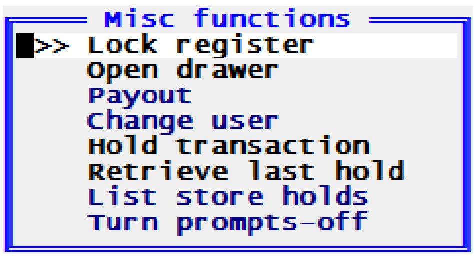
If you answer Y, a period of processing will follow and you will be prompted to return to the main P/S menu.

Purge complete - press <ESC>

MISCELLANEOUS FUNCTIONS WINDOW

The *Miscellaneous Functions* menu provides access to features such as Lock Register, Change user, Hold transaction and more.

The *Miscellaneous Functions* menu is available from most fields in the Point of Sale transaction screen by pressing <F5>. After selecting <F5>, a screen similar to the one below displays:



Some of these functions may not be available for every POS user based on the permissions allowed.

Lock Register

If the user has to leave the register, this will allow the means of preventing functions such as data entry, opening a cash drawer, printing a receipt or anything else by others. Once Lock register is selected a window like this will display:

This window hides the User field that normally displays at the top of the transaction screen.

To unlock the register, the user must enter their User ID and if passwords are used, it must also be entered. See the Register Users chapter for entering a User Id and a password.

Open drawer

This will allow the user to open the cash drawer. If there is no cash drawer set up in the register this function is not available.

Payout

This function will not be available if you are not interfaced with A/P, as determined in POS *Control information*. If payouts are used, but the user does not have permission to enter payouts this function is not available.

A payout is used for the tracking of paying cash for deliveries. The default payout account is entered in the Store.

Change user

This will allow the changing of the user if a shift changes. The User ID must be entered. If passwords are used, it must also be entered.

Hold transaction

A hold transaction allows the user to save an invoice transaction to be completed later. Only invoices can be put on hold. They must have at least one line item entered to be put on hold. The user can retrieve the hold transaction from the miscellaneous functions window per the next function *Retrieve last hold*, Retreiving the held transaction converts it back to an invoice so the entry can be completed.

This function can be useful if the customer forgot to get something in the store and you don't want to void the invoice because many lines have been entered and there are other customers in line waiting to check out.

Retrieve last hold

This will allow the user to quickly find the last transaction that was put on hold for this store, register and user. Once the held transaction is accessed, it removes the hold status and gives it an invoice status again. You may complete the transaction or put it back on hold again. You may also void the transaction of the customer does not return.

List store holds

Based on a setting in register users, the user may not have permission to access this function.

This will display a list of transactions on hold for any register, user and store. The user may select any of the held transactions for viewing, completing or voiding.

Turn prompts-on or

Turn prompts-off

You may not want your customers to see the transaction prompts.

This will function allows the user to toggle the prompts on or off. The prompts display in the lower left corner of the screen. Prompts are usually needed when training a new person on the register. They can be turned off here to see if the new user can practice without the prompt options.

The default setting for showing or not showing prompts is in the register field 11. **Show prompts during entry**. See the Registers chapter for more information. Once the user is comfortable without using prompts, the default can be changed to off.

Picking Tickets

This chapter contains the following topics:

INTRODUCTION TO PICKING TICKETS

Use this selection to print picking tickets for orders placed with your Passport Business Solutions Point of Sale module.

A picking ticket is a list of items for an order or an invoice, printed in order of each item's location code (bin or shelf location in the warehouse or stockroom). The picking ticket is used to gather the items to by shipped.

This selection prints picking tickets in batches. If you would like to print a picking ticket immediately after an order is entered, you must define a picking ticket device for the register and specify that you want to "print instantly". Refer to the devices section of the Registers chapter of this documentation.

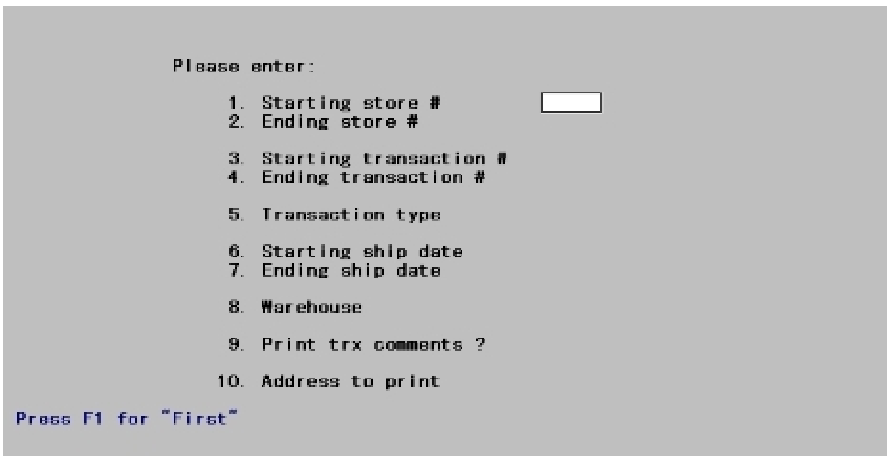
If either the customer name and address line or if the ship-to name and address line is more than 30 characters, the address for both will print compressed. Compressed means a smaller font. Non-compressed is the normal larger font. Compression is to accomodate longer name and address fields.

PRINTING PICKING TICKETS

You may print picking tickets for a range of stores, transactions and dates. If you are using multi-warehousing as specific warehouse or for "All" warehouses. Optionally, you may elect to print your Company or Store address on the picking ticket.

Select

Picking tickets from the Point of Sale menu.



You will be prompted to enter the following information:

1. Starting store

Options

Enter the starting store number for the range of picking tickets that you want to print or use the option:

<F1>	To include the "First" store.

Format	Up to 3 characters
Example	Press <F1> for the "First" store

2. Ending store

Options

Enter the ending store number for the range of picking tickets that you want to print or use the option:

<F1>	To include the "Last" store.

Format	Up to 3 characters
Example	Press <F1> for the “Last” store

3. Starting transaction

Options

Enter the starting transaction number to include in the range of picking tickets that you want to print or use the option:

<F1>	To include the “First” transaction

Format	999999
Example	Press <F1> for the “First” transaction

This field can only be entered if the starting and ending store is the same number. Otherwise, it will automatically fill in with “First” transaction number.

4. Ending transaction

Options

Enter the ending transaction number to include in the range of picking tickets that you want to print or use the option:

<F1>	To include the “Last” transaction.

Format	999999
Example	Press <F1> for the “Last” transaction

This field can only be entered if the starting and ending store is the same number. Otherwise, it will automatically fill in with “Last” transaction number.

5. Transaction type

Options

You may elect to print picking tickets for orders or for invoices or for both types of transactions.

O	To print picking tickets for “O” type transactions (orders).
I	To print picking tickets for “I” type transactions (invoices).
B	To print picking tickets for both transaction types.

Specify the transaction type that picking tickets will be printed for.

Format	1 character, either O, I or B
Example	Type O to print picking tickets for “O” type transactions

6. Starting ship date

Options

Enter the starting ship date to be included in the range of picking tickets that you want to print or use the option:

<F1>	To include the “First” ship date.

Format	MMDDYY
Example	Press <F1> for the “First” ship date

7. Ending ship date

Options

Enter the ending ship date to include in the range of picking tickets that you want to print or use the option:

<F1>	To include the “Last” ship date.

Format	MMDDYY
Example	Press <F1> for the “Last” ship date

8. Warehouse

If you are using multi-warehousing as specified in Inventory Control information, you will be given the option to print picking tickets for a particular warehouse or for “All” warehouses. If you do not use multi-warehousing, this option will not be available.

Options

Enter a warehouse code or use the option:

<Enter>	To print picking tickets for the “Central” warehouse.
<F1>	To print picking tickets for “All” warehouses.

Format	Up to 2 characters
Example	Press <F1> to print picking tickets for “All” warehouses

9. Print trx comments

Answer Y to have transaction comments printed on each picking ticket or press <Enter> to skip printing transaction comments.

Format	1 character, either Y or N
Example	Type Y to print transaction comments on picking tickets

10. Address to print

Options

Indicate here whether you wish to print your company address, the store address or neither on your picking tickets.

C	To print your company address, from *Company information*, on your picking tickets.
S	To print a store address on your picking tickets.
N	To print neither address on the picking tickets.

Format	1 character, either C, S or N
Example	Type C to print your company address on the picking tickets

When you press <Enter> at *Field number to change ?*, the picking tickets will be printed.

Field number to change ?

Make any changes and press <Enter> select a printer and then to print picking tickets. Press <ESC> to cancel this operation.

Printing Shipping Labels

This chapter contains the following topics:

Introduction to Shipping Labels

Use the shipping labels selection to print shipping labels for orders or invoices. Shipping labels will only be printed for orders or invoices that contain valid ship-to addresses.

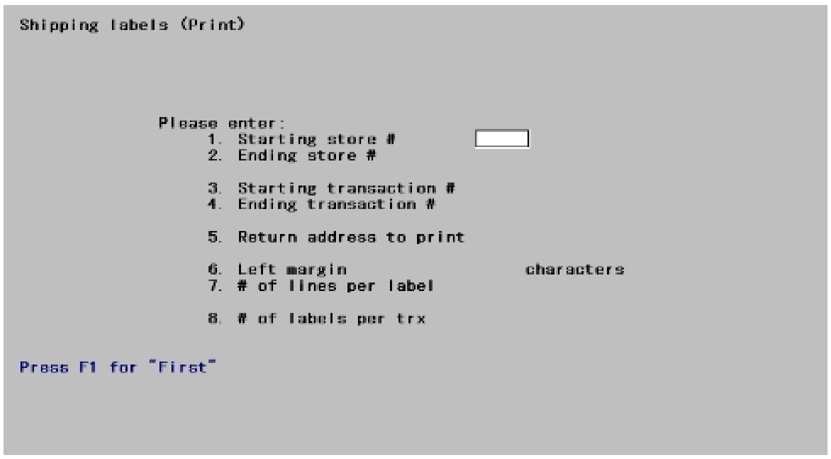
This selection prints shipping labels in batch mode. If you would like to print a shipping label immediately after an order or invoice is entered, you must define a shipping labels device for the register and specify that you want to “print instantly”. Refer to the devices section of the Registers chapter of this documentation.

PRINTING SHIPPING LABELS

You may print a batch of labels by store number and for a range of transactions.

Select

Shipping labels from the Point of Sale menu.



Select the parameters, by which you wish to print shipping labels.

1. Starting store

Options

Enter the starting store number for the range of shipping labels that you want to print or use the option:

<F1>	To include the “First” store

Format	Up to 3 characters
Example	Press <F1> for the “First” store

2. Ending store

Options

Enter the ending store number for the range of shipping labels that you want to print or use the option:

<F1>	To include the “Last” store

Format	Up to 3 characters
Example	Press <F1> for the "Last" store

3. Starting transaction

Options

Enter the starting transaction number to include in the range of shipping labels that you want to print or use the option:

<F1>	To include the "First" transaction

Format	999999
Example	Press <F1> for the "First" transaction

4. Ending transaction

Options

Enter the ending transaction number to include in the range of shipping labels that you want to print or use the option:

<F1>	To include the "Last" transaction

Format	999999
Example	Press <F1> for the "Last" transaction

5. Return address to print

Options

Indicate here whether you wish to print your company address, the store address or neither on your shipping labels.

C	To print your company address, from *Company information*, as a return address on your shipping labels
S	To print a store address as a return address on you shipping labels
N	To print neither address on your shipping labels

Format	1 character, either C, S or N
Example	Type C to print your company address as a return address on your shipping labels

6. Left margin

Enter the width of the left margin, in characters, for your shipping labels.

Format	999
Example	Type 0

7. # of lines per label

Enter the number of lines that can be printed on your shipping labels. The minimum number of lines is 5 when no return address is printed and 11 when a return address in is included on your shipping labels.

A standard 3" x 5" label can print up to 18 lines at 6 lines per inch.

Format	99
Example	Type 18

8. # labels per trx

Enter the number of labels to be printed for each transaction.

Format	999
Example	Type 2

Field number to change ?

Make any desired changes and press <Enter> to print picking tickets or press <ESC> to cancel this operation.

Select Orders for Billing

This chapter contains the following topics:

INTRODUCTION TO SELECT ORDERS FOR BILLING

This function is used to mark orders for billing in preparation for printing invoices. This is performed for type "O" transactions (Orders) that have been entered.

Type "O" transactions are handled by a two-step billing process. In two-step billing, orders are entered in the first step. A picking ticket may also be issued during this step and items are gathered for delivery. In the second step, items on an order are selected for billing and an invoice is printed.

The "Select for billing" process is the final step to be performed before an invoice can be issued to the customer or payment can be received from the customer.

The Passport Business Solutions Point of Sale allows you bill a complete order or mark only selected items on an order for billing. You may select all line items for billing, individual line items and you may also unselect previously selected line items using this function.

Freight on miscellaneous charges may be added to an order when it is selected for billing.

SELECTING ORDERS FOR BILLING

You select orders for billing from the PBS Point of Sale transaction screen.

Select

Transactions from the P/S menu.

Enter the required information to gain access to the Point of Sale transaction screen. Refer to the chapter Transaction Processing Login.

1. Trx #

Options

Enter the transaction number for the order that you want to select for billing or use the option:

<F1>	To scan through transactions

Format	999999

When you have retrieved the order that you wish to select for billing,

Press

<F7> for the Select for Billing menu.

Three options are available from the “Select for Billing” menu:

- Select all lines
- Line-by-line selection
- ALL lines with edit

Select all lines

Highlighting and selecting this option will automatically select all line items on the order. The processing will occur and you will be positioned at “Field number to change ?” to make any desired changes and finish billing the order.

The number of line items selected will be displayed in the upper right-hand corner of the screen.

Field number to change ?

Make any changes including adding freight or miscellaneous charges to the order and press <Enter> to record payment. Payment must be made or terms assigned to all selected line items before the selection process can be completed.

Line-by-line selection

Highlighting and selecting this option will position you in the Line Item Area of the screen to edit and select individual items for billing.

Options

As you scroll through existing line items you may perform various operations using the following options:

<F1>	To insert a new line item into the order
<F2>	To add comments to the current line item, if line item comments are allowed for this register
<F3>	To delete the current line item from the order
<F6>	To jump to another line item, by line number
<F7>	To select the current line item or unselect a selected line item

The number of lines selected will be displayed in the upper right-hand corner of the screen.

Additionally, each selected line item will be marked with at greater-than symbol, “>”, just after the line number and “Select” after the unit.

When line item selection is complete, press <ESC> to end the selection process.

Field number to change ?

Make any changes including adding freight or miscellaneous charges to the order and press <Enter> to record payment. Payment must be made or terms assigned to all selected line items before the selection process can be completed.

ALL lines with edit

Highlighting and selecting this option will select all line items for billing and position you in the Line Item Area of the screen to edit and unselect line items for billing.

Options

As you scroll through the order’s line items, you may perform various operations using the following options:

<F1>	To insert a new line item into the order
<F2>	To add comments to the current line item, if line item comments are allowed for this register
<F3>	To delete the current line item from the order
<F6>	To jump to another line item, by line number
<F7>	To unselect the current line item or select an unselected line item

The number of lines selected will be displayed in the upper right-hand corner of the screen.

Additionally, each selected line item will be marked with at greater-than symbol, “>”, just after the line number and “Select” after the unit.

When line item selection is complete, press <ESC> to end the selection process.

Field number to change ?

Make any changes including adding freight or miscellaneous charges to the order and press <Enter> to record payment. Payment must be made or terms assigned to all selected line items before the selection process can be completed.

Note	You can continue to modify the order until an invoice or receipt has been printed. Line items can be added or removed and selected or unselected. The balance due in the payment window will be adjusted accordingly.

EDITING SELECTED ORDERS

If you wish to edit selections on an order that has been completely or partially selected for billing, you follow a procedure similar to that which you followed for selecting the line items on the order.

Pressing <F7> for an order that already has some or all line items selected for billing will display an edit menu for line item selection.

1. Trx #

Options

Enter the transaction number for the order that you want to edit for billing or use the option:

<F1>	To scan through transactions

Format	999999

When you have retrieved the order that you wish to edit for billing,

Press

<F7> for the Selected menu.

Two options are available from the “Selected” menu:

- Edit selections
- Cancel selections

Edit selections

When you highlight and select this option, you will be positioned in the Line Item Area of the screen to edit and change the selected status of individual screens.

Options

As you scroll through existing line items you may perform various operations using the following options:

<F1>	To insert a new line item into the order
<F2>	To add comments to the current line item, if line item comments are allowed for this register
<F3>	To delete the current line item from the order
<F6>	To jump to another line item, by line number
<F7>	To select or unselect the current line item

The number of lines selected will be displayed in the upper right-hand corner of the screen.

Additionally, each selected line item will be marked with at greater-than symbol, “>”, just after the line number and “Select” after the unit.

When line item selection is complete, press <ESC> to end the selection process.

Field number to change ?

Make any changes including adding freight or miscellaneous charges to the order and press <Enter> to record payment. Payment must be made or terms assigned to all selected line items before the selection process can be completed.

Cancel selections

Highlighting and selecting this option will unselect all selected line items on the order.

Field number to change ?

Make any changes including adding freight or miscellaneous charges to the order and press <Enter> to record payment. Payment must be made or terms assigned to all selected line items before the selection process can be completed.

Batch Invoice Printing

This chapter contains the following topics:

INTRODUCTION TO BATCH INVOICE PRINTING

These selections allow you to print a batch of invoices.

If you would prefer to print invoices in *Transactions* immediately after an invoice is entered, you must define an invoice device for the register and specify that you want to “print instantly". Refer to the Register Devices and Form Setup section of the *Registers* chapter.

Otherwise, you may print your invoices in a batch. There are two menu selections for printing in batches:

Print invoices

This selection allows you to print invoices using a pre-programmed invoice format.

Print designed invoices

This selection allows you to print invoices using a user designed invoice format. For designing your own invoice format, see the Forms Design chapter.

Also in this chapter, there is also a *Reprint posted design invoices* selection for printing invoices from history.

Note	The invoice number that is printed is a combination of the store and invoice number defined in the Store. Depending on the Invoice number format indicated in the P/S *Control information* 13. Invoice number format field, the invoice number will contain either a two-character store number and a six-digit invoice number or a three-character store code and a five-digit invoice number.

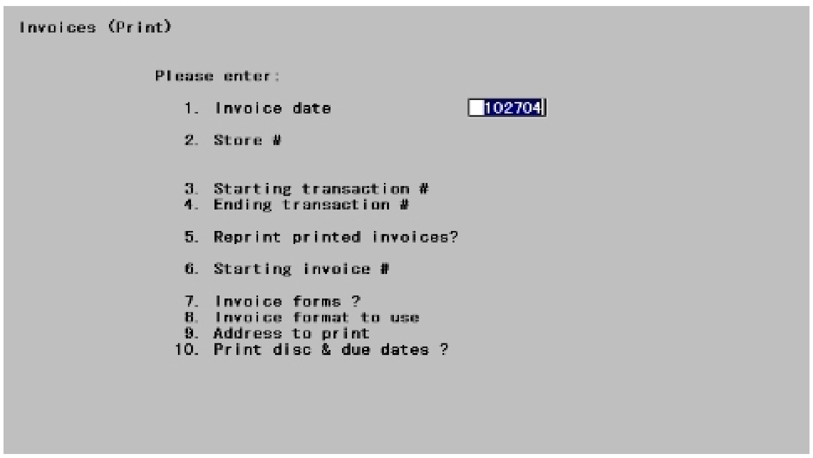
Printing Pre-programmed Invoices

You may print invoices for a specific date and store and for a range of transactions. You may also use this selection to reprint invoices that have already been printed.

With this selection you may only use one of the pre-programmed invoice formats. If you prefer, you may design your own invoice format and print your invoices with that format. See the Printing Designed Invoices selection later in this chapter.

Select

Print invoices from the *End of day* menu.



```
Invoices (Print)

            Please enter:
              1.  Invoice date               102704
              2.  Store #

              3.  Starting transaction #
              4.  Ending transaction #

              5.  Reprint printed invoices?

              6.  Starting invoice #

              7.  Invoice forms ?
              8.  Invoice format to use
              9.  Address to print
             10.  Print disc & due dates ?
```

1. Invoice date

Options

Enter the date to be printed on the invoices or use the option:

<Enter>	To use the current system date

Format	MMYYDD
Example	Press <Enter> to use the current system date

You may be warned or stopped against entering a date that is outside the allowed date range. This date range is entered in the Accounts Receivable *Control information*. You will find more information about date control in the A/R user documentation. Refer to the Fourth Screen section of the *Control information* chapter.

2. Store

Enter the store number for which these invoices will be printed.

Format	Up to 2 or 3 characters depending on the Invoice number format specified in POS Control information
Example	Type 1 for the store number

3. Starting transaction

Options

Enter the starting transaction number to include in the range of picking tickets that you want to print or use the option:

<F1>	To include the "First" transaction

Format	999999
Example	Press <F1> for the "First" transaction

4. Ending transaction

Options

Enter the ending transaction number to include in the range of picking tickets that you want to print or use the option:

<F1>	To include the "Last" transaction

Format	999999
Example	Press <F1> for the "Last" transaction

5. Reprint printed invoices ?

If you enter N in this field, invoices that have not yet been printed in the selected transaction range, will be printed. If you wish to reprint invoices that have already been printed, enter Y here.

Format	One letter, either Y or N

Note	If you enter Y here, only invoices that have been previously printed in the selected range will be printed.

If you are reprinting invoices that have been previously printed, enter the starting invoice number for this batch of invoices or use one of the options:

<F1>	To use the same invoice numbers that were used the first time the invoices were printed
<Enter>	To default to the Next invoice # for the Store

Mark invoice as duplicate

This question will only display if you answered Y to *Reprint printed invoices ?*.

Answer Y to print the words "Duplicate Invoice" in the header area of the invoice or answer N to print your duplicate invoices without this message.

Format	One letter, either Y or N
Example	Press Y to mark invoices as duplicate

6. Starting invoice

Options

If you are printing invoices that have not been previously printed, enter the starting invoice number for this batch of invoices or use the option:

<Enter>	To default to the Next invoice # in the Store

Format	999999 or 99999 depending on the Invoice number format defined in Control information
Example	Press <Enter> to default to the Next invoice # in the Store

7. Invoice forms ?

You may print invoices on plain paper or on preprinted forms. Select the type of form you will be printing.

If merging invoice data with an image file, select the matching form. Also, see Windows Printer with a Graphical Image and Batch PDF Invoices.

5	Classic version 5 forms
6	Classic version 6 forms
P	Plain paper
C	Customized forms. This is the same as plain paper unless you have had a custom format designed and programmed for you business.

Format	1 character, either 5, 6, P or C
Example	Type P to print invoices on plain paper

8. Invoice format to use

You may print invoices in one of three formats.

If merging invoice data with an image file select the matching format. Also, see Windows Printer with a Graphical Image and Batch PDF Invoices. Here are examples of the format differences:

Format 1

Format 1 prints two lines per line item.

The Unit price on line 1 of each item is the undiscounted price for the item by pricing unit expressed in terms of the pricing unit of the item. For example, if the item is priced at $12.00 per DOZ (dozen), then $12.00 would be shown as the unit price.

The extended price on line 2 is the extended price of the line item including any line item discount. Continuing with the above example, if the quantity shipped is 6 EACH, with a 10% line item discount, then the extended price will show as $5.40 ($6.00 for one half dozen minus $0.60. discount). extended price.

If a line item is partially shipped, the quantity back ordered will be shown on the second line.

Format 2 Double line

Format 2 Double line shows the item number and description on the first line and the quantity ordered , quantity shipped, stocking unit, unit price, pricing unit, line item discounts (if any), and extended, discounted price on the second line.

For partial shipments, the quantity back ordered shows on the third line. The third line is only used when the line item is partially shipped.

Format 2 Triple line

Format 2 Triple line shows the item number and description on the first line and the quantity ordered, quantity shipped, stocking unit, unit price, pricing unit, line item discount (if any), and extended undiscounted price on the second line.

The line item discount, if any, is shown on the third line. For partial shipments, the quantity back ordered is also shown on the third line. Thus, a third line is used if there is a line item discount or there is a back order quantity.

Format	1 number, either 1, 2 or 3
Example	Type 1 to use Format 1

9. Address to print

Indicate here whether you wish to print your company address, the store address or neither on printed receipts, if any.

C	To print your company address, from *Company information*, on your invoices
S	To print a store address, from the Store, on your invoices
N	To print neither address on your invoices

Format	1 character, either C, S or N
Example	Type C to print your company address on your invoices

10. Print disc and due dates ?

The terms for the invoice are always printed on the invoice. Answer Y if you also wish to have the invoice discount date and the due date to print in the header area of the invoice. Answer N if you do not wish to have this information printed on the invoice.

Format	1 character, either Y or N
Example	Type Y to print the discount date and the due date on the invoice

Field number to change ?

Make any changes and press <Enter> to select a printer to print invoices. Press <ESC> or click on the exit button to cancel this operation.

Windows Printer with a Graphical Image

When selecting *Windows printer*, a graphical image may be assigned which allows the printing of merged data with the image on the paper forms. When a graphical image has been assigned to printing, per the 3. Print using graphic image? field in Stores, you must select the matching 8. Invoice format to use and 7. Invoice forms ?.

Batch PDF Invoices

Select a -PDF- or -PDFP- printer to generate PDF (Acrobat type) invoices files. When an invoice has been saved as a PDF file you may view or email the invoice to your customer.

A graphical image may optionsally be merged with the data per the setup in *Stores*. See the 3. Print using graphic image? field in the *Stores* chapter.

If you are using a -PDF- printer, as set up in *Company information*, the invoice will be saved as a PDF file. The Adobe™ Reader™ or Adobe Acrobat™ can display it as long as one of these applications are installed on your system.

Default configuration settings are provided for PDF files. See the *PBS Administration* documentation for information on the PDF configuration options and the setup of a *Company information* PDF printer.

In Windows and Thin client you can view and email these documents under the CTL menu selection *Email/view printed PDF's* found under *PDF form file processing*. The overview of configuration for emailing PDF files in PBS is found *Email Configuration* Appendix from the *PBS Administration* documentation. Emailing PDF files cannot be done using UNIX or Linux unless you have Thin client.

PDF files are saved on the system in the PDFFIL\PSIPOS folder. An example of the PDF invoice file name is xx_PSI_1_A_001100.PDF. The xx is the company number. The PSI indicates it is a Point of Sale Invoice. The "1" is the customer number and the A_001100 is the invoice number for store A. You may also print an invoice alignment as a PDF. The alignment file is named xx_PSI_TESTPRINT_ XX999999.PDF and is located in the PDFFIL\PSIPOS folder. The alignment will display on screen if the proper application is installed.

Once invoices have printed, you will be prompted with the following question.

Are invoices just printed OK ?

Answering N to - Are the invoices just printed OK?

Answer N if the invoices just printed are bad due to an incorrect billing date, wrong selection of the series of orders to be billed, wrong lines billed on invoices, printer malfunction which has ruined the majority of the invoices or other reason.

In this case, the Point of Sale printing program considers the invoices for this range of orders just entered on the screen as not being OK. They will not be marked as printed. If PDF files where generated, they will be removed.

If you answer N , you will be asked a second question:

Restart invoice printing ?

If you answer Y to this question, you will be returned to the invoice printing screen to enter another range of invoices.

If you answer N to this question, you are prompted to mount regular paper on the printer and type “DONE” when ready. After typing “DONE”, you will be returned to the Point of Sale menu.

Answering Y to - Are the invoices just printed OK?

Answer Y if all of the invoices just printed are OK, or the majority are OK but a few have been damaged during printing.

If you answer Y, you will be asked a second question:

Reprint selected invoices ?

If all of the invoices just printed are OK, answer N to this question and you will be returned to the invoice printing screen to select another range of transactions to print or to end invoice printing.

Answer Y if the majority of invoices are OK, but a few require reprinting.

If you answer Y, a screen will display which allows a range of invoices to reprint. Enter the invoice numbers for the range of invoices you wish to reprint.

Note	Be certain that you enter the invoice numbers exactly as they are printed on the invoices you wish to reprint.

Next you will be prompted to enter a starting invoice number. This number will default to the first number of the range of invoices you specified to reprint. This allows you to reprint invoices with the same numbers as the original invoices. You may reprint as many different ranges are required. When doing so, always refer to the invoice by its original invoice number.

Note	Be sure to destroy or otherwise void the original invoices of the set you have reprinted.

When you have completed reprinting invoices, press <ESC> and you will be returned to the invoice printing screen to select another range of transactions to print or to end invoice printing.

PRINTING DESIGNED INVOICES

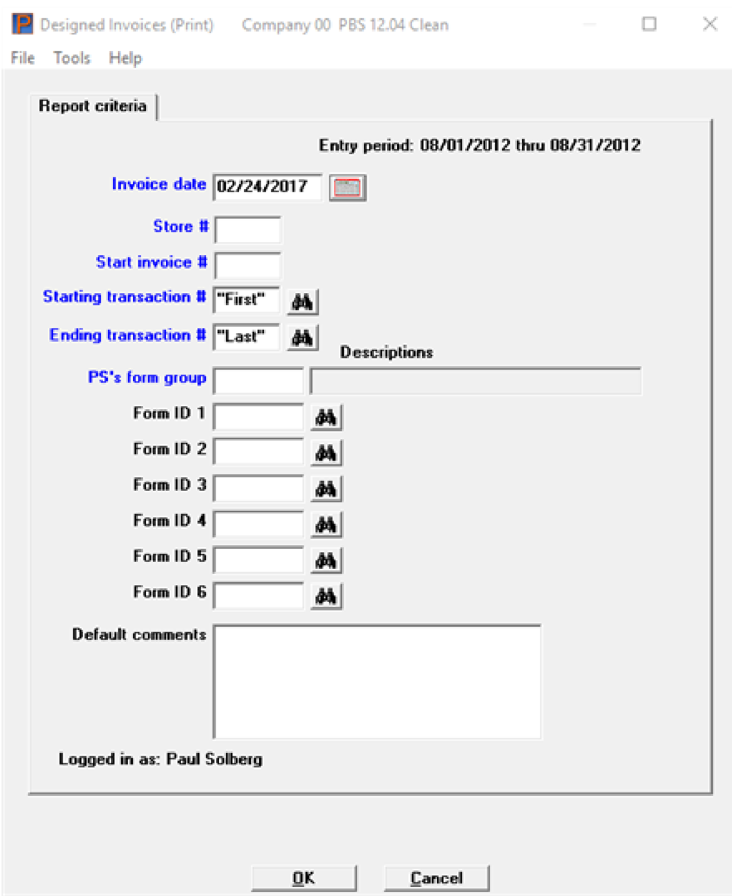
After verifying the billing selections, you may print the transactions.

Select

Print designed invoices from the *End of day* menu.

Graphical Mode

The invoice printer selection screen will display:



Character Mode

The screen to print invoices appears similar to this:

```
Designed Invoices (Print)                                  XYZ Company
                                           Entry period: 09/01/2017 thru 09/30/2017
                        1. Invoice date      22417
                        2. Store #
                        3. Start invoice #
                        4. Starting trx #
                        5. Ending trx #
                                                 Group description
                        6. PS's form group
                        7. Form ID 1
                           Form ID 2
                           Form ID 3
                           Form ID 4
                           Form ID 5
                           Form ID 6

                        8. Default comments


Logged in as: Paul Solberg
```

If you are using date controls as setup in A/R Control information the entry period displays in the upper right corner of the screen. For an explanation of date controls see the Account Receivable user documentation *Control information* chapter.

In the lower left corner of the screen displays the words *Logged in as:* followed by the user name. Form groups may be entered and they are specific to a user.

Enter the following information:

Invoice date

Enter the date you want printed on the invoices or press <Enter> for the system date.

The invoice date entered here will be the transaction date of the sale when these invoices are posted to Accounts Receivable.

The invoice date is also the transaction date for inventory posting in I/C. To decrease inventory value as of a certain date, an invoice must be dated, printed and posted on or before the valuation date.

Format	MMDDYY

You may be warned or prevented from entering a date that is outside the allowed date range. This date range is entered in the Accounts Receivable *Control information*.

Store

Enter the store number for which these invoices will be printed.

Format	Up to 2 or 3 characters depending on the Invoice number format specified in POS Control information
Example	Type 1 for the store number

Start invoice

Enter the invoice number to print on the first invoice in this printing run or press <Enter> to use the next invoice number in sequence, based on the Starting invoice # field of the Store.

Format	999999

Starting order # *and* Ending order

Enter the range of transactions for which invoices are to be printed. Follow the screen instructions or press <F2> for *First* to *Last*.

In a multi-user environment, if one user selects to print invoices for all transactions while another user is entering an **I** type transaction, this new **I** type may be immediately invoiced.

To avoid this, the user who is printing invoices should select a specific range of transaction numbers, rather than *First* to *Last*. Invoices will print only for the selected transactions within the range that you specify.

Format	999999

???'s form group

This field is optional and you may skip it by selecting <Enter> to use a temporary form group.

Enter a new form group number to start the process of entering and saving a new group or enter a previously saved form group number.

Form groups allow you to print multiple forms ID's for the same invoice. Each form group is specific to a user. When using the program the question marks in the above field name are replaced with the initials of the user ID who is logged into PBS.

Options

You may use one of the options:

<F1>	To scan through the form groups
<SF1>	To scan through the previous groups
blank	To use a temporary group

Format	Three characters

If you are entering a new form group number, then you will be asked this question:

Not on file. Do you wish to add this group?

If you select No, the you will be returned to the group field.

If you select Yes, then you will be prompted to enter the Group description.

Description

Enter a description that best represents the group of forms.

Format	Thirty characters

Form ID 1 - 6

Enter the ID of the form(s) to be used for invoice printing.

Options

You may use one of the options:

<F1>	To scan through the forms in the Form file
<SF1>	To scan through the previous forms

Format	Five characters

The program will print an **I** type form for an Invoice type, an **O** type form for an Order type, a **C** type form for a Credit memo and so on. Because of this, the lookup displays the type as *Not applicable*.

If the form ID does not have an Invoice, Order, or Credit memo type defined for it, a message displays to inform you that invoices will not be printed for the orders with missing form types. If none of the three types are defined for the form, no invoices can be printed.

You must enter a Form ID number in the Form ID 1 field. The other fields may be skipped.

If your form type prints with a graphical image, then you must either select Windows printer or a *Company information* PDF printer. Windows printer is only available if you are using the Windows or Thin Client versions of PBS. You may read more about PDF Invoice Generation below.

Default comments

Enter any comments to be printed on invoices that do not already have comments specified earlier.

Format	5 lines of 30 characters

OK or Cancel

You may select <Cancel> to return to the menu without printing invoices. Make any changes and then select <OK> to print your invoices. The following message will display.

Please mount invoice forms on printer and check this box when ready

Check the box and select OK to continue. Select Cancel to return to the menu without printing.

If you are using a Laser printer then put the forms in the proper tray.

If you are using a format that merges the data with a graphical file then you are finished because mounting forms is not required.

If you are using a dot matrix printer, mount the invoice forms on the printer so that the print head is at the top of the form. Adjust the printing pressure according to the thickness of the invoice forms.

Invoice Alignment

You are then asked: *Print alignment ?*. Answer Yes to print a test alignment form filled out with X's and 9's. Answer No when the form alignment is correct or if you do not wish to print an alignment form.

Alignments may be used for any of the following:

- Company information laser printer
- Company information -PDF- or -PDFP- printer
- Windows printer
- Company information dot matrix printer

If you have aligned the form in the past the default alignment settings are recalled from the last time done. You should only generate an alignment if the form has changed, the printer has changed or the printer driver on your computer has changed.

If you select a *Company information* -PDF- printer the program displays the alignment image as long as Adobe Acrobat or Adobe Reader is installed on your system. You may also view the alignment again from the CTL menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing*.

If you select *Windows printer* a Windows printer alignment screen displays. To change the alignment for *Windows printer* enter a number greater than the *Default top margin* or the *Default left margin* as the case may be.

Alignments to a Company information non-laser printer, like dot matrix, is done manually by moving the paper form around on the printer.

Invoice Printer Selection

If you are on UNIX or Linux and you have set up only one printer in Company information, you will get the alignment screen next.

If you are on Windows or Thin client or you are using multiple printers in UNIX/Linux, select the printer on which the invoice forms are mounted. You may select Windows printer. This is essential if you want to print the invoice with a corresponding graphical form file. See the Forms Design chapter on how to set this up.

If you are generating a PDF file for each invoice, select a -PDF- or -PDFP- printer.

PDF Invoice Generation and Emailing

When you print the invoice with a *Company information* -PDF- printer, the program generates a PDF file for each invoice. The name of each file will momentarily display on the screen as it is being generated.

You may also print and generate PDF files simultaneously using a -PDFP- printer.

Because this is a batch process and many files could be generated at the same time they will *not* display here. However, you may view the generated PDF files from the Ctl menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing*. Either Adobe™ Acrobat™ and Adobe Reader™ must be installed on your system. From that same menu selection you may also email PDF files. To learn more about the viewing and emailing PDF features read the *PDF Form File Processing* chapter in the *PBS System* documentation.

To setup emailing in PBS see the appendix *Email Configuration* in the *PBS Administration* documentation.

Point of Sale invoice PDF files and alignments are created in the PDFFIL\PSIPOS folder. An example of the Point of Sale invoice PDF file name is xx_PSI_100_001113.PDF. The xx indicates the company number. The PSI means it is an invoice printed from Point of Sale. The '100' is the customer number and the '001113' is the invoice number.

Number of Copies, Invoice Labels and Collate

If you entered this information previously the program will recall the last settings for copies and labels.

Number of copies

A screen displays that asks for the number of copies and a label for each copy. A label is not required for any of the copies. Make changes as needed.

The invoices are then printed.

Collate forms

Check this box if you want to collate invoices with multiple pages and when printing multiple copies. When you select to print multiple copies to a Windows or *Company information* printer and there are more line items than will fit on one page, the program will collate the printed pages. Collate means: for each copy page two follows page one, page three follows page two and so on. When it does not collate it prints all the page one copies first, then it prints all page twos and so on.

Invoice Number Already Used

If the starting invoice number has already been used in invoice history, the program looks for the next available invoice number and uses that. This would happen if someone sets the *Next invoice #* to a number already used. See the *Next invoice #* field in the selected store.

Printing Confirmation

When the invoices have been printed, you are asked *Are the invoices just printed OK ?*.

When to answer No to *Are the invoices just printed OK ?*

Answer No if the invoices just printed are wrong due to:

- An incorrect billing date
- Wrong selection of the series of orders to be billed
- Inappropriate default comments

- Wrong or incomplete lines billed on invoices
- Wrong printer group is selected
- Wrong form is selected, or
- Printer malfunction that has ruined the majority of the invoices.

If you answer No, all invoices printed for this specific range of orders are considered to be not OK. Any previously printed ranges of transactions are still considered to be OK if you answered Yes to *Are the invoices just printed OK ?* after printing those ranges.

If you answer No to *Are the invoices just printed OK ?*, you are asked a second question: *Restart invoice printing ?*.

Answer Yes to the Restart question if you wish to reprint all of the invoices that were bad at this time, without making any other changes to the orders concerned. If you answer Yes, the invoice printing screen reappears to enter another range of orders.

Answer No to the *Restart* question if you need to make changes to the orders prior to reprinting invoices. If you answer No, on the next screen you are asked to *Please mount regular paper on printer and check box when ready*.

Check the box when you have mounted the paper. Select OK to return to the menu.

When to answer Yes to *Are the invoices just printed OK ?*

Answer Yes to *Are the invoices just printed OK ?* if all of the invoices just printed are OK, or the majority are OK but a few have been damaged during printing. (The invoices being referred to here are the invoices for the range of orders just entered on the invoice printing screen.)

If you answer Yes to *Are the invoices just printed OK ?*, you are asked a second question: *Reprint selected invoices ?*.

If all of the invoices just printed are OK, answer No to this question and the invoice printing screen reappears to select another range of orders to print. Answer Yes to the Reprint question if the majority of the invoices are OK, but a few require reprinting due to being damaged during printing.

If you answer Yes to the Reprint question, a screen appears for you to enter the range to be reprinted. Enter the invoice numbers as printed on the invoice forms (rather than order numbers).

You are also asked for the starting invoice number for the reprint. This number defaults to the starting invoice number of the range specified so that you can reprint the invoices using the same numbers. (Be sure to destroy or otherwise void the first versions of these invoices.)

You may reprint as many different ranges of invoices as needed. You may reprint a specific range of invoices as many times as needed. However, you must always refer to an invoice by the number that appeared on the invoice the first time it was printed, and not the number that appeared on the invoice due to a reprint.

When reprinting invoices, you may also press <F1> for the starting invoice number to use the invoice number that is one greater than the last invoice printed. This is useful if you have preprinted invoice numbers on your forms and need to number invoices so that they correspond to the preprinted numbers on the forms.

When you have completed reprinting invoices, press <Esc> and the invoice printing screen reappears for you to select another range of orders to print.

Reprinting Invoices

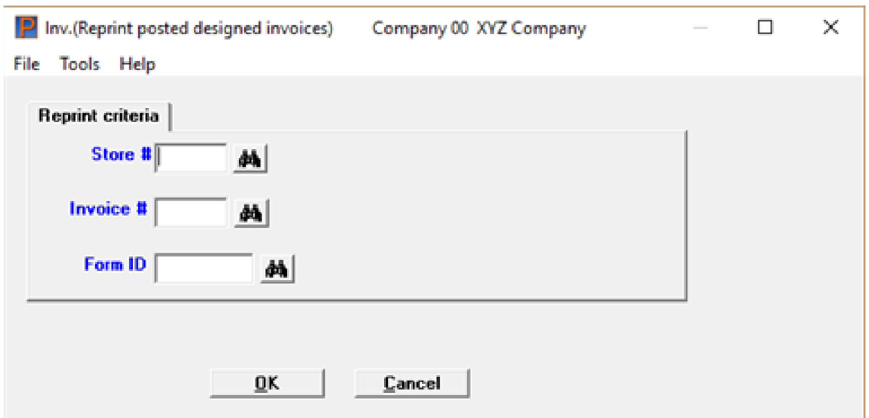
You may elect to reprint invoices from Point of Sale invoice history.

Select

Reprint posted invoices from the *Invoices* menu.

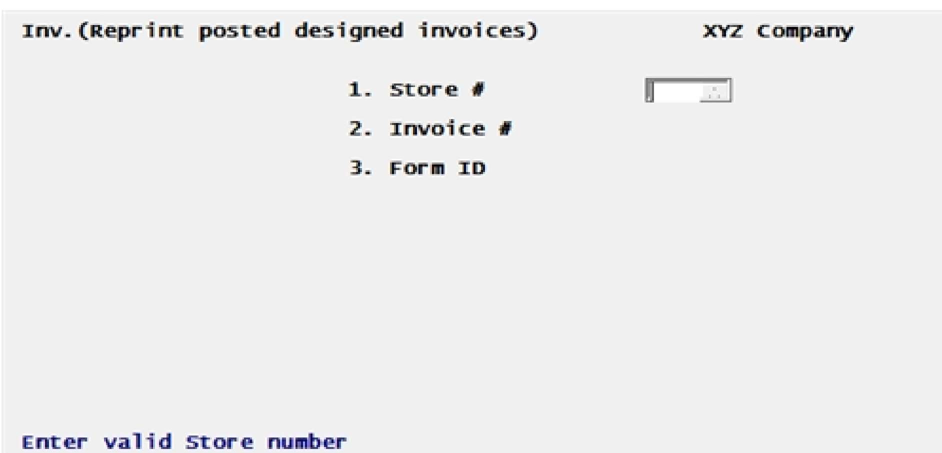
Graphical Mode

The screen to print invoices appears similar to this:



Character Mode

The screen to print invoices appears similar to this:



Enter the following information:

Store

Enter the store number for which these invoices will be printed.

Format	Up to 2 or 3 characters depending on the Invoice number format specified in POS *Control information*
Example	Type B for the store number

Invoice

Enter the invoice number.

This number is from invoice history.

Format	999999

Form ID

Enter the ID of the form to be used for invoice printing.

Format	Five characters

If the form ID does not have an Invoice, Order, Layaway, Credit memo or other transaction type defined for it, a message displays to inform you that invoices will not be printed for the transactions with missing form types. If none of the types are defined for the form, no invoices can be printed.

OK or Cancel

Make any changes. Select OK to and select a printer to print the invoice or select Cancel to return to the menu.

Mount Forms

You will be asked to mount the forms or when finished to mount the regular paper. Check the box and select OK to continue or Cancel to return to the menu.

PDF Reprint Invoice Generation

When you print the invoice with a *Company information* -PDF- printer, the program generates a PDF file on the system in the PDFFIL\PSIPOS folder. You may also print and generate PDF files using a -PDFP- printer. Because you are reprinting one invoice at a time, the file will display. Also you may view the generated PDF file from the CTL menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing*. Either Adobe Acrobat and Adobe Reader must be installed on your system. From that same menu selection you may also email PDF files. To understand these features see *PDF Form File Processing* chapter in the *PBS System* documentation.

To setup emailing in PBS see the appendix *Email Configuration* in the *PBS Administration* documentation.

If the PDF invoice you are generating has the same invoice number as a PDF that already exists the existing file will be overwritten. It will have the same amounts as the original and it should look the same as the original as long as you use the same invoice format.

Note	You do not do a posting after reprinting an invoices from history.

Print alignment ?

Select Yes to print an alignment or No to skip the alignment printing.

Alignments may be used if you are printing to one of the following:

- Company information laser printer
- Company information -PDF- or -PDFP- printer
- Windows printer

Alignments to a Company information non-laser printer, like dot matrix, is done manually.

If you select a *Company information* PDF printer the program will display the alignment image as long as Adobe Acrobat or Adobe Reader is installed on your system and you are using the Windows version of PBS. You may also view the alignment again from the Ctl menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing*. Each time you run an alignment it will replace the previous PDF.

If you select *Windows printer* a Windows printer alignment screen displays. To change the alignment for *Windows printer* enter a number greater than the *Default top margin* or the *Default left margin* as the case may be.

(Printer selection window)

Select the printer that you want to print the invoice.

Windows printer is only available if you are using the Windows or Thin Client versions of PBS.

If you have UNIX/Linux and only one printer is entered in *Company information* it skips the printer selection screen.

Transaction Edit List

This chapter contains the following topics:

INTRODUCTION TO TRANSACTION EDIT LIST

Use this selection to print a list of transactions that are currently contained in Point of Sale Transactions.

You may print all transactions, or only transactions that are ready to be posted. You may print all transaction types or any individual transaction type. You have the options of printing by warehouse, showing unit cost, by selecting a range of stores, transaction numbers or dates.

PRINTING A TRANSACTION EDIT LIST

Select

Edit list from the *End of day* menu.

```
Print transaction edit

                        Please enter:
                              1.  Starting store #
                              2.  Ending store #

                              3.  Starting trx #
                              4.  Ending trx #

                              5.  Starting date
                              6.  Ending date

                              7.  Transaction status
                                  Transaction type

                              8.  Show costs ?

                              9.  Warehouse

                             10.  Show shortages ?

Press F1 for "First"
```

You will be prompted to enter the following information.

1. Starting store

Options

Enter the starting store number for the range of transactions that you want to print or use the option:

<F1>	To include the "First" store

Format	Up to 3 characters
Example	Press <F1> for the "First" store

2. Ending store

Options

Enter the ending store number for the range of the edit list that you want to print or use the option:

<F1>	To include the "Last" store

Format	Up to 3 characters
Example	Press <F1> for the "Last" store

3. Starting transaction

Options

Enter the starting transaction number to include in the range of the edit list that you want to print or use the option:

<F1>	To include the “First” transaction

Format	999999
Example	Press <F1> for the “First” transaction

4. Ending transaction

Options

Enter the ending transaction number to include in the range of the edit list that you want to print or use the option:

<F1>	To include the “Last” transaction

Format	999999
Example	Press <F1> for the “Last” transaction

5. Starting date

6. Ending date

Enter a range of dates to be included in the edit list. Enter a starting and ending date or use the option:

<F1>	To default to "Earliest" and "Latest"

Format	MMDDYY
Example	Press <F1> at both fields

7. Transaction status

Options

You may elect to print the edit list for orders, invoices, both, or for all types of transactions. If the transaction status is invoiced or both then quotes are not available.

S	Selected - If "S" then only orders are allowed and the transaction type defaults to order and entry is not allowed
I	Invoiced - If "I" then transaction types allowed are invoices, credit memos, returns, voids, or payments
B	Both - If "B" then transaction types allowed are invoices, credit memos, returns, voids, orders, or payments
F1	All - If "All" then transaction types allowed are invoices, credit memos, returns, voids, orders, layaways, quotes, or payments

Transaction type

Specify the transaction type that the edit list will be printed for.

Format	1 character, either O, I, C, R, L, P, V, <F1>
Example	Type O to print the edit list for "O" type transactions

This is what each option indicates:

O	Orders
I	Invoices
C	Credit memos
R	Returns
L	Layaways
P	Payments
V	Voids
<F1>	All

8. Show costs ?

Enter Y to print the item unit cost on the report or N to not show the cost.

Format	1 character, either Y or N
Example	Type N

9. Warehouse

If you are using multi-warehousing as specified in I/C *Control information*, you will be given the option to print the edit list for a particular warehouse or for "All" warehouses. If you do not use multi-warehousing, this field is not available.

Options

Enter a warehouse code or use the option:

<Enter>	To print the edit list for the “Central” warehouse
<F1>	To print the edit list for “All” warehouses

Format	Up to 2 characters
Example	Press <F1> to print the edit list for “All” warehouses

10. Show shortages ?

If there are some back ordered items on orders they will print with the word "Short" on the line when you enter Y.

Format	1 character, either Y or N
Example	Type N

Field number to change ?

Make any changes and press <Enter> to select a printer to print the edit list. Press <ESC> or click on the exit button to cancel this operation.

Post Transactions

This chapter contains the following topics:

INTRODUCTION TO POST TRANSACTIONS

This selection posts invoices and moves the posted records to Point of Sale history. As part of the posting process, all financial and inventory status data is transferred into the Passport Business Solutions Accounts Receivable and Inventory Control.

Before a transaction can be posted, an invoice or receipt must be printed for the transaction. An Edit list can be printed prior to posting for a detailed record of the transactions that are to be posted.

Note	The invoice number used when posting to Inventory Control and Accounts Receivable is a combination of the store number and a five or six digit invoice number. This number will match the invoice number that was printed on the invoice or receipt. It will be either a two-character store number combined with a six-digit invoice number (SSIIIII) or a three-character store number combined with a five-digit invoice number. The format is specified in Point of Sale *Control information* 13. Invoice number format field.

When *Post transactions* is selected from the End of day menu, a series of events are initiated that all contribute to the process we are referring to as posting.

Posting is a single process that consists of many steps. When you post an invoice in Point of Sale, the program creates transactions for Inventory Control and Accounts Receivable which are, in turn, posted by A/R and I/C posting programs; Inventory/Post: Sales/Post; Cash Receipts/Post. When you post a layaway payment or A/R payment then the Cash Receipts/Post will handle the movement of data.

The following pages contain a detailed look at the Point of Sale posting process including simplified flowcharts. These symbols will be used to indicate the flow of data during the posting process.

TRANSACTION PROCESS

Entering a transaction is not part of the posting process, but is presented here to help understand the posting process. It is important to understand which files or tables are created and used during posting.

Transactions are entered by selecting *Transactions* from the Point of Sale menu. Transactions may be any one of three transaction types; Invoices; Orders; or Credit Memos.

Transactions are maintained in five files/tables:

Transaction Header (POSHDR)

This contains one record of bill-to/ship-to and related information for each unposted transaction.

Transaction Line (POSLIN)

This contains line items for a specific unposted transaction. One or more line items may be associated with a transaction.

Transaction Payment (POSPAY)

This contains payments for unposted transactions.

Transaction Line/Comments (POSCMT)

This contains line item and/or transaction comments for an unposted transaction.

Payouts (POTFILE)

This contains payable type payouts that may occur at a register.

Adjunct to the entry of transactions in Point of Sale, orders, invoices, receipts and picking tickets may be printed. All of these documents are printed using information stored in the files or tables listed above.

POINT OF SALE POSTING

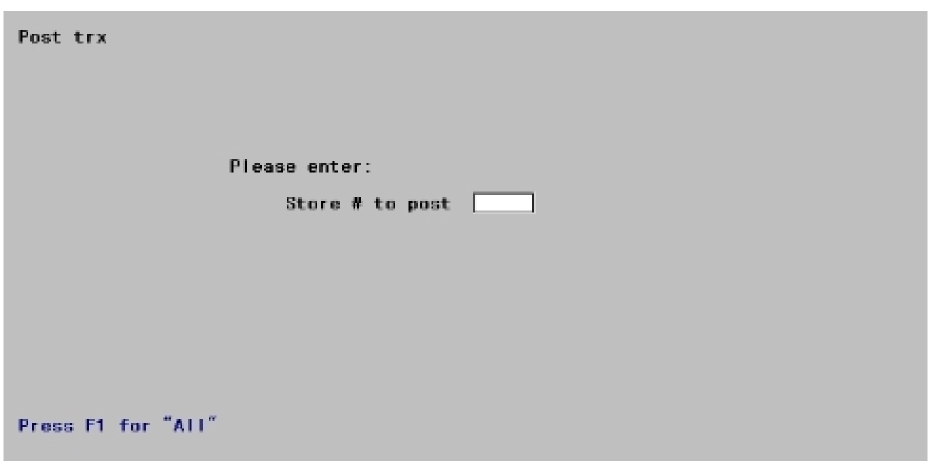
When Post transactions is selected from the End of day menu, a series of related processes are initiated:

1. End of day reports may be printed.
2. A/R sales transactions are created.
3. A/R cash receipts transactions are created.
4. I/C transactions are created. Items, status, inventory history and other files/tables may be updated.
5. P/S transaction files/tables are cleared and P/S history is updated.
6. A/P distributions are created for P/S payouts.
7. The P/S payouts are cleared.
8. All closed drawers in the P/S drawers are cleared.
9. Miscellaneous items and drop ships are processed.
10. I/C transactions are posted. Item cost is updated in P/S history and A/R sales transactions if using LIFO/FIFO or average costing.
11. A/R sales transactions are posted to A/R open items.
12. A/R cash receipts are posted to A/R open items.

Once posting is completed, in A/R you may purge open items and create a deposit slip.

Select

Post transactions from the End of day menu.



Store # to post

You will be prompted to enter store number you wish to post or use the option:

<F1>	To post for "All" stores

Format	Up to 2 or 3 characters depending on invoice format in Control information
Example	Press <F1> to post for “All” stores

Any change ?

Answer Y to change the store number or answer N to proceed with posting your Point of Sale transactions.

All invoices that have been printed for the selected store are posted to Point of Sale history and to Accounts Receivable and Inventory Control.

Unposted transactions message

If there are unposted A/R sales or cash receipt transactions and/or if there are unposted inventory transactions, a warning message displays on screen.

Unposted entries have been found as follows:

Sales entries in Accounts Receivable

Cash entries in Accounts Receivable

Inventory entries in Inventory Control

If you proceed with posting of invoices now, all of these unposted entries will be posted but no new invoices will be posted.

Do you wish to proceed with posting now ?

Answer Y to proceed with posting; otherwise answer N to cancel the process and return to the Point of Sale menu.

Format	One letter, either Y or N

Incomplete Posting

Point of Sale posting involves a series of functions that will be executed during the posting process.

Point of Sale transactions are posted to Point of Sale Invoice history and create A/R and I/C transactions. If only services are posted, then I/C is not updated.

I/C transactions are posted to items and status.

A/R sales transactions are posted.

A/R cash receipts are posted if cash receipts are entered.

For each step, different reports are printed that document the process. The Miscellaneous and Drop Ship Register is printed for Point of Sale transactions; the Inventory Transaction Register is printed for inventory transactions; the Sales Journal is printed for sales transactions; and the Cash Receipts Journal is printed for cash receipts.

Allow each register or journal to be printed completely. Do not interrupt the process.

If the process is interrupted, immediately return to Point of Sale and restart the process before doing anything else in the Point of Sale module.

Duplicate Transactions

When posting transactions, you may encounter a message that warns of duplicate transactions. For example, a message warning of a duplicate sales transaction will look like this:

Duplicate sales transaction - See instructions Press ENTER to continue

If you receive a message like this, check the A/R Sales Transactions (Miscellaneous charges) for an entry that contains the same invoice number as a Point of Sale transaction. Delete the duplicate transaction in A/R to resolve this problem and restart posting.

You may see this kind of duplicate transaction message for Inventory transactions as well. Handle the problem in the same way you would handle the sales transaction problem above.

Unselected Line Items

On a type "O" transaction, line items are selected for billing when the inventory is ready to ship. Point of Sale allows orders to be partially filled and shipped. A partial shipment may occur when you have items in stock but the customer is not ready to receive all of them. The customer may only want certain items from the order to be shipped.

The line items that were not selected, or were partially shipped, will remain in the Point of Sale transactions for selection at a later date.

Back Ordered Line Items

When an invoice is posted, if all line items on an invoice are fully shipped or partially shipped, but "out of stock," the invoice will be deleted from transactions during posting.

If one or more lines of an invoice or order are back ordered, the back ordered lines will be retained in the Point of Sale transaction files/tables. A back order report can be printed to assist filling of back ordered line items.

Note	If a line item is back ordered on a type "I" transaction (an invoice), the transaction is changed to a type "O" transaction. This allows the line item to be selected for billing when the back ordered items become available for shipping.

Unselected Layaway Items

On a type "L" transaction, line items may only be selected when the items are fully paid. Point of Sale only allows a layaway item to be released after it is fully paid.

Layaway items that are not fully paid remain as a transactions for additional payments and selection at a later date.

INVENTORY CONTROL POSTING

Posting to inventory control updates the item and warehouse quantity on hand, quantity available and quantity committed. The last sold date is updated for the item and status (warehouse). Warehouse current month quantity sold bucket is updated quantity sold.

I/C Distributions to general ledger will have records written for every item sold.

The I/C history is updated with the transactions produced.

If you are using FIFO or LIFO, then the layers are adjusted accordingly.

If it is a serial or lot item, then this the item serial and lot information is updated with a new status and date information.

ACCOUNTS RECEIVABLE POSTING

Accounts receivable posting happens through miscellaneous charges and cash receipts. The posted payment and invoice data will reside in open items.

Items are created in open items following posting. For any invoice or order transaction that has a payment type of “on account”, then the item cannot be purged until it is fully paid. The same applies to a credit memo.

Layaways allow the posting of payments prior to the invoice being posted. In order for the invoice to post the layaway must be fully paid.

Posting Accounting

The following information pertains to the accounting involved with the posting of transactions from the Passport Business Solutions Point of Sale.

Posting Services

General Ledger for Point of Sale Services is as follows:

DR	Customer's A/R account	
	CR	Line Item G/L Account

For credit memos, debits and credits are reversed:

CR	Customer's A/R account	
	DR	Line Item G/L Account

Posting Inventory

General Ledger for Inventory Control items is as follows for sales:

DR	Item's expense account	
	CR	Item's inventory account

General Ledger for Inventory Control items is as follows for credit memos and negative quantity transactions:

DR	Item's inventory account	
DR	Scrap account if applicable	
	CR	Item's credit memo account

If the company is using profit centers, the profit centers for the expense and credit memos accounts are assigned as defined in Point of Sale Control information (The profit center can be taken either from the transaction header of from the inventory item itself.).

Posting Miscellaneous Inventory Items

General Ledger for Inventory Control Miscellaneous Items is as follows for sales:

DR	Item's expense account	
	CR	Item's inventory account

General Ledger for Inventory Control Miscellaneous Items is as follows for credit memos and negative order quantities:

DR	Item's inventory account	
	CR	Item's credit memo account

If the company is using profit centers, the profit centers for the expense and credit memos accounts are assigned as defined in Point of Sale Control information (The profit center can be taken either from the transaction header of from the inventory item itself.).

As shown, the item's inventory account, as specified in Inventory Control *Items*, is used for posting of both sales and credit memos.

When a miscellaneous item is created in Inventory Control, the inventory account entered for the item must be of the type "misc costs applied" in Inventory Accounts. By choosing this type of account for each miscellaneous item, you can avoid after-the-fact adjustments for miscellaneous item sales and credit memos posted from Point of Sale.

Miscellaneous Items (Not Merchandise)

If the miscellaneous item sold is not merchandise the "misc costs applied" will usually be a contra-expense account. The exact account to use will depend upon your particular business situation and should be based upon advice from your accountant.

Miscellaneous Items (Merchandise)

If the miscellaneous item sold is merchandise, the setup of the "misc costs applied" account will depend on how miscellaneous items are handled with respect to General Ledger. For example, if the purchase of miscellaneous inventory is entered through Accounts Payable, the "misc costs applied" account should be the account used in Accounts Payable as the expense distribution for the purchase. Again, the exact account to use depends on your particular business situation. Follow the advice of your accountant.

Posting Drop-shipped Miscellaneous Items

For drop shipped miscellaneous items, the General Ledger posting is as follows:

DR	Item's expense account	
	CR	Drop-ship clearing account in Point of Sale Control information

Note	Line items for a credit memo may not be drop shipped. For a drop shipped miscellaneous item credit memo, retain your hand-written documents of the transaction for any adjustments you might wish to make through General Ledger. (General Ledger dollar amounts for miscellaneous item drop-shipped credit memos cannot be tracked through Point of Sale.

Partial Returns to Inventory

Sometimes, when a credit memo is issued for a returned inventory item, only part of the quantity returned is actually being returned to inventory. The remainder not being returned to inventory is scrapped. When this occurs, the scrap account is entered for the line item.

In this case, the quantity being returned to inventory is handled as a Credit Memo as described above.

The quantity being scrapped is posted to General Ledger and documented on the Miscellaneous /Drop-ship Item Register. The postings to General Ledger for the scrap are as follows:

DR	The scrap account as entered on the line item	
	CR	The item's credit memo account

If the company is using profit centers, the profit centers for the expense and credit memos accounts are assigned as defined in Point of Sale Control information (The profit center can be taken either from the transaction header or from the inventory item itself.).

The net result of the above is that inventory is increased by the amount returned to inventory, using the cost from the line item. Then the scrap account is increased by the dollar value of the amount scrapped, and the credit memo account is increased (using the line item cost), to reduce the cost of goods sold.

Back Order Reports

This chapter contains the following topics:

INTRODUCTION TO BACK ORDER REPORTS

Back order reports are used to obtain a listing of those items on orders which were not available when the order was placed. Using this selection, you can print two types of back order reports.

Back Orders by Customer Report

This report may be printed for all customers or selected customers. For each customer reported on, the report shows all line items for that customer which contain a back ordered amount.

You may restrict this report so that a line items is only printed if the item is now available in inventory . This allows you to use this report to determine which back orders (for specified customers) can now be filled. See Back Orders by Customer

Back Orders by item Report

This report may be printed for all inventory items or selected inventory items. For each inventory item reported on, the report shows all line items which contain a back ordered amount for the inventory item.

You may restrict this report so that an inventory item and its associated line items are only printed if the item is now available in inventory. This allows you to use the report to determine which back ordered line items can now be filled. See Back Orders by Item

Full and brief formats are available for each of these reports.

Back Orders by Customer

This report allows you to print back orders for “All” customers or for selected customers. This report is printed in order by customer number.

Select

Back orders by customer from the Reports, general menu.

```
Reports (Back orders by customer)

                  Please enter customers to show:

                          1.
                          2.
                          3.
                          4.
                          5.
                          6.
                          7.
                          8.
                          9.
                         10.
                         11.
                         12.
                         13.

                         14.  Store
                         15.  Report format
                         16.  Print avail items only ?
Press F1 for "All"
```

1 - 13. Customers to show

Enter up to 13 customer number to be included on the report or use the option:

<F1>	To show back orders for “All” customers

If you want to print the back order report for selected customers only, you end the selection at any time by pressing the <ESC> key instead of entering another customer number.

Format	Up to 12 characters
Example	Press <F1> to print back orders for “All” customers

14. Store

Select the store for which back orders will be printed or use the option:

<F1>	To print back orders for customers for “All” stores

Format	Up to 2 or 3 characters depending on Point of Sale invoice format as specified in Control information
Example	Press <F1> to print for “All” stores

15. Report Format ?

Answer B for brief format report that shows the customer number and name, the item number and first line of description, the transaction number and date, the quantity back ordered and unit and extended prices.

Answer F to print the full format report that shows all of the information included on the brief report plus the second line of the item's description, a customer purchase order number, the store number and item discounts.

Format	1 character, either B or F
Example	Type F to print a full format report

16. Print avail items only ?

Answer Y to include back ordered items on the report only if they are currently in stock. If you answer N, then line items will appear on the report whether or not the item is available in inventory.

This field is available only if the "Full" format is selected for this report. "(Not applicable)" displays if the "Brief" report format is selected.

Format	1 character, either Y or N
Example	Type N to list all back ordered items

Field number to change ?

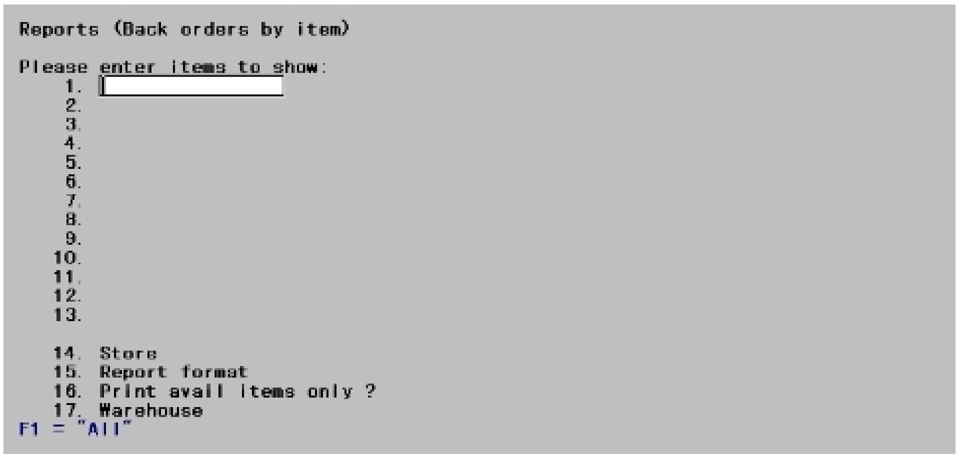
Make any changes and then press <Enter> to print the report or <ESC> to cancel the operation.

BACK ORDERS BY ITEM

This report allows you to print back orders for "All" inventory items or for selected inventory items. This report is printed in order by items number.

Select

Back orders by item from the Reports, general menu.



1 - 13. Items to show

Enter up to 13 item numbers to be included on the report or use the option:

<F1>	To show back orders for "All" items

If you want to print the back order report for selected items only, you end the selection at any time by pressing the <ESC> key instead of entering another item number.

Format	Up to 15 characters
Example	Press <F1> to print back orders for "All" items

14. Store

Select the store for which back orders will be printed or use the option:

<F1>	To print back orders for items for "All" stores

Format	Up to 2 or 3 characters depending on Point of Sale invoice format as specified in Control information
Example	Press <F1> to print for "All" stores

15. Report Format ?

Answer B for brief format report that shows the item number and first line of description, the customer number and name, the transaction number and date, the quantity back ordered and unit and extended prices.

Answer F to print the full format report that shows all of the information included on the brief report plus the second line of the item's description, a customer purchase order number, the store number and item discounts.

Format	1 character, either B or F
Example	Type F to print a full format report

16. Print avail items only ?

Answer Y to include back ordered items on the report only if they are currently in stock. If you answer N, then line items will appear on the report whether or not the item is available in inventory.

This field is available only if the "Full" format is selected for this report. "(Not applicable)" displays if the "Brief" report format is selected.

Format	1 character, either Y or N
Example	Type N to list all back ordered items

Field number to change ?

Make any changes and then press <Enter> to print the report or <ESC> to cancel the operation.

Note	Depending on where you press <F8>, this function will return a Data look up window or context sensitive Help. If a Data look up window is returned, pressing <F8> a second time will display Help for the field if available.

Invoice History

This chapter contains the following topics:

INTRODUCTION TO INVOICE HISTORY

This chapter describes how to view or print invoices that have been posted to Invoice History.

The view feature can be accessed directly from the Point of Sale transaction screen or from the Point of sale menu. A variety of lookup and viewing options are available to you. If you are using a register that allows printing of immediate invoices, you can reprint an invoice from history.

Note	To take advantage of these features, you must set the "Keep invoice history ?" field in Point of Sale *Control information* to Y.

VIEW HISTORY

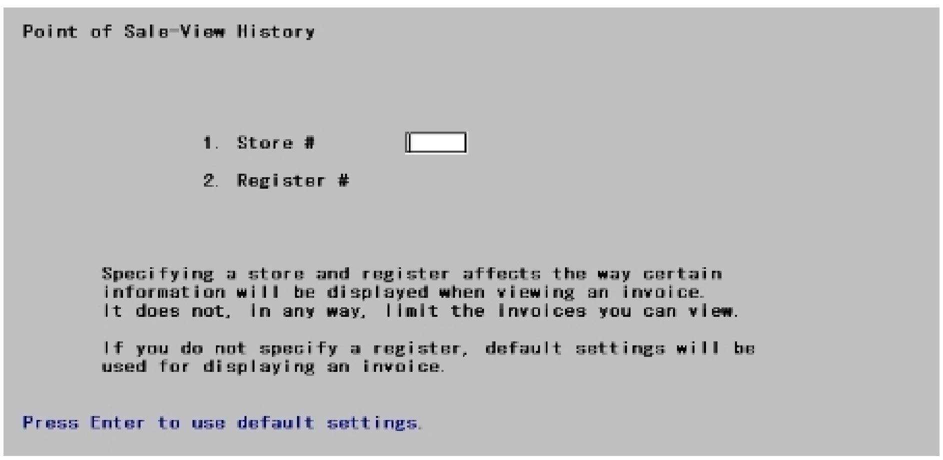
If you access invoice history from the Point of Sale menu, you will be prompted to enter a store number and a register number.

The store number and the register number you enter affects the way certain information is viewed and your ability to reprint invoices. They do not, in any way limit the information available to you.

It is not required that you enter a store and register number to view invoice history, but certain features require a register. For example, if you use a register that is set up for immediate printing you can reprint an invoice from Invoice History. Without a register, you will not be able to reprint an invoice.

Select

View invoice history from the Point of Sale menu.



Store

Enter a store number.

Format	Up to 2 or 3 characters depending on the invoice format you have defined in Point of Sale *Control information*
Example	Type A

Register

Enter the register that you will be using.

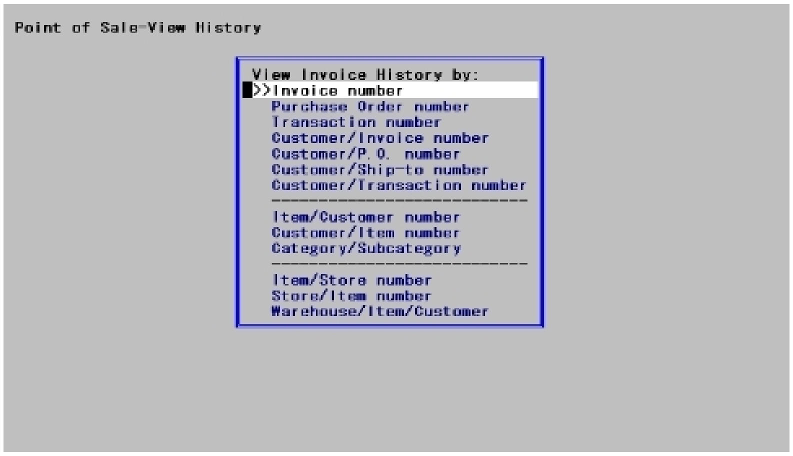
Format	Up to 3 characters
Example	Type 2

If you access invoice history from the Point of Sale transaction screen, you will not be prompted to enter a store number and a register number. The system will use the information you entered when you logged into Point of Sale transaction processing.

To view invoice history from the Point of Sale transaction screen, press <F7>.

View Invoice History

The first screen that is displayed allows you to choose the order, in which invoices will be presented to you.



These different viewing options are to allow you to find a particular invoice as quickly as possible even if you don't have complete information about the invoice you are trying to find.

View Invoice History by:

- Invoice number
- Purchase Order number
- Transaction number
- Customer/Invoice number
- Customer/P.O. number
- Customer/Ship-to number
- Customer/Transaction number
- Item/Customer number
- Customer/Item number
- Category/Subcategory
- Item/Store number
- Store/Item number
- Warehouse/Item/Customer

Use the up and down arrow keys or the first letter of the selection to highlight the option you wish to use. Press <Enter> to select the highlighted option. Each of these view options is detailed at the end of this chapter. Refer to Invoice Listing Criteria section.

After making a selection, you will be presented with a screen that will allow additional listing criteria to be entered.

Fast exit

You may elect to press your computer's <F3> key at any time within *View invoice history* to exit the view function. If you accessed *View invoice history* from the Point of Sale transaction screen, you will be returned to this screen. If you accessed *View invoice history* from the Point of Sale menu, you will be returned to the Point of Sale menu.

Because, you may find yourself drilling down many levels, the <F3> fast exit option can often be a real time-saver.

You may also exit from *View invoice history* in the more conventional fashion by using the <ESC> key on your computer.

INVOICE LISTING CRITERIA

Depending on the option you select to view invoice history by, you will be presented with additional criteria to enter before an invoice or a list of invoices will display.

Invoice number

When this viewing option is selected, invoices are displayed in descending order by invoice number.

Starting invoice

Enter an invoice number for an invoice that has been posted or use the option:

<Enter>	For “Latest”

Format	99999 or 999999 depending on the invoice format defined in Point of Sale *Control information*
Example	Press <Enter>

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to Invoice History Summary View section of this chapter for options.

Purchase Order number

When this viewing option is selected, invoices are displayed in descending order by purchase order number.

Starting PO

Enter a full purchase order number or enter the first few characters of the number. A purchase order number can be entered in a variety of ways. For example, AA1234 could have been entered as AA 1234 or AA/1234. In this example, you might simply enter “AA” as a starting PO #. This would list all of the variants of AA1234 that might be present.

Enter a purchase order number or use the option:

<Enter>	For “First”

Format	Up to 30 characters
Example	Press <Enter>

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to the Invoice History Summary View section of this chapter for options.

Transaction number

When this viewing option is selected, invoices are displayed in descending order by transaction number within a store.

Starting Store

Enter a store number or use the option:

<Enter>	For “Last”

Format	Up to 2 or 3 characters depending on the invoice format defined in Point of Sale *Control information*
Example	Type A

Starting Trx

If you pressed <Enter> for the *Starting Store #*, this entry will default to “Latest.”

Enter a transaction number or use the option:

<Enter>	For “Latest”

Format	999999
Example	Press <Enter>

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to the Invoice History Summary View section of this chapter for options.

Customer/Invoice number

When this viewing option is selected, invoices for a specific customer are displayed in descending order by invoice number within a store.

Cust

Enter a customer number.

Format	Up to 12 characters
Example	Type ARI001

Starting Store

Enter a store number or use the option:

<Enter>	For “Last”

Format	Up to 2 or 3 characters depending on the invoice format defined in Point of Sale *Control information*
Example	Type A

Starting Invc #

If you pressed <Enter> for the *Starting Store #*, this entry will default to "Latest."

Enter a transaction number or use the option:

<Enter>	For "Latest"

Format	99999 or 999999 depending on the invoice formation defined in Point of Sale *Control information*
Example	Press <Enter>

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to the Invoice History Summary View section of this chapter for options.

Customer/P.O. number

When this viewing option is selected, invoices for a specific customer are displayed in descending order by purchase order number.

Cust #

Enter a customer number.

Format	Up to 12 characters
Example	Type ARI001

Starting PO #

Enter a a purchase order number or the first few characters of a purchase order number, or use the option:

<Enter>	For "First"

Format	Up to 15 characters
Example	Press <Enter>

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to the Invoice History Summary View section of this chapter for options.

Customer/Ship-to number

When this viewing option is selected, invoices for a specific customer are displayed in descending order by ship-to number.

Cust

Enter a customer number.

Format	Up to 12 characters
Example	Type ARI001

Starting Ship-to

Enter a ship-to number, or the first few characters of a ship-to number, or use the option:

<Enter>	For "First"

Format	Up to 8 characters
Example	Type A

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to the Invoice History Summary View section of this chapter for options.

Customer/Transaction number

When this viewing option is selected, invoices for a specific customer are displayed in descending order by transaction number within a store.

Cust

Enter a customer number.

Format	Up to 12 characters
Example	Type ARI001

Starting Store

Enter a store number or use the option:

<Enter>	For "Last"

Format	Up to 2 or 3 characters depending on the invoice format defined in Point of Sale *Control information*
Example	Type A

Starting Trx

If you pressed <Enter> for the *Starting Store #*, this entry will default to "Latest."

Enter a transaction number or use the option:

<Enter>	For "Latest"

Format	99999
Example	Press <Enter>

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to the Invoice History Summary View section of this chapter for options.

Item/Customer number

When this viewing option is selected, invoices for a specific item or service number are displayed in order by customer.

Item/Service

Enter an item or service number.

Format	Up to 15 characters
Example	Type 1

Starting Cust

Enter a customer number or use the option:

<Enter>	For "First"

Format	Up to 12 characters
Example	Type ARI001

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to the Invoice History Summary View section of this chapter for options.

Customer/Item number

When this viewing option is selected, invoices for a specific customer are displayed in order by item number within a store.

Customer number

Enter a customer number.

Format	12 characters
Example	Type ARI001

Starting Item/Svc

Enter a store number or use the option:

<Enter>	For "First"

Format	Up to 15 characters
Example	Press <Enter>

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to the Invoice History Summary View section of this chapter for options.

Category/Subcategory

When this viewing option is selected, invoices for a specific category/subcategory are displayed in order by item/service number.

Category

Enter a category or use the option.

<Enter>	For (Blank)

Format	Up to 5 characters
Example	Type TL

Subcategory

Enter a Subcategory.

<Enter>	For (Blank)

Format	Up to 5 characters
Example	Press <Enter>

Starting Item/Svc

Enter a transaction number or use the option:

<Enter>	For "First"

Format	Up to 15 characters
Example	Press <Enter>

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to the Invoice History Summary View section of this chapter for options.

Item/Store number

When this viewing option is selected, invoices for a specific item or service are displayed in order by store number.

Item/Service

Enter an item or service number.

Format	Up to 15 characters
Example	Type 1

Starting Store

Enter a store number or use the option:

<Enter>	For "First"

Format	Up to 2 or 3 characters depending on the invoice format defined in Point of Sale *Control information*
Example	Press <Enter>

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to Invoice History Summary View of this chapter for options.

Store/Item number

When this viewing option is selected, invoices for a specific store are displayed in order by item or service number.

Store

Enter a store number.

Format	Up to 2 or 3 characters depending on the invoice format defined in Point of Sale *Control information*
Example	Type A

Starting Item/Svc

Enter an item or service number or use the option:

<Enter>	For "First"

Format	Up to 15 characters
Example	Press <Enter>

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to Invoice History Summary View of this chapter for options.

Warehouse/Item/Customer

This option is useful if you are using Inventory Control's multi-warehousing feature. When this viewing option is selected, invoices for a specific warehouse are displayed in order by customer number within an item or service number.

Warehouse

Enter a warehouse number or use the option:

<Enter>	For "Central" warehouse

Format	Up to 2 characters
Example	Type 1

Starting Item/Svc

Enter an item or service number or use the option:

<Enter>	For "First"

Format	Up to 15 characters
Example	Type 1

Starting Customer

If you pressed <Enter> for the *Starting Item/Svc #*, this entry will default to "First."

Enter a customer number or use the option:

<Enter>	For "First"

Format	Up to 12 characters
Example	Press <Enter>

A list of invoices that match the criteria you entered will be displayed in order by invoice number. Refer to the Invoice History Summary View section below for options.

Invoice History Summary View

Regardless of the view and the listing criteria that are entered, a summary view is displayed that lists the invoices that meet the criteria you entered. From this screen you may scroll through the invoices presented to you and view additional invoice details. You may also reprint invoices if your register allows this.

From the “Invoice History Summary View” screen, the following options will be available to you regardless of the view you selected or the listing criteria you specified.

UpArrow	To scroll up the list of invoices one line at a time
DownArrow	To scroll down the list of invoices one line at a time
PgUp	To scroll up the list of invoices one page at a time
PgDn	To scroll down the list of invoices one page at a time
<ESC>	To return to the list selection criteria screen to enter new criteria
<F3>	To “fast exit” *View invoice history*
<Enter>	To view details for the highlighted invoice
<F1>	To view customer detail
<F6>	To reprint the invoice if allowed by your register

Invoice History Detailed View

When you select an invoice from the “Invoice History Summary View” screen, by pressing the <Enter> key, you will be presented with a more detailed view of the invoice. This screen, similar to the Point of Sale transaction processing screen will display the information you entered for the invoice.

All of the invoice ship-to and bill-to information is displayed as well as the line items that were invoiced.

From this screen, the following options are available to you:

UpArrow	To scroll up through the line items one line at a time
DownArrow	To scroll down through the line items one line at a time
PgUp	To scroll up through the line items five at a time
PgDn	To scroll down the list of invoices five at a time
<ESC>	To return to the list of selected invoices
<Enter>	To view or hide line item detail
<F1>	To view customer detail
<F2>	To view transaction comments, if any, and payments
<F3>	To "fast exit" *View invoice history*
<F5>	To view line item comments, if any (only displayed if comments found for a line item)
<F6>	To reprint the invoice if allowed by your register
<F7>	To jump to a specific line item on the invoice. Type "1" to jump to the first line item, "999" to jump to the last line item.

Line Item Detail

When you press <Enter> to view detail for a line item, a window will be displayed over the Message and Subtotal Areas of the screen that displays the following information about the item.

- Category
- Subcategory
- Vendor
- Commissionable?
- Cost

Note	The item cost may not be displayed in this window. Display of cost is dependent on the settings in the register that is in use.

When you scroll up and down through the line items on the invoice, the information in the "Line Item Detail" window changes to reflect the detail of the current line item.

Press <Enter> to remove the "Line Item Detail" window from the screen.

Transaction Comment and Payment Windows

When you press <F2> to view transaction comments and payment information, a window will open in the center of the screen to display transaction comments. If no transaction comments are found, the window will display “No comments found.”

Press <ESC> to view invoice payment information. The Payment window displays payment information for the invoice. If there are more payments than the window can display, you can scroll through them using your arrow keys.

Up Arrow	To scroll up through payments one line at a time
Down Arrow	To scroll down through payments one line at a time
Pg Up	To scroll up through payments one screen at a time
Pg Dn	To scroll down through payments one screen at a time
<Enter>	To close window

Line Item Comments

You may view line item comments if they exist for a line item. Press <F5> to view comments for a highlighted line item. The <F5> key will only be displayed in the Message Area if a comment exists for a highlighted line item.

Customer Information

When you press <F1> to view customer information for the invoice, a window opens over the invoice screen that displays information about the customer who was invoiced. You’ll see the following information displayed.

- Invoice number
- Invoice date
- Customer number
- Billing address
- Ship-to number
- Shipping address
- Contact name
- Contact phone
- Customer type
- Balance method
- Terms
- Statement cycle
- Tax code and description
- Credit limit
- Account balance

- Last payment
- Last payment date

Note	The customer's credit information may not be displayed if the register does not allow it.

When you are finished viewing this information, press <Enter> to close the "Customer Information" window.

Reprint an Invoice

When you press the <F6> key, you will be allowed to reprint the invoice if the register allows immediate printing.

Print Invoice History

This selection allows you to print invoice history and, optionally, purge the Point of Sale invoice history. You may print for a range of customers, a range of invoices, a range of stores and a range of sales reps.

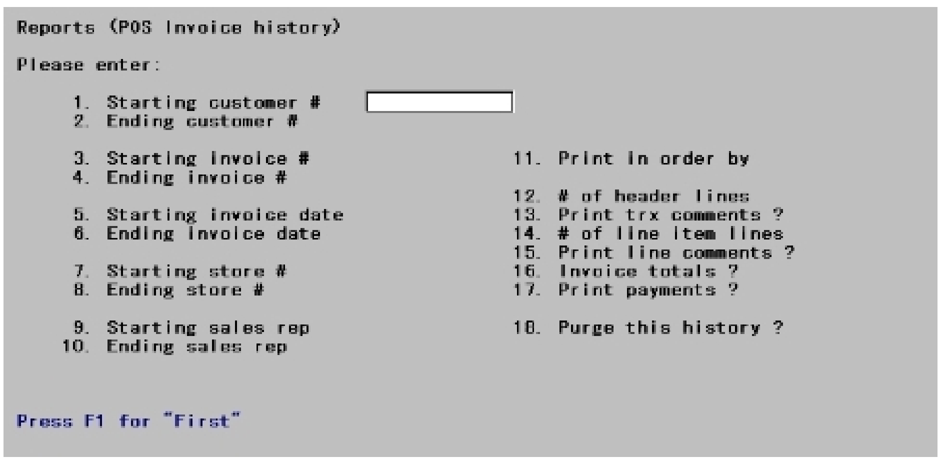
Your report may be printed in order by customer, invoice number, store number, sales rep or invoice date.

Invoice totals and payments may be included on your report.

Go to the Sample Reports appendix to see an example of the Invoice History report.

Select

Invoice history from the *Reports, general* menu.



```
Reports (POS Invoice history)

Please enter:

     1. Starting customer #
     2. Ending customer #

     3. Starting invoice #                11. Print in order by
     4. Ending invoice #
                                          12. # of header lines
     5. Starting invoice date             13. Print trx comments ?
     6. Ending invoice date               14. # of line item lines
                                          15. Print line comments ?
     7. Starting store #                  16. Invoice totals ?
     8. Ending store #                    17. Print payments ?

     9. Starting sales rep                18. Purge this history ?
    10. Ending sales rep


Press F1 for "First"
```

1. Starting customer

2. Ending customer

Enter a range of customers to be included in the history report. Enter a starting customer number and ending customer or use the option:

<F1>	To default to “First” and “Last”

Format	Up to 12 characters
Example	Press <F1> at both fields

3. Starting invoice

4. Ending invoice

Enter a range of invoices to be included in the history report. Enter a starting and ending invoice number or use the option:

<F1>	To default to "First" and "Last"

Format	99999 or 999999 depending on the invoice format defined in Point of Sale *Control information*
Example	Press <F1> at both fields

5. Starting invoice date

6. Ending invoice date

Enter a range of invoice dates for invoices to be included in the history report. Enter a starting and ending date or use the option:

<F1>	To default to "Earliest" and "Latest"

Format	MMDDYY
Example	Press <F1> at both fields

7. Starting store

8. Ending store

Enter a range of stores to be included in the history report. Enter a starting and ending store number or use the option:

<F1>	To default to "First" and "Last"

Format	Up to 2 or 3 characters depending on the invoice format defined in Point of Sale Control information
Example	Press <F1> at both fields

9. Starting sales rep

10. Ending sales rep

Enter a range of sales reps to be included in the history report. Enter a starting and ending sales rep number or use the option:

<F1>	To default to "First" and "Last"

Format	Up to 3 characters
Example	Press <F1> at both fields

11. Print in order by

Your entry in this field determines the order in which the history report will be printed. This field defaults to "Invoice #" if you elect to print history for only one invoice. You have five options.

C	To print in order by customer number
I	To print in order by invoice number
S	To print in order by store number
R	To print in order by sales rep
D	To print in order by invoice date

Format	1 character, either C, I, S, R or D
Example	Type I

12. # of header lines

Enter the number of invoice header lines that will be printed for each invoice. You may print either one or two lines on the report.

Format	9
Example	Type 1

13. Print trx comments ?

Answer Y to include invoice comments on the report. Answer N to leave them off the report.

Format	1 character, either Y or N
Example	Type N to exclude invoice comments from the report

14. # of line item lines

Enter the number of lines to print for each line item. You may elect to print from zero to two lines. If you enter zero in this field, the next two fields are marked as "N/A".

Format	9
Example	Type 1

15. Print line comments ?

Answer Y to print line item comments on the history report. Answer N to exclude line item comments from the report. If you entered zero for the number of line item lines to print in field 14, this field will be skipped and "N/A" will be displayed.

Format	1 character, either Y or N
Example	Type N to exclude line item comments

16. Invoice totals

Answer Y to include invoice totals on the history report. Answer N to exclude line item totals from the report. If you entered zero for the number of line item lines to print in field 14, this field will be skipped and "N/A" will be displayed.

Format	1 character, either Y or N
Example	Type N to exclude invoice totals from the report

17. Print payments

Answer Y to include payment information on the history report. Answer N to exclude payment information from the report.

Format	1 character, either Y or N
Example	Type Y to include payment information on report

18. Print voids?

Answer Y to include void transactions on the history report. Answer N to exclude void transactions from the report. Answer O to print only void transactions.

Y	Yes
N	No
O	Only voids

19. Purge history

Answer Y to purge the selected history records from Point of Sale Invoice History. As the report is printed, these records will be removed from history.

Note	Use care when purging records from Invoice History so as not to purge more data than you expect.

The display of field 19 is dependent on the entries in you make in field 11 and 14 above. Field 19 is not displayed if you specify that zero lines for invoice line items are to be printed in field 14.

If you elect to print in order by customer, invoice, store, sales rep or invoice date in field 11, you will be allowed to print each on a separate page for the report as long as you specify, in field 14, that one or two lines are to be printed for each line item on an invoice.

20. Each “customer” on a new page ?

This prompt is displayed if you elect to print the Invoice History Report in order by Customer # and print one or two lines for each line item on an invoice.

20. Each “invoice” on a new page ?

This prompt is displayed if you elect to print the Invoice History Report in order by invoice # or by invoice date and print one or two lines for each line item on an invoice.

19. Each “store” on a new page ?

This prompt is displayed if you elect to print the Invoice History Report in order by store and print one or two lines for each line item on an invoice.

19. Each “sales rep” on a new page ?

This prompt is displayed if you elect to print the Invoice History Report in order by sales rep and print one or two lines for each line item on an invoice.

Field number to change ?

Make any desired changes to the parameters you have enter for this invoice history report.

Press <ESC> to cancel this report or <Enter> to print this report.

Sales History Reports

This chapter contains the following topics:

INTRODUCTION TO SALES HISTORY REPORTS

Use this selection to print sales information from Sales Summary. You can print sales history reports for one customer or a range of customers, for one item or a range of items, for one sales rep or a range of sales reps.

You may also print sales volume.

The Sales Summary stores the last four purchases of an item made by a customer regardless of the time frame for the purchases. If one customer makes four separate purchases of a particular item in the last week, these purchases are stored in the Sales Summary. If another customer makes four separate purchases of an item over several months, these last four purchases will be stored in the Sales Summary.

SALES HISTORY BY CUSTOMER

Use this selection to print the sales history for one customer or a range of customers.

Select

By customer from the *Sales history* menu.

1. Starting customer

Enter the number of the first customer you wish to include on this report or use the option.

<F1>	To default to “First”

Format	Up to 12 characters
Example	Press <F1> for “First”

2. Ending customer

Enter the number for the last customer you wish to include on this report or use an option.

<F1>	To default to “Last”
<Enter>	To default to the same customer number entered in field 1

Format	Up to 12 characters
Example	Press <F1> for “Last”

Field number to change ?

Make any changes.

Press <ESC> to cancel printing this report and enter a new customer range or press <Enter> to print this report.

SALES HISTORY BY ITEM

Use this selection to print the sales history for one item or a range of items.

Select

By item from the *Sales history* menu.

1. Starting item

Enter the number of the first item you wish to include on this report or use the option.

<F1>	To default to “First”

Format	Up to 15 characters
Example	Press <F1> for “First”

2. Ending item

Enter the number for the last item you wish to include on this report or use an option.

<F1>	To default to “Last”
<Enter>	To default to the same item number entered in field 1

Format	Up to 15 characters
Example	Press <F1> for “Last”

Field number to change ?

Make any changes.

Press <ESC> to cancel printing this report and enter a new item range or press <Enter> to print this report.

SALES HISTORY BY SALES REP

Use this selection to print the sales history for one sales rep or a range of sales reps.

Select

By sales rep from the *Sales history* menu.

1. Starting sales rep

Enter the number of the first sales rep you wish to include on this report or use the option.

<F1>	To default to “First”

Format	Up to 3 characters
Example	Press <F1> for “First”

2. Ending sales rep

Enter the number for the last customer you wish to include on this report or use an option.

<F1>	To default to “Last”
<Enter>	To default to the same sales rep entered in field 1

Format	Up to 3 characters
Example	Press <F1> for “Last”

Field number to change ?

Make any changes.

Press <ESC> to cancel printing this report and enter a new range or sales reps or press <Enter> to print this report.

Sales History by Sales Volume

Use this selection to print the sales history for one customer or a range of customers. This report is printed in order by sales volume.

Select

By sales volume from the *Sales history* menu.

1. Starting cust

Enter the number of the first customer you wish to include on this report or use the option.

<F1>	To default to “First”

Format	Up to 12 characters
Example	Press <F1> for “First”

2. Ending cust

Enter the number for the last customer you wish to include on this report or use an option.

<F1>	To default to “Last”
<Enter>	To default to the same customer number entered in field 1

Format	Up to 12 characters
Example	Press <F1> for “Last”

Field number to change ?

Make any changes.

Press <ESC> to cancel printing this report and enter a new range of customers or press <Enter> to print this report.

REBUILD SALES HISTORY

Use this selection to rebuild your Sales Summary History from the detailed Invoice History for a range of dates you specify. This function will initialize your current Sales Summary History and rebuild it using information found for the date range you enter.

You can use this function to examine history for specific periods. Remember that the Sales Summary History contains only the last four instances of an item purchase for a customer.

You may also use this option to rebuild the Sales Summary History from your entire invoice history.

Select

Rebuild history from the *Sales history* menu.

1. Starting date

Enter the earliest date you wish to use to rebuild your Summary History or use the option.

<F1>	To default to “Earliest”

Format	MMDDYY
Example	Press <F1> for “Earliest”

2. Ending date

Enter the latest date you wish to use to rebuild your Summary History or use the option.

<F1>	To default to “Latest”
<Enter>	To default to the same date entered in field 1

Format	MMDDYY
Example	Press <F1> for “Latest”

Note	If you rebuild your Summary History for a specific period of time, the information in your Summary History will be invalidated the next time you post Point of Sale transactions. The new transactions will compromise the date range you specified. Rebuild your Summary History again using “Earliest” and “Latest” for your date range to ensure its integrity.

Any change ?

Answer Y to re-enter a range of dates.

Press <ESC> to cancel printing this report and enter a new range of customers or press <Enter> to print this report.

Open Transaction Report

This chapter contains the following topics:

INTRODUCTION TO OPEN TRANSACTION REPORT

Use this selection to print a report of your open Point of Sale transactions. The report can be printed by a range of transaction numbers and dates, a range of shipping dates, for specific inventory item numbers and for a range of customers.

You may print reports for orders, invoices and credit memos, for quotes only or for all transaction types.

The report is available in a summary or detail format. To see a detailed example select Open Transactions by Transaction Number located in the *Sample Reports* appendix.

PRINTING THE OPEN TRANSACTION REPORT

Select

Open transaction reports from the *Reports, general* menu.

```
Reports (Transactions)

Please enter:

     1. Starting trx #                         9. Starting customer #
     2. Ending trx #                          10. Ending customer #

     3. Starting trx date                     11. Transaction type
     4. Ending trx date                       12. Print in order by

     5. Starting ship date                    13. Detail or summary ?
     6. Ending ship date                      14. Warehouse

     7. Starting item #
     8. Ending item #



Press F1 for "First"
```

1. Starting trx

2. Ending trx

Enter a range of transaction numbers to be included in the Open Transaction Report. Enter a starting trx # number and an ending trx # or use the option:

<F1>	To default to “First” and “Last”

Format	999999
Example	Press <F1> at both fields

3. Starting trx date

4. Ending trx date

Enter a a date range for the transactions you wish to include on the report. Enter a starting date and an ending date or use the option:

<F1>	To default to “Earliest” and “Latest”

Format	MMDDYY
Example	Press <F1> at both fields

5. Starting ship date

6. Ending ship date

Enter a range of shipping dates to limit transaction that will be included in the report. Enter a starting ship date and an ending ship date or use the option:

<F1>	To default to “Earliest” and “Latest”

Format	MMDDYY
Example	Press <F1> at both fields

7. Starting item

8. Ending item

Enter a range of item/service numbers to be included in the report. Enter a starting item # and ending item # or use the option:

<F1>	To default to “First” and “Last”

Format	Up to 15 characters
Example	Press <F1> at both fields

9. Starting customer

10. Ending customer

Enter a range of customers to be included in the report. Enter a starting customer # and an ending customer # or use the option:

<F1>	To default to “First” and “Last”

Format	Up to 3 characters
Example	Press <F1> at both fields

11. Transaction type

Options

Define the transaction types you wish to appear on the Open Transaction Report.

O	To include orders, invoices, credit memos, and returns
Q	To only print quotes
L	To only print layaways
H	To only print hold transactions
V	To only print void transactions
F1	To include all transaction types on the report

Format	1 character, either O or Q
Example	Type O

12. Print in order by

Options

You may print the Open Transaction Report in order by transaction #, by customer # or by item #.

T	To print the report in order by transaction #
C	To print the report in order by customer #
I	To print the report in order by item #

Format	1 character, either T, C or I
Example	Type C

13. Detail or summary ?

Enter D to print a detailed report. Enter S to print a summary report.

Format	1 character, either D or S
Example	Type D to print a detailed report

14. Warehouse

This field will only appear if your are using the Passport Business Solutions Inventory Control and you are using multi-warehousing.

Options

Limit the open transactions that print to a specific warehouse or print the report for all warehouses.

<F1>	Print open transactions for all warehouses

Format	Up to 2 characters
Example	Press <F1> to print the report for all warehouses

Field number to change ?

Make any desired changes to the parameters you have entered for the Open Transaction Report.

Press <ESC> to cancel this report or <Enter> to print this report.

Reason codes

This chapter contains the following topics:

INTRODUCTION TO REASON CODES

Use this selection to create reason codes used in Passport Point of Sale transaction processing. A reason code will be optional each time a return item is entered.

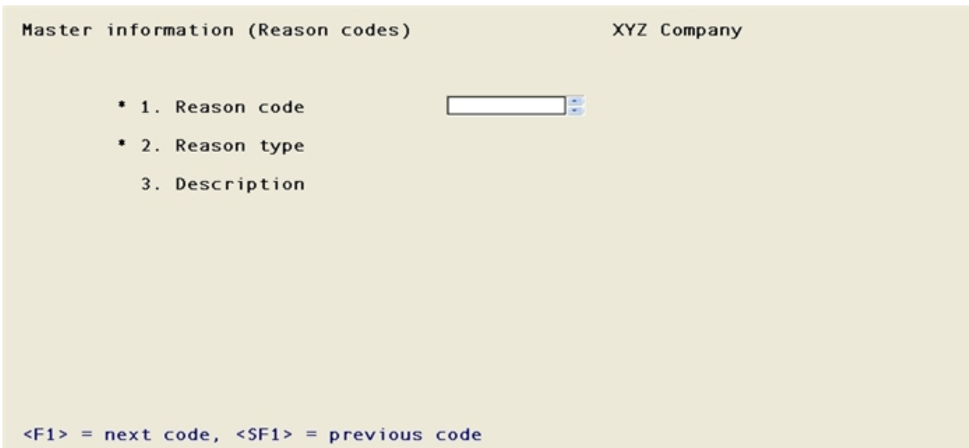
Reason codes allow you to assign a reason description for each returned item on a transaction.

ENTERING REASON CODES

You may use this selection to enter reason codes or to change reason codes. You may also use this selection to delete unused reason codes.

Select

Reason codes from the *Master information* menu. The following screen displays:



*1. Reason code

Enter the user defined reason code or use the option:

<F1>	To scan for the next reason code.
<SF1>	To scan for the previous reason code.

Format	Up to ten characters
Example	Type SIZE

2. Reason code type

One reason code type is supported by Passport's Point of Sale module at this time.

R	Returns

Format	1 character
Example	R

3. Description

Enter an optional description of the reason code.

Format	Up to 50 characters on 2 lines.
Example	Type *Wrong size* for this reason code.

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

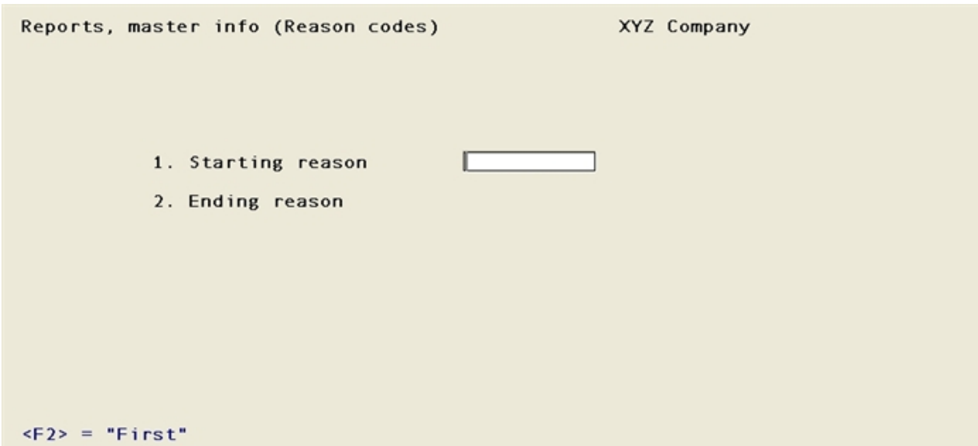
<Enter>	To save the information you have just entered or edited
<Esc>	To discard entered or changed information

Printing a List of Reason Codes

Use this selection to print a list of Point of Sale reason codes.

Select

Reason codes from the *Reports, master* menu. The following screen displays:



1. Starting reason

Enter a starting reason code to print on this report or use the option.

<F2>	To default to the "first" reason code

2. Ending reason

Enter an ending reason code to print on this report or use one of the options.

<F2>	To default to the "last" reason code
<Enter>	To default to the Starting reason code

Field number to change ?

Enter the number of the field you wish to change or use one of the options.

<Enter>	To save the information you have just entered and print the reason code list
<Esc>	To discard entered or changed information for this list

Tax Codes

This chapter contains the following topics:

INTRODUCTION TO TAX CODES

The *Tax Codes* selection enables you to enter tax codes. These are shorthand representations of a sales tax structure. You may have a virtually unlimited number of tax codes.

Each tax code describes the sales tax exacted by one or more taxing authorities (state, county, city, etc.). As many as five of these may be included in one tax code.

Each tax rate may have either a single-bracket or a double-bracket structure.

- Use one bracket if the tax is a flat percentage on a sale; for instance, a state tax of 5%.
- Use two brackets to handle more complicated taxes. For instance, a state might give the consumer the first hundred dollars tax-free, charge 3% tax on everything up to one thousand dollars, and lastly charge 5% on the portion above one thousand dollars.

You may apply tax rates to the invoice collectively or to each line individually.

You might expect that when an invoice is subject to several different sales taxes, you would simply assign several tax codes to that invoice. This would not work because each invoice is restricted to a single tax code. Instead, what you do is devise tax codes with different *combinations* of state and city taxes, and assign the appropriate tax code to each invoice.

This means that the same tax *rate* is often repeated in several tax *codes*. Each city should have a distinct account number for its tax code, even if its tax percent is the same as some other city's (so that each city gets only the taxes owing to it). Conversely, the same account number should be used for the same tax within all the tax codes containing that tax.

When you enter an invoice in the *Invoices* selection, sales tax is automatically calculated from your entries here, and the result appears as the default (subject to your override). This also applies to *Orders*, if you use the Order Entry module, *Transactions* if you using the Point of Sale module and *Sales orders* if you use the manufacturing Customer Orders module.

Although taxes apply to invoices not to customers, each of a customer's invoices will usually have the same tax code. For this reason, you assign a default tax code to each customer; and that in turn is offered as the default whenever you enter an invoice for that customer. You can override this if needed. If the same customer has more than one ship-to address, this situation is handled by assigning a separate tax code to each such address.

In Point of Sale transactions, when you do not enter a ship-to address, the tax code assigned to the store is used.

Note	You must supply at least one entry in the Tax codes selection even if your state has no sales tax, since each customer in the Customers selection must have a tax code. If no sales tax applies, define a code with zero percents.

You may assign more than one tax code for the same geographical area. For example, some taxing authorities exempt certain products from taxation if used for agricultural purposes.

In Inventory Control you may assign each tax rate to an item. For more information read the Inventory Control documentation; Chapter 11 *Items* - field **Taxable**.

In some states, taxes become due when the product is sold, in others when it is paid for. You can specify for each tax code which rule applies. In the former case, tax due is accumulated when the invoice, miscellaneous charge, or other document is posted; in the latter case when the cash receipt is posted.

Reports are printed as needed so you can pay the accumulated taxes due to each state (or other entity) when required. Refer to the *Sales Tax Reports* chapter in the A/R user documentation.

CHANGES IN TAX RATES

To minimize the impact of changes in tax rates:

- Invoices posted before the effective date of the tax change should not be dated later than that date, and those posted afterward should not be dated earlier than the effective date.
- Post all invoices and miscellaneous charges as late as convenient on the last business day before the tax change. After that, change the tax codes and refrain from entering any more invoices until the new rates become effective.
- Save the old tax code under a different number, so that you can use it on credit memos for merchandise purchased before the tax change but returned after the change.

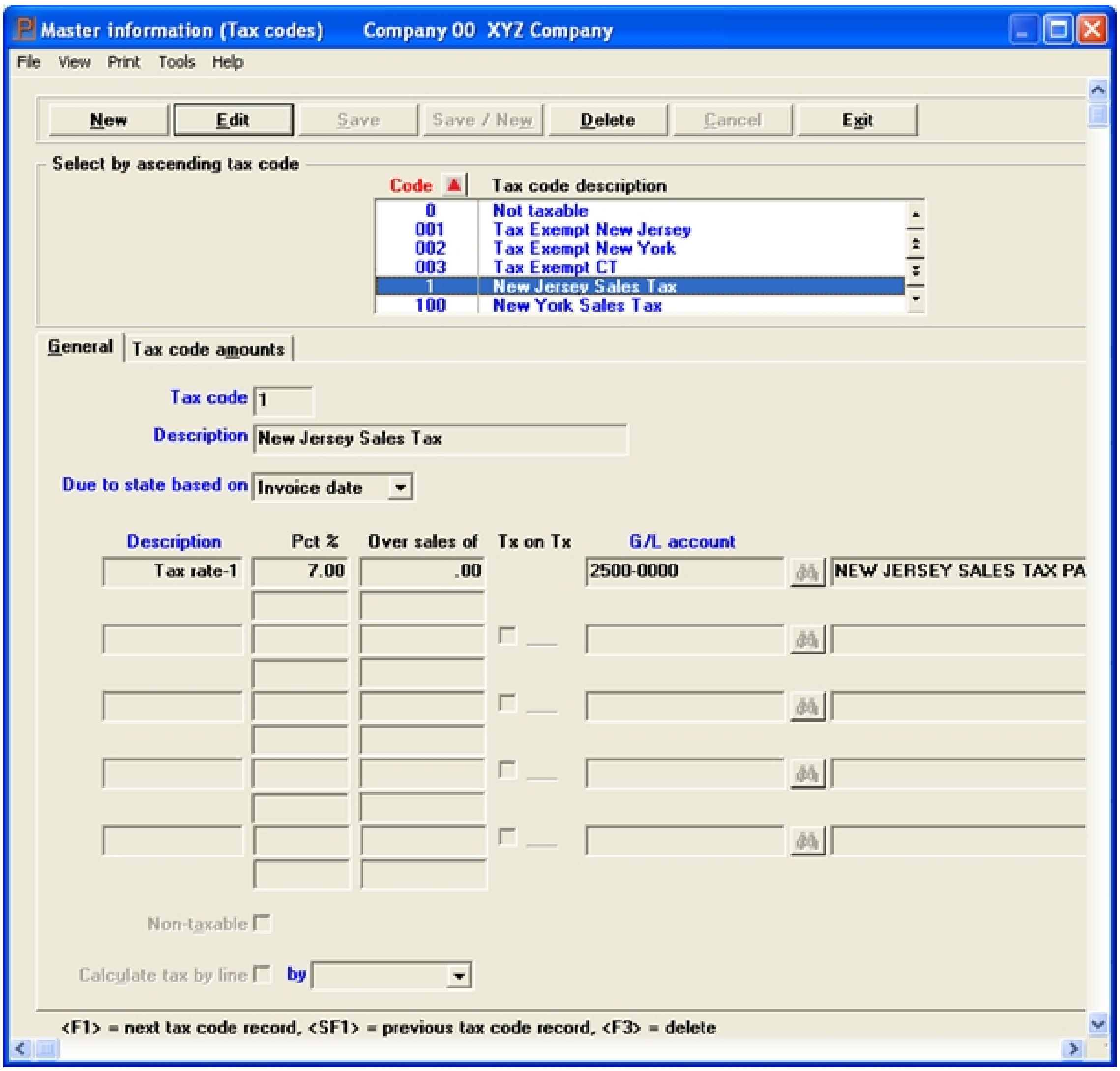
ENTERING TAX CODES

Select

Tax codes from the Master information menu.

Two screens are required to enter a tax code. The first screen appears as follows:

Graphical Mode:



Tax Codes List Box

The list box displays up to 6 tax codes at a time. You may sort the tax codes by tax code number in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the *View* menu options.

To locate a tax code, start typing the number or use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the tax code. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Tax codes that display in the list box are available for changes or deletion. The fields for the selected tax code display in the lower part of the screen.

When a tax codes is found, you may select the <Enter> key or Edit button to start editing.

Tax Codes Buttons

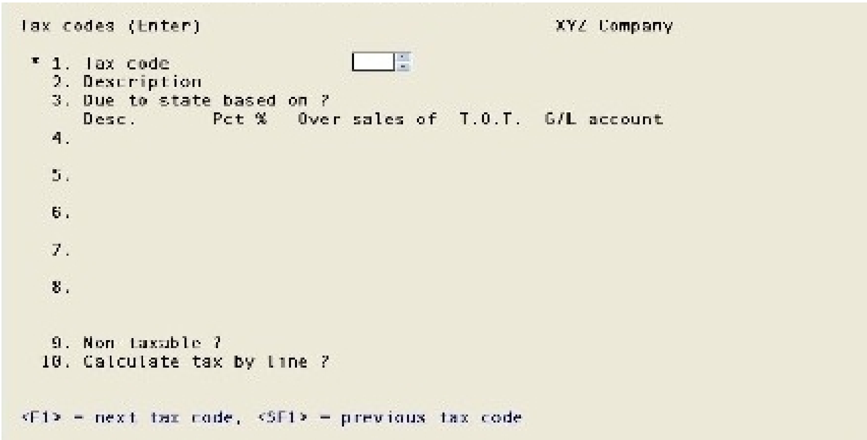
You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	For entering a new tax code.
Edit	Alt+e	For editing an existing tax code.
Save	Alt+s	For saving a new tax code or for saving the changes to an existing tax code.
Save/New	Alt+w	This is a combination of the Save and New buttons.
Delete	Alt+d	To delete a tax code.
Cancel	Alt+c	To cancel adding or editing a tax code. Your entry will not be saved and the record will revert back to its previous state.
Exit	Alt+x	To exit the window and return to the menu.

Print

There are several menu selections that are common to every screen and some that are unique to a screen. See the System documentation for a description of the common menu selections. The *Print* menu selection is unique to this screen as it allows you to print a list of tax codes.

Character Mode:



From this screen you can work with both new and existing tax codes. If an entry has already been made for the tax code specified, information on that tax code will appear and be available for changes or deletion.

Enter the following information:

Tax code

Options

Enter the tax code, or use one of the options:

<F1>	For the next tax code
<SF1>	For the previous tax code

Format	3 characters
Example	Type CTY

Description

Enter a description of the tax code. This field is required.

This description will display when the tax code is entered in the *Customers* selection and in various other selections. Although not a requirement, it is recommended that you assign a *different* description to each tax code. Typically the description designates the geographic area where the tax code applies, together with whatever other information is needed. For instance, you might have one tax code for *Burke Cnty, agric.* and another for *Burke Cnty, non-agric*.

Format	25 characters
Example	Type Taxable sales L.A. City

Due to state based on

This controls when the tax becomes payable to the state (or other taxing authority).

Enter **I** if the tax is payable upon posting the invoice.

Enter **C** if the tax does not become payable until you collect from the customer and post the cash receipt.

Format	A single letter, either I or C. The default is I.
Example	Press <Enter> to accept the default.

[Tax rates]

These fields allow entry of up to five tax rates. Usually each tax will be paid to a different taxing authority, so each will have a different account number.

The order in which you enter the taxes is significant, for two reasons:

- Some jurisdictions (*e.g.*, in Canada) levy a tax on the previous tax. A tax entered in Field #4 may be taxed by Fields #5 through 8. Taxes entered in Fields #5 through 8 cannot themselves be taxed by any of the other taxes.
- If you use the Passport Business Solutions Inventory Control and have answered **Y** to the question *Taxable by tax rate ?* in *Control information*, it is to your advantage to adopt a consistent sequence for the taxes within each tax rate. Suppose for instance that most of your business is done instate, and in your state you have state, county, and city taxes. Counties do not tax merchandise sold for agricultural purposes, but they do tax food products. The state does the reverse. You should be consistent about the order in which you enter these.
- For instance, you might reserve Tax-rate-1 for state tax, Tax-rate-2 for county tax, and Tax-rate-3 for city tax.

  By setting the appropriate tax codes in I/C, you can then ensure that tractor parts are exempt from county tax, regardless of what tax code might apply to this invoice. Similarly, condensed milk is exempt from state tax.

  You can always override the defaults in particular cases.

Each subfield (column) of this five-row table will be described separately below.

Description

Enter a description of this tax rate. This description will be used to identify each tax in *Invoices* (and *Orders*) when specifying the tax exemption status of each line item for a particular tax (providing that you have chosen in *Control information* to use this feature). We recommend (but does not require) that you assign the same description to each tax rate in every tax code in which that tax rate occurs. You may use the option:

<F2>	For Tax-rate-*n*, where *n* is a number running from 1 in Field #4 to 5 in Field #8.

Format	10 characters
Example	Press <F2>

Pct % (first tax bracket)

Enter the percentage that applies to the first (or only) tax bracket.

Pressing <Enter> for zero is valid in three cases:

- In the first tax rate (Field #4), a zero tax is legitimate.
- Such a tax is only a dummy of course. It is required in order to handle the case of a state with no sales tax (since every customer must have a default tax code).

  You will still be required to supply an account number for this tax.
- In the other tax rates (Fields #5 through 8), a zero percentage when processing a *new* entry signals that there are no more tax rates in this tax code. The cursor moves at once to *Field number to change ?*.
- When processing an *existing* entry, entering a zero percent indicates that you wish to delete this row of the table. The remaining rows will move up by one.

Format	99.999
Example	Type 7 for a 7% *state* tax

Over sales tax of(first tax bracket)

This defines the *lower* bound of the first tax bracket. Anything below this threshold is tax-free. The *upper* bound of this tax bracket is determined by what you will enter in the next row of this column.

Format	9,999,999.99 The default is zero, indicating no threshold.
Example	Press <Enter>

Tx on Tx

T.O.T. stands for tax on tax. The cursor does not move to this subfield for the first tax rate (Field #4).

Otherwise, if base on which this tax is calculated includes the tax calculated on the *first* tax rate, enter **Y**; if not, enter **N**.

Format	One letter, either Y or N. There is no default.
Example	Type N

Pct % (second tax bracket)

At this point the cursor drops a line and moves back to the beginning of the row, to allow entry of a possible second tax bracket. The second bracket may be taxed at a higher or lower rate than the first.

If there is no second tax percent, use the option:

<F1>	To indicate that only one tax bracket applies. The cursor moves to the G/L account entry field.

Format	99.999
Example	Press <F1> to move to the G/L account field.

Over sales of (second tax bracket)

Enter the lower bound of the second bracket. What you enter in this column must be greater than what you entered in the same column of the preceding line.

Format	9,999,999.99
Example	(Does not appear in this example because there is only one bracket for this tax)

GL acct

Enter the G/L account number to which the sales tax calculated for this tax rate will be posted. This account will be used to pay the taxing jurisdiction. When the same tax occurs in different combinations in several tax codes, it should have the same account number in each case. Conversely, no two taxing jurisdictions should be given the same account number.

Upon entry of a valid account, its description will display below its account number.

Format	Your standard account number format, as described in *Company information*
Example	Enter account 2210-000

If your entry is not present in *Valid G/L accounts*, you will be so informed and asked whether you wish to add it. Answer **No** to resubmit an erroneous account number, or **Yes** to add this new account. If you answer **Yes** you will be required to enter an account description.

Non-taxable

This field will only effect taxes in Point of Sale.

You may only enter this fields if the tax code is set up with a zero percentage for the first tax rate and no additional tax rates are entered. Otherwise it will display as N/A (Not applicable).

In Point of Sale, when entering a transaction without a ship-to address, the store tax code is normally used. However, if this field is set to Y, it then uses the customer tax code when the tax code is set up with a zero tax percentage. This provides a more automated entry when entering a non-taxed customer. The user does not have to remember which customers are taxed and which are not.

The following table illustrates the use of this field:

POS Ship-to Field	Non-taxable Field	Default Tax Code
Blank	N	The tax code from the Store is the default
Blank	Y	The tax code for the customer is used
Not-blank	Not applicable	The tax code associated with the *Ship-to address* is the default

Format	A single letter, either N or Y.
Example	In this case it displays as N/A.

Calculate tax by line

The tax calculations during entry of A/R invoices, O/E orders and P/S transactions are effected by this selection.

Answer **Y** if you want to calculate sales tax by line. If you select **N**, you may only calculate sales tax on the entire transaction sales total.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N
Example	Type N

If you select **Y**, you have the option to calculate the sales tax by the line **E**xtended amount or the **U**nit price.

Enter **E** to tax the line by extended price or **U** for unit price.

Format	Graphical: Select Extended price or Unit price Character: One letter, E or U
Example	Not applicable in this example.

Look in the Sample Tax Calculations section for the *Calculate Tax by Line* sub section later in this chapter for examples of this feature.

If you are taxing freight, as defined in the A/R *Control information* or P/S *Control information*, when calculating tax by line the freight will be taxed the same as when not taxing by line. The same applies to miscellaneous charges taxing.

Character Mode

Field number to change ?

Make any needed changes, and press <Enter>. For an existing entry, you may use one of the options:

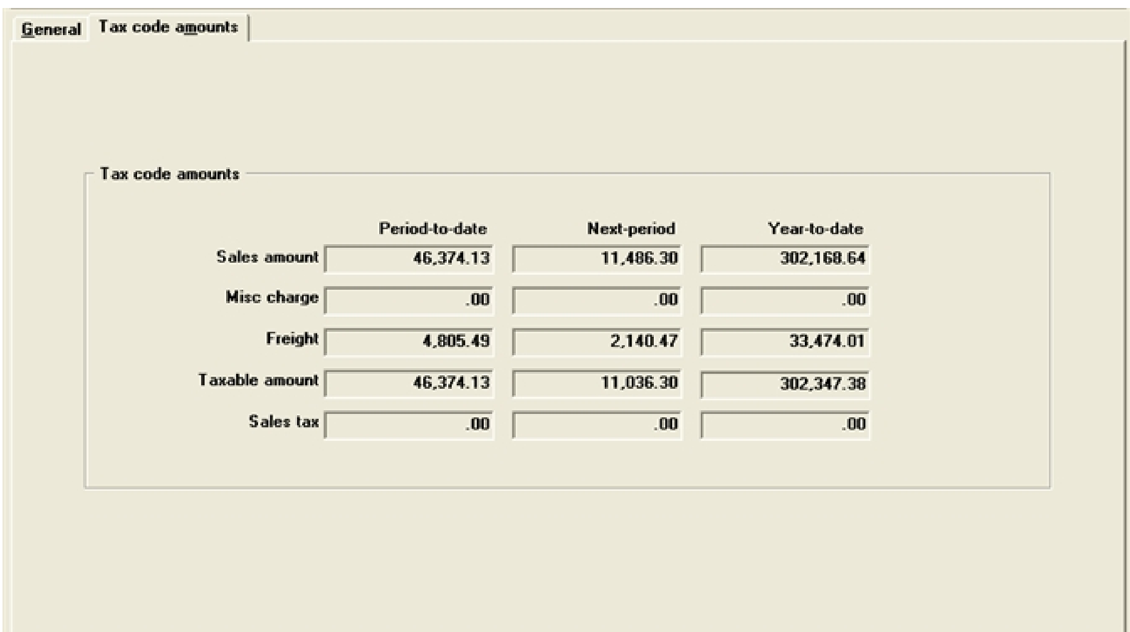
<F1>	For the next tax code
<SF1>	For the previous tax code
<F3>	To delete an existing entry

Press <Enter> for the second screen.

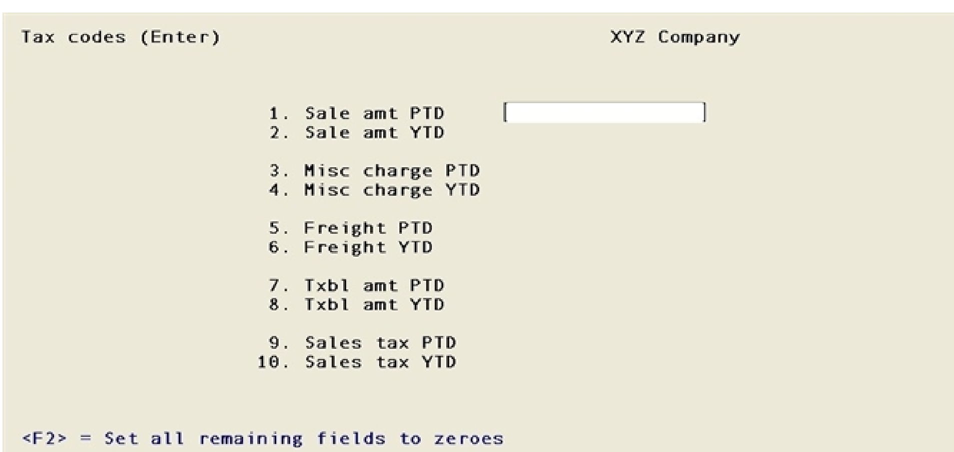
Entering Tax Codes Second Tab

This screen lets you enter, change, or merely view historical totals for this tax code.

Graphical Mode:



Character Mode:



These totals appear on the Tax Codes List described later in this chapter. They are automatically updated as invoice and miscellaneous charge transactions are posted:

- New entries allow you to enter these fields in order to set up the system upon initial installation of your A/R module.
- Existing entries are protected against change. Authorized users may override this protection, as described in the *System User* documentation.

Enter the following information:

Sales amount (Period-to-date)

Sale amount does *not* include miscellaneous charges, freight, and sales tax. Negative amounts indicate returned goods.

Options

Enter the total amount of all sales under this tax code in the current period, or use the option:

<F2>	To set all fields on the screen to zero

Format	999,999,999,999.99-
Example	Press <F2>

Sales amount (Next-period)

Enter the total of all sales made in the current year for this tax code.

Format	999,999,999,999,99-
Example	(Skipped because of <F2> at Field #1)

Sales amount (Year-to-date)

Enter the total of all sales made in the current year for this tax code.

Format	999,999,999,999,99-
Example	(Skipped because of <F2> at Field #1)

Misc charge (Period-to-date)

Misc charge (Next-period)
Misc charge (Year-to-date)

These fields appear whether or not miscellaneous charges are taxable is controlled by your entry in *Control information.*

Enter the total of all miscellaneous charges on sales made for this tax code in the current period or current year [respectively].

Format	99,999,999,999.99-
Example	(Skipped because of <F2> at Field #1)

Freight (Period-to-date)

Freight (Next-period)
Freight (Year-to-date)

These fields appear whether or not freight charge is taxable is controlled by your entry in *Control information.*

Enter the total amount of all freight charges on sales made for this tax code in the current period or current year [respectively].

Format	99,999,999,999.99-
Example	(Skipped because of <F2> at Field #1)

Taxable amount (Period-to-date)

Taxable amount (Next-period)
Taxable amount (Year-to-date)

Enter the total taxable amount for all sales made for this tax code in the current period or current year [respectively].

Taxable amount is the sales amount plus the miscellaneous and/or freight charges to the extent that these are taxable.

Format	999,999,999,999.99-
Example	(Skipped because of <F2> at Field #1)

Sales tax (Period-to-date)

Sales tax (Next-period)
Sales tax (Year-to-date)

Enter the total amount of sales tax for all sales made for this tax code in the current period or current year [respectively].

Format	99,999,999,999.99-
Example	(Skipped because of <F2> at Field #1)

Note	The system does not verify that these amounts are consistent with each other:

- The percentages or threshold amounts may have changed during the course of the period, as may the taxability of the freight and miscellaneous charges.
- If thresholds or two-tiered percentages apply to this tax code, the total tax cannot be computed simply by multiplying the taxable amount and the applicable percentage. The total can only be known by accumulating the individual detail transactions.

Graphical Mode

When finished select <Alt+s> or click on the Save button to save your entry.

Character Mode

Field Number To Change ?

Make any needed changes. Press <Enter> to process another tax code.

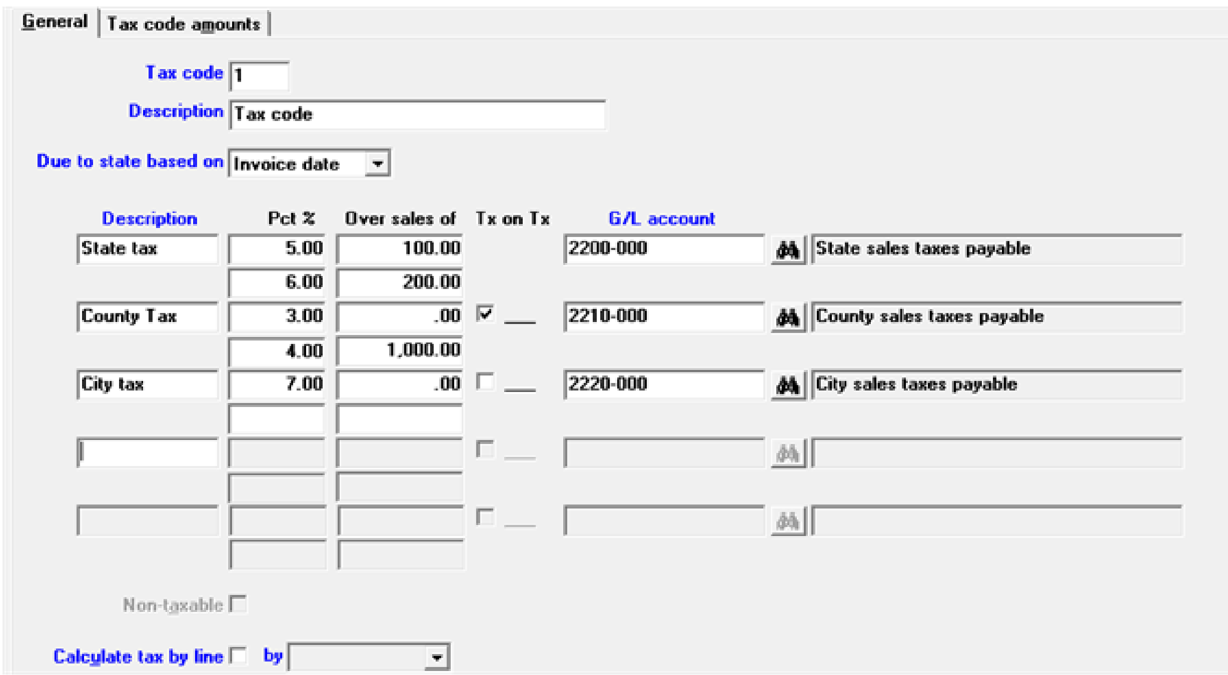
Sample Tax Calculations

Because of the complexity of the sales tax calculation, examples may be helpful.

Multi-Jurisdiction Example

This example is intended to illustrate many of the features available. It is definitely not a realistic example of actual tax practice.

Consider a tax code that looks like this:



Briefly stated, the state gives you the first hundred dollars free, charges five percent on the next hundred, and charges six percent on everything beyond that.

The county charges three percent on both the sale amount and the state tax, up to a thousand dollars; and four percent on the rest.

The city charges seven percent on the sale amount only.

Now consider an invoice with three line items:

Line item:	1	2	3	Total
Extended price	2000	500	150	2650
Taxability	Y/Y/Y	N/Y/Y	Y/N/Y	

For simplicity this example assumes there is no freight charge and no miscellaneous charge.

Each taxing jurisdiction sees a different base on which to calculate its tax.

- The state sees line items 1 and 3 as taxable.
- The county sees *sales* in line items 1 and 2 as taxable. In addition, it sees the *state tax* in line item 1 as taxable (but not on item 2, which was exempt from state tax). Therefore, before we can calculate the county tax we must calculate what the state tax *would have been* upon only those line items that are subject to both state and country tax.
- The city sees *sales* in all three line items as taxable, but sees *state tax* as taxable in none of them.

First calculate for each tax that portion of the tax base which does *not* include state tax:

Line item:	1	2	3	Total
Extended price	2000	500	150	2650
Taxability	Y/Y/Y	N/Y/Y	Y/N/Y	

Sales subject to:	state tax	2000	0	150	2150
	county tax (basis for computing county tax on sales)	2000	500	0	2500
	state & county tax (basis for computing county tax on tax)	2000	0	0	2000
	city tax (basis for computing city tax on sales)	2000	500	150	2650
	state & city tax (basis for computing city tax on tax)	2000	0	150	2150

Next calculate for each tax what the state tax *would have been* for those items not exempt from that tax:

	Tax basis	Calculation of state tax				
		Bracket	Amount	%	Extension	Total
state tax	2150	1	100	5	5	
		2	1950	6	117	122
state & county tax		1	100	5	5	
		2	1800	6	108	113
state & city tax		1	100	5	5	
		2	1950	6	117	122

At this point we have the total tax base for each tax, and can calculate the county and city tax:

	County			City		
	Amount	%	Extension	Amount	%	Extension
Eligible sales	2500			2500		
Eligible portion of state tax	113			0		
Total tax base	2613			2650		
Portion subject to bracket 1	1000			2650		
Extension		3	30		7	185.5
Portion subject to bracket 2	1613			N/A		N/A
Extension		4	64.52			
Total tax			94.52			185.5

We can now calculate the invoice total:

Sales		2650
State tax	122	
County tax	94.52	
City tax	185.50	
Total tax		398.02
Invoice total		3048.02

Calculate Tax by Line

Some jurisdictions require calculating the sales tax by line. There is an option in A/R Invoicing, O/E Orders and P/S Transactions to calculate tax by line. These options are indicated in the tax code. When taxing by line you may calculate the tax by the **E**xtended amount of the **U**nit price. The extended amount is the line total and the unit price is the item or service price. This field is also indicated in the tax code.

Calculate Tax by Unit Price

When taxing by unit it would be either an item or service.

In the following example there are two brackets of state sales tax. One is 10% up to $50.00 and the other is 5% on $50.00 and over. Therefore tax is calculated twice on each line.

There are two lines, each with a different item on the invoice. The first item has a quantity of 10 at a $10 price. The second item has a quantity of 3 with a price of $100.

The tax is calculated by multiplying the *Unit price* times the *Tax percentage* giving the *Tax per unit*. This amount is multiplied by *Quantity* resulting in the *Tax amount*.

Line	Tax type item price	Unit price	Tax %	Tax per unit	Qty	Tax amount
1	Tax bracket 1	$10	10 under $50	$1.00	10	$5
1	Tax bracket 2	$10	5 over $50	$0.00	10	$0
2	Tax bracket 1	$100	10 under $50	$10.00	3	$30
2	Tax bracket 2	$100	5 over $50	$5.00	3	$15

The total sales amount is $400 and the total tax is $50 on this invoice.

Calculate Tax by Extended Amount

The extended amount is the quantity times the item price. This is the amount that is taxed. This example uses the same quantities, item prices and tax percentages as the *Calculate tax by Unit Price* example above.

In this example the tax is calculated by multiplying the *Extended price* by the *Tax percentages* giving the *Tax amount*.

Line	Tax type item price	Qty	Unit price	Extended price	Tax %	Tax amt
1	Tax bracket 1	10	$10	$100	10 under $50	$5
1	Tax bracket 2	10	$10	$100	5 over $50	$2.5
2	Tax bracket 1	3	$100	$300	10 under $50	$5
2	Tax bracket 2	3	$100	$300	5 over $50	$12.50

The same lines and quantities are used as in the *Calculate tax by Unit price* example, so the totals sales amount is again $400, but the total tax is only $25.00.

PRINTING A TAX CODE LIST

The *Print* selection enables you to print a list of the tax codes currently on file.

Although this report lists historical information by period and by year, it does *not* consolidate taxes by account number. Unless your tax situation is a very simple one, you should regard this report merely as a convenient printout of the codes currently in use, rather than as a basis for computing your tax liability. For that purpose, use the *Sales Tax Report* described in the A/R User documentation chapter of that name.

The list includes only the current period, as defined by the current period end date in A/R *Control information*. Sales occurring in the new period but before the old period has closed will be included in the list as soon as you run *Close a period.* in A/R.

Select

Tax Codes from the *Reports, general* menu.

No selection screen appears as all tax codes are listed unconditionally.

Forms Design

This chapter contains the following topics:

INTRODUCTION TO FORMS DESIGN

This selection allows you to tailor Point of Sale to work with your invoice forms and receipts by allowing you to design your own format.

If you are using the pre-programmed forms, this chapter does not apply.

A designed form can be assigned to the different register print functions including invoice, receipt and quote. You can print the designed format along with a graphical file that contains the form image. When printing in *Transactions (Enter)* the assigned format is used.

When you print invoices using the *End of day* (*Print designed invoices*) selection, you must specify a format ID to be used. Also when selecting *Reprint posted design invoices* a format must be used.

An unlimited number of forms can be defined with this selection. Design forms allows you to print almost any information field in Point of Sale Headers, Line Items and Payments. It can also print fields from customers, items and the store.

If you want a new format design, you may make a copy of an already existing forms example, as described below, that is similar to the form you wish to use and then modify the copy. If you prefer, you may design your form from scratch, but this is not recommended because there is probably an existing form that is close to what you need.

Forms Design Examples

Point of Sale comes with several pre-designed invoice and receipt format examples. These pre-designed formats are available in an export file. We suggest that you first become familiar with these formats as you may prefer a format as is or you may only have to 'tweak' an existing format to get what you need. They are provided as exports in *PSFRMF.zip* for Windows or *psfrmf.tar* for Linux. Extract one of these files and this will produce the PSFRMF00.EXP export file. You must restore this file before you can try the formats. Run the Point of Sale file utilities (PSUTIL.BAT or psutil) and select to restore the *POS form layout file*. For a full list of all predefined forms includuing defined fields, use the *Reports, setup* (*Designed form layout*) selection.

Note	MULTI-COMPANY NOTE If you are using multiple companies, and are using a company ID other than 00, copy the form file, replacing 00 with your company ID, for each company where the forms are needed. Then you may restore it using the Point of Sale file utilities, PSUTIL.BAT, based on a associated company ID.

The list of forms below are available following a restore of the export file. Any of the formats can be modified. You can print the transaction data on preprinted forms or you can merge a graphical image with transaction data so that preprinted forms are not required. You may design a graphical image of your own choice and modify any format to fit this image. It can be either a jpg or bmp image file type. Some predesigned graphical images are provided in the PBS IMAGES folder. You will have to tweak the image to include your own logo.

Form No	Type	Form Name with Graphical Image Name
PS1	Credit memo	POS Credit Memo form - pos-651.jpg
PS1	Invoice	POS Invoice form - pos-651.jpg
PS1	Layaway	POS Layaway form - pos-651.jpg
PS1	Order	POS Order form - pos-651.jpg
PS1	Cash in	POS Apply payment form - pos-651.jpg
PS1	Quote	POS Quote form - pos-651.jpg
PS1	Return	POS Return form - pos-651.jpg
PS1	Void	POS Void form - pos-651.jpg
PSCC1	Credit memo	Compress print with image file - CO!M.jpg
PSCC1	Invoice	Compress print with image file - C01INV.jpg
PSCC1	Layaway	Compress print with image file - C01Lay.jpg
PSCC1	Order	Compress print with image file - C01OR.jpg
PSCC1	Return	Compress print with image file - C01RET.jpg
PSCC1	Void	Compress print with image file - C01INV.jpg
PSRCT	Invoice	POS Purchase Receipt Invoice
PSRCT	Order	POS Purchase Receipt Orders
PSRCT	Return	POS Return Receipt
RECPI	Credit Memo	Receipt no paging, compressed with image file - acmelogo.jpg
RECPI	Invoice	Receipt no paging, compressed with image file - acmelogo.jpg
RECPI	Layaway	Receipt no paging, compressed with image file - acmelogo.jpg
RECPI	Order	Receipt no paging, compressed with image file - acmelogo.jpg
RECPI	Quote	Receipt no paging, compressed with image file - acmelogo.jpg
RECPI	Return	Receipt no paging, compressed with image file - acmelogo.jpg
RECPI	Void	Receipt no paging, compressed with image file - acmelogo.jpg

Form No	Type	Form Name with Graphical Image Name
RECPT	Invoice	Receipt no paging & compressed
RECPT	Order	Receipt no paging & compressed
RECPT	Return	Receipt no paging & compressed

Form Definitions

Described below are definitions for certain terms used in this selection and in this chapter.

Each form consists of three information groups: header, line items with payments, and totals. A list of each field along with a description and length of each field is available in the Form Fields chapter.

Header

The header is the top part of the form and typically includes information that relates to the order in general (for example, the order number, order date, customer's name and address). Header information always prints before Line Item and Totals information. The store name and address fields can also be included.

Line Items Group

The line items group is the middle part of the form, and typically includes information on each line item on the order (such as the item number and description, quantity ordered, and price). Line Item information always prints after Header information and before Totals information.

You may also print detailed payment information after the line items group.

Payments

Payments print in the body of the invoice, immediately after *all* the order lines have printed. If there are multiple pages of order lines, the payments will not print until the last page. All the payment fields are optional.

If there are multiple payments, they will print one after another. When used, the AR Terms type also prints as a payment line.

Put payment fields *after* the line items, services and notes fields. For example, if your first item line is 1, you have 3 lines of item information and you want a space between the last item line and the first payment line, you must enter your first payment line as 5.

Totals

The totals group is the bottom part of the form, and typically includes the order total, order discount percent, and total weight. Totals information always prints after Header and Line Item information.

Pagination

A form is either paginated or not paginated. A paginated form is one that may have multiple pages, where each page is the same length. Pre-printed forms and forms that are separated from one another by perforations are examples of paginated forms. A form that is not paginated has no specific length. Continuous paper on a roll, such as that used on a calculator, is an example of a non-paginated form.

Typically, *invoices* are paginated. Receipts are often not paginated.

A maximum length for a non-paginated form is 999 lines.

Lines and Columns

The length of a paginated form is defined by the number of lines on the form, from the top of the form to the bottom. If printing is done at 6 lines per inch, an 11 inch form has 66 lines.

When defining a paginated form, you specify the starting line number of the Header information, the starting and ending line numbers of the Line Item information, and the starting line number of the Totals information.

When defining each data field to be printed on a paginated form, you specify the group of the field (*Header, Line Item, or Totals*), its line number within the group, and the starting column number where it is to print.

Line number of a field

is its print line number starting at the first line of that group. For example, if you specified that the Line Item information starts on line 10 of your form and ends on line 40, you are allowing for 31 lines of Line Item information. The line number of a Line Item field must be between 1 and 31.

Column number of a field

is simply the number of spaces to the right of the left margin of the form, beginning at 1.

Compressed Print

There are two font options when designing a format: normal (large) and compressed (small). Normal is the default. If you prefer a compressed small font you must use the Set to compress option available when designing your format. Compression can be used for part of the format or the entire format. To set the entire format to compressed do the following:

- Set line 1, column 1 as a literal field with a length of 80, but do leave the text field blank.
- For line 2, column 1 enter the header field 94 Set to compressed. Your first header field that prints must be line 3 or below. The entire format will print compressed.
- Set field 4. Width to 132 columns to take advantage of the compression.
- If you are modifying an existing form that was set to 80 characters in width and was not compressed, to one that is 132 characters in width you will need to modify the columns for your existing fields. Multiple the existing column setting by 1.66 to get the new column setting.

  Here is a tip: Start by modifying a field on the right side of format and move to the left.

If you want to have part of the format to not be compressed, use Set to normal to move it back to the larger font with a maximum of 80 columns.

Entering Forms

An unlimited number of forms can be defined with this selection. Forms allows you to print almost any information field in Point of Sale Headers and Line Items as well as some store, customer and item fields.

Select

Forms from the *Master Information* menu.

The following screen displays:

```
Master information (Forms)                          XYZ Company POS Forms

              * 1. Form ID                       [      ]
              * 2. Type
                3. Description
                   Print using graphic image?    File name:
                4. Width
                5. Form handles ?
                6. Paginated ?

<F1> = next form
```

On this screen, you identify the form with an ID, type, and description, You also define its general appearance.

From this screen, you can work with both new and existing forms. If a form exists for the form ID and type you specify, that form appears and is available for changes or deletion.

Enter the following information:

1. Form ID

Options

Enter the ID for this form, or use the options:

<F1>	For next form
<SF1>	For previous form

Format	Up to five characters
Example	Type: 40

2. Type

Enter the character that designates the type of order for which this form will be used. The types are listed below:

I	invoice
O	order
C	credit memo
Q	quote
R	return
L	layaway
P	apply payment. This is a payment that is applied to an invoice in A/R open items.
V	void

Options

You may also use the options:

<F1>	To display the next type for this form ID
<SF1>	To display previous form IDs

Usually, you would define all types for each new form ID. The predefined forms provided with Point of Sale include all five types.

If the type you specify already exists for the form ID, the information for that form type displays and may be changed or deleted as usual. You also may use one of these options:

<F2>	To display the form as it currently exists (see the section titled Displaying a Form later in this chapter).
<F3>	To delete the form.
<F5>	Designed forms can only be tested using the *Designed forms* menu selection. To print a test form, substituting *X*'s or *9*'s for each field that you have selected to print (see the section titled Testing a Form later in this chapter). If there is a form file associated with the format, then it will merge the form with the *X's* and *9's* as well. If you select a *Company information* PDF printer the test form will display on screen if you have Adobe™ Reader™ or Adobe Acrobat™ installed on your system.
<F6>	To copy an existing form to a new form (see the section titled Copying a Form later in this chapter).

Format	One letter from the *Types table* above
Example	Type: `O`

3. Description

Enter the description of this form type.

Format	Up to 30 characters
Example	Type: `Point of Sale form`

Print using graphic image?

Answer Y to use a graphic image form file to merge with the data or N to print without an image file.

Format	One letter, either Y or N
Example	Type N

If you answer Y, then you will be prompted to enter the name of the file.

If you are using a graphical image file, then you must select Windows printer or a *Company information* PDF printer when you print Point of Sale forms.

Windows printer is only available when running PBS on Windows or Thin Client, but the *Company information* PDF printer is available for printing forms on all the supported PBS systems.

See the *Form File Use and Design* section in the *More on PBS Printing* chapter in the PBS Administration documentation to learn more about modifying the PBS graphical file examples or creating your own from scratch.

File name:

You must make an entry in this field if you select Y to *Print using graphic image?*

Enter the name of the file that will merge with the forms data. This file must be of a JPEG or Bitmap file format only. The file must be present in the top-level PBS directory called *IMAGES* and must be spelled exactly as the file name with the proper extension.

If running in Linux or UNIX Thin client, the file name must be entered with the same (UPPER or lower) case and do NOT use a period as part of the file name.

Format	12 characters including the extension that must be either .jpg or .bmp.
Example	Enter INV651.JPG

4. Width

Enter the number of columns that may be printed on a form. Your entry here is determined by the width of your form, as well as the setting on your printer for characters per inch (or *pitch*).

The maximum width you should enter is also determined by the Set to compressed field. If *Set to compressed* the maximum width is 132. If not compressed, the maximum should be 80.

Format	Up to three digits
Example	Type: 80

5. Form handles ?

This field enables you to designate whether the form will be used for items or services, or both.

Options

You may use one of the options:

I	Items only
S	Services only
<F5>	Both items and services

Format	One letter
Example	Press <F5>

6. Paginated ?

Answer Y if the form has a specific length that does not change, regardless of the information to be printed on it. Answer N if the length of the form varies, depending upon the amount of information printed.

Paginated forms are best for invoices and quotes. Non paginated forms are better for receipts.

If you answer Y to *Paginated ?*, the fields 7-12 appear.

Format	One letter, either Y or N.
Example	Type: Y

7. Length

Enter the number of lines on each form. Your entry here should represent the entire length of one form, including any area at the top and bottom of the form that you wish to leave blank.

Besides the length of the form, the number of lines you enter here is determined by the setting on your printer for the number of lines per inch.

Format	Up to three digits
Example	Type: 66

8. First line for headers

Enter the first line number on which header information is to print.

Format	Up to three digits
Example	Type: 1

9. Headers 1st page only ?

Answer Y to print header information on only the first page of the form. Answer N to print it at the top of every page of the form.

Format	One letter, either Y or N.
Example	Type: N

10. First line for line items

Enter the line number on which the first line item is to print. Your entry must be higher than the line number specified for *First line for headers* (field # 8).

Format	Up to three digits
Example	Type 3 then press <Enter>

11. Last line for line items

Enter the line number on which the last line item is to print. Your entry must be higher than the line number specified for *First line for line items* (field # 10).

Format	Up to three digits
Example	Type: 55

12. First line for totals

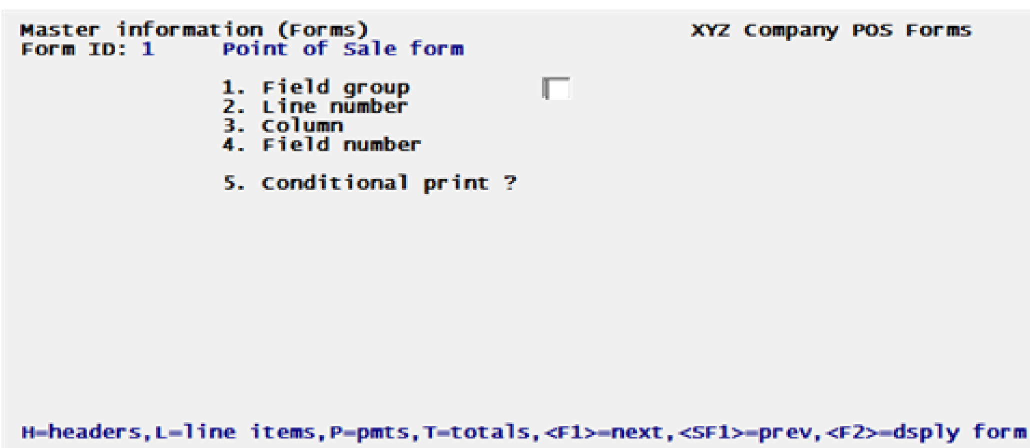
Enter the first line number on which totals information is to print. Your entry must be higher than the line number specified for *Last line for line items* (field # 11), and less than the number of lines specified for *Length* (field # 7).

Format	Up to three digits
Example	Type: 58

Field number to change ?

Make changes as usual. For an existing form, you are then asked *View/change form layout ?*. Answer Y if you wish to review or work with any of the fields to be printed on the form.

When defining a new form, or if you specified to view the layout of an existing form, the screen appears as follows:



On this screen, you describe each field to be printed on the form. Up to 200 fields may be selected to print on each form.

Refer to the Form Fields appendix for a description of each Header/Total and Line Item/Payment field.

For each field, enter the information as follows:

1. Field group

Enter **H** if the field is part of the Header group, **L** for the Line Item group, **P** for the Payment group or **T** for the Totals group.

Payment fields must be after the line item group fields. For example, if your first item line is 1, you have 3 lines of item information and you want a space between the last item line and the first payment line, you must enter your first payment line as 5.

H	For Header group
L	For Line Item group
P	For payments
T	For Totals group

Note	The Payments group fields should only be selected for printing after all the line items.

Options

You may also use one of the options:

<F1>	For next field
<SF1>	For previous field
<F2>	To display the form as it appears so far (see the section titled Displaying a Form later in this chapter)

Format	One letter from above.
Example	Type: H

2. Line number

Enter the line number on which this field is to print, or press <F1> to display the next field within this group.

Format	Up to three digits
Example	Type: 1

For a paginated form, enter the line number within the group on which this field is to print. For example, if you specified that the first line for headers is 4 and the first line for line items is 10, there are 6 lines available for the header group. This means that line numbers 1 through 6 would be valid entries here.

For a non-paginated form, any line number from 1 to 999 is valid.

3. Column

Options

Enter the starting column in which to print this field, or use the option:

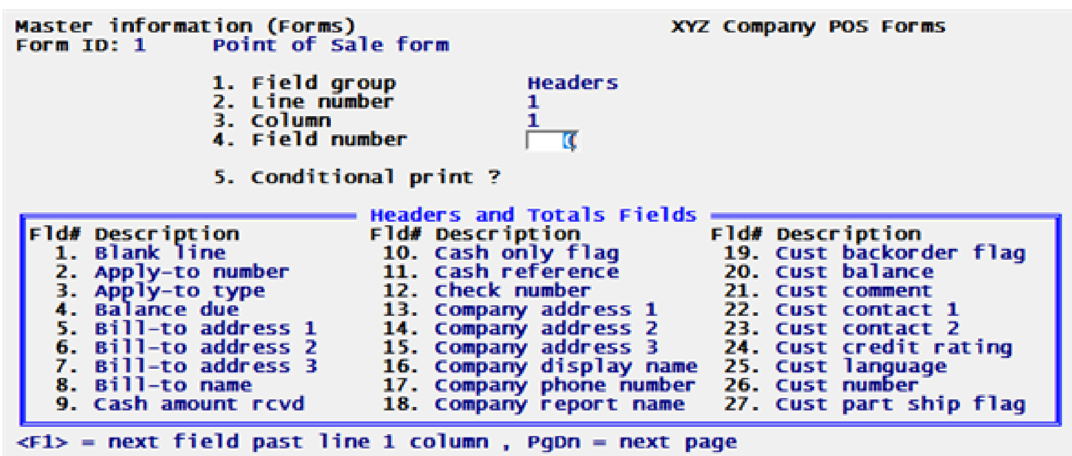
<F1>	To display the next field past line one
<F2>	To insert a new line
<F3>	To delete the current line

Format	Up to three digits
Example	Type: 1

Your entry may not be greater than the width of the form.

Selecting Fields

At *Field number*, the screen displays as follows:



```
Master information (Forms)                              XYZ Company POS Forms
Form ID: 1      Point of Sale form

                1. Field group              Headers
                2. Line number              1
                3. Column                   1
                4. Field number

                5. Conditional print ?

                          Headers and Totals Fields
Fld# Description               Fld# Description               Fld# Description
  1. Blank line                 10. Cash only flag             19. Cust backorder flag
  2. Apply-to number            11. Cash reference             20. Cust balance
  3. Apply-to type              12. Check number               21. Cust comment
  4. Balance due                13. Company address 1          22. Cust contact 1
  5. Bill-to address 1          14. Company address 2          23. Cust contact 2
  6. Bill-to address 2          15. Company address 3          24. Cust credit rating
  7. Bill-to address 3          16. Company display name       25. Cust language
  8. Bill-to name               17. Company phone number       26. Cust number
  9. Cash amount rcvd           18. Company report name        27. Cust part ship flag
<F1> = next field past line 1 column , PgDn = next page
```

The window that displays at the bottom of this screen shows the first 27 fields available for printing in the Header and Totals area of your form. (Your screen may appear slightly different.) There are several more windows showing additional Header and Totals fields that you may select to print. For information on each field see the Header and Total Fields section of the *Form Fields* appendix.

To see the additional windows, press <PgDn>. To return to a previous window, press <PgUp>.

If you had previously selected any of these fields to print on this form, an asterisk appears next to the field number.

If you specify a *Field group* of Line Items, different windows display, showing only Line Item fields. See the Line Item and Payment Fields in the *Form Fields* appendix.

Continue entering the information as follows:

4. Field number

Options

Enter the number of the field that you wish to select, or use one of the options:

<F1>	To display the next field that is on or after this line number and column number
<Enter>	To enter a Literal (text) instead of a field number. Refer to Literal Fields section of this chapter.

Format	Up to three digits
Example	Type: 27

5. Conditional print ?

Answer Y if this field is to print only when some field (to be specified next) meets a specific condition. Answer N if this field should always print.

Format	One character
Example	Type: N

If you answer Y, these additional fields appear:

When Field-# 999

When the field selection window appears, enter the number of the field upon which printing is dependent. Use the <PgUp> and <PgDn> keys to view additional windows.

Enter the conditions that this field must meet in order for the field being defined to print.

Format	Two characters 25 characters (alpha) 999,999,999.99999-(numeric) MMDDYY (date)

First, enter one of the following abbreviations:

EQ	equal to
NE	not equal to
GT	greater than
LT	less than
GE	greater than or equal to
LE	less than or equal to

Then enter the value that the dependent field must contain to complete the condition. Press <Enter> to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

Format	One letter, either Y or N.
Example	Type: Y and then press <Enter>.

Printing a Field

If you need to print a field when either one condition or another is met, define the field specifying the first condition as described above. Then redefine the field, using the same line number, column number, and field number.

After entering the field number, a message informs you that the field is already defined and you are asked if you wish to define a duplicate. Answer Y and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other. There is no way to request printing when both conditions are true.

Alphanumeric, Numeric, Date, and Literal Fields

The remaining fields control the appearance of data on the form. The fields requested depend on the type of field you selected in *Field number* (field number 4). There are four different types:

Alphanumeric fields

Alphanumeric fields may contain any combination of letters, digits, and special symbols.

Numeric fields

Numeric fields only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Date fields

Date fields only contain dates.

Literal fields

Literal fields contain text that you type. Most literal fields are defined by pressing <Enter> at *Field number*, rather than specifying a field number.

Alphanumeric Fields

The following two fields display for each alphanumeric field:

6. Length

Enter the number of characters you want to print in this field, up to the maximum number shown, or press <Enter> for the maximum length of the field.

Format	Up to two digits

7. Justify

Enter **R** to *right-justify* the characters, or press <Enter> for no justification, to print the characters as entered

If you specify right-justify, the characters will be aligned with the right-hand margin of the space for this field.

Numeric Fields

The following five fields display for each numeric field:

6. Integer digits

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or press <Enter> for the maximum shown.

Format	Up to two digits

7. Decimal digits

(If the field has no decimal places, *(Not applicable)* displays here.)

Enter the number of decimal places you want to print, up to the maximum shown, or press <Enter> for the maximum shown.

Format	One digit

8. Commas ?

If the field has less than 4 integer digits, *(Not applicable)* displays here.

Answer Y to use commas when printing this field.

Format	One letter, either Y or N.

9. Leading zeros ?

If you specified to use commas, *(Not applicable)* displays here.

Answer Y to include any beginning zeros when printing this field.

Format	One letter, either Y or N.

10. Negatives ?

(If the field cannot be negative, *(Not applicable)* displays here.)

Enter the letter that designates how negative numbers are printed, as follows:

R	Minus sign to the right of the number 99.99-
L	Minus sign to the left of the number, in a fixed position - 99.99
F	Minus sign to the left of the number, in a floating position -99.99
C	*CR* to the right of the number 99.99 CR
P	Enclose number in parentheses (99.99)

Format	One letter from the table above

When you complete entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

Date Fields

The following field displays for each date or time field:

6. Format

For a date field, select the format to use when printing this field, as follows:

1	MM/DD/YY (03/31/05)
2	MMM DD YY (Mar 31 05)
3	MMM DD (Mar 31)
4	DD-MMM-YY (31-Mar-05)
5	Month DD, YYYY (March 31, 2005)

Format	One digit

When you complete entry, the print format of the date or time as you have defined it is displayed on the screen.

Literal Fields

The following three fields display for each literal field:

6. Length (max = 80)

Enter the number of characters to be used when printing this field, up to the maximum shown, or press <Enter> for the maximum shown.

A total of 1000 characters is available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when less than 150 characters are available.)

Format	Up to digits

7. Text

Enter the exact text to be printed, up to the length specified in field # 6.

Format	Up to 30 characters

8. Print on 1 character

Enter **L** to print the literal text only for line items that are not component items of kits. Enter **C** to print the text only for component items. Enter **B** to print the text for both line items and component items.

Options

Use the following options:

L	To print literal text only
C	To print text for component items kits
B	To print both

Format	One letter from the table above

DISPLAYING A FORM

While entering a form, you can press <F2> to see what the form looks like so far. Follow the screen instructions.

If one field overlaps another field, either question marks or asterisks appear in the area of overlap.

Question marks display if none of the overlapping fields are conditionally printed, in which case you probably need to change the position of a field.

Asterisks display if at least one of the overlapping fields is conditionally printed. In this case, you may wish to review the definitions of the overlapping fields to ensure that they do not print under the same conditions.

Displaying a form will not merge with the graphical form file. You must print a test form to see the graphical file.

Testing Forms

A test form can be printed that substitutes *X*'s or *9*'s for each field that you have selected to print. You can print the test on the actual form you intend to use, or on plain paper. (When using Transactions (Enter), you may also print a test alignment form.)

To test your form, at the first Forms screen, display the form you wish to test and press <F5>.

When the printers defined in the Company information display, select the printer on which this form is to be printed.

If you are on Windows or Thin client and you have selected to merge data with a graphical form file the form file will print with the test form data.

Copying Forms

You can rapidly produce a new form by copying an existing form that is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first Forms screen

Display the existing form that you wish to copy and press <F6>.

A window displays for you to enter the following information:

Copy to form ID

Enter the ID of the new form. The form ID will be automatically created during the copy process if it does not already exist.

Copy to type

Enter the character that designates the type of order for which this new form will be used. The types are:

O	Order
I	Invoice
C	Credit memo
Q	Quote
R	Return
L	Layaway
P	Apply payment
V	Void transaction

Options

You may also use the Option

<F5>	To copy *All* types of the existing form ID to the same types for the new form ID

If the type you specify already exists for the new form ID, the form cannot be copied and an error message is displayed.

After the copy process is complete, you may change the new form as needed.

Printing a Forms List

This selection prints a report that lists the forms you have defined. You may select to print a specific form type or all form types for the forms.

For each form type on the list, you are shown general information (description, form width, if form is paginated, etc.). The field definitions for each form type may also be optionally printed.

Select

Designed form layout from the *Report, Setup* menu.

This is the screen you see:

```
Reports (Forms)                                    XYZ Company POS Forms




                        1.  Starting form ID
                        2.  Ending form ID
                        3.  Type to print
                        4.  Print fields ?



<F2> = "First"
```

On the screen that appears, enter the following:

1. Starting form ID

2. Ending form ID

Enter the range of form ID's for which to print the list. Follow the screen instructions.

Options

You may also use the following option:

<F2>	For *First* and *Last* on fields #1 and #2

Format	Up to five digits
Example	Press <F2> at both fields #1 and #2

3. Type to print

Enter the form type to print for the forms, as shown on the screen.

I	Invoice
O	Order
C	Credit memo
Q	Quote
R	Return
L	Layaway
P	Apply payment to A/R open item
V	Void transaction

Options

You may also use the following option:

<F5>	To print *"All"* form types

Format	One letter from the table above
Example	Press <F5> to select *All*

4. Print fields ?

Answer Y to print the information defined for each field on a form. If you answer N, only the general information about a form is printed.

Format	One letter either Y or N, the default is Y
Example	Press <Enter> to accept the default

Note	Many fields are defined for each form type of the predefined forms supplied with Point of Sale. Selecting to print fields for several types may require a significant amount of time and paper.

Printing Designed Forms

This chapter contains the following topic:

PRINT DESIGNED FORMS ACCESS

Use this selection to print forms or to reprint invoices for a group of transactions, prior to posting invoices. This includes orders, invoices, credit memos, quotes, returns, layaways, pay ins, voids and cash receipts types.

Note that even if you use this selection to print an invoice, the invoice cannot be posted until you have printed the invoice using the *End of day* (*Print designed invoices*) selection. You may also use the *Print invoices* selection or print an invoice using *Transactions*.

Select

Print designed forms from the P/S menu.

The following screen appears:

```
POS Forms                                             XYZ Company POS Forms

       1. Trx type                 O
       2. Form ID
       3. Store #
       4. Starting trx #
       5. Ending trx #

       6. Starting trx date
       7. Ending trx date



       8. Starting customer #
       9. Ending customer   #




O=ord I=Inv C=Cr memo Q=Qtes R=Ref L=Lywys X=Payin P=Csh recpt V=Voids H=Holds
```

1. Trx type

Format 1 character

Enter the type of transaction for which forms are to be printed. The choices are:

O	Order type
I	Invoice type
C	Credit memos
Q	Quotes
R	Returns
L	Layaways
T	Rental type
X	Pay in
P	Cash receipt
V	Voids
H	Holds

Format	One letter from the table above.
Example	Type: I

2. Form ID

Enter the ID of the form to be used to print the transactions.

Options

You may use one of the options:

<F1>	For next Form ID in the Form file
<SF1>	For previous Form ID in the Form file

An error message is displayed if the form ID does not have a form type defined for the transaction type specified.

Format	Up to five characters
Example	Press <Enter> to accept the default.

3. Store

Enter the store number for which these transactions will be printed.

Format	Up to 2 or 3 characters depending on the Invoice number format specified in POS Control information
Example	Type 1 for the store number

4. Starting trx #

5. Ending trx #

These fields display Starting quote # and Ending quote # if you specified an order type of Quote.

Enter the range of transaction numbers to be printed, press <F2> for the First transaction or quote number in the starting field, or for the Last transaction or quote number in the ending field.

Format	Up to six digits
Example	Enter <F2> at both fields # 3 and # 4.

6. Starting trx date

7. Ending trx date

Enter the range of dates of the transactions to be printed, or press <F2> for the *Earliest* date in the starting field, or for the *Latest* date in the ending field.

Press <Enter> for the System date.

Format	MMDDYY
Example	Enter <F2> at both fields # 6 and # 7.

8. Starting customer #

9. Ending customer #

Enter the range of customer numbers for which transactions are to be printed, or press <F2> for the *First* customer number in the starting field, or for the *Last* customer number in the ending field.

Format	Up to 12 digits
Example	Enter <F2> at both fields # 9 and # 10.

You are then asked *Print alignment form ?*. If needed, answer Y to print a test alignment form filled out with X's and 9's. Answer N when the form alignment is correct, or if you do not wish to print an alignment form.

The transactions are then printed on the selected printer, using the form ID you have entered.

PDF Generation

If you are printing to a *Company information* PDF printer each form will be printed to a file. The name of each file displays on the screen as it is being created. The PDF files are located in the

PDFFIL\PSIPOS directory. An example of a PDF file name is xx_PSI_30_1008. The xx part of the name is the company number. The PSI indicates that it is an Point of Sale invoice. The '30' indicates that it is for customer number 30 and the 1008 indicates the invoice number.

In Windows and Thin client the PDF documents can be viewed, printed or emailed from the *Email/view printed PDFs* menu accessible in CTL from the *PDF form file processing* menu selection.

Removing Invoice Printed Status

REMOVING INVOICE PRINTED STATUS

Authorized users can remove the “INVOICE PRINTED” status from any transaction, allowing the transaction to be modified, reprinted or deleted. Refer to the *Changes to printed invoice* field in the Register Users chapter for setting the authorization.

Note	IMPORTANT: This feature should be used with care, as this function bypasses software integrity processes.

Because of the potential for misuse, this function is protected in three ways:

- Users must be authorized to do this in the setup of Point of Sale Users.
- No visible prompts are offered for this feature.
- The method to implement this feature is somewhat cryptic.

Follow these steps to remove “INVOICE PRINTED” status from a transaction.

1. Login to the Point of Sale transaction screen.
2. Retrieve the transaction that you wish to modify.
3. From “Field number to change ?”, press <F8>. If you are authorized for this feature, a window will be presented and you will be prompted to continue.

Remove invoice printed for this transaction ?

Press <Enter> or <ESC> to cancel this operation. Answer Y and press <Enter> to continue.

You will be returned to the transaction screen with the cursor positioned at “Field number to change ?”.

4. Press <ESC>.

The following message will be displayed:

Not processed Press ENTER to continue

5. Press <Enter> to complete removal of the “INVOICE PRINTED” status for this transaction.

Credit Card Configuration

Introduction to Credit Card Configuration

The appendix provides the credit card verification configuration settings for Point of Sale.

Electronic verification systems allow merchants to verify that a credit card is valid and the credit card customer has sufficient credit to cover the purchase in a few seconds, allowing the verification to happen at time of purchase.

Integrated credit card processing with XCharge® is available within the POS Software. With this feature, credit card payments can be processed directly from the POS *Transactions (Enter)* screens and windows.

Note	June 1, 2018 PBS interfaces with OpenEdge X-Charge. The recommended OpenEdge version is XCharge 8.1 Release 2 Pack 1d Build 70.

The verification is performed using a credit card payment screen, interfaced with the PBS Point of Sale system, with a communications link to the merchant's acquiring bank (XCharge). Data from the card is obtained from a magnetic stripe or chip on the card. You may also manually enter the card number, expiration date and so on.

There are several steps for setting up credit card verification in Point of Sale:

- Contact your PBS provider to obtain an RW.LIC that includes the credit card software subscription. Without the subscription you may be able to enter multiple payments in the POS payment window. With the subscription you are also allowed to use fully integrated credit card processing.

  In A/R and O/E a credit card software subscription also allows you to use multi-payments, including XCharge credit card processing, when using A/R Cash receipts, A/R Invoices and O/E transaction processing. For more information on the A/R and O/E setup, see the *PBS Multi-payment Setup* appendix in the A/R User documentation.

  Once you have the new file, save a copy of the current RW.LIC file. Copy the new RW.LIC to the top-level PBS folder, overwriting the previous one. Log into PBS to verify that you can still use each active module. If not, put the old RW.LIC back and contact your PBS provider for instructions.

- To utilize multi-payment credit card processing, you must have an account with a merchant services provider. PBS uses *openedge*®. See http://www.openedgepayments.com/passport/ You may also call the phone number on the page.

  You will have to download the XCharge software. Install and configure the XCharge software on each client that uses PBS Point of Sale credit card processing. If you are using Remote Desktop Connection, see Windows Server using RDP.

  Even though XCharge is fully integrated with PBS, it is a separate non-Passport product. Please contact the openedge for help with installation and configuration.

- Once the new RW.LIC is installed, verified as okay and X-Charge is configured on at least one client, select *Multi payments* in the A/R Control information *Invoice pmt type* field and then enter the *Credit card processor* field as X-Charge. With data from the X-Charge configuration on the client, enter the *CC processor acct*, *CC acct user id* and *CC acc password*. Finally, if you are also using O/E, you may enter the *Allow cash/check on orders* and *Auto process payments* as well as the *Default CC pmt code* fields.
- Enter Payment codes using the P/S menu selection of *Payment codes* found under *Setup information*. You should set up at least one credit card payment code type.

  You must determine the Cash accounts that you want to use with each payment code. For example, cash and checks could be one account and the credit cards can use a separate account. Or you may want to have cash, check and credit cards use the same main account, but each payment code uses a different sub account.

  If you interface with Check Reconciliation and you want to reconcile your credit card statement, you may want to keep credit card payments separate from cash and checks. This can be done by selecting specific cash accounts for cash and checks vs. credit cards. The main accounts can match - only the sub accounts need to be different. A/R Deposits are done first before the data is posted to Check Reconcilation.
- Set up the Xharge related fields in the PBS Point of Sale Store.

XCharge will only operate on a PBS system installed in a UNIX/Linux environment if you have Thin client.

The Tokenization features available in A/R and O/E is not available in Point of Sale.

XCHARGE™ CREDIT CARD PROCESSING SOFTWARE

XCharge is a third party software product that provides credit card verification and integrates with Passport's Point of Sale . It replaces dedicated payment processing terminals (e.g. credit card machines) and supports all major credit cards and more.

XCharge credit card processing software also supports payment processing over existing dial-up phone lines or for faster credit card processing, any type of Internet connection. If using an Internet connection you may use dial-up as a backup method during an Internet connection problem.

For more information on signing up, installing and using the XCharge software, See http://www.openedgepayments.com/passport/. There is a phone number on that site.

Mapped Network Drive

The XCharge product needs to be installed and configured on each client where Point of Sale credit card authorization needs to be enabled. The X-Charge version and configuration must match for each client.

Windows Server using RDP

XCharge will install on the C drive of the server and multiple users can use the same install if they are connecting via RDP or Terminal Services. If the Windows Server and Terminal Server are 2 different physical servers then XCharge will install on the Windows server the Terminal Server is connecting to.

Mapped Server/Peer to Peer/Thin client

XCharge will not run from a mapped drive. XCharge will have to be installed on the client that will need to provide credit card processing with the server software installed on one of the clients and the clients installed on all the credit card processing clients. The client will need to point back to the XCharge server. Thin client requires the same type of setup.

CONFIGURING A/R AND POS FOR CREDIT CARD AUTHORIZATION

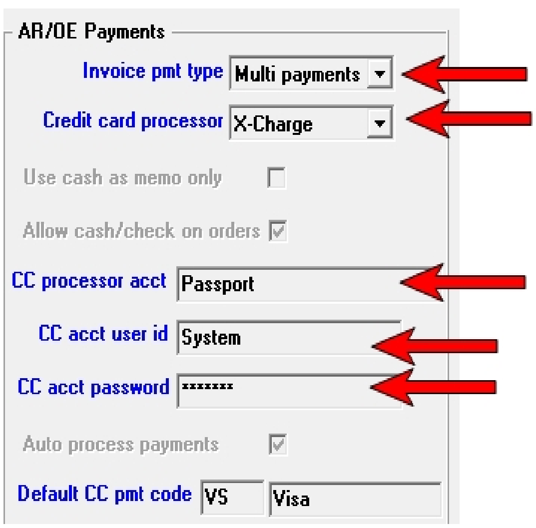
Before you can setup PBS, you must have Xcharge installed and configured on at least one client. There are several configuration options that require settings before you may setup credit card processing in PBS Point of Sale.

After you get X-Charge running you may enter the fields in PBS required for credit card processing.

After you get the credit card processing confugured and running in PBS then you may install and configure X-Charge on other clients using the same settings.

Accounts Receivable Control Information

There are several fields in A/R Control information that you must enter. They are displayed in this screen shot with red arrows:



You must enter the *Invoice pmt type* as Multi payments, the *Credit card processor* as X-Charge. The other fields, *CC processor acct*, *CC acct user id* and *CC acct password* all are from the X-Charge setup. If the *CC acct user id* and *CC acct password* do not match what is entered in X-Charge you will be prompted to enter the user id and password for every credit card transaction.

The other fields in the section can be ignored.

Store Settings and Result File

There are two fields in the store record that require settings when using credit card authorization.

A *Use XCharge* field setting indicates if you are using credit card authorization. If set to Y, then you must enter the path to the result file. A result file contains the results of a credit card authorization request.

You must enter a path in the *XCharge result file location* field. The XCharge result file location can be anywhere as long as it is accessible from all clients. A mapped drive that is the same on all credit card processing clients or a shared UNC address are both fine. When the path/UNC address is entered in the store record the path is verified and if it does not exist you will be prompted to create the folder.

The Path/UNC Address is 260 bytes long and is broken into four 65 byte entry fields.

The Path/UNC Address cannot contain spaces and must end with a \. If there are spaces or it does not end with \, an error is displayed and the user must correct the error.

Refer to the Stores chapter for setting these fields.

XCharge creates a result file using the store record XCharge Result file location. The file name is the Store number plus the transaction number plus a 2 digit sequence number. The POS payment program will read the result file and store all the result information into the payment record and continue if the Credit Card transaction was accepted.

Here is an example of a result file:

```
RESULT=SUCCESS
TYPE=Purchase
APPROVALCODE=000045
ACCOUNT=XXXXXXXXXXXX6781
EXPIRATION=0809
ACCOUNTTYPE=VISA
AMOUNT=0000044.99
SWIPED=F
CLERK=PSI
XCACCOUNTID=XA10
```

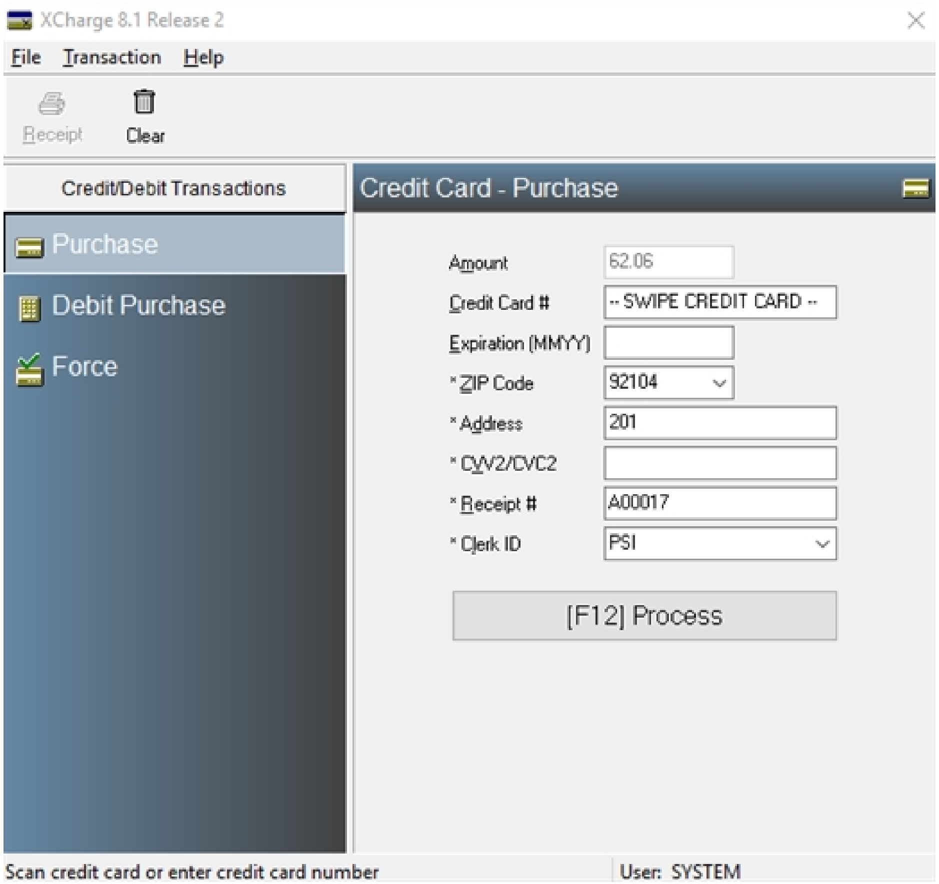
The possible result file types are Purchase and Return.

If the Credit Card transaction was declined a message displays and you are returned to the payment code selection. When the verification does not take place, then the result file contains:

```
RESULT=Transaction not completed
```

CLIENT CREDIT CARD AUTHORIZATION

During POS Payment entry on the transaction screen, when processing a Credit card payment type, XCharge is called, a window opens where you may process the credit card. When you are finished you are returned to the PBS transaction screen. Here is example of the Xcharge credit card authorization screen:



Scan the card or enter the credit card number, expiration date and other fields as required manually.

Sample Reports

This appendix contains sample Point of Sale reports.

INVOICE HISTORY

```
Date 02/06/2019  Time 13:40:36                                    XYZ Company                               Report-#0001   Page 0001

                                        P O S   I N V O I C E   H I S T O R Y   R E P O R T

Types are: INV = Invoice, CRM = Credit memo, ORD = Order, VOID = Void, LYWY = Layaway, RTRN = Return, PMNT = Payment

-----------------------------------------------------------------------------------------------------------------------------------
      Str  Invc-#  Invc-date  Typ  Cust-#       Customer name                Sls-rep    Customer P.O.#   Subacct    Ship-to
                   Apply-to  Disc-%             Ship Date                                                Trx-#
-----------------------------------------------------------------------------------------------------------------------------------


Customer: 1             Elliot Enterprises

      A  3012      09/04/19   INV  1            Elliot Enterprises           23         EE1390           10000000
                               .000                                                                      38


      A  3024      09/04/19   INV  1            Elliot Enterprises           23         EE1435           10000000
                               .000                                                                      44


Customer 1            totals:
           2 invoices    Line item total:             217.00    Misc chgs:             .00     Total billed:           308.70
           2 line items  Invoice discount:               .00    Freight  :             .00     Sales Tax:               91.70

-----------------------------------------------------------------------------------------------------------------------------------
            GRAND TOTALS:
            2 invoices    Line item total:             217.00    Misc chgs:             .00     Total billed:           308.70
            2 line items  Invoice discount:               .00    Freight  :             .00     Sales tax:               91.70


                                                         -- End of report --
```

OPEN TRANSACTIONS BY TRANSACTION NUMBER

```
Date 02/06/2019  Time 14:07:37                    XYZ Company                          Report-#0001   Page 0001

                        T R A N S A C T I O N S   B Y   T R A N S A C T I O N   N U M B E R

Order-# range:     "First" thru "Last"                  D E T A I L
Customer-# range:  1 thru 1
Order date range:  "Earliest" thru "Latest"
Ship date range:   "Earliest" thru "Latest"
Item-# range:      "First" thru "Last"

-----------------------------------------------------------------------------------------------------------------------------------
 Order-#  Type     Cust-#     Apply-to  Slp  Shp-date Warehse   Order-total    Discnt-net     Misc-chgs     Sales-tax    Amt-rec-d
Trx-date  Status   Bill-to                   Ship-via            Ship-total                      Freight    Total-sale  Balance-due
                   P.O.-#
-----------------------------------------------------------------------------------------------------------------------------------


     189  Invoice  1                    20   06/02/19                 19.00         19.00          0.00          2.66        21.66
 6/02/19  INVOICED Elliott Enterprises       ship-via-000             19.00                        0.00         21.66         0.00

          Seq# Item-#         Description               Whse  Qty-ordered  Unit        Qty-to-ship     Unit-price        Ext-price
             1 8              1" Steel Bolts                           20  CASE                 20          1.900            19.00



     192  Layaway  1                    20   09/14/19                 52.00         52.00          0.00          7.28        10.00
 9/14/19  COMPLETE Elliott Enterprises       ship-via-000             52.00                        0.00         59.28        49.28

          Seq# Item-#         Description               Whse  Qty-ordered  Unit        Qty-to-ship     Unit-price        Ext-price
             1 1              Drill, 1/4", Power                        1  EACH                  1         52.000            52.00
                              Blue, Red, and Green

          Last pmt date    Last pmt amount Next pmt date Minimum amount due     Layaway total paid
                9/14/19             10.000       9/21/19             10.000                 10.000


    1107  Layaway  1                    20   09/14/19                 52.00         52.00          0.00          7.28        14.82
 9/14/19  COMPLETE Elliott Enterprises       Will call                52.00                        0.00         59.28        44.46

          Seq# Item-#         Description               Whse  Qty-ordered  Unit        Qty-to-ship     Unit-price        Ext-price
             1 1              Drill, 1/4", Power                        1  EACH                  1         52.000            52.00
                              Blue, Red, and Green

          Last pmt date    Last pmt amount Next pmt date Minimum amount due     Layaway total paid
                9/14/19             14.820      10/04/19             10.000                 14.820


    1108  Layaway  1                    20   09/19/19                 52.00         52.00          0.00          7.28        14.82
 9/19/19  COMPLETE Elliott Enterprises       Will call                52.00                        0.00         59.28        44.46

          Seq# Item-#         Description               Whse  Qty-ordered  Unit        Qty-to-ship     Unit-price        Ext-price
             1 1              Drill, 1/4", Power                        1  EACH                  1         52.000            52.00
                              Blue, Red, and Green

          Last pmt date    Last pmt amount Next pmt date Minimum amount due     Layaway total paid
                9/19/19             14.820       9/26/19             10.000                 14.820
--------------------------------------------------------------------------------

Invoice totals:       1 invoice          1 line item              19.00         19.00          0.00          2.66        21.66
                                                                  19.00                        0.00         21.66         0.00

Layaway totals:       3 layaway          3 line items            156.00        156.00          0.00         21.84        39.64
                                                                 156.00                        0.00        177.84       138.20

Grand totals:         4 documents        4 line items            175.00          0.00          0.00         24.50        61.30
```

STORE LIST

```
Date 10/27/2014  Time 21:32:31                              Company 00                             Report #0100305   Page 0001

                                                        S T O R E   L I S T

Starting store #: A
Ending store #:   A

-------------------------------------------------------------------------------------------------------------------------------------
----------------------------- Store -----------------------------  Next  Next    Preprtd  Whse   Sub     Tax
#  Name                             Address                       trx-# invc-#  invc-#    #     acct    cod
-------------------------------------------------------------------------------------------------------------------------------------

A   Acme Hardware                  123 Main Street                   101   1001     N           00000000 CAL
                                   Peoria, MI 45678

                  Invoice comment:      Thank you for using               Receipt comment: Thank you for shopping at
                                           Acme Hardware                                           Acme Hardware
                                        Vist our web site at                                     Visit our web site at
                                        www.acmehardware.com                                     www.acmehardware.com


                  Phone 1                         800-582-6542                 Phone 2
                  Fax no.                         452-8794
                  E-Mail                          customersupport@acmehardware.com
                  Web site                        www.acme-hardware.com
                  Use graphic image               Y                            Graphic file name               pos-65.1.jpg
                  Default cash acct               1000-000                     Description                     Cash account #13557-
                  Layaway received acct           2080-000                     Description                     Layaway received
                  Layaway forfeit acct            8600-000                     Description                     Layaway forfeit
                  Pay out account                 5070-000                     Description                     Inventory expenses
                  Default customer                WALKIN                       Next Layaway payment days       20
                  Layaway payment pct             25.00                        Layaway min payment             10.00
                  Allow restocking fee flg        Percent                      Restocking percent              5.00


                1 Stores printed


                                                       -- End of report --
```

USER LIST

```
Date 10/27/2014  Time 21:46:55                          Company 00                         PDF GenerReport #0100306   Page 0001

                                                        U S E R   L I S T

Starting user #: PSI
Ending user #:   PSI

-----------------------------------------------------------------------------------------------------------------------------------
--------------------------------------- Permissions ----------------------------------------
-------------- User --------------------  CustAdd Crlimit Price  Prc-lkup Pay         Allow Chngto Allow    Allow     Allow   Ovrpmt
#  Password   Name                       on-fly  ovrrid  ovrrid win-fmt  outs Ovrpmt  dels invcd  lywys frft/can hold list     amt
-----------------------------------------------------------------------------------------------------------------------------------

PSI PSI        Passport Software, Inc.       Y       Y      Y       2      Y            Y     Y      Y       N        Y        25.00


  1 Users printed

                                                     -- End of report --
```

Form Fields

Introduction to Form Fields

Point of Sale comes with several predefined transaction and receipt forms. Some of these forms are coded into the software and cannot be changed. Others are provided with the forms design. If none of the predefined forms meet your needs, you can select an existing form, make a copy, and modify the copy. You may also design your form from scratch.

The *Setup information* (*Design forms*) selection allows you to define an unlimited number of forms and to print almost all of the information fields in the Point of Sale Transaction Header, Transaction Line, and Transaction Line Serial Numbers. See the Forms Design chapter for instructions on how to design and assign fields to forms.

This appendix describes each information field that is available for printing on a form. The field descriptions are arranged in two groups: Header and Total fields, and Line Item and Payment fields.

Header fields are those that print at the top part of the form, while Total fields print at the bottom part. Header and Total fields are fields that relate to the transaction in general, such as transaction number, date, customer name, tax, and total transaction amount.

Line Item and Payment fields print in the middle part of the form, between the Header and Total fields. Most line item fields relate to each line on the transaction, such as item number, description, quantity, and price. Some line item fields are the payment details. The payment details print after all the line items and only print once per invoice.

Forms Design Examples

Some invoice and cash drawer forms examples have been provided with the PBS install. These exported examples are in the PSFRMF00.zip file if windows and PSFRMF00.tar file if Linux. One of the examples could be fine as is or can be a a good starting point for modifying an example rather than building a new one. The cash drawer example prints in compressed (small font) mode.

Installation: Extract the file and the file name is PSFRMF00.EXP. Restore the *POS form layout file* into company 00 using PSUTIL.BAT. If some other company, rename the extracted file from PSFRMF00.EXP to PSFRMF??.EXP with the ?? representing the company ID.

HEADER AND TOTAL FIELDS

This section contains screen shots of the selectable fields. It also has a table that includes the name and description of each field. A maximum length is also provided. A numeric field can have a decimal. As an example, when a numeric field has decimal places, the maximum length is written as 9.2 to indicate there is a maximum of 9 digits to the left of the decimal and a maximum of 2 digits to the right of the decimal.

The following are screen shots that list the available header and total fields:

Headers and Totals Fields

Fld#	Description	Fld#	Description	Fld#	Description
1.	Blank line	10.	Bill-to city	19.	Check number
2.	Apply-to number	11.	Bill-to state	20.	Company address 1
3.	Apply-to type	12.	Bill-to zip code	21.	Company address 2
4.*	Balance due	13.	Bill-to county	22.	Company address 3
5.*	Bill-to address 1	14.	Bill-to country	23.	Company display name
6.*	Bill-to address 2	15.*	Bill-to name	24.	Company phone number
7.*	Bill-to address 3	16.*	Cash amount rcvd	25.	Company report name
8.	Bill-to address 4	17.	Cash only flag	26.	Compressed name/addr
9.	Bill-to city,st zip	18.	Cash reference	27.	Cust backorder flag

Headers and Totals Fields

Fld#	Description	Fld#	Description	Fld#	Description
28.	Cust balance	37.	Cust phone 2	46.*	Duplicate literal
29.	Cust comment	38.	Cust tax exempt no	47.*	Duplicate print flag
30.	Cust contact 1	39.	Cust type	48.*	Freight amount
31.	Cust contact 2	40.	Date entered	49.*	Invoice date
32.	Cust credit rating	41.	Discount amount	50.*	Invoice number
33.	Cust language	42.	Discount percent	51.*	Misc amount
34.*	Cust number	43.	Discount date	52.	Misc chg txble flag
35.	Cust part ship flag	44.*	Drawer	53.	Misc customer flag
36.	Cust phone 1	45.*	Due date	54.	Misc+freight amount

Headers and Totals Fields

Fld#	Description	Fld#	Description	Fld#	Description
55.*	Net sale amount	64.	Recpt comment line 1	73.	Selection code
56.	No. lines selected	65.	Recpt comment line 2	74.*	Set to compressed
57.*	Order date	66.	Recpt comment line 3	75.	Set to normal
58.	Order net total amt	67.	Recpt comment line 4	76.*	Ship date
59.*	Order number	68.	Recpt comment line 5	77.*	Ship-to address 1
60.	Order total amount	69.*	Register	78.*	Ship-to address 2
61.*	PO number	70.*	Sale amount	79.*	Ship-to address 3
62.*	Page number	71.*	Sales rep	80.	Ship-to address 4
63.	Quote	72.	Sales rep name	81.	Ship-to city,st zip

Headers and Totals Fields

Fld#	Description	Fld#	Description	Fld#	Description
82.	Ship-to city	91.	Store comment line 1	100.	Store # city
83.	Ship-to state	92.	Store comment line 2	101.	Store # city, st zip
84.	Ship-to zip code	93.	Store comment line 3	102.	Store # country
85.	Ship-to county	94.	Store comment line 4	103.	Store # email addr
86.	Ship-to country	95.	Store comment line 5	104.	Store # fax #
87.*	Ship-to name	96.	Store #	105.	Store # name
88.	Ship-to phone	97.	Store # address 1	106.	Store # phone # 1
89.	Ship-via code	98.	Store # address 2	107.	Store # phone # 2
90.	Ship-via description	99.	Store # address 3	108.	Store # state

```
                         Headers and Totals Fields
Fld# Description          Fld# Description          Fld# Description
109. Store # web site     118. Total qty to ship
110. Store # zip code     119. Warehouse (order)
111. System date          120. Warehouse adrs 1
112. Tax code             121. Warehouse adrs 2
113. Tax code description 122. Warehouse adrs 3
114. Tax total amount     123. Warehouse adrs 4
115. Terms code           124. Warehouse adrs 5
116. Terms description    125. Warehouse name
117. Time                 126. User
```

The following table lists Header and Total fields along with a description:

Header / Total Fields		
Field Name	Maximum Length	**Description**
Blank line	X	When this field is entered for a line, no other field or literal should be assigned to the same line. Any such field will not be printed or used. When designing a non-paginated form, in order to use blank lines you must select this field.
Apply-to-number	6	Apply to number for credit memos.
Apply-to type	1	Type of apply-to number on transaction: Blank = one O = open credit N = apply to number
Balance due	9.2	This is an amount that remains on the transaction. If the amount is a less than zero, it is Change due. If it is greater than zero, it is an Amount due (On terms).
Bill-to address 1	60	Bill to address line 1. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Bill-to address 2	60	Bill to address line 2. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Bill-to address 3	60	Bill to address line 3. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Bill-to address 4	60	Bill to address line 4. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.

Header / Total Fields		
Field Name	Maximum Length	**Description**
Bill-to city,st zip	90	This prints the city, state and zip code for the customer all on one line. You must set the length to be greater than a combination of any city, state and zip code that you have on file for a customer. If the total length of the data is greater than the set maximum, the zip code and possibly the state and part of the city will be cut off when printing. When setting the maximum length to more than 35 characters the bill-to address prints compressed when the data exceeds 35 characters.
Bill-to city	45	
Bill-to state	23	
Bill-to zip code	15	
Bill-to county	45	
Bill-to country	3	
Bill-to name	50	Customer name. Entered as line 1 for miscellaneous customer. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Cash amount rcvd	9.2	Amount of cash (or check) received with transaction.
Cash only flag	1	Y = cash only for COD shipments.
Cash reference	25	Reference text if check number = zero (cash).
Check number	6	Zero = cash.
Company address 1-3	30	Company address lines 1 through 3.
Company display name	30	Company display name.
Company phone number	12	Company phone number.
Company report name	50	Company report name.
Cust backorder flag	1	Y = customer allows back orders.
Cust balance	10.2	Customer balance, including unposted balance.
Cust comment	65	Comment from A/R Customers.

Header / Total Fields		
Field Name	Maximum Length	**Description**
Cust contact 1	50	Contact name from the A/R customer contact 1 in CONTACs .
Cust contact 2	50	Contact name from the A/R customer contact 2 in CONTACs .
Cust credit rating	4	Credit rating from A/R Customers.
Cust language	1	This field is currently not used.
Cust number	12	Customer number from the Customers record.
Cust part ship flag	1	Customer accepts partial shipments.
Cust phone 1	25	Office phone number from the A/R customer contact 1 in CONTACs.
Cust phone 2	25	Office phone number from the A/R customer contact 2 in CONTACs.
Cust tax exempt no	20	Tax exempt number from A/R Customers.
Cust type	5	Customer type from A/R Customers.
Date entered	9	System date when transaction was entered.
Discount amount	9.2	Transaction discount amount.
Discount percent	2.3	Transaction discount percent.
Discount date	6	Calculated discount date.
Drawer	3	Drawer used with transaction.
Due date	6	Blank until invoice is printed.
Duplicate literal	80	Prints text of your choice.
Duplicate print flag	1	
Expiration date	8	An expiration date is for a quote transaction type only.
Freight amount	7.2	Freight amount.
Invoice date	6	Date assigned to invoice when printed.
Invoice number	6	Number assigned to invoice when printed. Blank if invoice not printed.
Misc amount	8.2	Miscellaneous charges amount.

Header / Total Fields		
Field Name	Maximum Length	**Description**
Misc chg txble flag	1	Y prints when miscellaneous charges are taxable.
Misc customer flag	1	Y prints when it is a miscellaneous customer.
Misc+freight amount	8.2	Sums the miscellaneous charges with the freight amount.
Net sale amount	9.2	Transaction shipping amount, net after discount.
No. lines selected	3	Number of lines selected on transaction.
Order date	6	Entered transaction date.
Order net total amt	9.2	Transaction shipping amount, net after order discount, plus tax, freight and miscellaneous charges.
Order number	6	Order number, Invoice number or Credit memo number.
Order total amount	9.2	Undiscounted transaction shipping amount, plus tax, freight and misc charges.
PO number	15	Purchase order number.
Page number	3	Form page number.
Quote	6	Quote number.
Recpt comment line 1-5	30	Entered as receipt comments in the store.
Register	3	Store register number.
Sale amount	9.2	Undiscounted transaction shipping amount.
Sales rep	3	Sales rep number assigned to customer.
Sales rep name	25	Transaction sales rep name assigned to customer.
Selection code	1	Blank = transaction entry in progress, C = complete, not selected for billing, S = complete, selected for billing, I = invoice printed, X = invoice printing in progress.

Header / Total Fields		
Field Name	Maximum Length	**Description**
Set to compressed	1	This changes the text from a normal large font to a smaller compressed font. If using compressed printing on an 8.5 x 11 piece of paper, you may change the form 4. Width field to a from 80 to 132 columns. This setting does not correspond to any one field and can affect one or multiple fields including the row and following the row where it is set. You may use a printer that is PCL 5 compatible for this setting with a *Company information* printer. You may also use *Windows printer* or a *PDF* printer. For specific settings and recommendations also see Compressed Print definition in the Forms chapter.
Set to normal	1	The forms font default is non compressed which is normal. Normal is up to 80 columns per line. This setting is used after *Set to compressed* to bring the font setting back to normal. This sets the text font to the larger non compressed font size, from the point where this field is entered in the document. You do not need to use this setting if the entire form is set to compressed.
Ship date	6	Transaction ship date.
Ship-to address 1	60	Ship to address line 1. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Ship-to address 2	60	Ship to address line 2. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Ship-to address 3	60	Ship to address line 3. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Ship-to address 4	60	Ship to address line 4. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Ship-to city,st zip	90	This prints the ship-to city, state and zip code all on one line. You must set the length to be greater than a combination of any city, state and zip code that you have on file for the ship-to address. If the total length of the data is greater than the set maximum, the zip code and possibly the state and part of the city will be cut off when printing. When setting the maximum length to more than 35 characters the bill-to address prints compressed when the data exceeds 35 characters.

Header / Total Fields		
Field Name	Maximum Length	**Description**
Ship-to city	45	Ship to address city.
Ship-to state	23	Ship to address state.
Ship-to zip code	15	Ship to address zip code/postal code.
Ship-to county	45	Ship to address county.
Ship-to country	3	Ship to address country.
Ship-to name	50	Ship to address name. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Ship-to phone	15	Ship to phone number.
Ship-via code	3	Ship via code from A/R.
Ship-via description	15	Ship via description
Store comment line 1-5	30	Entered as up to 5 invoice comment lines in the store.
Store #	3	Store number.
Store address 1	30	Store address 1.
Store address 2	30	Store address 2.
Store address 3	30	Store address 3.
Store city	30	Store city.
Store city, st zip	50	Store city, state and zip code.
Store country	25	Store country.
Store email addr	60	Store email address.
Store fax #	20	Store fax number.
Store name	30	Store name.
Store phone # 1	20	Store phone number 1.
Store phone # 2	20	Store phone number 2.
Store state	2	Store state.

Header / Total Fields		
Field Name	Maximum Length	**Description**
Store web site	60	Store web site address.
Store zip code	50	Store zip code.
System date	6	System date.
Tax code	3	Transaction A/R tax code as entered for the POS transaction.
Tax code description	25	Transaction A/R tax code description from A/R tax codes.
Total tax amount	8.2	Transaction total tax amount.
Terms code	3	Transaction A/R terms code.
Terms description	15	Transaction A/R terms code description.
Time	5	Transaction time entered.
Total qty	8.5	Total quantity for all line items.
Total qty to ship	8.5	Total quantity to ship.
Warehouse (order)	2	Transaction warehouse code. ** = All warehouses.
Warehouse adrs 1-5	25	Warehouse address lines 1 through 5.
Warehouse name	10	Transaction warehouse name.
User	3	User ID of person entering the transaction.

LINE ITEM AND PAYMENT FIELDS

This section contains screen shots of the available fields and a table with a name and description of each field. A maximum length is provided for each field. A numeric field can have a decimal. As an example, when a numeric field has decimal places, the maximum length is written as 9.2 to indicate there is a maximum of 9 digits to the left of the decimal and a maximum of 2 digits to the right of the decimal.

The following are screen shots that list the available line item and payment fields:

Line Item and Payment Fields

Fld#	Description	Fld#	Description	Fld#	Description
1.	*Blank line	10.	Drawing rev. date	19.	*Item/Svc number
2.	Blank line ser/lot	11.	Drawing rev. number	20.	Item/Svc price 1
3.	Backorder code	12.	*Extended price	21.	Item/Svc prcng unit
4.	Date created	13.	Extended item weight	22.	Item status
5.	*Description 1	14.	Item depth	23.	Item/Svc type
6.	*Description 2	15.	Item depth unit	24.	Item vendor
7.	Discount amount	16.	Item/Svc disc. price	25.	Item vendor item no
8.	*Discount percent	17.	Item height	26.	*Item weight
9.	Drawing number	18.	Item height unit	27.	Item weight unit

Line Item and Payment Fields

Fld#	Description	Fld#	Description	Fld#	Description
28.	Item width	37.	Lot number literal	46.	Payment check/CC #
29.	Item width unit	38.	Lot quantity	47.	Payment auth code
30.	Invoice total:	39.	Misc item flag	48.	Payment CC exp date
31.	Job cost category	40.	Net extended price	49.	Payment date
32.	Line item type	41.	Order unit	50.	Payment trx id
33.	Line comment	42.	Out of stock flag	51.	Pricing unit
34.	Location code	43.	Payment code	52.	Qty backord
35.	Lot no. reference	44.	Payment type desc	53.	Qty backord/stk
36.	Lot number	45.	Payment amount	54.	Qty ordered

x`xxxx`

Line Item and Payment Fields

Fld#	Description	Fld#	Description	Fld#	Description
55.	Qty ordered/stk	64.	Serial no. literal	73.	Trans disc amount
56.	Qty ret to inv	65.	Serial no. reference	74.	Unit cost
57.	Qty ret to inv/stk	66.	Serial number	75.	Unit price
58.	Qty to ship	67.	Service vendor	76.	User date-1
59.	Qty to ship/stk	68.	Tracked flag	77.	User date-2
60.	Reason code line 1	69.	Tracking method	78.	User description-1
61.	Reason code line 2	70.	Transaction comments	79.	User description-2
62.	Selection code	71.	Trx comment literal	80.	User quantity-1
63.	Sequence number	72.	Transaction disc %:	81.	User quantity-2

Line Item and Payment Fields

Fld#	Description	Fld#	Description	Fld#	Description
82.	Warehouse name	91.			
83.	Warranty date 1	92.			
84.	Warranty date 2				
85.	Warranty days 1				
86.	Warranty days 2				
87.	Warranty item no.				
88.					
89.					
90.					

The following table lists Line item and Payment fields along with a description:

Line Item and Payment Fields		
Field Name	Maximum Length	**Description / Notes**
Blank line	X	When this field is selected, no other data is printed on the line, even if it is defined.
Blank line ser/lot	X	Blank line that follows printing of serial numbers and lot numbers.
Backorder code	1	Item backorder code: Y = backorderable, N = not backorderable, X = backorders not tracked, D = drop shipped.
Description 1-2	25	Item description lines 1 or 2.
Discount amount	9.2	Line discount amount. Calculated by multiplying discount percent by line extended price.
Discount percent	2.3	Entered discount percent.
Drawing number	15	Drawing number. Use with items only.
Drawing rev. date	6	Drawing revision date. Use with items only.
Drawing rev. number	15	Drawing revision number. Use with items only.
Extended price	9.2	This is the undiscounted line extended price.
Extended item weight	7.2	Not used.
Item depth	5.3	Item depth from the item record.
Item depth unit	4	Item depth unit of measure from the item record.
Item /Svc disc. price	7.3	Item or service discount price.
Item height	5.3	Item height from the item record.
Item height unit	4	Item height unit from the item record.
Item/Svc number	15	Item or service number.
Item/Svc price 1	7.5	Price-1 from I/C Items or the price from Services.
Item/Svc prcng unit	4	Item pricing unit from I/C Items or service unit from Services.
Item status	1	Item status from I/C Items.
Item/Svc type	1	Item type from I/C Items or service type from Services.
Item vendor	6	Item vendor from I/C items.
Item weight	5.2	Item weight from the I/C item.

Line Item and Payment Fields		
Field Name	Maximum Length	**Description / Notes**
Item weight unit	4	Item weight unit of measure.
Item width	5.3	Item width from the I/C item.
Item width unit	4	Item width unit of measure.
Invoice total	9.2	Total invoice shipping amount. Must be added into the Payment group to be able to print on the form. See Payment Group.
Job cost category	7	Job cost category
Line item type	1	Not used.
Line comment	25	Line comments can print up to 99 lines. Each line can be up to 25 characters.
Location code	4	Location code for line item warehouse. Location does not apply to a service.
Lot no. reference	20	Lot number reference text (See Note 1).
Lot number	15	Lot number (See Note 1).
Lot number literal		Literal printed on first lot number line (See Note 1).
Lot quantity	8.5	Lot quantity (See Note 1).
Misc item flag	1	Y = miscellaneous item.
Net extended price	9.2	Line extended price, net after line discount.
Order unit	4	Selling unit for the transaction line.
Out of stock flag	1	Y = quantity not shipped is out of stock
		Payment Group *The next 8 fields are the payment group fields. They only print once per invoice per payment and must be placed on the form after the other line items fields.*
Payment code	3	This is the payment code from the payment codes file/table.
Payment type desc	15	Payment type description from the payment codes file/table.
Payment amount	9.2	Payment amount.
Payment check/CC#	20	This is the payment check number or credit card number. All of the 16 digit credit card number is masked except the last four digits.

Line Item and Payment Fields		
Field Name	Maximum Length	**Description / Notes**
Payment auth code	15	Payment authorization code.
Payment CC exp date	20	Credit card expiration date.
Payment date	6	This is the payment date.
Payment trx id	25	Transaction identification number.
		End of Payment Group fields.
Pricing unit	4	Pricing unit for the line.
Qty backord	8.5	Line quantity on backorder.
Qty backord/stk	8.5	Line quantity on backorder, expressed in stocking units.
Qty ordered	8.5	Quantity ordered.
Qty ordered/stk	8.5	Quantity ordered, expressed in stocking units.
Qty ret to inv	8.5	Quantity returned to inventory
Qty ret to inv/stk	8.5	Quantity returned to inventory, expressed in stocking units
Qty to ship	8.5	Quantity to ship
Qty to ship/stk	8.5	Quantity to ship, expressed in stocking units
Reason code line 1	25	Reason code 1. Only used for credit memos or returns.
Reason code line 2	25	Reason code 2. Only used for credit memos or returns.
Selection code	1	Line selection code: S = selected, blank = not selected.
Sequence number	4	Sequence number.
Serial no. literal		Literal printed on first serial number line (See Note 2).
Serial no. reference	20	Serial number reference (See Note 2).
Serial number	15	Serial number. Do not put another non-serial number related field on the same line. (See Note 2).
Service vendor	6	Service vendor from the item record.
Tracked flag	1	Y = line is serialized or lot-controlled.
Transaction comments	25	Can print up to 99 lines of transaction comments, each line up to 25 characters.

Line Item and Payment Fields		
Field Name	Maximum Length	**Description / Notes**
		Transaction comments print once per invoice. It is recommended that the transaction comments be added after all the other line information.
Tracking method	1	A = always serial, S = sometimes serial, B = lot balance, D = lot detail, G = gridded, blank = normal. Note: Sometimes serial, lot balance and gridded are currently not used.
Transaction disc %	5.3	Transaction discount percentage.
Trans disc amount	9.2	Transaction discount amount.
Unit cost	6.5	Item unit cost per selling unit
Unit price	7.5	Selling unit price
User date-1	6	User defined date field 1 from the I/C Item record.
User date-2	6	User defined date field 2 from the I/C Item record.
User description-1	25	User defined description field 1 from the I/C Item record.
User description-2	25	User defined description field 2 from the I/C Item record.
User quantity-1	8.5	User defined quantity field 1 from the I/C Item record.
User quantity-2	8.5	User defined quantity field 2 from the I/C Item record.
Warehouse	10	Line item warehouse name.
Warranty date 1	6	Warranty date for first warranty.
Warranty days 1	6	Number of days in first warranty period.
Warranty date 2	4	Warranty date for second warranty.
Warranty days 2	4	Number of days in second warranty period.
Warranty item no.	15	Warranty item number.

Note

Note 1

These four Lot fields are for printing lot numbers. They may only be defined once on each form. If the Lot quantity or Lot no. reference field is also defined, lot numbers are printed one per line. If Lot number is the only Lot field defined, lot numbers print across the line, separated by commas.

Note	Note 2 The following three Serial fields are for printing serial numbers. They may only be defined once on each form. Serial numbers print across the line, separated by commas, if *Serial no. reference* is not defined. If *Serial no. reference* is defined, serial numbers are printed one per line.

Index

C

D

E

P

Q

R

S

T

X