

PROXIS SOFTWARE

STORE MANAGER 5

RETAIL POS SOFTWARE



USER MANUAL

PROXISSOFTWARE.COM

(877) 493-7949

Proxis Store Manager Versions

Proxis Store Manager 5

Proxis Store Manager Client 5

Minimum/Recommended specifications

Minimum Configuration:

Microsoft Windows 98 SE/2000/XP/WePOS

1000 MHz Intel Pentium III, AMD Athlon or equivalent

256 MB RAM

50 MB hard drive space for installation

VGA or higher resolution monitor

Ports: minimum 2 USB ports or 1 serial and 4 USB ports

Mouse or other pointing device

Recommended Configuration:

Microsoft Windows 98 SE/2000/XP/WePOS

1.5 GHz Intel Pentium 4, AMD Athlon or equivalent

512 MB RAM

75 MB hard drive space for installation

VGA or higher resolution monitor

Ports: minimum 2 USB ports or 1 serial and 4 USB ports

Keyboard, mouse or other pointing device

Supported POS peripherals:

Receipt Printers

Label and Barcode Printers

Desktop Printers

Barcode Scanners

POS Scales and Scanner Scales

Cash Drawers

Pole Displays

Card Readers and PinPad Devices

Wireless Scanners and PDA Scanners

Proxis Store Manager 5

Project Manager: Bryan Zhou

Designer & Programmer: Danny Wu, Justin Lee, Colin Xu, James Jin, Odie Tang

QA Manager: Dannel Lee

QA: Ricardo Sullivan

Proxis Store Manager

Proxis Store Manager 5 Software provides a simple, affordable and powerful "end-to-end" inventory control and commerce solution for traditional and online Retail Businesses. This includes managing inventory, selling inventory via sales orders or point-of-sale transactions, customer tracking, an integrated web storefront, accounting and much more.

Currently, Proxis Store Manager 5 Software is the only retail system that not only handles your sales and inventory, it computerizes the rest of your business as well. It is the only POS retail system that can automate all of your sales channels and provide you with a real-time Balance Sheet and Profit & Loss statement at the end of the day. As you evaluate software to computerize your store, you'll soon learn that Proxis Store Manager 5 Software is "the most user-friendly and easy-to-use POS System that can be tailored and customized to your needs".

[View Proxis Store Manager 5 website](#)

Proxis Store Manager 5 Applications

Proxis Store Manager 5 Applications include the following software:

Proxis Store Manager 5 Lite:

- Proxis Store Manager 5 Manager - manage employee, inventory, transactions, and reports;

Proxis Store Manager 5 Full:

- Proxis Store Manager 5 Manager
- Proxis Store Manager 5 Client - process transactions and sales reports;
- Inventory Setting - manage inventory;
- Advanced Reports - Analysis reports;
- WIM Add-on - Wireless Inventory Management Module used on PDA scanners (Add-on package to Proxis Store Manager 5 Full);
- eCommerce Add-on - eCommerce solution package;

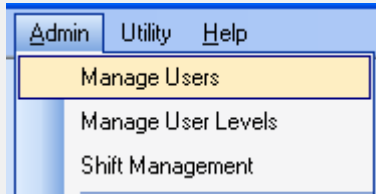
Manage Sales Person

- [Overview](#)
- [Open the window of manage sales person](#)
- Add or Edit a sales person

Manage Users

Open the window

Select Manage Users submenu from the admin menu to open the edit window:



Overview

The screenshot shows the 'Sales User Manager' window. The title bar reads 'Sales User Manager'. The window is divided into several sections:

- Sales User Manager** (Title Bar)
- Sales User** (Section Header)
- User** (Form Fields):
 - Sales.NO.: SALES-00-000001
 - UserName: Joe
 - Password: 1111
- Profile** (Form Fields):
 - First Name: Joe
 - Last Name: Smith
- Discount** (Form Fields):
 - Activation Code: 777
 - Discount Limit: Percentage 35.1
- Other** (Form Fields):
 - Enable this sales person: Y
 - Group: Employee
 - Commission Rate: %
 - Can View And Print Dialy Balance: Y
- Note** (Text Area):

Below the form fields is a table with the following columns: Sales.NO., User Name, First Name, Last Name, Activate Co, Discount Limit, Commis, Last Login, Note, and A. The table contains two rows of data:

Sales.NO.	User Name	First Name	Last Name	Activate Co	Discount Limit	Commis	Last Login	Note	A
SALES-00-000001	Joe	Joe	Smith	777	35.1				Y
SALES-00-000000	admin	admin	POS	111	25.1				Y

At the bottom of the window, there is an 'Authorization' button and a set of action buttons: 'New', 'Save & Close', 'Save', 'Revert', and 'Close'.

Manage Users



- To add a new sales person, click "New" button
- User Group: Enter the Sales No., Username and Password . Username and Password are what is used to login any of the applications.

User

Sales.NO.
SALES-99-000001
UserName
System
Password
AntTroop

- Profile Group: Now enter or edit First name and Last name.

Profile

First Name	Last Name
sys	sys

- Discount Group: Assign a discount activation code to this sales person, then choose a discount limit amount and limit type:
 - Activate Code: If you choose the "Activate Discount Code Authorization" in the Manage Store Settings , the Activate Code is needed every time when a sales person is giving a discount during a sale. Here you can also set the limits for the discounts.

Discount

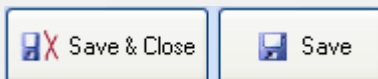
Activation Code	Discount Limit
	Numerical 0

- In Other group area, you can Enable or Disable a sales person, assign a user group level and edit the Commission rate.
 - Admin Rights: A sales person without Admin Rights will not be able to access all admin functions, will not see the cost and vendors of each item, will not be able to use the Report Add-on tool, or many of the functions in the Inventory Add-on tool.
 - A disabled sales person will not be able to login the system.

Other

Enable this sales person: Y	Group: Employee
Commission Rate: %	Can View And Print Dially Balance: N

- To edit an existing sales person, select a sales person from the sales person list.



- Click the button to save your changes.

Sales User Manager

Sales User Manager

Sales User

User

Sales.NO. SALES-00-000001

UserName Joe

Password 1111

Profile

First Name Joe Last Name Smith

Discount

Activation Code 777 Discount Limit Percentage 35.1

Other

Enable this sales person: Y Group: Employee

Commission Rate: % Can View And Print Dialy Balance: Y

Note

Sales.NO.	User Name	First Name	Last Name	Activate Co	Discount Limit	Commis:	Last Login	Note	A
SALES-00-000001	Joe	Joe	Smith	777	35.1			Y	
SALES-00-000000	admin	admin	POS	111	25.1			Y	

Authorization

New Save & Close Save Revert Close

Authorization

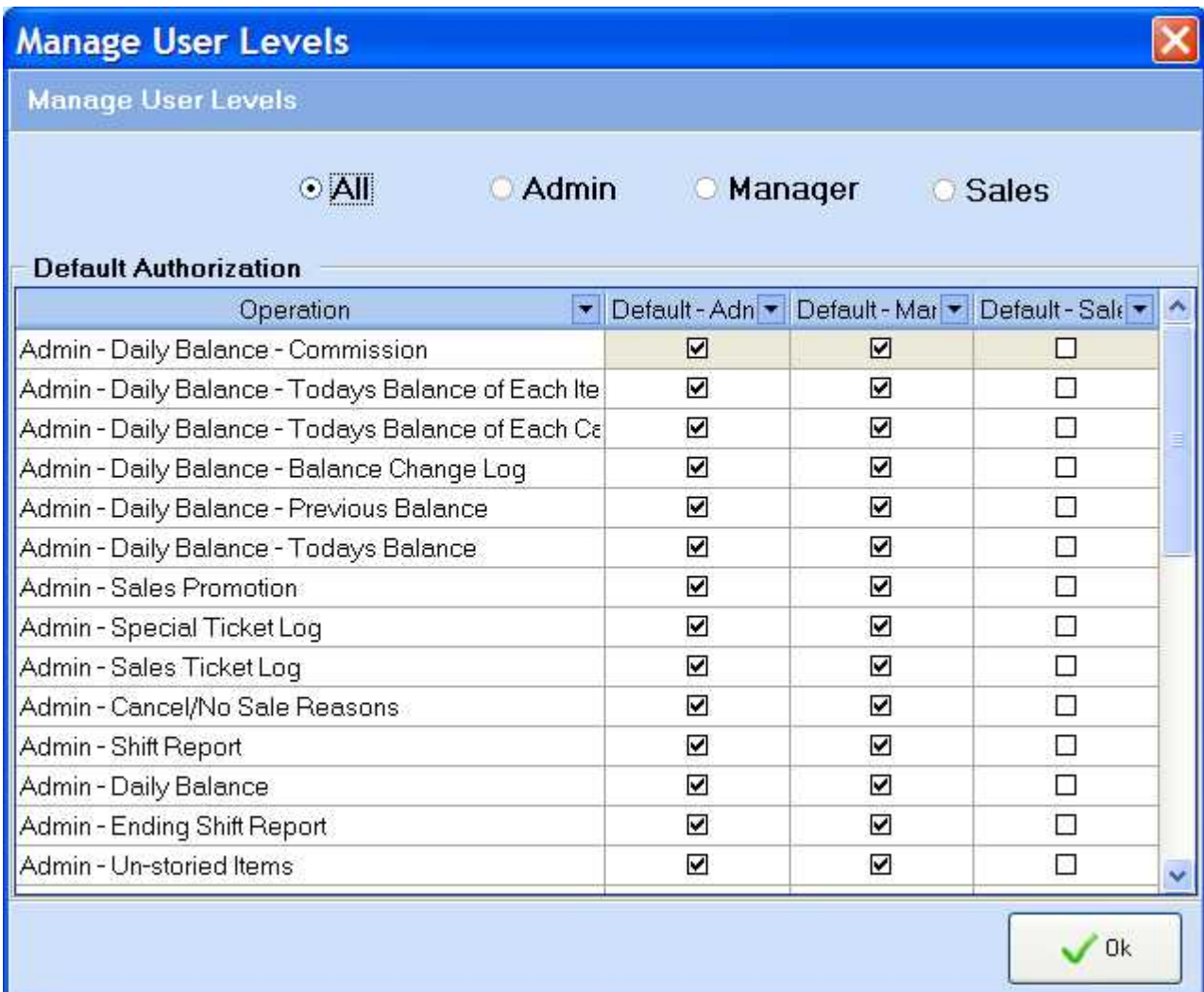
The **Authorization** button at the bottom left opens the Authorization editor for the selected user. There you can edit an individual user's permissions inside the program.

User Authorization Management

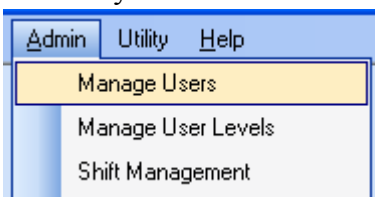
To edit access rights in the program for different user levels, select Manage User Levels from the Admin menu:



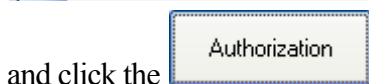
Simply select or unselect the rights in the list before you save the settings:



To modify an individual user's access rights, first select manage user's from the Admin Menu.

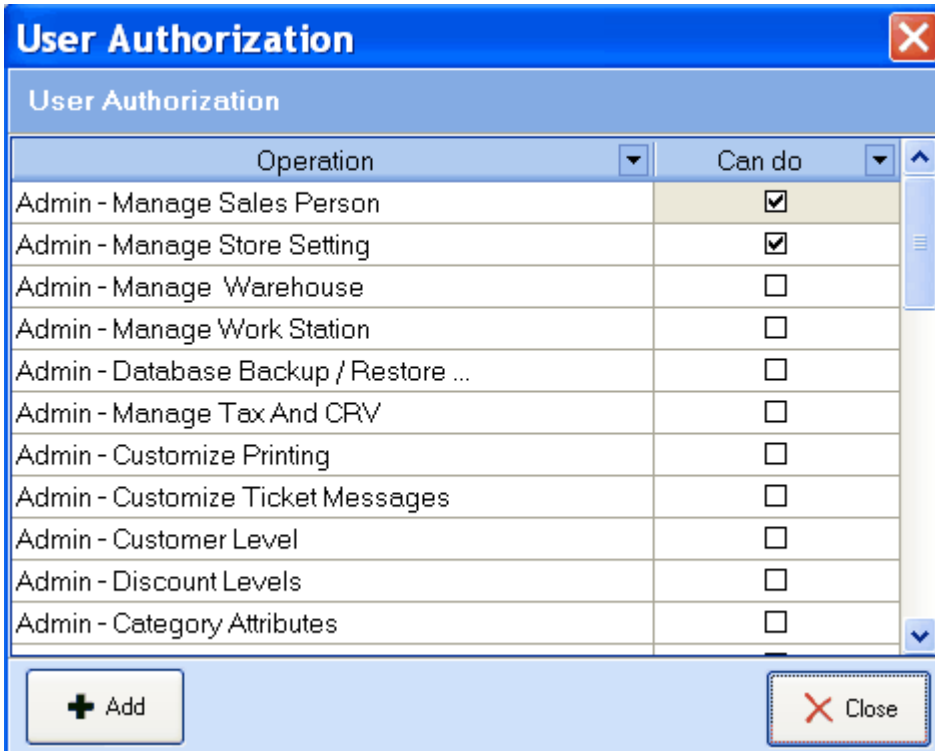


Then highlight a user in the user list. Highlight the user you want to edit



and click the button at the bottom left corner of the Sales User Manager window to

open the Authorization Editor for that user:



Simply check the box next to the Operations that you want this user to be able to perform.

Shift Management

Proxis Store Manager 5 allows up to 4 shifts a day. To set up shifts, first define the number of shifts a day and hours per shift, then assign each shift a starting time and ending time.

Shift Manager

Shift Manager

One Business Day Include

2 Shifts

And

8 Hours/Shift

Shift 1
From: 06:00 To: 14:00

Shift 2
From: 14:01 To: 22:00

Shift 3
From: 00:00 To: 00:00

Shift 4
From: 00:00 To: 00:00

Save & close Save Close

After you finish the shift configuration here, select "Show Shift Selector After Login" option in the *Manage Store Settings* window under the *preferences tab*. The next time anyone logs into the system, you will see the Starting Shift window ask the user to select their shift and report starting cash amount:

Cash Amount:

Starting Shift

Shift: 1 : 06:00 - 14:00 Cash: \$0.00 Save Cancel

1 cent	0	5 cents	0
10 cents	0	25 cents	0
\$1	0	\$2	0
\$5	0	\$10	0
\$20	0	\$50	0
\$100	0		


When the user logs out of the system, he will be required to fill out the Ending Shift report as well:

Cash Amount:

Ending Shift

Shift: 1 : 06:00 - 14:00 ▾

Cash: \$0.00

 Save

 Cancel

Sales Amount Detail

CASH: \$0 CHECK: \$0 COUPON: \$0 GIFT CARD: \$0 CC: \$0 Food Stamp: \$0

1 cent	◀ 0 ▶	5 cents	◀ 0 ▶
10 cents	◀ 0 ▶	25 cents	◀ 0 ▶
\$1	◀ 0 ▶	\$2	◀ 0 ▶
\$5	◀ 0 ▶	\$10	◀ 0 ▶
\$20	◀ 0 ▶	\$50	◀ 0 ▶
\$100	◀ 0 ▶		

Manage Store Settings

To open the *Manage Store Settings* editor window, select the *Manage Store Settings* sub-menu from the Admin menu.

Store Settings are grouped into preferences, items, store info, printer, and credit card processing

- **Store Info**

Store Code: choose a number from the drop down

Store ID: Enter up to 8 numbers or characters

Both the Store Code and the Store ID will be printed on your barcode labels

Store Address: Enter the address of the store

Selecting the Automatically Generate Closing Report will result in a shift report printing automatically when a shift is closed

- **Items**

The first part of the settings are the default settings when you create a new item.

"Use Scale Barcode" should be checked if you want to program the POS system to recognize the barcode label printed by the scales. Usually, the first part of the barcodes is the item code, the second part is either the weight or price for that item. In the example below, digit 1 to 6 is the item code, and digit 8 to 11 is the weight of the item. So a barcode "2000010011401" will be decoded by POS system as item 200001 and its weight is 1.14 lb.

- **Printer Setup**

You can select the default printer for different printing needs. When "Use Receipt Printer" is checked, a receipt will be printed automatically after each sale; when "Hide barcode..." is checked, for items with SKU number, the SKU number will be printed on the barcode label instead of the in-store barcode number

If "Print Login and Balance" checked, the login information and ending balance sheet will be automatically printed on the receipt printer.

- **Preferences**

You can set up other hardware and operation preferences here.

When "Display Cash Changes" is checked, a pop-up window will be displayed when finished with the cash transactions

When "Cash Register Style" is checked, a decimal point is not required when entering cash amounts. For Example, you would need to enter "999" for \$9.99

When "Return Receipt Required" is checked, a return receipt will be generated and printed for each return transaction.

Selecting "Activate Discount code Authorization" will require an authorization code from an authorized user before applying a discount to a ticket.

If you select the "Show shift selector after login" option, then the user will need to select a shift to login and report the starting shift cash amount and ending shift cash amount.

Selecting "Inventory Setting Mode" will allow any user to change the inventory onHand value and price. Typically you only want to select this option when you are setting up your system. Turn it off after your setup completes.

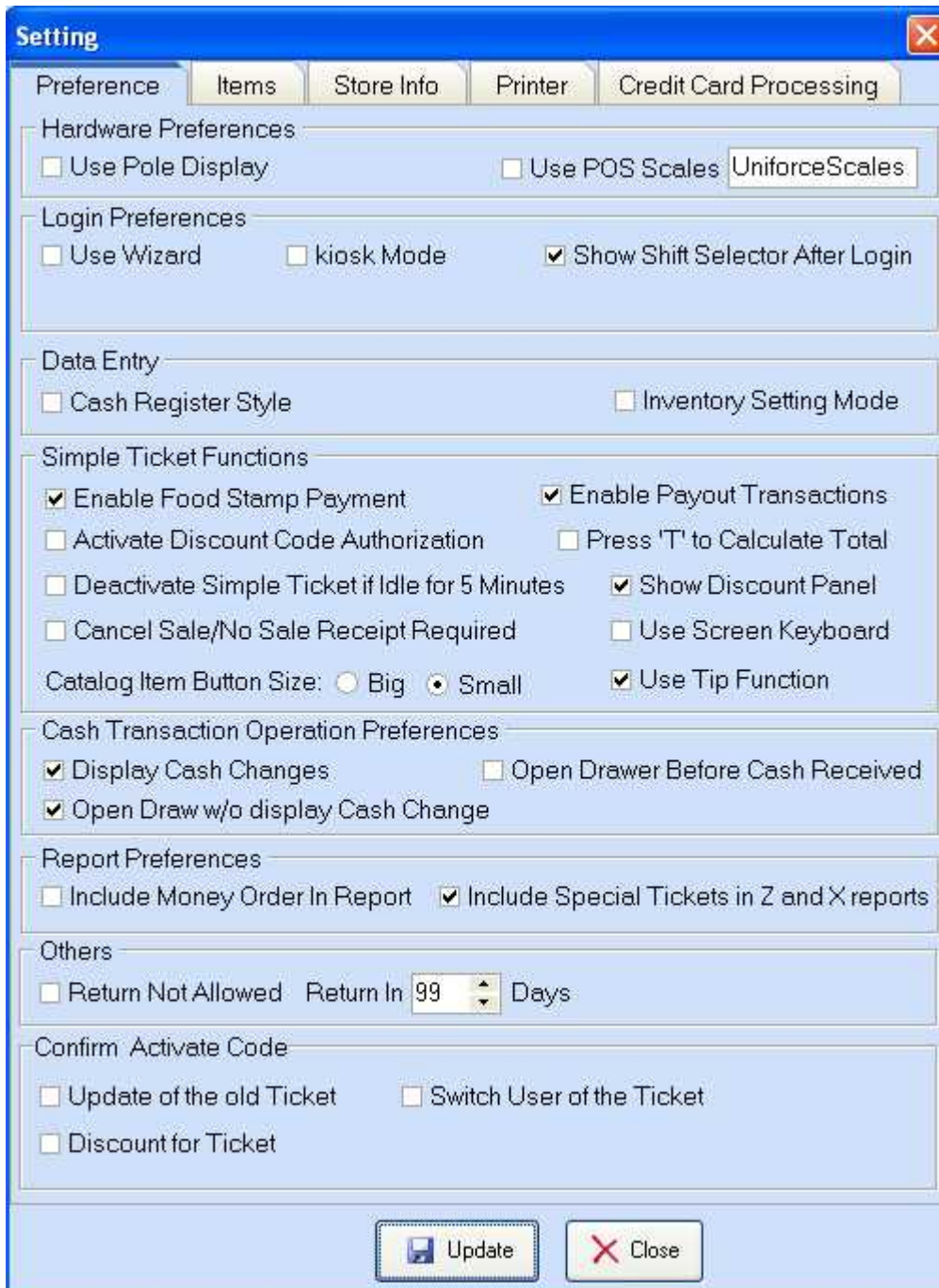
If the "Return Receipt Required" option is selected, your POS system will print out a return receipt to capture customer's information during a return transaction.

- **Credit Card Processing**

Proxis Store Manager 5 comes with an integrated credit/debit card processor from X-Charge for free. Interested customers, please call our customer support or go to our website for more


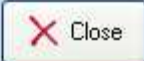
information.

- Click the  button to save the setting changes.



The screenshot shows a 'Setting' dialog box with a blue title bar and a close button (X) in the top right corner. The dialog is divided into several sections, each with a title and a list of options:

- Preference** (selected tab):
 - Hardware Preferences**:
 - Use Pole Display
 - Use POS Scales
 - Login Preferences**:
 - Use Wizard
 - kiosk Mode
 - Show Shift Selector After Login
 - Data Entry**:
 - Cash Register Style
 - Inventory Setting Mode
 - Simple Ticket Functions**:
 - Enable Food Stamp Payment
 - Enable Payout Transactions
 - Activate Discount Code Authorization
 - Press 'T' to Calculate Total
 - Deactivate Simple Ticket if Idle for 5 Minutes
 - Show Discount Panel
 - Cancel Sale/No Sale Receipt Required
 - Use Screen Keyboard
 - Catalog Item Button Size: Big Small
 - Use Tip Function
 - Cash Transaction Operation Preferences**:
 - Display Cash Changes
 - Open Drawer Before Cash Received
 - Open Draw w/o display Cash Change
 - Report Preferences**:
 - Include Money Order In Report
 - Include Special Tickets in Z and X reports
 - Others**:
 - Return Not Allowed
 - Return In Days
 - Confirm Activate Code**:
 - Update of the old Ticket
 - Switch User of the Ticket
 - Discount for Ticket

At the bottom of the dialog, there are two buttons:  and .

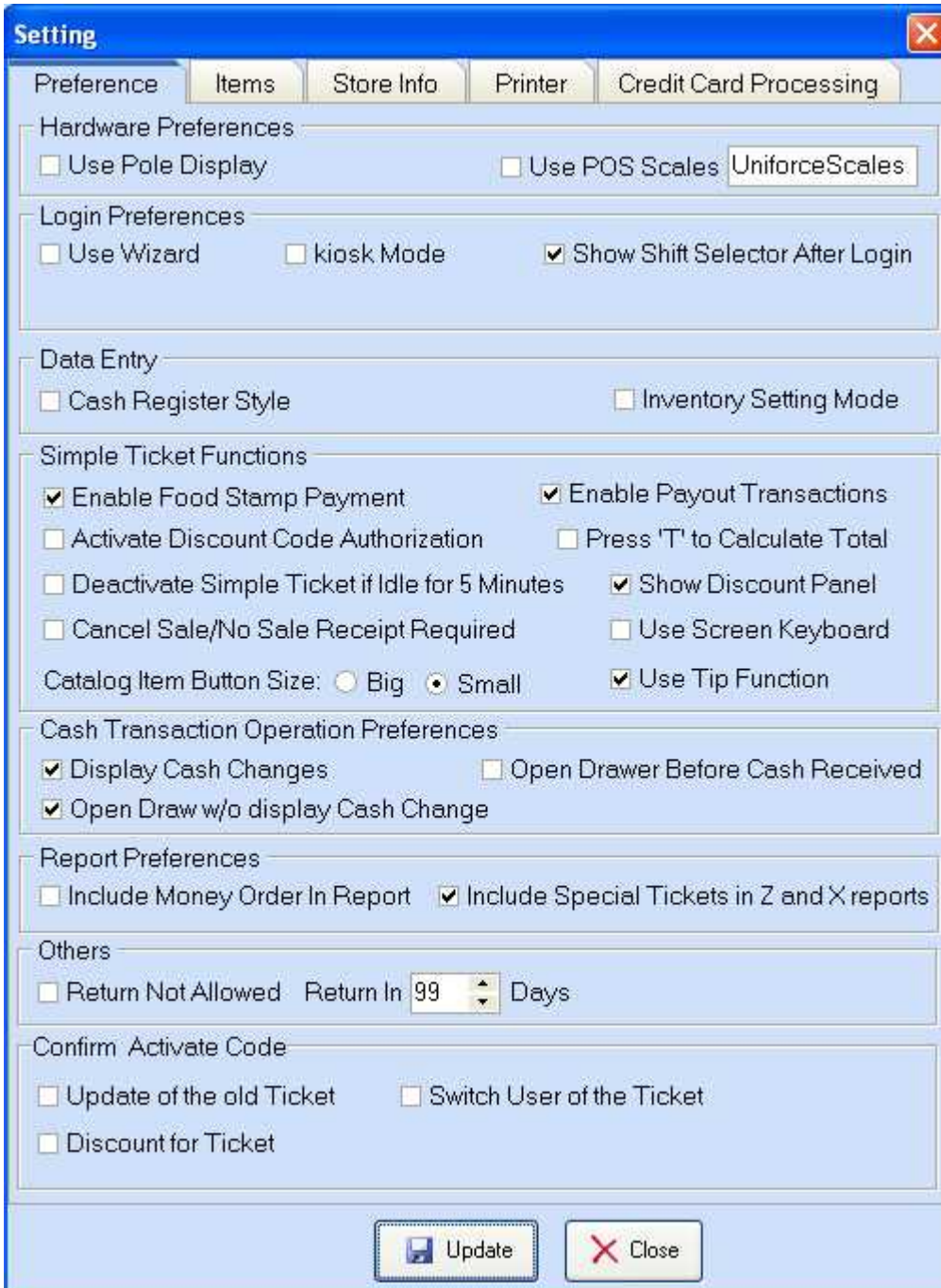
Manager Store Settings

Open the window

Select *Manage Store Settings* submenu from the admin menu to open the edit window.

Overview

The Store Settings are grouped into 5 categories: General Preferences; Items Preferences; Store Info; Printer Settings; and Credit Card Processing Preferences.

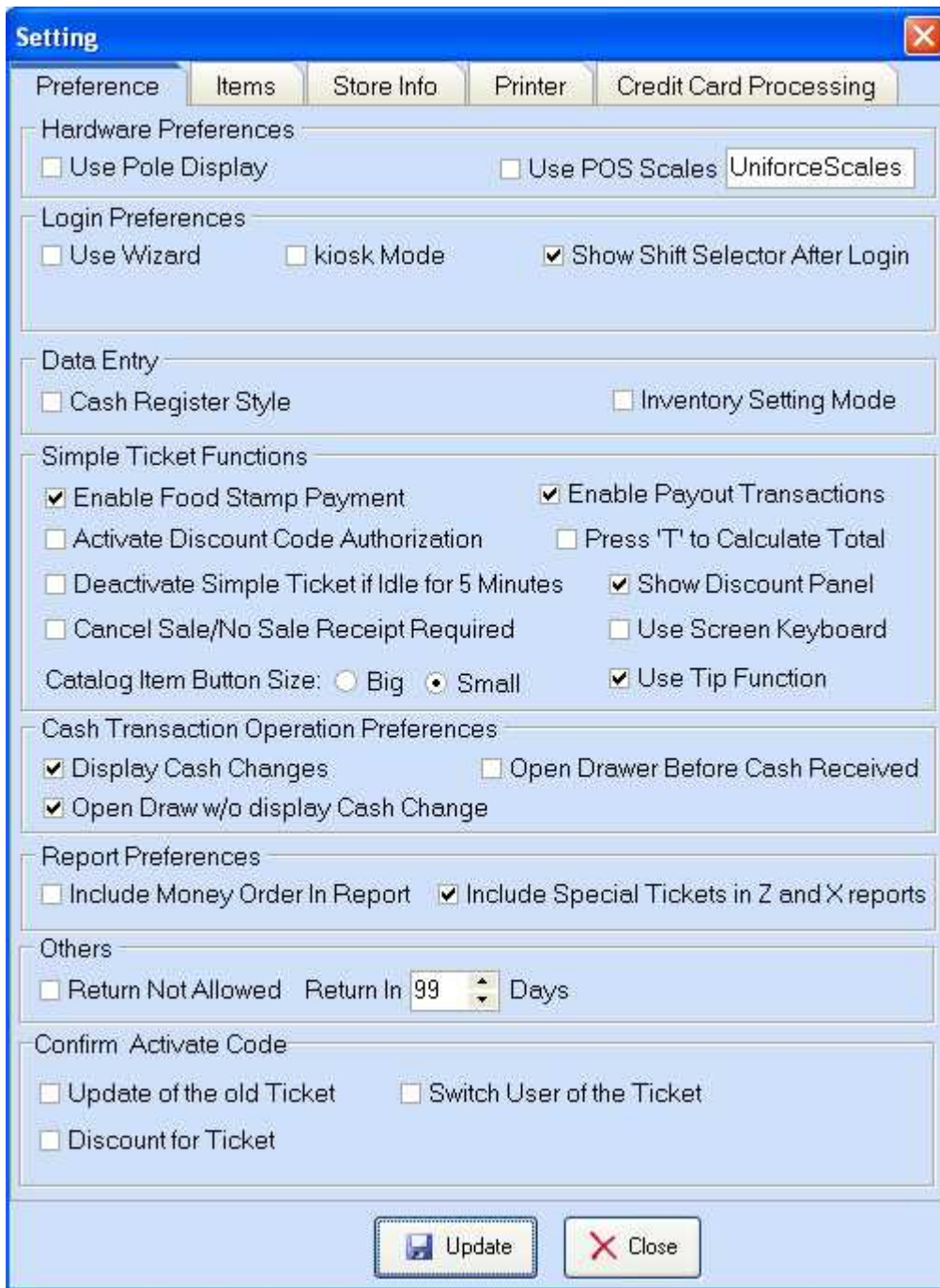


The screenshot shows a window titled "Setting" with a blue header and a close button (X) in the top right corner. The window is divided into several sections, each with a tabbed header: "Preference", "Items", "Store Info", "Printer", and "Credit Card Processing". The "Preference" tab is currently selected. The sections and their contents are as follows:

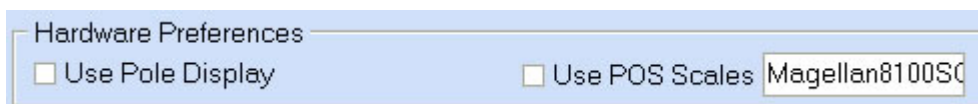
- Hardware Preferences:** Use Pole Display, Use POS Scales,
- Login Preferences:** Use Wizard, kiosk Mode, Show Shift Selector After Login
- Data Entry:** Cash Register Style, Inventory Setting Mode
- Simple Ticket Functions:** Enable Food Stamp Payment, Enable Payout Transactions, Activate Discount Code Authorization, Press 'T' to Calculate Total, Deactivate Simple Ticket if Idle for 5 Minutes, Show Discount Panel, Cancel Sale/No Sale Receipt Required, Use Screen Keyboard, Catalog Item Button Size: Big Small, Use Tip Function
- Cash Transaction Operation Preferences:** Display Cash Changes, Open Drawer Before Cash Received, Open Draw w/o display Cash Change
- Report Preferences:** Include Money Order In Report, Include Special Tickets in Z and X reports
- Others:** Return Not Allowed, Return In Days
- Confirm Activate Code:** Update of the old Ticket, Switch User of the Ticket, Discount for Ticket

At the bottom of the window, there are two buttons: "Update" (with a floppy disk icon) and "Close" (with a red X icon).

General Preferences



Hardware Preferences:



Use Pole Display

To connect a Pole Display or Customer Display, choose this option and then select a port number from the Drop Down list.

Use POS Scale

Proxis Store Manager 5 supports POS scales and Scanner Scales through OPOS drivers.

Login Preferences:



The screenshot shows a dialog box titled "Login Preferences" with three options: "Use Wizard" (unchecked), "kiosk Mode" (unchecked), and "Show Shift Selector After Login" (checked).

Use Wizard

When checked, each time when you login POS, the login Wizard screen will automatically pop up.

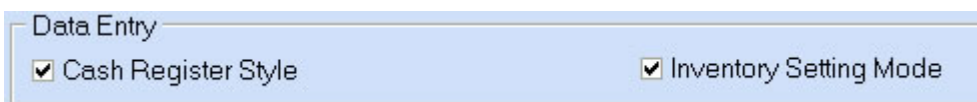
Kiosk Mode

Choosing this option will activate the full screen mode when you login to Proxis Store Manager 5. Changing this option requires you to re-login POS for the new setting to take effect.

Show Shift Selector After Login

If you select the "Show shift selector after login" option, then the user will need to select a shift to login to POS and report the starting shift cash amount when logging in and ending shift cash amount when logging out.

Data Entry:



The screenshot shows a dialog box titled "Data Entry" with two options: "Cash Register Style" (checked) and "Inventory Setting Mode" (checked).

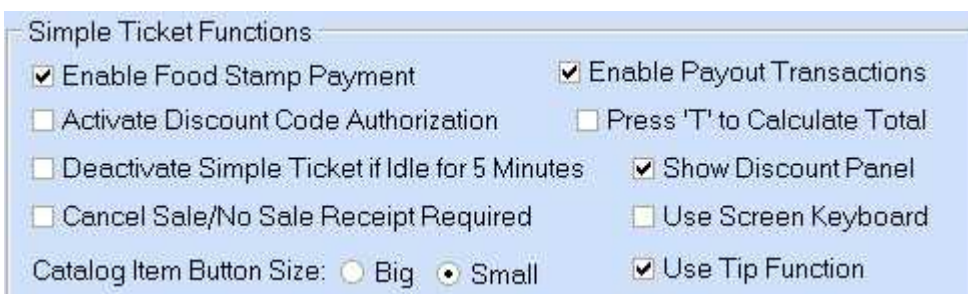
Cash Register Style

When "Cash Register Style" is checked, a decimal point is not required when entering a price. For Example: enter "999" for \$9.99, .

Inventory Setting Mode

Select "Inventory Setting Mode" will allow any user to change the inventory onHand value and price. Usually you should only select this option when you are setting up your system, and turn it off after your setup completes.

Simple Ticket Functions:



The screenshot shows a dialog box titled "Simple Ticket Functions" with several options: "Enable Food Stamp Payment" (checked), "Enable Payout Transactions" (checked), "Activate Discount Code Authorization" (unchecked), "Press 'T' to Calculate Total" (unchecked), "Deactivate Simple Ticket if Idle for 5 Minutes" (unchecked), "Show Discount Panel" (checked), "Cancel Sale/No Sale Receipt Required" (unchecked), "Use Screen Keyboard" (unchecked), "Catalog Item Button Size: Big (radio), Small (radio)", and "Use Tip Function" (checked).

Enable Food Stamp Payment

When checked, the Food Stamp Payment tab will be displayed in the Simple Ticket window to be used for transactions with a Food Stamp payment method.

Enable Payout Transactions

When checked, a Payout Transactions tab will be displayed in the Simple Ticket window. Payouts are used for any transactions or operations that require cash to be taken out of the cash drawer.

Catalog Item Button Size

This option is used to change the size of the buttons in the Quick Check-out Catalog at the right side of the Simple Ticket.

Show Discount Panel

Choose this option to display the Discount Panel in the Simple Ticket window for use on simple sales tickets. The Discount Panel contains the predefined levels of discounts that can be used.

Activate Discount Code Authorization

Selecting "Activate Discount code Authorization" will require an authorization code from an authorized user before applying a discount to a ticket.

Press "T" to calculate Total Amount

If unchecked, the Simple Ticket will calculate the total amount of the current ticket each time a new item is added to the ticket, in some cases this will slow down the ticket, particularly when more than 50 items have been added to the ticket. Choosing this option will disable the total amount automatic calculation. If selected, you will need to press the "T" key on the keyboard to calculate the total and display the total amount for the customer. Pressing any payment buttons such as Cash or Credit Card will also calculate and display the total amount to the cashier and customer.

Cancel Sale/No Sale Receipt Required

When selected, a Cancel Sale or No Sale operation will not go through until a reason is provided and the receipt is printed to log the reason.

Deactivate Simple Ticket if Idle for 5 Minutes

This will freeze the simple ticket if it is idle for 5 minutes, unless the user name and activation code are entered to unlock the screen.

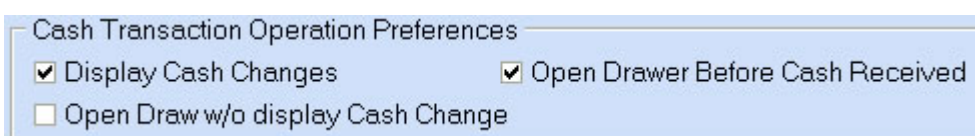
Use Screen Keyboard

When selected, an on-screen keyboard will be activated each time when key entry is needed.

Use Tip Function

When selected, the Tip field will be added to the Simple Ticket for the user to add tip to the transaction.

Cash Transaction Operation Preferences:



The image shows a dialog box titled "Cash Transaction Operation Preferences" with a light blue background. It contains three checkboxes:

- Display Cash Changes
- Open Drawer Before Cash Received
- Open Draw w/o display Cash Change

Display Cash Changes

When "Display Cash Changes" is checked, a pop-up window will be displayed when finished with the cash transaction. That window will display the change amount from the transaction.

Open Drawer Before Cash Received

Open Drawer w/o Display Cash Change

Report Preferences:



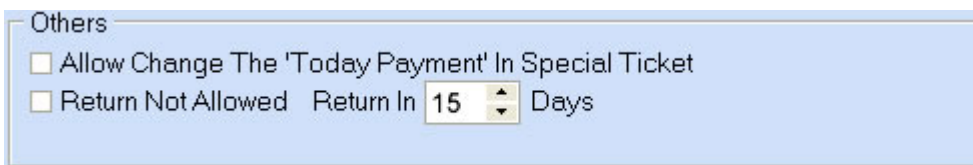
Report Preferences

Include Money Order In Report Include Special Tickets in Z and X reports

Include Special Tickets in Z and X Reports

Include Money Orders Transactions in Reports

Others:



Others

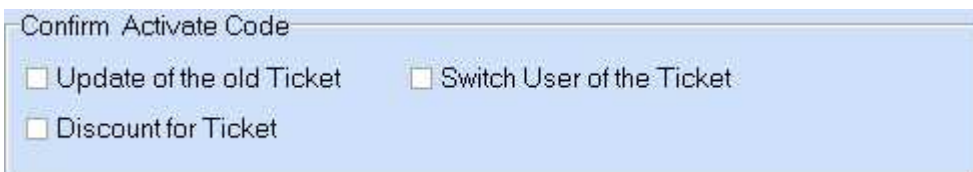
Allow Change The 'Today Payment' In Special Ticket

Return Not Allowed Return In Days

Allow Changes in the "Today's Payment" Field for Special Tickets

Return Not Allowed; This option allows you to set an amount of days as a limit for the time period in which returns can be made.

Activation Code Required:

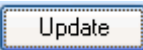


Confirm Activate Code

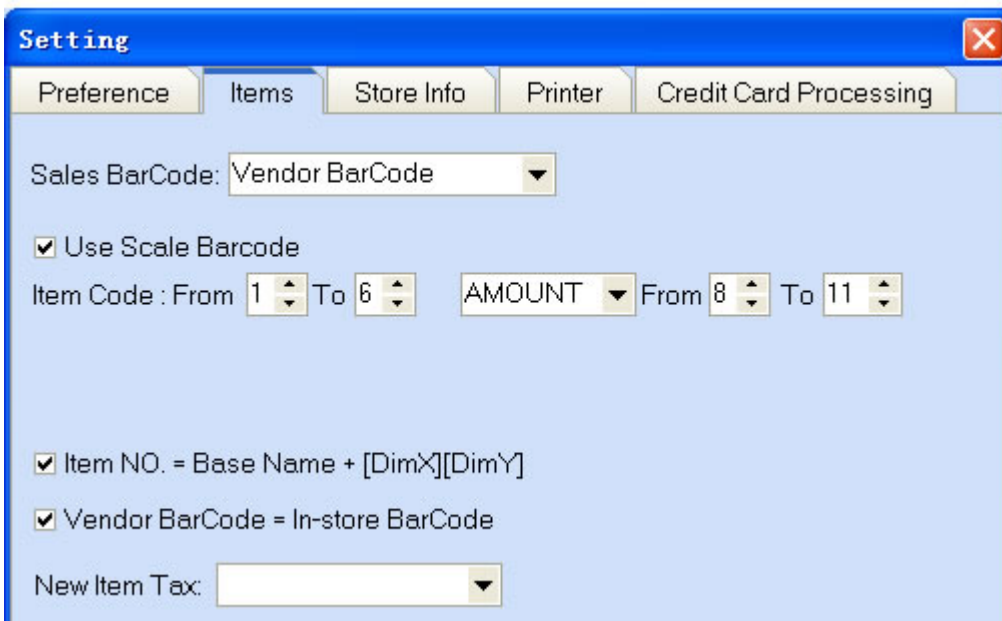
Update of the old Ticket Switch User of the Ticket

Discount for Ticket

Here you can further specify when the activation code is required.

Click the  button to save the setting changes.

Item Preferences



Sales Barcode

In Proxis Store Manager 5, each item can have two barcodes, an In-store Barcode and a Vendor Barcode. The In-store Barcode is generated by Proxis Store Manager 5. The Vendor Barcode is usually the UPC code or any barcodes that are already printed on the product. In this setting menu, you need to select which barcode you want to scan when adding items to the sales tickets.

Use Scale Barcode

"Use Scale Barcode" should be checked if you want to program the POS system to recognize the barcode labels printed by the scales. This function is normally used by the Deli department of a grocery store. Usually, the first part of the barcode is the item code, the second part is either the weight or price for that item. In the example below, digits 1 to 6 make up the item code, and digits 8 to 11 make up the weight or the price of the item. So a barcode "2000010011401" will be decoded by POS system as item 200001 and its weight is 1.14 lb or price at \$1.14.

New Item Preferences

This part of the setting menu controls the default settings for when you create a new item. When all of these boxes are checked, every time you create a new item, the system will generate the Item NO. as the Base Name plus the Matrix Selection, and the Vendor Barcode will automatically be set as equal to the In-store Barcode.

Store Info.

Setting

Preference Items **Store Info** Printer Credit Card Processing

Store Code : 01 Storeid : ONE2

Store Address:

Uniforce Demo Store
10000 Example Way
North Hollywood, CA 91605

Automatically Generate Closing Report
 Exchange Data Mode

Working Day From: 07 h 59 m To: NextDay 06 h 59 m

Remind Preference

Receive / Send : 7 days Exp. Date : 5 days

Store Code

choose a number from the drop down

Store ID

Enter up to 8 numbers or characters

Both the Store Code and the Store ID will be printed on the barcode label

Store Address

Enter the address of the store

Automaticlly Generate Closing Report

Exchange Data Mode

Working Day

Reminder Preference

Receive / Send

Exp. Date

Printer Settings

Setting

Preference | Items | Store Info | **Printer** | Credit Card Processing

Printing Method

Command Device : PrimoPDF

OPOS Device :

A4 Ticket: \\S-SALES\\KONICA MINOLTA magicolo

Barcode: PrimoPDF

Use Receipt Printer Print Freight On Receipt

Print Summary After Logout Return Receipt Required

Hide barcode label if item SKU exists

Print Payment History In Special Ticket

Show Cash Change And Drawer

Print Excluded Categories In Daily Balance Report

Cash Drawer

Printer Driven Driver :

OPOS Driven Device :

Update Close

You can select the default printer for different printing needs. When "Use Receipt Printer" is checked, a receipt will be printed automatically after each sale; when "Hide barcode..." is checked, for items with SKU number, the SKU number will be printed on the barcode label instead of the in-store barcode. If "Print Login and Balance" is checked, the login information and ending balance sheet will be automatically printed on the receipt printer. To customize the receipt printing and ticket printing further, please go to Admin->Customize Printing.

Proxis Store Manager 5 supports receipt printing with both Windows drivers and OPOS drivers. The default setting is to use Windows drivers which prints faster, however with OPOS drivers, you can print Logo image and ticket barcode. Please check our website for the list of printers we support.

Credit Card Processing Preference

Setting

Preference | Items | Store Info | Printer | **Credit Card Processing**

Integrated Credit Card Transaction Processing

Integrated Check Processing

X-Charge PPI

X-Charge

Credit Card Processing Folder:

C:\Program Files\X-Charge\LocalTran

PPI PayMover

Account Token : 12345678

Use Secure Card Reader

Pin Pad Port Name : COM2

Check Port Name: COM5

Use PPI GiftCard

Device Terminal ID: 1001

Store Number: 1111

CW Required for Debit Card

CW Required for Credit Card

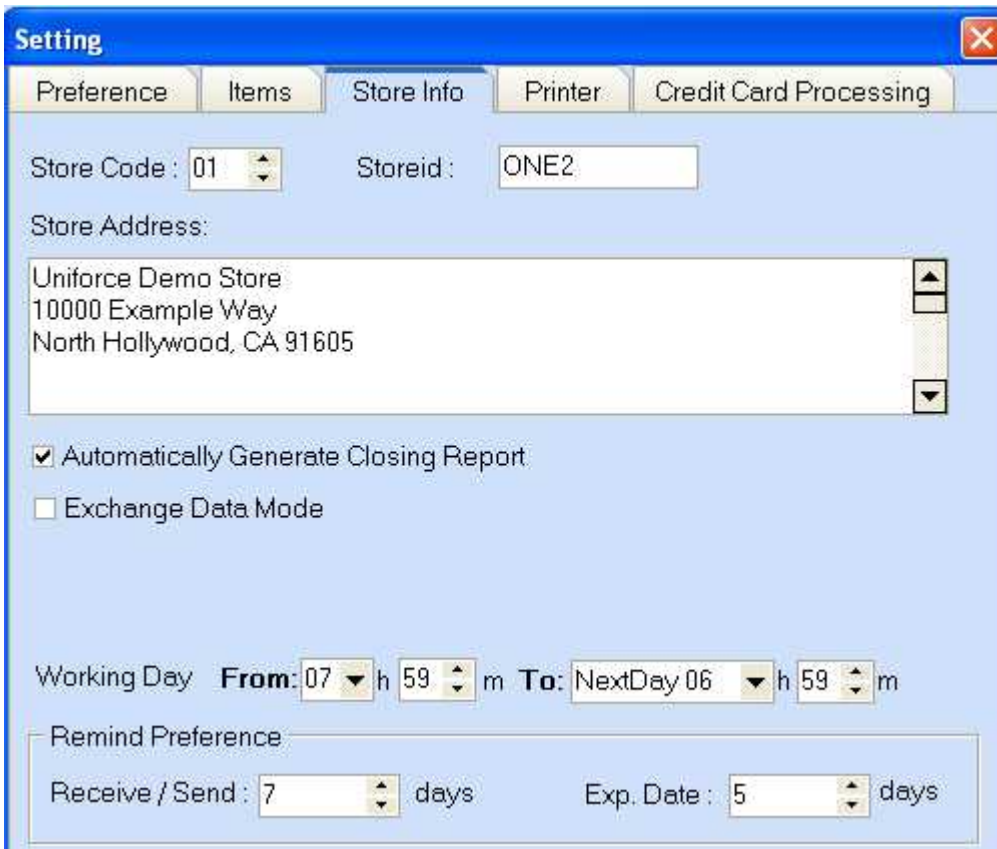
Integrated Credit Card Transaction Processing

X-Charge Setup

PPI PayMover Setup

Reminder Days

In the 'manage store settings' sub-menu under the admin menu, you can set the reminder preferences for 'Receive/Send Items' and 'Exp. Date' by setting the number of days you would like for each. Click the 'Update' button to save your changes.



The screenshot shows a 'Setting' window with a blue title bar and a close button. It has five tabs: 'Preference', 'Items', 'Store Info', 'Printer', and 'Credit Card Processing'. The 'Store Info' tab is active. The 'Store Code' is set to '01' and 'Storeid' is 'ONE2'. The 'Store Address' is 'Uniforce Demo Store, 10000 Example Way, North Hollywood, CA 91605'. There are two checkboxes: 'Automatically Generate Closing Report' (checked) and 'Exchange Data Mode' (unchecked). The 'Working Day' is set from '07 h 59 m' to 'NextDay 06 h 59 m'. The 'Remind Preference' section shows 'Receive / Send' set to 7 days and 'Exp. Date' set to 5 days.

All reminder messages will be displayed automatically on the top of the left side of the POS application just above the functions tabs:

Remind ▲

Receive Reminder

Send Reminder







Inventory Warning

#11BONU (onhand:-31)
009P8 (onhand:-24)
#10NARU (onhand:-16)

Exp. Date Warning

more remind

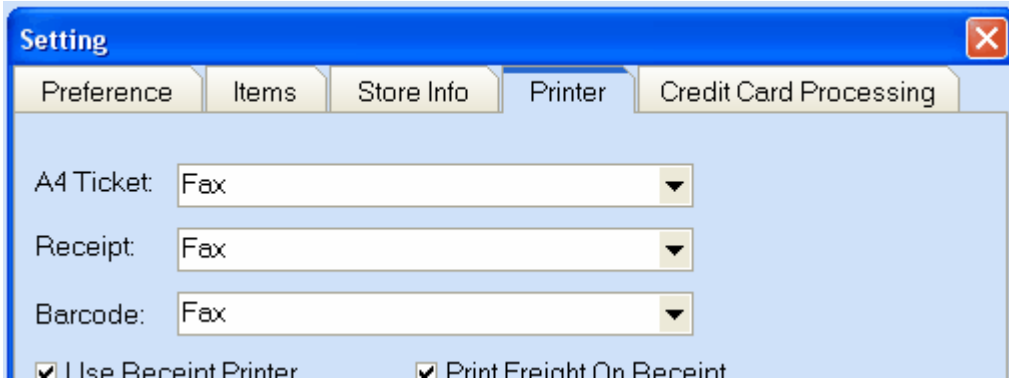
Customer ▲ 🔍

 Simple Ticket	 Sales Ticket
 Special Ticket	 Gift Certificate
 Store Credit	 Return Item

Customer | Vendor | Query | List

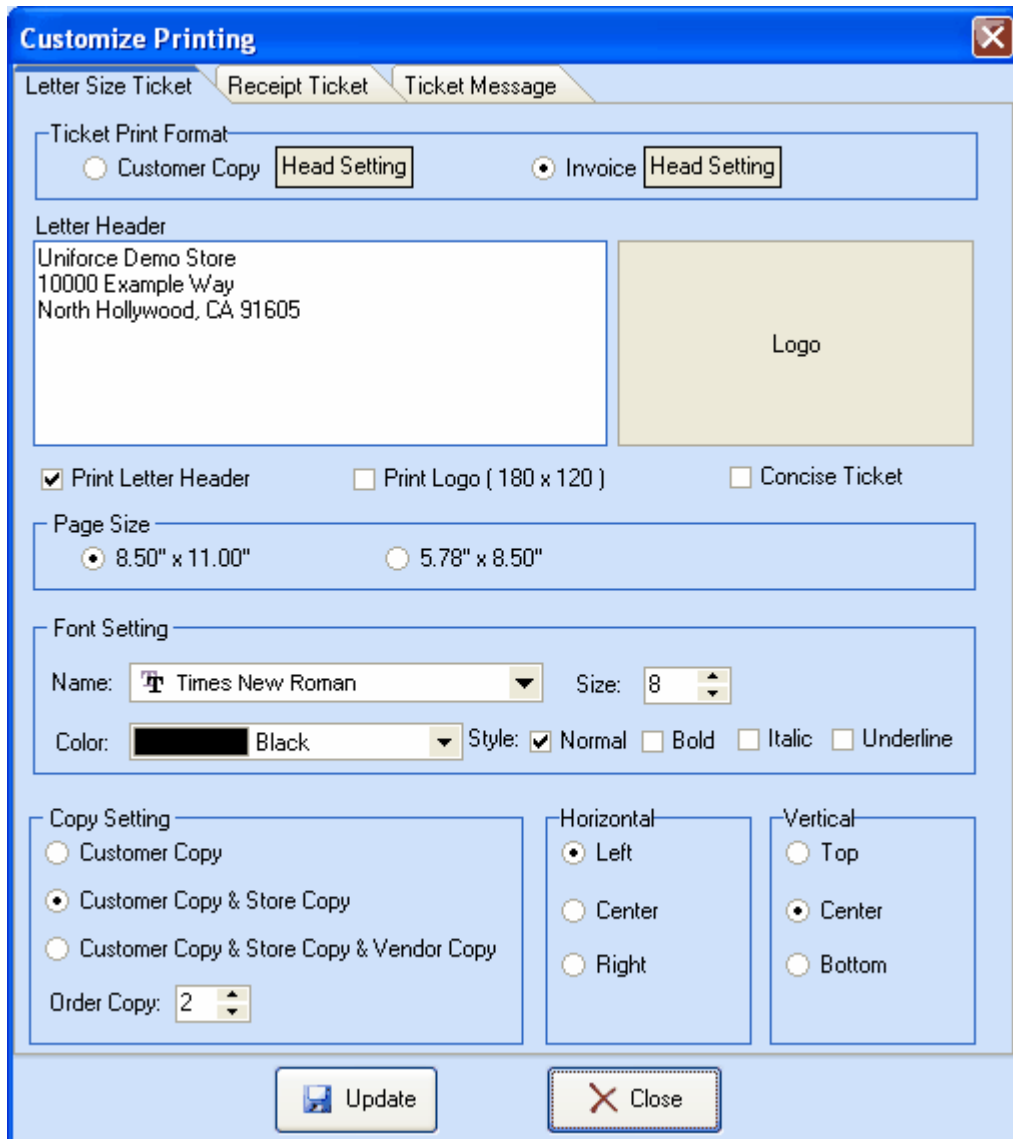
Customize Printing

- To choose printers for different types of print jobs, please go to *Admin-->Manage Store Settings*. You can select your printers for each type of ticket under the Printer tab.



The 'Setting' dialog box has a blue title bar with a close button. It contains five tabs: 'Preference', 'Items', 'Store Info', 'Printer', and 'Credit Card Processing'. The 'Printer' tab is selected. Below the tabs are three dropdown menus: 'A4 Ticket:' with 'Fax' selected, 'Receipt:' with 'Fax' selected, and 'Barcode:' with 'Fax' selected. At the bottom, there are two checked checkboxes: 'Use Receipt Printer' and 'Print Freight On Receipt'.

- To define your print job settings, click *Admin-->Customize Printing*.



The 'Customize Printing' dialog box has a blue title bar with a close button. It contains three tabs: 'Letter Size Ticket', 'Receipt Ticket', and 'Ticket Message'. The 'Letter Size Ticket' tab is selected. The 'Ticket Print Format' section has two radio buttons: 'Customer Copy' (unselected) and 'Invoice' (selected). Each has a 'Head Setting' button. The 'Letter Header' section has a text area containing 'Uniforce Demo Store', '10000 Example Way', and 'North Hollywood, CA 91605'. To its right is a 'Logo' placeholder. Below this are three checkboxes: 'Print Letter Header' (checked), 'Print Logo (180 x 120)' (unchecked), and 'Concise Ticket' (unchecked). The 'Page Size' section has two radio buttons: '8.50" x 11.00"' (selected) and '5.78" x 8.50"' (unselected). The 'Font Setting' section has a 'Name' dropdown set to 'Times New Roman', a 'Size' spinner set to '8', a 'Color' dropdown set to 'Black', and 'Style' checkboxes for 'Normal' (checked), 'Bold', 'Italic', and 'Underline'. The 'Copy Setting' section has three radio buttons: 'Customer Copy' (unselected), 'Customer Copy & Store Copy' (selected), and 'Customer Copy & Store Copy & Vendor Copy' (unselected). Below these is an 'Order Copy' spinner set to '2'. The 'Horizontal' section has three radio buttons: 'Left' (selected), 'Center', and 'Right'. The 'Vertical' section has three radio buttons: 'Top' (unselected), 'Center' (selected), and 'Bottom' (unselected). At the bottom are 'Update' and 'Close' buttons.

- To customize settings for Letter Sized Tickets select the letter size ticket tab . A letter sized ticket is printed from a regular printer on a regular letter size, A4 or A5 size paper.

Store Name
Store Address

Customer Copy

ST-0609-01-000004

Date: 9/2/2006

Customer: Anonymous Customr

Qty.	Item	Unit Cost	Total Cost
1	General Item - Grocery	\$10.00	\$10.00
1	General Item - Grocery	\$20.00	\$20.00
Exchange or store credit only within 30 days.			Sub Total: \$30.00
			Sales Tax: \$2.48
			Freight: \$0.00
			Total: \$32.48

Customer's Signature: _____

- There are many other settings you can define such as paper size, font, and number of copies you want to print.
- To customize settings for Receipt Tickets, choose the receipt ticket tab. A receipt ticket is printed from a receipt printer.

UniforcePOS Demo Store
9/2/2006 8:09:51 PM
ST-0609-01-000004

General Item - Grocery
1 x \$10 = \$10
General Item - Grocery
1 x \$20 = \$20

Total Items Count:2

SubTotal: \$30
Tax: \$2.48
Freight: \$0.00
Total: \$32.48
Total Payment: \$32.48

- Here you can define and choose to print a header and logo. Proxis Store Manager 5 only supports logo printing with OPOS drivers within our application. To print logo image with Windows drivers, you have to contact the printer manufacture for support and configuration.
- When "Print Total Items Count" is selected, the item count total will be printed on a receipt.
- When "Print Cash Change" is selected, the cash amount received and the change amount will be printed.
- You can select the "Extra Copy For Customer Signature" button to print an extra receipt copy for signing
- Use the Message line fields to customize a message to print at the bottom of your receipts
- Click the Update button to save any changes

Customize Printing ✕

Letter Size Ticket | Receipt Ticket | Ticket Message

Letter Header

Print Letter Header

 Left
 Center
 Right

Print Logo (180 x 120)
 Print Total Items Count
 Print Change Cash

Extra Copy For Customer Signiture (only for credit payments)

Message lines (1) at the end of the receipt : 30 characters
 Message lines (2) at the end of the receipt : 30 characters
 Message lines (3) at the end of the receipt : 30 characters
 Message lines (4) at the end of the receipt : 30 characters
 Message lines (5) at the end of the receipt : 30 characters
 Message lines (6) at the end of the receipt : 30 characters
 Message lines (7) at the end of the receipt : 30 characters
 Message lines (8) at the end of the receipt : 30 characters
 Message lines (9) at the end of the receipt : 30 characters
 Message lines (10) at the end of the receipt : 30 characters

Extra line(s) at end of receipt :

Customizing Ticket Messages

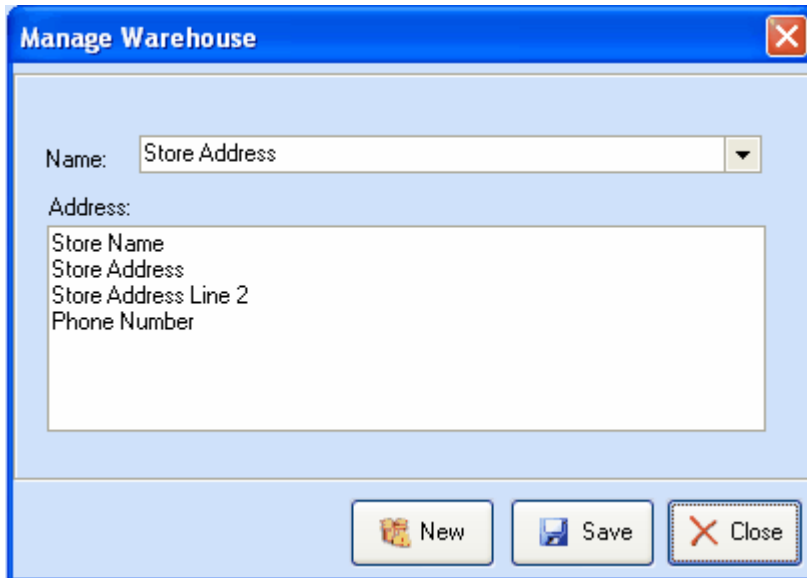
You can change the messages that are printed on sales tickets as well as the message printed on special tickets for letter sized prints. To do so, first navigate from the *Admin* menu to the *Customize Printing* option. Then inside the customize printing window click on the *Ticket Message Tab* . Type your desired messages and then click the 'Update' button to save your changes.

The screenshot shows a software window titled "Customize Printing" with a close button in the top right corner. It features three tabs: "Letter Size Ticket", "Receipt Ticket", and "Ticket Message". The "Ticket Message" tab is selected. The window contains two text input areas. The first is labeled "Message of sales ticket" and contains the text "Exchange or store credit only within 30 days." The second is labeled "Message of special ticket" and contains the text "For all special orders, a 50% deposit is required. There are no cancellations, refunds or store credits on special order purchases. Order must be picked up 21 days after customer is notified that order is in. If order is not picked up, then the customer will be charged the balance after the 21 days." Below these text areas is a dropdown menu labeled "Deposit of special ticket:" with "50%" selected. At the bottom of the window are two buttons: "Update" and "Close".

Here you may also set the percentage amount required as a deposit for a special ticket transaction

Manage Warehouses

- Select the *Manage Warehouse* sub-menu from the *Admin* menu to manage your warehouses. If you have more than one inventory storage or "Ship From" address, you can use this function to add them. These addresses will be available to you when you select a "Ship From" address during a sale.






Manage Warehouse

Name:

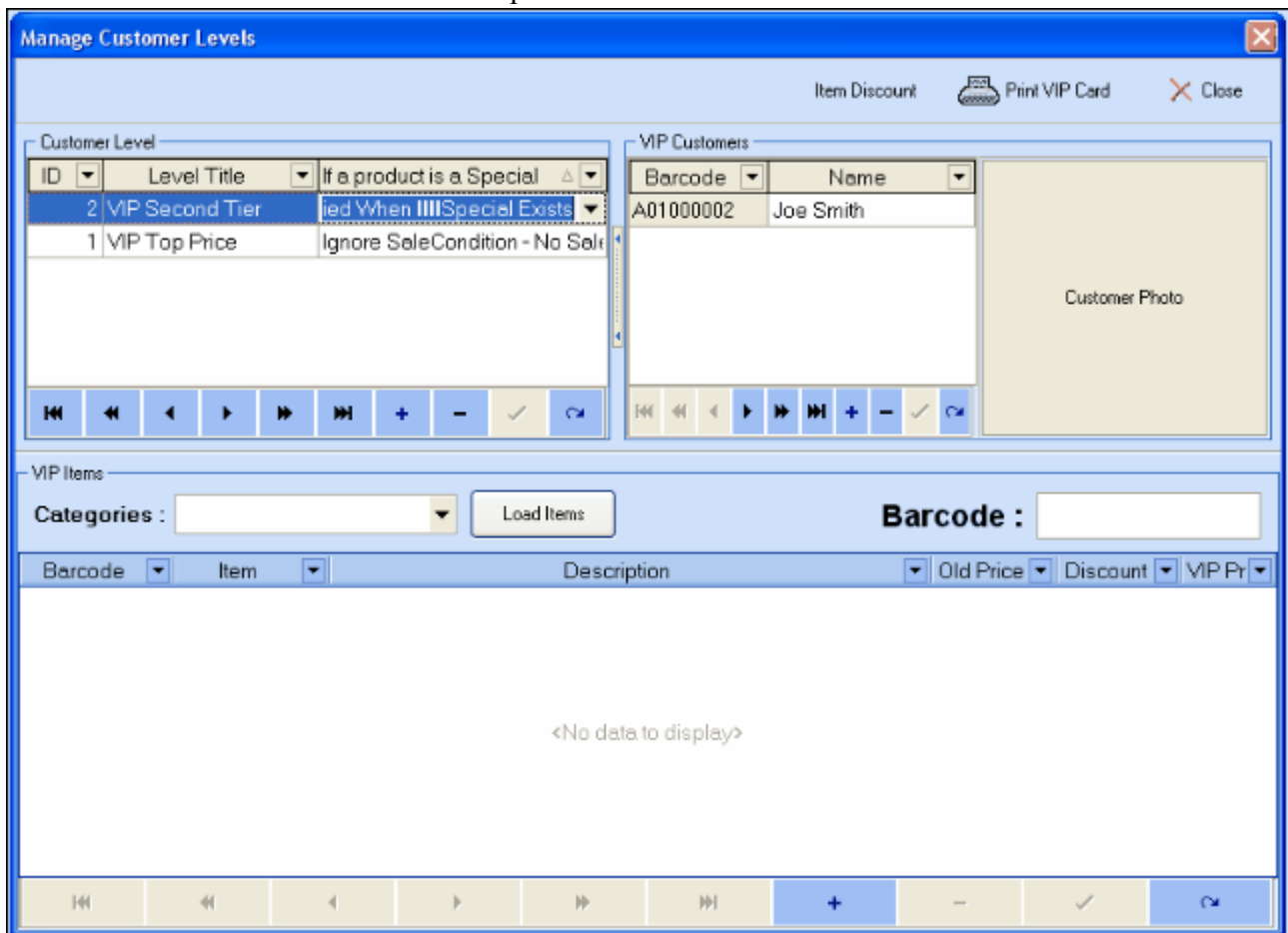
Address:

Store Name
Store Address
Store Address Line 2
Phone Number

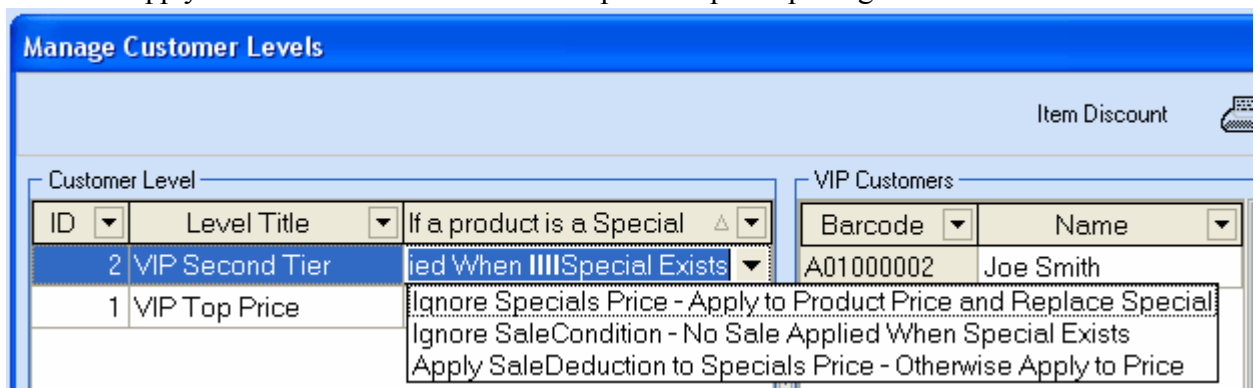
 New  Save  Close

Manage Customer Levels

- Click on *Admin-->Customer Levels* to open the editor.



- Modify customer levels in the *Customer Level* group. The ID field's value will be assigned automatically to customer levels as they are added. You can name the customer level in the "Level Title" field. The third field allows you to select the discount behavior if a special price already exists for the items involved. You may choose one of three options;
 - ignore the special price and apply the usual customer level discount
 - ignore the customer level discount and use the special price,
 - or apply the customer level discount on top of the special pricing.



Click "+" to add or "-" to remove a customer level. Use the other buttons to browse customer levels.

- While a customer level is highlighted, to Add/Remove customers from customer levels, press the "+" or "-" in the *VIP Customers* group to add/subtract a customer from the

selected customer level.

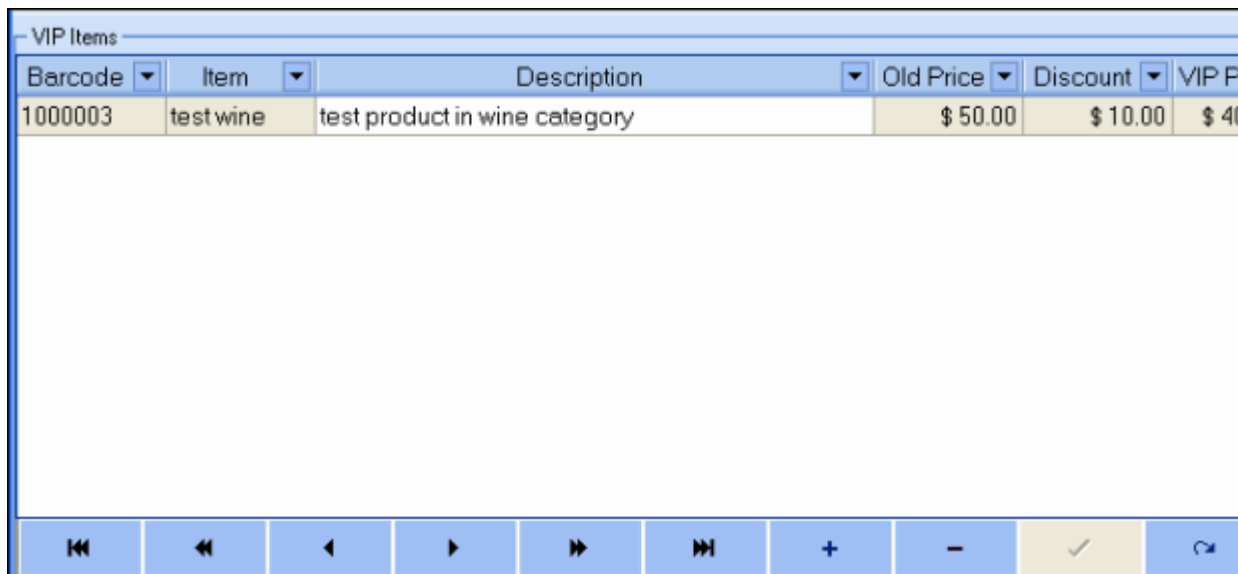
- "Highlight a customer level from the "Customer Level" group at left:



- Click "+" to open a customer list window, select the customers you want to assign to the current customer level.

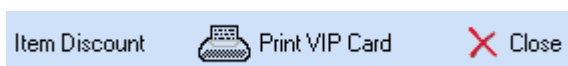




- Add discount items for customer levels. Items must be added to the customer levels in order to access the discounts created for those levels.

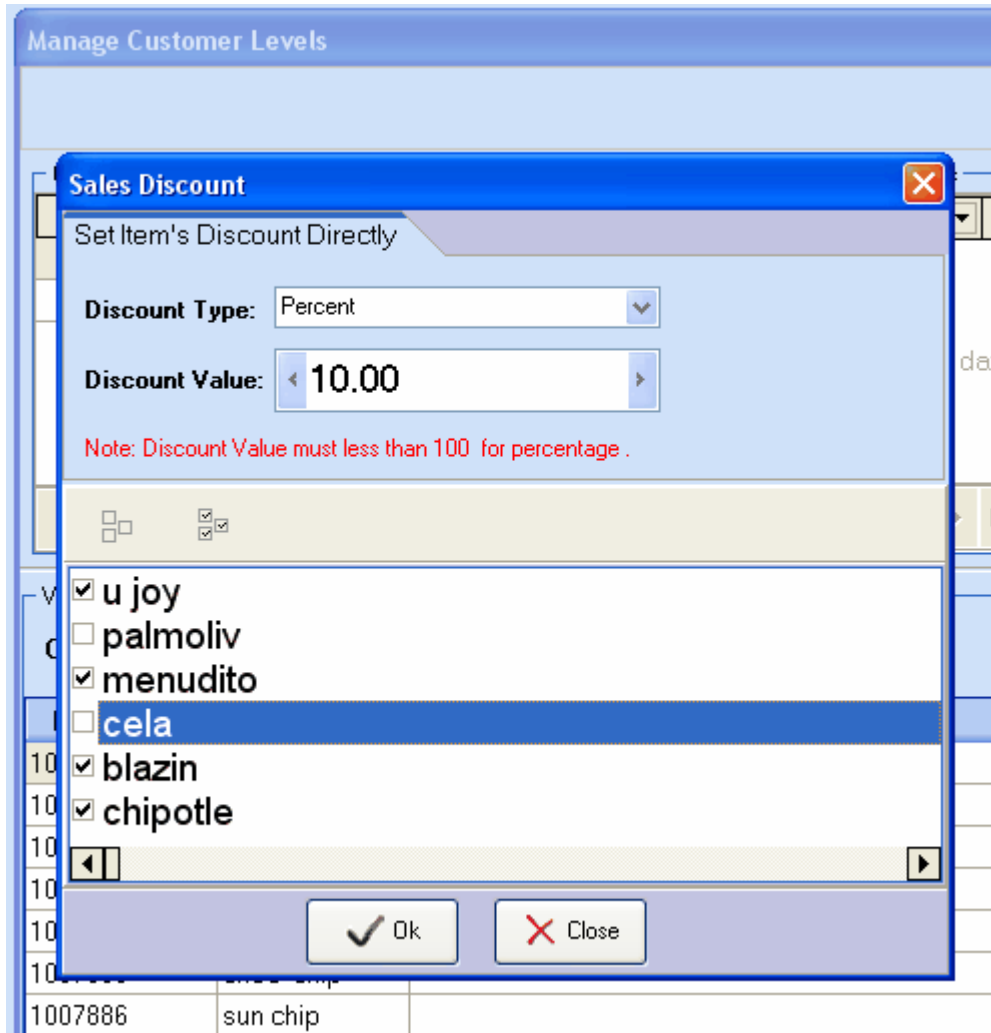


- Click "+" sign to select items
- Set discount by entering the discount amount on the Discount field.

- Function Links and Buttons:

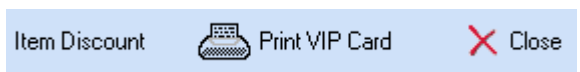


- Item Discount: clicking the "Item Discount" button opens the Sales Discount window. Here you can set the discount amount for multiple items that have been added to the current customer level. You can set the discount amount to an amount you choose and use the   buttons to select or de-select all the items at once. You may also check items individually.



Barcode :


- You may also use your scanner to add items to the selected customer level by placing your cursor into the barcode field and scanning an item



- Print VIP Card: click to print a VIP barcode label for selected customers.
- Close: click to close the editor.

Manage Tax and CRV

Tax Title	Tax Rate	Tax Rate Type
Food	0.06	Per Dollar
Non	0	Per Dollar
Tax	0.0825	Per Dollar

- Click the default Base Tax, here you can add/edit individual Taxes that you may charge during a sale.
- To add a new tax rate, click .
- To edit an existing Tax rate, choose it from the list, you can change the Tax Title, Tax Rate and the type.


Food	0.0625	Per Dollar
CRX - 8	0.08	Per Dollar
CRX - 10	0.1	Per Item

- Many sales items require more than one tax. In these case, you can define "combined tax" by choosing the tab.

Tax Title	SubTax1	SubTax2	SubTax3
Tax +	Tax		

Tax Rate(Per Dollar):

Tax Rate(Per Item):

- Adding CRV is just like adding a Tax rate, click "CRV" tab and then the  button to add a record.

- Choose the "Fill Tax Tools" tab to assign tax rates to different item categories.
- To assign tax to a category, select a main category first, then choose a Tax title from the Tax list, then click on "Fill Tax" button.

Manage Tax Rate

Base Tax | Combined Tax | CRV | **Fill Tax**

Item Main Category: Grocery

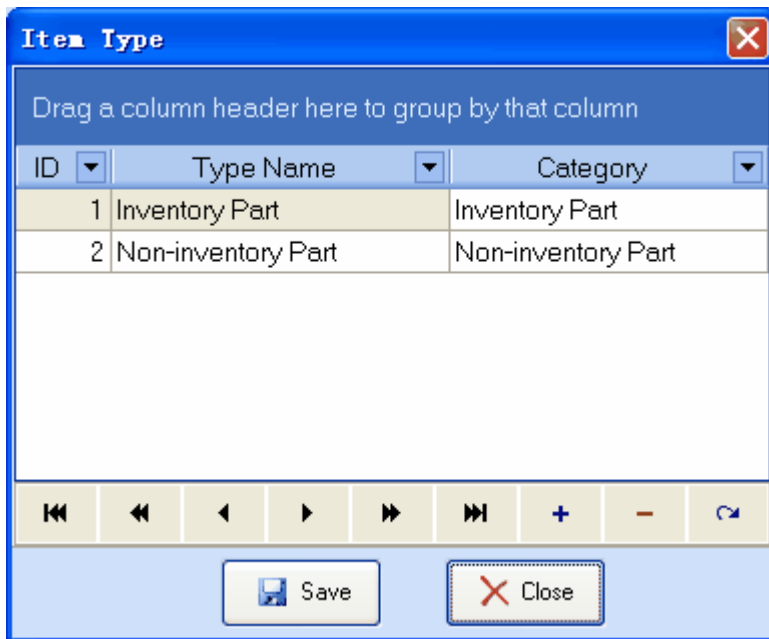
Tax List:

TaxName
Food
Non
Tax
Tax +

✓ Fill Tax ✗ Close

Item Types

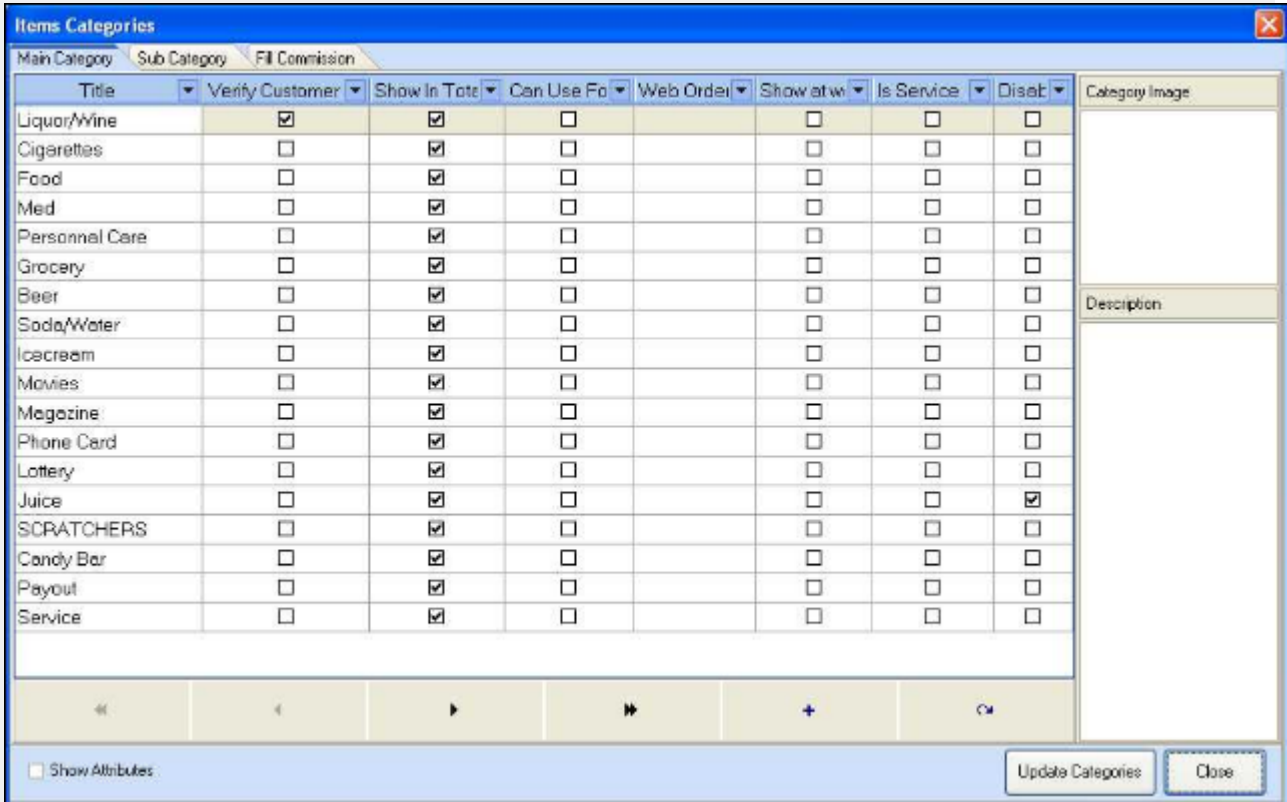
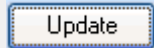
You can manage your item types in the 'Item Type' window. You can add/delete/edit an item type. Click the 'Save' button to save your changes.



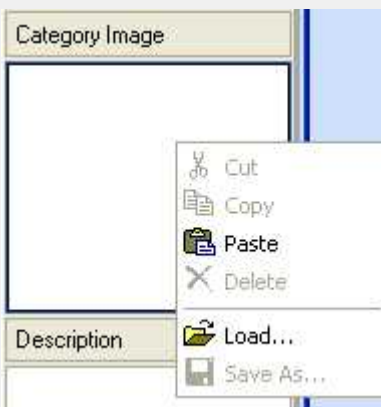
Item Categories

At this menu you can add new item categories or disable an old category.

Click the **+** button to add a new category and enter the title of the new category, then click the **Update** button to save it.



To add a picture of the item category, right click the category image area, and select a picture to load into the area:



Checking the "Show Attributes" box will display the category attributes for the selected category:

Category Attributes List Note: Every category's attribute setting must be saved everytime

No	Attribute Name	Attribute Value Type	Order	Show at web	Disabled
3	Grape Varietal	Combo Box	0	<input type="checkbox"/>	<input type="checkbox"/>
4	Country	Combo Box	0	<input type="checkbox"/>	<input type="checkbox"/>
5	Wine - Special Category	Combo Box	0	<input type="checkbox"/>	<input type="checkbox"/>

For both category and category attributes, checking the "Show At Web" checkbox will display the category or attribute in the website catalog. Assigning a value to Order or Web Order will decide the display order on the website, the lower the number, the higher the display position.

To add a sub category, go to the Sub Category tab, select the main category from the drop down field, then start to add sub categories for the selected main category:

Items Categories

Main Category Sub Category Fill Commission

Main Category:

Drag a column

ID	Title	Web Sort Order	Disabled
	Wines		
	Beer		
	Liquor		
	Cigarettes and Tobacco		
	Beverage		
	Cheese		
	Misc		
	Non Tax		

You can assign commission rates to whole categories of products in the *Fill Commission* tab. Select the main category and then assign the commission amount for the category as a percentage of the sale price.

Items Categories

Main Category Sub Category Fill Commission

Main Category:

Commission : %

✓ Fill Items

✗ Close

Manage Category Attributes

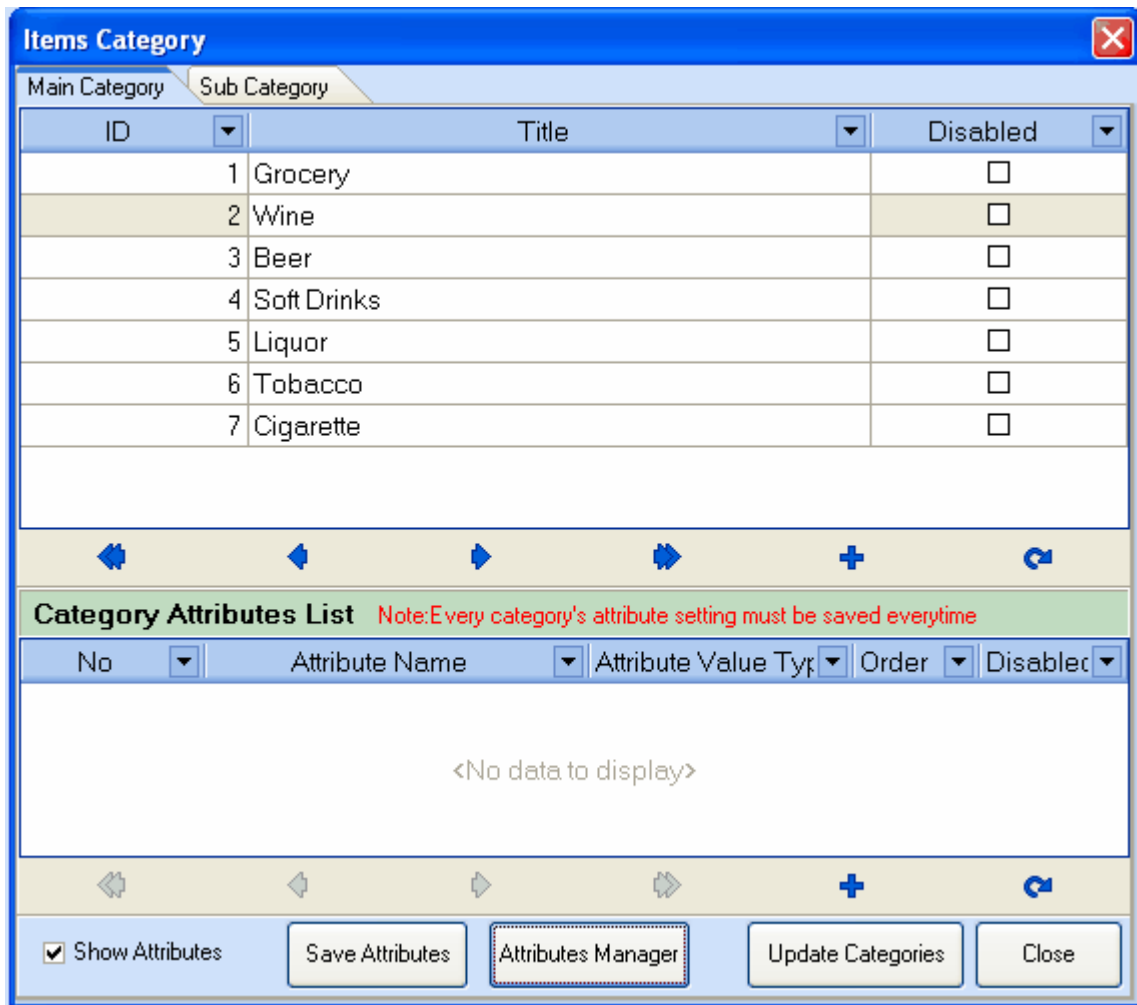
Attributes are customizable fields that can be created for, and assigned to your item categories. For example, for the wine category, we can define attributes such as: Country, Grape Varietal, Appellation and so on. This feature allows you to make the organization of your inventory more detailed inside the program. In Proxis Store Manager 5, you can also use these attributes to generate SKU numbers for items automatically so that your employees can look at the SKU# on the barcode label on an item and use that number to identify any possible errors. With the Inventory Setting program, you can also use these attributes to filter and sort lists of items. This is helpful when printing store barcodes, checking inventories, and generating reports.

- To create an attribute, click *Admin-->Category Attributes*.

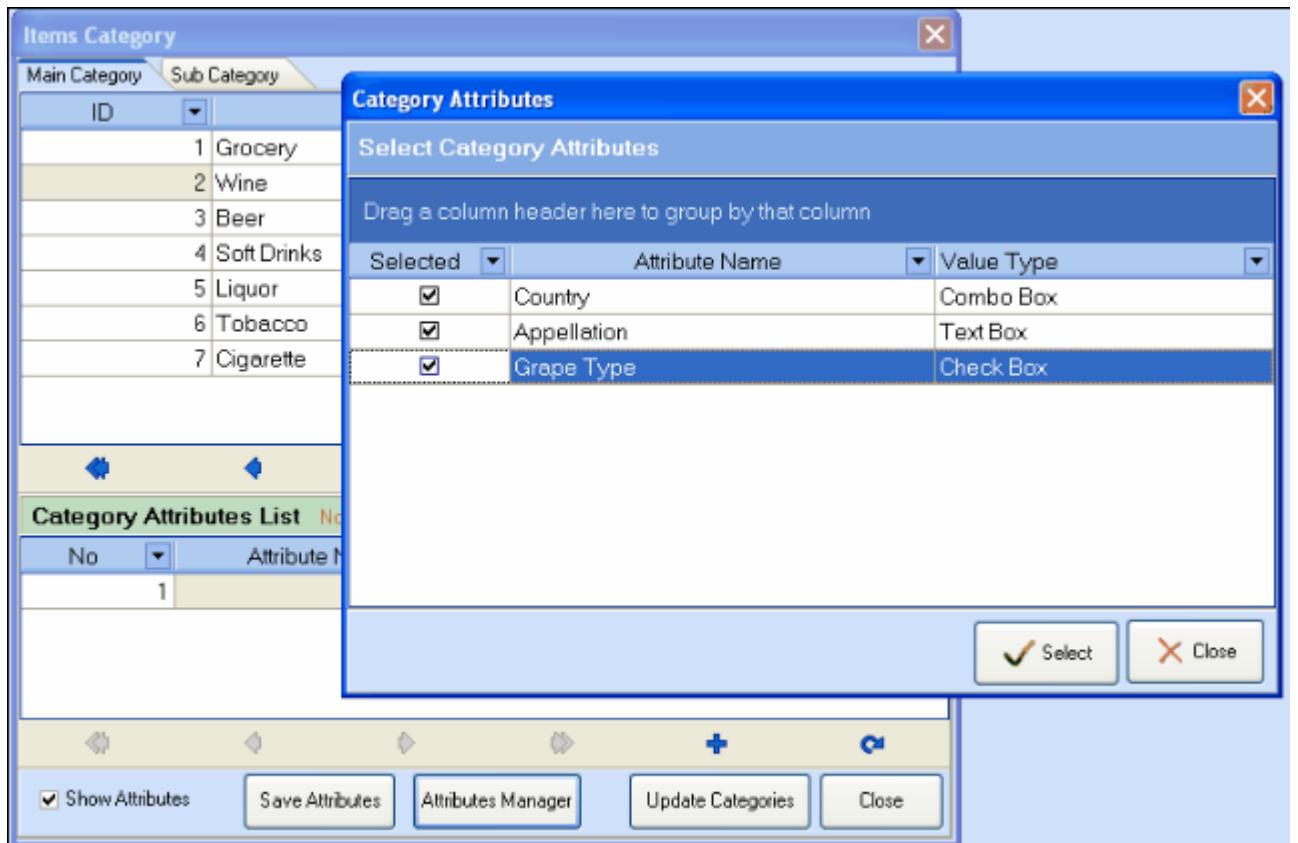
Attribute				
ID	Name	Value Type	Barcode Len	Disable
1	Country	Combo Box	2	<input type="checkbox"/>
2	Appellation	Text Box	0	<input type="checkbox"/>
3	Grape Type	Check Box	0	<input type="checkbox"/>

Values Of Country		
Nc	Barcode	Value
1	00	US
2	01	France
3	02	Spain
4	03	Italy

- There are 3 value types of attributes: Check Box, Text Box or Combo Box.
 - Check Box: Using a check box type, a user can check or uncheck a radio box to enter the value.
 - Text Box: The user needs to type in the value in a text field box to enter the value
 - Combo Box: you can pre-define all the possible values and let user to select one of the predefined values to enter the attribute value. This is the only type of attribute can be used to construct an Item SKU number.
- For combo box type of attribute, you can define the length of barcode for SKU.
- For combo box type of attribute, you can also pre-define the values.
- To link attributes to categories, click *Admin-->Item Categories*. Then select "Show Attributes":



- Select a category such as wine from the category list.
- Click "+" on the Category Attributes List



- Check the attribute items you want to set for the category. And click "Select" to close the window.
- Click on "Save Attributes".

Items Category ✖

Main Category Sub Category

ID	Title	Disabled
1	Grocery	<input type="checkbox"/>
2	Wine	<input type="checkbox"/>
3	Beer	<input type="checkbox"/>
4	Soft Drinks	<input type="checkbox"/>
5	Liquor	<input type="checkbox"/>
6	Tobacco	<input type="checkbox"/>
7	Cigarette	<input type="checkbox"/>

Category Attributes List Note: Every category's attribute setting must be saved everytime

No	Attribute Name	Attribute Value Type	Order	Disabled
1	Country	Combo Box	0	<input type="checkbox"/>
2	Appellation	Text Box	0	<input type="checkbox"/>
3	Grape Type	Check Box	0	<input type="checkbox"/>

Show Attributes

Payout Items

In this window you can add pay out items. You can create the name for your payout item in the title field. The disable field allows you to disable payouts that you do not plan to use anymore. The order field determines the order in which the payout items will appear in the *payout* tab in the *simple ticket window*. A lower number indicates a higher position. Use the arrow icons to navigate through the payout items. Click "save" to save your changes.

Title	Disabled	Order
Office Supplies Payout	<input type="checkbox"/>	1
Lotto Scratch Ticket Payout	<input type="checkbox"/>	0
	<input type="checkbox"/>	999

Navigation icons: Home, Previous, Left, Right, Next, End, Add, Refresh

Buttons: Save & Close, Save, Close

Catch All Items

Often times, a sales person needs to sell items that have not been added to the POS inventory item list yet. In Proxis Store Manager 5, we let sales people use Catch All Items (or default items) to represent those items that can't be found in the system. Each category can have one catch all or default item.

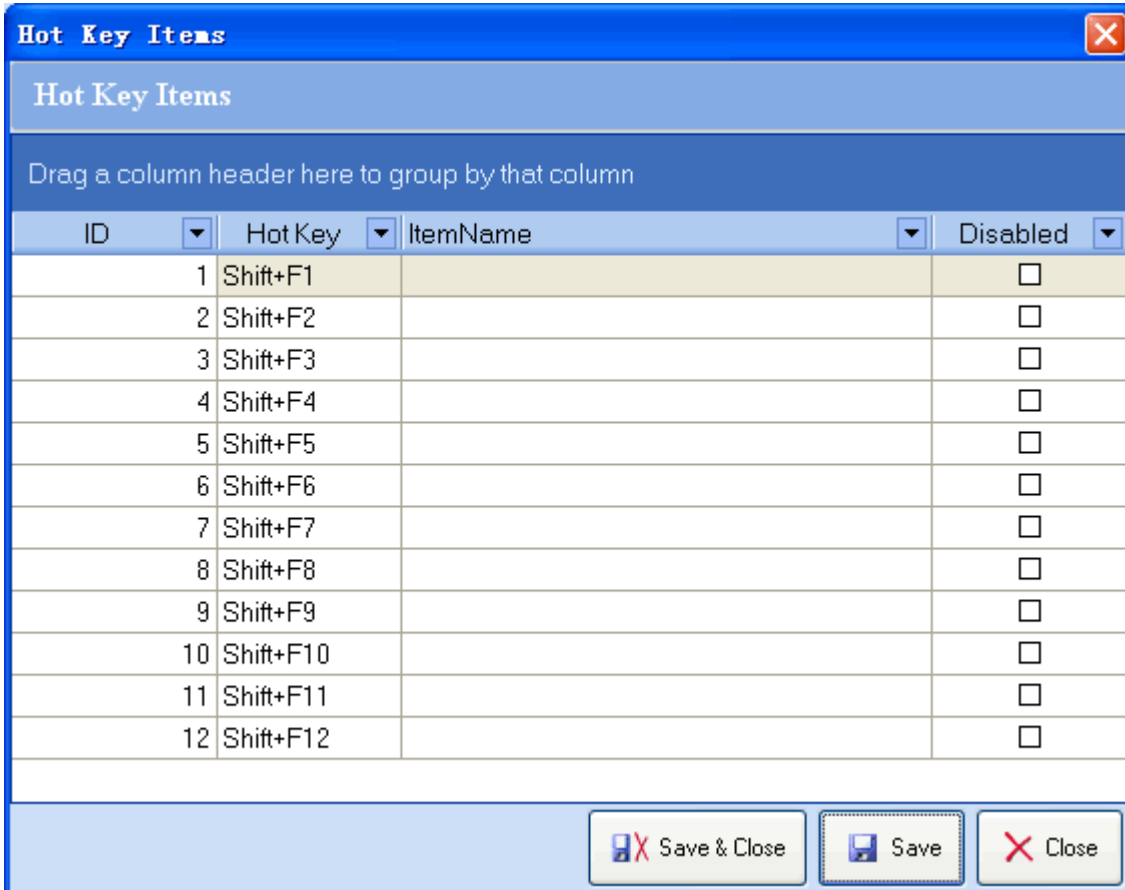
- To define catch all items, click *Admin-->Catch All Items*.

Default Item Name	Category ID	Shortcut Button In Simple	Disablec
General Item - Grocery	1	Default Item 01	<input type="checkbox"/>
General Item - Wine	2	Default Item 02	<input type="checkbox"/>

- To add a Catch All Item (default item) for a category, choose a category from the drop down list first.
- Then click "Create Default Item".
- A default item for the selected category will be added to the list below. You can also select a shortcut button on simple ticket for this item.

Hot Key Items

"Hot Key Items" enable you to assign "hot keys," or keyboard shortcuts to particular items in your inventory. This allows you to ring up frequently selling items very quickly with one command of the keyboard. To assign a hot key to an item, inside the hot key items window select the hot key that you want to assign and then click the ellipses in the ItemName column. The select item window will appear and you can then navigate through and select the item you want to assign to your hot key. Click "save" to save your changes and you will be able to use the 'hot key' to input this item to a ticket or an order.



Hot Key Items

Drag a column header here to group by that column

ID	Hot Key	ItemName	Disabled
1	Shift+F1		<input type="checkbox"/>
2	Shift+F2		<input type="checkbox"/>
3	Shift+F3		<input type="checkbox"/>
4	Shift+F4		<input type="checkbox"/>
5	Shift+F5		<input type="checkbox"/>
6	Shift+F6		<input type="checkbox"/>
7	Shift+F7		<input type="checkbox"/>
8	Shift+F8		<input type="checkbox"/>
9	Shift+F9		<input type="checkbox"/>
10	Shift+F10		<input type="checkbox"/>
11	Shift+F11		<input type="checkbox"/>
12	Shift+F12		<input type="checkbox"/>

Save & Close Save Close

Service Items

"Service Items" enable you to add items that can be scheduled with the store employee. This function is often used in hair salon or any stores that provide services to clients that can be scheduled.

First, you need to add item categories that are service type, to do so, go to Item Categories, add a category and check the box "Is Service".

After you have defined one or more service categories, you can come back here to add service items.

Title	BarCode	Category	Need Minutes	Label Color	Disab
Pickup	1011651	Service	30	Color not	<input type="checkbox"/>
Wash	1011652	Service	10	Color not	<input type="checkbox"/>
Steam	1011653	Service	10	Color not	<input type="checkbox"/>

Sales	Sales Pri	Service Pri	Dis
User 003	\$5.00	\$10.00	<input type="checkbox"/>

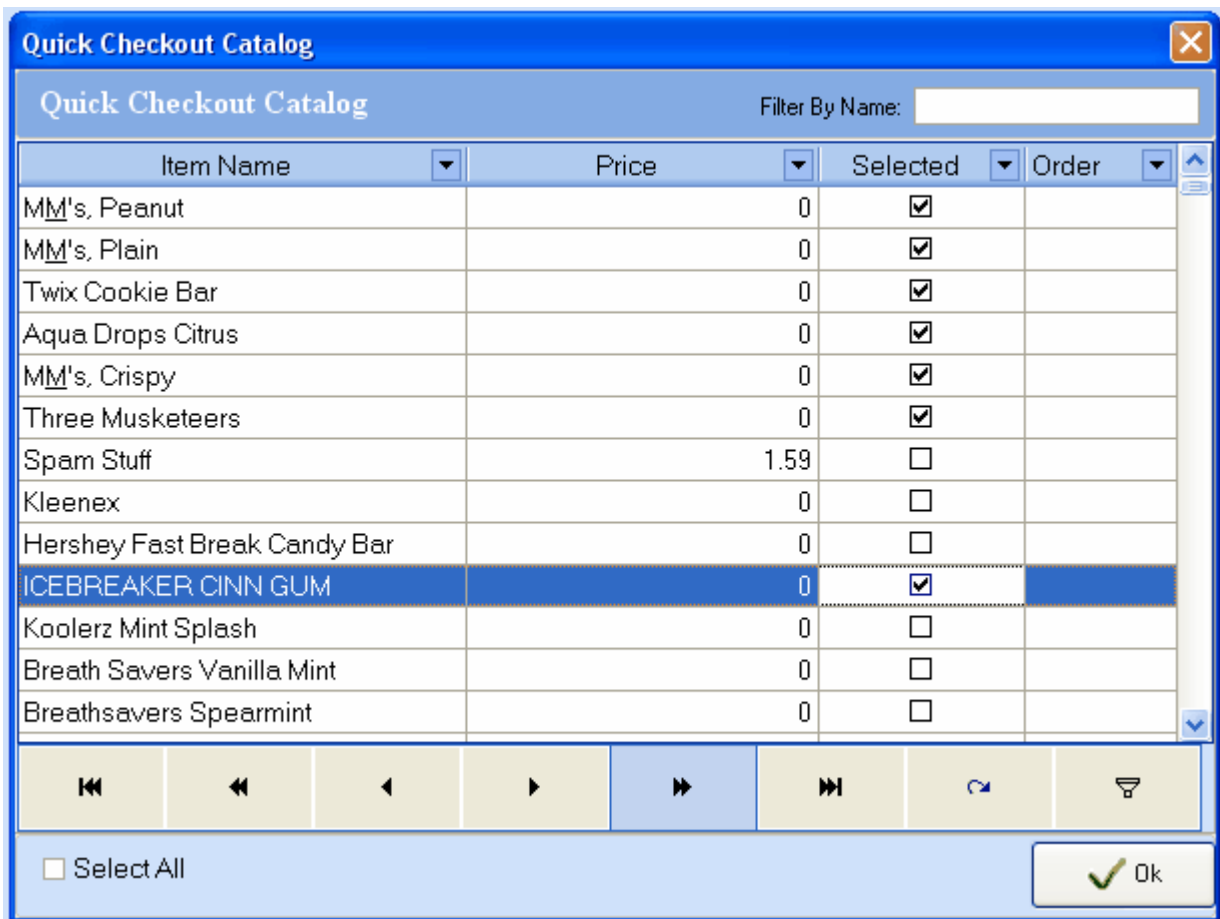
For each service item, you can define item barcode, service category, time required to provide this service, background color to be displayed on the schedule calendar and the individual employee rates and service rates.

To shedule the service with clients and employee, please refer to [Schedule Services](#).

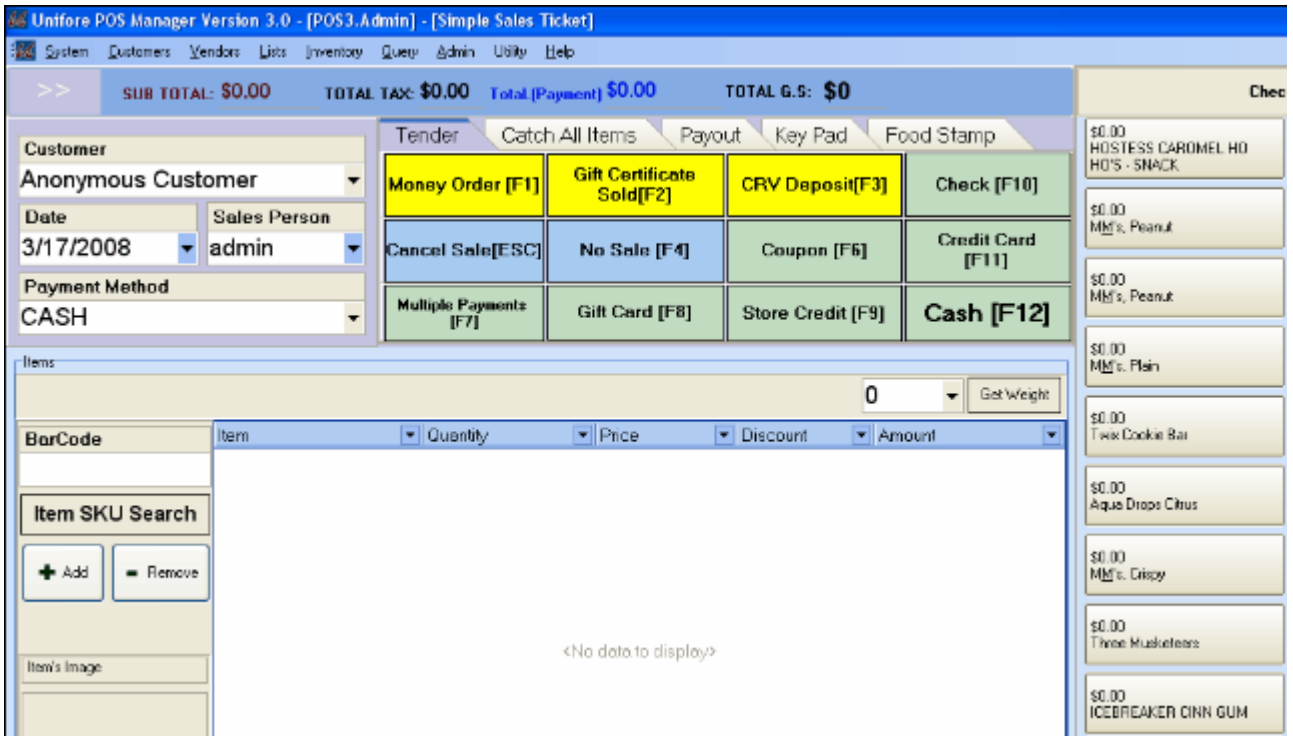
Quick Checkout Catalog Items

At the 'quick catalog items' window, you can choose items to include as part of a catalog of items that you can ring in on the simple ticket window simply by clicking a button. The quick catalog appears on the right side of the screen in the *Simple Ticket Window*. This is particularly useful for items that do not have a vendor barcode, items that do not scan easily, or popular items that sell very frequently.


To add an item to the catalog, simply check the check box next to the item and then specify the order to display them in, lowest numbers being the highest position.



For example, the items selected in the picture above show up in the *simple ticket window* on the right side of the picture below



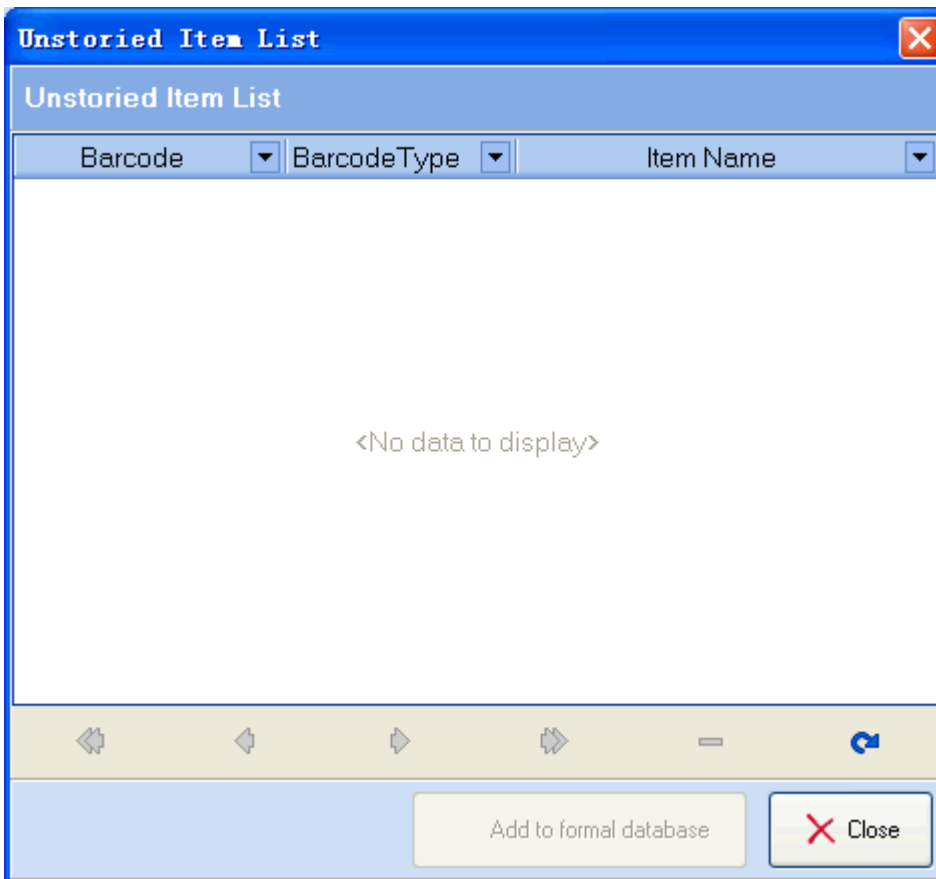
You can create filters in the quick catalog items window to help you find products more easily. Using the "Filter By Name" field at the top of the window causes the window to show only items that begin with the characters that you type. You can use the "filter builder" to create more complex searches of your

items. Open the filter builder by clicking this icon 

Unstoried Items

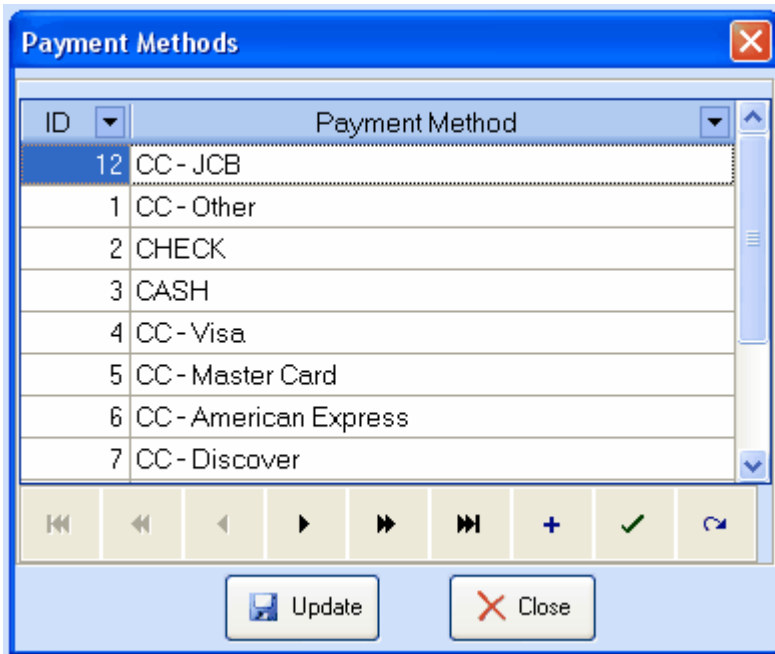
At the 'unstoried items' window, all items that have been added to the system by the users at the register because they were not in the inventory database at the time of the sale will be temporarily stored here for the manager's approval. Users with admin rights can delete them or add them to the inventory database.

This feature helps managers to locate items that are not properly entered into inventory properly. Because you do not have time to enter product information while the customer is waiting, this list allows temporary storage of basic item info so that these issues can be dealt with by a manager at a better time.



Payment Methods

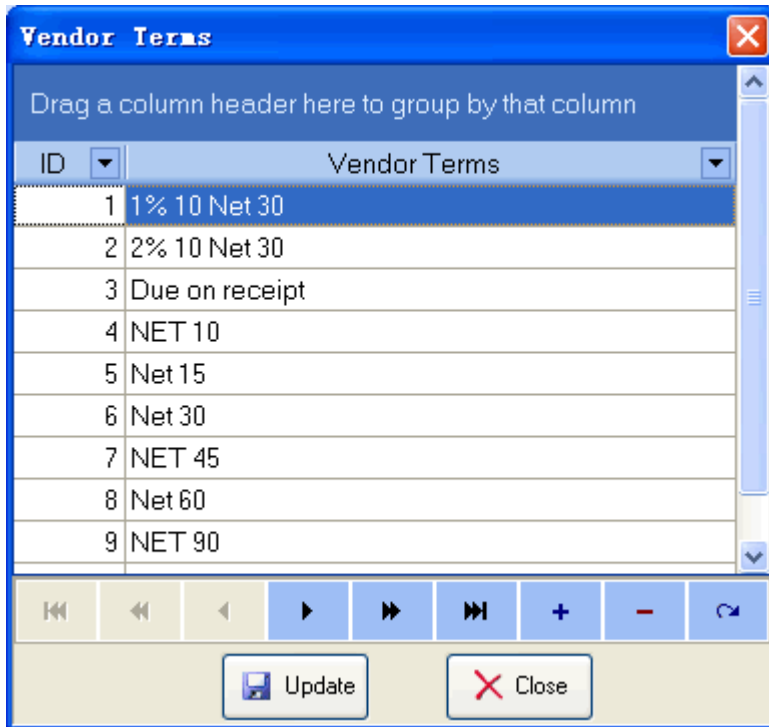
At the 'Payment Methods' window, you can add new payment methods for your tickets or orders. Click the + button to begin adding a new payment method and type the name in the payment method field. You can use the arrow keys to scroll through the different payment methods. Click the Check Mark button to save any changes you make.



Vendor Terms

At the 'Vendor Terms' window, you can add/delete/edit the vendor terms.

You may add vendor terms options remove them with the + and - buttons. Click the 'Update' button to save any changes.



Daily Balance

Today's Balance

This report lists detailed store operational information for the current business day.

- The top part of the screen lists the sales and order data.

Daily Balance											
Today's Balance	Previous Balance	Balance Change Log	Today's Balance of Each Category(Z)	Today's Balance of Each Item(X)	Commission						
Sales Tickets:		\$0.00	Gift Certificate Used	\$0.00							
Cash: \$ 0.00	Check: \$ 0.00		Store Credit Used	\$0.00							
CC: \$ 0.00	Food Stamp: \$ 0.00		Customer Credit Pay Back:	\$0.00							
Special Tickets:		\$0.00	Cash: \$ 0.00	Check: \$ 0.00							
Today's Payment: \$ 0.00			CC: \$ 0.00								
Cash: \$ 0.00	Check: \$ 0.00		Customer Credit Used:	\$0.00							
CC: \$ 0.00	Food Stamp: \$ 0.00		Item Bills:	\$0.00							
Total Gross Income:		\$0.00	Purchase Orders:	\$0.00							
Today's Total Payment: \$0.00			Special Orders:	\$0.00							
CRV: \$ 0.00	Tax: \$ 0.00		Total Payout:	\$0.00							
Freight: \$ 0.00	Gross: \$ 0.00		Total Income:	\$0.00							
Service Charge:		\$0.00	Today's Balance:	\$0.00 (3/19/2008)							
Cash: \$ 0.00	Check: \$ 0.00		Total Customer Credit:	\$0.00							
CC: \$ 0.00	Food Stamp: \$ 0.00		Categories Excluded:	\$0.00							
Gift Certificate Sold		\$0.00	<table border="1"> <thead> <tr> <th colspan="2">Categories Excluded</th> </tr> <tr> <th></th> <th>Total price of items sold</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>			Categories Excluded			Total price of items sold		
Categories Excluded											
	Total price of items sold										
Cash: \$ 0.00	Check: \$ 0.00		<table border="1"> <thead> <tr> <th colspan="2">Payout</th> </tr> <tr> <th>Total amount of payout</th> <th>Payout Item Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>			Payout		Total amount of payout	Payout Item Name		
Payout											
Total amount of payout	Payout Item Name										
CC: \$ 0.00	Food Stamp: \$ 0.00										
Money Order:		\$0.00									
Cash: \$ 0.00	Check: \$ 0.00										
CC: \$ 0.00											
Payout:		\$0.00									
Cash: \$ 0.00	Check: \$ 0.00										
CC: \$ 0.00											
Return Ticket:		\$0.00									
Cash: \$ 0	PayBack: \$ 0										
Store Credit: \$ 0	CC: \$ 0										
Void Tickets:		0									

	Export To Excel		Calculate	Get New	Get Last Month	Calculate All	Save Today	Print Today	Refresh Today
--	-----------------	--	-----------	---------	----------------	---------------	------------	-------------	---------------

Function Buttons

- Click the button to recalculate today's data.
- Click the button to save it.
- Click the button to recalculate all the balance data since the first day recorded in the system.
- Click the button to recalculate the balance data of last month.
- Choose one day and click the button to recalculate for the selected day.

▼

◀ August ▶ ◀ 2005 ▶

	n	n	e	d	u	i	t
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	

Today Clear

Daily Balance

Previous Balance

This screen lists the history of daily balances that you have calculated and saved.

Balance Daily								
Today's Balance		Previous Balance		Balance Change Log				
Drag a column header here to group by that column								
Date	Sales Tickets	Special Tickets	Item Bills	Purchase Orders	Social Orders	Total Income	Total Payout	Balance
6/22/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/21/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/20/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/19/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/18/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/17/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/16/2005	\$0.00	\$337.11	\$0.00	\$0.00	\$0.00	\$337.11	\$0.00	\$337.11
6/15/2005	\$0.00	\$124.50	\$0.00	\$0.00	\$0.00	\$124.50	\$0.00	\$124.50
6/14/2005	\$139.41	\$185.99	\$0.00	\$0.00	\$0.00	\$325.40	\$0.00	\$325.40
6/13/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/12/2005	\$525.26	\$0.00	\$0.00	\$0.00	\$0.00	\$525.26	\$0.00	\$525.26
6/11/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/10/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/9/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/8/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/7/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/6/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/5/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/4/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/3/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/2/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/1/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5/31/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5/30/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5/29/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5/28/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5/27/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	(\$20.00)
5/26/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5/25/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5/24/2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Close

Daily Balance

Balance Change Log

This screen lists all of the changes that have been made to the daily balance.

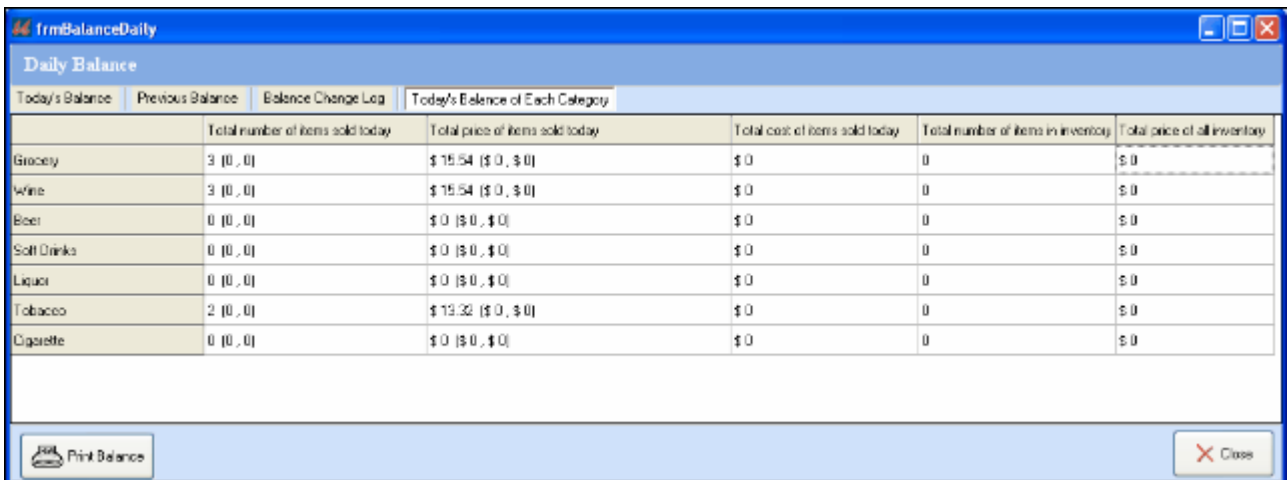
Balance Daily					
Today's Balance	Previous Balance	Balance Change Log			
Drag a column header here to group by that column					
Balance Date	Current Value	Old Value	Type	Log Date	
6/13/2005	\$0.00	\$4.00	Total Income	6/15/2005	
6/13/2005	\$0.00	\$4.00	Balance	6/15/2005	
6/13/2005	\$0.00	\$4.00	Sales Ticket	6/15/2005	
6/12/2005	\$525.26	\$139.20	Balance	6/15/2005	
6/12/2005	\$525.26	\$139.20	Total Income	6/15/2005	
6/12/2005	\$525.26	\$139.20	Sales Ticket	6/15/2005	
6/12/2005	\$93.53	\$47.85	Sales Ticket	6/15/2005	
6/12/2005	\$139.20	\$93.53	Balance	6/15/2005	
6/12/2005	\$139.20	\$93.53	Total Income	6/15/2005	
6/12/2005	\$139.20	\$93.53	Sales Ticket	6/15/2005	
6/12/2005	\$93.53	\$47.85	Balance	6/15/2005	
6/12/2005	\$93.53	\$47.85	Total Income	6/15/2005	
5/19/2005	\$375.19	\$0.00	Sales Ticket	6/15/2005	
5/19/2005	\$375.19	\$0.00	Total Income	6/15/2005	
5/19/2005	\$375.19	\$0.00	Balance	6/15/2005	

[Close](#)

Today's Balance For Each Category

This screen shows the sales data of each item category for the current day.

- The screen displays the data broken down into categories.



The screenshot shows a software window titled "frmBalanceDaily" with a "Daily Balance" header. It features a tabbed interface with four tabs: "Today's Balance", "Previous Balance", "Balance Change Log", and "Today's Balance of Each Category". The "Today's Balance of Each Category" tab is active, displaying a table with the following data:

	Total number of items sold today	Total price of items sold today	Total cost of items sold today	Total number of items in inventory	Total price of all inventory
Grocery	3 (0, 0)	\$ 15.54 (\$ 0, \$ 0)	\$ 0	0	\$ 0
Wine	3 (0, 0)	\$ 15.54 (\$ 0, \$ 0)	\$ 0	0	\$ 0
Beer	0 (0, 0)	\$ 0 (\$ 0, \$ 0)	\$ 0	0	\$ 0
Soft Drinks	0 (0, 0)	\$ 0 (\$ 0, \$ 0)	\$ 0	0	\$ 0
Liquor	0 (0, 0)	\$ 0 (\$ 0, \$ 0)	\$ 0	0	\$ 0
Tobacco	2 (0, 0)	\$ 13.32 (\$ 0, \$ 0)	\$ 0	0	\$ 0
Cigarette	0 (0, 0)	\$ 0 (\$ 0, \$ 0)	\$ 0	0	\$ 0

At the bottom of the window, there is a "Print Balance" button on the left and a "Close" button on the right.

- Clicking on "Print Balance" will print the report from the receipt printer.

Date Printed:9/5/2006

Category

Amount: \$ (Taxable, Non-taxable)

Item: #(Taxable, Non-taxable)

Grocery

Item: 3 (0, 0)

Amount: \$ 15.54 (\$ 0, \$ 0)

Wine

Item: 3 (0, 0)

Amount: \$ 15.54 (\$ 0, \$ 0)

Beer

Item: 0 (0, 0)

Amount: \$ 0 (\$ 0, \$ 0)

Soft Drinks

Item: 0 (0, 0)

Amount: \$ 0 (\$ 0, \$ 0)

Liquor

Item: 0 (0, 0)

Amount: \$ 0 (\$ 0, \$ 0)

Tobacco

Item: 2 (0, 0)

Amount: \$ 12.22 (\$ 0, \$ 0)

Today's Balance For Each Item

This screen shows the sales data of each item for the current day.

- The screen displays the data broken down into categories.

Daily Balance					
Today's Balance	Previous Balance	Balance Change Log	Today's Balance of Each Category(Z)	Today's Balance of Each Item(X)	Commission
Start Date :	11/29/2007	End Date :	12/1/2007	<input type="checkbox"/> Shift All	<input type="checkbox"/> Sales All
Shift :		Sales User :		<input type="button" value="Get Balance"/>	
Item name	Total number of items sold	Item price	Total Amount of items sold	Taxable	
Halls Ice Blue Sticks	1	\$0.99	\$0.99	N	
red milk	1	\$1.59	\$1.59	N	
Coca-Cola Classic(12.0 oz)	3	\$1.85	\$5.55	Y	
Perrier Sparkling Natural Mineral Water	1	\$1.20	\$1.20	Y	
Rockstar Energy Drink(16 oz.)	1	\$2.49	\$2.49	N	
Rockstar Energy Drink(24oz)	1	\$2.99	\$2.99	N	
Monster Energy Beverage(16 Fl Oz)	2	\$2.00	\$4.00	N	

Commission

If you have commissions set up for sales users and/or particular items this screen shows the sales data for sales that have generated commissions

- The screen has two sections; commission calculated by items, and commission calculated by sales.

Daily Balance							
Today's Balance	Previous Balance	Balance Change Log	Today's Balance of Each Category(Z)	Today's Balance of Each Item(Q)	Commission		
Start Date :	11/2/2007	End Date :	11/30/2007	<input type="button" value="Get Report"/>			
Commission Calculate By Item			Commission Calculate By Sales				
Sales	Items	Amount	Commission	Sales	Tickets	Sub Total	Commission
POS3 Admin		30602	\$63,741.31	POS3 Admin	13862	\$63,743.15	\$0.00

Shift Report

Select the *shift report* sub-menu from the admin menu



The screenshot shows a web interface for generating a Shift Report. At the top, there is a blue header bar with the text "Shift Report". Below this, there is a tabbed interface with "Overview" selected. The main area contains two date selection fields: "Start Date : 3/12/2008" and "End Date : 3/12/2008", both with dropdown arrows. To the right of these fields is a "Get Report" button. Below the date fields, there is a horizontal bar with several dropdown menus: "Summary", "Starting Cash Amount", "Ending Cash Amount", "Received/Paid Out", and "Projected Total Amount".

Select a date or a range of dates and click on the "Get Report" button. This will build and display the report for the selected date or date range:

The reports displays the shift info for each individual shift. Including starting and ending cash amounts, cash received, paid outs, and projected ending cash amounts.

End Shift and Log In Record Report

Select the *end shift report* sub-menu from the admin menu

Please Select Log-In Record

Please Select Log-In Record

Employee : Scotland

Bussiness Date From : 9/1/2007 To: 3/19/2008

Log-In Time	Log-Out Time	Shift	Is Checked
3/19/2008 11:41:19 PM	3/19/2008 11:43:02 PM	2	Y

+ Add ✓ Check-out ✗ Close

Select the user and date-range you would like to generate a report for. The shift information for any shifts that match your query will show in the window. The details for the shift include log-in time, log-out time, shift number, and whether or not the shift was checked out. You can also check out a shift manually by clicking the "check-out" button. This will open the "Checking Shift" window and you can enter the ending cash amounts for the shift and click save to close it.

Cash Amount

Checking Shift

Date: 3/19/2008

Shift: 2 : 16:59 - 03:00

Cash: \$214.87

Save

Cancel

Sales Amount Detail

Projected Ending Cash: \$214.87

CASH: \$14.87 CHECK: \$8.97 COUPON: \$0.00
 GIFT CARD: \$0.00 CC: \$0.00 Food Stamp: \$0.00 Customer Credit: \$0.00

87	1 cent	\$0.87	0	5 cents	\$0.00
0	10 cents	\$0.00	0	25 cents	\$0.00
14	\$1	\$14.00	0	\$2	\$0.00
0	\$5	\$0.00	0	\$10	\$0.00
0	\$20	\$0.00	4	\$50	\$200.00
0	\$100	\$0.00			

Cancel and No Sale Reasons Report

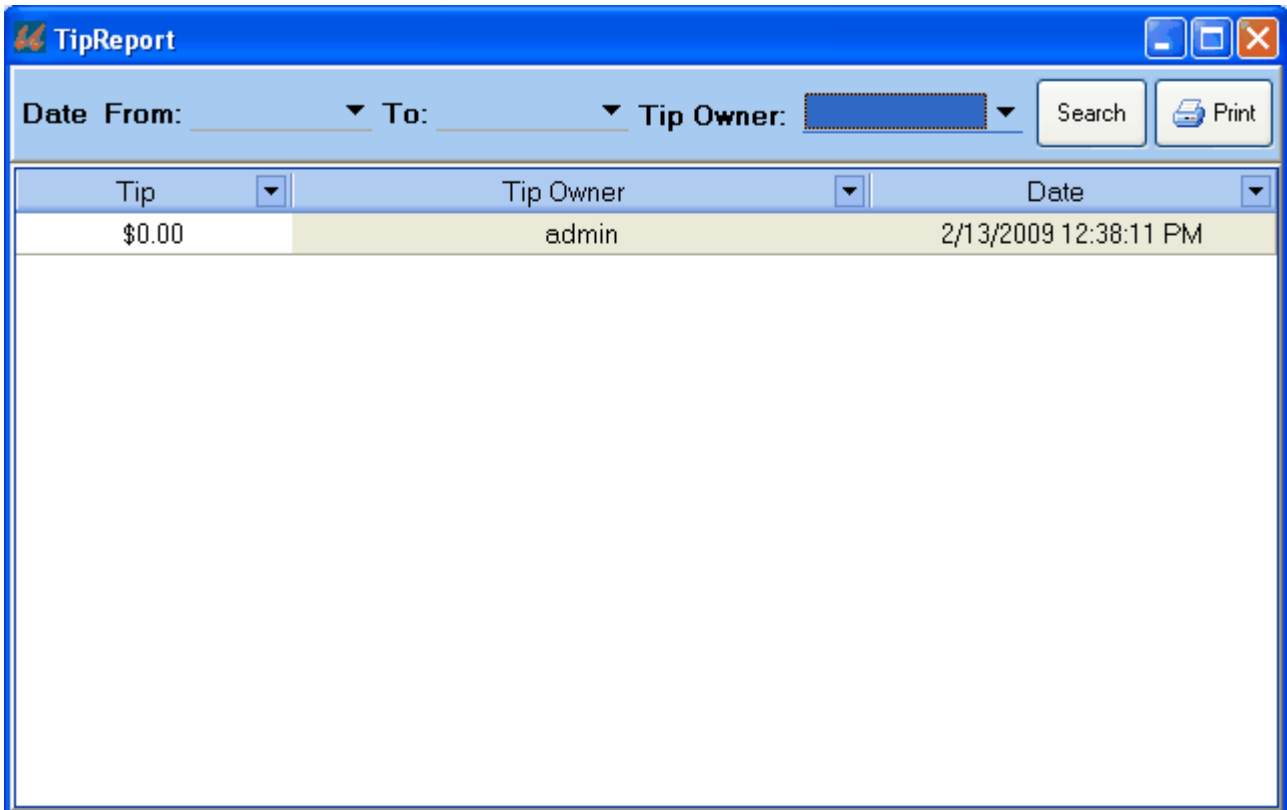
Select the *Cancel/No-Sale Reasons* sub-menu from the admin menu

If you have selected "cancel/no-sale receipt required" in your *Admin-->Manage Store Settings-->Preferences Tab* then your users will have to give reasons for making no-sale or cancel transactions during their shifts. This screen allows you to generate reports of no-sale or cancelled-sale data. Select the user and date-range for which you would like to generate the report and the requested info will show up in the screen

Tip Report

Select the *Tip Report* sub-menu from the admin menu

If you have selected "Use Tip" in your *Admin-->Manage Store Settings-->Preferences Tab* then your users will be able to accept tips when they are processing payments using POS Client application, POS Manager does not allow user to accept tips. This screen allows you to generate reports of tips earned by each user. Select the user and date-range for which you would like to generate the report and the requested info will show up in the screen:



The screenshot shows a window titled "TipReport" with a search and filter interface. The interface includes fields for "Date From:", "To:", and "Tip Owner:" with dropdown arrows. There are "Search" and "Print" buttons. Below the search area is a table with three columns: "Tip", "Tip Owner", and "Date". The table contains one row of data.

Tip	Tip Owner	Date
\$0.00	admin	2/13/2009 12:38:11 PM

Log System

Login Log

The login log is a list of all user login activities that have occurred successfully or unsuccessfully:

View Login Log							
Login Name	Store	Station	Result	Host IP	Host Name	Login Time	Note
admin	01	ONE	Login success	127.0.0.1	sam	2/19/2009 9:52:20 AM	Login times: 0, from POSManage
admin	01	ONE	Login failed	127.0.0.1	sam	2/19/2009 9:52:24 AM	Login times: 0, from POSManage
admin	01	ONE	Login success	169.254.141.33	sam	2/19/2009 9:49:44 AM	Login times: 0, from POSManage
admin	01	ONE	Login success	10.1.0.159	sam	2/19/2009 7:20:52 AM	Login times: 0, from POSManage
admin	01	ONE	Login success	10.128.0.243	sam	2/17/2009 8:48:10 PM	Login times: 0, from POSManage
admin	01	ONE	Login success	192.168.1.117	sam	2/13/2009 12:37:13 PM	Login times: 0, from POSManage
admin	01	ONE	Login success	182.166.1.00	colin	2/2/2009 4:53:45 PM	Login times: 0, from POSManage
admin	01	ONE	Login success	192.168.1.88	colin	1/20/2009 11:33:26 AM	Login times: 0, from POSManage
admin	01	ONE	Login success	192.168.1.88	colin	1/20/2009 11:32:49 AM	Login times: 0, from POSManage

Log System

Inventory Log

The inventory log is a list of all changes that have occurred in your inventory.

Inventory Log							
Drag a column header here to group by that column							
Log Date	Item	Description	Old Qty	Inc. Qty	Change Type	Change Note	Sales Person
8/12/2005 11:29:39 AM	C-1001-MG	COMPLEMEMNTS SALAD PLATE M	0	4	Return Item	ST-0506-00-0000	admin
8/11/2005 11:40:41 AM	.13	WOOD BACK	0	1	Void Ticket	ST-0506-00-0000	admin
8/11/2005 11:40:41 AM	00001	TABLE TOPICS BASIC	0	1	Void Ticket	ST-0506-00-0000	admin
8/11/2005 11:39:31 AM	001001018	placemats line	0	1	Void Ticket	ST-0505-00-0000	admin
8/10/2005 4:49:35 PM	001001500	PLACEMATS MANILA	0	4	Cancel Ticket	ST-0505-00-0000	admin
8/10/2005 4:49:35 PM	001001501	PLACEMATS IFUGAD	0	1	Cancel Ticket	ST-0505-00-0000	admin
8/10/2005 4:49:35 PM	001002090	BAMBOO BUNTAL PLACEMATS NAT	0	1	Cancel Ticket	ST-0505-00-0000	admin
8/10/2005 4:49:35 PM	00121-OSTA	HOSTA MEDIUM TRAY 23X17	0	1	Cancel Ticket	ST-0505-00-0000	admin
8/10/2005 4:49:35 PM	00121-TRG	TORTOISE MEDIUM TRAY 23X17	5	1	Cancel Ticket	ST-0505-00-0000	admin
8/10/2005 4:49:35 PM	00122-PIZ	WHITE ON WHITE SMALL TRAY 18	0	1	Cancel Ticket	ST-0505-00-0000	admin
8/10/2005 4:49:35 PM	0025-BALSA	RAYMATS COLOR BALSA	0	1	Cancel Ticket	ST-0505-00-0000	admin
8/10/2005 4:49:35 PM	.11	BASE CAB 117X21X34, 4DRAWER 2	-3	4	Cancel Ticket	ST-0505-00-0000	admin
8/10/2005 12:46:08 PM	.11	BASE CAB 117X21X34, 4DRAWER 2	1	-1	Sell Goods	ST-0505-00-0000	admin
8/10/2005 12:46:08 PM	.13	WOOD BACK	-5	5	Sell Goods	ST-0505-00-0000	admin
8/10/2005 12:46:08 PM	.11	BASE CAB 117X21X34, 4DRAWER 2	0	-3	Sell Goods	ST-0505-00-0000	admin
8/10/2005 12:41:55 PM	.11	BASE CAB 117X21X34, 4DRAWER 2	-3	-4	Sell Goods	ST-0505-00-0000	admin
8/10/2005 12:41:55 PM	.13	WOOD BACK	-3	2	Sell Goods	ST-0505-00-0000	admin
7/26/2005 4:06:38 PM	01105	PITCHER 10" H FLEUR ROUGE	10	-2	Damaged Alter Shi	Broken	admin
7/26/2005 3:34:32 PM	01110	RECTANGULAR BAKER FLEUR COL	20	1	Replacement	Replacement	admin
7/26/2005 1:34:33 PM	01105	PITCHER 10" H FLEUR ROUGE	0	10	Increase Inventory	CA-0507-00-0000	admin
7/26/2005 1:34:33 PM	01110	RECTANGULAR BAKER FLEUR COL	0	20	Increase Inventory	CA-0507-00-0000	admin
7/26/2005 1:34:33 PM	01113	WINE COOLER VASE FLEUR ROUG	0	12	Increase Inventory	CA-0507-00-0000	admin
7/26/2005 1:24:39 PM	001016307	RAFFIA RUNNER-NAT W/SQUARE B	0	10	Increase Inventory	CA-0507-00-0000	admin
7/26/2005 1:24:39 PM	001016306	RAFFIA RUNNER-NAT W/ROUND B	0	20	Increase Inventory	CA-0507-00-0000	admin
7/26/2005 1:24:39 PM	001016305	RAFFIA RUNNER-NAT W/RECT BLK	0	3	Increase Inventory	CA-0507-00-0000	admin
7/26/2005 1:24:39 PM	00121-TRG	TORTOISE MEDIUM TRAY 23X17	0	5	Increase Inventory	CA-0507-00-0000	admin

Close

Log System

Item Bill Log

The Item Bill Log is a list of all of the changes that have been applied to item bills.

Item Bill Log						
Drag a column header here to group by that column						
Log Date	NO	Field	Old Value	Current Value	Change Type	Sales Person
8/22/2005 11:05:03 AM	RI-0508-00-000004	Item Amount	5500	5472.5	Edt	admin
8/22/2005 11:05:03 AM	RI-0508-00-000004	Sub Total	5500	5472.5	Edt	admin
8/22/2005 11:05:03 AM	RI-0508-00-000004	Total	5500	5472.5	Edt	admin
8/9/2005 11:19:44 AM	RI-0508-00-000005	Sub Total	145	150	Edt	admin
8/9/2005 11:19:44 AM	RI-0508-00-000005	Total	145	150	Edt	admin
8/9/2005 11:19:36 AM	RI-0508-00-000005	Item Quantity	0	1	Add	admin
8/9/2005 11:19:36 AM	RI-0508-00-000005	Item Cost	0	5	Add	admin
8/9/2005 11:19:36 AM	RI-0508-00-000005	Item Amount	0	5	Add	admin
8/9/2005 10:36:01 AM	RI-0508-00-000005	Vendor	ADDISON INTERIOR:	AARONSON NOON	Edt	admin
8/9/2005 10:36:01 AM	RI-0508-00-000005	Ref. NO.			Edt	admin
8/9/2005 10:36:01 AM	RI-0508-00-000005	Date	2005-8-9 10:33:09	2005-8-9 10:35:49	Edt	admin
8/9/2005 10:36:01 AM	RI-0508-00-000005	R. I. NO.	RI-0508-00-000004	RI-0508-00-000005	Edt	admin
8/9/2005 10:36:01 AM	RI-0508-00-000005	Sub Total	5500	145	Edt	admin
8/9/2005 10:36:01 AM	RI-0508-00-000005	Freight	0		Edt	admin
8/9/2005 10:36:01 AM	RI-0508-00-000005	Total	5500	145	Edt	admin
8/9/2005 10:35:59 AM	RI-0508-00-000005	Item Quantity	0	1	Add	admin
8/9/2005 10:35:59 AM	RI-0508-00-000005	Item Cost	0	145	Add	admin
8/9/2005 10:35:59 AM	RI-0508-00-000005	Item Amount	0	145	Add	admin
8/9/2005 10:33:30 AM	RI-0508-00-000004	Item Quantity	1	200	Edt	admin
8/9/2005 10:33:30 AM	RI-0508-00-000004	Item Amount	27.5	5500	Edt	admin
8/9/2005 10:33:24 AM	RI-0508-00-000004	Item Quantity	0	1	Add	admin
8/9/2005 10:33:24 AM	RI-0508-00-000004	Item Cost	0	27.5	Add	admin
8/9/2005 10:33:24 AM	RI-0508-00-000004	Item Amount	0	27.5	Add	admin
8/9/2005 10:30:54 AM	RI-0508-00-000003	Item Quantity	1	20	Edt	admin
8/9/2005 10:30:54 AM	RI-0508-00-000003	Item Amount	138	2760	Edt	admin
8/9/2005 10:30:47 AM	RI-0508-00-000003	Item Quantity	0	1	Add	admin
8/9/2005 10:30:47 AM	RI-0508-00-000003	Item Cost	0	138	Add	admin
8/9/2005 10:30:47 AM	RI-0508-00-000003	Item Amount	0	138	Add	admin
8/9/2005 10:27:00 AM	RI-0508-00-000002	Item Quantity	1	120	Edt	admin
8/9/2005 10:27:00 AM	RI-0508-00-000002	Item Amount	5	600	Edt	admin
8/9/2005 10:27:00 AM	RI-0508-00-000002	Item Quantity	1	50	Edt	admin

Item: Descrpt:

Log System

Purchase Order Log

The Purchase Order Log is a list all of the changes that have been made to purchase orders.

Purchase Order Log						
Drag a column header here to group by that column						
Log Date	NO.	Field	Old Value	Current Value	Change Type	Sales Person
8/9/2005 9:55:43	RO-0508-00-000003	R.O. NO.	RO-	RO-0508-00-000003	Edit	admin
8/9/2005 9:55:43	RO-0508-00-000003	Freight	0	20	Edit	admin
8/9/2005 9:55:43	RO-0508-00-000003	Total	0	620	Edit	admin
8/9/2005 9:55:18	RO-0508-00-000003	Item Quantity	0	1	Add	admin
8/9/2005 9:55:18	RO-0508-00-000003	Item Rate	0	25	Add	admin
8/9/2005 9:55:18	RO-0508-00-000003	Item Amount	0	25	Add	admin
8/9/2005 9:55:11	RO-0508-00-000003	Item Quantity	0	1	Add	admin
8/9/2005 9:55:11	RO-0508-00-000003	Item Rate	0	0	Add	admin
8/9/2005 9:55:11	RO-0508-00-000003	Item Amount	0	0	Add	admin
8/7/2005 2:58:25	RO-0505-00-000001	Total	3125	3311	Edit	admin
8/7/2005 2:58:25	RO-0505-00-000001	Item Quantity	1	4	Edit	admin
8/7/2005 2:58:25	RO-0505-00-000001	Item Amount	54	216	Edit	admin
8/7/2005 2:58:14	RO-0505-00-000001	Item Quantity	0	1	Add	admin
8/7/2005 2:58:14	RO-0505-00-000001	Item Rate	0	54	Add	admin
8/7/2005 2:58:14	RO-0505-00-000001	Item Amount	0	54	Add	admin
8/7/2005 2:58:08	RO-0505-00-000001	Item Quantity	1	0	Delete	admin
8/7/2005 2:58:08	RO-0505-00-000001	Item Rate	30	0	Delete	admin
8/7/2005 2:58:08	RO-0505-00-000001	Item Amount	30	0	Delete	admin
8/7/2005 2:38:27	RO-0505-00-000001	Total	3045	3125	Edit	admin
8/7/2005 2:38:27	RO-0505-00-000001	Item Quantity	1	4	Edit	admin
8/7/2005 2:38:27	RO-0505-00-000001	Item Rate	11	20	Edit	admin
8/7/2005 2:38:27	RO-0505-00-000001	Item Amount	11	80	Edit	admin
8/7/2005 2:37:42	RO-0505-00-000001	Total	3015	3045	Edit	admin
8/7/2005 2:29:11	RO-0505-00-000001	Vendor	ADS	AJ'S	Edit	admin
8/7/2005 2:29:11	RO-0505-00-000001	Vendor Address	ADSCHURCH RO	AJ'SMICHELE S. LEV	Edit	admin
8/7/2005 2:14:32	RO-0505-00-000001	Vendor Address	ADS1111 CHURC	ADSCHURCH ROAD	Edit	admin
8/7/2005 2:14:32	RO-0505-00-000001	Freight	0	15	Edit	admin
8/7/2005 2:14:32	RO-0505-00-000001	Total	2840	3015	Edit	admin
8/7/2005 2:14:32	RO-0505-00-000001	Item Quantity	8	10	Edit	admin
8/7/2005 2:14:32	RO-0505-00-000001	Item Amount	640	800	Edit	admin

Item: Descrpt: Close

Log System

Sales Ticket Log

The Sales Ticket Log is a list of all the changes that have been made to sales tickets.

Sales Ticket Log						
Drag a column header here to group by that column						
Log Date	NO.	Field	Old Value	Current Value	Change Type	Sales Person
8/10/2005 10:10:32 AM	ST-0505-00-000007	Total Pay	4547.625	4560.675	Edit	admin
8/10/2005 10:10:30 AM	ST-0505-00-000007	Item Quantity		1	Add	admin
8/10/2005 10:10:30 AM	ST-0505-00-000007	Item Rate		12	Add	admin
8/10/2005 10:10:30 AM	ST-0505-00-000007	Item Amount		12	Add	admin
8/10/2005 10:10:30 AM	ST-0505-00-000007	Item Tax		Tax	Add	admin
8/10/2005 10:10:08 AM	ST-0505-00-000007	Item Number	001001500	001001501	Edit	admin
8/10/2005 10:10:08 AM	ST-0505-00-000007	Item Description	PLACEMATS MAN	PLACEMATS IFUC	Edit	admin
8/10/2005 10:10:08 AM	ST-0505-00-000007	Item Number	00121-TRG	00122-PIZ	Edit	admin
8/10/2005 10:10:08 AM	ST-0505-00-000007	Item Description	TORTOISE MEDIU	WHITE ON WHITI	Edit	admin
8/10/2005 10:10:08 AM	ST-0505-00-000007	Item Rate	276	160	Edit	admin
8/10/2005 10:10:08 AM	ST-0505-00-000007	Item Amount	276	160	Edit	admin
8/10/2005 10:10:08 AM	ST-0505-00-000007	Tax	288.22	352.62	Edit	admin
8/10/2005 10:10:08 AM	ST-0505-00-000007	Total	3747.225	4547.625	Edit	admin
8/10/2005 10:10:08 AM	ST-0505-00-000007	Total Pay	3747.225	4547.625	Edit	admin
8/10/2005 10:09:44 AM	ST-0505-00-000007	Item Quantity		1	Add	admin
8/10/2005 10:09:44 AM	ST-0505-00-000007	Item Rate		276	Add	admin
8/10/2005 10:09:44 AM	ST-0505-00-000007	Item Amount		276	Add	admin
8/10/2005 10:09:44 AM	ST-0505-00-000007	Item Tax		Tax	Add	admin
8/10/2005 10:09:21 AM	ST-0505-00-000007	Item Quantity		1	Add	admin
8/10/2005 10:09:21 AM	ST-0505-00-000007	Item Rate		276	Add	admin
8/10/2005 10:09:21 AM	ST-0505-00-000007	Item Amount		276	Add	admin
8/10/2005 10:09:21 AM	ST-0505-00-000007	Item Tax		Tax	Add	admin
8/10/2005 10:09:09 AM	ST-0505-00-000007	Item Quantity		1	Add	admin
8/10/2005 10:09:09 AM	ST-0505-00-000007	Item Rate		276	Add	admin
8/10/2005 10:09:09 AM	ST-0505-00-000007	Item Amount		276	Add	admin
8/10/2005 10:09:09 AM	ST-0505-00-000007	Item Tax		Tax	Add	admin
8/10/2005 10:09:01 AM	ST-0505-00-000007	Item Quantity		1	Add	admin
8/10/2005 10:09:01 AM	ST-0505-00-000007	Item Rate		13	Add	admin
8/10/2005 10:09:01 AM	ST-0505-00-000007	Item Amount		13	Add	admin
8/10/2005 10:09:01 AM	ST-0505-00-000007	Item Tax		Tax	Add	admin
8/10/2005 10:08:51 AM	ST-0505-00-000007	Item Quantity		1	Add	admin

Item: 001001500

Descript: PLACEMATS MANILA

Close

Sales Ticket Log

Sale To

Old Value

Current Value

Drag a column header here to group by that column

Log Date	NO.	Field	Old Value	Current Value	Change Type	Sales Person
8/10/2005 10:0	ST-0505-00-000007	Item Amount		276	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Tax		Tax	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Quantity		1	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Rate		276	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Amount		276	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Tax		Tax	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Quantity		1	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Rate		276	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Amount		276	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Tax		Tax	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Quantity		1	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Rate		13	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Amount		13	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Tax		Tax	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Quantity		1	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Rate		11	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Amount		11	Add	admin
8/10/2005 10:0	ST-0505-00-000007	Item Tax		Tax	Add	admin
8/9/2005 2:55:4	ST-0505-00-000007	Item Quantity	1	4	Edit	admin
8/9/2005 2:55:4	ST-0505-00-000007	Item Amount	11	44	Edit	admin
8/9/2005 2:55:4	ST-0505-00-000007	Customer	A R FRESTON	574 Oakdale Ave.	Edit	admin
8/9/2005 2:55:4	ST-0505-00-000007	Sale To		Jennifer Saravis	Edit	admin
8/9/2005 2:55:4	ST-0505-00-000007	Tax Rate		TAXC-00000001	Edit	admin
8/9/2005 2:55:4	ST-0505-00-000007	Tax	0	288.22	Edit	admin
8/9/2005 2:55:4	ST-0505-00-000007	Freight	0	20	Edit	admin
8/9/2005 2:55:4	ST-0505-00-000007	Total	3395	3747.225	Edit	admin
8/9/2005 2:55:4	ST-0505-00-000007	Total Pay	3395	3747.225	Edit	admin
8/9/2005 2:55:4	ST-0505-00-000007	Item Quantity		1	Add	admin

Close

Log System

Special Order Log

The Special Order Log is a list of all of the changes that have been made for special orders

Special Order Log						
Drag a column header here to group by that column						
Log Date	NO.	Field	Old Value	Current Value	Change Type	Sales Person
8/8/2005 3:09:59 PM	SO-0505-00-000002	Vendor	AMALFI	AARCO, DISPLAY PROD	Edit	admin
8/8/2005 3:09:59 PM	SO-0505-00-000002	Vendor Address	AMALFIMICHELE	AARCO2454 E. FENDER	Edit	admin

Special Order Log

Vendor Address Old Value Current Value

AMALFI
MICHELE LEVITT
1566 MERCHANDISE MART

AARCO
2454 E. FENDER AVE.
FULLERTON CA 92831

Drag a column header here to group by that column

Log Date	NO.	Field	Old Value	Current Value	Change Type	Sales Person
8/8/2005 3:09:59 PM	SO-0505-00-000002	Vendor	AMALFI	AARCO, DISPLAY PROD	Edit	admin
8/8/2005 3:09:59 PM	SO-0505-00-000002	Vendor Address	AMALFIMICHELE	AARCO2454 E. FENDER	Edit	admin

Close

Log System

Special Ticket Log

The Special Ticket Log is a list all of of the changes that have been made on special tickets.

Special Ticket Log						
Drag a column header here to group by that column						
Log Date	NO.	Field	Old Value	Current Value	Change Type	Sales Person
8/8/2005 11:01:07 AM	SS-0506-00-000017	Item Closed	N	Y	Edit	admin
8/8/2005 11:01:07 AM	SS-0506-00-000017	Deposit	673.8	894.2	Edit	admin
8/8/2005 11:01:07 AM	SS-0506-00-000017	Total DUE	360.4	140	Edit	admin
8/8/2005 11:01:07 AM	SS-0506-00-000017	Today's Payment	0	220.4	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Ordered	1	2	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Amount	220.4	440.8	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Tax	Tax	Non	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Closed	Y	N	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Ordered	1	4	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Rate	11	50	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Amount	11	200	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Customer	BRUCE KAISER	BRITTANY ROSS	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Sale To	BRUCE KAISER114	BRITTANY ROSS612	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Payment Method	CASH	CC - American Express	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	All items have been	Y	N	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Tax Rate	8.75	0.00	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Sub Total	573.8	994.2	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Tax	50.21	0	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Freight	0	40	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Total	624.01	1034.2	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Deposit	624.01	673.8	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Total DUE	0	360.4	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Today's Payment	337.11	0	Edit	admin
8/8/2005 10:59:46 AM	SS-0506-00-000017	Item Send Date		2005-9-8 10:59:37	Add	admin
8/8/2005 10:59:46 AM	SS-0506-00-000017	Item Ordered		1	Add	admin
8/8/2005 10:59:46 AM	SS-0506-00-000017	Item Rate		11	Add	admin
8/8/2005 10:59:46 AM	SS-0506-00-000017	Item Amount		11	Add	admin
8/8/2005 10:59:46 AM	SS-0506-00-000017	Item Tax		Tax	Add	admin
8/8/2005 10:59:46 AM	SS-0506-00-000017	Item Closed		N	Add	admin

Item: Descript:

Special Ticket Log

Sale To	Old Value	Current Value
BRUCE KAISER 114 RIDGE AVE. EVANSTON IL 60202		BRITTANY ROSS 612 NORTH SHORE DR. #3 BELLINGHAM WA 98226

Drag a column header here to group by that column

Log Date	NO.	Field	Old Value	Current Value	Change Type	Sales Person
8/8/2005 11:01:07 AM	SS-0506-00-000017	Item Closed	N	Y	Edit	admin
8/8/2005 11:01:07 AM	SS-0506-00-000017	Deposit	673.8	894.2	Edit	admin
8/8/2005 11:01:07 AM	SS-0506-00-000017	Total DUE	360.4	140	Edit	admin
8/8/2005 11:01:07 AM	SS-0506-00-000017	Today's Payment	0	220.4	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Ordered	1	2	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Amount	220.4	440.8	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Tax	Tax	Non	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Closed	Y	N	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Ordered	1	4	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Rate	11	50	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Item Amount	11	200	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Customer	BRUCE KAISER	BRITTANY ROSS	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Sale To	BRUCE KAISER114	BRITTANY ROSS61	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Payment Method	CASH	CC - American Expres	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	All items have been	Y	N	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Tax Rate	8.75	0.00	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Sub Total	573.8	994.2	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Tax	50.21	0	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Freight	0	40	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Total	624.01	1034.2	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Deposit	624.01	673.8	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Total DUE	0	360.4	Edit	admin
8/8/2005 11:00:59 AM	SS-0506-00-000017	Today's Payment	337.11	0	Edit	admin
8/8/2005 10:59:46 AM	SS-0506-00-000017	Item Send Date		2005-9-8 10:59:37	Add	admin
8/8/2005 10:59:46 AM	SS-0506-00-000017	Item Ordered		1	Add	admin
8/8/2005 10:59:46 AM	SS-0506-00-000017	Item Rate		11	Add	admin
8/8/2005 10:59:46 AM	SS-0506-00-000017	Item Amount		11	Add	admin
8/8/2005 10:59:46 AM	SS-0506-00-000017	Item Tax		Tax	Add	admin

Close

Sales Promotion

This window shows a list of all of the sales promotions that you have entered to date. You can make new sales promotions and edit and update existing promotions. By clicking new or edit you will open the sales promotion editor, as seen below:

The screenshot shows the 'Sales Promotion' editor window. It includes fields for 'Promotion Code' (PM-0902-001) and 'Promotion Title'. There are radio buttons for 'Item' type: Numerical Value (selected), Percentage, Discount Package, Bundle, Ticket, and Discount/Ticket. There are also sections for 'Data Range' (Starting Date: 2/19/2009, Ending Date: 2/28/2009), 'Monthly Recurrence' (set to 1st), and 'Weekly Recurrence' (set to Monday). A 'Barcode' field is present. The main area is a table with columns 'Item', 'Description', and 'Price', currently showing '<No data to display>'. The bottom of the window has a toolbar with buttons: New, Set Discount Rate, Save & Close, Save, Revert, and Close.

At the 'Sales Promotion' window, you can create a new sales promotion.

Step 1: input the 'promotion title'.

Step 2 : Select the behavior of the promotion if an item involved already has "special pricing".

Step 3: Select the item type for the promotion, numerical value, percentage, discount package, or bundle.

Step 4: Select the starting date and ending date for the promotion and add a 'note' if needed.

Step 5: Select the monthly recurrence settings for promotions that will vary on a monthly basis.

Step 6: Select the weekly recurrence settings for promotions that will vary on a weekly basis.

Step 7: For discount package or bundle types, set values in the item quantity or bundle quantity fields.

Step 8: For numerical value or percentage types, set the values by clicking the 'set discount rate' button.



The image shows a software dialog box titled "Promotion Discount". It has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there are two main input fields: "Discount Type" with a dropdown menu currently showing "Percentage", and "Discount Value" with a text box containing "0.00" and a spinner control. Below these fields, a red note reads: "Note: Discount Value must less than 100 for percentage .". At the bottom of the dialog, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a blue circular arrow icon.

Step 9: Use the load items button or the barcode field to enter the items you want into the promotion.

Step 10: Click the 'Save' button to save and activate the promotion.

Discount Levels

This *Discount Levels* window allows you to set up the discount levels that are accessible inside of your point of sale tickets.

The screenshot shows a software window titled "Discount Levels". On the left, there is a "Discount List" table with columns for Name, Value, Value Type, Authorization, and Disab. The table contains two entries: "10 % VIP Discount" with a value of 10, Percentage type, Activation Code authorization, and a disabled checkbox; and "Default" with a value of 0, Percentage type, No Authorization, and a disabled checkbox. On the right, the "Discount Detail" panel is configured for the "10 % VIP Discount". It shows the Name field filled with "10 % VIP Discount", the Value field set to 10, and a "Disabled" checkbox. Below this, a dropdown menu for "If a product is a Special" is set to "Apply to Product Price and Replace Special". There are two sections of radio buttons: "Value Type" with "Percentage" selected, and "Authorization" with "Activation Code" selected. A "Categories" list includes Liquor, Cigarettes, Food, Grocery, and Beer, with "Add" and "Remove" buttons. At the bottom right are "Save" and "Close" buttons.

Name	Value	Value Type	Authorization	Disab
10 % VIP Discount	10	Percentage	Activation Code	<input type="checkbox"/>
Default	0	Percentage	No Authorization	<input type="checkbox"/>

The left side of the window is a list of all the discount levels that are set up in the system. The right section "Discount Detail," is where you edit the details of the discount levels.

To add or remove a discount level click the "+" or "-" symbols in the left window.

To add a new discount level follow these steps after clicking the "+" symbol.

Step 1: input the name for your discount.

Step 2 : Type in the amount of the discount, this can be a percentage or a dollar amount.

Step 3: You may choose to disable a discount level with the disable check box.

Step 4: Select the behavior for the discount level in cases where items have "Special Pricing"

Step 5: Select the type of the discount, percentage or numerical value.

Step 6: Select the authorization type for the discount. Selecting "*Activation code*" requires a user to type his/her activation code to use the discount level. Selecting "*User Authorization*" requires a user to be a manager to use the discount level. Selecting "*No Authorization*" allows any user to use the discount.

Step 7: Use the add or remove buttons to select the item categories that should be able to receive the discount.

Step 8: Click save to save your discount level.

Simple Sales Ticket

Simple Sales Ticket is recommended to use for checking out customers quickly.

- [Overview](#)
- [Open simple sales ticket](#)
- [Create a new ticket](#)
- [Browse and Modify existing tickets](#)

See Also:

[Discounts](#)

Short Keys For Simple Sales Ticket

Simple Sales Ticket

- A new simple sales ticket will be automatically created the first time you open the window. After that, you can click on the "Save & New" button to save the current ticket and open a new ticket. Simple ticket screens in POS Manager and POS Client look slightly different:


Simple Ticket in POS Manager:

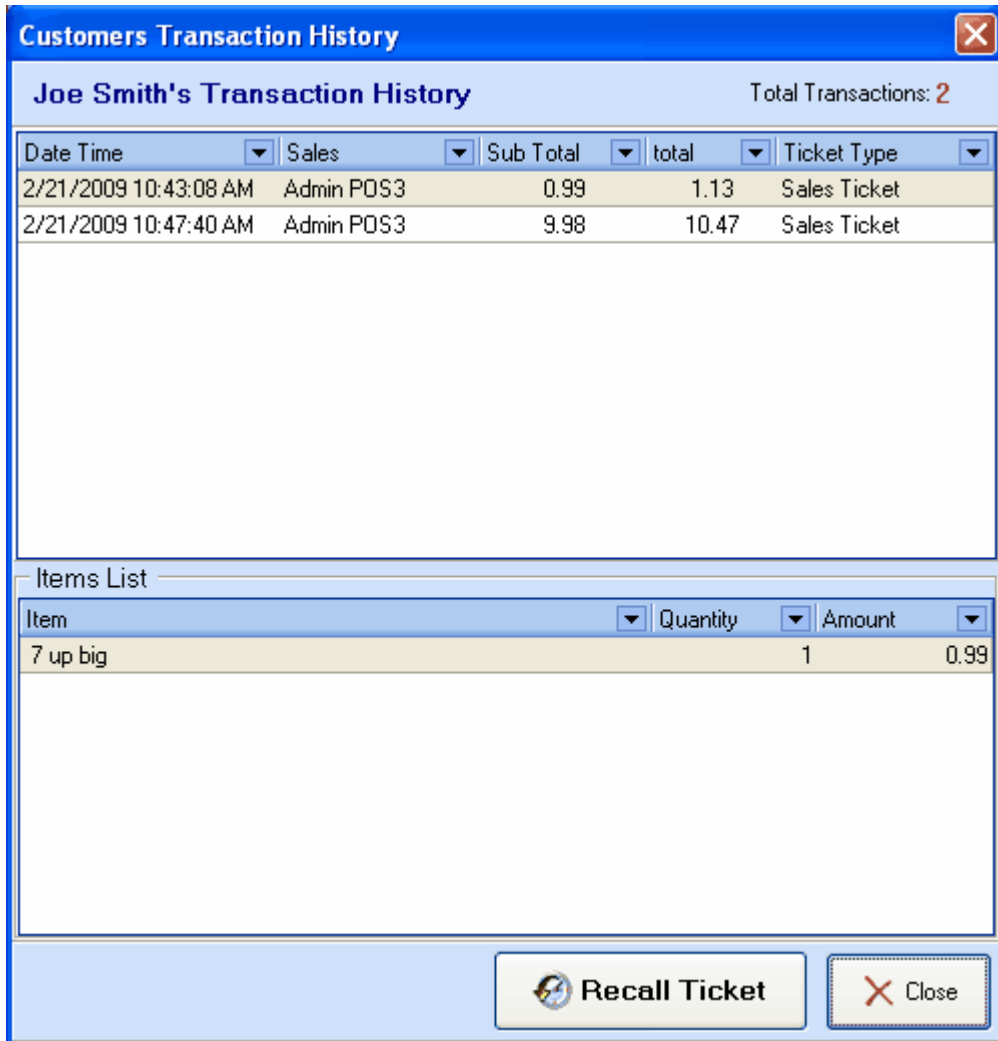
Simple Ticket in POS Client (available to full version only):

<< Customer : <input type="text"/>		Reward Points: 0		Sales Person : <input type="text"/>	
SUB TOTAL : \$0.00		Tender		Catch All Items	
TOTAL TAX : \$0.00		Payout		Func. Keys	
TOTAL G.S : \$0		Food Stamp			
TIP :		Money Order [F1]		Issue Gift Card Gift Certificate Sold [F2]	
Total : \$0.00		Cancel Sale[ESC]		CRV Deposit[F3]	
		No Sale [F4]		Check [F10]	
		Multiple Payments [F7]		Coupon [F6]	
		Gift Card [F8]		Credit Card [F11]	
		Store Credit Gift Certificate [F9]		Cash [F12]	

Items						Change Quantity	Calculate (T)
BarCode	Item	Quantity	Price	Discount	Amount	C	A
Item SKU Search						Default No Authorization	
+ Add - Remove						10% off No Authorization	
No image to display						20% off User Level	
Show Weight						\$10 off Activation Code	
<No data to display>							

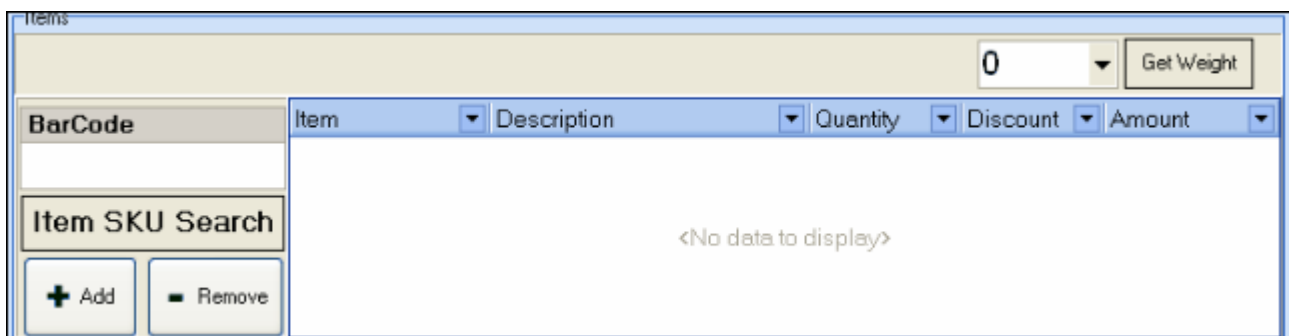
Check Price	Item Desc	⏪	⏩	Save&New	Promotion	Hold	Receipt	Save & Close	Close
-------------	-----------	---	---	----------	-----------	------	---------	--------------	-------

- Selecting customers:** if you have entered a customer's info in your system you may select the customer's name in the customer drop-list. By doing so you assign the current ticket to that customer. To bring up the customer purchase history, click  right next to customer's name. to recall the customer history:



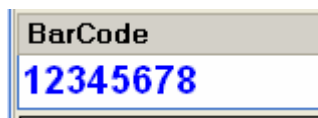
select a ticket in the history, click Recall Ticket to recall selected ticket to the current ticket window.

- **Adding Non Catch-All Items to a simple ticket:**



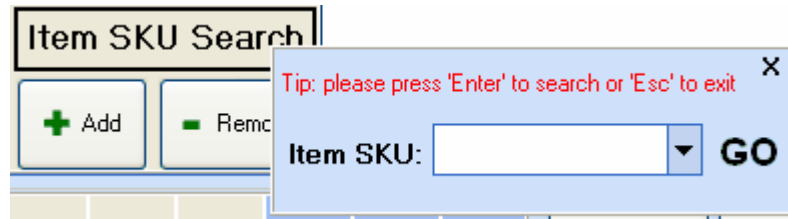
There are 3 different ways to add a non Catch All item to a simple ticket:

- Scan or enter a barcode:

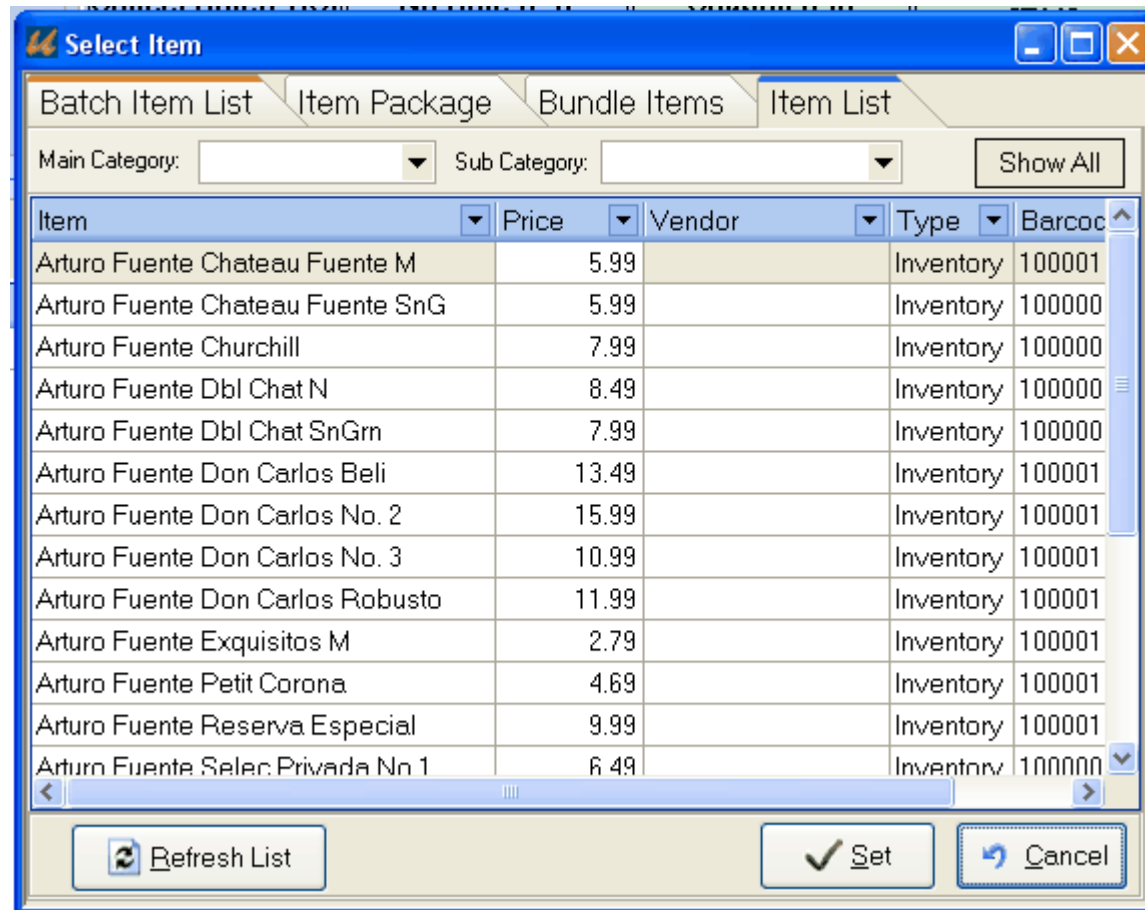


- Enter An Item SKU: First click the "Item SKU Search" button and the Item SKU window will appear. In the item SKU window then type or enter the item

sku. Once the SKU is entered press the "GO" button or hit the enter key.



- Click "+ Add" to look up the item; You can search this menu from 4 different tabs:
- The "Item List" Tab generates a list of all of your items or the items in a Main Category and Subcategory that you indicate by choosing them from the drop-down boxes
- The "Bundle Items" List shows all of your bundle items
- The "Item Package" list shows all items that are packages of other items in your inventory
- The "Batch Item List" lists all of your batch items



After navigating this menu and highlighting the line item you would like to add to your ticket, you then click the "Set" button at the bottom to add the item to your ticket.

The Short-cut board :

- The Tender Tab: This tab has all of your payment options for closing the current ticket. It also contains the no-sale, cancel sale, and money-order function keys.

Tender	Catch All Items	Payout	Key Pad	Food Stamp
Money Order [F1]	Issue Gift Card Gift Certificate Sold [F2]	CRV Deposit[F3]	Check [F10]	
Cancel Sale[ESC]	No Sale [F4]	Coupon [F6]	Credit Card [F11]	
Multiple Payments [F7]	Gift Card [F8]	Store Credit Gift Certificate [F9]	Cash [F12]	

- **The Catch All Items Tab:** Catch all items allow you to ring in non-inventory items on a ticket. The catch-all items tab contains the item categories for which you can ring in a catch-all item by typing in a price. Simply type the price into the window then select the category to add the item to your ticket.

Tender	Catch All Items	Payout	Func. Keys	Food Stamp
Catch All Item Price		0	<input type="checkbox"/> Non Tax	
Wines [F1]	Liquor [F2]	Misc [F3]		
Cigars [F7]	Non Tax [F8]	Wine Tasting [F9]		
Beer [F10]	Cheese [F11]	Shipping_Delivery [F12]		

- **The Payout Tab:** This tab shows all of your payout items for transactions that require money to be paid from the register. To execute and close a payout ticket; click the type of payout you want to execute, enter the transaction details in the windows that appear, and select how to tender the payout.

Tender	Catch All Items	Payout	Key Pad	Food Stamp
Cash Check	Lotto Scratcher Payout			
Lottery Payout	Office Supplies Payout			
Pay for Order				

- **KeyPad Tab:** This tab is a numerical keypad that you can use to enter barcodes or SKUs manually

Tender	Catch All Items	Payout	Key Pad	Food Stamp
7	8	9	0	Clear
4	5	6	.	Enter Code
1	2	3	.	

- **Foodstamp Tab:** This tab shows the details for accepting payments via food stamps

Tender	Catch All Items	Payout	Key Pad	Food Stamp
<input type="checkbox"/> Use Food Stamp				Total W/O Food Sta \$0.00
Amount (Input or Select) \$0.00		Stamp NO. (Input)		Total W/ Food Stam \$0.00
\$5 \$10 \$15 \$20 \$25 \$30 < >				Extra Payment \$0.00

- **Sub-total, tax and total:** This info bar displays the Tax and Amount totals for the current ticket. You may click on the total tax section to see a breakdown of what the tax includes.

SUB TOTAL: \$0.00	TOTAL TAX: \$0.00	Total (Payment) \$0.00	TOTAL G.S: \$0
Tender Catch All Items Payout Key Pad Food Stamp			

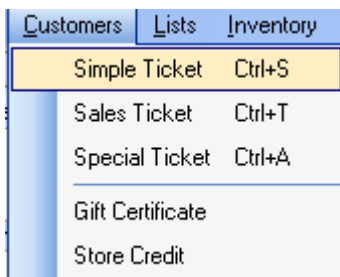
- **Message Display:** This section of the simple ticket window displays the amount of change from the last transaction and lists if the last transaction saved successfully.

Items
Save Successful Last Change: \$ 0.29

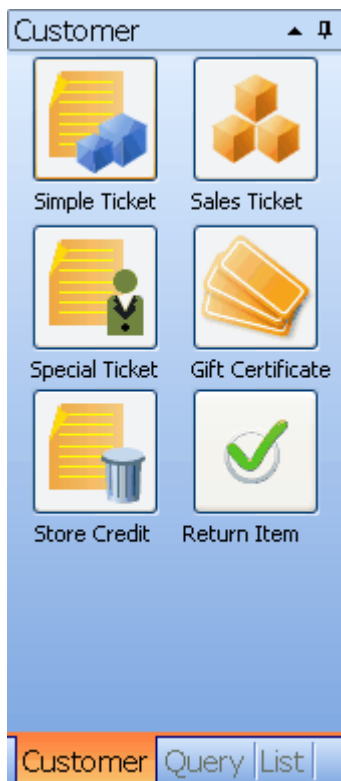
Opening A Simple Sales Ticket

There are three ways to open the simple sales ticket window in the POS program:

- **Select the Simple Ticket Option** from the *Customers* drop down menu.



- **From the Object Browser** on the left, choose "Simple Ticket".



- **By using a short cut key**
Hold "Ctrl" Key and hit the "s" key.

Simple Ticket Short Cut Keys

Please Note: Short Cut Keys only work with standard windows keyboards.

- **"+" (The Plus Sign Key):** clicking "+" the first time opens the Default Item Tab. After entering the price of the default item, clicking "+" the second time will add the item to the ticket as Default Item 01
- **"-" (The Minus Sign Key):** click "-" to move your cursor to the barcode scan input box and open the Key Display tab.
- **"*" (The Asterisk, or Multiplication Sign Key):** click "*" to open the Tender tab.
- **"Page Up":** click "Page Up" to save the current ticket and create a new ticket.
- **"/" (The Forward Slash, or Division Sign Key):** click "/" to print the receipt for the current ticket.
- **"W":** click "W" to get weight from a POS scale.

Tender

Tender	Catch All Items	Payout	Key Pad	Food Stamp
Money Order [F1]	Issue Gift Card Gift Certificate Sold [F2]	CRV Deposit[F3]	Check [F10]	
Cancel Sale[ESC]	No Sale [F4]	Coupon [F6]	Credit Card [F11]	
Multiple Payments [F7]	Gift Card [F8]	Store Credit Gift Certificate [F9]	Cash [F12]	

- Tender is the default short-cut board when you open a new simple sales ticket, You can always come back to this view either by clicking the Tender tab or hitting the "*" key on the right side of a standard windows keyboard.

Keys are grouped into 3 groups with different background colors: Payment Keys (Light green); Special Transaction Keys (Light yellow); Function Keys (Light blue).

- Payment Keys:** Payment keys have a light green background. These keys include Cash; Credit Card; Check; Multiple Payment; Gift Certificate/Store Credit; Gift Card; & Coupon.
 - Cash [F12]:** Clicking Cash on the screen or F12 on your keyboard will
 - Save the current ticket
 - Open the cash tender pop-up window

Change Cash

Due: \$25.00

Change: \$0.00

Cash:

\$1	\$2	\$5	\$10	\$20	\$50	\$100
1 cent	5 cents	10 cents	25 cents			
0	1	2	3	4	5	6
7	8	9	00	.	Backspace	
<u>CLEAR</u>			<u>SHOW CHANGE</u>			

Enter the cash amount you received from the customer, such as \$70.00 and hit the Enter key, or hit a shortcut button for the amount received such as \$100. Your change should appear in the window.

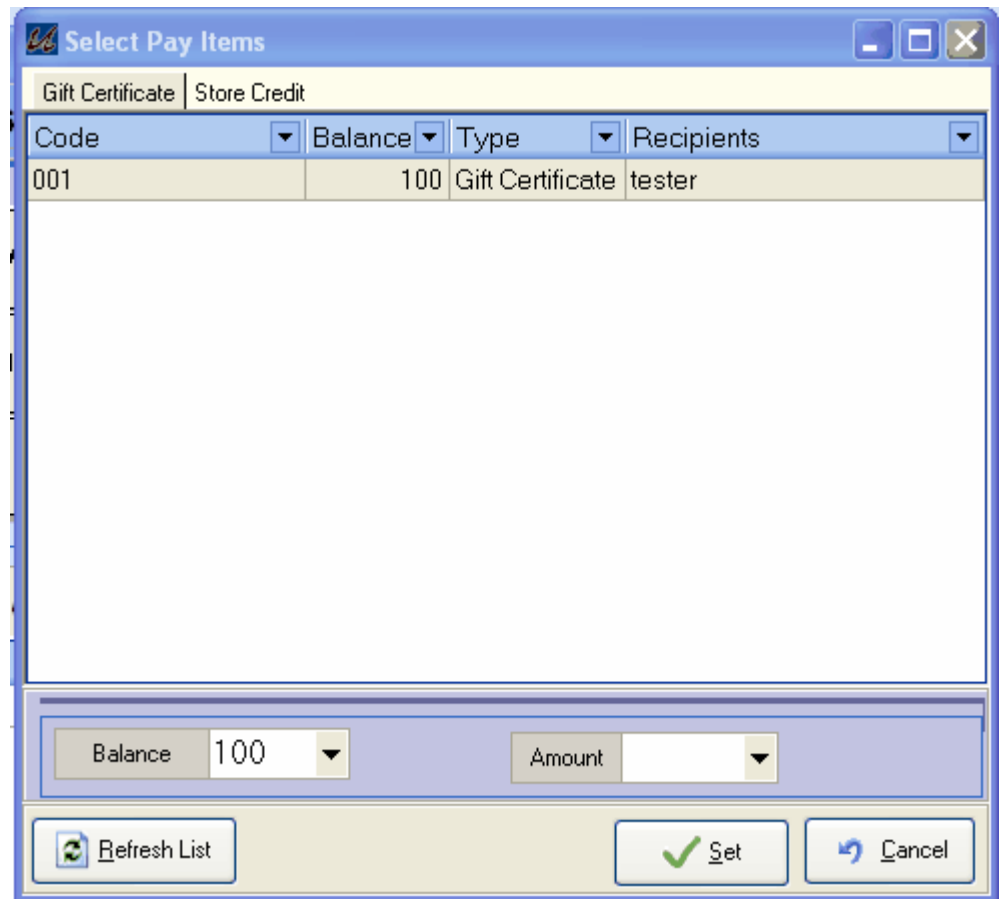
Before you hit enter again, you can still go back to the ticket without finalizing the transaction by clicking on "Back To Ticket". However, in order to cancel this transaction, you have to delete the items from the ticket. By hitting enter again you will save and close the ticket.

If you are sure that you want to finish this transaction, Hitting the Enter key again on the keyboard will close the window and print the receipt.

On the new ticket, you will still see a message telling you the change for the last transaction:

Save Successful | Last Change: \$ 5.06

- **Credit Card [F11]:** Click Credit Card on the screen or F11 on your keyboard will
 - Save the current ticket.
 - Pop up a window for you to select a credit card type
 - After you select a credit card type, if x-charge is selected in the store settings and installed, you will see the credit card swipe data capture window. If x-charge is not selected and installed, then the ticket will be saved and printed. In this case, you will need to process the credit card on your regular terminal.
- **Check [F10]:** Clicking Check on the screen or F10 on your keyboard will:
 - Save the current ticket.
 - Pop up a window for you to enter the check number and amount.
 - Closing that window will finish the transaction and print the ticket.
- **Store Credit /Gift Certificate [F9] :** using this payment methods will:
 - Pop up a window for you to look up the certificate or credit.
 - Selecting the Certificate or Credit and clicking "Set" will close the ticket and debit the Certificate amount or credit amount



- **Gift Card [F8]**
To use Gift Card payment method, you have to select the integrated payment processor PPI in Manage Store Settings -> Credit Card Processing.
- **Special Transaction Keys:** Special Transaction Keys have a light yellow background. These keys are: Money Order; Issue Gift Card/Gift Certificate Sold; CRV Deposit.
 - **Money Order:**
Money Order is a special type of transaction, therefore, **a money order ticket cannot be mixed with a regular ticket** . In other words, you can not add any items to a money order ticket.
 - To create a money order ticket, click the Money Order button or hit the key F1.
 - A pop-up window will ask you to enter the details for this transaction:

- Click "Ok" to close this window.
- You will see:

Item	Description	Quantity	Discount	Amount
Money Order	Issuer Name:Uniforce ; Benifiti	1	\$0.00	
Money Order Fee		1	\$0.00	

- Choose a payment method from the Tender Menu and finish this transaction
- **Issue Gift Card/Gift Certificate Sold:**

Like a Money Order, a **Gift Certificate Sold or Issue Gift Card cannot be mixed with a regular ticket** . These are another two types of special transactions that cannot be mixed with other items.

- To sell or register a new Gift Certificate, click on the button or F2.
- Enter the information required in the pop-up form:

Gift Certificate Sold

Gift Certificate Sold

G.C.NO.

Amount

Sale Date

Recipients

Issue Gift Card Ok Cancel

- Click "Ok" to close the window, you will see the following item on the ticket:

Item	Description	Quantity	Discount	Amount
Gift Certificate	G.C.NO.:001010 ; Amount:100 ;	1		\$0.00

- To issue Gift Card, select or enter a new customer, enter the total amount, then click Issue Gift Card, take a unclaimed gift card to swipe it, wait for the approval from the processor to confirm the success of the card issuing.
- **CRV Deposit:**

CRV Deposit can be used when you want to charge a CRV separately. It is better to set the CRV amount when you create items in your inventory, this function can be used when necessary to assign a CRV charge to an item at the time of a sale.

- Clicking on CRV Deposit button or Hitting "F3" on the keyboard will bring up a pop-up window:

CRV Input

CRV Input

CRV

Ok Cancel

- Enter the amount, click "Ok" to close the pop-up.
- Clicking the tax amount on the top of the ticket will open a pop up

window that displays the tax and CRV Details for the ticket.

The screenshot shows a software window titled "Tax Detail" with a close button in the top right corner. On the left side, there is a vertical menu with several options: "Tender" (light blue), "Money Order[F1]" (yellow), "Cancel Sale [ESC]" (light blue), "Multiple Payment [F7]" (green), and a partially visible "Change: \$ 0.09" (red) at the bottom. The main area of the window displays the following information:

TOTAL CRV: \$0.1

Total Tax Include
Total CRV : \$0.1
Total General Tax : \$0.82

General Tax List :

Title	Tax Value
Tax	\$ 0.82

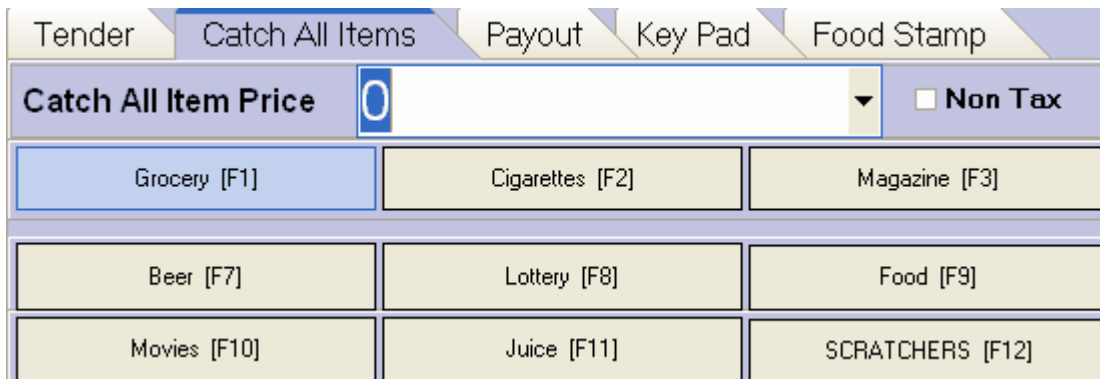
- **Functions Keys:** Function keys have light blue background. These two keys are Cancel Sale; No Sale.
 - Cancel Sale or Esc will clear the current ticket, however, if you have clicked any payment keys, then you can not cancel the current ticket, the only way is to remove the items from the ticket individually.
 - No Sale or F4 will open the cash drawer directly. *Please note that this function only works with Proxis recommended receipt printers.*

Default Items/Catch All Items

Default items or Catch-All Items are used when you want to add items on a ticket which have not been entered into your item database yet.

Each item category can have one Catch All item, and you can define up to 9 Catch All items buttons on this Default Item Tab. To setup Catch All items and buttons, please go to *Admin-->Catch All Items* .

- To add a default item to the ticket, you can either click the "Catch All Items" Tab or use the hot key, "+", on your keyboard.
- First, enter the price for the item such as 999(cash register style):

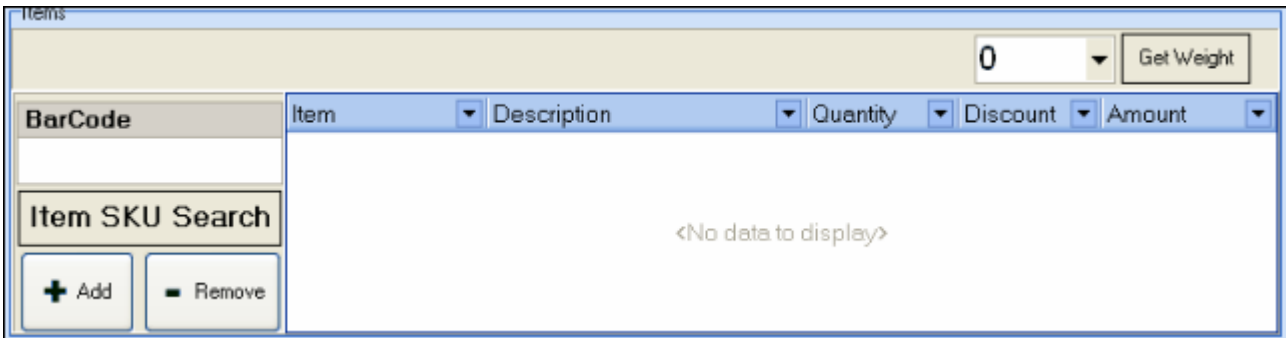


Tender	Catch All Items	Payout	Key Pad	Food Stamp
Catch All Item Price		0	<input type="checkbox"/> Non Tax	
Grocery [F1]	Cigarettes [F2]	Magazine [F3]		
Beer [F7]	Lottery [F8]	Food [F9]		
Movies [F10]	Juice [F11]	SCRATCHERS [F12]		

- Second, click the available buttons, "F#" or "Alt" + "#"key. You can also click "+" again if you only want to enter the item as the first default item: Grocery or "F1" or "Alt 1" in our example.

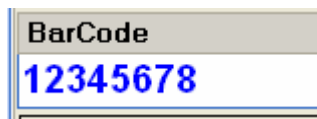
Item	Description	Quantity	Discoun	Amount
General Item - Grocery		1	\$0.00	\$9.99

Adding Items to a Ticket

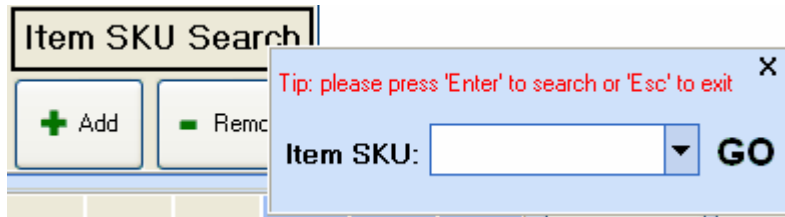


- There are 4 different ways to add an item from your inventory database to a sales ticket:

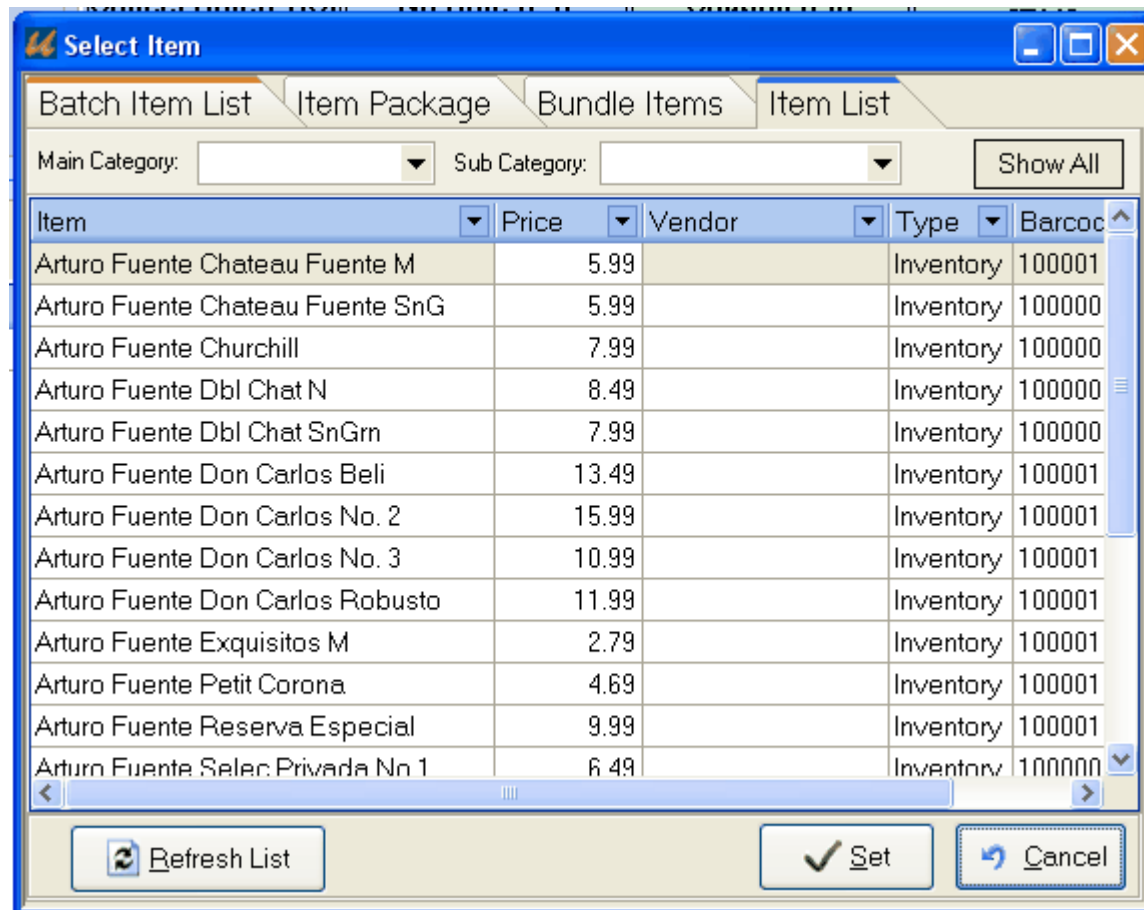
- **Scan or enter barcode:**



- **Enter Item SKU:** First click the "Item SKU Search" button and the Item SKU window will appear. In the item SKU window then type or enter the item sku. Once the SKU is entered press the "GO" button or hit the enter key.



- **Click "+ Add" to look up the item;** You can search this menu from 4 different tabs:
 - The "Item List" Tab generates a list of all of your items or the items in a Main Category and Subcategory that you indicate by choosing them from the drop-down boxes
 - The "Bundle Items" List shows all of your bundle items
 - The "Item Package" list shows all items that are packages of other items in your inventory
 - The "Batch Item List" lists all of your batch items



After navigating this menu and highlighting the line item you would like to add to your ticket, you then click the "Set" button at the bottom to add the item to your ticket.

- **Use Checkout Catalog**

- To use checkout catalog, first, click "<<" on the top left of the simple ticket to expand the simple ticket screen and display the Checkout Catalog on the right side of your screen.
- For detail instructions on how to use checkout catalog, please read [Checkout Catalog](#).

Discount Panel

Discount Panel provides an easy and quick way to discount items during a transaction.

<input checked="" type="radio"/> C	<input type="radio"/> A	<input type="radio"/> S
Default No Authorization		
5% off No Authorization		

- Enable Discount Panel

To enable discount panel, please turn on the feature under Admin menu: Manage Store Settings->Preference and check "Show Discount Panel".

- Set Discount Levels

To set discount level, please read [Discount Levels](#).

- Apply Discount Levels

To apply discount levels, the first step is to choose the scope by clicking "C", "A", or "S". If you do not click any of them, as default, "C" is selected to apply the discount to the current item only; Clicking "A" means you want to apply the discount to all the items on the ticket; Clicking "S" to apply discount to only selected items, this will pop up a selection box for item selection.

The second step is to select the discount level from the list.

Checkout Catalog

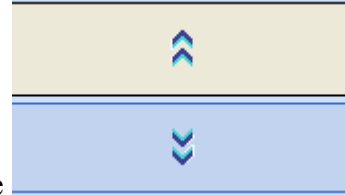
Checkout Catalog can hold upto 50 items that can be displayed on the right side of the simple ticket for easy access during a transaction.

- **Setup the Checkout Catalog**

You can either select items to add into the checkout catalog in Admin menu or Item editor, Please read [Quick Checkout Catalog](#) for detail instructions.

- **Use Checkout Catalog on simple ticket**

To use checkout catalog, first, click "<<" on the top left of the simple ticket to expand the simple ticket screen and display the Checkout Catalog on the right side of your screen. Then simply



click on the item button to add this item to the ticket. Use to browse the catalog up and down.

Checkout Catalog (Top 50)

\$1.00 SUPER LOTTERY TICKETS	\$1.09 Fountain Soda
\$5.49 NATURAL LIGHT 12 PK CAN	\$5.00 Phone Card
\$0.25 News Paper	\$6.99 CD-DVD
\$1.09 Coffee	\$5.99 Sunglasses
\$1.99 TOYS	\$1.59 Ice Cubes
\$1.59 Slushie	


↑

↓

Hold a Ticket

If you need to keep an unfinished current ticket but move on to the next customer. For example: If the customer for the current ticket has already given you many items but they realize that they forgot something and need to go to another part of the store, you may temporarily save the current ticket and check out the next customer in line by placing the current ticket on hold.



- To hold a ticket, click the  button.
- You will see a new ticket created and this message in the message board:



- Click the  button to go back to the holden ticket.

Browse Sales Tickets

Use the navigation tools buttons at the bottom of the sales ticket window to browse through all the sales tickets for the current day. You can browse one at a time or use the far-left button to go directly to the first ticket or the far-right button to go directly to the current ticket.



Get Weight

- First of all, you need to add a target item to the ticket
- Then click on if you have a POS scale connected to the POS system. ***Please note to use Proxis recommended POS scales.***
- If you do not have a POS scale connected, you can also enter the weight such as "2.3" manually and click on the button.
- The weight amount will appear in the description field of the ticket item:

Item	Description	Quantity	Discoun	Amount
General Item - Grocery	Weight:2.3lb	1	\$0.00	\$22.98

Sales Ticket

- [Overview](#)
- [Open the window of sales ticket](#)
- [Create a new sales ticket](#)
- [Browse the sales ticket existed](#)
- [Modify a sales ticket](#)
- [Cancel a sales ticket](#)
- [Void a sales ticket](#)
- [Replace Item](#)
- [Return Item](#)
- [Print a sales ticket](#)
- [Delete an item](#)
- [Revert Data](#)

See Also:

[Create a customer](#)

[Create an item](#)

Sales Ticket

Overview

Sales Ticket

Customer: Reward Points 0
 S.T. NO: ST-0902-01-237447
 Create Customer | Customer Name In CC
 Item's Image: No image to display

Customer Card:
 Date: 2/21/2009
 Payment Method: CASH
 Ship To:
 Bar Code:

Items:

Item	Description	ItemS	Vendor	Quantity	Rate	Discount	Amount	Tax
7 up big				1	\$0.99	\$0.00	\$0.99	Tax

Get Weight:

Default: No Authorization
 5% off: No Authorization

Payments:

Type	No	Balance	Amount

Tax List:

Title	Tax Value
Tax	\$0.09

Total W/ Food Stamp: \$1.13
 Total W/ Food Stamp: \$1.13
 Food Stamp: \$0.00
 Stamp NO:
 Extra Payment: **\$1.13**

Sub Total: \$0.99
 Freight: \$0.00
 Tax Shipping:
 Shipping From:
 Total CRV: \$0.05
 Tip:
 Total: \$1.13
 Total(Payment): \$1.13

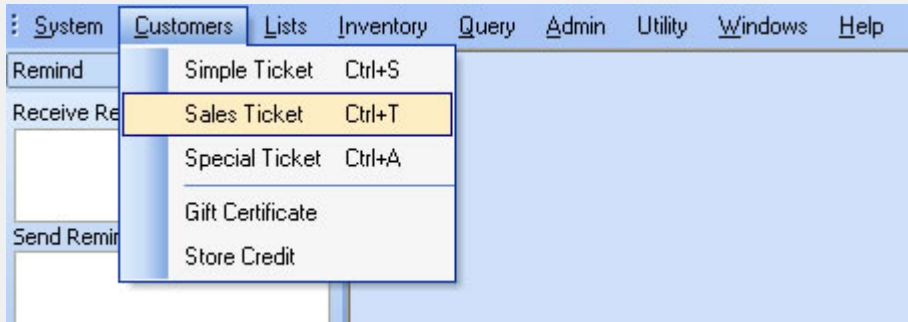
Navigation:

Sales Ticket

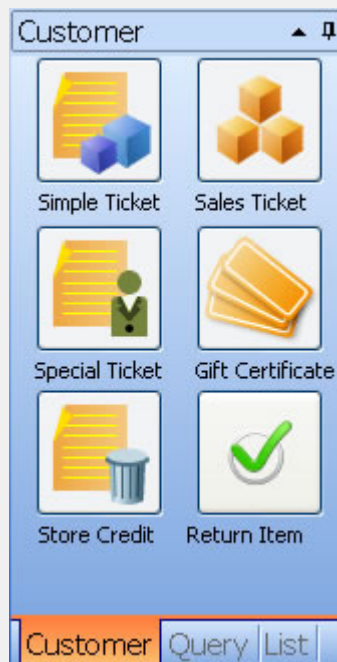
Open the sales ticket window

There are two ways to open a new sales ticket.

- **Click the sales ticket option** under the Customers drop down menu:




- **From the Object Browser** on the left, choose "Simple Ticket".



Sales Ticket

Create a new sales ticket



Step 1: Click the  button to add a new sales ticket.

Step 2 : Select a customer to assign the ticket to from the customer dropdown box.


Customer
1418 DEWEY

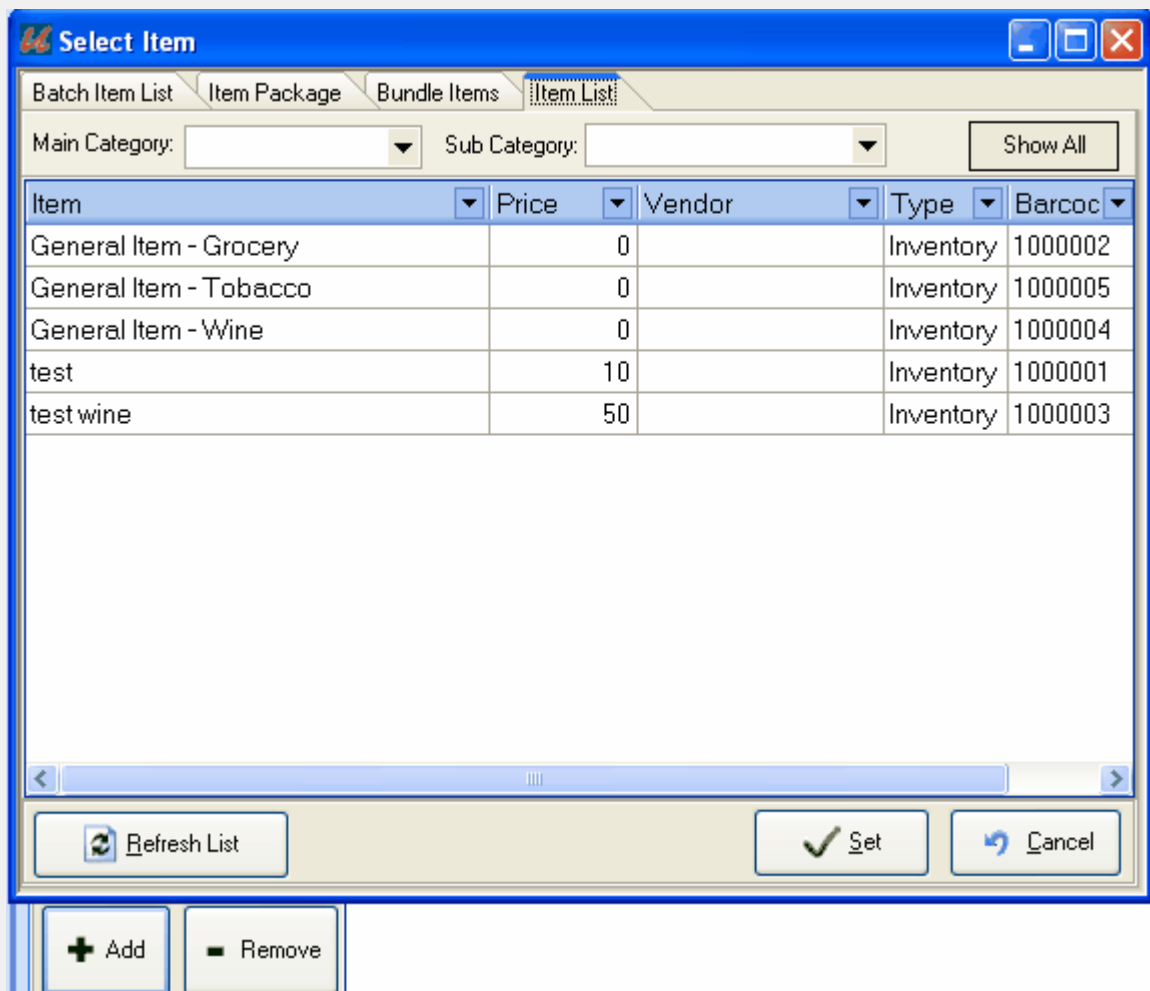
Step 3: Input the customer's address if needed. The address is usually pre-filled from the customer database for you. If not, you can input it yourself.

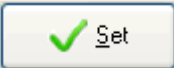
Sale To
BONNIE SHAPIRO

Step 4: Select the payment method.

Payment Method
CASH


Step 5 : Click the  button to open the item lookup window.



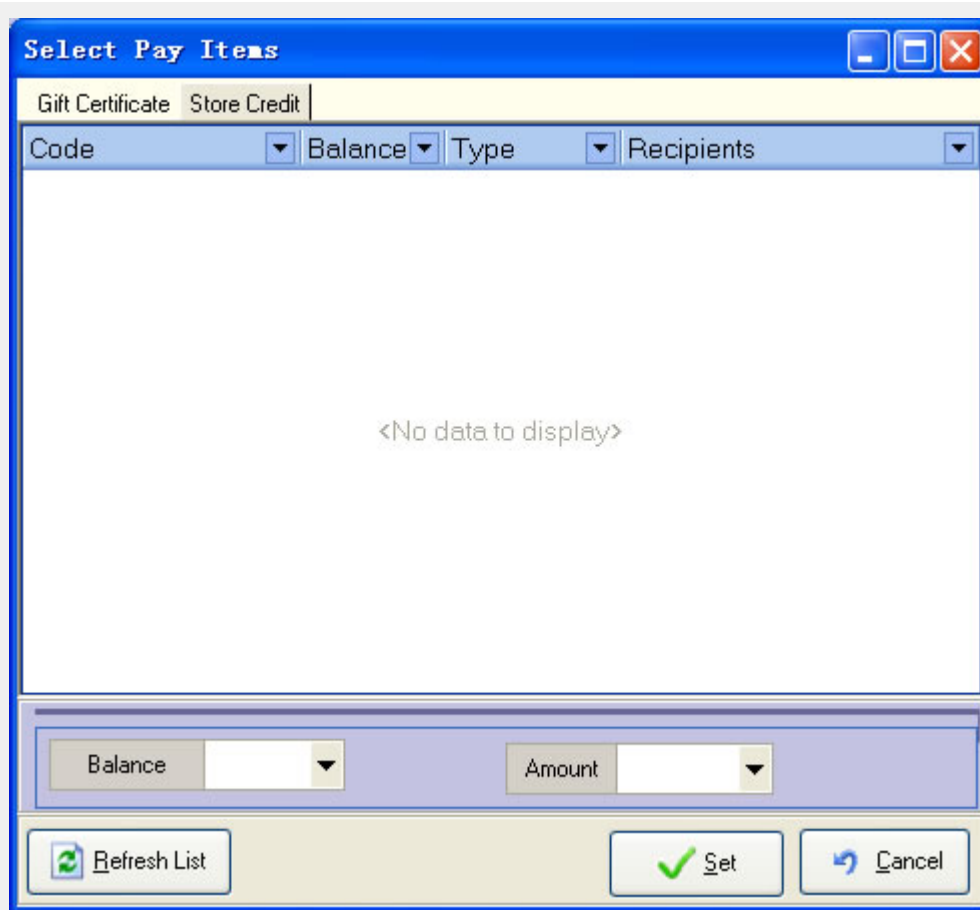
Step 6: Choose an item, then click the  button to select the item and close the window

Step 7: After you have selected your items, you can edit the tax for the ticket, the item descriptions, quantities, rates and so on. The total amount and total payment will be calculated by the system. If you have a POS scale connected, you can get weights by clicking the 'Get Weight' button.



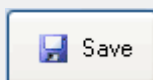
Step 8: If the customer needs to use a gift certificate or store credit, click the  button on the pay items box's navigation tools to open the Pay Items pop-up window. Click the gift certificate tab or store credit tab,

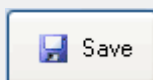
select the account and enter the amount. Then click the  button to close this window.



You can also use food stamps for payment:

Total W/O Food Stamp	
\$1.13	
Total W/ Food Stamp	
\$1.13	
<input type="checkbox"/> Food Stamp	\$0.00
Stamp NO.	
Extra Payment	
\$1.13	



Step 9: Click the  button to save this sales ticket. Doing so will take you to the normal process to tender payment for whichever payment method you have assigned to the ticket.

Sales Ticket

Browse previously entered sales tickets

Use the navigation tools at the bottom left of the sales ticket window to browse all the sales tickets entered for the current day.



Sales Ticket

Modifying a sales ticket

Once you have browsed to a sales ticket, you can modify the customer, ship to information, date, tax information, and the item names, descriptions, quantities, rates, taxes and so on.

Sales Ticket

Customer: 0 Reward Points: 0
 Customer Card:
 Ship To:
 BarCode:

S.T. NO: ST-0902-01-237447
 Date: 2/21/2009
 Payment Method: CASH
 TERMS:

Item's Image:

Items:

Item	Description	Item S	Vendor	Quantity	Rate	Discount	Amount	Tax
7 up big				1	\$0.99		\$0.00	\$0.99 Tax

Default: No Authorization
 5% off: No Authorization

Pay Items:

Type	No	Balance	Amount

Tax List:

Title	Tax Value
Tax	\$0.99

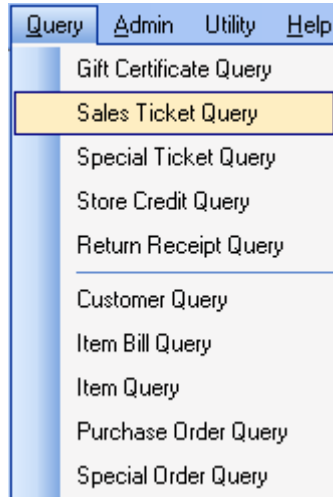
Total W/ Food Stamp: \$1.13
 Total W/ Food Stamp: \$1.13
 Food Stamp: \$0.00
 Stamp NO:
 Extra Payment: **\$1.13**

Sub Total: \$0.99
 Freight: \$0.00
 Tax Shipping
 Shipping From:
 Total CRV: \$0.05
 Tip:
 Total: \$1.13
 Total Payment: \$1.13

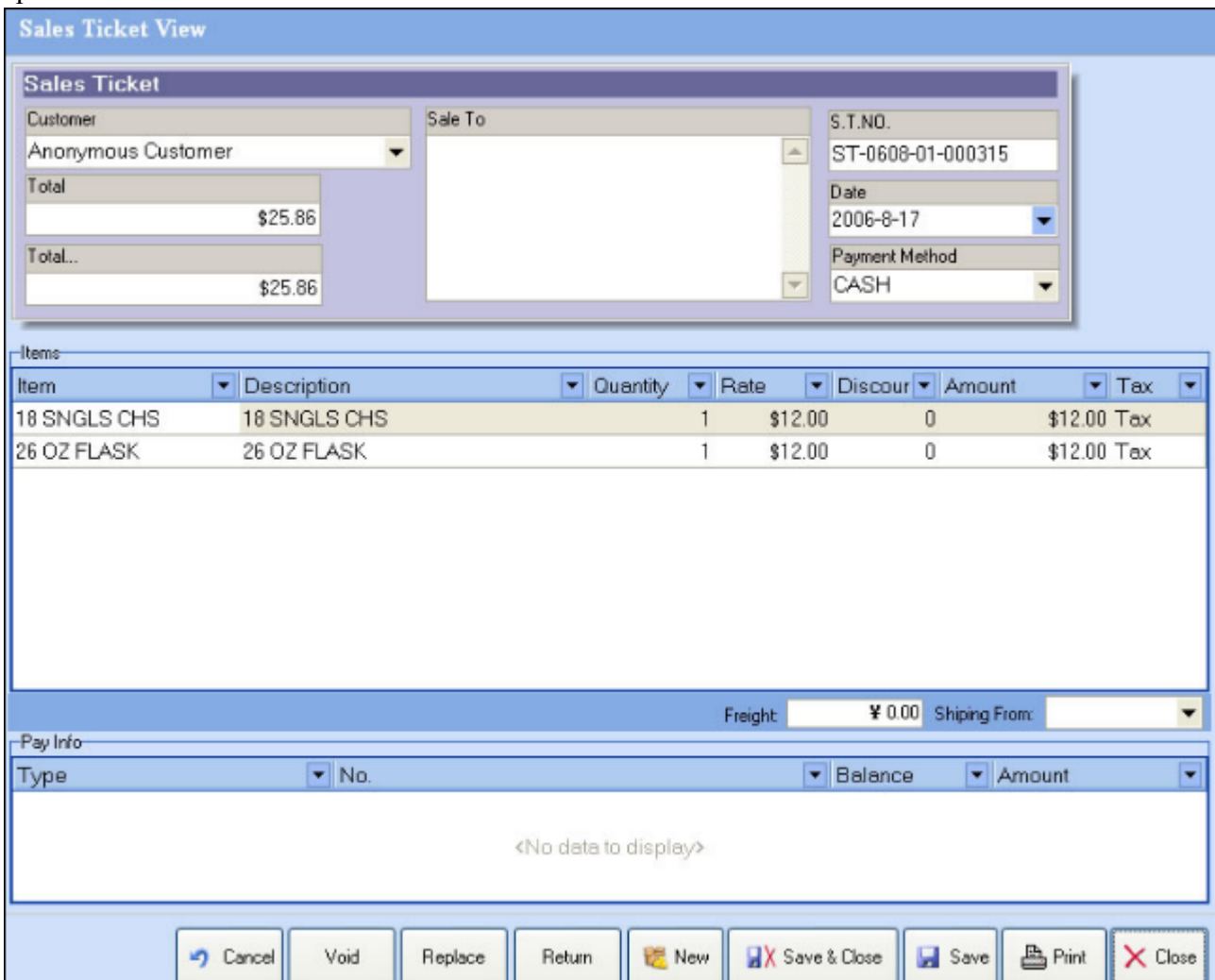
Sales Ticket

Voiding a sales ticket

Step 1: Choose the *Sales Ticket Query* sub-menu under *Query* menu to query for a sales ticket or a simple ticket.



Step 2: After finding the ticket you are looking for, double click this sales ticket from the search results to open the sales ticket view window.



The screenshot shows the 'Sales Ticket View' window. It contains the following sections:

- Sales Ticket** (Header)
- Customer**: Anonymous Customer
- Sale To**: (Empty field)
- S.T.NO.**: ST-0608-01-000315
- Total**: \$25.86
- Total..**: \$25.86
- Date**: 2006-8-17
- Payment Method**: CASH

Items

Item	Description	Quantity	Rate	Discour	Amount	Tax
18 SNGLS CHS	18 SNGLS CHS	1	\$12.00	0	\$12.00	Tax
26 OZ FLASK	26 OZ FLASK	1	\$12.00	0	\$12.00	Tax

Freight: ¥ 0.00 **Shipping From**: (Empty field)

Pay Info

Type	No.	Balance	Amount
<No data to display>			

Buttons: Cancel, Void, Replace, Return, New, Save & Close, Save, Print, Close

Step 3: Click the  button to void this sales ticket.

Sales Ticket

Replace Item

Step 1 : Choose the *Sales Ticket Query* sub-menu under *Query* menu to query for a sales ticket or a simple ticket.

Step 2: After finding the ticket, double click this sales ticket from the search results to open the sales ticket view window.

Sales Ticket View

Sales Ticket

Customer: Anonymous Customer
Sale To:
S.T.NO.: ST-0608-01-000315
Date: 2006-8-17
Payment Method: CASH


Total: \$25.86
Total...: \$25.86

Items

Item	Description	Quantity	Rate	Discour	Amount	Tax
18 SNGLS CHS	18 SNGLS CHS	1	\$12.00	0	\$12.00	Tax
26 OZ FLASK	26 OZ FLASK	1	\$12.00	0	\$12.00	Tax

Freight: ¥ 0.00 Shipping From:
Pay Info
Type: No. Balance Amount
<No data to display>

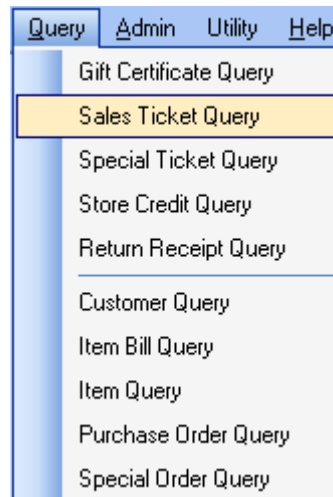
Cancel Void Replace Return New Save & Close Save Print Close

Step 3: Click the  button to replace a selected item.

Sales Ticket

Return Item

Step 1: Choose the *Sales Ticket Query* sub-menu under *Query* menu to query a sales ticket or a simple ticket.



Step 2: After finding the correct sales ticket, double click the ticket from the search results to open the sales ticket view window.

The screenshot shows the 'Sales Ticket View' window. It contains several sections:


- Sales Ticket:** Fields for Customer (Anonymous Customer), Sale To, S.T.NO. (ST-0608-01-000315), Date (2006-8-17), and Payment Method (CASH). Total and Total... are both \$25.86.
- Items:** A table with columns: Item, Description, Quantity, Rate, Discour, Amount, Tax.

Item	Description	Quantity	Rate	Discour	Amount	Tax
18 SNGLS CHS	18 SNGLS CHS	1	\$12.00	0	\$12.00	Tax
26 OZ FLASK	26 OZ FLASK	1	\$12.00	0	\$12.00	Tax

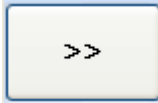
Freight: ¥ 0.00 Shipping From: [dropdown]

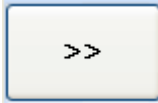
Pay Info: Type, No., Balance, Amount. Below the table, it says '<No data to display>'. At the bottom, there are buttons: Cancel, Void, Replace, Return, New, Save & Close, Save, Print, Close.

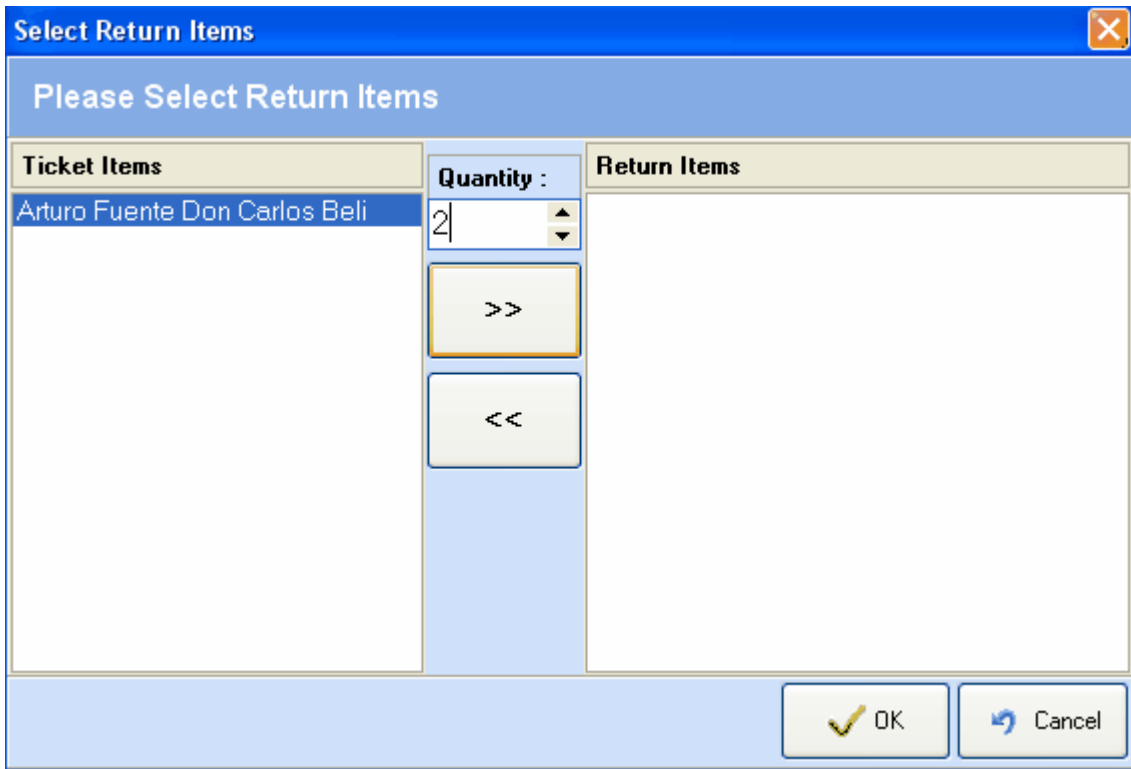


Step 3: Select an item, then Click the  button to return it.

Step 4: In the *Select Return Items* window that pops up, select the item you would like to



return, specify a quantity of that item to return, and then click the  button to return the items. Continue this process for each item you would like to return. Once all of the items you are planning to return appear in the "return items" box on the right side of the window, then click "okay".



Step 5: Confirm or cancel:



Step 6 : Select The tender method for the return. Store Credit, Cash, Debit Card, Customer Credit, etc..

Return Item [X]

To Store Credit

Select Customer
Anonymous Customer

To Cash and so on

Ok Cancel

Step 7 : Show the store credit for customer that you selected. And, if you checked 'Return receipt required' in the 'Manage Store Settings' functions (under the admin menu), the return receipt window will be opened.

Return Receipt [X]

Name: Anonymous Customer Date: 2006-9-8

Driver Lic: Address:

SubTotal: ¥ 12.00

Tax: ¥ 0.93

Total: ¥ 12.93

Item	Qty.	Price	Amount
18 SNGLS CHS	1	¥ 12.00	¥ 12.00

Ok Cancel Return Receipt

Sales Ticket

Force Return Item

Force Return is used to return item to inventory if the customer does not have a receipt or the sales ticket record can not be located.

Step 1 : Choose the *Sales Ticket Query* sub-menu under *Query* menu to query for a sales ticket or a simple ticket.

The screenshot shows a software window titled "Sales Ticket Query". The window contains several input fields for searching: "Customer", "Item", "Item Barcode", "S.T.NO.", "Total" (with a dropdown set to "0"), "Sales Person", "Ticket Begin Date" (set to "2/14/2009"), "Ticket End Date", and "State" (set to "All"). A "Query" button is located to the right of the "State" dropdown. Below the search fields is a table header area with columns: "S.T.NO.", "Date", "Customer", "State", and "Total". The main area of the window displays "<No data to display>". At the bottom of the window, there are navigation buttons (back, forward, etc.) and four action buttons: "Force Return", "Backup Receipt", "Return History", and "Close".

Step 2 : Click Force Return button at the bottom of the window.

frmForceReturn

Force Return

Force Return

Customer Name : _____ Sub Total : \$0.00 Total : \$0.00

Driver Lic : _____ Total Tax : \$0.00

Show History

Barcode : _____ + Add - Remove Change Quantity Change Price


Item Name	Quantity	Price	Sub Amount	Tax Amount
(No data to display)				

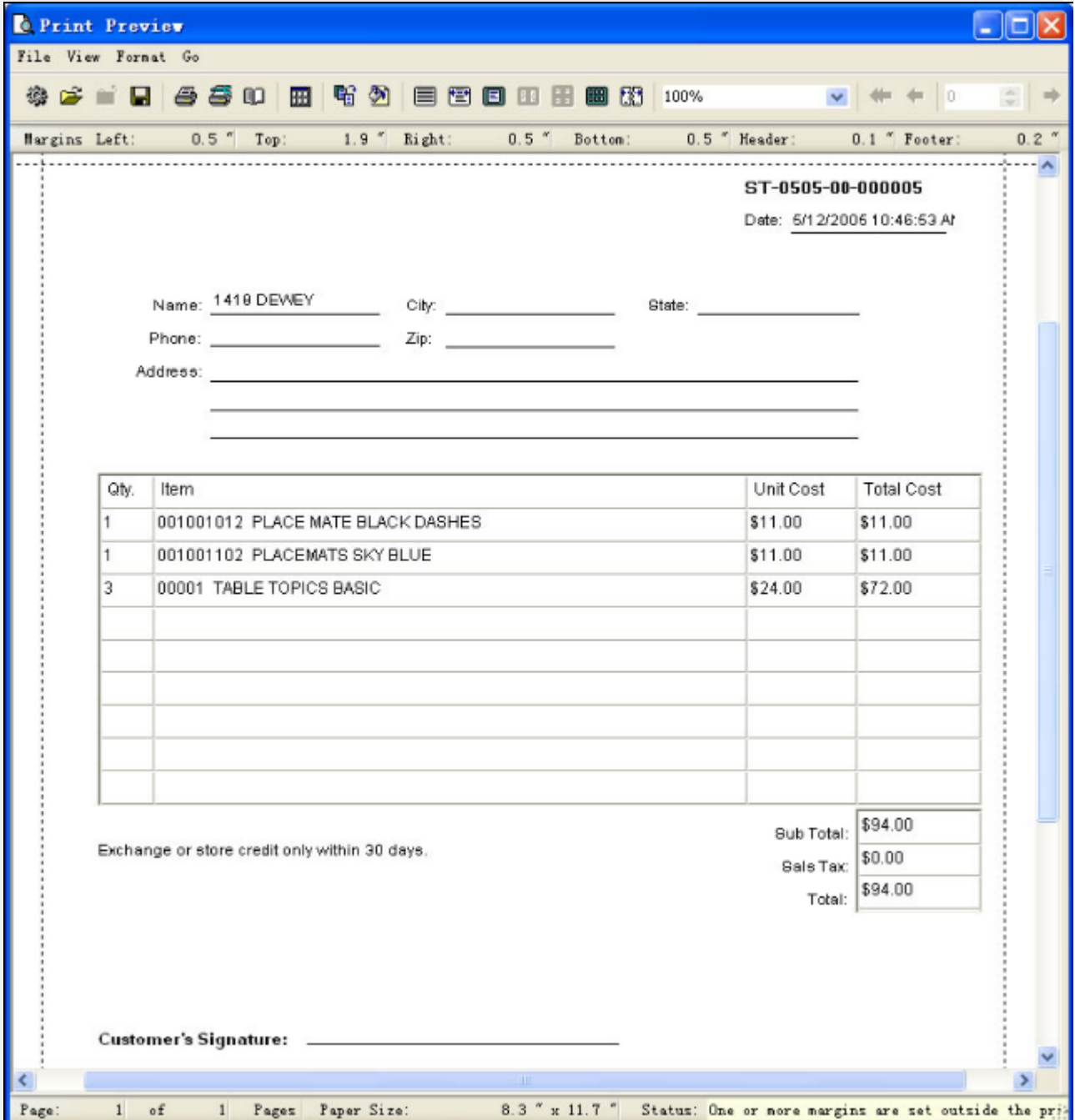
New Return Receipt Save Close

Sales Ticket

Print a sales ticket



- To print from a regular printer, Click the  button to open the print preview window. Then you can print this ticket or setup the page and so on.



The screenshot shows a 'Print Preview' window with a menu bar (File, View, Format, Go) and a toolbar. The window displays a sales ticket form with the following details:

ST-0505-00-000005
Date: 5/12/2006 10:46:53 AM

Name: 1410 DEWEY City: _____ State: _____
Phone: _____ Zip: _____
Address: _____

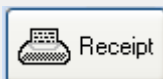
Qty.	Item	Unit Cost	Total Cost
1	001001012 PLACE MATE BLACK DASHES	\$11.00	\$11.00
1	001001102 PLACEMATS SKY BLUE	\$11.00	\$11.00
3	00001 TABLE TOPICS BASIC	\$24.00	\$72.00

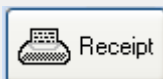
Exchange or store credit only within 30 days.

Sub Total:	\$94.00
Sales Tax:	\$0.00
Total:	\$94.00

Customer's Signature: _____

Page: 1 of 1 Pages Paper Size: 8.3 " x 11.7 " Status: One or more margins are set outside the pri



- To print from a receipt printer, click  :

UniforcePOS Demo Store
9/2/2006 8:09:51 PM
ST-0609-01-000004


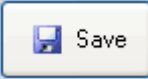
General Item - Grocery
1 x \$10 = \$10
General Item - Grocery
1 x \$20 = \$20

Total Items Count:2

SubTotal: \$30
Tax: \$2.48
Freight: \$0.00
Total: \$32.48
Total Payment: \$32.48

Sales Ticket


Delete an item

Select an item on a sales ticket by highlighting it with your mouse, then use the  button on the item navigation tools to delete an item from a sales ticket. Then click the  button to save the changes.

Sales Ticket

Revert Data



If you make edits that you decide not to save, use the  button at the bottom of the window to revert the data changes that you have entered back to the original info.

Special Ticket

- [Overview](#)
- [Open the window of special ticket](#)
- [Create a new special ticket](#)
- [Browse the special ticket existed](#)
- [Modify a special ticket](#)
- [Write a note](#)
- [Print a special ticket](#)
- [Close a item](#)
- [Delete a item](#)
- [Revert Data](#)

See Also:

[Create a special order](#)

[Create a customer](#)

[Create an item](#)

Special Ticket

Overview

Special Sale Ticket

Special Sale Ticket - Editor

Customer Anonymous Customer	Sale To	Note	Create Customer
Customer Card	Ship To		Create Item
Date: 2/22/2009	S.S. NO.: SS-0902-01-000001		SKU Search
BarCode:	Shipping From:		Customer Name In CC

Items

All items have been sent

Item	Description	Send Date	Ordered	Rate	Discount	Amount	Tax	Closed
<No data to display>								

For all special orders, a 50% deposit is required. There are no cancellations, refunds or store credits on special order purchases. Order must be picked up 21 days after customer is notified that order is in. If order is not picked up, then the customer will be charged the balance after the 21 days.

Tax List	
Title	Tax Value
<No data to display>	

Sub Total:	\$0.00
Tax:	\$0.00
Freight:	\$0.00 <input type="button" value="Change"/>
Tip:	\$0.00
Total:	\$0.00
Total DUE:	\$0.00
Today's Store Credit/Gift:	\$0.00
Paid Up To Date:	\$0.00

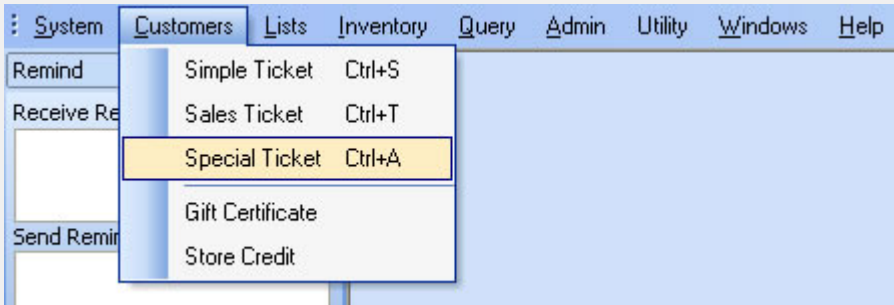
Receipt New Discount Pay & Save Save Revert Close

Special Ticket

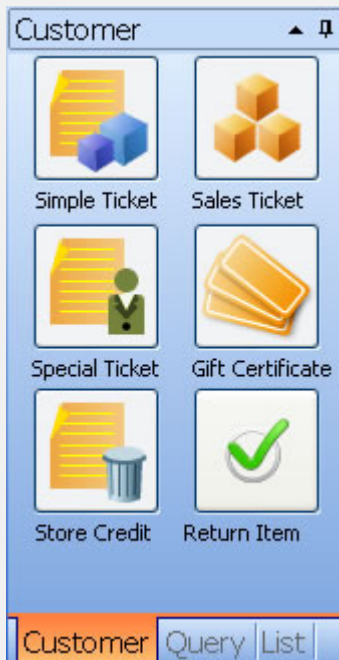
Opening the Special Ticket Window

There are two ways to open a new window of special ticket.

- **Click the Special Ticket option** under the Customers drop down menu:



- **From the Object Browser** on the left, choose "Special Ticket".



Special Ticket

Create a new special ticket



Step 1: Click the button to add a new special ticket.

Step 2 : Select a customer.

Customer
Anonymous Customer

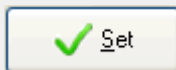
Step 3: Edit the customer's address if needed. (It is usually updated from your customer database automatically)

Sale To
BONNIE SHAPIRO

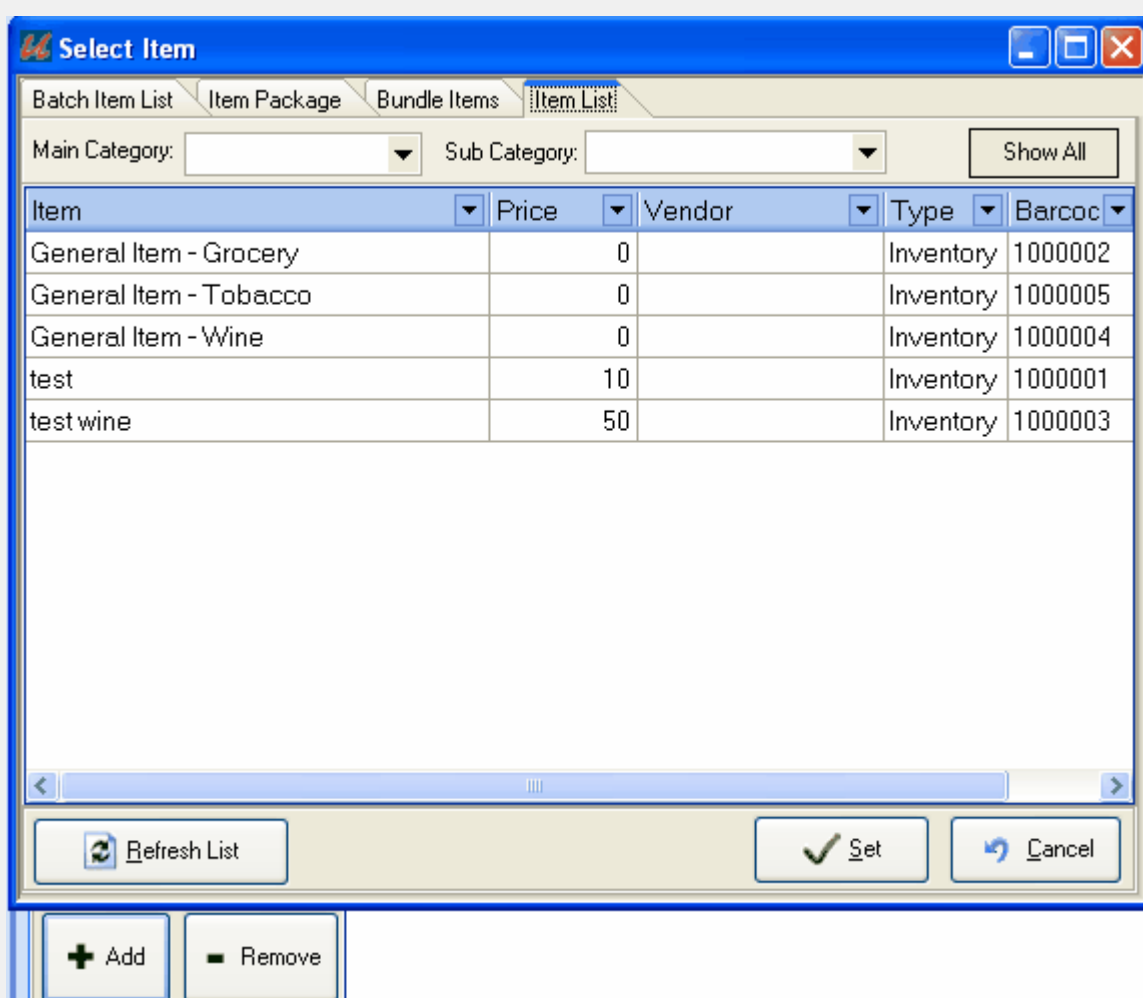
Step 4: Edit the ship to info if needed.

Ship To

Step 5 : To begin adding items to your ticket, either scan the itme barcode or click the + button on item's navigation tools to open the item lookup window. Unlike the other types of tickets, items added to special ticket will not affect the inventory onHand level.

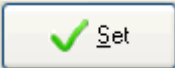


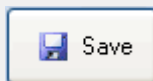
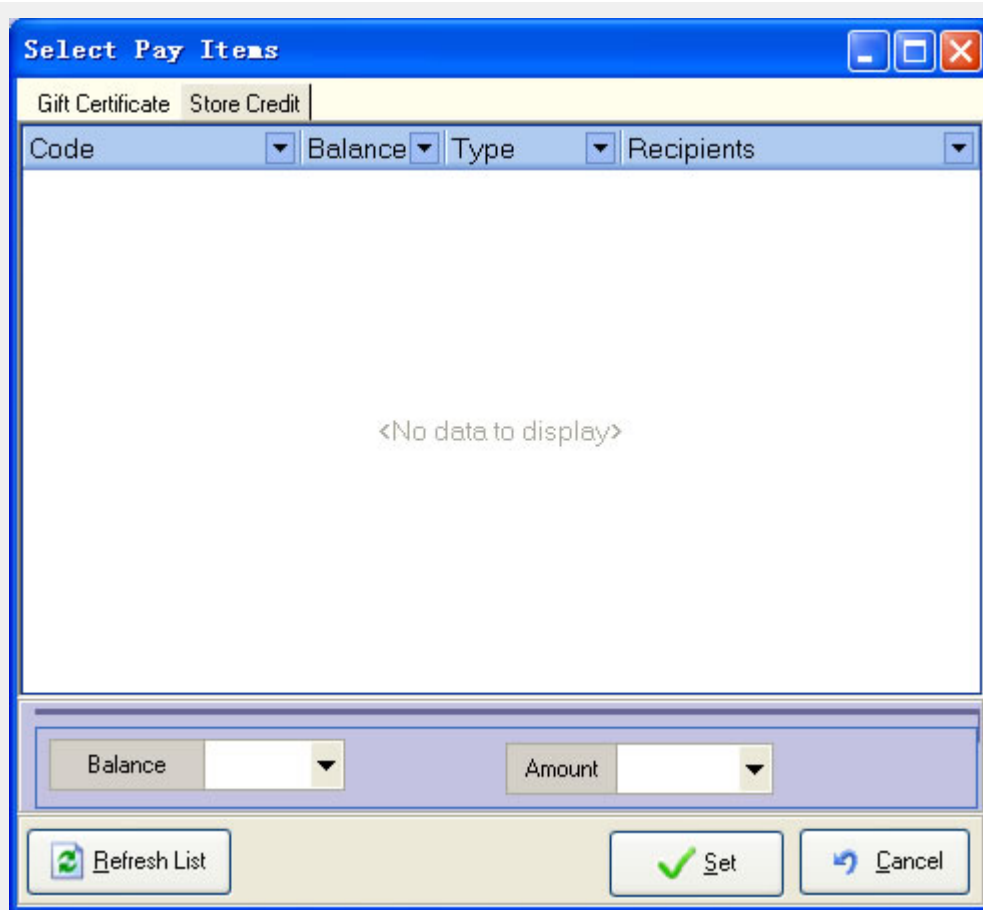
Step 6: Choose an item, then click the button to select the item and close the window.

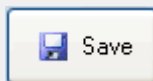


Step 7: After you select the items, you can edit the item's description, quantity, and rate. The amount for this item and the total will be calculated by the system.

Step 8: If the customer needs to use a gift certificate or a store credit for payment. Click the **+** button on the pay items navigation tools to open the select pay items window. Click either the gift certificate tab or the store

credit tab, then select the account and the enter the amount. Click the  button to close this window.



Step 9: Click the  button to save this special ticket.

Special Ticket

Browse previously entered special sales tickets

Use the navigation tools at the bottom left of the special ticket window to browse all the special tickets entered for the current day.



Special Ticket

Modifying a special ticket

When you browse a special ticket, you can modify the customer, sale to, date, ship to, tax, all items have been sent, deposit, total DUE and the item's names, descriptions, send date, ordered date, rate, tax, etc.

Special Sale Ticket

Special Sale Ticket - Editor

Customer: Anonymous Customer
Customer Card: [Empty]
Date: 2/22/2009
S.S. NO.: SS-0902-01-000001
BarCode: [Empty]
Sale To: [Empty]
Ship To: [Empty]
Note: [Empty]
Shipping From: [Empty]

Buttons: Create Customer, Create Item, SKU Search, Customer Name In CC

Items

All items have been sent

Item	Description	Send Date	Ordered	Rate	Discount	Amount	Tax	Closed
<No data to display>								

For all special orders, a 50% deposit is required. There are no cancellations, refunds or store credits on special order purchases. Order must be picked up 21 days after customer is notified that order is in. If order is not picked up, then the customer will be charged the balance after the 21 days.

Tax List


Title	Tax Value
<No data to display>	

Sub Total: \$0.00
Tax: \$0.00
Freight: \$0.00
Tip: \$0.00
Total: \$0.00
Total DUE: \$0.00
Today's Store Credit/Gift: \$0.00
Paid Up To Date: \$0.00

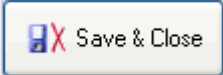


Buttons: Receipt, New, Discount, Pay & Save, Save, Revert, Close

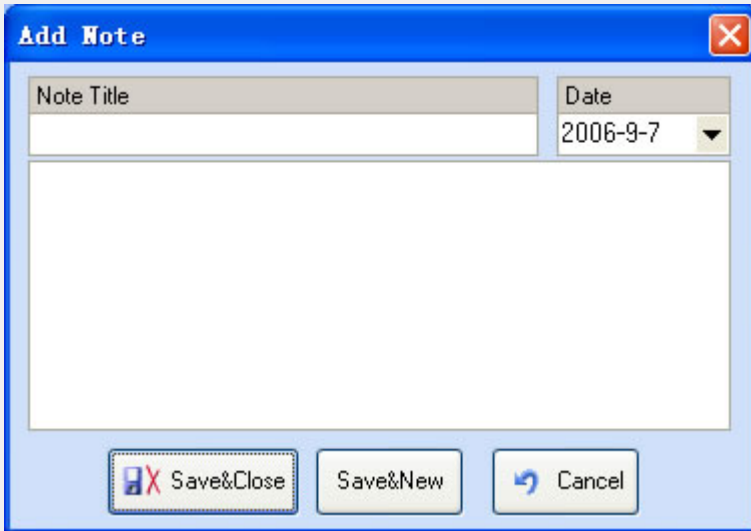
Special Ticket

Write a note

Step 1: Click the  button to left of the dropdown list to open the add note window.




Step 2: You need to input the note title and description. Then click the  button to save it and close this window. Or click the  button to save it, then write this new note. If you do not want to save it, you can click the  button. After saving your note will be visible in the Special Ticket Window.



Special Ticket

Printing a special ticket



Click the  button to open the print preview window. Then you can print this ticket or setup the page and so on.

The screenshot shows a 'Print Preview' window with a menu bar (File, View, Format, Go) and a toolbar. The main content area displays a special ticket form with the following details:

ST-0505-00-000005
Date: 5/12/2006 10:46:53 AM

Name: 1418 DEWEY City: _____ State: _____
Phone: _____ Zip: _____
Address: _____

Qty.	Item	Unit Cost	Total Cost
1	001001012 PLACE MATE BLACK DASHES	\$11.00	\$11.00
1	001001102 PLACEMATS SKY BLUE	\$11.00	\$11.00
3	00001 TABLE TOPICS BASIC	\$24.00	\$72.00

Exchange or store credit only within 30 days.

Sub Total:	\$94.00
Sales Tax:	\$0.00
Total:	\$94.00

Customer's Signature: _____

Page: 1 of 1 Pages Paper Size: 8.3 " x 11.7 " Status: One or more margins are set outside the pri

Special Ticket

Close an item

To close an item, you can check the close column of the item.


Item	Description	Send Date	Ordered	Rate	Amount	Tax	Close
001001500	PLACEMATS MANILA	5/20/2005	1	\$11.00	\$11.00	Tax	<input type="checkbox"/>
001001154	placemats center stripe taupe	6/12/2005	1	\$11.00	\$11.00	Tax	<input type="checkbox"/>
001002090	BAMBOO BUNTAL PLACEMATS NATRUAL	6/12/2005	1	\$13.00	\$13.00	Tax	<input type="checkbox"/>
001016305	RAFFIA RUNNER-NAT W/RECT BLK HOR	6/12/2005	1	\$64.00	\$64.00	Non	<input type="checkbox"/>
00103040361	MEDIUM DINNER PLATE FLEURS COLLE	6/12/2005	1	\$33.00	\$33.00	Non	<input type="checkbox"/>
00121-TRG	TORTOISE MEDIUM TRAY 23X17	6/12/2005	1	\$276.00	\$276.00	Non	<input type="checkbox"/>

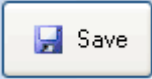
To close all items at the same time, you can check the check box: 'All items have been sent'.

All items have been sent

Special Ticket

Delete an item


Select an item on a sales ticket by highlighting it with your mouse, then use the  button on item's navigation

tools to delete an item from the special ticket. Then click the  button to save the change.

Special Ticket

Revert Data



Use the  button at the bottom of window to revert modified data back to its original status before you made changes.

Special Ticket

Payment

Unlike sales ticket and simple ticket, for special ticket, you can save the ticket with a down payment or without payment at all.

Sub Total:	\$0.00
Tax :	\$0.00
Freight:	\$0.00 <input type="button" value="Change"/>
<input type="checkbox"/> Tax Shipping	
Tip: \$0.00	Total: \$0.00
Total DUE:	\$0.00
Today's Store Credit/Gift:	\$0.00
Paid Up To Date:	\$0.00 <input type="button" value="Change"/>

Total shows the total amount of the ticket, Total DUE show the unpaid balance, Paid Up To Date shows the paid amount. Click on the button right next to Paid Up To Date will open a payment processing window:

Anonymous Customer's Payment History

Time	Method	Amount
2/22/2009 1:27:15 PM	CASH	\$2.28

Pay Items

Type	No.	Balance	Amount
<No data to display>			

Pay :

Method:

Total Amount: \$4.56

Total Payment: \$4.56

Paid Up To Date: \$2.28

DUE : **\$2.28**

This windows show the payment history of this ticket, payment methods and also the total balance information of the ticket.

Gift Certificate

- [Overview](#)
- [Open the window of gift certificate](#)
- [Register a gift certificate](#)

See Also:

[Create a sales ticket](#)

Gift Certificate


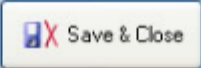


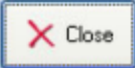
Overview

Gift Certificate

G.C.NO.	Amount	Sale Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Recipients

<input type="text"/>

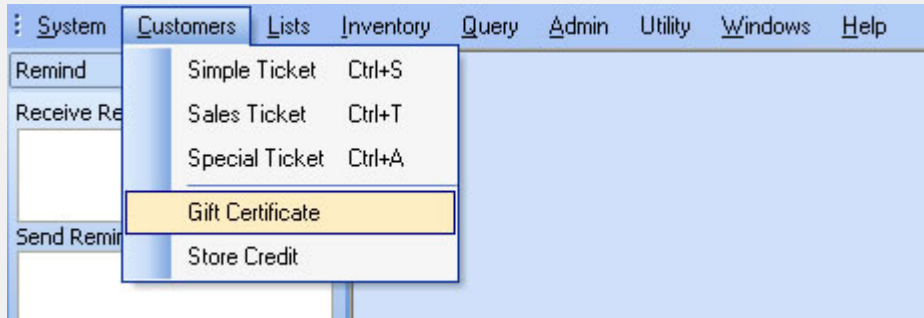
    

Gift Certificate

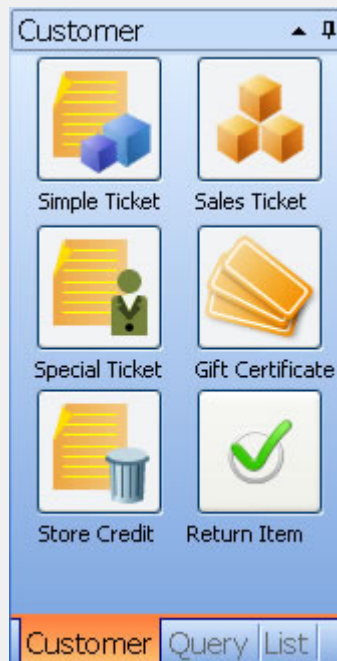
Open the window of gift certificate

There are two ways to open the Gift Certificate Window

- **Click the Gift Certificate submenu** under the Customers drop down menu:



- **From the Object Browser** on the left, choose "Gift Certificate".



Gift Certificate

Register a gift certificate

Step 1: Input the gift certificate No.

G.C.NO.
GC-000002

Step 2: Input the amount of the gift certificate


Amount
100 ▼


Step 3: Input the sale date of the gift certificate

Sale Date
5/24/2005 ▼

Step 4: Input the recipients of the gift certificate

Recipients
Danny Wu

 Save
--

Step 5: Click the  Save button to save this gift certificate.

Store Credit

- [Overview](#)
- [Open the window of store credit](#)
- [Add a store credit for customer](#)
- [View a store credit](#)
- [Print a store credit](#)

See Also:

[Create a sales ticket](#)

Store Credit

Overview

- View of the New Store Credit Window:

Store Credit

New Store Credit

Customer

Show Success Info.

Balance
\$0.00

Save & Close Save Close

- View of the Store Credit Query Window:

Store Credit Query

Store Credit

Customer S.C.NO. Begin Date

Balance End Date

0 Query

Drag a column header here to group by that column

S.C.NO	Balance	Customer	Disable
<No data to display>			

Navigation arrows: [Home] [Left] [Right] [End]

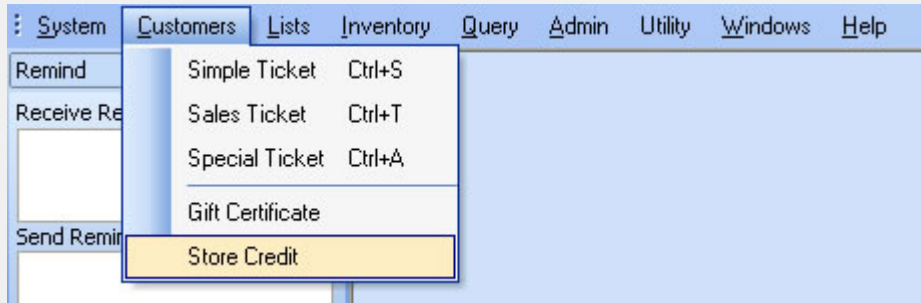
Close

Store Credit

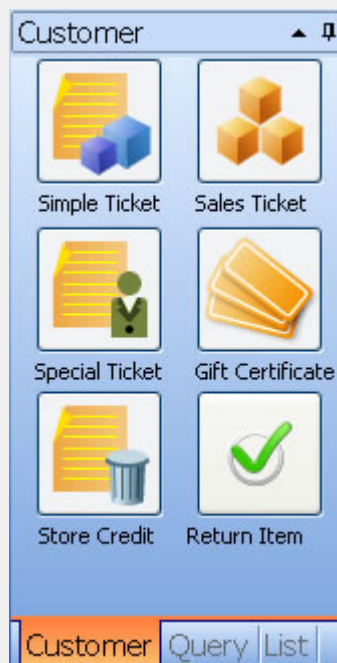
Open the window of store credit

There are two ways to open the Store Credit Window.

- **Click the Gift Certificate option** under the Customers drop down menu:



- **From the Object Browser** on the left, choose "Store Credit".:

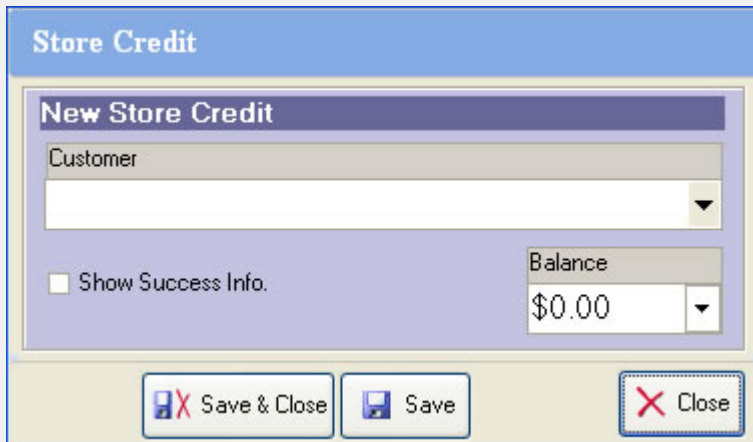


See also:

[Store Credit Query](#)

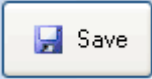
Store Credit

Adding a store credit for a customer



The screenshot shows a software window titled "Store Credit". Inside, there is a sub-window titled "New Store Credit". This sub-window contains a "Customer" dropdown menu, a checkbox labeled "Show Success Info.", and a "Balance" field with a dropdown arrow and the value "\$0.00". At the bottom of the sub-window, there are three buttons: "Save & Close" (with a red X icon), "Save" (with a floppy disk icon), and "Close" (with a red X icon).

- To add a new store credit, you need to select a customer and enter a value for the new credit in the

'Balance' field. Then click the  button.

See Also

[Query a store credit](#)

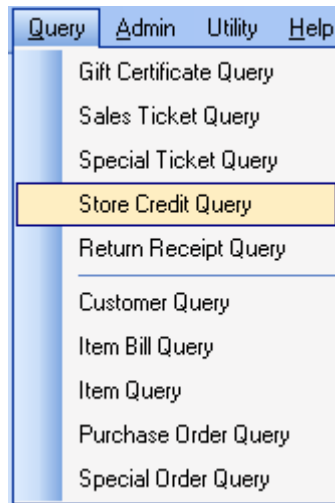
[View a store credit](#)

[Print a store credit](#)

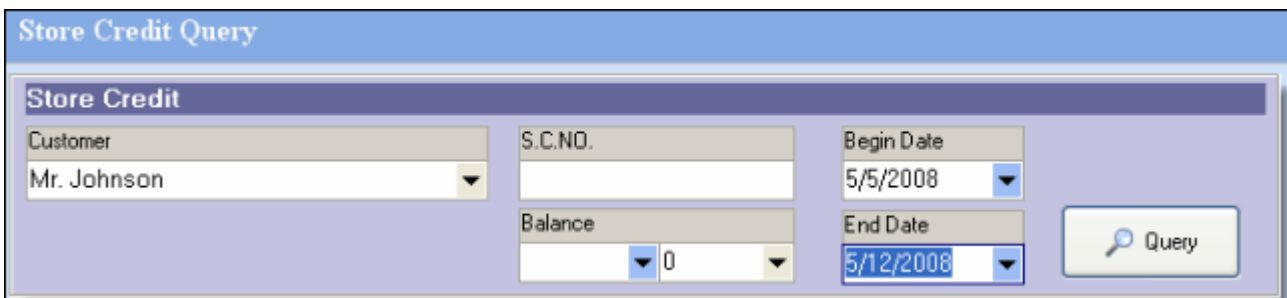
Store Credit

Viewing a store credit

- Navigate to the Store Credit query window by selecting **Store Credit Query** sub-menu from the *Query* menu



- Execute a store credit query by entering the details for the credit you would like to locate, such as customer, start and end dates, amount of credit, etc.

A screenshot of the 'Store Credit Query' window. The window has a title bar 'Store Credit Query' and a header 'Store Credit'. Below the header, there are several input fields: 'Customer' (a dropdown menu with 'Mr. Johnson' selected), 'S.C.NO.' (a text input field), 'Begin Date' (a date dropdown menu with '5/5/2008' selected), 'Balance' (a numeric input field with '0' selected), and 'End Date' (a date dropdown menu with '5/12/2008' selected). A 'Query' button with a magnifying glass icon is located on the right side of the form.

- Double click a store credit from the query result of the store credit query, then you can view the detail of this store credit that you selected.

Store Credit

Store Credit

S.C.NO. SC-0608-01-000007 Customer Anonymous Customer Balance \$226.77

Disabled

Drag a column header here to group by that column

Date	Ticket NO.	Amount	Note
2006-8-3 14:01:36	ST-0607-01-000243	\$19.77	Cancel Sales Ticket
2006-8-3 16:15:47	ST-0608-01-000276	\$99.00	From Gift Certificate
2006-8-3 16:15:50	ST-0608-01-000276	\$-1.00	For Sales Ticket
2006-8-8 15:22:49	ST-0608-01-000297	\$119.00	From Gift Certificate
2006-8-8 15:54:14	ST-0608-01-000301	\$-10.00	For Sales Ticket

Navigation: [Home] [Previous] [First] [Next] [Last] [Refresh] [Add] [Remove]

Buttons: Purchase Credit Save & Close Save Print Close

See also


[Query a store credit](#)

[Print a store credit](#)

Store Credit

Print a store credit



- Click the  button to open the print preview window. Then you can print this store credit or setup the page before printing.

The screenshot shows a "Print Preview" window for a store credit document. The window title is "Print Preview" and it has a menu bar with "File", "View", "Format", and "Go". Below the menu bar is a toolbar with various icons for file operations and printing. The status bar at the top shows margins: Left: 0.5", Top: 1.9", Right: 0.5", Bottom: 0.5", Header: 0.1", Footer: 0.2". The main content area is enclosed in a dashed border and contains the following information:

Table Manners, Inc
2112 Central Street
Evanston, Illinois 60201
Ph 847-492-9664
Fax 847-492-9667

Store Credit
SC-0505-00-000001

1418 DEWEY
Balance: \$364.00

Date	Ticket NO.	Amount	Surplus	Note
5/24/2005	ST-0505-00-000005	\$100.00	\$100.00	from Gift Certificate
5/24/2005	ST-0505-00-000005	\$60.00	\$160.00	for Sales Ticket
5/24/2005	ST-0505-00-000005	\$110.00	\$270.00	for Sales Ticket
5/24/2005	ST-0505-00-000005	\$94.00	\$364.00	Cancel Sales Ticket

Print Date: 5/24/2005

The status bar at the bottom of the window shows: Page: 1 of 1 Pages Paper Size: 8.3" x 11.7" Status: One or more margins are set outside the:

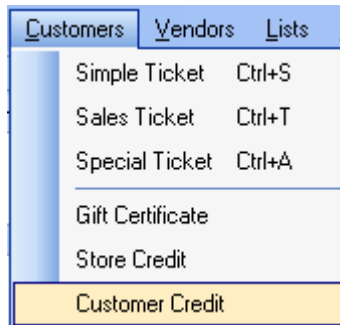
See also:

[Query a store credit](#)

[View a store credit](#)

Customer Credit

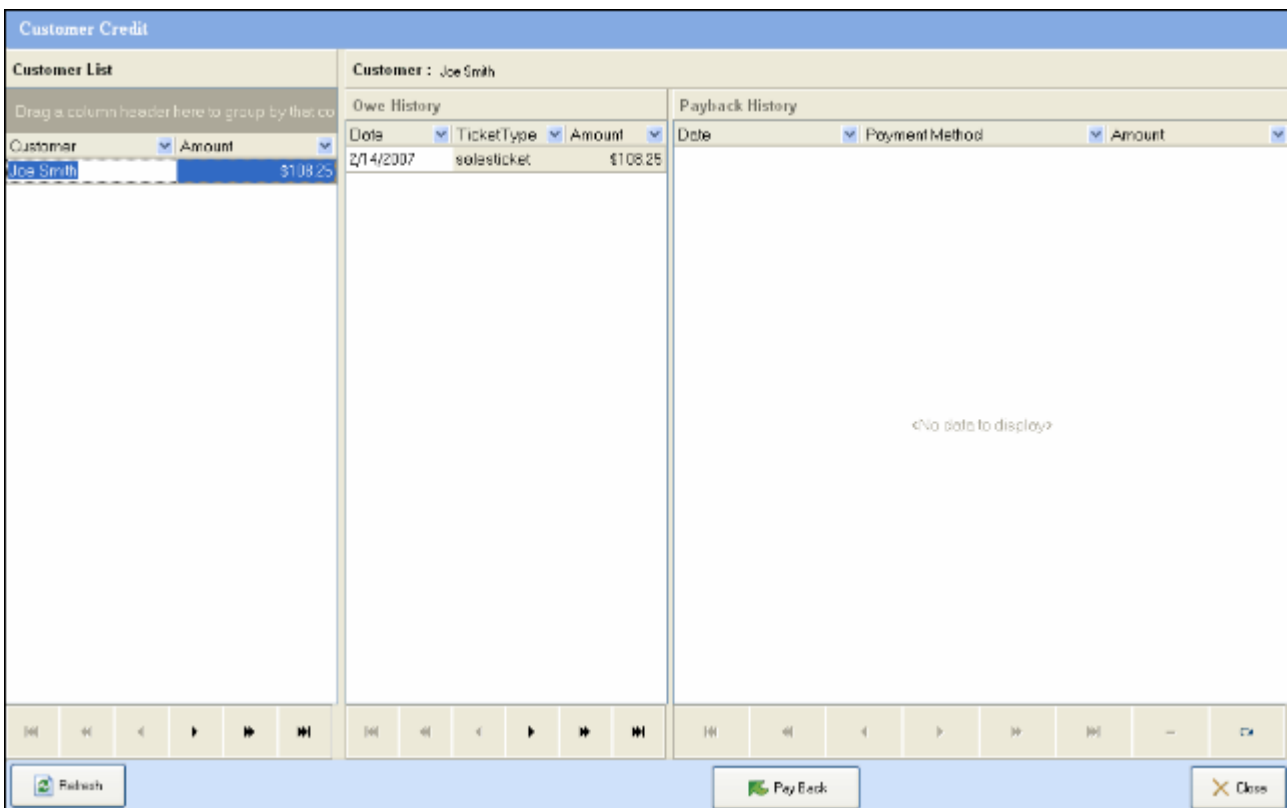
To open the customer credit window navigate to the Customer Credit option on the *Customers* drop-down menu



Here you can manage your Customer Credit or House Accounts. A list of customers that have account activity will appear. You can select a customer from the list to check his 'owe history' and 'payback history'. The customer list will be presented in the left column, and when a customer selected, the account history and payment history will be displayed in the middle and right columns

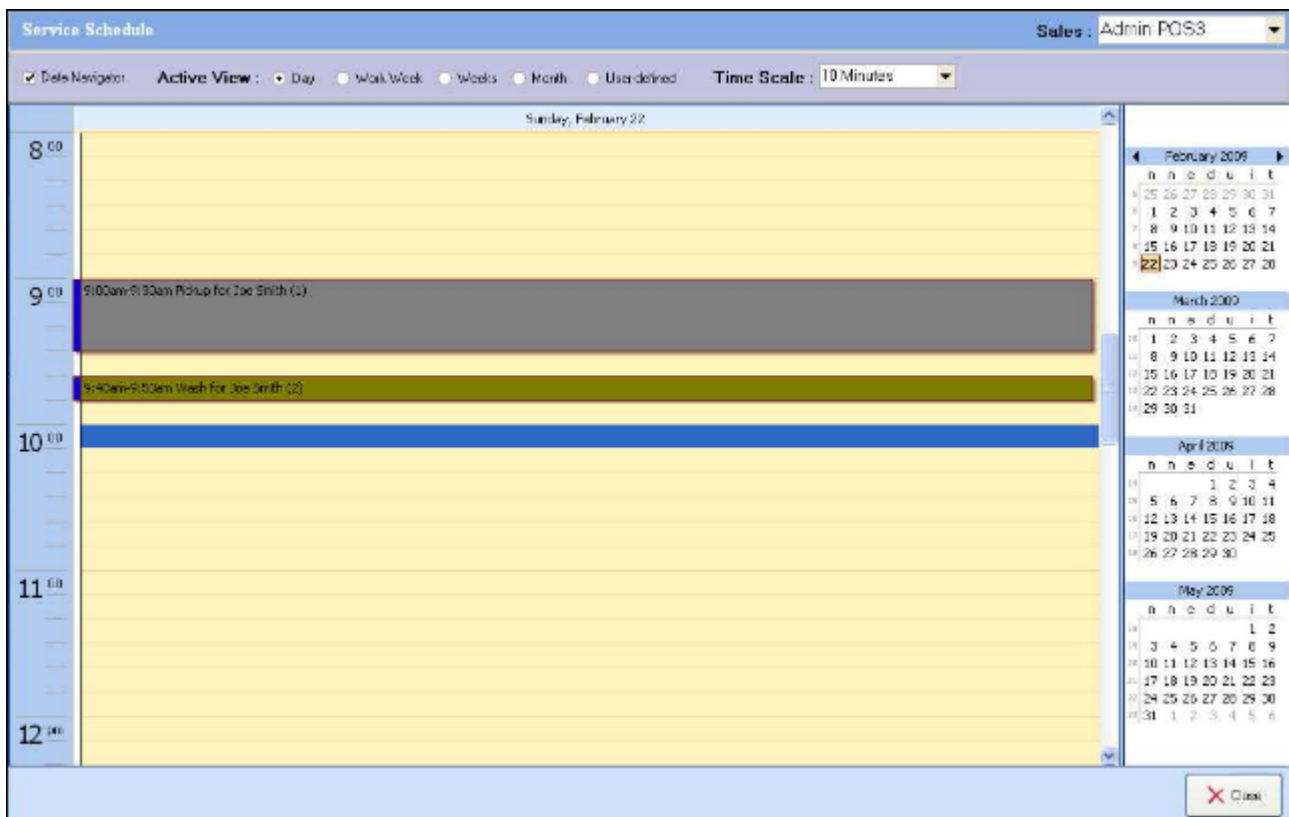
Use the 'pay back' function to apply payments from a customer towards outstanding balances that they owe. To do so: Select the customer for which you would like to receive a payment from the 'customer list', then click the 'pay back' button

Follow the prompts to specify what type of payment and the amount which was paid to apply the payment toward the customer's outstanding balance.

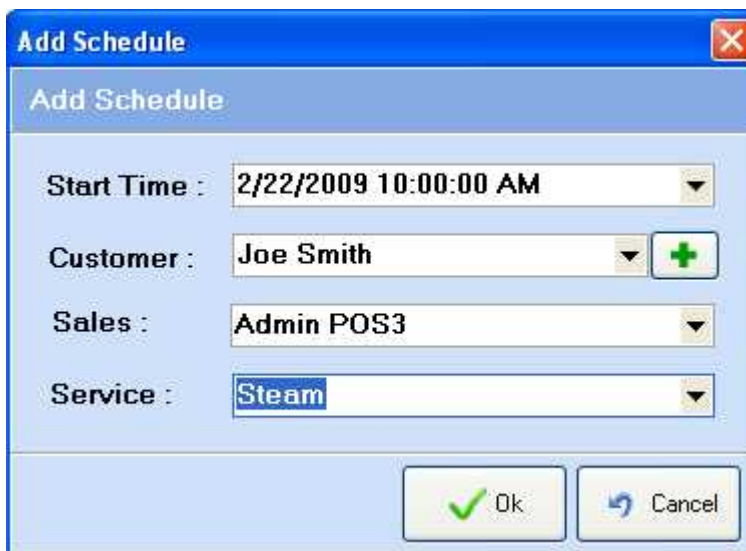


Schedule Services

To open the schedule window click on Schedule at the bottom of the Customer Panel at the left side of the window:



First, select the sales person from the top right drop down menu, the current schedule calendar will be displayed on the screen. Double click an existing item to edit this scheduled service. Double click an empty area to add a new schedule:



Click Ok to save the schedule and the new service item will be added to the calendar.

Right click an existing item on the calendar will allow you to act on the item: there are three action items you can select: Edit, Done, Delete. Choose Edit to make changes on the service item; Choose delete to

delete the item from the calendar; Click done will move this service item to the simple ticket for processing the payment and mark this item as "Done" on the calendar.

Quotation

Starting with version 3.0, you can create a quote for a customer before turn it into a sales ticket after the quote is approved by the customer.

To open the quotation window click on Quotation at the bottom of the Customer Panel at the left side of the window:

Title	Customer	Sub Total	Total Tax	Amount	Disabled
Quotation 1501	Joe Smith	\$120.00	\$0.00	\$120.00	<input type="checkbox"/>
Quot 02	Anonymous Customer	\$167.75	\$13.84	\$181.60	<input type="checkbox"/>

Item Name	Price	Quantity	Sub Total	Sub Tax
CANDY 10	\$1.00	120	\$120.00	\$0.00

To create a new quotation, click the "+ Add" button on top, then fill in the title and select the customer. To add items to the quotation, either scan the item barcode or click "+ Add Item" to open the item lookup window. Using "Change Quantity" to change quantity for each item and "Change Price" to change the unit price of each item. Then add notes to the quotation in the text field on the top right corner. Save the quotation for future reference.

To turn the quotation into a sales ticket, click the "Load to Ticket" button on top, this will convert the selected quotation into a sales ticket.

Receive and Check-in

Overview

If the incoming shipment is from a previous order, when receiving and checking-in the items, you need to use the 'Receive and Check-in' function to update your inventory.

After the window is opened, select an open order from the Order NO. drop down, then you will be able to select items from that order to check-in.

Adjust the number in the "Receive Now" field if the receiving amount that is in this shipment is less than the "Ordered" minus "Received" number.

Click on the "Receive" button at the bottom to finish this check-in process. After saving this check-in list, you can click on "Print Barcode" button to print barcode labels for those items that do not have vendor barcodes.

Check-in list

Receive and Check-in

NO. CA-0701-01-000300 Date 1/30/2007

Vendor

Order NO.

Select Item From Order

Order NO.:

Select

Drag a column header here to group by that column

Item	Barcode	Batch	ExpDate	Ordered	Receiver	Receive Now	Cost	Damage	DealWith	Date
<No data to display>										

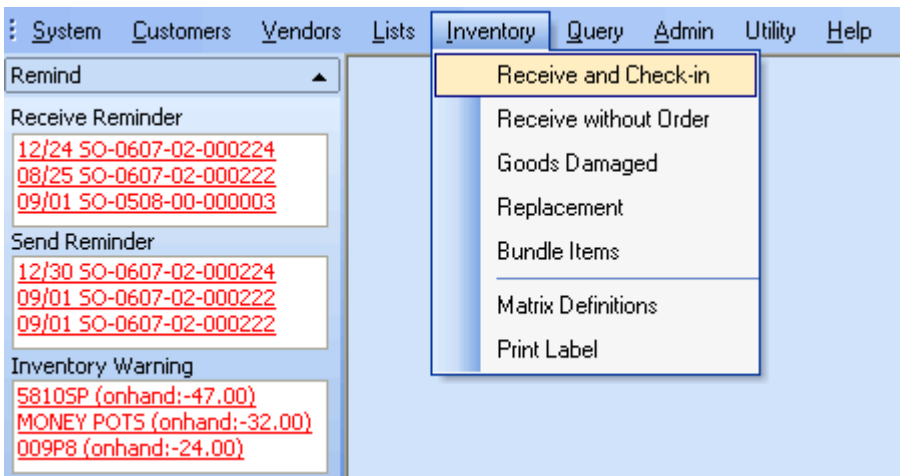
Print Barcode

New Receive Revert Close

Receive and Check-in

Opening the 'Receive and Check-in' window

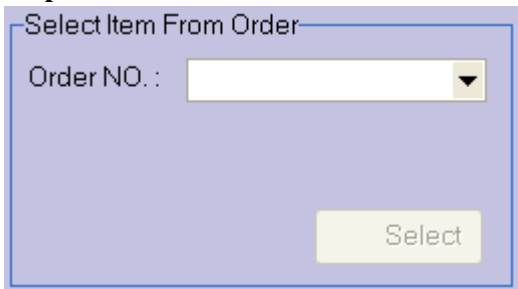
Click the '**Receive and Check-in**' option under the *Inventory* menu:



Receive and Check-in

Adding a new 'Receive and Check-in' Record


Step 1 : Select the order number from the *Order No.* dropdown box.



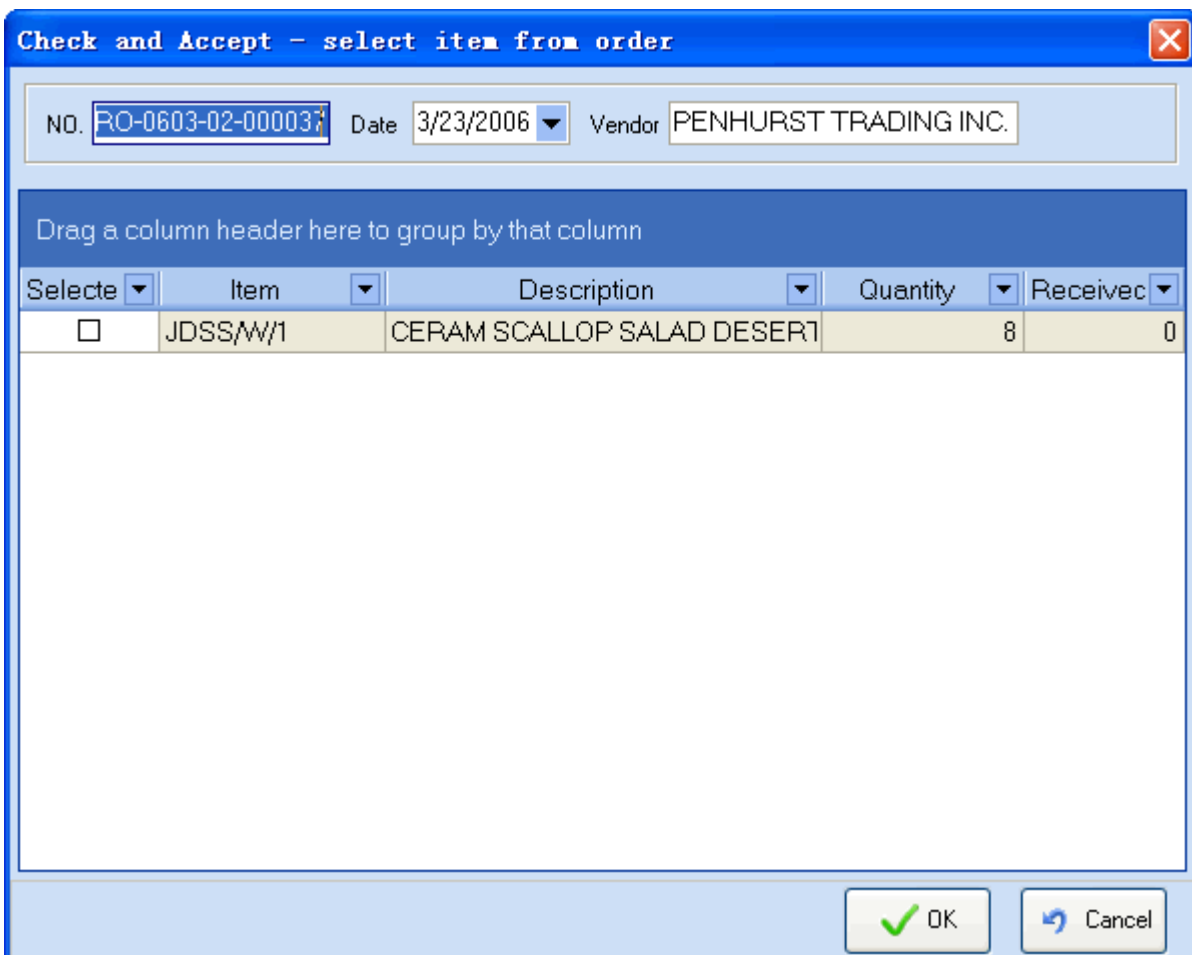
Select Item From Order

Order NO. :

Select

Step 2 : Click the  Select button.

Step 3 : Select an item from the list, and click 'Ok' button. Then those items which are selected will be added to the current 'Receive and Check-in' list.



Check and Accept - select item from order

NO. Date Vendor

Drag a column header here to group by that column

Selecte	Item	Description	Quantity	Receivec
<input type="checkbox"/>	JDSS/W/1	CERAM SCALLOP SALAD DESERT	8	0

OK Cancel

Step 4 : Input a description for the "Receive and Check-In" record if you want.

Step 5 : Adjust the number in the "Receive Now" field if the amount you are receiving in this shipment is less than the "Ordered" minus "Received" number.



Step 6 : Click the **Receive** button to save your 'Receive and Check-in' record.

Check-in list

Receive and Check-in

NO. CA-0701-01-000300 Date 1/30/2007 Description

Vendor

Order NO.

Select Item From Order

Order NO. :

Select

Drag a column header here to group by that column

Item Barcode Batch ExpDate Ordered Receiver Receive Now Cost Damage Deal With Date

<No data to display>

Print Barcode New Receive Revert Close

Step 7 : Click on "Print Barcode" button to print barcode labels for those items that do not have vendor barcodes.

Receive without Order

Overview

When you receive items from your vendor without an order, you need to use the 'Receive without Order' function to update your inventory.

[Opening the "Receive without Order" window.](#)

[Receive Inventory Items](#)

The screenshot shows a software window titled "Check-in list" with a subtitle "Receive without Order". The window contains a form with the following fields:

- NO.: CA-0609-01-000017
- Date: 2006-9-8
- Vendor: (empty)
- Order NO.: (empty)
- BarCode: (empty)
- Description: (empty)

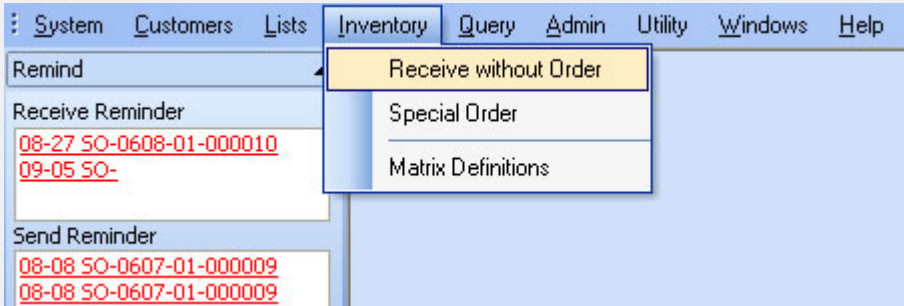
Below the form is a table with the following columns: Item, Barcode, Batch, ExpDate, Order, Receive, Receive No, Cost, Damage, Deal Wi, Date. The table is currently empty, displaying "<No data to display>".

At the bottom of the window is a navigation bar with the following buttons: Print Barcode, Order History, New, Save & Close, Receive, Revert, Close.

Receive without Order

Opening the 'Receive without Order' window

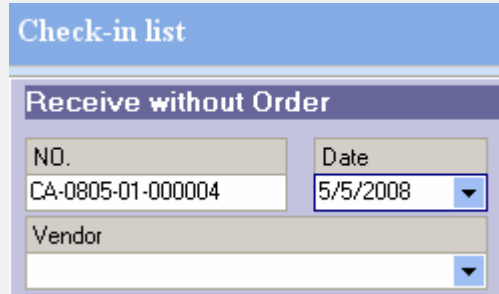
Click the **"Receive without Order"** submenu under the Inventory drop down menu:



Receive without Order

Adding a new 'Receive without Order' record

Step 1 : Select the vendor from the "Vendor" dropdown box.




Check-in list

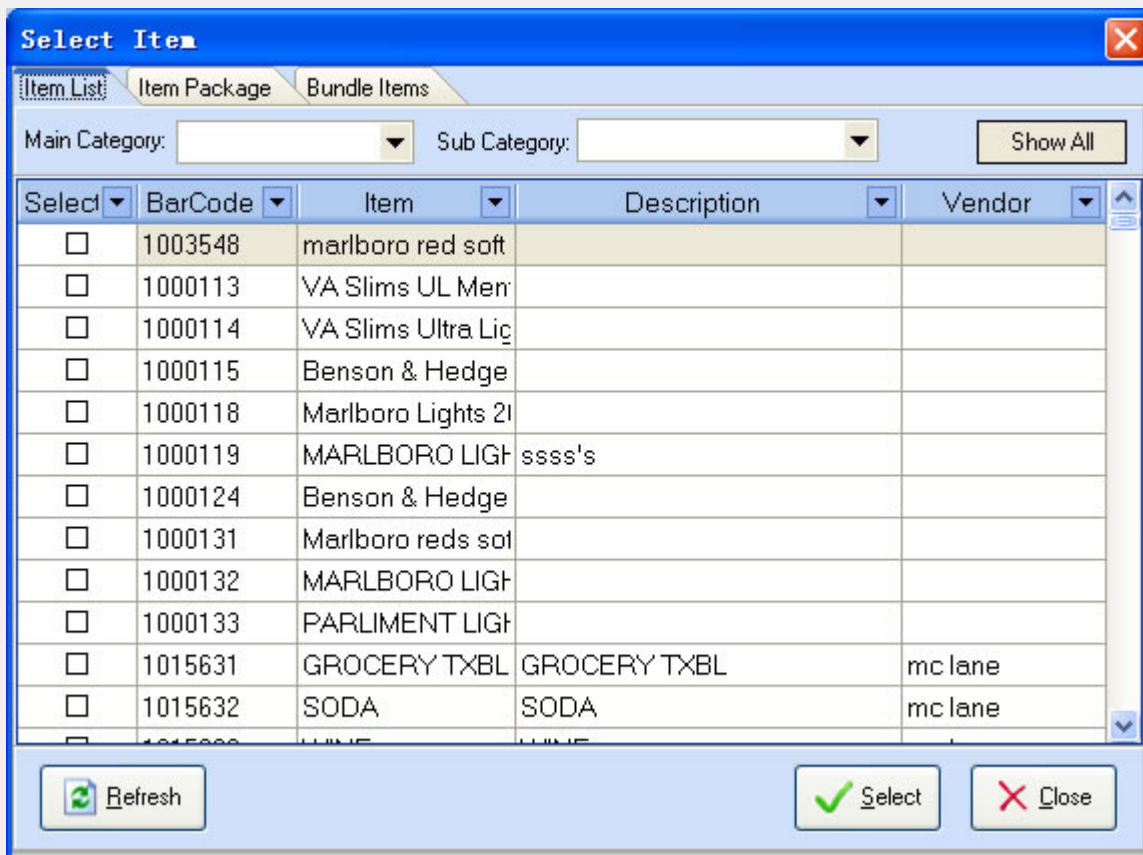
Receive without Order

NO. CA-0805-01-000004 Date 5/5/2008

Vendor

Step 2 : Input a description for the "Receive without Order" record if needed.

Step 3: Click the  button to open the window that lists all of the items you have entered into your item database.



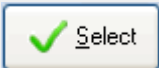
Select Item

Item List | Item Package | Bundle Items

Main Category: Sub Category: Show All

Select	BarCode	Item	Description	Vendor
<input type="checkbox"/>	1003548	marlboro red soft		
<input type="checkbox"/>	1000113	VA Slims UL Men		
<input type="checkbox"/>	1000114	VA Slims Ultra Lig		
<input type="checkbox"/>	1000115	Benson & Hedge		
<input type="checkbox"/>	1000118	Marlboro Lights 2l		
<input type="checkbox"/>	1000119	MARLBORO LIGF	ssss's	
<input type="checkbox"/>	1000124	Benson & Hedge		
<input type="checkbox"/>	1000131	Marlboro reds sol		
<input type="checkbox"/>	1000132	MARLBORO LIGF		
<input type="checkbox"/>	1000133	PARLIMENT LIGF		
<input type="checkbox"/>	1015631	GROCERY TXBL	GROCERY TXBL	mc lane
<input type="checkbox"/>	1015632	SODA	SODA	mc lane

Refresh Select Close

Step 4 : Select the items you would like to check in from the list, and click  button. The items selected will be added to the current 'Receive without Order' list. Then adjust the quantities, and additional info about the items that you are receiving accordingly.



Step 5 : Click the **Receive** button to save your 'Receive without Order'.

Check-in list

Receive without Order

NO. CA-0609-01-000017	Date 2006-9-8	Description
Vendor		
Order NO.		
BarCode :		

Item	Barcode	Batch	ExpDate	Orders	Receive	Receive No	Cost	Damage	Deal Wi	Date
<No data to display>										

Navigation: << < > >> + -

Buttons: Print Barcode, Order History, New, Save & Close, Receive, Revert, Close

Goods Damaged

At the 'Goods Damaged' window, you can report any damaged goods on the order.

step 1: Select the item that is damaged.

step 2: Select the reason for the damage.

step 3: Input the number of damaged goods.

step 4: Click the 'Save & New' or 'Save & Close' button.



The screenshot shows a dialog box titled "Goods Damaged" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Barcode :** A text input field.
- Item:** A dropdown menu.
- Reason:** A dropdown menu.
- Damaged:** A spin box with the value "1".

At the bottom of the dialog, there are three buttons: "Save & New", "Save & Close", and "Cancel".

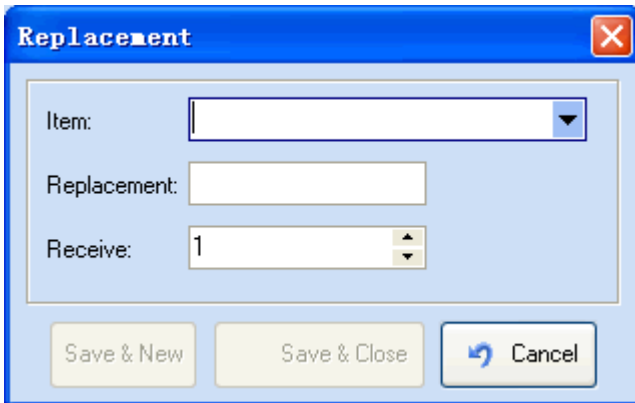
Replacement

At the 'Replacement' window, you can replace the damaged goods that you reported with the new or replacement items that you get from your vendors.

Step 1: Select the item you would like to replace.

Step 2: Input the number that you received.

Step 3: Click the 'Save & New' or 'Save & Close' button.



The image shows a software window titled "Replacement" with a blue header and a close button (X) in the top right corner. The window contains three input fields: "Item:" is a dropdown menu; "Replacement:" is a text input field; and "Receive:" is a spinner box containing the number "1". At the bottom of the window, there are three buttons: "Save & New", "Save & Close", and "Cancel" (which includes a circular arrow icon).

Bundle Items

At the 'Bundle Items' window, you can create a package bundle that includes a few items.

Step 1: Add a bundle item at the first grid.

Step 2: Add items that will be included as part of this bundle item.

Step 3: Click the 'Save' or 'Save & Close' button.

Bundle Items

Bundle Items Manager

Drag a column header here to group by that column

Name	Store Barcode	Disabled
Test Bundle 1	2000002	<input checked="" type="checkbox"/>
Ceste Round basket w/bowl	2000003	<input type="checkbox"/>
Ceste Square Basket w/bowl	2000004	<input type="checkbox"/>

Total Price: \$0

Add items by barcode:

Item Name	Quantity	Price	Batch
<No data to display>			

Print Barcode Save Save & Close Close

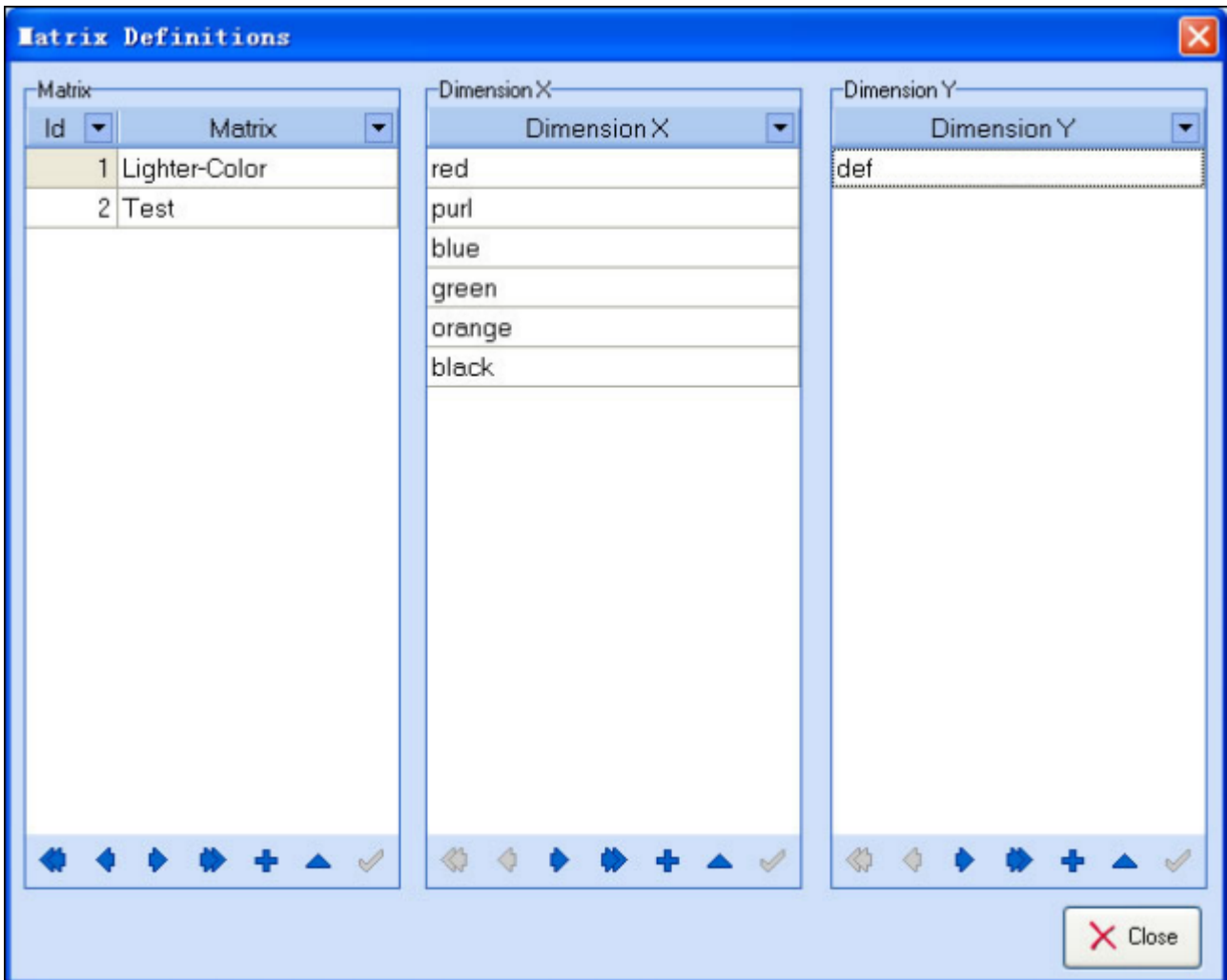
Matrix Definitions

Overview

Step 1: Click the **+** button under 'Matrix' to add a new matrix definition.

Step 2: Click the **+** button under 'Dimension X' to add a 'X Dimension' for the matrix selected .

Step 3: Click the **+** button under 'Dimension Y' to add a 'Y Dimension' for the matrix selected .



Print Label

At the 'print label' window, you can print the two sizes of item labels. Select the format and set 'print option', then click the 'print' button.

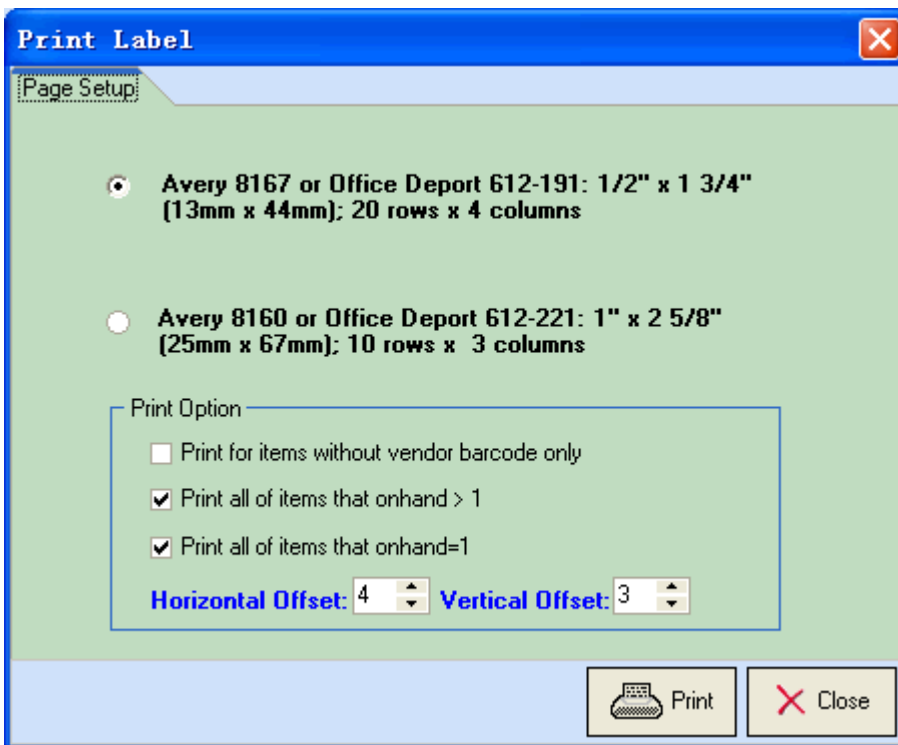
There are 3 print options to select from:

Print for items without vendor barcode only

Print for all items that have onhand quantities > 1

Print all items that have and onhand quantity = 1

You can also adjust the Horizontal and Vertical offsets if your printer does not print the label in the desired position. For Horizontal offsets: A negative value will move the printing area to the left and a positive value will move it to the right. For Vertical Offsets a negative value will shift the printing area up and a positive value will shift it down.

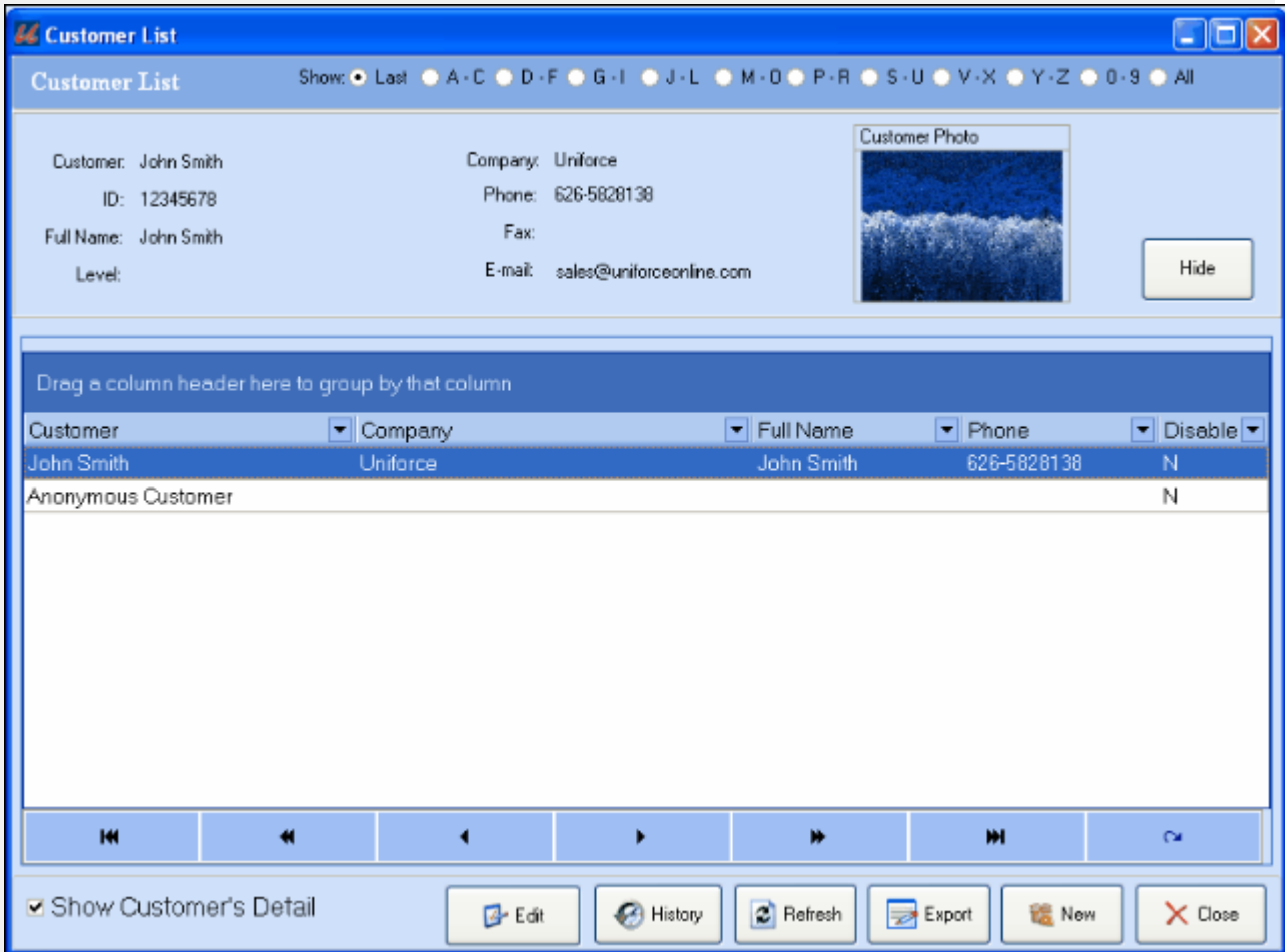


Customer List

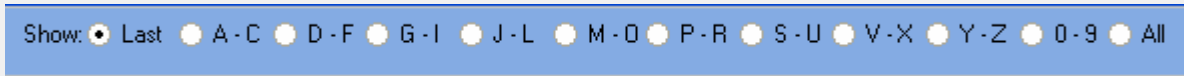
- [Overview](#)
- [List customers](#)
- [Add or Modify a customer](#)

Customer List

Overview



- Select the Display Range: the customer list is defaulted to display the newest added customer first, you can click on the radio buttons on top to choose a list range. For instance choosing "A-C" will list only those customers with names beginning in A, B, or C



- Function Buttons: Function buttons are located at the bottom of the window.



- **Show Customer's Detail:** when checked, a customer preview panel will be displayed on the top of the screen. When de-selected, the panel will not be displayed.
- **Edit:** when clicked, this button will open the customer editor window for the selected customer in the list.
- **History:** when clicked, this button will open the purchase history for the selected customer.
- **Refresh:** when clicked, this button will refresh and reload the customer list.
- **Export:** when clicked, this button will load all customers in an export window to be saved to a text file.
- **New:** click this button to add a new customer.

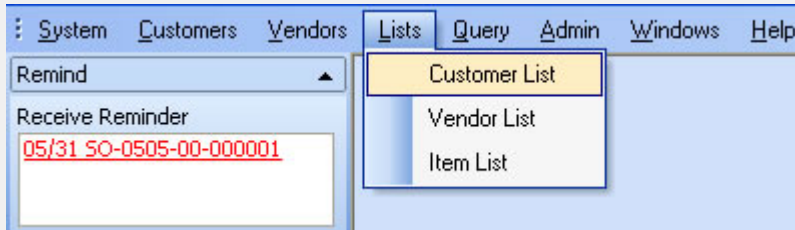
- **Close:** click this button to close the customer list window.

Customer List

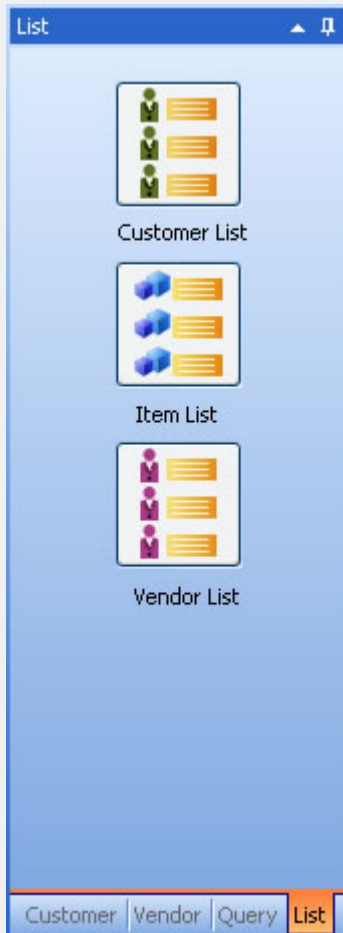
Opening the Customer List window

There are two ways to open the customer list window.

- **Click the Customer List option** under the Lists drop down menu:




- **From the Object Browser** on the left, choose "Customer List"

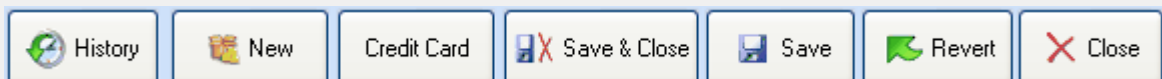


Customer List

Creating or Modifying a Customer



- To create a new customer, click the  button to open the create a new customer window. Then input the customer's name, company, billing address, shipping address, and so on.
- To edit a customer profile, double-click a customer from the customer list, or highlight a customer and click the edit button.
- You can then add/modify this customer's profile. We will explain some of the fields below:
 - Barcode: this field is generated by the system, you can use this to print customer's VIP card label or you can overwrite this code by scanning a membership card number for this customer.
 - Level: in the Admin section, you can define different customer VIP or membership levels. You can then select one of those level for this customer from the Level drop down list.
 - Disabled: this is used to disable a customer. A disabled customer will not be able to be added to sales tickets.
 - Can Use Customer Credit: this is used to enable the customer to use customer credit/house account for payment.
 - Addresses: you can define Billing and Shipping addresses for the customer. If the two addresses are the same, you can click on the ">>" button to copy the info into the shipping field from the billing field.
 - Photo: to upload a photo for this customer, place your mouse cursor to the photo area, right click it, choose "Load" to find and upload a photo of this customer to POS system.
 - Reminder: this is used to set reminders for this customer.
- Function Buttons are located at the bottom of the screen:



- History: click on this button to open this customer's purchase history and find out the items the customer has purchased.
- New: click on this button to create a new customer
- Credit Card: click on this button to swipe the credit card and populate the customer information automatically to save your data entry time.
- Save & Close: click this button to save the current customer info and close the editor.
- Save: click on this button to save the current customer without closing the editor window.
- Close: click on this button to close the customer editor window.

Customer Editor

Customer Editor

Customer

Barcode: A01000002

Customer: Joe Smith

Identification:

Level:

Company: Uniforce

First Name: Joe

Last Name: Smith

Phone: 12345678

Fax:

E-mail: sales@uniforcepos.com

Disabled: Yes Can Use Customer Credit: Yes

Add reminder

Reminder Type: Birthday

Reminder Date: 2/22/2009

Set Reminder days: 1

+ Add

Photo

Reminders

Not Reminder record.

Bill To

Address: 10505 Valley Blvd. #638

City: El Monte

State: California

Zip: 91731

Country: United States

Ship To

Address: 10505 Valley Blvd. #638

City: El Monte

State: California

Zip: 91731

Country: United States

History New Credit Card Gift Card Credit Certificate Save & Close Save Revert Close

Item List

- [Overview](#)
- [List Items](#)
- [Add or Edit an Item](#)

Item List

Overview

Items List Show Items: Last ● A-C ● D-F ● G-I ● J-L ● M-O ● P-R ● S-U ● V-X ● Y-Z, # ● 0-9 ● All

Drag a column header here to group by that column

BarCode	ItemName	Category	Sub Category	Price	Tax	OnHand	Replacemer	Warning	Disabled
1000020	Aturo Fuente SparLonsdi	Grocery		4.99	Tax	1000	0	1	N
1000019	Aturo Fuente Chateau Fux	Grocery		5.99	Tax	1000	0	1	N
1000018	Aturo Fuente Don Carlos I	Grocery		10.99	Tax	1000	0	1	N
1000017	Portagos Prontos	Grocery		14.99	Tax	1000	0	1	N
1000016	Aturo Fuente Don Carlos I	Grocery		11.99	Tax	1000	0	1	N
1000015	Aturo Fuente Don Carlos I	Grocery		15.99	Tax	1000	0	1	N
1000014	Aturo Fuente Don Carlos I	Grocery		13.49	Tax	992	0	1	N
1000013	Cohiba Minichures	Grocery		19.99	Tax	1000	0	1	N
1000012	Aturo Fuente Reserva Es	Grocery		9.99	Tax	1000	0	1	N
1000011	Aturo Fuente Petit Corona	Grocery		4.99	Tax	1000	0	1	N
1000010	Aturo Fuente Exquisitos &	Grocery		2.79	Tax	1000	0	1	N
1000009	Aturo Fuente Selec Privi	Grocery		6.49	Tax	1000	0	1	N
1000008	Cohiba Pequenos	Grocery		17.99	Tax	1000	0	1	N
1000007	Aturo Fuente Churchill	Grocery		7.99	Tax	976	0	1	N
1000006	Aturo Fuente Dbl Chat N	Grocery		8.49	Tax	1000	0	1	N
1000005	H Upmann Tin	Grocery		15.99	Tax	1000	0	1	N
1000004	Maconado Minichures	Grocery		10.99	Tax	1000	0	1	N
1000003	Aturo Fuente Dbl Chat Sni	Grocery		7.99	Tax	1000	0	1	N
1000002	Punch Bolos	Grocery		13.99	Tax	1000	0	1	N
1000001	Aturo Fuente Chateau Fux	Grocery		5.99	Tax	1000	0	1	N

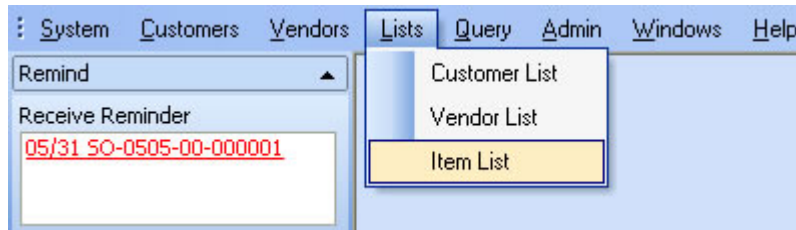
Show Item's Detail
 Load Images
Edit
Export List
Attribute
Refresh
New
Close

Item List

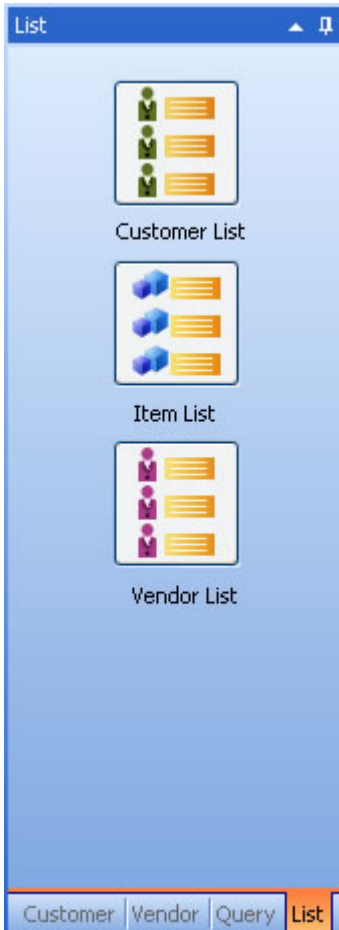
Opening the item list window

There are two ways to open the item list window.

Click the Item List option under the *Lists* drop down menu:




From the Object Browser on the left, choose "Item List"




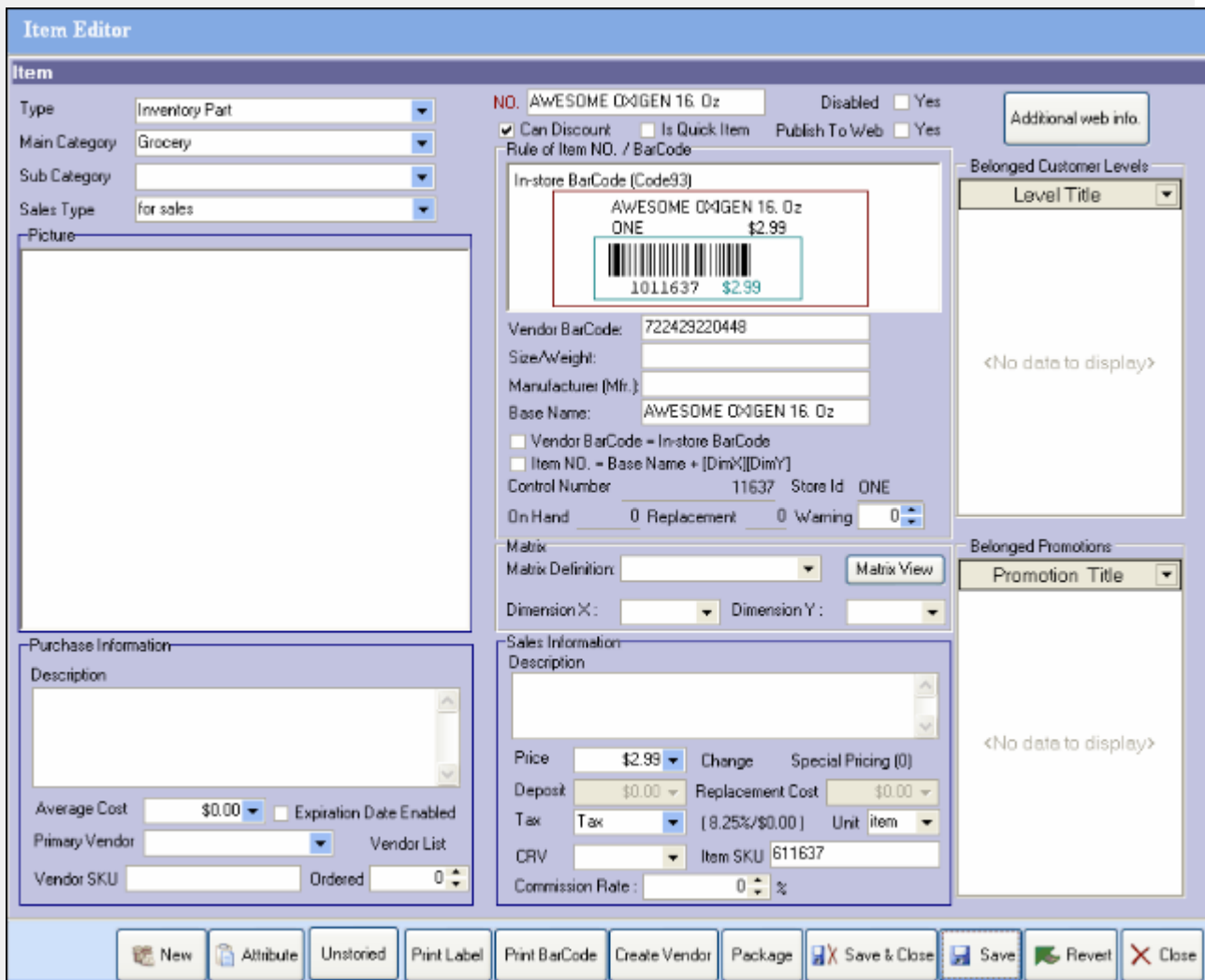
Item List

Creating an item

Click the  button to open the item editor window to create a new item. Then select the item's type and input the item's number, purchase description, sales description, cost, price, vendor, tax and CRV info and so on.

For detail information on each field, please refer to the user guide for the Inventory Setting Application. The user guide for Inventory Setting is located in the help folder.

Click the  button to save your item.



The screenshot shows the 'Item Editor' application window. The interface is divided into several sections:

- Item Information:** Includes dropdowns for 'Type' (Inventory Part), 'Main Category' (Grocery), 'Sub Category', and 'Sales Type' (for sales). There are also checkboxes for 'Can Discount', 'Is Quick Item', 'Publish To Web', and 'Disabled'.
- Barcode and Labels:** Features an 'In-store BarCode (Code93)' preview showing a barcode for 'AWESOME OXIGEN 16. Oz' with a price of '\$2.99'. Below this are fields for 'Vendor BarCode', 'Size/Weight', 'Manufacturer (Mfr.)', and 'Base Name'.
- Control and Stocking:** Includes 'Control Number' (11637), 'Store Id' (ONE), 'On Hand' (0), 'Replacement' (0), and 'Warning' (0).
- Matrix:** A section for 'Matrix Definition' and 'Dimension X'/'Dimension Y'.
- Purchase Information:** Contains a 'Description' field, 'Average Cost' (\$0.00), 'Expiration Date Enabled' checkbox, 'Primary Vendor', and 'Vendor SKU'.
- Sales Information:** Contains a 'Description' field, 'Price' (\$2.99), 'Deposit' (\$0.00), 'Replacement Cost' (\$0.00), 'Tax' (9.25%/\$0.00), 'Unit' (item), 'CRV', and 'Item SKU' (611637).
- Customer Levels and Promotions:** Two sections on the right for 'Belonged Customer Levels' and 'Belonged Promotions', both currently showing '<No data to display>'. There is an 'Additional web info.' button above the customer levels section.

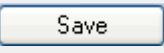
At the bottom of the window is a toolbar with buttons for: New, Attribute, Unstored, Print Label, Print BarCode, Create Vendor, Package, Save & Close, Save, Revert, and Close.

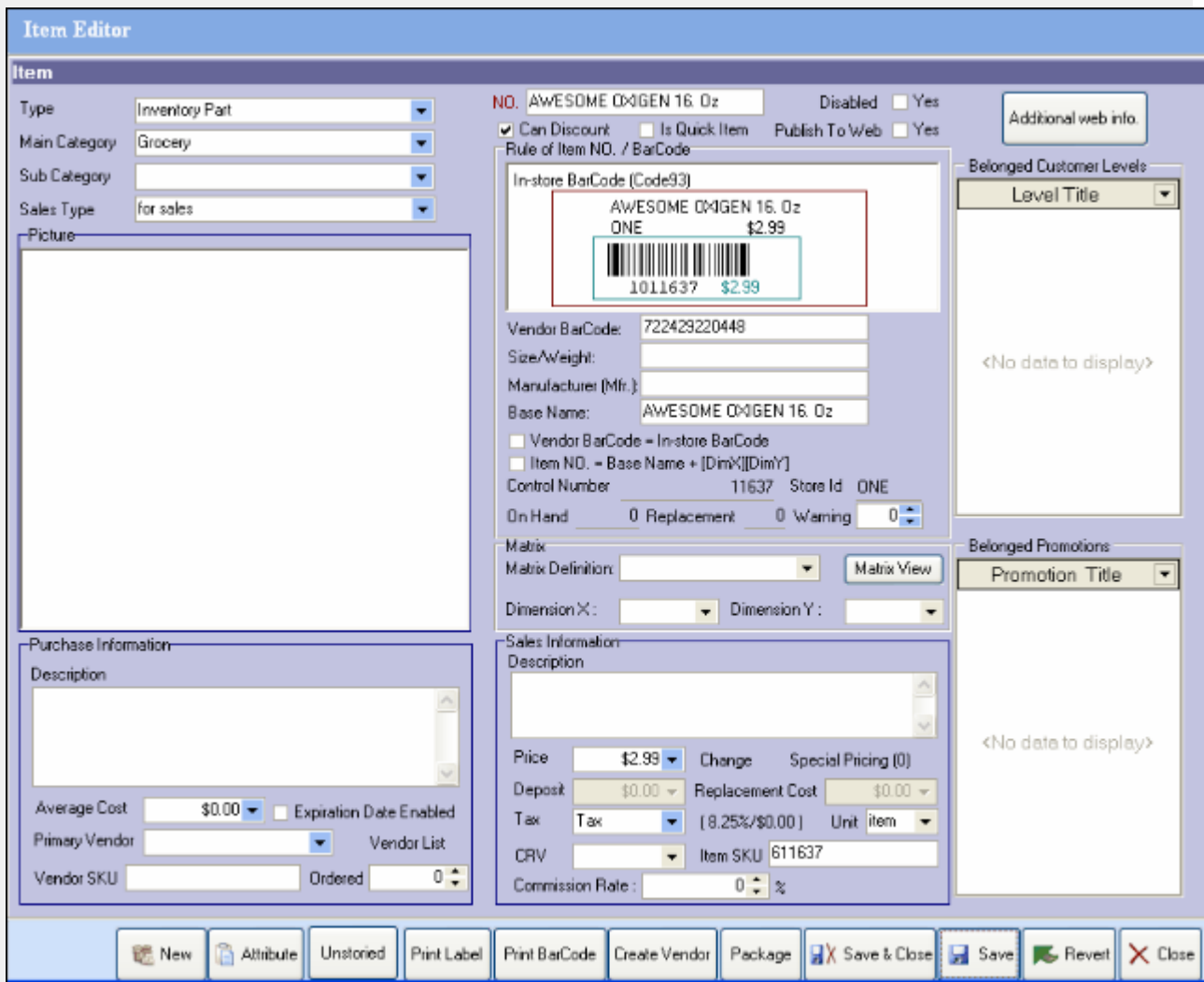
Item List

Modifying an item

Double click an item from the item list to open the item editor for the selected item. Then you can modify all the fields that need to be changed.

For detail information on each field, please refer to the user guide for the Inventory Setting Application. The user guide for Inventory Setting is located in the help folder.

Click the  button to save your changes.



The screenshot shows the 'Item Editor' window with the following sections and fields:

- Item:** Type (Inventory Part), Main Category (Grocery), Sub Category, Sales Type (for sales), Picture.
- NO.:** AWESOME OXIGEN 16. Oz, Disabled (Yes/No), Can Discount (checked), Is Quick Item, Publish To Web (Yes/No), Additional web info.
- Rule of Item NO. / BarCode:** In-store BarCode (Code93) showing a label for 'AWESOME OXIGEN 16. Oz ONE \$2.99' with barcode '1011637 \$2.99'.
- Vendor BarCode:** 722429220448, Size/Weight, Manufacturer (Mfr.), Base Name: AWESOME OXIGEN 16. Oz, Vendor BarCode = In-store BarCode, Item NO. = Base Name + [DimX][DimY].
- Control Number:** 11637, Store Id: ONE, On Hand: 0, Replacement: 0, Warning: 0.
- Matrix:** Matrix Definition, Matrix View, Dimension X, Dimension Y.
- Purchase Information:** Description, Average Cost (\$0.00), Expiration Date Enabled, Primary Vendor, Vendor List, Vendor SKU, Ordered (0).
- Sales Information:** Description, Price (\$2.99), Change, Special Pricing (0), Deposit (\$0.00), Replacement Cost (\$0.00), Tax (Tax, 8.25%/\$0.00), Unit (item), CRV, Item SKU (611637), Commission Rate (0%).
- Belonged Customer Levels:** Level Title, <No data to display>
- Belonged Promotions:** Promotion Title, <No data to display>

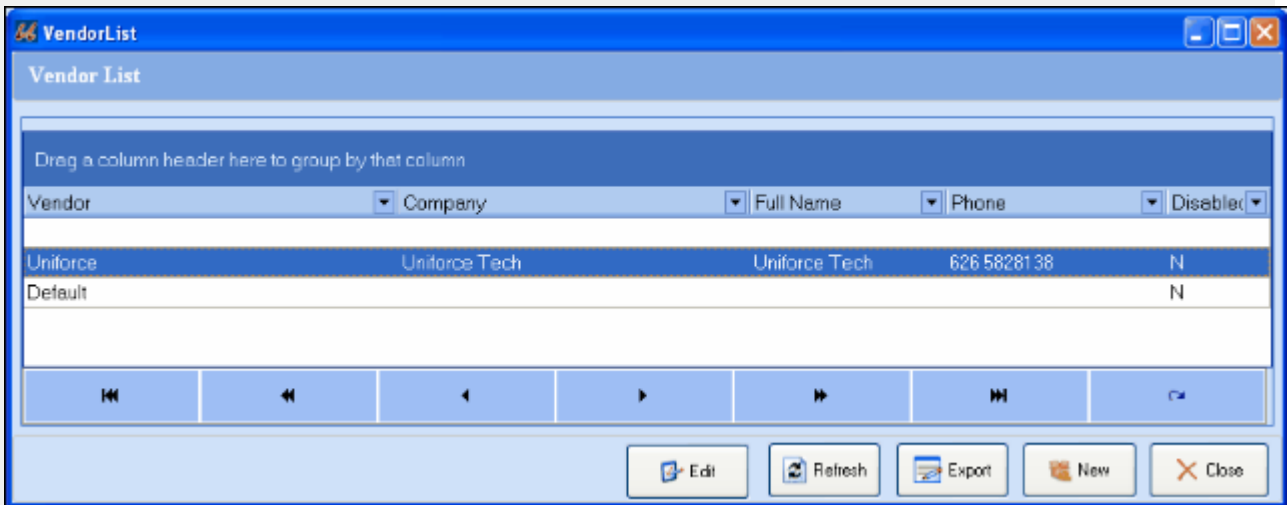
Buttons at the bottom: New, Attribute, Unstored, Print Label, Print BarCode, Create Vendor, Package, Save & Close, Save, Revert, Close.

Vendor List

- [Overview](#)
- [List Vendors](#)
- [Add or Edit a vendor](#)

Vendor List

Overview



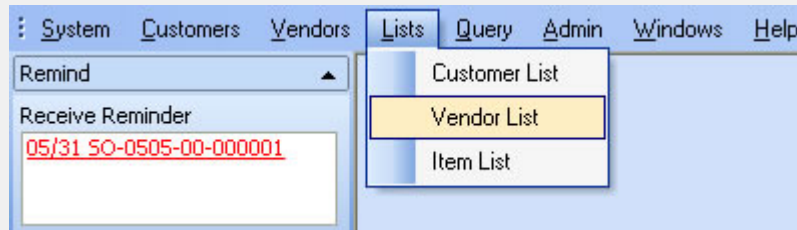
- **Function Buttons:** Function buttons are located at the bottom of the window.
 - **Edit:** when this button is clicked, will open a vendor editor for the selected vendor in the list.
 - **Refresh:** when this button is clicked, the vendor list will be refreshed and re-loaded.
 - **Export:** when this button clicked, a list of all vendors will open in a export window to be saved to a text file.
 - **New:** click this button to add a new vendor.
 - **Close:** click this button to close the vendor list window.

Vendor List

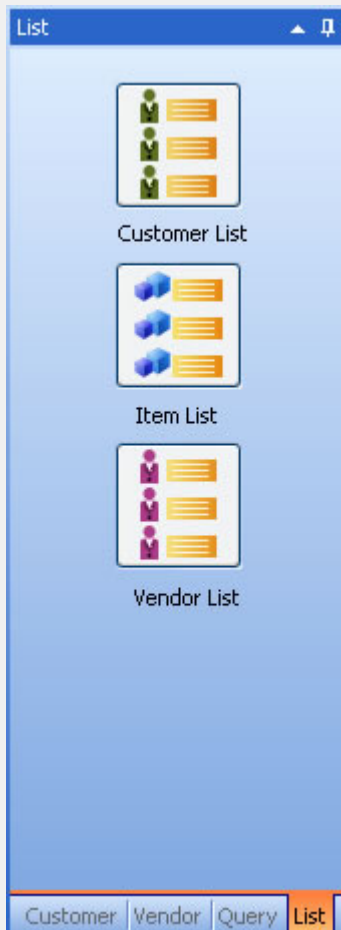
Opening the Vendor List window

There are two ways to open the vendor list window.

Click the Vendor List option under the Lists drop down menu:




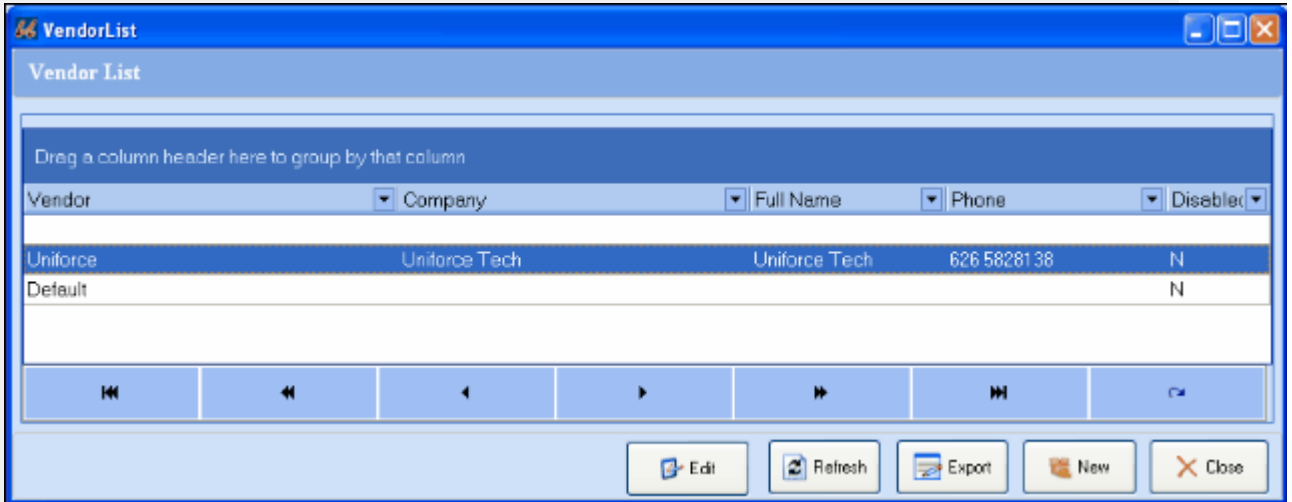
From the Object Browser on the left, choose "Item List"



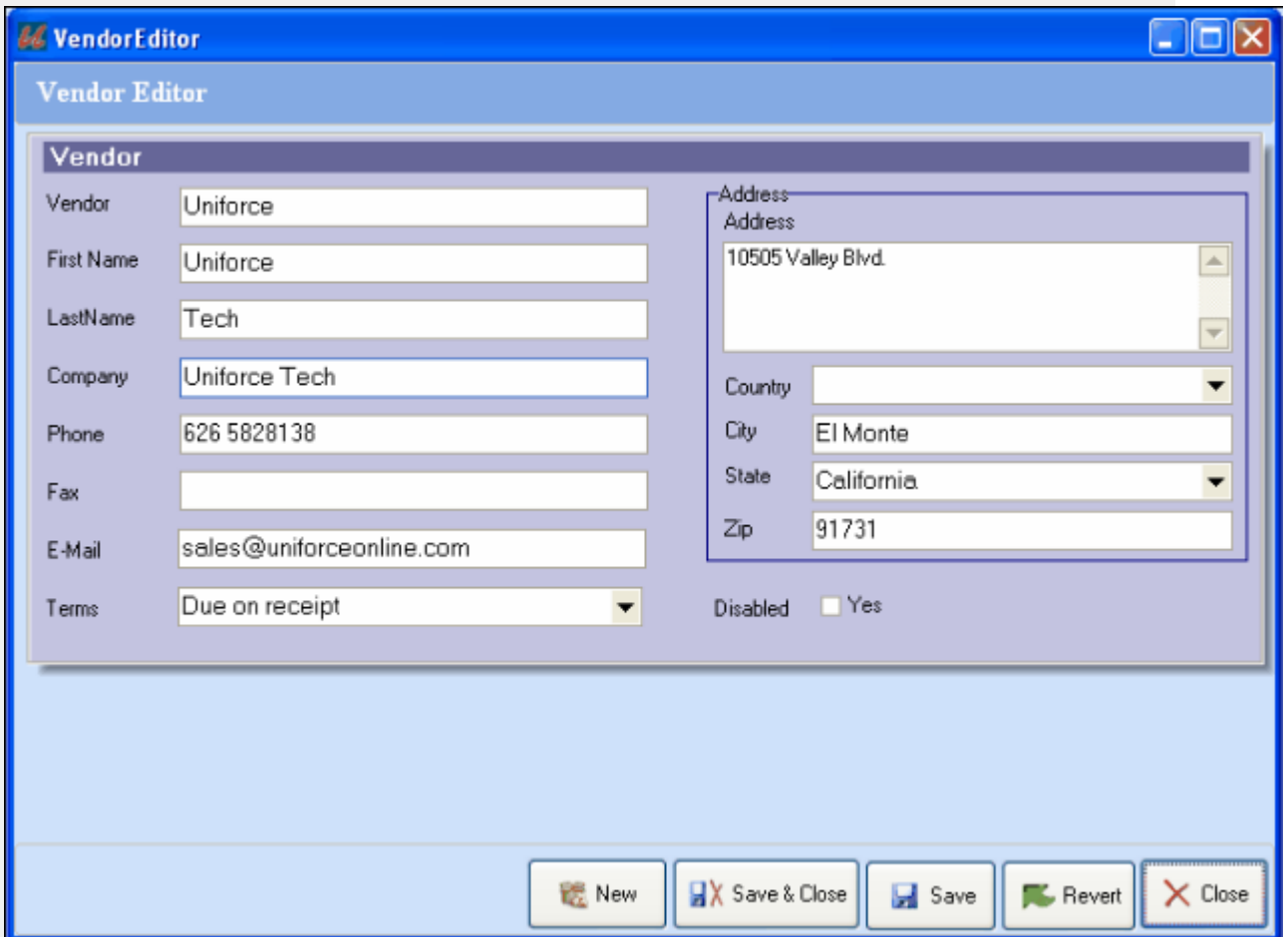
Vendor List

Creating or Modifying a Vendor

- Click the  button to create a new vendor.
- Double click a vendor from the vendor list to modify the selected vendor's profile.



- Then you can modify this vendor's name, company, phone, fax, and so on.



- Function buttons are located at the bottom of the window:



- **New:** click on this button to create a new vendor.
- **Save & Close:** click on this button to save the current vendor and close the editor.
- **Save:** click on this button to save the current vendor without closing the editor window.
- **Revert:** click this button to undo the current changes.
- **Close:** click on this button to close the vendor editor window.

Vendor Editor

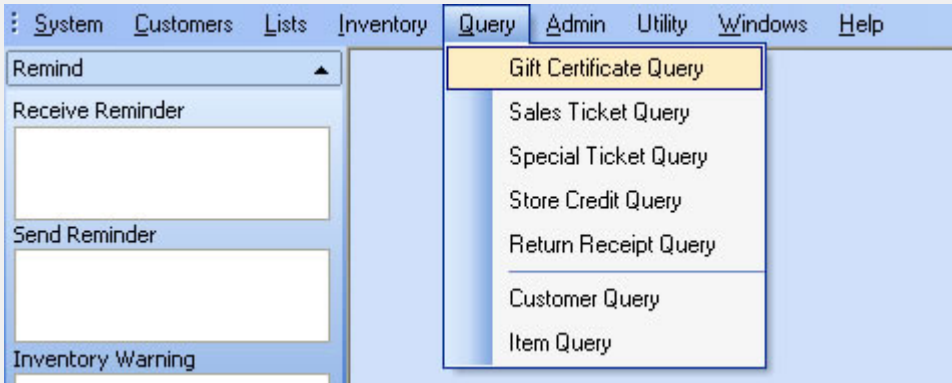
Vendor	
Vendor	<input type="text"/>
First Name	<input type="text"/>
LastName	<input type="text"/>
Company	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
E-Mail	<input type="text"/>
Address	
Address <input type="text"/>	
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Country	<input type="text"/>

New Save Revert Close

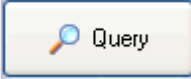
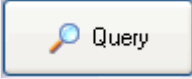
Gift Certificate Query

Open the gift certificate query window

Click the **gift certificate query option** under the Query menu to open a new gift certificate query window.



Querying for a gift certificate

- To query for a gift certificate, first enter some key words or info into the G.C. NO., Amount, Begin Date and End Date fields of the Gift Certificate Query window. Then click the  button.
- If you click the  button without entering any searching key words, system will then list all of the gift certificates.
- Double-Clicking one gift certificate from the query results will bring up the gift certificate view and enable you to view or edit that gift certificate.

Gift Certificate Query


Gift Certificate

G.C.NO.

Amount

Begin Date (SOLD)

End Date (SOLD)

 Query

Drag a column header here to group by that column

G.C.NO

Date


Amount

Recipients

Available

<No data to display>

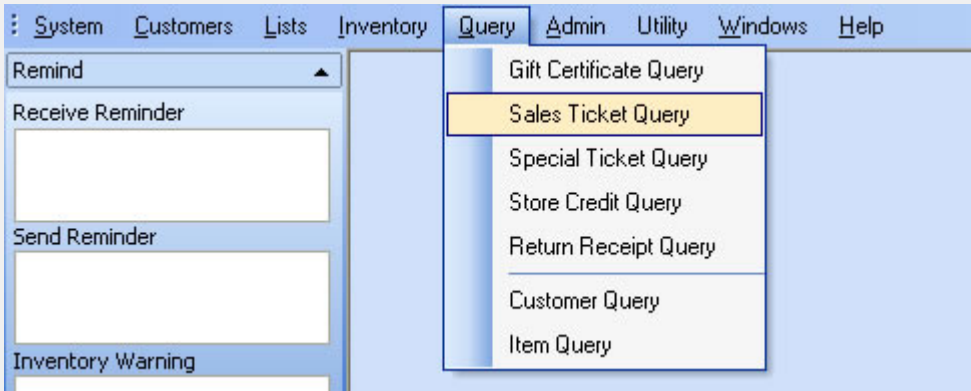


 Close

Sales Ticket Query

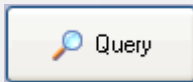
Opening the sales ticket query window

Click the **Sales Ticket Query** option under the Query menu to open a new sales ticket query window.

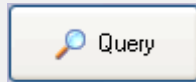


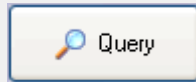
Querying for a sales ticket

- To query for a sales ticket, first enter some key words or information in the fields such as Customer, S.T. NO., Item NO., Total, and/or the Begin Date and End Dates for the query. Then click the



button.



- If you click the  button without any key words, the system will list all of your sales ticket. **Please note that querying for all of your sales tickets can take some time if there are many tickets on record.**
- Double-Clicking one sales ticket from the query results will bring up the sales ticket view and enable you view, modify, or print that sales ticket.

Sales Ticket Query

Sales Ticket Query

Sales Ticket

Customer	S.T.NO.	Ticket	State
<input type="text"/>	<input type="text"/>	Begin Date	All
Item	Total	2/14/2009	
<input type="text"/>	<input type="text" value="0"/>	End Date	
Item Barcode : <input type="text"/>	Sales Person	<input type="text"/>	<input type="button" value="Query"/>
<input type="text"/>	<input type="text"/>		

Drag a column header here to group by that column

S.T.NO	Date	Customer	State	Total
<No data to display>				

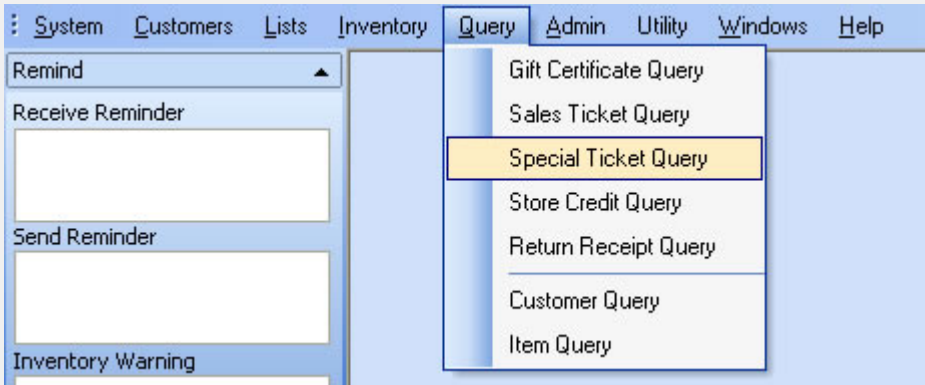
Navigation: [Home] [Back] [Left] [Right] [Forward] [End]

Buttons: Force Return | Backup Receipt | Return History | Close

Special Ticket Query

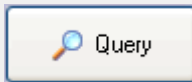
Opening the special ticket query window

Click the **Special Ticket Query** option under the Query menu to open the special ticket query window.

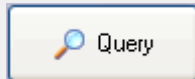


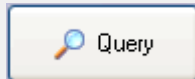
Querying for a special ticket

- To query for a special ticket, first enter some key words or info in the fields for Customer, S.S. NO., Item Description, Item NO., Total, or Begin Date and End Dates for the ticket. Then click the



button.



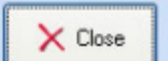
- If you click the  button without entering any key words, system will list all of the special tickets. **Please note that querying for all of your special tickets can take some time if there are many special tickets on record.**
- Double-Clicking one of the special tickets from the query results will bring up the special ticket view where you can view, modify, or print that special ticket.

Special Sale Ticket - Query

Special Sale Ticket

Customer	S.S. NO.	Total	
<input type="text"/>	<input type="text"/>	>= <input type="text"/>	
Item Description	Item	Begin Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

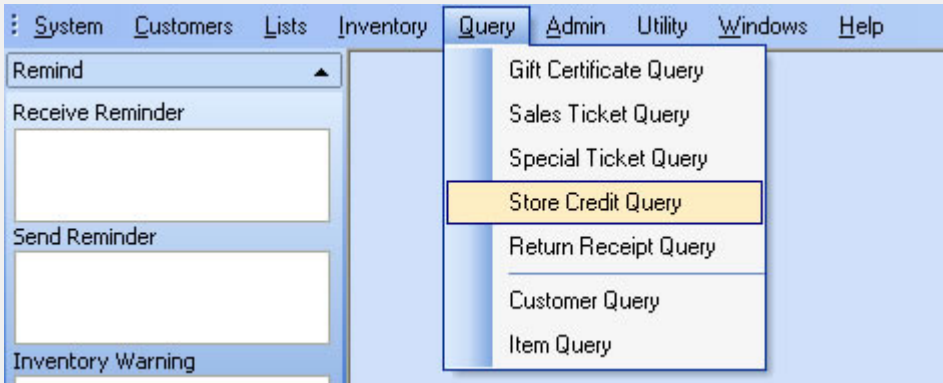
S.S. NO.	Date	Customer	Total
<No data to display>			



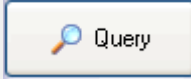
Store Credit Query

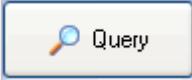
Opening the store credit query window

Click the **Store Credit Query** option under the Query menu to open the store credit query window.



Querying for a store credit

To query for a store credit, first enter some key words or info into the fields for customer, store credit No., balance, and/or begin date and end date's for the credit. Then click the  button.

If you click the  button without entering any key words, the system will list all of store credits. **Please note that querying for all of your store credits can take some time if there are many store credits on record.**

Double-Clicking one of the store credits from the query results, will bring up the store credit view where you will be able to view, modify, or print that store credit.

Store Credit Query

Store Credit

Customer S.C.NO. Begin Date

Balance 0 End Date

Drag a column header here to group by that column

S.C.NO	Balance	Customer	Disable
<No data to display>			

See also:

[Add a store credit](#)

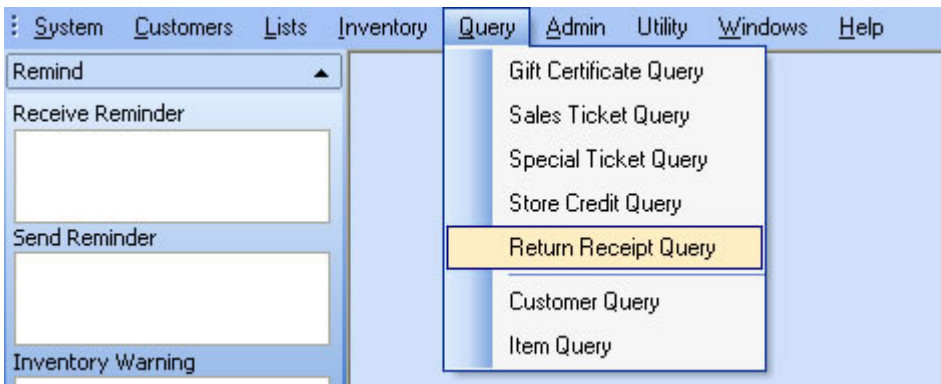
[View a store credit](#)

[Print a store credit](#)

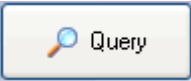
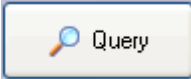
Return Receipt Query

Opening the return receipt query window

Click the **Return Receipt Query** option under the *Query* menu to open the return receipt query window.




Querying for a return receipt

- To query for a return receipt, first enter some key words or info into the fields for Name, Driver Lic, or Date. Then click the  button.
- If you click the  button without entering any key words, the system will list all of the return receipts on record.

Query Return Receipt

Return Receipt

Name: Driver Lic: Date: ~

 Query

Drag a column header here to group by that column

Ticket NO. Name Driver Lic Date Sub Total Tax Total

<No data to display>

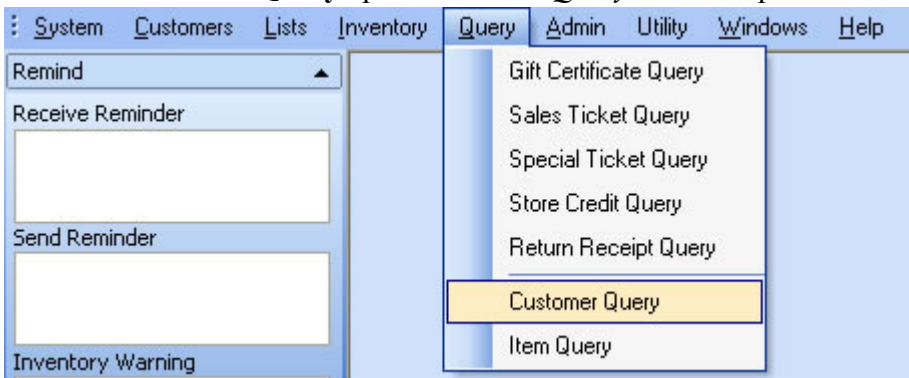


 Close

Customer Query

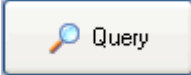
Opening the customer query window

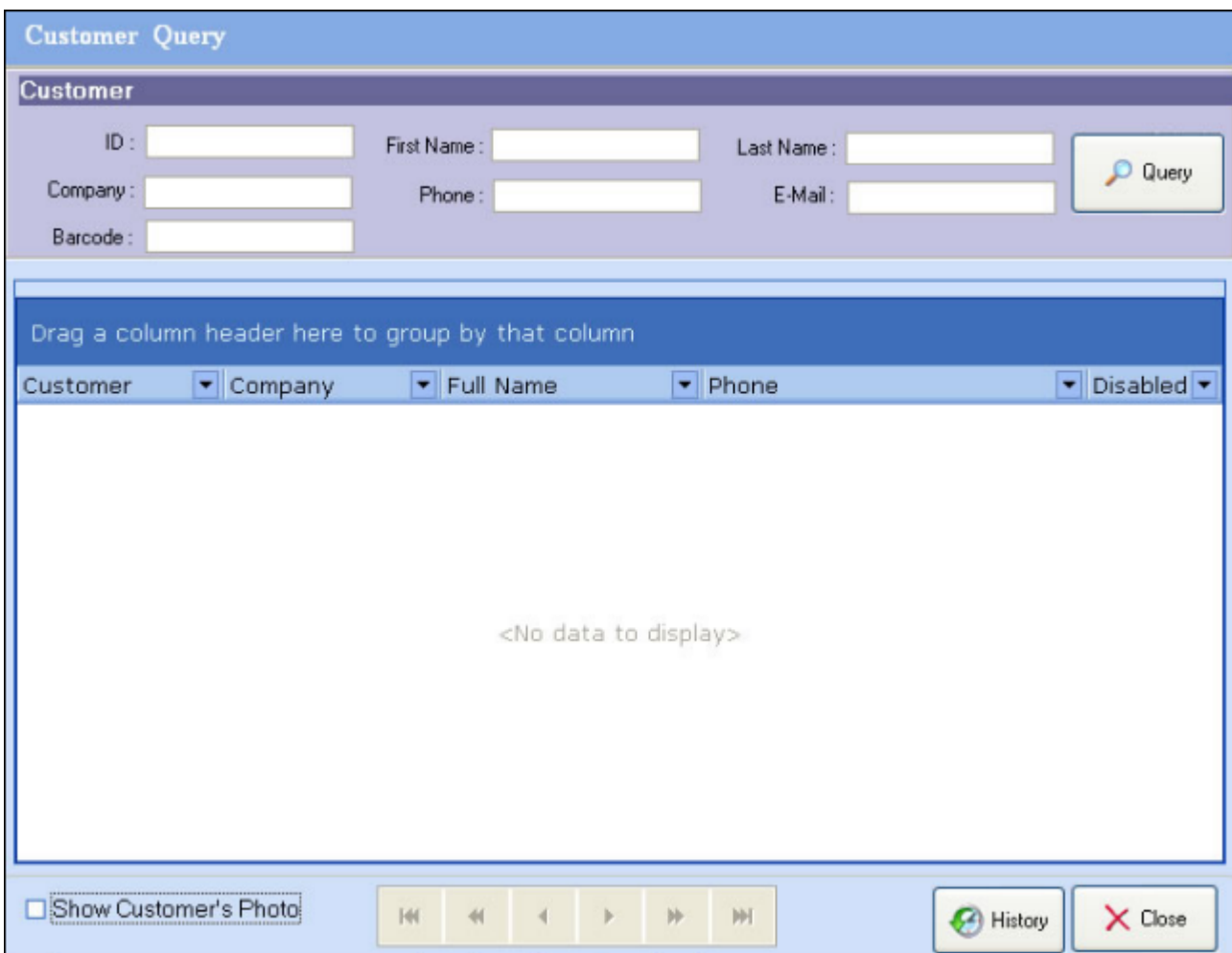
Click the **Customer Query** option under the *Query* menu to open the customer query window.

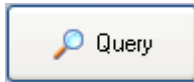


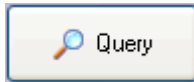
Querying for a customer

To query for a customer, first enter some key words or info in the fields such as ID, First Name, Last


Name, Company, Phone, E-mail, Barcode. Then click the  button.

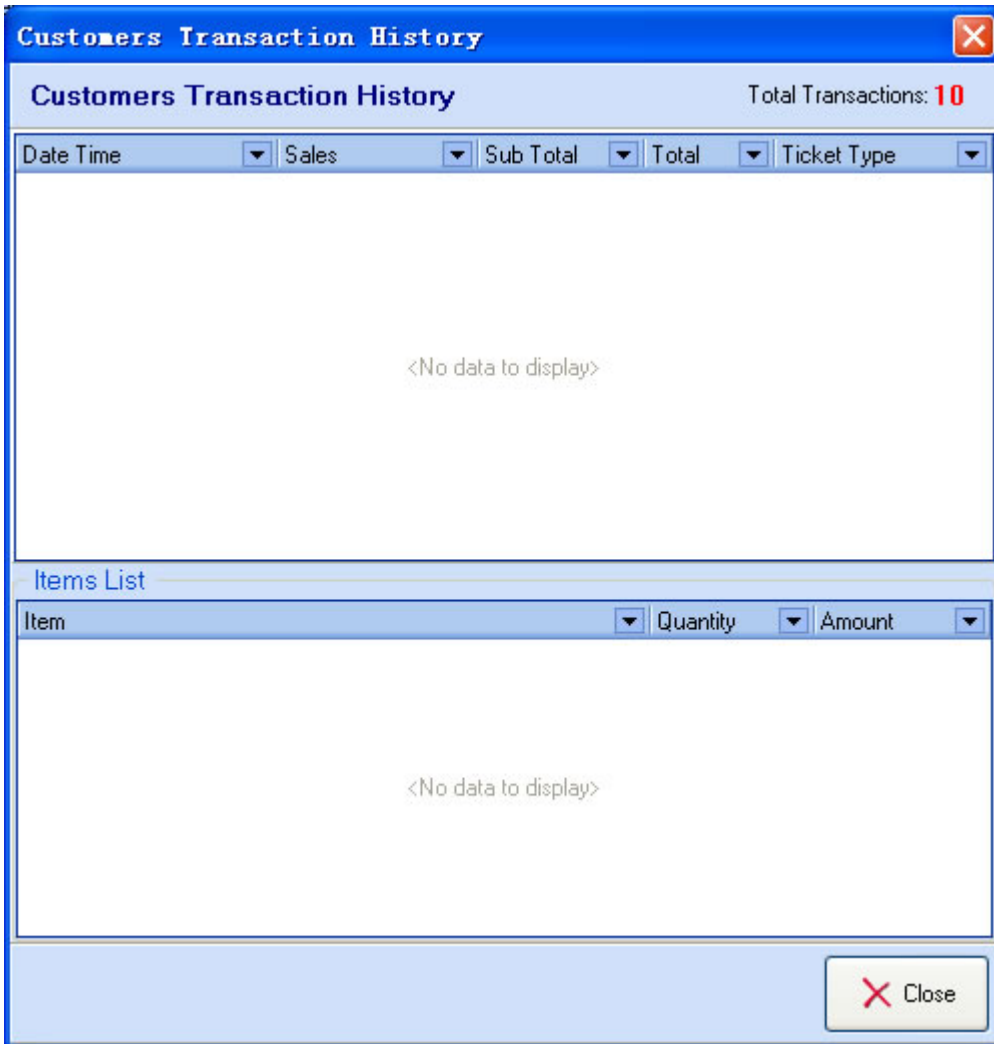




If you click the  button without entering any key words, the system will list all of the customers.



Highlight a customer with your mouse and click the  button to show the customer transaction history window.

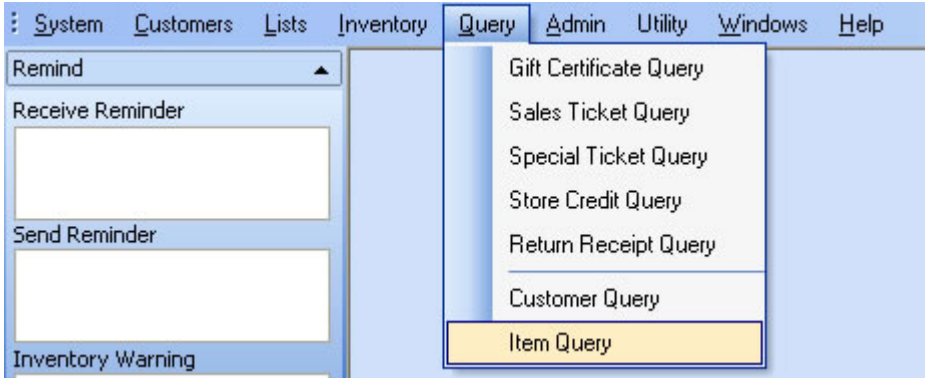


You may also Double-Click a customer's name to open the Customer Editor window for that customer, where you will be able to view or modify the details of for that customer

Item Query

Opening the item query window

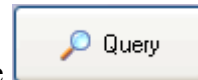
Click the **Item Query** option under the *Query* menu to open a new item query window.



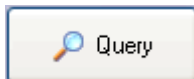
Querying for an item

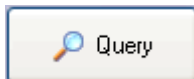
To query for an item, first enter some key words or info into the data fields such as Vendor, Item Name,

Barcode, Item Type, Item Category, Disabled, Price, and/or Cost. Then click the



button.



If you click the  button without entering any key words, system will list all of the items in your inventory. ***Please note that querying for all of your items can take some time if there are many items in your system. It is strongly suggested that you use the detail fields to limit your search if you have a large inventory database.***

Item - Query

Item

Vendor Type Category

Item Name Disabled Price Cost

BarCode:

Drag a column header here to group by that column

ItemName Category Price Tax OnHanc Replacer Warni Disable

<No data to display>

⏪ ⏩ ⏴ ⏵ ⏴ ⏵

The list at the bottom of the query screen will be populated with the items that match your search criteria. The list will show info for those items, including sale price, tax info, on hand quantity, etc.

Double-Clicking one of the items on the list will take you to the item editor window for that item. There you will be able to view or modify the details for that item.

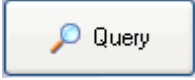
Inventory Query

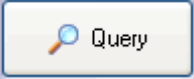
Opening the Inventory Query window

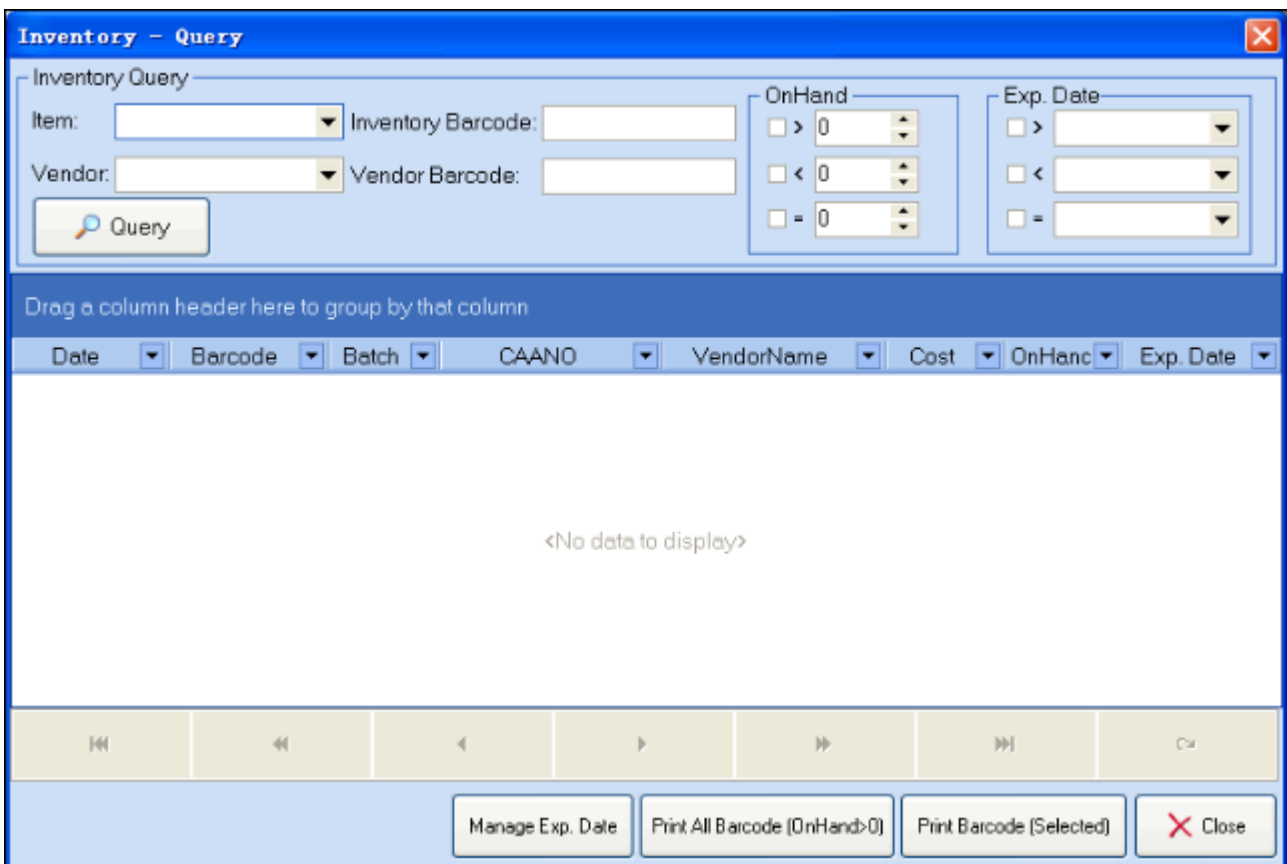
Click the **Inventory Query** option under the *Query* menu to open the inventory query window.

Querying Inventory

To query your inventory, you need enter some key words in the fields such as Vendor, Item Name,

Barcode, OnHand, Exp. Date and so on. Then click the  button.

If you click the  button without entering any key words, the system will list all of the items in the inventory.



The screenshot shows the 'Inventory - Query' window. It features a search interface with the following elements:

- Search Fields:** 'Item:' and 'Vendor:' dropdown menus, 'Inventory Barcode:' and 'Vendor Barcode:' text input fields.
- Filters:** 'OnHand' filter with radio buttons for '> 0', '< 0', and '= 0'; 'Exp. Date' filter with radio buttons for '>', '<', and '='.
- Buttons:** A 'Query' button with a magnifying glass icon.
- Table Header:** A header bar with columns: 'Date', 'Barcode', 'Batch', 'CAANO', 'VendorName', 'Cost', 'OnHanc', and 'Exp. Date', each with a dropdown arrow.
- Table Content:** The main area displays '<No data to display>'.
- Navigation:** A row of navigation buttons: Home, Previous, First, Next, Last, and Refresh.
- Footer:** A row of action buttons: 'Manage Exp. Date', 'Print All Barcode (OnHand>0)', 'Print Barcode (Selected)', and 'Close'.

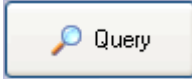
Item Bill Query

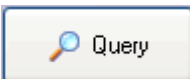
Opening the Item Bill Query window

Click the **Item Bill Query** option under the *Query* menu to open the item bill query window.

Querying for an Item Bill

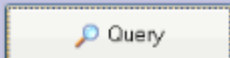
To query for an item bill, first enter some key words or info in the data fields such as Vendor, Item

Name, R.I. NO., Status, Total, Begin Date, End Date, then click the  button.

If you click the  button without entering any key words, the system will list all of your item bills.

Receive Item With Bill Query

Receive Item With Bill

Vendor	R.I.NO.	Ref NO.	Begin Date	
Item	Status	Total	End Date	
	Created	0		

Drag a column header here to group by that column

RI NO	RI Date	Ref NO	Vendor	Total	Status
RI-0601-01-000303	1/13/2006 5:25:46 f			0	Created
RI-0601-01-000308	1/6/2006 11:54:07 f	10020911	PENHURST TRADING	116.43	Created
RI-0602-01-000311	1/26/2006 2:51:28 f	215170	HURTEAU & ASSOCIA	0	Created
RI-0603-02-000335	2/24/2006 11:22:35 f	10053693	Kitchen Supply Compan	833.86	Created
RI-0603-02-000354	2/3/2006 2:07:32 P	3990361	CASPARI	27	Created
RI-0603-02-000365	3/18/2006 3:52:08 f	133540	SIMON PEARCE	924.79	Created
RI-0603-02-000383	3/28/2006 4:15:25 f			0	Created
RI-0603-02-000388	3/29/2006 3:20:45 f		Vietri	557.69	Created
RI-0603-02-000398	3/22/2006 2:55:56 f	3999439	CASPARI	27	Created
RI-0604-02-000407	4/11/2006 11:59:38	06-04834	LE JACQUARD FRANC	828.24	Created
RI-0604-02-000433	2/28/2006 3:54:34 f	220530	MARIPOSA	559.12	Created
RI-0604-02-000441	3/13/2006 12:27:17	10022772	PENHURST TRADING	196.88	Created
RI-0607-02-000529	7/19/2006 11:49:20	15873500	Vietri	134.56	Created
RI-0607-02-000531	7/25/2006 3:32:34 f	2006522	GARNIER THIEBAUT	29	Created
RI-0609-02-000587	8/31/2006 12:08:56	17328	RIVERSIDE DESIGN GI	44.38	Created
RI-0610-01-000620	10/3/2006 12:58:29	0036717-IN	Frances Palmer Pottery	738.36	Created
RI-0610-01-000621	9/29/2006 12:08:07	1206938	Kosta Boda	25.08	Created
RI-0610-01-000623	9/29/2006 12:22:18	1206940	Kosta Boda	94.03	Created
RI-0610-01-000624	9/27/2006 12:23:25	6785	PILLIVUYT INC.	617.08	Created
RI-0611-01-000632	11/15/2006 12:46:5		MILANI TABLEWARE	10.07	Created

Navigation: Home, Previous, Next, Close

Purchase Order Query

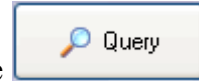
Opening the Purchase Order Query window

Click the **Purchase Order Query** option under the *Query* menu to open the purchase order query window.

Querying for a purchase order

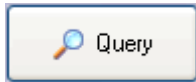
To query for a purchase order, first enter some key words or info into the data fields such as

Vendor, Item Name, R.O. NO., Status, Total, Begin Date, End Date, then click the



button.

If you click the



button without entering any key words, system will list all of your purchase order. ***Please note that querying for all of your purchase orders can take some time if there are many of them on record.***

Purchase Order - Query

Purchase Order

Vendor: R.O. NO.: Total: >= Status: All

Item Description: Item: Begin Date: End Date:

Drag a column header here to group by that column

R.O. NO.	Date	Vendor	Total	Status
RO-0508-00-000001	8/5/2005	MICHAEL WAINWRIGHT POTTERY	\$20.00	Created
RO-0508-00-000002	8/8/2005	GARNIER THIEBAUT	\$197.70	Created
RO-0508-00-000006	8/30/2005	MARIPOSA	\$260.00	Created
RO-0511-00-000015	11/14/2005	Vietri	\$136.00	Received
RO-0511-00-000016	11/17/2005	RIVERSIDE DESIGN GROUP	\$912.00	Created
RO-0511-00-000017	11/21/2005	SETTINGS BY MONA	\$96.00	Created
RO-0512-00-000019	12/6/2005	Vietri	\$156.00	Created
RO-0512-00-000020	12/12/2005	MATCH	\$102.00	Created
RO-0512-00-000024	12/29/2005	PENHURST TRADING INC.	\$1,412.53	Created
RO-0601-01-000028	1/16/2006	FRANCE INTERNATIONAL CORP	\$104.00	Created
RO-0601-01-000032	1/25/2006	ALICE GOLDSMITH CERAMICS	\$1,548.00	Created
RO-0603-02-000036	3/20/2006	SETTINGS BY MONA	\$96.00	Created
RO-0603-02-000037	3/23/2006	PENHURST TRADING INC.	\$108.00	Created
RO-0604-02-000038	4/7/2006	BACCARAT	\$129.00	Created
RO-0604-02-000041	4/24/2006	BACCARAT	\$137.50	Created
RO-0604-02-000042	4/24/2006	Artifacts Trading Co.	\$96.00	Created
RO-0604-02-000043	4/24/2006	ALICE GOLDSMITH CERAMICS	\$87.00	Created
RO-0604-02-000044	4/24/2006	FRENCH BULL	\$52.00	Created
RO-0605-02-000046	5/5/2006	Zak Designs	\$52.00	Created
RO-0605-02-000049	5/13/2006	Silicone Zone USA	\$122.99	Created
RO-0608-02-000053	8/1/2006	MARIPOSA	\$28.00	Created
RO-0608-02-000055	8/21/2006	Vietri	\$122.55	Created
RO-0609-02-000056	9/1/2006	MARIPOSA	\$158.00	Created

Navigation:

The query will populate the lower part of the screen with any purchase orders that meet the search criteria. The list will show the purchase order numbers, dates, Vendor Name, Amounts, and status of the purchase orders.

Double-Clicking any of the purchase orders will open the purchase order window for that purchase order where you can view, print, modify, etc. that purchase order.

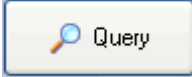
Special Order Query

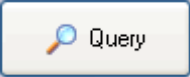
Opening the Special Order Query window

Click the **Special Order Query** option under the *Query* menu to open the special order query window.

Querying for a Special Order

To query for a special order, you can enter some key words or info into the data fields such as Vendor, Customer, Item Name, S.O. NO., S.S. NO., Status, Total, Order Begin Date, Order End Date,

Receive Begin Date, Receive End Date, then click the  button.

If you click the  button without entering any key words, the system will list all of your special orders. ***Please note that querying for all of your special orders can take some time if there are many of them on record.***

Special Order - Query

Special Order

Vendor S.O. NO.


Customer Total >=

Order Begin Date End Date

Receive Begin Date End Date


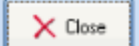
Item Description Item

Ticket S.S. NO.



Drag a column header here to group by that column

S.O. NO.	Date	Vendor	Receive Date	Total
SO-0508-00-000001	8/8/2005	WHAT A DISH	9/1/2005	\$51.00
SO-0508-00-000002	9/19/2005	GARNIER THIEBAUT	9/1/2005	\$241.50
SO-0508-00-000003	8/8/2005	LE JACQUARD FRANCAIS	9/1/2005	\$96.00
SO-0508-00-000004	8/8/2005	PENHURST TRADING INC.	9/1/2005	\$126.00
SO-0508-00-000005	8/8/2005	MARIPOSA	8/29/2005	\$42.00
SO-0508-00-000007	9/19/2005	GARNIER THIEBAUT	9/1/2005	\$104.00
SO-0508-00-000008	1/6/2006	MICHAEL WAINWRIGHT POTTERY	9/2/2005	\$2,112.00
SO-0508-00-000009	8/9/2005	ALETHA SOULE	9/2/2005	\$564.00
SO-0508-00-000010	8/10/2005	Vietri	9/2/2005	\$436.00
SO-0508-00-000011	8/12/2005	MATCH	9/5/2005	\$60.00
SO-0508-00-000013	8/23/2005	MARIPOSA	9/5/2005	\$90.00
SO-0508-00-000016	8/26/2005	MATCH	9/18/2005	\$207.75
SO-0508-00-000017	8/29/2005	Zrike Company	9/19/2005	\$28.00
SO-0508-00-000018	8/30/2005	DEBORAH RHODES	9/23/2005	\$60.00
SO-0508-00-000019	8/30/2005	Vietri	9/23/2005	\$97.77
SO-0508-00-000023	8/30/2005	Vietri	9/5/2005	\$52.00
SO-0509-00-000027	12/20/2005	ABIGALS	9/26/2005	\$119.96
SO-0509-00-000029	10/4/2005	Michele J. Ceramics	10/5/2005	\$82.20
SO-0509-00-000030	9/24/2005	BEAUVILLE	10/17/2005	\$188.00
SO-0509-00-000031	9/24/2005	GARNIER THIEBAUT	10/17/2005	\$229.00
SO-0510-00-000034	10/17/2005	COULEUR NATURE	10/25/2005	\$64.00

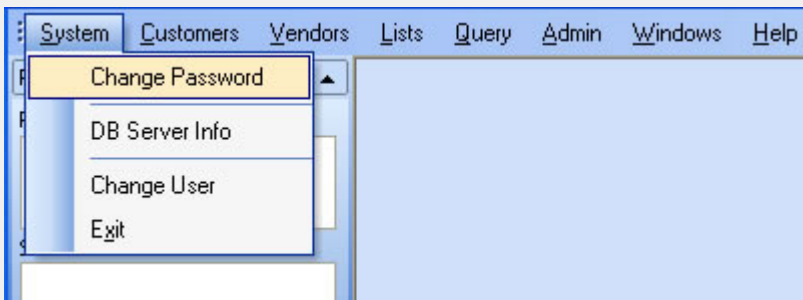
 


The query will populate the area below with any special orders that meet the search criteria. It will list the special order number, date, Vendor name, receive date, and amount for the special order.

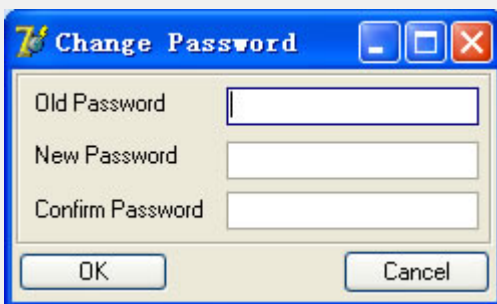
Double-Clicking any of the special orders listed will open the special order editor for that special order. There you can view, print, modify, etc. that special order.

Change password

If you want to change your password after you login, click the **Change Password** option under the System menu to open the change password window.

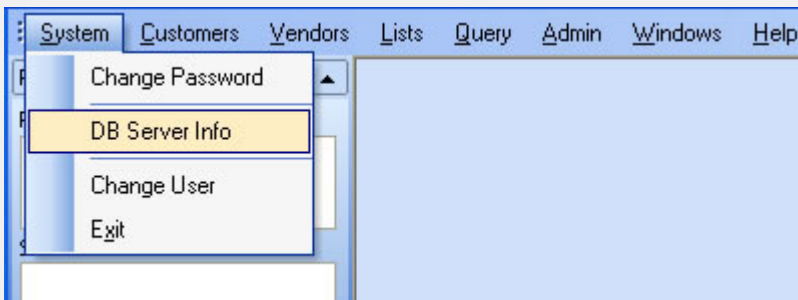


Input the old password, new password, and confirm new password, then click the  button.

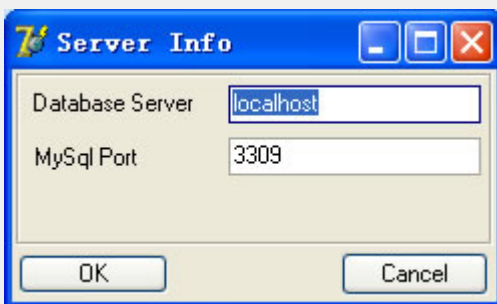


Change DB Server

If you want to change the db server info, you can click the **DB Server Info** option under the System menu to open the window.

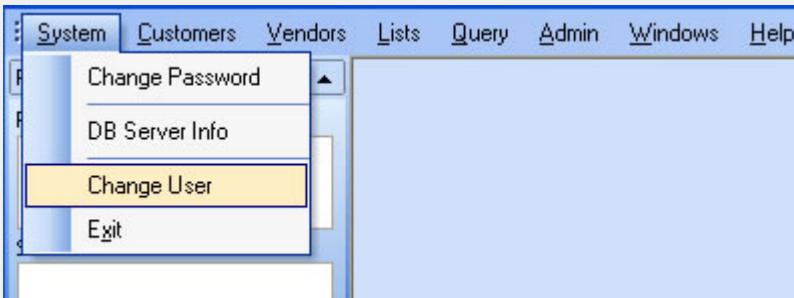



Input the IP and port of the database server, then click the button.

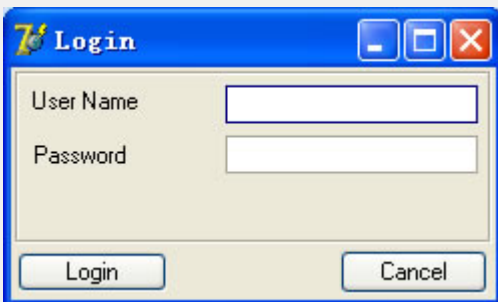


Change User

If you want to change a username and re-login, you can click the **Change User** option under System menu to open the login window.

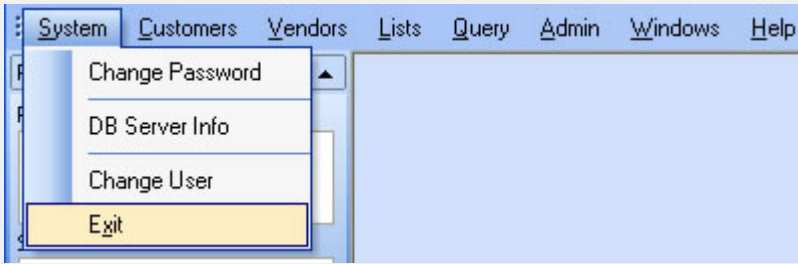


Input the username and password, then click the  button.



Exit application

Click the **Exit** option under the System menu to exit the application.

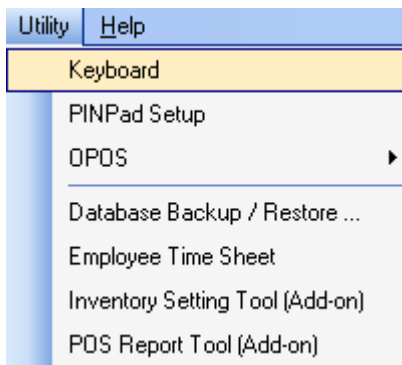


Keyboard

If you do not have a keyboard, there is an on-screen keyboard application included with your system, you can use the 'On Screen Keyboard' with your mouse or use a touch screen if you have one.



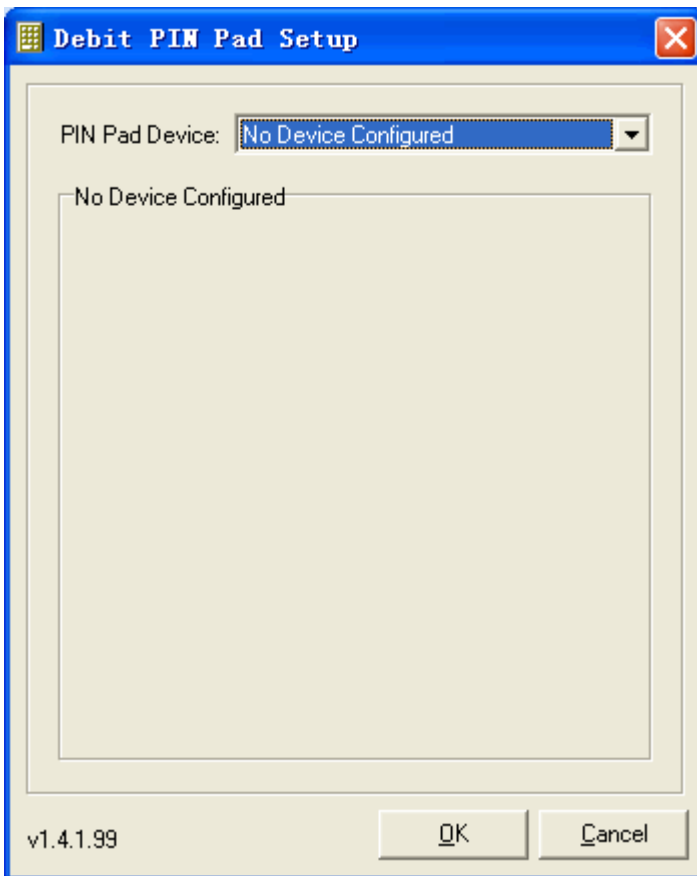
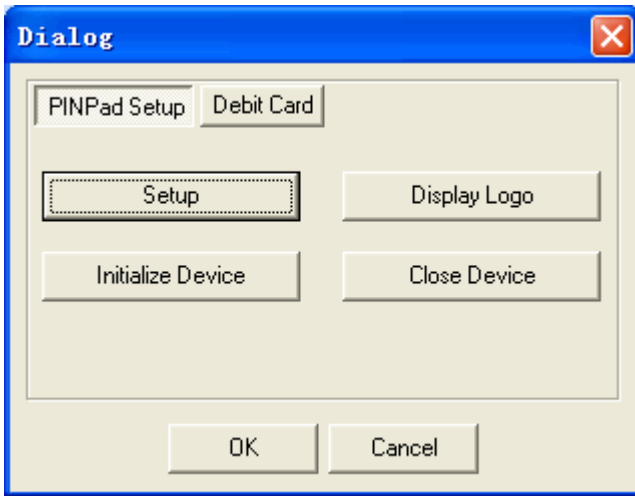
To access your on-screen keyboard utility, select the **Keyboard** option from the *Utility* menu

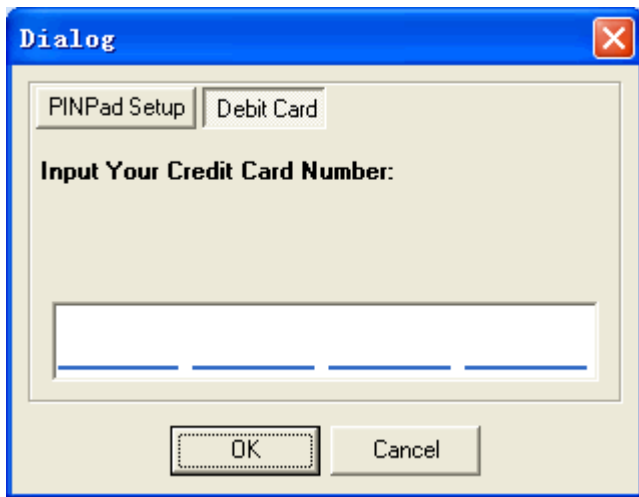


Click the

PINPad Setup

This tool is used to set and initialize your pinpad devices for use with debit transactions.





Employee Check-in

For Proxis Store Manager 5 users, clicking on this option will bring up the "Employee Check-in add-on tool

For Proxis Store Manager 5 Lite users, you will encounter this message when attempting using this tool. Please follow the instructions to purchase and install the add-on.



Inventory Setting Tool

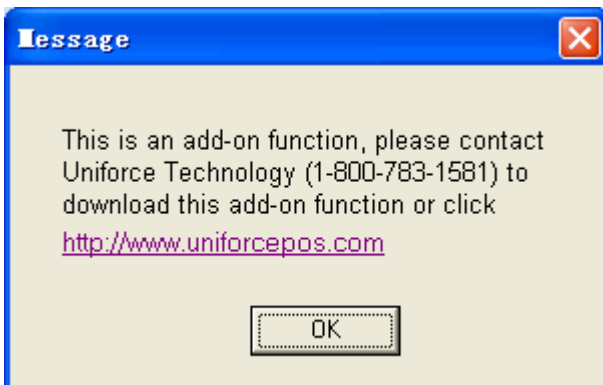
For Proxis Store Manager 5 users, click on this will bring up the "Inventory Setting add-on tool"

For Proxis Store Manager 5 Lite users, you will encounter this message when attempting using this tool. Please follow the instructions to purchase and install the add-on.



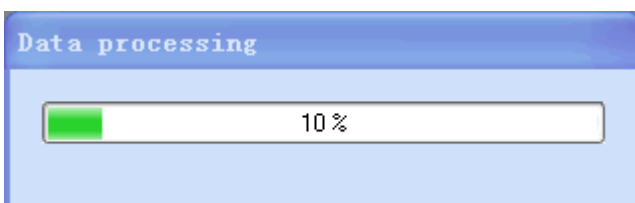
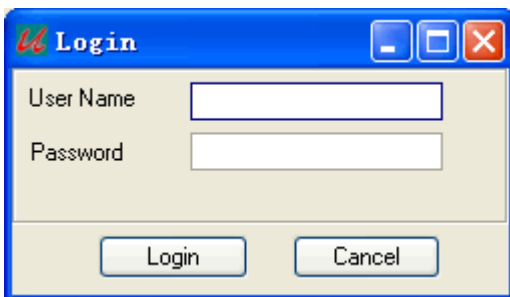
POS Report Tool

For Proxis Store Manager 5 Lite users, you will encounter this message when attempting using this tool. Please follow the instructions to purchase and install the add-on.



For Proxis Store Manager 5 users, clicking the '**POS Report Tool**' option under *Utility* menu, will open the 'Reports Tool'

After you login, you will see the 'Data processing' window. You need wait a moment for this. After the data has finished processing you can use this tool to analyze data for your store.



UniForce Reports								
Overview Sales Analysis Sales Persons Analysis Customers Analysis Items Analysis Vendor Analysis Vendors Item Analysis Query Tools								
<input type="radio"/> Monthly <input checked="" type="radio"/> Daily Select Month: Jan 2007								
This month: Jan 2007		Ticket: 1 (0.5%)		Sales: 150.08 (0.72%)		Gross Profit: 75 (1.02%)		Sales/Ticket: 150.08 (143.15%)
General Overview Sales Tickets Sales Amount Gross Profit								
Period	Tickets		Sales Amount		Gross Profit		Sales/Ticket	
	2006	2007	2006	2007	2006	2007	2006	2007
Jan 1	0	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Jan 2	4	0	\$ 197.22	\$ 0	\$ 72.64	\$ 0	\$ 49.3	\$ 0
Jan 3	4	0	\$ 159.48	\$ 0	\$ 38.2	\$ 0	\$ 39.87	\$ 0
Jan 4	4	0	\$ 100.05	\$ 0	\$ 7.5	\$ 0	\$ 25.01	\$ 0
Jan 5	2	0	\$ 434.94	\$ 0	\$ 212.5	\$ 0	\$ 217.47	\$ 0
Jan 6	7	0	\$ 689.49	\$ 0	\$ 342.5	\$ 0	\$ 98.5	\$ 0
Jan 7	14	0	\$ 1007.71	\$ 0	\$ 533.25	\$ 0	\$ 71.98	\$ 0
Jan 8	0	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Jan 9	4	0	\$ 196.84	\$ 0	\$ 77.25	\$ 0	\$ 49.21	\$ 0
Jan 10	12	0	\$ 4768.69	\$ 0	\$ 557.79	\$ 0	\$ 397.39	\$ 0
Jan 11	6	0	\$ 758.61	\$ 0	\$ 562.3	\$ 0	\$ 126.44	\$ 0

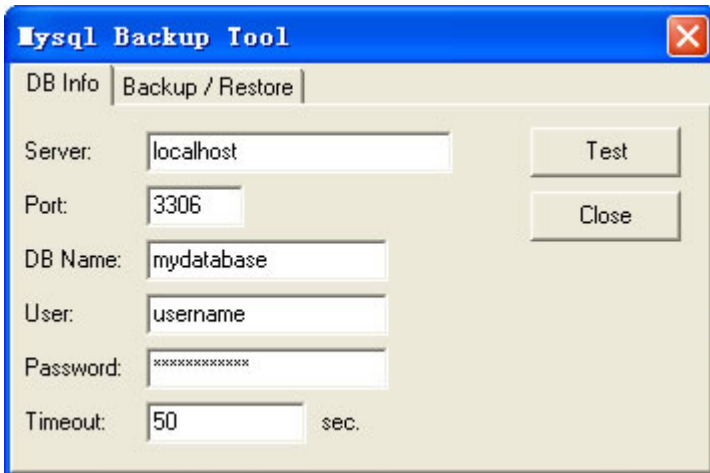
Database Backup & Restore

If you install the 'Database Backup Tools for Access' or 'Database Backup Tools for MySQL', you will see this submenu under the 'Admin' menu. The backup tools are included for Proxis Store Manager 5 and can be purchased as add-on packages for Proxis store manager Lite 5.

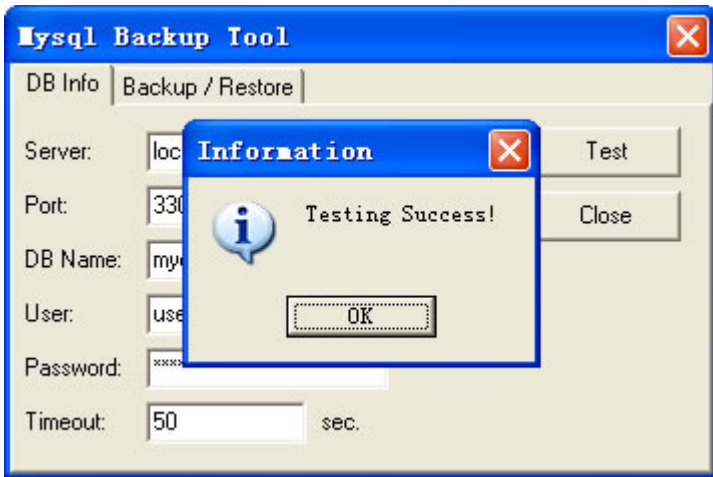
If your pos's database is an access database, when you click this menu, the 'Datebase Backup Tools for Access' will be opened. Then you can backup, restore, or compact your access database.



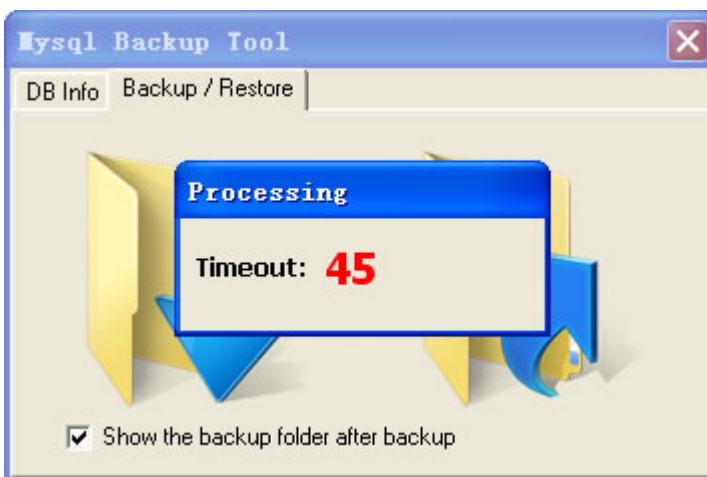
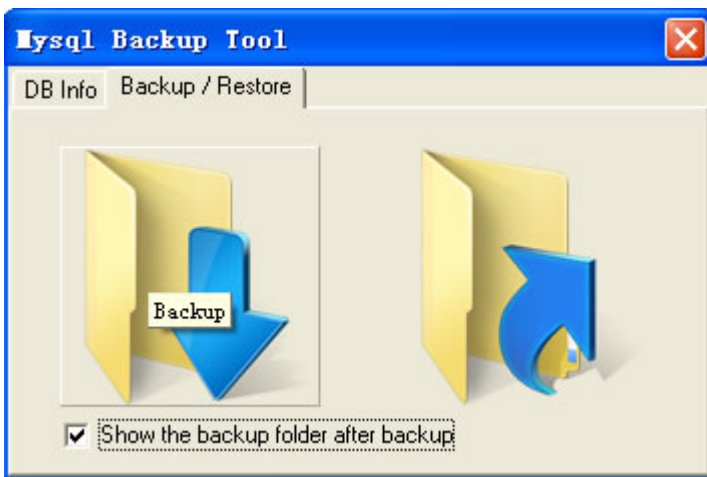
If you use a MySQL database, when you click this menu, the 'Database Backup Tools for MySQL' will be opened.

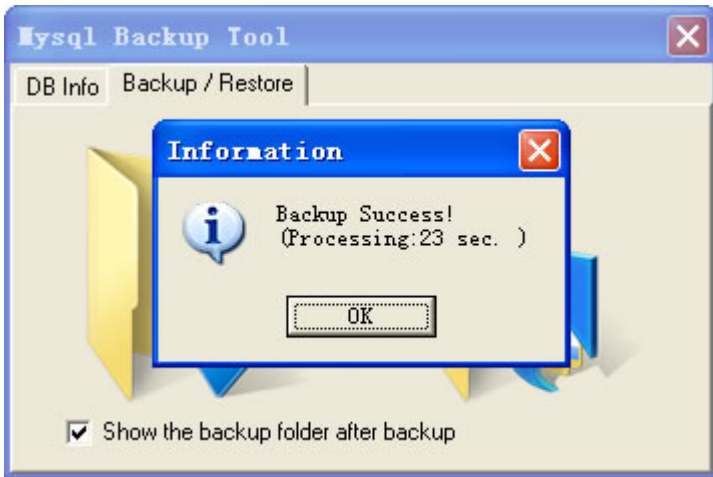


Input your mysql server information at the 'DB Info' page, then click the 'Test' button to test it.

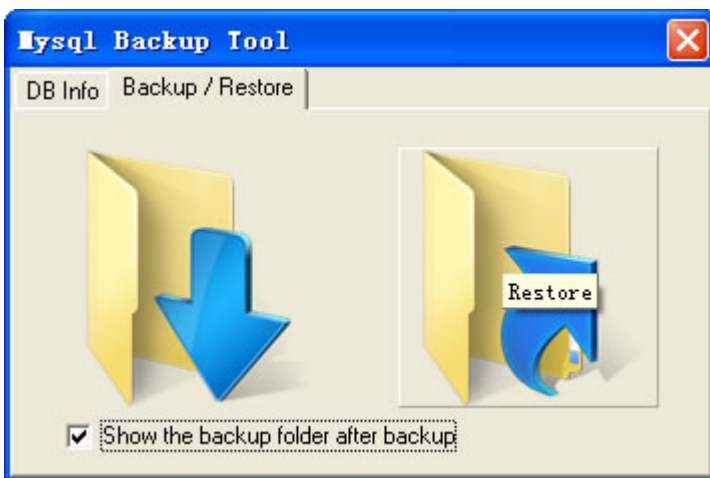


Then you can backup or restore your mysql database at the 'Backup/Restore' page. To backup your database, just click the 'Backup' button. Then you will see the processing window. You will see the success window when the backup process is finished.





Click the 'Restore' button to restore your database. It will begin after you have selected your backup file.



Item Bill

- [Overview](#)
- [Open the window of item bill](#)
- [Create a new item bill](#)
- [Browse the item bill existed](#)
- [Modify an item bill](#)
- [Delete an item](#)
- [Revert Data](#)

See Also:

[Create a vendor](#)

[Create an item](#)

Item Bill

Overview

Receive Item With Bill - Editor

Receive Item With Bill

Vendor: AMERITECH Ref.No.: 050512002 R.I.NO.: RI-0505-000002 Date: 2005-5-12 10:37:10

Items

Drag a column header here to group by that column

Item	Description	Quantity	Cost	Amount
00121-0STA	HOSTA MEDIUM TRAY 23X17	10	\$138.00	\$1,380.00
0025 BLACK	RAYMATS COLOR BLACK	50	\$5.50	\$275.00
00203040360	MEDIUM SQUARE DINNER PLATE ORCHARC	20	\$24.00	\$480.00

Total: \$2,135.00

New Save Revert Close

Item Bill

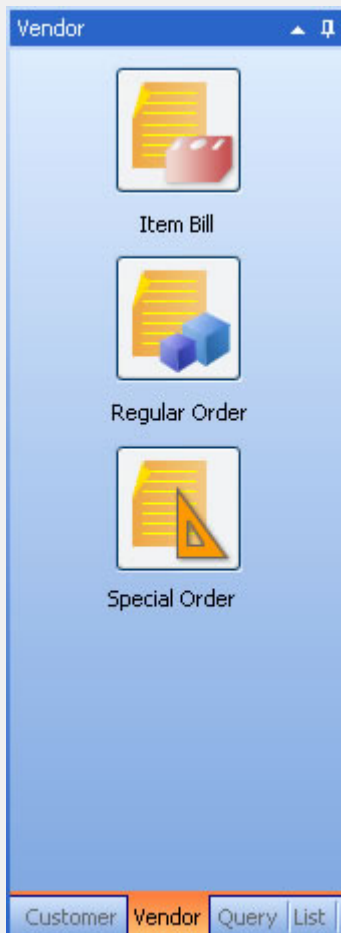
Opening the item bill window

There are two ways to open the item bill window.

Click the **Item Bill** option under the Vendors menu:




From the Object Browser on the left, choose "Item Bill".panel:



Item Bill

Creating a new item bill




Step 1: Click the  button to add a new item bill.


Step 2 : Select a vendor from vendor dropdown menu.




Vendor
BCY 

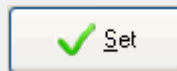
Step 3: Input the Ref No.

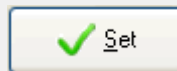
Ref.No.
050512002

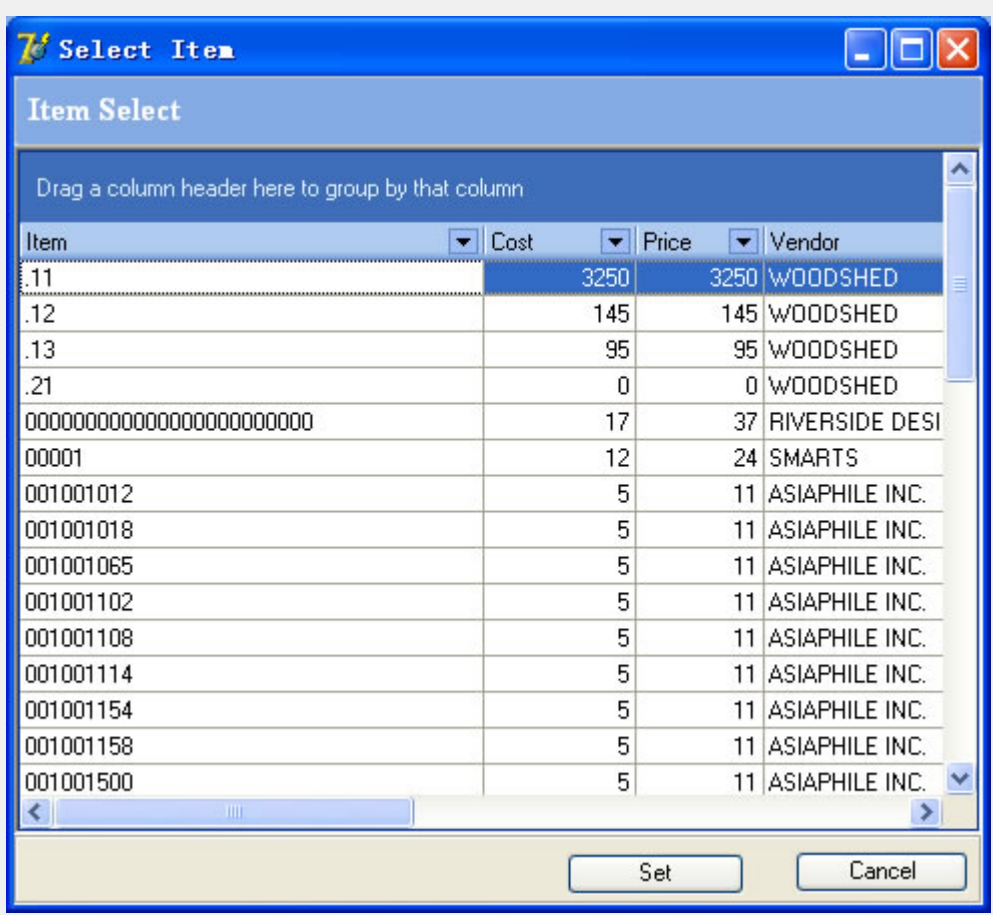
Step 4 : Click the  button on the item's navigation tools to add a blank item.

Step 5 : Click the  button in the items column to open the select items window.

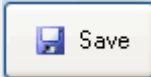
Items	
Drag a column header here to group by that column	
Item 	Description 
	

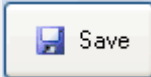


Step 6: Click an item, then click the  button to select the item and close the window.



Step 7: After selecting the items, you can edit the item's description, quantity, cost. Whenever you click another column, the amount and total will be re-calculated by the system.



Step 8: Click the  button to save this item bill.

Item Bill

Browsing the existing item bills

Use the navigation tools at the bottom of the Item Bills window to browse through the item bills that have been entered.




Item Bill

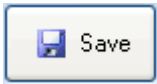
Modifying an item bill

Once you have browsed to an item bill, you can then modify the vendor, Ref No., date and the item's description, quantity, and cost.

Item Bill

Deleting an item from an item bill

Use the  button on the item bills navigation tools to delete an item from the item bill. Then click the




button to save the change.

Item Bill

Revert Data



Use the  button at the bottom of the window to undo the last changes made.

Regular Order

- [Overview](#)
- [Open the window of regular order](#)
- [Create a new regular order](#)
- [Browse the regular order existed](#)
- [Modify a regular order](#)
- [Delete an item](#)
- [Revert Data](#)

See Also:

[Create a vendor](#)

[Create an item](#)

Regular Order

Overview

Regular Order

Vendor BCY	Date 5/12/2005	R.O. NO. RO-0505-00-000002
Name/Address BCY LINENS 5903 HWY 9	Ship To Table Manners, Inc 2112 Central Street Evanston, Illinois 60201 Ph 847-492-9664 Fax 847-492-9667	

Items

Drag a column header here to group by that column

Item	Description	Qty.	Rate	Amount
00203040360	MEDIUM SQUARE DINNER PLATE ORCHARD COLLECTION	25	\$24.00	\$600.00
0025 BLKSHT	RAYMATS-BLACK/WHITE	30	\$5.50	\$165.00
00122-REM	FRENCH WIRE SMALL TRAY	8	\$80.00	\$640.00
002001001	HORN SALAD SERVERS W/SCALLOP INLAY	32	\$30.00	\$960.00
002001002	hown salad server	10	\$30.00	\$300.00

Total \$2,665.00

New Save Revert Close

Regular Order

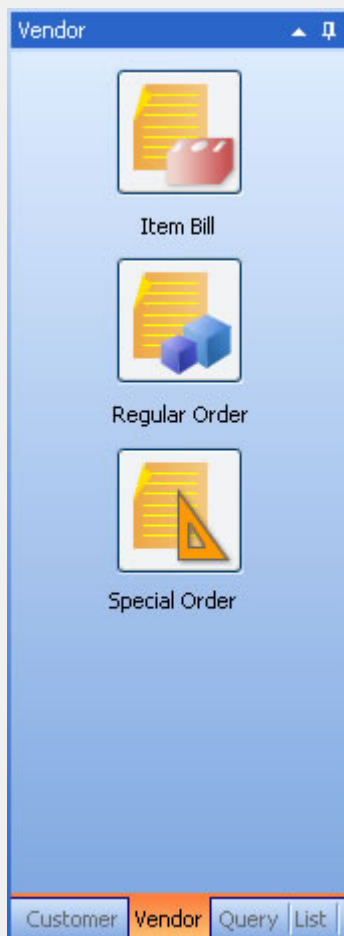
Opening the regular order window

There are two ways to open a new regular order window.

- Click the **Regular Order** option under the Vendors menu




- **From the Object Browser** on the left, choose "Regular Order" panel:



Regular Order

Creating a new regular order



Step 1: Click the  button to add a new regular order.

Step 2: Select a vendor from vendor drop down menu.


A dropdown menu with the label "Vendor" and the selected value "BCY".


Step 3: Edit the vendor's address if needed.

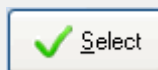
A dropdown menu with the label "Name/Address" and the selected value "BCY LINENS 5903 HWY 9".

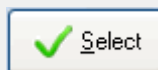
Step 4: Edit the ship to information if needed.

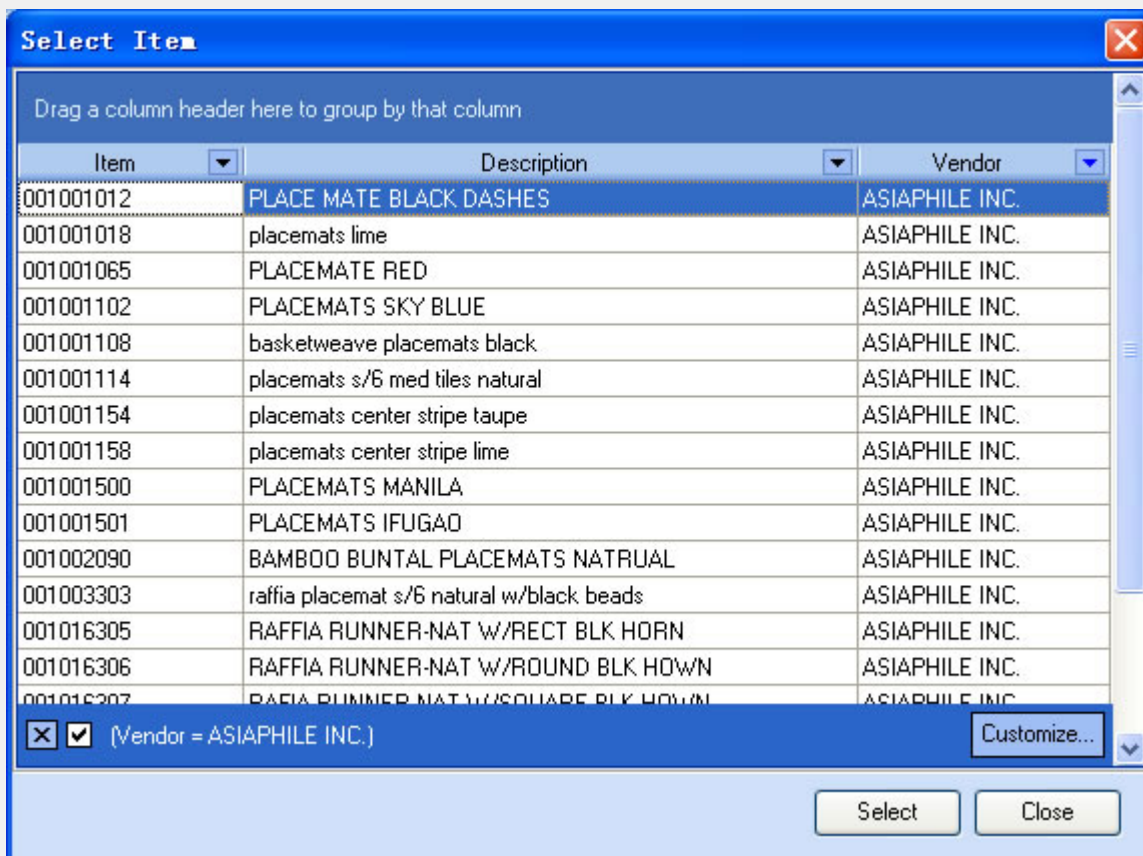
A dropdown menu with the label "Ship To" and the selected value "Table Manners, Inc 2112 Central Street Evanston, Illinois 60201 Ph 847-492-9664 Fax 847-492-9667".

Step 5 : Click the  button on the item's navigation tool bar to add a blank item.

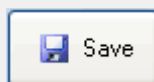
Step 6 : Click the  button in items column to open the select items window.

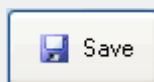
A window titled "Items" with a blue header. Below the header is a table with two columns: "Item" and "Description". The "Item" column has a dropdown arrow and a three-dot menu icon. The "Description" column has a dropdown arrow.

Step 7: Click on an item, then click the  button to select the item and close the window. Double click an item to add a blank item into this regular order and select this item to fill in.



Step 8: After you have selected an item, you can edit the item's description, quantity, and rate. The amount and total will be re-calculated by the system.



Step 9: Click the  button to save this regular order.

Regular Order

Browse the existing regular orders

Use the navigation tool bar at the bottom of the regular order window to browse regular orders that have been entered.




Regular Order

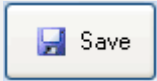
Modifying a regular order

Once you have browsed to a regular order, you can modify the vendor, name/address, date, ship to and the item's description, quantity, rate and so on.

Regular Order

Deleting an item from a regular order

Use the  button on item's navigation tool bar to delete an item from a regular order. Then click the




button to save the change.

Regular Order

Revert Data



Use the  button at the bottom of window to undo the last changes made.

Special Order

- [Overview](#)
- [Open the window of special order](#)
- [Create a new special order](#)
- [Browse the special order existed](#)
- [Modify a special order](#)
- [Write a note](#)
- [Close an item](#)
- [Delete an item](#)
- [Revert Data](#)

See Also:

[Create a special ticket](#)

[Create a vendor](#)

[Create an item](#)

[Remind panel](#)

Special Order

Overview

Special Order

Special Order - Editor

Vendor	Date	S.O. NO.	Note	<input type="button" value="Create Vendor"/>
	2006-9-8	SO-0609-01-000016		
Name/Address	Ship To			
	Store Address			
	LA HABRA SMOKE SHOP 919 N HARBOR BLVD #B LA HABRA,CA-90631 562-697-6700			

Receive: 2006-9-29 First Send Date: 2006-10-8 All item have been received All item have been sent to customer

Items

Item	Description	S.S. NO.	Customer	Send Dat	Qty.	Rate	Amount	Clos
<No data to display>								

Navigation: [Home] [Back] [Left] [Right] [Forward] [End] [Add] [Subtract] [Refresh]

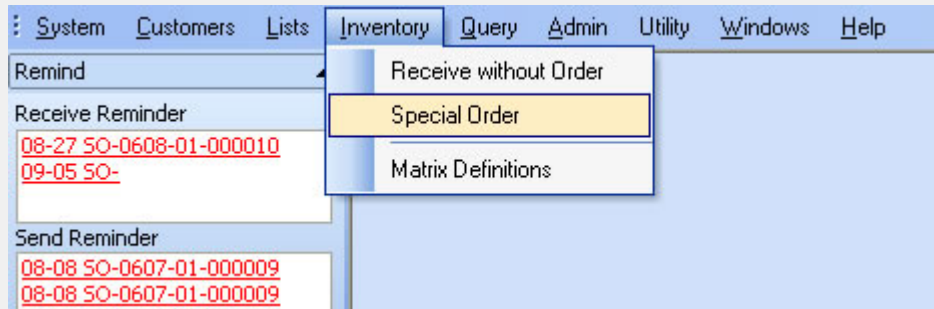
SubTotal: ¥ 0.00
Freight: ¥ 0.00
Total: ¥ 0.00

Buttons: [Home] [Back] [Left] [Right] [Forward] [End] [Refresh] [Print] [Close] [New] [Save & Close] [Save] [Revert] [Close]

Special Order

Opening the special order window


Click the **Special Order** option under the Vendors menu to open a new special order window.



Special Order

Creating a new special order



Step 1: Click the  button to add a new special order.

Step 2 : Select a vendor from vendor dropdown menu.


Vendor
BCY

Step 3: Edit the vendor's address if needed.

Name/Address
BCY LINENS
5903 HWY 9

Step 4: Edit the ship to information if needed.

Ship To
Table Manners, Inc
2112 Central Street
Evanston, Illinois 60201
Ph 847-492-9664
Fax 847-492-9667

Step 5 : Click the  button on items section's navigation tool bar to open the special items lookup window. There is a time limit for you to finish the order and only one person can open this window at a time.

After 00:14:56 this window will be closed by system!


Select Special Item ✖

Drag a column header here to group by that column

▼	S.S. NO.	Customer	Item	Description	SendDe
<input type="checkbox"/>	SS-0608-01-00001	Anonymous Cus	MARLBORO LIG	ssss's	2006-9-3
<input type="checkbox"/>	SS-0608-01-00001	Anonymous Cus	MARLBORO LIG		2006-9-3
<input type="checkbox"/>	SS-0608-01-00001	Anonymous Cus	MARLBORO LIG		2006-9-3
<input type="checkbox"/>	SS-0608-01-00001	Anonymous Cus	Marlboro reds sof		2006-9-3
<input type="checkbox"/>	SS-0608-01-00002	Anonymous Cus	Marlboro reds sof		2006-9-3

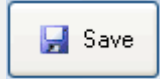
After 00:14:53 this window will be closed by system!

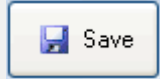


Step 6: Check one or more item, then click the  button to select those items and close the window. All notes from special tickets will be imported into this special order.

Step 7: After the items have been selected, you can edit the item's rates. The amounts and total will be calculated by the system. The system will set the receive date and first send date. If needed, you can change the value of receive date or first send date.

Receive: First Send Date:



Step 8: Click the  button to save this special order.

Special Order

Browsing the existing special orders

Use the navigation tool bar at the bottom of the special order window to browse the existing special orders.



Special Order

Modifying a special order

Once you have browsed to a special order, you can modify the vendor, name/address, date, ship to, receive date, first send date, "all items have been received", "all items have been sent to customer," and the item's rate.

Special Order

Special Order - Editor

Vendor	Date	S.O. NO.	Note	Create Vendor
<input type="text"/>	2006-9-8	SO-0609-01-000016	<input type="text"/>	
Name/Address	Ship To			
<input type="text"/>	Store Address			
	LA HABRA SMOKE SHOP			
	919 N. HARBOR BLVD #B			
	LA HABRA, CA-90631			
	562-697-6700			

Receive: 2006-9-29 First Send Date: 2006-10-8 All item have been received All item have been sent to customer

Items

Item	Description	S.S. NO.	Customer	Send Dat	Qty.	Rate	Amount	Clos
<No data to display>								


SubTotal: ¥ 0.00
Freight: ¥ 0.00
Total: ¥ 0.00

Navigation icons: Home, Back, Forward, Next, End, Refresh, Add, Subtract, Print

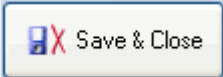


Buttons: New, Save & Close, Save, Revert, Close

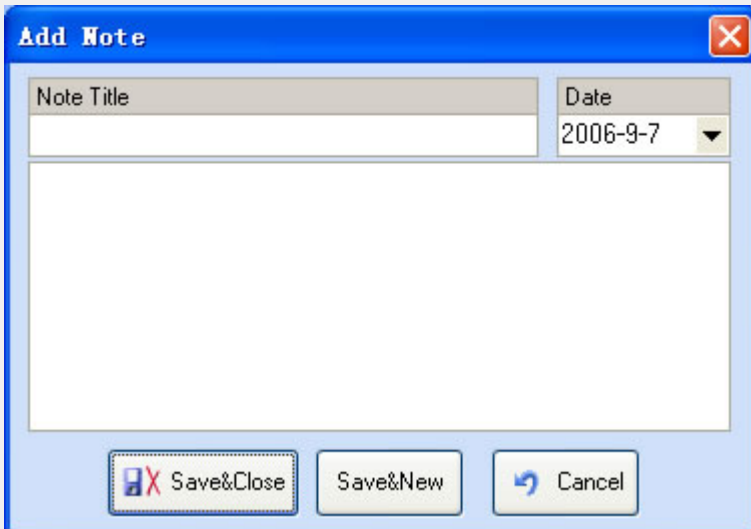
Special Order

Writing a note on a special order

Step 1: Click the  button at the left of the note dropdown to open the note window.



Step 2: You need to input the note title and description. Then click the  button to save it and close this window. Or click the  button to save it, then write a new note. If you do not want to save it, you can click the  button.



Special Order

Closing an item

To close an item, you can check the close column of the item.


Item	Description	S.S. NO.	Customer	Send Date	Qty.	Rate	Amount	Close
001001018	placemats lime	SS-0505-00-0000	930 WOODLAN	6/12/2005	2	\$5.00	\$10.00	<input checked="" type="checkbox"/>
001001012	PLACE MATE BLACK	SS-0505-00-0000	930 WOODLAN	6/12/2005	1	\$5.00	\$5.00	<input type="checkbox"/>
001002090	BAMBOO BUNTAL PI	SS-0505-00-0000	1418 DEWEY	6/12/2005	1	\$6.00	\$6.00	<input type="checkbox"/>
001016305	RAFFIA RUNNER-NA	SS-0505-00-0000	1418 DEWEY	6/12/2005	1	\$30.00	\$30.00	<input type="checkbox"/>
00103040361	MEDIUM DINNER PL	SS-0505-00-0000	1418 DEWEY	6/12/2005	1	\$14.00	\$14.00	<input type="checkbox"/>
00121-TRG	TORTOISE MEDIUM	SS-0505-00-0000	1418 DEWEY	6/12/2005	1	\$120.00	\$120.00	<input type="checkbox"/>

To close all items at the same time, you can check the check box "All items have been sent to customer".

All item have been sent to customer

Special Order


Deleting an item

Use the  button on items window's navigation tool bar to delete an item from the special order. Then system will auto-save your changes.

Special Order

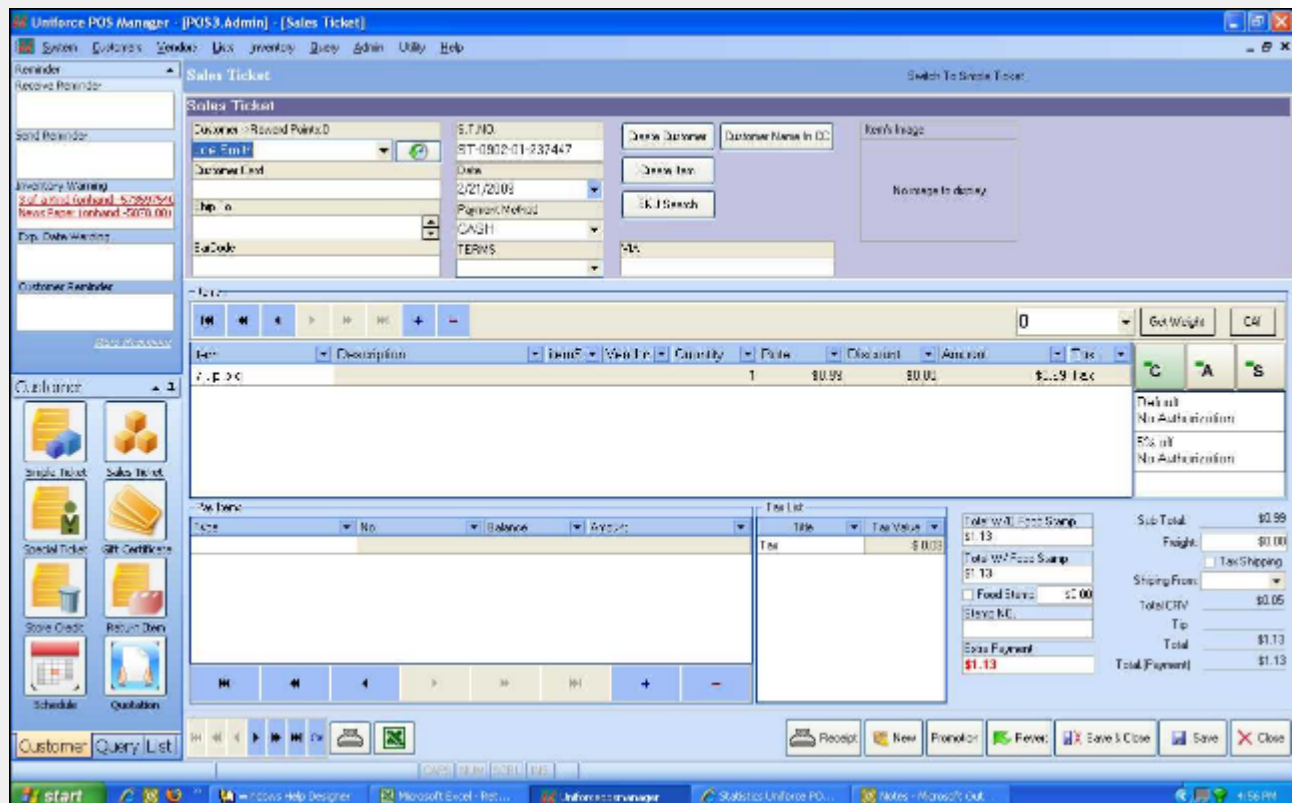
Revert Data



Use the  button at the bottom of the window to undo the last changes made.

Reminder Panel

The reminder panel is located at the left side of the application window.



Click the item in the receive reminder list, system will open this special order; Click the item in send reminder list, system will open this special ticket; Click the item in the inventory reminder list, system will open the item list.

Click the link named 'more reminders', system will open the reminder window.

Remind

Receive Reminder | Send Reminder | Inventory Warning

⏪ ⏩ ⏴ ⏵

Drag a column header here to group by that column

Receive Date	S.O. NO.	Date	Vendor	Total
2005-5-23	SO-0505-00-000001	2005-5-12	ABIGALS	¥ 180.00
2005-6-5	SO-0505-00-000002	2005-5-12	AARCO, DISPLAY PRODUCTS	¥ 142.00
2005-6-5	SO-0505-00-000004	2005-5-27	ADS	¥ 20.00

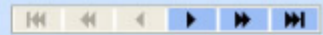
Refresh Close

Click the item of receive reminder, system will open this special order.

Click the S.S. NO. column of send reminder item, system will open this special ticket; click others column of send reminder item, system will open this special order.

Remind

Receive Reminder Send Reminder Inventory Warning



Drag a column header here to group by that column

Send Date	S.O. NO.	Item	Customer	S.S. NO.
2005-5-30	SO-0505-00-000001	00121-DSTA	930 WOODLAND DR.	SS-0505-00-000001
2005-6-12	SO-0505-00-000001	001001065	930 WOODLAND DR.	SS-0505-00-000001
2005-6-12	SO-0505-00-000002	001001018	930 WOODLAND DR.	SS-0505-00-000001
2005-6-12	SO-0505-00-000002	001001012	930 WOODLAND DR.	SS-0505-00-000001
2005-6-12	SO-0505-00-000001	001001500	1418 DEWEY	SS-0505-00-000002

Refresh

Close

Click the item of inventory warning, system will open this item.

Remind

Receive Reminder Send Reminder Inventory Warning



Drag a column header here to group by that column

Item	Description	Vendor	OnHand	Warning
.11	BASE CAB 117X21X34, 4DRAWER 2 DRS W/ SHELVES + UPPER WOODSHED		1	1
.12	CORK MID UPPER 45X60	WOODSHED	1	1
.13	WOOD BACK	WOODSHED	1	1
.21	CHAIR RAIL UNFINISHED FOR BEDROOM	WOODSHED	0	1
000000000000000000000000	Pink Strata Bowl SeaGlass	RIVERSIDE DESIGN GRO	0	1
00001	TABLE TOPICS BASIC	SMARTS	1	1
001001012	PLACE MATE BLACK DASHES	ASIAPHILE INC.	0	1
001001018	placemats lime	ASIAPHILE INC.	1	1
001001065	PLACEMATE RED	ASIAPHILE INC.	0	1
001001102	PLACEMATS SKY BLUE	ASIAPHILE INC.	0	1
001001108	basketweave placemats black	ASIAPHILE INC.	0	1
001001114	placemats s/6 med tiles natural	ASIAPHILE INC.	0	1
001001154	placemats center stripe taupe	ASIAPHILE INC.	0	1
001001158	placemats center stripe lime	ASIAPHILE INC.	0	1
001001501	PLACEMATS IFUGAO	ASIAPHILE INC.	1	1
001002090	BAMBOO BUNTAL PLACEMATS NATRUAL	ASIAPHILE INC.	1	1
001003303	raffia placemat s/6 natural w/black beads	ASIAPHILE INC.	0	1
00103040361	MEDIUM DINNER PLATE FLEURS COLLECT	EMOSAIQUE	0	1
00121-OSTA	HOSTA MEDIUM TRAY 23X17	THE HOME, JAMESI COLL	1	1
00122-PIZ	WHITE ON WHITE SMALL TRAY 18X11	THE HOME, JAMESI COLL	1	1
00122-REM	FRENCH WIRE SMALL TRAY	THE HOME, JAMESI COLL	0	1
00122-VIE	CANE SMALL TRAY 18X11	THE HOME, JAMESI COLL	0	1
002001001	HORN SALAD SERVERS W/SCALLOP INLAY	ASIAPHILE INC.	0	1
002001002	hown salad server	ASIAPHILE INC.	0	1
002012003	15" KAMAGONG SALAD SERVERS W/HOLES	ASIAPHILE INC.	0	1
00203040360	MEDIUM SQUARE DINNER PLATE ORCHARD COLLECTION	EMOSAIQUE	0	1
0025 BALSA	RAYMATS COLOR BALSA	CHILEWICH	1	1
0025 BARK	RAYMATS COLOR BARK	CHILEWICH	0	1

Refresh Close

Short-cut Panel

The short-cut panel is located at the left of application. It includes four tabs: customer, vendor, query and list.





Customer List



Item List



Vendor List