Point-Of-Sale

Overview

You can use the **Point-of-Sale** module (POS) to create Cash Receipts, Invoices, and receive A/R Payments. In addition, you can create returns for Receipts and Invoices. The POS system replaces the cash register in a retail store.

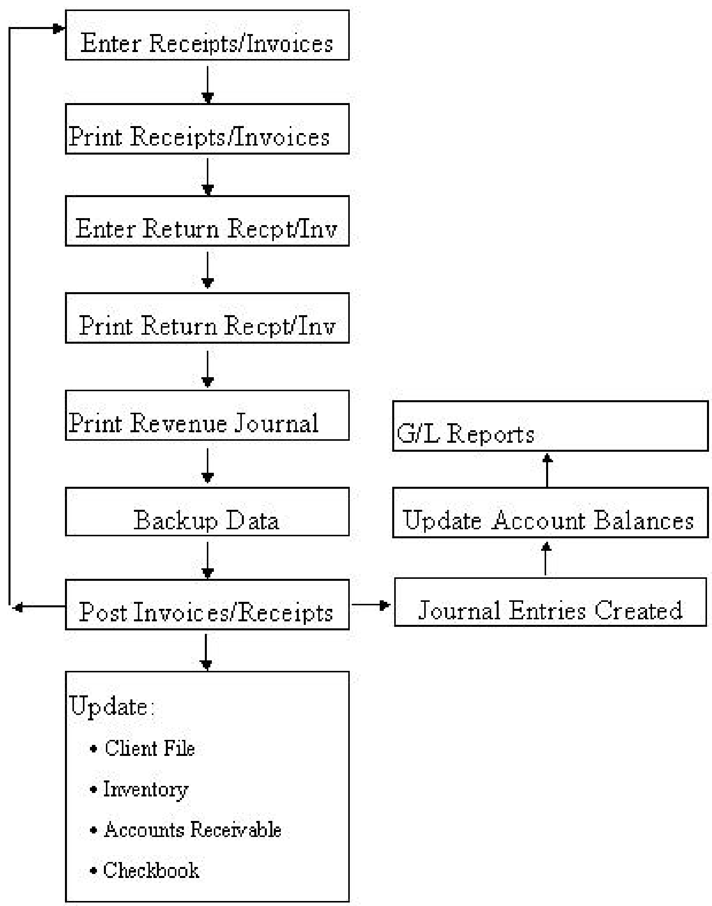
The POS system can track sales by various payment methods like cash, checks, credit cards, coupons, and gift certificates.

The POS system requires that you have the **Accounts Receivable** and the **Inventory** modules. For example, POS will update inventory sold figures in Inventory, or the salesperson's commission in Accounts Receivable. In addition, if you want to create Sales Orders, you will need the **Order Entry** (O/E) module. Other modules are optional.

The POS system replaces your manual cash drawer with a personal computer. In addition, you can attach accessories like the POS Cash Drawer, Star 40 Column Receipt Printer, and the Bar Code Scanner.

The POS Flowchart

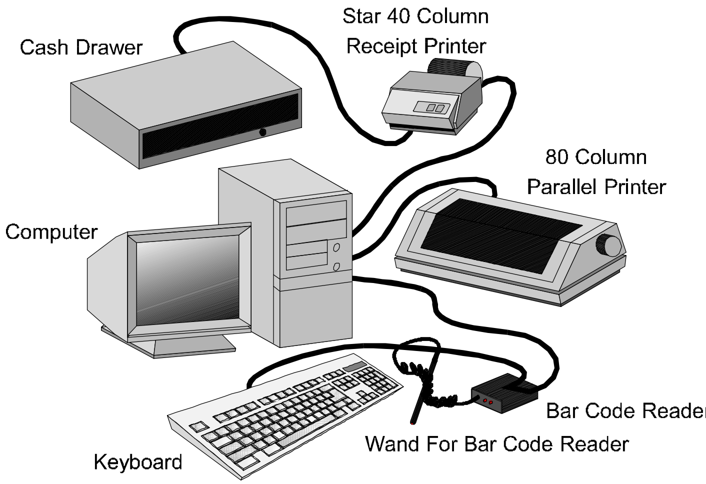
The following flowchart shows the process flow for the POS system. The first step involves creating and printing a Receipt or an Invoice. If you have a product return, you can also create a Return Receipt or a Return Invoice.



You may print the Receipts or Invoices. Make sure you back up your data before posting the Invoices. During the posting process, the Customer file, Inventory, A/R Checkbook Deposit, Accounts Receivable, and General Ledger are automatically updated.

POS Hardware

The POS System supports the following hardware devices:



Important Note: This POS system is designed to work with the hardware supplied directly from us. For the purpose of compatibility and technical support, we do not support hardware supplied by other manufacturers/distributors.

POS Bar Code Scanner: This scanner is a pen-like device used to scan the bar codes from the products you sell. The POS Bar Code Scanner connects between the keyboard and the PC.

When any screen asks you for the Inventory Item ID, all you need to do is to scan the bar code from the product you are selling. The scanner will read the bar code and display the Item ID on the screen in the current field.

The Catalog Number for purchasing the POS Bar Code Scanner is WDPRW-301-04.

POS Cash Drawer: The cash drawer connects to a **serial port** (usually to COM2 since the mouse uses the COM1 port). If you are using a **Star 40 Column Receipt Printer**, the cash drawer connects to the printer, which in turn connects to the serial port**.**

If you will be using the POS Cash Drawer **with** the Star 40 Column Printer, the Catalog Number for ordering the cash drawer is **CASDP-301-04**. If you will be using the POS Cash Drawer **without** the Star 40 Column Printer, the Catalog Number for ordering this product is **CASD-301-04**.

Important Note: This hardware device is only supported under Windows 95/Windows NT/ or higher versions.

POS Star 40 Column Printer: The cash drawer is connected to a **serial port** (usually to COM2 since the mouse uses the COM1 port). Even though the POS system allows you to print receipts on a regular 80-column dot-matrix printer, you can get a professional look to your receipts by using the Star (**DP-8340 or Sp-200)** 40-Column Receipt Printer.

Important Note: This hardware device is only supported under Windows 95/Windows NT or higher version.

For **paper rolls for the 40-column printer, contact Star Receipt Printer Supplies** at:

(800) 227-8274

Setup

Setup contains the following options. :

- **Customer Maintenance**
- **Salesperson Maintenance**
- **Sales Tax Maintenance**
- **Media Code Maintenance**
- **Payment Method Maintenance**
- **Ship Via Maintenance**

- **Terms Code Maintenance**
- **Credit Status Maintenance**
- **Customize Invoice and Packing Slips**
- **Change Customer ID**
- **Change Salesperson ID**

For more information on these options, please refer for the **Order Entry** section of your manual.

Setup also contains the following options:

View/Reset Drawers: Allows you to **Add**, **Delete**, and **Reset** cash drawers. You can also view a list of drawers with **in Use**, **Current Balance,** and assigned **Workstation** displayed or you can view a detailed summary of drawers by selected date range and drawer ID.

POS Setup: You can use the **POS Setup** option to customize the settings for the **POS** module. Most of these options are the same as in **Order Entry Setup**. Please refer to this section of your manual.

Additional POS **Commision and Hardware** tab options are the following:

- **Star DP8340** or **Sp200 Printer –** Check this box to enable the printing of 40 column receipts. You will need to specify the serial port for the receipt printer/cash drawer. If you do not check this box, your receipts will print to your Window's printer on a

- **Enable Popup of Cash Drawer** – Check this box to enable the cash drawer.
- **Ring Cash Drawer Bell –** Check this box if you want the cash drawer bell to ring every time the drawer opens.

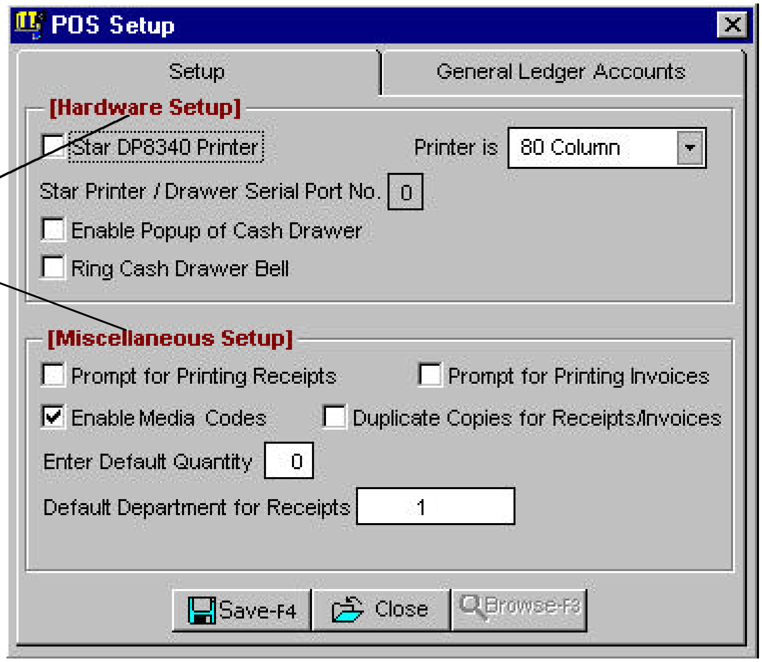
In the **Defaults** tab, enter the **Default Unit Quantity** of purchased items that the program enters automatically when you create a receipt or invoice.

Important Note: This POS system is designed to work with the hardware supplied directly from us. Due to incompatibility issues and technical support, we do not support hardware supplied by other manufacturers/distributors.

POS Setup

Use this option to customize the settings for the POS Module. The settings are reviewed in the following section:

Customize POS Settings and set up POS hardware.



Star DP8340 or SP200 Printer: check this box to enable the printing of 40 column receipts. You will need to specify the **serial port** for the receipt printer/cash drawer.

Printer Is: Select **40 column** if you have the Star DP8340 or SP200 printer. Select **80 column** if you are printing on a Windows supported standard printer. In such a situation, the receipts are printed on a standard 8½" x 11" paper.

Enable Popup Of Cash Drawer: Check this box to enable the cash drawer support. **If you are using a Star 40 Column Receipt printer, the Cash Drawer is connected to the Star Printer, which in turn is connected to the Serial Port.**

For further details on POS hardware, refer to page 421.

Ring Cash drawer bell: Check this box if you want the cash drawer to ring a bell when it opens each time.

Prompt for Printing Receipts/Invoice: Check this box if you wish to be prompted to print Receipts, Orders and Invoices.

Enable Media Codes: Check this box if you wish to enable Media Code tracking. You will be asked for a media code on all data entry screens.

Duplicate Copies: Check this box if you wish to be print two copies of Receipts, Orders, and Invoices.

Enter Default Quantity: Enter the default quantity to be entered for you when you create a Receipt, Orders, or an Invoice.

Enter Default Department for Receipts: Enter the default Department ID to use for receipts.

Important Note: This POS system is designed to work with the hardware supplied directly from us. Due to incompatibility issues and technical support, we do not support hardware supplied by other manufacturers/distributors.

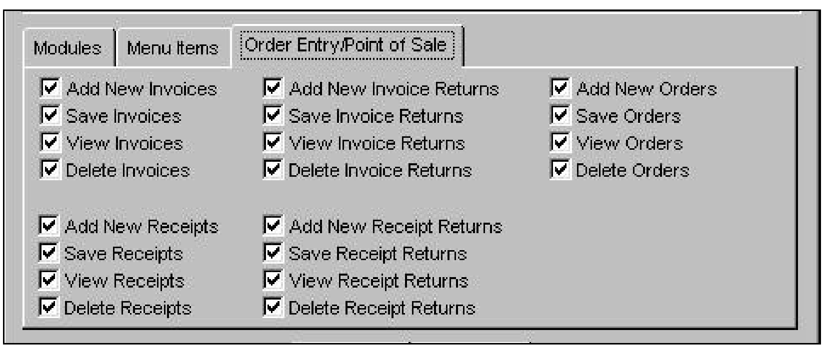
General Ledger Accounts

The default posting accounts for POS are listed below. If you have not used the sample chart of accounts, then you will have to enter these accounts. POS also uses some accounts from the **Company Setup** option.

Account Number	Name	Account Type
11130	Visa	Cash
11120	MasterCard	Cash
11140	American Express	Cash
11150	Discover	Cash
11160	Other Credit Card	Cash
52250	Coupon	Operation Expenses
23040	Gift Certificates	Other Curr. Liabilities
52040	Discount On Sales	Operation Expenses

User and Password Setup

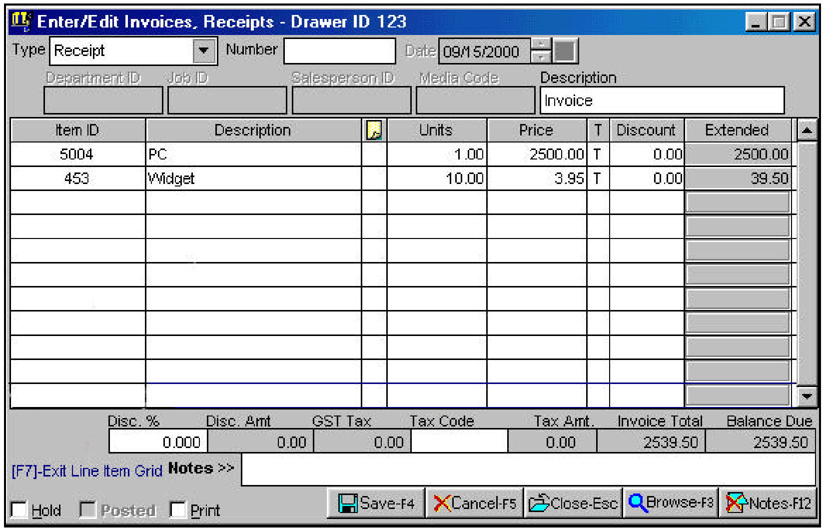
The following options are available in the **User and Password Setup** screen, allowing you to control access to all of the following functions for each user:



Enter/Edit Invoices and Receipts

To edit or create a new invoice, select **Enter/Edit Invoices and Receipts** option on the menu. The program will come up with the Enter/Edit Receipts screen.

Create Cash Receipts – No customer Information required.



You can create four transactions from this screen:

- **Receipt**
- **Receipt Return**
- **Invoice**
- **Invoice Return**

You can select between the different transactions from the **Type** field in the top left corner.

The main difference between a receipt and an invoice is the Invoice form and screen have the following extra fields:

- **Customer ID**
- **Billing Address**
- **Shipping Address**
- **Due Date**
- **Terms**
- **FOB**

- **Ship Via**
- **Ship Date**
- **Freight**

Creating a New Receipt

You can create a new Receipt as follows:

Step 1: Leave the **Receipt Number** field blank. The program will automatically determine the next receipt number from the **Forms Setup** option. If you are entering a manually created receipt, you can enter the **Receipt Number** in this field.

Step 2: The cursor will default to the **Inv/Svc/Msg** field. You can now fill in the receipt information. An explanation of the fields on the Enter/Edit Receipt page is available on page 429.

Editing a Previously Saved Receipt

You can edit a previously saved (but unposted) **Receipt** as follows:

Step 1: Type in the receipt number in the **Receipt Number** field. If you do not know the receipt number, you can click on the **Browse** button to bring up a list of receipts currently on file. You can select a receipt from this list to view or to edit it.

Step 2: Press the **Enter** key.

Step 3: The **Receipt** will display on the screen.

Step 4: After making the desired changes, click on the **Save** button to save the receipt.

Deleting a Previously Saved Receipt

You can delete a previously saved (but unposted) **Receipt** as follows:

Step 1: Type in the receipt number in the **Receipt Number** field. If you do not know the receipt number, you can click on the **Browse** button to bring up a list of receipts currently on file. You can select a receipt from this list to view or to delete it.

Step 2: Select the **Enter** key.

Step 3: The **Receipt** will display on the screen.

Step 4: Press the **Delete** button to delete the receipt.

Receipt Fields

Important Note On How The Receipt Number for the Current Transaction is Determined: This program has the ability to open multiple **Receipt** screens. For example, while working on a Receipt for a customer and you can open another Receipt screen. In order to prevent conflicts between both these open windows, the program does not determine the Receipt number until you save the Receipt. When you save the Receipt, the program will automatically pickup the next Receipt number and display the message "**Saving Receipt number XX**." If you are entering the Receipts after the fact, you can override this feature by going to the **Receipt Number** field and entering the Receipt number directly.

Receipt Date: The program will automatically display the receipt date. This date is the obtained from the **Windows Setup**.

Following the previously listed information is the body (center section) of the receipt. This section consists of the following fields:

Inv/Svc/Msg: You will be required to enter one of the following:

- An **Inventory ID** (Inventory Item)
- A **Service ID** (Services Rendered)
- A **Message ID** (Message to your customers)

The IDs can consist of numbers or letters in any combination.

To enter an **ID** in one of the above fields, you can perform any of the following steps:

- If you know the ID, enter it and select **Enter** to go to the next field.
- If the item exists in the database and you do not know the ID, click on the **Browse** button to bring up the list of IDs in the database. A window will display, and you will be able to browse Inventory, Service, and Message IDs.
- If you want to add a new ID

Step 1: Type in the new **ID Number** in the **Inv/Srv/Msg** field on the receipt.

Step 2: After typing in the new ID, select the **Enter** key. A browse screen will display with the listing of all the items.

Step 3: Click on the **Add Item** button on the bottom left corner of the screen. You will be asked to verify if you want to add Service, Message, or an Inventory ID.

Step 4: Select the type of item you wish to create and click on **OK** to enter the item information.

OR

When you type in a valid ID and you click on **Enter**, the program will automatically fill in the description field. If the item type is an Inventory or a Service ID, the price will automatically display.

This price information is obtained from the Inventory or the Service ID files. When you type in the **Units**, the program will automatically calculate the **Extended Price** field.

TIP! If you have regular charges billed to your customers, set them up as Service IDs. Some examples are:

- **Service Charges**: monthly charges such as professional fees, gardening, garbage collection, maintenance, etc.
- **Special Freight Types**: You can create special freight types such as Federal Express, UPS, U.S. Mail etc. as Service IDs, and include them in the body of the receipt. In addition, you can add, edit, or delete them from the **Service Maintenance** option.
- **Labor Charges** and other **Miscellaneous** charges
- **Fixed-Dollar Amount Discounts**: You may create a Service ID called "**Discount**." When adding the Service ID to the database, leave the price at zero. You can then give dollar discounts by entering the units as 1 and price as a negative amount equal to the amount of the discount.

  An example is shown in the following display:

Item	Description	Units	Price
Software	Windows 5"	1.00	99.95
DI	Discount	1.00	-9.95
Tax: 9.00		Total:	99.00

Receipt Description: You are required to type in a description for the receipt. Press the **Enter** key to accept the default description, or press **Ctrl + Y** to delete the current description line. You can then type in a new description if required. This description will display in the following areas:

- Customer Statements
- Aging Reports
- Browsing receipts while entering customer payments

Job ID: If you have enabled the job-tracking function, you will be required to enter the **Job ID** for this receipt.

Salesperson ID: Enter the **Salesperson ID** for this receipt. This field is requires a valid salesperson ID if you have enabled Salesperson tracking in the **Order Entry Setup** screen. The Salesperson ID is also used for commission tracking.

Department ID: If you have Department tracking enabled in the **Company Setup**, you need to enter the **Department ID** for this customer. Departmental tracking can be used to track sales by each department – for example, for **Wholesale** and **Retail**. You can even use this feature to track sales by regions (**North**, **South** etc.) or countries (**Domestic**, **International** etc.). This feature is available only if you have the **General Ledger** module installed.

Discounts as a Percent Of the Subtotal: You can also calculate a discount as a percent of the subtotal of the entire invoice by entering the discount percent in the **Disc %** field. The program will automatically calculate the discount amount on the Subtotal of the all the line items and display the amount in the **Disc. Amt.** field.

Subtotal: This field lists the total of the line items entered on the receipt. In other words, the **Subtotal** is the sum of the all the numbers in the **Extended** column.

Media Code: Enter the **Media Code** for this transaction.

The **Tax** field is automatically calculated. The **GST** tax is automatically calculated if you have enabled the **GST** tax in the **Company Setup** section.

Hold Receipt: If you check this box, the receipt will be put on hold. When a receipt is on hold, you cannot post it. This is useful if you do not want to post the receipt.

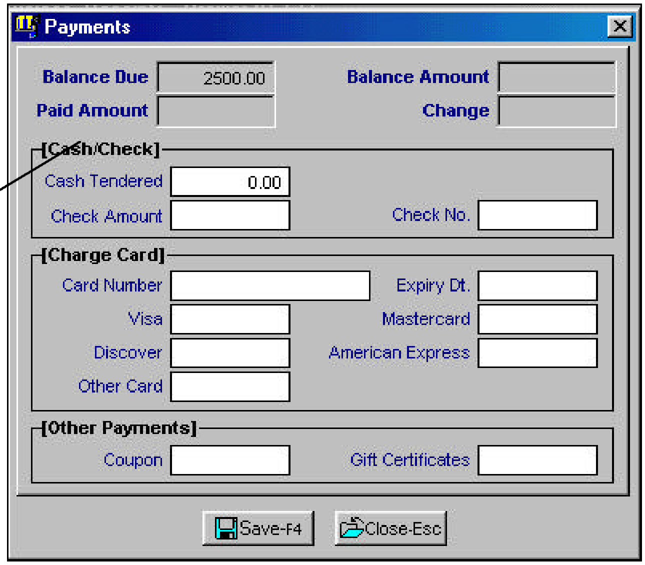
Posted: This box is checked if the invoice has already been posted. In this situation, you can view – but not make changes to – the receipt.

Receipt Payments

After completing a Receipt, you can press the function key **F4** or click on **Save** to enter the payment information. At this point, the following screen displays:

Customer paymentecan be split into multiple payment methods.

Accept Coupons and Gift Certificates



You can enter the payment for the transaction by using one or a combination of several of the following methods:

- Cash
- Check
- Visa
- MasterCard
- Discover
- American Express
- Other Credit Card
- Coupon
- Gift Certificates

If the customer is paying by a check, then you can enter the **Check No.** For credit card transactions, you can enter the **Card Number** and **Expiry Dt.** (expiration date).

On the top left-hand corner of the screen, the program displays the **Receipt Total**. Just below that, the program displays the amount paid by the customer in the **Paid Amount**.

On the top right-hand corner of the screen, the program displays the unpaid balance in the **Balance Amount** field. If the customer has overpaid, the change due back to the customer displays in the **Change** field.

After entering the payment information:

- Press the function key **F4** (or click on **Print**) to save and print the transaction.
- Press the function key **F6** (or click on **Save**) to save and not print the transaction.
- Press the function key **F8** to **void** (delete) the transaction.
- Press the **Esc** key (or click on **Cancel**) to go back to the transaction entry screen.
- For further details on the **Enter/Edit Invoices** option, refer to the **Order Entry** chapter.

Enter/Edit Invoices

The process of creating a POS Invoice is the same as entering an Order Entry Invoice. For further details on the **Enter/Edit Invoices** option, refer to the **Order Entry** chapter.

Enter/Edit Receipt Returns

Managing returns is an integral part of doing business. The POS system has special screens where you can enter returns. If a sale was originally made using the **Enter/Edit Receipts** option, then the return can be entered using **Enter/Edit Receipt Returns** option.

You will enter the Receipt Return exactly as you had created the original Receipt. **You do not have to enter the Units or Price as negative quantities.** You will enter the Units and the Price as positive numbers. The POS system will automatically increase your inventory when you post the return.

The process of entering a Receipt is the same as entering them at the time of the sale. For further details, refer to the **Order Entry** chapter.

Enter/Edit Invoice Returns

The POS system has special screens where you can enter returns. If a sale was originally made using the **Enter/Edit Invoices** option, then the return can be entered using **Enter/Edit Invoice Returns** option.

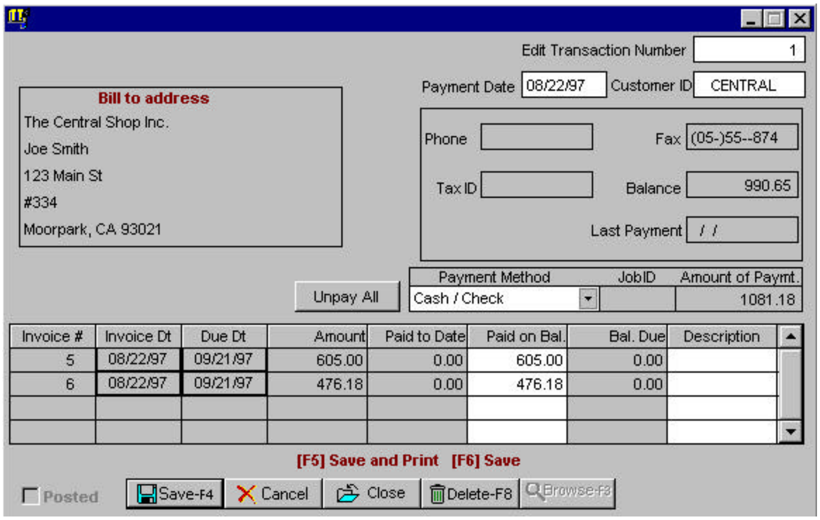
You will enter the Invoice Return exactly as you had created the original Receipt or the Invoice. **You do not have to enter the Units or Price as negative quantities.** You will enter the Units and the Price as positive numbers. The POS system will automatically increment your inventory when you post the return. In addition, the customer account will automatically show the credit.

The process of entering an Invoice Return is the same as entering an order entry invoice. For further details, refer to the **Order Entry** chapter.

Receive A/R Payments

You will use this option to enter payments made by the customer against previous invoices with balance due amounts. The advantage of this option over a similar option in the A/R module is that this option will update the cash drawer totals and print a receipt for the customer.

In addition, you can use this option to edit previously entered payments.



Receive A/R Customer payments from POS and update cash register.

Creating a New Payment

You can create a new Payment as follows:

Step 1: Do not enter a number in the **Edit Transaction Number** field. The program will automatically determine the next Transaction number.

Step 2: The cursor will be at the **Payment Date** field. You can now fill in the Payment information. An explanation of the fields on the Payment screen is available at page 437.

Editing a Payment

You can edit a previously saved (but unposted) **Payment** as follows:

Step 1: Place the cursor in the **Edit Transaction Number** field.

Step 2: Type in the **Transaction Number** for the transaction that you want to edit. If you do not know the Payment number, you can click on the **Browse** button to bring up a list of Payments currently on file. You can select a Payment from this list to view or edit.

Step 3: Press the **Enter** key.

Step 4: The **Payment** will display on the screen. You can now make changes to the Payment as long as it has not been posted. Click on the **Save** button to save the changes.

Deleting a Payment

You can delete a previously saved (but unposted) **Payment** as follows:

Step 1: Place the cursor in the **Edit Transaction Number** field.

Step 2: Type in the Transaction number you want to delete. If you do not know the Payment number, you can click on the **Browse** button to bring up a list of Payments currently on file. You can select a Payment from this list to view or to delete it.

Step 3: Press the **Enter** key.

Step 4: The **Payment** displays on the screen. You can now delete the Payment as long as it has not been posted. Click on the **Delete** button to delete the transaction.

POS Payment Fields

The data entry fields that are available are:

Edit Transaction Number: If you want to edit an existing transaction, enter that transaction number here. This field will not be visible if you do not have previously saved Payment Transactions.

Important Note on How the Payment Transaction Number for the Current Transaction Is Determined: This program has the ability to open multiple Payment Transaction screens (e.g. while you are in the middle of working on a Payment Transaction for a Customer you can open another Payment Transaction screen). In order to prevent conflicts between both these open windows, the program does not determine the Payment Transaction number until you save the Payment Transaction. When you save the Payment Transaction, the program will automatically pickup the next Payment Transaction number and display the message **Saving Transaction number XX**. If you are entering the Payment Transactions after the fact, you can override this feature by going to the Payment Transaction Number field and entering the **Payment Transaction Number** directly.

Payment Date: The program will default to the system date from your computer. You may enter a new date if required.

Customer ID: Enter the Customer ID whose payments you want to enter. If you do not know the Customer ID, you can click on the **Browse** button to bring up a list of Customer's currently on file.

Bill To Address: The program will automatically bring up the customer Name, address, and phone numbers. If required, you can edit the address.

Tax ID: The program will display the Tax ID for the customer. You cannot edit this field.

Balance: The program will display the Balance due by the customer. You cannot edit this field.

Last Payment: The program will display the date of the Last Payment made by the Customer. You cannot edit this field.

Pay All: You can click on this button to pay all the transactions automatically. Once you click on this button, its name will change to **Unpay All**. If you click on the **Unpay All** button, the program will remove all the payments in the **Paid on Bal** column.

Payment Method: Select the method of payment for this transaction. The choices available are:

- Cash
- Check
- Visa
- MasterCard
- Discover
- American Express
- Other Credit Card
- Coupon
- Gift Certificates

Checking A/C: Enter the checking account number (General Ledger Account Number) for this transaction and the default checking account from the **Company Setup** displays. You can click on the **Browse** button to select a different checking account. All checkbook deposits post to this account for **Bank Reconciliation**.

TIP! **Posting Payments to Checkbook:** when you select the **Post A/R Transactions** option, all the payments are posted to the **Bank Deposits** option in the Bank Manager module. You can then go to the **Select Payments to Deposit** option in the **Bank Manager** module and create a single deposit to your Bank/Checkbook. This will help you in the reconciliation process.

Job ID: If you have enabled Job tracking, you will be required to enter a **Job ID** in this field.

Amount of Payment: This field automatically adds up all the payments entered in the **Paid on Bal** column. This is a non-editable field.

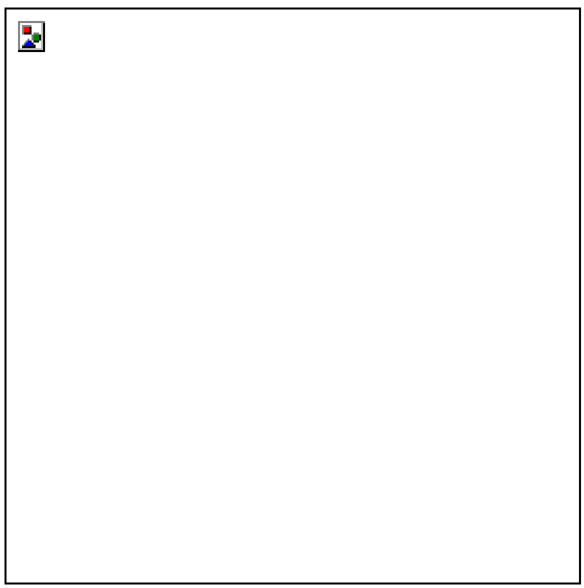
The body of this screen lists all the open invoices for this customer. The Invoice number, Invoice date, Due date, Invoice Amount, and previous payment received amounts are displayed. You can enter the **Paid on Bal** amount from the customer. The program will calculate the Balance Due automatically.

Description: In addition you can enter a brief description of the payment like check number etc. Press the **Enter** key to accept the default description, or press **Ctrl + Y** to delete the current description line. You can then type in a new description if you want to. Press the **Enter** key, or click on **OK** to continue. This description will display in the following areas:

- Customer Statements.
- Aging Reports.

Log Out

When you select this option, you will be logged off the program. In order to log back on, you will need to enter your **User ID** and **Password**. If you have the POS module installed, you will also be asked to type in the **Salesperson ID**. This Salesperson ID is used for the Enter/Edit Receipts option.



This security feature is especially important in the following situations:

- You are leaving your computer temporarily and you do not wish unauthorized access to your computer.
- You are done with your shift for the day and you are leaving your computer. The program will display the login screen that will be used by the next operator.

Print Receipts

You select the **Print Invoices/Receipts** option to print the POS Cash Receipts. After you select this option, enter the following information:

Receipt Number Range: Enter the starting and the ending Receipt numbers to print. To print, or reprint all receipts, enter **FIRST** for the **Starting Number** and **LAST** for the **Ending Number**.

Click on the **Cancel** button to abort the printing process, or click on **OK** to continue. You have the option to print the invoices to the **Printer, Screen, File,** or **e-Mail.** If you are printing to a file, you may type in a filename.

TIP! **Receipt Print Style**: You can set the printing style of the Receipt from the POS Setup option. Receipts print on plain paper only. You can chose between 40 or 80 column receipts. For more information, refer to page 424.

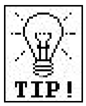
Print Invoices

You use the **Print Invoices/Receipts** option to print Invoices. After you select this option, enter the following information:

Print Zero Balance Invoices: If you check this box, all invoices with a grand total of zero will be printed. If you do not check this box, invoices with a grand total of zero will not be printed.

Invoice Range: Enter the starting and the ending invoice numbers to print. To print, or reprint all the invoices, enter **FIRST** for the **Starting Invoice Number** and **LAST** for the **Ending Invoice Number**.

Click on the **Cancel** button to abort the printing process, or click on **OK** to continue. You have the option to print the invoices to the **Printer, Screen, File,** or **e-Mail.** If you are printing to a file, you may type in a filename.



Invoice Form Style: You can set the form style of the **Invoice** from the **Forms Setup** option in the **File** menu. The form style determines how the invoice will look when it prints.

Print Packing Slips

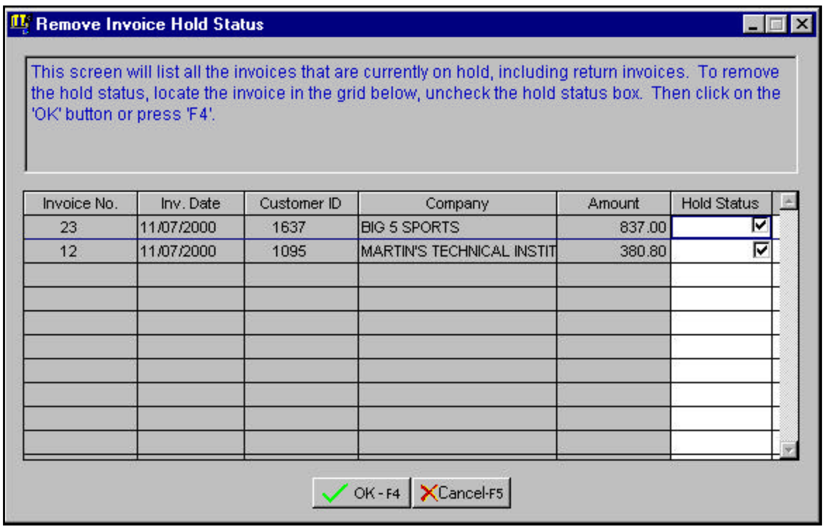
This option allows you to print packing slips by selecting either **All unprinted Packing Slips** or selecting an **Invoice Range** to print.

You can also select to **Include Invoices on Hold** and/or **Include Sales Orders**.

If you selected to print an Invoice Range, you can also select whether or not you want to **Include Packing Slips already printed**.

Remove Invoice Hold Status

The Remove Invoice Hold Status screen will display all the invoices that are currently on hold, including return invoices.



To remove the Hold Status from an Invoice, uncheck the box in the **Hold Status** column on the same line with the invoice to be taken off hold. Next, click on **Ok-F4**

Post Receipts and Invoices

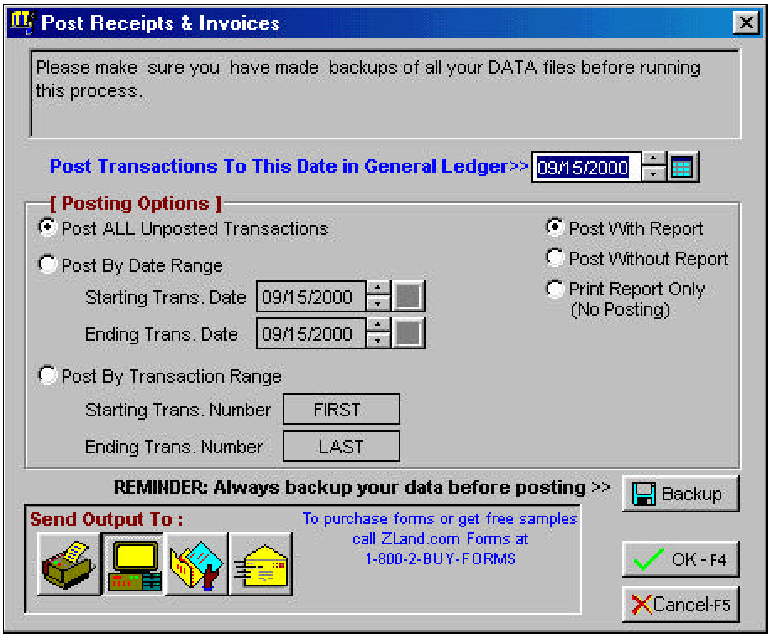
When Do I Select This Option?

You should select this option after you have entered the receipts and invoices for the day.

What Do I Do Prior to Selecting This Option?

Before selecting this option, you must do three things:

- It is recommended that you print all your receipts and invoices at least once. Although this is recommended, it is not required – you can also print the receipts at a later stage. However, you cannot edit them once they are posted.
- Print the Transaction Report, to ensure that all the data is correct.
- Back up all the data files by selecting the **Backup** button on the lower right of the screen or you can use the **Backup** option in the **File** menu. In case of an unwanted or an incorrect posting, you will then be able to restore from this backup, using the **Restore** option in the **File** menu.


Post Receipts & Invoices
Please make sure you have made backups of all your DATA files before running this process.
Post Transactions To This Date in General Ledger>>
09/15/2000
[Posting Options]
Post ALL Unposted Transactions
Post By Date Range
Starting Trans. Date
09/15/2000
Ending Trans. Date
09/15/2000
Post By Transaction Range
Starting Trans. Number
FIRST
Ending Trans. Number
LAST
Post With Report
Post Without Report
Print Report Only (No Posting)
REMINDER: Always backup your data before posting >>
Backup
Send Output To :
To purchase forms or get free samples call ZLand.com Forms at 1-800-2-BUY-FORMS
OK - F4
Cancel-F5

What Does This Option Do?

To **post**, select the **Post Receipts and Invoices** option from the **POS** module.

When you select this option, the program will ask you to confirm that you want to continue with this process. Click on **OK** to continue or **Cancel** to abort the process.

The program will display the posting date, which will be the system date from your computer. All the transactions are posted to the month in which this date falls. If you want to change the date, you may do so at this point.

You can check off the following option at this point:

Post Invoice With Posting Date Only: This will post invoices that have the same invoice date as the posting date.

The following points describe the actual posting process in detail.

- A detail of all the debits and credits are posted to the general ledger. You can view this posting from the **Enter/Edit G/L Transaction** option. The Journal Entries created have the Journal Source as **PS** to signify that this posting originated from the **POS Module**. The G/L Accounts are posted as follows:

Action	Account Number	Account Type	Source of The Account Number
Debit Acct. One or more of these accounts are debited based on the type of payment	12010 11130 11120 11140 11150 11160 52250 23040	A/R Visa MasterCard American Express Discover Other Credit Card Coupon Gift Certificates	POS Setup
Debited Checking Account	11010	Cash	POS Setup
Credited Sales	41010	Income	Inventory/ Service ID Maintenance
Credited Sales Tax	24020	Tax Liability	Sales Tax Maintenance
Credited GST Liability Tax	24030	Tax Liability	Company Setup
Credited Freight Income	42010	Other Income	Company Setup
Credited Discounts On Sales	52040	Operation Expenses	Company Setup

- The customer file is updated to reflect the new balance due, the last date of purchase, and the last payment date.
- Receipts and Invoices will be marked as posted. You can view or print them. You cannot edit them.
- When you create a receipt or an invoice and enter an inventory item in it, the program will add the **Units** amount to the **Committed** field in the Inventory file. When you post the invoices, the **Committed** amounts are subtracted from the Units Available field.

- The **Units in Stock** field is updated in the Inventory database for any products that were sold.
- The **Commissions** are updated in the appropriate records of the salespeople. This is done only if you have enabled this in the setup section.
- The **Job Cost** report is updated for the appropriate job. This is done only if you have enabled this in the setup section.
- The **Sales Tax** report is updated.
- **Invoice Returns** are also posted. The effect of posting a Return Invoice is exactly the opposite of a regular invoice.

Customer Reports

For a sample of these reports, refer to the **Order Entry** chapter.

Salesperson Listing

For a sample of this report, refer to the **Order Entry** chapter.

Print Drawer Totals

You can use the drawer-totals report to tell you the totals for a certain cash drawer for a day. You can run this report with a date range. The **Total Sales** are determined from the POS transaction file. The bottom of the drawer-totals report lists the Starting Drawer Amount. This is obtained from the **Users & Passwords** for the user. The following is a report sample.

```
Drawer ID:  123

Transactions      :    15
DATE RANGE        : 11/07/2000 - 11/07/2000

Cash              :        76.00
On Account        :      1559.80
Check             :       419.35
Visa              :       449.89
Master Card       :       380.80
Discover          :      1011.95
American Express  :        24.00
Other Cards       :      1240.00
Coupon            :         0.00
Gift Certificates:          0.00
Change Disbursed  : (       0.00)
                    ------------
Total Sales       :      5161.79
                    ------------

                         ============
Starting Drawer Amount:       1755.40
ADD : Total Sales     :       5161.79
LESS: On Account      :       1559.80
                         ------------
Ending Drawer Amount  :       5357.39
                         ============
```

Hourly Sales Analysis

Date: 11/07/2000 **Hourly Sales Analysis** **Page:** 1

Time: 15:04:40

User: SYSTEM ADMINISTRATOR

Al & Ed Electronics
11968 Main St
Moorpark, CA 93021

From 11/07/2000 To 11/07/2000

	Trans. Count	Gross Sales	Gross Returns	Total	Average Sale
12:00 to 12:59 am	0	0.00	0.00	0.00	0.00
1:00 to 1:59 am	0	0.00	0.00	0.00	0.00
2:00 to 2:59 am	0	0.00	0.00	0.00	0.00
3:00 to 3:59 am	0	0.00	0.00	0.00	0.00
4:00 to 4:59 am	0	0.00	0.00	0.00	0.00
5:00 to 5:59 am	0	0.00	0.00	0.00	0.00
6:00 to 6:59 am	0	0.00	0.00	0.00	0.00
7:00 to 7:59 am	0	0.00	0.00	0.00	0.00
8:00 to 8:59 am	0	0.00	0.00	0.00	0.00
9:00 to 9:59 am	4	814.70	0.00	814.70	203.68
10:00 to 10:59 am	2	895.00	-35.00	860.00	430.00
11:00 to 11:59 am	0	0.00	0.00	0.00	0.00
12:00 to 12:59 pm	0	0.00	0.00	0.00	0.00
1:00 to 1:59 pm	5	2248.75	0.00	2248.75	449.75
2:00 to 2:59 pm	3	401.34	0.00	401.34	133.78
3:00 to 3:59 pm	1	837.00	0.00	837.00	837.00
4:00 to 4:59 pm	0	0.00	0.00	0.00	0.00
5:00 to 5:59 pm	0	0.00	0.00	0.00	0.00
6:00 to 6:59 pm	0	0.00	0.00	0.00	0.00
7:00 to 7:59 pm	0	0.00	0.00	0.00	0.00
8:00 to 8:59 pm	0	0.00	0.00	0.00	0.00
9:00 to 9:59 pm	0	0.00	0.00	0.00	0.00
10:00 to 10:59 pm	0	0.00	0.00	0.00	0.00
11:00 to 11:59 pm	0	0.00	0.00	0.00	0.00
Grand Totals:	15	5196.79	-35.00	5161.79	344.12

Transaction Audit Trail

Date: 11/07/2000
Time: 15:05:48
User: SYSTEM ADMINISTRATOR

Transaction Audit Trail

Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Page 1

Date Range: From 11/07/2000 To 11/07/2000

Invoice #	Salesperson	Drawer	Type	Freight	Discount	Tax Rate	Total Tax	Taxable Amount	NonTaxable Amount	Transaction Total
9	95	123	Receipt	0.00	0.00	0.0000%	0.00	0.00	350.00	350.00
Amount Tendered: Cash		50.00								
Visa		300.00	96555566555 Exp. 02022000							
Date/Time: 11/07/2000 09:45:58 AM										
10	100	123	Receipt	0.00	0.00	0.0000%	0.00	0.00	59.90	59.90
Amount Tendered: Check		59.90	Check No. 252							
Date/Time: 11/07/2000 09:47:11 AM										
11	100	123	Invoice	0.00	0.00	0.0000%	0.00	0.00	24.00	24.00
Amount Tendered: Amex		24.00	59555574485 Exp. 03022001							
Date/Time: 11/07/2000 09:57:24 AM										
12	100	123	Invoice	0.00	0.00	0.0000%	0.00	0.00	380.80	380.80
Amount Tendered: Mastercard		380.80	6352454625 Exp. 0501 2002							
Date/Time: 11/07/2000 09:58:37 AM										
13	95	123	Receipt Return	0.00	0.00	0.0000%	0.00	0.00	-35.00	-35.00
Amount Tendered: Cash		-35.00								
Date/Time: 11/07/2000 10:00:31 AM										
14	100	123	Receipt	0.00	0.00	0.0000%	0.00	0.00	895.00	895.00
Amount Tendered: Discover		895.00	7674481504 Exp. 1031 2003							
Date/Time: 11/07/2000 10:01:34 AM										
15	100	123	Receipt	0.00	0.00	0.0000%	0.00	0.00	116.95	116.95
Amount Tendered: Discover		116.95	38811525452 Exp. 10/31/03							
Date/Time: 11/07/2000 01:14:44 PM										
16	95	123	Receipt	0.00	0.00	0.0000%	0.00	0.00	169.00	169.00
Amount Tendered: Check		169.00	Check No. 5993							
Date/Time: 11/07/2000 01:15:22 PM										

Sales Analysis by Product

Date: 11/07/2000

Time: 15:06:34

User: SYSTEM ADMINISTRATOR

Sales Analysis by Product

Page: 1

Al & Ed Electronics
11999 Main St
Moorpark, CA 93021

Date Range: From 11/07/2000 To 11/07/2000

Product ID	Product Description	Qty Sold	Avg. Unit Price	Total Sales
0010	FUSE 2 AMP 250V	100.0000	0.08	8.00
01-41135C	ASSEMBLY, MOTOR CONTROL	9.0000	35.00	315.00
0114	VREGULATOR LM317T/98-005	20.0000	1.20	24.00
10007	ANALOG TRAINER KIT AEX	2.0000	29.95	59.90
10020-0	TOOL KIT, ETK105	60.0000	13.95	837.00
10022	TOOL KIT, ETK206N	3.0000	29.95	89.85
10034	CALCULATOR K-131A	100.0000	8.95	895.00
10036	ANALOG METER 10A K360TRN	1.0000	24.95	24.95
10058-3	ML300A W/ACCESSORIES	1.0000	254.00	254.00
10089	SCREWDRVR,SLOTTED 4" SD3T	10.0000	1.20	12.00
10165	PARS KIT, #3 DIGITAL SECT/LA	1.0000	89.00	89.00
10373	CASE, TOOL DELUXE C-3	1.0000	69.95	69.95
10439	TOOL LEAD BENDER 14W	5.0000	2.50	12.50
10455	TOOL KIT, THOMPSON LEARNING	1.0000	106.00	106.00
10597	TOOL KIT, EGMT	2.0000	350.00	700.00
1603640	FILE, NEEDLE KIT	2.0000	26.50	53.00
OA172SAN-22-1TB	FAN AC 172X51 220V BALL	1.0000	22.80	22.80
RADIO108K	RADIO AM/FM KIT 108K	6.0000	27.95	167.70
TOOLMOD	TOOLING MOD CHARGE FOR B1136A	1.0000	1240.00	1240.00
YP1.2-6	BATTERY SLA 6V AT 1.2AH	53.0000	3.38	179.14

Sales Analysis by Customer

Date: 11/07/2000 **Sales Analysis by Customer - Detailed** Page 1
Time: 15:06:59
User: SYSTEM ADMINISTRATOR

Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Date Range: From 11/07/2000 To 11/07/2000
Cust. Range: From FIRST To LAST
Prod. Range: From FIRST To LAST

Invoice No.	Inv. Date			Sub Total	Discount	Freight	Tax	GST	Total
Customer ID	1085	**Company**	MOORPARK REGIONAL JR COLLEGE						
20	11/07/2000			198.45	0.00	0.00	0.00	0.00	198.45
			Totals:	198.45	0.00	0.00	0.00	0.00	198.45
Customer ID	1095	**Company**	MARTIN'S TECHNICAL INSTITUTE						
12	11/07/2000			388.80	0.00	0.00	0.00	0.00	388.80
			Totals:	388.80	0.00	0.00	0.00	0.00	388.80
Customer ID	1160	**Company**	MAXWELLS ELECTRONICS INC						
22	11/07/2000			61.00	0.00	0.00	0.00	0.00	61.00
			Totals:	61.00	0.00	0.00	0.00	0.00	61.00
Customer ID	1172	**Company**	BILLS ELECTRONICS INC						
21	11/07/2000			149.69	0.00	0.00	0.00	0.00	149.69
			Totals:	149.69	0.00	0.00	0.00	0.00	149.69
Customer ID	1219	**Company**	MARTIN TECHNICAL COLLEGE						
19	11/07/2000			708.00	0.00	0.00	0.00	0.00	708.00
			Totals:	708.00	0.00	0.00	0.00	0.00	708.00
Customer ID	1240	**Company**	YOUR ELECTRONICS						
18	11/07/2000			22.80	0.00	0.00	0.00	0.00	22.80
			Totals:	22.80	0.00	0.00	0.00	0.00	22.80
Customer ID	1637	**Company**	BIG 5 SPORTS						
23	11/07/2000			837.00	0.00	0.00	0.00	0.00	837.00
			Totals:	837.00	0.00	0.00	0.00	0.00	837.00

Product Sales by Customer

Date: 11/07/2000 **Product Sales by Customer - Detailed** Page: 1

Time: 15:07:54

User: SYSTEM ADMINISTRATOR

Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Date Range: From 11/07/2000 To 11/07/2000

Cust. Range: From FIRST To LAST

Prod. Range: From FIRST To LAST

Invoice No.	Inv. Date		Quantity	Extended
Customer ID 1085		**Company** MOORPARK REGIONAL JR COLLEGE		
Product ID 10373		**Description:** CASE, TOOL DELUXE C-3		
20	11/07/2000		1.0000	69.85
		Totals for Product ID: 10373	1.0000	69.85
Product ID 10439		**Description:** TOOL LEAD BENDER 1/4W		
20	11/07/2000		5.0000	12.50
		Totals for Product ID: 10439	5.0000	12.50
Product ID 10465		**Description:** TOOL KIT, THOMPSON LEARNING		
20	11/07/2000		1.0000	108.00
		Totals for Product ID: 10465	1.0000	108.00
		Totals for Customer ID: 1085	7.0000	190.45
Customer ID 1095		**Company** MARTIN'S TECHNICAL INSTITUTE		
Product ID 10022		**Description:** TOOL KIT, ETK205N		
12	11/07/2000		3.0000	69.85
		Totals for Product ID: 10022	3.0000	69.85
Product ID 10035		**Description:** ANALOG METER 10A K360TRM		
12	11/07/2000		1.0000	24.95
		Totals for Product ID: 10035	1.0000	24.95
Product ID 10068-3		**Description:** ML300A W/ACCESSORIES		
12	11/07/2000		1.0000	254.00
		Totals for Product ID: 10068-3	1.0000	254.00
Product ID 10089		**Description:** SCREWDRVR,SLOTTED 4" SD3T		
12	11/07/2000		10.0000	12.00
		Totals for Product ID: 10089	10.0000	12.00

Product Sales by Salesperson

Date: 11/07/2000
Time: 15:12:05
User: SYSTEM ADMINISTRATOR

Product Sales by SalesPerson - Detailed

Page: 1

Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Date Range: From 11/07/2000 To 11/07/2000
SalesPers. Range: From 95 To 95
Product Range: From FIRST To LAST

Invoice No.	Inv. Date		Quantity	Extended
SalesPerson ID 95		**Name** John Jacobs		
Product ID 01-41135C		**Description:** ASSEMBLY, MOTOR CONTROL		
9	11/07/2000		10.0000	350.00
13	11/07/2000		-1.0000	-35.00
		Totals for Product ID: 01-41135C	9.0000	315.00
Product ID 10020-0		**Description:** TOOL KIT, ETK105		
23	11/07/2000		60.0000	837.00
		Totals for Product ID: 10020-0	60.0000	837.00
Product ID 10373		**Description:** CASE ,TOOL DELUXE C-3		
20	11/07/2000		1.0000	69.95
		Totals for Product ID: 10373	1.0000	69.95
Product ID 10439		**Description:** TOOL LEAD BENDER 1/4W		
20	11/07/2000		5.0000	12.50
		Totals for Product ID: 10439	5.0000	12.50
Product ID 10465		**Description:** TOOL KIT, THOMPSON LEARNING		
20	11/07/2000		1.0000	108.00
		Totals for Product ID: 10465	1.0000	108.00
Product ID OA172SAN-22-1TB		**Description:** FAN AC 172X51 220V BALL		
18	11/07/2000		1.0000	22.80
		Totals for Product ID: OA172SAN-22-1TB	1.0000	22.80
Product ID TOOLMOD		**Description:** TOOLING MOD CHARGE FOR EH135A		
17	11/07/2000		1.0000	1240.00
		Totals for Product ID: TOOLMOD	1.0000	1240.00
Product ID YP1.2-6		**Description:** BATTERY SLA 6V AT 1.2AH		
16	11/07/2000		50.0000	169.00
		Totals for Product ID: YP1.2-6	50.0000	169.00
		Totals for SalesPerson ID: 95	128.0000	2774.25

Check Listing

Date: 11/07/2000
Time: 15:13:29
User: SYSTEM ADMINISTRATOR

Check Listing

Page: 1

Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Date Range: From 11/07/2000 To 11/07/2000

Invoice No.	Inv. Date	Salespers. ID	Drawer ID	Check Number	Amount
10	11/07/2000	100	123	262	59.90
20	11/07/2000	95	123	987	190.45
16	11/07/2000	95	123	5998	169.00
Transaction Count: 3				**Check Total:**	419.35

Credit Card Listing

Date: 11/07/2000
Time: 15:13:52
User: SYSTEM ADMINISTRATOR

Credit Card Listing

Al & Ed Electronics
11900 Main St
Moorpark, CA 93021

Page: 1

Date Range: From 11/07/2000 To 11/07/2000

Invoice No.	Inv. Date	Salespers. ID	Drawer ID	Credit Card Number		Amount
Payment Method: Visa						
9	11/07/2000	95	123	66555666555		300.00
21	11/07/2000	100	123	48465154854125		149.89
Transaction Count: 2					Visa Total:	449.89
Payment Method: Mastercard						
12	11/07/2000	100	123	6262464625		380.80
Transaction Count: 1					Mastercard Total:	380.80
Payment Method: Amex						
11	11/07/2000	100	123	59555674485		24.00
Transaction Count: 1					Amex Total:	24.00
Payment Method: Discover						
14	11/07/2000	100	123	7874481684		895.00
15	11/07/2000	100	123	36811525452		116.95
Transaction Count: 2					Discover Total:	1011.95
Payment Method: Other						
17	11/07/2000	95	123	6625561414		1240.00
Transaction Count: 1					Other Total:	1240.00
Total Count: 7					Grand Total:	3106.64

Register Summary Report

REGISTER SUMMARY REPORT

Date: 11/07/2000 **Page:** 1

Time: 15:14:21

User: SYSTEM ADMINISTRATOR

Al & Ed Electronics
11980 Main St
Moorpark, CA 93021

Date Range: From 11/07/2000 To 11/07/2000
Drawer ID: From 123 To 123

	SALES		RETURNS		TAXES
Gross Sales	5196.79	Gross Returns	35.00	Taxes on Sales	0.00
Freight	0.00	Freight	0.00	Tax Refunded	0.00
Discounts	0.00	Discounts	0.00		
Total Sales	**5196.79**	**Total Returns**	**35.00**	**Total Taxes**	**0.00**

	RECEIPT SALES		RECEIPT RETURNS
Cash	50.00	Cash	35.00
Check	228.90	Check	0.00
Visa	300.00	Visa	0.00
Mastercard	0.00	Mastercard	0.00
Discover	1011.95	Discover	0.00
American Exp.	0.00	American Exp.	0.00
Other Card	1240.00	Other Card	0.00
Coupon	0.00	Coupon	0.00
Gift Cert.	0.00	Gift Cert.	0.00

	INVOICE SALES		INVOICE RETURNS
Cash	61.00	Cash	0.00
Check	190.45	Check	0.00
Visa	149.89	Visa	0.00
Mastercard	380.60	Mastercard	0.00
Discover	0.00	Discover	0.00
American Exp.	24.00	American Exp.	0.00
Other Card	0.00	Other Card	0.00
Coupon	0.00	Coupon	0.00
Gift Cert.	0.00	Gift Cert.	0.00

	A/R Payments		SUMMARY
Cash	0.00	Cash	76.00
Check	0.00	Check	419.35
Visa	0.00	Visa	449.89
Mastercard	0.00	Mastercard	380.60
Discover	0.00	Discover	1011.95
American Exp.	0.00	American Exp.	24.00
Other Card	0.00	Other Card	1240.00
Coupon	0.00	Coupon	0.00
Gift Cert.	0.00	Gift Cert.	0.00

GROSS MARGIN ***(Inventory Items Only)***

Net Sales (Total Sales - Total Returns):	5161.79
Cost Of Goods Sold:	0.00
Profit Margin Amount:	5161.79
Profit Margin Percent:	100.00%

Backorder Report / Open Invoices Report

Backorder Report/Open Order Report

Al & Ed Electronics
11968 Main St
Moorpark, CA 93021

Run Date: 11/07/2000 **Page:** 1
Time: 15:50:24
User: System Administrator

Filter: Product ID range from FIRST to LAST
Sorted By: Product ID

						Quantity			
Customer	**O/I**	**Ord Date**	**Ord/Inv #**	**Cr Status**	**Cost**	In Stock	Ordered	To Ship	Backorder
Prod ID: 01-411390	**Prod Name:** ASSEMBLY, MOTOR CONTROL								
1035 - ACME COMPUTER & ELECTRONIC	INV	11/07/2000	24	OK	35.00	-420.00	1.00	0.00	1.00
						Totals	1.00	0.00	1.00
Prod ID: 04334	**Prod Name:** POWER CORD 18/3 SJT 6'								
1182 - VIEWLOADER INC	INV	11/07/2000	25	OK	0.00	-300.00	1.00	0.00	1.00
						Totals	1.00	0.00	1.00
Prod ID: 10007	**Prod Name:** ANALOG TRAINER KIT AEX								
1035 - ACME COMPUTER & ELECTRONIC	INV	11/07/2000	24	OK	29.95	-5.00	1.00	0.00	1.00
						Totals	1.00	0.00	1.00
Prod ID: 10058	**Prod Name:** ML300A W/ACCESSORIES								
1035 - ACME COMPUTER & ELECTRONIC	INV	11/07/2000	24	OK	319.95	-1.00	1.00	0.00	1.00
						Totals	1.00	0.00	1.00
Prod ID: TC8613SL	**Prod Name:** CIGARETTE LIGHT RECEPTACLE								
1182 - VIEWLOADER INC	INV	11/07/2000	25	OK	0.53	-4000.00	1.00	0.00	1.00
						Totals	1.00	0.00	1.00
						Grand Totals	5.00	0.00	5.00

Invoice Journal Report

For a sample of this report, refer to the **Order Entry** chapter.

Sales History Report

For a sample of this report, refer to the **Order Entry** chapter.

Sales Tax Report / Media Code Report

For samples of these reports, refer to the **Order Entry** chapter.