Point of Sale User Guide

Infor Distribution A+ Version Number 10.03.00

Publication Information

Release: Infor Distribution A+ Version Number 10.03.00

Publication Date: November 2019

Contents

CHAPTER 1

Point of Sale Overview

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The Point of Sale module lets you extend your Distribution A+ system from the management of distribution to the direct retail environment, expanding your market reach. With Point of Sale, you can set up and operate retail stores using the customer and item data that you already have in your system.

Application Features

This section describes some of the features of Point of Sale that help you to manage your store, including security features, reports and inquiries, and managing orders and returns.

Managing Stores

Point of Sale allows you to define multiple stores. A store is an individual retail establishment associated with a company and warehouse. Once you have defined your store, you can then create multiple terminals and drawers. Each maintenance allows you to individualize the operation of your store, terminals, and drawers to fit your business needs.

You can also create payment methods for each type of payment that you will accept at your stores. Payment methods are defined for a company and apply to all stores defined for the company. The following payment options are available:

- cash
- credit card
- check
- store credit
- gift card/certificate
- on account.

You can customize your receipt text and printing for a store.

Managing Security

There are two methods that you can use to manage the security at a terminal. First, by how you define the store and second, by how you define clerk IDs.

When you define a store, you can require that clerks sign on before each transaction. Requiring a sign on before each transaction, ensures that no one can step up to a terminal and use it without first providing a secure clerk ID and password.

Each person who uses a Point of Sale terminal will have a clerk ID and password assigned to them. The clerk ID and password are required to sign on to Point of Sale Entry. When you define clerk IDs, you can set a number of limits on what activities are available to the clerk. You can set the clerk ID to prevent the clerk from

- using the clerk ID in multiple stores
- entering a return
- overriding prices
- viewing cost
- maintaining cost
- viewing customer information
- canceling an order
- canceling line items, including special charges and comments.

In addition, each transaction at a terminal is recorded and can be reviewed, limited by clerk, on the POS Audit Report.

To handle situations where a clerk may not have authority to perform a task, authorization codes can be created and used to override the clerk's security so that a transaction can be completed by someone with authority (someone who knows the appropriate authorization code).

Reports and Inquiries

Reports and inquiries are available for closing and verifying cash drawer amounts at the end of a shift and/or business day. The following inquiries are available:

- Point of Sale Inquiry, used to inquire into all orders and returns. You can limit the inquiry by transaction status. From this inquiry you can reprint receipts.
- Store Close Inquiry, used to review and confirm close data for a store.
- Terminal Close Inquiry, used to review the day's activities at a terminal and record the close amounts.

Point of Sale also provides the following reports and forms:

- Terminal Close Form, to record the drawer counts.
- Terminal Close Report, which summarizes the drawer counts for the terminal.

- Store Close Report, which summarizes the closing information for all terminals in the store.
- POS Audit Report, which summarizes all of the activities and transactions at a terminal and drawer by clerk, terminal, and/or payment method.

Managing Orders and Returns

All orders and returns are entered through Point of Sale Entry (MENU PSMAIN). Through this secure option, you can process transactions for existing customers or a default Point of Sale “walk-in” customer. The taxing and pricing information you have defined in Distribution A+ is also available through this option, as well as customer and item searches. Lot, serial, catch weight, will call, pickup/delivery, special order, and drop ship items are also supported. For orders and returns you can:

- add special charges
- add comments
- perform a no-sale transaction
- initiate a warehouse transfer
- save the transaction before applying payments
- check out and apply one or more of six payment methods.

To manage the terminal and drawer, you also have the ability to:

- add and remove money from the drawer (drop/pull)
- close the terminal and provide drawer counts.

Point of Sale Interfaces

Point of Sale interfaces with the following Distribution A+ modules:

- Order Entry
- Accounts Receivable
- Inventory Accounting
- Inventory Management & Planning
- Warehouse Management
- General Ledger
- Electronic Payments
- Sales Analysis
- International Currency.

This section briefly describes each interface.

Order Entry

Point of Sale uses Offline Order Entry to submit Point of Sale orders to the Order Header File (ORHED) and Order Detail File (ORDET). Once an order has been entered and all payments applied, an Invoice Only order is automatically generated in Order Entry through Offline Order Entry. Then, Point of Sale generates and prints an invoice at the invoice output queue specified for the terminal. Once the invoice is created, the order status is changed to “invoice printed” and the required file updates are made during the next Day-End Processing. You can review Point of Sale transactions in your Order Entry reports and inquiries.

Accounts Receivable

The customer information that you have defined in your system through Customer/Ship-to Master Maintenance (MENU ARFILE) is available to Point of Sale. This integration allows you to continue to offer the same pricing and payment terms for your existing customer base when they purchase from you.

To handle customers that are not established and “walk-in” to make purchases, you can create a standard “walk-in” customer to use in Point of Sale. This customer may be assigned as the default customer for a store.

To track payment information, Point of Sale payment methods are linked to the payment types that you have created through Payment Types Maintenance (MENU ARFILE). Based on your General Ledger reporting needs, you may want to create unique Point of Sale payment types to associate with the payment methods. Refer to “General Ledger” on page 1-5 for more information about account posting.

Inventory Accounting

The item information that you have defined in your system through Item Master Maintenance and Item Balance Maintenance (MENU IAFILE) is available to Point of Sale. If you want to be able to scan items during the sales transaction, you can associate the items that you currently have defined with universal product code (UPC) bar codes through Item UPC/UOM Cross Reference Maintenance (MENU PSFILE). All types of items are fully supported, including lot, serial, and catch weight.

Inventory Management & Planning

If you are using the Inventory Management & Planning module to help you mange and track demand for items, Point of Sale will update demand for an item when an order is created through POS Entry (MENU PSMAIN).

Warehouse Management

You must create a single default Point of Sale (POS) location for a warehouse and you can create an override location for each item. Warehouse management reservations will be created for Point of Sale based either on the default POS location or the override POS location. The override location will always be used if it exists for the item; otherwise, the default location will be used.

Point of Sale will allow inventory to be sold from a location when the system does not reflect enough quantity to fulfill the sale. As a result, an item may have a negative inventory balance in the system. If this happens and a location is over-reserved, the item will be flagged for a cycle count. You can also use the Warehouse Management Location Audit Report (MENU WMREPT) to print a list of negative item balances.

NOTE: For a lot item, the aging date that will be assigned to the sale of an item is determined by either the specific WH/location where the item was available, or by the transaction date if the item was "in hand" at the time of the transaction.

General Ledger

Point of Sale can use your General Ledger Transfer Definition to post Point of Sale transaction payments to the accounts that you want to use. Point of Sale uses payment methods, which are linked to payment types that you have defined through Payment Types Maintenance (MENU ARFILE).

If you have set up your General Ledger Transfer Definition to use payment type when selecting the posting account, your Point of Sale payment methods will post to the accounts assigned to their payment type. If you want your Point of Sale payment methods to post to unique Point of Sale accounts, you must then create unique payment types for Point of Sale.

Example:

Assume that you have a payment type defined for checks that posts to account 1.1.1003. If you associate that payment type with the check payment method, check payments in Point of Sale will also post to account 1.1.1003.

Assume now that you want to track your Point of Sale check payments in a separate account. You would then create a payment type for Point of Sale checks that posts to accounts 1.1.1004 and associate that payment type with the check payment method in Point of Sale. Then, checks not processed in Point of Sale will post to account 1.1.1003 and checks processed in Point of Sale would post to account 1.1.1004.

Electronic Payments

You can use Electronic Payments with Point of Sale to automatically process credit card transactions. You will have to define a credit card payment type for each credit card that you accept. Using Merchant and Payment Assignments (MENU EPFILE), assign the merchant and credit card payment type relationship at the company level (and, only if necessary, at the warehouse level).

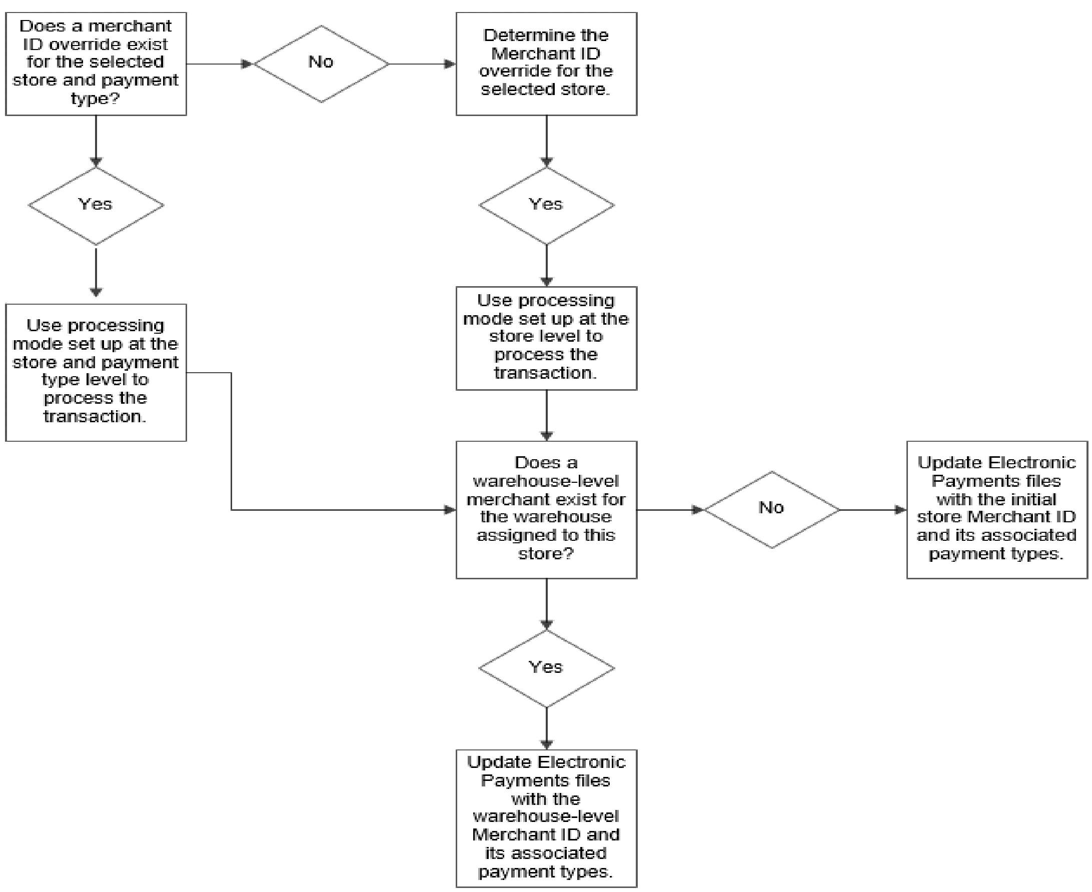
Using Override Merchant IDs Maintenance (MENU PSFILE), define a CenPOS Merchant ID for each store (not at the store/payment type level). When you set up a Merchant ID override for a store, that Merchant ID's processing options will be used to determine how to handle the credit card transaction.

For each store for which you are creating a Merchant ID override, you specify the default:

- online/phone Merchant ID - Merchant ID used for online/phone authorization and settlement for transactions
- manual authorization Merchant ID - Merchant ID used for manual authorization and settlement
- authorization mode - defined at store level (not the store/payment type level), can be online, manual, or phone

The user can override the default authorization method to indicate which method they are using to authorize the credit card payment. Authorization Mode 1 or 2 will issue a CenPOS panel or use a stored secure card in order to process the transaction. Meanwhile, Authorization Mode 3 will allow manual entry into Distribution A+ for a POS transaction that may have been processed by an alternate method (such as, using the CenPOS virtual terminal).

When credit card transactions are processed through Point of Sale or through AR Quick Pay, accessed from Point of Sale, the hierarchy (outlined in the flowchart below) is used to determine how to handle the transaction.



Sales Analysis

All Point of Sale transaction data flows to Sales Analysis during Day-End Processing so that your sales figures will include all retail sales data.

International Currency

If you are using International Currency, Point of Sale supports transactions in the default currency for the company's store.

Point of Sale Requirements

This section describes the hardware and software that you will need to begin using Point of Sale.

Software

To use Point of Sale, you must have the Distribution A+ base modules and Cross Applications installed at Version 5.0, cumulative 18 or later. The base modules include:

- Accounts Receivable
- Inventory Accounting
- Order Entry
- Sales Analysis.

Point of Sale can also be used with Electronic Payments, Warehouse Management, and General Ledger.

Hardware

To use Point of Sale, for each terminal you will need a:

- a PC that interfaces with your company's Distribution A+ system to track customer, inventory, pricing and taxing information.
- bar code scanner for scanning items being purchased (optional). There are a variety of scanners available and most can be customized. This may cause the behavior of your scanner to be slightly different than the behavior described in this document.
- credit card reader. If Electronic Payments is installed, the credit card reader may be connected to the terminal; otherwise, it can be a separate device. The credit card reader can be an individual swipe machine or it can be integrated into the keyboard.
- cash drawer where money, checks, and signed credit card receipts are kept during each shift.

- receipt printer. A receipt printer with an auto cut feature is recommended.

The following table lists the hardware that has been tested and confirmed with Point of Sale.

Component	Tested and Confirmed Hardware
Cash Drawer	MMF ECD-200 (with Citizen interface) or MMF POSPlatformII (with Citizen interface). Cash drawers must be compatible with the selected printer using the interface cable supplied by the cash drawer manufacturer.
Keyboard (with built-in credit card reader)	Unitech K2724B or Cherry 8000 with barcode ports. Both Track 1 and Track 2 are supported. Contact your credit card provider to determine which one to use.
Bar Code Scanner	Metrologic MS951, Metrologic MS9520 Voyager, Metrologic MS7220, Metrologic Orbit Laser Barcode Scanner, Symbol LS1902T-1000.
Receipt Printer	Citizen IDP-3210 (Thermal), Citizen IDP-3550 (Impact), Citizen IDP-3551 (Impact), Star Micronics TSP700 (Thermal), Epson TM-88111
Signature Capture Device	HHP (Welsh Allen) TT3100

Track 1/Track 2 Data Notes

This section contains configuration information for scanning devices using Track 1 or Track 2 data.

If you are using Track 1 data, the scanner/reader should be configured as follows:

- prefixed with %B
- data delimited with ^
- lines ending with question mark (?).

If you are using Track 2 data, the scanner/reader should be configured as follows:

- prefixed with a semicolon (;)
- data delimited with =
- lines ending with question mark (?).

If you are using Track 2 gift card numbers and the card number is less than twenty characters, the gift card number will contain all digits left and right of the delimiter (=) when it is scanned. If the card number is greater than twenty characters, the gift card number will contain all digits to the left of the delimiter when it is scanned.

If scanned data is not in either of the formats for Track 1 or Track 2 data explained here, contact your scanning device provider for information on appropriate configuration.

Point of Sale Terminal Control Strings

Manufacturer	Model	Drawer	Cash Drawer Control String iSeries	Auto Cut Control String iSeries
Citizen				
	idp3550 (Impact)	Drawer 1	1A	Not Available
		Drawer 2	7	
	idp3551 (Impact)	Drawer 1	1A	1B5000
		Drawer 2	7	
	idp3210 (Thermal)	Drawer 1	1B7000	1B6D
		Drawer 2	1B7001	
Star Micronics				
	TSP700 (Thermal)	Drawer 1	07	1B6433
		Drawer 2	19	
Epson				
	TM-T8III	Drawer 1		1B5000
		Drawer 2		
	TM-T88II	Drawer 1		
		Drawer 2		

Auto Cut string should be programmed into device using Star Micronics configuration software

CHAPTER 2

Setting Up Point of Sale

2

This section describes the steps that need to be taken only to set up Point of Sale. It is assumed that Distribution A+ has already been installed and configured and that you have entered the security code for your installation of Point of Sale. Also, be sure to define the normal option-level security for this module through Security Maintenance (MENU XASCTY) for each user that will use Point of Sale.

Point of Sale Setup Summary

1. **Define the default point of sale location for a warehouse.**

   If Warehouse Management is installed, you must specify the default warehouse location to be used for your point of sale stores through Warehouse Management Options Maintenance (MENU WMFILE). When items are purchased from a store, the system first checks to see if there is an override POS location defined for the item and warehouse through Item Balance Maintenance (MENU IAFILE). If no override POS location is defined there, the system then uses the override POS location defined in Warehouse Management.

2. **Define the override point of sale location for an item/warehouse.**

   If Warehouse Management is installed, you must specify the override warehouse location for each item/warehouse to be used for your point of sale stores through Item Balance Maintenance (MENU IAFILE). When an item is purchased from a store, the system first checks to see if there is an override POS location defined for the item and warehouse through Item Balance Maintenance (MENU IAFILE). If no override POS location is defined there, the system then uses the override POS location defined for the warehouse through Warehouse Options Maintenance (MENU WMFILE).

3. **Specify a fraction code for additional units of measure.**

   Additional units of measure are set up for items through Item Master Maintenance (MENU IAFILE). You must specify, for each additional unit of measure, if fractional units of measure will be rounded or if fractions will be allowed to remain as fractions. For items that are to be sold through Point of Sale, fractions must be allowed without rounding. You indicate this by keying a Y in the **Fraction Code** on the Additional U/M Maintenance Screen in Item Master Maintenance. That screen and option are described in the Inventory Accounting User Guide.

4. **Move inventory into the POS locations.**

   Once your default warehouse location for point of sale stores (and/or any override locations for specific items/warehouses) are defined, you must move inventory into those locations. Whenever inventory is stocked in your point of sale stores, you must ensure that the point of sale warehouse locations are updated so that inventory is tracked and priced correctly. Inventory can be moved into the point of sale locations through several methods, such as purchase order/receiver processing, warehouse transfers, and warehouse management. Your company's business practices will dictate which method(s) will be used.

5. **Define point of sale stores.**

   A store is the individual retail establishments where you sell goods to your customers. In Distribution A+, you must create an ID for each store with which you want to use POS. When you create the store ID, you will assign a company and warehouse to it and then you will specify the processing options for the store. Stores are defined through Stores Maintenance (MENU PSFILE).

6. **Define terminals and drawers.**

   Each store will have one or more terminals where clerks process retail transactions. Each terminal will have one or more drawers associated with it. You must create a terminal before you can create the drawers associated with it. Terminals and drawers are defined through Terminals/Drawers Maintenance (MENU PSFILE).

7. **Define clerks.**

   When you define clerks, you are creating the IDs that your clerks will use to sign on to Point of Sale Entry (MENU PSMAIN). For each clerk ID you define, you select the clerk's name, password, default store and default store for returns. Clerks are defined through Clerks Maintenance on the Point of Sale File Maintenance Menu (MENU PSFILE).

8. **Define authorization codes.**

   When you define authorization codes for POS, you are creating codes that are used to permit security overrides in specific situations, such as to authorize the cancellation of an order for a clerk who does not have authority to cancel an order. Authorization codes are specific to a store, so you must also specify the store with which the authorization code is associated. Authorization codes are defined through Authorization Codes Maintenance on the Security Menu (MENU XASCTY) or the Point of Sale File Maintenance Menu (MENU PSFILE).

9. **Define payment methods.**

   When you define payment methods for POS, you are creating a relationship between the payment methods supported in POS and the payment type defined in Distribution A+. Seven payment methods are supported in POS:

   - Cash
   - Credit Card
   - Check
   - On Account
   - Store Credit
   - Gift Card
   - Deposit

   Once each payment method is associated with a payment type, the payment method can be selected on the POS terminal. You may need to create new payment types through Payment Type Maintenance (MENU OEFILE) if you do not currently have a payment type to associate with a payment method. Also consider the affect this will have on your General Ledger setup and make any changes necessary to handle proper account posting.

   Payment methods are defined through Payment Method Maintenance (MENU PSFILE). You only need to create associations for the payment methods that you want to be able to use with POS.

10. **Define UPC barcode/item relationships.**

When you define UPC bar codes, you are creating an association between an item and unit of measure defined in Distribution A+ and a UPC bar code. Each item/unit of measure will have a unique bar code to identify it. For example, you may sell a certain item in three units of measure, by each, by 6 pack, and by 12 pack. This item will have three bar code/item relationships, one for each unit of measure. Once bar codes are created, you can scan the bar code on a POS terminal and the item information will be instantly available to the POS clerk. Bar code/item cross references are set up through the UPC Item/UOM Cross Reference Maintenance (MENU PSFILE).

11. **Define merchant ID overrides.**

If Electronic Payments is installed, you can optionally define merchant ID overrides at the store and/or store/payment type level. Merchant ID overrides establish the default credit card processing options on the Credit Card Payment Screen (p. 3-145) in Point of Sale Entry (MENU PSMAIN). Merchant ID overrides are defined through Override Merchant IDs Maintenance (MENU PSFILE).

12. **Define clerk groups.**

When you define clerks through Clerks Maintenance (see step #7), you create IDs that your clerks will use to sign on to Point of Sale Entry (MENU PSMAIN). When you define clerk groups, you are providing a group to which you can assign clerks. Clerk groups are a security feature that allow you to assign certain authorities to groups of clerks simplifying the effort required to define application authorities. By giving an authority to a clerk group you in effect provide that authority to all clerks that are defined within that group.

Clerk Groups are defined through Clerk Groups Maintenance on the Point of Sale File Maintenance Menu (MENU PSFILE). Application Authorities are defined through Application Authority Maintenance (MENU XASCTY).

Setup Checklist

This checklist allows you to track the setup procedure.

What To Do	Menu and Option
☐ Define the default point of sale location for a warehouse.	Warehouse Management Options Maintenance (MENU WMFILE)
☐ Define the override point of sale location for an item/warehouse.	Item Balance Maintenance (MENU IAFILE)
☐ Specify a fraction code for additional units of measure.	Item Master Maintenance (MENU IAFILE)
☐ Move inventory into the POS locations.	Varies based on method used.
☐ Define point of sale stores.	Stores Maintenance (MENU PSFILE)
☐ Define terminals and drawers.	Terminals/Drawers Maintenance (MENU PSFILE)

What To Do	Menu and Option
☐ Define clerks.	Clerks Maintenance (MENU PSFILE)
☐ Define authorization codes.	Authorization Codes Maintenance (MENU PSFILE or MENU XASCTY)
☐ Define payment methods.	Payment Method Maintenance (MENU PSFILE)
☐ Define UPC barcode/item relationships.	UPC Item/UOM Cross Reference Maintenance (MENU PSFILE)
☐ Define merchant ID overrides. (Electronic Payments only)	Override Merchant IDs Maintenance (MENU PSFILE).
☐ Define clerk groups	Clerk Group Maintenance (MENU PSFILE)

CHAPTER 3

Processing Transactions in Point of Sale Entry

3

Point of Sale Entry allows you to enter and manage retail orders and returns at your store. This chapter provides information about the activities that you will perform in Point of Sale Entry. These activities include:

- entering an order/return
- checking out and applying different payment methods
- searching for an existing customer
- canceling an order/return
- changing an item on the order/return
- deleting an item from the order/return
- saving an order/return and recalling a saved order/return
- closing the terminal
- managing money in the terminal drawer.

All of these activities are available from the Point of Sale Entry option on the Point of Sale Main Menu.

Using Point of Sale Entry

This section provides a summary of tasks for this option.This section is intended to provide an overview of the tasks that you will perform in this option. Your business process may require you to perform more tasks or steps than described here.

Entering Orders and Returns

Entering orders and returns are the activities that you will perform most in Point of Sale Entry (MENU PSMAIN). This section provides an outline of the main steps required to process a transaction.

1. **Signing on to the Point of Sale terminal.**

Before you can use Point of Sale Entry, or the terminal close function key on the Point of Sale Sign On Screen (p. 3-9), you must sign on to the terminal. Based on how your clerk ID was defined, you may only need to sign on once or you may have to sign on for each transaction. When you sign on, you indicate the type of transaction you want to perform: an order (O) or a return (R). Signing on also provides the security level for your clerk ID, which may limit some of the tasks that you can perform in the option. If a task is not available because of your clerk security, you must provide an authorization code to override your security.

Based on your store definition, signing on may require you to enter the customer's zip/postal code on the Zip/Postal Screen (p. 3-15) and/or to specify the customer number on the POS Customer Search Screen (p. 3-19).

2. **Entering or scanning items.**

Items can be added to an order or return on the POS Item Entry Screen (p. 3-23). Based on your store definition, you may be entering items in regular entry or quick entry mode. Regular entry means that the POS Item Review Screen (p. 3-23) will appear after you provide an item number and press ENTER on the POS Item Entry Screen (p. 3-23). On the POS Item Review Screen (p. 3-23), you can review the item information, key a quantity, and press ENTER to add the item to the transaction. In quick entry mode, the POS Item Review Screen (p. 3-23) is bypassed and the item is added directly to the order. To provide a quantity greater than one, you can key a slash (/) and the number of items (for example, /3) in the **Item Number** field to update the quantity. To process return quantities, enter a negative number. To process an "even exchange" (returning one item and purchasing one of the same item), you would enter a positive and a negative quantity on the order.

If you need to search for an item, you can use F7=ITEM and key item search criteria on the POS Item Search Screen (p. 3-66). A list of items that match your search criteria will display, from which you can select an item to add it to the transaction.

If you add lot, serial, catch weight, will call, pickup/delivery, special order, or drop ship items to a transaction, you will have to provide additional information (for example, the item's lot number or the shipping warehouse) on the screens that appear for the item type.

You can add the sale of gift cards or certificates to an order by pressing F11=GIFT and providing the gift card information.

If you need to change or delete a line item that you have added to the transaction, press F13=CHG LINE on the POS Item Entry Screen (p. 3-23) and then key the reference number for the line item on the Line Selection Screen (p. 3-42) and press ENTER. The screen appropriate to the line item you selected will appear so that you can make your changes. If you need to delete the line item that you selected, press the F24=DELETE. If your clerk ID does not have authority to delete line items, you will need to provide an authorization code.

3. **Adding special charges or comments and changing customer address or header information.**

Special charges and comments can be added to transactions, if necessary. Special charges can be added from the POS Item Entry Screen (p. 3-23) by pressing F4=CHRGS. Charges can apply to the entire transaction or to the line item preceding the charge.

Comments can be added from the POS Item Entry Screen (p. 3-23) by pressing F5=CMNTS. Comments can apply to the entire transaction or to the line item preceding the comment. You can also choose to print the comment on the customer's receipt and/or invoice.

If you need to review customer address information, you can press F8=BILL-TO on the POS Item Entry Screen (p. 3-23). To review header information, which includes information about taxing and pricing for the customer, press F6=INQ and F14=HEAD on the POS Item Entry Screen (p. 3-23). If your clerk ID does not have authority to view header information, you will need to provide an authorization code.

4. **Checking out and applying payments.**

   To complete the transaction and provide payment information, you must check out. To check out, press F10=CHK OUT on the POS Item Entry Screen (p. 3-23). The Check Out Screen (p. 3-121) will appear, unless the order contains pickup/delivery items, in which case the Shipping Information Screen (p. 3-114) will appear first so that you can provide shipping information for the pickup/delivery items.

   On the Check Out Screen (p. 3-121) screen, you can provide the payment method the customer wants to use and, if required, a purchase order number. When you key a payment method number in the **Payment** field, the appropriate payment method screen appears so that you can provide the payment information (such as, the amount tendered, the check number, and so on). You can use more than one payment method to complete the transaction.

   Pickup/delivery items may require a deposit at the time of purchase, depending on your store's definition. Deposit amounts for a store are based on the invoice amount, either a flat currency amount or a specified percentage of the invoice amount. Press F9=DEPOSIT on the Check Out Screen (p. 3-121) to change the deposit. The Deposit Screen (p. 3-135) appears.

   If the customer has any kind of financial hold on the account, a message will display on your screen saying that the order must be authorized and the Authorization Code Screen (p. 3-46) will appear where you can provide the authorization code.

   When you have finished applying payments, the Check Out Change Screen (p. 3-143) will appear, displaying the change due to the customer. Press ENTER to complete the transaction.

Working with Saved Transactions

Saved transactions are orders or returns that have been added through Point of Sale Entry (MENU PSMAIN), but have not had payments or credits applied.

1. **Entering the transaction.**

   You can perform all of the regular tasks with a transaction that will be saved, *except* apply payments or credits. Refer to "Entering Orders and Returns" on page 3-1 for a summary of those tasks.

2. **Saving the transaction.**

   To save a transaction, press F2=SAVE on the Check Out Screen (p. 3-121). The Search Word Screen (p. 3-129) appears. On the Search Word Screen (p. 3-129), provide a key word to help locate the transaction at a later time press ENTER to save the transaction. A saved order receipt will print. The saved order receipt contains the items ordered/returned and the key word to facilitate finding the transaction to complete it at a later time.

3. **Recalling and completing the transaction.**

   The purpose of saving a transaction is to recall it at a later time. When the customer returns to complete the transaction, sign on to Point of Sale Entry.

Important

Be sure to specify the type of saved transaction that you want to recall. For example, if you want to recall a saved return, key R in the **Function** field.

On the POS Item Entry Screen (p. 3-23), press F16=SAVED to display a list of all of the saved orders and returns for your store. You can provide the key word provided for the transaction when it was saved or use the **Limits** fields on the Point of Sale Inquiry Screen (p. 6-6) to provide search criteria.

When you locate the transaction, use its reference number to select it. The transaction will display on the POS Item Entry Screen (p. 3-23) where you can continue processing the transaction.

Accepting Payment for Order Entry Orders

In POS Entry, you can accept and process payments for an open order, entered in Enter, Change & Ship Orders (MENU OEMAIN), with a status of invoice ready (3). If you are using International Currency, the order must be in the same currency as the company's local currency. You can only accept payment; you will not be able to make any line item changes to the order.

1. **Initiate the transaction.**

   Begin a POS order as you normally would, however, instead of adding items to the order, press F13=OE ORDER on the POS Item Entry Screen (p. 3-23). The Customer Order/Shipment Inquiry Limits Screen (p. 3-101) appears.

2. **Specifying the Order Entry order number.**

   On the Customer Order/Shipment Inquiry Limits Screen (p. 3-101), you can specify limiting criteria to narrow the list of orders that will display on the Customer Order/Shipment Inquiry Limits Screen (p. 3-101). Press ENTER on the Customer Order/Shipment Inquiry Limits Screen (p. 3-101) to go to the list of orders that match you limits.

   Select an invoice ready order number from the list of orders on the Customer Order/Shipment Inquiry Limits Screen (p. 3-101) and press F4=POS ENT to return to the OE Order Number Screen (p. 3-99) in POS Entry which will display the number of the order you selected.

3. **Apply payments.**

   On the OE Order Number Screen (p. 3-99), press ENTER. The Check Out Screen (p. 3-121) appears. On the Check Out Screen (p. 3-121), apply payments in the same way as you would for a POS order.

Creating Store Transfers

In POS Entry, you can create a store transfer to move inventory from one store warehouse to another store warehouse that needs the inventory. To create a warehouse transfer to move inventory to a store, when entering an order for a store, on the POS Item Review Screen (p. 3-23) for the item you want to transfer to the store, press F2=WHS to view alternate warehouses. The Alternate Warehouse Selection Screen from Enter, Change and Ship Orders (MENU OEMAIN) appears. Select the warehouse from which you want the inventory to be transferred and press F15=SPEC ORD. A warehouse transfer will be generated for the inventory from the warehouse you selected on the Alternate Warehouse Selection Screen to the store warehouse.

Setting the Printer Location for a Terminal

You can change the location to which invoices, pick lists, and acknowledgements will be printed for your POS Entry session by pressing F11=PRINT OPT on the Check Out Screen (p. 3-121). The Print Options Screen (p. 3-132) appears. On this screen, indicate the document for which you want to change the printer location and press ENTER. The Printer Location Screen (p. 3-133) appears. Invoices, pick lists, and/or acknowledgements will be printed at the location you specify until you sign out of POS Entry.

Managing Money in the Terminal Drawer

To add money to or remove money from the drawer, you must use the drop/pull feature so that the system can correctly track the amount of money in the drawer. When you "drop" money, you are adding money to the drawer. When you "pull" money, you are removing money from the drawer. To add or remove money from the drawer, on the POS Item Entry Screen (p. 3-23), select F15=DROP. The Drop/Pull Screen (p. 3-103) appears. On that screen, indicate the action you are performing: drop (D) or pull (P) and the amount of money and press ENTER. A receipt prints a record of the drop/pull transaction. Keep this receipt in your POS terminal drawer so that it is available when the drawer is closed.

Closing the Terminal

At the end of each business day, you will want to close your terminal and reconcile your drawer totals with the system.

1. **Close the terminal.**

   To close the terminal, from the Point of Sale Sign On Screen (p. 3-9), enter your sign on information and press the F2=CLOSE TERMINAL function key. The Terminal Close Confirmation Screen (p. 3-12) will appears. On this screen, press F10=CLOSE to close the terminal. The system will calculate its totals and the Terminal Close Report Form (p. 3-169) will print.

2. **Count the drawer.**

   Count the currency and transaction receipts in your drawer and record your totals on the Terminal Close Report Form (p. 3-169). If your set up requires you to confirm your terminals once you have completed your counts, refer to "Confirming a Terminal Close" on page 4-1.

   If your system is set to confirm terminals automatically, once all of your terminals are closed, you can close the store. Refer to "Closing the Store" on page 5-1.

Point of Sale Entry

Point of Sale Entry (MENU PSMAIN) is where POS processing is performed. Use this option to perform quick, over-the-counter Invoice Only orders/returns.

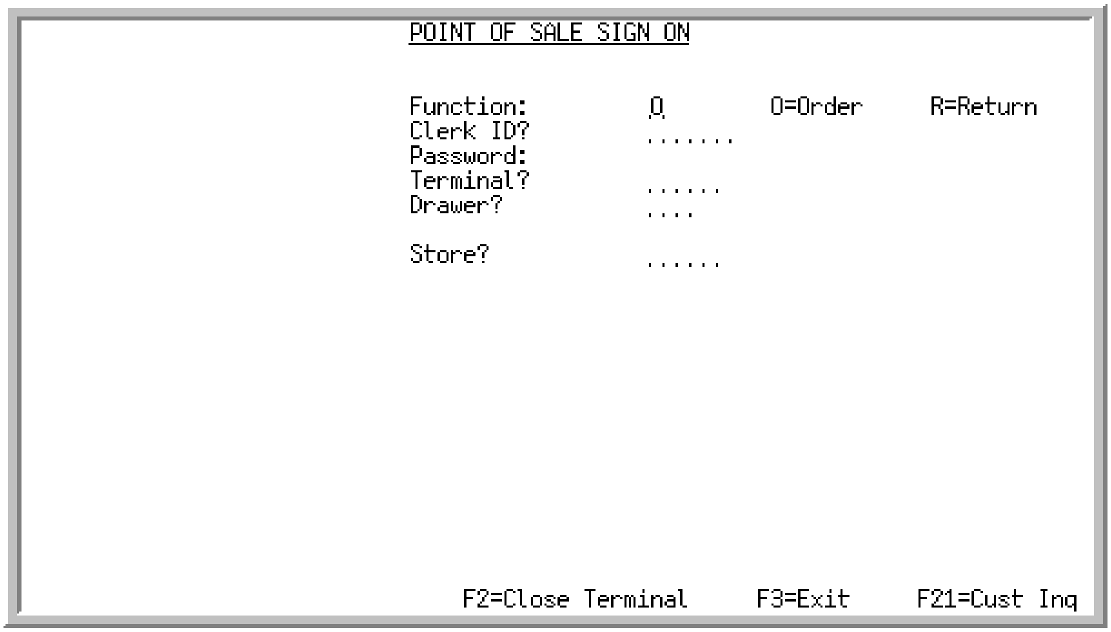
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Point of Sale Sign On Screen	Use to sign on to the terminal.
Terminal Close Confirmation Screen	Use to close the terminal.
Terminal Closing Date Screen	Use to record the close date for the terminal.
Zip/Postal Screen	Use to provide the customer's zip/postal code.
Original POS Order Information Screen	Use for a return to provide the original order's store and order number.
POS Customer Search Screen	Use to specify or search for a customer.
POS Item Entry Screen	Use to enter items and to provide access to most other features.
POS Item Review Screen	Use to review information for an item and to select additional warehouse functionality for this item.
Line Type Screen	Use to indicate the line type of an item.
Line Selection Screen	Use to select a line item to change.
Weight Screen	Use to enter the weight of a catch weight item.
Authorization Code Screen	Use to provide an authorization code to override clerk security limits.
Lot/Serial Assignments Screen	Use to enter or review lot/serial numbers.
Lot/Serial Availability Screen	Use to select an existing lot/serial number for an item.
Lot/Serial Entry Screen	Use to enter the lot/serial number for an item.
Special Charge Screen	Use to specify a special charge for the order/return or line.
Comments Screen	Use to specify comments.
POS Item Search Screen	Use to search for items.

Title	Purpose
Customer Bill-To Address Screen	Use to review customer address information and make changes to it.
POS Header Screen	Displays information about the customer's pricing, taxing, invoicing terms, and sales representatives.
Quick Pay Apply Payments POS Screen	Use to apply payment to invoices using a credit card, cash, or ACH/check.
Quick Pay Apply Payments POS Screen - Payment Methods	Use to record specific payment method detail information. For a cardholder data integration to the payment processing networks, use to record the credit card information.
Quick Pay Apply Payments POS Screen - Change	For cash and check payments, the amount of change to return to the customer is shown. For credit card payments, payment information is sent to the EP authorization network when a successful authorization and settlement has occurred.
Gift Card Issue Screen	Use to add the sale of a gift card/certificate.
OE Order Number Screen	Use to specify an order from Enter, Change & Ship Orders (MENU OEMAIN) for which to process payment.
Customer Order/Shipment Inquiry Limits Screen	Use to set limits to narrow the list of orders shown on for the customer.
Drop/Pull Screen	Use to add money to or remove money from the drawer.
POS Customer Order History Screen	Use to display a customer’s order history and place an order from history for the customer.
Shipping Warehouse Screen	Use to specify the warehouse from which pickup/ delivery items will be shipped.
Shipping Information Screen	Use to specify customer shipping information for pickup/delivery items.
Check Out Screen	Use to finalize the order/return.
Search Word Screen	Use to save the order for future check out.
Pickup/Delivery Payment Type Screen	Use to specify the payment method for pickup/delivery items on the order.
Print Options Screen	Use to specify the document for which you want to specify a print location.

Title	Purpose
Printer Location Screen	Use to specify the location where the receipt will be reprinted.
Deposit Screen	Use to specify the amount being placed on deposit for pickup/delivery items.
Cash Payment Screen	Use to apply cash payments.
Check Out Change Screen	Displays the amount of change owed to the customer.
Credit Card Payment Screen	Use to enter the desired amount for the transaction that will be processed when a credit card is assigned.
Credit Card Credit/Debit Selection Screen	Use to apply debit card/credit card payments.
Check Payment Screen	Use to apply payments made by check.
On Account Payment Screen	Use to apply on account payments.
Store Credit Payment Screen	Use to apply store credit payments.
Gift Card Payment Screen	Use to apply gift card payments.

Point of Sale Sign On Screen



This screen appears after you select the Point of Sale Entry option from the Point of Sale Main Menu. If the **Require Sign In for Every Order** field is selected through Stores Maintenance (MENU PSFILE) for the store in which you are working, this screen will appear before each new transaction.

Use this screen to specify the type of transaction you want to perform and to provide security information to sign on to the terminal. From this screen, the clerks will close their terminals at the end of their shifts. Access to Customer Inquiry (MENU ARMAIN) is also provided.

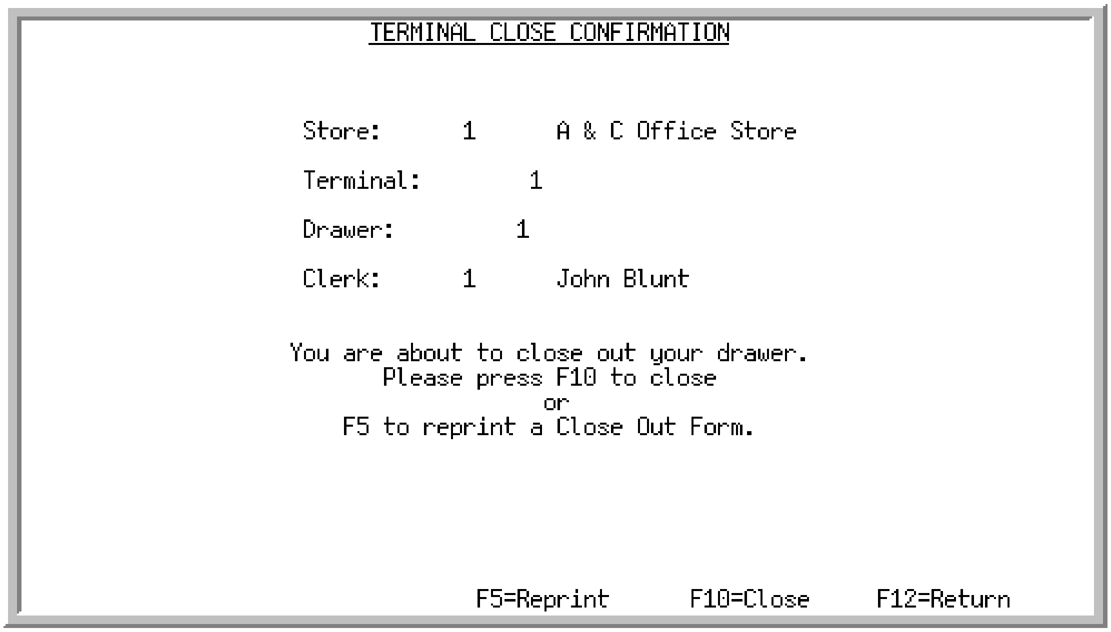
Point of Sale Sign On Screen Fields and Function Keys

Field/Function Key	Field Description
Function	Use this field to indicate whether you are processing an order or return. You can enter returns only if your clerk ID has been defined to allow returns through Application Action Authority (MENU XASCTY). Key O to enter a new order. Key R to enter a return order. **Important** If you retrieve a saved order through this option, the saved order will be converted to the order type specified in this field. If you want to retain a saved order's order type, you must key that order's order type in this field. *Valid Values:* O, R (A 1) Required
Clerk ID	Use this field to enter your clerk ID. *Valid Values:* A clerk ID defined through Clerks Maintenance (MENU PSFILE). (A 6) Required
Password	Use this field to enter your password. For security, your password is not shown as you enter it. This field is required if a password has been assigned to your clerk ID through Clerks Maintenance (MENU PSFILE), otherwise, you must leave this field blank. *Valid Values:* The password assigned to your clerk ID when it was defined through Clerks Maintenance (MENU PSFILE). (A 10) Required/Blank
Terminal	Use this field to enter the ID of the POS terminal at which you are working. *Valid Values:* A terminal ID defined through Terminals/Drawers Maintenance (MENU PSFILE). (N 5,0) Required
Drawer	Use this field to enter the ID of the drawer assigned to the terminal at which you are working. *Valid Values:* A drawer ID defined for the specified terminal through Terminals/Drawers Maintenance (MENU PSFILE). (N 3,0) Required

Point of Sale Sign On Screen Fields and Function Keys

Field/Function Key	Field Description
Store	Use this field to enter the ID of the store where you are working. If the **Orders for Multiple Stores** field is selected for your clerk ID, you can specify a store other than the default store assigned to your clerk ID through Clerks Maintenance (MENU PSFILE); otherwise, you are only authorized to work at your default store. If you leave this field blank, the system will use the default store. *Valid Values:* A store ID defined through Stores Maintenance (MENU PSFILE). (A 6) Optional
F2=Close Terminal	Press F2=CLOSE TERMINAL to close-out the drawer at the end of your shift and print a form where you will record the cash in the drawer. The form will print on the output queue specified for the terminal in the **Terminal Close Output Queue** field in Terminals/Drawers Maintenance (MENU PSFILE). The Terminal Close Confirmation Screen (p. 3-12) displays.
F3=Exit	Press F3=EXIT to return to the Point of Sale Main Menu.
F21=Cust Inq	Press F21=CUST INQ to inquire about a customer. You must specify your clerk ID, password, and the terminal and drawer ID before you can press this function key. The Customer Inquiry Selection Screen appears. Refer to the Accounts Receivable User Guide for a description of this screen.
Enter	Press ENTER to confirm your entries and sign on to the terminal and drawer. One of the following screens appears: • Zip/Postal Screen (p. 3-15), if your store requires the zip code to be entered before beginning the transaction. • POS Customer Search Screen (p. 3-19), if a default customer is not specified for your store. • POS Item Entry Screen (p. 3-23), if a default customer is specified for your store and no zip code is required. • Original POS Order Information Screen (p. 3-16), if you are using Version 6.0, entering a return, and the **Original Order Info Required** field is set to Y through Application Action Authority (MENU XASCTY).

Terminal Close Confirmation Screen



This screen appears after you press F2=CLOSE TERMINAL on the Point of Sale Sign On Screen (p. 3-9).

At the end of your shift, you may be directed to “close out” the POS terminal. When you close out the POS terminal, the currency amount taken in for each payment type (cash, check, credit card, store credit, gift card, on account) is added up and stored to be confirmed later. In addition, a form prints out that allows you to summarize the contents of your drawer and each transaction.

This screen prompts you to confirm the terminal close and allows you to print or re-print the Terminal Close Report Form (p. 3-169).

All the fields on this screen are display only and cannot be changed.

Based on the **Confirm Terminal Close** field on the Store Maintenance 2 Screen (p. 9-7), the clerk may need to confirm the values on the Terminal Close Report Form (p. 3-169) through the Terminal Close Inquiry (MENU PSMAIN) on the Terminal Close Detail Screen (p. 4-8).

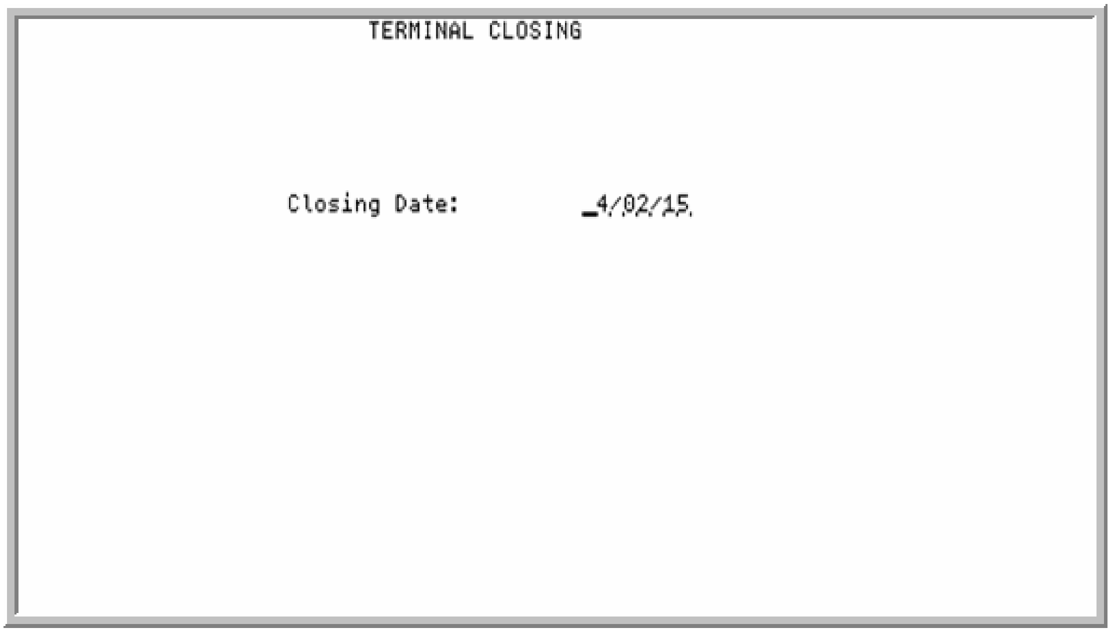
Terminal Close Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Store, Terminal, Drawer, Clerk	The store, terminal, drawer, and clerk ID selected on the Point of Sale Sign On Screen (p. 3-9) for which you are closing a terminal displays on this screen.

Terminal Close Confirmation Screen Fields and Function Keys

Field/Function Key	Description
F5=Reprint	If you have not yet closed the terminal, press F5=REPRINT to print the Terminal Close Report Form (p. 3-169) and use it as a worksheet when balancing the cash drawer. If you have already closed the terminal and need another copy of the blank form, press F5=REPRINT. The Terminal Close Report Form (p. 3-169) will print.
F10=Close	Press F10=CLOSE to confirm the terminal close. The Terminal Closing Date Screen (p. 3-14) displays. Terminal Close Report Form (p. 3-169) will print.
F12=Return	Press F12=RETURN to return to the Point of Sale Sign On Screen (p. 3-9).

Terminal Closing Date Screen

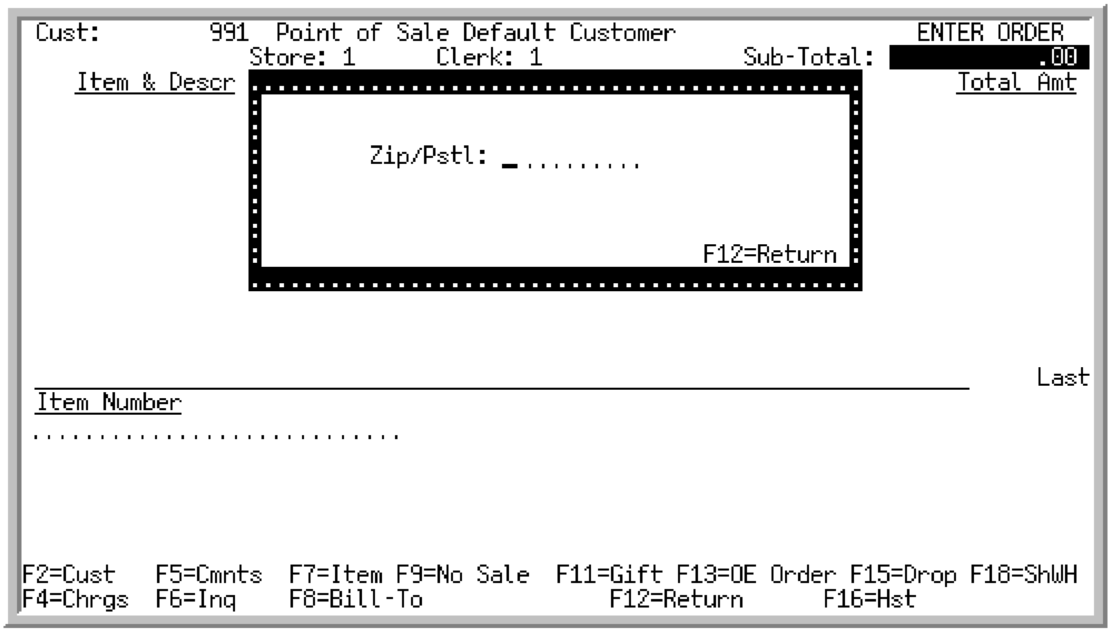


This screen displays after pressing F10=CLOSE on the Terminal Close Confirmation Screen (p. 3-12). Enter the date to be used for the closing reports for the selected terminal and drawer of the store.

Terminal Closing Date Screen Field and Function Keys

Field/Function Key	Description
Closing Date	This field records the closing date for the terminal/drawer at the end of a clerk's shift. *Default Value:* Today's date *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Enter	Press ENTER to accept the closing date, mark the orders for this terminal/drawer as closed and print the Terminal Close Report Form (p. 3-169).

Zip/Postal Screen



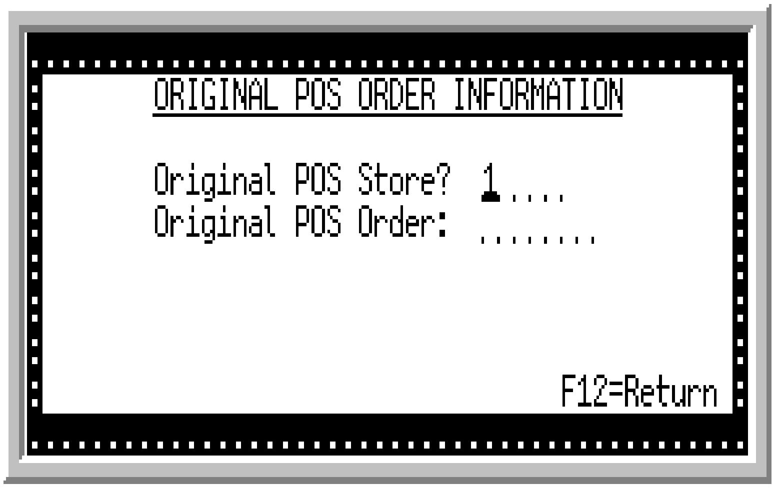
This pop-up window appears after you press ENTER on the Point of Sale Sign On Screen (p. 3-9) only if the **Require Zip/Pstl** field is set to Y in Stores Maintenance (MENU PSFILE).

Use this screen to specify the customer's zip/postal code.

Zip/Postal Screen Fields and Function Keys

Field/Function Key	Description
Zip/Pstl	Use this field to specify the zip or postal code provided by the customer. (A 10) Required
F12=Return	Press F12=RETURN to return to the Point of Sale Sign On Screen (p. 3-9) without entering a zip/postal code.
Enter	Press ENTER to confirm your entry and continue. One of the following screens will appear: • POS Customer Search Screen (p. 3-19), if a default customer is not specified for your store. • POS Item Entry Screen (p. 3-23), if a default customer is specified for your store.

Original POS Order Information Screen



This screen appears after you press ENTER on the Point of Sale Sign On Screen (p. 3-9) if you are entering a return.

If the **Allow Returns without Original Order Reference** field has not been selected as an available authority from the Application Action Authority POS Selection Screen (p. 11-11), the information on this screen is required; otherwise, it is optional.

Use this screen to specify the original store from which the items being returned were purchased and the POS order number associated with the customer and items.

If you select a return from this screen, without entering information, then:

- You are directly sent back to the POS clerk sign on, if you were set up to be required to enter original POS order information.
- You remain on this screen in the Item Number field, if you were not set up to be required to enter original POS order information for a return. Return items can be entered, etc., but the original tax information will not be retrieved. In other words, the tax information is determined from the current tax body of this store (or whatever you might change it to on the Header screen), and the current tax rates.

If you enter the original POS store and original POS order on this screen, then:

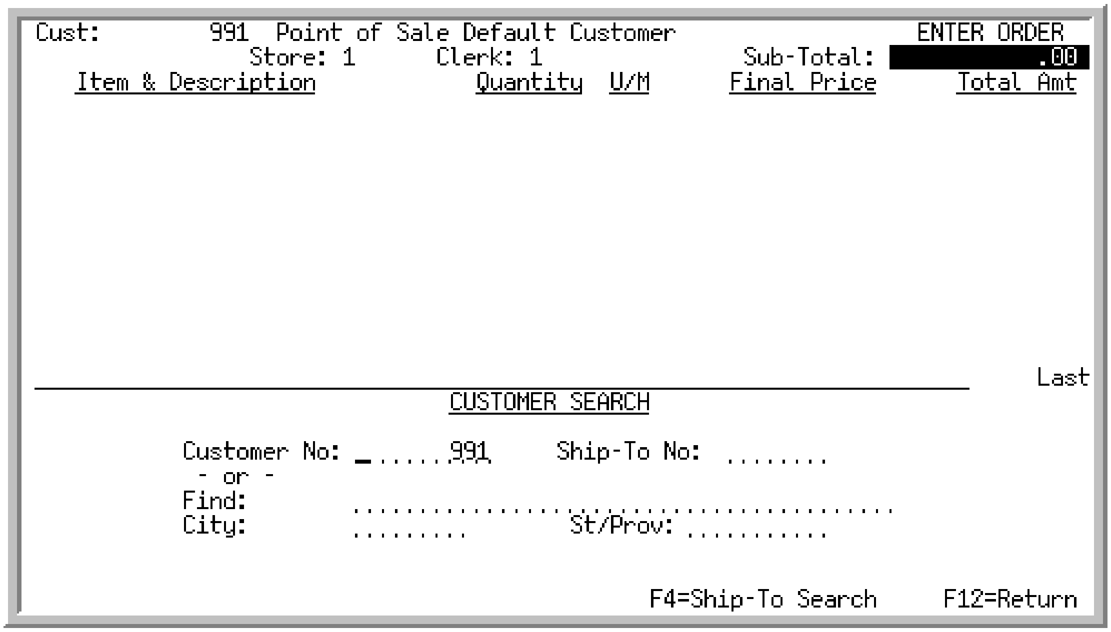
- You will be required (for this POS return session) to enter original POS order information for a POS return. In other words, you can enter return items for the particular POS order number and POS store specified in the initial screen. In doing this, the original tax body and tax rates are brought from the original POS order, into the current return (even if the store itself has a different tax body and/or the current tax rate differs from the original POS order tax rate). You will also be able to override the original POS order and store at the item level, without changing the tax body at the header level.

NOTE: If you overwrite the original tax body after the point when the original information was retrieved, you can still overwrite the tax body from the POS Header Screen. However, the original tax information for the original POS order and original store are then no longer saved.For example, when you enter the original POS order number, the tax body and rates from this original order information are loaded. If you then enter an item from the original POS, and it is added to the return, the original order information is still loaded. But, if at this point, you access the header and change the tax body, this tax body and current rate is now used, and the original information is no longer used. You will need to cancel this return and start again, in order to get back the original tax body and rate information.

Original POS Order Information Screen Fields and Function Keys

Field/Function Key	Description
Original POS Store	Use this field to specify the original store from which the items being returned were purchased. If you specify the original store in this field, you must specify the original POS order number in the **Original POS Order** field, and vice versa. If you leave this field and the **Original POS Order** field blank, you will be prompted to enter an authorization code before you can continue with the return. *Default Value:* The default store for returns specified for your clerk ID through Clerks Maintenance (MENU PSFILE). *Valid Values:* A store ID defined through Stores Maintenance (MENU PSFILE) (A 5) Required/Optional
Original POS Order	Use this field to enter the original POS order number associated with the customer and the items being returned. If you specify the original POS order number in this field, you must specify the original store in the **Original POS Store** field, and vice versa. If you leave this field and the **Original POS Store** field blank, you will be prompted to enter an authorization code before you can continue with the return. *Valid Values:* The number of a POS order entered through Point of Sale Entry (MENU PSMAIN). (N 7,0) Optional
F12=Return	Press F12=RETURN to return to the Point of Sale Sign On Screen (p. 3-9) without entering the return.
Enter	Press ENTER to confirm your entries and continue. If you specified the original POS order number in the **Original POS Order** field, you will be prompted to select a return reason code. If you select one, that code will be applied to all items on the return. If you do not select a return reason code, you will be prompted to enter a return reason code for each item you enter for the return.

POS Customer Search Screen



This screen appears after you press:

- F2=CUST on the POS Item Entry Screen (p. 3-23)
- ENTER on the Point of Sale Sign On Screen (p. 3-9), if a default customer is not assigned through Stores Maintenance (MENU PSFILE) to the store to which you are signing in.

Use this screen to enter or search for the customer and ship to address for whom you want to enter the order or return. Specifying a customer assures that you are using the pricing, taxing, and payment terms defined for the customer through Customer/Ship to Master Maintenance (MENU ARFILE). It will also allow the customer to be considered for any potential customer specific qualifying promotions.

POS Customer Search Screen Fields and Function Keys

Field/Function Key	Description
Cust	This field displays the number and name of the customer for whom the transaction will be entered. Display
Ship-to	This field displays only after you have selected a ship-to address for the selected customer from the Ship-to Search Screen. The selected ship-to number for the customer shipping address is shown. Display

POS Customer Search Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	This field displays the process and type of order. Display values may be • Enter Order • Enter Return. Display
Order	This field appears only after you have added an item to the order or return. The POS order number assigned to the order or return by the system displays in this field. Display
Store	This field displays the store ID for which the transaction will be entered. The store ID that displays will be either the store ID entered on the Point of Sale Sign On Screen (p. 3-9), or if you left the **Store** field blank on that screen, the system will display the default store assigned to your clerk ID through Clerks Maintenance (MENU PSFILE). Display
Clerk	This field displays the ID of the clerk currently signed on at this POS terminal. Display
Sub-Total	This field displays the running sub-total for all line items currently on the order or return. The sub-total does not include tax and trade discounts. Tax and trade discounts are added to the total at checkout. Display
Item & Description	This field displays the number and description of the item on the order or return. Display
Quantity	This field displays the quantity of the item ordered in the item's ordering unit of measure. Display
U/M	For scanned items, this field displays the unit of measure associated with the scanned bar code, as determined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE) for the entered item number. For entered items, this field displays the unit of measure for the order quantity. Display
Final Price	This field displays the final price of one unit of the item. This field is calculated by multiplying the unit price by the override discount percent. Display

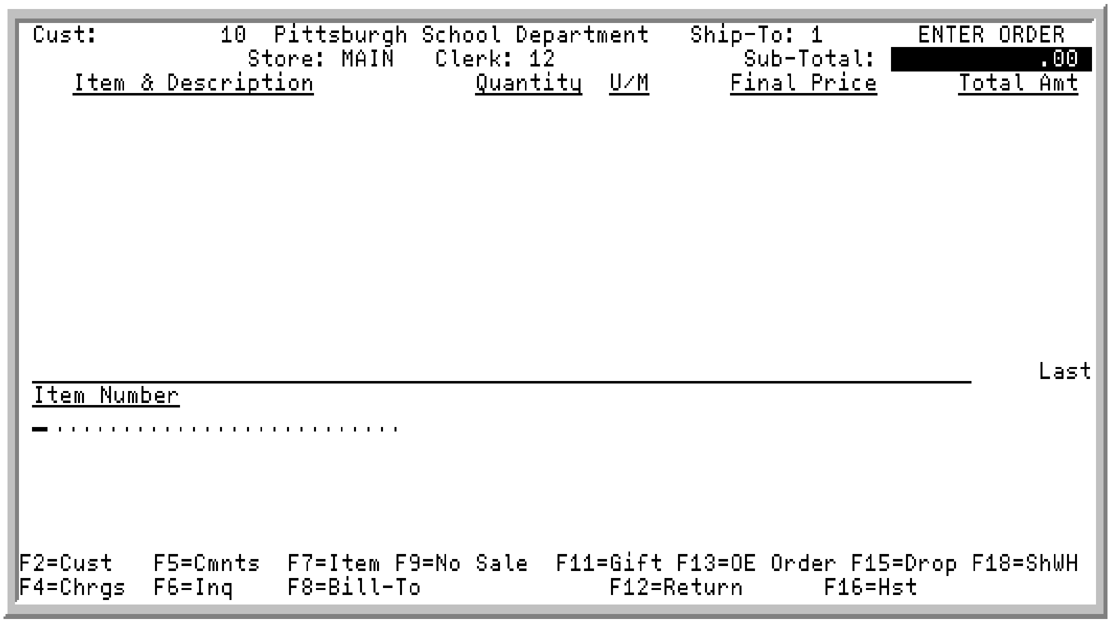
POS Customer Search Screen Fields and Function Keys

Field/Function Key	Description
Total Amt	This field displays the extended total amount of all units of the item ordered. Display
Customer No	If you know the customer number, use this field to specify the number of the customer for whom you want to enter the order or return. *Valid Values:* A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Optional
Ship-To No	If the order or return is for a specific ship to address, use this field to specify the customer's ship to address number. If do not know the ship to number, use the F4=SHIP-TO SEARCH key to search for it. When you select a different ship-to via this field, POS order's **Price Discount Code**, **Price List**, or **Contract Code** fields values will be recalculated. If the values of these pricing fields on the Ship-to level are overridden (no-blank or non-zero for numeric fields), then these ship-to level values will be used as corresponding POS order's pricing field values instead of customer level values. Also, if as a result of the ship-to number changes, any of the pricing fields will be changed and the POS order already has items entered, the message: "Warning - Price Discount Code, Price List or Contract Code changed" will appear. *Valid Values:* A ship to number defined for the customer through Customer/ Ship to Master Maintenance (MENU ARFILE). (A 7) Optional
Find	Use this field either alone or with the **City** and **St/Prov** fields to search for the customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code (A 40) Optional
City	Use this field either alone or with the **Find** and **St/Prov** fields to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. (A 8) Optional

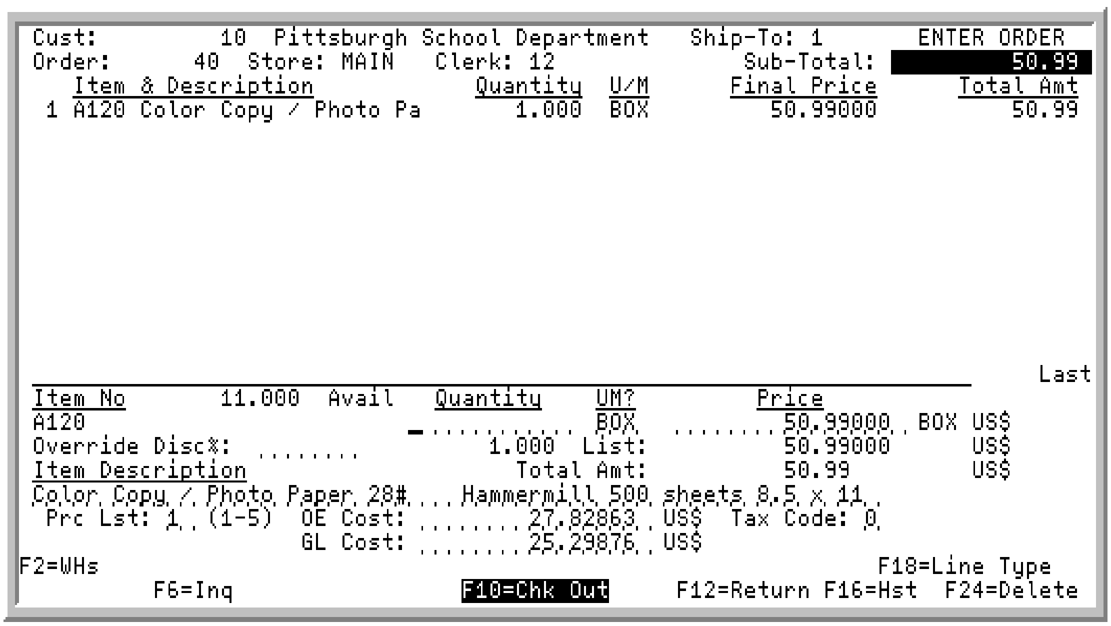
POS Customer Search Screen Fields and Function Keys

Field/Function Key	Description
State/Prov	Use this field with one or both of the **Find** and **City** fields to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. (A 10) Optional
F4=Ship-To Search	Press F4=SHIP-TO SEARCH to search for ship to addresses defined for the customer specified in the **Customer No** field. The Customer/Ship-To Search - Ship-To Search Screen will appear, listing ship to addresses for the customer. When you select a different ship-to via F4=SHIP-TO SEARCH, POS order's **Price Discount Code**, **Price List**, or **Contract Code** fields values will be recalculated. If the values of these pricing fields on the Ship-to level are overridden (no-blank or non-zero for numeric fields), then these ship-to level values will be used as corresponding POS order's pricing field values instead of customer level values. Also, if as a result of the ship-to number changes, any of the pricing fields will be changed and the POS order already has items entered, the message: "Warning - Price Discount Code, Price List or Contract Code changed" will appear.
F12=Return	Press F12=RETURN to return to the Point of Sale Sign On Screen (p. 3-9) or the POS Item Entry Screen (p. 3-23) without selecting a customer.
Enter	Press ENTER to continue. If you entered a customer number, the POS Item Entry Screen (p. 3-23) appears. If you entered customer search criteria, the Customer Search Screen appears. Refer to the Accounts Receivable User Guide for a description of that screen. If you entered a customer number that has Customer Service management or user comments for the selected customer, the Customer Service Comments Screen (MENU OEMAIN) appears. Refer to the Order Entry User Guide for a description of that screen.

POS Item Entry Screen



POS Item Review Screen



The POS Item Entry Screen appears after you:

- press ENTER on the Point of Sale Sign On Screen (p. 3-9) if a default customer is assigned to the store in which you are working through Stores Maintenance (MENU PSFILE)
- enter a zip/postal code and press ENTER on the Zip/Postal Screen (p. 3-15)
- enter a customer number and press ENTER on the POS Customer Search Screen (p. 3-19)

- select a customer from the Customer Search Screen

Use this screen to enter or scan the items that the customer is purchasing or returning. This screen also provides access to many other activities. For example, from this screen, you can:

- search for customers and items
- add comments and special charges to the order/return
- access header and address information about the customer
- access the customer, item, and POS inquiries
- add money to or remove money from the drawer
- perform a no sale
- issue a gift card
- select an order entry order for payment processing
- change the shipping warehouse for pickup/delivery items
- display order history for a customer and order from history
- remove any promotional items or discounts that were added to the order that you no longer want; note that:
    - when items added to the order from a promotion are deleted, then the Promotions Selection functionality will not be run again
    - when an item that was a buy requirement for a promotion is deleted from the order or if the order quantity is changed causing it to no longer fully meet the buy requirement, the Promotions Selection functionality will automatically be re-run
    - when the customer number for the POS order is changed via F2=CUST, then the Promotions Selection functionality will automatically be re-run.

The POS Item Review Screen appears when you:

- are in regular entry mode (not quick entry mode) and press ENTER after keying an item number
- are in regular entry mode (not quick entry mode) and press ENTER after selecting an item on the Item Search Screen
- select a line item to change.

Use this screen to review or change the item's information. From this screen, you can:

- enter the quantity, make price adjustments
- offer discounts (if your Clerk ID is authorized to do so)
- change the unit of measure (if applicable)
- change the line type to special order, pickup/delivery, or will call.

If this information is correct, you can press ENTER to accept the information and the item information is moved to the list of items at the top of the screen.

NOTE: Your ability to use some features available from these screens is determined by the settings for your clerk ID, defined through Clerks Maintenance (MENU PSFILE).

NOTE: The only input field available on the Entry screen is the Item Number. All other input fields described below are on the Review screen.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
Cust	This field displays the number and name of the customer for whom the transaction will be entered. If a default customer is defined for the selected store on the Store Maintenance Screen (p. 9-4) in Stores Maintenance (MENU PSFILE), the default customer number and name will display when you first access this screen. If a default customer is not assigned to the store or if you change the customer number, the customer number that you entered on the POS Customer Search Screen (p. 3-19) or selected from the Customer/Ship-To Search - Customer Search Screen will display. You can use F2=CUST to change the customer number. Display
Ship-to	This field displays only after you have selected a ship-to address for the selected customer from the Ship-to Search Screen. The Ship-to Search Screen is accessed with F4=SHIP-TO SEARCH from the POS Customer Search Screen (p. 3-19). The selected ship-to number for the customer shipping address is shown. Display
(Mode)	This field displays the process and type of order. Display values may be • Enter Order • Enter Return. Display
Order	This field appears only after you have added an item to the order or return. The POS order number assigned to the order or return by the system displays in this field. Display

POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
Store	This field displays the store ID for which the transaction will be entered. The store ID that displays will be either the store ID entered on the Point of Sale Sign On Screen (p. 3-9), or if you left the **Store** field blank on that screen, the system will display the default store assigned to your clerk ID through Clerks Maintenance (MENU PSFILE). Display
Clerk	This field displays the ID of the clerk currently signed on at this POS terminal. Display
Sub-Total	This field displays the running sub-total for all line items currently on the order or return. The sub-total does not include tax and trade discounts. Tax and trade discounts are added to the total at checkout. Display
Item & Description	This field displays the number and description of the item on the order or return. Display
Quantity	This field displays the quantity of the item ordered in the item's ordering unit of measure. Display
U/M	For scanned items, this field displays the unit of measure associated with the scanned bar code, as determined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE) for the entered item number. For entered items, this field displays the unit of measure for the order quantity. Display
Final Price	This field displays the final price of one unit of the item. This field is calculated by multiplying the unit price by the override discount percent. Display
Total Amt	This field displays the extended total amount of all units of the item ordered. Display

POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
Item Number / Item No	On the POS Item Entry Screen (p. 3-23), this is an input field. On the POS Item Review Screen, this field is display only. Use this field to enter or scan the item number of the item being purchased or returned. If the **Prompt for POS Line Type** field is Y in Item Balance Maintenance (MENU IAFILE), after entering/scanning the item, the Line Type Screen (p. 3-39) appears prompting you to designate the line type. If the **Prompt for POS Line Type** field is N in Item Balance Maintenance, the Line Type Screen (p. 3-39) will not automatically appear after you enter or scan the item. To change the line type, you must then use F18=LINE TYPE on the POS Item Review Screen (p. 3-23). *Valid Values:* An item number defined through Item Master Maintenance (MENU IAFILE) or a UPC code cross referenced to an item and unit of measure through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE). (A 27) Required
Avail	This field displays the quantity available of this item in its default stocking unit of measure or the unit of measure keyed in the **UM** field. If Warehouse Management is not installed, the quantity available is calculated as: Available = Qty On-hand - Allocated + In Process If Warehouse Management is installed, the quantity available is calculated as: Available = Qty On-hand - Allocated + In Process - Unavailable + Return Qty* + Special Order Qty * **Return Qty** is the sum of all the quantity returned for open orders with the **Allocate Inventory** flag set to Y. If an additional unit of measure is used (as opposed to one of the stocking units of measure), the quantity available of this item will then be displayed in that measure. For example, if you have 100 EA (stocking) available of an item and you enter an order for that item as 2 CAS (additional) and the conversion factor is 5 EA per CAS, then the quantity available displayed in this field will be 20 instead of 100 to reflect the CAS unit of measure available. NOTE: For Point of Sale, Kit availability is calculated at the parent level only. Display

POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
Quantity	Use this field to specify the number of items being purchased or returned. If you leave this field blank, the system will assume the quantity is 1 for orders and -1 for returns. The quantity is assumed to be in the item's default unit of measure. If this item has more than one stocking unit of measure or additional units of measure, you can specify a different unit of measure in the **U/M** field on this screen. If you entered a special order with a warehouse transfer vendor, the system will perform an inventory availability check to see if the quantity ordered is available at the shipping warehouse. If the quantity is not available, then you will receive a warning message (**Quantity ordered is greater than quantity available for special order**) that you will be able to bypass. *Default Value:* 0.000 *Valid Values:* A positive number for purchases, a negative number for returns. (N10,3) Required/Blank
UM	Enter the unit of measure in which the item is being purchased or returned. If you leave this field blank, the system will select the default unit of measure, which will be one of the following: • the customer/item default unit of measure (if defined) • the item/warehouse unit of measure (if defined) • the default stocking unit of measure from Item Master Maintenance (MENU IAFILE) *Default Value:* The U/M assigned to the UPC code through UPC Item/UOM Cross Reference (MENU PSFILE) or, if the UPC code is not cross-referenced, the default ordering unit of measure specified in Item Master Maintenance (MENU IAFILE), or, if that is blank, the stocking unit of measure specified in Item Master Maintenance. (A 3) Optional

POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
Price	If the **Allow Changes to Item Price - POS Entry** field has not been assigned to your clerk ID through CHAPTER 11: *Defining POS Clerks*, Clerk Action Authority Review Screen (p. 11-7) (MENU PSFILE) and you key a new price and press ENTER, the Authorization Code Screen (p. 3-46) will display. This field is always available, and required, if the **Allow Changes to Item Price - POS Entry** has been assigned to your clerk ID. This field displays the price per unit for this item and the pricing unit of measure. The price will be in either the pricing U/M from the Item Master default or ordering U/M default, based on the settings in Order Entry Options (MENU XAFILE) for the stores company. When International Currency is installed, the currency symbol for the sales order displays. The currency will always be the currency of the stores company. This field becomes the final unit sell price to the customer. Price overrides and override discount percentages will recalculate the amount that displays in this field. *Default Value:* The actual sell price of the item based on the pricing rules for the current customer. (N 15,5) Required/Display
(Line Type)	If the line is flagged as a particular type (will call, pickup/delivery, special order, or drop ship), the type selected will display on the screen to the right of the **Price** heading. If the item is being transferred from an alternate warehouse, **Transfer From** and the warehouse number will be shown. You can change the item's line type with the F18=LINE TYPE function key. Display

POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
Override Disc%	If the **Allow Changes to Item Price - POS Entry** field has not been assigned to your clerk ID through CHAPTER 11: *Defining POS Clerks*, Clerk Action Authority Review Screen (p. 11-7) (MENU PSFILE) and you key a new override discount percent and press ENTER, the Authorization Code Screen (p. 3-46) will display. This field is always available, if the **Allow Changes to Item Price - POS Entry** has been assigned to your clerk ID. This field determines the percentage to discount this item. The item's final price will be calculated by: the item's unit price minus the override discount percent multiplied by the quantity. If an override discount percent is entered, the item's price will be marked as overridden and will prevent the item from being combined with another item on the order. *Default Value:* .00 *Valid Values:* A percentage amount that is less than or equal to 100%. (N 5,2) Optional
List	This field displays the list price for the item based on the customer's price list. The initial display is the default list price for the customer and item. If the **Price** field is overridden, this field is the value of the default list price. If an override discount percent is added to the **Price** field, this is the last value of the **Price** field before the override. Display
Item Description	Use this field to modify the description of the item for this transaction. Changing the description only changes the description for this transaction; it will not change the description in the Item Master File. *Default Value:* The first and second lines of the item description specified for the item through Item Master Maintenance (MENU IAFILE). (2 @ A 31) Optional
Wgt	This field appears only for catch weight items. Use this field to specify the total weight of the item for pricing purposes. (N 11,4) Required
Total Amt	This field displays the total amount of all units of the item ordered. Display

POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
Prc Lst	Use this field to enter the price list that you want to use to price the item. Each item can be assigned up to five list prices. *Default Value:* The price list code assigned to the customer through Customer/Ship-to Master Maintenance (MENU ARFILE) or the Redirect Price List determined by contract pricing or price matrix pricing, if the Order Entry Options (MENU XAFILE) are set to use it for the store's company. *Valid Values:* 1-5 (N 1,0) Optional
OE Cost	This field appears only if the **Display OE Cost in POS Entry** action authority is assigned to your clerk ID through CHAPTER 11: *Defining POS Clerks*, Clerk Action Authority Review Screen (p. 11-7) (MENU PSFILE). If the **Allow Changes to Item OE Cost - POS Entry** field has not been assigned to your clerk ID and you key a new cost and press ENTER, the Authorization Code Screen (p. 3-46) will display. This field is always available if the **Allow Changes to Item OE Cost - POS Entry** action authority has been assigned to your clerk ID. This cost field represents the unit OE cost of the item. The OE cost is determined as the average, standard, user, or last cost for this item in this warehouse as defined through Item Balance Maintenance (MENU IAFILE), or the commission cost. The cost used (average, standard, user, last, or commission cost) is based on the **Cost to be Used for OE** setting in Order Entry Options Maintenance (MENU XAFILE) for the stores' company. When the OE cost is calculated from the commission cost, the commission cost can be derived from the Item Balance standard, average, user, vendor/item, and rebate cost, and then have cost load factors (maintained through Cost Load Factors Maintenance (MENU IAFIL2)) added onto this cost. In order for the Rebate Cost to be used, however, the **Use Rebate Cost as Base Commission Cost** in Rebate Options Maintenance (MENU OERFILE) would have to be Y and a Commission Cost Load Factor of $, %, or L would have to be entered on the rebate item. If the item is a kit item, the OE cost can be a rolled up value of the OE Cost from individual component items instead of the parent item. In order for this to occur, the **Allow Roll-Up OE Cost** must be Y on the kit item (MENU OBFILE). When International Currency is installed, costs will always display in the local currency of the company that is taking the order. The currency symbol for the store company's local currency will display to the right of the field heading. (N 15,5) Optional

POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
GL Cost	This field appears only if the **Display GL Cost in POS Entry** action authority is assigned to your clerk ID through CHAPTER 11: *Defining POS Clerks*, Clerk Action Authority Review Screen (p. 11-7) (MENU PSFILE). If the **Allow Changes to Item GL Cost - POS Entry** field has not been assigned to your clerk ID and you key a new cost and press ENTER, the Authorization Code Screen (p. 3-46) will display. This field is always available if the **Allow Changes to Item GL Cost - POS Entry** action authority has been assigned to your clerk ID. This cost field represents the unit GL cost of the item. The GL cost is determined as the average, standard, or user cost for this item in this warehouse as defined through Item Balance Maintenance (MENU IAFILE). The cost used (average, standard, or user) is based on the **Cost to be Used for GL** setting in Order Entry Options Maintenance (MENU XAFILE) for the stores' company. When International Currency is installed, costs will always display in the local currency of the company that is taking the order. The currency symbol for the company's local currency will display to the right of the field heading. (N 15,5) Optional
Tax Code	This field is not used if the **Use Vertex Taxing** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify the tax exempt code for this item. Key 0 if this item is taxable on this order. Key 1, 2, or 3 if this item is tax exempt in one of three categories. You define what type of tax exemption each of these categories represents. *Default Value:* The tax code value assigned to the item through Item Master or Item Balance Maintenance (MENU IAFILE). (A 1) Optional

POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
Re-use	This field appears only if the **Use Re-usable Item Code** field to set to Y in Order Entry Options Maintenance (MENU XAFILE) and the **Sales Tax Code** field is set to J (for Jobber) through Customer/Ship to Maintenance (MENU ARFILE) for the customer for whom the order is being entered. You can change the sales tax code for a customer on the POS Header Screen (p. 3-73). This field indicates whether this item is taxable for jobber orders. If this field is set to Y, and the **Tax Code** field is set to • 0, then the item will be taxed • 1, 2, or 3, then the item will not be taxed. If this field is set to N, the item is not re-usable and will not be taxed. *Default Value:* The re-use code specified for the item through Item Balance Maintenance (MENU IAFILE), or, if that code is set to use the default, the re-use code specified for the item through Item Master Maintenance (MENU IAFILE). (A 1) Required
Reason	This field only displays for return orders or for regular orders with a negative quantity. Use this field to change or review the return reason code. The return reason code is used to determine whether or not to return items to inventory. Return to stock codes are assigned to return reason codes through Return Reason Code Maintenance (MENU OEFIL2). *Valid Values:* a reason code created through Return Reason Code Maintenance (MENU OEFIL2)
F2=Cust	*Entry*: Press F2=CUST to search for the customer for whom you want to enter the order or return. The POS Customer Search Screen (p. 3-19) appears.
F2=WHs	*Review:* F2=WHS appears only when alternate warehouses are available for the item. Press F2=WHS to display alternate warehouses for the item. The *Alternate Warehouse Selection Screen* appears. Refer to the Enter, Change & Ship Orders chapter of the Order Entry User Guide for a description of this screen. If you are selecting a warehouse for a special order line item, the warehouse you select on the *Alternate Warehouse Selection Screen* will be the “from” warehouse vendor for the transfer.
F4=Chrgs	*Entry:* Press F4=CHRGS to enter special charges for an item or the order or return. For example, you might enter delivery charges or customization charges. The Special Charge Screen (p. 3-59) appears.

POS Item Entry/Item Review Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F4=Loc</td><td> Review: F4=Loc appears only if Warehouse Management is live and the item entered is either a will call or pickup/delivery item.
Press F4=Loc to display the Location Reservations Screen, where you can assign locations and/or lots/serials for the item. Refer to the Warehouse Management User Guide for a description of the Location Reservations Screen.
Note the following:

The quantity ordered of the item cannot be a negative value since locations cannot be assigned for returned items.
If the item is a will call item, locations will be assigned for the store warehouse.
If the item is a pickup/delivery item, locations will be assigned for the item's shipping warehouse.
The Location Reservations Screen will automatically be displayed if:

the quantity reserved in the Warehouse Management Reservations File (WMRSV) is less than the quantity ordered of the item
Warehouse Management is live
the item is will call or pickup/delivery
the quantity ordered is greater than zero, and the following scenario exists:

Auto Reserve Regular Items is no in WM Warehouse Options and the Warehouse Management Code is blank in the Item Master File (ITMST), OR
Auto Reserve Serial Items is no and the WM Code is S in Item Master File (ITMST), OR
Auto Reserve Serial Items is no and the WM Code is T in Item Master File (ITMST) and the item is a will call item, OR
Auto Reserve Lot Items is no and the WM Code is L in Item Master File (ITMST).

You can then choose to assign locations and/or lots/serials for the item, or just return from the Location Reservations Screen in order to enter the item. You will not be required to assign locations for will call and pickup/delivery items in POS Entry.
</td></tr>
<tr><td>F5=Cmnts</td><td>Entry: Press F5=Cmnts to enter comments for an item or the order or return.</td></tr>
<tr><td>F6=Inq</td><td>Press F6=Inq to display additional function keys that allow you to access various inquiries, view a list of all saved orders/returns, and change the POS Entry mode.</td></tr>
</table>

POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
F7=Item	*Entry*: Press F7=ITEM to search for an item. The POS Item Search Screen (p. 3-66) appears.
F8=Bill-To	*Entry*: Press F8=BILL-TO to view and/or change the address, phone, fax, and e-mail information for the customer for this order/return. The Customer Bill-To Address Screen (p. 3-69) appears.
F9=No Sale	*Entry*: Press F9=NO SALE to open the cash drawer and print a no-sale receipt. If your clerk ID does not permit you to perform a no sale transaction, the Authorization Code Screen (p. 3-46) appears. An authorization code must be entered before you can continue.
F9=Assignments	F9=ASSIGNMENTS appears only if you have ordered a lot/serial item and entered a lot/serial number on the Lot/Serial Entry Screen (p. 3-55). Press F9=ASSIGNMENTS to review lot/serial information that was previously entered for the selected item. The Lot/Serial Assignments Screen (p. 3-47) appears.
F10=Chk Out	F10=CHK OUT appears only after a line item has been added to the order or return. Press F10=CHK OUT to indicate that you have finished entering the order/return and are ready to complete the transaction. If the order contains pickup/delivery items, the Shipping Information Screen (p. 3-114) appears; otherwise, the Check Out Screen (p. 3-121) screen appears. When there are qualified automated order charges that are set to **Prompt for Overrides**, the Auto Order Charge - Charge Override Screen (Enter, Change, & Ship Orders, MENU OEMAIN) appears before the Check Out Screen (p. 3-121). The automated order charges are applied to counter sales orders only; pick-up/delivery orders are excluded. If the qualified automated order charges are not set to **Prompt for Overrides**, the charges are added to the order and the Check Out Screen (p. 3-121) appears. Additionally, a POS order will be checked for any qualifying promotions if it is determined to be a counter order and not a pick up/delivery order. When F10=CHK OUT is pressed, the Promotions Selection functionality will run if the **Use in Point of Sale Promotional Pricing** field in Order Entry Company Options Maintenance (MENU XAFILE) is set to Y. If an order qualifies for a promotion, the promotional items and discounts for the 'best deal' will be added automatically to the POS order. Promotions that will incur an additional cost to the customer will not be considered.
F11=Gift	*Entry*: F11=GIFT appears only if you are entering an order, not a return. Press F11=GIFT to add the purchase of a gift certificate or gift card to the order, increase the balance on an existing gift card, or print a receipt for an existing card's remaining balance. The Gift Card Issue Screen (p. 3-95) appears.

POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	*Entry*: F12=RETURN appears only when there are no line items on the order or return. Press this function key to return to the Point of Sale Sign On Screen (p. 3-9). To end a transaction that does has line items, use F24=CNCL. F12=RETURN also appears after you press F6=INQ. Press F12=RETURN to return to the non-inquiry function keys. *Review*: Press F12=RETURN to return to the POS Item Entry Screen (p. 3-23) without adding the item to the order or return, or, if you selected an existing item to review, without saving your changes.
F13=OE Order	*Entry*: F13=OE ORDER appears only when the order or return has no line items. Press F13=OE ORDER to search for an order number and generation for an order entered through Enter, Change & Ship Orders (MENU OEMAIN) to process a payment for the order, maintain the order, or ship confirm it. The OE Order Number Screen (p. 3-99) appears.
F13=Chg Line	*Entry*: F13=CHG LINE appears only if the order or return contains a line item. Press F13=CHG LINE to select a line item from the list. The Line Selection Screen (p. 3-42) appears.
F14=Head	*Entry*: Press F14=HEAD to display information about the order including pricing, taxing, terms and sales rep. If your clerk ID is defined to allow access to header information, the POS Header Screen (p. 3-73) appears. If your clerk ID does not permit you to access this screen, the Authorization Code Screen (p. 3-46) appears. An authorization code must be entered before you can view header information.
F15=Drop	*Entry*: Press F15=DROP to add money to (drop) or remove money from (pull) the cash drawer. The Drop/Pull Screen (p. 3-103) appears.
F16=Hst	Press F16=HST to review order history for a customer and place an order from history. The POS Customer Order History Screen (p. 3-105) appears.

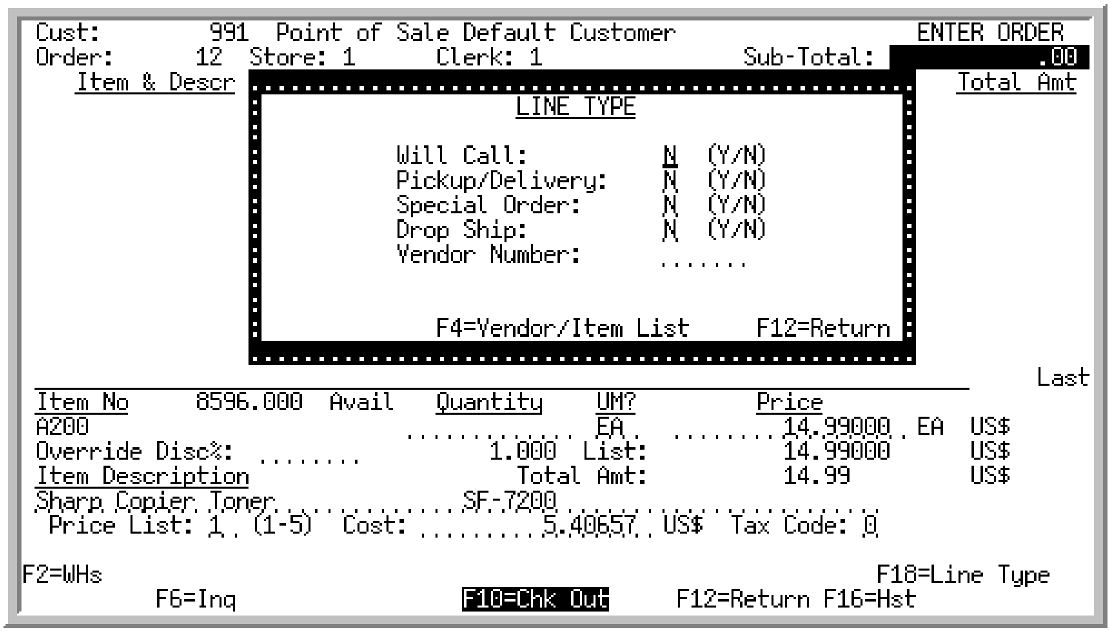
POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
F16=Saved	*Entry*: F16=SAVED appears only for a saved transaction with one or more line items, and after pressing F6=INQ. Press F16=SAVED to view a list of all saved orders/returns, including those orders/returns currently in error status, to select one to complete. The Point of Sale Inquiry Screen (p. 6-6) appears. **Important** If you retrieve a saved order/return through this option, the saved order/return will reflect the order type specified in the **Function** field on the Point of Sale Sign On Screen (p. 3-9). If you want to retain a saved order's/return's order type, you must key the order's/return's order type in that field.
F17=UPC Cross Ref	*Entry*: F17=UPC CROSS REF appears only after you press F6=INQ to display additional function keys. Press F17=UPC CROSS REF to maintain Universal Product Codes (UPC) for items. The UPC Item/UOM Cross Reference Screen will appear. Refer to the Inventory Accounting manual for a description of this screen.
F18=ShWH	*Entry*: Press F18=SHWH to specify the shipping warehouse for pickup/ delivery items on the order. The Shipping Warehouse Screen appears.
F18=Line Type	*Review*: Press F18=LINE TYPE to access the Line Type Screen (p. 3-39), where you can specify what type of line this item is.
F19=Comments	*Entry*: F19=COMMENTS appears only after you press F6=INQ to display additional function keys. Press F19=COMMENTS to review or maintain customer service comments for this customer. The Customer Service Comments Screen appears. Refer to the Order Entry User Guide for a description of this screen.
F20=POS Inq	*Entry*: F20=POS INQ appears only after you press F6=INQ to display additional function keys. Press F20=POS INQ to access the POS Inquiry where you can perform an inquiry about a POS order.

POS Item Entry/Item Review Screen Fields and Function Keys

Field/Function Key	Description
F21=Cust Inq	F21=CUST INQ appears only after you press F6=INQ to display additional function keys. F21=CUST INQ appears only if you are authorized to access the Customer Inquiry, as determined through Security Maintenance (MENU XASCTY). Your POS sign on does not determine access to this feature. Press F21=CUST INQ to access the Customer Inquiry, where detailed accounts receivable information for a customer is displayed.
F22=Item Inq	F22=ITEM INQ appears only after you press F6=INQ to display additional function keys. F22=ITEM INQ appears only if you are authorized to access the Item Inquiry, as determined through Security Maintenance (MENU XASCTY). Your POS sign on does not determine access to this feature. Press F22=ITEM INQ to access the Item Inquiry, where you can display the inventory status of an item.
F23=Quick Entry	F23=QUICK ENTRY appears only after you press F6=INQ to display additional function keys. Press F23=QUICK ENTRY to alternate between entering items in quick entry mode or regular mode. Quick entry mode allows you to bypass this screen in the review mode. The default entry mode for this terminal is specified through Terminals/Drawers Maintenance (MENU PSFILE).
F24=Cncl	*Entry*: F24=CNCL appears only for orders or returns with line items. Press F24=CNCL to cancel the current transaction. If your clerk ID allows you to cancel orders, a confirmation screen displays asking you to confirm. If your clerk ID does not allow you to cancel orders, the Authorization Code Screen (p. 3-46) appears. To end a transaction that does not have line items, use F12=RETURN.
F24=Delete	*Review*: F24=DELETE appears only when you have selected a line item to change. Press F24=DELETE to delete the selected line item. If you are deleting an item, a special charge, or a comment, your clerk ID must be set to allow you to cancel lines through Clerks Maintenance (MENU PSFILE). If you are not authorized to delete lines, you must provide an authorization code to delete the line. If you delete a line item and that line item is the only line item on the order or return, the order or return is deleted as well.

Line Type Screen



This pop-up window automatically appears after you enter/scan an item on the POS Item Entry Screen (p. 3-23), if the **Prompt for POS Line Type** field is Y in Item Balance Maintenance (MENU IAFILE). If the **Prompt for POS Line Type** field is N in Item Balance Maintenance, this screen will not automatically display during POS entry and you will only be able to access this screen to change the line type via the F18=LINE TYPE function key on the POS Item Review Screen (p. 3-23).

Use this screen to designate the line type of the item. There are four types of line items: will call, pickup/delivery, special order, and drop ship. These type of items cannot be for returns and will not be combined with existing retail line items of the same item number.

Line Type Screen Fields and Function Keys

Field/Function Key	Description
Will Call	This field indicates if the item is a will call item. A will call item is an item which can be ordered at a store but is not normally stocked in the store location. The item is immediately picked (for example, from an overstock location) and then taken by the customer at the time of sale. Key Y if this item is a will call item. An item can be set as will call item only if quantity is available. However, if you are not using Warehouse Management and the **Assume Full Ship** field is set to Y in Order Entry Options Maintenance (MENU XAFILE) you can specify a will call line type for inventory not in stock. Key N if this item is not a will call item. *Default Value:* Y if the **Default POS Line Type** field is **W** in the Item Balance record, else N. (A1) Required

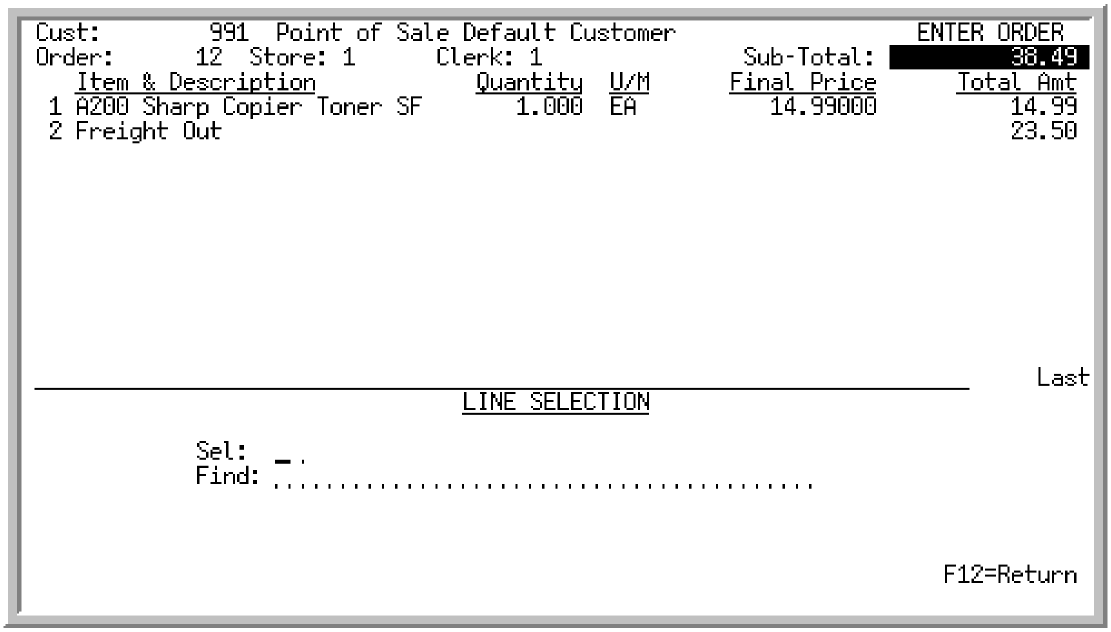
Line Type Screen Fields and Function Keys

Field/Function Key	Description
Pickup/Delivery	This field indicates if the item is a pickup/delivery item. A pickup/delivery item is an item which can be ordered at a store but is not normally stocked in the store location. A pickup/delivery item differs from a will call item in that the inventory is picked from the warehouse at a later time and delivered to the customer's location rather than picked at the time of sale and taken by the customer. Key Y if this item is a pickup/delivery item. Key N if this item is not a pickup/delivery item. *Default Value:* Y if the **Default POS Line Type** field is **P** in the Item Balance record, else N. (A1) Required
Special Order	This field indicates if the item is a special order item. A special order item is an item, not currently in stock, that you order from your vendor to fulfill the order. Key Y if this item is a special order item. If you key Y in this field, the **Pickup/Delivery** field must be set to Y. Key N if this item is not a special order item. *Default Value:* Y if the **Default POS Line Type** field is **S** in the Item Balance record, else N. (A1) Required
Drop Ship	This field indicates if the item is a drop ship item. A drop ship item is an item, not currently in stock, that you order from your vendor to fulfill the order and that the vendor ships directly to your customer, rather than to your location. Key Y if this item is a drop ship item. If you key Y in this field, the **Pickup/Delivery** and **Special Order** fields must be set to Y. Key N if this item is not a drop ship item. *Default Value:* Y if the **Default POS Line Type** field is **D** in the Item Balance record, else N. (A1) Required

Line Type Screen Fields and Function Keys

Field/Function Key	Description
Vendor Number	If you keyed Y in the **Special Order** and/or **Drop Ship** field, you can use this field to specify the vendor from which the item will be special ordered. If you leave this field blank, the system will assign the vendor for the item and shipping warehouse from Item Balance Maintenance (MENU IAFILE); if that vendor/item relationship does not exist, the vendor from Item Master Maintenance (MENU IAFILE) will be used. NOTE: For warehouse transfers, this field will display the warehouse from which the inventory is being transferred. *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE). (A 7) Optional
F4=Vendor/Item List	Press F4=VENDOR/ITEM LIST to review a list of vendors for the item and shipping warehouse. The Vendor/Item Information Summary Screen appears.
F12=Return	Press F12=RETURN to return to the previous screen without saving your entry.
Enter	Press ENTER to confirm your entry. If the **Pickup/Delivery** field is set to Y and a shipping warehouse has not been defined for pickup/delivery items on the order, the Shipping Warehouse Screen appears; otherwise, you are returned to the POS Item Entry Screen (p. 3-23).

Line Selection Screen



This screen appears after you press F13=CHG LINE on the POS Item Entry Screen (p. 3-23).

Use this screen to select an item on the transaction to change or delete it.

Line Selection Screen Fields and Function Keys

Field/Function Key	Description
Cust	This field displays the number and name of the customer for whom the transaction will be entered. Display
Ship-to	This field displays only after you have selected a ship-to address for the selected customer from the Ship-to Search Screen. The selected ship-to number for the customer shipping address is shown. Display
(Mode)	This field displays the process and type of order. Display values may be • **Enter Order** • **Enter Return**. Display
Order	This field appears only after you have added an item to the order or return. The POS order number assigned to the order or return by the system displays in this field. Display

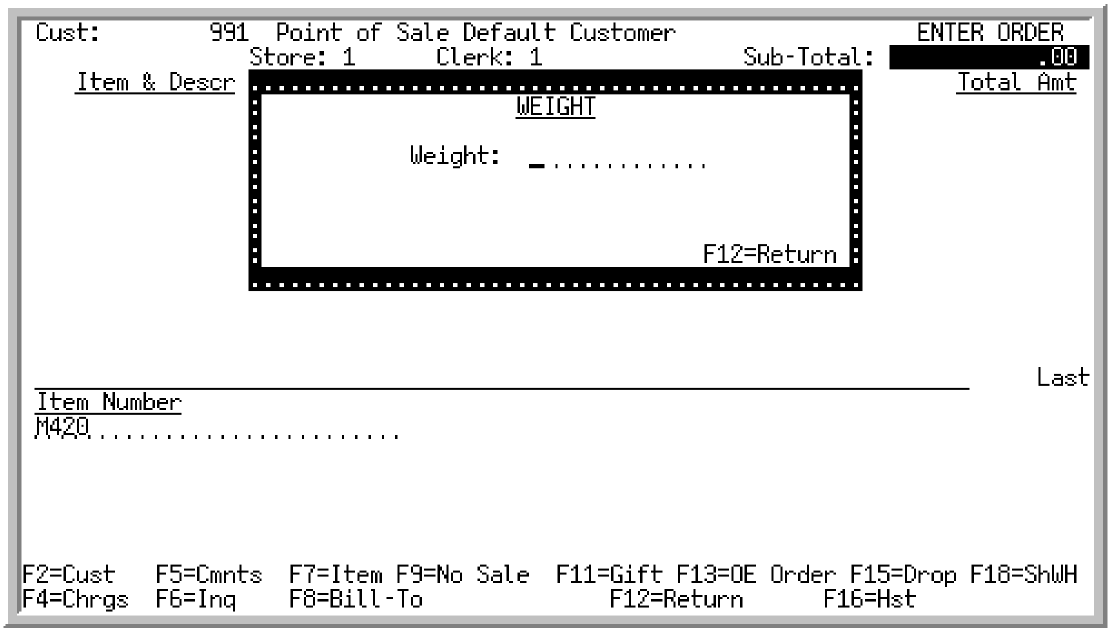
Line Selection Screen Fields and Function Keys

Field/Function Key	Description
Store	This field displays the store ID for which the transaction will be entered. The store ID that displays will be either the store ID entered on the Point of Sale Sign On Screen (p. 3-9), or if you left the **Store** field blank on that screen, the system will display the default store assigned to your clerk ID through Clerks Maintenance (MENU PSFILE). Display
Clerk	This field displays the ID of the clerk currently signed on at this POS terminal. Display
Sub-Total	This field displays the running sub-total for all line items currently on the order or return. The sub-total does not include tax and trade discounts. Tax and trade discounts are added to the total at checkout. Display
(Reference Number)	The reference number of the items, charges, and comments displayed on this screen. This number is 1 through 10 for the five lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item, comment, or special charge for change or deletion using the F13=CHG LINE function keys. Display
Item & Description	This field displays the number and description of the item on the order or return. If the line is a special charge, the special charge description will display. If the line is a comment, the comment text will display. Display
Quantity	This field displays the quantity of the item ordered in the item's ordering unit of measure. Display
U/M	For scanned items, this field displays the unit of measure associated with the scanned bar code, as determined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE) for the entered item number. For entered items, this field displays the unit of measure for the order quantity. Display
Final Price	This field displays the final price of one unit of the item. This field is calculated by multiplying the unit price by the override discount percent. Display
Total Amt	This field displays the extended total amount of all units of the item ordered. For special charge lines, the amount of the charge to be added to the order. Display

Line Selection Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to specify which line item on the order you want to select. Key the reference number associated with the line item you want to select. (N 2,0) Required
Find	Use this field to find a line item on the order that you want to select. Key a partial or complete item number to find a specific item on the order. (A 40) Optional
F12=Return	Press F12=RETURN to return to the POS Item Entry Screen (p. 3-23).
Enter	Press ENTER to confirm your entries. If you keyed a reference number in the **Sel** field for • an item, the POS Item Review Screen (p. 3-23) appears • a special charge, the Special Charge Screen (p. 3-59) appears • a comment, the Comments Screen (p. 3-63) appears. If you keyed search criteria in the **Find** field, the screen refreshes and the line item that matches the criteria you entered displays at the top of the list.

Weight Screen

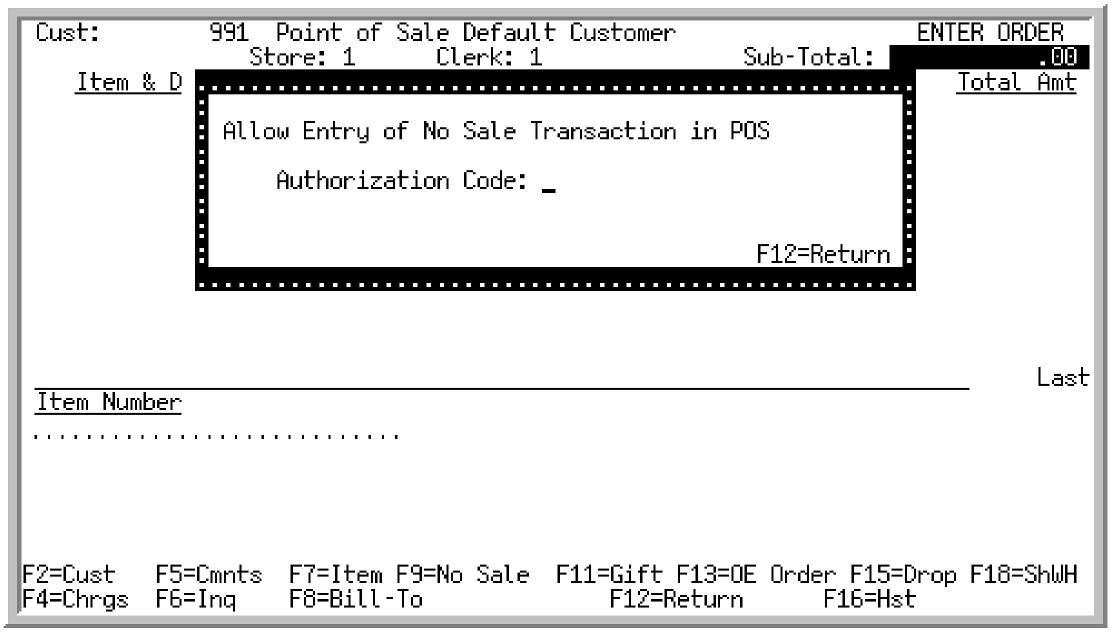


This pop-up window screen appears if the item you have entered on the POS Item Entry Screen (p. 3-23) is a catch weight item. Use this screen to specify the item's weight.

Weight Screen Fields and Function Keys

Field/Function Key	Description
Weight	Catch weight items are priced by weight. Use this field to specify the weight of the item. Key the total weight of the item to be multiplied by the unit per weight cost value to price the item. (N 11,4) Required
F12=Return	Press F12=RETURN to return to the POS Item Entry Screen (p. 3-23).
Enter	Press ENTER to confirm your entry and continue. If you are in regular entry mode, the POS Item Review Screen (p. 3-23) appears. If you are in quick entry mode, the item is added to the order and you are returned to the POS Item Entry Screen (p. 3-23).

Authorization Code Screen



This pop-up window screen appears whenever you select a transaction that your clerk ID is not authorized to perform. Some transactions that may cause the Authorization Code Screen to appear are viewing header information, deleting orders, or deleting line items from orders. To continue with the task, you must provide an authorization code on this screen to override your clerk security.

Authorization Code Screen Fields and Function Keys

Field/Function Key	Description
Authorization Code	Use this field to enter the authorization code that will allow the transaction you attempted when this screen appeared. Providing the authorization code overrides your clerk security, which is prohibiting the transaction. *Valid Values:* An authorization code defined for your store through Authorization Codes Maintenance (MENU PSFILE). (A 10) Required
F12=Return	Press F12=RETURN to return to the previous screen without authorizing the transaction.
Enter	Press ENTER to confirm your entry and continue with the transaction.

Lot/Serial Assignments Screen

```
Cust:        991  Point of Sale Default Customer                 ENTER ORDER
Order:        14  Store: 1      Clerk: 1            Sub-Total:        942.33
   Item & Description             Quantity  U/M      Final Price     Total Amt
 1 A100 Sharp Fax Machine Mod        1.000  EA         799.95000        799.95
 2 A120 Sharp Super Sensitive        1.000  BOX         49.50000         49.50
 3 M001 Alka Seltzer tablets         1.000  CAS         92.88000         92.88

LOT ASSIGNMENTS    Item: M001 Alka Seltzer tablets Bottle of 60
      Lot Number                Quantity    Expire  Notes
   1  MKJ8764HJ5                   1.000  12/27/08
                                                                          Last
Selection: ..  Lot No. _..................  Qty: ...........
                                                                    F12=Return
     1.000  Entered       .000  To Go  F2=Available  F17=Dlt All
```

```
Cust:        991  Point of Sale Default Customer                 ENTER ORDER
Order:        14  Store: 1      Clerk: 1            Sub-Total:        942.33
   Item & Description             Quantity  U/M      Final Price     Total Amt
 1 A100 Sharp Fax Machine Mod        1.000  EA         799.95000        799.95
 2 A120 Sharp Super Sensitive        1.000  BOX         49.50000         49.50
 3 M001 Alka Seltzer tablets         1.000  CAS         92.88000         92.88

SERIAL ASSIGNMENTS Item: A100 Sharp Fax Machine Model SX-765
      Serial Number
   1  105
                                                                          Last
Selection: ..  Serial: _..................
                                                                    F12=Return
     1.000  Entered       .000  To Go  F2=Available  F17=Dlt All
```

This screen appears after you press F9=ASSIGNMENTS on the POS Item Review Screen (p. 3-23). This screen also appears after you press F10=CHK OUT on the POS Item Entry Screen (p. 3-23) if you have not completely assigned lot/serial numbers to the items.

Use this screen to review previously entered lot/serial information, or to enter lot/serial numbers for items on the order. For the selected lot/serial item, the following information displays:

- the lot/serial number that was entered for the item
- the quantity of the item in the warehouse location (for lot items only)
- the expiration date of the lot item (if any)

- any notes entered for the lot/serial item

Lot/Serial Assignments Screen Fields and Function Keys

Field/Function Key	Description
Cust	This field displays the number and name of the customer for whom the transaction will be entered. Display
Ship-to	This field displays only after you have selected a ship-to address for the selected customer from the Ship-to Search Screen. The selected ship-to number for the customer shipping address is shown. Display
(Mode)	This field displays the process and type of order. Display values may be • Enter Order • Enter Return Display
Order	This field appears only after you have added an item to the order or return. The POS order number assigned to the order or return by the system displays in this field. Display
Store	This field displays the store ID for which the transaction will be entered. The store ID that displays will be either the store ID entered on the Point of Sale Sign On Screen (p. 3-9), or if you left the **Store** field blank on that screen, the system will display the default store assigned to your clerk ID through Clerks Maintenance (MENU PSFILE). Display
Clerk	This field displays the ID of the clerk currently signed on at this POS terminal. Display
Sub-Total	This field displays the running sub-total for all line items currently on the order or return. The sub-total does not include tax and trade discounts. Tax and trade discounts are added to the total at checkout. Display
Item & Description	This field displays the number and description of the item on the order or return. Display
Quantity	This field displays the quantity of the item ordered in the item's ordering unit of measure. Display

Lot/Serial Assignments Screen Fields and Function Keys

Field/Function Key	Description
U/M	For scanned items, this field displays the unit of measure associated with the scanned bar code, as determined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE) for the entered item number. For entered items, this field displays the unit of measure for the order quantity. Display
Final Price	This field displays the final price of one unit of the item. This field is calculated by multiplying the unit price by the override discount percent. Display
Total Amt	This field displays the extended total amount of all units of the item ordered. Display
Assignments	The sub-heading of **LOT ASSIGNMENTS** or **SERIAL ASSIGNMENTS** display with the item number and description of the item needing more information. Three display lines show the specific lot/serial information for this customer order.
Selection	To select a lot/serial number from the list for deletion or to change the assigned quantity, key the selection number associated with the lot/serial number and press ENTER. The F24=DELETE appears. (N1,0) Required
Lot No./Serial	If you are reviewing a lot item, this field appears as **Lot No.** If you are reviewing a serial item, this field appears as **Serial**. Use this field to enter the lot/serial number of the item being ordered. If you enter a lot number that does not exist in the system, you can override the warning message that appears with F5=OVERRIDE. *Valid Values:* A lot/serial number assigned to this item when the item was received into the warehouse. (A 20) Required
Qty	This field appears only for lot items. Use this field to enter the quantity of the lot item to assign to the lot number entered in the **Lot No.** field. (N 10,3) Required

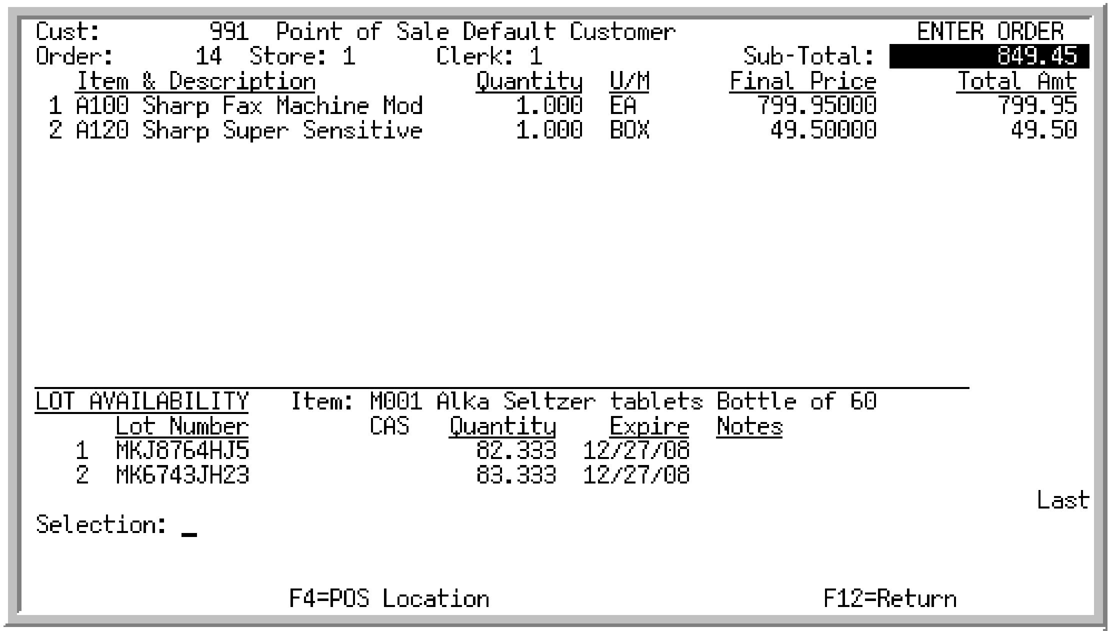
Lot/Serial Assignments Screen Fields and Function Keys

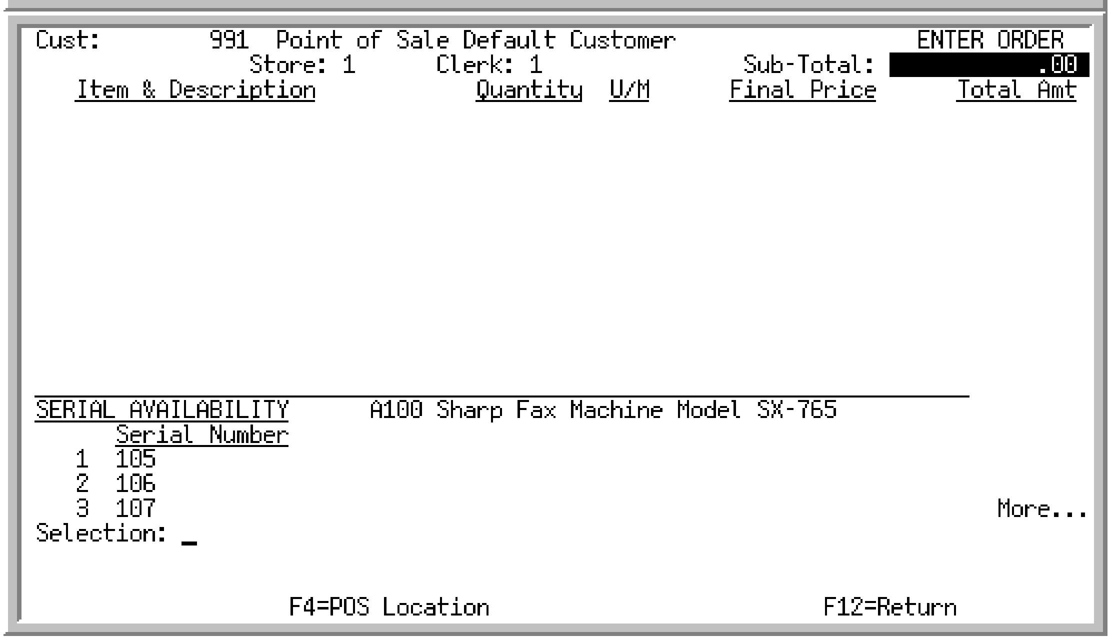
Field/Function Key	Description
Expire	This field appears only after you enter a lot number in the **Lot No.** field and press ENTER and this item is set up to require expiration dates through Item Master Maintenance (MENU IAFILE). If the lot item has been defined to require an expiration date through Item Master Maintenance, you must key the expiration date of the lot in this field. Otherwise, you may optionally key the expiration date of the lot. You must also key an expiration date if you are overriding a lot number or entering a return. *Valid Values:* A date keyed in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the default date format specified for the system through System Options Maintenance (MENU XAFILE). (N6,0) Required/Optional
Notes	This field appears only after you enter a lot number in the **Lot No.** field and press ENTER. You may optionally key up to a 20 character note for this lot. (A 20) Optional
F2=Available	Press F2=AVAILABLE to access information for lot/serial numbers currently available in the override POS location defined for this item/warehouse through Item Balance Maintenance (MENU IAFILE) or, if none is defined there, in the default POS location defined through Warehouse Management Options Maintenance (MENU WMFILE). The Lot/Serial Availability Screen (p. 3-52) appears.
F5=Override	F5=OVERRIDE appears only if you are entering an order and you enter a lot number that was not assigned to this item when the item was received into the warehouse. Press F5=OVERRIDE to override the warning message that appears and proceed with the lot number you entered. NOTE: Overriding lot numbers may cause variances in Warehouse Management.
F17=Dlt All	F17=DLT ALL appears only if you have not selected a lot/serial number from the list. Press F17=DLT ALL to delete all lot/serial assignments. You will be prompted to press F17=DLT ALL again to confirm the deletion.
F24=Delete	F24=DELETE appears only if you have selected a lot/serial number from the list. Press F24=DELETE to delete the selected lot/serial assignment. You will be prompted to press F24=DELETE again to confirm the deletion.

Lot/Serial Assignments Screen Fields and Function Keys

Field/Function Key	Description
Enter	If you are working with a lot item and you press ENTER after entering a lot number in the **Lot No.** field and the item is set up to require expiration dates through Item Master Maintenance (MENU IAFILE), the **Expire** field and **Notes** field will appear, if expiration dates are required for the item through Item Master Maintenance (MENU IAFILE). Press ENTER after making entries in those fields and the information will be added to the list. If you are working with a lot item and you press ENTER after entering a lot number in the **Lot No.** field that does exist in the system and a quantity in the **Qty** field, the information will be added to the list. If you are working with a serial item, press ENTER after entering the serial number in the **Serial** field and the information will be added to the list. To make a lot/serial number available for deletion or to change the assigned quantity, key the selection number in the **Selection** field and press ENTER.

Lot/Serial Availability Screen





This screen appears after you press F2=AVAILABLE on either the Lot/Serial Entry Screen (p. 3-55) or the Lot/Serial Assignments Screen (p. 3-47) and the **Scan Lot Numbers** field or **Scan Serial Numbers** field is set to N in Stores Maintenance (MENU PSFILE).

Use this screen to review lot/serial information currently in the override POS location defined for this item/warehouse through Item Balance Maintenance (MENU IAFILE) or, if none is defined there, in the default POS location defined through Warehouse Management Options Maintenance (MENU WMFILE).

For each lot/serial number in the list, the following information displays:

- the lot/serial number
- the quantity available for assignment
- the expiration date
- any notes associated with the lot/serial number.

You can select a lot/serial number from the list to assign to the item you are ordering.

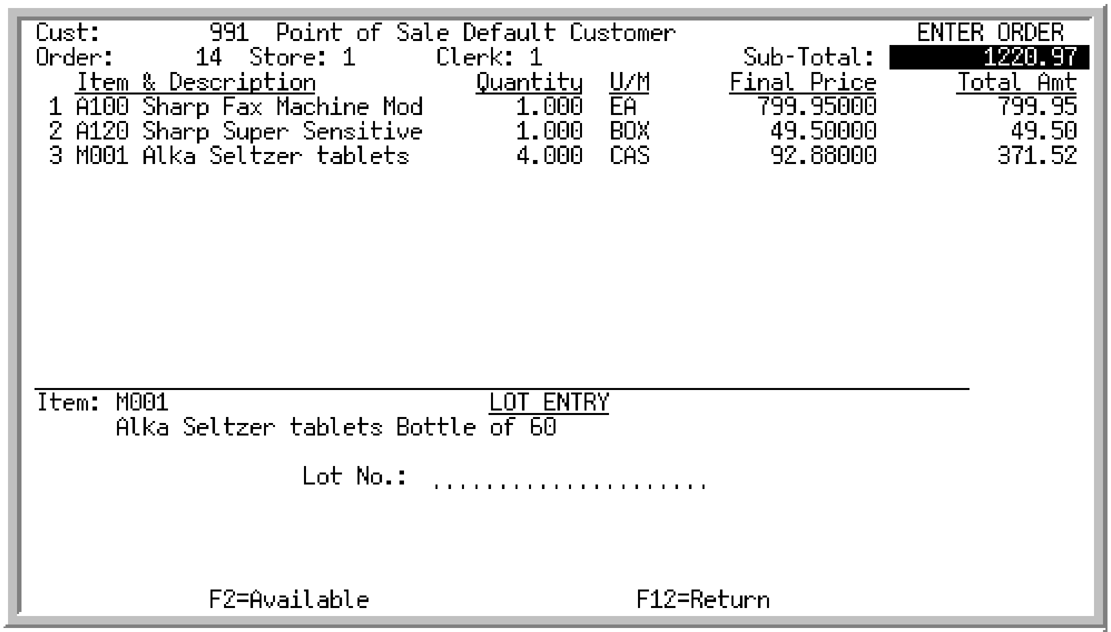
Lot/Serial Availability Screen Fields and Function Keys

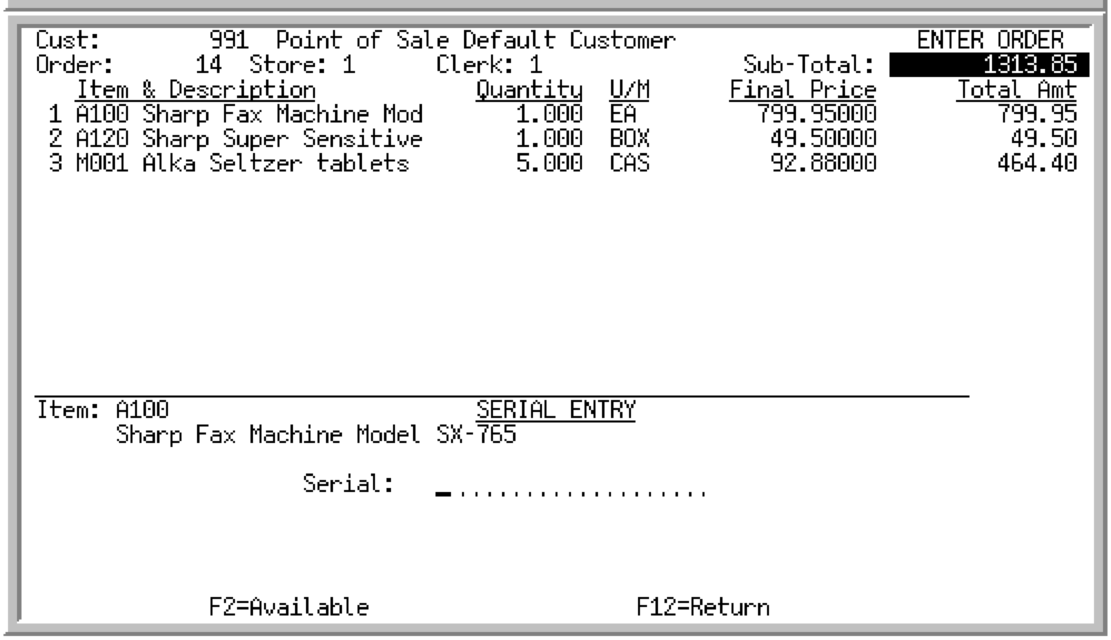
Field/Function Key	Description
Cust	This field displays the number and name of the customer for whom the transaction will be entered. Display
Ship-to	This field displays only after you have selected a ship-to address for the selected customer from the Ship-to Search Screen. The selected ship-to number for the customer shipping address is shown. Display
(Mode)	This field displays the process and type of order. Display values may be • Enter Order • Enter Return Display
Order	This field appears only after you have added an item to the order or return. The POS order number assigned to the order or return by the system displays in this field. Display
Store	This field displays the store ID for which the transaction will be entered. The store ID that displays will be either the store ID entered on the Point of Sale Sign On Screen (p. 3-9), or if you left the **Store** field blank on that screen, the system will display the default store assigned to your clerk ID through Clerks Maintenance (MENU PSFILE). Display
Clerk	This field displays the ID of the clerk currently signed on at this POS terminal. Display
Sub-Total	This field displays the running sub-total for all line items currently on the order or return. The sub-total does not include tax and trade discounts. Tax and trade discounts are added to the total at checkout. Display

Lot/Serial Availability Screen Fields and Function Keys

Field/Function Key	Description
Item & Description	This field displays the number and description of the item on the order or return. Display
Quantity	This field displays the quantity of the item ordered in the item's ordering unit of measure. Display
U/M	For scanned items, this field displays the unit of measure associated with the scanned bar code, as determined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE) for the entered item number. For entered items, this field displays the unit of measure for the order quantity. Display
Final Price	This field displays the final price of one unit of the item. This field is calculated by multiplying the unit price by the override discount percent. Display
Total Amt	This field displays the extended total amount of all units of the item ordered. Display
Availability	The sub-heading of **LOT AVAILABILITY** or **SERIAL AVAILABILITY** display with the item number and description of the item needing assignments. Three display lines show the specific lot/serial information for this customer order.
Selection	Key the reference number associated with the lot/serial number you want to select from the list and press ENTER. The selected lot/serial number will be assigned to the item being ordered. (N 1,0) Required
F4=All Locations/POS Location	Press F4=ALL LOCATIONS / F4=POS LOCATION to toggle between displaying lot/serial numbers in all warehouse locations for this item or in the override POS location.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER after keying a selection number in the **Selection** field to assign the selected lot/serial number to the item being ordered.

Lot/Serial Entry Screen





This screen appears after you enter a lot, serial, or tracking item and press ENTER on the POS Item Entry Screen (p. 3-23) and the **Scan Lot Numbers** field or **Scan Serial Numbers** field is set to Y in Stores Maintenance (MENU PSFILE).

Use this screen to enter the appropriate lot/serial number for the item. If you do not know the number to enter, you can review available locations by pressing F2=AVAILABLE.

Lot/Serial Entry Screen Fields and Function Keys

Field/Function Key	Description
Cust	This field displays the number and name of the customer for whom the transaction will be entered. Display
Ship-to	This field displays only after you have selected a ship-to address for the selected customer from the Ship-to Search Screen. The selected ship-to number for the customer shipping address is shown. Display
(Mode)	This field displays the process and type of order. Display values may be • Enter Order • Enter Return Display
Order	This field appears only after you have added an item to the order or return. The POS order number assigned to the order or return by the system displays in this field. Display
Store	This field displays the store ID for which the transaction will be entered. The store ID that displays will be either the store ID entered on the Point of Sale Sign On Screen (p. 3-9), or if you left the **Store** field blank on that screen, the system will display the default store assigned to your clerk ID through Clerks Maintenance (MENU PSFILE). Display
Clerk	This field displays the ID of the clerk currently signed on at this POS terminal. Display
Sub-Total	This field displays the running sub-total for all line items currently on the order or return. The sub-total does not include tax and trade discounts. Tax and trade discounts are added to the total at checkout. Display
Item & Description	This field displays the number and description of the item on the order or return. Display
Quantity	This field displays the quantity of the item ordered in the item's ordering unit of measure. Display

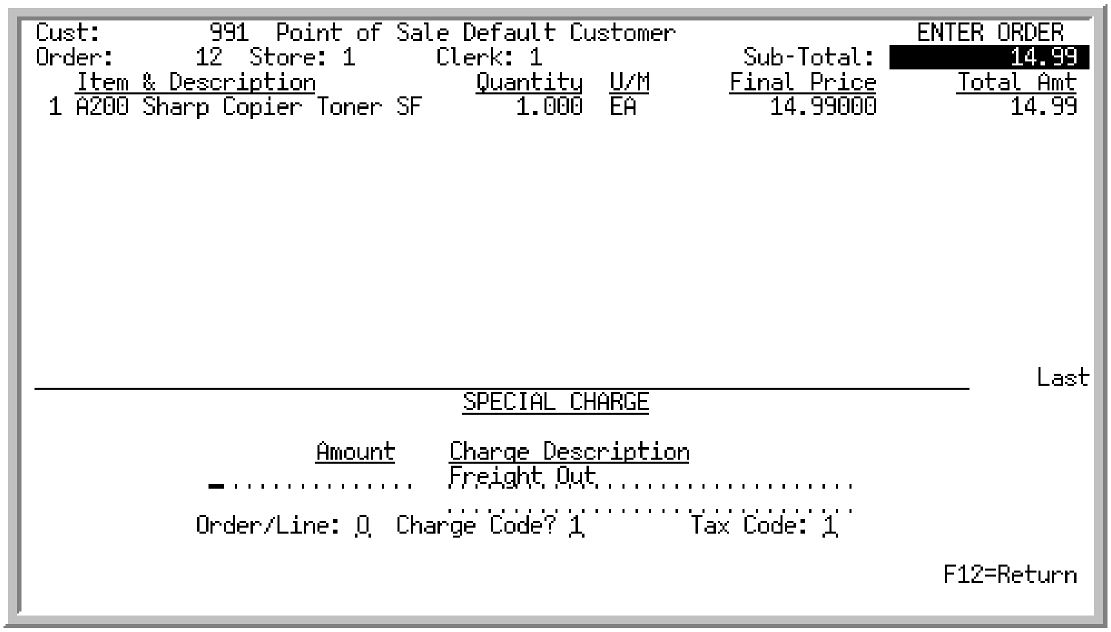
Lot/Serial Entry Screen Fields and Function Keys

Field/Function Key	Description
U/M	For scanned items, this field displays the unit of measure associated with the scanned bar code, as determined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE) for the entered item number. For entered items, this field displays the unit of measure for the order quantity. Display
Final Price	This field displays the final price of one unit of the item. This field is calculated by multiplying the unit price by the override discount percent. Display
Total Amt	This field displays the extended total amount of all units of the item ordered. Display
Availability	The sub-heading of **LOT ENTRY** or **SERIAL ENTRY** display with the item number and description of the item needing assignments.
Lot Number	This field appears only if you are ordering a lot item. Use this field to enter the lot number of the item being ordered. If the lot number you enter does not exist in the system, you can override the warning message that appears with F5=OVERRIDE. (A 20) Required
Expire	This field appears only after you enter a lot number in the **Lot Number** field and press ENTER and this item is set up to require expiration dates through Item Master Maintenance (MENU IAFILE). If the lot item has been defined to require an expiration date through Item Master Maintenance, you must key the expiration date of the lot in this field. Otherwise, you may optionally key the expiration date of the lot. You must also key an expiration date if you are overriding a lot number or entering a return. *Valid Values:* A date keyed in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the default date format specified for the system through System Options Maintenance (MENU XAFILE). (N 6,0) Required/Optional
Notes	This field appears only after you enter a lot number in the **Lot Number** field and press ENTER. You may optionally key up to a 20 character note for this lot. (A 20) Optional

Lot/Serial Entry Screen Fields and Function Keys

Field/Function Key	Description
Serial Number	This field appears only if you are ordering a serial item. Use this field to enter the serial number of the item being ordered. *Valid Values:* A serial number assigned to this item when the item was received into the warehouse. (A 20) Required
F2=Available	F2=AVAILABLE appears only if you are entering an order and you have not entered a lot/serial number and pressed ENTER. Press F2=AVAILABLE to access information for lot/serial numbers currently available in the override POS location defined for this item/warehouse through Item Balance Maintenance (MENU IAFILE) or, if none is defined there, in the default POS location defined through Warehouse Management Options Maintenance (MENU WMFILE). The Lot/Serial Availability Screen (p. 3-52) appears.
F5=Override	F5=OVERRIDE appears only if you are entering an order and you enter a lot number that was not assigned to this item when the item was received into the warehouse. Press F5=OVERRIDE to override the warning message that appears and proceed with the lot number you entered. NOTE: Overriding lot numbers may cause variances in Warehouse Management.
F12=Return	Press F12=RETURN to return to the POS Item Entry Screen (p. 3-23).
Enter	If you are ordering a lot item, press ENTER after entering a lot number in the **Lot Number** field and the **Expire** field and **Notes** field will appear. Press ENTER after making entries in those fields and the POS Item Entry Screen (p. 3-23) will appear. If you are ordering a serial item, press ENTER after entering the serial number in the **Serial Number** field and the POS Item Entry Screen (p. 3-23) will appear.

Special Charge Screen



This screen appears after you press F4=CHRGS on the POS Item Entry Screen (p. 3-23).

Use this screen to enter special charges for the order or return. Special charges might include a fee for freight, handling, or packaging. You can add special charges to a line item or to the entire order/return.

Special Charge Screen Fields and Function Keys

Field/Function Key	Description
Cust	This field displays the number and name of the customer for whom the transaction will be entered. Display
Ship-to	This field displays only after you have selected a ship-to address for the selected customer from the Ship-to Search Screen. The selected ship-to number for the customer shipping address is shown. Display
(Mode)	This field displays the process and type of order. Display values may be • Enter Order • Enter Return Display

Special Charge Screen Fields and Function Keys

Field/Function Key	Description
Order	This field appears only after you have added an item to the order or return. The POS order number assigned to the order or return by the system displays in this field. Display
Store	This field displays the store ID for which the transaction will be entered. The store ID that displays will be either the store ID entered on the Point of Sale Sign On Screen (p. 3-9), or if you left the **Store** field blank on that screen, the system will display the default store assigned to your clerk ID through Clerks Maintenance (MENU PSFILE). Display
Clerk	This field displays the ID of the clerk currently signed on at this POS terminal. Display
Sub-Total	This field displays the running sub-total for all line items currently on the order or return. The sub-total does not include tax and trade discounts. Tax and trade discounts are added to the total at checkout. Display
Item & Description	This field displays the number and description of the item on the order or return. Display
Quantity	This field displays the quantity of the item ordered in the item's ordering unit of measure. Display
U/M	For scanned items, this field displays the unit of measure associated with the scanned bar code, as determined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE) for the entered item number. For entered items, this field displays the unit of measure for the order quantity. Display
Final Price	This field displays the final price of one unit of the item. This field is calculated by multiplying the unit price by the override discount percent. Display
Total Amt	This field displays the extended total amount of all units of the item ordered. Display

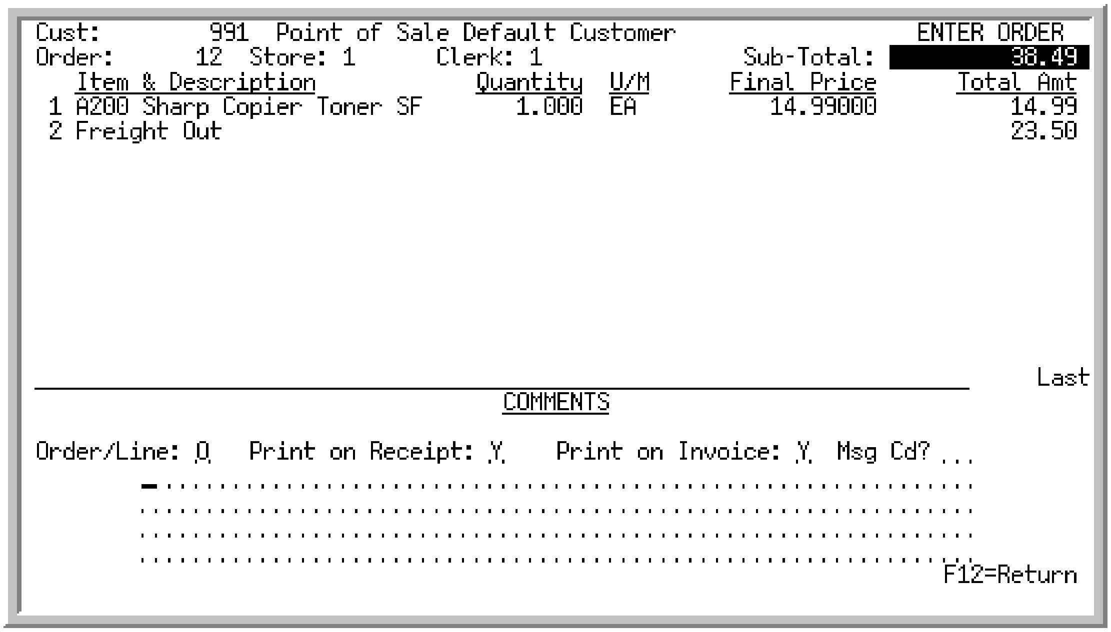
Special Charge Screen Fields and Function Keys

Field/Function Key	Description
Amount	Use this field to specify the amount of the special charge. If the special charge is for a return, enter a negative amount in this field to credit the special charges on the original order. However, if you are entering a charge similar to a re-stock charge for a return, enter a positive amount so that full credit is not issued. (N 13,2) Required
Charge Description	Use this field to provide a description of the special charge. *Default Value:* The description of the special charge associated with the charge code in the **Charge Code** field, as determined through Special Charge Definition Maintenance (MENU OEFILE). (2 @ A 31) Required
Order/Line	Use this field to indicate the type of special charge you are adding. This field is used in conjunction with the **Charge Code** field to determine which charge to apply. Key O if the special charge applies to the entire order. Key L if the special charge applies to a line item. The special charge applies to the line item immediately preceding the special charge. *Default Value:* The special charge type specified for the store through Stores Maintenance (MENU PSFILE). (A 1) Required
Charge Code	Use this field to enter the special charge code that represents the charge you want to add. This field is used in conjunction with the **Order/Line** field to determine which charge to apply. NOTE: If you use the '?' feature, then you should key in the special charge type (in the **Order/Line** field) to view the correct special charge codes. If left blank, L is used as the default. *Default Value:* The charge code specified for the store through Stores Maintenance (MENU PSFILE). *Valid Values:* 1 through 9 or A through Z (I and O are intentionally excluded since they can be misinterpreted as numbers). In the actual files, order charges begin with the character / and line charges begin with the character &. (N 1,0) Required

Special Charge Screen Fields and Function Keys

Field/Function Key	Description
Tax Code	This field is not used if the **Use Vertex Taxing** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify the tax exemption code for the special charge. If this special charge is taxable, enter 0. If this special charge is exempt, enter 1, 2, or 3 to indicate the category in which it is exempt. *Default Value:* The exemption code specified for the special charge in the *Charge Code* field through Special Charge Definition Maintenance (MENU OEFILE). (N 1,0) Required
F12=Return	Press F12=RETURN to return to the POS Item Entry Screen (p. 3-23) without saving your entries.
F24=Delete	F24=DELETE appears only if you selected an existing special charge line from the POS Item Entry Screen (p. 3-23). Press F24=DELETE to delete the special charge.
Enter	Press ENTER to add the special charge. You are returned to the POS Item Entry Screen (p. 3-23) and a line is added to the order for the special charge.

Comments Screen



This screen appears after you press F5=CMNTS on the POS Item Entry Screen (p. 3-23).

Use this screen to enter or review comments for an order or return. The comments can pertain to an item on the order or to the entire order. For example, you might want to add a comment to an order if a customer is purchasing an item that is damaged and you are selling it “as is”, or if it is a clearance item and cannot be returned. You can print comments on the receipt and/or on the invoice or have comments only shown internally.

Comment Screen Fields and Function Keys

Field/Function Key	Description
Cust	This field displays the number and name of the customer for whom the transaction will be entered. Display
Ship-to	This field displays only after you have selected a ship-to address for the selected customer from the Ship-to Search Screen. The selected ship-to number for the customer shipping address is shown. Display
(Mode)	This field displays the process and type of order. Display values may be • Enter Order • Enter Return Display

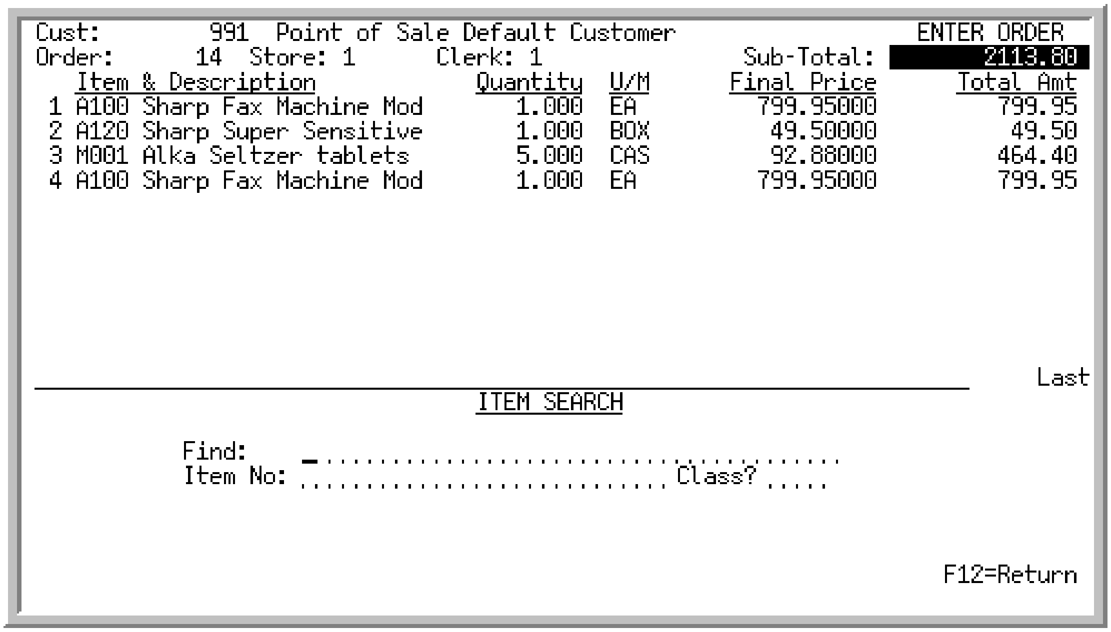
Comment Screen Fields and Function Keys

Field/Function Key	Description
Order	This field appears only after you have added an item to the order or return. The POS order number assigned to the order or return by the system displays in this field. Display
Store	This field displays the store ID for which the transaction will be entered. The store ID that displays will be either the store ID entered on the Point of Sale Sign On Screen (p. 3-9), or if you left the **Store** field blank on that screen, the system will display the default store assigned to your clerk ID through Clerks Maintenance (MENU PSFILE). Display
Clerk	This field displays the ID of the clerk currently signed on at this POS terminal. Display
Sub-Total	This field displays the running sub-total for all line items currently on the order or return. The sub-total does not include tax and trade discounts. Tax and trade discounts are added to the total at checkout. Display
Item & Description	This field displays the number and description of the item on the order or return. Display
Quantity	This field displays the quantity of the item ordered in the item's ordering unit of measure. Display
U/M	For scanned items, this field displays the unit of measure associated with the scanned bar code, as determined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE) for the entered item number. For entered items, this field displays the unit of measure for the order quantity. Display
Final Price	This field displays the final price of one unit of the item. This field is calculated by multiplying the unit price by the override discount percent. Display
Total Amt	This field displays the extended total amount of all units of the item ordered. Display

Comment Screen Fields and Function Keys

Field/Function Key	Description
Order/Line	Use this field to indicate whether the comment is for the entire order or for a line on the order. Key O to have the comment apply to the entire order. Key L to have the comment apply to the line item immediately preceding the comment. *Default Value:* O (A 1) Required
Print on Receipt	This field determines whether the comment prints on the customer receipt. Key Y to have the comment will print on the customer receipt. Key N to prevent the comment from printing on the customer receipt. *Default Value:* Y (A 1) Required
Print on Invoice	This field determines whether the comment prints on the customer invoice. Key Y to have the comment print on the customer invoice. Key N to prevent the comment from printing on the customer invoice. *Default Value:* Y (A 1) Required
Msg Cd	Use this field to specify the message code that represents the defined comment that you want to use. The message associated with the message code will be used. *Valid Values:* A message code defined through Order Messages Maintenance (MENU OEFILE). (N 2,0) Optional
(Comment)	Use this field to enter the text of the comment. You can enter up to four lines of text; however, each line entered is stored as a separate line on the order. (4 @ A 62) Optional
F12=Return	Press F12=RETURN to return to the POS Item Entry Screen (p. 3-23) without saving your changes.
Enter	Press ENTER to save the comment and return to the POS Item Entry Screen (p. 3-23).

POS Item Search Screen



This screen appears after you press F7=ITEM on the POS Item Entry Screen (p. 3-23).

Use this screen to search for items. You can search using the description, item number, and/or item class and sub-class.

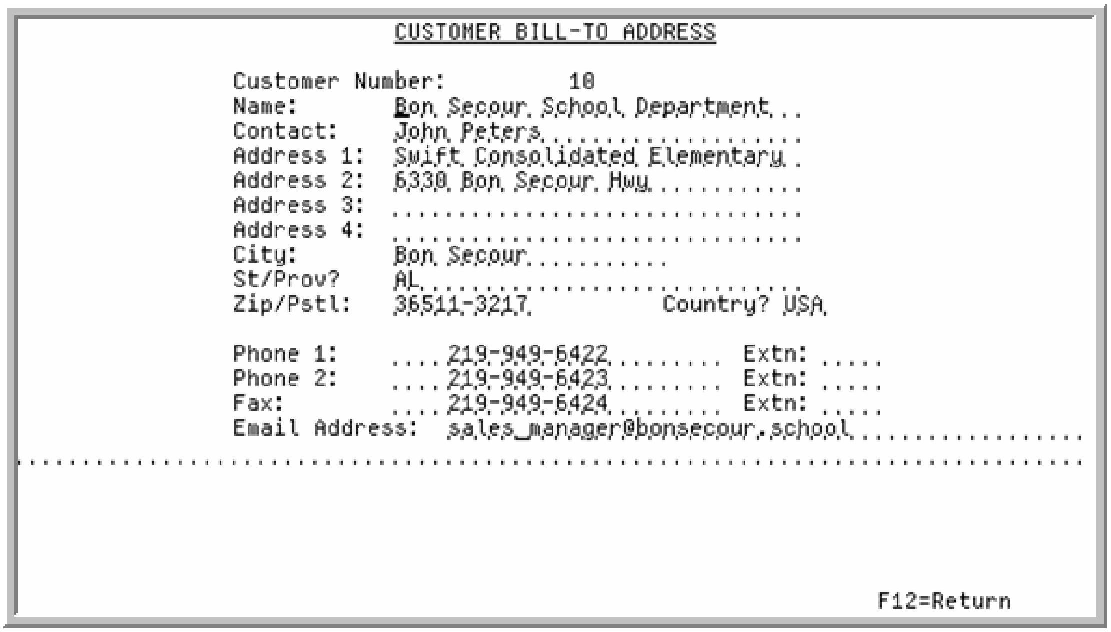
POS Item Search Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 4) Optional
F12=Return	Press F12=RETURN to cancel the search and return to the POS Item Entry Screen (p. 3-23).

POS Item Search Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to search for items that match the criteria you specified. The *Item Description Search Screen* appears. Refer to the Inventory Accounting User Guide for a description of this screen.

Customer Bill-To Address Screen



This screen appears after you press F8=BILL-TO on the POS Item Entry Screen (p. 3-23).

This screen displays the address of the customer for whom the order is being entered, as defined in Customer/Ship to Master Maintenance (MENU ARFILE). You can review the address information and make changes to it on this screen. If you override customer information on this screen, the override is stored with this order only. The customer information is not changed in Customer/Ship to Master Maintenance.

Customer Bill-To Address Screen Fields and Function Keys

Field/Function Key	Description
Customer Number	This field displays the number of the customer for whom the order/return is being entered and whose information is shown on this screen. If you have not selected a customer, this customer will be the default POS customer assigned to the store through Stores Maintenance (MENU PSFILE). If you entered a customer number for the order on the POS Customer Search Screen (p. 3-19) or selected from the Customer/Ship-To Search - Customer Search Screen, that customer number will display in this field. Display
Name	Use this field to specify the customer's name. *Default Value:* The name specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE). (A 40) Required

Customer Bill-To Address Screen Fields and Function Keys

Field/Function Key	Description
Contact	Use this field to specify the name of the contact person at the customer. *Default Value:* The name of the contact specified in the **PO Contact** field in Customer/Ship to Master Maintenance (MENU ARFILE). (A 30) Optional
Address1-4	Use this field to enter address information for the customer, except for the city, state/province, country, and zip/postal code, which have separate fields. You can use the **Address 4** field only if 2 is selected in the **Form Type** field in System Options Maintenance (MENU XAFILE). *Default Value:* The address specified for the customer through Customer/ Ship to Master Maintenance (MENU ARFILE). (4 @ A 30) Optional
City	Use this field to enter the city for the address for this customer. *Default Value:* The city specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE). (A 20) Optional
St/Prov	Use this field to specify the customer's state or province. *Default Value:* The state or province specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE). *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if the **Validate State/Province** field is set to Y in System Options Maintenance (MENU XAFILE). (A 30) Optional
Zip/Pstl	Use this field to specify the zip or postal code associated with the address for this customer. *Default Value:* The zip or postal code specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE). (A 10) Optional
Country	Use this field to specify the code of the country associated with the address for this customer. *Default Value:* The country specified for the customer through Customer/ Ship to Master Maintenance (MENU ARFILE). *Valid Values:* A country code defined for Country Name Maintenance (MENU ARFIL2). (A 3) Optional

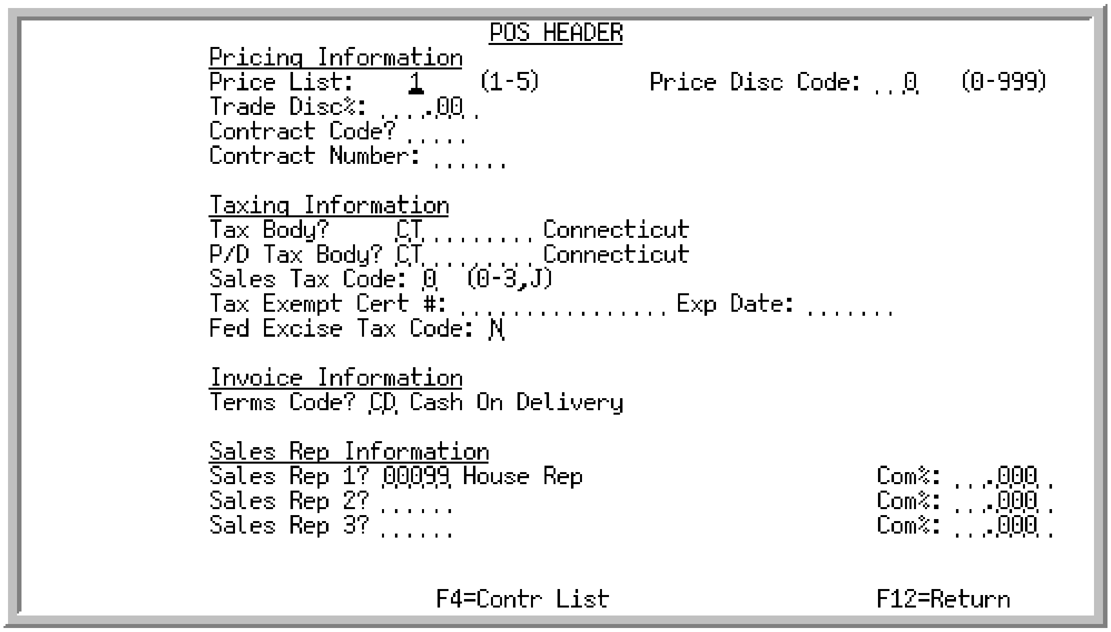
Customer Bill-To Address Screen Fields and Function Keys

Field/Function Key	Description
Phone 1-2	Use these fields to specify the contact phone numbers for this customer. This field has three parts: • 3-character country access code • 20-character area code and telephone number • 4-character extension number For example, a number using all three parts would look like this: 011 (781) 555-1212 1289 *Default Value:* The phone numbers specified in the **PO Phone** and **AP Phone** fields for the customer through Customer/Ship to Master Maintenance (MENU ARFILE). The **Phone 1** field displays the number specified in the **PO Phone** field and the **Phone 2** field displays the number specified in the **AP Phone** field. *Valid Values:* Numerals and the following symbols: - () . / Blank spaces are allowed between numerals only if the **Allow Blank Phone Delimiters** field is set to Y through System Options Maintenance (MENU XAFILE). (2 @ N3,0/N20,0/N4,0) Optional
Fax	Use this field to specify the fax number for this customer. This field has three parts: • 3-character country access code • 20-character area code and telephone number • 4-character extension number For example, a number using all three parts would look like this: 011 (781) 555-1212 1289 *Default Value:* The fax number specified in the **Fax** field for the customer through Customer/Ship to Master Maintenance (MENU ARFILE) *Valid Values:* Numerals and the following symbols: - () . / Blank spaces are allowed between numerals only if the **Allow Blank Phone Delimiters** field is at to Y through System Options Maintenance (MENU XAFILE). (2 @ N3,0/N20,0/N4,0) Optional
Email Address	Use this field to specify the e-mail address for e-mailing documents to this customer. *Default Value:* The e-mail address specified for the customer in the **Default Email Address** field through Customer/Ship to Master Maintenance (MENU ARFILE). (A 128) Optional
F12=Return	Press F12=RETURN to return to the POS Item Entry Screen (p. 3-23) without saving changes.

Customer Bill-To Address Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your changes. Your entries are saved and you are returned to the POS Item Entry Screen (p. 3-23).

POS Header Screen



```
                    POS HEADER
Pricing Information
Price List:    1    (1-5)        Price Disc Code: ..0   (0-999)
Trade Disc%: ....00.
Contract Code? .....
Contract Number: ......

Taxing Information
Tax Body?     CT........Connecticut
P/D Tax Body? CT........Connecticut
Sales Tax Code: 0  (0-3,J)
Tax Exempt Cert #: ................Exp Date: .......
Fed Excise Tax Code: N

Invoice Information
Terms Code? CD Cash On Delivery

Sales Rep Information
Sales Rep 1? 00099 House Rep                          Com%: ....000.
Sales Rep 2? ......                                   Com%: ....000.
Sales Rep 3? ......                                   Com%: ....000.

                 F4=Contr List                        F12=Return
```

This screen appears after you press F6=INQ and F14=HEAD on the POS Item Entry Screen (p. 3-23).

This screen displays information about the customer's pricing, taxing, invoicing terms, and sales representatives. This information was set up for the customer through Customer/Ship to Master Maintenance (MENU ARFILE) and for the store through Stores Maintenance (MENU PSFILE).

You can only access this screen if the **Access to Header Price Info** field is set to Y for your clerk ID through Application Action Authority (MENU XASCTY). If you are not permitted to access this screen, an authorization code can be used to override your security.

You can change any of the information on this screen; however, changes that you make on this screen only affect the current order or return. Changing customer information on this screen does not update the Customer Master File (CUSMS).

POS Header Screen Fields and Function Keys

Field/Function Key	Description
Price List	Each item can be assigned up to five list prices. Use this field to indicate which price list to use for this order. Key a price list code to specify which price list to use for this order. When you override the default value in this field, you are selecting to use item prices for this order that are not typically used for this customer. The code you specify here is used as the default for individual items added to this transaction. NOTE: If the POS order header ship-to number is later changed on the POS Customer Search Screen, this field's value will be changed as well to reflect a new default value (even if the previous value was changed from default value by a user). *Default Value:* The price list number assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE). However, if the value of this field on the Ship-to level is overridden, then this ship-to level value will be used as default value instead of the customer level value. *Valid Values:* A defined price list, referenced using numeric values from 1 - 5. (N 1,0) Required
Price Disc Code	This is the price discount code [defined for a price class through Price Matrix Maintenance (MENU OEPRCE)] for the pricing matrix that you want associated with this customer. The use of the price matrix for pricing is determined by the settings for the store's company in Order Entry Options (MENU XAFILE). The code that you assign to this customer is used to classify the customer for pricing functions using the price matrix. There are 999 possible customer price discount codes for discount, markup, and gross margin percentages that may be assigned to a customer. Key the price discount code for this customer. NOTE: If the POS order header ship-to number is later changed on the POS Customer Search Screen, this field's value will be changed as well to reflect a new default value (even if the previous value was changed from default value by a user). *Default Value:* The customer price discount class code assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE). However, if the values of this fields on the Ship-to level is overridden, then this ship-to level value will be used as default value instead of the customer level value. *Valid Values:* 001-999 (N 3,0) Optional

POS Header Screen Fields and Function Keys

Field/Function Key	Description
Trade Disc%	This field appears only if the **Use Trade Discounts** field is set to Y in Order Entry Options Maintenance (MENU XAFILE). Use this field to specify the trade discount percent for this order. The trade discount is applied to the entire order on the Check Out Screen (p. 3-121) if the total order value exceeds the invoice amount specified for the percent through Trade Discount Maintenance (MENU OEPRCE). *Default Value:* The trade discount percent defined through Trade Discount Maintenance (MENU OEPRCE) and assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE). (N 5,2) Optional
Contract Code	Use this field to specify the contract code to classify the customer for contract pricing. Contracts are used for pricing only if the **Use Customer Contracts** field is set to Y through Order Entry Options Maintenance (MENU XAFILE). This code is used for contract pricing and may categorize a group of customers that use the same contract pricing. NOTE: If the POS order header ship-to number is later changed on the POS Customer Search Screen, this field's value will be changed as well to reflect a new default value (even if the previous value was changed from default value by a user). *Default Value:* The customer contract code assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE). However, if the value of this field on the Ship-to level is overridden, then this ship-to level value will be used as default value instead of the customer level value. *Valid Values:* A customer contract code defined through Customer Contract Code Maintenance (MENU OEPRCE). (A 4) Optional
Contract Number	Use this field to specify the contract number used for customer pricing if contract pricing is used. If you leave this field blank, Distribution A+ will check to see if a Point of Sale contract was defined through Customer Contract Code Maintenance (MENU OEPRCE). If so, that contract will be used. (N 4,0) Optional

POS Header Screen Fields and Function Keys

Field/Function Key	Description
Tax Body	This field is not used if the **Use Vertex Taxing** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify the tax body that represents the tax jurisdiction for this order and customer. This tax body will be used for retail and will call items. For pickup/delivery items, refer to the **P/D Tax Body** field. *Default Value:* The tax body code assigned to the store through Stores Maintenance (MENU PSFILE) for retail and will call items. *Valid Values:* A tax body code defined through Tax Body Maintenance (MENU OEFILE). (A 10) Required
P/D Tax Body	This field is not used if the **Use Vertex Taxing** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify the tax body that represents the tax jurisdiction for the customer location to which pickup/delivery items will be delivered. This tax body will be used to calculate the sales tax value for pickup/delivery items on the order. For retail and will call items, refer to the **Tax Body** field. *Default Value:* The tax body code assigned to the store through Stores Maintenance (MENU PSFILE). *Valid Values:* A tax body code defined through Tax Body Maintenance (MENU OEFILE). (A 10) Required
Sales Tax Code	This field is not used if the **Use Vertex Taxing** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify the tax code for this order. An item tax code and a re-use code assigned to individual items through Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE) are used together to determine which items on the order are taxable. If customer tax code is 1, 2, or 3, no items will be taxed. If customer tax code is 0, the **Re-use** code is ignored and • items with code 0 are taxed • items with code 1, 2, 3 are not taxed If customer tax code is J (for Jobber) • items with 0 codes and **Re-use** code of Y are taxed • items with 0 codes and **Re-use** code of N are not taxed • items with 1, 2, or 3 codes are not taxed *Default Value:* The tax code assigned to the customer through Customer/ Ship to Master Maintenance (MENU ARFILE). (A 1) Required

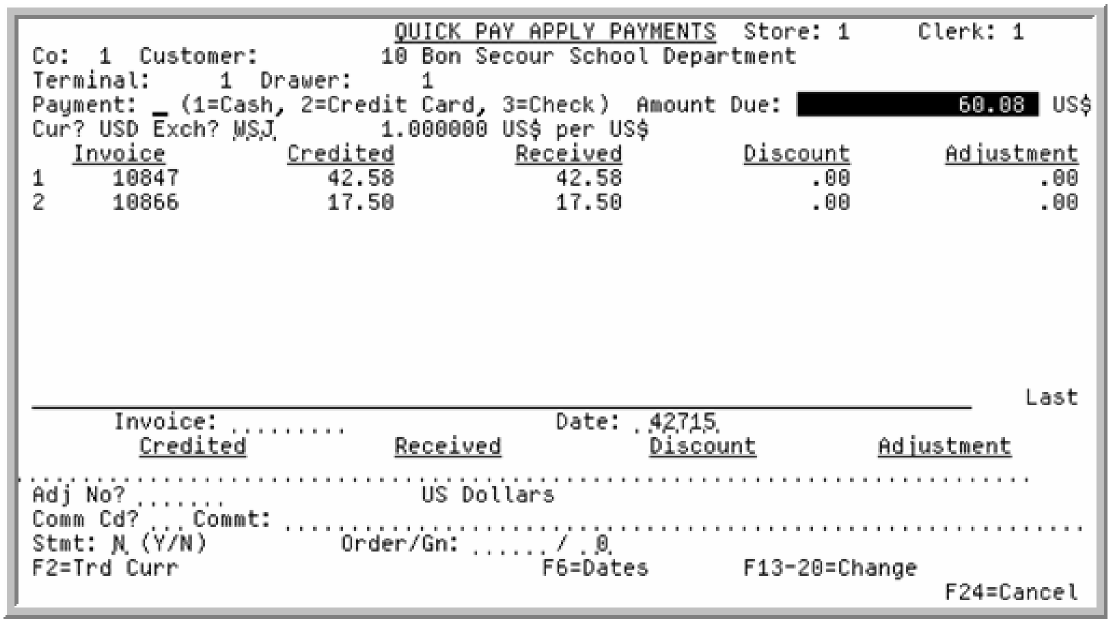
POS Header Screen Fields and Function Keys

Field/Function Key	Description
Tax Exempt Cert #	This field is not used if the **Use Vertex Taxing** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify the tax exempt certificate number. It is recommended that you provide a tax exemption certificate number if the **Sales Tax Code** field is set to 1, 2, or 3. *Default Value:* The tax exempt certificate number specified for the customer through Customer/Ship to Master Maintenance (MENUARFILE). (A 15) Optional
Exp Date	Use this field to specify the expiration date of the tax exempt certificate. *Default Value:* The expiration date specified for the tax exempt certificate number for this customer through Customer/Ship to Master Maintenance (MENU ARFILE). *Valid Values:* A date keyed in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the default date format specified for the system through System Options Maintenance (MENU XAFILE). (N6,0) Optional
Fed Excise Tax Code	This field is reserved for future use.
Terms Code	Use this field to specify the payment terms for orders billed to the house account for this customer. *Default Value:* The accounts receivable terms code assigned to the customer in Customer/Ship to Master Maintenance (MENU ARFILE). *Valid Values:* A terms code defined through A/R Terms Code Maintenance (MENU ARFILE). (A 2) Required
Sales Rep 1-3	Only the first sales rep is required. The second and third sales rep fields are optional and can only be used if the **Allow Multiple Salesreps/Order** field is set to Y in Order Entry Options Maintenance (MENU XAFILE). Use these fields to specify the sales representatives that will be credited for the order. For each sales rep number that you specify, you must use the corresponding **Com%** field to enter the commission for the rep. *Default Value:* The number of the first, second, and third sales reps assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE). *Valid Values:* A sales representative code defined through Sales Rep Maintenance (MENU SAFILE). (3 @ A 5) Required/Optional

POS Header Screen Fields and Function Keys

Field/Function Key	Description
Com%	Use these fields to specify the commission percentage received by each sales rep. NOTE: These fields are informational use only; Distribution A+ does not calculate sales rep commissions. *Default Value:* The commission assigned to the corresponding sales rep through Sales Rep Maintenance (MENU SAFILE). (3 @ N 5,3) Optional
F4=Contr List	Press F4=CONTR LIST to display the contract pricing for this customer, if applicable. The *Contract File List Screen* appears. Refer to the Order Entry User Guide for a description of this screen.
F12=Return	Press F12=RETURN to return to the POS Item Entry Screen (p. 3-23) without saving your entries.
Enter	Press ENTER to save any changes you made and return to the POS Item Entry Screen (p. 3-23).

Quick Pay Apply Payments POS Screen



This screen appears after you press F6=INQ and access the Customer Inquiry (MENU ARMAIN) by pressing F21=CUST INQ on the POS Item Entry Screen (p. 3-23). From within the Customer Inquiry, access the Open Invoices Screen with F5=OPN INV and then access Quick Pay with F2=PAY.

Use this screen to apply miscellaneous payments by entering new invoices to the system and apply payment to existing marked invoices using a credit card, cash, or ACH/check. Typically new miscellaneous invoices will be entered for unapplied cash situations using invoice number 1.

When paying an open invoice via the Customer Inquiry from within this menu option using the POS Quick Pay process, it is required to pay the total amount due, as specified in the **Amount Due** field for the credit card being used, since multiple credit card payment types are not allowed during a Quick Pay transaction.

When using a cardholder data integration, the Quick Pay Apply Payments POS Screen - Payment Methods (p. 3-87) displays when the Credit Card payment method is selected by keying 2 in the **Payment** field.

When using a secure token integration, Distribution A+ will automatically launch to the CenPOS *Authorization Panel* when the Credit Card payment method is selected on this screen (that is, 2 is keyed in the **Payment** field). After entering/swiping the credit card information into the panel and clicking SUBMIT, the authorization is processed in CenPOS and the results will be sent back to Distribution A+. The Quick Pay Apply Payments POS Screen - Change (p. 3-93) then displays.

Additionally, when entering 2 in the **Payment** field, if the POS store's **On Line / Phone Merchant ID** is not assigned a CenPOS interface of **5** (based on the override merchant maintenance option in Defining Merchant IDs Overrides Maintenance (MENU PSFILE)), the credit card transaction will be restricted and the screen will issue the message 0956: **Must activate CenPOS interface for credit card/ACH Processing**. CenPOS Payment Processing is currently the only valid interface within Distribution A+

that is supported and must be used to accommodate Payment Card Industry (PCI) compliancy standards.

NOTE: If CenPOS has allowed a partial authorization approval to occur since that particular card could not authorize the full authorization amount, Distribution A+ POS Quick Pay will decline the authorization and require another credit card to be used, since multiple credit card payment types are not allowed. This screen will issue the message **9313: Credit Card cannot be fully authorized**, informing you of the declined authorization. Once this occurs, you will be able to enter or select another credit card to use, or you can modify the Quick Pay POS invoice amount accordingly in attempt to use the same credit card again.

NOTE: If you are working with the “quick pay” feature and your session terminates abnormally, you will be returned to the session you were working in when you access Customer A/R Inquiry (MENU ARMAIN).

Quick Pay Apply Payments POS Screen Fields and Function Keys

Field/Function Key	Description
Store	This field displays the store ID for which the transaction will be entered. The store ID that displays will be either the store ID entered on the Point of Sale Sign On Screen (p. 3-9), or if you left the **Store** field blank on that screen, the system will display the default store assigned to your clerk ID through Clerks Maintenance (MENU PSFILE). Display
Clerk	(This field displays the ID of the clerk currently signed on at this POS terminal. Display
Co/Customer	This field displays the number and name of the customer for whom the transaction will be entered. If a default customer is defined for the selected store on the Store Maintenance Screen (p. 9-4) in Stores Maintenance (MENU PSFILE), the default customer number and name will display when you first access this screen. If a default customer is not assigned to the store or if you change the customer number, the customer number that you entered on the POS Customer Search Screen (p. 3-19) or selected from the *Customer/Ship-To Search - Customer Search Screen* will display. Display
Terminal/Drawer	The ID of the POS terminal at which you are working; followed by the ID of the drawer assigned to the terminal at this time. Display

Quick Pay Apply Payments POS Screen Fields and Function Keys

Field/Function Key	Description
Payment	Use to identify the type or payment to be processed. After entering a value in the **Payment** field, the Quick Pay Apply Payments POS Screen - Payment Methods (p. 3-87) immediately displays. *Valid Values:* 1 for Cash, 2 for Credit Card, 3 for Check. (N 1,0) Required
Amount Due	This field displays the difference between the **Chk/Csh** field and the **Amt Rcv** field. To post cash for the group, .00 must display in this field. Display
Cur	This field appears only if International Currency is installed and activated. If you marked invoices for payment on the *Open Invoices Screen* within the Customer Inquiry (MENU ARMAIN), this field is display-only and shows the trading currency of the invoices selected. If you did not mark any invoices on the *Open Invoices Screen*, this field is required. Use this field to enter the currency that you want to use to apply the payments. The currency that you enter must be the same as the currency of the invoice that you entered on this screen. *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) *Default Value:* The currency of the marked invoices. If no invoices were marked for payment, the stores company local currency, specified through International Currency Options (MENU ICFILE). (A 3) Required/Display
Exch	This field appears only if International Currency is installed and activated. Key the exchange code that you want to use. *Valid Values:* An exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) *Default Value:* The stores company default exchange code, specified through International Currency Options (MENU ICFILE) (A 3) Required
Exch Rate	This field appears only if International Currency is installed and activated. This field displays the exchange rate based on the currency and exchange code. Please note that when invoices are posted from this screen, the system uses the exchange rate that displays on this screen, not the exchange rate on the original invoice. Display

Quick Pay Apply Payments POS Screen Fields and Function Keys

Field/Function Key	Description
Invoice	The **Invoice** field displays for both views of the F6=Dates / F6=Amounts toggle key. The invoice number of the invoice that will be paid when payment is applied. Display
Credited	The **Credited** field displays when the F6=Dates / F6=Amounts key show as F6=Dates. The total amount to be credit to the customer account for the payment as established for the invoice during the payment entry process on this screen. Display
Received	The **Received** field displays when the F6=Dates / F6=Amounts key show as F6=Dates. The amount received for the payment amount established for the invoice during the payment entry process on this screen. Display
Discount	The **Discount** field displays when the F6=Dates / F6=Amounts key show as F6=Dates. The cash discount amount established for the invoice during the payment entry process on this screen. Display
Adjustment	The **Adjustment** field displays when the F6=Dates / F6=Amounts key show as F6=Dates. The adjustment amount established for the invoice during the payment entry process on this screen. Display
Invoice Date	The **Invoice Date** displays when the F6=Dates / F6=Amounts key show as F6=Amounts. The date the invoice was processed (this date may be overridden during order entry). Display
Dsc Date	The **Dsc Date** displays when the F6=Dates / F6=Amounts key show as F6=Amounts. The cash discount date established for the invoice based on the **Terms Code** (i.e. 2% 10 days net 30) assigned to the customer. Display

Quick Pay Apply Payments POS Screen Fields and Function Keys

Field/Function Key	Description
Age Date	The **Age Date** displays when the F6=DATES / F6=AMOUNTS key show as F6=AMOUNTS. The aging date established for the invoice based on the **Terms Code** (i.e. 2% 10 days net 30) assigned to the customer. Display
Terms	The **Terms** field displays when the F6=DATES / F6=AMOUNTS key show as F6=AMOUNTS. Display
Invoice	Use this field to enter a new invoice number into the system, however, you cannot enter a finance charge invoice. The invoice number is the number of the invoice that will be paid when payment is applied. (N 8,0) Optional
Date	Key the date of the payment. *Default Value:* Today's date *Valid Values:* A date entered in the **Default Date Format** specified for your user ID in Register A+ User IDs (MENU XACFIG), or, if that field is blank, the system's **Default Date Format**. (N 6,0) Required
Credited	The total amount to be credited to the customer account for the invoice payment as established for the invoice during the payment entry process on this screen. The amount is this field must equal Credited - Discount + Adjustment. *Default Value:* The amount that the customer is credited as having paid (N 9,2) Optional
Received	The amount that the customer has paid displays in this field. The amount in this field must equal Credited - Discount - Adjustment. (N 9,2) Optional
Discount	The amount of a discount, if any, used by the customer for this payment. The amount in this field must equal Credited - Received - Adjustment. (N 9,2) Optional
Adjustment	The amount of an adjustment, if any, that must be applied to this customer's payment displays in this field. The amount in this field is subtracted from the sum of the amount Received and the Discount. The amount in this field must equal the Credited - Received - Discount. (N 9,2) Optional

Quick Pay Apply Payments POS Screen Fields and Function Keys

Field/Function Key	Description
Adj No	Key the adjustment number. The **Adj No** field is only valid when there is an amount in the **Adjustment** field. *Valid Values:* An adjustment number defined through Adjustment Numbers Maintenance (MENU ARFIL2), if the **Validate Adj Numbers** field is set to Y through Accounts Receivable Options Maintenance (MENU XAFILE). (A 6) Optional
Comm Cd	Payment codes can be used to incorporate user-defined comments for display, or for printing the customers' statements. Key the payment comment code that you want to be associated with the payment transaction. The **Commt** field will be filled in when you press ENTER. *Valid Values:* A payment comment code defined through Payment Comment Codes Maintenance (MENU ARFIL2). (A 2) Optional
Commt	Use this field to provide a comment for this transaction. If you keyed a payment comment code in the **Comm Cd** field, this field will be filled in when you press ENTER. If you did not enter a comment code, you can key a comment in this field. Use the **Stmt** field to specify whether the comment will print on the customer's statement. (A 60) Optional
Stmt	A value is required in this field only if you enter a comment. This field determines whether the comment will print on the customer's statements. Key Y if you want the comment to print on customer statements. Key N if you do not want the comment to print on customer statements. (A 1) Optional/Required
Order/Gn	Use this field to specify the number and generation of the Order Entry sales order used to generate the invoice being paid. For additional details, refer to the Unapplied Cash and Un-invoiced Cash topic in the A/R Cash & Adjustment Processing chapter of the Accounts Receivable User Guide. *Valid Values:* The number of an open order associated with the customer making a payment. (A 5 / N 2,0) Optional

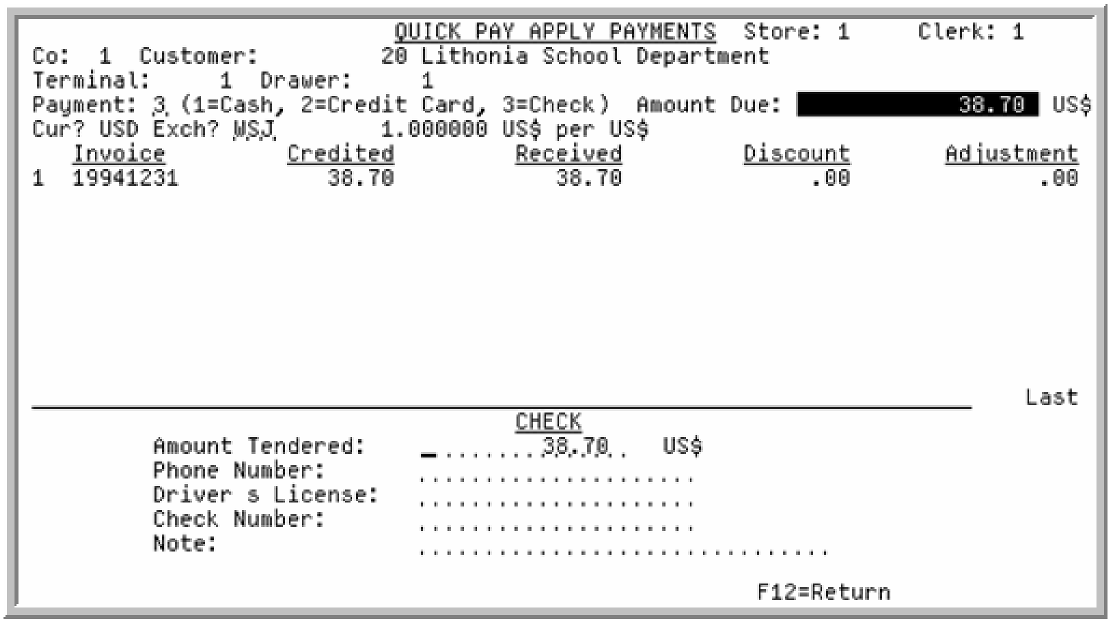
Quick Pay Apply Payments POS Screen Fields and Function Keys

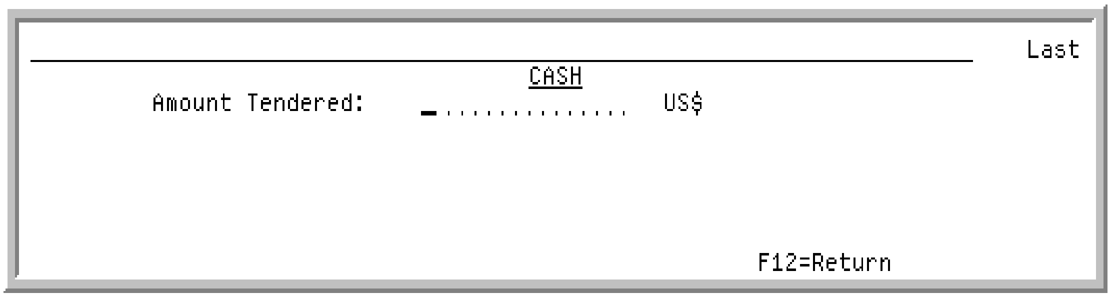
Field/Function Key	Description
F2=Lcl Curr/Trd Curr	F2=LCL CURR / F2=TRD CURR appears only if International Currency has been activated through Activate International Currency (MENU ICMAST). F2=LCL CURR / F2=TRD CURR is a toggle. Press F2=LCL CURR / F2=TRD CURR to toggle between displaying the amounts shown on this screen in the **Chk/Csh**, **Amt Rcv**, and **Balance** fields, and for the invoices in the list, in the company's local currency or in the customer's trading currency. The values in the **Credited**, **Received**, **Discount**, and **Adjustment** data entry fields (across the bottom of the screen) are always shown in the currency specified in the **Cur** field on this screen.
F5=Post Credit Card	F5=POST CREDIT CARD appears only in entry mode. If you select to edit an invoice from the transactions displayed on the screen, F5=POST CREDIT CARD does not display. If the customer is making the payment with a credit card, press F5=POST CREDIT CARD to enter the credit card information, authorize the transaction, and post the group. The *Credit Card Authorization Window* appears. Once the transaction is authorized, the group will be submitted to be posted through Posting Cash and Adjustments. Refer to that option for reporting details. NOTE: When using CenPOS integration, the Distribution A+ *Credit Card Authorization Window* will no longer appear. Instead, the CenPOS *Authorization Panel* will launch to allow the user to authorize the transaction. For credit authorizations of a quick pay invoice, the CenPOS *Manage Token Panel* will appear.
F6=Dates/Amounts	Press F6=DATES / F6=AMOUNTS to toggle between displaying the **Credited**, **Received**, **Discount** and **Adjustment** fields and the **Inv Date**, **Dsc Date**, **Age Date**, and **Terms** fields.
F9=Apply Discount	F9=APPLY DISCOUNT appears only in entry mode. If you select to edit an invoice from the transactions displayed on the screen, F9=APPLY DISCOUNT does not display. Press F9=APPLY DISCOUNT to apply a cash discount to the selected invoice. Discounts will be applied for the amount of cash discount balance on the selected invoice.
F10=Post Cash	F10=POST CASH appears only in entry mode. If you select to edit an invoice from the transactions displayed on the screen, F10=POST CASH does not display. If the customer is making the payment with cash or a check, press F10=POST CASH to post the group. You must confirm the posting by pressing F10=POST CASH a second time. The group will be submitted to be posted through Accounts Receivable Cash and Adjustment Post (MENU ARMAIN). The *Open Invoices Screen* will display. Refer to that option for reporting details.

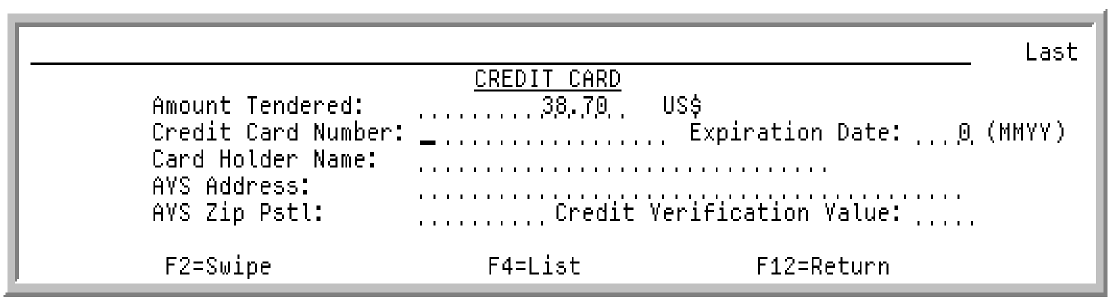
Quick Pay Apply Payments POS Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	F12=RETURN appears only when an invoice is selected to edit the invoice transactions. Press F12=RETURN to return to the list of marked invoices without saving any changes. If you keyed changes and want to save them, use ENTER.
F13-F20=Change	F13-F20=CHANGE appears only in entry mode. If you select to edit an invoice from the list, this function key will no longer appear. Press the key that corresponds to the reference number (**Reference Number** field) of the invoice number that you wish to select. This screen allows you to change detailed item receipt information. Use the function keys as follows to select an item to change: • F13=Reference Number 1 • F14=Reference Number 2 • F15=Reference Number 3 • F16=Reference Number 4 • F17=Reference Number 5 • F18=Reference Number 6 • F19=Reference Number 7 • F20=Reference Number 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **EXAMPLE:** To change line 8, press SHIFT and F8. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **EXAMPLE**: To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8.
F24=Cancel	Press F24=CANCEL to cancel the group and return to the Open Invoices Screen. Any marked invoices will be unmarked. The group will be submitted to be posted through Accounts Receivable Cash and Adjustment Post (MENU ARMAIN). Refer to that option for reporting details.
Enter	If you selected an invoice to edit the amounts, press ENTER after making your changes to save your entries and return to the list of marked invoices. If you are entering a new invoice, press ENTER to save your entries and add the invoice to the group.

Quick Pay Apply Payments POS Screen - Payment Methods







This screen appears automatically after keying a **Payment** type on the Quick Pay Apply Payments POS Screen (p. 3-79). The value of the Payment type determines which payment view displays:

- A **Payment** type of 1 displays the *Cash* payment entry view.
- A **Payment** type of 2 displays the *Credit Card* payment entry view when using a cardholder data integration to the payment processing networks. The default view is for credit card swipe mode. Press F2=MANUAL ENTRY to display all fields. For a secure token integration, this screen will not display. The CenPOS *Authorization Panel* is launched and the processing will occur there.
- A **Payment** type of 3 displays the *Check* payment entry view.

You must have marked invoices for payment on the *Open Invoices Screen* of the Customer Inquiry to process payments.

Use this screen to identify the payment details to be used for the payments being applied to the specified invoice.

NOTE: If you are working with the “quick pay” feature and your session terminates abnormally, you will be returned to the session you were working in when you access Customer A/R Inquiry (MENU ARMAIN).

Quick Pay Apply Payments POS Screen - Payment Methods Fields and Function Keys

Field/Function Key	Description
Store	This field displays the store ID for which the transaction will be entered. The store ID that displays will be either the store ID entered on the Point of Sale Sign On Screen (p. 3-9), or if you left the **Store** field blank on that screen, the system will display the default store assigned to your clerk ID through Clerks Maintenance (MENU PSFILE). Display
Clerk	This field displays the ID of the clerk currently signed on at this POS terminal. Display
Co/Customer	This field displays the number and name of the customer for whom the transaction will be entered. If a default customer is defined for the selected store on the Store Maintenance Screen (p. 9-4) in Stores Maintenance (MENU PSFILE), the default customer number and name will display when you first access this screen. If a default customer is not assigned to the store or if you change the customer number, the customer number that you entered on the POS Customer Search Screen (p. 3-19) or selected from the Customer/Ship-To Search - Customer Search Screen will display. Display
Terminal/Drawer	The ID of the POS terminal at which you are working; followed by the ID of the drawer assigned to the terminal at this time. Display
Payment	Identifies the type or payment to be processed. A value of **2** for Credit Card has been entered for this screen to be displayed. Display
Amount Due	This is the total of the **Received** amounts for all the detail invoice transactions added for quick pay payments. This amount is submitted for payment as the **Amount Tendered** for the transaction. Display

Quick Pay Apply Payments POS Screen - Payment Methods Fields and Function Keys

Field/Function Key	Description
Cur	This field appears only if International Currency is installed and activated. The currency to be used to apply the payments. The currency entered must be the same as the currency of the invoices entered on this screen. Display
Exch	This field appears only if International Currency is installed and activated. The exchange code to be used for the currency conversion rates. Display
(Reference)	The reference line number of the invoices selected for quick pay payments. Display
Invoice	The **Invoice** field displays when the F6=DATES / F6=AMOUNTS key shows as F6=DATES on the Quick Pay Apply Payments POS Screen (p. 3-79). The invoice number is the number of the invoice that will be paid when payment is applied. Display
Credited	The **Credited** field displays when the F6=DATES / F6=AMOUNTS key show as F6=DATES on the Quick Pay Apply Payments POS Screen (p. 3-79). The total amount to be credit to the customer account for the payment as established for the invoice during the payment entry process on this screen. Display
Received	The **Received** field displays when the F6=DATES / F6=AMOUNTS key show as F6=DATES on the Quick Pay Apply Payments POS Screen (p. 3-79). The amount received for the payment amount established for the invoice during the payment entry process on this screen. Display
Discount	The **Discount** field displays when the F6=DATES / F6=AMOUNTS key show as F6=DATES on the Quick Pay Apply Payments POS Screen (p. 3-79). The cash discount amount established for the invoice during the payment entry process on this screen. Display
Adjustment	The **Adjustment** field displays when the F6=DATES / F6=AMOUNTS key show as F6=DATES on the Quick Pay Apply Payments POS Screen (p. 3-79). The adjustment amount established for the invoice during the payment entry process on this screen. Display

Quick Pay Apply Payments POS Screen - Payment Methods Fields and Function Keys

Field/Function Key	Description
Invoice Date	The **Invoice Date** displays when the F6=DATES / F6=AMOUNTS key show as F6=AMOUNTS on the Quick Pay Apply Payments POS Screen (p. 3-79). The date the invoice was processed (this date may be overridden during order entry). Display
Dsc Date	The **Dsc Date** displays when the F6=DATES / F6=AMOUNTS key show as F6=AMOUNTS on the Quick Pay Apply Payments POS Screen (p. 3-79). The cash discount date established for the invoice based on the **Terms Code** (i.e. 2% 10 days net 30) assigned to the customer. Display
Age Date	The **Age Date** displays when the F6=DATES / F6=AMOUNTS key show as F6=AMOUNTS on the Quick Pay Apply Payments POS Screen (p. 3-79). The aging date established for the invoice based on the **Terms Code** (i.e. 2% 10 days net 30) assigned to the customer. Display
Terms	The **Terms** field displays the description of the terms code assigned to the original order when the F6=DATES / F6=AMOUNTS key show as F6=AMOUNTS on the Quick Pay Apply Payments POS Screen (p. 3-79). Display
Amount Tendered	The total amount received for the miscellaneous payment transactions entered on the Quick Pay Apply Payments POS Screen (p. 3-79). Accept this amount or key the amount to be: • paid in cash • charged to the credit card specified below • paid by the check specified below (N 13,2) Required
Credit Card Number	This field only displays on the *Credit Card* view of this screen. Key the account number of the credit card when using actual card holder data for the integration. The credit card number is validated for the card type to ensure that the number is a valid credit card number. For a secure token integration, this field is protected and you will use the F5=CARDS key to select a valid credit card from the Secure Card List Screen (MENU EPFILE). *Default Value:* The credit card number assigned through Credit Card Maintenance (MENU EPFILE). (A 18) Required

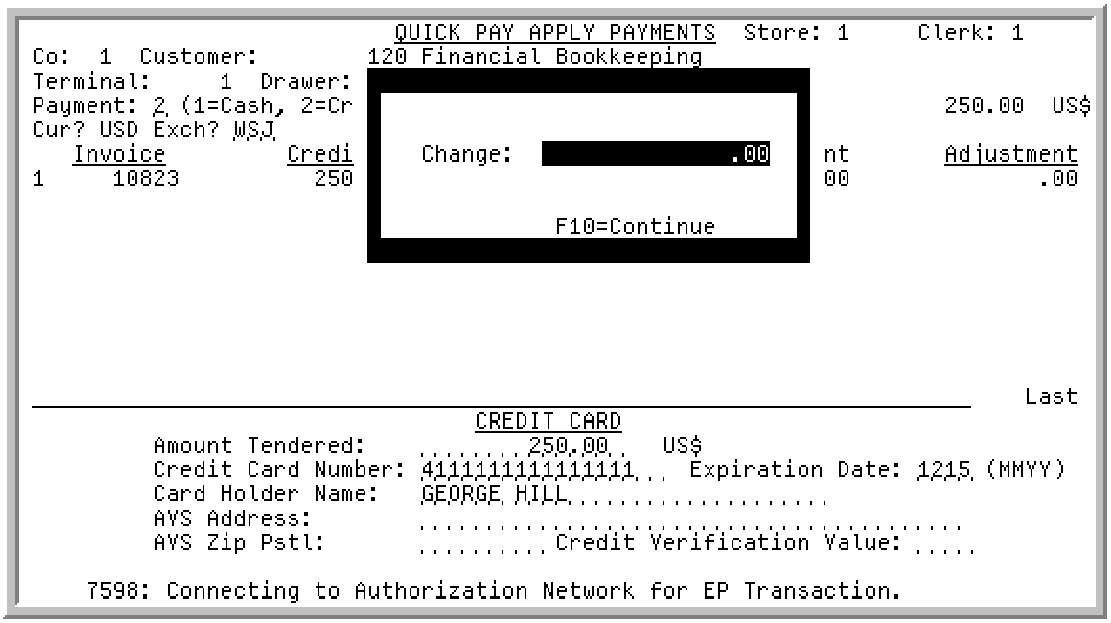
Quick Pay Apply Payments POS Screen - Payment Methods Fields and Function Keys

Field/Function Key	Description
Expiration Date	This field only displays on the *Credit Card* view of this screen. Key the date on which the credit card expires. Cards that have passed the expiration date cannot be authorized or settled. For a secure token integration, this field is optional as the information has already been stored with the valid credit card number. *Default Value:* The expiration date on the card defined through Credit Card Maintenance (MENU EPFILE). *Valid Values:* A future date in MMYY format. (N 4,0) Required
Card Holder Name	This field only displays on the *Credit Card* view of this screen. Key the name of the cardholder as it appears on the credit card. *Default Value:* The card holder name assigned through Credit Card Maintenance (MENU EPFILE) or Secure Card Maintenance (MENU EPFILE). (A 30) Optional
AVS Address	This field only displays on the *Credit Card* view of this screen. This field is required if the **AVS** field is set to Y through Payment Types Maintenance (MENU ARFILE) for the payment type specified in the **Payment Code** field; otherwise, you must leave this field blank. Use this field to provide address information for the cardholder for the Address Verification Service (AVS). Key the cardholder’s address. *Default Value:* The AVS address assigned through Credit Card Maintenance (MENU EPFILE). (A 40) Required/Blank
AVS/Zip Pstl	This field only displays on the *Credit Card* view of this screen. This field is required if the **AVS** field is set to Y through Payment Types Maintenance (MENU ARFILE) for the payment type specified in the **Payment Code** field; otherwise, you must leave this field blank. Use this field to provide the cardholder’s zip or postal code for the Address Verification Service (AVS). Key the zip or postal code of the cardholder’s address. *Default Value:* The AVS zip or postal code assigned through Credit Card Maintenance (MENU EPFILE). (A 9) Required/Blank

Quick Pay Apply Payments POS Screen - Payment Methods Fields and Function Keys

Field/Function Key	Description
Credit Verification Value	This field only displays on the *Credit Card* view of this screen. This field is required if the **CVV** field is set to Y through Payment Types Maintenance (MENU ARFILE) for the payment type specified in the **Payment Code** field; otherwise, you must leave this field blank. Key the credit card verification value. The credit card verification value is the three or four digit number printed on the credit card. *Default Value:* The CVV assigned through Credit Card Maintenance (MENU EPFILE). (A 4) Required/Blank
Phone Number	This field only displays on the *Check Number* view of this screen. Key the telephone number of the person issuing the check. (A 20) Optional
Drivers License	This field only displays on the *Check Number* view of this screen. Key the drivers license number of the person issuing the check. (A 20) Optional
Check Number	This field only displays on the *Check Number* view of this screen. Key the number of the check being issued for payment (A 20) Optional
Note	This field only displays on the *Check Number* view of this screen. Key any miscellaneous payment notes to be entered for this check payment. (A 30) Optional
F2=Manual Entry / F2=Swipe	This field only displays on the *Credit Card* view of this screen. Press F2=MANUAL ENTRY / F2=SWIPE to display or hide the fields necessary for manual credit card entry vs. swipe entry of credit cards.
F4=List	This field only displays on the *Check Number* view of this screen. Press F4=LIST to display a list of credit cards that has been saved for this customer. The *Credit Card List Screen* appears. Refer to this screen as presented and explained in Customer/Ship To Credit Card Maintenance (MENU EPFILE) of the Electronic Payments User Guide.
F12=Return	Press F12=RETURN to return to the Quick Pay Apply Payments POS Screen (p. 3-79).
Enter	If you are manually entering a credit card, press ENTER to save your entries and submit the transaction to your authorization network for EP transaction processing.

Quick Pay Apply Payments POS Screen - Change



The Quick Pay Apply Payments POS Screen - Change is the pop-up window that appears after you press ENTER to process the quick-pay payment information. For quick-pay credit card payments, payment information is sent to the EP authorization network where a successful authorization and settlement will have occurred. For quick-pay cash and check payments, the amount of change to return to the customer is shown.

This screen ensures that you do not cancel out or shut down the Quick Pay Apply Payments POS Screen - Payment Methods prior to completing the credit card processing (via POS quick pay). Your only options will be to press F5=REPRINT to reprint (if needed) the receipt that was just printed, or press F10=CONTINUE to continue to the G/L Posting Date Selection Screen - A/R Cash & Adjustment Post (MENU ARMAIN). If restart occurred due to the process being ended prior to this Change Screen displaying, the system will void the previous credit card transaction. Then, upon restart, the POS restart screen will inform you to review the EP transaction inquiry for details.

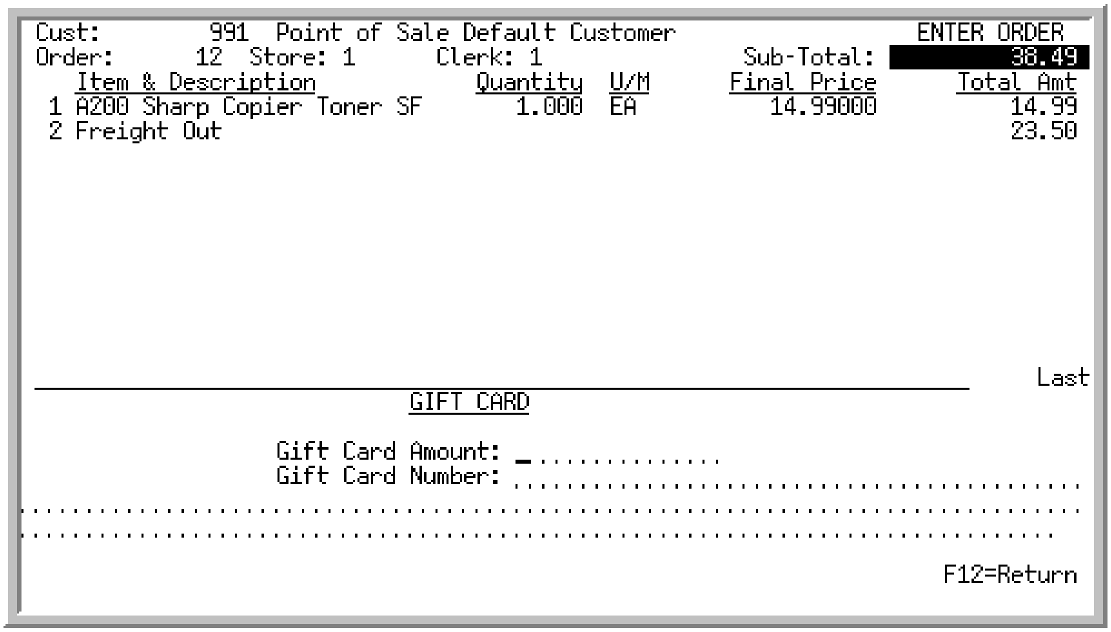
Quick Pay Apply Payments POS Screen - Change Screen Fields and Function Keys

Field/Function Key	Description
Change	This field displays the amount of change that is due to the customer. Display
F5=Reprint	Press F5=REPRINT to reprint the receipt that was just printed.

Quick Pay Apply Payments POS Screen - Change Screen Fields and Function Keys

Field/Function Key	Description
F10=Continue Enter	Press F10=CONTINUE or ENTER to continue. The A/R Cash & Adjustment Post Screen will display prompting you for the **G/L Posting Date** to be used for this payment group. Normally, you will press ENTER and accept today's default date, but verify your company's business procedures for appropriate action. The *Open Invoices Screen* will then display. Refer to these screens in the Accounts Receivable User Guide. Once the *Open Invoices Screen* displays, press F12=RETURN and F3=EXIT from the Customer Inquiry back to the POS Item Entry Screen (p. 3-23).

Gift Card Issue Screen



This screen appears after you press F11=GIFT on the POS Item Entry Screen (p. 3-23) or after you select a gift card line from the Line Selection Screen (p. 3-42).

If your store offers gift certificates or gift cards, use this screen to enter the amount and number of the gift certificate or card that the customer is purchasing. The gift card will be added to the order as a line item and the gift card information is stored in the system, making it available when the card is redeemed.

For previously purchased gift cards, you can use this screen to add to the gift card's balance or print a receipt of the remaining balance on the card. You can add to the balance of a gift card only if the gift card does not exist on a saved order. Orders are saved on the Check Out Screen (p. 3-121).

Gift Card Issue Screen Fields and Function Keys

Field/Function Key	Description
Cust	This field displays the number and name of the customer for whom the transaction will be entered. Display
Ship-to	This field displays only after you have selected a ship-to address for the selected customer from the Ship-to Search Screen. The selected ship-to number for the customer shipping address is shown. Display

Gift Card Issue Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	This field displays the process and type of order. Display values may be • Enter Order • Enter Return Display
Order	This field appears only after you have added an item to the order or return. The POS order number assigned to the order or return by the system displays in this field. Display
Store	This field displays the store ID for which the transaction will be entered. The store ID that displays will be either the store ID entered on the Point of Sale Sign On Screen (p. 3-9), or if you left the **Store** field blank on that screen, the system will display the default store assigned to your clerk ID through Clerks Maintenance (MENU PSFILE). Display
Clerk	This field displays the ID of the clerk currently signed on at this POS terminal. Display
Sub-Total	This field displays the running sub-total for all line items currently on the order or return. The sub-total does not include tax and trade discounts. Tax and trade discounts are added to the total at checkout. Display
Item & Description	This field displays the number and description of the item on the order or return. Display
Quantity	This field displays the quantity of the item ordered in the item's ordering unit of measure. Display
U/M	For scanned items, this field displays the unit of measure associated with the scanned bar code, as determined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE) for the entered item number. For entered items, this field displays the unit of measure for the order quantity. Display
Final Price	This field displays the final price of one unit of the item. This field is calculated by multiplying the unit price by the override discount percent. Display

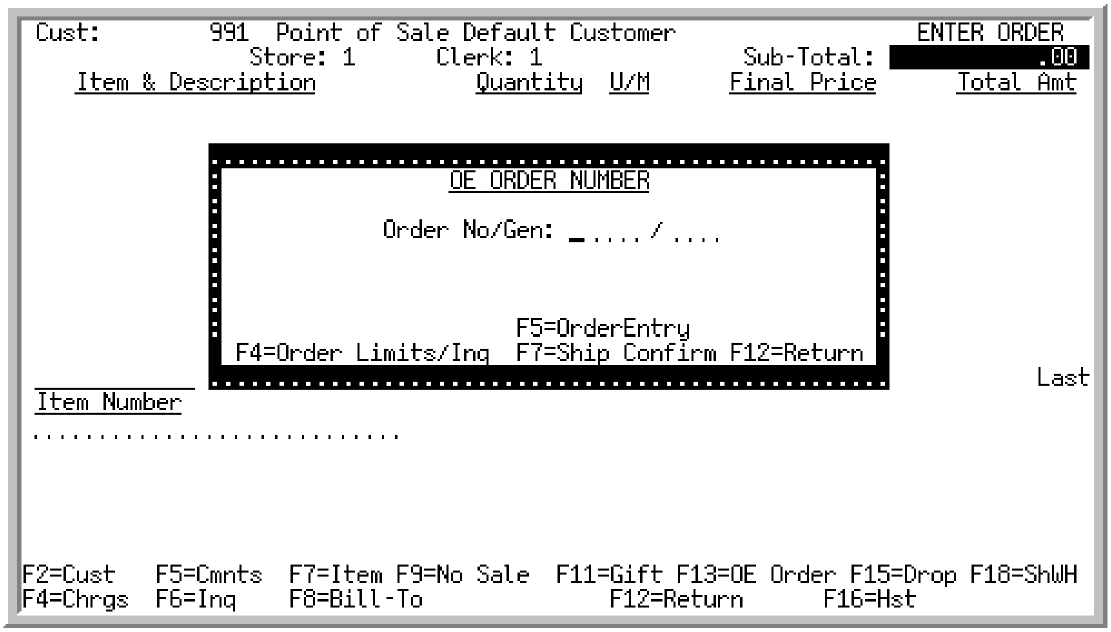
Gift Card Issue Screen Fields and Function Keys

Field/Function Key	Description
Total Amt	This field displays the extended total amount of all units of the item ordered. Display
Gift Card Amount	Use this field to specify the amount of the gift card. This field is required if a customer is purchasing a gift card or adding to the balance of a previously purchased gift card. This field must be left blank if the customer wants to print a receipt of the remaining balance printed. Key the amount of the gift card being purchased or the amount being added to the existing gift card balance. (N 13,2) Required/Blank
Gift Card Number	Use this field to specify the identification number on the gift card or the number on the gift certificate to be purchased or inquired on. If you scan the gift card number, the number can be 200 characters in length but only the first 20 characters will be used. If you key the gift card number, only 20 characters can be keyed. Key the gift card/gift certificate identification number. If you are adding a new gift card to the order, the gift card number cannot be changed once entered; the line will need to be deleted and rekeyed if entered incorrectly. To see the balance on the gift card, key the **Gift Card Number** and press ENTER. (A 200) Required
Gift Card Balance	This field only displays when changing an existing gift card. This field displays the amount currently available on the gift card. Display
F5=Print	F5=PRINT appears after you enter a previously purchased gift card number, leave the **Amount** field blank, and press ENTER. Press F5=PRINT to print a receipt that specifies the remaining balance on the gift card. A receipt will print and you are returned to the POS Item Entry Screen (p. 3-23).
F10=Add to Bal	F10=ADD TO BAL appears after you enter a purchased gift card number and press ENTER. You can add to the balance of a gift card only if the gift card does not exist on a saved order. Press F10=ADD TO BAL to add the amount specified in the **Amount** field to the total balance on the gift card.
F12=Return	Press F12=RETURN to return to the POS Item Entry Screen (p. 3-23) without adding or maintaining the gift card/certificate.
F24=Delete	F24=DELETE appears only if you select an existing gift card/certificate from the POS Item Entry Screen (p. 3-23). Press F24=DELETE to delete the gift card/certificate from the order.

Gift Card Issue Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your entries. If the customer is purchasing a gift card, the gift card/certificate is added to the order. The gift card/certificate purchase will be listed as a line item on the order. If you enter a purchased gift card number, the F5=PRINT and F10=ADD TO BAL keys will appear so that you can work with the existing card.

OE Order Number Screen



This pop-up window screen appears after you press F13=OE ORDER on the POS Item Entry Screen (p. 3-23) for a new order that has no lines entered.

Use this screen to enter the number and generation of an order entered through Enter, Change & Ship Orders (MENU OEMAIN) so that you can process payment for the order, maintain the order, or ship confirm it.

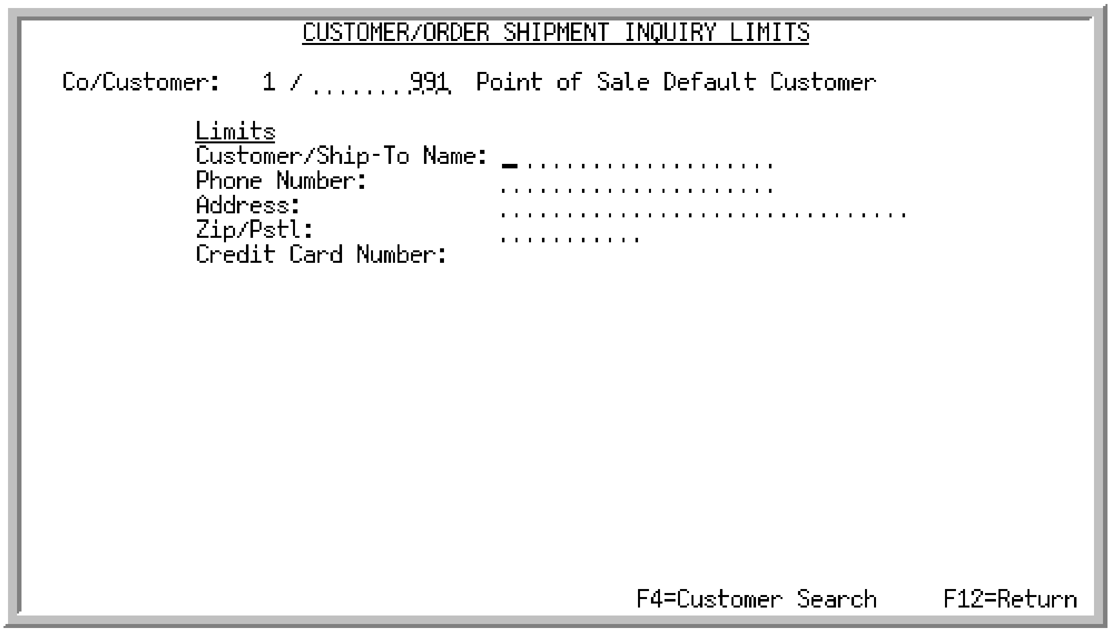
OE Order Number Screen Fields and Function Keys

Field/Function Key	Description
Order No/Gen	Use this field to enter the number and generation of the order that you want to select for payment processing, maintenance, or ship confirmation. If you don't know the order number, use F4=ORDER. If you select an order on the *Customer Order/Shipment Inquiry Screen*, that order number will display in this field. *Valid Values:* The number of an open order with a status 3, if you are bringing the order into POS Entry, or a status of 2, if you are using F5=ORDER ENTRY or F7=SHIP CONFIRM. If you are using International Currency, the order must be of the same currency as the store. (A5/N 2,0) Required
F4=Order Limits/Inq	Press F4=ORDER LIMITS/INQ to search for an order number. The *Customer Order/Shipment Inquiry Limits Screen* appears. Refer to the Order Entry User Guide for a description of that screen.

OE Order Number Screen Fields and Function Keys

Field/Function Key	Description
F5=Order Entry	After keying an order number, press F5=ORDER ENTRY to go to Enter, Change & Ship Orders (MENU OEMAIN) to maintain the order. Refer to the Order Entry User Guide for information about that option.
F7=Ship Confirm	After keying an order number, press F7=SHIP CONFIRM to ship confirm the order. The Multiple Ship Confirm Orders Screen appears. Refer to the Order Entry User Guide for a description of that screen.
F12=Return	Press F12=RETURN to return to the POS Item Entry Screen (p. 3-23) without selecting an order.
Enter	Press ENTER to confirm your entry and continue. The Check Out Screen (p. 3-121) will appear.

Customer Order/Shipment Inquiry Limits Screen



This screen appears after you press F4=ORDER LIMITS/INQ on the OE Order Number Screen (p. 3-99) in POS Entry (MENU PSMAIN).

Use this screen to set limits to narrow the list of orders shown on the Customer Order/Shipment History Inquiry Screen.

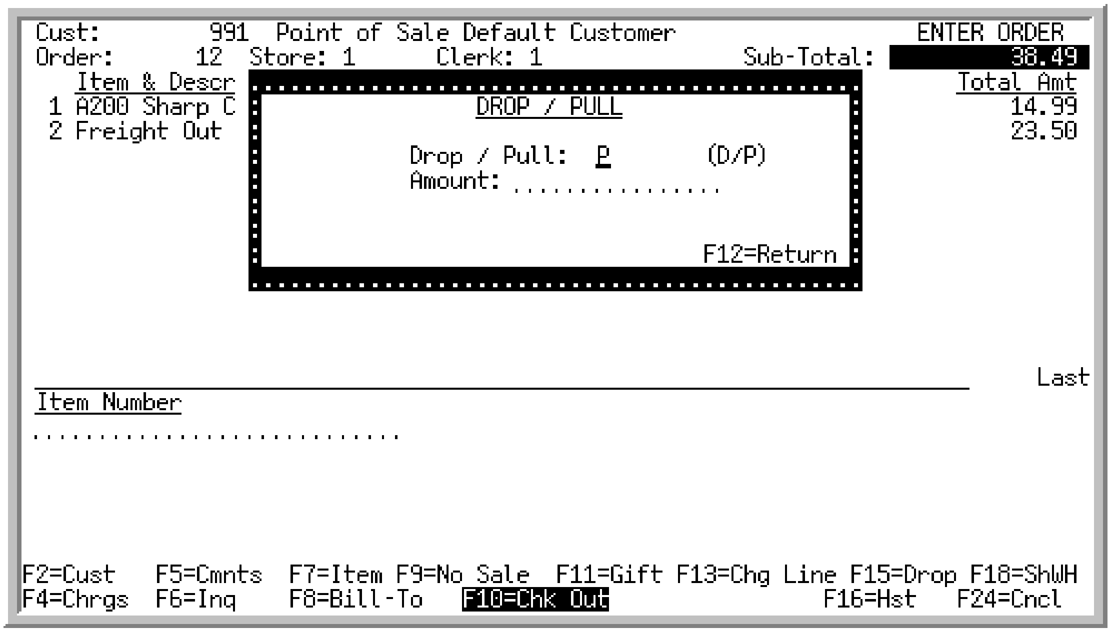
Customer Order/Shipment Inquiry Limits Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	Use this field to specify the number of the customer whose orders you want to review. *Default Value:* The customer specified in POS Entry (MENU PSMAIN). *Valid Values:* A customer defined through Customer/Ship To Maintenance (MENU ARFILE) (N 10,0) Optional
Customer/Ship-To Name	To limit the orders displayed to a specific customer/ship to address name, key all or part of the name. (A 20) Optional
Phone Number	To limit the orders displayed using the phone number, key all or part of the phone number. (N 20,0) Optional

Customer Order/Shipment Inquiry Limits Screen Fields and Function Keys

Field/Function Key	Description
Address	To limit the orders displayed using the address, key all or part of the address information. Address lines 1 - 4 will be searched for matching information and limit the data displayed accordingly. (A 30) Optional
Zip/Pstl	To limit the orders displayed using the zip or postal code, key all or part of the zip or postal code. Results will include orders where the zip/postal code for the bill to address and/or the ship to address matches the limit you set. (A 10) Optional
Credit Card Number	To limit the orders displayed using the credit card number, key all or part of the card number. NOTE: If you accessed this screen from POS Entry (MENU PSMAIN), the card number will not be shown as you key or scan it. (N 20,0) Optional
F4=Customer Search	Press F4=CUSTOMER SEARCH to search for customer/ship to addresses. The Customer/Ship-To Search - Customer Search Screen appears. NOTE: Any limiting criteria you have entered on this window will not be carried to the customer search. Refer to the Accounts Receivable User Guide for information about this screen.
F12=Return	Press F12=RETURN to return to the previous screen without reviewing order and making a selection.
Enter	Press ENTER to confirm your entries. The *Customer Order/Shipment Inquiry Screen* will appear, displaying a list of orders that match your limits. This is part of the Customer Order/Shipment History Inquiry (MENU OEMAIN). Please refer to the Order Entry User Guide for details.

Drop/Pull Screen



This pop-up window screen appears after you press F15=DROP on the POS Item Entry Screen (p. 3-23).

Use this screen to specify the amount of money that you want to add to (drop) or remove from (pull) the cash drawer. It is important that you use the drop/full feature to perform this type of transaction so that the drawer total is correct when the terminal is closed.

Drop/Pull Screen Fields and Function Keys

Field/Function Key	Description
Drop/Pull	Use this field to specify whether you want to add money to or remove money from the drawer. If you key D, the amount of money that you specify in the **Amount** field will be added to the drawer. If you key P, the amount of money that you specify in the **Amount** field will be removed from the drawer. *Default Value:* P (A 1) Required
Amount	Use this field to specify the amount of money that you are adding to the drawer (drop) or removing from the drawer (pull). *Valid Values:* Monetary values greater than zero. (N 13,2) Required
F12=Return	Press F12=RETURN to cancel this transaction and return to the POS Item Entry Screen (p. 3-23).

Drop/Pull Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your entries and continue. The POS Item Entry Screen (p. 3-23) appears.

POS Customer Order History Screen

```
     Date    Item & Description                 Qty Ord        Sell Prc US$  L
 1  2/22/08 A160 3-Ring Binder - 1" Blue      145.000  EA             4.55000
 2  2/22/08 A180 3-Ring Binder - 1" Black      30.000  EA             4.55000
 3  2/22/08 A280 #10 Security Tint Envelop      2.000  BOX           15.07000
 4  2/22/08 A320 Deluxe Full Strip Desk St      3.000  EA            34.95000
 5  2/17/08 A160 3-Ring Binder - 1" Blue       90.000  EA             4.55000

 6  2/17/08 A180 3-Ring Binder - 1" Black      10.000  EA             4.55000
 7  2/17/08 A280 #10 Security Tint Envelop      3.000  BOX           15.07000
 8  2/17/08 A320 Deluxe Full Strip Desk St      3.000  EA            34.95000
 9  2/04/08 A160 3-Ring Binder - 1" Blue      125.000  EA             4.55000
10  2/04/08 A180 3-Ring Binder - 1" Black      30.000  EA             4.55000
                                                                        More...
                               CUSTOMER ORDER HISTORY

Start Date: .......      Find Desc: ........................................
Order No:   ......        Our Item No: ..........................
Customer PO: ......................

                               Sel          Qty Ord
                               _.         .............

 F2=Desc Left                                     F12=Return
 F4=Filter F5=Cost Chg          F11=Top of Order F13=Qty Shp  F23=More Keys
```

This screen appears after you press the F16=HST function key on the POS Item Entry Screen (p. 3-23). This screen provides a history list of all items purchased by the customer, starting with the customer's most recent purchases.

Use this screen to review a customer's order history or place an order from history for the customer. You can limit the number of previously ordered items to display on this screen, and enter quantities (positive or negative) which will then be added to the Point of Sale Order.

NOTE: This screen displays the item number and description on the same line or separate lines, depending on the **Show 2nd Description Line** option in System Options Maintenance (MENU XAFILE). The display of single or double lines per item can be changed by pressing F24=SINGLE LINE / F24=DOUBLE LINE. F24=SINGLE LINE will expand a collapsed screen or F24=DOUBLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

POS Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference numbers corresponding to the items, comments and charges displayed on this screen; up to ten lines may display at one time. When rolling forward or backward, the line numbers do not change. To select an item from order history for this customer, key the reference number of the desired item in the **Sel** field on the lower portion of this screen and key the quantity in the **Qty Ord** field if you want to order a quantity different from the quantity in history. You cannot select comments or special charges. Display
Date Order/Gn	This column displays the invoice date for the item displayed or the order number and generation for the item, depending on the F13=QTY SHP / F13=QTY SEL / F13=ORDER/PO / F13=QTY ORD toggle key on this screen. Invoice dates on or before the date you key in the **Start Date** field are displayed. Display
Item & Description	This column displays the items previously ordered by this customer or, if Customer Consignment is installed, items previously transferred to this customer via a customer consignment stock transfer. You may toggle between displaying the left-most and right-most characters of the item, the original item number only, or both the item number and description, by pressing the F2=DESC LEFT / F2=DESC RIGHT / F2=ORIG ITEM / F2=ITEM & DESC toggle. The original item number will display if the item is a replacement, alternate, or upgrade of an original item. Display
Qty Ord/ Qty Shp/ Qty Sel/ Customer PO	This column displays the quantity of the item ordered, the quantity of items shipped, the quantity of items invoiced, or the customer purchase order number depending on your selection with the F13=QTY SHP / F13=QTY SEL / F13=ORDER/PO / F13=QTY ORD toggle key. Display
U/M	The unit of measure in which the item was ordered and shipped. Display

POS Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
Sell Prc/Cost Chg	Either the selling price (**Sell Prc**) of the item or the cost difference (**Cost Chg**) will display, based on the F5=COST CHG / F5=SELL PRC toggle key. The selling price of the item indicates the final price of the item in this order when sent to this customer. When you display the cost change, the difference between the cost of the item when sold, and its current cost, is displayed. NOTE: The sell price will display in a different color if there has been an increase in the cost of the item. This alerts you of a possible change in margin. You can use the F5=COST CHG / F5=SELL PRC toggle key to see the difference between the cost now and the cost from history. A color difference does not occur if there was an override to the sell price, or an override to cost; it occurs only if a change in cost was recorded in the Item Balance File (ITBAL). Display
L	This field indicates if this item is sold as a lot. If this item is sold as a lot, the final price will be used as a lot charge and will be the total amount for whatever quantity of the item is ordered on this line. This is considered “lot pricing.” Display
Start Date	Key the order date to limit the list of items displayed to those items entered on or before the specified date. The screen will refresh to display only those lines that match your limiting criteria. *Valid Values:* A date keyed in the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system’s **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Order No	Key all or part of an order number to limit the items displayed on this screen. If this screen is in position to mode (F4=POS TO), you will be positioned to the first line that matches the criteria you entered. If this screen is in filter mode (F4=FILTER), the screen will refresh to display only those lines that match your limiting criteria. In filter mode, you must enter the entire order number to limit the list for that number. (A 5) Optional

POS Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
Customer PO	Key all or part of a customer purchase order number to limit the items displayed on this screen. If this screen is in position to mode (F4=Pos To), you will be positioned to the first line that matches the criteria you entered. If this screen is in filter mode (F4=Filter), the screen will refresh to display only those lines that match your limiting criteria. (A 22) Optional
Find Desc	Key one or more words (partial or complete), that might be contained in the description of the item that you are trying to locate. The words entered may be up to 15 characters long and may appear in any order. To search for manufacturer numbers, prefix the criteria you enter with M/. The system will search the Vendor/Item file for a valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. Note that customer item numbers are not limited to a specific customer if accessed from within Order Entry or Point of Sale. All customer numbers that match the selection criteria will display. To search for UPC cross references, prefix the criteria you enter with U/. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. If this screen is in position to mode, you will be positioned to the first line that matches the criteria you entered. If this screen is in filter mode, the screen will refresh to display only those lines that match your limiting criteria. (A 40) Optional
Our Item No	This field displays as **Orig Item No** if the **Original Item Number** column is displayed using the F2=Desc Left / F2=Desc Right / F2=Orig Item / F2=Item & Desc function key. Key all or part of an item number to limit the items displayed on this screen. If this screen is in position to mode (F4=Pos To), you will be positioned to the first line that matches the criteria you entered. If this screen is in filter mode (F4=Filter), the screen will refresh to display only those lines that match your limiting criteria. In filter mode, you must enter the entire item number to limit the list for that number. (A 27) Optional

POS Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select an item for this order. You cannot select an item that has comments or special charges. Key the reference number corresponding to the desired item. The POS Item Review Screen (p. 3-23) will display. This item is repeated on this order for the corresponding quantity ordered keyed in the **Qty Ord** field. (N 2,0) Required
Qty Ord	Key the quantity of the selected item for this order. If you leave this field blank, the order quantity from history is assumed as the quantity ordered. (N 10,3) Optional

F2=Desc Left / F2=Desc Right / F2=Orig Item / F2=Item & Desc	F2=DESC LEFT / F2=DESC RIGHT / F2=ORIG ITEM / F2=ITEM & DESC is a 4-way toggle to display a combination of the item number and description.
	• F2=DESC LEFT - Currently, both the item number and description display on the screen. Press to display the item description only, starting at the left most character.
	• F2=DESC RIGHT - The item description only displays on the screen. Press to display the item description only, starting at the right-most character.
	• F2=ORIG ITEM - Press to display the original item for the item displayed. The original item may be one of the following:
	  • The number of the item ordered that was replaced by a replacement, alternate, or upgrade item. Replacement items are defined through Item Replacements/Complements Maintenance (MENU OEFILE), and selected for an order.
	  • The customer's item number, if it has been set up to cross-reference with your item numbers. This cross-reference is established through Customer/Item Numbers Maintenance (MENU OEFILE).
	• F2=ITEM & DESC - Press to display both the item number and description on the screen.

F4=Filter / F4=Pos To	F4=FILTER displays when the screen is in "position to" mode. F4=POS TO displays when the screen is in "filter" mode. In position to mode, when you enter criteria in the **Order No**, **Customer PO**, **Find Desc**, or **Our Item No** fields and press ENTER, the screen will position to the first line that matches the criteria you specified. Press F6=NEXT MATCH to go to the next match. In filter mode, when you enter criteria in the **Order No**, **Customer PO**, **Find Desc**, or **Our Item No** fields and press ENTER, the screen will refresh to display the items that match the criteria you specified.

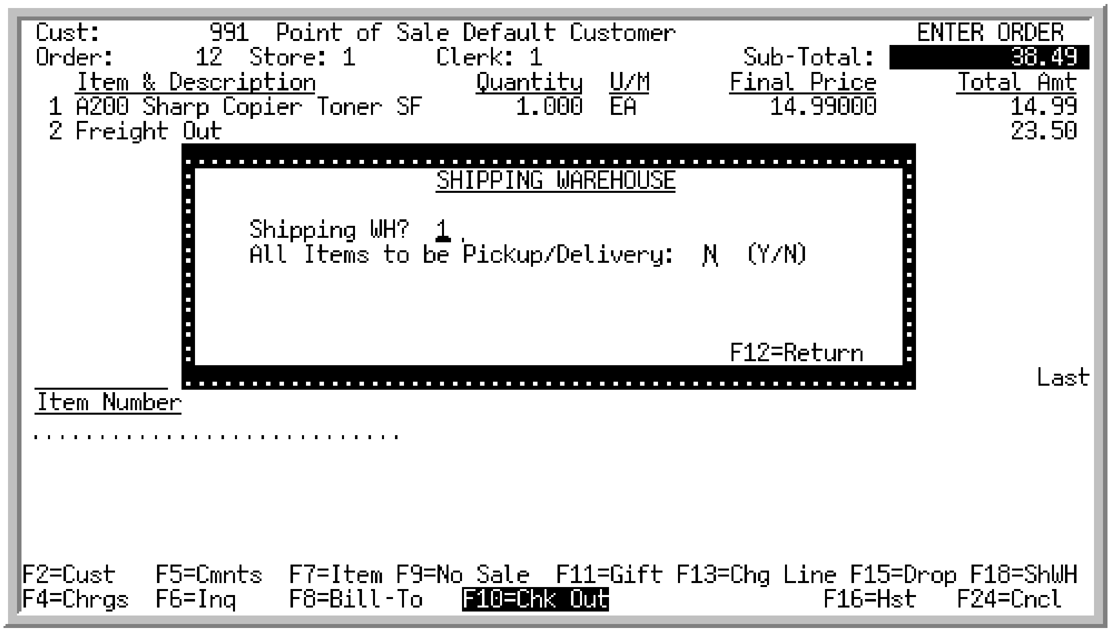
POS Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
F5=Cost Chg / F5=Sell Prc	Use F5=COST CHG / F5=SELL PRC to toggle between displaying the selling price, or the cost change, in the **Sell Prc** / **Cost Chg** field that displays at the top of this screen. • F5=COST CHANGE - Currently, the price of the item in the indicated unit of measure when sold to this customer is displayed. Press to display the difference between the cost of the item when ordered and the current cost of the item. • F5=SELL PRICE - The difference between the cost of the item when ordered and the current cost of the item is displayed. Press to display the price of the item in the indicated unit of measure when sold to this customer.
F6=Next Match	If the screen is in position to mode (F4=POS TO), F6=NEXT MATCH appears after you key criteria in the **Order No**, **Customer PO**, **Find Desc**, or **Our Item No** fields and press ENTER. Press F6=NEXT MATCH to go to the next item that matches the search criteria. When there are no longer any items that match the search criteria, no items appear.
F11=Top of Order	Press F11=TOP OF ORDER to display the first item on an order at the top of this screen. The first item with the same invoice date currently displayed in the first line, or the invoice date keyed in the **Start Date** field, will display at the top of the screen.
F12=Return	Press F12=RETURN to return to the previous screen without selecting an item for this order.
F13=Qty Shp / F13=Qty Sel / F13=Order/PO / F13=Qty Ord	Press F13=QTY SHP / F13=QTY SEL / F13=ORDER/PO / F13=QTY ORD to toggle between displaying either the **Date** column with the **Qty Ord** column, the **Qty Shp** column, or the **Qty Sel** column or the **Order/Gn** column with the **Customer PO** column.
F21=Cust Inq	F21=CUST INQ appears only after you press F23=MORE KEYS on this screen. Press F21=CUST INQ to display the Customer Inquiry. Use this inquiry to display detailed accounts receivable information for a customer. This inquiry also may be accessed through Customers Inquiry (MENU OEMAIN), and Customer A/R Inquiry (MENU ARMAIN).
F22=Item Inq	F22=ITEM INQ appears only after you press F23=MORE KEYS on this screen. Press F22=ITEM INQ to display the Item Inquiry. Use this inquiry to display the inventory status of an item. This inquiry also may be accessed through Items Inquiry (MENU OEMAIN), and Item Inquiry (MENU IAMAIN).
F23=More Keys	Press F23=MORE KEYS to display additional function keys on this screen.

POS Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
Enter	The ENTER key serves several functions. If you key criteria in the **Order No**, **Customer PO**, **Find Desc**, or **Our Item No** fields and press ENTER and the screen is in filter mode, the list displayed on the screen will be limited to lines that match your limiting criteria. If you key criteria in the **Order No**, **Customer PO**, **Find Desc**, or **Our Item No** fields and press ENTER and the screen is in position to mode, the list displayed on the screen will be positioned to the first lines that matches your limiting criteria. Press F6=NEXT MATCH to display the next match. If you key a date in the **Start Date** field and press ENTER, the list displayed on the screen will be limited to lines that match the specified start date. The position to mode does not apply to the start date. If you key a number in the **Sel** and **Qty Ord** fields and press ENTER to confirm your selections, the POS Item Entry Screen (p. 3-23) will display for the item and quantity selected.

Shipping Warehouse Screen



This pop-up window screen appears after you press F18=SHWH on the POS Item Entry Screen (p. 3-23). Use this screen to specify the warehouse from which pickup/delivery items will be shipped.

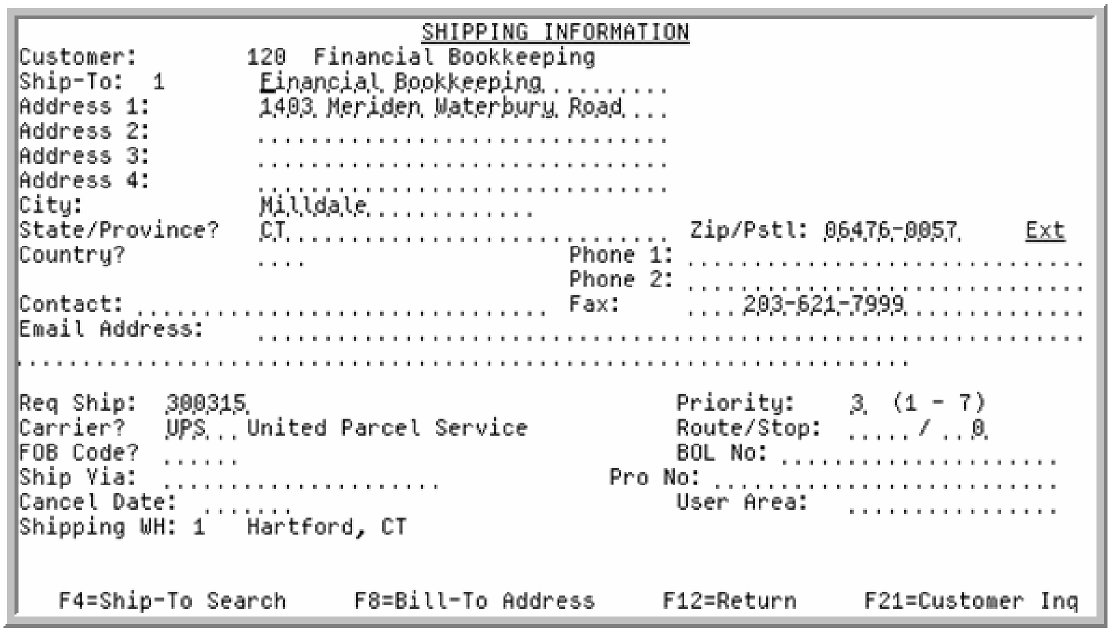
Shipping Warehouse Screen Fields and Function Keys

Field/Function Key	Description
Shipping WH	Use this field to specify the warehouse from which pickup/delivery items will be shipped. Changing the warehouse will change the shipping warehouse for all pickup/delivery items on the order. Inventory allocations and item pricing (if warehouse pricing is being used) for the order will be updated based on the new warehouse assignment. *Default Value:* The warehouse specified for the store through Stores Maintenance (MENU PSFILE) *Valid Values:* A warehouse, other than a consignment warehouse, defined through Warehouse Numbers Maintenance (MENU IAFILE) that stocks the item (N 2,0) Required
All Items to be Pickup/ Delivery	Use this field to indicate that you want all items on this order to be pickup/ delivery type line items. Key Y to make all items pickup/delivery items. Key N to let each item use its own default line type. *Default Value:* N (A 1) Required

Shipping Warehouse Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the previous window without saving your entries.
Enter	Press ENTER to confirm your entries and continue.

Shipping Information Screen



This screen appears after you press F10=CHK OUT to check out, if the order contains pickup/delivery items. You can also access this screen from the Check Out Screen (p. 3-121) by pressing F7=SHIPPING INFO. Use this screen to provide the address information for the delivery of these items.

Shipping Information Screen Fields and Function Keys

Field/Function Key	Description
Customer	The customer number and name selected for this POS order as selected on the POS Customer Search Screen (p. 3-19) or the default POS Customer number if a specific customer has not been selected. Display
Ship To	Use this field to provide the name for the shipping address for this shipment. You can change the shipping address name here, but if you want to change the ship to number associated with the order, you must use the F4=SHIP-TO SEARCH to search for and select the ship to number. If you are entering an order using the default POS customer number, you must enter a ship to name. (A 30) Required/Optional

Shipping Information Screen Fields and Function Keys

Field/Function Key	Description
Address 1-4	You can use the **Address 4** field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE). Key the customer's street address, post office box number, or other address information except for the city, state/province, country, and zip/postal code which are specified in fields below. *Default Value:* The address information from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Bill-To Address Screen (p. 3-69) (if the ship to number is blank). (4 @ A 30) Optional
City	Key the customer's city. *Default Value:* The city from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Bill-To Address Screen (p. 3-69) (if the ship to number is blank). (A 20) Optional
State/Province	Key the customer's state/province. *Default Value:* The state/province from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Bill-To Address Screen (p. 3-69) (if the ship to number is blank). *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE). (A 30) Optional
Zip/Pstl	Key the customer's zip or postal code. *Default Value:* The zip/postal code from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Bill-To Address Screen (p. 3-69) (if the ship to number is blank). (A 10) Optional
Country	Key the customer's country. *Default Value:* The country from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Bill-To Address Screen (p. 3-69) (if the ship to number is blank). *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional

Shipping Information Screen Fields and Function Keys

Field/Function Key	Description
Phone 1, Phone 2	Use these fields to provide contact phone numbers, which includes a • 3-character country access code • 20-character area code and telephone number • 4-character extension number For example: 011 (781) 555-1212 1289 Blank spaces are allowed between numerals only if the **Allow Blank Phone Delimiters** field is set to Y in Systems Options Maintenance (MENU XAFILE). For more information, refer to Phone and Fax Number Delimiters in the Cross Applications User Guide. *Default Value:* The phone numbers from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Bill-To Address Screen (p. 3-69) (if the ship to number is blank). *Valid Values:* Numerals and the following symbols: - () . / (N 3,0 / N 20,0 / N 4,0) Optional
Contact	Use this field to provide the name of a contact at the customer location. *Default Value:* The contact name from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Bill-To Address Screen (p. 3-69) (if the ship to number is blank). (A 30) Optional
Fax	Use this field to provide the customer's fax number, which includes a • 3-character country access code • 20-character area code and telephone number • 4-character extension number For example: 011 (781) 555-1212 1289 Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** field is Y in Systems Options Maintenance (MENU XAFILE). *Default Value:* The fax number from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Bill-To Address Screen (p. 3-69) (if the ship to number is blank). *Valid Values:* Numerals and the following symbols: - () . / (N 3,0 /N 20,0 / N 4,0) Optional

Shipping Information Screen Fields and Function Keys

Field/Function Key	Description
Email Address	Use this field to record the email address to use for sending information regarding this order or return. *Default Value:* The email address from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Bill-To Address Screen (p. 3-69) (if the ship to number is blank). (A 128) Required/Blank
Requested Ship Date	Use this field to enter the date of shipment requested by the customer. Depending on whether or not a carrier-specific delivery schedule is identified for the carrier assigned to this order, the requested ship date will either reflect the entered date or the next carrier scheduled delivery date. *Default Value:* The date from the Point of Sale Header File or, if that is blank, the current date. *Valid Values:* A date equal to or later than the current date and entered in the default date format for your user ID, specified through Register User IDs (MENU XACFIG), or if that field is blank, using the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Carrier	Use this field to provide the carrier for the shipment. Key *NONE if an outside carrier will not be used. *Default Value:* The carrier from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Master File (if the ship to number is blank). *Valid Values:* A carrier ID defined through Carrier Codes Maintenance (MENU ARFILE) (A 5) Optional

Shipping Information Screen Fields and Function Keys

Field/Function Key	Description
FOB Code	Use this field to specify the FOB code for this order. The FOB code contains: • shipping information for the order, including who is responsible (you or the recipient) for shipping charges and for freight damages • delivery terms information that is used to create the Intrastat Report (MENU IAREPT), a monthly report the companies in European Community member countries are required to submit to their respective governments This field is required when the **Freight Charges Required to Ship Confirm Orders** field in Order Entry Options Maintenance (MENU XAFILE) is Y. *Default Value:* The FOB code from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Master File (if the ship to number is blank). *Valid Values:* An FOB code defined through FOB Codes Maintenance (MENU OEFIL3 or MENU POFIL2). (A 5) Required/Optional
Ship Via	Use this field to specify the requested method of shipment for this customer or ship-to address. You may accept the default, or key a different shipping method. *Default Value:* The method of shipment from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Master File (if the ship to number is blank). (A 20) Optional
Cancel Date	Use this field to specify a cancel date for this order. *Default Value:* The date from the Point of Sale Header File. *Valid Values:* A date equal to or later than the current date and entered in the default date format for your user ID, specified through Register User IDs (MENU XACFIG), or if that field is blank, using the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Shipping WH	This field displays the ID and description of the warehouse from which the order will be shipped. *Default Value:* The warehouse specified on the Shipping Warehouse Screen (p. 3-112) or selected from the Alternate Warehouse Selection Screen. Display

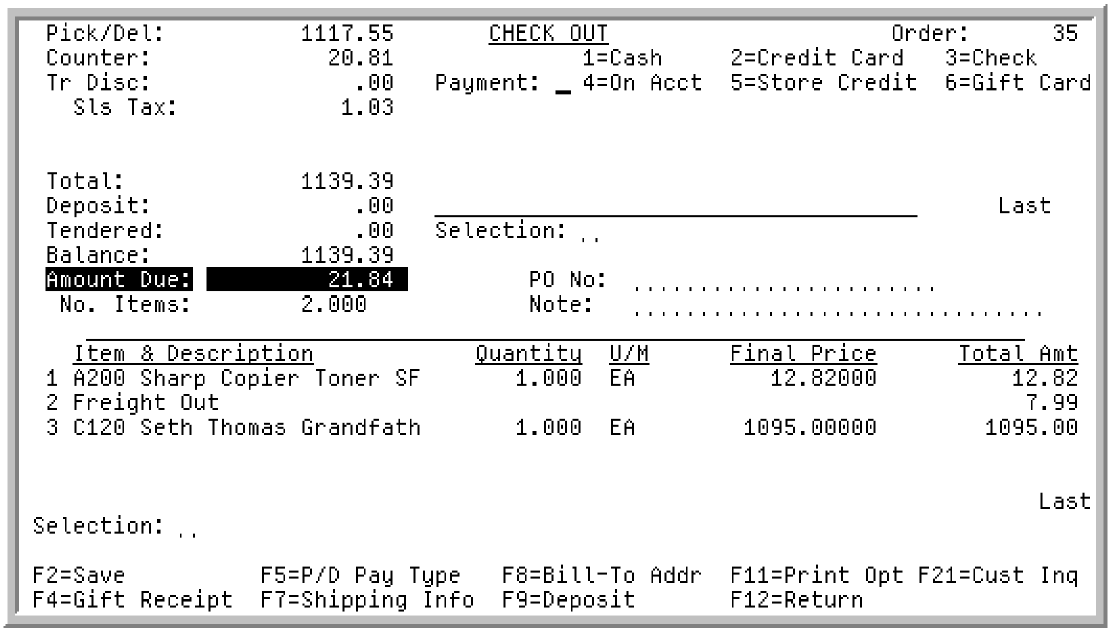
Shipping Information Screen Fields and Function Keys

Field/Function Key	Description
Priority	Use this field to specify the order priority. Order priorities are used by Automatic Backorder Release (ABR) to determine the sequence in which a backorder order is released. The highest priority is 1, the lowest priority, 6. Odd numbered priorities (1, 3, and 5) are used to “always commit” inventory to the order whether or not the order meets the ABR conditions defined in Order Entry Options (such as minimum value, maximum value, and percentage of total order value). Even numbered priorities (2, 4, and 6) will commit inventory to the order only if the aforementioned ABR conditions are met. Order priority 7 is used to release a backorder manually, without using ABR. Refer to the Cross Applications User Guide and the Managing Backorders section of the Order Entry User Guide for additional information. *Default Value:* The **Default Priority** from the Point of Sale Header File, or if that is blank, from the Order Entry Options Maintenance (MENU XAFILE) (N 1,0) Optional
Route/Stop	Use this field to specify the route and stop number for this order. Route numbers can be used to schedule deliveries or planned pick-ups. If the stop is a value other than 0, you must enter a route. This field appears only if the **Use Route/Stop** field is set to Y in Order Entry Options Maintenance (MENU XAFILE). *Default Value:* The route/stop from the Point of Sale Header File, or if that is blank, from the Ship To Address File (if a ship to number is provided) or the Customer Master File (if the ship to number is blank). (A 4 / N 3,0) Optional
BOL No	Use this field to specify the bill of lading (BOL) number for this order. *Default Value:* The BOL number from the Point of Sale Header File. (A 20) Optional
Pro No	Use this field to specify the package tracking (pro) number in this field. *Default Value:* The pro number from the Point of Sale Header File. (A 25) Optional
User Area	Use this field to specify additional information. (A 15) Optional

Shipping Information Screen Fields and Function Keys

Field/Function Key	Description
F4=Ship-To Search	Press F4=SHIP-TO SEARCH to search for a customer ship to address to assign to the shipment. The Customer/Ship-To Search - Ship-To Search Screen appears, displaying a list of ship to addresses for this customer. When you select a different ship-to via F4=SHIP-TO SEARCH, POS order's **Price Discount Code**, **Price List** or **Contract Code** fields values will be recalculated. If the values of these pricing fields on the Ship-to level are overridden (no-blank or non-zero for numeric fields), then these ship-to level values will be used as corresponding POS order's pricing field values instead of customer level values. Also, if as a result of the ship-to number changes, any of the pricing fields will be changed and the POS order already has items entered, the message: "Warning - Price Discount Code, Price List or Contract Code changed" will appear.
F8=Bill-To Information	Press F8=BILL-TO INFORMATION to view the customer's contact information (including address, phone number, and contact). The Customer Bill-To Address Screen (p. 3-69) appears.
F12=Return	Press F12=RETURN to return to the previous screen without saving your changes.
F21=Customer Inq	Press F21=CUSTOMER INQ to review accounts receivable information for the customer. The Customer Inquiry Screen appears.
Enter	Press ENTER to confirm your entries and continue. The Check Out Screen (p. 3-121) appears.

Check Out Screen



This screen appears after you press F10=CHK OUT on the POS Item Entry Screen (p. 3-23).

Use this screen to finalize the transaction and apply payments. You can apply multiple payment types for each order. Each payment type displays a pop-up screen where you must enter pertinent information for the payment type.

When you access this screen, Distribution A+ checks the customer's credit history. If there is a past-due payment or other credit issue, you will be prompted to enter an authorization code to continue.

You can save transactions from this screen, but only before you have applied any payment. For example, assume that a customer comes into the store and after processing the entire order, the customer realizes he/she does not have any money. You can save the order while the customer goes to get money. A saved order receipt will print so that the customer knows the amount of the purchase. This allows you to continue to process orders for other customers. When the customer returns, you recall the order and process the payments.

When using CenPOS and processing a register sales transaction in POS (that is, 2 is keyed in the **Payment** field), Distribution A+ will display the Credit Card Payment Screen (p. 3-145). On the Credit Card Payment Screen (p. 3-145), if the customer is not the default POS store walk-in customer, the clerk can either select an existing card using the F5=CARDS function key in order to process the transaction via TCP/IP Manager, or can use the F6=ONE TIME function key to launch to the CenPOS Sales Panel in order to enter/swipe the credit card information and then click SUBMIT to process the sales transaction in CenPOS and send the results back to Distribution A+. Otherwise, if the POS customer is the default POS store walk-in customer (whereby Distribution A+ stores no credit cards on file), the Credit Card Payment Screen (p. 3-145) will display but only allows the clerk to press ENTER in order to launch to the CenPOS Sales Panel to process the sales transaction (the F5=CARDS and F6=ONE TIME function keys will not appear for selection).

Additionally, when entering 2 in the **Payment** field, if the POS store's **On Line / Phone Merchant ID** is not assigned a CenPOS interface of **5** (based on the override merchant maintenance option in Defining Merchant IDs Overrides Maintenance (MENU PSFILE)), the credit card transaction will be restricted and the screen will issue the message 0956: **Must activate CenPOS interface for credit card/ACH Processing**. CenPOS Payment Processing is currently the only valid interface within Distribution A+ that is supported and must be used to accommodate Payment Card Industry (PCI) compliancy standards.

NOTE: If CenPOS has allowed a partial sale authorization approval to occur since that particular card could not authorize the full sale authorization amount, Distribution A+ will allow the partial authorization and require another credit card to be used to complete the full sale authorization amount. This screen will issue the message **6736: Sales Transaction could only be partially authorized**, informing you of the partial authorization and that an outstanding unauthorized sales amount remains (the partial authorized sale will be listed on the Check Out Screen). Once this occurs, you can either select to use another non-credit card payment type to cover the outstanding unauthorized value, enter or select another credit card to use to fulfill the sale amount (since POS sales allows multiple card payments), or you can void the partial sale payment that was approved or modify the POS sale transaction accordingly in attempt to use the same credit card again.

The following information appears in the lower portion of this screen:

- the item number and description of each item on the order
- the quantity of each item on the order
- the unit of measure of each item on the order
- the final price (after charges, taxes, etc.) of each item on the order
- the total payment amount due from the customer for each item on the order
- ***Promotion <promotion ID> applied***, if there were any added items or discounts as a result of a promotion (the items or discounts that were added, if any, will also display under the **Item & Description** column and the corresponding selection number will be highlighted). The 'best deal' is selected as follows:
  - If 'best deal' is 1 in Order Entry Company Options Maintenance (highest savings, no additional cost) or blank, then the promotion/deal level with the highest savings to the customer will be selected.
  - If 'best deal' is 2 (highest count of free items), then the promotion/deal level with the highest count of free items will be selected.

Check Out Screen Fields and Function Keys

Field/Function Key	Description
Pick/Del	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all pickup/delivery items on the order with sales tax and discounts applied. Display

Check Out Screen Fields and Function Keys

Field/Function Key	Description
Counter	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all retail and will call items on the order. Display
Order	The order number assigned to this transaction displays in this field. Display
Sub-Total	The sub-total of the items and charges displays in this field. The sub-total is the sum of the **Final Price** field for each item on the POS Item Entry Screen (p. 3-23). This field appears only when there are no pickup/delivery items on the order. Display
Tr Disc	The amount of discount applicable to this transaction's retail and will call items displays in this field. A trade discount will apply if one is specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE) or if one is specified for this order on the POS Header Screen (p. 3-73). Display
Sls Tax	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has both the **Goods/Services Tax** and **Provincial Sales Tax** fields set to N through Tax Body Maintenance (MENU OEFILE). The total sales tax for the retail and will call items based on the tax parameters defined for the customer, item, and store displays in this field. Sales tax for pickup/delivery items is included in the total shown in the **Pick/Del** field. Display
GST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Goods/Services Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The goods and services tax amount applied to the retail and will call items on the order displays in this field. Display
PST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Provincial Sales Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The provincial sales tax amount applied to the retail and will call items on the order displays in this field. Display

Check Out Screen Fields and Function Keys

Field/Function Key	Description
Total	The total for the goods purchased plus any taxes, minus any discounts displays in this field. Display
Deposit	This field appears only if there are pickup/delivery items on the order or if you are processing a payment for an Order Entry order. This field displays the amount applied to pickup/delivery items. Display
Tendered	The amount that you have applied as payment to the sale displays in this field. Display
Balance	This field displays the balance remaining for this order, which is calculated as: Total - Amount Tendered The amount in this field will reflect the current balance as payments are applied. Display
Amount Due	This field displays the amount due at check out, which is calculated as: Balance - Pick/Del + Deposit Amount Checkout is complete when the amount due equals zero. Display
No. Items	This field displays the total number of items on the order and gift cards issued. Display

Check Out Screen Fields and Function Keys

Field/Function Key	Description
Payment	Use this field to specify how the customer is paying for the purchase. Once you enter a payment method, the payment fields for that payment method display in the lower portion of the screen. NOTE: For a Terminal/Drawer defined as an EP Transaction Terminal in Terminal Drawer Maintenance Screen (p. 10-8), the payment codes shown on the above screen will be different. 2=Credit/Debit and 9=CC Entry will be shown instead of 2=Credit Card. • **1=Cash** displays the Cash Payment Screen (p. 3-139) • **2=Credit Card** displays the Credit Card Payment Screen (p. 3-145) • **2=Credit/Debit** displays the Credit Card Credit/Debit Selection Screen (p. 3-147) - see Note above • **3=Check** displays the Check Payment Screen (p. 3-148) • **4=On Acct** displays the On Account Payment Screen (p. 3-152) • **5=Store Credit** displays the Store Credit Payment Screen (p. 3-157) • **6=Gift Card** displays the Gift Card Payment Screen (p. 3-162). (N 1,0) Required
(Selected Payment Types)	This information appears below the **Payment** field. This information indicates the payment type transactions that have occurred on this POS order. For example, if a partial cash payment was made against the POS order, that cash payment would be shown in this area and the outstanding amount due would be shown in the **Amount Due** field. Display
Selection	This field appears in the top portion of the screen. Use this field to select a previously entered payment for maintenance or deletion. Key the reference number associated with the payment you want to select and press ENTER. (N1,0) Optional
PO No.	This field is required if the **P/O Required** field is set to Y for the customer through Customer/Ship to Master Maintenance (MENU ARFILE); otherwise, this field is optional. Use this field to specify a PO number. (A 22) Required/Optional
Note	Use this field to enter any comments about the order. (A 30) Optional

Check Out Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the items, charges, and comments displayed on this screen. This number is 1 through 5 for the five lines that may display. When rolling forward or backward, the reference numbers do not change. Display
Item & Description	This field displays the number and description of the item on the order or return. If the line is a special charge, the special charge description will display. If the line is a comment, the comment text will display. Display
Quantity	This field displays the quantity of the item ordered in the item's ordering unit of measure. Display
U/M	For scanned items, this field displays the unit of measure associated with the scanned bar code, as determined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE) for the entered item number. For entered items, this field displays the unit of measure for the order quantity. Display
Final Price	This field displays the final price of one unit of the item. This field is calculated by multiplying the unit price by the override discount percent. Display
Total Amt	This field displays the extended total amount of all units of the item ordered. For special charge lines, the amount of the charge to be added to the order. Display
Selection	Use this field to mark a line item in the list to print a gift receipt for that item. To print a gift receipt for specific items only, mark those items in the list and send the receipt to the printer with the F4=GIFT RECEIPT. This will print all marked items on one receipt. To print a gift receipt for an entire order, do not mark any line items in the list before you press the F4=GIFT RECEIPT function key. This will print one gift receipt for each unit of an item on the order. For example, if an order contains four sweaters and one jacket and you print gift receipts for the entire order, four gift receipts will print for the sweaters (one for each) and one gift receipt will print for the jacket. Only line items can be marked for gift receipt printing (not comments, charges, or gift cards). (N 1,0) Optional

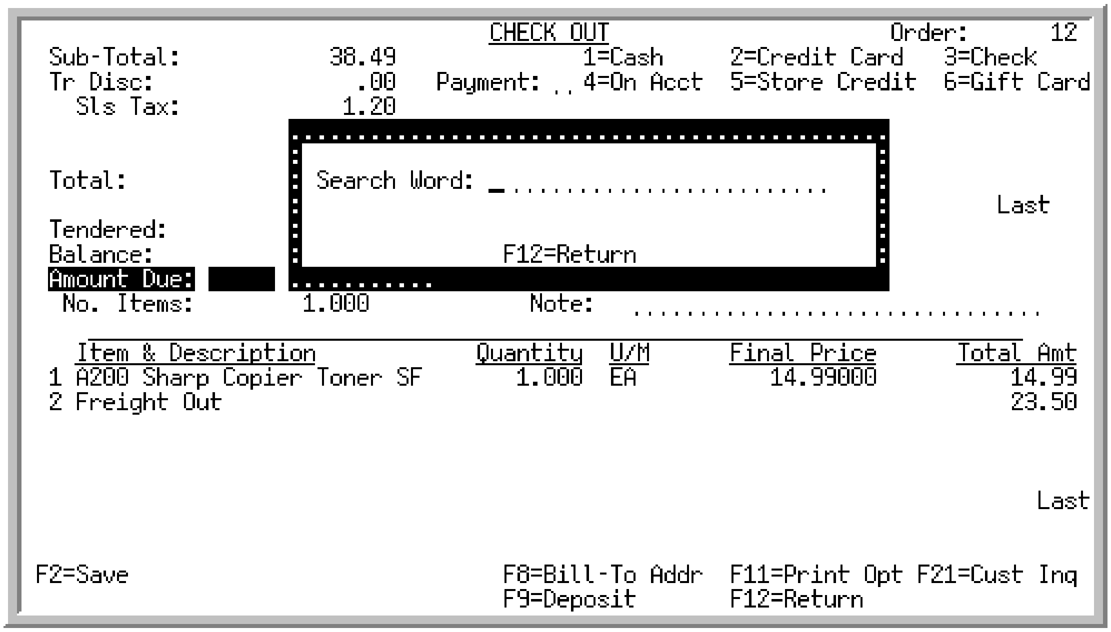
Check Out Screen Fields and Function Keys

Field/Function Key	Description
F2=Save	Press F2=SAVE to save the current order for later processing. You can only save an order that has not had payments applied. The Search Word Screen (p. 3-129) appears.
F4=Gift Receipt	F4=GIFT RECEIPT appears only if the **Print Receipt** field is set to Y in Terminals/Drawers Maintenance (MENU PSFILE) and the items on the order are all retail items. Press F4=GIFT RECEIPT to print gift receipts. A gift receipt contains the same information as a normal receipt except for the price paid for the item or the total quantity of items purchased. This allows your customers to include a gift receipt with the item when they give it as a gift. The gift recipient can then use that receipt when returning that item. If you marked line items in the list at the bottom portion of this screen, one receipt will print containing all marked items. If you did not mark any line items in the list at the bottom portion of this screen, one receipt will print for each unit of each line item on the order.
F5=P/D Pay Type	F5=P/D PAY TYPE appears only if there are pickup/delivery items on the order. Press F5=P/D PAY TYPE to specify the pickup/delivery payment type for the pickup/delivery items on the order. The Pickup/Delivery Payment Type Screen (p. 3-130) appears.
F7=Shipping Info	F7=SHIPPING INFO appears only if there are pickup/delivery items on the order. Press F7=SHIPPING INFO to review shipping information for pickup/delivery item on the order. The Shipping Information Screen (p. 3-114) appears.
F8=Bill-To Addr	Press F8=BILL-TO ADDR to view the customer's contact information (including address, phone number, and contact). The Customer Bill-To Address Screen (p. 3-69) appears.
F9=Deposit	Press F9=DEPOSIT to specify the amount the customer is applying as a deposit for pickup/delivery items. If there are no pickup/delivery items in the order, you must specify a negative deposit amount (which indicates a return of a deposit). NOTE: When you press F9=DEPOSIT, the system checks if you have authority to maintain deposit information on POS orders, as determined through Clerk Maintenance (MENU PSFILE). If you do not have authority, you will receive a message indicating this and you will not be able to enter or change deposit information.
F11=Print Opt	Press F11=PRINT OPT to specify the printing location for the invoice, pick list, or acknowledgment. The Print Options Screen (p. 3-132) appears.

Check Out Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the POS Item Entry Screen (p. 3-23). NOTE: If promotional items or discounts were added that you do not want, you can remove them from the POS Item Entry Screen (p. 3-23).
F21=Cust Inq	F21=CUST INQ appears only if you are authorized to access the customer inquiry, as determined through Security Maintenance (MENU XASCTY). Your POS sign on does not determine access to this feature. Press F21=CUST INQ to access the customer inquiry, where detailed accounts receivable information for a customer is displayed.
F24=Cancel	F24=CANCEL appears only if you are processing a payment for an Order Entry order. Press F24=CANCEL to cancel the payment for the order. Pressing F24=CANCEL does not cancel or delete the order, it only cancels the payment transaction in this option.
Enter	Press ENTER after entering a reference number in the **Selection** field to maintain the selected payment. • **1=Cash** displays the Cash Payment Screen (p. 3-139) • **2=Credit Card** displays the Credit Card Payment Screen (p. 3-145) • **2=Credit/Debit** displays the Credit Card Credit/Debit Selection Screen (p. 3-147) • **3=Check** displays the Check Payment Screen (p. 3-148) • **4=On Acct** displays the On Account Payment Screen (p. 3-152) • **5=Store Credit** displays the Store Credit Payment Screen (p. 3-157) • **6=Gift Card** displays the Gift Card Payment Screen (p. 3-162).

Search Word Screen

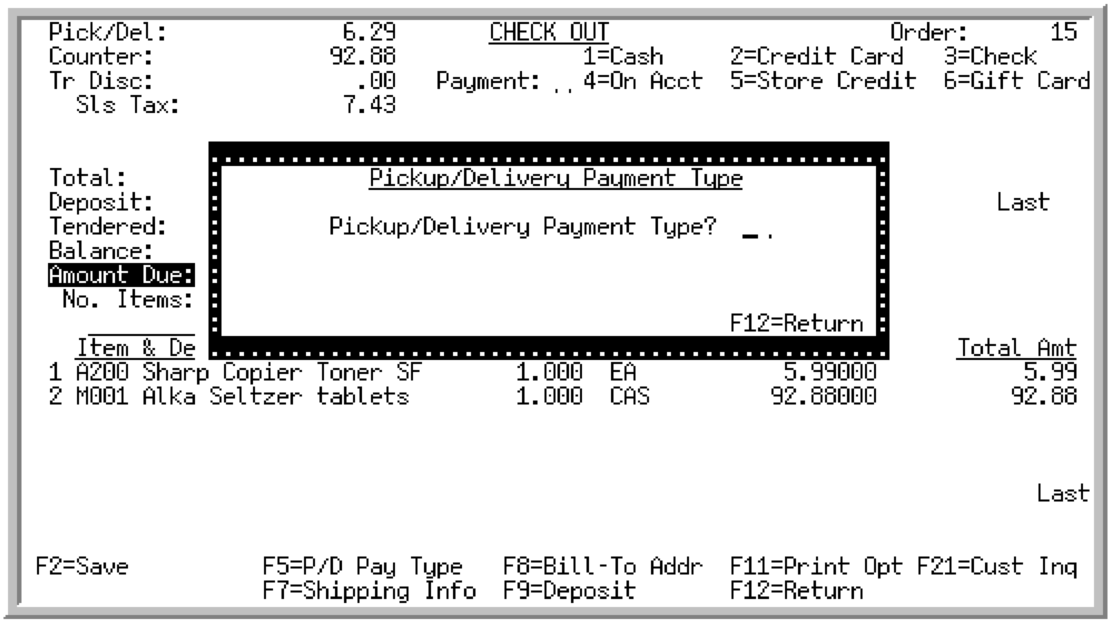


This pop-up window screen appears after you press F2=SAVE on the Check Out Screen (p. 3-121). Use this screen to specify a key word that will be used to retrieve this order at a later time.

Search Word Screen Fields and Function Keys

Field/Function Key	Description
Search Word	Use this field to specify the key word that will identify this order when it is saved. For example, if the customer's name is Lisa and you want to save her order while she continues to shop, key Lisa in this field. When Lisa returns to complete her purchase, you can retrieve her saved order by using her name as search criteria to search through saved orders. Key the word or number that will be used to identify this order so that you can retrieve it later for completion. (A 25) Required
F12=Return	Press F12=RETURN to return to the Check Out Screen (p. 3-121) without saving your entry.
Enter	Press ENTER to confirm your entry and save this order or return. The Check Out Screen (p. 3-121) appears.

Pickup/Delivery Payment Type Screen



This pop-up window screen appears after you press F5=P/D PAY TYPE on the Check Out Screen (p. 3-121).

Use this screen to specify the payment type that will be assigned to pickup/delivery items on the order.

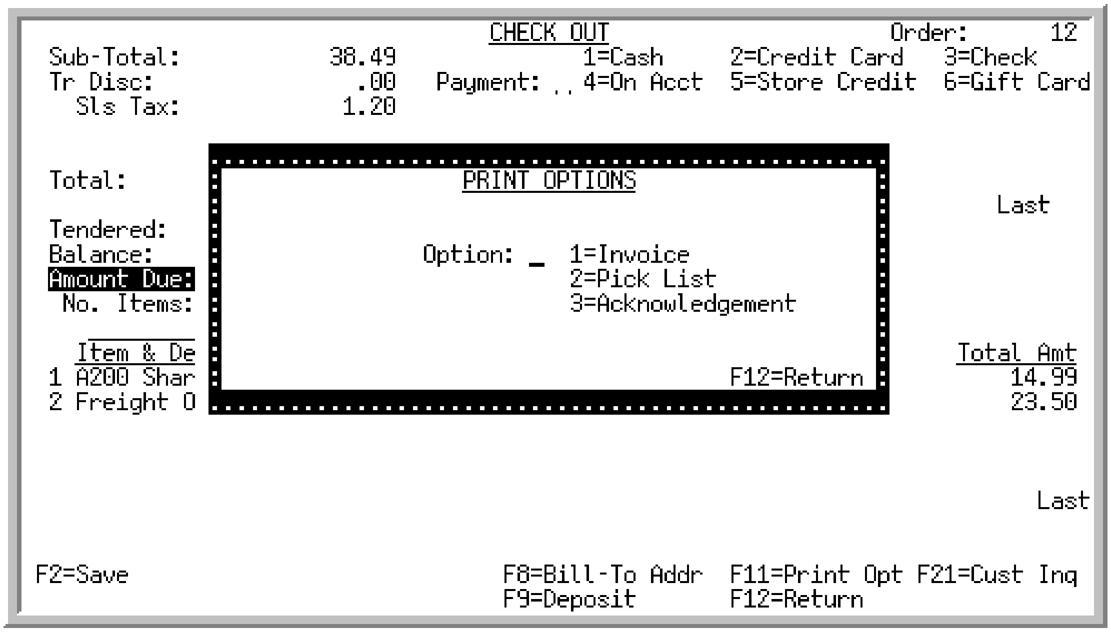
When using CenPOS to process a pickup/delivery authorization in POS and a credit card **Pickup/ Delivery Payment Type** is selected on this screen, Distribution A+ will launch to the CenPOS Manage Token Panel. After entering/swiping the credit card information into the CenPOS Manage Token Panel and clicking SUBMIT, the authorization is processed in Distribution A+.

NOTE: For pickup/delivery authorizations in POS, if CenPOS has allowed a partial authorization approval to occur since that particular card could not authorize the full authorization amount, Distribution A+ will not allow the partial authorization (since pickup/delivery authorizations do not allow multiple card payments) and will then require another credit card (or payment type) to be used to complete the amount due. The message **9313: Credit Card cannot be fully authorized** will display, informing you of the partial authorization. Once this occurs, you can either select to use another non-credit card payment type to cover the outstanding value, enter or select another credit card to use to fulfill the unauthorized amount, or you can modify the POS pickup/delivery transaction accordingly in attempt to use the same credit card again.

Pickup/Delivery Payment Type Screen Fields and Function Keys

Field/Function Key	Description
Pickup/Delivery Payment Type	Use this field to specify the payment type for the pickup/delivery items on this order. This payment type is associated with the order in the Order Header File. If you specify a credit card payment type, the system will process a pre-authorization for the balance due. NOTE: Only one pre-authorization transaction is created for the order. If the order is then split into multiple orders as it is being processed, the pre-authorization transaction will be associated with the first order created and subsequent orders will need to be authorized. *Valid Values:* A payment type defined through Payment Types Maintenance (MENU OEFILE) (A 2) Required
F12=Return	Press F12=RETURN to return to the previous screen without specifying a payment type.
Enter	Press ENTER to confirm your entry and return to the Check Out Screen (p. 3-121).

Print Options Screen

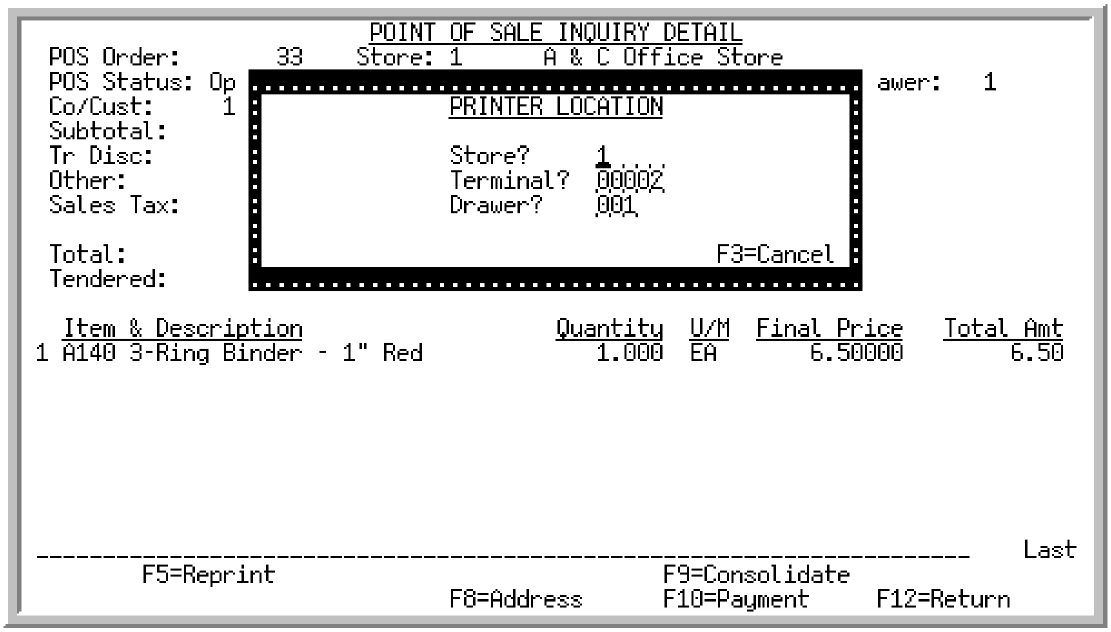


This pop-up window screen appears after you press F11=PRINT OPT on the Check Out Screen (p. 3-121). Use this screen to specify whether you want to override the printing location for invoices, pick lists, or acknowledgements. Use this feature if you have a hardware problem that you need to work around.

Print Options Screen Fields and Function Keys

Field/Function Key	Description
Option	Use this to specify whether you want to specify the location for printing invoices, pick lists, or acknowledgements from this location. The settings you specify will be used for the remainder of your Point of Sale Entry session. The print options will return to the default when you exit this option. (N 1,0) Required
F12=Return	Press F12=RETURN to return to the previous screen without setting the options for printing.
Enter	Press ENTER to confirm your entry and continue. The Printer Location Screen (p. 3-133) appears.

Printer Location Screen



This pop-up window screen displays after:

- selecting a form to print on the Print Options Screen (p. 3-132)
- pressing F5=REPRINT to reprint the Receipt on the Point of Sale Inquiry Detail Screen (p. 6-11)
- or F6=REPRINT to reprint the Will Call Receipt on the Point of Sale Inquiry Detail Screen (p. 6-11).

Use this screen to specify the store, terminal, and drawer in which you want to reprint the Receipt or Will Call Receipt.

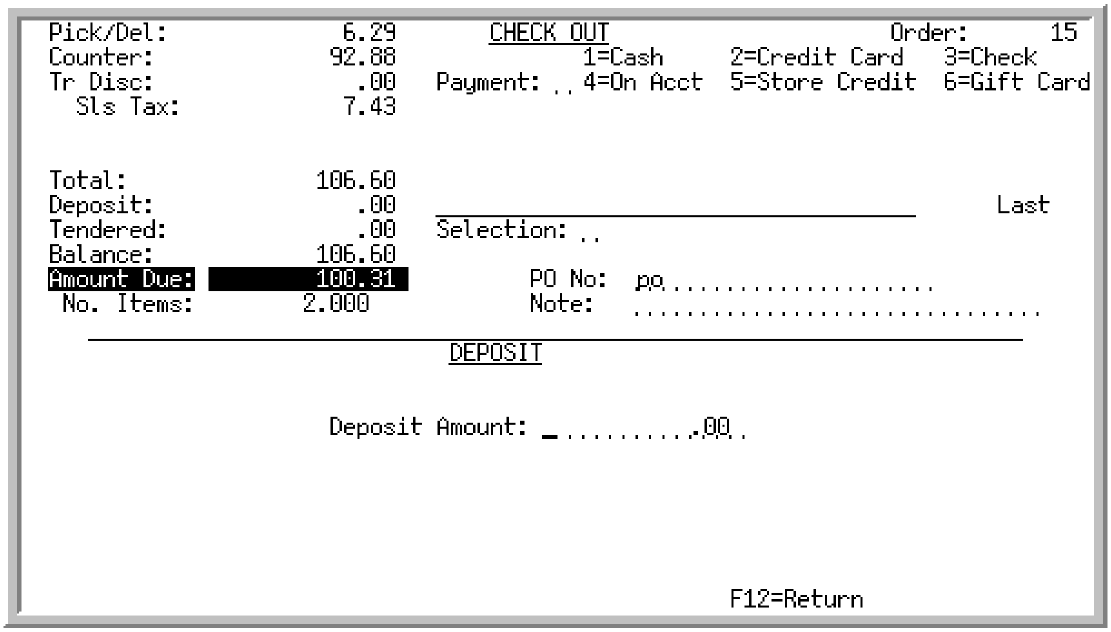
Printer Location Screen Fields and Function Keys

Field/Function Key	Description
Store	Use this field to specify the ID of the store in which you want to reprint the Receipt or Will Call Receipt. *Default Value:* The store associated with the order for which you selected to reprint the Receipt or Will Call Receipt. *Valid Values:* A store ID defined through Stores Maintenance (MENU PSFILE). (A 6) Required

Printer Location Screen Fields and Function Keys

Field/Function Key	Description
Terminal	Use this field to specify the terminal from which you want to reprint the Receipt or Will Call Receipt. *Default Value:* The terminal associated with the order for which you selected to reprint the Receipt or Will Call Receipt. *Valid Values:* A terminal ID defined through Terminals/Drawers Maintenance (MENU PSFILE). (N 5,0) Optional
Drawer	Use this field to specify the drawer from which you want to reprint the Receipt or Will Call Receipt. *Default Value:* The drawer associated with the order for which you selected to reprint the Receipt or Will Call Receipt. *Valid Values:* A drawer ID defined through Terminals/Drawers Maintenance (MENU PSFILE). (N 3,0) Optional
F3=Cancel	Press F3=CANCEL to return to the previous screen without reprinting the Receipt or Will Call Receipt.
Enter	Press ENTER to confirm your entries and continue. The Receipt or Will Call Receipt will print.

Deposit Screen



This screen appears after you press F9=DEPOSIT on the Check Out Screen (p. 3-121). Use this screen to specify the amount the customer is applying as a deposit towards pickup/delivery items. If no deposit is required but the customer wants to pay for the order, you must add a deposit for that amount before you can accept the payment. If there are no pickup/delivery items in the order, you must specify a negative deposit amount (which indicates a return of a deposit).

Deposit Screen Fields and Function Keys

Field/Function Key	Description
Pick/Del	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all pickup/delivery items on the order with sales tax and discounts applied. Display
Counter	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all retail and will call items on the order. Display
Order	The order number assigned to this transaction displays in this field. Display

Deposit Screen Fields and Function Keys

Field/Function Key	Description
Sub-Total	The sub-total of the items and charges displays in this field. The sub-total is the sum of the **Final Price** field for each item on the POS Item Entry Screen (p. 3-23). This field appears only when there are no pickup/delivery items on the order. Display
Tr Disc	The amount of discount applicable to this transaction's retail and will call items displays in this field. A trade discount will apply if one is specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE) or if one is specified for this order on the POS Header Screen (p. 3-73). Display
Sls Tax	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has both the **Goods/Services Tax** and **Provincial Sales Tax** fields set to N through Tax Body Maintenance (MENU OEFILE). The total sales tax for the retail and will call items based on the tax parameters defined for the customer, item, and store displays in this field. Sales tax for pickup/delivery items is included in the total shown in the **Pick/Del** field. Display
GST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Goods/Services Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The goods and services tax amount applied to the retail and will call items on the order displays in this field. Display
PST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Provincial Sales Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The provincial sales tax amount applied to the retail and will call items on the order displays in this field. Display
Total	The total for the goods purchased plus any taxes, minus any discounts displays in this field. Display
Deposit	This field appears only if there are pickup/delivery items on the order or if you are processing a payment for an Order Entry order. This field displays the amount applied to pickup/delivery items. Display

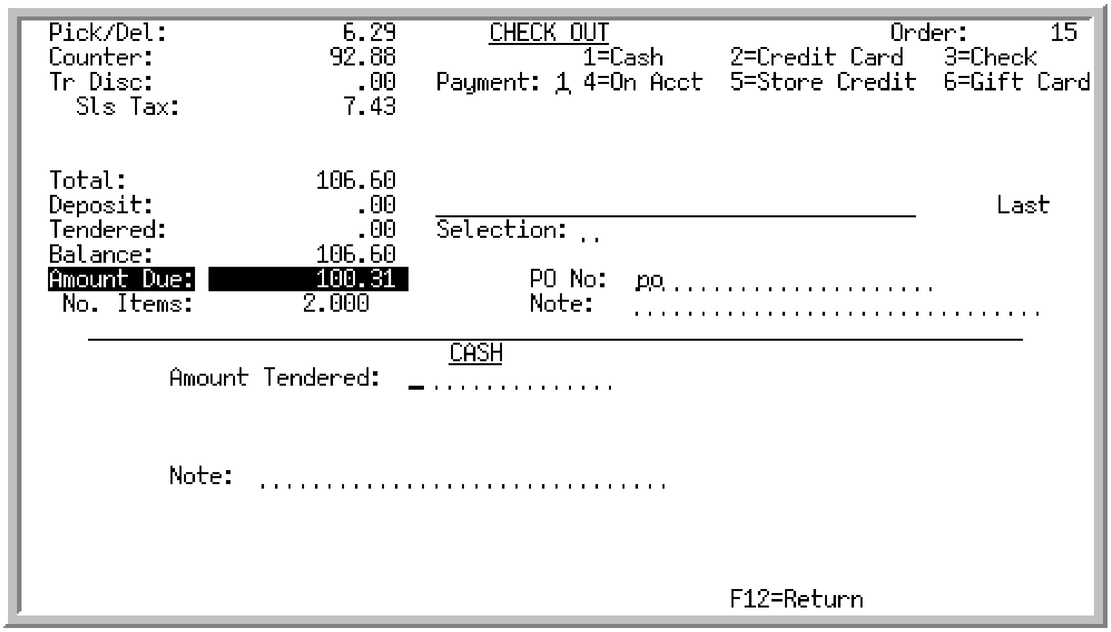
Deposit Screen Fields and Function Keys

Field/Function Key	Description
Tendered	The amount that you have applied as payment to the sale displays in this field. Display
Balance	This field displays the balance remaining for this order, which is calculated as: Total - Amount Tendered The amount in this field will reflect the current balance as payments are applied. Display
Amount Due	This field displays the amount due at check out, which is calculated as: Balance - Pick/Del + Deposit Amount Checkout is complete when the amount due equals zero. Display
No. Items	This field displays the total number of items on the order and gift cards issued. Display
Payment	Use this field to specify how the customer is paying for the purchase. Once you enter a payment method, the payment fields for that payment method display in the lower portion of the screen. NOTE: For a Terminal/Drawer defined as an EP Transaction Terminal in Terminal Drawer Maintenance Screen (p. 10-8), the payment codes shown on the above screen will be different. 2=Credit/Debit and 9=CC Entry will be shown instead of 2=Credit Card. • (**1=Cash** displays the Cash Payment Screen (p. 3-139) • **2=Credit Card** displays the Credit Card Payment Screen (p. 3-145) • **2=Credit/Debit** displays the Credit Card Credit/Debit Selection Screen (p. 3-147) • **3=Check** displays the Check Payment Screen (p. 3-148) • **4=On Acct** displays the On Account Payment Screen (p. 3-152) • **5=Store Credit** displays the Store Credit Payment Screen (p. 3-157) • **6=Gift Card** displays the Gift Card Payment Screen (p. 3-162). N 1,0) Required

Deposit Screen Fields and Function Keys

Field/Function Key	Description
Selection	This field appears in the top portion of the screen. Use this field to select a previously entered payment for maintenance or deletion. Key the reference number associated with the payment you want to select and press ENTER. (N1,0) Optional
PO No.	This field is required if the **P/O Required** field is set to Y for the customer through Customer/Ship to Master Maintenance (MENU ARFILE); otherwise, this field is optional. Use this field to specify a PO number. (A 22) Required/Optional
Note	Use this field to enter any comments about the order. (A 30) Optional
Deposit Amount	Use this field to specify the amount the customer is applying as a deposit towards pickup/delivery items. If you are processing a return, enter a negative amount to return the customer's deposit. *Default Value:* The deposit amount for the order total based on the ranges set up in Stores Maintenance (MENU PSFILE). *Valid Values:* An amount greater than or less than, but not equal to, zero (N 13,2) Required
F12=Return	Press F12=RETURN to return to the previous screen without specifying a deposit amount.
Enter	Press ENTER to confirm your entry and return to the Check Out Screen (p. 3-121).

Cash Payment Screen



This screen appears when you key 1 for Cash in the **Payment** field on the Check Out Screen (p. 3-121). Use this screen to enter the amount of cash the customer tendered.

Cash Payment Screen Fields and Function Keys

Field/Function Key	Description
Pick/Del	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all pickup/delivery items on the order with sales tax and discounts applied. Display
Counter	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all retail and will call items on the order. Display
Order	The order number assigned to this transaction displays in this field. Display
Sub-Total	The sub-total of the items and charges displays in this field. The sub-total is the sum of the **Final Price** field for each item on the POS Item Entry Screen (p. 3-23). This field appears only when there are no pickup/delivery items on the order. Display

Cash Payment Screen Fields and Function Keys

Field/Function Key	Description
Tr Disc	The amount of discount applicable to this transaction's retail and will call items displays in this field. A trade discount will apply if one is specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE) or if one is specified for this order on the POS Header Screen (p. 3-73). Display
Sls Tax	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has both the **Goods/Services Tax** and **Provincial Sales Tax** fields set to N through Tax Body Maintenance (MENU OEFILE). The total sales tax for the retail and will call items based on the tax parameters defined for the customer, item, and store displays in this field. Sales tax for pickup/delivery items is included in the total shown in the **Pick/Del** field. Display
GST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Goods/Services Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The goods and services tax amount applied to the retail and will call items on the order displays in this field. Display
PST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Provincial Sales Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The provincial sales tax amount applied to the retail and will call items on the order displays in this field. Display
Total	The total for the goods purchased plus any taxes, minus any discounts displays in this field. Display
Deposit	This field appears only if there are pickup/delivery items on the order or if you are processing a payment for an Order Entry order. This field displays the amount applied to pickup/delivery items. Display
Tendered	The amount that you have applied as payment to the sale displays in this field. Display

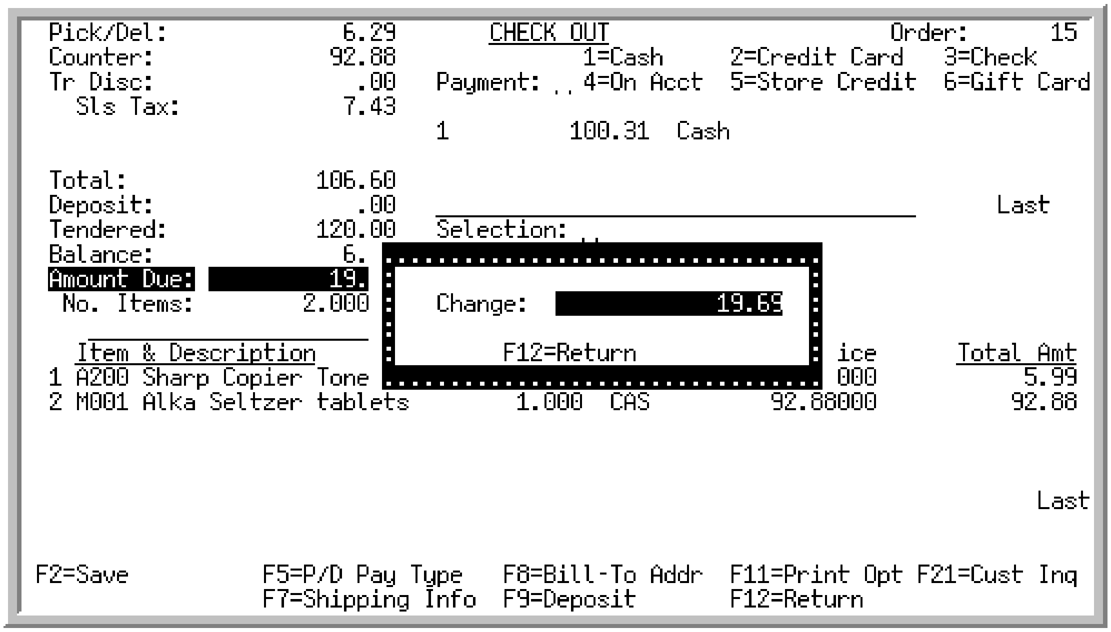
Cash Payment Screen Fields and Function Keys

Field/Function Key	Description
Balance	This field displays the balance remaining for this order, which is calculated as: Total - Amount Tendered The amount in this field will reflect the current balance as payments are applied. Display
Amount Due	This field displays the amount due at check out, which is calculated as: Balance - Pick/Del + Deposit Amount Checkout is complete when the amount due equals zero. Display
No. Items	This field displays the total number of items on the order and gift cards issued. Display
Payment	Use this field to specify how the customer is paying for the purchase. Once you enter a payment method, the payment fields for that payment method display in the lower portion of the screen. NOTE: For a Terminal/Drawer defined as an EP Transaction Terminal in Terminal Drawer Maintenance Screen (p. 10-8), the payment codes shown on the above screen will be different. 2=Credit/Debit and 9=CC Entry will be shown instead of 2=Credit Card. • **1=Cash** displays the Cash Payment Screen (p. 3-139) • **2=Credit Card** displays the Credit Card Payment Screen (p. 3-145) • **2=Credit/Debit** displays the Credit Card Credit/Debit Selection Screen (p. 3-147) • **3=Check** displays the Check Payment Screen (p. 3-148) • **4=On Acct** displays the On Account Payment Screen (p. 3-152) • **5=Store Credit** displays the Store Credit Payment Screen (p. 3-157) • **6=Gift Card** displays the Gift Card Payment Screen (p. 3-162). (N 1,0) Required
Selection	This field appears in the top portion of the screen. Use this field to select a previously entered payment for maintenance or deletion. Key the reference number associated with the payment you want to select and press ENTER. (N 1,0) Optional

Cash Payment Screen Fields and Function Keys

Field/Function Key	Description
PO No.	This field is required if the **P/O Required** field is set to Y for the customer through Customer/Ship to Master Maintenance (MENU ARFILE); otherwise, this field is optional. Use this field to specify a PO number. (A 22) Required/Optional
Note	Use this field to enter any comments about the order. (A 30) Optional
Amount Tendered	Use this field to enter the amount of cash the customer wants to apply to the order balance. *Valid Values:* Any currency value, positive (or negative for return credit) other than 0. (N 13,2) Required
Note	Use this field to enter any notes about this cash payment that you want stored with this payment transaction. (A 20) Optional
F12=Return	Press F12=RETURN to return to the Check Out Screen (p. 3-121) without saving your entries.
F24=Delete	F24=DELETE appears only if you select an existing payment from the Check Out Screen (p. 3-121). Press F24=DELETE to delete the payment entry. You will be asked to confirm the deletion.
Enter	Press ENTER to save the information you entered and return to the Check Out Screen (p. 3-121). The **Tendered** and **Balance** fields will be updated with the payment information.

Check Out Change Screen



This pop-up window screen appears after you specify payment information and press ENTER on one of the payment screens.This screen displays the amount of change that is due to the customer.

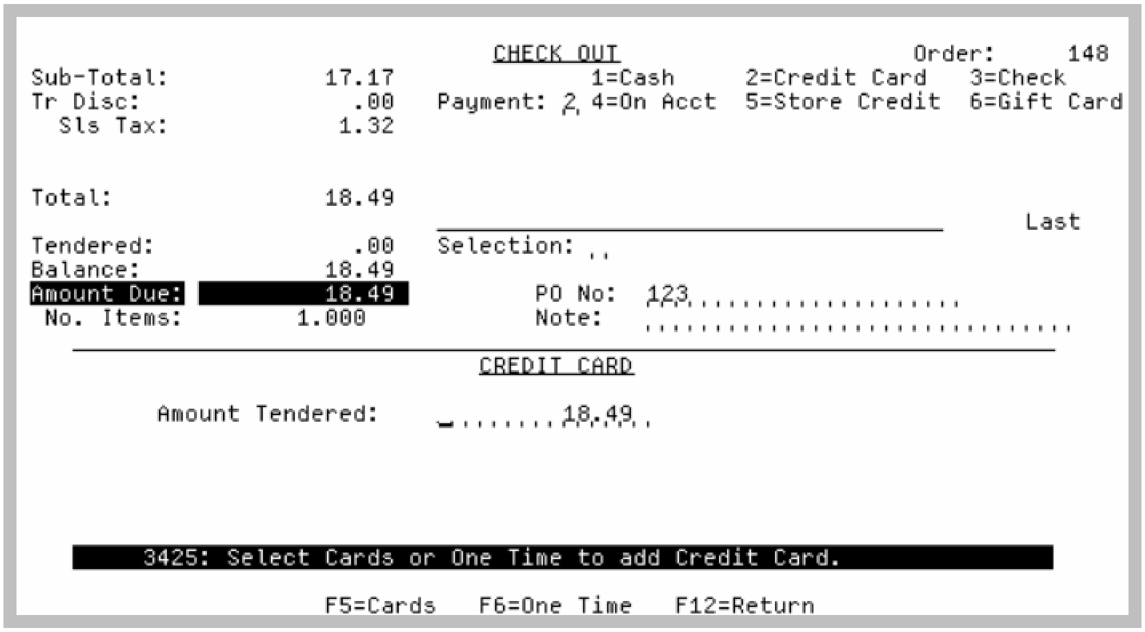
Check Out Change Screen Fields and Function Keys

Field/Function Key	Description
Change	This field displays the amount of change that is due to the customer. Display
F5=Reprint	F5=REPRINT appears only after you press ENTER on this screen if the **Print Receipt** field is set to Y for this terminal through Terminals/Drawers Maintenance (MENU PSFILE). Press F5=REPRINT to reprint the customer's receipt.
F10=Continue	F10=CONTINUE appears only after you press ENTER on this screen if the **Print Receipt** field is set to Y for this terminal through Terminals/Drawers Maintenance (MENU PSFILE). Press F10=CONTINUE after you have given the customer his/her change to complete the transaction and return to the POS Customer Search Screen (p. 3-19) or the POS Item Entry Screen (p. 3-23).
F12=Return	F12=RETURN appears only if you have not pressed ENTER on this screen. Press F12=RETURN to return to the previous screen to change the payment you are entering.

Check Out Change Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to continue. The F5=REPRINT and F10=CONTINUE appear if the **Print Receipt** field is set to Y for this terminal through CHAPTER 10: *Defining POS Terminals/Drawers*,Terminal Drawer Maintenance Screen (p. 10-8). Otherwise, you are returned to the POS Customer Search Screen (p. 3-19) or the POS Item Entry Screen (p. 3-23).

Credit Card Payment Screen



This screen appears when you key 2 for Credit Card in the **Payment** field on the Check Out Screen (p. 3-121) and the **Payment** field displays as 2=Credit Card for Terminal/Drawers that are defined as **Use EP Transaction Terminal** set to N.

Use this screen to enter the desired amount for the transaction that will be processed when a credit card is assigned.

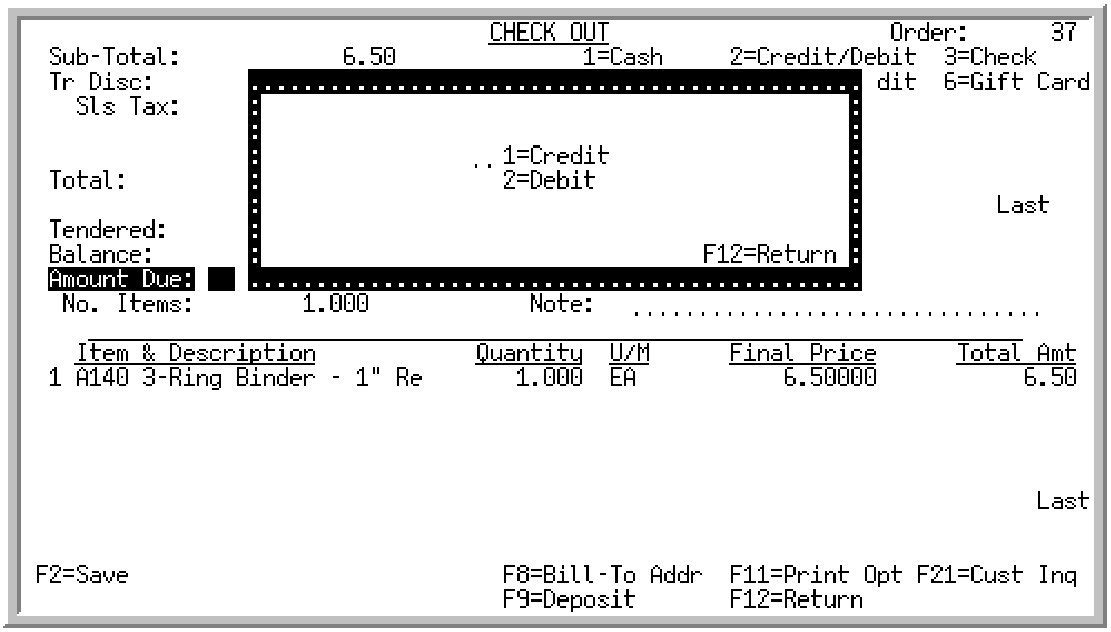
If the customer is not the default POS store walk-in customer, the clerk can either select an existing card using the F5=CARDS function key or use the F6=ONE TIME function key to launch to the CenPOS Sales Panel. Otherwise, if the POS customer is the default POS store walk-in customer (whereby Distribution A+ stores no credit cards on file), the F5=CARDS and F6=ONE TIME function keys will not appear and the clerk will only be allowed to press ENTER in order to launch to the CenPOS Sales Panel to process the sales transaction.

NOTE: If the **Default Authorization Mode** field for this POS store was set to 3=Manual Authorization Mode in Override Merchant IDs Maintenance (MENU PSFILE), this screen will instead require you to manually enter the amount tendered, last four digits (on card), payment type, card holder name, and authorization number (provided by CenPOS). For instance, a transaction that was processed directly on the CenPOS Virtual Terminal may need to be entered manually into Distribution A+ using this process.

Credit Card Payment Screen Fields and Function Keys

Field/Function Key	Description
Amount Tendered	Use this field to enter the desired amount for the transaction that will be processed when a credit card is assigned. NOTE: If the store setting for **Allow Cash Back on Credit Card Payments** is set to Y, the amount tendered can exceed the remaining amount due, as the customer will receive the cash “change” difference at the register. Also, pickup/delivery transactions do not allow cash back on a CC payment even if the store is set to allow it. Since Distribution A+ Order Entry does not allow for multiple pay types, this field will be protected for pickup/delivery transactions that perform a credit card authorization (which is not a final sale). *Default Value:* The amount due. *Valid Values:* Any currency value, positive (or negative for unreferenced return credit) other than 0. (N 13,2) Required
F5=Cards	The F5=CARDS function key appears only if the customer is not the default POS store walk-in customer. See ENTER. Press F5=CARDS to select an existing credit card in order to process the transaction via TCP/IP Manager. The Secure Card List Screen will appear. Refer to Secure Card Maintenance (MENU EPFILE) in the Electronic Payments User Guide for details about this screen.
F6=One Time	The F6=ONE TIME function key appears only if the customer is not the default POS store walk-in customer. See ENTER. Press F6=ONE TIME to launch to the CenPOS Sales Panel in order to enter/swipe the credit card information and then click SUBMIT to process the sales transaction in CenPOS and send the results back to Distribution A+.
F12=Return	Press F12=RETURN to return to the Check Out Screen (p. 3-121) without saving your entries.
Enter	If the POS customer is the default POS store walk-in customer (whereby Distribution A+ stores no credit cards on file), press ENTER in order to launch to the CenPOS Sales Panel to process the sales transaction.

Credit Card Credit/Debit Selection Screen

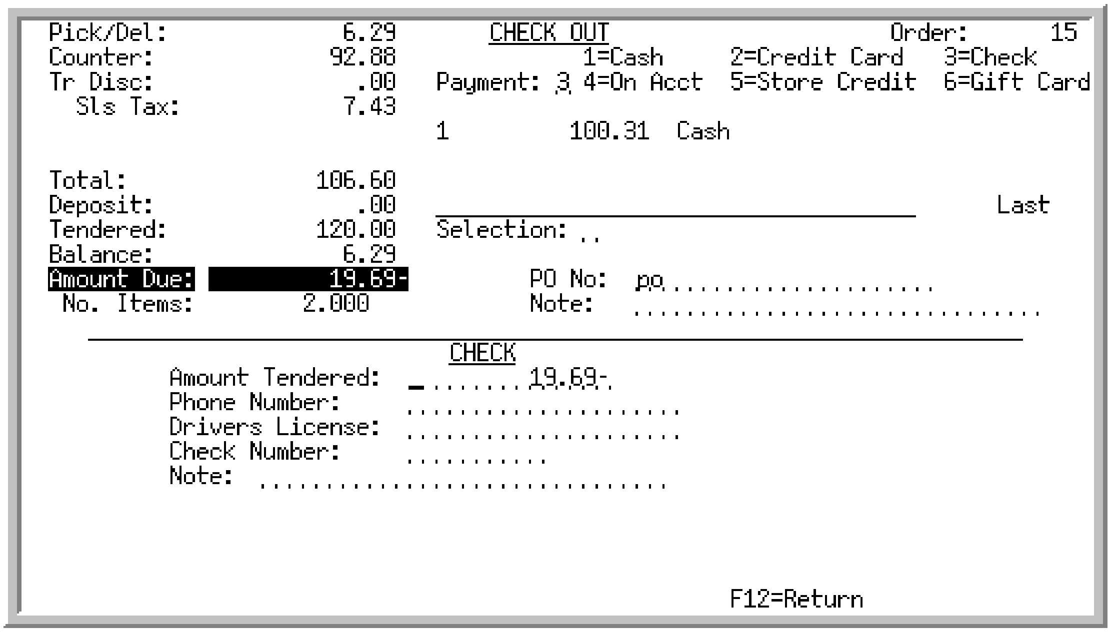


This pop-up window screen appears when you key 2 for Credit/Debit in the **Payment** field on the Check Out Screen (p. 3-121) and the **Payment** field displays as 2=Credit/Debit for Terminal/Drawers that are defined as **Use EP Transaction Terminal** set to Y. Use this screen to enter the type of credit card payment for the customer.

Credit Card Credit/Debit Selection Screen Fields and Function Keys

Field/Function Key	Description
(Selection)	Use this field to identify if the credit card to be entered will be processed as a credit card transaction or is a PIN debit card transaction. Key 1 to process this transaction as a credit card transaction. Key 2 to process this transaction as a PIN debit card transaction. (N 1,0) Required
Enter	Press ENTER to save the information you entered and return to the Check Out Screen (p. 3-121). The **Tendered** and **Balance** fields will be updated with the payment information. For manually entered credit card information, pressing ENTER will submit the credit card authorization to the network. The Check Out Change Screen (p. 3-143) will display.

Check Payment Screen



This screen appears when you key 3 for Check in the **Payment** field on the Check Out Screen (p. 3-121). Use this screen to enter the customer's check payment information.

Check Payment Screen Fields and Function Keys

Field/Function Key	Description
Pick/Del	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all pickup/delivery items on the order with sales tax and discounts applied. Display
Counter	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all retail and will call items on the order. Display
Order	The order number assigned to this transaction displays in this field. Display
Sub-Total	The sub-total of the items and charges displays in this field. The sub-total is the sum of the **Final Price** field for each item on the POS Item Entry Screen (p. 3-23). This field appears only when there are no pickup/delivery items on the order. Display

Check Payment Screen Fields and Function Keys

Field/Function Key	Description
Tr Disc	The amount of discount applicable to this transaction's retail and will call items displays in this field. A trade discount will apply if one is specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE) or if one is specified for this order on the POS Header Screen (p. 3-73). Display
Sls Tax	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has both the **Goods/Services Tax** and **Provincial Sales Tax** fields set to N through Tax Body Maintenance (MENU OEFILE). The total sales tax for the retail and will call items based on the tax parameters defined for the customer, item, and store displays in this field. Sales tax for pickup/delivery items is included in the total shown in the **Pick/ Del** field. Display
GST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Goods/Services Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The goods and services tax amount applied to the retail and will call items on the order displays in this field. Display
PST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Provincial Sales Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The provincial sales tax amount applied to the retail and will call items on the order displays in this field. Display
Total	The total for the goods purchased plus any taxes, minus any discounts displays in this field. Display
Deposit	This field appears only if there are pickup/delivery items on the order or if you are processing a payment for an Order Entry order. This field displays the amount applied to pickup/delivery items. Display
Tendered	The amount that you have applied as payment to the sale displays in this field. Display

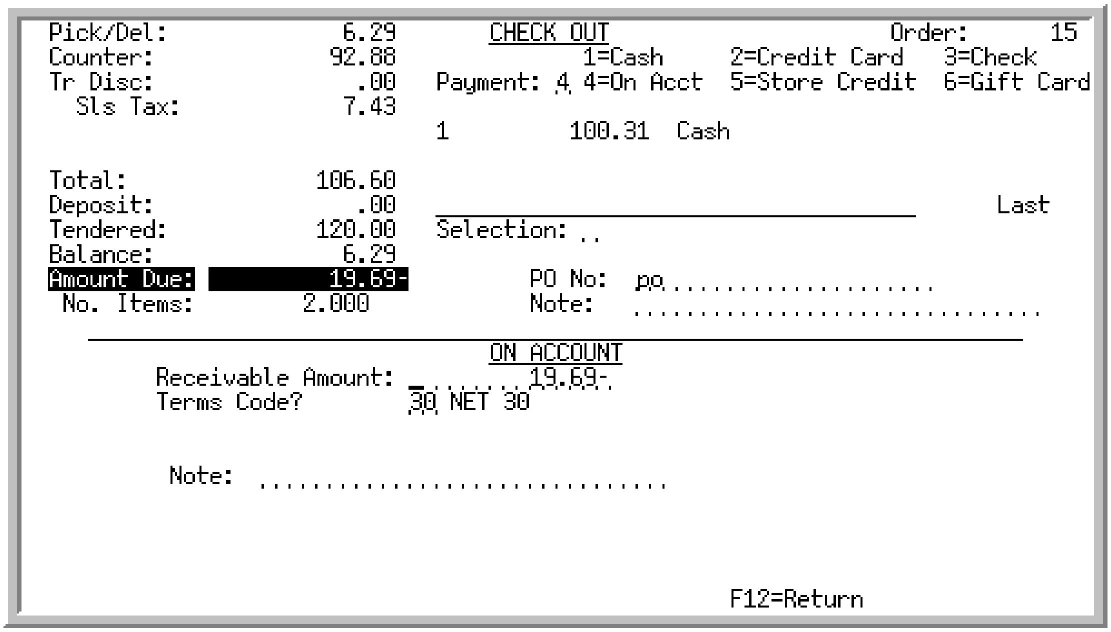
Check Payment Screen Fields and Function Keys

Field/Function Key	Description
Balance	This field displays the balance remaining for this order, which is calculated as: Total - Amount Tendered The amount in this field will reflect the current balance as payments are applied. Display
Amount Due	This field displays the amount due at check out, which is calculated as: Balance - Pick/Del + Deposit Amount Checkout is complete when the amount due equals zero. Display
No. Items	This field displays the total number of items on the order and gift cards issued. Display
Payment	Use this field to specify how the customer is paying for the purchase. Once you enter a payment method, the payment fields for that payment method display in the lower portion of the screen. NOTE: For a Terminal/Drawer defined as an EP Transaction Terminal in Terminal Drawer Maintenance Screen (p. 10-8), the payment codes shown on the above screen will be different. 2=Credit/Debit and 9=CC Entry will be shown instead of 2=Credit Card. • **1=Cash** displays the Cash Payment Screen (p. 3-139) • **2=Credit Card** displays the Credit Card Payment Screen (p. 3-145) • **2=Credit/Debit** displays the Credit Card Credit/Debit Selection Screen (p. 3-147) • **3=Check** displays the Check Payment Screen (p. 3-148) • **4=On Acct** displays the On Account Payment Screen (p. 3-152) • **5=Store Credit** displays the Store Credit Payment Screen (p. 3-157) • **6=Gift Card** displays the Gift Card Payment Screen (p. 3-162). (N 1,0) Required
Selection	This field appears in the top portion of the screen. Use this field to select a previously entered payment for maintenance or deletion. Key the reference number associated with the payment you want to select and press ENTER. (N1,0) Optional

Check Payment Screen Fields and Function Keys

Field/Function Key	Description
PO No.	This field is required if the **P/O Required** field is set to Y for the customer through Customer/Ship to Master Maintenance (MENU ARFILE); otherwise, this field is optional. Use this field to specify a PO number. (A 22) Required/Optional
Note	Use this field to enter any comments about the order. (A 30) Optional
Amount Tendered	Use this field to enter the amount for which the check was written. *Default Value:* The balance due. (N 13,2) Required
Phone Number	Use this field to enter the customer's phone number. (A 20) Required
Drivers License	Use this field to enter the customer's drivers license number. (A 20) Optional
Check Number	Use this field to enter the number of the customer's check. (A 10) Optional
Note	Use this field to enter any notes about this check payment that you want stored with this payment transaction for this order. (A 30) Optional
F12=Return	Press F12=RETURN to return to the Check Out Screen (p. 3-121) without saving your entries.
F24=Delete	F24=DELETE appears only if you select an existing payment from the Check Out Screen (p. 3-121). Press F24=DELETE to delete the payment entry. You will be asked to confirm the deletion.
Enter	Press ENTER to save the information you entered and return to the Check Out Screen (p. 3-121). The **Tendered** and **Balance** fields will be updated with the payment information.

On Account Payment Screen



This screen appears when you key 4 for On Account in the **Payment** field on the Check Out Screen (p. 3-121). You cannot select the on account payment method for the default POS customer. Use this screen to enter the customer's on account payment information. If the customer has exceeded their credit limit, a message will appear on this screen and an authorization code must be entered to continue with the transaction.

On Account Payment Screen Fields and Function Keys

Field/Function Key	Description
Pick/Del	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all pickup/delivery items on the order with sales tax and discounts applied. Display
Counter	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all retail and will call items on the order. Display
Order	The order number assigned to this transaction displays in this field. Display

On Account Payment Screen Fields and Function Keys

Field/Function Key	Description
Sub-Total	The sub-total of the items and charges displays in this field. The sub-total is the sum of the **Final Price** field for each item on the POS Item Entry Screen (p. 3-23). This field appears only when there are no pickup/delivery items on the order. Display
Tr Disc	The amount of discount applicable to this transaction's retail and will call items displays in this field. A trade discount will apply if one is specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE) or if one is specified for this order on the POS Header Screen (p. 3-73). Display
Sls Tax	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has both the **Goods/Services Tax** and **Provincial Sales Tax** fields set to N through Tax Body Maintenance (MENU OEFILE). The total sales tax for the retail and will call items based on the tax parameters defined for the customer, item, and store displays in this field. Sales tax for pickup/delivery items is included in the total shown in the **Pick/Del** field. Display
GST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Goods/Services Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The goods and services tax amount applied to the retail and will call items on the order displays in this field. Display
PST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Provincial Sales Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The provincial sales tax amount applied to the retail and will call items on the order displays in this field. Display
Total	The total for the goods purchased plus any taxes, minus any discounts displays in this field. Display
Deposit	This field appears only if there are pickup/delivery items on the order or if you are processing a payment for an Order Entry order. This field displays the amount applied to pickup/delivery items. Display

On Account Payment Screen Fields and Function Keys

Field/Function Key	Description
Tendered	The amount that you have applied as payment to the sale displays in this field. Display
Balance	This field displays the balance remaining for this order, which is calculated as: Total - Amount Tendered The amount in this field will reflect the current balance as payments are applied. Display
Amount Due	This field displays the amount due at check out, which is calculated as: Balance - Pick/Del + Deposit Amount Checkout is complete when the amount due equals zero. Display
No. Items	This field displays the total number of items on the order and gift cards issued. Display
Payment	Use this field to specify how the customer is paying for the purchase. Once you enter a payment method, the payment fields for that payment method display in the lower portion of the screen. NOTE: For a Terminal/Drawer defined as an EP Transaction Terminal in Terminal Drawer Maintenance Screen (p. 10-8), the payment codes shown on the above screen will be different. 2=Credit/Debit and 9=CC Entry will be shown instead of 2=Credit Card. • **1=Cash** displays the Cash Payment Screen (p. 3-139) • **2=Credit Card** displays the Credit Card Payment Screen (p. 3-145) • **2=Credit/Debit** displays the Credit Card Credit/Debit Selection Screen (p. 3-147) • **3=Check** displays the Check Payment Screen (p. 3-148) • **4=On Acct** displays the On Account Payment Screen (p. 3-152) • **5=Store Credit** displays the Store Credit Payment Screen (p. 3-157) • **6=Gift Card** displays the Gift Card Payment Screen (p. 3-162). (N 1,0) Required

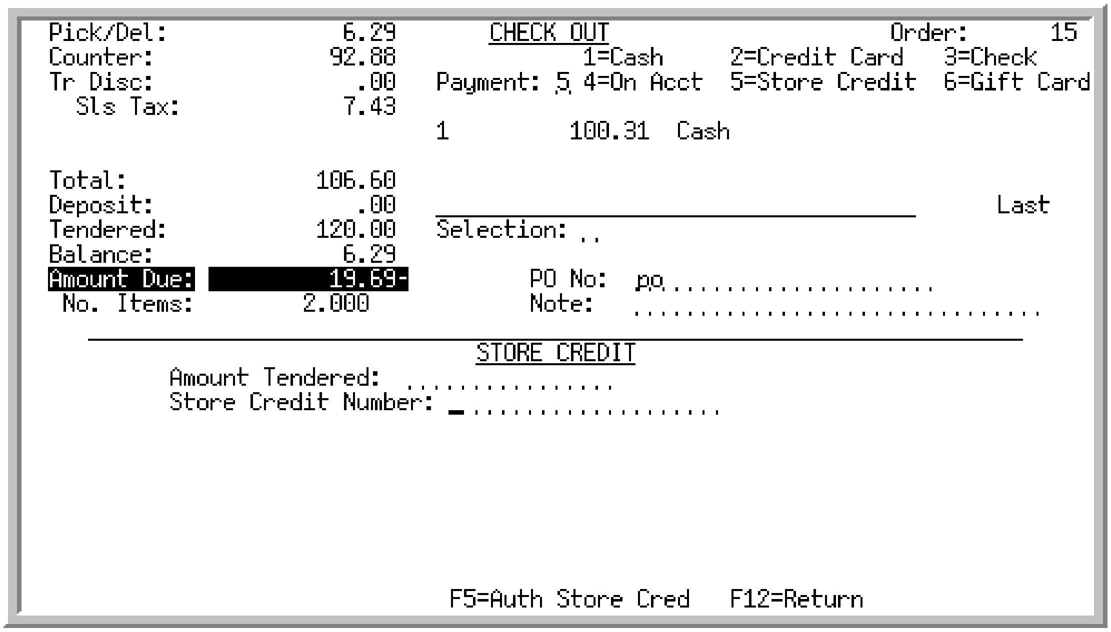
On Account Payment Screen Fields and Function Keys

Field/Function Key	Description
Selection	This field appears in the top portion of the screen. Use this field to select a previously entered payment for maintenance or deletion. Key the reference number associated with the payment you want to select and press ENTER. (N1,0) Optional
PO No.	This field is required if the **P/O Required** field is set to Y for the customer through Customer/Ship to Master Maintenance (MENU ARFILE); otherwise, this field is optional. Use this field to specify a PO number. (A 22) Required/Optional
Note	Use this field to enter any comments about the order. (A 30) Optional
Receivable Amount	Use this field to enter the amount that the customer wants to put on their account. You cannot enter an amount greater than the total amount due. *Default Value:* The balance due. (N 13,2) Required
Terms Code	Use this field to specify the payment terms for this customer. *Default Value:* The terms code assigned to the customer on the POS Header Screen (p. 3-73). *Valid Values:* A terms code defined through A/R Terms Code Maintenance (MENU ARFILE). (A 2) Required
Note	Use this field to enter any notes about this on account payment that you want stored with this payment transaction for this order. (A 30) Optional
F5=Authorization	If there is a problem with the customer's account, a message will display and you will have to authorize the order. Press F5=AUTHORIZATION to access the Authorization Code Screen (p. 3-46).
F12=Return	Press F12=RETURN to return to the Check Out Screen (p. 3-121) without saving your entries.
F24=Delete	F24=DELETE appears only if you select an existing payment from the Check Out Screen (p. 3-121). Press F24=DELETE to delete the payment entry. You will be asked to confirm the deletion.

On Account Payment Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to save the information you entered and return to the Check Out Screen (p. 3-121). The **Tendered** and **Balance** fields will be updated with the payment information.

Store Credit Payment Screen



This screen appears when you key 5 for Store Credit in the **Payment** field on the Check Out Screen (p. 3-121). Use this screen to redeem or issue a store credit.

Store Credit Payment Screen Fields and Function Keys

Field/Function Key	Description
Pick/Del	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all pickup/delivery items on the order with sales tax and discounts applied. Display
Counter	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all retail and will call items on the order. Display
Order	The order number assigned to this transaction displays in this field. Display
Sub-Total	The sub-total of the items and charges displays in this field. The sub-total is the sum of the **Final Price** field for each item on the POS Item Entry Screen (p. 3-23). This field appears only when there are no pickup/delivery items on the order. Display

Store Credit Payment Screen Fields and Function Keys

Field/Function Key	Description
Tr Disc	The amount of discount applicable to this transaction's retail and will call items displays in this field. A trade discount will apply if one is specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE) or if one is specified for this order on the POS Header Screen (p. 3-73). Display
Sls Tax	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has both the **Goods/Services Tax** and **Provincial Sales Tax** fields set to N through Tax Body Maintenance (MENU OEFILE). The total sales tax for the retail and will call items based on the tax parameters defined for the customer, item, and store displays in this field. Sales tax for pickup/delivery items is included in the total shown in the **Pick/ Del** field. Display
GST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Goods/Services Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The goods and services tax amount applied to the retail and will call items on the order displays in this field. Display
PST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Provincial Sales Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The provincial sales tax amount applied to the retail and will call items on the order displays in this field. Display
Total	The total for the goods purchased plus any taxes, minus any discounts displays in this field. Display
Deposit	This field appears only if there are pickup/delivery items on the order or if you are processing a payment for an Order Entry order. This field displays the amount applied to pickup/delivery items. Display
Tendered	The amount that you have applied as payment to the sale displays in this field. Display

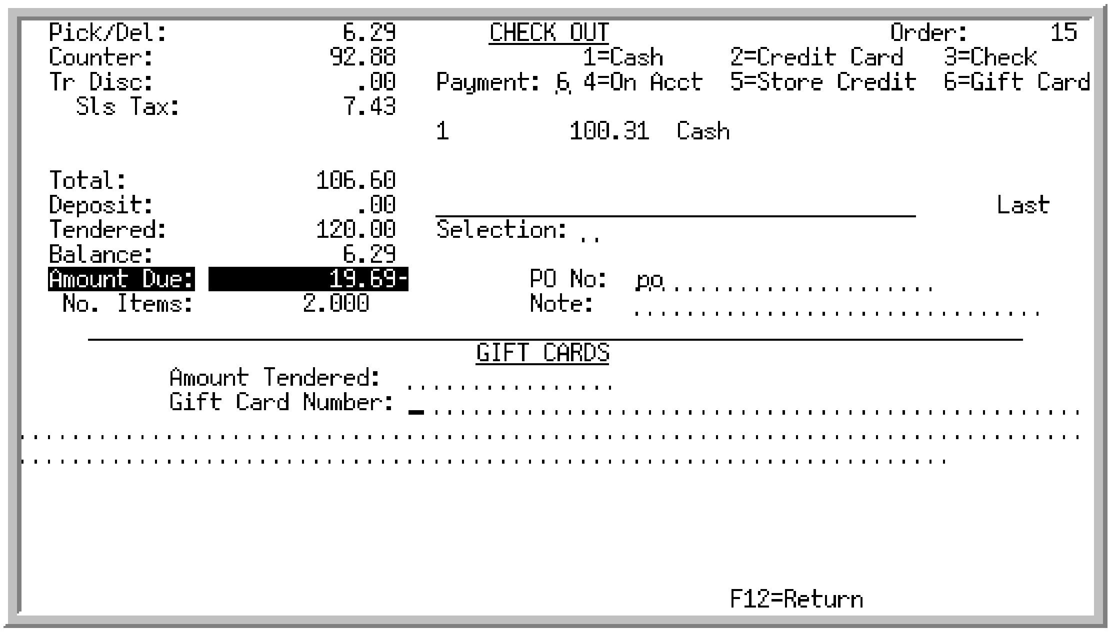
Store Credit Payment Screen Fields and Function Keys

Field/Function Key	Description
Balance	This field displays the balance remaining for this order, which is calculated as: Total - Amount Tendered The amount in this field will reflect the current balance as payments are applied. Display
Amount Due	This field displays the amount due at check out, which is calculated as: Balance - Pick/Del + Deposit Amount Checkout is complete when the amount due equals zero. Display
No. Items	This field displays the total number of items on the order and gift cards issued. Display
Payment	Use this field to specify how the customer is paying for the purchase. Once you enter a payment method, the payment fields for that payment method display in the lower portion of the screen. NOTE: For a Terminal/Drawer defined as an EP Transaction Terminal in Terminal Drawer Maintenance Screen (p. 10-8), the payment codes shown on the above screen will be different. 2=Credit/Debit and 9=CC Entry will be shown instead of 2=Credit Card. • **1=Cash** displays the Cash Payment Screen (p. 3-139) • **2=Credit Card** displays the Credit Card Payment Screen (p. 3-145) • **2=Credit/Debit** displays the Credit Card Credit/Debit Selection Screen (p. 3-147) • **3=Check** displays the Check Payment Screen (p. 3-148) • **4=On Acct** displays the On Account Payment Screen (p. 3-152) • **5=Store Credit** displays the Store Credit Payment Screen (p. 3-157) • **6=Gift Card** displays the Gift Card Payment Screen (p. 3-162). (N 1,0) Required
Selection	This field appears in the top portion of the screen. Use this field to select a previously entered payment for maintenance or deletion. Key the reference number associated with the payment you want to select and press ENTER. (N1,0) Optional

Store Credit Payment Screen Fields and Function Keys

Field/Function Key	Description
PO No.	This field is required if the **P/O Required** field is set to Y for the customer through Customer/Ship to Master Maintenance (MENU ARFILE); otherwise, this field is optional. Use this field to specify a PO number. (A 22) Required/Optional
Note	Use this field to enter any comments about the order. (A 30) Optional
Amount Tendered	Use this field to enter the amount for which the customer wants to use the store credit. When you press ENTER, a message will display the amount remaining on the store credit. If there are not sufficient funds, you can apply another payment method to complete the order. (N 13,2) Required
Store Credit Number	Use this field to enter the number on the store credit. If a customer is redeeming a store credit, this field is required. If you are issuing a store credit to the customer, you can leave this field blank to allow the system to assign the store credit number or specify a store credit number yourself. *Valid Values:* A store credit number assigned when the store credit was issued in Point of Sale Entry (MENU PSMAIN), or blank. (A 20) Required/Optional
Credit Balance	This field appears only after you specify an existing store credit number in the **Store Credit Number** field and press ENTER. This field displays the balance left on the store credit. Display
F5=Authorization	If there is a problem with the customer's account, a message will display and you will have to authorize the order. Press F5=AUTHORIZATION to access the Authorization Code Screen (p. 3-46).
F12=Return	Press F12=RETURN to return to the Check Out Screen (p. 3-121) without saving your entries.
F24=Delete	F24=DELETE appears only if you select an existing payment from the Check Out Screen (p. 3-121). Press F24=DELETE to delete the payment entry. You will be asked to confirm the deletion.
Enter	Press ENTER to save the information you entered and return to the Check Out Screen (p. 3-121). The **Tendered** and **Balance** fields will be updated with the payment information.

Gift Card Payment Screen



This screen appears when you key 6 for Gift Card in the **Payment** field on the Check Out Screen (p. 3-121). Use this screen to issue a gift card for a return or redeem a gift card for an order. A gift card can be redeemed only if the gift card does not exist on a saved order.

Gift Card Payment Screen Fields and Function Keys

Field/Function Key	Description
Pick/Del	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all pickup/delivery items on the order with sales tax and discounts applied. Display
Counter	This field appears only if there are pickup/delivery items on the order. This field displays the total value of all retail and will call items on the order. Display
Order	The order number assigned to this transaction displays in this field. Display
Sub-Total	The sub-total of the items and charges displays in this field. The sub-total is the sum of the **Final Price** field for each item on the POS Item Entry Screen (p. 3-23). This field appears only when there are no pickup/delivery items on the order. Display

Gift Card Payment Screen Fields and Function Keys

Field/Function Key	Description
Tr Disc	The amount of discount applicable to this transaction's retail and will call items displays in this field. A trade discount will apply if one is specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE) or if one is specified for this order on the POS Header Screen (p. 3-73). Display
Sls Tax	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has both the **Goods/Services Tax** and **Provincial Sales Tax** fields set to N through Tax Body Maintenance (MENU OEFILE). The total sales tax for the retail and will call items based on the tax parameters defined for the customer, item, and store displays in this field. Sales tax for pickup/delivery items is included in the total shown in the **Pick/Del** field. Display
GST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Goods/Services Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The goods and services tax amount applied to the retail and will call items on the order displays in this field. Display
PST	This field appears only if the tax body specified on the POS Header Screen (p. 3-73) has the **Provincial Sales Tax** field set to Y through Tax Body Maintenance (MENU OEFILE). The provincial sales tax amount applied to the retail and will call items on the order displays in this field. Display
Total	The total for the goods purchased plus any taxes, minus any discounts displays in this field. Display
Deposit	This field appears only if there are pickup/delivery items on the order or if you are processing a payment for an Order Entry order. This field displays the amount applied to pickup/delivery items. Display
Tendered	The amount that you have applied as payment to the sale displays in this field. Display

Gift Card Payment Screen Fields and Function Keys

Field/Function Key	Description
Balance	This field displays the balance remaining for this order, which is calculated as: Total - Amount Tendered The amount in this field will reflect the current balance as payments are applied. Display
Amount Due	This field displays the amount due at check out, which is calculated as: Balance - Pick/Del + Deposit Amount Checkout is complete when the amount due equals zero. Display
No. Items	This field displays the total number of items on the order and gift cards issued. Display
Payment	Use this field to specify how the customer is paying for the purchase. Once you enter a payment method, the payment fields for that payment method display in the lower portion of the screen. NOTE: For a Terminal/Drawer defined as an EP Transaction Terminal in Terminal Drawer Maintenance Screen (p. 10-8), the payment codes shown on the above screen will be different. 2=Credit/Debit and 9=CC Entry will be shown instead of 2=Credit Card. • **1=Cash** displays the Cash Payment Screen (p. 3-139) • **2=Credit Card** displays the Credit Card Payment Screen (p. 3-145) • **2=Credit/Debit** displays the Credit Card Credit/Debit Selection Screen (p. 3-147) • **3=Check** displays the Check Payment Screen (p. 3-148) • **4=On Acct** displays the On Account Payment Screen (p. 3-152) • **5=Store Credit** displays the Store Credit Payment Screen (p. 3-157) • **6=Gift Card** displays the Gift Card Payment Screen (p. 3-162). (N 1,0) Required
Selection	This field appears in the top portion of the screen. Use this field to select a previously entered payment for maintenance or deletion. Key the reference number associated with the payment you want to select and press ENTER. (N1,0) Optional

Gift Card Payment Screen Fields and Function Keys

Field/Function Key	Description
PO No.	This field is required if the **P/O Required** field is set to Y for the customer through Customer/Ship to Master Maintenance (MENU ARFILE); otherwise, this field is optional. Use this field to specify a PO number. (A 22) Required/Optional
Note	Use this field to enter any comments about the order. (A 30) Optional
Amount Tendered	Use this field to enter the amount for which the customer wants to use the gift card. When you press ENTER, a message will display the amount remaining on the gift card. If there are not sufficient funds, you can apply another payment method to complete the order. (N 13,2) Required
Gift Card Number	Use this field to enter the serial number on the gift card or gift certificate. *Valid Values:* The number of a purchased gift card/certificate that does not exist on a saved order if you are redeeming a gift card for an order; otherwise, you can specify the gift card number of the gift card you are issuing. (A 200) Required
Credit Balance	This field appears only after you enter the amount tendered and gift card number and press ENTER. The remaining balance on the gift card displays in this field. Display
F10=Add to Bal	F10=ADD TO BAL appears only for returns after you enter a purchased gift card number and press ENTER. Press F10=ADD TO BAL to add the amount specified in the **Amount** field to the total balance on the gift card.
F12=Return	Press F12=RETURN to return to the Check Out Screen (p. 3-121) without saving your entries.
F24=Delete	F24=DELETE appears only if you select an existing payment from the Check Out Screen (p. 3-121). Press F24=DELETE to delete the payment entry. You will be asked to confirm the deletion.
Enter	Press ENTER to save the information you entered. The **Credit Balance** field appears, displaying the gift card's remaining balance. Press ENTER a second time to return to the Check Out Screen (p. 3-121). The **Tendered** and **Balance** fields will be updated with the payment information.

Point of Sale Entry Reports

The reports in the Point of Sale Entry option and a brief description of their purpose is listed in the following table. A complete description of each report is provided in this section.

Title	Purpose
Receipt	Prints following each transaction, as a record of the event.
Terminal Close Report Form	Use to record drawer information following a terminal close.

Receipt

```
     A & C Office Store
     876 Centerville Rd
     Hartford, CT  06865
 4/02/15 20:38:21
STORE: 1             TERML:    00001
CLERK: 1          ORDER NO: 0000035
 1/       120
Financial Bookkeeping
A200
SF-7200
      1.000   EA        12.82000     T
                               12.82
C120                                **
Cherry, Solid Brass Pendulum
      1.000   EA      1095.00000     T
                             1095.00
A500
Box of 100 - letter size
      1.000   EA         6.29000     T
                                6.29
A510
Box of 100 - letter size
      1.000   EA         6.62000     T
                                6.62
Freight Out
                                7.99
     COUNTER:                  33.72
     TAX: 8.000 %               2.06
     SUBTOTAL:                 35.78
     P/D TOTAL:             1,117.55
     TOTAL:                 1,153.33
     AMOUNT PAID:              35.78
     BALANCE DUE:                .00
Cash
                               40.00
     CHANGE DUE:                4.22
          NO. ITEMS:           4.000
**ITEM(S) WILL BE PICKED UP OR DELIVERED

     Thank you for shopping at the
           A & C Office Store
            **CUSTOMER COPY**
```

A receipt prints after each transaction as a record of the transaction. Transactions can include orders, returns, no-sales, and saving an order or return. Both a customer copy and a store copy will print for some transactions. The receipts that can be printed through Point of Sale are:

- Credit Card Receipt
- Issue Gift Card Receipt
- Redeem Gift Card Receipt
- Issue Store Credit Receipt
- Redeem Store Credit Receipt
- On Account Receipt
- No Sale Receipt
- Drop/Pull Receipt
- Saved Order Receipt
- Gift Card Balance Receipt
- Will Call Receipt

Gift Receipt

```
     A & C Office Store
     876 Centerville Rd
     Hartford, CT  06865
 4/02/15 20:46:00
STORE: 1             TERML:   00001
CLERK: 1          ORDER NO: 0000036
****************************************
              GIFT RECEIPT
****************************************
C120
Cherry, Solid Brass Pendulum
     Thank you for shopping at the
           A & C Office Store
```

A gift receipt prints if you press F4=GIFT RECEIPT on the Check Out Screen (p. 3-121). Your customer can include a the gift receipt with the item if they give the item as a gift. The gift recipient can use the gift receipt to return the item.

Terminal Close Report Form

```
   01-A & C Office Supply¶
         TERMINAL CLOSE REPORT¶
Date:  0/00/00      Time: 18:09:03¶
Store: 1      A & C Office Store¶
Terminal:     1   Drawer:   2¶
Clerk: John Blunt¶
Hundreds:         ______________________¶
Fifties:          ______________________¶
Twenties:         ______________________¶
Tens:             ______________________¶
Fives:            ______________________¶
Twos:             ______________________¶
Ones:             ______________________¶
Coin:             ______________________¶
Subtotal:¶
                  ======================¶
Default Cash:     -               150.00¶
Total Cash:¶
                  ======================¶
Checks:           ______________________¶
Total Deposit:¶
                  ======================¶
                  ======================¶
Credit Cards:     ______________________¶
On Account:       ______________________¶
Gift Cards:       ______________________¶
Store Credit:     ______________________¶
Subtotal:¶
                  ======================¶
Total Sales:¶
                  ======================¶
                  ======================¶
                  ======================¶
Drops:            ______________________¶
Pulls:            ______________________¶
Drops/Pulls:¶
                  ======================¶
# of Checks:      ______________________¶
# of Credit Card: ______________________¶
# of On Account:  ______________________¶
# of Gift Cards:  ______________________¶
# of Store Credit:______________________¶
# of No Sales:    ______________________¶
# of Drops/Pulls: ______________________¶
COMMENTS:¶
Signature: _____________________________¶
```

This form prints after you press F10=CLOSE on the Terminal Close Confirmation Screen (p. 3-12). Use this form to record and total your drawer counts.

CHAPTER 4

Using the Terminal Close Inquiry

4

Each clerk in the store should close his/her terminal at the end of the shift. When the terminal is closed, the total for the transactions conducted on that terminal is calculated. The drawer can be re-counted and confirmed against the totals calculated by the system. Once this has been done for each terminal, the store can be closed, which means comparing the total for all the drawers with the total for all the drawers as stored by the system.

Confirmation for terminals is performed through the Terminal Close Inquiry option on the Point of Sale Main Menu. It may be required to review terminal closings through this option based on the value in the **Confirm Terminal Close** field in Stores Maintenance (MENU PSFILE).

The Terminal Close Inquiry displays a summary of all of the terminal close records for a particular store, and then allows you to “drill-down” and get detailed information about each close. You can also use this inquiry to close out cash drawers, review the day's activities on the terminal, and record the closed amounts for each terminal.

Using the Terminal Close Inquiry to Confirm a Terminal Close

This section provides a summary of a task for this option. This section is intended to provide an overview of a task that you will perform in this option. Your business process may require you to perform more steps than described here.

Confirming a Terminal Close

You must confirm terminal closings only if the **Confirm Terminal Close** field is set to Y in Stores Maintenance (MENU PSFILE) for the terminal's store. If that field is set to N, terminals will be confirmed automatically after they are closed. After terminals are closed and confirmed, you can close stores through Store Close Inquiry (MENU PSMAIN).

1. **Close the terminals.**

   Before you can confirm the terminal closings, the terminals must be closed. Refer to Confirming a Terminal Close (p. 4-1) for information about closing a terminal.

2. **Select the unconfirmed terminal through the Terminal Close Inquiry.**

   Access the Terminal Close Inquiry option on the Point of Sale Main Menu. Select the unconfirmed terminal that you want to confirm from the list of closed terminals. You must have completed the terminal counts and have your terminal close form completed.

3. **Enter counts and make adjustments.**

   If necessary, make any adjustments to the terminal totals currently in the system.

4. **Confirm the terminal close.**

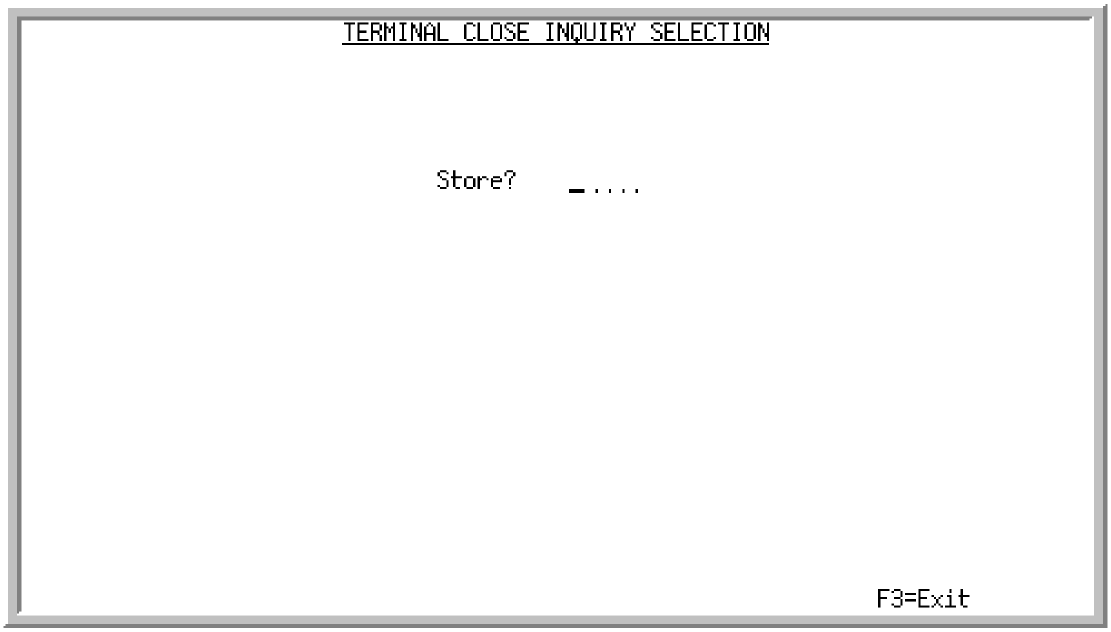
   Once you have entered the counts and made any adjustments to the closing information, press F5=CONFIRM CLOSE to confirm the closing of this terminal. You will be prompted to press this function key a second time to confirm the close. The Terminal Close Report will print.

Terminal Close Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Terminal Close Inquiry Selection Screen	Use to select the store to use in the inquiry.
Terminal Close Inquiry Screen	Lists the inquiry results.
Terminal Close Detail Screen	Displays detail information for the selected terminal close.
Terminal Closing Date Screen	Use to enter the closing date for the terminal closing reports.
Terminal Close Report	Sample and description of the Terminal Close Report.

Terminal Close Inquiry Selection Screen



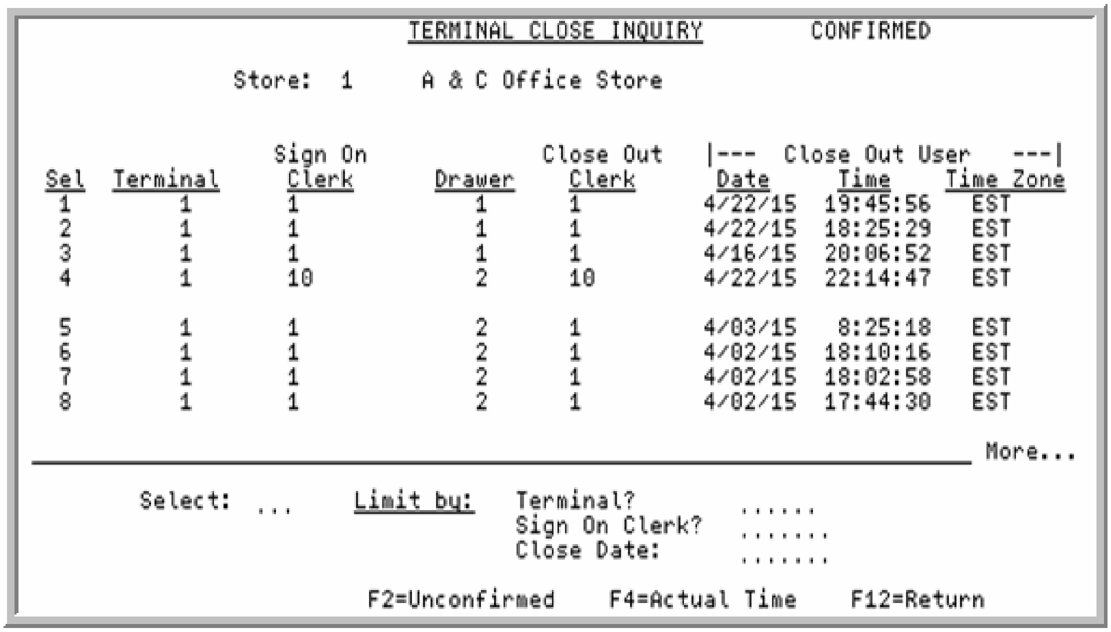
This screen appears after selecting option 11 - Terminal Close Inquiryon the Point of Sale Main Menu (MENU PSMAIN).

Use this screen to specify the store for the terminals that you want to review in the inquiry.

Terminal Close Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Store	Use this field to specify the store about whose terminals you want to inquire. Terminals for the specified store will be available on the subsequent screens of the inquiry. *Valid Values:* A store ID defined through Stores Maintenance (MENU PSFILE). (A 5) Required
F3=Exit	Press F3=EXIT to return to the Point of Sale Main Menu.
Enter	Press ENTER to confirm the store that you entered. The Terminal Close Inquiry Screen (p. 4-4) appears.

Terminal Close Inquiry Screen



TERMINAL CLOSE INQUIRY CONFIRMED

Store: 1 A & C Office Store

Sel	Terminal	Sign On Clerk	Drawer	Close Out Clerk	Close Out User Date	Time	Time Zone
1	1	1	1	1	4/22/15	19:45:56	EST
2	1	1	1	1	4/22/15	18:25:29	EST
3	1	1	1	1	4/16/15	20:06:52	EST
4	1	10	2	10	4/22/15	22:14:47	EST
5	1	1	2	1	4/03/15	8:25:18	EST
6	1	1	2	1	4/02/15	18:10:16	EST
7	1	1	2	1	4/02/15	18:02:58	EST
8	1	1	2	1	4/02/15	17:44:30	EST

More...

Select: ... Limit by: Terminal? ......
Sign On Clerk? ....
Close Date: ....

F2=Unconfirmed F4=Actual Time F12=Return

This screen appears after you press ENTER on the Terminal Close Inquiry Selection Screen (p. 4-3).

When you first access this screen, a list of all unconfirmed terminals and drawers in the store will display. You can toggle the display to show confirmed and open terminals as well. The following information is provided for each terminal:

- the ID of the terminal
- the ID of the clerk who signed on to the terminal when it opened
- the ID of the cash drawer used at the terminal
- whether or not the terminal is currently open
- the ID of the clerk who closed the terminal
- the date on which the terminal was closed
- the time at which the terminal was closed

You can limit the list by terminal ID, clerk ID, or close date and toggle the display to show confirmed, unconfirmed, or open terminals.

To select an entry to view more details about it, key the number that displays in the **Sel** field associated with that entry in the **Select** field and press ENTER. You can view the details only for confirmed or unconfirmed terminals. You cannot select an open terminal on this screen.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Terminal Close Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Mode	The mode of data being displayed based on the F2=OPEN / F2=CONFIRMED / F2=UNCONFIRMED toggle key. **Open**, **Confirmed**, or **Unconfirmed** will display. Display
Store	The store number selected on the Terminal Close Inquiry Selection Screen (p. 4-3) for which terminals will be reviewed. Display
Sel	The reference number of the terminals assigned to the selected store. Display
Terminal	The terminal ID used in this store since the last store close. Display
Sign On Clerk	The clerk ID used to process Point of Sale orders on the terminal. Display
Drawer	The cash drawer number used by the specific clerk. Display
Close Out Clerk	The clerk ID that performed the Terminal Close process. Display
Close Out User Date, Time, Time Zone	The date, time, and time zone in which the Terminal Close process was completed. The **Date** field is displayed based on the Default Date Format and the **Time Zone** field is displayed based on the **Default Inq/Rpt Time Zone** assigned to the logged on user in Register A+ User IDs (MENU XACFIG). The **Time** displays in 24-hour clock format. Display
Select	Key the reference number shown in the **Sel** column that corresponds to the terminal close that you want to inquire about and press ENTER to display the details for that close. You can view the details only for confirmed or unconfirmed terminals. You cannot select an open terminal on this screen. (N 3,0) Required
Terminal	Use this field to limit the terminals that are shown in the list. *Valid Values:* A terminal ID defined through Terminals/Drawers Maintenance (MENU PSFILE). (N 5,0) Optional

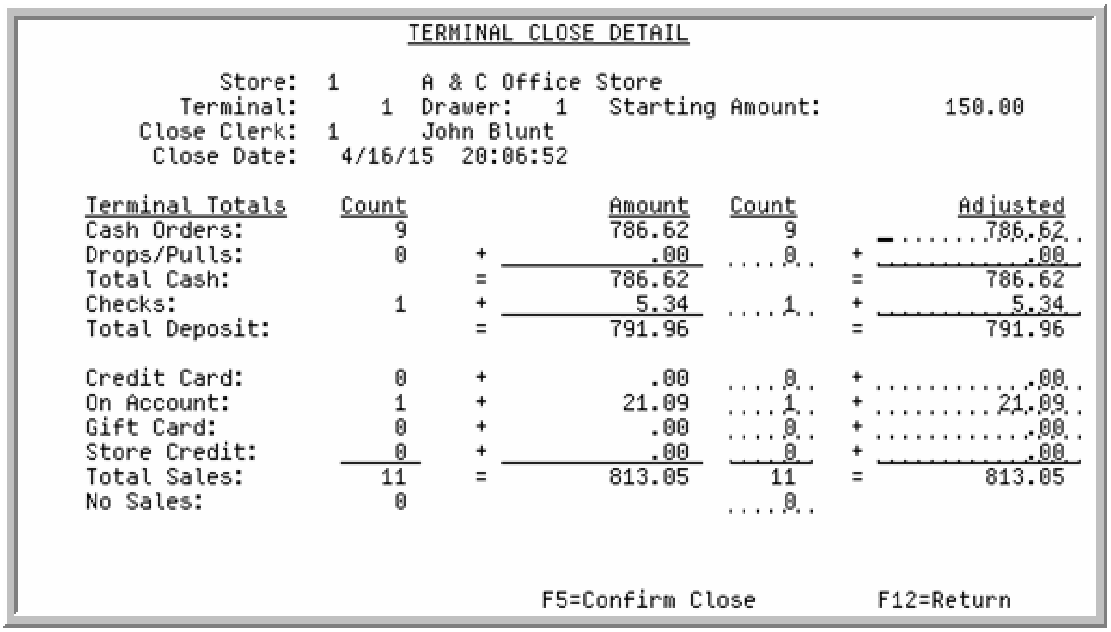
Terminal Close Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Sign On Clerk	Use this field to limit the terminals that are shown in the list by the ID of the clerk who signed on to the terminal. *Valid Values:* A clerk ID defined through Clerks Maintenance (MENU PSFILE). (A 6) Optional
Close Date	Use this field to limit the terminals that are shown in the list by the date on which they were closed. *Valid Values:* A date keyed in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the default date format specified for the system through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F2=Open/Confirmed/ Unconfirmed	Use F2=OPEN / F2=CONFIRMED / F2=UNCONFIRMED to toggle the display to view open, confirmed, and unconfirmed terminals. Press F2=OPEN to view a list of open terminals. Press F2=CONFIRMED to view a list of confirmed terminals. Press F2=UNCONFIRMED to view a list of unconfirmed terminals.
F4=Actual/User/ System Time	Use the F4=ACTUAL TIME / F4=USER TIME / F4=SYSTEM TIME toggle to display the User Time, Actual Time, or System Time, including the time zone. The User Time is the time in which the closing occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). The Actual Time is the time in which the closing occurred shown in the time zone of the user who performed the activity. The System Time is the time in which the closing occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). **Example:** A terminal close was performed at your company's New York store at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the close from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the close). Additionally, you can view the closing in the system's time zone.

Terminal Close Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Terminal Close Inquiry Selection Screen (p. 4-3).
Enter	Press ENTER after entering limiting criteria in the fields provided to refresh the list of terminals. Press ENTER after keying a selection number in the *Select* field to review detailed information about the terminal's close. The Terminal Close Detail Screen (p. 4-8) appears. NOTE: You cannot select an open terminal, since no detail about a close will exist for it.

Terminal Close Detail Screen



This screen appears after you select an entry in the list on the Terminal Close Inquiry Screen (p. 4-4).

If your store is set up so that terminals are confirmed automatically by the system, all of the fields on this screen will be display-only and the **By User** field will indicate that the terminal was closed by ***SYSTEM**. The terminal is closed automatically by the system if the **Confirm Terminal Close** field is set to N in Stores Maintenance (MENU PSFILE).

If your store is set up to require terminals to be confirmed by a user once they are closed, you will use this screen to enter the manual counts for the terminal, make any adjustments, and confirm the closing of the terminal. The terminal must be confirmed manually if the **Confirm Terminal Close** field is set to Y in Stores Maintenance (MENU PSFILE).

Once a terminal has been confirmed, you can reprint the terminal close report.

This screen displays the number of and the total amount for each type of transaction logged by the clerk during the period they were logged on to the system in the left **Count** and **Amount** columns. In the right **Count** and **Adjusted** columns are the number of transactions and total amount for each for the confirmation. If you are manually confirming the terminal's closing, you will balance the drawer and enter your count information in the **Count** and **Adjusted** columns.

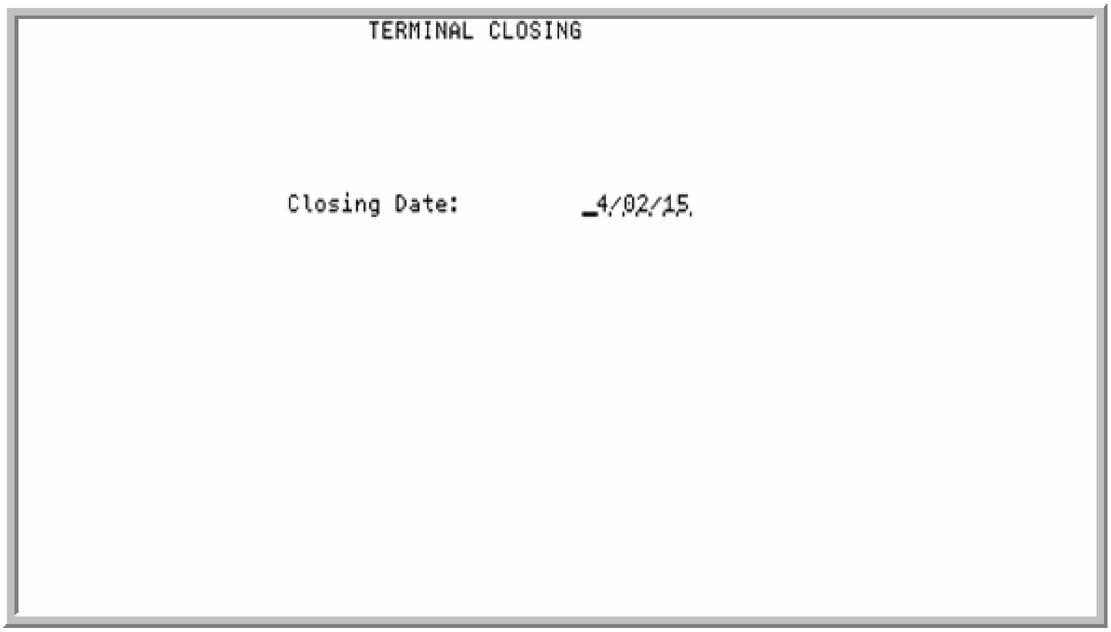
Terminal Close Detail Screen Fields and Function Keys

Field/Function Key	Description
Terminal Totals	This column lists the headings for the rows of transaction information to identify the counts and amounts of the transactions for this closing. • Cash Orders • Drops/Pulls • Total Cash • Checks • Total Deposit • Credit Card • On Account • Gift Card • Store Credit • Total Sales • No Sales Display
Count Amount	The **Count** and **Amount** columns display the number of and the total amount for each type of transaction logged by the clerk during the period they were logged on to the system. Each transaction accumulates these values to be used for the purpose of balancing terminal cash drawers.
Count	If this terminal has not been closed and confirmed, the **Count** fields are available for entry; otherwise, they are display only. If these fields are available for entry, use these fields to enter the total number of transactions performed in this terminal for each payment type. Otherwise, these fields display the total number of transactions performed on this terminal for each payment type. (8 @ N 5,0) Required/Display Only
Adjusted	If this terminal has not been closed and confirmed, the **Adjusted** fields are available for entry; otherwise, they are display only. If these fields are available for entry, use these fields to enter the total transaction amount of transactions performed in this terminal for each payment type. Otherwise, these fields display the total transaction amount of transactions performed in this terminal for each payment type. (7 @ N 11,2) Required/Display Only

Terminal Close Detail Screen Fields and Function Keys

Field/Function Key	Description
F5=Confirm Close F5=Reprint	F5=CONFIRM CLOSE / F5=REPRINT appears as F5=CONFIRM CLOSE only if the **Confirm Terminal Close** field is set to Y in Stores Maintenance (MENU PSFILE) for the selected terminal's store and you selected an unconfirmed terminal on the Terminal Close Inquiry Screen (p. 4-4). F5=REPRINT appears when the selected terminal has been confirmed. Once you have entered the counts and made any adjustments to the closing information, press F5=CONFIRM CLOSE to confirm the closing of this terminal. You will be prompted to press F5=CONFIRM CLOSE a second time to confirm the close. The Terminal Closing Date Screen (p. 4-11) displays. Press F5=CONFIRM CLOSE to print the Terminal Close Report (p. 4-13). You will be prompted to specify the output queue where the report will be printed.
F12=Return	Press F12=RETURN to return to the Terminal Close Inquiry Screen (p. 4-4).

Terminal Closing Date Screen



This screen appears as *Terminal Closing* after you press F5=TERMINAL CLOSE on the Terminal Close Detail Screen (p. 4-8) and as *Terminal Close Confirmation* after you press F5=CONFIRM CLOSE Terminal Close Detail Screen (p. 4-8) when the **Confirm Terminal Close** field is set to Y in Stores Maintenance (MENU PSFILE) for the selected terminal's store.

This screen also displays as *Store Closing* after you press F5=STORE CLOSE on the Store Close Inquiry Screen (p. 5-5).

This screen prompts you to enter the closing date to be used for this specific store or terminal close.

Terminal Closing Date Screen Fields and Function Keys

Field/Function Key	Description
Closing Date	Key the date to be recorded as the Terminal Close date for this group of POS transactions. *Default Value:* today's date *Valid Values:* A date keyed in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the default date format specified for the system through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Terminal Closing Date Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to accept the data on the screen. The Closing Report Output Queue Screen (p. 5-13) will appear. After completing the selection of the **Output Queue** for the closing report, the closing report is created and sent to the selected output queue.

Terminal Close Report

```
PS220  10/06/09  17.29.53                   TERMINAL CLOSE REPORT                          AM/APDEMO      PAGE    1
                                       Store:  1      A & C Office Store
                                    Terminal:      1  Drawer:   1
                                 Close Clerk:  1      John Blunt
                                  Close Date:   7/23/09  11:15:47
                                Confirm Date:   7/23/09  11:15:47  By User: *SYSTEM
                                      |-------- System --------|  |------ Adjusted -------|
                                      Count               Amount  Count               Amount
                                      ------------------------------------------------------------
         Cash Orders:                   1                  22.98     1                  22.98
         Drops/Pulls:                                        .00                          .00
                                              -----------------         -----------------
         Total Cash:                                       22.98                        22.98
         Checks:                                             .00                          .00
                                              -----------------         -----------------
         Total Deposit:                                    22.98                        22.98
         Credit Card Rcpts:                                  .00                          .00
         On Account:                    1                 703.66     1                 703.66
         Gift Cards:                                         .00                          .00
         Store Credits:                                      .00                          .00
                                              -----------------         -----------------
         Total Sales:                   2                 726.64     2                 726.64
         No Sales:
                                         Adjustments:              .00
```

The Terminal Close Report prints after you press F5=CONFIRM CLOSE on the Terminal Close Detail Screen (p. 4-8) and specify an output queue on the Closing Report Output Queue Screen (p. 5-13).

This report prints the number of and the total amount for each type of transaction for the system in the left **Count** and **Amount** columns. In the right **Count** and **Adjusted** columns are the number of transactions and total amount for each for the confirmation.

Terminal Close Report

Report/Listing	Description
Cash Orders	The System Amount column is the amount of **Cash Orders** from **Payment** method 1 on the Check Out Screen (p. 3-121) before any terminal close adjustments. The Adjusted columns are the number of transactions and the amount of the cash payment order transactions for the terminal after all the terminal close adjustments were made.
Drops/Pulls	The System Amount column is the amount of **Drops/Pulls** transactions from the Drop/Pull Screen (p. 3-103) before any terminal close adjustments. The Adjusted columns are the number of transactions and the amount of the drop/pull transactions for the terminal after all the terminal close adjustments were made.

Terminal Close Report

Report/Listing	Description
Total Cash	The System Amount column for **Total Cash** is the sum of cash orders and net drop/pull transactions before any terminal close adjustments. The Adjusted column is the sum of cash orders and net drop/pull transactions for the terminal after all the terminal close adjustments were made.
Checks	The System Amount column is the amount of **Checks** from **Payment** method 3 on the Check Out Screen (p. 3-121) before any terminal close adjustments. The Adjusted columns are the number of transactions and the amount of the check payment transactions for the terminal after all the terminal close adjustments were made.
Total Deposit	The System Amount column for **Total Deposit** is the sum of total cash plus the checks before any terminal close adjustments. The Adjusted column is the sum of total cash plus the checks for the terminal after all the terminal close adjustments were made.
Credit Card Rcpts	The System Amount column is the amount of **Credit Card Rcpts** from **Payment** method 2 on the Check Out Screen (p. 3-121) before any terminal close adjustments. The Adjusted columns are the number of transactions and the amount of the credit card payment transactions for the terminal after all the terminal close adjustments were made.
On Account	The System Amount column is the amount of **On Account** from **Payment** method 4 on the Check Out Screen (p. 3-121) before any terminal close adjustments. The Adjusted columns are the number of transactions and the amount of the payment transactions made to customer accounts for the terminal after all the terminal close adjustments were made.
Gift Cards	The System Amount column is the amount of **Gift Card** from **Payment** method 6 on the Check Out Screen (p. 3-121) before any terminal close adjustments. The Adjusted columns are the number of transactions and the amount of the payment transactions made with gift cards for the terminal after all the terminal close adjustments were made.
Store Credits	The System Amount column is the amount of **Store Credit** from **Payment** method 5 on the Check Out Screen (p. 3-121) before any terminal close adjustments. The Adjusted columns are the number of transactions and the amount of the payment transactions using store credits for the terminal after all the terminal close adjustments were made.

Terminal Close Report

Report/Listing	Description
Total Sales	The System Amount column is the amount of **Total Sales** is the sum of the all the types of sales recorded in the previous rows of the screen. before any terminal close adjustments. The Adjusted columns are the number of transactions and the amount of the all payment transactions for the terminal after all the terminal close adjustments were made.
No Sales	The System Amount column is the number of **No Sales** transactions from F9=NO SALE on the POS Item Entry Screen (p. 3-23) before any terminal close adjustments. The Adjusted column is the number of no sale transactions-for the terminal after all the terminal close adjustments were made.
Adjustments	**Adjustments** is the total amount of the adjustments to made to data in any of the rows on the Terminal Close Detail Screen (p. 4-8).

CHAPTER 5 # Using the Store Close Inquiry

5

The Store Close Inquiry option allows you to view and confirm store close information for a particular store. Once a store is closed, you can view details including the totals for each payment type and the number of times each payment type was processed. For example, you can see that 13 checks were processed, which can help you reconcile the drawers. You can also drill down to the terminal and drawer level for a particular store close. You can access the POS Inquiry to view the orders that are included in this specific store close. Once you close the store, the Store Close Report (p. 5-14) prints.

Store terminals must be closed and confirmed before you can close the store. For information about closing terminals, refer to “Closing the Terminal” on page 3-5.

The Store Close Inquiry is available from the Point of Sale Main Menu.

Using the Store Close Inquiry to Close the Store

This section provides a summary of tasks for this option.This section is intended to provide an overview of the tasks that you will perform in this option. Your business process may require you to perform more tasks and steps than described here.

Closing the Store

1. **Close all terminals in the store.**

   Before you can close the store, you must close each terminal in the store. For information about closing terminals, refer to “Closing the Terminal” on page 3-5

2. **Confirm all terminals in the store.**

   All terminals must be confirmed before you can close the store. Based on how your store was set up through Stores Maintenance (MENU PSFILE), you may need to manually confirm your terminals or your terminals may be confirmed automatically by the system. For information about confirming terminals, refer to “Confirming a Terminal Close” on page 4-1.

3. **Count and total the transactions for the store.**

During the store close you will check the system totals for transactions. You will need to have your own counts and totals ready to confirm the system values or make adjustments.

4. **Close the store.**

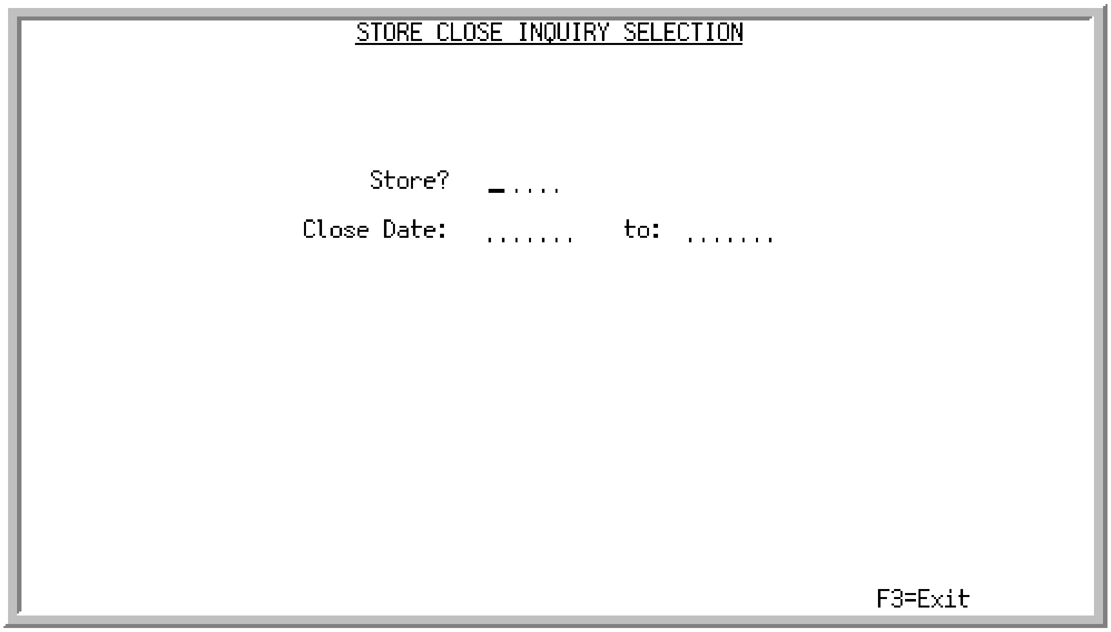
   In the Store Close Inquiry, key the store that you want to close on the Store Close Inquiry Selection Screen (p. 5-3) and then select the open entry on the Store Close Inquiry Screen (p. 5-5). On the Store Close Detail Screen (p. 5-7), review the system amounts and make any adjustments if your count amounts and totals do not match. The amount in the **Confirmed Amounts** column should match the store totals you calculated. When your confirmed amounts are correct, press F5=CONFIRM CLOSE to close the store. You will be prompted to press F5=CONFIRM CLOSE again. Your Store Close Report (p. 5-14) will print.

Store Close Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Store Close Inquiry Selection Screen	Use to set the report selection criteria.
Store Close Inquiry Screen	Lists the inquiry results.
Store Close Detail Screen	Displays detail information for the selected store close.
Store Closing Date Screen	Displays the store closing date selection.
Closing Report Output Queue Screen	Displays the store closing report output queue selection/
Store Close Report	Sample and description of the Store Close Report.

Store Close Inquiry Selection Screen

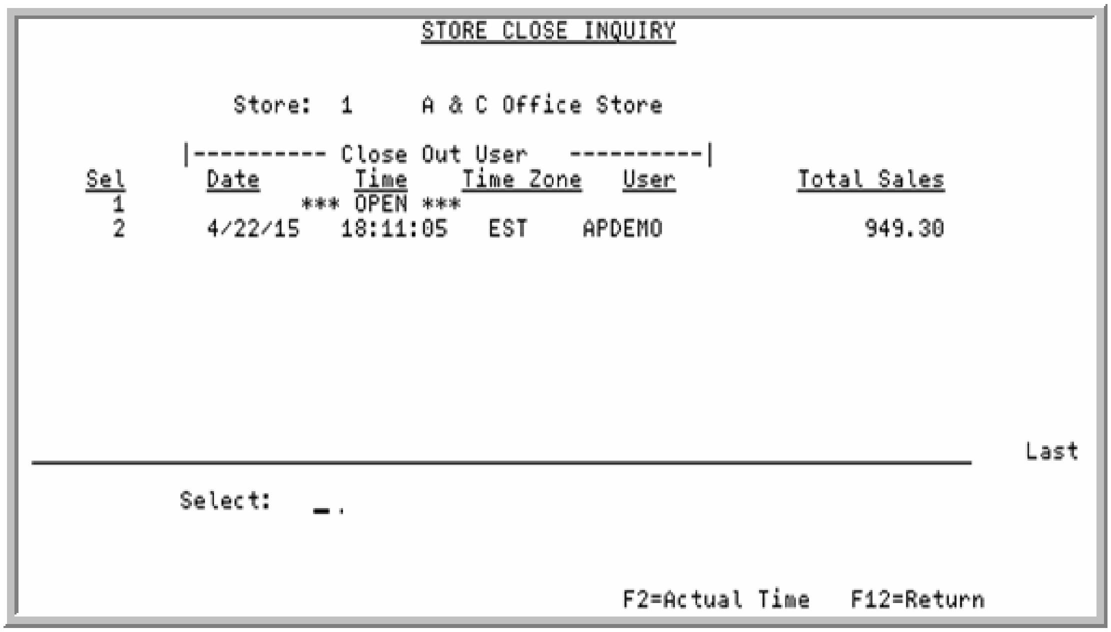


This screen appears after selecting option 12 - Store Close Inquiry from the Point of Sale Main Menu. Use this screen to specify the store and close date, or range of close dates, that you want to be available in the inquiry.

Store Close Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Store	Use this field to specify the store about whose closings you want to inquire. *Valid Values:* A store ID defined through Stores Maintenance (MENU PSFILE). (A 5) Required
Close Date	Use this field to enter a date or range of dates that you want to include in the inquiry. If you leave this field blank, closings for all dates will be included. *Valid Values:* A date keyed in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the default date format specified for the system through System Options Maintenance (MENU XAFILE). (2 @ N 6,0)
F3=Exit	Press F3=EXIT to return to the Point of Sale Main Menu.
Enter	Press ENTER to confirm your entries. The Store Close Inquiry Screen (p. 5-5) appears.

Store Close Inquiry Screen



This screen appears after you press ENTER on the Store Close Inquiry Selection Screen (p. 5-3). This screen displays a list of the store closings that meet the criteria specified on the Store Close Inquiry Selection Screen (p. 5-3).

Stores that have at least one closed terminal will display as **** OPEN **** so you are aware there are pending transactions. You cannot select these transactions from this screen unless all the terminals for the selected store are closed; access is provided through the Terminal Close Inquiry. Stores may be closed when all terminals for that store are closed. You can select an entry that is ready to be closed or is closed from the list to review more detail.

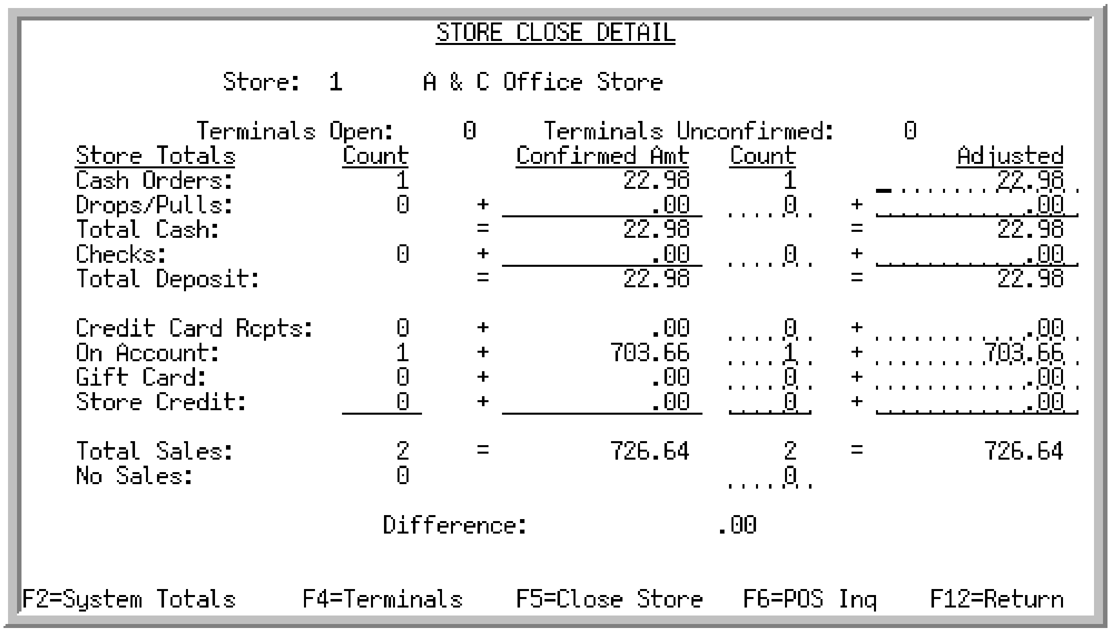
Store Close Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Store	The store number and name of the selected store. Display
Sel	The selection number to uniquely identify the transactions on the screen. Display
Date	For closed orders, the date on which the store was closed. Display
Time Time Zone	For closed orders, the time at which the store was closed and the corresponding time zone. Display

Store Close Inquiry Screen Fields and Function Keys

Field/Function Key	Description
User	For closed orders, the ID of the user who closed the store. Display
Total Sales	For closed orders, the total amount of sales that was posted for this closing cycle. Display
Select	Key the number in the selection column that corresponds to the terminal close about which you want to review detailed information and press ENTER. (N 2,0) Required
F2=Actual Time/User Time/System Time	Use the F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME toggle to display the User Time, Actual Time, or System Time, including the time zone. The User Time is the time in which the closing occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). The Actual Time is the time in which the closing occurred shown in the time zone of the user who performed the activity. The System Time is the time in which the closing occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). **Example:** A store close was performed at your company's New York store at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the close from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the close). Additionally, you can view the closing in the system's time zone.
F12=Return	Press F12=RETURN to return to the Store Close Inquiry Selection Screen (p. 5-3).
Enter	To view more detail about an entry in the list, key the selection number associated with the store close you want to review in the **Select** field and press ENTER. The Store Close Detail Screen (p. 5-7) appears.

Store Close Detail Screen



```
                              STORE CLOSE DETAIL

              Store:  1      A & C Office Store

            Terminals Open:     0     Terminals Unconfirmed:     0
Store Totals          Count        Confirmed Amt   Count             Adjusted
Cash Orders:              1                22.98       1              22.98
Drops/Pulls:              0      +           .00       0      +         .00
Total Cash:                      =         22.98              =       22.98
Checks:                   0      +           .00       0      +         .00
Total Deposit:                   =         22.98              =       22.98

Credit Card Rcpts:        0      +           .00       0      +         .00
On Account:               1      +        703.66       1      +      703.66
Gift Card:                0      +           .00       0      +         .00
Store Credit:             0      +           .00       0      +         .00

Total Sales:              2      =        726.64       2      =      726.64
No Sales:                 0                            0

                     Difference:              .00

F2=System Totals     F4=Terminals     F5=Close Store    F6=POS Inq     F12=Return
```

This screen appears after selecting a store close entry from the list on the Store Close Inquiry Screen (p. 5-5). This screen displays a summary of the transactions and payments that occurred in the selected store on the selected date.

If any terminals in this store have not been closed and confirmed, the **Count** and **Adjusted** fields are available for entry; otherwise, they are display only.

NOTE: **UNDER** or **OVER** displays at the bottom of this screen to indicate that an adjustment must be made to the store totals. The amount of difference displays to the left of this message. Neither **UNDER** nor **OVER** will display and **Difference 0.00** will display if no adjustment is needed.

Store Close Detail Screen Fields and Function Keys

Field/Function Key	Description
Store Totals	This column lists the headings for the rows of transaction information to identify the counts and amounts of the transactions for this closing. • **Cash Orders** from **Payment** method 1 on the Check Out Screen (p. 3-121) • **Drops/Pulls** from the Drop/Pull Screen (p. 3-103) • **Total Cash** is the sum of cash orders and net drop/pull transactions • **Checks** from **Payment** method 3 on the Check Out Screen (p. 3-121) • **Total Deposit** is the sum of total cash plus the checks • **Credit Card Rcpts** from **Payment** method 2 on the Check Out Screen (p. 3-121) • **On Account** from **Payment** method 4 on the Check Out Screen (p. 3-121) • **Gift Card** from **Payment** method 6 on the Check Out Screen (p. 3-121) • **Store Credit** from **Payment** method 5 on the Check Out Screen (p. 3-121) • **Adjusted Amt** is the total amount of the adjustments to made to data in any of the rows on this screen through the Store Close Detail Screen (p. 5-7). **Adjusted Amt** only displays with the F2=SYSTEM TOTALS version of the toggle. • **Total Sales** is the sum of the all the types of sales recorded in the previous rows of the screen. • **No Sales** from F9=NO SALE on the POS Item Entry Screen (p. 3-23) Display
Count Confirmed Amt	The **Count** and **Confirmed Amt** columns display the adjusted number of and total amount for each type of transaction logged by the clerks during the period they were logged on to all the terminals in the store for the business day. Each transaction accumulates these values to be used for the purpose of balancing daily sales transactions. These values include any adjustments made by the clerks when they completed the individual terminal close process through Terminal Close Inquiry (MENU PSMAIN). Use the F2=SYSTEM TOTALS / F2=CONFIRMED TOTALS key to toggle the column and display the system amount totals.

Store Close Detail Screen Fields and Function Keys

Field/Function Key	Description
Count System Amt	The **Count** and **System Amt** columns display with the F2=SYSTEM TOTALS / F2=CONFIRMED TOTALS toggle key and show the original number of and the original total amount for each type of transaction logged by the clerks during the period they were logged on to all the terminals in the store for the business day. Each transaction accumulates these values to be used for the purpose of balancing daily sales transactions. This view also displays the **Adjusted Amount** row which is the total amount of the adjustments to made to data in any of the rows on this screen through the Store Close Detail Screen (p. 5-7)
Count	If any terminals in this store have not been closed and confirmed, the **Count** fields are available for entry; otherwise, they are display only. If these fields are available for entry, use these fields to enter the total number of transactions performed in this store for each payment type. Otherwise, these fields display the total number of transactions performed in this store for each payment type. (8 @ N 5,0) Required/Display Only
Adjusted	If any terminals in this store have not been closed and confirmed, the **Adjusted** fields are available for entry; otherwise, they are display only. If these fields are available for entry, use these fields to enter the corrected or adjusted total transaction amount of transactions performed in this store for each payment type. Otherwise, these fields display the total transaction amount of transactions performed in this store for each payment type. (7 @ N 11,2) Required/Display Only
F2=System Totals / F2=Confirmed Totals	Press F2=SYSTEM TOTALS / F2=CONFIRMED TOTALS to toggle the display of confirmed terminal close totals and system (un-confirmed terminal close) totals. If there is an adjustment amount between the two totals, it will display.
F4=Terminals	Press F4=TERMINALS to display the terminal close information that comprises this store close. The *Terminal Close Inquiry Screen (p. 4-4)* screen appears.
F5=Close Store F5=Reprint	This appears as F5=CLOSE STORE only if this store has not been closed. Press F5=CLOSE STORE to close the store. You will be prompted to press F5=CLOSE STORE a second time to confirm the close. The Store Closing Date Screen (p. 5-11) displays. This appears as F5=REPRINT only if this store has been closed. Press F5=REPRINT to reprint the Store Close Report (p. 5-14). The Closing Report Output Queue Screen (p. 5-13) displays.
F6=POS Inq	Press F6=POS INQ to display the POS Inquiry limited to only the orders that are included in this specific store close.
F12=Return	Press F12=RETURN to return to the Store Close Inquiry Screen (p. 5-5).

Store Close Detail Screen Fields and Function Keys

Field/Function Key	Description
Enter	If this store has not been closed, press ENTER after making entries in the **Count** and **Adjusted** fields to recalculate the totals.

Store Closing Date Screen

This screen appears as *Store Closing* after you press F5=Store Close on the Store Close Detail Screen (p. 5-7).

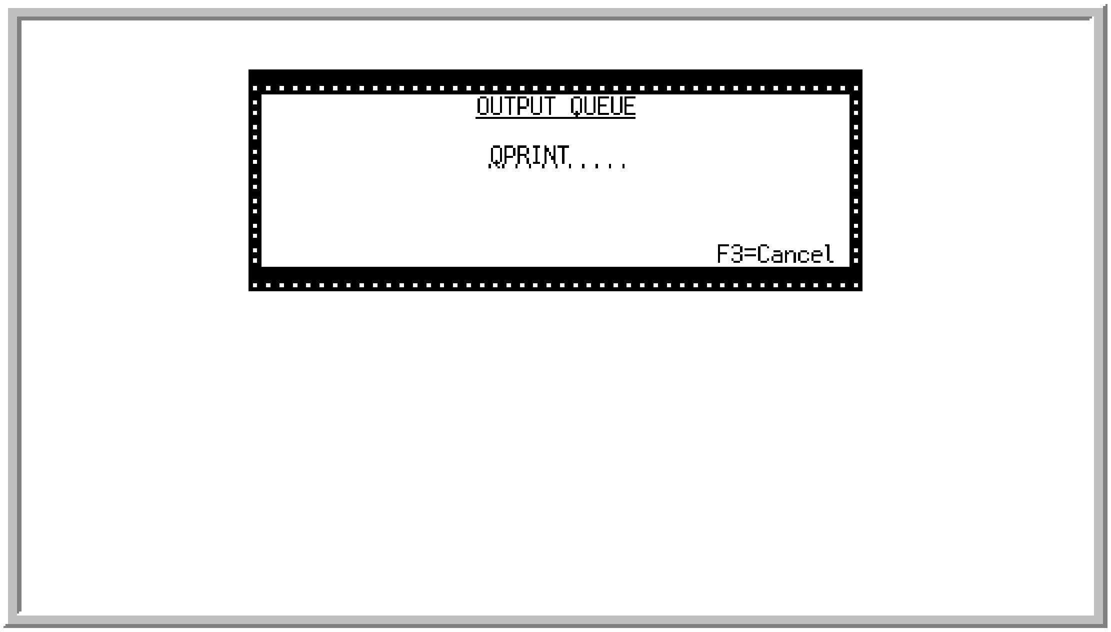
This screen also appears as *Terminal Closing* after you press F5=Terminal Close on the Terminal Close Detail Screen (p. 4-8) and as *Terminal Close Confirmation* after you press F5=Confirm Close Terminal Close Detail Screen (p. 4-8) when the **Confirm Terminal Close** field is set to Y in Stores Maintenance (MENU PSFILE) for the selected terminal's store.

This screen prompts you to enter the closing date to be used for this specific store close.

Store Closing Date Screen Fields and Function Keys

Field/Function Key	Description
Closing Date	Key the date to be recorded as the Store Close date for this group of POS transactions. *Default Value:* today’s date *Valid Values:* A date keyed in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the default date format specified for the system through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Enter	Press Enter to accept the data on the screen. The Closing Report Output Queue Screen (p. 5-13) will appear.

Closing Report Output Queue Screen

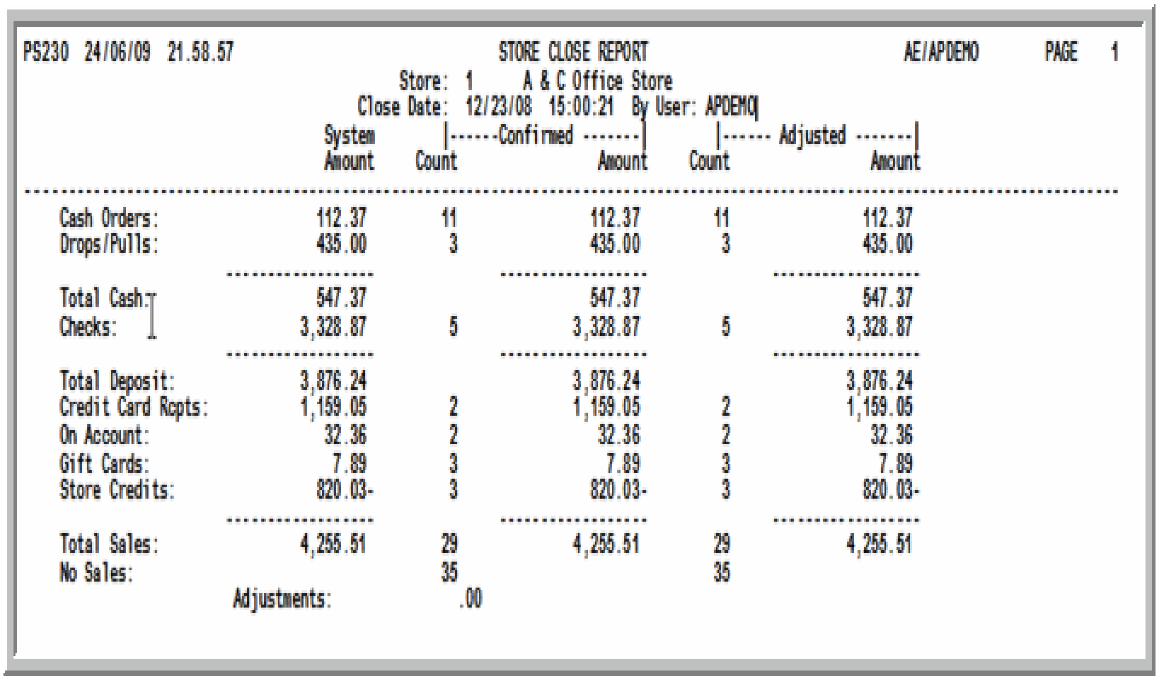


This screen appears after pressing ENTER on the Store Closing Date Screen (p. 5-11) or the Terminal Closing Date Screen (p. 4-11). This screen prompts you to enter the output queue to be used for the Store Close Report (p. 5-14) or the Terminal Close Report (p. 4-13).

Closing Report Output Queue Screen Fields and Function Keys

Field/Function Key	Description
Output Queue	Key the output queue to be used for the selected closing report. *Default Value:* The **Store Close Report Output Queue** defined on the Store Maintenance 2 Screen (p. 9-7); or the **Terminal Close Report Output Queue** specified on the Terminal Maintenance Screen (p. 10-4). *Valid Values:* Any valid printer or output queue. (A 10) Required
F3=Cancel	Press F3=CANCEL to cancel the Store Close Report and return to the previous screen.
Enter	Press ENTER to accept the data on the screen. The closing reports are created and sent to the selected output queue. The Store Close Detail Screen (p. 5-7) or the Terminal Close Detail Screen (p. 4-8) will appear.

Store Close Report



```
PS230  24/06/09  21.58.57            STORE CLOSE REPORT                     AE/APDEMO     PAGE   1
                              Store:  1     A & C Office Store
                         Close Date:  12/23/08  15:00:21  By User: APDEMO
                              System      |------Confirmed ------|      |------ Adjusted ------|
                              Amount      Count          Amount    Count            Amount
-----------------------------------------------------------------------------------------------
    Cash Orders:              112.37        11           112.37       11            112.37
    Drops/Pulls:              435.00         3           435.00        3            435.00
                         -----------------      -----------------      -----------------
    Total Cash:               547.37                     547.37                     547.37
    Checks:                 3,328.87         5         3,328.87        5          3,328.87
                         -----------------      -----------------      -----------------
    Total Deposit:          3,876.24                   3,876.24                   3,876.24
    Credit Card Rcpts:      1,159.05         2         1,159.05        2          1,159.05
    On Account:                32.36         2            32.36        2             32.36
    Gift Cards:                 7.89         3             7.89        3              7.89
    Store Credits:            820.03-        3           820.03-       3            820.03-
                         -----------------      -----------------      -----------------
    Total Sales:            4,255.51        29         4,255.51       29          4,255.51
    No Sales:                               35                        35
                     Adjustments:             .00
```

This report prints after you close the store by pressing F5=CONFIRM CLOSE on the Store Close Detail Screen (p. 5-7) and specify an output queue on the Closing Report Output Queue Screen (p. 5-13).

This report prints the number of transactions and the total amount for each type of payment transaction for the original system amounts, terminal close confirmed values and store close adjusted values.

Store Close Report

Report/Listing	Description
Cash Orders	The System Amount column is the amount of **Cash Orders** from **Payment** method 1 on the Check Out Screen (p. 3-121) before any terminal close or store close adjustments. The Confirmed columns are the number of transactions and the amount of the cash payment order transactions for the store after all the terminal close adjustments were made. The Adjusted columns are the number of transactions and the amount of the cash payment order transactions for the store after all the store close adjustments were made.

Store Close Report

Report/Listing	Description
Drops/Pulls	The System Amount column is the amount of **Drops/Pulls** transactions from the Drop/Pull Screen (p. 3-103) before any terminal close or store close adjustments. The Confirmed columns are the number of transactions and the amount of the drop/pull transactions for the store after all the terminal close adjustments were made. The Adjusted columns are the number of transactions and the amount of the drop/pull transactions for the store after all the store close adjustments were made.
Total Cash	The System Amount column for **Total Cash** is the sum of cash orders and net drop/pull transactions before any terminal close or store close adjustments. The Confirmed column is the sum of cash orders and net drop/pull transactions for the store after all the terminal close adjustments were made. The Adjusted column is the sum of cash orders and net drop/pull transactions for the store after all the store close adjustments were made.
Checks	The System Amount column is the amount of **Checks** from **Payment** method 3 on the Check Out Screen (p. 3-121) before any terminal close or store close adjustments. The Confirmed columns are the number of transactions and the amount of the check payment transactions for the store after all the terminal close adjustments were made. The Adjusted columns are the number of transactions and the amount of the check payment transactions for the store after all the store close adjustments were made.
Total Deposit	The System Amount column for **Total Deposit** is the sum of total cash plus the checks before any terminal close or store close adjustments. The Confirmed column is the sum of total cash plus the checks for the store after all the terminal close adjustments were made. The Adjusted column is the sum of total cash plus the checks for the store after all the store close adjustments were made.

Store Close Report

Report/Listing	Description
Credit Card Rcpts	The System Amount column is the amount of **Credit Card Rcpts** from **Payment** method 2 on the Check Out Screen (p. 3-121) before any terminal close or store close adjustments. The Confirmed columns are the number of transactions and the amount of the credit card payment transactions for the store after all the terminal close adjustments were made. The Adjusted columns are the number of transactions and the amount of the credit card payment transactions for the store after all the store close adjustments were made.
On Account	The System Amount column is the amount of **On Account** from **Payment** method 4 on the Check Out Screen (p. 3-121) before any terminal close or store close adjustments. The Confirmed columns are the number of transactions and the amount of the payment transactions made to customer accounts for the store after all the terminal close adjustments were made. The Adjusted columns are the number of transactions and the amount of the payment transactions made to customer accounts for the store after all the store close adjustments were made.
Gift Card	The System Amount column is the amount of **Gift Card** from **Payment** method 6 on the Check Out Screen (p. 3-121) before any terminal close or store close adjustments. The Confirmed columns are the number of transactions and the amount of the payment transactions made with gift cards for the store after all the terminal close adjustments were made. The Adjusted columns are the number of transactions and the amount of the payment transactions made with gift cards for the store after all the store close adjustments were made.
Store Credits	The System Amount column is the amount of **Store Credit** from **Payment** method 5 on the Check Out Screen (p. 3-121) before any terminal close or store close adjustments. The Confirmed columns are the number of transactions and the amount of the payment transactions using store credits for the store after all the terminal close adjustments were made. The Adjusted columns are the number of transactions and the amount of the payment transactions using store credits for the store after all the store close adjustments were made.

Store Close Report

Report/Listing	Description
Total Sales	The System Amount column is the amount of **Total Sales** is the sum of the all the types of sales recorded in the previous rows of the screen. before any terminal close or store close adjustments. The Confirmed columns are the number of transactions and the amount of the all payment transactions for the store after all the terminal close adjustments were made. The Adjusted columns are the number of transactions and the amount of the all payment transactions for the store after all the store close adjustments were made.
No Sales	**No Sales** from F9=NO SALE on the POS Item Entry Screen (p. 3-23) The System Amount column is the number of **No Sales** transactions from F9=NO SALE on the POS Item Entry Screen (p. 3-23) before any terminal close or store close adjustments. The Confirmed column is the number of no sale transactions for the store after all the terminal close adjustments were made. The Adjusted column is the number of no sale transactions-for the store after all the store close adjustments were made.
Adjustments	**Adjustments** is the total amount of the adjustments to made to data in any of the rows on the Store Close Detail Screen (p. 5-7).

CHAPTER 6 Using the Point of Sale Inquiry

6

The Point of Sale Inquiry allows you to inquire on any Point of Sale order or return. This inquiry allows you to:

- search for transactions by store, status, number, clerk, terminal or drawer
- limit inquiry results by date, customer, or PO number
- view item information for items on the transaction and transaction totals
- view payment information for a transaction
- reprint receipts

This chapter describes this inquiry, which is available from the Point of Sale Inquiry option on the Point of Sale Main menu, from the POS Item Entry Screen (p. 3-23) in Point of Sale Entry (MENU PSMAIN) or from the Store Close Detail Screen (p. 5-7) of the Store Close Inquiry (MENU PSMAIN). When accessed from the Store Close Inquiry, the orders that display will be limited to those that are included in the specific store close in process.

Point of Sale Inquiry

At times it may be necessary to look up information about orders or payments. The Point of Sale Inquiry is a robust inquiry that allows you to search for a variety of information and reprint receipts or other reports.

When you begin each order in POS an order number is assigned to the order. The order number is a sequential number and is used internally to track the order. In addition to the order number, a status is assigned to the order to indicate the last action performed on the order. There are four statuses that can be assigned to a POS order.

- Open status is assigned to orders which have been processed on a terminal, but the terminal has not had an end of shift close performed.
- Closed status is assigned to orders which have been processed and the terminal has had an end of shift close performed.
- Saved status is assigned to orders which have been saved. That is, the order has been processed, but no payment has been applied and the order has not been completed.

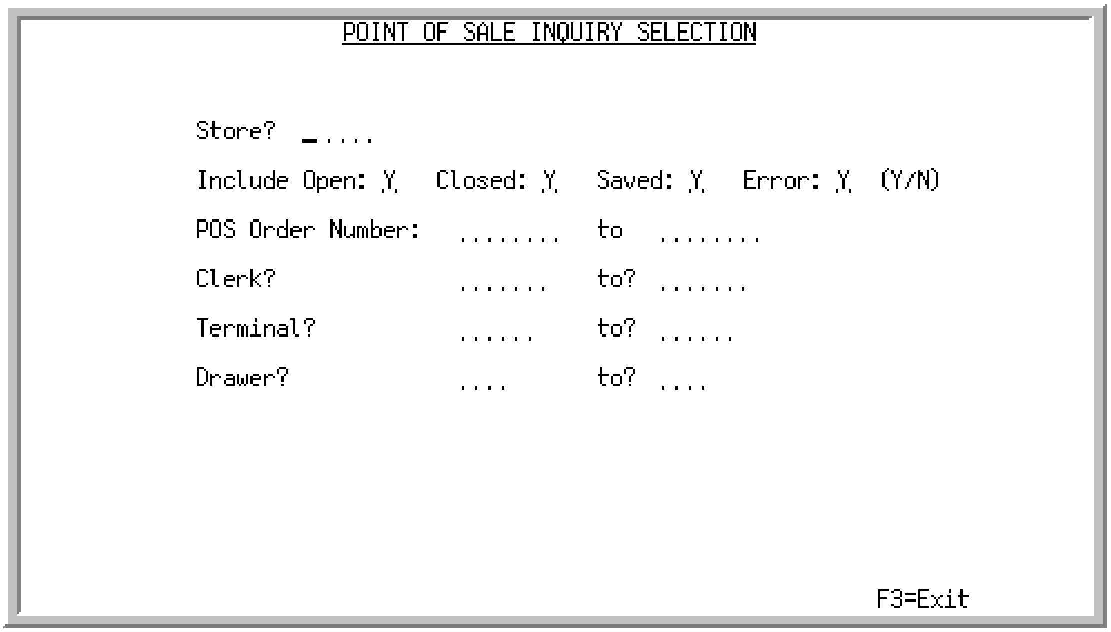
- In-use status is assigned to the current open order from which you initiated the inquiry. This would probably be a blank order, unless you were in the middle of processing an order when you needed to perform the inquiry.

The order status is assigned automatically. You can use both the order number and the order status to limit your inquiry results and to understand where a transaction is in its processing.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	**Purpose**
Point of Sale Inquiry Selection Screen	Use to set the inquiry criteria.
Point of Sale Inquiry Screen	Lists the inquiry results. Can be used to further limit the results.
Point of Sale Inquiry Detail Screen Point of Sale Inquiry Detail Screen Expanded Fields	Lists the detailed information about a selected transaction.
Point of Sale Inquiry Customer Address Screen	Displays the address information used for the transaction.
Point of Sale Payment Inquiry Screen	Displays a summary of the payment information for the selected transaction.
Point of Sale Cash Payment Screen	Displays the detailed cash payment information.
Point of Sale Credit Card Payment Screen	Displays the detailed credit card payment information.
Point of Sale Check Payment Screen	Displays the detailed check payment information.
Point of Sale Store Credit/Gift Card Payment Screen	Displays the detailed store credit or gift card payment information.
Point of Sale On Account Payment Screen	Displays the detailed on account payment information.

Point of Sale Inquiry Selection Screen



This screen appears after selecting option 13 - Point of Sale Inquiry from the Point of Sale Main Menu or after you press F20=POS INQ on the POS Item Entry Screen (p. 3-23) in Point of Sale Entry (MENU PSMAIN). Use this screen to enter the criteria by which you want to limit the inquiry.

Point of Sale Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Store	Use this field to specify the ID of a store to limit the inquiry to orders entered at that store. Leave this field blank if you do not want to limit the inquiry by store ID. If you accessed this screen from Point of Sale Entry, this field is display only. *Default Value:* If you accessed this screen from Point of Sale Entry (MENU PSMAIN), the ID of the store to which you signed in on the Point of Sale Sign On Screen (p. 3-9); otherwise, this field is blank. *Valid Values:* A store ID defined through Stores Maintenance (MENU PSFILE). (A 6) Optional/Display
Include Open	Use this field to specify whether or not open orders will be included in the inquiry. Key Y if you want open orders to be shown. Key N if you do not want open orders to be shown. *Default Value:* Y (A 1) Required

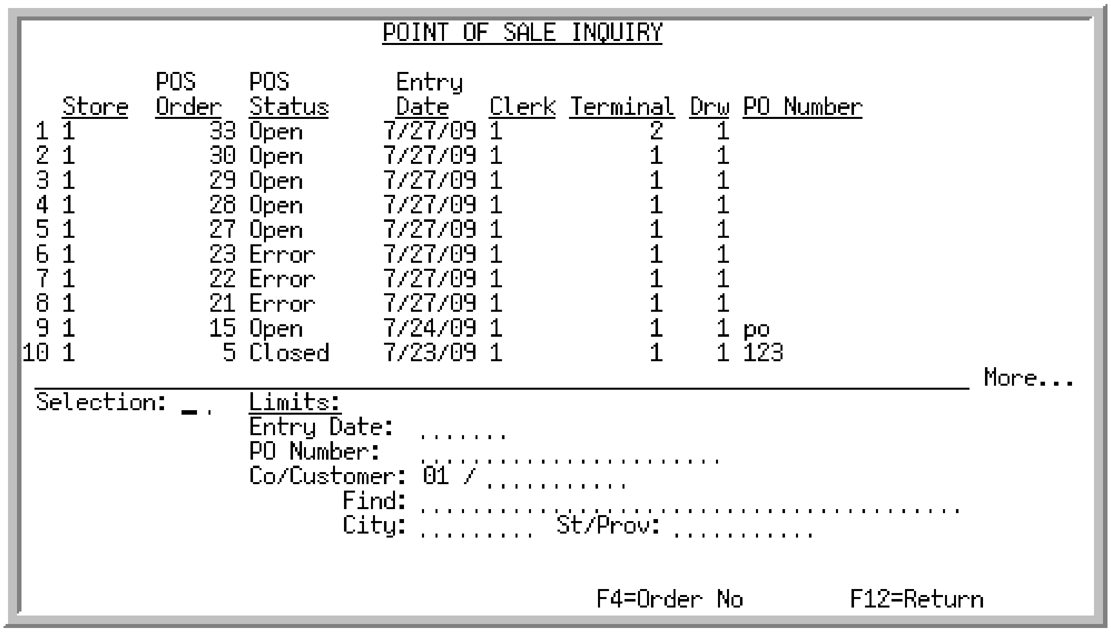
Point of Sale Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Closed	Use this field to specify whether or not closed orders will be included in the inquiry. Key Y if you want closed orders to be shown. Key N if you do not want closed orders to be shown. *Default Value:* Y (A 1) Required
Saved	Use this field to specify whether or not saved orders will be included in the inquiry. Key Y if you want saved orders to be shown. Key N if you do not want saved orders to be shown. *Default Value:* Y (A 1) Required
Error	Use this field to indicate whether you want to include transactions with errors in the inquiry results. Key Y if you want to include orders and returns with errors. Key N if you do not want to include orders and returns with errors. *Default Value:* Y (A 1) Required
POS Order Number	Use this field to enter a POS order number or range of order numbers to include in the inquiry. (2 @ N 7,0) Optional
Clerk	Use this field to limit the inquiry to a clerk or range of clerks. You can enter a clerk ID or range of clerk IDs to include only those orders processed by those clerks. *Valid Values:* A clerk ID defined through Clerks Maintenance (MENU PSFILE). (2 @ A 6) Optional
Terminal	Use this field to limit the inquiry to a terminal or range of terminals. You can enter a terminal ID, or a range of terminal IDs, to include only those orders processed at that terminal in the query. *Valid Values:* A terminal ID defined through Terminals/Drawers Maintenance (MENU PSFILE). (2 @ N 5,0) Optional.

Point of Sale Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Drawer	Use this field to limit the inquiry to a drawer or range or drawers. You can enter a drawer ID or range of drawer IDs to include only those orders processed using that drawer. *Valid Values:* A drawer ID defined through Terminals/Drawers Maintenance (MENU PSFILE). (2 @ N 3,0) Optional.
F3=Exit	Press F3=EXIT to leave the inquiry. If you accessed this screen using the POS Inquiry option on the Point of Sale Main Menu, you will be returned to the menu. If you accessed this screen using F20=POS INQ on the POS Item Entry Screen (p. 3-23), you will be returned to that screen.
Enter	Press ENTER to confirm your entries. The Point of Sale Inquiry Screen (p. 6-6) appears.

Point of Sale Inquiry Screen



This screen appears after pressing:

- ENTER on the Point of Sale Inquiry Selection Screen (p. 6-3) and will then display a list of POS orders that match the criteria you entered on that screen.
- F6=INQ and F16=SAVED on the POS Item Entry Screen (p. 3-23) in Point of Sale Entry (MENU PSMAIN) and will then display saved orders/returns, including those orders/returns currently in error status, for the customer for whom you were entering an order/return in Point of Sale Entry.
- F6=POS INQ on the Store Close Detail Screen (p. 5-7) and will then display a list of POS orders that are included in the specific store close.

You can select an order/return to review detail information, such as, the items purchased, the method of payment, or notes, or you can use the fields at the bottom of the screen to further limit the list of results.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

Important

If you retrieve a saved order/return through this option, the saved order/return will reflect the order type specified in the **Function** field on the Point of Sale Sign On Screen (p. 3-9) in Point of Sale Entry (MENU PSMAIN). If you want to retain a saved order's/return's order type, you must key the order's/return's order type in that field.

Point of Sale Inquiry Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the POS orders displayed on this screen. This number is 1 through 10 for the ten orders that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for viewing. Display
Store	The store for the displayed POS orders. If a **Store** was selected on the Point of Sale Inquiry Selection Screen (p. 6-3)), the orders displayed are limited to those for that store. Display
POS Order	The POS order number assigned when the order was entered by the clerk. Display
POS Status	This column toggles with the F4=ORDER NO / F4=POS STATUS key. The status of the POS order may be **Open**, **Saved**, or **Closed**. Display
Order No	This column toggles with the F4=ORDER NO / F4=POS STATUS key. The Order Entry order number assigned to the POS order when it was uploaded to the order entry files after invoicing. Display
Entry Date	The date the POS order/return was entered by the clerk. Display
Clerk	The ID of the clerk who was signed into the terminal on which the order/return was entered. Display
Terminal	The ID of the terminal on which the order/return was entered. Display
Drw	The ID of the drawer at which the order/return was entered. Display

Point of Sale Inquiry Screen Fields and Function Keys

Field/Function Key	Description
PO Number	The purchase order number assigned to the order/return. This column toggles with the F2=PO NUMBER / F2=SEARCH WORD key when this screen is accessed from POS Item Entry Screen (p. 3-23) in Point of Sale Entry (MENU PSMAIN) to view saved orders. Display
Search Word	This column toggles with the F2=PO NUMBER / F2=SEARCH WORD key when this screen is accessed from POS Item Entry Screen (p. 3-23) in Point of Sale Entry (MENU PSMAIN) to view saved orders or if you selected to include only saved orders/returns on the Point of Sale Inquiry Selection Screen (p. 6-3). The search word entered for a saved order/return. Display
Selection	Use this field to select a POS order from the list so that you can view the details or reprint the receipt. Key the reference number that appears to the left of the POS order that you want to view and press ENTER. (N 2,0) Required
Entry Date	Use this field to limit the orders that display in the list to orders entered on the date that you specify. *Valid Values:* A date keyed in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the default date format specified for the system through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Search Word	This field appears only if you accessed this screen by pressing F6=INQ and F16=SAVED on the POS Item Entry Screen (p. 3-23) in Point of Sale Entry (MENU PSMAIN) or if you selected to include only saved orders/returns on the Point of Sale Inquiry Selection Screen (p. 6-3). Use this field to limit the orders that display to orders with a specific key word. A key word is entered when an order is saved in Point of Sale Entry. (A 25) Optional
PO Number	Use this field to limit the orders that display in the list to orders with the PO number that you specify. (A 22) Optional

Point of Sale Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	If you specified a store ID on the Point of Sale Inquiry Selection Screen (p. 6-3), or if you accessed this screen from Point of Sale Entry (MENU PSMAIN), the **Co** field is display only; otherwise, it is optional. Use the first part of this field to limit the orders that display to a specific company. A company is assigned to a store through Stores Maintenance (MENU PSFILE). Use the second part of this field to limit the orders that display in the list to orders entered for the customer that you specify. *Valid Values:* A customer defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Optional/Display
Find	Either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer’s name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact’s phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer’s zip/postal code For information about entering search criteria, refer to the Cross Applications User Guide. (A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer’s city. For information about entering search criteria, refer to the Cross Applications User Guide. (A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information about entering search criteria, refer to the Cross Applications User Guide. (A 10) Optional

Point of Sale Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F2=PO Number/Search Word	F2=PO NUMBER / F2=SEARCH WORD appears only when you access this screen by pressing the F6=INQ and F16=SAVED function keys on the POS Item Entry Screen (p. 3-23) in Point of Sale Entry (MENU PSMAIN) to view saved orders. Press F2=PO NUMBER / F2=SEARCH WORD to toggle between displaying the purchase order number and the search word. The **PO Number** and **Search Word** columns display accordingly.
F4=Order No/POS Status	Press F4=ORDER NO / F4=POS STATUS to toggle between displaying the Order Entry order number and the POS order status. The **Order No** and **POS Status** columns display accordingly.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER after entering limiting criteria in the fields provided to refresh the list of orders that displays. If you accessed this screen via Point of Sale Inquiry (MENU PSMAIN), press ENTER after keying a **Reference Number** in the **Selection** field to review detail information about the order. The Point of Sale Inquiry Detail Screen (p. 6-11) appears. If you accessed this screen from F6=INQ and F16=SAVED in Point of Sale Entry (MENU PSMAIN), press ENTER after keying a **Reference Number** in the **Selection** field to continue to process the order in Point of Sale Entry. The POS Item Entry Screen (p. 3-23) appears.

Point of Sale Inquiry Detail Screen

```
                         POINT OF SALE INQUIRY DETAIL
  POS Order:        33    Store: 1      A & C Office Store
  POS Status: Open        Clerk: 1        Terminal:     2      Drawer:   1
  Co/Cust:     1/0000000991 Point of Sale Default Customer
  Subtotal:          6.50
  Tr Disc:            .00
  Other:              .00
  Sales Tax:          .52

  Total:             7.02       PO No:
  Tendered:          8.00       Note:

   Item & Description                    Quantity  U/M  Final Price    Total Amt
 1 A140 3-Ring Binder - 1" Red              1.000  EA      6.50000          6.50







 ----------------------------------------------------------------------    Last
         F5=Reprint                               F9=Consolidate
                               F8=Address         F10=Payment      F12=Return
```

Point of Sale Inquiry Detail Screen Expanded Fields

```
                         POINT OF SALE INQUIRY DETAIL
  POS Order:      5180    Store: 1      Store 1
  POS Status: Open        Clerk: MARIE    Terminal:     1      Drawer:   1
  Co/Cust:     1/0000000070 CBM Insurance Company
  Subtotal:             50.73
  Tr Disc:                .00
  Other:                  .00
  Sales Tax:              .00

  Total:                50.73   PO No: 564
  Tendered:            100.00   Note:

   Item & Description               Quantity  U/M        Final Price        Total Amt
1 A260                                 2.000  BOX            7.17000            14.34
  #6 3/4 White Envelopes             20# Bond 500/Box
2 A280                                 2.000  BOX           18.19300            36.39
  #10 Security Tint Envelopes        20# Bond 500/Box




 ----------------------------------------------------------------------    Last
         F5=Reprint                               F9=Consolidate
                               F8=Address         F10=Payment      F12=Return
```

This screen appears after selecting a POS order on the Point of Sale Inquiry Screen (p. 6-6). The format of the display is based on Expanded Field Use (MENU XAFIL2). For Point of Sale (PS), if the expanded field use for screens is set to N, the Point of Sale Inquiry Detail Screen displays. If expanded field use for screens is set to Y, the Point of Sale Inquiry Detail Screen Expanded Fields displays.

You can also reprint the Receipt or Will Call, or view payment and customer address information from this screen.

All the fields on this screen are display only and cannot be changed.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

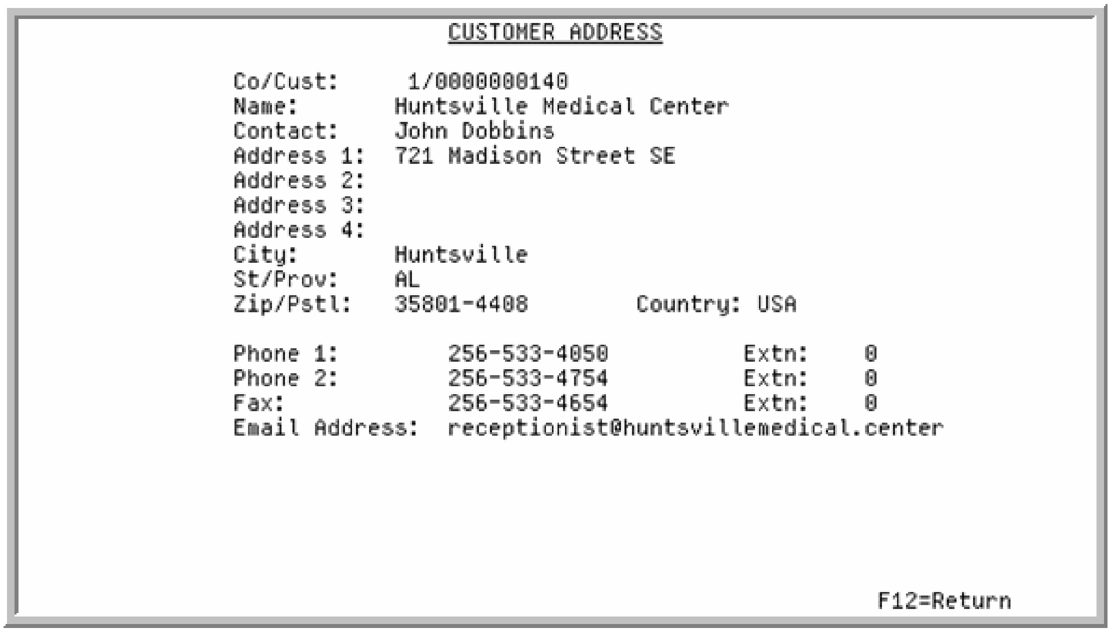
Point of Sale Inquiry Detail Screen Function keys

Field/Function Key	Description
POS Order	POS Order Number assigned to this POS order.
Store	Store ID for the selected POS order.
POS Status	Status of this POS order.
Clerk	Clerk that processed this POS order.
Terminal	Terminal on which this POS order was completed.
Drawer	Cash drawer used for this POS order.
Co/Cust	The company and customer for this POS purchase.
Order Total Fields	The monetary sub-totals, discounts, sales tax, order total, and amount tendered fields display in a column labeled as: • Subtotal - the sub-total of the price of the items • Tr Disc - the trade discount applied to the sub-total • Other - any other discounts applied to the sub-total • Sales Tax - the amount of sales tax assessed • Total - the total amount of the order • Tendered - the amount tendered presented by the customer for payment
PO No	The customer's. PO number, if added to this POS order.
Note	Any miscellaneous notes associated with the order
Item & Description	Item number and item description of the items purchased by the customer.
Quantity	The quantity purchased by the customer
U/M	The unit of measure of the purchased quantity.
Final Price	The final price per unit of the item.

Point of Sale Inquiry Detail Screen Function keys

Field/Function Key	Description
Total Amount	The item's extended total amount (price before taxes, charges, etc.).
F5=Reprint	Press F5=REPRINT to reprint the receipt for the selected order. The Printer Location Screen (p. 3-133) appears.
F6=Reprint Will Call	F6=REPRINT WILL CALL displays only if at least one line item was flagged as a Will Call. Press F6=REPRINT WILL CALL to reprint a Will Call Receipt. The Printer Location Screen (p. 3-133) appears.
F8=Address	Press F8=ADDRESS to review address information for the selected order's customer. The Point of Sale Inquiry Customer Address Screen (p. 6-14) appears.
F9=Consolidate	F9=CONSOLIDATE appears only if the order's status is open, in-use, or closed. F9=CONSOLIDATE will not appear if the order's status is saved or error. Press F9=CONSOLIDATE to review the consolidated order. This view is useful if the order has been split into multiple generations. The Consolidated Order Review Screen appears. Refer to the Order Entry User Guide for a description of this screen.
F10=Payment	Press F10=PAYMENT to review payment details for the selected order. The Point of Sale Payment Inquiry Screen (p. 6-16) appears.
F12=Return	Press F12=RETURN to return to the Point of Sale Inquiry Screen (p. 6-6).

Point of Sale Inquiry Customer Address Screen



This screen appears after pressing F8=ADDRESS on the Point of Sale Inquiry Detail Screen (p. 6-11). This screen displays the address, phone, fax, and e-mail information used when the order was entered. By default, the address specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE) is used for the order; however, a clerk can change that address for the order when the order is entered. The address shown on this screen reflects any changes that the clerk made to the address on the Customer Bill-To Address Screen (p. 3-69) in Point of Sale Entry (MENU PSMAIN).

All the fields on this screen are display only and cannot be changed.

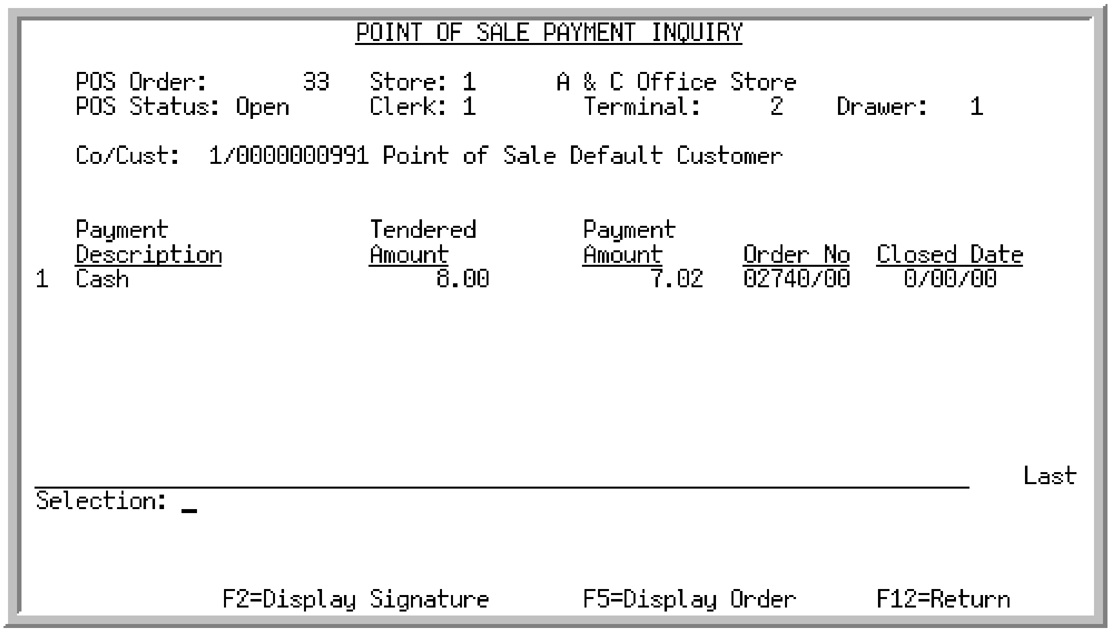
Point of Sale Inquiry Customer Address Screen Function Keys

Field/Function Key	Description
Co/Cust	The company and customer number for this Point of Sale order. It may be a specific customer or the generic Point of Sale Default Customer information.
Name	The customer name assigned to this Point of Sale Order. The name field may be overridden by the clerk on the Customer Bill-To Address Screen (p. 3-69).
Contact	The PO Contact name from the Customer Master File for the selected customer. The PO Contact field may be overridden by the clerk on the Customer Bill-To Address Screen (p. 3-69).
Address 1, Address 2, Address 3, Address 4, City, St/Prov, Zip/Pstl, Country	The four (4) address lines, city, state/province, zip/postal code, and country assigned to this customer. These fields may be overridden by the clerk on the Customer Bill-To Address Screen (p. 3-69).

Point of Sale Inquiry Customer Address Screen Function Keys

Field/Function Key	Description
Phone 1, Extn, Phone 2, Extn, Fax	**Phone 1** is the country code and telephone number of the PO Contact and **Phone 2** is the country code and telephone number of the AP Contact in the Customer Master File. Fax is the main fax number for the customer. These fields may be overridden by the clerk on the Customer Bill-To Address Screen (p. 3-69).
Email Address	If a **Customer No** and **Ship-To No** were selected on the POS Customer Search Screen (p. 3-19), this is the email address from the selected ship-to number. If only a **Customer No** was selected on the POS Customer Search Screen (p. 3-19), this is the **Default Email Address** from the selected customer number. These fields may be overridden by the clerk on the Customer Bill-To Address Screen (p. 3-69).
F12=Return	Press F12=RETURN to return to the Point of Sale Inquiry Detail Screen (p. 6-11).

Point of Sale Payment Inquiry Screen



This screen appears after pressing F10=PAYMENT on the Point of Sale Inquiry Detail Screen (p. 6-11) or F7=POS PAYMENT on the *Order Header Inquiry Screen* [Enter, Change or Ship Orders (MENU OEMAIN)].

This screen displays information about the terminal and clerk that processed the order and how payments were applied for the order. You can use F5=DISPLAY ORDER to review the details of the order.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

Point of Sale Payment Inquiry Screen Fields/Function Keys

Field/Function Key	Description
POS Order	POS Order Number assigned to this POS order. Display
Store	Store ID for the selected POS order. Display
POS Status	Status of this POS order. Display

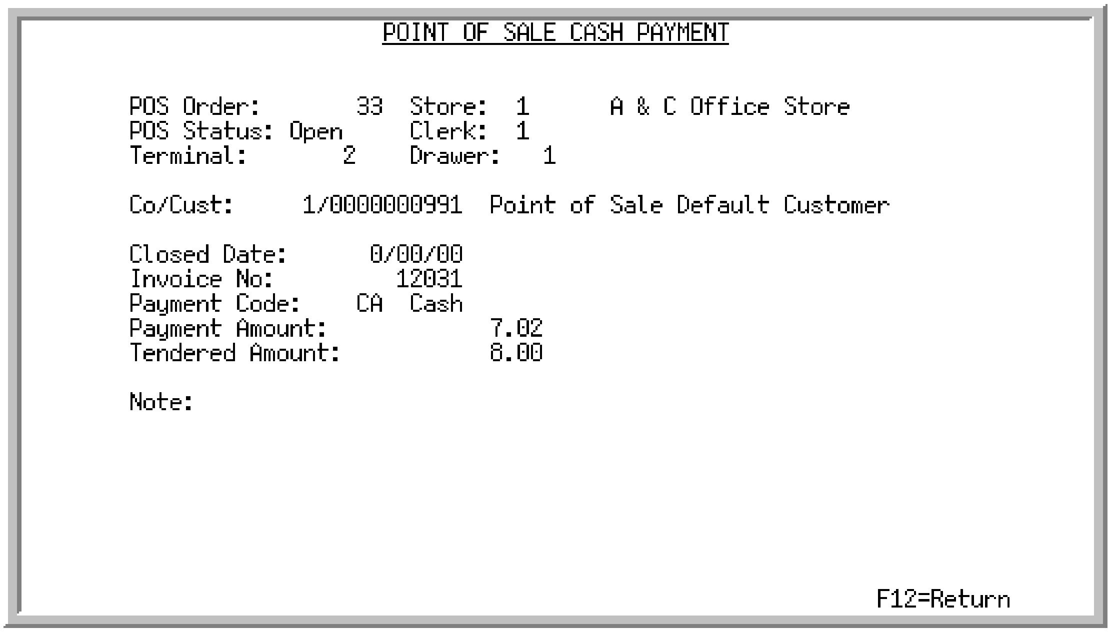
Point of Sale Payment Inquiry Screen Fields/Function Keys

Field/Function Key	Description
Clerk	Clerk that processed this POS order. Display
Terminal	Terminal on which this POS order was completed. Display
Drawer	Cash drawer used for this POS order. Display
Co/Cust	The company and customer for this POS purchase. Display
Payment Description	The description of the payment type used. Available types of payments are: Cash, Credit Card, Check, On account, Store Credit, Gift Card. Display
Tendered Amount	The amount tendered presented by the customer for payment in this payment type. Display
Payment Amount	The amount of the payment in this payment type. Display
Order No	The Order Entry order number created by the POS sales order. Display
Closed Date	The date the order was closed based on the Terminal/Draw Close Date. Display
Selection	Key the number that corresponds to the payment that you want to review detail information for and press ENTER. The screen that appears depends upon the type of payment selected. (N 1,0) Optional
F2=Display Signature	The F2=DISPLAY SIGNATURE displays when any drawer for the selected terminal has field **Use EP Transaction Terminal** set to Y on the Terminal Drawer Maintenance Screen (p. 10-8). Press F2=DISPLAY SIGNATURE to review the signature captured on the EP transaction terminal for a credit card / debit card transaction.
F5=Display Order	Press F5=DISPLAY ORDER to view the order details for the order whose payments you are currently viewing.
F12=Return	Press F12=RETURN to return to the Point of Sale Inquiry Detail Screen (p. 6-11).

Point of Sale Payment Inquiry Screen Fields/Function Keys

Field/Function Key	Description
Enter	Key a selection number in the **Selection** field, then press ENTER to review detail information about the payment. The screen that appears depends upon the type of payment selected.

Point of Sale Cash Payment Screen



This screen appears after selecting to review detail information about a cash payment from the Point of Sale Payment Inquiry Screen (p. 6-16).

All the fields on this screen are display only and cannot be changed.

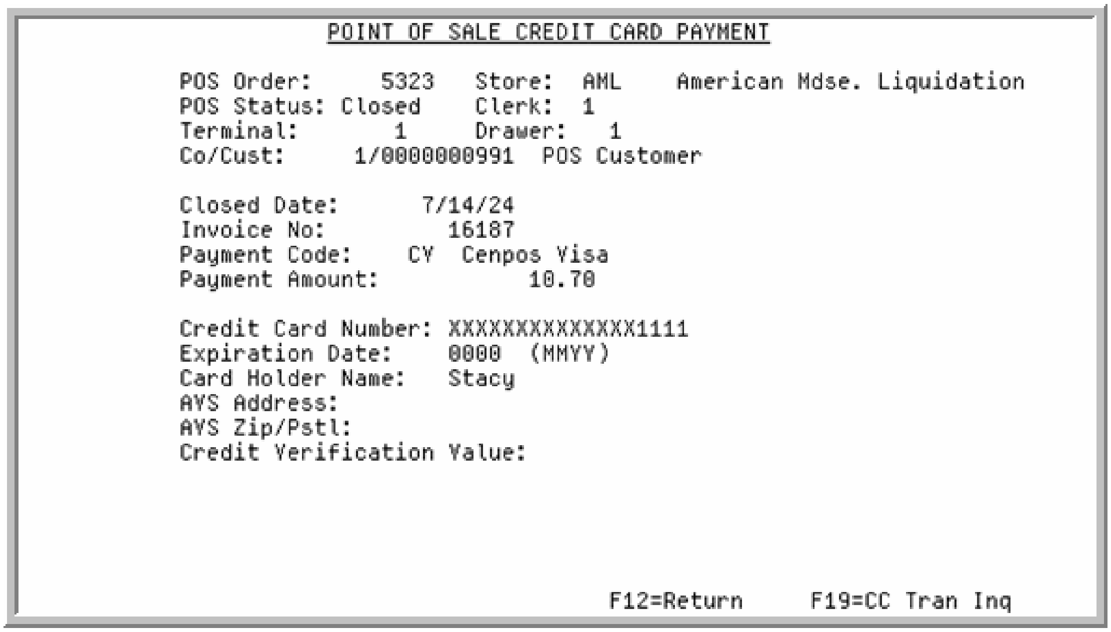
Point of Sale Cash Payment Screen Function Key

Field/Function Key	Description
POS Order	The POS order number assigned to this sale.
Store	The store in which the order was entered.
POS Status	The status of the POS order. Status may be **Open**, **Closed**, **Saved**, or **In-Use**.
Clerk	The clerk who entered the order.
Terminal	The terminal on which the order was entered.
Drawer	The drawer in which the order was entered.
Co/Cust	The company and customer for this POS order.
Closed Date	For closed orders, the date on which the order was closed.
Invoice No	The invoice number assigned to the order.

Point of Sale Cash Payment Screen Function Key

Field/Function Key	Description
Payment Code	The payment code and it's description that indicates the type of cash payment received.
Payment Amount	The payment amount of this POS order.
Tendered Amount	The monetary amount tendered to the clerk to settle the purchase.
Note	Any notes added to this POS Order in the **Note** field on the Cash Payment Screen (p. 3-139).
F12=Return	Press F12=RETURN to return to the Point of Sale Payment Inquiry Screen (p. 6-16).

Point of Sale Credit Card Payment Screen



```
                         POINT OF SALE CREDIT CARD PAYMENT

            POS Order:     5323   Store:  AML    American Mdse. Liquidation
            POS Status: Closed    Clerk:  1
            Terminal:       1     Drawer:   1
            Co/Cust:     1/0000000991  POS Customer

            Closed Date:      7/14/24
            Invoice No:         16187
            Payment Code:    CY  Cenpos Visa
            Payment Amount:           10.70

            Credit Card Number: XXXXXXXXXXXXXX1111
            Expiration Date:    0000  (MMYY)
            Card Holder Name:   Stacy
            AVS Address:
            AVS Zip/Pstl:
            Credit Verification Value:


                                          F12=Return     F19=CC Tran Inq
```

This screen appears after selecting to review detail information about a credit card payment from the Point of Sale Payment Inquiry Screen (p. 6-16).

All the fields on this screen are display only and cannot be changed.

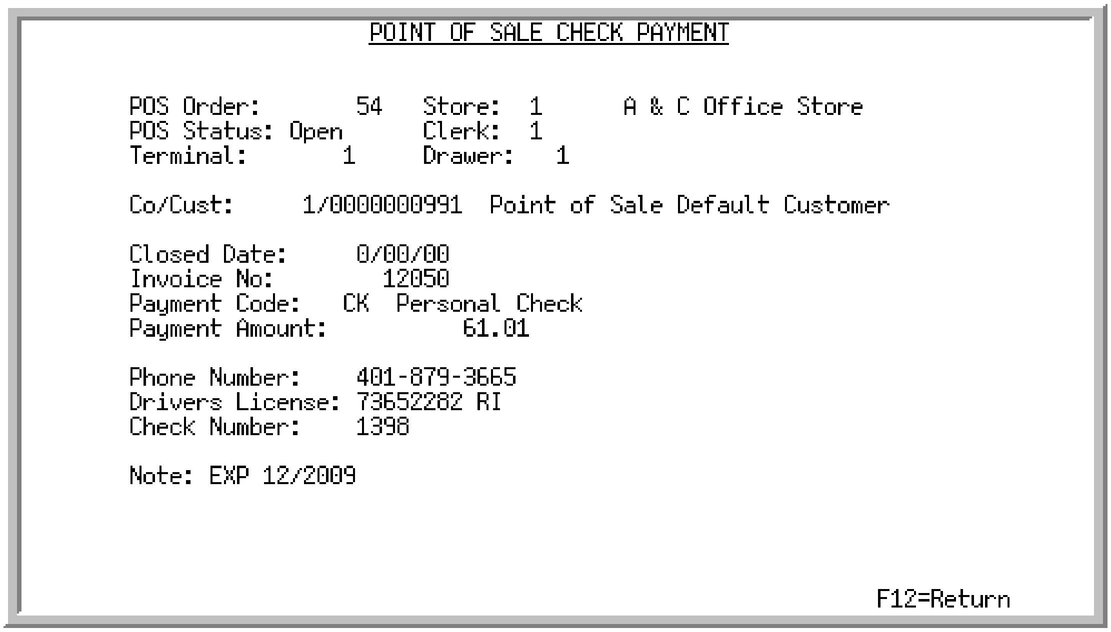
Point of Sale Credit Card Payment Screen Function Keys

Field/Function Key	Description
POS Order	The POS order number assigned to this sale.
Store	The store in which the order was entered.
POS Status	The status of the POS order. Status may be **Open**, **Closed**, **Saved**, or **In-Use**.
Clerk	The clerk who entered the order.
Terminal	The terminal on which the order was entered.
Drawer	The drawer in which the order was entered.
Co/Cust	The company and customer for this POS order.
Closed Date	For closed orders, the date on which the order was closed.
Invoice No	The invoice number assigned to the order.

Point of Sale Credit Card Payment Screen Function Keys

Field/Function Key	Description
Payment Code	The payment code and it’s description that indicates the type of credit card payment received.
Payment Amount	The payment amount of this POS order.
Credit Card Number	The encrypted credit card number used for this POS order.
Expiration Date	The month/year credit card's expiration date.
Card Holder Name	The card holder's name entered/scanned for the POS transaction.
AVS Address	For cardholder transactions where the card requires the entry of the AVS Address, this field displays the card holder's address for the Address Verification Service (AVS).
AVS Zip/Pstl	For cardholder transactions where the card requires the entry of the AVS Address, this field displays the zip/postal code of the card holder's address for the Address Verification Service (AVS).
Credit Verification Value	For cardholder transactions where the card requires the entry of the credit verification value , this field displays that value.
F12=Return	Press F12=RETURN to return to the Point of Sale Payment Inquiry Screen (p. 6-16).
F19=CC Tran Inq	F19=CC TRAN INQ appears only if Electronic Payments has been activated through Activate Credit Card Company Options (MENU EPFILE) and the **Allow Access to Credit Card Inquiry** field is set to Y and you are part of the user group specified in the **Authorized Users** field through Application Action Authority (MENU XASCTY). Press F19=CC TRAN INQ to access the credit card transaction inquiry. The Electronic Payments Transaction Inquiry Screen appears. Refer to the Order Entry User Guide chapter for Inquiring on Open Orders for a description of this screen.

Point of Sale Check Payment Screen



POINT OF SALE CHECK PAYMENT

POS Order: 54 Store: 1 A & C Office Store
POS Status: Open Clerk: 1
Terminal: 1 Drawer: 1

Co/Cust: 1/0000000991 Point of Sale Default Customer

Closed Date: 0/00/00
Invoice No: 12050
Payment Code: CK Personal Check
Payment Amount: 61.01

Phone Number: 401-879-3665
Drivers License: 73652282 RI
Check Number: 1398

Note: EXP 12/2009

F12=Return

This screen appears after selecting to review detail information about a check payment from the Point of Sale Payment Inquiry Screen (p. 6-16).

All the fields on this screen are display only and cannot be changed.

Point of Sale Check Payment Screen Function Key

Field/Function Key	Description
POS Order	The POS order number assigned to this sale.
Store	The store in which the order was entered.
POS Status	The status of the POS order. Status may be **Open**, **Closed**, **Saved**, or **In-Use**.
Clerk	The clerk who entered the order.
Terminal	The terminal on which the order was entered.
Drawer	The drawer in which the order was entered.
Co/Cust	The company and customer for this POS order.
Closed Date	For closed orders, the date on which the order was closed.
Invoice No	The invoice number assigned to the order.

Point of Sale Check Payment Screen Function Key

Field/Function Key	Description
Payment Code	The payment code and it's description that indicates the type of check payment received.
Payment Amount	The payment amount of this POS order.
Phone Number	The phone number of the person that presented the check and was entered by the clerk on the Check Payment Screen (p. 3-148).
Drivers License	The drivers license number of the person that presented the check and was entered by the clerk on the Check Payment Screen (p. 3-148).
Check Number	The check number used as payment for this POS order and entered by the clerk on the Check Payment Screen (p. 3-148).
Note	Any notes added to this POS Order in the **Note** field on the Check Payment Screen (p. 3-148).
F12=Return	Press F12=RETURN to return to the Point of Sale Payment Inquiry Screen (p. 6-16).

Point of Sale Store Credit/Gift Card Payment Screen

```
                          POINT OF SALE STORE CREDIT PAYMENT

          POS Order:       30   Store:  1      A & C Office Store
          POS Status: Open      Clerk:  1
          Terminal:       1     Drawer:   1

          Co/Cust:  1/0000000991  Point of Sale Default Customer

          Closed Date:     0/00/00
          Invoice No:        12030
          Payment Code:   SC  Store Credit
          Payment Amount:           7.02

          Credit Number:        ASD
          Credit Balance:                 7.02-




                                                            F12=Return
```

This screen appears after selecting to review detail information about a store credit or gift card payment from the Point of Sale Payment Inquiry Screen (p. 6-16).

All the fields on this screen are display only and cannot be changed.

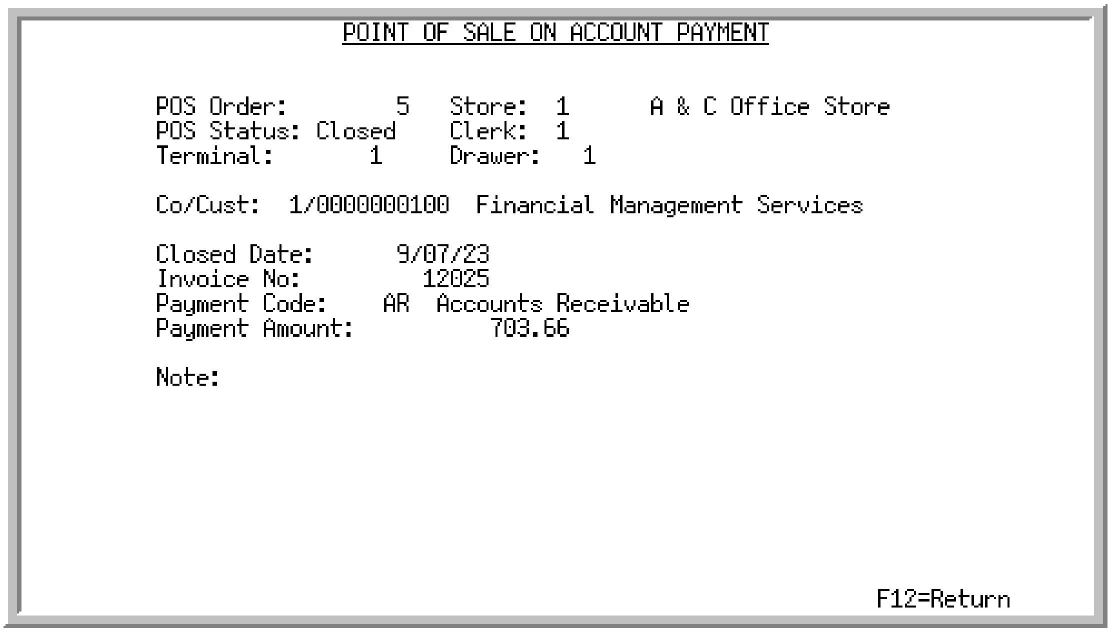
Point of Sale Store Credit/Gift Card Payment Screen Function Key

Field/Function Key	Description
POS Order	The POS order number assigned to this sale.
Store	The store in which the order was entered.
POS Status	The status of the POS order. Status may be **Open**, **Closed**, **Saved**, or **In-Use**.
Clerk	The clerk who entered the order.
Terminal	The terminal on which the order was entered.
Drawer	The drawer in which the order was entered.
Co/Cust	The company and customer for this POS order.
Closed Date	For closed orders, the date on which the order was closed.
Invoice No	The invoice number assigned to the order.

Point of Sale Store Credit/Gift Card Payment Screen Function Key

Field/Function Key	Description
Payment Code	The payment code and it's description that indicates the type of store credit / gift card payment received.
Payment Amount	The payment amount of this POS order.
Credit Number	If you selected a store credit payment, the store credit control number displays.
Credit Balance	If you selected a store credit payment, the remaining balance of the store credit.
Gift Card Number	If you selected a gift card payment, the gift card control number displays.
Gift Card Balance	If you selected a gift card payment, the remaining balance left on the gift card.
F12=Return	Press F12=RETURN to return to the Point of Sale Payment Inquiry Screen (p. 6-16).

Point of Sale On Account Payment Screen



This screen appears after selecting to review detail information about an on account payment from the Point of Sale Payment Inquiry Screen (p. 6-16).

All the fields on this screen are display only and cannot be changed.

Point of Sale On Account Payment Screen Function Key

Field/Function Key	Description
POS Order	The POS order number assigned to this sale.
Store	The store in which the order was entered.
POS Status	The status of the POS order. Status may be **Open**, **Closed**, **Saved**, or **In-Use**.
Clerk	The clerk who entered the order.
Terminal	The terminal on which the order was entered.
Drawer	The drawer in which the order was entered.
Co/Cust	The company and customer for this POS order.
Closed Date	For closed orders, the date on which the order was closed.
Invoice No	The invoice number assigned to the order.

Point of Sale On Account Payment Screen Function Key

Field/Function Key	Description
Payment Code	The payment code and it's description that indicates the type of on account payment received.
Payment Amount	The payment amount of this POS order.
Note	Any notes added to this POS Order in the **Note** field on the On Account Payment Screen (p. 3-152).
F12=Return	Press F12=RETURN to return to the Point of Sale Payment Inquiry Screen (p. 6-16).

CHAPTER 7

Processing Item Price Labels

7

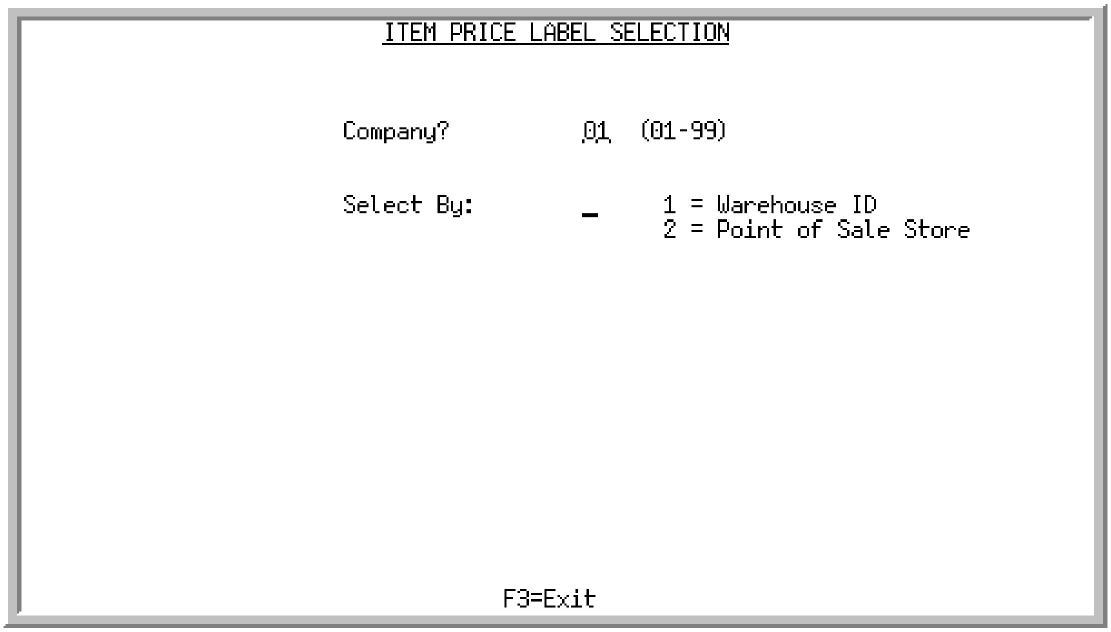
In a retail environment, it is a requirement to generate item price labels. Labels are used in stores to place on products or on store shelves where products are stored. Typical labels include item number or UPC code, bar coded item number or UPC code, item description, unit price, and item price.

Item Price Labels

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Price Label Selection Screen	Use to select the company for which to process item price labels.
Item Price Label Screen	Use to enter selection criteria for the item price label.
UPC Code Selection Screen	Use to select the a UPC for which to print item price labels.
Item Price Labels	Review sample Item Price Labels.

Item Price Label Selection Screen



This screen appears after selecting option 22 - Item Price Labels on the Point of Sale Main Menu (MENU PSMAIN) or the Inventory Accounting Reporting Menu (MENU IAREPT).

Use this screen to select a company for which item price labels will be processed.

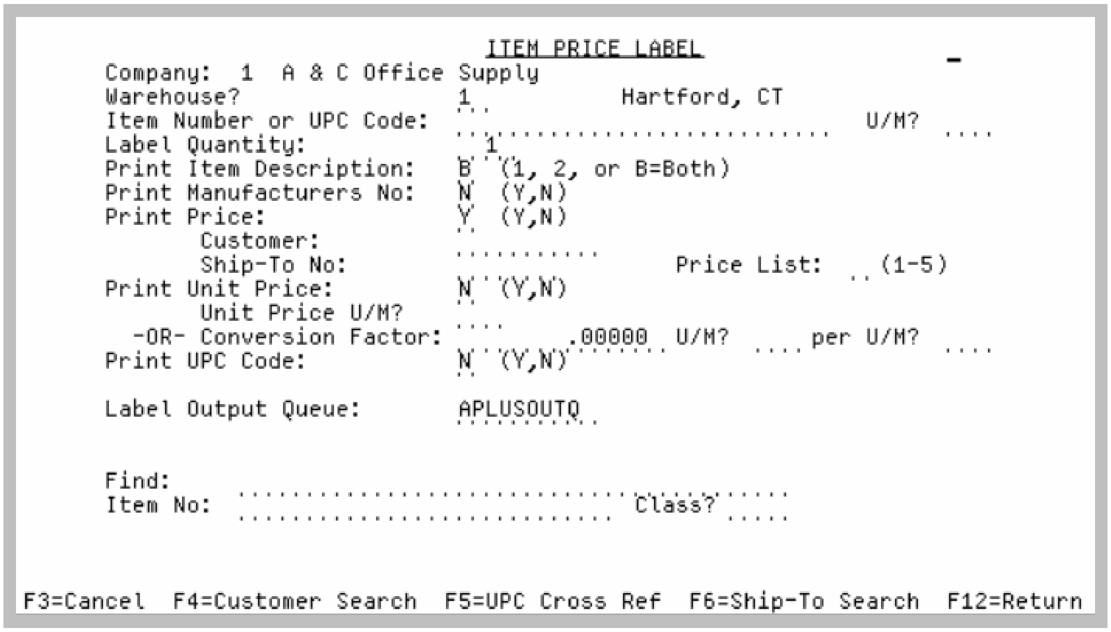
If you have Point of Sale installed, you can select to print an item price label for a warehouse or Point of Sale store.

If you do not have Point of Sale installed, an item price label will print for your default warehouse. However, this warehouse number can be changed through the **Warehouse** field on the Item Price Label Screen.

Item Price Label Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the company number for which you want to process an item price label. If International Currency is installed and activated, the label's currency will be the company's default currency. NOTE: If you select to print an item price label for a Point of Sale store, the company number must be associated with the store. Stores are defined through Stores Maintenance (MENU PSFILE). *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
Select By	The Point of Sale Store selection field only appears if you have Point of Sale installed. Key 1 to select to print an item price label for a warehouse. Key 2 to select to print an item price label for a Point of Sale Store. If you select to print an item price label for a Point of Sale store, the company number must be associated with the store. Stores are defined through Stores Maintenance (MENU PSFILE). (N 1,0) Required
F3=Exit	Press F3=EXIT to return to the Point of Sale Main Menu.
Enter	Press ENTER to confirm the information that you entered. The Item Price Label Screen appears.

Item Price Label Screen



```
                         ITEM PRICE LABEL
Company:  1  A & C Office Supply
Warehouse?                1           Hartford, CT
Item Number or UPC Code:                                U/M?
Label Quantity:             1
Print Item Description:   B  (1, 2, or B=Both)
Print Manufacturers No:   N  (Y,N)
Print Price:              Y  (Y,N)
       Customer:
       Ship-To No:                     Price List:     (1-5)
Print Unit Price:         N  (Y,N)
       Unit Price U/M?
  -OR- Conversion Factor:        .00000  U/M?     per U/M?
Print UPC Code:           N  (Y,N)

Label Output Queue:       APLUSOUTQ


Find:
Item No:                                    Class?


F3=Cancel  F4=Customer Search  F5=UPC Cross Ref  F6=Ship-To Search  F12=Return
```

This screen displays after selecting the label format for Warehouse or POS Store Number on the Item Price Label Selection Screen (p. 7-2). Use this screen to enter selection criteria for which you want to print an item price label.

After pressing ENTER, a label will print to the output queue specified in the **Label Output Queue** field, and the following message will display on this screen: **Item Price Labels have been printed for the selected item.**

When you enter a customer (or customer/ship-to number), the price that prints on the label is the customer or customer/ship-to specific price.

Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
Company	The company selected on the Item Price Label Selection Screen (p. 7-2) for which labels will be printed.

Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This field appears only if you have Point of Sale installed and you keyed 1 in the **Select By** field on the Item Price Label Selection Screen (p. 7-2). Use this field to enter the warehouse number for which you want to print an item price label. The warehouse name will print on the item price label. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
Store	This field only appears if you have Point of Sale installed and you keyed 2 in the **Select By** field on the Item Price Label Selection Screen (p. 7-2). Use this field to enter the store ID for which you want to print an item price label. The store name will print on the item price label. *Valid Values:* A store ID defined through Store Maintenance (MENU PSFILE). (A 5) Required
Item Number/UPC Code	Key an item number or UPC bar code. The item number or UPC bar code will print on the item price label. NOTE: If you selected to print an item price label for a warehouse, warehouse/item number must have been defined through Item Balance Maintenance (MENU IAFILE). *Valid Values:* An item number defined through Item Master Maintenance (MENU IAFILE); or a UPC Bar Code defined through UPC Item/UOM Cross Reference Maintenance (MENU IAFILE). If selecting an item number and that item number is assigned to a specific company through Item Master Maintenance (MENU IAFILE), the selected items' **Company** field data must be assigned to the company number shown in the **Company** field at the top of this screen. (A 27) Required/Optional

Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
U/M	Use this field to specify the unit of measure associated with the item or UPC bar code. If this field is left blank and a value is entered in the **UPC Code** field, this field defaults to the unit of measure associated with the bar code. This **U/M** is defined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE). If the **UPC Code** and the **U/M** are entered and the value in the **U/M** field is different from the **U/M** defined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE), then a message will display to inform you. If this field is left blank and you enter an item number, this field defaults to the value in the **Dft Ord U/M** field defined through Item Balance Maintenance (MENU IAFILE). If the **Dft Ord U/M** field is blank, this field defaults to the stocking U/M field defined through Item Master Maintenance (MENU IAFILE). *Valid Values:* A unit of measure defined or the item through Item Master Maintenance (MENU IAFILE). (A 3) Required/Optional
Label Quantity	Use this field to enter the amount of item price labels that you want to print. (N 3) Required
Print Item Description	Use this field to specify which item description line to print on the item price label. Key 1 to have the first item description line print on the item price label. Key 2 to have the second item description line print on the item price label. Key B to have both the first and second item description lines print on the item price label. *Default Value:* If you selected to print item price labels by a specific warehouse by setting **Select By** to 1 on the Item Price Label Selection Screen (p. 7-2), this field defaults to B. If you selected to print item price labels by a Point of Sale Store by setting **Select By** to 2 on the Item Price Label Selection Screen (p. 7-2), this field defaults to the value in the **Print Item Description On Receipt** field specified on the Store Maintenance Receipt Information Screen (p. 9-11) through Stores Maintenance (MENU PSFILE). (A 1) Required

Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
Print Manufacturers No	Use this field to determine whether or not to print the manufacturer's number on the item price label. The manufacturer's number is specified in Item Master Maintenance (MENU IAFILE). Key Y to print the manufacturer's item number on the item price label. Key N to not print the manufacturer's item number. *Default Value:* N (A 1) Required
Print Price	Use this field to determine whether or not to print the price of the item on the item price label. Key Y to print the price of the item on the item price label. Key N to not print the price of the item. *Default Value:* Y (A 1) Required
Customer	NOTE: This field is required if the **Print Price** field is set to Y and the **Price List** field is blank. Use this field to print the POS Customer's default item list price on the item price label. *Default Value:* If you selected to print item price labels by a Point of Sale Store by setting **Select By** to 2 on the Item Price Label Selection Screen (p. 7-2), when the **Store** is selected on this screen, this field defaults to the **POS Customer** specified through Stores Maintenance (MENU PSFILE). *Valid Values:* A customer number defined through Customer/Ship-To Maintenance (MENU ARFILE). (A 10) Required/Optional
Ship-To No	Use this field to optionally specify the customer's ship to address number. If do not know the ship to number, use the F6=SHIP-TO SEARCH key to search for it. If a valid customer's ship-to number is entered, the label prices will reflect the values of the **Price Discount Code**, **Price List** and **Contract Code** from the ship-to record, if these values override the value of the corresponding customer pricing field. *Default Value:* blank. *Valid Values:* A ship to number defined for the customer through Customer/Ship to Master Maintenance (MENU ARFILE). (A 7) Optional

Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
Price List	NOTE: This field is required if the **Print Price** field is set to Y and the **Customer** field is blank. Use this field to determine the price printed on the item price label. If you also enter a value into the **Customer** field (or **Customer/Ship-to Number** field), the value you enter in this field will be used to select the list price that prints on the item price label, regardless of the **List Price** field value for this customer (or customer/ship-to). (A 1) Required
Print Unit Price	Use this field to determine whether or not to print the item price in a standard unit of measure on the item price label. Key Y to print the unit price of the item on the item price label. This field cannot be set to Y if the **Print Price** field is set to N. Key N to not print the unit price of the item. *Default Value:* N (A 1) Required
Unit Price U/M	If you enter a value into this field, the unit price will print on the item price label. This field is required if the **Print Unit Price** field is set to Y and the **Conversion Factor U/M Per U/M** field is blank. *Valid Values:* A unit of measure defined for the item through item Master Maintenance (MENU IAFILE). (A 3) Required/Optional
Conversion Factor / U/M / Per U/M	These fields are required if the **Print Unit Price** field is set to Y and the **Unit Price U/M** field is blank. This field must be blank if you entered a value into the **Unit Price U/M** field. Use these fields to print the unit price of the item in a unit of measure of your choice on the item price label. Key the unit of measure that the item will be sold in one of these **U/M** fields and the unit price unit of measure for the item in the other **U/M** field. The **Conversion Factor** is the relationship between the two specified units of measure. *Valid Values:* A unit of measure defined through Unit of Measure Maintenance (MENU IAFIL2). (N 13,5 / A 3 / A 3) Required

Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
Print UPC Code	Use this field to determine whether or not you want the UPC code to print on the item price label. Key Y, enter an item number into the **Item Number** field, and press ENTER, the UPC Code Selection Screen (p. 7-12) displays; where you will select the UPC Code to print on the Item Price Label. Key N to have the item number instead of the UPC Code print on the item price label. *Default Value:* N (A 1) Required
Print Bar Code	This field displays only if TL Ashford is installed on your system. Use this field to determine whether or not you want the bar code to print on the item price label. (A 1) Required
Label Output Queue	Use this field to enter the ID of the IBM i Output Queue to which this print job will be sent. The default is the output queue assigned to the user's profile on the IBM i, unless output queue overrides have been set up through Output Queue Overrides Maintenance (MENU XAFILE). Key the output queue to which this print job will be sent. (A 5) Required
Label Name	This field appears only if you have TL Ashford installed on your system. Use this field to specify the name of the label defined by TL Ashford. *Default Value:* PS380LB. If the default differs, then a corresponding TL Ashford label exists. (A 8) Required

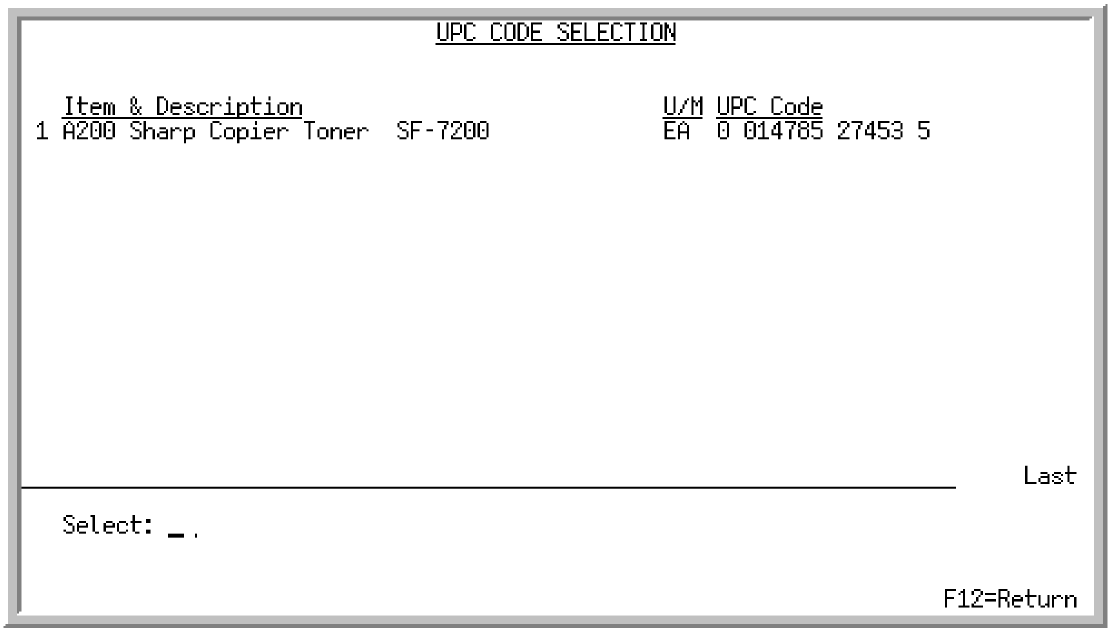
Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2) Optional
F3=Cancel	Press F3=CANCEL to return to the Point of Sale Main Menu. The information that you key on this screen will not be saved.
F4=Customer Search	Press F4=CUSTOMER SEARCH to access the Customer Search, where you can search for and select a customer.

Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
F5=UPC Cross Ref	Press F5=UPC CROSS REF to access the UPC and GTIN Item/UOM Cross Reference Selection Screen, where you can create an association between an item and unit of measure. Refer to the Inventory Accounting User Guide for details about UPC & GTIN Item/UOM Cross Reference Maintenance (MENU IAFILE/MENU PSFILE)
F6=Ship-To Search	Press F6=SHIP-TO SEARCH to search for ship to addresses defined for the customer specified in the **Customer** field. The Customer/Ship-To Search - Ship-To Search Screen will appear, listing ship to addresses for the customer. When you select a different ship-to via F6=SHIP-TO SEARCH, POS order's pricing field values will be recalculated. If the values of these pricing fields on the Ship-to level are overridden (no-blank or non-zero for numeric fields), then these ship-to level values will be used as corresponding order's pricing field values instead of customer level values. Also, if as a result of the ship-to number changes, any of the pricing fields will be changed and the order already has items entered, the message: "Warning - Price Discount Code, Price List or Contract Code changed" will appear.
F12=Return	Press F12=RETURN to return to the Item Price Label Selection Screen (p. 7-2). The information that you key on this screen will not be saved.
Enter	Press ENTER to submit the label for printing to the output queue specified in the **Label Output Queue** field. A message will be displayed to the user indicating completion of label printing and availability for the next selection.

UPC Code Selection Screen



This screen displays when you enter an item number in the **Item Number** field and key Y in the **Print UPC Code** field on the Item Price Label Screen (p. 7-4); showing a list of unit of measures and UPC codes for the item number entered into the **Item Number** field on the Item Price Label Screen (p. 7-4).

Use this screen to select a specific UPC code for which you want to print on the item price label.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

UPC Code Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the items displayed on this screen. This number is 1 through 12 for the twelve items that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for label printing. Display
Item & Description	The item number and it's description selected on the Item Price Label Screen (p. 7-4). Display

UPC Code Selection Screen Fields and Function Keys

Field/Function Key	Description
U/M	The unit of measure associated with the item and the specified UPC bar code. Display
UPC Code	The UPC Code that represents the item number in the specified unit of measure. Display
Select	Use this field to select the UPC code of the item for which you want to print on the item price label. Key the reference number for the **Item & Description** field. (N 2,0) Required/Optional
F12=Return	Press F12=RETURN to return to the Item Price Label Screen (p. 7-4). The information that you key on this screen will not be saved.
Enter	Press ENTER to continue to the Item Price Label Screen (p. 7-4). The information that you key on this screen will be saved.

Item Price Labels

```
        Hartford, CT
_____________________________________________
        File Folders - 4 Assorted Color
        Box of 100 - letter size
        $                  5.59 / EA
        $                  5.59 / EA
Item:   A510
```

```
        Hartford, CT
_____________________________________________
        File Folders - Red
        $                 33.10 / CAS
        $                  6.62 / EA
UPC:    0 013471 16589 0
Mfg:    XJC8737
```

```
        A & C Office Store
_____________________________________________
        File Folders - Yellow
        Box of 100 - letter size
        $                 33.10 / CAS
UPC:    0 013471 16590 7
```

After pressing ENTER on the Item Price Label Screen (p. 7-4), a label will print to the output queue specified in the **Label Output Queue** field. The data format is somewhat determined based on the fields selected on the Item Price Label Screen (p. 7-4).

Item Price Labels

Report/Listing Fields	Description
Warehouse / POS Store Name	If 1 was selected to print an item price label for a warehouse on the Item Price Label Selection Screen (p. 7-2), the warehouse name will print on the item price label. If 2 was selected to print an item price label for a Point of Sale Store on the Item Price Label Selection Screen (p. 7-2), the store name will print on the item price label.
Item Description	The first and second item description lines will print on the item price label when B to have Both lines print was selected. Else the first item description line prints when 1 was selected, or the second item description line prints when 2 twas selected.
(Prices)	Prices are printed based on the selections made for **Print Price** and/or **Print Unit Price** and the fields related to those primary choices. Multiple lines will print for items with multiple units of measure.

Item Price Labels

Report/Listing Fields	Description
(Item Information)	The Item Number, UPC Code, and/or Manufacturer's Item Number will print based on the selections for those fields.

CHAPTER 8

Printing a POS Audit Report

8

The POS Audit Report displays a summary of every transaction processed at a store. You can limit the report by clerk, terminal, store close status, store close dates, and payment method; select to include detail or print summary; or to only print credits from return orders.The limiting criteria allow you to target a particular area about which you may have concerns or questions.

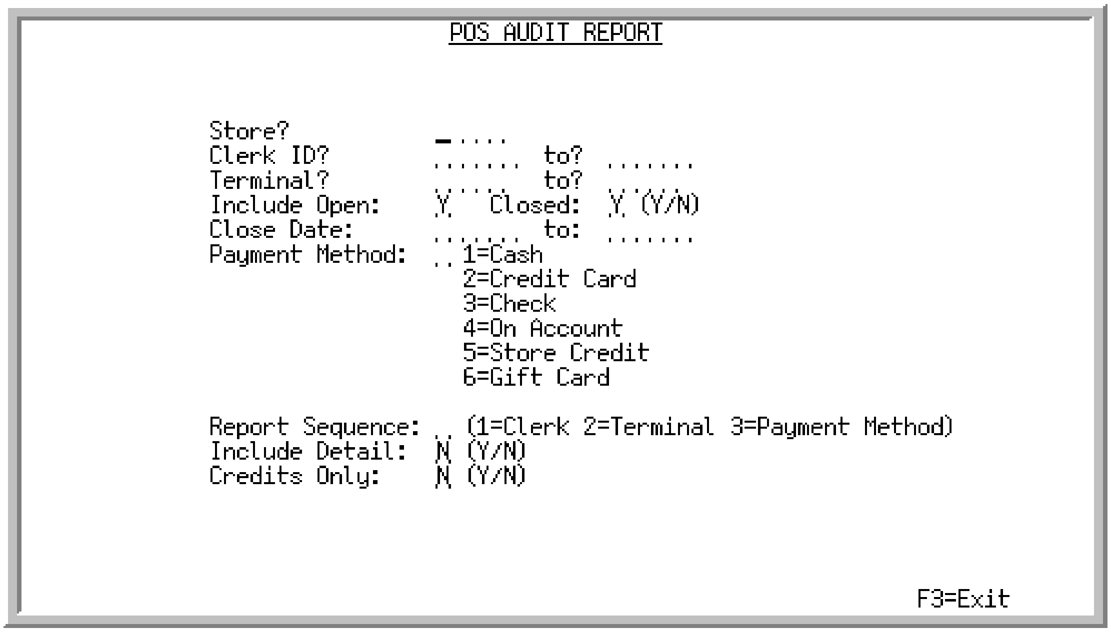
The POS Audit Report (p. 8-5) is printed from the POS Audit Report option on the Point of Sale Main Menu.

POS Audit Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
POS Audit Report Screen	Use to set the report selection criteria.
POS Audit Report	Prints the total receipts per terminal and drawer.

POS Audit Report Screen



This screen appears after selecting option 23 - POS Audit Report from the Point of Sale Main Menu (MENU PSMAIN). Use this screen to specify how you want to limit and sequence the information included in the report.

POS Audit Report Screen Fields and Function Keys

Field/Function Key	Description
Store	Use this field to enter the store for which you want to generate an audit report. *Valid Values:* A store ID defined through Stores Maintenance (MENU PSFILE). (A 5) Required
Clerk ID	Use this field to limit the clerks that are included in the report to a single clerk ID or a range of clerk IDs. If you leave these fields blank, all clerks will be included in the report. *Valid Values:* Clerk IDs defined through Clerks Maintenance (MENU PSFILE). (2 @ A 6) Optional

POS Audit Report Screen Fields and Function Keys

Field/Function Key	Description
Terminal	Use this field to limit the terminals that are included in the report to a single terminal ID or a range of terminal IDs. If you leave these fields blank, all terminals will be included in the report. *Valid Values:* A terminal defined for the specified store in Terminals/ Drawers Maintenance (MENU PSFILE). (2 @ A 5) Optional
Include Open	Use this field to indicate whether you want to include open terminals in the report. Key Y to include open terminals. Key N to specify that open terminals will not be included. *Default Value:* Y (A 1) Optional
Include Closed	Use this field to indicate whether you want to include closed terminals in the report. Key Y to include closed terminals. Key N to specify that closed terminals will not be included. *Default Value:* Y (A 1) Optional
Close Date	Use this field to enter a date or range of dates that you want to include in the report. If you leave this field blank, all dates will be included in the report. *Valid Values:* A date keyed in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the default date format specified for the system through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Payment Method	Use this field to select the payment method to include a single payment type. on the report. To include all payment methods in the report, leave this field blank. *Valid Values:* 1, 2, 3, 4, 5, 6, or blank (A 1) Optional

POS Audit Report Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	Use this field to indicate the order of which the report is to be sequenced. Key: • 1 to order the report by clerk ID • 2 to order the report by terminal ID • 3 to order the report by payment method. *Valid Values:* 1, 2, or 3 (N 1,0) Required
Include Detail	Use this field to indicate whether you want to include the specific order details on the report. Key Y in this field to include the order detail. Key N in this field to print summary information based on the other selection criteria. *Default Value:* N (A 1) Required
Credits Only	Use this field to indicate whether you want to print a report that only includes credits generated from Return type orders Key Y in this field to print a Credits Only report. Key N in this field to print all orders that meet the selection criteria. *Default Value:* N (A 1) Required
F3=Exit	Press F3=EXIT the report and return to the Point of Sale Main Menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for a description of this screen.

POS Audit Report

```
PS301  07/23/09  14.54.34                      POS AUDIT REPORT BY CLERK                          AM/APDEMO     PAGE   1

Store: 1      All Clerks          All Terminals       Include Open:   Y  All Close Dates          Payment Method: ALL METHODS
                                                      Include Closed: Y                           Include Detail: Y Credits Only: N
                                 Close Date         Payment Method       Payment Amount         Count
-------------------------------------------------------------------------------------------------------------------------------

                                 CLERK: 1      John Blunt

     POS Order  Order No  Customer No  Customer Name                 Entry Date     Payment Amount  Payment Method
           4    02732/00        991    Point of Sale Default Customer  07/23/09            22.98    Cash
           5    02733/00        100    Financial Management Services   07/23/09           703.66    On Account

                                     TOTAL 07/23/09:                          726.64            2

                                   07/23/09     1-CASH                          22.98            1
                                   07/23/09     2-CREDIT CARD                     .00            0
                                   07/23/09     3-CHECK                           .00            0
                                   07/23/09     4-ON ACCOUNT                   703.66            1
                                   07/23/09     5-STORE CREDIT REDEEMED           .00            0
                                   07/23/09     5-STORE CREDIT ISSUED             .00            0
                                   07/23/09     6-GIFT CARD REDEEMED              .00            0
                                   07/23/09     6-GIFT CARD ISSUED                .00            0

                                     TOTAL CLERK 1     :                      726.64            2

                                     TOTAL STORE 1    :                       726.64            2
```

These reports print the total receipts per terminal and drawer. The report format is determined by the selection criteria specified on the POS Audit Report Screen (p. 8-2) for clerk, terminal, or payment method and whether to include POS order detail.

The report description below matches the format shown in the report sample above. For the two other report formats, the field data is the same; but sequenced to the specifics of the selected report format.

POS Audit Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. Possible report titles are: • POS Audit Report by Clerk • POS Audit Report by Terminal • POS Audit Report by Payment Type.

POS Audit Report

Report/Listing Fields	Description
Close Date	This field prints for a summary or total line type. The closing date reflects the date of the terminal close for the listed transactions. If the terminal has not yet been closed, **OPEN** prints in the column.
Payment Method	This field prints for a summary or total line type. The methods of payment available for selection by the clerks for the selected store.
Payment Amount	This field prints for a summary or total line type. The total amount of payments received for the specific method of payment.
Count	This field prints for a summary or total line type. The number of transactions performed for each payment type.
POS Order	This field only shows when **Include Detail** is set to Y on the POS Audit Report Screen (p. 8-2). The POS order number assigned to the order transaction.
Order Number	This field only shows when **Include Detail** is set to Y on the POS Audit Report Screen (p. 8-2). The sales order number assigned tot he POS order when the POS order was invoiced.
Customer No Customer Name	This field only shows when **Include Detail** is set to Y on the POS Audit Report Screen (p. 8-2). The customer number and name of the customer who purchased the merchandise.
Entry Date	This field only shows when **Include Detail** is set to Y on the POS Audit Report Screen (p. 8-2). The original entry date of the POS order.
Payment Amount	This field only shows when **Include Detail** is set to Y on the POS Audit Report Screen (p. 8-2). The amount of the POS order paid by a specific payment method.
Payment Method	This field only shows when **Include Detail** is set to Y on the POS Audit Report Screen (p. 8-2). The description of the payment method. Choices may be Cash, Credit Card, Check, On Account, Store Credit Redeemed, Gift Card Redeemed.
Totals	Report totals are provided in levels based on the specific report selected.

CHAPTER 9

Defining POS Stores

9

A store is the individual retail establishment where you sell goods to your customers. In Distribution A+, you must create an ID for each store. When you create the store ID, you will assign a company and warehouse to it and then you will specify the processing options for the store.

Stores are defined through the Stores Maintenance option on the Point of Sale File Maintenance Menu (MENU PSFILE).

Stores Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Store Maintenance Selection Screen	Use to specify the store ID you want to maintain.
Store Maintenance Screen	Use to specify store ID settings.
Store Maintenance 2 Screen	Use to specify store ID settings.
Store Maintenance Receipt Information Screen	Use to specify store receipt header and footer text.
Deposit Information Screen	Use to specify deposit values for pickup/delivery orders.
Store List	Use to view a sample of the Store List.

Store Maintenance Selection Screen

This screen appears after selecting option 1 - Stores Maintenance from the Point of Sale File Maintenance Menu (MENU PSFILE). Use this screen to specify the store ID that you want to maintain.

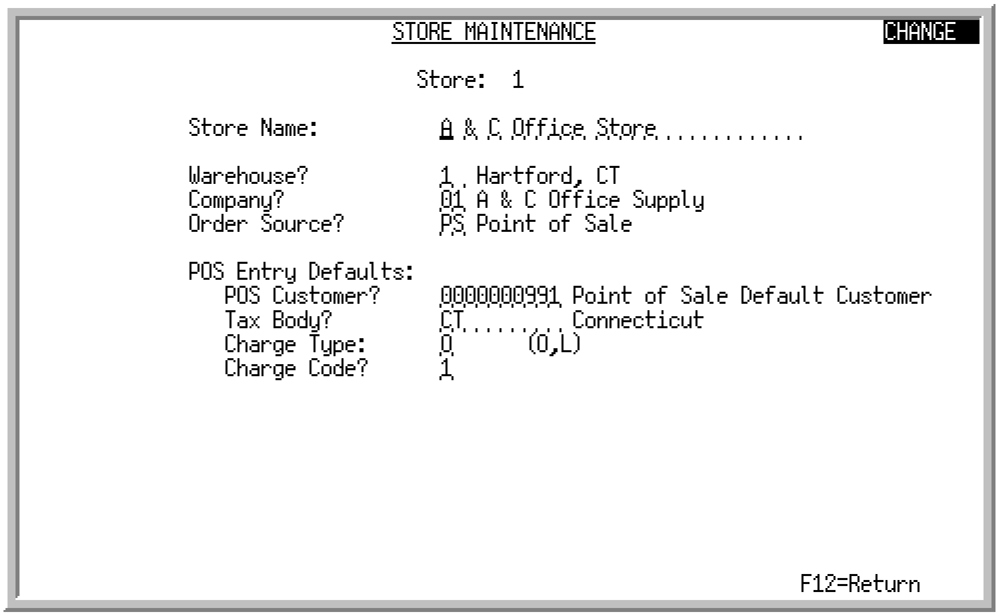
Store Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to specify whether you want to add a new store ID or maintain a store ID. Key A to add a new store ID. Key C to change an existing store ID. (A 1) Required
Store	Use this field to specify the ID of the store that you want to maintain. Key the store ID to be added or maintained. (A 5) Required
F3=Exit	Press F3=EXIT to return to the Point of Sale File Maintenance Menu (MENU PSFILE).
F5=Terminals	Press F5=TERMINALS to maintain terminal IDs for the store. You must have defined the store ID before you can add terminals to it. The Terminal/Drawer Maintenance Selection Screen (p. 10-2) appears.

Store Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F6=Auth Codes	Press F6=AUTH CODES to maintain authorization codes for the store. The Authorization Code Maintenance Selection Screen appears. Refer to this screen as explained in the User Security User Guide.
Enter	Press ENTER to confirm your entries. The Store Maintenance Screen (p. 9-4) appears.

Store Maintenance Screen



This screen appears after you press ENTER on the Store Maintenance Selection Screen (p. 9-2). Use this screen to define the settings for the selected store ID.

Store Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Store	The **Store** selected on the Store Maintenance Selection Screen (p. 9-2). Display
Store Name	Use this field to specify the name of the store associated with the store ID that you are maintaining. (A 30) Required
Warehouse	Use this field to enter the number of the warehouse with which the store is associated. This field appears only if Distribution A+ is set up to use multiple warehouses through System Options Maintenance (MENU XAFILE). *Default Value:* The default warehouse number specified for your user ID through Authority Profile Maintenance (MENU XASCTY). *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required

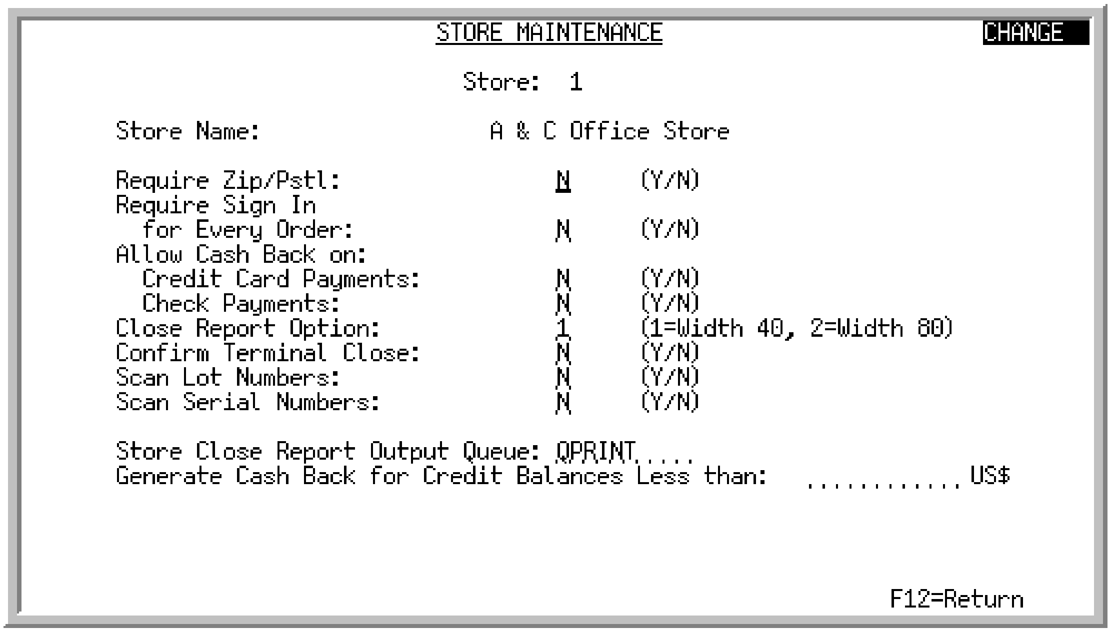
Store Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to enter the number of the company with which the store is associated. The company number is used when searching for customers and when assigning the POS customer and authorizations codes to orders for this store. This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). *Default Value:* The default company specified for your user ID through Authority Profile Maintenance (MENU XASCTY). *Valid Values:* A company number defined though Company Name Maintenance (MENU XAFILE). (N 2,0) Required
Order Source	This field is required only if the **Use Order Source Code** field is set to Y or I in Order Entry Options Maintenance (MENU XAFILE). Use this field to specify the order source code that you want to be applied to POS orders from this store. *Valid Values:* An order source code defined through Order Source Code Maintenance (MENU OEFILE). (A 2) Required/Optional
POS Customer	Use this field to specify the default customer for this store. This customer will be used as the default customer for orders and returns in Point of Sale Entry (MENU PSMAIN). If you use this feature, it is recommended that you create a walk-in customer for Point of Sale through Customer/Ship-To Master Maintenance (MENU ARFILE) and specify that customer number here. If you do not want a customer automatically assigned to POS orders and returns, leave this field blank. If you leave this field blank, a customer number must be entered for each new POS order. *Valid Values:* A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Optional
Tax Body	Use this field to specify the default tax body for this store. This tax body will be used as the default value in the **Tax Body** field on the POS Header Screen (p. 3-73) in Point of Sale Entry (MENU PSMAIN). The tax body represents a taxing jurisdiction and is used for calculating sales tax. *Valid Values:* A tax body defined through Tax Body Maintenance (MENU OEFILE). (A 10) Required

Store Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Charge Type	Use this field to specify the default charge type for this store. The default charge type will be the default value in the **Order/Line** field on the Special Charge Screen (p. 3-59) in Point of Sale Entry (MENU PSMAIN). This field is used in conjunction with the **Charge Code** field to determine which order or line special charge code to use. Key O if you want the default charge type to be for order level special charges. Order level charges are applied to the entire order. Key L if you want the default charge type to be for line level special charges. Line level charges are applied to the item on the order that immediately precedes the line charge. (A 1) Required
Charge Code	Use this field to specify the default charge code for this store. The default charge code will be the default value for the **Charge Code** field on the Special Charge Screen (p. 3-59) in Point of Sale Entry (MENU PSMAIN). This field is used in conjunction with the **Charge Type** field to determine whether to apply the charge to the line or to the order. *Valid Values:* 1 through 9 or A through Z (I and O are intentionally excluded since they can be misinterpreted as numbers), if the charge has been defined through Special Charge Definition Maintenance (MENU OEFILE). In the actual files, order charges begin with the slash character (/) and line charges begin with the ampersand character (&). (N 1,0) Required
F12=Return	Press F12=RETURN to return to the Store Maintenance Selection Screen (p. 9-2) without maintaining the store ID.
Enter	Press ENTER to confirm your entries. The settings you specified for the store ID will be saved and the Store Maintenance 2 Screen (p. 9-7) will appear.

Store Maintenance 2 Screen



This screen appears after you press ENTER on the Store Maintenance Screen (p. 9-4). Use this screen to continue specifying the settings for the store ID that you are maintaining.

Store Maintenance 2 Screen Fields and Function Keys

Field/Function Key	Description
Store	The **Store** selected on the Store Maintenance Selection Screen (p. 9-2). Display
Store Name	The **Store Name** assigned on the Store Maintenance Screen (p. 9-4). Display
Require Zip/Pstl	Use this field to specify whether a zip/postal code must be entered for each new order entered in Point of Sale Entry (MENU PSMAIN). Key Y to require a zip code for each POS order. Key N and a zip code will not be required for each new order. *Default Value:* N (A 1) Required

Store Maintenance 2 Screen Fields and Function Keys

Field/Function Key	Description
Require Sign In for Every Order	Use this field to specify whether the clerk must sign on to Point of Sale Entry (MENU PSMAIN) before each new order can be entered. Key Y in this field to prompt the clerk to sign on for each POS order. Keying Y is recommended when many clerks will share a single terminal. Key N and the clerk will sign on once and all subsequent orders will not require the clerk to sign on again unless they exit the option. *Default Value:* N (A 1) Required
Allow Cash Back on Credit Card Payments	Use this field to specify whether, for credit card payments, a customer can receive cash back. This allows you to specify whether the customer can request a charge to their credit card greater than the order total and receive the difference in cash. Key Y if customers will be able to receive cash “change” with a credit card payment. Key N if customers will not be able to receive cash “change” with a credit card payment. *Default Value:* N (A 1) Required
Allow Cash Back on Check Payments	Use this field to specify whether, for check payments, a customer can receive cash back. This value allows you to specify whether the customer can write the check for an amount greater than the order total and receive the difference in cash. Key Y if customers will be able to receive cash “change” with a check payment. Key N if customers will not be able to receive cash “change” with a check payment. *Default Value:* N (A 1) Required
Close Report Option	Use this field to specify the width of the Close Report. The width is determined by the type of printer that you are using to print the Close Report for the store. Key 1 if the Close Report prints on a receipt printer. Key 2 if the Close Report prints on a line or laser printer. (N 1,0) Required

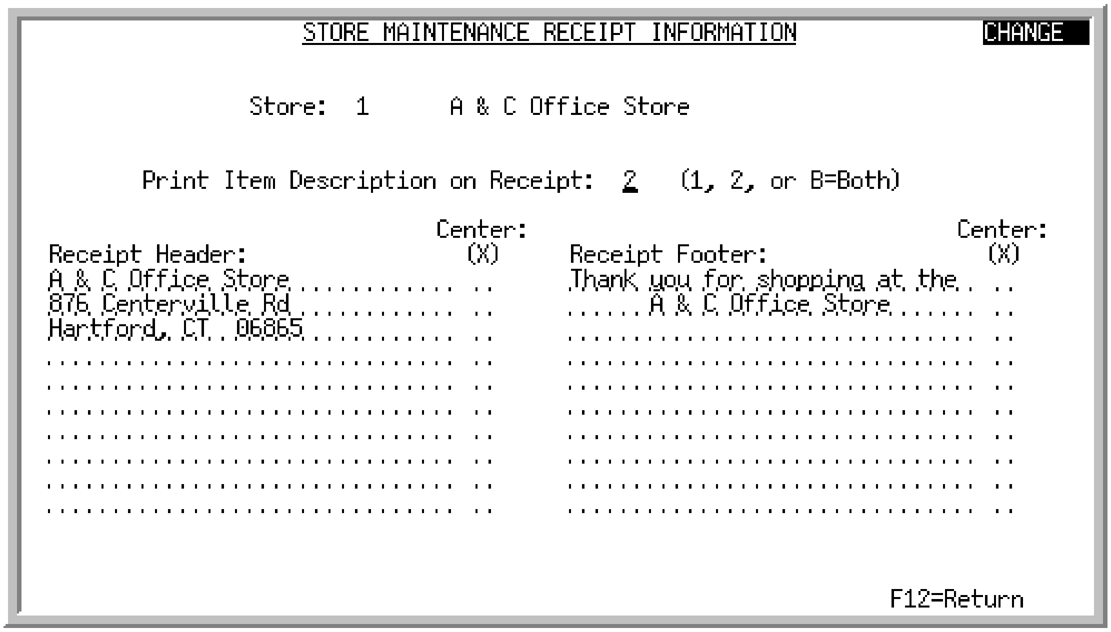
Store Maintenance 2 Screen Fields and Function Keys

Field/Function Key	Description
Confirm Terminal Close	Use this field to specify whether the terminals for this store must be confirmed before you can close the store. Confirming the terminal means that the cash in the drawer has been counted and reconciled with the online counts and amounts in Point of Sale. This field is protected when there are open terminal and store transactions in process. Close all the terminals and the store and the value will become available for change. Key Y to establish that the terminals for this store must be confirmed through the Terminal Close Inquiry (MENU PSMAIN). Key N and the terminals for this store will be automatically confirmed when they are closed. *Default Value:* N (A 1) Required
Scan Lot Numbers	Use this field to indicate whether lot numbers will be scanned at this store. Key Y if you want lot numbers to be scanned at this store. In Point of Sale Entry (MENU PSMAIN), if you are in Quick Entry Mode, the Lot/Serial Entry Screen (p. 3-55) will appear for lot items. If you are in Regular Entry Mode, the Lot/Serial Assignments Screen (p. 3-47) will appear for lot items. Key N if you do not want lot numbers to be scanned at this store. In Point of Sale Entry (MENU PSMAIN), the Lot/Serial Availability Screen (p. 3-52) will appear for lot items. *Default Value:* N (A 1) Required
Scan Serial Numbers	Use this field to indicate whether serial numbers will be scanned at this store. Key Y if you want serial numbers to be scanned at this store. In Point of Sale Entry (MENU PSMAIN), if you are in Quick Entry Mode, the Lot/Serial Entry Screen (p. 3-55) will appear for serial items. If you are in Regular Entry Mode, the Lot/Serial Assignments Screen (p. 3-47) will appear for serial items. Key N if you do not want serial numbers to be scanned at this store. In Point of Sale Entry (MENU PSMAIN), the Lot/Serial Availability Screen (p. 3-52) will appear for serial items. NOTE: For tracked serial items, the Lot/Serial Entry Screen (p. 3-55) will always appear, regardless of the value that you specify in this field. *Default Value:* N (A 1) Required

Store Maintenance 2 Screen Fields and Function Keys

Field/Function Key	Description
Store Close Report Output Queue	Use this field to specify the output queue to use to print the Store Close Report (p. 5-14) for this store. *Valid Values:* An output queue defined on the IBM i. (A 10) Required
Generate Cash Back for Credit Balances Less than	Use this field to specify the amount at which a customer can receive cash back instead of store credit. If you set this field to 0.00, cash back will never be generated. If you set this field to 9999999.99, cash back will be generated for any amount. Setting this field to a value between 0.00 and 9999999.99 generates cash back only when the credit balance is less than the value you specify. For example, if you keyed 10.00, cash back would be generated for a balance of 9.98, but not 10.02. *Valid Values:* A currency value. If you are using International Currency, this value must be entered in the local currency of the company assigned to the store on the previous screen. The local currency of the company is defined through International Currency Options Maintenance (MENU ICFILE). (N 9,2) Required
F12=Return	Press F12=RETURN to return to the Store Maintenance Screen (p. 9-4) without saving your entries.
Enter	Press ENTER to confirm your entries. The settings you specified for the store ID will be saved and the Store Maintenance Receipt Information Screen (p. 9-11) will appear.

Store Maintenance Receipt Information Screen



This screen appears after you press ENTER on the Store Maintenance 2 Screen (p. 9-7). Use this screen to specify the format for your store receipts.

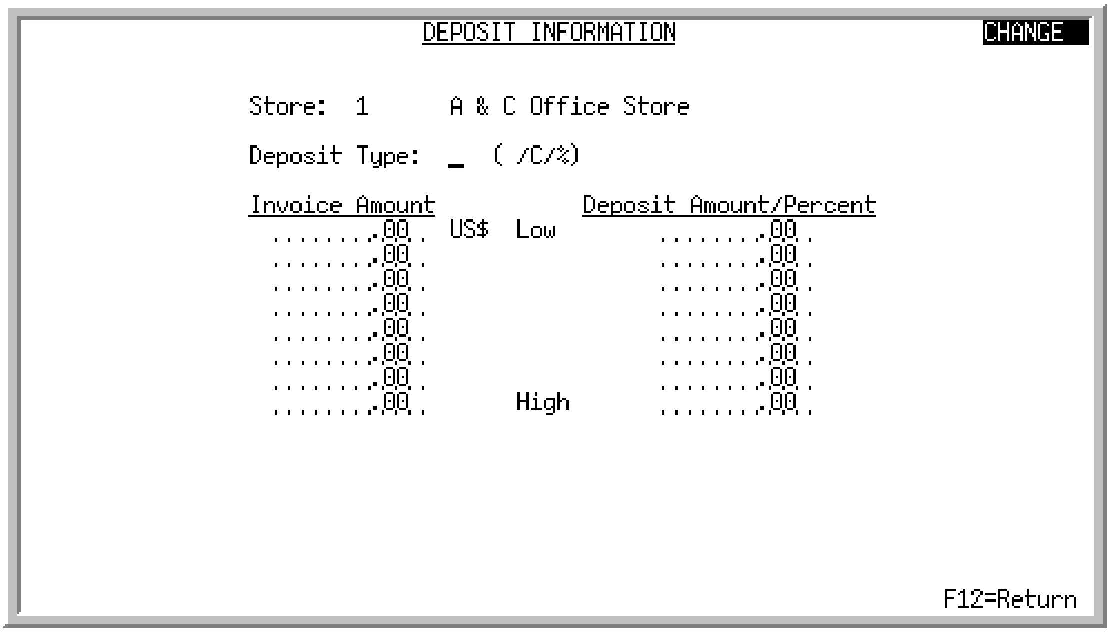
Store Maintenance Receipt Information Screen Fields and Function Keys

Field/Function Key	Description
Print Item Description on Receipt	Use this field to specify which item description line to print on the receipt. Key 1 and the first item description line will print on the receipt. Key 2 and the second item description line will print on the receipt. Key B to have both the first and second item description lines will print on the receipt. (A 1) Required
Receipt Header	Use this field to specify the information that you want printed at the top of the receipt. The text that you enter here will print on the receipt exactly as it appears on this screen. (10 @ A 30) Optional
Center	Use this field to determine whether or not to center the text on the receipt. Key X next to specific **Receipt Header** and/or **Receipt Footer** lines to have the text on those lines print centered on the receipt. Leave the field blank next to the **Receipt Header** and/or **Receipt Footer** lines, the text will print left-justified on the receipt. (A 1) Optional

Store Maintenance Receipt Information Screen Fields and Function Keys

Field/Function Key	Description
Receipt Footer	Use this field to specify the information that you want printed at the bottom of the receipt. Key the text for the footer of the receipt understanding that the text you enter here will print on the receipt exactly as it appears on this screen. (10 @ A 30) Optional
F12=Return	Press F12=RETURN to return to the Store Maintenance 2 Screen (p. 9-7) without saving your entries.
Enter	Press ENTER to save your entries and continue

Deposit Information Screen



This screen appears after you press ENTER on the Store Maintenance Receipt Information Screen (p. 9-11). Use this screen to specify the deposit amount or percent for successive invoice amounts. If deposits are specified, they will be required at check out time in POS Entry (MENU PSMAIN).

Example:

Assume that you want to require a percentage of the invoice total as a deposit for orders with pickup/delivery items. You would key % in the **Deposit Type** field and then specify the invoice amounts and corresponding percentages, for example:

Invoice Amount	Deposit Amount/Percent
50	0.00
100	10.00
150	20.00

Invoices equal to or less than $50 would not require a deposit. Invoices for $50.01 to $100 would be charged 10% of the invoice value. For example, for an invoice totaling $63.00, a deposit of $6.30 would be required.

NOTE: To require payment in full at time of pickup/delivery purchase, key 9999999.99 in the **Invoice Amount** field, % in the **Deposit Type** field and 100 in the **Deposit Amount/Percent** field.

Deposit Information Screen Fields and Function Keys

Field/Function Key	Description
Deposit Type	Use this field to specify whether the deposit amounts you enter on this screen are currency amounts or percentages of the invoice amount. Key C if the deposit value is a currency amount. Key % if the deposit value is a percentage of the invoice amount. If you leave this field blank, you will not be able to enter deposit information. (A 1) Optional
Invoice Amount	Use these fields to enter the invoice amounts that correspond to the deposit amount or percent. The required deposit will be calculated for invoices with a total equal to or less than the value specified. Key the invoice amounts from the least value to the greatest. The final line may need to be the highest invoice amount (9999999.99) with the highest deposit amount or percent you want to charge in the corresponding **Deposit Amount/Percent** field. (N 9,2) Optional
Deposit Amount/ Percent	Use these fields to enter the deposit amount or percentage that corresponds to the value in the **Invoice Amount** column. When the invoice amount of a pickup/delivery order is equal to or less than the amount specified in the corresponding **Invoice Amount** field and you keyed C in the **Deposit Type** field, the amount specified here will be required at check out. When the invoice amount of a pickup/delivery order is equal to or less than the amount specified in the corresponding **Invoice Amount** field and you keyed % in the **Deposit Type** field, a percentage of the invoice total will be required at check out. *Valid Values:* If you are specifying percentages, 0-100 (N 9,2) Optional
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your entries and continue.

Stores Listing

Once you have set up your store IDs, you can print a listing of your store IDs and their settings through the Stores Listing option on the Point of Sale File Maintenance Menu (MENU PSFILE).

This section explains the Stores Listing option. This option does not have any selection criteria. When selecting option 11 - Stores Listing, the Report Options Screen appears. Refer to the Cross Applications User Guide for a description of this screen.

Store List

```
PS806  04/08/15  13.09.03                                   STORE LIST                          AF/APDEMO      PAGE    1
--------------------------------------------------------------------------------------------------------------------------
STORE: FRONT Connections
       Co: 03  Wh: 6  Order Source: PS   POS Entry Defaults:       Require:     Allow Cash Back on:
                                           POS Customer:        991  Sign In:  Y   Credit Card Payments: N
                                           Tax Body:     GSTPST      Zip/Pstl: N   Check Payments:       N
                                           Charge Type:  0
                                           Charge Code:  1
       Close Report Option: 1    Confirm Terminal Close: N          Scan Lots: N   Scan Serials:         N
       Store Close Report Output Queue:  QPRINT
       Generate Cash Back on Credit Balances Less than:              Item Description on Receipt: 2
       Receipt Header:  Connections                              Receipt Footer: 4786 Canada Route #67
                                                                                 Inbrook, Ontario, Canada
STORE: MAIN  B & B Office Supply Store
       Co: 02  Wh: 2  Order Source: PS   POS Entry Defaults:       Require:     Allow Cash Back on:
                                           POS Customer:             Sign In:  N   Credit Card Payments: N
                                           Tax Body:     CA          Zip/Pstl: Y   Check Payments:       N
                                           Charge Type:  0
                                           Charge Code:  1
       Close Report Option: 1    Confirm Terminal Close: N          Scan Lots: N   Scan Serials:         N
       Store Close Report Output Queue:  QPRINT
       Generate Cash Back on Credit Balances Less than:              Item Description on Receipt: 2
       Receipt Header:  Thank you for shopping at B&B!          Receipt Footer: B & B Office Supply Store
                                                                                 743 Santa Fe Way
                                                                                 Los Angeles, CA 92626
STORE: 1     A & C Office Store
       Co: 01  Wh: 1  Order Source: PS   POS Entry Defaults:       Require:     Allow Cash Back on:
                                           POS Customer:        991  Sign In:  N   Credit Card Payments: N
                                           Tax Body:     CT          Zip/Pstl: N   Check Payments:       N
                                           Charge Type:  0
                                           Charge Code:  1
       Close Report Option: 1    Confirm Terminal Close: N          Scan Lots: N   Scan Serials:         N
       Store Close Report Output Queue:  QPRINT
       Generate Cash Back on Credit Balances Less than:              Item Description on Receipt: 2
       Receipt Header:  A & C Office Store                       Receipt Footer: Thank you for shopping at the
                        876 Centerville Rd                                             A & C Office Store
                        Hartford, CT  06865
```

This listing prints the settings you specified for each store ID through Stores Maintenance (MENU PSFILE). For an explanation of the fields printed in the listing, refer to the following tables in this chapter:

- “Store Maintenance Screen Fields and Function Keys” on page 9-4
- “Store Maintenance 2 Screen Fields and Function Keys” on page 9-7
- “Store Maintenance Receipt Information Screen Fields and Function Keys” on page 9-11
- “Deposit Information Screen” on page 9-13

CHAPTER 10

Defining POS Terminals/Drawers

10

Each store will have one or more terminals where clerks process retail transactions. Each terminal will have one or more drawers associated with it. You must create a terminal before you can create the drawers associated with it.

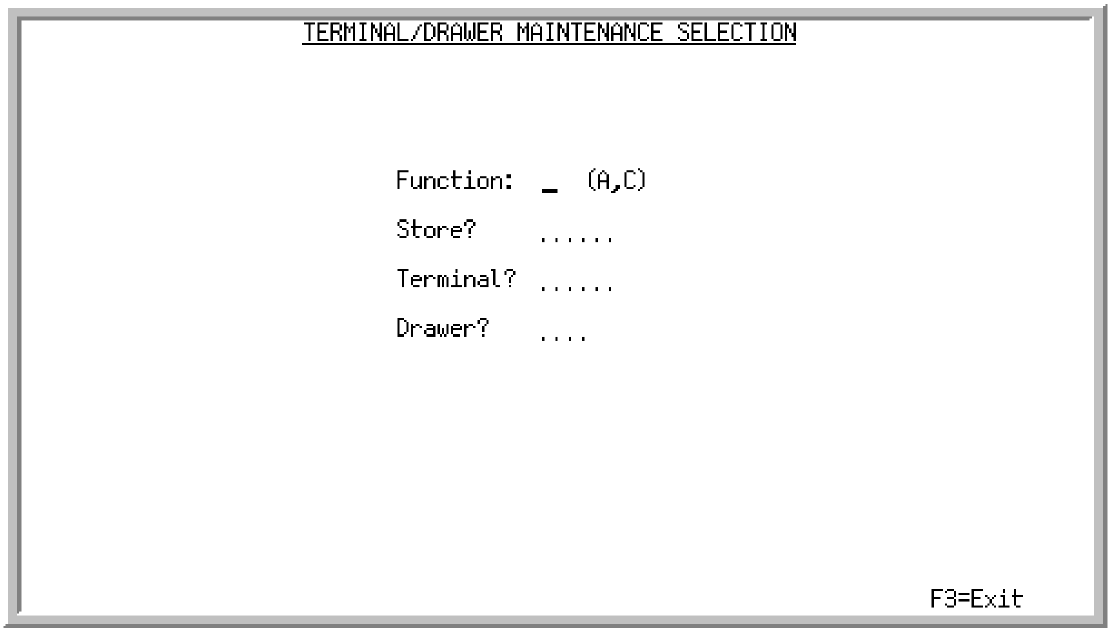
Terminals and drawers are defined through Terminals/Drawers Maintenance on the Point of Sale File Maintenance Menu (MENU PSFILE).

Terminals/Drawers Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Terminal/Drawer Maintenance Selection Screen	Use to specify the terminal ID and drawer ID that you want to maintain.
Terminal Maintenance Screen	Use to specify the terminal ID settings.
Terminal Drawer Maintenance Screen	Use to specify the drawer ID settings for the terminal ID.
Terminal Master File List Screen	Use to select the data to print on the terminal master listing.
Terminal Master List	Use to view a sample of the Terminal Master List.

Terminal/Drawer Maintenance Selection Screen



This screen appears after selecting option 2 - Terminals/Drawers Maintenance from the Point of Sale File Maintenance Menu (MENU PSFILE) or after you press F5=TERMINALS on the Store Maintenance Selection Screen (p. 9-2) in Stores Maintenance (MENU PSFILE). Use this screen to specify the store for which you are creating terminal IDs. Then, specify the terminal ID that you want to maintain.

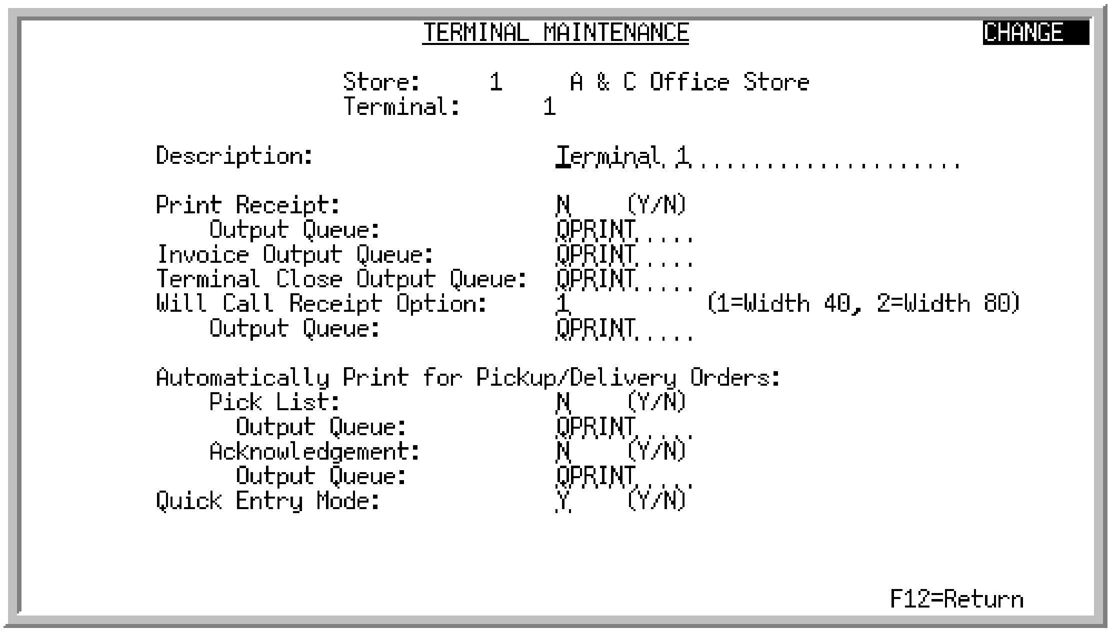
Terminal/Drawer Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to select whether you want to add a new terminal ID or maintain a terminal/drawer ID. Key an A to add a new terminal/drawer ID. Key a C to change/maintain a terminal/drawer ID. (A 1) Required
Store	Use this field to specify the store whose terminal ID you want to maintain. *Default Value:* If you accessed this screen from the Store Maintenance Selection Screen (p. 9-2), the store ID specified on that screen. *Valid Values:* A store ID defined through Stores Maintenance (MENU PSFILE). (A 5) Required

Terminal/Drawer Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Terminal	Use this field to specify the ID of the terminal that you want to maintain. *Valid Values:* A terminal ID defined previously defined through Terminals/ Drawers Maintenance (MENU PSFILE). (N 5,0) Required
Drawer	This field is required if you are maintaining a drawer ID for a terminal ID. Leave this field blank if you are maintaining a terminal ID. Use this field to specify the ID of the drawer that you want to maintain. You must define the terminal ID for the drawer ID before you can define the drawer ID. *Valid Values:* A drawer for the selected terminal ID defined previously defined through Terminals/Drawers Maintenance (MENU PSFILE). (N 3,0) Required/Blank
F3=Exit	Press F3=EXIT to exit from this screen and return to the Point of Sale File Maintenance Menu (MENU PSFILE).
Enter	Press ENTER to confirm your entries. If you are maintaining a terminal ID only, the Terminal Maintenance Screen (p. 10-4) appears. If you are maintaining a terminal/drawer ID, the Terminal Drawer Maintenance Screen (p. 10-8) appears.

Terminal Maintenance Screen



```
TERMINAL MAINTENANCE                                    CHANGE

              Store:      1      A & C Office Store
              Terminal:      1

Description:                  Terminal 1....................

Print Receipt:                N    (Y/N)
    Output Queue:             QPRINT....
Invoice Output Queue:         QPRINT....
Terminal Close Output Queue:  QPRINT....
Will Call Receipt Option:     1          (1=Width 40, 2=Width 80)
    Output Queue:             QPRINT....

Automatically Print for Pickup/Delivery Orders:
    Pick List:                N    (Y/N)
      Output Queue:           QPRINT....
    Acknowledgement:          N    (Y/N)
      Output Queue:           QPRINT....
Quick Entry Mode:             Y    (Y/N)

                                                      F12=Return
```

This screen appears after you press ENTER on the Terminal/Drawer Maintenance Selection Screen (p. 10-2) if you left the **Drawer** field blank. Use this screen to define the settings for the selected terminal ID.

Terminal Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to enter a description to identify the terminal ID. (A 30) Required
Print Receipt	Use this field to indicate whether a receipt will print for this terminal. Key Y in this field to have a receipt print for all transactions at this terminal. The printer for the terminal must be attached and on-line to prevent technical errors when printing from this terminal. Key N to not print receipts for any transactions at this terminal. *Default Value:* N (A 1) Required
(Receipt) Output Queue	Use this field to specify the output queue to use to print POS receipts for this terminal. *Valid Values:* An output queue defined on the IBM i. (A 10) Required

Terminal Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Invoice Output Queue	Use this field to specify the output queue to use to print invoices for this terminal. *Valid Values:* An output queue defined on the IBM i. (A 10) Required
Terminal Close Output Queue	Use this field to specify the output queue to use to print the closing reports for this terminal. *Valid Values:* An output queue defined on the IBM i. (A 10) Required
Will Call Receipt Option	Use this field to specify the width of the Will Call receipt. The width is determined by the type of printer that you are using to print the Will Call receipt for the store. Key 1 (40 column) if the receipt prints on a receipt printer. Key 2 (80 column) if the receipt prints on a line or laser printer. (N1,0) Required
(Will Call Receipt Option) Output Queue	Use this field to specify the output queue to use to print Will Call receipts for this terminal. *Valid Values:* An output queue defined on the IBM i. (A 10) Required
Automatically Print for Pickup/Delivery Orders: Pick List	Use this field to specify whether pick lists will be printed, faxed, and/or e-mailed automatically for pickup/delivery orders. Key Y if you want pick lists to be printed/faxed/e-mailed when an order for pickup/delivery items is ended in Point of Sale Entry (MENU PSMAIN). The pick list for an order will print/fax/email, based on the warehouse for the items, following check out. NOTE: The pick list will be produced automatically only for warehouses that have been set up to print and/or fax pick lists through Fax System Options Maintenance (MENU AXMAIN) or to e-mail pick lists through Warehouse Numbers Maintenance (MENU IAFILE). If the warehouse has not been set up for one or more of the print/fax/e-mail options, the pick list will not be produced using that method regardless of the setting in this field. Key N if you do not want pick lists to print/fax/e-mail at the time the order is processed in Point of Sale Entry (MENU PSMAIN). If you key N, you will need to produce the pick list using the Pick Lists option (MENU OEMAIN) or from the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN). (A 1) Required

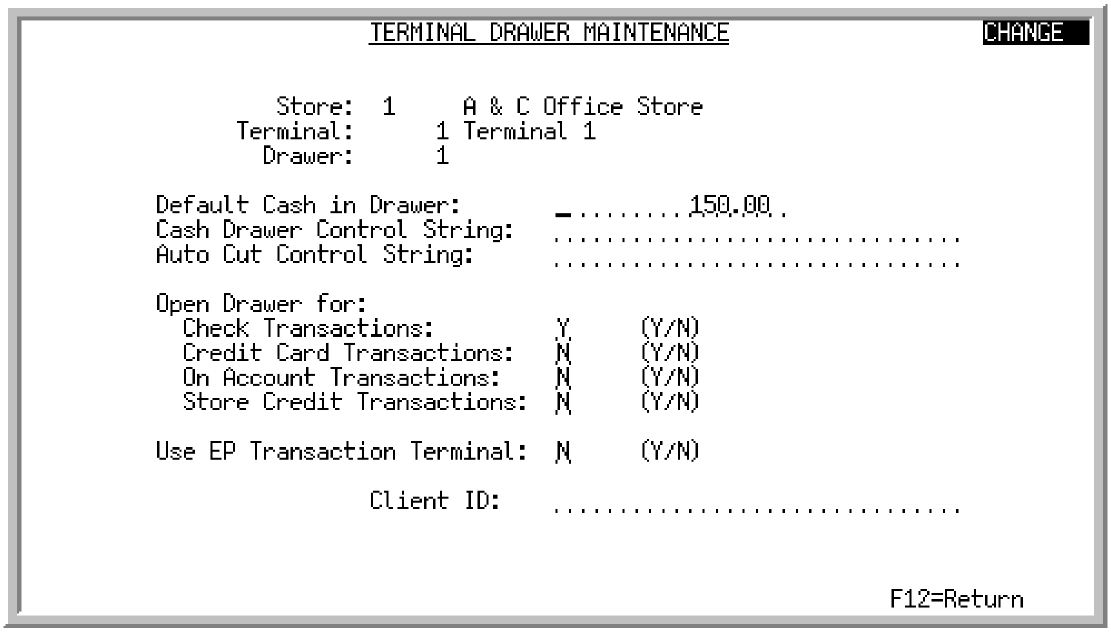
Terminal Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Pick List) Output Queue	Use this field to specify the output queue to use to print pick lists for pickup/ delivery items on an order. Key the output queue for the printer in the warehouse where the items for the store are stocked. *Valid Values:* An output queue defined on the IBM i and located in the warehouse for pickup/delivery items. (A 10) Required
Automatically Print for Pickup/Delivery Orders: Acknowledgement	Use this field to specify whether acknowledgements will be printed, faxed, and/or e-mailed automatically for pickup/delivery orders. Key Y if you want acknowledgements to be printed/faxed/e-mailed at the time the order is processed in Point of Sale Entry (MENU PSMAIN). The acknowledgement for an order will print/fax/e-mail, based on the warehouse for the items, following check out. NOTE: The acknowledgement will be produced automatically only for customers that have been set up to print, fax, and/or email acknowledgements through Customer/Ship To Maintenance (MENU ARFILE). If the customer has not been set up for one or more of the print/fax/e-mail options, the acknowledgement will not be produced using that method regardless of the setting in this field. Key N if you do not want acknowledgements to print/fax/e-mail at the time the order is processed in Point of Sale Entry (MENU PSMAIN). If you key N, you will need to produce the acknowledgements using the Acknowledgements option (MENU OEMAIN) or from the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN). (A 1) Required
(Acknowledgement) Output Queue	Use this field to specify the output queue to use to print acknowledgements for pickup/delivery items on an order. Key the output queue for the printer that prints the acknowledgement forms. *Valid Values:* An output queue defined on the IBM i. (A 10) Required

Terminal Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Quick Entry Mode	Use this field to indicate whether this terminal will operate in quick entry mode. Quick entry mode allows the clerk to enter transactions and bypass the POS Item Review Screen (p. 3-23) after entering/scanning an item, unless there is an error in the entry. Activating quick entry mode speeds the process of adding items to an order. The mode of entry can be changed using the F23=Quick Entry function key in Point of Sale Entry (MENU PSMAIN). Key Y in this field to prevent the POS Item Review Screen (p. 3-23) from appearing as each item is added to the order, unless there is an error. In quick entry mode the order quantity is entered using a multiplier. Key N in this field to always have the POS Item Review Screen (p. 3-23) appear as each item is added to the order. The order quantity is entered on the POS Item Review Screen (p. 3-23). *Default Value:* N (A 1) Required
F12=Return	Press F12=Return to return to the Terminal/Drawer Maintenance Selection Screen (p. 10-2) without maintaining the terminal ID.
Enter	Press Enter to confirm your entries. You are returned to the Terminal/Drawer Maintenance Selection Screen (p. 10-2). The settings specified for the terminal ID will be saved. You may add the remaining terminals or continue and define drawer IDs for the terminal ID.

Terminal Drawer Maintenance Screen



This screen appears after you press ENTER on the Terminal/Drawer Maintenance Selection Screen (p. 10-2), if you enter a drawer ID in the **Drawer** field. Use this screen to specify the settings for the drawer ID.

Terminal Drawer Maintenance Screen Fields and Function Key

Field/Function Key	Description
Default Cash in Drawer	Use this field to specify the amount of currency in the selected drawer when it is given to a clerk at the beginning of the day. *Valid Values:* A currency value. If you are using International Currency, this value must be entered in the currency of the company assigned to the store through Stores Maintenance (MENU PSFILE). The local currency of the company is defined through International Currency Options (MENU ICFILE). (N 15,2) Required
Cash Drawer Control String	Use this field to specify a control string that can be used to open the cash drawer. This feature is only available if your cash drawer supports it. Check your cash drawer manual/manufacturer to determine if your cash drawer uses a control string and to obtain the control string. *Valid Values:* The control string for your cash drawer, keyed as a hexidecimal value. Refer to Point of Sale Terminal Control Strings (p. 1-9) for details. (A 30) Optional

Terminal Drawer Maintenance Screen Fields and Function Key

Field/Function Key	Description
Auto Cut Control String	Use this field to specify the control string for your receipt printer that activates the printer's auto cut feature. The auto cut feature cuts the receipt automatically once it has printed. This feature is only available if your receipt printer supports it. Check your printer manual/printer manufacturer to determine if your printer supports auto cut and to obtain the control string. *Valid Values:* The auto cut control string for your receipt printer, keyed as a hexidecimal value. Refer to Point of Sale Terminal Control Strings (p. 1-9) for details. (A 30) Optional
Open Drawer for Check Transactions	Use this field to indicate whether the drawer will open for transactions that are paid by check. Key Y to have the drawer automatically open for orders paid by check. Key N to prevent the drawer opening for orders paid by check. *Default Value:* N (A 1) Required
Open Drawer for Credit Card Transactions	Use this field to indicate whether the drawer will open for transactions that are paid by credit card. Key Y to have the drawer open for orders paid by credit card. Key N to prevent the drawer opening for orders paid by credit card. *Default Value:* N (A 1) Required
Open Drawer for On Account Transactions	Use this field to indicate whether the drawer will open for transactions that are on account credit. Key Y to have the drawer open for on account order transactions. Key N to prevent the drawer opening for on account order transactions. *Default Value:* N (A 1) Required
Open Drawer for Store Credit Transactions	Use this field to indicate whether the drawer will open for store credit transactions. Key Y to have the drawer open for store credit transactions. Key N to prevent the drawer will not open for store credit transactions. *Default Value:* N (A 1) Required

Terminal Drawer Maintenance Screen Fields and Function Key

Field/Function Key	Description
Use EP Transaction Terminal	This field will display only if Electronic Payments is activated on your system. Use this field to determine whether or not you are using an approved EP transaction terminal and that it is connected to your Point of Sale terminal or PC by a serial port connection. *Default Value:* Y (A 1) Required
Client ID	If you are set up to process PIN Debit Cards, use this field to indicate the Client ID associated with the Verifone Interface for PIN Debit Cards. If you are unsure of this ID, please refer to Verifone's RiTA Standalone documentation to determine the ID you enter in this field. (N 12,0) Required
F12=Return	Press F12=RETURN to return to the Terminal/Drawer Maintenance Selection Screen (p. 10-2) without maintaining the drawer ID.
Enter	Press ENTER to confirm your entries. The settings you specified for the drawer ID will be saved and the Terminal/Drawer Maintenance Selection Screen (p. 10-2) appears.

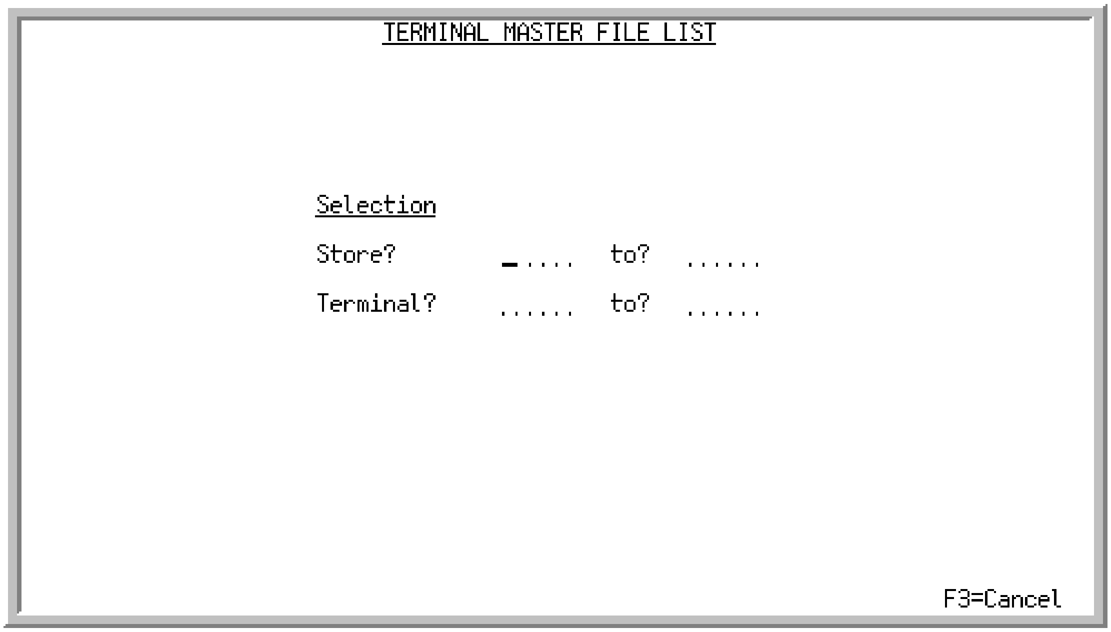
Terminals/Drawers Listing

Once you have set up your terminal IDs and drawer IDs, you can print a listing of those IDs and their settings through the Terminals/Drawers Listing option on the Point of Sale File Maintenance Menu (MENU PSFILE).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Terminal Master File List Screen	Use to specify the limiting criteria for the listing.
Terminal Master List	A list of the specified store ID and terminal ID settings.

Terminal Master File List Screen



This screen appears after selecting option 12 - Terminals/Drawers Listing from the Point of Sale File Maintenance Menu. Use this screen to specify a range of stores and/or terminals to limit the list.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Terminal Master File List Screen

Field/Function Key	Description
Store	To limit the terminals that are included in the listing by store, use this field to specify a store or range of stores. *Valid Values:* A store ID defined through Stores Maintenance (MENU PSFILE) (2 @ A 5) Optional
Terminal	To limit the terminals included in the listing by terminal ID, use this field to specify a terminal or range of terminals. *Valid Values:* A terminal ID defined through Terminals/Drawers Maintenance (MENU PSFILE). (2 @ N 5,0) Optional
F3=Cancel	Press F3=CANCEL to return to the Point of Sale File Maintenance Menu without printing a listing.

Terminal Master File List Screen

Field/Function Key	Description
Enter	Press ENTER to confirm your entries. The Report Options Screen appears. For a description of the Report Options Screen refer to the Cross Applications User Guide.

Terminal Master List

```
PS811  04/08/15  13.19.20                     TERMINAL MASTER FILE LISTING                    AF/APDEMO        PAGE    1
                 All Stores            All Terminals
                                                          Print      Receipt        Invoice            Terminal Close   Quick
Terminal  Description                                    Receipt   Output Queue    Output Queue          Output Queue  Entry Y/N
----------------------------------------------------------------------------------------------------------------------------
Store: FRONT Connections
  00001   Terminal 1                                        N      QPRINT          QPRINT                QPRINT            Y
          Will Call Receipt Option: 1   Will Call Output Queue:      QPRINT
          Automatically Print for Pickup/Delivery Orders:
                   Pick List:      N    Pick List Output Queue:      QPRINT
                   Acknowledgement: N   Acknowledgement Output Queue: QPRINT
                            Open for   Open for   Open for     Open for     EP Trans   Cash Drawer           Auto Cut
Drawer      Default Cash    Checks     Cr Cards   On Account   Store Credit Terminal   Control String        Control String
----------------------------------------------------------------------------------------------------------------------------
   1             150.00 CA$    Y          N           N             N         N
   2             150.00        Y          N           N             N         N

Store: MAIN  B & B Office Supply Store
  00001   Terminal 1                                        N      QPRINT          QPRINT                QPRINT            Y
          Will Call Receipt Option: 1   Will Call Output Queue:      QPRINT
          Automatically Print for Pickup/Delivery Orders:
                   Pick List:      N    Pick List Output Queue:      QPRINT
                   Acknowledgement: N   Acknowledgement Output Queue: QPRINT
                            Open for   Open for   Open for     Open for     EP Trans   Cash Drawer           Auto Cut
Drawer      Default Cash    Checks     Cr Cards   On Account   Store Credit Terminal   Control String        Control String
----------------------------------------------------------------------------------------------------------------------------
   1             150.00 US$    Y          N           N             N         N
   2             150.00        Y          N           N             N         N
```

This listing prints the terminals and drawers for the stores you specified on the Terminal Master File List Screen. The settings for each terminal ID and drawer ID, specified in Terminals/Drawers Maintenance (MENU PSFILE) are listed. For an explanation of the fields printed in the listing, refer to the following tables:

- Terminal Maintenance Screen (p. 10-4)
- “Terminal Drawer Maintenance Screen” on page 10-8

CHAPTER 11

Defining POS Clerks

11

When you define clerks, you are creating the IDs that your clerks will use to sign on to Point of Sale Entry (MENU PSMAIN). For each clerk ID you define, you select the clerk's name, password, default store and default store for returns. You will also have access to the Clerk Group List Screen (p. 11-17), which you can use to assign the current clerk to a clerk group or multiple groups.

Through this menu option, you also can review various application actions and associate actions with a particular clerk; the indicated clerk will be authorized to perform the actions you select through this menu option.

Clerks are defined through Clerks Maintenance on the Point of Sale File Maintenance Menu (MENU PSFILE).

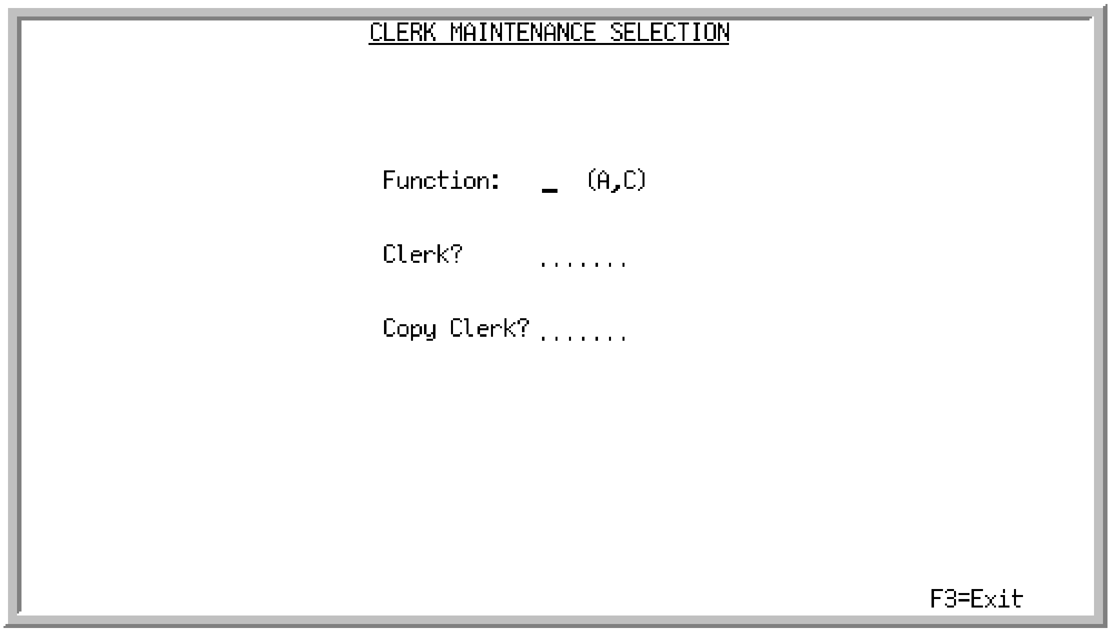
Clerks Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Clerk Maintenance Selection Screen	Use to specify the clerk ID that you want to maintain.
Clerk Maintenance Screen	Use to specify the clerk settings.
Clerk Action Authority Review Screen	Use to display a list of authority actions that the indicated clerk or clerk group is associated with.
Application Action Authority POS Selection Screen	Use this screen to select an application action authority and assign it to the clerk/store shown on the top of the screen.
Variance Limits Screen	Refer to Authorization Codes Maintenance (MENU XASCTY) in the User Security User Guide for details about this screen.

Title	Purpose
Clerk Group List Screen	Use to assign the current clerk to a clerk group or multiple groups.
Clerks Listing	Use to review all of the clerk IDs created through Clerks Maintenance (MENU PSFILE).

Clerk Maintenance Selection Screen

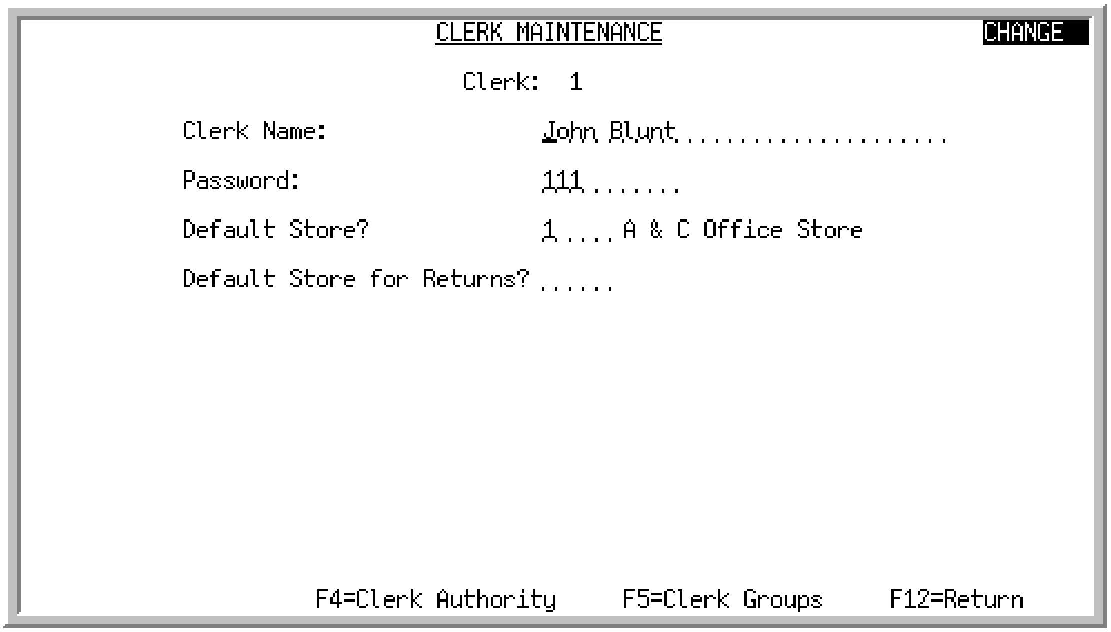


This screen appears after selecting option 3 - Clerks Maintenance from the Point of Sale File Maintenance Menu (MENU PSFILE). Use this screen to specify the clerk ID that you want to maintain.

Clerk Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to select whether you want to add a new clerk ID or maintain an existing clerk ID. Key A to add a new clerk ID. Key C to change a clerk ID. (A 1) Required
Clerk	Use this field to specify the clerk ID that you want to maintain. (A 6) Required
Copy Clerk	To copy the settings for an existing clerk ID to a new clerk ID, use this field to specify the ID of the clerk to copy. (A 6) Required
F3=Exit	Press F3=EXIT to exit from this screen and return to the Point of Sale File Maintenance Menu (MENU PSFILE).
Enter	Press ENTER to confirm your entries. The Clerk Maintenance Screen (p. 11-5) appears.

Clerk Maintenance Screen



This screen appears after you press ENTER on the Clerk Maintenance Selection Screen (p. 11-3). Use this screen to add or maintain clerk settings.

Clerk Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Clerk Name	Use this field to specify the name of the clerk whose ID is being maintained. (A 30) Required
Password	Use this field to assign a password to the clerk whose ID is being maintained. The clerk will use this password to sign on to Point of Sale Entry (MENU PSMAIN). If you leave this field blank, the clerk will be able to sign on to Point of Sale Entry (MENU PSMAIN) without entering a password. (A 10) Optional
Default Store	Use this field to assign a default store to the clerk. The store that you specify here will be the clerk's default store when the clerk signs on to Point of Sale Entry (MENU PSMAIN). *Valid Values:* A store ID defined through Stores Maintenance (MENU PSFILE). (A 5) Required

Clerk Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Default Store for Returns	Use this field to assign a default store for returns processed by this clerk. When this clerk enters a return through Point of Sale Entry, it will be assumed that the return is being made at the default store specified here, unless the store is overridden. *Valid Values:* A store ID defined through Stores Maintenance (MENU PSFILE). (A 5) Required
F4=Clerk Authority	Press F4=CLERK AUTHORITY to access the Clerk Action Authority Review Screen (p. 11-7), where you can display a list of authority actions that the indicated clerk is associated with.
F5=Clerk Groups	Press F5=CLERK GROUPS to review existing clerk groups and to assign the current clerk to a clerk group or multiple groups. The Clerk Group List Screen (p. 11-17) will display.
F12=Return	Press F12=RETURN to return to the Clerk Maintenance Selection Screen (p. 11-3) without maintaining the clerk ID.
Enter	Press ENTER to confirm your entries. The settings you specified will be saved and the clerk can sign on to Point of Sale Entry (MENU PSMAIN).

Clerk Action Authority Review Screen

```
                              CLERK ACTION AUTHORITY REVIEW

        Clerk: 1          John Blunt
       Store   Authorized to
  1    1       Allow Changes to Item Cost - POS Item Entry A & C Office Store
  2    2       Allow Changes to Item Cost - POS Item Entry A & C Office Supply
  3    1       Allow Changes to Item Price - POS entry A & C Office Store
  4    2       Allow Changes to Item Price - POS entry A & C Office Supply Sto

  5    1       Allow Changes to Item Price List - POS Entry A & C Office Store
  6    2       Allow Changes to Item Price List - POS Entry A & C Office Suppl
  7    1       Allow Item Deletes - POS Orders A & C Office Store
  8    2       Allow Item Deletes - POS Orders A & C Office Supply Store

  9    1       Allow Deletion of POS Orders A & C Office Store
 10    2       Allow Deletion of POS Orders A & C Office Supply Store
 11    1       Display Cost in POS Entry A & C Office Store
 12    2       Display Cost in POS Entry A & C Office Supply Store
  _____________________________________________________________________ More...

 Sel    Store?  Authorized to                             Action      Object

 _ .    ......  ........................................  ..........  .........
  F2=Action/Object
  F5=Add an Action     F10=Maintain Limits     F12=Return     F24=Remove Action
```

This screen may be accessed from within Clerks Maintenance (applying to clerks) or from Clerk Group Definition Screen (p. 16-7) in Clerk Group Maintenance (MENU PSMAIN). Use this screen to review the various authority actions associated with this clerk or clerk group; this clerk or clerk group is authorized to perform the actions listed on this screen. From this screen, you can also choose to:

- associate other actions with this clerk or clerk group
- remove current associations with this clerk or clerk group
- maintain any limits that may be defined for this clerk or clerk group

Note that if an extended instance exists (see the Variance Limits Screen (p. 11-15)), it will display in reverse image following the authority action. Additionally, with the use of F2=ACTION/OBJECT, the top portion of this screen will display descriptions of the Action (e.g., Enter), Object (e.g., Order), Instance (e.g., Return), and Extender (additional information to define the action).

The bottom portion of this screen allows you to select an existing action to be removed from the clerk's or clerk group's authority, or to limit the screen to particular actions based on filter criteria you enter.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Clerk Action Authority Review Screen Fields and Function Keys

Field/Function Key	Description
Clerk Clerk Group	This field changes depending whether a clerk or a clerk group was selected for maintenance. The clerk or clerk group the action authorities are associated with. Display
(Reference Number)	The reference number of the clerk action authority displayed on this screen. This number is 1 through 12 for the twelve action authorities that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an action authority for change or deletion. Display
Store	The store for which the action authority is assigned. Display
Authorized to	This field displays with the F2=ACTION/OBJECT / F2=DESCRIPTIONS selected to view descriptions. The **Authorized to** field shows the application action for which you are defining authorities. Display
Action Object Instance Ext Instance	These fields display with the F2=ACTION/OBJECT / F2=DESCRIPTIONS selected to view actions and objects. The **Action**, **Object**, **Instance**, and **Ext Instance** fields will show the descriptions for Action (e.g., ENTER), Object (e.g., NOSALE), Instance (e.g., POSENT), and Extended Instance fields that make up this application action. NOTE: Note that for Point of Sale, the **Extended Instance** field is filled with the store number. Display
Sel	Use this field to select an existing action that you want to maintain or for which you want to remove the authority from the indicated clerk or clerk group. To maintain an action, key the corresponding selection number of the action you want to maintain, and press F10=MAINTAIN LIMITS. The Variance Limits Screen (p. 11-15) displays. To remove the action from the indicated clerk or clerk group, key the corresponding selection number of the action for which the clerk or clerk group authority will be removed, and press F24=REMOVE ACTION. You will be prompted to confirm deletion. (N 2,0) Optional

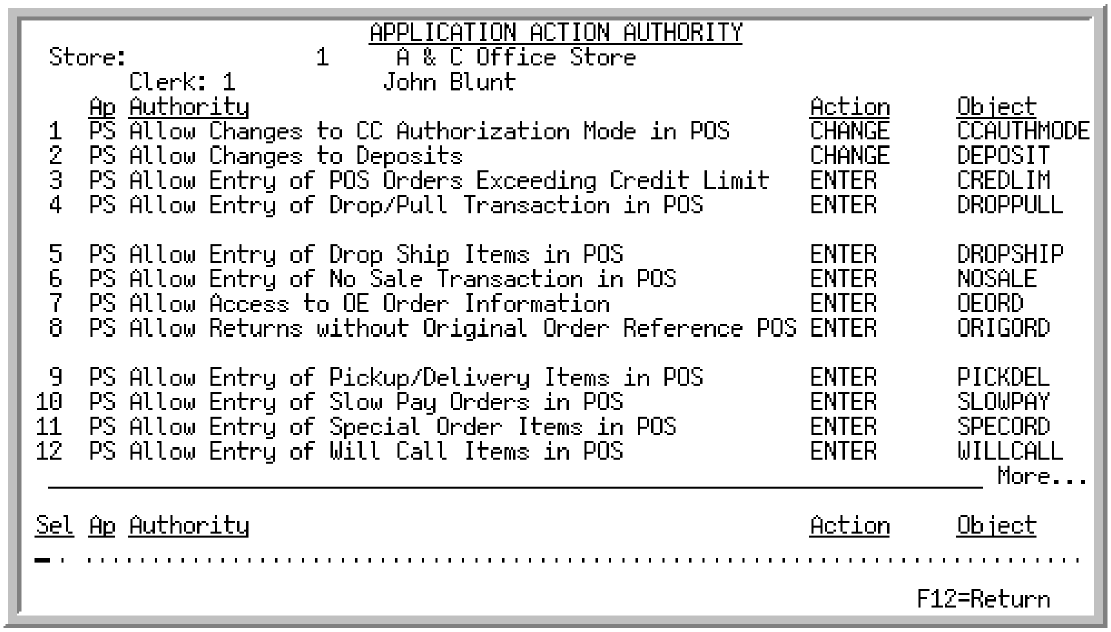
Clerk Action Authority Review Screen Fields and Function Keys

Field/Function Key	Description
Store	Use this field to limit the screen to only those actions associated with the store you key in this field or to add actions for this clerk or clerk group. To limit the screen to only actions associated with a particular store, key the store and press ENTER. The screen will refresh and display actions, if any, matching the store you entered. To add additional actions to this clerk or clerk group, key the store and press F5=ADD AN ACTION. The Application Action Authority POS Selection Screen (p. 11-11) will display. *Valid Values:* A store ID created through Stores Maintenance (MENU PSFILE). (A 5) Optional/Required
Authorized to	The Authority is a description of the action. Use this field to limit the screen to only those actions that match the authority criteria you key in this field. Key the criteria and press ENTER. The screen will refresh and display actions, if any, matching your criteria. NOTE: This is a character string search and will display actions that match the data anywhere in the **Authorized to** field. (A 40) Optional
Action	Use this field to limit the screen to only those actions that match the criteria you key in this field. Note that the F2=ACTIONS/OBJECT / F2=DESCRIPTIONS toggle key displays actions and objects. Key the criteria and press ENTER. For example, if you want to display only those actions that pertain to *release* functions, key release in this field. The screen will refresh and display actions, if any, matching your criteria. (A 10) Optional
Object	Use this field to limit the screen to only those actions that match the criteria you key in this field. Note that the F2=ACTIONS/OBJECT / F2=DESCRIPTIONS toggle key displays actions and objects. Key the criteria and press ENTER. For example, if you want to display only those actions that pertain to an *order*, key order in this field. The screen will refresh and display actions, if any, matching your criteria. (A 10) Optional
F2=Actions/Object/ Descriptions	Use F2=ACTIONS/OBJECT / F2=DESCRIPTIONS to display action descriptions. The top portion of this screen will change and show the descriptions for Action (e.g., Enter), Object (e.g., Order), Instance (e.g., Return), and Extender (additional information to define the action).

Clerk Action Authority Review Screen Fields and Function Keys

Field/Function Key	Description
F5=Add an Action	After entering a store ID, press F5=ADD AN ACTION to display the Application Action Authority Screen where you can select an action to be associated with the indicated clerk or clerk group. The selections are limited only to those for the Point of Sale module.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F10=Maintain Limits	After entering an existing action in the **Sel** field, press F10=MAINTAIN LIMITS to maintain the action. The Variance Limits Screen (p. 11-15) displays. NOTE: You will only be able to maintain actions that are associated with a variance/price and for which a limit flag exists in the Action Master File. For example, you would be able to select to maintain the action **Allow Changes to Item Price**, but would not be able to select to maintain the action **Allow Deletion of Point of Sale Orders**. If you attempt to, an error message displays on screen indicating that the action you selected does not allow limits. The Variance Limits Screen (p. 11-15) displays only for actions that allow limits.
F12=Return	Press to F12=RETURN return to the previous screen without saving entries on this screen.
F24=Remove Action	After entering an existing action in the **Sel** field for which you want to remove the indicated clerk or clerk group authority, press F24=REMOVE ACTION. You will be prompted to confirm deletion.
Enter	After entering filter criteria on this screen, press ENTER to confirm your entry. The screen will refresh and display actions, if any, matching your criteria.

Application Action Authority POS Selection Screen



```
                      APPLICATION ACTION AUTHORITY
 Store:            1     A & C Office Store
       Clerk: 1          John Blunt
    Ap Authority                                      Action     Object
 1  PS Allow Changes to CC Authorization Mode in POS  CHANGE     CCAUTHMODE
 2  PS Allow Changes to Deposits                      CHANGE     DEPOSIT
 3  PS Allow Entry of POS Orders Exceeding Credit Limit ENTER    CREDLIM
 4  PS Allow Entry of Drop/Pull Transaction in POS    ENTER      DROPPULL

 5  PS Allow Entry of Drop Ship Items in POS          ENTER      DROPSHIP
 6  PS Allow Entry of No Sale Transaction in POS      ENTER      NOSALE
 7  PS Allow Access to OE Order Information           ENTER      OEORD
 8  PS Allow Returns without Original Order Reference POS ENTER  ORIGORD

 9  PS Allow Entry of Pickup/Delivery Items in POS    ENTER      PICKDEL
10  PS Allow Entry of Slow Pay Orders in POS          ENTER      SLOWPAY
11  PS Allow Entry of Special Order Items in POS      ENTER      SPECORD
12  PS Allow Entry of Will Call Items in POS          ENTER      WILLCALL
                                                                   More...
Sel Ap Authority                                      Action     Object

                                                        F12=Return
```

This screen displays when F5=ADD AN ACTION, is pressed on the Clerk Action Authority Review Screen (p. 11-7), or the Authorization Code Action Authority Review Screen in Authorization Codes Maintenance (MENU XASCTY/MENU PSFILE). For details about Authorization Codes Maintenance, refer to the User Security User Guide.

Use this screen to select an application action authority and assign it to the clerk/store shown on the top of the screen.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Application Action Authority POS Selection Screen Fields and Function Keys

Field/Function Key	Description
Screen Headings	When accessed from the Clerk Action Authority Review Screen (p. 11-7), the screen heading fields are: • **Store**: The store for which the action authority is assigned. • **Clerk**: The clerk the action authorities shown have not been associated with. When accessed from the Authorization Code Action Authority Review Screen in Authorization Codes Maintenance (MENU XASCTY/MENU PSFILE), the screen heading fields are: • **Authorization Code**: the code and description for the specific authorization type being assigned. Display
(Reference Number)	The reference number of the clerk action authority displayed on this screen. This number is 1 through 12 for the twelve action authorities that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an action authority for change or deletion. Display
Ap	The module ID, **PS**, for Point of Sale. Display
Authority	The application action authority available for selection and assignment to the store/clerk selected. Display
Action Object	These fields displays with the F2=ACTION/OBJECT / F2=DESCRIPTIONS selected to view actions and objects. The top portion of this screen will change and show the descriptions for **Action** (e.g., ENTER) and **Object** (e.g., NOSALE) codes. Display

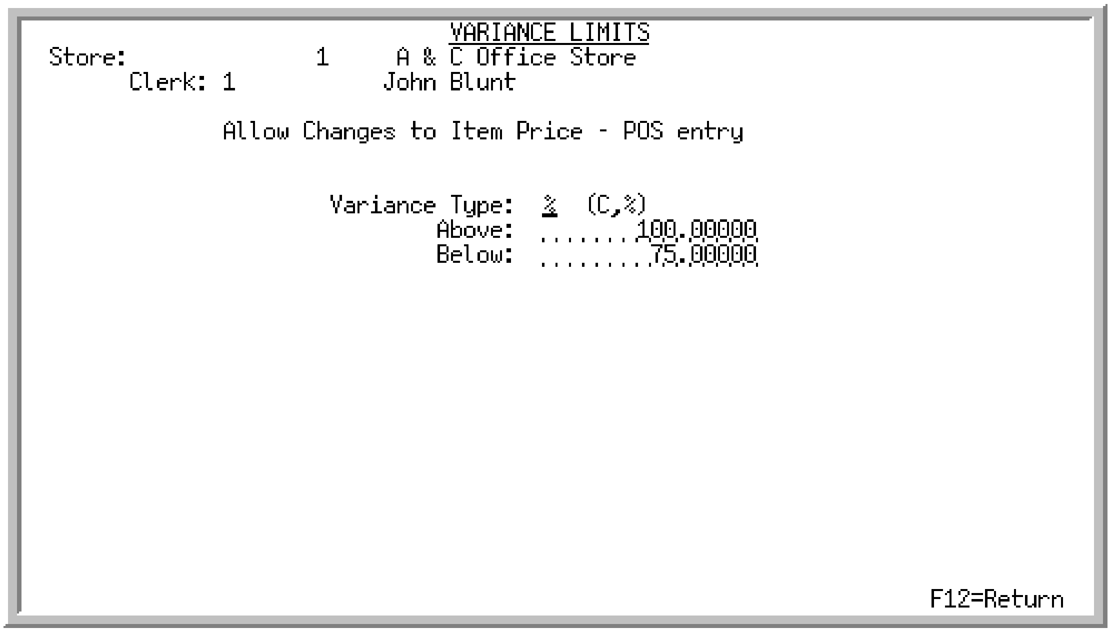
Application Action Authority POS Selection Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select an existing action that you want to maintain or for which you want to remove the authority from the indicated clerk or clerk group. To maintain an action, key the corresponding selection number of the action you want to maintain, and press F10=MAINTAIN LIMITS. The Variance Limits Screen (p. 11-15) displays. To remove the action from the indicated clerk or clerk group, key the corresponding selection number of the action for which the clerk or clerk group authority will be removed, and press F24=REMOVE ACTION. You will be prompted to confirm deletion. (N 2,0) Optional
AP	The Authority is a description of the action. Use this field to limit the screen to only those actions that match the authority criteria you key in this field. Key the criteria and press ENTER. The screen will refresh and display actions, if any, matching your criteria. (A 2) Optional
Authority	The module identifier **PS** for Point of Sale. This screen only displays for Point of Sale action authorities. Use this field to limit the screen to only those actions that match the authority criteria you key in this field. Key the criteria and press ENTER. The screen will refresh and display actions, if any, matching your criteria. NOTE: This is a character string search and will display actions that match the data anywhere in the **Authorized to** field. (A 40) Optional
Action	Use this field to limit the screen to only those actions that match the criteria you key in this field. Note that the F2=ACTIONS/OBJECT / F2=DESCRIPTIONS toggle key displays actions and objects. Key the criteria and press ENTER. For example, if you want to display only those actions that pertain to *release* functions, key release in this field. The screen will refresh and display actions, if any, matching your criteria. (A 10) Optional

Application Action Authority POS Selection Screen Fields and Function Keys

Field/Function Key	Description
Object	Use this field to limit the screen to only those actions that match the criteria you key in this field. Note that the F2=ACTIONS/OBJECT / F2=DESCRIPTIONS toggle key displays actions and objects. Key the criteria and press ENTER. For example, if you want to display only those actions that pertain to an *order*, key order in this field. The screen will refresh and display actions, if any, matching your criteria. (A 10) Optional
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press to F12=RETURN return to the previous screen without saving entries on this screen.

Variance Limits Screen



This screen may be accessed from within Clerks Maintenance (applying to clerks) by selecting the line and pressing F10=MAINTAIN LIMITS, from Clerk Action Authority Review Screen (p. 11-7), or Authorization Codes Maintenance (MENU XASCTY). This screen displays only for action authorities for which a **Limits** flag exists in the Application Action Security Master File (ACTMST).

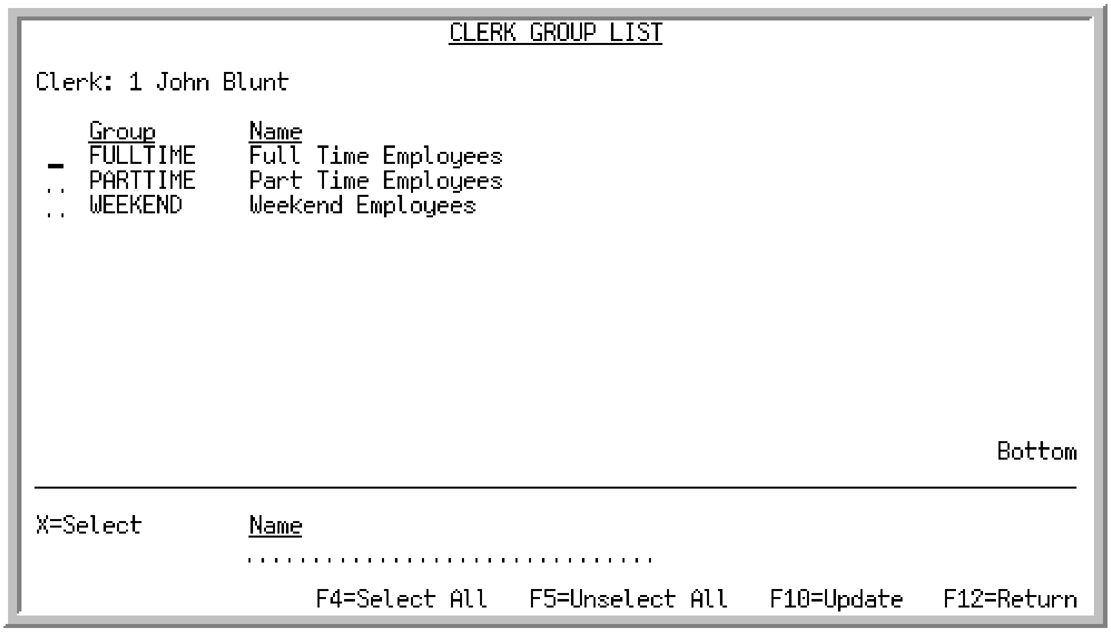
Variance Limits Screen Fields and Function Keys

Field/Function Key	Description
Store	The store to which application action authority clerk limits are being applied. Display
Clerk	The specific clerk to which application action authority limits are being applied. Display
(Authorized to)	A description of the selected application action to which limits are being applied. Display
Variance Type	Use this field to identify the type of variance being selected for the application action limits. Key C to indicate the limits are a currency value. Key % to indicate the limits are percentage values. (A 1) Required

Variance Limits Screen Fields and Function Keys

Field/Function Key	Description
Above	Use to enter the value at which this clerk will need approval to change the value of the specific application action authority to be more than this value. For example, **Allow Changes to Item Price - POS Entry** with currency variances, a value of 10 means that if the clerk increases the price of an item by $10 or more, an approval will be required; or **Allow Changes to Item Price - POS Entry** with percentage variances, a value of 10 means that if the clerk increases the price of an item 10% or more, an approval will be required. Key the currency amount or percentage value (based on the **Variance Type** field) that determines an approval is needed for the clerk to increase an amount. (N 15,5) Required
Below	Use to enter the value at which this clerk will need approval to change the value of the specific application action authority to be less than this value. For example, **Allow Changes to Item Price - POS Entry** with currency variances, a value of 10 means that if the clerk reduces the price of an item by $10 or more, an approval will be required; or **Allow Changes to Item Price - POS Entry** with percentage variances, a value of 10 means that if the clerk reduces the price of an item 10% or more, an approval will be required. Key the currency amount or percentage value (based on the **Variance Type** field) that determines an approval is needed for the clerk to reduce an amount. (N 15,5) Required
F12=Return	Press F12=RETURN to return to the previous screen without saving entries on this screen.
Enter	Press ENTER to confirm your variance entries for this clerk application action. The Clerk Action Authority Review Screen (p. 11-7) displays.

Clerk Group List Screen



This screen displays when you press F5=CLERK GROUPS on the Clerk Maintenance Screen (p. 11-5). This screen displays the existing clerk groups. Use this screen to assign the current clerk to clerk group or multiple groups by keying X next to the groups to which this clerk will be assigned.

Clerk Group List Screen Fields and Function keys

Field/Function Key	Description
Clerk	The specific clerk being assigned to the indicated clerk groups. Display
(Selection)	Use this field to assign the current clerk to the indicated clerk group(s). On the top portion of the screen, key X in the column corresponding to the clerk groups you want to select and press F10=UPDATE. A message will display informing you that the indicated clerk will be assigned to the clerk groups you selected. You will have the option to confirm your selections by pressing ENTER or make more changes by pressing F12=RETURN. To deselect any clerk groups to which you assigned the current clerk, simply blank out the X next to the group you no longer want the clerk assigned to, and press F10=UPDATE. (A 1) Optional
Group	The group identifier used to create the group. Display

Clerk Group List Screen Fields and Function keys

Field/Function Key	Description
Name	The description assigned to the clerk groups as they were created in Clerk Group Maintenance (MENU PSFILE). Display
Name	Use this field to limit the screen to only those clerk groups that match the criteria you key in this field. Key the criteria and press ENTER. The screen will refresh and display clerk groups, if any, matching your criteria. NOTE: This is a character string search and will display clerks that match the data anywhere in the **Name** field. (A 30) Optional
F4=Select All	Press F4=SELECT ALL to select to assign the current clerk to all clerk groups. An X will appear in the left column before all group IDs. If you want the clerk assigned to most groups but want to exclude one or a few, simply blank out the X in the column before the group ID(s) you do not want to include. NOTE: The F4=SELECT ALL option is based on the data filter information in the **Name** field. For example, assume you have two clerk groups labeled clerk group level one and clerk group level two in your list of clerk group names. You would filter to the word 'clerk' and press F4=SELECT ALL. When you then press F10=UPDATE, your confirmation list will show the clerk groups you selected based on the clerk filter. If you want to ensure that you have selected ALL clerk groups, verify that there is no data filter active in the **Name** field.
F5=UnSelect All	Press F5=UNSELECT All to unselect all groups to which you assigned the current clerk. All X's will disappear in the left column before all group IDs. If you want to include only a few groups to which the current clerk will be assigned, simply key 'X' in the column before the group ID(s) you want to assign the clerk to. NOTE: The F5=UNSELECT option is based on the data filter information in the **Name** field. For example, assume you have two clerk groups labeled clerk group level one and clerk group level two in your list of clerk group names. You would filter to the word 'clerk' and press F5=UNSELECT to Unselect All. When you then press F10=UPDATE, your confirmation list will show the clerk groups remaining based on the clerk filter. If you want to ensure that you have Unselected ALL clerk groups, verify that there is no data filter active in the **Name** field.

Clerk Group List Screen Fields and Function keys

Field/Function Key	Description
F10=Update	After you have selected the groups to which you want this clerk assigned, press F10=UPDATE to confirm your selections. Once F10=UPDATE is pressed, only the clerk groups you selected are shown on the screen and a message displays informing you that the clerk will be assigned to the indicated clerk groups. You will have the option to confirm\ your selections by pressing ENTER or make more changes by pressing F12=RETURN.
F12=Return	Press F12=RETURN to return to the previous screen without saving your entries.

Clerks Listing

Once you have set up your clerks, you can print a listing of those clerks through option 13 - Clerks Listing on the Point of Sale File Maintenance menu (MENU PSFILE).

This option does not have any selection criteria. When you select the Clerks Listing option, the Report Options Screen appears. For a description of the Report Options Screen, refer to the Cross Applications User Guide.

Clerks Listing

```
PS816  04/08/15  20.05.03                               CLERK LIST                                AF/APDEMO        PAGE    1
Clerk Name                              Password       Default Store       Default Store for Returns
------------------------------------------------------------------------------------------------------------------------------
1       John Blunt                      111              1
10      Tom Nappa                       100              MAIN
11      Mike Farr                       211              MAIN
12      Brian Griffin                   112              MAIN
13      Dawn Ross                       113              FRONT
14      Fran Cook                       114              FRONT
15      Wanda Hughes                    115              FRONT
16      Rose Jacobs                     116              FRONT
2       Jaime Sears                     222              1
3       Susan Angell                    311              1
4       Paula Lang                      411              1
5       Jeff Goss                       511              2
6       Laurie Plant                    611              2
7       Alan Davis                      711              2
8       Ken Taylor                      811              2
9       Lucy Morse                      911              MAIN
```

This listing prints all of the clerk IDs created through Clerks Maintenance (MENU PSFILE). For an explanation of the fields printed on the listing, refer to Clerk Maintenance Screen (p. 11-5).

Clerks Listing

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Clerk Name	The clerk ID and name of the clerk assigned to the ID field on the Clerk Maintenance Screen (p. 11-5).
Password	The password needed by the clerk to successfully sign on to a POS terminal through Point of Sale Entry (MENU PSMAIN). A blank indicates the clerk will be able to sign on to Point of Sale Entry (MENU PSMAIN) without entering a password.
Default Store	The default store assigned to the clerk.
Default Store for Returns	The default store for returns processed by this clerk.

CHAPTER 12

Defining Authorization Codes

12

Refer to *Maintaining Authorization Codes* in the User Security User Guide for details about this menu option.

CHAPTER 13

Defining POS Payment Methods

13

When you define payment methods for POS, you are creating a relationship between the payment methods supported in Point of Sale and the payment type defined in Distribution A+. Seven payment methods are supported in POS:

- Cash
- Credit Card
- Check
- On Account
- Store Credit
- Gift Card
- Deposit

Once each payment method is associated with a payment type, the payment method can be selected on the POS terminal. You may need to create new payment types through Payment Types Maintenance (MENU OEFILE) if you do not currently have a payment type to associate with a payment method. Also consider the affect this will have on your General Ledger setup and make any changes necessary to handle proper account posting.

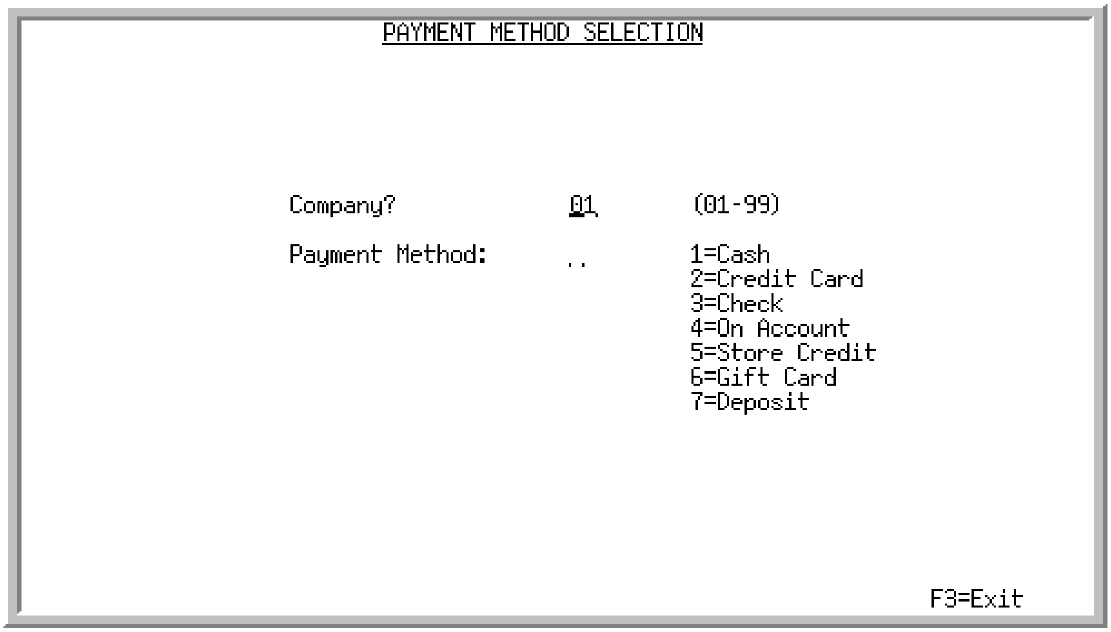
Payment methods are defined through the Payment Method Maintenance option on the Point of Sale File Maintenance Menu (MENU PSFILE). You only need to create associations for the payment methods that you want to be able to use with Point of Sale.

Payment Method Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Payment Method Selection Screen	Use to specify the payment method that you want to maintain.
Payment Method Maintenance Screen	Use to specify the payment type for the payment method.

Payment Method Selection Screen


PAYMENT METHOD SELECTION

Company? 01 (01-99)

Payment Method: .. 1=Cash
2=Credit Card
3=Check
4=On Account
5=Store Credit
6=Gift Card
7=Deposit

F3=Exit

This screen appears after selecting option 5 - Payment Method Maintenance from the Point of Sale File Maintenance Menu (MENU PSFILE).

Use this screen to select the payment method for which you want to create a payment type relationship.

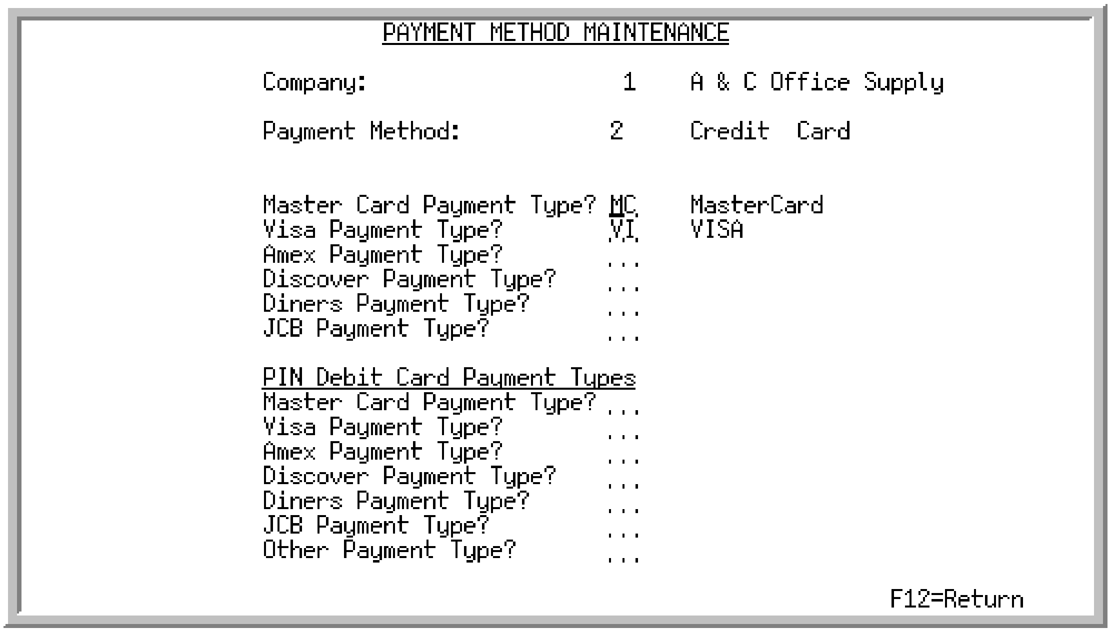
Payment Method Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y in System Options Maintenance (MENU XAFILE). Use this field to specify the company number. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Payment Method	Use this field to specify the payment method that you want to maintain. Key the numeric value assigned to represent the payment method. *Valid Values:* 1 for cash, 2 for credit card, 3 for check, 4 for an account, 5 for store credit, 6 for gift card, 7 for deposit (N 1,0) Required

Payment Method Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIT to exit the option and return to the Point of Sale File Maintenance Menu (MENU PSFILE).
Enter	Press ENTER to confirm your entries. The Payment Method Maintenance Screen (p. 13-5) appears.

Payment Method Maintenance Screen



PAYMENT METHOD MAINTENANCE

Company: 1 A & C Office Supply

Payment Method: 2 Credit Card

Master Card Payment Type? MC MasterCard
Visa Payment Type? VI VISA
Amex Payment Type? ...
Discover Payment Type? ...
Diners Payment Type? ...
JCB Payment Type? ...

PIN Debit Card Payment Types
Master Card Payment Type? ...
Visa Payment Type? ...
Amex Payment Type? ...
Discover Payment Type? ...
Diners Payment Type? ...
JCB Payment Type? ...
Other Payment Type? ...

F12=Return

This screen appears after you press ENTER on the Payment Method Selection Screen (p. 13-3). Use this screen to specify the payment type defined through Payment Types Maintenance (MENU OEFILE) to associate with the selected payment method. The payment method will use the properties of the payment type, such as whether to update Accounts Receivable or not.

If you are using Electronic Payments and Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE), you can specify payment methods for the types of credit cards and debit cards that you accept. If you are not using Electronic Payments, the credit card payment method is associated with one payment type, the payment type created for credit card payments.

Payment Method Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Payment Type	If Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE), this field appears only when you are maintaining cash, check, on account, store credit, gift card, and deposit payment methods. Use this field to specify the payment type that you want to be associated with the selected payment method. NOTE: If you are specifying a payment type for the deposit payment method, the **Update AR** field must be set to N for the payment type you specify. If Electronic Payments has been activated, a payment type with the **ACH/Check** field set to Y can be assigned to a check payment method only. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE). (A 2) Required
Master Card Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for a Master Card credit card payment. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with Master Card selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional
Visa Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for a Visa credit card payment. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with Visa selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional

Payment Method Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Amex Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for an American Express credit card payment. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with American Express selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional
Discover Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for a Discover credit card payment. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with Discover/Novus selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional
Diners Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for a Diners Club credit card payment. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with Diners Club selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional
JCB Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for a JCB credit card payment. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with JCB selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional

Payment Method Maintenance Screen Fields and Function Keys

Field/Function Key	Description
PIN Debit Card Payment Types: Master Card Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for a Master Card debit card payment. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with Master Card selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional
PIN Debit Card Payment Types: Visa Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for a Visa debit card payment. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with Visa selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional
PIN Debit Card Payment Types: Amex Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for a American Express debit card payment. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with American Express selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional
PIN Debit Card Payment Types: Discover Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for a Discover debit card payment. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with Discover/Novus selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional

Payment Method Maintenance Screen Fields and Function Keys

Field/Function Key	Description
PIN Debit Card Payment Types: Diners Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for a Diners Club debit card payment. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with Diners Club selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional
PIN Debit Card Payment Types: JCB Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for a JCB debit card payment. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with JCB selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional
PIN Debit Card Payment Types: Other Payment Type	This field appears only if Electronic Payments has been activated for the selected company through Activate Credit Card Company Options (MENU EPFILE) and you are maintaining the **Credit Card** payment method. Use this field to specify the payment type created for a debit card payment with an ATM card that is not also a Master Card or Visa. Check with your third party provider to determine if non-Master Card and non-Visa ATM cards can be accepted. *Valid Values:* A payment type created through Payment Types Maintenance (MENU OEFILE) with Other selected in the **Type** field on the Credit Card Maintenance Screen. (A 2) Optional
F12=Return	Press F12=RETURN to return to the Payment Method Selection Screen (p. 13-3) without saving your entries.
Enter	Press ENTER to confirm your entries and return to the Payment Method Selection Screen (p. 13-3).

CHAPTER 14

Defining UPC & GTIN Item/UOM Cross References

14

Through this menu option, you can define both UPC bar code and GTIN (Global Trade Item Numbers) Item/UOM Cross References.

When you define UPC bar codes or GTINs, you are creating an association between an item and unit of measure defined in Distribution A+ with a UPC bar code or GTIN. Each item/unit of measure will have a unique bar code or GTIN to identify it.

Use the UPC & GTIN Item/UOM Cross Reference Maintenance option (MENU IAFILE or MENU PSFILE) to create your cross references. You can then print a listing of your defined UPC & GTIN Item/UOM Cross References using the UPC & GTIN Item/UOM Cross Reference Listing option (MENU IAFILE or MENU PSFILE). For an explanation of the maintenance and listing options, refer to the Inventory Accounting User Guide.

CHAPTER 15

Defining Merchant ID Overrides

15

Through the Override Merchant IDs Maintenance option on the Point of Sale File Maintenance Menu (MENU PSFILE), you can override the company/payment type default merchant ID defined through Merchant ID Maintenance (MENU EPFILE). Merchant IDs can be overridden at the store and/or payment type level. When you set up a merchant ID override for a store, Distribution A+ will use that merchant ID's processing options to determine how to handle the POS credit card transaction.

If you plan to set up merchant ID overrides for a store, you must do so at the store level first, then optionally at the store/payment type level.

For secure token integrations for Point of Sale, Distribution A+ requires setup at the store level only through this option. Store and payment type level overrides are not applicable for secure token integration. In order to activate secure token integrations for a particular store, you add a store on the Override Merchant ID Prompt Screen (p. 15-3), leaving the **Payment Type** field blank. You then assign a CenPOS interface merchant ID to the store in the **On Line / Phone Merchant ID** field on the Override Merchant ID Maintenance Screen (p. 15-5). The **Default Authorization Mode** field must also be set to 1 or 2, since 3 would use the manual authorization merchant ID. This will activate the secure token integration with CenPOS for the particular store, and this merchant ID will represent that POS store and reflect the CenPOS merchant ID where the transaction will be processed. With this proper setup in place, when the POS clerk uses Point of Sale Entry (MENU PSMAIN), the authorization mode will rely on secure token integration CenPOS integration functionality.

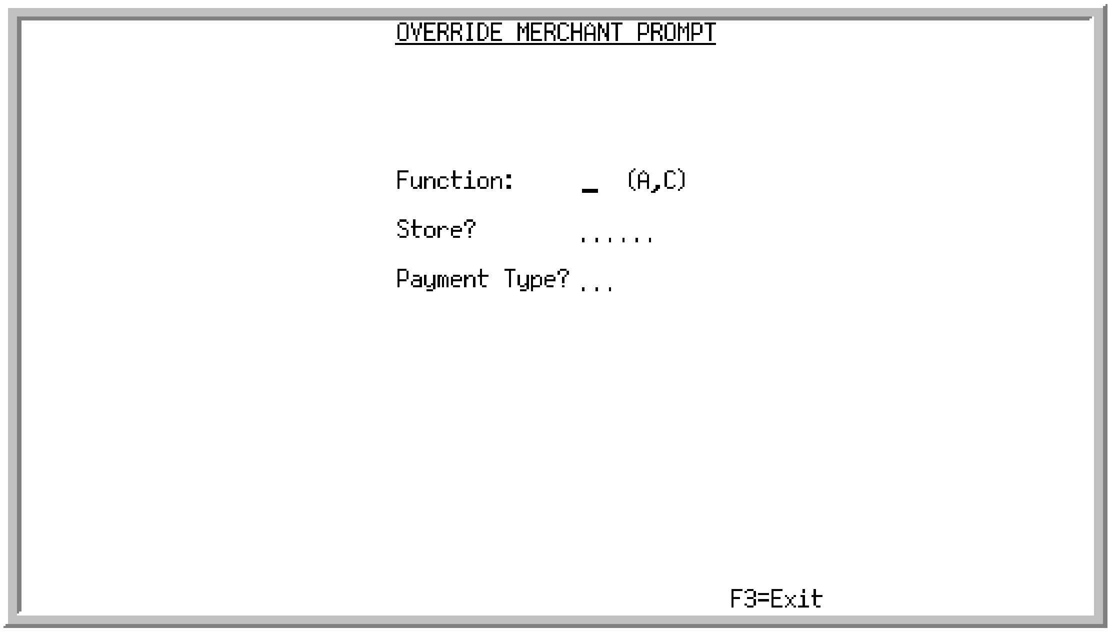
Override Merchant IDs Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Override Merchant ID Prompt Screen	Use to add or maintain a merchant ID override.
Override Merchant ID Maintenance Screen	Use to specify the merchant IDs that will be used as overrides for the store’s company’s default merchant ID.

Title	Purpose
Point of Sale Override Merchant List	Use to view a sample of the Point of Sale Override Merchant List.

Override Merchant ID Prompt Screen



This screen appears after selecting option 7 - Override Merchant IDs Maintenance from the Point of Sale File Maintenance Menu (MENU PSFILE). Use this screen to add or maintain a merchant ID override.

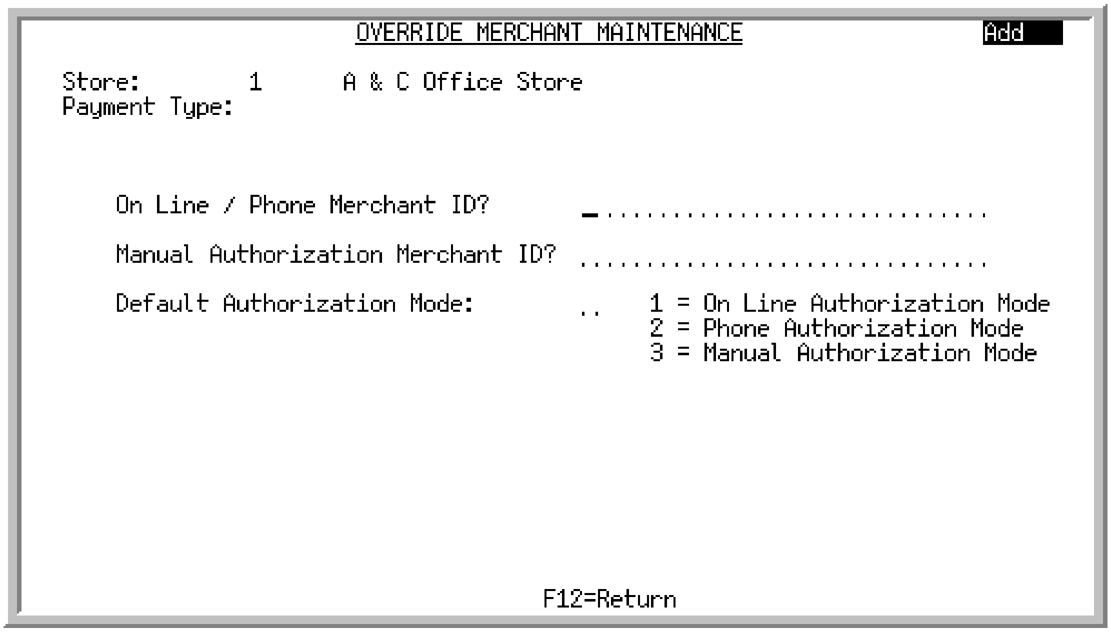
Override Merchant ID Prompt Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to specify whether you want to add or change a merchant ID override. Key A if you are adding a merchant ID override. Key C if you are changing a merchant ID override. (A 1) Required
Store	Use this field to specify the store for which you want to add or maintain a merchant ID override. If you plan to set up merchant ID overrides for a store, you must do so at the store level first, then optionally at the store/payment type level. When you set up a merchant ID override for a store, Distribution A+ will use that merchant ID's processing options to determine how to handle the credit card transaction. *Valid Values:* A store ID defined through Stores Maintenance (MENU PSFILE). (A 5) Required

Override Merchant ID Prompt Screen Fields and Function Keys

Field/Function Key	Description
Payment Type	Use this field to specify the ID of the payment type for which you want to set up a merchant ID override at the store/payment type level. You must set up a merchant ID override at the store level prior to setting up a merchant ID override at the store/payment type level. *Valid Values:* A payment type defined through Payment Types Maintenance (MENU ARFILE) with the **Credit Card** field set to Y. (A 2) Required
F3=Exit	Press F3=EXIT to return to MENU PSFILE.
Enter	Press ENTER to confirm your entries and continue. The Override Merchant ID Maintenance Screen (p. 15-5) displays.

Override Merchant ID Maintenance Screen



This screen appears after pressing ENTER on the Override Merchant ID Prompt Screen (p. 15-3). Use this screen to specify the merchant IDs that will be used as overrides for the store's company's default merchant ID. You can override the merchant ID for online/phone authorizations and for manual authorizations. If you are setting up a store level merchant ID override, you can also specify the default credit card authorization mode to be used in this store.

When a non-CenPOS merchant (not interface 5) is entered in the **On Line / Phone Merchant ID** field on this screen for a POS store, you will receive the message: “Merchant ID Interface no longer supported. Cannot add/maintain”. CenPOS Payment Processing is currently the only valid interface within Distribution A+ that is supported and must be used to accommodate Payment Card Industry (PCI) compliancy standards.

When a credit card transaction is entered in Point of Sale Entry (MENU PSMAIN), Distribution A+ first checks to see if a merchant ID override exists at the store/payment type level. If not, Distribution A+ checks to see if a merchant ID override exists at the store level. If not, the default merchant ID for the store's company will be used.

Override Merchant ID Maintenance Screen Fields and Function Keys

Field/Function Key	Description
On Line/Phone Merchant ID	Use this field to specify a merchant ID to override the default merchant ID defined through Merchant ID Maintenance (MENU EPFILE) for this store's company for online/phone credit card authorizations. If you are setting up a merchant ID override at the store/payment type level, this merchant ID will be used for online/phone credit card authorizations only for this store/payment type combination. *Valid Values:* A merchant ID defined through Merchant ID Maintenance (MENU EPFILE) with the **Type** field set to H or T. (A 30) Required
Manual Authorization Merchant ID	Use this field to specify a merchant ID to override the default merchant ID defined through Merchant ID Maintenance (MENU EPFILE) for this store's company for manual credit card authorizations. Manual credit card authorizations are supported by Point of Sale. This mode creates an offline credit card authorization performed on a stand-alone credit card terminal outside of Distribution A+. The transactions should be settled automatically by the authorization network. Distribution A+ records the authorization number for inquiry and reporting purposes. If you are setting up a merchant ID override at the store/payment type level, this merchant ID will be used for manual credit card authorizations only for this store/payment type combination. *Valid Values:* A merchant ID defined through Merchant ID Maintenance (MENU EPFILE) with the **Type** field set to M. (A 30) Required
Default Authorization Mode	This field appears only if you are setting up a store level merchant ID override, not a store/payment type level merchant ID override. Use this field to specify the default credit card authorization mode for this store. Key 1 if you want the default authorization method for this store to be online. Key 2 if you want the default authorization method for this store to be phone. Key 3 if you want the default authorization method for this store to be manual. (A 1) Required
F12=Return	Press F12=RETURN to return to the previous screen without saving your changes.
Enter	Press ENTER to confirm your entries. The Override Merchant ID Prompt Screen (p. 15-3) displays.

Override Merchant IDs Listing

Once you have set up your merchant ID overrides, you can print a listing of your merchant ID overrides and their settings through the Override Merchant IDs Listing option on the Point of Sale File Maintenance Menu (MENU PSFILE).

This section explains the Override Merchant IDs Listing option. This option does not have any selection criteria. When you select the Merchant ID Listing option, the Report Options Screen appears. Refer to the Cross Applications User Guide for a description of this screen.

Point of Sale Override Merchant List

```
PS835  22/04/15  21.25.17                    POINT OF SALE OVERRIDE MERCHANT LIST                    AJ/APDEMO       PAGE    1
       Pay
Store  Type      On Line / Phone Merchant id     Manual Merchant Id               Default Mode
--------------------------------------------------------------------------------------------------------------------------------
MAIN             STORES                          MANUAL                           1 - On Line Authorization
MAIN   MC        STORES                          MANUAL                           1 - On Line Authorization
```

Use the Override Merchant IDs Listing option on the Point of Sale File Maintenance Menu (MENU PSFILE) to print this listing. When you select this option, the Report Options Screen appears. This listing prints after you press ENTER on the Report Options Screen.

This listing prints a record of the values you specified in Override Merchant IDs Maintenance (MENU PSFILE). Refer to that option for a description of the fields on the listing.

CHAPTER 16

Defining POS Clerk Groups

16

Through Clerks Maintenance (MENU PSFILE), you created IDs that your clerks will use to sign on to Point of Sale Entry (MENU PSMAIN). Use this menu option to define clerk groups and to assign clerks that you defined through Clerks Maintenance to these groups.

Clerk groups are a security feature that allow you to assign certain authorities to groups of clerks simplifying the effort required to define application authorities. By giving an authority to a clerk group you in effect provide that authority to all clerks that are defined within that group.

Some of the uses of a clerk group include:

- Authorizing access to point of sale functions
- Providing authority to enter POS orders in certain stores
- Authorizing use of secured features, such as overriding prices
- Authority to view and/or change secured values, such as cost and header price information

Clerk Groups are defined through Clerk Groups Maintenance on the Point of Sale File Maintenance Menu (MENU PSFILE).

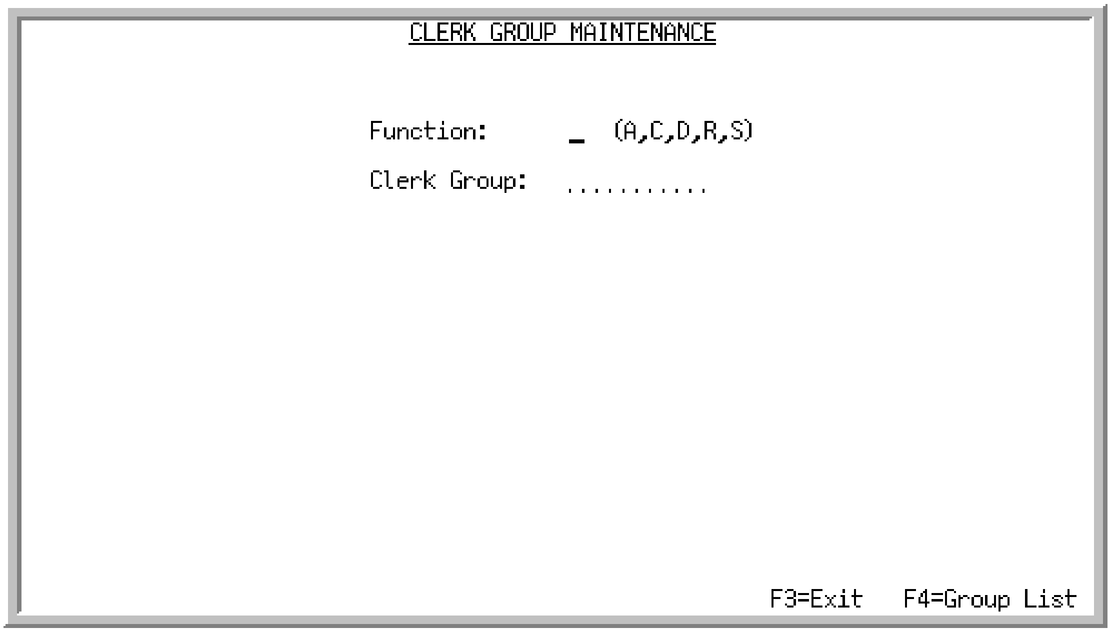
Clerk Group Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Clerk Group Maintenance Screen	Use to add, change, delete, reinstate, and suspend clerk groups.
Clerk Group List Screen	Use to review and select existing clerk groups.

Title	Purpose
Clerk Group Definition Screen	Use to enter a description for the clerk group you are creating, or to change a description for an existing clerk group.
Assign Clerks Screen	Use to select the clerks you want to include in the indicated clerk group.
Clerk Group Master Security List	Use to print clerk groups created through Clerk Group Maintenance and the clerks assigned to the group.

Clerk Group Maintenance Screen



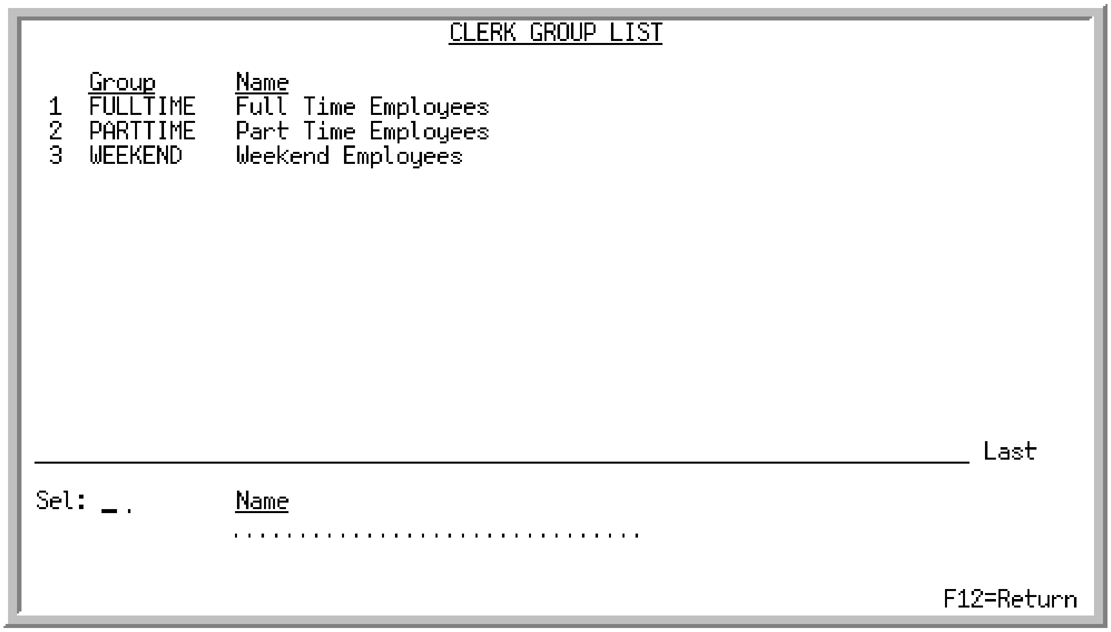
This screen appears after you select the Clerk Groups Maintenance option from the Point of Sale File Maintenance Menu (MENU PSFILE). Use this screen to add, change, delete, reinstate, and suspend clerk groups. A clerk group consists of one or more clerks who are authorized to access functions that are not available to all clerks. This is useful if you want to limit access to functions to a group of clerks with a common level of authority.

Once a clerk group has been created, you can add or delete clerks from that group.

Clerk Group Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to add, change, delete, reinstate or suspend a clerk group. Key A to create a clerk group. Once you have created a clerk group, you can then add/remove clerks to/from that group. Key C to change a clerk group. The description of the clerk group may be changed as well as clerk assignments in that group. Key D to delete a clerk group. You cannot delete a clerk group if clerks exist in that group. You will be prompted to confirm deletion when you key this option. Key R to reinstate a clerk group that has been suspended. You will be prompted to confirm action when you key this option. Key S to suspend a clerk group. Clerks in that group will be denied access to any system function the group is assigned to. You will be prompted to confirm action when you key this option. (A 1) Required
Clerk Group	Use this field to identify the clerk group you are adding, changing, deleting, reinstating or suspending. This is the clerk group to which clerks will be added or deleted. Key up to 10 characters for the description of this group. (A 10) Required
F3=Exit	Press F3=EXIT to exit from this screen and return to the Point of Sale File Maintenance Menu (MENU PSFILE).
F4=Group List	Press F4=GROUP LIST to review and select existing clerk groups. The Clerk Group List Screen (p. 16-5) will display.
Enter	Press ENTER to confirm your entries. The Clerk Group Definition Screen (p. 16-7) will display.

Clerk Group List Screen



This screen displays from F4=GROUP LIST on the Clerk Group Maintenance Screen (p. 16-3). This screen displays the existing clerk groups.

Use this screen to select a clerk group to maintain by entering the group's **Reference Number** in the **Sel** field. You can also limit the screen to show only clerk groups that match the criteria you key in the **Name** field.

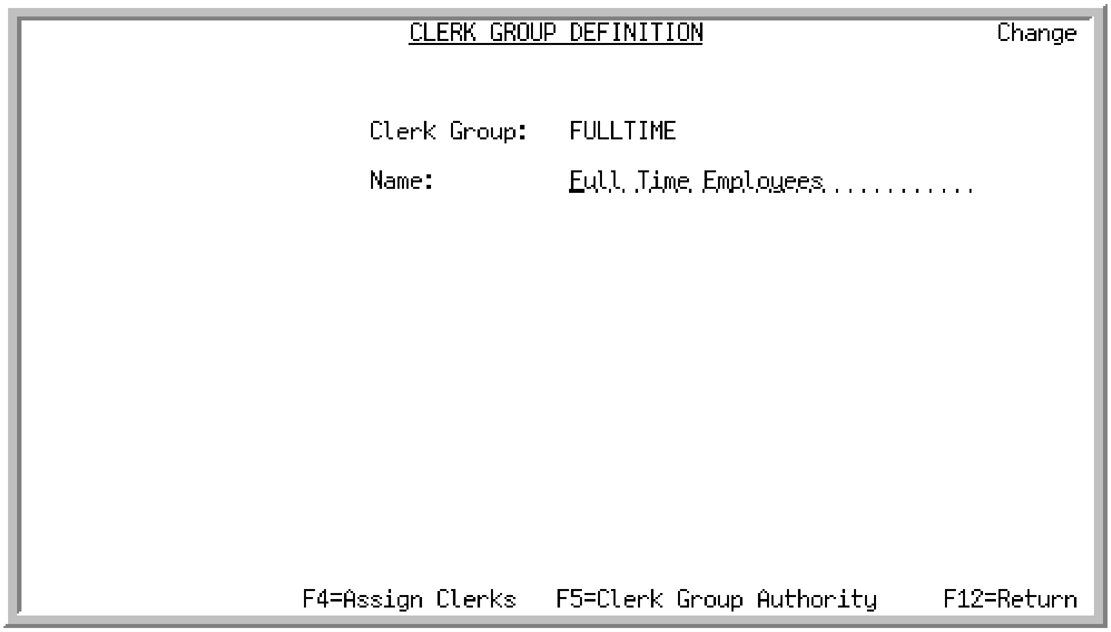
Clerk Group List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the clerk groups displayed on this screen. This number is 1 through 12 for the twelve clerk groups that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion. Display
Group	The code assigned as the clerk group identifier. Display
Name	The description of the clerk group. Display
Sel	Use this field to select an existing clerk group to maintain. Key the corresponding **Reference Number** of the group you want to maintain and press ENTER. (N 2,0) Optional

Clerk Group List Screen Fields and Function Keys

Field/Function Key	Description
Name	Use this field to limit the screen to only those clerk groups that match the criteria you key in this field. Key the criteria and press ENTER. The screen will refresh and display clerk groups, if any, matching your criteria. NOTE: This is a character string search and will display clerks that match the data anywhere in the **Name** field. (A 30) Optional
F12=Return	Press F12=RETURN to return to the previous screen without confirming your entries.
Enter	Press ENTER to confirm your selection and proceed to the next screen. If you keyed criteria in the **Name** field, the screen refreshes and displays the clerk groups that match the criteria entered. Else, the Clerk Group Definition Screen (p. 16-7) displays.

Clerk Group Definition Screen

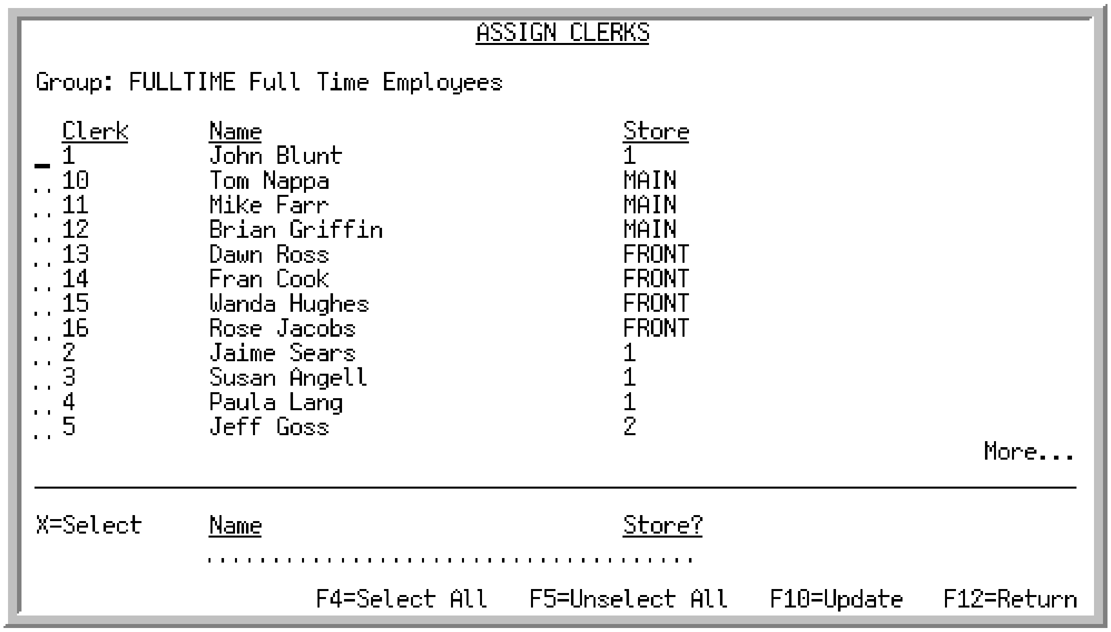


This screen displays from the Clerk Group Maintenance Screen (p. 16-3) or the Clerk Group List Screen (p. 16-5). Use this screen to enter a description for the clerk group you are creating, or to change a description for an existing clerk group. This screen also provides access to the Assign Clerks Screen (p. 16-9), where you can add/remove clerks to/from the clerk group or to the Clerk Action Authority Review Screen (p. 11-7), where you can display a list of authority actions that the indicated clerk group is associated with.

Clerk Group Definition Screen Fields and Function Keys

Field/Function Key	Description
Clerk Group	The code assigned as the clerk group identifier. Display
Name	Use this field to enter a description for the clerk group. (A 30) Required
F4=Assign Clerks	Press F4=ASSIGN CLERKS to access the Assign Clerks Screen (p. 16-9), where you select which clerks will be in the indicated clerk group.
F5=Clerk Group Authority	Press F5=CLERK GROUP AUTHORITY to access the Clerk Action Authority Review Screen (p. 11-7), where you can display a list of authority actions that the indicated clerk group is associated with.
F12=Return	Press F12=RETURN to return to the previous screen without saving your entry.
Enter	Press ENTER to confirm your entry and return to the Clerk Group Maintenance Screen (p. 16-3). The Clerk Group Master File will be updated.

Assign Clerks Screen



```
                                ASSIGN CLERKS

Group: FULLTIME Full Time Employees

  Clerk       Name                           Store
_ 1           John Blunt                     1
. 10          Tom Nappa                      MAIN
. 11          Mike Farr                      MAIN
. 12          Brian Griffin                  MAIN
. 13          Dawn Ross                      FRONT
. 14          Fran Cook                      FRONT
. 15          Wanda Hughes                   FRONT
. 16          Rose Jacobs                    FRONT
. 2           Jaime Sears                    1
. 3           Susan Angell                   1
. 4           Paula Lang                     1
. 5           Jeff Goss                      2
                                                                More...

X=Select      Name                           Store?
              ....................................
                      F4=Select All   F5=Unselect All   F10=Update   F12=Return
```

This screen displays from F4=ASSIGN CLERKS on the Clerk Group Definition Screen (p. 16-7) and shows all valid clerks defined in the system. The lower portion of the screen provides a name and store filter allowing you to display only clerks that match the criteria you enter.

Use this screen to select the clerks you want to include in the indicated clerk group. You can also deselect clerks previously assigned to the group.

Assign Clerks Screen Fields and Function Keys

Field/Function Key	Description
Group	The clerk group ID and name of the group Display
(X=Select)	Use this field to assign clerks to the indicated clerk group. On the top portion of the screen, key X in the column corresponding to the clerk(s) you want to select and press F10=UPDATE. A message will display informing you that the indicated clerks will be assigned to the group. You will have the option to confirm your selections by pressing ENTER or make more changes by pressing F12=RETURN. To deselect any clerks(s) previously included in the clerk group, simply blank out the X next to the clerk you no longer want included and press F10=UPDATE. (A 1) Optional
Clerk	The clerk ID and name of the group. Display

Assign Clerks Screen Fields and Function Keys

Field/Function Key	Description
Name	The name given to the clerk through Clerks Maintenance (MENU PSFILE). Display
Store	The store ID that the clerk is assigned to. Display
Name	Use this field to limit the screen to only those clerks that match the criteria you key in this field. Key the criteria and press ENTER. The screen will refresh and display clerks, if any, matching your criteria. NOTE: This is a character string search and will display clerks that match the data anywhere in the **Name** field. (A 30) Optional
Store	Use this field to limit the screen to only those stores that match the criteria you key in this field and the **Name** filter field, if applicable. Key the criteria and press ENTER. The screen will refresh and display clerks, if any, matching your criteria. NOTE: This is a character string search and will display clerks that match the data anywhere in the **Store** field. (A 5) Optional
F4=Select All	Press F4=SELECT ALL to select all clerks to be included in the indicated clerk group. An X will appear in the left column before all clerks. If you want most clerks included in the group but want to exclude one or a few, simply blank out the X in the column before the clerks you do not want to include. NOTE: The F4=SELECT ALL option is based on the data filter information in the **Name** and **Store** fields. For example, assume you have multiple clerks named Smith in your list of clerk names. You would filter to the word 'Smith' and press F4=SELECT ALL. When you then press F10=UPDATE, your confirmation list will show the clerks you selected based on the Smith filter. If you want to ensure that you have selected ALL clerks, verify that there is no data filter active in the **Name** and **Store** fields.

Assign Clerks Screen Fields and Function Keys

Field/Function Key	Description
F5=Unselect All	Press F5=UNSELECT ALL to unselect all clerks from being included in the indicated clerk group. All X's will disappear in the left column before all clerk IDs. If you want to include only a few clerks in the group, simply key X in the column before the clerk IDs you want to include. NOTE: The F5=UNSELECT ALL option is based on the data filter information in the **Name** and **Store** fields. For example, assume you have multiple clerks named Smith in your list of clerk names. You would filter to the word 'Smith' and press F5=UNSELECT ALL. When you then press F10=UPDATE, your confirmation list will show the clerks remaining based on the Smith filter. If you want to ensure that you have unselected ALL clerks, verify that there is no data filter active in the **Name** and **Store** fields.
F10=Update	After you have selected the clerks you want included in the clerk group, press F10=UPDATE to confirm your selections and update the Clerk Group Assignment File. Once F10=UPDATE is pressed, the clerks you selected are shown on the screen and a message displays informing you that the indicated clerks will be assigned to the group. You will have the option to confirm your selections by pressing ENTER or make more changes by pressing F12=RETURN.
F12=Return	Press F12=RETURN to return to the previous screen without saving your entries.
Enter	After entering criteria in the **Name** and/or **Store** fields, press ENTER to refresh the screen and display clerks that match the criteria you entered.

Clerk Groups Listing

Once you have set up your clerk groups, you can print a listing of those groups through option 18 - Clerk Groups Listing on the Point of Sale File Maintenance menu (MENU PSFILE).

This option does not have any selection criteria. When you select the Clerk Groups Listing option, the Report Options Screen appears. For a description of the Report Options Screen, refer to the Cross Applications User Guide.

Clerk Group Master Security List

```
XAS855   4/09/15  20:25:46                CLERK GROUP MASTER SECURITY LIST                    AF/APDEMO    PAGE   1
Clerk Group Description                   Clerk      Name
-------------------------------------------------------------------------------------------------------------------
EVENING     Evening Full Time             1          John Blunt
                                          3          Susan Angell
                                          4          Paula Lang
WEEKEND     Weekend Staff                 4          Paula Lang
```

Use this listing to show the clerk groups created through Clerk Group Maintenance (MENU PSFILE) and the clerks assigned to the group.

Clerk Group Master Security List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Clerk Group	The clerk group created through Clerk Group Maintenance.
Description	The name / description assigned to the clerk group
Clerk	The clerk ID assigned to this clerk group.
Name	The name of the clerk assigned to this clerk group.

APPENDIX A Point of Sale Daily Administration

A

This section describes the tasks that need to be performed daily when using Point of Sale. Your company's business procedure will greatly impact what tasks need to be performed, at what time, and by which employee. This section explains how the Point of Sale module accommodates the retail tasks that are usually performed on a daily basis.

Point of Sale Daily Task Summary

1. **Activate the Point of Sale hardware.**

   At the beginning of the day, the hardware that is necessary to run Point of Sale must be turned on. This includes the Distribution A+ host (if it is not already running), the PCs used at each terminal, the receipt printer, and any other peripheral devices (scales, scanners, invoice printers, etc.) You must also ensure that drawers contain the correct default amount of cash.

2. **Begin processing transactions.**

   Once the Point of Sale hardware is activated, users may sign onto Point of Sale and begin processing transactions. Point of Sale transactions are entered through Point of Sale Entry (MENU PSMAIN).

3. **Close and confirm terminals.**

   As clerks finish their shifts, they can close their terminals. Doing so prints out the Terminal Close Form, which provides spaces to record the totals for the transactions performed at that terminal. The Terminal Close Form is completed and may be audited by a manager/supervisor. Terminals are closed by pressing F2=CLOSE TERMINAL on the Point of Sale Sign On Screen (p. 3-9) in Point of Sale Entry (MENU PSMAIN). Based on the set up of Point of Sale, terminal closes may need to be confirmed. Confirming the terminal means that the cash in the drawer has been counted and reconciled with the online counts and amounts in Point of Sale.

4. **Close the store.**

   Once all terminals in a store are closed, the store can be closed. Closing the store in Distribution A+ closes out the day's activity for the store and calculates the totals for the transactions completed in the store. Stores are closed through Store Close Inquiry (MENU PSMAIN). When you close a store through this option, the Store Close Report (p. 5-14) will print, summarizing the totals for all transactions performed in the store.

Daily Administration Checklist

This checklist allows you to track the steps that must be performed daily to operate your store through Distribution A+.

Point of Sale Daily Administration Checklist

What To Do	Menu and Option
☐ Activate the Point of Sale hardware.	
☐ Close terminals.	Point of Sale Entry (MENU PSMAIN)
☐ Confirm terminals (if required).	Terminal Close Inquiry (MENU PSMAIN)
☐ Close the store(s).	Store Close Inquiry (MENU PSMAIN)

Glossary

G

Authorization
Authorization codes are keyed to enable access to specific POS functions that are outside of a clerks normal security.

Cash Drawer
Within each POS Terminal, the Cash Drawer is the unit where payment is placed during a shift. Each drawer has an ID and a default cash starting value. At the end of the shift, the drawer is closed-out and the payments within are audited.

Drop Ship Item
An item, not currently in stock, that you order from your vendor to fulfill the order and that the vendor ships directly to your customer, rather than to your location. In Point of Sale, a drop ship item is treated as a pickup/delivery item. Drop ship line items are processed through Offline Order Entry and follow the normal drop shipment order processing routine. Drop ship items cannot be returned and will not be combined with existing retail line items of the same item number.

GS1
GS1 is an international not-for-profit association with member organizations in over 100 countries. GS1 is dedicated to the design and implementation of global standards and solutions to improve the efficiency and visibility of supply and demand chains globally and across sectors. The GS1 system of standards is the most widely used supply chain standards system in the world.

GTIN (Global Trade Item Number)
Global Trade Item Number (GTIN), as defined in the document called “An Introduction to the Global Trade Item Number”, is a unique identifier for trade items developed by the GS1, which include both products and services that are sold, delivered, and invoiced at any point in the supply chain. Such identifiers are used to look up product information in a database (often by inputting the number through a bar code scanner pointed at an actual product) which may belong to a retailer, manufacturer, collector, researcher, or other entity. The uniqueness and universality of the identifier is useful in establishing which product in one database corresponds to which product in another database, especially across organizational boundaries.

On Account Your company may allow customers to hold payments on their accounts to be paid at a later time. In Point of Sale, purchases can be put on the customer's account but you cannot select the on account payment method for the default POS customer. Also, you cannot place an amount greater than the total amount due for an order on the customer's account.

Payment Method A payment method, which is defined for each store, is a means of paying for a customer order. Each payment method has a code associated with it. You can only use the payment methods that have been defined for your store.

Pickup/Delivery Item An item which can be ordered at a store but is not normally stocked in the store location. A pickup/delivery item differs from a will call item in that the inventory is picked from the warehouse at a later time and delivered to the customer's location rather than picked at the time of sale and taken by the customer. Pickup/delivery items cannot be returned and will not be combined with existing retail line items of the same item number.

POS Customer You can specify the default customer for a store in POS. This customer will be used as the default customer for orders and returns in Point of Sale Entry (MENU PSMAIN). It is recommended that if you use this feature you create a walk-in customer for the specified company through Customer/Ship-To Master Maintenance (MENU ARFILE).

POS Terminal Within the store, the POS terminal is the individual cash register, which is a payment station that processes POS orders.

Terminal Close At the end of your shift, you may be directed to "close out" the POS terminal. When you close out the POS terminal, the currency amount taken in for each payment type (cash, check, credit card, store credit, gift card, on account) is added up and stored to be confirmed later. In addition, a form prints out that allows you to summarize the contents of your drawer and each transaction.

Quick Entry Mode Quick entry mode allows the clerk to enter transactions and bypass the POS Item Review Screen (p. 3-23) after entering an item in Point of Sale Entry (MENU PSMAIN), unless there is an error in the entry. Activating quick entry mode speeds the process of adding items to an order. The mode of entry can be changed in Point of Sale Entry.

Regular Entry Mode Regular entry mode means that the POS Item Review Screen (p. 3-23) will appear after you provide an item number and press enter on the POS Item Entry Screen (p. 3-23) in Point of Sale Entry (MENU PSMAIN). This screen allows you to review or change the item's information.You can enter the quantity, make price adjustments, offer discounts (if your clerk ID is authorized to do so), and change the unit of measure (if applicable).

Special Order Item An item, not currently in stock, that you order from your vendor to fulfill the order. In Point of Sale, a special order item is treated as a pickup/delivery item. Special order line items are processed through Offline Order Entry and follow the normal special order processing routine. Special order items cannot be returned and will not be combined with existing retail line items of the same item number.

Store In this document, the term "store" is used to refer to individual retail establishments. If you have three physical stores, you will have three stores defined within POS.

Will Call Item An item that can be ordered at a store but is not normally stocked in the store location. The item is immediately picked (for example, from an overstock location) and then taken by the customer at the time of sale. Will call items cannot be returned and will not be combined with existing retail line items of the same item number. An item can be a will call line type only if quantity is available. However, if you are not using Warehouse Management and the **Assume Full Ship** field is set to Y in Order Entry Options Maintenance (MENU XAFILE) you can specify a will call line type for inventory not in stock.

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