

Cash Register

Version 7.1

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DO NOT READ THIS MANUAL! If you are familiar with cash registers and computers the software itself has enough instructions that you can figure out just about everything. However for those of you who like to see things in ink, here is a bunch of ink.

OVERVIEW

TWO PURPOSES!

This cash register software has a split personality. It is designed to be extremely easy to set up and ring sales, or do a heavy duty job of tracking everything that goes on in your store. Since YOU have to enter the information about your store to track that information, and tell the register what you want it to do, it can't be both very easy to set up and heavy duty at the same time.

"Difficult" is a relative term. To get the most out of this software you will not have to code anything, learn weird formats, or jump through hoops. Basically you will just have to answer a bunch of questions and fill in a lot of information, i.e., if you are tracking 600 different items in your store, you will have to tell the program about them. Are you using a printer? Great, tell the program about it.

On the other hand if you just want to have a cash register for a garage sale, or a ticket booth, etc. then load the program, fill in your tax rates (if any), and ring up sales. How can I make it easier than that?

What this program will not do.

This program WILL NOT validate credit cards, require you to use a mouse or any pointing device, or cost you anything, it's FREE.

===== A pathetic plea for HELP! =====

While this program is free that does not mean that you cannot help the cause. If you have a web site how about mentioning that you use the program and link to <http://keyhut.com/pos.htm>

If you write software you may want to write a 'helper' program like those listed at <http://keyhut.com/3rdparty.htm>.

If you have surplus POS hardware like receipt printers, pole displays, scanners, cash drawers, etc. rather than throwing it away how about sending it to the address below so I can use it for testing.

As a last resort if this software has saved your business, sanity, and hundreds or thousands of dollars how about mailing \$5.00 to...

Dale Harris, 5654 N. Olcott, Chicago, IL 60631, USA

Or you can PayPal \$5.00 to daleharris@prodigy.net

This program will work with the following equipment.

Any IBM or compatible computer running any version of DOS or any version of Windows. For 64 bit computers see the special instructions near the end of this manual.

The program itself will print receipts on almost any printer (computer printers and receipt printers) that connects to the computer through the parallel printer port except

some Epson Color Stylus printers. Serial printers may work on computers running under DOS or Windows 3.1 to Windows '98. Windows 2000, ME, XT, and NT do not generally support DOS programs that try to use the serial port.

If you have Windows '95 or later you may now print through Windows using the Windows printer drivers. This means that any printer that Windows can print to, this program can also print to. Read the instructions in "Printer setup" to use this feature.

Cash drawers connected to a receipt printer will function assuming that the receipt printer itself functions. (See #2, above.)

SOME cash drawers attached to your computer through the serial printer port will function.

All barcode scanners of the "keyboard wedge" type and most USB scanners will function. Many scanners connected through the serial printer port will function.

"Logic Controls" pole displays have been tested to work with this program. Others may also work as long as they plug into a serial port on your computer.

What this program will do.

This program will convert any IBM or compatible personal computer into a fully functional cash register.

If you have a network this program can run multiple registers at the same time that will share data files.

This program will print receipts on almost any printer. This includes regular computer printers or specialized cash register printers.

If your printer, like most printers, is connected to the regular parallel printer port you should have no problems.

If your printer connects through a serial port it may be possible to configure this program to directly print on the printer.

If you are using Windows '95 or later you may configure this program to use the Windows printer drivers to print on any printer that Windows can.

You may choose to print receipts either 40 or 80 characters wide. You may choose to print either one or two copies of each receipt with an optional extra receipt for credit sales.

If you have a cash register printer and cash drawer combination or a cash drawer connected to your computer through a serial port this program will open the cash drawer at the end of a sale.

This program will print a header and footer on each receipt. You may program it to print up to three coupons on receipts.

This program will optionally save the journal on disk as a text file.

This program will keep track of up to 26,000 different items. For each item it will keep track of a 14 digit stock number, 24 character description, regular price, sale price, tax rate, pieces sold, dollars sold, pieces in inventory, merchandise category, vendor, model stock, warehouse pack, cost and vendor stock number. During a sale you may look up items in the stock table using search features.

This program will keep track of the sales of up to 56 employees.

This program will print sales reports based on total sales, employee, category, vendor, or a combination of these factors. Reports are printed based on current sales or sales history. Reports can be printed on a printer, saved to disk as a text file or saved to disk as a data file that can then be loaded into your database or spreadsheet software.

This program will record up to the last 10,000 transactions and will display any of them on screen at any time. Only sales in this record, and from the current day, may be voided.

This program will accept customer information (name, address, phone, etc.) and record it on disk and/or print it on receipts. You may export this information to your printer or to a data file that you can then load into any word processing, database, or spread sheet software.

This program will park up to 255 in-progress sales to ring up a new sale.

And of course it will ring up sales and refunds. It will allow you to include discounts, reductions and coupons into your sales. It will print a daily sales report at the end of the day and reset the sales figures for tomorrow.

This program will not tie up your computer. While it can be used as an "always on" cash register you can also exit the program at any time without resetting any sales or merchandise totals. When you restart the cash register all your sales and totals will be right there as though you never left.

INAPPROPRIATE USES

This program has the following limitations and will be inappropriate for some business applications.

(NOTE: if you set "rounding" to "1" then you may multiply the maximum money amounts below by 100.)

Maximum different items in stock table = 26,000: If you use "Sales history" you should not have more than 30,000 different items in your store in an entire year.

Maximum lines per sale = 200: If your customers regularly purchase 180 or more different items per sale, like in a large grocery store, you would have to break up the sale into multiple transactions. NOTE: When you create a register file it will only allow 60 lines in a sale. After you create the register file if you run the RECONVRT.EXE program it will allow you to change the limit to 200.

Maximum items per line = 999: However if you sold 1500 of something you could ring up 999 and 501 of them on two lines.

Maximum salespersons = 56: If you are Wal-mart, why are you looking here?

Maximum price per item = \$9,999.99: If you sell yachts, this program is not for you.

Maximum price per line = \$999,999.99: If you are a manufacturer who could sell 500 pieces of an \$1800.00 item I think that you can afford to purchase a different cash register program.

Maximum sale = \$9,999,999.99: See above.

MINIMUM MODE

When you first try to use this program it will do almost nothing. It will allow you to ring up sales and refunds, calculate sales tax, and include reductions and coupons into your sales. It will display a daily sales report at the end of the day on the screen and reset the sales figures for tomorrow. And that is it. It will not print anything and it will not store any information other than the day's sales. This is called the "Minimum Mode" of this program. Do not despair, everything you need to enhance this program to full functionality is in this program and will be explained later.

Starting the cash register.

You may receive this software as either a .EXE file or a .ZIP file. This file is actually a compressed archive that contains many other files and must be expanded into the component files before you can use the software. Create a new folder on your computer and copy the file to it. If you have received this program as a .EXE file just click on it to run it, if it is a .ZIP file you will need a program like PKZip or WINZip to expand the file. In either case expanding the file will put many files into the folder.

One of the files that will be created will be POS.EXE, this is the cash register program. If someone gives you an unzipped version of this program on a disk the POS.EXE file will be on the disk you received.

Run the POS.EXE file to start the cash register program. If there are no .POS files on your drive (and since you just put the program on your computer, there won't be) you will be offered the options of...

1. Run POSCONFIG.EXE.
2. Restart this program.
3. Exit program.

Select [1] Run POSCONFIG.EXE.

After a few title screens you will now be asked to enter a file name for your register, an access code, and a name for your register.

An access code is important. Unless he knows the access code someone cannot use the POSCONFIG.EXE program to change the .POS file and change the setting on your cash register. Even more important is that the access code will be required to close the register and reset the daily totals. Since in minimum mode this register will not keep a journal of every transaction you would have no way of knowing if a sales person closed out and reset the register during the day. This would mean that at the end of the day you would only receive an accounting of part of that day's sales.

Access code are encrypted before being stored. However I am not the NSA, the method of encryption is not super complex and a competent programmer with enough time and desire could recover an access code from the file.

The Register Name is displayed behind the main menu of the main cash register program.

When you are finished entering data press [TAB] and you will be offered the options of...

1. Configure this register.
2. Run this register in minimal mode.

For "minimal mode" choose option #2 and after 4 screens of general information you will come to 2 screens of sales tax info, read them.

On the tax rate screen enter the general merchandise tax rate for your location as tax rate #1. For example if food at your location is taxed at 2% and medicine is taxed at 1.5% and gasoline is taxed at 8% and everything else is taxed at 5% then you will enter 5.000% as tax rate #1. The other tax rates will be entered as rates #2 to #9.

The tax rate screen will have two columns where you can enter tax rates. Unless your location requires two different taxes on the same item, for example a federal tax and a provincial tax that must be tracked separately, then only fill out the LEFT column of tax rates.

For more information on setting tax rates go to the "Tax rates" section of this manual.

When you exit the tax data screen your cash register will start.

----The following is a paid political announcement-----

KEYBOARDING

Here are some general functions of the keyboard when using this program.

If you are on a screen with many options, one will be highlighted. Use the arrow keys to move the highlight to the option you want (or press a number key) and then press [ENTER] to select it.

To cancel an option or get back to where you came from press [ESC]

If you are on an option that can be toggled, say between YES/NO or ON/OFF or 40/80 or anything else press [TAB] to do the toggling.

If you are entering a number press [DELETE] to erase the number or [INSERT] to restore the number to its original value. NOTE sometimes numbers cannot be changed until you erase them first.

If you are entering text try using [HOME], [END], or [CTRL] + arrows to see what happens. Pressing [INSERT] will allow you to insert text instead of overwriting it.

Pressing [F2] will usually pop up a calculator on the screen. The calculator is not available when an error screen is displayed.

To simulate the [F?] keys press [ALT] plus a number key, i.e. [ALT]+[1] = [F1] etc. [ALT]+[-] = [F11] and [ALT]+[=] = [F12]

--We now return you to your regularly scheduled program----

In addition to starting your register the above instructions have also created a ????????.POS file on your drive. If you named your register "MARTHA" the .POS file will be named MARTHA.POS and all other files associated with this register will also be named "MARTHA" such as MARTHA.REC, MARTHA.A15, MARTHA.JNL, and so on. However the most important file is the .POS file, it IS your register. Later, when you run

the POS.EXE program again it will find your MARTHA.POS (or whatever) file and it will not ask you if you want to run POSCONFIG.EXE or start a minimal register, it will just load the .POS file you just created and start the register. Elsewhere in this manual you will find out what will happen if you have two or more .POS files on your drive.

Ringing a sale.

Now that you have started your cash register you will now see the main menu for the Cash Register...

- | | |
|------------------------|--|
| 1. Purchase | - Ring up a sale. |
| 2. Return | - Ring up a refund. |
| 3. File Maintenance | - Run POSCONFIG.EXE program,
- Set tax rates, |
| 4. No Sale-Cash in/out | - Tracks cash pulls and drops. |
| 5. Void | - Does nothing in minimum mode. |
| 6. Lock Register | - Lock register. |
| 7. Close Register | - Display and reset daily sales totals. |
| 8. Reports | - Display / print sales report. |
| 9. Associates | - Does nothing in minimum mode. |

This doesn't look promising, does it. But remember you are in "minimum mode", it's not supposed to do much. Later when we discuss enhanced modes you will ask yourself, "What am I supposed to do with all this?"

PURCHASE / RETURN

Following is much more information than a normal person familiar with computers would need to use this program. Basically you read the screen to see what options you have. Press the buttons listed to access those options. Fill in the information you are asked for, i.e. if asked for the amount tendered type in the money that the customer gives you and press [ENTER]. If asked for a phone number, enter a phone number. In my store this was known as the register for the brain dead. If you could read English you could use it with about 5 minutes of practice.

If "1. Purchase" is highlighted press [ENTER] to see the purchase screen...

You enter information at the bottom of the screen for price and quantity and the information is listed above. At the lower right of the screen is a running total of the purchase.

You first enter the price of the item you are ringing up. If the tax rate listed is incorrect press [F7] until the correct rate is listed, a 0% rate is always available. Press [ENTER] when the price and tax rate are correct. You may now enter the number of pieces to be sold. If you are selling something by length or weight you may press [.] to enter decimal pieces (###.###). For example, if you are selling 5 3/8 yards of something that is sold by the yard you may enter 5.375 pieces. Press [ENTER] when the pieces are correct or press [F11] or [ESC] to go back to the price. When the pieces are entered, line #1 will be filled in at the top of the screen and the "Purchase" section will be filled in. You may now enter additional items to the sale. If you enter more than 10 lines to this sale the screen will display lines 11 to 20. By pressing [PAGE UP] or [PAGE DOWN] you may view other pages if they have merchandise listed on them. A

maximum of 60 lines (60 pages) is possible on one transaction. (200 lines if you use the RECONVRT.EXE program to make the change.)

Line	Pieces	Description	Stock Number	Price	Amount	Tax
1	1	MERCHANDISE	0	2.50	2.50	8.750%
2	3	MERCHANDISE	0	2.19	6.57	8.750%
3						
4						
5						
6						
7						
8						
9						
10						

PURCHASE #0768

Enter Price: -----	Quantity: 0
Tax Rate 8.750	

Sub Total: 9.07
Tax: 0.79
Total: 9.86

Press [+] to total.
 06-01-2006 F5 Void F7 Change Tax F9 Reduction F11 Back

PURCHASE SCREEN

If you press [F5] you may void one line of this sale or the entire sale. Pressing [F9] will allow you to reduce the price on the last line entered or all of the lines of the sale. You may reduce the price by a dollar amount for each item or a percentage of the price. You may also do a coupon reduction which is a dollar reduction for the entire sale.

Notice how any key you need to press to do anything is listed on the screen.

When you have entered the last item press [+] to total out the sale. You will now be asked if the customer wishes to pay by cash, check, or credit.

Cash

Enter the amount of money the customer gives you or just press [ENTER] for exact change, the change due to the customer will be displayed. If the customer gives you a different amount, say hands you an additional 12 cents then just re-enter the amount tendered for a new change due. If you press [ENTER] without entering a new amount you will return to the main menu.

Check

In minimum mode you will only be asked for the amount of the check, similar to CASH above. In enhanced modes you will be asked for customer information to be printed on the receipt.

Credit

You will be shown the total amount to be charged to the credit card.

RETURN

Returns work just like a purchase except that the amounts are subtracted. At the end of the sale you are shown the amount to be returned to the customer.

CLOSE REGISTER

You will be shown the day's sales broken down into cash, check, and credit transactions for both purchases and returns along with the transaction counts for each type of sale. Sales tax collected is broken down by tax rate. Since in minimum mode you have not setup the use of a printer the program cannot print a closing receipt.

"Close register" will display the current sales rung up for today. You may then either return to the cash register, close the register and then resetting the sales totals to zero, or exit the program without closing and leaving the sales totals intact.

Now that you know the least that this program can do in minimum mode, it is time to start thinking of enhanced modes and what this program can really do.

SO WHAT GOOD IS MINIMUM MODE?

Well, it is very easy to set up.

It does not require any equipment other than the computer.

It does the math. Quick: What is 4 items at \$1.98, plus 3 items at \$5.49, plus 1 item at \$9.88, plus tax? Kind of tough even with a calculator isn't it? But it is no problem for this program.

It will tell you your daily sales at any time.

It will do the original function of a cash register. You can compare the sales on the register to the money in the cash box.

WHAT KIND OF BUSINESSES CAN USE MINIMUM MODE?

Minimum mode is suggested for very small or temporary businesses, such as a garage sale, newspaper stand, snack bar or ticket booth at high school sports tournaments, library fines, school book sales, school carnivals, flea markets, towel fees.

ENHANCING YOUR CASH REGISTER

OK, now we get serious, now we see how your minimal cash register can be converted into a real Point of Sale System. To create a POS system you will need to run the POSCONFIG.EXE program.

After a couple of screens of instructions and warranty information you will come to a screen where you may either pick a register file or create a new one. If you created a minimal register using the POS program, choose it. If not, then create a new file by pressing [TAB] and entering a file name, password, and register name.

The password that you enter when creating a file is very important. It is the master password for your register. To use the POSCONFIG.EXE program to again

access your .POS file to change the operation of your cash register you will have to enter the master password. In addition, the master password overrides all other passwords. For example, if you set a password to access the tax table from the POS program you can then access the tax table by entering the tax password or the master password. A special use for the master password involves the stock table. Some parts of the stock table can only be changed if you access it by using the master password. If you access the table by using the stock table password, only portions of the table can be changed.

Passwords in this program are encrypted before being stored. However I am not the NSA, the method of encryption is not super complex and passwords could be recovered from the file by a competent programmer with enough time and desire.

MULTIPLE REGISTERS

If there are no .POS files on your disk drive, then when you start the POS register program the program will offer you the options of either running the POSCONFIG.EXE program to create a .POS file or making a minimal register (which will also create a minimal .POS file.)

If there is ONE .POS file on the disk drive the register program will load the file and open the register. You will not be given the option of starting a new .POS file.

If there are two or more .POS files on the disk drive the register program will ask you which register you want to load. In effect you may have multiple, different registers on the same computer. This means TOTALLY different. Different function settings, different stock table, different employees, different transaction numbers, different everything. Try to remember that the computer is NOT your register, the software is. The POS.EXE file runs your register, the .POS file (and like named files) IS your register.

Advantages to multiple registers.

You may set up a TRAINING.POS file that mirrors your actual .POS file and is used to train new employees. Anything done using the TRAINING.POS register would have no effect on the real register.

If you are running a flea market each "store" could have its own register on one computer.

If you are teaching a course in retail operations each class or each student could have its "own" register.

If you are running a chain of stores you could set up the registers for each store on one register and then distribute them to the individual stores.

Disadvantages to multiple registers.

If you are not in your store and a sale is rung up, was it rung up on the "real" register or a "phantom" register? Your customer sees the sale rung up on a computer, he gets a receipt with the correct store info on it, he would have no way of knowing that the sale was rung up on a phony register.

If this worries you, then have only one .POS file on your computer and do not leave the POSCONFIG.EXE file on the computer. Additionally if you name your register

file MYSTORE then the MYSTORE.POS file will automatically be loaded when the POS program starts, all other .POS files will be ignored.

Once you create a new register or are accessing an existing one, you will be presented with this list of features that you may enhance in your register.

If you are planning on running multiple registers in your store over a network you may want to read the network instructions first.

Category List	Mall file / Backups	Rounding
Checks	Network	Sale Parking
Color or B & W	Open Cash Drawer	Sale Recording-VOIDS
Currencies	Password & Name	Sales History-Z Read
Customer Info	Payment Options	Scales
Date Format	Payouts	Scanner
Discount	Pole displays	Screen Saver
Employee Setup	Printer Setup	Stock Table
Go to after sale	Program Printer	Tax Rates
Inventory	Receipt Coupons	Ticket sales
Journal	Receipt Head & Foot	Time sales
Key Press Beep	Receipt Language	Vendor List
Kitchen	Receiving	

As you move the lightbar over these features a short description of each feature will appear at the bottom of the screen. When the lightbar highlights the feature you wish to enhance press [ENTER].

CATEGORY LIST

Note: If you are going to be contributing to the Nielsen SoundScan service read the "SoundScan" section of this user's guide first.

(See "Stock Table") In the stock table you may assign each item to a category. You may group all of the different types of candles you sell into the category of "Candles" even if they are widely separated in the stock table and come from different vendors. When you print out reports you may sort the reports by category. Sales reports by category will give a percentage of total sales by each category.

You may assign up to 256 categories numbered from 0 to 255. It is a good idea to leave category #0 unassigned, that is the default category for any item entered into the stock table. That way if an item comes up with a category of " " you know that you have not assigned it to a category.

Before you assign an item to a category the category name must be in the category list so it will be a good idea to fill in your category list before you begin entering items into your stock table.

The names in the category list may be in any order. However please remember that whatever order you choose, that the categories will be sorted and printed in that order. If you move a category name from one place to another you will have to manually change the category assignment for EVERY item in your stock table that is linked to that category name. Choose your order wisely! Leave blanks in the list for future additions. Blanks are ignored unless an item in your stock table is assigned to it.

Once you have entered your category list (and your tax and vendor list) you may begin entering items in your stock table. When you are entering your stock items and you reach the "Category" column the current category name will be replaced by the position of that name in the category list. For example: if GLASSES is category #45 when you move the lightbar to GLASSES the number 45 will replace it. You may now change the category assignment by changing the 45 to the number of another category. To keep you from having to remember all of the category numbers the category list will appear at the bottom of the screen. Hold down [CTRL] and press the [PAGE] keys to page through the list.

Please remember that the items in the stock table are not linked to a particular category name but to the position of that name in the category list.

CHECKS

This feature will allow you to display on the screen what type of checks your associates may not accept, or do not accept any checks, you decide. You may enter up to 69 locations, countries, states, provinces, cities, other, from which checks may be accepted.

Associates may enter a check number, I.D. number, I.D. issuing government, and phone number into the transaction. Each one of these data may be designated as optional, required, or "do not ask".

PHONE MASK

A phone mask allows you to format the appearance of the phone numbers in the POS program. If you do not enter a phone mask then all your phone numbers will be displayed like 1234567890

To go to the phone mask entry screen when in the "checks" feature press [F8].

In the box at the bottom of the screen you may enter any text you wish as a "phone mask". When displaying a phone number the program will replace any "#" in your phone mask with the digits in a phone number. For example, if your mask is (###) ###-#### ex. ##### and the phone number is 1234567890 then the phone number will be displayed as (123) 456-7890 ex.

Phone digits are filled into the "#"s from the left, you do not have to have a digit for each "#". If you have more "#" than there are digits in the phone number then the remaining "#" will be replaced with spaces.

If you later change your phone mask to ##-##### (##) then the same number will be displayed as 12-345678 (90). The phone mask is stored separately from the phone digits, changing the mask will not change the actual digits, only the way they are formatted.

When you enter a phone number the maximum number of digits is limited to the number of "#"s in your mask. The maximum allowable "#"s in a mask is 16."

COLOR OR B&W

This feature programs the register to display the screen in color mode, black and white mode, or black and BRIGHT WHITE mode.

If you choose the COLOR mode you may then choose a background color for the POS program, the POSCONFG and RECEIVE program will not change the background color.

The standard background color for the POS program is BLUE. You may change this to BLACK, GREEN, CYAN, RED, PURPLE, BROWN, or GREY.

Since things that may be displayed on your new color background may be the same color as your new background they will be changed to BLUE. For example, if you choose RED as your new background then anything that is normally displayed in RED will now be displayed in BLUE.

CURRENCIES

If you are using only one type of currency in your store do not enter anything in this feature. If no currency or only one currency is entered then this feature will be ignored.

You may set this register to accept up to 9 different currencies, for example Dollars, Pounds, and Euros. The national currency of your location must be set as the default currency. All calculations in the register program will be in the default currency except taking payments and making change. Taking payments and making change will be in the currency of your choice. For example, if your default currency is in dollars, at the end of the sale the total will be displayed in dollars, pounds, euros, etc. at the current exchange rate. (You enter the currencies you wish to list, up to 9.) You then enter the amount tendered in the selected currency and the register will tell you how much to give in change in dollars, pounds, euros, etc. You then select the 'change' currency. In effect you could calculate your sales in DOLLARS, accept a cash payment in POUNDS, a check in YEN, credit in PESOS and give change in EUROS, and the register would calculate all of the different currencies at the current exchange rate.

To accomplish this you must use the "Currencies" feature to enter the different currencies that you wish to accept. Enter the name of each currency in plural, i.e., enter "DOLLARS" not "DOLLAR". The top currency in the list must be your default currency, i.e. your national currency.

To the right of each currency, except the top one, you must enter the "print field" for each currency. This formats how amounts in the currency will be displayed and depends on what normal amounts in a currency may be. For example, if a currency could be expected to be in the range of .01 to 9,999,999.99 you would have a print field for that currency of "#####.##". If a currency would be in the range of 1 to 999,999,999 you would have a print field for that currency of "#####". If a currency would be in the range of .001 to 999,999.999 you would have a print field for that currency of "###.###". In a print field only (#)s and one (.) may be entered if needed.

(Note: the default currency "print field" is determined by what the value in the "Rounding" feature is. If "Rounding" is set to .01 or .05 then the default currency "print field" will equal "#####.##". If "Rounding" is set to 1 then the default currency "print field" will equal "#####")

Special consideration must be made for currency that has an extremely low value. If a currency has a normal range from 1000 to 99,999,999,990,000, and the lowest denomination in that currency is 1000 then you would enter a print field for that currency of "#####" and add "/ 1000" to the currency name, i.e. "GALLEONS / 1000". This would mean that whatever was entered, printed, or displayed in that

currency would be one thousandth of the actual amount. If you were told to give change of "GALLEONS / 1000 235" you would actually give 235,000 galleons in change. This method also will round out amounts to the nearest 1000 galleons.

If you set up your register to use 2 or more currencies then when you start the POS program you will be asked to enter the exchange rate for each currency compared to the default currency. If a currency has less value than your default currency then the exchange rate will be LESS than 1. If a currency has more value than your default currency then the exchange rate will be MORE than 1. If this is not true for an exchange rate then the rate is expressed based on the other currency compared to the default. To convert to the correct rate divide 1 by the rate. For example, 1 KNUT = 1.175 GALLEONS but GALLEONS is your default currency. Therefore $1 / 1.175 = .85106$ so the exchange rate for KNUTS is .85106 when compared to GALLEONS. In the case of a currency of extremely low value the exchange rate must be MULTIPLIED by the offset. For example if you are using "GALLEONS / 1000" and the exchange rate is .000012554 then you must multiply $1000 \times .000012554 = .012554$.

Samples, assuming that your default currency is DOLLARS

1 DOLLAR = .963 KNUTS, EXCHANGE RATE = .963

1 DOLLAR = 25.36 SICKLES, EXCHANGE RATE = 25.36

.623 DOLLARS = 1 GALLEON, EXCHANGE RATE = 1.60513 (1 / .623)

1 DOLLAR = 256300 KNUTS, EXCHANGE RATE = 2563 "KNUTS / 100"

If your country is changing from one currency to another (for example Lira to Euros) your country may require that the total amount of the sale will always be printed on the receipts in both currencies. To have the program do this you must use one currency as the default currency and the other currency must be listed as currency #2 in the currency list of the POSCONFIG.EXE program. Then to always print the total for currency #2 on all receipts press [F1] to make the line near the bottom of the screen read "[F1] ALWAYS print currency #2 total on all receipts." Then an additional line will be printed under the "TOTAL" line on all receipts like this...

TOTAL	236.23
EURO	189.72

CUSTOMER INFO

This feature allows you to enter customer information into the register. You may choose to ask for...

- ID Number
- Company Name
- Customer Name
- Address
- City, State, Zip
- Phone Number #1
- Phone Number #2
- Email Address
- Non-taxable ID number

For each of the above items you may choose to...

1. Not ask for the information.
2. Save the information to a customer database.
3. Print the information on the receipt.
4. Save and print the information.

PHONE MASK

A phone mask allows you to format the appearance of the phone numbers in the POS program. If you do not enter a phone mask then all your phone numbers will be displayed like 1234567890

To go to the phone mask entry screen when in the "Customer info" feature press [F8].

In the box at the bottom of the screen you may enter any text you wish as a "phone mask". When displaying a phone number the program will replace any "#" in your phone mask with the digits in a phone number. For example, if your mask is (###) ###-##### ex. ##### and the phone number is 1234567890 then the phone number will be displayed as (123) 456-7890 ex.

Phone digits are filled into the "#"s from the left, you do not have to have a digit for each "#". If you have more "#" than there are digits in the phone number then the remaining "#" will be replaced with spaces.

If you later change your phone mask to ##-##### (#) then the same number will be displayed as 12-345678 (90). The phone mask is stored separately from the phone digits, changing the mask will not change the actual digits, only the way they are formatted.

When you enter a phone number the maximum number of digits is limited to the number of "#"s in your mask. The maximum allowable "#"s in a mask is 16."

If you save the customer information on disk, then at the end of a sale when you are asked for this information you may search the file for it instead of entering it.

Press [F1] to begin a "whole field" search from the beginning of the file. In a "whole field" search both terms must match exactly. Search for "DAVE" and only "DAVE" can be found, "DAVE ADAMS" or "DAVE SMITH" will not be a match.

Press [F3] to begin a "partial field" search from the beginning of the file. In a "partial field" match any match will do. Search for "FORD" and "HARRISON FORD", "ROCKFORD", or "FORD TRUCKS" will all match.

Press [F5] to continue the current search from the present location in the file, i.e. if the first "FORD" you find is not the one you are looking for press [F5] to find the next one.

MANAGING YOUR CUSTOMER DATABASE.

Taking information from your customers and putting it into a database, along with sales information for each customer, is mostly useless if you cannot do anything with it. To access your database you must use the "Customer info" feature in the

POSCONFIG.EXE program. This feature not only lets you set up the customer database but by pressing [F4] while there it lets you access the database.

The information on all your customers is kept in a computer disk file the name of which ends with .CST. For example if your named your register MARTHA your customer file will be MARTHA.CST. This file is divided into "records" with each record being the information on one customer. Each customer record is further divided into "fields" with each field containing a particular piece of information on that customer.

Listed below are the fields for each customer....

OPTIONAL FIELDS

ID number: You may give a customer an ID number.

Company name: Name of company.

Customer name: Customers name.

Street Address: Number and street name.

City Address: City, state, number code, etc.

Phone number #1: Home phone number?

Phone number #2: Work phone number? Cell phone?

E-mail: Online email address.

Tax Exempt ID#: If customer is exempt from sales taxes.

REQUIRED FIELDS

First sale date: Date of first sale made by customer.

Last sale date: Date of last sale made by customer.

Last sale amount: Money amount of last sale.

Total sales trans.: Number of sales by customer.

Total sales amount: Total money amount of all sales.

Last refund date: Date of last refund made by customer.

Last refund amount: Money amount of last refund.

Total refund trans.: Number of refunds by customer.

Total refund amount: Total money amount of all refunds.

Sales since: Total money of sales since a date.

Refunds since: Total money of refunds since a date.

Check approval: Is customer allowed to write checks?

Credit approval: Is customer allowed to charge items?

Current status: Is this customer record current?

Selection status: Is this customer record selected.

You choose which optional fields you wish to use to take customer information. The sales person must enter this information at the end of a sale.

All required field information is kept on every customer and the program updates this information at the end of each sale except for the last four fields.

When you first enter the customer database feature you will be at the main menu. While there you may use the up and down arrow and page keys to scroll and page through the database or [HOME] and [END] to go to the beginning or end of the file. On the top left of the screen will be 15 customer records shown by one of the

"optional" fields. By pressing the left or right arrow keys you may change which field is displayed. One of the records will be highlighted. This is the current record. On the right half of the screen will be displayed all of the information of the current record, all 24 fields.

While at the main menu you may make some changes in the currently displayed customer record...

[F5] Will allow / disallow the acceptance of checks for that customer.

[F6] Will allow / disallow the acceptance of credit.

[F7] Will delete / undelete the customer record.

[F8] Will select / unselect the customer record.

NOTE: A deleted customer cannot be selected. If you delete a current customer he will be unselected. If you delete a customer's record nothing will actually happen to it until you later "remove" these deleted files. However you may not select a deleted file. Think of it as being in the recycle bin but the bin has not been emptied.

NOTE: If you disallow a customer from using either a check or credit for a purchase then when that customer makes a purchase the disallowed tender will not be a payment option at the end of the sale.

NOTE: You select files in order to later do something with them like export them, print them, etc.

Also while at the main menu you may choose to perform 6 tasks.

1. FIND / EDIT / DISPLAY SALES

From the main menu press [1] for this task.

FIND

To find a particular customer record press the up or down arrow key to chose one of the optional fields you wish to search for. Once you have chosen the field, type in the data you wish to search for. For example if you wish to find a customer named "Bart" press the up or down arrow key until the "Customer name" field is displayed and then type BART into the text box.

If you now press [F1] you will search from the beginning of the database until you find a customer who's entire name is BART. You will not be able to find a customer who's first name is BART and also has a last name listed, or has BART as part of his name like DILBART. This is called an "exact match search". Also note that in an "exact batch search" that the number of spaces between words count. DALE HARRIS separated by one space will not match DALE HARRIS separated by two spaces.

If, however, you press [F3] to start a search you will be doing an "any match search" in which any occurrence of BART in the target field will be considered a match. Spaces still count.

Searches for phone numbers are different. All phone numbers searches are "any match searches" and the position of the digits counts. For example if you enter 423 at the left of the text box then only phone numbers that begin with 423 will match, if 423 is in the customer's phone number in any other position it will not match.. If you enter only a 7 in the 4th position then all phone numbers with a 7 in the 4th position will match, if a customer's phone number has a different number in the 4th position it will not match even if it has a 7 in a different position.

If the program finds a match but it is not the match you are looking for (the wrong BART) then press [1] to continue the search. Press [2] if it is the correct match or 3 to cancel the search.

EDIT

Once you have found the correct customer record you may edit it if you wish to. After editing you must press [TAB] to save the changes or [ESC] to cancel the changes.

DISPLAY SALES

Once you have found the correct customer record you may display every sale or refund ever made by that customer that is still in the .SLS file.

2. SELECT / UNSELECT FILES

When you choose this feature you will have three options. You may select all of the records in the file (except deleted records), you may unselect all of the records in the file, or you may scan the file.

SCAN

The basic concept of a scan is the you set up the criteria for a scan and then the program looks through all of the records and selects (or unselects) every record that matches that criteria.

For something simple, like looking for every customer that purchased more than 1000.00 worth of stuff, it is that easy. But if you then want to eliminate all of those customers who had more than 100.00 in refunds and don't have a 312 area code it can get more complicated.

First you have to decide which records you want to scan. Your choices are all of the records, only those records that have been previously selected, or all records that have not been selected yet. Press [F9] to toggle through the choices. Remember that deleted records are never scanned.

Do you want to do something if the criteria matches a field or doesn't match? For example lets say that you want to select all of the customers that DO NOT live in Chicago.

Well you could do multiple scans to select every city that is not Chicago or press [F3] to change "Do if it matches" to "Do if it doesn't match".

Next decide what you want to do when you find a match (or no match). Your options are to selected it or to unselect it if it has already been selected. Press [F8] to toggle your choice.

Why would you want to unselect something that you already selected? Lets use the example above. You have already scanned once and have selected all those

records where the customer lives in the 312 area code. Now you must eliminate all those customers that have not purchased more than 1000.00 worth of stuff. So enter "999.99 or less" and unselect all of the matches.

You may only search one field at each pass through the customer file. So if you wish to make a complicated search like "Area code 708, but not Schaumburg, and only those with total purchases over 5000.00 but in less than 75 transactions" you can do this but it will take four scans to do it.

What you search for depends on which fields you are searching. If you are searching one of the optional fields then the search works just like when you are searching for a particular customer only you will find all of the matching records instead of just the next one. To switch between an "exact" match or an "any" match press [F1]. Phone number scans also work the same way and all phone searches are "any."

There are three types of searches when scanning the "required" fields. To search for a date you must enter a year AND a month AND a day. For example 2002 09 18 you cannot enter just a year. If you want to search from the beginning of a year then enter 2002 01 01. You may search for a particular day by choosing "Equal to" or press [F1] to choose "Equal to or before" or Equal to or after".

To search for a date you must enter a date into the text box. You may enter a year only, or a year and month only, or a year, month and day. If you enter a month you must also enter a year and if you enter a day then you must also enter a month and year. You may search for a particular date by choosing "Equal to" or press [F1] to choose "Equal to or before" or Equal to or after". If you enter only a year and search by "Equal to" then all dates in the file with that year will match. If you enter a year and a month then the month must match too.

To search for an amount, either a money amount or a transaction count, enter the value and press [F1] to toggle through "Equal to", "Equal to or less" or Equal to or more". A special note on refunds. - 50.00 is less than -25.00 however when searching for money amounts "less than" means closer to 0.00. Therefore if you are searching for refunds "Equal to or less" than -100.00 that will mean everything from 0.00 to - 100.00.

The last type of match is an approval match. For check or credit approval you can match either "OK" or "DO NOT ACCEPT"

3. EXPORT FILES

You may export customer information to either your printer or to a file that can then be loaded into either you word processing, data base, or spread sheet software.

First you must select which fields you wish to export and the order you wish to export them. When you enter the "export" function there will be a column in the middle of the screen with a small box in it that you can move up and down by pressing the arrow keys. Move the box to the first field you wish to export and press the [SPACEBAR], a "1" will be placed there. Now move to the second field you wish to export and press the [SPACEBAR] to print a "2". As you can guess the order the numbers appear is the order the fields will be exported. You may press [F1] to erase the numbers to start over.

Now you must choose which records you wish to export. Press [TAB] to toggle between only selected records, only unselected records, or all records. (Remember that deleted records cannot be exported.)

Press [F5] to set up to export your records as text. Text may be sent to either your printer or a disk file. If you choose to print you may print each record (all chosen fields) on one line like this...

Customer name Street address City address Phone #1
Customer name Street address City address Phone #1

or each field on one line with a blank line between records, like this...

Customer name
Street address
City address
Phone #1

Customer name
Street address
City address
Phone #1

If you choose to send you text to a disk file then each record will always print on one line. Text disk files can be loaded into any word processing program.

NOTE: If you print one record per line then your printer must use a fixed width font like Courier to have your columns line up properly.

Press [F6] to set up to export your records as data files. Data may only be sent to a data file. Each record will be sent to one data line like this...

Customer name,Street address,City address,Phone #1
Customer name,Street address,City address,Phone #1

with a comma between each field. Quotes ("") will be replaced in your text with apostrophes (''). Data files may be loaded into any database or spreadsheet program.

Press [F7] to see a sample of your output on the screen or press [F8] to begin exporting.

4. REMOVE DELETED RECORDS

When you delete a customer record it is marked as deleted and nothing else happens to it (except it will be unselected if it is already selected.) It is still there taking up disk space and you may undelete it if you wish. This function will actually get rid of the deleted records and free up disk space on your hard drive.

To do this it will copy your entire customer data file without copying the deleted records, then kill your original file, then rename the new file back to the original file name. This will require almost as much free disk space as your original file. If your original customer file is 15 megabytes long then you must have 15 megabytes of free

disk space to use this function. When the process is over the additional needed disk space will be returned to free disk space.

Once a customer record has been removed it is permanently gone, there is no "undo".

5. SALES SINCE.

You give this feature a date in the past and it will find the total sales and refunds since that date for either one customer or all customers. For example, if you have 5 years worth of sales totals for your customer but you want to find out how much a customer has spent in the last 6 months, this feature will do that.

6. FIND NEXT...

You may use this feature to step though your customer database to find those customers who can or cannot use checks or credit, are selected or unselected or current or deleted. The search starts from your present location in the customer database.

For example you can use this feature if it is your job to call those customers who cannot write check in your store, or look at only the deleted record to make sure that they are supposed to be deleted.

DATE FORMAT

You may choose to display dates in the following formats. All below are the same date.

06-25-2001
25-06-2001
JUN 25, 2001
25 JUN 2001

DISCOUNT

"Discount" refers to a whole sale discount, like an employee discount or a "30% off Everything in the Store" sale. It is always a percentage. You may use this feature to prevent a whole sale discount or to allow up to 3 preset percentage discounts, for example 10% off, 20% off and 50% off. Or you could allow the employee to enter the percentage for a discount.

If you enter some text in the box the bottom of the screen receipts will have a "You saved" line but using the text you typed in. This line will appear just below the list of items you sold and will post the total of all reductions (not discounts.)

EMPLOYEE SETUP

On the first screen of "Employee Setup" you may choose to track sales by employee, or not. If you choose to track sales by employee you may choose to allow PIN numbers, track employee tips, and to allow a sales person to enter new employees or delete old ones from the employee list without a password. If you choose to require a password you may create the password.

On the second "Employee Setup" screen you may enter the names of each employee.

WARNING!!! If you choose to track sales by employee you **MUST** have at least one employee name in the file or you will not be able to ring a sale.

PIN numbers may not be entered using the POSCONFG.EXE program. However you may delete any existing PIN numbers. To delete a PIN, when the name is highlighted press [TAB] and the asterisk [*] by his name will be erased this means that that employee's PIN has also been erased.

If you allow employee tracking the in the POS program an employee must choose her position in the employee list (employee #5 for example) before she may enter certain functions on the POS program such as PURCHASE, RETURN, NO SALE, etc. If PIN numbers have also been allowed then instead of entering her position in the employee list she must enter her PIN number. When PIN numbers are allowed almost every function will require a PIN number before it can be accessed.

One of those functions is opening the register. Since PINs are authorized using the POSCONFG.EXE program but are entered using the POS program this means that you should not be able to open the POS program when you first allow PINs because no PINs have been entered. To avoid this problem you may open the register when PINs have been allowed without entering a PIN if no PINs exist. However if even one employee has a PIN number then that PIN must be entered to open the register.

If an employee is fired, quits, or forgets his PIN number you may use the POSCONFG.EXE program to erase it. There is **NO WAY** to look up a PIN number. PIN numbers are never printed on the screen when typed. Only the person who typed in the original PIN number will ever know what it is.

If you choose to track employee tips the register will prompt you for the amount of the tip at the end of each sale. When starting a sale you must use the employee number of the employee receiving the tip not the employee who is actually ringing the register. You want the person who waited on the customer to receive credit for the sale and the tip, not the cashier. If you print sales checks and track tips there will be a line on the sales check for the customer to write in the amount of the tip. If you track tips the amount of each employee's tips will be printed on the closing receipt. (See "Sales Check" under "Printer Setup")

This program does not know your employees, it only knows that some sales were rung by employee #1 and her name is Amy. If Amy leaves your employ and is replaced by Barb, and you make Barb employee #1 then any sales recorded by Amy will now be credited to Barb. Do not re-use employee slots for new employees until after the next time you reset the merchandise file.

GO TO AFTER SALE

You may use this feature to determine where you go after a purchase, return, or payout has been completed.

You may choose to go to the main menu. From there you may then choose which feature of the program you wish to use next.

You may also choose to go to the start of the next purchase. However if you choose this option it will bypass asking for the sales person to enter an employee number (it will use the same employee number as the last sale) or PIN number even if

that has been enabled. If the register is not used long enough for the screen saver to kick in, and the current sale has nothing yet rung up, then when you press a key to turn off the screen saver you will be returned to the main menu.

If you choose the "next sale" option then when you finish a return or a payout you will also go to the next purchase. It is assumed that you will have many more sales than returns or payouts during a day. From all other features (no sale, void, reports, etc. you will always return to the main menu.

To return to the main menu from a purchase you must void out the current sale.

INVENTORY

(To use "Inventory" you must be keeping track of your inventory in the stock table.)

(When using the "Reports" feature from the POS.EXE program you can make an inventory report. To also print the value of your inventory you must choose here to print either a "cost" value for your inventory (what you paid for your merchandise) or a "sell" value (what you will receive when you sell your merchandise.))

This function will actually run another program that will allow you to enter your mid-year or year-end inventory into a file. From the POS program you may then use "File maintenance" to load this file. When an inventory file is loaded your current inventory will be erased from your stock table and replaced with the inventory in the inventory file.

To use this program a copy of your stock table must be in the same directory as this program even though the stock table will not be changed until the resulting file is loaded by the POS program. The inventory program uses the stock table only to verify that the correct stock numbers and descriptions are being used by the inventory program.

The inventory program does not have to be run on the same computer as the cash register program is on. The inventory program will copy the inventory file to a floppy disk and the POS program will read the inventory file from the floppy.

You do not have to enter the items into the inventory program in any order nor do you have to group all of the same items together. For example if you enter 12 of item number 555 and then enter fifty other items, and then add 7 more 555's, and then sixty-two other items, and then 4 more 555's, the program will know that you entered 23 555's.

At the end of this manual are complete instructions for taking an inventory.

JOURNAL

The journal is a record of every transaction (including opening, voids, no sales, closing, etc.) made on your cash register. You may be legally required to make and store a journal of your register transactions. In addition it is a really good idea. The journal is your record of what was going on in your store. Was your register closed out at mid-day? Was that large void total from one transaction or many? How about all those refunds? Your journal will give you those answers.

There are several strategies for making a journal with this program. The best and simplest is if your printer has 2 or 3 ply paper. The back copy is your journal, stick it in a file. It is possible that in your location that this is also the only legal strategy.

You can set this program to print out two copies of every sale or return receipt. Keep a bin next to the register. Toss in every opening, no sale, void, and closing receipt and the second copy of every sale and return receipt. Each receipt will have a transaction number on it that you can compare to tell if a receipt is missing. But if a receipt is missing you will have no idea what it was for. To set the register to print two receipts see the "Printer Setup" instructions.

The second best way to keep a journal is to write the journal to a disk file. At the end of the day you may choose to print out the journal on your printer or to save the disk file.

If you choose to print out the journal at the end of the day make sure that there is enough paper in your printer. While a lot of unneeded information, like headers, footers, coupons, etc. that is printed on your receipts will not be in the journal file, it will still print out every transaction from that day, it could take a lot of paper. This may also be a legal strategy for your journal, governments love things on paper.

If you decide to keep the journal file on disk it has to be moved. Whenever you open your register it will compare the date on the journal file to today's date. This is a good reason to keep the date and time on your computer correct. If the dates are the same then all transactions will be tacked on to the end of the journal. If the dates do not match, and the last previous transaction was a "close", then the register will ask you if you wish to delete the current journal and start a new one. You may automate the deletion of yesterday's journal by using the "Journal" function in the POSCONFG.EXE program or you may have the register ask the salesperson opening the register if the journal should be deleted.

Your journal file will have the extension of .JNL. If you named your register file MARTHA then the journal file for your register will be MARTHA.JNL

There are two places where you may move your journal file. At the end of the day you can copy it to a floppy disk. When closing the register you will be asked if you want to save the journal to a floppy. Insert the floppy into the drive, type in the drive letter (A: for example) and press [ENTER]. The journal will be copied to the floppy. Make sure that your sales people have a floppy.

You can also save the journal on your hard drive in an archive, this option will be presented to you when you close the register. The archive is actually a separate journal file for each day of the year. The file name for each journal begins with the file name of your register followed by .D followed by a date code. If you named your register MARTHA then the Jan. 1st journal archive would be MARTHA.DAA the Jan. 14th file would be MARTHA.DAN The journal function of POSCONFG.EXE will convert between any date and journal date code and display it on the screen.

Note that there is no place in the date code for the year. After a year the new journals will overwrite the old journals in the archive. If the date in your computer is wrong then the journal will be given the wrong date code and may overwrite a journal from this year.

When you close your register you may print, save, or archive your journal, any two options or all three. From the "Journal" function in POSCONFG.EXE you may

automate the handling of the journal file. First of course, you must turn on the journal file function (you can also do this from the "Printer Setup" function). Then select to automate the function, pick which options you want and if you choose to save to a floppy you must enter the drive letter and file name you wish to use.

So now that you have saved your journal file what can you do with it? Even though the journal files do not have a .TXT .DOC or .WRI extension they are still text files, any word processing program can read them. Print it out, rename it, do whatever you want with it.

The "Journal" feature of the POSCONFIG.EXE will display or print out any journal file. When in the "Journal" feature press [F5] and you will be offered the option to load "1. Current journal" that is being updated when a new transaction happens, "2. The journal file named ??????.TXT", assuming that you copy the journal to a text file when you close out the register, or "3. Archived journal" assuming that that you archive the journal when you close out the register. If you want to load the archived journal you will be asked for the month and day of the archive you want.

Once the journal is loaded you may scroll through it on the screen or search it for a sample "search" text you may enter. You may also print out the entire journal or print only the portion of the journal displayed on the screen.

KEY PRESS BEEP

This function makes the cash register beep whenever a key is pressed on the keyboard. If you find that annoying, it also turns it off.

Note: On some computers the key press beep will be very long and delay the program. In this case you must turn the key press beep off.

KITCHEN FEATURE

Depending on your business it may be required that you send the details of your transactions to an off-site location. If you have a restaurant you may need the food orders to be sent to the kitchen. This is what the KITCHEN.EXE program will do.

To run KITCHEN.EXE your registers must be networked together. The basic concept is that each register will transmit the details of a sale to the server. The KITCHEN.EXE program will run on another networked computer in the kitchen and will collect the individual transactions from the server and display them on the screen, you can also print the order from the screen. Another option is to not display the order at all and just have the program print them.

However if you only have one computer, two printers, and a long printer cable you can set up the one computer with both a LOCAL and a GLOBAL folder (see the "Network" section of this user's guide.). You can then set up the KITCHEN.EXE program to only print receipts and then print the orders on the printer in the kitchen. The KITCHEN.EXE program must be run from the GLOBAL folder.

The POS program puts the sales information into a temporary communication file that is then read by the KITCHEN program. The KITCHEN program then erases the communication file. For those users that do not use the KITCHEN program this means that the communication file would grow without limit. To keep this from happening there is a 1000 line limit on the communication file. If you start up the registers before the

KITCHEN program or if the KITCHEN program goes down, all receipts over the 1000 line limit will be lost.

SETUP

Before you can use KITCHEN.EXE you must first set it up in two places. It is very possible that not all items sold in a store / restaurant need to go to the kitchen. For example drinks may be prepared by the waitress. Or this may be a restaurant / souvenir tourist post. You don't want the sales from the souvenir counter to go to the kitchen.

Therefore you will be able to specify which categories of merchandise will go to the kitchen. In the "Kitchen" feature of the POSCONFIG.EXE program you will be able to enter the range of categories that will be sent to the kitchen. For example if categories 1 - 5 are drinks, 6 - 15 are food, and 16 - 52 are knickknacks then you would send categories 6 - 15 to the kitchen. You can also set up another kitchen register in the bar and have food go to the kitchen and drinks go to the bar.

If your merchandise does not have categories (all lines in the stock table have the category all set to zero) and you do not set the range of categories to be sent to the kitchen (0 to 0) then everything will be sent to the kitchen because the category on everything (zero) is in the range of (0 to 0), what fun! You can prevent this by setting the range from 1 to 1.

Now you have to setup the actual KITCHEN.EXE program. Run it and at the "Welcome to Kitchen Viewer" screen you can press [F1] to enter the setup screen. There will be several parameters to enter.

F :\POS\NETWORK	Network PATH
KEYSHOP	Register file name.
YES	Print receipts on a printer.
NO	Only print receipts on printer.
PAGE	Print on a page printer or print continuously.
0	Number of blank lines between receipts. (Continuous) 0 - 20
0	Number of top margin lines. (Page) 0 - 5
60	Number of printed lines per page. (Page) 50 - 99
0	Number of bottom margin lines. (Page) 0 - 5
YES	Use form feed at end of page. (Page)
80	Print 40 or 80 characters wide.
NO	Forced line feed.
NO	Print blank line between items.
COLOR	Color or black and white display.
#1	Is this Kitchen #1 or Kitchen #2

While these parameters are mostly just like the ones in the main POS software they are not shared with the POS software. For example if you print 40 character wide receipts on the main POS.EXE program you can set the KITCHEN.EXE program to print 80 character wide receipts. This means that setting these parameters in the main POS.EXE program will not also set them for the KITCHEN.EXE program.

Since most of these parameters are the same as those in the main program I will not explain them again here, I will only explain the new ones.

PATH

The PATH tells the program where on the network is located the GLOBAL folder that contains all of the information that is shared by all the registers. The PATH you enter here must be EXACTLY THE SAME as the PATH you entered on all of your registers. See the "Network" section of this user's guide.

NOTE: If you do not set a PATH and try to run the POS.EXE program and the KITCHEN.EXE program from a stand-alone computer using the same folder on the same drive the program may appear to function. But eventually the POS.EXE program and the KITCHEN.EXE program will try to access the same data file at the same time and both programs will die.

REGISTER FILE NAME

When you created your register you gave it a filename. If you have forgotten the name you gave to your register files then run the POSCONFG.EXE program. At the top of the main menu it will say something like "File name = THESTORE.POS" In this example the file name you need is THESTORE, ".POS" is not part of the file name you use for the KITCHEN program.

PRINT RECEIPTS ON PRINTER

You must set this parameter to YES if you wish to be able to print receipts in the kitchen.

ONLY PRINT RECEIPTS ON PRINTER

If this parameter is set to "NO" then the screen is the main way to view receipts in the kitchen, however by pressing [TAB] you can also print out the current receipt. If this is set to "YES" then the screen will not display receipts, all receipts will be printed to the printer and then erased from the file.

IS THIS KITCHEN #1 OR KITCHEN #2

This program needs to know if it should read the data for Kitchen #1 or Kitchen #2. If you are sending food to one kitchen computer and drinks to the other, which one is this one?

Look in the "Printer setup" section of this user's guide for details on the following...

PRINT ON PAGE PRINTER OR PRINT CONTINUOUSLY
NUMBER OF BLANK LINES BETWEEN RECEIPTS
NUMBER OF TOP MARGIN LINES
NUMBER OF LINES PRINTED PER PAGE
NUMBER OF BOTTOM MARGIN LINES
USE FORM FEED AT END OF PAGE
CUTTER BAR
SET PRINTER PORT?

NOTE: If you run this program and the POS.EXE program from the same computer, then if you set the printer port to a different port from that which the POS program uses to print receipts, you can then print receipts at the register and orders in the kitchen. This assumes that you have set the KITCHEN.EXE program to "Only print receipts."

DISPLAYING ORDERS

As you ring up orders the KITCHEN.EXE program will capture them and place them in a file. You can then display the orders on the screen. This assumes that "Only print receipts on printer" is set to "NO"

The POS.EXE program sends orders to the KITCHEN.EXE program whenever you park a sale or complete a sale. If you park a sale and then unpark it and add more lines to it, only the new lines will be sent when the sale is either parked again or the sale is completed.

You can display 2 orders on the screen at a time although the file can hold up to 160 orders. The top two lines of the screen are a "location bar" which tells you where you are in the file. The colored length (cyan / purple) of location bar will give you an idea of how many orders are in the queue, the width of the screen will take 80 orders to fill. The location bar is color coded. A cyan location is an order that still has items that need to be filled, purple locations are completed orders, and blue locations are blank. The upper left corner of the screen is the order that has been in the queue the longest. The two asterisks tell you which two orders in the file are currently being displayed. If you press the left or right arrow keys you will move through the queue. [CTRL] + [HOME] will send you to the oldest order, [CTRL] + [END] will send you to the newest order.



KITCHEN.EXE screen

The order displayed on the left is the active order that you can manipulate, the order on the right is the next order and to manipulate it you must press the right arrow key to move it to the left and make it the "active" order.

The scroll bar on the left shows you which line in the active order you can mark or unmark. The center and right scroll bars show you where the display window is for the order to the scroll bar's left. While an order may have up to 200 lines you can only display 19 lines at a time. To move up or down the active order you may use the up and down arrow keys, [PAGE UP], [PAGE DOWN], [HOME], or [END] keys. The scroll bars for a particular order will not reset if you move to display other orders, when you return to the original order the scroll bars for that order will be in the same place.

Each order header will display the transaction number if the order was transmitted by completing the sale. It will have a parking code if the order was ever parked. The header will display the employee's name. The "Time in" is the time the KITCHEN program logged in the order; not the time the POS program sent the order. However if the POS program and the KITCHEN program are both running at the same time the time difference between sending and receiving the order should be negligible.

When you fill an item in an order you can mark it by moving to that line in the order and pressing the [SPACEBAR], the line will then be dimmed. If you press the [SPACEBAR] again the line will be unmarked. When all the lines on an order have been marked the location of that order on the "location bar" will turn purple. If the space is still cyan then there are still items in the order that need to be filled, don't delete it.

To actually remove an order from the file you must make it the active order and then press [DELETE]. That order will then be removed from the file and all the following orders will be moved up in the queue. It is important to remove filled orders because once you have 160 orders in the queue new orders will be lost.

If you wish to print an order (assuming that you have set up this program to print orders) press [TAB] to print the active order. Marked lines will be preceded by (*).

If you press [ESC] you will then be asked if you want to restart the program or to quit the program. Quitting the program will not erase the file. If you quit, or for some reason the program or the computer dies, all data and changes to the file will remain. The only way to erase the file is to kill the orders one by one.

MALL FILE / BACKUPS

MALLFILE

If your store is in a mall, at the end of the day your mall may want your register to transmit the store's sales to the mall's computer.

This program can be made to do that. In this feature there are several preprogrammed methods of transmitting sales to the mall computer. If one of them works at your mall that's great, use it.

However if none of them work for your mall then the only way to add your mall's format is if I add programming code to this program to do this. This is the only thing here that IS NOT FREE. Since it is very likely that this will be a feature that is written for you only, and no one else will be able to use it, and you probably need it right away, then I am going to have to stop everything else I am doing to do it for you. Therefore there will be a \$25.00 programming fee for this service. And before you ask, yes, your mall's method will go into the next general release of the program and the next store from your mall will get to use it for free. Sometimes life is harsh.

To access this feature use the "Mall file" feature of the POSCONFIG.EXE program. You can select to not use this feature or select from several preprogrammed methods. When you select a method you will be asked to provide information provided by your mall, such as an ID number for your store. The program will then show you a sample filename, a text of a sample file, and the name of the folder that the file will be placed in. If this matches what your mall needs then you are home free.

Your mall will setup hardware and provide software to transmit the file to their computer, usually.

Now when you close out the register using option "2. Close / Print / Erase" this program will create the mall file in the proper folder.

BACKUPS

By entering a drive letter into this feature you will set this register to backup all files to that drive when the register is closed out. If you enter no drive letter then there will be no backup.

All files will be saved including program files and data files. All files from the folder that contains the POS program files and the sub folder for your register will be backed up. For example: if your POS folder is at C:\PROGRAMS\POS and your register name is KEYSOP the both the folders C:\PROGRAMS\POS and C:\PROGRAMS\POS\KEYSHOP will be backed up. This could take a while.

You should not attempt to do a backup on a drive with less than 100 megabytes of free space and possibly larger. This means a ZIP drive, RAM drive or a CD-RW drive that has been formatted to work as a standard data disk. There is NO WAY a backup will fit on any floppy disk.

When the register is closed the clerk will be offered the option of skipping the backup. At that time the drive letter cannot be changed.

To restore the files from the backup you can use the Windows feature "My Computer" to copy the POS folder (and sub-folders) from the backup disk or you can run the POS program from the back up disk, change the drive letter in the POSCONFIG.EXE to C: (or whatever drive you normally use) and then close out the register. The backup feature will then backup from the backup disk to the main disk. Remember after doing this you will have to change the drive letter in the POSCONFIG.EXE to back to the backup drive.

This is a local feature and must be set for each register.

NETWORKING THE CASH REGISTER

IMPORTANT! If you are running this program over a network, then at the beginning of each day you must run the POS.EXE program from the GLOBAL folder before starting the POS.EXE program from any of the LOCAL folders. Only the GLOBAL copy of the program will update data files on a particular date. Once the program displays the main menu all files will have been updated and the POS.EXE program in the GLOBAL folder can be closed.

This program can be used as a "stand-alone" register or it can be reconfigured to run over a network. A "stand-alone" register is where there is only one register in the store. All sales must therefore be rung on this one register because it is the only one.

This makes for a very simple system in that there is only one set of data files and only one way to access them, which is through the one register.

But what if your store is so busy that one register will not handle the customer traffic? You could run two copies of this software on two stand-alone registers but this leads to problems. If you are using a stock table, what is sold on one register will not be noticed by the other register. If you have two identical inventories (one in the stock table of each register) then when an item is sold from one register it will be subtracted from the inventory of that register but not from the other register. So to function properly you will need to have the registers linked together over a network so that they can share data files.

Of course to run the registers over a network the first thing you will need is two or more computers linked over a network. I am sorry but deciding on what kind of network you should have, what hardware you should use, and how to set up the network is up to you. If you consult with someone else or some company to help you with these decisions tell them that you are trying to network DOS software that is network compatible. Have them read the next section of this users guide and make sure that they tell you what PATH you must enter to the "Global" folder.

However here is some basic network information you will need to setup a network for DOS software like this program.

There are two ways to set up a network. One way allows any computer on the network to refer to any other computer by the other computer's name. A PATH to a folder on another computer would look like this <\\DAVESCOMPUTER\POS>

The other way has a drive (either a physical or a virtual drive) that is designated as the "server" for the network. The server will have a special drive letter like H: All computers on the network will use the C: drive to store local data and the H: drive will store files that are shared by all the computers. A PATH from a local computer to a folder on the server drive would look like this H:\POS To use the POS program the network has to be of the H:\POS path type.

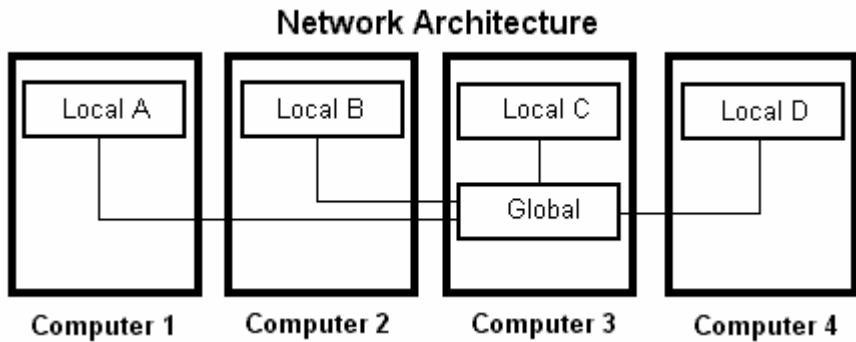
The server folder must not be the root folder so a PATH of H:\ would not work but a PATH of H:\GLOBAL would be fine.

No segment of the PATH may be longer than 8 characters. For example the PATH of H:POS\NETWORKING\GLOBAL would be invalid because NETWORKING has more than 8 characters.

SETTING UP COMPUTERS TO RUN "CASH REGISTER" OVER A NETWORK

To setup this program to be used on a network you must have some basic knowledge of how files are saved on a computer disk in "folders" and what a "path" is to access those folders. If you do not have this knowledge it is best to seek some help from someone who does.

When used over a network various "folders" must be set up on each computer being used as a cash register. First, each register must have what is called a "Local" folder. This folder will keep all of the program files and data files that are used by that register. These are called, of course, your "local" files. While you can name this folder anything you wish and place it anywhere you want on the hard drive, to keep it simple please name this folder POS and place it at this PATH - C:POS



You must create this C:\POS folder on each computer on your network that is being used as a cash register and place into that folder all of the program files from the Cash register program. If in the future you wish to upgrade the Cash Register program to a newer version you will have to load the new version into each C:\POS folder on every computer that is being used as a cash register. You may now place the icon from the POS.EXE program on your computer screen's desktop to be used to start the Cash Register program. Remember that your "Local" folder is located at C:\POS on each cash register computer.

Now you must create one "Global" folder. The global folder will hold all of the data files that are shared by all registers. This folder is only created on ONE of the networked computers. This folder should be created on the most used cash register computer because if your network goes down only the computer with BOTH a "Local" folder AND the "Global" folder will be able to ring up sales until the network comes back up.

While you can name the "Global" folder anything you wish and place it anywhere you want on the server, to keep it simple please name this folder GLOBAL and place it at this PATH (assuming that your server hard drive is F:) F:\GLOBAL

You must also place all of the Cash Register program files into the "Global" folder" and of course if you wish later to upgrade the Cash Register program to a newer version you will have to copy the new version program files to the "Global" folder also.

SETTING UP THE PROGRAM TO WORK OVER A NETWORK

The stand-alone version of the Cash Register program and the network version of the Cash Register program are the EXACT SAME PROGRAM FILES. To convert POS into POSnet all you will have to do is to enter a network PATH into the POSCONFIG.EXE program, give each register a register letter, A-Z, and declare one of the folders to be "Global" while the other folders are "Local".

If you are converting from a "Stand-alone" setup to a network setup (meaning that you have been using the cash register program for a while on one computer that has not been used over a network and you now want to use the program over a network using the same computer plus others connected to the network) then first create the local folders on the other computers and the global folder on ONE of the computers. Now over the network copy ALL of the files from the existing local folder to ALL of the other local folders AND the global folder.

If you are new to the Cash Register program then create a local folder on each of the computers to be used as a register and the global folder on ONE of the register computers. Now copy all of the program files to each of the local folders AND the global folder. IMPORTANT NOTE: When you start this program for the first time you will be asked to give your register a file name. You must use the SAME FILE NAME for your register data files on the global folder and each local folder.

Now it is time to setup the Cash Register program to function over the network. Go to the LOCAL folder on one of the computers and run the POSCONFIG.EXE program and go to the "Network" feature. First enter the PATH to the global folder. Assuming that the server drive is F: and you created the global folder on the server drive at \GLOBAL then the PATH you would enter would be F:\GLOBAL. You now must give this register a "register letter" from A to Z. When using the program later, under some conditions, it will be very important to know from which register a transaction was rung. The "register letter" will be printed after every transaction number on every receipt, i.e. 1234A, so you must give each register a different "register letter." This software will NOT check to make sure that each register has a different "register letter" YOU must make sure that each one is different on each register. On the lower right of the screen you must make sure that this folder is set up as a LOCAL folder, press [TAB] to change it if you need to. When everything is correct press [ESC] to return to the main POSCONFIG.EXE menu.

Now repeat the above process for each of the other registers.

Now you must go to the GLOBAL folder and do the same thing. Even though the program will be running in the global folder you must still enter the PATH. You must still enter the "register letter" because while the POS.EXE program in the global folder will not allow you to ring up transactions it will allow you to open and close the program thereby printing opening and closing receipts. Since the closing receipt from the global folder will give you the sales from the entire store it would be very helpful if you knew which one it is. And this time you must set the folder as the GLOBAL folder. This is important because it will prevent the program from doing things in the global folder that it should not do and allow the program to do things that the copies of the program in the local folders cannot do.

Remember that the PATH to the global folder MUST be the same in the global folder and each of the local folders. If you entered F:\GLOBAL as the PATH in one folder then you must enter F:\GLOBAL as the PATH in all of the other folders.

When the program is set to be used over a network (i.e. the network PATH is not blank) the main menu screen of both the POS.EXE program and the POSCONFIG.EXE program will display the word "NETWORK" followed by the network letter for that register. If "NETWORK" is not displayed then that register is not part of the network (even if the computer it is on is on the network) and data from that register is not being shared with the other registers.

So why are there local data files and global data files? Global data is shared by all of the registers, things like the stock table, tax rates, customer info, sales history, employees, receipt headers and footers, coupons, passwords, etc. This data can be accessed and changed by any register and the changes will then apply to all of the registers.

Local data applies to only the register it is entered on, for example hardware issues. It is possible that each register was cobbled together from different parts at different times as new registers were needed. Different registers could be run on different computers running different versions of Windows (or DOS) attached to different receipt printers and different cash drawers. Therefore settings for things like printer setup, printer programming, color or B&W, keyboard beep, open cash drawer settings, etc. are all local.

To find out if something is "local" and must be set on each register or "global" and can be set from one register and will then apply to all registers use the POSCONFIG.EXE program to access the feature you are interested in. If this symbol (L) is near where you enter the data or setting then it is local, if the symbol is not there then it is global.

Two of the things that are local are the journal and the record of past sales. This is why the receipts have the register letter following the transaction number. If you need to void a sale you must do it from the register that originally rang up the sale, it is the only one that will have the record of that particular sale in its .REC file so that you can void it.

The journal being local allows you to deal with just one register when trying to make sure that no sales have gone "missing." If you print your journal you do not have to compare the transaction numbers from each printed journal roll to make sure that the transaction numbers are sequential. For example, transaction number 2568 is on journal E and then 2569 is on A and 2570 is on journal C. Each register journal is separate and has its own sequential transaction numbers.

DIFFERENCES BETWEEN "STAND-ALONE" AND NETWORK OPERATION.

Sale parking.

Sales can be parked from any register and can then be picked up from any other register. However if one register is parking or picking up a sale the other registers will not be able to access sale parking until the first register is finished or has waited to get into this feature for 3 minutes. This is because if two registers access the parking feature at the same time it is possible to give two different sales the same parking ID or to park the two sales in the same slot thereby losing one of the parked sales.

Stock table.

It is not a good idea to make structural changes in the stock table while sales are being made on other registers. Do not delete current items and moving current items around in the stock table is a REALLY BAD IDEA. When a sale begins the POS.EXE program locates where every item is in the stock table. If that item moves while the sale is being processed then the item cannot be found.

Changing prices, tax rates, or other information is OK but if the item has already been rung into the sale on another register those changes will not be reflected in that one sale.

Closing the registers.

The only noticeable change in closing an individual register is that you will not be able to reset the merchandise data from the register. The closing receipt will only report sales from that one register. All of the figures on the closing report (except "tips") are also from only that register. You MUST close every register before you close the "Global" register.

After all of the registers have been closed you must run the POS.EXE program from the GLOBAL folder. Closing out this global register will print on the closing report the sales from the whole store, all of the figures on the global closing receipt are a total of all of the registers added together. Only when you close the global register will you be offered the option to reset the merchandise data. The global register cannot ring sales, returns, no sales, or voids.

Reports.

While closing on a register is local, making a report (option #8) is global. So if you press [7] to see the closing screen it may tell you that the local sales for that register are 345.67 but if you press [8] to make a sales report it may tell you that the sales are 1234.56 for all of the registers.

INVENTORY AND RECEIVING

On a "back room" computer you can run only the RECEIVE.EXE and INVENTOR.BAT programs if you wish. You will also have to run the POSCONFIG.EXE program once to configure the folder as a "local" folder and enter the PATH to the global folder. This assumes that the back room computer is also on the network and you can actually run several back room networked computers if you wish to.

When run over the network you will not need to, or be able to, copy files from one drive to another as all of the data files will actually be kept in the global folder.

After you have entered your received merchandise or your inventory into the data storage file you will still need to load that file into the stock table, however only the copy of the POS.EXE program in the global folder will be able to load the file.

If you do not wish the registers to be able to receive merchandise or enter inventory then remove the RECEIVE.EXE and INVENTOR.BAT from those local folders. Note: taking inventory requires both the RECEIVE.EXE and INVENTOR.BAT files.

OPEN CASH DRAWER

If you have a cash drawer attached to a receipt printer you may use this function to program the register to open the cash drawer.

It may also be possible for this program to open a cash drawer attached to your computer through the serial port. See below.

When you use the "Open cash drawer" feature in the POSCONFIG.EXE program you will be asked if you want to open the cash drawer through the PRINTER or COM: (serial port.)

PRINTER

A "printer" cash drawer will have a little cable, that usually looks like a short telephone cord, that plugs into a port in the back of a receipt printer. If you have a cash drawer that does not have this cable or the cable will not plug into the port on the back of the printer then the register may not be able to open the cash drawer.

It is possible that you may have a cash drawer that may share the printer port with the printer or use the computer's serial port or plug into a USB port or who knows? It may be possible for this program to be reconfigured to open those cash drawers. My email is daleharris@prodigy.net. Write me, I'll write back.

A receipt printer is a specialized printer for cash registers. One of the features it has is that it has a port to plug in a cable from a cash drawer. A regular computer printer will not have this port. A receipt printer is also programmed so that when it receives a "control code" from the computer it will send a signal to the cash drawer to open the drawer. A regular computer printer will not do this even if it has the port.

Very few receipt printers will require that the printer driver be modified before they will open the cash drawer attached to it. After modification some will open the cash drawer whenever they print anything and you will have to do nothing here. In other cases you will still have to enter a control code here for your printer to open the drawer.

After installing the printer driver for your receipt printer in the Windows' 'Printer & Faxes' folder right click on the icon for your printer. Now click on [Properties]. In many cases a window with several tabs will open up. Click on the tabs one at a time to see if they will refer to opening the cash drawer. If they, do you will have to refer to your printer's manual and enter the proper settings / data for your printer to open the cash drawer.

If the printer can be set to open the drawer whenever it prints then on this feature leave the setting to [Printer] and on the following screen leave the codes all set to zeros.

To be able to have this program send the proper code to the printer to have the printer open the cash drawer you must tell this program what the code is. To do that, you will have to find the code either in the printer's manual, contact the printer manufacturer, or see if your printer is listed on my webpage here
<http://keyhut.com/popopen.htm>

Use the "Open Cash Drawer" function in the POSCONFG.EXE program to enter the control code that opens the cash drawer into the register.

Just to annoy everyone printer manufacturers may give you the control code in one of three different formats.

Decimal. In other words, regular numbers like 27, 45, 181. This would be great because decimal is how you have to enter the code into this program. The first decimal in a control code is almost always 27, so if the control code in your manual starts with a 27 you can be confident that it is a decimal code, just type it in.

Hexadecimal. These numbers are set to a base of 16 instead of 10. They are usually printed in two character groups and will have the letters A - F added to the numbers like 1B, 23, 51, A3. Hexadecimal control codes will usually begin with the number 1B, since 1B equals 27 in decimal. You cannot enter hexadecimal numbers into this software. Fortunately this program will convert hexadecimal numbers into decimal for you. At the

bottom of the screen where you enter the control codes you will find a place labeled "Convert hexadecimal". Enter your "Hex" numbers there and press [TAB] to be shown the decimal equivalents. Enter the decimal numbers into the control codes.

Letters. In computers every symbol that can be printed has a numeric equivalent. A = 65, a = 97, + = 43. Codes also have numeric equivalents, [ESC] = 27. If your manual tells you that the control code to open a cash drawer is something like [ESC], H, e, 4, or [ESC]He4 then you must convert these characters to decimal equivalents. Fortunately this program will convert letter codes into decimal for you. At the bottom of the screen where you enter the control codes you will find a place labeled "Convert letters". Enter letters there (remember that uppercase letters have different codes than lowercase letters) and press [TAB] to be shown the decimal equivalents. Enter the decimal numbers into the control codes. Remember that [ESC] = 27

You may enter up to 6 decimal numbers into your control code, you do not have to use all 6. After you have entered your control codes, and if you have your printer & drawer hooked up to your computer, you may press [F4] to test opening the cash drawer.

COM:

If you choose to open the cash drawer through the COM: serial port then you must have a cash drawer that plugs into your computer through the computer's serial port.

After choosing COM: you will be asked to choose which .BAT file you will be using to actually pop open the cash drawer, 3 for the COM1: port and 3 for the COM2: port. Highlight them one at a time and then press [F4] to test it. If it works press [ENTER] to make your choice permanent. For SERIAL3 or SERIAL6 to work the APRINT6.EXE program must be running. To actually open a serial cash drawer the files SERIAL1.BAT to SERIAL6.BAT files must be in the folder on your computer drive that has the POS program.

PASSWORDS & NAME

Use this function to change the master password and the register's name.

A register's name is only displayed at the main menu of the cash register program. If you are running multiple registers on the same computer displaying the register's name would be helpful. If you enter your company's name as the register name then that will be displayed on the main menu.

Passwords are used to restrict access to various portions of the Cash Register program.

SHOULD YOU HAVE PASSWORDS?

Just because you CAN have a password for a feature it does not mean that you SHOULD. If you password every possible feature it will mean that a supervisor will almost always have to be near the register to do almost anything.

However two important passwords to have are the 'MASTER' password to prevent employees from using this program to change the configuration

of your register and, if your register does not generate a journal, the "CLOSE" password to keep employees from closing the register at mid-day, and then reopening the register and telling you that a partial day's sales were the entire day's sales.

PASSWORD RULES

The master password overrides all other passwords and can be used in place of any other password.

Each password has a function number associated with it. For the feature to require a password to use it the function number must be "1" or higher.

If the function is not '0' but no feature password or master password exists then that feature will not require a password."

If the function is not '0' but the feature password does not exist then only the master password will allow access to the feature.

If the function is not '0' but the master password does not exist then only the feature password will allow access to the feature.

MASTER PASSWORD

The master password overrides all other passwords and can be used in place of any other password.

The master password is needed to access your .POS file using the POSCONFG.EXE program. The master password is required to be able to change pieces and dollars sold in the stock table. If your master password is blank then no password will be required to access your .POS file and most other passwords may be bypassed just by pressing [ENTER].

Entering a master password is a REAL GOOD IDEA!

REDUCTION / DISCOUNT PASSWORD

Password will be required to give a discount or allow a reduction / coupon in a sale.

RETURN PASSWORD

Password will be required to ring up return / refund transaction.

FILE MAINENANCE PASSWORD

Password will be required to enter "file maintenance" which takes you to this program, stock table, tax rates, time, etc.

STOCK TABLE PASSWORD

Password will be required to go to the stock table. However you must use the Master password to enter the stock table if you wish to change 'pieces sold', 'amount sold', and 'inventory' in the stock table.

NO SALE PASSWORD

Password will be required to open cash drawer without a "sale" or "return" transaction.

VOIDS PASSWORD

This password has two different functions. If the function number is "1" then the password will be required to enter the "Voids" function to view previous sales and void out a sale. If the function number is "2" then you will be allowed to enter the "Voids" function to view previous sales without needing the password but you will have to use the password to actually void out a sale.

When the lightbar is here you can also press [F1] to set "Need password in sale" to "YES". Then even if the "void" password function is set to "0" you will still need the void password to void an incomplete sale or a line in the sale.

LOCK REGISTER PASSWORD

This password has three different functions. If the function number is "1" or higher you will be able to lock the register from the main menu using the password. In addition if the function number is "2" the register will automatically lock when you close out the register, or if the function number is "3" you will be offered an option to lock the register when it is closed out.

CLOSE REGISTER PASSWORD

This password has two different functions. If the function number is "1" then the password will be required to enter the "Close" function to view the day's total sales and optionally to close out the register. If the function number is "2" then you will be allowed to enter the "Close" function to view day's total sales without needing the password but you will have to use the password to actually close out the register.

NOTE: If your register is not keeping a printed or disk file journal then it is important to use the "Close" password. If you do not, then associates could close the register at mid-day and then restart it. It would then appear that the sales total for the restarted register is for the whole day and not for only part of a day.

REPORTS PASSWORD

Password will be required to enter 'Reports' function.

EMPLOYEE PASSWORD

Password will be required to enter 'Associates' function."

CUSTOMER LIMITS

Not currently used.

In the future this program will allow customers to purchase merchandise and instead of paying for it to put the purchase on a "tab". This password is for setting the limits of that "tab"

TAX PASSWORD

There are 5 possible functions for the tax password. If the function number is zero then the tax password is not used. If the function number is not zero then the tax password will be required to change any tax information from the POS.EXE program. If the function number is set to 2 or 4 then the password will be required to access the tax chart and to be able to change the tax rate on an item being rung up in a sale. If the

function number is set to 3 or 4 then the password will be required to access the tax chart and to make a sale tax exempt.

PAYMENT OPTIONS

This register accepts six payment options, cash, checks, credit, debit, gift cards and “user defined”. Your store may not. Use this feature to turn any of these payment options to YES or NO. If the option is set to NO the sales person will not be offered the choice of that payment option.

You may also turn the option of "multiple form of payment on the same sale" to YES or NO. If NO each sale must be paid in total by one payment option, i.e. she must pay in only cash OR check OR credit. If this option is set to YES then she may pay using cash AND check AND credit. NOTE: Even if “multiple form of payment” is set to “NO” if a customer pays by gift card, and the card will not cover the amount of the sale, then you may use one additional form of payment to cover the remaining amount.

NOTE: You cannot pay part of the sale in credit and part of the sale in debit even if you have set “multiple form of payment” to “YES.”

CASH BACK

You may also allow “cash backs” in credit and / or debit payments. “Cash back” will be a line item in the closing screen and closing receipt. The “cash back” total on the closing screen and receipt is the total for both credit and debit cash backs.

(See Checks)

GIFT CARDS

To sell gift cards, or use them to purchase merchandise, you must first allow gift cards to be used in your store by going to the “Payment options” feature of the POSCONFIG.EXE program. Once there you must set “Accept gift cards.” to “YES”. Just as important while you are in this feature you must also press [F1] to configure gift cards. You will have 3 options.

1. Do not sell gift cards.
2. Gift card number is typed, scanned, or swiped.
3. Randomly generated gift card numbers.

If you choose option 1 you will not be able to sell or use gift cards in your store. If you choose option 2 then to sell a gift card you must either type in the gift card number, scan the barcode on the gift card, or use a card reader to read the magnetic stripe on the gift card. These last two options would require that you have obtained actual gift cards to use in your store with either, or both, magnetic stripes or barcodes on them. Option 3 will generate a random number for each gift card however when you are asked to enter the value of the card you may press [ESC] to go back and type in a number. Gift card numbers must be at least 6 characters long and up to 20 characters.

There are three options you may choose to utilize...

1. “Allow payouts to cash out the gift cards.” If this is set to “YES” and payouts are also set to “YES” (from the main POSCONFIG.EXE program menu) then from the POS.EXE program you can choose option “2. Returns – Payouts” then from the sale

screen press [F10]. You may now choose to return to the customer the remaining value (or partial value) of the gift card as any form of payment. Normally this feature is only used when gift cards are used as "Prepaid Accounts" to return unused value at the end of the season / year. NOTE: If you do not setup "Payout" stock numbers in the stock table then you will only be able to use "Payouts" to cashout gift cards.

2. "Allow zero value gift cards" If this is set to "YES" then you may create gift cards with a 0.00 initial value. This is used if you want to issue gift cards instead of cash when there is a return, make some up and keep them handy. It can also be used to pre-register "Pre-paid Accounts" Another use is to give store credit like in a game cartridge swap store.

3. "Allow money to be added to an existing gift card." This also should be allowed if you are using gift cards for "Pre-paid accounts." NOTE: You can always add value to a card on a "Return"

The next set of gift card options are...

1. Print a certificate to use as a gift card.
2. Do not print a certificate to use as a gift card.

If you have obtained actual gift cards to use in your store then you would not want to print out a certificate to use as a gift card. If you have no actual gift cards then you must print a certificate to use as a gift card. If you choose to print a certificate to use as a gift card you will be able to enter up to 10 lines of text to print on your gift card certificates, or the text will be printed on the receipt issued when the gift cards are purchased if certificates are not printed. This text may be used to explain any conditions on the use of the gift cards. While typing the text you may also use the up or down arrow keys to move to the labels GIFT CARD, NUMBER #, ADDED VALUE, and CURRENT VALUE,. If you type in new labels they will be used on certificates and receipts. In addition if you change the "GIFT CARD" label it will be used in many other parts of the program.

If you sell more than one gift card in a single transaction then a certificate to use as a gift card will print out for each gift card. You can sell up to 30 gift cards in a single transaction.

OTHER USES FOR GIFT CARDS

PREPAID ACCOUNTS

Gift cards can also be used as prepaid accounts. For example, let's say you run a cafeteria or day camp and you want the kids to be able to purchase stuff but not have to carry cash. You can have their parents open a prepaid account by purchasing a gift card for each child. Since the gift card number may be up to 20 of any keyboard character you can use the child's name as the gift card number. If you use their student ID number as the gift card ID number then their student ID card can serve as their gift card. You can add additional money to the card at any time.

STORE CREDIT

You can use gift cards for an “exchange” type of business. For example if your store allows customers to bring in old game cartridges for credit to use the credit to purchase new or additional used game cartridges, you can buy back the old game cartridges by putting the value that was credited to a gift card. Then the money can only be used in your store. Redeeming merchandise from a customer is handled as a “2. Return.” NOTE: To use store credit for a new returnees you must have previously created some zero value cards to be kept by the register. Old returnees can use their current gift cards.

SELLING GIFT CARDS

Once you have set up gift cards you can sell them by going to a “Purchase” transaction and pressing [F10]. This will allow you to sell up to 30 gift cards in one transaction. Gift cards are not taxed and cannot be discounted or reduced.

When you sell a gift card you are not actually selling anything. A gift card is actually an interest free loan from your customer to you. If the card is lost or otherwise unredeemable then the gift card is a tax-free gift to you. (Not really, you still owe the money to the customer, he just has no way to ever collect it.) Therefore if after you sell a gift card and then check your sales on the closing screen you will notice that you have not sold anything in your net or gross sales. Your payment method sales will increase because the program has to account for money in the register but your actual sales will be unchanged. This also means that the “Z” reading for your register will also be unchanged. On the closing screen will be the total number of gift cards sold and their value.

INCREDABLY IMPORTANT

The current value of each gift card is not kept in the card, it is kept in your computer. There is a master index file for all cards on your hard drive and also a file for each card. This means that if anything happens to these files, or your computer, that the value of all outstanding gift cards will revert to NOTHING! Your customers will be VERY unhappy! Backups of your gift card files are essential. When you close the register at night you must backup your gift card files. This will probably require a high volume storage device such as a CD or RAM drive. To backup your gift card files you must make a copy of the subfolder that has the same name as your register files. For example, if you named your register data files MYSTORE then in the folder you keep your POS program files there will be a sub folder named MYSTORE, this is the folder you must back up. If you are using this software over a network then the subfolder will be on the server drive only.

Since the card value of each card is stored in the register that sold it (or the store network) this also means that if you have two or more stores, that a gift card can only be used in the store that issued the card unless you have somehow networked together the computers in multiple stores.

The program keeps a transaction file of each gift card. These files can be accessed through the “Reports” feature of the POS.EXE program. You select the gift card you want by entering the gift card ID and the report will display a list of every transaction made with that card.

GIFT CARD NUMBER 26512254844

BALANCE	79.31			
TRANS TYP	DATE	TIME	AMOUNT	BALANCE
2563A + CASH	08-24-2006	12:21:02	+50.00	50.00
1547C SALE	08-31-2006	16:12:15	-5.36	44.46
2837A SALE	09-01-2006	08:42:03	-.82	43.64
8517B SALE	09-01-2006	12:02:34	-6.87	36.77
1785C SALE	09-01-2006	15:52:41	-18.85	17.92
3011A SALE	09-02-2006	08:21:17	-8.25	9.67
8678C + CASH	09-02-2006	10:52:12	+75.00	84.67
3112A RETURN	09-02-2006	12:04:43	5.36	79.31

While this report will not tell you what was purchased with each transaction you can use the transaction number to go to the register that rang up the transaction and look up the details of the transaction either in the file of past transactions or the journal. This is assuming that you enabled those features.

When purchasing, you can use gift cards as a payment option (if you have allowed gift cards.) When paying by gift card you will be asked for the gift card number. You will not be allowed to enter an amount. The program will charge the remainder of the amount due to the gift card. So if you wish to charge only part of the sale to the gift card you must enter the other forms of payment first. If the gift card does not hold enough value to cover the sale the gift card will be cleared out and the value subtracted from the amount due. You will then be asked for an additional form of payment even if you have not allowed multiple forms of payments for a single sale. If you have zeroed out a gift card by tendering it for a sale and the amount on the gift card did not cover the total of the sale you can use up to two additional gift cards (3 total) to try to cover the amount of the sale.

VOIDING GIFT CARDS

If for some reason you have sold gift cards in error and completed the sale, you cannot void the transaction. The only way to void a gift card is to use "Payouts" to cash out the individual cards one at a time.

USER DEFINED

The sixth form of payment is "User defined." Some stores take "who knows what" as a form of payment, such as food stamps, EFT, etc. In the "Payment options" feature for the POSCONFIG.EXE program you can use the up or down arrow keys to eventually get to the "USER DEFINE" label and change it to anything you want. Then you can ring "who knows what" as the sixth payment option.

PAYOUTS

This feature allows you to make cash payouts from your cash drawer to pay vendors, cash pay checks, petty cash, or other reasons.

To do this you must have the payment options you wish to use in your stock table. You may create any stock number or description you wish however the price must

be set to 0.00, the tax rate set to rate #0, i.e. 0.000% and the category must be set to 255. (It is also a good idea to label slot #255 in the category list "PAYOUTS".) For example you may have the following lines in your stock table...

STOCK NUMBER	DESCRIPTION	PRICE	TAX	CAT
9991	CASH PAY CHECK	0.00	0	255
9992	RECEIVE C.O.D.	0.00	0	255
9993	PETTY CASH	0.00	0	255

Needless to say but you cannot use the payout feature if your register does not use a stock table.

You must also use the "Payout" feature in the POSCONFIG.EXE program to turn "Payouts" on.

If this feature is active, then when you choose to ring up a Return you will be asked to choose if it is a Return or Payout. Payouts will require a master or return password if those passwords have been set up for Returns.

Payout receipts should be signed by the person receiving the payment and should be kept by you as a record that the payout was received.

Payouts will subtract from your 'Cash in reg.' but not from your daily sales. Also if you make a merchandise report using the "Report" feature the payouts will not be added into the sales total at the bottom of the report because a payout is not a sale.

Only cash payouts may be made.

POLE DISPLAYS

If the monitor on your computer cannot be seen by your customers you may want to connect a pole display to your register.

A pole display is a device that usually displays two lines of 20 characters and faces your customers so that they can see what is being rung up on the cash register.

Pole displays are serial devices and plug into the serial port of your computer, this means that you must configure your serial port to the settings that your pole display needs to read the data from the port.

You will find the serial port settings for your pole display in the manual for your pole display or contact your pole display's manufacturer.

The first setting you will need is PORT, i.e. to which serial port you have attached your pole display. Serial ports are numbered COM1:, COM2:, etc. Other settings are SPEED or BAUD, DATA BITS, STOP BITS, and PARITY. These settings are entered into the "Pole display" feature of the POSCONFIG.EXE program.

To actually send the data to the serial port (and thus to your pole display) you must run the program POLE.EXE if your computer runs a version of Windows or you can use "direct access" if your computer runs DOS or Windows '98 or earlier. If you choose to use POLE.EXE it must be started before the POS.EXE program is started and must be left running while the POS.EXE program is running.

IMPORTANT: If you change the settings for your pole display using the POSCONFIG.EXE program and POLE.EXE is currently running, you must exit and restart POLE.EXE for the new settings to be used.

IMPORTANT: If you set up the program to use “direct access” and the settings are incorrect or you do not have a pole display attached to the selected serial port the POS.EXE program will run extremely slowly or will lock up completely.

The settings for the pole display are shared by all register files that are in the same folder on the same computer.

NOTE: So far this feature has only been tested with the “Logic Controls” brand of pole displays but it will probably work with others also. The settings for Logic Controls pole displays are SPEED = 9600, DATA BITS = 8, STOP BITS = 1, PARITY = NONE

PERTELIAN X2040 DISPLAY

A much cheaper, easier to set up, and just flat out better alternative to a traditional pole display is the Pertelian X2040 display which will require Windows ‘98 2000, or XP. And it should work under Windows ME and Vista. While it’s small 3 inch by 1 inch screen would seem to be a drawback the fact that it can be mounted on the back or top of the register monitor (facing backwards) or just about anywhere, easily compensates for its size. In addition the X2040 will display 4 lines instead of just two. This allows the display to show not only the current item being run up but also a running total of the tax and sale total, like this...

COLOR KEY ONE SIDED
5 X 2.49 = 12.45
TOTAL TAX 5.03
TOTAL 35.42

To setup the display all you have to do is download the install software and run it. Then run the resulting PERTPOLE.EXE program while the POS.EXE program is also running. More detailed descriptions, instructions, and the download link can be found at <http://keyhut.com/pertelia.htm>

MONITOR POLE DISPLAY

If you do not have a pole display it may be possible to show the pole display output on a regular computer monitor. To be able to do this you must have a computer that can drive two separate monitors. Windows XP computers can do this and many laptop computers also have this ability even if they run a version of Windows earlier than XP. You can also use a second computer to show the pole display output as long as it is networked to the computer that is running the cash register software.

To actually show the pole display output on a monitor you must run a separate program file BIGPOLE.EXE. This program must be run from the same folder from which you are running the POS.EXE program (unless you are using two computers connected to a network to run POS.EXE on one computer and BIGPOLE.EXE on the second computer.) If you are running both programs from the same computer start BIGPOLE.EXE first. At the first screen, move the output to the second monitor, then continue. After the program description you will be offered 3 display options.

1. 20 character screen width, cannot be displayed in a window.
2. 40 character screen width, can be displayed in a window.
3. 40 character screen width with scrolling.

Option #1 displays in the largest font. However it cannot be displayed in a screen window and must be displayed using a full screen display. If you attempt to display 20 characters wide in a window the program will crash. This is why you must move the program display to the second monitor and begin using a full screen before it switches to 20 character mode. Even then the program may die when 20 character mode begins.

Option #2 will use a smaller font but can be displayed in either a window or full screen.

Both options 1 and 2 will act like a regular pole display and will only show the current pole display data.

Option #3 will use the same font as option #2 so it can be displayed in a window or full screen. However it will show the last 23 sets of pole display data that will scroll up from near the bottom of the screen. The bottom line of the screen will show a running total for the sub total, total tax, and total of the sale. The screen will clear at the beginning of the next sale.

After choosing the option you want you will be asked to enter a PATH. If you are using one computer, and both the POS.EXE and BIGPOLE.EXE programs are running from the same folder then leave the PATH blank. If you are using two computers over a network then you must enter the PATH from the computer running BIGPOLE.EXE to the computer and folder that is running the POS.EXE program.

PRINTER SETUP

The most important feature to enhance is the printer. If your register is not setup to use a printer then no receipts or reports can be printed from your register.

- YES Print receipts on a printer.
- PAGE Print on a page printer or print continuously.
- 0 Number of blank lines between receipts. (Cont.) 0 - 20
- 0 Number of top margin lines. (Page) 0 - 5
- 60 Number of printed lines per page. (Page) 50 - 99
- 0 Number of bottom margin lines. (Page) 0 - 5
- YES Use form feed at end of page. (Page)
- 80 Print 40 or 80 characters wide.
- 1 Print 1 or 2 receipts per transactions.
- NO Print an extra receipt for credit or debit sales.
- YES Save journal info to a text file to print later.
- YES Ask before printing sales receipt.
- YES Ask before printing opening receipt.
- NO Allow printing of sales checks.
- NO Forced line feed.
- YES Pause before printing second receipt.
- NO Print blank line between items.
- YES Print additional alternate transaction numbers.
- 4 Number of digits in receipt transaction numbers.
- YES On 40 character wide receipts remove stock numbers and tax.

Printing Parameters

Printers

Every cash register should print receipts. This, of course, will require a printer. Most POS software will print only on specialized receipt printers. This program will print on both receipt printers and regular computer printers.

Serial printers may work on computers running under DOS or Windows 3.1 to Windows '98. Windows 2000, ME, and NT do not generally support DOS programs that try to use the serial port. Serial printing has not been tested under Windows XP.

If you have Windows '95 or later you may now print through Windows using the Windows printer drivers. This means that any printer that Windows can print to, this program can also print to.

If your printer, like most printers, is connected to the regular parallel printer port you should have no problems.

Dual Printers

Every POS system should also print reports. As a first option this program will print reports on the printer that is used to print receipts. However if you attach a second printer to your computer you can use the first printer to print receipts and the second printer to print reports. Normally the first printer would be a 40 character wide printer that prints on a roll of paper and the second printer would be an 80 character wide computer page printer that prints on sheets of paper.

You would have to attach each printer to a different port on your computer like, LPT1: / LPT2: or LPT1: / USB or two different USB ports. Theoretically you could use a serial port but serial printers are not recommended, will not work under Windows versions after '98, and may not work anyway.

To use the receipt printer as the report printer you need to do nothing other than set up the receipt printer using the parameter settings above.

To use a second printer to print reports from the main POS.EXE menu you must go to the "8. Reports" feature. From the "Reports" menu press [F5] and another print parameter screen will appear like this...

YES	Print reports on a second printer.
PAGE	Print on a page printer or print continuously.
0	Number of blank lines between receipts. (Cont.) 0 - 20
0	Number of top margin lines. (Page) 0 - 5
60	Number of printed lines per page. (Page) 50 - 99
0	Number of bottom margin lines. (Page) 0 - 5
YES	Use form feed at end of page. (Page)
80	Print 40 or 80 characters wide.
NO	Forced line feed.

There are fewer options because when you print reports you will not print second copies, save to the journal, print sales checks, etc.

If "Print reports on a second printer." Is set to "NO" then reports will be printed on printer #1, the receipt printer. If "Print receipts on a printer." from the main print menu is also set to "NO" then neither receipts or reports will be printed.

If "Print reports on a second printer." Is set to "YES" and "Print receipts on a printer." from the main print menu is set to "NO" then receipts will not be printed but reports will be printed on printer #2.

For 2nd printer printing, from this screen, you will also have to select the printer port, set the cutter bar (if your printer has one) and program the printer error trap.

NOTE: If you set up a second printer it will be used to print all reports not just reports from the "Reports" feature. This includes time clock reports, printing out the stock table, etc. With a second printer set only receipts will print on printer #1.

Printer drivers

To run any printer, Windows requires that you load printer drivers for that printer. This includes printers that do not really require printer drivers like most receipt printers. Therefore what you must do for most receipt printers is to load the printer driver that comes with that printer or to load the "Generic" printer driver. Whatever printer driver you do load you must make it the Windows default driver.

To load the "Generic" printer driver for a receipt printer, from the Windows screen click on [Start] then [Settings] then [Printers]. Now click on [Add a printer] and continue until you get to a window that lists different printer manufacturers, one of the "manufacturers" will be "Generic", choose that one and click on [Next]. Now all you have to do is to follow the instructions on the screen. Just make sure that you make the "Generic" printer your default printer.

Generic printer driver problems

There are problems with using the generic printer driver. The generic printer driver is used when you must use the APRINT program to print and you do not have the printer driver for your specific printer. This will usually only occur if you are using the DOSBox software to run this program on 64 bit computers. Normally the best option for a printer attached to the parallel printer port is to send the print stream directly to the LPT1: port or to use the printer driver for your printer.

If you must use the generic printer driver it will only print 66 lines on the printer if in the "Printer setup" feature of the POSCONFG.EXE program you set "Print on a page printer or print continuously." to "CONT." This means that if you print a receipt or report longer than 66 lines that only 66 lines will be printed. This also applies if you print 2 or more receipts, a maximum of 66 lines will be printed.

A partial but ugly solution is to use the following settings...

PAGE Print on a page printer or print continuously.

0 Number of blank lines between receipts. (Cont.) 0 - 20

0 Number of top margin lines. (Page) 0 - 5

60 Number of printed lines per page. (Page) 50 - 99

0 Number of bottom margin lines. (Page) 0 - 5

YES Use form feed at end of page. (Page)

This will print all the lines you need but on a receipt printer will print receipts as "pages" meaning that long receipts will print be broken up into two sections. Also all receipts will be followed by blank lines to fill out the "page" to 60 lines.

Printer port – APRINT6.EXE - USB Printing

There are many possible ports on the back of your computer to which your printer may be attached. You may have up to two parallel printer ports, LPT1 or LPT2. You may have up to two serial ports, COM1 or COM2. You may have many USB ports. This program has no support for USB ports however the following for a solution.

You may also print to the port FILE. This will allow you to send your print job to your printer through your Windows printer drivers, in effect this program will print to any printer that Windows can.

To select a printer port use the "printer setup" feature in the POSCONFIG.EXE program. The default printer port is LPT1 so you do not have to do anything if your printer is connected to the LPT1 port as most printers are.

From "printer setup" press [F5] to select the port. If you choose LPT1 or LPT2 you are done and need to do nothing else except to try to print a sample receipt.

NOTE! Support for COM1 or COM2 is still under development and not complete. There is no error trapping currently for serial printers. If your serial printer is not working properly this program will not stop until the printer is fixed but will continue to send data to the printer even though nothing is actually being printed. Windows versions after Windows '98 will not allow DOS software to access the COM ports.

If you choose COM1 or COM2 you will have to select various settings to configure the port to match the settings on your printer. To find the correct settings for your printer you will have to either look them up in your printer's manual or contact the printer's manufacturer. One special setting is MODE. If you get the printer to operate but the text does not line up properly set MODE = ASC.

If you choose the port FILE: then something completely different will happen. The printer data will be sent to the disk file instead of your printer. To get the data to your printer another program must be running while this cash register program is also running.

The program APRINT6.EXE is one of the files that you downloaded with this program. It will look for printer data in the FILE: and when it finds it the data will be sent to your printer using your Windows printer drivers. For this to happen APRINT6.EXE must be running while any other Cash Register program file is running, and it must be running in the same folder.

The first time you start APRINT6.EXE there will be two buttons at the top of the window labeled "Set receipt printer" and "Set report printer." To the right of each button it will say "No printer selected", you will have to select a printer. When you click a button a list of printers will be shown, pick the printer you want. Next you will be shown a list of fixed-width fonts. Pick the font you want and the size you want to print. If you are using an actual receipt printer the font and font size you pick may have no effect, the printer will use its own font and size.

However if you are printing to a normal computer printer you will get what you pick. The size is important, if you pick too large a size your receipts may not fit on a page. If you have picked the wrong printer, font, or size just press the button to pick

again. Now to the right of the button it will list the printer, font, and size you picked. You may also pick "bold" or "italic" but they will not be listed.

Normally receipts and reports are printed to the same printer so you will not need to click the "Set report printer" button. However if you have a second printer attached to this computer and you go to the "Reports" feature of this program you can set up this program to print to two different printers. You will then have to press the "Set report printer" button.

NOTE: Any printer that prints directly to a parallel printer port or a serial port does not have to be setup in the APRINT6 program.

For APRINT6 to work you must start it before you start any of the other Cash Register programs. It must still be running while the other Cash Register programs are running. You must choose the correct printer and that printer must be ready to print. The Cash Register program must be set to send printer data the FILE port, and you cannot close APRINT6 until after you have closed the Cash Register program. To close the APRINT6.EXE program, return to the APRINT6.EXE and press [X]. This version of APRINT will print to network printers.

APRINT6.EXE was conceived and created by Jonathan Simpson. I would like to express my sincere gratitude for his Contribution to Cash Register.

Receipt printers.

In general a receipt printer will print on a long roll of paper. This is called printing continuously because the paper stock is one long continuous piece of paper. This makes it very easy for the POS software because it does not have to worry about printing receipts that are too long or too short. When the printer stops printing you just tear off the receipt no matter how long or short it is.

The things that you have to think about with a receipt printer are how many blank lines need to be printed at the end of each receipt to get the last printed line out of the printer before the receipt is torn off, the fact that receipt printers print only 40 characters per line, and how many plies are on the paper roll, i.e., how many copies of the receipt are printed on one pass.

To set up a receipt printer run the POSCONFIG.EXE program and select "Printer Setup." Set "Print receipts on printer" to "YES". Set "Print on a page printer or print continuously" to "CONT." Enter a number into "Number of blank lines between receipts." Set "Print 40 or 80 characters wide." to "40."

If your printer uses a cutter to cut the receipt off the roll you must set this program to activate the cutter. Press [F1] to enter the code to make the printer cut the receipt. Entering this code is similar to entering the code to open a cash drawer attached to the printer, see the instructions for opening the cash drawer to learn how to enter the code to activate the cutter.

If you now press [F4], and your printer is set up and attached to your computer, the program will print out a sample receipt.

NOTE: if you are using a computer printer that has a tear bar on it to tear off the page when it stops printing then you may consider setting it up as a receipt printer following the above instructions. The only change you may want to make is to set the width to "80."

Computer printers.

Computer printers usually print pages, normally 11 inches long. This is much tougher than setting up a continuous printer. No matter how short a receipt may be you will want it to finish off the page it is printing on and get ready for the next page. If a receipt is very long then you will want to print it on two pages, and then finish off the last page. This is called pagination, every receipt will start off at the top of a new page.

To use page printing set "Print receipts on printer" to "YES". Set "Print on a page printer or print continuously" to "PAGE"

Form feed.

The easiest way to set up pagination is to use the "Number of printed lines per page" and "Use form feed at the end of the page." Most computer printers will print 60 lines per page. Laser and inkjet printers will print 60 lines and automatically provide a 1/2" top and bottom margin on each page. Line or dot matrix printers will print 60 lines but ask the computer to print top and bottom margins. In either case set "Number of printed lines per page" to "60" and "Use form feed at the end of the page." to "YES". Now press [F4] and print out a sample receipt, press [F4] again to print out a second receipt.

Both receipts should start at the same distance from the top of the page. If the second receipt starts at the middle of the first page then your printer may not use the "form feed" command, see "Line counting" below. If the second receipt starts lower on the page than the first page then try setting "Number of printed lines per page" to less than 60. If a blank page is printed between the two receipts then also try setting "Number of printed lines per page" to less than 60. (If your printer prints EXACTLY 60 lines per page then it will paginate after the 60th line is printed, when it then receives the form feed command it will then send out another blank page.) If needed, you may also try experimenting with the top and bottom margin settings.

Line counting.

If "form feed" does not work on your printer, or you get weird results, then you must use line counting. This is simply having the computer count the lines it prints to calculate when a page ends.

To do this set "Use form feed at the end of the page." to "NO". Now adjust the top and bottom margin settings and the "Number of printed lines per page" until you get two sample receipts to begin printing the same distance from the top of the page.

Receipt copies.

Now that you have your receipts printing correctly you will want to think of how many of each receipt you want to print.

A journal receipt is the copy of the receipt that is kept in your store. It is your record of every transaction that is rung on your register. You may be legally required to keep a journal of your transactions. If you are using two or three ply paper in your printer then the top copy will be your customer's receipt and the bottom will be the journal. If you are using single ply paper you may print two copies of each receipt, one for the customer, one for the journal. To set the number of copies, set "Print one or two receipts per transaction" to "1" or "2".

Another option is to save the journal as a computer file. See the section "Journal" in this manual.

You may also want an extra copy of any credit receipts, one for the customer, one for the journal, one to attach to the credit slip. To do this set "Print an extra receipt for credit sales" to "YES". This extra receipt will only print for a credit transaction.

Ask before printing sales receipt.

This setting allows you to not print a receipt for a sale, return, void, or no-sale. At the end of the transaction you will be allowed to choose between "1. Print receipt" or "2. Do not print receipt". This assumes that you have set up the POS program to print receipts.

If you choose to not print a receipt then no receipt will be printed. However everything else will still happen. The cash drawer will open, the sale will be written to the journal file, a transaction number will be used up. Be warned! If your printer prints on multiple ply paper and you are using the second sheet as your journal, you will not have a printout of the transaction on your journal. This may not be legal! You will however be able to tell that a transaction is missing because the transaction numbers will not be sequential.

Ask before printing opening receipt.

This setting allows you to not print an opening receipt when you start the cash register. This assumes that you have set up the POS program to print receipts.

If you choose not to print the opening receipt the cash drawer will still pop open but there will be no transaction and therefore no entry will be made into either the sales record file or the journal file.

This is an absolutely terrible idea. The purpose of the opening receipt is to make certain that the register sales totals were reset when the register was closed, and if not, to tell you how much is being added to today's sales that should not be there. If you do not print an opening receipt when you start the cash register then the next thing you should do is to go to the "close" screen to make sure that all of the totals are actually zero.

Sales Check

If you allow the printing of sales checks then at the end of each sale you will be offered the option of parking the sale and printing a sales check or finishing the sale and printing the receipt. It is assumed that you wish to give the sales check to the customer who will pay later when you then will recall the parked sale. Of course to be able to park a sale you must enable sale parking.

A sales check will look just like a receipt except that only the first line of the header will be printed followed by "SALES CHECK", of course there will be no payment information (change, cashpay, etc.) because the customer has not yet tendered payment. The "PARKED" code will also be at the top of the sales check.

If you use the "employee setup" feature to allow the tracking of tips then the sales check will have a line for the customer to enter the amount of the tip. (See "Sale parking" and "Employee setup / Tips")

Forced line feed

This is mainly for serial printer users. If your serial printer will not feed the paper while printing setting this feature to "YES" may fix it. If your printer is already feeding paper then setting this to "YES" will double space your receipts.

Pause before printing second receipt

This will halt printing between multiple copies of the same receipt until you press any key.

Print blank line between items

This will print a blank line between the merchandise items on receipts. This only functions on 40 wide printing where each item sold uses two lines. so you will print two lines for the first item, then a blank line, then two lines for the next item, then a blank line, etc.

Print additional alternate transaction numbers.

Some countries require a two part transaction number. The actual transaction number is reset to zero when the register is closed and starts the next day at "1". The second part of the transaction number counts the number of times the register has been closed. So today the transaction numbers may be 2687-1, 2687-2, 2687-3, 2687-4... and tomorrow the transaction numbers will be 2688-1, 2688-2, 2688-3, 2688-4...

This program will now do this. Use "Printer setup" setup feature of the POSCONFIG.EXE program to turn on the printing of these new transaction numbers on your receipts. These new transaction numbers are in addition to the old transaction numbers and if you choose to print them both the old and the new transaction numbers will be printed. The new numbers will be printed on the left side of the dashed line that is printed after the header. The new numbers will also be printed in the journal file.

Both numbers will reset to 0 after they reach 30,000 so if you have more than 30,000 sales on ONE register in a single day or use this register for more than 82 years, assuming that you close out the register only once a day, this could be a problem.

Number of digits in receipt transaction numbers.

Some countries now require 6 digit transaction numbers, i.e., 000000 to 999999. If you set this feature to allow 6 digit transaction numbers then they will be printed only on the receipts and in the journal. All other parts of this program will use the last 4 digits of the transaction number.

For example, if you wish use the "Void" function to lookup transaction number 256987 you would have to lookup transaction 6987. Since the sales record file only stores a maximum of the last 10,000 transactions there is no possibility of there being two number 6987 transactions in the file.

On 40 character wide receipts remove stock numbers and tax.

This feature is used mostly by restaurants. Usually the item lines on a receipt are printed like this...

26558255321	FOREIGN RUBBER HEAD KEY			
TX1	2	at	4.59 ea.	9.18

But if you set this parameter to "YES" it will print like this...

FOREIGN RUBBER HEAD KEY		
2 at	4.59 ea.	9.18

Additionally if the quantity is 1 to 9 and the price is zero (or the quantity is 1 with any price) the second line will not print at all. This is real handy for "modifiers."

DELUXE BACON CHEESEBURGER		
2 at	4.59 ea.	9.18
NO ONIONS	1	
ADD TOMATOES	1	
LARGE COKE	1	1.50

Prints weird.

If you are running this program from DOS you will have almost no printer problems if your printer is set up to print in a data processing mode. For most DOS printers that is the only mode they have so "No problem."

About the only problem you will have when printing from DOS is if the columns do not line up. Using a font that is not fixed width causes this. A "W" is wider than an "I". Changing your printer to a data processing mode or the default font to "Courier" or other fixed width font will solve this.

Windows

There are a lot of printers out there. Windows has many different printer drivers and controls. Here are some problems that may occur.

Prints nothing! Well first of all have you set up the cash register to print receipts? If not, it will not print anything else either. Some printers / Windows combinations need to be specifically told that you will be printing from DOS. See your printer manual. If you are running this program from windows '95 or later then even though you are running a DOS program, Windows takes over controlling the printing and many DOS printer features are over-ridden even if you are running this program from the DOS prompt. But since it is a DOS program then Windows wants to send printing to DOS controls even though it has over-ridden them. Isn't this FUN?

Columns don't line up. Using a font that is not fixed width causes this. A "W" is wider than an "I". Changing your printer to a data processing mode or the default font to "Courier" or other fixed width font may solve this. Another solution is to set up the "Generic Printer" as your Windows default printer. Are you sure that you want to mess with your Windows settings? Think again?

PROGRAM PRINTER

When your computer wants to send out some data to be printed it asks the printer if it is ready. If it is ready it sends back a number, usually 223. If it is not ready, out of paper, not on line, turned off, something else, it will send back another number or no number. Some computer / printer combinations will use a different number for

"Ready". If yours does then you will see the "Printer Error" screen even though there is no error. This gets real annoying, real quick.

You may use the "Program Printer" function in POSCONFIG.EXE to reprogram the "Ready" code that the cash register will accept.

RECEIPT COUPONS

You may print up to three 10 line coupons on your receipts. These coupons can be for anything you want to offer that you can explain in 10 lines.

Here are some suggestion of things that should be in your coupons...

Your business name and address. You don't want them to take the coupon elsewhere, do you?

An expiration date. If you are offering a \$5.00 thing for \$4.50 you don't want them coming back 5 years from now when it is selling for \$12.00 and give it to them for \$4.50. Also many people procrastinate until just before the coupon expires, if it never expires they will never bring it in.

Value = 1/20 Cents. Trust me, this is a legal thing, just put it somewhere on your coupon.

Other legal stuff. "Void where prohibited, licensed, or taxed." "Some restrictions may apply." "Cannot be combined with any other offer, discount, or promotion." "Must be over 18 / 21." Coupon must be presented / surrendered at time of purchase."

The width of your coupon depends on the width of your receipts. Use "printer setup" to set your width first because if you change it later you will have to retype your coupons.

There are two variables to set for each coupon. First is "how often", with a range of 0 to 9,999. This tells the register how frequently each coupon will be printed. A setting of 0 would mean never. 1 would mean 1 out of 1 or every receipt would have a coupon. A setting of 2 would mean 1 out of 2, 50 would mean 1 out of 50 and so on.

The "Evenly" or "Random" setting determines which receipts will have the coupons. If the coupon frequency is divided "Evenly" among the receipts then the spacing between receipts that have the coupon will be the same. For example, if the frequency of a coupon is set to 18 and they are to be printed "Evenly" then every receipt that has a transaction number that is evenly divided by 18 will have the coupon printed on it. If the transaction that is divisible by 18 is not a sale, (opening, closing, no sale), then that receipt will be skipped. "Random" means that every receipt would have the same chance of having the coupon printed on it. If the frequency of a coupon is set to 18 and they are to be printed at "Random" then every receipt would have a 1 in 18 chance of having the coupon printed on it. Theoretically 3 receipts in a row could have the coupon printed on it or you could go 100 receipts with no coupon. But in the long run the ratio would be 1 receipt out of 18 will have the coupon.

RECEIPT HEADER & FOOTER

You will probably want your receipts to have a header (the same text on each receipt above the sale) and a footer (the same text on each receipt below the sale.)

For a header you will want to have your store's name, address, and phone number. Also some text stating that keeping the receipt would be a good idea. "Retain

this receipt to compare with your monthly statement or for return or exchange." or "No cash refunds without this receipt!"

A footer usually has a motto or slogan. "Keys made right." or "Satisfaction guaranteed"

The width of your header and footer depends on the width of your receipts. Use "printer setup" to set your width first because if you change it later you will have to retype your header and footer.

RECEIPT LANGUAGE

While this program itself will be persistently in English it is possible to change the labels on the receipts (ASSOCIATE, DESCRIPTION, PRICE, TOTAL, AMOUNT TENDERED, etc.) to anything or any language you want assuming that it will fit in the allowable space, use either the Latin or Greek character set, and your printer will properly print those characters.

To do this, use the "Receipt Language" function. This will show you the current labels (or allow you to reset them to the default labels) and then type in the new labels that you want.

Since it is possible that another language will use different characters, such as those with accents, additional alternate characters can be displayed by pressing [F3]. These are 80 selected characters from the upper half of the ASCII character list of 128. The remaining 48 are either graphics characters or just plain weird, but you may also enter them even though they are not displayed if you know the code. To the left of each displayed alternate character will be a three digit code.

To actually enter an alternate character into a label hold down the [ALT] key, type in the 3 digit code using the numeric key pad to the right of your keyboard (NOT the row of number keys above the "QWERTY" keys), and then release the [ALT] key. You must hold down the [ALT] key while you are typing in the 3 digit code.

Four special labels in the receipt are the ones used for "reductions". They included a "field" for printing numbers in the label. The field consists of pound signs (####). It is very important that you DO NOT change the print field in any way. You may move the field to the left by having less preceding text or to the right by having more preceding text, but you may not change the number of pound signs or the decimal point if it contains one. In addition you may not have the following Characters in these labels... exclamation (!), back slash (\), dollar sign (\$), additional pound signs not part of the print field (#).

NOTE: at the current time printing a sample receipt from the POSCONFIG.EXE program will print only the default labels. Your labels will only be printed when printing an actual receipt from POS.EXE

RECEIVING

(To use "receiving" you must be keeping track of your inventory in the stock table.)

This function will actually run another program that will allow you to enter merchandise received into your store into a file. From the POS program you may then use "File maintenance" to load this file. When a receiving file is loaded your current inventory will NOT be erased from your stock table, the receiving file will be ADDED to your inventory.

To use this program a copy of your stock table must be in the same directory as this program even though the stock table will not be changed until the POS program loads the resulting file. The receiving program uses the stock table only to verify that the receiving program is using the correct stock numbers and descriptions.

The receiving program does not have to be run on the same computer as the cash register program is on. The receiving program will copy the receiving file to a floppy disk and the POS program will read the receiving file from the floppy.

You do not have to enter the items into the receiving program in any order nor do you have to group all of the same items together. For example if you enter 12 of item number 555 and then enter five other items, and then add 7 more 555's, and then six other items, and then 4 more 555's, the program will know that you entered 23 555's.

Instructions on the receiving program are near the end of this manual.

ROUNDING

There are eight choices for rounding currency amounts."

".01" Will round all money amounts to the nearest .01

".05" Will round all money amounts to the nearest .01 but will allow the sales person at the end of the sale to press [F8] to round out the total of the purchase to the nearest .05. With this feature set to ".05", when you press [+] to total a sale and are then able to choose the payment method (cash, check, charge) you may press [F8] to round out the sale to the nearest .05. Pressing [F8] again will restore the sale to the original amount.

It does this by adding or subtracting a few cents from the first item in the sale. If the new price puts the sale in a different tax amount the tax will not change but will remain the tax on the total original amount.

".10" Will do the same thing as ".05" except that it will round to the nearest .10 when you press [F8] at the end of the sale.

" 1 " Will round all money amounts to the nearest 1 (NO DECIMALS) and will allow money amounts 100 times the usual limits. For example the maximum price for an item will be 999999 instead of 9999.99

" 10" Will round all money amounts to the nearest 1 (NO DECIMALS) and will allow money amounts 100 times the usual limits. However only on the sales screen and on the receipts an extra "0" will follow every currency amount. In effect, on the sales screen and the receipts all values will be displayed 10 times their actual amounts.

" 100" Will round all money amounts to the nearest 1 (NO DECIMALS) and will allow money amounts 100 times the usual limits. However only on the sales screen and on the receipts an extra "00" will follow every currency amount. In effect, on the sales screen and the receipts all values will be displayed 100 times their actual amounts.

" 1000" Will round all money amounts to the nearest 1 (NO DECIMALS) and will allow money amounts 1000 times the usual limits. However only on the sales screen and on the receipts an extra "000" will follow every currency amount. In effect, on the sales screen and the receipts all values will be displayed 1000 times their actual amounts.

" 10000" Will round all money amounts to the nearest 1 (NO DECIMALS) and will allow money amounts 10000 times the usual limits. However only on the sales screen and on the receipts an extra "0000" will follow every currency amount. In effect, on the sales screen and the receipts all values will be displayed 10000 times their actual amounts.

On the settings 1 to 10000 what is going on? The program will allow a price on items from .01 to 9999.99. For countries that have a currency that is small, or tiny, the upper limit of 9999.99 may be inadequate. If you need a larger total price then by setting the rounding factor to 1 you can then set a price for your items from 0 to 999999. The increase of 100 times will apply to all currency amounts in all parts of the program. This does however drop decimal places from the currency amounts.

But even that may not be enough. If a loaf of bread in your country costs 52630000 then even using the rounding factor of 1 will not be adequate. Unfortunately there is no room on most screens or on reports to print an endless number of zeros. A rounding factor of 1 will be the limit. This means that if you are using a rounding factor of 1000 that on most screens the currency amounts will be 1/1000 of the actual value. For example you would enter your "bread" price as 5263 and in most parts of the program 5263 is what will be displayed and you will have to remember that it really represents 52630000. This also applies to all other currency amounts. If the program tells you that your daily sales were 2563998 that means you actually sold 25639980000 and that is what you report to your local tax buddies.

While you and your government will get the concept of extra, implied, zeros, most of your customers and many of your employees will not. For this reason there are the rounding factors from 10 to 10000. If you use one of them, then only on the sales screen and the receipts will the price of bread actually be displayed as 52630000.

NOTE: I have added as much space as possible to the sales screen and receipts to print the additional zeros when using the rounding factors of 10 to 10000. However there is only so much space available. When using the rounding factors of 1000 or 10000 it is possible that you may have currency amounts that just cannot be printed. In that case one or two of the trailing zeros may be omitted. If this becomes an issue then I am sorry but there is just no more room to print more zeros.

SALE PARKING

Ever come to the end of a sale and when you tell your customer the total she decides that then is a good time to start looking for her check book, or the customer has left his wallet in the car and will be, "Right back", or the credit card machine has determined that your customer is from Mars and needs to check a database on Vulcan before it will validate his card? Well, bunky, until those other people get it together, YOUR STORE IS CLOSED! Unless you have another register in your store you could not ring up another sale until the first one was completed. (Or your voided it out and had to start over.) You have six other customers in line but can't ring up any of them. Bummer.

Well with this program you can park up to 255 pending sales and ring up those six other customer's. Use the "Sale parking" feature in POSCONFIG.EXE to allow 0 to 255 sales to be parked. It's almost like having a second register.

Sale Parking can also be used to run a "tab" in a bar or restaurant. As consumables are delivered to the customer you recall their parked sale and add to their transaction. When the customer wishes to pay his check, you recall his parked sale, give him his total, and finish ringing his sale.

To actually park a sale, or retrieve a previously parked sale, press [F6] from any current sale transaction. (Returns may not be parked.)

There are 3 options...

You may park the current sale in progress and begin a new sale.

You may park the current sale in progress and retrieve a previously parked sale.

You may void (erase) the current sale in progress and retrieve a previously parked sale.

To park a sale you must give it a 4 character code. In a restaurant you would probably enter the sales person's number and the table number. 0425 would be for sales person #4 on table #25. If you are more interested in the table than the sales person then enter the table number first, i.e. 2504. Your code may contain letters or punctuation.

When you wish to retrieve a parked sale the parking codes will be sorted and displayed. This is why you always enter the sales person's or table number as two digits, "04" not just "4". The program uses an alphabetical sort, not a numeric sort. In a alphabetical sort 23, 15, 2, 18, 1 would be sorted as 1, 15, 18, 2, 23. But 23, 15, 02, 18, 01 would be sorted as 01, 02, 15, 18, 23. To retrieve the sale, enter one of the codes listed and press [ENTER].

Parked sales are written to your drive. Parked sales will not be lost if there is a power loss, or if you turn the register off, or even if you close out the register. To clear a sale out of the parking lot you must retrieve it and then either finish the sale or void it out.

SALE RECORDING-VOIDS

You may have the register record 0, 10, 100, 1000, or 10,000 of your last sales. After recording the maximum number of sales new sales will overwrite the beginning of the file. For example if you are recording 100 sales the 101st sale will overwrite sale #1.

Actually, all transactions are recorded including opening, closing, no sales, and voids. From the "Void" function of the register you may call up and view any transaction, even the non-sale transactions. You may page through the transactions by pressing only one key. It is sort of like being able to view your journal on the screen.

Your sales record file will have the extension of .REC If you named your register file MARTHA then the sales record file for your register will be MARTHA.REC Please be aware that a sales record file can be very large, one with 10,000 transactions will be over 42,000,000 bytes if you have 60 lines maximum per sale. Or if you used the RECONVRT.EXE program to change the maximum number of lines in a sale to 200 lines then 10,000 transactions will require over 120,000,000 bytes.

WARNING! If you want to reset the program to change the maximum number of lines in a sale and reset the number of transactions recorded, you MUST use the RECONVRT.EXE program to reset the maximum number of lines first!

You can use the RECONVRT.EXE program to switch back and forth between a maximum of 60 and 200 lines. However if you switch from 200 to 60 obviously any sale with data in lines 61 to 200 will lose the data in those lines. Not a problem if no sale went over 60 lines. When going from 200 to 60 while some line data may be lost the totals for the sale, taxes, etc. will still be correct.

View transactions / Print past transactions.

The VOID feature can be used to view all past transactions that are still in your sales record file including opening, closing, and no sales transactions. Opening, closing, and no sales transactions can always be reprinted from the VOID feature but you must use the "Sales recording – VOIDS" feature in the POSCONFIG.EXE program to turn on the ability to reprint other types of transactions.

VOIDS

Only sales in your sales record file (not refunds or anything else) may be voided and then only if they are from the same day. You may also require a password before a sale may be voided.

A voided sale will be totally erased from the register. The sales will be removed from the sales totals, the pieces will be returned to the inventory, even the transaction count will be reduced by 1. The transaction type in the sales record will be changed from "SALE" to "VOIDED SALE". However the amount of all of the voids and the number of voids will be recorded in the daily sales report as a separate number, i.e. not added into the daily sales.

SALES HISTORY – “Z” READING

To use "Sales History" your cash register must have a stock table and you must be keeping track of your inventory in the stock table.

Use the POSCONFIG.EXE program to turn "Sales History" to ON. A history file is over 600,000 bytes. Consider this fact before deciding to turn "History" on.

Sales History is updated at the end of each sale so it is always current unless turned off using the POSCONFIG.EXE program.

From the 'Reports' feature in the POS program 'Sales History' will tell you how many pieces of, and the dollar amount, you have sold for any item for up to one year. You may specify 1 to 12 months of history. You may show one item or all items sorted by stock number, category, or vendor. The history rolls over after 12 months, i.e. the 13th month will overwrite the first month.

Displaying the History file from the POSCONFIG.EXE program will only show the raw data in the file. Use the POS program to display a more usable format.

When using the "Reports" feature in the POS program, month #1 is the current month. If it is the 3rd of the month a "one month" history will show only the sold amounts for the 3 days of the month so far. A "two month" history will show you the sales for all of last month and for the 3 days of this month so far.

“Z” readings

A "Z" reading is a tally of your sales from the first sale ever rung up on the register when it was just taken out of the box. It cannot be reset. They are usually used in malls to keep track of the sales of their cart and kiosk vendors.

The point of this is that the mall can take a "Z" reading from each of the cart registers once a week, or once a month. Then they subtract the previous "Z" reading and they will then know what the cart sold in the time period without having to worry about how many times the daily sales were reset.

The "Z" reading works like an odometer. When it reaches its maximum it will "turn over" to zero. For the POS program the maximum is 99999999999.99 and if you add 10¢ to that you will get 00000000000.09. Got the concept? It is not likely that you are going to reach 99999999999.99 in sales too often and this point will probably not come up in your lifetime.

The "Z" reading is displayed in the upper left corner of the "Close" screen of the POS.EXE program only if the display of the "Z" reading has been turned on. You turn it on using the "Sales history – "Z" reading" feature of the POSCONFIG.EXE program. The POS program will update of the value of the "Z" reading even if the "Z" reading is not displayed.

When the "Z" reading is displayed on the screen and if your register prints receipts, you can print out the "Z" reading by pressing [F1]. Printing out the "Z" reading will also give you additional "Z" readings for total returns and total voids. While sales add to the regular "Z" reading, returns and voids will of course subtract from the "Z" reading. The mall management can use the return and void "Z" readings to see if the volume of returns or voids are way out of line.

So what if a user has two (or more) register files on his computer. They could be identical except for the file name. On the first half of the month the user could use one of the files and on the second half of the month the user could use the other file. Since they look and work the same the mall would have no idea that different files were being used at different times of the month. When the mall takes the "Z" reading only the sales from the register file currently being used would be included. The sales from the other register file would not be in the "Z" reading that was just taken by the mall. The mall is being cheated.

To prevent this from occurring all register files on the same computer use the same "Z" reading. This means that all register files, in any folder, on any drive, on the same computer will share the same "Z" reading. If you have register files for "JEWELER" and "KEYSHOP" on the same computer then a sale rung using the JEWELER register file will increase the "Z" reading for both the JEWELER and the KEYSHOP registers. So it would make no difference how many register files the user used to ring up sales for the month, the "Z" reading would be increased on every sale.

The downside of this is that if you do use the "Z" reading then once a computer becomes an actual register in a real store you cannot use the other register files to "play" with or for other vendors, or for other purposes. However if you do not use the "Z" reading (meaning that you do not keep track of it, the register always keeps track of it) then this will not apply.

Remember that if you turn the display of the "Z" reading off, the register file will still update the "Z" reading on every transaction, only the display of the "Z" reading has been turned off.

Deleting and reinstalling the POS software on a computer will not affect the current "Z" reading. Wiping the hard drive and then reinstalling the operating system and POS software will reset the "Z" reading to zero. Replacing the computer with a new one will reset the "Z" reading to zero even if the current POS files are copied to the new computer. Resetting the "Z" reading to zero will cause the mall to ask you some interesting questions, you would probably want their representative to be there when you do it.

SCALES

This program will support scales that produce a barcode label that contains the stock number and the price in the barcode. The POS program will then read the barcode and separate the barcode number back into the stock number and price. This program will not support scales that weigh the item at the checkout counter and then transmit the information directly into the POS system.

Many scales will produce a barcode label to attach to a package that contains the stock number for the item and the price for the package (price per unit weight times the weight, i.e. 1.30 per pound at 4.5 pounds = 5.85. The price for the package printed on the label will be 5.85.) If the stock number for the item was 75698 then the barcode printed on the label may have this number encoded 275698405853. As you can see the digits 2 - 6 are the stock number and digits 7 - 11 is the price.

Scale barcodes must contain 3 things, a 'flag' to tell the POS program that this is a scale barcode (which is the same on every scale barcode,) the actual stock number for the item, and the total price for the package.

Use the "Scale" feature in the POSCONFG.EXE program and enter a sample barcode number printed by your scale. If the stock number is less than 14 digits long then enter leading zeros to make it 14 digits long. If you compare several barcodes printed by your scale you will see that they all begin with the same digits or at least will have the same 1 - 3 digits printed in the same place on each label. For example you may have scale numbers like 234242111422, 216985412578, 269856475124, each one of these numbers begins with the digit "2." And, importantly, no other 12 digit stock numbers in your stock table will begin with "2." Now from left to right, under the stock number, place "F" under the part of the stock number that holds the scale flag (including any leading zeros) or just those digits that are the same on every "scale" barcode but different on all non-scale barcodes.

To mark the location of the stock number, place the letter "S" under the stock number digits. To mark the price, place the letter "P" under the digits representing the price. Be careful, one or more of the digits in barcode will be used for a parity check or other purpose and not be part of the flag, stock number, or price. Do not place any letters under them.

For example if flag is '2', the stock number is 56987, and the price is 23.56 then you should enter...

00256987223561
FFFSSSSS PPPP

Once you have filled in a sample scale barcode number and identified the parts by placing the letters underneath press [TAB] to set the flag in the program. This is important; the flag will not be set unless you press [TAB]

Pressing [TAB] will also show you the stock number that you must use to enter the stock number for this item into the stock table. This will usually consist of the flag plus the stock number followed by trailing zeros. In the sample above the stock number for that item would be 256987000000. When you enter the item into the stock table you must enter the price per unit weight as the price. For example if the price were 2.98 per pound then you would enter 2.98 as the price. If the price were 8.45 per kilogram then the price entered in the stock table would be 8.45.

Now when you scan a scale barcode into a sale it will recognize that the item is from the scale. It will look up the item in the stock table by 256987000000 (NOT 00256987223561), and use the description entered for that item. The POS program will use the price in the stock table for the price, and calculate the weight of the package as the pieces. For example if the price in the stock table is 4.30 and the price on the scale barcode is 12.36 then the weight (pieces) must be 2.874. NOTE: I do the best that I can but your scale and the POS program may round off differently and there may be a rounding error of .001 on the weight (pieces) or .01 on the price.

For this feature to work properly it is absolutely required that the scale and the POS program have the same price (per unit weight) for the same item. If they are not the same, then you will have to ring up the package by entering (for example) the 256987000000 number as the stock number. Then manually enter the price and weight (pieces) so that the total price for that item comes out to the same price that is on the scale label.

SCANNER

You may use a "keyboard wedge" or most scanners that plug into the computer's USB port to read bar code stock numbers into sales. Serial scanners MAY function, see below.

"Keyboard wedge" and USB scanners fool the computer into thinking that the stock numbers being read by the scanner from the barcode are coming from the keyboard.

If you enter a stock number into a sale using the keyboard the program will then ask you for the price and the number of pieces that are being sold. If you scan the stock number from a barcode the program will fill in the price from the stock table for that item, use '1' as the pieces, and ask you to scan the next item. So the program needs a way to tell if the stock number came from a scanner or the keyboard.

There are three options for the program to determine if a stock number has been keyed in or scanned. You must choose one.

1. Stock numbers greater than 99999 entered in less than 1 second were scanned all others were keyed.
2. All stock numbers are assumed to have been keyed.
3. All stock numbers are assumed to have been scanned.

Normally the computer will beep when a barcode is scanned into a sale. Pressing [TAB] here will turn off the BEEP.

[F8]

When ringing up a sale there are times, when this feature is set to assume that all stock numbers are typed, that you may want to make the program think the next item was scanned so that you can skip typing in the price and quantity. Or the reverse, that the program is set to assume all items are scanned and you want to make the program think the next item was typed so that you can change the price or quantity. This can be accomplished by typing in the stock number and then pressing [F8] instead of [ENTER].

Here are the rules...

If the above is set to 1 or 2 then if you press [F8] after typing in the stock number the program will act as if the stock number was scanned.

If the above is set to 3 then if you press [F8] after typing in the stock number then the program will act as if the stock number was typed.

Termination character.

When the scanner scans the barcode it will send the resultant digits to the POS program. However the scanner must also tell the program when the last digit has been sent. It does this by sending a "termination character." The POS program requires that [ENTER] be used as the scanner termination character. This means that after scanning the barcode that either you must press [ENTER] on the keyboard or it is possible to program the scanner itself to send [ENTER] to the program.

The manual that comes with the scanner will tell you how to do this, usually by scanning a special barcode printed in the manual or through the software that came with the scanner.

The scanner manual will list several options for the termination character. The one that you must use is [ENTER] however the manual may identify [ENTER] as [RETURN], LF, LF/CR, CR, 13, or ASCII 13. These are all different ways of saying [ENTER] and you may use any one of them.

Serial scanner setup.

If your computer is running Windows versions '95 or after you may be able to set it up to be able to take input from a serial scanner. You will need Windows Accessibility Options installed (See below on how to install them if they are not.)

From the Windows desktop screen click on [Start] then [Settings] then [Control Panel]. Now click on [Accessibility Options], then the [General] tab. Now click on [Support SerialKey devices] and then [Settings]. Select the serial port to which you have connected the barcode scanner and set the "Baud rate" to 9600, or whatever your scanner outputs as (Usually 9600). Now click on [OK] then [Apply] then [Ok]. You may need to reboot your computer to have it take effect.

This may allow any barcode scanned using a serial scanner to go directly to the application running just as if you had typed it in via the keyboard.

Installing Accessibility Options

If the "Accessibility Options" are not in your "Control panel" you may install them if you have the "Windows" CD. Put the Windows CD in the drive and then from the Windows desktop screen click on [Start] then [Settings] then [Control Panel]. Click [Add/Remove programs]. Choose the "Windows Setup" tab at the top, tick "Accessibility", click [OK].

It will then copy files from the CD (or the hard disk!).

Testing the scanner

Scanner problems? Is it the scanner or the software? To find out, load your word processing program and scan the same barcode 3 times into the software.

If nothing displays then the problem is the scanner.

If the wrong digits appear then the problem is the scanner.

If the 3 set barcode digits appear on one line like this

036000291650036000291650036000291650

then the termination character is not set to [ENTER] and when used with the POS program you will have to press [ENTER] after scanning the barcode.

If the 3 set barcode digits appear on three line like this

036000291650

036000291650

036000291650

then the scanner is working properly.

SCREEN SAVER

You may enter 2 lines of text that will bounce around the screen as a screen saver for the register. You may also set the time delay in minutes before the screen saver kicks in. If you are running Windows and are using the Windows screen saver, it will over-ride the screen saver of this program.

SOUNDSCAN

If you sell music CDs, cassette tapes, VHS tapes or DVDs you may want to participate in the Nielsen SoundScan rating service <http://www.soundscan.com/> This service tabulates the number of CDs that are sold. For example when you hear that a particular CD has sold 2 millions copies that information comes from Nielsen SoundScan.

To participate in the Nielsen SoundScan you will need a POS program that records each CD, cassette tape, VHS tape or DVD as it is sold, which my POS program will do. It must also produce a weekly file of only the CDs sold in the past week in a very specific format. That is what my new program SoundScan Filer will do. You will also need any commonly available FTP (File Transfer Protocol) software to actually transmit the CD/tape file to Nielsen SoundScan.

If you wish to submit your sales to Nielsen SoundScan the first thing you must do is to contact them at <http://www.soundscan.com/> to register. They will give you information that you will need. Make sure that you get...

1. Chain number.
2. Store number.
3. File name. (The name of the file you will be transmitting.)
4. FTP site address.
5. User name or ID
6. Password.

You may also obtain free FTP software (FTP Commander) from <http://www.vista.ru/2inter.htm>, there are instructions on using this software at the end of this section. Of course you may also use any FTP software that you already have.

SoundScan Filer (SONDSCAN.EXE)

This program comes with my POS software version 6.05 or later. The purpose of this program is to take the sales data of the CDs, cassette tapes, VHS tapes and DVDs that you have sold in the last week and transmit that information to Nielsen SoundScan.

To do this you will need a computer with an internet connection and an FTP program that will actually transmit the file created by this program over the internet to the Nielsen SoundScan FTP site. Since this program will save the file to a floppy drive your internet connection does not have to be on the same computer as your cash register.

How SoundScan Filer works.

This program requires that you are using the Dale Harris Cash Register software version 6.05 or later. In that program you must be using the stock table to track the sales of each item that you are selling and you must be using the UPC barcode number printed on each tape or CD as your stock number for each item.

If used on a network this program must be run only from the cash register's GLOBAL folder.

Since only the sales of CDs, cassette tapes, VHS tapes and DVDs are to be transmitted to Nielsen SoundScan there must be a way for this program to tell if an item sold is a CD, cassette tape, VHS tape, DVD or something else. It does that by using the 'category number' that you assign to each item. For example let's assume that in the Cash Register program that you use the following categories for your merchandise.

1. ROCK CD
2. COUNTRY CD
3. RAP CD
4. ROCK CASSETTE
5. COUNTRY CASSETTE
6. RAP CASSETTE
7. VHS TAPES
8. DVD'S
50. CANDY
51. SODA
52. CD PLAYERS
53. HEADPHONES
54. CELL PHONES
55. PHONE CARDS

Obviously only those items that are in categories 1 to 8 should be transmitted to Nielsen SoundScan. This program will ask you which categories from #1 to #??? you wish to transmit. Using the above example you would fill in '8' into the field.

This means that while you can place the CDs, cassette tapes, VHS tapes and DVDs anywhere you want in the actual stock table, the categories for those items MUST be the first several items in the 'Category list.' Notice in the example that while those items use the first 7 slots in the category list (except for slot #0 which should

always remain blank) that there is a big gap from slot 8 to 49 before the non-tape/CD categories are entered. This allows new tape/CD categories to be entered later. So using the above example you could actually fill in '49' for the cutoff where tape/CD categories end. It is up to you to decide where non-tape/CD categories will begin.

IMPORTANT: Since this program uses the category number to report sales to Nielsen SoundScan, if when entering a new item into your stock table you omit entering the category number, or enter the category incorrectly, then while you will be able to ring up sales of that item, the sales of that item WILL NOT be reported to Nielsen SoundScan.

On the main screen of this program there are several things that you will have to fill in.

1. Automatically load this program when the cash register closes.

If you enter 'YES' then when the POS program closes instead of asking you if you wish to 'Reset the merchandise data' it will start this program. You do not want the POS program to reset the merchandise data because if it does then that data will not be transmitted to Nielsen SoundScan. After this program creates the file to transmit to Nielsen SoundScan it will automatically reset the sales merchandise data in the stock table.

It is also possible to manually run this program no matter if you have set this feature to 'YES' or 'NO'. And of course you will have to manually run this program the first time to set this feature to 'YES'.

2. Sales of all items in categories 1 to ___ will be included

The categories of the items that you wish to transmit to Nielsen SoundScan.

3. Register file name.

When you created your cash register using the POS software you had to give your register files a file name, that name is what is displayed here. If this program is automatically loaded when the POS program closes then the file name will be filled in for you. If you have run this program directly then you must select the file name from the list of register files on the disk. You cannot change the filename here.

4. SoundScan file name.

This is the file name you must use when this program creates the file to transmit to Nielsen SoundScan. This filename is issued by Nielsen SoundScan for your store to use. The file name will always end with the extension '.TXT'. You may also enter a drive letter if you wish to create the file on a floppy or other removable media drive to take the file to another computer to transmit it.

5. Chain number.

This number is issued by Nielsen SoundScan and is part of the file that is transmitted to them. Make sure that it is correct.

6. Store number.

This number is issued by Nielsen SoundScan and is part of the file that is transmitted to them. Make sure that it is correct.

7. Date.

This is the date that the file to be transmitted to Nielsen SoundScan is created, usually a Saturday. When this program is run it will fill in today's date. Change it if it is not the date you wish to use. The date must be in this format YYMMDD so May 8th 2004 would be entered as 040508.

8. Password.

This is where you enter the password for this program. If a password is set then you will need it to access this program even if it is set to load automatically. The 'master' password from the POS program will not override this password. If the correct password is not entered when this program is run then it will simply close.

9. PATH and name of FTP software.

It may be possible for this program to load and run your FTP software when you exit this program. You must fill in the file name of your FTP software and if it is not in the same folder as this program you must also enter the PATH to the folder that it is in.
NOTE: When this program runs your FTP software this program will not close, you will have to return to this program to close it.

Once the data above has all been entered there are several things that you may do.

[F1] Help.

Show these instructions on the screen.

[F2] Calculator.

I have no idea why you would need a calculator to use this program but here it is anyway.

[F3] Display categories.

This feature will display the categories of your cash register to help you fill in #2 above.

[F4] Load settings.

When you run this program it will automatically load the settings used by this program. However if you make changes in the settings, and you do not wish to use the changes, you may press [F4] to reload the original settings. NOTE: This program's settings are saved whenever this program is closed.

[F5] Create Nielsen SoundScan file and then erase sales data from the stock table.

If you do one of these functions you must do the other also. Make sure that your parameters are correct because you can only do it once.

[F6] Run FTP software.

After you have created the Nielsen SoundScan file you may run your FTP software to transmit it. If you choose to run your FTP software without creating a new Nielsen SoundScan file then it will transmit the old Nielsen SoundScan file that you created last week. Not a good idea.

[ESC] Exit.

Quit this program.

FTP Commander software.

FTP (File Transfer Protocol) software and an internet connection is required to actually transmit the file created by SoundScan Filer to the Nielsen SoundScan FTP site. You may use FTP software you already have to do this or you may obtain FTP software. Free FTP software (FTP Commander) may be downloaded from <http://www.vista.ru/2inter.htm>

Download the file ftpcommander.exe to the same folder in which you have the POS program. Double click on the ftpcommander.exe to run it and it will install in the POS folder. A new icon will appear "Ftpcomm.exe" which is the actual FTP program and is the icon you click on to run FTP Commander. The path and FTP program name that you will enter into the SoundScan Filer program will be ftpcomm.exe You will not need a PATH because it will be in the same folder as your other POS programs and do not forget to add the .exe extension to the file name.

It is a good idea to setup FTP Commander before you will be using it the first time to transmit a file. Run the program. Click on [New server]. Fill in the following information.

Name = SoundScan

FTP Server = The FTP site address you received from Nielsen SoundScan.

FTP Port = 21 or whatever is filled in for you.

User ID = The User name or ID you received from Nielsen SoundScan.

Password = The password you received from Nielsen SoundScan.

Note: the password is case sensitive, "Hi There" does not equal "hi there"

Response Type = Default

Now click on [Save] (To test your connection, you must be connected to the internet.)

In the FTP Servers list find SoundScan and click on it ONCE. Now click on [Connect] The FTP Servers list should be replaced with a list of file names or a blank square. If this happens you have connected to the Nielsen FTP site, congratulations. If it does not happen make sure that you have correctly entered your information. Click on [Exit] to close FTP Commander.

To actually transmit the file created by SoundScan Helper connect to the internet then run the FTP Commander program and connect to the SoundScan FTP site. Use the "Local computer" side of the screen to find the POS folder and click on it. Now find the file created by SoundScan Helper and click on it. At the middle of the screen there

will be an arrow button pointing to the right, when you click on it the file will be transmitted and the file name will appear in the file list on the right of the screen. Click on [Exit] to close FTP Commander.

STOCK TABLE

This is the heart of your cash register. By using a stock table you enable a host of other features in this program.

A stock table is simply a list of all of the items that you sell in your store, the maximum is 26,000 different items. For each item it will keep track of a 14 digit stock number, 24 character description, regular price, sale price, tax rate, pieces sold, dollars sold, pieces in inventory, merchandise category, vendor, model stock, warehouse pack, cost and vendor stock number.

But it is more than just a simple list. When you use a stock table the person ringing up an item must enter a valid stock number for each item being rung up. In other words a stock number that is in the table. When the register then looks up the item up it will display that item's description, price, tax rate, and quantity in stock. Therefore the employee can verify that he is ringing up the correct item at the correct price, for the correct tax, and that the item is in stock.

The stock table keeps track of the items that you have sold. By using the register's "Reports" feature you can find out how many of an item you have sold and how much money was paid for those items, either in the current sales period or a sales history. Find out what are your good sellers and the bad sellers. Sales reports can also be grouped by merchandise, category, or vendor.

Stock table setup

Since the stock table will link items in the table to your tax rate chart, category list, and vendor list it is important to fill those out before you begin entering items into your stock table.

To set up a stock table for your register use the "Stock table" function in the POSCONFIG.EXE program.

To allow the use of a stock table, set "Maximum number of different items 0 – 26,000" to a number other than zero, zero means that this register will not be using a stock table. To change the number of items in the stock table type in the number of lines you want. You can only type to the left of the comma so you can only choose in increments of 1000. Smaller stock tables will allow the program to run faster, larger stock tables will hold more items.

Changing Descriptions

If you are using a stock table the program will look up the description for each item you sell. If you are not using a stock table the description for every item you sell will be "MERCHANDISE".

Normally the POS program will not allow you to change the description for an item while you are ringing up a sale. However if you set "Should you be able to edit an item's description when ringing a sale?" to "YES" you will be able to change the description. This new description will print on receipts and if you look up the sale in the

"5. Voids" feature the description you typed in will be listed for that item. However the description in the stock table will not be changed to the description you typed in.

Changing Prices

If you are using a stock table, then the register will look up the price for an item. Normally you may change or "over ride" this price. However when setting up your register you may set "Prevent price changes during a sale when using a stock table" to "YES". Now you must use the stock table price when ringing up an item, you may not change it if it is incorrect unless the stock table price is 0.00 or you exit the sale and change it in the stock table. You may still use "reductions" or "discounts" in the sale.

Inventory

If you want to track inventory in your stock table and track what is sold for each item then you must set "Do you wish to track your inventory in your stock table?" to "YES."

Items are removed from the stock table inventory as they are rung into a sale, not at the end of the sale. If the sale is voided before completed the items are replaced into inventory. The reverse happens when a "return" is being rung up. This means that if you are running networked registers that if one register has the last of an item in a sale the other registers will be told that it is out of stock. While a sale is parked the merchandise is not returned to inventory.

There are two stock table settings that will affect the accuracy of your inventory.

"Allow negative inventory amounts in the stock table"

If you have zero of something in your stock table inventory and a customer finds one and has you ring it up, does that mean that you now have -1 of them? If you set this parameter to "NO" then the program will leave the inventory at zero. But this could lead to problems. If the sale is not completed (because you really do not have it?) and the sale is voided the item will be put back into the stock table inventory and the new count will be "one" even though you still do not have any. Think about this for a while before you make this parameter setting.

"For lines 0 to ????? display warning (or refuse to sell) if the inventory is zero."

If you try to sell something you are out of (or more than you have) then you can set up this parameter to either give a warning or refuse to sell the item. However some items that you sell will always have an inventory of zero, like services. If you do repairs of something then you never have any stock of "Repairs" but you are always able to sell them. This program allows you to set aside 0 to ????? lines of the stock table for items you want to warn about (or refuse to sell) if you are out of stock and the rest of the stock table lines will not be affected.

Password

You may edit the stock table from the register program without a password, if you wish to prevent this, set "Should a sales person be allowed to change the stock table without using a password." to "NO" and enter a password.

You may now press [F4] to begin entering your stock table. (Can't find CF2.EXE? See "Starting the cash register" under "MINIMUM MODE" at the beginning of this document.)

Your stock table will consist of two files that will have the extension of .IDX (stock numbers) and .TBL (everything else.) If you named your register file MARTHA then the stock table files for your register will be MARTHA.IDX and MARTHA.TBL

Stock Numbers

You may enter a 1 to 14 digit stock number for each item. Each stock number MUST be unique, no two items may have the same number.

Barcodes.

Almost any product you will sell in a retail environment will have a barcode on it. Underneath each barcode will be a printed number, which is the equivalent of the barcode. The simplest solution to what to use as a stock number for an item is to just use the barcode number as your stock number. After all, the barcode number is already on probably everything that you will be selling.

One big drawback to using the preprinted barcodes as your stock number is that they will be 12 to 14 digits long, which is swell if you have a barcode scanner, but a real pain if you do not and have to type in a 14 digit number for everything that you will be selling.

Alternatives to barcodes.

You do not have to use barcode numbers as your stock numbers. You can make up any numbers you want to as long as they are 1 to 14 digits long, all numbers, and no two items have the same stock number.

If you have very few items to sell you can either print out a list of your items and tape it to your cash register, or when ringing up a sale you can press [F1] to display the stock table on the screen at 20 items per screen page.

If you have many items (hundreds?, thousands?) and do not want to use the barcode numbers you can purchase a pricing gun to label each item in your store with the correct made up stock number. This is a good idea because you may have to purchase a pricing gun anyway just to put your price on each item.

You may also use a "Vendor stock number" which is the number that you use to order merchandise from your vendor to ring up items. Vendor stock numbers do not have to be all numbers and may be up to 30 characters long, they are usually printed somewhere on the box. However they will not replace regular stock numbers. If you use vendor stock numbers to ring up items then each item MUST also have a regular stock number. Only regular stock numbers will be used by other parts of the program to refer to each item. Think of vendor stock numbers as only an alternate method to look up a regular stock number.

Since vendor stock numbers can be anything up to 30 characters you can also make up your own, such as a description like "COLA, LARGE", or "SOCKS, RED, SIZE 10." Vendor stock numbers are looked up during a sale using an "INKEY" search meaning the all you have to do is type in part of the vendor stock number and it will find every vendor stock number that contains that part. For example type in only "RED" and it will find the first item that has a vendor stock number that contains "RED", to find the

next one press [2], continue until you find the one you want. However if you use made up vendor numbers to ring sales then you will not be able to use them to reorder merchandise from your vendor. See "Vendor list" to find out how to activate the use of vendor stock numbers to ring up items during a sale.

Miscellaneous

If you are using a stock table you cannot ring up any item that does not have stock number in the table. It is up to you if you wish to add a "miscellaneous" number to the stock table so that items not in the table can be rung up. To do this, enter a made up stock number, type in a description of "Miscellaneous", leave the price equal to \$0.00, and assign tax rate #1.

Order

In what order should you enter items in the stock table? The stock table does not care. It does not care if there are gaps. You could fill in the stock table from the end and use only every 12th line if you want to. When it prints out reports it sorts the items by stock number or by category / vendor then stock number, so you do not even have to put items in the same category together.

However when the stock table is searched or displayed it starts from the beginning of the table so I place my best sellers at the beginning of the list.

Note, the stock table is always accessed by the program through the stock numbers, so if you move an item in the list there will be no problem as long as the stock number remains the same. Conversely, once you give a stock number to an item you must NEVER change it unless it is a duplicate, and then you must change it. If you discontinue an item do not give a new item its number because the sales history will be credited to the new item. Do not remove a discontinued item from the list until one year after you have sold the last one.

(See "Editing & Exporting" below to see about moving items around in the stock table.)

Entering items into a sale

There are four ways to enter items into a purchase or return if you are using a stock table..

The default method is to either type in a stock number or to use a scanner to read the stock number from a barcode.

The second method is to use the "Vendor stock number." To allow this you must go to the "Vendor list" feature of the POSCONFIG.EXE program. The first thing you will be asked for is "Search first ???? lines." This is the number of lines at the beginning of the stock table that you want to be able to use the vendor stock number to ring up an item. For example, if you set 200 in the "Search first" then only items on stock table lines 1 to 200 can be entered into a sale using the vendor stock number. If you try to use a vendor stock number to enter the item on line 201 into a sale the item will not be found. The reason for this is that looking up vendor stock numbers is slower than looking up regular stock numbers so you want to make the possible search as small as possible. If "Search first" is set to 0 then you will not be able to use the "Vendor stock numbers" to ring up items into a sale.

The advantage to using "vendor stock numbers" is that a "vendor stock number" can contain any letter / number / symbol that you can type on a keyboard, up to 30 characters. You can make the "vendor stock number" "WHITE SHIRT, SIZE 18R" if you want to.

To type in a "vendor stock number" when the purchase screen is asking you for a regular stock number, press the asterisk [*] key.

Not a "Touch Screen"

When the program looks for a "vendor stock number" it does what is called an instring search. This means that if you type in only a portion of the "vendor stock number" the program will find the first "vendor stock number" that contains what you entered. For example if you just type in "SHIRT" then it will find "WHITE SHIRT, SIZE 18R." If it does not find the correct item press [2] to continue looking or [1] or [ENTER] if the correct item has been found.

Line	Pieces	Description	Stock number	Description	Price
1	5	COLOR KEY ONE S	65016	A TOYOTA KEY RING	3.99
2	1	RUBBER GRIP DOM	65017	B HONDA KEY RING	3.99
3	1	ALL ABOVE REDUC	65018	C CADILLAC KEY RING	3.99
4	1	TWISTY KEY RING	65019	D MERCEDES KEY RING	3.99
5	1	1 UP MINUS	65020	E 4X4 KEY RING	3.99
6	5.250	BEADED KEY CHAI	65021	F FORD TRUCK KEY RING	3.99
7	1	COUPON / UNIT R	65022	G CHEVROLET KEY RING	3.99
8			65023	H GMC TRUCK KEY RING	3.99
9			65032	I POST-IT-NOTES KEY RING	1.99
10			65108	J LARGE BRASS HOOK KEYRING	1.99
			65109	K MEDIUM BRASSHOOK KEYRING	1.99
			65110	L SMALL BRASS HOOK KEYRING	1.99
			65555	M BIKER WALLET CHAIN	5.00
			67268	N WOOLY WILLY KEY RING	0.99
			67380	O PEWTER MITZPAH KEY RING	3.99
			67381	P PEWTER BEST FRIENDS RING	3.99
			67388	Q SILVER HONDA KEY RING	3.99
			67389	R SILVER CADILLAC KEY RING	3.99
			67390	S SILVER CHEVY TRUCK RING	3.99
			67391	T SILVER CHEVY KEY RING	3.99
Page 12 of 50					
Press PAGE UP or PAGE DOWN to view additional pages.					
SALE = +					

SALE SCREEN SHOWING STOCK TABLE

The third way to enter an item into a sale is to use the stock table itself. When the purchase screen is asking you for a stock number press [F1] instead. A window will pop up with the first 20 lines of the stock table displayed. You will have 4 options. You can type in the stock number and then press [ENTER]. You can use the arrow keys to scan down the list to the item you want and then press [ENTER]. (Press [PAGE UP] or [PAGE DOWN] to display additional stock table pages.) You can press [TAB] to search the stock table by stock number, description, price, category, or vendor. Or you can press the letter key displayed to the right of the stock number. (Note, even if the stock table is not displayed, and you are being asked for the stock number, pressing the letter key A-T will ring up the item associated with that letter from the first page of the stock table into the sale.)

If you have very few different items in your store you can even make the stock table screen the default method of entering an item into a sale. This is particularly useful for shops like concession stands. To do this go to the stock table (where you can enter new items into the table) and press “[F6] Groups” and then select “[F9] Use stock table as default.”

Now when the purchase screen comes up the stock table window will automatically pop up over it and all you will have to do is pick the items from the stock table to enter them into the sale. From the stock table window you can press [ESC] to close the window and return to the regular purchase screen or you can press [+] to total the sale. From the purchase screen you can press [F1] to return to the stock table display.

The fourth method to enter items into a sale is to use the “Groups” feature. The stock table method is really useful if you only have 20 – 40 items in your stock table, but what if you have dozens or hundreds?

When you press [F1] in a sale to display the stock table is it possible to first display a "menu" of similar items and then choose which section of the stock table you want to display next. To set this up go to the stock table (where you can enter new items into the table) and press “[F6] Groups” and then select either...

- [F5] Do not use groups.
- [F6] Use groups as an option.
- [F7] Groups default, menu default.
- [F8] Use groups as the default.
- [F9] Use stock table as default.

The “[F6] Use groups as an option” means that when you press [F1] from the purchase screen to display the stock table the “groups” menu will display first.

“Default” means that you do not have to press [F1], the “groups” menu window will automatically pop up when you enter a purchase. With the [F7] option you will return to the same stock table page after picking an item from the stock table. (Press [ESC] to return to the groups menu.) The [F8] option will return to the groups menu after picking an item from the stock table. From a stock table page press [ESC] to return to the group menu or press [+] to total the sale.

By using the GROUPS feature you can have the program display a menu of up to 20'groups' like....

- A. BREAKFAST ENTREE
- B. LUNCH ENTREE
- C. DINNER ENTREE
- D. DRINKS
- E. DESSERTS

If you then press 'D' a list of drinks will appear...

- A. LARGE COLA
- B. MEDIUM COLA
- C. SMALL COLA
- D. LARGE DIET COLA
- E. MEDIUM DIET COLA

If you then press 'C' a SMALL COLA will be rung into the sale. If the item you want is not on the displayed page you can [PAGE DOWN] through DRINKS until you find the one you want. Up to 20 items per page.

Using "groups" means that you can find and enter hundreds of different items into a sale by pressing only 2 keys on the keyboard, the first key to select the group and the second key to select the item. (This assumes that you are using the letter keys to choose from the menus.)

For the program to actually use "groups" you MUST arrange your stock table with all of the items from the same group together. For example you would list all BREAKFAST ENTREES on lines 1 to 100, all LUNCH ENTREES on lines 101 to 200, etc. You can use any line to start a group that you want to. However during a sale the program will always begin displaying a group with a line that follows this formula " $n \times 20 + 1$ " in other words, lines 1, 21, 41, 61, 81, etc. would be at the top of the screen. If you have many items in your groups it is best to spread the start lines out like 1, 81, 161, 241 etc. Put the most popular items in a group at the beginning of the group, or use alphabetical order, or any order that makes sense to you.

A couple of enhancements to "Groups" or "Stock table is default." If you go to the "Stock table" feature of the POSCONFIG.EXE program and set "Prevent price changes during a sale when using a stock table" to "YES" then the program will not ask you for a price when you enter the item. However if you go to the "Scanner" feature of the POSGONFG.EXE program and set it to "All stock numbers are assumed to be scanned" then even if you type in the stock number the program will skip asking you for a price or the quantity. (It will use the price in the stock table and a quantity of "1".) This means that if you use groups or the stock table as the default all you have to do to ring up 3 of the same item is to select it and press [ENTER] 3 times or press the letter associated with the item 3 times. If you are auto scanning and wish to change the price or quantity of the last item entered, press [ESC] to return to the purchase menu and then "Press [TAB] to modify the last line."

Description

If you do not use a stock table the description for every item will be MISCELLANEOUS. In the "Stock table" function of the POSCONFIG.EXE" program, if you set "Should you be able to edit an item's description when ringing a sale?" to "Yes" you may then edit the description of each item as you ring it up even if you do not use a stock table.

Every item in the stock table may have a 24 letter description. When you ring an item up the description will be displayed on the screen and printed on the receipt. When you print reports the description will also be printed for each item.

Your customers will really appreciate a detailed description. When I shop elsewhere and then look at my receipt I usually have a hard time remembering what a "2SD ORG KY" could possible be. But when I sell my customers a "2 SIDED ORIGINAL KEY" they know what it is and I know what it is if they bring it back.

Your employees will appreciate a detailed description also. If they punch in an incorrect stock number during a sale, or when receiving or inventorying merchandise, they will be able to tell that it is wrong.

You can make an item "restricted" by pressing [F9]. At the right of the description an "=" sign will identify restricted items. Then in a sale the first time you ring up a "restricted" item a window will pop up saying...

RESTRICTED
MERCANDISE
CHECK ID

[F1] ID PASS
[F4] ID FAIL

If you press [F1] then you will be able to sell the item and the program will not ask you again if you sell another restricted item for this sale. If you press [F4] then you will not be able sell this item and you will be asked again if another restricted item is rung up.

Prices

The price is pretty obvious, for each item in the stock table enter the correct regular price for one piece. If your location uses "added" tax then the price will not include the tax. If your location uses "included" tax then the price will include the tax.

When entering a price (if rounding is set to less than 1), if you press [F7] you will toggle between 2 decimal pricing (23.49) and 3 decimal pricing (2.349). Note: the digits in the number will not change, only the position of the decimal point. This is handy if you are selling gasoline.

Sale / Alternate prices

Enter a sale price and it will over-ride the regular price. This is true even if the "sale price" is higher than the regular price. When the sale is over all you have to do is to delete the sale price and the regular price will be reinstated, you do not have to re-enter the regular price.

You can also use the sale prices for something else. If on the setup screen for the stock table you set "Use SALE PRICE as ALTERNATE PRICE" to "YES" then you can use the sale price as a second price for each item. Now when you are ringing up a sale, at the center left of the screen will be a color strip that will either say "[F4] REGULAR PRICES" or "[F4] ALTERNATE PRICES", press [F4] to toggle between the two. When the strip says REGULAR then the program will charge the regular price. When the strip says ALTERNATE you will charge the sale (alternate) price. This allows you to have one set of prices for regular customers and special prices for other customers.

You can press [F4] as many times as you wish during a sale so that you can decide to charge the regular or sale price for individual items in the same sale. The [F4]

setting will stick until you press it again so make sure at the beginning of the next sale that it is set to what you want.

For both sale prices or alternate prices if the price is 0.00 then the regular price will be charged. This means that if the regular price and the sale / alternate price are the same you can leave the sale / alternate price set to 0.00.

There is more. You can make price changes now and store them as files to be used later. To do this first backup your current prices (regular prices and sale prices are saved as separate files.) Now make any changes in the prices you want to use later and save them as files. Reload the current price list. Important note: if you are doing this on networked computers you must do it when the store is closed. If you change prices while other registers are active then the other registers will use whatever prices are in the stock table while you are making changes.

You can use the saved sale price lists to "build a sale." Assume that you have sales on different items that start and end on different days. For example....

PRODUCT LINE	SALE STARTS	SALE ENDS
CROSS PENS	5-16-2004	6-30-2004
MUSIC BOXES	5-2-2004	8-14-2004
DESK SETS	5-14-2004	5-21-2004
KEYS	5-9-2004	7-12-2004
KWIKSET LOCKS	5-21-2004	6-15-2004

To "build a sale" for 5-14-2004 you would first backup the current sale prices, then erase sale prices from the stock table. The program will erase an entire price list from the stock table for you. Assuming that at a previous time that you had saved a sale price list for each of the sales listed above, all you have to do now is load the sale price lists for CROSS PENS, MUSIC BOXES, DESK SETS, and KEYS but not KWIKSET LOCKS because they will not be on sale until 5-21. Now save the file using the "date" filename 20040514. Don't forget to reload the price list that you backed up.

Note that loading a new price list will not erase the current prices, it will only change the prices that are in the new list. BTW, when you save a price list any item that has a price of 0.00 will not be saved, therefore you cannot change any price to 0.00 by loading a price list.

If an item is on sale in two different price lists, the price loaded last will be in effect. For example if a clock is listed as 23.85 in the "Bulova" sale price file and the same clock is listed as 25.78 in the "Clock" sale price file then the sale price that will be used on that clock will be 23.85 if the "Bulova" sale file was loaded last but 25.78 if the "Clock" sale was loaded last.

The reason that you want to save a price list using a "date" file name is that when you start the POS.EXE program it will look for a price change that begins on today's date. If it finds one it will automatically load the new price list. This will work for both regular and sale prices, however having the POS.EXE program load a regular price list will not erase all current regular prices first, loading a sale price list WILL erase all sale prices first.

A "date" file name must be in this format YYYYMMDD where YYYY is a four digit year (2004), MM is a two digit month (03 not just 3), and DD is a two digit day (08 not

just 8). Therefore a "date" filename for January, 8th, 2004 would be 20040108. Make sure that "0" are zeros and not capital letter "O".

Tax rate

See the function "Tax Rate." After you have entered a tax rate chart you must assign a tax rate to each item in the stock table. When you are in the tax rate column of the stock table the tax rate table will appear at the bottom of the screen with each tax rate labeled 0 to 9. For each item enter the tax rate label 0 - 9. For example, if an item has a tax rate of 5.25% and the tax rates are 0 = 0.000, 1 = 3.875, 2 = 5.250, 3 = 2.000, with the rest equaling "0" then you would enter "2" as the tax rate for that item.

The reason that you do not enter the actual tax rate of 5.250 is that if a tax rate changes you will not have to change 500 tax rates in your stock table, you would only have to change the one tax rate in the tax table.

If you have two different types of things that have the same tax rate, you may want to enter the same rate twice into the tax table in case only one of them changes. For example if both alcohol and tobacco are taxed at 9.000%, and the tax on only tobacco is increased to 10.000%, if you had set tax rate 3 = 9.000 (for alcohol) and tax rate 4 = 9.000 (for tobacco), then you would only have to change rate #4 in the tax table. If you had both alcohol and tobacco set to tax rate 3 then when the tax on tobacco changed you would have had to create a new tax rate of 10.000% in the tax table and then change every tobacco item in your stock table to the new rate.

A unit tax is a sales tax that is charged per item. For example if you sell a bottle of wine there could be a 1.50 per bottle tax. You can press [F7] to enter a unit tax for that item. Then when you sell the item the unit tax will be charged for each one of that item you sell. Any item may have both a percentage tax and a unit tax.

Pieces sold, Dollars sold, Inventory

These columns are filled in by the cash register as sales are made. As each item is sold the "Pieces sold" and "Dollars sold" are increased, "Inventory" is decreased. Since these numbers reflect your sales and stock you would not want them to be changed by unauthorized people. Therefore even if the stock table is accessed using the stock table password, these three columns cannot be changed. Only if you access the stock table by using the master password may you change these numbers.

Of course the inventory is also changed by using the "inventory" and "receiving" programs. (See "Category List") (See "Vendor List")

Cost, Model, Pack, Vendor stock number

These columns are used by the PURCHASE.EXE program to create automatic purchase orders to restock your store. "Cost" is your cost (wholesale) for an item. "Model" is how many of an item is normally stocked in your store, if your inventory is LESS than this number they should be ordered. "Pack" is the amount that an item must be ordered by, for example if the item comes in boxes of a dozen then you must order in multiples of 12, you can order 12 or 24 or 36 of that item but you cannot order 30 of them, therefore the "pack" on that item would be 12. "Vendor stock number" is the number you use to order that item from the vendor. If an item in your shop has a stock number of 256951 but you must order it from the XYZ Corp. as MFDF118KA then

MFDF118KA is the "vendor stock number". NOTE: When ringing up a sale you may use either your stock number or the vendor stock number to ring up an item.

(See Vendor to allow this function.)

Moving & Exporting & Importing stock table lines

WARNING: DO NOT CHANGE THE ORDER OF THE STOCK TABLE WHILE OTHER COMPUTERS ARE USING THE STOCK TABLE OVER A NETWORK!

To move lines in the stock table press [F5] for "Move / Export lines." You will now be offered the option to "Backup the stock table." This is a truly wonderful idea. When making wholesale changes in the order of your stock table it will be quite easy to screw up your stock table beyond all comprehension. Then the only way to have a stock table again will be either to restore it from the backup or type in the entire stock table again from nothing. Trust me, restoring from a backup is the easier of the two options.

- | | | |
|--------------------------|---|---------------------------------|
| 1. Select/Unselect lines | 5. Copy to clipboard. [CTRL]+[^] | Move up |
| 2. Add blank lines here | 6. Paste from clipboard. [CTRL]+[v] | Move down |
| 3. Delete selected lines | 7. Export to printer/database/spread sheet. | |
| 4. Sort stock table | [SPACEBAR] | Select/Unselect this line only. |
- "Move/Export" menu options

When the menu above is at the bottom of the screen you can use the following options.

If you hold down the [CTRL] key and then press either the up or down arrow keys the current line will move up or down in the stock table.

Press the [SPACEBAR] to select the current line or unselect it if it is already selected.

Press [1] to select lines just by using the up and down arrow keys. You can also enter "search" terms and all lines in the stock table that match will be selected. Note when searching for descriptions or vendor stock numbers any partial match will be selected. For example if you are searching for "RING" then "DIAMOND RING", PISTON RINGS", "LORD OF THE RINGS", "KEYRING", will all be selected.

Press [DELETE] and all selected lines will be unselected.

Press [2] to add blank lines at your current location in the stock table. Lines after your current location will be moved back. Warning; if there are not enough blank lines at the end of the stock table (equal to or more than the numbers of lines you are adding) then the program will not add lines and this procedure will be canceled.

Press [3] to delete selected items from your stock table. You may choose to just remove the lines leaving blank lines in their place or to move up the following lines to fill in.

Press [4] to sort the stock table. You may choose to sort the entire stock table or you may enter a range of lines and only the lines between the "begin" line number and the "end" line number will be sorted. All other lines will remain in their current location.

WARNING; when the program sorts lines, all lines in between "begin" and "end" with a stock number of zero will be erased.

You may sort by any field in the stock table like stock number, description, price, tax rate, inventory, anything. Sorting by either description or vendor stock number is not case sensitive, i.e. "a" = "A". You may sort in either increasing order (A --> Z, 1 --> 9) or decreasing order (Z --> A, 9 - -> 1). If items in your sort field are the same (for example you are sorting by price and many items have the same price) then like items will be further sorted by stock number.

Press [5] to move all selected lines into the clipboard. You may either make a new clipboard or copy to the end of the current clipboard. After you copy to the clipboard you will be offered the option of deleting the selected lines from the stock table. This is a good idea. If you do not delete and then later copy the clipboard to the stock table then you will have multiple twins of lines in the stock table. The POS program will not allow you to leave the "Move / Export lines" function if you have multiple lines with the same stock number. You will have to search each twin one at a time and either delete it or change the stock number or restore your stock table from the backup. It will be much easier to delete the selected lines now. This is also a problem if you copy the same lines twice into the clipboard and then paste the clipboard into the stock table. Once again you will have twins in the stock table.

Press [6] to paste the clipboard to your current location in the stock table. You may either overwrite the current lines with the clipboard or move back the current lines of the stock table to make room for the clipboard contents. Warning; if you choose to move lines back and there are not enough blank lines at the end of the stock table (equal to or more than the numbers of lines you are pasting) then the program will not paste lines and this procedure will be canceled.

Press [7] to export lines from your stock table to either a printer, a text file that can be loaded into any word processing program, or a data file that can then be loaded into any spreadsheet or database program.

When exporting you may export all lines, all selected lines, or all lines with non-zero stock numbers. You may choose only those fields you wish to export and the order in which you wish to export them. You may choose to export information on your merchandise as LINES or SHELF TAGS. "Lines" will export the fields for each item on one line.

If you choose to export "shelf tags" you will have several options. "Custom" will print each field on a separate line in the order you have chosen. A label will proceed the data on each line except for the "stock number", "description", and "vendor stock number" lines.

3713541354121

IMPORT RUBBER GRIP KEY

PRICE: 4.29

INVENTORY: 236

COST: .89

XFG4154141HDSDH41

Sample custom tag.

"Price" tags will print only the stock number, description and price on a tag no matter what fields you have chosen.

IMPORT RUBBER GRIP KEY
3713541354121 REG. 4.29

Sample price tag.

"Sale" tags will print only the stock number, description, regular price and sale price on a tag no matter what fields you have chosen. However if the item has a sale price of 0.00 then a "price" will be printed instead of a "sale" tag even though you have selected to print "sale" tags.

IMPORT RUBBER GRIP KEY
3713541354121
REG. 4.29 Sale 3.99

Sample sale tag.

There are several format options for shelf tags...

"## Lines from the top of one tag to the top of the next tag." You must set this correctly to start printing at the top of each tag on the sheet. You must make sure that you have set the number of lines to equal or greater than the number of lines on a tag.

"# Tags per row. (How many across?)" If your sheets of tags are placed 2 across on the sheet then you will probably want to print 2 across tags.

"## Tag width. (In characters.)" From the left edge of one tag to the left edge of the tag next to it how many characters must you print?

"## Left margin. (In characters.)" This shifts tags to the right.

"# Top margin. (In lines.)" This will shift tags down the page.

"## Printed lines per page" (If zero, printing will be continuous,) No "page feed" if zero.

"# Bottom margin. (In lines.) Blank lines at the bottom of the page.

"Justification." You may choose to justify your tags to the LEFT, CENTER, or RIGHT.

Since shelf tags have many settings you will probably want to "[F7] See sample output" before you actually begin exporting tags. Be careful, this program assumes that you know what you want to do and if you select to print 78 tags wide with 81 characters to the next tag and 64 lines per tag then the program will actually try to do this. The

results will not be pretty and will use up a whole forest of paper. Or the program will just die.

You may export as TEXT or DATA. TEXT may be sent to the printer or as a disk file that can be loaded into any word processing file. After loading a TEXT file into your word processing program make sure that you change the font to COURIER (in your word processing software) otherwise the columns will not line up. DATA files are saved as "comma delimited" files and may be loaded into any spreadsheet or database software. NOTE: in DATA files, quotes ("") in "descriptions" and "vendor stock numbers" will be changed into double apostrophes ('').

Importing

It is possible, although difficult, to import a stock list into your stock table from either a word processing, spreadsheet, or database program.

The data from one of these programs must be saved as a plain text, comma delimited document with the extension of .TXT, for example DOCUMENT.TXT.

Here is a sample file as it would appear in a word processing program...

```
22532,"ROCKS ", 23.21,1, 23.00, 2563.21, 252, 1, 20
96585222,"STONES ", 52.21,2, 5.20, 12,00, 16, 18, 52
84,"BRICKS ",,,18.20,5,91.00
```

There are a LOT of rules.

The data on each line must be in this order...

1. Stock number (14 digit maximum, numbers only)
2. Description (24 characters max.)
3. Regular price (9999.99 max.)
4. Sale price (9999.99 max.)
5. Tax chart (0 - 9 only)
6. Pieces sold (99999.99 max.)
7. Dollars sold (9999999.99 max.)
8. Inventory (99999.99 max.)
9. Category (0 - 255 only)
10. Vendor (0 - 255 only)
11. Cost (9999.99 max.)
12. Model stock (99999 max.)
13. Pack (9999 max.)
14. Vendor stock number (30 characters max.)

You do not have to have all 14 fields but they MUST be in the proper order and you may not skip any. For example if you want to enter only the first 7 fields you MUST enter all fields from 1 to 7, you CANNOT skip field 5 (or any other field from 1 to 7) and only enter fields 1, 2, 3, 4, 6, & 7.

Fields MUST be separated by a comma (,).

If the description contains a comma (,) it must start and end with a quote ("") AND the right quote MUST be immediately followed by a comma (",). For example "PAIR OF SOCKS, RED ",

Excel

If you have MS Excel there is an Excel spreadsheet STOCKTABLE.XLS that comes with this program. It is a blank formatted stock table that you can use to create a text file that can be loaded into the stock table. It would be a good idea to make a copy of this spreadsheet before you make any changes in it. Fill in the data into the Excel file and then save it as a "CSV (comma delimited)" type file.

The descriptor on the second row of each column tells you about the data that goes in each column. If you have a descriptor of 000.00 then you may enter a number in that column from .00 to 999.99. Remember that the leftmost column has to be numbers only even though it is a text column. The rightmost column may have any characters.

DO NOT ENTER COMMAS IN TEXT CELLS UNLESS YOU ENCLOSE THE CELL IN QUOTES!!!

You do not have to fill in every column, columns not filled in will be either blank or zeros when this file is loaded into the stock table. Rows that do not have a valid stock number greater than zero in the leftmost column will not load into the stock table.

Remember that this spreadsheet will NOT be your actual stock table, it is only a way to load data into your stock table.

You may also copy & paste data into this file from another spreadsheet that you may already have however you must copy only one column at a time if the columns in the other spread sheet are not in the correct order. If you copy the data you must make sure that data type has not changed. To check if it has select one of the column entries, on the tool bar near the top of the Excel screen click on [Format] then [Cells] then [Number]. All columns that do not have a decimal point in the descriptor on the second row must be of the "Text" data type. For columns that need a decimal point click on [Custom] and the data type must be "0.00". If the data type has changed select the entire column and the repeat the steps above to select either "text" or "0.00".

Loading the file

You must close your word processing program before you can load the saved text file into the stock table.

You enter your file into the stock table by first loading it into the clipboard. From the stock table press [F5] (Manipulate / Export lines) (at this point you may make a backup of your current stock table, a WONDERFUL idea!), then [1] (Continue), then [5] (Copy selected lines into the clipboard), then [4] (Erase current clipboard and copy from text file to make new clipboard.) Now enter the disk drive that the file is on and the name of the file and press [ENTER] to load the file. You will now be required to view the contents of the clipboard. THIS IS IMPORTANT! Make sure that all of the data from your text file has loaded correctly into the clipboard. Check every line and both pages. If the data was improperly loaded or corrupted in the clipboard then when you load the clipboard into the stock table it could corrupt the existing stock table making it totally unreadable by the POS software. Do you want to retype your entire stock table over again?

After you have finished checking the contents of the clipboard press [ESC] twice and you may now move the cursor to where you wish to load the clipboard into your stock table and then press [6] (Paste lines here from clipboard.)

It is a REALLY GOOD IDEA to make several dry runs of this feature into a new, empty stock table before attempting this on the stock table you are using.

The most common errors in importing a file are if the file has an extra or missing comma (,) then the data that is supposed to be in one field will show up in a different field or if the value is out of the allowable range the value will be zero, all of the following fields on that line will also be shifted to another field. The other common error is if the "description" field contains a comma (,) and is not contained in quotes ("") or the right quote is not immediately followed by a comma, i.e. there is a space between the right quote and the following comma.

If you save your data file from your word processing software in a format other than plain text or "DOS text" or from your spreadsheet or database program in a format other than comma delimited, then a lot of formatting data will proceed the actual stock data and the import function of the POS program will not be able to find the actual stock data.

TAX RATES

To set up a tax table for your register use the "Tax rates" function in the POSCONFIG.EXE program. You may also edit the tax table from the register program without a password, if you wish to prevent this, set "Should a sales person be allowed to change the tax rates without using a password." to "NO" and enter a password.

You may enter the tax rates into two columns. If your location has only one tax for each separate item then only fill in the LEFT column. If your location has two tax rates for each separate item, for example a federal tax and a local tax, and the different taxes must be tracked separately, then you must fill in both columns. Fill in the LEFT column for the federal tax and the RIGHT column for the local tax.

To change the text on the receipt from "TOTAL TAX" to something else like "TOTAL PST COMPONENT" you must enter the new text at the top of the proper column on the tax table.

TOTAL TAX	TOTAL PST COMPONENT <-- Print on receipt
1 8.750	1 5.000 <-- General merchandise tax rate
2 2.000	2 2.000
3 5.500	3 4.750
4 0.000	4 0.000
5 0.000	5 0.000
6 0.000	6 0.000
7 0.000	7 0.000
8 0.000	8 0.000
9 0.000	9 0.000
(Tax column 1)	(Tax column 2)

The "tax total" section of a single tax receipt will look like this...

SUB TOTAL	19.55
TAX1 at 8.750%	1.23
TAX2 at 2.000%	.01
TOTAL TAX	1.24
TOTAL	20.79

The "tax total" section of a double tax receipt will look like this...

SUB TOTAL	36.40
TAX1A at 8.750%	1.22
TAX2A at 2.000%	0.45
TAX1B at 7.000%	0.98
TAX2B at 1.000%	0.22
TOTAL GST COMPONENT	1.67
TOTAL PST COMPONENT	1.20
TOTAL	39.27

In the tax rate table enter the general merchandise tax rate for your location as tax rate #1. (In one or both columns.) For example if food at your location is taxed at 2% and medicine is taxed at 1.5% and gasoline is taxed at 8% and everything else is taxed at 5% then you will enter 5.000% as tax rate #1. The other tax rates will be entered as rates #2 to #9.

If you run this program without a stock table, tax rate #1 is the default rate that will be used when you ring up an item on the register. You would want the most common rate to be the default.

You may change the settings above from the POS.EXE program. However if you use the "Tax rates" feature in the POSCONFIG.EXE program you will have several additional functions to set.

TAX TYPE

There are two ways to display tax in a sale. Tax ADDED displays the price on each line on the receipt without tax. Tax INCLUDED displays the price on each line on the receipt with tax.

Tax ADDED at end of sale	Tax INCLUDED on each line
ZODIAC KEY CHAIN	10.00
BRASS KEY ONE SIDE	2.00
SUB TOTAL	12.00
TAX	1.20
TOTAL	13.20
ZODIAC KEY CHAIN	11.00
BRASS KEY ONE SIDE	2.20
SUB TOTAL	12.00
INCLUDES TAX OF	1.20
TOTAL	13.20

Why is the tax sometimes off a penny when using "INCLUDED" tax?

Actually either the tax or sometimes the totals may be off a penny. When you use ADDED tax, and an item is priced at 5.00, then the price is exactly 5.00. However when

you use INCLUDED tax the real price of an item is 5.00 minus the tax. For example, if the tax rate is 8.75%, then a 5.00 item is really 4.5977011 plus a tax of .4022989.

The program however only keeps track of the price to .00001 so the last .0000011 is not tracked. If you sell many items, or in some cases only a few, this rounding error can pop up.

TAX ON TAX

If you have two tax rates on each item does tax #1 tax only the merchandise or the merchandise + the tax #2 on the merchandise? For example if the item is 10.00 and each tax is 10%, how is the tax calculated?

$$(10.00 \times 10\% = 1.00) + (10.00 \times 10\% = 1.00) = 10.00 + 1.00 + 1.00 = 12.00$$

Or

$$(10.00 \times 10\% = 1.00) + (11.00 \times 10\% = 1.10) = 10.00 + 1.00 + 1.10 = 12.10$$

The second example is tax on tax. You may have either tax put tax on the other tax, or neither, but not both.

FRACTION OF A PENNY ROUND UP.

Tax on a sale is not usually an even amount. For example if you have a 1.00 item with a tax rate of 8.75 then the total sale amount is 1.09. However that is not the real amount.

The tax is actually .0875 cents and the total is really 1.0875. Since most countries do not have a coin that is less than a cent this is rounded to 1.09.

Most places use 4/5 rounding meaning that if the fraction of a penny is .00 of a penny to .49 then the extra is dropped. If the fraction of a penny is .50 of a penny to .99 then the tax is rounded up to the next penny.

To set this program for 4/5 rounding set "Fraction of a penny." to ".50". To round up any fraction of a penny to the next penny set "Fraction of a penny." to ".01", etc. (See "Stock Table")

UNIT TAX

A unit tax is a sales tax that is charged per item. For example if you sell a bottle of wine there could be a 1.50 per bottle tax. When you are in the "Tax" column of the stock table you can press [F7] to enter a unit tax for that item. Then when you sell the item the unit tax will be charged for each one of that item you sell. Any item may have both a percentage tax and a unit tax.

TICKET SALES

This program will sell tickets to just about anything, stage shows, movies, airline, train, stadium, theme park, etc. Tickets can be for something today or dated tickets for something in the future. Tickets can be sold as general admission (you have 100 seats, sell 100 tickets, and everyone finds their own seat) or you can sell individual seats (Main floor, Row G, Seat 8).

This feature was originally written for selling theater tickets. If you are selling tickets for something else you can probably make the adjustments. A "venue" can be a

theater, stadium, aircraft, train car, boat, etc. An “event” can be a performance, flight, departure, etc.

You can sell tickets for different things using the same setup, meaning that you can sell airline tickets in one transaction and theater tickets in the next transaction. However the venues must be yours. You can sell tickets to Bob’s Airlines (because you are Bob) but you will not be able to sell tickets to United Airlines because they have their own ticketing system.

There is no limit on the number of different venues that you may have. The same venue may have multiple seating / pricing layouts. The same venue may sell admission by individual seats or general admission depending on the particular event.

The program will keep track of which seats are sold and unsold.

However there are limits. If you sell individual seats your seating plan must fit into a grid of 78 X 100 seats. If you sell seating by section (different prices by section) you cannot have more than 9 sections. If you sell tickets by type (regular admission, child, senior, discount, whatever) you cannot have more than 5 different types. If you sell seats by general admission each section can have a maximum of 10,000 seats.

The program will print receipts and tickets on the same printer or you can print receipts on one printer and tickets on another.

Note: to sell tickets, the main POS program must be set to use a stock table and the stock numbers used for tickets must be in the stock table.

SETUP

As you can see the list of ways you can sell tickets is very flexible. But this does mean that you are going to have to do some setup to get it to work the way you want.

To setup ticketing go to the “Ticket sales” feature of the POSCONFIG.EXE program. You will see this menu...

1. Create an event
2. Layout venue seating
3. Printer setup
4. Unlock all venue files
5. Delete an event
6. Ticket sales reports

The first thing you must do is press [TAB] until the line under the menu reads “[TAB] Allow ticket sales.” If the line reads “[TAB] No ticket sales.” then you will not be able to sell tickets even if you have done everything else to set up ticket sales.

PRINTER SETUP

Just to get it out of the way choose “Printer setup” first. You may choose to use your receipt printer to print tickets or to print tickets on a separate printer attached to your computer. Even if you are using the same printer as the one you use to print receipts you must set up printing for the tickets. It is basically the same setup as for printing receipts so view those instructions. However, even if you are going to use the exact same setup on the same printer to print both receipts and tickets you must do the “printer setup” for the “Tickets” feature.

SELLING TICKETS

The way the program works is that you describe the venue to the program (a seating layout) then you create events for that venue. An event will have the date / time of the event and the different prices for admission. An event can also be a flight on an airplane or a sporting event or just about anything. You can use the same seating layout for an unlimited number of events, after all you do not want to make up a seating grid for each event.

Once you have created a seating grid and matched it to an event with all the pricing information, you can then begin selling tickets to that event.

LAYOUT VENUE SEATING

Using the option "Layout venue seating" will allow you will create a seating chart for your venue. You may create several venues for use so you must name each venue file. You can also have different seating plans in the same venue. For example for some events you may not allow seating in the balcony, or set up chairs on the stage, or have all seats the same price. To do this you must save the same venue as separate venue files like BIJOU1.THR, BIJOU2.THR, BIJOU3.THR, etc. However for the same seating plan in the same venue you will only have to create one file even though you may have several different events in that venue with that seating plan.

There are two ways you can sell seats. You can sell seats as "general seating" meaning that if your venue has 200 seats you can sell 200 tickets and the patrons find their own seats when they enter the venue. The other way is "assigned seating" where the patron is sold a particular seat in the venue.

When you start "Layout venue seating" to create a seating plan you will be asked to choose an existing venue or press [TAB] to create a new venue. Choosing an existing venue will allow you to update the venue seating (have you have added a row of seats to the venue?) or to create and alternate seating plan for the venue (the balcony is closed) without having to start from scratch.

INCREADABLY IMPORTANT! If you alter a venue plan that has already been used to sell seats to an event then the seats sold may no longer be valid or it may be possible to sell the same seats again. Instead create a new venue file with a new file name.

GENERAL SEATING

When you begin to set up a venue you will be asked how many seats are in the venue. If you NEVER sell seats by "general seating" you will not have to fill this in. You may divide your venue in up to 9 different sections (main floor, mezzanine, balcony, etc.) and enter the number of seats for each section. That way while the event is "general seating" a patron must sit in the correct section. Of course when you set up an event you may price each section differently.

The next screen will allow you to enter several lines of text that will be printed on all tickets printed when using this seating chart. The lines are...

Venue name
Street address
City, State, Zip
Phone number
Fax number
Email address
Website address

Any lines you do not fill in will not be printed on the tickets.

The next screen will allow you to rename the file you are working on. If you loaded the BIJOU.THR file but want to save the changes you will be making to the seating as the BIJOU2.THR file, this is where you change the filename. If you do not change the file name then any changes made to the seating will be saved to the existing file. NOT A GOOD IDEA!

MAJESTIC.THR		Cusor	location.	ROW	1 COLUMN	1		Seat name
A		BOX A	99	111111	1111111111	111111	99	BOX D
B			99	1111111	1111111111	1111111	99	
C			99	1111111	1111111111	1111111	99	
D		BOX B	99	11111111	1111111111	11111111	99	BOX E
E			99	111111111	1111111111	11111111	99	
F			99	222222222	222222222	222222222	99	
G		BOX C	99	222222222	222222222	222222222	99	BOX F
H			99	222222222	222222222	222222222	99	
I			99	222222222	222222222	222222222	99	
J			3333333333	3333333333	3333333333	3333333333		
K			3333333333	3333333333	3333333333	3333333333		
L			3333333333	3333333333	3333333333	3333333333		
M			3333333333	3333333333	3333333333	3333333333		
N		444	4444444444	4444444444	4444444444	4444444444	444	
O			444	4444444444	4444444444	4444444444	444	
P		444444	4444444444	4444444444	4444444444	4444444444	444444	
Q		444444	4444444444	4444444444	4444444444	4444444444	444444	
R		5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	
S		5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	
T		5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	
U		5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	
V			BALCONY					
			666	6666666666	6666666666	6666666666	666	
[t]	[l]	[+]	[+]	[PG UP]	[PG DN]	[HOME]	[END]	[0]-[9] [F1]=Toggle [ESC]=quit/save

The above screen is where you can set the seats in your venue.

ASSIGNED SEATING

The top of the screen will be where the stage is located. Use the arrow keys, [PAGE UP], [PAGE DOWN], [HOME] and [END] to move through the venue. To place a seat press one of the number keys 1-9, to remove a seat press the [SPACEBAR]. You may place seats in rows of up to 78 seats with up to 100 rows. Try to layout your seats in a way that you can visualize your actual venue from the number blocks you place. Include the aisles and leave a blank row between the main floor and each balcony. Include box seats to the sides of the main floor rows.

The two screen columns on the left are to be used to mark the label rows in the seating chart. To insert or delete rows in the row labels the cursor must be in the left two columns of seating chart.

By pressing the letter keys you can put labels in the seating chart (BALCONY) but of course your labels cannot contain numbers.

The number you press to create the seat is important. It is the price group for the seat. Later when you create a 'Event' you will be able to price each seat group. For example all seats numbered 1 will sell for 89.00, all seats numbered 2 will sell for 65.00, etc. When you create an event you may set seats with different numbers to the same price if you wish.

When you move the cursor over a seat you will be able to give the seat a location label like, 'ROW 4, SEAT 22' or 'BOX 2, SEAT 5'. These locations are the ones that will print on the tickets. Each seat label may be up to 20 characters long. It will be a good idea to place the seats BEFORE labeling them because if you wish to delete the seats to move them elsewhere the labels will not move with them.

To type in a seat label press [F1] and from that point forward you will only be able to type seat labels. Press [F1] again to return to placing seats. When you are typing seat labels pressing [F3] will toggle seat memory on and off (and place an 'X' in the top, right of the screen when it is on). When seat memory is on it will copy the text from the previous seat to the next seat if the next seat is blank. That way you will not have to keep typing "ROW" "SEAT" over and over again but just change the numbers. A seat label will not be saved if the actual seat has not been numbered.

There are several things you can do to the seating chart by pressing Function keys

[Arrows] Move in the grid.

[PAGE UP] [PAGE DOWN] Move up or down a page at a time.

[HOME] Go to the top of the seating chart.

[END] Go to the bottom of the seating chart.

[INSERT] Move all seats to the right of the cursor one space to the right.

[DELETE] Move all seats to the right of the cursor one space to the left.

[CTRL] + [INSERT] Move all lines from the cursor down.

[CTRL] + [DELETE] Delete current line and move all lines below up one.

[F1] Switch between placing seats and entering seat labels.

[Letters] Label the seating chart.

[Numbers] Place seats.

[SPACEBAR] Remove at cursor.

Note: When typing seat labels you will not be able to move seats using [INSERT] or [DELETE] and to move the current seat position in the seating chart you will have to hold down [CTRL] and press arrow keys, [PAGE UP], [PAGE DOWN], [HOME] and [END].

Once you have the seating chart the way you want it press [ESC] to save it. You will now be offered the option of printing the seating chart or saving it to a text file.

To delete a venue or move it to a new location on your hard drive you only need to delete or move the ??????.THR file.

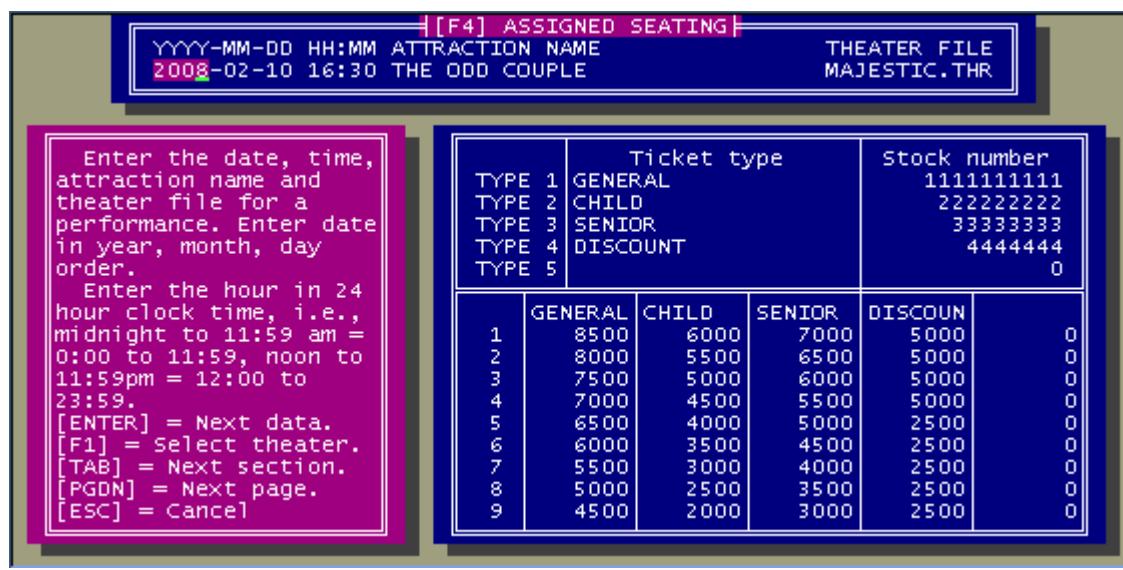
CREATING AN EVENT

Using the option "Create an event" will do just that. On the first screen you will have the option of "1. Create a new event" or "2. Load an existing event." Option 2 will allow you to change the pricing in an existing event or more important to allow you to

copy the data in an existing event to create a new event for a different date or time.

If you loaded an existing event file and make any changes in the header, then when you save this file you will be offered the option to save as the SAME event or as a NEW event. You save as the SAME event only if you are correcting something, like a typo in the event name or an incorrect date or time. If you save as the SAME event the corrections will be made and any seats sold to this event will be preserved. If you save as a NEW event then the old event will remain unchanged. A NEW event will be created and all seats in the NEW event will be unsold even if they had been sold in the old event. This is how you copy the data from an existing event to create a new event without having to type in the pricing data all over again.

From anywhere on this screen you can press [F4] to toggle the event between "general seating" or "assigned seating."



Press [TAB] to go to the "Ticket type" section. The program will allow you to sell seats to up to 5 different types of customers, for example GENERAL, CHILD, SENIOR, STUDENT, DISCOUNT. Each type will have its own pricing list. Here you will be able to type in the label for each type of ticket. Of course you do not have to use all 5 types, but you must enter at least one. By pressing [ENTER] you will be able to toggle between entering the labels or the stock numbers.

Since this program is used in conjunction with the POS software the POS software will have to know what stock number to use to ring up each type of ticket. You cannot sell tickets if the POS program is not set to use a stock table. Be careful, entering an incorrect stock number, or one that is not in the stock table, will prevent you from ringing up the ticket sale. If a stock number for a ticket cannot be found in the stock table the program will refuse to ring up the sale. You may use the same stock number for all the different ticket types if you wish. When entering the ticket types in the stock table do not enter the price of the tickets. The price of each ticket is set here, a regular price or a sale price in the stock table will be ignored. However you must set the tax rate

for your tickets in the stock table, if any. You can set up a percentage tax and a unit tax just like any other item in the stock table.

Press [TAB] again to go to the pricing grid. When you laid out the venue seating you placed each seat by pressing a number (or for "general seating" you assigned sections of the venue). That number will affect the price of that seat. Here in the pricing grid you enter the price for each seat depending on the seat number and the "ticket type" that may be sold. For example a ticket sold for GENERAL ADMISSION for a seat numbered [2] (or section #2) may have a totally different price than a ticket sold for SENIOR ADMISSION for a seat numbered 5. Of course you may charge the same price for all seats no matter what the ticket type or seat number if you wish. You must make sure that you fill in prices for all possible ticket type / seat number combinations.

From anywhere on the screen you may press [PG DN] to continue or [ESC] to quit.

The next screen will show you a sample printed ticket...

ADMIT ONE TO
THE ODD COUPLE
ON SATURDAY FEB. 19, 2008 AT 4:30 P.M.
AT THE MAJESTIC VENUE
4730 W, Irving Park Road
Chicago, IL 60641
PHONE: (773) 555-5555
FAX: (773) 555-5556
EMAIL: TICKETS@PORTAGE.ORG
WEB: HTTP://PORTAGE.ORG
SENIOR ADMISSION = 60.00
***** ROW XX, SEAT XX *****

The ticket stub will not be shown but will comprise the following lines

THE ODD COUPLE
ON SATURDAY FEB. 19, 2008 AT 4:30 P.M.
SENIOR ADMISSION = 60.00
***** ROW XX, SEAT XX *****

Under the ticket displayed on the screen will be 10 lines. You can fill in these lines with text that you want printed on the tickets for this event. You can use these lines to state your return policy, legal stuff, or anything else you wish. Blank lines from the bottom will not be printed. So a printed ticket could look like this...

ADMIT ONE TO
THE ODD COUPLE
ON SATURDAY FEB. 19, 2008 AT 4:30 P.M.
AT THE MAJESTIC VENUE
4730 W, Irving Park Road
Chicago, IL 60641

PHONE: (773) 555-5555
FAX: (773) 555-5556
EMAIL: TICKETS@PORTAGE.ORG
WEB: HTTP://PORTAGE.ORG
SENIOR ADMISSION = 60.00
***** ROW D, SEAT 25 *****
Outside food not permitted.
All ticket sales are final.

Prices include 10% entertainment tax.

- - - - -

THE ODD COUPLE
ON SATURDAY FEB. 19, 2008 AT 4:30 P.M.
SENIOR ADMISSION = 60.00
***** ROW D, SEAT 25 *****

The total number of events that can be saved is 100,000,000 or disk storage, after that you cannot add additional events.

You can copy events with different dates / times. This means that to add an event you do not have to type in all of the pricing and other information again. Just load a current event, change the date / time (event name or venue) and it will be saved as a new event file. After saving an event the program will ask you if you want to do it again with different data or a different header to make a new event.

Delete an event

To delete an event you must use option "6. Delete an event" Events are registered into an index file and then given a numeric file name so it would be difficult to find the actual file to manually delete to remove the event. Plus manually deleting the event file would trash the index file.

Deleting an event will erase all information about the event including all financial data and information on which seats have been sold or remain unsold. Deleting an event cannot be undone.

Ticket sales reports

To make a ticket sales report select option #6 from the menu. You may now select either one event by pressing [ENTER] to make a report or by scrolling the list of events you can press [INSERT] to select many events to be in the report. When you press [INSERT] to select an event an [X] will appear to the right of the event name. To unselect an event press [DELETE] and the [X] will vanish. If you select one event and press [ENTER] from a different event the selected event will be used.

If you have selected more than one event you will be offered these options...

1. Create each report
2. Create each report and totals
3. Create totals report only
4. Cancel

Options 1 or 2 will create a document that contains a report for all selected events. Options 2 or 3 will include a total report in the document that adds up the figures from each report.

```
=====
2008-01-16 08:00 THE ODD COUPLE           MAJESTIC.THR
=====
THIS REPORT PRINTED ON 09-20-2008
```

	# OF TICKETS SOLD						
	REGULAR	CHILD 12 &	SENIOR	STUDENT	DISCOUNT	TOT SOLD	TOT SEAT
1	33	6	4	0	0	44	102
2	10	1	1	0	0	12	100
3	0	0	0	0	0	0	104
4	0	0	0	0	0	0	140
5	0	0	0	0	0	0	184
6	0	0	0	0	0	0	140
7	0	0	0	0	0	0	88
8	0	0	0	0	0	0	96
9	9	2	1	0	0	12	36
TT	52	9	6	0	0	84	990

	MONEY RECEIVED FOR TICKETS SOLD						
	REGULAR	CHILD 12 &	SENIOR	STUDENT	DISCOUNT	TOTAL SOLD	
1	4125.00	375.00	400.00	0.00	0.00	4900.00	
2	1000.00	50.00	80.00	0.00	0.00	1130.00	
3	0.00	0.00	0.00	0.00	0.00	0.00	
4	0.00	0.00	0.00	0.00	0.00	0.00	
5	0.00	0.00	0.00	0.00	0.00	0.00	
6	0.00	0.00	0.00	0.00	0.00	0.00	
7	0.00	0.00	0.00	0.00	0.00	0.00	
8	0.00	0.00	0.00	0.00	0.00	0.00	
9	225.00	25.00	20.00	0.00	0.00	270.00	
TT	5350.00	450.00	500.00	0.00	0.00	6300.00	

	CURRENT PRICE PER TICKET						
	REGULAR	CHILD 12 &	SENIOR	STUDENT	DISCOUNT		
1	125.00	62.50	100.00	115.00	90.00		
2	100.00	50.00	80.00	90.00	70.00		
3	85.00	42.50	60.00	75.00	55.00		
4	60.00	30.00	50.00	50.00	45.00		
5	50.00	25.00	40.00	40.00	35.00		
6	40.00	20.00	35.00	30.00	25.00		
7	35.00	17.50	30.00	25.00	20.00		
8	30.00	15.00	25.00	20.00	17.50		
9	25.00	12.50	20.00	15.00	10.00		

1. REGULAR
2. CHILD 12 & UNDER
3. SENIOR
4. STUDENT
5. DISCOUNT

SAMPLE TICKET SALES REPORT

The numbers on the left (1 – 9) refers to the section of the venue for which the tickets were sold. A “Totals” report will not include prices.

A ticket report will show you the number tickets sold and the money received for all tickets for the event for each type of ticket for each section of the venue. The money received is the actual amount paid even if the prices of the tickets was changed over time.

After the report is created it will be displayed on the screen. You may then press [TAB] to either print the report or save it as a text file.

Ticket reports use the “receipt” printer and the “receipt printer” settings from the “Printer setup” feature of the POSCONFIG.EXE program. Ticket reports are always 80 characters wide even if you have set receipts to print 40 characters wide. So a ticket report will come out looking really weird if you print it on a 40 character wide receipt printer. Each report in the document will be the length you have set for “Number of printed lines per page” so if you choose to print the document the beginning of each report will begin at the top of the page.

Sell tickets

Now that you have setup your venue seating and your events it is time to start selling seats. From the “1. Purchase” screen in the POS.EXE program press “[CTRL]+[END] Tickets.”

You will now be at a screen where you can select an event. You will return to this screen when you have sold a set of tickets or voided out a ticket sale. This means that you will remain in the ticket selling part of the program until you press [ESC] from this screen to return to the main POS program.

At the top of the screen where you can select an event will be today’s date. You can change the date if needed. If you press [TAB] you will see a list of all the events on the date shown, or if you press [F1] you will see a list of all events on all dates. Use the arrow keys to highlight the event you want and press [ENTER]. If you press [TAB] instead you will be able to type in a different date.

Once you have selected the event you want if you are selling seats as “general seating” a chart will appear like this...

GENERAL									
CHILD									
SENIOR									
STUDENT									
DISCOUNT									
UNSOLED SEATS IN VENUE									
MAIN FLOOR	1	2	0	0	0	128	250		
MEZZANINE	0	0	0	0	0	68	70		
BALCONY	0	0	0	0	0	98	125		

SEATS RESERVED: 3 | COST: 18.00
GENERAL | CHILD | SENIOR | STUDENT | DISCOUNT
[A1] 8.00 | [B2] 5.00 | [C3] 6.00 | [D4] 5.50 | [E5] 3.00
[^] [v] [TAB] = Clear all [+]= Sell [F5] = Prices [ESC] = Cancel

Use the up and down arrow keys to move the light bar to the section you want to sell the seats from. As you move the lightbar the possible prices for the seats in that section of the venue will appear near the bottom of the screen. Press the letter key [A] – [E] or number key [1] – [5] to sell a ticket depending on the ticket type. You must press the key for each ticket you want to sell. In this example you would have to press the [2] key (or [B] key) 3 times to sell 3 “child” admissions.

[TAB] will clear all the seats from this sale. [F5] will display the price grid for all seats. [ESC] will cancel the sale. Press [+] to ring up the sale.

However if you are selling seats as “assigned seating” a venue map will appear on the screen. Move the cursor to the seat you wish to sell. Seats with white letters on a black background are already sold and you cannot sell them again. As you move the cursor over a seat the possible prices for that seat will appear near the bottom of the screen depending on the number (or letter) of the seat. If the seat has already been sold the “This seat” price of the seat will be filled in. This is the actual price paid for that seat even if the prices have changed since the seat was sold.

To actually sell a seat, determine the type of seat to be sold (General, Child, Senior, etc.) and press the corresponding number or letter for that seat type. The number of the seat will change to a letter and the background will change to green. To unsell a green seat press [TAB]. NOTE: If you first enter this screen and there are some green seats this means that another computer on the network is selling them. DO NOT [TAB] them out. However if the reason that the seats are green is because the computer crashed while a ticket sale was in progress then you must [TAB] them out from the same computer that crashed.

The screen will display a running total of the number of seats sold and the total price of all the seats marked.

SATURDAY 09 FEB 2008 4:30 P.M.		THE ODD COUPLE	THE MAJESTIC THEATER
A	BOX A 9A	AABC	AAAAAAAABBA
B	9A	1111AA	11111CCC
C	99	111111	11111111
D	BOX B 99	11111111	1111111111
E	99	1111111111	1111111111
F	99	222CCAAA	AA2222222
G	BOX C 99	22222AAB	222222222
H	99	2222222222	2222222222
I	99	2222222222	2222222222
J	3333333333	3333333333	3333333333
K	3333333333	3333333333	3333333333
L	3333333333	3333333333	3333333333
M	3333333333	3333333333	3333333333
N	444 444444444	444444444	44444444444
O	444 444444444	444444444	44444444444
P	444444 444444444	444444444	44444444444
Q	444444 444444444	444444444	44444444444
R	5555555555	5555555555	55555555555555
S	5555555555	5555555555	55555555555555
T	555555555555	5555555555	5555555555555555
ROW G, SEAT 16	This seat	Seats reserved:	Cost: 215.00
GENERAL	CHILD	SENIOR	DISCOUNT
[A1] 80.00	[B2] 55.00	[C3] 65.00	[D4] 50.00
[E5] 0.00			
[+] [-]	[PG UP]	[PG DN]	[HOME]
[END]	[TAB]	=Clear	[+] =sell [F5] =Prices [ESC] =Quit

[F5] will display the price grid for all seats. [ESC] will cancel the sale. Press [+] to ring up the sale.

RINGING UP TICKETS

When you press [+] to ring up the sale you will see a screen very similar to the regular "Purchase" screen. However there will be differences. There are several things you will not be able to do.

- You will not be able to ring up other merchandise.
- You will not be able to view the stock table.
- You will not be able to give discounts.
- You will not be able to park the sale.
- You will not be able to do reductions.

Also the main POS menu functions cannot be performed from the ticket program such as closing the register, no sales, reports, etc. For those features you will have to return to the main POS.EXE program.

You will be able to press [F7] for tax exempt sales, [F8] to round the sale to the nearest .05 or .10. If you press [F5] you will be able to "1. Return to picking tickets" to add or remove tickets to the sale or "2. Void entire sale." to cancel all tickets and return to the screen where you can pick an event.

Of course this is also where you can pay for the tickets, complete the sale, print a receipt, and print the tickets. After completing the sale you will return to the screen where you can pick an event. Remember, to return to the main POS program you must press [ESC] from this screen.

NO VOIDED TICKET SALES

One last point. Once you have printed out tickets you have created a product. A set of tickets can be worth hundreds or thousands of dollars. There is no way to return tickets. Oh, I imagine that you could go to the main POS program and do a normal return but that would not return the tickets to the program. You could not sell them again through the ticket feature. The only way to resell the tickets would be to keep the actual printed tickets and sell them again as a normal sale, not through the ticket feature. This also means that if from the main POS program you use "5. Void" you can not void a completed ticket sale.

TIME SALES

When you are in the main menu of the POS program, or in a sale, you can hold down [CTRL] and then press [TAB] to enter the "timer" feature. This will allow you to start or stop timers allowing you to sell time. Time can be sold for things like using computers in a cyber café, paintball arena, parking, etc. Timers can only be used for 24 hours; they cannot time things over a span of days.

If you are using a network, timers operate over the network. A timer started on one register on the network can be stopped from any other register on the network.

There are two modes for timing. If you set from 1 to 51 timers they will be displayed on the screen. Start time and elapsed time will be displayed. Use the arrow

keys to move the lightbar to the desired timer and press [TAB] to start the timer or [DELETE] to stop the timer.

If you set zero timers then no timers will be displayed. Pressing [TAB] will print a "start time" receipt. Pressing [DELETE] will allow you to enter the time stamp from the start receipt and then will calculate the elapsed time. You may choose to print time receipts whenever you start or end timing.

Time is sold in "time units." Allowable time units are 1 minute, 5 minutes, 10 minutes, 15 minutes, 20 minutes, 30 minutes, or 1 hour. For example if you are selling 15 minutes on a computer for 1.00 then your time unit will be 15 minutes. Well why not just sell 1 hour for 4.00? Well you may want to round out the time to the nearest 15 minutes. This will be possible in the program if your time unit is 15 minutes but not if your time unit is 1 hour. If you choose a time unit of 1 minute you cannot sell more than 999.999 time units because that is the maximum number of "pieces" allowed in the POS program. However 999.999 minutes is 16.66 hours so this may not be a problem in your store.

To actually ring up time in a sale you will have to enter an item in your stock table to use to ring up time. The price for the item must be for the chosen time unit. For example if you are charging 1.00 for 15 minutes then your item could be entered in the stock table like this...

STOCK#	DESCRIPTION	PRICE
123456	15 MINUTES ON INTERNET	1.00

Once you have entered a "time" item in the stock table you can then configure the timer feature. First set the number of timers from 0 to 51. Next set the minimum time allowed. This will be the minimum time that someone can be charged for. This is not dependent on the "time unit" that you will be using. For example you can use a time unit of 15 minutes but set the minimum time to 20 minutes.

Next set the time unit that you will be using followed by the rounding factor. There are 3 rounding factors that you may choose. "1. No rounding" which will charge for the exact time used to within 1/1000th of your chosen time unit. For example if your time unit is 15 minutes and the customer uses 34:13 minutes then he will be charged for 2.281 time units. "2. 4/5 rounding" will round up or down to the nearest full time unit. "3. Round up" will always round up to the next full time unit. Of course if the rounded time is less than the minimum time then the minimum time will be used.

You may also set "FIRST ?? MINUTES FREE." If your customers require a setup time (put on shoes, change clothes, bathe before entering the pool) you may give them a reasonable amount of time to prepare before their time begins. "Free" time would also include time at the end of the session that would be needed to change back so that they could come to the register. If the time used is less than the free time then no time will be charged even if you have set a minimum time.

If you stop two or more timers, the information from all the timers that you stopped (added together) will be entered into the sale.

Below is a sample start receipt and a sample stop receipt.

DALE'S CYBER CAFÉ
- - - - -
Your start time for unit #1 is
10-12-2005 15:14:17

Your time is measured from this
time until this receipt is turned in.

You can now enter the stock number for selling time that has been entered into your stock table. If you enter the proper stock number then after you stop a timer and return to the main POS.EXE program the information from the timer will be automatically rung into a sale. A stock number will also allow the timer feature to look up the price for a unit of time and print it on the "start time" receipt. If you do not enter any stock number here then the timer info will not be automatically transferred to a sale when you return to POS.EXE. If you enter an incorrect stock number then you will receive an "INVALID STOCK NUMBER" error when you return to POS.EXE.

Time is charged in units of
15 minutes at 1.50 per unit.

The minimum time allowed is 15 minutes.

Time is not rounded.

DALE'S CYBER CAFÉ
- - - - -
START TIME FOR UNIT #1 15:13:10
STOP TIME 15:23:22
ELAPSED TIME 00:10:12
MINIMUM TIME ALLOWED 00:15:00

TIME IS NOT ROUNDED.

TIME UNITS = 1.000

10-12-2005

To print "time receipts" your register must be set up to print regular sales receipts. The parameters set for regular sales receipts are used to print time receipts.

There are 4 options for printing time receipts and they can be set differently for start receipts and stop receipts. "1. Always print" will always print a time receipt. "2. Ask DEFAULT = YES" and "3. Ask DEFAULT = NO" will ask you if you want to print the time receipt. "4. Never print" will not allow time receipts to be printed.

Notes: Closing the register at night will not turn off timers that are running. When you open the register in the morning you should check to see that the timers are all off. After stopping a timer the time in time units will be printed at the top of the screen.

VENDOR LIST

(See "Stock Table") In the stock table you may enter a vendor's stock number for each item. When ringing up a sale you may alternately use the vendor stock number to ring up an item (the stock number is the primary method). However before you may use this feature you must turn it on here. When you choose Vendor List in the POSCONFIG.EXE program you will first be asked how many (out of the total 26,000) of the vendor's stock numbers you wish to search for a match when ringing up an item using the vendor's stock number. Looking up an item takes a lot longer using the vendor's stock number than the stock number so you don't want to search all 26,000 lines in the stock table if only the first 800 lines are filled in. If you enter 500 then only lines 1 to 500 in the stock table will be searched. If you enter 0 then you will not be able to look up an item using the vendor's stock number when ringing up a sale.

In the stock table you may assign each item to a category. You may group all of the different items sold to you by the XYZ company into the vendor of "XYZ Co." even if they are widely separated in the stock table and different categories of merchandise. When you print out reports you may sort the reports by vendor. Sales reports by vendor will give a percentage of total sales by each vendor.

You may assign up to 256 vendors numbered from 0 to 255. It is a good idea to leave vendor 0 unassigned, that is the default vendor for any item entered into the stock table. That way if an item comes up with a vendor of " " you know that you have not assigned it to a vendor.

Before you assign an item to a vendor the vendor name must be in the vendor list so it will be a good idea to fill in your vendor list before you begin entering items into your stock table.

The names in the vendor list may be in any order. However please remember that whatever order you choose, that the vendors will be sorted and printed in that order. If you move a vendor name from one place to another you will have to manually change the vendor assignment for EVERY item in your stock table that is linked to that vendor name. Choose your order wisely! Leave blanks in the list for future additions. Blanks are ignored unless an item in your stock table is assigned to it.

Once you have entered your vendor list (and your tax and category list) you may begin entering items in your stock table. When you are entering your stock items and you reach the "Vendor" column the current vendor name will be replaced by the position of that name in the vendor list. For example: if the XYZ Co. is vendor #45 when you move the lightbar to "XYZ CO." the number 45 will replace it. You may now change the vendor assignment by changing the 45 to the number of another vendor. To keep you from having to remember all of the vendor numbers the vendor list will appear at the bottom of the screen. Hold down [CTRL] and press the [PAGE] keys to page through the list.

Please remember that the items in the stock table are not linked to a particular vendor name but to the position of that name in the vendor list.

RINGING UP A SALE

When the register starts you will see the main menu...

- | | |
|--------------------------|--|
| 1. Purchase | - Ring up a sale |
| 2. Return | - Ring up a refund |
| 3. File Maintenance | - Access and change .POS file. |
| 4. No Sale - Cash in/out | - Opens drawer, accounts for cash pulls / drops. |
| 5. Void | - Cancels a sale / view-reprint transactions. |
| 6. Lock Register | - Locks program. |
| 7. Close Register | - Display and reset daily sales totals. |
| 8. Reports | - Information about your sales. |
| 9. Associates | - Enter / delete salespersons. |

Line	Pieces	Description	Stock Number	Price	Amount	Tax
1	5	COLOR KEY ONE SIDED	60000	2.99	14.95	8.750%
2	1	RUBBER GRIP DOMESTIC KEY	60008	4.29	4.29	8.750%
3	1	ALL ABOVE REDUCED 20%	-88888	-3.85	-3.85	0.000%
4	1	TWISTY KEY RING	60057	3.00	3.00	8.750%
5	1	1 UP MINUS 0.50/PC	-77777	-0.50	-0.50	0.000%
6	5.250	BEADED KEY CHAIN / METER	69068	1.75	9.19	8.750%
7	1	COUPON / UNIT REDUCTION	-1	-5.00	-5.00	8.750%
8						
9						
10						

DALE	Description:	

Inventory count: -----		
PURCHASE #0768		
Enter Stock Number: <input style="width: 100px; border: 1px solid black;" type="text"/>		Price: <input style="width: 50px; border: 1px solid black;" type="text"/> 0.00
Quantity: <input style="width: 50px; border: 1px solid black;" type="text"/>		Tax Rate: <input style="width: 50px; border: 1px solid black;" type="text"/> 0.000
Sub Total: 22.08 Tax: 1.93 Total: 24.01		
Press [+] to total.		

F1 Stock table F3 Discount F5 Void F6 Park F7 Change Tax F9 Reduction F11 Back

SALE SCREEN

1. Purchase / Return

A return is exactly the same as a purchase except items and dollars are subtracted instead of added and you have to tell the program if a returned item is being returned to inventory or being disposed of.

If you are using a scanner to enter the stock number then you will not need to enter the price or quantity for an item. The program will look up the price and tax rate for that item (just as if you had typed it) and make the quantity = "1", it will enter all this to the list and then be ready to scan the next stock number. In effect all you have to do to ring up a bunch of merchandise is to scan the barcodes, you don't have to touch the keyboard at all until you press [+] to total the sale.

From the main menu, if you select option "1. Purchase" (or "2. Return"), and if you have enhanced "Employees" you will be required enter an employee number from

the employee list (or PIN number). You may not choose an employee number that is blank so make sure that you have filled in at least one employee name in the list.

But what if you need to change the price, tax rate, quantity, or description for a scanned item? No problem, after you scan an item just press [TAB] to make those changes.

If this is a "Return" you will be asked for both the person ringing up the return and the person who rang up the original sale. This way the return amounts will be subtracted from the sales totals of the person who sold the merchandise.

You ring sales up by entering amounts in the three boxes at the bottom of the screen.

If your register uses a stock table you will be required to enter a valid stock number for the item you are selling. A valid stock number is one that is listed in the stock table. An item not listed in the stock table cannot be rung up.

If you do not know the stock number for an item you may access the stock table by pressing [F1] and the screen below will appear.

Line	Pieces	Description	Stock number	Description	Price
1	5	COLOR KEY ONE S	65016	A TOYOTA KEY RING	3.99
2	1	RUBBER GRIP DOM	65017	B HONDA KEY RING	3.99
3	1	ALL ABOVE REDUC	65018	C CADILLAC KEY RING	3.99
4	1	TWISTY KEY RING	65019	D MERCEDES KEY RING	3.99
5	1	1 UP MINUS	65020	E 4X4 KEY RING	3.99
6	5.250	BEADED KEY CHAI	65021	F FORD TRUCK KEY RING	3.99
7	1	COUPON / UNIT R	65022	G CHEVROLET KEY RING	3.99
8			65023	H GMC TRUCK KEY RING	3.99
9			65032	I POST-IT-NOTES KEY RING	1.99
10			65108	J LARGE BRASS HOOK KEYRING	1.99
		DALE	65109	K MEDIUM BRASSHOOK KEYRING	1.99
			65110	L SMALL BRASS HOOK KEYRING	1.99
		Inventory count:	65555	M BIKER WALLET CHAIN	5.00
		[STOCK TABLE]	67268	N WOOLY WILLY KEY RING	0.99
		Press [↓] or [↑] to scan or	67380	O PEWTER MITZPAH KEY RING	3.99
		enter stock number:	67381	P PEWTER BEST FRIENDS RING	3.99
		-----65022	67388	Q SILVER HONDA KEY RING	3.99
		[ENTER] = Use this number	67389	R SILVER CADILLAC KEY RING	3.99
		SEARCH [TAB]=New	67390	S SILVER CHEVY TRUCK RING	3.99
		[HOME] [END] [ESC] Cancel	67391	T SILVER CHEVY KEY RING	3.99
				Page 12 of 50	
					SALE = +

Press PAGE UP or PAGE DOWN to view additional pages.

SALE SCREEN SHOWING STOCK TABLE

The top stock number will be highlighted. Use the arrow keys to scan up and down the page. When the correct stock number is highlighted press [ENTER] to return to your sale and the stock number will be entered for you. Or just press the letter key (A-T) listed in the second column. (You may also use the A – T keys to ring up items from the first stock table page even when the stock table is not displayed, i.e. when at the main sale screen you are supposed to enter a stock number press A-T instead.) When in the stock table you may use the [PAGE UP] and [PAGE DOWN] keys to turn pages and then scan to the one you want or press A-T.

In the stock table press [TAB] to search the stock table. You may search by stock number, description, price, category, or vendor. If the item found is not correct press [F1] to continue the search for the next match. Note: a search by stock number will always find the first match, but then no two items may have the same stock number.

If you search by description you may enter a partial description for the search. For example if you search for "BLUE" then the search will find all of the items that have "BLUE" in the description, i.e. "BLUE NAME BADGE", "ZIPPO LIGHTER / BLUE", "SET OF 4 BLUE TUMBLERS", all would be found. This is another reason to use detailed descriptions in the stock table.

If you entered a vendor's stock number for each of your items you may use the vendor number to ring up the item. When this program asks for the stock number press [*] (the asterisk key), you may now enter the vendor's stock number. This program will look for a match, or partial match, between the number you entered and the vendor's stock numbers in the stock table. This means that if you entered "APPLE" that the program will match "APPLE", "APPLES", "PINEAPPLES", "ROAD APPLES" or any vendor stock number that contains "APPLE" in it. If the program finds the wrong "APPLE" simply press [2] to continue looking. Press [1] or [ENTER] if the correct item is found, [ESC] to quit, or [F1] to display the stock table with the vendor's stock numbers shown. (See "Vendor" to see how to turn this feature on.)

When you enter the stock number in the sale, the register will look up that item's price, description, and how many you have in stock and display it on the screen. You will now be in the "Enter Price:" box. If the description of the item does not match the one you are ringing up you may press [F11] or [ESC] to return to the "Enter stock number:" box.

While in the "Enter Price:" box, if the price is wrong, you may enter a new price. A price of \$0.00 is acceptable. Only while you are in the "Enter Price:" box may you press [F7] to modify the tax rate for this item. When you press [F7] you will flip through the tax rates in the tax table one at a time. Stop when you get to the one you want. This means that you can only charge tax rates that are in the tax table, make sure that it is complete.

After entering the price you will be in the "Enter Quantity:" box. This box will use a quantity of "1" as the default. If you are selling more than one, enter the correct quantity. If you are selling something by length or weight you may press [.] to enter decimal pieces (###.##). For example, if you are selling 5 3/8 yards of something that is sold by the yard you may enter 5.375 pieces.

When in the "Enter Quantity:" box you can press [F12] and you will then be able to enter the total price for the line. The program will then calculate the number of items needed to account for that price. For example if you had a 5.00 coil of wire that sells for 0.29 per meter the program would calculate that there must be 17.241 meters of wire in the coil. Pressing [F7] will switch the currency amount you are entering from "with tax" to "without tax."

The register will now post this item at the top of the screen and return you to the "Enter stock number:" box for the next item.

Function keys.

Listed at the bottom of the sales screen are various functions and the [F?] keys you need to press invoke those functions. If a function is not listed, you have not enhanced that feature or that function is not available during this part of a sale.

[F1] Stock table. This has already been explained above.

[F2] Calculator. This function is not listed at the bottom of the screen, and actually you can access this function from all parts of the program by pressing [F2]. When you press [F2] a 5 function calculator will pop up on the screen. It works just like any pocket calculator using the numeric keypad and some other keys including [BACKSPACE]. Press [F9] to see exactly what other keys when the calculator is "full screen". Press [F2] again to toggle between a full screen calculator and just a small display at the bottom of the screen. Press [ESC] to remove the calculator.

[F3] Discount. This is a whole sale discount, like an employee discount or a "30% off everything" sale. If you have enhanced this feature to "PRESET" then pressing [F3] will toggle you through the percentages that you have preset. If you have enhanced this feature to "EMPLOYEE SET" then when you press [F3] the associate will be allowed to type in the percentage of the discount. In both of the above cases pressing [F3] will also turn off the discount.

[F5] Void. This will allow you to erase the entire sale or any one line of the sale. You may erase any line even if it is not currently visible on the screen (you have more than 12 lines and it is on another page.) However if you cannot see it, do you know what line it is on? Use [PAGE UP] and [PAGE DOWN] to view the proper page. After pressing [F5] select to void "One line only" or "The entire sale." If you choose to void one line, enter in the line number, the item will be voided and you will be returned to the sale. If you void the entire sale you will be returned to the main menu, this sale never happened.

[F6] Park. If you enhanced this feature then you may park the current sale and then start a new sale or recall another parked sale. You may park up to 76 sales. If you try to park more sales than allowed you will receive the message, "The parking lot is full." and will not be allowed to park that sale.

[F7] Modify tax. This function can be accessed only when you are entering the price of an item. Press [F7] to change the tax on an item by flipping through the tax rate chart until the correct rate comes up. A zero (0) rate is always available.

[F9] Reduction. This function will allow you to reduce either all of the lines or just the last line entered. You may reduce by a dollar amount from each piece sold or by a percentage. You may also reduce the entire sale by entering coupons.

Normally when you sell an item the price of the item times the quantity is added to the \$ SOLD column of the stock table. However if a line has been reduced, the reduced price is added. This means that if you add up all of the items in the stock table the total price will equal your net sales in the sales report. This also applies to discounts because discounts are actually a type of reduction. This also means that if you have sold 48 pieces of something priced at \$1.00 each you may only have listed sales in the stock table of \$46.35 for that item. Some of them were sold at a reduced price.

Coupons are not associated with any particular item if you ring them up as "Coupons". Therefore they will not reduce the price of any item. If you then add up the sales in the stock table you must subtract the "Coupon" from the sales report to equal the net sales.

If you reduce by a dollar amount, and the amount is more than the price of the item (or if it has already been reduced and the dollar amount is more than the reduced price) then the price of the item will be reduced to \$0.00 and only the former price will be reduced. For example if you sold one item for \$1.00 and another for \$25.00, and then did a item reduction on all items for \$2.00, then you will take \$2 off the \$25 item but you can only take off \$1 from the \$1 item so your total reduction will be \$3.00.

[F11] Back. Pressing [F11] (or [ESC]) may cancel what you are doing, erase the current number, or send you back to where you came from. Some times several of these things will happen if you press [F11] more than once. For example the first time you press [F11] it will clear the number (set to 0) the current number and if you press [F11] again you will go back to the previous number.

The following are not listed at the bottom of the sales screen.

Think of them as secret features.

[F12] Lock. Pressing [F12] will allow you to lock the register. When you unlock the register you will be back at the sale.

[CTRL] + [F12] Notes. If you hold down [CTRL] and press [F12] you will be able to type a note into your sale. The note will take the place of 1 to 7 descriptions in your sale. A note can be up to 210 characters long. Type in your note and press [ENTER] to insert the note or [ESC] cancel.

After typing the text and while still in the entry box if you hold down [ALT] and press a function key from [F1] to [F10] you will save the note with that [F?] key. When you return to the entry box you can retrieve the note by holding down [CTRL] and pressing the same [F?] key so you can save and retrieve up to 10 notes.

In fact if you hold down [CTRL] and press [F1] to [F10] from the sales screen you can retrieve a note and put it directly into a sale.

```
=====
STOCK NUMBER DESCRIPTIION          PRICE
      60000 COLOR KEY ONE SIDED
T1    1      at     2.99ea      2.99
      60017 IMPORT RUBBER GRIP KEY
T1    2      at     4.59ea      9.18
      62761 KEY PAL PULL APART RING
T1    1      at     3.00ea      3.00
      ***THE FOLLOWING ITEMS
      WILL BE DELIVERED ON
      5-21-11 ***
      60084 KNOB LOCK - TITAN
```

T1	1	at	34.00ea	34.00
68952 1 CYL DEADBOLT LOCK				
T1	1	at	29.00ea	29.00
<hr/>				
6				
<hr/>				
SUB TOTAL				78.17
TAX1		at	9.750%	7.62
SALES TAX				7.62
TOTAL				85.79
<hr/>				

Receipt with note

Maximum number of lines.

The maximum number of lines in any one sale is 60. Each reduction or coupon is included in calculating the number of lines. Once you reach 60 lines the register will only allow you to total the sale, void the sale, or void a line. Any sale that exceeds 60 lines will have to be rung as two transactions. (NOTE: If you use the RECONVRT.EXE program you can change the maximum number of lines in a sale to 200.)

Finishing a sale.

When you have finished ringing everything up in your sale including coupons, reductions, and a discount, (if any) press [+] to complete the sale. On a laptop you may also press [=] to total a sale. Once the sale is completed you may return to the sale by pressing [F11] or [ESC] to "Go back".

You will now be asked for customer information that you set up using POSCONFIG.EXE. Depending on how you set it up this information will be saved into a customer database and/or printed on the receipt.

If you save the information on disk, then at the end of a sale when you are asked for this information you may search the file for it instead of entering it. You may search for any portion of any field. For example you could search the "Customer Name" field for "DAVE" (even though the field contains first and last names) and then continue the search until you find the "DAVE" that you want.

Once you have entered the customer information (or read the information from the database) press [TAB] to continue. If you entered the information or changed what was in the file, you will be asked to save the new information as either the old customer or as a new customer.

This version of the program only allows you to enter and search the customer database. Future versions will have additional features.

Payment.

You must now choose between a cash, check, or credit payment. You may use POSCONFIG.EXE to set which forms of payment are acceptable and if you wish to allow multiple forms of payment on the same sale.

Cash

Enter the amount of money the customer gives you or just press [ENTER] for exact change, the change due to the customer will be displayed. If the customer gives you a different amount, say hands you an additional 12 cents then just re-enter the amount tendered for a new change due. If you press [ENTER] without entering a new amount you will return to the main menu.

Check

You will be asked for the information that you requested to be asked, then you set up the "checks" function using the POSCONFIG.EXE program. This information will be printed on the receipt, journal, and in the recorded sales record file. The salesperson will be told to write the transaction number on the back of the check. If the check is returned by the bank you can find the customer's information by looking on the journal or using the register's "Void" option to display the sale on the screen.

Credit / Debit

You will be shown the total amount to be charged to the credit card. If you have enabled both CREDIT and DEBIT you will have to chose which one to use, you cannot use both a credit card and a debit card in one sale.

Gift card

When you enter a gift card the program will ask you to for the card ID. It will not ask you the amount you want to use from the card. Instead it will take enough money from the card to pay off the sale. Therefore if you want to use multiple forms of payment for the sale you must enter the gift card LAST. If there is not enough money in the card to pay off the sale you may use up to 2 additional gift cards (3 maximum) to attempt to pay off the sale. If the gift cards cannot cover the sale then you will be able to use an additional payment method even if you set "multiple forms of payment" to "NO"

User defined

This payment method will only ask for the amount you wish to use to put on the sale. It will not ask for any additional information.

Multiple tenders

If you have chosen to allow multiple forms of payment on a single sale, then if you enter less than the total amount of the sale for one form of payment, you will be requested to choose additional forms of payment until the total payment equals or exceeds the total amount of the sale.

Here is a sample receipt printer receipt....

DALE'S KEY SHOP
1234 IRVING PARK ROAD
CHICAGO, IL 12345
(123) 555-1234

KEYS FOR ANYTHING

RETAIN THIS RECEIPT FOR ANY RETURN
OR EXCHANGE, OR FOR COMPARISON WITH
YOUR MONTHLY STATEMENT

TRAN ASSOCIATE TIME
2154 1 DALE H 10:57

STOCK# DESCRIPTION PRICE
52489 PEPPERMINT LIFESAVERS TAX2
 1 at .50 ea..... .50
13 SINGLE SIDED COLOR KEY TAX1
 2 at 2.49 ea..... 4.98
55 SINGLE SIDED BRASS KEY TAX1
 3 at 2.19 ea..... 6.57
958211 LOCKWORK TAX0
 1 at 5.00 ea..... 5.00
6936 KEY PAL KEY CHAIN TAX1
 1 at 2.50 ea..... 2.50

 SUB TOTAL 19.55
TAX1 at 8.750% 1.23
TAX2 at 2.000% .01
 TOTAL TAX 1.24
 TOTAL 20.79

CASH TENDERED 5.00
CHECK TENDERED 10.00
CREDIT TENDERED 10.00
TOTAL TENDERED 25.00
CHANGE DUE 4.21

CUSTOMER SATISFACTION GUARANTEED!

02-25-2001

* COUPON *
*
* BRING IN THIS COUPON FOR *
* 10% OFF!!! *
* ON YOUR NEXT KEY PURCHASE *
*
* DALE'S KEY SHOP *
* EXPIRES 03-31-01 *

File Maintenance

File maintenance will offer several options.

1. Run POSCONFIG.EXE.
2. Stock table.
3. Tax rate list.
4. Category list.
5. Vendor list.
6. Set date / time.
7. Copy files.
8. Read receiving file.
9. Read inventory file.

1. Run POSCONFIG.EXE.

This option will run the POSCONFIG.EXE program for only THIS register. You will have to enter the master password.

2. Stock table.

This option will allow you to edit the stock table. If you required it you will have to enter the "stock table" password to enter. However only if you enter the "master password" will you be allowed to edit "pieces sold", "dollars sold", or the inventory counts.

3. Tax rate list.

This option will allow you to edit the tax rates. If you required it you will have to enter the "tax" password or "master" password to enter.

4. Category list.

This option will allow you to edit the category list.

5. Vendor list.

This option will allow you to edit the vendor list.

6. Set date / time.

It is very important that the date and time on your computer be correct. Use Windows on your computer to reset the date and time.

Note: If your store stays open after midnight your closing sales will be recorded on the day the register is closed. If you are open all day on the 16th but close up at 1:00am then your sales will be recorded on the 17th. When you open at 9:00am on the 17th the journal will think that it is the same sales day.

7. Copy files.

This function will copy the stock table, RECEIVE.EXE, and INVENTOR.BAT to another disk drive. This will allow you to enter your inventory or receiving file on a different computer to be read by this computer later. NOTE, if your stock table is too large you will have to copy the program files to one disk and the stock table to another. If your stock table is set to more than 11,000 lines it will be too large to copy to a floppy.

8. Read receiving file.

This will read the file created by the "Receiving" program from either the hard drive or a floppy drive. This will add counts to the existing inventory in the stock table. The "Receiving" file may only be read once because it will be erased after being read.

9. Read inventory file.

This will read the file created by the "Inventory" program from either the hard drive or a floppy drive. Before this "Inventory" file is read the current inventory in the stock table will be ERASED. The stock table inventory will be replaced by the counts in the "Inventory" file.

No sale

There are three options to a "No sale"

1. No sale
2. Cash pull
3. Cash drop
4. Cancel

"1. No sale" just pops open the cash drawer and prints a receipt.

"2. Cash pull" pulls money from the cash room to your register. Use this feature when you need have insufficient cash in your drawer and need to take money from the cash room to put in the drawer.

"3. Cash drop" drops money to the cash room from your register. Use this feature when you have too much cash in your drawer and you need to take cash from your drawer to deposit in the cash room.

If you choose options 2 or 3 you will be asked for the amount. Two receipts will print, one for the register and one for the cash office, each of which will have the amount printed on them.

No sales, cash pulls, and cash drops will be counted as transactions and will be placed in the journal file and transaction record so they can be displayed using the "5. Void" feature.

On the closing screen and receipt there will be a listing for "Cash drops / pulls" which will be the total for both, with cash drops being subtracted of course. Cash drops / pulls will be calculated into the "Cash in reg." figure.

Since no sales, cash drops, and cash pulls all open the cash drawer they are all included in the "No sale" transaction count.

Voids

This function will display any transaction in the sales record on the screen including non-sales like opening, closing, voided sales, returns, no sales.

Only sales in your sales record file (not refunds or anything else) may be voided and then only if they are from the same day. You may also require a password before a sale may be voided.

If you are tracking sales by sales person the void amounts will be subtracted from the sales totals of the person who rang up the original sale that is being voided.

A voided sale will be totally erased from the register. The sales will be removed from the sales totals, the pieces will be returned to the inventory, even the transaction count will be reduced by 1. The transaction type in the sales record will be changed from "SALE" to "VOIDED SALE". However the amount of all of the voids and the number of voids will be recorded in the daily sales report as a separate number, i.e. not added into the daily sales.

Lock register.

To lock the register you will have to enter the "lock register" password (or the master password.) When the register is locked the program is frozen on the "lock" screen. To unlock the register you must enter this password (or the master) again.

The .POS file is also set to "lock" so even if you reboot the computer, if you try to run the POS program, when it loads the .POS file you will still be frozen on the "lock" screen.

Close register.

This option will either print a closing sales report and clear the register before exiting the program, or just exit the program.

If you choose to close the register it will print out a daily sales closing receipt and then erase the daily sales. Do this only if it is the end of the sales day. After erasing the daily sales it will ask you if you wish to erase the merchandise sales data, this is WHAT you have sold. DO NOT erase the merchandise sales data unless you have first used the "Reports" function to first print out the merchandise sales report. (See "Journal")

Some stores want to know what they sell on a daily basis, some weekly, and some monthly. If you want to know what you sell monthly but printout and clear the merchandise totals daily then you have a lot of adding to do at the end of the month. Only when you are on the last day of your accounting period should you clear the merchandise sales data. (But make sure that you print out the data first!) Make sure that the person who closes out your register knows when, and when not, to clear the merchandise sales data.

If you choose to exit the register without closing then nothing will be printed or erased. When you reopen the register later an opening receipt will be printed but otherwise it will be just as you left it. All your sales and everything else will be there as if you had never left the program.

This is a major feature! This means that your computer has to be a cash register only when you need to ring something up. If you are working in an office or school and only need to account for a sale 1 to 12 times a day, then when someone comes to you to pay a fee, pay a fine, or purchase a knickknack, pause your word processing software (or whatever), load the register software, ring up the sale, exit the register software, and go back to word processing. If you are using Windows you can run your

WP software and the register software in separate windows, just click over. At the end of the day run the register software a final time to print & close.

Sample closing receipt....

DALE'S KEY SHOP
1234 STATE STREET
CHICAGO, IL 60600

(312) 555-1234

TRAN ASSOCIATE TIME
1234 0 21:02

CLOSE CLOSE CLOSE CLOSE CLOSE

TX1 8.750% 70.31 0.000% 0.00
TX2 2.000% 3.08 0.000% 0.00
TOTAL 73.39 TOTAL 0.00
 UNIT TAX 0.00
 TOTAL TAX 73.39

CASH SALES: 700.20 49
CHECK SALES: 40.41 3
CREDIT SALES: 293.02 18
DEBIT SALES: 0.00 0
GIFT CARD SALES: 0.00 0
USER DEFINE SALE: 0.00 0
CASH RETURN: -52.29 4
CHECK RETURN: -13.47 1
CREDIT RETURN: -20.00 2
DEBIT RETURN: 0.00 0
GIFT CARD RETURN: 0.00 0
USER DEF. RETURN: 0.00 0
NET SALES: 947.87
TOTAL TAX: 73.39
GROSS SALES: 1021.26
TIPS: 0.00
CASH BACK: 0.00
SUB REG CASH: 649.91
CASH DROPS/PULLS: 0.00 0
+ CASH FUND: 125.00
CASH IN REG: 772.91
CHECKS IN REG: 29.30
CREDIT IN REG: 273.02
DEBIT IN REG: 0.00
USER DEF IN REG: 0.00
TOTAL PAYOUTS: 0.00 0

TOTAL DISCOUNTS:	-67.34	4
TOTAL REDUCTIONS:	-72.85	11
TOTAL COUPONS:	0.00	0
TOTAL VOIDS:	-22.58	1
TOTAL GIFT CARDS:	0.00	0
SALES TRANSACTIONS:	70	
RETURN TRANSACTIONS:	7	
PAYOUT TRANSACTIONS:	0	
NO SALE TRANSACTIONS:	7	
GIFT CARD TRANSACTIONS:	0	
TOTAL TRANSACTIONS:	77	

WE MAKE KEYS RIGHT

07-02-2001

Balancing your register.

To balance you register a closing report will have five important numbers. The "Cash in reg:", "Checks in reg.", "Credit in reg.", "Debit in reg," and "User define in reg."

The "Cash in reg." figure includes the opening cash fund that you enter when you start this program, plus the sum of cash pulls minus cash drops, plus tips, minus cash backs, plus cash sales minus cash returns, minus payouts. In other words the "Cash in reg." Should exactly equal the cash that is actually in your cash drawer.

If you add up all of the checks in the register, plus any that were put "in the safe" during the day, then the total should equal the "Checks in reg:" There are two important things about checks and refunds. You can give a check refund only if you return the customer's actual check to him or if you write out a store check (and then put the stub into the drawer to subtract from the check total), otherwise the checks that you add up at the end of the day will not equal "Checks in reg:"

If a customer paid with a check but you give him a cash refund then at the end of the return transaction you must choose "cash" as the method of payment.

Likewise the credit slips in your register should add up the "Credit in reg." Figure and the debit slips in your register should add up the "Debit in reg." And the "User define" should add up to the User define in reg."

NOTES ON SALES REPORTS:

If you allow multiple forms of payment on one sale, then each form of payment used will count as one sale. For example, if a customer pays by check and cash for one sale then that will increase the number of cash sales by one and the number of check sales by one, however the total sales will increase by only one because there was actually only one sale. This means that at the end of the day you could have 45 cash sales, 23 check sales, 22 credit sales, but only 76 total sales. This also applies to returns.

Also, if you allow multiple forms of payment on one sale the dollar amount credited to each form of payment will be proportional to the amount tendered. If you have a 10% tax rate, and the customer pays \$10 in cash and \$50 in credit for a \$55 sale, then the net sale is \$49.50 (less tax) and .166667% will be credited to a cash sale, or \$8.25 and .833333% will be credited to a credit sale, or \$41.25.

REPORTS

If from the register you select the "Reports" feature you will see the following "Reports" menu...

(Can't find FILEINFO.EXE? See "Starting the cash register" under "MINIMUM MODE" at the beginning of this document.)

SALES REPORTS

- A. Total by Sales
- B. Employee Sales
- C. Hourly Readings
- D. Gift Cards

MERCHANDISE REPORTS

- E. Total by Stock
- F. Total by Category
- G. Total by Vendor
- H. Employee by Stock
- I. Employee by Category
- J. Employee by Vendor
- K. History by Stock
- L. History by Category
- M. History by Vendor
- N. Inventory by Stock
- O. Inventory by Category
- P. Inventory by Vendor
- Q. Profit
- R. Inventory value

When you select a "Report" it will be calculated and displayed on the screen. While on the screen you may print it on your printer or save it as a text file that can be loaded into any word processing program. You may also save it as a data file that can be loaded into any spreadsheet program. Saved files can be saved either to the current drive or you may select a drive.

SALES REPORTS

A "total" Sales report is exactly like the receipt that you get when you close out the register. An "Employee" sales report is the same thing except it is only one employee's sales.

When you use the "Reports" feature in the POS.EXE program to make a "Total sales" report you will have several options.

But first a few words about closing receipts.

When you close out the register and print a closing receipt the information on the closing receipt is also saved to a file. This allows a "Total sales" report to not only report the sales in the current register session but for any closing report that has been recorded in the file. By specifying "Start date" and "End date" you may also total up all of the sales figures from those days.

If you total figures from a range remember that if you specify a "Start date" from before you began using a version of the POS program that would record closing data then there is no data to read for those dates. For example if you enter a "start date" of 11-20-03 but did not install version 6.22 (or later) in your computer until 1-1-05 then no sales from before 1-1-05 will be added into your totals.

Also remember that the POS program saves closing data to the file depending on the date / time of when you closed the register. If your bar / restaurant opens at 9:00 am on 2-3-05 and then closes at 2:00 am the next morning then the sales for that day will be recorded under 2-4-05.

If for some reason the date / time in your computer's system clock is inaccurate this will also save closing figures to the wrong date. If you are adding sales within a range and one or more of the sales records in the file that should be within the range has an inaccurate date outside of the range then those figures will not be included in the totals for the range. You are responsible for making sure that the date / time of the closing of the register is accurate.

Since incorrect dating of the closing receipts is possible, or you may not have even closed the register properly on the correct day, you may not consider adding sales figures on a "Sales report" over a range of days to be a substitute for adding up the actual closing receipts for those days. While this program will accurately total up the closing receipts that have been saved to the file it has no way of knowing that you have accurately saved all of the closing receipt data to the file.

When you create a "Total sales" report you will be asked for a "Start date" and "End date." At the bottom of the screen will be displayed the date of the "First receipt in the sales record." It is pointless and misleading to specify a "Start date" earlier than the "First receipt" date.

From the "date" screen if you press [+] then a sales report will be created that contains only the sales held in the current session of the active cash register. If your register was closed out earlier in the same day those sales are not "current" and will not be included.

From the "date" screen if you press [TAB] then a "Total sales" report will be created that will total up all of the closing reports in the date range. If the current date is in the range then the sales from the current register session will be included.

From the "date" screen if you press [F1] then you will receive the same report as pressing [TAB] plus a sales report for each closing receipt in the range. This is a way to make sure none of the closing receipts are missing and a way to use up a huge amount of paper if you actually decide to print them out.

TRANSACTION NUMBERS

A print out of a closing receipt will have the original transaction number. The current sales will have a transaction number of "CRRNT." The total for all receipts will have a transaction number of "TOTAL." Associate sales will have a transaction number of "ASSOC."

TAXES

Even though the current tax rates are displayed on all sales reports, the monetary amounts are the actual tax amounts collected when the register was closed.

TIPS

Tips are only reported if you are recording tips. (How else?) In addition tips are only reported on non-networked registers or from the GLOBAL folder of networked computers. Networked local registers will not report individual tips.

IMPORTANT: Tips apply to each slot in the "tips" file, Employee #1, Employee #2, Employee #3, etc. If you print each closing receipt then they will have the names of the employees at the time the register was closed. However the "total" receipt will have the names of the current employees. If over the range of dates two or more employees used the same slot, then the program will have no way of knowing this. The names printed in the tips section of the "total" report are the current holders of those slots. For example, if "AMY" was employee #4 from 1-1-05 to 1-15-05 and "ANNA" was employee #4 from 1-16-05 to 2-25-05 and you create a sales report from 1-1-05 to 1-31-05, then the tips for slot #4 will include the tips earned for Amy and Anna. However if the current holder of slot #4 is "BOB" then "BOB" will be printed on the "total" report for slot #4. To find the actual tips for Amy and Anna you would have to print out each of the closing receipts in the range. There should be a long time before you assign a new employee to a slot used by a previous employee.

SUB REG CASH
CASH FUND
CASH IN REG

For historical purposes these fields will be printed as they were saved for individual reports however for the total report the CASH IN REG will not include cash fund and SUB REG CASH and CASH FUND will be set to zero. This is because the CASH FUND is not something earned on each day and does not reflect actual sales or taxes.

NETWORKS

A sales report is the sales from that register only. If your register is on a network then only the sales from that register will be reported even if you specify a range of dates. To create a sales report for the entire network you must create the report from the GLOBAL folder.

HOURLY REPORT

An hourly report will print the total sales and total transactions for each hour of the specified day. Also for each hour it will calculate the sales per transaction.

When you have a sales, return, or void transaction the date/time and net sales for that transaction are recorded in a ??????.HR file. This is a permanent file and will grow without limit. This means that at any time you can make an hourly report for any day that is in the file no matter how far in the past. Since this file date/times each entry from the system clock it is again very important that your computer always has the correct date / time. If your clock is incorrect and a transaction is saved it will then be recorded in the day / time from the clock even though this may be hours, days, or years from where it is supposed to be.

In the sample print out you will notice that there are no figures for any hour that did not have sales. This means that there will be no lines for early in the morning or late at night when your store is not open. Also if there are no sales during an hour when the store is open there will be no line displayed.

Since returns and voids count as negative sales and negative transactions it is possible to have an hourly reading with negative sales and/or negative transactions. It may also be possible for the sales or transactions to cancel out so you could have sales but no transactions or transactions but no sales.

The time stamp at the left of a line indicates when the time period began. So the line for 09:00 records the sales from 09:00:00 to 09:59:59.

Actually you can set this feature to show time readings for several time intervals. An interval of 60, 30, 20, 15, 10, or 5 minutes may be selected.

TIME	SALES	TRANS	SALES/TRANS
09:00	410.56	8	51.32
10:00	878.78	10	87.88
11:00	420.15	9	46.68
12:00	490.48	8	61.31
13:00	388.47	9	43.16
14:00	501.76	8	62.72
15:00	276.64	8	34.58
16:00	278.09	7	39.73
17:00	272.79	9	30.31
18:00	239.43	9	26.60
19:00	377.21	7	53.89
20:00	208.01	7	29.72
TOTAL	4742.38	99	47.90

Hourly Report

GIFT CARD REPORT

The program keeps a transaction file of each gift card. These files can be accessed through the "Gift card" reports. You select the gift card you want by entering the gift card ID and the report will display a list of every transaction made with that card.

GIFT CARD NUMBER 26512254844

BALANCE 79.31

TRANS	TYP	DATE	TIME	AMOUNT	BALANCE
2563A	+ CASH	08-24-2006	12:21:02	+50.00	50.00
1547C	SALE	08-31-2006	16:12:15	-5.36	44.46
2837A	SALE	09-01-2006	08:42:03	-.82	43.64
8517B	SALE	09-01-2006	12:02:34	-6.87	36.77
1785C	SALE	09-01-2006	15:52:41	-18.85	17.92
3011A	SALE	09-02-2006	08:21:17	-8.25	9.67
8678C	+ CASH	09-02-2006	10:52:12	+75.00	84.67
3112A	RETURN	09-02-2006	12:04:43	5.36	79.31

While this report will not tell you what was purchased with each transaction you can use the transaction number to go to the register that rang up the transaction and look up the details of the transaction either in the file of past transactions or the journal. This is assuming that you enabled those features.

MERCHANDISE REPORTS

Merchandise reports are WHAT you sold. Find out what in your store is selling and what is not. Find out how many you have. You can print out total merchandise reports or reports by employee. Each report can be sorted by stock number, or by merchandise category, or by vendor. If you choose to print by either category or vendor you may choose to print every item or only the category or vendor totals.

HISTORY

History must be turned on using POSCONFIG.EXE, you must be using a stock table and be keeping track of inventory.

A sales history is the record of which merchandise you have sold by stock number, pieces and dollars. From "today" you may go back 1 to 12 months. 1 month is the current month so if it is the 5th of the month the history will only be for 5 days. History always starts the 1st of the beginning month. History is updated at the end of every transaction so it is always current.

The sales history file is 1.6 megabytes long, consider this before turning "history" on. History rolls over after 12 months, i.e. month 13 will overwrite month 1.

INVENTORY

An inventory merchandise report prints quantities on hand.

If you set it up using the "Inventory" feature in the POSCONFIG.EXE program an inventory report can also print the monetary value of your inventory. You can print either the "cost" value for your inventory (what you paid for your merchandise) or a "sell" value (what you will receive when you sell your merchandise.)

If an item in the report has no value (either the "Price" or "Cost" respectively is zero) then the stock number for that item will be followed by a pound sign, i.e. 12345#. This will warn you that the value of those items will not be included in the value of the inventory.

For an inventory report you may select to include or exclude those items of which you have zero in stock. If from the "Inventory" column in the stock table you pressed [F7] to "Do not keep inventory on this item" then those items will not be included in the inventory report even if you select to include items with a zero inventory.

A sample merchandise report is below.

DALE'S KEY SHOP
1234 STATE STREET
CHICAGO, IL 60600

(312) 555-1234

TRAN ASSOCIATE
1317 0

TIME
21:39

07-02-2001

		PIECES	SALES
55	SINGLE SIDED BRASS KEY	53	91.98
110	FOREIGN CAR KEY	1	3.49
165	FREE BRASS KEY	2	.00
	BRASS KEYS 4.97%	56	95.47
13	SINGLE SIDED COLOR KEY	334	819.58
68	DOUBLE SIDED COLOR KEY	5	12.45
181	FREE COLOR KEY	0	.50
	COLOR KEYS 43.31%	339	832.53
26	IMPORT CREDIT CARD KEY	1	.49
	C CARD KEYS .03%	1	.49
246	MEDECO KEY	1	6.99
	MEDECO KEYS .36%	1	6.99
460666	ORIGINAL CAR KEY	116	338.45
	ORIGINAL KEYS 17.61%	116	338.45
221096	VATS / TRANSPONDER KEY	3	75.00
	ELECTRONIC KEYS 3.90%	3	75.00
152	RUBBER GRIP CAR KEY	68	204.48
	RUBBERGRIP KEY 10.64%	68	204.48
6936	KEY PAL KEY CHAIN	10	25.00
182070	MAGNETIC SECRET KEY BOX	2	4.00
425818	3/4" SPLIT KEY RING	1	.25
425834	1 INCH SPLIT KEY RING	3	.75
	KEY CHAINS 1.56%	16	30.00
423030	FD-PUMPKINJAR	2	70.00
	FOOD 3.64%	2	70.00
686	GF-EXECPCKTKN	1	15.00
767	FD-ORIGINALPW	6	59.94
1326	GF-BRTCHROMER	1	17.00
1339	GF-STNCHROMER	1	17.00
281104	KR-PEW ANGEL	1	6.00
281544	FD-16 OZ ASSO	11	154.00
	GIFTS 13.99%	21	268.94

TOTAL 100.00% 623 1922.35

Profit report.

For each line in your stock table a profit report will multiply the pieces sold times your current cost for each item. It will then subtract that from the "Value sold" for that line to calculate the profit for that line. It will not take into account that the cost for an item may have changed over time, it will only use the current cost for each line. The Value Sold figure takes into account price changes, discounts, and reductions.

Returns will count as negative sales, which means that for individual lines you may have negative values or values of zero if sales and returns cancel out. Only lines that have a non-zero value for Value Sold and / or Pieces sold will be on the report.

The "Value sold" and "Pieces sold" amounts are the values currently in the stock table. These values are reset to zero when you close out the cash register and choose to "Reset the merchandise data." This means that a profit report can only be generated as far back as the last time you reset the merchandise data. If you reset it daily then you can only generate daily profit reports, if you reset weekly then you can only generate weekly profit reports, etc.

Each column (except "Unit cost") will be totaled and a total profit figure will be provided.

		VALUE	PIECES	UNIT	TOTAL	
STOCK NUMBER	DESCRIPTION	SOLD	SOLD	COST	COST	PROFIT
657135	COLOR KEY ONE	454.48	152	.19	28.88	425.60
2416541644	PERSONALI KEY	117.49	31	.31	9.61	107.88
TOTAL PROFIT		571.97	183		38.49	533.48

Sample Profit Report

Inventory value report.

This report will give the total value of your inventory. It does this by taking the number of pieces of each line in the stock table and multiplying that by the "R PRICE" for the "Total inventory at price." It also multiplies the inventory times the "COST" to give you a "Total inventory at cost." Whenever you create this report it will give you both figures.

For this report to give you accurate figures you must correctly fill in the "R PRICE" and "COST" columns for every item in your stock table. The report has no way of telling if an "R PRICE" or "COST" is incorrect. It will not tell you if an item is missing either of these figures because some items, like services, may not require an "R PRICE" or "COST."

Printing / Saving reports.

After you create a report it will be displayed on the screen, you can scroll up and down to display the entire report. While viewing the report if you press [TAB] you be offered the options to print out the report on your printer or save the report as either a text file or data file. A text file will save the report exactly as it is on the screen it and can read into any word processing software. A data file will save the report in a comma delimited format that can be read into either spreadsheet or database software.

Automatic reports

Afraid that your employees will forget to make a report before closing out the register for the night and then resetting the data? It is possible to set up "automatic reports" that will execute whenever the register is closed with option "2 Close register /print / erase / exit." You can even have the auto reports printed or saved to a file on the computer or transmitted by email or FTP over the internet to another computer.

To do this, from the main menu of the Cash Register program go to the "Reports" feature and press [F1] to read the instructions for this feature. If you have entered and activated a "master" password you will be required to enter it before you can see the instruction screen. If you then press [F1] again the program will return you to the Reports menu and you can start creating your automatic reports. As you create one report after another, including printing and saving the reports into a computer file, the program will save each key press into a "keystroke" file. When the Cash Register program is closed out it will look for this keystroke file and if it is found, it will return to the "Reports" feature and execute the keystroke file recreating the reports you are programming now, and then finish closing out the register.

While you are programming the automatic reports the program will not actually print or save the reports although it will allow you to set them up to do so. When you reach a point when you have told the program to print or save it will do nothing.

Automatic employee reports will make a report for every employee that has data, not any specific employee. This allows you to only program one employee report (for each type of employee report) instead of having to do so for each employee. The program does this by putting the "employee report" keystrokes into a loop. The maximum number of keystrokes in a loop is 100.

If you save automatic reports to a file they will use the following type of filename, example BT122306.TXT, where the first letter is the report type as selected in the "Reports" menu, the second letter tells you if the report is (T)ext or (D)ata, and the following 6 digits are the date in MMDDYY format. Automatic report files are appended to any existing report file with the same file name so if you close out the register several times in the same day the saved report will contain all of the reports from each close-out for that day.

Automatic reports saved to a file will be saved to a sub-folder with the same name as your register file. For example if your POS files are in the folder C:\POS and your register file name is KEYSHOP then the automatic report files will be saved in the folder C:\POS\KEYSHOP. If you are saving the file to another drive, like A:, then the files will be saved to the folder A:\KEYSHOP

When you have finished programming the creating/printing/saving of all the reports you want, and you are at the main "Reports" menu, press [F1] to save the keystroke file and return to the instruction screen. At this point you can press [ESC] to return to the main menu, [F4] to delete the keystroke file you just created, or [F3] to test your new reports.

If you choose to test your reports the keystroke file will be opened and one keystroke at a time will be read and executed. Press any key to read the next keystroke or hold a key down to auto-read keystrokes. When testing the file the program will

actually print out and save your reports. When the last keystroke in the file has been executed you will be returned to the instruction screen.

When testing or actually using the automatic reports feature you will be warned to have plenty of paper in your printer and have the disk drives and other storage devices ready, i.e. stick a disk in them, plug in the RAM drive, etc.

On networked computers the only report than can made automatic on a LOCAL register is the "A. Total Sales" report. All other automatic reports must be programmed on the GLOBAL register. The keystroke file is LOCAL and must be programmed on each register.

The automatic "A. Total Sales" report is limited to the current values only, which will make it identical to the closing receipt. However unlike the closing receipt an "A. Total Sales" report can be saved as a file.

Any report saved by "Automatic Reports" (except Gift Cards) can be transmitted by email or FTP when the register is closed. This will require that your computer runs a version of Windows '95 or higher. You may select which reports to send and you may select to delete a report after it has been transmitted. If your registers are networked you can only transmit files from the GLOBAL register.

After you have setup the Automatic Reports you will be asked if you want to setup the program to transmit the reports. If you do, press [TAB]. On the following screen you must enter the data needed to transmit the files. (If you wish to later change your transmit settings enter Automatic Reports by pressing [F1] then exit by pressing [ESC].)

Enter the shop ID, which must be different for each shop sending data. If you want to email the files enter the email information. If you want to FTP the files enter the FTP information. Here is the list of parameters you will need.

SHOP ID
SENDER EMAIL
SENDER USERNAME
EMAIL PASSWORD
SMTP SERVER
RECEIVER EMAIL
FTP PORT
FTP USERNAME
FTP PASSWORD
FTP DIRECTORY
FTP SERVER

The SENDER EMAIL address, SENDER USERNAME, EMAIL PASSWORD and SMTP SERVER are needed to log on to the email software. If you use "Outlook" you can find many of these parameters by starting Outlook (or Outlook Express) and clicking on the [Tools] tab. Then click [Accounts], select an account if you have more than one, then click [Properties]. Under the [General] tab you will find your email address and name. Under the [Servers] tab you will find your SMTP SERVER listed as "Outgoing mail (SMTP)". The RECEIVER EMAIL address is where you want to send the email.

Likewise the FTP parameters are needed to send the files to the receiving computer by FTP. Since in each case the data required is dependent on the software on your computer and the receiving computer I cannot give you that information.

On the next screen select which files you want to transmit. Remember that if you did not setup Automatic Reports to create the file then do not select to transmit it. Note that a "D. Gift Card" report cannot be transmitted.

	TEXT FILE		DATA FILE		
	SEND	DEL		SEND	DEL
SALES REPORTS					
A. Total Sales	[X]	[]		[]	[]
B. Employee Sales	[]	[]		[]	[]
C. Hourly Readings	[]	[]		[]	[]
D. Gift Card					
MERCHANDISE REPORTS					
E. Total by Stock #	[]	[]		[]	[]
F. Total by Category	[]	[]		[]	[]
G. Total by Vendor	[]	[]		[]	[]
H. Employee by Stock #	[]	[]		[]	[]
I. Employee by Category	[]	[]		[]	[]
J. Employee by Vendor	[]	[]		[]	[]
K. History by Stock #	[]	[]		[]	[]
L. History by Category	[]	[]		[]	[]
M. History by Vendor	[]	[]		[]	[]
N. Inventory by Stock #	[]	[]		[X]	[X]
O. Inventory by Category	[]	[]		[]	[]
P. Inventory by Vendor	[]	[]		[]	[]
Q. Profit	[]	[]		[]	[]
[TAB] = Toggle [X]				[ESC]	= Finished

In the above example the "A. Total Sales" text report will be transmitted but not deleted and the "N. Inventory by Stock #" data report will be transmitted then deleted.

Remember that reports are stored in a sub-folder from the POS program folder. For example if your program folder is C:\POS and your register filename is KEYSOP then the reports are stored in the C:\POS\KEYSHOP folder. Files to be transmitted will be copied to a C:\POS\SEND folder and anything in that folder will be transmitted. (So if you have a file of your own that you want transmitted for your own nefarious needs, stuff it in there before you close the register and it will make the trip.) After transmission the files in the \SEND will be moved to a sub-folder \SEND\BACKUP. It would be a very good idea to occasionally empty the SEND\BACKUP folder once you know that the files have been received.

So, does that mean all the original reports are deleted? Nope, they are still in the C:\POS\KEYSHOP folder. However if you use the above screen to mark the file for deletion then it will be deleted from the C:\POS\KEYSHOP folder also.

Even though the reports are appended every time you close the register on the same day the files will be transmitted each time the register is closed. However if you select to delete a report after it is transmitted the report will then not be appended if the register is closed out on the same day. For example if you close out the register 3 times in a day you will transmit the report 3 times. (The sequence number in the file name will

be different but the rest of the filename will be the same.) If you did not delete the file after transmitting, the 1st report transmitted will only contain information from the 1st close out, the 2nd report will contain information from 1st and 2nd close outs, and the 3rd report will contain information from all 3 close outs. NOTE: The data is not added together, you will get 3 reports in the same file. However if you choose to delete the file then each report will contain information only from that close out. So the easiest solution is to close out the register only once a day or if you are running on a network close out the GLOBAL register only once a day. Remember that the GLOBAL register must be closed out last.

Of course a file can only be sent if you have setup "Automatic Reports" to create it and if your computer is connected to the internet.

If you enter email information the files will be emailed. If you enter FTP information the files will be sent by FTP. If you enter both email information and FTP information the files will be sent both ways. If you do not enter anything no files will be sent. (Actually the program only checks the RECEIVER EMAIL and the FTP SERVER NAME to determine if the files are to be transmitted.)

The file name of the transmitted files will have an added prefix consisting of a shop ID, a sequence number, and the date in YYYYMMDD order. For example if the shop ID is "21125" and the last file sent was "256" and the date is 3-25-2009 then the automatic report "DT052309.TXT" will be sent as

"0002112525720090325DT052309.TXT" Leading zeros are added to make the shop ID eight characters long. Make sure all characters in the shop ID can be part of a filename. For example, no slashes. It is best to stick to letters and numbers in a store ID if you are not sure which characters cannot be used. Each file type will have its own sequence. The sequence number will roll over from 999 to 000.

What you do when you receive the file is up to you. You can load the files into either a word processing or spreadsheet program and print it out if you wish. Or you can create your own software that will read from the files to automatically input into your accounting software or merchandise handling software. For example you can use an inventory report to generate shipments to restock your stores.

And where do you get this software? You will have to hire someone to do it. I have no idea what software you are using at your main office. Even if I did I have no access to it. To create the software to read the transmitted files and load the data into your accounting / merchandising / payroll / other software a programmer will have to study several transmitted files to learn how to get his software to read them. Then he will have to convert the data into a form that can be read by your accounting / merchandising / payroll / other software. To do this he will have to be familiar with your systems and have access to them. I cannot do from it here, sorry.

Here is some information about transmitted file names that your programmer can use.

SAMPLE FILE NAME	1111111112222 12345678901234567890123 00128635274FD020409.TXT
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Characters 1 - 8 = Shop ID

Characters 9 – 11 = Sequence number. Every file has a different sequence.

Character 12 = Report type (See report list above.)

Character 13 = File type T= Text D = Data (.CSV)

Characters 14 – 19 = Date in MMDDYY order.

Characters 20 – 23 = Always ".TXT"

ASSOCIATES

This function allows you to enter the names of the employees that are working in your store. If you have selected to track sales by employee then when you begin a sale you must choose one of the employee names from this list. If there are no names in this list then you cannot ring up a sale.

It is not a good idea to give your customers both the first and last name of your employees, there are a lot of nuts out there with phone books. Since the name entered here will be printed on each employee's receipts enter only a first name and possibly a last initial if you have two "Amy's" working in your store.

Please remember that this program does not really know who your employees are. The program only knows them as employee #1 or as employee #2 and then assigns a name to that employee from this list. The important thing about this is that employee data files are saved by the employee's number, not the employee's name. This means that if Amy quits and then you assign her number to Donna, when you do a sales history for Donna, Amy's sales will be credited to Donna.

If possible do not reassign an employee number to a new employee until after you reset the merchandise file.

RECEIVING

If you are keeping track of inventory in your stock table you will have to update your inventory whenever merchandise shipments arrive. To do this run the RECEIVE.EXE program. This program allows you to create a file of the received merchandise that can then be added into your POS stock table. NOTE: If you are entering your initial shop's inventory use the INVENTOR.BAT program described below.

RECEIVE.EXE does not have to be run on the same computer as the POS program. You may run the RECEIVE.EXE program from a "back room" computer and then only when you bring the received merchandise to the sales floor or stock room, load the receiving file into the cash register.

This program assumes that the merchandise that is being received in your store is coming in packing cases that are accompanied by packing slips. In other words you have a piece of paper (or several) that has a list of what is being received into your

store. This program allows you to enter the pieces of merchandise that is on that piece of paper.

If the merchandise being received in your store does not have a packing slip, just make one up. A packing slip is just a list of items that are being received and how many of each one you are receiving.

"Why not just punch it into the computer and skip the paper", you ask? Because at some point you may wonder if the numbers you have punched in are correct. If you have placed the items in stock, or just moved them around, and don't have that piece of paper you will not later be able to verify the counts. Plus a piece of paper is much easier to carry around when unpacking the boxes than a computer.

When you enter a page into this program you will be asked for the vendor's name, invoice number, and page number, (page 4 of invoice 256854 from XYZ Corp.). These three things plus the date and time will make up the "Page name" of the page you are entering. If later you need to correct the counts for a page you will be able to find the correct page by this name. You may skip entering a "Page name" for a page by just pressing [TAB] when asked for this information but why would you want to? How are you going to find that page again? You cannot use the date / time because if you correct a page the date / time will be changed to the time of the correction.

The maximum number of lines on one packing slip page is 60.

The first thing you must do with the packing slip is make sure that the merchandise listed on it is actually in the packing cases. Are you receiving what you are supposed to, is all that stuff REALLY in those boxes?

Once you have confirmed the counts you must write your store's stock number for each item on the packing slip. It does not help to have the vendor's stock number of DFG9800KA42 on the packing slip if the stock number for that item in your register is 425892. You may use the "Search stock table" option in this program to help you find the correct stock number for an item.

Now that you have a packing list with the correct stock numbers for each item, with the correct pieces of each item, with a document name for each page, you may enter the data into this program.

To enter items into this program the stock table from your cash register must be accessible to this program. If you are running this program on the same computer as your cash register then there will be no problem. If you are running it on a different computer then you may use the cash register's "File maintenance" / "Copy files" feature to copy the stock table to a floppy disk. This program will then read / write data to the floppy. Or copy the stock table to that computer's hard drive. NOTE: if you are using different computers then whenever new items are added or deleted from the stock table you MUST copy the stock table to the computer running this program.

From the main menu press [3] to enter your packing slip page into the file. First enter the document name. Now begin entering the items on the page by entering the stock number for the first item. If the program can find the stock number listed in the stock table, it will print a description of the item on the screen. If the description matches the actual item, enter the pieces, if the description does not match, press [left arrow] to return to enter the correct stock number. When you have finished entering a page press [F3] to save the information into the file. You may now enter another page.

If a correct stock number cannot be found for an item, or the correct stock number is not in the stock table, then you cannot enter the item into this file. To enter an item into the cash register program that cannot be entered into this program (because there is no valid stock number for that item), you must run the cash register program (or POSCONFG.EXE), and use the "Stock table" function to create a new item, and then manually enter the inventory pieces. Circle any item without a valid stock number on the packing list so that you will know that it has to be entered manually.

If you have the same merchandise on different pages, or even the same page, do not add it together, enter each line separately. For example, if you entered 24 of item 123456 and then later have 16 more of 123456, DO NOT enter 40, just enter the 16 more. The cash register program will add them when the file is read. Remember, you want the computer file to match the paper document as closely as possible.

If you believe that you have entered the counts from a page incorrectly or have found additional merchandise, you may press [3] from the main menu to call up an existing page to correct it.

Once you have entered all of the pages from all of the invoices into this program you must load the file created by this program into the cash register program to update the cash register's inventory. Just entering the items into this program WILL NOT update your store's inventory.

If you are running this program from the same computer as the cash register program just run the cash register program and from "File maintenance" choose "Read receiving file." If you set a stock table password you must enter it before reading the receiving file.

If you are running this program from a different computer than the cash register program is running on, then you must copy the file to a floppy disk, if it is not already there, and then insert the floppy into the computer running the cash register program. Then from "File maintenance" / "Read receiving file" choose the floppy drive.

AFTER READING THE FILE INTO THE CASH REGISTER PROGRAM YOU MUST ERASE IT FROM THE FLOPPY DRIVE AND THE COMPUTER RUNNING THIS PROGRAM SO THAT THE DATA ON IT CANNOT BE ENTERED INTO THE CASH REGISTER PROGRAM AGAIN!

ORGANIZING YOUR INVENTORY

What could be simpler than taking an inventory? Count it up, write it down, your done. If you believe this, you are very wrong. There are graduate level college courses in inventory science. The problem with inventory is not with counting everything, but being able to verify that everything has been counted. Here are some horror stories.

After inventory is done an employee finds some merchandise in a little used stock room. Has it been counted? If you add it to your inventory will you have counted it twice?

After inventory one employee says that he counted rack X, another says that he counted rack X too. Did they both count rack X? Did anyone count rack X?

You counted everything yourself and it took you 2 days to do it. As you leave for home you spy the display next to the cash register and say to yourself, "As I was going to count that I had a phone call, did I count that or not?"

As you can see, the secret to inventory is verification. If there is any question, you must be able to pick up a particular piece of paper that will tell you if you inventoried that particular location and if the counts are correct. The secret to verification is preparation.

You will need to make up two forms, count slips and count slip logs. Both of these forms come with this program. They are in two text files, COUNTSLP.TXT and COUNTLOG.TXT. These files can be loaded into any word processing program and printed out. Please do so now. If these files are missing you may download them from my website at <http://keyhut.com/pos.htm>

When doing an inventory you do not count by merchandise. In other words you do not take the first item on your stock list and then try to find every piece in your store and then repeat the process for the next item, and so on. Instead you count locations. Once you are sure that every item in every location in your store has been counted you may be sure that everything has been counted. So, you end up with the same item from different locations on different count slips, how do you add them up? Simple, you punch each count slip into this program and it will add them up for you.

Step #1. Label every location in your store. I write on masking tape and stick to the area to do this. Don't just label each counter or rack. Label every drawer, every shelf, every bin, every box. For example; "cabinet #4, drawer #2".

Step #2. Place a count slip in every labeled area. A count slip has 60 lines, if your area has more than 60 different items in it, the area is too big. Break it down into smaller parts and assign more slips. All count slips must have a unique number (1 to 910). On each slip write the assigned location (from the label in step #1) of the slip in case it gets moved.

Step#3. As you place each count slip write its number and location on the count slip log. At the end of the inventory if you have 125 count slips, but the log has 126 slips assigned, you can easily find out where the missing slip was from. Assign a new slip with the old number, and recount the location. If you have two count slips #89, you know to only enter one of them.

Step#4. Count each area and write it on the assigned count slip. You do not have to group things. If you have some of your 2565's on one slip and some more 2565's on another slip that's fine. You may even have two lines on the same slip with the same stock number. Just make sure that you didn't count the same pieces twice.

Step#5. Using the count slip log, retrieve each slip in the order they are on the log. Check them off on the log as you collect them. Keep the slips in numerical order so that you can easily tell if one is missing or you have two with the same number.

Step#6. Check the log and your store to make sure that you have collected every slip and that no area was uncounted.

Step#7. Add up the page total for each count slip.

Step#8. You are now ready to enter your inventory into this program. Read 'Entering your inventory.'

ENTERING YOUR INVENTORY

If you are keeping track of inventory in your stock you will have to enter your initial inventory into the stock table. Also at least every year you will have to do another inventory and enter that into the stock table. To do this run the INVENTOR.BAT program. This program allows you to create a file of the merchandise in your store that can then be entered into your POS stock table.

INVENTOR.BAT does not have to be run on the same computer as the POS program. You may run the INVENTOR.BAT program from a "back room" computer and then later load the inventory file into the cash register.

NOTE: INVENTOR.BAT works in conjunction with the RECEIVE.EXE program and requires that the RECEIVE.EXE file be available on the drive.

If you have not read "Organizing your inventory" do so now.

You now have a pile of count slips that you need to enter into this program. If you are running this program from the same computer as your register you are already. To run this program from a different computer you must have a current copy of the stock table and the inventory software on the other computer. From the POS program use the 'File maintenance' option to copy the files to a floppy. Then copy the files to the other computer's hard drive or run the program from the floppy.

To run the inventory software you run the file INVENTOR.BAT (Note: RECEIVE.EXE must also be on the disk.)

If there is already an inventory file on the computer you must erase it before entering this inventory.

When you run the inventory program select the option 'Enter pieces into file.' You will now see a large, light blue square. This is a map of all 910 possible count slips that you can enter. When you enter data from a count slip the small area that represents that count slip will turn purple. This way you can see at a glance if you have not entered a count slip. Use the arrow keys to scan through the large square and the count slip page number will change under the square. When you see the slip number you want press [ENTER]

You may now enter the stock numbers and pieces for each line on your count slip. Any stock number that is not in the stock table CANNOT be entered into the inventory file. You must circle any item that cannot be entered so that it can later be manually entered into the stock table from the POS program after inventory.

Press [F4] to get a page total of the pieces. If the page total does not match the one on the count slip you have either entered something wrong or the count slip is added wrong, find out which. Press [F3] to write the information to the file. You may now select and enter another slip.

You may return to view or correct any count slip at any time.

If a count slip has no pieces on it, it will not be counted as having been entered and its location on the big square will remain blue.

When you have entered all of the count slips you are not done. Until you load the inventory file into the POS program you actual inventory will not change.

If you are using a different computer to enter your inventory you may use the inventory program to copy the inventory file to a floppy to carry it to your POS computer.

IMPORTANT! When loading the inventory file the first thing the POS program will do is to **TOTALLY ERASE** the current inventory. You may want to back up your .TBL file first. This also means that you cannot do a partial inventory because not only are the new items that you counted erased but the count on **EVERY** item is erased.

To load the inventory file into the POS program load the POS program and from "File maintenance" select "Read inventory file." If you set a stock table password you must enter it before reading the receiving file. Now select the drive that the inventory file is on and load the file.

Since the current counts are erased every time an inventory file is loaded by the POS program you may load it multiple times.

SETTING UP THE PROGRAM TO WORK IN RESTAURANTS

Restaurants have special needs that regular retail stores do not. In a restaurant you may want to keep track of employee tips paid at the register, run a "tab" until the customer is ready to leave, not have to enter stock numbers for the food you sell, transmit the food orders to the kitchen, etc. Setting up all of this uses settings from many different features of the program so I am going to consolidate all of them here.

RECEIPTS

To print receipts without stock numbers, tax rates, etc. on each line, in the "Printer setup" feature set "On 40 character wide receipts remove stock numbers and tax" to "YES."

TIPS

To track tips you must go to the "Employee setup" feature of the POSCONFIG.EXE program and enter the employee names. Also select to use the employee list and to keep track of tips. Now when you total a sale by pressing [+] and just before the payment options are selected the program will ask you for the amount of the tip. Please note: the tip amount will go to the person ringing up the sale. This means that if one person waited on the customer, but a cashier is ringing up the sale, that the cashier must begin the sale by entering the employee number of the wait person, not her own number.

TABS

To have the register store orders until the customer is ready to pay go to the "Sale parking" feature of the POSCONFIG.EXE and select the maximum number of tabs that can be parked, up to 255.

Now when you are at the screen where you can ring up a sale you may press [F6] to either park a sale or unpark a sale previously parked. Parked sales are given a 4 character identifier. It is up to you to come up with a system to identify parked sales. For

example you can use the wait person's employee number and the table number (letter) and have an identifier of "05J"

Parked sales will stay in the parking lot until they are unparked. This is true even if there is a power failure or the register is closed out for the day. It is always a good idea to check the parking lot when you open the register in morning.

SALES CHECKS

To print sales checks that can be given to a customer at the end of the meal, so that he can pay the tab at either the table or bring the sales check to the register to pay, go to "Printer setup" feature of the POSCONFIG.EXE and set "Print sales checks" to "YES"

Now when you press [+] to total the sale you will be asked if you want to print a sales check / return to sale, or print receipt / complete sale. If you select to print a sales check it will print. Then if you enabled sale parking the sale will park. You will now be returned to the sale. You may press [F5] to void the current sale to start another one.

ENTER ITEMS INTO A SALE

I am assuming that you want to enter all of your menu items into the stock table. This will allow you to have the description print on the receipt, look up the price of the item when ringing it up, keep track of your inventory, etc.

The problem lies in the fact that if you have this program setup as a retail store that you ring up items by their stock number. This is not convenient for a restaurant because it is really difficult to put a barcode label on scrambled eggs.

So how about if your menu is on the screen and all you have to do is pick the items from the screen? That sounds pretty good but it is going to take some work to get it done.

The first challenge is to enter your menu into the stock table. To do this you must go to the "Stock table" feature of the POSCONFIG.EXE program. There is a whole section of this manual about doing this and it is pointless to repeat it here. But before you go read the "Stock table" section of the manual continue reading this which will save you from doing it for a retail store and then having to do it over for a restaurant.

The stock table is basically a list of all the things you have for sale. For each item you can enter a stock number, description, price, and many other things. But now we are going to concern ourselves with just the stock number, description, price.

To a restaurant a stock number for each food item is pretty useless. However this program is designed to use a stock number for every item in the stock table. So you will be required to invent a stock number for each item in your menu. You can use any number you like and the only restriction is that every item has a different number. Since you probably do not care the simplest thing to do is to just use the line number as the stock number. For example line #1 has stock number 1, line #2 has stock number 2, etc.

If you are a snack bar, hot dog stand, etc. and you have a small number of items, say 40 or less, then you can just enter your menu into the stock table on the first 40 lines.

Line	Pieces	Description	Stock number	Description	Price
1	5	COLOR KEY ONE S	65016	A TOYOTA KEY RING	3.99
2	1	RUBBER GRIP DOM	65017	B HONDA KEY RING	3.99
3	1	ALL ABOVE REDUC	65018	C CADILLAC KEY RING	3.99
4	1	TWISTY KEY RING	65019	D MERCEDES KEY RING	3.99
5	1	1 UP MINUS	65020	E 4X4 KEY RING	3.99
6	5.250	BEADED KEY CHAI	65021	F FORD TRUCK KEY RING	3.99
7	1	COUPON / UNIT R	65022	G CHEVROLET KEY RING	3.99
8			65023	H GMC TRUCK KEY RING	3.99
9			65032	I POST-IT-NOTES KEY RING	1.99
10			65108	J LARGE BRASS HOOK KEYRING	1.99
			65109	K MEDIUM BRASSHOOK KEYRING	1.99
			65110	L SMALL BRASS HOOK KEYRING	1.99
			65555	M BIKER WALLET CHAIN	5.00
			67268	N WOOLY WILLY KEY RING	0.99
			67380	O PEWTER MITZPAH KEY RING	3.99
		-----65022-----	67381	P PEWTER BEST FRIENDS RING	3.99
			67388	Q SILVER HONDA KEY RING	3.99
			67389	R SILVER CADILLAC KEY RING	3.99
			67390	S SILVER CHEVY TRUCK RING	3.99
			67391	T SILVER CHEVY KEY RING	3.99
				Page 12 of 50	
				Press PAGE UP or PAGE DOWN to view additional pages.	
					SALE =

However if you have dozens or hundreds of items then you will want to organize your menu into "groups." Groups are things like Beverages, Breakfasts, Sandwiches, From the Grill, or anything you want. You may divide your menu into up to 20 groups. There is no limit on the items in a group as long as the total number of items in all groups is less than 26,000. But it is best to have more groups with fewer items in each group.

Let's talk about what should be in your stock table. First of all every item in your menu should be there. If one item has options then each option must be in the stock table. For example if you sell Cokes then Coke large, Coke medium, Coke small, should all be in the stock table. You will also need to enter things that have an extra charge like if tomatoes on a sandwich will be 50¢ more.

When you take the customer's order, if you are going to hand write the order and carry it to the kitchen, that should be enough. However if you are going to enter the order into the register then either print out the order for the kitchen or use the KITCHEN.EXE program to transmit the order to the kitchen then you will need to do more.

Remember that on a printed / transmitted order to the kitchen you cannot write anything. This means that all options must be in the stock table. Will you sell steak? Will it be rare, medium, or well? Will the steak have mushrooms or onions added? Will a salad have French, Italian, Thousand island, Caesar, or other dressing? Will the dressing be on the side? So a sample group for Steaks may look like this in the stock table...

STOCK NUMBER	DESCRIPTION	TAX	PRICE
161	T-BONE	1	18.95
162	SERLOIN	1	16.95
163	NEW YORK STRIP	1	14.95
163	SALSBURY	1	12.95
164	RARE	0	0.00
165	MEDIUM RARE	0	0.00
166	MEDIUM	0	0.00

167	MEDIUM WELL	0	0.00
168	WELL DONE	0	0.00
169	MUSROOMS	1	1.50
170	ONIONS	1	0.75

Note the descriptions of the modifiers have been indented. Now you can send this to the kitchen....

161	T-BONE	1	18.95
166	MEDIUM	0	0.00
169	MUSROOMS	1	1.50
203	MASHED POTATO	0	0.00
225	EX. BUTTER	0	0.00
189	CORN ON COB	0	0.00
89	TOSSSED SALAD	1	4.00
95	FRENCH	0	0.00
65	ON THE SIDE	0	0.00
163	NEW YORK STRIP	1	14.95
165	MEDIUM RARE	0	0.00
169	MUSROOMS	1	1.50
170	ONIONS	1	0.75
73	CAESAR SALAD	1	4.50
206	BAKED POTATO	0	0.00
192	MIX VEGATABLE	0	0.00

and there will be no confusion over the order. Just remember that the maximum number of lines in one order is 60 lines.

It is possible that some modifiers may be shared by different groups. For example you can put tomatoes on cold sandwiches or hot dogs / polish. You may either put the same modifiers in multiple groups or have a separate group with just modifiers in it.

Now you need to layout how you will place the different groups in the stock table. Each group must occupy a section of the stock table that is a multiple of 20 lines. For example the first group can be in the first 20, 40, 60, etc. lines. The next group can take the next 20, 40, 60, etc. lines. Groups do not have to be the same size. You can have a group of 40 followed by a group of 20 followed by a group of 60. You can have blank lines in a group to fill out the group.

The first line of each group must be a multiple of 20 plus 1. So you can begin entering a group on lines 1, 21, 41, 61, 81, 101, 121, etc. When you display the stock table from the sales screen this will allow the first item in the group to be at the top of the screen. It is a good idea to write down the name of each group and the line it starts on.

When entering the items in the stock table there is also another column labeled Category. An item's category is totally independent from what group it is in. There can be 254 different categories. So for example you can have a Group of "Dinner entrees" and they can be further divided into categories of steaks, chicken, pork, etc. But the important thing about categories is that if you are going to be using the KITCHEN.EXE

program to transmit order to the kitchen it will only transmit the items from the categories you set. For example you can go to the "Kitchen" feature of the POSCONFIG.EXE program and set it up to send only items sold from categories 5 – 35 to the kitchen. This means that food items are transmitted to the kitchen because they are in categories 5 – 35 but drinks from categories 1 – 4 and souvenirs from categories 36 – 50 will not be transmitted.

So it is a good idea to enter your different categories into the "Category list" feature of the POSCONFIG.EXE program before you begin entering the actual items into the stock table. Do not enter anything into category #0. You can skip lines in the category list. For example you can have food from categories 1- 22, then blank categories from 23 to 50, then other stuff from 51 on. If you enter 1 – 50 into the "Kitchen" feature of the POSCONFIG.EXE program then you will have room to add additional categories of food later.

Another good idea is before you begin entering items into the stock table to enter your different tax rates into the "Tax rates" feature of the POSCONFIG.EXE program.

NOW IS A GOOD TIME TO READ THE "STOCK TABLE" PART OF THIS MANUAL AND ENTER YOUR ITEMS INTO THE STOCK TABLE.

Welcome back.

There are two things left to do before you can start ringing sales. Go to the "Scanner" feature of the POSCONFIG.EXE program and set it to "All are scanned." (Do this even though you do not have a scanner.) This will allow you to enter an item into a sale by sometimes pressing only one key. If you want two of the same item in the sale press the same key twice. NOTE: If you do this, to enter an item and be able to change the price and quantity (which you will almost never have to do) you then press [ESC] until the menus clear and you can see the main sale screen. Now type in the stock number and press [F8] (not [ENTER]) and you will be able to type in a price and quantity for that item. Now press [F1] if you have to return to the menus.

Now go to where you can enter items into the stock table and press [F6] to bring up the "Groups" screen. If you are not dividing your stock table into groups (you have less than 40 items in your menu) then you do not have to enter anything into the list. Otherwise enter the name of each group you have and the start line for that group.

Now you have to decide what method you want to use to enter items into a sale.

If you choose "[F6] Do not use groups" then when you enter the sales screen in the POS.EXE program you will see the normal sales screen. If you press [F1] you will see the stock table from the beginning. (20 items per page, use [PG UP] and [PG DN] to view other pages.) After you select an item you will return to the normal sales screen.

If you choose "[F6] Use groups as an option" then when you enter the sales screen you will see the normal sales screen. If you press [F1] you will see the list of all the groups. When you select a group you will then see a list of all the items in that group. After you choose the item you want you will be returned to the regular sales screen.

If you choose "[F7] Group default, menu default" then when you enter the sales screen in the POS.EXE program you will see list of all the groups. When you select a group you will then see a list of all the items in that group. After you choose the item you want you will stay on that page to choose other items. To return to the "Groups" page press [ESC].

If you choose “[F8] Use groups as the default” then when you enter the sales screen you will see list of all the groups. When you select a group you will then see a list of all the items in that group. After you choose the item you want you will return to the “Groups” page.

If you choose “[F9] Use stock table as the default” then when you enter the sales screen you will see the stock table from the beginning. After you select an item you will stay in the stock table.

For restaurants that use “groups” the options [F7] or [F8] are best. If you have less than 40 items and do not use groups then option [F9] is best.

To return to the normal sales screen to use the functions that are there (discount, void, park, coupons, etc.) press [ESC] until you are there. From any screen press [+] to total the sale.

If you are in the normal sales screen and want to return to the groups or menu press “[F1] Stock table.”

To choose a group from the group list you may either use the arrow keys to scroll to the one you want and press [ENTER] or you will notice that the 20 groups are lettered [A] to [T], just press the letter. From the menu screen you can use the same two methods or type in the stock number and press [ENTER].

If you use either the group methods [F7] or [F9] then after selecting an item from the menu the item will remain highlighted, to sell another of the same item just press [ENTER] or the letter key for that line.

KITCHEN PROGRAM

As pointed out above the KITCHEN.EXE program will transmit the food orders from the register to the kitchen. Go to the “Kitchen” section of this manual to learn all about it.

PURCHASE ORDERS

The program PURCHASE.EXE will print out, or save to a text or data file, the stock items in your stock table with inventories so low that they should be reordered. It does this by comparing the value in the INVENTORY column of the stock table to the value in the MODEL column. Stock items with a lower INVENTORY than MODEL will be printed out.

EXTREMELY IMPORTANT! Once you assign a vendor to a slot in the vendor list this program will then file information to that vendor by the position in the list. For example if vendor #12 is Acme Industries then all purchase order information for Acme Industries will be stored by the number 12. If you later switch the slots 12 and 34 then all the purchases previously made from Acme Industries will now be assigned to the new occupant of slot 12 which could be Bebo Incorporated. Always assign new vendors to currently empty slots. It is a good idea to not assign anyone to slot zero.

For the purchase program to function each item in the stock table (that you want to use this program to order for your store) you must fill in the following columns.

STOCK NUMBER

DESCRIPTION

INVENTORY

COST (What you pay to obtain the item)

MODEL (How many you have when fully stocked)

PACK (The minimum you can order)

VENDOR STOCK NUMBER (If you want it printed on the PO)

When you start the PURCHASE.EXE program you will see a couple of screens of instructions and then come to this main menu.

1. Enter header data
2. Create proof sheets
3. Create purchase orders
4. Open purchase order file
5. Quit

Main menu

Enter header data

If you wish to print actual purchase orders you will have to enter a purchase order "header" for each vendor. To help you the program has this sample header template that you can edit.

BILLING: XYZ CORPORATION
ATTN: DALE HARRIS
1234 N. MAIN ST.
ANYWHERE, IL 60000
PHONE (773) 555-5555
FAX (773) 555-5556

TO: ABC COMPANY
5678 S. MAIN ST.
SOMEWHERE, IL 69999

PHONE (773) 555-5557
FAX (773) 555-5558

SHIPPING: THE KEY HUT
9012 E. MAIN ST.
OVERTHERE, IL 66666
PHONE (773) 555-5559
FAX (773) 555-5550

TERMS: SHIPMENT MUST BE SENT TO
SHIPPING ADDRESS ONLY AND MUST
INCLUDE A PACKING SLIP WITH THE
PURCHASE ORDER NUMBER ON THIS
FORM.

INVOICES MUST BE MAILED TO THE
BILLING ADDRESS AND THE PURCHASE
ORDER NUMBER ON THIS FORM MUST
BE INCLUDED ON THE INVOICE.

The template and headers are 78 characters wide and up to 18 lines. Only lines from the top to the last non-blank line will be printed. The first step is to edit the template to what you want printed at the top of the first page of each purchase order. If you are using window envelopes you will want the vendor's name and address placed in the header so that it is behind the window when the purchase order is placed in the envelope.

Once you have the template the way you want it you can then select your vendors one by one and press [F1] to drop the template into each vendor's header. You

can then edit the template for that vendor by changing the address for the vendor. Of course you can have totally different headers with different terms and instructions of you wish.

Create proof sheets

Proof sheets are to check your inventory against the model stock list before you decide if you actually want to make purchase orders. Proof sheets will not print the headers and will comprise the following columns; stock number, vendor stock number, description, inventory, model stock, order quantity, unit cost, cost all. You can create a proof sheet for all items sorted by vendor or you can choose to create a proof sheet for a specific vendor. Proof sheets will be created at 40 or 80 characters wide depending on how you have set that register on printing receipts. They can be printed on the printer.

Create purchase orders

Purchase orders are created to actually order merchandise from your vendors. You can put them in an envelope, fax them, or email them to have your vendor send you merchandise.

Purchase orders will have the header at the top of the first page. A purchase order number and the order date will be printed under the header and on the top of all following pages. Purchase orders are created only at 80 characters wide and will use the PAGE settings of the "Printer setup" for that computer even if the computer is set up for CONT. printing. If you cannot print the purchase order on this computer then you must save it to a floppy (or other storage device) to print out on a different computer.

Purchase order numbers are 7 digits long. This means that there will be 10 million of them before they roll over to 0000000.

When you create a purchase order it will print on the printer and be saved in a disk file. Each purchase order will use the next sequential purchase order number.

You may select to print one or two copies of each purchase order. If you are mailing the purchase orders to the vendor then you should print two copies so that you have one to file. Yes, paper files are a good idea. Even though this program will electronically file and store each purchase order you should keep a paper record. Purchase orders kept as computer files can be deleted or a file crash can erase them all. (Remember to backup your files frequently.)

Purchase orders will comprise the following columns; stock number, description, order quantity, unit cost, cost all. You may also select to have the vendor stock number printed for each item.

If you choose to use only the stock then each item will be listed on one line. If you choose to add vendor stock number then each item will be listed on 2 lines.

The quantity ordered will be in the units that you sell them. If you sell wire by the meter then you will be told how many meters that you should order, NOT coils of wire. For example if wire comes in 250 meter coils (PACK = 250), and you normally should stock 3 coils (MODEL = 750) then if you have 350 meters of wire in stock you need 400 more meters of wire. However the PACK is 250 so you cannot order 400 meters of wire. The program will round up to the next PACK over 400, which is 500 meters or 2 coils of wire. If your vendor sells wire by the coil (even though you sell it by the meter) then you

must make sure that you do not tell him that you want 500 or he will send you 500 coils (or 125,000 meters), way too much. This also applies to things sold to you by weight, case, box, etc. If you order 12 of something will your vendor think that you are ordering 12 pieces or 12 cases?

Rounding up is based on half a PACK. For example if a PACK is 10, MODEL is 40 and you have 36 or more, none will be ordered. If you have 26 to 35 then 10 will be ordered. If you have 16 to 25 then 20 will be ordered. If you have 6 to 15 then 30 will be ordered. If you have 0 to 5 then 40 will be ordered. Assuming you sell none before your shipment arrives you will be within a half a pack (plus or minus) of your model stock when it does arrive.

Remember that INVENTORY, MODEL, PACK, and ORDER are in the units that you sell them. COST is the price for one unit in the units that you sell them, for example 12.95 is the cost for one piece, not one case, even if they are sold to you by the case (this assumes that you sell them by the piece.)

INVENTORY = How many you have in stock now.

MODEL = The minimum number of this item that you want in your store.

PACK = The minimum number that can be ordered, i.e. must a case of 12 be ordered in multiples of 12?

COST = How much it costs you to purchase this item from your vendor.

Open purchase order file

This feature will allow you to view, print, delete, void, or update your purchase orders in the file. You may retrieve a specific purchase order by the purchase order number. You may retrieve all the purchase orders sent to a specific vendor with a maximum of the last 1000. You may retrieve the last 1000 purchase orders placed to all vendors.

Display

1. Enter PO #
2. Pick vendor
3. Unpaid orders
4. All purchase orders
5. Quit

From the menu you may call up a specific PO, all the PO's from a specific vendor or all the PO's in the file.

When you are at this screen you can do several things once you highlight the purchase order you want.

If you press [TAB] you can put the full purchase order up on the screen. From there you can reprint the PO or save it as another text file that can be loaded in to any word processing program.

VENDOR	PO NUMBER	PURCHASE DATE	PURCHASE TOTAL	INVOICE NUMBER	INVOICE DATE	PAID DATE	V D
B.E. ATLAS	0000002	09-05-24	269.17	0256389	09-05-30	09-06-05	
ILCO	0000003	09-05-24	1239.24	0055286	09-06-13	09-06-18	
COLE NATIONAL	0000004	09-05-24	620.51	0075589	09-06-01	09-06-14	
U.S. STAMP	0000005	09-05-24	32.64				
ZIPPO	0000006	09-05-24	33.56	0859654	09-06-14		
SECURITY IND.	0000007	09-05-24	267.13	0325411	09-06-03	09-06-09	
ILCO	0000011	09-05-24	1239.24	0055963	09-06-16		
U.S. STAMP	0000013	09-05-24	32.64	0528421	09-06-11	09-06-15	
ZIPPO	0000014	09-05-24	33.56				
SECURITY IND.	0000015	09-05-24	267.13	0155896	09-06-05	09-06-14	
B.E. ATLAS	0000018	09-05-24	269.17	0142529	09-06-09	09-06-18	
U.S. STAMP	0000021	09-05-24	32.64	0741852	09-06-03	09-06-18	
ZIPPO	0000022	09-05-24	33.56	0654321	09-06-08	09-06-14	
SECURITY IND.	0000023	09-05-24	267.13	0183486	09-06-16		
COLE NATIONAL	0000028	09-06-06	45.70				
B.E. ATLAS	0000029	09-06-06	269.17				
COLE NATIONAL	0000031	09-06-06	621.41				
COLE NATIONAL	0000032	09-06-06	621.41	0418632	09-06-19		
COLE NATIONAL	0000033	09-06-06	621.41				
COLE NATIONAL	0000034	09-06-06	621.41				

[↑] [↓] [PG UP] [PG DN] [HOME] [END] [DEL] [TAB]=Display [F1]=Modify [ESC]=Quit

VENDOR	PO NUMBER	PURCHASE DATE	PURCHASE TOTAL	INVOICE NUMBER	INVOICE DATE	PAID DATE	V D
B.E. ATLAS				9	09-05-30	09-06-05	
ILCO					09-06-13	09-06-18	
COLE NATIONAL					09-06-01	09-06-14	
U.S. STAMP							
ZIPPO							
SECURITY IND.							
ILCO							
U.S. STAMP							
ZIPPO							
SECURITY IND.							
B.E. ATLAS							
U.S. STAMP							
ZIPPO							
SECURITY IND.							
COLE NATIONAL							
B.E. ATLAS							
COLE NATIONAL	0000031	09-06-06	621.41				
COLE NATIONAL	0000032	09-06-06	621.41	0418632	09-06-19		
COLE NATIONAL	0000033	09-06-06	621.41				
COLE NATIONAL	0000034	09-06-06	621.41				

[↑] [↓] [PG UP] [PG DN] [HOME] [END] [DEL] [TAB]=Display [F1]=Modify [ESC]=Quit

Pressing [DELETE] will allow you to delete the purchase order after a prompt. Pressing [CTRL]+[DELETE] will immediately delete the PO. Deleting PO's is a good idea. As the number of PO's in the file increases the program will take longer and longer to perform various functions. And of course all those PO's will take up space on your disk drive. I really cannot see any reason to keep them for years.

If you press [F1] this window will appear this will allow you to add the listed information to the purchase order. This information will also appear on the top of purchase order reprints.

PRICE CHECK

If you are running networked cash registers you can place additional computers out on your sales floor that customers may use to check prices and quantities in stock on items you stock

To do this, connect additional computers to your network and run the program file LOOKUP.EXE. You must enter into the program the network PATH to the global folder on your server that holds your shared data files. It will be the exact same PATH that you entered into the “Network” feature of the POSCONFIG.EXE program to set up each register to run over the network.

When you created your register you had to give your register a filename. You must also enter this filename into the LOOKUP.EXE program.

If you enter a password then the customers will not be able to exit this program or access its settings. When the program is actually looking up items press [ESC] to go to the program’s menu. If you have entered a password then you will have to enter it before you can leave the “Price check” screen.

You may enter up to 3 pages of instructions for your customers to follow to use this program to look up items. I do not know what computer equipment you will be providing so it is up to you to write the instructions. Will you be running this on a laptop or desktop computer? Will you be providing a scanner? Make sure you tell them to press [ENTER] after typing in a stock number. Tell them how to find the stock number on your items. Are you using price stickers with the stock numbers on them or are you using the barcode numbers as your stock numbers?

You may use the 3 pages of instructions to write really long detailed instructions or you can use each page to write instructions in different languages. For example use page #1 for instructions in English, page #2 for instructions in Spanish, and page #3 for instructions in Polish. Make sure that you tell the customers to press either [PAGE UP] or [PAGE DOWN] to access other pages. Of course if the other pages have instructions in different languages you would want to post that information on the current page in the language of the other pages like from the English page you would print...

[PAGE UP] = Instrucciones en Español [PAGE DOWN] = Instrukcja po Polsku

When entering instructions you can enter accented characters by first pressing [F3] to display the “Alternate character set.” Each character will have a 3 digit number to its left. To actually type in an alternate character hold down [ALT], use the numeric keypad on the right of your keyboard to type in the 3 digit code, and then when you release the [ALT] key the alternate character will appear in your text.

Once you have entered the required information you may select to “1. Go to the lookup screen.” Now customers can type in stock numbers to check on prices and quantities in stock.

You may set up the program to lookup either regular stock numbers, vendor stock numbers, or both. If the program can check for both, it will lookup regular stock numbers first. If it finds a match it will then ask if you want to also look in the vendor stock numbers.

When checking vendor stock numbers you do not have to enter the entire stock number. If you enter just part of a vendor number the program will find the first vendor stock number that contains that part and then ask you if you want to continue to search.

TIME CLOCK

If the file TIMECLOK.EXE is in the folder with the other POS program files you may press [F5] from the main menu of the POS.EXE program to access the time clock. If you remove the TIMECLOK.EXE file from the folder then pressing [F5] will do nothing and you will not be able to use the time clock feature. The time clock will run over a network and all registers on the network will access the same time clock. If you are using this program over a network the program file TIMECLOK.EXE will still have to be on any register from which you wish to use the time clock. The time clock uses the system clock of whatever register is being used to access the time clock feature. Make sure that all registers on the network have the system clock set to the correct time.

When you enter the time clock program it will ask you for your PIN number. Even if you do not use PIN numbers when running the register the time clock will require a PIN number for each employee. The purpose of PIN numbers is to make sure that only the employee can punch the time on his time card. After entering the proper PIN number the program will go to that employee's time card.

Note: All 56 possible employees will have their time card stored in the same file. The first time someone tries to access a time card in a new week the program will create a new file. This is automatic and you will not have to create this file. The filename for the file will consist of Saturday's date (or Sunday's date if you select to make Sunday the last day of the week) in YYYYMMDD format followed by ".CLK". For example if someone tries to punch in on Monday, March 9th, 2009 and no file exists the program will create the file 20090314.CLK. This file is stored in a sub-folder with the same name as the register file. For example if you store your POS program files in the folder C:\POS and your register's file name is KEYSOUP then the time clock files will be stored in the folder C:\POS\KEYSHOP. If you run the POS program over a network the time clock files will be in a sub-folder to the GLOBAL folder on the server.

When a new time clock file is created the current employees names and ID numbers will be added to the file. If during the week new employees are added their names and IDs must be manually added to the time card file using option "3. Associates" from the time clock program's supervisor menu.

Time cards run from Sunday to Saturday or Monday to Sunday. When the employee opens his time card he will be restricted to only the current day. He may use the left and right arrow keys to choose which column to punch in the current time. When the light bar is in the correct place, punch the time by holding down the [CTRL] key and pressing [F1]. Once a time has been punched it may not be changed.

6:44:34pm		Associate = 52789		DALE				[F8]=Supervisor	
		IN	OUT	IN	OUT	IN	OUT	IN	OUT
SUNDAY									
03-29-2009									
MONDAY	09:02	10:32	10:45	12:03	12:29	14:58	15:14	17:28	
TUESDAY	08:59	10:12	10:26	12:00	12:31	15:01	15:17	17:30	
03-31-2009				1					
FORGOT PUNCH									
WEDNESDAY	09:00	10:07	10:22	11:59	12:30	14:52	15:08	17:33	
04-01-2009									
THURSDAY	09:00	17:00							
04-02-2009	2	2							
SICK									
FRIDAY	09:04	10:24	10:37	12:01	12:28	15:05	15:19	17:30	
04-03-2009									
SATURDAY									
04-04-2009									

[±] [±] [CTRL] + [F1] = Punch [TAB] = Print [ESC] Done

While viewing the time card it may be printed out by pressing [TAB] assuming that the register has been setup to print receipts.

SUPERVISORS

Supervisors will have access to additional features of the time clock. When the time clock is first used no one is a supervisor. This will allow anyone to have supervisor access so the first thing you will want to do is press [F8] from a time card to access the Supervisor Menu.

Supervisor menu

1. Correct time punch
2. View time cards
3. Associates
4. Transmit time cards
5. Delete time card
6. Store # / Time display
7. Quit

By choosing option 3 you will see a list of employees. To make an employee a supervisor highlight the name and press [TAB]. Supervisors will have an asterisk placed to the left of their names. Once one or more employees have been made supervisors, only those employees will be able to access the supervisor menu.

Correct time punch.

This feature allows a supervisor to over-ride a time punch that may be incorrect or missed. When this feature is entered you must select the time clock file you wish to alter. Only the last two files may be selected. You then choose the employee time card you wish to access. While you may not change the actual time punch you will be able to

enter a new time under the punch that will over-ride the actual punch. Under the correction the supervisor's number will be printed.

Time punch → 12:23
Corrected to → 12:28
Corrected by → 4

When time worked is calculated normally the time punch will be used. However if there is a correction then the correction will be used.

By pressing [TAB] you will be able to enter the reason that the time was corrected. This also allows the supervisor to enter time for sick pay or vacation time, or any other reason. For example if an employee is due a day of vacation then a supervisor can enter the first time in as 09:00 and the following time out as 15:00 (8 hours) and enter the reason as "VACATION". If you print a time card at 40 characters per line the "reasons" will be printed on one line at the bottom of the card. In this case only the first 4 characters of the reason will be printed.

View time cards

This feature will allow a supervisor to load any time clock file and view any time card in the file. By pressing [TAB] you may print the displayed time card, save the card as a text file, or save the card as a comma delimited file that can be loaded into a spread sheet program like Excel. You may also select to automatically print or save all cards that have data on them. If all cards are printed or saved at once they will be saved into one file. However only cards that have data will be printed or saved, blank cards will be ignored.

If you save cards as a file you can save them to another drive by changing the drive letter or if you do not change the drive letter they will be saved to the folder that stores the time card files.

Save file as...

YYMMDD
C:09032801.TXT

[TAB] = Change drive
[ENTER]=Save [ESC]=Cancel

The standard file name used will be the Saturday date for the week followed by the card number (or AL if all cards are being saved) followed by the extension of .TMT for a text file or .TMD for a data file. However you may type in a different file name if you wish except for the extension. A sample file name would be 09032801.TMT for the first card in the 20090328.CLK file.

Associates

This feature will allow you to add or correct an associate's name, ID number, and if the associate is a time card supervisor. When a time card file is created this information will be added to the new file. However if an employee is added during the week the new information will not be imported to an existing file. You must use this feature to add new employees to an existing time card file. Adding a new employee to the time card file will not add that employee to the main POS program. You must add him in both files and you must make sure that the new employee is added to the same line number in both files. PIN numbers can only be added in the POS.EXE program. You can only use the "Associates" feature in the time card program to enter the employees' ID and make the person a time card supervisor.

It is important that you do not add a new employee to the same line in the employee list that was used by a previous employee until the previous employee has been gone for at least 2 months.

Transmit time cards

This feature will create a text file or data file of your time cards that can then be sent over the internet by either email or FTP file transfer to any destination you wish. ALL non-blank cards will be the file.

The file will be placed in a \SEND folder that will be a sub-folder to the folder that holds your 'Cash Register' program files. For example if your 'Cash Register' program files are in the folder C:\POS then the files to be transmitted will be in the folder C:\POS\SEND. If you also use the feature that transmits the 'Automatic Reports', all the files in the \SEND folder will be transmitted when the register is closed.

Unlike the automatic reports you must come here to create a file of time cards to transmit every time you wish to transmit cards.

The file name used for the transmit file will consist of the store ID, followed by the date of the file, followed by either .TXT or .CSV depending on the file type. If the store ID was 0000088-2138 and the time card file you wish to send was 20090328 then the file will be saved in the /SEND folder as either 0000088-213820090328.TXT (a text file) or 0000088-213820090328.CSV a comma delimited data file.

If you are not using the "Automatic Reports" transmit feature then you will have to transmit the files manually as an attachment to an email or using your own FTP software.

Delete time card

This feature will delete entire time card files. However you cannot delete the current file.

To delete a file highlight the file you want from the list and press [DELETE]. Then press [F1] to actually remove the file or [ESC] to cancel. Deleted files cannot be recovered.

NOTE: This program can only store 525 (10 years worth) of time card files. If you try to store more than that the program will crash.

Store # / Time display

In this feature you may enter a store ID for your store. This is useful if your store is part of a chain and you need to send the time cards or time clock file to your home office. By entering a store ID they can tell which is yours. Since the store ID will become part of the file name do not use characters in your store ID that cannot be used as part of a file name.

Store ID's are always 12 characters long. If you enter a store ID shorter than 12 characters then the will be preceded by the number of zeros required to make them 12 characters long.

By pressing [TAB] you can toggle between printing / saving to file the time stamps in a HOURS:MINUTES format (09:50 = 9 hours and 50 minutes) or a DECIMAL TIME format (09.50 = 9.5 hours).

If printing is set to 40 characters per line the time stamps will be printed without the “.” or “:” separators to allow 8 of them to fit on one line. This means that 1252 could mean 12 hours and 52 minutes or 12.52 hours depending on how you set up displaying printed time stamps.

Here is where you may select Saturday or Sunday as the last day of the week. This should be the very first thing you do when using the “Time Clock” feature for the first time and then leave it alone if you can. Since the file name for each time clock file is derived from the last day of the week changing it will create a new file. For example if you were using Saturday as the last day of the week and the current file is 20090613.CLK and you change to Sunday, the current file will become 20090614.CLK, a totally different file. When the 20090614.CLK file is created data from the 20090613.CLK file will not be transferred over to the new file. This is one reason that when you change the “end of week” that you will automatically be returned to the “Cash Register” program and must re-enter the “Time Clock” program.

Start other programs from POS

It is possible from the main menu of the POS.EXE program to press [F4] to exit the POS program, run the other program, then return to the main menu of the POS.EXE program. This can be used to accomplish some task that the POS program will not do. The other software file must be in the POS folder with the POS program files.

However only other programs written for this procedure will perform it. The other software to be run must be DOS software. Trying to run non-DOS software using the [F4] method will usually exit the POS program but not start the program you are trying to run. In effect the POS program will just quit with no error.

All DOS software will start, however when you exit the other software you will not be returned to the POS program at all, the other program will just quit. To return to the POS program the other program must terminate by calling the POS program using the command RUN “POS” This is completely unlikely for software not written specifically to be used with my POS software. This means that either I will have to write the software for you, you will have to write it yourself, or a 3rd party will have to create it. Currently there are two program files that will work with the [F4] key. TEXTREAD.EXE allows you to open any text report in the folder, and then read, print, copy, or delete it. It will not allow you to edit the report. CLOSECNT.EXE will help you add up the cash drawer

when you close the register and print. These files comes with the rest of the POS software and will be in your POS software folder

If you have an application in mind, and you cannot write it, and know no one to write it for you, then you can ask me to create it. If the application is something that I believe a large proportion of users would want then you may be in luck and I will do it as soon as I have time, and do it for free. If it is something that I think only you would want then you can make me an offer. However if I do write the program for you, you will have to pay for it. The program will be uploaded onto the "3rd party" page of my website and anyone will be able to download it for free.

To setup the POS program to use the [F4] key to run other software there are two methods. You can create a NEXTFILE.DAT file in the POS folder that only contains the name of the program you want to run. When [F4] is pressed from the POS menu the program will search for the file name in NEXTFILE.DAT and then run the program.
NOTE: do not include the extension .EXE in the file name contained in NEXTFILE.DAT. NEXTFILE.DAT must be a plain text file.

Well that is fine but what if you have two or more programs that you want to run? In that case start the PROGRAMS.EXE program. This program will allow you to enter the file names and program names / descriptions for up to 9 different programs. It will also write the NEXTFILE.DAT file for you with the filename of PROGRAMS. Now when you press [F4] from the POS menu the PROGRAMS program will start. NOTE: Whenever you want to edit the program names and descriptions that have previously been entered, or enter new ones, you must run the PROGRAMS program directly, not by using the [F4] key.

When you press the [F4] key from the main POS menu if you have entered no filenames PROGRAMS will return you to the POS menu. If you have entered only one filename PROGRAMS will run that program. If you have entered 2 or more filenames PROGRAMS will let you pick the program you want to run or press [ESC] to return to the POS menu.

NOTE: If you are running multiple register files you can use PROGRAMS to setup a different set of programs to run for each register file. However if you put the name of the program you want to run into the NEXTFILE.DAT file then all register files will share that program.

Receipt data file

Many folks have asked if there is a way that the data from transactions can be accessed so that they can write their own software to manipulate the data, make their own reports, etc.

To do this you can run the REC2CSV.EXE program file. This program will read transactions from the file of past transactions (the ones you can access from the '5. Voids' feature of the main Cash Register program - the .REC file) and will write them to a .CSV data file that you can then load into any spreadsheet. NOTE: To create the .REC file use the "Sale recording - VOIDS" feature of the POSCONFIG.EXE program.

Only those transactions that are still in the file (if you are saving a file) will be written. So if you are only storing 100 transactions then this program can only write the last 100 transactions to the .CSV file. ALL transactions will be written in the range you

choose, including OPEN, CLOSE, and NO SALE. Most all information in each transaction will be written.

Why would you want to do this? Well loading it into a spreadsheet program is not really that useful. However it will give you access to the data if you wish to write your own software to handle the data for whatever nefarious purpose you have in mind. This will require that you can write software or know someone that can. Some labels will be included in the file to help you parse the information.

You can write all transactions currently in the file, or you can choose to write only part of the file using the following options...

1. You can write only from the last transaction rung up to a previous date.
2. You can write only from the last transaction rung up to a particular transaction number.
3. You can write only those transactions that occurred on a specific date.
4. You can write only a specific transaction.

Just remember that you cannot write transactions that are no longer in the file. If you are saving only 100 transactions, and the last transaction rung up was 5000, then transaction 4898 is not in the .REC file and cannot be written to the .CSV file.

Text data may not contain quote marks (""). Before being written to the .CSV file all quotes will be changed to an apostrophe. Text data may contain commas.

This program is [F4] compliant. This means that if you know how you can program the main POS program to launch this program from the main menu of the POS program by pressing [F4]. Then when this program is finished you will be returned to the main menu of the POS program.

Remote viewing

The REMOTE.EXE program is used by managers to allow someone in the office to view the sales being rung up on up to 6 networked registers on the screen in real time. It allows managers to watch while the sales clerks ring up items, discounts, reductions, price changes, etc.

The program screen has 6 windows. You set a PATH from this program to any networked register for each window. Then when using the program you will see the transactions being run up on up to 6 registers in real time.

The program does this by capturing the pole display data being created by each register. This works even if the registers to not have a pole display, the data is created anyway.

While at any one time you can only see the data from 6 registers you can store up to 15 PATHs and then assign any path to one of the 6 windows with a few keystrokes. When watching the windows if you press [ESC] you can reassign a window from the list of PATHs without quitting the program.

64 BIT COMPUTERS

Do you have a 64 bit computer or have you installed the 64 bit version of Windows Vista or Windows 7 on your computer. Well congratulations: you have done a wonderful job of making your computer incompatible with DOS and 8 bit Windows software. There is now a lot of great software that will not run on your computer. This is a good thing?

Well let's see if we can get the Cash Register program to work on it anyway. First you must properly download the Cash Register program using the instructions near the beginning of this manual.

Since DOS software will not run on your computer you will have to run a 32 bit program on your computer that will run DOS software. This program is called DOSBox and can be obtained for free from here <http://www.dosbox.com/> You will find instructions there on how to download the program and start it up.

I will wait here until you do so.

Now that you have the Cash Register program on your computer and you are running DOSBox we can get started.

First you must tell DOSBox where the Cash Register program is located. Assuming that the Cash Register program is located on a folder named C:\POS type this into the DOSBox window (Press [ENTER] after each command)

MOUNT C C:\POS

Now this

C:

Now this

POS

The Cash Register program will now start. However during the starting process while going from screen to screen the program will sometimes stall for up to 15 seconds, wait it out. The stall only happens when the program starts or when you are switching from one program file to another. This stall does not happen when you are using the Cash Register program on a non-64 bit computer without DOSBox.

By holding down [ALT] and pressing [ENTER] you can toggle between displaying the program in a window or full screen. If you exit the program when it is run full screen press [ALT] + [ENTER] then click the [X] on the top, right corner of the window to close DOSBox or from full screen type EXIT and press [ENTER].

AUTOSTART

You can automate the start of the Cash Register program when you start the DOSBox software.

Using the Windows "My Computer" program locate the file...

C:\Program Files\DosBox-????\dosbox.conf

In the path above replace ???? with the version number you have of DOSBox, example...

```
C:\Program Files\ DOSBox-0.72\ dosbox.conf
```

When you double click on the icon you will be asked which program to use to open the file. Select a word processing program like MS Word. You can also type in the entire path into MS Word to load the file. Just make sure that you have the version number of DOSBox correct.

Assuming that your Cash Register program files are on your hard drive at C:\POS change the end of the file to...

```
# Lines in this section will be run at startup.  
Mount c c:\pos
```

```
c:  
pos
```

Note: the last line is the command to start the POS program. If you have the program files located somewhere else than C:\POS then type in the correct PATH on the "mount" line but do not change the last line.

If you wish the POS program to start up in full screen find and change the following line...

```
fullscreen=false
```

```
to
```

```
fullscreen=true
```

Save the file as a plain text file. Now when you launch the DOSBox software it will automatically run the Cash Register program.

PRINTING

DOSBox does not recognize printers. This means that you will have to use the APRINT6 program to send the print stream to the printer, even if you are using a parallel port printer. Read about setting up APRINT6 in the "Printer setup" section of this manual.

If you are using a parallel port printer and you do not have the printer driver for that printer you will have to install the "Generic" driver from Windows. From the Windows [Start] button go to [Settings] then [Control panel]. Click on the [Printers & Faxes] icon. When the window opens from the menu bar click on [File] then [Add printer]. Follow the prompts until a list of Manufacturers and Printers appears. Select the "Generic" manufacturer and the "Generic / Text only" printer. Click [Next] and follow the prompts until the driver is installed. NOTE: There are problems with using the generic printer driver. See the "Printer driver" part of the "Printer setup" section of this manual.

AFTER you have installed either the printer's driver or the generic driver then start the APRINT6 program. Select the proper driver and font size which you only have to do the first time you start APRINT. Remember that APRINT6 must always be started before the Cash Register program and be left running while the Cash Register is running.

CASH DRAWERS

Since cash drawers that are connected to the printer run through the printer driver no changes have to be made when using DOSBox.

However SERIAL CASH DRAWERS WILL NOT FUNCTION.

SCANNERS

Keyboard wedge (PS/2 port) scanners and USB scanners (Windows 2000 or later) will function.

However SERIAL SCANNERS WILL NOT FUNCTION.

POLE DISPLAYS

Serial pole displays using POLE.EXE will function but not if you try the "Direct access" method.

The Pertelian X2040 program uses the PERTPOLE.EXE program so it will function.

NETWORKS

Special consideration has to be used when using multiple registers over a network. Tyler Reynolds has posted the following.

=====

First, make a directory on the computer you wish to be running as your server. Using a directory on the root of the drive is recommended. For example, I'm going to set up a "POS" folder inside of my C: Drive.

Inside that C:\POS folder, make another folder called POS.

Inside the C:\POS\POS folder, make yet another folder called POS. No, I'm not kidding, you have to make 3 folders, one inside of the next. The reason being, because DOSBox has to have a directory to use, then the share has to have a directory, and then DPOS has to have a directory. It may sound weird right now, but it will work, trust me.

Inside the final POS folder, C:\POS\POS\POS, extract the POS program files, and set it up how you normally would for a network server. Configure all your settings, etc.

Then, set up a network share to share the main POS folder, the C:\POS folder. Set the network share up so that you can change files, if you are using an XP professional computer, set permissions accordingly. For the purpose of this demonstration, I will name my network share "POS"

On the Remote computer running a 64 bit OS, map the network drive of the computer. So, since my computer's name is "THECOMPUTER", I will go to start, run, then type <\\thecomputer>. Wait a moment for windows to bring up the networked computer's

drives/printers. If it asks for a username/password, you probably have XP Pro on the server computer. Not to worry, just type in the username/password that you usually use to login to the computer. After that comes up, you should see an icon that looks similar to the folder, which is named whatever you named your network share. Since I named my network share POS, My icon will be labeled POS.

Next, right click on the folder, and click on "Map network drive". Choose a drive letter, for mine, I'm going to choose J:. Go thorough the rest of the wizard and just keep clicking next.

In DOSBox, when it first starts, type the following

```
mount J J:\POS  
mount C C:\POS
```

Assuming that you mapped your network drive to J, and that your local file system is located on drive C, and that POS on that system is located in C:\POS. Modify this to suit your needs.

Then, type "C:" into DOSBox

Type "POSCONFG.exe"

It will take you to the POS Configuration screen. Note that it is posCONFG, not POSConfig. I made this mistake a few times.

Under network, set the path to "J:\POS" assuming that you mapped your network drive to J.

Save, then press F1 to exit. Press 3 to start the POS program.

After all that work, POS should finally work over a network. If it's not working, you probably screwed something up. In which case, don't be afraid to ask for help. Don't try to "Fix" it and end up screwing it up even more.

Tyler

FREQUENTLY ASKED QUESTIONS

Topics

26,000 ITEM LIMIT: Why a 26,000 line limit in the stock table?
CUSTOMER ACCOUNTS: Where is this feature?
FILENAMES: What are my register data file filenames?
FREE: Why is this free?
FOREIGN LANGUAGE: Can I change the language on the screen?
FULL SCREEN: Can this program be displayed in full screen?
HARDWARE: What printer, cash drawer, scanner, etc. should I use?
INCREASING MONEY AMOUNTS: I need item values up to 999999.
MALL VENDOR SALES: Can this be used for 1 register and many vendors?
SERIAL PRINTERS: Are serial printers a death sentence?
SLOWS OTHER PROGRAMS: Why do the programs run slow?
SOURCE CODE: Can I get the program source code?
TRANSACTION NUMBERS: Can I reset the transaction numbers to zero?
UNCOMPACTING THE FILE: How do I unzip the download file?
VENDOR STOCK NUMBERS: How do I put letters into my stock numbers?
WINDOWS VERSION: Where is the Windows version of this program?

26,000 ITEM LIMIT

You may have noticed that it requires almost zero time to find any item in the stock table by the stock number. This is because all of the stock numbers are indexed and held in memory by the program. Unfortunately there is limited memory in DOS software to do this. The theoretical maximum would be 32,000 items but since some memory must also be used for other purposes the program becomes unstable with more than 26,000 items.

The other consideration is that one of the reasons that this program is free is to help the small to medium business compete with the Wal-Marts of this world. With some exceptions once a retail business grows large enough to carry more than 26,000 different items then it is a Wal-Mart type large business and should be able to afford commercially produced POS software.

CUSTOMER ACCOUNTS

Eventually I am going to be adding a "Customer accounts" feature to the POS program. This will allow you to bill customers later for the merchandise that they purchase today. It will also allow lay-aways and other similar transactions.

This is going to be a huge project and will require a long time to complete once I have started it, and I have not started it yet. I hope to have it finished some time eventually.

FILENAMES

The data generated by the POS software is saved to your hard drive usually in the same folder that holds the POS program files. When you first start the POS software, or create a new register on your computer, the program will ask you to enter a file name, for example MYSTORE. The software will then create many data files that

begin with that file name but have different extensions for different types of data, for example MYSTORE.POS, MYSTORE.TBL, MYSTORE.IDX, MYSTORE.REC, MYSTORE.PS1, etc.

If you have forgotten the name you gave to your register files then run the POSCONFG.EXE program. At the top of the main menu it will say something like "File name = THESTORE.POS" In this example the file name is THESTORE

If you contact me with a problem I may ask you to send one or more of your data files to me by attaching them to an email. Since I have no idea what name you gave to your register files I cannot give you the exact name of the file you need to send to me. Instead I will ask you to send to me something like the ??????.POS file. You must replace the ?????? with the name you gave to your register files. If you named your register files MYSTORE then you would send the file MYSTORE.POS to me. If you named your files HARDWARE and I asked you to send your ??????.TBL file then you would send the HARDWARE.TBL file.

If you wish to backup your register data files then you would backup all the files with names that begin with the name you gave to your register files. **IMPORTANT:** Some data files will be stored in a sub folder that will have the same folder name as the name you gave to your register files. So if your register file name is THESTORE you would not only have to backup all of the files that begin with the file name THESTORE but also the entire sub-folder THESTORE.

FREE

Writing software is my hobby, it is something that I like to do and would continue to do it even if no one else ever saw it. Originally I gave my software away to friends and relatives then the internet happened and I posted my programs there. Originally they were only the educational programs because my wife and most of our friends are teachers.

One day one of the users of the programs suggested that I sell them so I contacted 7 educational software publishers. The results were 3 no reply, 3 not interested, and one threatened to sue me.

Then it was suggested that I try to distribute my programs a shareware, ie. that I give away copies but if the users like the program they are supposed to send \$5 to \$20 to me. The result was that I had thousands of downloads and every month maybe \$5 would come in. On the other hand my email about the programs dropped down to almost nothing. I guess that people thought that if they sent me email but they had not paid for the programs that I would somehow track them down in Siberia, or wherever, and try to collect the \$5. And lastly, these are DOS programs and who is going to pay for that.

Now that I give my programs away I am out maybe \$35 a year but I get some really interesting email, endlessly entertaining. And I am also asking for a \$5 donation if you really like the Cash Register program. Surprisingly, every once in a great while someone actually sends in \$5. How weird is that?

FOREIGN LANGUAGE

Currently the POS program is only available in English. The program does have a feature whereby the language printed on the receipts can be changed. Use the

"Receipt language" feature in the POSCONFIG.EXE program to change the language of the receipts.

Eventually the "Receipt language" feature will be expanded to allow the language of the entire program to be changed. However this will be a hugely difficult feature to implement because it will require rewriting the entire program. Every label, instruction, and anything else that is presented in text in the entire program will have to be converted into variables and each variable will be a different length than the static text that is there now. And since I am not perfect, every change will introduce the possibility of a bug being added to the program. I estimate that doing the program rewrite will take 6 months to a year assuming that I do nothing else.

And this is only to allow users to translate the program into different languages, I will not be doing the translating because the only language I speak is English. Who knows when someone will translate this into some of the less popular languages that are out there.

Unfortunately I have not even started because there are other, much quicker features, that people really need. I have no idea of when I will be able to even start this.

Changing the language in the source code of the program is not an option. I tried this once with a Spanish language version and it was a nightmare. It took two months to do it and then for the next several months I tried to maintain two separate version of the program, one in English and the other in Spanish. Everytime I made a change in the English version I had to add it to the Spanish version and then debug both. In the Spanish version I could never tell where I was in the source code because every string was in Spanish. Eventually I just gave up.

FULL SCREEN

To get POS to start up in full screen try this. RIGHT click on the icon you use to start the POS program. Now left click on [Properties] then the [Screen] tab. Click on the "Full screen" button then [Apply]. Now close everything you just opened. Now when you click on the icon to start POS it should come up full screen. If it does not come up full screen then after starting one of the POS programs hold down the [Alt] key and tap [Enter]. You will have to do [ALT] + [ENTER] every time you start one of the POS programs.

Windows XP / Vista

When this program runs on some XP computers in full screen it will die when the program calls another file. For example when you are in the POS.EXE program and you want to go to the "reports" feature or the POSCONFIG.EXE feature. If your computer exhibits this problem then you can still run this program in a larger window (see below). It has been reported that Vista computers will not run this program full screen at all but it will still run in a window.

Using the "right click on icon + properties, etc" thing does not set the program to always open full screen under Windows XP (ya gotta love XP.) When you open the POS program under XP and it is in a window, in the upper left corner of the window will be a button that says [C:] , when you click on this button a menu will come up, click on [Properties]. Under "Display options" choose "Full screen" and click [OK] on the bottom of the window. On the next window that pops up click [OK], the POS program should

now be in full screen. I could not find a way in XP for the POS program to automatically come up in full screen when you start it. But [ALT] + [ENTER] is working fine here.

Here is something else you can try with XP / Vista to get the program to display in a larger window.

Try this. When you open the program into a window, in the upper left corner of the window, to the left of the program name, will be a [C:\] icon. Click on this icon and choose [Properties] then [Font].

Select the "Lucida Console" font and then pick a font size. Click [Ok] and then on the next screen select "Save properties for future windows with the same title" and then click [OK].

You may have to click and drag the edge of the window to make it larger.

DOSBox (see the "64 bit" section of this manual) will also run the program in full screen on Windows XP, Vista, and 7 systems even if those systems are not 64 bit.

HARDWARE

Since the POS program is free there is no money coming in to purchase hardware to test with the POS program so I really cannot recommend any.

However many POS users over the years have told me what types of hardware they use and what works best for them. Therefore I can give you general guidelines on what will work best with the POS program.

Receipt printers

Most important, the receipt printer you choose MUST connect to your computer through the parallel printer port and NOT through the serial port. The printer must be able to print 40 characters per line as most do. Do not spend extra for special features like printing in colors, italics, bold, different fonts, graphics, etc. as the POS program does not support these features.

The cash drawer will attach to the printer and then the printer will pop open the drawer. This means that you will have to know the control code for the printer you purchase to get it to open the drawer. Here is a list of printers for which I know the codes <http://keyhut.com/popopen.htm> It would be a good idea to select one of these.

There are two basic types of receipt printers, impact and thermal. Impact printers cost less, are slower, use cheaper paper rolls, require ink ribbons, and the print does not fade over time. Thermal printers cost more, are quicker, use more expensive paper rolls, do not require ink, but the print fades over time.

Cash drawer.

Make sure that you get the type of cash drawer that connects to the receipt printer and NOT one that connects to the serial port.

Scanner.

All "keyboard wedge" scanners that connect to the PS/2 keyboard port on your computer will work. The vast majority of USB scanners will work. Most serial scanners will work but you will have to make some changes to your Windows setup to get it to work.

After the scanner scans a barcode it will send a "termination character" to the

computer to let the computer know that it is finished. The termination character that the POS program requires is [ENTER], [RETURN], CR, CR-LF, or ASCII-13 which are actually all the same thing. You will have to program your scanner to send this character after reading the barcode so make sure that you get a manual with your scanner to tell you how to do it.

Pole Display.

Only Logic Control brand pole displays have been tested. However since this is a serial device getting to work may be iffy. Make sure you do not get the "By-pass" type.

However a much better solution to a traditional pole display is the Pertelian X2040 display. It costs ¼ as much, has a 4 line display (compared to 2 lines), is much easier to setup, and will positively work. Why would anyone get a traditional pole display? For more details look here <http://keyhut.com/pertelia.htm>

INCREASING MONEY AMOUNTS

If you go to the "Rounding" feature of the POSCONFIG.EXE program and change the "rounding" factor to "1" all decimals will be dropped from money amounts and the maximum money amounts will be increased by a factor of 100. For example the limits on the price of any item will change from .01 - 9999.99 to 0 - 999999.

If you set a rounding factor from "10" to "10000" then currency values throughout the program will be rounded to "1", however only on receipts and the sales screen will extra zeros follow all currency amounts to make the values appear to be larger. For example if you set rounding to 1000 and have a price for something of 257 then everywhere in the program except the receipts and sales screen the price will be listed as 257, on the receipts and sales screen the price will be listed as 257000.

So how does that help? In most parts of the program there is no place to display and endless number of zeros. So if the value of the currency in your country is so small that a loaf of bread costs 2570000 then the program just cannot handle numbers that large. In that case what you have to do is to just drop the 4 zeros (and use a rounding factor of "10000") and list the price in the stock table as 257. In fact all the currency values in the program will have to be divided by 10000. You (and your local government buddies) will just have to understand that, and understand that currency values in the program are actually 1/10000 of the actual value, and to obtain the actual value the printed value must be multiplied by 10000. For example if the program tells you that the tax collected at the end of the day is 6539 then the actual tax collected was 65390000.

Well this is easy for you to understand and you should have to explain it to your tax buddies only once, but you sure do not want to have to explain it to every customer you have. So only on the sales screen and the receipts (what the customers can see) will the extra zeros follow every currency value.

MALL VENDOR SALES

Occasionally this program is used in a "mall" situation like a antiques mall or flea market where several vendors rent booths to sell their wares. However there is only one cash register and each vendor's merchandise must all be rung up on the same register.

The problem is at the end of the day to provide each vendor with the information on what merchandise was sold for his booth and the total sales and taxes were

collected for each vendor.

The easiest way is to consider each vendor to be an "employee". The program will allow you to ring up sales by employee, up to 56 of them. If you go to the "Employee setup" feature of the POSCONFIG.EXE program you will be able to set "Do you wish to use an employee list for this cash register" to "YES" Then press [F4] to enter the employee names. For this purpose you will want to enter the names of the vendors as the employees. Now when you are ringing up a sale the first thing that will happen is that you will be asked for the employee number 1 to 56 (the names will be displayed for you to choose.) Pick the vendor you want to credit for the sale to as the "employee" and ring up the sale. At the end of the day, and BEFORE you close out the cash register from the main POS.EXE cash register program go to the "Reports" feature and print out an "Employee sales" report for each vendor. This will give you the same information as the register's closing receipt except it will be for each vendor separately. This however will not work if you have more than 56 vendors or if it would be possible to ring up the merchandise from more than one vendor in the same sale.

More flexible but more complicated to set up will be to use the stock table split the sales by vendor. Go to the "Stock table" feature of the POSCONFIG.EXE program and press [TAB] to set the "Maximum number of different items" to something other than zero. Now press [F4] to enter the actual stock table. It is assumed that before you do this that you have already entered the vendor names into the "Vendor list" of the POSCONFIG.EXE program and have set up your tax rates (if any) also in the POSCONFIG.EXE program. The number of possible different vendors is now limited to the number of slots in the vendor list which is 256.

The simplest way to set up the stock table is to set up one line for each vendor. All of the vendor's merchandise will be rung up using the stock number on that line. For the stock numbers the easiest thing to do is to use the position of the vendor in the vendor list as the stock number. For example the vendor in slot #1 of the vendor list will ring up all of his stuff as stock number 1. Vendor #34 in the vendor list will ring up all of his stuff as stock number 34. You can then put the name of the vendor in the "Description" column of the stock table. Also remember to set the tax rate for each vendor and to assign the vendor number in the "Vendor column" of the stock table. Here is a sample stock table...

STOCK #	DESCRIPTION	TX	R PRICE	S PRICE	CATEGORY	VENDOR
1	ACME CORP	1	0.00	0.00	0	1
2	TOM'S WIDGITS	1	0.00	0.00	0	2
3	JANE'S FRUITCAKE	1	0.00	0.00	0	3
4	WICKER WORLD	1	0.00	0.00	0	4
5	TOYS AND STUFF	1	0.00	0.00	0	5
6	JACK'S JUNK	1	0.00	0.00	0	6

Now when you ring up a sale the program will ask you for the stock number for each thing being sold. Therefore you must make sure that each item being sold not only has the price for that item stuck on it but also the vendor's number. This method will allow you to ring up items from several different vendors in the same sale.

At the end of the day, BEFORE you close out the register go to the "Reports"

feature of the main POS.EXE cash register program and print out a "MERCANDISE REPORT - E. Total by vendor." This will give you a total of the net sales for each vendor. If a vendor has not sold anything it will not be in the report.

Remember that when you do close out the register for the day that when it asks you if you want to "Reset the merchandise data" to answer "YES" so that everything is reset to zero for the next time you use this program.

To make the program even more useful you can assign a group of stock numbers to each vendor. To do this you make the first 3 digits of the stock number set to the vendor's position in the vendor list and then let him assign the last 4 digits (this assumes that you are using 7 digit stock numbers. For example vendor #1 could use stock numbers from 10000 to 19999, vendor 38 could use stock numbers from 380000 to 389999, and vendor #185 could use stock numbers from 1850000 to 1859999. This prevents two different vendors from using the same stock number. No vendor has to use all 10,000 stock numbers assigned to him and remember that the maximum total of different stock numbers that the program will track is 26,000 for all vendors combined. While the POS program will not require that all of a vendor's items be grouped together in the stock table it will make maintaining the stock table easier. Doing it this way will allow each vendor to list a description and a price for each item he is selling and different tax rates if required. Here is a sample stock table using this method....

STOCK #	DESCRIPTION	TX	R	PRICE	S	PRICE	CATEGORY	VENDOR
10001	GIRL'S PANTS	1		14.99		0.00	0	1
10002	REBEL CAP	1		9.99		0.00	0	1
10003	CANDLE HOLDER	1		5.00		0.00	0	1
10014	ENGRAVING / LETTER	0		0.25		0.00	0	1
420526	ANVIL / SMALL	1		12.00		0.00	0	42
421528	IMPACT HAMMER	1		24.49		0.00	0	42
0		0		0.00		0.00	0	0
18542	TRINKET BOX	1		9.99		0.00	0	1
1243652	SPRITE / 12 OZ.	2		1.29		0.00	0	124

Now at the end of the day when you do a "MERCANDISE REPORT - E. Total by vendor." report it will sort the items sold by vendor and then by stock number. Each vendor will not only get a report of how much he sold but also how much of what was sold.

It is possible and recommended that if you have 56 or less vendors that you use both the "Employee" and the "Vendor list" methods. That way you can provide both a sales report and a merchandise report to each vendor.

Needless to say, whatever method you choose you should try it out before actually implementing this with sample data and sales to make sure that you understand what is going on and that you have got it correct.

SERIAL PRINTERS

Serial printers are the bane of all human existence, will probably not work at all, will not work at all under versions of Windows after Windows '98, will require a huge amount of time and effort to get it to work under DOS or versions of Windows from 3.1 to '98 assuming that you can get it to work at all which is doubtful, will require you to know

the SPEED, PARITY, DATA BITS, STOP BITS and MODE for your printer. Serial printers are a really bad, terrible, thoughtless, horrible, depressing, lame, useless, agonizing, painful, pointless idea!!!!

Please, PLEASE, PLEASE do not try to use a serial printer with this POS software!

RUNS SLOW OR SLOWS OTHER SOFTWARE WHEN POS IS RUNNING

"Cash Register" is DOS software and expects to use all of your processor's cycles when it is running. This will slow down the operation of any other software that you have running in other windows. To fix this problem right click on the icon you use to start any of the POS programs then click on [Properties]. Now click the [Misc.] tab. Move the "Idle" indicator toward "High" and then click [Apply] and [OK] and close the Properties window. You will have to do this for each POS program file.

SOURCE CODE

Sorry, but I do not release the source code for any of my software. This is particularly true for the Cash Register program.

The Cash Register program. has many things that must be hidden like the passwords and PIN numbers. It also has things that users must not be able to change like sales and tax amounts and transaction numbers. These things could easily be changed by anyone who has the source code and anyone with the source code could write a program that would change the hidden things and then release it on the internet making my program useless.

TRANSACTION NUMBERS

One of the main purposes of a POS system is to ensure that all transactions are accounted for. The way that this is done is by giving each transaction a sequential transaction number. Some of many ways to commit register fraud is to close out a register and then reopen it and then "lose" all the transactions from this period, or you can ring up a void or refund and lose those single transactions. Then the only way to know that something is amiss is that this would leave a hole in the sequential transaction numbers.

For this reason there is no way on any POS system to be able to reset or change the transaction numbers other than by ringing up another transaction and incrementing the count by one. The only exception to this is that once the transaction counter reaches its maximum (usually 9999) then next transaction will be 0000.

UNCOMPACTING THE FILE

The POS????.EX file that you download is actually a compilation of several files that have then been compressed. To be able to run the program you must uncompress the files and split it back into its component files.

You must create a new folder on your hard drive. One named C:\POS would be a swell idea.

To create a new folder...

- 1 Using the Windows feature "My Computer" open the folder in which you want to create a new folder. If you just double click on the "C: drive" icon you will be able to open the new folder in the root directory of the C: drive, a good idea.
- 2 At the upper left of the "My Computer" window click on [File], then [New], and then [Folder]. The new folder will appear somewhere in the box below with a temporary name, usually "New Folder."
3. Find the "New Folder" icon and right click on it. Now click on [Rename] and type in the new name for the folder, the name POS would be a good choice, press [ENTER].

Now download the POS????.EX file to your new folder. The file is self extracting but you must change the extension of the file from .EX to .EXE first. Now run the POS????.EXE file and the other files will pop out of it into the folder.

To start the program, run the POS.EXE program file.

VENDOR STOCK NUMBERS

Regular stock numbers must be all numbers because the program treats them as numbers, i.e. they are stored in a numeric compressed format so the program can hold up to 26,000 of them in memory allowing the POS program to very quickly find any item in the stock table. This would be completely impossible if the stock numbers contained non-numeric characters and had to be stored as 26,000 thirty character strings.

However you can use the vendor stock numbers to ring up items in a sale and vendor stock numbers can use any character. Go to the "Vendor list" feature in the POSCONFIG.EXE program and the first thing it will ask you is if you want to "Search first ???? lines" This allows the Cash Register program to search the first ???? lines of the stock table for a matching vendor stock number. Remember that searching for a vendor stock number is much slower than finding a matching regular stock number so this setting allows you to limit the search. This means that items that you want to ring up by vendor stock number should be at the beginning of the stock table. Remember that if you set this limit to 1000 and the item you are searching for is in line 1023 that the Cash Register program will not be able to find it.

If you set "Search first ???? lines" to a number larger than zero then when you are ringing up an item into a sale you may press the asterisk [*] and the Cash Register program will allow you to enter a vendor stock number to ring up the item.

However all items must still have a regular all number stock number because all other parts of the program will refer to each item only by the regular all number stock number.

WINDOWS VERSION

There is no Windows version of POS mainly because I cannot think of a reason to have a Windows version. And to create a Windows version would mean that I would have to stop working on the DOS version to write it and I still have many new features to add to the DOS version of POS.

A Windows version would do the exact same things that the DOS version does

except that it would not run on many computers, it would have a much larger file size, and run slower. What would be the point?

Working on a Windows version would take up all of my time and therefore no new features would be added to the DOS version. The Windows version would take me 1 to 2 years to rewrite the 50,000 lines of code in the POS program.