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Address comments and corrections to:

ICL Retail Systems
ISS45 Program Director
2933 Bunker Hill Lane
Suite 101
Santa Clara, CA 95054

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1

Getting Started

This chapter describes how to start and exit ISS45, and includes a brief overview of the basic options and functions you will use.

In this chapter:

- **Hardware Requirements, page 3**
- **Starting ISS45, page 3**
- **The Back Office Menu, page 4**
- **Exiting ISS45, page 5**
- **Exit to DOS, page 5**
- **System Shutdown, page 6**
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Hardware Requirements

ISS45 supports up to 200 lanes and up to 10 workstations connected over a standard Ethernet LAN.

- **Servers and workstations:**

  486 PCs with 8MB memory and a recommended minimum of 500MB hard disk.

- **POS terminals:**

  TeamPoS Select or TeamPoS 5000.

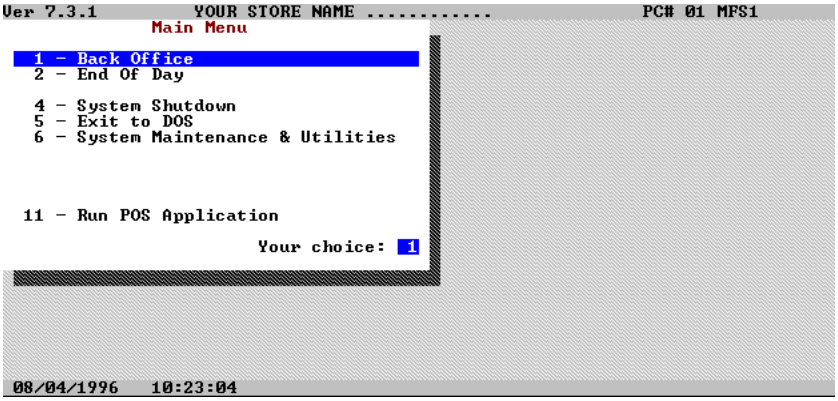
Starting ISS45

➢ **To start ISS45**

1. Use one of the following methods depending on your installation:
   - Just turn on your computer (or reboot). ISS45 is initiated automatically, OR, if you had exited to DOS:
   - From the PCMASTER directory, type **PCM** and press *Enter*.
2. ISS45 initializes files and displays the initialization status. The Log On screen then displays.



3. Type in your user number and press Enter. Your name displays. Now type in your password and press Enter. The ISS45 main menu displays.



ISS45's main menu provides access to all back office options.

The Back Office Menu

This option on the main menu provides access to the Back Office menu.



This menu contains the options needed for the daily back office operations.

Exiting ISS45

➢ **To exit ISS45**

1. From anywhere in the system, press *Esc* until you reach the main menu.
2. From the main menu select one of the following options:
   - Exit to DOS: In order to do this, your security level must match the level set in the Security File for the Exit to DOS option. For further explanations, see 'Exit to DOS', later in this chapter.
   - System Shutdown: For further explanations, see 'System Shutdown', later in this chapter.

Turning Off the System

Before manually turning off the system, you must terminate all procedures that have been started, and follow the End of Day file saving procedures described in the chapter 'End of Day'

When all required steps have been completed, turn off the system by turning the power switch to off position.

Exit to DOS

In order to exit to DOS via the Exit to DOS option from the main menu, your security level must match or surpass the level defined in the System Security Levels file.

➢ **To exit to DOS**

1. From the main menu, select Exit to DOS.
2. If your security level is lower than needed for this activity, ISS45 displays the message: `NOT AUTHORIZED`.

   If your security level is acceptable, the following message displays:



3 Select *No* to remain in ISS45.

Select *Yes* to exit to DOS. ISS45 exits to DOS, displaying a DOS prompt.

4 To return to ISS45 from DOS, type in **PCM** and press *Enter* at the DOS prompt.

System Shutdown

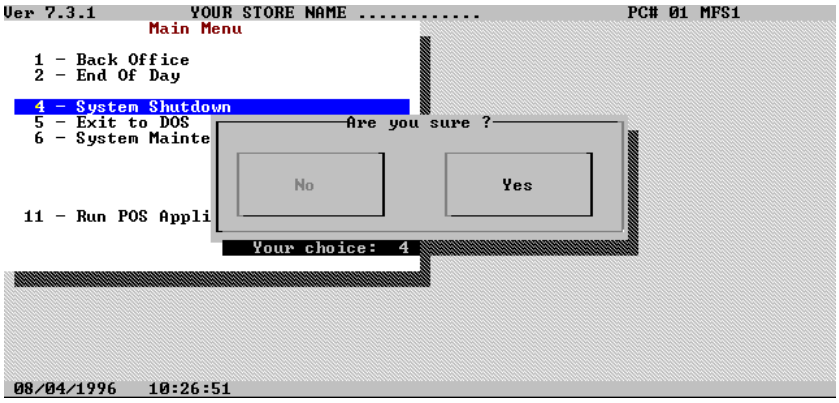
The System Shutdown option enables ISS45 to start up quicker after a shutdown. This procedure is useful when quick shutdowns are needed during store operations. For example, if a comms board has to be changed. When a System Shutdown is performed, the POS terminals continue to work in stand-alone mode. Some functions are not available to the POS terminals. See the chapter on 'Modes' in the POS Terminal User's Guide.

Note

This procedure does not perform the essential file transfer and zero activities needed to close down ISS45 for the day. Please perform the End of Day procedures in order to update and save files (see the chapter 'End of Day').

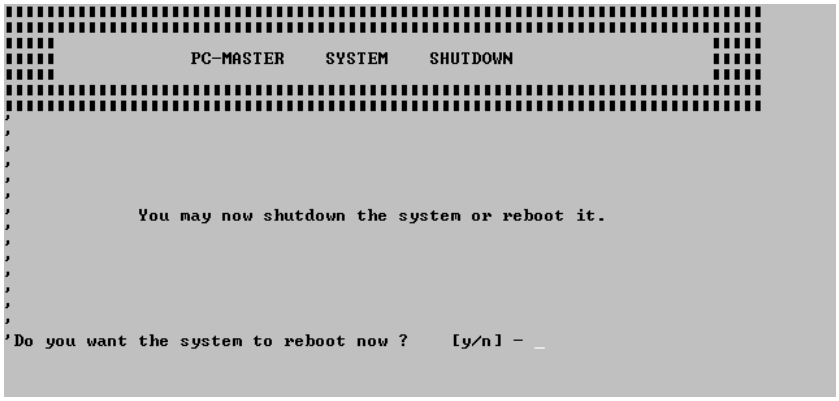
➢ **To shut down the system**

1 From the main menu, select System Shutdown. The system prompts for confirmation.



2 In the confirmation box, select *No* to remain in ISS45. Select *Yes* to proceed with system shutdown.

3 If you select *Yes*, the system starts the procedure. Several messages are displayed, at the end of which the following screen appears.



4 To boot the computer, type **Y**.

To exit without booting, type **N**. ISS45 exits to DOS.

System Overview

The following is a brief overview of ISS45's menu options.

Back Office Menu

The Back Office menu includes the following options:

- Cashier Maintenance
- Cash Office Functions
- PLU Maintenance
- PLU Batch Maintenance
- File Maintenance
- Promotion Maintenance
- Promotion Batch Maintenance
- Member Promotions
- Member Card Maintenance
- General Batches
- Message Center

Cashier Maintenance

The Cashier Maintenance option provides access to programs designed to handle and control cashier and store activities.

The following options are available:

- Cashier Maintenance
- Password Inquiry
- Remote/Force Log-off
- Cashier Monitoring
- Last Tickets

Cash Office Functions

The Cash Office Functions option provides access to programs for recording cashier and POS transactions, declarations, balancing and zeroing totals, and for producing cashier, POS and store reports.

Cashier Balancing

The Cashier Balancing option provides access to several programs for recording cashier transactions, for balancing and zeroing cashiers, and for generating cashier reports.

The following options are available:

- Cashier Transactions - Loans
- Cashier Transactions - Pickup
- Cashier Declaration
- Cashier Locking
- Transfer Current Data to Previous period
- Cashier Declaration Report
- Cashier Accountability Report
- Cashier Pickup Report
- Cashier Daily Transacts. Report
- Cashier Weekly Transacts. Report

POS Balancing

The POS Balancing option provides access to several programs for recording POS transactions, for balancing and zeroing POS terminals, and for generating POS reports.

The following options are available:

- POS Transaction - Loan
- POS Transaction - Pickup
- POS Declaration
- POS Locking
- Transfer Current Data to Previous
- POS Declaration Report
- POS Accountability Report
- POS Pickup Report
- POS Daily Transactions Report
- POS Weekly Transactions Report

Store/Safe Balancing

The Store/Safe Balancing option provides access to all the store related balancing options.

The following options are available:

- Store/Safe Transactions
- Store/Safe Declaration
- Store/Safe Report or Locking
- Store Balancing Log
- Safe History Report
- Safe Over/Short Report
- Denominations Programming

PLU Maintenance

The PLU Maintenance option serves to add new items to the PLU file, and display, update or delete existing item information. In addition, this option allows you to define PLU groups and assign items to these groups. Once assigned to groups, items can be displayed by groups at the POS terminals.

PLU Maintenance includes the following options:

- PLU Maintenance
- PLU Groups
- Enhanced Item Record

PLU Batch Maintenance

The PLU Batch Maintenance option provides access to the following programs:

- Local Batch Files - serves to create and monitor batch files containing PLU item information to be processed at a later time.
- Host Batch Files - serves to update and monitor batch files created by the host system.
- Execute Batch Files by Date/Time - serves to execute local and host batch files at a requested date and time.
- Local Batch Execution Reports - lets you view and print batch execution reports. (Extended mode).
- Host Batch Execution Reports - lets you view and print batch execution reports. (Extended mode).

Subdepartment Maintenance

The Subdepartment Maintenance option is used to add, update or delete subdepartments, and to print a list of the subdepartments defined in the system.

File Maintenance

The File Maintenance option provides access to ISS45's database files. These options are used to add new records and perform maintenance operations in the database files.

The following options are available:

- Departments File
- Return Types
- Discount Types
- Payouts/Receipts
- Customer AccountsControl Check Types
- Taxation Rates
- Tender Types
- Card Maintenance
- Templates/Multiple Part Receipts
- Card Daily/ECCA
- Bad Accounts
- POST Item Messages
- EAN 99 Coupon

Promotion Maintenance

The Promotion Maintenance option is used to add, change or delete promotions, reductions and offers, and view or print a promotions report.

The following options are available:

- Promotions
- Reductions
- Offers
- Promotion Report

Promotion Batch Maintenance

The Promotion Batch Maintenance option provides access to the following programs:

- Local Batch Files - serves to create and monitor batch files containing promotions, reductions and offers to be processed at a later time.
- Host Batch Files - serves to update and monitor promotion batch files created by the host system.
- Execute Batch Files by Date/Time - serves to execute promotion local and host batch files at a requested date and time.

Member Promotions

The Member Promotions option is an additional set of promotions, providing access to the following promotion types:

- Immediate Promotion
- Enhanced Promotion
- Group Promotion
- Order Promotion
- Order/Levels Promotion
- Order Group Promotion

Member Card Maintenance

The Member Card Maintenance option provides access to the following programs:

- Member Card Scheme Maintenance
- Member Maintenance
- Member Program Maintenance

General Batches

The General Batches option provides access to the following programs:

- View Batches
- Execute Batches
- Batch Execution Reports

The Message Center option provides access to the following programs:

- Sign-on Messages
- Immediate Messages

End of Day

The End of Day option is used to run the end of day procedure at the end of a working day, week, month and year. The End of Day procedure prepares the POS terminals, the system files and computers for shutdown at the end of the working day, and performs a series of checks and operations.

System Shutdown

The System Shutdown option enables you to exit the system quickly. ISS45 starts up quicker after a shutdown. This procedure is described earlier in this chapter.

Exit to DOS

This option enables you to exit to DOS. It is described earlier in this chapter.

System Maintenance & Utilities

The System Maintenance & Utilities option provides access to the system parameters, to various maintenance programs and to ISS45 utilities.

Poll List Program

The Poll List Program serves to assign POS terminals to the computers that control these terminals.

Receipt Header/Footer Maintenance

The Receipt Header/Footer Maintenance program is used to design the headers and footers that print on the customer receipt tape.

Use the Security Maintenance option to:

- Assign user passwords.
- Do User inquiries. Check user status and priorities.
- Define security levels for the ISS45 functions and options.
- View and print a log of all user access to menus and options.

LAN Monitoring

The LAN Monitoring option provides an on-line, real time display of the network activities, showing the communication status between the various work stations. Also useful for debugging.

Date and Time

The Date and Time option is used to change the date and time on POS terminals.
This option summarizes CCMS transactions.

Field Engineer's Utilities

The Field Engineer's Utilities option provides access to various utilities to be used by authorized field engineers.

These are:

- QuickDex Definition
- Convert old version files to new version
- Build PLU File From Comm. File
- Compare and Rebuild M&M File
- Compare and Rebuild POST PLU File
- Build Audit Seq File
- Unzip PLU files

POS Keyboard Programming

The POS Keyboard Programming option enables you to customize the keyboards of the POS terminals.

It includes the following options:

- Function Maintenance
- Program Keys
- Link POST to Keyboard

Electronic Journal

The Electronic Journal option gives the facility to view all POS terminal transactions, enhanced by flexible search and query options. See the Electronic Journal User's guide.

POST Graphics Maintenance

The POST Graphics Maintenance option allows you to set up a company logo on sales (and other) receipts.

System Alerts

Use this option to set up and monitor System alerts. Alerts notify office staff or management of technical problems, security violations, and out-of-line situations on the POS terminals.

Using Menus

ISS45 is a menu-driven system. Its options are organized in a hierarchy of menus. All ISS45 operations start from the main menu. When you select an option from the main menu, ISS45 displays a sub-menu or a program screen. The options offered in the various sub-menus lead to relevant program screens or other sub-menus.

For example, to print a department report you have to navigate through the main menu, the Back Office menu, the Reports menu, and the Department Reports menu.

➢ **To select an option from a menu**

- Use the up arrow and down arrow keys to highlight the option, and press *Enter*. Or;
- Type in the option number and press *Enter*.

To return to the main menu from any of ISS45's screens and sub-menus, use the *Esc* key.

Choosing a Function

The ISS45 program screens contain function buttons that activate the functions available in a program. A function can be activated in one of the following ways:

- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key and *Shift Tab* to move forward and backward between function buttons, then press *Enter* to activate the selected function.
- Press the function key specified on the button. For example, *F2* to update.

Throughout this manual, the term 'select' is used for activating a function by any of these methods. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

Searching for Records

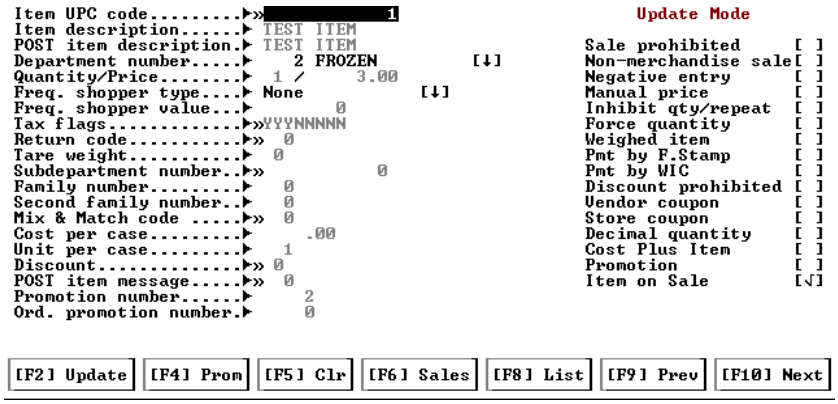
Most of the data entry programs display a list of the relevant existing records (from an index file). This list is displayed on the opening screen of the program. For example, PLU Maintenance leads to the PLU Maintenance screen which lists the item records in the system.

➢ **To search for a record in a list**

- Page through the list using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.
- For faster search, use the Go To feature. Type a record number or name (for example, an item number in the PLU Maintenance screen), fully or partially. As you enter the characters, they display at the bottom left corner of the list window. The record corresponding to the search string you entered is highlighted at the top of the list.

Data Entry

There are several ways to enter data in a field. This depends on how a field is defined in the system. See the fields on the PLU - Insert screen.



Here are the possibilities:

Typing data

If a field is not marked with a special sign, and the space next to the field title is highlighted, data should be entered by typing in an allowed value and pressing *Enter*. The highlighted space shows the length allocated for that field. The value in a field can be numeric (such as prices, quantities, etc.) or alphanumeric (such as names, descriptions, etc.).

Selecting a value from a look-up window

If a field is marked by the ¯ sign, this means that you can open a look-up window for selecting a value. Position the cursor on the field and press *F8*. A window displays listing the possible values. For example, if you press *F8* on the Department field, in the PLU - Insert screen, the departments list window opens.

In a look-up window, you can use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys, to page through the values. To select a value, highlight it first and then press *Enter*. The window closes and the selected value is inserted in the field.

Selecting a value from a drop-down list

The values in some fields can only be selected from a drop-down list. Such fields are marked with: [↓]. To open the drop-down list, press the *Right Arrow*. Highlight the required value and press *Enter*. The list closes and the selected value is inserted in the field.

Checking a parameter field

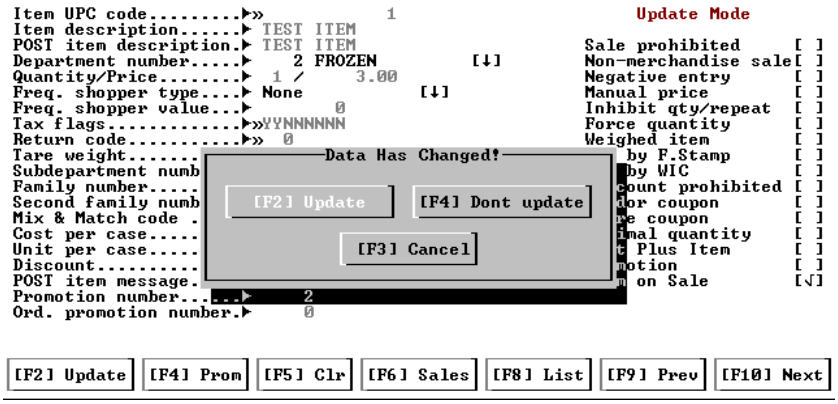
A parameter field is identified by square brackets next to a field title. Such a field can only be checked or unchecked.

To check a parameter, position the cursor on the field and press the *Space Bar*. The check sign appears: [√]. To uncheck a parameter, press the *Space Bar* again. The check sign clears.

Saving and Updating a Record

After creating a new record, or updating an existing record you need to save it by activating the *Update* function (*F2*).

When you attempt to quit an existing record without updating, a confirmation box displays, as illustrated below.



In this case, select:

- *Update*: to quit after updating.
- *Don't update*: to quit without updating (original version of record is retained).
- *Cancel*: to remain on the screen.

Producing Reports

Reports can be produced in two modes:

- **X-mode:** Printing a report in this mode does not effect the report totals in the system files.
- **Z-mode:** Report totals are zeroed after printing.

Some reports can only be produced in X mode or Z mode, and some can be produced in both modes. This is indicated during report selection and in the relevant sections of this manual.

Report destination

A report can be routed to different destinations: to the screen, to a printer, to a file or to a printer and a file. The possible destinations for each report are indicated during report selection, and in the relevant sections of this manual.

- Screen

  This function displays the report on the screen. In the report screen, you can press *F10* to produce a printed report.

- Printer

  This function sends the report to the printer. While printing, you can press *Alt+P* to cancel the operation.

- File

  This function creates a file on your disk.

- Printer + File

  This function performs both the *Printer* and *File* functions: the report is printed and also sent to a file.

Function Keys

The following function keys are used throughout the system:

Press	To
F2	Update a record, accept a change.
F3	Cancel an operation, escape from an option.
F4	Exit without updating changes.
F5	Display previous page.
F6	Display next page.
F8	Open a look-up window.
F9	Display previous record.
F10	Display next record, print report.
Tab	Move the cursor to the next field or function.

Note

There are some places where different functions have been assigned to the same keys.

2

Cashier Maintenance

The Cashier Maintenance option provides access to programs designed to handle and control cashier information and activities.

In this chapter:

- **Cashier Maintenance, page 3**
- **Password Inquiry, page 8**
- **Remote/Force Log-off, page 9**
- **Cashier Monitoring, page 10**
- **Last Ticket, page 11**

Accessing Cashier Maintenance Options

➢ **To access a Cashier Maintenance option**

1. From the main menu, select Back Office.
2. From the Back Office menu, select Cashier Maintenance. The Cashier Maintenance menu displays.



3. From the Cashier Maintenance menu, select the required option. The relevant option screen displays.

Cashier Maintenance

The Cashier Maintenance option is used to add new cashiers or change the details of cashiers already defined in the system. In addition, it's used to assign privileges for sales and training mode.

When first added, all cashiers are automatically assigned the password 0000. Cashiers can optionally change their password during sign off at the POS terminal, if you set up your system accordingly.

To access this option, select Cashier Maintenance from the Cashier Maintenance menu. The Cashier Maintenance screen displays.



The Cashier Maintenance screen lists the cashiers defined in the system, showing the following information per record:

- Cashier's number
- Cashier's name
- Cashier's phone number

➢ To search for a cashier

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.
- For faster search, use the Go To feature: Start typing a cashier number. As you enter the digits, they display at the bottom left corner of the list window. The cashier record corresponding to the number you entered is highlighted at the top of the list. For example, as you type 123, the system first highlights cashier 1, then cashier 12 and then cashier 123. If the number you entered does not exist, the next cashier is highlighted.

  The right side of the screen contains function buttons. Each of these buttons activates a function such as updating cashier information or adding a new cashier.

➢ To activate a function

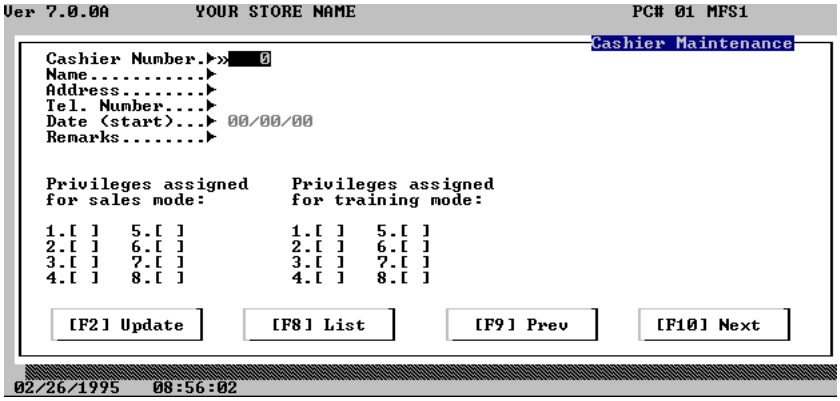
1. If the function applies to a specific cashier (e.g. Update an existing cashier), highlight that cashier. If not (e.g. Insert a new cashier), just perform step 2.
2. Do one of the following:

- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

Adding a New Cashier

This function enables you to add a new cashier.

1 In the Cashier Maintenance screen, select *Insert*. The Cashier - Insert screen displays.



2 The cursor is positioned on the Cashier Number field. Type in the number of the cashier you want to add (up to 4 digits). This number is the ID of the cashier. You use it to refer to the cashier throughout the system. The cashier number must be unique, that is two cashiers may not have the same number. The cashier number is a mandatory entry.

If the cashier number already exists, the details of that cashier display. If any changes are made at this stage, the system accepts them as an update. If the cashier number does not exist, a confirmation window displays the prompt: *Insert New Record?* Select *Yes.*

3 Press *Enter* to continue to the next field. In the Name, Address and Tel. Number fields, enter the cashier's name, address and telephone number.

4 The Date field serves to indicate the date the cashier started to work. The current date displays by default. Overtype another date if necessary, or just press *Enter* to skip the field.

5 In the Remarks field, type in any comments as required.

6 The cursor now moves to the Privilege parameters.

A cashier may be assigned privileges in order to determine their authorization level for handling a control check triggered at the POS terminal. ISS45 triggers control checks at POS terminals according to definitions made in the Control Check Types and other database files. Each control check may have a privilege code attached to it. Cashiers are required to take an appropriate action when a control check is triggered, based on the privilege assigned to them. For example, if a cashier is assigned privilege 1, and a control check with privilege 1 is triggered, the cashier is authorized to continue by pressing the <Clear> key.

Two different sets of privileges can be assigned to the cashier: privileges for sale mode and privileges for training mode. Up to 8 privileges can be assigned for each mode. For further explanations on cashier privileges, refer to the beginning of this section.

7 To assign a privilege, position the cursor on the field and check it by pressing the *Space Bar*. The check sign appears: [√]. To cancel a privilege assignment, press the *Space Bar* again. The check sign clears.

8 After you enter data in the relevant fields, press *F2* to record the new cashier.

Other Functions

In this screen, you can use the same functions as those described in 'Updating a Cashier'.

Updating a Cashier

This function allows you to update the details of a cashier.

1. Highlight the required cashier in the Cashier Maintenance screen, and select *Update*. The Cashier - Update screen displays with the details of the selected cashier, as illustrated in 'Adding a New Cashier', earlier in this chapter.
2. To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. In the Privilege parameter fields, use the *Space Bar* to check or clear a field, as appropriate.
3. Press *F2* to record the changes.

Displaying Another Cashier

- Type in the cashier number and press *Enter;* or
- Press *F8* to open the cashiers list window. Locate the required cashier using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display his/her details.

Paging through Cashiers

Press *F10* to display the next cashier. Press *F9* to display the previous cashier.

Deleting a Cashier

This function allows you to delete a cashier.

1. In the Cashier Maintenance screen, highlight the cashier to be deleted and select *deLete*. The Cashier - Delete screen displays with the details of the selected cashier.
2. Press *Enter* to delete.

- If the cashier's balance is zero, a confirmation box displays. Select *Yes* to delete or *No* to retain the cashier.

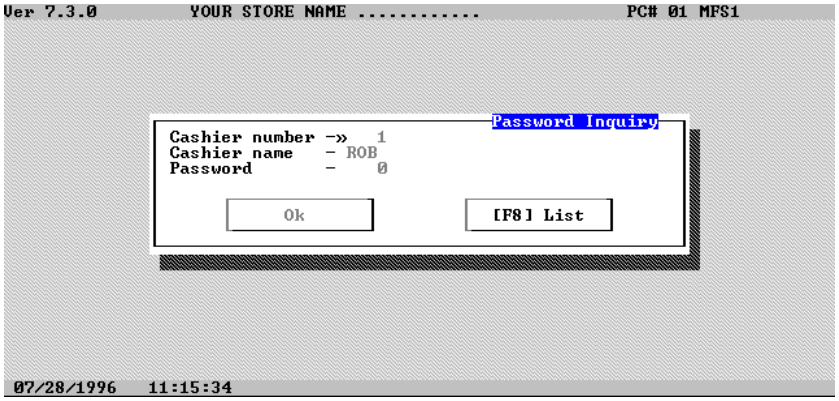
- If the cashier's balance is not zero, you cannot delete the record. An error message is issued: `Cashier has TOTAL! Z cashier before DELETING`. You must zero the cashier balance via the Cashier Locking option (see 'Cashier & Store Balancing, later in this chapter), before deleting a cashier. Press *Esc* or *Enter* to remove the message box.

  The functions available in the Cashier - Delete screen are the same as those described in the Cashier - Update screen. In other words, you can display and delete the previous (*F9*) or next cashier (*F10*), or any other cashier from the cashiers list (*F8*). If you know the number of the cashier you want to delete, just type his/her number at cursor position. After displaying the required cashier record, perform step 2 to delete.

Password Inquiry

This option allows you to display a cashier's password. A cashier's password may be changed during sign-off, if the parameter 'Change Password Allowed at Sign Off' is set to 'Y'. The password can also be changed via the POST Back Office menu, if the menu has the option included.

To access this option, select Password Inquiry from the Cashier Maintenance menu. The Password Inquiry screen displays.



Type in the cashier number required, or press *F8* to select a cashier from the cashiers list window. The cashier's name and password display.

Remote/Force Log-off

This option is used to log off a cashier remotely. A cashier may not be remotely logged off if the terminal is in secure mode, or in the middle of a transaction.

To access this option, select Remote/Force Log-off from the Cashier Maintenance menu.

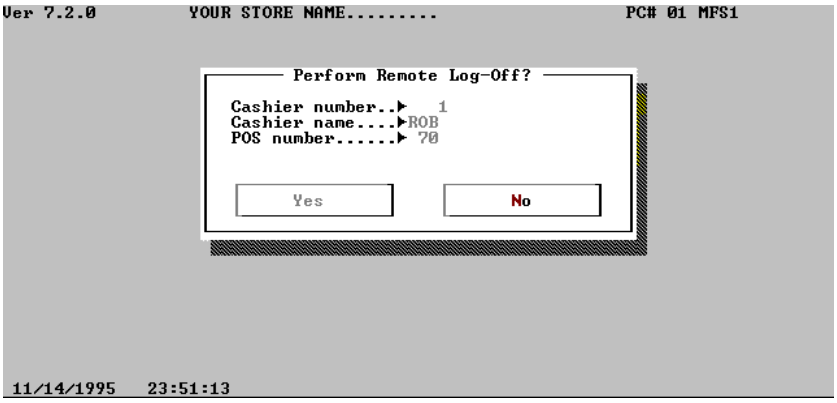
A window displays for specifying the cashier to be logged off.



➢ **To log off a cashier remotely**

1. Type in the cashier's number or press *F8* to select a cashier from the cashiers list window.
2. If the cashier is not logged on or is in the middle of a transaction, or in secure mode, an error message is issued. Press *Enter* or *Esc* to quit.

   If the cashier is logged on, a confirmation box displays the cashier's number, name and POS terminal number.

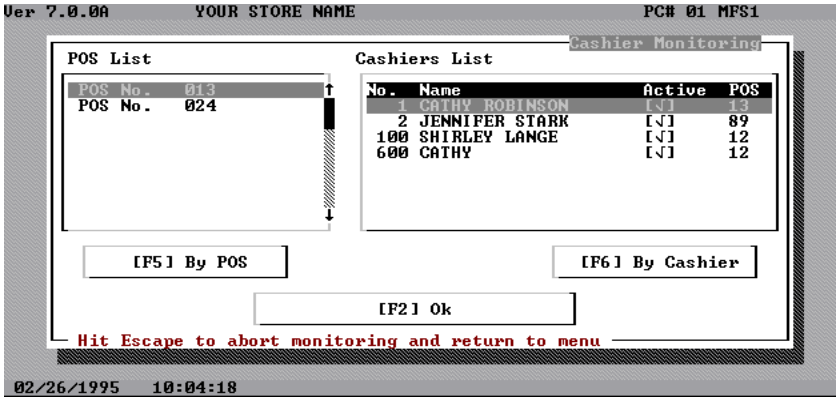


Select *Yes* to perform the log off, or *No* to cancel the operation.

Cashier Monitoring

This option enables you to directly link to a POS terminal and examine the transactions currently being performed by the cashier.

To access this option, select Cashier Monitoring from the Cashier Maintenance menu. The Cashier Monitoring screen displays.



The Cashier Monitoring screen contains two windows. The left window shows the list of the active POS terminals. The right window lists the active cashiers. In both windows, you can page through the lists, using the *PgUp* and *PgDn* keys.

To move from one window to another:

- Use the *Tab* key; or

- Press *F5* to move to the POS window, or *F6* to move to the cashiers list window.

You can specify the POS terminal you want to view by selecting a POS on the POS window, or a cashier on the cashiers list window. To select the required POS or cashier, highlight the relevant line and press *F2*. The screen of the POS terminal displays on your screen. You can now see all transactions made by the cashier, as they occur.



To quit the POS terminal display and return to the Cashier Maintenance menu, press *Esc*.

Last Ticket

This option enables you to view the last ticket done at each POS Terminal. Instead of going into the Electronic Journal, go to Cashier Maintenance to get a quicker look at the last tickets performed on all the POS Terminals.

3

Cash Office Functions

The Cash Office Functions option provides access to programs for handling POS, cashier and store declarations, accountability and balancing activities. Each of the four main options are discussed separately.

In this chapter:

- **Accessing Cash Office Functions, page 3**
- **Cashier Balancing, page 3**
- **Cashier Transactions, page 6**
- **POS Balancing, page 25**
- **POS Transactions, page**
- **Store/Safe Balancing, page 55**
- **Denominations Programming, page 74**

Accessing Cash Office Functions

➢ **To access a Cash Office function**

1. From the main menu, select Back Office.
2. From the Back Office menu, select Cash Office Functions. The Cash Office Functions menu displays.



3. From the Cash Office Functions menu, select the required option. The relevant option screen displays.

Cashier Balancing

The Cashier Balancing option provides access to several programs for recording cashier transactions, for balancing and zeroing cashier totals, and for generating cashier reports.

To use the Cashier Balancing options, check the system parameter 'Enhanced Cashier/Store Balancing' .

Cashier transactions

The Cashier Balancing option allows you to record the following cashier transactions:

- **Cash pick ups** - removal of media from a cashier's drawer (via the Cashier Transactions option).
- **Additional loans** - adding media from a store safe to a cashier's drawer (via the Cashier Transactions option).

The *Safe* automatically increases and decreases its totals when a cashier float (loan) or lift (pick up) is performed. Also, any safe transaction automatically affects the *In Safe* totals. A cashier's totals affect the safe totals only after the cashier is *declared* and *locked* (counted and zeroed). The In Safe total for each media is displayed while recording safe transactions, and printed on the Store/Safe Report.

The cashier balancing procedure

Cashier balancing is performed through a number of Cashier Balancing options, as follows:

- **Cashier Declaration**: After signing off at the POS terminal, all media in a cashier's cash drawer is counted and declared via the Cashier Declaration option. Following a declaration, the amounts in the system are compared to the declared amounts with a declaration report which shows the over/short amounts.

  The system does not transfer accountability for any media as a result of a cashier declaration. Each cashier maintains accountability for all sales, lifts (pick ups) and floats (loans) from the time assigned, until locked.

- **Cashier Locking**: After a manager has checked and finalized a cashier declaration, the cashier is locked via the Cashier Locking option. Cashier Locking prints the cashier report, moves the declared amounts to the In Safe totals, moves the over/short amounts to the Cashier Over/Short report, and zeroes the cashier's totals.

- **Transfer Current Data to Previous period:** With the Delayed Cashier Balancing feature, the system allows cashiers who work different shifts on the same day, to simultaneously retain the totals of both shifts (*previous* and *current*), and perform cashier balancing at the end of the second shift. In this case, current cashier totals need to be transferred to previous totals via the Transfer Current Data to Previous option.

Using the Delayed Cashier Balancing feature

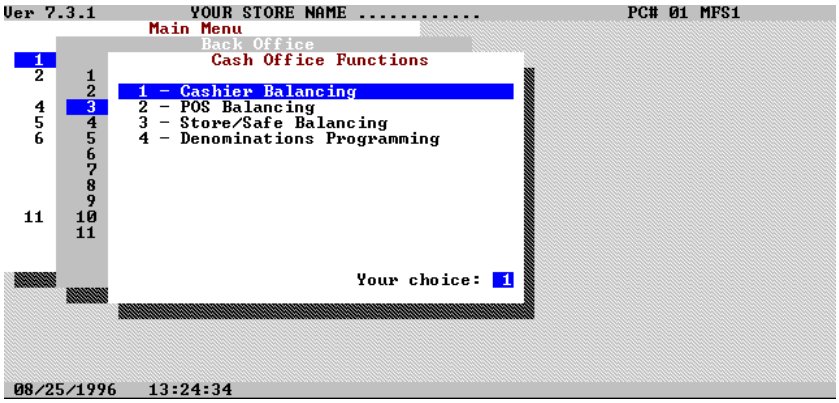
The Delayed Cashier Balancing feature allows cashiers who work different shifts on different days, to simultaneously retain the totals of both shifts (*previous* and *current*), and perform cashier balancing at the end of the second shift. In this case, current cashier totals are transferred to previous totals via the Transfer Current Data to Previous option.

To use the Delayed Cashier Balancing feature, set the system parameter 'Allow Delayed Cashier Balancing' to 'Y'.

If the Delayed Cashier Balancing feature is being used in your store, all cashier options prompt the user to specify whether the transaction or operation applies to the *current* or *previous* period.

Accessing the Cashier Balancing option

Select Cashier Balancing from the Cash Office Functions menu. The Cashier Office Functions menu displays.



Cashier Transactions

This option allows you to record two types of transactions for any specified cashier:

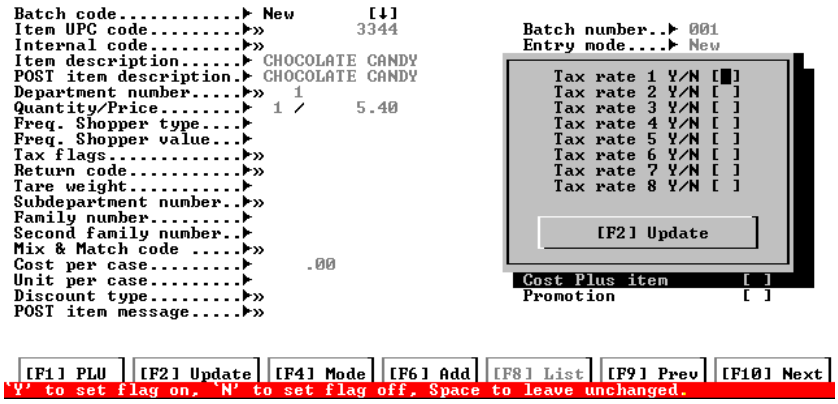
- **Add float (loan)** - media withdrawn from a store safe and placed into a cashier's till.
- **Cash pick up** - media removed from a cashier's till and place in the safe.

These transactions immediately update the cashier totals, and the *In Safe* totals on the Store/Safe Report. The store safe automatically increases or decreases its totals when a cashier loan or pick up is performed.

To access this option, select Cashier Transactions from the Cashier & Store Balancing menu. The Cashier Transactions screen displays.

Note

If the Delayed Cashier Balancing feature is being used in your store, a message box displays the following: `Current or Previous period? Select` *Current* or *Previous* in order to specify the period to which the cashier transaction you'll be recording should apply.



➢ To record a cashier transaction

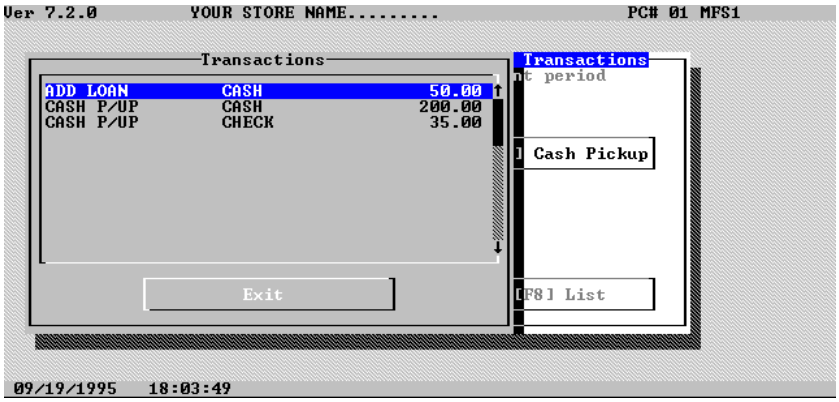
1 Specify the cashier for whom you are recording the transaction:

- Type in the cashier number, or

- Press *F8* to display the cashiers list window. Highlight the required cashier and press *Enter* to select.

  The cashier's name displays. Press *Enter* to continue to the Function field.

2. To select a transaction type, activate the *Add Loan* (*F5*) or *Cash P/Up* (*F6*) function.
3. In the Tender Type field, if the float (loan) or cash pick up is in cash, press *Enter* to continue. To select another tender type from the drop-down list, highlight the required type and press *Enter.* Press *Enter* to continue.
4. In the Amount field, type in the loan or cash pick up amount. Values are displayed with 2 digits after the decimal point. Do not type in the decimal point. For example, for 10, type **1000**. The value displays as 10.00.
5. Press *F2* to record the transaction.
6. After entering transactions for the specified cashier, you can view them by pressing *F8*. The transactions window displays as illustrated in the following figure.



This window displays the type of transaction, the tender type and the amount, for each transaction you have recorded. Press *Enter* or *Esc* to quit.

Note

The transactions window lists the declarations you have just recorded. If you exit the Cashier Transactions option and reactivate it, you don't see the previously recorded transactions anymore.

7 When all transactions for the specified cashier are entered, press *Esc* to exit. A message box displays: `Print new cashier transactions? Select` *Yes* to print a list of the cashier transactions you have recorded, or press *Esc* (No) to quit without printing.

Cashier Declaration

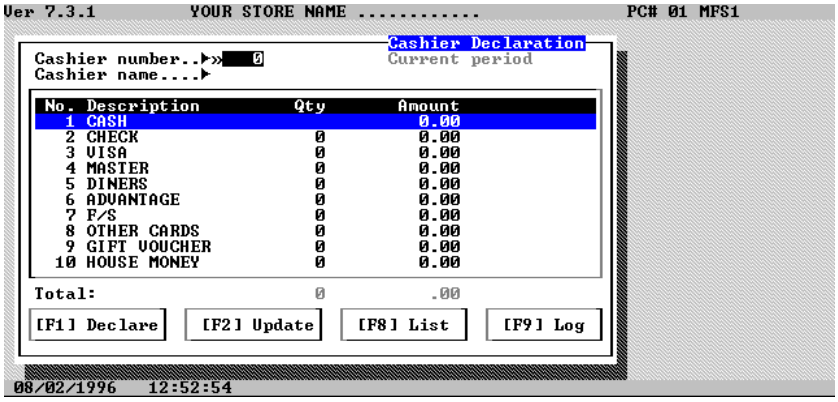
After signing off at the POS terminal, the cashier declares all media in the cash drawer, via the Cashier Declaration option. This declaration is for security reasons and enables the store manager to immediately detect discrepancies in the amount of money on hand. Following a declaration, a cashier declaration report can be printed. The cashier declaration report compares media totals in the POS terminal drawer to those reported via Cashier Declaration, and shows the over/short amounts.

The system does not transfer accountability for any media as a result of a cashier declaration. Cashier and safe totals are affected by cashier locking (see 'Cashier Reports or Locking', later in this chapter).

To access this option, select Cashier Declaration from the Cashier & Store Balancing menu. The Cashier Declaration screen displays.

Note

If the Delayed Cashier Balancing feature is being used in your store, a message box displays the following: `Current or Previous period?` Select *Current* or *Previous* in order to specify the period to which the cashier declaration you'll be recording should apply.



Cashier Declaration — Cash

➢ To record a cashier declaration

1 Specify the cashier whose declaration you are recording:

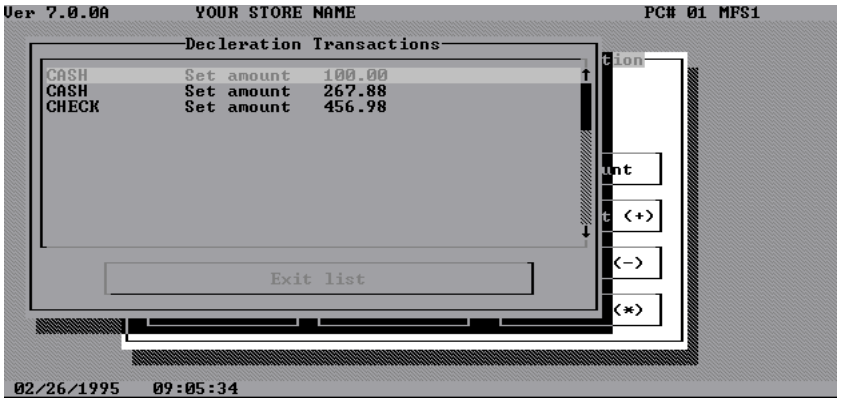
- Type in the cashier number; or
- Press *F8* to display the cashiers list window. Highlight the required cashier and press *Enter* to select.

Note

If the cashier has not signed off, an error message is issued: `Operation not allowed, cashier still active`. Press *Enter* to continue.

The cashier's name displays. If a previous declaration exists for this cashier, the amounts display for each tender.

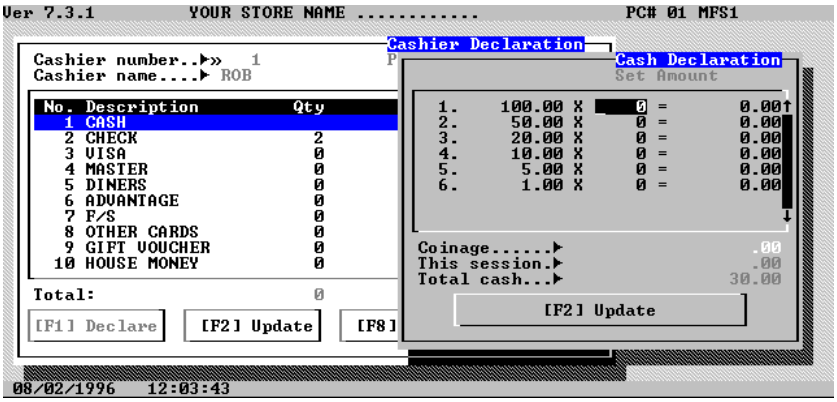
2 With the highlight on Cash (the default), press *Enter* or select *Declare* (*F1*). The Cash Declaration type screen displays.



3 Select one of the options:

- To *declare* an amount, select *Set* (*F1*).
- To *add* to a previous declaration, select *Add* (*F2*).
- To *subtract* from a previous declaration, select *Subtract* (*F3*).

The Cash Declaration window displays.



The denominations that appear here were defined in the Denomination Programming option. Refer to that section for more details.

4 For each cash denomination in the list, enter the relevant number of bills or coins. Press *Enter* after each entry.

5 If you prefer, you need not enter individual coinage amounts' instead, press *Tab* to move to the Coinage field and enter a global amount for all coinage.

Note

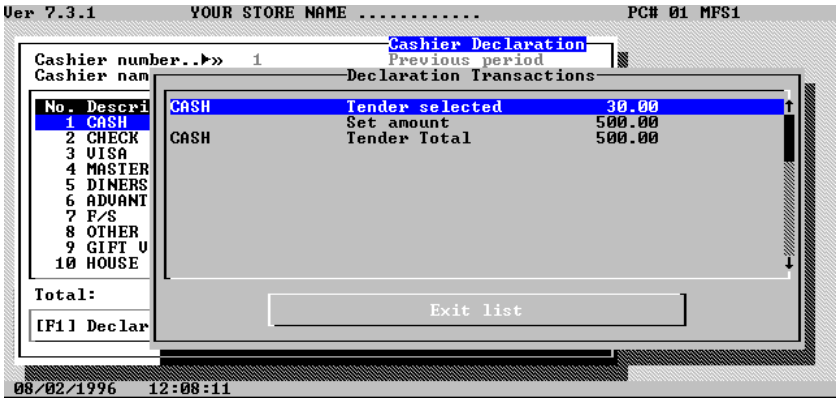
Do not type in the decimal point. For example, for $10, type **1000**.

The amounts you enter are automatically multiplied by the denomination, and totals display for each. The total cash amount displays near the bottom of the Cash Declaration window.

6 Press *F2 Update* to record the tender declaration. The Cashier Declaration screen displays, with the cash amount you declared.

7 To declare another media, highlight and select the required tender type. Follow the appropriate instructions for either cash or non-cash media.

8 After declaring media totals, you can view them by pressing *F9*. The Declaration Transactions window displays as illustrated in the following figure.



This window displays the media, action taken, and the amount for each declaration you have recorded. Press *Enter* or *Esc* to quit.

Note

The declarations window lists the declarations you have just recorded. If you exit the Cashier Declaration option and reactivate it, you won't see the previously recorded declarations.

9 When you are finished declaring all media, press *F2* to record the complete declaration. A message box displays: `Are you sure?` Select *Yes* to continue, or *No* to go back to the declaration. If you select *Yes*, a message box displays `Print report? Select Yes` to print the declaration report (or press *Esc* (No) to quit without printing). You can also produce this report via the Cashier Declaration Report option. See 'Cashier Reports or Locking', later in this chapter.

Cashier Declaration — Non-Cash

➢ **To record a cashier declaration**

1 Specify the cashier whose declaration you are recording:

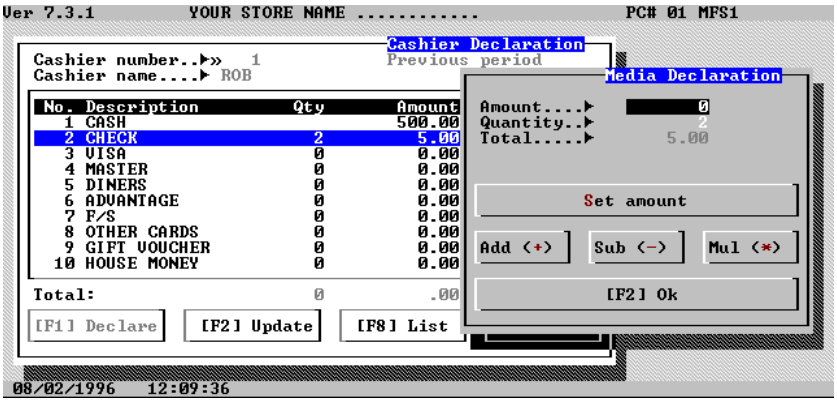
- Type in the cashier number; or
- Press *F8* to display the cashiers list window. Highlight the required cashier and press *Enter* to select.

Note

If the cashier has not signed off, an error message displays: `Operation not allowed, cashier still active`. Press *Enter* to continue.

The cashier's name displays. If a previous declaration exists for this cashier, the amounts display for each tender.

2 For each media to declare, (other than cash), highlight the required tender and press *Enter* or select *Declare* (*F1*). The Media Declaration screen displays.



You can declare in two ways here.

- Global amount for the media. For example, a total amount for all checks.
- Declare each check separately. With this method, the system automatically calculates and displays the quantity and total amount of checks.

3 To declare a global amount, type in the amount and press *Enter*. Select *Set Amount* and then press *F2* to record the media declaration.

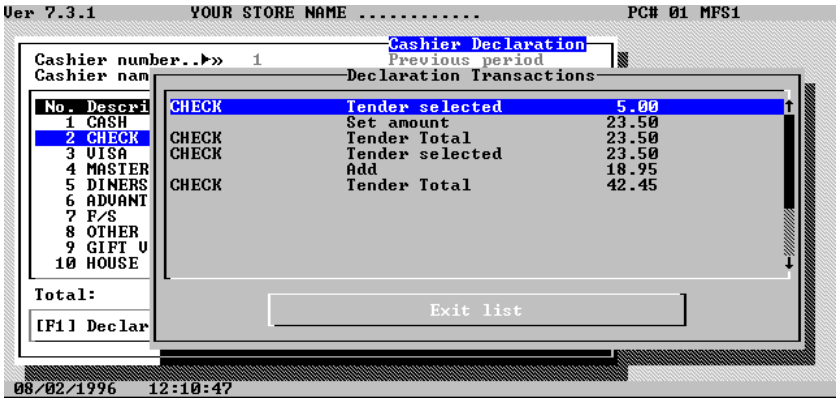
OR

4 To declare amounts separately, type in each amount and select *Add* (+). As you continue to enter amounts, the quantity and total figures automatically increment. Press *F2* to record the media declaration.

Note

Do not type in the decimal point. For example, for $10, type **1000**.

5 After declaring media totals, you can view them by pressing *F9*. The Declaration Transactions window displays as illustrated in the following figure.



This window displays the media, action taken, and the amount for each declaration you have recorded. Press *Enter* or *Esc* to quit.

Note

The declarations window lists the declarations you have just recorded. If you exit the Cashier Declaration option and reactivate it, you won't see the previously recorded declarations.

6 When you are finished declaring all media, press *F2* to record the complete declaration. A message box displays: `Are you sure?` Select *Yes* to continue, or *No* to go back to the declaration. If you select *Yes*, a message box displays `Print report? Select Yes` to print the declaration report (or press *Esc* (No) to quit without printing). You can also produce this report via the Cashier Declaration Report option. See 'Cashier Reports or Locking', later in this chapter.

Cashier Declaration Adjustments

You can always make adjustments to cashier declarations, regardless of whether or not reports have been printed.

➢ **To record cashier declaration adjustments**

1 Highlight and select the appropriate media.

2 For cash adjustments select the *Add* or *Subtract* options and then enter the adjustment amount. Press *F2 Update* to record the adjustment. The Cashier Declaration screen displays with the updated amounts.

3 For non-cash media, enter the amount and then select the *Add* or *Sub* options. Press *F2 Update* to record the adjustment. The Cashier Declaration screen displays with the updated amounts.

4 When you are finished declaring adjustments for all tenders, press *F2* to record the complete declaration. A message box displays: `Are you sure?` Select *Yes* to continue, or *No* to go back to the declaration. If you select *Yes*, a message box displays `Print report?` Select *Yes* to print the declaration report (or press *Esc* (No) to quit without printing). You can also produce this report via the Cashier Declaration Report option. See 'Cashier Reports or Locking', later in this chapter.

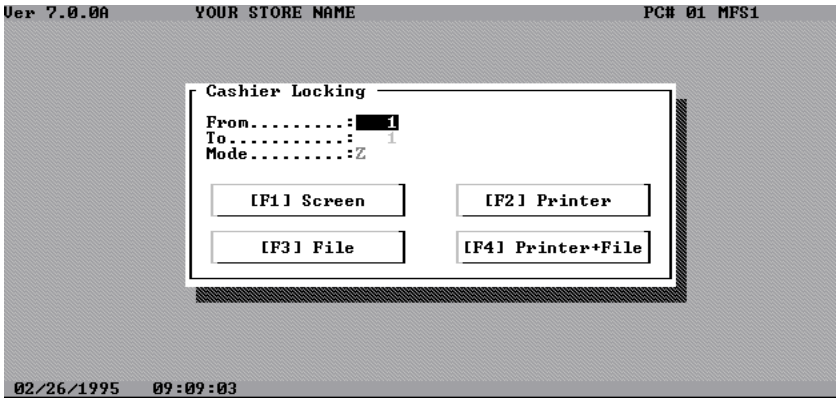
Cashier Locking

The Cashier Locking procedure prints the cashier report, zeroes all totals for the cashier, transfers the declared amounts to the In Safe totals, and moves the over/short amounts to the Over/Short report. Each cashier maintains accountability for all sales, cash pick ups and loans from the time assigned, until locked.

Note

If the Delayed Cashier Balancing feature is being used in your store, cashier locking applies only to the previous period.

To access this option, select Cashier Locking from the Cashier Report or Locking menu. The Cashier Locking screen displays.



➢ To perform locking

1 In the From and To fields, specify the cashier(s) to be locked. Note that only Z mode is available here. (Cashier totals will be cleared.)

Note

If a cashier has not signed off, an error message is issued: `Operation not allowed, cashier still active`. Press *Enter* to continue.

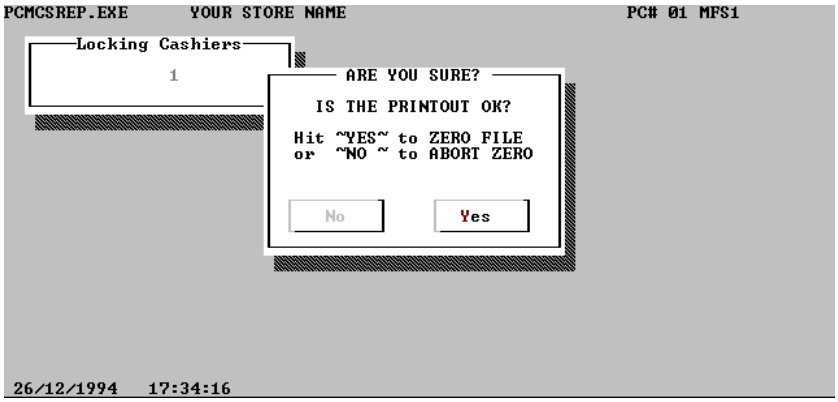
2 The Cashier Locking procedure prints a cashier report for the specified cashier(s). This report can be routed to different destinations: to a printer, to a file or to a printer and a file. To specify the report destination:

- Use the *Tab* key to select the relevant function button and press *Enter* to activate it; or
- Press the key indicated on the function button; for example, *F2* for *Printer*.

The available functions are:

Function	Use
Printer (F2)	This function sends the report to the printer. While printing, you can press *Alt+P* to cancel the operation.
File (F3)	This function saves the report in two files: • A file named RPT09ALL.PRN. This file is created in CSV (Comma Separated Format) format for use with other applications such as a spreadsheet program. View and print this report via the History Reports option. When you exit to DOS, you can see the file in the \PCMASTER directory. • A file named CCCCDD.CSR. CCCC is the number of the cashier and DD is the day of the month. A separate file is created for each day of the month. When you exit to DOS, you can see this file under the PCMASTER\FILES directory.
Printer + File (F4)	This function performs both the *Printer* and *File* functions: the report is printed and also sent to a file, as described above.

3 After printing, a confirmation box displays.



4 Select *Yes* to zero the file, or *No* to quit without zeroing.

Transfer Current Data to Previous Period

This option is relevant only if the Delayed Cashier Balancing feature is being used in your store (the system parameter 'Allow Delayed Cashier Balancing' is checked; see the manual 'System Maintenance and Utilities').

With the Delayed Cashier Balancing feature, the system allows cashiers who work different shifts on the same day, to simultaneously retain the totals of both shifts (*previous* and *current*), and perform cashier balancing at the end of the second shift. In this case, current cashier totals need to be transferred to previous totals via the Transfer Current Data to Previous option.
If there is any previous period data on the cashier file, you need to zero the totals by running Cashier Locking for the cashier, before transferring any data. Otherwise, the following error message displays: `Previous period data still exists. You must run 'cashier locking' before transferring data.` In this case, you may not continue the procedure until cashier locking is performed.

To access this option, select Transfer Current Data to Previous Data from the Cashier & Store Balancing menu.

➢ **To transfer current data to previous data**

1 A message box displays the following: `All cashier current totals will be transferred to previous totals. Do you`

`wish to continue? Select` *Yes* to continue with the procedure, or *No* to quit.

2 Enter the cashier's number or press *F8* to select a cashier from the cashiers list window.

Note

If the cashier has not signed off, an error message is issued: `Operation not allowed, cashier still active`. Press *Enter* to continue.

3 Press *F2*.

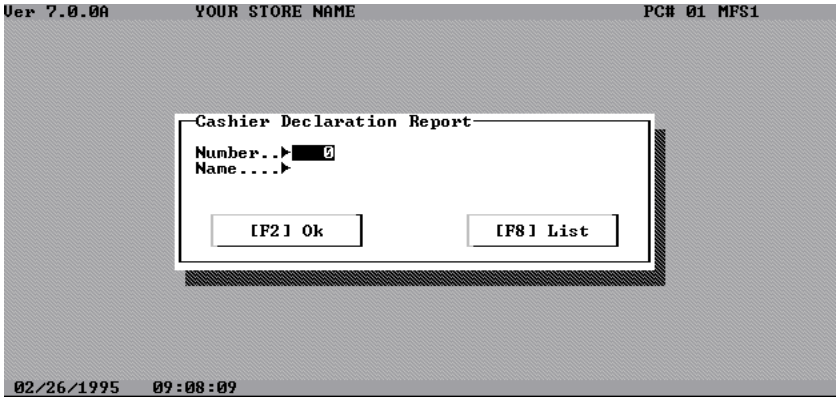
4 In the confirmation box, select *Yes* to start the transfer or *No* to quit.

Cashier Declaration Report

This option produces a declaration report for a specified cashier. The declaration report shows any discrepancies between declared media totals (actual media in POS terminal drawer; see 'Cashier Declaration', earlier in this chapter) and the media reported by the system. The Cashier Declaration report should be produced only after a cashier has been declared. Otherwise the report shows only the media in the system reports and not the difference between declared figures and actual media. To access this option, select Cashier Declaration Report from the Cashier Reports or Locking menu. The report selection screen displays.

Note

If the Delayed Cashier Balancing feature is being used in your store, a message box displays the following: `Current or Previous period? Select` *Current* or *Previous* in order to specify the period to which the cashier transaction you'll be recording, should apply.



Specify the number of the required cashier, or press *F8* to open the cashiers list window and select a cashier.

The Printed Cashier Declaration Report

The following is an example of a printed Cashier Declaration report.

```
Date: 27/11/1994       YOUR STORE NAME
Time: 12:54            Cashier Declaration
Cashier Number -    1
Cashier Name   - NILI1

Media       Cashier Declaration    Media Ttl. in Cashier record   Over/Short
----------  -------------------    ----------------------------   ----------
CASH                   1200.00                         1210.00       -10.00
CHECK                  2000.00                         2000.00          .00
MASTER CAR              450.00                          450.00          .00
AMERICAN E                 .00                             .00          .00
DINERS                  120.00                          120.00          .00
VISA                    560.00                          560.00          .00
----------  -------------------    ----------------------------   ----------
Total                  4330.00                         4340.00       -10.00
```

Report features:

The following information is printed per declared media:

Field	Description
Media	Type of payment.
Cashier Declaration	Actual amount of money in the drawer declared by the cashier.
Media Ttl in Cashier Record	Amount of money the system reports according to transactions.
Over/Short	Difference between the declared amount and the media total in cashier record.

Totals for all media are printed at the end of the report.

Cashier Accountability Report

Use this option to produce a report for a specific cashier or a range of cashiers. This report shows the net sales rung up by the cashier, the amount banked, and the difference (over/short) amount.

This report can be produced at any time, but usually only after a cashier has declared all takings.

To access this option, select Cashier Accountability Report from the Cashier Reports or Locking menu.

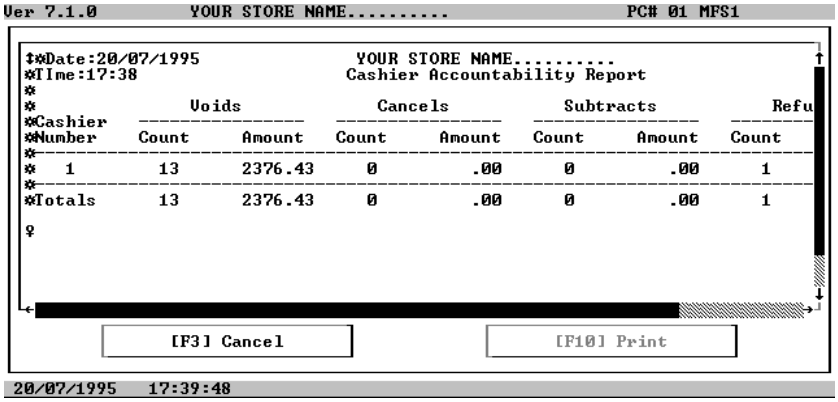
Note

If the Delayed Cashier Balancing feature is being used in your store, a message box displays the following: `Current or Previous period? Select` *Current* or *Previous* in order to specify the period to which the cashier transaction you'll be recording should apply.



Specify the cashier numbers you want included in the report. For only one cashier, enter the same number in the From and To fields.

The report screen displays as illustrated in the following figure.



To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

The Printed Cashier Accountability Report

The following is an example of a printed Cashier Accountability Report.

(Left side)

```
Date:05/16/1995                Your Store Name
Time:13:09                     Cashier Accountability Report
                Voids             Cancels          Subtracts            Refunds
Cashier   ----------------  -----------------  -----------------  -------------
Number    Count     Amount   Count     Amount   Count     Amount   Count     Amount
-------------------------------------------------------------------------------
 1          13     2376.43      0         .00      0         .00      1        5.00
-------------------------------------------------------------------------------
Totals      13     2376.43      0         .00      0         .00      1        5.00
```

(Right side)

```
                 Float
    Sales   ----------------  Accountable                    Over /
    Today   In            Out      For            Banked      Short
-------------------------------------------------------------------
   777.43       .00         .00     777.43          .00      -777.43
-------------------------------------------------------------------
   777.43       .00         .00     777.43          .00      -777.43
```

Report features:

The following information is printed per cashier:

Field	Description
Cashier Number	Cashier number
Voids	Total number of voids and their amount.
Cancels	Total number of cancels and their amount.
Subtracts	Total number of subtracts and their amount.
Refunds	Total number of refunds and their amount.
Sales Today	Gross sales (includes tax).
Float IN	Amount of float issued to the cashier.
Float OUT	Amount of money picked up from the cashier.
Accountable For	This is the difference between the Sales Today amount and the float IN or OUT amount
Banked	The amount banked as per the Cashier Declaration.
Over/Short	The amount that the cashier is over or short. This is the difference between the Accountable For amount and the Banked amount. **Note** If nothing has been banked at the time of the report, the cashier will be *short* by the Accountable For amount.

Totals of all the columns are printed at the end of the report.

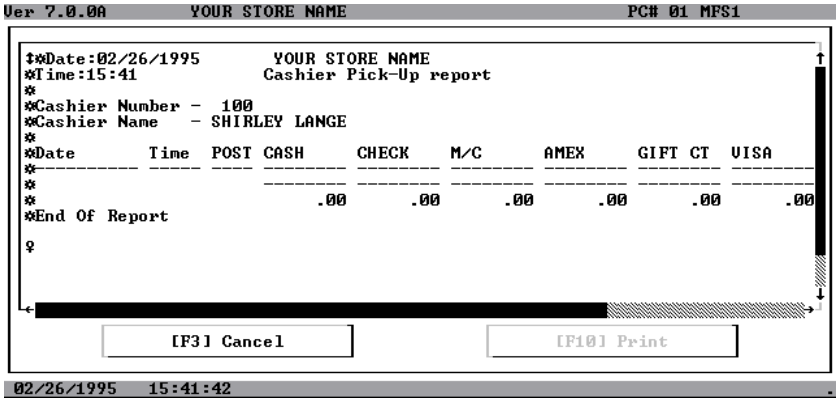
Cashier Pickup Report

This option allows you to view or print a report listing the cash pick ups from the cash drawer of a specified cashier.

To access this option, select Cashier Pick-Up Report from the Cashier Reports or Locking menu. The Cashier Pick-Up Report screen displays.

Note

If the Delayed Cashier Balancing feature is being used in your store, a message box displays the following: `Current or Previous period? Select` *Current* or *Previous* in order to specify the period to which the cashier transaction you'll be recording should apply.



In the Cashier Number field, type in the number of the cashier whose cash pick up transactions you want to see, or press *F8* to display the cashiers list window and select a cashier.

Press *Enter*. The cashier's name displays together with current cash pick up information.

The following data is displayed for each cash pick up:

- Media code.
- Media name.
- Pick-up amount for that media.
- Count: number of times a cash pick up was performed for that media.

The total amount of all cash pick ups and the total number are provided at the bottom of the screen.

To page through the list, use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. To view the cash pick ups of another cashier, specify the cashier number as described above and press *Enter*.

To view or print a detailed report for the selected cashier, press *F9*. The report screen displays.

To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

To print a summary report for the selected cashier, press *F10* in the Cashier Pick-Up Report screen.

The Printed Cashier Pick-Up Report (Summary)

The following is an example of a printed Cashier Pick-Up report.

```
Date:27/11/1994       YOUR STORE NAME
Time:12:54            Cashier Pick-Up report

Cashier Number -    1
Cashier Name   - NILI1
Media      Name                 Pick-Up          Count
-----      ----------------     -----------      -----
    1      CASH                       27.00          5
    2      CHECK                     122.00          4
    3      MASTER CARD                  .00          0
    4      AMERICAN EXPRESS             .00          0
    5      DINERS                     50.00          3
    6      VISA                         .00          0
-----      ----------------     -----------       -----
                                     199.00          12
```

Daily / Weekly Cashier Transaction Report

This report is available as an online report, the report shows pickups and loans performed by cashiers and at which location, either on the POS Terminal or on the Back Office. A column indicating which supervisor authorized the pickup/loan also appears in the report.

The data in the report is sorted first by cashier number and then by date and time.

Note

Cashier Accountability must be set in the system.

POS Balancing

The POS Balancing option provides access to several programs for recording POS transactions, for balancing and zeroing POS terminals and for generating POS reports.

To use the POS Balancing options, check the 'POS Accountability in system' parameter .

POS transactions

The POS Balancing option allows you to record the following POS transactions:

- **POS pick ups** - removal of media from a POS terminal's drawer (via the POS Transactions option).
- **Additional loans** - adding media from a store safe to a POS terminal's drawer (via the POS Transactions option).

The *Safe* automatically increases and decreases its totals when a POS float (loan) or lift (pick up) is performed. Also, any safe transaction automatically affects the *In Safe* totals. A POS terminal's totals affect the safe totals only after the POS terminal is *declared* and *locked* (counted and zeroed). The In Safe total for each media is displayed while recording safe transactions, and printed on the Store/Safe Report.

The POS balancing procedure

POS balancing is performed through a number of POS Balancing options, as follows:

- **POS Declaration**: After signing off at the POS terminal, all media in a cashier's cash drawer is counted and declared via the POS Declaration option. Following a declaration, the amounts in the system are compared to the declared amounts with a declaration report which shows the over/short amounts.
- **POS Locking**: After a manager has checked and finalized a POS declaration, the POS terminal is locked via the POS Locking option. POS Locking prints the POS report, moves the declared amounts to the In Safe totals, moves the over/short amounts to the POS Over/Short report, and zeroes the POS terminal's totals.
- **Transfer Current Data to Previous period:** With the Delayed POS Balancing feature, the system allows cashiers who work different shifts on the same day, to simultaneously retain the totals of both shifts (*previous* and *current*), and perform POS balancing at the end of the second shift. In this case, current POS totals need to be transferred to previous totals via the Transfer Current Data to Previous option.

Using the Delayed POS Balancing feature

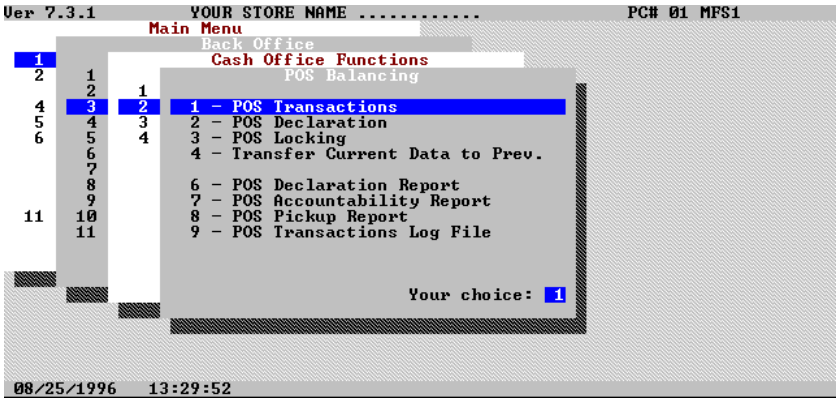
The Delayed POS Balancing feature allows POS terminals to be operated on different shifts on different days, to simultaneously retain the totals of both shifts (*previous* and *current*), and perform POS balancing at the end of the second shift. In this case, current period POS totals are transferred to previous period totals via the Transfer Current Data to Previous option.

To use the Delayed POS Balancing feature, check the system parameter 'Allow Delayed POS Balancing'. (See the manual 'System Maintenance and Utilities').

If the Delayed POS Balancing feature is being used in your store, all POS options prompt the user to specify whether the transaction or operation applies to the *current* or *previous* period.

Accessing the POS Balancing option

Select POS Balancing from the Cash Office Functions menu. The POS Balancing menu displays.



POS Transactions

This option allows you to record two types of transactions for any specified POS terminal:

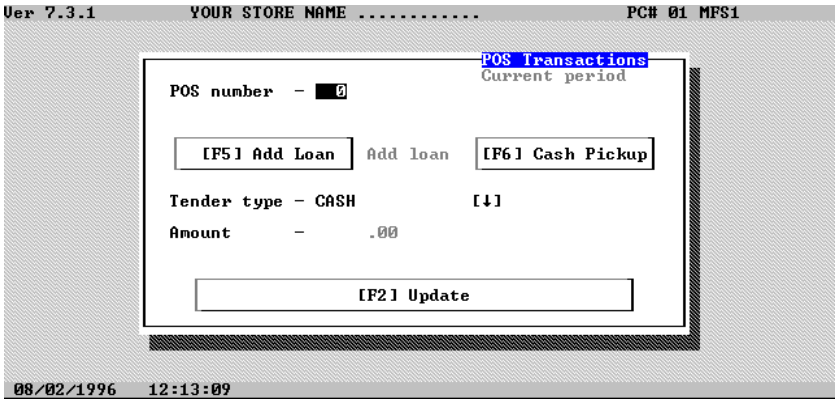
- **Add float (loan)** - media withdrawn from a store safe and placed into a POS terminal.
- **Cash pick up** - media removed from a POS terminal and placed in the safe.

These transactions immediately update the POS terminal's totals, and the *In Safe* totals on the Store/Safe Report. The store safe automatically increases or decreases its totals when a POS loan or pick up is performed.

To access this option, select POS Transactions from the POS Balancing menu. The POS Transactions screen displays.

Note

If the Delayed POS Balancing feature is being used in your store, a message box displays the following: `Current or Previous period? Select` *Current* or *Previous* in order to specify the period to which the POS transaction you'll be recording, should apply.



➢ To record a POS transaction

1 Specify the POS for which you are recording the transaction:

- Type in the required POS number.

2 To select a transaction type, activate the *Add Loan* (*F5*) or *Cash Pickup* (*F6*) function.

3. In the Tender Type field, if the float (loan) or cash pick up is in cash, press *Enter* to continue. To select another tender type from the drop-down list, highlight the required type and press *Enter.* Press *Enter* to continue.
4. In the Amount field, type in the loan or cash pick up amount. Values are displayed with 2 digits after the decimal point. Do not type in the decimal point. For example, for 10, type **1000**. The value displays as 10.00.
5. Press *F2* to record the transaction.
6. When all transactions for the specified POS terminal are entered, press *Esc* to exit. A message box displays: `Print new POS transactions? Select Yes` to print a list of the POS transactions you have recorded, or press *Esc* (No) to quit without printing.

POS Declaration

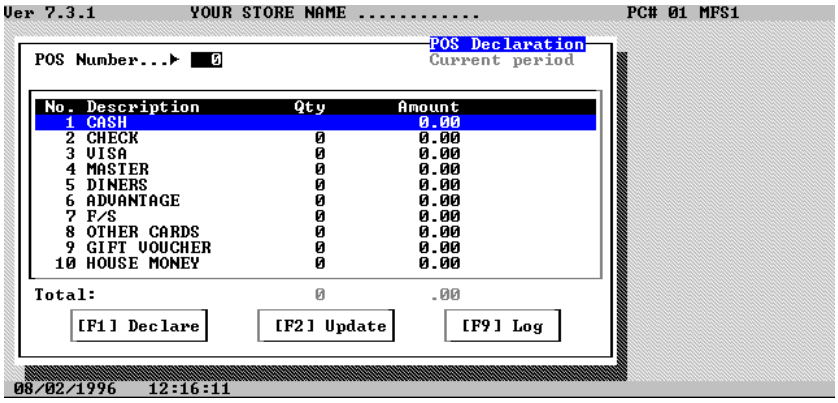
After signing off at the POS terminal, all media in the cash drawer must be declared, via the POS Declaration option. This declaration is for security reasons and enables the store manager to immediately detect discrepancies in the amount of money on hand. Following a declaration, a POS Declaration report can be printed. The POS declaration report compares media totals in the POS terminal drawer to those reported via POS Declaration, and shows the over/short amounts.

The system does not transfer accountability for any media as a result of a POS declaration. Cashier and safe totals are affected by cashier locking (see 'Cashier Reports or Locking', later in this chapter).

To access this option, select POS Declaration from the POS Balancing menu. The POS Declaration screen displays.

Note

If the Delayed POS Balancing feature is being used in your store, a message box displays the following: `Current or Previous period?` Select *Current* or *Previous* in order to specify the period to which the cashier declaration you'll be recording should apply.



POS Declaration — Cash

➢ To record a POS declaration

1 Specify the POS terminal number you want to declare:

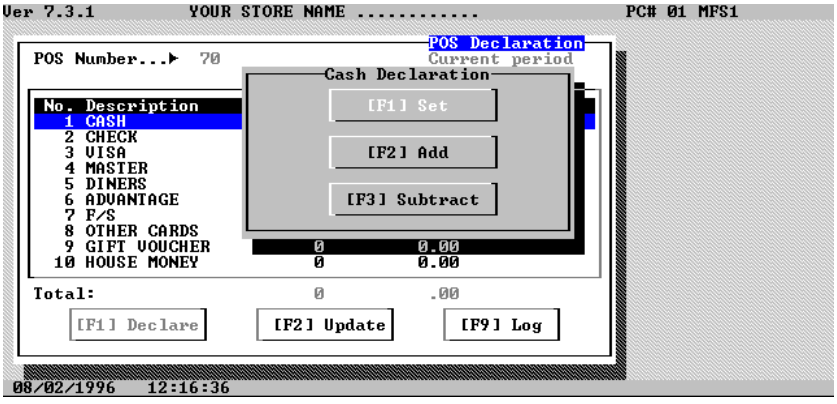
- Type in the POS number.

Note

If the POS terminal still has a cashier working on it, an error message is issued: `Operation not allowed, POS still active`. Press *Enter* to continue.

If a previous declaration exists for this POS, the amounts display for each tender.

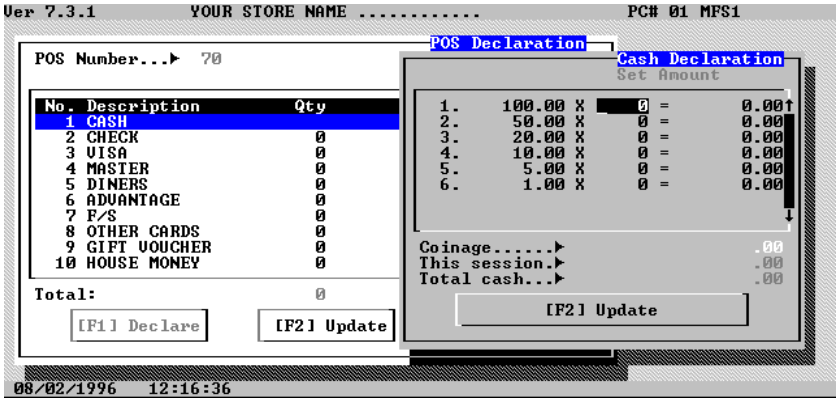
2 With the highlight on Cash (the default), press *Enter* or select *Declare* (*F1*). The Cash Declaration type screen displays.



3 Select one of the options:

- To *declare* an amount, select *Set* (*F1*).
- To *add* to a previous declaration, select *Add* (*F2*).
- To *subtract* from a previous declaration, select *Subtract* (*F3*).

The Cash Declaration window displays.



The denominations that appear here were defined in the Denomination Programming option. Refer to that section for more details.

4 For each cash denomination in the list, enter the relevant number of bills or coins. Press *Enter* after each entry.

5 If you prefer, you need not enter individual coinage amounts' instead, press *Tab* to move to the Coinage field and enter a global amount for all coinage.

Note

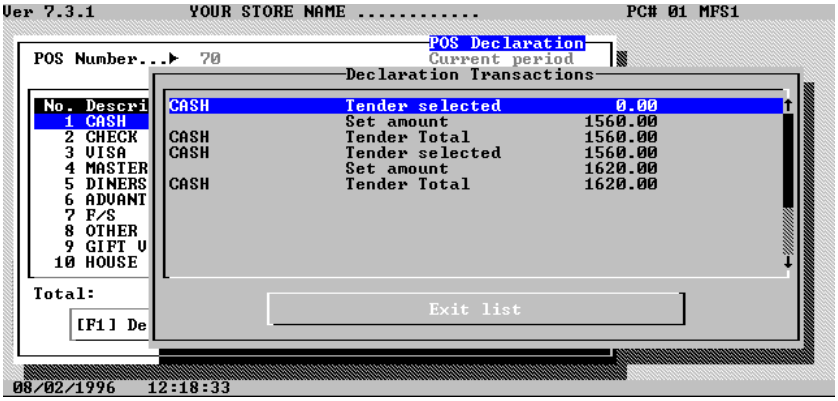
Do not type in the decimal point. For example, for $10, type **1000**.

The amounts you enter are automatically multiplied by the denomination, and totals display for each. The total cash amount displays near the bottom of the Cash Declaration window.

6 Press *F2 Update* to record the tender declaration. The POS Declaration screen displays, with the cash amount you declared.

7 To declare another media, highlight and select the required tender type. Follow the appropriate instructions for either cash or non-cash media.

8 After declaring media totals, you can view them by pressing *F9*. The Declaration Transactions window displays as illustrated in the following figure.



This window displays the media, action taken, and the amount for each declaration you have recorded. Press *Enter* or *Esc* to quit.

Note

The declarations window lists the declarations you have just recorded. If you exit the POS Declaration option and reactivate it, you won't see the previously recorded declarations.

9 When you are finished declaring all media, press *F2* to record the complete declaration. A message box displays: `Are you sure?` Select *Yes* to continue, or *No* to go back to the declaration. If you select *Yes*, a message box displays `Print report? Select Yes` to print the declaration report (or press *Esc* (No) to quit without printing). You can also produce this report via the POS Declaration Report option.

POS Declaration — Non-Cash

➢ To record a POS declaration

1 Specify the POS which declaration you are recording:

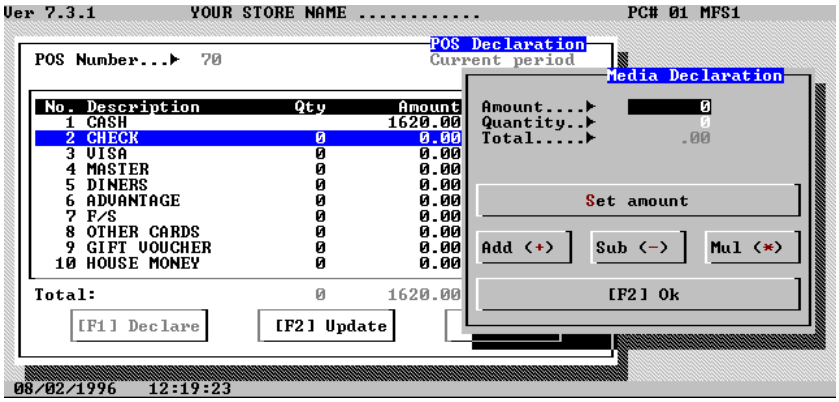
- Type in the POS number.

Note

If the POS still has an operator working at it, an error message is issued: `Operation not allowed, POS still active`. Press *Enter* to continue.

If a previous declaration exists for this POS terminal, the amounts display for each tender.

2 For each media to declare, (other than cash), highlight the required tender and press *Enter* or select *Declare* (*F1*). The Media Declaration screen displays.



You can declare in two ways here.

- Global amount for the media. For example, a total amount for all checks.
- Declare each check separately. With this method, the system automatically calculates and displays the quantity and total amount of checks.

3 To declare a global amount, type in the amount and press *Enter*. Select *Set Amount* and then press *F2* to record the media declaration.

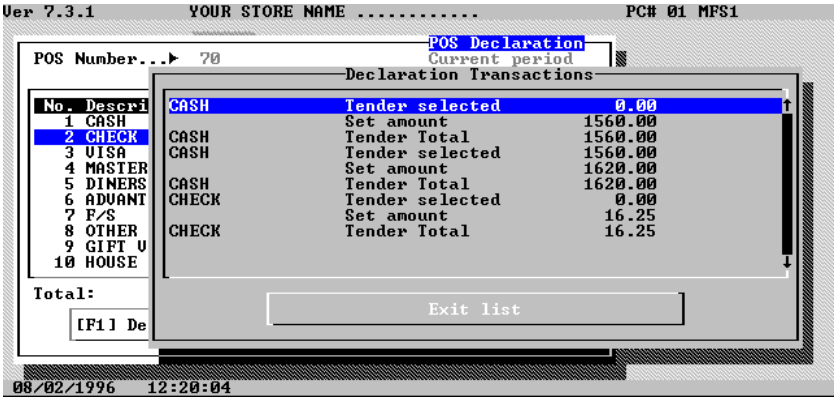
OR

4 To declare amounts separately, type in each amount and select *Add* (+). As you continue to enter amounts, the quantity and total figures automatically increment. Press *F2* to record the media declaration.

Note

Do not type in the decimal point. For example, for $10, type **1000**.

5 After declaring media totals, you can view them by pressing *F9*. The Declaration Transactions window displays as illustrated in the following figure.



This window displays the media, action taken, and the amount for each declaration you have recorded. Press *Enter* or *Esc* to quit.

Note

The declarations window lists the declarations you have just recorded. If you exit the POS Declaration option and reactivate it, you won't see the previously recorded declarations.

6 When you are finished declaring all media, press *F2* to record the complete declaration. A message box displays: `Are you sure?` Select *Yes* to continue, or *No* to go back to the declaration. If you select *Yes*, a message box displays `Print report? Select Yes` to print the declaration report (or press *Esc* (No) to quit without printing). You can also produce this report via the POS Declaration Report option.

POS Declaration Adjustments

You can always make adjustments to POS declarations, regardless of whether or not reports have been printed.

➢ **To record POS declaration adjustments**

1 Highlight and select the appropriate media.

2 For cash adjustments select the *Add* or *Subtract* options and then enter the adjustment amount. Press *F2 Update* to record the adjustment. The POS Declaration screen displays with the updated amounts.

3 For non-cash media, enter the amount and then select the *Add* or *Sub* options. Press *F2 Update* to record the adjustment. The POS Declaration screen displays with the updated amounts.

4 When you are finished declaring adjustments for all tenders, press *F2* to record the complete declaration. A message box displays: `Are you sure?` Select *Yes* to continue, or *No* to go back to the declaration. If you select *Yes*, a message box displays `Print report?` Select *Yes* to print the declaration report (or press *Esc* (No) to quit without printing). You can also produce this report via the POS Declaration Report option.

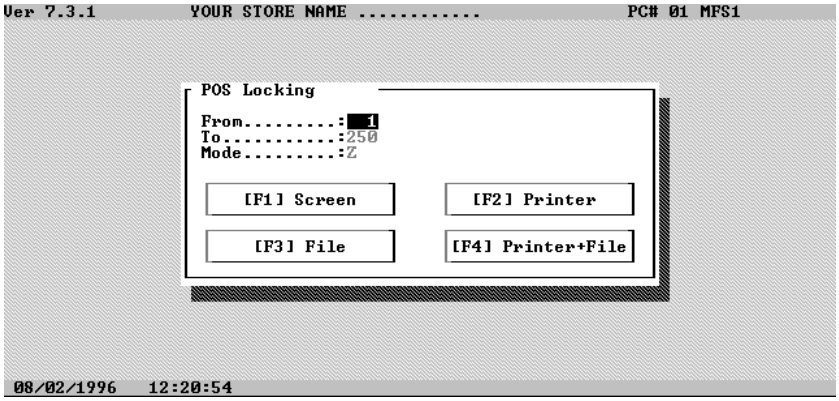
POS Locking

The POS Locking procedure prints the POS report, zeroes all totals for the POS, transfers the declared amounts to the In Safe totals, and moves the over/short amounts to the Over/Short report. Each POS has accountability for all sales, cash pick ups and loans from the time assigned, until locked.

Note

If the Delayed POS Balancing feature is being used in your store, POS locking applies only to the previous period.

To access this option, select POS Locking from the POS Balancing menu. The POS Locking screen displays.



➢ **To perform locking**

1 In the From and To fields, specify the POST(s) to be locked. Note that only Z mode is available here. (POS totals will be cleared.)

Note

If a POS still has a cashier working at it, an error message is issued: `Operation not allowed, POS still active`. Press *Enter* to continue.

2 The POS Locking procedure prints a POS report for the specified POST(s). This report can be routed to different destinations: to a printer, to a file or to a printer and a file. To specify the report destination:

- Use the *Tab* key to select the relevant function button and press *Enter* to activate it; or
- Press the key indicated on the function button; for example, *F2* for *Printer*.

The available functions are:

Function	Use
Printer (F2)	This function sends the report to the printer. While printing, you can press *Alt+P* to cancel the operation.
File (F3)	This function saves the report to two separate files: à A file named RPT09ALL.PRN. This file is created in CSV (Comma Separated Format) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', in the 'Reports' manual). When you exit to DOS, you can see the file under the \PCMASTER directory. à A file named PPPPDD.CSR. PPPP is the number of the POS and DD is the day of the month. A separate file is created for each day of the month. When you exit to DOS, you can see this file under the PCMASTER\FILES directory.
Printer + File (F4)	This function performs both the *Printer* and *File* functions: the report is printed and also sent to a file, as described above.

3 After printing, a confirmation box displays.



4 Select *Yes* to zero the file, or *No* to quit without zeroing.

For a description of the printed report, see 'POS Report' in the 'Reports' manual.

Transfer Current Data to Previous Period

This option is relevant only if the Delayed POS Balancing feature is being used in your store (the system parameter 'Allow Delayed POS Balancing' is checked; see the manual 'System Maintenance and Utilities').

With the Delayed POS Balancing feature, the system allows cashiers who work different shifts on the same day, to simultaneously retain the totals of both shifts (*previous* and *current*), and perform POS balancing at the end of the second shift. In this case, current POS totals need to be transferred to previous period totals via the Transfer Current Data to Previous option.

If there is any previous period data on the POS file, you need to zero the totals by running POS Locking for the POS terminal, before transferring any data. Otherwise, the following error message displays: `Previous period data still exists. You must run 'POS locking' before transferring data.` In this case, you may not continue the procedure until POS locking is performed.

To access this option, select Transfer Current Data to Previous Data from the POS Balancing menu.

➢ **To transfer current data to previous data**

1. A message box displays the following: `All POST current totals will be transferred to previous totals. Do you wish to continue? Select` *Yes* to continue with the procedure, or *No* to quit.
2. Enter the POS terminal's number.

Note

If the POS terminal has a cashier still working at it, an error message is issued: `Operation not allowed, POS still active`. Press *Enter* to continue.

3. Press *F2*.
4. In the confirmation box, select *Yes* to start the transfer or *No* to quit.

POS Declaration Report

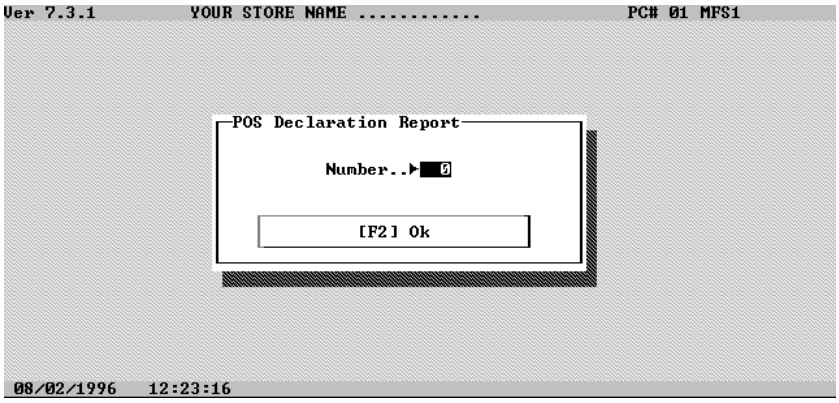
This option produces a declaration report for a specified POS terminal. The declaration report shows any discrepancies between declared media totals (actual media in POS terminal drawer; see 'POS Declaration', earlier in this chapter) and the media reported by the system.

The POS Declaration report should be produced only after a POS has been declared. Otherwise the report shows only the media in the system reports and not the difference between declared figures and actual media.

To access this option, select POS Declaration Report from the POS Balancing menu. The report selection screen displays.

Note

If the Delayed POS Balancing feature is being used in your store, a message box displays the following: `Current or Previous period? Select` *Current* or *Previous* in order to specify the period to which the POS transaction you'll be recording, should apply.



Specify the number of the required POS terminal.

The Printed POS Declaration Report

The following is an example of a printed POS Declaration report.

```
Date:27/11/1994       YOUR STORE NAME
Time:12:54            POS Declaration Report

POS Number -    70

Media       POS Declaration        Media Ttl. in POS record       Over/Short
----------  -------------------    ---------------------------   ----------
CASH                  1200.00                         1210.00       -10.00
CHECK                 2000.00                         2000.00          .00
MASTER CAR             450.00                          450.00          .00
AMERICAN E                .00                             .00          .00
DINERS                 120.00                          120.00          .00
VISA                   560.00                          560.00          .00
----------  -------------------    ---------------------------   ----------
Total                 4330.00                         4340.00       -10.00
```

Report features:

The following information is printed per declared media:

Field	Description
Media	Type of payment.
POS Declaration	Actual amount of money in the drawer declared by the POS terminal.
Media Ttl in Cashier Record	Amount of money the system reports according to transactions.
Over/Short	Difference between the declared amount and the media total in POS record.

Totals for all media are printed at the end of the report.

POS Accountability Report

Use this option to produce a report for a specific POS terminal or a range of terminals. This report shows the net sales rung up at the POS terminal, the amount banked, and the difference (over/short) amount.

This report can be produced at any time, but usually only after a POS has declared all takings.

To access this option, select POS Accountability Report from the POS Balancing menu.

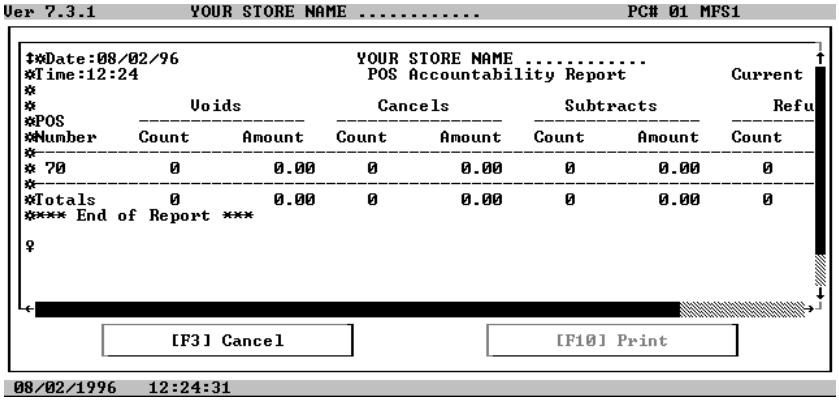
Note

If the Delayed POS Balancing feature is being used in your store, a message box displays the following: `Current or Previous period? Select` *Current* or *Previous* in order to specify the period to which the POS transaction you'll be recording, should apply.



Specify the POS terminal numbers you want included in the report. For only one POS, enter the same number in the From and To fields.

The report screen displays as illustrated in the following figure.



To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

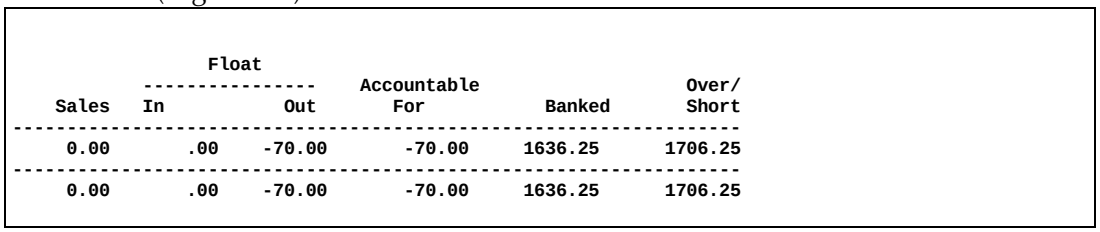
The Printed POS Accountability Report

The following is an example of a printed POS Accountability Report.

(Left side)

```
Date:05/16/1995                Your Store Name
Time:13:09                     POS Accountability Report
              Voids              Cancels           Subtracts          Refunds
POS      ----------------   -----------------  -----------------  ----------------
Number  Count     Amount   Count     Amount   Count     Amount   Count     Amount
-------------------------------------------------------------------------------
 70          0      0.00      0         .00      0         .00      1       0.00
-------------------------------------------------------------------------------
Totals       0      0.00      0         .00      0         .00      1       0.00
```

(Right side)



	Float				
Sales	In	Out	Accountable For	Banked	Over/ Short
0.00	.00	-70.00	-70.00	1636.25	1706.25
0.00	.00	-70.00	-70.00	1636.25	1706.25

Report features:

The following information is printed per POS terminal:

Field	Description
POS Number	POS terminal number.
Voids	Total number of voids and the amount.
Cancels	Total number of cancels and the amount.
Subtracts	Total number of subtracts and the amount.
Refunds	Total number of refunds and the amount.
Sales Today	Gross sales (includes tax).
Float IN	Amount of float issued to the POS terminal.
Float OUT	Amount of money picked up from the POS terminal.
Accountable For	This is the difference between the Sales Today amount and the float IN or OUT amount
Banked	The amount banked as per the POS Declaration.
Over/Short	The amount that the POS terminal is over or short. This is the difference between the Accountable For amount and the Banked amount.
	Note If nothing has been banked at the time of the report, the POS terminal will be *short* by the Accountable For amount.

Totals of all the columns are printed at the end of the report.

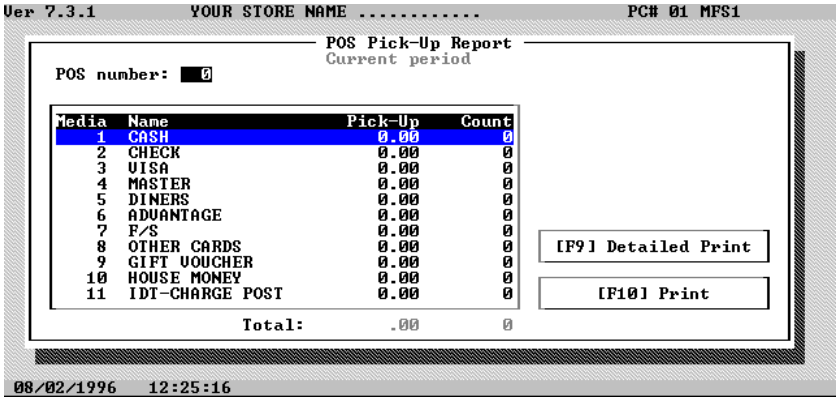
POS Pickup Report

This option allows you to view or print a report listing the cash pick ups from the cash drawer of a specified POS terminal.

To access this option, select POS Pickup Report from the POS Balancing menu. The POS Pick-Up Report screen displays.

Note

If the Delayed POS Balancing feature is being used in your store, a message box displays the following: `Current or Previous period? Select` *Current* or *Previous* in order to specify the period to which the POS transaction you'll be recording, should apply.



In the POS Number field, type in the number of the POS terminal which cash pick up transactions you want to see.

Press *Enter*. The current cash pick up information displays.

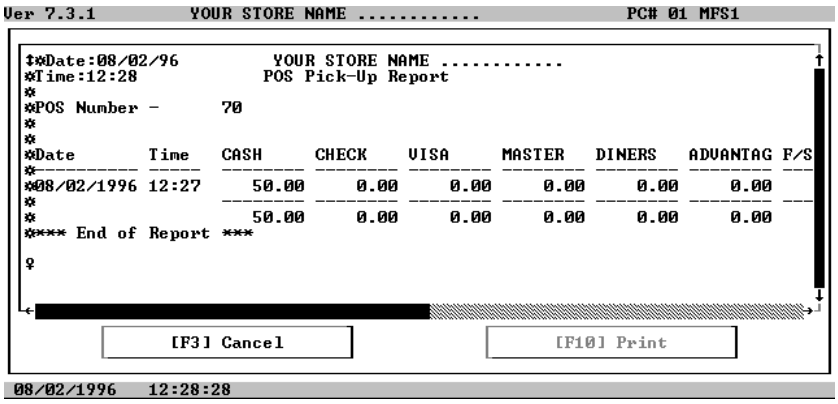
The following data is displayed for each cash pick up:

- Media code.
- Media name.
- Pick-up amount for that media.
- Count: number of times a cash pick up was performed for that media.

The total amount of all cash pick ups and the total number are provided at the bottom of the screen.

To page through the list, use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. To view the cash pick ups of another cashier, specify the POS terminal number as described above and press *Enter*.

To view or print a detailed report for the selected POS terminal, press *F9*. The report screen displays as illustrated in the following example.



To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

To print a summary report for the selected POS terminal, press *F10* in the POS Pick-Up Report screen.

The Printed POS Pick-Up Report (Summary)

The following is an example of a printed POS Pick-Up report.

```
Date:27/11/1994       YOUR STORE NAME
Time:12:54            POS Pick-Up report        Current period
POS Number     -    1

Media      Name                 Pick-Up          Count
-----      ----------------     -----------      -----
    1      CASH                       50.00          1
    2      CHECK                       .00           0
    3      MASTER CARD                 .00           0
    4      AMERICAN EXPRESS            .00           0
    5      DINERS                      .00           0
    6      VISA                        .00           0
-----      ---------------      -----------       -----
                                       .00           1
```

Daily/Weekly POS Transaction Report

This report is also available as an online report, the report shows pickups and loans performed per POS Terminal. A column indicating which supervisor authorized the pickup/loan also appears in the report .

The data in the report is sorted first by POS Terminal number and then by date and time.

Note

POS Accountability must be set in the system.

Store/Safe Balancing

The Store/Safe Balancing option provides access to several programs for recording store/safe transactions, for recording deposits. ROAs and payouts. In addition, many store reports can be generated here.

Store/safe transactions

The Store/Safe Balancing option allows you to record the following store/safe transactions:

- **Store/Safe Declaration**: After media for all cashiers (or POS terminals) has been counted and declared, a similar process is required for the store/safe. This is done via the Store/Safe Declaration option. Following a declaration, the amounts in the system are compared to the declared amounts in the safe, with a declaration report which shows the over/short amounts.
- **Store/Safe Report or Locking**: After a manager has checked and finalized the Store/Safe declaration, the Store/Safe is locked via the Store/Safe Report or Locking option. Store/Safe Locking prints the Store/Safe report, moves the over/short amounts to the Safe Over/Short report, and zeroes the store's safe totals.

The Store/Safe balancing procedure

Store balancing is performed through a number of Store Balancing options, as follows:

Store/Safe Transactions

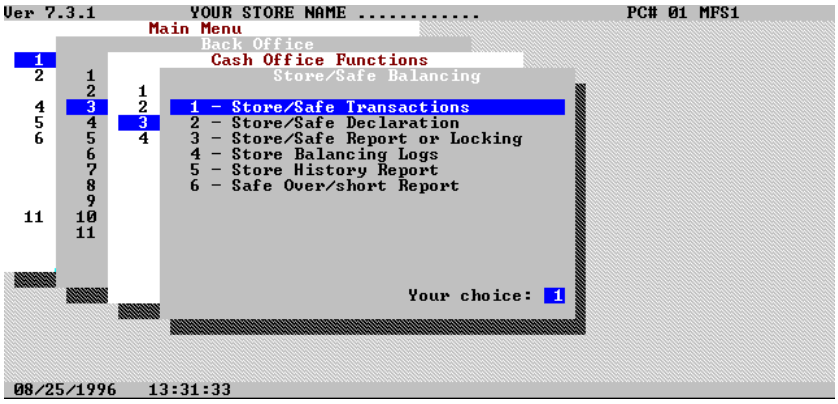
The Store/Safe Transactions option provides access to several options for handling safe transactions:

- **Safe deposits** - media withdrawn from a store safe and deposited in the bank (or another destination).
- **Safe receipts** - media received from the bank (or another source) and placed in the store safe.
- **Safe payouts** - media withdrawn from a store safe and given to a vendor or customer for goods and services.
- **Safe ROA (received on account)** - media received from a vendor or customer and placed in the safe.

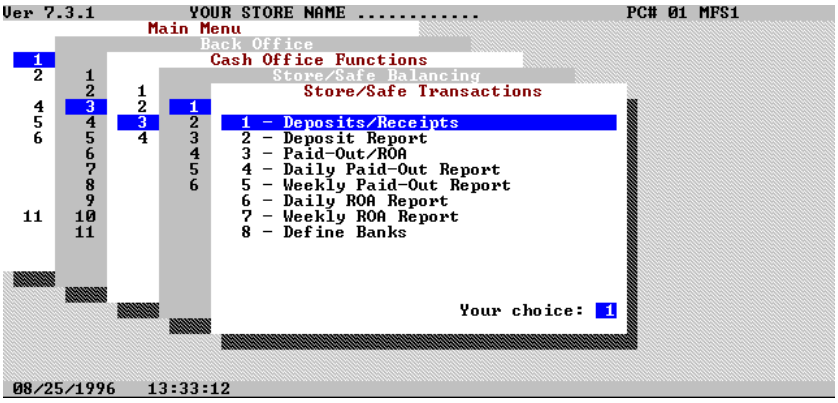
All of these safe transactions automatically update the In Safe totals.

The Store/Safe Transactions option also includes deposit, payout and ROA report options.

To access this option, select Store/Safe Balancing from the Cash Office Functions menu. The Store/Safe Balancing menu displays.



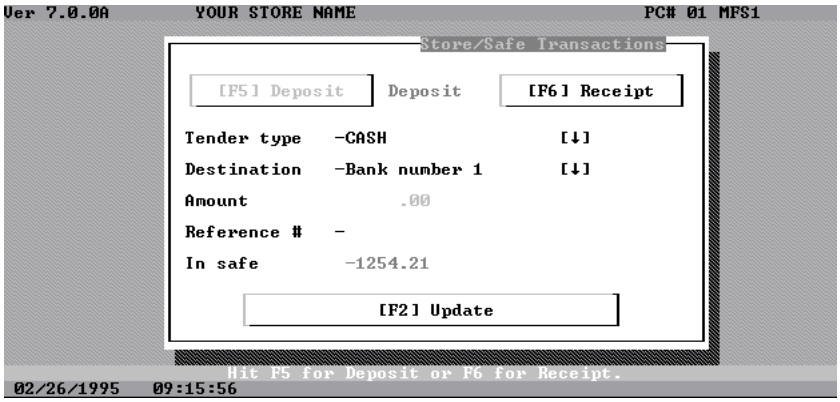
To access Store/Safe Transactions, select Store/Safe transactions. The Store/Safe Transactions menu displays.



Deposits/Receipts

This option is used to record deposits made from the safe to the bank (or another destination), and receipts from the bank or another source to the safe. Recording a deposit or a receipt automatically affects the In Safe totals on the Store/Safe Report. Deposits and receipts are entered per media, to or from a specific destination (Bank A, Bank B, head office, etc.).

To access this option, select Deposits/Receipts from the Store/Safe Transactions menu. The Store/Safe Transactions screen displays.



The In Safe field near the bottom of the screen, shows the current cash amount in the safe. This field is automatically updated as amounts are entered for any media.

➢ **To record a deposit or a receipt**

1. Select the transaction type by activating the *Deposit* (*F5*) or *Receipt* (*F6*) function. For Deposit (default), just press *Enter* to continue.
2. A drop-down list opens in the Tender Type field. Specify the Tender Type. For Cash, just press *Enter*. To select another option, highlight it first, and then press *Enter* to continue to the next field.

   Note that the In Safe field shows the current amount of the selected media in the safe.
3. In the Destination field, specify where the deposit is made, or the source of the receipt. To accept the displayed default, press *Enter*. To select another destination, highlight the required option in the drop-down list. Press *Enter* to continue to the next field.
4. Type in the Amount. Values are displayed with 2 digits after the decimal point. Do not type in the decimal point. For example, for 10, type **1000**. The value displays as 10.00. Press *Enter*. The In Safe total is updated by the entered amount.
5. In the Reference No. field, type in the reference number of the deposit or receipt document.

   Press *Enter* (or *F2*) to record the transaction. If you recorded a receipt transaction, a printout is immediately issued, showing the details of the transaction, as illustrated below.

```
Date:27/12/1994   YOUR STORE NAME
Time:08:25        Receipts From Bank

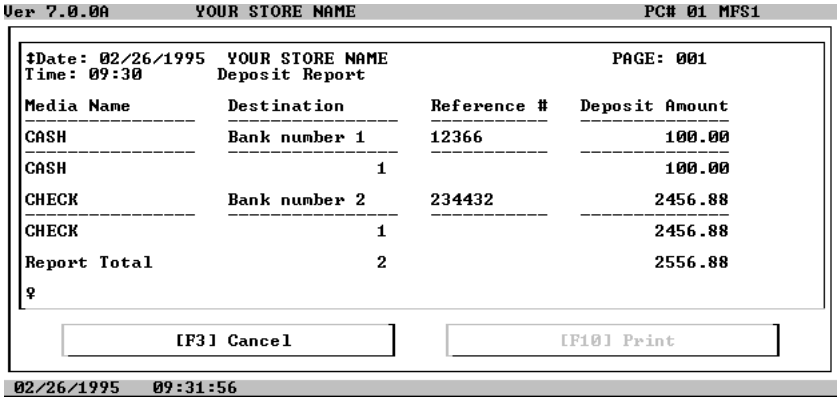
Media              Origin of Receipt       Ref #        Amount      In Safe
---------------    --------------------    ----------   ---------   -----------
CASH               Bank number 1           89766           450.00       3029.50

End Of Report
```

Deposit Report

This option allows you to view or print a list of all deposits recorded during the day, and zero the deposit file.

To access this option, select Deposit Report from the Store/Safe Transactions menu. The report screen displays.

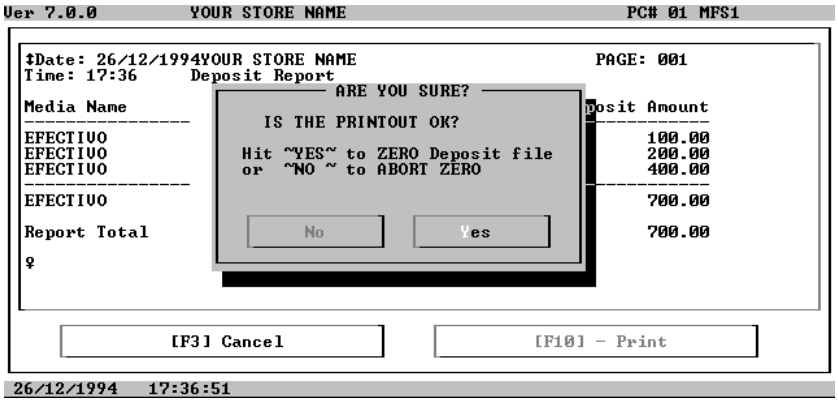


One line of information is displayed per media, showing the media name, destination, total number of deposits, reference number and deposit amount. The total number of deposits and total amount are provided per media, and for the entire report.

Use the *PgUp* and *PgDn* keys to page through the report.

Press *F10* to print the report.

After the report is printed, a confirmation box displays.



Select *Yes* to zero the deposit file, or *No* to quit without zeroing.

The Printed Deposit Report

The following is an example of a printed Deposit report.

```
 Date: 27/12/1994  YOUR STORE NAME                    PAGE: 00
Time: 08:42     Deposit Report

Media Name         Destination        Reference #   Deposit Amount
---------------   ---------------   -----------   -------------
CASH               Bank number 1      0                100.00
CASH               Bank number 2      5431           78123.00
---------------   ---------------   -----------   -------------
CASH                            2                    78223.00

CHECK             Bank number 1      99762            7890.00
CHECK             Bank number 2      6670             3458.00
---------------   ---------------   -----------   -------------
CHECK                           2                    11348.00

MASTER CARD        Bank number 1      789000           67833.88
---------------   ---------------   -----------   -------------
MASTER CARD                     1                    67833.88

Report Total                    5                   157404.88
```

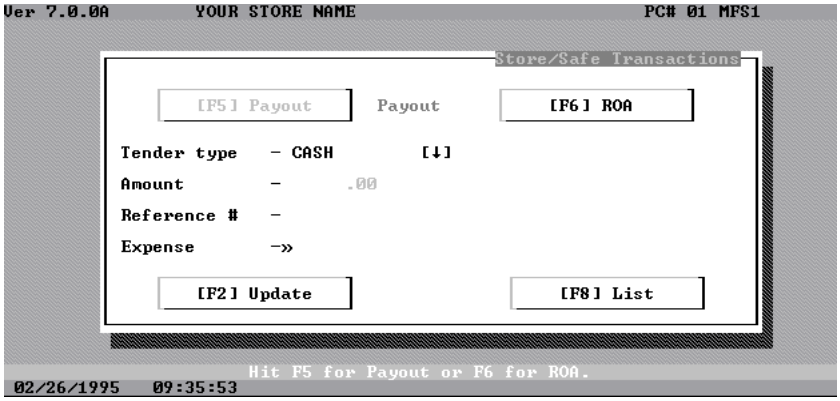
Paid Out/ROA

This option is used to record two types of transactions:

- **Safe payouts** - media withdrawn from the store safe and given to a vendor or customer for goods or services.
- **Safe ROA** - media received from a vendor or customer and placed in the safe.

Performing a payout or an ROA automatically decreases or increases the In Safe totals on the Store/Safe Report.

To access this option, select Paid Out/ROA from the Store/Safe Transactions menu. The Store/Safe Transactions screen displays.



➢ To record a payout or an ROA

1. Select the transaction type by activating the *Payout* (*F5*) or *ROA* (*F6*) function. For Payout (default), just press *Enter* to continue.
2. A drop-down list opens in the Tender Type field. For Cash, just press *Enter*. To select another option, highlight the required option in the drop-down list. Press *Enter* to continue to the next field.
3. Type in the Amount. Values are displayed with 2 digits after the decimal point. Do not type in the decimal point. For example, for 10, type **1000**. The value displays as 10.00. Press *Enter*.
4. In the Reference No. field, type in the reference number of the payout or ROA.
5. In the Expense field, specify the type of payout/ROA by entering an expense code. You can select a code from the expense list window by pressing *F8*.
6. Press *Enter* (or *F2*) to record the transaction. A printout is immediately issued, showing the details of the transaction, as illustrated in the following figure.

```
Date:27/12/1994   YOUR STORE NAME
Time:08:46        Paid Out

Media              Ref #        Amount        Remarks
---------------   ----------   ----------   -----------------
CASH               123                4.00

End Of Report
Date:27/12/1994   YOUR STORE NAME
Time:08:49        ROA(Miscellaneous Income)

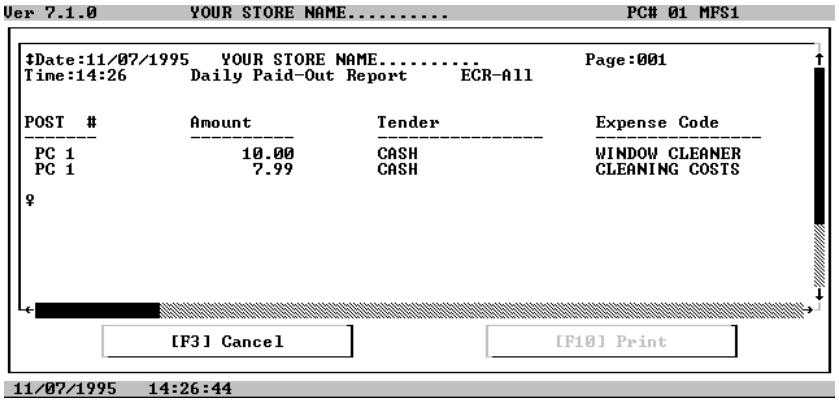
Media              Ref #        Amount        Remarks
---------------   ----------   ----------   -----------------
CASH               764             1000.00

End Of Rep
```

Daily Paid Out Report

This report shows safe payout transactions performed during the day.

To access this option, select Daily Paid Out Report from the Store/Safe Transactions menu. The report screen displays as illustrated below.



The following data is displayed per payout:

Field	Description
POST #	PC number or POS terminal number identifying the source of the payout.
Amount	Amount paid out.
Expense code	Expense code describing the payout.
Reference	Reference number.

To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

Weekly Paid Out Report

This report shows the safe payout transactions performed during the week.

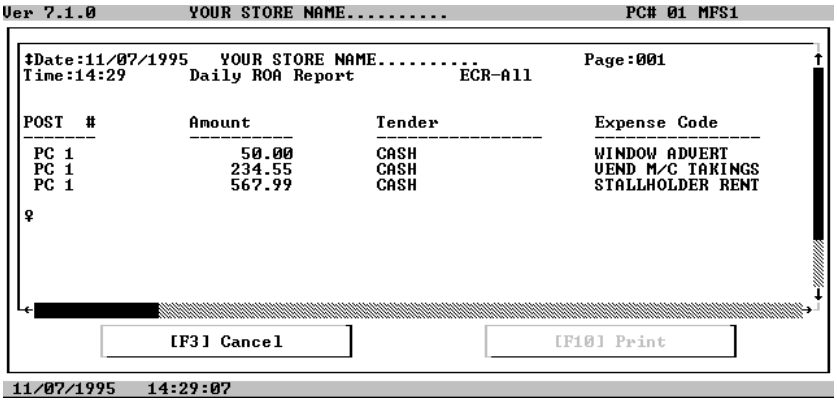
To access this option, select Weekly Paid Out Report from the Store/Safe Transactions menu.

This report is displayed in the same format as the Daily Paid Out Report. The transactions are listed separately for each day of the week. For further instructions, see 'Daily Paid Out Report', earlier in this chapter.

Daily ROA Report

This report shows the safe ROA transactions performed during the day.

To access this option, select Daily ROA Report from the Store/Safe Transactions menu. The report screen displays as illustrated below.



The following data is displayed per ROA.

Field	Description
POST #	ID or POS terminal number identifying the source of the ROA.
Amount	Amount received.
Tender	The tender type.
Expense code	Expense code describing the ROA.

For a description of the functions available on this screen, see 'Daily Paid Out Report', earlier in this chapter.

Weekly ROA Report

This report shows the ROA transactions performed during the week.

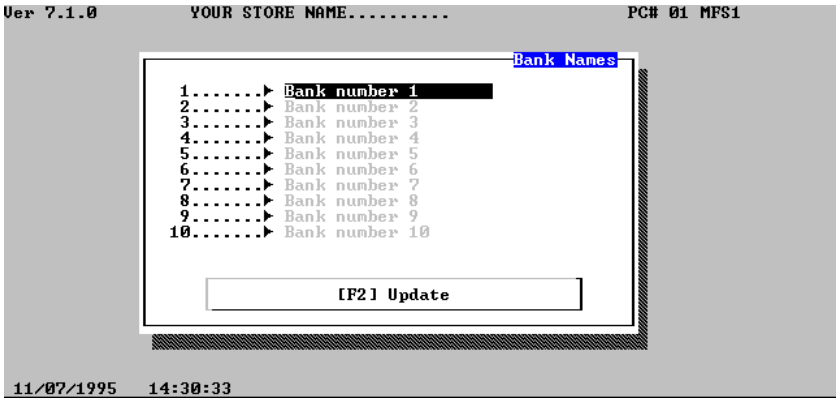
To access this option, select Weekly ROA Report from the Store/Safe Transactions menu. The report screen displays as illustrated below.

This report is displayed in the same format as the Daily ROA Report. The transactions are listed separately for each day of the week. For further instructions, see 'Daily ROA Report', earlier in this chapter.

Define Banks

This option is used to define deposit/receipt slip destinations.

To access this option, select Define Banks from the Store/Safe Transactions menu. The Bank Names screen displays.



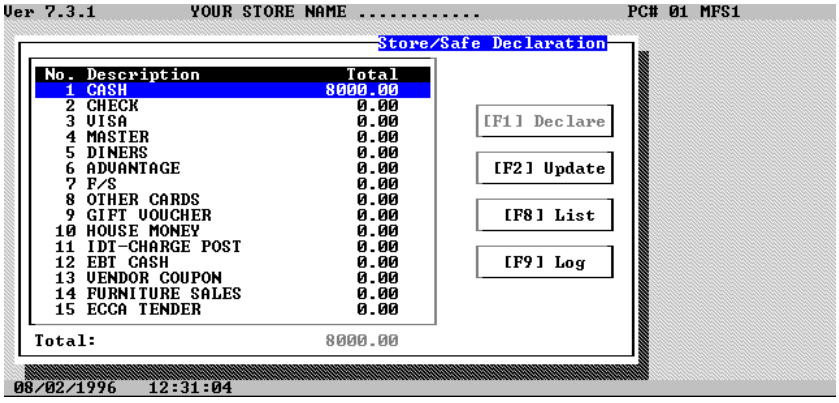
➢ **To define /edit a bank name**

1. Highlight the bank name you want to define.
2. Type in the new details or overtype the current definition.
3. Press *F2* or *Update* to record changes.

Store/Safe Declaration

This option is used to count and declare the media in the store safe, and generate a safe over/short report. The report shows any discrepancies between the declared safe media totals and the safe totals in the system.

To access this option, select Store/Safe Declaration from the Cashier & Store Balancing menu. The Store/Safe Declaration screen displays.

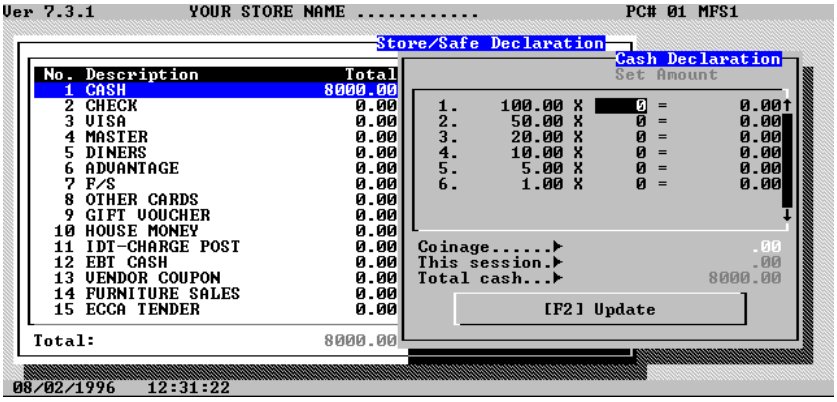


Store/Safe Declaration — Cash

➢ To record a store/safe declaration

If a previous declaration exists, the amounts display for each tender.

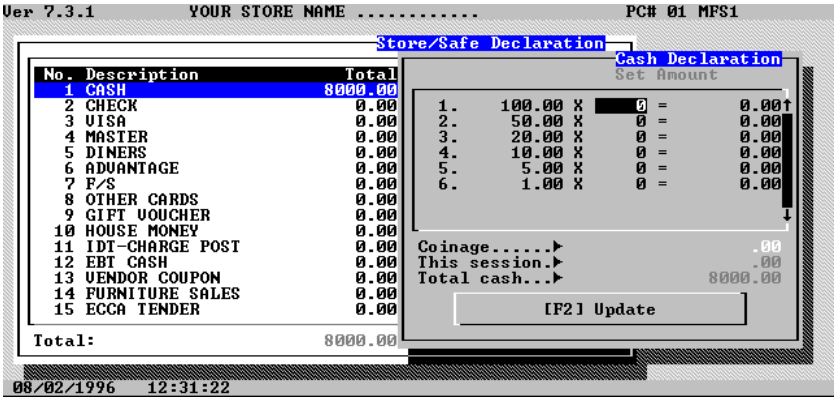
1 With the highlight on Cash (the default), press *Enter* or select *Declare* (*F1*). The Cash Declaration type screen displays.



2 Select one of the options:

- To *declare* an amount, select *Set* (*F1*).
- To *add* to a previous declaration, select *Add* (*F2*).
- To *subtract* from a previous declaration, select *Subtract* (*F3*).

The Cash Declaration window displays.



The denominations that appear here were defined in the Denomination Programming option. Refer to that section for more details.

3 For each cash denomination in the list, enter the relevant number of bills or coins. Press *Enter* after each entry.

4 If you prefer, you need not enter individual coinage amounts instead, press *Tab* to move to the Coinage field and enter a global amount for all coinage.

Note

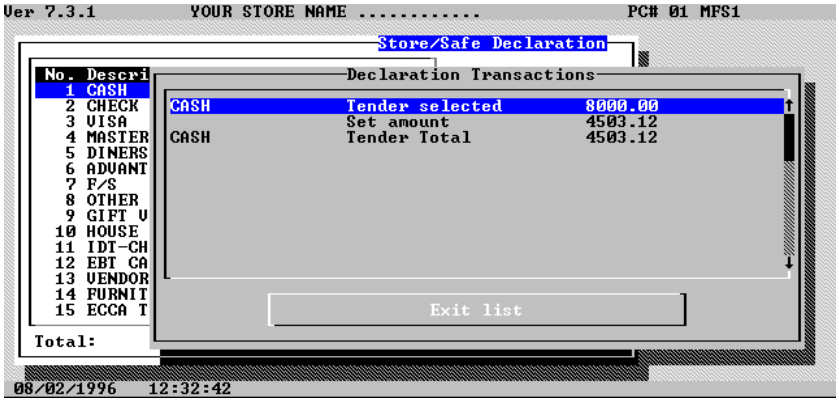
Do not type in the decimal point. For example, for $10, type **1000**.

The amounts you enter are automatically multiplied by the denomination, and totals display for each. The total cash amount displays near the bottom of the Cash Declaration window.

5 Press *F2 Update* to record the tender declaration. The Store/Safe Declaration screen displays, with the cash amount you declared.

6 To declare another media, highlight and select the required tender type. Follow the appropriate instructions for either cash or non-cash media.

7 After declaring media totals, you can view them by pressing *F9*. The Declaration Transactions window displays as illustrated in the following figure.



This window displays the media, action taken, and the amount for each declaration you have recorded. Press *Enter* or *Esc* to quit.

Note

The declarations window lists the declarations you have just recorded. If you exit the Store/Safe Declaration option and reactivate it, you won't see the previously recorded declarations.

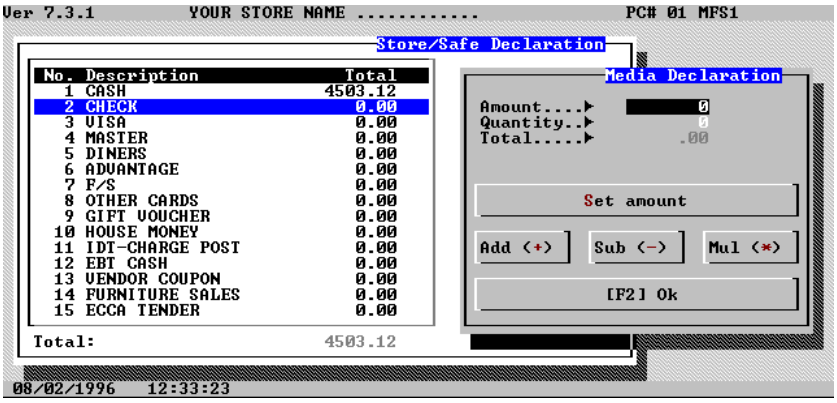
8 When you are finished declaring all media, press *F2* to record the complete declaration. A message box displays: `Are you sure?` Select *Yes* to continue, or *No* to go back to the declaration. If you select *Yes*, a message box displays `Print report? Select Yes` to print the declaration report (or press *Esc* (No) to quit without printing).

Store/safe Declaration — Non-Cash

➢ **To record a store/safe declaration**

If a previous declaration exists, the amounts display for each tender.

1 For each media to declare, (other than cash), highlight the required tender and press *Enter* or select *Declare* (*F1*). The Media Declaration screen displays.



You can declare in two ways here.

- Global amount for the media. For example, a total amount for all checks.
- Declare each check separately. With this method, the system automatically calculates and displays the quantity and total amount of checks.

2 To declare a global amount, type in the amount and press *Enter*. Select *Set Amount* and then press *F2* to record the media declaration.

OR

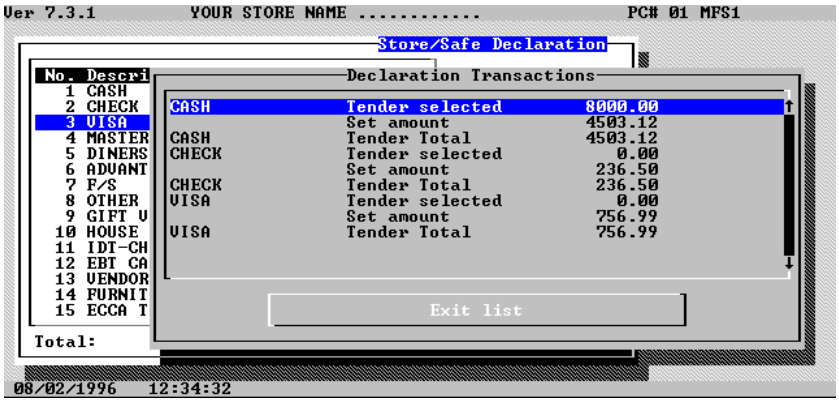
3 To declare amounts separately, type in each amount and select *Add* (+). As you continue to enter amounts, the quantity and total

figures automatically increment. Press *F2* to record the media declaration.

Note

Do not type in the decimal point. For example, for $10, type **1000**.

4 After declaring media totals, you can view them by pressing *F9*. The Declaration Transactions window displays as illustrated in the following figure.



This window displays the media, action taken, and the amount for each declaration you have recorded. Press *Enter* or *Esc* to quit.

Note

The declarations window lists the declarations you have just recorded. If you exit the Store/Safe Declaration option and reactivate it, you won't see the previously recorded declarations.

5 When finished declaring all media, press *F2* to record the complete declaration. A message box displays: `Are you sure?` Select *Yes* to continue, or *No* to go back to the declaration. If you select *Yes*, a message box displays `Print report? Select Yes` to print the declaration report (or press *Esc* (No) to quit without printing).

Store/Safe Declaration Adjustments

You can always make adjustments to declarations, regardless of whether or not reports have been printed.

➢ **To record store/safe declaration adjustments**

1. Highlight and select the appropriate media.
2. For cash adjustments select the *Add* or *Subtract* options and then enter the adjustment amount. Press *F2 Update* to record the adjustment. The Store/Safe Declaration screen displays with the updated amounts.
3. For non-cash media, enter the amount and then select the *Add* or *Sub* options. Press *F2 Update* to record the adjustment. The Store/Safe Declaration screen displays with the updated amounts.
4. When you are finished declaring adjustments for all tenders, press *F2* to record the complete declaration. A message box displays: `Are you sure?` Select *Yes* to continue, or *No* to go back to the declaration. If you select *Yes*, a message box displays `Print report?` Select *Yes* to print the declaration report (or press *Esc* (No) to quit without printing).

The following example illustrates a printed Declaration report.

```
Date:27/12/1994
Time:15:33        Store/Safe Declaration & Verification

Media                 Manager Declaration    In Safe          Over/Short
-----------------     -------------------    ----------       --------------
CASH                              1010.00        300.00              710.00
CHECK                             2300.00        700.00             1600.00
MASTER CARD                        .00            60.90              -60.90
AMERICAN EXPRESS                   569.88
```

Store/Safe Report or Locking

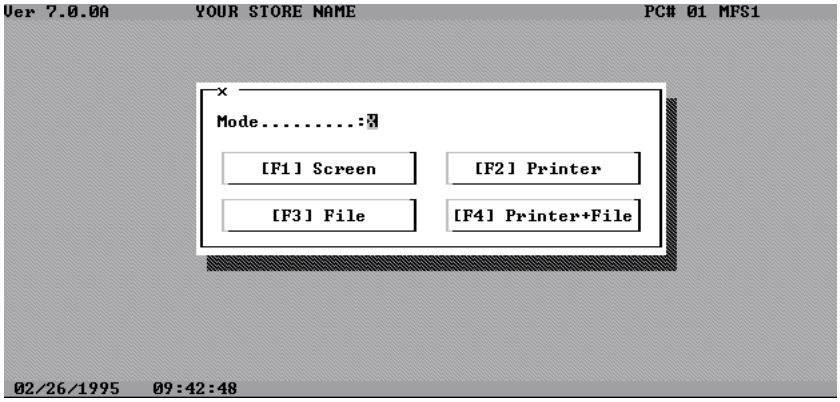
The final stage of the Store/Safe Balancing procedure is a store/safe report comparing net sales against actual media. The Store/Safe Report can be run with or without locking (X mode or Z mode).

- **Running in X mode:** The report is generated, showing the over/short amounts, but no totals are affected. In this mode, the report can also be viewed on the screen.
- **Running in Z mode:** The same report is generated, and:
  - All declared media amounts are transferred to In Safe totals.

- Declaration totals are zeroed.
- All store balancing log files are zeroed (see 'Store Balancing Log', later in this chapter).
- Over/short amounts are transferred to the Safe Over/Short report.

This function can only be executed after a manager has checked and finalized all cashier and/or POS declarations by performing Cashier and/or POS Locking.

To access this option, select Store/Safe Report or Locking from the Store/Safe Balancing menu. The Store/Safe Report or Locking screen displays.



1 In the Mode field, specify the report mode:

- For X mode (no zeroing; totals are not affected), just press *Enter*.
- For Z mode (zero declaration totals and log files), type **Z** and press *Enter*.

2 This report can be routed to different destinations: to the screen, to a printer, to a file or to a printer and a file. To specify the report destination:

- Use the *Tab* key to select the relevant function button and press *Enter* to activate it; or
- Press the key indicated on the function button; for example, *F2* for *Printer*.

The available functions are:

Function	Use
Screen (F1)	This function displays the report on the screen. In the report screen, you can press *F10* to produce a printed report.
Printer (F2)	This function sends the report to the printer. While printing, you can press *Alt+P* to cancel the operation.
File (F3)	This function saves the report to two separate files: à A file named SAFELOCK.PRN. This file is created in CSV (Comma Separated Format) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', in the 'Reports' manual). When you exit to DOS, you can see the file under the \PCMASTER directory. à A file named YYMMDD.SAF. YYMMDD is the date of the report. A separate file is created for each day of the year. When you exit to DOS, you can see this file under the PCMASTER\FILES directory. This report can be printed via the Store History Report option (see 'Store History Report', later in this chapter).
Printer + File (F4)	This function performs both the *Printer* and *File* functions: the report is printed and also sent to a file, as described above.

3 In Z mode, you can only select the *Printer+File* function. In this case, a confirmation box displays.



Select *Continue* to confirm, or *Abort* to cancel the operation.

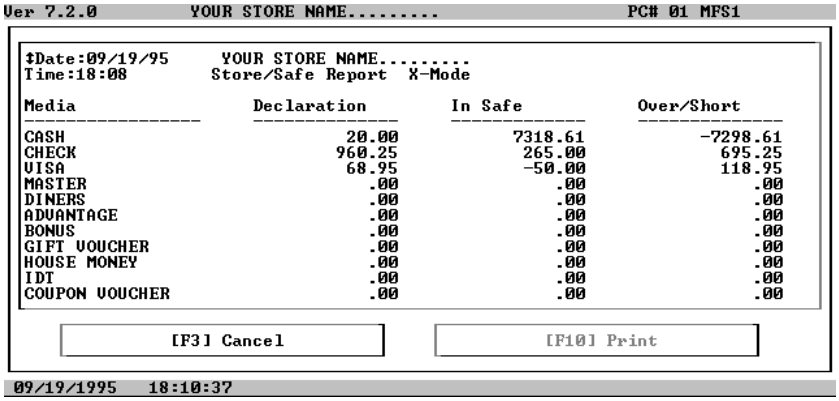
After the report prints, a message box appears for further confirmation.



Select *Yes* to zero or *No* to retain the totals.

The Report Screen

As you activate the *Screen* function, the Store/Safe Report screen displays, as illustrated in the following figure.



Use *PgUp* and *PgDn* to page through the lines of the report.

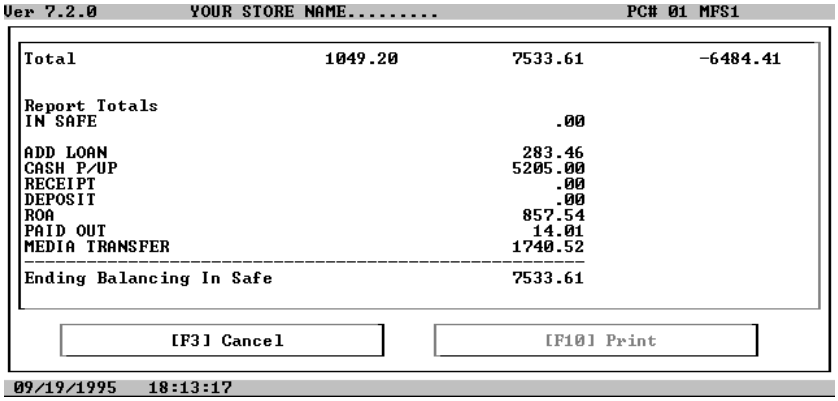
To print the report, press *F10*.

The report screen lists the following information per media:

- Declared amount (via the Store/Safe Declaration option).
- In Safe amount: actual media amount in safe.

- Over/Short: Difference between declared and in safe amounts. Short amounts are displayed with a minus sign.

Press *PgDn* to reach the end of the report.



Totals for all media are displayed following the media lines. In addition, report totals are provided at the end of the report. These figures summarize the activities that occurred in the safe:

Field	Description
In Safe	Total media amount in safe.
Add Loan	Total of all loans to registers (beginning and additional).
Pick Ups	Total of all media picked up from registers.
Receipt	Total amount of safe receipts.
Deposit	Total amount of safe deposits.
ROA	Total amount of safe ROA transactions.
Paid Out	Total amount of safe payouts.
Media Transfer	Total media transferred from cashier drawers to safe.
Ending Balance In Safe	Total amount currently in safe.

The Printed Store/Safe Report

The following example illustrates a printed store/safe report. The printed report contains the same data as the report screen.

```
Date:27/11/1994   YOUR STORE NAME
Time:12:55        Store/Safe Report  X-Mode

Media                Declaration        In Safe           Over/Short
-----------------    -------------     -------------     -------------
CASH                       20.00           7318.61           -7298.61
CHECK                     960.25            265.00             695.25
VISA                       68.95            -50.00             118.95
MASTER                       .00               .00                .00
DINERS                       .00               .00                .00
ADVANTAGE                    .00               .00                .00
BONUS                        .00               .00                .00
GIFT VOUCHER                 .00               .00                .00
HOUSE MONEY                  .00               .00                .00
IDT                          .00               .00                .00
COUPON VOUCHER               .00               .00                .00
-----------------    -------------     -------------     -------------
Total                     1049.20           7533.61           -6484.41

Report Totals
IN SAFE                                         .00
ADD LOAN                                     283.46
Pick Ups                                    5205.00
RECEIPT                                         .00
DEPOSIT                                         .00
ROA                                          857.54
PAID OUT                                      14.01
MEDIA TRANSFER                              1740.52
-----------------------------------------------------
Ending Balancing In Safe                    7533.61

End Of Report
```

Store Balancing Logs

ISS45 maintains a log file for each type of store balancing transaction. When a cashier, receipt, deposit, payout or ROA transaction is recorded, it is automatically added to the appropriate log file. The Store Balancing Log option allows you to view or print these log files. All transactions are displayed and printed by date.

The log files are automatically cleared during the Store/Safe Locking procedure (see 'Store/Safe Report or Locking', earlier in this chapter).

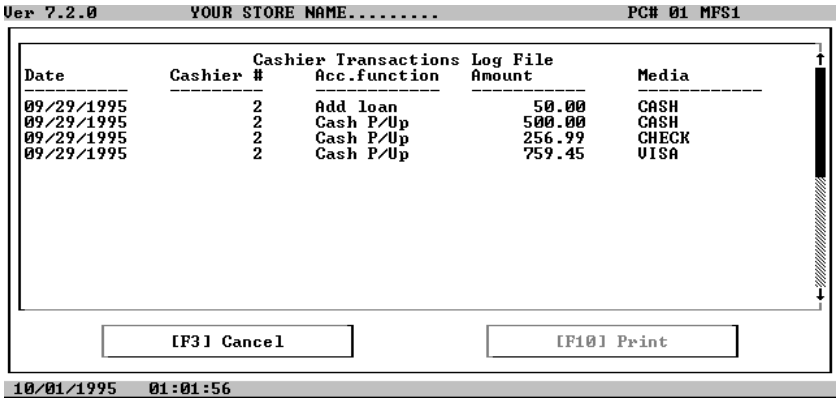
To access this option, select Store Balancing Log from the Cashier & Store Balancing menu. The Store Balancing Log menu displays.



Cashier Transactions Log File

The Cashier Transactions Log File shows the transactions that have been recorded through the Cashier Transactions option.

To access this option, select Cashier Transactions Log File from the Store Balancing Logs menu. The log screen displays as illustrated in the following figure.



Transactions are listed by date. The following information is displayed per transaction:

Field	Description
Date	Date of cash pick up or add loan.
Cashier #	The number of the cashier.
Acc. function	The transaction type: Additional loan or Pick up.
Amount	Amount of media picked up or added.
Media	Tender type: cash, check, etc.

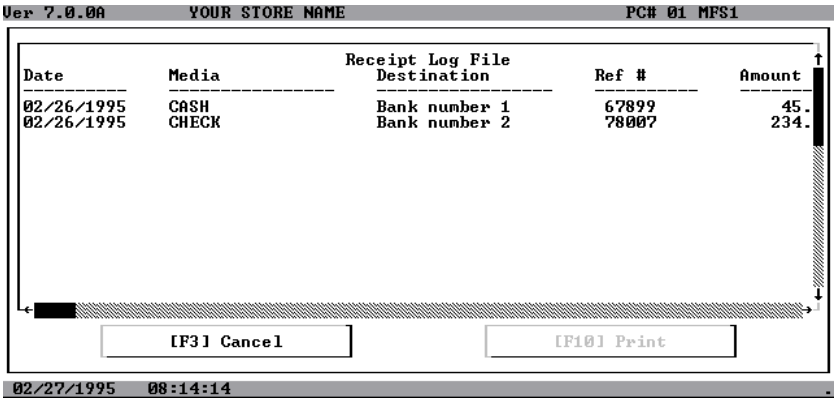
Use *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

Receipt Log File

The Receipt Log File shows the transactions that have been recorded through the Deposit/Receipt option from the Store/Safe Transactions menu.

To access this option, select Receipt Log File from the Store Balancing Logs menu. The log screen displays as illustrated in the following figure.



Transactions are listed by date. The following information is displayed per transaction:

Field	Description
Date	Date of receipt.
Media	Tender type: cash, check, etc.
Destination	The origin of the receipt (e.g. bank, head office, etc.).
Ref #	Reference number (e.g. number of receipt).
Amount	Amount of receipt.

To view all parts of the displayed report use the following:

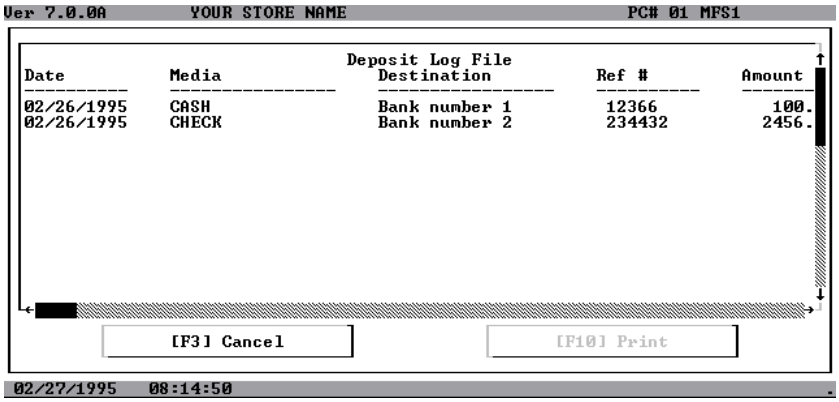
- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

Deposit Log File

The Deposit Log File shows the transactions that have been recorded through the Deposit/Receipt option from the Store/Safe Transactions menu.

To access this option, select Deposit Log File from the Store Balancing Logs menu. The log screen displays as illustrated in the following figure.



Transactions are listed by date. The following information is displayed per transaction:

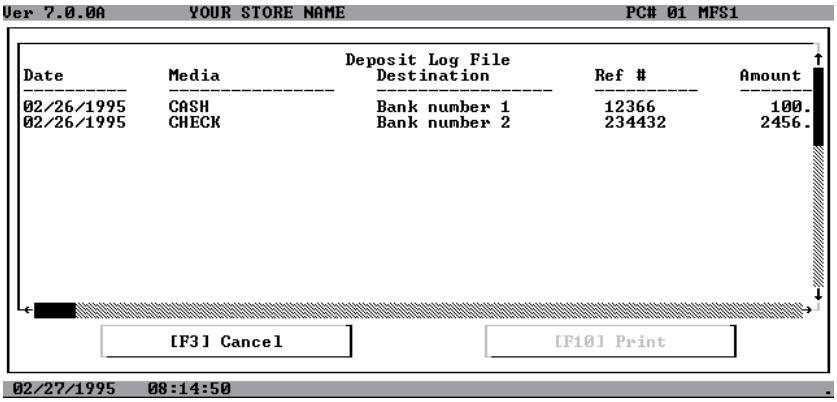
Field	Description
Date	Date of deposit.
Media	Tender type: cash, check, etc.
Destination	Destination of deposit (e.g. bank, head office, etc.).
Ref #	Reference number (e.g. number of deposit).
Amount	Amount of deposit made.

For a description of the functions available on this screen, see 'Receipt Log File', earlier in this chapter.

ROA Log File

The ROA Log File shows the safe ROA transactions that have been recorded through the Paid Out/ROA option from the Store/Safe Transactions menu.

To access this option, select ROA Log File from the Store Balancing Logs menu. The log screen displays, as in the following figure.



Transactions are listed by date. The following information is displayed per transaction:

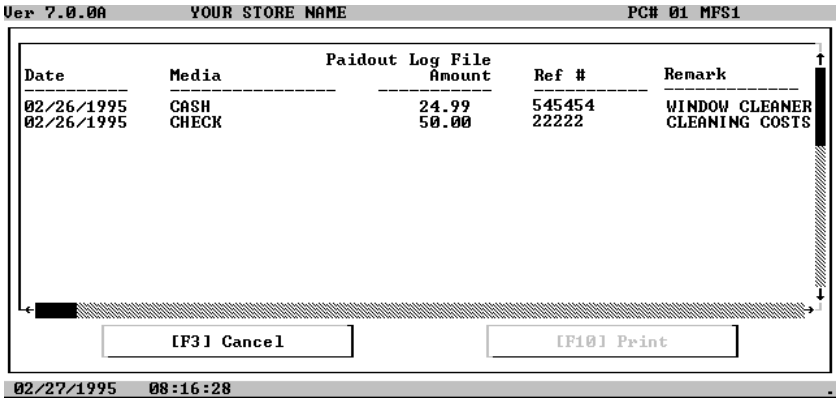
Field	Description
Date	Date of ROA.
Media	Tender type: cash, check, etc.
Amount	ROA amount.
Ref #	Reference (receipt) number.
Remarks	Remarks.

For a description of the functions available on this screen, see 'Receipt Log File', earlier in this chapter.

Paid Out Log File

The Paid Out Log File shows the safe payout transactions that have been recorded through the Paid Out/ROA option from the Store/Safe Transactions menu.

To access this option, select Paid Out Log File from the Store Balancing Logs menu. The log screen displays as illustrated in the following figure.



Transactions are listed by date, with the following information:

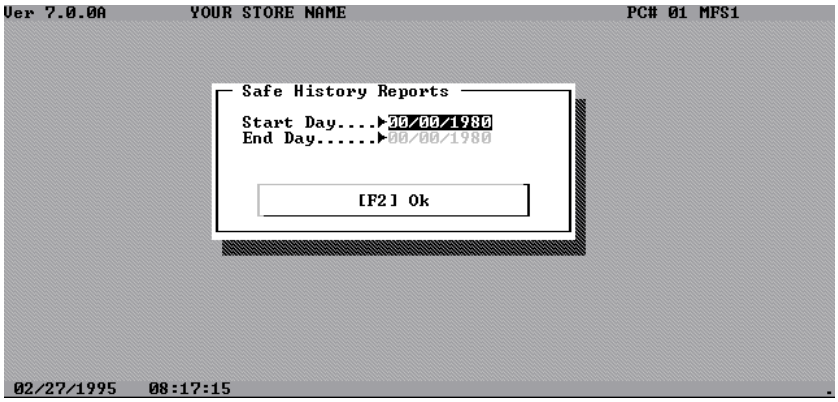
Field	Description
Date	Date of payout.
Media	Tender type: cash, check, etc.
Amount	Amount of payout.
Ref #	Reference number of payout.
Remarks	Remarks.

For a description of the functions available on this screen, see 'Receipt Log File', earlier in this chapter.

Store History Report

The Store History Report allows you to produce a store/safe report for up to one year back. The data in the report is retrieved from the history files (YYMMDD.SAF files) created at the end of a store/safe locking procedure. The report is similar to the standard store/safe report (see 'Store/Safe Report or Locking', earlier in this chapter).

To access this option, select Store History Report from the Store/Safe Balancing menu. The report selection screen displays.



In the Start Day and End Day fields, specify the period for which you want to produce a safe history report. The report can be requested for any period of up to one year.

Enter the start date and end date for the report.

Press *Enter* (or *F2*) to print.

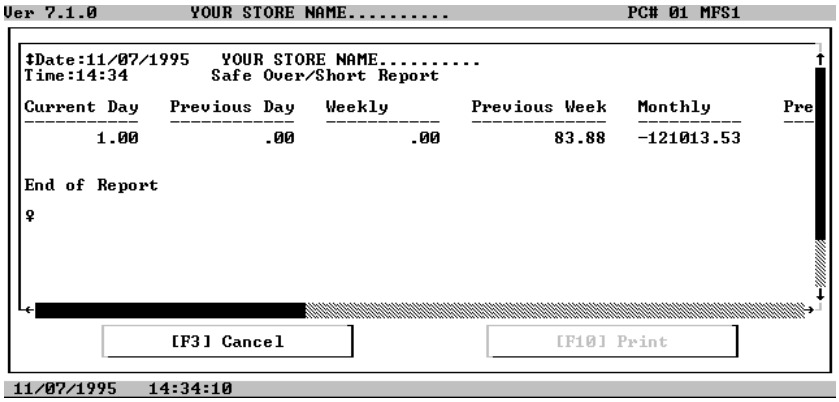
Safe Over/Short Report

This option allows you to produce an over/short report for the safe. After every store/safe locking procedure (see 'Store/Safe Report or Locking', earlier in this chapter), the over/short total is stored in the system, and can be printed via the Safe Over/Short Report option.

The report provides the total over or short (negative) amount for the following periods:

- current day
- previous day
- current week
- previous week
- current month
- previous month
- current year

To access this option, select Safe Over/Short Report from the Cashier & Store Balancing menu. The report screen displays as illustrated in the following figure.



To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

The Printed Safe Over/Short Report

The following is an example of a printed safe over/short report. The printed report contains the same data as the screen display.

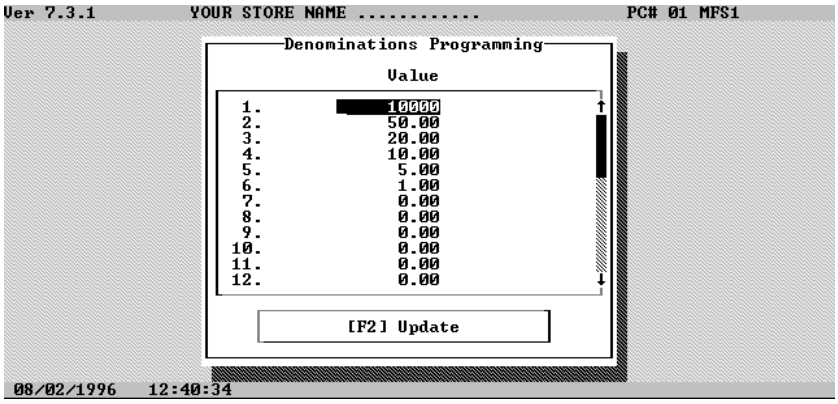
```
Date:27/11/1994   YOUR STORE NAME
Time:12:55        Safe Over/Short Report


Current Day         Previous Day   Weekly        Previous week   Monthly       Previous month   Yearly
-----------   ------------   -----------   -------------   ----------    --------------   -----------
        .00            .00           .00             .00          .00              .00           .00


End Of Report
```

Denominations Programming

Use this option to define cash denominations to be used in cashier, POS and store declaration programs. For example; $100 bills, $50 bills, and so on. Up to 25 denominations are available for programming. Once you've programmed the denominations, you're not likely to touch this option again. The only exception would be in the case of a new currency being issued, or a low value coin (like 1 cent) becoming redundant. To access this option, select Denominations Programming from the Cash Office Functions menu.



➢ To program cash denominations

1. Enter each denomination, from the highest value bill to the lowest. You MUST include all bills in use. Do not type in the decimal point. For example, for $100, type **10000**. The value displays as 100.00.
2. OPTIONAL Enter values for all coins in use. You can choose to use them or ignore them in the declaration programs.

   Notes

   If you choose *not* to define coins here, you will not be able to enter amounts for individual coins in the declaration programs. You will only be able to enter a global coinage amount.

3. Press *F2* to accept the definition.

4

PLU Maintenance

The PLU - Price Look Up file contains information about individual items. The PLU Maintenance option serves to add new items to the PLU file, and display, update or delete existing item information. In addition, this option allows you to define PLU groups and assign items to these groups. Changes you make to PLU details are automatically transmitted to the POS terminals, (between transactions). Once assigned to groups, items can be displayed by group (short list) at the POS terminals.

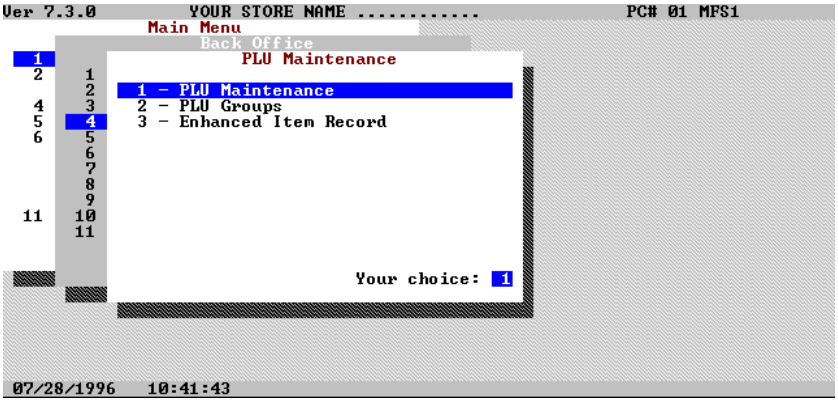
In this chapter:

- **Accessing PLU Maintenance Options, page 3**
- **PLU Maintenance, page 4**
- **Adding a New PLU, page 6**
- **Updating a PLU, page 19**
- **Changing a PLU Price, page 20**
- **PLU Inquiry, page 20**
- **Deleting a PLU, page 23**
- **PLU Groups, page 23**
- **Enhanced Item Record, page 28**
- **Define Fields, page 29**

Accessing PLU Maintenance Options

➢ **To access a PLU Maintenance option**

1. From the main menu, select Back Office.
2. From the Back Office menu, select PLU Maintenance. The PLU Maintenance menu displays.

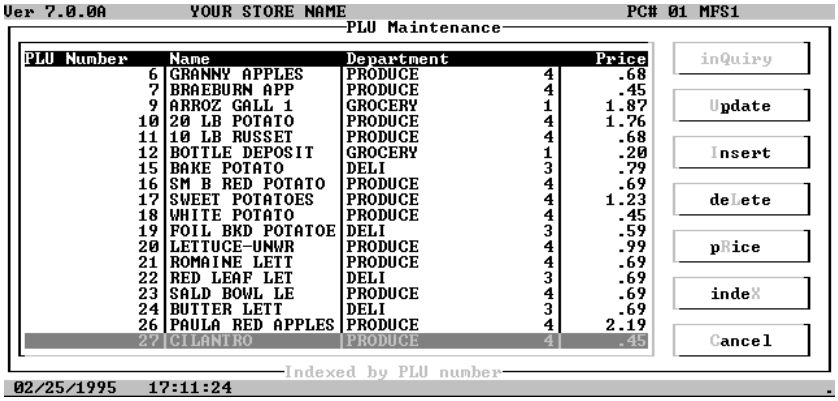


3. From the PLU Maintenance menu, select the required option. The relevant option screen displays.

PLU Maintenance

The PLU Maintenance option serves to view, add, update and delete items in the PLU file.

To access this option, select PLU Maintenance from the PLU Maintenance menu. The PLU Maintenance screen displays.



The PLU Maintenance screen lists all the items in the PLU file, showing the following information per item:

- PLU number
- PLU name
- Department
- Price

Changing the sort order of the item list

When you first access the PLU Maintenance screen, the items are sorted in PLU number order. You can change the sort order so that the system displays items in alphabetic order of names and departments. To change the sort order, activate the *indeX* function (see 'To activate a function', below). Each time you activate this function, the sort order changes to Name, Department and back to PLU Number.

➢ **To search for an item**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.
- For faster search, use the Go To feature: First select the sorting order. For example, if the current order is by PLU Number, and you want to search by names, activate the *IndeX* function to switch to the Name index. Then, start typing a PLU number, a PLU name or a department, depending on the sorting order you selected. As you enter the digits or the letters, they display at the bottom left corner of the list window. The PLU record corresponding to the number or text string (name or department) you entered is highlighted at the top of the list. For example, as you type 123, the system first highlights PLU 1, then PLU 12 and then PLU 123. If the number, name or department you entered does not exist, the next PLU is highlighted.

  The right side of the screen contains function buttons. Each of these buttons activates a function such as updating item information or adding a new item. These functions are described later in this chapter.

➢ **To activate a function**

1. If the function applies to a specific item (e.g. Update an existing item), highlight that item. If not (e.g. Insert a new item), just perform step 2.
2. Do one of the following:

- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

Throughout this manual, the term 'select' is used for activating a function by either method. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

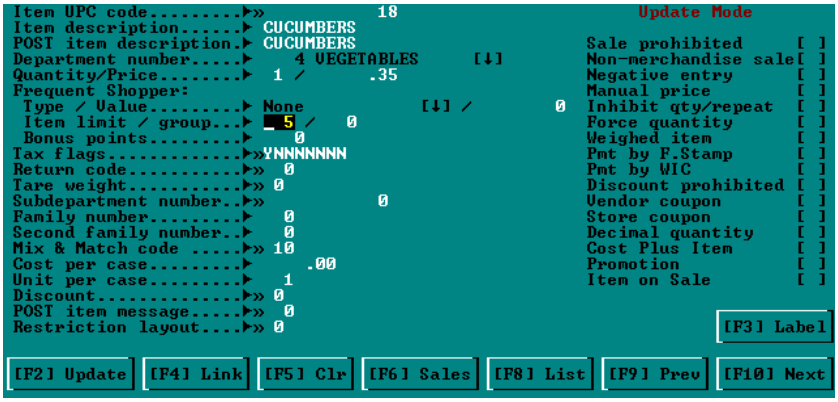
Adding a New PLU

This function enables you to add a new item to the PLU file.

1 In the PLU Maintenance screen, select *Insert*. The Mix & Match Group dialog box displays (if the system parameter 'Update All Mix & Match Group if One PLU Changed' is checked).

The message in this dialog box means that all items that are assigned the same Mix & Match code as the item you are adding, may be updated with the quantity and price of this item. If you want to update all items in the group, select *Update* (*F2*). If not, select *Don't Update* (*F4*). For further details about the Mix & Match code, see field explanations later in this section.

The PLU - Insert screen displays.



Note

The red mode indicator on the top right corner of the display shows which mode you chose in the previous screen. For example; insert, delete.

2 The cursor is positioned on the Item UPC Code field. Type in the PLU number of the item you want to add. The PLU number is the UPC (Universal Product Code) or SKU (Stock Keeping Unit) of an item. You use it to refer to an item throughout the system. The PLU number must be unique, that is; two items may not have the same number. The PLU number is a mandatory entry. If the PLU number already exists in the PLU file, the current values are displayed. If any changes are made at this stage, the system accepts them as an update. If the PLU number does not exist, a

confirmation window displays the following prompt: *Insert New Record?* Select *Yes.*

3 Press *Enter* to continue to the next field. Fill in the required fields as explained in the following table.

Field	Description
Internal Code	Type in the internal code (item number) to be linked to the Item UPC code, (also known as an EAN or barcode). **Note** The Internal Code field is only available if the 'Internal number in system' parameter, in System Parameters has been checked.
Item Description	Description of item.
POST Item Description	Description of item. The entry from the Item Description field displays automatically. You can change it, if necessary. The description displays at the POS terminal and prints on receipt .

Department Number	The department number is a mandatory entry. It may be 0 if the Vendor Coupon or Store Coupon fields are checked. To assign the item to a department, press the *Right Arrow*. A drop-down list displays the available departments. Highlight the relevant department and press *Enter* to select it.
	Note
	Selecting a department may automatically check some of the fields on the right side of the screen, as well as those in the Tax Flags field. This happens if the system parameter 'PLU follow department flags as a default' is checked (see 'System Parameters', in the manual 'System Maintenance & Utilities'). You can clear the check signs, if necessary.
Quantity/Price	In the first field, enter the number of items sold together for price. In the second field, enter the price of the item (up to 8 digits). Do not type in the decimal point.
Freq. Shopper Type	Use the *Right Arrow* to select one of the three options:
	None: This is the default.
	Discount amount: If you select this option, enter a discount amount in the Freq. Shopper value field, below.
	Elect. Coupon:
Frequent Shopper Item Limit	The number of times a frequent shopper item may be sold at the reduced price, within a transaction.
Frequent Shopper Item Group	The 'Frequent Shopper item group' field has been added to the PLU Maintenance screen. This feature works only if 'Enhanced Frequent Shopper' field is set in POST Parameters File 1, Frequent Shopper Options.

Note

You may not set the Enhanced Frequent Shopper feature in system, if your software key does not allow for it.

Several Frequent Shopper items may now be defined as a group. The Frequent Shopper value/discount is limited to the group it belongs to and not only to the item. If the Frequent Shopper item has a value in the value field, the limit is checked against the whole group's sales. It is up to you to ensure that every item from the same Frequent Shopper item group has the same price.

Example 1: Frequent Shopper card swiped at the beginning of a ticket.

- Sell three Frequent Shopper items:

  Coke PLU #22

  7UP PLU# 25

  Sprite PLU # 24

(For this example let's assume that the Frequent Shopper limit in PLU Maintenance is set at two).

- All three items belong to the same Frequent Shopper group.
  The system automatically refers to the first two Frequent Shopper items, Coke PLU#22 and 7UP PLU#25, as the reduced items.
  The third item (Sprite PLU#24) is sold at the normal price because the Frequent Shopper limit was set to two.

Example 2: Frequent Shopper card swiped at the end of a ticket.

- Sell three Frequent Shopper items:

◊
◊ Coke PLU #22
◊ 7UP PLU# 25
◊ Sprite PLU # 24

(For this example let's assume that the Frequent Shopper limit in PLU Maintenance is set at two).

- All three items belong to the same Frequent Shopper group.
  When the Frequent Shopper card is swiped at the end of a ticket, the PLU numbers are sorted in ascending order. The system refers to the item Coke PLU#22 and Sprite PLU#24 as the reduced items.
- The first two items qualified for the Frequent Shopper price and 7UP, PLU#25 was sold at the normal price.

Note

The first item sold from a group, is always the item which determines/sets the Limited Quantity Discount.

In Example 2 above, the POS Terminal checks what the Limited Quantity Discount (LQD) is for the group, and does not allow a Frequent Shopper discount/reduction on more than the LQD for the entire group.

Note

It is your responsibility to ensure that in setting up Frequent Shopper item groups, the same Frequent Shopper item limit is given to all items belonging to the same group.

'Frequent Shopper item group' field has also been added to the PLU Batch Maintenance screen. When updating the Frequent Shopper item group in PLU Batch Maintenance, the batch type selected in PLU Batches must be *Enhanced* (256 bytes).

Freq. Shopper Value	Discount used for frequent shopper. Automatically set to .00 if any of the Manual Price, Vendor Coupon and Store Coupon fields are checked.

Tax Flags

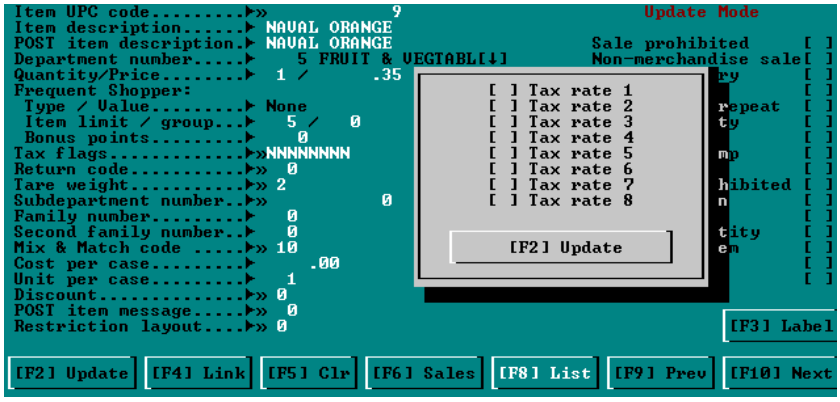
Allows you to assign up to 8 tax rates to this item. Tax rates must be defined in the Taxation Rates file (see the chapter 'File Maintenance', later in this manual).

To assign tax rates, press *F8*. The Tax Rates window displays.

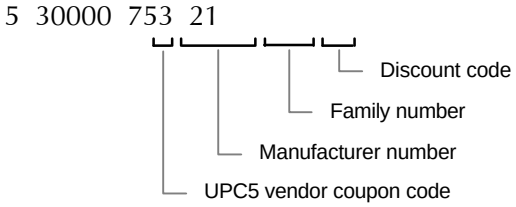
Note

Check signs may display by default, as explained in the Department Number field.

Check the tax rates that apply to this item, by typing **Y** (Yes). Press *F2*. The switch corresponding to the checked rate is now marked by 'Y'.



Return Code	If this is a link item, enter a return type code or press *F8* to select one from the item selection window. For explanations on link items and return types, see 'Return Types', in the chapter 'File Maintenance'.
Tare Weight	If this is a weighed item, enter a tare weight code. Tare weights are defined via the 'Tare Weight Parameters' option (see the manual 'System Maintenance & Utilities').
Subdepartment No.	To assign the item to a subdepartment, enter the subdepartment number or press *F8* to select it from the item selection window.

Family Number	Family code portion of UPC number. This code must match the manufacturer coupon family code, if coupon parameters have family code validation checked. Example of UPC5 coupon number. 
Second Family Number	Check this parameter if the relevant item has two UPC5-type coupons current at the same time. Each of the coupons would have a different family number, referring to different special offers. Rules are the same as for Family Number above.

Mix & Match Code	The Mix & Match code indicates whether an item can be priced with other items. All items with the same Mix & Match code can be interchanged in pricing. By assigning a Mix & Match code to an item, you can change the price and quantity of all items that are associated to this Mix & Match code. In other words, if you change the price or quantity of an item, you can change all items with the same code. To activate this feature, check the system parameter 'Update All Mix & Match Group if One PLU Changed' (see 'System Parameters', in the manual 'System Maintenance & Utilities'). You are asked once when adding a new item or updating an existing item, whether to change all the items with the same code. You may select 'No' if you choose not to do so. To assign a Mix & Match code, type in the code or press *F8* to display the Mix & Match list. From this list, select any of the lines carrying the code you want.
Cost per Case	Cost per case.
Unit per Case	Number of units per case. Default is 1.
Discount Type	Enter the Discount Type, as defined in Discount Types Maintenance, if applicable.
POST Item Message	Use this option to connect a message to an item. To assign a message, enter the message number or press *F8* to select it from the POS Item Messages list.
Promotion Number	If the item is linked to a promotion, the relevant promotion number displays here.
Ord. Promotion Number	If the item is linked to an Order-type promotion, the relevant promotion number displays here.

4 The fields on the right side of the screen are parameters that can be checked or unchecked as appropriate for the item. For example, if you want the cashier to key in the price of an item manually, check the Manual Price parameter.

To check a parameter, position the cursor on the field and press the *Space Bar*. The check sign appears: [√]. To uncheck a parameter, press the *Space Bar* again. The check sign clears.

The following table explains the meaning of the parameters when they are checked.

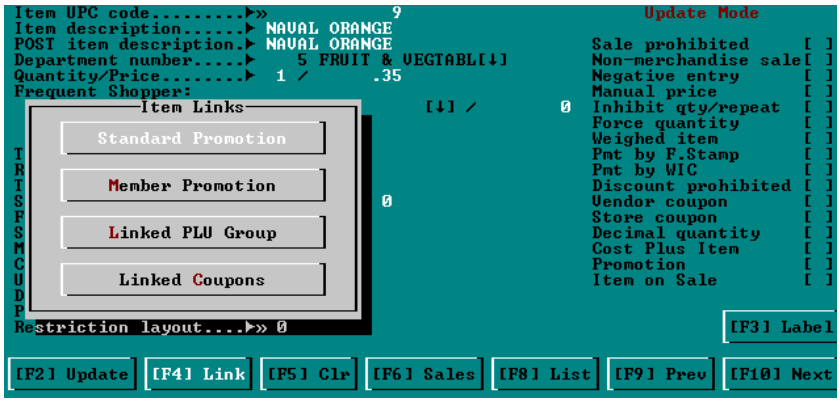
Field	Description
Sale Prohibited	Prohibits sale of this item.
Non-Merchandise Sale	Item is a non-merchandise item. If checked, the Negative Entry parameter cannot be accessed.
Negative Entry	Item has a negative value. If checked, the Non-merchandise Sale parameter cannot be accessed.
Manual Price	Forces cashier to enter price manually.
Inhibit Qty/Repeat	Prohibits the Qty key or Repeat key on the POS terminal.
Force Quantity	Forces cashier to enter quantity manually.
Weighed Item	Indicates that the price of the item depends on weight.

Pmt by Food Stamp	Item may be purchased with food stamps.
Pmt by WIC	Item may be purchased with a WIC voucher while in a WIC transaction.
Discount Prohibited	System does not allow discounts for this item.
Vendor Coupon	This item is a vendor coupon. Items 50000000000 - 50000000099 are the manufacturer's/vendor coupons. However, any item may be a vendor coupon. If the Negative Entry parameter is checked, the Vendor Coupon parameter cannot be accessed. Also, if the Store Coupon parameter is checked, Vendor Coupon cannot be checked also.
Store Coupon	This item is a store coupon. If the Negative Entry parameter is checked, the Store Coupon parameter cannot be accessed. Also, if the Vendor Coupon parameter is checked, Store Coupon cannot be checked also.
Decimal Quantity	The item quantity is measured in decimal units. For example; material and carpeting can be sold by the meter. (1.5 meter).
Cost Plus Item	Check this parameter to make an item eligible for the 'cost plus' feature. For more details, see the manual 'System Maintenance and Utilities'.
Promotion	Indicates item on promotion. Automatically set by system. No access is allowed.
Item on Sale	Indicates item on sale. Automatically set by system. No access is allowed.

5 After entering data in the relevant fields, press *F2* to record the new item.

Displaying Promotion Information

Press *F4* to display linked items. This function works only if the relevant item is actually on promotion. An Item Links window appears.



Select one of the options to view items that may be linked.

Press *Enter* or *Esc* to return to the PLU screen.

Clearing the Screen

Press *F5* to clear information from the screen. Only the item UPC code is not cleared.

Viewing Sales Information

To view sales information for a displayed item, press *F6*. The Sales Information window displays.



The Sales Information window contains the following data.

Field	Description
Cost per Case	Cost per case.
Unit per Case	Number of units per case.
Product Cost	Product cost (cost per case divided by number of units per case).
Mark_up %	Percent mark-up [(price / cost)-1]*100.
Margin %	Margin on product. Shows only if there is cost per case, units per case, and price [(Price - Cost) / Price)] * 100.
Qty Sold	Quantity sold since last end of day or last zeroing.
Net Revenue	(Price) * (# of items sold).

To display sales information for the next item, press *F10*. To display sales information for the previous item, press *F9*.

Displaying Another Item

- Type in the PLU number and press *Enter;* or
- Press *F8* to open the item list window. Locate the required item using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

Paging through Items

Press *F10* to display the next item. Press *F9* to display the previous item.

Updating a PLU

This function allows you to update the details of a PLU item.

1 Highlight the required item in the PLU Maintenance screen, and select *Update*. The Mix & Match Group dialog box displays (if the system parameter 'Update All Mix & Match Group if One PLU Changed' is checked), as illustrated in 'Add a New PLU Item', earlier in this chapter.

The message in this dialog box means that if you update the price or quantity of the selected item, all other items that are assigned the same Mix & Match code, may also be updated at your request. If you want to update all items in the group, select *Update* (*F2*). If not, select *Don't Update* (*F4*). For further details about the Mix & Match code, see 'Adding a New PLU'.

The PLU - Update screen now displays with the details of the selected item, as illustrated in 'Adding a New PLU', earlier in this chapter.

In this screen, you can use the same functions as described in 'PLU Inquiry'. You can also use *F5* to clear the entire screen.

2 To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value. For the fields on the right side of the screen, use the *Space Bar* to check or uncheck that field, as appropriate.

If you change the Mix & Match code of the item, a dialog box displays the following message: `Adding/changing the M&M group will cause all items that are linked to this group to have the same price, Frequent Shopper discount amount and quantity as this item`. If you want this change to apply to all other items in the group, select *Update* (*F2*). Otherwise, select *Don't Update* (*F4*).

3 Press *F2* to record the changes.

Changing a PLU Price

This function provides a fast method for changing the PLU price.

1 Highlight the required item in the PLU Maintenance screen, and select *pRice*. The Mix & Match Group dialog box displays (if the system parameter 'Update All Mix & Match Group if One PLU Changed' is checked), as described in 'Updating a PLU', earlier in this chapter.

2 The PLU - Price Change screen now displays with the details of the selected item.

3 Press *Enter* to advance to the Quantity / Price field. Type or overtype the new quantity, or press *Enter* to skip this entry.

4 Press *Enter*. Type or overtype the new price, or press *Enter* to skip this entry.

Note

You can press F5 to clear the quantity and price entries before typing the new data.

5 The cursor moves to the Freq. Shopper Value field. Update or skip this field.

6 Press *F2* to record the changes.

7 The functions available in the PLU Price Change screen are the same as those described in the PLU - Inquiry screen. In other words, you can display and update the quantity/price of the previous (*F9*) or next item (*F10*), or any other item from the PLU list (*F8*). If you know the number of the PLU you want to update, just type its number at the cursor position. After displaying the required PLU record, perform steps 2 - 4.

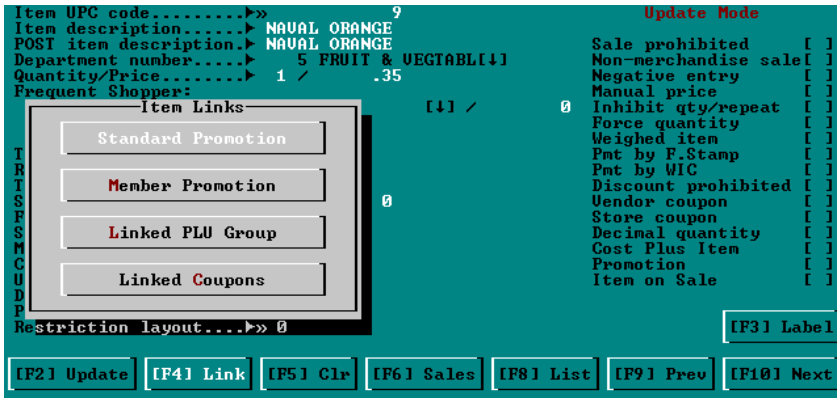
PLU Inquiry

To display the details of a PLU item, highlight the required item and select *inQuiry*. The PLU - Inquiry screen displays with the details of the selected item.

This screen is for viewing only; no data may be entered except the PLU number. For field explanations, see 'Adding a New PLU', earlier in this chapter.

Displaying Promotion Information

Press *F4* to display linked items. This function works only if the relevant item is actually on promotion. An Item Links window appears.



Select one of the options to view items that may be linked.

Press *Enter* or *Esc* to return to the PLU screen.

Viewing Sales Information

To view sales information for a displayed item, press *F6*. The Sales Information window displays.

The Sales Information window contains the following data.

Field	Description
Cost per Case	Cost per case.
Unit per Case	Number of units per case.
Product Cost	Product cost (cost per case divided by number of units per case).
Mark_up %	Percent mark-up [(price / cost)-1]*100.
Margin %	Margin on product. Shows only if there is cost per case, units per case, and price [(Price - Cost) / Price)] * 100.
Qty Sold	Quantity sold since last end of day or last zeroing.
Net Revenue	(Price) * (# of items sold).

To display sales information for the next item, press *F10*. To display sales information for the previous item, press *F9*.

Displaying Another Item

- Type in the PLU number and press *Enter;* or
- Press *F8* to open the item list window. Locate the required item using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

Paging through Items

Press *F10* to display the next item. Press *F9* to display the previous item.

Deleting a PLU

This function allows you to delete a PLU item.

1 In the PLU Maintenance screen, highlight the item to be deleted and select *deLete*. The PLU - Delete screen displays with the details of the selected item.

Note

The red mode indicator on the top left corner of the display shows which mode you chose in the previous screen. For example; insert, delete.

2 Press *Enter*. In the delete confirmation box, select *Yes* to delete or *No* to retain the item.

The functions available in the PLU - Delete screen are the same as those described in the PLU - Inquiry screen. In other words, you can display and delete the previous (*F9*) or next item (*F10*), or any other item from the PLU list (*F8*). If you know the number of the PLU you want to delete, just type its number at cursor position. After displaying the required PLU record, perform step 2 to delete.

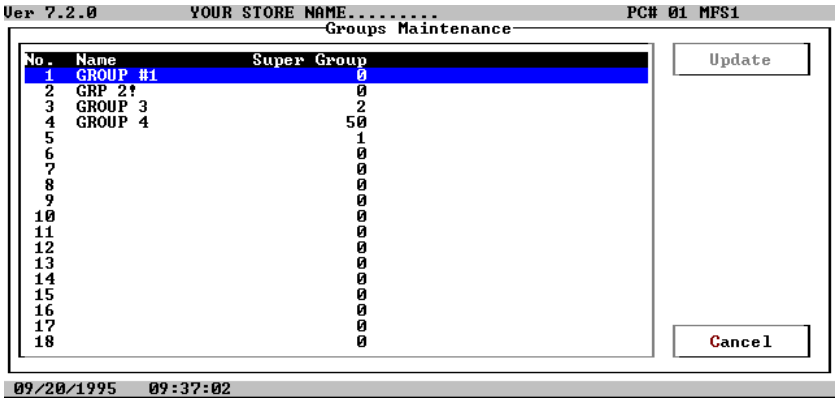
Note

When you delete items from the PLU file, you must use the *F4 Rebuild* function in PLU Groups. (See below).

PLU Groups

The PLU Groups option serves to define PLU groups and assign items to these groups. This allows cashiers to display items by groups (short lists), at a POS terminal.

To access this option, select PLU Groups from the PLU Maintenance menu. The PLU Groups screen displays.



The PLU Group screen lists all existing PLU groups. To search for a group and activate the function buttons to the right of the screen, follow the instructions at the beginning of the 'PLU Maintenance' section.

Adding a New PLU Group

This function enables you to define a new PLU group.

1 In the PLU Groups screen, select *Insert*. The PLU Group - Insert screen displays.



2 In the Group Number field, type in the number of the group you want to add. You use this number to refer to a PLU group throughout the system. The group number is a mandatory entry.

If the group number already exists, the current values are displayed. If any changes are made at this stage, the system accepts them as an update. If the group number does not exist, a

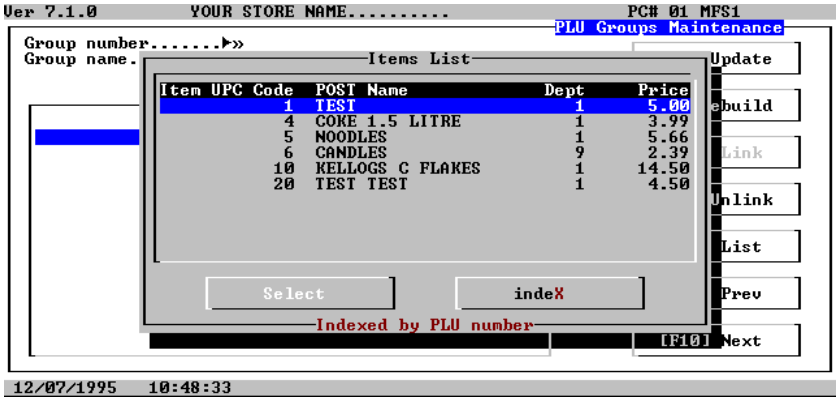
confirmation window displays the following prompt: *Insert New Record?* Select *Yes*.

3 Press *Enter* to continue to the next field. Type in the group name.

4 The cursor moves to the *Update* function button. Press *Enter* to record the definition.

5 You can now assign items to this group, using the *Link* function.

Activate the *Link* function (*F5*). The Items List window displays.



To search for an item in this window, you can use the *IndeX* function (change sorting order), and the Go To feature, as explained at the beginning of the 'PLU Maintenance' section. Also, you can use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys to page through the list.

6 Highlight the required item and press *Enter* to select it. The Items List window is removed. The selected item appears in the list window on the screen, as illustrated below.



7. To assign another item, repeat steps 5 and 6.
8. To remove an item from the group, highlight it, and activate the *Unlink* function (*F6*).
9. To rebuild the group, use the *F4 Rebuild* function. Rebuilding is necessary after you delete items and change prices in PLU Maintenance.

Other Functions

In this screen, you can use the same functions as described in 'Updating a PLU Group'.

Updating a PLU Group

This function allows you to update a PLU group.

1 Highlight the required group in the PLU Groups screen, and select *Update*.

The PLU Group - Update screen displays with the details of the selected group, as illustrated in 'Adding a New PLU Group', earlier in this chapter.

2 To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. Use the *Link* (*F5*) and *Unlink* (*F6*) functions to assign more items or remove certain items from the group. For further explanations, see 'Adding a New PLU Group'.

Note

When you have deleted items from the PLU file, you must use the *F4 Rebuild* function to delete them from a group. You can also use the *Rebuild All* function in the first screen, to rebuild all groups at once.

3 Press *F2* to record the changes.

Displaying Another PLU Group

- Type in the group number and press *Enter*, or
- Press *F8* to open the group list window. Locate the required group using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

Paging through PLU Groups

Press *F10* to display the next group. Press *F9* to display the previous group.

Deleting a PLU Group

This function allows you to delete a PLU group.

1. In the PLU Group screen, highlight the group to be deleted and select *deLete*. The PLU Group - Delete screen displays with the details of the selected group.
2. Press *Enter*. In the delete confirmation box, select *Yes* to delete or *No* to retain the group.

The functions available in the PLU Group - Delete screen are the same as those described in the PLU Group - Update screen.

Rebuilding a Group

Use this function to rebuild the groups after changes have been made to the PLU file. If you have deleted items or made changes to item descriptions and names in the PLU file, you have to activate the *F4 Rebuild* function to update each group.

Use the *Rebuild All* function (in the first screen), to update all groups at once. This way, you don't have to go into every group to rebuild it.

Enhanced Item Record

The Enhanced Item Record option gives you the ability to add your own customized (additional) information to PLUs. There are 13 bytes available, and up to 5 fields can be allocated to them. After defining the fields, you can attach information (in these fields), to any PLU. Different information can be attached to different PLUs.

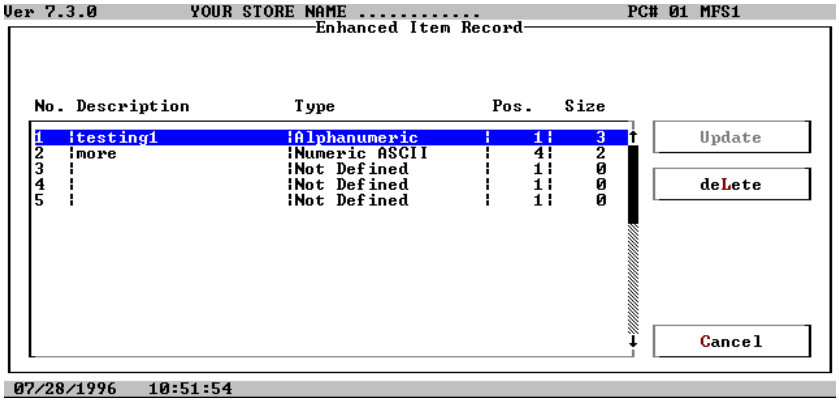
To access this option, select Enhanced Item Record from the PLU Maintenance menu. The Enhanced Item Record menu displays.



Define Fields

Use this function to define or update field definitions.

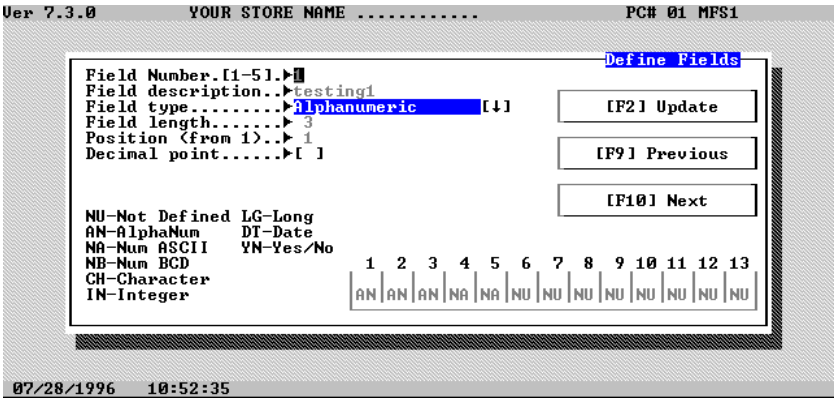
From the Enhanced Item Record menu, select Define Fields. The definition screen displays.



Updating a Field

This function allows you to update field definitions.

1 Highlight the field you want to define (or update), and select *Update*. The Define Fields screen displays.



2 You can define the selected field or choose another one. Select *F9* for the *Previous* field or *F10* for the *Next*, OR just type in the field number.

Note

Although 5 fields are available, you may not have the space to use them all if the fields you have defined already total 13 bytes.

Enter the following details as explained below.

Field	Description
Field Description	Type in the description required.
Field Type	From the drop-down list, select the applicable type. • Not Defined • Alphanumeric • Numeric ASCII • Numeric BCD • Character • Integer • Long • Date BCD [YYMMDD] • Yes/No
Field Length	Enter the field length. Note that there are only 13 bytes, and that fields can not overlap each other. For example, if field 1 is 10 bytes, then field 2 can only be 3 bytes.
Position <from 1)	Enter the offset (starting) position from position 1.
Decimal Point	If the field type was specified as numeric, the cursor moves to the Decimal point field. Press the *Space Bar* to include a decimal point in this field. Note the illustration of the field definition at the bottom right of the screen.

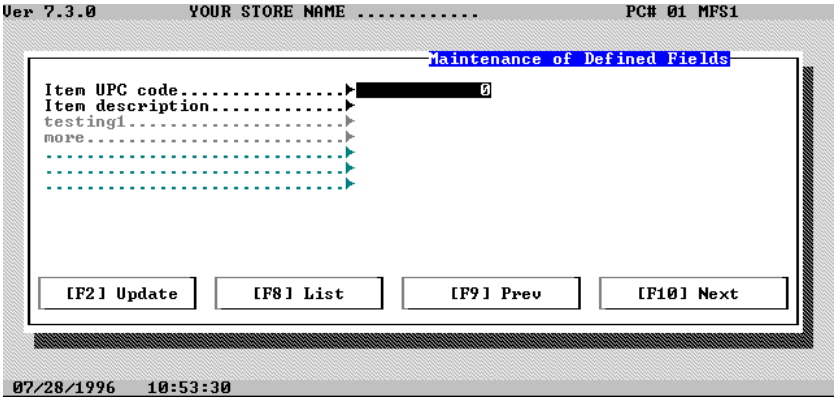
Press *F2* (*Update)* to save the definition. If you want to update or redefine the other fields, select *F9 Previous*, or *F10 Next*.

Repeat the above procedure to define the required fields and press *Esc* when completed.

Maintenance of Defined Fields

Use this function to attach your customized data to PLUs.

From the Enhanced Item Record menu, select Maintenance of Defined Fields. The maintenance screen displays.



Updating Fields

This function allows you to enter your own customized data in the previously defined fields, for any item.

1. Type in an item UPC code. The item description displays and the cursor moves to the first field defined.
2. Enter the required data. The cursor moves to the next field.
3. Fill all the fields as required and select *Update* when finished.

To enter data for other PLUs, select *F9 Previous*, *F10 Next* OR select *F8 List*. Select a PLU and repeat the above steps.

5

PLU Batch Maintenance

The PLU Batch Maintenance option provides access to programs that allow you to:

- *Create and monitor batch files (local batch files) containing PLU item information to be processed at a later time.*
- *Update and monitor PLU batch files created by the host system (host batch files).*
- *Execute local and host batch files at the required date and time.*

In this chapter:

- **Using the PLU Batch Maintenance Option, page 3**
- **Accessing PLU Batch Maintenance Options, page 4**
- **Local Batch Files, page 5**
- **Executing a Local Batch File, page 20**
- **Printing a Local Batch File, page 22**
- **Statistics, page 22**
- **Host Batch Files, page 23**
- **Execute Batch Files by Date/Time, page 23**
- **Local Batch Execution Reports, page 24**
- **Host Batch Execution Reports, page 26**

Using the PLU Batch Maintenance Option

The PLU Batch Maintenance option is used to create and execute batch files containing PLU item information. In a batch file, you can add new items, delete items or change item information. These changes to the PLU file do not take effect until you execute the batch file either manually or by date and time. For example, you can prepare sale prices for weekend specials on Tuesday, then process the batch on Friday.

You can also save the 'old' prices in a specific batch file to be executed at a later date, when the items have returned to their original prices.

A PLU batch file can contain one or more item records. Within the same PLU batch file, you can define new items, update existing item information, request to delete or ignore certain items and define sale items.

PLU batch files can be printed before execution. As soon as a PLU batch file is executed, it is automatically deleted from the system unless the system parameter 'Save PLU Batches Before Execution' is checked (see 'System Parameters', in the 'System Maintenance & Utilities' manual). If there are errors in the PLU batch file, however, those records with errors are saved in batch file 999. (You can choose to change the 999 default to use the original batch file name for errors, see System Parameters).You then update batch file 999 (or the original batch filename), make the corrections to the records in the file, and then execute it.

Use the Local and Host Batch Execution Reports options to look at batch execution success or errors. See the end of this chapter for more details.

Local and Host PLU Batch Files

ISS45 can handle two types of PLU batch files: local and host.

Local batch files

Local batch files are created via the Local Batch Files option from the PLU Batch Maintenance menu.

Local batch files are numbered from 1 to 999 (by the user, when creating the files). This number is used as an extension of the file name which identifies the batch file. When creating a new batch file, it is automatically assigned a DOS file name, in the following format: HIXXXX.*nnn*, where *nnn* is the batch file number. For example, if the batch number is 123, the batch file name is HIXXXX.123.

The PLU batch file name can be changed via the system parameter 'PLU batch file name' (see 'System Parameters', in the 'System Maintenance & Utilities' manual). When you exit to DOS, you can see the local batch files created in your system, under the PCMASTER directory.

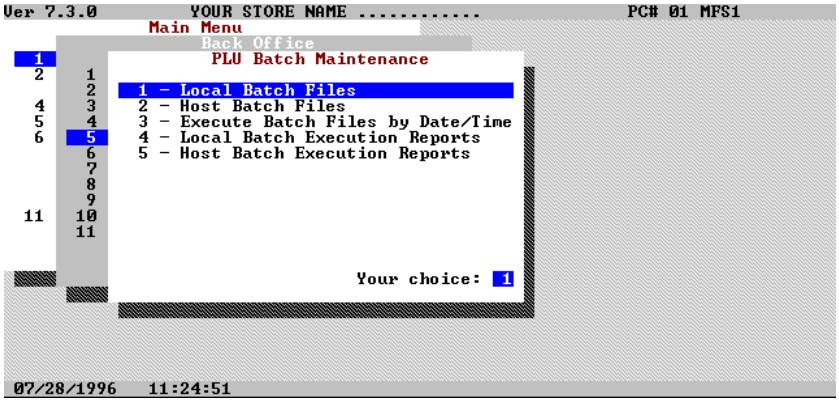
Host batch files

Host batch files are imported from the host system. You can manipulate these files (update, delete, print and execute) in the same way as local batch files. Host batch files are named in the following format: HIXXXX.DAT, where XXXX is the batch number. The host batch file name may be changed via the system parameter 'PLU Batch File Name' (see 'System Parameters', in the 'System Maintenance & Utilities' manual).

Accessing PLU Batch Maintenance Options

➢ **To access PLU Batch Maintenance options**

1. From the main menu, select Back Office.
2. From the Back Office menu, select PLU Batch Maintenance. The PLU Batch Maintenance menu displays.



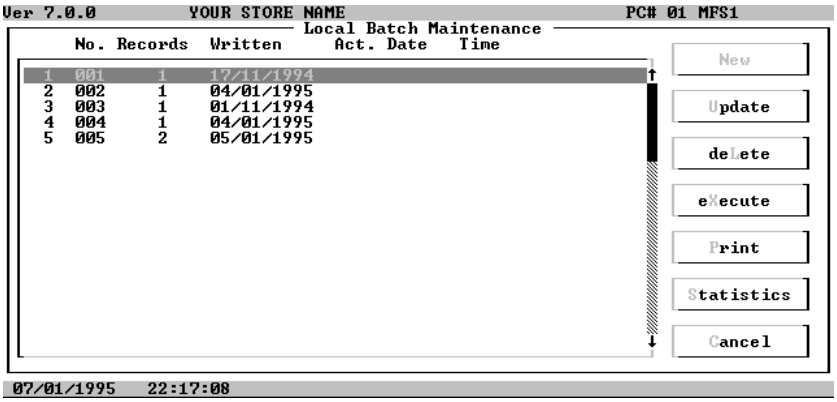
3. From the PLU Batch Maintenance menu, select the required option. The relevant option screen displays.

Local Batch Files

The Local Batch Files option allows you to create a batch file containing various changes to the PLU file. These changes are made per item record, as also explained at the beginning of this chapter.

Through this option, you can update, delete or print a batch file that has already been created, and view statistical information about the contents of a batch file. The changes contained in the batch file are incorporated into the PLU file when the batch file is executed, either via the Execute function in the Local Batch File option, or automatically, at a given date and time (see 'Execute Batch Files by Date/Time', later in this chapter).

To access the Local Batch Files option, select it from the PLU Batch Maintenance menu. The Local Batch Maintenance screen displays.



This screen lists the local batch files that have been created and not yet executed. The following data is displayed per batch file:

- A record number automatically assigned by the system.
- No.: Batch file number.
- Records: The number of PLU records in the batch file.
- Written: The date the batch file was created.
- Act. date and time: Date and time of activation.

Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys to page through the list.

The right side of the screen contains function buttons. Each of these buttons activates a function such as adding a new batch file and updating an existing batch file. These functions are described later in this chapter.

➢ **To activate a function**

1 If the function applies to a specific file (e.g. Update an existing file), highlight that file. If not (e.g. create a New batch file), just perform step 2.

2 Do one of the following:

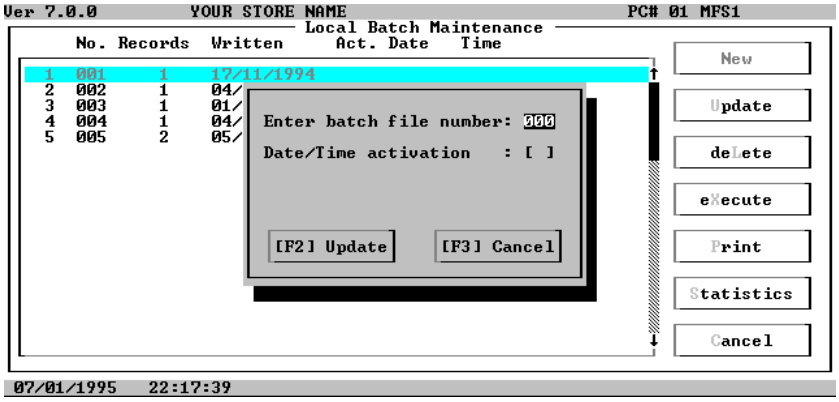
- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

Throughout this manual, the term 'select' is used for activating a function by either method. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

Creating a Local Batch File

This function enables you to create a new batch file.

1 In the Local Batch File Maintenance screen, select *New*. A window displays the following prompts.



2 Enter a batch file number (up to three digits). Leading zeroes are important. For example, type **001** for 1. If you do not enter leading zeroes, the system adds them for you. Press *Enter*.

Note

Batch number 999 is not allowed. This number is reserved for the batch errors file described at the beginning of this chapter.

3 If the batch file already exists, the system considers this as an update, and displays the update header screen for this file. If the batch file does not exist, do one of the following:

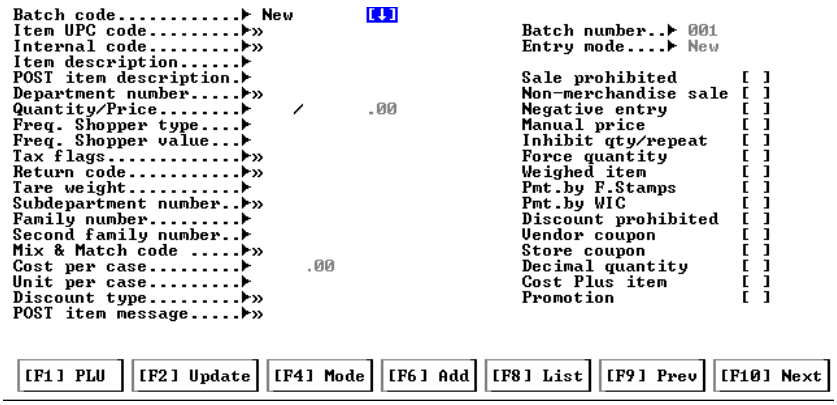
- If the system parameter for allowing PLU batch activation by date/time is not checked (see 'System Parameters, in the manual 'System Maintenance & Utilities'), the Date/Time Activation prompt does not appear. Press *F2* to continue to the next screen.
- If the system parameter for allowing PLU batch activation by date/time is checked, the Date/Time Activation prompt displays. Press the *Space Bar* to check this field (the √ sign appears). Another

prompt displays requesting the date and time. Enter the date and time for activating the batch file. Press *Enter* (or *F2*) to continue.

Note

You can omit the date and time entries and enter this information at a later stage, after creating the batch file. For further explanations, see 'Updating a Local Batch File', later in this chapter.

4 The Local Batch File screen displays, as illustrated in the following figure.



Note

If the system parameter for PLU batch type is set to 'Extended 256 bytes', the PLU Batch entry screen will display more data fields than the 'Basic' or 'Enhanced' options.

The number of the batch file (Batch Number) and the Entry Mode display at the top or bottom of the screen, dependent on whether basic or enhanced batch type is selected.

The entry mode indicates the type of operation to be performed to a PLU record; for example new, update, delete, etc. When creating a new batch file, the entry mode is initially set to New (add new item record). The entry mode can be selected by one of two methods:

- Selecting a code in the Batch Code field, explained in step 5.
- Activating the *Entry Mode* function (*F4*). Each time you press *F4*, the entry mode changes and displays at the bottom of the screen. Selecting the entry mode by *F4* simultaneously changes the Batch Code to the corresponding mode.

The available entry modes are:

- New
- Update
- Delete
- Sale
- New/Update
- Ignore

When you select the entry mode using *F4*, the screen remains in this mode for all the item records to be subsequently added to the batch file, until you press *F4* again to change the mode or select another code in the Batch Code field.

This is useful for performing the same type of operation consecutively for several item records. For example, if you need to enter a number of sale items to the batch files, select the entry mode Sale, and enter the sale items as described in the following steps. The screen remains in Sale Mode after you press *F2* for each item, and *F6* for another item. This method saves you from selecting the entry mode in the Batch Code field for each item separately.

5 The cursor is positioned on the Batch Code field. The Batch Code field determines the type of operation to be performed to the PLU record. Initially, this field displays New (new item record) or the entry mode selected by the *F4* function key. Press *Enter* to accept the displayed mode or select another mode. Press the *Right Arrow* to open the drop down list and select the required option. The possible codes are:

Batch code	Used to
Ignore	Ignore the item record in this batch file.
New	Add a new item.
Update	Update an existing item record.
Delete	Delete item record.
Sale	Define an existing item as a sale item. The item record will be updated with the new data, but while executing the batch file, you will be prompted with the option to automatically save the old data to another batch file. The batch file with the old data can be executed at a later time in order to return the items to their original prices.
New/Update	If the item is new, it will be created in the PLU file. If it already exists, it will be updated with the new data.

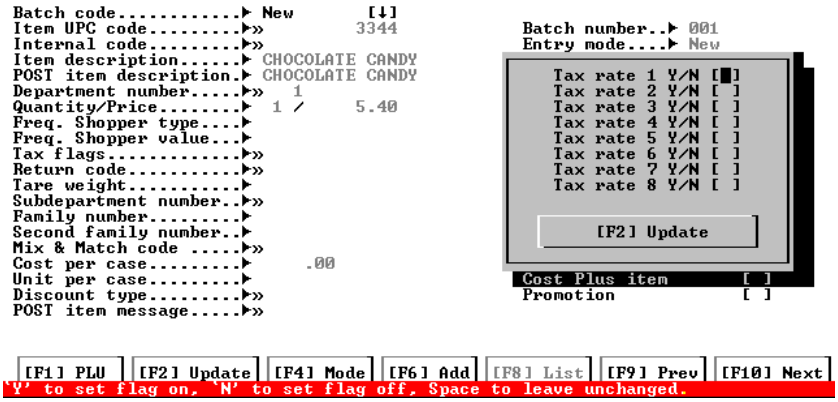
6 In the next field, specify the PLU number of the item:

- For a new item, type in the PLU number of the item you want to add. The PLU number is the UPC (Universal Product Code) or SKU (*Stock Keeping Unit*) of an item. You use it to refer to an item throughout the system. The PLU number must be unique, that is two items may not have the same number. The PLU number is a mandatory entry.
- For an existing item, type in the PLU number or press *F8* to select it from the item list window. The item's name and price display to the right of the screen.
- To see PLU data for *existing* PLUs, press *F1*. A PLU Details screen displays. To exit this screen, press *Esc* or *F1*.

7 Enter the new or updated item information in the following fields.

Field	Description
Internal Code	This field displays if you are using Enhanced batch mode, even if internal codes are not in the system.
Item Description	Item description.
POST Item Description	This field takes the description from the field above as the default. You can change it as necessary. The text here displays on the POS terminal and prints on the receipt tape.
Department Number	The department number is a mandatory entry. It may be 0 if the Vendor Coupon or Store Coupon fields are checked. To assign the item to a department, press the *Right Arrow*. A drop-down list displays the available departments. Highlight the relevant department and press *Enter* to select it. **Note** Selecting a department may automatically check some of the parameter fields at the bottom of the screen, as well as those in the Tax Flags field. This happens if the system parameter 'PLU follow department flags as a default' is checked (see 'System Parameters', in the 'System Maintenance & Utilities' manual). You can clear the check signs, if necessary.
Quantity / Price	In the first field, enter the number of items sold together for price. In the second field, enter the price of the item (up to 8 digits). Do not type in the decimal point.
Freq. Shopper Type	Use the *Right Arrow* to select one of the three options: **None:** This is the default. **Discount amount:** If you select this option, enter a discount amount in the Freq. Shopper value field, below.

Field	Description
	Elect. Coupon:
Freq. Shopper Value.	Discount used for frequent shopper. Automatically set to .00 if any of the Manual Price, Vendor Coupon and Store Coupon fields are checked.
Tax Flags	Allows you to assign up to 8 tax rates to this item. Tax rates must be defined in the Taxation Rates file (see the chapter 'File Maintenance'). To assign tax rates, press *F8*. The Tax Rates window displays.
	Note
	Check signs may display by default, as explained in the Department Number field.



Mark the tax rates that apply to this item, by typing **Y** (Yes) or **N** (No). Press *F2*. The switch corresponding to the checked rate will now be marked by 'Y'.

Field	Description
Return Code	If this is a link item, enter a return type code or press *F8* to select one from the item selection window. For explanations on link items and return types, see 'Return Types', in the chapter 'File Maintenance'.
Tare Weight	If this is a weighed item, enter a tare weight code. Tare weights are defined via the 'Tare Weight Parameters' option (see the manual 'System Maintenance & Utilities').
Subdepartment No.	To assign the item to a subdepartment, enter the subdepartment number or press *F8* to select it from the Subdepartments list.
Family Number	Family code portion of UPC number. This code must match the manufacturer coupon family code, if coupon parameters have family code validation checked.
Second Family Number	Check this parameter if the relevant item has two UPC5-type coupons current at the same time. Each of the coupons would have a different family number, referring to different special offers. Rules are the same as for Family Number above.
Mix & Match Code	The Mix & Match code indicates whether an item can be priced with other items. All items with the same Mix & Match code can be interchanged in pricing. By assigning a Mix & Match code to an item, you can change the price and quantity of all items that are associated to this Mix & Match code. In other words, if you change the price or quantity of an item, you can change all items with the same code. To activate this feature, check the system

Field	Description
	parameter 'Update All Mix & Match Group if One PLU Changed' (see 'System Parameters', in the manual 'System Maintenance & Utilities'). You are asked once when adding a new item or updating an existing item whether to change all the items with the same code. You may select 'No' if you choose not to do so. To assign a Mix & Match code, type in the code.
Cost per Case	Cost per case.
Unit per Case	Number of units per case. The default is 1.
Discount Type	Enter the Discount Type, as defined in Discount Types Maintenance, if applicable.
POST Item Message	Use this option to connect a message to an item. To assign a message, enter the message number or press *F8* to select it from the POS Item Messages list.

The next set of fields are parameters that can be checked or unchecked as appropriate for the item. For example, if the cashier should key in the price of the item manually, check the Manual Price parameter.

8 To check a parameter, position the cursor on the field and type **Y**. To uncheck, type **N**.

The following table explains the meaning of the parameters when they are checked.

Field	Description
Sale Prohibited	Prohibits sale of this item.
Non-Merchandise Sale	Item is a non-merchandise item. If checked, the Negative Entry parameter cannot be accessed.
Negative Entry	Item has a negative value. If checked, the Non-merchandise Sale parameter cannot be accessed.
Manual Price	Forces cashier to enter price manually.
Inhibit Qty / Repeat	Prohibits the Qty key or Repeat key on the POS terminal.
Force Quantity	Forces cashier to enter quantity manually.
Weighed Item	Indicates that the price of the item depends on weight of item.
Pmt by Food Stamps	Item may be purchased with food stamps.
Pmt. by WIC	Payment by WIC allowed.
Discount Prohibited	System does not allow discounts for this item.
Vendor Coupon	This item is a vendor coupon. Items 50000000000 - 59999999999 are the manufacturer's/vendor coupons. However, any item may be a vendor coupon. If the Negative Entry parameter is checked, the Vendor Coupon parameter cannot be accessed. Also, if the Store Coupon parameter is checked, Vendor Coupon cannot be checked.
Store Coupon	This item is a store coupon. If the Negative Entry parameter is checked, the Store Coupon parameter cannot be accessed. Also, if the Vendor Coupon parameter is checked, Store Coupon cannot be checked.

Field	Description
Decimal Quantity	The item quantity is measured in decimal units. For example; material, and carpeting can be sold by the meter. (1.5 meter).
Cost Plus Item	Check this parameter to make an item eligible for the 'cost plus' feature. For more details, see the manual 'System Maintenance and Utilities'.
Promotion	Indicates item on promotion. Automatically set by system. No access is allowed.

9 After entering data in the relevant fields, press *F2* to record the new item or the updates.

To add another line to the batch file (another PLU record), select the Add Line function (*F6*). This clears the screen, and the cursor returns to Batch Code.

Other Functions

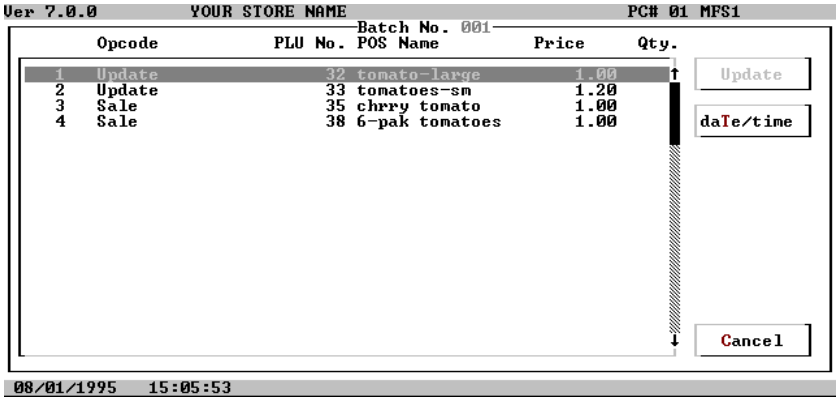
Use the *F9* (*Previous*) and *F10* (*Next*) functions to page through the records in a batch file.

Updating a Local Batch File

This function allows you to:

- Update the records in a batch file.
- Set or update the date/time for activating an existing batch file (if the system parameter for allowing PLU batch activation by date/time is checked).

In the Local Batch Maintenance screen, highlight the required file and select *Update*. The update header screen lists the records in the file.



You can page through the records using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

Updating a record

➢ **To update a record**

1. Highlight the record and select *Update*. The item record displays.
2. Insert the required changes and press *F2* to record them.
3. From here, you can continue to update other records (use *F9* and *F10* to locate the required record) and add new lines (*F6*). For further explanations, see 'Creating a Local Batch File', earlier in this chapter.

Setting activation date/time

➢ **To set the activation date and time**

1. Select the *daTe/time* function. The following window displays.



2. Enter the date and time of activation.
3. Press *F2* to record this information.

The batch file executes at the specified date and time, provided you are in one of the screens from which batch files are executed automatically. For further explanations, see 'Execute Batch Files by Date/Time', later in this chapter.

Deleting a Local Batch File

This function allows you to delete a local batch file before it is executed.

1 In the Local Batch Maintenance screen, highlight the required file and select *deLete*. A window displays listing the records contained in the file.



You can page through the list using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

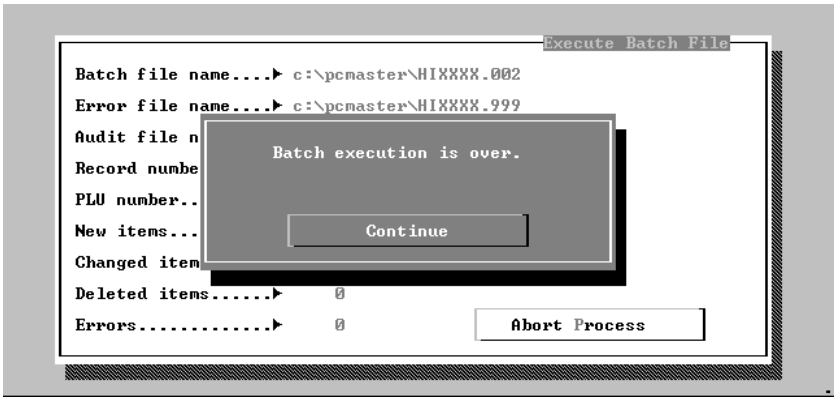
2 To confirm the delete operation, select *Yes*. Otherwise, select *No*.

The file is deleted and you return to the Local Batch File Maintenance screen.

Executing a Local Batch File

This function allows you to execute a batch file.

1. In the Local Batch Maintenance screen, highlight the required file and select *eXecute*. A confirmation box displays.
2. Select *Yes* to execute or *No* to cancel the operation.
3. The batch file executes and the following message box displays.



If you are using the Extended PLU Batch type, the Batch Execution Summary report displays. For report details, see Local Batch Execution Reports in this chapter.

Note

If you use Enhanced or Basic batch types, NO reports are available.

Depending on how your system is set up, the batch file is deleted or saved after it successfully executes and updates the PLU file:

- If the system parameter 'Save PLU Batches Before Execution' is not checked, the batch file is deleted after execution.
- If the system parameter 'Save PLU Batches Before Execution' is checked, the batch file is automatically saved. The system renames it HIXOLD.XXX and places it in the PCMASTER directory in DOS. The extension .XXX contains the old batch number. For example, if batch 1 executes, it will be saved as HIXOLD.001.

  If you wish to update the saved batch file, you must exit to DOS and rename the file to HIXXXX.001. If there is already a file with

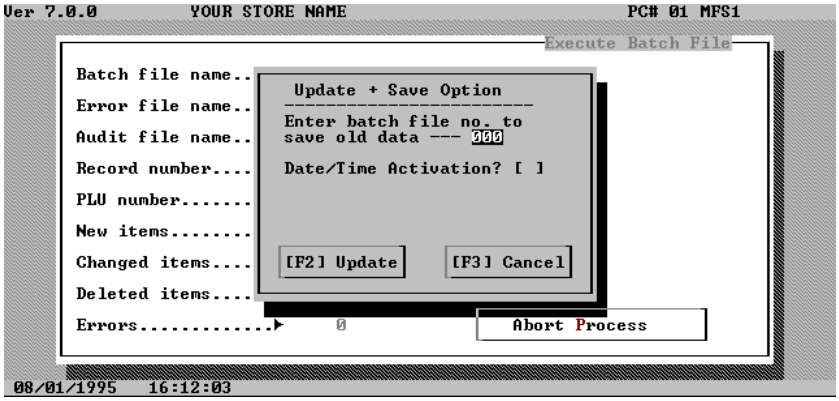
the same name and extension, change the extension. Otherwise, the existing file is erased.

4 If the file contains sale items, you are asked if you wish to save the old PLU data record.



Select *Save* to save the old records or *Continue* not to save them.

5 If you select *Save*, you are prompted to specify a batch file number.



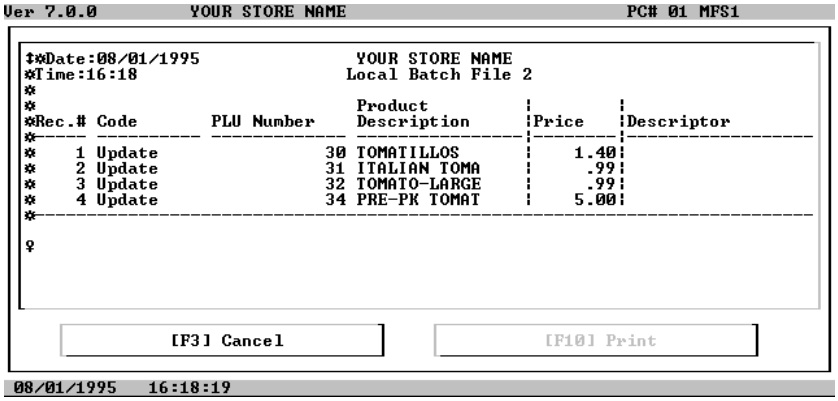
Enter the file number. If you want the batch file with the old data to be executed at a given date, check the Date/Time Activation prompt (by pressing the *Space Bar*). Then, enter the date.

6 Press *F2* to continue or *F3* to cancel. The batch file is executed.

Printing a Local Batch File

This function allows you to print the contents of a local batch file.

In the Local Batch Maintenance screen, highlight the required file and select *Print*. The Local Batch File - Print screen displays.



One line of information is listed per item record, including a record number, the batch code indicating the operation to be performed (new, update, etc.), the PLU number and all other PLU details.

To view all parts of the displayed list use the following:

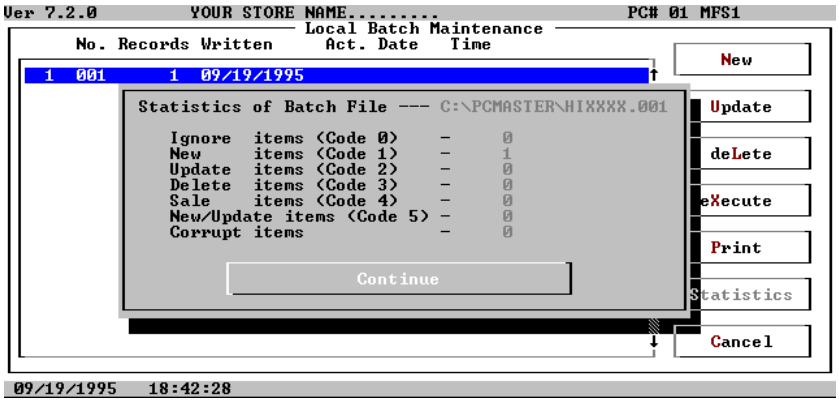
- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the list.

Press *F10* to print the list.

Statistics

This function reports the number of times each batch code appears in the batch file.

In the Local Batch Maintenance screen, highlight the required file and select *Statistics*. The Local Batch File - Statistics window displays.



Press *Enter* or *Esc* to return to the Local Batch Maintenance screen.

Host Batch Files

ISS45 uses the Personal Computer Communications System (PCCS) to receive files which are created by the host system.

The Host Batch Files option allows you to update and monitor these files in the same way as local batch files. For explanations on how to use the various functions of this option, refer to the 'Local Batch Files' section, earlier in this chapter.

Execute Batch Files by Date/Time

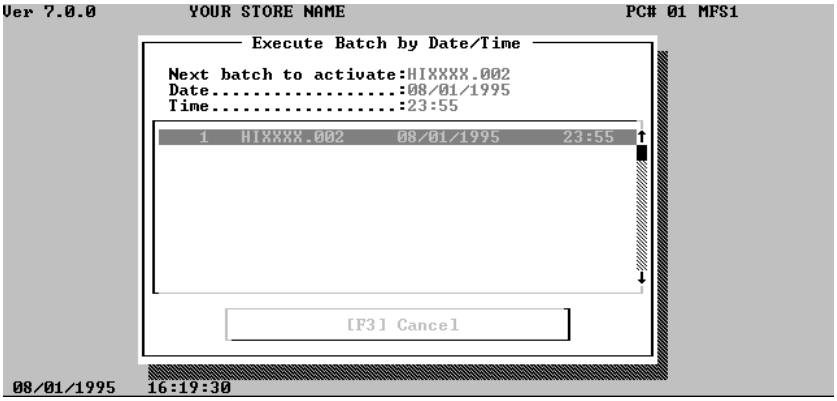
The Execute Batch Files by Date/Time option is available only if the system parameter 'Allow PLU Batch Activation by Date/Time' is checked (see 'System Parameters, in the manual 'System Maintenance & Utilities'). PLU batch files can be activated at a specified date and time only from one PC (MFS1 or MFS2). This is determined via the system parameter 'PC Number to Activate Batch Files by Date/Time'.

For a batch file set up for a specific date and time to execute on schedule, you must be in one of the following screens:

- Any menu screen (main menu, Back Office menu, etc.)
- The ISS45 log-on screen.
- The Execute Batch by Date/Time screen.

Once you are in any one of these screens, the batch file executes automatically at the set date and time.

To access the Execute Batch by Date/Time screen, select Execute Batch Files by Date/Time from the PLU Batch Maintenance menu.



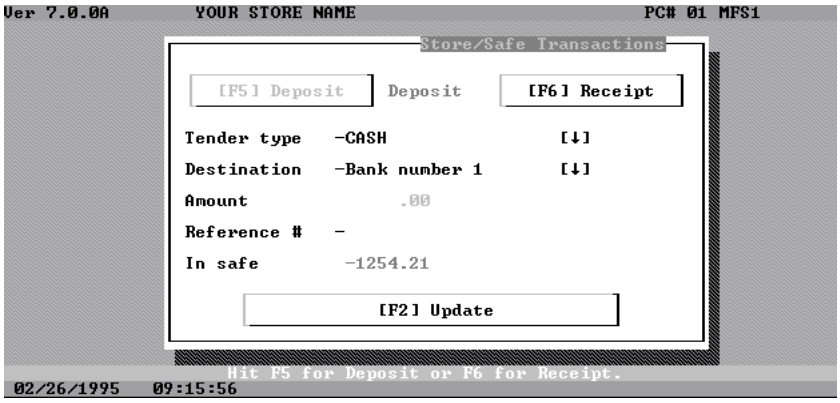
This screen displays the next batch file in the queue. It shows the name of the file, the date and the time. In the lower window is the list of all pending batch files, in date and time sequence. You can page through this list.

No other activity is allowed.

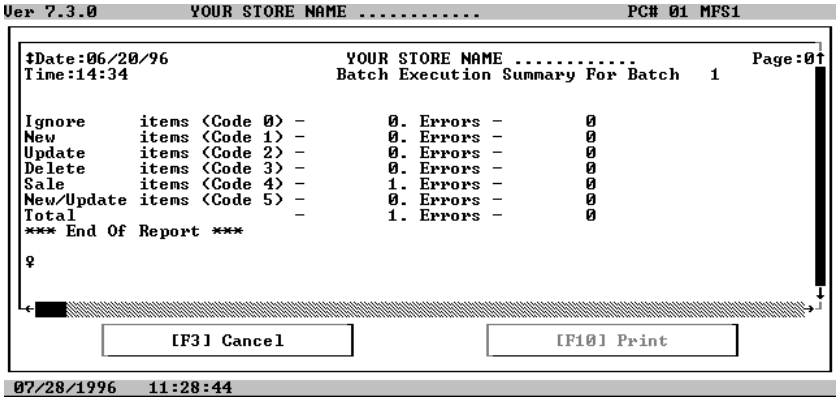
Local Batch Execution Reports

These reports are generated when a batch is executed, and only if you are using the Extended PLU Batch type. See 'PLU and Promotion Batch Parameters' in the System Parameters & Utilities manual.

To access this option, select Local Batch Execution Reports from the PLU Batch Maintenance menu. The History Batch File Reports screen displays.



Highlight the required report. Press *Enter*. The report screen displays.



The report lists all the possible batch types, like Ignore, New, Update, and the number of errors for the batch.

To print the report, press *F10*.

Host Batch Execution Reports

These reports are generated when a batch is executed, and only if you are using the Extended PLU Batch type. See 'PLU and Promotion Batch Parameters' in the System Parameters & Utilities manual.

To access this option, select Host Batch Execution Reports from the PLU Batch Maintenance menu. The History Batch File Reports screen displays. You will only see reports listed if host batches were received and executed.

Report information is the same as for Local Batches.

6

File Maintenance

The File Maintenance option provides access to ISS45's database files. These options are used to add new records and perform maintenance operations in the database files.

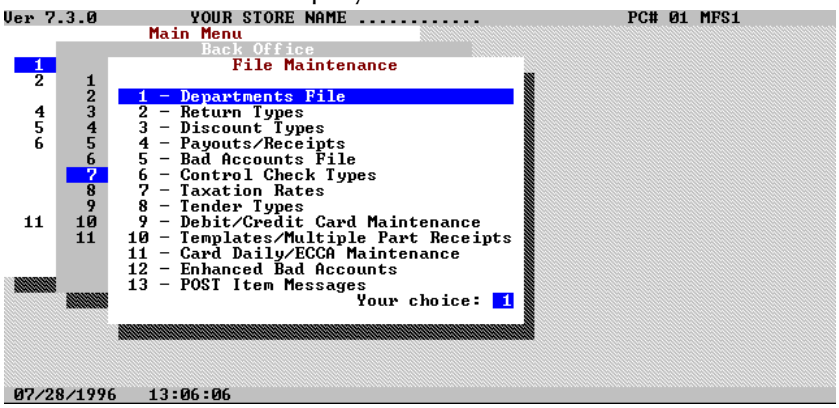
In this chapter:

- **Departments File, page 3**
- **Return Types, page 17**
- **Discount Types, page 22**
- **Payouts/Receipts, page 27**
- **Customer Accounts, page 31**
- **Control Check Types, page 35**
- **Taxation Rates, page 43**
- **Tender Types, page 50**
- **Card Maintenance, page 65**
- **Templates/Multi Part Receipts, page 83**
- **Card Daily/ECCA Maintenance, page 90**
- **Bad Accounts File, page 101**
- **POST Item Messages, page 111**
- **EAN 99 Coupons, page 116**
- **Sub Department Maintenance, page 120**

Accessing File Maintenance Options

➢ **To access a File Maintenance option**

1. From the main menu, select Back Office.
2. From the Back Office menu, select File Maintenance. The File Maintenance menu displays.

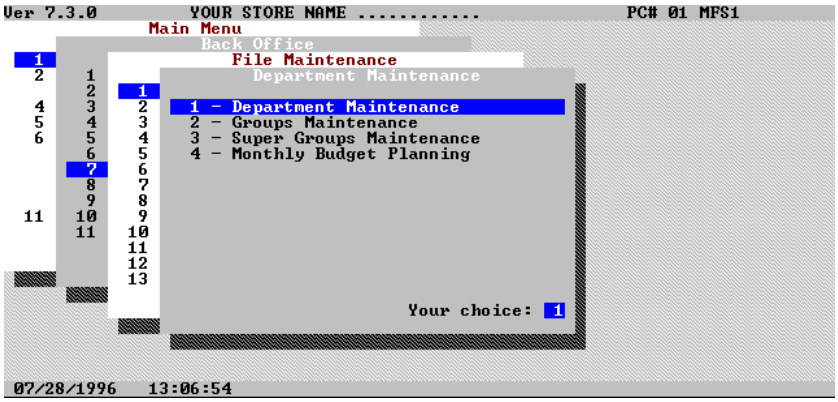


3. From the File Maintenance menu, select the desired option. The relevant option screen displays.

Departments File

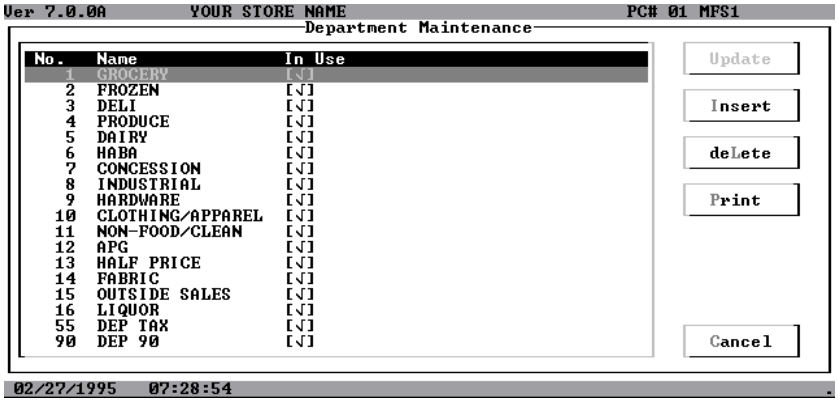
The Departments File option allows you to add, update, and delete departments and to print a list of the departments defined in the system.

To access the Department Maintenance screen, select Departments File from the File Maintenance menu.



Select Department Maintenance from the Department Maintenance menu.

The department Maintenance screen displays.



The Department Maintenance screen lists all the records in the department file, showing the following information per record:

- Department number.
- Department name.
- In use: if the department is currently in use, it is marked by a check sign [√].

➢ **To search for a department**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

- For faster search, use the Go To feature: Start typing a department number. As you enter the digits, they display at the bottom left corner of the list window. The department record corresponding to the number you entered is highlighted at the top of the list. For example, as you type 96, the system first highlights department 9, and then department 6. If the number you entered does not exist, the next department is highlighted.

  The right side of the screen contains function buttons. Each of these buttons activates a function such as updating department information or adding a new department. These functions are described later in this chapter.

➢ **To activate a function**

1. If the function applies to a specific department (e.g. Update an existing department), highlight that department. If not (e.g. Insert a new department), just perform step 2.
2. Do one of the following:
3. Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
4. Use the *Tab* key to select the function button and press *Enter* to activate it.

Throughout this manual, the term 'select' is used for activating a function by either method. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

Adding a New Department

This function enables you to add new departments to the departments file. A new department needs to be defined, for example, when one category of sale items, formerly contained in one department, is separated into one or more new departments to make accounting and reporting procedures more focused.

1. In the Department Maintenance screen, select *Insert*. The Department - Insert screen displays.



2 The cursor is positioned on the Department Number field. Type in the number of the department you want to add. This number is the department's ID in the ISS45 system. You use it to refer to a department throughout the system. The department number must be unique, that is two departments may not have the same number. The department number is a mandatory entry.

3 If the department number already exists in the department file, the current values are displayed. If any changes are made at this stage, the system accepts them as an update. If the department number does not exist, a confirmation window displays the following prompt: *Insert New Record?* Select *Yes.*

4 Press *Enter* to continue to the next field. Fill in the required fields as explained in the following table.

Field	Description
Department Name	Name of the department.
Maximum Value	Maximum value allowed for this department. (up to 8 digits). Do not type in the decimal point. This value is relevant for sales made using the <Dept> key at the POS terminal.
Pointer to CHECK File	Specifies the control check to be triggered when cashier exceeds the maximum value for this department. Enter the number of the control check, or press *F8* to display the control check list and select the appropriate control check.
Minimum Value	Minimum value allowed for this department (up to 8 digits). Do not type in the decimal point. This value is relevant for sales made using the <Dept> key at the POS terminal.
Pointer to CHECK File	Specifies the control check to be triggered when cashier does not meet the minimum value for this department. Enter the number of the control check, or press *F8* to display the control check list and select the appropriate control check.

Field	Description
Tax Flags	Allows you to assign up to 8 tax rates to items in this department. Tax rates must be defined in the Taxation Rates file (see section 'Tax Rates Maintenance', later in this chapter). To assign tax rates, press *F8*. The Tax Rates window displays. Check the tax rates that apply to this department, by pressing the *Space Bar*. Press *F2*. The switch corresponding to the checked rate is now marked by 'Y'. These tax flags display by default for PLU items in the department, if the system parameter 'PLU follow department flags as a default' is checked (see 'System Parameters', in the manual 'System Maintenance & Utilities).
Discount Type	Enter the Discount Type, as defined in Discount Types Maintenance, if applicable to the whole department.
Group	The group number is part of the department structure. This number determines the order in which departments are printed on the Expanded Department Report. For example, all departments in group 0 are printed first with subtotal, then group 1, etc.
Ord. Promotion Number	If an Order Promotion has been linked to the department, the relevant promotion number displays here.

5 The fields on the right side of the screen are parameters that you can check or uncheck as appropriate for the department. For example, if items in the department should be weighed, check the Allow Weighing parameter.

To check a parameter, position the cursor on the field and press the *Space Bar*. The check sign appears: [√]. To uncheck a parameter, press the *Space Bar* again. The check sign clears.

The following table explains the meaning of the parameters when they are checked. These parameters display by default for PLU items in the department, if the system parameter 'PLU follow department flags as a default' is checked (see 'System Parameters', in the manual 'System Maintenance & Utilities).

Field	Description
Department In Use	Specifies that the department is currently 'in use'.
Allow Discount	System allows discounts for items in this department, if the Discount Prohibited parameter in the PLU item record is not checked.
Allow Weighing	Weighing is allowed for items sold via this department (using the <Dept> key at the POS terminal).

Negative Entry Department	This is a negative entry department. Items sold via this department (using the <Dept> key at the POS terminal) have negative values.
Non-merchandise Department	This is a non-merchandise department. Items sold via this department (using the <Dept> key at the POS terminal) are non-merchandise items. **Note** Non-merchandise items can be assigned to regular (merchandise) departments.
Payment by Food Stamps	Items sold via this department (using the <Dept> key at the POS terminal) may be paid for using food stamps.
Payment by WIC	Payment by WIC voucher for items sold via this department (using the <Dept> key at the POS terminal) is allowed in a WIC transaction.
Decimal Quantity	The quantities of items sold via this department (using the <Dept> key at the POS terminal) are measured in decimal units. For example; curtaining, carpeting and material. (1.5 meter).
Cost Plus Department	Check this parameter if you want to enable the Cost Plus feature for sale by department. Cashiers are able to ring up *any* item with this method, for inclusion in the Cost Plus total.

6 After entering data in the relevant fields, press *F2* to record the new department.

Other Functions

In this screen, you can use the same functions as those described in 'Updating a Department'.

Updating a Department

This function allows you to update the details of a department.

1. To update the details of a department, highlight the required department in the Department Maintenance screen, and select *Update*.

   The Department - Update screen displays with the details of the selected department.

   For field descriptions, see 'Adding a New Department', earlier in this chapter.

2. To enter new/updated data in a field, move the cursor to that field using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value. For the fields on the right side of the screen, use the *Space Bar* to check or uncheck that field, as appropriate.

3. Press *F2* to record the changes.

➢ **To display another department**

- Type in the department number and press *Enter;* or
- Press *F8* to open the department list window. Locate the required department using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

➢ **To page through departments**

Press *F10* to display the next department. Press *F9* to display the previous department.

Deleting a Department

This function is used to delete a department from the department file. A department can be deleted only if has no sale totals. If an attempt is made to delete a department with totals, the following error message displays: `Department has totals`.

1. In the Department Maintenance screen, highlight the item to be deleted and select *deLete*. The Department - Delete screen displays with the details of the selected department.

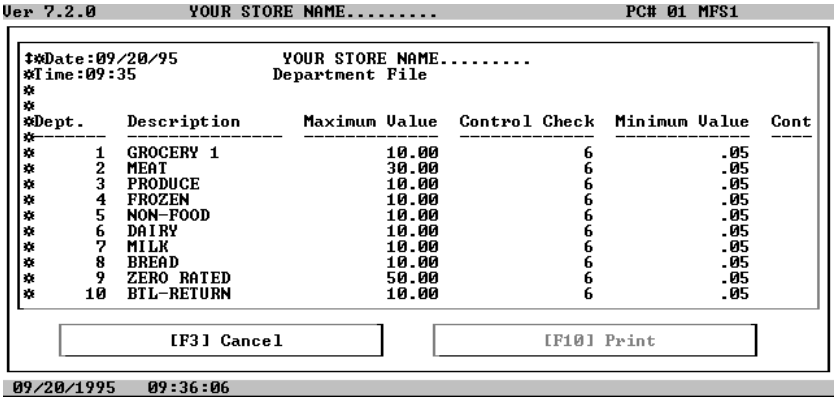
2 Press *Enter*. In the delete confirmation box, select *Yes* to delete or *No* to retain the department.

The functions available in the Department - Delete screen are the same as those described in the Department - Update screen. In other words, you can display and delete the previous (*F9*) or next department (*F10*), or any other department from the department list (*F8*). If you know the number of the department you want to delete, just type its number at cursor position. After displaying the required department record, perform step 2 to delete.

Printing a Departments List

This function serves to display and print a list of the departments defined in the system.

1 In the Department Maintenance screen, select *Print*. The Department - Print screen displays the details of all the departments, line by line.



2 To view all parts of the displayed list use the following:

- *Right Arrow* and *Left Arrow to* shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the list.

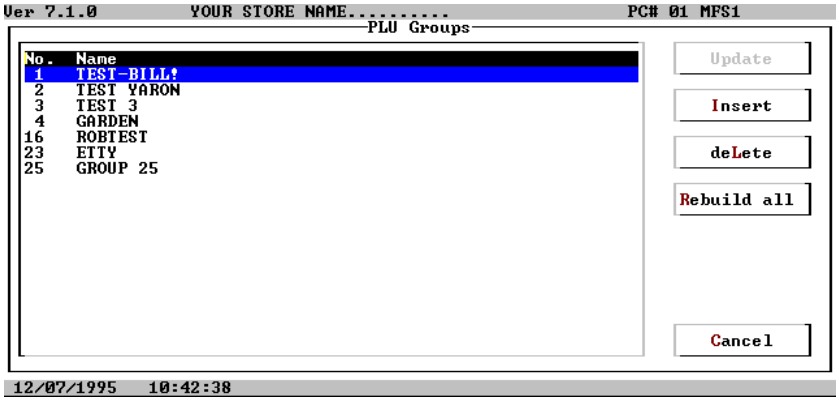
3 Press *F10* to print the list.

4 Press *F3* or *Esc* to return to the Department Maintenance screen.

Groups Maintenance

This option allows you to create customized groups, and link them to defined Super Groups. See 'Super Groups' further on in this chapter.

To access the Groups Maintenance screen, select Groups Maintenance from the Department Maintenance menu.



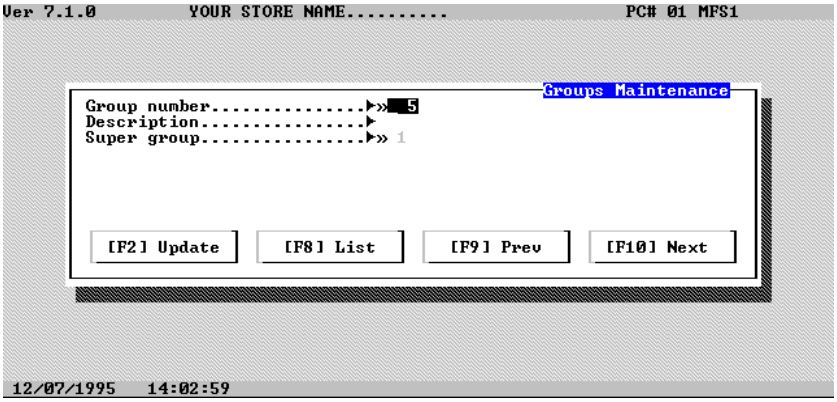
The Groups Maintenance screen lists the current Groups, and the Super Groups they have been assigned to. The following information displays for each Group:

- Group Number
- Name
- Super Group Number

Adding a New Group

This function allows you to define a new group.

1 Highlight one of the blank lines on the screen and select *Update*. The Groups Maintenance update screen displays.



2 The group number already displays. Type in another number, if necessary, or press *F9* for the previous group, and *F10* for the next group. Press *Enter* to continue.

3 Fill in the required fields as described below.

Field	Description
Description	Your description of the group, up to 16 characters.
Super Group	Type in the super group number you want the group assigned to. To see the super groups available, press *F8 List*. Select from the list displayed and press *Enter*.

3 Press *F2* to record the new group.

Updating a Group

This function allows you to update the details of a group.

2 To update the details of a group, highlight the required group and select *Update*.

3 The Groups Maintenance update screen displays, with the details of the selected group.

4 To change existing details in a field, move the cursor to that field using the *Enter* or *Tab* key. If the field has item selection, press *F8* to select a new value.

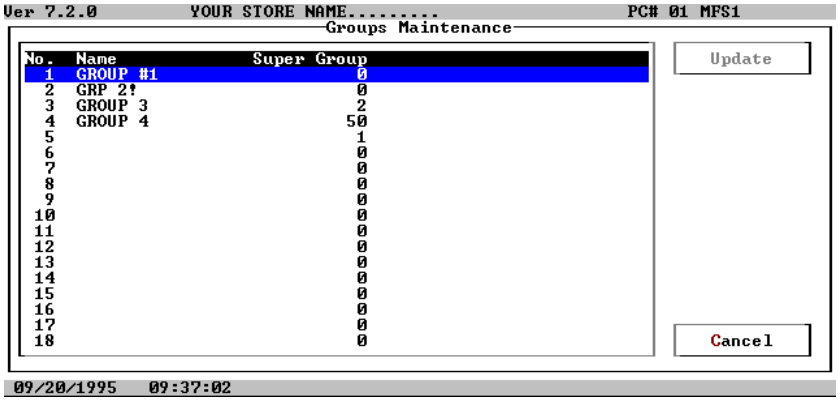
5 Press *F2* to record the changes.

Super Groups Maintenance

This option allows you to define 'high-level' groups. Once you have defined super groups, you can assign regular groups to them. See 'Groups Maintenance', above. For example, you may want to create a super group called FOODS, and link all food groups (and their departments) to it.

Super groups do not affect departments in any way - they are used for categorizing and reporting.

To access the Super Groups Maintenance screen, select Super Groups Maintenance from the Department Maintenance menu.



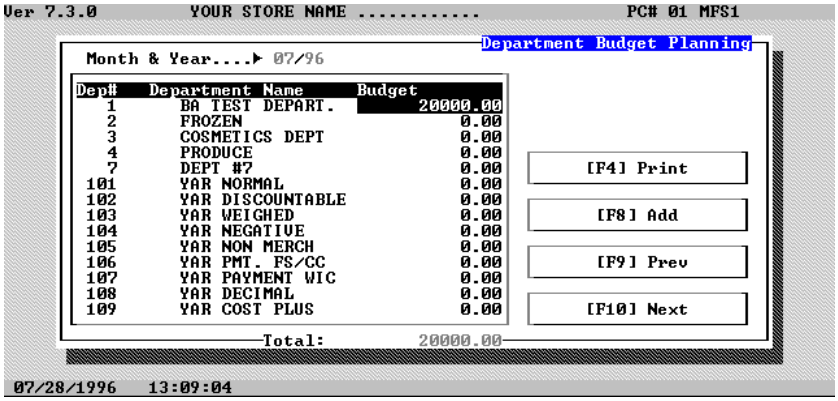
Adding a Super Group

1. Highlight the required number and type in an appropriate description. For example: FOODS.
2. Press *Enter*. The cursor moves to the Non-Bankable check box.
3. To mark the Super Group as a *non-bankable* department, press the *Space Bar*. A check sign [√] appears. To leave the super group as *bankable*, press *Space Bar* again.

Monthly Budget Planning

Use this option to define monthly budgets by department.

To access this option, select Monthly Budget Planning from the Department Maintenance menu. The Department Budget Planning screen displays.



The Budget Planning screen lists all the departments defined in the system, showing the following information.

- Department number
- Department name
- Budget (amount)

Press *PgUp* ad *PgDn* to page through all the departments.

Defining a Monthly Department Budget

1. Press *Shift/Tab* to move the cursor to the Date field. Type in the required month and year.
2. Press *Enter* to move to the first department.
3. Type in the budget amount.
4. If the required department does not appear in the list, press *F8 Add*. Select a department from the list.
5. To see budgets for other dates, use *F9 Prev* and *F10 Next*.
6. To print the report, press *F4*.

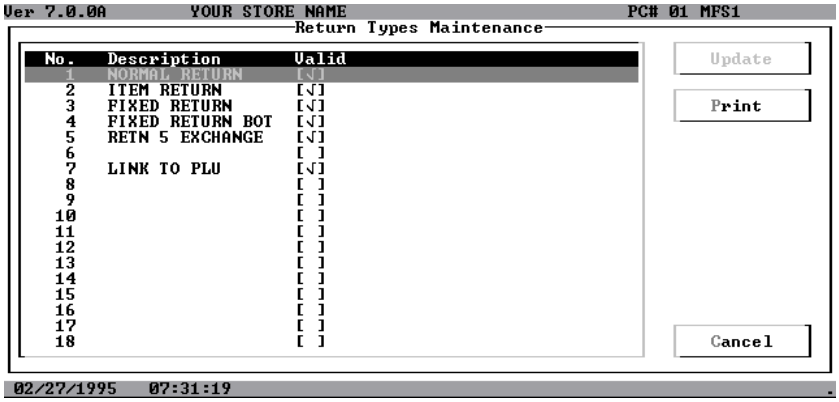
Return Types

This option allows you to add or update return types, and print a list of the return types defined in the system. Return type codes are entered at the POS terminal to identify returned items or transactions. For example, bottles for which a deposit has been paid at the time of purchase.

Note

In transaction return tickets, the POS Terminal prints a return slip if a template for return slip is defined in the Return Type Maintenance screen.

To access the Return Types Maintenance screen, select Return Types from the File Maintenance menu.



The Return Types Maintenance screen lists all the records in the return types file, showing the following information per return type:

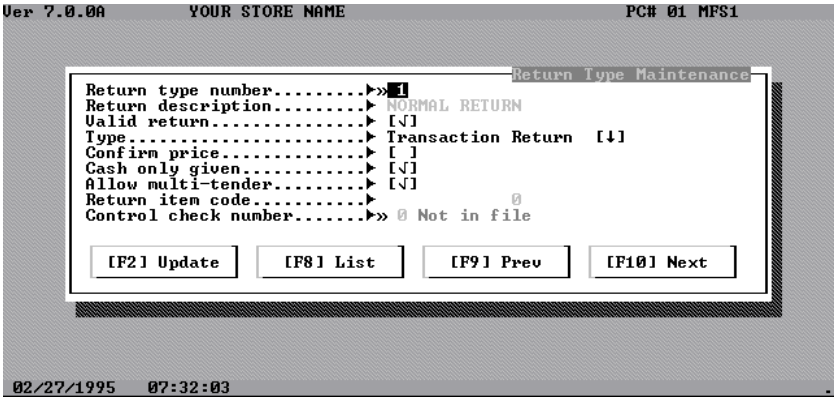
- Return type number.
- Description.
- Valid: if the return type is currently valid (in use), it is marked by a check sign [√].

For explanations on how to activate the functions on the right side of the screen, refer to the 'Departments File' section, earlier in this chapter.

Adding a New Return Type

This function enables you to define new return types.

1 To add a new return type, highlight one of the blank lines in the Return Type Maintenance screen, and select *Update*. The Return Type - Insert/Update screen displays.



2 The Return Type Number already displays. Type in another number, if necessary or press *Enter* to continue.

3 Fill in the required fields as explained in the following table.

Some of the fields on this screen are parameters that can be checked or unchecked, as appropriate for the return type. To check a parameter, position the cursor on the field and press the *Space Bar*. The check sign appears: [√]. To uncheck a parameter, press the *Space Bar* again. The check sign clears.

Field	Description
Return Description	Description of the return type.
Valid Return	Check this field if the return type is in use.
Type	To specify the type of the return, press the *Right Arrow*. A drop-down list displays the available return types. **Transaction return** - The entire transaction is a return. All returned item prices are entered in negative values. **General item return** - next sale is a return. **Specific item return** - this return is a specific item. Enter the relevant PLU number in the Return Item Code field. **Link item** - when one item is sold, a linked item is also sold automatically. The return code of that item (refer to the chapter 'PLU Maintenance') must be of Link Type. Enter the relevant PLU number in the Return Item Code field. Highlight the relevant return type and press *Enter* to select it.
Confirm Price	Check this field if cashier has to confirm price before accepting return.
Cash Only Given	Check this field if only cash is to be given to customer upon return.
Allow Multi-Tender	You can access this field only if the Cash Only Given field is not checked. Check this field to allow for more than one tender for return.

Field	Description
Return Item Code	You can access this field only if the type of return is 'Specific Item' or 'Linked Item'. When this return code is entered in the POS terminal, the system subtracts the item indicated in this field. For 'Linked Item', enter the PLU number of the linked item. For 'Specific Item', enter the PLU number of the specific item.
Control Check Number	Specifies the control check to be triggered when a return is used. Enter the number of the control check or press *F8* to display the control check list and select the appropriate control check.

4 Press *F2* to record the changes.

Other Functions

In this screen, you can use the same functions as those described in 'Updating a Return Type'.

Updating a Return Type

This function enables you to update the details of a return type.

1 To update the details of a return type, highlight the required return type in the Return Type Maintenance screen, and select *Update.* The Return Type - Update screen displays with the details of the selected return type. For field descriptions, see 'Adding a New Return Type'.

2 To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value. For fields that can be checked or unchecked, use the *Space Bar* to check or uncheck that field, as appropriate.

3 Press *F2* to record the changes.

➢ **To display another return type**

- Type in the return type number and press *Enter*, or
- Press *F8* to open the return type list window. Locate the required return type using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

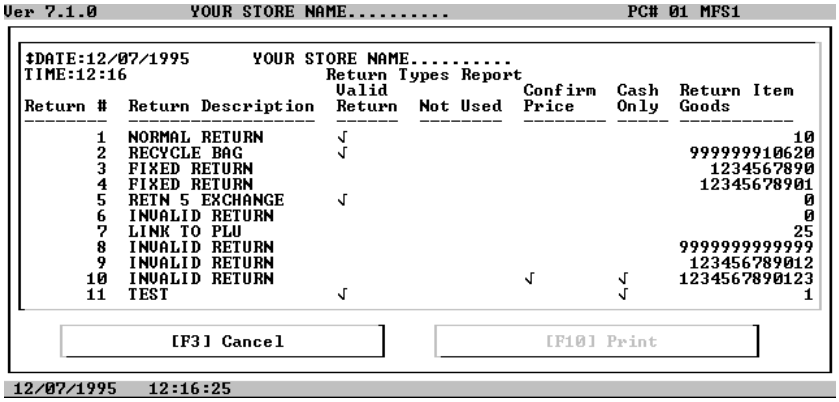
➢ **To page through return types**

Press *F10* to display the next return type. Press *F9* to display the previous return type.

Printing a Return Types List

This function serves to display and print a list of the return types defined in the system.

In the Return Types Maintenance screen, select *Print*. The Return Type - Print screen displays the details of all the return types, line by line.

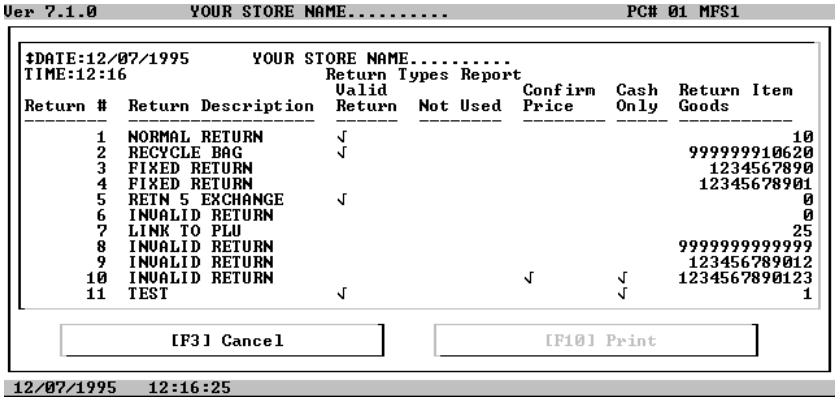


For a description of the functions available in this screen, refer to 'Printing a Departments List', earlier in this chapter.

Discount Types

This option enables you to add and update discount types and to print a list of the discount types defined in the system. You enter Discount type codes on the POS terminal when giving item or transaction discounts.

To access the Discount Maintenance screen, select Discount Types from the File Maintenance menu.



The Discount Maintenance screen lists all the discount types in the Discount Types file, showing the following information per record:

- Discount number.
- Description.
- Valid: if the discount is currently valid, it is marked by a check sign [√].
- By Value: if the discount is by a dollar amount, it is marked by a check sign [√]. If not marked, this is a percentage discount.
- For explanations on how to search for a discount type and how to activate a function, refer to the 'Departments File' section, earlier in this chapter.

Adding a New Discount Type

This function enables you to define new discount types.

1 Highlight one of the blank lines in the Discount Maintenance screen, and select *Update*. The Discount - Insert/Update screen displays.



2 The Discount Type Number already displays. Type in another number, if necessary. Press *Enter* to continue.

3 Fill in the required fields as explained in the following table.

Some of the fields on this screen are parameters that can be checked or unchecked, as appropriate for the discount type. To check a parameter, position the cursor on the field and press the *Space Bar*. The check sign appears: [√]. To uncheck a parameter, press the *Space Bar* again. The check sign clears.

Field	Description
Discount Description	Description of the discount.
Valid Discount	Check this field if the discount is applicable.
Upcharge	Check this field if charge posting software is being used (adds a surcharge to specific customers).
Item Discount Only	Check this field if the discount applies to items only. If not checked, this is a transaction discount.
Fixed Discount	Check this field if this discount is fixed and may not be changed by a cashier.
Automatic Execution if Fixed	Check this field if a fixed discount must be applied automatically. (No interaction with cashier). The discount amount is displayed on the POS terminal screen below the item price, and printed on the customer receipt.
Default Discount	Check this field if the discount should display by default on the POS terminal.
Additive Discount	If checked, this item discount allows a transaction discount to be given on the 'after item discount' price. 'Item Discount Only' must be checked to access this flag.
Discount by % or Value	Leave blank if the discount is by a percentage, check if it is a dollar discount.
Discount Percentage	Amount of percentage discount (only accessible if discount is by percentage). Values are displayed with 3 digits after the decimal point. Do not type in the decimal point. For example, for 10% type 10000.
Maximum Percentage	Maximum discount %. Values are displayed with 3 digits after the decimal point. Do not type in the decimal point. For example, for 10% type 10000.

Field	Description
Discount Value	Amount of dollar discount (only accessible if discount is by value). Values are displayed with 2 digits after the decimal point. Do not type in the decimal point. For example, for 1% type 100.
Maximum Value	Maximum discount dollar amount allowed. Values are displayed with 2 digits after the decimal point. Do not type in the decimal point. For example, for 10% type 10000.
Price Override	You can access this field only if the Item Discount Only field is checked. The price displays on the POS terminal and the cashier is allowed to type in another price.
Control Check Number	Specifies the control check to be triggered when a discount is given. Enter the number of the control check or press *F8* to display the control check list and select the appropriate control check.

4 Press *F2* to record the definition.

Other Functions

In this screen, you can use the same functions as those described in 'Updating a Discount Type'.

Updating a Discount Type

This function enables you to update the details of a discount type definition.

1. To update the details of a discount type, highlight the required discount in the Discount Maintenance screen, and select *Update.* The Discount - Insert/Update screen displays with the details of the selected discount. For field descriptions, see 'Adding a New Discount Type', earlier in this chapter.
2. To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value. For fields that can be checked or unchecked, use the *Space Bar* to check or clear that field, as appropriate.
3. Press *F2* to record the changes.

➢ **To display another discount type**

- Type in the discount type number and press *Enter;* or
- Press *F8* to open the discount type list window. Locate the required discount using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

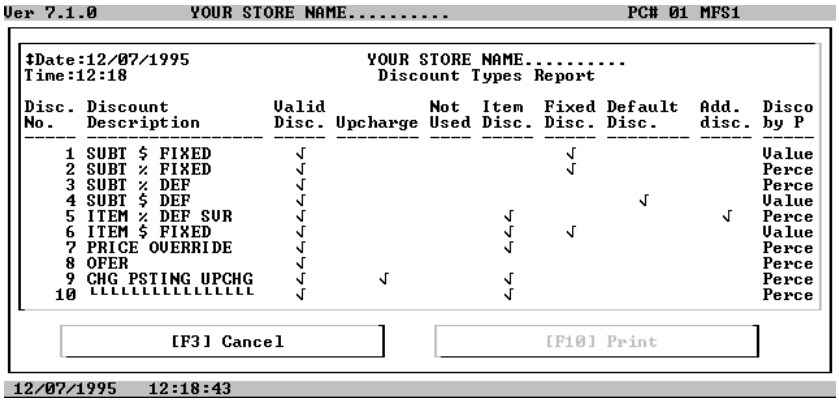
➢ **To page through discount types**

Press *F10* to display the next discount type. Press *F9* to display the previous discount type.

Printing a Discount Types List

This function serves to display and print a list of the discount types defined in the system.

In the Discount Maintenance screen, select *Print*. The Discount - Print screen displays all the discount types, line by line.

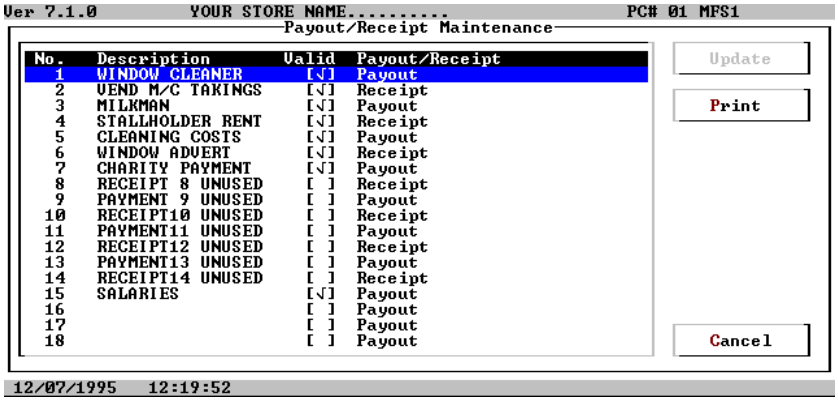


For a description of the functions available in this screen, refer to 'Printing a Departments List', earlier in this chapter.

Payouts/Receipts

This option allows you to define new payout and receipt types, and change the details of existing ones. A cashier can perform a payout or an ROA (receive on account) at the POS terminal. When recording a payout or receipt, the cashier enters the relevant payout/receipt code at the POS terminal.

To access the Payout/Receipt Maintenance screen, select Payouts/Receipts from the File Maintenance menu.



The Payout/Receipt Maintenance screen lists all the payout/receipt types in the payouts/receipts file, showing the following information per type:

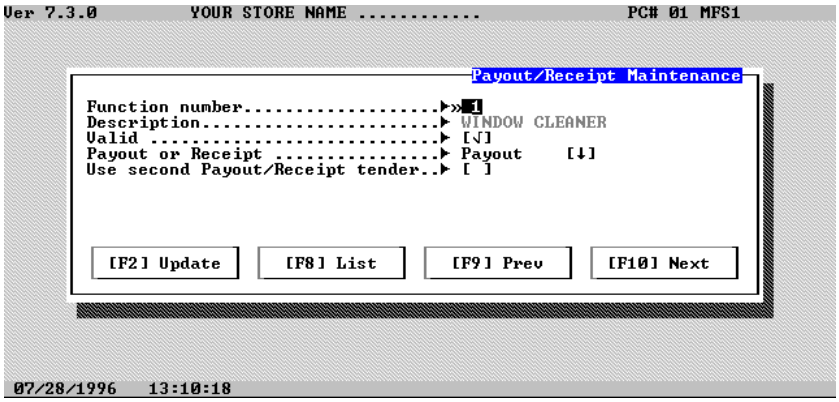
- Function number.
- Description.
- Valid: if the payout or receipt type is currently valid, it is marked by a check sign [√].
- Payout/Receipt: indicates whether the definition is a payout or a receipt.

For explanations on how to search for a payout/receipt and how to activate a function, refer to the 'Departments File' section, earlier in this chapter.

Adding a New Payout/Receipt Type

This function enables you to define new payout and receipt types.

1 Highlight one of the blank lines in the Payout/Receipt Maintenance screen, and select *Update*. The Payout/Receipt - Insert/Update screen displays.



2 The payout/receipt number already displays in the Function Number field. Type in another number, if necessary. Press *Enter* to continue.

3 Fill in the required fields as explained in the following table.

Field	Description
Description	Description of payout or receipt.
Valid	If the payout or receipt type is applicable, press the *Space Bar* to check this field. The [√] sign appears.
Payout or Receipt	Indicates whether the operation is a payout or a receipt. Press the *Right Arrow*. A drop-down list displays Payout and Receipt. Highlight the relevant type and press *Enter* to select.
Use Second Payout/Receipt Tender	Allows you to choose a second tender, apart from cash. Specify the second tender in General POST Parameters.

4 Press *F2* to record the definition.

Other Functions

In this screen, you can use the same functions as those described in 'Updating a Payout/Receipt'.

Updating a Payout/Receipt Type

This function lets you update the details of payout or receipt types.

1. To update the details of a payout/receipt type, highlight the required payout/receipt in the Payout/Receipt Maintenance screen, and select *Update*.
2. The Payout/Receipt - Insert/Update screen displays with the details of the selected record.
3. To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data.
4. Press *F2* to record the changes.

➢ **To display another payout/receipt**

- Type in the function number and press *Enter;* or
- Press *F8* to open the payout/receipt list window. Locate the required function using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

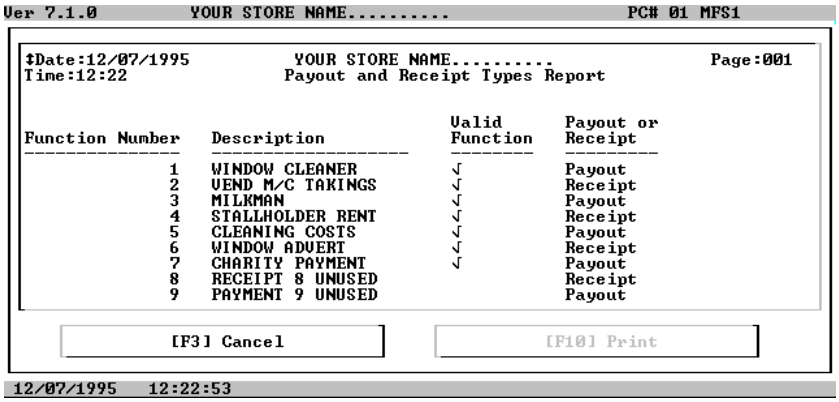
➢ **To page through payouts/receipts**

Press *F10* to display the next function. Press *F9* to display the previous function.

Printing a Payouts/Receipts List

This function serves to display and print a list of the payout/receipt types defined in the system.

In the Payout/Receipt Maintenance screen, select *Print*. The Payout/Receipt - Print screen displays all the payout and receipt types, line by line.



For further details of the functions available in this screen, refer to 'Printing a Departments List' earlier in this chapter.

Customer Accounts

ISS45 supports two types of account:

- USA-type 'charge posting': This is a stand-alone application that interfaces with the system. It must be purchased separately.
- 'Customer Accounts': Customers may open accounts and 'purchase' credit in the store. As long as customers have a credit balance, they can pay for their purchases with their account.

  The account balance for each customer is tracked in-store. Each time a customer buys 'on account' the available balance decreases.

  When the POS terminal is offline, or an account number does not exist, transactions may be forced by triggering control checks requiring the supervisor key.

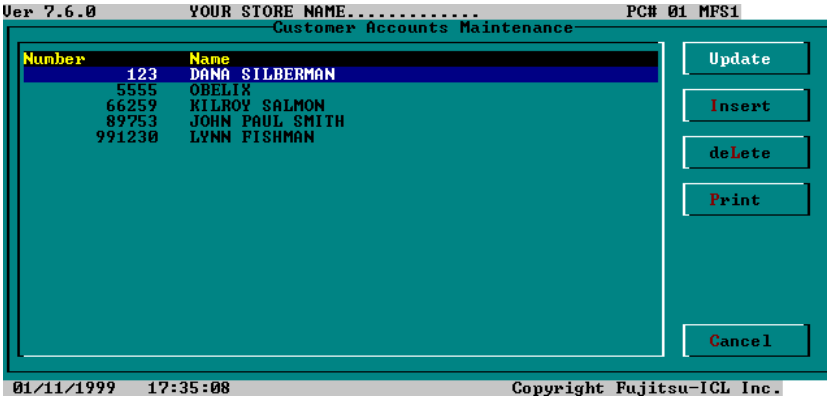
➢ To Access Customer Accounts Maintenance

Note

If the Customer Accounts file is maintained via host-batch maintenance, stores do not need to access this function. If store personnel are *required* to have access, check the parameter 'Allow Customer Accounts Maintenance' in General Back Office Parameters.

1 From the Back Office Menu, select File Maintenance.

2 From File Maintenance, select Customer Accounts Maintenance. The Customer Accounts Maintenance screen displays.



This screen lists all the customer accounts defined in the system, showing the following information per account:

- Account Number
- Customer Name

➢ **To search for a customer**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.
- For faster search, use the Go To feature: Start typing an account number. As you enter the digits, they display at the bottom left corner of the list window. The account record corresponding to the number you entered is highlighted at the top of the list. For example, as you type 123, the system first highlights account 1, then account 12 and then account 123. If the number you entered does not exist, the next account is highlighted.

➢ **To activate a function**

1 If the function applies to an existing account, for example; Update, highlight that account. If not, perform step 2.

2 Do one of the following:

- Press the *Alt* key and the short cut letter. For example, *Alt*+U for Update
- Use the *Tab* key to select the function button and press *Enter* to activate it

Adding a New Customer Account

This function allows you to define a new Customer Account.

➢ **To add a new Customer Account**

1 In the Customer Accounts Maintenance screen, select *Insert*. The Customer Accounts Maintenance Insert screen displays.



2 Type in the account number (including check digit) and press *Enter*. To view a list of the existing accounts press *F8 List*. A confirmation box displays the prompt: `Insert New Record?`

3 Select *Yes*.

4 Fill in the remaining fields as follows:

Field	Description
Name	Account holder (customer) name.
Date Issued	Date the account was opened. Default is today's date.
Available Balance	This field is read-only. Default is zero. When a customer 'purchases' credit, the balance displays.

5 Press *F2* to record the new customer account.

Updating a Customer Account

This function lets you update the details of an existing account.

➢ **To update a Customer Account**

1. Highlight the required account in the Customer Account Maintenance screen, and select *Update*. The setup screen displays with the details of the selected account.
2. To enter new or updated data in a field, move the cursor to that field.
3. Use the *Enter* or *Tab* key to move to the required fields. Type or overtype the new data.
4. Press *F2* to record the changes.

Deleting a Customer Account

➢ **To delete a customer account**

1. In the Customer Accounts Maintenance screen, highlight the account to be deleted and select *deLete*. The setup screen displays with the details of the selected account. Press *Enter*.
2. In the delete confirmation box, select *Yes* to delete or *No* to retain the account.

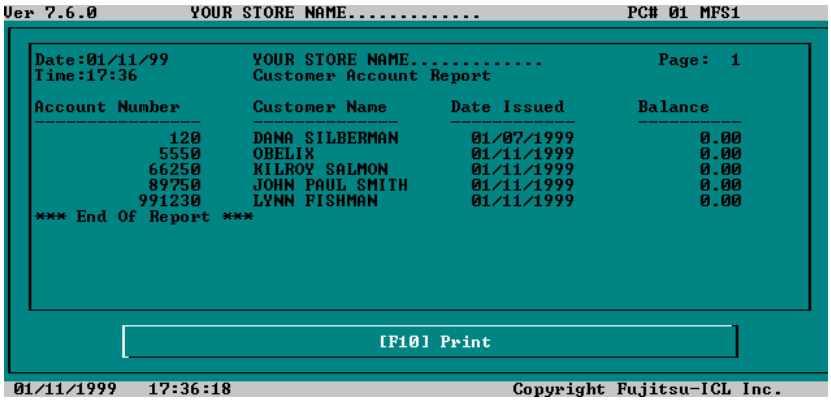
Printing a Customer Account Report

➢ **To print a Customer Account Report**

1. In the Customer Accounts Maintenance screen, select Print. The Accounts Range prompt displays:

- From Account: Enter the first account to print. Default is 1.
- To Account: Enter the last account to print. Default is 9999999.

2. Select *Continue* and press *Enter* or type *Alt*+C. The report displays.

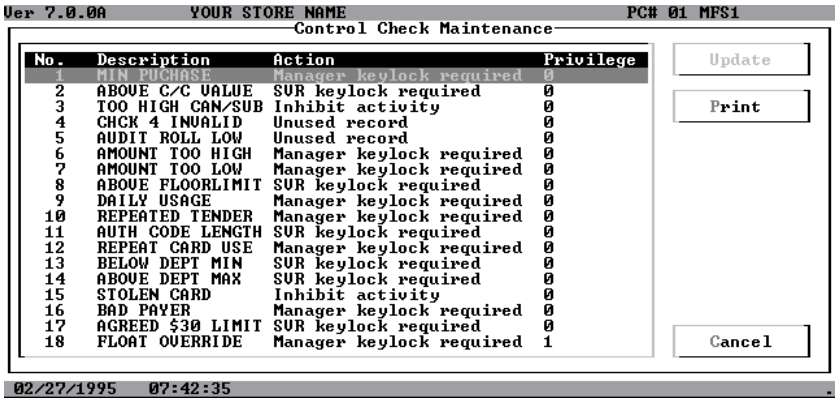


3 Press *F10* to print the report.

Control Check Types

This option enables you to add and update control check types and print a list of the control checks defined in the system. ISS45 makes these checks on the POS terminal transactions. For example, for a department, control checks ensure that the amount entered for a department item is not too low or too high. Control checks display a user defined message at the POS terminal, and take various forms of action as defined in the Control Check Maintenance screen. Throughout the system, check number, control check, and credit check all refer to these control check types. Furthermore, a template for slip validation of control check items can be attached to a control check.

To access the Control Check Maintenance screen, select Control Check Types from the File Maintenance menu.



The Control Check Maintenance screen lists all the control checks in the control check types file, showing the following information per type:

- Control check number.
- Description.
- Action to be taken.
- The cashier privilege number needed to continue a transaction.

For explanations on how to search for a control check type and how to activate a function, see the section 'Departments File', earlier in this chapter.

Adding a New Control Check Type

This function allows you to define a new control check.

1 Highlight one of the blank lines in the Control Check Maintenance screen, and select *Update*. The Control Check - Insert/Update screen displays.



2 The Control Check Number already displays. Type in another number, if necessary. Press *Enter* to continue.

3 Fill in the required fields as explained in the following table.

Field	Description
Description	Description of the control check type. This displays on the POS terminal when the control check is triggered.

Field	Description
Action	To select an action, press the ***Right Arrow***. A drop-down list displays the available actions. Highlight the relevant action, press ***Enter*** to select it. One of the following actions can be taken on a POS when a control check is triggered: **Unused record** — Control check number is not used. **Warning only** — Control check description displays on POS. The <Clear> key must be pressed to continue. **SVR keylock required** — Control check description displays on POS. POS key must be put in SVR position to continue. **Inhibit activity** — Control check description displays on POS. Particular function may not be performed, but transaction can be continued. **Manager keylock required** — Control check description displays on POS. POS key must be put in MGR position to continue. **Ask Yes/No** — Displays `Yes/No?` Allows the cashier to decide whether or not to continue the operation.

Field	Description
Privilege Number	A control check may have a privilege number attached to it. Cashiers may also be assigned privileges (see the chapter 'Cashier Maintenance') in order to determine their authorization level for handling a control check triggered at the POS terminal. A cashier is required to take the appropriate action when a control check is triggered, based on the privilege assigned. For example, if a cashier is assigned privilege 1, and a control check with privilege 1 is triggered, the cashier is authorized to continue by pressing the <Clear> key. If the cashier does not have this privilege, another authorized cashier or supervisor with the correct privilege must enter their cashier number and password at the POS terminal, in order to continue the transaction.
Template Number	The ID of the template (see 'Templates', later in this chapter) that is attached to the control check. One of the following processes takes place: • If template number is 0, then the system does not look for a template. • If a number is indicated, the cashier is prompted to insert a slip in the register for slip validation.
Display Quantity/Amount on End-of-Text	Displays the item's minimum quantity or amount, in addition to the control check message.

Field	Description
Delayed authorization allowed	Check this to allow the cashier to delay Control Checks during a ticket, to be authorized at the end of a ticket. When this parameter is checked, cashiers are able to execute the specific action and continue the ticket without calling the supervisor or manager immediately. All delayed control checks which are defined with a privilege or keylock, will appear at the end of the ticket after the *Total* key is pressed. The supervisor or manager will have to authorize the action at the end of the ticket. **Notes** Delayed Authorization should be set up for control checks that come up only in the middle of a ticket. Because the action is executed, even though the instruction was given to delay the authorization, the supervisor will not be able to do anything else but to authorize the action.

4 Press *F2* to record the control check type definition.

Other Functions

In this screen, you can use the same functions as those described in 'Updating a Control Check Type'.

Updating a Control Check Type

This function allows you to update a control check definition.

1. To update the details of a control check type, highlight the required control check in the Control Check Maintenance screen, and select *Update.*
2. The Control Check - Insert/Update screen displays with the details of the selected control check. For field descriptions, see 'Adding a New Control Check Type' earlier in this chapter.
3. To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data.
4. Press *F2* to record the changes.

➢ **To display another control check type**

- Type in the control check type number and press *Enter;* or
- Press *F8* to open the control check list window. Locate the required control check using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

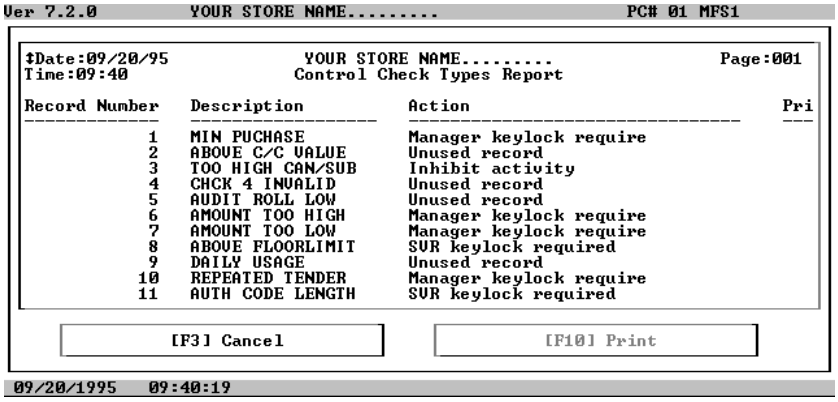
➢ **To page through control check types**

Press *F10* to display the next control check type. Press *F9* to display the previous control check type.

Printing a Control Check Types List

This function serves to display and print a list of the control check types defined in the system.

In the Control Check Maintenance screen, select *Print*. The Control Check - Print screen displays the details of all the control check types, line by line.

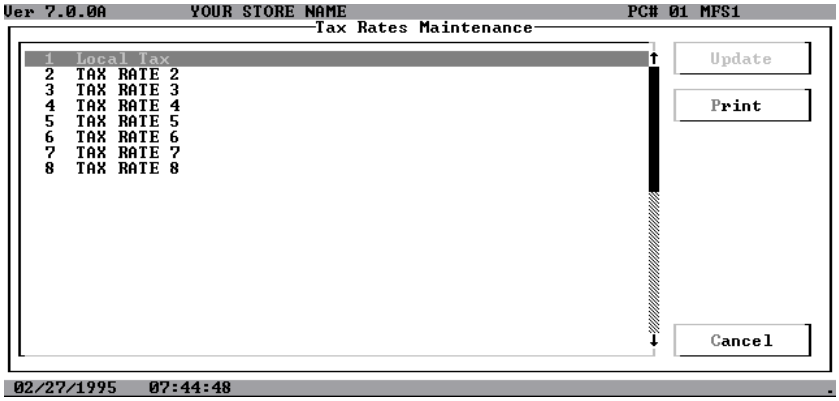


For a description of the functions available in this screen, see 'Prints a Departments List', earlier in this chapter.

Taxation Rates

This option enables you to define and update tax rates, and print a list of the tax rates defined in the system. Tax rates are defined sequentially starting from tax rate 1, to a maximum of 8.

To access the Tax Rates Maintenance screen, select Taxation Rates from the File Maintenance menu.



The Tax Rates Maintenance screen lists all the definitions in the tax rates file, showing the following information per tax rate:

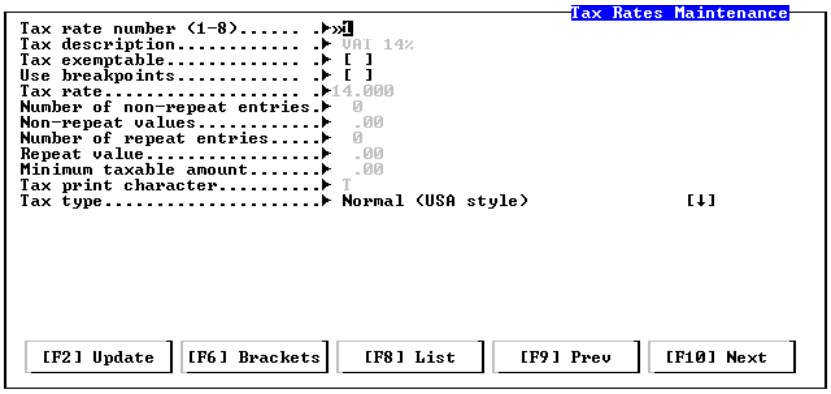
- Tax rate number.
- Tax rate name.

For explanations on how to activate a function, see the section 'Departments File', earlier in this chapter.

Adding a New Tax Rate

This function allows you to define a new tax rate.

1 Highlight one of the blank lines in the Tax Rate Maintenance screen, and select *Update*. The Tax Rate - Insert/Update screen displays.

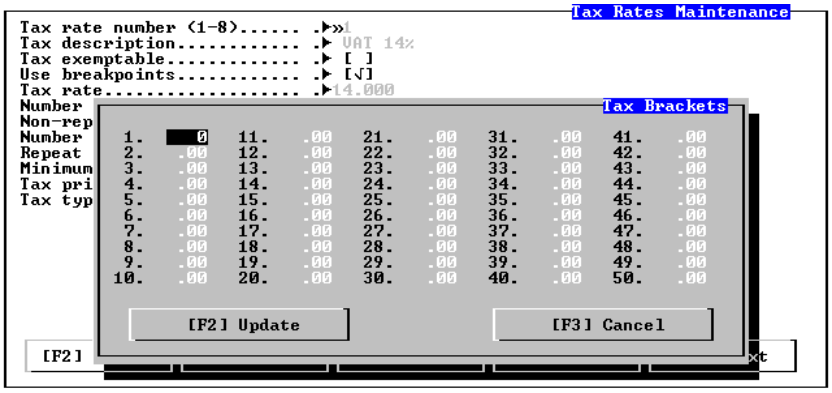


2 The Tax Rate Number already displays. Type in another number, if necessary. Press *Enter* to continue.

3 Fill in the required fields as explained in the following table.

Some of the fields on this screen are parameters that can be checked or unchecked as appropriate. To check a parameter, position the cursor on the field and press the *Space Bar*. The check sign appears: [√]. To uncheck a parameter, press the *Space Bar* again. The check sign clears. The following table describes the meaning of these parameters when they are checked.

Field	Description
Tax Description	Description of the tax.
Tax Exemptable	Check this field if tax rate may be exempted.
Use Breakpoints (For USA only)	Check this field if breakpoints (tax brackets) are to be used. Select *F6 Brackets* to see the 50 breakpoints available.



See the section on Tax Brackets below:

Tax Rate	Rate of tax (percent). Values are displayed with 3 digits after the decimal point. Do not type in the decimal point. For example, for 5% type 5000.
Number of Non-repeat Entries	Related to U.S. tax tables.
Non-repeat Values	Related to U.S. tax tables.
Number of Repeat Entries	Related to U.S. tax tables.
Repeat Value	Related to U.S. tax tables.
Minimum Taxable Amount	Minimum amount which can be taxed.
Tax Print Character	One character representing the tax rate. This character is printed on sales receipts right next to the price.

Field	Description
Tax Type	The tax must be one of the following types. à Normal (USA style). à Price includes tax (GST). This option means that item prices already include tax. Use this option if you are using a GST (General Sales Tax) inclusive system, or a VAT (Value Added Tax) inclusive system. à Price excludes tax (GST). This means that item prices do not include tax. The tax amount is calculated at the end of a transaction. à Tax calculated before other tax (PST). à Tax calculated after other tax (PST). To select a tax type, press the *Right Arrow*. A drop-down list displays the available tax types. Highlight the relevant tax type and press *Enter* to select it.

4 Press *F2* to record tax rate definition.

Tax Brackets

To fill out the Tax Brackets fields you need a current tax table for the tax you are entering. This is a form available from the tax office in your tax jurisdiction, showing at what amounts of sale each additional cent of tax is charged.

You are only concerned with the lower few dollars of the tax table, and what you are concerned about are:

- increments in the amount of sale between each cent increase in tax
- the point at which these increments become regular
- the number of increments in each regular repeating section.

The increments are entered in the Tax Brackets fields.

Note

If the increments show a regular pattern, the tax is probably calculated as a straight percentage. (You can also check by using a calculator and randomly testing tax on various sales amounts as a percentage: If it always matches the tax table, you know the tax is a straight percentage.) In this case you should not check the Use Breakpoints parameter, and ignore the Tax Brackets fields.

As an example, below is a small portion of a 6% tax table. Increments in sales at which an additional cent in tax is levied are shown in italics. You work out the increments for the tax you are working on from the data in your tax table, and write them down for your calculation.

Inc	Amount of sale	Tax
9	0.01 - 0.09	.00
16	0.10 - 0.25	.01
17	0.26 - 0.42	.02
17	0.43 - 0.59	.03
16	0.60 - 0.75	.04
11	0.75 - 0.85	.05
11	0.86 - 0.96	.06
16	0.97 - 1.12	.07
17	1.13 - 1.29	.08
17	1.30 - 1.46	.09
16	1.47 - 1.62	.10
17	1.63 - 1.79	.11
17	1.80 - 1.96	.12

In many tax tables, tax on small amounts does not involve calculating a percentage but tax on larger amounts does. The changeover from the irregular lower increments to the regular increments that result from the percentage calculation is called the breakpoint. In the example above, the increments begin to show a regular pattern (16, 17, 17) at the entry following the increments 11.

The Tax Brackets fields contain the increments between each cent increase in tax for the lower portion of the tax table up to the breakpoint, and through one or more cycles of the repeating pattern of increases.

Below the breakpoint, the system charges tax based on the values entered here. Above the breakpoint, the system calculates the tax using a combination of the irregular section values and the tax rate.

How many increments you should enter above the breakpoint is determined by how many complete cycles of repeats it takes to arrive at a whole dollar amount. In the example shown above, the pattern spans 50 cents: '16, 17, 17'. In this case, the pattern must be entered twice, so that it spans exactly $1. If a pattern repeated in 75 cents, you would have to enter four cycles, to bring the total for the repeating portion of the table to $3.

Other Functions

In this screen, you can use the same functions as those described in 'Updating a Tax Rate'.

Updating a Tax Rate

This function enables you to update a tax rate definition.

1. Highlight the required tax rate in the Tax Rate Maintenance screen, and select *Update*.

   The Tax Rate - Insert/Update screen displays with the details of the selected tax rate. For field descriptions, see 'Adding a New Tax Rate', earlier in this chapter.

2. To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. Use the spacebar to check/uncheck parameter fields with a check sign [√].

3. Press *F2* to record the changes.

➢ **To display another tax rate**

- Type in the tax rate number and press *Enter;* or
- Press *F8* to open the tax rate list window. Locate the required tax rate using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

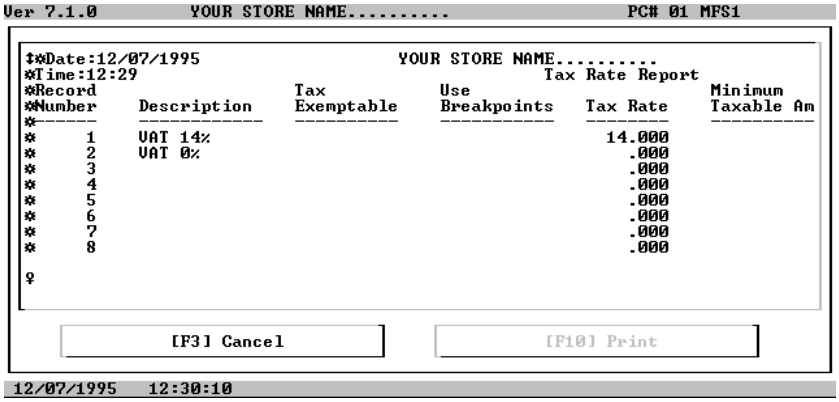
➢ **To page through tax rates**

Press *F10* to display the next tax rate. Press *F9* to display the previous tax rate.

Printing a Tax Rates List

This function serves to display and print a list of the tax rates defined in the system.

In the Tax Rate Maintenance screen, select *Print*. The Tax Rate - Print screen displays the details of all the tax rates, line by line.

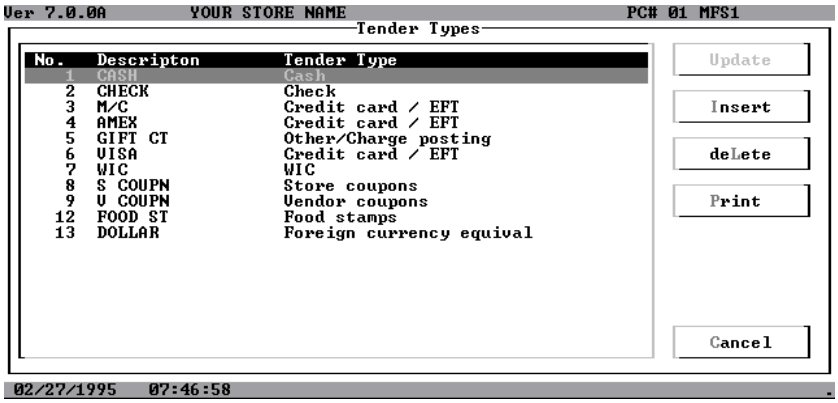


For a description of the functions available in this screen, see 'Printing a Departments List', earlier in this chapter.

Tender Types

This option enables you to add and update tender types, and print a list of the tender types defined in the system.

To access the Tender Type Maintenance screen, select Tender Types from the File Maintenance menu.



The Tender Type Maintenance screen lists all the tenders defined in the tender type file, showing the following information per tender:

- Number
- Description
- Tender type

For explanations on how to search for a tender type and how to activate a function, see the section 'Departments File', earlier in this chapter.

Adding a New Tender Type

This function allows you to define a new tender type.

1 In the Tender Types screen, select *Insert*. The Tender Type - Insert screen displays.



2 The cursor is positioned on the Tender Number field. Type in the number of the tender you want to add. If the tender number already exists in the tender type file, its record is displayed. If any changes are made at this stage, the system accepts them as an update. If the tender does not exist, a confirmation window displays the following prompt: *Insert New Record?* Select *Yes*.

3 Fill in the required fields as explained in the following table.

Field	Description
Tender Name	Name of tender: this name is printed and displayed at the POS terminal.
Type of Tender	Type of tender, e.g. check, credit card, etc. The default is Cash. The 'Not used' option can be selected to prevent a tender type from being used in transactions. This tender is not allowed for use on POS terminals. To select a tender type, press the *Right Arrow*. A drop-down list displays the available tender types. Highlight the relevant tender type and press *Enter* to select it.
Maximum Value	Maximum purchase amount allowed for this tender type.
Minimum Value	Minimum purchase amount allowed for this tender type.
Maximum value in ticket	The maximum value of the ticket.
CC for Maximum value in ticket	Specify the control check to trigger if a cashier exceeds the maximum tender value as specified above.
Maximum times in ticket	The maximum number of times the tender may be used in the ticket.
CC for Maximum times in ticket	Specify the control check to trigger if a cashier exceeds the number of times this tender is allowed within a ticket.
Maximum purchase amount	The maximum amount the customer is allowed to pay with this tender.
CC for Maximum Purchase amount	Specify the control check to trigger if tender maximum purchase amount is exceeded.
Overtender Value	The maximum overtender amount allowed (if any).
Floor Limit	Maximum unapproved value allowed for this tender.

Field	Description
Loan Amount	Additional loan amount allowed for this tender.
Loan Control Check	The control check to be triggered if the additional loan amount is not equivalent to the amount specified in Loan Amount.
Open Drawer	A dropdown list displays the available options: • None: Drawer does not open. • Open drawer at once: Drawer opens immediately on tendering, whether there is change or not. • Open drawer if change: Drawer opens only if change due to customer. • Open drawer on change: Drawer opens after customer receipt has printed, even if no change. Highlight the relevant option and press *Enter* to select it.
Automatic Purchase of (tender)	This parameter must be set, where required, by tender. With this option enabled, the cashier can ring up a tender purchase, for any tender type defined, without using the Tender Purchase key. (The cashier simply enters the amount required and presses the relevant tender key, or presses the *tender* key for a list of tenders). A dropdown list for this parameter gives you three choices: • None: No automatic tender purchase allowed. • Tender: Cashier can choose which tender to payout (by customer request and store policy). Cashier must press the required tender key, or press *Tender*, for a list of tenders.

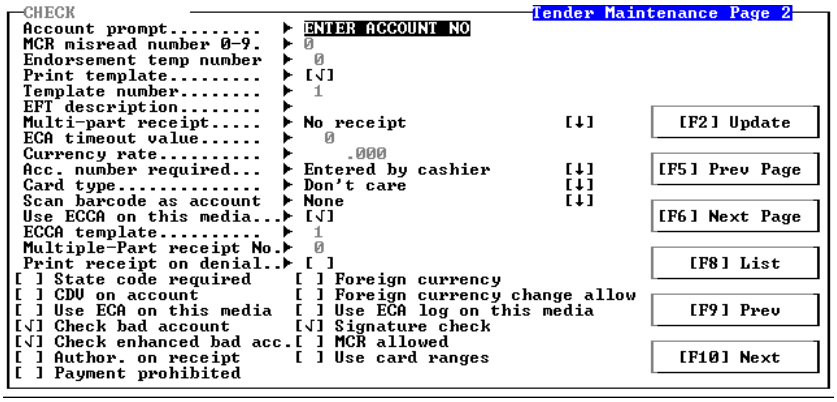
Field	Description
	• Cash: System defaults to payout of cash only. See also, the POS Terminal User's Guide, 'Transactions and Other Functions'.
Fee Table Number	Enter the required table number, as defined in the Check Fee Programming option. Use this option to charge a fee (commission) for giving customers cash back on a check sale. For more detail, see the manual 'System Maintenance & Utilities'.
MCR Timeout	Number of seconds the magnetic card reader waits before displaying a manual entry prompt.
MCR Misread	Number of bad card swipes before the magnetic card reader displays a manual entry prompt.

4 The fields at the bottom of the screen are parameters that can be checked or unchecked as appropriate for the tender. To check a parameter, position the cursor on the field and press the *Space Bar*. The check sign appears: [√]. To uncheck a parameter, press the *Space Bar* again. The check sign clears. The following table describes the meaning of the parameters when they are checked.

Field	Description
Overtender Allowed	Overtendering is allowed.
Refund Allowed	Refund is allowed.
Tender Bankable	Tender can be banked and is accounted for at closing.
SVR Keylock Required	SVR key position is required for use of this tender.
Cancel/Subtract Inhibit	Cancellation and subtraction are inhibited.
ROA/Payout Allow	Check to allow this tender for ROA and Payouts.
Rounding Allowed	Check to allow rounding up or down, of change. This normally, but not necessarily, applies to cash. Define the rounding rules in the Rounding Parameters option. See the chapter 'System Parameters'. Example: If only one cent is due in change, the system can round this down to zero, or if four cents, round up to five.
SVR at Cancel/Subtract	SVR key position is required for cancellation and subtraction. Only applies when Cancel/Subtract is not inhibited.
Value Not Required	If checked, the cashier can press the relevant tender button (for example, cash), to ring up the amount tendered. If this parameter is not checked, the cashier must enter the amount tendered and then press the tender button.
Value Not Required for Neg.	This is the same as the parameter above, but for negative transactions.
Purchase Allowed	This tender can be purchased. For example, if tender type is check and purchase is allowed then check cashing can be used with a tender purchase transaction.
Tender Has Float	Allow opening loan or additional loan.

Field	Description
Automatic Opening Float	During cashier sign-on at a POS terminal, the Opening Loan window does not display. An opening loan for that cashier is automatically recorded.

5 The Tender Types Maintenance screen consists of 2 pages. Press *F6* to proceed to next page. You can use *F5* to return to the previous page, at any time.



6 Fill in the required fields on the second page as explained in the following table. The fields at the bottom of the screen are parameters that can be checked or unchecked as appropriate for the tender. See step 4 above. The description in the table refers to the meaning of the parameters when they are checked.

Field	Description
Account Prompt	Text to be displayed on POS terminal if cashier needs to be prompted for account number.
MCR Misread Number 0-9	Number of bad card swipes allowed before manual entry is required.
Endorsement Temp number	Endorsement template number. This is the template to be used for information to be printed on the back of customer checks. For example, store endorsement for bank. You can access this field only if tender type is check.
Print Template	Check this field if template is to be printed.
Template Number	Two-digit code indicating template to be used for check or credit card printing. (Use the last two digits of the template name). If tender is a credit card, then the template selected here prints when 'Print on credit card slip' is selected in the 'Multi-Part Receipt' field. If tender is check, the template prints on check front. One template for tender type. For checks, more than one template is possible. For example, different layouts are likely required for different banks.
EFT Description	Brief Electronics Funds description. Valid for EFT tenders only.

Field	Description
Multi-Part Receipt	Multi-part receipt for tender type. To select an option, press the *Right Arrow*. A drop-down list displays the available options: • No Receipt. • Print on credit card slip (template selected in 'Template Number' prints). • Print multi-part receipt. Highlight the relevant option and press *Enter* to select it.
ECA Time-out Value	Time that elapses from credit card reading until confirmation is received.
Currency Rate	Prevailing foreign currency exchange rate. The rate as compared to 'home currency'.
Acc. Number Required	Account number required for tender type acceptance. There are 2 options: • Entered by cashier • Entered by customer Highlight the relevant option and press *Enter* to select it.
Card type	There are 3 options: • Don't care (not relevant) • Credit • Debit Highlight the relevant option and press *Enter* to select it.

Field	Description
Scan Barcode as Account	You can use this option with any tender that has an account number, where you want to scan a customer card (barcode) as the customer account number. Select the appropriate option from the drop-down list. à None à Scan as account à Without check digit à Note that the check digit of the account number is different to the barcode check digit. The option above refers to the barcode's check digit.
Use ECCA on this Media	Check this parameter for the terminal to check Card Daily/ECCA parameters. For example; amount limit per week or month, for a specific account or all accounts. Also checks the number of times accounts may be tendered in specified periods. Can be used for any tender where an account number is required. General templates trigger for customers not yet on the ECCA database. For existing customers, the system checks according to individual customer account definitions.
ECCA Template	Type in the appropriate General Template number defined for the tender.
Multiple Part Receipt No	Select the appropriate multi-part receipt print format. Both the store copy and customer copy must have the same number. (As defined in 'Templates/Multiple Part Receipts').

Field	Description
Print Receipt on Denial	If checked, card authorization message is printed in receipt. If checked in Card Range as well, parameter in Card Range may overwrite this one. If NOT checked in Card Range, system looks at same parameter in Tender Maintenance.
State Code Required	State code required for tender types accepted in this store.
CDV on Account	Perform account number check digit validation.
Use ECA on This Tender	Use Electronic Card Authorization for this tender.
Check Bad Account	Validate card/check account number against bad accounts file.
Check Enhanced Bad Account	Validate card/check account number against the Enhanced Bad Accounts file.
Author. on Receipt	Authorization on receipt is required. Authorization code prints on sales slips and audit tape.
Payment Prohibited	Prohibit or allow, the use of this tender at tender time. Check to prohibit.
Foreign Currency	Tender is a foreign currency.
Foreign Currency Change Allow	Allow change to be given in foreign currency.
Use ECA Log on this Tender	A log file is retained for this tender recording ECAs performed.
Signature Check	Display message 'CHECK SIGNATURE'.
MCR Allowed	Magnetic Stripe Card Reader used for tender type.
Use Card Ranges	Check this for the system to look at card range parameters.

7 Press *F2* to record the new tender type.

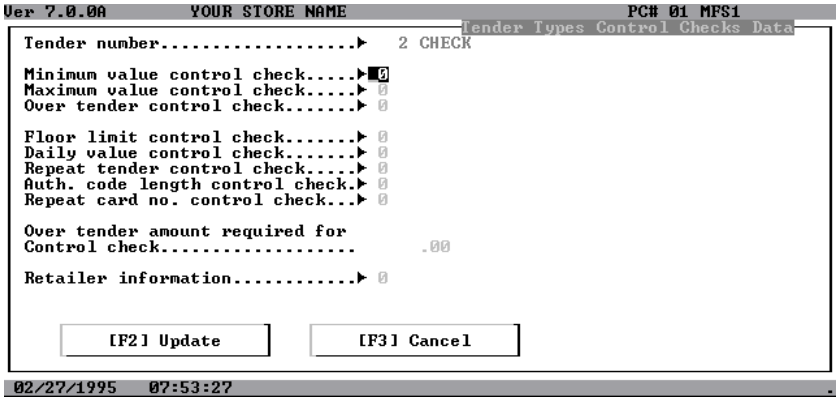
Other Functions

In this screen, you can use the same functions as those described in 'Updating a Tender Type'.

Tender Types Control Check

Control checks provide a security measure when the tender amount is too high, too low, over the daily limit, and when other tender limits are exceeded.

1 To define control checks for a tender type, press *F4* in the Tender Type - Insert screen. The Tender Types Control Check Data screen displays.



2 Fill in the required fields as explained in the following table.

Field	Description
Tender Number	Number of tender type. Displays automatically.
Maximum Value Control Check	This control check is triggered when the amount of the tender entered exceeds the maximum dollar amount specified in the Maximum Value field in the Tender Type - Update/Insert screen.
Minimum Value Control Check	This control check is triggered when the amount of the tender entered is under the minimum dollar amount specified in the Minimum Value field in the Tender Type - Update/Insert screen.
Overtender Control Check	This control check is triggered when the amount tendered is greater than the 'Overtender Amount Required for Control Check', and less than the 'Overtender Value', as specified in the Tender Type - Update/Insert screen.
Floor Limit Control Check	This control check is triggered when the amount of the tender entered exceeds the floor limit dollar amount specified in the Floor Limit field in the Tender Type - Update/Insert screen.
Daily Value Control Check	This control check is triggered when the dollar amount for that tender (specific card/account number) has been reached. This is the daily value specified in the Debit/Credit Card file for that tender.
Repeat Tender Control Check	This control check is triggered when the same type of tender has been used more than once in the same transaction.
Auth. Code Length Control Check	This control check is triggered when the authorization code entered has more or less digits than specified in the Debit/Credit Card file for that tender.

Field	Description
Repeat Card No. Control Check	This control check is triggered when the same tender with the same card/account number has been used more than once in the same transaction.
Overtender Amount Required for Control Check	The amount required for activating the 'Overtender Control Check'. It cannot exceed the overtender value.
Retailer Information	Specifies which retailer information is printed on a multi-part receipt. Retail information is set up via the 'System Maintenance & Utilities' option.

3 Press *F2* to record the control check data.

Updating a Tender Type

Use this function to update the details of a tender type definition.

1 Highlight the required tender type in the Tender Types Maintenance screen, and select *Update*.

The Tender Type - Update screen displays with the details of the selected tender. For field descriptions, see 'Adding a New Tender Type', earlier in this chapter.

2 To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value. Use the spacebar to check/uncheck parameter fields with a check sign [√].

3 To update the control checks defined for a tender type, press *F4* in the Tender Types - Update screen. Follow instructions in the section 'Tender Types Control Check'.

4 Press *F2* to record the changes.

➢ **To display another tender type**

- Type in the tender type number and press *Enter;* or
- Press *F8* to open the tender types list window. Locate the required tender type using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

➢ **To page through tender types**

Press *F10* to display the next tender type. Press *F9* to display the previous tender type.

Deleting a Tender Type

This function is used to delete a tender type from the tender types file.

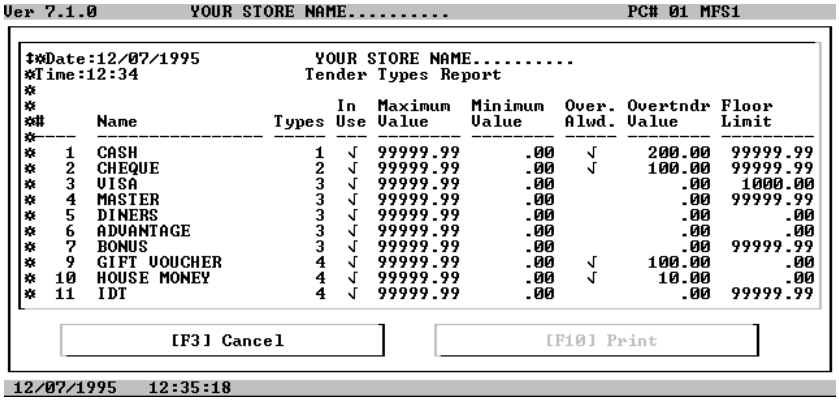
1. In the Tender Types Maintenance screen, highlight the tender to be deleted and select *deLete*. The Tender Type - Delete screen displays with the details of the selected tender type.
2. Press *Enter*. In the delete confirmation box, select *Yes* to delete or *No* to retain the tender type.

The functions available in the Tender Type - Delete screen are the same as those described in the Tender Type - Update screen. In other words, you can display and delete the previous (*F9*) or next (*F10*) tender type, or any other tender type from the tender type list (*F8*). If you know the number of the tender type you want to delete, just type it in at the cursor position. After displaying the required tender, perform step 2 to delete.

Printing a Tender Types List

This function serves to display and print a list of the tender types defined in the system.

In the Tender Types screen, select *Print*. The Tender Types - Print screen displays the details of all the tender types, line by line.



For a description of the functions available in this screen, see 'Printing a Departments List', earlier in this chapter.

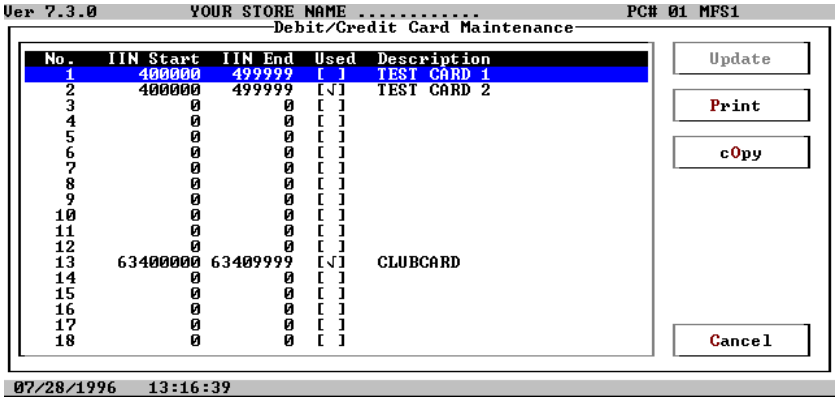
Card Maintenance

When a credit card is passed through a magnetic card reader (MCR), data encoded on the magnetic strip on the back of the card is transmitted to the computer. The data conforms to rules established by the company issuing the credit card. Once these rules are defined in the system, and a credit card is read, ISS45 determines the type of credit card used and whether the card number is valid or invalid. If the card number is invalid, an error message is displayed.

Every debit and credit card type must be individually defined, as different card types use different ranges and you can apply different rules to each card.

The Card Maintenance option serves to define or validate debit/credit card rules according to card issuer's specifications and store policy.

To access Card Maintenance, select Card Maintenance from the File Maintenance menu. The Card Maintenance menu displays. Select Card Range Maintenance. The Card Range Maintenance screen displays.



The Card Maintenance screen lists all the definitions in the Debt/Credit Card file, showing the following information per record:

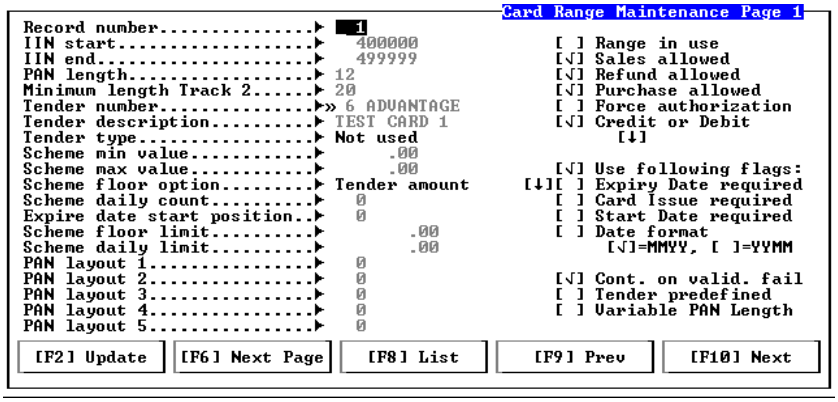
- Number identifying the card range definition.
- IIN start number.
- IIN end number.
- Used: if the debit/credit card range is currently in use, it is marked by a check sign [√].
- Tender description.

For explanations on how to activate a function, see the section 'Departments File', earlier in this chapter.

Adding a New Card Range

This function allows you to define rules for a new range of debit/credit cards.

1 Highlight one of the blank lines in the Debit/Credit Card Maintenance screen, and select *Update*. The Card Range - Insert/Update screen displays.



2 The Record Number field displays the sequential number of the record in the card range file. This number has no bearing on the ranges; it is just a counter. Type in another number, if necessary. Press *Enter* to continue to the next field.

3 Fill in the required fields as explained in the following table.

Field	Description
IIN Start	Lowest sequence number in card range (first 8 digits).
IIN End	Highest sequence number in card range (first 8 digits).
PAN Length	Total number of characters in card number.
Minimum Length Track 2	Minimum number of digits in the card script including PAN sentinels and separator.
Tender Number	The number of the tender to which the range applies (see 'Tender Types', earlier in this chapter).
Tender Description	The description of the tender.
Tender Type	The type of card tender. To select a tender type, press the *Right Arrow*. A drop-down list displays the available tender types. Highlight the relevant tender type and press *Enter* to select it.
Scheme Min Value	Absolute minimum purchase allowed (after all possible exceptions).
Scheme Max Value	Absolute maximum purchase allowed (after all possible exceptions).
Scheme Floor Option	To select an option, press the *Right Arrow*. A drop-down list displays the available options. • Tender Amount - the floor limit is checked on this tender amount. • Transaction amount - the floor limit is checked on the balance due. Highlight the relevant option and press *Enter* to select it.
Scheme Daily Count	Maximum value tendered on card in one day.
Expire Date Start Position	Location of expiry date on the card.
Scheme Floor Limit	Maximum unapproved purchase amount without authorization.

Field	Description
Scheme Daily Limit	Maximum value allowed to be tendered on a specific card in one day.
Pan Layout 1 - Pan Layout 5	These five fields specify the way the card number prints on audit and receipt (i.e., how the numbers are grouped). Enter the number of digits in each of the groups.

4 The fields on the right side of the screen are parameters that can be checked or unchecked as appropriate for the item.

To check a parameter, position the cursor on the field and press the *Space Bar*. The check sign appears: [√]. To uncheck a parameter, press the *Space Bar* again. The check sign clears.

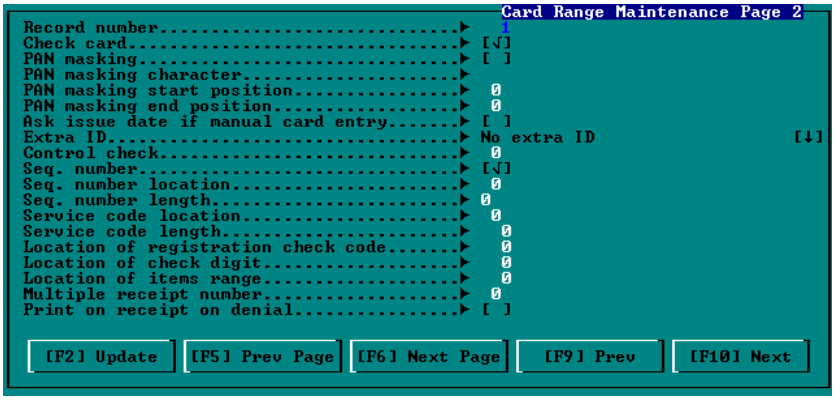
The following table explains the meaning of the parameters when they are checked.

Field	Description
Range In Use	Card range is currently in use.
Sales Allowed	Tender may be used for a sale.
Refund Allowed	Tender may be used for a refund.
Purchase Allowed	Tender may be purchased.
Force Authorization	Cashier must enter authorization code at POS terminal. If not checked the authorization code is not required.
Credit or Debit	Check this field if credit card. Credit card totals are paid by the card holder, usually at the end of the month. If not checked, this is a debit card. Debit card totals are paid immediately by subtracting the total from the value of the card or from a special bank account.
Use Following Flags:	If not checked, you cannot access the following four flags, and the parameter values are taken from the card format.
Expiry Date Required	Cashier must enter expiry date when card tendered.
Card Issue Required	Cashier must enter issue date when card tendered.
Start Date Required	Cashier must enter start date when card tendered.
Date Format	Check this field for MMYY format for entering dates at POS terminal. If not checked, the date format is YYMM.
Cont. on Valid. Fail	Continue on validation fail - If card number is invalid, check next card range for validation. If not checked, and card number is found invalid, an invalid card message is displayed.

Field	Description
Tender Predefined	If this is checked [√], the cashier must define which tender is being used, either with a predefined key or the tender list (Tender key). If this option is not checked, card information can be obtained automatically from the card swipe.
Variable Pan Length	This is for the new VISA standard. This number can be variable in length for the same range of cards. (From 13 to 19 characters). PAN Primary Account Number.

Select *F6* to move to the next page.

Card Range - Page 2



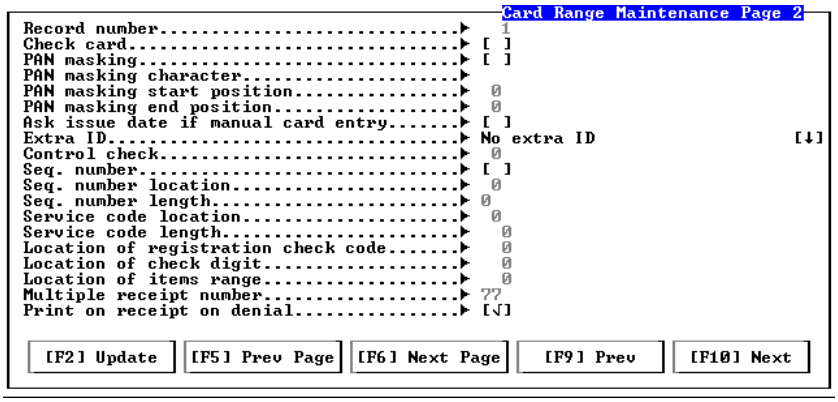
This screen contains further parameters for defining card range details.

Field	Description
Check Card	Check this parameter so that the Member Card number is used as a check account number if tender used is check. If a Member Card number is entered at the start of a transaction, the POS Terminal does not prompt for an account number during check tendering. The Member Card number entered at the start of the sale is used as the check account number. **Note** This will only work if the member card is swiped before tendering.
PAN Masking	Enable PAN Masking. The account number on the customer receipt can be concealed, totally or partially, by the character you enter below. Used for confidentiality.
PAN Masking Character	Type in the character you want to use to conceal the account number. For example, an asterisk (*).
PAN Masking Start Position	Enter the position of the account number where you want to begin masking.
PAN Masking End Position	Enter the position of the account number where you want to end masking.
Ask Issue Date if Manual Card Entry	If you select this, the POS terminal prompts for the card issue date when a card number is keyed in, instead of swiped.
Extra ID	To prompt the operator to ask for additional ID from the customer, Select the appropriate option from the drop-down list.
Control Check	This is a pointer to the control check file. Enter the appropriate control check number. Use this parameter, for example, to allow card usage only by a supervisor.

Field	Description
Seq. Number (Issue Number)	The same card number can be issued more than once. For example, a husband and wife sharing the same account would each have a card with a different issue number. In addition, if a card is stolen and a new card is re-issued, it would have another issue number.
Seq. Number Location (Issue)	Location of the issue number on track 2.
Seq. Number Length (Issue)	Length of the issue number on track 2.
Service Code Location	Service code location on track 2. The position number in the card range defining the start of the service code. This is a pointer, relating to the Entry Number in 'Service Code Valid Digits'.
Service code Length	Service code length on track 2. Up to five digits.
Location of Registration Check Code	Not used.
Multiple Receipt Number	Select the appropriate multi-part receipt print format. Both the store copy and customer copy must have the same number. (As defined in 'Templates/Multiple Part Receipts').
Print on Receipt on Denial	If this is checked, it will override the identical parameter in Tender Types Maintenance. This option prints EFT denial information on the receipt.

Select *F6* to move to the next page.

Card Range - Page 3



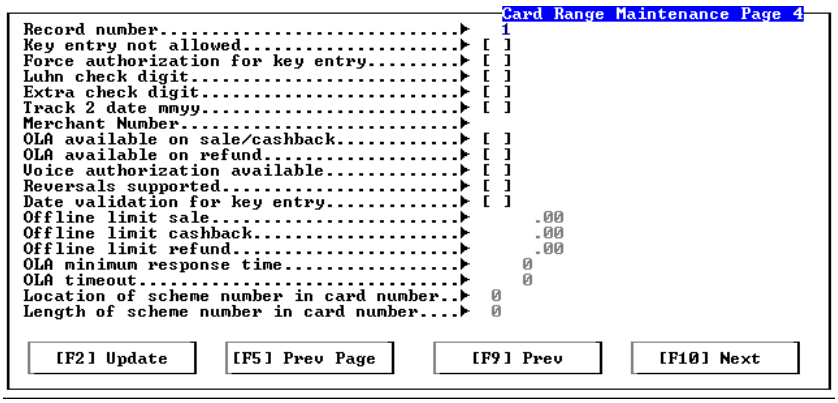
This screen contains further parameters for defining card range details.

Field	Description
Location of Validation Period	Some cards have a validation period, according to which, the start date is calculated in relation to the expiry date. This field specifies the location of the validation period on track 2.
Location of Start Date	Location on track 2 for the card start date.
Refund Scheme Minimum	Minimum amount which can be refunded on the card.
Refund Scheme Maximum	Maximum amount which can be refunded on the card.
Cash Back Scheme Minimum	Minimum amount which can be withdrawn on the card. This comes into operation at tendering. Cash back is like over tendering.
Cash Back Scheme Maximum	Maximum amount which can be withdrawn on the card.

Field	Description
Guarantee Check	Not implemented.
Card Text Narration for Credit	Not used.
Card Text Narration for Debit	Not used.
Service Code Valid Digits	An entry to the service codes file. Refer to the Service Code Digits option for available entries. Service codes are used for validating a card according to track 2 information, in the following categories: à Accepting or Rejecting a card à Perform On-Line Authorisation (OLA) à Requesting a PIN number. à Enabling or disabling cash back.
Extra Authorization on Consecutive Usage	If the card is used for two (or more) transactions in a row, extra authorization is required.
Number of Bad Swipes before Manual Entry	Not used.
Multiple Transaction Check Number	Not used.
One in 'n' authorization	If checked, an OLA request will be forced every 'n' times the card is used, regardless of other forced-OLA or authorization conditions.
Fallback Scheme Minimum	Not used.
Fallback Scheme Maximum	Not used.
Member Card Scheme	Enter the appropriate Member Card Scheme number. Remember: A credit or debit card can be defined to behave as a Member Card as well.
Sponsor Number	The sponsor number for the EFT file. Similar to merchant number.

Select *F6* to move to the next page.

Card Range - Page 4



Field	Description
Key Entry Not Allowed	If you check this entry, manual entry of the PAN for this range is not allowed. This is especially useful if extra information is held on the card itself (such as service codes or purchase limitations), and would be open to fraud if manually keyed in.
Force Authorization for Key Entry	If checked, then authorization (OLA or voice), will be forced if the PAN is keyed in manually.
Luhn Check Digit	For some cards, the check digit is in a standard other than LUHN. For those cards, the general check digit parameter can be un-checked, and LUHN or extra (weighted check digit) can be used instead.
Extra Check Digit	For some cards, the check digit is in a standard other than LUHN. For those cards, the general check digit parameter can be un-checked, and LUHN or extra (weighted check digit) can be used instead.
Track 2 Date MMYY	On some cards, the date on track 2 is in MMYY format (rather than the standard YYMM format). For this kind of card, check this parameter.
Merchant Number	Type in the merchant number for EFT and OLA.
OLA Available on Sale/Cashback	If this is checked, then OLA requests are performed when required.
OLA Available on Refund	Some OLA servers cannot handle refunds (or negative amounts). This parameter should be checked if the OLA servers can handle these transactions.
Voice Authorization Available	If this is checked, and OLA is not available, the cashier is prompted to enter an authorization number requested by phone.

Field	Description
Reversals Supported	Similar to OLA Available in Refund. If the OLA server cannot handle negative amounts, and a transaction is cancelled, the OLA request will not be serviced. Check this parameter only if the OLA server can handle this transaction type.
Date Validation for Key Entry	Check to force date validation for keyed-in cards.
Offline Limit Sale	Limit amount to allow for sale while in offline mode.
Offline Limit Cashback	Limit amount to allow for cashback while in offline mode.
Offline Limit Refund	Limit amount to allow for refunds while in offline mode.
OLA Minimum Response Time	Enter the required minimum response time for online authorization.
OLA Timeout	Enter the required value, after which time the OLA request will time-out.
Location of Scheme Number in Card Number	Specify the location of the Member Scheme number on track 2.
Length of Scheme Number in Card Number	Enter the length of the Member Scheme number.

5 Press *F2* to record the card range definition.

Other Functions

In this screen, you can use the same functions as those described in 'Updating a Card Range'.

Updating a Card Range

This function allows you to update a card range definition.

1 To update the details of a card range, highlight the required record in the Debit/Credit Card Maintenance screen, and select *Update.*

The Card Range - Insert/Update screen displays with the details of the selected card. For field descriptions, see 'Adding a New Card Range', earlier in this chapter.

2 To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. Use the spacebar to check/uncheck parameter fields with a check sign [√].

➢ **To display another card range**

Type in the record number and press *Enter.*

➢ **To page through card ranges**

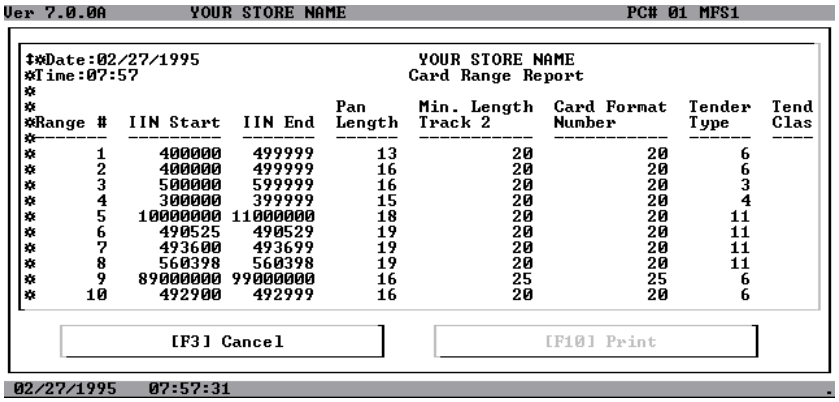
Press *F10* to display the next record. Press *F9* to display the previous record.

Printing a Debit/Credit Card List

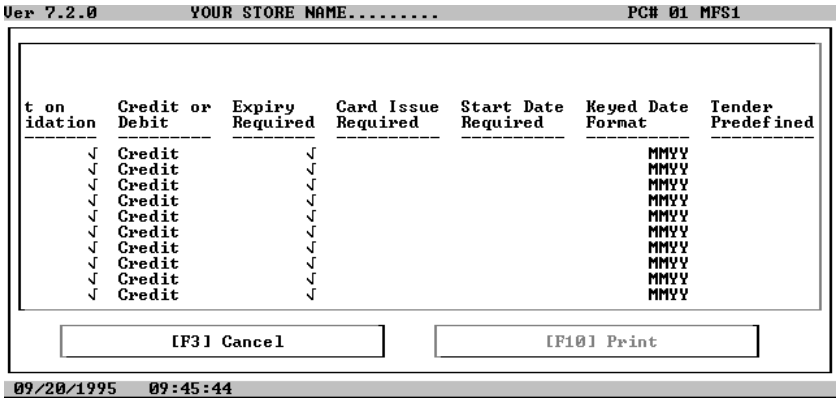
This function serves to display and print a list of the debit/credit card ranges defined in the system.

In the Debit/Credit Card Maintenance screen, select *Print*. The Card Range - Print screen displays the details of all the debit/credit card range, line by line.

The following figure illustrates the left side of the report screen.



The right side of the report screen looks like the following illustration.

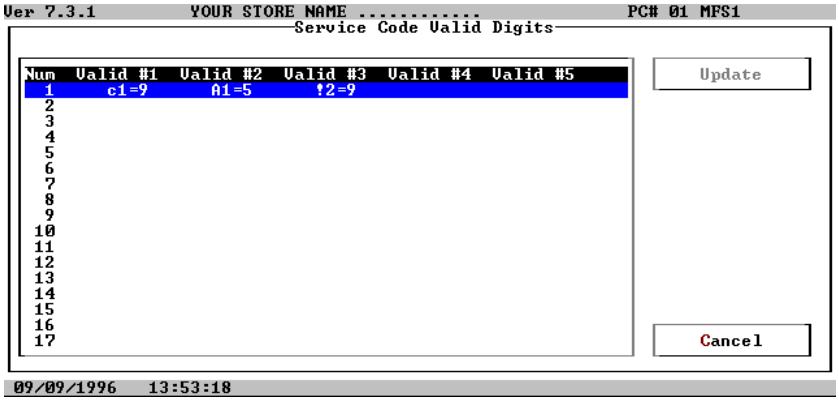


For a description of the functions available in this screen, see 'Printing a Departments List', earlier in this chapter.

Service Code Digits

Use this option to define service code digits for the pointer ('Service Code Valid Digits' field), specified in Card Range Maintenance. You do not have to use these service codes however, if you do, they give you greater control over the various cards and functions that you wish to allow or prevent. The service codes file is a set of schemes to validate track 2 of cards. Certain areas of track 2 can contain a string that restricts the card to certain actions. Each entry in the file can contain up to 40 validation checks.

To access this option, select Service Code Digits from the Card Maintenance menu.

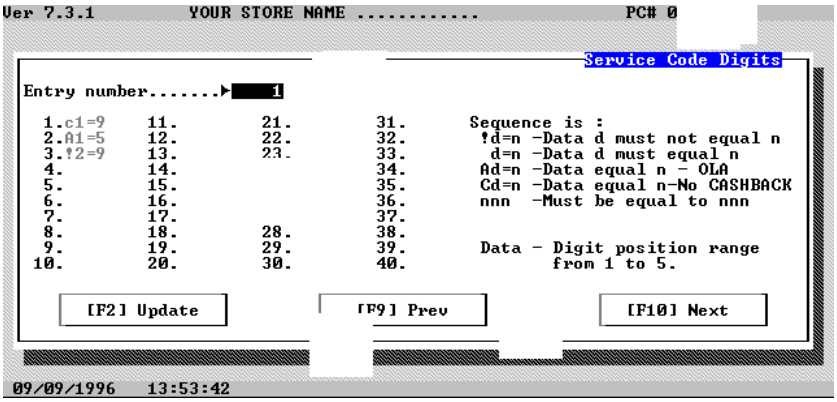


This screen lists the first five service codes, for each entry in the list.

Adding a New Service Code Digit

This function allows you to define service code digits for each digit specified in the Service Code Length. Refer to the Card Range section, above.

1 Highlight the required entry number in the Service Code Valid Digits screen, and select *Update*. (Entry number is the same as the 'Service Code Valid Digits' field in Card Range Maintenance). The Service Code Digits Update screen displays.



2 The cursor appears at the entry number. If you want to define service codes for another entry number, enter that number and press *Enter* to continue.

3 For each service code, enter the required sequence. For example:

To	Enter Seq	Description
Prevent Cashback	C1=9	Don't allow cashback if first character = 9,
Force OLA	A1=5	Force on-line authorization if first digit = 5.
Prevent use of a specific type of card	!2=9	Decline card if second digit = 9.

4 Press *F2* to record the new details.

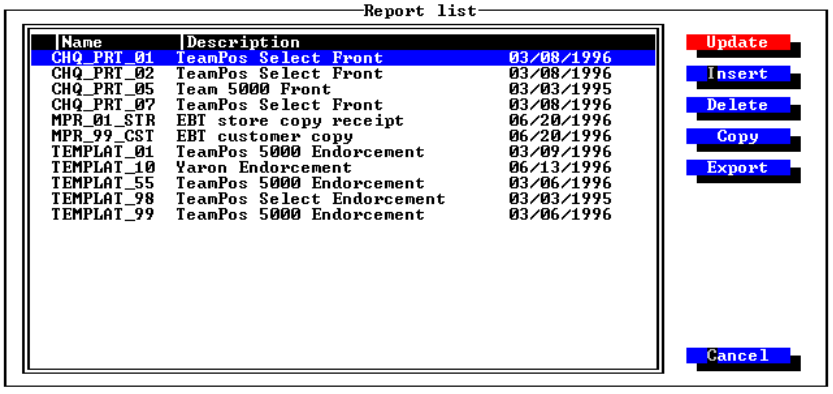
Templates/Multi-Part Receipts

The Templates option allows you to design, modify or delete a template for check printing and validation during tendering at a POS terminal. A template is the layout of what must print on a check front (for automatic check printing), and on the back of a check or credit card slip, etc. (Endorsement). You may need to design different templates for specific banks.

In addition to templates, you can design multi-part receipts for the EBT tenders: EBT Cash and EBT Food Stamps.

Names assigned to templates display on the POS terminal during tendering, (where endorsement printing has been set up for a tender). The cashier must choose the applicable template.

To access this option, select Templates from the File Maintenance menu. The Report List screen displays.



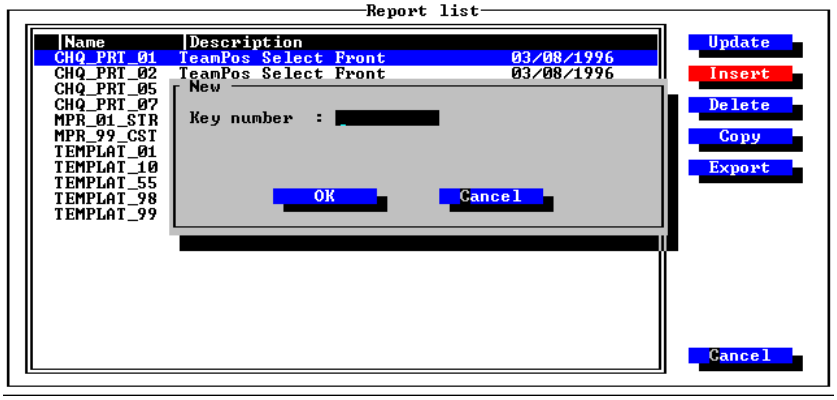
This screen lists the templates defined in the system, showing the key code and name of each template, and the date of creation.

Adding a New Template

This function enables you to add new templates to the templates file.

➢ **To create a new template**

1 Select *Insert* (*Alt+I*). A window displays for entering the key name of the template.



2 Type in the code of the template you want to create. This code is the template's ID in the ISS45 system. You use it to refer to a template throughout the system. The template code must be unique, that is two templates may not have the same number. The template code is a mandatory entry.

- For *check-front* printing, template names (or key numbers), must be in the format: **`CHQ_PRT_99`**

  where 99 is the template number. Template number can be up to 2 digits.

- For *check endorsement* printing, template names must be in the format: **`TEMPLAT_99`**

  where 99 is the template number. Template number can be up to 2 digits.

Note

Template numbers must be specified (if required), in Tender Types Maintenance.

If you enter a name that already exists, the message `Key name already exists !!! Try another.` appears. Press *Enter* to continue.

- For *multi-part receipts* (store copy with signature), names (or key numbers), must be in the format: MPR_**nn_STR**

  where nn is the receipt (template) number. Use this number in tender maintenance.

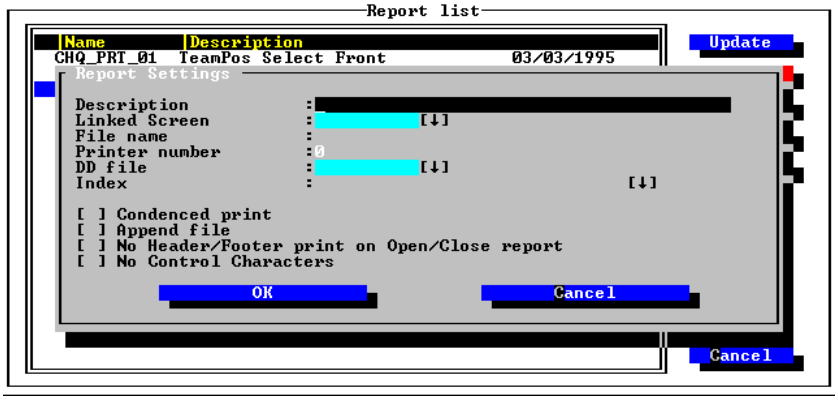
- For *multi-part receipts* (customer copy), names (or key numbers), must be in the format: MPR_**99_CST**

  where 99 is the receipt (template) number. Use this number in tender maintenance.

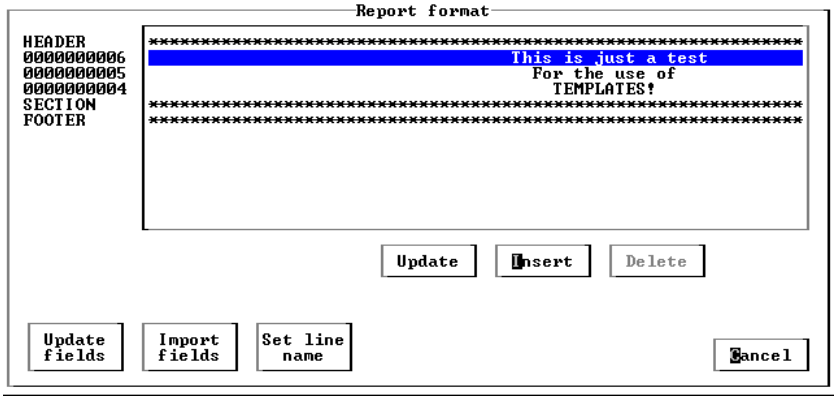
Note

To be able to print both store and customer copies, both multi-part templates must have the same receipt (template) number. For example, 99.

3 The Report Settings window displays.



Type in the description, for example a bank name you want to appear on the cashiers' short list. Skip the other fields and select OK. The Report format screen displays.



Designing a Template

The window in the upper part of the template design screen is the area where the template lines are entered as they should be printed on checks, slips, etc. The template contains three parts: header, section and footer.

Entering a line

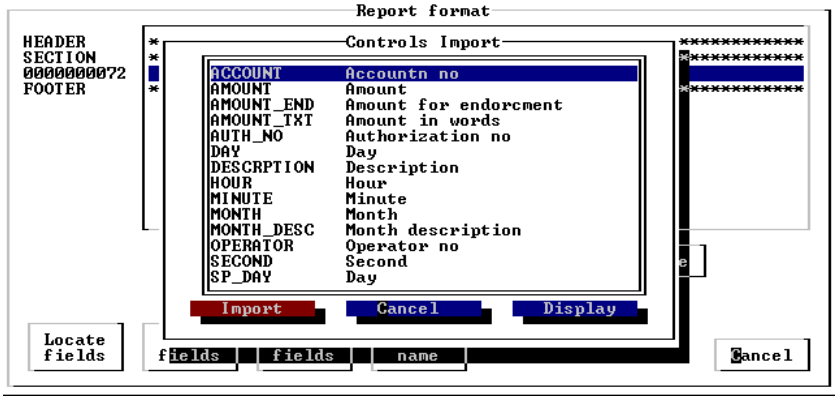
To insert a line in any of a template's parts, header, section or footer, highlight that part and perform the following steps.

1. Select the *Insert* (*Alt+I*) function. A blank line appears under that part. This line is automatically numbered.
2. Highlight the blank line, and select *Update*. On this line you can do the following:

- Type in text as it should appear when printing the template, and press *Enter*.
- Insert a field. The system automatically inserts the value of this field while printing the template.

➢ **To insert a field**

3. Highlight the line in which you want to insert a field. Select the *Import Fields* function. The Controls Import window displays a list of the available fields.



4 Select a field. In the confirmation box, select *OK*. The field name appears on the line, within brackets, and starts blinking.

5 Use the *Right Arrow* and *Left Arrow* keys to move the field to the desired location on the line and press *Enter* to anchor the field.

Updating a line

To change the contents of a line, first highlight that line. Then, select *Update* and follow the instructions in 'Entering a Line', above.

Deleting a line

To delete a line, first highlight that line. Then, select *Delete*. In the confirmation box, select *OK*.

Setting line name

The *Set Line Name* function allows you to assign a name to a line.

1 Highlight the line and select *Set Line Name*.

2 Type in the name and press *Enter*.

3 Select *OK* to confirm.

Updating a field on a line

The *Update Fields* function allows you to:

- Change the length of a field.
- Delete a field.
- Change the horizontal position of a field.

Inserting receipt printing commands

When you design multi-part receipts, you have to insert various commands into the template, apart from text and other fields.

The table below lists the available commands.

Command	Description
#LOGO	Prints the graphic logo currently in the system.
#HEADER	Prints the system's header as defined in Receipt Header/Footer Maintenance.
#TRAILER	Prints store, register, cashier and transaction numbers. In addition, prints the date and time.
#FOOTER	Prints the system's footer as defined in Receipt Header/Footer Maintenance.
#CUT	Issues a cut-paper command to the printer.

Updating a Template

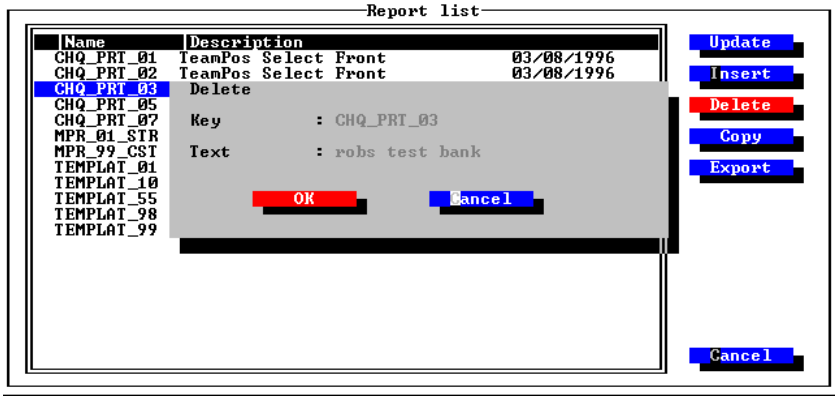
This function allows you to update the contents of a template.

1. In the Report List screen, highlight the required template and select *Update*.
2. Follow the instructions in 'Adding a New Template', earlier in this chapter.

Deleting a Template

This function is used to delete a template from the templates file.

1. In the Report List screen, highlight the template to be deleted and select *Delete*. A confirmation window displays the template key code and name.

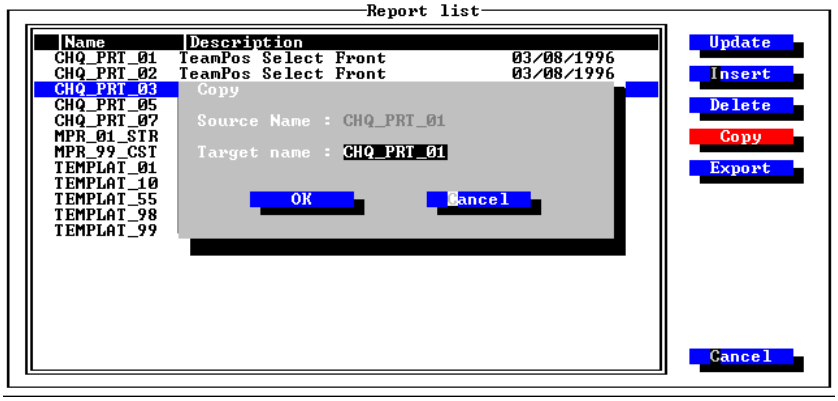


2 Select *OK* to delete or *Cancel* to retain the template.

Copying a Template

This function is used to create a new template by copying an existing template. After copying a template, use the *Update* function to make the necessary changes and change the template description (name).

1 In the Report List screen, highlight the template to copy and select *Copy*. The Copy window displays the name of the source template.



2 In the Target Name field, type in the name of the template you want to create. Select *OK*. The template is copied to the specified name.

3 Select the *Update* function to modify the template. Use the functions described above, to customize the template.

4. To update the template description, (the name to display on the POS terminal), press *Esc* from the Report format screen and then *Alt+R*.
5. Select *Setting* (*F1*). The Report Settings window displays.
6. Type in the required description and select *OK* to record the change. Press *Esc* twice to return to the File Maintenance menu.

Card Daily/ECCA

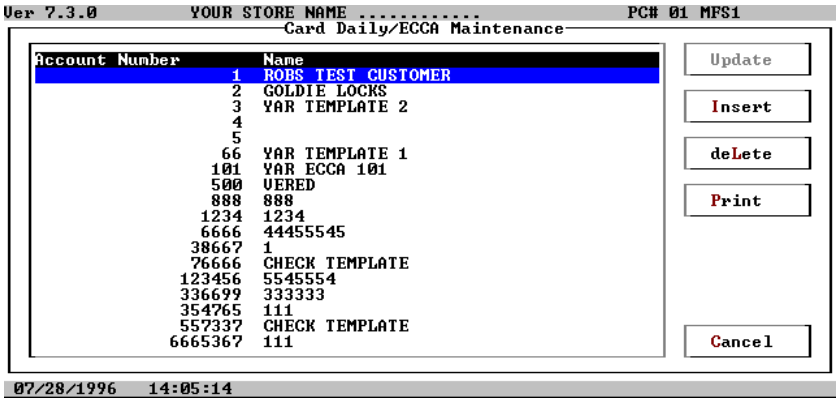
The Card Daily/ECCA option allows you to check for daily limits on amounts, counts, cash-back and bad accounts, during tendering at the POS terminal. You can use this feature with any tender type that requires an account number to be entered at the terminal. (See Tender File Maintenance, earlier in this chapter).

To access this option, select Card Daily/ECCA Maintenance from the File Maintenance menu. The Card Daily/ECCA Maintenance menu displays.

Accounts Maintenance

Use this option to insert and update account details, parameters and limits for existing customers, as well as those recently entered by cashiers. To define *general* templates for new customers, select the General Templates Maintenance option.

To select this option, select Accounts Maintenance from the Card Daily/ECCA Maintenance menu. The Card Daily/ECCA Maintenance screen displays.



The Card Daily/ECCA Maintenance screen lists all the customer accounts entered to date, showing the following information per record:

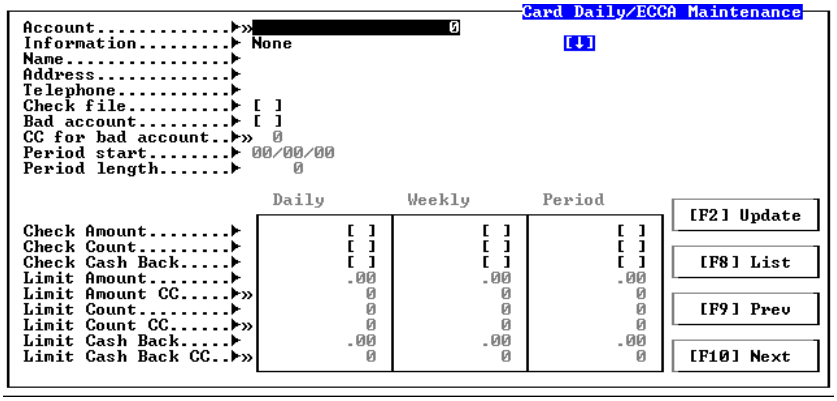
- Account number
- Name

Adding a New Account

There are two ways to enter customer account details:

- Via the Card Daily/ECCA option, as described below
- Via cashier input at the terminal. This method prompts the cashier for only the minimum detail. (See POS Terminal User's Guide).After cashiers have entered basic customer information at the POS terminal, you have to complete full customer details in this option.

1 In the Card Daily/ECCA Maintenance screen, select *Insert*. The next Card Daily/ECCA Maintenance screen displays.



Notes

Account details entered by cashiers at the terminals are automatically listed in this screen Name, Address and Phone only. All parameters, amounts, limits and control checks are allocated to these new accounts by General templates.

The General Templates Maintenance option contains the system defaults. Use it to set up general parameters and values for the system. Until customer account information has been customized, the parameters in the General templates are used. Once accounts are in the system, you can modify the parameters for each individual account.

2 The cursor is positioned on the Account number field. Type in the number of the account you want to add. If the account number already exists, the details are displayed. If any changes are made at this stage, the system accepts them as an update. If the account number does not exist, a confirmation window displays the following prompt: *Insert New Record*? Select *Yes*.

3 At the Information field, select the applicable option from the drop-down list:

- **None** - No prompt (Account number is still recorded in the ECCA database, without customer details).
- **Prompt y/n at POS for info** - For accounts not on record, the terminal gives the choice to enter customer details, or not.
- **Prompt for info** - For accounts not on record, the terminal forces the cashier to enter account details.

Once a customer account is in the system, the POS terminal will not prompt for this customer's details again. If you don't customize limits for a customer, the *general* limits will always be applied.

4 Fill in the required fields and parameters as explained in the following table.

Field	Description
Name	Customer name.
Address	Customer address.
Telephone	Customer telephone number.
Check File	Check this parameter if the terminal must check ECCA details for this customer.
Bad Account	Check this if you want the regular Bad Accounts file to check the account.
CC for Bad Account	Enter the control check number to be triggered for bad accounts.
Period Start	Enter starting date for a specific period if required, instead of Daily or Weekly. Skip this entry if you are not using a specific period. Current date is the default.

Field	Description
Period Length	Number of days in the period if you use Period Start, above.
Check Amount (Daily, Weekly, Period)	Check this, if the system must check amounts. See below.
Check Count (Daily, Weekly, Period)	Check this, if the system must check counts. (Number of sales). See below.
Check Cash Back (Daily, Weekly, Period)	Check this, if the system must check Cash Back limits. See below.
Limit Amount (Daily, Weekly, Period)	Enter the maximum amount you want to limit this customer to.
Limit Amount CC (Daily, Weekly, Period)	Control check to be triggered if limit amount is exceeded.
Limit Count (Daily, Weekly, Period)	Enter the count (number of sales) to limit this customer to.
Limit count CC (Daily, Weekly, Period)	Control check to be triggered if limit count is exceeded.
Limit Cash Back (Daily, Weekly, Period)	Enter the maximum amount of any kind of negative sale/refund this customer is entitled to.
Limit Cash Back CC (Daily, Weekly, Period)	Control check to be triggered if cash back amount is exceeded.

Press F2 to record the Card Daily details.

Updating a Card Daily record

This function enables you to update an account.

1. To update the details of an account, highlight the required account in the Card Daily/ECCA Maintenance screen, and select *Update*. For field descriptions, see 'Adding a new Account', earlier in this chapter.

   The second Card Daily/ECCA Maintenance screen displays with the details of the selected record.

2. To enter new/updated data in a field, or change parameters, move the cursor to that field using the Enter or Tab key. Type or overtype the new data.

3 Press F2 to record the changes.

➢ **To display another account**

- Type in the account number and press *Enter;* or
- Press *F8* to open the accounts list window. Locate the required account number using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

➢ **To page through accounts**

Press *F10* to display the next account number. Press *F9* to display the previous account number.

Deleting an Account

This function is used to delete an account number from the Card Daily file.

1 In the Card Daily/ECCA Maintenance screen, highlight the record to be deleted and select *deLete*. The Account - Delete screen displays with the details of the selected account.

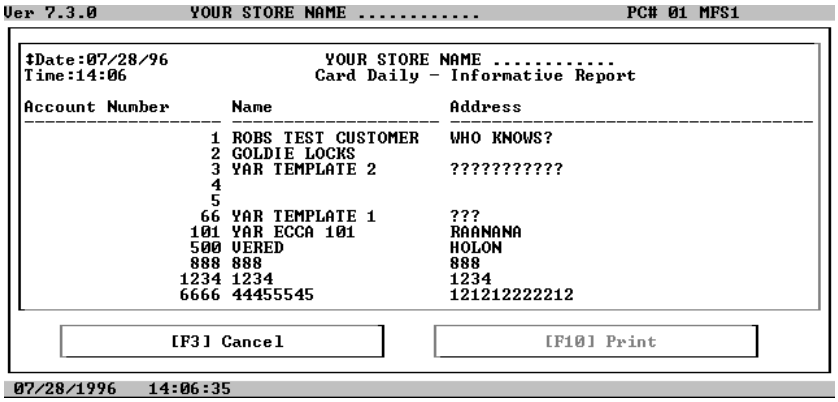
2 Press *Enter*. In the delete confirmation box, select *Yes* to delete or *No* to retain the account number.

The functions available in the Account - Delete screen are the same as those described in the Account - Update screen. In other words, you can display and delete the previous (*F9*) or next (*F10*) account number, or any other account number from the accounts list (*F8*). If you know the number of the account you want to delete, just type it in at the cursor position. After displaying the required account record, perform step 2 to delete.

Printing a Card Daily List

This function serves to display and print a list of the customer accounts defined in the system.

In the Card Daily/ECCA Maintenance screen, select *Print*. The Card Daily Informative Report - Print screen displays all the accounts, line by line.



For a description of the functions available in this screen, see 'Printing a Departments List', earlier in this chapter.

This report shows only shows the basic information for each account in the system.

- Account number
- Name
- Address
- Phone

For a comprehensive report listing all parameters, amount, counts and limits, print the Card Daily report. (See the 'Reports' chapter in this manual).

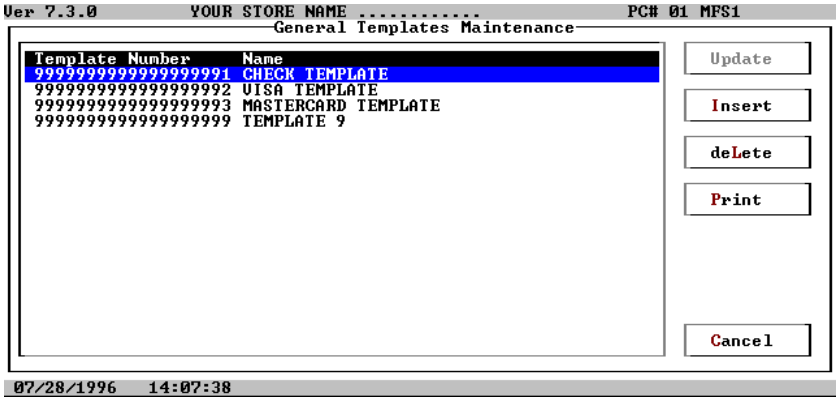
General Templates Maintenance

Use this option to set up and define basic, general templates for different tender types. You can define a template for checks, credit cards, and any tender requiring account numbers at the POS terminal. You must link general templates to the appropriate tender types to activate them. See Tender Type Maintenance.

General templates are intended for customers not yet listed in your system. Each time a 'new' customer pays with one of the defined tenders, the cashier is prompted (optional) to enter customer details. Control checks may trigger, according to limits and conditions which you define here. A new customer's details are saved in the ECCA database at the end of the transaction. To customize these details for

each customer, use the Account Maintenance option, as described above.

To access this option, select General Templates Maintenance from the Card Daily/ECCA Maintenance menu. The General Templates Maintenance screen displays.



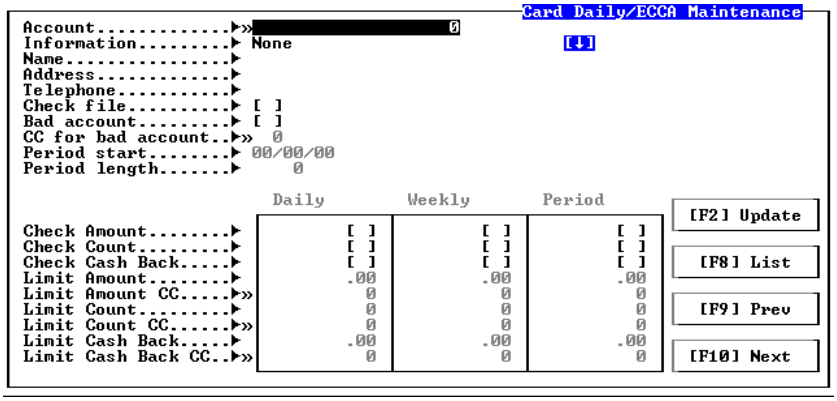
Adding a New Template

Define general templates in exactly the same way as adding new accounts.

Its important to remember here that you define basic template rules for a tender type, not an individual account.

Template numbers are 20 digits. The first 18 digits must always be nines. For example: 99999999999999999910 indicates general template number 10. For single digit templates, the first 19 digits must be nines.

1 In the General Templates Maintenance screen, select *Insert*. The next General Templates Maintenance screen displays.



2 The cursor is positioned on the Template number field. Type in the number of the account you want to add. If the account number already exists, the details are displayed. If any changes are made at this stage, the system accepts them as an update. If the account number does not exist, a confirmation window displays the following prompt: *Insert New Record*? Select *Yes*.

3 At the Information field, select the applicable option from the drop-down list:

- **None** - No prompt (Account number is still recorded in the ECCA database, without customer details).
- **Prompt y/n at POS for info** - For accounts not on record, the terminal gives the choice to enter customer details, or not.
- **Prompt for info** - For accounts not on record, the terminal forces the cashier to enter account details.

  Once a customer account is in the system, the POS terminal does not prompt for details.

4 Fill in the required fields and parameters as explained in the following table.

Field	Description
Name	Template name, or any suitable string of characters.
Address	Enter any suitable character(s), like 'Address'
Telephone	Enter any suitable character(s), like 999
Check File	Check this parameter if the terminal must check ECCA details for this customer.
Bad Account	Check this if you want the regular Bad Accounts file to check the account.
CC for Bad Account	Enter the control check number to be triggered for bad accounts.
Period Start	Enter starting date for a specific period if required, instead of Daily or Weekly. Skip this entry if you are not using a specific period. Current date is the default.
Period Length	Number of days in the period if you use Period Start, above.
Check Amount (Daily, Weekly, Period)	Check this, if the system must check amounts. See below.
Check Count (Daily, Weekly, Period)	Check this, if the system must check counts. (Number of sales). See below.
Check Cash Back (Daily, Weekly, Period)	Check this, if the system must check Cash Back limits. See below.
Limit Amount (Daily, Weekly, Period)	Enter the maximum amount you want to limit this customer to.
Limit Amount CC (Daily, Weekly, Period)	Control check to be triggered if limit amount is exceeded.
Limit Count (Daily, Weekly, Period)	Enter the count (number of sales) to limit this customer to.
Limit count CC (Daily, Weekly, Period)	Control check to be triggered if limit count is exceeded.
Limit Cash Back (Daily, Weekly, Period)	Enter the maximum amount of any kind of negative sale/refund this customer is entitled to.

Field	Description
Limit Cash Back CC (Daily, Weekly, Period)	Control check to be triggered if cash back amount is exceeded.

Press F2 to record the Card Daily details.

Updating a General Template

This function enables you to update a general template.

1. To update the details of a template, highlight the required template in the General Template Maintenance screen, and select *Update*. For field descriptions, see 'Adding a new Template', earlier in this chapter.

   The second General Template Maintenance screen displays with the details of the selected template.
2. To enter new/updated data in a field, or change parameters, move the cursor to that field using the Enter or Tab key. Type or overtype the new data.
3. Press F2 to record the changes.

➢ **To display another template**

- Type in the template number and press *Enter;* or
- Press *F8* to open the template list window. Locate the required template number using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

➢ **To page through templates**

Press *F10* to display the next template number. Press *F9* to display the previous template number.

Deleting a Template

This function is used to delete a template from the Card Daily file.

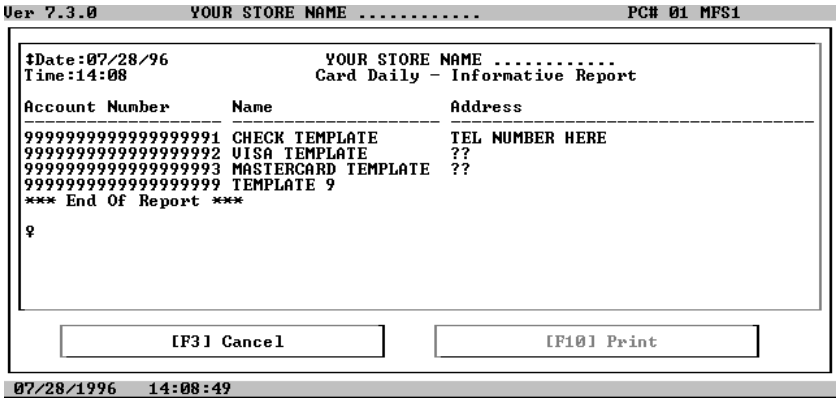
1. In the General Template Maintenance screen, highlight the template to be deleted and select *deLete*. The Template - Delete screen displays with the details of the selected template.
2. Press *Enter*. In the delete confirmation box, select *Yes* to delete or *No* to retain the template.

The functions available in the Template - Delete screen are the same as those described in the Template - Update screen. In other words, you can display and delete the previous (*F9*) or next (*F10*) template, or any other template from the template list (*F8*). If you know the number of the template you want to delete, just type it in at the cursor position. After displaying the required template, perform step 2 to delete.

Printing a Template List

This function serves to display and print a list of the general templates defined in the system.

In the General Template Maintenance screen, select *Print*. The Template Report - Print screen displays all the templates, line by line.



This report shows only the basic information for each template in the system.

- Template number
- Name
- Address
- Phone

To print the report, press *F10*.

Bad Accounts

There are two bad account types available:

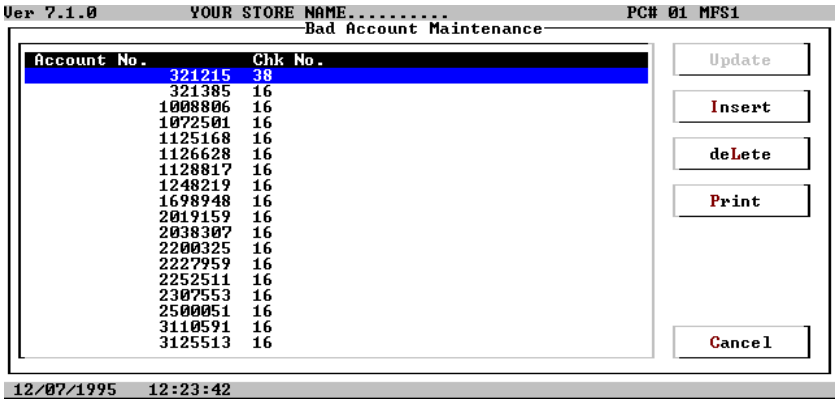
- 'Regular' Bad Accounts
- Enhanced Bad Accounts

Bad Account files contain the numbers of the bad customer accounts. These accounts can be checked during tendering to allow for necessary action. If the account is on file, a control check message appears on the POS display. The cashier should follow store policies and procedures to continue.

Note

The Enhanced Bad Accounts option may also be used. It offers more functionality and better reporting. See the section 'Enhanced Bad Accounts' further on.

To access Bad Accounts, select Bad Accounts from the File Maintenance menu, then Bad Accounts.



The Bad Accounts Maintenance screen lists all the accounts in the bad accounts file, showing the following information per record:

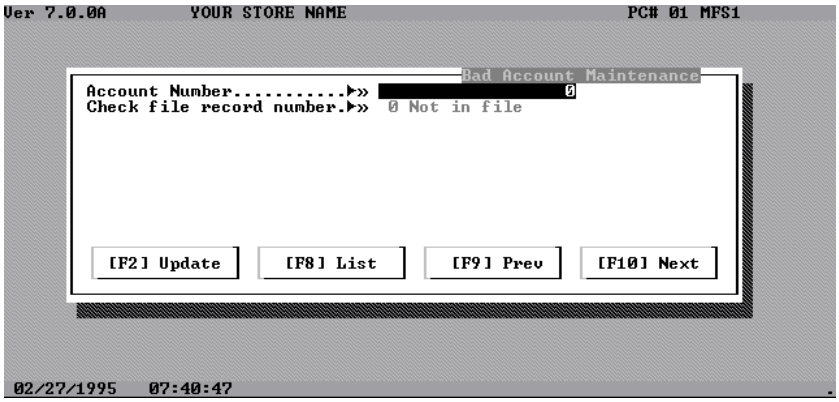
- Account number
- Control check number

For explanations on how to search for an account number and how to activate a function, see the section 'Departments File', earlier in this chapter.

Adding a New Bad Account

This function enables you to add new accounts to the bad accounts file.

1 In the Bad Accounts Maintenance screen, select *Insert*. The Bad Account - Insert screen displays.



2 The cursor is positioned on the Account Number field. Type in the number of the account you want to add. If the account number already exists in the bad account number file, the bad account record is displayed. If any changes are made at this stage, the system accepts them as an update. If the account number does not exist, a confirmation window displays the following prompt: *Insert New Record?* Select *Yes.*

3 In the Check File Record Number field, specify the control check to be triggered when this bad account number is entered at the POS terminal. Enter the number of the control check or press *F8* to display the control check list and select the appropriate control check.

4 Press *F2* to record the new bad account number.

Other Functions

In this screen, you can use the same functions as those described in 'Updating a Bad Account Number'.

Updating a Bad Account Number

This function enables you to update an account.

1. To update the details of a bad account, highlight the required account in the Bad Accounts Maintenance screen, and select *Update*. For field descriptions, see 'Adding a New Bad Account', earlier in this chapter.

   The Bad Account - Update screen displays with the details of the selected record.

2. To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value.
3. Press *F2* to record the changes.

➢ **To display another bad account**

- Type in the account number and press *Enter;* or
- Press *F8* to open the bad accounts list window. Locate the required account number using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

➢ **To page through bad accounts**

Press *F10* to display the next account number. Press *F9* to display the previous account number.

Deleting a Bad Account Number

This function is used to delete an account number from the bad accounts file.

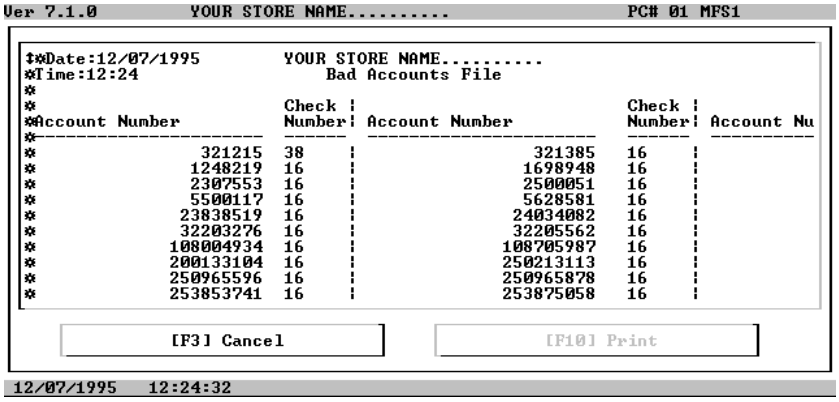
1. In the Bad Accounts Maintenance screen, highlight the record to be deleted and select *deLete*. The Bad Account - Delete screen displays with the details of the selected account.
2. Press *Enter*. In the delete confirmation box, select *Yes* to delete or *No* to retain the account number.

The functions available in the Bad Account - Delete screen are the same as those described in the Bad Account - Update screen. In other words, you can display and delete the previous (*F9*) or next (*F10*) bad account number, or any other bad account number from the bad accounts list (*F8*). If you know the number of the bad account you want to delete, just type it in at the cursor position. After displaying the required account record, perform step 2 to delete.

Printing a Bad Accounts List

This function serves to display and print a list of the bad customer accounts defined in the system.

In the Bad Accounts Maintenance screen, select *Print*. The Bad Account - Print screen displays all the bad accounts, line by line.



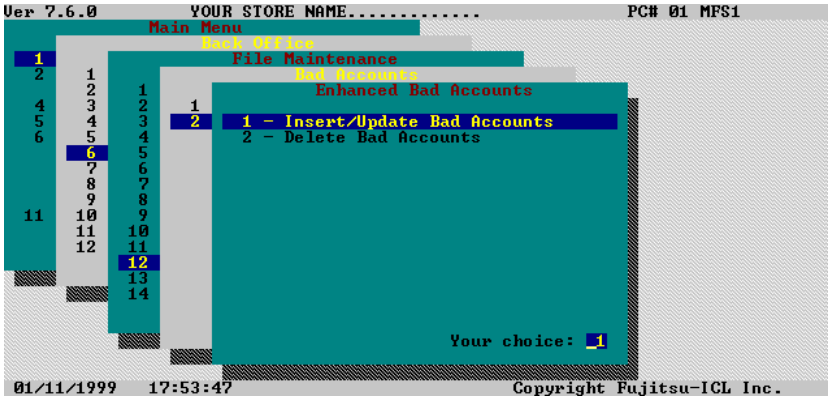
For a description of the functions available in this screen, see 'Printing a Departments List', earlier in this chapter.

Enhanced Bad Accounts

The Enhanced Bad Accounts file contains the account numbers of the bad customer accounts. These accounts can be checked during tendering to allow for necessary action. If the account is on file, a control check message appears on the POS display. The cashier should follow store policies and procedures to continue.

The Enhanced Bad Accounts file provides more detail per account than the standard Bad Accounts file.

To access Enhanced Bad Accounts, select Bad Accounts from the File Maintenance menu, then Enhanced Bad Accounts. The Enhanced Bad Accounts menu displays.

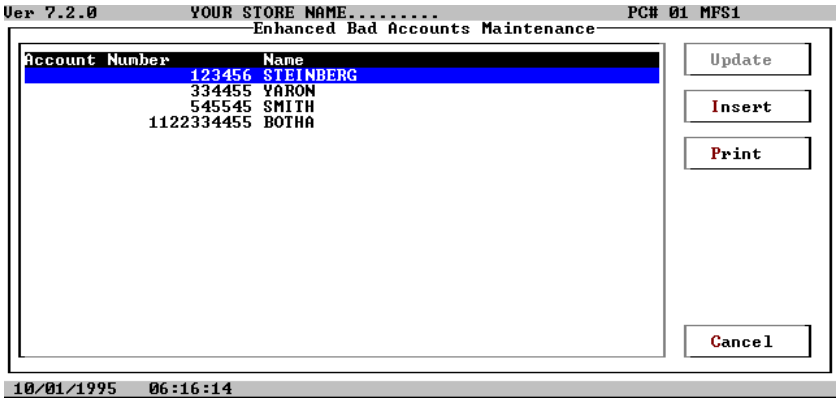


Adding a New Bad Account

This function enables you to add new accounts to the Enhanced Bad Accounts file.

➢ **To insert/update bad account data**

1 From the Enhanced Bad Accounts Maintenance menu, select Insert/update Bad Accounts. The Enhanced Bad Accounts Maintenance screen displays, with a list of the current bad accounts.

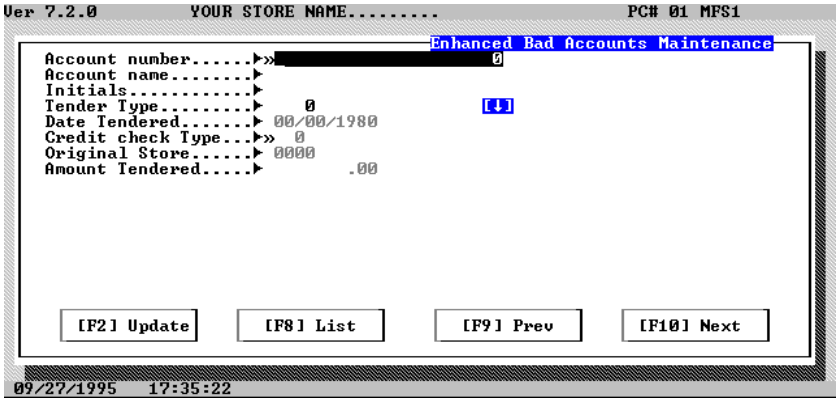


This screen shows the following information per record:

- Account number
- Name

From this screen you can insert, update, delete and print bad accounts.

1 Select *Insert*. The Bad Account - Insert screen displays.



2 The cursor is positioned on the Account Number field. Type in the number of the account you want to add. If the account number already exists, the bad account record is displayed. If any changes are made at this stage, the system accepts them as an update. If the account number does not exist, a confirmation window displays the following prompt: *Insert New Record?* Select *Yes*.

3 Fill in the required fields and parameters as explained in the following table.

Field	Description
Account Name	Enter the customer or company name as it appears on the check.
Initials	Customer initials.
Tender Type	Select the required tender type from the drop-down list.
Date Tendered	Date when the check was tendered.
Credit Check Type	Use this field to specify the control check to be triggered when this bad account number is entered at the POS terminal. Enter the number of the control check or press *F8* to display the control check list and select the appropriate control check.
Original Store	The store number where the check was originally tendered.
Amount Tendered	The amount of the check.

4 Press *F2* to record the new bad account details.

Other Functions

➢ **To display another bad account**

- Type in the account number and press *Enter;* or
- Press *F8* to open the bad accounts list window. Locate the required account number using the *PgUp, PgDn, Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

➢ **To page through bad accounts**

Press *F10* to display the next account number. Press *F9* to display the previous account number.

Updating a Bad Account Number

➢ **To update bad account data**

1 From the Enhanced Bad Accounts menu, select Insert/Update Bad Accounts. The Enhanced Bad Accounts Maintenance screen displays with the selected record.

To enter new/updated data in a field, move the cursor to that field, using the *Enter* key.

The screen lists the accounts in the Enhanced Bad Accounts file.

2 To update the details of a bad account, highlight the required account in the Enhanced Bad Accounts Maintenance screen, and select *Update*.

The Enhanced Bad Accounts Maintenance screen displays with the details of the selected record.

3 To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value.

4 Press *F2* to record the changes.

➢ **To display another bad account**

- Type in the account number and press *Enter;* or
- Press *F8* to open the bad accounts list window. Locate the required account number using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

➢ **To page through bad accounts**

Press *F10* to display the next account number. Press *F9* to display the previous account number.

Deleting a Bad Account Number

➢ **To delete bad account data**

This function is used to delete an account number from the Enhanced Bad Accounts file.

1 From the Enhanced Bad Accounts menu, select Delete Bad Accounts. The Enhanced Bad Accounts delete screen displays.

2 Use the cursor to highlight the account to delete. Select *Delete*.

3 Press *Enter*. In the delete confirmation box, select *Yes* to delete or *No* to retain the account number.

The functions available in the Bad Account - Delete screen are the same as those described in the Bad Account - Update screen. In

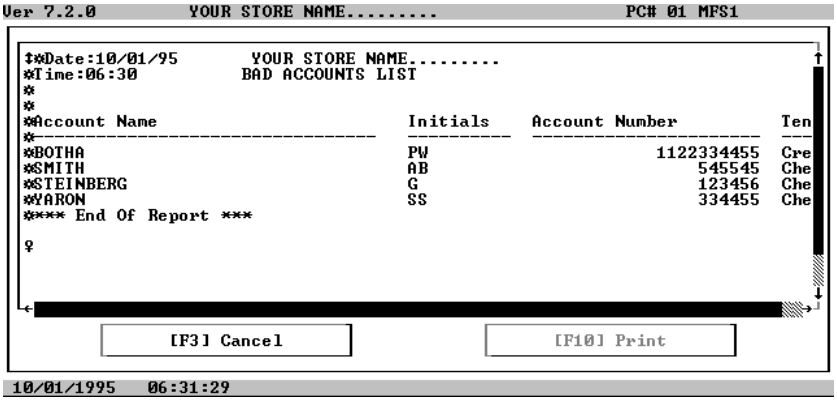
other words, you can display and delete the previous (*F9*) or next (*F10*) bad account number, or any other bad account number from the bad accounts list (*F8*). If you know the number of the bad account you want to delete, just type it in at the cursor position. After displaying the required account record, perform step 2 to delete.

Printing a Bad Accounts List

This function serves to display and print a list of the bad customer accounts defined in the system.

➢ **To print a bad accounts list**

1 In the Enhanced Bad Accounts Maintenance screen, select *Print*. The Bad Account - Print screen displays all the bad accounts, line by line.



To view all parts of the displayed list use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the list.

Press *F10* to print the list.

Press *F3* or *Esc* to return to the Enhanced Bad Accounts Maintenance screen.

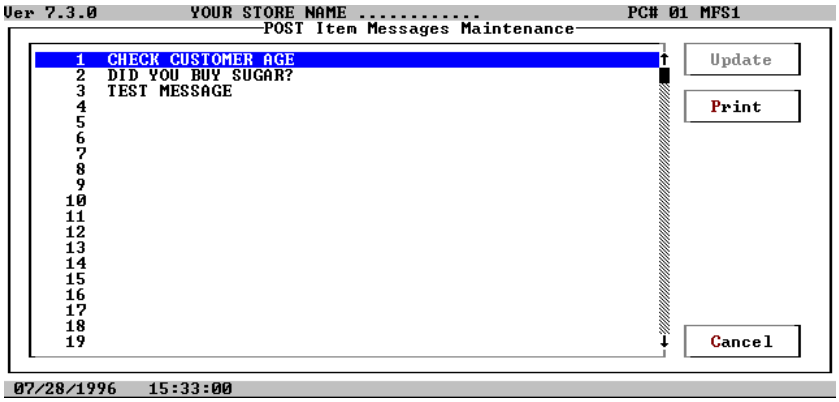
POST Item Messages

The POST Item Messages option allows you to add, update, and delete POST item messages and to print a list of the messages defined in the system.

Use this function, for example, to remind customers to buy sugar, if they have just bought coffee, or to display an age check when a customer buys alcohol. As the cashier enters the coffee or alcohol, the message you define appears on the cashier display. The cashier can either continue with the sale of the item, or abort it.

Once you have defined POST messages, you can link them to items. For more information, refer to the chapter 'PLU Maintenance'.

To access the POST Item Messages screen, select POST Item Messages from the File Maintenance menu. The POST Item Messages Maintenance screen displays.



The POS Item Messages Maintenance screen lists all the records in the messages file, showing the following information per record:

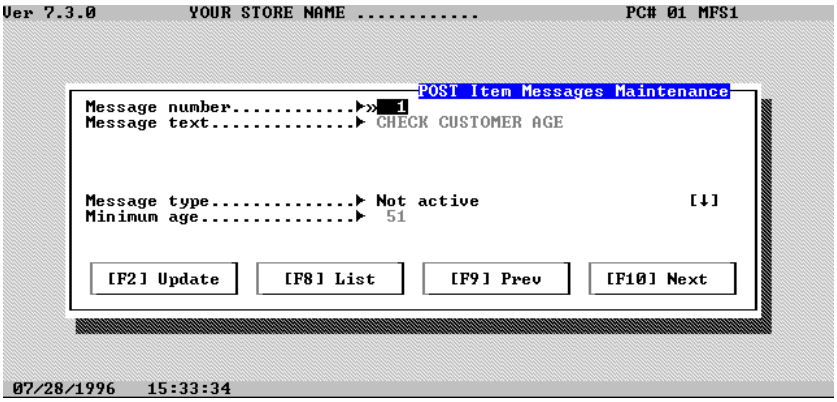
- Message number.
- Message text (partial).

The right side of the screen contains function buttons. Each of these buttons activates a function such as updating messages or printing a report.

Adding a New POST Item Message

This function lets you add new messages to the messages file.

1 In the POST Item Messages Maintenance screen, highlight the required number and select *Update*. The POST Item Messages Maintenance list screen displays.



2 The cursor is positioned on the message Number field. If this is not the number you want, type in the required number. This number is the Message's ID in the ISS45 system. You use it to refer to a message throughout the system.

3 If the message number already exists, the current definition is displayed. If any changes are made at this stage, the system accepts them as an update.

4 Press *Enter* to continue to the next field. Fill in the required fields as explained in the following table.

Field	Description
Message Text	5 Lines are available to enter the required message. This is the message that displays on the POS terminal screen, according to the display action selected in message type, below.
Message Type	From the drop-down list, select the appropriate display action. Select Not Active to leave the message in-active.
Minimum Age	Type in the minimum age if required. When an item linked to the message is sold, the POS terminal prompts the cashier to check the customers' age.

5 Press *F2* to record the new message.

Updating a POST Item Message

This function allows you to update the message.

1. To update the message, highlight the required message in the POST Item Messages Maintenance screen, and select *Update*.

   The POST Item Messages Maintenance screen displays with the details of the selected message.

   For field descriptions, see 'Adding a New POST Item Message', above.

2. To enter new/updated data in a field, move the cursor to that field using the *Enter* or *Tab* key. Type or overtype the new data. For the fields on the right side of the screen, use the *Space Bar* to check or uncheck fields, as appropriate.
3. Press *F2* to record the changes.

➢ **To display another message**

- Type in the message number and press *Enter;* or
- Press *F8* to open the message list window. Locate the required message using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

➢ **To page through messages**

- Press *F10* to display the next message. Press *F9* to display the previous message.

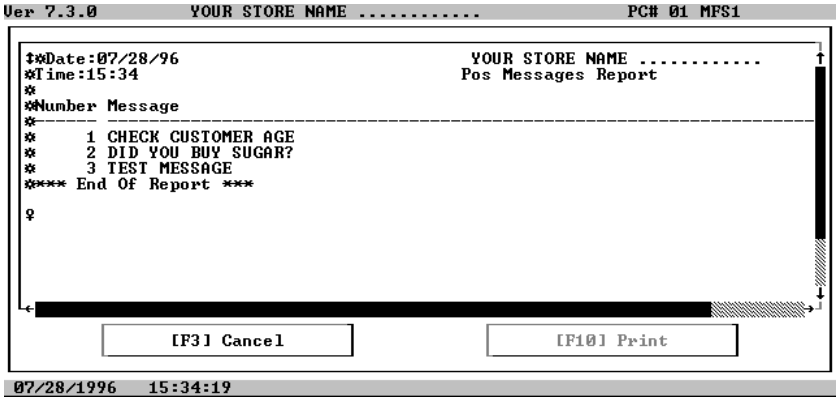
Deleting a Message

There is no delete function for each message you want to disable, select the Message Type 'Not active'.

Printing a Messages List

This function lets you display and print a list of the messages defined in the system.

1. In the POST Item Messages Maintenance screen, select *Print*. The POST Item Messages Report screen displays the details of all the messages.



2 To view all parts of the displayed list use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the list.

3 Press *F10* to print the list.

4 Press *F3* or *Esc* to return to the POST Item Messages Maintenance screen.

EAN 99 Coupons

The system supports EAN 99 type coupons. You can assign any number of items to a coupon. The procedure for defining these coupons is similar to promotions. (Threshold, expiry date, value, minimum purchase amount etc.)

You are now able to link any items to any number of coupons.

The cross reference file (cross.qdx) contains the link between a PLU and a coupon.

The coupons are maintained in a coupon file.

➢ **To access EAN Coupon Maintenance**

1 Select Coupon Maintenance from the File Maintenance menu. The EAN 99 Coupons list displays.

This screen lists all the EAN 99 Coupons in the system, showing the following information per coupon:

- Coupon Number
- Description

➢ **To search for a coupon**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.
- For faster search, use the Go To feature: Start typing a coupon number. As you enter the digits, they display at the bottom left corner of the list window. The coupon record corresponding to the number you entered is highlighted at the top of the list. For example, as you type 123, the system first highlights coupon 1, then coupon 12 and then coupon 123. If the number you entered does not exist, the next coupon is highlighted.

➢ **To activate a function**

1 If the function applies to an existing coupon, highlight that coupon.

2 Do one of the following:

- Press the *Alt* key and the shortcut letter. For example, *Alt*+U for Update

- Use *Tab* to select the required function and press *Enter* to activate it

➢ **To Print and View Reports**

There are two reports available in EAN 99 Coupons Maintenance:

- Blocked Report: (see 'blocked' field) . Select this option to view or print the Blocked Coupons report.
- Unblocked Report: Select this option to view or print the Unblocked Coupons report.

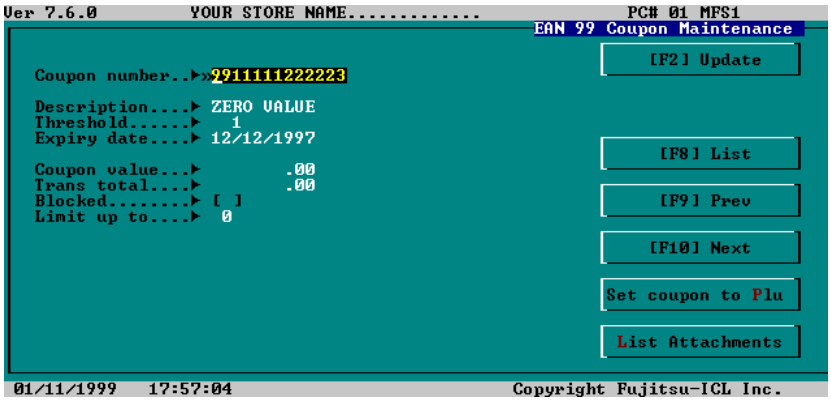
Both reports contain the following information:

- Coupon Number
- Description
- Threshold
- Expiry Date
- Coupon Value
- Transaction Total

Adding a New EAN 99 Coupon

This function lets you define a new coupon and link it to PLUs.

1 In the Coupons List screen, select *Insert*. The Coupon Maintenance screen displays.



2 Enter the required number, including the check digit. To see a list of existing coupons select *F8 List*.

3 Fill in the remaining fields as follows:

Field	Description
Description	Enter a description, for internal use. (Does not print on the receipt.)
Threshold	Specify the minimum qualifying quantity of the item(s) to be purchased, to allow the reward.
Expiry date	The last date on which the coupon is valid.
Coupon Value	The amount to be subtracted from the item or ticket. (Reward amount.)
Trans Total	The (optional) minimum total purchase amount to qualify for the reward.
Blocked	Check to suppress (prevent) use of the coupon.
Limit Up To	Defines the maximum number of times a single coupon may be redeemed within a transaction, with one scan of the coupon.

1 To see a product list of those items linked to the coupon number you are inserting or updating, select *PLU list* (*Alt*+L).

2 To link PLUs to the coupon you are inserting or updating, select *Set Coupon to PLU* (Alt+P). A product list of all PLUs displays, showing the PLU number, PLU Name and the coupon the item is linked to.

3 Highlight the required item and select *Set* (*Alt*+S), to link the item to the coupon you've just defined. You can set the coupon to as many items as required.

Notes

To unlink the item, press *Reset* (*Alt*+R). Press *Esc* to return to the previous screen.

In PLU Maintenance, the coupon number appears in the 'Coupon' field of the relevant PLU.

4 Press *F2 Update* to record the new coupon.

5 To see the previous coupon, press *F9 Prev*.

6 To see the next coupon, press *F10 Next*.

Updating an EAN 99 Coupon

This function lets you update the details of an existing EAN 99 coupon. Changes take place immediately on the POS terminals.

➢ **To update an EAN 99 coupon**

1 Highlight the required coupon in the Coupon Maintenance screen and select *Update*. The Coupon Maintenance screen displays with the details of the selected coupon, as illustrated in 'Adding a New EAN 99 Coupon', earlier in this chapter.

2 To enter new or updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value.

3 Press *F2* to record the changes.

File Maintenance, Tender Types:

- Define an EAN 99 coupon tender

  System Maintenance and Utilities, System Parameters, Coupon Parameters, Coupon Parameters, Page 2:

- Enter the tender number for the EAN 99 coupons as defined in Tender Maintenance
- (Optional) To restrict coupon redemption outside of a sale (when no items are purchased), check the parameter 'CC to restrict redemption of EAN 99 coupons out of sale'.
- Check the parameter: 'EAN 99 coupon in system'

By default, the POS terminal must be in tender mode to accept EAN 99 coupons.

➢ **To redeem a coupon within a sale**

1 Ring up items as usual.

2 Press *Total*.

3 Scan, or enter the coupon number. The relevant reward (discount) displays.

4 Tender the transaction as usual. The amount due by the customer is reduced by the discount amount.

➢ **To redeem a coupon outside a sale (no items sold)**

1 Scan, or enter the coupon number.

2 At the SCAN COUPONS prompt, select *Yes*. The relevant reward (discount) displays.

3 Tender the transaction and hand the relevant cash amount to the customer.

Note

If this function is restricted by a control check, follow store procedures. Usually, this means having a supervisor approve (or deny) the transaction.

Subdepartment Maintenance

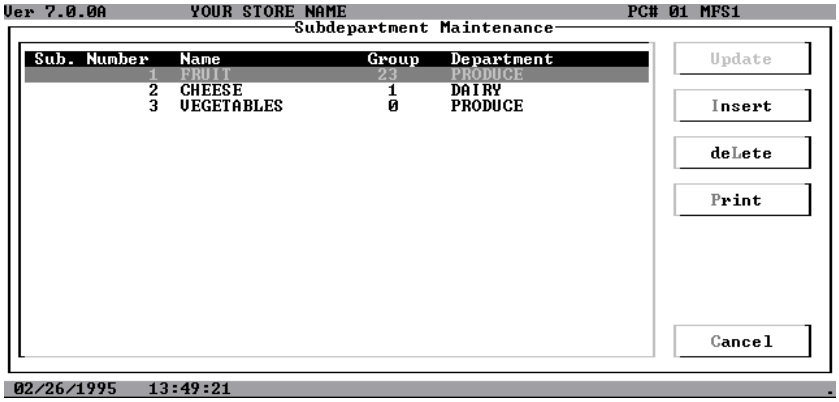
The Subdepartment Maintenance option is used to add, update or delete subdepartments, and to print a list of the subdepartments defined in the system. A subdepartment is attached to a PLU by entering a subdepartment in its PLU record (via the 'PLU Maintenance' option). When this item is rung up at the register, the sales accumulate under the subdepartment number. Subdepartment reports may be run after the end-of-day, which reflect sales under each subdepartment.

A subdepartment may or may not have any relationship to the department number. Also, a valid department may or may not be entered for each subdepartment.

Accessing Subdepartment Maintenance

➢ **To access the Subdepartment Maintenance option**

1. From the main menu, select Back Office.
2. From the Back Office menu, select Subdepartment Maintenance. The Subdepartment Maintenance screen displays.



The Subdepartment Maintenance screen lists all the subdepartments defined in the system, showing the following information per record:

- Subdepartment number
- Subdepartment name
- Group number
- Department name

➢ **To search for a subdepartment**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.
- For faster search, use the Go To feature: Start typing a subdepartment number. As you enter the digits, they display at the bottom left corner of the list window. The subdepartment record corresponding to the number you entered is highlighted at the top of the list. For example, as you type 123, the system first highlights subdepartment 1, then subdepartment 12 and then subdepartment 123. If the number you entered does not exist, the next subdepartment is highlighted.

The right side of the screen contains function buttons. Each of these buttons activates a function such as updating subdepartment

information or adding a new subdepartment. These functions are described later in this chapter.

➢ **To activate a function**

1. If the function applies to an existing subdepartment (e.g. Update), highlight that subdepartment. If not (e.g. Insert), just perform step 2.
2. Do one of the following:

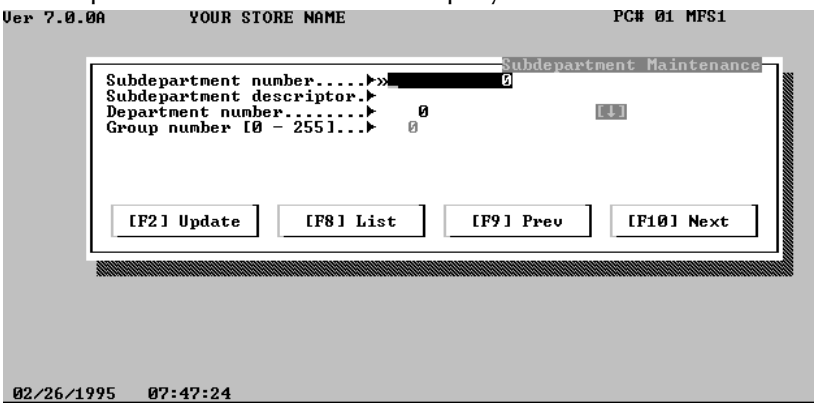
- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

  Throughout this manual, the term 'select' is used for activating a function by either method. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

Adding a New Subdepartment

This function allows you to define a new subdepartment.

1. In the Subdepartment Maintenance screen, select *Insert*. The Subdepartment - Insert screen displays.



2. Type in the Subdepartment Number. This number is the subdepartment's ID in the system. You use it to refer to a subdepartment throughout the system. The subdepartment number must be unique, that is two subdepartments may not have the same code. The subdepartment number is a mandatory entry.

3 Press *Enter*. A confirmation box displays the following prompt: `Insert New Record?` Select *Yes*.

4 Fill in the remaining fields as follows.

Field	Description
Subdepartment Descriptor	Description of subdepartment.
Department Number	The department to which this subdepartment is attached. It is not necessary to specify a department number. Many subdepartments may be attached to the same department. For example, subdepartments 1 through 5 can be attached to department 1. The assignment to a department has no bearing on the subdepartment, except that it prints on the subdepartment reports. To assign the subdepartment to a department, press the *Right Arrow*. A drop-down list displays the available departments. Highlight the relevant department and press *Enter* to select it.
Group Number	The group number may be up to 3 digit, 0 -255. Currently, this field has no bearing on the subdepartment. Through the API, you may use this field for various purposes.

5 Press *F2* to record the new subdepartment.

Updating a Subdepartment

This function allows you to update the details of an existing subdepartment.

1 Highlight the required subdepartment in the Subdepartment Maintenance screen, and select *Update*.

The Subdepartment - Update screen displays with the details of the selected subdepartment, as illustrated in 'Adding a New Subdepartment', earlier in this chapter.

1. To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. For field descriptions, see 'Adding a New Subdepartment'.
2. Press *F2* to record the changes.

Updating Another Subdepartment

- Type in the subdepartment number and press *Enter;* or
- Press *F8* to open the subdepartment list window. Locate the required subdepartment using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

Deleting a Subdepartment

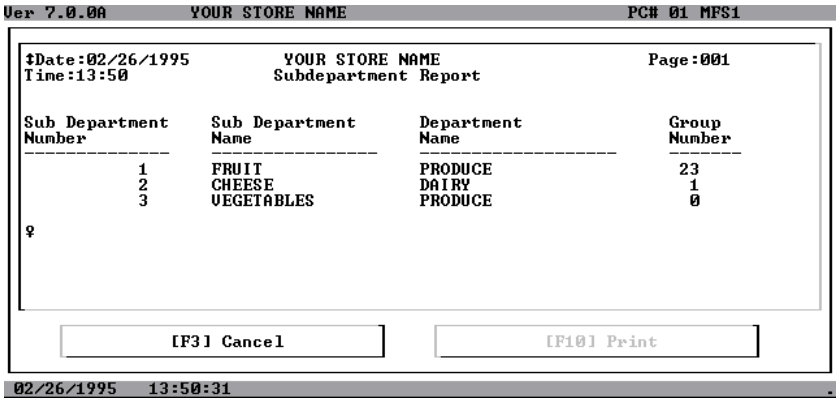
This function allows you to delete a subdepartment.

1. In the Subdepartment Maintenance screen, highlight the subdepartment to be deleted and select *deLete*. The Subdepartment - Delete screen displays with the details of the selected subdepartment.
2. Press *Enter*. In the delete confirmation box, select *Yes* to delete or *No* to retain the subdepartment.

Printing a Subdepartments List

This function allows you to print a list of the subdepartments defined in the system.

1. In the Subdepartment Maintenance screen, select *Print*. The Subdepartments - Print screen displays the details of all the subdepartments, line by line.



2 To page through the lines, use *PgUp* and *PgDn.*

3 To print the list, press *F10*.

4 Press *F3* or *Esc* to return to the Subdepartment Maintenance screen.

7

Promotion Maintenance

The Promotion Maintenance option is used to add, change or delete promotions, reductions and offers, and view or print a promotions report.

Note

For information on Loyalty type promotions, see the 'Loyalty Promotion Maintenance' chapter. There is no connection between promotions described in this chapter and those in the Loyalty chapter.

In this chapter:

- **Accessing Promotion Maintenance, page 3**
- **Promotions, page 4**
- **Reductions, page 10**
- **Offers, page 13**
- **Promotion Report, page 18**

Accessing Promotion Maintenance Options

➢ **To access a Promotion Maintenance option**

1. From the main menu, select Back Office.
2. From the Back Office menu, select Promotion Maintenance. The Promotion/Reduction/Offers menu displays.



3. From the Promotion/Reduction/Offers menu, select the required option. The relevant option screen displays.

Notes

Frequent Shopper items may not be on Promotion, Reduction or Offer at the same time.

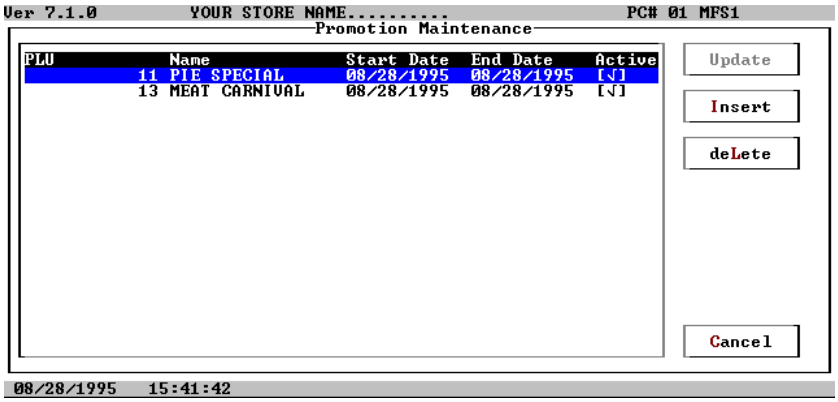
Immediate Promotions -Any item with Frequent Shopper type and value set (to other than None), cannot be set on Immediate Promotion, Reduction or Offer.

Future Promotions - The system allows you to set up Future Promotions even though an item may already be defined as a Frequent Shopper item. Unless the Frequent Shopper type and value for that item is set to none by the time the date of the promotion is effective, the Promotion, Reduction, Offer will not take effect.

Promotions

A *promotion* allows you to enter a specific price for an item. For example, 2.89 for an item which originally costs 3.00. Promotion prices are limited by start and end dates and quantities. *Nested* promotions are also possible. A nested promotion is one which starts and ends between the start and end dates of another promotion, for the *same* item. For example: Tea is on promotion from January 1 to March 31 for $2.99 and on a different promotion from January 15 to March 15, for $1.99. The price in the system automatically updates on the specified dates.

To access the Promotion Maintenance screen, select Promotions from the Promotion/Reduction/Offers menu.



The Promotion Maintenance screen lists all the promotions defined in the system, showing the following information per promotion:

- PLU number and name of the promotional item.
- Start date.
- End date.
- Active: if the promotion is currently in effect, it is marked by a check sign [√].

➢ **To search for a promotion**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.
- For faster search, use the Go To feature: Start typing a promotion number. As you enter the digits, they display at the bottom left

corner of the list window. The promotion record corresponding to the number you entered is highlighted at the top of the list. For example, as you type 123, the system first highlights promotion 1, then promotion 12 and then promotion 123. If the number you entered does not exist, the next promotion is highlighted.

The right side of the screen contains function buttons. Each of these buttons activates a function such as updating promotion information or adding a new promotion. These functions are described later in this chapter.

➢ **To activate a function**

1. If the function applies to an existing promotion (e.g. Update), highlight that promotion. If not (e.g. Insert), just perform step 2.
2. Do one of the following:

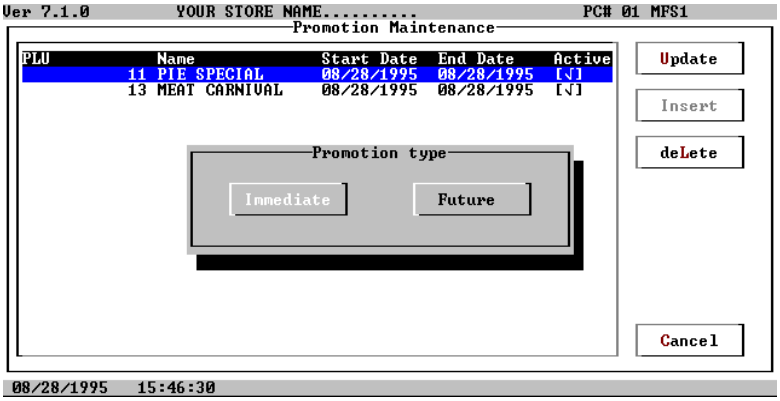
- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

3. Throughout this manual, the term 'select' is used for activating a function by either method. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

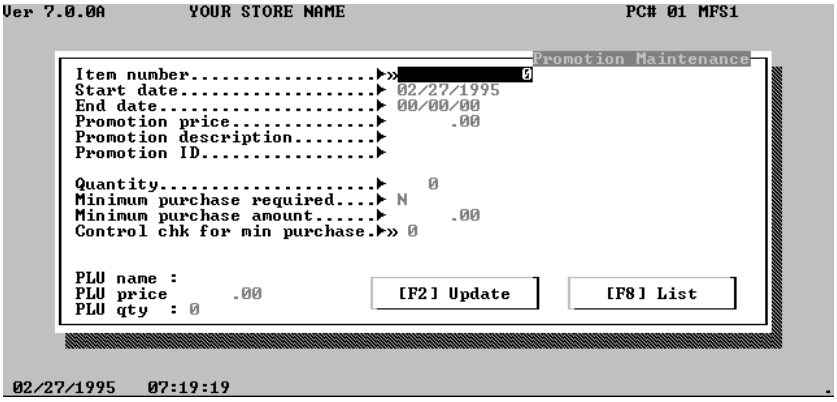
Adding a New Promotion

This function allows you to define a new promotion for a PLU item.

1 In the Promotion Maintenance screen, select *Insert*. A dialog box prompts for the Promotion Type.



2 If the promotion should become available immediately, select *Immediate*. If not, select *Future*. A *future* promotion is activated during the end-of-day procedure on the day prior to the specified date in the Start Date field. The Promotion - Insert screen displays.



3 In the Item Number field, type in the number of the promotional item, or press *F8* to select one from the PLU list. A confirmation box displays the following prompt: *Insert New Record?* Select *Yes*.

Note

If a reduction or an offer has already been defined for this item, for the same day, you may not define a promotion for it. The system issues an appropriate warning message.

The following data appears at the bottom left corner of the screen:

- PLU name
- PLU price
- PLU quantity: the multiple selling unit (MSU) for the price

4 Type in the Start Date if the promotion is not immediate. If immediate, the current date displays automatically and you have no access to this field.

5 Fill in the remaining fields as follows:

Field	Description
End Date	End date of promotion.
Promotion Price	Promotion price.
Promotion Description	Promotion description.
Promotion ID	Promotion name or number. The ID serves only as a reference number on the promotion report.
Quantity	The multiple selling unit (MSU) for the promotion price.
Minimum Purchase Required	Type **Y** if there is a minimum purchase dollar amount required before this promotion offer can be given. The default is 'No' (N).
Minimum Purchase Amount	If Minimum Purchase Required = Y, then enter the dollar amount the customer must purchase before being given this promotion offer.
Control Chk for Min Purchase	This field is relevant if Minimum Purchase Required = Y. If a control check applies to this promotion offer, then enter the control check number for this minimum purchase item, or press *F8* to select one from the control check list. Control checks are defined in the Control Check file (see the chapter 'File Maintenance').

6 Press *F2* to record the new promotion.

Updating a Promotion

This function allows you to update the details of an existing promotion. The change takes place immediately on the registers (if the promotion is current).

1. Highlight the required promotion in the Promotion Maintenance screen, and select *Update*.
2. The Promotion - Update screen displays with the details of the selected promotion, as illustrated in 'Adding a New Promotion', earlier in this chapter.
3. To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value. For field descriptions, see the section 'Adding a New Promotion'.
4. Press *F2* to record the changes.

Updating Another Promotion

- Type in the PLU number and press *Enter;* or
- Press *F8* to open the promotions list window. Locate the required promotion using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

Deleting a Promotion

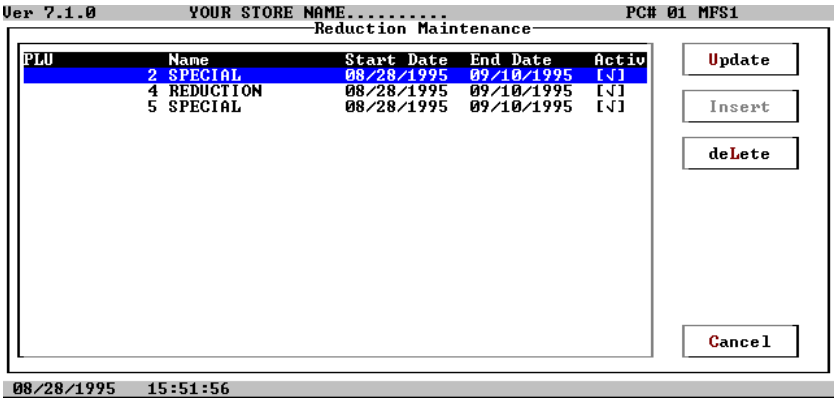
This function allows you to delete a promotion. The delete takes place immediately on the registers (if the promotion is current).

1. In the Promotion Maintenance screen, highlight the promotion to be deleted and select *deLete*. The Promotion -Delete screen displays with the details of the selected promotion.
2. Press *Enter*. In the delete confirmation box, select *Yes* to delete or *No* to retain the promotion.

Reductions

A *reduction* allows you to reduce the price of an item by a specific dollar amount or percentage. For example, a $3.00 item may be reduced 10% or .30 (cents).

To access the Reduction Maintenance screen, select Reductions from the Promotion/Reduction/Offers menu.



The Reduction Maintenance screen lists all the reductions defined in the system, showing the following information per promotion:

- PLU number and name of the reduction item.
- Start date.
- End date.
- Active: if the reduction is currently in effect, it is marked by a check sign √ .

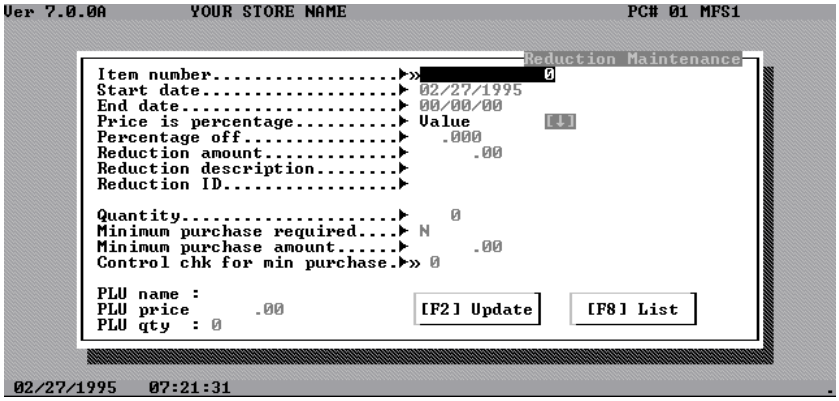
For explanations on how to search for a reduction and how to use the functions, refer to the 'Promotions' section, earlier in this chapter.

Adding a New Reduction

This function allows you to define a new reduction for a PLU item.

1 In the Reduction Maintenance screen, select *Insert*. A dialog box prompts for the Promotion Type, as illustrated in 'Adding a New Promotion', earlier in this chapter.

2 If the reduction should become available immediately, select *Immediate*. If not, select *Future*. A 'future' reduction begins during the end-of-day procedure on the date specified in the Start Date field. The Reduction - Insert screen displays.



3 In the Item Number field, type in the number of the item, or press *F8* to select one from the PLU list. A confirmation box displays the following prompt: *Insert New Record?* Select *Yes.*

Note

If a promotion or an offer has already been defined for this item, for the same day, you may not define a reduction for it. The system issues an appropriate warning message.

The following data appears at the bottom left corner of the screen:

- PLU name.
- PLU price.
- PLU quantity: the multiple selling unit (MSU) for the price.

4 Type in the Start Date if the reduction is not immediate. If immediate, the current date displays automatically and you have no access to this field.

5 Fill in the remaining fields as follows.

Field	Description
End Date	End date of reduction.
Price is Percentage	Use the *Right Arrow* to select Percentage or Value: • Select Percentage if price is reduced by a percentage. • Select Value if price is reduced by a specific dollar amount.
Percentage Off	If you selected Percentage in the previous field, enter the reduction percentage.
Reduction Amount	If the reduction is a specific amount (Value), enter the dollar amount to be deducted from the original price of the item.
Reduction Description	Reduction description.
Reduction ID	Reduction name or number. This ID is only a reference that prints on reports.
Quantity	The multiple selling unit (MSU) for the reduced price. Use this field, if required, to change the 'quantity/price' as set up in PLU Maintenance. For example, if an item is normally sold at 1 for 1.99, you can change the quantity to 2 for 1.99.
Minimum Purchase Required	Type **Y** if a minimum purchase dollar amount is required before this reduction offer can be given. The default is 'No' (N).
Minimum Purchase Amount	If Minimum Purchase Required = Y, then enter the dollar amount the customer must purchase before being given this reduction offer.

Field	Description
Control Chk for Min Purchase	This field is relevant if Minimum Purchase Required = Y. If a control check applies to this reduction offer, then enter the control check number for this minimum purchase item, or press *F8* to select one from the check list. Control checks are defined in the Control Checks file (see the chapter 'File Maintenance').

6 Press *F2* to record the new reduction.

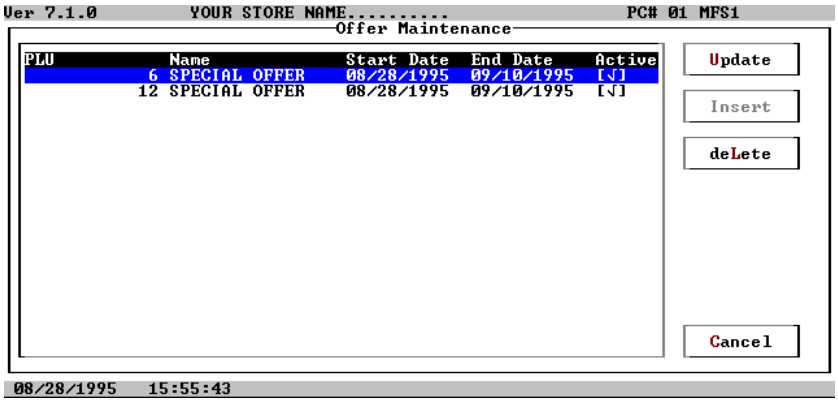
Other Functions

A reduction can be updated or deleted in the same way as a promotion. The change takes place immediately on the registers (if the reduction is current). For further explanations, refer to the 'Updating a Promotion' and 'Deleting a Promotion' sections, earlier in this chapter.

Offers

An *offer* allows you to offer an item at a discounted price if the customer buys a specified number of that item. For example, 'Buy 2, get 1 free', or 'Buy 1, get the second one half price'. Offers also allow an item's discounted price to be limited. For example, 'Item is 20% off, limit 3'; or 'Buy 2, get 1 at discount, limit only 1 at discount'. In addition, two or more items can be linked to the same offer. For example, 'Buy 1 item and get another item for free or at discount'.

To access the Offer Maintenance screen, select Offers from the Promotion/Reduction/Offers menu.



The Offer Maintenance screen lists all the offers defined in the system, showing the following information per offer:

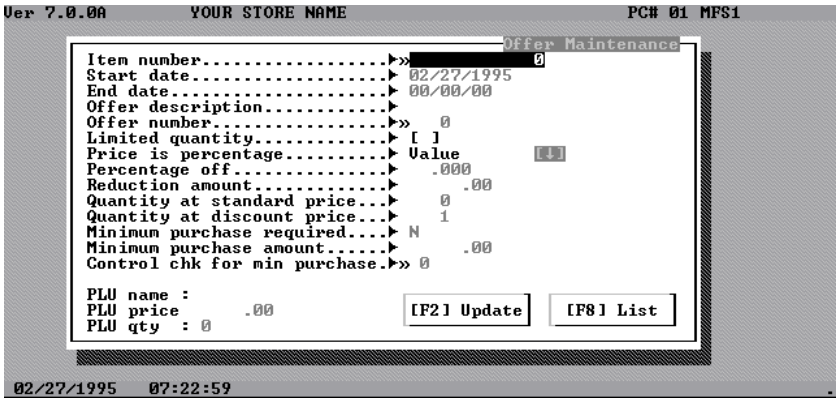
- PLU number and name of the item on offer.
- Start date.
- End date.
- Active: if the offer is currently in effect, it is marked by a check sign [√].

For explanations on how to search for an offer and how to use the functions, refer to the 'Promotions' section, earlier in this chapter.

Adding a New Offer

This function enables you to define a new offer for a PLU item.

1. In the Offer Maintenance screen, select *Insert*. A dialog box prompts for the Promotion Type, as illustrated in 'Adding a New Promotion', earlier in this chapter.
2. If the offer should become available immediately, select *Immediate*. If not, select *Future*. A *future* offer begins during the end-of-day procedure on the date specified in the Start Date field.
3. The Offer - Insert screen displays.



4 In the Item Number field, type in the number of the offered item, or press *F8* to select one from the PLU list. A confirmation box displays the following prompt: *Insert New Record?* Select *Yes*.

Note

If a reduction or an offer has already been defined for this item, for the same day, you may not define an offer for it. The system issues an appropriate warning message.

The following data appears at the bottom left corner of the screen:

- PLU name.
- PLU price.
- PLU quantity: the multiple selling unit (MSU) for the price.

5 Type in the Start Date if the offer is not immediate. If immediate, the current date displays automatically and you have no access to this field.

6 Fill in the remaining fields as follows.

Field	Description
End Date	End date of offer.
Offer Description	Offer description.
Offer Number	The offer number is a mandatory entry. It is an ID used as a reference. This number can be used to link several items to the same offer. If more than one item is involved in an offer, define an offer separately for each of the items, assigning the same offer number to each one. For example, 'Buy 2 of item A at standard price, get item B at 50% less'. Items A and B should be assigned the same offer number. To assign an offer number, type in the number or press *F8* to display the Offers list. From this list, select any of the lines carrying the code you want.
Limited Quantity	If only the number entered in the Quantity at Discount Price field may be sold at the discount price, press the *Space Bar* to check this field [√]. Otherwise, unlimited discount items may be sold.
Price is Percentage	Use the *Right Arrow* to select Percentage or Value: • Select Percentage if the offer is a percentage of the original price. • Select Value if the offer is a specific dollar amount.
Percentage Off	If you selected Percentage in the previous field, enter the percentage of offer reduction.
Reduction Amount	If the offer is a specific amount (Value), enter the dollar amount to be deducted from the original price of the item.
Quantity at Standard Price	The number of items that must be bought before the discount takes effect. Example: To allow 20% off, but limited

Field	Description
	to 1 with a requirement to buy 2 at the normal price, check the Limited Quantity field, enter **2** for Quantity at Standard Price and **1** for Quantity at Discount Price.
Quantity at Discount Price	The number of items that may be sold for the discounted price. Example: To allow 20% off, but limited to 3 with no requirements to buy any at the normal price, check the Limited Quantity field, enter **0** for Quantity at Standard Price and **3** for Quantity at Discount Price.
Minimum Purchase Required	Type **Y** if a minimum purchase dollar amount is required before this offer can be given. The default is 'No' (N). **Note** If this field is set to 'Y', the counting of items for the offer does not start until the minimum purchase dollar amount has been purchased.
Minimum Purchase Amount	If Minimum Purchase Required = Y, then enter the dollar amount the customer must purchase before being given this offer. **Note** If Minimum Purchase Required is set to 'Y', the counting of items for the offer does not start until the minimum purchase dollar amount has been purchased.
Control Chk for Min Purchase	This field is relevant if Minimum Purchase Required = Y. If a control check applies to this offer, then enter the control check number for this minimum purchase item, or press *F8* to select one from the check list. Control checks are defined in the Control Check file (see the chapter 'File Maintenance').

7 Press *F2* to record the new promotion.

Other Functions

An offer can be updated or deleted in the same way as a promotion. The change takes place immediately on the registers (if the offer is current). For further explanations, refer to the 'Updating a Promotion' and 'Deleting a Promotion' sections, earlier in this chapter.

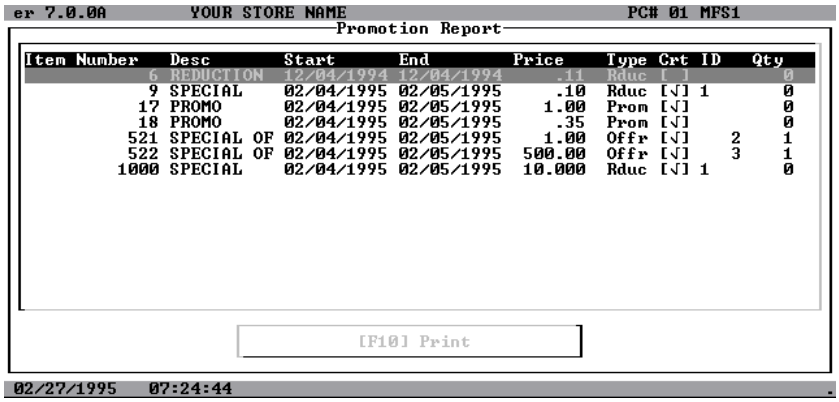
Promotion Report

This option enables you to view or print a report of all current and future promotions, reductions and offers.

1 Select Promotion Report from the Promotion/ Reduction/Offers menu. The following window displays:



2 Specify the range of items to be included in the report. Type in the first item required in From Item, and the last item required in To Item. Then press *F2*. To include all items (the default), just press *F2*. The report screen displays.



The displayed report includes the following information:

Field	Description
Item Number	The item's PLU number.
Description	Item description.
Start Day	Start date of promotion, reduction or offer.
End Day	End date of promotion, reduction or offer.
Price	The dollar amount or the percentage to be discounted from the regular price. à If Promotion New (lower) price à If Reduction Amount or % off. à If Offer Amount or % off Percentages display 3 decimal places.

Field	Description
Type	Indicates whether the price change is a promotion, a price reduction or an offer.
Current	A check indicates whether the promotion, reduction or offer is currently in effect.
ID	Reference name or number.
Quantity	Quantity to be purchased before the promotion, reduction or offer can take effect.

To page through the report, use *PgDn* and *PgUp*.

3 To print the report, press *F10*. In addition to the above described information, the printed report also contains the following fields.

Field	Description
Minimum Purchase Required	'Y' indicates that a minimum purchase amount is required before promotion, reduction or offer can be given.
Minimum Purchase Amount	Dollar amount the customer must purchase before being given this promotion, reduction or offer.
Control Chk for Min Purchase	Control check number for the minimum purchase item.

8

Promotion Batch Maintenance

The Promotion Batch Maintenance option provides access to programs that allow you to:

- *Create and monitor batch files (local batch files) containing promotions, reductions and offers to be processed at a later time.*
- *Update and monitor promotion batch files created by the host system (host batch files).*
- *Execute local and host promotion batch files at a specific date and time.*

In this chapter:

- **Using the Promotion Batch Maintenance Option, page 3**
- **Local Promotion Batch Files, page 5**
- **Host Promotion Batch Files, page 25**
- **Execute Batch Files by Date/Time, page 25**

Using the Promotion Batch Maintenance Option

The Promotion Batch Maintenance option is used to create and execute batch files containing promotions, reductions and offers. In a batch file, you can add new promotions, delete promotions or change promotion information. These changes do not take effect until you execute the batch file. For example, you can prepare special weekend offers on Tuesday, then process the batch on Friday.

A batch file can contain one or more promotion records. Within the same batch file, you can define new promotions, update existing promotion information, request to delete or ignore certain promotions.

Batch files can be printed before execution. As soon as a batch file is executed, it is automatically deleted from the system unless the system parameter 'Save Promotion Batches Before Execution' is checked (see 'System Parameters', in the manual 'System Maintenance & Utilities'). If there are errors in the batch file, however, those records with errors are saved in batch file 999. You can update batch file 999, make the corrections to the records in the file, and then execute it.

Note

Promotion Batch Files will not be executed if the Frequent Shopper type field in PLU Maintenance is not set to zero.

Local and Host Promotion Batch Files

ISS45 can handle two types of promotion batch files: local and host.

Local promotion batch files

Local batch files are created via the Local Batch Files option from the Promotion Batch Maintenance menu.

Local batch files are numbered from 1 to 999 (by the user, when creating the files). This number is used as an extension of the file name which identifies the batch file. When creating a new batch file, it is automatically assigned a DOS file name, in the following format:

PIXXXX.*nnn,* where *nnn* is the batch file number. For example, if the batch number is 123, the batch file name is PIXXXX.123.

The promotion batch file name can be changed via the system parameter 'Promotion batch file name' (see 'System Parameters', in the manual 'System Maintenance & Utilities). When you exit to DOS, you can see the local batch files created in your system, under the PCMASTER directory.

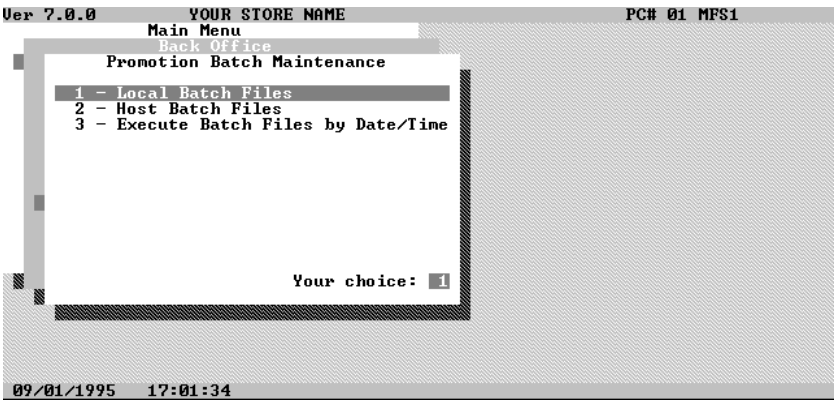
Host promotion batch files

Host promotion batch files are imported from the host system. The Host is likely to be a Head Office. You can manipulate these files (update, delete, print and execute) in the same way as local batch files. Host promotion batch files are named in the following format: PIXXXX.DAT, where XXXX is the batch number. The host promotion batch file name may be changed via the system parameter 'Promotion Batch File Name' (see 'System Parameters', in the manual 'System Maintenance & Utilities').

Accessing Promotion Batch Maintenance Options

➢ **To access Promotion Batch Maintenance options**

1. From the main menu, select Back Office.
2. From the Back Office menu, select Promotion Batch Maintenance. The Promotion Batch Maintenance menu displays.



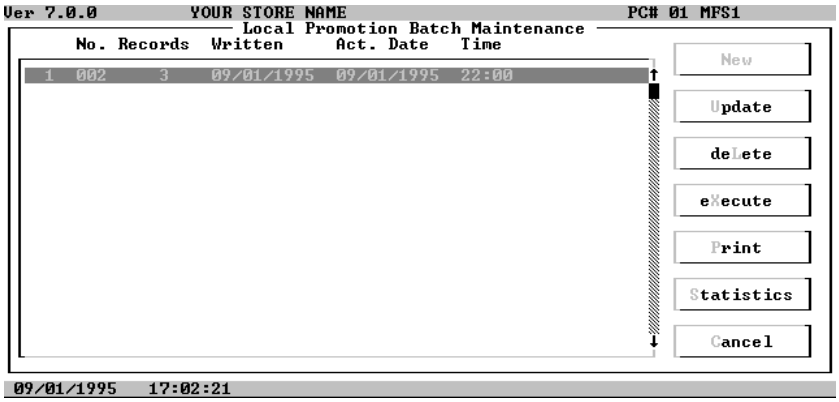
3 From the Promotion Batch Maintenance menu, select the required option. The relevant option screen displays.

Local Promotion Batch Files

The Local Batch Files option allows you to create a batch file containing various promotions, reductions and offers.

Through this option, you can update, delete or print a batch file that has already been created, and view statistical information about the contents of a batch file. The promotions contained in the batch file take effect when the batch file is executed, either via the Execute function in the Local Batch File option, or automatically, at a given date and time (see 'Execute Batch Files by Date/Time', later in this chapter).

To access the Local Batch Files option, select it from the Promotion Batch Maintenance menu. The Local Promotion Batch Maintenance screen displays.



This screen lists the local promotion batch files that have been created and not yet executed. The following data is displayed per batch file:

- A record number automatically assigned by the system.
- No.: Promotion batch file number.
- Records: The number of promotion records in the batch file.
- Written: The date the batch file was created.

- Act. date and time: Date and time of activation.

Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys to page through the list.

The right side of the screen contains function buttons. Each of these buttons activate a function such as adding a new batch file and updating an existing batch file. These functions are described later in this chapter.

➢ To activate a function

1 If the function applies to a specific file (e.g. Update an existing file), highlight that file. If not (e.g. create a New batch file), just perform step 2.

2 Do one of the following:

- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

Throughout this manual, the term 'select' is used for activating a function by either method. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

Creating a Local Promotion Batch File

This function enables you to create a new promotion batch file.

1 In the Local Promotion Batch File Maintenance screen, select *New*. A window displays the following prompts.



2 Enter a batch file number (up to three digits). Leading zeroes are important. For example, type **001** for 1. If you do not enter leading zeroes, the system adds them for you. Press *Enter*.

Note

Batch number 999 is not allowed. This number is reserved for the batch errors file described at the beginning of this chapter.

3 If the batch file already exists, the system considers this as an update, and displays the update header screen for this file. If the batch file does not exist, do one of the following:

- If the system parameter for allowing promotion batch activation by date/time is not checked (see 'System Parameters, in the manual

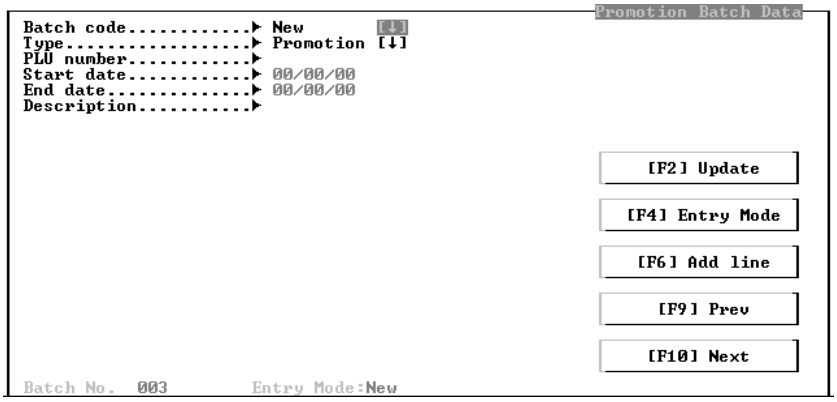
'System Maintenance & Utilities'), the Date/Time Activation prompt does not appear. Press *F2* to continue to the next screen.

- If the system parameter for allowing promotion batch activation by date/time is checked, the Date/Time Activation prompt displays. Check this field by pressing the *Space Bar* (the √ sign appears). Another prompt displays requesting the date and time. Enter the date and time for activating the batch file. Press *Enter* (or *F2*) to continue.

Note

You can omit the date and time entries and enter this information at a later stage, after creating the batch file. For further explanations, see 'Updating a Local Promotion Batch File', later in this chapter.

4 The Local Batch Data screen displays, as illustrated in the following figure.



The number of the batch file (Batch No.) and the Entry Mode are displayed at the bottom of the screen.

The entry mode indicates the type of operation to be performed to a promotion record; for example new, update, delete, etc. When creating a new batch file, the entry mode is initially set to New (add new promotion record). The entry mode can be selected by either methods:

Selecting a code in the Batch Code field. This is explained in step

Activating the *Entry Mode* function (*F4*). Each time you press *F4*, the entry mode changes and displays at the bottom of the screen.

Selecting the entry mode by *F4* simultaneously changes the Batch Code to the corresponding mode.

The available entry modes are:

- New
- Update
- Delete
- Ignore

When you select the entry mode using *F4*, the screen remains in this mode for all the promotion records to be subsequently added to the batch file, until you press *F4* again to change the mode or select another code in the Batch Code field.

This is useful for performing the same type of operation consecutively for several promotion records. For example, if you need to delete a number of promotions, select the entry mode Delete, and enter the items as described in the following steps. The screen remains in Delete Mode after you press *F2* for each item, and *F6* for another item. This method saves you from selecting the entry mode in the Batch Code field for each item separately.

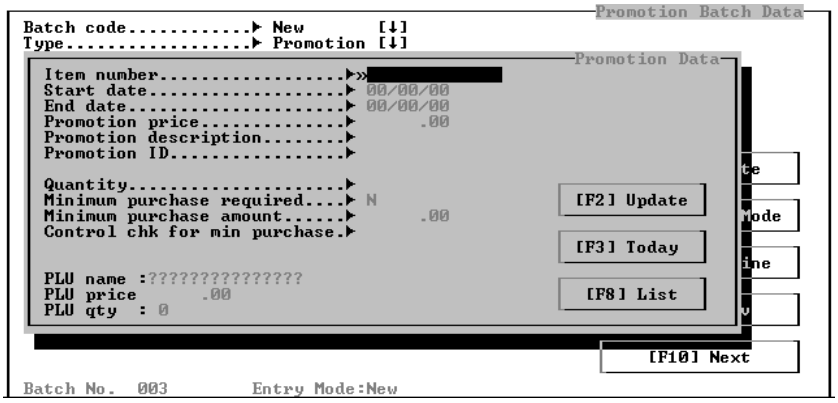
5 The cursor is positioned on the Batch Code field. The Batch Code field determines the type of operation to be performed to the promotion record. Initially, this field displays New (new promotion, reduction, offer) or the entry mode selected by the *F4* function key. Press *Enter* to accept the displayed mode or select another mode. Press the *Right Arrow* to open the drop down list and select the required option. The possible codes are:

Batch code	Used to
New	Add a new promotion, reduction or offer for a PLU item.
Ignore	Ignore the promotion, reduction or offer in this batch file.
Update	Update an existing promotion, reduction or offer.
Delete	Delete a promotion, reduction or offer.

6 In the Type field, specify whether this is a promotion, reduction or offer. For Promotion, just press *Enter* to continue (default). To select Reduction or Offer, press the *Right Arrow* and highlight the option in the drop down list. Press *Enter* to continue. Depending on the selected 'type', a window for entering/updating the promotion, reduction or offer data appears, as explained below.

Promotion Data

If you selected Promotion in the Type field, the Promotion Data window displays.



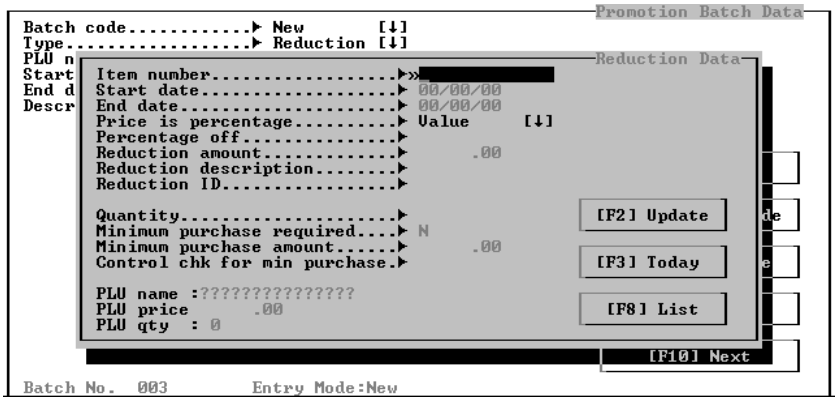
Fill in the fields as follows.

Field	Description
Item Number	Type in the number of the promotional item, or press *F8* to select one from the PLU list. **Note** If a reduction or an offer has already been defined for this item, for the same day, you may not define a promotion for it. The following data appears at the bottom left corner of the screen: • PLU name. • PLU price. • PLU quantity: the multiple selling unit (MSU) for the price.
Start Date	Start date of promotion. If the promotion should become available today, press *F3* (Today) to automatically insert the current date.
End Date	End date of promotion. If the end date is today, press *F3* to insert the current date.
Promotion Price	Promotion price.
Promotion Description	Promotion description.
Promotion ID	Promotion name or number. The ID serves only as a reference number on the promotion report.
Quantity	The multiple selling unit (MSU) for the promotion price.
Minimum Purchase Required	Type **Y** if there is a minimum purchase dollar amount required before this promotion offer can be given. The default is 'No' (N).
Minimum Purchase Amount	If Minimum Purchase Required = Y, then enter the dollar amount the customer must purchase before being given this promotion offer.

Field	Description
Control Chk for Min Purchase	This field is relevant if Minimum Purchase Required = Y. If a control check applies to this promotion offer, then enter the control check number for this minimum purchase item, or press *F8* to select one from the control check list. Control checks are defined in the Control Check file (see the chapter 'File Maintenance').

Reduction Data

If you selected Reduction in the Type field, the Reduction Data window displays.



Fill in the fields as follows.

Field	Description
Item Number	Type in the number of the item, or press *F8* to select one from the PLU list. **Note** If a promotion or an offer has already been defined for this item, for the same day, you may not define a reduction for it. The following data appears at the bottom left corner of the screen: • PLU name. • PLU price. • PLU quantity: the multiple selling unit (MSU) for the price.
Start Date	Start date of reduction. If the reduction should become available today, press *F3* (Today) to automatically insert the current date.
End Date	End date of reduction. If the end date is today, press *F3* to insert the current date.

Field	Description
Price is Percentage	Use the *Right Arrow* to select Percentage or Value: • Select Percentage if price is reduced by a percentage. • Select Value if price is reduced by a specific dollar amount.
Percentage Off	If you selected Percentage in the previous field, enter the reduction percentage.
Reduction Amount	If the reduction is a specific amount (Value), enter the dollar amount to be deducted from the original price of the item.
Reduction Description	Reduction description.
Reduction ID	Reduction name or number. This ID is only a reference that prints on reports.
Quantity	The multiple selling unit (MSU) for the reduced price.
Minimum Purchase Required	Type **Y** if a minimum purchase dollar amount is required before this reduction offer can be given. The default is 'No' (N).
Minimum Purchase Amount	If Minimum Purchase Required = Y, then enter the dollar amount the customer must purchase before being given this reduction offer.
Control Chk for Min Purchase	This field is relevant if Minimum Purchase Required = Y. If a control check applies to this reduction offer, then enter the control check number for this minimum purchase item, or press *F8* to select one from the check list. Control checks are defined in the Control Checks file (see the chapter 'File Maintenance').

Offer Data

If you selected Offer in the Type field, the Offer Data window displays.



Fill in the fields as follows:

Field	Description
Item Number	Type in the number of the offered item, or press *F8* to select one from the PLU list. **Note** If a promotion or a reduction has already been defined for this item, for the same day, you may not define a offer for it. The following data appears at the bottom left corner of the screen: • PLU name. • PLU price. • PLU quantity: the multiple selling unit (MSU) for the price.
Start Date	Start date of offer. If the offer should become available today, press *F3* (Today) to automatically insert the current date.
End Date	End date of offer. If the end date is today, press *F3* to insert the current date.
Offer Description	Offer description.

Field	Description
Offer Number	The offer number is a mandatory entry. It is an ID used as a reference. This number can be used to link several items to the same offer. If more than one item is involved in an offer, define an offer separately for each of the items, assigning the same offer number to each one. For example, 'Buy 2 of item A at standard price, get item B at 50% less'. Items A and B should be assigned the same offer number. To assign an offer number, type in the number or press *F8* to display the Offers list. From this list, select any of the lines carrying the code you want.
Limited Quantity	If only the number entered in the Quantity at Discount Price field may be sold at the discount price, press the *Space Bar* to check this field [√]. Otherwise, unlimited discount items may be sold.
Price is Percentage	Use the *Right Arrow* to select Percentage or Value: • Select Percentage if the offer is a percentage of the original price. • Select Value if the offer is a specific dollar amount.
Percentage Off	If you selected Percentage in the previous field, enter the percentage of offer reduction.
Reduction Amount	If the offer is a specific amount (Value), enter the dollar amount to be deducted from the original price of the item.

Field	Description
Quantity at Standard Price	The number of items that must be bought before the discount takes effect. Example: To allow 20% off, but limited to 1 with a requirement to buy 2 at the normal price, check the Limited Quantity field, enter **2** for Quantity at Standard Price and **1** for Quantity at Discount Price.
Quantity at Discount Price	The number of items that may be sold for the discounted price. Example: To allow 20% off, but limited to 3 with no requirements to buy any at the normal price, check the Limited Quantity field, enter **0** for Quantity at Standard Price and **3** for Quantity at Discount Price.
Minimum Purchase Required	Type **Y** if a minimum purchase dollar amount is required before this offer can be given. The default is 'No' (N). **Note** If this field is set to 'Y', the counting of items for the offer does not start until the minimum purchase dollar amount has been purchased.
Minimum Purchase Amount	If Minimum Purchase Required = Y, then enter the dollar amount the customer must purchase before being given this offer.
Control Chk for Min Purchase	This field is relevant if Minimum Purchase Required = Y. If a control check applies to this offer, then enter the control check number for this minimum purchase item, or press *F8* to select one from the check list. Control checks are defined in the Control Check file (see the chapter 'File Maintenance').

6 Press *F2* to record the data and return to the Promotion Batch Data screen. The PLU number, start date, end date, and promotion/reduction/offer description displays in the appropriate fields.

7 Press *F2* to record the new or updated promotion, reduction or offer.

To add another line to the batch file, select the Add Line function (*F6*). This clears the screen, and the cursor returns to Batch Code.

Other Functions

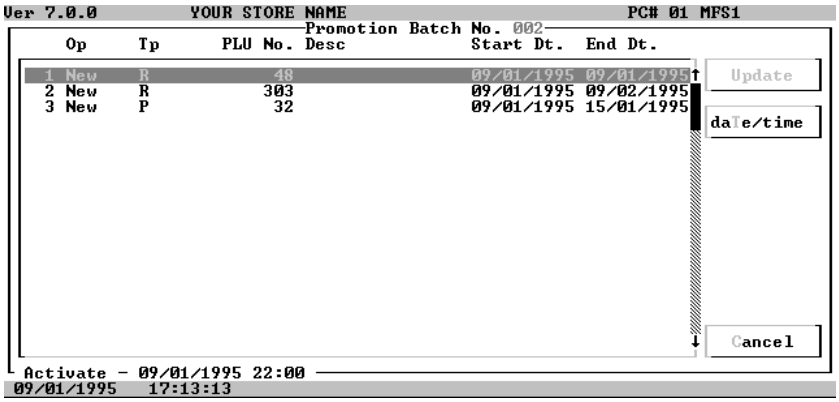
Use the *F9* (*Previous*) and *F10* (*Next*) functions to page through the records in a batch file.

Updating a Local Promotion Batch File

This function allows you to:

- Update the records in a batch file.
- Set or update the date/time for activating an existing batch file (if the system parameter for allowing promotion batch activation by date/time is checked).

In the Local Promotion Batch Maintenance screen, highlight the required file and select *Update*. The update header screen lists the records in the file.



The Tp (Type) column shows whether the record is a promotion (P), reduction (R) or offer (O).

You can page through the records using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

Updating a record

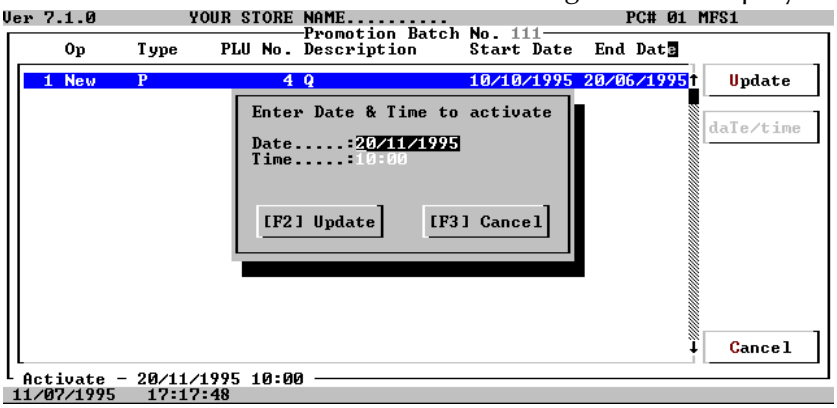
➢ **To update a record**

1. Highlight the record and select *Update*. The Promotion Batch Data screen displays with the details of the selected record.
2. Move the cursor to the Type field, and press *Enter* to display the data window.
3. Insert the required changes and press *F2* to record them.
4. From here, you can continue to update other records (use *F9* and *F10* to locate the required record) and add new lines (*F6*). For further explanations, see 'Creating a Local Promotion Batch File', earlier in this chapter.

Setting activation date/time

➢ **To set the activation date and time**

1. Select the *daTe/time* function. The following window displays.



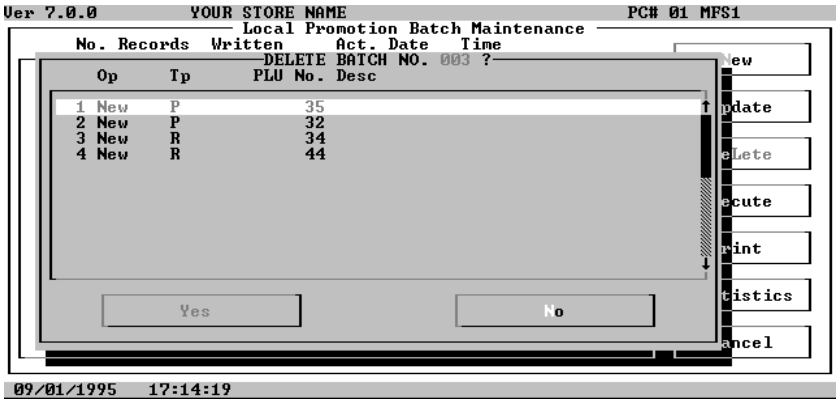
2. Enter the date and time of activation
3. Press *F2* to record this information.

The batch file executes at the specified date and time, provided you are in one of the screens from which batch files are executed automatically. For further explanations, see 'Execute Batch Files by Date/Time', later in this chapter.

Deleting a Local Promotion Batch File

This function allows you to delete a local promotion batch file before it is executed.

1 In the Local Promotion Batch Maintenance screen, highlight the required file and select *deLete*. A window displays, listing the records contained in the file.



You can page through the list using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

2 To confirm the delete operation, select *Yes*. Otherwise, select *No*.

The file is deleted and you return to the Local Promotion Batch File Maintenance screen.

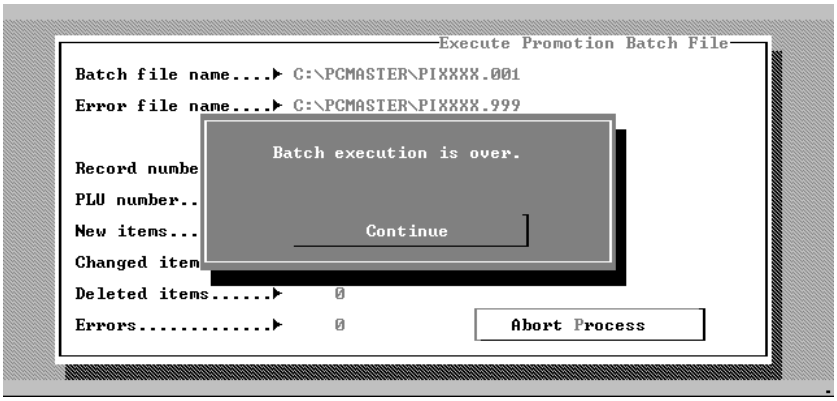
Executing a Local Promotion Batch File

This function allows you to execute a promotion batch file.

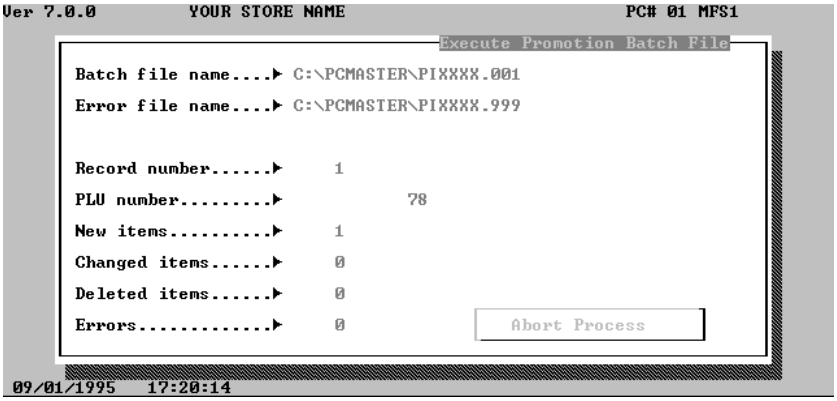
1 In the Local Promotion Batch Maintenance screen, highlight the required file and select *eXecute*. A confirmation box displays.

2 Select *Yes* to execute or *No* to cancel the operation.

3 The batch file is executed and the following message box displays.



Press *Enter* or *Esc*. The Execute Promotion Batch File screen displays.



This screen shows the following information.

Field	Description
Batch File Name	The name of the batch file that was executed.
Error File Name	The name of a temporary file where, errors, if any, are logged. If any record in the batch file could not be processed because of an error, the record is saved in batch 999, and can be corrected via the Update function.
Record Number	The number of records in the batch file.
PLU Number	The number of the last PLU item handled.
New Items	The number of new promotions added with this batch.
Changed Items	The number of promotions that were changed with this batch.
Deleted Items	The number of promotions that were deleted with this batch.
Errors	The number of errors that occurred during execution. Errors are written to batch 999 The screen displays a message: '`Check your errors in batch #999`', if errors existed in the batch file. These errors have not been processed. To correct errors, update batch file 999. Then, execute it.

Press *Esc* to quit.

Depending on how your system is set up, the batch file is deleted or saved after it successfully executes and updates the PLU file:

- If the system parameter 'Save promotion batches before execution' is not checked, the batch file is deleted after execution.
- If the system parameter 'Save promotion batches before execution' is checked, the batch file is automatically saved. The system renames it PIXOLD.XXX and places it in the PCMASTER directory

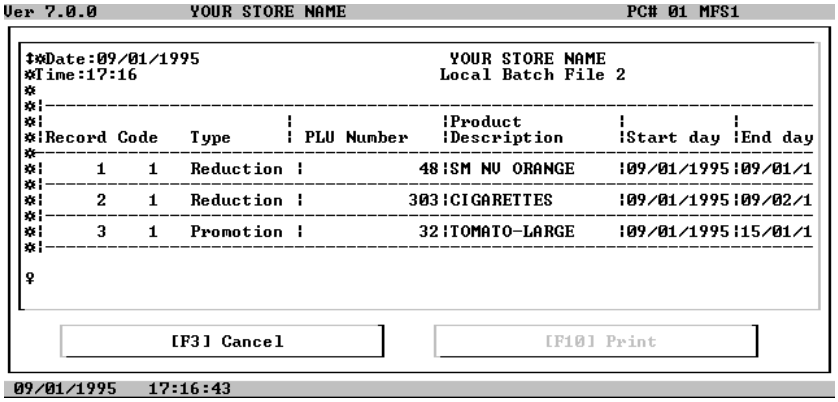
in DOS. The extension .XXX contains the old batch number. For example, if batch 1 executes, it is saved as PIXOLD.001.

If you wish to update the saved batch file, you must exit to DOS and rename the file to PIXXXX.001. If there is already a file with the same name and extension, change the extension. Otherwise, the existing file is erased.

Printing a Local Promotion Batch File

This function allows you to print the contents of a local promotion batch file.

In the Local Promotion Batch Maintenance screen, highlight the required file and select *Print*. The Local Promotion Batch File - Print screen displays.



One line of information is listed per item record, including a record number, the batch code indicating the operation to be performed (new, update, etc.), the type (promotion, reduction and offer), the PLU number, the PLU description, start and end day, and other promotion/reduction/offer data.

To view all parts of the displayed list use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the list.

Press *F10* to print the list.

Statistics

This function reports the number of times each batch code appears in the batch file.

In the Local Batch Maintenance screen, highlight the required file and select *Statistics*. The Local Batch File - Statistics window displays.



Press *Enter* or *Esc* to return to the Local Batch Maintenance screen.

Host Promotion Batch Files

ISS45 uses the Personal Computer Communications System (PCCS) to receive promotion batch files which are created by the host system.

The Host Batch Files option allows you to update and monitor these files in the same way as local batch files. For explanations on how to use the various functions of this option, refer to the 'Local Promotion Batch Files' section, earlier in this chapter.

Execute Batch Files by Date/Time

The Execute Batch Files by Date/Time option is available only if the system parameter 'Allow Promotion Batch Activation by Date/Time' is checked (see 'System Parameters, in the manual 'System Maintenance & Utilities'). Promotion batch files can be activated at a specified date and time only from one PC (MFS1 or MFS2). This is determined via

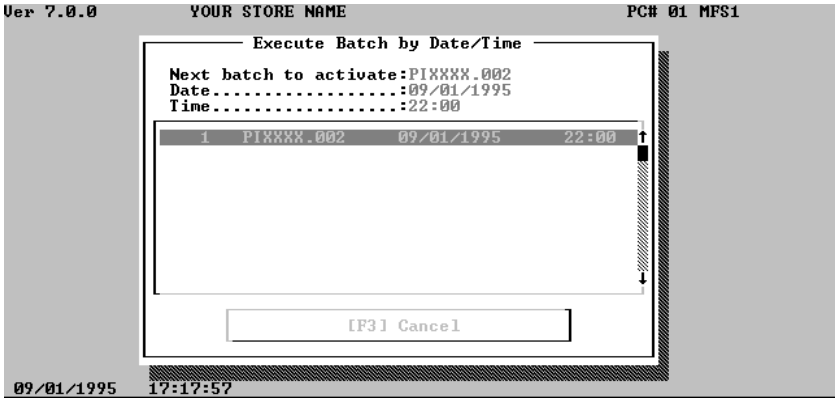
the system parameter 'PC Number to Activate Batch Files by Date/Time'.

For a batch file set up for a specific date and time to execute on schedule, you must be in one of the following screens:

- Any menu screen (main menu, Back Office menu, etc.)
- The ISS45 log-on screen.
- The Execute Batch by Date/Time screen.

Once you are in any one of these screens, the batch file executes automatically at the set date and time.

To access the Execute Batch by Date/Time screen, select Execute Batch Files by Date/Time from the Promotion Batch Maintenance menu.



This screen displays the next batch file in the queue. It shows the name of the file, the date and the time. In the lower window is the list of all pending batch files, in date and time sequence. You can page through this list.

No other activity is allowed.

9

Member Promotions

The Member Promotions option is used to add, change or delete promotions, and print promotion reports. Member promotions can be downloaded from a host or head office in batches, or created and edited in-store. Immediate Promotions*, however, are defined only in-store.*

Enhanced Promotions and Group Promotions apply the reward immediately each promotional item is rung up. Order Promotions apply the relevant rewards earned, at the end of a sales transaction, as they are dependent on order totals.

In this chapter:

- **Accessing Member Promotions, page 5**
- **Immediate Promotions, page 6**
- **Enhanced Promotions, page 10**
- **Group Promotions, page 16**
- **Order Promotions, page 35**
- **Order/Levels Promotions, page 28**
- **Order/Group Promotions, page 35**

About Member Promotions

The linkage between PLU and promotion and Department and promotion are kept in a cross reference file (cross.qdx) which is loaded at the POS Terminal. This allows you to link the same item or department to any number of Member Promotions of any type.

Example 1:

If an item is linked to a Group and Order Promotion, the reward will be given for *each promotion* the item is linked to. If one item is linked to two different promotions and the conditions are met for both promotions, the customer will be rewarded both promotions.

Example 2:

If an item is linked to a Group Promotion which is applicable to Member Card customers with a 'Gold' card and another Group Promotion which is applicable to Member Card customers with a 'Silver' card (defined in Member Promotions), the award is given depending on the type of Card Scheme the customer has.

Note

You cannot link Immediate Promotions to departments.

When you select *Set Attachment*, you are prompted to:

- 'Set UPC on Promotion'
- 'Set Department on Promotion'

Note s

The above enhancement does not apply to Immediate Promotions.

You must save new Member Promotions before you can link items (or departments) to them

Set up the promotion as usual and select *Set promotion to PLU* to link an item.

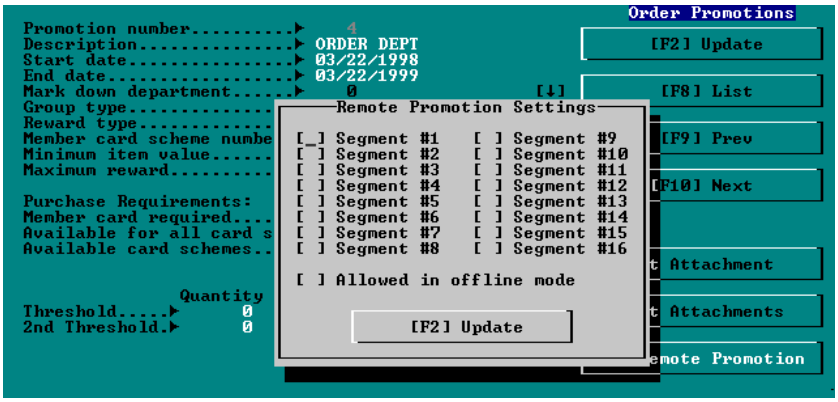
To see items already linked, select *List Attachments*.

CCMS

CCMS is a data repository and data mining service. CCMS collects online data of purchases from all registered shoppers. This data may be used for statistical and marketing purposes.

You can build promotions for different customer profiles by selecting specific 'segments' to reward customers with various reward levels.

To insert segments select '*Set Remote Promotion*' (*ALT+R*). The Remote Promotion Settings window appears. You can set Segments 1 -16.



To enable a customer to benefit even if the CCMS is offline, check the parameter 'Allowed in offline mode'. When a customer purchases, the ticket details are stored at the POS Terminal until connection to CCMS is re-established.

When a member card is swiped at the POS Terminal, a message is transmitted to the CCMS with the customer's identification. CCMS then transmits customer details (as defined on the CCMS) back to the POS Terminal. These details include any segment numbers and information on all the promotions the customer has received to date.

If at least one of the segment numbers linked to a promotion appears on the customer segment list, as part of the data which the CCMS transmits to the POS Terminal, the customer will receive the relevant member promotion rewards. At the end of the transaction another message is sent to the CCMS with the transaction amount, including details of all the member promotions the customer received.

Even if the customer did not qualify for member promotions, the POS Terminal transmits the ticket amount to the CCMS.

Notes

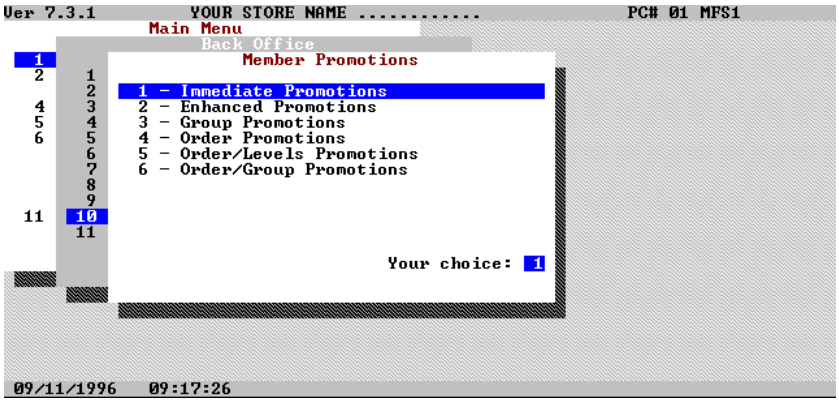
CCMS rewards are currently only awarded in cash, and not points.

In Group Promotions, group number one: The POS Terminal transmits only the quantities (not values) of items purchased.

Accessing Member Promotion Options

➢ **To access the Member Promotions option**

1. From the main menu, select Back Office.
2. From the Back Office menu, select Member Promotions. The Member Promotions menu displays.



3. From the Member Promotions menu, select the required promotion type. The relevant promotion screen displays.

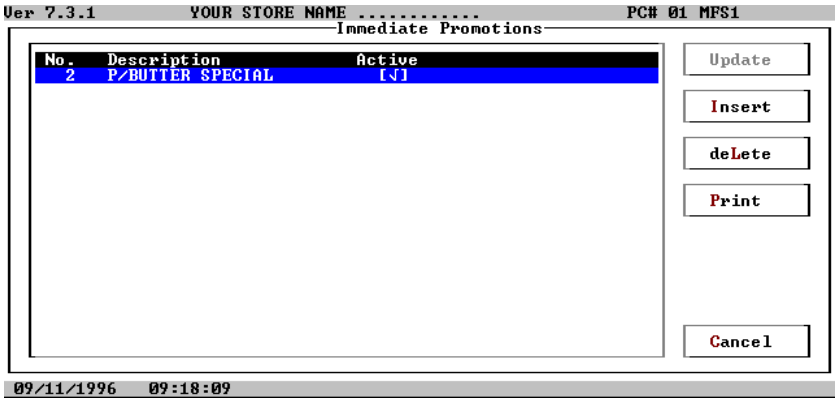
Immediate Promotion

This promotion type can be defined in-store only. An Immediate Promotion allows you to specify a reward amount for a specific item. For example, a reward of 50 cents for an item which originally costs $3.00. Customers qualify for the reward (and multiple rewards), by purchasing the quantity you specify.

Note

The End of Day process deactivates all Immediate Promotions from the system. If you want to continue the promotion another day, you must set it up after End of Day has run.

To access the Immediate Promotion option, select Immediate Promotions from the Member Promotions menu.



This screen lists all the Immediate Promotions defined in the system, showing the following information per promotion:

- Promotion number
- Description
- Active: if the promotion is currently in effect, it is marked by a check sign [√]. This promotion type active only until End of Day.

Note

Immediate Promotion items with Frequent Shopper type and value set (to other than None), cannot be set on Immediate Promotion, Reduction or Offer.

➢ **To search for a promotion**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

The right side of the screen contains function buttons. Each of these buttons activates a function such as updating promotion information or adding a new promotion. These functions are described later in this chapter.

➢ **To activate a function**

1. If the function applies to an existing promotion (e.g. Update), highlight that promotion. If not (e.g. Insert), just perform step 2.
2. Do one of the following:

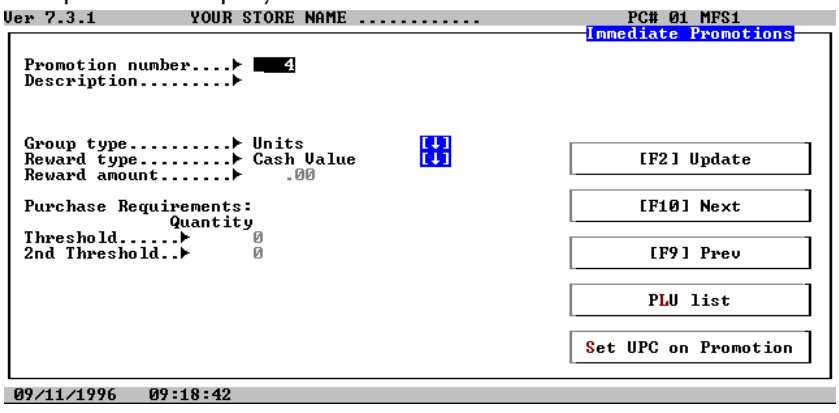
- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

Throughout this manual, the term 'select' is used for activating a function by either method. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

Adding a New Immediate Promotion

This function allows you to define a new promotion and link it to a PLU.

1. In the Promotion Maintenance screen, select *Insert*. The Promotion setup screen displays.



2. Enter the required number, if different from the number already displayed.
3. Fill in the remaining fields as follows:

Field	Description
Description	Enter a description to display and print at the POS terminal,
Group Type	Select either Units or Weighted/ Decimal. Units is for regular items, Weighted/ Decimal is for weighed items.
Reward Type	The default (and only choice here) is Cash.
Reward Amount	Enter the reward (savings) amount.
Purchase Requirements:	
Threshold	Specify the minimum qualifying quantity of the item to be purchased, to allow the reward. If quantity is set to 1, the customer must purchase at least one item to receive the reward.
2nd Threshold	To allow the reward to be given for each *additional* identical item bought, the second threshold must be 1. If you want, you can specify a higher quantity: this means the customer must buy the specified quantity before qualifying for an additional reward.

4. Select *Set UPC on Promotion* (*Alt+S*), to see a product list of UPCs. This list displays items already linked to promotions.



5 Highlight the required item and select *Set* (*Alt+S*), to link the item to the promotion you've just defined. You can set the promotion to as many items as required.

Note

To unlink the item, press *Reset* (*Alt+R*), and to unlink ALL promotions set to an item, press *reset All* (*Alt+A*). Press *Esc* to return to the previous screen.

6 To see a product list of those items linked to the promotion number you are inserting or updating, select *PLU list* (*Alt+L*).

7 Press *F2* to record the new promotion.

8 To print a Promotions Report, select *Print* (*Alt+P*). The report displays on the screen. Press *F10* to print the report.

Updating an Immediate Promotion

This function allows you to update the details of an existing Immediate Promotion. The change takes place immediately on the POS terminals.

1 Highlight the required promotion in the Promotion Maintenance screen, and select *Update*.

2 The promotion setup screen displays with the details of the selected promotion, as illustrated in 'Adding a New Immediate Promotion', earlier in this chapter.

3 To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value.

4 Press *F2* to record the changes.

Updating Another Promotion

- Highlight the required promotion number and press *Update* to display its details.

Deleting an Immediate Promotion

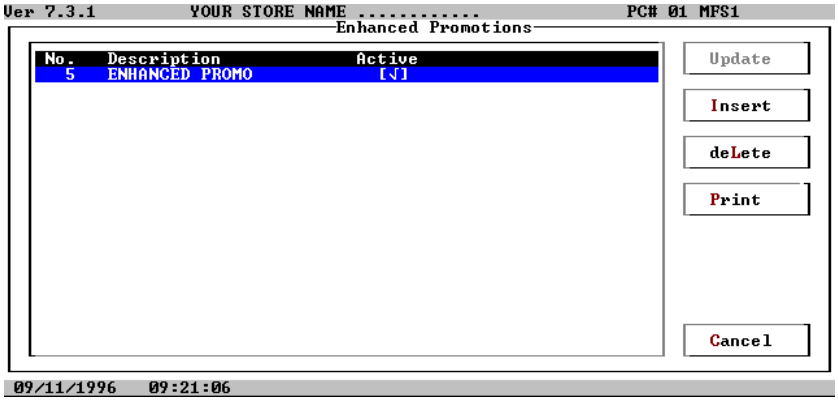
This function allows you to delete a promotion.

1. In the Promotion Maintenance screen, highlight the promotion to delete and select *deLete*. The delete confirmation prompt displays.
2. Select *Yes* to delete, or *No* to retain the promotion.

Enhanced Promotion

Enhanced Promotions give you more flexibility than Immediate Promotions. Here you can specify promotion start and end dates, as well as a mark down department. Customer savings, or rewards, are allocated to this mark down department. As in all promotions, customers qualify for rewards (and multiple rewards) by purchasing the quantities you specify.

To access the Enhanced Promotions option, select Enhanced Promotions from the Member Promotions menu.



The Promotion Maintenance screen lists all the Enhanced Promotions defined in the system, showing the following information per promotion:

- Promotion number.
- Description.
- Active: if the promotion is currently active, it is marked by a check sign [√].

➢ **To search for a promotion**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

The right side of the screen contains function buttons. Each of these buttons activates a function such as updating promotion information or adding a new promotion. These functions are described later in this chapter.

➢ **To activate a function**

1. If the function applies to an existing promotion (e.g. Update), highlight that promotion. If not (e.g. Insert), just perform step 2.
2. Do one of the following:

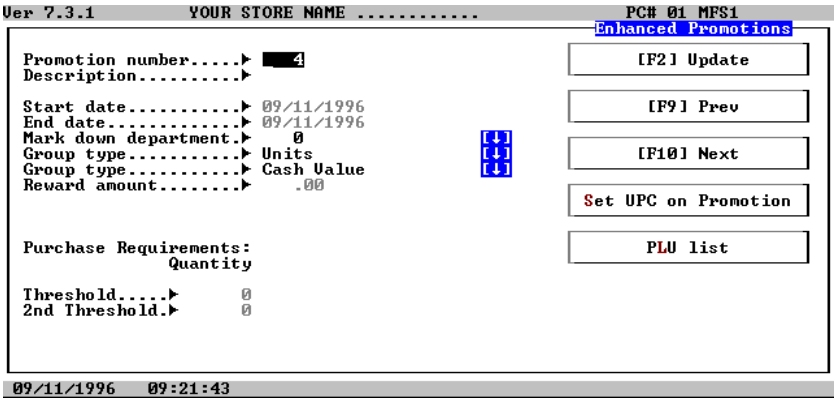
- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

Throughout this manual, the term 'select' is used for activating a function by either method. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

Adding a New Enhanced Promotion

This function allows you to define a new promotion and link it to a PLU.

1. In the Promotion Maintenance screen, select *Insert*. The promotion setup screen displays.



2 Enter the required number, if different from the number already displayed.

3 Fill in the remaining fields as follows:

Field	Description
Description	Enter a description to display and print at the POS terminal,
Start Date	Start date of the promotion.
End Date	End date of the promotion.
Mark Down Department	Select the appropriate department from the drop-down list. Customer savings are allocated to this department.
Group Type	Select either Units or Weighted/ Decimal. Units is for regular items, Weighted/Decimal is for weighed items.
Reward Type	The default (and only choice here) is Cash.
Reward Amount	Enter the reward, (savings) amount.
Purchase Requirements:	
Threshold	Specify the minimum qualifying quantity of the item to be purchased, to allow the reward.
2nd Threshold	To allow the reward to be given for each *additional* identical item bought, the 2nd threshold must be 1. If you want, you can specify a higher quantity: this means the customer must buy the specified quantity before qualifying for an additional reward.

2 Select *Set UPC on Promotion* (*Alt+S*), to see a product list of UPCs. This list also displays items that have other promotions linked to them.



3 Highlight the required item and select *Set* (*Alt+S*), to link the item to the promotion just defined. You can set the promotion to as many items as required.

Note

To unlink the item, press *Reset* (*Alt+R*), and to unlink ALL promotions for the item, press *reset All* (*Alt+A*). Press *Esc* to return to the previous screen.

4 To see a product list of those items linked to the promotion number you are inserting or updating, select *PLU list* (*Alt+L*).

5 Press *F2* to record the new promotion.

6 To print a Promotions Report, select *Print* (*Alt+P*). The report displays on the screen. Press *F10* to print the report.

Updating an Enhanced Promotion

This function allows you to update the details of an existing Enhanced Promotion. The change takes place immediately on the POS terminals if the promotion is active.

1 Highlight the required promotion in the Promotion Maintenance screen, and select *Update*.

2 The promotion setup screen displays with the details of the selected promotion, as illustrated in 'Adding a New Enhanced Promotion', earlier in this chapter.

3 To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value.

4 Press *F2* to record the changes.

Updating Another Promotion

- Highlight the required promotion number and press *Update* to display its details.

Deleting an Enhanced Promotion

This function allows you to delete a promotion. The delete takes place immediately on the POS terminals if the promotion is current.

1. In the Promotion Maintenance screen, highlight the promotion to delete and select *deLete*. The delete confirmation prompt displays.
2. Select *Yes* to delete, or *No* to retain the promotion.

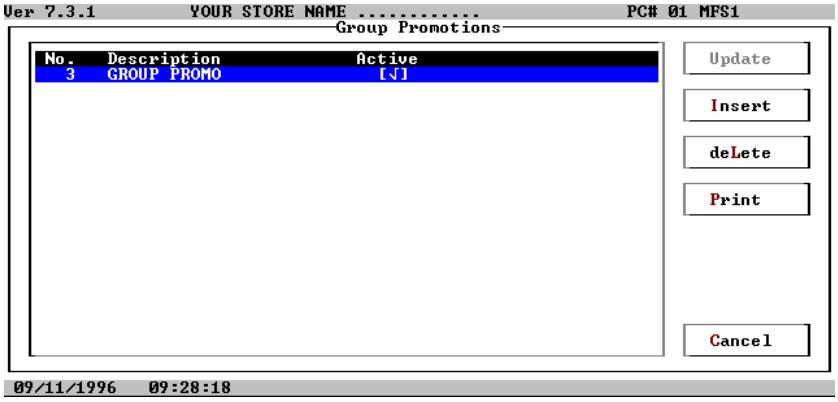
Group Promotion

Group Promotions have additional parameters and choices, allowing you to build promotions covering a wider selection of products than Enhanced Promotion types. Group Promotions include a choice of three group types. You can define different purchase quantity requirements for each group.

When you build a Group Promotion, the three promotion numbers automatically become the group numbers. You do not have to use all three groups.

Customers qualify for rewards by purchasing the quantities and minimum prices you specify.

To access the Group Promotions option, select Group Promotions from the Member Promotions menu.



The Promotion Maintenance screen lists all the Group Promotions defined in the system, showing the following information per promotion:

- Promotion number
- Description
- Active: if the promotion is currently active, it is marked by a check sign [√].

➢ **To search for a promotion**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

The right side of the screen contains function buttons. Each of these buttons activates a function such as updating promotion information or adding a new promotion. These functions are described later in this chapter.

➢ **To activate a function**

1. If the function applies to an existing promotion (e.g. Update), highlight that promotion. If not (e.g. Insert), just perform step 2.
2. Do one of the following:

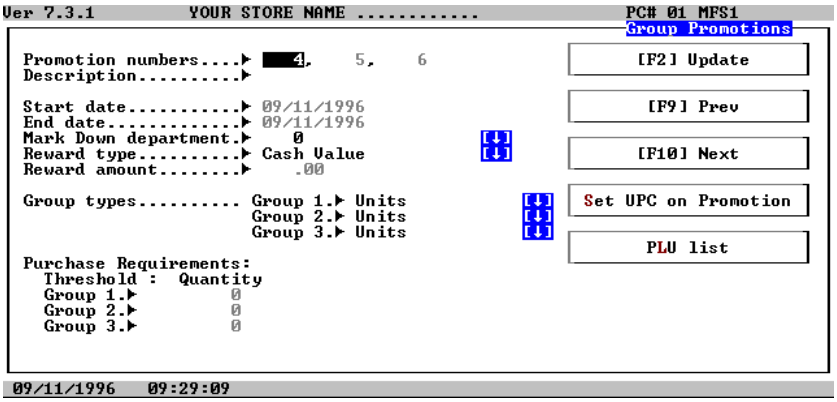
- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

Throughout this manual, the term 'select' is used for activating a function by either method. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

Adding a New Group Promotion

This function allows you to define a new promotion, and link each of the three groups to any number of PLUs. The same group numbers can be used as many times as required, on any PLU.

1. In the Promotion Maintenance screen, select *Insert*. The promotion setup screen displays.



2 Enter the required number, if different from the number already displayed. The two promotion numbers following the inserted number automatically increment by one.

Note

Group Promotion numbers are in multiples of three. These relate to the three groups for use within each Group Promotion.

Fill in the remaining fields as follows:

Field	Description
Description	Enter a description to display and print at the POS terminal,
Start Date	Start date of the promotion. If this date is greater than today's date, the Active parameter in the Promotion Maintenance screen will not be checked.
End Date	End date of the promotion.
Mark Down Department	Select the appropriate department from the drop-down list. Customer savings are allocated to this department.
Reward Type	The default (and only choice here) is Cash.
Reward Amount	Enter the reward, (savings) amount.

Field	Description
Group Types, 1, 2 and 3	Select either Units or Weighted/ Decimal. Units is for regular items, Weighted/Decimal is for weighted items.
Purchase Requirements:	
Threshold Quantity, Groups 1, 2 and 3.	Enter minimum purchase quantities required for each group, to qualify for the reward. Example: If you set Group 1 to quantity 2, customers must purchase at least 2 items from that group. In addition, if you allocate quantities to groups 2 and 3, customers must buy the minimum number of items from ALL 3 groups to get the reward. The more items you allocate to a group, the easier it becomes for the customer to get rewarded.

3 Select *Set UPC on Promotion* (*Alt+S*), to see a product list of UPCs. This list also displays items that have other promotions linked to them.



4 Highlight the required item and select *Set* (*Alt+S*), to link the item to the promotion just defined. You can set the promotion to as many items as required.

Note

To unlink the item, press *Reset* (*Alt+R*), and to unlink ALL promotions for the item, press *reset All* (*Alt+A*). Press *Esc* to return to the previous screen.

6 To see a product list of those items linked to the promotion number you are inserting or updating, select *PLU list* (*Alt+L*).

7 Press *F2* to record the new promotion.

8 To print a Promotions Report, select *Print* (*Alt+P*). The report displays on the screen. Press *F10* to print the report.

Updating a Group Promotion

This function allows you to update the details of an existing Group Promotion. The change takes place immediately on the POS terminals if the promotion is active.

1 Highlight the required promotion in the Promotion Maintenance screen, and select *Update*.

2 The promotion setup screen displays with the details of the selected promotion, as illustrated in 'Adding a New Group Promotion', earlier in this chapter.

3 To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value.

4 Press *F2* to record the changes.

Updating Another Promotion

- Highlight the required promotion number and press *Update* to display its details.

Deleting a Group Promotion

This function allows you to delete a promotion. The delete takes place immediately on the POS terminals if the promotion is current.

1 In the Promotion Maintenance screen, highlight the promotion to delete and select *deLete*. The delete confirmation prompt displays.

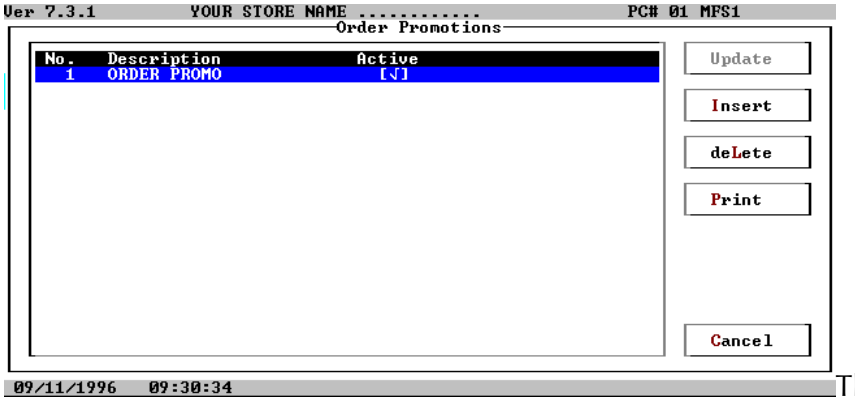
2 Select *Yes* to delete, or *No* to retain the promotion.

Order Promotion

Order promotions differ from others, in that the reward is only calculated and applied at the end of the transaction. Rules you apply here force the customer to purchase minimum item values as well as quantities.

Order Promotions include parameters to allow for Member Card points and assigning a promotion to departments as well as items. In addition, you can define the minimum item value and maximum reward amount.

To access the Order Promotions option, select Order Promotions from the Member Promotions menu.



The Promotion Maintenance screen lists all the Order Promotions defined in the system, showing the following information per promotion:

- Promotion number
- Description
- Active: if the promotion is currently in effect, it is marked by a check sign [√].

➢ **To search for a promotion**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

The right side of the screen contains function buttons. Each of these buttons activates a function such as updating promotion information or adding a new promotion. These functions are described later in this chapter.

➢ **To activate a function**

1. If the function applies to an existing promotion (e.g. Update), highlight that promotion. If not (e.g. Insert), just perform step 2.
2. Do one of the following:

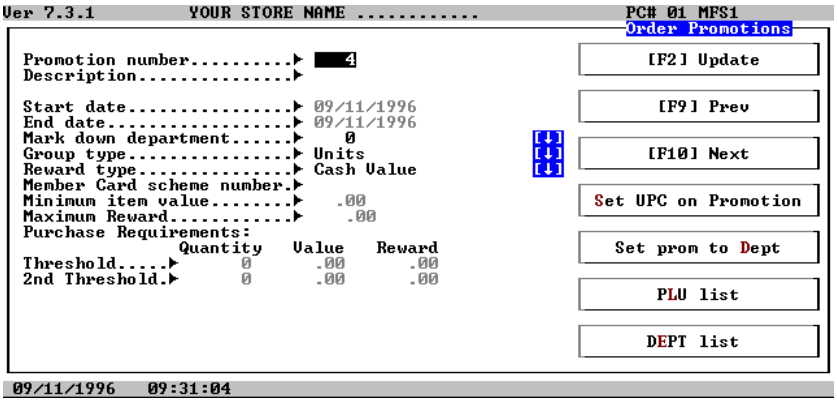
- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

Throughout this manual, the term 'select' is used for activating a function by either method. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

Adding a New Order Promotion

This function allows you to define a new promotion, and link it to departments as well as items.

1. In the Promotion Maintenance screen, select *Insert*. The promotion setup screen displays.



2. Enter the required number, if different from the number already displayed.
3. Fill in the remaining fields as follows:

Field	Description
Description	Enter a description to display and print at the POS terminal.
Start Date	Start date of the promotion. If this date is greater than today's date, the Active parameter in the Promotion Maintenance screen does not appear checked until that date begins.
End Date	End date of the promotion.
Mark Down Department	Select the appropriate department from the drop-down list. Customer savings are allocated to this department.
Group Type	Select either Units, Weighted/Decimal or Department. Units is for regular items, Weighted/ Decimal is for weighed items. Select Department if you want to set the promotion to one or more departments.
Reward Type	Select either Cash Value, Member Card Points or one of the BOGO options. The Maximum Reward field, below, relates to cash or points. **Note** For more details on BOGO promotions see page 26.
Member Card Scheme Number	You can enter a Member Card scheme number only if the Reward Type is Points. For more details, see the chapter 'Member Card Scheme Maintenance'.
Minimum Item Value	Specify the minimum item value. Any item or department purchased below this value, does not qualify for the reward, regardless of quantities bought.
Maximum Reward	The maximum reward amount, regardless of quantities and values.

Field	Description
Purchase Requirements:	
Threshold: Quantity, Value and Reward	Define the quantity, value and reward. Example: If you set Quantity to 2 and Value to 2.00, customers must purchase at least two items (or departments), with a minimum TOTAL value of $2.00.
2nd Threshold: Quantity, Value and Reward	Second threshold quantity and value is automatically set the same as Threshold. Redefine these fields as appropriate. Example: If you set 2nd Threshold Quantity to 3 and Value remains 2.00, customers will receive an additional reward of $2.00 for every ADDITIONAL THREE items.

4 Select *Set UPC on Promotion* (*Alt+S*), to see a product list of UPCs. This list also displays items that have other promotions linked to them.



5 Highlight the required item and select *Set* (*Alt+S*), to link the item to the promotion just defined. You can set the promotion to as many items as required.

Note

To unlink the item, press *Reset* (*Alt+R*), and to unlink ALL promotions for the item, press *reset All* (*Alt+A*). Press *Esc* to return to the previous screen.

6 To see a product list of those items linked to the promotion number you are inserting or updating, select *PLU list* (*Alt+L*).

7 Select *Set prom to Dep* (*Alt+D*), to see a department list. You can set the promotion to as many departments as required.

Note

To unlink the department, press *Reset* (*Alt+R*), and to unlink ALL promotions for the department, press *reset All* (*Alt+A*). Press *Esc* to return to the previous screen.

8 To see a list of those departments linked to the promotion number you are inserting or updating, select *DEP list* (*Alt+E*).

9 Press *F2* to record the new promotion.

10 To print a Promotion Report, select *Print* (*Alt+P*). The report displays on the screen. Press *F10* to print the report.

Updating an Order Promotion

This function allows you to update the details of an existing Order Promotion. The change takes place immediately on the POS terminals if the promotion is active.

1 Highlight the required promotion in the Promotion Maintenance screen, and select *Update*.

2 The promotion setup screen displays with the details of the selected promotion, as illustrated in 'Adding a New Order Promotion', earlier in this chapter.

3 To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value.

4 Press *F2* to record the changes.

Updating Another Promotion

- Highlight the required promotion number and press *Update* to display its details.

Deleting an Order Promotion

This function allows you to delete a promotion. The delete takes place immediately on the POS terminals if the promotion is current.

1. In the Promotion Maintenance screen, highlight the promotion to delete and select *deLete*. The delete confirmation prompt displays.
2. Select *Yes* to delete, or *No* to retain the promotion.

BOGO Rewards (Order Promotions)

Buy One Get One free (BOGO) is a reward-type option available from within Order Promotions.

With BOGOs you can reward customers with (for example) one item free, when they buy three items from a set, or group, of items you define in the promotion. Customers must buy any three of the items in the group, to get one of the three items free.

The free item is specified to be the lowest- or highest-priced item of the three.

The 'Maximum Reward' parameter determines the number of times a customer may receive the free item.

BOGO rewards are also well suited to random-weight pre-packed items. For example: frozen chicken, where no single chicken weighs the same. When these items are price-marked with a UPC2 code (the code includes the price), the POS terminal gives either the lowest- or highest-priced item free, according to the specified BOGO option.

Note

Receipt Printing for BOGO items is handled differently for buffered and non-buffered printing. With buffered printing, the free item is shown with the full priced items. Non-buffered printing shows the free items at the end of the order, with the total adjusted for BOGO discounts.

1. Set the promotion details as you would for any Order Promotion.
2. Group Type must be either Units or Departments.
3. For Reward Type, select either:

- BOGO - Low Price
  (Customer receives the lowest-priced item free)
- BOGO - High Price
  (Customer receives the highest-priced item free)

4. Specify the Maximum Reward quantity a customer may receive.

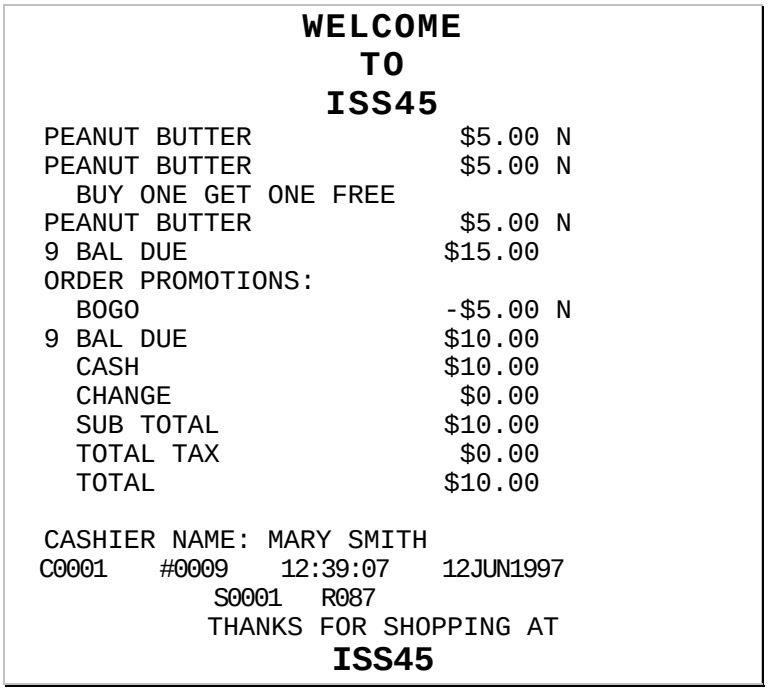
5 Enter the purchase requirements as appropriate.

6 At the Threshold field, enter (for example) Quantity: 3, Reward: 1. According to the thresholds you set, customers may be able to buy the promotion again and again. However, they only receive the free item(s) up to the limit you specify in Maximum Reward. (Step 4 above).

7 As a final step, specify the UPCs (items) or departments to be on promotion.

Cashiers scan items as usual. Once a customer has purchased the items required to qualify for the BOGO offer, the POS terminal shows the free item with the full-priced item (buffered printing), or at the end of the order, with an adjusted total (non-buffered printing).

Sample BOGO receipt without buffered printing



```
              WELCOME
                TO
              ISS45
PEANUT BUTTER            $5.00 N
PEANUT BUTTER            $5.00 N
  BUY ONE GET ONE FREE
PEANUT BUTTER            $5.00 N
9 BAL DUE               $15.00
ORDER PROMOTIONS:
  BOGO                  -$5.00 N
9 BAL DUE               $10.00
  CASH                  $10.00
  CHANGE                 $0.00
  SUB TOTAL             $10.00
  TOTAL TAX              $0.00
  TOTAL                 $10.00

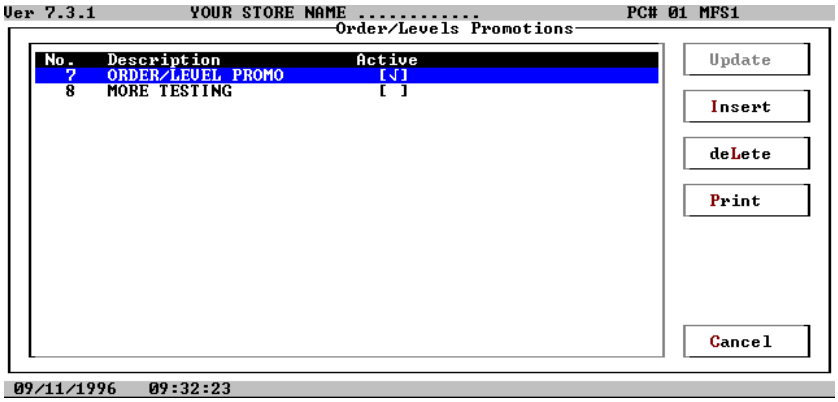
CASHIER NAME: MARY SMITH
C0001   #0009   12:39:07   12JUN1997
          S0001   R087
          THANKS FOR SHOPPING AT
                ISS45
```

Order/Levels Promotion

Order/Level Promotions, similar to Order Promotions, calculate and apply the reward at the end of the transaction. The rules you apply here, with the *banded* (stepped) purchase requirement, encourages customers to purchase greater quantities to achieve bigger rewards. Use the bands to define progressively larger rewards. Reward types include: Cash value, Percentage off, Member Card points and Per Item Discount.

Order/Level Promotions share the same promotion number range as Order Promotions.

To access the Order/Levels Promotions option, select Order/Levels Promotions from the Member Promotions menu.



The Promotion Maintenance screen lists all the Order/Levels Promotions defined in the system, showing the following information per promotion:

- Promotion number
- Description
- Active: if the promotion is currently active, it is marked by a check sign [√].

➢ **To search for a promotion**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

The right side of the screen contains function buttons. Each of these buttons activates a function such as updating promotion information or adding a new promotion. These functions are described later in this chapter.

➢ **To activate a function**

1 If the function applies to an existing promotion (e.g. Update), highlight that promotion. If not (e.g. Insert), just perform step 2.

2 Do one of the following:

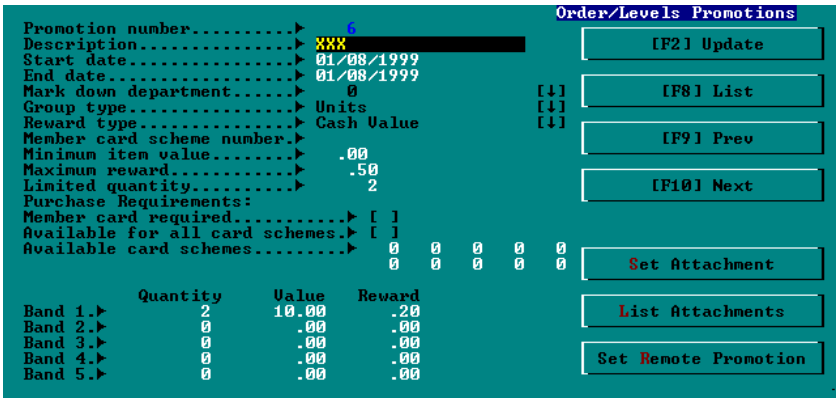
- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

Throughout this manual, the term 'select' is used for activating a function by either method. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

Adding a New Order/Levels Promotion

This function allows you to define a new promotion, and link it to departments as well as items.

1 In the Promotion Maintenance screen, select *Insert*. The promotion setup screen displays.



2 Enter the required number, if different from the number already displayed.

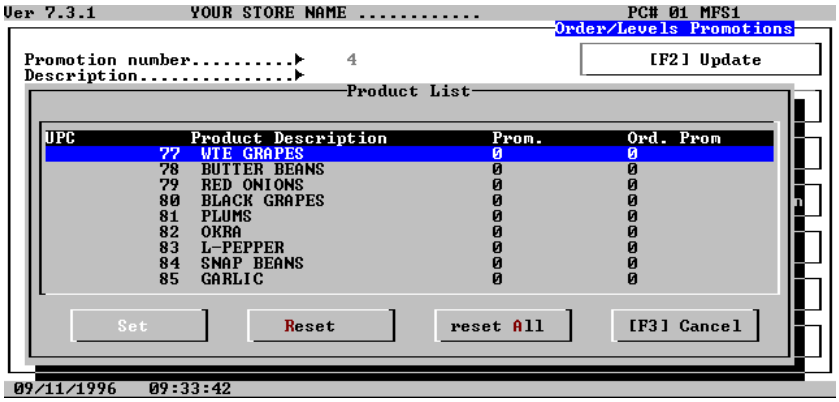
Fill in the remaining fields as follows:

Field	Description
Description	Enter a description to display and print at the POS terminal.
Start Date	Start date of the promotion. If this date is greater than today's date, the Active parameter in the Promotion Maintenance screen does not appear checked.
End Date	End date of the promotion.
Mark Down Department	Select the appropriate department from the drop-down list. Customer savings are allocated to this department.
Group Type	Select either Units, Weighted/Decimal or Department. Units is for regular items, Weighted/ Decimal is for weighted/decimal items. Select Department if you want to set the promotion to one or more departments.
Reward Type	Select Cash Value, Percentage Off, Member Card Points or Per Item Discount. The Maximum Reward field, below, relates to the reward type you choose.

Field	Description
Member Card Scheme Number	You can enter a Member Card scheme number only if the Reward Type is Points. For more details, see the chapter 'Member Card Maintenance'.
Minimum Item Value	Specify the minimum item value. Any item or department purchased below this value, does not qualify for the reward, regardless of quantities bought.
Maximum Reward	Refer to the rewards you specify in the bands, below. Rewards allocated to bands can not be greater than the maximum reward.
Limited quantity	Number of times that this promotion can be given within the ticket.

Field	Description
Purchase Requirements:	
Member Card Required	If you want this promotion to be available to member card holder only, check this option.
Available for all card schemes	You can make this promotion available for all card schemes in the system. If not checked, then specify the specific card schemes in the next field.
Available Card Schemes	If required, specify the specific schemes you want for this promotion.
Bands 1 to 5: Quantity, Value and Reward	Define the quantity value and reward for each band as appropriate. You must use at least one band, and up to five. **Example**: If you set Band 1 quantity to 1 and value to 1.00, customers must purchase at least one item (or department) with a minimum TOTAL value of $1.00. In Band 2, you can specify quantity 3 and value 3.00 to qualify for additional rewards. Use the remaining bands, as appropriate, to define increasing rewards (and make the quantities and values higher as well)!

3 Select *Set UPC on Promotion* (*Alt+S*), to see a product list of UPCs. This list also displays items that have other promotions linked to them.



4 Highlight the required item and select *Set* (*Alt+S*), to link the item to the promotion just defined. You can set the promotion to as many items as required.

Note

To unlink the item, press *Reset* (*Alt+R*), and to unlink ALL promotions for the item, press *reset All* (*Alt+A*). Press *Esc* to return to the previous screen.

6 To see a product list of those items linked to the promotion number you are inserting or updating, select *PLU list* (*Alt+L*).

7 Select *Set prom to Dep* (*Alt+D*), to see a department list. You can set the promotion to as many departments as required.

Note

To unlink the department, press *Reset* (*Alt+R*), and to unlink ALL promotions for the department, press *reset All* (*Alt+A*).). Press *Esc* to return to the previous screen.

8 To see a list of those departments linked to the promotion number you are inserting or updating, select *DEP list* (*Alt+E*).

9 Press *F2* to record the new promotion.

10 To print a Promotion Report, select *Print* (*Alt+P*). The report displays on the screen. Press *F10* to print the report.

Updating an Order/Levels Promotion

This function allows you to update the details of an existing Order/Levels Promotion. The change takes place immediately on the POS terminals if the promotion is active.

1. Highlight the required promotion in the Promotion Maintenance screen, and select *Update*.
2. The promotion setup screen displays with the details of the selected promotion, as illustrated in 'Adding a New Order/Levels Promotion', earlier in this chapter.
3. To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value.
4. Press *F2* to record the changes.

Updating Another Promotion

- Highlight the required promotion number and press *Update* to display its details.

Deleting an Order/Levels Promotion

This function allows you to delete a promotion.

1. In the Promotion Maintenance screen, highlight the promotion to delete and select *deLete*. The delete confirmation prompt displays.
2. Select *Yes* to delete, or *No* to retain the promotion.

Order/Group Promotion

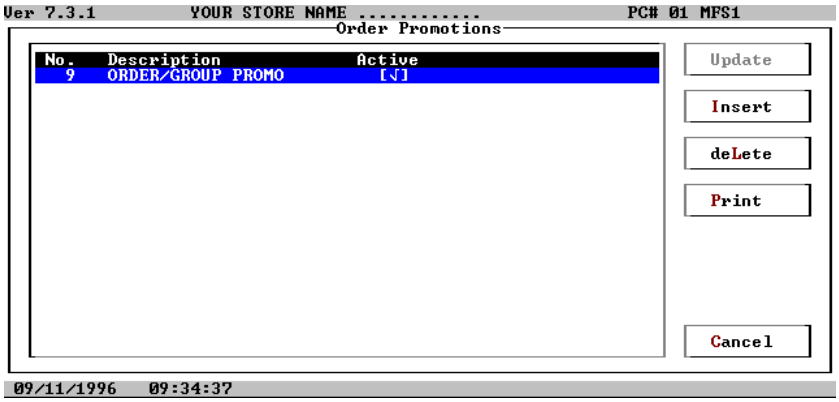
Order/Group promotions share features from both Group Promotions and Order Promotions. Rewards are calculated and applied at the end of the transaction.

Order/Group Promotions include a choice of three group types, and you can define different purchase value and quantity requirements for each group. In addition, you can set Order/Group Promotions to departments.

When you build an Order/Group Promotion, the three promotion numbers automatically become the group numbers. You do not have to use all three groups in a promotion.

Reward types include: Cash value, Percentage off, Member Card points and Per Item Discount.

To access the Order/Group Promotions option, select Order/Group Promotions from the Member Promotions menu.



The Promotion Maintenance screen lists all the Order/Group Promotions defined in the system, showing the following information per promotion:

- Promotion number
- Description
- Active: if the promotion is currently active, it is marked by a check sign [√].

➢ **To search for a promotion**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

The right side of the screen contains function buttons. Each of these buttons activates a function such as updating promotion information or adding a new promotion. These functions are described later in this chapter.

➢ **To activate a function**

1. If the function applies to an existing promotion (e.g. Update), highlight that promotion. If not (e.g. Insert), just perform step 2.
2. Do one of the following:

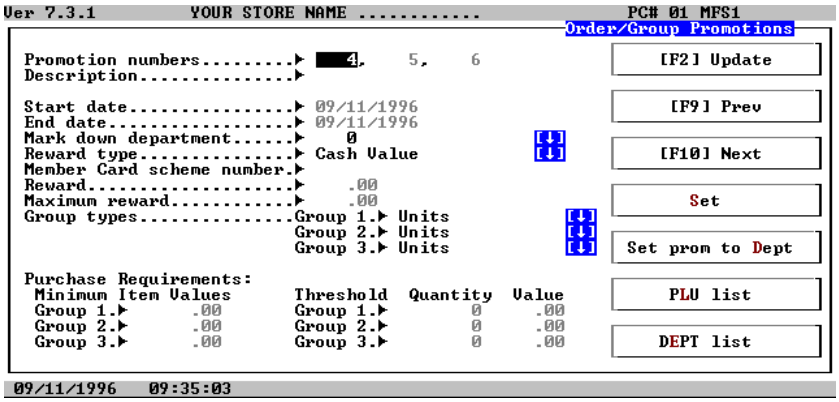
- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

Throughout this manual, the term 'select' is used for activating a function by either method. For example, 'select *Update*' means 'activate the Update function using one of the above methods'.

Adding a New Order/Group Promotion

This function allows you to define a new promotion, and link it to departments as well as items.

1 In the Promotion Maintenance screen, select *Insert*. The Promotion Maintenance screen displays.



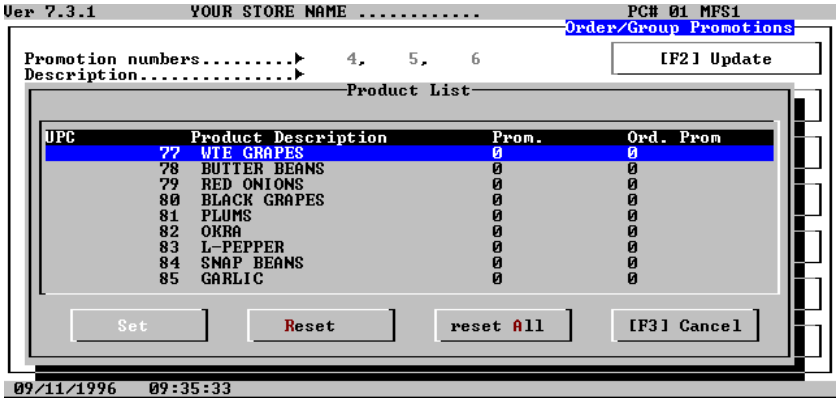
2 Enter the required number, if different from the number already displayed. The two numbers following this number automatically increment by one.

3 Fill in the remaining fields as follows:

Field	Description
Description	Enter a description to display and print at the POS terminal.
Start Date	Start date of the promotion. If this date is greater than today's date, the Active parameter in the Promotion Maintenance screen does not appear checked until that date.
End Date	End date of the promotion.
Mark Down Department	Select the appropriate department from the drop-down list. Customer savings are allocated to this department.
Reward Type	Select Cash Value, Percentage Off, Member Card Points or Per Item Discount. The Maximum Reward field, below, relates to the reward type you choose.
Member Card Scheme Number	You can enter a Member Card scheme number only if the Reward Type is Points. For more details, see the chapter 'Member Card Maintenance'.
Reward	Enter the reward value, according to the reward type.
Maximum Reward	Enter the maximum reward value. This puts a limit on the number of times a customer can earn the reward.
Group Types: Groups 1, 2 and 3	Select either Units, Weighted/Decimal or Department. Each group may be a different type. Units is for regular items, Weighted/Decimal is for weighed items. Select Department if you want to set the promotion to one or more departments.

Field	Description
Purchase Requirements:	
Minimum Item Values Groups 1, 2 and 3.	Define the minimum required value for each group. This means that customers must buy items or from departments with this minimum value, to qualify for the promotion.
Threshold Quantity and Value, Groups 1, 2 and 3.	Specify the quantity and value required for each group. These are taken into account only at the end of the transaction. Customers must qualify with item values AND transaction quantities and values, to receive the reward.

4 Select *Set UPC on Promotion* (*Alt+S*), to see a product list of UPCs. This list also displays items that have other promotions linked to them.



5 Highlight the required item and select *Set* (*Alt+S*), to link the item to the promotion just defined. You can set the promotion to as many items as required.

Note

To unlink the item, press *Reset* (*Alt+R*), and to unlink ALL promotions for the item, press *reset All* (*Alt+A*). Press *Esc* to return to the previous screen.

6 To see a product list of those items linked to the promotion number you are inserting or updating, select *PLU list* (*Alt+L*).

7 Select *Set prom to Dep* (*Alt+D*), to see a department list. You can set the promotion to as many departments as required.

Note

To unlink the department, press *Reset* (*Alt+R*), and to unlink ALL promotions for the department, press *reset All* (*Alt+A*). Press *Esc* to return to the previous screen.

8 To see a list of those departments linked to the promotion number you are inserting or updating, select *DEP list* (*Alt+E*).

9 Press *F2* to record the new promotion.

10 To print a Promotion Report, select *Print* (*Alt+P*). The report displays on the screen. Press *F10* to print the report.

Updating an Order/Group Promotion

This function allows you to update the details of an existing Order/Group Promotion. The change takes place immediately on the registers, if the promotion is active.

1 Highlight the required promotion in the Promotion Maintenance screen, and select *Update*.

2 The Promotion Maintenance screen displays with the details of the selected promotion, as illustrated in 'Adding a New Order/Group Promotion', earlier in this chapter.

3 To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data. If the field has item selection, press *F8* to select a new value.

4 Press *F2* to record the changes.

Updating Another Promotion

- Highlight the required promotion number and press *Update* to display its details.

Deleting an Order/Group Promotion

This function allows you to delete a promotion. The delete takes place immediately on the registers, if the promotion is current.

1 In the Promotion Maintenance screen, highlight the promotion to delete and select *deLete*. The delete confirmation prompt displays.

2 Select Yes to delete, or No to retain the promotion.

10

Member Card Maintenance

In this chapter:

- **Accessing Member Card Maintenance, page 3**
- **Member Card Scheme Maintenance, page 3**
- **Member Maintenance, page 8**

The Member Card Maintenance option provides access to programs for setting up and maintaining Member Card schemes and monitoring Member Card customer details.

The member card scheme number is set up as a customer-specific member card scheme in Member Maintenance. This allows you to link a scheme different from that defined in Card Range Maintenance, for any customer, without having to re-issue them with a card.

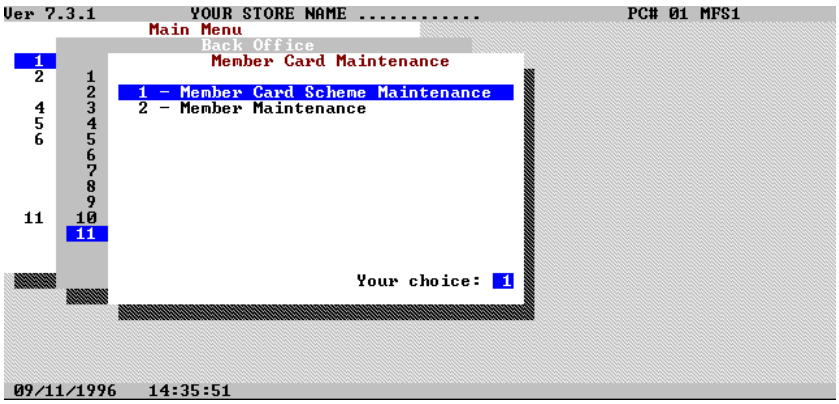
Note

The default card scheme number and any other card schemes you require in your store are still set up as usual in Card Range Maintenance. This is in case customer details cannot be found in Member Maintenance or in the case of being offline.

Accessing Member Card Maintenance

➢ **To access Member Card Maintenance**

1. From the main menu, select Back Office.
2. From the Back Office menu, select Member Card Maintenance. The Member Card Maintenance menu displays.



From here, you can select either Member Card Scheme Maintenance or Member Maintenance.

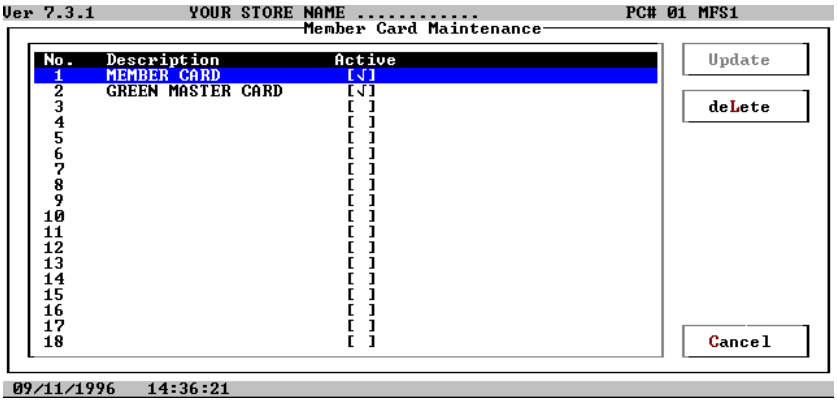
Member Card Scheme Maintenance

Use the Member Card Scheme Maintenance option to add, define/update or delete Member Card schemes. Member Card points are awarded to Member Card customers according to the rules you define in the schemes. Scheme number 1 is used to set the basic qualifying rules. Any other (additional) schemes you define are more customizable.

You can, if required, define schemes 2 and higher, to include points from scheme number one. Scheme two and higher are more flexible than scheme one, and include various trigger types, receipt print options and points to award.

➢ To access the Member Card Scheme Maintenance option

1. From the main menu, select Back Office.
2. From the Back Office menu, select Member Card Scheme Maintenance. The Member Card Maintenance screen displays.



The Member Card Maintenance screen lists all the schemes defined in the system, showing the following information per record:

- Scheme number
- Scheme Description
- Active indicator

The right side of the screen contains function buttons. Each of these buttons activates a function such as updating scheme information or adding a new scheme. These functions are described later in this chapter.

➢ To activate a function

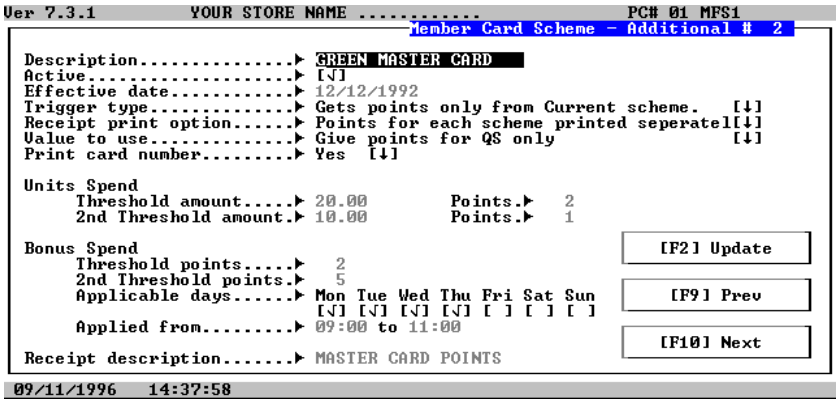
1. If the function applies to an existing scheme (e.g. Update), highlight that scheme. If not (e.g. Insert), just perform step 2.
2. Do one of the following:

- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

Adding a New Member Card Scheme

This function allows you to define a new, additional Member Card scheme.

1 In the Member Card Maintenance screen, highlight a blank row. Select *Update*. The Member Card Scheme - Additional # screen displays.



2 Type in the Scheme number, if different to the one already displayed. This number is the Scheme's ID in the system. You use it to refer to a scheme throughout the system.

Press *Enter*. Fill in the fields as follows. Some fields are available only in scheme 2 and up.

Field	Description
Description	Enter a scheme name.
Active	Press *Space Bar* to activate (or deactivate) the scheme.
Effective Date	Type in the date from which the scheme becomes effective.
Trigger Type (scheme 2 and greater)	Select the appropriate option: à Gets points only from Current scheme This is the scheme you are currently defining. à Gets points from Current + Basic scheme. This means award points as qualified from scheme one and the current scheme being defined.
Receipt Print Option (scheme 2 and greater)	Select the appropriate points print option. à Print TOTAL including ADDITIONAL points. à Don't print ADDITIONAL points. à Print TOTAL including ADDITIONAL + à Points for each scheme printed separately.
Value to Use (scheme 2 and greater)	Select the method for which points must be assigned. à Give points for QS only. à Points only for amount paid in this card. à Points for all amounts including change.
Print Card Number (scheme 2 and greater)	This option is not available on scheme #1. To print the Member Card number on the receipt, select *Yes*, or leave the setting at *No*.
Units Spend (scheme 2 and greater)	Define the rules for normal allocation of points, below.

Field	Description
Threshold amount	You can, for example, set the threshold at 10 dollars and 2 points. This means that the customer must spend a minimum of 10 dollars to qualify for 2 points.
2nd Threshold amount	Once the threshold of 10 dollars has been reached, the customer could earn, for example, an additional 3 points for *every additional cycle of* 10 dollars spent. In this case, the 2nd threshold in dollars is 10.
Bonus Spend (scheme 2 and greater)	Use this option to reward customers with extra points when they shop during specific times of days, specified below.
Threshold Points	Use this option to award extra points to customers during the days and times you define below.
2nd Threshold Points	Defines the cycle after the threshold is reached.
Applicable Days	Check the parameter to trigger bonus points for each day as required.
Applied From	Enter the applicable time From and To.
Receipt Description	Type in the description you want printed on the customer receipt.

4 Press *F2* to record the new Member Card scheme.

Updating a Member Card Scheme

This function allows you to update the details of an existing scheme.

1 Highlight the required scheme in the Member Card Maintenance screen, and select *Update*.

The relevant Member Card Scheme Maintenance screen displays with the details of the selected scheme.

2 To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data.

3 Press *F2* to record the changes.

Updating another Member Card Scheme

- Type in the scheme number and press *Enter;* or
- Press *F9* or *F10* to select the previous or next scheme.

Note

You cannot get to scheme number 1 when editing any of the 'Additional Schemes'.

Deleting a Member Card Scheme

This function allows you to delete a scheme.

1. In the Member Card Maintenance screen, highlight the scheme to delete and select *deLete*. A prompt asks if you are sure you want to delete.
2. Select *Yes* to delete or *No* to retain the scheme.

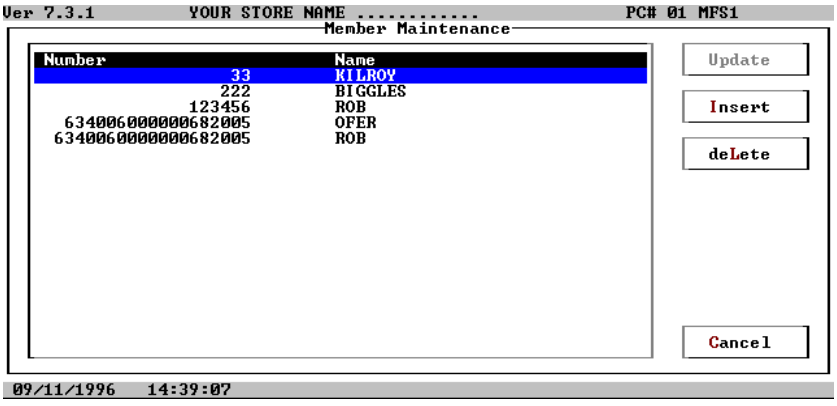
Member Maintenance

Use the Member Maintenance option to add, define/update or delete Member Card customers.

➢ **To access the Member Maintenance option**

1. From the main menu, select Back Office.
2. From the Back Office menu, select Member Maintenance.

The Member Maintenance list screen displays.



This screen lists all the Member Card customers defined in the system, showing the following information per member:

- Customer Number
- Customer Name

➢ **To search for a customer**

- Use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.
- For faster search, use the Go To feature: Start typing a customer number. As you enter the digits, they display at the bottom left corner of the list window. The customer record corresponding to the number you entered is highlighted at the top of the list. For example, as you type 123, the system first highlights customer 1, then customer 12 and then customer 123. If the number you entered does not exist, the next customer is highlighted.

  The right side of the screen contains function buttons. Each of these buttons activates a function such as updating customer information or adding a new customer. These functions are described later in this chapter.

➢ **To activate a function**

1 If the function applies to an existing customer(e.g. Update), highlight that customer. If not (e.g. Insert), just perform step 2.

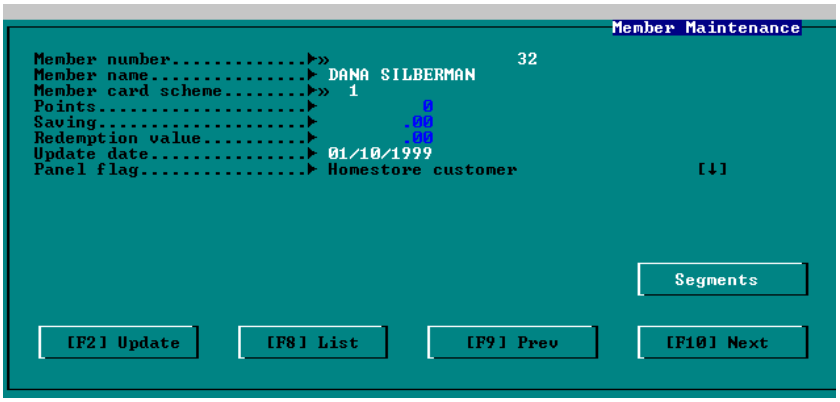
2 Do one of the following:

- Press the *Alt* key and the initialized letter. For example, *Alt+U* for Update.
- Use the *Tab* key to select the function button and press *Enter* to activate it.

Adding a New Member

This function allows you to define a new Member Card customer.

1 In the Member Maintenance screen, select *Insert*. The Member Maintenance setup screen displays.



2 Type in the Member number. This number is the member's ID in the system. You use it to refer to a member throughout the system.

3 Press *Enter*. A confirmation box displays the following prompt: `Insert New Record? Select` Yes.

4 Fill in the remaining fields as follows.

Field	Description
Member Name	Member name.
Member card scheme	Select the member card scheme from the drop down list.
Points	This is left blank the number of points is updated by sales from the POS terminal.
Savings	Check this so that the field will be updated with the Frequent Shoppers total savings amount. Only if the Frequent Shopper number is recognized as a Member Card number, will the savings be updated. If the parameter 'Use Frequent Shopper number as member card number' is checked and Frequent Shopper is recognized as a member at the POS Terminal, the Frequent Shopper Savings amount will be recorded. The Frequent Shopper Savings amount is printed on the receipt. The savings amount in Member Maintenance, is updated only at End of Day and not online
Panel Flag	Select the appropriate option: à Homestore customer, Non-Panel à Homestore Customer à Panel customer

5 Press *F2* to record the new Member Card customer.

Updating a Member Card Customer

This function allows you to update the details of an existing member.

1. Highlight the required member in the Member Maintenance screen, and select *Update*.

   The setup screen displays with the details of the selected Member.

2. To enter new/updated data in a field, move the cursor to that field, using the *Enter* or *Tab* key. Type or overtype the new data.

3. Press *F2* to record the changes.

Updating another member

- Type in the member number and press *Enter;* or
- Press *F8* to open the Member list window. Locate the required member using the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys. Press *Enter* to display its details.

Deleting a Member Card Customer

This function allows you to delete a member.

1. In the Member Maintenance screen, highlight the customer to be deleted and select *deLete*. The setup screen displays with the details of the selected member. Press *Enter*.

2. In the delete confirmation box, select *Yes* to delete or *No* to retain the member.

11

End Of Day

The End of Day option is used to run the End of Day procedure at the end of a working day. You may run End of Day manually, or let the system initiate and run the process automatically, according to parameters you set. ISS45 also manages Automatic End Day, with no interference to front-end operations.

Both Automatic End of Day and 24-Hour End of Day features can be in use simultaneously, or separately.

Note

24-Hour End of Day is NOT Automatic unless you set up the required parameters. See the manual System Maintenance & Utilities.

In this chapter:

- **End of Day Procedure, page 3**
- **Before Running End of Day, page 5**
- **After Running End of Day, page 11**
- **Starting the End of Day Procedure, page 11**
- **End of Day Parameters, page 12**

The End of Day Procedure

The End of Day procedure prepares the POS terminals, the system files and computers for shutdown at the end of the working day, and performs a series of operations.

End of Day is a daily procedure that processes the data accumulated in the store during that day. In addition, End of Day performs end of week, end of month and end of year operations, to sum up the activities of the current week, current month and current year.

The day of the week for performing an end of week procedure, the day in the month for performing an end of month procedure for each month of the year, and the day and month for performing an end of year are determined via system parameters. See System Parameters, in the manual System Maintenance and Utilities. However, you can request to run these procedures on other days. This is done while activating the End of Day option.

If your store uses the Automatic End of Day process, and the required parameters are set, you don't need to be in the store to monitor the EOD process.

Warning!

Make sure there are no diskettes in the A: drives of the MFS PCs when Automatic or 24-hour End of Day is to run.

Operations performed by End of Day

The End of Day procedure performs the following operations.

- Sets the current and next working date.
- Sets the end of period type: Day, Week, Month or Year.
- Checks that all the POS terminals are closed (this check is performed against the Poll List, see Poll List Program, in the manual System Maintenance and Utilities); and that they are not in training or secure mode. With 24 Hour End of Day active, POS terminal operations can continue without any interruption. The system will not log-off cashiers.

- Compares the PLU, promotion files, and any other QDX files you want to check on the POS terminals, to those on MFS1. You specify files to be checked in the QDX Files Checksum Table. (See the manual System Maintenance & Utilities.) If discrepancies are found, the POS terminals are automatically updated after End of Day has completed. See also, System Integrity in the manual System Maintenance & Utilities.

  Note

  When 24-Hour End of Day is run, checksum can only be performed on those POS terminals that have been signed off.

- Starts performing End of Day on the POS terminals. No trading can be performed at this time if *manual* End of Day is run. During Automatic End of Day, cashiers can continue serving.
- Runs the End of Day batch programs. (PLU updates, promotions, offers, etc.)
- Stops the background task.
- Updates promotions.
- Compares the transaction file of the MFS1 to that of the MFS2. If there is a difference between the files, copies transaction records from the MFS1 to the MFS2.
- Zeroes daily PLU sales from the PLU records and clears the on-line memory file.
- Prepares the transaction file for the next day.
- Optionally builds a credit ASCII file.
- Optionally builds an ASCII transaction file.
- Optionally builds a POS Accountability file.
- Generates the End of Day reports as selected via the system parameters (see System Parameters, in the manual 'System Maintenance & Utilities' and the manual 'Reports').
- Transfers totals to appropriate files and fields.
- Zeroes totals.

  Note

  Some of the processes and system decisions in End of Day are dependent on whether or not Automatic End of Day is active in the system.

While running, all End of Day activities are written to log files in the order they occur (date and time). You can view these files and print them via the View Log and Errors options from the Reports menu (see View Log and Errors, in the 'Reports' manual).

Before Running End of Day

Before you run an End of Day procedure, both automatic and manual, you need to check certain points:

- Cashiers and POS terminals signed off (optional with 24-hour End of Day)
- No diskettes are left in the A: drives of the MFS PCs

Starting the End of Day Procedure

The End of Day procedure may be activated from MFS1, MFS2 or a workstation. If Automatic End of Day is active, either MFS1 or MFS2 must be set up in EOD parameters.

Notes on End of Day Procedures

- Make sure there are no diskettes in the A: drives of the MFS PCs.
- For Automatic End of Day to activate, the system MUST be left in either the sign-on screen or any other MENU.
- If you run Automatic End of Day, ignore the steps below.
- Once Automatic End of Day has begun, it runs through most of the processes described below, however, there can be no interaction between you and the PC while it is running.
- Automatic End of Day will always perform the appropriate E-O-D type (end of day, week, month or year) according to parameter settings.

➢ **To start the End of Day procedure**

1 Select End of Day from the main menu. Because the End of Day procedure halts front-end operation, ISS45 requests confirmation before executing an End of Day.



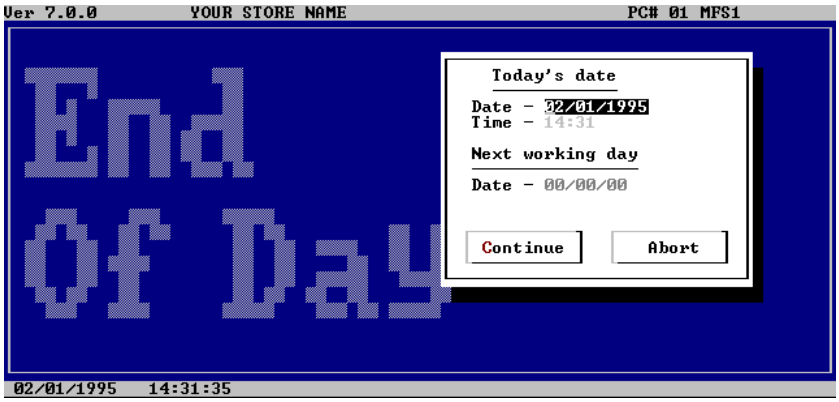
2 Select *Continue* to continue with the procedure or *Abort* (press *Esc*) to return to the main menu.

The system checks communication with MFS2. If there is a communication problem, it displays the following message: `Please wait, checking communication to MFS2.`

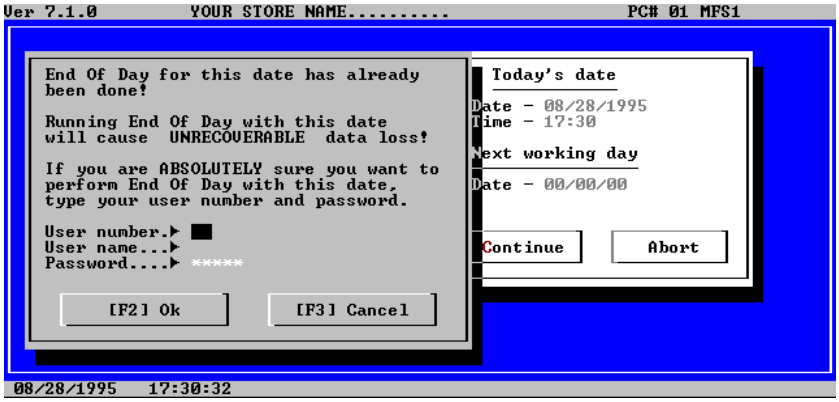
If there is no communication between the two computers, the following message is issued: `MFS2 PC does not respond`. Select one of the following:

- *Abort* to stop the procedure
- *Retry* to check communication again
- *Continue* to continue the procedure

If there is communication with the MFS2 PC, ISS45 now confirms date and time information.



3 Overtype another date and time, if necessary, or just press *Enter* to skip these fields. Enter the date of the next working day. If you enter a date for an End of Day already done, the following warning message displays.



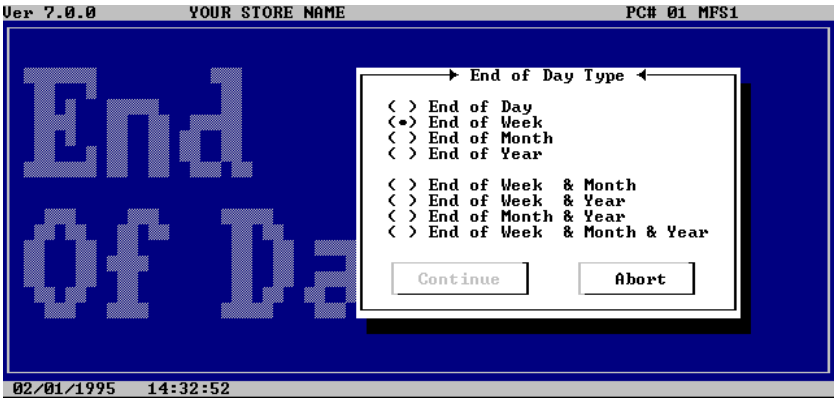
If you entered the date in error, press *F3* to cancel, or enter your user number and password to continue with the procedure. You are prompted to enter the next working day again.

Warning

It is possible that running End of Day for the same date twice, may result in unrecoverable data loss!

4 Enter the required date.

5 Select *Continue* (or *Abort* (*Esc*) to stop the procedure). The End of Day Type window displays.



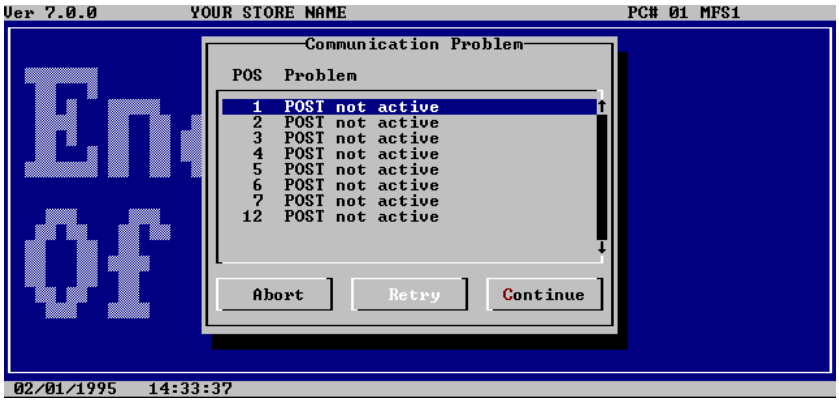
6 The type of procedure to be performed may be determined via a set of system parameters. This is explained at the beginning of this chapter. Based on these parameter definitions, the End of Day Type window shows which procedure will be executed. A mark (.) appears next to the procedure).

You may select another procedure as follows:

- Use the *Up Arrow* and *Down* Arrow keys to move the cursor to the relevant procedure.
- Press the *Space Bar* to mark it. The previous mark clears and the selected procedure is marked.

7 ISS45 then runs the requested procedure. At this stage, no further transactions may be performed on the POS terminals. The following message displays: `Checking communication to POSTs`.

8 If a POS terminal has been set up, and was not active since the last End of Day, the following displays:



9 Select one of the following:

- *Abort* to stop the procedure
- *Retry* to check communication again
- *Continue* to continue the procedure

10 After you press *Continue*, the system checks that all cashiers are signed off, and displays the message: `Searching for logged on cashiers`. If a cashier has not signed off a POS terminal, the system detects this, and displays the POS terminal number where the cashier is still active.



11 Select *Abort*, *Retry* or *Continue* as explained above.

If you select *Continue*, the system performs a remote sign-off, and displays the message: `Performing remote log-off`.

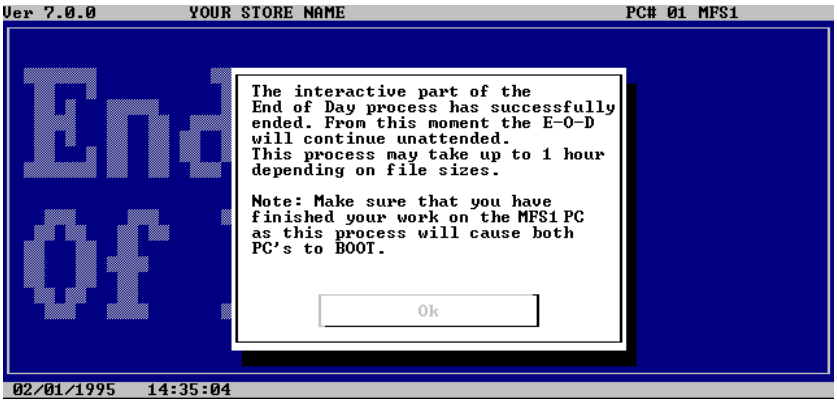
Note

In a 24-hour trading store, pressing *Continue* does NOT log cashiers off.

12 ISS45 now checks the status of all POS terminals, and displays the message: `Please wait - checking POST status`. If there is a paper problem in any of the POS terminals, an appropriate message is issued. Select one of the following:

- *Abort* to stop the procedure
- *Retry* to check the terminals again. (After correcting any paper problems)

If POS terminal statuses allow the system to continue the End of Day procedure, the End of Day message is sent to POS terminals. The End of Day report starts printing on the terminals. The following message displays.



13 Press any key to continue. No further user interaction is needed. The time taken for this process depends on file sizes in your system. After the End of Day completes successfully, the PCs reboot and the ISS45 Log-on screen displays.



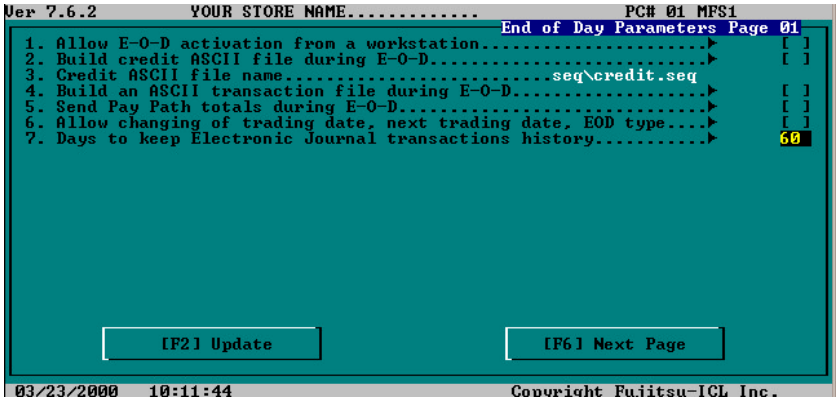
After running End of Day

After running an End of Day, you can print the reports generated during this procedure via the Print Yesterday's E-O-D Reports option (see the Reports manual).

Note that the following reports do not get cleared by End of Day. In order for these reports to be cleared, a Z mode report must be run.

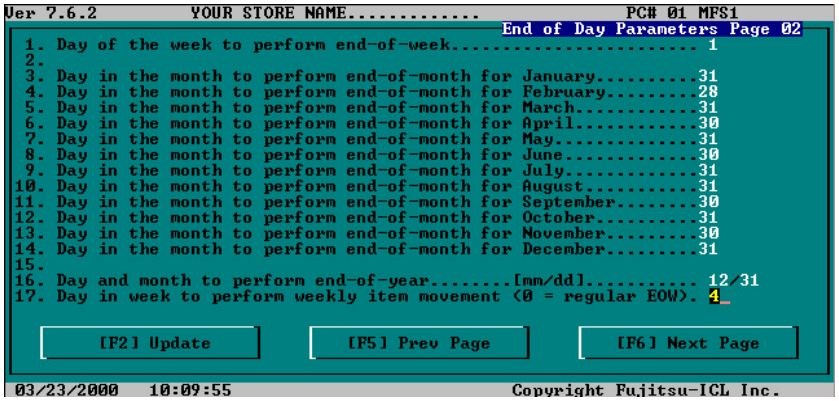
- Subdepartment report
- Standard PLU report
- Standard profitability report
- Not found PLU report
- Cashier report (cashier must be locked)

End of Day Parameters Page 1



Parameter	Description
Days to keep Electronic Journal transactions history	Enter the number of days you want the system to maintain Electronic Journal history transactions (up to 365).

End of Day Parameters Page 2



Parameter	Description
Day in week to perform weekly item movement	Enter the day of the week in which you want the system to move current week item sales to the previous week.

Appendix

Remote Utilities

This chapter describes the utilities that manipulate files, outside ISS45. The purpose of these remote utilities is to compare and transfer files between MFS1 and MFS2.

A remote utility is activated by issuing a command. In a command, the number 1 preceding a remote location indicates MFS1, and the number 2 indicates MFS2. For example, if you are using MFS2, and wish to copy the PLU.QDX file to MFS1, use the following command:

RCOPY QDX\PLU.QDX
1#C:\PCMASTER\QDX\PLU.QDX

In this chapter:

- **RCOMP**
- **RCOPY**
- **RDEL**
- **RDIR**
- **RREN**
- **RFIFOCMP**
- **RFIFOCPY**
- **RMKDIR**
- **LOGOFF**
- **DELHIST**

RCOMP

The RCOMP utility compares the local computer's files to the files on a specified remote computer. It verifies that the data files on both computers are the same.

Format

```
RCOMP [Local pathname] [Remote CPU# and path]
[switches]
```

Note

Switches must be delimited with spaces.

Example

```
RCOMP QDX\PLU.QDX 2#C:\PCMASTER\QDX\PLU.QDX
```

Switches

/Q	QUERY filename.
/Dxx	Delay xx time between messages.
/DT	Display date and time of each transfer.
/DTE	Display date and time as /DT but in European format.
/NB	No display of top right box.
/NI	No interaction of user (no abort/retry menu).
/Arxx	Automatic retry xx times on communication error (works only if the /NI switch is activated).
/QDXxx	Compare QuickDex file number xx.
/COFFxx	Checksum offset xxx; length CLEN will be masked.
/CLENxx	Checksum length xxx; offset COFF will be masked.

/CPCx	Checksum PC number for transaction. Only records from this PC will be checked.
/CPCOFFxx	Checksum PC number offset in transaction record. Used with /CPC. Default is 19.

RCOPY

RCOPY is a remote copy utility used to copy data files from one PC to another. The data files on both PCs should be identical, but in the event of a problem, this utility allows you to copy files from one computer to another. It is typically used to copy files from the master PC to the backup PC. RCOPY accepts parameters, including wildcards, from the command line, and can be executed from either PC. During file transfer, ISS45 is free to run other applications.

Copy to MFS2 from MFS1:

Format

```
RCOPY [Source pathname] [Target CPU# and directory]
[switches]
```

Example

```
RCOPY \asm\*.asm 2# C:\user\target /q /d10
```

Copy from MFS2 to MFS1 on MFS1:

Format

```
 RCOPY [Source CPU# and pathname] [Target directory]
[switches]
```

Example

```
 RCOPY 2#C:\user\target \asm\*.asm /q /d10
```

Print to MFS1 printer from MFS2:

Format

```
RCOPY [Source pathname] [Target CPU#]PRN [switches]
```

Example

```
RCOPY *.bas 2#PRN /d10
```

Type to MFS2 from MFS1:

Format

```
RCOPY [Source pathname] [Target CPU#]CON [switches]
```

Example

```
RCOPY *.bas 2#CON /d10
```

Note

Switches must be delimited with spaces.

Switches

/Q	QUERY filename. You will be prompted with a specific filename, and asked if you wish to copy it. Respond with Y or N.
/Dxx	Delay xx time between messages to avoid timing out another application.
/DT	Display date and time of RCOPY messages.
/DTE	Display date and time of RCOPY messages in European format.
/NB	No display of top right box.

/NI	No interaction of user (no abort/retry menu).
/Arxx	Automatic retry xx times on communication error (works only if the /NI switch is activated).
/SDT	Check file size/date/time. Copy different files.
/NDT	Check files Date/Time. Copy only if source is newer.
/APPENDT	Append to destination file (TEXT mode).
/APPENDB	Append to destination file (BINARY mode).
/QDXxx	Copy QuickDex file number xx.
/QCHKxx	Copy QuickDex file number xx only if different checksum.
/QCHKONLYxx	Check if different checksum. Do not copy.
/COFFxx	Checksum offset xxx; length CLEN will be masked.
/CLENxx	Checksum length xxx; offset COFF will be masked.
/CPCxx	Checksum PC number for transaction. Only records from this file will be checked.
/CPCOFFxx	Checksum PC number offset in transaction record. Used with /CPC. Default is 19.
/SUBDIR	Copy also files in subdirectories.
/QNORMTCHK	Do not compute remote checksum. Compute to last result.
/RENTMP	Copy to TMP file. If successful, rename to real name.

Note

The command syntax can be entered in upper or lower case. Optional file name entries are denoted as (optional).

1 To copy all the files in a directory from the source PC to a target PC, use the following command:

```
RCOPY (SOURCE DIRECTORY ON MASTER.WILDCARD) (SOURCE
DIRECTORY ON BACKUP)
```

An example is:

```
RCOPY C:\TEMPM\*.* 2#C:\TEMPM
```

This command copies all the files under TEMPM on MFS1 to TEMPM on MFS2. It is executed from MFS1.

2 To suspend all RCOPY displays use the /NB option and redirect output to a NULL device.

RCOPY (SOURCE FILENAMES) (TARGET DIRECTORY\FILENAME (optional)) /NB >NUL

An example is:

RCOPY *.EXE 2#C:\ZZZ /NB >NUL

The /NB option suppresses the display of the RCOPY window on the upper right-hand corner of the screen. In this example, *EXE refers to all the EXE files in the master PC.

3 An RCOPY command for file transfer with no user intervention and a message log:

RCOPY (SOURCE) (TARGET DIRECTORY /OPTIONS >> RCOPY.LOG)

An example is:

RCOPY *.BAT 2#c:\TEMPS /NB /NI /AR5 /DT >>RCOPY.LOG

This command copies the master PC files to the backup PC. It does not display the RCOPY window. If an error occurs, no user intervention is needed and five complete retries are performed. All RCOPY messages are appended to the RCOPY.LOG file in ASCII format, starting with date and time. To copy (instead of append) the messages into the RCOPY.LOG file, use > RCOPY.LOG in the command syntax.

4 To create a log of RCOPY messages:

RCOPY (SOURCE FILENAMES) (TARGET DIRECTORY\FILENAME (optional)) /NB /DT >>RCOPY.LOG

An example is:

RCOPY *.EXE 1#C:\ZZZ /NB /DT >>RCOPY.LOG

Optimal RCOPY command for quiet batch transfer (with no user interaction):

RCOPY (SOURCE FILENAMES) (TARGET DIRECTORY\FILENAME (optional)) /NB /NI /AR5 > RCOPY.LOG

An example is:

RCOPY *.EXE 2#C:\ZZZ /NB /NI /AR5 >RCOPY.LOG

RDEL

Use this utility to delete files from a remote PC.

Format

```
RDEL [Target CPU#] [path] [filename] [switch]
```

Example

```
RDEL 1#C:UTILXXX.EXE
```

This command (from MFS1) deletes files from MFS2.

Switches

/NI No user interaction (no abort/retry menu).

RDIR

Use this utility to list a directory on the remote computer.

Format

```
RDIR [Target CPU#] [path] [filename] [switches]
```

Example

```
RDIR 2#C:UTIL*.EXE
```

Switches

/NI	No user interaction (no abort/retry menu).
/Arxx	Automatic retry xx times on communication error (works only if the /NI switch is activated).

RREN

This utility enables you to rename a file on a remote PC.

Format

```
RREN [old filename] [new filename] [switches]
```

Example

```
RREN 2#C:UTILXXX UTILYYY
```

Switches

/NI	No user interaction (no abort/retry menu).

RFIFOCMP

This utility enables you to compare Qdex FIFO files of remote PCs.

Format

```
RFIFOCMP [Source CPU# and pathname] [Target directory]
[switches]
```

Note

Switches must be delimited with spaces.

Example

```
RFIFOCMP QDX\EMPL.QDX 2#C:\PCMASTER\QDX\EMPL.QDX
```

Switches

/Q	QUERY filename.
/Dxx	Delay xx time between messages.
/DT	Display date and time of each transfer.
/DTE	Display date and time as /DT but in European format.
/NB	No display of top right box.
/NI	No interaction of user (no abort/retry menu).

/Arxx	Automatic retry xx times on communication error (works only if the /NI switch is activated).
/QDXxx	Compare QuickDex file number xx.
/QCHKxx	Copy QuickDex file number xx only if different checksum.
/QCHKONLYxx	Check if different checksum. Do not copy.
/COFFxx	Checksum offset xxx; length CLEN will be masked.
/CLENxx	Checksum length xxx; offset COFF will be masked.
/CPCx	Checksum PC number for transaction. Only records from this PC will be checked.
/CPCOFFxx	Checksum PC number offset in transaction record. Used with /CPC. Default is 19.

RFIFOCPY

This utility enables you to copy FIFO files from a remote computer.

Format

```
RFIFOCPY [Source CPU# and pathname] [Target directory]
[switches]
```

Note

Switches must be delimited with spaces.

Example

```
RFIFOCPY QDX\EMPL.QDX 2#C:\PCMASTER\QDX\EMPL.QDX
```

The only file copied with this command would be the EMPL file.

Switches

/Q	QUERY filename.
/Dxx	Delay xx time between messages.
/DT	Display date and time of each transfer.
/DTE	Display date and time as /DT but in European format.

/NB	No display of top right box.
/NI	No interaction of user (no abort/retry menu).
/Arxx	Automatic retry xx times on communication error (works only if the /NI switch is activated).
/QDXxx	Compare QuickDex file number xx.
/QCHKxx	Copy QuickDex file number xx only if different checksum.
/QCHKONLYxx	Check if different checksum. Do not copy.
/COFFxx	Checksum offset xxx; length CLEN will be masked.
/CLENxx	Checksum length xxx; offset COFF will be masked.
/CPCx	Checksum PC number for transaction. Only records from this PC will be checked.
/CPCOFFxx	Checksum PC number offset in transaction record. Used with /CPC. Default is 19.

RMKDIR

This utility enables you to make a new directory on a remote computer.

Format

```
RMKDIR [Source CPU# and pathname] [Target directory]
[switches]
```

Note

Switches must be delimited with spaces.

Example

```
RMKDIR 5#C:\XXX
```

Logoff

A utility to log-off current NT users has been added to the system. The utility can be run from the DOS command prompt by typing "logoff". When executed, ISS45 and all other applications are closed, and the user is logged off.

DELHIST Utility

This utility deletes data from zipped history report files older than three months. The accumulation of data takes up a lot of disk space, therefore data must be cleared from the history zip files.

DELHIST runs automatically at End-Of-Month and will scan all the EOD reports located in the directory: C:\Pcmaster\History.

➢ **To run DELHIST manually**

1. To delete all zipped report files, at the C:\Pcmaster DOS prompt type: **DELHIST /all** and press *Enter.*
2. To delete a specific report file, at the C:\Pcmaster DOS prompt type: **DELHIST /[FILE_NAME]** and press *Enter*.

Example:

DELHIST / VOID_REP (The zipped Void report will be deleted).

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ICL Retail Systems
2933 Bunker Hill Lane, #101
Santa Clara, CA 95054

P/N 89000050
PIN 45001/001