Chapter 4 - Cash Sale-Miscellaneous/Accessory Inventory - FASTSALE

FASTSALE can not be used for Big Ticket (Serialized Inventory) Sales.

RSSS has an Accessory Sales Program called FASTSALE that is used for the sale of small goods and miscellaneous or accessory items when there is no need to record the customer information. FASTSALE uses a default customer record in order to quickly process sales of small items. FASTSALE can not be used for sales of serialized items. Before the FASTSALE program can be used the Sales Control record (SALECTRL) program should be set up and a default customer record must be created for FASTSALE.

Step 1 - Create Default FASTSALE Customer

The Customer Maintenance program can be accessed through the Sales Menu (SALES) option "Add/Change a Customer – RCUSTMNT" or by pressing the F10 key and typing in "RCUSTMNT" on the command line. Press the ENTER key at the customer name prompt and a list of customers will appear; then press the F6 key to add a new customer. See Figure 4-1.

Enter through the first two fields for CUSTOMER NAME to the ACCT # field. Enter the default FASTSALE customer number. This is a user-definable field. It is recommended you set up a default cash sale customer for each store location.

In this example 999 is defined as the CASH SALE. Enter the default FASTSALE label under Company Name. This is what will print on the customers receipt. Some suggestions are:

VALUED CUSTOMER YOUR STORE NAME CASH SALE

Use the Store Address and phone number for the rest of the required fields; use the number one (1) as the default for Social Security Number and Driver's License Number. Be sure to make this an "N" for charge customer.

```
Customer Change
                                                                                11/09/06
   Customer/Or:
                                                                         999
                                                          Acct#:
  Company Name: CASH SALE
  Contact Name:
       Address: 123 ABC LANE
Address Line 2:
Zip/City/State: 55555-0000 ANYTOWN
                                                       Map Code:
Home Phone Nbr: (555)555-5555
                                        Work Phone Nbr: (555)555-5555
Cell Phone Nbr:
                                        Pager Phone Nbr:
Fax Phone Nbr:
                                              Birth Date:
           SSAN: 000-00-0001 Drivers License Nbr: 1
      Taxable?: Y Tax Codes Bill To Number:
    Tax Number:
Charge Cust: N Retail Discount Level:
Credit Limit: 0 Default Retail Pmt Form:
Status Flag: Default: Salesperson/Acct Mgr:
Customer Type: C RTO Recv:
 Email Address:
  Bank/CC Info:
Default PO Nbr:
                                      Best Time to Call:
        Enter the customer's last name or leave blank for Company Name
 F1-References F2-Employer F3-Landlord F4-2nd Cust F6-Comment F7-Car Info
```

Figure 4- 1 Customer Change Screen for FASTSALE

STEP 2 - Set Up FASTSALE in Sales Control

The next step is to access the Sales Control records and activate the default FASTSALE customer. To access Sales Control, press the F10 key and type "SALECTRL" on the command line. Proper security is required to access Sales Control. At the start key, press enter then select the store number. See Figure 4-2 for an example of the Sales Control (SALECTRL) screen.

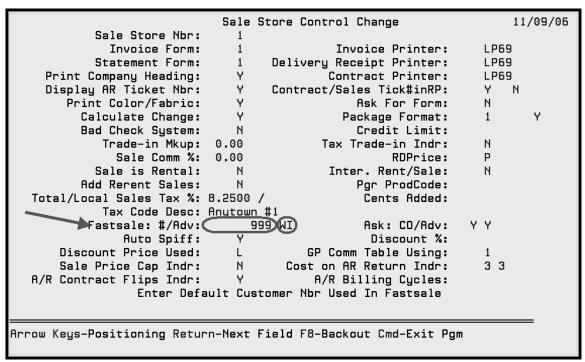


Figure 4- 2 Sale Store Control Change Screen for FASTSALE

Once you have selected the correct store number, move the cursor down to the FASTSALE NBR field and enter in the Customer number of the default FASTSALE customer that was created in Customer Maintenance (RCUSTMNT). You may also set up a default FASTSALE advertising code in the next field FASTSALE ADV TYPE. The advertising field is used for tracking reasons why people came into the store. In FASTSALE the most commonly used default advertising type is WALK IN - WI. All advertising reports that include FASTSALE transactions can use WI for the advertising code.

Processing a FASTSALE

To access the FASTSALE program select the option "Fast Sale Add – FASTSALE" off of the Sales Menu or press the F10 key and type "FASTSALE" at the command line. See Figure 4-3.

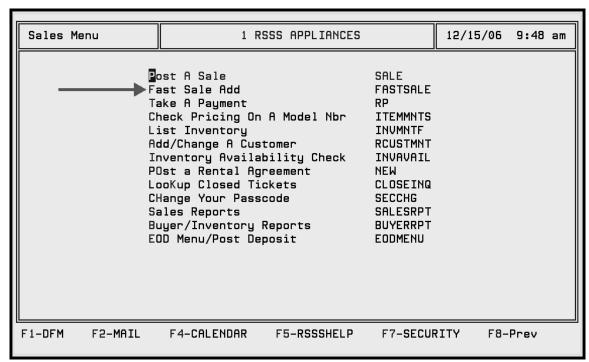


Figure 4- 3 Sale Store Control Change Screen for FASTSALE

Remember FASTSALE is used for quickly posting small goods or accessory item sales and is NOT to be used to sell serialized items. FASTSALE will not allow changing of customer information or the posting of special order, layaway, or stock transactions. Use the SALE program for the sale of serialized items, special orders, layaway or stock transactions. Use the SALE program if you wish to create a permanent record of the sale of the small goods or accessory item in a specific customer's history.

```
Store:
                                   Sales Entry D
                                                                       12/15/06
Name: CASH SALE
                                          Acct#:
                                                       999
                                                             H Ph: (555)555-5555
                                                             W Ph: (555)555-5555
 Add: 123 ABC LANE
City: ANYTOWN
                      TX 55555
                                  License: 1
                                                                SSAN 000-00-0001
                                                   C1A:
                                                              0C2B:
                                                                        0.00
                 0.00 Taxable Amt:
                                        0.00 Total+Tax:
                                                             0.00 Items Sold: 0
Total Amt:
Desc1:
                             Desc2:
Model Nbr
                  Serial #
                                   Price
                                            Qty
                                                      Total Spiff
                                                                     Del Date
                                   0.000
                                           0.00
                                                      0.00 0.00
Model Nbr(wildcards allowed), a few characters of the desc, or F7 for packages
F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done
```

Figure 4- 4 Sales Entry Screen for FASTSALE

See Figure 4-4. Type in or scan the Model Number or UPC code. Press the ENTER key through the MISC in the serial number field (FASTSALE does not permit the sale of serialized items.) Enter the quantity. Press the ENTER key until you are on the next line. Type or scan the model number or UPC code of the next item. When you have finished entering the item(s), press the F9 key.

The RSSS System recognizes the model number and UPC code as equivalent model numbers. Pricing labels can be produced by the RSSS System using a barcode printer. These can be set up to print the model number, serial number or UPC code. List price or regular price can be selected for the pricing information.

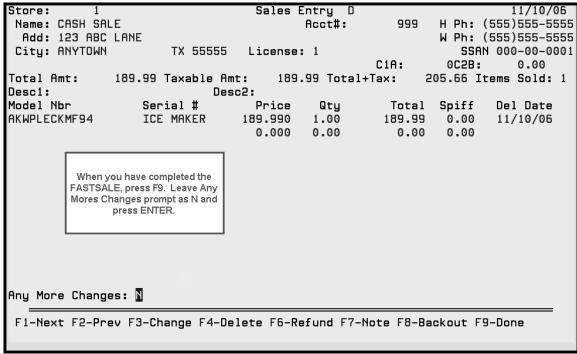


Figure 4- 5 Sales Entry Screen for FASTSALE with any more changes prompt

After the items have been entered, press the F9 key. You will be prompted Any More Changes, see Figure 4-5.

When this is answered with an "N", your screen will change and your cursor will be at the prompt Pmt Form, see Figure 4-6.

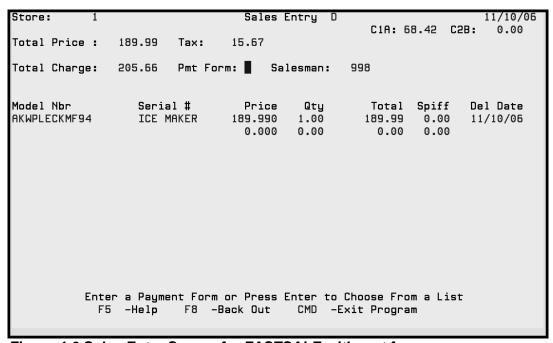


Figure 4-6 Sales Entry Screen for FASTSALE with pmt form

If you do not know the number assigned to the payment form being used, press the ENTER key for a selection window, see Figure 4-7.

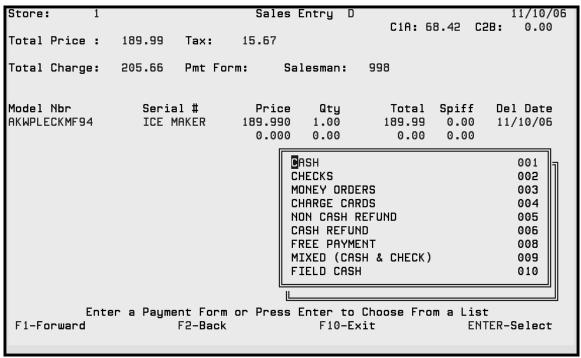


Figure 4-7 Sales Entry Screen for FASTSALE with pmt form window

Select the payment form. If CHECKS is selected the system will prompt you to enter the check number.

The next step is to enter the amount tendered. The system will calculate the amount of change (if any), see Figure 4-8.

Store: 1		Sales Entry D	11/10/06
Total Price :	189.99 Tax:	15.67	C1A: 68.42 C2B: 0.00
Total Charge:	205.66 Pmt Fo	rm: 1 Salesman:	998
Tender 220.00 (Model Nbr AKWPLECKMF94	Serial #	Price Qty 189.990 1.00 0.000 0.00	Total Spiff Del Date 189.99 0.00 11/10/06 0.00 0.00
Enter th F5			a list of salespeople Exit Program

Figure 4-8 Sales Entry Screen for FASTSALE Tender and Change fields

Your cursor will move to the salesman number as seem above in Figure 4-8. This will be populated from the security entry screen, if you wish to change it, enter the employee number of the salesperson who gets credit for this sale. If you do not know the salesperson's employee number, enter a 0 (zero) or 99999 for a selection window. If the correct salesman number is already in the field, press ENTER. You will see a screen similar to Figure 4-9. You will now be prompted "Any More Changes".

Store:	1	Sales Entr	
Total Price	: 189.99 Ta	×: 15.67	C1A: 68.42 C2B: 0.00
Total Charge	e: 205.66 Pm	t Form: 1 Salesm	nan: 1
Tender 220 Model Nbr AKWPLECKMF94	.00 Cng 14.34 Serial # 4 MISC	189.990 1.	Amt To Allocate: 205.56 lty Total Spiff Del Date 00 189.99 0.00 11/10/06 00 0.00 0.00
Any More Cha		8 -Back Out CM	∏D –Exit Program

Figure 4-9 Sales Entry Screen for FASTSALE Salesman Number/Any More Changes prompt

Look the information over. If you need to make changes, enter a Y and make them. When this is answered with an N, the system will automatically prompt for the invoice form depending on how the question "Ask for Form" is set up in the Sales Control Program (SALECTRL), see Figure 4-10.

```
1
Store:
                                Sales Entry D
                                                                  1/10/05
                                                  C1A: 46.67 C2B:
                                                                   0.00
Total Price :
               35.25
                      Tax:
                               1.97
               37.22
                      Pmt Form: 1 Salesman:
Total Charge:
Tender 37.25 Cng
                   0.03
                                                 Amt To Allocate:
                                                                    37.22
                                                 Total Spiff Del Date
Model Nbr
                                       Qty
                 Serial #
                               Price
DRLATLP231A
                 MISC
                               35.250
                                       1.00
                                                 35.25 0.00
                                                                1/10/05
                                0.000
                                                  0.00
                                       0.00
                                                        0.00
  Invoice Form: 5
     1) RSSS Receipt 2) 11.5" 3) 7" 4) DCA 5) Star Receipt 6) Laser
```

Figure 4-10 Sales Entry Screen for FASTSALE Invoice Form prompt

The invoice form also referred to as the receipt will automatically print to a designated receipt printer. For some companies where multiple receipt sizes are used, the system will prompt for receipt type and default to the correct printer. In this example, the invoice number is selected and the printer prompt appears, see Figure 4-11.

Store:	:	1			Sales E	intry D	1/10/05
Total	Price	: :	35.25	Tax:	1.97		C1A: 46.67 C2B: 0.00
Total	Charge	: :	37.22	Pmt Form	: 1 Sal	lesman:	1
Tender Model DRLATL		25 Cng	g O. Seria MISC		Price 35.250 0.000	Qty 1.00 0.00	Amt To Allocate: 37.22 Total Spiff Del Date 35.25 0.00 1/10/05 0.00 0.00
Receip	ot Prin	ter:	■ P01				

Figure 4-11 Sales Entry Screen for FASTSALE Receipt Printer prompt

Once the receipt printer is selected, the next screen that will appear will give you an opportunity to reprint the receipt, see Figure 4-12.

Store:	1	Sale	s Entry D	1/10/05
Total Price	: 35.25 T	ax: 1.97		C1A: 46.67 C2B: 0.00
Total Charge	e: 37.22 P	nt Form: 1	Salesman:	1
Tender 37, Model Nbr DRLATLP231A	.25 Cng 0.03 Serial MISC	‡ Pric 35.25 0.06	0 1.00	Amt To Allocate: 37.22 Total Spiff Del Date 35.25 0.00 1/10/05 0.00 0.00
Reprint the	Receipt: N			

Figure 4-12 Sales Entry Screen for FASTSALE Reprint the Receipt prompt

After the sale is completed the system will revert back to the FASTSALE screen for the next transaction, see Figure 4-13.

```
Store:
                                  Sales Entry D
                                                                      1/10/05
 Name: CASH SALE
                                         Acct#:
                                                           H Ph: (555)555-5555
  Add: 11737 W NORTH AVE
                                                           W Ph: (555)555-5555
 City: ANYTOWN
                     TX 55555 License: 1
                                                              SSAN 000-00-0001
                                                   C1A:
                                                                      0.00
                                                            0C2B:
Total Amt:
               0.00 Taxable Amt:
                                       0.00 Total+Tax:
                                                           0.00 Items Sold: 0
Desc1:
                            Desc2:
Model Nbr
                  Serial #
                                  Price
                                         Qty
                                                                   Del Date
                                                    Total Spiff
                                  0.000
                                          0.00
                                                     0.00 0.00
Model Nbr(wildcards allowed), a few characters of the desc, or F7 for packages
 F1-Next F2-Prev F3-Change F4-Delete F6-Refund F7-Note F8-Backout F9-Done
```

Figure 4-13 Sales Entry Screen for FASTSALE

Fastsale Refund

Cannot be used for refund of serialized, STOCK, LAYAWAY or SPEC ORDERS.

To process a refund using the FASTSALE program, enter into the FASTSALE program by selecting it "Fast Sale Add – FASTSALE" off of the Sales Menu or press F10 and type "FASTSALE" at the command line. You will see a screen similar Figure 4-14.

```
Sales Entry D
                                                                   1/10/05
Store:
 Name: CASH SALE
                                       Acct#:
                                                         H Ph: (555)555-5555
                                                         W Ph: (555)555-5555
 Add: 11737 W NORTH AVE
 City: ANYTOWN
                TX 55555 License: 1
                                                            SSAN 000-00-0001
                                                C1A:
                                                                   0.00
                                                         0C2B:
Total Amt:
            0.00 Taxable Amt:
                                     0.00 Total+Tax:
                                                         0.00 Items Sold: 0
Desc1:
                           Desc2:
                Serial #
Model Nbr
                              Price Qty Total Spiff
                                                                Del Date
                                0.000
                                        0.00
                                                  0.00 0.00
Model Nbr(wildcards allowed), a few characters of the desc, or F7 for packages
 F1-Next F2-Prev F3-Change F4-Delete F6-Refund F7-Note F8-Backout F9-Done
```

Figure 4-14 Sales Entry Screen for FASTSALE

Press the F6 key to refund and your screen will change slightly to resemble Figure 4-15.

```
(In Refund Mode Sales Entry D
                                                                        1/10/05
 Name: CASH SALE
                                          Acct#:
                                                             H Ph: (555)555-5555
  Add: 11737 W NORTH AVE
                                                             W Ph: (555)555-5555
 City: ANYTOWN
                      TX 55555
                                                                SSAN 000-00-0001
                                  License: 1
                                                    C1A:
                                                              0C2B:
                                                                        0.00
                 0.00 Taxable Amt:
                                        0.00 Total+Tax:
Total Amt:
                                                             0.00 Items Sold: 0
Desc1:
                             Desc2:
Model Nbr
                                           Qty
                   Serial #
                                   Price
                                                      Total Spiff
                                                                     Del Date
                                   0.000
                                           0.00
                                                       0.00 0.00
Model Nbr(wildcards allowed), a few characters of the desc, or F7 for packages
F1-Next F2-Prev F3-Change F4-Delete F6-Refund F7-Note F8-Backout F9-Done
```

Figure 4-15 Sales Entry Screen for FASTSALE in Refund Mode

Your cursor will be under the Model Nbr prompt. Enter in the model number or scan UPC code of the item you are refunding and press the ENTER key. Your screen will change to resemble Figure 4-16.

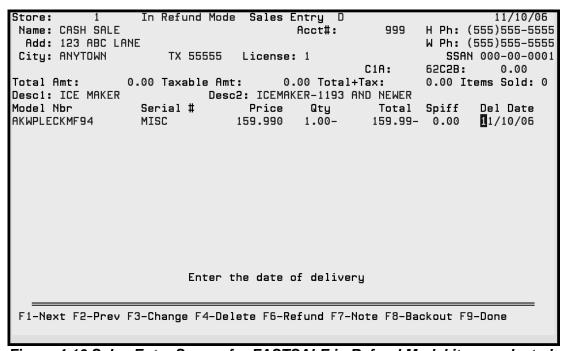


Figure 4-16 Sales Entry Screen for FASTSALE in Refund Model items selected

If you are refunding other non-serialized inventory for this customer, press the ENTER key until you are on the next line and enter in the next item. When you have entered all the items you are refunding for this customer, press the F9 key until you are prompted for "Any More Changes", see Figure 4-17.

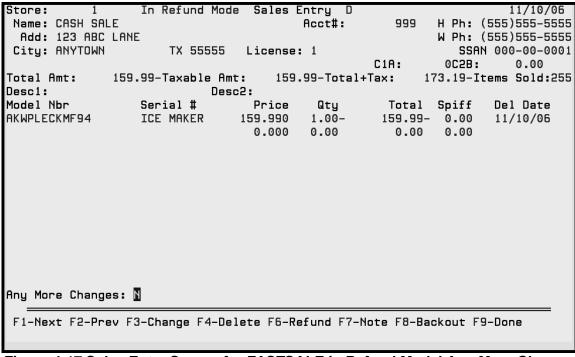


Figure 4-17 Sales Entry Screen for FASTSALE in Refund Model Any More Changes prompt

Look the screen over. If you need to make changes, enter a "Y". When this is answered with an "N", the screen will change to resemble Figure 4-18.

Store: 1	In Refund Mode Sales Entry D	11/10/06
Total Price :	159.99- Tax: 13.20-	
Total Charge:	173.19- Pmt Form: ■ Salesman: 998	
	Serial # Price Qty Total Spiff ICE MAKER 159.990 1.00- 159.99- 0.00 0.000 0.00 0.00 0.00	
Ente F5	r a Payment Form or Press Enter to Choose From a List -Help F8 -Back Out CMD -Exit Program	

Figure 4-18 Sales Entry Screen for FASTSALE in Refund Model Pmt Form prompt

Your cursor will be at "Pmt Form". Enter the refund payment form. If you need to view the payment forms, space bar through the pmt form field and the window with the payment form options will pop up. Highlight the payment form using the arrow keys. In this example, we are using "1" for Cash, see Figure 4-19. Your cursor will be at "Total Refunded". Make sure this amount is correct and press the ENTER key. Your cursor will go to the Salesman prompt. Enter in the salesman number. If you do not know the salesperson's employee number, enter a 0 (zero) or 99999 and press the ENTER key for a selection window. Once you have entered or selected the correct salesperson's number, press the ENTER key. You will be prompted "Any More Changes".

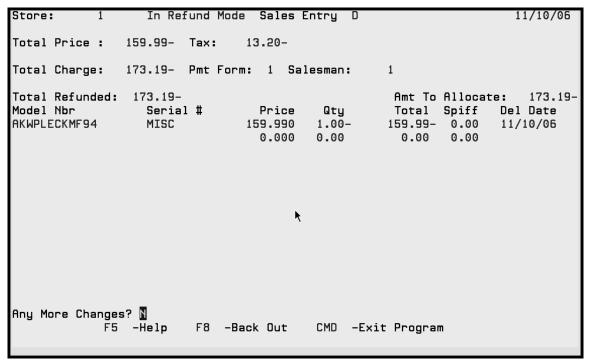


Figure 4-19 Sales Entry Screen for FASTSALE in Refund Model Any More Changes prompt

If you need to make changes, enter a "Y" and make your changes. When the prompt "Any More Changes" is answered with an "N", your screen will change slightly to resemble Figure 4-20.

```
Store:
          1
                 In Refund Mode Sales Entry D
                                                                   1/10/05
Total Price :
               47.00- Tax:
                               2.63-
Total Charge:
               49.63- Pmt Form: 1 Salesman:
Total Refunded:
                49.63-
                                                  Amt To Allocate:
                                                                     49.63-
Model Nbr
                 Serial #
                                Price
                                        Qty
                                                  Total Spiff
                                                                Del Date
DRLATLP231A
                 MISC
                               47.000
                                       1.00-
                                                  47.00- 0.00
                                                                 1/10/05
                                0.000 0.00
                                                   0.00
                                                          0.00
  Invoice Form: 5
     1) RSSS Receipt 2) 11.5" 3) 7" 4) DCA 5) Star Receipt 6) Laser
```

Figure 4-20 Sales Entry Screen for FASTSALE in Refund Model Invoice Form prompt

The invoice form also referred to as the receipt will automatically print to a designated receipt printer. For some companies where multiple receipt sizes are used, the system will prompt for receipt type and default to the correct printer. In this example, the invoice number is selected and the printer prompt appears, see Figure 4-21.

Store: 1	In Refund Mode Sales Entry D	1/10/05
Total Price :	47.00- Tax: 2.63-	
Total Charge:	49.63- Pmt Form: 1 Salesman:	1
Total Refunded: Model Nbr DRLATLP231A	49.63- Serial # Price Qty MISC 47.000 1.00- 0.000 0.00	Amt To Allocate: 49.63- Total Spiff Del Date 47.00- 0.00 1/10/05 0.00 0.00
Receipt Printer:	■ P01	

Figure 4-21 Sales Entry Screen for FASTSALE in Refund Model Receipt Printer prompt

Once the receipt printer is selected, the next screen that will appear will give you an opportunity to reprint the receipt, see Figure 4-22.

Store: 1	In Refund Mod	de Sales E	ntry D	1/10/05
Total Price :	47.00- Tax:	2.63-		
Total Charge:	49.63- Pmt For	m: 1 Sal	esman:	1
Total Refunded: Model Nbr DRLATLP231A	49.63- Serial # MISC	Price 47.000 0.000	Qty 1.00- 0.00	Amt To Allocate: 49.63 Total Spiff Del Date 47.00- 0.00 1/10/05 0.00 0.00
Reprint the Rece	ipt: N			

Figure 4-22 Sales Entry Screen for FASTSALE in Refund Model Reprint the Receipt prompt

After the sale is completed the system will revert back to the FASTSALE screen for the next transaction, see Figure 4-23.

```
Store:
                                Sales Entry D
                                                                   1/10/05
Name: CASH SALE
                                       Acct#:
                                                         H Ph: (555)555-5555
 Add: 11737 W NORTH AVE
                                                         W Ph: (555)555-5555
City: ANYTOWN
              TX 55555 License: 1
                                                            SSAN 000-00-0001
                                                C1A:
                                                          0C2B:
                                                                   0.00
Total Amt:
            0.00 Taxable Amt:
                                     0.00 Total+Tax:
                                                         0.00 Items Sold: 0
Desc1:
                           Desc2:
Model Nbr
                Serial #
                              Price
                                       Qty Total Spiff
                                                                Del Date
                                0.000
                                        0.00
                                                  0.00 0.00
Model Nbr(wildcards allowed), a few characters of the desc, or F7 for packages
F1-Next F2-Prev F3-Change F4-Delete F6-Refund F7-Note F8-Backout F9-Done
```

Figure 4-23 Sales Entry Screen for FASTSALE