

Chapter 3 – Post A Sale - SALE

How to Use this System

The RSSS Sales System is a point-of-sale system designed for use in retail furniture, electronics and appliance stores. The Retail Sales System is designed to be used as a stand alone system or in conjunction with the RSSS Accounts Receivable and Rent to Own System using the same customer and inventory file. The Retail Sales System operates as a single or multi-user system with dumb terminals. All stores operate as separate remote stores or online to a host. The system integrates point-of-sale and accounts receivable to control cash flow.

To get into the Sales Menu, press F10 and at the command line type in "SALES" and press the ENTER key. A screen similar to Figure 3-1 will appear.

Sales Menu		1 RSSS APPLIANCES	12/15/06 9:48 am
<p>Type the highlighted letter for the item you want or highlight the line item using your up or down arrow key, and once the line is highlighted, press ENTER to advance to that menu or program</p>	Post A Sale	SALE	<p>Or press the F10 key and at the command line type in the program name listed to advance to that menu or program.</p>
	Fast Sale Add	FASTSALE	
	Take A Payment	RP	
	Check Pricing On A Model Nbr	ITEMMNTS	
	List Inventory	INUMNTF	
	Add/Change A Customer	RCUSTMNT	
	Inventory Availability Check	INVAVAIL	
	Post a Rental Agreement	NEW	
	LookUp Closed Tickets	CLOSEINQ	
	Change Your Passcode	SECCHG	
	Sales Reports	SALESRPT	
	Buyer/Inventory Reports	BUYERRPT	
	EOD Menu/Post Deposit	EODMENU	
<p>Highlighted letters are boxed.</p>			
<p>F1-DFM F2-MAIL F4-CALENDAR F5-RSSSHELP F7-SECURITY F8-Prev</p>			

Figure 3- 1 Sales Menu

To get into any programs listed on this menu, you can type the highlighted letter of the program and that will take you into that function off this menu. You can also press F10 and at the command line, type in the program name and press ENTER if necessary to advance to that program.

Customer Functions off the Sales Menu

Sales Menu	1 RSSS APPLIANCES	12/15/06 9:48 am
Post A Sale	SALE	
Fast Sale Add	FASTSALE	
Take A Payment	RP	
Check Pricing On A Model Nbr	ITEMNNTS	
List Inventory	INVMNTF	
Add/Change A Customer	RCUSTMNT	
Inventory Availability Check	INVAVAIL	
POst a Rental Agreement	NEW	
LookUp Closed Tickets	CLOSEINQ	
CHange Your Passcode	SECCHG	
Sales Reports	SALESRPT	
Buyer/Inventory Reports	BUYERRPT	
EOD Menu/Post Deposit	EODMENU	

F1-DFM F2-MAIL F4-CALENDAR F5-RSSSHELP F7-SECURITY F8-Prev

Figure 3- 2 Sales Menu

Posting a Sale

Using the SALE program you can post a sale, look at previous sales tickets and process sales refunds. See Figure 3-2. To post a sale, highlight the line "Post a Sale - SALE" and press the ENTER key or press the F10 key and at the command line type in "SALE" and press the ENTER key.

You will be prompted to enter your employee number and passcode. After you do so, the screen in Figure 3-3 will appear.

Customer Maintenance		10/31/06
Customer Name/#: <input type="text"/>		
<hr/> F1-Address F2-Drvr's Lic F3-SSAN F4-Acct Nbr F5-Help F6-Find by Phone#		

Figure 3- 3 Customer Maintenance Screen

At the Customer Name/# prompt you have the option to select a customer by name (last name first), account number, address, drivers license number, telephone number or social security number (use the corresponding **function keys**.)

Customer Maintenance		10/31/06
Customer Name/#: BAKER SHERRY		
Loc	Acct Nbr	Last Name First Name Address DL# Or City SSAN
* 1	5003338	BAKER SHERRY 536 WISTAR CT, N ANYTOWN 0001
	10010327	BAKER SIMONE 701 DUNDAS CT ANYTOWN 0001
	10007972	BAKER SUSAN 12 HERONS NEST ANYTOWN 0001
	10003587	BAKER TANYA RT 6 BOX 765 ANYTOWN 0001
	10005108	BAKER TRENT 7003 HIBISCUS RD ANYTOWN 0001
	10004123	BAKER/CARTERLERONE/EVE 3605 SW 3RD ST. ANYTOWN 0001
	5000923	BAKEY WILLIAM 4109 32ND AVE-BA ANYTOWN 0001
	5002111	BAKOS KENNETH 1455 90TH AVE LO ANYTOWN 0001
	10007388	BALAREZO JOSEPH 3569 LINDA DR ANYTOWN 0001
	4001786	BALDWIN ANTHONY 1243 ASTORWOOD P ANYTOWN 0001
	10006641	BALDWIN CHARLES/ME 201 DIXIELAND DR ANYTOWN 0001
	2002482	BALDWIN REGINA 4003 S.E. 26TH S ANYTOWN 0001
	10010515	BALDWIN TARA 822 SE 3RD ST ANYTOWN 0001
	2002386	BALDWIN TERRY ANYTOWN 0001
	2001640	BALL ARTHUR 3265 NW 8TH ST ANYTOWN 0001
<hr/> F1-Next Page F2-Prev Page F3-AR/RT0 Hist F4-Chg F6-Add		

Figure 3- 4 Customer Maintenance Screen w/data

To select the customer, make sure your cursor is on the highlighted customer you want to select and press the F9 key to move to the sale posting process.

Adding a sales customer

If the customer is not already in your system, while you have the customer listing on your screen, press the F6-Add key. The add screen will appear, see Figure 3-5.

Customer Add		10/31/06
Customer/Or: █	,	Acct#:
Company Name:		
Contact Name:		
Address:		
Address Line 2:		
Zip/City/State:	11111-0000 CORPUS CHRISTI TX	Map Code:
Home Phone Nbr:		Work Phone Nbr:
Cell Phone Nbr:		Pager Phone Nbr:
Fax Phone Nbr:		Birth Date:
SSAN:		Drivers License Nbr:
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:		RTO Recv:
Email Address:		
Bank/CC Info:		00/00
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	F7-Car Info	

Figure 3- 5 Customer Add Screen

The following fields require you to enter data: address, zip code, home phone number, social security, driver's license (If your company does not require this information enter a 1 in the field). Once you have entered the customer's information, press the F9 key and you will get the "Any More Changes" prompt. When you accept the default of N at the "Any More Changes" prompt, the cursor will go to the comments box. Here you may enter up to 50 lines of comments on this customer, such as directions to the house, etc. This is information you will want to keep permanently on this customer's account. When you are done, press the F9 key and you will be taken to the sales screen to begin entering the sale. Please see [Chapter 2 – Changing Customer Data – RCUSTMNT](#) for more information on adding, changing, deleting customers. Whether the customer existed or was added, your screen should now resemble Figure 3-6.

```

Store:      1                      Sales Entry D                      10/31/06
Name: BAKER                      , SHERRY                      Acct#: 5003338      H Ph: (555)555-5555
Add: 536 WISTAR CT, NE                      W Ph: (555)555-5555
City: ANYTOWN                      TX 55555      License: 1                      SSAN 000-00-0001
Comment:

Right Cust:  Y

Enter an "N" or a "Y"
F1-Cust Chgs      F3-Prev Tickets      F5-Help      F6-Comment      F8-Backout      F9-Done

```

Figure 3- 6 Sales Entry Screen

Note the screen prompts at the bottom of the screen.

- | | |
|-----------|--|
| F1 | Allows employee (with proper security) to change customer information such as address and phone number |
| F3 | Allows the employee to review the customer's previous sales tickets and process refunds |
| F5 | Help key |
| F6 | Allows user to post a comment |

Your cursor will be at the prompt “Right Customer”. If this is not the right customer, enter an “N”. You will be returned to a screen similar to Figure 3-3. When the “Right Customer” prompt is answered with a “Y”, the screen will change slightly as shown in Figure 3-7.

Store: 1		Sales Entry D		10/31/06	
Name: BAKER, SHERRY		Acct#: 5003338		H Ph: (555)555-5555	
Add: 536 WISTAR CT, NE				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
AC		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 3- 7 Sales Entry Screen for the right customer

Your cursor will be under the "Model Number" prompt. You can scan in a UPC code, enter the entire model number or you can search by partial model number using the (*) key to replace the first few characters, or search by product description. You can also leave the model number field blank, press the ENTER key to go to the "Serial #" field and enter the serial number. If the serial/model number is not known, with your cursor at the "Model Number" prompt, you have three options:

1. If you are doing a special order, layaway or stock sale. you can enter the full model number and press ENTER. Go to [page 6](#) of this chapter for the details on how to do this.
2. If you are selling miscellaneous or accessory inventory and want to search for the model number, go to [page 13](#) of this chapter.
3. If you are selling serialized inventory out of your stock and need to search for a serial number, go to [page 17](#) of this chapter.
4. If you are selling serialized inventory out of your stock and you know the serial number, see below.

Once you press the ENTER key, the model number and serial number will be placed under the appropriate prompts on the Sale Add screen. Your cursor will be at the prompt "Price", see Figure 3-8. If this is the correct price, press the ENTER key; if not, enter the correct one and press the ENTER key (see [page 41](#) of this chapter for information on using the MAP/MOP feature to change the price). **Any change in price will create a profit exception on a gross profit exception report.** Your cursor will now move to beneath the prompt "Qty". The quantity should be "1" when selling a serialized item. Press the ENTER key. Your cursor will now move to beneath the prompt "Spiff". If there is a spiff assigned to this item in Item Maintenance (ITEMMNTS), it will be displayed. If it does not appear here, and one is to be paid **you may enter it here with proper security.**

Store: 1	Sales Entry D	10/30/06
Name: BAKER, SHERRY	Acct#: 5003338	H Ph: (555)555-5555
Add: 536 WISTAR CT, NE		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
Desc1: AIR CONDITIONER	Desc2: A/C 14K BTU	Items Sold: 0
Model Nbr	Serial #	Price Qty Total Spiff Del Date
ACAMA14010C1D	123456798	1,619.990 1.00 1,619.99 0.00 10/30/06

Enter item price or a lower price for GrossProfit window display

F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done

Figure 3- 8 Sales Entry Screen with items being sold

Press the ENTER key. Your cursor will now move to beneath the prompt "Del Date". This will default to today's date but can be changed if necessary. Your cursor will now move beneath the model number. You can sell more inventory items following these same steps. **When you have entered all the inventory items you wish to sell on this ticket, press the F9 key.** You will be prompted "Any More Changes: N". When you press the ENTER key to accept this default of "N", your screen will change to resemble Figure 3-9.

Store:	1	Sales Entry D		10/30/06	
				C1A:	66.85 C2B: 0.00
Contract:	Tax Code:				
Date: 10/30/06	Store: 1	Salesman: 998	Tot Price:		1619.99
Trade:	Discount:	Tax: 133.65	Total Amt:		1753.64
Pmt 1: 1753.64	Pmt 2:	Pmt 3:	Tick #:		
Desc1:	Desc2:	Amt To Allocate:		1753.64	
Model Nbr	Serial #	Price	Qty	Total	Spiff Del Date
ACAMA14010C1D	123456798	1,619.990	1.00	1,619.99	0.00 10/30/06
		0.000	0.00	0.00	0.00

Enter the amount due
F5-Help F8-Back Out CMD-Exit Program

Figure 3- 9 Sales Entry Screen with items being sold

At this point the system will drop you down to the Pmt 1 prompt. If you need to change any of the previous fields, use your arrow up key to edit:

CONTRACT Enter the contract number you want to assign to this sale. This field is a free form field and generally not used. However, if you are selling your paper to a finance company and their contracts are numbered, you can enter that number here.

TAX CODE Leave blank and the system will automatically calculate taxes for you based on settings in Sales Control (SALESCTRL) for your store or ZIPCODES if you are required to pay sales tax based on customers jurisdiction. This field is only changed if; (1) customer lives in a different tax jurisdiction not noted in ZIPCODES, (2) this is a non taxable customer Enter 999 to list available tax codes.

DATE Defaults to today's date.

STORE This field will default to your current location.

SALESMAN The system will automatically pull your salesman number from the security entry screen. If you know the salesman number of the salesman who made this sale, enter it here. If you do not know the number, enter zero or 99999 and you will get a window of all the salesmen. Just arrow down to the one you want and press the ENTER key. Your cursor will then go to the next salesman field. Sales can be split up to three ways. They will be split evenly. If there is no other salesman, press the ENTER key twice. If there is another one, enter this number in the field after the first salesman or type in 99999 to get a listing. Choose the correct one off the listing and press the ENTER

key. Repeat the procedure again if there is a third salesman. If there are no other salesmen, press the ENTER key to move to the next field.

TOTAL PRICE This is the total price of all items without tax. Generally, you will just enter through this field. However, if the customer has made you an offer of a lower price that you are going to accept, you can enter the amount they have offered here. Once you enter that amount, the retail price and tax on each item will adjust automatically based on settings in Sales Control (SALECTRL) under the heading "RDPrice" Redistribute prices in SALE based on % of: (C)ost or Original (P)rice.. As a result, this also adjusts the gross profit proportionally.

TRADE If the customer has a trade-in, enter the amount here and press enter. The trade-in amount will be taken off of the total price and tax will be adjusted automatically based on your settings in Sales Control (SALECTRL) under the heading "Tax Trade-in Indr", you will be prompted to enter the information for the trade-in.

DISCOUNT If you are giving the customer a discount off of the total price, enter the amount of the discount here and press enter. The discount amount will be taken off of the base price and tax will be adjusted accordingly.

TAX This is the sales tax amount. It is automatically calculated based on how you have the sales tax set in Sales Control (SALECTRL) or tax code if entered in the field TAX CODE.

TOTAL AMOUNT This field will be filled in automatically by the system. This is the total price of all items with tax. Generally, you will just enter through this field. However, if the customer has made you an offer of a lower price you are going to accept, you can enter the amount they have offered. Once you enter that amount, the retail price and tax will be adjusted automatically based on settings in Sales Control (SALECTRL) under the heading "RDPrice" Redistribute prices in SALE based on % of: (C)ost or Original (P)rice. As a result, this also adjusts the gross profit proportionally.

At this point, your cursor will be on the Pmt 1 field. This is where you are going to enter the payment collected and in what form you are taking it (cash, check, credit card charge, etc). There is also a field on the screen called "Amt to Allocate". This is the amount of money you still have left to allocate through these payment fields. It will decrease as you post the various payments. When the amount to allocate is zero, you can move past the payment field. You must allocate the exact amount of the sale or you cannot move on. For detailed information on the use of the accounts receivable payment form, go to [page 39](#) of this chapter.

PMT 1 Enter the amount they are paying and press ENTER. You will now be prompted to enter a payment form. If you do not know the payment form, press ENTER and you will get a window of all the available payment forms, see Figure 3-10. Using your arrow keys, take your cursor down to the one you want and press ENTER to choose it.

If you choose cash, check or money order and you have set up the system to calculate change in Sales Control (SALECTRL), you will be prompted to enter an amount tendered. Once you enter the amount tendered, the amount of change you need to give the customer will display on the screen and also print on the receipt. If you have allocated the entire amount due, your cursor will move to Ticket number, otherwise it will go to the field PMT 2.

Store: 1		Sales Entry D		10/30/06	
		C1A: 66.85		C2B: 0.00	
Contract:	Tax Code:				
Date: 10/30/06	Store: 1	Salesman: 998	Tot Price: 1619.99		
Trade:	Discount:	Tax: 133.65	Total Amt: 1753.64		
Pmt 1: 1753.64	Pmt 2:	Pmt 3:	Tick #:		
			Amt To Allocate: 0.00		
Model Nbr	Serial #	Price	Qty	Total	Spiff Del Date
ACAMA14010C1D	123456798	1,619.990	1.00	1,619.99	0.00 10/30/06
		0.000	0.00	0.00	0.00

CASH	001
CHECKS	002
MONEY ORDERS	003
CHARGE CARDS	004
NON CASH REFUND	005
CASH REFUND	006
FREE PAYMENT	008
MIXED (CASH & CHECK)	009
FIELD CASH	010

Enter a payment form or press enter to choose from a list

F1-Forward F2-Back F10-Exit ENTER-Select

Figure 3-10 Sales Entry Screen with payment form window

PMT 2 If the total amount was not paid with the first payment, follow the same procedure as you did for Pmt 1 to enter the second payment.

PMT 3 If the total amount was not allocated in the first and second payment, follow the same procedure as you did for Pmt 1 and Pmt 2 to enter the third and final payment.

You must allocate the total price or the system will not let you continue.

Store:	1	Sales Entry	D	10/30/06
		C1A:	66.85	C2B: 0.00
Contract:	Tax Code:			
Date: 10/30/06	Store: 1	Salesman: 998	Tot Price:	1619.99
Trade:	Discount:	Tax: 133.65	Total Amt:	1753.64
Pmt 1: 1753.64	2 Pmt 2:	Pmt 3:	Tick #:	10040859
Tender 1753.64 Cng	0.00		Amt To Allocate:	0.00
Model Nbr	Serial #	Price	Qty	Total Spiff Del Date
ACAMA14010C1D	123456798	1,619.990	1.00	1,619.99 0.00 10/30/06

Advertising Source Codes:

Enter the first source of advertisement used or press enter for a listing
F5-Help F8-Back Out CMD-Exit Program

Figure 3-11 Sales Entry Screen prompting for Advertising Source Codes

TICKET NBR Enter through this field to let the computer assign the ticket number.

CUST CARRYOUT You may get this prompt based on settings in Sales Control (SALECTRL) "Ask: **CO/Adv:**". This is a Yes or No question. This is a field that is tied to the gross profit commission table. If this is answered with a Y, the salesman will receive a higher commission than if answered with an N when you are using the table to pay commissions.

ADVERTISING SOURCE CODE Depending on your setting in Sales Control (SALECTRL) "Ask: **CO/Adv:**", you may be asked for an advertising source code. Press ENTER at this field and a list of codes will be displayed here. You may enter up to four codes, see Figure 3-11. These code(s) are very important for tracking how effective various forms of advertising are.

Store:	1	Sales Entry D		10/30/06	
			C1A:	66.85	C2B: 0.00
Contract:	Tax Code:				
Date: 10/30/06	Store: 1	Salesman: 998	Tot Price:		1619.99
Trade:	Discount:	Tax: 133.65	Total Amt:		1753.64
Pmt 1: 1753.64	2 Pmt 2:	Pmt 3:	Tick #:		10040859
Tender 1753.64 Cng	0.00	Amt To Allocate:		0.00	
Model Nbr	Serial #	Price	Qty	Total	Spiff Del Date
ACAMA14010C1D	123456798	1,619.990	1.00	1,619.99	0.00 10/30/06

Any More Changes: ☒

F1 To Enter Customer PO or Manual Invoice Number
F5-Help F8-Back Out CMD-Exit Program

Figure 3-12 Sales Entry Screen prompting with F1

You will now see the prompt "F1 To Enter Customer PO or Manual Invoice Number", see Figure 3-12.

Store:	1	Sales Entry D		12/21/04	
			C1A:	65.00	C2B: 0.00
Contract:	Tax Code:				
Date: 12/21/04	Store: 1	Salesman: 1	Tot Price:		169.90
Trade:	Discount:	Tax: 9.51	Total Amt:		179.41
Pmt 1: 179.41	2 Pmt 2:	Pmt 3:	Tick #:		231471
			Amt To Allocate:		0.00
Model Nbr	Serial #	Price	Qty	Total	Spiff Del Date
GAOSCOF2	FC04040769	169.900	1.00	169.90	0.00 12/21/04
		0.000	0.00	0.00	0.00

Check Nbr: 1234

PO#: 125132513 Receipt#:

Any More Changes: N

Enter a manual invoice number if desired
F5-Help F8-Back Out CMD-Exit Program

Figure 3-13 Sales Entry Screen prompting for PO#

If you press the F1 key, the screen will change slightly and you may enter the PO number or Manual invoice number here as seen in Figure 3-13. Your control records can be changed to reflect the PO or Manual invoice number, if one exists, instead of the ticket number in the Take Payment screen.

You will now be prompted for "Any More Changes". When this is answered with an "N", you will be prompted to enter delivery notes to print on the delivery receipt. Once you have entered your delivery notes, you are asked if you want to print a delivery receipt. If you answer "Y", one will print with your sales ticket. You can print as many as you need. Enter an N to continue.

Next it will prompt you for reprinting the receipt. Print as many as you need and enter an N to continue on.

If you used an accounts receivable payment form that has a contract to print out, the last question you will be prompted to answer is "Print Contract." If you answer yes, a contract will print on the printer you have designated.

Other options when posting a sale:

Sale of Miscellaneous/Accessory Item Inventory

If you know the model number of the item you are selling, type it in the model number field and press ENTER. If you are unsure of the model number and you need to search for it, enter the first couple of characters of either the model number or description and press ENTER. In this example, I entered AA in the model number field and pressed ENTER. See Figure 3-14.

Store: 1	Sales Entry N	11/06/06
Name: BAKER, SHERRY	Acct#: 5003338	H Ph: (555)555-5555
Add: 536 WISTAR CT, NE		W Ph: (555)555-5555
City: ANYTOWN TX 55555	License: 1	SSAN 000-00-0001

Model Nbr(wildcards allowed), a few characters of the desc, or F7 for packages

Select sequence: (M)odel Number or (D)escription => D

Figure 3-14 Search for miscellaneous item by model number or description prompt

Your cursor will move to the bottom of the screen at the Select Sequence field prompt. Press ENTER to search by description or enter an M and search by model number. A window listing inventory will populate beginning with the first few characters you type in to search on. See Figure 3-15.

Store: 1		Sales Entry D		11/02/06	
Name: BAKER		, SHERRY		Acct#: 5003338	
Add: 536 WISTAR CT, NE				H Ph: (555)555-5555	
City: ANYTOWN		TX 55555		W Ph: (555)555-5555	
		License: 1		SSAN 000-00-0001	
C1A: 66.85		C2B: 0.00			

ACAMA14010C1D	AIR CONDITIONER	A/C 14K BTU
ACAMA14M13TA	AIR CONDITIONER	A/C 14K BTU
ACAMAAC05080MID	AIR CONDITIONER	8000 BTU
ACAMAAC06090M1D	AIR CONDITIONER	6K BTU 10.0 EER SLIDE OUT
ACAMAAC07087M1D	AIR CONDITIONER	A/C- 7.5K BTU 8.5 EER COO
ACAMAAC10190A1D	AIR CONDITIONER	10K BTU 10.0 EER SLIDEOUT
ACAMAAC12090CID	AIR CONDITIONER	11.5K BTU 10.0 EER SLD-OU
ACAMAAC18090C2D	AIR CONDITIONER	18,000 BTU
ACEMR10GC13	AIR CONDITIONER	A/C-10K BTU 9.0 EER COOL
ACEMR12GJ14	AIR CONDITIONER	12K 9.0 EER
ACEMR12GJ44	AIR CONDITIONER	12K 9.0 EER
ACEMR12HT13	AIR CONDITIONER	A/C 12K BTU
ACEMR14GJ14	AIR CONDITIONER	13.5K BTU 9.5 EER

M					
Reg Prc:	1,619.990	Sale Prc:	1,349.990	Pmt/#M	119.9/ 18
		Pmt/#W	27.9/ 78		
F1-Forward F2-Back F3-Gross Pro F6-Add Item F10-Exit ENTER-Select					

Figure 3-15 Inventory by model number window listing

Using your up or down arrow keys, highlight the item you wish to select for the sale and press ENTER. If the item is not listed on this screen use your F1-Forward or F2-Back keys to move forward and back in the listing to find the item you are looking for. The screen will change and appear similar to Figure 3-16.

Store: 1		Sales Entry N		11/06/06	
Name: BAKER, SHERRY		Acct#: 5003338		H Ph: (555)555-5555	
Add: 536 WISTAR CT, NE				W Ph: (555)555-5555	
City: ANYTOWN TX 55555		License: 1		SSAN 000-00-0001	
		C1A:		0C2B: 0.00	
Total Amt:	550.00	Taxable Amt:	550.00	Total+Tax:	583.00
Desc1: AATEST1		Desc2:		Items Sold: 1	
Model Nbr	Serial #	Price	Qty	Total	Spiff
ACBRY12345	STOCK	550.000	1.00	550.00	0.00
AATEST1	MISC	20.000	1.00	0.00	0.00
Del Date 11/06/06					

Enter a serial nbr or "MISC" or "SPEC ORDER" or "LAYAWAY " or "STOCK "

or enter "AA" to go to Inventory Maint Screen to select inventory

F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done

Figure 3-16 Sales Entry Screen with model number populated from window listing

Your cursor will be under the serial number field and MISC will be entered there. If you are going to sell this item and give it to the customer at this point, just press ENTER and continue on through the sale. If this is going to be a stock, special order or layaway sale, type in one of these and continue on. As in the sale of a serialized item, the price defaulted will be the regular price on the model number. If the amount shown is the price you are going to charge, press ENTER. If you want to change the price (and you have the security authorization to do so), do so, then press ENTER. Your cursor will now be below the prompt for quantity. This will automatically default to 1; if you are only selling one, press ENTER. If you are selling more than one, enter the correct number and press ENTER. Your cursor will now be below the prompt Spiff. The spiff will automatically appear if the spiff is set in Item Maintenance (ITEMMNTS). If a spiff does not appear, but a spiff is to be paid or you want to change the spiff amount that appears, enter it and press ENTER. Your cursor will now be under delivery date. This defaults to today's date, but you may change it if necessary and press ENTER. Your screen will appear similar to Figure 3-17.

Store: 1	Sales Entry N	11/06/06
Name: BAKER, SHERRY	Acct#: 5003338	H Ph: (555)555-5555
Add: 536 WISTAR CT, NE		W Ph: (555)555-5555
City: ANYTOWN TX 55555	License: 1	SSAN 000-00-0001
	C1A: 0C2B: 0.00	
Total Amt: 570.00	Taxable Amt: 570.00	Total+Tax: 604.20
Items Sold: 2		

Desc1:	Desc2:	
Model Nbr	Serial #	Price Qty Total Spiff Del Date
ACBRY12345	STOCK	550.000 1.00 550.00 0.00 11/06/06
AATEST1	MISC	20.000 1.00 20.00 0.00 11/06/06
		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 3-17 Sales Entry Screen with miscellaneous item entered

Your cursor will now be on the next item line. If this customer is buying anything else, follow the above procedure again. When you have entered all the merchandise this person is buying, press the F9 key twice till you get the prompt "Any More Changes". When this is answered with an N, the screen will change to the screen where you post all the money you are collecting, see Figure 3-18. Please go to [page 9](#) of this chapter for details on the money screen.

Store: 1	Sales Entry N	11/06/06
	C1A: 35.26	C2B: 0.00

Contract:	Tax Code:			
Date: 11/06/06	Store: 1	Salesman: 998	Tot Price:	570.00
Trade:	Discount:	Tax:	34.20	Total Amt: 604.20
Pmt 1: 604.20	Pmt 2:	Pmt 3:	Tick #:	
Desc1:	Desc2:	Amt To Allocate:	604.20	

Model Nbr	Serial #	Price	Qty	Total	Spiff	Del Date
ACBRY12345	STOCK	550.000	1.00	550.00	0.00	11/06/06
AATEST1	MISC	20.000	1.00	20.00	0.00	11/06/06
		0.000	0.00	0.00	0.00	

Enter the amount due

F5-Help F8-Back Out CMD-Exit Program

Figure 3-18 2nd Sales Entry Screen (Money Screen)

Search for Serialized Inventory in SALE

For the sale of serialized inventory, you can enter the serial number in the serial number field and this will automatically pull up the item. If you do not know the serial number or need to check to make sure it's the right one, type in "AA" in the serial number field and press ENTER to get the inventory inquire screen, see Figure 3-19.

Inventory Inquire				11/06/06
Start Key: █				
Select:	Loc & Stat:	Desc:		
Color:	Fab/Mat:	Primary Color:	Primary Fab/Mat:	
Enter the information to search for (wildcard is available for model numbers)				
<hr/> Start By: F3-Model Num F4-Bar Code Num F6-Serial Num				

Figure 3-19 Inventory Inquire Screen

The cursor will be on **Start Key**. You can enter the model number, serial number, or bar code number on this line. **Press the corresponding function key** (as listed on the bottom of the screen).

You can also choose to list specific locations, statuses, descriptions, colors, fabrics, primary colors and primary fabrics. A more detailed explanation of how this program works can be found in the [Chapter 8 Inquiring on Inventory – INVMNT, INVMNTF & INVAVAIL](#).

The screen will display a list of units in stock. In Figure 3-20, we listed by model number.

Inventory Inquire						10/30/06
Start Key: AC						
Select:	Loc & Stat:	Desc:				
Color:	Fab/Mat:	Primary Color:	Primary Fab/Mat:			
Model Number	Serial Nbr	Description	Color	Fab/Mat	Loc	S
ACAMA14010C1	123456798	AIR CONDITIONER			1	N
ACGLD1804R	11KA00363	AIR CONDITIONER			2	R
ACGLDM1840R	111KA00436	AIR CONDITIONER			2	R
ACGLDR1403	103KA00223	AIR CONDITIONER			601	R
ACGLDR1404	205KA00251	AIR CONDITIONER			4	R
ACGLDR1804	111KA00028	AIR CONDITIONER			2	R
ACWPLACM082X	QR1707396	AIR CONDITIONER			3	R
ACWPLACM124X	QR1700708	AIR CONDITIONER			601	R
ACWPLACM124X	QR2400145	AIR CONDITIONER			3	R
ACWPLACQ082X	QR0403411	AIR CONDITIONER			1	R
ACWPLACQ082X	QR2412323	AIR CONDITIONER			2	R
ACWPLACQ082X	QR2412349	AIR CONDITIONER			2	R
ACWPLACQ102X	QR0919916	AIR CONDITIONER			2	R
ACWPLACQ102X	QR0919922	AIR CONDITIONER			1	R

Second Description: A/C 14K BTU

F1-Next Page F2-1st Page F8-Prev Menu CMD-Exit

Figure 3-20 Inventory Inquire Screen with model number data

This screen will display the model number, serial number, location, status, description, color and fabric/material. It will only list items available for sale. Using the arrow keys, highlight the item you wish to select for this sale and press the ENTER key. If you do not see what you need or are looking for, press the F8 key and you will be taken back to a screen similar to Figure 3-19.

Posting a special order, layaway or stock sale

If you know the model number of the item you are selling, type it in the model number field and press ENTER. If you are unsure of the model number and you need to search for it, enter the first couple of characters of either the model number or description and press ENTER, see Figure 3-21.

Store: 1		Sales Entry D		11/06/06	
Name: BAKER, SHERRY		Acct#: 5003338		H Ph: (555)555-5555	
Add: 536 WISTAR CT, NE				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
LIV		0.000	0.00	0.00	0.00	

Press ENTER

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 3-21 Sales Entry Screen looking for model description

The screen will look similar to Figure 3-22.

Store: 1		Sales Entry D		11/06/06	
Name: BAKER, SHERRY		Acct#: 5003338		H Ph: (555)555-5555	
Add: 536 WISTAR CT, NE				W Ph: (555)555-5555	
City: ANYTOWN TX 55555		License: 1		SSAN 000-00-0001	

Enter a D to look for descriptions starting with LIV.

Model Nbr(wildcards allowed), a few characters of the desc, or F7 for packages

Select sequence: (M)odel Number or (D)escription => D

Figure 3-22 Sales Entry Screen looking for model by description

Your cursor will be at the bottom of the screen. Enter the appropriate letter, according to the prompt to get a window showing you an alphabetical listing beginning with the characters you typed in, see Figure 3-23.

Store: 1	Sales Entry D	11/06/06
Name: BAKER, SHERRY	Acct#: 5003338	H Ph: (555)555-5555
Add: 536 WISTAR CT, NE		W Ph: (555)555-5555
City: ANYTOWN TX 55555	License: 1	SSAN 000-00-0001
C1A: 66.98	C2B: 0.00	

FDSEM100522	LIVING ROOM	LITE WOOD PEDISTAL TABLE
FLASH3205	LIVING ROOM	S/L PORT GRANITE
FLASH4030588/35	LIVING ROOM	REC S/L BALTIC BLUE
FLASH4100055/56/77	LIVING ROOM	3PC BLK SECTIONAL
FLASH63301	LIVING ROOM	S/L PRESTON EBONY
FLASH64700	LIVING ROOM	S/L REGENT TAUPE
FLASH81000	LIVING ROOM	S/L BUBALOO SAND
FLASH81050	LIVING ROOM	S/L BABALOO
FLASH82101	LIVING ROOM	S/L SOUND BRIDGE
FLASH82101-1	LIVING ROOM	SOUND BRIDGE CHAIR
FLASH82650	LIVING ROOM	S/L CARAWOOD BLACKBERRY
FLASH8325538	LIVING ROOM	S/L SUN VALLEY INDIGO
FLASH8325581/553	LIVING ROOM	S/L SUN VALLEY INDIGO

Reg Prc: 1,159.990	Sale Prc: 969.990	Pmt/#M 74.9/ 18	Pmt/#W 18.9/ 78
--------------------	-------------------	-----------------	-----------------

F1-Forward	F2-Back	F3-Gross Pro	F10-Exit	ENTER-Select
------------	---------	--------------	----------	--------------

Figure 3-23 Sales Entry Screen with model number window

Using your arrow keys, highlight the correct model number and press F9. This will put the model number on the screen for you. Press ENTER and the screen will change to resemble Figure 3-24. If the model number for a special order is not listed here, you may use SPEC ORDER as the model number.

Store: 1	Sales Entry D	11/06/06
Name: BAKER, SHERRY	Acct#: 5003338	H Ph: (555)555-5555
Add: 536 WISTAR CT, NE		W Ph: (555)555-5555
City: ANYTOWN TX 55555	License: 1	SSAN 000-00-0001
C1A: 66.98	C2B: 0.00	

Total Amt: 0.00	Taxable Amt: 0.00	Total+Tax: 0.00	Items Sold: 0
-----------------	-------------------	-----------------	---------------

Desc1: LIVING ROOM	Desc2: LITE WOOD PEDISTAL TABLE
--------------------	---------------------------------

Model Nbr	Serial #	Price	Qty	Total	Spiff	Del Date
FDSEM100522		1,159.990	1.00	0.00	0.00	11/06/06

Enter a serial nbr or "MISC" or "SPEC ORDER" or "LAYAWAY " or "STOCK "

or enter "AA" to go to Inventory Maint Screen to select inventory

F1-Next	F2-Prev	F3-Change	F4-Delete	F6-Insert	F7-Note	F8-Backout	F9-Done
---------	---------	-----------	-----------	-----------	---------	------------	---------

Figure 3-24 Sales Entry Screen serial number entry

Enter “stock”, “special order”, or “layaway” in the serial number field. This will allow the sale to be processed without a serial number. This will **not** take a unit out of inventory when the sale is processed. Items will need to be transferred upon delivery.

If you type in SPEC ORDER, this sets up a special order for the model number. If you type in LAYAWAY, this puts one of these items on layaway for this customer. For the purposes of this example, we will use STOCK. You would post the sale the same way if it was a special order or layaway.

If you type in STOCK, this means you are selling one of these items out of stock to this customer. In this case, the item is already in stock, you just don't want to assign a specific serial number to the item until you deliver it.

After you enter the word STOCK and press ENTER, your cursor will be on price. The regular price on the model number will show up here. If there is no price, enter it here. (If you need to change the price using the MAP/MOP feature, go to [page 41](#) of this chapter). Press ENTER. The cursor will then be on the spiff amount. If there is a spiff on this model number it will default here or if there is a spiff on this specific item, you can enter it here. **The spiff can only be changed by employees who have the proper security to do so.**

After you go through the spiff field, your cursor will be on the delivery date. Here, you will enter the date you anticipate delivery will take place. This date is especially important for special orders and layaways.

Once you have entered the delivery date, your cursor will go to the next line for you to enter the next item. If you are doing another special order, layaway or stock sale, for this customer, follow the instructions above for each item. See Figure 3-25.

Store: 1	Sales Entry D	11/06/06
Name: BAKER, SHERRY	Acct#: 5003338	H Ph: (555)555-5555
Add: 536 WISTAR CT, NE		W Ph: (555)555-5555
City: ANYTOWN TX 55555	License: 1	SSAN 000-00-0001
	C1A: 0C2B: 0.00	
Total Amt: 1,159.99	Taxable Amt: 1,159.99	Total+Tax: 1,255.69
Items Sold: 1		
Desc1:	Desc2:	
Model Nbr	Serial #	Price Qty Total Spiff Del Date
FDSEM100522	STOCK	1,159.99 1.00 1,159.99 0.00 11/06/06
		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 3-25 Sales Entry Screen for special ordering when model number does not exist

Special Order when model number does not exist

Type in SPEC ORDER in the model number field, see Figure 3-26.

Note: SPEC ORDER must be set up in Item Maintenance (ITEMMNTS) as a miscellaneous model number.

Store: 1	Sales Entry D	11/06/06
Name: BAKER, SHERRY	Acct#: 5003338	H Ph: (555)555-5555
Add: 536 WISTAR CT, NE		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: SPEC ORDER ITEM	Desc2:	
Model Nbr	Serial #	Price Qty Total Spiff Del Date
SPEC ORDER	SPEC ORDER	0.000 1.00 0.00 0.00 11/06/06

Enter item price or a lower price for GrossProfit window display

F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done

Figure 3-26 Sales Entry Screen typing with SPEC ORDER

Enter "SPEC ORDER" in the serial number field. This will allow the sale to be processed without a serial number or existing model number. This will **not** take a unit out of inventory when the sale is processed. Items will need to be transferred upon delivery. Press ENTER if your cursor had not advanced to price. Enter price and press the END key. Press the F7 key and you will be prompted to add notes to the spec order line item. These notes will aid Purchasing in ordering the desired items, and creating a model number. You may be as detailed as necessary, see Figure 3-27. Press F9 to close the note and enter the price of the item.

Store: 1		Sales Entry D		11/06/06	
Name: BAKER, SHERRY		Acct#: 5003338		H Ph: (555)555-5555	
Add: 536 WISTAR CT, NE				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	
Desc1: SPEC ORDER ITEM		Desc2:		Items Sold: 1	
Model Nbr	Serial #	Price	Qty	Total	Spiff Del Date
SPEC ORDER	SPEC ORDER	1,359.000	1.00	0.00	0.00 11/06/06

AKAMAARTC7121CC CERAMIC RANGE 30 IN.

Enter the quantity being purchased

F1-Fwrdd F2-Back F9-Done F10-Abort HOME-Top PG DN-Del Line PG UP-Ins Line

Figure 3-27 Sales Entry Screen with SPEC ORDER, adding notes

Press ENTER. The cursor may stop on quantity. Enter quantity and press ENTER. (The quantity can only be 1 on a serialized item)

After you enter through the spiff field, your cursor will be on the delivery date. Here, you will enter the date you anticipate delivery will take place.

Your cursor will now be under model number and you can sell more inventories following the same steps. When you have entered all inventories you wish to sell on this ticket, press F9. You will be prompted for "Any More Changes: N". Continue on with the sale.

After the buyer has created the model number and the PO, they will press F10 and type in "MISCNT". At the start key type in the customer number, press ENTER and type in the ticket number. Press ENTER and you will get a listing as shown in the following screen, see Figure 3-28.

Miscitem Maintenance 11/06/06

Start Key: 110606_____

MISCMT program.
This example is
searching on date.

Start By: F3--Model#; F5--Date; F6--Return--Cust/Ticket;

Figure 3-29 Miscellaneous Item Maintenance Screen

Using your arrow keys, move your cursor to the correct special order from the list and press F3, see Figure 3-29.

Miscitem Maintenance 11/06/06

Start Key: 110606_____

Date-Time	Sale Date	Cust Nbr	TicketSq	Model	Serial	StoreT
11/06/06 15:50:22000	11/06/06	500333810040860		SPEC ORDER	SPEC ORDER	1 S
55/29/55 15:36:17000	55/29/55	1000333410010369		FDBER9526	36305	1 E
55/44/55 16:51:34000	55/44/55	500230510006159		JMSORG167	35747	3 E
55/44/55 16:51:34001	55/44/55	500230510006159		JMSORG186	35746	3 E
55/52/55 12:16:06000	55/52/55	1000247210007481		EAHTP5000ER	836/350567	3 E
55/55/55 14:07:30000	55/55/55	1000088910002614		FACRY577	30389	1 E
55/55/55 15:24:11000	55/55/55	1000132110003735		SSHHW5/0	35518	4 E

Customer: SHERRY BAKER

F3-Special Order, F4-Refund, F5-Del, F6-Add, F8-Backout, Return-Select

Figure 3-29 Miscitem Maintenance Screen selecting special order

The Special Order Update screen will appear. Press ENTER. Press F6 to view any notes that have been attached to this ticket, see Figure 3-30 and Figure 3-31.

Special Order Updte 11/06/06

Actual Model Nbr:

F5-Help, F6-Note, F8-Backout, Cmd-Exit Pgm

Figure 3-30 Special Order Update Screen select Notes

Special Order Updte 11/06/06

Actual Model Nbr:

F1-Fwrd F2-Back F9-Done F10-Absort HOME-Top PG DN-Del Line PG UP-Ins Line

Figure 3-31 Special Order Update Screen with Notes

Press the F8 or F9 key to get out of the note section.

With your cursor at the model number field, you may type in the exact model number and press the F9 key. If you wish to search the existing model file, type in a

few characters of the model number or description and press the F9 key. You will be prompted (M)odel Number or (D)escription, see Figure 3-32.

Special Order Updte		11/06/06
Actual Model Nbr: AKAMAA		
Select sequence: (M)odel Number or (D)escription => D		

Figure 3-32 Special Order Update Screen with Actual Model Number

By selecting or adding a model number then pressing the F9 key, the system will automatically exchange the SPECIAL ORDER model number for the actual model number on the customer's ticket.

Special Order Updte		11/06/06
AKAMAARTC7121CC	RANGE	30 IN CERAMIC
AKAMAATB2135HRW	REFRIDGERATOR	21 CU/FT GLASS SHELF WHITE
AKAMABM20TBW	REFRIDGERATOR	BOTTOM FREEZER GLASS SHEL
AKAMABX21TL	REFRIDGERATOR	21 CU FT W ICE MAKER
AKAMAC70FW	FREEZER	7 CU. FT. CHEST FREEZER
AKAMADRS2362AC	REFRIDGERATOR	23 CF SXS REFER
AKAMADRS2663BW	REFRIDGERATOR	26 CF SXS ICE/WTR
AKAMADRSE663BW	REFRIDGERATOR	
AKAMASCD25TL	REFRIDGERATOR	25 CF TOP MT WATER/ICE
AKAMASCD25TW	REFRIDGERATOR	25CU. FT. W/ICE&WATER
AKAMASGD22TW	REFRIDGERATOR	22/CU FT WATER/ICE WHITE
AKAMASPEC	REFRIDGERATOR	INHSE SPEC ORDER-SEE LEASE
AKAMASQD23VL	REFRIDGERATOR	23 CF SXS REFER
AKAMASQD23VW	REFRIDGERATOR	23 CF SXS REFER
AKAMASQD25VW	REFRIDGERATOR	25 CU.FT. CUBES\CRUSHED\W

F1-Forward F2-Back F6-Add Item F10-Exit ENTER-Select

Figure 3-33 Special Order Update Screen with model numbers and descriptions

You can add the item or select an item already in the model number file as seen in Figure 3-33.

Press the F9 key. You will be prompted for “Any More Changes”. If you need to make changes, enter a Y and make your changes. When the prompt “Any More Changes” is answered with an “N”, the model number will now be exchanged on the ticket. See Figure 3-34. You will now need to deliver the inventory to complete the transaction. See the [Chapter 9 Transferring Inventory – INVTRAN & MISCTAN](#) documentation for instructions on creating a delivery ticket.

Miscitem Maintenance 11/06/06

Start Key: 110606_____

Date-Time	Sale Date	Cust Nbr	TicketSq	Model	Serial	StoreT
11/06/06 15:50:22000	11/06/06	500333810040860		AKAMAARTC7121	SPEC ORDER	1 S
55/29/55 15:36:17000	55/29/55	1000333410010369		FDBF29526	36305	1 E
55/44/55 16:51:34000	55/44/55	500230510006159		JMSORG167	35747	3 E
55/44/55 16:51:34001	55/44/55	500230510006159		JMSORG186	35746	3 E
55/52/55 12:16:06000	55/52/55	1000247210007481		EAHTP5000ER	836/350567	3 E
55/55/55 14:07:30000	55/55/55	1000088910002614		FACRY577	30389	1 E
55/55/55 15:24:11000	55/55/55	1000132110003735		SSHWS/0	35518	4 E

Model Number exchanged from special order on the ticket to selected model number here.

F1-Forward; F2-Back; F6-Add; F8-Prev Menu; Return-Sel Term; Cmd-Exit Pgm:

Figure 3-34 Miscitem Maintenance Screen showing model number exchanged

Selling a Package

To sell a package (use the PACKAGE program to create your packages), select SALE off of the menu or press F10 to get to the command line and type in “SALE” and then press ENTER. Select your customer, and enter to the sales screen. See Figure 3-35.

Store: 1	Sales Entry D	11/07/06
Name: BAKER, SHERRY	Acct#: 5003338	H Ph: (555)555-5555
Add: 536 WISTAR CT, NE		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-Insert F7-Note F8-Backout F9-Done

Figure 3-35 Sales Entry Screen

Your cursor will be under the "Model Number" prompt. Press the F7 key and the screen will change to resemble Figure 3-36.

Store: 1	Sales Entry D	11/07/06
Name: BAKER, SHERRY	Acct#: 5003338	H Ph: (555)555-5555
Add: 536 WISTAR CT, NE		W Ph: (555)555-5555
City: ANYTOWN TX 55555	License: 1	SSAN 000-00-0001
Total Amt: 0.00	Taxable Amt: 0.00	
Desc1:	Desc2:	
Model Nbr	Serial #	Price
		0.000

ASH LIVINGROOM
 PIL BEDROOM 5PC KING

Model Nbr(wildcards allowed), a few characters of the desc, or F7 for packages

F1-Forward F2-Back F5-Description F10-Exit ENTER-Select

Figure 3-36 Sales Entry Screen with Packages Window

If the page listing is full and you do not see the package you want listed, press the F1-Forward key for more packages. Using your arrow keys to move up and down

select the package you want by pressing ENTER. You can highlight the package you are interested in and press the F5 key to view the description of this package. When you have selected the package you are selling, your screen will change to resemble Figure 3-37.

Store: 1		Sales Entry D		11/07/06	
Name: BAKER		, SHERRY		Acct#: 5003338	
Add: 536 WISTAR CT, NE				H Ph: (555)555-5555	
City: ANYTOWN		TX 55555		W Ph: (555)555-5555	
		License: 1		SSAN 000-00-0001	
		C1A:		0C2B: 0.00	
Total Amt:	0.00	Taxable Amt:	0.00	Total+Tax:	0.00
Desc1:		Desc2:		Items Sold:	0
Model Nbr					ate

Package Description: ASH LIVINGROOM

Regular Price: 2872.98

Sale Price: 1800.00

Actual Selling Price: 2872.98

Enter the actual selling price for this package

F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done

Figure 3-37 Sales Entry Screen with Package Detail Window

If this is the price you are charging for this package, press ENTER or, if you have security to do so, you can change the package price at this point. Once you have the correct price, press ENTER. Your screen will change to resemble Figure 3-38.

Store: 1		Sales Entry D		11/07/06	
Name: BAKER, SHERRY		Acct#: 5003338		H Ph: (555)555-5555	
Add: 536 WISTAR CT, NE				W Ph: (555)555-5555	
City: ANYTOWN TX 55555		License: 1		SSAN 000-00-0001	
		C1A:		0C2B: 0.00	
Total Amt: 2,872.98		Taxable Amt: 2,872.98		Total+Tax: 3,110.00	
				Items Sold: 3	
Desc1:		Desc2:			
Model Nbr	Serial #	Price	Qty	Total	Spiff Del Date
FLASH52000	STOCK	2,340.010	1.00	2,340.01	0.00 11/07/06
FAPDIPB017	STOCK	32.980	1.00	32.98	0.00 11/07/06
FOHIG324	STOCK	499.990	1.00	499.99	0.00 11/07/06
		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 3-38 Sales Entry Screen with Package Items

Based on your settings in Sales Control (SALECTRL) under "Package Format", the next available serial number for these products may automatically fill in or accept the stock default to assign serial numbers at time of delivery. If you are going to change or assign serial numbers, arrow your cursor up to the model number of the serialized inventory item you want to change and press the F3 key. If you know the serial number you are selling, press ENTER and either scan the serial number or type it in the serial # field; if it is non-serialized, change the serial number to MISC, see Figure 3-39.

Store: 1 Sales Entry D 11/07/06
 Name: BAKER, SHERRY Acct#: 5003338 H Ph: (555)555-5555
 Add: 536 WISTAR CT, NE W Ph: (555)555-5555
 City: ANYTOWN TX 55555 License: 1 SSAN 000-00-0001
 C1A: 0C2B: 0.00

Total Amt: 2,872.98 Taxable Amt: 2,872.98 Total+Tax: 3,110.00 Items Sold: 3

Desc1: Desc2:

Model Nbr	Serial #	Price	Qty	Total	Spiff	Del Date
FLASH52000	52001	2,340.010	1.00	2,340.01	0.00	11/07/06
FAPDIPB017	170171	32.980	1.00	32.98	0.00	11/07/06
FOHIG324	HIG32451	499.990	1.00	499.99	0.00	11/07/06
		0.000	0.00	0.00	0.00	

Press the F3 key to change each line item, press ENTER to get to the serial # field, type the serial number in, then either enter through the remaining fields or press F9 to the next line, continue the same process until all items have been changed.

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 3-39 Sales Entry Screen assigning serial numbers to package items

If you want to search for a serial number, look the item up by entering "AA" in the serial number field and, press ENTER and use the serial number search feature or with the model number in place for the start key, press the F3 key and search for your serial number, see Figure 3-40 and Figure 3-41.

Inventory Inquire 11/07/06

Start Key: FLASH
 Select: Log & Stat: Desc:
 Color: Fab/Mat: Primary Color: Primary Fab/Mat:

On previous screen, press F3 to change, tabbed over to serial number, keyed in FLASH and pressed F3 on this screen.

Enter the information to search for (wildcard is available for model numbers)

Start By: F3-Model Num F4-Bar Code Num F6-Serial Num

Figure 3-40 Inventory Inquire Screen searching for the serial number for a package item

Inventory Inquire							11/07/06
Start Key: FLASH							
Select:	Loc & Stat:	Desc:					
Color:	Fab/Mat:	Primary Color:	Primary Fab/Mat:				
Model Number	Serial Nbr	Description	Color	Fab/Mat	Loc	S	
FLASH3205	12345	LIVING ROOM			1	N	
FLASH3205	50092	LIVING ROOM			5	N	
FLASH3205	50093	LIVING ROOM			5	N	
FLASH3205	50094	LIVING ROOM			5	N	
FLASH3205	50095	LIVING ROOM			5	N	
FLASH3205	50096	LIVING ROOM			5	N	
FLASH3205	50097	LIVING ROOM			5	N	
FLASH3205	50098	LIVING ROOM			5	N	
FLASH3205	50099	LIVING ROOM			5	N	
FLASH3205	50100	LIVING ROOM			5	N	
FLASH3205	50101	LIVING ROOM			5	N	
FLASH52000	52001	LIVING ROOM			1	N	
FLASH5651338	48968	LIVING ROOM			2	R	
FLASH6761156	49810	LIVING ROOM			6	N	

Second Description: S/L PORT GRANITE

F1-Next Page F2-1st Page F8-Prev Menu CMD-Exit

Figure 3-41 Inventory Inquire Screen package item found

When the prompt "Any More Changes" is answered with a "N", your screen will appear like Figure 3-42.

Store: 1		Sales Entry D		11/07/06	
				C1A: 73.93	C2B: 0.00
Contract:	Tax Code:				
Date: 11/07/06	Store: 1	Salesman: 998	Tot Price: 2872.98		
Trade:	Discount:	Tax: 237.02	Total Amt: 3110.00		
Pmt 1: 3110.00	Pmt 2:	Pmt 3:	Tick #:		
Desc1: ENTERTAINMENT	Desc2: CHERRY PIER CABINE	Amt To Allocate: 3110.00			
Model Nbr	Serial #	Price	Qty	Total	Spiff Del Date
FLASH52000	52001	2,340.010	1.00	2,340.01	0.00 11/07/06
FAPDIPB017	170171	32.980	1.00	32.98	0.00 11/07/06
FOHIG324	HIG32451	499.990	1.00	499.99	0.00 11/07/06

Enter the amount due

F5-Help F8-Back Out CMD-Exit Program

Figure 3-42 Sales Entry Screen with items found

Continue with sale as noted on [page 9](#).

Refunding a Sale (Security Required)

To refund a sale, you need to use the SALE program. To get to the SALE program select it off your menu or press the F10 key and at a command line, type in "SALE" and then press ENTER, see Figure 3-43.

Customer Maintenance 11/07/06

Customer Name/#: _____

F1-Address F2-Drvr's Lic F3-SSAN F4-Acct Nbr F5-Help F6-Find by Phone#

Figure 3-43 Customer Maintenance Screen

At the Name/# prompt you can enter the customer's name (last name first), account number, address, drivers license number or social security number **(use the appropriate function keys to list the customers in the order you wish to view them or press to list them in alphabetical order)**. You can enter any of these in complete or partial form.

Locate the customer and using your arrow keys, highlight the correct name and press ENTER. At the "Right Customer: Y" prompt, press F3, see Figure 3-44.

Store: 1 Sales Entry D 11/07/06
Name: BAKER, SHERRY Acct#: 5003338 H Ph: (555)555-5555
Add: 536 WISTAR CT, NE W Ph: (555)555-5555
City: ANYTOWN TX 55555 License: 1 SSAN 000-00-0001
Comment:

Press F3

Right Cust: Y

F1-Cust Chgs F3-Prev Tickets F5-Help F6-Comment F8-Backout F9-Done

Figure 3-44 Sales Entry Screen display previous tickets

Here you will be prompted to enter the ticket number, see Figure 3-45. If you don't know the ticket number, PO number, or manual reference number, press ENTER and you will get a list of previous tickets for this customer. Use the arrow keys to highlight the ticket you need and press ENTER, see Figure 3-46.

```

Sale Ticket Maintenance
11/07/06
Name: BAKER , SHERRY Acct#: 5003338

Ticket#:  PO Nbr: Ref#:
Enter the invoice number or date to begin listing with
Start By: F5--Date; F6--Cust/Ticket

```

Figure 3-45 Sales Ticket Maintenance Screen

Sale Ticket Maintenance							11/07/06
Name: BAKER	, SHERRY		Acct#: 5003338				
Cust #	Ticket#	Seq	Cont	Store	Date	Amt	PD Number
5003338	10040860			1	11/06/06	1471.12	
5003338	10040862			1	11/07/06	3110.00	
Reference#							
Customer Has No More Tickets ■							
F1-Forward F2-Back F5-Help F8-Prev Menu Return-Sel Term Cmd-Exit Pgm							

Figure 3-46 Sales Ticket Maintenance Screen with data

Notice the prompts at the bottom of the screen; press the F6 key to enter Refund Mode. Press the F3 key to refund an item, or press the F4 key to refund all. You will now see a "Y" in the RF column on the screen, see Figure 3-47.

Sale Ticket Change							11/07/06
Name: BAKER	, SHERRY		Acct#: 5003338		Ticket #: 10040860		
Added By: 998	Contract:		Flipped Tick#:		Flipped Amt:		
Date: 11/06/06	Store: 1	Salesman: 998	Tot Price: 1359.00				
Trade:	Discount:	Tax Code:	Tax: 112.12	Total Amt: 1471.12			
Pmt 1: 1471.12	1 Pmt 2:	Pmt 3:	Src: TV				
Ticket# 10040860	Carryout Y	Pend Date	BillTo#		NextDue:		
Model Nbr	Serial #	Price	Qty	Total	Spiff	Del Date Rf	
AKAMAARTC7121CC	SPEC ORDER	1,359.000	1.00	1,359.00	0.00	11/06/06 ■	
Y or N (R Means Its Already Refunded)							
F1-Next F2-Previous F3-Refund Item F4-Refund All F8-Backout F9-Done							

After you press either the F3 or F4 key, the system will automatically put a Y in the Rf field on the item or items you have selected for refund.

Figure 3-47 Sales Ticket Change Screen

If everything is correct, press the F9 key for “Any More Changes”. If you need to make changes, enter a Y and make your changes. When the prompt “Any More Changes” is answered with an N, the screen should now resemble Figure 3-48.

Sale Ticket Change										11/07/06
Name: BAKER	, SHERRY		Acct#:	5003338	Ticket #:	10040860				
Added By:998	Contract:	Flipped Tick#:		Flipped Amt:						
Date: 11/06/06	Store:	1	Salesman:	998	Tot Price:	1359.00				
Trade:	Discount:	Tax Code:		Tax:	112.12	Total Amt:	1471.12			
Pmt 1: 1471.12	1	Pmt 2:	Pmt 3:		Src: TV					
Ticket# 10040860	Carryout Y	Pend Date	BillTo#		NextDue:					
Model Nbr	Serial #	Price	Qty	Total	Spiff	Del Date	Rf			
AKAMAARTC7121CC	SPEC ORDER	1,359.000	1.00	1,359.00	0.00	11/06/06	Y			
Any More Changes: N										
<hr/> F1-Next F2-Previous F3-Refund Item F4-Refund All F8-Backout F9-Done										

Figure 3-48 Sales Ticket Change Screen completion

Use the ENTER key to move through the fields. The refund amounts will default to the original sale ticket values, except they will be negative because this is a refund. If you are only refunding an item, you will need to change Payment Form 1 to reflect that total amount with a minus behind the dollar amount. Note that the total amount in the Payment 1, 2 and 3 areas must equal the “Total Amt” on the screen and must be negative before you can complete the transaction. Be sure to transfer the refunded inventory to the correct location, see Figure 3-49.

```

In Refund Mode ← Sale Ticket Change 11/07/06
Name: BAKER , SHERRY Acct#: 5003338 Ticket #: 10040860
Added By:998 Contract: Flipped Tick#: Flipped Amt:
Date: 11/07/06 Store: 1 Salesman: 1 Tot Price: 1359.00-
Trade: Discount: Tax Code: Tax: 112.12- Total Amt: 1471.12-
Pmt 1: 1471.12- 1 Pmt 2: Pmt 3: Src: TV
Ticket# 10040860 Carryout Y Pend Date BillTo# NextDue:
Model Nbr Serial # Price Qty Total Spiff Del Date Rf
AKAMAARTC7121CC SPEC ORDER 1,359.000 1.00 1,359.00 0.00 11/06/06 Y

Return Loc: █ 1 Return Status: R
Enter Return Location for Serialized Inventory
F5-Help F8-Backout Arrow Keys-Positioning Return-Next Field CMD-Exit Pgm

```

Figure 3-49 Sales Ticket Change Screen completion

Press the F9 key and you will be prompted "Any More Changes". If you need to make changes, enter a Y and make your changes. When the prompt "Any More Changes" is answered with an "N", the refund will be completed and a receipt will be printed.

Figure 3-50 shows how your ticket listing will look after you have refunded the sale.

```

Name: BAKER , SHERRY Acct#: 5003338 11/07/06
Sale Ticket Maintenance

Cust # Ticket# Seq Cont Store Date Amt PD Number Reference#
5003338 10040860 1 11/06/06 1471.12
5003338 10040860 1 11/07/06 1471.12-
5003338 10040862 1 11/07/06 3110.00

Customer Has No More Tickets █
F1-Forward F2-Back F5-Help F8-Prev Menu Return-Sel Term Cmd-Exit Pgm

```

Figure 3-50 Sales Ticket Maintenance Screen listing tickets for customer

Using an A/R payment form when posting a sale

If you select an AR payment form for the sale, you will create an A/R ticket. An A/R sale must follow these rules:

1. The items sold can be special order, layaway, stock, serialized or miscellaneous.
2. A valid A/R payment form must exist in the payment form control record. Your company should already have these set up for you, if not, and if you have the security to do so, you may add A/R payment forms using the Payment Forms - PMTFORMS program.
3. A/R payment forms should only be used after cash payment forms. Note in the example (see Figure 3-51), down payment is in PMT 1 and PMT 2 is the AR charge amount. If there is no down payment, use PMT 1. (amt to allocate is at zero).

When you enter an A/R payment form, you will be asked to enter additional account information for setting up and tracking the A/R at the bottom of the screen. Note: Some of these fields may already be populated with defaults; depending on your security authorization, you may or may not be able to change them. Following is an example of the screen you will get when you choose an A/R payment form, see Figure 3-51.

Store:	1	Sales Entry D		12/27/04	
				C1A:	35.71 C2B: 0.00
Contract:	Tax Code:				
Date: 12/27/04	Store: 1	Salesman: 1	Tot Price:		293.30
Trade:	Discount:	Tax: 16.42	Total Amt:		309.72
Pmt 1: 50.00	1 Pmt 2: 259.72	25 Pmt 3:	Tick #:		
Tender 50.00 Cng	0.00	Amt To Allocate:		0.00	
Model Nbr	Serial #	Price	Qty	Total Spiff	Del Date
DELATLPA646AW	MISC	293.300	1.00	293.30 0.00	12/27/04
Acct Mngr: 2	Cust Type: P	Contract Type: Z	Contract Length: 1	Pmt Terms: M	
Nxt Due: 1/26/05	Interest Type: N	Rate: 0.000	Pmt Amt: 0.00		
Grp:	Ins Type 1:	Ins Type 2:	Ins Type 3:	Ins Type 4:	
Enter the customer type or press enter for a listing					
F5-Help F8-Back Out CMD-Exit Program					

Figure 3-51 Sales Entry Screen using an A/R pmt form when posting a sale

An explanation of how to fill out the A/R information follows.

ACCT MNGR This is the account manager that will be assigned to this account, If the default account manager number is not there and if you don't

know their number, press ENTER and you will get a listing of all valid account managers. Using the arrow keys, place your cursor on the one you want, and press ENTER.

CUST TYPE This is the customer type. You may have customer types such as layaway, commercial, finance company, etc. If the default customer type isn't already there and you do not know the code, press ENTER to get a window. Using the arrow keys, place your cursor on the one you want, and press ENTER.

CONTRACT TYPE This is the contract type. If the default contract type is not there and if you do not know the contract type press ENTER and you will get a listing of all valid contract types. Using the arrow keys, place your cursor on the one you want, and press ENTER. See Figure 3-52. Use your arrow keys to highlight the one you want to choose, press ENTER to select it.

Store: 1		Sales Entry D		12/27/04																	
		C1A: 35.71		C2B: 0.00																	
Contract:		Tax Code:																			
Date: 12/27/04	Store: 1	Salesman:		30																	
Trade:	Discount:	Ta		2																	
Pmt 1: 50.00	1 Pmt 2: 259.72	25	Pmt	0																	
Tender 50.00	Cng 0.00																				
Model Nbr	Serial #	Price	Qt																		
DELATLPA646AW	MISC	293.300	1.0																		
<table border="1"> <tr> <td>A</td> <td>AUTO CR CARD</td> <td>M</td> <td>1</td> </tr> <tr> <td>C</td> <td>CASH/CHECK</td> <td>M</td> <td>1</td> </tr> <tr> <td>Z</td> <td>OTHER MONTHLY</td> <td>M</td> <td>0</td> </tr> <tr> <td>X</td> <td>OTHER WEEKLY</td> <td>W</td> <td>0</td> </tr> </table>						A	AUTO CR CARD	M	1	C	CASH/CHECK	M	1	Z	OTHER MONTHLY	M	0	X	OTHER WEEKLY	W	0
A	AUTO CR CARD	M	1																		
C	CASH/CHECK	M	1																		
Z	OTHER MONTHLY	M	0																		
X	OTHER WEEKLY	W	0																		
Acct Mngr: 2		Cust Type: Y		Contract Type: Co																	
Nxt Due: 1/26/05		Interest Type: N		Rate: 0.0																	
Grp:		Ins Type 1:		Ins Type 2:																	
Enter the type of contract or press enter for a listing																					
F10-Exit		ENTER-Select																			

Figure 3-52 Sales Ticket Maintenance Screen listing tickets for customer

CONTRACT LENGTH This field will default to a number as defined in contract type, if you choose contract type X (other weekly) or Z (other monthly), the cursor will go to contract length; enter the length of the contract in number of weeks or months.

PMT TERMS If the default payment terms are not there, you may press enter for a listing. The options for Monthly terms are M=Monthly, S=Semi-monthly, A=Semi-Annually, Q=Quarterly and Y=Annually, The options for Weekly are W=Weekly, B=Bi-weekly and D=Daily.

- INTEREST TYPE** This is the interest type as set up in the payment form.
- RATE** This is the interest rate you are charging as set up in the payment form.
- PMT AMT** This figure is automatically calculated based on the contract length and payment terms. Any applicable interest, based on the payment form you chose, will be added to the payment.
- NEXT DUE** The next due date is automatically calculated, based on the payment terms you chose, and default due days set in PMTFORMS. If you want to change the next due date, you may do so at this point.
- GRP** This is the amount of the Guaranteed Repair Policy GRP or Waiver of Liability. This is a fee you can charge as an add-on to an AR transaction. These rates are usually automatically calculated, based upon the formula specified in the payment control record that has been set up in PMTFORMS. The ability to change or modify GRP is a security controlled feature.
- INS TYPE 1** This field is used for any additional insurance the customer may elect to carry on the AR contract, such as Life or Disability (tied to the payment form selected and is set up in the PMTFORMS program). Note: Special programming may be required.

INS TYPE 2 Additional insurance fee field.

INS TYPE 3 Additional insurance fee field.

INS TYPE 4 Additional insurance fee field.

You will then be prompted for Any More Changes. If you need to make changes, enter a Y and make your changes. If there are no changes necessary, press ENTER.

To process A/R payments, use the RP program. See *Chapter 5 Taking Payments - RP* for more information.

MAP/MOP

The RSSS System allows employees with proper security clearance to change prices. This is usually the case, when a company allows price negotiation. RSSS uses the pricing system MAP/MOP, which controls price negotiation. Management sets predetermined pricing levels for each item.

MAP refers to Minimum Acceptable Price and is the lowest price an employee may negotiate.

MOP refers to Manager Over-ride Price and is the lowest price that a manager may authorize.

The MAP & MOP Prices are set up on each individual model number in the Item Maintenance (ITEMMNTS) program, see Figure 3-53.

Model Number Change				11/07/06	
UPC Code: █					
Model Number: AKAMAARR3100L		Commission Code:		1	
Description: RANGE		Vendor Number:		1	
30" STD. RANGE		Discontinued Indr:		N	
First Received:		Serialized:		Y	
Average Cost:	210.810	Last Cost:	210.810	Reg Price:	699.990
Sale Price:	599.990	MAP:	499.99	MOP:	399.99
List Price:	799.99	# Months For Dep:			
Misc Cost Usage: 1	Percent: 0.00	Qty On Hand:		1	
Taxable:	Y Tax %: 0.00	Use Profit Center:		Y	
Equivalent:		Movie Inv Type: N		RTR: N	
Sales Spiff:	0.00	RTO Spiff:		0.00	
RTR Monthly Prc:	93952.99	RTO Monthly Terms:		18	
Total Monthly Prc:	845.82	Mntly:	46.99	RTO Weekly Terms:	78
Total Weekly Prc:	857.22	Wkly:	10.99	Quantity On Order:	0
Cube Size:		Nbr of Pcs:	0	Date Order Due In:	
Days Out of Stock:		Furn Style:		Unit Weight:	
No Sale Discounts:	N				
G1 Account Nbrs:					
Key in or scan the UPC code or press return					
F5-Help		F7-Warranty		F8-Prev	
				F10-Exit	

Figure 3-53 Model Number Change Screen viewing MAP/MOP pricing

These prices can be set up for a negotiating sales floor. An employee with the security to change a price may enter a price anywhere between the normal sales price and the MAP price. A manager may override this, and go below the MAP price, down to the MOP price. The final individual security level is Owner Override (any price).

You can calculate prices at specific gross margin levels by pressing the F3 key, see Figure 3-54.

UPC Code:		Model Number Change		11/07/06	
Model	Reg Price: \$	699.990	Gr Profit:	69.88 %	1
Descr	Cost: \$	210.810	Commiss : \$	0.00	1
First Re	MAP: \$	499.99	Spiff : \$	0.00	N
Averag	MOP: \$	399.99			Y
Sale					699.99
List	=====				399.99
Misc Cost	Would you like to change the regular price? N				
T					1
Equi					Y
Sales					
RTR Month					
Total Month					
Total Week					
Cub					
Days Out of					
No Sale Dis					
G1 Accoun					

Key in or scan the UPC code or press return
Enter an "L" to compute a price based on percent off list

F5-Help F7-Warranty F8-Prev F10-Exit

Press F3 to get this window to calculate prices at specific gross margin levels and enter a Y

Figure 3-54 Model Number Change Screen price changing

If you want to change the price by changing it to a specific price, enter a "Y", see Figure 3-55. If you want to change the price by a percentage, enter an "L" to compute a price based on percent off list.

UPC Code:		Model Number Change		11/07/06	
Model	Reg Price: \$	699.990	Gr Profit:	69.88 %	1
Descr	Cost: \$	210.810	Commiss : \$	0.00	1
First Re	MAP: \$	499.99	Spiff : \$	0.00	N
Averag	MOP: \$	399.99			Y
Sale					699.99
List	=====				399.99
Misc Cost	Enter the new sale price : \$				
T	Gross profit on new price:				0.00 %
Equi	Commission : \$				0.00
Sales	Spiff : \$				0.00
RTR Month	=====				
Total Month					1
Total Week					Y
Cub					N RTR: N
Days Out of					0.00
No Sale Dis					18
G1 Accoun					78

Key in or scan the UPC code or press return

F5-Help F7-Warranty F8-Prev F10-Exit

Entering a Y in the previous window at the prompt asking if you want to change the regular price.

Figure 3-55 Model Number Change Screen price changing by specific price

Enter the price you want to change it to and press ENTER. Your screen will change to resemble Figure 3-56.

UPC Code:		Model Number Change		12/27/04	
Model					1
Descr	Reg Price: \$	699.990	Gr Profit:	49.28 %	35
	Cost: \$	355.040	Commiss : \$	0.00	Y
First Re	MAP: \$	419.99	Spiff : \$	0.00	Y
Averag	MOP: \$	390.00			699.990
Sale	=====				390.00
List	Enter the new sale price : \$				599.99
Misc Cost	Gross profit on new price:				40.83 %
T	Commission : \$				0.00
Equi	Spiff : \$				0.00
Sales	=====				N RTR: N
RTR Month	Is the price okay? N				0.00
Total Month					0
Total Week					0
Cub					0
Days Out of					
No Sale Dis					
Gl Accoun					
Key in or scan the UPC code or press return					
F5-Help		F7-Warranty		F8-Prev	
				F10-Exit	

Figure 3-56 Model Number Change Screen changing price

If this is the price you want to change it to, enter a "Y". If not, enter an "N" and your cursor will go back up to the prompt for the new sale price.

If you want to change the price by a percentage of the list, enter an "L". Your screen will change to resemble Figure 3-57.

UPC Code:		Model Number Change		12/27/04	
Model	Descr	Reg Price: \$	699.990	Gr Profit:	49.28 %
		Cost: \$	355.040	Commiss : \$	0.00
First Re		MAP: \$	419.99	Spiff : \$	0.00
Averag		MOP: \$	390.00		
Sale		=====			
List		% Off: 0.00	New sale price : \$	0.00	
Misc Cost		Gross profit on new price:	0.00 %		
T		Commission	: \$	0.00	
Equi		Spiff	: \$	0.00	
Sales		=====			
RTR Month					0
Total Month					0
Total Week					0
Cub					
Days Out of					
No Sale Dis					
GI Accoun					
Key in or scan the UPC code or press return					
Enter the percent off of list price					
F5-Help		F7-Warranty		F8-Prev	F10-Exit

Figure 3-57 Model Number Change Screen price changing by a percentage

Enter the percentage you want taken off the regular price and press ENTER. Your screen will change to resemble Figure 3-58.

UPC Code:		Model Number Change		12/27/04	
Model	Descr	Reg Price: \$	699.990	Gr Profit:	49.28 %
		Cost: \$	355.040	Commiss : \$	0.00
First Re		MAP: \$	419.99	Spiff : \$	0.00
Averag		MOP: \$	390.00		
Sale		=====			
List		% Off: 5.00	New sale price : \$	664.99	
Misc Cost		Gross profit on new price:	0.00 %		
T		Commission	: \$	0.00	
Equi		Spiff	: \$	0.00	
Sales		=====			
RTR Month					0
Total Month					0
Total Week					0
Cub					
Days Out of					
No Sale Dis					
GI Accoun					
Key in or scan the UPC code or press return					
F5-Help		F7-Warranty		F8-Prev	F10-Exit

Figure 3-58 Model Number Change Screen new changed price percentage

Press ENTER and your screen will change again, see Figure 3-59.

UPC Code:		Model Number Change		11/07/06	
Model	Reg Price: \$	699.990	Gr Profit:	69.88 %	1
Descr	Cost: \$	210.810	Commiss : \$	0.00	1
First Re	MAP: \$	499.99	Spiff : \$	0.00	N
Averag	MOP: \$	399.99			Y
Sale	=====				699.99
List	Enter the new sale price : \$				399.99
Misc Cost	Gross profit on new price:				599.99
T	Commission : \$				64.86 %
Equi	Spiff : \$				1
Sales	=====				Y
RTR Month	Is the price okay? N				N RTR: N
Total Month					0.00
Total Week					18
Cub					78
Days Out of					0
No Sale Dis					
G1 Accoun					
Key in or scan the UPC code or press return					
F5-Help		F7-Warranty		F8-Prev	
				F10-Exit	

Figure 3-59 Model Number Change Screen gross profit figure for price changed

If this is what you want the sale price changed to, enter a "Y". If not enter an "N" and you will be taken back to the prompt asking for the percentage off again.

Using the MAP/MOP feature when processing a sale

When doing an actual sale, using the sale program, after you have entered the item the customer is purchasing with your cursor at the Price prompt, you can enter in a lower price in place of the regular price. You will see a screen similar to Figure 3-60.

UPC Code:		Model Number Change		11/07/06	
Model	Descr	Reg Price: \$	699.990	Gr Profit:	69.88 %
First Re	Averag	Cost: \$	210.810	Commiss : \$	0.00
Sale	List	MAP: \$	499.99	Spiff : \$	0.00
Misc Cost	T	MOP: \$	399.99		
Equi	Sales	=====			
RTR Month	Total Month	Would you like to change the regular price? <input type="checkbox"/>			
Total Week	Cub	Enter an L or a Y			
Days Out of	No Sale Dis				
G1 Accoun					
		Key in or scan the UPC code or press return			
		Enter an "L" to compute a price based on percent off list			
F5-Help		F7-Warranty		F8-Prev	
				F10-Exit	

Figure 3-60 Sales Entry Screen using MAP/MOP during sales transaction

If you want to change the price by changing it to a specific price, enter a "Y". If you want to change the price by a percentage, enter an "L" to compute a price based on percent off list. Change what is necessary and press ENTER through. Note: The cost display is based on individual security level.

If this screen does not appear for you, you have the OWNER OVERRIDE OK field on the Security Maintenance (SECMNT) Sale Program screen set to Y. When this field is set to N, the window screen in Figure 3-60 will appear to allow you to change the price.

The C1A and C2B fields on the SALE screen are for commissioned employees and show the amount of Gross Profit and Commission on each item on the screen, see Figure 3-61. This feature will only work for the commission, if the employee is set up for commission in Employee Maintenance (EMPMNT). The actual item within Item Maintenance (ITEMMNTS) also has to be set up with a commission code other than 'no commission'. Also, each amount changes with each line item and only shows the total for the sale on the second page of the sales screen.

Store: 1		Sales Entry D		11/08/06	
Name: BAKER, SHERRY		Acct#: 5003338		H Ph: (555)555-5555	
Add: 536 WISTAR CT, NE				W Ph: (555)555-5555	
City: ANYTOWN TX 55555		License: 1		SSAN 000-00-0001	
Total Amt: 699.99		Taxable Amt: 699.99		Total+Tax: 717.74	
Desc1: RANGE		Desc2: 30" STD. RANGE		Items Sold: 1	
Model Nbr		Serial #		RBV: 199.10	
KAMAARR3100L		RR3100L001		11/08/06	
Price		Qty		Total	
699.990		1.00		699.99	
Spiff		Del		Date	
0.00				11/08/06	

C1A: 699.99

C2B: 0.00

C1A shows gross profit for this item

C2B shows commission for this item.

F1-Next F2-Prev F3-Change F4-Delete F6-Insert F8-Backout F9-Done

Figure 3-61 Sales Entry Screen Gross Profit and Commission fields

You may also change the price on the second page of the SALE screen by altering the total price and/or total amount fields, see Figure 3-62. The MAP and MOP rules are also enforced in this area, see Figure 3-63. The system automatically adjusts the sales tax to reflect either the total price or total amount changes.

When more than one item sold, the system will proportionally adjust the individual items price based on the setting in Sales Control (SALECTRL) "RDPrice:".

Store: 1	Sales Entry D		11/08/06
		C1A: 64.86	C2B: 38.92
Contract:	Tax Code:		
Date: 11/08/06	Store: 1	Salesman: 1	Tot Price: 599.99
Trade:	Discount:	Tax: 49.50	Total Amt: 649.49
Pmt 1: 649.49	Pmt 2:	Pmt 3:	Tick #: 0.00
			Amt To Allocate: 0.00
Model Nbr	Serial #	Price	Qty
AKAMAARR3100L	RR3100L001	599.990	1.00
		0.000	0.00
			Total Spiff Del Date
			599.99 0.00 11/08/06
			0.00 0.00

Tax and other figures are adjusted. Need security authorization to do this.

Price changed here from \$699.99 to \$599.99.

Total price of the merchandise
F5-Help F8-Back Out CMD-Exit Program

Figure 3-62 Sales Entry Screen adjusting total price

Store: 1	Sales Entry D		11/08/06
		C1A: 5.41-	C2B: 1.08-
Contract:	Tax Code:		
Date: 11/08/06	Store: 1	Salesman: 1	Tot Price: 200.00
Trade:	Discount:	Tax: 16.50	Total Amt: 216.50
Pmt 1: 649.49	Pmt 2:	Pmt 3:	Tick #: 432.99-
			Amt To Allocate: 432.99-
Model Nbr	Serial #	Price	Qty
AKAMAARR3100L	RR3100L001	200.000	1.00
		0.000	0.00
			Total Spiff Del Date
			200.00 0.00 11/08/06
			0.00 0.00

Here I changed total price to 200 and it is violating MAP/MOP rules.

Minimum Acceptable Price is ==> \$ 499.99
Enter in price shown or press F6 for manager override
F5-Help F8-Back Out CMD-Exit Program

Figure 3-63 Sales Entry Screen adjusting total price

Trade-In Program

To take a trade-in towards the sale of inventory, you need to go into the "Post a Sale" program also known as the SALE program. See Figure 3-64.

Store: 1	Sales Entry D	11/08/06
Name: BAKER, SHERRY	Acct#: 5003338	H Ph: (555)555-5555
Add: 536 WISTAR CT, NE		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-Insert F7-Note F8-Backout F9-Done

Figure 3-64 Sales Entry Screen for a customer

Enter items to be sold as shown on [page 6](#) and press the F9 KEY enter on the "Any More Changes" prompt. See Figure 3-65.

Store: 1	Sales Entry D	11/08/06
	C1A: 69.88	C2B: 48.92
Contract:	Tax Code:	
Date: 11/08/06	Store: 1	Salesman: 1
Trade:	Discount:	Tax: 57.75
Pmt 1: 757.74	Pmt 2:	Pmt 3:
Desc1: RANGE	Desc2: 30" STD. RANGE	Amt To Allocate: 757.74
Model Nbr	Serial #	Price Qty Total Spiff Del Date
AKAMAARR3100L	RR3100L001	699.990 1.00 699.99 0.00 11/08/06

With the cursor on PMT1 field, press your up arrow key twice and press ENTER once to get to the TRADE field. Enter the dollar amount for the trade and press ENTER.

Enter the trade-in amount
F5-Help F8-Back Out CMD-Exit Program

Figure 3-65 Sales Entry Screen

Your cursor will be at the "Pmt 1" field. Press your up arrow key twice and press ENTER to get to the prompt "Trade". Enter the dollar amount you are giving the

customer for his trade-in and press ENTER. Your screen will change to resemble Figure 3-66.

Store: 1	Sales Entry D		11/08/06
		C1A: 69.88 C2B: 48.92	
Contract:	Tax Code:		
Date: 11/08/06	Store: 1	Salesman: 1	Tot Price: 699.99
Trade: 75.00	Discount:	Tax: 57.75	Total Amt: 757.74
Pmt 1: 757.74	Pmt 2:		
Desc1: RANGE			
Model Nbr	Serial #	Model number : TR	4
AKAMAARR3100L	RR3100L0	Serial number :	
		Description :	
		2nd description :	
F5-Help F8-Back Out CMD-Exit Program			

Figure 3-66 Sales Entry Screen Trade-in Window

The product code TR is automatically setup in the model number field. This is hard-coded and also interfaces with the trade-in markup percentage that is set up in Sales Control (SALECTRL).

Enter the information about the trade-in item, see Figure 3-67.

Store: 1	Sales Entry D	11/08/06
	C1A: 69.88 C2B: 48.92	
Contract:	Tax Code:	
Date: 11/08/06	Store: 1 Salesman: 1	Tot Price: 699.99
Trade: 75.00	Discount:	Tax: 57.75 Total Amt: 757.74
Pmt 1: 757.74	Pmt 2:	
Desc1: RANGE		
Model Nbr	Serial #	
AKAMAARR3100L	RR3100L0	

Model number : TRRANGE123
 Serial number : RANGE123
 Description : RANGE
 2nd description : RANGE-30" STD.
 Any more changes? **N**

Enter secondary description
F5-Help F8-Back Out CMD-Exit Program

Figure 3-67 Sales Entry Screen with Trade-in Window entering trade-in data

When you have entered all the information on the trade-in, you will be prompted for "Any More Changes". 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 cursor will be moved to the Discount prompt. Continue with the sale as shown in Figure 3-68.

Store: 1	Sales Entry D	11/08/06
	C1A: 69.88 C2B: 48.92	
Contract:	Tax Code:	
Date: 11/08/06	Store: 1 Salesman: 1	Tot Price: 699.99
Trade: 75.00	Discount:	Tax: 57.75 Total Amt: 682.74
Pmt 1: 682.74	Pmt 2:	Pmt 3:
		Tick #:
		Amt To Allocate: 0.00
Model Nbr	Serial #	Price Qty
AKAMAARR3100L	RR3100L001	699.990 1.00
		Total Spiff Del Date
		699.99 0.00 11/08/06

CASH 001
 CHECKS 002
 MONEY ORDERS 003
 CHARGE CARDS 004
 NON CASH REFUND 005
 CASH REFUND 006
 FREE PAYMENT 008
 MIXED (CASH & CHECK) 009
 FIELD CASH 010

Enter a payment form or press enter to choose from a list
F1-Forward F2-Back F10-Exit ENTER-Select

Figure 3-68 Sales Entry Screen with Payment Form Window

Using wildcards in SALE

When making a sale, you have the ability to use “wildcards (*)” to search for inventory. These wildcards (*) can be used in the place of the product code and/or manufacturer code. In the following example, the salesman is unsure of the product code and manufacturer but knows the model number assigned at the factory began with the number five. Therefore, he enters ** for the product code & *** for the manufacturer and the number 5 for the first character of the model number assigned at the factory, see Figure 3-69.

Store: 1		Sales Entry D		11/08/06	
Name: BAKER, SHERRY		Acct#: 5003338		H Ph: (555)555-5555	
Add: 536 WISTAR CT, NE				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
Desc1:		Desc2:		Items Sold:	0
Model Nbr	Serial #	Price	Qty	Total	Spiff Del Date
*****5		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 3-69 Sales Entry Screen wildcard search on model number

After entering “*****5”, press ENTER. You will be prompted to “Select sequence: (M)odel Number or (D)escription => D”. Enter “M”. Your screen will change to resemble Figure 3-70.

Store: 1 Sales Entry D 11/08/06
 Name: *****5 brought up everything with the number 5 in the 6th position of model number. SHERRY Acct#: 5003338 H Ph: (555)555-5555
 Add: 5555 License: 1 W Ph: (555)555-5555
 City: ANYTOWN TX 5555 SSAN 000-00-0001
 C1A: 67.26 C2B: 0.00

ACEMR5GC53	AIR CONDITIONER	5.1K BTU 9.0 EER
ACEMR5HC53	AIR CONDITIONER	A/C-5.1K 10.0 EER WINDOW
AKJET5A	WARRANTY	
ALSUN50001	WASHER	MAGAZINE RACK
EAHTP5000ER	SPEAKER	150 WT GREY SPEAKERS
EBHIT55FX48B/M264	BIG SCREEN	55IN. 2 TUNER PIP
EBTOS50A50	BIG SCREEN	50" PIP BIGSCREEN W/REMOT
EBTOS50A60	BIG SCREEN	50" PIP BIGSCREEN
EBTOS50A61	BIG SCREEN	50" PIP BIGSCREEN
EBTOS50A62	BIG SCREEN	50" 2PIP W/SHIELD
EBTOS50AX60	BIG SCREEN	IN HOUSE ACCT
EBTOS50H71	BIG SCREEN	50" HD BIG SCREEN
EBTOS50H82	BIG SCREEN	50IN 16.9 W/SHIELD

Reg Prc: 669.990 Sale Prc: 559.990 Pmt/#M 48.9/ 18 Pmt/#W 10.9/ 78
 F1-Forward F2-Back F3-Gross Pro F6-Add Item F10-Exit ENTER-Select

Figure 3-70 Sales Entry Screen with wild card search window

Example of a wild card search by manufacturer, see Figure 3-71 and Figure 3-72.

Store: 1 Sales Entry D 11/08/06
 Name: BAKER, SHERRY Acct#: 5003338 H Ph: (555)555-5555
 Add: 536 WISTAR CT, NE W Ph: (555)555-5555
 City: ANYTOWN TX 5555 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
**ASH		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 3-71 Sales Entry Screen wild card search by manufacturer

S **ASH brought up manufacturer list. ASH stands for Ashley.

Sales Entry D 11/08/06
 , SHERRY Acct#: 5003338 H Ph: (555)555-5555
 CT, NE TX 55555 License: 1 W Ph: (555)555-5555
 C1A: 77.56 C2B: 0.00 SSAN 000-00-0001

FAASHL120714	LAMPS	CERAMIC DBL GOARD
FAASHL234984	LAMPS	TBL LMP POLYE TURN WOOD
FAASHL271634	LAMPS	PALMTREE LAMPS
FAASHL2899	LAMPS	SILVER/MULTI CLR LAMPS
FAASHL305164	LAMPS	METAL LAMPS
FAASHL317894	LAMPS	METAL/BEAR/SHADE
FAASHL408951	LAMPS	FLR ANTQ BRNZ
FAASHL433354	LAMPS	ART GLASS
FAASHL512434	LAMPS	POLY SWIRL
FBASH216	BEDROOM SET	5PC BLK GATOR
FBASH312	BEDROOM SET	5PC CARMEL STONE
FBASHASB488	BEDROOM	6PC SERENGETI S/D/M/A/2N
FBASHB03-31	BEDROOM SET	5PC MALACHITE

M

Reg Prc: 312.000 Sale Prc: 156.000 Pmt/#M 17.3/ 18 Pmt/#W 4.0/ 78

F1-Forward F2-Back F3-Gross Pro F6-Add Item F10-Exit ENTER-Select

Figure 3-72 Sales Entry Screen with wild card search by manufacturer listing