



**Point of Sale**

**Training Manual**

**ETMPOS11**

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Document Number POSTRN

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This document has been prepared to conform to the current release version of TRAVERSE Accounting Business Software for Windows. Because of our extensive development efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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# INTRODUCTION

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## OVERVIEW

The TRAVERSE Point of Sale (POS) application is designed for use in retail sales environments, and includes functionality to facilitate the rapid transaction processing necessary in a fast-paced retail setting. Point of Sale uses a distributed design that does not require a constant connection to the primary server and database, bringing you the stability and flexibility you need for high-volume environments.

You can use the Point of Sale application independently of the standard TRAVERSE shell in order to minimize the footprint and overall complexity of the software on your Point of Sale workstations. This enables you to use the application on non-traditional hardware platforms, such as tablets. You can also install the application within the standard TRAVERSE shell on traditional PCs that are using the Microsoft Windows operating system if you need full access to the other TRAVERSE applications on your Point of Sale workstations.

The processing provided by the POS system uses a combination of terminal and back-office processing. The terminal-based functionality supports the entry and editing of transactional information as well as limited setup and reporting of terminal-specific information. The back-office features support the processing (Inventory, General Ledger, and so on) of terminal transactions along with the setup and configuration of the POS components. The terminals are coupled to the back office via multiple service layers to enable operation in a disconnected environment.

### System Information

Additional information about using the system is found in the following sources:

- *The Point of Sale User's Help*
- The user's help for other TRAVERSE applications
- *The Developer's Guide* and *Developer's Object Descriptions* manuals

### Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems product, follow these procedures:

- Consult the user's guide and other TRAVERSE reference materials.
- If you are a subscriber to the TRAVERSE customer support program, you can consult your customer support representative (1-800-320-3088) or e-mail them at [traverse\\_support@osas.com](mailto:traverse_support@osas.com).



## ABOUT POINT OF SALE

### Frequently used functions

The most frequently used functions are on the POS Terminal and Daily Work menus. Use these functions for the following tasks:

- The POS Terminal functionality supports the basic processing for “sell” type transactions including Quotes, Layaways, Invoices and Returns. Enter and edit Recurring Entries.
- Synchronize terminal created transactions, Print Terminal Summary Report and Daily Sales Report, Settle Payments
- Post transactions.

### Rewards and Pricing functions

Customer Rewards/Loyalty functions and Pricing functions are on the Rewards and Pricing menus. Use these functions for the following tasks:

- Set up and maintain your Reward Programs.
- Set up and maintain your Customers' Reward Accounts.
- Prepare and Post Activity in your Customer’s Rewards Accounts.
- Set up Customer Levels, Customer Pricing, Price Structures and Promotional Pricing

### Interactive Views

Activity, Terminal, Daily Sales, Performance and Order History information can be displayed through the interactive view functions.

### Interfaces

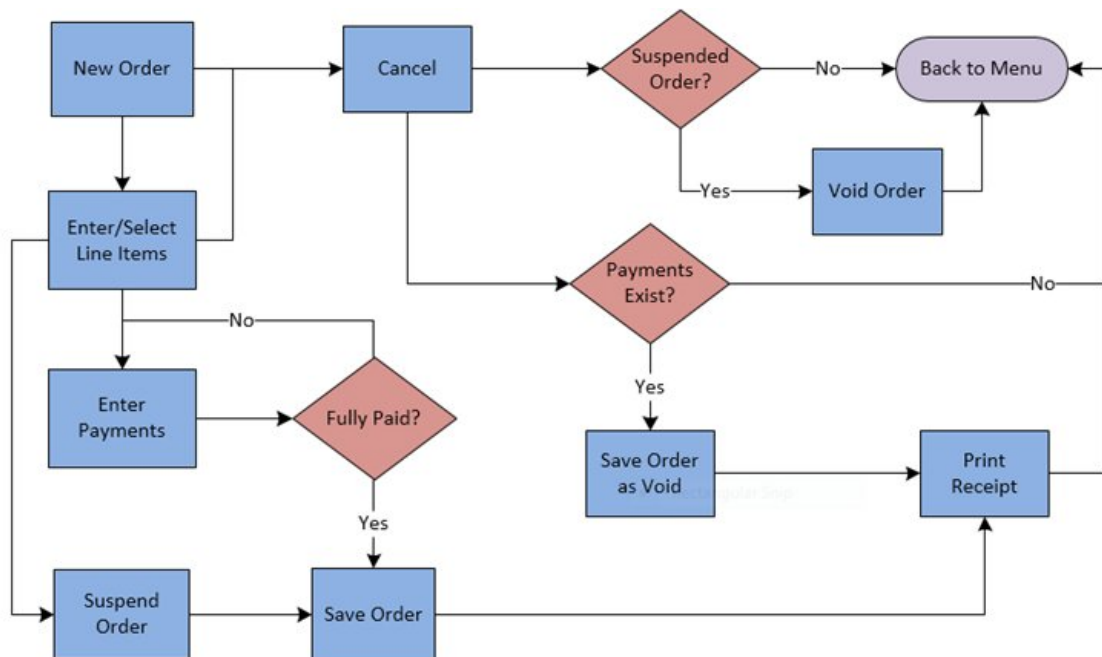
Point of Sale (POS) can be interfaced with General Ledger and Bank Reconciliation. Point of Sale (POS) uses the Accounts Receivable interface to Inventory.





## POS FLOWCHART

Below is a flowchart that goes through the process of how the POS transactions are processed.





## SETTING UP POINT OF SALE

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## SETUP CHECKLIST

### Required

- ☐ Set up Business Rules for Point of Sale.
- ☐ Set up Tender (cash denominations/payment options)
- ☐ Set up Distribution Codes.
- ☐ Set up Terminal Users.
- ☐ Set up Terminal IDs.
- ☐ Assign Terminal Users to Terminal IDs.

### Recommended

- ☐ Configure Gateway Settings.

### Accounts Receivable Setup

- ☐ Set up Business Rules for Accounts Receivable.
- ☐ Set up Distribution Code Accounts.
- ☐ Set up Terms Codes.
- ☐ Set up Payment Methods.
- ☐ Set up Tax information (Classes, Locations, and Location Groups).
- ☐ Set up Customers.



## SETUP PROCEDURES

Before you can use the Point of Sale application, you must follow the setup procedures in this chapter. Setup procedures include gathering your information, defining the users who will log into Terminals, Terminal IDs, Tenders to use for payment, Customers you do business with, and assigning codes and IDs. Follow these procedures carefully; the choices you make determine how the system operates.

### Gather Your Information

Gather and organize the following accounting data:

- A Chart of Accounts for your business.
- Identification and credit information about your Customers.
- Kinds of Tender you will be accepting.
- How many Terminals (cash registers) you will be using.
- Users that will be logging into the Terminals.

### What You Need to Define

To set up the Point of Sale and Accounts Receivable system, follow these steps:

1. Use the **Business Rules** function (page 3-7) to define how you want the system to work.
2. Define the IDs and codes you plan to use. See **IDs and Codes** (page 2-6).
3. Set up **Tax Classes**, **Locations**, and **Location Groups**. See Tax Locations and Tax Location Groups in the *System Manager Training Manual*.
4. Use the **Payment Methods** function to set up Payment Methods in the *Accounts Receivable Training Manual*.
5. Use the **Sales Reps** function to set up information about your Sales Representatives in the *Accounts Receivable Training Manual*.
6. Use the **Customers** function to define your Customers, and assign Customer Price IDs and Customer Levels in the *Accounts Receivable Training Manual*.
7. Set up payment **Tenders** to define the methods of payment you will be receiving.
8. Set up **Users** that will be logging into your Terminals.

9. If you wish to authorize credit card transactions from the POS terminal through the Internet, you will need to set up a Payment Gateway to connect to your credit card processing provider.

## Setting Up IDs and Codes

IDs and codes tell the system how to identify each item on file. The system uses these identifiers to organize information.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help you to establish a useful format:

- Do not use the following characters in an ID or a code: | “ ’ & #.
- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE 1 and ACE 11.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly. For information about how IDs and codes are sorted, see the General Information guide.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- If you want to sort items by a particular attribute—name or group, put the attribute in the ID. For example, to organize customers by name, put the first characters of the name of the customer in the customer ID.
- Use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leave room for three IDs in between.

## Customer ID

You must assign an ID to each Customer with which you do business. Most functions require that you specify a Customer ID. For information about defining a Customer, see the Customers function in the *Accounts Receivable Training Manual*.

## Distribution Codes

Use Point of Sale Distribution Codes to allocate General Ledger Accounts for Receivables, Sales, Cost of Goods Sold (COGS), Inventory, Discount, Layaway, Rounding, and Coupon Accounts. For information about defining Distribution Codes, see the Distribution Codes function (page 3-19).



Use Accounts Receivable Distribution Codes to allocate General Ledger Accounts for Receivables, Freight, Miscellaneous charges, Project Cost Deposit Receivables and Deposit Receivables Contra Accounts. For information about defining Distribution Codes, see the Distribution Codes function in the *Accounts Receivable Training Manual*.

### **Payment Method ID**

Payment Method IDs specify which kinds of payment you honor for Customers. For example; you can set up IDs to designate personal checks, company checks, write-offs, cash, credit cards. For information about defining Payment Method IDs, see the Payment Methods function in the *Accounts Receivable Training Manual*.

### **Tender (Cash Denomination)**

The Tender setup function allows you to set up the cash denominations or payment options accepted and/or tracked. (page 3-15)

### **Sales Rep IDs**

Sales Rep IDs identify Sales Reps and their commission schedules. For information about defining Sales Rep IDs, see the Sales Reps function in the *Accounts Receivable Training Manual*.

### **Terms Codes**

Terms Codes define the discount percentage and the number of days in which a Customer must pay you to receive a discount. For information about defining Terms Codes, see the Terms Codes function in the *Accounts Receivable Training Manual*.

### **Tax Classes**

Tax Classes define the tax category of the Items you sell. Tax Class numbers are automatically generated, and only the Description can be changed. For information about adding Tax Classes or changing Tax Class descriptions, see the Tax Classes function in the *System Manager Training Manual*.

### **Tax Location IDs**

Tax Location IDs identify the Tax Authorities to which you pay sales tax. When you set up the system, enter the Sales Tax Percent, Taxable Sales, Nontaxable Sales, and Tax Collected for each applicable Tax Class. These fields are updated when you post sales. For information about defining Tax Location IDs, see the Tax Locations function in the *System Manager Training Manual*.

**Tax Location Group IDs**

Use Tax Location Groups to group Tax Locations. Tax Location Groups are assigned to Customers, Transactions, and Recurring Entries. For information about defining Tax Location Groups, see the Tax Location Groups function in the *System Manager Training Manual*.

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## OVERVIEW

The implementation stage involves configuring the POS system, putting data into the system, making it current, and producing lists.

Use the Business Rules functions from the Company Setup menu in System Manager to determine how your application will work with your TRAVERSE system.

Define the IDs and codes you plan to use.

- When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help you to establish a useful format:
- Do not use the following characters in an ID or code: | " ' & #.
- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- If you want to sort items by a particular attribute, name or group, put the attribute in the ID. For example, to organize customers by name, put the first characters of the Customer name in the Customer ID.
- To ensure that new items can be inserted into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leave room for three IDs in between.

Set up Tax Classes, Tax Locations, and Tax Location Groups. See Tax Locations and Tax Location Groups in the *System Manager Training Manual*.

Below is a summary of the Setup and Maintenance for Accounts Receivable. See the *Accounts Receivable Training Manual* for details on how to set up these functions.

- You must assign an ID to each Customer with whom you do business. Most functions require that you specify a Customer ID. For information about defining a Customer, see **Customers** in the *Accounts Receivable Training Manual*.

- You can assign Class Codes as an additional sort criterion for reports. Class Codes are arbitrary attributes; the information is stored only with the Customer record. For information about defining Customer Class Codes, see **Class Codes** in the *Accounts Receivable Training Manual*.
- You use Distribution Codes to allocate General Ledger Accounts for Receivables, Freight, Miscellaneous charges, Project Cost Deposit Receivables and Deposit Receivables Contra Accounts. For information about defining Distribution Codes, see **Distribution Codes** in the *Accounts Receivable Training Manual*.
- Payment Method IDs specify which kinds of payment you honor for Customers. For example; you can set up IDs to designate personal checks, company checks, write-offs, cash, credit cards, and so forth. For information about defining Payment Method IDs, see **Payment Methods** in the *Accounts Receivable Training Manual*.
- **Sales Rep** IDs identify Sales Reps and their commission schedules. For information about defining Sales Rep IDs, see **Sales Reps** in the *Accounts Receivable Training Manual*.
- **Shipping Method Codes** serve as a shorthand method of entering information about how goods are shipped when you enter Transactions. For information about defining Shipping Method Codes, see **Shipping Method Codes** function in the *Accounts Receivable Training Manual*.
- **Ship-To** IDs provide quick and easy access to Shipping Addresses, Shipping Methods, Tax Group IDs, and Distribution Codes for a Customer. For information about defining Ship-To IDs, see **Ship-To Addresses** in the *Accounts Receivable Training Manual*.
- **Terms Codes** define the discount percentage and the number of days in which a Customer must pay you to receive a discount. For information about defining Terms Codes, see **Terms Codes** in the *Accounts Receivable Training Manual*.
- **Tax Classes** define the tax category of the Items you sell. Tax Class numbers are automatically generated, and only the Description can be changed. For information about adding Tax Classes or changing Tax Class descriptions, see the **Tax Classes** function in the *System Manager Training Manual*.
- **Tax Location** IDs identify the Tax Authorities to which you pay sales tax. When you set up the system, enter the Sales Tax Percent, Taxable Sales, Nontaxable Sales, and Tax Collected for each applicable Tax Class. These fields are updated when you post sales. For information about defining Tax Location IDs, see the **Tax Locations** function in the *System Manager Training Manual*.

- Use **Tax Location Groups** to group Tax Locations. Tax Location Groups are assigned to Customers, Transactions, and Recurring Entries. For information about defining Tax Location Groups, see the **Tax Location Groups** function in the *System Manager Training Manual*.

Use the Master Lists menus from the Accounts Receivable application to and produce lists for the following Accounts Receivable information:

- Payment Methods
- Sales Reps
- Customer Records
- Customer Labels
- Ship-to Addresses
- Recurring Entries

Below is a summary of the Setup and Maintenance for Point of Sale.

### Tender

The **Tender** setup function allows you to set up the cash denominations or payment options accepted and/or tracked (page 3-15).

### Distribution Codes

The **Distribution Codes** setup function allows you to select additional Receivable GL Accounts for use in Point-of-Sale transaction processing (page 3-19).

### Terminals

Use the **Terminals** function to set up and configure sales Terminals (page 3-33).

### Users

Use the **Users** function to set up Terminal Users with specific values and assign Terminal function-based permissions (page 3-29).

### Migration Menu

### Layaway

The **Layaway** function is to be used at system initialization only. This function will migrate Layaway transactions from 10.5 Sales Order that were generated with that version's POS application (page 3-59).





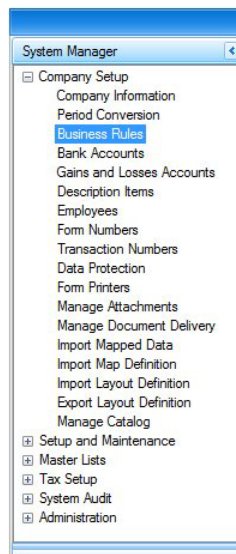
## BUSINESS RULES

Use the **Business Rules** function to define application interfaces and general information about Point of Sale functions.

To set up the **Business Rules** for Point of Sale, follow these steps:

1. Select **Business Rules** from the **System Manager, Company Setup** menu.

### Business Rules Menu



- The **Business Rules** screen appears. Select **Point of Sale** from the Applications list.

### Business Rules Screen

The screenshot shows the 'SM Business Rules' window. On the left, a tree view lists various applications, with 'PS - Point-of-Sale' highlighted. On the right, the configuration settings for 'PS - Point-of-Sale' are displayed in a table-like format.

Section	Property	Value
<b>Archive</b>	Archive Watermark	Reprint
	Use Archive	Yes
<b>Cash Rounding</b>	Rounding Method	Half Up
	Rounding Value	0.01
<b>Defaults - Transaction Entry</b>	Freight Tax Class	0
	Line Item Tax Class	0
	Misc Tax Class	0
<b>Interface - Application</b>	Bank Reconciliation	Yes
	General Ledger	Yes
<b>Miscellaneous</b>	CC Authorization Required for Amounts Exceeding	0.00
	Command Timeout	30
	Commission by Line Item	No
	Payment Information Display	Partial
	Payment Provider	
	Post Detail to General Ledger	Yes
	Process Active Orders with Sync	Yes
<b>None</b>	Days of transaction history	30

At the bottom of the window, there are buttons for 'Apply', 'OK', and 'Cancel'.

### Archive

- Enter **Archive Watermark** text to be printed on archived documents.
- Select **Yes** to **Use Archive**, to utilize the document archiving functionality for storing and reprinting documents (must also select **Yes** in the **Business Rules Archive Configuration Group**).

### Cash Rounding

- Select your **Rounding Method** from the following available options: (\*Example use a Rounding Value of 0.10)
  - Down** - Always rounds down to the nearest multiple of the Rounding Value (0.49 rounds to 0.40)

- **Half down** - Rounds down for values equal to or less than half the Rounding value (0.45 rounds to 0.40)
- **Half Up** - Rounds up for values equal to or greater than half the Rounding value (0.45 rounds to 0.50)
- **Up** - Always rounds up to the nearest multiple of the Rounding Value (0.41 rounds to 0.50)

6. Enter the **Cash Rounding Value** - This will be the minimum cash rounding value.

- The default will be 0.01 Decimal value
- The Base Currency Precision, Min Value 0.001, No Max Value

See **Cash Rounding** at the end of this section for more information.

### Defaults - Transaction Entry

7. Select the **Freight Tax Class** to apply to freight charges.
8. Select the **Line Item Tax Class** to apply to line item charges.
9. Select the **Misc Tax Class** to apply to miscellaneous charges.

### Interface-Application

10. Select the applications with which you want to interface Point of Sale.
  - If POS interfaces with **Bank Reconciliation**, posting POS transactions updates the BR Master with Deposit records for cash and check receipts.
  - If POS interfaces with **General Ledger**, posting in POS Transactions, makes entries in the GL Journal for Transactions that affect the General Ledger (such as Sales Tax, Freight, and Miscellaneous expenses). The System Manager **Period Conversion** function can be used to close POS accounting periods. (Transactions cannot be posted to closed accounting periods.)

**NOTE:** If Accounts Receivable interfaces with Inventory, you will have the ability to select Items that are set up in Inventory when you enter Transactions. The information such as Description, Account numbers, Cost and Price will all be brought into the Transaction from Inventory. Transactions update the Inventory On Hand quantities online. Posting POS Transactions updates the Available Quantities, Dates, and balances in Inventory.

**Miscellaneous**

11. Enter the **CC Authorization Required for Amounts Exceeding** amount you want to require a credit card authorization number to be entered for cash receipts. If a cash receipt is entered for a credit card payment type above this amount, and an authorization number is not entered, the cash receipt will not be posted.
12. Enter the **Command Timeout** for the number of seconds the POS terminal will wait to receive a response to a request before raising a timeout error. Default value is **30** seconds.
13. Select **Yes** in the **Commission by Line Item** field to allow line Item commission detail to be entered in POS Transactions functions. When you elect to use the line Item commissions the Sales Rep selection will be activated in the Item entry area of the Transactions screen. Commissions will be calculated for the Sales Rep on each line Item and saved to the commissions detail history in Accounts Receivable.
14. Select your **Payment Information Display** level, for showing credit card and direct debit account numbers:
  - None** - to hide the whole credit card number with Xs.
  - Partial** - to display only the last 4 digits of the credit card number.
  - All** - to display the full credit card information.
15. Select your default **Payment Provider** for your credit card interface company for your cash registers credit card processing: **Paypal**, **Vantiv**, **XWeb**, and **XWebHost Pay**.
16. Select **Yes** to **Post Detail to General Ledger** to post line-item detail information to General Ledger. Select **No** to post only summary information.
17. Select **Yes** to **Process Active Orders with Sync** to calculate commission per line Item of an invoice; otherwise, select **No**.

**None**

18. Enter the **Days of transaction history** for the number of days of transaction history from the Point of Sale terminals you wish to retain. By default, the system will retain **30** days of transaction history.

## Cash Rounding

As a result of many countries eliminating small value coins from circulation, the POS system has the ability to process and track variances in transaction settlement caused by the need to round to a higher value coin when processing cash payments. The accounting associated with the sale transaction for the line items, tax, etc does not change; however when settling the transaction with a cash payment the difference between the amount due and the amount tendered must be written to a Miscellaneous Expense Account. The functionality would be similar to discounts applied to a Cash Receipt such that the transaction is considered fully paid even though the net total of the transactions is not zero.

This process of settling a transaction to an adjusted cash value is generally referred to as Swedish Rounding. The rules governing how the cash value is rounded varies by country/region as well as by the value of the smallest currency value in circulation. For example, there are no pennies in Australia or Canada, and no pennies or nickels in New Zealand.

While the POS transactions will accept foreign currency payments, they are processed in the company base currency. This limits the metrics needed to apply currency rounding to a single set of values for the company base currency. These will be implemented as Business Rules for use within the POS system and will not extend into any other areas of TRAVERSE processing. Refer to the following links for examples using the Canadian cash rounding method:

<http://www.mint.ca/store/mint/learn/phasing-out-the-penny-6900002#.VIn-SHluiHt>

<http://www.mint.ca/store/mint/learn/rounding-6900008#.VloDe3luiHt>

**Example 1**

	Transaction	
Base Currency: CAD	Coffee	\$1.83
Minimum currency value: 0.05	Sandwich	\$2.86
Cash Rounding Method: Half-Up	Tax	\$0.23
Total (CAD)		\$4.92

	Transaction	
Payment Processing (CAD)	Payment (CAD)	\$5.00 CAD
	Net Due	-\$0.08 CAD
	Rounding Adjustment	-\$0.02 CAD (*round change due up)
Change Due		<b>-\$0.10 CAD</b>

	Transaction	
Payment Processing (EUR)	Payment (EUR)	€ 3.40
Exchange: 1.4725 CAD/EUR	Convert to CAD	\$5.00 CAD (3.40 * 1.4725 = 5.0064)
	Net Due	-\$0.08 CAD
	Rounding Adjustment	-\$0.02 CAD
Change Due		<b>-\$0.10 CAD</b> (*note the change is given in the base currency)

## Example 2

	Transaction	
Base Currency: CAD	Coffee	\$1.83
Minimum currency value: 0.05	Sandwich	\$2.87 (*note a one-cent difference in price)
Cash Rounding Method: Half-Up	Tax	\$0.23
Total (CAD)		\$4.93

	Transaction	
Payment Processing (CAD)	Payment (CAD)	\$5.00 CAD
	Net Due	-\$0.07 CAD
	Rounding Adjustment	-\$0.02 CAD (*round change due down)
Change Due		-\$0.05 CAD (*a \$0.01 increase in the total results in a \$0.05 change)

	Transaction	
Payment Processing (EUR)	Payment (EUR)	€ 3.40
Exchange: 1.4725 CAD/EUR	Convert to CAD	\$5.00 CAD (3.40 * 1.4725 = 5.0064)
	Net Due	-\$0.07 CAD
	Rounding Adjustment	-\$0.02 CAD
Change Due		-\$0.05 CAD (*note the change is given in the base currency)





## TENDER

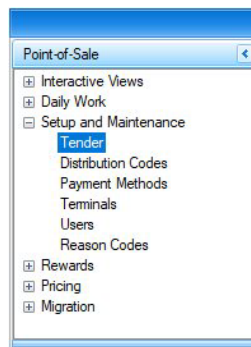
The **Tender** setup function allows you to set up the cash denominations or payment options accepted and/or tracked on your terminals (cash registers).

When setting up opening counts on the Terminal (page 6-57) you can use Tenders to enter the quantity of each cash denominations such as nickels, dimes, quarters, one dollar, five dollar, twenty dollar etc...

To set up **Tender**, follow these steps:

1. Select **Tender** from the **Setup and Maintenance** menu.

### Tender Menu





- The **Tender** screen appears.

## Tender Screen


The screenshot shows the 'PS Tender' window with a toolbar at the top and a table of tender options below. The table has four columns: Description, Type, Currency ID, and Value. The rows include various cash denominations (Pennies, Quarters, Twenty Dollars, Ten Dollars, Fifty Dollars, Five Dollars, One Hundred Dollars), Visa, Nickels, Dollars, Dimes, Check, and MasterCard.


Description	Type	Currency ID	Value
> Pennies	Cash	USD	0.01
Quarters	Cash	USD	0.25
Twenty Dollars	Cash	USD	20.00
Ten Dollars	Cash	USD	10.00
Fifty Dollars	Cash	USD	50.00
Five Dollars	Cash	USD	5.00
One Hundred Dollars	Cash	USD	100.00
Visa	Credit Card	USD	
Nickels	Cash	USD	0.05
Dollars	Cash	USD	1.00
Dimes	Cash	USD	0.10
Check	Check	USD	
MasterCard	Credit Card	USD	
*			

- Select the **New Record** button  on the toolbar to open a blank Tender record.
- Enter a Description of the Tender in the **Description** field.
- Select the type of tender from the **Type** drop-down list: **Cash**, **Check**, **Coupon**, **Credit Card**, or **Other**.
- Select the Currency ID from the **Currency ID** drop-down list.
- Enter the value of the Tender in the **Value** field if applicable. For instance, the value of a quarter is .25
- Save your changes with the **Save** button  .


## Task Summary

To add a Tender, follow these steps:


- Select the **New Record** icon  on the toolbar. A blank record appears.
- Enter the Tender **Description**, select the payment **Type**, **Currency ID**, and **Value** of the tender.

3. Click the **Save** button  on the toolbar to save the new Tender.

To edit a Tender, follow these steps:

1. Select a Tender to edit.
2. Edit the fields as necessary.
3. Click the **Save** button  on the toolbar to save any changes made to the Tender.

To delete a tender, follow these steps:

1. Select the Tender you wish to delete.
2. Click the **Delete** button  on the toolbar to delete the selected Tender.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.



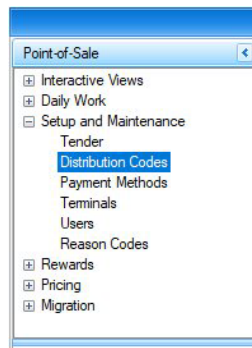
## DISTRIBUTION CODES

The **Distribution Codes** setup function allows you to select additional Receivable GL Accounts for use in Point of Sale transaction processing.

To set up **Distribution Codes**, follow these steps:

1. Select **Distribution Codes** from the **Setup and Maintenance** menu.


### Distribution Codes Menu



2. The **Distribution Codes** screen appears.

### Distribution Codes Screen

Distribution Code	Sales	COGS	Inventory	Discount	Layaway	Rounding	Coupon
D001	010004000	010005000	010001230	000004300	000001120	000009000	000001120

3. Select the **New Record** button  on the toolbar to open a blank Distribution Code record.
4. Enter or select a new code in the **Distribution Code** field. The available Distribution Code options are limited to the Accounts Receivable Distribution Codes.
5. Select a General Ledger Account ID from the drop-down list for each type of account (Sales, COGS, Inventory, Discount, Layaway, Rounding, Coupon,) for that Distribution Code.

**Sales** - credited for the price of non-inventory Items sold.

**COGS** - currently not used.


**Inventory** - currently not used.

**Discount** - debited for any discount amount entered into a sale transaction.

**Layaway** - credited when advanced payments have been applied to a Layaway.



**Rounding** - when using Rounding the difference between the amount due and the amount tendered is posted to this Account. Similar to a discounts Account.

**Coupon** - debited for the amount of Coupons used in the sale transaction.


6. Click the Save button  on the toolbar to save the new Distribution Code.

### Task Summary


To Add a Distribution Code, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Select the **Distribution Code**, select the **Sales, COGS, Inventory, Discount, Layaway, Rounding,** and **Coupon** GL Accounts.
3. Click the **Save** button  on the toolbar to save the new Distribution Code.

To edit a Distribution Code, follow these steps:

1. Select a code to edit from the **Distribution Code** field.
2. Edit the fields as necessary.
3. Click the **Save** button  on the toolbar to save any changes.

To delete a distribution code, follow these steps:

1. Select a code to delete from the **Distribution Code** field.
2. Click the **Delete** button  on the toolbar to delete the selected Distribution Code.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.





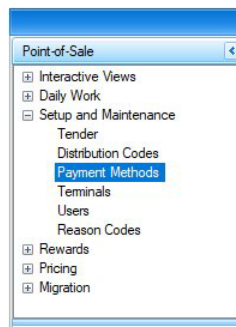
## PAYMENT METHODS

Use the **Payment Methods** setup to select Accounts Receivable Payment Methods that will be accepted as payment for transactions entered through the terminal/cash register.

To set up **Payment Methods**, follow these steps:

1. Select **Payment Methods** from the **Setup and Maintenance** menu.



### Payment Methods Menu



2. The **Payment Methods** screen appears.



## Payment Methods Screen

Payment Method ID	Description	Disabled
Cash	Cash	<input type="checkbox"/>
Check	Payment by Check	<input type="checkbox"/>
Coupon	Coupons	<input type="checkbox"/>
Visa	Visa Credit Card	<input type="checkbox"/>
>		<input type="checkbox"/>


3. Select the **New Record** button  on the toolbar to open a blank Payment Methods record.
4. Select a new Payment Method in the **Payment Method ID** field. The available Payment Method options are limited to the Accounts Receivable Payment Methods.
5. The **Description** is displayed. Accept the Description or edit it to the desired Description to be displayed on the terminal when accepting payment.
6. Select the **Disabled** check box if you want this payment to no longer be used for accepting payments on the terminal. Uncheck the box to keep the Payment Method active.
7. Click the **Save** button  on the toolbar to save the new Payment Methods.

## Task Summary


To add a Payment Method, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Select the **Payment Method** to add to the list.
3. Edit the **Description** if desired.
4. Select or clear the **Disabled** check box.
5. Click the **Save** button  on the toolbar to save the new Payment Method.

To edit a Payment Method, follow these steps:

1. Select a Payment Method to edit from the **Payment Method ID** field.
2. Edit the fields as necessary.
3. Click the **Save** button  on the toolbar to save any changes.

To delete a Payment Method, follow these steps:

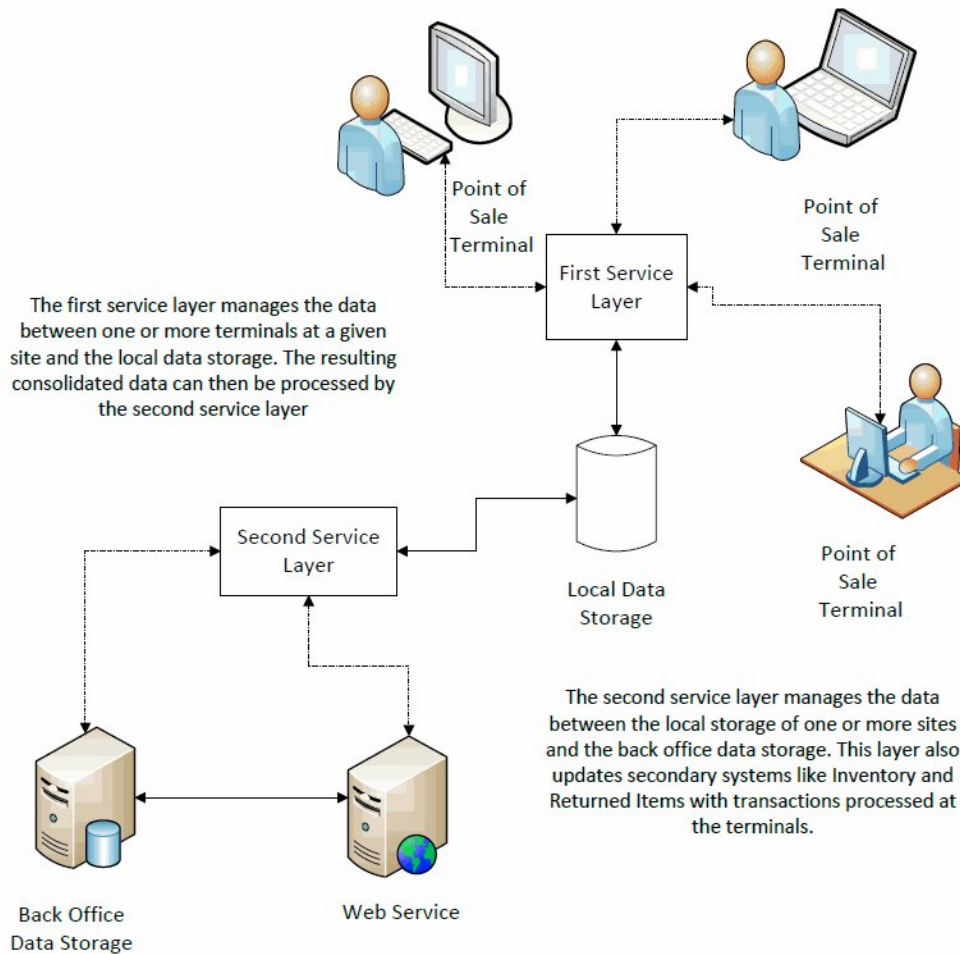
1. Select a Payment Method to delete from the **Payment Method ID** field.
2. Click the **Delete** button  on the toolbar to delete the selected Payment Method.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.



## CONFIGURING THE TERMINAL CONNECTION TO THE TRAVERSE SERVER

Communication between the terminal and the TRAVERSE server occurs through a synchronization service. The TRAVERSE server is commonly found in the back office, which may be your company's primary base of operations. A local server may also exist in the location where your POS terminals are in use.

This diagram shows the connection between the terminals and the back office data server.



The Terminal configuration functions allow you to set up information for both the Users of the Terminal and the Terminal itself.

The configuration functions require the use of a full keyboard.

Users and Terminals can be set up either on a central computer that has the full TRAVERSE client installation with the TRAVERSE menu, or on a Terminal that has the POS Terminal information installed.

There are two ways to set up the terminals for POS; Connected and Disconnected.

- **Connected** - The POS application has a full-time connection to the main TRAVERSE database. Transactions are recorded directly to the POS tables in the TRAVERSE database. The Active Order Processing function in TRAVERSE synchronizes the Inventory quantity, history, and transactional cost retrieval between the POS tables and the main TRAVERSE database.
- **Disconnected** - The POS application uses a local database on each sales terminal to retain transactional data. The local terminal databases are synchronized with the POS tables in the TRAVERSE database via a Synchronize function on the terminal. The data in the POS tables is then updated in the main TRAVERSE database automatically via the Active Order Processing function.

If your POS terminal is configured in Disconnected Mode, you may manually synchronize the local terminal database (POSLocal) with the POS tables in the TRAVERSE database via the **Synchronize** function on the terminal or the Active Order Processing function from the TRAVERSE menu, or schedule the synchronize function to run automatically.

For details on setting up the Terminals and Users on the Terminal menu, see the Terminal chapter later in this manual.

## USERS

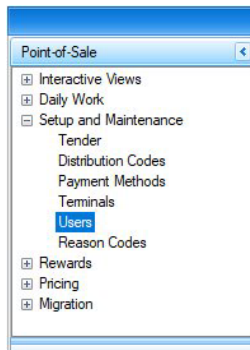
Use the **Users** function to set up Terminal Users with specific values and assign Terminal function-based permissions.

The User Configuration function allows you to set up Users for the Terminal, including User ID, Employee ID, Sales Rep ID, Terminal ID, or Config ID, Password, and User Permissions for Terminal functions.

To set up **Users**, follow these steps:

1. Select **Users** from the **Setup and Maintenance** menu.

### Users Menu




- The **Users** screen appears.

## Users Screen

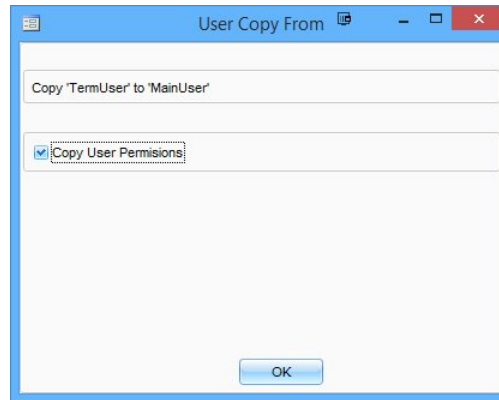
The screenshot shows the 'PS Users' window. On the left, there are input fields for 'User ID' (George), 'Password' (masked with \*\*\*\*), 'Employee ID' (LUK001), 'Name' (Lukas, George W), 'Sales Rep ID' (GJL), 'Terminal ID' (T2.CD1), and 'Config ID'. On the right, there is a 'Permissions' section with a table of features and their selection status.

Selected	Feature
<input checked="" type="checkbox"/>	Configure
<input checked="" type="checkbox"/>	Open Register
<input checked="" type="checkbox"/>	Enter Counts
<input checked="" type="checkbox"/>	Close Register
<input checked="" type="checkbox"/>	Reports
<input checked="" type="checkbox"/>	New Order
<input checked="" type="checkbox"/>	Returns
<input checked="" type="checkbox"/>	Layaways
<input checked="" type="checkbox"/>	Quotes
<input checked="" type="checkbox"/>	Payments
<input checked="" type="checkbox"/>	Lookup Order
<input checked="" type="checkbox"/>	Inventory
<input checked="" type="checkbox"/>	Logbook
<input checked="" type="checkbox"/>	Allow reopening counts
<input checked="" type="checkbox"/>	Allow closing unbalanced counts
<input checked="" type="checkbox"/>	Allow due date change
<input checked="" type="checkbox"/>	Allow price override
<input checked="" type="checkbox"/>	Allow max discount override
<input checked="" type="checkbox"/>	Configure Users
<input checked="" type="checkbox"/>	Configure System
<input type="checkbox"/>	Local DB
<input type="checkbox"/>	Configure Local DB
<input type="checkbox"/>	Synchronize Data
<input type="checkbox"/>	Configure Printer
<input type="checkbox"/>	Allow Cash Drawer Override
<input type="checkbox"/>	Theme Configuration

- Select the **New Record** button  on the toolbar to open a blank User record.
- Enter an ID for the new User in the **User ID** field. You may wish to use a name that helps to identify the Terminal.
- If you would like to copy information from a current User, select that User from the **Copy From** drop-down list.



- The **Copy From** dialog box appears.




- The User to be copied From and To are displayed.
  - Select the check box if you want to **Copy User Permissions** to the new User.
6. Enter a terminal login password for the user in the **Password** field.
  7. If applicable, select an Employee ID from the **Employee ID** drop-down list. The Employee's **Name** will appear below the field.  
If Payroll is installed the list will be your Payroll Employees, otherwise the list will be Employees set up in System Manager.
  8. If applicable, select a Sales Rep ID from the **Sales Rep ID** drop-down list.  
If a Sales Rep ID is selected the Sales Rep assigned to the User ID will automatically be put into the Transactions entered by the User logged into the POS Terminal.
  9. Enter or select a Terminal ID in the **Terminal ID** field to tie this User to if you would like the POS Terminal or device (such as a cash box) to use the same configuration settings no matter which sales Terminal the User logs into. See the instructions for Terminal setup for more information (page 3-33).

**NOTE: You must set up the Terminal ID configuration in the Terminals function before using it.**



10. Enter or select a configuration file ID in the **Config ID** field to tie this User to a department or group terminal configuration. The Config ID value is a Terminal ID. The value in this field determines the configuration for any POS Terminal the User logs into. If the Terminal ID field is populated, the POS application will ignore this setting.

**NOTE: You must set up the Config ID configuration in the Terminals function before using it. See the instructions for Terminal setup for more information (page 3-33).**


11. Mark the check boxes next to the actions you would like the user to have access to in the **Permissions** list. To select all actions, use the **Select All** button. If you want to clear all check boxes, use the **Unselect All** button.
12. Click the **Save** button  to save the User setup, or any changes made to the User.

### Task Summary


To add a User, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Enter the **User ID, Password, Employee ID, Sales Rep ID, Terminal ID, Config ID** value, and select the actions the User is allowed to use.
3. Click the **Save** button  to save the User setup.

To edit a User, follow these steps:

1. Select the **User ID** to edit.
2. Position the cursor in the field to edit.
3. Change the value in the field.
4. Click the **Save** button  to save the User changes.

To delete a User, follow these steps:

1. Make sure that the User is not being used.
2. Select the **User ID** to delete.
3. Select the **Delete** hot key (F3), or click on the **Delete Record** button  on the tool bar.
4. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

**NOTE: This only deletes the Point-of-Sale User. This will not delete an Employee record.**

## TERMINALS

Use the **Terminals** function to set up and configure sales Terminals. A Terminal allows you to configure a register with specific defaults, such as Store ID, Receipt Header, Layaway Days, Distribution Code, and many others. You can create as many or as few Terminals as necessary. The settings for each Terminal are stored in a (Terminal) configuration table.

Now that you have created a User that will allow the Terminal to access TRAVERSE, you must create a Terminal. Create a Terminal ID for each POS Terminal you will use.

The System Configuration function allows you to set up Terminal-specific values, including Terminal ID, Store ID, Transaction Prefix, Terminal Message, defaults for Payment Method, and other values for Terminal functions.

A Terminal ID can represent an individual piece of hardware, such as a cash box, or a particular mobile Terminal or register. The Terminal ID can also represent a configuration for registers or Terminals belonging to a particular group or department, even if the group is located in multiple stores. If you want a Terminal to always be set up a particular way for a certain User, the Terminal ID can represent those settings. If you do not need to have multiple Terminal configurations, or if you only have one sales register, you can set up a global default Terminal configuration.

To utilize a Payment Service Provider, you must configure the Gateway Settings for that provider. See Gateway Settings for more information.

When a User logs into a sales Terminal, the POS Terminal application looks for the configuration settings for the register or Terminal in a particular order. If the application cannot find a Terminal ID in the configuration table, it will search for the next configuration in the following order:

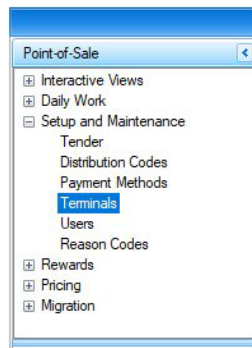
What the POS application is looking for	What the terminal ID represents	When you would use this
1. Terminal ID listed in user configuration	In this situation, the terminal ID represents hardware, such as a cash box, that is tied to a particular user. This means that the POS application uses the same terminal configuration settings any time the user logs onto a register.	If your sales associates have individual cash drawers they may take with them to different sales terminals, you can set up terminal IDs with different distribution codes to assign to each user. If only one of your sales associates can offer a discount, you can set up a terminal ID with a max discount percentage and assign that terminal ID to the user.
2. Machine name	The terminal ID represents a device or machine. The machine name must be used as the terminal ID. This allows a machine or register to have its own unique configuration.	If only one of your sales registers has a credit card reader, you can configure the terminal ID (machine name) to have a default credit card payment option. Likewise, if only one register is connected to an invoice printer, you can configure that terminal ID (machine name) with an invoice printer.
3. Config ID listed in user configuration	Though this field is not named "Terminal ID", in the (terminal) configuration table, the value in the Config ID field represents the terminal ID.	If you want all the sales terminals in a group or department to be configured the same with the same distribution code or the same sales rep no matter which store or location the terminal is in, you can set up a configuration for those registers and assign the config ID to the sales associates in that department or group.

What the POS application is looking for	What the terminal ID represents	When you would use this
4. Global default terminal ID	This is a "blank" terminal ID that represents a default, generic sales terminal configuration.	If you have a number of registers that you want to have the same settings.

To set up **Terminals**, follow these steps:


1. Select **Terminals** from the **Setup and Maintenance** menu.

## Terminals Menu



- The **Terminals** screen appears.

### Terminals Screen

- Select the **New Record** button  on the toolbar to open a blank Terminal record.
- Enter a Terminal ID in the **Terminal ID** field. This is a reference for the terminal configuration you will set up.
- If applicable, select a Terminal ID from which to copy settings in the **Copy From** field. All the information from the Terminal ID selected to Copy From, will be copied into the new Terminal ID.
- Enter or edit a Description in the **Description** field. This would be a more descriptive term for this Terminal ID.
- If applicable, enter or select a Location ID in the **Store ID** field. The Store ID lookup box refers to your inventory warehouse Locations.
- Enter a transaction prefix in the **Prefix** field. The transaction Prefix is added to the Transaction Number to generate unique Transaction IDs for each Terminal ID.

9. Enter a message to appear on the Terminal menu in the **Message** field. The text may contain one or more menu message tokens. You can drag and drop message tokens from the Message Token list into the Message field.

## Tokens

Tokens are a type of variable that represents a context-sensitive value that can be included in an output. They are placeholders that show a real-time value when the software runs.

**Example: A Receipt Header could be established to include the Current Date, Terminal ID, and User ID using the following combination of text and token values:**

Tokenized String	Output Value
Thanks for shopping with us.	Thanks for shopping with us.
Your salesperson today was: <USERID>	Your salesperson today was: John
Date: <DATE>	Date: 09/19/2017
Terminal: <HOSTID>	Terminal: Front01

## Menu Message Tokens

Value	Token	Description
<b>Date</b>	<DATE>	Inserts the current date using the short date format
<b>Time</b>	<TIME>	Inserts the current time using the long time format
<b>Day</b>	<DAY>	Inserts the long name of the current day of the week
<b>Terminal ID</b>	<HOSTID>	Inserts the current terminal id
<b>Terminal Description</b>	<HOSTDESCR>	Inserts the description of the current terminal
<b>User ID</b>	<USERID>	Inserts the current user id

Value	Token	Description
<b>Sales Rep ID</b>	<SALESREPID>	Inserts the current Sales Rep Id
<b>Employee ID</b>	<EMPLOYEEID>	Inserts the current Employee Id

10. If you want a default Sales Rep for the Terminal, enter or select a Sales Rep in the **Sales Rep** field.
11. Enter or select a default Payment Method for the Terminal in the **Payment Method** field.
12. Enter or select a Tax Group in the **Tax Group** field. This will determine if sales tax is calculated for the transactions entered through the Terminal.
13. Enter or select a Distribution Code in the **Dist Code** field.
14. If applicable, enter a Maximum Discount percentage allowed in the **Max Discount (%)** field. A value of 0 means there is no Maximum Discount percentage.
15. If applicable, enter the number of days before a Layaway is due to be paid in full in the **Layaway Days** field. A value of 0 means there is no default due date.
16. Select the **Printer Option** you want to use for this terminal: **Receipt**, **Invoice**, **Both** or **Prompt**.
17. Select the **Printer Configuration** button to set up the Form Printers for this Terminal for Receipts and Invoices.

NOTE: You may want to select this from the Terminal being used to enter the sales transactions. The printers available will be the printers installed on that Terminal.

## Form Printers Screen

Forms	Copy Text	Order	Printer	Tray	Active
> PS INVOICE			0 Dell 5350dn Laser Printer		<input checked="" type="checkbox"/>
PS RECEIPT			0 Dell 5350dn Laser Printer		<input checked="" type="checkbox"/>
+					<input type="checkbox"/>



- Select the **Form** ID and description from the combo box list of available forms. You will want to select PS INVOICE and PS RECEIPT.
- Enter the **Copy Text** to print on the form for example, "Customer". This will print in as a water mark diagonally through the center of each copy of the form.
- Enter the **Order** in which to print the copy. The numbers must be sequential and unique for each copy. For example Customer Copy 1, Office Copy 2 etc... they however can be to the same printer. If the numbers are not sequential the multiple copies of the form will not print.(If you leave each copy default to 1)
- Select the **Printer** to print from. You can select a different printer for each copy. The printers displayed will be the printers you have set up in Windows on the workstation.
- Select the **Tray** for the selected printer you want this form to use the paper from, to print this form. This selection only applies if the printer has multiple trays.
- Check the **Active** box to print the copy; or clear the active box to not print that copy of the form.
- Go to the next row to add your next form with the printer to print the form to.

**NOTE: To print multiple copies of the same form add multiple rows of the same form with the Order number different for each copy record of the form.**


18. Enter a text value to include on the header and/or footer of the receipt in the **Receipt Header** and/or the **Receipt Footer** fields. Text may contain one or more receipt tokens. You can drag and drop message tokens from the Receipt Tokens list into the Receipt Header and/or the Receipt Footer fields.

## Receipt Tokens

Value	Token	Description
Date	<DATE>	Inserts the current date using the short date format
Time	<TIME>	Inserts the current time using the long time format
Day	<DAY>	Inserts the long name of the current day of the week
Terminal ID	<HOSTID>	Inserts the current terminal id

Value	Token	Description
User ID	<USERID>	Inserts the current user id
Transaction ID	<TRANSID>	Inserts the formatted transaction id (TransIDPrefix + TransID)
Sold To ID	<SOLDTOID>	Sold To Customer ID
Sold To Name	<SOLDTONAME>	Sold To Customer Name
Sold To Address 1	<SOLDTOADDRESS1>	Sold To Customer Address 1
Sold To Address 2	<SOLDTOADDRESS2>	Sold To Customer Address 2
Sold To City	<SOLDTOCITY>	Sold To Customer City
Sold To Region	<SOLDTOREGION>	Sold To Customer Region (State)
Sold To Postal Code	<SOLDTOPOSTALCODE>	Sold To Customer Postal Code
Sold To Country	<SOLDTOCOUNTRY>	Sold To Customer Country
Sold To Phone	<SOLDTOPHONE>	Sold To Customer Phone
Sold To Email	<SOLDTOEMAIL>	Sold To Customer Email
Bill To ID	<BILLTOID>	Bill To Customer ID
Bill To Name	<BILLTONAME>	Bill To Name
Bill To Address 1	<BILLTOADDRESS1>	Bill To Address 1
Bill To Address 2	<BILLTOADDRESS2>	Bill To Address 2
Bill To City	<BILLTOCITY>	Bill To City
Bill To Region	<BILLTOREGION>	Bill To Region

Value	Token	Description
Bill To Postal Code	<BILLTOPOSTALCODE>	Bill To Postal Code
Bill To Country	<BILLTOCOUNTRY>	Bill To Country
Bill To Phone	<BILLTOPHONE>	Bill To Phone
Bill To Email	<BILLTOEMAIL>	Bill To Email
Ship To ID	<SHIPTOID>	Ship To ID
Ship To Name	<SHIPTONAME>	Ship To Name
Ship To Address 1	<SHIPTOADDRESS1>	Ship To Address 1
Ship To Address 2	<SHIPTOADDRESS2>	Ship To Address 2
Ship To City	<SHIPTOCITY>	Ship To City
Ship To Region	<SHIPTOREGION>	Ship To Region
Ship To Postal Code	<SHIPTOPOSTALCODE>	Ship To Postal Code
Ship To Country	<SHIPTOCOUNTRY>	Ship To Country
Ship To Phone	<SHIPTOPHONE>	Ship To Phone
Ship To Email	<SHIPTOEMAIL>	Ship To Email
Ship Via	<SHIPVIA>	Ship via description
Ship Number	<SHIPNUMBER>	Shipping number

19. Click the **Save** button  to save the terminal setup, or any changes made to the terminal.

## Assign a TRAVERSE Terminal User to a Terminal

Now that you have created a user and a terminal, you need to tie the TRAVERSE user to the terminal through the TRAVERSE.POS.exe.config file. This file is used by the POS executable on the terminal to identify the TRAVERSE servers, license port, default company, logout delay, and the user with which to connect to TRAVERSE.

**NOTE:** You may use the same configuration file on multiple terminals if the company ID, system database, license server, and license port configuration information is the same for all terminals.

1. Click on the **Config Generator** button on the toolbar to open the configuration generator popup window.

### Config Generator Screen

2. The **Config Generator** screen appears.
3. Enter a default company for the terminal in the **Company ID** field.

The current TRAVERSE company populates the Company ID field by default.

This would be your 3 digit company ID used when selecting a company on the File, Change Company selection.

4. Enter the TRAVERSE system database in the **System Database** field.

The current TRAVERSE system database populates this field by default.

This usually has SYS as the database name for the system database.

You can get this information by opening the License Server Manager on your SQL server.

- Enter the TRAVERSE License Server IP address or name in the **License Server** field.
- This field automatically populates with the current TRAVERSE system license server information.
- The name of the server that has SQL installed on it is typically the license server. An example of a license server name might be SQLSERVER. This is **not** the server and SQL instance name, just the server computer name.
- You can get this information by opening the License Server Manager on your SQL server.

5. Enter the TRAVERSE License Server port number in the **License Port** field.

- This field automatically populates with the current TRAVERSE system License Server information.
- By default this port number is 2113.
- You can get this information by opening the License Server Manager on your SQL server.

6. Select the check box to set up the terminal in **Disconnected Mode**.

The Point of Sale terminal application can be configured in one of two ways:

- **Connected** - The POS application has a full-time connection to the main TRAVERSE database. Transactions are recorded directly to the POS tables in the TRAVERSE database. The Active Order Processing function in TRAVERSE synchronizes the Inventory quantity, history, and transactional cost retrieval between the POS tables and the main TRAVERSE database.
- **Disconnected** - The POS application uses a local database on each sales terminal to retain transactional data. The local terminal databases are synchronized with the POS tables in the TRAVERSE database via a Synchronize function on the terminal. The data in the POS tables is then updated in the main TRAVERSE database automatically via the Active Order Processing function.

7. Accept or enter the **Data Provider** folder value.

This should not need to be changed. This is the path to the Data Provider folder, which stores the data provider files TRAVERSE uses to process data.

8. Enter or select the logout delay in minutes into the **Logout Delay** field. A value of 0 means there is no logout delay for the terminal.

9. Enter the login name of the User you created for the Terminal to access TRAVERSE into the **Login Name** field.

This is a **TRAVERSE** User ID, not the POS User ID set up in the prior section of this manual. You can set up a User for this purpose in the SM Administration, User setup function.

10. Enter the login Password for the User you created for the Terminal to access TRAVERSE, into the Login **Password** field.

This is a **TRAVERSE** User password, not the POS User set up in the prior section of this manual. You can set up a User for this purpose in the SM Administration, User setup function.

11. Select the **Print Mode** for this terminal. The available selections are:

- **Print** - will automatically print the receipts and invoices generated from the POS Terminal transaction entry. The printer used will be the printers set up in the Invoice Printer and Receipt Printer fields in the Terminal setup screen.
- **Demo** - will preview a copy of the receipts and invoices generated from the POS Terminal transaction entry.

12. Select the **UI Culture** to be used for this terminal. The default is en-US.

13. In the **Payment Service** section:

- Enter the **Terminal ID**, **User ID**, **Merchant Key**, and **Password** the terminal(s) should use to send payment data to your Payment Service Provider.
- If the **Payment Device Type** and **Standard Entry Class** fields are populated, check the values and edit only if necessary.

14. Click the **Generate** button. This creates the **TRAVERSE.POS.exe.config** file for the Terminal. A dialog box will open to allow you to choose where to save the configuration file. Select the folder within which to save the file, then click **OK**.

15. A notification popup window will display to let you know the file has been generated. Click **OK** to close the popup window.

16. Close the **Config Generator** popup window by clicking on the red "X" in the upper right corner of the window.

17. When you set up the terminal, copy the **TRAVERSE.POS.exe.config** file you just created to the same location as the TRAVERSE.POS.exe file on the terminal.

Click a command button to:

Click	To
<b>Generate</b>	Create a TRAVERSE.POS.exe.config file.
<b>Activity</b>	Open the process activity window.
<b>Reset</b>	Set all fields to the most recent values entered.
<b>Load Defaults</b>	Set all fields to their original values.

## Configure Gateway Settings

If you wish to authorize credit card transactions from the POS terminal through the Internet, you will need to set up a payment gateway to connect to your credit card processing provider. When available, the Point of Sale application will use the XWeb payment provider service by default.

**NOTE: If you wish to add additional payment processors, please contact your software provider.**

**NOTE: The provider definitions must be loaded into the system database to enable use of this function. TRAVERSE includes a few default providers. Contact your software provider for assistance if you wish to add provider definitions into the system database.**

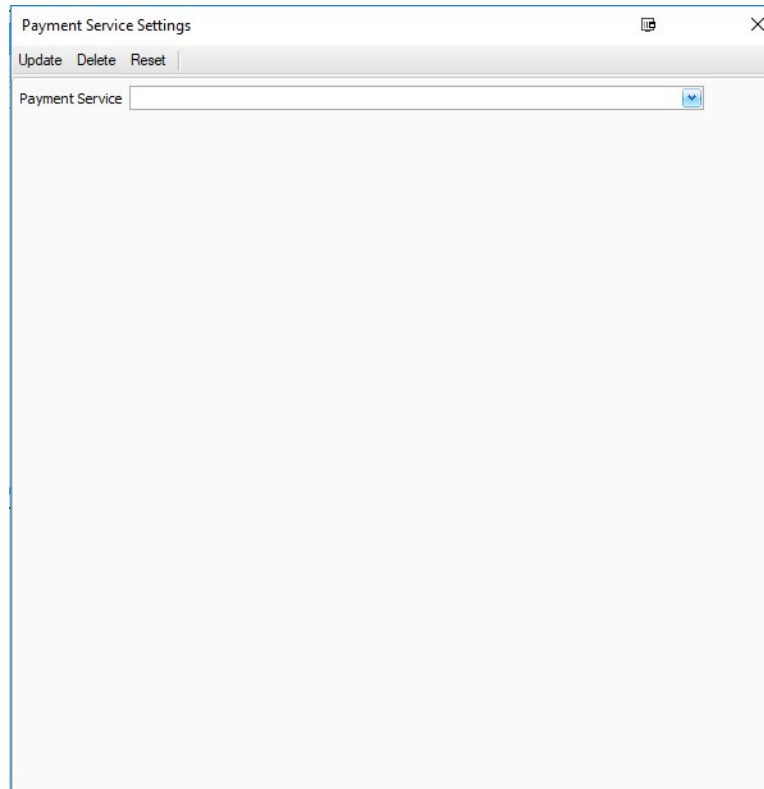
**NOTE: All information displayed on the screens below are examples of what may be entered into the fields. Do not use this information when setting up your payment services.**

To configure a payment **Gateway** follow these steps:

1. Click the **Gateway Settings** button on the toolbar to open the Gateway Settings window.

- The **Gateway Setting** screen appears.

### Gateway Settings Screen

The screenshot shows a window titled "Payment Service Settings" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with three tabs: "Update", "Delete", and "Reset". The "Update" tab is currently selected. Below the tabs is a label "Payment Service" followed by a text input field. To the right of the input field is a small blue square button with a white downward-pointing arrow, indicating a drop-down menu. The main area of the window is currently empty.

- Select a payment provider from the **Payment Service** field drop-down list. The fields available are dependent on the Payment Service you select.

The available selections for Payment Services are **XWeb**, **PayPal**, **XWebHostPay**, and **Vantiv**.



## XWeb

### Payment Service Settings Screen (XWeb)

The screenshot shows the 'Payment Service Settings' window with the following fields and values:

- Payment Service:** XWeb
- XWeb ID:** 800000001355
- Auth Key:** (masked with dots)
- Terminal ID:** 80021405
- Spec Version:** XWeb Secure 3.6
- Industry:** RETAIL
- Duplicate Mode:** CHECKING\_OFF
- Status Request Mode:** POLL
- Checkboxes:**
  - ☒ Prompt for Signature
  - ☒ Auto-Settle Batch
  - ☒ Enable Partial Approvals
- Transaction URL:** https://test.t3secure.net/x-chargeweb.dll
- Service URL:** https://test.t3secure.net:28716/x-chargeweb.dll
- Hosted Form URL:** https://online.t3secure.net/hpf/hpf.aspx?
- Hosted Form URL Params:** https://integrator.t3secure.net/hpf/hpfmobile.aspx

4. Enter your Company's ID as provided by the payment processor into the **XWeb ID** field.
5. Enter the Authorization Key your payment processor supplied into the **Auth Key** field.
6. If applicable, enter the Terminal ID for the current terminal into the **Terminal ID** field.
7. Edit the Specification Version, if necessary, in the **Spec Version** field.
8. Select your Industry from the **Industry** field drop-down list: **Retail**, **Restaurant**, **Ecommerce**, and **Moto**.
9. In the **Duplicate Mode** field drop-down list, select **CHECKING\_ON** if you would like the provider to detect duplicate transactions, otherwise select **CHECKING\_OFF**.

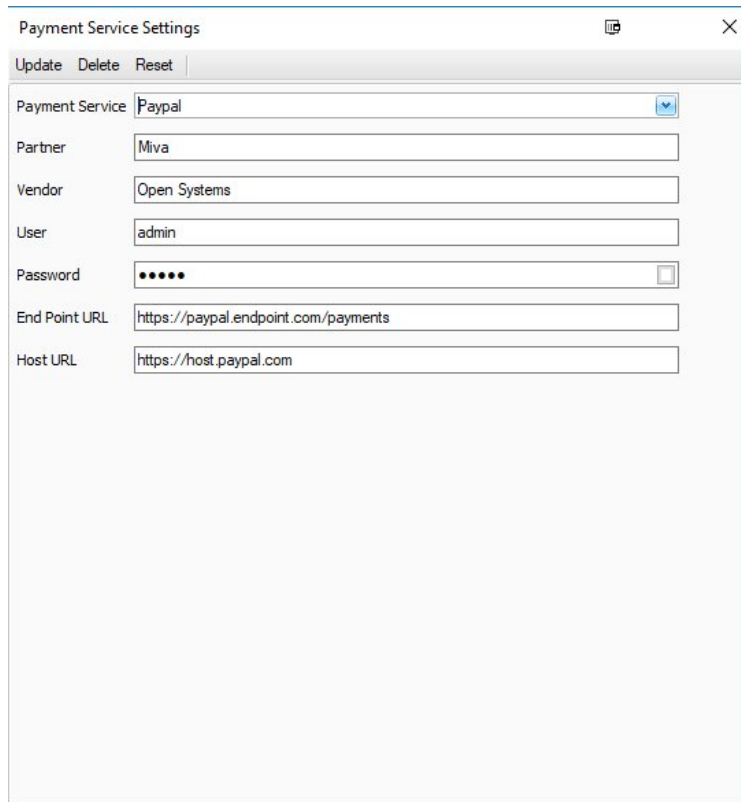
10. The **Status Request Mode** field setting is determined by the payment provider.
  - Select **POLL** for a real-time check on the payment approval status.
  - The **PERSIST\_UNTIL\_COMPLETE** option is the default mode, which will send a response to the payment provider when an approval, timeout, termination, or transaction complete event occurs.
11. If you want to use signature capture functionality for your payment services, mark the **Prompt for Signature** check box.

When you mark the check box to Prompt for Signature, you must select a Signature Service in the Business Rules to be able to capture a signature for the Payment Service.
12. If you are set up for auto-settlement with your payment processor, mark the **Auto-Settle Batch** check box.
13. If you are set up for partial payment approvals, mark the **Enable Partial Approvals** check box.
14. Enter the transaction URL for your settlement provider into the **Transaction URL** field.
15. Enter the URL for the payment processing service in the **Service URL** field.
16. The **Hosted Form URL** and **Hosted Form Params** should be set as needed for your gateway. Edit these values only if necessary.
17. Click **Update** to save the changes you have made.
18. If your payment provider has given you an additional authorization key, repeat the above process for the additional key.

Contact your software provider for assistance, if necessary.

## Paypal

### Payment Services Settings Screen (Paypal)



The screenshot shows a window titled "Payment Service Settings" with a close button (X) in the top right corner. Below the title bar are three buttons: "Update", "Delete", and "Reset". The form contains the following fields:

- Payment Service:** A dropdown menu with "Paypal" selected and a blue arrow icon on the right.
- Partner:** A text input field containing "Miva".
- Vendor:** A text input field containing "Open Systems".
- User:** A text input field containing "admin".
- Password:** A text input field with six dots and a small square icon on the right.
- End Point URL:** A text input field containing "https://paypal.endpoint.com/payments".
- Host URL:** A text input field containing "https://host.paypal.com".

1. Enter your partner information as provided by the payment processor into the **Partner** field.
  2. Enter the Vendor information as provided by your payment processor into the **Vendor** field.
  3. Enter your user name and password, as required by your payment processor, into the **User** and **Password** fields.
  4. Enter the end point web address as provided by your payment processor into the **End Point URL** field.
  5. Enter the host web address payment processor into the **Host URL** field.
  6. Click **Update** to save the changes you have made.
- Contact your software provider for assistance, if necessary.

**XWebHostPay****Payment Services Settings Screen (XWebHostPay)**

The screenshot shows a window titled "Payment Service Settings" with a close button (X) in the top right corner. Below the title bar are three buttons: "Update", "Delete", and "Reset". The main area contains the following fields:

- Payment Service:** A dropdown menu with "XWebHostPay" selected.
- Account Token:** A text field containing a series of dots, indicating a masked token.
- Display Captured Signature:** A checkbox that is currently unchecked.
- Payment Page URL:** A text field containing "https://ws.test.paygateway.com/HostPayService/v1/hostpa".
- Transactions URL (Non-Payment page):** A text field containing "https://ws.test.paygateway.com/api/v1/transactions".
- Setup Requests URL:** A text field containing "https://ws.test.paygateway.com/HostPayService/v1/hostpa".
- Transaction Status Query URL:** A text field containing "https://ws.test.paygateway.com/HostPayService/v1/hostpa".

1. Enter your Company's Account Token in the **Account Token** field.
2. If you use TRAVERSE Point of Sale and use signature capture functionality for your Payment Services, mark the **Display Captured Signature** check box to display the signature captured by the signature pad.

When you mark the check box to Display Captured Signature, you must select a Signature Service in the Business Rules to be able to capture a signature for the Payment Service.

3. Enter the payment page web address for your payment provider into the **Payment Page URL** field.
4. Enter the web address for the non-payment page in the **Transactions URL** field.
5. Enter the web address for setup requests in the **Setup Requests URL** field.

6. Enter the web address for transaction status inquiries in the **Transaction Status Query URL** field.
  7. Click **Update** to save the changes you have made.
- Contact your software provider for assistance, if necessary.

## Vantiv

### Payment Services Settings Screen (Vantiv)

The screenshot shows a window titled "Payment Service Settings" with a close button (X) in the top right corner. Below the title bar are three buttons: "Update", "Delete", and "Reset". The main content area contains the following fields and options:

- Payment Service:** A dropdown menu with "Vantiv" selected.
- Account ID:** A text field containing "1014111".
- Account Token:** A text field filled with dots, with a small square icon to its right.
- Application ID:** A text field containing "5328".
- Acceptor ID:** A text field containing "3928999".
- Terminal ID:** A text field containing "0000000011".
- Lane ID:** A text field containing "1".
- Transaction URL:** A text field containing "https://certtransaction.elementexpress.com/".
- Report URL:** A text field containing "https://certreporting.elementexpress.com/".
- Services URL:** A text field containing "https://cerservice.elementexpress.com/".
- Hosted URL:** A text field containing "https://certtransaction.hostedpayments.com/".
- TriPOS Server URL:** A text field containing "http://localhost8080/".
- Developer Key:** An empty text field.
- Developer Secret:** An empty text field.
- Test Mode:** A checkbox that is currently unchecked.
- Prompt for Signature:** A checkbox that is currently unchecked.

1. Enter your Company's ID as provided by the payment processor into the **Account ID** field.
2. Enter the Account Token your payment processor supplied into the **Account Token** field.
3. If applicable, enter the Application ID for the current terminal into the **Application ID** field.
4. If applicable, enter the Acceptor ID for the current terminal into the **Acceptor ID** field.
5. If applicable, enter the Terminal ID for the current terminal into the **Terminal ID** field.

6. If applicable, enter the Lane ID for the current terminal into the **Lane ID** field.
  7. Enter the Transaction URL for your settlement provider into the **Transaction URL** field.
  8. Enter the URL for the reports from the payment service in the **Reports URL** field.
  9. Enter the URL for the payment processing service in the **Service URL** field.
  10. The **Hosted URL** should be set as needed for your gateway. Edit these values only if necessary.
  11. Enter the path that contains the TriPOS.config file into the **TriPOS Config File Path** field.
  12. Enter the URL path for the TriPOS server into the **TriPOS Server URL** field.
  13. Enter the **Developer Key** provided by Vantiv, when the TriPOS software is installed.
  14. Enter the **Developer Secret** provided by Vantiv, when the TriPOS software is installed.
  15. Select the **Test Mode** check box, if you have been supplied with a test account and credit card numbers, from your payment provider. If you have a live account with active credit card numbers, leave the check box clear.
  16. If you want to use signature capture functionality for your payment services, mark the **Prompt for Signature** check box.

When you mark the check box to Prompt for Signature, you must select a Signature Service in the Business Rules to be able to capture a signature for the Payment Service.
  17. Click **Update** to save the changes you have made.
  18. If your payment provider has given you an additional authorization key, repeat the above process for the additional key.
  19. Click **Update** to save the changes you have made.
- Contact your software provider for assistance, if necessary.



20. Select a command button:

### Command Buttons


Name	Description
<b>Update</b>	Update the payment service settings with the values you just edited.
<b>Delete</b>	Delete the payment service selected.
<b>Reset</b>	Set all fields to the most recent values entered.

### Task Summary


To add a Terminal, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Enter the **Terminal ID**, enter a **Description** and all necessary information for the terminal setup.
3. Click the **Save** button  on the toolbar to save the new terminal.

To edit a Terminal, follow these steps:

1. Select a Terminal to edit in the **Terminal ID** field.
2. Edit the applicable fields as required.
3. Press the **Save** button  to save your changes.

To delete a Terminal, follow these steps:

1. Select a Terminal to delete from the **Terminal ID** field.
2. Click the **Delete** button  on the toolbar to delete the selected terminal.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.





## REASON CODES

The **Reason Codes** setup function allows you to create reason codes for returns.

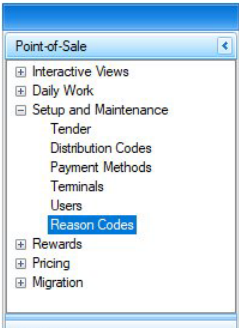
Use the Reason Codes to determine the reason Items are being returned to you, and to help analyze the reasons items are returned, using the Accounts Receivable, Interactive Views, Detail History View.

Reason Codes are entered into the Returned transaction on the Item Detail screen.

To work with **Reason Codes**, follow these steps:

1. Select **Reason Codes** from the **Setup and Maintenance** menu.

### Reason Codes Menu



2. The **Reason Codes** screen appears.

### Reason Codes Screen



A screenshot of the 'PS Reason Codes' window. It features a table with three columns: 'Reason Code', 'Description', and 'Active'. The table contains five rows of data, each with a reason code, a description, and an active status (indicated by a checked checkbox).

Reason Code	Description	Active
> Damaged	Damaged Item	<input checked="" type="checkbox"/>
Defect	Defective Item	<input checked="" type="checkbox"/>
Ord Err	Order Error	<input checked="" type="checkbox"/>
Warranty	Warranty Item	<input checked="" type="checkbox"/>
Wrong	Wrong Item Shipped	<input checked="" type="checkbox"/>
*		<input type="checkbox"/>


3. Enter a **Reason Code** number or code.
4. Enter a Reason Code **Description**.
5. Select the **Active** check box if the Reason Code is to be available for use in the RMA transaction function. If you would like to make a Reason Code unavailable, without deleting it, uncheck the **Active** box.
6. Close the window when complete.

### Task Summary


To create a new Reason Code, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Enter a new code in the **Reason Code** field.
3. Enter a **Description** for the Reason Code.
4. If the Reason Code is active, mark the check box in the **Active** column. If the Reason Code is unavailable, clear the check box.
5. Click the **Save** button  on the toolbar to save the new Reason Code.

To edit a Reason Code, follow these steps:

1. Select a code to edit from the **Reason Code** field.
2. Edit the fields as necessary.
3. Click the **Save** button  on the toolbar to save any changes.


To delete a Reason Code, follow these steps:

1. Select a code to delete from the **Reason Code** field.
2. Click the **Delete** button  on the toolbar to delete the selected terminal.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

### Producing a Reason Codes List

Use the **Reason Codes List** function to produce a list of reason codes you set up in the Setup and Maintenance **Reason Codes** function (page 3-55).

To produce a **Reason Codes List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of Reason Codes.
2. The **Preview Report** screen appears.

3. Select the **Print** button  in the toolbar to print your list.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

## Reason Codes List

Continental Products Unlimited PS Reason Codes			Page 1
Reason Code	Description	Active	
Damaged	Damaged Item	<input checked="" type="checkbox"/>	
Defect	Defective Item	<input checked="" type="checkbox"/>	
Ord Err	Order Error	<input checked="" type="checkbox"/>	
Warranty	Warranty Item	<input checked="" type="checkbox"/>	
Wrong	Wrong Item Shipped	<input checked="" type="checkbox"/>	



## MIGRATION MENU

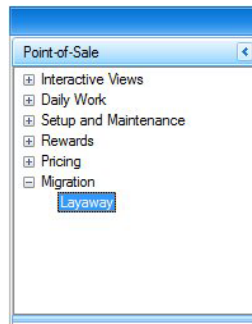
### Layaway

The **Layaway** function is to be used at system initialization only. This function will migrate Layaway transactions from 10.5 Sales Order that were generated with that version's POS application.

To migrate **Layaways**, follow these steps:

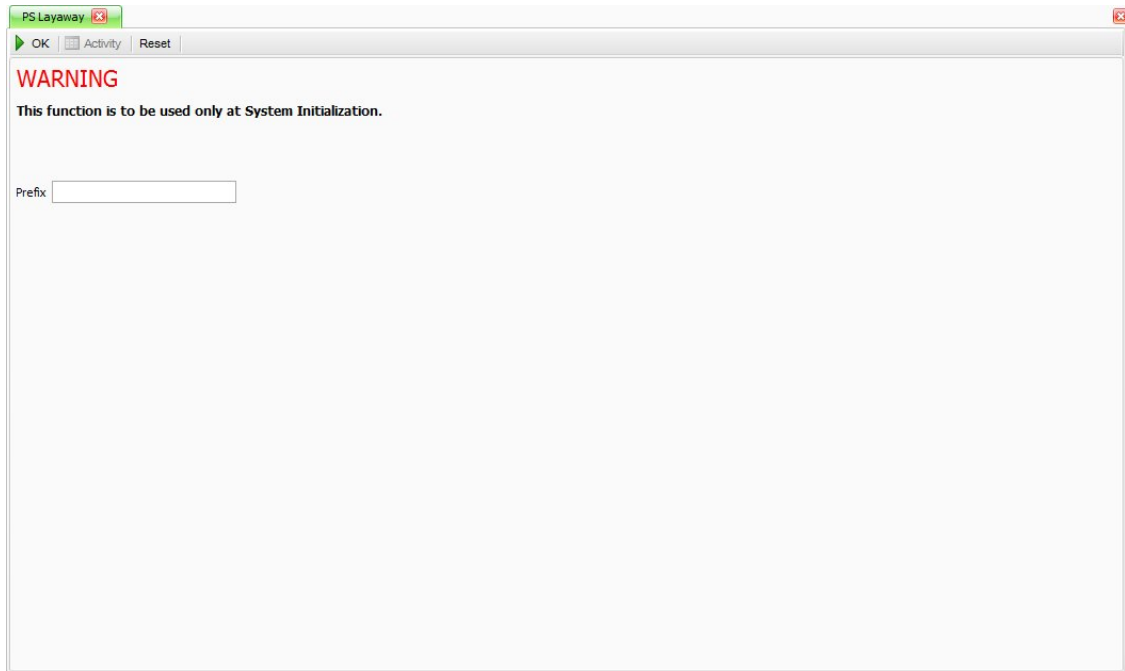
1. Select **Layaways** from the **Migration** menu.

### Layaways Menu



2. The **Layaways** screen appears.

## Layaways Screen



### Command Buttons

Name	Description
OK	Verify exchange rates if you are using the multi-currency feature.
Reset	Reset values to the defaults.

# 4

## REWARDS

Customer Rewards/Loyalty Overview .....	4-3
Programs .....	4-5
Accounts .....	4-9
Prepare Activity .....	4-13
Post Activity .....	4-17





## CUSTOMER REWARDS/LOYALTY OVERVIEW

By offering your Customers a rewards or loyalty program with associated discounts, you encourage your Customers to keep coming back. You can set up rewards/loyalty programs that allow Customers to accumulate and redeem coupons or “points” based on a set of parameters you define.

You can control how TRAVERSE applies the rewards program to the General Ledger by understanding how the rewards are calculated. For example:

- Set up a Rewards Program in the **Programs** function (page 4-5).
- Next, create a Rewards Account for a Customer in the **Accounts** function (page 4-9).
- In the Point of Sale Terminal application, create a new order (page 6-61) and enter the Reward Number for the Rewards Account in the Code or Description field to apply the order to the Reward accrual. continue creating the order.
- When all line Items are entered, complete the order by making a payment (page 6-81) or putting the order on account (a suspended order will not be included in the rewards calculation).
- **Close** the register (page 6-131).
- In TRAVERSE, complete the **Active Order Processing** function to synchronize the transactions from the terminal to the back office (page 7-5).
- Process the POS transactions in TRAVERSE using the **Post Transactions** function (page 7-29).
- Use the **Prepare Activity** function to review transactions and Reward Program configurations and make any necessary changes to the reward activity before posting (page 4-13).
- Use the **Post Activity** function to generate changes to the General Ledger based on current Reward activity (page 4-17).

To calculate the values applied to the General Ledger:

If a PointsPerDollar type rewards program has a Point Accrual Rate of 1, a Point Redemption Rate of 50%, and a Point Cash Value of \$3.00, a transaction with a line item total of \$482.39 would post this amount to the General Ledger:

$(\$482.39 * 1\% = 4.82 \text{ Quantity}) * 3 \text{ (Point Cash Value)} = \$14.47 \text{ value} * 50\% = \$7.24 \text{ posted to GL}$



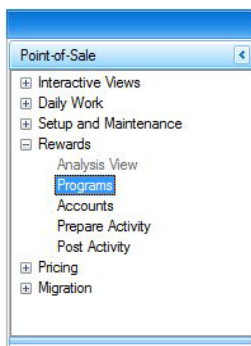
## PROGRAMS

Use the **Programs** function to set up and maintain your Reward Programs.

To set up **Programs**, follow these steps:

1. Select **Programs** from the **Rewards** menu.

### Programs Menu



2. The **Programs** screen appears.

### Programs Screen

 A screenshot of the "PS Programs" window. The window has a title bar with "PS Programs" and a close button. Below the title bar is a toolbar with various icons. The main area contains two columns of fields. The left column includes: "Description" (text field with "Frequent Buyer Bonus"), "Status" (dropdown menu with "Active"), "Start Date" (calendar icon showing "10/21/2014"), "Point Accrual Rate" (text field with "1.000"), "Point Redemption Rate" (text field with "1.000"), and "Point Cash Value" (text field with "5.0000"). The right column includes: "Copy From" (text field), "Type" (dropdown menu with "Points Per Dollar"), "End Date" (calendar icon), "Liability Account" (text field with "000002000"), and "Expense Account" (text field with "000006500").

3. Select the **New Record** button  on the toolbar to open a blank Programs record.


4. Enter a Description for the program in the **Description** field.
5. If you want to copy information from another Program, select the Program in the **Copy From** drop-down list. The information set up in the Copy From Program is copied into the new Program.
6. Select the Status of the Program from the **Status** field. The selections are **Active** and **Inactive**.
7. Select from the types of rewards programs in the Type field:
  - **PointsPerUnit** - The Customer receives rewards points based on the number of units purchased.
  - **PointsPerDollar** - The Customer receives rewards points based on the amount paid for goods excluding Tax, Freight, and Miscellaneous charges.
8. Select the Start Date of the Program from the **Start Date** field.
9. Choose an End Date for the Program from the **End Date** field.
10. Enter a Point Accrual Rate in the **Point Accrual Rate** field.

The point accrual rate determines how many points are earned as a percentage of each unit purchased or dollar spent.

**Example: With a point accrual rate of 5 (percent) in a PointsPerDollar type of program, a customer would earn 5 points for every \$100 spent. With a point accrual rate of 5 (percent) in a PointsPerUnit type of program, a customer would earn 5 points for every 100 units or items purchased.**
11. Enter a Point Redemption Rate in the **Point Redemption Rate** field.



The point redemption is the expected rate of redemption for the Program. This value will affect the amounts posted in the General Ledger.
12. Select a Liability Account from the **Liability Account** drop-down list. General ledger entries will credit the Program Liability Account for new (unposted) accrual activity.
13. Enter a point cash value in the **Point Cash Value** field.

This is the cash value of each point in the rewards program.


**Example: If the point cash value is 3, each point would be worth \$3.00.**
14. Select an Expense Account from the **Expense Account** drop-down list. General ledger entries will debit the Program Expense Account for new (unposted) accrual activity.
15. Click the **Save** button  on the toolbar to save your changes.

## Task Summary


To add a Program, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Enter the **Program ID**, enter a **Description** and all necessary information for the Program setup.
3. Click the **Save** button  on the toolbar to save the new Program.

To edit a Program, follow these steps:

1. Select the Rewards **Program ID** you wish to edit.
2. Edit the fields as necessary.
3. Click the **Save** button  on the toolbar to save any changes made to the Rewards Program.

To delete a Program, follow these steps:

1. Select a Rewards **Program ID** to delete.
2. Click the **Delete** button  on the toolbar to delete the selected Program ID.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.



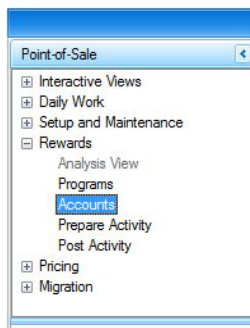
## ACCOUNTS

Use the **Accounts** function to set up and maintain your Customers' Reward Accounts.

To set up **Accounts**, follow these steps:

1. Select **Accounts** from the **Rewards** menu.



### Accounts Menu



- The **Accounts** screen appears.

## Accounts Screen



The screenshot shows the 'PS Accounts' window with a toolbar at the top containing icons for New Record, Previous, Next, Find, and Save. The form is divided into two columns. The left column contains fields for Reward Number (000000001), Name (James Martin), Address1 (1205 10th Ave), Address2, City (Shakopee), Region (MN), Country (USA), and Postal Code (55379-). The right column contains fields for Copy From, Status (Active), Enrollment (10/21/2014), Phone ((952)-403-5700), Fax ((952)-403-5600), E-Mail (james.martin@osas.com), and Web Address (www.osas.com).

- Click the **New Record** button  on the toolbar to open a blank Reward Account record.
- Enter the **Reward Number** for this account.
- If you want to copy information from another Account, select the Account in the **Copy From** drop-down list. Information from the Copy From selection will be filled in.
- Enter the **Name, Address, City, Region, Country,** and **Postal Code**.
- Select the Status of the Customer from the **Status** field: **Active** or **Inactive**.
- Select or enter the Customer's Enrollment date into the Rewards Program from the **Enrollment** field.
- Enter the Customer's **Phone, Fax, E-Mail,** and **Web Address** where applicable.
- Click the **Save** button  on the toolbar to save your changes.




## Adding, Editing and Deleting Accounts


To add an account, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Enter the **Reward Number**, enter a **Name** and all necessary information for the Account setup.
3. Click the **Save** button  on the toolbar to save the new Account.

To edit an Account, follow these steps:

1. Select the Customer Account **Reward Number** you wish to edit.
2. Edit the fields as necessary.
3. Click the **Save** button  on the toolbar to save any changes made to the Customer's Account.

To delete an Account, follow these steps:

1. Select a Customer Account **Rewards Number** to delete.
2. Click the **Delete** button  on the toolbar to delete the selected Account.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.



## PREPARE ACTIVITY

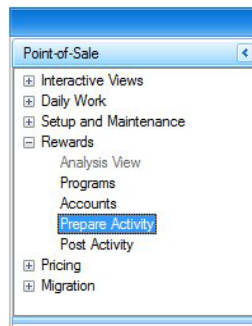
Use the **Prepare Activity** function to review transactions and Reward Program configurations and make any necessary changes to the Reward Activity before posting.

Before Reward Activity can be prepared, transactions entered through the POS Terminal functions must be paid and the register closed. The active order processing must be run and transactions posted.

To **Prepare Activity**, follow these steps:

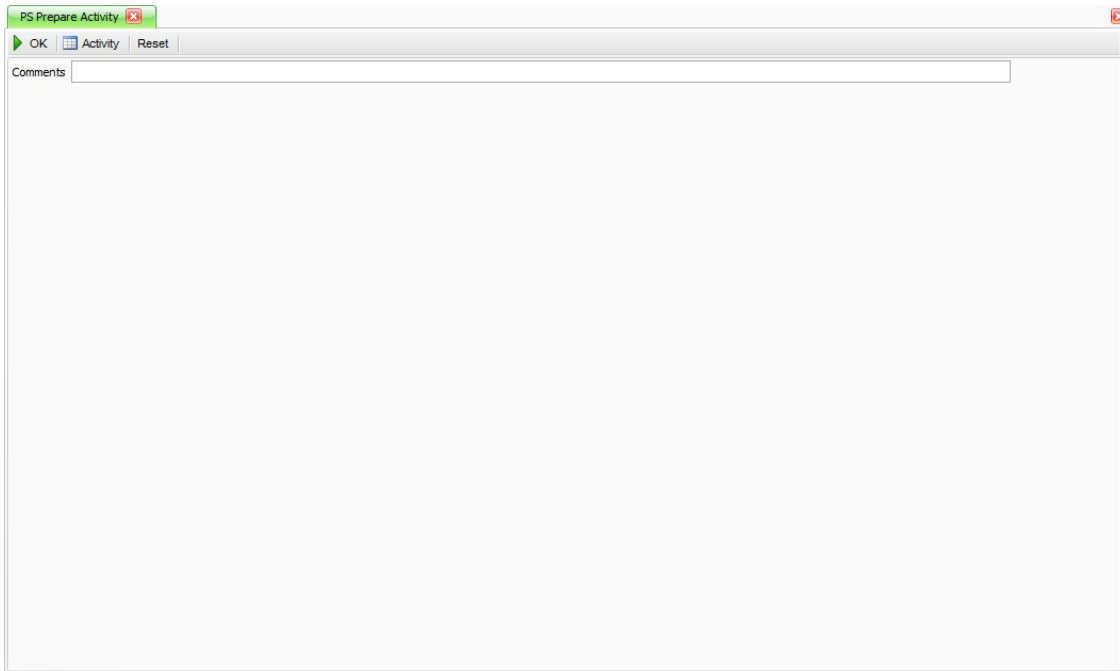
1. Select **Prepare Activity** from the **Rewards** menu.

### Prepare Activity Menu



2. The **Prepare Activity** screen appears.

## Prepare Activity Screen



3. Enter any comments into the **Comment** field.
4. Click a command button:

### Command Buttons

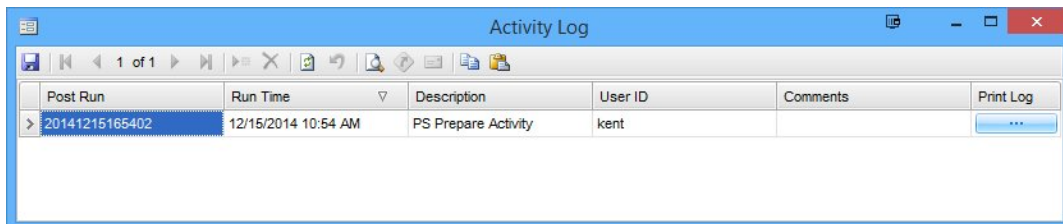
Click	To
<b>OK</b>	Begin processing.
<b>Activity</b>	View the Activity Log for reward activity.
<b>Reset</b>	Set all fields to their default values.

## Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the prepare activity was made.
<b>Description</b>	The prepare activity description.
<b>User ID</b>	The user who performed the prepare.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Print Log</b>	A PDF version of the original log file if you click the ... button.

## Activity Log Screen



The screenshot shows a software window titled "Activity Log". It contains a table with the following data:

Post Run	Run Time	Description	User ID	Comments	Print Log
> 20141215165402	12/15/2014 10:54 AM	PS Prepare Activity	kent		...

## Prepare Activity Log

Continental Products Unlimited				Page 1
Prepare Reward Activity Log				
Comments				
Program	Reward Number	Name	Quantity	Value
Loyalty Program	1234	James Smith	5.2854	15.86
	1234	James Smith	17.0175	51.05
	5678	Stacy Landers	10.5708	31.72
	5678	Stacy Landers	21.7418	65.23
Loyalty Program Total			54.62	163.86

5/7/2017 12:00 PM

\*\*\* End of Report \*\*\*

OPEN\_SYSTEM SIKent.Holtkamp

## POST ACTIVITY

The **Post Activity** function reviews current Reward activity to generate changes to the General Ledger. General Ledger entries will debit the Program Expense Account and credit the Program Liability Account for new (unposted) accrual activity.

**NOTE: Tax, Freight, and Misc charges are not included in the Reward calculation.**

The amounts posted to GL are based on the line Item total, Point Accrual Rate, Point Cash Value, and the Expected Redemption Rate for the given program. For a PointsPerDollar type program:

$((\text{Line Item Total} * \text{Point Accrual Rate}) * \text{Point Cash Value}) * \text{Point Redemption Rate} = \text{Amount Posted to GL}$

**Example: A line item total of \$289.48 with a Point Accrual Rate of 1, a point cash value of 3, and an expected redemption rate of 50 would result in:  $((\$289.48 * 1\%) * 3) * 50\% = \$4.34$  posted to GL**

The Rewards for each line Item update these Accounts:

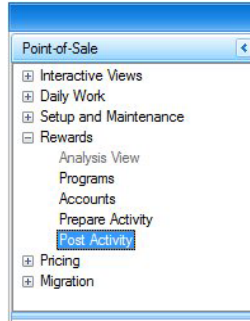
Rewards	
Program Expense	Program Liability
DB	CR

The Accounts posted to will come from the Expense Account and Liability Account selected in the Programs setup.

To **Post Activity**, follow these steps:

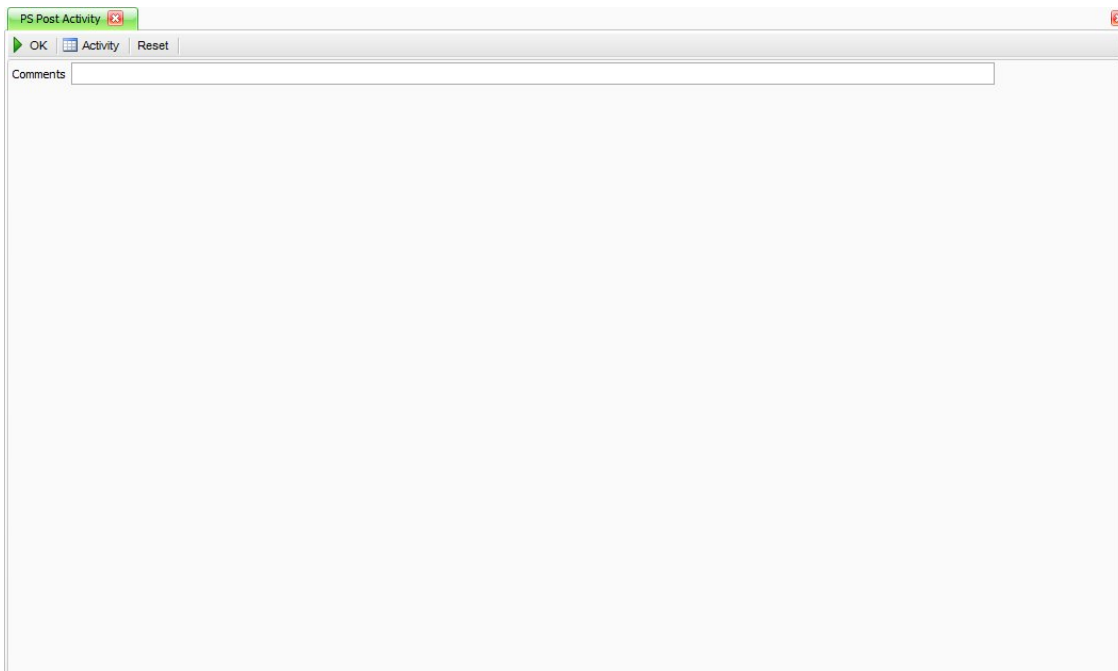
1. Select **Post Activity** from the **Rewards** menu.

### Post Activity Menu



2. The **Post Activity** screen appears.

### Post Activity Screen



3. Enter any comments into the **Comment** field.



4. Select a command button:

### Command Buttons

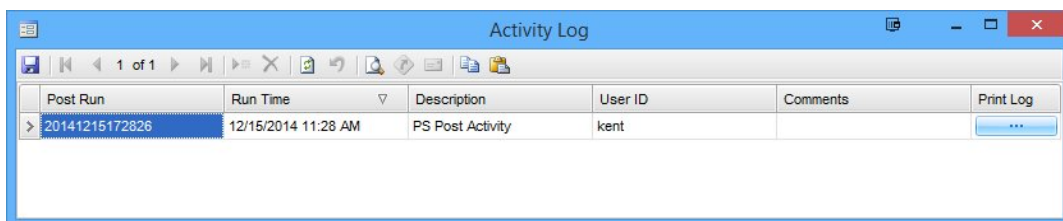
Click	To
OK	Begin processing.
Activity	View the Activity Log for posting reward activity.
Reset	Set all fields to their default values.

### Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post activity was made.
Description	The post activity description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

### Activity Log Screen



## Post Activity Log

Continental Products Unlimited					Page 1
PostReward Activity Log					
Comments					
GL Entries					20170907171056
Posted to Fiscal Year	2017				
Fiscal Period	9				
Reference	Description	GL Account	Debit	Credit	
Accrual	Loyalty Program	00-000-2420		25.53	
Accrual	Loyalty Program	00-000-6600	25.53		
Accrual	Loyalty Program	00-000-2420		32.62	
Accrual	Loyalty Program	00-000-6600	32.62		
Accrual	Loyalty Program	00-000-2420		15.86	
Accrual	Loyalty Program	00-000-6600	15.86		
Accrual	Loyalty Program	00-000-2420		7.93	
Accrual	Loyalty Program	00-000-6600	7.93		
Total for Fiscal Period 9			81.94	81.94	
Grand Total			81.94	81.94	
Exceptions					
Grand Total					

5/7/2017 12:10 PM

\*\*\* End of Report \*\*\*

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## USING PRICING

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Calculating Price Process .....	.5-5
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Price Structures .....	.5-25
Promotional Pricing.....	.5-33
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Pricing Examples .....	.5-43
Price Calculator .....	.5-51



## CALCULATING PRICE

Price calculations are determined by the following factors:

- Interfaces
- Serialized pricing
- Price breaks and penalties
- Customer level, price structure, and price ID
- Customer-level pricing for the item location
- Promotional pricing

### **Quantity Price Breaks and Penalties**

If Sales Order is interfaced with Inventory, set up price breaks for the unit of measure and Item quantity in the Inventory Item Locations tab.

### **Customer Levels**

Define levels of Customers in the Customer Levels function. (page 5-7)

### **Price Structures**

Set up Price IDs in the Price Structures function to store default and Customer Level pricing, adjustment base, and adjustment amount information. Price IDs are assigned to Items in the Inventory Items and Item Locations functions. You also can assign a default Price ID for a Customer in the Accounts Receivable Customer setup in Setup and Maintenance function. (page 5-25)

### **Promotional Pricing**

Set up Promotional Pricing for Price IDs, Customer Levels, Item IDs, Location IDs, Units, and Product Lines, in the Promotional Pricing function. (page 5-33)



## CALCULATING PRICE PROCESS

The system applies these conditions to calculate the price of an Item. The overall process is represented by the pricing flowchart on (page 5-41).

1. The calculated price for an Item is initially set to the Base Price for the unit of measure used in the POS transaction.
  - If Accounts Receivable is interfaced with Inventory (POS uses the AR interface), the Base Price is set up in the Inventory Item Locations tab.
  - If Accounts Receivable is not interfaced with Inventory (POS uses the AR interface), the Base Price is the unit price that is set up in the System Manager Description Items function.
2. If Accounts Receivable is interfaced with Inventory (POS uses the AR interface), the following conditions exist:
  - If the Item is priced by Serial Number, the system-calculated price becomes the Serial Number price.
  - If quantity breaks or penalties are set up for the Item's unit of measure, the system applies them.
  - If Customer Pricing is set up for the Item and an adjustment is based on Item Location for the Customer Level, the system applies the adjustment.
3. If a Price Structure is set up for the selected Price ID, the following conditions exist:
  - If the Customer Level is set up within the structure, the system applies the adjustment.
  - If the Customer Level is not set up within the Price Structure, the system applies the default adjustment.

The Adjustment Base is set up according to the following criteria:

<b>No Base</b>	The system ignores previous price calculations and uses the adjustment amount as the calculated amount. The only option for the type of adjustment is Amount. You need to be very careful with this Adjustment Base. The amount typed in the Amount field will be the price of the Item when applicable.
----------------	--

<b>Standard Cost</b>	The system ignores previous price calculations and uses the Standard Cost of the Item determined by the Item's cost components. Use the Inventory Item Locations function to set up Standard Cost.
<b>Base Cost</b>	The system ignores previous price calculations and uses the fixed Base Cost set up in Inventory, Item Locations, to calculate the adjustment amount.
<b>Average Price</b>	The system ignores previous price calculations and uses the weighted average of selling prices to calculate the adjustment amount.
<b>Base Price</b>	The system ignores previous price calculations and uses the fixed Base Price from the Inventory, Item Locations to calculate the adjustment amount.
<b>List Price</b>	The system ignores previous price calculations and uses the manufacturer's suggested retail price from Inventory, Item Locations to calculate the adjustment amount.
<b>Minimum Price</b>	The system ignores previous price calculations and uses the lowest price from Inventory, Item Locations to sell an Item to calculate the adjustment amount.
<b>Calculated Price</b>	The system compounds the adjustment on top of the price calculated so far.
<b>Last Cost</b>	The system ignores previous price calculations and uses the Last Cost from the Inventory, Item Locations to calculate the adjustment amount.

4. If a Promotion is available for the Customer and if the Promotion Price is less than the system-calculated price, the Promotion Price is applied. If more than one Promotional Price is set up, the system defaults to the Promotion with the Start Date closest to the workstation date.



## CUSTOMER LEVELS

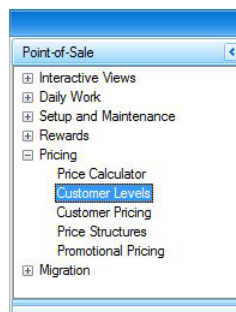
Use the **Customer Levels** function to define and describe levels of Customers. You can use these levels to assign price adjustments and promotional pricing to individual Customers or groups of Customers. Examples of Customer Levels are retail, wholesale, and dealer.

The system uses Customer Levels to determine the pricing structure when a sales transaction is recorded.

To set up **Customer Levels**, follow these steps:

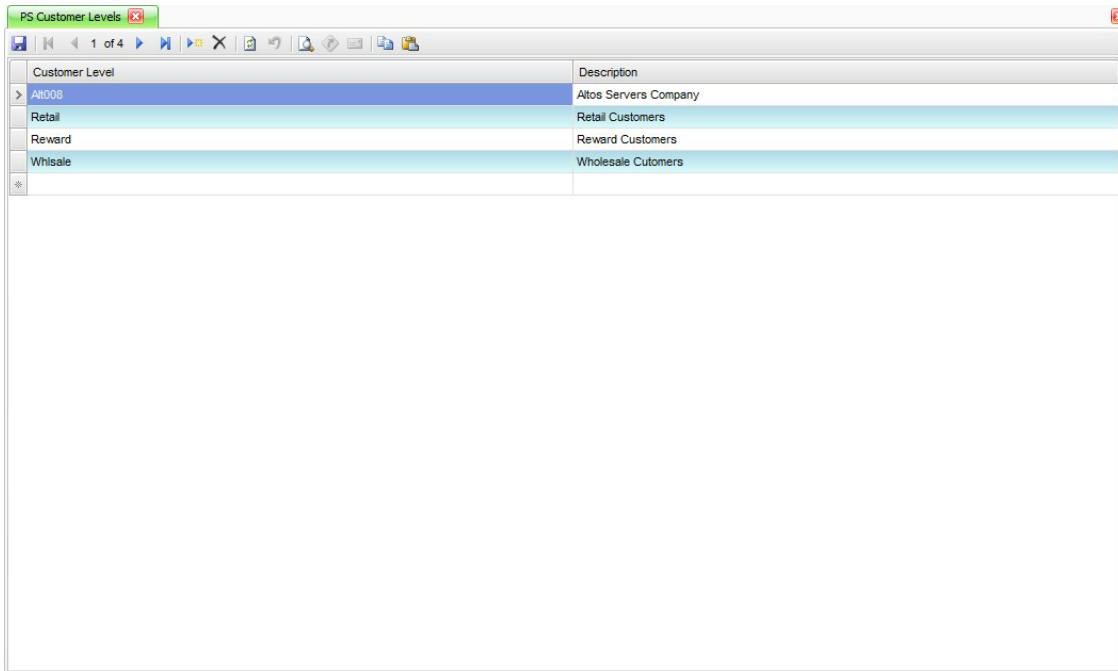
1. Select **Customer Levels** from the **Pricing** menu.

### Customer Levels Menu



- The **Customer Levels** screen appears.

## Customer Levels Screen





- Select or enter the **Customer Level**. This level can be assigned to one Customer or to a group of Customers.
- Enter the **Description** of the Customer Level.

## Producing the Customer Levels List

Use the **Customer Levels List** function to produce a list of the customer levels you defined in the Customer Levels function (page 4-7).

To produce a **Customer Levels List**, follow these steps:

- Select the **Print Preview** button  to preview the list of Customer Levels.
- The **Preview Report** screen appears.
- Select the **Print** button  in the toolbar to print your list.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.



Customer Levels List

Continental Products Unlimited  
PS Customer Levels

Page 1

Customer Level		Description
AM008		Alcoi Service Company
Retail		Retail Customers
Reward		Reward Customers
Wholesale		Wholesale Customers



## CUSTOMER PRICING

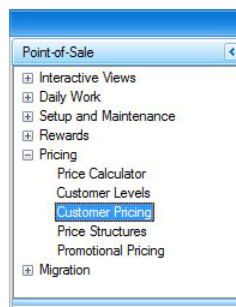
Use the **Customer Pricing** function to set up pricing by Item, Location, and Customer Level. This function is available only if Accounts Receivable is interfaced with Inventory (POS uses the Accounts Receivable interface).

You will have the option to set up your Customer Pricing by Item ID or by Customer Level using the View button on the toolbar.

To set up **Customer Pricing**, follow these steps:

1. Select **Customer Pricing** from the **Pricing** menu.

### Customer Pricing Menu



2. The **Customer Pricing** screen appears.

### Customer Pricing Screen by Item

Item ID	Location ID	Adjustment Base	Type	Amount	Promo
> 100	MN0001	No Base	Amount	385.0000	
100	MN0001	Base Price	Percent	-15.0000	
100	MN0001	Calculated Price	Percent	-10.0000	

Unit	Qty Break ID	Description
> PKG	Break	Price Break

Record 1 of 1

3. Select **By Item** from the **View** button menu on the toolbar.
4. Select or enter the **Item ID** for which to set up Customer Pricing.
5. Select the **Location ID** for which to set up Customer Pricing.
6. Select the **Customer Level** for which to set up pricing. The **Description** appears.
7. Select the **Adjustment Base**:

Base	Description
No Base	amount entered in the Amount field is used as the adjusted price (type must be amount)
Standard Cost	cost of the Item determined by the Item's Standard Cost set up in Inventory, Item Locations

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Base	Description
<b>Base Cost</b>	cost of the Item determined by the Item's Case Cost set up in Inventory, Item Locations
<b>Average Price</b>	weighted average of selling prices taken from the Average Price field in Inventory, Item Locations
<b>Base Price</b>	fixed base price set up in Inventory, Item Locations
<b>List Price</b>	manufacturer's suggested retail price of the Item set up in Inventory, Item Locations
<b>Minimum Price</b>	the lowest price to sell the Item, from the Minimum Price field set up in Inventory, Item Locations
<b>Calculated Price</b>	the adjustment on top of the price calculated so far.
<b>Last Cost</b>	The system ignores previous price calculations and uses the Last Cost from the Inventory, Item Locations to calculate the adjustment amount.

8. Select the **Adjustment Type**:

- The **Amount** selection will add to or reduce the price by a currency (dollar) amount.
- The **Percent** selection will add to or reduce the price by the percentage entered.

9. Enter the **Adjustment Amount**. Use negative numbers to reduce the price; use positive numbers to increase the price. When entering percentage amounts enter the amount as a whole number. For example; if you are giving a 5% discount, enter the discount percent as - 5.0000. The calculation is built into the programming to divide the total amount by 100, to give the percentage.

10. Select the **Promo** check box to apply Promotions to the adjustment; otherwise, clear the check box. In other words, are you allowing the Customer to have promotions applied on top of their regular Customer Level discount.

11. In the lower portion of the screen, set up price breaks by Unit by selecting a **Unit**.

12. Select a **Qty Break ID** for the Unit.

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**NOTE:** To include the Quantity Break in the final price calculation you must select **Calculated Price** as the **Adjustment Base**.

13. Repeat Steps 11 and 12 as necessary.
14. For each Customer Level for the Item's Location, repeat Steps 6 through 12.

### Customer Pricing Screen by Customer Level

The screenshot shows the 'SO Customer Pricing' window. At the top, the 'Customer Level' is set to 'CL1' and the 'Description' is 'Customer Level 1'. Below this is a table with columns: Item ID, Location ID, Adjustment Base, Type, Amount, and Promo. The table contains three rows: Item ID 100 with Location ID CA0001 and Adjustment Base List Price (Amount -12.0000, Promo checked); Item ID 100 with Location ID MN0001 and Adjustment Base Calculated Price (Amount -10.0000, Promo unchecked); and Item ID 150 with Location ID CA0001 and Adjustment Base Average Price (Amount -22.0000, Promo unchecked). Below the table is a section for 'Unit' and 'Qty Break ID' with a 'Description' column. It shows 'PKG' as the unit, 'Break' as the Qty Break ID, and 'Price Break' as the description. At the bottom, it indicates 'Record 1 of 1'.

Item ID	Location ID	Adjustment Base	Type	Amount	Promo
100	CA0001	List Price	Percent	-12.0000	<input checked="" type="checkbox"/>
> 100	MN0001	Calculated Price	Percent	-10.0000	<input type="checkbox"/>
150	CA0001	Average Price	Amount	-22.0000	<input type="checkbox"/>

Unit	Qty Break ID	Description
> PKG	Break	Price Break

Record 1 of 1

1. Select **By Customer Level** from the **View** button menu on the toolbar.
2. Select or enter the **Customer Level** for which to set up Customer Pricing.
3. The Customer Level **Description** is displayed.
4. Select the **Item ID** for the Item for which to set up pricing for this Customer Level.
5. Select the **Location ID** of the Location for the item for which to set up Customer Pricing.

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6. Select the **Adjustment Base**. The following list contains valid options:

Base	Description
<b>No Base</b>	amount entered in the Amount field is used as the adjusted price (type must be amount)
<b>Standard Cost</b>	cost of the Item determined by the Item's Standard Cost set up in Inventory, Item Locations
<b>Base Cost</b>	cost of the Item determined by the Item's Base Cost set up in Inventory, Item Locations
<b>Average Price</b>	weighted average of selling prices taken from the Average Price field in Inventory, Item Locations
<b>Base Price</b>	fixed base price set up in Inventory, Item Locations
<b>List Price</b>	manufacturer's suggested retail price of the Item set up in Inventory, Item Locations
<b>Minimum Price</b>	the lowest price to sell the Item, from the Minimum price field set up in Inventory, Item Locations
<b>Calculated Price</b>	the adjustment on top of the price calculated so far.
<b>Last Cost</b>	The system ignores previous price calculations and uses the Last Cost from the Inventory, Item Locations to calculate the adjustment amount.

7. Select the **Adjustment Type**:

- The **Amount** selection will add to or reduce the price by a currency (dollar) amount.
- The **Percent** selection will add to or reduce the price by the percentage entered.

8. Enter the **Adjustment Amount**. Use negative numbers to reduce the price; use positive numbers to increase the price. When entering percentage amounts enter the amount as a whole number. For example; if you are giving a 5% discount enter the discount percent as - 5.0000. The calculation is built into the programming to divide the total amount by 100, to give the percentage.

9. Check the **Promo** check box to apply Promotions to the adjustment; otherwise, clear the check box. In other words, are you allowing the Customer to have promotions applied on top of their regular Customer Level discount.
10. In the lower portion of the screen, set up price breaks by Unit by selecting a **Unit**.
11. Select a **Qty Break ID** for the Unit.

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.....  
**NOTE: To include the Quantity Break in the final price calculation you must select  
Calculated Price as the Adjustment Base.**  
.....

12. Repeat Steps 11 and 12 as necessary.
13. For each Item for the Customer Level, repeat Steps 4 through 11.

**Command Buttons**

Name	Description
<b>View</b>	View Customer Pricing by Item ID or Customer Level.
<b>Import</b>	Open the Customer Pricing Import screen.

**Customer Pricing Import**

If you have an import map defined for customer pricing, you can import that data into the Customer Pricing function.

1. Click the **Import** button and the Customer Pricing Import screen is displayed.

## Customer Pricing - Customer Pricing Import Screen

Customer Pricing Import

Import Data Activity Reset

Map ID

File Name

Import to

Location ID	Description
<input checked="" type="checkbox"/> CA0001	OAKLAND WAREHOUSE
<input type="checkbox"/> MD0001	BALTIMORE WAREHOUSE
<input type="checkbox"/> MN0001	MINNEAPOLIS WAREHOUSE
<input type="checkbox"/> MN0002	MINNEAPOLIS MANUFACTURING
<input type="checkbox"/> TX0001	DALLAS WAREHOUSE


All None

Option

Create Only  
Update Only  
Both

2. Select a **Map ID** from the drop-down list.

Only Import Map Definitions set up as Price will be displayed in the drop-down list.

3. Browse to the file you want to import using the **Browse** button  in the **File Name** field.
4. Mark the check boxes of the **Location IDs** to which you want to import the data. Use the **All** button to mark all Location IDs, or use the **None** button to clear all the check boxes.

5. Select an **Option** for the imported data:

- Select **Create Only** to import only the data that does not already exist in Customer Pricing.
- Select **Update Only** to import only the data that currently exists in Customer Pricing.

**NOTE: The imported data will overwrite current data for matching records.**

- Select **Both** to import all data in the import file.

**NOTE: Imported data will overwrite current data for matching records.**

6. Select a command button:

**Command Buttons**

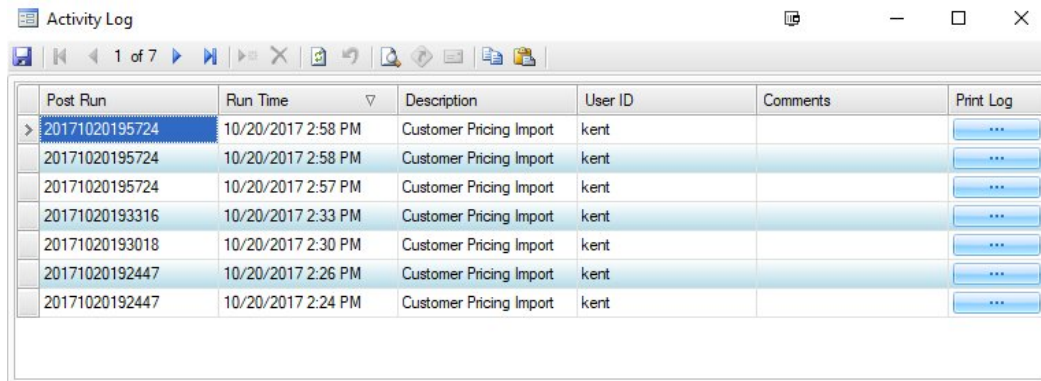
<b>Name</b>	<b>Description</b>
<b>Import Data</b>	Import Customer Level Pricing data.
<b>Activity</b>	Display the Activity Log to view posting activity.
<b>Reset</b>	Set all fields to their default values.

## Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the import was made.
<b>Description</b>	The import description.
<b>User ID</b>	The user who performed the import.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Print Log</b>	A PDF version of the original log file if you click the ... button.

## Activity Log Dialog Box



The screenshot shows a window titled "Activity Log" with a standard toolbar. Below the toolbar is a table with the following data:

Post Run	Run Time	Description	User ID	Comments	Print Log
> 20171020195724	10/20/2017 2:58 PM	Customer Pricing Import	kent		...
20171020195724	10/20/2017 2:58 PM	Customer Pricing Import	kent		...
20171020195724	10/20/2017 2:57 PM	Customer Pricing Import	kent		...
20171020193316	10/20/2017 2:33 PM	Customer Pricing Import	kent		...
20171020193018	10/20/2017 2:30 PM	Customer Pricing Import	kent		...
20171020192447	10/20/2017 2:26 PM	Customer Pricing Import	kent		...
20171020192447	10/20/2017 2:24 PM	Customer Pricing Import	kent		...

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

## Import Pricing Log

**Continental Products Unlimited**  
**Customer Pricing Import Log**

Page 1

20171020185724

Item ID	Location ID	Customer Level	UOM	Error Message
100	CA0001	AI008	1	Invalid for detail processing.
100	MN0001	AI008		Invalid for header processing.
100	CA0001	CL1	1	Invalid for detail processing.
100	MN0001	CL1	1	Invalid for detail processing.
100	CA0001	CL2	1	Invalid for detail processing.
100	MN0001	CL2	1	Invalid for detail processing.
100	CA0001	CL3	1	Invalid for detail processing.
100	MN0001	CL3	1	Invalid for detail processing.
100	CA0001	CL1	0	Invalid for detail processing.
100	MN0001	CL1	0	Invalid for detail processing.
100	CA0001	CL2	0	Invalid for detail processing.
100	MN0001	CL2	0	Invalid for detail processing.
100	CA0001	CL3	0	Invalid for detail processing.
100	MN0001	CL3	0	Invalid for detail processing.
150	CA0001	CL1	0	Invalid for header processing.
150	MN0001	CL1	0	Invalid for header processing.
150	CA0001	CL2	0	Invalid for header processing.
150	MN0001	CL2	0	Invalid for header processing.
150	CA0001	CL3	0	Invalid for header processing.
150	MN0001	CL3	0	Invalid for header processing.


10/20/2017 2:58 PM

\*\*\* End of Report \*\*\*


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## Task Summary


To add a Customer Pricing record, follow these steps:

1. Select **Customer Pricing** from the **Pricing** menu. The Customer Pricing screen appears.
2. Select **By Item** or **By Customer Level** from the **View** button menu on the toolbar.
3. Enter the required information into the Item ID or Customer Level, Adjustment Base, Type, Amount, and Promo check box.
4. Select the Unit and Qty Break ID if you wish to apply quantity breaks to the Customer Pricing.
5. Click the **Save** button  on the toolbar to save your changes.

To edit a Customer Pricing record, follow these steps:

1. Select **Customer Pricing** from the **Pricing** menu. The Customer Pricing screen appears.
2. Select the **Item ID** or **Customer Level** to edit. The Customer Pricing information appears.
3. Edit the appropriate fields.
4. Click the **Save** button  on the toolbar to save your changes.

To delete a Customer Pricing record, follow these steps:

1. Select **Customer Pricing** from the **Pricing** menu. The Customer Pricing screen appears.
2. Select the **Item ID** or **Customer Level** to delete.
3. Select the Customer Level or Item ID records in the grid to delete.
4. Press the **Delete** hot key (F3) or the **Delete** button  on the toolbar.

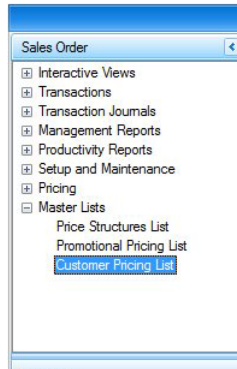
## Producing a Customer Pricing List

Use the **Customer Pricing List** function to produce a list of the Customer Prices you defined in the Customer Pricing function (page 4-11).

To produce a **Customer Pricing List**, follow these steps:

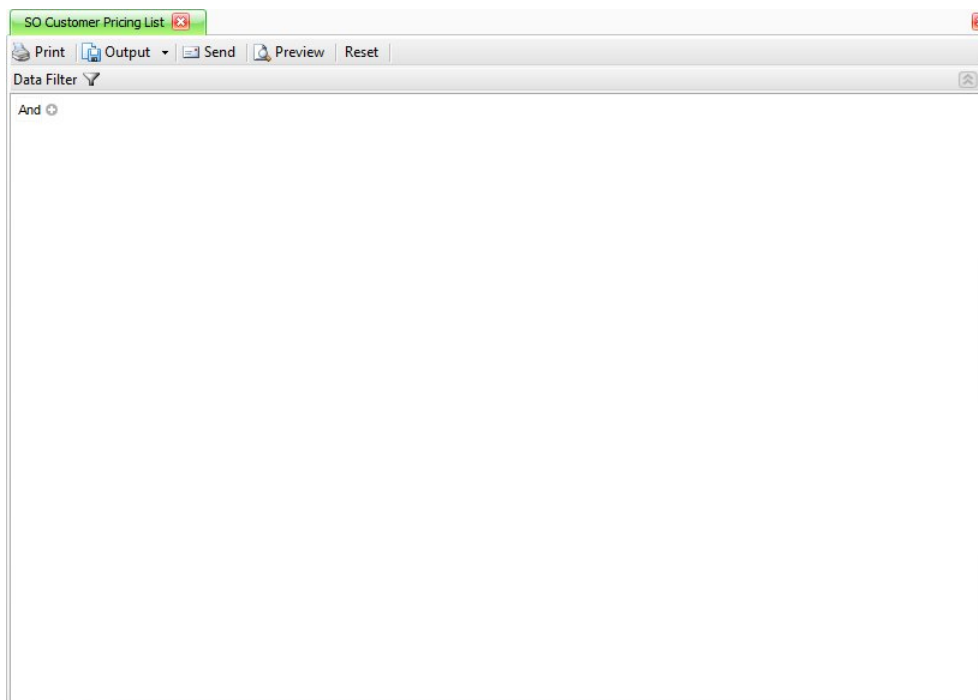
1. Select **Customer Pricing List** from the **Sales Order Master Lists** menu.

## Customer Pricing List Menu



2. The **Customer Pricing List** screen appears.

## Customer Pricing List Screen



3. In the **Data Filter** section, enter any selection criteria you would like to use to run the report. Leave the filter blank to include all available data.



4. Select a command button:

**Command Buttons**

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## Customer Pricing List

Report Filter

Item ID

Description

Location ID

Customer Level

Description

Adj Base

Adj Type

Adj Amount

Promo

100

Electrical Package

CA0001

Altos08

Altos Servers Company

Base Price

Amount

-10.0000

Yes

CL1

Customer Level 1

List Price

Percent

-10.00

Yes

CL2

Customer Level 2

List Price

Percent

-15.00

Yes

CL3

Customer Level 3

List Price

Percent

-20.00

Yes

100

Electrical Package

MIN0001

Customer Level

Description

Adj Base

Adj Type

Adj Amount

Promo

CL1

Customer Level 1

Base Price

Percent

-10.00

No

CL2

Customer Level 2

Minimum Price

Percent

-10.00

No

CL3

Customer Level 3

List Price

Percent

-10.00

No

150

Plumbing Package

CA0001

Customer Level

Description

Adj Base

Adj Type

Adj Amount

Promo

CL1

Customer Level 1

Average Price

Amount

-25.0000

No

CL2

Customer Level 2

Average Price

Amount

-30.0000

No

CL3

Customer Level 3

Average Price

Amount

-35.0000

No

10/20/2017 12:00 PM

\*\*\* End of Report \*\*\*

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Confidential Products Unlimited

Customer Pricing List

## PRICE STRUCTURES

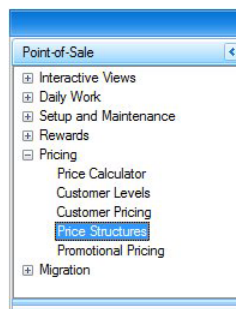
Use the **Price Structures** function to store Customer-Level pricing, Default pricing, Adjustment Base, and Adjustment Amount information. If a Customer Level is not found, the Default Pricing information is used.

Price adjustments for each Customer Level can be set up by Price ID with the adjustments the Customer should receive for the Price Structure.

To set up **Price Structures**, follow these steps:

1. Select **Price Structures** from the **Pricing** menu.

### Price Structures Menu



- The **Price Structures** screen appears.

## Price Structures Screen

Customer Level	Description	Adjustment Base	Adj Type	Adj Amt
Alt008	Altos Servers Company	Average Price	Percent	-20.0000
Retail	Retail Customers	List Price	Percent	-5.0000
Wholesale	Wholesale Customers	Base Price	Percent	-15.0000
Reward	Reward Customers	Base Price	Percent	-10.0000

- Select or enter the **Price ID**.
- The **Description** appears or enter the Description.
- Select the **Default Adjustment Base**:

Base	Description
<b>No Base</b>	amount entered in the Amount field is used as the adjusted price (type must be amount)
<b>Standard Cost</b>	cost of the Item determined by the Item's Standard Cost set up in Inventory, Item Locations
<b>Base Cost</b>	cost of the Item determined by the Item's Base Cost set up in Inventory, Item Locations
<b>Average Price</b>	weighted average of selling prices taken from the Average Price field in Inventory, Item Locations

Base	Description
<b>Base Price</b>	fixed base price set up in Inventory, Item Locations
<b>List Price</b>	manufacturer's suggested retail price of the Item set up in Inventory, Item Locations
<b>Minimum Price</b>	the lowest price to sell the Item, from the Minimum price field set up in Inventory, Item Locations
<b>Calculated Price</b>	the adjustment on top of the price calculated so far.
<b>Last Cost</b>	The system ignores previous price calculations and uses the Last Cost from the Inventory, Item Locations to calculate the adjustment amount.

6. Select the **Adjustment Type**:

- The **Amount** selection will add to or reduce the price by a currency (dollar) amount.
- The **Percent** selection will add to or reduce the price by the percentage entered.

7. Enter the **Adjustment Amount**. Use negative numbers to reduce the price; use positive numbers to increase the price. When entering percentage amounts enter the amount as a whole number. For example; if you are giving a 5% discount enter the discount percent as - 5.0000. The calculation is built into the programming to divide the total amount by 100, to give the percentage.

Maint

8. Select the **Customer Level**. The description appears.

9. Select the **Adjustment Base**. Valid options are the same as those in step 2.



10. Select the **Adjustment Type**:

- The **Amount** selection will add to or reduce the price by a currency (dollar) amount.
- The **Percent** selection will add to or reduce the price by the percentage entered.


11. Enter the **Adjustment Amount**. Use negative numbers to reduce the price; use positive numbers to increase the price. When entering percentage amounts enter the amount as a whole number. For example; if you are giving a 5% discount enter the discount percent as - 5.0000. The calculation is built into the programming to divide the total amount by 100, to give the percentage.

## Task Summary


To add a Price Structure, follow these steps:

1. Select **Price Structures** from the **Pricing** menu. The Price Structures screen appears.
2. Click the **New Record**  button on the toolbar. A blank **Price Structures** screen appears.
3. Enter the required information into the Price ID, Default Adjustment Base, Default Adj Type, Default Adj Amount, Customer Level, Adjustment Base, Adj Type, and Adj Amount.
4. Click the **Save** button  on the toolbar to save your changes.

To edit a Price Structure, follow these steps:

1. Select **Price Structures** from the **Pricing** menu. The Price Structures screen appears.
2. Select the **Price ID** to edit. The Price ID information appears.
3. Edit the appropriate fields.
4. Click the **Save** button  on the toolbar to save your changes.

To delete a Price Structure, follow these steps:

1. Select **Price Structures** from the **Pricing** menu. The Price Structures screen appears.
2. Select the **Price ID** to delete.
3. Press the **Delete** hot key (F3) or the **Delete** button  on the toolbar.

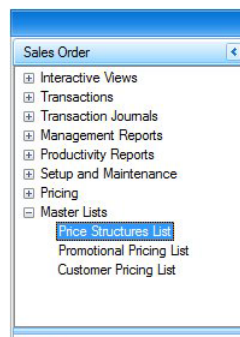
## Producing the Price Structures List

Use the **Price Structures List** function to produce a list of the price IDs you defined in the Price Structures function (page 4-25).

To produce a **Price Structures List**, follow these steps:

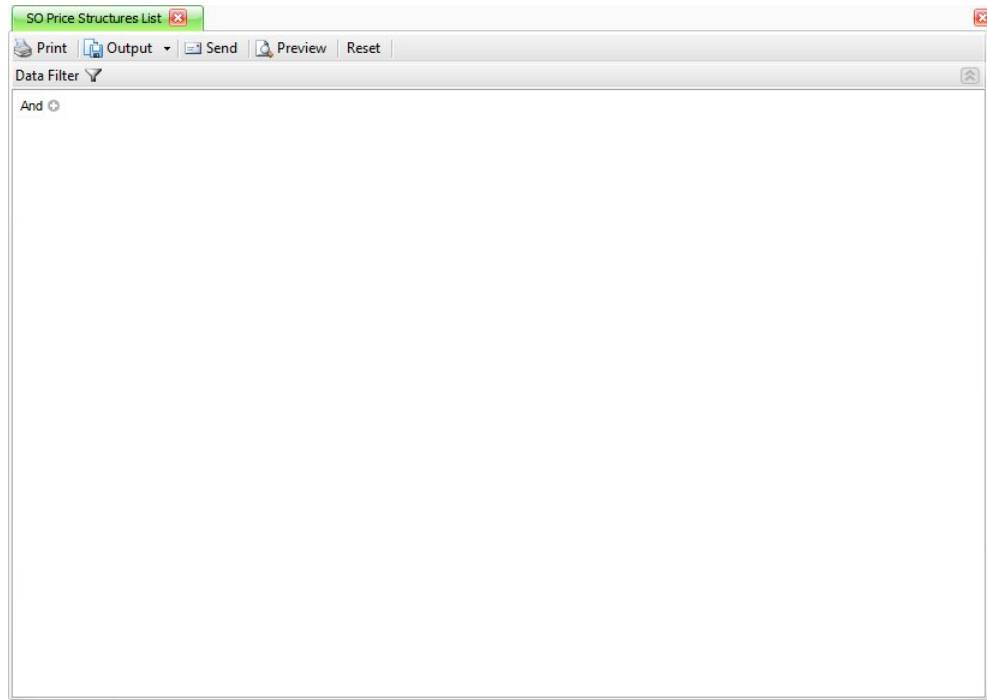
1. Select **Price Structures List** from the **Sales Order, Master Lists** menu.

### Price Structures List Menu



2. The **Price Structures List** screen appears.

### Price Structures List Screen



3. In the **Data Filter** section, enter any selection criteria you would like to use to run the report. Leave the filter blank to include all available data.



4. Select a command button:

**Command Buttons**

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## Price Structures List

Continental Products Unlimited						Page 1
Price Structures List						
Report Filter						
Price ID	Description	Customer Level	Description	Adj Base	Adj Type	Adj Amount
R1		DefaultLevel	Default Price Structure	Average Price	Percent	-10.00
		Alt008		Average Price	Percent	-20.00
Structure1	Training Price Structure	DefaultLevel	Default Price Structure	List Price	Percent	0.00
		BestDisc	Best Discount	Base Price	Percent	-10.00
		Dealer	Dealers	Base Price	Percent	0.00
		Retail	Retail Customers	List Price	Amount	0.0000
		Wholesale	Wholesale Customers	Base Price	Percent	-15.00

3/25/2010 12:49 PM

\*\*\* End of Report \*\*\*

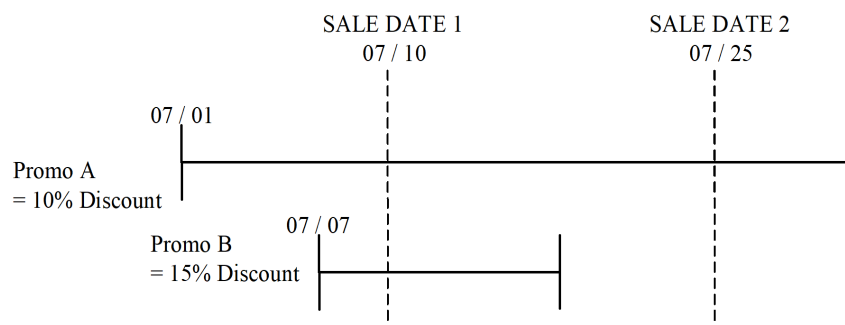
OPEN\_SYSTEMS\kenthe

## PROMOTIONAL PRICING

Use the **Promotional Pricing** function to identify a promotion, the length of the promotion, and the Items to which it applies.

If a Promotional Price is available for the Customer and if the Promotional Price is less than the system-calculated price, the Promotional Price is applied. If more than one Promotional Price is set up, the system defaults to the Promotional Price with the Start Date closest to the workstation date.

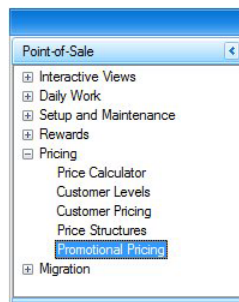
In the following example, Sale Date 1 would use Promotional Price B, because Promotional Price B starts closest to the sale. Sale Date 2 would use Promotional Price A, because Promotional Price A is the only Promotional Price running.



To set up **Promotional Pricing**, follow these steps:

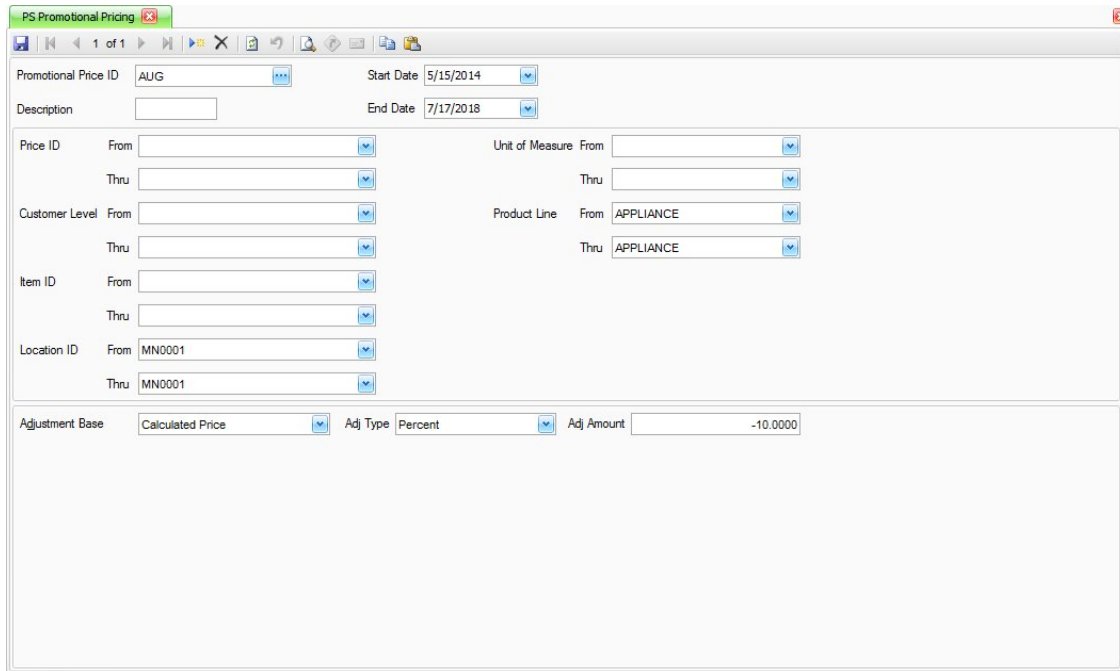
1. Select **Promotional Pricing** from the **Pricing** menu.

### Promotional Pricing Menu



2. The **Promotional Pricing** screen appears.

## Promotional Pricing Screen



PS Promotional Pricing

Promotional Price ID: AUG Start Date: 5/15/2014

Description: End Date: 7/17/2018


Price ID: From Thru Unit of Measure: From Thru

Customer Level: From Thru Product Line: From APPLIANCE Thru APPLIANCE

Item ID: From Thru

Location ID: From MN0001 Thru MN0001

Adjustment Base: Calculated Price Adj Type: Percent Adj Amount: -10.0000

3. Select the **Promotional Price ID**, or click the **New Record**  button on the toolbar, and enter a new Promotional Price ID.
4. The Description appears or enter a **Description** describing the Promotional Pricing ID.
5. Enter the **Start Date** and **End Date** for the Promotional Pricing ID. If these fields are left blank the Promotional Pricing ID will be activated all of the time, and have no Start Date and End Date.
6. Select the range of **Price ID From** and **Thru**, to include in the Promotional Pricing ID. Leave the From and Thru fields blank to include all Price IDs.
7. Select the range of **Customer Level From** and **Thru**, to include in the Promotional Pricing ID. Leave the From and Thru fields to include all Customer Levels.
8. Select the range of **Item ID From** and **Thru**, to include in the Promotional Pricing ID. Leave the From and Thru fields blank to include all Item IDs.
9. Select the range of **Location ID From** and **Thru**, to include in the Promotional Pricing ID. Leave the From and Thru fields blank to include all Location IDs.

10. Select the range of **Unit of Measure From** and **Thru**, to include in the Promotional Pricing ID. Leave the From and Thru fields blank to include all Units of Measure.
11. Select the range of **Product Line From** and **Thru**, to include in the Promotional Pricing ID. Leave the From and Thru fields blank to include all Product lines.
12. Select the **Adjustment Base** for the Promotional Pricing ID:



Base	Description
<b>No Base</b>	amount entered in the Amount field is used as the adjusted price (type must be amount)
<b>Standard Cost</b>	cost of the Item determined by the Item's Standard Cost set up in Inventory, Item Locations
<b>Base Cost</b>	cost of the Item determined by the Item's Base Cost set up in Inventory, Item Locations
<b>Average Price</b>	weighted average of selling prices taken from the Average Price field in Inventory, Item Locations
<b>Base Price</b>	fixed base price set up in Inventory, Item Locations
<b>List Price</b>	manufacturer's suggested retail price of the Item set up in Inventory, Item Locations
<b>Minimum Price</b>	the lowest price to sell the Item, from the Minimum price field set up in Inventory, Item Locations
<b>Calculated Price</b>	the adjustment on top of the price calculated so far.
<b>Last Cost</b>	The system ignores previous price calculations and uses the Last Cost from the Inventory, Item Locations to calculate the adjustment amount.

13. Select the **Adjustment Type**:
  - The **Amount** selection will add to or reduce the price by a currency (dollar) amount.
  - The **Percent** selection will add to or reduce the price by the percentage entered.


14. Enter the **Adjustment Amount**. Use negative numbers to reduce the price; use positive numbers to increase the price. When entering percentage amounts enter the amount as a whole number. For example; if you are giving a 5% discount enter the discount percent as - 5.0000. The calculation is built into the programming to divide the total amount by 100, to give the percentage.

### Task Summary


To add a Promotional Price, follow these steps:

1. Select **Promotional Pricing** from the **Pricing** menu. The Promotional Pricing screen appears.
2. Click the **New Record**  button on the toolbar. A blank **Promotional Pricing** screen appears.
3. Enter the desired information into the Price ID, Customer Level, Item ID, Location ID, Unit of Measure, and Product Line From the Thru, Adjustment Base, Adj Type, and Adj Amount.
4. Click the **Save** button  on the toolbar to save your changes.

To edit a Promotional Price ID, follow these steps:

1. Select **Promotional Pricing** from the **Pricing** menu. The Promotional Pricing screen appears.
2. Select the **Promotional Price ID** to edit. The Promotional Price ID information appears.
3. Edit the appropriate fields.
4. Click the **Save** button  on the toolbar to save your changes.

To delete a Promotional Price ID, follow these steps:

1. Select **Promotional Pricing** from the **Pricing** menu. The Promotional Pricing screen appears.
2. Select the **Promotional Price ID** to delete.
3. Press the **Delete** hot key (F3) or the **Delete** button  on the toolbar.

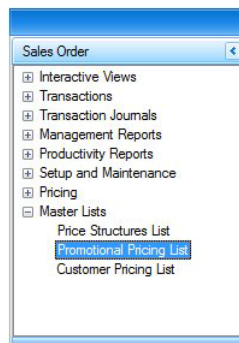
## Promotional Pricing List

Use the **Promotional Pricing List** function to produce a list of the Promotional Prices you defined in the Promotional Pricing function (page 4-33).

To produce a **Promotional Pricing List**, follow these steps:

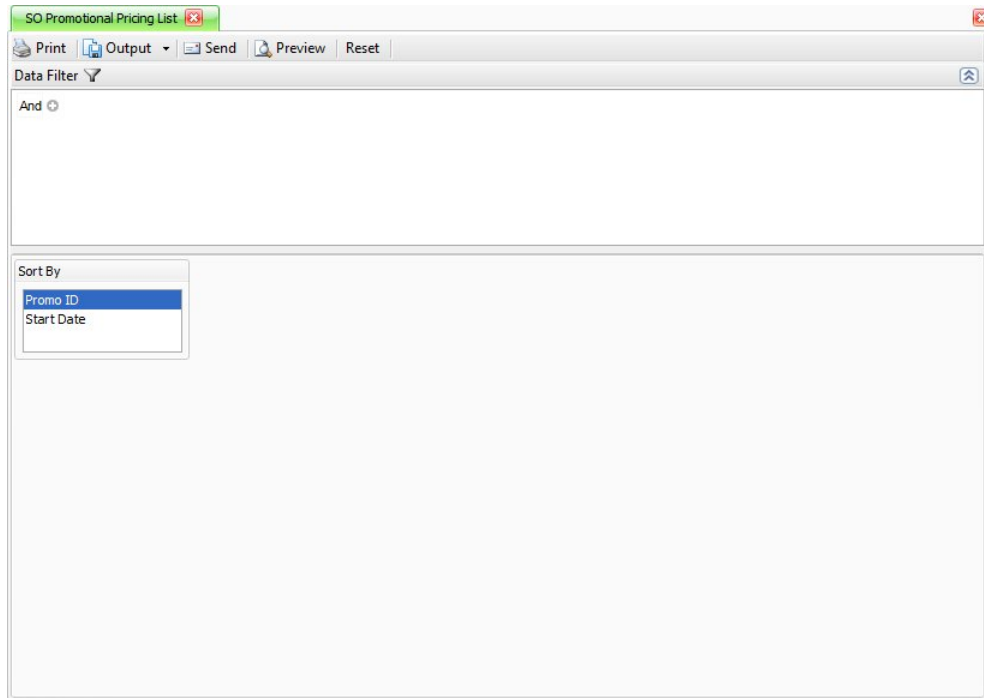
1. Select **Promotional Pricing List** from the **Sales Order, Master Lists** menu.

### Promotional Pricing List Menu



- The **Promotional Pricing List** screen appears.

## Promotional Pricing List Screen



- In the **Data Filter** section, enter any selection criteria you would like to use to run the report. Leave the filter blank to include all available data.
- Select the **Sort By** criterion for the list: **Promo ID** or **Start Date**.



5. Select a command button:

**Command Buttons**

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

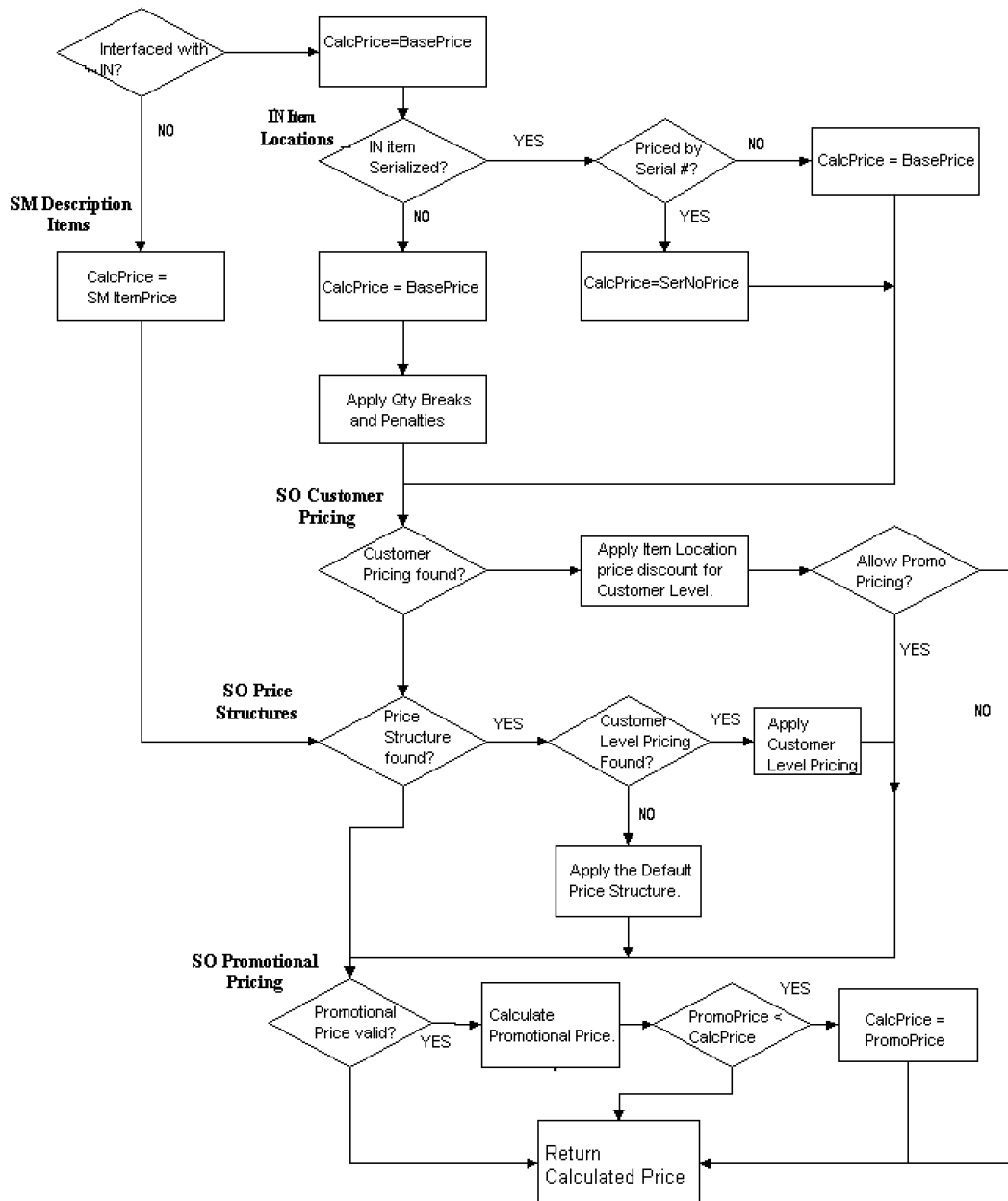
**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## Promotional Pricing List

Continental Products Unlimited						Page 1
Promotional Pricing List						
Sorted By Promo ID						
Report Filter						
Promo ID	Start Date End Date Description	From	Thru	Adj Base Adj Type Adj Amount	Calculated Price	
AUG	10/29/2009 12/31/2010	Price ID < First> Customer Level < First> Product Line < First> Item ID 100 Location ID < First> Unit of Measure < First>	< Last> < Last> < Last> 100 < Last> < Last>		-10.00	
*** End of Report ***						OPEN_SYSTEMS\kenithe
3/25/2010 12:58 PM						

## Pricing Flowchart

### So Options and Interfaces





## PRICING EXAMPLES

### Customer-Level-Specific Sale Transaction Example

The following example shows the calculated price that is the result of applying a Customer Level Pricing method to a Sales Order (POS calculates exactly the same as SO).

The screenshot shows a software window titled 'Line Items' with tabs for 'Line Items', 'Defaults', 'Discount', and 'Commission'. The 'Line Items' tab is active. It displays the following information:

Field	Value
Item ID	TestItem
Description	Pricing Test Item
Additional Description	Includes Electrical Outlets and
Location ID	MN0001
Qty Ordered	1.0000
Qty Needed	1.0000
Qty Shipped	0.0000
Qty Backordered	0.0000
Req Ship Date	3/25/2010
Unit Price	13.0000
Ext Price	13.00
EA	EA
Linked	<input type="checkbox"/> Linked
Open	Open

At the bottom of the window, there are navigation buttons: a left arrow, a right arrow, a plus sign, and a minus sign.

The calculated price of the Item in this example is 13.00. To calculate the price, the system goes through the following steps:

1. The calculated price is set to the Base Price in the Item Locations record. In this example the Base Price of the Item at this Location is 20.00 for each Item.

The screenshot shows the 'IN Items' window with the following details:

- Item ID:** TestItem
- Description:** Pricing Test Item
- Base Unit:** EA
- Location:** MN0001
- General:** Location Status: Active, Forecast Type: , Account Code: 01
- Costs:** Average: 11.0000, Last: 11.0000, Base: 12.0000, Standard: 13.0000
- Valuation:** Ext Cost: 0.00, COGS Adj: 0.00, Adj Value: 0.00
- Price Info:**

Unit	Average Price	Base Price	List Price	Minimum Price	Qty Break ID
EA	30.0000	20.0000	40.0000	19.0000	

2. There are no Qty Breaks for this transaction, so the next check is to look for Customer-Level Pricing.

The screenshot shows the 'SO Customer Pricing' window with the following details:

- Item ID:** TestItem
- Location ID:** MN0001
- Customer Level Pricing:**

Customer Le...	Description	Adjustment Base	Type	Amount	Promo
BestDisc	Best Discount	Base Price	Percent	-35.0000	

## USING PRICING

### Pricing Examples

In this example an Item at a specific Location has a Customer-Level Pricing Item ID set up to take a 35 percent discount whenever the Customer Level ID is Best Disc. When detail lines are entered, the system checks to see whether a Customer Level Price should be calculated.

Transaction No: 00000030 Transaction Type: New Net Due: 13.85

Header Documents Bill-To Ship-To Tax Payments Totals

Bill-To ID: Alt008 Customer Level: BestDisc Terms Code: Net30 Distribution Code: D001

Rem Credit

Sales Rep ID 1: GJL Percent: 80.00 Rate: 9.000  
Sales Rep ID 2: JSK Percent: 20.00 Rate: 5.000

**NOTE: The Customer Level ID defaults from the Customer Bill-To record; you can change it if you have selected Yes to the option to Allow Customer Level Change During Trans Entry.**

- When the detail line is entered, the system checks to see whether the Customer Level ID applies to the Item. If it does, a calculation is applied to the price of the line Item. In this example the system takes off 35 percent from 20.00 to produce the 13.00 Unit Price.

Line Items Defaults Discount Commission

Item ID: TestItem Location ID: MN0001 Req Ship Date: 3/25/2010

Description: Pricing Test Item Qty Ordered: 1.0000 Unit Price: 13.0000

Includes Electrical Outlets and Qty Needed: 1.0000 EA Ext Price: 13.00

Additional Description Qty Shipped: 0.0000

Qty Backordered: 0.0000

Linked Open

No other Promotions or Price Structures for this example exist, so this is the final calculated price for this Item on the POS Transaction.

## Promotional Price Sale Transaction Example

The following example is the result of a Sales Order transaction that uses Promotional Pricing (POS calculates exactly the same as SO).

Transaction No 00000030 Transaction Type New Net Due 13.85

Header Documents **Bill-To** Ship-To Tax Payments Totals

Bill-To ID Alt008 Customer Level BestDisc Terms Code Net30 Distribution Code D001

Rem Credit

Sales Rep ID 1 GJL Percent 80.00 Rate 9.000  
 Sales Rep ID 2 JSK Percent 20.00 Rate 5.000

The **Bill-To** tab of the transaction is using a Customer Level ID of Best Disc.

Line Items Defaults Discount Commission

Item ID TestItem Location ID MN0001 Req Ship Date 3/25/2010

Description Pricing Test Item Qty Ordered 1.0000 Unit Price 16.6000

Qty Needed 1.0000 EA Ext Price 16.60

Qty Shipped 0.0000

Qty Backordered 0.0000

Additional Description

Linked Open

The finished calculated price for this line Item is 16.60. To calculate the price, the system goes through the following steps:

1. The calculated price for the Item is set to the Base Price in the Item Locations record. In this example the Base Price for the Item is set to 20.00 before any calculations are made.



## USING PRICING

### Pricing Examples

- There are no Qty Breaks for this transaction. The next check for the system is to look for Customer-Level pricing. A Customer Level ID is entered on the Bill To tab of the transaction, so the system tries to find that Customer Level ID in Customer Pricing.

SO Customer Pricing

Item ID: TestItem

Location ID: MN0001

Customer Level	Description	Adjustment Base	Type	Amount	Promo
BestDisc	Best Discount	Base Price	Percent	-5.0000	<input checked="" type="checkbox"/>

- In this example the system checks for a Customer Level in the Customer Pricing module. This example has Best Disc setup for a 5 percent discount. Since the Promo box is checked, the system checks to see whether any Promotional Price ID situations apply.

SO Promotional Pricing

Promotional Price ID: Promo01 Copy From: Start Date: 3/25/2010

Description: Example for Training End Date: 1/31/9999

Price ID From: Thru: Unit of Measure From: Thru:

Customer Level From: Thru: Product Line From: Thru:

Item ID From: TestItem Thru: TestItem

Location ID From: Thru:

Adjustment Base: Base Price Adj Type: Percent Adj Amount: -17.0000

- In this example a Promotional Price ID that matches the criteria for the Item is set up. The system calculates the Promotional Price and compares it to the Customer-Level calculated price. The lower of the two prices is used. The lower of the two prices is the Promotional Price which is 17% off the Base Price of \$20.00 for a calculated Promotional Price of \$16.60.

### Price Structure Sale Transaction Example

The following example is the result of a Sales Order (POS calculates exactly the same as SO) transaction that uses a Price Structure method.

Transaction No	00000030	Transaction Type	New	Net Due	13.85
<div>Header Documents <b>Bill-To</b> Ship-To Tax Payments Totals</div>					
Bill-To ID	Alt008	Customer Level	BestDisc	Terms Code	Net30
Rem Credit		Distribution Code		D001	
Sales Rep ID 1	GJL	Percent	80.00	Rate	9.000
Sales Rep ID 2	JSK	Percent	20.00	Rate	5.000

The **Bill-To** tab of this Sales Order transaction example is using the Customer Level ID, Best Disc. On the Defaults tab of the Item Detail area, the Price ID selected is Structure1.

Line Items Defaults Discount Commission	
Acct Code	
Inv Acct	000001230
Sales Acct	000004000
COGS Acct	000005000
Sales Category	
Tax Class	0
Price ID	Structure1

Line Items Defaults Discount Commission					
Item ID	TestItem	Location ID	MN0001	Req Ship Date	3/25/2010
Description	Pricing Test Item	Qty Ordered	1.0000	Unit Price	18.0000
Additional Description		Qty Needed	1.0000	EA	Ext Price
		Qty Shipped	0.0000		18.00
		Qty Backordered	0.0000		
				Linked	Open

## USING PRICING

### Pricing Examples

The finished calculated price for this line Item is 18.00 To calculate the price, the system goes through the following steps:

1. The calculated price is set to the Base Price in the Item Locations record. In this example the Base Price of the Item at this Location is set to 20.00, before any calculations.

IN Items

127 of 127

Item ID: TestItem Cgpy From: Base Unit: EA

Description: Pricing Test Item

Item Location

Location: MN0001

General

Location Status: Active

Forecast Type:

Account Code: 01

Costs

Average: 11.0000

Last: 11.0000

Base: 12.0000

Standard: 13.0000

Valuation

Ext Cost: 0.00

COGS Adj: 0.00

Adj Value: 0.00

Price Info

Unit	Average Price	Base Price	List Price	Minimum Price	Qty Break ID
EA	30.0000	20.0000	40.0000	19.0000	

Record 2 of 2

2. There are no Qty Breaks for this transaction. The next check for the system is to look for Customer-Level Pricing. This example has no Customer Level pricing set up.

SO Price Structures

2 of 2

Price ID: Structure1 Description: Training Price Structure

Default Price Structure

Adjustment Base: List Price Adj Type: Percent Adj Amount: 0.0000

Customer Level	Description	Adjustment Base	Adj Type	Adj Amt
BestDisc	Best Discount	Base Price	Percent	-10.0000

Record 2 of 2

3. The system looks for Price Structures that may be set up. This transaction is using a Price ID called Structure1. Because a Customer Level is specified on the **Bill-To** tab of the Sales Order transaction, the system checks the Price Structure to see whether any Customer Levels exist in the Price ID. In this example a Customer Level exists, and the system uses that 10 percent discount to calculate the price.
4. If no Customer Level is found, the system uses the Default section of the Price Structure of 5 percent discount.
5. The system checks for Promotional Price IDs. This example does not use Promotional Pricing. In this example the system deducted 10 percent from the Base Price of 20.00 to end up with 18.00.

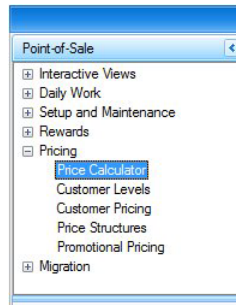
## PRICE CALCULATOR

Use the **Price Calculator** function to determine the price of Items before you enter POS Transactions and to help you provide verbal Price Quotes to your Customers. Before you use the Price Calculator, use the functions on the **Pricing** menu to set up pricing information.

To use the **Price Calculator**, follow these steps:

1. Select **Price Calculator** from the **Pricing** menu.

### Price Calculator Menu



- The **Price Calculator** screen appears.

## Price Calculator Screen

The screenshot shows the 'PS Price Calculator' window with the following fields and values:

Field	Value
Item ID	100
Location ID	MN0001
Price ID	PS1
Customer ID	AK008
Customer Level	CL3
Sale Date	9/7/2017
Sale Quantity	1.0000
UOM	PKG
Calculated Unit Price	361.7663
Unit Cost	343.5500
Calculated Ext Price	361.77
Exch Rate	
Extended Cost	343.55
Customer Currency	361.77 USD
Gross Profit Margin	18.22
Promo ID	AUG

The 'Promo ID' dropdown is open, showing the following list:

- 528.5400+ Base Price
- Price Structure 'PS1'
- 401.9625+ Overriding Price
- Price Promo 'AUG'
- 40.1963- Adjustment
- 361.7663+ Adjusted Price

- Select the **Item ID** for the Price Calculation.
- Select the **Location ID** from which you are selling the Item ID. The first Location ID appears if you did not set up a default Location ID for the company.
- Select the **Price ID**. If you interface Sales Order with Inventory and the Price ID is defined as a default for that Item ID, the Item default Price ID appears in the list.
- Select the **Customer ID** for the Price Calculation.
- Select the **Customer Level** for the Price Calculation. If a default Customer Level is set up for the Customer, the Customer Level will populate with the default.
- The current workstation date appears in the **Sale Date** field. Edit this date if necessary.
- Enter the **Sale Quantity** for the Price Calculation.
- Edit the **UOM** for the Unit of Measure for the Price Calculation, if necessary.

11. TRAVERSE automatically calculates the **Unit Price** and **Extended Price** when you click **Calculate**.
12. The **Unit Cost**, **Extended Cost**, and **Gross Profit Margin** for the selected Item ID are displayed.
13. If you use multi currency and you're calculating a price for a Customer who uses a currency other than the base currency, TRAVERSE also calculates and displays the price in the **Customer Currency**, based on the most recent daily Exchange Rate entered for that currency.
14. If a Promotional Pricing ID is valid, the **Promo ID** will display.
15. Select a command button:



#### Command Buttons

Name	Description
<b>Calculate</b>	The unit price, extended price, and calculation are appear. If a promotion applies, the promotion ID appears.
<b>Reset</b>	Set all fields to their defaults.
<b>Availability</b>	Open the <b>Inventory Availability View</b> function to view Inventory Item Prices and Available Quantities for all Locations. This button appears only if you interface Sales Order with Inventory.

If you leave the **Item ID** box blank and then click **Availability**, the **Inventory Availability View** function displays information for the first Item ID on record.





## TERMINAL

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## TERMINAL OVERVIEW

The Terminal, or cash register, is the primary interface for TRAVERSE Point of Sale. The POS terminal functionality supports the basic processing for “sell” type transactions including Quotes, Layaways, Invoices and Returns. Your salespeople can use the Terminal to quickly capture Sales or process Return, Layaway, or Price Quotes information and instantly print invoices and receipts.

The powerful inquiry functions integrated into the POS transaction function ensure that vital information is always at your fingertips. Use them to locate Customers and product Items or to recall Layaway and Price Quote transactions.

The reports available at the POS Terminal also help you track the Sales, Layaways, and Voids you or your associates enter. Use these reports to review your cash drawer at the close of business, track Layaways, audit voided transactions, and view transaction summaries for each cash register. A log book helps you track the activities and monies of each Terminal on a regular basis.

### Basic Menu Navigation







TRAVERSE's Point of Sale main menu is designed to help you find and execute functions quickly. Besides supporting the traditional mouse and keyboard for navigation, you'll also find support for the “touch, scan, swipe” use cases common in today's retail environments:

- **Touch** – The buttons, controls, and other interface components are sized and scaled for easy use on touch screen monitors and tablets.
- **Scan** – The input controls can interpret the scanning of UPC and other Item identification mechanisms to reduce the manual data entry requirements and improve the efficiency of transaction processing.
- **Swipe** – The software supports the swiping of magnetically coded Items, such as ID badges and credit cards, minimizing data entry errors and reducing the time needed to complete a transaction.





In addition to these interface options, you can use a variety of function key shortcuts to gain single-key access to your most frequently used functions.

## Terminal Function buttons

The table below illustrates buttons you will use on the Terminal screens; however, depending on the function, you may have additional buttons available.

Button	Name	Click To
	Up/Previous	Navigate to the previous record.
	Down/Next	Navigate to the next record.
	New/Add	Create a new record.
	Remove/Subtract	Delete the selected record.
	Lookup	Look for an existing record.
	Next	Go to the next screen in the function.



Button	Name	Click To
	Back	Go to the previous screen in the function.
	Save/ OK	Save any changes and exit the function.
	Cancel	Discard any changes and exit the function.
	Select	Bring the selected record into the main function screen.

## POS User Interface

On this main screen the User ID is displayed in the upper right corner. The logo can also be modified by saving a copy of the company's logo as “Logo.png” in the TRAVERSE directory or the logo file name can be changed in the POS config file.

The message box at the bottom can be customized by going to: Configure, System Configuration.



## LOGGING INTO THE POS TERMINAL

To log into the POS Terminal you must execute the **TRAVERSE.POS.exe** file. You may execute this file in two ways:

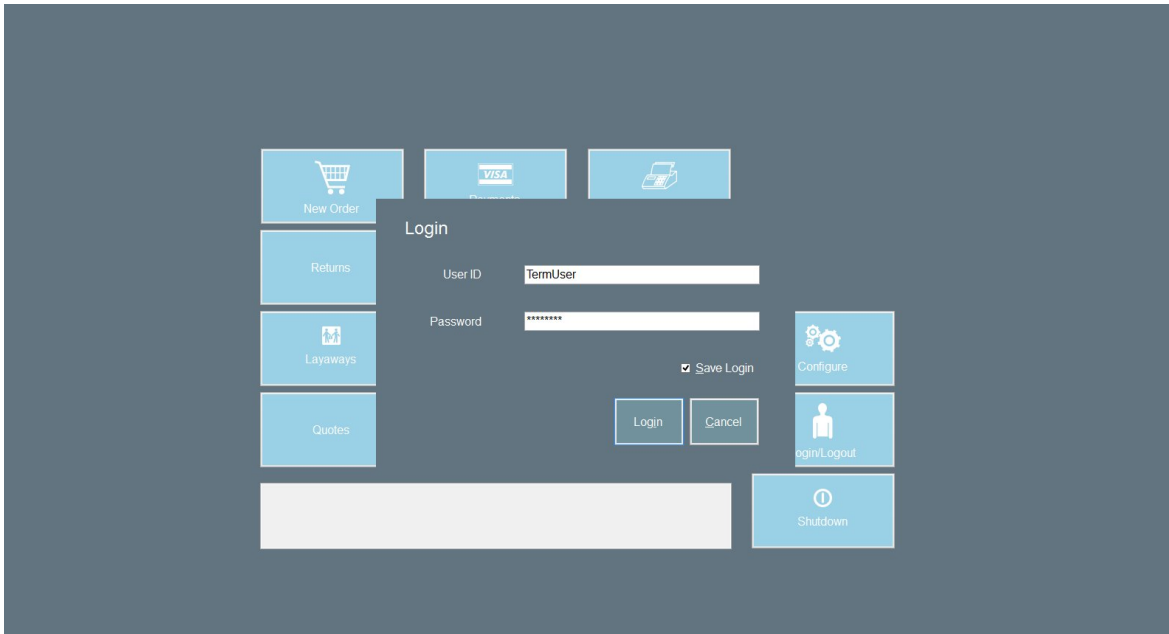
- Browse and double click on the **TRAVERSE.POS.exe** file, located in the TRAVERSE folder where the client files were installed.
- Create a shortcut on the desktop and double click on the shortcut.

To create a shortcut, follow these steps:

**NOTE: You must use a keyboard and mouse for the following setup.**

1. Locate the **TRAVERSE.POS.exe** located in the TRAVERSE folder where the client files were installed. The default path is C:\Program Files\Open Systems Inc\TRAVERSE.
2. Right click on the file and select Send To > Desktop (Create Shortcut)
3. A shortcut will appear on the desktop of the computer.
4. Once you have executed the **TRAVERSE.POS.exe** file, the POS Terminal screen with a login will appear.

## Terminal Menu with Login Screen

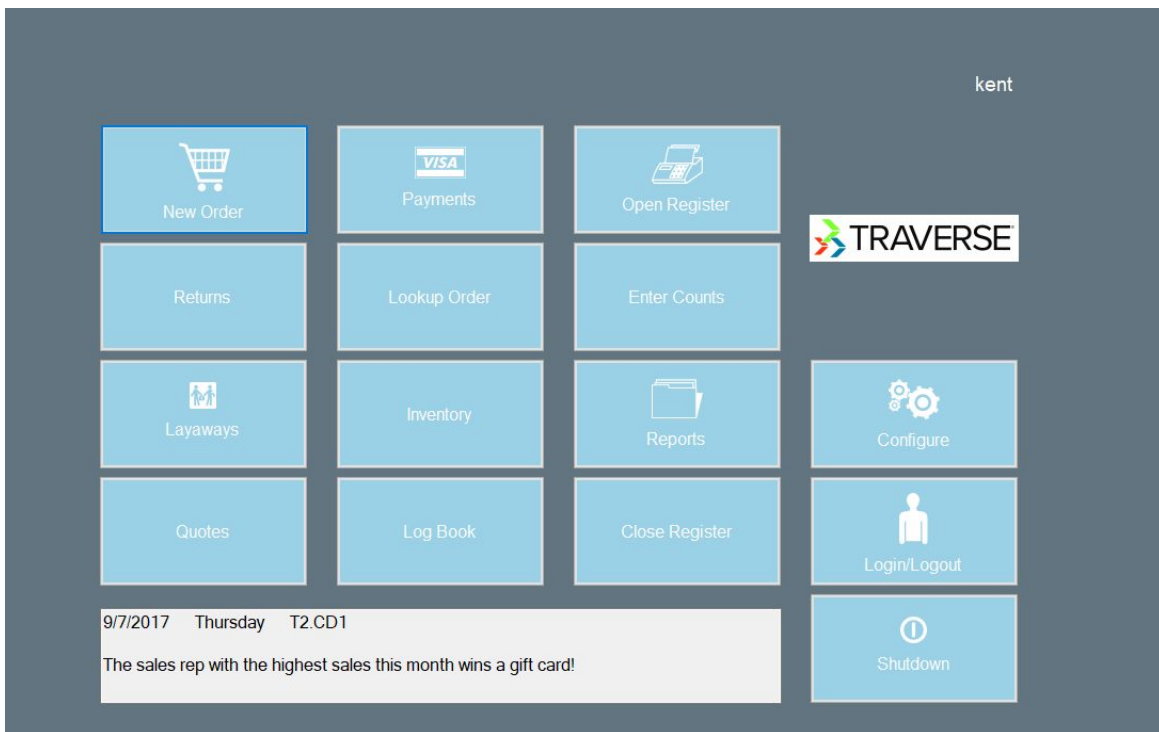


5. Enter a **User ID** and **Password** and press **Login**. If you wish to save the login information check the **Save Login** box prior to pressing Login.

.....  
**NOTE: The User ID used to log into the POS Terminal the first time must first be set up using the User setup in the Setup and Maintenance menu within the TRAVERSE application.**  
.....



## POS Terminal Main Menu



If you wish to change the user logged into the POS Terminal follow these steps:

1. Select the **Login/Logout** button on the main menu.
2. The **Login** screen appears.

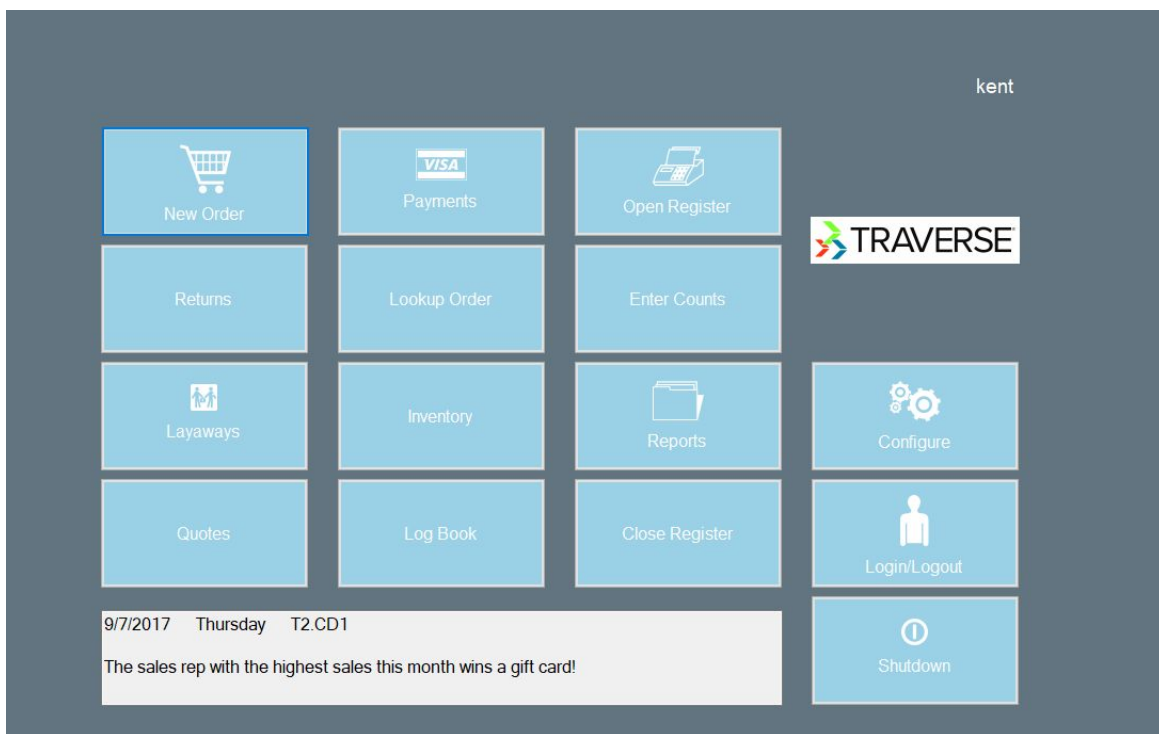
### Login Screen

The screenshot shows the Login screen. It has a dark blue background with white text. At the top, it says 'Login'. Below that are two input fields: 'User ID' with the text 'TermUser' and 'Password' with masked characters. There is a checkbox labeled 'Save Login' which is checked. At the bottom are two buttons: 'Login' and 'Cancel'.

3. Enter your POS user ID into the **User ID** field.

4. Enter your POS user password into the **Password** field.
5. If you want the Point of Sale application to remember your login, mark the **Save Login** check box.
6. Press the **Login** button.
7. The POS Terminal main menu appears with the information setup for the logged in user on this terminal.

## POS Terminal Main Menu



## CONFIGURE OVERVIEW

The terminal **Configuration** functions allow you to set up information for both the users of the terminal and the terminal itself.

The configuration functions require the use of a full keyboard.

Prior to using the POS Terminal functions to configure users and terminals, you must have one user and terminal set up using the TRAVERSE menu, setup and maintenance functions. During the terminal configuration on the main menu you must generate the config file and have it copied to the terminal you are logging into. The file name is **TRAVERSE.POS.exe.config**. This file must be in the same folder as the TRAVERSE POS.exe file, which is used to launch the terminal functions.

Below is a summary of the Configure functions for the POS Terminal.

### User Configuration

The **User Configuration** function allows you to set up users for the Terminal, including User ID, Employee ID, Sales Rep ID, Terminal ID or Config ID, Password, and User Permissions for terminal functions.

### System Configuration

The **System Configuration** function allows you to set up terminal-specific values, including Terminal ID, Store ID, Transaction Prefix, Terminal Message, defaults for Payment Method, and other values for terminal functions.

### Printer Configuration

The **Printer Configuration** function allows you to set up the printer you want your receipts and invoices to print from.

### Local Database

The **Local Database** button opens the disconnected terminal mode menu. A green indicator appears on the main terminal menu if the terminal is configured to run in disconnected mode.

If your terminal is configured to run in disconnected mode:

- **Configuration** - Use the Configuration function to re-configure the local terminal database (POSLocal).
- **Synchronize** - Use the Synchronization function to synchronize the local terminal database (POSLocal) to the main TRAVERSE database.

### **Theme Configuration**

The **Theme Configuration** menu option allows you to define a color theme for screens, text, and buttons, as well as choose a font class for text.

You can set colors for the buttons and button font, the main screen and main screen font, and the shell and the shell font. You can also set the font for the terminal.

## USER CONFIGURATION

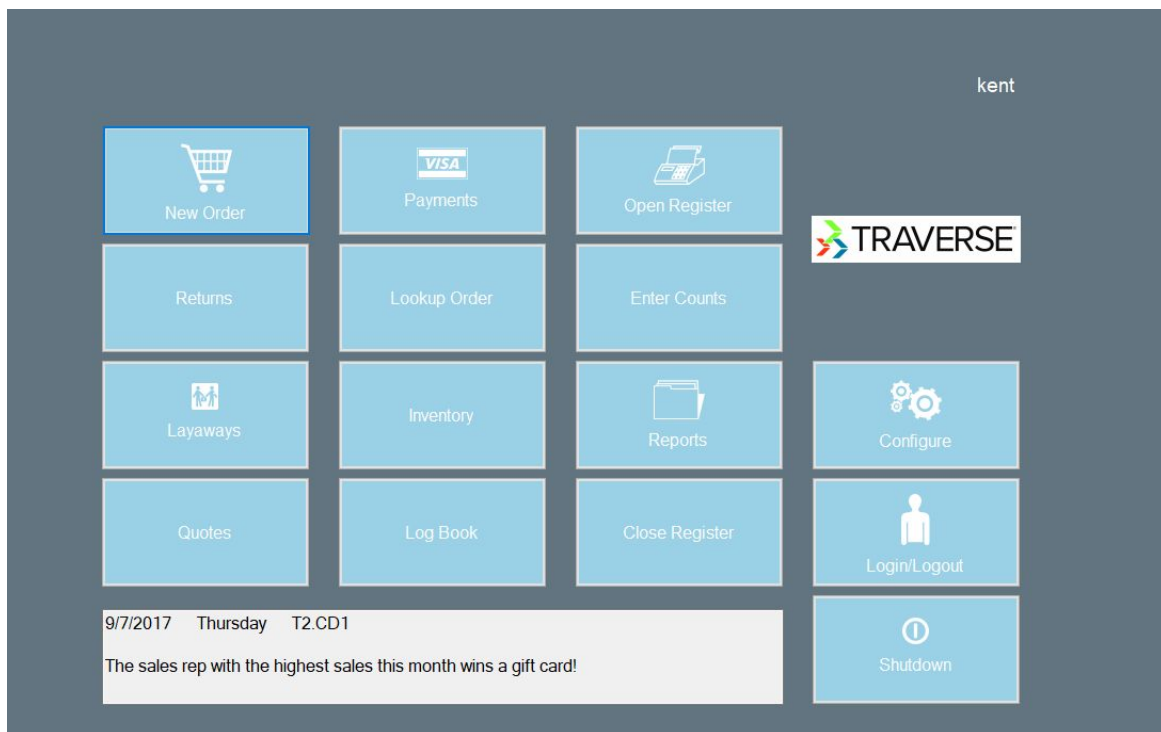
The **User Configuration** function allows you to set up users for the terminal, including user ID, employee ID, sales rep ID, terminal ID or config ID, password, and user permissions for terminal functions.

**NOTE:** The User Configuration cannot be edited when the terminal is using the disconnected mode. A green indicator appears on the main terminal menu if the terminal is configured to run in disconnected mode.

To configure **Users** on a terminal:

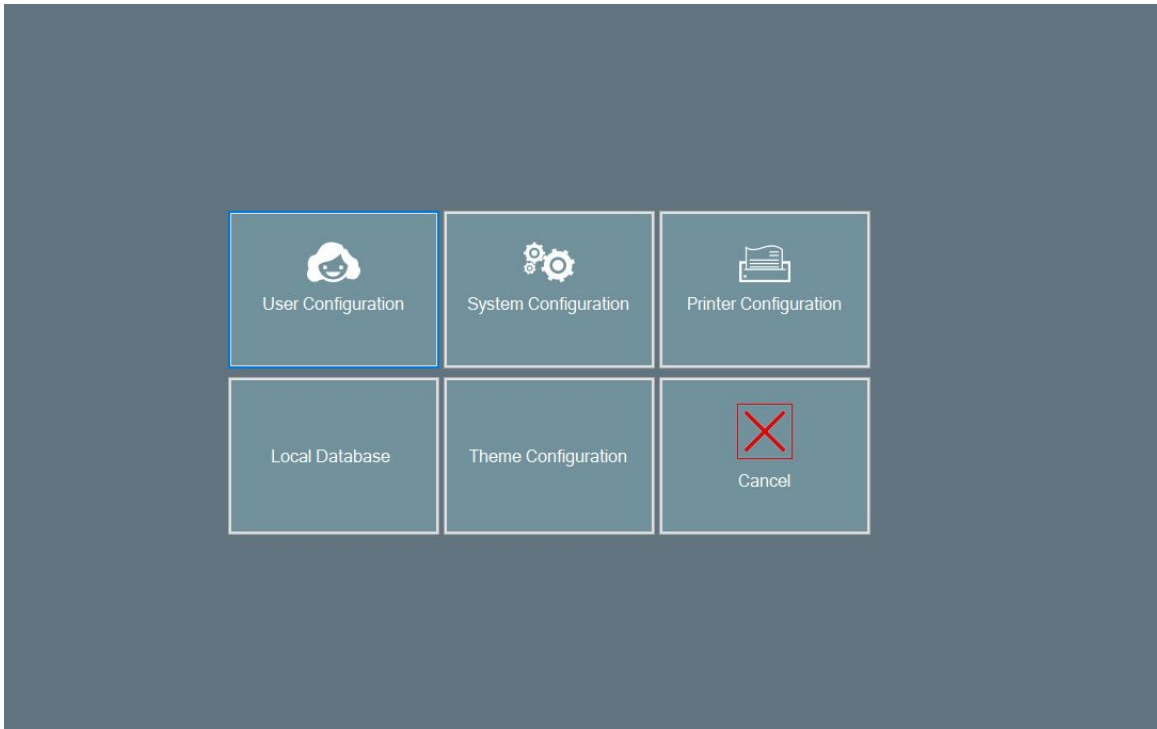
1. Select **Configure** on the main menu.

### POS Terminal Main Menu



2. The **Configure** menu appears.

### Configure Menu



3. Select **User Configuration** from the Configure menu.

4. The **User Configuration** screen displays.

## User Configuration Screen



5. A list of User IDs configured on the Terminal appears on the screen. To edit a User, use the navigation buttons to select a user, or select the User from the list using touch or your mouse. You can then edit the Employee ID, Password, Sales Rep ID, or Terminal ID.

6. Use the **Subtract** button if you want to remove the selected User from the list.

7. Use the **Add** button to add a User to the list.

8. Enter a User ID in the **User ID** field.



9. Enter or select an Employee ID in the **Employee ID** field. Use the Lookup button to see a list of Employees to pick from.

### System Configuration - User Config Employee ID Search

ID	Last Name	First Name	Region	Postal Code
AMK	Kelly	Ann Marie		
AWS	Sokiers	Alan	MN	55365
BOU001	Bourne	Linda	MN	55435
DOUBLA00001	Doubla	Mike	MN	553449999
GER001	Gerard	Timothy	MN	55055
JEN001	Jenkins	Kathy	MN	55055
JOHNSON0001	Johnson	Steve	MN	553799129
JON001	Jonchim	Maria	MN	55055
JONES001	Jones	Edward	MN	553799912
LK	Kline	Laurie	MN	55656
LUK001	Lukas	George	MN	55427
ROS001	Rossini	Lou	MN	55055
SMITH000001	Smith	Robert	MN	553449999
STO001	Stockard	Albert	MN	55101

10. Select an Employee and press the **Select** button to return the Employee to the User Configuration.



11. Enter or select a Sales Rep ID in the **Sales Rep ID** field. Use the Lookup button to see a list of Sales Reps from which to pick.

### System Configuration - User Config Sales Rep Search

ID	Name	Region	Postal Code
G.J.L	Gregg Joseph L.U.	MN	55126
JSK	Jim Kent	MN	55443
MSL	Mary Sue Linder	MN	56401

12. Select a Sales Rep and press the **Select** button to return the Sales Rep to the User Configuration.
13. Enter a Terminal ID in the **Terminal ID** field if you would like the POS Terminal or device (such as a cash box) to use the same configuration settings, no matter which sales Terminal the User logs into. See the instructions for System Configuration below for more information.



14. Enter a Configuration file ID in the **Config ID** field to tie this User to a department or group terminal configuration.

The Config ID value is a Terminal ID. The value in this field determines the configuration for any POS Terminal the User logs into. If the Terminal ID field is populated, the POS application will ignore this setting. See the instructions for System Configuration below for more information.

**NOTE: You must set up the Terminal ID/Config ID configuration in the Terminals function before using it. See the instructions for System Configuration below for more information.**

15. Enter a password for the user in the **Password** field.
16. Use the **Next** button to advance to the next screen.
17. The **Permissions** screen displays.



## System Configuration - User Config Permissions

User Configuration (Permissions)

User: George

Configure	↑
Open Register	↓
Enter Counts	+
Close Register	-
Reports	
New Order	
Returns	
Layaways	
Quotes	
Payments	
Lookup Order	
Inventory	
Logbook	
Allow reopening counts	
Allow closing unbalanced counts	
Allow due date change	

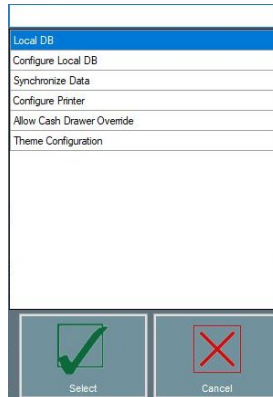
Back Save Cancel

18. You will see a list of the User's current Terminal function permissions.



19. Use the **Add** button to add permissions to the list.

### System Configuration - User Config Add Permissions



20. Select the Permissions you want to add and press the **Select** button.

Multiple permissions may be selected (if you use a keyboard) by selecting the first permission to add, hold you shift key and select the last permission to add. To select non consecutive records, hold your Ctrl key and select the records to add.

21. Press the **Select** button to add the permissions to the user.




22. Remove permissions from the list by using the navigation buttons to select a permission, then use the **Subtract** button.

23. Press the **Save** button to save your changes.

### Task Summary

To add a User, follow these steps:

1. Select the **Add** icon . A blank record appears.
2. Enter the User ID, and all necessary information for the User setup.
3. Click the **Save** button to save the new User.

To edit a User, follow these steps:

1. Select **User Configuration** from the Configuration options screen to open the User Configuration screen.
2. Use the navigation buttons to select a **User ID** to edit.
3. Edit the applicable fields as required.

4. Press the **Next** button to open the user configuration permissions screen if you wish to edit the User's permissions.
5. To add permissions to the user, press the **Add** button. A list of available permissions appears. Select the permissions you wish to grant the User.

**NOTE: You can select multiple permissions at once by holding the Ctrl or the Shift key down while selecting permissions.**

6. To remove permissions from the User, select the permission(s) to remove and press the **Subtract** button.
7. Press the **Save** button to save your changes.

To delete a User, follow these steps:

1. Select **User Configuration** from the Configuration options screen to open the User configuration screen.
2. Use the navigation buttons to select a User ID to delete.
3. Press the **Subtract** button to delete the selected user. Click **Yes** on the confirmation screen that appears to continue.
4. Press the **Save** button to save your changes.



## SYSTEM CONFIGURATION

The **System Configuration** function allows you to set up terminal-specific values, including Terminal ID, Store ID, transaction Prefix, terminal Message, defaults for Payment Method, and other values for Terminal functions.

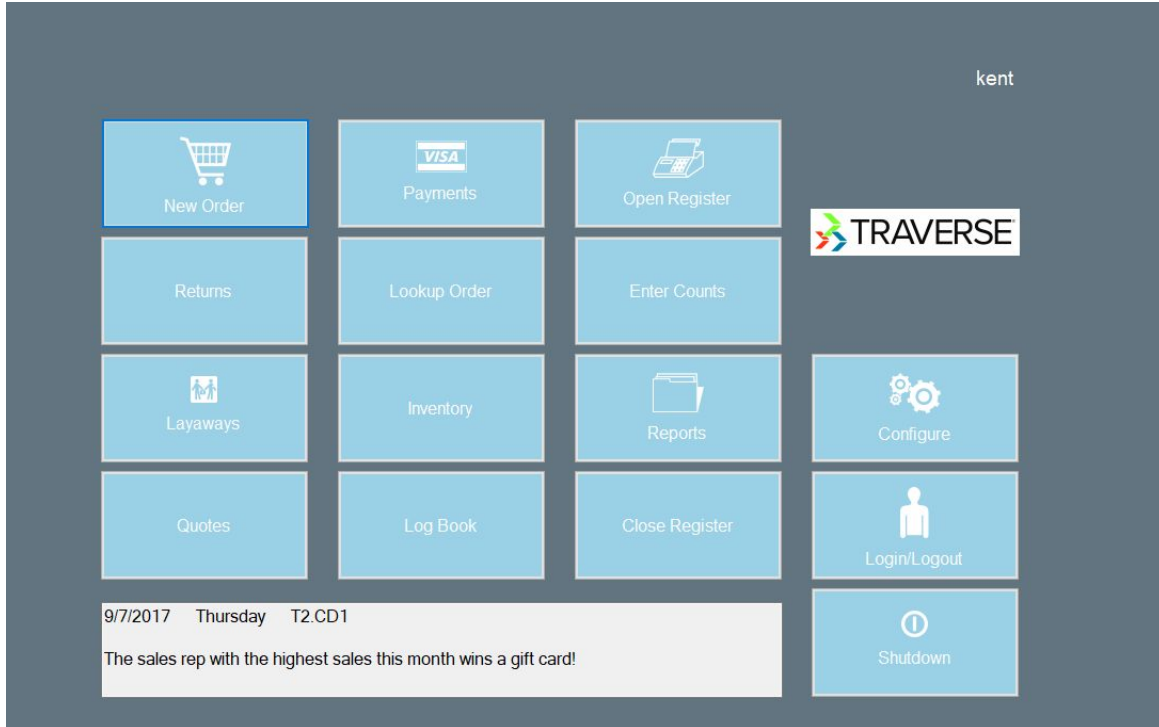
A Terminal ID can represent an individual piece of hardware, such as a cash box, or a particular mobile Terminal or register. The Terminal ID can also represent a configuration for registers or Terminals belonging to a particular group or department even if the group is located in multiple stores. If you want a Terminal to always be set up a particular way for a certain User, the Terminal ID can represent those settings. If you do not need to have multiple Terminal configurations, or if you only have one sales register, you can set up a global default Terminal configuration.

**NOTE:** The System Configuration cannot be edited when the Terminal is using the disconnected mode. A green indicator appears on the main terminal menu if the terminal is configured to run in disconnected mode.

To configure a terminal:

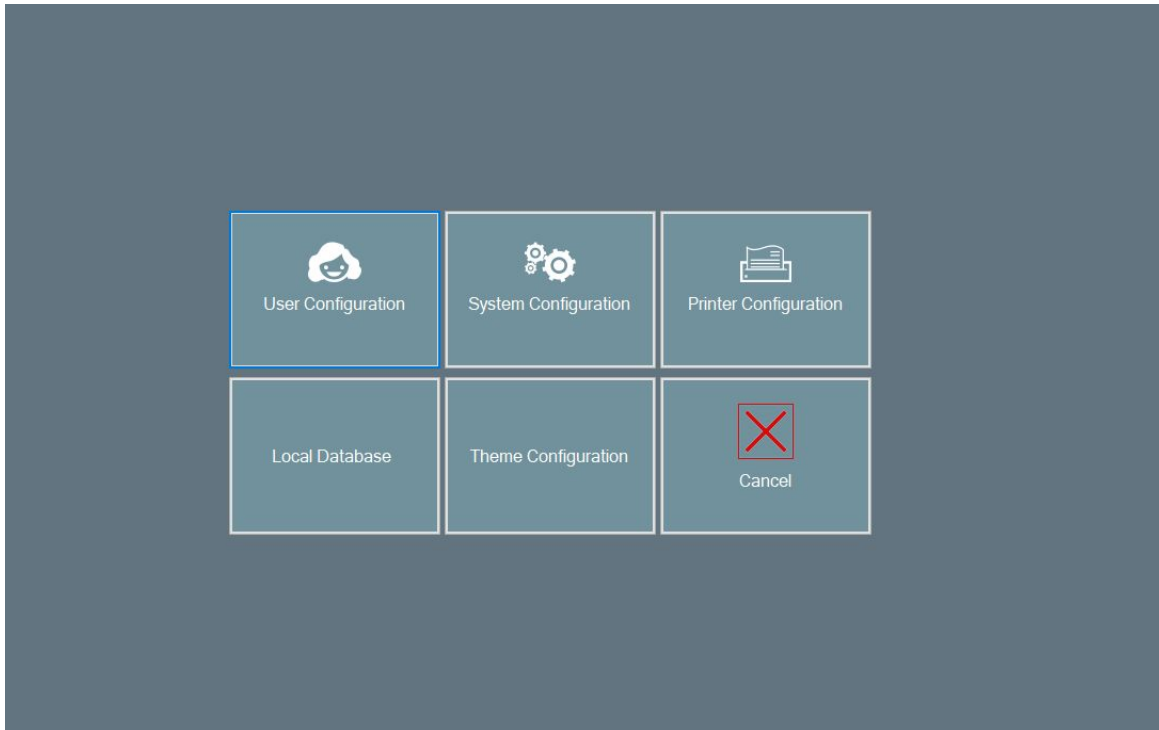
1. Select **Configure** on the main menu.

## POS Terminal Main Menu



2. The **Configure** menu appears.

## Configure Menu



3. Select **System Configuration** from the Configure menu.

4. The **System Configuration** screen appears.

### System Configuration Screen

5. A list of currently-defined Terminal configurations appears on the screen.

If you do not want to choose a specific configuration for the Terminal, use the Default entry. The default entry uses settings that are shared across all terminals that do not have a specific configuration selected. This default entry must be set up using the TRAVERSE Setup and Maintenance menu.



6. Use the **Add** button to add a terminal configuration to the list.
7. Enter a Terminal ID in the **Terminal ID** field. This is a reference for the terminal configuration you will set up.
8. Enter a Description in the **Description** field.





9. Enter or select a Store ID in the **Store ID** field. The Store ID is going to be your Inventory Location ID's.

## System Configuration - Terminal Config Store ID Search

Store ID	Description
CA0001	OAKLAND WAREHOUSE
MD0001	BALTIMORE WAREHOUSE
MN0001	MINNEAPOLIS WAREHOUSE
MN0002	MINNEAPOLIS MANUFACTURING
TX0001	DALLAS WAREHOUSE

10. Select the Store to use for this Terminal ID and press the **Select** button.
11. Enter a transaction Prefix in the **Prefix** field.

The transaction Prefix is added to the Transaction Number to generate unique Transaction IDs for each Terminal.

12. Enter a terminal Message in the **Message** field. This message is displayed on the Terminal Menu. The text may contain one or more menu message tokens. See TRAVERSE online help or (page 3-37) for more information.

## System Configuration - Terminal Config Message Tokens



Message Tokens

<DATE>
<SALESREPID>

<TIME>
<EMPLOYEEID>

<DAY>

<HOSTID>

<HOSTDESCR>

<USERID>

<
>

13. You can edit a terminal configuration by selecting it with the navigation buttons, then editing the Description, Store ID, Prefix, or Message.



14. Use the **Subtract** button if you want to remove the selected Terminal configuration from the list.
15. Press the **Next** button to advance to the next screen and continue adding or editing the Terminal configuration.

## System Configuration - Terminal Config Screen

**System Configuration**

Sales Rep:  Required

Payment:

Tax Group:

Dist Code:

**Terminal: T1**

Terminal 1

Max Discount:  %

Layaway Days:

Print Options:

Receipt Header:

Receipt Footer:



16. Enter or select a default Sales Rep for the Terminal in the **Sales Rep** field if applicable.

Mark the **Required** field if you want a Sales Rep entered for each transaction.

### System Configuration - Terminal Config Sales Rep Search

ID	Name	Region	Postal Code
GJL	Gregg, Joseph L.	MN	55126
JSK	Jim Kent	MN	55443
MSL	Mary Sue Linder	MN	56401

17. Select the Sales Rep to add to this Terminal and press **Select**.



18. Enter or select a default Payment Method in the **Payment** field.

### System Configuration - Terminal Config Default Payment Method Search



ID	Description
Cash	Cash
Cash-DD	Cash - Direct Debit
Check	Payment by Check
Coupon	Coupons
Visa	Visa Credit Card
Write-off	Write-off to bad debt

19. Select the Payment Method to add to this Terminal and press **Select**.

20. Enter or select a default Tax Group in the **Tax Group** field.

### System Configuration - Terminal Config Tax Group Search



ID	Description
AZ	Arizona State
CA	California State
IA	Iowa
IL	Illinois
MI	Michigan
MN	Minnesota State
MN-MPLS	MN-Minneapolis
ND	North Dakota
NT	No Tax
SD	South Dakota
WI	Wisconsin

21. Select the Tax Group to add to this Terminal and press **Select**.
22. Enter or select a Distribution Code in the **Dist Code** field.

### System Configuration - Terminal Config Dist Code Search

ID	Description
D001	Domestic Customer

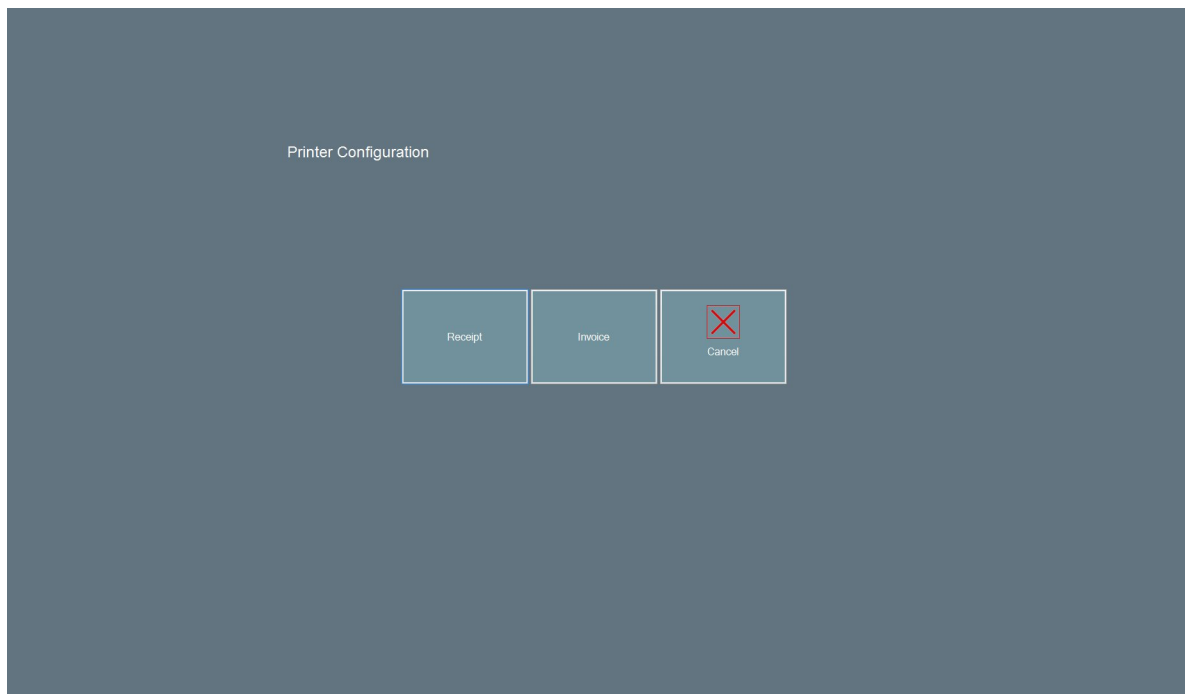



23. Select the Distribution Code to add to this Terminal and press **Select**.
24. Enter a maximum discount percentage allowed for the Terminal in the **Max Discount** field.  
A value of 0 in this field means there is no maximum discount percentage defined.
25. Enter the number of days until the Layaway due date in the **Layaway Days** field. A value of 0 in this field means there is no default due date.
26. Select the **Printer Option** you want to use for this Terminal: **Receipt, Invoice, Both** or **Prompt**.

27. Select the **Printer Configuration** button to set up the form printers for this Terminal for Receipts and Invoices.

NOTE: You may want to select this from the Terminal being used to enter the sales transactions. The printers available will be the printers installed on that Terminal.

### System Configuration - Terminal Config Printer Config Menu



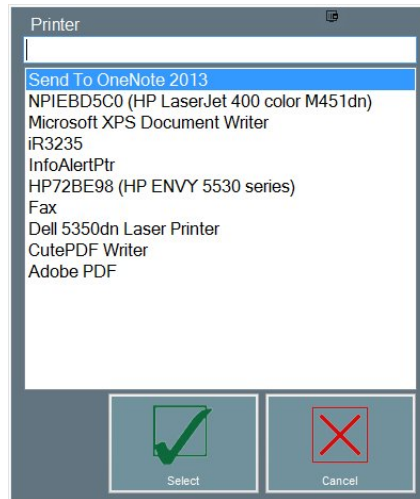
28. Select the **Form** from the menu list of available forms.

### System Configuration - Terminal Config Receipt Printer Config

The screenshot shows the 'Receipt Printer Configuration' window. On the left, there is a list box labeled 'Printer' which is currently empty. To its right are four buttons: an up arrow, a down arrow, a plus sign, and a minus sign. Further right are two text input fields: 'Printer' and 'Tray', each followed by a magnifying glass icon. Below these are an 'Order' field with the value '0' and an 'Active' checkbox. At the bottom right are 'Save' and 'Cancel' buttons. A 'Copy Text' label is positioned above a large empty text area.

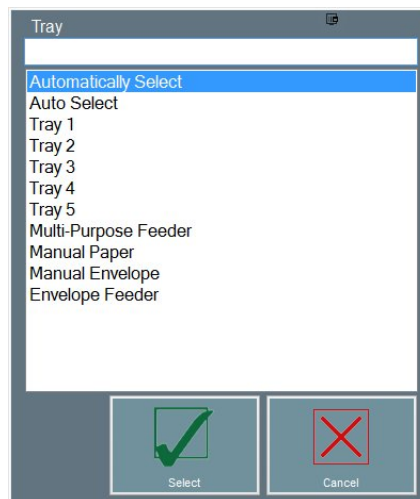
29. Select the **Printer** to print from and click **Select**. You can select a different Printer for each copy. The Printers displayed will be the Printers you have set up in Windows on the workstation.

### System Configuration - Terminal Config Printer Search



30. Select the **Tray** for the selected Printer from which you want this form to use the paper, to print this form and click **Select**. This selection only applies if the Printer has multiple Trays.

### System Configuration - Terminal Config Printer Trays Search



31. Enter the **Order** in which to print the copy. The numbers must be sequential and unique for each copy. For example Customer Copy 1, Office Copy 2 etc... they however can be to the same printer. If the numbers are not sequential the multiple copies of the form will not print.(If you leave each copy default to 1)
32. Select the **Active** check box to print the copy; or clear the Active box to not print that copy of the form.
33. Enter the **Copy Text** to print on the form for example, "Customer". This will print in as a water mark diagonally through the center of each copy of the form.
34. Click **Save** to save the printer.
35. Select the next form from the menu to add a printer for another form and follow steps 28 to 33 above.

.....

**NOTE: To print multiple copies of the same form add multiple printer selections of the same form with the Order number different for each copy record of the form. Click the plus (+) button to add another copy of the form.**

.....

36. Enter text to appear in the receipt header in the **Receipt Header** field. The text may contain one or more receipt tokens. See TRAVERSE online help or (page 3-39) for more information.



### System Configuration - Terminal Config Receipt Header Tokens

<DATE>	<SOLDTOADDRESS2>
<TIME>	<SOLDTOCITY>
<DAY>	<SOLDTOREGION>
<HOSTID>	<SOLDTOPOSTALCODE>
<USERID>	<SOLDTOCOUNTRY>
<TRANSID>	<SOLDTOPHONE>
<SOLDTOID>	<SOLDTOEMAIL>
<SOLDTONAME>	<BILLTOID>
<SOLDTOADDRESS1>	<BILLTNAME>

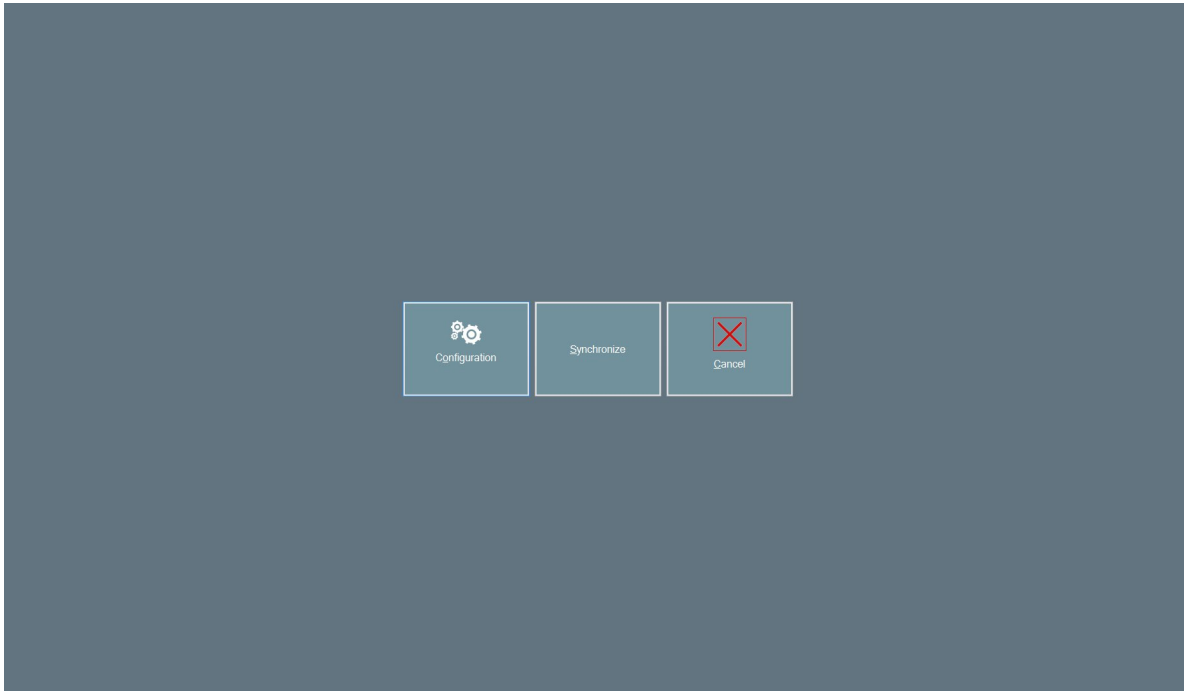
37. Enter text to appear in the receipt footer in the **Receipt Footer** field. The text may contain one or more receipt tokens. See TRAVERSE online help or (page 3-39) for more information.
38. Press the **Save** button to save your changes.



## Local Database

1. The **Local Database** button opens the Disconnected Terminal Mode menu. A green indicator appears on the main Terminal menu if the Terminal is configured to run in disconnected mode.

### System Configuration - Local Database Configuration Menu



2. If your terminal is configured to run in disconnected mode:

- **Configuration** - Use the Configuration function to re-configure the local Terminal database (POSLocal).

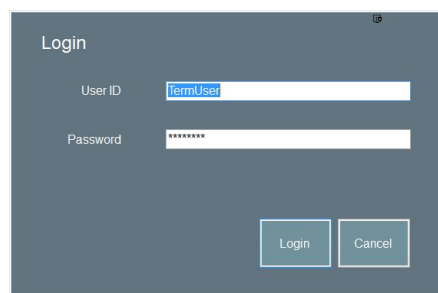
### System Configuration - Local Database Configuration



The screenshot shows a 'Local Database Configuration' dialog box with a dark blue background. It contains the following fields and controls:

- Server Name:** A text field containing 'localhost'.
- User Name:** A text field containing 'sa'.
- Password:** A text field with masked characters '\*\*\*\*'.
- Web Service URL:** An empty text field.
- Use Trusted Connection:** A checkbox that is currently unchecked.
- Buttons:** Three buttons are located at the bottom: 'Create Database' (light blue), 'Save' (green with a checkmark icon), and 'Cancel' (red with an X icon).

### System Configuration - Local Database Configuration Login



The screenshot shows a 'Login' dialog box with a dark blue background. It contains the following fields and controls:

- User ID:** A text field containing 'termUser'.
- Password:** A text field with masked characters '\*\*\*\*\*'.
- Buttons:** Two buttons are located at the bottom: 'Login' (light blue) and 'Cancel' (light blue).

- **Synchronize** - Use the Synchronization function to synchronize the local terminal database (POSLocal) to the main TRAVERSE database. See Synchronize Disconnected Mode on the next page

## Synchronize Disconnected Mode

1. The Point of Sale Terminal application can be configured in one of two ways:

- **Connected** - The POS application has a full-time connection to the main TRAVERSE database. Transactions are recorded directly to the POS tables in the TRAVERSE database. The Active Order Processing function in TRAVERSE synchronizes the Inventory quantity, history, and transactional cost retrieval between the POS tables and the main TRAVERSE database.
- **Disconnected** - The POS application uses a local database on each sales Terminal to retain transactional data. The local Terminal databases are synchronized with the POS tables in the TRAVERSE database via a Synchronize function on the terminal. The data in the POS tables is then updated in the main TRAVERSE database automatically via the Active Order Processing function.

To set up the Terminal in Disconnected mode you must first set up the Terminal ID using the TRAVERSE, Terminal setup on the Setup and Maintenance menu and select the Disconnected Mode check box in the Config Generator screen. See the Assign a TRAVERSE Terminal User to a Terminal section (page 3-42) for more details.

An alternate, more technical, method of setting the Terminal to Disconnected mode, is to edit the **TRAVERSE.POS.exe.config** file. Follow these steps to edit the file:

- Locate the **TRAVERSE.POS.exe.config** file in the TRAVERSE client installed folder and open it using Notepad.
- In the <application settings> area of the file locate the following rows:  

```
<setting name="DisconnectedMode" serializeAs="String">
    <value>False</value>
```
- Edit the <value>**False**</value> from False to True.
- Save the file and exit Notepad.

**NOTE: Currently an install of SQL needs to exist on the terminal. An express version of SQL can be downloaded from Microsoft's web site.**

If your POS Terminal is configured in Disconnected Mode, you may manually synchronize the local Terminal database (POSLocal) with the POS tables in the TRAVERSE database via the Synchronize function on the Terminal, or schedule the synchronize function to run automatically.

To manually Synchronize the local database with the TRAVERSE database:

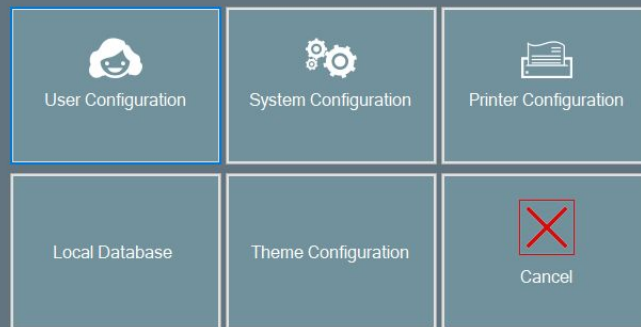
Use the **Synchronize** function for the periodic refresh of setup (Customers, Inventory Items, etc.) and history data. You can also use the Synchronize function to manually synchronize transaction data with the TRAVERSE database.

1. Close the register using the **Close Register** function (page 6-131) on the POS Terminal menu screen.

.....  
**NOTE: The terminal needs to be closed before synchronizing in order to post transactions to TRAVERSE.**  
.....

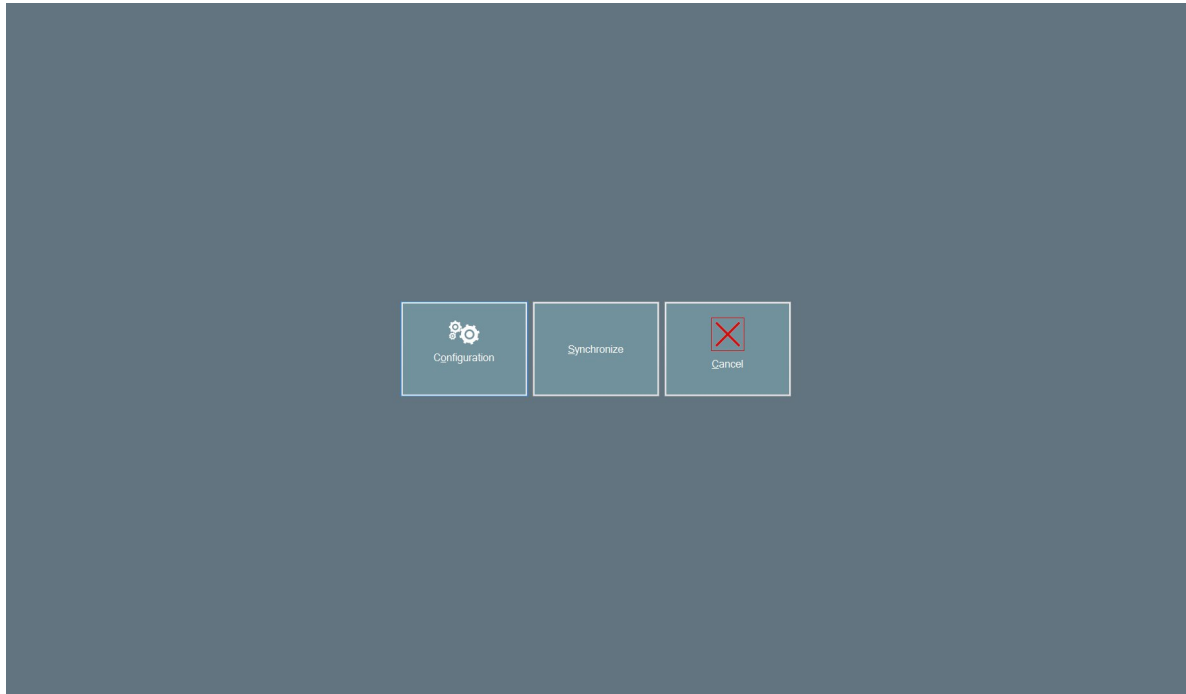
2. Select the **Configure** menu from the main terminal menu, then select the Local Database menu.

### System Configuration Menu



3. Select **Local Database**. The Local Database menu appears.

### System Configuration - Local Database Menu



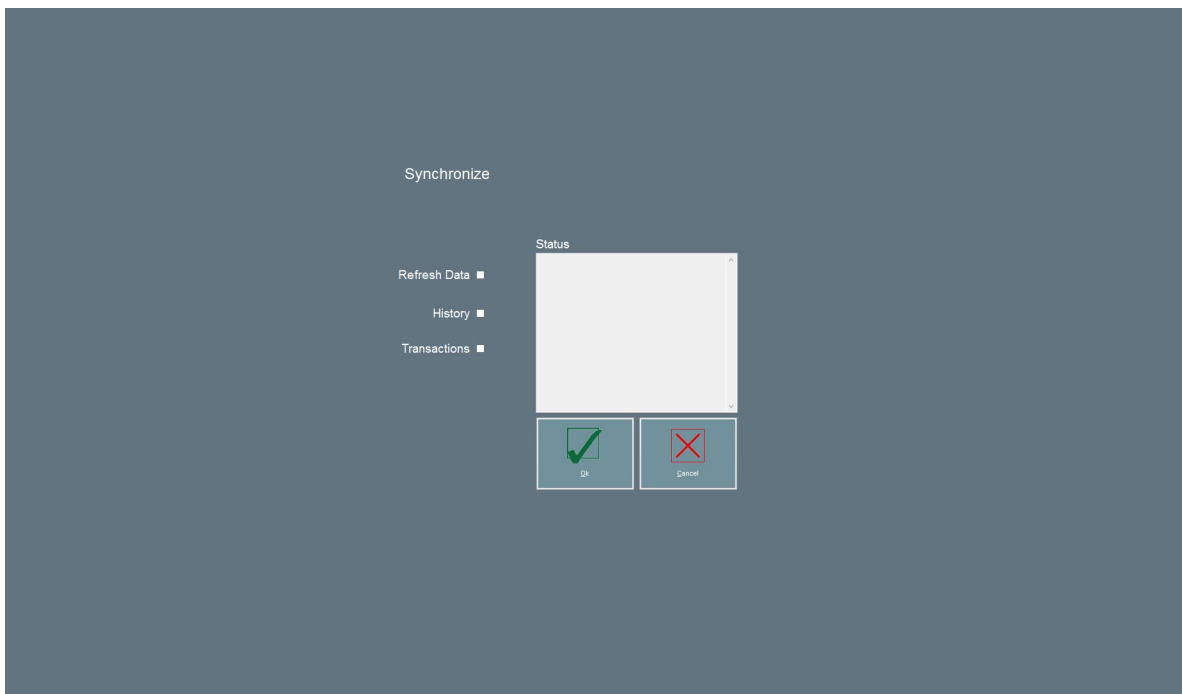
4. Select the **Synchronize** function. A login prompt will appear. Enter your Terminal login information and press **Login**.

### System Configuration - Synchronization Login

A screenshot of a login dialog box titled 'Login'. It has a dark blue background. There are two input fields: 'User ID' with the text 'termUser' and 'Password' with masked characters '\*\*\*\*\*'. At the bottom right, there are two buttons: 'Login' and 'Cancel'.

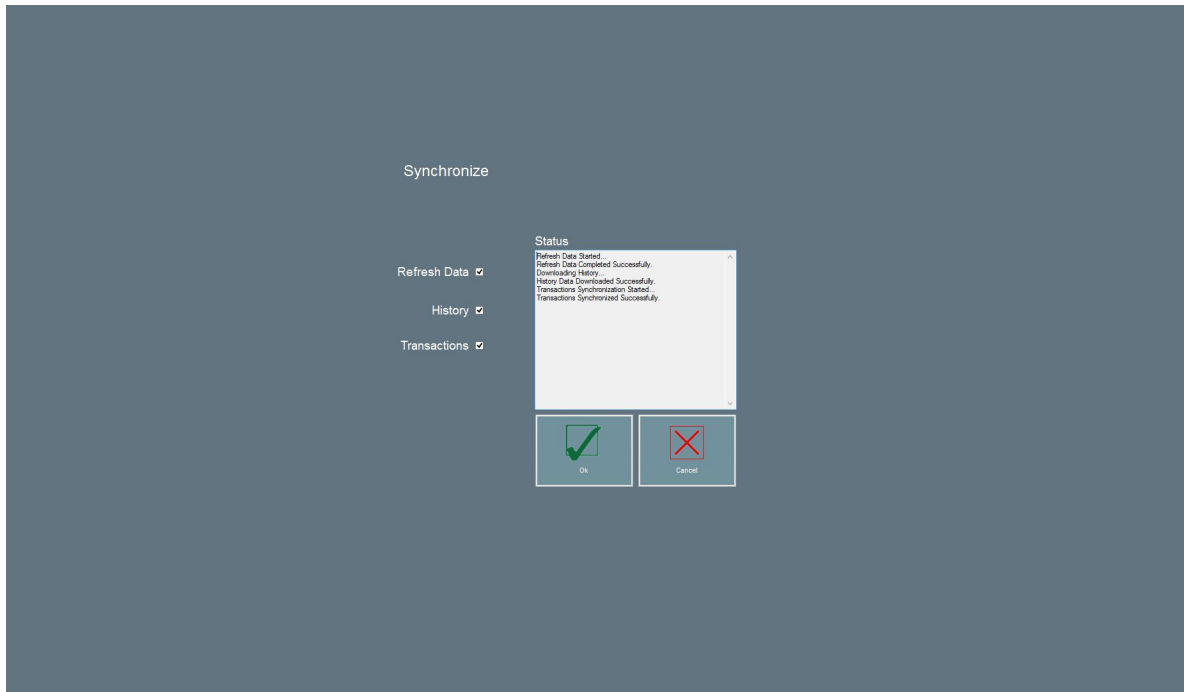
5. On the Synchronize screen, select one of the available options:
- The **Refresh Data** option will update the POSLocal database with new data that was added to the TRAVERSE POS company. This includes data that is copied to the local database when the Terminal is set up, such as Customers, Inventory Items, etc. This option also runs the Active Order Processing function, which synchronizes the POS tables with the main TRAVERSE database.
  - The **History** option will update the POSLocal database with transactions already posted in TRAVERSE. These display in the Lookup Order and Returns functions in the POS terminal.
  - The **Transactions** option will push local Transaction data to the TRAVERSE server. The Transaction data updates incrementally from the previous synchronization.

### System Configuration - Synchronization Unchecked



6. Use the **OK** button to run the selected synchronization option, or use the **Cancel** button to return to the previous screen without running the synchronization process.

## System Configuration - Synchronization Checked



### Set up automatic synchronization:

If you would like the synchronization to take place automatically, you can schedule the process to run using the Windows Task Scheduler. By scheduling the synchronization to run on a regular basis, you will be able to keep the TRAVERSE database in the back office current with the local sales Terminal databases.

The **TRAVERSE.POSSynch.exe** file calls the synchronize function to initiate the synchronization of the POSLocal database with the back office database. Results from the synchronization process are recorded in the POSSync.log file.

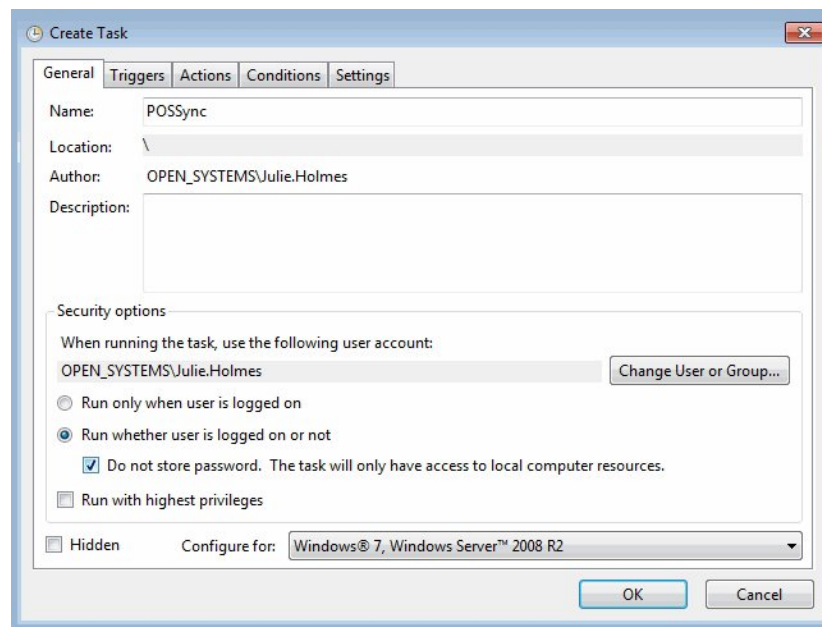
To set up a scheduled task in Windows to run the terminal synchronize function, follow these steps:

**NOTE: This example is for the Windows 7 operating system. Your scheduler interface may differ.**

1. On the terminal, log into Windows as an administrator.

2. In Windows, open the Task Scheduler by doing one of the following:
  - In the Windows **Control Panel**, select **Administrative Tools**, then select **Task Scheduler** from the list.
  - Open the **Run...** command from the **Start** menu. Enter **Taskschd.msc** in the **Open:** field and click **OK**.
  - Open a command prompt, then type **Taskschd.msc** at the prompt.
3. Once the Task Scheduler is open, create a new task by selecting the **Create Task...** action. The Create Task window displays.
4. On the General tab, enter a name for the task in the **Name** field, and enter a description of the task in the **Description** field as necessary.

### Schedule Synchronization General Tab



5. Select a User account with which to run the task by clicking the **Change User or Group...** button. You may want to create a user specifically for this purpose. Make sure the User has permission to run the **TRAVERSE.POSSynch.exe** file.
6. Select **Run whether user is logged on or not** to ensure the task runs even when the user is not logged into the computer.
7. On the Triggers tab, you will need to create triggers that instruct the scheduler to run the task. To create a new trigger, click the **New...** button to open the New Trigger window.



8. To run the task on a schedule, select **On a schedule** from the **Begin the task:** drop down list.

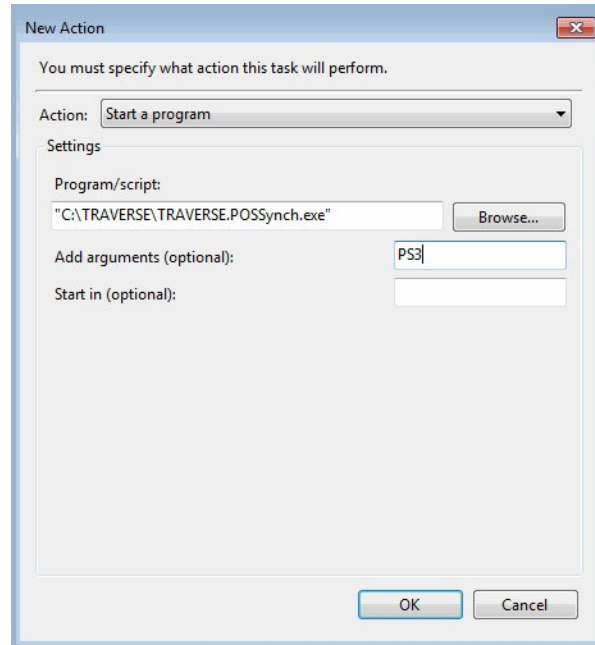
## Schedule Synchronization Begin the Task

The screenshot shows the 'New Trigger' dialog box. The 'Begin the task:' dropdown is set to 'On a schedule'. Under the 'Settings' section, the 'Daily' radio button is selected. The 'Start' date is 6/19/2014 at 12:00:02 PM. The 'Recur every:' field is set to 1 day. Under the 'Advanced settings' section, the 'Repeat task every:' checkbox is checked, set to 1 hour, for a duration of 1 day. The 'Stop task if it runs longer than:' checkbox is also checked, set to 2 hours. The 'Enabled' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom right.

9. To run the task daily, mark the **Daily** option.
10. Select a start date and a daily time for the task to run in the **Start:** date and time fields. To ensure the task runs every day, enter **1** in the **Recur every:** field.
11. In the Advanced Settings section, if you would like the task to run hourly, mark the **Repeat task every:** check box, select **1 hour** from the drop-down list, and select a duration of **1 day** in the duration field.
12. To make certain the task stops running if there is a problem, mark the **Stop task if it runs longer than:** check box and select a duration from the drop down list.
13. To enable the task, mark the **Enabled** check box.
14. Click **OK** to continue.
15. You can specify the action to take when the task runs on the Actions tab. To create a new action, click the **New...** button to open the **New Action** window.

16. Select **Start a program** from the **Action:** drop-down list.

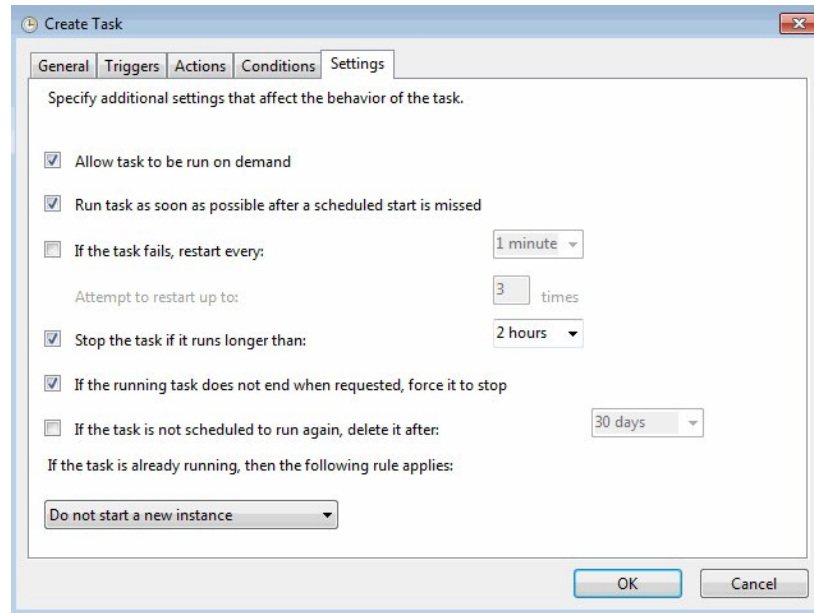
### Schedule Synchronization New Action



17. Use the **Browse...** button to navigate to the **TRAVERSE.POSSynch.exe** file.
18. In the **Add arguments** field, enter the company you would like to run the POS order processor against.
19. Click **OK** to continue.
20. If you would like to set conditions under which you want the task to run or not run, select the **Conditions** tab.
21. Select any options you wish to use to determine if the task will run. After you have made your selections, click **OK** to continue.

22. If you wish to specify additional options for the task, select the Settings tab. Mark the check boxes for your selected TRAVERSE Point of Sale Terminal options. After you have chosen your settings, click the **OK** button to continue.

## Schedule Synchronization Settings Tab



23. If you see a popup window requesting login information for the user account the task is assigned to, fill in the required information, then click **OK** to continue.
24. You can review the actions performed by the POS synchronization task in the POSSynch.log file.

## Theme Configuration

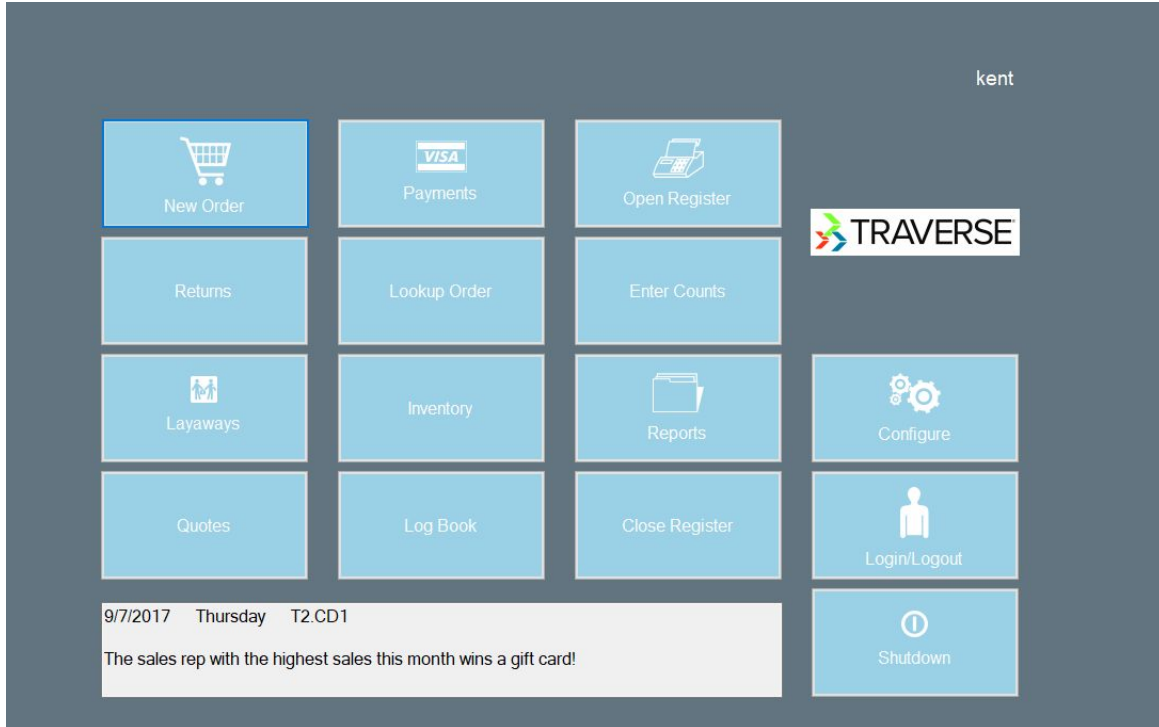
The **Theme Configuration** menu option allows you to define a color theme for screens, text, and buttons, as well as choose a font class for text.

You can set colors for the buttons and button font, the main screen and main screen font, and the shell and the shell font. You can also set the font for the terminal.

To configure the color Theme:

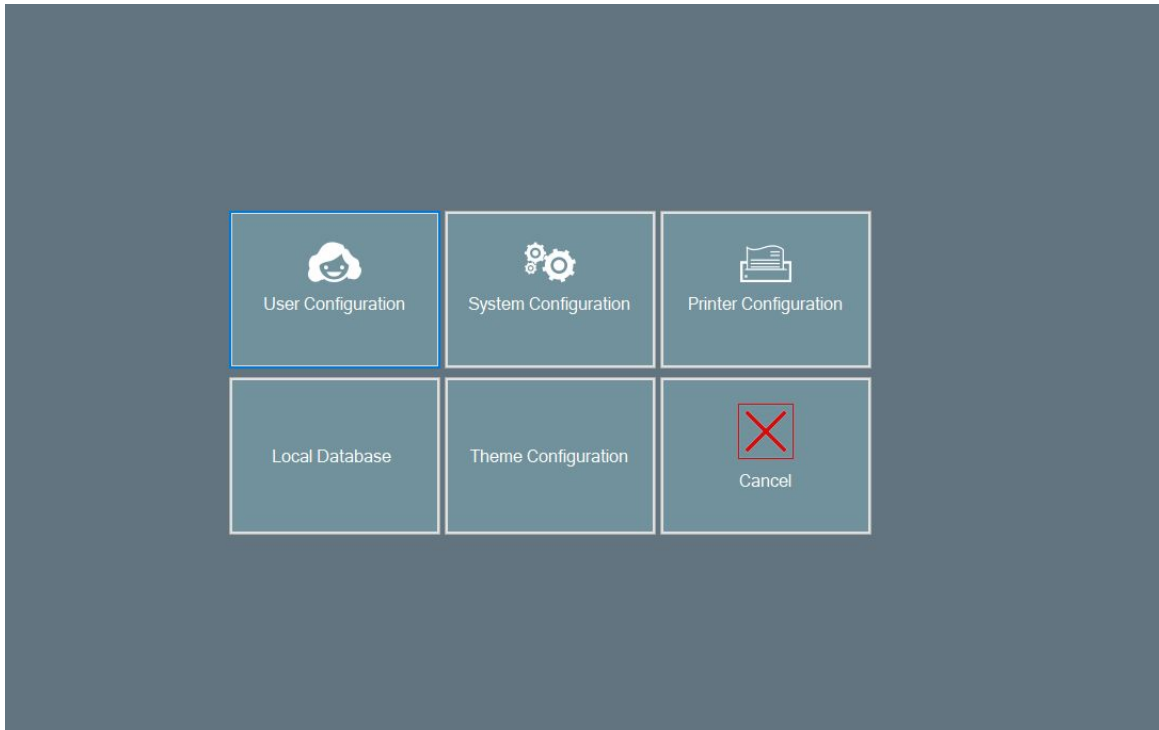
1. Select **Configure** on the main menu.

## POS Terminal Main Menu



2. The **Configure** menu appears.

### **Configure Menu**



3. Select **Theme Configuration** from the Configure menu.

4. The **Theme Configuration** screen appears.

### Theme Configuration Screen

The screenshot displays the 'Theme Configuration' screen. It features seven horizontal color pickers arranged vertically, each with a magnifying glass icon to its right. The labels for these pickers are: 'Screen Fore Color', 'Screen Back Color', 'Button Fore Color', 'Button Back Color', 'Shell Fore Color', 'Shell Back Color', and 'Font'. Below the pickers is a row of five buttons: 'Reset', 'Set Current Theme', 'Open Theme', 'Save Theme' (which includes a green checkmark icon), and 'Cancel' (which includes a red X icon).



5. To set the colors, use the Search button to select colors for each option.

### Theme Configuration Color Screen

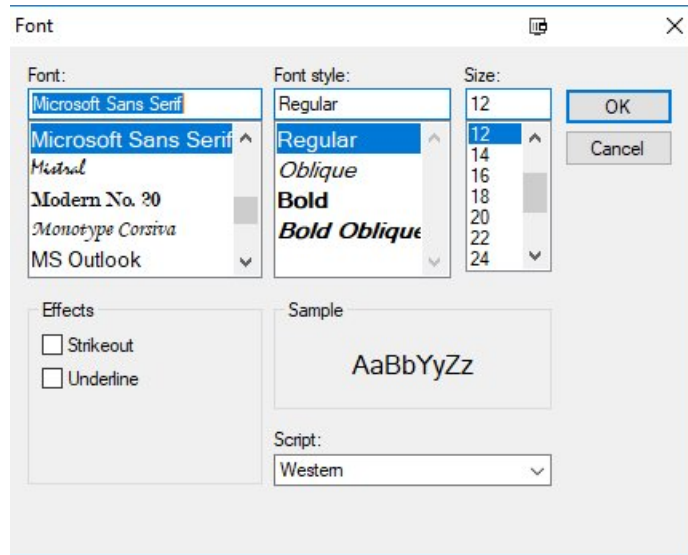


6. Select the color from the color palette and click **OK** to return the selected color.
- The **Screen Fore Color** appears as the font color on the main screens.
  - The **Screen Back Color** appears as the background color on the main screens.
  - The **Button Fore Color** appears as the font color on the buttons.
  - The **Button Back Color** appears as the background color on the main screens.
  - The **Shell Fore Color** appears as the font color for the login screen.
  - The **Shell Back Color** appears as the background color for the login screen.



7. The **Font** option allows you to choose from fonts available to your Windows operating system.

### Theme Configuration Font Screen

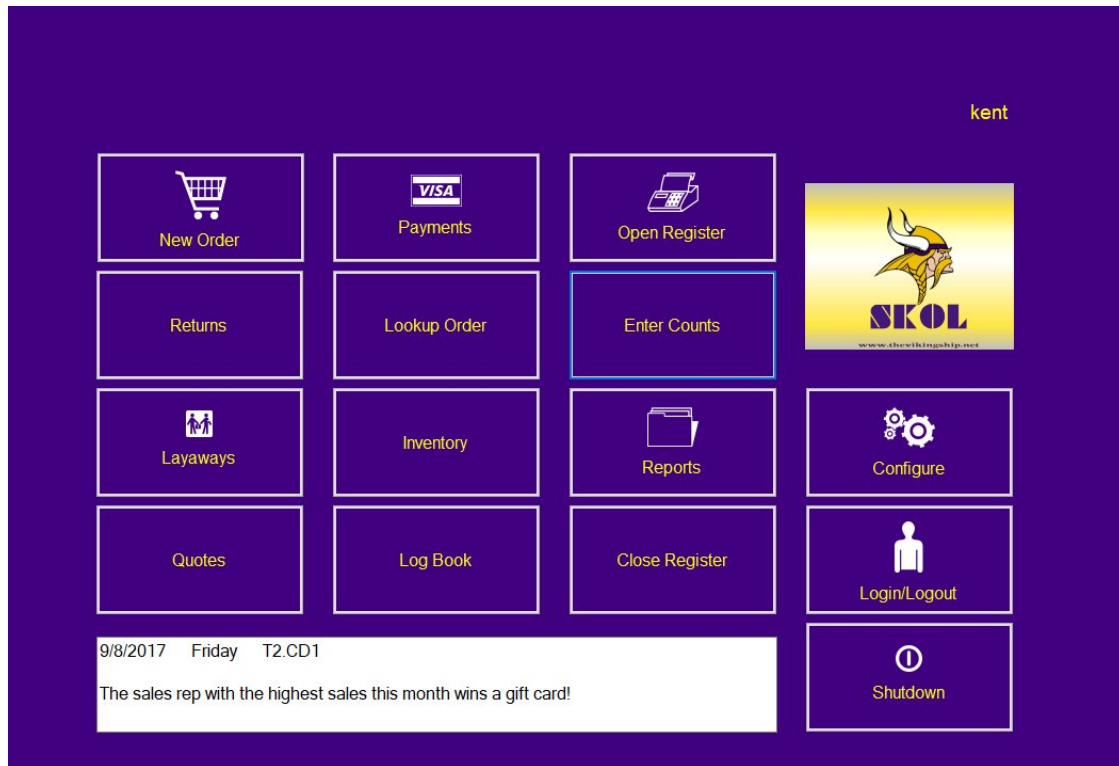


8. Select the **Font**, **Font Style**, and **Size**, then click **OK** to select the font attributes.
9. Use the **Reset** button to clear the values from the theme configuration screen.
10. Use the **Set Current Theme** button to activate your selections.
11. Use the **Open Theme** button to select a theme file you saved previously.
12. Use the **Save Theme** button to save your theme settings to a file.
13. To cancel the configuration and/or return to the previous menu screen, use the **Cancel** button.



Below is an example of a customized **Theme Configuration**:

## System Configuration - Custom Theme Configuration





## OPEN REGISTER

Use the **Open Register** function to initialize activity for the Terminal by recording starting Tender counts or resetting the amount of Tender available at the register. Opening the function checks for unclosed activity for the Terminal and gives you the option to discard the existing activity and reenter opening counts.

The Open Register function initializes activity for the Terminal and captures starting information. Opening the function also checks for unclosed activity for the Terminal and provides an option for discarding the existing activity and re-entering opening counts.

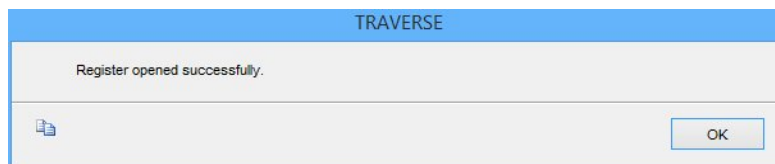
If there is unclosed activity, a dialog box will appear to notify you.

You may choose to enter the closing Tender counts at this time by clicking **Yes**, or continue to open the register and edit current Tender counts by clicking **No**.



If you use multi-currency, the exchange rate information will be copied from the daily exchange rates that are effective as of the opening date. Exchange rates are captured at each count entry and will be used for subsequent transactions.

When the Terminal has been opened successfully a dialog box will be displayed.

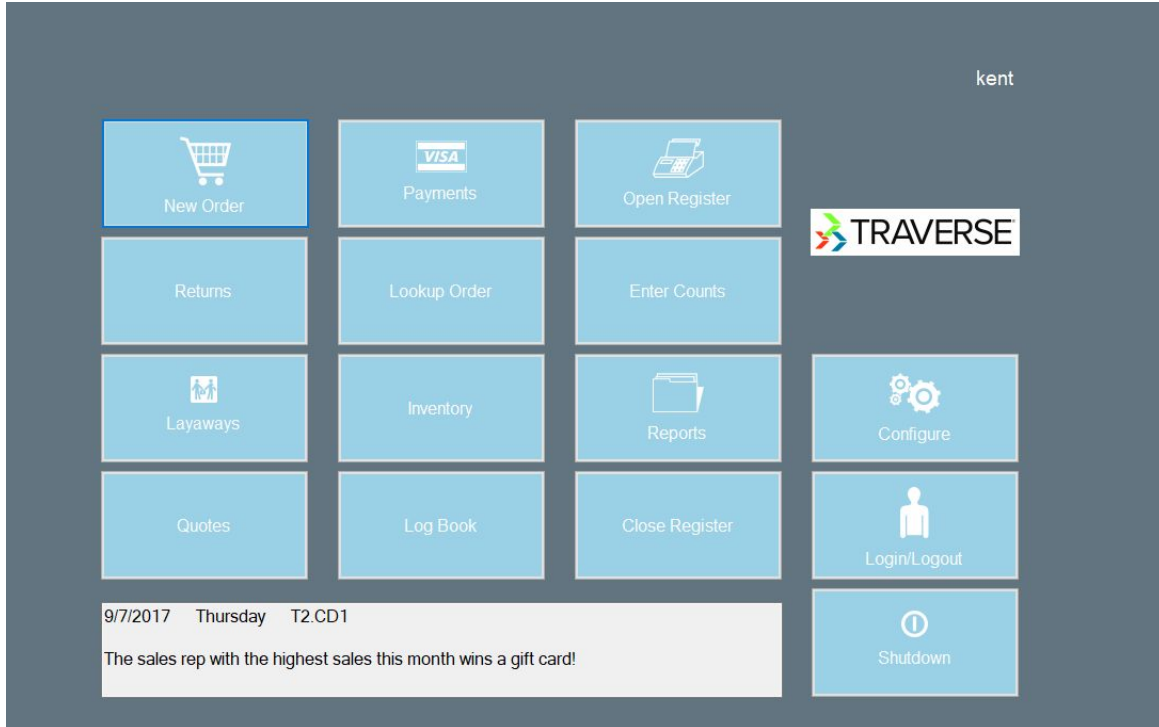


Click **OK** to continue to the **Open** menu.

To enter Opening Counts:

1. Select the **Open Register** button on the main menu.

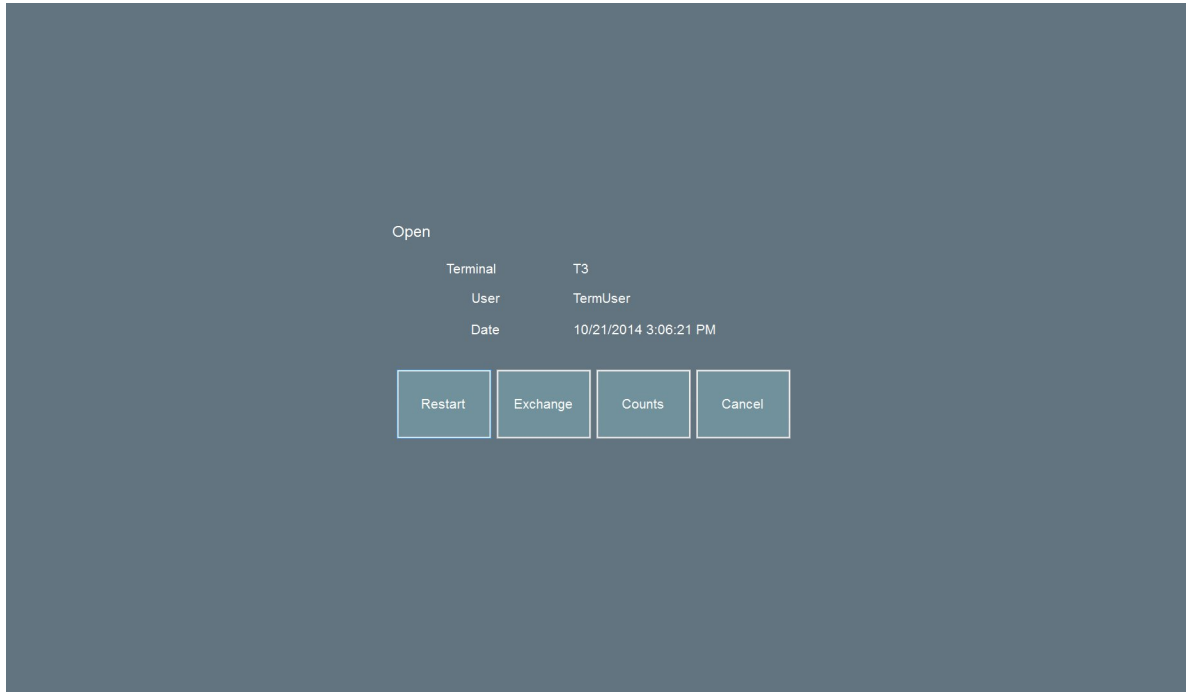
## POS Terminal Menu



2. If the register is already open, a dialog box will appear asking if you want to enter closing counts. If you want to close out the register and validate the balance, click **Yes** and go to the closing instructions. If you would like to continue with the opening counts, click **No**.
3. A notification dialog box may display to let you know the register opened successfully. Click the **OK** button to continue.

4. The **Open** register menu appears.

## Open Menu



5. The current **Terminal ID**, **User ID**, and **Date/Time** will be displayed.

6. Select the **Counts** button to open the **Count** screen.

## Counts Screen

Terminal: T3      User: TermUser      Open Date: 10/21/2014 3:07:33 PM      Count: 10/21/2014 3:08:28 PM

Type	Description	Currency ID	Quantity	Value	Subtotal
Cash	Default	USD	0	1.00	0.00

Navigation buttons: ↑, ↓, +, Totals

Summary information:

Type: Cash  
Description: Default  
Currency: USD  
Quantity: 100  
Value: 1.00  
Subtotal: 100.00

OK      Cancel



**NOTE:** If you use multi-currency, you can use the Exchange button to view the existing exchange rates.

## Open Register Currency Exchange Rates

Exchange	
Currency	Rate
SGD	1.0000000000
SIT	1.0000000000
SKK	1.0000000000
SVC	1.0000000000
SZL	1.0000000000
THB	1.0000000000
TOP	1.0000000000
TRL	1.0000000000
TRY	1.0000000000
TZS	1.0000000000
UAH	1.0000000000
USD	1.0000000000
UYU	1.0000000000
VEB	1.0000000000
VND	1.0000000000
VUV	1.0000000000



- To add Tender types to the count, use the **Add** button.
- A screen showing a list of tender types available for the terminal appears. Select a tender type, then press the **Select** button to return to the Count screen.

## Open Register Tender Types Search

Description	Currency ID	Type
Pennies	USD	Cash
Quarters	USD	Cash
Twenty Dollars	USD	Cash
Ten Dollars	USD	Cash
Fifty Dollars	USD	Cash
Five Dollars	USD	Cash
One Hundred Dollars	USD	Cash
Visa	USD	CreditCard
Nickels	USD	Cash
Dollars	USD	Cash
Dimes	USD	Cash
Check	USD	Check
MasterCard	USD	CreditCard

- Enter the quantity or count of the Tender type in the **Quantity** field. The quantity is the actual number of pieces of that type of tender.

**Example: If you have ten quarters, you would enter 10 in the quantity field.**

10. Repeat steps 4 through 8 for each type of tender present at register. Use the **Totals** button to view the total value of the tender types entered.

### Open Register Totals Screen

Type	Currency	Totals
Cash	USD	100.00
Subtotal		100.00

OK

11. Press the **OK** button to save the counts and return to the open register screen. Use the **Cancel** button to return to the main menu.

### To reset Opening Counts:

1. Open the **Open Register** screen (see Step 1 above).
2. Select the **Restart** button to clear the Opening Counts.
3. Once the counts are clear, a notification dialog box will appear. Click **OK** in the dialog box to close it.
4. Follow the Opening Counts steps above to enter new Opening Counts.



## ENTER COUNTS

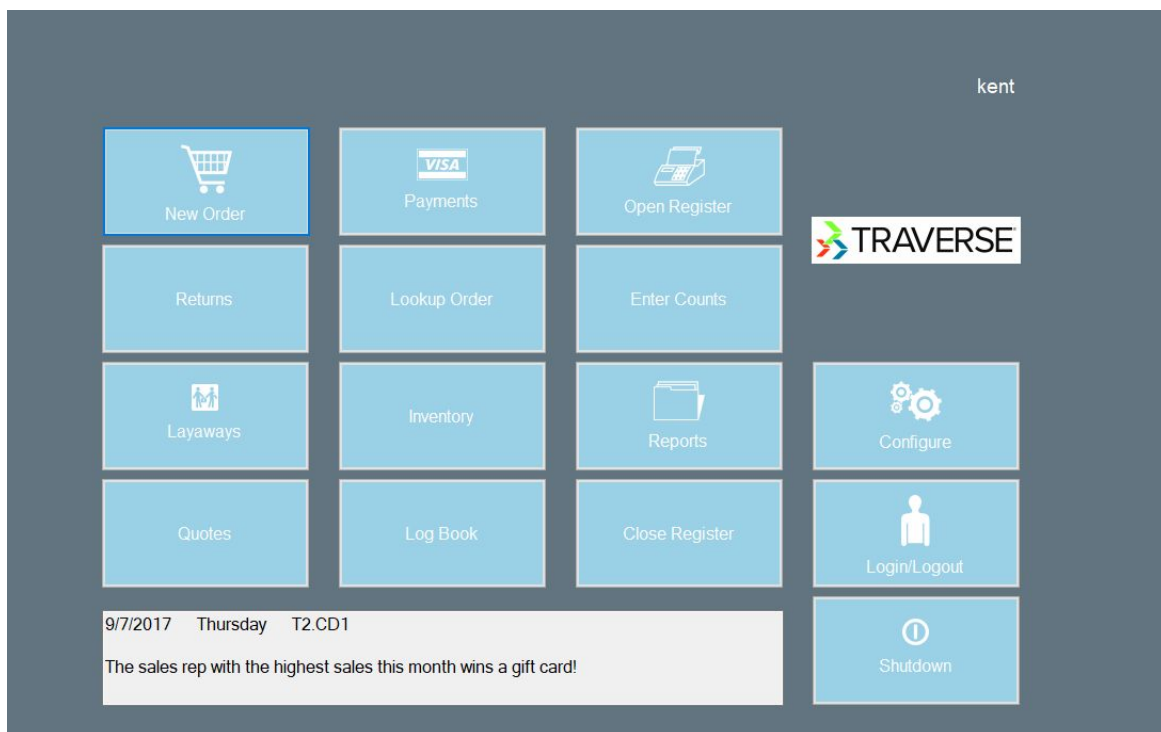
The **Enter Counts** function allows you to edit Tender counts during Terminal usage. You must enter opening counts with the Open Register function before you can create or edit intermediate counts.

You can edit existing counts until the closing counts are processed.

Follow these steps to enter a count:

1. Press the **Enter Counts** button on the main menu to open the **Count** screen.

### POS Terminal Menu



- The **Counts** screen appears.

## Counts Screen

Terminal: T3      User: TermUser      Open Date: 10/21/2014 3:07:33 PM      Count: 10/21/2014 3:08:28 PM

Type	Description	Currency ID	Quantity	Value	Subtotal
Cash	Default	USD	0	1.00	0.00

↑  
 ↓  
 +  
 Totals

Type: Cash  
 Description: Default  
 Currency: USD  
 Quantity:   
 Value:   
 Subtotal: 100.00

7	8	9
4	5	6
1	2	3
	0	CLR





- Use the **Add** button to add a tender type to the list.
- Use the **New** button to initialize a new Count group.
- Use the **Open** button to select and open a previous count group.

6. A tender type lookup screen appears. Select a tender type from the list, then press the **Select** button to add that tender to the list on the Enter Counts screen.

### Enter Counts Tender Types Search

Description	Currency ID	Type
Pennies	USD	Cash
Quarters	USD	Cash
Twenty Dollars	USD	Cash
Ten Dollars	USD	Cash
Fifty Dollars	USD	Cash
Five Dollars	USD	Cash
One Hundred Dollars	USD	Cash
Visa	USD	CreditCard
Nickels	USD	Cash
Dollars	USD	Cash
Dimes	USD	Cash
Check	USD	Check
MasterCard	USD	CreditCard

7. Enter the quantity of the selected tender type in the **Quantity** field.
- If the selected tender type has a set value, such as Cash, the value of the type is read only.
  - If you enter a count for a tender type that has no set value, such as a check, you will be allowed to enter the value for that tender in the **Value** field.
1. Select the Tender type, for example, Check.
  2. Enter a quantity of 1 in the **Quantity** field.
  3. Enter the value of that single Tender in the **Value** field. For example; if the check is written for a value of \$15.24, enter that amount in the Value field.
4. Repeat steps 2 through 7 as required.
5. Click the **OK** button to save your changes.
6. A dialog box will appear confirming the counts have been saved. Click the **OK** button to continue.



## NEW ORDERS

Most transactions on a point-of-sale terminal will start with a new order transaction. Once you enter data, you can complete the transaction by paying the amount due, placing the amount due on a customer's account, suspending the order, or converting the order to another type, such as layaway, that does not require payment in full.

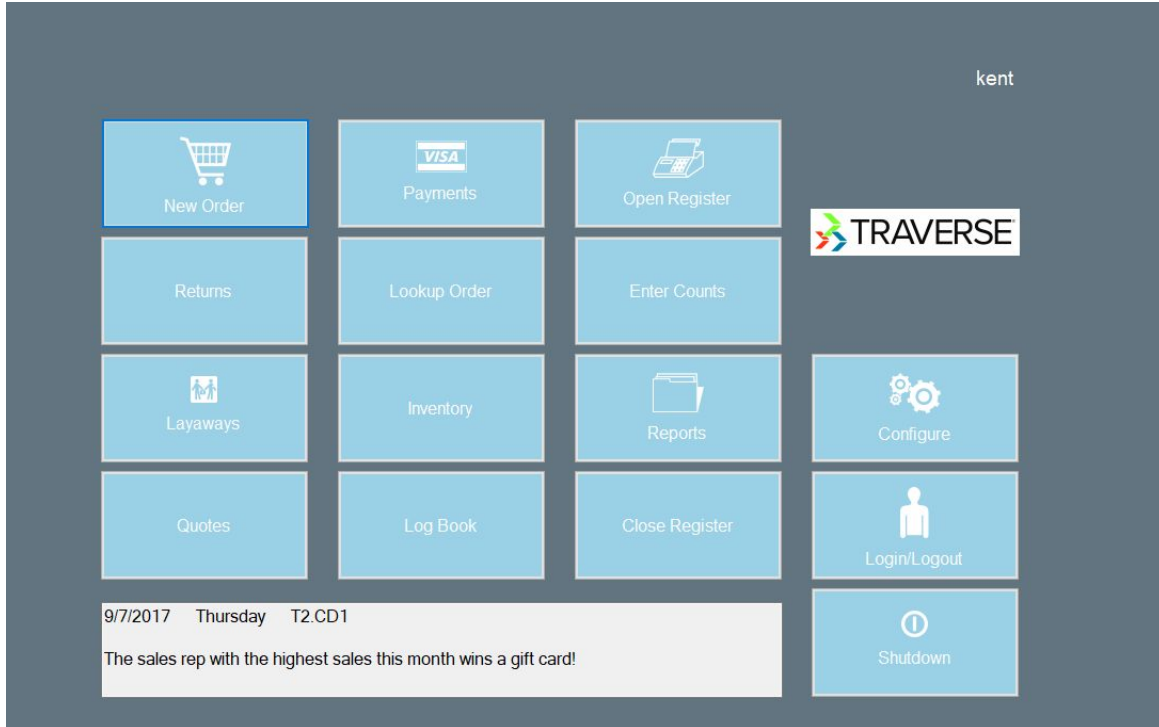
You may also use the **New Orders** function to edit suspended transactions or other transactions that have not been paid in full or synchronized to the back office. Once the sales transactions at the terminal have been processed and sent to the back office, you cannot edit them.

**NOTE: You may need full keyboard functionality for this function if entering notes, descriptions, or editing customer information.**

To enter a new order, do the following:

1. Use the **New Order** button on the POS main menu to open the New Order screen.

## POS Terminal Main Menu



2. The **New Order** screen appears.

## New Order Screen

The screenshot shows the 'New Order' screen. At the top, it says 'New Order' and 'Order Number: T3MN1'. Below this is a 'Code or Description' field. Underneath is a table with columns 'Qty', 'Code', 'Description', and 'Total'. To the right of the table are buttons for 'Up', 'Down', 'Add', and 'Delete'. Further right are buttons for 'Search Item', 'Detail', and 'Save'. Below the table is a summary section with 'Subtotal 0.00', 'Tax 0.00', 'Payment 0.00', and 'Amount Due 0.00'. At the bottom left is a numeric keypad with digits 1-9, 0, and a CLR button. At the bottom right are buttons for 'Other', 'Pay', and 'Cancel'.

3. You can add lines to the order in a few different ways:

### Scan or enter a code or description

- Scan or enter a code or description into the Code or Description field.

**NOTE:** You can also enter or scan a Reward Number or Reward Customer name into the Code or Description field to apply the order to that Customer's Reward Program account for accumulating points. If the Reward Number is valid, a notification dialog box will appear. Click OK to continue.



- Press the **Add** button or Enter key on your keyboard. If the code or description exists, the system will display a list of options for you to choose from.
- Select an Item, then use the **OK** button to return to the Order screen.



### Search for an Inventory Item

- Use the **Search** button to open the Inventory screen.
- Follow the instructions for the Inventory function. See Inventory on (page 6-127).



### Use the Add button

- Use the **Add** button to open a line Item type selection screen.
- Select the type of line Item you want to add to the order, then press the **OK** button.

**NOTE: You can apply Freight or Miscellaneous charges, as well as discounts or coupons, to the order by using the Add button.**

- When you select Line Item (a good or service being sold), a Line Item entry screen appears.

### New Orders Item Detail Screen

Type: Line Item Store: MINNEAPOLIS WAREHOUSE

Item ID	<input type="text"/>		Serial Number	<input type="text"/>	
Store	<input type="text"/>		Lot Number	<input type="text"/>	
Description	<input type="text"/>		Tax Class	0	
Notes	<input type="text"/>		Sales Rep	<input type="text"/>	

Quantity	Unit		Unit Price	Extended Price	Discount	Net Price	Tax	Promotion
1.0000			0.0000	0.00	0.00	0.00	0.00	

Discount

OK

Cancel



1. Enter or search for an Item ID in the **Item ID** field.

New Order Item Search

Code or Description

Item ID	Store	Description	Unit	Serial Number
100	MN0001	Electrical Package	PKG	
150	MN0001	Plumbing Package	PKG	
200	MN0001	Heating/Cooling Package	PKG	
200	MN0001	Heating/Cooling Package	PKG	
200100	MN0001	Furnace	EA	
200100	MN0001	Furnace	EA	
200100	MN0001	Furnace	EA	
200150	MN0001	Deluxe Furnace System	EA	
200150	MN0001	Deluxe Furnace System	EA	
200150	MN0001	Deluxe Furnace System	EA	
200150	MN0001	Deluxe Furnace System	EA	MN-1234-010
200150	MN0001	Deluxe Furnace System	EA	MN-1234-011
200150	MN0001	Deluxe Furnace System	EA	MN-1234-012
200150	MN0001	Deluxe Furnace System	EA	MN-1234-013
200150	MN0001	Deluxe Furnace System	EA	MN-1234-014

Select

Cancel

2. Enter or select a Store ID in the **Store** field if necessary.

New Orders Store ID Search

Store ID

Description

CA0001	OAKLAND WAR...	CA0001
MD0001	BALTIMORE WA...	MD0001
MN0001	MINNEAPOLIS W...	MN0001
MN0002	MINNEAPOLIS W...	MN0002
TX0001	DALLAS WAREH...	TX0001


Select


Cancel

3. The Description, **Notes**, **Unit**, **Tax Class**, **Unit Price**, and **Extended Price** fields may fill in if the Item is an Inventory Item. If so, proceed to steps 4 through 8.
4. If applicable, enter or select the Serial Number or the Lot Number for the Item in the **Serial Number** or the **Lot Number** fields.

## New Orders Serial Number Screen


Item	Serial Num	Store
200150	MN-1234-010	MN0001
200150	MN-1234-011	MN0001
200150	MN-1234-012	MN0001
200150	MN-1234-013	MN0001
200150	MN-1234-014	MN0001
200150	MN-1234-015	MN0001


  
 Select

  
 Cancel

## New Orders Lot Number Screen

Item	Lot Num	Store
800001	CON-1021-001	MN0001
800001	CON-1021-002	MN0001
800001	CON-1021-003	MN0001

  
 Select

  
 Cancel


- Enter or select a Sales Rep in the **Sales Rep** field if applicable.

## New Orders Sales Rep Search


**Sales Rep Information**


ID JSK

Name Jim Kent



Sales Rep ID	Name
GJL	Gregg Joseph Lukeski
JSK	Jim Kent
MSL	Mary Sue Linder

  
 Change

  
 Cancel

- When you select **Freight** (a charge to transport the Item being sold) or **Misc** (a miscellaneous charge for the order), a detail screen appears.


## New Orders Freight Screen


Type: Freight

Description:

Total:

Notes:

  
OK

  
Cancel

## New Orders Misc Screen

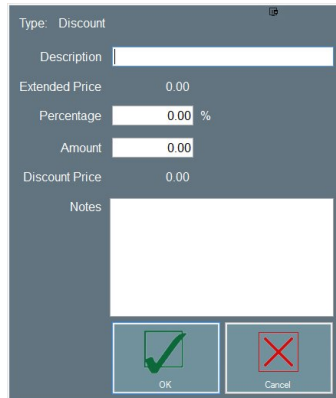
The screenshot shows a 'New' dialog box in the 'Accounting' application. The dialog has a title bar with the text 'New' and a close button. The main area contains the following elements:

- Type:** A dropdown menu currently showing 'Misc'.
- Description:** A text input field.
- Total:** A text input field containing the value '0.00'.
- Notes:** A large text area for additional information.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

1. Enter a description for the Freight charge or the Miscellaneous charge into the **Description** field.
2. Enter a Total amount for the Freight charge in the **Total** field.
3. Enter any Notes in the **Notes** field.
4. Press the **OK** button to save the detail information for the freight or miscellaneous charge.

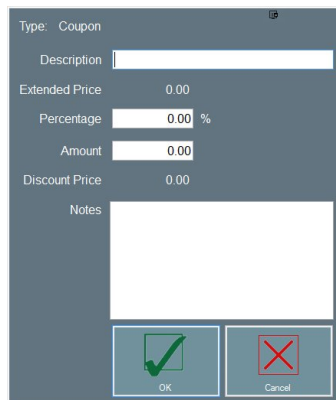
- When you select **Discount** or **Coupon**, a detail screen appears.

### New Orders Discount Screen



The screenshot shows a software interface for creating a discount. At the top, it says "Type: Discount". Below this is a "Description" field with a text input box. Further down are three rows of data: "Extended Price" with a value of "0.00", "Percentage" with a value of "0.00" and a percentage symbol, and "Amount" with a value of "0.00". Below these is a "Discount Price" field with a value of "0.00". At the bottom is a large "Notes" text area. At the very bottom are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

### New Orders Coupon Screen



The screenshot shows a software interface for creating a coupon. At the top, it says "Type: Coupon". Below this is a "Description" field with a text input box. Further down are three rows of data: "Extended Price" with a value of "0.00", "Percentage" with a value of "0.00" and a percentage symbol, and "Amount" with a value of "0.00". Below these is a "Discount Price" field with a value of "0.00". At the bottom is a large "Notes" text area. At the very bottom are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

1. Enter a Description for the Discount or Coupon in the **Description** field.
2. Enter a Percentage for the Discount or Coupon in the **Percentage** field OR enter an Amount for the Discount or Coupon in the **Amount** field.
3. Enter any notes in the **Notes** field.
4. Press the **OK** button to save the detail information for the Discount or Coupon.



4. Select the **Search Item** button to open the Item Search menu.



## New Orders Item Search - Sales Categories



5. Select a **Sales Category** button to show a list of all Items assigned that Sales Category.

6. Select **All** to show a list of all Items in Inventory.

## New Order Item Search - All

Item ID, Description  Store: MINNEAPOLIS WAREHOUSE

Item ID	Description	Store	Serial Number
900	Refrigerator - Black	MN0001	
901	Refrigerator - White	MN0001	
902	Refrigerator - Almond	MN0001	
910001	Dishwasher - Black	MN0001	
910002	Dishwasher - White	MN0001	
910003	Dishwasher - Almond	MN0001	
920001	Stove - Black	MN0001	
920002	Stove - White	MN0001	
920003	Stove - Almond	MN0001	
900	Refrigerator - Black	MN0001	LT06131084
900	Refrigerator - Black	MN0001	LT06141084
900	Refrigerator - Black	MN0001	LT06151084
900	Refrigerator - Black	MN0001	LT07135801
901	Refrigerator - White	MN0001	LT07121002
901	Refrigerator - White	MN0001	LT07121003
901	Refrigerator - White	MN0001	LT07121004

7

8

9

4

5

6

1

2

3

0

CLR

Sales Category: Appliances

Sales Categories

All Stores

☒ OK

☐ Cancel



7. When you select an Inventory Item with the Search button, the **Line Item** entry screen will appear. Alternately, you can use the navigation buttons to select a Line Item and use the **Detail** button to open the Line Item entry screen. Verify the Item information and order Quantity are correct. Make any necessary changes, then press the **OK** button to continue.

## New Order Item Detail Screen



8. If you need to delete a Line Item from the order, select the line using the navigation buttons, then press the **Subtract** button to remove that Item from the Order. A confirmation dialog box will appear. Select **Yes** to remove the selected Item from the Order.



9. If you are entering the New Order for a Customer, select the Customer button. Refer to the Select or Edit a Customer section (page 6-75) for details on adding a Customer to the New Order.



10. If you are entering the New Order with a Sales Rep, select the Sales Rep button. Refer to the Select a Sales Rep section (page 6-79) for details on adding a Sales Rep to the New Order.

11. Once you have added all the Items for the Order, press the **Pay** button to save the Order and apply payment. See Order Payment (page 6-81) for more information.

12. If you need to suspend the Order, place the Order on Layaway, save the Order as a Quote, or put the sale on a Customer's account, use the **Other** button. On the **Other Actions** screen, use the buttons to:

### New Order Other Actions Screen



Press	To
<b>Suspend</b>	Suspend or interrupt the current transaction, but remember the order for completion later.
<b>Layaway</b>	Change the order type to Layaway and calculate the Due Date using the Layaway Days configuration setting.
<b>Quote</b>	Change the Order type to a Quote.
<b>On Account</b>	Change the Order type to Invoice and save the Order with an open balance as long as you have selected an existing Customer ID for the Order, the Customer is allowed to charge, and is not on credit hold.
<b>Cancel</b>	Cancel the Order. A confirmation dialog box will appear. Select <b>Yes</b> to cancel the order.

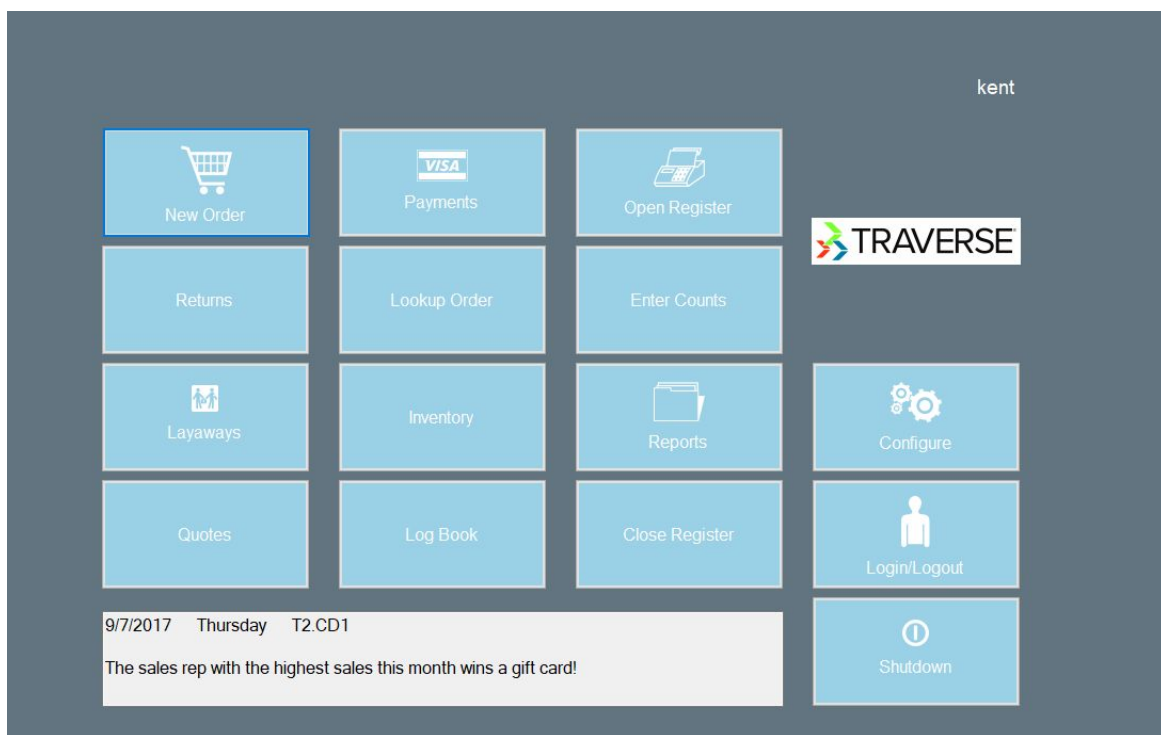


## VIEWING AND EDITING ORDERS

To view or edit an order, do the following:

1. If you want to view or edit an existing Order, use the **Lookup Order** button on the main menu screen.

### POS Terminal Main Menu



**TERMINAL***Viewing and Editing Orders*

- The **Lookup Order** screen will appear with a list of all active or voided Orders that have not been synchronized to the back office, and all Suspended Orders.

**Lookup Order Screen**

The screenshot displays the 'Lookup Order' screen. At the top, there is a search bar labeled 'Order Number, Customer'. Below it is a table listing orders with columns for Order Number, Customer, Total, and Date. The order T3MN100000001 is selected and highlighted in blue. To the right of the table are navigation buttons: an up arrow and a down arrow. Further right, the details for the selected order are shown, including Order Number, Type, Status, Date, Subtotal, Tax, Amount Due, Customer Name, and Sales Rep. At the bottom of the screen is a numeric keypad with buttons for digits 0-9 and a CLR button. To the right of the keypad are three buttons: Print, Details (with a green checkmark), and Cancel (with a red X).

Order Number	Customer	Total	Date
T1MN100000001		1,042.10	10/20/2014 2:07 ...
T1MN100000002		15,973.94	10/20/2014 3:12 ...
T1MN100000003	Altos Servers Co...	3,403.11	10/20/2014 3:16 ...
T2MN100000001	Poly Corp	6,468.98	10/21/2014 1:31 ...
T2MN100000002		32,488.25	10/21/2014 1:46 ...
<b>T3MN100000001</b>	<b>Altos Servers Co.</b>	<b>14,620.99</b>	<b>10/21/2014 3:12</b>

Order Number: T3MN100000001  
Type: Layaway  
Status: Active  
Date: 10/21/2014 3:12:21  
Subtotal: 13,916.42  
Tax: 904.57  
Amount Due: 14,820.99  
Customer Name: Altos Servers  
Sales Rep: Jim Kent

7 8 9  
4 5 6  
1 2 3  
0 CLR

Print Details Cancel

- Use the navigation buttons to select an order to view or edit, then use the **Details** button to open the order.

4. If the Order can be edited, such as a Suspended Order, the system will open the Order in the New Order screen to allow you to add Payments or otherwise edit the Order. If the Order cannot be edited, such as orders paid in full, you will see read-only details of the Order.

**Lookup Orders Detail Screen**

Invoice

Order Number: 020100000015

Code or Description

Qty	Code	Description	Total
1.0000	910001	Dishwasher - Black	576.99
1.0000		Tax	37.50
1.0000		Payment	-614.49

Subtotal

576.99

Tax

37.50

Payment

614.49

Amount Due

0.00

Up

Down

Add

Delete

Search Item

Detail

Note

Customer

Sales Rep

7	8	9
4	5	6
1	2	3
.	0	CLR

Other

Pay

Cancel

**Select or Edit a Customer**



1. If you need to select or edit a Customer's information, use the **Customer** button on the New Order entry screen.

2. The **Customer** Information screen will appear.

### Lookup Orders Customer Information Screen

**Customer Information**

Sold To ID:  Altos Servers Company  
945 Tuscon Drive  
No. 3  
Rollingstone MN 55969-  
(612)805-6782

Ship To ID:

Bill To ID:  Altos Servers Company  
945 Tuscon Drive  
No. 3  
Rollingstone MN 55969-  
(612)805-6782

Ship Via:

Taxable: ☒

Exempt ID:

Shipping Number:

PO Number:

PO Date:

3. You may need full keyboard functionality for this task.

4. Select a Customer ID in the **Sold To ID** field.

### Lookup Orders Sold To Customer Search

ID	Name	Contact	Region	Postal Code	Status
Alt008	Altos Servers Company	Wendy Severnson	MN	55969	Active
Arg026	ARG Systems Inc.	Sue Rogers		1600023	Active
Atm047	Asynchronous Networking Tech.		MN	56444	Active
Atm053	ATM Switches Inc.		SD	57442	Active
Axi040	Axis Electronics	David Johanson	ND	58079	Active
Bet023	Beta Dynamics Inc.		WI	53500	Active
Bit020	Bitstream Technology		IA	50300	Inactive
Bur056	Burnhaven Software Design	Arijit Metha	MN	55460	Active
Cel017	Celebris Systems		MI	48089	Active
CEI031	Cellucom Inc.	Dieter Karlschmidt	IL	60661	Active
Chr052	Chronographic Testing Devices	Hal Durett	SD	57101	Active
Com005	Communicating PC's Inc.	Henry Vernly	MN	55901	Active
Com028	Compumarc	James Smith	ND	58425	Active
Con029	Consantek Networks	Regina Cunning...	SD	57701	Active

5. Select a Ship-To ID in the **Ship To ID** field.

Lookup Orders Ship-To Search

ID	Name
WH 1	Altos Servers Warehouse
WH 2	Altos Servers Warehouse 2

Select

Cancel



6. Select a billing ID in the **Bill To ID** field. The **Taxable** field will fill in with the Customer's Taxable status.

Lookup Orders Bill To Search

Customer	Bill To ID
Alt008	Com028
Com028	

Select

Cancel

7. If the Customer has a Tax Exempt status, the **Exempt ID** field will fill in. If it does not, enter the Customer's Tax Exempt ID in the Exempt ID field.
8. If the Customer has a PO Number enter the **PO Number** and **PO Date**.

9. If applicable, select a Shipping Method in the **Ship Via** field.



### Lookup Orders Ship Via Search

ID	Name
FED2	Federal Express 2nd
FED0	Federal Express Over
FEDP	Federal Express Prio
UPS	UPS
UPSB	UPS - Blue
UPSG	UPS - Ground
UPSR	UPS - Red

10. If applicable, enter the Order's Shipping or tracking Number in the **Shipping Number** field.

11. On the **Customer Information** screen, press the **Detail** button.

### Lookup Orders Customer Search

#### Customer Information

Sold To ID

Altos Servers Company  
945 Tuscon Drive  
No. 3  
Rollingstone MN 55969-  
(612)-805-6782

Ship To ID

Bill To ID

Altos Servers Company  
945 Tuscon Drive  
No. 3  
Rollingstone MN 55969-  
(612)-805-6782

Taxable ☒

Exempt ID

PO Number

PO Date

Ship Via

Shipping Number

12. If you need to edit any customer information, make the changes as required in the appropriate fields.

**NOTE: Any changes you make to the Customer information are saved for the current transaction only.**

13. Press **OK** to save the Customer information.

**NOTE: Any Customer entries or updates from the Terminals will not be available at the back office until the data has been synchronized.**

### Select a Sales Rep

To select a Sales Rep that is different than the default Sales Rep for the User or the default Sales Rep for the terminal:

**NOTE: You can select only one Sales Rep per Line Item. A default Sales Rep will be identified for the Transaction, but you can specify a Line Item Sales Rep to override the default.**



1. Press the **Sales Rep** button.
2. The **Sales Rep** Information screen opens.

### Lookup Orders Sales Rep Search

A screenshot of the "Sales Rep Information" screen. At the top, it shows "ID JSK" and "Name Jim Kent" next to a cloud smiley icon. Below this is a table with two columns: "Sales Rep ID" and "Name". The table contains three rows: "GJL Gregg Joseph Lukeski", "JSK Jim Kent" (highlighted in blue), and "MSL Mary Sue Linder". At the bottom right, there are two buttons: "Change" with a green checkmark icon and "Cancel" with a red X icon.

Sales Rep ID	Name
GJL	Gregg Joseph Lukeski
JSK	Jim Kent
MSL	Mary Sue Linder

3. Select a Sales Rep from the list.
4. To select a different Sales Rep for a Line Item, select the Line Item from the New Order screen, then press the **Sales Rep** button to select a Sales Rep for that Line Item.
5. Press the **Change** button to save your choice.







## PAYMENTS

The **Payments** function allows your sales associates to receive Customer Payments, as well as issue change and refunds from the Point of Sale Terminal. You can open the Payments function by itself, or as part of the process for other Transactions such as New Orders or Returns.

When you set up the Terminal, you chose a default Payment Method. When you initiate a Payment transaction, Point of Sale assumes that will be the Payment Method used. If you want to use a different Payment Method, use the Other button to open a screen with options for other Payment Methods. The Payment Methods that appear on the Other screen are the Tender types you set up in the TRAVERSE Setup and Maintenance function.

The information required on the Payment screen will vary depending on the Payment Method used. Check, Debit Card, and Credit Card Payments all require information beyond the amount of the Payment in order to complete the Transaction. Once the Payment entry is complete, the system will generate a Receipt that may be printed, or in some cases, sent by email to the Customer.

**NOTE: Payments will be applied to the entire order rather than to individual Line Items.**

### Applying payments to orders

The **Payment** screen will allow you to enter Payment information for the Order. Payments will be applied to the entire Order.

To apply Payments to the order:

1. Press the **Pay** button on the Order screen to open the **Payment** screen.

## Payments Screen - Cash

7	8	9
4	5	6
1	2	3
.	0	CLR

Customer: Alt008  
Amount Due: 14,820.99 USD

Payment Amount  
 USD

Cash

Other Pay Cancel

## Payments Screen - Check

Payments

7	8	9
4	5	6
1	2	3
.	0	CLR

Amount: 14,820.99 USD

Check

Check Number

OK Cancel

## Payments Screen - Credit Card

Payments

Amount: 9,820.99 USD

Visa

7	8	9
4	5	6
1	2	3
.	0	CLR

Card No/Security Code 9876165796 298

Cardholder James Martin

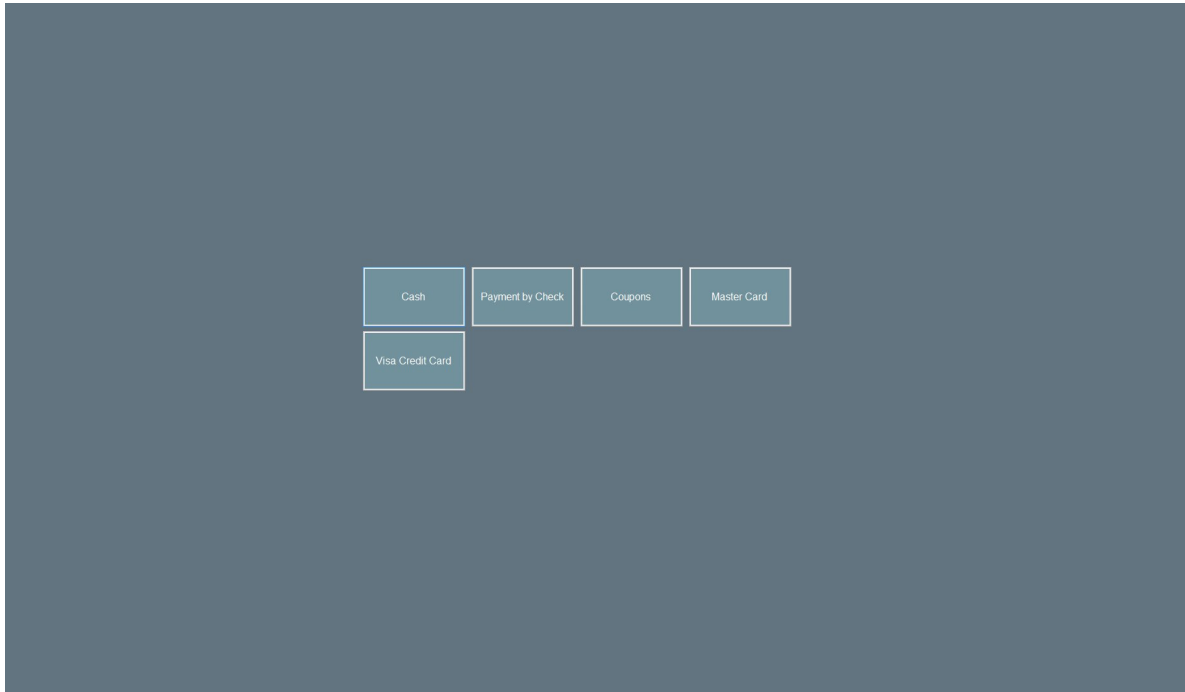
Expiration Date 9 2016

Authorization No 6513268

OK Cancel

- The Payment Method for the Transaction appears on the Payment screen below the Payment Amount field. If you would like to change the Payment Method, press the **Other** button to open the options screen to select other Payment Methods.

## Payments Other Screen



Base currency refers to your company's standard currency. If your company does business with US Dollars, then USD is your base currency. If your company does business in British Pounds, then GBP is your base currency.




- If the Customer is paying with a currency other than your usual currency, use the Exchange button to open a dialog that will allow you to calculate a base currency amount from non-base (foreign) currency Tender/Payment information. The exchange rate is based on the exchange rate current at the time of the opening count. The amount owed in base currency will appear at the top of the dialog.

## Payments Pay Screen

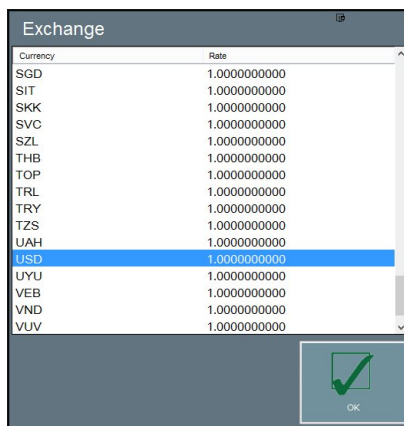
Amount: 2,136.80 USD

7	8	9
4	5	6
1	2	3
.	0	CLR

Currency    
 Exchange Rate 0.000.0000000000  
 Amount Due 0.000.00  
 Payment   
 0.000.00 USD

1. Select the **Currency** ID of the payment currency from the list of valid currencies.

## Payments Currency Search



2. The exchange rate will appear, as well as the amount of foreign currency owed. Enter the foreign currency amount paid in the Payment field, then press **OK**.

**NOTE: All payment entries will be processed as a base currency transaction. The entered Currency ID and currency-specific Payment amount will be retained as part of the Payment entry as reference information only.**

4. Enter the amount of the Payment in the **Payment Amount** field.
5. Enter additional details as prompted, such as a Check Number, Credit Card Number, and associated codes, or Bank Account number and Routing Code. Press **OK** to save the information.
6. Press the **Pay** button on the Payment screen to apply the Payment amount to the Order.

**NOTE: If there is money due back to the Customer, the amount of change will appear as a negative number in the Payment Amount field. After you return the amount of change to the Customer, press the Pay button again to complete the transaction.**

7. A receipt or invoice will print after the payment process is complete.

## Payments Receipt

Tuesday 10/21/2014 03:12:21  
Altos Servers Company  
945 Tuscon Drive  
Rollingstone MN 55969  
(612)-805-6782


**Receipt:** T3MN100000001  
**Date:** 10/21/2014  
**Sales Rep:** JSK  
**Terminal:** T3  
Layaway

Item	Price	Qty	Amount
200150	14,999.000	1.0000	14,999.00
Deluxe Furnace System			
Discount	-1,499.900	1.0000	-1,499.90
Sale			
800001	3.0400	10.0000	30.40
Wallpaper - Contemporary			
900	386.9200	1.0000	386.92
Refrigerator - Black			
Check			5,000.00
Visa			9,820.99
<b>Total Sale</b>			13,916.42
<b>Tax</b>			904.57
<b>Amount Due</b>			14,820.99
<b>Payments</b>			-14,820.99
<b>Balance Due</b>			0.00

Thank you for your business

Preview

## Payments Invoice

		Continental Products Unlimited 4301 Dean Lakes Blvd Shakopee, MN 55379 UNITED STATES (952) 403-5700		PAGE 1 INVOICE DATE 4/29/2015 INVOICE NO T3MN100000018	
S O L D  T O		S H I P  T O		TOTAL DUE 0.00	

SL	SI	ORDER DATE	SHIP NO	SHIP VIA
USK		4/29/2015		

ITEM ID	TX CL	UNITS	QUANTITY	UNIT PRICE	EXTENSION
200200 Water Heater	0	EA	1.0000	299.9500	299.95
200300 Air Conditioner	0	EA	1.0000	499.9500	499.95
Cash					-851.89

SALES TAX	TOTAL
51.89	851.89
TOTAL DUE	0.00

NOTE: If you selected Prompt in the Print Options area of the Terminal setup, you will first be asked if you want to print a Receipt. If you select Yes a Receipt will print. If you select No, you will be asked if you want to print an Invoice. If you select Yes an Invoice will print. If you select No nothing will print.



**NOTE:** If you wish to apply a Payment outside of an Order or Layaway transaction, use the Payments button on the Main Menu screen. You must use the Customer button to select the Customer making the Payment so the Payment is posted correctly when the information is synchronized to the back office.

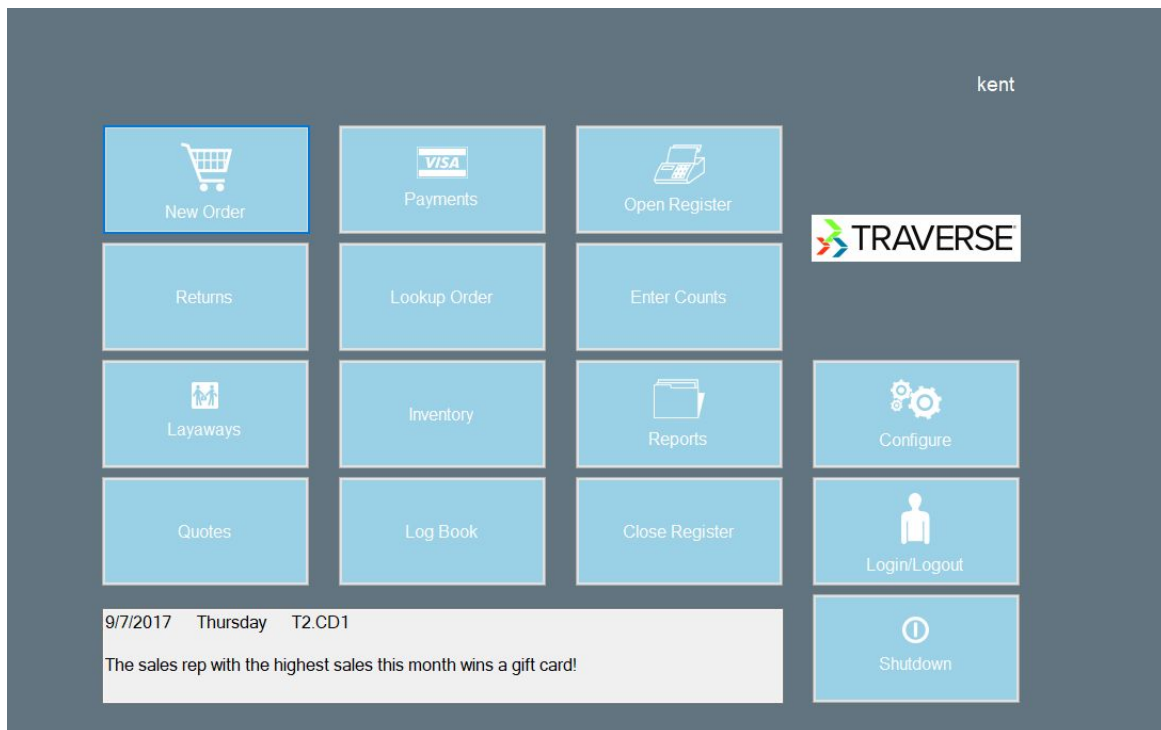
**NOTE:** If you need to make a payout for a miscellaneous expense, such as petty cash, enter the Payment amount as a negative number.

## Applying a payment with no order

To enter a direct Payment, that is, a Payment not initiated from a Transaction such as a New Order or Layaway:

1. Press the **Payments** button on the main menu.

### POS Terminal Main Menu



2. The **Payments** screen appears.

### Payments Screen

3. Use the **Customer** button to select the Customer making the payment.

### Payments Customer Search

ID	Name	Contact	Region	Postal Code	Status
Alt008	Altos Servers Company	Wendy Severnson	MN	55969	Active
Arg026	ARG Systems Inc.	Sue Rogers		1600023	Active
Atm047	Asynchronous Networking Tech.		MN	56444	Active
Atm053	ATM Switches Inc.		SD	57442	Active
Axi040	Axis Electronics	David Johanson	ND	58079	Active
Bet023	Beta Dynamics Inc.		WI	53500	Active
Bit020	Bitstream Technology		IA	50300	Inactive
Bur056	Burnhaven Software Design	Arijit Metha	MN	55460	Active
Cel017	Celebris Systems		MI	48089	Active
CEI031	Cellucom Inc.	Dieter Karlschmidt	IL	60661	Active
Chr052	Chronographic Testing Devices	Hal Durett	SD	57101	Active
Com005	Communicating PC's Inc.	Henry Vernly	MN	55901	Active
Com028	Compumarc	James Smith	ND	58425	Active
Con029	Consantek Networks	Regina Cunninq...	SD	57701	Active

- ## Payments Current Payments Screen





- ## Payments Other Screen

Cash	Payment by Check	Coupons	Master Card
Visa Credit Card			

7. Press the **Pay** button and fill in any additional information required.
8. Use the **OK** button to complete the transaction and generate a receipt or invoice.

## Payments Invoice

		Continental Products Unlimited 4301 Dean Lakes Blvd Shakopee, MN 55379 UNITED STATES (952)403-5700		PAGE 1 INVOICE DATE 5/14/2015 INVOICE NO T3MN100000020	
S alt008 O Altos Servers Company L Jon Dalmark D 945 Tuscon Drive T No. 3 T Rollingstone, MN 55969 O 		S alt008 H Altos Servers Company I Jon Dalmark P 945 Tuscon Drive T No. 3 T Rollingstone, MN 55969 O		TOTAL DUE 479.20	

SL	SI	ORDER DATE	SHIP NO	SHIP VIA
JSK		5/14/2015		

ITEM ID	TX CL	UNITS	QUANTITY	UNIT PRICE	EXTENSION
200100 Furnace	0	EA	1.0000	449.9500	449.95

SALES TAX				TOTAL
29.25				479.20

## Payments Receipt

Friday 12/19/2014 08:27:59	
Axis Electronics	
5102 Birch Street	
Wheatland ND 58079	
(701)-603-2312	
Receipt:	
Date:	12/19/2014
Sales Rep:	
Terminal:	T3
	Payment
Cash	100.00
Total Sale	0.00
Tax	0.00
Amount Due	0.00
Payments	100.00
Balance Due	0.00
Thank you for your business	

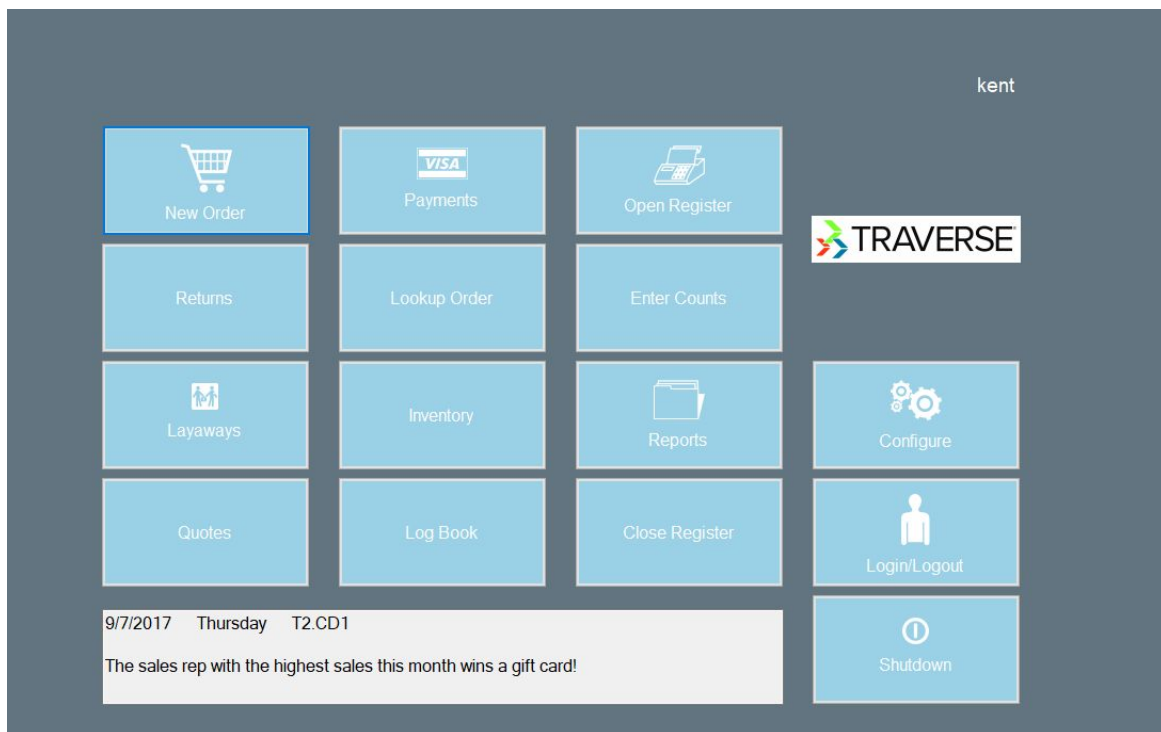
**NOTE:** If you need to make a payout for a miscellaneous expense such as petty cash, enter the Payment amount as a negative number.

**NOTE:** If you selected Prompt in the Print Options area of the Terminal setup, you will first be asked if you want to print a Receipt. If you select Yes a Receipt will print. If you select No, you will be asked if you want to print an Invoice. If you select Yes an Invoice will print. If you select No nothing will print.

## DELETE OR VOID AN ORDER

If you want to delete an existing order, use the **Lookup Order** button on the main menu screen to search for an existing order.

### POS Terminal Main Menu



**TERMINAL***Delete or Void an order*

1. Select the order you wish to edit, then use the **Subtract** button to delete a Line Item. If you select a Suspended order, using the Cancel button will void the order.

**Lookup Order Screen**

Lookup Order  
Order Number, Customer

Order Number	Customer	Total	Date
T1MN100000001		1,042.10	10/20/2014 2:07 ...
T1MN100000002		15,973.94	10/20/2014 3:12 ...
T1MN100000003	Altos Servers Co...	3,403.11	10/20/2014 3:16 ...
T2MN100000001	Poly Corp	6,468.98	10/21/2014 1:31 ...
T2MN100000002		32,488.25	10/21/2014 1:46 ...
T3MN100000001	Altos Servers Co.	14,820.99	10/21/2014 3:12 ...

Order Number: T3MN100000001  
Type: Layaway  
Status: Active  
Date: 10/21/2014 3:12:21  
Subtotal: 13,916.42  
Tax: 904.57  
Amount Due: 14,820.99  
Customer Name: Altos Servers  
Sales Rep: Jim Kent

7	8	9
4	5	6
1	2	3
.	0	CLR

Print Detail Cancel



## Lookup Order Detail Screen

Invoice

Order Number: 020100000015

Code or Description

Qty	Code	Description	Total
1.0000	910001	Dishwasher - Black	576.99
1.0000		Tax	37.50
1.0000		Payment	-614.49

Subtotal 576.99

Tax 37.50

Payment 614.49

Amount Due 0.00

Up

Down

Add

Delete

Search Item

Detail

Note

Customer

Sales Rep.

7	8	9
4	5	6
1	2	3
.	0	CLR

Other

Pay

Cancel

**NOTE:** You cannot delete an order that has a Payment applied to it, unless you enter a negative Payment that offsets the initial applied Payment.

**TERMINAL***Delete or Void an order*

## RETURNS

**Return** transactions allow you to accept previously-purchased goods from a Customer.

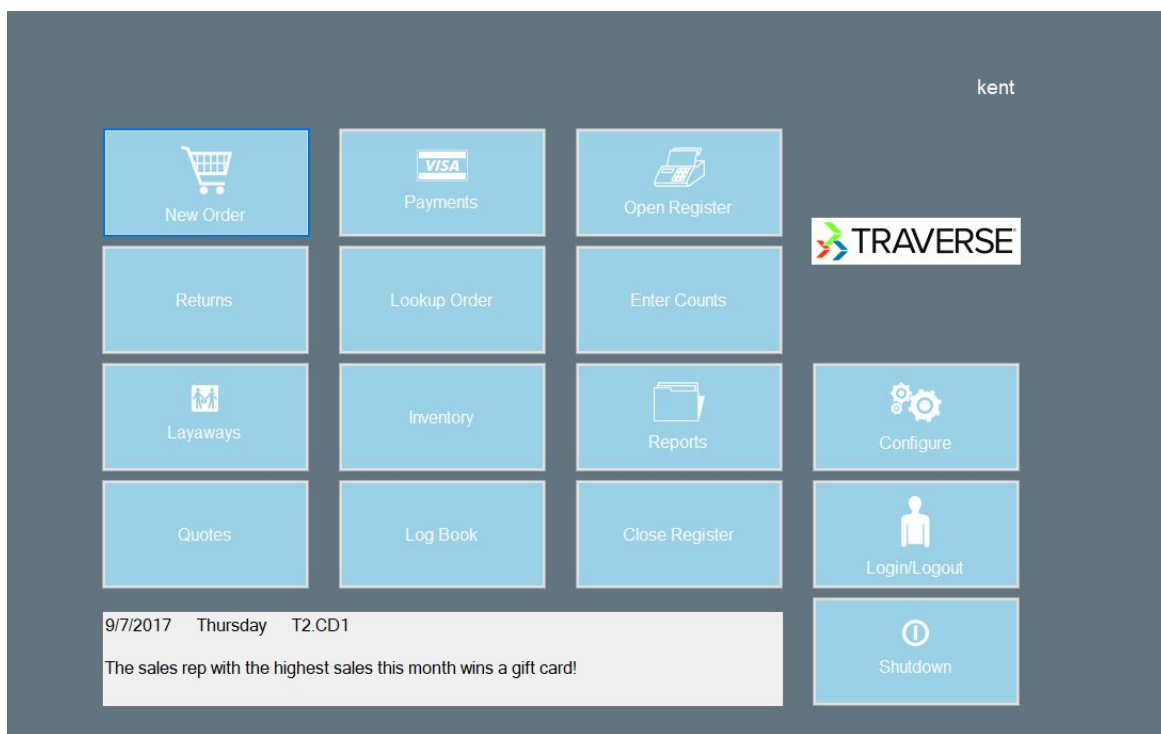
Use the Returns function to refund the Customer's Payment and return the previously-purchased goods to inventory.

The **Return Order Lookup** screen displays completed point-of sale transactions from the last 30 days to facilitate the return process for those transactions. Returns for older transactions, or for transactions that originated outside the POS system, can be entered manually.

To process a return, do the following:

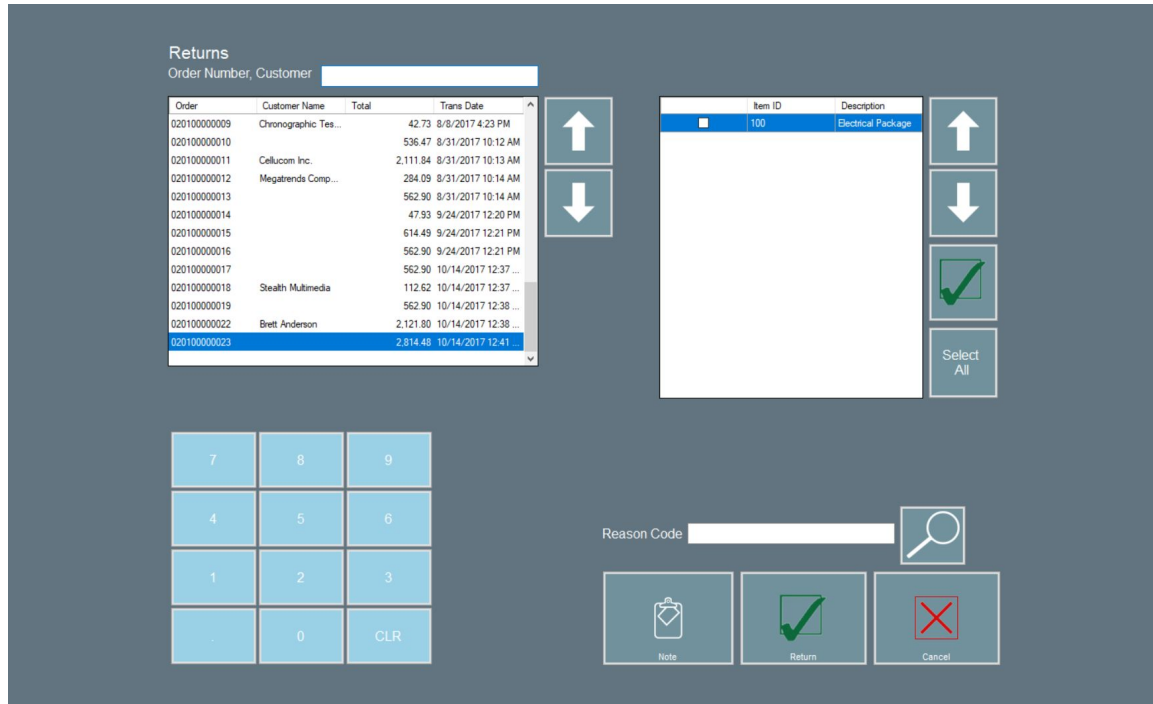
1. Select the **Returns** button on the POS Terminal main menu.

### POS Terminal Main Menu



2. The **Return Order** Lookup screen appears.

## Return Order Screen



3. Enter an Order Number or Customer in the **Lookup** field.

4. The system will search for the Order you want to find.

**NOTE: To Return an order that is not listed in the Return Order Lookup screen, see To return an order that does not appear on the screen on the next page.**

5. The search results will appear in the **Return Order Lookup** list on the left side of the screen. Use the navigation buttons to select the Order you want to Return.

As you highlight each Order, the Items on that Order will appear in the Item List on the right side of the screen.


6. Use the Item List navigation buttons to highlight the Items to Return. Use the **Check Box** button to mark the check box next to the Item to be returned. If all Items on the Order will be returned, use the **Select All** button to mark all Items.




7. Select a **Reason Code** to indicate the reason the Item was returned. Use the lookup button to select a Reason Code.

### Returns Reason Codes Search

Reason Code	Description
Damaged	Damaged Item
Defect	Defective Item
Ord Err	Order Error
Warranty	Warranty Item
Wrong	Wrong Item Shipped


  
 Select


  
 Cancel

8. Highlight the Reason Code to use, and press the **Select** button to return the Reason Code to the Return.
9. If you want to add notes to this transaction, use the **Note** button.

### Returns Notes Screen

Note

  
 OK

  
 Cancel

10. Press the **Return** button to open the New Order screen for the selected Items. If you do not select Order Items from the Item List, you will need to enter the Items being returned manually on the New Order screen. The Return will be added as an additional Line Item transaction on the Order.

## Returns Detail Screen

**Returns**  
Order Number: T3MN1

Qty	Code	Description	Total
5.0000	450	Slide by Window 24" x ...	2,120.25
1.0000	Discount	Qty Discount	-318.04
3.0000	460	Slide by Window 30" X ...	1,393.20
1.0000		Tax	207.70

Subtotal 3,195.41      Amount Due 3,403.11  
Tax 207.70  
Payment 0.00

Buttons: Up, Down, Add, Delete, Search Item, Detail, Note, Customer, Sales Rep.

Keypad:

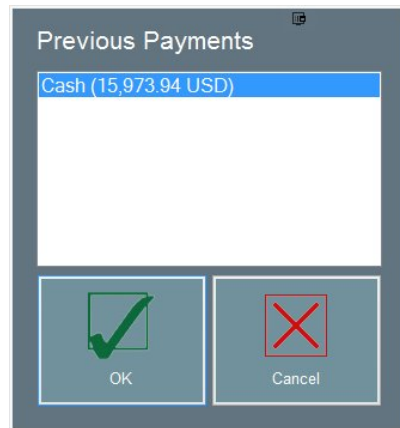
7	8	9
4	5	6
1	2	3
.	0	CLR

Other, Pay, Cancel

11. Once the information is entered and complete, press the **Pay** button.

12. The **Previous Payments** screen will be displayed.

### Returns Previous Payments Screen



13. Any previous payments on this order will be displayed.

14. Select the payment you will be refunding, and click **OK**.

15. The payments screen will open with the amount of the return in the **Payment Amount** field.

### Returns Pay Screen



The Returns Pay Screen interface is displayed on a dark gray background. On the left, there is a numeric keypad with a 4x3 grid of buttons: the first row contains 7, 8, 9; the second row contains 4, 5, 6; the third row contains 1, 2, 3; and the fourth row contains a decimal point, 0, and CLR. To the right of the keypad, the following information is shown: 'Customer: Alt008', 'Amount Due: 3,403.11 USD', and 'Payment Amount' followed by a text input field containing '3,403.11' and 'USD'. Below the 'Payment Amount' field, the word 'Cash' is displayed next to an 'Exchange' button. At the bottom of the screen, there are three buttons: 'Other', 'Pay', and 'Cancel'.



- Press the **OK** button. A receipt or invoice will print showing the final amount to be paid back to the Customer.

## Returns Receipt

```

Wednesday 12/17/2014 03:48:52
Altos Servers Company
945 Tuscon Drive
Rollingstone MN 55969
(612)-805-6782

Receipt: T3MN100000009
Date: 12/17/2014
Sales Rep: JSK
Terminal: T3
Return

Item      Price  Qty  Amount
450      424.0500  5.0000  2,120.25
Slide by Window 24" x 40"
Discount  -318.0400  1.0000  -318.04
Qty Discount
460      464.4000  3.0000  1,393.20
Slide by Window 30" X 40"


Cash                                           3,403.11

Total Sale                                   3,195.41
Tax                                           207.70
Amount Due                                   3,403.11
Payments                                   -3,403.11
Balance Due                                   0.00

Thank you for your business

** RETURN **
  
```

## Returns Invoice



Continental Products Unlimited  
 4301 Dean Lakes Blvd  
 Shakopee, MN 55379  
 UNITED STATES  
 (952)-403-5700

**<< RETURN >>**

PAGE 1  
 INVOICE DATE 5/14/2015  
 INVOICE NO T3MN100000021

S  
O  
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T  
O

S  
H  
I  
P  
  
T  
O

TOTAL DUE 0.00

SLS1	ORDER DATE	SHIP NO	SHIP VIA
JSK	5/14/2015		

ITEM ID	TX CL	UNITS	QUANTITY	UNIT PRICE	EXTENSION
MSE101	0	EA	2.0000	27.9900	55.98
Wireless Optical Mouse 3000					
200600	0	EA	1.0000	89.9900	89.99
Humidifier					
Cash					155.46

SALES TAX	TOTAL
9.49	155.46
<b>TOTAL DUE</b>	<b>0.00</b>

### To return an order that does not appear on the screen

The **Returns** button on the main menu will open a Returns screen that shows only completed Point of Sale Orders from the past 30 days.



If you want to return an order that does not appear in that list:


1. Press the **Return** button on the Returns screen. This will open the New Order screen.
2. Enter the Return Order information as if you are creating a New Order. See New Orders on (page 6-61) for additional instructions.
3. Enter the Quantity and Unit Price of the Return.
4. Once the information is entered and complete, press the **Pay** button. The Payments screen will open with the amount of the Return in the **Payment Amount** field.
5. Press the **OK** button.

6. A Receipt or Invoice will print showing the final amount to be paid back to the Customer.

## Returns Receipt

Wednesday 12/17/2014 03:48:52			
Altos Servers Company			
945 Tuscon Drive			
Rollingstone MN 55969			
(612)-805-6782			
<b>Receipt:</b> T3MN100000009			
<b>Date:</b> 12/17/2014			
<b>Sales Rep:</b> JSK			
<b>Terminal:</b> T3			
Return			
<b>Item</b>	<b>Price</b>	<b>Qty</b>	<b>Amount</b>
460	424.0600	5.0000	2,120.25
Slide by Window 24" x 40"			
Discount	-318.0400	1.0000	-318.04
Qty Discount			
460	464.4000	3.0000	1,393.20
Slide by Window 30" X 40"			
Cash			3,403.11
<b>Total Sale</b>			3,195.41
<b>Tax</b>			207.70
<b>Amount Due</b>			3,403.11
<b>Payments</b>			-3,403.11
<b>Balance Due</b>			0.00
Thank you for your business			
** RETURN **			

## Returns Invoice



**Consolidated  
Products  
Unlimited**

**<< RETURN >>**

Continental Products Unlimited  
4301 Dean Lakes Blvd  
Shakopee, MN 55379  
UNITED STATES  
(952)-403-5700

PAGE 1  
INVOICE DATE 5/14/2015  
INVOICE NO T3MN100000021

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O

TOTAL DUE 0.00

SL	SL	ORDER DATE	SHIP NO	SHIP VIA
JSK		5/14/2015		

ITEM ID	TX CL	UNITS	QUANTITY	UNIT PRICE	EXTENSION
MSE101	0	EA	2.0000	27.9900	55.98
Wireless Optical Mouse 3000					
200600	0	EA	1.0000	89.9900	89.99
Humidifier					
Cash					
					155.46

SALES TAX	TOTAL
9.49	155.46
TOTAL DUE	0.00

**NOTE:** If you selected Prompt in the Print Options area of the Terminal setup, you will first be asked if you want to print a Receipt. If you select Yes a Receipt will print. If you select No, you will be asked if you want to print an Invoice. If you select Yes an Invoice will print. If you select No nothing will print.



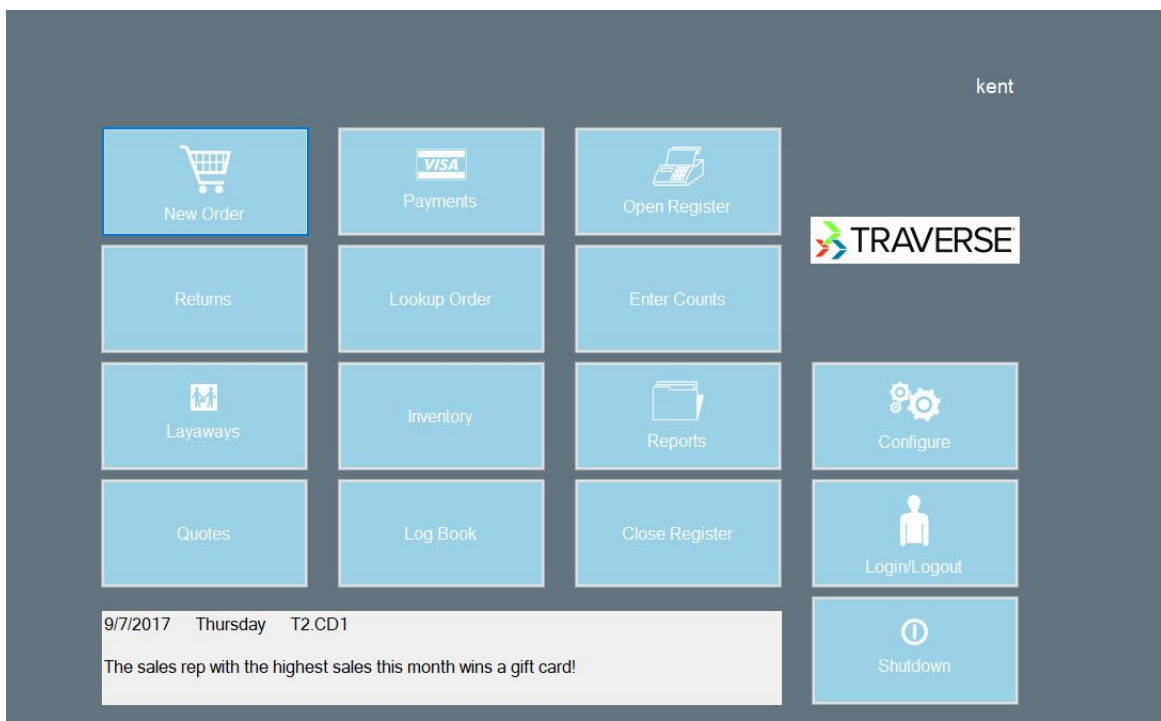
## LAYAWAYS

If a Customer wants to purchase an Item, but pay for it in installments, use the **Layaway** function. You also use the Layaway function when a Customer pays an installment for the Layaway Item.

To process a Layaway, perform the following steps:

1. Press the **Layaways** button on the POS Terminal main menu.

### POS Terminal Main Menu



2. The **Layaway Lookup** screen appears.

## Layaways Screen

The screenshot shows the 'Layaways' screen. At the top, there is a search bar labeled 'Layaways' with the placeholder text 'Order Number, Customer or Date'. Below this is a table with columns: Order Number, Customer, Date, and Total. The first row is highlighted in blue. To the right of the table are four navigation buttons: an up arrow, a down arrow, a plus sign, and a minus sign. To the right of these buttons is a 'Customer Information' section with fields for Name, Phone, Initial Amount, Paid Amount, Due Amount, Last Payment, and Due Date. Below the table is a numeric keypad with buttons for digits 0-9 and a CLR button. At the bottom are four action buttons: Print, Detail, Pay, and Cancel.

Order Number	Customer	Date	Total
010100000006	Compumarc	7/12/2017	568.33
020100000002	Kris Wagner	7/12/2017	95.80
010200000006	SonicView Systems Inc.	7/12/2017	112.62
020100000008	NC Systems	7/12/2017	95.80
010200000003	Dave Lund	7/21/2017	1,646.40
010100000013	Meritec Networks	7/21/2017	80.96
010200000007	Altos Servers Company	7/26/2017	562.90
020100000009	Chronographic Testin...	8/8/2017	42.73
020100000011	Cellucom Inc.	8/31/2017	2,111.84
010200000015	ATM Switches Inc.	8/31/2017	508.92
010200000020		9/4/2017	562.90
010100000015	Sensor Semiconductor	9/5/2017	110.51
010200000026		9/24/2017	544.59
010200000034	Communicating PC's I...	10/14/2017	1,414.35
020100000018	Stealth Multimedia	10/14/2017	112.62

Customer Information

Name Compumarc  
Phone (701)-962-1260

Initial Amount 568.33  
Paid Amount 0.00  
Due Amount 568.33  
Last Payment  
Due Date 1/8/2018

7 8 9  
4 5 6  
1 2 3  
0 CLR

Print Detail Pay Cancel

3. The current Orders will appear in the **Order Summary List**. Use the navigation buttons to select the order with which you wish to work. Summary information about the order will appear on the right side of the screen.
4. To search for a current Order, enter an Order Number, Customer, or Date into the **Lookup** field to search for the Order.
5. If you want to add a new Layaway order, use the **Add** button to open the new order screen.
6. If you want to void the selected Layaway order, use the **Subtract** button. You will need to refund any payments against that order back to the Customer.



7. Use the **Edit** button to change the layaway due date.

## Layaways Change Due Date Screen

Change Due Date

Current Due Date 10/21/2014

New Due Date 10/21/2014

OK Cancel

8. If you want to see details of the Order, use the **Detail** button.

## Layaways Detail Screen

Layaway  
Order Number: 010100000006

Qty	Code	Description	Total
1.0000		Tax	29.63
1.0000	910001	Dishwasher - Black	538.70

Subtotal 538.70  
Tax 29.63  
Payment 0.00

Amount Due 568.33

7 8 9  
4 5 6  
1 2 3  
- 0 CLR

Up Down Search Item Add Detail Delete Note

Customer Sales Rep

Cancel



9. If you are entering the Layaway for a Customer, select the Customer button. Refer to the Select or Edit a Customer section (page 6-75) for details on adding a Customer to the Layaway.



10. If you are entering the Layaway with a Sales Rep, select the Sales Rep button. Refer to the Select a Sales Rep section (page 6-79) for details on adding a Sales Rep to the Layaway.

11. Press the **Pay** button to open the Payment screen for the selected Order. The remaining balance will be recalculated when a Payment is applied to the Layaway Order.

### Layaways Pay Screen

The screenshot displays the 'Layaways Pay Screen' interface. On the left is a numeric keypad with buttons for digits 1-9, 0, and a CLR button. To the right of the keypad, the following information is displayed:

- Customer: Alt008
- Amount Due: 14,820.99 USD
- Payment Amount: 14,820.99 USD (with the amount highlighted in blue)
- Cash

At the bottom right, there are three buttons: 'Other', 'Pay', and 'Cancel'.

12. Use the **Print** button to print a receipt or invoice for the Layaway.

## Layaway Receipt

Tuesday 10/21/2014 03:12:21  
Altos Servers Company  
945 Tuscon Drive  
Rollingstone MN 55969  
(612)-805-6782

**Receipt:** T3MN100000001

**Date:** 10/21/2014

**Sales Rep:** JSK

**Terminal:** T3

Layaway

Item	Price	Qty	Amount
200150	14,999.000	1.0000	14,999.00
Deluxe Furnace System			
Discount	-1,499.900	1.0000	-1,499.90
Sale			
800001	3.0400	10.0000	30.40
Wallpaper - Contemporary			
900	386.9200	1.0000	386.92
Refrigerator - Black			

**Total Sale** 13,916.42

**Tax** 904.57


**Amount Due** 14,820.99

**Payments** 0.00

**Balance Due** 14,820.99

Thank you for your business

## Layaway Invoice

<< LAYAWAY >>						
 <b>Consolidated Products Unlimited</b> Continental Products Unlimited 4301 Dean Lakes Blvd Shakopee, MN 55379 UNITED STATES (952)-403-5700		PAGE 1 INVOICE DATE 10/21/2014 INVOICE NO T2MN100000002				
S O L D  T O		S H I P  T O				
TOTAL DUE						22,488.25
SL S1	ORDER DATE	SHIP NO	SHIP VIA			
GJL	10/21/2014					
ITEM ID	TX CL	UNITS	QUANTITY	UNIT PRICE	EXTENSION	
200150 Deluxe Furnace System	0	EA	1.0000	14,999.0000	14,999.00	
			Lot/Serial No: /MN-1234-010			
200200 Water Heater	0	EA	1.0000	299.9500	299.95	
200350 Deluxe Air Conditioner	0	EA	1.0000	14,999.0000	14,999.00	
			Lot/Serial No: CA-0001-1/			
200400 Signature Collection Air Conditioner	0	EA	1.0000	149.9500	149.95	
200500 Water Softener	0	EA	1.0000	57.5000	57.50	
200600 Sump Pump						
Visa					-10000.00	
SALES TAX					TOTAL	
1,982.85					32,488.25	
TOTAL DUE					22,488.25	

**NOTE:** If you selected Prompt in the Print Options area of the Terminal setup, you will first be asked if you want to print a Receipt. If you select Yes a Receipt will print. If you select No, you will be asked if you want to print an Invoice. If you select Yes an Invoice will print. If you select No, nothing will print.

## QUOTES

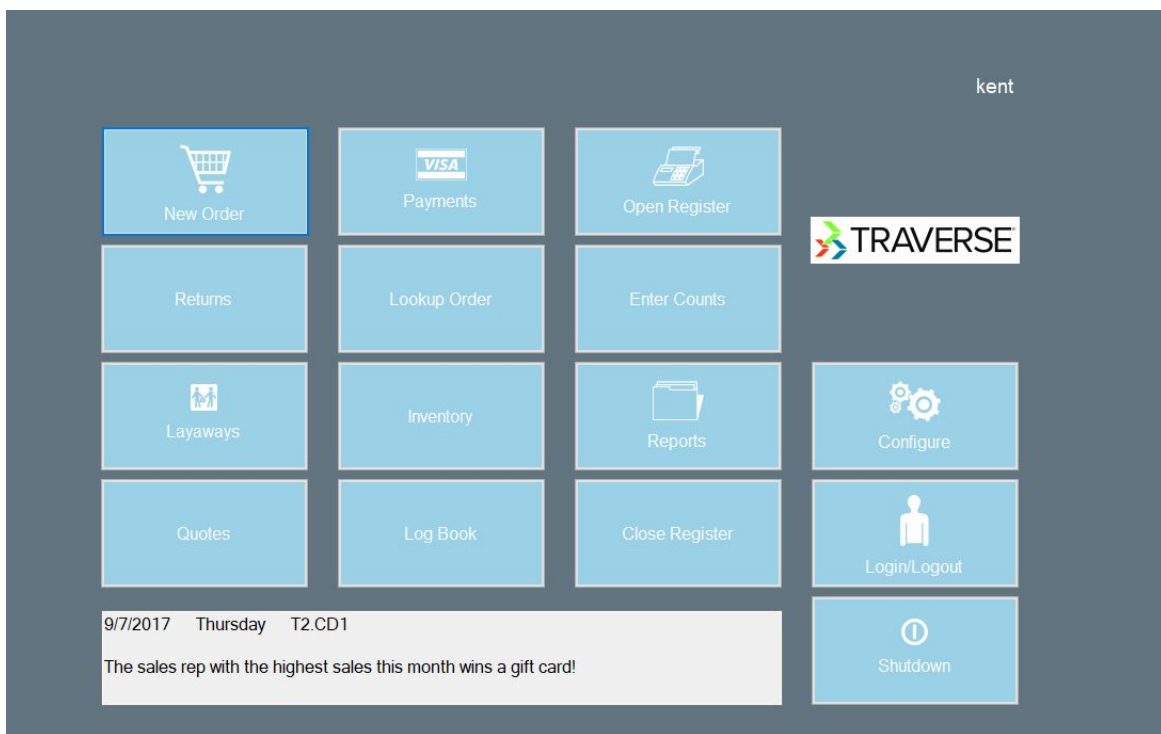
When you give the Customer a suggested price for a good or service, you can use the **Quotes** function to save that information for processing at a later time.

You can convert a Quote into an Order.

To process a Quote, perform the following steps:

1. Press the **Quotes** button on the POS Terminal main menu.

### POS Terminal Main Menu



2. The **Quote Lookup** screen appears.

## Quotes Screen

Quotes

Order Number, Customer or Date:

Order Number	Customer	Date	Total
T3MN100000010	Axis Electronics	12/17/2014	719.54

Customer Information

Name: Axis Electronics  
Phone: (701)-603-2312

Navigation buttons: Up, Down, Add, Delete

Numeric keypad: 7, 8, 9, 4, 5, 6, 1, 2, 3, ., 0, CLR

Action buttons: Print, Detail, New Order, Cancel

3. To search for a current Quote, enter a Quote Number, Customer or Date in the **Lookup** field to search for the Quote Number.
4. The search results will appear in the **Order Summary List**. Use the navigation buttons to select the quote you want to work with. Customer information about the quote will appear on the right side of the screen.
5. If you want to add a new Quote, use the **Add** button.
6. If you want to void the selected Quote, use the **Subtract** button.
7. If you want to see details of the Quote, use the **Detail** button.

**NOTE: Payments cannot be applied to a Quote transaction. Convert the Quote into an Order to apply Payments.**

- Press the **New Order** button to convert the Quote into an Order and open the New Order screen.

## Quotes New Order Screen

New Order  
Order Number: 0201

Code or Description

Qty	Code	Description	Total
1.0000	200150	Deluxe Furnace System	13,499.10
1.0000		Tax	877.44

Subtotal 13,499.10  
Tax 877.44  
Payment 0.00

Amount Due 14,376.54

Up, Down, Add, Delete, Search Item, Detail, Note, Customer, Sales Rep

IMAGE NOT AVAILABLE

7, 8, 9, 4, 5, 6, 1, 2, 3, ., 0, CLR

Other, Pay, Cancel



- If you are entering the Quote for a Customer, select the Customer button. Refer to the Select or Edit a Customer section (page 6-75) for details on adding a customer to the quote.



- If you are entering the Quote with a Sales Rep, select the Sales Rep button. Refer to the Select a Sales Rep section (page 6-79) for details on adding a Sales Rep to the Quote.

- Use the **Print** button to open a Print Actions window.

## Quotes Print Screen

Print, Send Email, Cancel


12. Press the **Print** button to print a Receipt or Invoice for the Quote. Use the **Send Email** button to send a Receipt by email to the Customer.

### Quote Receipt

Wednesday 12/17/2014 04:15:13			
Axis Electronics			
5102 Birch Street			
Wheatland ND 58079-			
(70)-1--603-			
Receipt: T3MN100000010			
Date: 12/17/2014			
Sales Rep: JSK			
Terminal: T3			
Quote			
Item	Price	Qty	Amount
ACC012	19.9900	1.0000	19.99
Automobile Adaptor			
MEM036	24.9500	1.0000	24.95
microSD Memory Card			
BAT015	129.9900	1.0000	129.99
Battery Pack -NiMH			
MON103	507.1000	1.0000	507.10
Flat-Panel Widescreen HD Monitor			
Total Sale			682.03
Tax			37.51
Amount Due			719.54
Payments			0.00
Balance Due			719.54
Thank you for your business			



## Quote



**Consolidated Products Unlimited**  
Continental Products Unlimited  
4301 Dean Lakes Blvd  
Shakopee, MN 55379  
UNITED STATES  
(952)403-5700

<< QUOTE >>

PAGE 1  
QUOTE DATE 12/17/2014  
QUOTE NO T3MN100000010

S Axi040  
O Axis Electronics  
L Accounts Payable  
D 5102 Birch Street  
Wheatland, ND 58079--

S Axi040  
H Axis Electronics  
I Accounts Payable  
P 5102 Birch Street  
Wheatland, ND 58079--

T  
O There are invalid characters in the text

TOTAL DUE 719.54

SL	ORDER DATE	SHIP NO	SHIP VIA
JSK	12/17/2014		

ITEM ID	TX CL	UNITS	QUANTITY	UNIT PRICE	EXTENSION
ACC012 Automobile Adaptor	0	EA	1.0000	19.9900	19.99
MEM036 microSD Memory Card	0	EA	1.0000	24.9500	24.95
BAT015 Battery Pack -NIMH	0	EA	1.0000	129.9900	129.99
MON103 Flat-Panel Widescreen HD Monitor	0	EA	1.0000	507.1000	507.10

SALES TAX	TOTAL
37.51	719.54
<b>TOTAL DUE</b>	<b>719.54</b>

**NOTE:** If you selected Prompt in the Print Options area of the Terminal setup, you will first be asked if you want to print a Receipt. If you select Yes a Receipt will print. If you select No, you will be asked if you want to print an Invoice. If you select Yes an Invoice will print. If you select No nothing will print.



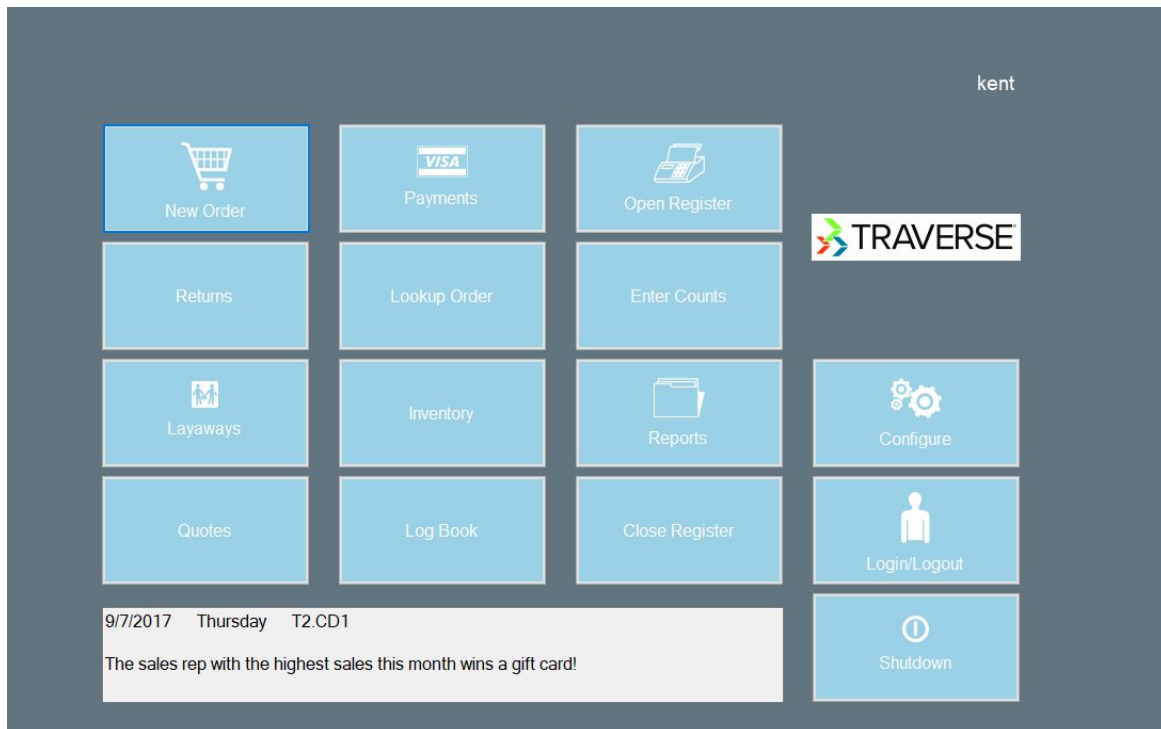
## LOOKUP ORDER

The **Lookup Order** function allows you to search for and retrieve transactions that have been completed or suspended.

To look up an order:

1. Select the **Lookup Order** button on the POS Terminal main menu.

### POS Terminal Main Menu



2. The **Order Lookup** screen appears.

## Order Lookup Screen

Lookup Order  
Order Number, Customer

Order Number	Customer	Total	Date
T1MN100000001		1,042.10	10/20/2014 2:07 ...
T1MN100000002		15,973.94	10/20/2014 3:12 ...
T1MN100000003	Altos Servers Co...	3,403.11	10/20/2014 3:16 ...
T2MN100000001	Poly Corp	6,468.98	10/21/2014 1:31 ...
T2MN100000002		32,488.25	10/21/2014 1:46 ...
T3MN100000001	Altos Servers Co.	14,820.99	10/21/2014 3:12

Order Number: T3MN100000001  
 Type: Layaway  
 Status: Active  
 Date: 10/21/2014 3:12:21  
 Subtotal: 13,916.42  
 Tax: 904.57  
 Amount Due: 14,820.99  
 Customer Name: Altos Servers  
 Sales Rep: Jim Kent

7 8 9  
 4 5 6  
 1 2 3  
 0 CLR

Print Detail Cancel

3. Enter an Order Number or Customer in the Lookup field to search for an Order.

4. The search results will appear in the **Order Summary List** on the left side of the screen. Use the navigation buttons to select an Order.

- To view details of the original Order, use the **Detail** button.

## Lookup Order Details Screen

Invoice  
Order Number: 020100000015

Qty	Code	Description	Total
1.0000	910001	Dishwasher - Black	576.99
1.0000		Tax	37.50
1.0000		Payment	-614.49

Subtotal 576.99  
Tax 37.50  
Payment 614.49  
Amount Due 0.00

Buttons: Up, Down, Add, Delete, Search Item, Detail, Note, Customer, Sales Rep

Buttons: Other, Pay, Cancel

- If the Order you selected is a suspended Order, press the **Detail** button to open the edit Order screen to complete the Order.
- Use the **Print** button on the Order Lookup screen to print a receipt or invoice for the selected order.

## Lookup Order Print Screen

Buttons: Print, Send Email, Cancel

**NOTE:** If you selected Prompt in the Print Options area of the Terminal setup, you will first be asked if you want to print a Receipt. If you select Yes a Receipt will print. If you select No, you will be asked if you want to print an Invoice. If you select Yes an Invoice will print. If you select No nothing will print.



## INVENTORY

The **Inventory** function allows you to look up inventory item information. By default, the inventory function only searches for items in the current store location.

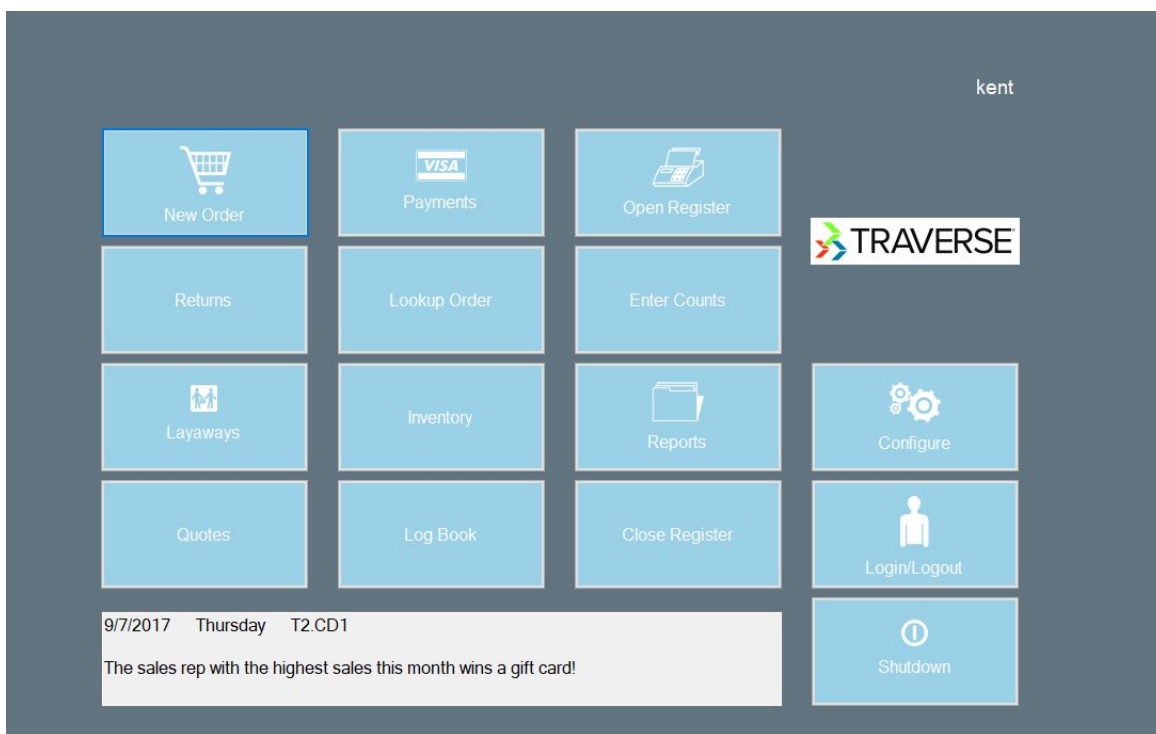


The **Search** button for an item ID field on any screen will open the inventory function.

To look up inventory item information:

1. Select the **Inventory** button on the main menu.

### POS Terminal Main Menu



2. The **Sales Category** screen appears.

### Inventory Sales Category Screen





3. Select the Category of the Inventory Item you are looking for, or use the **All** button to select all Sales Categories.

## Inventory Items Search Screen

Item ID, Description  Store: MINNEAPOLIS WAREHOUSE

Item ID	Description	Store	Serial Number
150	Electrical Package	MN0001	
150	Plumbing Package	MN0001	
200	Heating-Cooling Package	MN0001	
200	Heating-Cooling Package	MN0001	
200100	Furnace	MN0001	
200100	Furnace	MN0001	
200100	Furnace	MN0001	
200150	Deluxe Furnace System	MN0001	
200150	Deluxe Furnace System	MN0001	
200150	Deluxe Furnace System	MN0001	
200200	Water Heater	MN0001	
200200	Water Heater	MN0001	
200300	Air Conditioner	MN0001	
200300	Air Conditioner	MN0001	
200300	Air Conditioner	MN0001	

7 8 9  
4 5 6  
1 2 3  
0 CLR

Sales Category: ALL

Sales Categories All Stores Cancel

4. Enter an Item ID or Description in the **Item ID, Description** field to search for the Item.
5. The search results will appear in the **Item Summary List**. Use the navigation buttons to select an Item.
6. If you want to change the Sales Category for your search, use the **Sales Categories** button.
7. If you want to search All Stores, press the **All Stores** button.

By default the search will filter for the Store the Terminal was configured to use.

8. If you have used the Search button for an Item ID field on another screen, press the **OK** button to select the highlighted Item and return to the originating screen.



## Inventory Item Search Screen

Item ID, Description  Store: MINNEAPOLIS WAREHOUSE

Item ID	Description	Store	Serial Number
150	Plumbing Package	MN0001	
200	Heating-Cooling Package	MN0001	
200	Heating-Cooling Package	MN0001	
200100	Furnace	MN0001	
200100	Furnace	MN0001	
200100	Furnace	MN0001	
200150	Deluxe Furnace System	MN0001	
200150	Deluxe Furnace System	MN0001	
200150	Deluxe Furnace System	MN0001	
200200	Water Heater	MN0001	
200200	Water Heater	MN0001	
200200	Water Heater	MN0001	
200300	Air Conditioner	MN0001	
200300	Air Conditioner	MN0001	
200300	Air Conditioner	MN0001	

7 8 9  
4 5 6  
1 2 3  
0 CLR

Sales Category: ALL

Sales Categories All Stores  

OK Cancel

## CLOSE REGISTER

The **Close Register** function finalizes the activity for the Terminal. The closing process validates that the value of the closing counts is equivalent to the net value of the opening counts and all processed payments. You must enter opening counts before you can process closing counts.

Payments that have been voided or suspended are not included in the count validations.

If you are authorized to approve an out-of-balance closing and your counts are out of balance, the closing process will notify you with a prompt to enable an out-of-balance closing.

You must enter the closing Tender counts before you can close the Terminal.

### Closing Counts

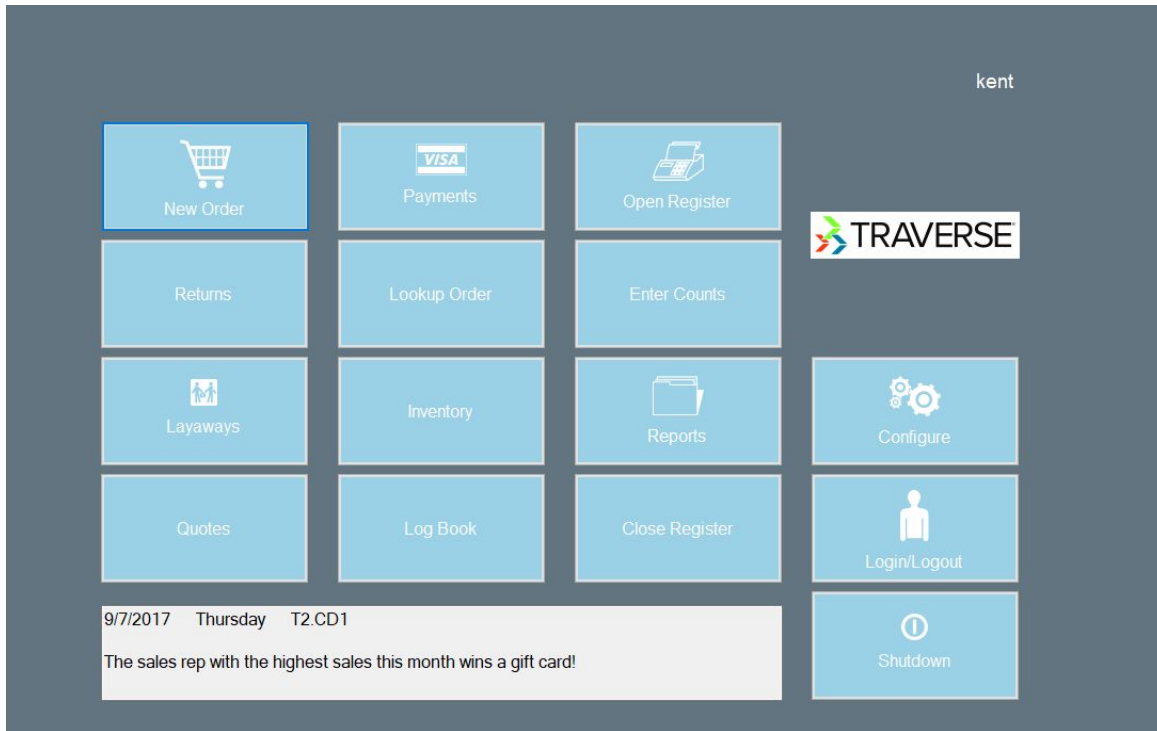
The Closing Counts function finalizes the activity for the Terminal by verifying that the value of the Closing Counts is equal to the net value of the Opening Counts together with all processed payments. The system will notify you if the Counts are out of balance, in which case you may be required to authorize an out of balance closing.

You must have created the Opening Counts before you can enter the Closing Tender Counts and Close the register.

To enter Closing Counts:

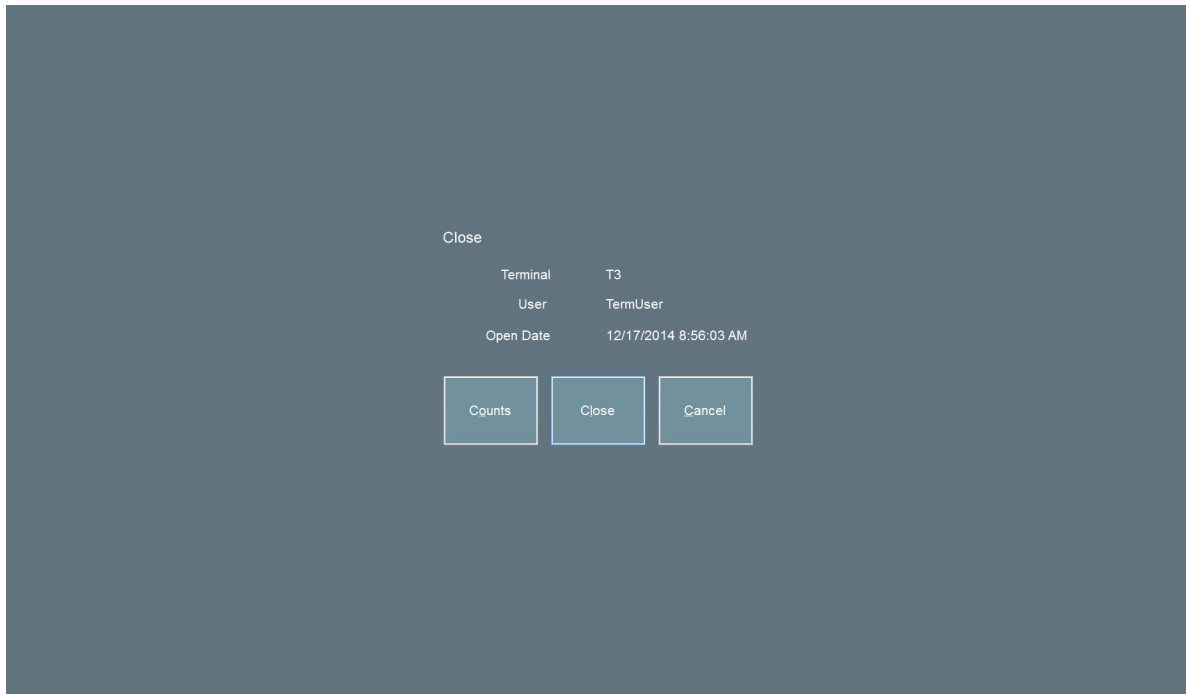
1. Select the **Close Register** button from the POS Terminal main menu.

## POS Terminal Main Menu



2. The **Close** screen appears.

### Close Register Screen



3. The current **Terminal**, **User**, and **Open Date** will be displayed.
4. Select the **Counts** button.

5. The **Count** screen will appear.

### Close Register Count Screen

Terminal: T3 User: TermUser Open Date: 12/17/2014 8:56:03 AM Count: 12/18/2014 11:12:49 AM

Type	Description	Currency ID	Quantity	Value	Subtotal
Cash	Default	USD	0	1.00	0.00

Navigation buttons: ↑, ↓, +, Totals

Input fields:  
 Type: Cash  
 Description: Default  
 Currency: USD  
 Quantity: 100  
 Value: 1.00  
 Subtotal: 100.00

OK Cancel



6. To add Tender types to the Count, use the **Add** button to see a list of Tender types available for the Terminal.

### Close Register Tender Types

ID	Description
Cash	Cash
Cash-DD	Cash - Direct Debit
Check	Payment by Check
Coupon	Coupons
Visa	Visa Credit Card
Write-off	Write-off to bad debt

Select Cancel

7. Select a Tender type, then use the **Select** button to return to the Count screen.
8. Enter the Quantity or Value of the Tender type in the **Quantity** field.



The Quantity is the actual number of pieces of that type of Tender.

**Example: if you have ten quarters, you would enter 10 in the Quantity field.**

9. If the selected Tender type has no preset Value, such as a check, enter the Value of the Tender in the **Value** field.
10. Repeat steps 3 through 6 for each Tender as necessary.
11. Press the **OK** button to save the Counts and return to the **Close** screen.

To Close the register:

1. Make sure the **Close** screen is displayed.
2. Make sure the Closing Counts have been entered. See steps 4 through 10 above for more information.
3. Press the **Close** button to validate the balanced state of the Terminal.
4. If the Terminal count is not balanced, a notification dialog box will display asking for confirmation to Close the register with an unbalanced count. Click **Yes** to authorize the unbalanced Count if you have permission to close out of balance, otherwise click **No**.





## REPORTS

The **Reports** function enables the selection and generation of Terminal-based reports.

### Terminal Summary Report

The **Terminal Summary** report provides you with a summary of the Sales, Payments and Counts processed for the current Terminal. The Terminal Summary Report is generated as part of the Closing process for the Terminal, but you may generate the report at any time to show the current status of the Terminal. The report can be conveniently printed on cash register tape.

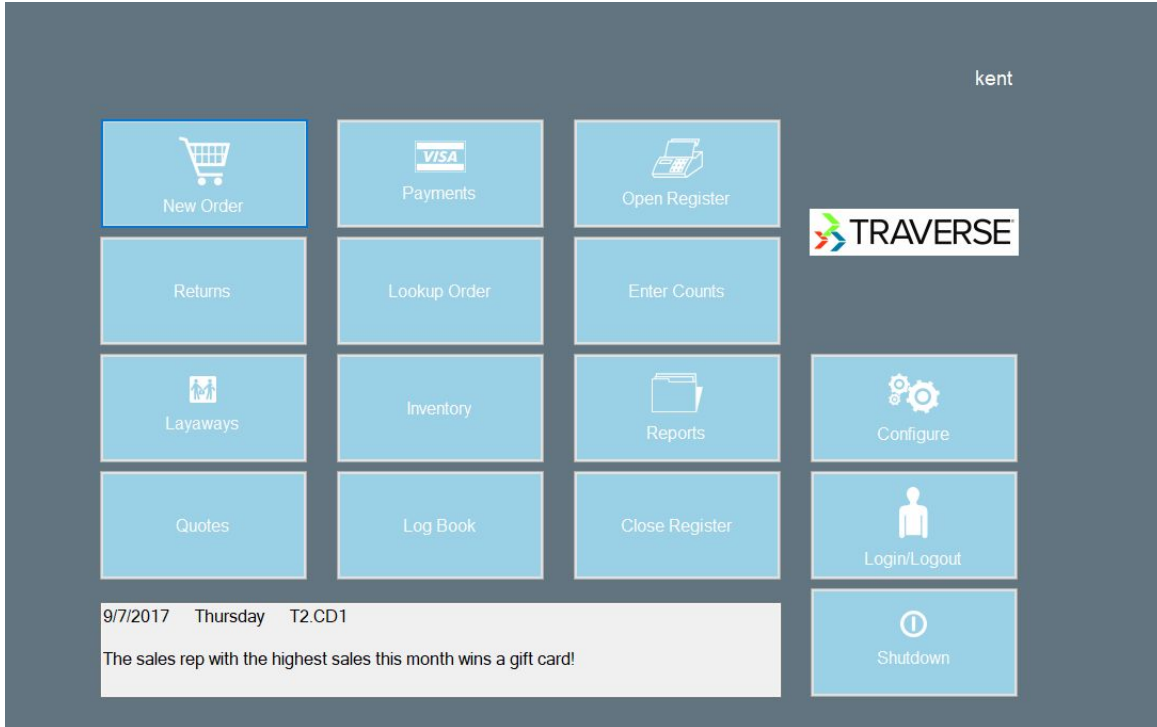
The report does not include values from Quotes, Voided, or Suspended Transactions.

Use the **Reports** button on the main menu to open the report selection screen, then select the Terminal Summary report.

To print the Terminal Summary report:

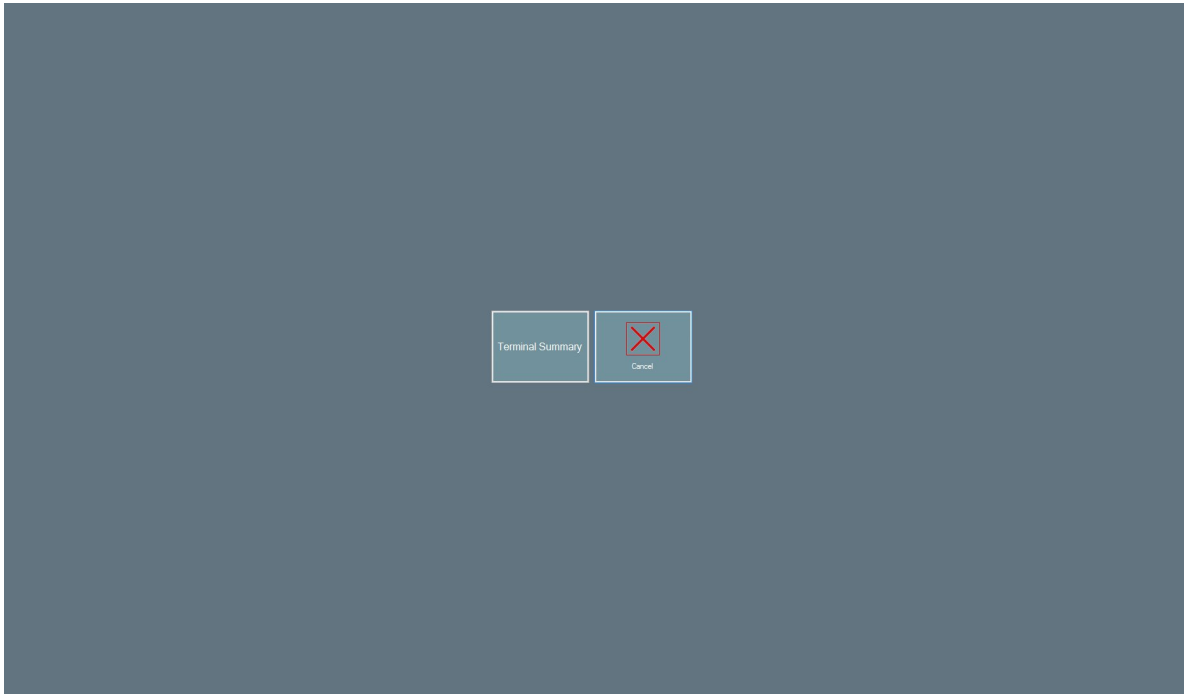
1. Select the **Reports** button on the POS Terminal main menu.

## POS Terminal Main Menu



2. The **Report Selection** screen appears.

## Reports Screen



3. Select the **Terminal Summary** Report to print the report for today's date on the individual terminal.

## Terminal Summary Report

Terminal	T3	
User ID	TermUser	
Date	10/21/2014	
Count Date	10/21/2014	
Closing Date		
Opening		
Type	Amount	Currency
Cash	100.00	USD
Current/Closing		
Type	Amount	Currency
Deposit		
Bank ID	Amount	Currency
FNB001	0.00	USD
Payments		
Type	Amount	Currency
Check	5,000.00	USD
Credit Card	9,820.99	USD
Over/Under (Variance)		
	Amount	Currency
	-14,920.99	USD
Summary		
LineType	Amount	Currency

## LOG OUT/SHUTDOWN

Use the **Shutdown** button to log the current User out of the Terminal, and exit the Point of Sale application. A window will appear asking for confirmation for Shutdown.

At the end of the day, you can shut down the Point of Sale Terminal after entering the Closing Counts, closing the register, and printing the Terminal Summary Report.

The Shutdown function does not Close the register. Use the Close Register function to close the Terminal and validate the Tender count.

### Log out

When you are finished with your processes on the Terminal, you may Log Out of the Terminal without shutting it down.

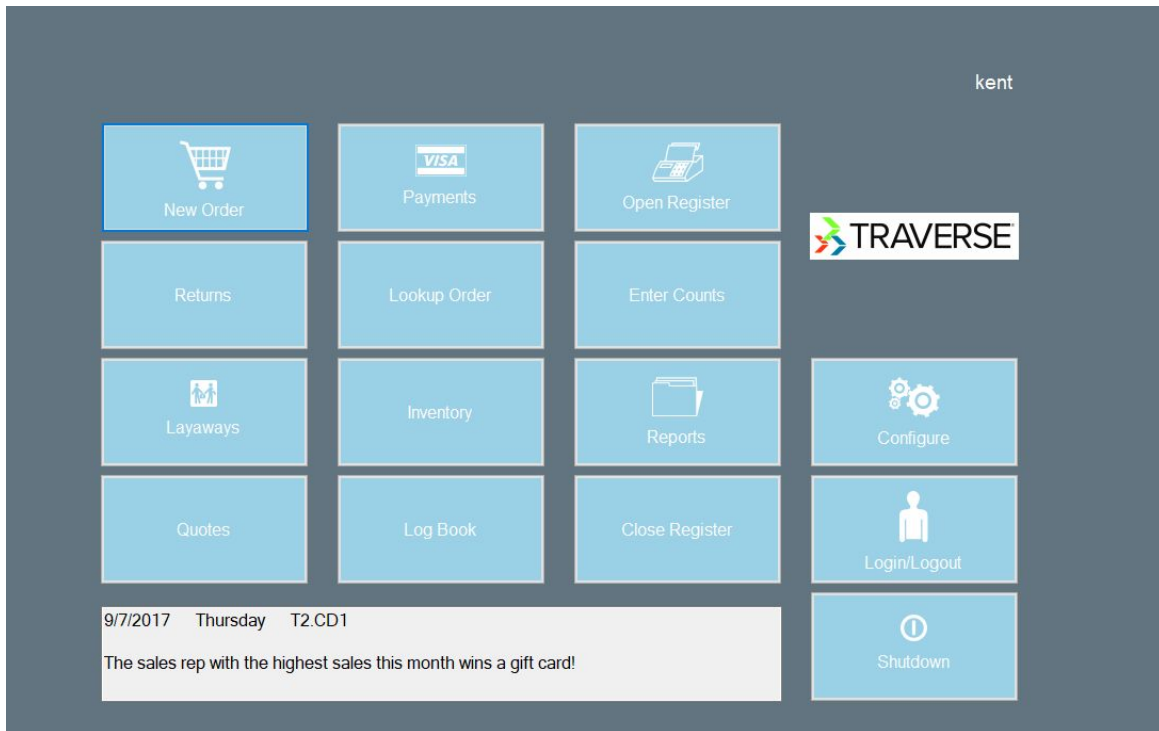
Logging out of the Terminal clears the current User information so another sales associate can log onto the Terminal and continue with sales transactions.

**NOTE: Logging off the terminal does not Close the Tender Counts.**

To Log Out of the Terminal:

1. Select the **Login/Logout** button on the main menu.

## POS Terminal Main Menu



2. A confirmation dialog box will appear. Click **Yes** to continue to Log Out of the Terminal.
3. Once you have been logged out, a dialog box will appear notifying you that you have been successfully logged out of the Terminal. Click **OK** to close the box.

## Shutdown

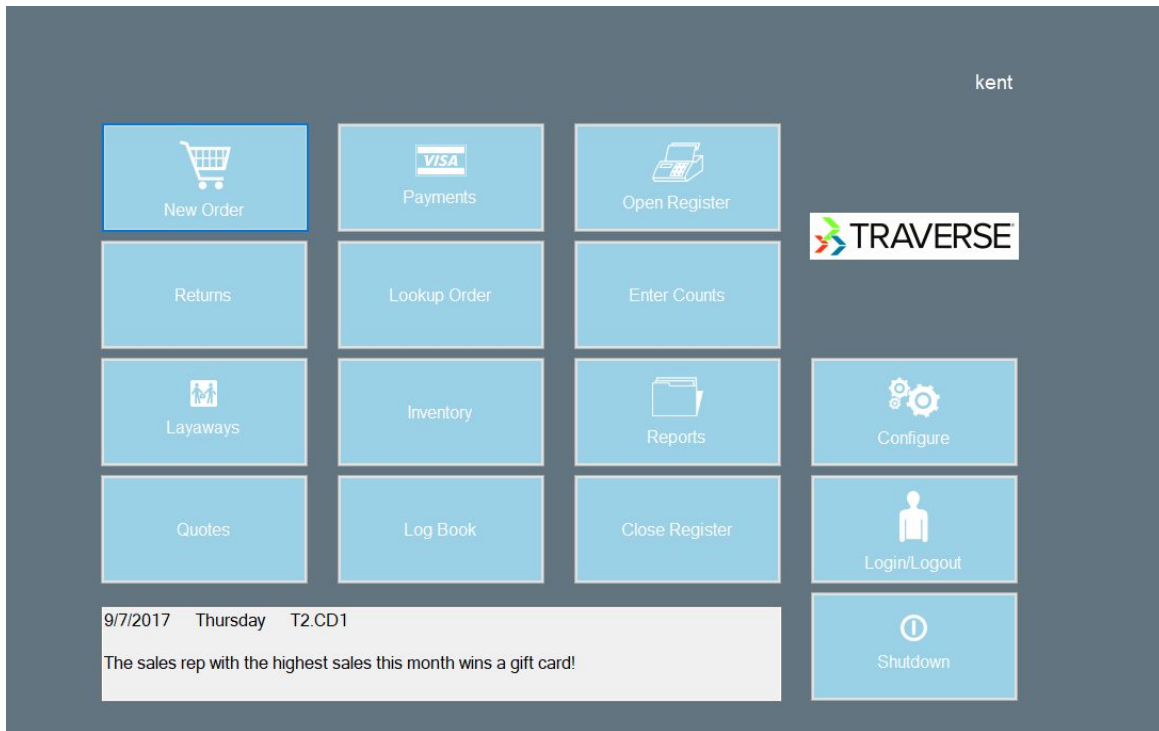
Once you have finished all activity on the Terminal for the day, including entering Closing Counts, Closing the register, and printing the Terminal Summary Report, you can Shutdown the Point of Sale Terminal. This will automatically log you off the Terminal.

**NOTE: Shutting down the Terminal does not Close the Tender Counts or the register.**

To Shutdown the terminal:

1. Select the **Shutdown** button on the main menu.

## POS Terminal Main Menu



2. The Terminal will display a confirmation screen asking if you really want to shut down the Point of Sale application.
3. Press the **Yes** button to confirm your exit. Press the **No** button to cancel the Shutdown and return to the main menu.





## DAILY WORK

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Layaway Report . . . . .	7-11
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## DAILY WORK OVERVIEW

The **Daily Work** menu contains functions that should be run on a daily basis. The Daily Work menu has functions that will let you synchronize active Orders from your Terminals to the main database, print reports for transactions entered on the Terminals, settle payments for credit cards and post transactions.

The Daily Work menu is on the main TRAVERSE menu that can be used on back office workstations that have TRAVERSE installed on them. Most of the functions on the Daily Work menu cannot be done on the POS Terminals.

Two of the functions on the Daily Work menu can be performed on the POS Terminals. These functions are Synchronizing Active Orders to the main database and the Terminal Summary Report.

Below are summary descriptions of the functions performed using the Daily Work menu:

### **Active Order Processing**

The **Active Order Processing** function allows you to initiate the synchronization of your Terminal-created transactions with the main data storage at your back office. This will update secondary systems (Inventory, Returned Items) with the transactional entries processed at the Terminals (page 7-5).

### **Terminal Summary Report**

The **Terminal Summary Report** includes processed Payments, Counts, and totals for each Terminal. This report does not include Voided or Suspended Payments (page 7-15).

### **Daily Sales Report**

The **Daily Sales Report** provides the sales totals for the day's Point of Sale transactions. This report does not include Quotes, Layaways, Suspended, or Voided Transactions (page 7-19).

### **Payment Settlement**

The **Payment Settlement** function allows you to record any required authorization numbers and process the settlement of credit card payments. If a payment provider is configured to auto-settle transactions as they are entered, the settlement will be processed when the transaction is entered (page 7-23).

**Post Transactions**

The **Post Transactions** function completes the processing of synchronized Point-of-Sale transactions as well as synchronized and unposted Payments. This includes updating entity balances for Customer, Item, Sales Rep, and Bank Accounts; generating secondary transactions such as commissions, Invoices, and Cash Receipts; updating Sales and Inventory history; and generating GL Journal entries (page 7-29).

## ACTIVE ORDER PROCESSING

The **Active Order Processing** function allows you to initiate the synchronization of your Terminal-created transactions with the main data storage at your back office. This will update secondary systems (Inventory, Returned Items) with the transactional entries processed at the Terminals.

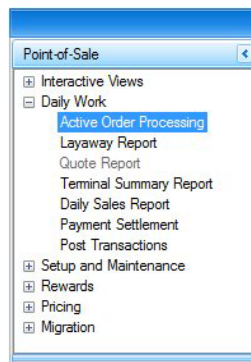
**NOTE: The registers must be Closed to be synchronized. Transactions from Terminals with open registers will be skipped during this process.**

This process may be run from either the POS Terminal menu or from the standard TRAVERSE menu. See the **Synchronize** section (page 6-33) for more information on synchronizing from the POS Terminal.

To complete **Active Order Processing**, follow these steps:

1. Select **Active Order Processing** from the **Daily Work** menu.

### Active Order Processing Menu



- The **Active Order Processing** screen appears.

## Active Order Processing Screen

Location ID	Description
<input checked="" type="checkbox"/>	Default
<input checked="" type="checkbox"/>	CA0001 OAKLAND WAREHOUSE
<input checked="" type="checkbox"/>	MD0001 BALTIMORE WAREHOUSE
<input checked="" type="checkbox"/>	MN0001 MINNEAPOLIS WAREHOUSE
<input checked="" type="checkbox"/>	MN0002 MINNEAPOLIS MANUFACTURI...
<input checked="" type="checkbox"/>	TX0001 DALLAS WAREHOUSE

- Mark the check boxes of the **Location IDs** (stores) you want to synchronize. Use the **All** button to select all Location IDs. Use the **None** button to remove all Location IDs from the process.
- Enter any Comments in the **Comments** field.



5. Select a command button:

#### **Command Buttons**

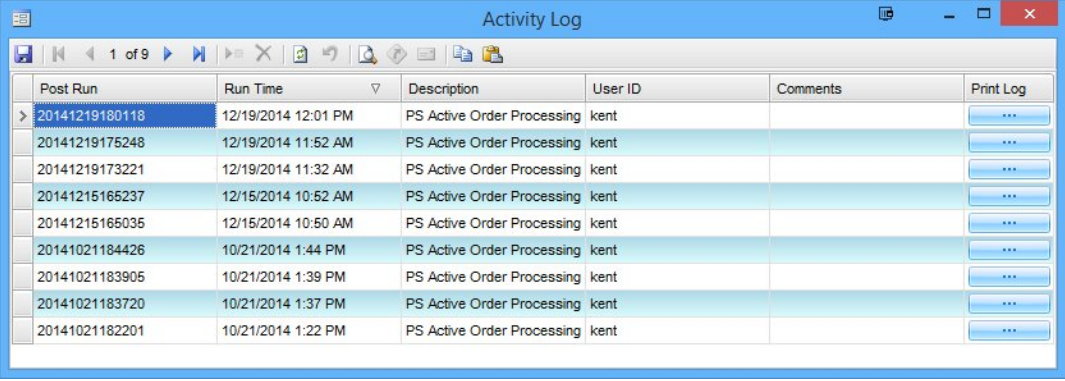
<b>Name</b>	<b>Description</b>
<b>OK</b>	Begin processing the active orders for the selected locations.
<b>Activity</b>	Display the Activity Log to view synchronization activity.
<b>Reset</b>	Set all fields to their default values.

#### **Activity Log**

Use the **Activity Log** to view all post activity for administrative purposes.

<b>Name</b>	<b>Displays</b>
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the prepare activity was made.
<b>Description</b>	The prepare activity description.
<b>User ID</b>	The user who performed the prepare.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Print Log</b>	A PDF version of the original log file if you click the ... button.

## Activity Log Screen



The screenshot shows a software window titled "Activity Log". It contains a table with the following columns: Post Run, Run Time, Description, User ID, Comments, and Print Log. The table lists several "PS Active Order Processing" entries performed by user "kent" on various dates in 2014. Each row has a "Print Log" button with three dots. The first row is selected, and a status bar at the top indicates "1 of 9".

Post Run	Run Time	Description	User ID	Comments	Print Log
> 20141219180118	12/19/2014 12:01 PM	PS Active Order Processing	kent		...
20141219175248	12/19/2014 11:52 AM	PS Active Order Processing	kent		...
20141219173221	12/19/2014 11:32 AM	PS Active Order Processing	kent		...
20141215165237	12/15/2014 10:52 AM	PS Active Order Processing	kent		...
20141215165035	12/15/2014 10:50 AM	PS Active Order Processing	kent		...
20141021184426	10/21/2014 1:44 PM	PS Active Order Processing	kent		...
20141021183905	10/21/2014 1:39 PM	PS Active Order Processing	kent		...
20141021183720	10/21/2014 1:37 PM	PS Active Order Processing	kent		...
20141021182201	10/21/2014 1:22 PM	PS Active Order Processing	kent		...





Active Order Processing Log

Continental Products Unlimited		Page 1
Active Order Processing Log		
Comments		
Key	Description	
T3MN115 MON103	Serial Number must have a status of Available to be sold.	
T3MN115 ACC012	Serial Number must have a status of Available to be sold.	



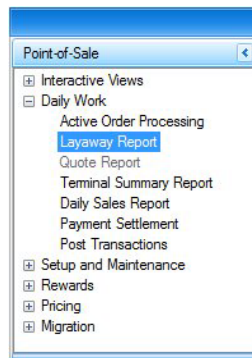
## LAYAWAY REPORT

The **Layaway Report** provides details on any pending Layaway transactions that have not been voided.

To print the **Layaway Report**, follow these steps:

1. Select **Layaway Report** from the **Daily Work** menu.

### Layaway Report Menu



- The **Layaway Report** screen appears.

## Layaway Report Screen

PS Layaway Report

Print Output Send Preview Reset

Data Filter ▼

And

Aging Date: 10/21/2014

View: Summary, Detail

Include: ☒ Phone Number

- Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
- Select the Aging Date for the report from the **Aging Date** field. Your workstation date will be the default date.
- Select **Detail** or **Summary** view for the report from the **View** field.
- Select the **Include Phone Number** check box to include the Customer's Phone Number on the report.

7. Select a command button:

**Command Buttons**

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## Layaway Report

Continental Products Unlimited									
Layaway Report (Summary)									
PAGE 1									
Report Filter	Aging Date	10/21/2014	Include Phone Number						
Customer ID:	Name:		No						
Trans ID	Date	Layaway	Payments	Amount Due	31-60	61-90	91-120	121+	
T2MN100000002	11/21/2014	32,488.25	0.00	32,488.25	0.00	0.00	0.00	0.00	
Total		32,488.25	0.00	32,488.25	0.00	0.00	0.00	0.00	
Grand Total		32,488.25	0.00	32,488.25	0.00	0.00	0.00	0.00	
*** End of Report ***									
10/21/2014 1:49 PM									
KenHe									

## TERMINAL SUMMARY REPORT

The **Terminal Summary Report** provides the counts and totals for each Terminal. The values available includes information from the processed payments and net counts. Values from Voided or Suspended Payments are not included.

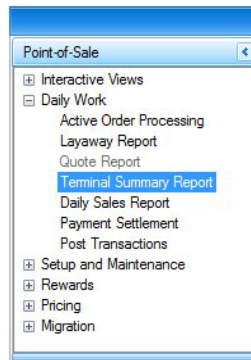
The **Terminal Summary Report** may also be printed from the POS Terminal menu, see (page 6-137) for more information on printing the report from the Terminal menu.

**NOTE: The “Net” counts are calculated as the net change in Counts between the Opening and most recent Counts for each Terminal (HostID).**

To print the **Terminal Summary Report**, follow these steps:

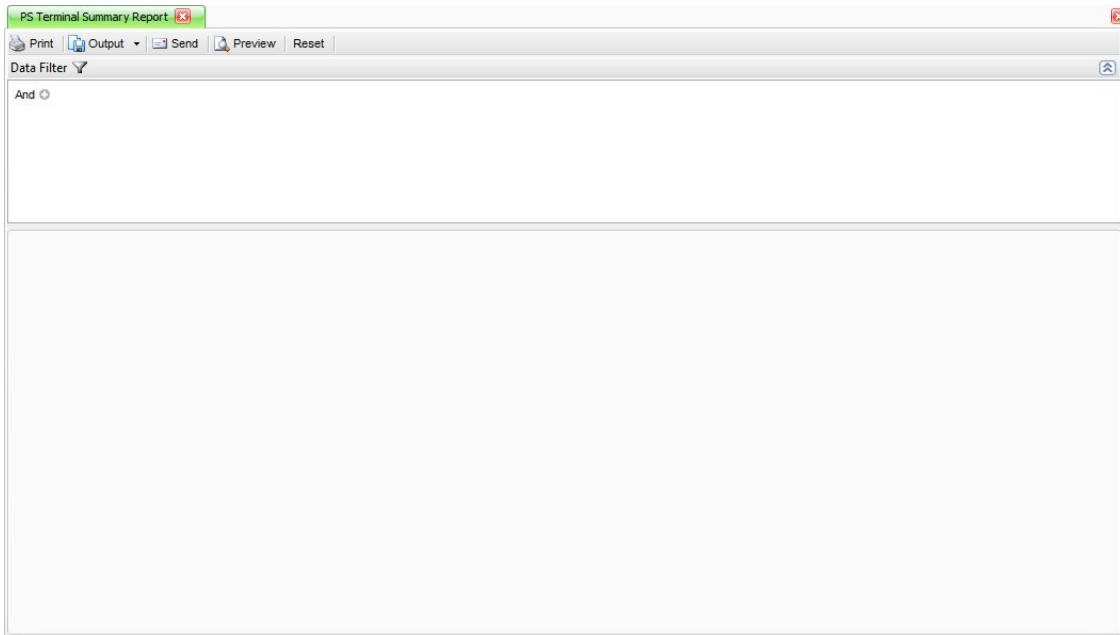
1. Select **Terminal Summary Report** from the **Daily Work** menu.

### Terminal Summary Report Menu



2. The **Terminal Summary Report** screen appears.

## Terminal Summary Report Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select a command button:

### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.



**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

## Terminal Summary Report

Continental Products Unlimited					PAGE 1
Terminal Summary Report					
Report Filter					
Transaction Date: 10/20/2014					
Terminal: T1 (USD)					
Tender Type	Payment Method	Net Counts	Payments	Variance	
Cash		0.00	15,973.94	-15,973.94	
	Check	0.00	3,403.11	-3,403.11	
Subtotal		0.00	19,377.05	-19,377.05	
Tender Type	Payment Method	Net Counts	Payments	Variance	
Cash	Cash	-100.00	0.00	-100.00	
Cash Subtotal		-100.00	0.00	-100.00	
T1 (USD) Subtotal		-100.00	19,377.05	-19,477.05	
Transaction Date: 10/21/2014					
Terminal: T2 (USD)					
Tender Type	Payment Method	Net Counts	Payments	Variance	
Cash	Cash	-100.00	0.00	-100.00	
Cash Subtotal		-100.00	0.00	-100.00	
T2 (USD) Subtotal		-100.00	0.00	-100.00	
*** End of Report ***					
10/21/2014 1:52 PM					KentHe

## DAILY SALES REPORT

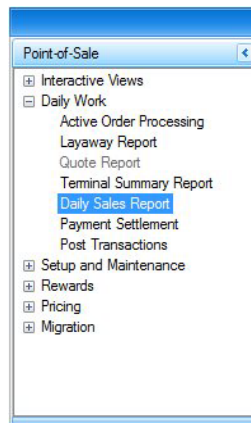
The **Daily Sales Report** provides the sales totals for a given subset of grouping options. Values from Quote and Layaway type transactions or transactions with a Suspended or Voided status are not included.

**NOTE:** Suspended Orders are temporary and are not treated as valid Orders, so there will be no reports for those. Those are visible only in the Lookup Orders (page 6-123).

To print the **Daily Sales Report**, follow these steps:

1. Select **Daily Sales Report** from the **Daily Work** menu.

### Daily Sales Report Menu



2. The **Daily Sales Report** screen appears.

## Daily Sales Report Screen

PS Daily Sales Report

Print Output Send Preview Reset

Data Filter

And

Sort By

- Sales Rep
- Terminal
- User ID
- Employee ID
- Item ID
- Location ID
- Bill To ID
- Sold To ID
- Transaction Type

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select an option for sorting the report from the **Sort By** field: **Sales Rep**, **Terminal**, **User ID**, **Employee ID**, **Item ID**, **Location ID**, **Bill To ID**, **Sold To ID**, or **Transaction Type**.



5. Select a command button:

**Command Buttons**

<b>Name</b>	<b>Description</b>
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## Daily Sales Report

Continental Products Unlimited										PAGE
Daily Sales Report										1
Sorted by Sales Rep ID										
Report Filter										
Sales Rep ID	Trans Type	Date	Sales Rep ID	Sold To ID/ Bill To ID	User ID/ Terminal	Item ID/ Description	Location ID	Qty	Unit	Extended Price
	Invoice	10/20/2014	G.L.	AM008/AM008	KentT1	Tax/Tax		1.0000		974.94
	Invoice	10/20/2014	G.L.	AM008/AM008	KentT1	Tax/Tax		1.0000		207.70
	Invoice	10/20/2014	G.L.	AM008/AM008	KentT1	200150/Deluxe Furnace System	MND0001	1.0000	EA	14,999.00
	Invoice	10/20/2014	G.L.	AM008/AM008	KentT1	Lot/Serial No: MN-1234-009				
	Invoice	10/20/2014	G.L.	AM008/AM008	KentT1	450/Slide by Window 24" x 40"	MND0001	5.0000	EA	2,120.25
	Invoice	10/20/2014	G.L.	AM008/AM008	KentT1	460/Slide by Window 30" x 40"	MND0001	3.0000	EA	1,393.20
	Invoice	10/20/2014	G.L.	AM008/AM008	KentT1	Discount/Qty Discount		1.0000		-318.04
						G.L. Total				19,377.05
*** End of Report ***										
10/21/2014 1:54 PM										KentHe

## PAYMENT SETTLEMENT

The **Payment Settlement** function allows you to record any required authorization numbers and process the settlement of Credit Card Payments. If a Payment Provider is configured to auto-settle transactions as they are entered, the settlement will be processed when the transaction is entered.

**NOTE: A Payment Provider must be set up for this function to work. If a Payment Provider is not set up, all Credit Card Payments will be settled at the time of the payment receipt and will not show on this screen.**

The Payment Settlement process will use pre configured information to contact online Payment Providers to request the finalization of unsettled payments.

The Payment Providers may be configured to auto-settle transactions as they are entered. When configured this way, the settlement will be processed during transaction entry. These entries will not require additional processing via the Payment Settlement function.

If any of the offline payments fail the transaction processing, the system will continue to process the rest of the offline payments. The status of those payments will be displayed in the "Message" column in the grid view.

**NOTE: The 'Settled' check box and the 'Message' value will be updated based upon the values returned by the online Payment Providers.**

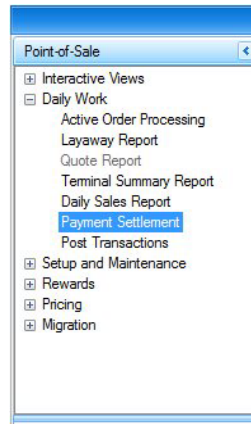
Payments that use a CC type, must have an Authorization Code for it to be cleared in the settlement process. All other payment types will clear without entering a code.

Payments without a code show up as soon as the transaction is entered in POS. If the CC provider has a feature that required an Authorization Code, then users must use the Payment Settlement feature to process payments. If the CC does not, or users are using a manual method, a disconnected model, then the settlement feature within TRAVERSE is not used. If users enter a CC Payment in POS without an Authorization Code, it will still appear in the settlement screen, but when posting it will then be processed.

To run the **Payment Settlement** function, follow these steps:

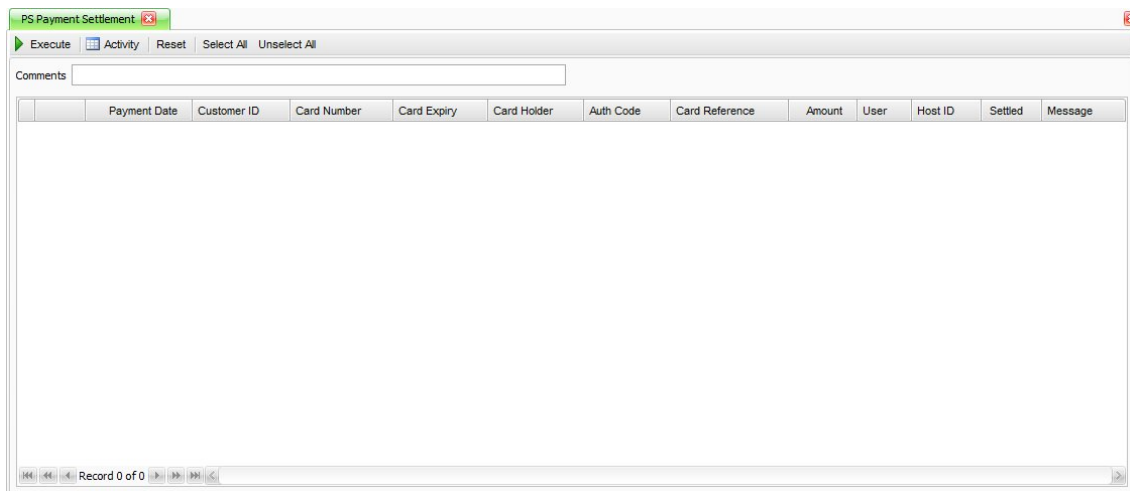
1. Select **Payment Settlement** from the **Daily Work** menu.

## Payment Settlement Menu



2. The **Payment Settlement** screen appears.

## Payment Settlement Screen



3. Enter a Comment in the **Comments** field if required.
4. Payments that require settlement will appear in the list. Select the payment transactions to process by marking the check box. If a payment has already been sent to the payment provider, you cannot clear that check box.



5. Payments approved by the online provider will be marked as **Settled**. The status of the payments will appear in the **Message** column of the grid.

**NOTE: Payments that use a CC type must have an Authorization Code in order to be cleared in the Payment Settlement process. All other payment types will clear without entering a code.**

6. Select a command button:

#### Command Buttons

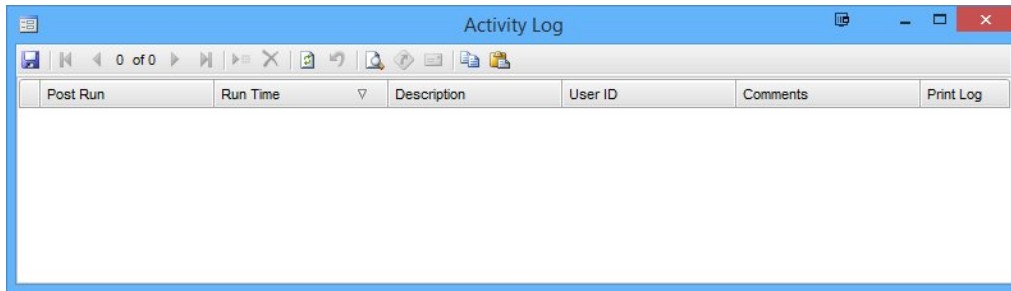
Name	Description
<b>Execute</b>	Execute the settlement process.
<b>Activity</b>	Open the process activity window.
<b>Reset</b>	Set all fields to their default values.
<b>Select All</b>	Select all payments for processing.
<b>Unselect All</b>	Clear the selection of all payments for processing.

#### Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the payment settlement was made.
<b>Description</b>	The payment settlement description.
<b>User ID</b>	The user who performed the settlement.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Print Log</b>	A PDF version of the original log file if you click the ... button.

## Activity Log Screen



## Payment Settlement Log

## POST TRANSACTIONS OVERVIEW

The **Post Transactions** function completes the processing of synchronized Point-of-Sale transactions as well as synchronized and unposted payments. This includes updating entity balances for Customer, Item, Sales Rep, and Bank Accounts; generating secondary transactions such as Commissions, Invoices, and Cash Receipts; updating Sales and Inventory history; and generating GL Journal entries.

Only synchronized transactions and synchronized and unposted payments are available for posting.

Voided transactions and payments are processed by the post; however they do not update entity balances, generate secondary transactions, or update GL. The information for voided entries is copied into history only for audit purposes.

**NOTE: The posting process excludes Quotes and Suspended Transactions since they cannot be “completed” within the posting process.**

**NOTE: Credit Card Payments without an Authorization Number that exceeds the Credit Card Authorization Limit are also not included in the posting process.**

When you post sale transactions on credit, entries are made to these Accounts:

Receivable	Tax Liability	Freight	Sales	Misc
DB	CR	CR	CR	CR

The General Ledger account in the Tax Location record determines the Sales Tax Account. The AR Distribution Codes record determines the other Accounts. The Sales Account is determined by either the IN Item or the Sales Account in the POS Distribution Code.

The costs for each line Item update these accounts:

Costs	
COGS/Debit	Inventory/Credit
DB	CR

The Inventory and COGS Accounts come from the Account Code assigned to the Item, if you are interfaced to Inventory and you selected an Inventory Item. If you selected an SM Description Item, the Inventory and COGS Accounts come from the Accounts set up for that Item. If you entered a miscellaneous Item the Inventory and COGS Accounts are not used.

When you post sale transactions with payments, entries are made to these accounts:

Receivable	Layaway	Coupon	Cash	Rounding
CR	CR	DB	DB	DB CR

When a Customer is selected the Receivables Account comes with the Distribution Code assigned to that Customer. The Payment Method record determines the Cash Account, and the GL Account set up in the Distribution Codes function determines the Discounts, Layaway, Coupon, and Rounding Accounts.

When Layaways are entered and Payments are applied to the Layaway the Layaway account will be posted to.

The source of the Accounts Receivable Account (or whichever Account is credited by entering Cash Receipts into the sale) can vary. If you enter a Customer ID when you enter sale transactions with payment, the associated Distribution code specifies the Accounts Receivable Account. If you do not enter a Customer ID when you enter sale transactions with payments, no Receivables Account is posted to. The credit transactions to offset the Cash debit, are the credits to the Sales and Tax Liability Accounts.

The Rounding Account from the Distribution Code will be used to either debit or credit the amount of the difference between the actual sale and the rounding amount. See Cash Rounding (page 3-11) for more information on rounding.

## POST TRANSACTIONS

Before you post, complete these tasks:

- Complete transaction entry and synchronize transaction order processing).
- Print the Transaction Journal.

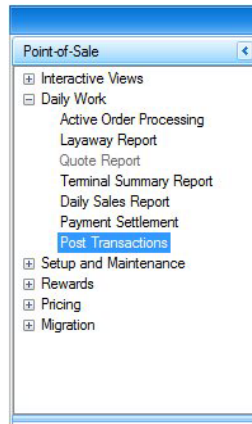
You must print the journal because you cannot reconstruct it after you post transactions.

The information in the **Transaction Journal** comes from the **Transactions** that have been synchronized using the Active Order Processing function (page 7-5) on the menu, or the Synchronize function on the POS Terminal (page 6-35).

To **Post Transactions**, complete the following:

1. Select **Post Transactions** from the **Daily Work** menu.

### Post Transactions Menu



- The **Post Transactions** screen appears.

## Post Transactions Screen

PS Post Transactions

OK Activity Reset Journal

☒ Do the following, then check the box

Print the Transaction Journals

Locations

Location ID	Description
<input checked="" type="checkbox"/>	Default
<input checked="" type="checkbox"/> CA0001	OAKLAND WAREHOUSE
<input checked="" type="checkbox"/> MD0001	BALTIMORE WAREHOUSE
<input checked="" type="checkbox"/> MN0001	MINNEAPOLIS WAREHOUSE
<input checked="" type="checkbox"/> MN0002	MINNEAPOLIS MANUFACTURING
<input checked="" type="checkbox"/> TX0001	DALLAS WAREHOUSE

All None

View

Detail Summary

Comments

- Select the **Location IDs** for which you want to Post Transactions. Use the **All** button to select all Location IDs, or click the **None** button to clear all selections.
- Print the Transaction Journal using the **Journal** command button, then mark the “**Do the following, then check the box**” check box. The Transaction Journal provides a summary of the activity and accounting associated with the completion of existing transactions.
- Any Comments you wish to add should be entered into the **Comments** field.
- Select **Detail** or **Summary** view for the report from the **View** field.



7. Select a command button:

#### Command Buttons

Name	Description
<b>OK</b>	Executes the post.
<b>Reset</b>	Return the value of all fields on the list or report screen to their default values.
<b>Activity</b>	Opens the Activity dialog box to allow you to reprint post logs.
<b>Journal</b>	Generate the Transaction Journal.

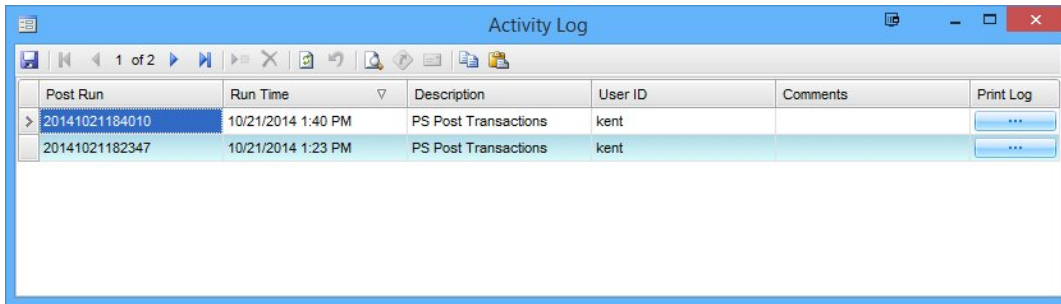
- A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Transactions Log appears.

#### Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the post was made.
<b>Description</b>	The post description.
<b>User ID</b>	The user who performed the post.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Print Log</b>	A PDF version of the original log file if you click the ... button.

## Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
> 20141021184010	10/21/2014 1:40 PM	PS Post Transactions	kent		...
20141021182347	10/21/2014 1:23 PM	PS Post Transactions	kent		...

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.



[illegible]

## Post Transactions Log 1

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Continental Products Unlimited				Page 1
Post Transactions				
Location List	Default,CA0001,MD0001,MN0001,MN0002,TX0001			
Comments				
Currency ID	USD			
Posted to Fiscal Period / Year	12 / 2014			
Total Transactions		31,487.07		
Total Payments		31,487.07		
Total Open Invoices		0.00		

12/15/2014 10:53 AM

OPEN\_SYSTEMS\KentHe

## Post Transactions GL Log

Continental Products Unlimited						Page 2
Post Transactions						
GL Entries						20141215165335
Posted to Fiscal Year	2014					
Fiscal Period	12					
Reference	Description	GL Account	Currency ID	Amount Fgn	Debit	Credit
Alt008	Sale	00-000-4300	USD	1,499.90	1,499.90	
Alt008	Deluxe Furnace System	00-000-5000	USD	9,700.00	9,700.00	
Alt008	Wallpaper - Contemporary	00-000-5000	USD	17.60	17.60	
Alt008	Refrigerator - Black	00-000-5000	USD	239.66	239.66	
Alt008	Deluxe Furnace System	00-000-1230	USD	9,700.00		9,700.00
Alt008	Wallpaper - Contemporary	00-000-1230	USD	17.60		17.60
Alt008	Refrigerator - Black	00-000-1230	USD	239.66		239.66
Alt008	Deluxe Furnace System	00-000-4000	USD	14,999.00		14,999.00
Alt008	Wallpaper - Contemporary	00-000-4000	USD	30.40		30.40
Alt008	Refrigerator - Black	00-000-4000	USD	386.92		386.92
Alt008	Sales Tax / MN	01-000-2020	USD	904.57		904.57
Alt008	T3MN100000001	01-000-1000	USD	5,000.00	5,000.00	
Alt008	T3MN100000001	00-000-1100	USD	9,820.99	9,820.99	
	Deluxe Furnace System	01-000-4000	USD	14,999.00		14,999.00
	Sales Tax / MN	01-000-2020	USD	974.94		974.94
	T3MN100000003	01-000-1000	USD	15,973.94	15,973.94	
	Air Conditioner	00-000-5000	USD	429.95	429.95	
	Water Softener	00-000-5000	USD	127.40	127.40	
	Air Conditioner	00-000-1230	USD	429.95		429.95
	Water Softener	00-000-1230	USD	127.40		127.40
	Air Conditioner	00-000-4000	USD	499.95		499.95
	Water Softener	00-000-4000	USD	149.95		149.95
	Sales Tax / MN	01-000-2020	USD	42.24		42.24
	T3MN100000005	01-000-1000	USD	692.14	692.14	
Total for Fiscal Period 12					43,501.58	43,501.58
Grand Total					43,501.58	43,501.58

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## Post Transactions Payments Log

Continental Products Unlimited						Page 3
Post Transactions						
Posted to Fiscal Year	2014					
Fiscal Period	12					
Bank Account ID	Pmt Method ID	Type	Currency ID	Amount Fgn	Amount	
FNB001	Cash	Cash	USD	16,666.08	16,666.08	
FNB001	Check	Check	USD	5,000.00	5,000.00	
	Visa	Credit Card	USD	9,820.99	9,820.99	
Grand Total						31,487.07

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\*\*\* End of Report \*\*\*

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## INTERACTIVE VIEWS

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## USING THE INTERACTIVE VIEWS MENU

Use these functions if you need to examine (but not change) an Activity, Terminals, Daily Sales, Performance, and Order History.





The following interactive views functions are available on the Point of Sale Interactive Views menu.







- Activity View
- Terminal View
- Daily Sales View
- Performance View
- Order History View

Using Interactive Views you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph below the table. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

### Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
		Sort the selected column's data in ascending order.
	Sort Ascending	<b>NOTE: You can also accomplish this task by clicking the column heading until  appears.</b>
		Sort the selected column's data in descending order.
	Sort Descending	<b>NOTE: You can also accomplish this task by clicking the column heading until  appears.</b>

	<b>Clear Sorting</b>	Remove all sorting options and revert to the default view.  Group the identical entries from this column into a single group.
	<b>Group By This Column</b>	<p><b>NOTE: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.</b></p>
	<b>Column Chooser</b>	<p>Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen.</p> <p><b>NOTE: You can also remove a column from the form by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an X.</b></p>
	<b>Best Fit</b>	Adjust the selected column to resize the column for the best view of that column's data.
	<b>Clear Filter</b>	Remove all filter options and revert to the default view.
	<b>Filter Editor</b>	See "Filtering Across All Columns" in the General Information guide for more information.
	<b>Best Fit (all columns)</b>	Adjust all columns to resize for the best view all of the data at once.

### Filtering by an Individual Column

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the drop down menu.

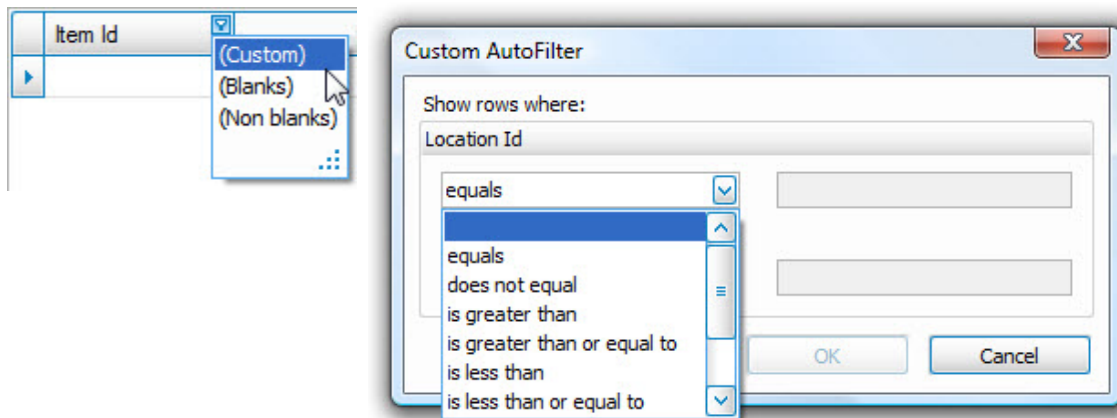
<b>Select</b>	<b>To</b> Enter criteria for filtering the selected column.
<b>(Custom)</b>	<p><b>NOTE: View the following paragraph for additional information.</b></p>
<b>(Blanks)</b>	Display only entries with blank information in the selected column.



**(Non blanks)** Display only entries with information in the selected column.

From the drop down menu, you can also select from the entries in the selected column to group the column by the selected entry.

If you select **(Custom)**, the Custom AutoFilter function appears. Select up to two filtering criteria for the selected column from the drop down menus, then enter a string of text or numbers to complete the condition and click **OK**.

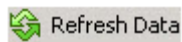


### Sorting and Filtering Pivot Chart Data

Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:

Select

To



Refresh Data

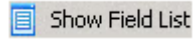
Refresh the data in the tables.

Hide

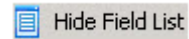
Remove the selected criterion from the table.

Order

Move the selected criterion to the beginning, left, right, or end of the list of criteria.

**Select****To**

Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.



Close the PivotGrid Field List.

.....  
**NOTE: Note: See instructions in the “Filtering Across All Columns” section for more information on filtering.**  
.....

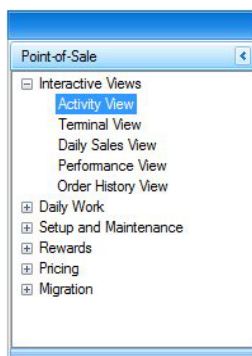
## ACTIVITY VIEW

The **Activity View** provides details on current transactions for “Sales by XXX” type analysis for transaction metrics such as Employee, Sales Rep, Terminal, Item ID, etc.

To use the **Activity View**, follow these steps:

1. Select **Activity View** from the **Interactive Views** menu.

### Activity View Menu



2. The **Activity View** screen appears.

### Activity View Screen

PS Activity View

0 of 0

Export

Views

Apply Filter

And

Status

Unit

Sales Rep

Amount

Drop Column Fields Here

Terminal	Description	Type	Transactio...	Line Type	Amount Total	
T1	Deluxe Furna...	Invoice	10/20/2014	Line Item	14,999.00	
	Payment	Invoice	10/20/2014	Payment	-19,377.05	
	Qty Discount	Invoice	10/20/2014	Discount	-318.04	
	Slide by Wind...	Invoice	10/20/2014	Line Item	2,120.25	
	Slide by Wind...	Invoice	10/20/2014	Line Item	1,393.20	
	Tax	Invoice	10/20/2014	Tax	1,182.64	
T1 Total					0.00	
T2	Deluxe Air Co...	Layaway	10/21/2014	Line Item	14,999.00	
	Deluxe Furna...	Layaway	10/21/2014	Line Item	14,999.00	
	Payment	Layaway	10/21/2014	Payment	-10,000.00	
	Sump Pump	Layaway	10/21/2014	Line Item	57.50	
	Tax	Layaway	10/21/2014	Tax	1,982.85	
	Water Heater	Layaway	10/21/2014	Line Item	299.95	
	Water Softener	Layaway	10/21/2014	Line Item	149.95	
T2 Total					22,488.25	
T3	Automobile A...	Invoice	12/17/2014	Line Item	19.99	
			12/19/2014	Line Item	19.99	
		Invoice			39.98	
		Quote	12/17/2014	Line Item	19.99	
	Automobile Adaptor Total					59.97
	Battery Pack ...	Quote	12/17/2014	Line Item	129.99	
	Computer Mu...	Invoice	12/18/2014	Line Item	450.00	
Delivery	Invoice	12/17/2014	Freight	15.00		

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Activity View.

**NOTE:** Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

## TERMINAL VIEW

The **Terminal View** shows Counts and Totals for each Terminal. The view provides pivot style roll-up of values to enable totaling by Terminal, Shift and Day.

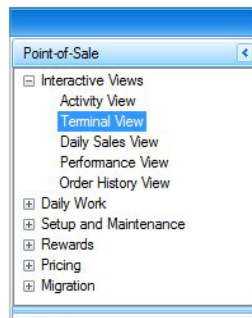
The values available include information from the processed payments and net counts.

Values from Voided or Suspended Payments are not included in the generated dataset. The “Net” counts are calculated as the net change in Counts between the Opening and most recent Counts for each Terminal.

To use the **Terminal View**, follow these steps:

1. Select **Terminal View** from the **Interactive Views** menu.

### Terminal View Menu



2. The **Terminal View** screen appears.

## Terminal View Screen

PS Terminal View

Apply Filter

And

Currency ID Date

Net Counts Payments Variance Drop Column Fields Here

Terminal	Type	Payment ...	Net Counts	Payments	Variance
T1	Counts	Cash	-100.00	0.00	-100.00
	Payments	Cash	0.00	15,973.94	-15,973.94
		Check	0.00	3,403.11	-3,403.11
	Payments		0.00	19,377.05	-19,377.05
T1 Total			-100.00	19,377.05	-19,477.05
T2	Counts	Cash	-100.00	0.00	-100.00
T3	Counts	Cash	0.00	0.00	0.00
	Payments	Cash	0.00	-1,555.88	1,555.88
		Visa	0.00	3,191.05	-3,191.05
	Payments		0.00	1,635.17	-1,635.17
T3 Total			0.00	1,635.17	-1,635.17
Grand Total			-200.00	21,012.22	-21,212.22

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Terminal View.

**NOTE:** Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

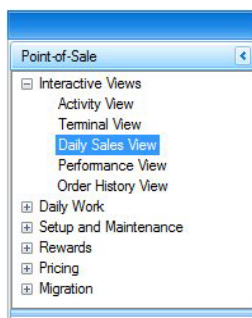
## DAILY SALES VIEW

Use the **Daily Sales View** function to view current Point-of-Sale Transactions and Payments. Values from Quote, Layaway, Suspended, or Voided transactions are not included in this view.

To use **Daily Sales View**, follow these steps:

1. Select **Daily Sales View** from the **Interactive Views** menu.

### Daily Sales View Menu



2. The **Daily Sales View** screen appears.

## Daily Sales View Screen

PS Daily Sales View

1 of 33

Apply Filter

And

Drag a column header here to group by that column

Trans No	Transaction ...	Date	Bill To...	Sold T...	User N...	Termi...	Item...	Locatio...	Description	Sales Re...	Ext Pr...	Quan...	Unit
T1MN100000...	Invoice	10/20/2...			Kent	T1			Tax	GJL	974.94	1.0000	
T1MN100000...	Invoice	10/20/2...			Kent	T1	200150	MN0001	Deluxe Furnace Syst...	GJL	14,999.00	1.0000	EA
T1MN100000...	Invoice	10/20/2...	Alt008	Alt008	Kent	T1	450	MN0001	Slide by Window 24" ...	GJL	2,120.25	5.0000	EA
T1MN100000...	Invoice	10/20/2...	Alt008	Alt008	Kent	T1			Qty Discount	GJL	-318.04	1.0000	
T1MN100000...	Invoice	10/20/2...	Alt008	Alt008	Kent	T1			Tax	GJL	207.70	1.0000	
T1MN100000...	Invoice	10/20/2...	Alt008	Alt008	Kent	T1	460	MN0001	Slide by Window 30" ...	GJL	1,393.20	3.0000	EA
T3MN100000...	Invoice	12/15/2...			TermUser	T3	200100	MN0001	Furnace	JSK	449.95	1.0000	EA
T3MN100000...	Invoice	12/15/2...			TermUser	T3			Tax	JSK	29.44	1.0000	
T3MN100000...	Invoice	12/15/2...			TermUser	T3	800001	MN0001	Wallpaper - Contemp...	JSK	3.04	1.0000	ROLL
T3MN100000...	Invoice	12/17/2...			TermUser	T3			Delivery	JSK	15.00	1.0000	
T3MN100000...	Invoice	12/17/2...			TermUser	T3	100	MN0001	Electrical Package	JSK	528.54	1.0000	PKG
T3MN100000...	Invoice	12/17/2...			TermUser	T3	150	MN0001	Plumbing Package	JSK	1,463.76	1.0000	PKG
T3MN100000...	Invoice	12/17/2...			TermUser	T3			Tax	JSK	129.50	1.0000	
T3MN100000...	Return	12/17/2...	Alt008	Alt008	TermUser	T3			Qty Discount	JSK	318.04	1.0000	EA
T3MN100000...	Return	12/17/2...	Alt008	Alt008	TermUser	T3	450	MN0001	Slide by Window 24" ...	JSK	-2,120.25	5.0000	EA
T3MN100000...	Return	12/17/2...	Alt008	Alt008	TermUser	T3			Tax	JSK	-207.70	1.0000	
T3MN100000...	Return	12/17/2...	Alt008	Alt008	TermUser	T3	460	MN0001	Slide by Window 30" ...	JSK	-1,393.20	3.0000	EA
T3MN100000...	Invoice	12/17/2...	Axi040	Axi040	TermUser	T3	MON103	MN0001	Flat-Panel Widescree...	JSK	507.10	1.0000	EA
T3MN100000...	Invoice	12/17/2...	Axi040	Axi040	TermUser	T3	ACC012	MN0001	Automobile Adaptor	JSK	19.99	1.0000	EA
T3MN100000...	Invoice	12/17/2...	Axi040	Axi040	TermUser	T3			Tax	JSK	30.36	1.0000	
T3MN100000...	Invoice	12/17/2...	Axi040	Axi040	TermUser	T3	MEM036	MN0001	microSD Memory Card	JSK	24.95	1.0000	EA
T3MN100000...	Invoice	12/18/2...			TermUser	T3	SPK100	MN0001	Computer MusicMoni...	JSK	450.00	1.0000	EA
T3MN100000...	Invoice	12/18/2...			TermUser	T3			Tax	JSK	35.10	1.0000	
T3MN100000...	Invoice	12/18/2...			TermUser	T3	VGA100	MN0001	Quantum Gaming Vid...	JSK	89.95	1.0000	EA
T3MN100000...	Invoice	12/18/2...			TermUser	T3			Tax	JSK	29.25	1.0000	

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Daily Sales View.

**NOTE:** Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.



## PERFORMANCE VIEW

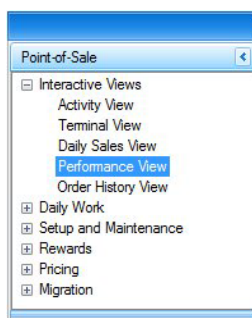
The **Performance View** provides a specialized representation of historical transactions to simplify profit analysis. The content includes information from Point of Sale History.

Values from Voided transactions are not included in this view.

To use the **Performance View**, follow these steps:

1. Select **Performance View** from the **Interactive Views** menu.

### Performance View Menu



2. The **Performance View** screen appears.

## Performance View Screen

PS Performance View

Apply Filter

And

Drop Filter Fields Here

Price Cost

Drop Column Fields Here

Terminal	User ID	Currency ID	Sold To ID	Transaction	Invoice Nu...	Invoice M...	Grand Total	
							Price	Cost
T1	Kent	USD		Invoice	T1MN100000...	10	1,042.10	722.99
T2	Kenthe	USD	Pol014	Invoice	T2MN100000...	10	6,468.98	2,324.61
T3	TermUser	USD		Invoice	T3MN100000...	12	15,973.94	0.00
				Invoice	T3MN100000...	12	692.14	557.35
				Invoice			16,666.08	557.35
			Alt008	Invoice	T3MN100000...	12	319.45	227.53
				Layaway	T3MN100000...	10	14,820.99	9,957.26
			Alt008 Total				15,140.44	10,184.79
			USD Total				31,806.52	10,742.14
Grand Total							39,317.60	13,789.74

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Performance View.

**NOTE:** Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

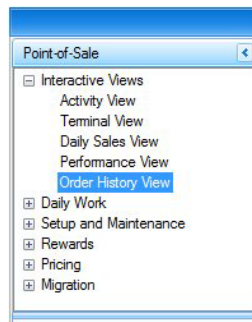
## ORDER HISTORY VIEW

Use the **Order History View** function to view Point-of-Sale transaction and payment history. The Order History View includes values from Voided transactions.

To use the **Order History View**, follow these steps:

1. Select **Order History View** from the **Interactive Views** menu.

### Order History View Menu



2. The **Order History View** screen appears.

## Order History View Screen

Invoice ...	Transacti...	Date	Custo...	Sold ...	Payme...	User ...	Void...	Te...	It...	Locat...	A...	Description	Sales ...	Ext...	Qu...	U...
T1MN1000...	Invoice	10/20...				Kent		T1	100	MN0001	528.54	Electrical Package	GJL	343.55	1.0000	PKG
T1MN1000...	Invoice	10/20...				Kent		T1		MN0001	63.61	Tax	GJL		1.0000	
T1MN1000...	Invoice	10/20...				Kent		T1	2001...	MN0001	449.95	Furnace	GJL	379.44	1.0000	EA
T2MN1000...	Invoice	10/21...	Pol014	Pol014		Kenthe		T2	300	MN0001	342.54	Interior Door	GJL	132.06	6.0000	EA
T2MN1000...	Invoice	10/21...	Pol014	Pol014		Kenthe		T2	450	MN0001	2,120...	Slide by Window...	GJL	805.70	5.0000	EA
T2MN1000...	Invoice	10/21...	Pol014	Pol014		Kenthe		T2	350	MN0001	1,753...	Entry Door	GJL	680.97	3.0000	EA
T2MN1000...	Invoice	10/21...	Pol014	Pol014		Kenthe		T2		MN0001	394.82	Tax	GJL		1.0000	
T2MN1000...	Invoice	10/21...	Pol014	Pol014		Kenthe		T2	460	MN0001	1,857...	Slide by Window ...	GJL	705.88	4.0000	EA
T3MN1000...	Layaway	10/21...	Alt008	Alt008		TermUser		T3	2001...	MN0001	14,99...	Deluxe Furnace ...	JSK	9,700...	1.0000	EA
T3MN1000...	Layaway	10/21...	Alt008	Alt008		TermUser		T3	Disc...	MN0001	1,499...	Sale	JSK		1.0000	
T3MN1000...	Layaway	10/21...	Alt008	Alt008		TermUser		T3		MN0001	904.57	Tax	JSK		1.0000	
T3MN1000...	Layaway	10/21...	Alt008	Alt008		TermUser		T3	8000...	MN0001	30.40	Wallpaper - Cont...	JSK	17.60	10.0000	ROLL
T3MN1000...	Layaway	10/21...	Alt008	Alt008		TermUser		T3	900	MN0001	386.92	Refrigerator - Bl...	JSK	239.66	1.0000	EA
T3MN1000...	Invoice	12/11...				TermUser		T3	2001...	MN0001	14,99...	Deluxe Furnace ...	JSK		1.0000	EA
T3MN1000...	Invoice	12/11...				TermUser		T3		MN0001	974.94	Tax	JSK		1.0000	
T3MN1000...	Invoice	12/11...	Alt008	Alt008		TermUser		T3		MN0001	19.50	Tax	JSK		1.0000	
T3MN1000...	Invoice	12/11...	Alt008	Alt008		TermUser		T3	2002...	MN0001	299.95	Water Heater	JSK	227.53	1.0000	EA
T3MN1000...	Invoice	12/15...				TermUser		T3	2003...	MN0001	499.95	Air Conditioner	JSK	429.95	1.0000	EA
T3MN1000...	Invoice	12/15...				TermUser		T3		MN0001	42.24	Tax	JSK		1.0000	
T3MN1000...	Invoice	12/15...				TermUser		T3	2004...	MN0001	149.95	Water Softener	JSK	127.40	1.0000	EA
T1MN1000...	Payment	10/20...			Cash	Kent		T1		MN0001	1,042...			0.00		
T2MN1000...	Payment	10/21...	Pol014		Check	Kenthe		T2		MN0001	6,468...			0.00		
T3MN1000...	Payment	10/21...	Alt008		Check	TermUser		T3		MN0001	5,000...			0.00		
T3MN1000...	Payment	10/21...	Alt008		Credit Card	TermUser		T3		MN0001	9,820...			0.00		
T3MN1000...	Payment	12/11...			Cash	TermUser		T3		MN0001	15,97...			0.00		
T3MN1000...	Payment	12/15...			Cash	TermUser		T3		MN0001	602.44			0.00		

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the **Using the Interactive Views** for more details on using the Order History View.

**NOTE:** Refer to the **How to Use Grids** Section in the **General Information** guide for more details on how to add or take away columns from the grid screen.

# GLOSSARY

## G

### account

A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

### accounting period

A period of time in accounting, used to provide distinct units of time you can work with. For example; you might want a report to include transactions done in a particular accounting period.

### activity

The changes in account balances resulting from transactions (sales, purchases, payments of wages, adjustments, and other journal entries) between the business and one or more outside parties.

### aging

The process of classifying accounts payable into time periods determined by the number of days elapsed since the due date.

### application

A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice, for example, Accounts Payable, Accounts Receivable, or Payroll.

### back up

To make a copy of data for archival purposes.

### balance

- (1) The difference between the total debit entries and the total credit entries for an account.
- (2) The total amount owed by a Customer or owed to a Vendor.

**balance sheet**

A standard financial statement that summarizes the financial status of a business at a particular time, according to the fundamental accounting equation  $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$ .

**base currency**

In TRAVERSE, the currency selected in the System Manager Company Setup Company Information function as the base currency. While TRAVERSE stores both base and foreign currencies, all other currencies are converted to base currency.

**closing counts**

Closing counts finalizes the activity for the terminal by verifying that the value of the closing counts is equal to the net value of the opening counts together with all processed payments.

**company**

In TRAVERSE, a business record associated with its own database files, tables, and menu of applications.

**conversion**

The process of updating existing data, programs, or applications to the current version. See also **installation**.

**discount**

An amount subtracted from the full amount of a Customer invoice in return for prompt payment.

**distribution code**

A code that indicates how amounts are to be distributed among general ledger accounts.

**field**

(1) A region on the screen that accepts input from the user. (2) One element of a record in a table.

**function**

A menu item that leads to a full screen. Most functions have a corresponding program.

**general ledger**

A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

**income statement**

A standard financial statement that shows revenues, expenses, gains, and losses for an accounting period.

**installation**

The process of adding an application to an existing system. See also **conversion**.

**interface**

To join to another application for the purpose of having information entered in one application update information in another application.

**journal**

A chronological record of transactions.

**journal entries**

Transactions recorded in a journal.

**layaway**

A purchasing method that allows a consumer to put a product on hold by placing a deposit on the item.

**menu**

A list of applications, functions, options, or other menus.

**miscellaneous credit**

A transaction that nullifies a sale, resulting from a return or an adjustment to the sales transaction. Miscellaneous credits reduce the total amount of Accounts Receivable from Customers.

**open counts**

Initialize the tenders in the register when first opening the register. Recording the counts of denominations of tenders in the cash drawer.

**point-of-sale (POS)**

System that uses a computer terminal located at the point of sales transaction so that the data can be captured immediately by the computer system.

**POS terminal ID**

A terminal ID can represent an individual piece of hardware, such as a cash box, or a particular mobile terminal or register.

**post**

To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

**program**

A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu.

**prox terms**

Terms of a business arrangement which specify that the payment's invoice date is based on days from the beginning of the next month. See also **regular terms**.

**purge**

To remove from the system.

**record**

A unit of information that has other pieces of information assigned to it.

**regular terms**

Terms of a business arrangement which specify that the payment's due date is based on days from the invoice date. See also **prox terms**.

**restore**

To bring information back to its original place and condition.



**statements**

The standard financial statements (such as the balance sheet and the income statement) you produce at the end of each accounting period, which detail the company's financial performance. You can also produce the Ratio Analysis and other reports (such as sales reports).

**table**

(1) A grid that holds records and is visible. (2) An object that stores data.

**tender**

Cash denominations or payment options accepted and/or tracked at the POS terminal.

