

Experience a new world of interaction

NCR Counterpoint

Course 305 Counterpoint Fundamentals





Here is some logistical information about this training class:

CLASS HOURS	Class starts promptly at 8:00 am and runs until 5:00 pm each day.
BREAKS	Normally, there is at 15-minute break during the morning and afternoon.
LUNCH	The instructor will stop class for approximately one hour to allow participants to enjoy their lunch. There are several restaurants within walking distance of the Memphis training facility.
PHONES	Please turn off your cell phone while in class. You can handle calls and text messages while on breaks and at lunch.

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REV: 091916

NCR COUNTERPOINT FUNDAMENTALS 8.5

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	For Your Information Overview of class format, training materials, and the training facility.			
Section 1.	Overview Shows how to start NCR Counterpoint, and presents various main menus, toolbar buttons, filters, lookups, table views, zooms, and other standard functions available throughout the software.			
Section 2.	Point of Sale Processing Covers the cycle of a drawer, entering and posting tickets, orders, and layaways, selling and redeeming gift cards, gift registries, and other point of sale activities. Includes both "regular" ticket entry and Touchscreen ticket entry.			
Section 3.	Defining Items How to define an item, including barcodes, inventory quantities, and pricing.			
Section 4.	Defining Customers How to define a customer, including shipping addresses.			
Section 5.	Inventory Processing Describes the typical use of transaction processing functions in the software, and covers inventory adjustments, performing a physical count, and transferring merchandise between locations; includes printing item labels.			
Section 6.	Purchasing and Receiving Describes how to define vendors, and the items you purchase from each vendor. Shows how to print the Purchasing Advice Report, enter purchase orders, methods for receiving merchandise, and processing Returns to Vendor.			
Section 7.	Receivables Shows how to enter and process cash receipts, finance charges, customer adjustments, print statements and perform maintenance to open A/R documents.			
	Reports, Journals, & History (Reports Manual) Describes intended purpose and options for reports, journals, and history and shows example of each.			
Section 8.	Glossary Glossary of terms related to Windows, SQL databases, and NCR Counterpoint.			
Appendix 1.	Profile Worksheet Planning worksheets for profiles, attributes, and miscellaneous charges.			
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Section 1: Overview	After completing the readings and exercises in this section, you be able to:				
	 Start and log in to NCR Counterpoint 				
	 Navigate the Counterpoint menu 				
	 Use filters, lookups, table views, and zooms 				
	 Produce regular reports and Quick Reports 				
	 Enter dates 				
	 Work with Message Center 				
	 Access online help 				
	 Work with Timecards 				

GENERAL INFORMATION

- NCR Counterpoint Enterprise Edition
- Runs under Windows Server 2012 R2 (64-bit) Windows Server 2008 (32-bit or 64-bit) Windows 10 (64-bit) Windows 8.1 (64-bit) Windows 7 (32-bit or 64-bit) Windows Embedded POSReady 2009 (POS workstations only)
- LAN (Local Area Network) or WAN (Wide Area Network) capabilities
- Microsoft SQL database, using SQL Server 2012 Express (SSE) SQL Server 2008 R2 Express MSSQL 2012 or 2008 R2
- Supports Windows printers for all report printing
- Reports and forms are Crystal Reports format (Version 10)
- Labels produced using NiceLabel Pro (third-party software)
- Multi-Site operations using DataXtend Replication Engine (third-party software)
- Export Accounting Interfaces require SQL Server 2000 Data Transformation Services (DTS) runtime
- Server 2 GHz Pentium 4 or better, 4 GB RAM
- Workstation 1.3 Celeron M or 1.6 Pentium M, 2 GB RAM

Module	Functionality			
Point of Sale	Sales, returns, validated returns, orders, backorders, special orders, layaways, holds, quotes, store credits, gift cards, multi-currency support, EBT food stamps, stored value cards, tracking numbers, cash drops, cash loans, and CMP credit card processing (RBS Lynk through NCR Payment Services)			
Inventory	Items, 3-dimensional gridded items, tag-along kits, barcodes, 3 price levels, margin-driven pricing, special, promotional, and contract pricing, mix-and-match pricing, price sheet, average cost by location, adjustments, physical count, transfers, transfer advice, merge items, and labels Alternate units supported in all transactions that move inventory			
Customers	Cash customers, multiple ship-to addresses Loyalty programs and merge customer utility			
Purchasing	Vendors, vendor item costs, purchasing advice report – Maximum, Replenishment, or Days of Supply, Forecast-driven replenishment, purchase orders (including allocated POs), receivings, adjustments, and Returns to Vendor			
Sales History	Complete sales transaction history (including reprinting of journals), ticket history, management history, commissions, and sales analysis reports Dashboard interface for viewing Sales History data Purge utility for ticket history and credit card settlement history			
Ecommerce	Integration with NCR Retail Online for publishing item catalog and accepting orders from merchant's NCR Retail Online website			
Timecards	Track employee time worked			
System	Multi-company, multi-user, messaging, gift card and store credit maintenance Interface distributions to G/L and voucher receivings to A/P Database utilities - data verify, data import and export, and data migration WAN operation is supported through the use of Workgroups and Client-specific registry keys			
Setup	Configuration and setup functions for all modules Change field names on windows, add picture masks, constraints, and change text of messages			
Reports	 Pre-defined reports in Crystal Reports (V 10) format, and Crystal runtime to print them Customizable with Crystal Reports (purchased separately) Send reports via e-mail Save report parameters (public or private) Quick Reports from lookups allow simple changes without requiring Crystal Reports (portrait or landscape orientation) 			

NCR COUNTERPOINT OPTIONAL MODULES

Option	Additional Functionality
Advanced Pricing	6-level pricing Location-specific pricing Price by cell (single-cell line items) Location-cell-specific pricing (single-cell line items) Pricing location Custom stored procedures for price rules
Credit Cards	Electronic draft capture/settlement using First Data North, First Data South, TSYS, or Paymentech and Canadian Debit card support
Data Interchange (no charge)	Import and Export utilities for data migration
Gift Registry	Create and manage gift registries for your customers
Hub (no charge)	Required on primary server for Multi-Site operation
Kits/Bills of Material (no charge)	Assemble other items, in advance to produce a sellable item, or bundle items at the time of sale for a single price (miscellaneous kit)
Multi-Site (no charge)	Required at Hub and each remote store for Multi-site operation and synchronize multiple copies of company database on multiple SQL servers
Offline Ticket Entry	Allows users to continue ringing up sales and taking orders in offline mode when workstations cannot connect to the database server. Data synchronization via NCR CPServices.
Receivables	A/R charge customers, process cash receipts, reverse a cash receipt transaction, finance charges, aging report, print statements, send statements via e-mail, customer adjustments, and pay-on-account transactions in Point of Sale
Serial Numbers	Serialized items (sometimes or always), serial cost (always serialized items only), historical transaction detail for each serial number

Starting NCR Counterpoint



Double-click the desktop icon

Or

Click **Start** and then click

All Programs 🕒

Locate the NCR Counterpoint folder, and then click NCR Counterpoint .



Selecting a Company

The NCR Counterpoint splash screen appears.

The **Select a Company** screen then appears if you have more than one Counterpoint database. Select the company name from the drop-down list.

(If you installed the training data, you can select **Camptown Golf Training.**)

Click _____ when completed.



CounterPoint SQL Enterprise

Connecting to database CampGolfTraining...

A message appears as the database connection is made.

Logging into NCR Counterpoint

The NCR Counterpoint Login appears.

Enter the Counterpoint User ID that you want to use, and enter the user's password. The user's normal workgroup ID automatically appears.

(If you selected Camptown Golf Training, enter MGR as the User ID and 1 as the Workgroup ID. Passwords are disabled in the Camptown Golf Training database and do not need to be entered.)

If no users have been defined yet, you can enter any User ID (you will not be asked for a Password or Workgroup ID).

The next time you start NCR Counterpoint for this company on the same computer, the last User and Workgroup that was entered will automatically appear.

Click ____

Login - Camptown Golf Training				<u>? ×</u>	
This software is not registered					
Er	nter your user	ID and passw	ord for this con	npany	
User ID MGR					
	<u>P</u> assword	d 🗌			
	<u>W</u> orkgroup IE) 1		Ţ	
ु 🔯	<u>0</u> K	<u>C</u> ancel	Company	Help	

You ca	an click 🗕	Co <u>m</u> pany	to switch to a different company.
Click	<u>0</u> K	when c	ompleted

If your company has been configured to use Timecards, you may be prompted to clock-in when starting Counterpoint.

when completed.



When working with Counterpoint, you will encounter four major areas: Configuration, Database Maintenance, Transactions, and Reports. Let's take a closer look at each.

Configuration: use to
configure how your
company will function.
For example, User
Preferences allows you
to select which menu
style will be used by a
user. Configuration
selections generally
appear under the Setup
section.

🔯 User Preferences	<u>- </u>
🖸 🗄 🕂 🗙 🛍 📖 🔍 🕨 🖉 🦉 · 🔯 ·	
User MGR	
Main User Interface Message	
Home action Touchscreen Ticket Entry	
Open home action at startup 🕅	
M <u>a</u> in menu style Explorer (dual panel)	
Button Style	
Round corners V	
I ext position Bottom	
100x100 pixels Font "Arial", 8, [Bold], [clWindowText]	
	>>

Database Maintenance: use to add, edit or delete master data records.

Item num <u>b</u> er	1	I 🕨 🔑 😿 🗋	Item type	
Copy from item number			Tracking method Normal	
Description Ac	lams SC Driver, RH			
Main Description Uni	ts Grid Barcodes Profiles Se	erialized Other Substitute Items	1	
P <u>r</u> ice-1	399.99	Quantity on hand	10	
<u>R</u> egular price	399.99	Quantity available	11	
Last cost	159.9960	Stoc <u>k</u> ing unit	EACH	
Discountable	v			
Taxable	v	<u>S</u> tatus	Active	
Tax category	\sim	<u>S</u> tatus date	2/ 2/2000 🔻	
<u>C</u> ategory	GOLF 🔎	Label code		
Sub-category	CLUBS	<u>M</u> ix-and-Match code		
A <u>c</u> count code	1			
<u>B</u> arcode	1	Auto-Assign		
Pri <u>m</u> ary vendor	ADAMS 🔎 📿 Adams G	iolf		
Vend <u>o</u> r's item #				
				>>
Inventory Prices Ve	ndor Items			

MAJOR AREAS IN NCR COUNTERPOINT

Transactions: use to record business events.

A transaction usually adjusts inventory or a balance for a customer. For example, selling an item to a customer is a transaction.

The menu selections for transactions usually include **Enter**, **Edit List** and **Post**.

🔯 Purchase Request:	s Enter - Batch:MGR
😫 🗄 🕇	🗙 📰 🔺 🕨 🔑 🔏 🗋 🖨 · 🔁 · 🔯 ·
Purchase reguest #	100021 Auto-assign Location MAIN
Vendor number	DUNLOP 2 Dunlop Order date 7/30/2008 Copy P0
	∐se consolidated lines for All item types
Vendor Ship-to Order	r Lines Misc charges
Vendor num <u>b</u> er	DUNLOP Dunlop Next>
Na <u>m</u> e	Dunlop
Salutation	
Last na <u>m</u> e	
Address <u>1</u>	Dunlop Maxili Sports
Add <u>r</u> ess 2	728 N. Pleasantburg Drive
Address <u>3</u>	
	Greenville State SC
<u>Z</u> ip code	29602 Country
Phone	(800) 476-5400 Contact 1 Dunlop Maxfli Sports Corporation
Fa <u>x</u>	Contact 2
	<u>>></u>

Reports: allows you to ask for specific information from the database and shows it in a predefined layout.

For example, you can use a report to find out the value of your inventory for a specific category of merchandise.

🔯 Valuation Report	<u> </u>
Report Detail	
Orger by Item number	
Parameters Item Inventory/Price	
number detail Print serial number detail	
	>>
E-mail Preview Print Options >> Close	<u>H</u> elp

Several menu styles are available within Counterpoint: Explorer, Tree, Standard and Button. To change the menu style, go to **Setup > System > User Preferences**. Let's take a look at the different menu options.

Explorer (Dual Pane) Menu Style



Title Bar Shows the company name of the database you are using

Menu Bar File Activate an open window, or exit Counterpoint

Help Access online help or About CounterPoint SQL

Toolbar (keyboard shortcut)



- *Menu* Shows all available menu selections, with the active one highlighted
- *Status Bar* Shows the workgroup and user currently logged into Counterpoint and the menu code for the current user

Tree (Single Pane) Menu Style

🔯 Camptown Golf Training - CounterPoint SQL Enterprise	
∫ <u>F</u> ile <u>H</u> elp	
Exit Window List Home Execute Help	
 Point of Sale Ticket Entry Touchscreen Edit List Post Gift Registries Drawers Batch Processing Credit Cards Tracking numbers Reports Views Inventory Customers Sales History Ecommerce Timecards Data Interchange System Setup 	
1/M	GR Menu: (default) //

Standard Menu Style

🏘 Can	nptown Golf Training -	CounterPoint SQL Ente	erprise				
<u> </u>	Point of Sale Inventory	<u>C</u> ustomers <u>P</u> urchasing	S <u>a</u> les History	<u>E</u> commerce	<u>T</u> imecards	<u>D</u> ata Interchange	Syst
1	🗖 Tickets	🕨 🛄 Ticket Entry	0				
	🛅 Gift Registries	Touchscreen	Help				
	🗀 Drawers	🕨 📄 Edit List			1/MGR	Menu: (default)	
	🛅 Batch Processing	🕨 🛄 Post				,	
	🛅 Credit Cards	•					
	📁 Tracking numbers	•					
	🛅 Reports	•					
	🗀 Views	▶ _					

Button Menu Style

Button size and appearance is user-configurable.



TOOLBARS

For each user, you can select the toolbar scheme to use on maintenance windows: Simple, Default or V7.

To change the toolbar scheme for a user, go to **Setup >System > User Preferences**.

Simple Toolbar



Default Toolbar



V7 Toolbar

Item number	ADM-SCD		Auto-assi	97		Item type	Inventory	2
py from item number			26			Tracking method	Normal	2
Desgription	Adams SC Driver,	BH						
ain Description U	Jnits Grid B	arcodes Profile:	Serialized Other	Substitute Items	1			
Price	1 399.99			Quantity on hand	10			
Begular pric	e 399.99		(luanitiy available	11			
Last co	et 159.9960			Stocking unit	EACH	B		
Discountab I axab				<u>S</u> tatus	Active			
Tay catego	cy 🗌	2		Status date	2/ 2/2000	•		
Catego	GOLF	P		Label code		P		
Sub-catego	ry CLUBS	P	Mix	and-Match code		PQ		
Agcount cod	je 1	2		19920911710087		No. of Street		
Barcoo	je 1		Auto-Assign					
Primary vend	or ADAMS	PC Ad	ams Golf					
Vendgr's item	#							
Vext (F1) Pres	(Ctrl+F1) De	lete (F3) No	tes (F5) LookUp (I	=10)	16	Special •		
Inventory (F7) Ven	d Items (F4) Pri	ces (F11)		215				

Toolbar Buttons (keyboard shortcuts)

E	Cancel	(Esc) Cancel changes and redisplay original data
	Save	(Curls) Save changes
+	New	(Ctrl+Ins) Add a new record to the table
×	Delete	(Ctrl+Del) Delete the currently displayed record
	Copy from	(Shift+Ctrl+C) Copy new record from an existing one
0	Enable Protected Changes	(Shift+Ctrl+P) Allow change to protected field, if authorized
	Table view	(Ctrl+Alt+R) View and modify records in a spreadsheet-style
◀	Prior	(PgUp) Display the previous record
	Next	(PgDn) Display the next record
\mathbf{P}	LookUp	(Ctrl+L) Look through all records in a table
2	Set filter	(Ctrl+T) Display records that match filter set by user (Red X means filter is not active, Green \Box = active)
	Notes	(Ctrl+N) Display notes. Displays with writing if notes exist
\$5.99	Labels	Print item labels
3 ·	Print	(Ctrl+P) Either print a screenshot or a report listing of the current record
P -	Help	(F1) Get help on the active Counterpoint window (Shift+F1) Get help on the selected field

Adding a button to the toolbar

Right-click the title bar of the window and select Customize toolbars .	Image: Strategy Image: Strategy Image: Strategy Image: Strategy Image: Strate
Click <u>Customize</u> from the Toolbar editor	Ipventory Broce Vendor items Image: Scheme: Simple Image: Scheme: Simple Form No custom layout Image: Description of the scheme is
On the Commands tab, select the cates and specific button to add.	Gory Customize Commands Options Categories: Commands: File Edit Data Help MainManu Print Bookmarks Indexes Status Bar ItemForms Custom

🍇 Items

Close

Drag and drop the button to the desired location on the toolbar.



Close the **Customize** window and then close the **Toolbar editor**. When asked, answer **Yes** to save the changes. The new button will now appear on the toolbar.

Deleting a button on the toolbar

To **remove** a button from the toolbar, choose to Customize the toolbar. Right-click the button and select **Delete**. Save the changes.

- Hosted at <u>www.ncrcounterpointhelp.com</u>
- Requires Internet connection
- Configure firewall to allow outbound traffic via port 80
- Install Counterpoint help locally by
 - accessing Software Documentation page on Counterpoint user portal or partner portal
 - downloading NCR Counterpoint V8.5 Online Help file
 - copying V85_CounterpointHelp.zip to the Counterpoint installation directory on your server or workstation (e.g., C:\Program Files (x86)\ Radiant Systems\Counterpoint\CPSQL.1)
 - right-clicking V85_CounterpointHelp.zip and selecting Extract Here to extract the archive.

Click 😢 on the NCR Counterpoint	Main Menu menu bar	
🔯 Camptown Golf Training - Counter	Point SQL Enterprise	
<u><u> </u></u>		
Contents and Index	ne Exegute Help	
H. C What's This? Shift+F1 H. C What's This? Shift+F1	In	ventory
D Customers	ltems	
Click on the Toolbar.		
🔁 🗏 🕂 🗙 🛅	🗔 🔺 🕨 🔑 📡	📄 👬 🧉 🖓 -
		What's This? Shift+F1
A drop-down menu with various	help selections appears	<u>C</u> ontents and Index
		<u>Help on This Window</u> F1
		About CounterPoint

Accessing Help from the Main Menu and Toolbar

For field-specific help, click with and then click the specific field.

🔯 Items		_ 🗆 🗵
🔁 🗐 🕂 🗙 🗟 🖯		15.99 🍯 · 📢 ·
Item number ADM-SCD Copy from item number Description Adams SC Driver, RH	Auto-assign	Item type Inventory
Main Description Units Grid Barcodes	Profiles Serialized Other Substitute Items	
Price-1 399.99	Quantity on hand 3	0
Regular price 399.99	Quantity available 3	0
Last cost 159.9960	Stoc <u>k</u> ing unit	
Discountable 🔽		
Iaxab	<u>D</u> tatus D	sconanueu
Iaxab Tax catego	<u>a</u> tatus ju	
Tax catego / What's This?	<u>ร</u> เสตะ ก	
Tax catego		
Tax categor Categor Sub-categor Enter or look up	the tax category to assign to the item.	X
Tag catego Catego Sub-catego Agcount core Decount core Decount core Tag category Enter or look up The tax category	the tax category to assign to the item. y you choose determines which tax rules :	apply to the item.
Tag catego Catego Sub-catego Agcount core Decount core Decount core Tag category Enter or look up The tax category	the tax category to assign to the item.	apply to the item.
Tag catego datego Sub-catego Agcount coc Barcoc Use the Tax (Category The tax category The tax category @ Use the Tax (Category) @ Use the Tax (Category)	the tax category to assign to the item. y you choose determines which tax rules :	apply to the item.
Tag catego Catego Sub-catego Agcount coc Barcoc Primary vend	the tax category to assign to the item. y you choose determines which tax rules :	apply to the item.
Tag catego Catego Sub-catego Agcount coc Barcoc Primary vend	the tax category to assign to the item. y you choose determines which tax rules :	apply to the item.
Tag catego Catego Sub-catego Agcount coc Barcoc Primary vend	the tax category to assign to the item. y you choose determines which tax rules :	apply to the item.

Select Start > Programs > NCR Counterpoint > Documentation > NCR Counterpoint Online Help



Click the **Contents** tab.

Select a topic from the Contents pane.

The information on that topic will appear on the right pane of the Help window.

Defining new items X	
ile Edit View Favorites Tools Help	
🖇 💽 Suggested Sites 🔹 🧿 Free Hotmail 🧧 Web Slice G	allery •
(O)NCR	
Contents Glossary	$\Theta \equiv \lambda$
Welcome 4	Defining new items
Online Help Conventions	
NCR Counterpoint V8.5 Release Notes	Counterpoint maintains an item record for each item you sell and for each service you offer to your customers. In addition, your database may include items you use
NCR Counterpoint V8.5 Installation Guide	item. Occasionally, you may need to define new item records for items or services that you have begun offering,
NCR Counterpoint V8.5 Update Guide	Follow these steps to define an item record for a new item:
■ NCR Counterpoint V8.4 Release Notes	
CounterPoint Fundamentals	 From the main menu, click Inventory, and then click Quick Items to display the Quick Items window.
Getting Started	Enter an Item number or click the Auto-assign button to create a new item record.
Point of Sale	3. Enter a brief Description of the item you are defining.
Inventory	4. Select an D option from the Itemtype list to specify the type of item you are defining.
V8.3.9 Features_Inventory Comparison Defining new items	
Specifying default costs for new items	Conce you save an item, you cannot change its Item type.
Establishing min/max guantities for new ite	5. Select an 🗈 option from the Tracking method list to specify the manner in which Counterpoint tracks inventory for the selected item.
Establishing on-hand quantities for new iter	 Enter the amount you normally charge for the item in the Price-1 field.
Creating inventory	
Copying settings from an existing item reco	7. Enter the MSRP for the item in the Regular price field.
Barcode Management	8. If you are authorized to enter costs, enter the amount it costs your company to purchase the item in the Last cost field.
Generating cell-specific barcodes	For Non-inventory or Service items, you can enter the COS % (cost of sales percentage) value to calculate the amount of profit for a sale.
Selling weighed items in alternate units	9. Click the Barcode field and enter (or scan) the barcode you want to assign to the item.
Printing item labels	Alternatively, you can click the Auto-assign button next to the Barcode field to automatically assign the next sequential barcode to the item.
Printing admission tickets	r ternarren, jou can ellek un Auto-autogn beker next o un barcoar liek to atternarcen autogn ine next sequenza barcoar o un ken.
Tems	10. Enter or look up the Category to which the item belongs.
Quick Items	11. You may enter or look up a Sub-category to further classify the item.
Inventory	12. Enter or look up the Primary vendor for the item to specify the vendor from whom you normally purchase the item.
Barcode Management	
Labels from Tags	13. Enter the item number that the vendor uses to track the item in the Vendor's item number field. This is the item number you will use to order the item from the w
a Item Labels	14. Enter or look up the appropriate option for each item attribute field you enabled on the Items tab of the Quick Setup window.
Bills of Material	15. If you defined any profile fields on the Items tab of the Quick Setup window, the Profiles tab appears on the Quick Items window. Click the Profiles tab to displ
Sales Kits	
Adjustments	Enter or look up the appropriate value for each profile field.
Physical Count	16. Click the 🗟 button on the toolbar to save the item record.
	a 4

Use the **Search** feature to enter a keyword to find a topic. A list of topics containing your keyword appears in the window.

timecard
Your search for "timecard" returned 34 result(s).
Maintaining timecards Maintaining timecards From time to time, you may need to correct or complete timecard entries for your users. For example, if a user forgets to clock out when he or she goes to lunch or leaves work for the day, you must enter the missing clock-out time to complete the user's timecard. 3_Back_Office/Timecards/Maintaining_timecards.htm
Exporting timecard entries Exporting timecard entries The Export Timecards function allows you to export timecard entries to a Comma Separated Value (.csv) file, which you can import into your payroll software or another application. 3_Back_Office/Timecards/Exporting_timecard_entries.htm
Purging timecard entries Purging timecard entries To remove old, incomplete, or voided timecard entries from your database, select Timecards > Purge Timecards, and then specify a Cutoff date. Only entries that were recorded on or before the date you specify will be purged. 3_Back_Office/Timecards/Purging_timecard_entries.htm
Clocking in and clocking out Clocking in and clocking out After you enable timecards and define timecard settings for each system security code, all users who are allowed or required to use timecards will be able to record their time by clocking in and clocking out. 3. Back_Office/Timecards/Clocking_in_and_clocking_out.htm
Timecards Timecards This version of NCR Counterpoint includes comprehensive Timecards functionality that allows you to easily track the hours your employees work. 3_Back_Office/Timecards/Timecards.htm
Clock-in/Clock-out Clock-in/Clock-out What is Select Timecards > Clock-in/out to display the Clock-in/Clock-out dialog, which allows you to record timecard entries by clocking in and clocking out. CS/frmSYTimeClock/frmSYTimeClock.htm
Defining timecard settings for users Defining timecard settings for users Use the new Timecards tab on the System Security Codes form (Setup > System > Security Codes) to specify which users are allowed or required to complete timecards in Counterpoint. 5_System_Administration/System/Defining_timecard_settings_for_users.htm
Clocking in and out from the status bar If the Show timecard status setting is in effect for a user's system security code, the status bar that appears on the main menu, the Ticket Entry window, and the Touchscreen Ticket Entry window indicates whether the user is clocked in or not. With this Service Pack, users can click the status bar indicator to display the Clock-in/clock-out window, making it easier for users to clock in or out. Release_Notes/Timecards/Clocking_in_and_out_from_the_status_bar.htm
Printing a Timecards report Printing a Timecards report The Timecards report allows you to print your users' timecards for your users for a specific date or date range. This report also identifies incomplete timecard entries, so you can make the necessary corrections. 3. Back_Office/Timecards/Printing_a_Timecards_report.htm
Timecards Enter Timecards Enter From time to time, you may need to correct or complete timecard entries for your users. For example, if a user forgets to clock out when he or she goes to lunch or leaves work for the day, you must enter the

Click a topic to see the help information.

Insection of NCR Counterpoint includes comprehensive Timecards functionality that allows you to easily track the hours your employees work. Uses can clock in and clock out from any Counterpoint wristation, using a simple interface that they can access from the main menu or from within Ticket Entry or Touchscreen Ticket Entry. Each time a user clocks in or clocks out, the time is recorded in an entry on the user's timecard for that day. In addition, Counterpoint now allows you to: Specify which users are allowed or required to complete timecards. Restrict users from using Counterpoint, Ticket Entry, or Touchscreen Ticket Entry, or when accessing drawer-related functions. Prompt users to clock out when they log out of Counterpoint. Notify users when they are not clocked in. Complete, modify, or void timecard entries for other users. Print the TIMECARDS report to review timecard entries and to identify incomplete timecards. Export timecard entries for subsequent import into paylol software. Puge did or unnecessary timecard entries. Counterpoint S Timecards features are not available in offline mode. Counterpoint uses each workstation's system time to record timecard entries. To ensure accurate timecards, do not allow your users to change their workstation's system time settings. To ensure accurate, use clock synchronization or busers and all does utwers taketors.	time:ards
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Image: Counterpoint's Timecards features are not available in offline mode. Image: Counterpoint uses each workstation's system time to record timecard entries. To ensure accurate timecards, do not allow your users to change their workstations' system time settings. To ensure accuracy, use clock synchronization	Export timecard entries for subsequent import into payroll software.
Counterpoint uses each workstation's system time to record timecard entries. To ensure accurate timecards, do not allow your users to change their workstations' system time settings. To ensure accuracy, use clock synchronizatio	Purge old or unnecessary timecard entries.
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outrial on an or your monitorial on a	Counterpoint uses each workstation's system time to record timecard entries. To ensure accurate timecards, do not allow your users to change their workstations' system time settings. To ensure accuracy, use clock synchronization software on all of your workstations.

The keyword is highlighted throughout the topic. Click the Remove Highlights button on the top toolbar to clear the highlights.

Click the **Glossary** tab to view a list of glossary terms.

Click a term to view its definition.



Select **Help on This Window** or press **F1** to display help for the active window.

Ø	What's This?	Shift+F1		
0	Contents and Index			
?	Help on This Wi	indow F1		
	About Counter	Point		



Select About CounterPoint to access information about this instance of Counterpoint.

P	What's This?	Shift-	+F1
0	Contents and Inc	dex	
?	Help on This Win	dow	F1
\$	About CounterPo	oint	

Version Info tab



Certifications tab



System Provider tab

Shows Partner.rtf or Dealer.rtf, if either exists. Otherwise, shows NCR.rtf (supplied).

Rich text files located in C:\ Program Files (x86) \ Radiant Systems \ CounterPoint \ CPSQL.1 \



TopLevel. Can include text, graphics, email and web links.

Using the Training Manuals

- Partners: Download from <u>http://retailchannel.radiantsystems.com/training-</u> <u>manuals.htm</u> (Training > Instructor-led-classes > Training Manuals
- Customers: Download from <u>http://www.counterpointpos.com/news/training-ilc-</u> classes.htm on detail page for each class



Using the Tutorials

Select Start > Programs > NCR Counterpoint > Training > Tutorials

All are self-paced tutorials.



Using the Knowledge Base

From the NCR website, go to Technical Services, and select NCR Counterpoint Knowledge Base (available to CSS users on counterpointpos.com).

Enter your search phrase and select the appropriate version of Counterpoint. Then click Search .

NCR COUNTERP	OINT User Portal Partner Portal Logout
NCR Counterpoint Know	vledge Base
CPSQL Knowledge Base	KB Home Search News My Favorites My Profile
All Categories B: Main Internal Support Docs (26) B: Image: Partner Solutions (450)	accounts
 Partner Solutions (450) CPDialup (6) CPGateway (6) A CPMobile (11) A Hardware (14) NCR Counterpoint (160) SecurePay (18) SecurePay (18) MartAlerts (6) WatchGuard (0) 	News & Announcements Image: NCR Counterpoint 8.5 Release Notes Posted on: Tue, Mar 31, 2015 at 9:53 AM Image: MasterCard Introduces New BIN Range; Effective October 14, 2016 Posted on: Mon, Feb 16, 2015 at 4:31 PM Image: Update: CPMobile and IOS8 (12/23/14) Posted on: Fri, Sep 19, 2014 at 9:43 AM Recently Added Articles Featured Articles Popular Articles Top Rated Articles
	Internal* Data, forms, or reports required for 8.5 new features are not installed automatically Published on Fri, Apr 10, 2015 ERROR: Please Retry when attempting to settle with NCR Secure Pay Published new Apr 8, 2015 in Errors NCR Secure Pay: NCR Counterpoint Data Flow Published on Wed, Apr 8, 2015 in Secure Pay

Click the article you want to read.	Articles Search Results 1. The total sales and number of tickets do not match between historical and sales reports. Summary: The total sales and number of tickets do not match between historical and sales reports. (Management History, Tax History, Flash Sales, Sales Analysis by Tax Code) Cause: Each report calculates the sale and ticket figures based on the taxa Read More	Advanced Search Show Articles That contain accounts But not In All Categories Search for Any Word
	2. Error: Status 3180 Quickbooks error message: Sales tax detail line must have a vendor Summary: When attempting to voucher or interface with QuickBooks the message Status: 3180 Quickbooks error message: Sales tax detail line must have a vendor is given. Cause: This error is the result of several incorrect settings in QuickBooks Read More	Search in All Sort by Relevance Also search in File Attachments Advanced Search
Close the browser window containing the article to return to the search results.	3. Error: File 'c\windows\system32\msvcrt.dll' could not be opened Summary: Error: File 'c\windows\system32\msvcrt.dll' could not be opened attempting to install NCR Counterpoint. Cause: Window's user account permissions issue. Solution: Change the owner on the Mscvrt.dll, Usp10.dl Read More	Have an article suggestion? Share with us Can't find what you need? Let us know

Using the Elearning Downloads

From the NCR website, go to the Training area, and select Elearning Downloads (available to CSS users on counterpointpos.com).

You can enter a keyword to search for any elearning recordings about a topic.

Click the title of a recording to get detailed information about the recording and to download it.

	Search Get Results
Filters	
Area	Category
Results	
Sort by	Asc/Desc Rows per Page
Design Factor at an	
	te v Descending v 10 v hnical Call 04-12-13 es and notes from Partner Technical Call 4-12-13: CP Services
Partner Tec Recording, slid	chnical Call 04-12-13 es and notes from Partner Technical Call 4-12-13: CP Services
Partner Tec Recording, slid	e with CounterPoint-Top 5 Features
Partner Tec Recording, slid #1111 Coffe	e with CounterPoint-Top 5 Features

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E	+	×	-		$\left \right\rangle$	7	\$5.99 	<i>-</i>	-

or press Ctrl + Alt + R

- Shows multiple records in a spreadsheet-style format
- Can change or delete records in table view
- A user can choose to start in table view by adjusting User Preferences. .

tem number	Description	Price-1		Barcode	Item category	Sub-category	Primary vendor
ADM-SCD	Adams SC Driver, RH	399.99	î	1	GOLF	CLUBS	ADAMS
ADM-TL2	Adams Tight Lies 2 Wood	349.99	î	2	GOLF	CLUBS	ADAMS
ADM-TL3	Adams Tight Lies 3 Wood	349.99	î	3	GOLF	CLUBS	ADAMS
ADM-TL5	Adams Tight Lies 5 Wood	349.99	î	4	GOLF	CLUBS	ADAMS
ADM-TL7	Adams Tight Lies 7 Wood	349.99	î	5	GOLF	CLUBS	ADAMS
ADM-TL9	Adams Tight Lies 9 Wood	349.99	î	6	GOLF	CLUBS	ADAMS
ADM-VMI	Adams VMI Irons, Set	689.99	î	7	GOLF	CLUBS	ADAMS
ADM-VMI-P	Adams VMI Putter	99.99	î	8	GOLF	CLUBS	ADAMS
APL-HAT	Golf hat with logo - 1 size	12.99	î	Н	APPAREL	MENS	
APL-UMB	Golf umbrella	14.99	î	U	GOLF	ACCES	
BAG-PRD	Pro bag with dividers	89.99	î	BAG	GOLF	ACCES	
BAG-PRT	Pro bag with tubes	99.99	î		GOLF	ACCES	
BAG-ST	Deluxe bag with stand	79.99	î	D	GOLF	ACCES	
BAG-TRV	Golf bag travel case	39.99	î		GOLF	ACCES	
BALL-RET	Ball Return - Battery powered	29.99	î		GOLF	MISC	DUNLOP
BALL-RET-PRO	Ball Return - PRO	69.99	î		GOLF	MISC	DUNLOP
BEER	Beer	2.00	1		FOOD	DRINKS	
BIGBURGER	Deluxe Hamburger	2.25	1		FOOD	SNACKS	

To change multiple records at the same time:

Use **Shift + arrow keys** to select contiguous records. Use **Control + click** to select non-contiguous records.

After selecting records, right-click the field in a record that contains the correct value and select **Copy values** to copy that value to all selected rows.

Click

🔯 Items					
€ 目	+ 🗙 🖻 🌔) 🗔 🔍 🕨 🍃] 🔏 🍳	5.99	🍯 • 🔯 •
Item number	Description	Drice 1 Doroede	L Item category	Sub-category	Primary vendor
100001	(Z) Test	Hide column	GOLF	ACCES	
18HOLES	Green fee - 18 holes	Sort ascending Sort descending	GOLF	FEES	
2PERSON	2 Person	Lock column	GOLF	ACCES	
9HOLES	Greens fees - 9 holes		GOLF	FEES	
ADM-JACKET	Men's All Weather W	Lo <u>a</u> d	APPAREL	MENS	ADAMS
ADM-LASER	Digital Laser Range I	Sa <u>v</u> e As	GOLF	ACCES	ADAMS
ADM-PLAT	Adams Platinum Tou	<u>D</u> elete	GOLF	BALLS	ADAMS
ADM-SCD	Adams SC Driver, RH	<u>R</u> eload default layout	GOLF	CLUBS	ADAMS
ADM-TL2	Adams Tight Lies 2 V	<u>F</u> it columns	6 GOLF	CLUBS	ADAMS
ADM-TL3	Adams Tight Lies 3 \	Set default column widths	GOLF	CLUBS	ADAMS
ADM-TL5	Adams Tight Lies 5 W	Export data	GOLF	CLUBS	ADAMS
ADM-TL7	Adams Tight Lies 7 W	Enter moves right	GOLF	CLUBS	ADAMS
ADM-TL9	Adams Tight Lies 9 W	Copy values	GOLF	CLUBS	ADAMS
ADM-VMI	Adams VMI Irons, Sel		GOLF	CLUBS	ADAMS
ADM-VMI-P	Adams VMI Putter	Col <u>u</u> mn designer	GOLF	CLUBS	ADAMS
APL-HAT	Golf hat with logo - 1 s	size 12.99 – H	APPAREL	MENS	
APL-UMB	Golf umbrella	14.99 — U	GOLF	ACCES	

Right-click a column or a column heading

Hide column	Don't show column
Sort ascending	Show data in ascending order
Sort descending	Show data in descending order
Lock/Unlock column	Prevent horizontal scrolling of locked columns Unlock this column and any columns to the right
Load	Load saved Table View definition
Save As	Save current Table View definition
Delete	Delete a saved Table View definition
Reload default layout	Reload the default Table View definition
Fit columns	Change width of all columns to fit current width of lookup form
Set default column widths	Change width of each column to fit width of each column's heading
Export data	Generate a comma-delimited text file of data
Enter moves right	Enter moves to next column for the current record
Copy values	Copy the corresponding value from the active row to all selected rows
Column designer	Select columns to show, order in which to show them, and the layout and appearance of each column

Exercise 1: Table View

Try it Yourself! In this exercise, you will learn how to use table view to change values for multiple records at the same time.

SCENARIO: You need to change the Primary Vendor for two of your items.

Complete these steps:

- 1. Select Inventory > Items.
- 2. Click on the toolbar to view records in Table View mode.
- 3. To assign the new primary vendor:
 - a. Hold down Shift and then click item number APL-HAT.
 - b. While still holding down Shift, press the Down Arrow to move to **APL-UMB**. A small dot appears in the far left column next to APL-HAT to indicate that it is a selected record. APL-UMB is also selected.
 - c. Release Shift.
 - Hold down Ctrl and right-click
 DUNLOP in a different item.
 Select Copy values.

A	DM-TL3	Adams Tight Lies 3 Wood						Primary ver	
	DUITE		349.99	1	3	GOLF	CLUBS	ADAMS	
	DM-TL5	Adams Tight Lies 5 Wood	349.99	Ŷ	4	GOLF	CLUBS	ADAMS	
IA.	.DM-TL7	Adams Tight Lies 7 Wood	349.99	Ŷ	5	GOLF	CLUBS	ADAMS	
Α	DM-TL9	Adams Tight Lies 9 Wood	349.99	ŵ	6	GOLF	CLUBS	ADAMS	
Α	DM-VMI	Adams VMI Irons, Set	689.99	1	7	GOLF	CLUBS	ADAMS	
Α	.DM-VMI-P	Adams VMI Putter	99.99	Ŷ	8	GOLF	CLUBS	ADAMS	
A	PL-HAT	Golf hat with logo - 1 size	12.99	ŵ	н	APPAREL	MENS		
A	PL-UMB	Golf umbrella	14.99	Ŷ	U	GOLF	ACCES		
B.	AG-PRD	Pro bag with dividers	89.99	Ŷ	BAG	GOLF	ACCES	DUNLOF	Hide column
B.	AG-PRT	Pro bag with tubes	99.99	Ŷ		GOLF	ACCES		Sort ascending
B.	AG-ST	Deluxe bag with stand	79.99	1	D	GOLF	ACCES		Sort descending
B.	AG-TRV	Golf bag travel case	39.99	1		GOLF	ACCES	_	Lock column
B.	ALL-RET	Ball Return - Battery powered	29.99	î		GOLF	MISC	DUNLOF	Load
B.	ALL-RET-PRO	Ball Return - PRO	69.99	ŵ		GOLF	MISC	DUNLOF	Save As
В	EER	Beer	2.00	1		FOOD	DRINKS		Delete Reload default lavout
В	IGBURGER	Deluxe Hamburger	2.25	Ŷ		FOOD	SNACKS	-	
В	URGER	Hamburger	1.50	ŵ		FOOD	SNACKS		Fit columns
	AKE	Cake slice	1.25	1		FOOD	SNACKS		Set default column widths

e. When asked to confirm the change, answer **Yes**.



The primary vendor changes for the two selected items.

-----END OF EXERCISE------

LOOKUPS



or press Ctrl+L

- Shows a listing of records to select from
- Fields shown in lookup list can be customized and saved
- Can filter which records appear in the lookup list
- Counterpoint remembers the last lookup used by a user on a workstation

Lookup Header Fields

You can limit which records appear in a lookup by using the fields located in the header.

🔯 Item LookUp			? ×
Search for	<u>K</u> eyword		
LookUp (Default)	<u>_</u>	tem number	•
<u>E</u> dit <u>A</u> dd (F.	2) Zoom (F6) Preview	<u>P</u> rint <u>F</u> il	ter Options >>
Item number	Description	Item category	Price-1
▶ 100004	<enter description="" here.="" item=""></enter>		0.0000
18HOLES	Green fee - 18 holes	GOLF	36.0000
9HOLES	Greens fees - 9 holes	GOLF	18.0000
ADM-SCD	Adams SC Driver, RH	GOLF	399.9900
ADM-TL2	Adams Tight Lies 2 Wood	GOLF	349.9900
ADM-TL3	Adams Tight Lies 3 Wood	GOLF	349.9900
ADM-TL5	Adams Tight Lies 5 Wood	GOLF	349.9900
ADM-TL7	Adams Tight Lies 7 Wood	GOLF	349.9900
ADM-TL9	Adams Tight Lies 9 Wood	GOLF	349.9900
		<u>O</u> K <u>C</u> ance	el <u>H</u> elp

🔯 Item LookUp		? ×
Search for	Keyword	
LookUp (Default)	Order by Item number	•
<u>E</u> dit <u>A</u> dd (F2) <u>Zoom (F6)</u>	Preview Print <u>Filter</u>	Options >>

Search for	Find records by specifying the beginning characters of the Order by value
LookUp	Choose a previously defined lookup that was saved to the database
Keyword	Show only records in which an eligible field contains a word that matches the keyword you enter
Order by	Select the field that determines the sequence in which to records appear

<u>E</u> dit	To edit the highlighted record ("on the fly" lookups)
<u>A</u> dd (F2)	To add a new record ("on the fly" lookups)
Zoom (F6)	Get additional information on highlighted record
Preview	To show, and optionally print, a Quick Report of all records currently shown in the lookup
Print	To print a Quick Report of the records currently shown in the lookup
<u>F</u> ilter	To define a filter to limit the records shown in the lookup. Filter is saved if you save the lookup.
Options >>	Define a filter, Save the lookup, Reload the lookup, Delete a saved lookup
<u>Filter</u> S <u>h</u> ow all	Use Column Designer to select the columns to show in the lookup
<u>S</u> ave Save <u>A</u> s Delete	

<u>R</u>eload lookup <u>C</u>olumn designer
Lookup Options

Click Options >>	🔯 Item LookUp	? 🗙
	Search for Keyword	
	LookUp (Default)	_
	Edit Add (F2) Zoom (F6) Preview Print Eilter	Options >>
		Filter S <u>h</u> ow all
		Save Save <u>A</u> s Delete
		<u>R</u> eload lookup <u>C</u> olumn designer

_

Filter	To define a filter to limit the records shown in the lookup Filter is saved if you save the lookup
Show all	To show all records when fewer appear than the maximum number
Save	Save current lookup definition as the name already selected at Lookup User must be authorized to save lookups Order by and filter are saved with the lookup
Save As	Save current lookup definition under a name other than the name already shown at Lookup
Delete	Delete a saved lookup definition. Cannot delete NCR's "Default" lookup.
Reload lookup	Reload original lookup and discard changes entered in this editing session
Column designer	Select columns that will appear in lookup, order in which to show them, and the layout and appearance of each column

Previewing a Quick Report

Click Preview from a loo

from a lookup to generate a Quick Report

a Item LookUp			<u>? ×</u>
Search for	Keyword		
LookUp (Default)	Order by	Item number	•
<u>E</u> dit <u>A</u> d	ld (F2) Zoom (F6) Preview	Print <u>F</u>	ilter Options >>
Item number 100004	Description <enter here="" note="" text=""></enter>	Item category	Price-1
18HOLES	Green fee - 18 holes	GOLF	35.0000
9HOLES ADM-SCD	Greens fees - 9 holes Adams SC Driver, RH	GOLF	18.0000 399.9900
ADM-TL2	Adams Tight Lies 2 Wood	GOLF	349.9900
ADM-TL3	Adams Tight Lies 3 Wood	GOLF	349.9900
ADM-TL5	Adams Tight Lies 5 Wood	GOLF	349.9900
ADM-TL7 ADM-TL9	Adams Tight Lies 7 Wood Adams Tight Lies 9 Wood	GOLF	349.9900
ADM-VMI	Adams VMI Irons, Set	GOLF	689.9900 -
		<u>0</u> K <u>C</u> ano	1 1

Options available via the Quick Report Menu and toolbar:

From File Menu	1	
	View	Select either Portrait or Landscape orientation
		Additionally, select to fit the visible columns
From Toolbar		
5	Print report	(File / Print report or Ctrl+P)
		Prints all records matching active filter
	Save report	(File / Save as or Ctrl+S)
<u> </u>		Save as Crystal.rpt file in company's Reports folder
	Apply report title	Apply name change for this report title
	Export Report	Export Quick Report data in the selected format to the specified destination
Ş	Refresh	Refresh data on report
	Toggle Group Tree	List of Order by column data
100% 💌	Size	To change magnification of the Quick Report
H + H	VCR buttons	Move to different page
2	Page number	Enter the page number to move to
\$	Select Expert	Restrict the data shown in the preview
#	Search Text	Search for text in current report

Customizing Lookups

To change column width in the lookup window:

- Right-click column or column heading (e.g., Description)
- Click and drag column heading to change width or reposition column
- Double-click dividers

To access more column customizations, right-click in the lookup form. The lookup customization drop-down menu will appear.

🍇 Item LookUp						?	×
Search for		<u>K</u> eyword					
LookUp (Default)	•	<u>O</u> rder by	Item numbe	er			•
Edit Add (F	2) <u>Z</u> oom (F6)	P <u>r</u> eview	<u>P</u> rint	<u> </u>	ter	Options >	>
Item number	Description	unde est	I		Price-1		
▶ 100004	<enter descriptio<="" item="" td=""><td>Hide col Sort asc</td><td></td><td></td><td></td><td>0.0000</td><td></td></enter>	Hide col Sort asc				0.0000	
18HOLES	Green fee - 18 holes		-		36.0000		
9HOLES	Greens fees - 9 holes	LOCK COlUMN				18.0000	
ADM-SCD	Adams SC Driver, RH					399.9900	
ADM-TL2	Adams Tight Lies 2 V					349.9900	
ADM-TL3	Adams Tight Lies 3 V		ault column	widths		349.9900	
ADM-TL5	Adams Tight Lies 5 V	Export	data			349.9900	
ADM-TL7	Adams Tight Lies 7 V	Column	designer			349.9900	
ADM-TL9	Adams Tight Lies 9 🕅	/ood	GOLF			349.9900	
ADM-VMI	Adams VMI Irons, Set	t	GOLF			689.9900	-
			<u>o</u> k	Cance		<u>H</u> elp	

Hide column	Don't show column for this lookup
Sort ascending Sort descending	Show records in ascending order of data in the column Show records in descending order of data in the column
Lock / Unlock column	Prevent horizontal scrolling of locked columns. Unlock this column and any columns to the right
Fit columns	Change width of all columns to fit current width of lookup form
Set default column widths	Change width of each column to fit width of each column's heading
Export data	Generate a comma-delimited text file of all records and data currently shown in the lookup
Column designer	Select columns to show, order in which to show them, and the layout and appearance of each column

Column Designer

Show/Hide Columns tab What columns will appear in the lookup and in what order?

Column designer Show/Hide Columns Column Opti	ente la Crist Octione l		<u>? ×</u>
Hidden columns	ons Grid Options	Visible columns	
Account code Additional description 1 Additional description 2 Additional description 3 Admission ticket Alpha profile 1 Alpha profile 2 Alpha profile 3 Alpha profile 5 Alt-1 cube Alt-1 divide by Alt-1 multiply by Alt-1 multiply by Alt-1 price-1 Alt-1 regular price Alt-1 unit Alt-1 weight Alt-2 cube	▲ <u>A</u> dd > Add all >> < <u>R</u> emove << <u>C</u> lear	Item number Description Item category Price-1	
Alt-2 divide by	-	Move <u>U</u> p	Move <u>D</u> own >>
	<u>0</u> K	Cancel	<u>H</u> elp

Hidden columns

Visible columns

Show selected column(s)

Show all columns

< <u>R</u> emove	Hide selected column(s)	<u>A</u> dd >
<< <u>C</u> lear	Hide all columns	Add all >

To change order of columns shown: Drag and drop in Visible columns list or Move <u>U</u>p Move <u>D</u>own

use

or

Columns Options tab

What name will be used for a column, and how will the name and data appear?



Grid Options tab

How will the column grid appear on the lookup form?



Saving a Lookup

• User must have authorization to customize the lookup dictionary to save a lookup



Name your new lookup, and click **OK** to save.

Save to Data	<u>? ×</u>	
Save name	/endor Category	•
	<u>0</u> K	<u>C</u> ancel

Saved lookup can be accessed by all Counterpoint users n a company when doing lookups for that table.

Vendor Items		803.	<u>-</u> •			
Vendor number	🔯 Item Loo	okUp				? ×
Item number	Search for		<u>K</u> eyword			
	LookUp	Vendor Category		ltem number		-
	<u>E</u> dit	(Default) (Categ/Subcat) Test	Preview	Print	<u> </u>	Options >>
Vendor Information Purchasing Last Order Last Receipt		TestFood Train 1		Account c	Item category	Price 🔺
·			⇒	1		
V <u>e</u> ndor's item number	18HOLES			1	GOLF	
Vendor's description	9HOLES	Greens fees - 9 holes	-	1	GOLF	
	ADM-SCD			1	GOLF	
Ven <u>d</u> or's list price	ADM-TL2 ADM-TL3			1	GOLF	
Comment 1	ADM-TLS			1	GOLF	
Comment 2	ADM-TL7	Adams Tight Lies 7 \		1	GOLF	
	ADM-TL9			1	GOLF	-
Comment 3	•					Þ
				<u>o</u> k	<u>C</u> ancel	<u>H</u> elp

Using Lookups at Fields

Items Image: Item number Image: Item number <th>Click 🔎 or press F9</th> <th></th> <th></th> <th></th> <th></th> <th></th>	Click 🔎 or press F9					
Description Adams Tight Lies 5 Wood Main Description Units Grid Barcodes Profiles Serialized Dther Substitute Items Price-1 393.99 Search for Keyword Image: Search for Keyword Last cost 174.9950 LookUp Default) Order by Item category Image: Search for Discountable Iaxable Edit Add (F2) Zoom (FB) Preview Print Eilter Options >> Tag category GOLF Apparel items 40.0 DISC Discount 10.0 Sub-category LUBS Food items 25.0 GOLF GOLF GOLF Gol items 45.0 Barcode Iminary vendor ADAMS Displays the defined values for the associated table. Iminary vendor Iminary ven	S = + × 🖻 🖯				·	
Begular price 349.99 Search for Keyword Last cost 174.9950 LookUp Discountable Item category Discountable Image: CookUp Edit Add (F2) Zoom (F6) Preview Print Eliter Options >> Tag category GEN Edit Add (F2) Zoom (F6) Preview Print Eliter Options >> Category GOLF Food Food Profit center Price-1 minimu APPAREL Apparel items 400 Disc Discount 10.0 Food items 25.0 Barcode 1 Food Food items 45.0 Store associated table. 45.0 Vendgr's item # ADM-TL5 Displays the defined values for the associated table. Image: Color of the associated table. Image: Color of the associated table.	Description Adams Tight Lies 5 Wood			Trac <u>k</u> ing		<u> </u>
I axable Edit Add (F2) Zoom (F6) Preview Print Eiter Options >> Tag category GEN Item category Description Profit center Price-1 minimu 40.0 Sub-category GLUBS APPAREL Apparel items 40.0 Sub-category CLUBS Disc On items 25.0 Account code 1 GOLF Golf items 45.0 Primary vendor ADAMS Displays the defined values for the associated table. Isplays the defined values for the associated table.	Regular price 349.99	Search for			egory	?×
Sub-category CLUBS Disc Discount 10.0 Agcount code 1 FOOD Food items 25.0 Barcode 4 Primary vendor ADAMS Vendor's item # ADM-TL5						
Primary vendor ADAMS Vendor's item # ADM-TL5 Vendor's item # ADM-TL5	Sub-category CLUBS	DISC FOOD	Discount Food items			10.0
	Primary vendor ADAMS			es for the		_
Inventory Prices Vendor Items	Tuurshan Datas Vandas Tuurs	•		<u>0</u> K	Cancel	

🏘 Items			_ 🗆 🗙
🗲 🗄 🕂 🗙 🗟	🔜 🛛 🕨 🎾 🏅	s 🗋 🖾 🎒 🖌 😒	•
Item number ADM-TL5	Auto-assign		
Description 🛛 Adams Tight Li 🔯 Item .	Attribute LookUp	Trac <u>k</u> ing method	
Main Description Units Grid Search fi		Keyword	Filtered 🏹
Short description Adams Tigh	p (Default)	Order by Attribute	
Long description Adams Tigh	it Add (F2) Zoom (F6)	Preview Print Filter	Detions >>
Additional description 1 Adams excli			
Additional description 2 Uses a prop GRAPH			
Additional description <u>3</u> Keeps ball c TITAN			
Hand? BIGHTHAN		Automatically filtered	7 ud to
Item attribute 2 STSTEEL		display only valid va	
Item attribute 3		the field.	
			_
		<u>O</u> K <u>C</u> ancel	<u>H</u> elp
			>>
Inventory Prices Vendor Items			

Exercise 2: Using Lookups

Try it Yourself! In this exercise, you will learn how to use the lookups to find items.

- 1. Select **Inventory > Items**
- 2. Click \geqslant on the toolbar.

3. At Search for, enter PIN.

The pointer moves to the first item whose item number starts with "PIN".

Clear the characters from Search for.

4. Change Order by to Item Category.

The items are re-arranged and shown in order by their categories.

At Search for, enter G.

The pointer moves to the first item whose category starts with "G" (GOLF).

5. At Keyword, enter fee.

The list now shows only items with the word "fee" in the **Keyword** fields. The items are still shown in order by their category.

🗞 Item LookUp			?×
Search for G	Keyword	ee	Filtered 👽
LookUp (Default)	 Order by 	Category	~
<u>E</u> dit <u>A</u> dd (F	2) Zoom (F6) Preview	Prjint <u>F</u> il	ter Options >>
Item number	Description	Item category	Price-1
COFFEE	Coffee	FOOD	0.7500
18HOLES	Green fee - 18 holes	GOLF	36.0000
9HOLES	Greens fees - 9 holes	GOLF	18.0000
CART	Cart Fee	GOLF	10.0000
WALK	Pull cart fee	GOLF	5.0000
		<u>OK</u> <u>C</u> ance	l <u>H</u> elp

6. Click Preview to view a Quick Report for the items in the list.

Notice that only the items in the lookup list appear in the Quick Report.

Close the Quick Report form when done.

-----END OF EXERCISE------

ZOOMS

Click , press **F6**, or click from a lookup to zoom on additional information about the field.

Zooms are available for:

Items	Stores
Customers	Store credits
Open documents	Vendors
Locations	Purchase orders
Location groups	Receivers
Serial numbers	



🗞 Item Lool	¢Up					<u>? ×</u>
Search for			<u>K</u> eyword			
Look <u>U</u> p ((Default)	-	Order by	Item number		•
<u>E</u> dit	Add (F2)	<u>Z</u> oom (F6)	P <u>r</u> eview	Print	<u>F</u> ilter	Options >>

acategory: GOLF c-category: CLUBS Club S entory: Club S Club S Club S accation Bin-1 Qty on hand Qty committed Qty available Qty on backorder Qty on PO's EAST 0.0000 0.0000 0.0000 0.0000 0.0000 12.0000 MAIN 5.0000 0.0000
entory: Location Bin-1 Qty on hand Qty committed Qty available Qty on backorder Qty on PO's EAST 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 MAIN 5.0000 1.0000 4.0000 0.0000 12.0000 TORAGE 0.0000 0.0000 0.0000 0.0000 0.0000 Recent Sales Vendor Items Open POs Monthly History Substitutes
Accession Bin-1 Qty on hand Qty committed Qty available Qty on backorder Qty on PO's EAST
EAST 0.0000 0.0000 0.0000 0.0000 0.0000 MAIN 5.0000 1.0000 4.0000 0.0000 12.0000 TORAGE 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 Recent Sales Vendor Items Open POs Monthly History Substitutes
MAIN 5.0000 1.0000 4.0000 0.0000 12.0000 TORAGE 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 Recent Sales Vendor Items Open POs Monthly History Substitutes
TORAGE 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 Recent Sales Vendor Items Open POs Monthly History Substitutes
Recent Sales Vendor Items Open POs Monthly History Substitutes
erial Numbers Transfers

Customizing Zooms

🔯 Item Zoom						
ADM-SC	D					Item Notes
Adams S	C Driver, R	ΩH				
item type: Inv						
Tracking met	hod: Normal					
item category	/: GOLF					
Sub-category	: CLUBS					
Inventory:						
Location	Bin-1	Qty on hand	Qty committed	Qty available	Qty on backorde	r Qty on PO's
EAST		0.0000	0.0000	0.0000	0.0000	0.0000
MAIN		5.0000	1.0000	4.0000	0.0000	12.0000
STORAGE		0.0000	0.0000	0.0000	0.0000	0.0000
Recent Sa	ales Ven	dor Items	Open POs	Monthly	History S	Substitutes
Serial Num	bers Tr	ansfers				
			1	Options >>		Hel
		_	Images	Customize		

For each area, select the Fields to display

Custom	ize Zoom:	IM Item zoon	m from lookup)			<u>?</u> ×
Item Availabl Acdition Addition Addition Alpha p Alpha p	Inventory e fields to code nal descripti al descripti rofile 1 rofile 2 rofile 3 rofile 3 rofile 3 rofile 5 be vide by altiply by ce-1 gular price	Recent Sales	M from lookup Vendor Items ▲dd > Add all >> < <u>R</u> emove << <u>C</u> lear	Open POs Fields to Descri Item n Descri Item c Sub-ca	o display umber iption ipg method ategory ategory		Sut I
Alt-1 we	eight		•	Mo	ove <u>U</u> p	Mov	e <u>D</u> own >>
			<u>(</u>	<u>j</u> k	<u>C</u> ancel		<u>H</u> elp

FILTERS

Click



or press Ctrl+T

- Controls which records appear
- Filter icon changes to when a filter is active.

Filter window initially looks similar to this:

🔯 Item Filter	<u>?</u> ×
Item number	to 🖉 🖉
Description contains	
Primary vendor	
Item category	
<u> </u>	ar Lo <u>a</u> d O <u>p</u> tions >> <u>H</u> elp

Click Options >> and select **Customize** to do any of these things:

add new filter lines

delete filter lines

change the operator of a line ("is exactly", "is not exactly", "contains", "between", etc.)

Exercise 3: Using Filters

Try it Yourself! In this exercise, you will learn how to use a filter to restrict the records that appear.

- 1. Select **Inventory > Items** Look at the already defined items one record at a time using
- 2. Click 🔲 to see multiple records at once.

You will see items across several categories and with several different primary vendors. You will define a filter to display only items that are in the **GOLF** category that have a primary vendor of **DUNLOP**.

- 3. Click is to open the Item Filter.
- 4. At **Primary vendor** in the Item Filter window, click Primary to look up a list of all primary vendors and select **DUNLOP**.

Then click at the **Item category** field and select **GOLF**.

The Item Filter window should now look like this:

🗞 Item Filter		? ×
Item number	C to C	
Description contains		
Primary vendor	DUNLOP	
Item category	GOLF	
	QK Cancel Clear Logd Options >> H	elp
_	UN Cauce ciea road Obuous>>	eih

Click **OK** to close the Item Filter window.

5. Notice that the filter icon on the toolbar shows a green checkmark *i*, indicating that it is now active. The records have been filtered to show only items from the GOLF category that have a Primary Vendor of DUNLOP.

Item number	Description	Price-1	Barcode	Item category	Sub-category	Primary vendor
	Golf umbrella	14.99 🏠	U	GOLF	ACCES	DUNLOP
BAG-PRD	Pro bag with dividers	89.99 🏠	BAG	GOLF	ACCES	DUNLOP
BALL-RET	Ball Return - Battery powered	29.99 🏠		GOLF	MISC	DUNLOP
BALL-RET-PRO	Ball Return - PRO	69.99 🏫		GOLF	MISC	DUNLOP

END (OF EXERCISE	

Customizing Filters

• Use to add or remove fields from a filter



Select Customize





🗞 Item Filter	<u>? ×</u>
✓ <u>Item number</u> between and and	
Item category is fevactlul ∠2s	
<click add="" condition="" here="" to=""></click>	
<u>OK</u> <u>Cancel</u> Clear <u>Load</u> Options>>	telp

Select a field, an operator and a value (or leave the value blank).



Then right-click and select **Simplify**.

🔯 Item Filter		
✓ Item number bescription bescrintinting to the scrintinting to the scription	🗅 Add 🗙 Delete Clear	Ins Ctrl+Del Ctrl+BkSp
✓ <u>Sub-category</u> is (exactly) (Click here to add condition>	 ➡ Indent ➡ Outdent 	Ctrl+Right Ctrl+Left
	 Move up Move down 	Ctrl+Up Ctrl+Down
	Save to Database Save as default fi	ilter Ctrl+A
<u> </u>	Load from Databa Delete from Databa	
	View/Edit Filter Te Preview results	
	Simplify	Ctrl+U

The new field now appears on the simplified filter window.

🔯 Item Filter						? X
Item number		PZ	to		Ð	
Description contains						
Primary vendor		PZ				
Item category		\mathcal{P}				
Sub-category		\mathcal{P}				
		1 1		1 1		
	<u>0</u> K	<u>C</u> ancel	Clear	Load	Options >>	<u>H</u> elp

Exercise 4: Customizing Filters

Try it Yourself! In this exercise, you will learn how to:

- customize a filter
- change the area code for the matching records
- clear the filter

SCENARIO: The area code for some of your customers has changed. You need to find all customers who currently have an area code of **321** and live in the **38120** zip code, and change their area code to **689**.

Complete these steps:

- 1. Select Customers > Customers.
- 2. Click on the toolbar to open the Customers filter.

Right-click the filter window and select **Customize**. The Filter customization window appears.

Click **<Click here to add condition>**.

Click **First name** to display the list of all fields in the Customers table, and select **Phone 1** from the list.

Click **is exactly** to display the list of all operators, and select **begins with**.

Click <?> and enter 321.

Add another condition for the field **Zip code**, the operator **is exactly**, and the value of **38120**.

The customized filter window should now look like this:



🔄 Customer Filter					<u>? ×</u>
Customer # between and <	?≥ and				
✓ Name contains and	_				
✓ Category is (exactly) and					
Phone 1 begins with 321 and					
Zip code is (exactly) 38120					
<click add="" condition="" here="" to=""></click>					1
1					
пк	Cancel	Clear	Load	Options >>	Help
<u>_</u> ,		Ologi	2000	O Briono XX	Holp

	🗞 Customer Filter	? ×
Right-click the customized filter	Customer #	
window and select Simplify to see	Name contains	
how the additional fields appear on	Category 2	
the simple filter.	Phone 1 begins with 321	
	Zip code 38120	
	<u>D</u> K <u>C</u> ancel Clear Logd <u>Options >></u>	



<u>0</u>K

to make this filter active.

3. The first customer that matches the filter conditions (phone number that starts with **321** and zip code of **38120**) is automatically shown.

Before changing the area code, click on the toolbar to do a lookup. There are only two customers that match the filter conditions.

Move your pointer over Filtered ∇ on the lookup window. It shows the active filter.

Custome	er LookUp					<u>? ×</u>
Search for			Keyword			Filtered 👽
Look <u>U</u> p	(Default)	•	Order by	Customer #		•
<u>E</u> dit	<u>A</u> dd (F2)	Zoom (F6)	Preview	Print	<u>F</u> ilter	Options >>

Close the lookup window.

Change the area code in the first customer's phone number to 689 and save the change.

Click On the toolbar again. Only one customer now displays in the lookup.

Change the area code for the second customer and save the change.

When all records that match the filter have been changed, you are told that no records remain that match the filter.	Information				
Click <u>u</u> K.					
4. Click on the toolbar and then c	lick to clear the filter.				
END OF EXERCISE					

Exercise 5: Customizing Filters and Using Table View

Try it Yourself! This exercise demonstrates how to use the table view to change values for multiple items at once

SCENARIO: Due to a price increase from your vendors, you need to change Price-1 for golf balls. All original prices of 26.99 need to be changed to 27.99.

Complete these steps:

- 1. Select Inventory > Items.
- 2. Click on the toolbar to open the Filter window. Create a filter to limit the lookup to just the **BALLS** sub-category.



on the toolbar to view records in Table view.

4. To assign the new price, click a golf ball item that has a price of 26.99. Then hold down CTRL and click another 26.99 golf ball. A dot appears in the far left column of the first 26.99 golf ball to indicate that it has been selected. Continue to CTRL-click each 26.99 golf ball.

After clicking the last 26.99 golf ball, CTRL-click an item with the price of 27.99.

CTRL-right-click on 27.99 and select **Copy values**.

When asked to confirm the change, answer **Yes**.

You will see the price change for each selected item.

2	Items									Ľ
	€ 🛛 -	- 🗙 🖻 🔒 🛛		<		<i>></i> 7	\$5.9	: ᢖ •	13	•
	Item number	Description	Price-1		Barcode	Item category	Sub-category	Primary vendor		
٠	DUN-DDH	Dunlop DDH 110 Balls	29.99	Î	1000	GOLF	BALLS	PINNACLE		_
	DUN-DIS	Dunlop Distance Balls	27.99	î	1003	GOLF	BALLS	PINNACLE		
	DUN-TI	Dunlop Titanium Balls	28.99	Î	1006	GOLF	BALLS	PINNACLE		
	MAX-HT	Maxfli HT Balls	24.99	Î	1100	GOLF	BALLS	MAXELI		
	MAX-MDT	Maxfli MD Tungsten Balls	29.99	Î	1103	GOLF	BALLS	MAXELI		
٠	MAX-REV	Maxfli Revolution Balls	26.99	Î	1106	GOLF	BALLS	MAXELI		
	MAX-TP	Maxfli Tour Patriot Balls	28.99	î	1109	GOLF	BALLS	MAXELI		
٠	MAX-XSD	MaxfliXS Distance Balls	26.99	1	1112	GOLF	BALLS	MAXELI		
	MAX-XST	MaxfliXS Tour Balls	25.99	1	1115	GOLF	BALLS	MAXELI		
>	PIN-EQ	Pinnacle Equalizer Balls	27.99		ide column	0015	PALLS	PINNACLE		
	PIN-EXT	Pinnacle Extreme Balls	29.99		jue column ort ascendir		ALLS	PINNACLE		
	PIN-GLD	Pinnacle Gold Balls	28.99		ort descendi	-	ALLS	PINNACLE		
	PIN-TI	Pinnacle Titanium Balls	29.99		ock column	ing	ALLS	PINNACLE		
	TOP-STD	TopFlite Strata Distance Balls	24.99				ALLS	TOPFLITE		
	TOP-STT	TopFlite Strata Tour Balls	24.99		o <u>a</u> d		ALLS	TOPFLITE		
	TOP-XLL	TopFlite XL Long Balls	24.99		a <u>v</u> e As		ALLS	TOPFLITE		
	TOP-XLS	TopFlite XL Spin Balls	24.99		elete		ALLS	TOPFLITE		
	TOP-XLT	TopFlite XL Titanium Balls	24.99	<u> </u>	eload defau	ilt layout	ALLS	TOPFLITE		
Γ				E	it columns					-
	Inventory Prices	Vendor Items			<u>e</u> t default o xport data	olumn widths				
	Lin				nter moves opy values	right			_	_
				C	iol <u>u</u> mn desig	ner				

END OF EXERCISE------

Saving Filters

While saved filters can be used by all Counterpoint users at that company, only authorized users can save a filter.

	🔤 Item Filter				1×
Right-click filter window or click	Item number	D And X Orlette Clear	Int ConteDel Ctrl+BKSp	PICI	
Select Save to Database or	Primary vendor Rem category	+ Sidert + Oxdert	Contenant ConteLeft		
Save as default filter		 Move up Move down 	Oxi+Op Oxi+Opim		
		Save to Database Save as default filter			
	QK	Delete from Database	Corlet	ed Options >> He	ND
		Preview results	Chri+R		

Saving to the Database

Use to save the filter as a particular name. To later use the filter, a user will have to load it.

Enter a name for your filter, then click



Ctrl+U

Customize

To use a saved filter, click <u>Load</u> on the filter window and select the filter to use.



Saving as Default Filter

Use to save the filter as the primary filter for the table.

The filter will be saved under the title of the window, (e.g., "Item Filter").



If someone opens a filter window, the default filter is automatically shown.

Exercise 6: Saving Filters

Try it Yourself! In this exercise, you will learn how to save a filter, and use it in another function.

1. Select **Inventory > Items** and recreate the filter from the Exercise 3, with Dunlop as the Primary Vendor and Golf as the Item category.

2.	Click Options >> and select Save to database	Save to Database
	Name the filter Dunlop/Golf then click	Save name Dunlop/Golf
3.	Select Inventory > Reports > Valuation.	

<u>0</u>K

4. Switch to the **Item tab.**

Right-click the filter and select **Load from Database...**

Select Dunlop/Golf and click

Valuation Report		
Report Detail Order by Item number	Clear	ins Ctri+Dei Ctri+BkSp
Parameters Item Inventory/Price	⇒ Indent ∉ Outdent	Ctrl+Right Ctrl+Left
tem category 2 to	Move up Move down	Ctrl+Up Ctrl+Down
	Save to Database Save as default filte	
	🔁 Load from Databas Delete from Databa	
P <u>r</u> eview <u>E</u>	trint View/Edit Filter Tex Preview results Customize	d Ctrl+F Ctrl+R Ctrl+U

? ×

•

5. Click Preview to see a preview of the Valuation Report. It shows the current value of quantity on hand for items with a Primary Vendor of "Dunlop" and Item Category of "Golf".

-----END OF EXERCISE------

ENTERING DATES

Enter dates using 2 digits for the month, 2 digits for the day and either 2 digits or 4 digits for the year.

Counterpoint automatically places slashes in the date.

or

Click \checkmark or press Alt + \downarrow then select date from a pop-up calendar



or enter

T, t	for T oday's date	
W	for the first day of the current $old W$ eek	(for standard weeks)
K	for the last day of the current wee ${f K}$	(for standard weeks)
Μ	for the first day of the current ${f M}$ onth	(for standard months)
Н	for the last day of the current mont $old H$	(for standard months)
Q,q	for the first day of the current ${f Q}$ uarter	(for standard quarters)
U,u	for the last day of the current q $old U$ arter	(for standard quarters)
Y	for the first day of the current ${f Y}$ ear	(for standard years)
R	for the last day of the current yea ${f R}$	(for standard years)
S,s	for the first day of the current S eason	(for Calendar seasons)
N,n	for the last day of the current seaso ${\sf N}$	(for Calendar seasons)
У	for the first day of the current y ear	(for Calendar years)
r	for the last day of the current yea r	(for Calendar years)
m	for the first day of the current M onth	(for Calendar months)
h	for the last day of the current mont ${f h}$	(for Calendar months)
W	for the first day of the current Week	(for Calendar weeks)
k	for the last day of the current wee $f k$	(for Calendar weeks)
Shift+ -	increment date by one day decrement date by one day	

Shift+PgUp/PgDn Ctrl+PgUp/PgDn increment date by one day decrement date by one day increment / decrement date by one month increment / decrement date by one year

1 - 50

Report

Select to print detailed or summarized information.

Order by

Select the field that determines the order in which records appear.

Parameters

Enable choices specific to each report.

Table tab (Item & Inventory/Price)

Each table used in the report has a tab that allows you to apply filters to the records of that table.

Kaluation Report							
Report Detail		V					
Order by Item number		•					
Parameters Item Inventory/Price		kapped and the second s					<u>_ 0 ×</u>
Item number	DZ to DZ	Report Detail				•	
Item category	D to D	Order by Item number	•			•	
Sub-category	D to D	Parameters Item Inventory/Price)				
Item type		Qty on hand not equal to 0					
<u>E</u> -mail	Preview Print Options >>						
							>>
E-mail	Encoll report	<u>E</u> -mail	Preview	<u>Print</u>	ptions >> <u>[</u>	Close	Help
	Email report						
Preview	Show report on scre	en					
<u>P</u> rint	Print on default Win	dows printer					
0-1							
Options >>							
Printer setup		printer or paper setting					
Export	Write report dat	a to specified destina	tion				
Show SQL tabs		ext, SQL text, and All S	SQL text ta	bs			
Diagnostic log	Create a diagnostic log for Crystal						
Save report	───► Save the report to disk						
Save parameters	→ Save the parameters for the report						
Load parameters	Load saved par	rameters					
Delete parameters	──► Delete saved p	arameters					

🗞 Valuation Report		- 🗆 🗡
Report Detail	•	
Or <u>d</u> er by Item number	•	
Parameters Item Inventory/Price		
✓ Print serial number detail		
		>>
<u>E</u> -mail P <u>r</u> eview <u>P</u> rint <u>O</u> ptions >> <u>O</u> k	ose	Help

Previewing a report - II X 🔯 Valuation Re 1 / 1+ 😠 🌮 🔗 🎢 100% 💌 Preview Date 2/22/2006 Time 3:16:04PM Page 1 FOR DEMONSTRATION PURPOSES ONLY Valuation Report - Detail Print serial number detail Order by Item number Inventory/Price: Oty on hand not equal to D ltem # Subcat Description Category Vendor # Acct code ADM-SCD Adams SC Driver, RH CLUBS AD AM S Unit Value --Inventory value ----<u>Location</u> EAST MAIN Price-1 399.99 399.99 Avg unit cost 270.60 270.60 Last cost 0.0000 159.9960 Awg.cost 811.79 11.906.18 Last cost 0.00 7.039.82 Retail 1,199.97 17 599 56 Oty on hand



Valuation Report ((Preview)							_
e Help								
р 🍜 🚼 🛛 К	< > H 1 /	1+ 🛛 😒 🌮	100%	•				
review								
ADM-SCD ADM-TL2 ADM-TL2 ADM-TL3 ADM-TL5 ADM-TL5 ADM-TL7 ADM-TL9	Date 2/22/2006 T	ime 3:16:04PM	FO	R DEMONSTRATION Valuation Repo				Page 1
ADM-VMI ADM-VMI-P	Print serial number d Orderby Item number Inventory/Price: Qty o	er.						
APL-HAT APL-UMB	ltem #	Description		Category	Subcat	Acct c	ode Vend	or#
BAG-PRD	ADM-SCD	Adams SC Drive	er, RH	GOLF	CLUBS	1	AD AM	18
BAG-PRT				Unit Value		In \	entory value	
BAG-ST	Location	Oty on hand	Price-1	Avg unit cost	Last cost	Avg cost	Last cost	Retail
BAG-TRV	EAST	3	399.99	270.60	0.0000	811.79	0.00	1,199.97
ALL-RET	MAIN	44	399.99	270.60	159.9960	11,906.18	7,039.82	17,599.56
ALL-RET-PR	Item totals:	47				12,717.97	7,039.82	18,799.53
BIGBURGER	ADM-T L2	Adams Tight Lie	s 2 Wood	GOLF	CLUBS	1	AD AM	15
BURGER				Unit Value		In v	entory value ······	
			Price-1	Avg unit cost	Last cost	Avg cost	Last cost	Retail
CAKE	Location	Oty on hand						
CAKE CAL-BB	Location EAST	Oty on hand3	349.99	267.69	0.0000	803.06	0.00	1,049.97
:AKE						803.06	0.00	1,049.97 2,449.93

Saving the Report to Disk

Add sequence # - prevents previously saved reports from being overwritten. The sequence number is a 5-digit number.

Save Options	?	×
Directory	C:\CounterPoint\CampGolfTraining\SavedReports	7
	IM Inventory Valuation Report pdf	2
Add sequence # [
File format	Acrobat Format (PDF)	
	<u> </u>	

Select System > Message Center • Use to send messages to a specific user, group of users, or all users

		w message				
Let 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
E .	Message Center - Messa		N 100-			_ 🗆 ×
1	E 🖃 🔳		S 📠	_		
F				<u>U</u> ser Mana	ager	•
16	🖃 Inbox 🕒 Sent It					
7	I Status From	То	Received Subj	ject		<u>+</u>
Γ						
						-
01	Items F	olders are up to date.				
Click		lect the user	/users to rec	ceive the	mess	
		_	/users to rec	ceive the	mess	
	age	_	/users to rec	ceive the	mess	
		_	/users to rec	ceive the		<u>?</u>]
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New Messa New Messa I.o Sut Instant messa	age	ļ	<u>S</u> how na	ames from		<u>?</u>]
	age	t Names Basic POS user 1	Show na All User POS1	ames from ts	₹ ₹	2) All Users
New Messa New Messa I I Juntant messa	age	t Names Basic POS user 1 Basic POS user 2	Show na All User POS1 POS2	ames from rs Department	₹ ₹	2) All Users
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New Messa New Messa Io Sub	age	t Names Basic POS user 1 Basic POS user 2 jer jer jer - 2	Show na All User POS1 POS2 Z MGR MGR2	ames from rs Department Admin Admin Admin	₹ ₹	۲) AliUsers
New Messa New Messa Io Sut	age 3 Select bject Select Name Clerk - Clerk - Clerk - Clerk - Clerk - Mame	t Names Basic POS user 1 Basic POS user 2 jer jer jer - 2	Show ne All User POS1 POS2 Z MGR	ames from rs Department Admin Admin	₹ ₹	۲) AliUsers
New Messa New Messa I Io Sut	age	t Names Basic POS user 1 Basic POS user 2 jer jer jer - 2	Show na All User POS1 POS2 Z MGR MGR2	ames from rs Department Admin Admin Admin	₹ ₹	۲) AliUsers
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New Messa New Messa I Io Sut	age	t Names Basic POS user 1 Basic POS user 2 jer jer jer - 2	Show na All User POS1 POS2 Z MGR MGR2	ames from rs Department Admin Admin Admin	₹ ₹	<u>?</u>] Ali Users
New Messa New Messa I Io Sut	age	t Names Basic POS user 1 Basic POS user 2 jer jer jer - 2	Show na All User POS1 POS2 Z MGR MGR2	ames from rs Department Admin Admin Admin	₹ ₹	?
New Messa New Messa I Io Sut	age	t Names t Names Basic POS user 1 Basic POS user 2 jer jer jer jer jer 2 jer - 2 jer - 2	Show na All User POS1 POS2 Z MGR MGR2	ames from rs Department Admin Admin Admin Admin Admin		2)
New Messa New Messa I Io Sut	age	t Names t Names Basic POS user 1 Basic POS user 2 jer jer jer jer jer 2 jer - 2 jer - 2	Show ne All User POS1 POS2 Z MGR MGR2 Z2	ames from rs Department Admin Admin Admin Admin Admin		2)

Enter the text for the message and click to send the message to the selected users.

🔯 New Message	? X
Io Clerk - Basic POS user 1;Clerk - Basic POS user 2	
Subject Meeting Today	
Instant message? 🗖 🔰 Auto-delete instant message 🗖	
Reminder: We have a company-wide meeting for all POS Clerks this afternoon at 2:30. Meet in the break room.	4

Received messages appear in the Inbox of the Message Center. A user can read, reply, delete, or forward the message. Messages cannot have attachments.

Message Center	a 🗙 🛛 🕼	1		
🖃 Inbox 😁 Sent Items				
I Status From	То	Received	Subject	<u> </u>
Manager	Clerk - Basic POS user '	7/7/2009 9:28 AM	Meeting Today	
Manager	Clerk - Basic POS user '	7/6/2009 7:02 PM	Closing Early	
				-
Subject: Meeting Today	v			
From: Manager				I
To: Clerk - Basic POS	user 1;Clerk - Basic POS	S user 2		
Reminder: We have a company-wide	e meeting today for a	ll POS clerks this	afternoon at 2:30. Meet in th	e break room.
2 Items Folders	s are up to date.			

Use **System > Utilities > Purge Messages** to permanently remove messages that have been deleted by individual recipients and senders.

Sending Instant Messages



After 30 seconds, the instant message appears on the recipient's screen. Any authorized user can send an instant message.



Clock-in/Clock-out

Ways to clock-in or clock-out of Counterpoint:

- Select Timecards > Clock-in/out to clock-in/out of Counterpoint
- Click *Not clocked in*/ *Clocked in * button located in the status bar.

Clocked in 1 / MGR Menu: MGR

 Configure Counterpoint to automatically prompt user to clock-in or clock-out when starting or exiting the software

Clock-in/Clock	-out			<u>? ×</u>
		10:4	41:41 AM	_
	<u>U</u> ser	MGR		
<u>P</u> a	ssword 🛛			_
Empl	oyee # [251		
Depa	artment [Admin		
Last activ	ity type [Clock-in	I	
Last activity da	te/time [1/10/20	007 9:23 AM	
Charletin	Class	1. m. 1	Class	Hala
Clock-in		k-out	<u> </u>	<u>H</u> elp

Use **Timecards > Enter** to edit timecard records.

🔄 Timecaro	ls Enter							2
€ 🗄	+ 1	🐻 < I	> 🔎 🛽	s 🗃 -	1			
Store M4	AIN	Main St	ore	Employee #	253			
U <u>s</u> er Z		📿 📿 Manage	:r	Department	Admin			
D <u>a</u> te 10/	/23/2007	•	User has open	clock-in(s) *				
Clock-in	Clock-out	Hours worked	Comment			Void	Exported	^
2:49 PM						N	N	
			(new line)			N	N	
								•
Cloc <u>k</u> -in 2	:49 PM	Clock-o <u>u</u> t			Total hour	s for date	0.000	
<u>C</u> omment				V <u>o</u> id				
	Entry not c	locked out *	_					

Clock-in/Clock-out with a User ID card

A user can swipe his/her User ID card to clock in and out.

At the Clock-in/Clock-out window, swipe the User ID card through the workstation's MSR (mag stripe reader).

Clock-in/Clock-o	out		? 💌
	11:5	6:17 AM	
L	lser		
Pass	word		
Employ	ee #		
Departr	ment		
Last activity	type		
Last activity date/	'time		
Clock-in	Cl <u>o</u> ck-out	Close	Help
Swipe User	ID card t	o Clock-in	/Clock-out

Click **OK** to close the **Information** window.



Entering Timecards

Use **Timecards > Enter** to manually create or edit the clock-in/out record for a user.

- Allows a single document per date
- Uses the workstation's system time

母	Timecards	; Enter						_ 🗆 🗵
	€ 目	+			76 🗃	i - 😡	•	
	Store M4	AIN [🔎 📿 Main St	ore	Employee	e # 251		
	U <u>s</u> er MG	iR [🔎 📿 Manage	ſ	Departm	ent Admin		
	D <u>a</u> te 05/	/03/2006	•					
	- ,							
	Clock-in	Clock-out	Hours worked	Comment			Void	Exported
Г	9:01 AM	9:14 AM	0.217				N	N
>	9:16 AM	12:00 PM	2.733				N	N
				(new line)			N	N
	Cloc <u>k</u> -in 9	:16 AM	Clock-o <u>u</u> t	12:00 PM		Total hou	urs for dat	e 2.950
	Comment				V <u>o</u> id			
	Ti	me worked: 2	hours, 44 minute	s (2.733 hours)).			
	La	ast altered: 11/	10/2006 by user	MGR				

Existing timecard records to not adjust for Daylight Savings Time or store seconds.

TIMECARDS

Exporting Timecards

Use Timecards > Export Timecards to export timecard information

- Produces a report of data that will be exported
- Cannot export incomplete or voided records

🔯 Export Timecards	
Order by User	
Parameters User Timecard Detail	
Cytoff date Custom ▼ / / ▼ Report Type © Summary © Detail Group by store Include previously exported entries	
	>>
E-mail Preview Print Export Options >> Close	<u>H</u> elp

After clicking <u>Export</u>, specify a folder and name for the export file and whether you want to produce a report of the exported data.

Export Timecard	Entries		? 🗙
<u>Filenar</u> Purge exported entrie	s []	vity\Export\Time	cards.csv
<u>I</u> imecard export rep	ort Skip	<u>C</u> ancel	 Help

Summary

	Date 4.	/26/2013 Time :	3:25:36PM							Page 1	
					FOR DEM	ONSTRATION	PURPOSES	DNLY		0	
					E	xport Timeca	ds Report				
						Summa	агу				
	Include	previously export	ted entries								
	Cuto ff d	ate: 4/26/2013	eu entres								
	Event no Group b	o 700814									
	Orderby										
	User	MGR	Name M:	anager		Departme	nt Admin	Employee#	251		
			Date			Hours work					
			1/2/2007			5.6:					
			1/3/2007			6.8	33				
	Г		1/4/2007			9.6	33				
		D-4- 4000	2013 Time 3:26:39PM							-	
		Date 4/26/2	2013 IIME 3:26:39PM			FOR DEMON	STRATION PI	URPOSES ONLY		F	age
							ort Timecards				
							Detail				
1:01											
etail											
		Include previ Cutoff date:	iously exported entries 4/26/2013								
		Event no 700									
		Group by U: Order by Us									
		User	MGR	Name M	anager		Department	Admin	Employee#	251	
				Date	Clock-in	Clock-out	Hours worked		Comment		
				1/2/2007	06:56 AM	08:36 AM	1.667	(1 hours, 40 minutes)			
				1/2/2007	10:05 AM	11:12 AM	1.117	(1 hours, 7 minutes)			
				1/2/2007	04:11 PM	07:03 PM	2.867	(2 hours, 52 minutes)			
				1/3/2007	07:50 AM	10:49 AM	2.983	(2 hours, 59 minutes)			
				1/3/2007	12:07 PM	03:58 PM	3.850	(3 hours, 51 minutes)			

TIMECARDS

Purging Timecards

Use Timecards > Purge Timecards to remove timecard entries

• Cannot purge incomplete or voided records

🔯 Purge Timecards	
Order by User	
Parameters User Timecard Detail	
Cutoff date Custom ✓ ✓ Report Type Entries to include • Summary Detail ✓ Completed and exported • Group by store ✓ Complete	>>
<u>E</u> -mail Preview Print Purge Options >> Close	Help

EXERCISE 7

Try it Yourself!

Set the Sales Rep to MGR2 for your A/R customers who are assigned to the EAST Store and who have a balance over \$100.00.

1 - 62

Counterpoint Fundamentals Learning Objectives Evaluation

	Section One
Date:	

Name (Optional): _____

Please respond to how well you feel you understand the tasks covered in today's class

Use the following scale

1 - Not covered 2 - I don't get it 3 - I need a lot more help in this area 4 - I need a little more time to get it 5 - I got it Starting NCR Counterpoint Selecting a company to use Logging in to Counterpoint Navigating the Menu structure Customizing a toolbar Using Lookups Using Zooms **Using Filters** Using Table View Generate a Quick Report Generate a regular report Entering dates Using Messages Getting online help Work with Timecards

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Order Management Toolbar Fill Backorders Tab Pick Tab Pick Verify Tab Pack Tab Release Tab	

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COUNTERPOINT FUNDAMENTALS – POS PROCESSING OBJECTIVES

Section 2: Point of Sale Processing	After completing the readings and exercises in this section, you will be able to:
liceccong	 Use the Drawer Management function
	 Activate a drawer
	 Do a reading of a drawer
	 Process a cash drop from a drawer
	 Process a cash loan into a drawer
	 Log in to Touchscreen and regular Ticket Entry
	 Complete a sale ticket
	 Complete a return ticket
	 Create and process an order, layaway, and hold
	 Perform overrides during entry of a ticket
	 Identify customers and sales reps
	 Assign ticket numbers
	 Sell alternate units of an item
	 Sell gridded items
	 Sell serialized items
	 Sell and redeem gift cards
	 Issue and redeem store credits
	 Add miscellaneous charges to a ticket
	 Take different types of payment on tickets
	 Count a drawer
	 Reconcile a drawer
	 Post tickets in a drawer

EXERCISE LOG

The following is a list of the exercises and skills that you will be completing during Section 2 - Point of Sale Processing.

Exercise	Page #	Skills Covered
Exercise 1: Touchscreen Ticket Entry	22	 Use of Touchscreen Enter a ship-to address Enter a shipping charge Enter a miscellaneous charge Do a price override Receive credit card payment Conduct a No-sale Lock the drawer Unlock the drawer
Exercise 2: Touchscreen Ticket Entry	27	 Use of Touchscreen Sell a weighed item Redeem loyalty points
Exercise 3: Basic Ticket Entry in Touchscreen	75	 Select an existing customer Edit an existing customer's address Select an existing sales rep Enter a gridded item Hold a ticket Recall a held ticket Complete a cash sale
Exercise 4: Creating an Order in Touchscreen	82	 Create an order Add customer on the fly Copy bill-to address Sell a serialized item Process order deposit Create a backorder
Exercise 5: Releasing an Individual Order in Touchscreen	95	 Release order lines to a ticket Leave a backorder line on the order Allocate a deposit between the release and order lines Complete the release tic ket View the order after the release ticket is completed View order activity after the release ticket is completed
Exercise 6: Entering a Ticket in Regular Ticket Entry	127	 Select an existing customer Enter an item on the ticket Take cash payment on the ticket Complete the ticket

Typical Point of Sale work occurs by running the menu selections in this order. Unless indicated otherwise, all selections are under **Point of Sale**.

1	Drawers > Drawer Management Drawers > Activate Drawers > Cash Drop Drawers > Cash Loan Drawers > Reading Drawers > Count Drawers > Reconcile	All drawer functions (Activate, Cash Drop, Cash Loan, Count, Reconcile, Post, and Drawer Reading Report) can be managed through the Drawer Management window. You can also use the menu selection for each specific drawer function (e.g., Point of Sale > Drawers > Activate)
2	Tickets >Touchscreen or Tickets >Ticket Entry	Use either of these menu selections to enter point of sale transactions.
3	Tickets > Edit List	Optionally use to print an edit list of ticket information before posting tickets.
4	Tickets > Credit Card > Settle	Use to settle credit card payments Counterpoint also provides the ability to settle credit card payments unattended.
5	Tickets > Post	Use to post the tickets in a drawer.
7	Reports > Journals	Any time after tickets have been posted, you can print the journal of posted ticket information.
8	Views > View Tickets View Orders View Layaways View Holds View Quotes	View open ticket, order, layaway, hold or quote documents
9	Sales History > Views > Ticket History Closed Orders Closed Layaways Voided History	Any time after tickets have been posted, you can view ticket history, closed order history, closed layaway history, or voided ticket history.

DRAWER MANAGEMENT

Drawer Session Cycle

	Current drawer session status	New status
Drawers > Activate Enter opening amounts for Cash type pay codes	Inactive	Active
Tickets > Touchscreen or Tickets > Ticket Entry Enter tickets, orders, etc.	Active or Inactive (if <i>auto-activate</i> is OK for store) or Counted (if <i>reactivation</i> if OK for the store)	Active
Drawers > Cash Drop Remove money from a drawer	Active	Active
Drawers > Cash Loan Add money to a drawer	Active	Active
Drawers > Count Enter amoubt for each pay code for drawer (Blind count)	Active	Counted
Drawers > Reconcile Verify count amounts and correct discrepancies Closes the drawer session.	Counted or Active (if <i>auto-count</i> is OK for store) or Reconciled	Reconciled
Tickets > Post Final update to data from tickets that are being posted	Reconciled or Counted (if <i>auto-reconcile</i> is OK for store) or Active (if <i>auto-count</i> and <i>auto-reconcile</i> are OK for store)	Inactive

Using Drawer Management

Select Point of Sale > Drawers > Drawer Management

- Use to manage drawer functions
- User must be authorized to perform the requested function for the specified drawer

4	Drawer	Mar	nagem	ent											_02
<u>S</u>	tore: N	1AI	N		•							[🙆 <u>R</u> e	efresh	<u>C</u> lose
Dra	awer sessi	ions -													
i	Session	-	Drawe	•	Status	-	Started	on	Last	used by 💌	Created	d offline	• 🔻	l.	Activate
Ц			2		Inactive									С	a <u>s</u> h Drop
Н		8			Reconciled			08 7:29 AM	MGF	-	False				as <u>h</u> Loan
P		9	1		Active		7797200	08 7:29 AM	MGF	i	False			Ē	Count
															} <u>e</u> concile
															<u>P</u> ost
														🛛 🛃 🖸	rawer reading
De	awer sessi		ummha												
_				Event dat	L			0				1 - I			
	Event typ Drawer a			7/9/2008		Amount	0.00	Over/short	0.00	User MGR		tatus Iormal	•	Eve	e <u>n</u> t details
ш	Drawer a	cuva	uon	//3/2000) 7.2 3 A M		0.00		0.00	Mun		Iomai		⊻oi	id event
														-	eference:
														Drawer activate	automatically
														activate	:a.

Store	Select the store to perform drawer functions		
Drawer sessions	Shows the details for current drawers		
Drawer session events	Shows the events for the selected drawer session		

Click	Activate	to enter opening cash amounts
Click	Ca <u>s</u> h Drop	to remove cash from the drawer
Click	Cas <u>h</u> Loan	to add cash to the drawer
Click	C <u>o</u> unt	to count the drawer
Click	R <u>e</u> concile	to reconcile the drawer
Click	<u>P</u> ost	to post the drawer
Click	🛛 🛃 Drawer reading	to run the Drawer Reading Report

DRAWER MANAGEMENT

Activate a Drawer

Also available via **Point of Sale > Drawers > Activate**

- Use to indicate initial amounts placed into drawer for Cash type pay codes
- User must be authorized to activate a specific drawer
- Can only activate a new session if all others sessions for drawer are counted
- Can skip if auto-activate is allowed for store

	Activate Drawer	? ×
Click Activate	User MGR 📿 Manager	
	Password	
	Store MAIN 20 Main Store	
	Drawer 1	
	<u>Activate</u> <u>Close</u> <u>H</u> elp	

User Password	User who is activating the drawer User's password A user can also swipe a user ID card to identify who they are.
Store	Store to which drawer is assigned
Drawer	Drawer to be activated Drawer's status must be <i>Inactive</i> , or you will be asked to reactivate drawer, if reactivation is allowed for store. Reactivate displays initial activation amounts that can be changed

If your store is configured to allow auto-activation, you can go directly to **Point of Sale > Tickets > Touchscreen**. If the drawer you choose to use when logging into Touchscreen has not been activated, you are prompted to either **Activate** or **Auto-activate** the drawer.



Activate a Drawer: Entering Opening Amounts

For each pay code, enter the amount put into the drawer at the start of the day or shift.

If reactivating an already reconciled drawer, enter total cash (original + new)

Click **Deen** to physically open the cash drawer.

<u>U</u> ser MGR <u>S</u> tore MAIN	🐷 Manager		
Drawer 1	Drawer 1		
Pay code	Description	Amt act	ivated 🔄
CASH	Cash		150.00
EURO	Euro Dollar		177.80
	Tota	al activated	327.8
	Total activated in hom	e currency	361.8

Total activated Running total of amounts entered			
Total activated in home currency	Running total of amounts entered, converted into home currency (Active only if a foreign currency is used at the store)		

Click <u>Count cash units</u> to enter the quantity of each currency unit.

Counterpoint adds the quantities for you and updates Amt activated with the total.

ل	Count Cash U	nits							?	×
	Pay coo	le CASH	R	Cash						
	Currency code HOME Home currency (US Dollars)									
							,			
	pins .	-				olls	-			_
Ш	Currency unit	Count	Total			Currency unit	Count	Total		▲
	Pennies	50	0.50			Pennies	0		0.00	
	Nickels	10	0.50			Nickels	0		0.00	
	Dimes	10	1.00			Dimes	0		0.00	
	Quarters	12	3.00	•		Quarters	1		10.00	•
		Subtotal	5	.00			Subtotal		10.	00
Bil	ls			_	L-S	tacks (No units	defined.)			
	Currency unit	Count	Total							
	\$1's	20	20.00							
	\$5's	5	25.00							
	\$10's	5	50.00							
	\$20's	2	40.00							
	\$50's	0	0.00							
	\$100's	0	0.00	▾						
		Subtotal	135	.00						
						To	otal amount		150.0	00
					<u>!</u>	<u>2</u> K	Ca <u>n</u> cel		<u>H</u> elp	

when completed to update drawer's status to Active.

Reading a Drawer

Also available via Point of Sale > Drawers > Reading

• Use to find out the current sales and pay code totals for all drawers in a store or for a single drawer or drawer session

🔯 Drawer Reading			
Parameters Drawer Session Store Store St	All stores All drawers All gessions Parameters Drawer Session Store	to D	<u>_</u> _×
P <u>r</u> eview <u>P</u> tint		το	>>
	Preview	Print Options >> Otose	<u>H</u> elp
ate 6/9/2009 Time 9:50:55AM FC	OR DEMONSTRATION PURPOSES ONLY Drawer Reading Report		Page 1
tore: MAIN rawer: 1 rawer session: All		<u>Current Exchange Rates;</u> Horne currency (US Dollars)	1.0000

tore	MAIN		Drawer	1	Drawer : Drawer :	session session status	1 Active		
M	erchandise		Non-Mercha	ndise			Tender		
		Amount	Туре	Amount	Description	Begin amt	Tr× amt	Removed	Over/Shor
ales		1,510.34	Gift cert	00.08	A/R Charge	0.00	0.00	* Not counted *	
etums		-399.99	Stored valicards		American Express	0.00	0.00	* Not counted *	
			Miscoharges	7.00	Cash	0.00	927.13	* Not counted *	
			Тах	135.95	Personal Check	0.00	333.61	* Not counted *	
			Ord dep recvd	90.89	Credit Card	0.00	0.00	* Not counted *	
		Cash drop	Ord dep applied	-14.00	Discover	0.00	0.00	* Not counted *	
				0.00 0.00	Gift Certificate Rede	0.00	25.00	* Not counted *	
			Cash Ioan	0.00	MasterCard	0.00	454.48	* Not counted *	
					Points	0.00	0.00	* Not counted *	
					Store Credit	0.00	-392.99	* Not counted *	
					Visa	0.00	62.36	* Not counted *	
let Sales	;	1,110.35	Total	299.24		0.00	1,409.59	* Not counted *	

Cash Drop

Also available via Point of Sale > Drawers > Cash Drop

- Use to remove cash from a drawer
- User must be authorized to perform a cash drop for the specified drawer

Cash Drop		<u>? ×</u>
<u>U</u> ser	MGR 🔘 Manager	
<u>P</u> assword		
<u>S</u> tore	MAIN 🔎 Main Store	
<u>D</u> rawer	1	
	<u>D</u> K <u>C</u> lose <u>H</u> elp	

	🔯 Drawer Cash Di	op - Drawer Session: 9		<u>? ×</u>
Enter the amount of	U <u>s</u> er MGR	🗵 Manager		Open drawer
cash being	Store MAIN	🔎 🗷 Main Store		Co <u>u</u> nt cash units
removed from the	Drawer 1	Drawer 1		
drawer	Pay code	Description		Drop amount
	▶ CASH	Cash		100.00
	Reference	Â	Total amount	100.00
			<u>0</u> K <u>C</u> a	ncel <u>H</u> elp

After clicking \square^{K} , a message appears to let you know that the cash drop information is saved.



DRAWER MANAGEMENT

Cash Loan

Also available via Point of Sale > Drawers > Cash Loan

- Use to add cash to a drawer
- User must be authorized to perform a cash loan for the specified drawer

Cash Loan			<u>?</u> ×
<u>U</u> ser	MGR	🗵 Manager	
<u>P</u> assword			
<u>S</u> tore	MAIN	🔎 Main Store	
<u>D</u> rawer	1	\square	
	<u>о</u> к	<u>C</u> lose <u>H</u> elp	

	🔯 Drawer Cash Loa	in - Drawer Session: 9		<u>? ×</u>
	U <u>s</u> er MGR	🗵 Manager		Open drawer
Frataritha area unt of	Store MAIN	🔎 🗷 Main Store		Co <u>u</u> nt cash units
Enter the amount of cash being added to	Drawer 1	Drawer 1		
the drawer	Pay code	Description		Loan amount
	▶ CASH	Cash		10.00
	Reference			
	Adding roll of quarters.	A V	Total amount	10.00
			<u>0</u> K <u>C</u> a	ancel <u>H</u> elp

After clicking $\square K$, a message appears to let you know that the cash loan information is saved.



Two methods for entering tickets:

Nouchscreen Ticket Entry							
		F3 🗲 F4	F5	ltem nu	umber		₽ 2
Customer #:		Sales rep:					
Item Description number	Quantit	y Price Line discount	Line item price	Member LookUp	Golf Item LookUp	Two-Person Special	Lost Sales Tracking
(new line)			0.00				
	Discounts						
J							
Document totals		Gross subtotal:	0.00	1			Ellon
		Document discount:	0.00		Pro Shop		
Number of lines:	0	Subtotal:	0.00	Snacks >>	>>	More >>	P <u>a</u> y >>
		Tax:	0.00				
Net amount received:	0.00	Misc charges:	0.00				
Amount due:	0.00	Total:	0.00	Com <u>p</u> lete	<u>S</u> ale	Return Item	Void Line
* Not clocked in *		4/29/201	3 1:01 PM	Mgr Ma	IN 1	1	Session: 1

Touchscreen ticket entry

Ticket Entry

	9 GJ HJ 🗙 🎒	⊇ • 😥 •						
Customer #	Name				Sale	s Teb	Document AUTO-AS	SSIGN)
					'			oorani,
Item number	Description (new line)	Quantity	Price 0	Gross line item price	Line discount Line ite	em price 0.00		
Sale Return	Item number			J	Quantity	Price	Net	line price
Return More >>	(new line)			Į	Stocking	•	Net	line price
Return <u>M</u> ore >>	(new line)			J	Stocking	ent totals		
Return More >>	(new line)			J	Stocking	ent totals Gro	Net	0.0
Return More >> ine item inform	(new line)			J	Stocking	ent totals Gro	oss subtotal: ent discount: Subtotal:	0.0
Return More >> ine item information : : Calculated price: Unit retail:	(new line) ation			į	Stocking	ent totals Gru Docume	oss subtotal: ent discount: Subtotal: Gift cards:	0.0 0.0 0.0 0.0
Return More >> ine item inform : Calculated price: Unit retail: Purchase request	(new line) ation				Stocking	ent totals Gru Docume	oss subtotal: ent discount: Subtotal: Gift cards: lisc charges:	0.0 0.0 0.0 0.0 0.0
Return <u>More >></u> .ine item inform : Calculated price: Unit retail: Purchase request: PO #:	(new line) ation			2	Stocking	ent totals Gru Docume	oss subtotal: ent discount: Subtotal: Gift cards: lisc charges: Tax:	0.0 0.0 0.0 0.0 0.0 0.0 0.0
Return More >> ine item inform : Calculated price: Unit retail: Purchase request	(new line) ation			<u>i</u>	Stocking	ent totals Gru Docume	oss subtotal: ent discount: Subtotal: Gift cards: lisc charges:	line price 0.00 0.00 0.00 0.00 0.00 0.00 0.00

TOUCHSCREEN TICKET ENTRY

Select Point of Sale > Tickets > Touchscreen

Login

Login is the same for both Touchscreen and "regular" ticket entry

Ticket Entry Login	<u>? × </u>
User MGR 2 Manager	
Store MAIN P C Main Store	Only Starsia Station and drawer
Station 1 Station 1	Only Store's Station and drawer that are valid for user are
Drawer 1 Drawer 1	displayed.
QK <u>Qancel</u> <u>H</u> elp	
Floating keyboard displays when logged into Touchscreen. Cursor must be in a field to use floating keyboard	

If the user who logged into Counterpoint has a User ID card assigned, he/she can instead swipe the ID card to identify themself.

Activating the Drawer

If the drawer has not been activated, you may see a message similar to this:



If you choose to activate the drawer, you'll be asked to enter opening amounts for each cash-type tender. If you choose to auto-activate the drawer, Counterpoint will assume an opening amount of .00 for each cash-type tender.

Configuring Touch-Keyboard and Touch-Keypad

For users of Touchscreen monitors, a touch-keypad can be configured to appear automatically on-screen as needed.

All letters are uppercase with no ability to input lowercase. The shift key gives visual feedback by changing the key labels for the shifted keys.

The keyboard and keypad are available from any Touchscreen ticket entry window.

1 2 3	4 5 6 7	8 9	0] -]	= Backsp
q w e	r t y u	i]_P [
asd	f g h	j k	ı <u>]</u> ;] .	Enter
() z x	c v b n	,	.] <i>I</i>]	
Shift	Space		Shift	Esc

ESC	Clea	icksp	
7	8	9	٢
4	5	6	-
1	2	3	ок
0	00	-	

The keyboard and keypad can be configured differently for each field.

Click to configure when the keyboard or keypad should appear and to configure size of buttons.

	Keyboard setting	s		<u>?×</u>
	Keyboard mo	de		
Select when Touch-keyboard should appear.	<u>A</u> lways On	Al <u>w</u> ays on for blank fields	A <u>l</u> ways Off	<u>R</u> emember last usage
	Button size)		
Select button size.	<u>35</u> <u>4</u> 6	<u>6</u> 9	<u>9</u> 2	<u>1</u> 38
		<u>0</u>	K <u>C</u> ance	I <u>H</u> elp

USING TOUCHSCREEN TICKET ENTRY: ENTERING A TICKET

NOTE: The buttons shown throughout this training manual correspond to the touchscreen layouts defined in the training database. Buttons may be located on different pages and in different positions for your company.

Entering a ticket - I X F2 F3 F4 F5 7 ho $m \odot$ -? --4 Item number Sales rep: MGR Customer # Cash Cust mer (CASH) Member Line item price Golf Iter Quantity Price ltem Description number (new line) 1. Touch (or click) Snacks >> to show the snackbar button Pay >> page. ro Sho More >> Amount due Void Line Subtotal Тах Total 0.00 0.00 0.00 0.00 9:06 AM Session: 1 6/9/2009 - 🗆 🗵 F2 F3 F5 Pe F4 -2 ---Item number Sales rep: MGR Customer #: Cash C ner (CASH) Hotdog Quantity Price Line item price Item 2. Touch (or click) Hamburger Description to numbe sell a hamburger. (new line) Pret<u>z</u>el Calad Pizza Coffee . () Ice Crea ø -Candy More > P<u>ay</u> >> 3. Touch (or click) to Pay >> accept payment from the Q customer. More >> Amount due Total 0.00 Void Line -Subtotal Tax 0.00

0.00

6/9/2009

9:09 AM

Session:

0.00



Enter the amount of cash tendered by the customer.

STOUCHSCREEN TICKET Entry	y									
	F2		F3 🖉 F4	4 📅 F	5	ltem n	umber			<i>,</i> 2
Customer #: Cash (Customer (C	ASH)	Sales rep:	MGR	ſ	~				
Item Descrip number	tion	Quantity			Line ^스 price	Check	AIR		Gift Cert.	Store Credit
BURGER Hambu	rger	1	2.00	0.00						
∢ (new lin	ie)					VISA	2	1 -	2	Palate
						⊻isa	МС	с	redit Card	Loyalty Points
						(Q)			5	10
					=	Cas <u>h</u>	\$ <u>1</u>		\$ <u>5</u>	\$1 <u>0</u>
						A	J.S.			440
					-	20	200		Show	Clear Payments
	Amount						?		ayments	Fayments
Document totals	Pay o	ode CASH	H Ca	sh		Clear	Backs	р		4
Number o		unt 3.00				7	8 9		Aore >>	Pay >>
number o	<u>P</u> ay t	icket	OK Cano	el <u>H</u> elp	1	·		-hC		
Net amount re				о. — <u>Ше</u> ір		4	5 6			
Amou	Document to	tals		Total:	Sal 2.21		2 3	R	eturn Item	Void Line
* Not clocked in *			Net amount	received: nt due:	0.00 2.21			_	1	Session: 1
			Amou	nt uue:	2.21	-	0 .			

5. Confirm that the ticket is completed.



6. Provide any change due to the customer and



to print a receipt.



Try it Yourself! In this exercise, you will learn how to:

- use the Touchscreen
- enter a customer PO number _
- enter a ship-to address -
- enter a miscellaneous charge -
- complete a price override -
- process a credit card payment -
- conduct a "No-sale" -
- lock/unlock the drawer _

SCENARIO:

Brian Schmidt has entered your store and has selected the Adams VMI putter for purchase. Brian needs to have the putter shipped to his friend's home address (Joe Billings 1357 West Thomas Ave. Memphis, TN 38111). Brian will use his MasterCard for payment 541983000000004 Exp. 12/20.

More >>

Complete these steps:

- 1. Log in to Touchscreen as POS1.
- 2. Select Brian Schmidt as the customer. Click and select Brian from the lookup.

Loyalty Card, it could have been entered or scanned

🔄 Enter Cust ? × 🔎 🗵 Brian Schmidt Customer # 1002 If you knew Brian's customer number, or if Brian had a $\langle \chi \rangle$ ОK Cancel

then

Custome Functions

then

Your store is configured to request a PO number for all Business category customers.

Enter 1234 as the Customer PO#.

at the Customer # field as well.





2. Return to the Main Menu by clicking



Click and select **ADM-VMI-P** (Adams VMI Putter). Notice that a quantity of **1** is automatically added to the ticket. (If there is insufficient quantity, choose to Override.) 3. Click

- 11	ltem number	Description	Quantity	Price	Line item price
	ADM-VMI-P	Adams VMI Putter	1	99.99	99.99
۶		(new line)			

More >>



4. You need to enter the address to which you will be shipping this item. Click





Customer Functions

and enter Joe Billings address.

Ship-to Address Entry			? 🛛
Sh <u>i</u> p-to address			Default ship-to
Ship-to name type	Person 🔹		
<u>N</u> ame	Joe Billings		Co <u>p</u> y bill-to address
Salutation			
<u>L</u> ast name	Billings		
Add <u>r</u> ess 1	1357 West Thomas	2023	
Add <u>r</u> ess 2			
Address <u>3</u>			
C <u>i</u> ty	Memphis	State TN	<u>о</u> к
<i>∐</i> ip code	38111 Co	untry	
Co <u>n</u> tact 1		Phone 1	O <u>t</u> her contact
<u>E</u> mail 1		Fa <u>x</u> 1	Cancel
Ship-⊻ia code	UPS GROUND 🛛 🔎	Ship date 10/31/2013 -	
Shipping zone	UPS ZONE 3 🖉 🔎	Tax code MEMTN	<u>H</u> elp

5. You need to include a shipping charge of 7.50.

Click , then , then , then , then . Next, enter the shipping charge. Notice that the corresponding percent is automatically calculated and displayed.

Enter Miscellaneous Charges					<u>?</u> ×
Subtotal	99.99				
	Amount	Percent	Entered As		
<u>M</u> isc charge 1	7.50	7.501	Amount	│ U <u>s</u> e default	0.00
(1997)					
	<u>O</u> K C <u>a</u> r	ncel <u>H</u> elp			

The shipping charge now appears in the totals area.

Document totals			
		Gross subtotal:	99.99
		Document discount:	0.00
Number of lines:	1	Subtotal:	99.99
		Tax:	11.25
Net amount received:	0.00	Misc charges:	7.50
Amount due:	118.74	Total:	118.74

6. Brian notices that the club he selected has a slight scratch on it and asks for a discount. You agree to discount the club 5%.

Click the ADM-VMI-P item.



Enter the discount percentage and enter MGR as the reason for the price override.

Price override percen	t	<u>? × </u>	
Calculated price	99.99		
Old line price	99.99		
Price	94.99 <u>U</u> se default pri	rice	
Discount %	5.0000		
<u>R</u> eason code	MGR 🔎 Manager Overid	de	
	OK C <u>a</u> ncel <u>H</u> elp		
		🔯 User not authorized	
When the "User not authorized" me	essage appears,	User not authorized to Override prices or not authorized to perform security overrides.	
click Override (F2).		OK Oyerride (F2) Help	

Enter MGR as the user performing the override.

🔯 Security Override					
User not authorized to Override prices or not authorized to perform security overrides.					
<u>U</u> ser ID MGR					
Password					
<u>о</u> к	<u>C</u> ancel	H <u>e</u> lp			

The Subtotal and Tax are recalculated to reflect the price change.

Document totals			
		Gross subtotal:	94.99
		Document discount:	0.00
Number of lines:	1	Subtotal:	94.99
		Tax:	10.69
Net amount received:	0.00	Misc charges:	7.50
Amount due:	113.18	Total:	113.18

Brian is ready to pay for his purchase.

Oliale	Pay >>	44	MC	
Click		then	_	

Brian will put the ticket balance on his MasterCard.

Click **OK** and enter the payment information (5419-8300-0000-0004 Exp. 12/20).

🗞 Validations			? 🛛
Pay code MASTERCAR Ma	sterCard		
Card no 541983*****	~0004 —		
<u>E</u> xp. date 12/17			
Name on card Brian Schmi	idt		
Customer PO#			
<u>о</u> к	<u>C</u> ancel	<u>H</u> elp	

Complete the ticket and close the print window.

🏘 Print			<u>? ×</u>
	No Char Authorized transact	-	
	Ticket 1	00530	
	Alt+G S Gift Rcpt	Alt+R S Receipt	
		Close	Help

7. As soon as Brian Schmidt left your store, you realized that you left his driver's license (which you had used to verify his identity) inside the drawer.

You will need to do a *No-sale* to open the drawer so you can retrieve his license, and then you will need to *Lock* the station while you return the license before he leaves the parking area.



Retrieve the driver's license and close the drawer.

To lock the station, click Lock Station . The Station locked dialog now displays.

Station loc	ked		? ×
Unlock wo	rkstation.		
<u>U</u> ser ID			
Password			
			-
	0 <u>K</u>	<u>H</u> elp	

When you return, unlock the drawer by entering your User ID, and click **OK**. If passwords were enabled, you would also be required to enter your password.

-----END OF EXERCISE------

and select John Lincoln.

Try it Yourself! In this exercise, you will learn how to:

- use the Touchscreen
- sell a weighed item
- redeem loyalty points

SCENARIO:

John Lincoln has come to eat lunch at the Snack Bar. He selects a sandwich, salad, and Pepsi. He also wants to play a round of golf, which he has loyalty points he can use for payment.

Complete these steps:

1. Exit Touchscreen Ticket Entry, and start it again, logging in as MGR this time.



3. When the "Customer has open orders on file" message appears, answer to skip processing them.



8. The items John Lincoln has selected are now shown in the Line Item Display area of the Touchscreen Ticket Entry window. Notice that John has loyalty points that are available for redemption.

C	Customer #:] 、	John Lincoln (1001) *** Loyalty points a		Sales re		
	ltem number	Description	Quantity		Line discount	Line item price
Γ	SANDWICH	Sandwich	1	1.75	0.00	1.75
Γ	SALAD	Salad	3.360	1.75	0.00	5.88
Γ	PEPSI	Pepsi	1	2.00	0.00	2.00
Γ	9HOLES	Greens fees - 9 h	1	16.20	0.00	16.20
>		(new line)				0.00



10. Click **OK** to use the available loyalty points.



11. The Totals area reflects the Loyalty point payment and shows the remaining amount due.

John tenders the balance of the ticket by handing you \$15.

- Document totals Gross subtotal: 25.83 Document discount: 0.00 25.83 Number of lines: 4 Subtotal: 2.69 Tax: 16.20 0.00 Net amount received: Misc charges: 12.32 28.52 Amount due: Total:
- 12. When you complete the ticket, the change due window appears.



----END OF EXERCISE------

Changing the Sales Rep

To change the sales rep for a ticket:



If you are authorized to change sales reps, enter or look up the sales rep for the ticket.

🔯 Enter Sales R	lep		? 🗙
<u>S</u> ales rep	MGR	🔎 🕝 Manager	
	<u>0</u> K	Cancel	

Assigning a Document Number

Usually, your document numbers (such as a ticket number) will be automatically assigned by Counterpoint when the document is completed.

If enabled for your store, you can instead enter your own document number

To enter your own ticket number, after entering at least one line item on the ticket:



You can replace "(AUTO-ASSIGN)" by entering up to 15 alphanumeric characters.

Enter Document N	umber				? 🔀
<u>D</u> ocument	(AUTO-AS	SIGN)		Aut	to-A <u>s</u> sign
	<u>0</u> K	C <u>a</u> ncel	<u>H</u> e	lp	

Voiding the current ticket

To void a ticket that you are in the process of entering:



Voiding a completed ticket

To void a ticket that has been completed and not yet posted:



Select the ticket to void by browsing or using the document lookup. Each ticket is shown behind the void window.

Tickets are limited to the current store, unless you enable *Include other stores*.

Click Void this ticket to void the ticket that currently appears.

🔯 Select ticket for	void 🔹 💽
	I 🖗 🖸
Current store	MAIN
Current station	1
	Include other stores
<u>D</u> ocument	105482
Store	MAIN
Station	1
Ticket date	4/29/2013 4:36 PM
	Void this ticket Close



Reprinting a ticket

To print a ticket that is completed and has not been posted :

Ticket More >> Functions Reprint Ticket click . Next select . then 🔯 Select ticket for reprint **?** × 🛃 🛤 🔺 🕨 🖊 🎒 😰 💟 Select the ticket to reprint by browsing or Current store MAIN using the document lookup. Each ticket is shown behind the reprint window. Current station 1 Tickets are limited to the current store, Include other stations unless you enable Include other stores. Document 105482 $\left|\right\rangle$ Store MAIN Station 1 Reprint ticket Click to reprint the ticket that Ticket date 4/29/2013 4:36 PM currently appears. X Reprint ticket <u>C</u>lose Main Store 542 Tournament Drive P.O. Box 542 Memphis, TN 38018 (901) 555-1234 Where golfing is FUN!!! *** Duplicate *** Ticket# 105482 User: MGR Station: 1 04/29/2013 4: 4:36 pm *** Duplicate *** will appear at the top of the Item # Description Qty Price Total receipt. SANDWICH 1 1.75 1.75 Sandwich 3.360 1.75 5.88 SALAD Salad 1 2.00 PEPSI 2.00 Pepsi 9HOLES 1 16.20 16.20 Greens fees - 9 holes Subtotal Tax 25.83 2.69 Total 28.52 Tender: Loyalty Points 16.20 Cash 15.00 (Change)Cash -2.68 Net tender: 28.52 Items purchased: 6.360 Points redeemed Points balance 162 3,686 John Lincoln 1925 Wondermist Dr. Memphis, TN 38120 321-455-1864 Plan on attending our FALL tournament Prizes for everyone Specials available during tournament

Adding items to a ticket

At **Item number**, identify the item by

- Scanning the item's barcode
- Clicking a button assigned to the item
- Entering the item number
- Enter the vendor's item number
- Clicking And selecting the item from a lookup

The item's description and price automatically appear.

	ltem number	Description	Quantity			Line item price
ŀ	ADM-TL2	Adams Tight Lies	1	349.99	0.00	. 349.99
3	>	(new line)				0.00

Enter Quantity			? 🛛
Item number	DUN-DDH) Q
	Dunlop DD)H 110 Ba	lls
<u>Q</u> uantity	1		
)	Ì	
DO <u>Z</u> \$21.99	<u>S</u> LV \$9.00	<u>E</u> AC \$3.0	
	ļ		
¢		1	1
5	<u>S</u> o	< <u>C</u> a	ncel
	Deta	ails <u>H</u>	elp

If the item has alternate selling units defined, you can select a different unit.

If the identical item and unit is added again to the ticket, it can be consolidated with the previous line.

	ltem number	Description	Quantity			Line item price
	ADM-TL2	Adams Tight Lies	1	349.99	0.00	349.99
	DUN-DDH	Dunlop DDH 110	2	9.00	0.00	18.00
3	•	(new line)				0.00

Selling Gridded Items

Scan a specific color/size/pattern barcode



or

Select the item and then enter the quantity for each color/size/pattern the customer is purchasing

	umber SHOES cation MAIN		men's golf sh n store locati			
		Quantity		Width		
Color	Size	N	larrow	Wide	Total	
White	7		anon	mac	Tottar	0
White	7.5					0
White	8					0
White	8.5				1	1
						_
			C)	1	1
	r <u>F</u> ilter >> ⊻iew	>> 83	ОК	Cancel	Help	

Or click Single cell to select a single color/size/pattern

ridded Item					?
<u>I</u> tem num	ber SHO	ES 🔎	3 Wome	en's golf shoes	
<u>1</u> - Color		<u>2</u> - Size		<u>3</u> - Width	
Multi		7		Narrow	
White		7.5		Wide	
		8			
		8.5			
<u>0</u> K	C <u>a</u> ncel	<u>M</u> ulti-cell	<u>L</u> ookup	(F9) <u>H</u> elp	

or click Lookup (F9) to select a single color/size/pattern from the lookup

🔯 Cell Select	ion LookUp)					? 🛿
<u>S</u> earch	n for		Ke	eyword			
LookUp (Default)							
<u>O</u> rde	Qrder by Cell					•	Filtered V
ltem number	Color	Size	Width	Qty available	Qty on PO's	^	0 <u>K</u>
SHOES	Multi	7	Narrow	4.0000	0.0000		
SHOES	Multi	7	Wide	3.0000	0.0000		<u>C</u> ancel
SHOES	Multi	7.5	Narrow	5.0000	0.0000		Options >>
SHOES	Multi	7.5	Wide	5.0000	0.0000		Options >>
SHOES	Multi	8	Narrow	6.0000	0.0000		Help
SHOES	Multi	8	Wide	6.0000	0.0000		Пер
SHOES	Multi	8.5	Narrow	5.0000	0.0000		
SHOES	Multi	8.5	Wide	3.0000	0.0000		
SHOES	White	7	Narrow	3.0000	0.0000		E <u>d</u> it

Selling Serialized Items

After entering or scanning a serialized item, you are prompted to enter a serial number.

Enter or look up each serial number that is sold or returned, and respond to any serial number prompts that may appear.

If you sell more than 1 of the item, the window looks similar to this.

🔄 Serial numbers				? 🔼
	Serial number	$\left \right>$		
		<u>0</u> K	C <u>a</u> ncel	<u>H</u> elp
				TTeih

🔯 Serial numbers	? 🗙
-	
I <u>t</u> em number B	ALL-RET- 🔎 🕘 Ball Return - PRO
Location M	AIN 📿 🕑 Main store location
Serial number	
4567862	Move up
▶(new line)	Mo <u>v</u> e down
	Serial number
	Serial numbers
	Quantity 3
	Entered 1
	To add 2
	<u>Q</u> K C <u>a</u> ncel <u>H</u> elp

If the item is Always serialized, you will need to identify a serial number for each piece that is sold or returned.

Selling Weighed Items

After specifying an item that needs to be weighed, you will be prompted for the item's weight.

Place the item on the scale or, if the scale is not connected to your computer, enter the weight.

You can select the container before or after the item is weighed.

Enter Weight			<u>?</u> ×						
***MAN WT									
Weight [1.300	Weight 1.300								
Selling unit LB	Selling unit LB								
S <u>m</u> Clam	Sm Clam Lg Clam Plate								
Sm <u>B</u> owl	Source State	Customer's							
Iare weight									
<u> </u>									
No scale found									

The item's quantity (its weight) is automatically adjusted to deduct the weight of the container.

Ľ	Customer #: Cash Customer (CASH) Sales rep: MGR							
	ltem number	Description	Quantity	Price			Line item price	
Γ	BALL-RE	Ball Return - PRO	3		69.99	0.00	209.97	
	SALAD	Salad	1.250		1.75	0.00	2.19	

If you instead scan a random weight barcode, the Enter Weight window does not appear. The weight (quantity) and extended price for the item are obtained from the barcode.

Editing an item on a ticket

ltem Functions

Click the item you want to edit in the Line Item Display. Then select the button that corresponds to the change you want to make.

Γ	Customer #	Cash Customer (C	Sales rep: MGR			
	ltem number	Description	Quantity			Line item price
>	BALL-RE	Ball Return - PRO	3	69.99	0.00	209.97
	SALAD	Salad	1.250	1.75	0.00	2.19
						0.00

In the above example, to edit the serial numbers for the item, click

and then click Item Details



Other changes you can make after selecting an item in the Line Item Display:

- Quantity
- Line type (sale, return, order, etc.)
- Price
- Taxable status (taxable vs non-taxable)
- Color/size/pattern for a gridded item
- Weight and container for a weighed item



З

1

2

Performing an Override

POS managers with authorization can perform security overrides for POS clerks

The User Not Authorized message appears when a POS clerk attempts to perform a function for which they do not have permission.



Click Override (F2)

A POS manager who has permission to perform the attempted function can enter his/her user ID and password.

🔯 Security	Override	? 🔀					
User not authorized to Override prices or not authorized to perform security overrides.							
<u>U</u> ser ID	MGR						
<u>P</u> assword							
	<u>O</u> K <u>C</u> ancel	H <u>e</u> lp					

The POS manager can also swipe a user ID card to perform the security override.

🔄 User not authorized	? X						
User not authorized to Override max discount or not authorized to perform security overrides.							
<u>U</u> ser ID							
Password							
<u> </u>	H <u>e</u> lp						
Swipe User ID card to perform security	override						

Discounting an item on a ticket

You can discount an item by overriding a price or by using a discount code.

Overriding a price

Click the item whose price will be changed in the Line Item Display.



The new price is shown in the Price and Line item price.

C	Customer #: Cash Customer (CASH) Sales rep: MGR						
		Description	Quantity	Price	Line	Line item	
	number				discount	price	
	ADM-VMI	Adams VMI Irons,	1	565.19	0.00	565.19	
	»	(new line)				0.00	
Discounting an item on a ticket

Using a discount code

Click the item you want to discount in the Line Item Display.



If the clerk is not authorized to allow discounts, a POS manager who is authorized can do a security override to allow the discount.

🔯 User	not authorized 🔹 💽							
User not authorized to Allow discounts or not authorized to perform security overrides.								
	0 <u>K</u>	O <u>v</u> erride (F2)	<u>H</u> elp					

	🔯 Enter Line Discount	? 🗙
	Disco <u>u</u> nt code ML 🖉 Manager's Line Discount	
Select the discount code and, if allowed, modify the discount	Disc type Percent	
amount or percent.	Disc % 10.000	
	OK <u>C</u> ancel <u>H</u> elp	

The discount is shown in the Line discount column and is reflected in the Line item price.

Γ	Customer #	Cash Customer (C	ASH)	Sales re	p: MGR	
	ltem number	Description	Quantity			Line item price
	ADM-VMI	Adams VMI Irons,	1	627.99	62.80	565.19
	×	(new line)				0.00

Only one discount code can be applied to the same line item.

TICKET DISCOUNTS

Discounting a ticket

- You can discount all items on a ticket at once, using a ticket discount code
- Only one ticket discount can be applied to a ticket
- A ticket discount and line item discount can be applied on the same ticket



If the clerk is not authorized to allow discounts, a POS manager who is authorized can do a security override to allow the discount.

🔯 User	User not authorized						
User n author	User not authorized to Allow discounts or not authorized to perform security overrides.						
	0 <u>K</u>	O <u>v</u> erride (F2)	<u>H</u> elp				

Select the discount code and, if allowed, modify the discount amount or percent.

🔯 Enter Document Discount			? 🗙
Disco <u>u</u> nt code MT25%	🔎 Mai	nager's 25% T	ïcket Discount
Di <u>s</u> c type Percent	•		
Disc amt 143.80	_		
<u>D</u> isc % 25.000	_		
<u>о</u> к	<u>C</u> ancel	<u>H</u> elp	

The discount is applied to all discountable items on the ticket and is reflected in the Document totals area.

The discount will not show in the line item prices on screen.

C	Customer #:	Cash Customer (C	(ASH)	Sales r	ep: MGR		
	ltem number	Description	Quantity	Price	Line discount	Line item price	
	ADM-VMI	Adams VMI Irons	1	565.19	0.00	565.19	-
	APL-HAT	Golf hat with logo	1	9.99	0.00	9.99	
>		(new line)			0.00	0.00	
	Document tota	ls					
					ross subtotal:	575	18
				Docum	nent discount:	143	
		Number of lines:	2		Subtotal: Tax:	431	.38 .54
	Ne	t amount received:	0.00		Misc charges:		.00
					goor	-	
		Amount due: 4	179.92		Total:	479.9	2

Entering Returns

You can enter returns in two ways: a "regular" return and a "validated" return.

Entering a regular return

Click Return tem being returned.

Supply a reason code if one is requested.

🔯 Enter Reason Code					? 🕨
<u>R</u> eturn reason code	R	P Re	eturned - Cu	ust did not want	
	<u>0</u> K	C <u>a</u> ncel	<u>H</u> elp		

The item is added to the ticket with a negative quantity and price.

Γ	Customer #: Cash Customer (CASH) Sales rep: MGR									
	ltem number	Description	Quantity		Line discount	Line item price				
	ADM-VMI	Adams VMI Irons,	1	565.19	0.00	565.19				
	APL-HAT	Golf hat with logo	1	9.99	0.00	9.99				
	APL-UMB	Golf umbrella	-1	14.99	0.00	-14.99				
	>	(new line)				0.00				

ENTERING RETURNS

Entering Returns

Entering a validated return

Ticket	lidated eturns
--------	-------------------

At *Find Document*, scan the ticket barcode (from the customer's receipt) to locate the original ticket.

🔯 Validated Returns			?	
Find Document	R			
Ticket #	Sales rep. User Station	s	Sub total Misc Tax	
Customer Line items Find Item # Item number Description		oble Ouestitute r	Total	
	Quantity Avail to re		reason	
	<no data="" display="" to=""></no>			
∑iew ticket			<u>O</u> K <u>C</u> ance	əl

You can instead click *P* to look up the ticket using different criteria.

em number Incket search criteria Advanced search filter Eind track Card no Swipe (F2) Tickets Line items Payments Inckets Line items Ticket date Document Customer # Ne Line description contains 2 wood Item category Item category Item category Item track 5/6/2012 12:35 PM 103246 200003 Bit Item category Item category Item track Item t	Document Store MAIN		🔎 Main Stor	e		Eind tickets				
Card no Swipe (F2) Ticket search criteria Advanced search filter Eind ticket Card no Swipe (F2) Ticket search criteria Advanced search filter Iter terms Payments Ticket date Document Customer # Ne Ne Iter terms Payments 7/12/2012 11:36 AM 104311 200003 Bit Item category Item category Item category 3/13/2012 2:57 PM 101830 200003 Bit Item category Item category Item category 2/4/2012 11:06 AM 101104 200003 Bit Iteket date Document Customer # Name	Ticket date 1/ 1/201	2	• <u>t</u> o //			_				
Card no Swipe (F2) Tickets Line items Payments QK Ticket date Document Customer # Ne Item category Item category <td< td=""><td>Customer # 200003</td><td></td><td>P 🛛 Bill McMa</td><td>ster</td><td></td><td></td><td></td><td></td><td></td><td>?</td></td<>	Customer # 200003		P 🛛 Bill McMa	ster						?
Card no Swipe (F2) Ticket date Document Customer # Ns 7/12/2012 11:36 AM 104311 200003 Bit 5/6/2012 12:35 PM 103246 200003 Bit 3/13/2012 2:57 PM 101831 200003 Bit 3/13/2012 2:56 PM 101104 200003 Bit 11/26/2012 5:05 PM 101047 200003 Bit 11/26/2012 5:05 PM 100977 200003 Bit	tem number		PQ	_	Ticket search criteria	dvanced searc	h filter			
Document Customer # Ng 7/12/2012 11:36 AM 104311 200003 Bit 5/6/2012 12:35 PM 103246 200003 Bit 3/13/2012 2:57 PM 101831 200003 Bit 3/13/2012 2:56 PM 101830 200003 Bit 2/4/2012 11:06 AM 101104 200003 Bit 12/4/2012 10:65 PM 100977 200003 Bit				F2)	Tickets Line items Pa	yments				_
7/12/2012 11:36 AM 104311 200003 Bit 5/6/2012 12:35 PM 103246 200003 Bit 3/13/2012 2:57 PM 101831 200003 Bit 3/13/2012 2:56 PM 101830 200003 Bit 2/4/2012 11:06 AM 101104 200003 Bit 1/26/2012 5:05 PM 100977 200003 Bit	o <u>o</u> ra no j				Line description contain	s 2 wood				<u></u> K
7/12/2012 11:36 AM 104311 200003 EI 5/6/2012 12:35 PM 103246 200003 Bi 3/13/2012 2:57 PM 101831 200003 Bi 3/13/2012 2:57 PM 101830 200003 Bit 3/13/2012 2:56 PM 101830 200003 Bit 1/26/2012 5:05 PM 100977 200003 Bit 1/26/2012 5:05 PM 100977 200003 Bit	Ticket date	Document	Customer #	Na	Item categor	v	P			<u>C</u> ancel
3/13/2012 2:57 PM 101831 200003 Bi 3/13/2012 2:56 PM 101830 200003 Bi 2/4/2012 11:06 AM 101104 200003 Bi 1/26/2012 5.05 PM 100977 200003 Bi	7/12/2012 11:36 AM	104311	200003	Bil		/ I	<u> </u>			
3/13/2012 2:57 PM 101831 200003 Bit 3/13/2012 2:56 PM 101830 200003 Bit 2/4/2012 11:06 AM 101104 200003 Bit 1/26/2012 5:05 PM 100977 200003 Bit	5/6/2012 12:35 PM	103246	200003	Bil						View tick
2/4/2012 11:06 AM 101104 200003 Bil	3/13/2012 2:57 PM	101831	200003	Bil						
2/4/2012 11:06 AM 101104 200003 Bil	3/13/2012 2:56 PM	101830	200003	Bil						
	2/4/2012 11:06 AM	101104	200003	_				1		
1/2/2012 1:23 PM 100686 200003 Bill McMaster 377.45	1/26/2012 5:05 PM	100977	200003				_		Total	
				-	• 1/2/2012 1:23 PM	100686	200003	Bill McMaster		377.45

After you find the ticket, select the item and indicate the quantity that is being returned. Provide a return reason if necessary.

🔯 Validated Returns								? 🗙
Find <u>D</u> ocument		R						
Ticket Ticket # 1006	86	Sa Sa	ales rep.	MGR		Sub total		339.28
Store MAIN		.	User			Misc.		0.00
Date 1/2/20	012 1:23 PM]	Station			Tax		38.17
Customer 2000	03	Bill McM	aster			Total		377.45
Line items Find <u>I</u> tem #								
Item number	Description		Quantit	y Available to return	Quantity t	o return	Return reason	
I 🔽 ADM-TL2	Adams Tight Lies 2	Wood		1 0)	+ -	R	▼
TOP-STT	TopFlite Strata Tou	r Balls		1 1		0	R	
∑iew ticke	t					<u>0</u> K		<u>C</u> ancel

Click

<u>0</u>K

to add the line to the current ticket.

C	Customer #	: Cash Customer (C	(ASH)	Sales re	o: MGR	
	ltem number	Description	Quantity	Price	Line discount	Line item price
	ADM-VMI	Adams VMI Irons,	1	565.19	0.00	565.19
	APL-HAT	Golf hat with logo	1	9.99	0.00	9.99
	APL-UMB	Golf umbrella	-1	14.99	0.00	-14.99
	ADM-TL2	Adams Tight Lies	-1	314.99	0.00	-314.99
	»	(new line)				0.00

Doing this as a validated return ensures that no future returns can be made for the item from the same ticket.

If the item was originally paid for with loyalty points, the loyalty points will be automatically shown as the refund tender for the ticket.

Processing a Return and Scrapping Inventory

When returning an item, if you select a Return reason code that indicates the item is to be scrapped, the posted return ticket will also create and post an inventory adjustment.

Touchscree	n Ticket Entry					
	2	F2	F.	3 🖉 F4	75	
Customer	#: Cash C	ustomer (C	CASH)	Sales re	p: MGR	
ltem number	Descripti	ion	Quantity	Price	Line discount	Line item price
ADM-VM	I Adams \	/MI Irons	1	565.19	0.00	565.19
APL-HAT	Golf hat	with logo	1	9.99	0.00	9.99
APL-UM	3 Golf umb	orella	-1	14.99	0.00	-14.99
ADM-TL	2 Adams 1	Fight Lies	-1	314.99	0.00	-314.99
IBALL-RE	Т		-1.0000			0.00
	er Reason Code					?×
<u>R</u> etu	irn reason co		C <u>a</u> nce	Damaged		

🔄 Reason Codes			
🔄 🗏 🕂 🗙	h 🗔 <		🚡 🍜 • 😥 •
Re <u>a</u> son code DA	AM 🛛		
Description Da	amaged		
⊻oid completed document			
<u>I</u> ax override 🕅			
Price override			
<u>R</u> eturn 🔽		Scrap reason coo	de
Scrap 🔽	S	🔎 Scra	ip
	,		

Selling a Gift Card

			Gift Gift/SVC			
Click	More >>	. Select		and then	Sell <u>G</u> C	

Enter or look up the gift card code.

Assign a number or click Swipe (F2) to swipe the card's magnetic stripe.

Enter the amount, if allowed for the gift card code.

🔯 Gift Card Sales	? 🗙
<u>G</u> ift card code	GC
<u>D</u> escription	Gift Card
G <u>i</u> ft card number	(AUTO-ASSIGN) Auto-assign Swige (F2)
Amo <u>u</u> nt	
	Multiple
	<u>O</u> K <u>C</u> ancel H <u>e</u> lp

			S	ell Multiple (Gift Cards					? 🔀
Click	<u>M</u> ultiple	to sell multiple		G	ift card code	GC		📿 Gift C	Certificate	
gift ca	rds to th	ne same			Description	Gift Card	d			
custor				Sta	rting gift card (/			N)		
					Amount 2					
					-					
					Quantity 4	+				
							<u>D</u> ancel	<u>H</u> elp		
				Customer #	Cash Custome	er (CAS	iH)	Sales re	p: MGR	
				ltem number	Description	Qu	iantity	Price	Line discount	Line item 🔷 price
		sold may show		GC	Gift Card					20.00
	a line ite	em on the		GC	Gift Card					20.00
ticket.				GC	Gift Card					20.00
				GC	Gift Card					20.00
		s are not	>		(new line)					0.00
	nd are r	e subtotal of the not usually								
				Document tota	ils			6	ross subtotal:	0.00
									nent discount:	0.00
					Number of lines:		0		Subtotal:	0.00
							0.00		Tax:	0.00
					Net amount received:		0.00		Misc charges:	0.00



Amount due:

80.00

Total:

80.00

GIFT CARDS

Redeeming a Gift Card

Click

to accept a customer's payment for purchases. Then click

If you are using a mag stripe reader, swipe the card.

If the card swipe is not working or the card cannot be read, click Manual Entry (F2) to manually enter the gift card that's being redeemed.

Credit Ca	rd (MSR) Reader	
	Swipe ca	ard now
	Cancel	Manual Entry (F2)

a settina a

If you are not using a mag stripe reader, enter or look up the gift card.

Gift Card number				? 🔀
<u>G</u> ift card. #	100040		20	Gwi <u>p</u> e (F2)
Description	Gift Card			
Issued to	CASH			
Issue date	5/1/2013			
Original amount		20.00		
Current amount		20.00		
	<u>0</u> K	<u>C</u> ancel	Help	

Enter the amount that's being redeemed.

Amount			? 🗙
Pay code GC Gift Certificate Redemption	Clea	ur E	Backsp
Amount 20.00	7	8	9
Pay ticket <u>Q</u> K <u>C</u> ancel <u>H</u> elp	4	5	6
Document totals Sale Total: 60.06 Net amount received: 0.00	1	2	3
Amount due: 60.06	-	0	

Editing Gift Cards

Select System > Gift Cards > Edit Gift Cards

- Use to change selling description, expiration date, or purchased by information for gift cards that have sold and are not closed
- Use to void or reinstate a gift card
- Use to view all activity for a gift card

🔯 Edit Gift Cards		
🗄 📰 🖪	🕨 🔑 🕉 🍜 -	19 •
<u>G</u> ift card #	100037	View Activity
<u>G</u> ift card code	GC 📿	
Selling description	Gift Card	
Iss <u>u</u> e date	11/ 4/2009 🚽	
E <u>x</u> piration date	// 🔽 🖌 Always	valid
Iss <u>u</u> ed to	CASH 🔎 🖉 Cash I	Customer
Store	MAIN 📃 📿 Main S	Store
St <u>a</u> tion	1 Station	n1
Docu <u>m</u> ent number		
Ori <u>gin</u> al amount		
<u>C</u> urrent amount		
Lia <u>b</u> ility account		abilities Main Store
Redemption account method		
Redem <u>p</u> tion account		abilities Main Store
F <u>o</u> rfeit account	8510100 🔎 Forf D	ep GC, SC Main Store

Voiding a Gift Card



Voided gift card can be reinstated until gift card is closed using **System > Gift Cards > Close Gift Cards**.

Click <u>Reinstate</u> to reinstate a voided gift card.

🔄 Edit Gift Cards					
🗲 📄 🥅 <		🔏 - 🔝 ·			
<u>G</u> ift card #	100037	20		<u>R</u> einstate	Vjew Activity
Gift <u>c</u> ard code	GC	This Gift card	is void.		
Selling description	Gift Certificate				
Iss <u>u</u> e date	5/28/2012	-			
	1.1	Aluque uplid			

Click View Activity to check/verify the gift card status.

	<u>G</u> ift card # 1000	137	22		E	leinstate View	v Act
	Gift card code GC		D This Gif	t card is ve	oid.	/	
Sej	ling description Gift	Card					
city card					×		0
Gift Card a	ictivity						?
Gift card number	Activity type	Date	Amount	Store	Station	Document number	
100037	Issue	11/4/2009	20.00	MAIN	1	100640	
100037	Void	2/10/2010	0.00	MAIN			
100037	Reinstate	2/10/2010	0.00	MAIN			

Page 1 of 1

Closing Gift Cards

Date 11/16/2006 Time 6:03:51PM

Select System > Gift Cards > Close Gift Cards

Identify the gift cards to close, and provide the date for any generated distributions.

Click Preview to view the eligible gift cards before proceeding.

Click Proceed to close the eligible gift cards.

🔯 Close Gift Cards	
Close fully redeemed gift cards 🔽	
Last activity date 2/10/2010	
Close voided gift cards 🔽	
Last activity date 2/10/2010	
Close expired gift cards 🔽	
Expired on or before 2/ 9/2010	
Distribution date 2/10/2010	
Preview Proceed Close	<u>H</u> elp

FOR DEMONSTRATION PURPOSES ONLY Closed Gift Certificate Edit List - Detail Gift certificates selected: Zero balance last activity on or before 11/16/2006, voided last activity on or before 11/16/2006, expired on or before 11/16/2006 Orderby Gift cent# Gift cert # Name Issue date Original amount Status Issued to Exp date Current amount Store 100001 CASH 01/25/2002 50.00 ** Redeemed ** Cash Customer MAIN Gift Certificate 0.00 Doc# Date Activity detail: <u>Activity type</u> Amount 01/25/2002 100116 lssue 50.00 01/25/2002 100118 Redeem -50.00 100002 1000 Bill Baker 01/25/2002 25.00 Redeemed * MAIN Gift Certificate 0.00 Activity detail: <u>Date</u> Doc# Activity type Amount 01/25/2002 100117 lssue 25.00 08/07/200E 100207 -25.00 Redeem 01/25/2002 100003 1000 Bill Baker 25.00 Redeemed * MAIN Gift Certificate 0.00 Activity detail: <u>Date</u> Doc# Activity type Amount 01/25/2002 100117 25.00 lssue 08/07/200E 100207 -25.00 Redeem 100004 01/25/2002 25.00 Redeemed ** 1000 Bill Baker MAIN Gift Certificate 0.00 Activity detail: Date <u>Doc #</u> Activity type <u>Amount</u> 01/25/2002 100117 25.00 lssue 08/07/200E 100207 Redeem -25.00 100005 1001 08/07/2006 20.00 ** Redeemed ** John Lincoln MAIN Gift Certificate 0.00 <u>Doc #</u> Activity detail: <u>Date</u> <u>Activity type</u> <u>Amount</u> 08/07/2006 100208 lssue 20.00 11/06/2006 100226 Redeem -20.00 145.00 Original amount 5 gift certificates printed Current amount 0.00 -- End of report --

Maintaining Gift Cards

Select System > Gift Cards > Maintain Gift Cards

- Use to set up outstanding gift cards that were sold prior to implementing gift cards in Counterpoint
- Generates no audit trail or distributions

🔯 Maintain Gift Cards	-	
🛃 🗄 🕂 🗙	🖻 🗐 < 🕨 🖉 🖓 🖌 🖓 -	
<u>G</u> ift card #	100038 Z View Ad	ctivity
<u>G</u> ift card code	GC	
Selling description	Gift Card	
Iss <u>u</u> e date	11/ 4/2009 💌	
E <u>x</u> piration date	V / Always valid	
lss <u>u</u> ed to	CASH Cash Customer	
Store	MAIN Dian Store	
Station	1 Station 1	
Docu <u>m</u> ent number	100640	
Origi <u>n</u> al amount	20.00	
<u>C</u> urrent amount	20.00	
Lia <u>b</u> ility account	2090100 C Liabilities Main Store	
Redemption account method	Redeeming store	
Redem <u>p</u> tion account	2090100 C Liabilities Main Store	
F <u>o</u> rfeit account	8510100 Porf Dep GC, SC Main Store	
I		

Issuing a Store Credit



Strate Touchscreen	a Touchscreen Ticket Entry										
		€72	۲	F3 🖉 F	4 📅	-5		ltem nu	mber		₽ 2
Customer #:	Cash Custor	mer (CA	ASH)	Sales r	ep: MGR		_				
ltem number	Description	C	Quantity		Line discount	Line item price	^	Check	AIR	Gift Card	Store Credit
BAG-PRD	Pro bag with	divid	-1	55.99	0.00	-55.99	1				
۶	(new line)					0.00		VISA	2	12	Painty
								Visa	MC	Credit Card	Loyalty Points
								(And a)			
								Cash	s1	s5	\$1 <u>0</u>
								6		607	4
								\$ 20	\$ 100	Payments	Payments
							×				
Document tota	als				Fross subtotal:	-55.9		1 Ann	**		Ella
					ment discount:	-33.8		2	Pro Shop		
	Number of lines:		1		Subtotal:	-55.9	9	Snacks >>	>>	More >>	P <u>ay</u> >>
					Tax:	-6.3	0				
Ne	et amount received:		0.00		Misc charges:	0.0	0	1			
	Refund due:	-6	32.29		Total:	-62.29	9	Complete	Sale	Return Item	Void Line
					5/1/2	013 1:32 PM	P	OS1 MAI	1	1	Session: 1

If you are using a mag stripe reader, swipe the store credit.

If the card swipe is not working or the card cannot be read, click Manual Entry (F2) to manually enter the store credit number that's being issued.

eredit et	Credit Card (MSR) Reader					
	Swipe card now					
	Connel					
	Cancel	Manual Entry (F2)				

If you are not using a mag stripe reader,
assign the store credit number.

You can also add the refund amount to an existing store credit.



Specify how much of the refund should be issued to the store credit.

Amount			?×
Pay code SC Store Credit	Clea	r B	acksp
Amount -62.29	7	8	9
Pay ticket <u>Q</u> K <u>C</u> ancel <u>H</u> elp	4	Б	6
Document totals Sale Total: -62.29 Net amount received: 0.00	1	2	3
Refund due: -62.29	-	0	

STORE CREDITS

Redeeming a Store Credit

Click

to accept a customer's payment for purchases. Then click

If you are using a mag stripe reader, swipe the card.

If the card swipe is not working or the card cannot be read, click Manual Entry (F2) to manually enter the store credit that's being redeemed.

Credit Card (MSR) Reader						
Swipe card now						
	Cancel	Manual Entry (F2)				

If you are not using a mag stripe reader, enter or look up the store credit.

Store credit number		? 🗙
<u>S</u> tore credit #	100029	
Description	Issued on tkt 105479	
Issued to	CASH	
Issue date	5/1/2013	
Original amount	62.29	
Current amount	62.29	
	QK Cancel Help	

Enter the amount that's being redeemed.

Amount			?×
Pay code SC Store Credit	Clea	ir B	acksp
Amount 50.00	7	8	9
Pay ticket OK Cancel Help	4	5	6
Document totals Sale Total: 0.00 Net amount received: 0.00	1	2	3
Amount due: 0.00	-	0	

Recharging a Store Credit

To add more funds to an existing store credit when no purchase or return is being made,

click to accept the tender the customer is providing that will be used to increase the store credit value.

[Customer #: Cash Customer (CASH) Sales rep: MGR								
	ltem number	Description	Quantity	Price	Line disc	e xount	Line pric	e item e	
>		(new line)						0.00	
	Amount							? 🗙	
	Pay	code CHECK	Personal (Check		Clear	В	acksp	
	Am	ount 35.00				7	8	9	
		rticket <u>O</u> K <u>C</u> a	ancel	<u>H</u> elp		4	Б	6	
	Document (totals	Tota		ale			3	
			ount received	: 0	.00	1	2	3	
		Am	ount due	: 0.0	00	-	0		
	Gross subtotal: 0.00								

Ticket payment: CHECK	35.00		
Document totals		Gross subtotal:	0.0
		Document discount:	0.0
Number of lines:	0	Subtotal:	0.0
		Tax:	0.0
Net amount received:	35.00	Misc charges:	0.0
Change due:	-35.00	Total:	0.00



customer.

The ticket shows that change is due to the

Then swipe or select the existing store credit to which the funds will be added.

itore credit number		? 🔀
<u>S</u> tore credit #	100027	Auto-assign Swige (F2)
Description	Issued on tkt 10094	3
Issued to	CASH	
Issue date	1/23/2012	
Original amount	40.05	
Current amount	40.05	
	<u>O</u> K <u>C</u> ancel	Help

Editing Store Credits

Select System > Store Credits > Edit Store Credits

- Use to change selling description, expiration date, or purchased by information for store credits that have been issued and are not closed
- Use to void or reinstate a store credit
- Use to view all activity for a store credit

Store Credits		_O×
🗲 🗄 📷 ◄	🕨 👂 🕉 🍠 · 🕼 ·	
Store credit number	100023 ⊻oid View	w Activity
<u>G</u> ift card code		
Pay code	sc	
Description	n Issued on tkt 100641	
Issue date	e 11/4/2009 💌	
Expiration date	e 📝 / 💽 🔽 Always valid	
Issued to	200007 Day Higgins	
Store	MAIN	
Station	n 1 Station 1	
Document number	r 100641	
Original amount	t 40.04	
Current amount	t 55.04	
Liability account	t 2080100 📃 Cust Dep Liabil Main Store	
Redemption account method	Redeeming store	
Redemption account	t 2080100 Cust Dep Liabil Main Store	
Forfeit account	t 8510100 Forf Dep GC, SC Main Store	

Voiding a Store Credit

🔯 Edit Store Credits	
🖸 📄 🖏 🔺 🕨 🔑 🖉 - 🔯 -	
Store credit number 100027	View Activity
<u>G</u> ift card code	
Pay code SC	
Description Issued on tkt 100943	
lss <u>u</u> e date 1/23/2012 ▼	

Voided store credit can be reinstated until store credit is closed using **System > Store Credits > Close Store Credits**.



to reinstate a voided store credit.

🔯 Edit Store Credits		
🛃 🗐 🥅 ┥	🕨 🔎 🍒 🚰 • 😡 •	
	100027	<u>R</u> einstate Vjew Activity
<u>G</u> ift card code	This Store credit is void.	
<u>P</u> ay code	sc	
Des <u>c</u> ription	Issued on tkt 100943	

Click **View Activity** to check/verify the card status.

🔯 Edi	it Sto	re	Credits							
E				۵ 🕨 ا	🔏 🔍	<i>a</i> -		-		
	S <u>t</u> o	re	credit numbe	100027	20	Z			<u>R</u> einstate	Vjew Activity
			<u>G</u> ift card cod	le		D This	s Store cr	edit is void.		
			<u>P</u> ay coo		\square					
			Des <u>c</u> riptio	on Issued on th	t 100943					
		4	Store credi	t activity						? 🗙
			Store credit number	Activity type	Date	Amount	Store	Station	Documer number	nt 🔼
		Þ	100027	Issue	1/23/2012	40.05	MAIN	1	100943	
			100027	Void	5/1/2013	0.00	MAIN			_

STORE CREDITS

Closing Store Credits

Select System > Store Credits > Close Store Credits

- Use to close fully redeemed, expired or voided gift cards
- Generates distributions for expired or voided gift cards that have balances

and pr genera Click store o Click store o	rovide the rated distri	to view the eligible fore proceeding. to close the eligible	Close	deemed store credits Last activity date 5 voided store credits Last activity date 5 expired store credits Expired on or before 5 Distribution date 5 iew Proceed	/ 1/2013 / 1/2013 / 1/2013	y y y Help
genera Click store c Click Store c	rated distri	butions. to view the eligible fore proceeding. to close the eligible	Close Close Previ	Last activity date 5 voided store credits 5 Last activity date 5 expired store credits 5 Expired on or before 5 Distribution date 5	/ 1/2013 / 1/2013 / 1/2013	⊻ ▼ <u>H</u> elp
genera Click store c Click Store c	rated distri	butions. to view the eligible fore proceeding. to close the eligible	ATION PURPOSES ONLY	voided store credits Last activity date 5. expired store credits Expired on or before 5. Distribution date 5.	/ 1/2013 / 1/2013 / 1/2013	⊻ ▼ <u>H</u> elp
Click store of Click store of Date 11/16/2006	P <u>r</u> eview credits bet <u>Proceed</u> credits.	to view the eligible fore proceeding. to close the eligible	ATION PURPOSES ONLY	voided store credits Last activity date 5. expired store credits Expired on or before 5. Distribution date 5.	/ 1/2013 / 1/2013 / 1/2013	Help
Store of Click Store of Click	credits bei Proceed credits.	fore proceeding. to close the eligible	ATION PURPOSES ONLY	expired store credits Expired on or before 5. Distribution date 5.	/ 1/2013 / 1/2013	Help
Store of Click Store of Click	credits bei Proceed credits.	fore proceeding. to close the eligible	ATION PURPOSES ONLY	expired store credits Expired on or before 5. Distribution date 5.	/ 1/2013 / 1/2013	Help
Store of Click Store of Click	credits bei Proceed credits.	fore proceeding. to close the eligible	ATION PURPOSES ONLY	Expired on or before 5.	7 172013	Help
Store of Click Store of Click	credits bei Proceed credits.	fore proceeding. to close the eligible	ATION PURPOSES ONLY	Distribution date 5	7 172013	Help
Click store of Date 11/16/2006 Store oredits select	Proceed credits.	to close the eligible	ATION PURPOSES ONLY	,	Close	Help
Store C Date 11/16/2006 Store oredits select	credits.	1 FOR DEMONSTR	ATION PURPOSES ONLY	iew P <u>r</u> oceed		
Store C Date 11/16/2006 Store oredits select	credits.	1 FOR DEMONSTR	ATION PURPOSES ONLY			
Store credits select	Time 6:28:53PM	FOR DEMONSTR			Pa	ge 1 of 1
Orderby Store c		last activity on or before 11/16/2006, void	ed last activity on or before 11/16/21	006 , expired on or bet	fore 11/16/2006	
Store credit # Iss		Name Description	lssue date Exp date	Original amount Current amount	Status	
	000	Bill Baker	01/25/2002	16.35	** Redeemed	**
MA	AIN	lssued on Ticket 100111		0.00		
Activity detail: Da		<u>Doc #</u>	<u>Activity type</u>	<u>Amount</u>		
	1/25/2002 1/25/2002	100111 100119	lssue Redeem	16.35		
	1/04/2003	100138	Redeem	-4.10		
	D03 AIN	Carol Dawn Issued on Ticket 100153	09/20/2003	10.89 0.00	** Redeemed	**
Activity detail: Da	ate	Doc#	Activity type	Amount		
	9/20/2003	100153	lssue	10.89		
	3/07/2006	100207	Redeem	- 10.89		
	ASH AIN	Cash Customer Issued on Ticket 100181	09/18/2005	90.89 00.0	** Redeemed	~~
Activity detail: Da	ate_	Doc#	Activity type	Amount		
	9/18/2005	100181	Issue	98.09		
11	1/07/2006	100228	Redeem	-98.09		
	1/01/2000					
		redits printed	Original amount	125.33		
		redits printed	Original amount Current amount	125.33 0.00		

Maintaining Store Credits

Select System > Store Credits > Maintain Store Credits

- Use to set up outstanding store credits that were issued prior to implementing store credits in Counterpoint
- Generates no audit trail or distributions

🄯 Maintain Store Credits		×
🔄 🗄 🕂 🗙	🖻 🗐 🔺 🕨 🔑 🕉 🎒 · 🐶 ·	
S <u>t</u> ore credit number	100023 View Activi	ity
<u>G</u> ift card code		
<u>P</u> ay code	SC 🔎	
Des <u>c</u> ription	Issued on tkt 100641	
Iss <u>u</u> e date	11/ 4/2009	
E <u>x</u> piration date	V / Always valid	
Iss <u>u</u> ed to	200007 Mary Higgins	
Store	MAIN Pain Store	
St <u>a</u> tion	1 Station 1	
Document num <u>b</u> er	100641	
Original a <u>m</u> ount	40.04	
Curre <u>n</u> t amount	55.04	
Liability account	2080100 🔎 Cust Dep Liabil Main Store	
Redem <u>p</u> tion account method	Redeeming store	
Redemption account		
Forfeit account	8510100 Forf Dep GC, SC Main Store	

Holding a Ticket

Use to temporarily suspend a ticket ٠

Enter or auto-assign a hold ID.

Any time during entry of a ticket, click More Select Guete/Hold Functions, and then



Hold ID <u>?</u>× Hold ID (AUTO-ASSIGN) <u>A</u>uto assign $\langle X \rangle$ Cancel ОK <u>H</u>elp

You can print a copy of the hold ticket.

Any payments are removed from a ticket that is put on hold.

Tickets with already authorized debit or EBT payments cannot be put on hold.



, then

Recalling a Hold

Before entering items on a new ticket, click

Browse or use the lookup window to find the Hold ticket to recall.

Holds are limited to the current store and station unless you enable Include other stores and Include other stations.

Click Recall Hold to recall the hold.

Complete processing of the ticket the usual way.

🔄 Hold Ticket Rec	all 🤶 🏹
🗙 🛃 ዞ 🔺 🕨	• • • <i>3</i> 9 2
Current store	MAIN
Current station	1
	Include other stores
	Include other stations
Hold	H-000002
Store	MAIN
Station	1
Ticket date	5/1/2013 4:03 PM
	Recall Hold Print Hold
	Delete Hold Close

Functions and then Hold Re

Viewing Hold Tickets

Select Point of Sale > Views > View Holds

• Use to view details on hold tickets

🔄 View Holds				
	🕨 🔑 🕉	🍯 • 🔊 •		
Do <u>c</u> ument	H-000002	<u>Store</u>	MAIN	Print Ticket
		S <u>t</u> ation	1	
Hold Bill-To Ship-To) [Lines / Total] Paymer	its 🛛 Taxes 🗍 Gift Cards 🗍 Sti	ored value cards 🖡 Notes	Activity Package track
Customer #	CASH	Drawer	1]
Sales rep	MGR	User	POS1	
Price-from location	MAIN	Ticket date	5/1/2013	
Ship-from location	MAIN	Time	4:21 PM	
Totals				
Total amount receive	ed 0.00	Gross subtotal	39.99	
Total chang	je 0.00	Document discount	0.00	
		Gift cards	0.00	
		Stored value cards	0.00	
		Misc charges	0.00	
		Tax	4.50	
		Total	44.49	
				>>

Tab	
Hold	Data about the hold
Bill-To	Bill-to information entered on the hold
Ship-To	Ship-to information entered on the hold
Lines / Totals	Lines and associated information for the hold
Payments	Payment information for the hold
Taxes	Tax information for each tax authority for the hold
Gift cards	Information about any gift cards on the hold
Notes	Shows any hold notes entered
Activity	Shows log of activity for the hold
Package tracking #'s	Shows any tracking numbers entered for the hold

EXERCISE 3: BASIC TICKET ENTRY IN TOUCHSCREEN

Try it Yourself! In this exercise you will learn how to:

- select an existing customer
- edit an existing customer's address
- select an existing sales rep
- enter a gridded item
- hold a ticket
- recall the held ticket
- complete a cash sale

SCENARIO:

John Lincoln has entered the store and has taken his purchase to a sales clerk to pay. He selected a pair of the men's pleated twill shorts (blue, size 34) and wants to pay in cash. Mr. Lincoln also informs you that he has recently moved and wants to change his billing address.

Complete these steps:

Click 🔎

1. To change Mr. Lincoln's address, you will use the "add-on-the-fly" window.





Highlight John Lincoln (custor	<u>mer 100</u>)1) in
the lookup window and click	<u>E</u> dit	

at Customer #.

2	earch for		Keyword		
	LookUp (Default)	•	Order by Custon	ner#	
			<u>E</u> dit	Add (F2)	<u>Z</u> oom (F6)
	Customer #	Name		City	State
	1	Thomas, Scott		Memphis	TN
	1000	Bill Baker		Memphis	TN
	100002	Scott Thomas		Memphis	TN
	100007	Stephen Lopez		Memphis	TN
▶	1001	John Lincoln		Memphis	TN
	1002	Brian Schmidt		Memphis	TN
	1003	Carol Dawn		Memphis	TN
	200003	Bill McMaster		Cordova	TN
	200004	John Jones		Cordova	TN

Enter the new address of **9753** Morning Glory Lane.

Click to save the new address.

This address will be used for Mr. Lincoln on future tickets.

Click ____K at the lookup window to select John Lincoln for the ticket.

If a message appears about open orders or layaways, click No.

C <u>u</u> stomer #	1001	
<u>N</u> ame	John Lincoln	
First name	John Last name Lincoln	
Add <u>r</u> ess 1	9753 Morning Glory Lane	
<u>C</u> ity	Memphis <u>S</u> tate TN	
<u>Z</u> ip code	38120	
<u>P</u> hone 1	321-455-1864	
E <u>m</u> ail 1		
	Opt-out from marketing emails 🥅	
C <u>a</u> tegory	MEMBERS Members	



Change the sales rep to **POS1**.

🔯 Enter Sales Rep	? 🛛
Sales rep POS1	P 🛛 Clerk - Basic POS user 1
<u>о</u> к	Cancel

?

3. At Item number, use the lookup function to select the item SHORTS.

The color/size choic appear.	ces for this item	Item number SHO Ship-from location	N 🔎 🛛	1		
			Qu	antity		
					Size	
Enter a quantity of	1 for Blue	Color	30	32	34	36
Enter a quantity of	i loi biue ,	Black				
	<u>O</u> K	Blue			-	
Size 34, and click		Sandstone				
				0 0) 1	0
		Single cell TEilter >>	⊻iew >>	<u>о</u> к	C <u>a</u> ncel	<u>H</u> elp

🔯 Gridded Item

	Customer #: John Lincoln (1001) Sales rep: POS1							
	ltem number	Description		Quantity	Price	Line discount	Line item price	
	SHORTS	Shorts - Men's	s Tv	1	27.99	0.00	27.99	
>		(new line)					0.00	
	Document tota	als			0	ross subtotal.	27	
	Document tota	als				ross subtotal: [
	Document tota	als Number of lines:		1			0	
	Document tota			1		nent discount:	0	
				1	Docun	nent discount: Subtotal:	0 27 3	
		Number of lines:			Docun	nent discount: Subtotal: Tax:	27 0 27 3 0 31.1	

Mr. Lincoln selected.

The ticket now shows the shorts

The totals area shows the amount due with tax.

4. When Mr. Lincoln went to pay for the shorts, he realized he left his wallet in the car.

While he leaves the store to retrieve his wallet, you need to put the ticket on Hold.



Auto-assign the Hold #.

Hold ID				?	3
Ho <u>l</u> d ID (A	Au	ito assign			
	<u>C</u> an	cel	Help		

You could now continue to ring up additional customers.

5. When Mr. Lincoln returns, on a new ticket, click More>>>, then Quote/Hold and then

2 - 62

Use t	he lookup	to find the hold for Mr. Lincoln and
click	<u>R</u> ecall Hold	

🔯 Hold Ticket Recall 🛛 🔗							
🗙 🖻 🛏 🔺 🕨 🎒 🖗 🔽							
Current store MAIN							
Current station	1						
	Include	e other st	ores				
	I <u>n</u> clude	e other st	ation	s			
Hold	H-000003			\mathbf{P}			
Store	MAIN						
Station	1						
Ticket date	5/3/2013		4:55	РМ			
Recall Hold Print Hold							
		<u>D</u> elete H	old	Close			

6. You can now enter payment information.



Since this amount covers the amount due, you are asked if the ticket is complete.



Answer Yes.

Alt+F S Receipt

Click

The ticket is then saved and the Print window appears, showing the \$8.86 change due to Mr. Lincoln.

to view a copy of his receipt.

Print			? 🛛		
	Change Due Cash: 8.86				
	Ticket ⁻	105482			
	Alt+G g Gift Rcpt	Alt+R ≝ Receipt			
		<u>C</u> lose	Help		

Close the Print window when done.

-----END OF EXERCISE------

MISCELLANEOUS CHARGES

Enter a Miscellaneous Charge

• Use to enter up to 5 miscellaneous charges enabled for the store (shipping charges, gift wrapping fees, etc.)



Enter the miscellaneous charge as an amount or percent, or enable *Use default* to use the default miscellaneous charge (if one was initially defined for the charge).

Enter Miscellaneous Charges				? 🛛
Subtotal 39.99				
Amoun <u>M</u> isc charge 1 7.50	Percent 18.755	Entered As Amount	Use default	0.00
<u></u>	Cancel <u>H</u> elp			

The entered charge now appears in the Document totals for the ticket.

Document totals			
		Gross subtotal:	39.99
		Document discount:	0.00
Number of lines:	1	Subtotal:	39.99
		Tax:	4.50
Net amount received:	0.00	Misc charges:	7.50
Amount due:	51.99	Total:	51.99

Changing the Calculated Tax Amount



The ticket's current tax amount appears.

The normal tax amount is what Counterpoint has calculated.

Enter the new tax amount.

Tax Override	? 🔀
Sale ta <u>x</u> amount	Tax amount Normal tax amount 4.50 ↓
∐ax exempt #	
Tax override reason	$\left \mathcal{P} \right $
	<u>OK</u> C <u>ancel</u> <u>H</u> elp

You will also need to enter or select a tax override reason, if the store is configured to require them.

If you enter .00 as the tax amount, you must provide a tax exempt #. Click From Customer to use the tax exempt number from the customer's record.

The new tax amount now appears in the Document totals.

Document totals					
		Gross subtotal:	39.99		
		Document discount:	0.00		
Number of lines:	1	Subtotal:	39.99		
		Tax:	0.00		
Net amount received:	0.00	Misc charges:	7.50		
Amount due:	47.49	Total:	47.49		

Other ways to change taxes

NCR Counterpoint includes several other commands in both Touchscreen and regular Ticket Entry that allow authorized users to change sales tax.

		Regular Ticket Entry			
	Touchscreen	Simple Toolbar (Customized toolbar)	Default Toolbar	V7 Toolbar (Customized toolbar)	
Change tax code Switch to a different tax code for the current ticket		à	From the Ticket menu	à	
Change tax category Change the tax category for the selected line item.	Use the corresponding buttons	A	From the Line menu	A	
Change taxable status Toggle the taxable status between Y and N for the current line item.			From the Line menu		

Showing Tax-inclusive Prices

When a store is configured to use tax-inclusive pricing, the column headings shown in Touchscreen and Ticket Entry are normally different than when not using tax-inclusive pricing.

The price shown for each line item includes a portion of the tax allocated to that item. The allocated tax amount for each line item may also be shown.

	tem	Description	Quantity		Line	Line item	Tax
n	number			(TT)	discount	price (T)	amount (allocate
C	CAL-X12	Callaway X-12 I	rons 1	888.89	0.00	888.89	89.89
»				0.0000	0.00	0.00	0.00
De	ocument totals	3					
De	locument totals	3			Gross su	ibtotal:	799.
De	ocument totals				Document dis	scount:	
De	ocument totals	Number of lines:	1	_	Document dis	scount:	799.I 0.I 799.I
D		Number of lines:		_	Document dis Su	ibtotal:	0.0 799.0 89.8
D			0.00		Document dis	ibtotal:	0.0 799.0

Showing Tax Collected for each Tax Authority

When a store is configured to show tax authorities, a breakdown of the tax amount assessed for each authority is shown in the ticket totals.

	number	Description	Quantity	Price	Line discount	Line item price	
	CAL-X12	Callaway X-12 Iro	1	799.00	0.00	799.00	
akdown will also	>					0.00	
on the customer device, if one is							
	Document tota	als					
	Document tota	als		_	Gross subt	otal:	799.00
	Document tota				Document disco	ount:	0.00
	Document tota	als Number of lines:		1	Document disco Subt	ount:	0.00 799.00
	Document tota				Document disco Subt MEMF	ount: cotal:	0.00 799.00 15.98
	Document tota				Document disco Subt MEMP SHEL	ount: cotal:	0.00 799.00

The bre appear display used.

Entering payment information

At any time while entering a ticket, click for a store.



to show the possible payment methods

💐 Touchscreen Tick	ket Entry								
		2	F3 🖉 F4	4	-5	ltem n	umber		<u></u>
Customer #: 0	Cash Customer	(CASH)	Sales rep	: MGR					
ltem De number	escription	Quantity		Line discount	Line item 🏼	Check	AR	Gift Card	Store Credit
BAG-TRV G	olf bag travel ca	se 1	39.99	0.00	39.99				
» (n	iew line)				0.00	VISA	<i>2</i>	12	Points
						Visa	MC	Credit Card	Loyalty Points
						A			
						Cash	51	\$5	\$1 <u>0</u>
						Casil		92	91 <u>0</u>
						\$20	LOG s 1 <u>0</u> 0	Show	Clear
					~		S IQU	Fayments	Payments
Document totals						<u></u>			FILE
				ross subtotal:	39.99		Pro Shop		
	Number of lines:	1	Docum	ent discount: Subtotal:	39,99	Snacks >>	>>	More >>	Pay >>
	number of lifes.	· · · · ·		Tax:	0.00				
Net a	mount received:	0.00		Misc charges:	7.50	-			
	Amount due:	47.49		Total:	47.49	Complete	<u>S</u> ale	Return Item	Void Line
Not clocked in *				5/2/20	13 11:59 AM	MGR MA	IN 1	1	Session: 1

🔯 Touchscreen	Ticket Entry					
	E 6		F3 - F	4	-5	lter
Customer #	Cash Customer (CASH)	Sales re	p: MGR		-
ltem number	Description	Quantit	Price	Line discount	Line item price	C <u>h</u> eck
BAG-TRV	Golf bag travel cas	e 1	39.99	0.00	39.99	
>	(new line)				0.00	VISA
						Visa
						Cas <u>h</u>
						ź
Ticket pav	ment: CASH 10.00	CHE	CK 10.49			\$ 2 <u>0</u>
Document tot						
			G	ross sulttotal:	39.99	5
			Docun	nent discount:	0.00	Snacks
	Number of lines:	1		Subtotal: Tax:	39.99	
	let amount received:	20.49		Misc charges:	7.50	
				_		
	Amount due:	27.00		otal:	47.49	Com <u>p</u> let
* Not clocked in *				5/2/20	13 11:58 AM	MGR

You can enter multiple payment methods on a single ticket.

Each method is shown, along with the amount that is still due.

	Amount			? 🗙
	Pay code CHECK Personal Check	Clea	ar E	Backsp
If you enter an amount	Amount 37.49	7	8	9
that covers the remaining amount due, or you click	Pay ticket balance	4	5	6
Pay ticket	Document totals Sa			
balance	Total: 47.4 Net amount received: 10.0		2	3
,	Amount due: 37.49	-	0	

you are asked if the ticket is complete.

Answer No if you need to continue to enter or make changes to the ticket.

<u>P</u>ay ticket

If you click balance and then add more items to the ticket, the increased amount of the ticket will be paid with the same pay code.

When you are completed entering or making changes to the ticket, click



2 - 69

Editing payment information

If a ticket is not complete, you can correct payment information that you've already entered.



You're asked if you want to clear all payment information.

If you answer Yes, all the existing payment lines are cleared from the ticket and you can re-enter payment information again for the ticket.



Showing payment lines

Besides seeing summarized payment information at the bottom of the line item window, you can see more detail on the payment lines.



C	Customer #: Cash Customer (CASH) Sales rep: MGR						
	Payments						
	Pay code	Description	Amount				
>	CASH	Cash	10.00				
	CHECK	Personal Check	37.49				

You can use Column Designer to add other

payment information columns to the window.



again to revert back to showing the line items on the ticket.

Paying with a Credit Card

Counterpoint can automatically determine the type of credit or debit card a customer is using when the card is swiped, based on the beginning characters of the card number.

When you finish adding lines to a ticket, click

When the **Complete Ticket** window appears, you or the customer can swipe a card.

You can also manually enter the card number or return to the ticket.

Complete Ticket				
Ticket is not fully tendered. Swipe card now to add a payment or choose another option below				
	Return to Ticket Entry	Manual Entry (F2)		

When the customer's card is swiped, Counterpoint automatically selects the appropriate pay code and you can continue processing the payment normally.

	Select payment type
If the swiped card matches the card prefix for both a Credit card and a Debit card pay code, choose whether the customer is using a Debit card or Credit card.	<u>D</u> ebit <u>C</u> redit
ability a Dobit dara of Ordan dara.	<u>O</u> K <u>Cancel H</u> elp

Note: You can still click a specific pay code button if you prefer.

Swipe Anytime – Ingenico i6550 or iSC250

Customers can swipe a credit card, debit card, or other type of payment card at any time during a sale if you are using an Ingenico i6550 or iSC250 payment terminal. Swipe-any-time functionality is NOT available for EMV transactions.

As soon as a line is added to a ticket, the Ingenico payment terminal displays the ticket line and the **Please slide card** prompt for the customer to see.



The customer can swipe his or her card through the payment terminal's MSR at any time during entry of the sale. The customer then selects either the **Credit**, **Debit**, or **Store** button (use Store for a Store Credit, Gift Card or Stored Value Card). Counterpoint automatically determines the pay code to use, based on the prefix of the swiped card.

The POS clerk can continue to enter line items. The payment terminal shows each ticket line to the customer, along with the "Please wait for the cashier" message.

horts - olf hat		ill	Plea			2	
	Please	wait	for	the	cashier		

When completed adding lines to the ticket, the POS clerk selects

The clerk sees the Complete Ticket window until the customer completes the transaction on the payment terminal.

If the customer previously swiped a card, this window will automatically close when the customer completes the transaction.

Complete T	ïcket		
Ticket is	not fully tendered. Swij or choose anoth	pe card now to add a payme er option below	ent
	Return to Ticket Entry	Manual Entry (F2)	

On the payment terminal, the customer is prompted to enter a PIN if they swiped a debit card. The customer cannot enter a PIN until the ticket is completed.

If the customer swiped a credit card or after entering the PIN for a debit card, they are asked to confirm the amount.

When the customer touches **Yes**, the transaction is authorized automatically.

Men's Polo 100% cotton	Contraction of the local division of the loc
Amount OK? \$68.64 Yes No	

The **Print** window then appears, allowing you to print the receipt or send it via e-mail.

Lastly, if the payment terminal is configured to use signature capture, the customer is prompted to sign the payment terminal screen.

	Ok Clear
x	
	Please sign and tap Ok with pen

EMV Transactions – Ingenico iSC250

When using NCR Secure Pay and a properly configured Ingenico iSC250 payment terminal, a customer can insert a credit card with a chip after the ticket is completed.

After ringing up the items, the clerk will touch (or click) the Complete button so that the Amount window appears:

Amount					E	? ×
			Clea	r B	Backsp	
Amount 54.45			7	8	9	
Pay ticket OK	<u>C</u> ancel	<u>H</u> elp		4	Б	6
Document totals			Sale			
Total: Net amount received:		54.45 0.00	1	2	3	
Amount due:		54.45	-	0		
						· ·

Enter the amount of the payment and click OK.

If the clerk enters an amount that's less than the current Amount due, Counterpoint will create a placeholder payment line for the card payment, and allow entry of additional forms of payment.

Alternatively, instead of clicking Complete, the clerk could move to the pay codes window and touch or click any pay code button and then enter the amount. As long as a credit card type of pay code button was selected, Counterpoint will choose the correct pay code to assign to the ticket, based on the authorization response obtained from the processor.

If the customer wants to provide multiple forms of payment (e.g., cash and credit card), the clerk must use a standard pay code button to process each payment. If the clerk first clicks the Complete button, only credit, debit, or SVC card payments can be processed.

After entering payment(s) that satisfy the full Amount due, the clerk will see the Processing window, and "Insert, Swipe, or Tap Card" will appear on the iSC250 screen to prompt the customer to insert or swipe the credit card.

"Please wait... Do not remove card" appears on the iSC250 while the payment terminal is reading the chip on the card. If the card is accepted, the customer is prompted to confirm the purchase amount by touching the Yes button on the iSC250 screen.

If the customer touches the No or cancel the confirmation, the transaction will be cancelled and the customer will be prompted to remove the card from the iSC250.

The clerk will be required to print a failed payment receipt for the transaction.


If the customer confirms the purchase amount and authorization is obtained, the customer is prompted to remove the card from the iSC250.

If a card verification method is assigned to the card, the customer will be prompted to sign the iSC250 or enter a PIN.

When the transaction is complete, the normal Print window appears so that the clerk can print or email the necessary receipts.

Tic	ket 1005	05	
Email	Alt+G Gilt Rept	Alt+T	

Counterpoint automatically prints a sales draft with a signature line for each EMV transaction, followed by the customer's receipt which includes the necessary EMV information.

🔯 RDL Receipt Preview				? 🗙
Logo (1)				
542 Tour P.O. Nemphiz	ain Store nament Dri Box 542 5, TN 38018 555-1234			
Ticket # 100501 Station: 1 8/13/2015 1:00:04 PM		Sales	User: Rep:	ngr ngr
Item Description	Qty	Price		Total
APL-HAT Golf hat with logo - 1 s:	5 ize	9,99		49.95
Subtotal Tax				49.95 4.50
Total				54.45
Tender: VISA XXXXXXXXXXX0010				54.45
Batch: 4 Auth: 104107 Entry Method: EMV Contact Visa Credit AID: &0000000031010 TVR: 020800C000 TSI: E800				
Number of items purchased:	5			
		Print		Close

Manually entering card information on the iSC250

If a customer's card is unreadable, card information can be manually entered on the iSC250. The card information will be encrypted and tokenized by NCR Secure Pay.

To manually enter the card information:

- a) The clerk will click the Manual Entry button so that the Amount is requested. (A Manual Entry button will need to have been previously added to the Touchscreen layout or the Payment Entry window toolbar.)
- b) The clerk then enters the payment amount or selects "Pay ticket balance".
- c) The clerk will need to instruct the customer to then enter the card number on the iSC250 keypad and then press Enter.
- d) The customer will then be prompted to enter the expiration date (MMYY) on the iSC250 keypad and press Enter.
- e) The customer will then need to enter the card verification value for the card on the iSC250 keypad and press Enter.
- f) The customer may also be prompted to enter the zip code associated with the card on the iSC250 keypad, and press Enter when done.

The ticket can then be completed as usual.

Foreign Currencies

When indicating completing a sale in Ticket Entry, select a Foreign Currency pay code.

Counterpoint uses the exchange rate currently defined for the Currency Code and shows the converted amount due for the selected pay code.

	F2		F3 🖉	F4 7	F5		ltem i	number		PQ
Customer #	Cash Customer (C	CASH)	Sales r	ep: MGF	۱.			EA		
ltem number	Description	Quantity	Price	Line discou		e item 🖴 e	C <u>h</u> eck	A/R	Gift Card	Store Credi
BAG-TRV	Golf bag travel case	1	39.9	9 0	.00	39.99				
	(new line)					0.00	VISA	2	€	Points
	Amount						? 🛛	MC	Euro	Loyalty Poin
	Pay code EU	RO	Euro Do	llar		Clear	Backsp			
	Amount 0.0									
		-				7	8 9			249
	<u>P</u> ay ticket balance	<u>0</u> K	<u>C</u> ancel	<u>H</u> elp		4	5 6	<u>\$1</u>	\$ <u>5</u>	\$1 <u>0</u>
	Document totals				Sale	4	0 0			E1100
	Document totals		Total:		47.49	1	2 3	100	Lessow -	
			mount received:		0.00 47.49			\$ 1 <u>0</u> 0	Payments	Payments
Document tota	1	_		×	41.45	-	0 .			E.
			Currency	abto						
	Number of lines:	Curren	icy code cono	iscou Sale _{subto}		0.00	Snacks >>	Pro Shop >>	More >>	P <u>ay</u> >>
		Am	ount due	29.96	ax:	0.00				
N	et amount received:	0.00		Misc charg	es:	7.50	-			
	Amount due:	47.49		То	tal:	47.49	Com <u>p</u> lete	<u>S</u> ale	Return Item	Void Line
ot clocked in *	I			5/	2/2013	4:01 PM	MGR M	IAIN 1	1	Session:

Change and refunds can also be converted into the foreign currency.

In this case, the store is configured to automatically give change in the same pay code that was tendered.



Foreign Currencies with Rounding

If you select a foreign currency pay code that is defined to round to a minimum denomination (such as .05),Counterpoint will show the converted amount due, as well as the amount rounded to the minimum denomination..

In the below example, the sale amount of 44.49 is shown in US (HOME) currency. After selecting the Canadian cash pay code, which rounds to the nearest .05, the Amount due window shows 55.61 as the amount converted to Canadian currency and 55.60 as the rounded amount.

🕉 Touchscreen Ticl	ket Entry	F2	53	F5					_0×
-	2	F2 🧐	F3 🗲 F4 🔒			ltem n	umber		<i>></i> 2
Customer #:	Cash Custon	ner (CASH)	Sales rep: MGF	۹ .			E		
ltem I number	Description	Quantit	h Price Line discou		e item ≜ e	C <u>h</u> eck	A/R	Gift Card	Store Credit
BAG-TRV	Golf bag tra	nount Due		0.00	39.99	Cileck	A	Ginceard	STOLE CLEOIL
»	C	Currency code CAN	Sale Rounded		0.00	VISA	2		Points
Amount		Amount due	55.61 55.60			? × ⊻isa	<u>M</u> C	Euro	Loyalty Points
	Pay code CAN	۱ Ca	anadian currency	Clea	ar Back	<sp< td=""><td></td><td></td><td></td></sp<>			
	Amount 0.00)		7	8	9 Cash	51	55	240 \$10
	<u>P</u> ay ticket balance	<u>0</u> K <u>C</u> an	cel <u>H</u> elp	4	5	6		<u>•</u>	U.D.
Docu	ument totals		Sa	_			20		1
		Net amount r	Total: 44.4 eceived: 0.0	-	2	3 <u>\$ 20</u>	<u>C</u> anadian	Payments	Payments
		Amoun	t due: 44.49	9 _	0				
Document total	s								
			Gross subto Document discou		39.99 0.00	2	Pro Shop		
	Number of lines:	1	Subto	otal:	39.99 4.50	Snacks >>	>>	More >>	Pay >>
Ne	t amount received:	0.00	Misc charg		4.50	1			
	Amount due:	44.49	Тс	otal:	44.49	Com <u>p</u> lete	<u>S</u> ale	Return Item	Void Line
Not clocked in *			4,	/15/2015	10:50 AM	MGR MA	AIN 1	1	Session: 1

If the pay code is defined to not allow entry of amounts below the minimum denomination, and you enter an amount such as 55.61, an error message appears.

Errors for Touchscreen Ticket Entry						
You must fix the following errors						
The amount entered is not valid per the minimum currency denomination.						
Close						

	Amount Due		×				
	Currency code	CAN					
Amount	Amount due	Sale 55.61	Rounded 55.60				? ×
Pay code C		Canadian	currency		Clea	r B	acksp
<u>A</u> mount Б	5.61				7	8	9
<u>P</u> ay ticket balance	<u>0</u> K	<u>C</u> ancel	Help		4	5	6
Document totals	Net amo	Total: ount received:		Sale 44.49 0.00	1	2	3
	Am	ount due:		44.49	-	0	

If a non-cash pay code is selected (e.g., credit card), the exact amount can be accepted without rounding.

On a ticket being paid both with cash and credit card, enter the cash tender first so that the remaining non-rounded amount can be applied to the credit card.

Change and refunds will also be rounded to the minimum denomination.

If the pay code is configured to allow change/refund amounts below the minimum denomination, the rounded amount appears as a default but a non-rounded amount can be manually entered.



In this example, the rounded amount due of 55.60 was overtendered with 60.00 Canadian.

Print Blank Registry Form

Select Point of Sale > Gift Registries > Print Blank Registry Form

- Use to print a form so an individual can provide you the items to include on their registry
- Gift registries can also be imported

		Page 1	
Date 6/24/2009	Time 12:20:15PM		
FOR DEMONSTRAT	TION PURPOSES ONLY		
Gift	registry		
Customer #			
Registrant l name			
Registrant 2 name			
Registry name			
Occasion date			
Occassion City/St		-	
Shipping addressl			
City/State/Zip			
Phone#			
Item number Req	uestec Unit		

GIFT REGISTRIES

Creating a Gift Registry

Select Point of Sale > Gift Registries > Manage Gift Registries

- Use to create a new gift registry for a customer
- Manually enter items and quantities, or import items

	🔯 Manage Gift Registries
	Customer # 1003 22 Shipping information
	Occasion W 🖉 Wedding Ship-to address
	Occasion date 1/9/2010 Registry never expires Address 1 1438 Corporate Lane
	Registry name Dawn & Stephens Wedding Address 2
	Occasion city Memphis Occasion state TN Citry/State/Zip Memphis TN 38118
	First name Last name Country
	Registrant 1 Carol Dawn Phone 321-443-5436
	Registrant 2 Richard Stephens
	Available online
Manually enter	Import Items Print Registry
items	Item number Description Unit Qty requested Qty filled Unit price
	SHIRT Men's Polo 100% cotton - Blue/Large EACH 1 0
	TAY-FSD TaylorMade FireSole Driver EACH 1 0
or	TEES Bag of Tees EACH 2 0
Laure and Design	VEST Men's 100% cotton vest - Black/Large EACH 1 0
click Import Items to	APL-HAT Golf hat with logo - 1 size EACH 2 0
	APL-UMB Golf umbrella EACH 1 0 BAG-TRV Golf bag travel case EACH 2 0
import items from a	BAG-TRV Golf bag travel case EACH 2 0 ▶ (new line) 0
.csv file.	
	Item number Description Qty requested Unit flag Qty filled Unit price Image: Start S

If importing the registry:

Select the file to import and specify which fields contain item and quantity detail

🔯 Gift Registry Import	<u>? ×</u>
Filename GiftRegistry.csv	
-ItemE	ield number 1
Quantity	
	ield number
Skip first line in file during	import
⊻erify	I <u>m</u> port <u>C</u> lose <u>H</u> elp

Selling Items on a Gift Registry

Click Mores . Select Functions ar	nd then Gitt registry
Select the registry to use.	Gift registry lookup ? X Gift registry# 1000000000101
	Registry name Dawn & Stephens Wedding Registrant 1 Carol Dawn
	Registrant 2 Richard Stephens Print Registry Use selected registry Stop using registry

Click Print Registry to print a copy of the registry.

Click Use selected registry to record items that are being sold against the selected registry.

Each of the items you now enter will be recorded against the registry.

🔯 Touchscreen T	ïcket Entry						
	1	F2	F3 🖉 F	4 📅 F	5		
Customer #: Cash Customer (CASH) Sales rep: MGR 							
ltem number	Description	Quantit	Price		Line item price		
BAG-TRV	Golf bag travel ca	ase 1	39.99	0.00	39.99		

If you already entered items on the ticket before selecting the gift registry, you can record them against the registry by editing each line and then selecting . Note that when editing a line, the gift registry will not remain selected for other lines that you add to the ticket.

If you enter an item that is not on the registry, you can still record it against the registry,

or

you can click Stop using registry to sell it without recording it on the registry.

ltem number	Description	Quantity	Price	Line discount	Line item price		
BAG-TRV	Golf bag travel case	1	39.9	9 0.00	39.99		
APL-UMB	Golf umbrella	1	14.9	9 0.00	14.99		
BALL-RE		1.0000			0.00		
Confirm Item BALL-RET-PRO not found on the gift registry. Would you like to add it to the gift registry? Yes No							

If you sell more than Confirm the registered Quantity entered is greater than the quantity requested for this item. We suggest you buy 1 of this item. quantity, you have multiple choices for Purchase suggsted qty only Continue with the purchase Cancel Split excess qty into a new line item how to handle the excess quantity.

When you have entered all of the registry items and want to stop selling items against



the registry, click Gitregistry again and then click Stop using registry

You can continue to sell other items on the same ticket, or even select a different gift registry against which to record additional purchases.

Gift Registries Reports

Select Point of Sale > Gift Registries > Gift Registry Reports

• Use to view, print or email Gift Registry Reports

🔯 Gift Registry Reports	
Report Gift Registry Detail	
Order by Item #	
Parameters Gift Registry Gift Registry Line	
Eor customer Cell detail List view	
Registrant 1 🔎Clear	
	>>
E-mail Preview Print Options >> Close	<u>H</u> elp

			N STRATION PURP					
			Gift Registry Detai	I				
ell detail:List viev rderby:ltem #	N							
	stryname between Dawn & Stepher	ns Wedding and	Dawn & Stephens V	Vedding				
ame: Carol Dawr		ame: Dawn & S	tephens Wedding		ion date: 1/9/2		Status: Active	
Item #	Description	Category	Subcat		Qty reqstd		Qty remain	
APL-HAT	Golfhat with logo - 1 size	APPAREL	MENS	12.99	2	0	2	
APL-UMB	Golfumbrella	GOLF	ACCES	14.99	1	0	1	
BAG-TRV	Golfbag travel case	GOLF	ACCES	39.99	2	0	2	
DUN-DDH	Dunlop DDH 110 Balls	GOLF	BALLS	21.99	3	0	3	
GLOVE	Deluxe GolfGlove	GOLF	MISC	11.99	2	0	2	
SHIRT	Men's Polo 100% cotton	APPAREL	MENS	24.99	2	0	2	
Color	Size							
Blue	Small Large				1	0	1	
	Laige					, in the second s		
TAY-FSD	TaylorMade FireSole Driver	GOLF	CLUBS	419.00	1	0	1	
TEES	Bag of Tees	GOLF	MISC	0.99	2	0	2	
VEST	Men's 100% cotton vest	APPAREL	MENS	39.99	1	0	1	
Black / Large								
ine count: 9					16	0	16	
Report totals:	Registries: 1 9 line(s)				16	0	16	
			End of report					

 Order
 Backorder
 Special Order

	Order	Backorder	Special Order		
General	Normal stocked item Sufficient quantity on hand	Normal stocked item Insufficient quantity on hand	Item normally not stocked Quantity not kept on hand		
Entry	Quantity on Order increased	Quantity on Backorder increased	Quantity on Special Order increased		
	Quantity committed updated	Quantity committed not updated	Quantity committed not updated		
Purchase	Purchasing>Purchase Requests>Customer-specific Purchases				
Release	Release partial or full	Release partial or full	Release partial or full		
	Quantity on Order decreased	Quantity on Backorder decreased	Quantity on Special Order decreased		
	Quantity committed updated	Quantity committed updated	Quantity committed updated		

Entering an order



			€F2		F3 🖉 F	4 😿	F5		ltem nu	Imber		<i>P</i> 2
(Customer #	Cash Custo	mer (C	ASH)	Sales re	p: MGR				-		-
	ltem number	Description		Quantity		Line discount	Line item price		Order	Drop Ship	Backorder	Special On
Γ	ADM-TL3	Adams Tight	Lies	1	399.99	0.00	399.99					
Γ	BAG-PRD	Pro bag with	divid	1	55.99	0.00	55.99				-07	
Γ	BAG-TRV	Golf bag trave	el case	1	39.99	0.00	39.99		Process Order	Document #	Show Payment	Quantity
>		(new line)					0.00					
									Select Line	Select All	Ship Full	Ship Zero
									Unselect Line	Unselect All	Cancel Line	
1	Document tota	als										
					Gro	oss subtotal:	495.9	7	S			4
		и			Docume	ent discount:	0.0		Snacks >>	Pro Shop >>	More >>	Pay >>
		Number of lines:		3		Subtotal: Tax:	495.9					_
	Net	amount received:		0.00	м	isc charges:	0.0		-			
		Amount due:	5	51.77		Total:	551.77	,	Com <u>p</u> lete	<u>S</u> ale	Return Item	Void Line

Enter the items that are being placed on the order.



to enter the order deposit.

Select the pay code and enter the tendered amount.

The minimum required deposit amount is shown at the bottom of the window.

Enter how much of the amount will apply to the order.

Select Pay minimum if the customer tenders the exact minimum due amount.

Amount			?×
Pay code CASH Cash	Clea	ır E	Backsp
Amount 30.00 Pay ticket balance	7	8	9
Apply to order 30.00	4	5	6
Apply to ticket 0.00 Einal payment	1	2	3
<u>O</u> K <u>C</u> ancel <u>H</u> elp	-	0	
Document totals Order			
Total: 551.77 Net amount received: 0.00			
Amount due: 551.77 Minimum due: 55.18			

Select **Pay balance** if the customer is paying the balance of the order.

Select **Final payment** to also capture the tender method for use later as the final payment on the order.

<u>0</u>K when completed entering the deposit information. Click

Click complete if you're done entering the order.

The store may be configured to allow entry of shipping information for orders.

Ship-to Address Entry			? 🛛	
Sh <u>i</u> p-to address			Default ship-to	
Ship-to name type	Person 💽		Deridant on ip to	
<u>N</u> ame	Mary Morgan	Mary Morgan		
Salutation		Eirst name Mary		
<u>L</u> ast name	Morgan			
Add <u>r</u> ess 1	750 East Person Street			
Add <u>r</u> ess 2				
Address <u>3</u>				
C <u>i</u> ty	Little Rock	<u>S</u> tate AR	<u>о</u> к	
<u>Z</u> ip code	72202 Co	untry		
Co <u>n</u> tact 1		Phone <u>1</u> 501-499-6048	Other contact	
<u>E</u> mail 1		Fa <u>x</u> 1	Cancel	
Ship-⊻ia code	\triangleright	Ship date 11		
Shipping zone	\square	Tax code MEMTN	<u>H</u> elp	

Less Than Minimum Order Deposit

If less than the minimum deposit amount was entered, you won't be able to complete the order until the minimum is paid.

Errors for Touchscreen Ticket Entry	×
You must fix the following errors	
Must pay the minimum amount due.	
<u>Q</u> lose	

Click

to return to the pay codes to enter additional tender.

You can also click to clear the current payment information and reenter it, if desired.

Click

Complete the order.

Printing the Order and Receipt

When an order is completed, you can print a copy of the order for the customer, as well as a receipt for the order deposit.

🔯 Print	No Chan	ige Due
	Ticket 105483	Order 70053
		Qiose <u>H</u> elp

Try it Yourself! This exercise demonstrates how to:

- add a customer on the fly
- create an order
- use a bill-to address as a ship-to address
- sell a serialized item
- take a deposit on an order
- create a backorder

SCENARIO: A cash customer enters your store and wants to order the Ball Return Pro, 9 golf umbrellas, and also purchase the ADM-TL3 golf club. He will pay for the golf club and the minimum deposit on the order. He wants to have his order shipped to his home address: Derrick Lennon, 6420 Strawberry Fields, Memphis, TN 38125, Phone (901) 555-1122.

Complete these steps:

1.	To add Derrick Lennon as a customer on-the-	😫 Customer (f	rom lookup)	? 🛛	
	fly,	E 🔒 🛛	× 🖻 📼 🚄	3 · 😥 ·	
		- C <u>u</u> stomer #	1004		
	click More , then Functions and then Iter .		Derrick Lennon		
		Fjrst name		Last name Lennon	
		-	6420 Strawberry Fields		
	Click 🔎 to open the lookup window and then		Memphis	<u>S</u> tate TN	
		Zip code	901-555-1122		
		Email 1			
	Use Cust # 1004 and enter all of Mr. Lennon's	_	יי Opt-out from marketing ema	ails 🗖	
	information, as shown here.	C <u>a</u> tegory		Cash only (Walk-i	
			,		
	(🗠	Enter Custome	er	?	×
		C <u>u</u> stomer #	1004	② Derrick Lennon	
	Use this customer for the next document.			Demok Lennon	
			<u>O</u> K <u>C</u> a	ncel	
	L				
2.	Enter the order line items.				
	Click , then Functions and then .				
	,	Serial numbers		?	×
	At "Item number", look up and select		Serial number 8347	1	

BALL-RET-PRO.

Select an available serial number.

🔯 Serial numbers					2 🛛
	Serial number 83471		\mathbf{P}		
		233			
			<u>0</u> K	C <u>a</u> ncel	<u>H</u> elp

At "Item Number", look up and select TOP-XLS.



There is insufficient quantity, so select to Backorder the item.

Confirn	1				D
?	Insufficient (1 DOZ av. Override?		r item TOP-XLS at	location MAIN.	
	Yes	No	Backorder	Change location	Substitutes

The 3 that are not available are
split into a separate backorder
line.

(Customer #: Derrick Lennon (1004) Sales rep: MGR							
	ltem number	Description	Quantity			Line item price		
Γ	BALL-RE	Ball Return - PRO	1	69.99	0.00	69.99		
Γ	TOP-XLS	TopFlite XL Spin	1	25.00	0.00	25.00		
	TOP-XLS	TopFlite XL Spin	3	25.00	0.00	75.00		
,		(new line)				0.00		

Mr. Lennon wants to purchase the golf club and take it with him.



Before entering this item, click **Sector**. Then at "Item Number", look up and select ADM-TL3.

Γ	Customer #: Derrick Lennon (1004) Sales rep: MGR									
	ltem number	Description	Quantity		Line discount	Line item price				
	BALL-RE	Ball Return - PRO	1	69.99	0.00	69.99				
	TOP-XLS	TopFlite XL Spin	1	25.00	0.00	25.00				
	TOP-XLS	TopFlite XL Spin	3	25.00	0.00	75.00				
	ADM-TL3	Adams Tight Lies	1	399.99	0.00	399.99				
•		(new line)				0.00				

The ticket now shows two order lines, one backorder line and one sale line.

Click to enter the order deposit and payment for the golf club.

. The minimum due for the Click <u>M</u>C sale and order lines is shown at the bottom of the window.

Check **Pay ticket balance** to cover the sale line amount, and Pay minimum to pay the minimum order amount.

```
<u>0</u>K
Click
```

Amount						? 🛛
Pay code MASTERC	ARD Maste	erCard		Clea	ur E	Backsp
Amount 455.56	V Pa	ıy t <u>i</u> cket bal	ance	7	8	9
Apply to Apply to order 10.57	 I▼ Pat	y <u>m</u> inimum		4	5	6
	_	y <u>b</u> alance				
Apply to ticket 444.99	Ein	al payment	1		2	3
<u></u> K	<u>C</u> ancel	<u>H</u> elp		-	0	
Document totals	Sale	Order	Document			
Total:	444.99	189.11	634.10			
Net amount received:	0.00	0.00	0.00			
Amount due:	444.99	189.11	634.10			
Minimum due:	444.99	10.57	455.56			

	🔯 Validation			? 🔀
			ata nO and	
	Pay C	de MASTERCAR Ma	stercard	
Enter the MasterCard information	n	Card no 5419-8*****	****0004	
(5419-8300-0000-0004 exp 12/		Exp. date 12/17	_	
(0110 0000 0000 0001 oxp 1 <u>2</u>)	· ·	ne on card Derrick Lenr	non	
		tomer PO#		
CIICK .				
Answer Yes when asked if the	icket is			
complete.	a			
		<u>о</u> к	Cancel Help	
Ticket complete?				
Yes No				
	Ship-to Address	Entry		? 🗙
	Ship-to ad			Default ship-to
		e type Business 🔹		
When the Ship-to Address Entr	window	Name Derrick Lennon	First a seco Derrick	Copy bill-to address
Operate in the section of the	Said	tation J name Lennon	Eirst name Derrick	
appears, click Copy bill-to address.		ess 1 6420 Strawberry Fields		2003
	Add	ess 2		
	Addı	ess <u>3</u>	OLL TH	
24	Zic	City Memphis code 38125 Coi	State TN	<u>Q</u> K
Click QK		tact 1	Phone 1 901-555-1122	O <u>t</u> her contact
	E	mail 1	Fa <u>x</u> 1	Cancel
	Ship- <u>v</u> ia		Ship date // Tax code MEMTN	Help
	Shipping	zone		Шеф
			Information	X
Authorization is obtained for the	crodit card (simul	atod for this	(1) Auth codes:	
exercise).	Ciedit Card (Simul		-v	
			MASTERCARD for	455.56; DEMOUK
			L	
				QK
		I		
	a Print			? 🛛
		No Change		
You can print a receipt for		Authorized transactions si	imulated.	
the sale and deposit	Ticket 1054	184	Order 700	54
amount, as well as an order	Alt+G	Alt+R	Alt+0	
document for the customer.			3	

	Gift Ropt	Receipt		Order	_
					<u>C</u> lose
 END	OF EX		SE	 	

<u>H</u>elp

Flow of Drop Ship Processing (steps 2-7 covered in Purchasing section)



Entering a Drop Ship Order

Select the customer for the order.

Enter the items that will be drop-shipped.

Pay >>

N Touchscreen	incher Linny							
	F2		⁻³	4 💎 F	5		ltem nu	ımber
Customer #: Brian Schmidt (1002) Sales rep: MGR								
ltem	Description	Quantity			Line item 🛓	<u> </u>		
number				discount	price		Order	Drop Ship
TAY-FSI	TaylorMade FireS	. 1	789.00	0.00	789.00			
TAY-FSW	TaylorMade FireS	. 1	729.00	0.00	729.00			
ADM-VN	Adams VMI Putter	1	99.99	0.00	99.99	Pro	cess Order	Document #
>	(new line)							

Click

to take the customer's payment for the drop-ship items.

The Drop Ship portion of the order must be paid in full when the order is entered, including and miscellaneous charges and tax.

Amount			? 🗙
Pay code MASTERCARD MasterCard	Clea	r B	acksp
Amount 1.800.01 Pay ticket balance	7	8	9
Apply to order 1,800.01	4	5	6
Apply to ticket 0.00 Final payment	1	2	3
<u>O</u> K <u>C</u> ancel <u>H</u> elp	-	0	
Document totals Order			
Total: 1,800.01 Net amount received: 0.00			
Amount due: 1,800.01 Minimum due: 1,800.01			

You'll always be asked to provide a shipping address for drop-ship orders.

The shipping address will be supplied to your vendor.

Ship-to Address Entry	rip-to Address Entry 🔹 💽 🔀							
Ship-to address	\triangleright	Default ship-to						
Ship-to name type	Business	Deradit ship-to						
<u>N</u> ame	Brian Schmidt	Co <u>p</u> y bill-to address						
Salutation	Mr. <u>Eirst name</u> Brian]						
<u>L</u> ast name	Schmidt							
Add <u>r</u> ess 1	921 Tuckerman Rd.							
Address 2								
Address <u>3</u>								
City	Memphis State TN	<u>о</u> к						
<u>Z</u> ip code	38121 Country							
Co <u>n</u> tact 1	Phone <u>1</u> 321-456-7788	O <u>t</u> her contact						
<u>E</u> mail 1	Fa <u>x</u> 1	Cancel						
Ship- <u>v</u> ia code	UPS GROUND 🔎 Ship date 11							
Shipping zone	UPS ZONE 1 P Tax code MEMTN P	<u>H</u> elp						

Special Notes on Drop Ships

- Cannot drop ship Miscellaneous kits or discount items
- Cannot enter cost for drop-ship items in PS; cost is automatically passed to customer order when drop-ship PO is received
- Can drop ship serialized items, but serial number is not entered in PS. Serial numbers are automatically passed to order when drop-ship PO is received
- If enabled, line consolidation occurs for drop-ship lines, but not if one of drop-ship lines has already been copied to a purchase request (e.g., second line is added after customer order is saved)
- Offline workstation can create a drop-ship order. Purchase request will be created on the server when the order is imported by the server. Cannot edit drop-ship order while offline.
- Drop-ship lines are ignored in Fill Preview and Fill Backorders in Order Management
- Cannot Pick drop-ship order lines in Order Management
- Cannot release drop-ship lines or orders; drop-ship orders are automatically released when PO is received
- Drop-ship items can be returned (validated or 'regular'). Use a return reason code that's connected to a scrap inventory adjustment code to avoid impacting qty committed/qty on hand.

Three ways to process orders

One at a time	Touchscreen Ticket Entry or Regular Ticket Entry
Multiple orders	 Batch processing Optional print and pick before release Good for smaller order batches (5-10 at a time)
	or
	 Order Management Required pick, pick verify, and pack before release Good for high-volume order batches (over 10 at a time)

Drop ship customer orders must be processed through the Purchasing area of Counterpoint, rather than the above listed methods.

Processing an Individual Order



Enter or look up the order to process.

Select the operation to perform.

<u>E</u> dit	Add or change lines on the order.
Vie <u>w</u> Activity	View the history of order activity.
<u>D</u> eposits	Enter new deposits.
C <u>a</u> ncel order	Cancel the order and refund deposits.
Re <u>f</u> und	Refund collected deposit amounts.
<u>P</u> ick	Print a picking ticket for the order items.
P <u>r</u> int	Print a copy of the order.
Re <u>l</u> ease	Release lines marked as Release to a ticket.
C <u>o</u> py Release	Release the order, and leave a copy on order.
<u>C</u> lose	Close the Process Orders dialog.
<u>H</u> elp	Access on-line help.

Proc	ess Orders					? 🗙		
e	፼ ⊨ < ▶ ⊨ 12 2							
Curi	Current store MAIN							
Curre	nt station	1	1					
			Include other stores					
			Include other stations					
	Order #	70054				\geq		
	Store	MAIN						
	Station 1							
Ti	cket date	5/6/20	13	3:16	PM			
			<u> </u>	dit	Vie <u>w</u> Activity			
	<u>D</u> epo	osits	C <u>a</u> nce	l order	Refu	ind		
<u>P</u> ick P <u>r</u> int								
Rel		ease	С <u>о</u> ру	Release				
		<u>C</u> lo	ose	F	<u>H</u> elp			

A user must be authorized to perform each of the order processing operations.

Taking another deposit on an order

Select the order for which the additional deposit is being made.

Click	<u>D</u> eposits		Custom	er #: Derrick I	_ennon ((1004)	Sales rep	o: MGR	
						Payme	ents		
Any ex	kisting depo	osits are	Pay	Description	Amo				^
shown			MAS	MasterCard	10.57				
			>						
Click	Pare and	select the							
	de for the								
puy co									

Enter the additional deposit amount.

Amount			? 🛛
Pay code CASH Cash	Clea	ur E	Backsp
Amount 20.00 🔽 Pay ticket balance	7	8	9
Apply to order 20.00	4	5	6
Pay <u>b</u> alance	4	0	
Apply to ticket 0.00	1	2	3
<u>Q</u> K <u>C</u> ancel <u>H</u> elp	-	0	
Document totals Order			
Total: 189.11 Net amount received: 10.57			
Amount due: 178.54			

Customer #: Derrick Lennon (1004) Sales rep: MGR								
Payments								
Pay	Description							
MAS	MasterCard	10.57						
CASH	Cash	20.00						
»								

All deposits are now shown.



Click **Complete** to complete entry of the deposit.

You can print a receipt for the deposit.



🔄 Process Orders 🛛 🕐 🔀							
i 🛃 🛏 🔺 🕨	M	i 🖓	l				
Current sto	Current store MAIN						
Current stati	on 1						
	☐ Include other stores ✓ Include other stations						
Orde	r # 🔽	0054				\triangleright	
Sto	re M	1AIN					
Stati	on 1						
Ticket da	te 5	/6/201	13	3:16	PM		
			<u>E</u> dit		Vie <u>w</u> A	ctivity	
<u>D</u> e	Deposits C <u>a</u> nce			lorder	Re <u>f</u> und		
		Ŀ	ck	F	rint		
		Release		C <u>o</u> py Release			
		<u>C</u> lo	se	F	<u>l</u> elp		

The Process Orders menu reappears.

Viewing Activity on an order

Select the order for which to see the activity.



Each activity that has occurred for the order is shown in the sequence in which it occurred.

R	2 0)rder Activ	ity			? 🔀
Ş	Sto	ore ID MA	AIN	Station ID 1	Order # 70054	
L		User ID	Activity	Log entry		^
		MGR	Entered	Entered a new order		
		MGR	Edited	Edited the order		
		MGR	Deposit	Added deposit to the order		
						~
		<u>C</u> lose	<u>H</u> elp			

Refunding an order deposit

Select the order for which to refund the deposit.

Click	Re <u>f</u> und						
			🔄 Order Deposit Refund				? 🛛
	tal amount fo is shown.	or	Available deposit 30.5 R <u>e</u> fund amount 15.0 <u>P</u> ay code SC	00	Refund full amount	U <u>s</u> e customer card	<u>U</u> se last card
	he amount to , or check Re			<u>OK</u> ancel	Help		

full amount to refund the entire available amount.

Select the pay code to use for the refund.

Click	U <u>s</u> e customer card	to use the credit card number that's saved in the customer's
record		

Click Use last card to use the last credit card number that the customer used when making a deposit.

Printing a picking ticket for an order

Select the order for which to print the picking ticket.

Click Pick

Select to print a picking list or an invoice for the order.

The order status will be updated to "Picked".

🔯 Print			? 🛛
	Invoice	Alt+K Jeick list	
		<u>C</u> lose	<u>H</u> elp

Releasing the Order to a ticket

The process of releasing order lines to a ticket moves the selected lines to a sale ticket.

If you only release some of the order lines to a ticket, you can choose to release none, some or all of an order deposit with the lines, and then complete taking payment on the ticket. Once the lines are released to a ticket, you can also add new sale lines to the ticket and complete the ticket in the normal way.

Select the order to release.

A warning message may appear if a picking ticket was not previously printed for the order.



Customer #: Derrick Le	ennon (1004) Sales rep: MGR			H.		
Item number	Description	^				
BALL-RET-PRO	Ball Return - PRO		Order	Drop Ship	Backorder	Special Order
TOP-XLS	TopFlite XL Spin Balls				E.	
TOP-XLS	TopFlite XL Spin Balls					
>	(new line)		Process Order	Document #	Show Payment	Quantity
			Select Line	Select All	100% Ship Full	Ship Zero
		~	Unselect Line	Unselect All	Cancel Line	

All of the order lines are initially selected to be released to the ticket. Make any necessary changes by clicking:

Unselect All	To unselect all lines.
Unselect Line	To unselect the highlighted line
Select All	To select all lines
Select Line	To select the highlighted line
Quantity	To change the release quantity for the highlighted line
Ship Zero	To change the release quantity to zero for the highlighted line and leave the remaining quantity on order
Ship Full	To change the release quantity back to the original ordered quantity
Cancel Line	To change the release quantity to zero and leave no remaining quantity on order



Click complete after you have completed setting the release state and quantity for each line.

The Order Release window appears.

Counterpoint has already allocated the amount of any deposits and miscellaneous charges to the release ticket proportionally, based on the amount remaining on the order.

Change the release amounts as necessary.

Click Zero to leave the full deposit and miscellaneous charge amount on the order.

🔯 Order Release			? 🛛
<u>S</u> tore St <u>a</u> tion		#C <u>u</u> stomer 0 <u>r</u> der	
Release	Zero	<u>D</u> efaults	<u>M</u> aximum
D <u>e</u> posits	Available 30.57	Release 17.08	Leave on order 13.49
Subtotal	169.99	94.99	75.00
Misc charge <u>1</u>	0.00	0.00	0.00
Tax	19.12	10.68	8.44
Amount due	158.54	88.59	69.95
	<u>0</u> K	<u>C</u> ancel	Help

Click Maximum to release the full deposit and miscellaneous charges to the ticket, leaving no deposit or charges on the order.

Click

<u>D</u>efaults

to return to the amounts that Counterpoint initially allocated.

Click when completed allocating the deposit and miscellaneous charges.

The released lines are moved to a new ticket.

As shown here, your store may be configured to also show non-released lines, for informational purposes.

You can add or edit line items and complete the ticket in the normal way.

Customer #: Derrick Lennon			004)	Sales re	p: MGR	
ltem number	Description		Quantity	Price	Line discount	Line item price
BALL-RE	Ball Return -	PRO	1	69.99	0.00	69.99
TOP-XLS	TopFlite XL \$	Spin	1	25.00	0.00	25.00
TOP-XLS	TopFlite XL \$	Spin	3	25.00	0.00	75.00
>	(new line)					
Document tota	ls					
Document tota	ls			Gro	ss subtotal:	94.9
Document tota					ss subtotal:	94.9
Document tota	ls Number of lines:		2		nt discount: Subtotal:	0.0 94.9
			2	Docume	nt discount:	0.0
	Number of lines:	8		Docume	nt discount: Subtotal: Tax:	0.0 94.9 10.6

If you left any lines on the order, when you later go to process or view the order, the lines you previously released will be shown with 0 quantities.

Touchscreen	Heret Litting						
	2	🤏 F2		F3 - F4	4 📅 F	-5	
Customer #	Derrick I	_ennon (1	004)	Sales re	p: MGR		_
ltem number	Descriptio	n	Quantity	Price	Line discount	Line item price	^
BALL-RE	Ball Retu	n - PRO	0	69.99	0.00	69.99	
TOP-XLS	TopFlite 2	KL Spin	0	25.00	0.00	25.00	
TOP-XLS	TopFlite 3	KL Spin	3	25.00	0.00	75.00	
							~
Ticket payr	nent: MA	STERCAR	D 10.57	CASH 20	0.00 -17	7.08	~
Ticket payr		STERCAR	D 10.57				
		STERCAR	D 10.57	G	0.00 -17	7.08	-
			D 10.57	G	ross subtotal:	75.0	0
Document tota	als Number of I	ines:	1	G Docum	ross subtotal: nent discount: Subtotal: Tax:	75.0 0.0 75.0 8.4	10
Document tota	als	ines:		G Docum	ross subtotal: nent discount: Subtotal:	75.0	10

EXERCISE 5: RELEASING AN INDIVIDUAL ORDER IN TOUCHSCREEN

Try it Yourself! In this exercise, you will learn how to:

- release order lines to a ticket
- leave a backorder line on the order
- allocate a deposit between the release lines and remaining lines on the order
- complete the release ticket
- view the order after the release ticket is completed
- view order activity after the release ticket is completed

SCENARIO: Derrick Lennon has phoned and has asked that you now ship the rest of the order to him, charging the amount to the same credit card that he used for his deposit (MasterCard 5419-8300-0000-0004 Exp 12/20). He has also indicated that he wants to hold off paying for the backordered items until you are able to fill the backorder.

Complete these steps:



Click	Re <u>l</u> ease
C JIIC K	

Click OK at the warning message.

🔯 Proc	ess Orders						?	X
- -		ı 🖗 🛛]					
Curi	rent store	MAIN						
Current station 1								
			lude othe l <u>u</u> de othe			5		
	Order #	70054					$\left \right\rangle$	
	Store	MAIN						
	Station	1						
Ti	cket date	5/6/20	13		3:16	РМ		
			<u> </u>	tit		Vie <u>w</u> A	ctivity	
	<u>D</u> epo	sits	C <u>a</u> nce	l or	der	Re <u>f</u> u	ind	
		Pi	ick		Ρ	rint		
		Rele	ease	(C <u>o</u> py I	Release		
		<u>C</u> lo	ose		Н	lelp		
Warning								
		You ar	e about to i	rele	ase an	unpicked or	der.	
	-					· · · · · ·		
							<u>v</u> K	

The order lines appear.

Customer #: Derrick Ler	nnon (1004)	Sales rep: MGR			
Item number	Description		<u>~</u>		
BALL-RET-PRO	Ball Return	- PRO			
TOP-XLS	TopFlite XL	Spin Balls			
TOP-XLS TopFlite XL Spin Balls					
> (new line)					
Document totals			>		
Document totals		Gross subtotal:	169.99		
		Document discount:	0.00		
Number of lines:	3	Subtotal:	169.99		
		Tax:	19.12		
Net amount received:	10.57	Misc charges:	0.00		
Amount due:	178.54	Total:	189.11		

2. Highlight the last line item, which is the backordered item.

		~	
Click	Unselect Line to unselect that item. Then click	Com <u>p</u> lete	to indicate that you are done
select	ting the lines to release.		-

3. At the Order Release window, click to leave the deposit on the order with the backordered item.

😫 Order Release			? 🛛
<u>S</u> tore		C <u>u</u> stomer #	
St <u>a</u> tion]1	O <u>r</u> der #	70056
Release	<u>Z</u> ero	<u>D</u> efaults	<u>M</u> aximum
D <u>e</u> posits	Available	Release	Leave on order
Subtotal		94.99	75.00
Misc charge <u>1</u>	0.00	0.00	0.00
<u>T</u> ax	19.12	10.68	8.44
Amount due	178.54	99.76	78.78
	<u>0</u> K	<u>C</u> ancel	<u>H</u> elp

4. The order lines now appear on a ticket.

While the backordered item also appears, notice that its price is not included in the total of the ticket.

Customer #:	Derrick Ler			Sales rep:		
ltem E number	Description		Quantity	Price	Line discount	Line iter price
BALL-RE E	3all Return -	PRO	1	69.99	0.00	69.
TOP-XLS T	ΓopFlite XL	Spin	1	25.00	0.00	25.
TOP-XLS T	FopFlite XL	Spin	3	25.00	0.00	75.
» (I	new line)					
						3
< ■ Document totals	5			Gross	s subtotal:	
	5	_	_	Gross		94.
Document totals	s umber of lines: [2			94. 0. 94.
Document totals	lumber of lines:			Document	discount: Subtotal: Tax:	3 94. 0. 94. 10.
Document totals			0.00	Document	discount: Subtotal:	94. 0. 94.

		🗟 Validations
		Pay code MASTERCAR MasterCard
5.	Click 🧧 🔤 . Then click 🔤 .	Card no 541983*****0004
	<u>Pay ticket</u>	<u>Exp. date</u> 12/17
	Click balance .	Name on card Derrick Lennon Customer PO#
	At the Validations window, enter the credit card information (MC 5419-8300-0000-0004 exp 12/20).	
	Click when done.	
	Answer Yes to "Ticket Complete?".	QK Cancel Help
	Confirm	

When the authorization code appears, click OK.

No

<u>Y</u>es

Informa	Information 🛛 🔀				
Ų.	Auth codes: MASTERCARD for 105.68: DEMOOK				
	<u> </u>				

From the Print window, click to first view the sales draft for the credit card charge. When you close that preview window, the customer's receipt appears next.

6. After completing the ticket, select to process the order again.

Notice that:

-each released line shows a quantity of 0

-the 10.57 deposit amount is still on the order, and

-the 72.87 amount due reflects only the backordered line amount, less the 10.57 deposit.

	Customer #: Derrick Lennon (1004) Sales rep: MGR						
	ltem number	Description	Quantit	y Price	Line discount	Line item price	^
Γ	BALL-RE	Ball Return - PF	20	0 69.99	0.00	69.99	
Γ	TOP-XLS	TopFlite XL Sp	in	0 25.00	0.00	25.00	
Γ	TOP-XLS	TopFlite XL Sp	in	3 25.00	0.00	75.00	
>		(new line)				0.00	
							~
	Ticket payn	nent: MASTER	CARD 10.57				~
_	Ticket payn		CARD 10.57				~
_			CARD 10.57	C	iross subtotal:	75.0	-
_		ls		C	ment discount:	0.0	00
_			CARD 10.57	C	nent discount: Subtotal:	0.0	00
_	Document tota	ls		C	ment discount:	0.0	00 00 14

-----END OF EXERCISE------

BATCH PROCESSING ORDERS

Select Point of Sale > Batch Processing



Printing forms for multiple orders



Select a single form group to print (e.g., ORDER), or print the order form for the station you identify at "Station".

If you select to print the form for a specific station, the form must be defined to auto-print.

Use the Order tab to filter the orders for which you want to

print forms.

🔄 Print Orders		
Parameters Order		
Eorm group	$\boldsymbol{\varrho}$	
L.	Print station forms	
	Print forms from	
	Store MAIN	
	Station	
	, ,	
Г	Print line items on preview	
		>>
<u>E</u> -mail	Preview Print Print Orders Options >> Close	Help

Enable "Print line items on preview" if you want to see the line items on each order when you preview the report.

🔯 Print Orders	
Parameters Order	
Document Document to	\square
Customer #	
	>>
E-mail Preview Print Print Orders Q	ptions >> Close Help
	Teres Torb

Preview Report (without line items)

Date 5///2013	Time 2:36:14PM				Page 1
		F	OR DEMONSTRATION PURPOSES ONLY		
			Print Orders		
^a rint form group	ORDER forms				
Order #	Order date	Customer #	Name	Doc status	Order amt du
			Store - MAIN Station - 1		
0045	3/22/2011	1	Thomas, Scott	Open	452.
0046	3/22/2011	1000	Bill Baker	Open	199.
0048	3/22/2011	1001	John Lincoln	Open	574.
0049	3/22/2011	1	Thomas, Scott	Open	784.
0050	3/22/2011	1	Thomas, Scott	Open	140.
0051	1/1/2010	1003	Carol Dawn	Open	210.
0052	1/18/2012	200008	Robert Johnson	Open	565.
0053	5/6/2013	CASH	Cash Customer	Open	496.
0054	5/6/2013	1004	Derrick Lennon	Open	69.
0055	5/7/2013	CASH	Cash Customer	Open	178.
0056	5/7/2013	1004	Derrick Lennon	Open	723

Preview Report (with line items)

Date 5/7/2013 Tim	e 2:31:38PM	F	OR DEMONSTRATION	PURPOSES ONLY			Page 1
			Print Ord	lers			
Print form group ORI	DER form s						
Print line items on pr							
Order #	Order date	Customer #	Name			Doc status	Order amt d
			Store - MAIN	Station - 1			
70045		1	Thom as, Scott			Open	452
ltern #	Description		Line type		Selling unit	Price	Ext
ADM-TL2	Adams Tight Lies	2 Wood	Order		EACH	\$349.99	349
DUN-DDH	Dunlop DDH 110	Balls	Order	3	DOZ	\$21.99	65
GLO VE	Deluxe Golf Glove	:	Order	3	EACH	\$11.99	35
0046	3/22/2011	1000	Bill Baker			Open	199
ltem #	Description		Line type	Qty sld	Selling unit	Price	Ext
SHIRT	Men's Polo 100%	cotton	Order	3	EACH	\$24.99	74
SHORTS	Shorts - Men's Tw	ill Pleated	Order	3	EACH	\$27.99	83
VEST	Men's 100 % cotto	n vest	Order	1	EACH	\$39.99	39
0048	3/22/2011	1001	John Lincoln			Open	574
ltem #	Description		Line type	Qty sid	Selling unit	Price	Ext
TAY-FSR	TaylorMade FireS	ole Rescue	Order	1	EACH	\$107.10	107
TAY-FSD	TaylorMade FireS	ole Driver	Order	1	EACH	\$377.10	377
ADM-VMI-P	Adams VMI Putter	r	Order	1	EACH	\$89.99	89
0049	3/22/2011	1	Thom as, Scott			Open	784
ltern #	Description		Line type	Qty sid	Selling unit	Price	Ext p
ADM-VMI	Adams VMI Imns		Order		EACH	\$627.99	627

Find out backorders that can be filled from on-hand quantity



🔯 Fill Preview						
Order by Store, F	ill status, Ticket	:#,Linetype			•	·
Parameters Item Ir	ventory Doci	ument Header	Document Line			
Store MAIN		🔎 Main Sto	ore	<u>A</u> ll St	ores	
✓ Allo <u>w</u>	par <u>t</u> ial orders partial lines le all order line t	ypes				
Cell detail Grid view		•				
						>>
[<u>E</u> -mail	P <u>r</u> eview	<u>Print</u>	Options >>	<u>C</u> lose	<u>H</u> elp

	me 2:42:35PM	FOR DEMONST Fill	RATION PURP(Backorders	DSES ONLY			Page 1
Document Header: Is picked equals No	II status, Ticket #, Line type Document between 70054 and o	70054 and					
Store	MAIN						
Fill status							
Order #	Order date	Ship date	Custor	mer#	Name		
Unfilled orders							
70054	5/6/2013		1004		Derrick Lennon		
70054 Item #	5/6/2013 Description	Pro	1004 Qty sld	Lin qty filled	Derrick Lennon Qty-Unfilled		Fill ext pr
		Prc		Lin qty filled 0	Qty-Unfilled		
ttem #	Description		Qty sld		Qty-Unfilled	Selling unit	0.0
ttern #	Description TopFlite XL Spin Balls		Qty sld 3	D	Qty-Unfilled 3	Selling unit	Fill ext pro 0.0(0.0(
Item #	Description TopFlite XL Spin Balls 1 Unfilled orders		Qty sld 3 3	0	Qty-Unfilled 3	Selling unit	0.0

BATCH PROCESSING ORDERS

Printing picking tickets for multiple orders



Select a single form group to print (e.g., PICK), or print the picking ticket form for the station you identify at "Station".

If you select to print the picking form for a specific station, the form must be defined to autoprint.

Use the Order tab to filter the orders for which you want to

print forms.

🔯 Pick Orders	
Parameters Order	
Form group PICK Picking ticket	
Print station forms	
Print forms from	
Store MAIN Main Store	
Station	
Print line items on preview	
) Fink jine kents on preview	
	>>
E-mail Preview Print Pick Orders Options >> Close	Help

Enable "Print line items on preview" if you want to see the line items on each order when you preview the report.

🔯 Pick Orders		
Parameters Order		
Document 2	to 🛛	2
Customer #		
		>>
<u>E</u> -mail P <u>r</u> eview	Print Pick Orders Op	ions >> <u>C</u> lose <u>H</u> elp

The Preview report looks the same as the report shown for the Print function.

Example picking ticket

Date: :	5/7/2013 Time:	4:28:29PM	FOR DEMONSTRATION PICKING 1 Shi			70053 5/8/13
Custom Ship-via		Ship	date:		Date shipped:	
Bin-1	ltem # Description	Bin-2	Bin-3 Bir Ship-from location	n-4 Selling unit	Qty to ship	Qty shipped
	ADM-TL3 Adams Tight Lies	3 Wood		EACH	1	
	BAG-PRD Probagwith divid	ers		EACH	1	
	BAG-TRV Golfbag travel ca	se		EACH	1	
	3 line items			Total quantity:	3 _	

Releasing multiple orders



🔯 Release Orders	5	
Parameters Order	Document Status	
Create release	a tickets in	
Store M	IAIN 🔎 Main Store	
Station	\square	
<u>D</u> rawer	2	
Eorm group		
	a	
,. V		
—	Print line items on preview	
	Release lines <u>m</u> odified in OM only	
Review Repor	rc Show failed releases	
	Show successful releases	
Γ.	Show pay code summary	
		>>
<u>E</u> -mail	Preview Print Release Orders Options >> Close	<u>H</u> elp

Store, Station, Drawer	Release tickets are automatically generated and completed for drawer. Quantity for each order line is released.
Form group Print station forms	Forms (such as invoices) are printed for each release ticket.
Allow payment authorizations	Orders with final payment of credit card previously specified are authorized before being released.
Print line items on preview	To show each order's line items on the preview report prior to releasing the orders
Release lines modified in OM only	Only release order lines if order was previously processed in Order Management
Review Report	Optionally shows successful releases, failed releases, and/or a summary of the pay codes that were used to generate final payments for orders with balances

Orders tab

To release orders that include backorder or special order lines, clear **Number of backorder lines** and **Number of special order lines.**

🔯 Release Order	s	
Parameters Order	Document Status	
Do	ocument 🖉 to	
Cus	stomer #	
ls	s picked Yes 💌	
Number of backor	der lines 0	
Number of special or	der lines 0	

Click Release Orders to release the orders to tickets.

Order Management Flow

Order Processing using Ticket Entry or Touchscreen

Process one order at a time

Scenario: Customer is notified that order has arrived and comes to store to pick it up, where clerk takes final payment and then releases order

Order Processing using Order Management

Order processing in bulk

Scenario: Merchant receives many orders throughout day from NCR CP Online, by importing orders, by phone and at store. Orders are picked, shipped, released, and invoiced in bulk.


ORDER MANAGEMENT

Processing Orders Using Order Management

Select Point of Sale > Order Management

Log in to a station and drawer that's not already in use.

Deposit tickets and release tickets that you generate from Order Management will be created for this drawer.

)rder Managen	nent Login		<u>?</u> ×
<u>U</u> ser	MGR	🕑 Manager	
<u>P</u> assword			
<u>S</u> tore	MAIN	🔎 Main Store	
Station	1	Station 1	
<u>D</u> rawer	1	Drawer 1	
	<u>0</u> K	<u>Cancel</u> <u>H</u> elp	



Order Management Processing Tabs

- Each order processing step represented on a different tab
- Orders move to next tab as they are processed
- Orders must be processed through each step
- Order returns to Pick tab if order is edited in Touchscreen or Ticket Entry, except for entry of deposits and tracking numbers

🤯 Order Management	_ D ×
🖸 🌽 s 📴 a 🏖 🤄 🕉 🕷 😨 -	
Cocations C Specific location C Location group C	Order #
Fill Backorder Pick Pick Venily Pack Release Completed All Orders	
Progress:	

Tab/Step	What's on this tab
Fill Backorder	Orders with backorders. Backorders must be filled before the order can be processed further. After filling backorder, order moves to the Pick tab.
Pick Step 1	All new orders without backorders start on this tab. Print picking tickets for selected orders on this tab.
Pick Verify Step 2	Orders for which picking tickets have been printed move to this tab. Select the orders whose picking tickets have been verified.
Pack Step 3	Orders for which pick verify has been completed move to this tab. Print packing slips for selected orders on this tab. Packing slips can be printed only for fully paid orders.
Release Step 4	Orders for which packing slips have been printed move to this tab. Select the orders that you are now ready to release to tickets. Receipt- or invoice-type forms can be printed during release.
Completed	Released orders appear on this tab until the drawer containing the release tickets is posted.
All Orders	Shows each order, along with the tab on which it is located

Order Management Toolbar



	¢	
I.		-

Exit from Order Management



Edit a single selected order (moves back to Pick tab)



0=

Take a deposit for a single selected order

View selected orders (multiple orders can be selected)





View order counts by customer



Refresh order list in Order Management



Filter order list by order header data



Filter order list by order line data

To filter the orders on the current tab

	gement \$	6 🔏	e 8	7] •		
Locations	C Specific l <u>o</u> cati	on MAIN		Location gr	oup 7		Or <u>d</u> er #
Fill Backorder	Pick F	Pick Verify	Pack	Release	Completed All (Drders	ſ
Progress:	Document	Store	Ship-from location	Customer #	Ticket date	Amount due	
	70050	MAIN	MAIN	1	3/22/2011	340.41	
	70049	MAIN	MAIN	1	3/22/2011	784.95	,
	70048	MAIN	MAIN	1001	3/22/2011	574.90)
	70046	MAIN	MAIN	1000	3/22/2011	199.19	1
	70045	MAIN	MAIN	1	3/22/2011	452.50)
	200035	EAST	EAST	200007	2/16/2009	203.10	1

Locations

All locations	Shows orders regardless of ship-from location
Specific location	Shows only orders shipping from specified location
Location group	Shows only orders shipping from a location within specified location group
Order #	Moves pointer to specified order number (must be on current tab)

Fill Backorders Tab

Select the orders for which you want to fill backorders and

click Suggest fill qty

ocations All l <u>o</u> cations	C Specific locati	ion MAIN		🖾 o i	ocation group	7	De Ora	jer #	
ill Backorder	Pick I F	, Pick Verify	Pack	l Bi	elease C	ompleted All	Orders		
	Document	Store			Customer #	Ticket date	Amour	st due	
	70047	MAIN	MAIN		100007	3/22/2011		21.22	
<u>S</u> uggest fill q	y							<u> revio</u>	us <u>4 N</u>
		m Notes)			v			<u>t</u> revio	us <u>4 N</u>
	<u> </u>		Quantity	Quantity		v Quantity p	ck Quantity packed		us 🕂 <u>N</u> y shipped
rder 70047 line: Item number	S Order informatio		Quantity	entered	Quantity		ck Quantity packed 0		
rder 70047 line: Item number MAX-REV	Crder informatio	tion Balls	-	entered	Quantity picked	verified	packed	Quantiț	y shipped
Euggest fill ql Irder 70047 line Item number MAX-REV SHORTS tem number	Order informatio Description Maxfli Revolut Shorts - Men's	tion Balls	3	entered	Quantity picked	verified 0 0	packed 0	Quantit	y shipped 0 0

If quantity is available for all line items, the Fill result window appears.

Use single order processing in Touchscreen or Ticket Entry to fill backorders for individual lines.)

Fill result							?	×
Document	Item number	Description	Grid dimension 2	Grid dimension 1	Grid dimension 3	Lin qty filled	Cell qty filled	-
70047	MAX-REV	Maxfli Revolution Balls				3.0000		
70047	SHORTS	Shorts - Men's Twill Plea	38	Black		1.0000	1.0000	
								-
				<u>0</u> k	<u>C</u> ancel		<u>P</u> rint	

When you click , you are asked to confirm filling the selected backorders.

Confirm			×
?	Fill selected backorder lines w	ith the suggested quantitie	es?
□ Do n	ot show again	Yes N	<u>lo</u>

The backordered lines are filled and the order moves to the Pick tab.

Pick Tab

	Image: Condex Management Imagement Imagement	order #
Select the orders for	Phogress Document Store Ship-from location Customer # Ticket date Amount due	
which you want to print		
	Alin Main 1 3/22/2011 340.41 Alin Main 1 3/22/2011 340.41 Alin Main Main 1 3/22/2011 764.99	
picking tickets and	70049 MAIN MAIN 1001 3/22/2011 574.9	
/=-7	22/2011 121.2	
click	Marks orders with errors such as 22/2011 199.15	4
		· · · ·
	Credit Card decline 16/2009 203.10	• _
	Oxder 70050 Innes Oxder information Notes Image: Content information Notes Image: Content information Quantity Quantity <td< td=""><td>Previous <u>A Next</u> Quantity shipped</td></td<>	Previous <u>A Next</u> Quantity shipped
	BALL-RET-PRO Ball Return - PRO 2 2 0 0	0 0
	Item number Description [BALL-RET I-PR0 [Dity to pick.]] [RALL-RET I-PR0 [Dity to pick.]] [N/A) Enter seniali	View lines All lines C Entered lineg >>

Confirm that you want to print picking tickets.



You are asked if you want to preview the report (based on the setting in Order Management Control).



Date 3/22/2011	l Time 4:13:30PM	F	OR DEMONSTRATION PURPOSES ONLY		Page 1
Document Head			181472738, 201181474293)	Decidence	
Order #	Order date	Customer #	Name	Doc status	Order amt due
			Store - MAIN Station - 1		
70046	3/22/2011	Lustomer #	Store - MAIII Station - 1 Bill Baker	Open	199.19
			Store - MAIN Station - 1		
70046	3/22/2011		Store - MAIII Station - 1 Bill Baker	Open	199.16

The orders for which picking tickets were printed now move to the Pick Verify tab.

ORDER MANAGEMENT

Picking Ticket Example

Soldto:	Thomas, Scott 24 Elm			Ship to:		Location :	MAIN
	Memphis, TN 3	4567					
Customer #: Ship-via code:	1	Ship date:				Date Picked:	
	em # escription	Bin-2	Bin-3 Ship-from locatio	Bin-4 m	Selling unit	Qty topick	Qty picked
	AX-TP axfli Tour Patriot Balls				DOZ	8.00	
	ALL-RET-PRO all Retum - PRO				EACH	2.00	

Pick Verify Tab

Pick verify means that you have reviewed the picking tickets returned by your warehouse staff to see if the *Qty picked* value differs from the *Qty to pick*.

Differences might mean that there are shortages on some items. In that case, you will need to determine if the missing amount should be backordered for the customer, or if the customer wants to substitute other items instead.

You may need to make changes to the quantities and/or items on an order to reflect the handling of the shortage quantities. Make those changes before you mark an order as pick verify.

	🔯 Order Manager	nent					
	E 🧪	\$ 📴 💩 🦓	. ÷ 1	s \imath 🔽] -		
	Cocations C All locations	Specific location	20	C Location gro	pup /	De Org	ler #
Select the orders that	Fill Backorder Progress:	Pick Pick Verify	Pack	Release	Completed All	Orders	
	🔤 🗐 📘 Do	cument Store	Ship-from loca	ation Customer #	Ticket date	Amount due	▲
you are ready to mark	<u> </u>		MAIN	1	3/22/2011	340.41	
as pick verify and			MAIN	1	3/22/2011	784.95	
		MAIN	MAIN	1000	3/22/2011	199.19	
click Pick Verify .							_
	Pick Verify	•		•			1 Previous <u>& N</u> ext
	Order 70046 lines	Order information Notes					
	Item number	Description		Quantity Quantity picl	antity Quantity pi ked verified	packed	Quantity shipped
	SHORTS	Shorts - Men's Twill Pleate	1.0000	0	1	0	0 0
	VEST	Men's 100% cotton vest	1.0000	0	1	0	0 0
	Þ	(find line)					_
	lte <u>m</u> number	Description		<u>Qy</u>	to pick verify		View lines

Confirm that you want to verify the orders.

Confirm		×
2	Verify the selected orders have been picked?	
🗖 Do n	ot show again Yes No	

Confirm × You are asked if you want to preview the report (based on the setting in Order Management Control). ? View report? Yes No Date 3/23/2011 Time 1:38:53PM Page 1 FOR DEMONSTRATION PURPOSES ONLY Document Header: Document ID equals 201181381120 or Document ID equals 201181472738 Order # Order date Customer # Name Doc status Order amt due Store - MAIN Station - 1 Bill Baker 70046 199.19 3/22/2011 1000 Open 70049 3/22/2011 Thomas, Scott Open 784.95 1 2 Orders in this report -- End of report --

The selected pick verify orders now move to the Pack tab.

Pack Tab

Print Packing slips for orders that are ready to be packed and shipped. The packing slip shows the items and quantities that were pick verified (after line item edits are made).

Packing slips can be printed only for orders that have no amount due or have a final payment method designated. Orders with an amount due and no final payment method are shown in gray.

If necessary, you can select an order and click

to enter a final deposit for it.

	🄯 Order Manager	nent					<u>_ ×</u>
	S 🖉	\$ 📴 💩 🔏	2 🛃 🕉	🍒 🔽 -			
Select the orders for	Cocations C	Specific location	Ze	C Location group	2	C Order	#
which you want to print	Fill Backorder	Pick Pick Verify	Pack	Release Comp	eted All Orde	ers	
packing slips and	Progress:	current Store	Ship-from location	n Ticket date	Customer #	Amount due	
			MAIN	3/22/2011 3/22/2011	1	0.00	
click 🖾 Pkg slip .							
							<u>_</u>
	🔓 <u>P</u> kg Slip	☐ ⊻iew orders with errors or	nly	~		1	Previous 🕂 <u>N</u> ext
	Order 70049 lines	Order information Notes		•			
	Item number	Description		antity Quantity ered picked	Quantity pick verified	Quantity packed	Quantity shipped
	ADM-VMI-P	Adams VMI Putter	1	0	0	1	0 0
	BAG-PRD	Pro bag with dividers	1	0	0	1	0 0
	<u>►</u>	(find line)					
	Item number BAG-PRD	Description	uidere			[View lines C All lines
	(N/A)	Enter serials					Aji lines Pick Verified lines

Confirm that you want to print packing slips.

Confirm		×
2	Print packing slips for the selected orders?	
☐ Do n	ot show again Yes No	

This message appears if you selected any orders that still have an amount due and no final payment method.

Informa	tion X
i	Orders with an amount due will not be processed.
	<u>OK</u>

ORDER MANAGEMENT

You are asked if you want to preview the report (based on the setting in Order Management Control).

Confirm		×
?	View report?	
	<u>Y</u> es <u>N</u> o	

Date 3/23/2011	Time 2:23:42PM	I	OR DEMONSTRATION PURPOSES ONL	Y	Page 1
)ocument Heade Order #	er: Document ID equals Order date	5 201181472738 Customer #	Name	Doc status	Order amt due
			Name Store - MAIN Station - 1	Doc status	Order amt due
				Doc status Open	Order amt due

The number of orders for which packing slips were printed is shown.

Informa	tion	×
(1 Order(s) packed	
	<u>K</u>	

The orders for which packing slips were printed now move to the Release tab.

Packing Slip Example

	-	Pac		Page:	1
	Main Store 542 Tournament Drive P.O. Box 542 Memphis, TN 38018			Fage: Ticket date:3/23/11 Station:1 Orig ord #:70049	,
old to:	Thomas, Scott 24 Elm Memphis, TN 34567		Ship to:		
Sustomer #: ils rep: Sustomer PO#:	1 MGR 234565	Ship date: Location: MAIN	Ship-via code: Terms:	2 % 10 / Net 30 days	
Quantity		Description	Ship-from location	Price Selling unit	Ext pro
1	ADM-VMI	Adams VMI Irons, Set		627.99 EACH	627.99
	ADM-VMI-P	Adams VMI Putter		99.99 EACH	99.99
1	BAG-PRD	Pro bag with dividers		55.99 EACH	55.99
		User: MGR	Total line items: 3	Sale subtotal:	783.97
		User: MGR	Total line items: 3	Sale subtotal: Tax: Total:	783.97 88.20 872.17
		User: MGR Order amt applied	Total line items: 3	Tax:	88.20 872.17 872.17
		Order amt applied	Total line items: 3	Tax: Total:	88.20 872.17 872.17
Order # Deposit balan		Order amt applied 70049		Tax: Total:	88.20 872.17 872.17
Deposit balan Initial deposit Payment: 3/2	balance 2/11 CASH	Order amt applied	00	Tax: Total:	88.20 872.17 872.17
Deposit balan Initial deposit Payment: 3/2 Payment: 3/2	balance 22/11 CASH 23/11 CHECK	0rder amt applied 70049 0.1 87.2 784.5	00 22 35	Tax: Total:	88.20 872.17 872.17
Deposit balan Initial deposit Payment: 3/2	balance 22/11 CASH 23/11 CHECK ed	Order amt applied 70049 0.0	20 22 35 17	Tax: Total:	88.20 872.17 872.17
Deposit balan Initial deposit Payment: 3/2 Payment: 3/2 Deposit applie	balance 22/11 CASH 23/11 CHECK ed	0.0 0.0 70049 0.0 872 784.9 872 0.0 Where go	00 22 35 17 00 Ifing is FUN!!!	Tax: Total:	88.20 872.17 872.17
Deposit balan Initial deposit Payment: 3/2 Payment: 3/2 Deposit applie	balance 22/11 CASH 23/11 CHECK ed	Order amt applied 70049 70049 0.(872. 0.(Where go Plan on attending Prizes fi	00 22 35 17 20	Tax: Total:	88.20 872.17 872.17

Release Tab

Orders shown on the Release tab are ready to be converted to sales tickets and have receipts or invoices generated. Receipts/invoices can be printed or previewed but cannot be emailed from Order Management.

	Loca
	Fill B
	Progre
Select the orders that	
you are ready to	
release to tickets and	
click <u>Release</u> .	

Order Manag	emenc								
🌜 🔁	\$ 💽	6	2 🥺	7 🏹	? •				
Locations	1				-				
All locations	C Specific loc	ation	2	🗵 🔿 Loca	tion group	\sim	C Or	<u>d</u> er # [J.
Fill Backorder	Pick	Pick Verify	Pack	Relea	se Comple	ted All Ord	lers		
Progress:							'		
5)ocument	Store	Ship-from I	. Ticket date	Custo	mer#An	mount due		
IV	0049	MAIN	MAIN	3/22/2011	1		0.00		
		are with arrors	onlu						<u>.</u>
<u>Releas</u>	e Tiew orde	ers with errors	only	,	,			Î	 Previous Next
<u> </u>		ers with errors	only 	,	,			Î	
<u> </u>			only Quantity	Quantity	Quantity	Quantity pick	Quantity		
Order 70049 line	©rder informa	ition Notes		Quantity	Quantity picked				<u>P</u> revious <u>N</u> ext
Order 70049 line Item number ADM-VMI ADM-VMI-P	© Order informa	ition Notes		Quantity entered	Quantity picked	verified	packed		Previous Bert
Order 70049 line Item number	© Order informa Description	ition Notes Irons, Set Putter	Quantity	Quantity entered	Quantity picked 0 (verified	packed	1	Previous Next
Order 70049 line Item number ADM-VMI ADM-VMI-P	 Order informa Description Adams VMI Adams VMI Pro bag with 	ition Notes Irons, Set Putter	Quantity ns, Set	Quantity entered	Quantity picked	verified))	packed 0 0	1 1 1 Vie	Previous Vext

Confirm that you want to release the orders.



The number of orders released is shown.

You are asked if you want to preview the report (based on the setting in Order Management Control).



Confirm			×
2	View report?		
	Yes	No	

The released orders now move to the Completed tab.

Date 3/23/201	11 Time 3:40:04PM	FOR DEMONSTRATION PURPOSES ONLY			Page 1
Document He	ader: Document ID equals 2011814727	38			
Order #	Order date Customer #	Name	Doc status	Order amt due	Amt to auth
		Store - MAIN Station - 1			
00.40	3/22/2011 1	Thomas, Scott	Completed	0.00	0.00
/0049	372272011 1	1101125,0001			
70049	1 Orders in this report	Thomas, ook			0.00
/0049					0.00

Invoice Example

			*** 5	11 +++			
	Mah Store 542 Tournament Dri P.O. Box 542 Memphis, TN 380:		*** Dup	licate ***		Ticket #: 700 49-01 Ticket date: 3/23/11 Station: 1 Orig ord #: 700 49	1
Soldto:	Tiomas, Scott 24 Em Mempils, TN 3456	7		Shipto:			
Customer #: Bis rep: Customer PO#:	1 MGR 234565	Ship date: Location:	MAIN	Ship-via code: Tems:	2 % 10 /	Net30 days	
Quantity	ltem #	De	escription	Ship-from location	Price	Selling unit	Ext pr
	A D M -V M I		am sVMI Iro∎s,Set		627.99		627.9
1	A D M -V M I-P		am s V MI Putter			EACH	99.9
1	BAG-PRD	Pre	o bag with dividers		55.99	EACH	55.9
		User:	MGR	Total line items : 3		Sale subtotal:	783.0
		User:	MG R	Total line items : 3		Tax:	88.2
		User:	MG R	Total line items : 3			
			MGR am tappl⊯d	Total line items : 3		Tax: Total:	88.2 872. 872.
				Total line items : 3		Tax:	88.2 872.
Order #		0 rde r 7 00	am tappled 49	Total line items : 3		Tax: Total:	88.2 872. 872.
Order total		0 rder 700 0.	am tappiled 49 .00	Total line items : 3		Tax: Total:	88.2 872. 872.
Order total Order amitd∎o Depositibala∎	ce :	0 rder 700 0.	am tappled 49	Total line items : 3		Tax: Total:	88.2 872. 872.
Order total Order amit du Deposit balan Inittal deposit	ce: bala∎ce	0 rder 700 0.	am tappled 49 .00			Tax: Total:	88.2 872. 872.
Order total Order amit die Depositibalan Initial deposit Payment 3/2 Payment 3/2	ce: bala∎ce 2/11 CASH 3/11 CHECK	0 rder 700 0.	am tapp led 149 .00 .00 87.23 784.9	2		Tax: Total:	88.2 872. 872.
Order to tal Order amitd∎o Depositibala∎ I∎ittal depositi Payme∎ti 3/2	ce: bala∎ce 2/11 CASH 3/11 CHECK ed	0 rder 700 0.	am tappl⊯d 49 .00 .00	2		Tax: Total:	88.2 872. 872.
Order to tal Order am tol∎o Deposit bala∎ Initial deposit Payment 3/2 Payment 3/2 Deposit applie	ce: bala∎ce 2/11 CASH 3/11 CHECK ed	0 rder 700 0.	am tappled 49 .00 .00 87.2: 784.9 872.1 Where golf	2		Tax: Total:	88.2 872. 872.

Completed Tab

Orders that have been fully processed and released appear on this tab.	Fill Backorder	Specific lgcation Pick Pick Pick Store Store	Pack	Ticket date	ion group	leted All Ord		#	
They remain on this tab		D49 MAIN	MAIN	3/22/2011	1		00		
until the Order									<u>.</u>
Management drawer			(<u> </u>	revious 🕂 <u>N</u> ext	
session is posted.	Order 70049 lines	Order information Notes							
	Item number	Description	Quantity	Quantity entered	Quantity picked	Quantity pick verified	Quantity packed	Quantity shipped	ŀ
	ADM-VMI	Adams VMI Irons, Set	(כ	0	0	0	0	
	ADM-VMI-P	Adams VMI Putter	1	כ	0	0	0	0	Ļ
	Item number ADM-VMI (N/A)	Description Adams VMI Iron	ns, Set]			View lines C All lines @ <u>R</u> eleased lines	-

🔯 Order Management

All Orders Tab

Shows all orders in Order Management, along with the tab/step of processing.

Click a tab link to move to that specific order on its respective tab.

	tions C S	pecific location		2	🗾 C Locatio	n group		Ze	Order #	+
Backord	der P	ck Pick	/erify	Pack	Release	Complet	ted	All Orders		
同	I Docume	n Ship-from locat.	. Store	Custome	er# Ticket date	e Amount	t due	Available i	n	
	70050	MAIN	MAIN	1	3/22/2011		340.41	Pick Verify		
	70049	MAIN	MAIN	1	3/22/2011		0.00	Completed		
	70048	MAIN	MAIN	1001	3/22/2011		574.90	<u>Pick</u>		
	<u>70047</u>	MAIN	MAIN	100007	3/22/2011		121.22			
	70046	MAIN	MAIN	1000	3/22/2011		199.19			
	70045	MAIN	MAIN	1	3/22/2011		452.50			
	70045 200035	MAIN EAST	MAIN EAST	1 200007	3/22/2011 2/16/2009		452.50 203.10			
					2/16/2009				1	<u>Previous</u> <u>Ve</u>
	200035		EAST						1	<u>revious</u> <u>Ne</u>
der 7005	200035	EAST	EAST		2/16/2009	Quantity		Pick ty pick	_1 Quantity packed	<u>Previous</u> <u>Ne</u>
der 7005	200035 50 lines Or nber [EAST	EAST	200007	2/16/2009		203.10 Quantii verifiec	Pick ty pick	Quantity packed	
der 7005 Item num	200035 50 lines Or nber [0	EAST der information N escription	EAST	200007 	2/16/2009 Quantity entered	picked	Quantil verifiec	<u>Pick</u> ly pick	Quantity packed	Quantity shipped
	200035 50 lines Or nber C N ET-PRO E	EAST der information N escription laxfli Tour Patriot B	EAST	200007 	2/16/2009 Quantity entered 0	picked 8	Quantil verifiec	<u>Pick</u> y pick	Quantity packed	Quantity shipped

Viewing Orders

 Select one or more orders and click

🔯 Order M	anagement								_ 🗆 🗙
	6 \$	0	22	æ 🕉	3	•			
Cocations	tions C Sp	ecific location		Ze	C Location grou	P	Pe	Order #	\square
Fill Backord	ler Picl	k Pick V	erify	Pack	Release	Completed	All Orders		
	! Documen	Ship-from locat	Store	Customer #	Ticket date	Amount due	Available in		
	70050	MAIN	MAIN	1	3/22/2011	340.41	Pick Verify		
	<u>70049</u>	MAIN	MAIN	1	3/22/2011	0.00	Completed		
	<u>70048</u>	MAIN	MAIN	1001	3/22/2011	574.90	<u>Pick</u>		
	70047	MAIN	MAIN	100007	3/22/2011	121.22	Pick		
	70046	MAIN	MAIN	1000	3/22/2011	199.19	Pack		
	70045	MAIN	MAIN	1	3/22/2011	452.50	Pick		
	<u>200035</u>	EAST	EAST	200007	2/16/2009	203.10	<u>Pick</u>		

When the View Orders window opens, use > to view the next order.

🛛 View Orders							? ×
E 🗔	م 🕨 🖊 🕨	- l	9 -				
Ord	er # 70047	3	<u>S</u> tore	MAIN			rint order
			S <u>t</u> ation	1			
Drder Bill-To S	hip-To Lines / Total Payments	Taxes No	otes Activi	ty Package	tracking #'s		
Item number	Description	Original quantity	Quantity shipped	Selling unit	Quantity	Price	Line item 🔺
MAX-REV	Maxfli Revolution Balls	3.0000	0.0000	DOZ	3.0000	26.9900	80.9
SHORTS	Shorts - Men's Twill Pleated	1.0000	0.0000	EACH	1.0000	27.9900	27.9

2. Click the document number of an order.

	Ore	der	Маг	agement								_ 🗆 🗙
	÷		l	\$	oe 💩	22	æ 🕉	3	•			
		ation: All l <u>o</u> c		ns C Spi	ecific location		Ze	C Location grou	p	Pe	Order #	
Fi	II Ba	acko	order] Picl	C Pick V	erify	Pack	Release	Completed	All Orders		
	1	7	!	Documen	Ship-from locat	Store	Customer #	Ticket date	Amount due	Available in		_
				70050	MAIN	MAIN	1	3/22/2011	340.41	Pick Verify		
				70049	MAIN	MAIN	1	3/22/2011	0.00	Completed		
				70048	MAIN	MAIN	1001	3/22/2011	574.90	Pick		
				70047	MAIN	MAIN	100007	3/22/2011	121.22	Pick		
				70046	MAIN	MAIN	1000	3/22/2011	199.19	Pack		
				70045	MAIN	MAIN	1	3/22/2011	452.50	Pick		
				200035	EAST	EAST	200007	2/16/2009	203.10	Pick		

3. To view orders for customers, click

🔄 Order I	Management								
E	6 \$	0 颛	22	æ 🕉	3	•			
Cocations All loc	ations C Sp	ecific location		De	C Location grou	ıb 🗌	Pe	Order #	\square
Fill Backo	rder Pic	k Pick V	erify	Pack	Release	Completed	All Orders		
	I Documen	Ship-from locat	Store	Customer #	Ticket date	Amount due	Available in		
	70050	MAIN	MAIN	1	3/22/2011	340.41	Pick Verify		
	<u>70049</u>	MAIN	MAIN	1	3/22/2011	0.00	Completed		
	<u>70048</u>	MAIN	MAIN	1001	3/22/2011	574.90	<u>Pick</u>		
	<u>70047</u>	MAIN	MAIN	100007	3/22/2011	121.22	Pick		
	70046	MAIN	MAIN	1000	3/22/2011	199.19	Pack		
	70045	MAIN	MAIN	1	3/22/2011	452.50	<u>Pick</u>		
	200035	EAST	EAST	200007	2/16/2009	203.10			

ORDER MANAGEMENT

4. Click <u>Eilter orders for this customer</u> to see only the current customer's orders on each Order Management tab.

> Click on the Order Management toolbar, and then Clear to remove the customer filter to view other orders.

Customer #	Name	Number of or	ders	
1	Thomas, Scott		2	
100007	Stephen Lopez		2	
1001	John Lincoln		1	
200007	Mary Higgins		1	
1000	Bill Baker		1	

Select Point of Sale > Tracking Numbers > Enter

Tracking Numbers					_1	
🔄 🗏 🔚 🖊 🕨	\gg	ъ 🗲 -	5.	<mark>0</mark> -		
Store MAIN	22	Ticket			3/18/2006	
Station 1				Original order		
Ticket 100193			Or	iginal order date		
Customer # CASH	200	ash Customer				
Cash Customer Memphis TN 38120						
Bill-to			<u>S</u> hip-to			
I						
Tracking #						-
▶ 865654348332						
▶ 865654348332						
▶ 865654348332						
▶ 865654348332						-
Image: style="text-align: center;">Image: style="text-align: center;"/>Image: style="text-align:						-
	MAIN			Subtotal	15.5	39
Tjacking # 965654348332	MAIN			Subtotal Gift certificates	15.5	_
Tjacking # [865654348332 Stocking location]	MAIN					00
Tjacking # [865654348332 Stocking location] Shipping zone [MAIN			Gift certificates	0.0	00 00

• Use to enter tracking numbers for unposted tickets, open orders, and open layaways

Select Point of Sale>Tracking Numbers>Import

• Use to import tracking numbers and freight amount from an external .csv file

Sector State	_ 🗆 🗙
Filename TrackingNumbers.csv	
Field number for document # 2	
Fjeld number for tracking # 1	
Ignore duplicate tracking #'s	
Field number for freight amt	
On freight conflict Error	
S <u>k</u> ip first line in file during import 🔽	
Import data only for	
Store MAIN	
⊡rders ⊽ _ickets ⊽ Layaways ⊽	
<u>⊻erify</u> I <u>m</u> port <u>C</u> lose	Help

Entering a Layaway

Enter the items that are being placed on layaway.	Gouchscreen Ticket Entry Customer #: Cash Customer Item number CAL-BBB Callaway Biggest ▶ (new line)	Quantity Price		Line item of the price	Item nu Quote Bold	umber Quete Recall Heid Recall Proc. Layaway	Hold and Recall	
	Document totals		Gross subtotal:	449.00	4	**		Elim
			Document discount:	0.00		Pro Shop		
	Number of lines:	1	Subtotal:	449.00	Snacks >>	>>	More >>	P <u>ay</u> >>
			Тах:	50.51				
	Net amount received:	0.00	Misc charges:	0.00				
	Amount due:	499.51	Total:	499.51	Complete	<u>S</u> ale	Return Item	Void Line

Click

>> to enter the layaway deposit.

Select the pay code and enter the tendered amount.

The minimum required deposit amount is shown at the bottom of the window.

Enter how much of the amount will apply to the layaway.

Select **Pay minimum** if the customer tenders the exact minimum due amount.

Amount			? 🔀
Pay code CASH Cash	Clea	ar I	Backsp
Amount 50.00 Pay ticket balance	7	8	9
Apply to layaway 50.00	4	5	6
Apply to ticket 0.00 Einal payment	1	2	3
QK <u>C</u> ancel <u>H</u> elp	-	0	
Document totals Layaway			
Total: 499.51			
Net amount received: 0.00 Amount due: 499.51			
Minimum due: 49.95			

Select **Pay balance** if the customer is paying the balance of the layaway.

Select **Final payment** to also capture the tender method for use later as the final payment on the layaway.

Click $\square^{\square K}$ when completed entering the deposit information.

Click if you're done entering the layaway.

You can print a copy of the layaway for the customer, as well as a receipt for the layaway deposit.

Print				?×
			No Change Due	
	Ticket		Layaway 80013	
	Alt+G 🍠 Gift Rcpt	Alt+R J Receipt	Ait+L Layaway	
			<u>C</u> lose <u>H</u> elp	2

Processing a Layaway

Layaways can only be processed one at a time, using Touchscreen or regular Ticket Entry.



Layaways are processed in the exact same way as orders.

Each button on the Process Layaways window performs the same operation as described earlier for orders.

뒿 Process Layaw	cess Layaways 🛛 🔅 🤶			? 🛛	
🛃 💌 🔺 🕨) H I I I I I I I I I I I I I I I I I I				
Current st	tore MA	ne MAIN			
Current sta	tion 1	n 1			
	· · ·	I <u>n</u> clude ot			
	V	Incl <u>u</u> de ot	her stati	ons	
Layawa	ay # 800	13			\triangleright
St	tore MA	IN			
Sta	tion 1				
Ticket c	late 5/10	0/2013	8:	43 AM	
		<u> </u>	dit	Vie <u>w</u> Ad	ctivity
<u>D</u> ep	osits	C <u>a</u> ncel	layaway	Re <u>f</u> u	nd
	<u>P</u> ick			P <u>r</u> int	
	Rel		C <u>o</u> py	' Release	
	<u>C</u> lose			<u>H</u> elp	

EXERCISE 6: ENTERING A TICKET IN REGULAR TICKET ENTRY

Try it Yourself!

In this exercise, you will learn how to enter a simple ticket, using regular Ticket Entry.

- 1. Select **Point of Sale > Tickets > Ticket Entry**.
- 2. After you login to ticket entry, click 2 at *Customer* # and select **Bill Baker**.
- 3. Use the default sales rep (MGR) for this customer.
- 4. At Item Number, enter (scan) 3. This is the barcode for item ADM-TL3.
- 5. Accept the default quantity of 1 by pressing the **Down Arrow** or **Enter**.

🔯 Ticket Entry						- O ×
🗲 🚱 I	💩 🖸 🖪 🗙 🖉	🖌 🔁 - 🔯	-			
Cust <u>o</u> mer # 1000	<u>N</u> ame P 2 Bill Baker			Sales <u>r</u> ep MGR	D <u>o</u> cument D <u>o</u> Cument (AUTO-AS	SIGN)
Item number		Qu	antity Price	Line item pri		_ _
ADM-TL3	Adams Tight Lies 3 Wood (new line)		1	314.99 3	14.99	
	(new me)					•
Sale	Item number		Q	uantity	Pr <u>i</u> ce Line i	tem price
Return			\mathcal{P}			
	(new line)			Stocking 🚽	, , ,	
<u>M</u> ore >>			Ľ			
Line item inform	nation				Document totals	
:					Gross subtotal:	314.99
:					Total disc. amt.:	0.00
Calculated price:					Subtotal:	314.99
Unit retail:					Gift certificates:	0.00
					Misc charges:	0.00
					Tax:	28.35
					Total:	343.34
					Amount due:	343.34
Payment	<u>Complete</u> D <u>e</u> lete line					
	* Not clocked in * User: N	GR Store: MAIN Sta	ation: 1 Drawer: 1	6/5/2009 11	:28 AM	

You have just entered your first item on the ticket entry window.

6. To enter payment information click

· A ·]

The Store defaults to **CASH** as the pay code. If a default is not used, click from the pay code area.

Select Pay ticket balance since Mr. Baker is giving you the exact amount due.

You are asked Ticket Complete?



Confirm		×
2	Ticket complete?	
	<u>Y</u> es <u>N</u> o	

A window appears to show the assigned ticket number and any change due to the customer.

You can print the customer's receipt from this window, if your store isn't configured to print it automatically.

You can also choose to print a gift receipt.

If your store is configured to allow it, you can choose to email the receipt.

🔯 Print				? X
No Change Due				
	Tic	ket 1002	231	
	E mail	Alt+G Gift Ropt	Alt+T	
			<u>C</u> lose <u>H</u>	elp

Click ______ when completed.

-----END OF EXERCISE------

Simple Toolbar Functions

		- 5 - 19 -
E	Exit	Exit Ticket Entry
	Process orders	Process an existing order
	Process layaway	Process an existing layaway
93	Quote recall	Retrieve a Quote
Q	Quote*	Create a quote from the current ticket
H	Hold recall	Retrieve a Hold ticket
H	Hold*	Create a hold for the current ticket
×	Void	Void ticket
3	Reprint ticket	Reprint ticket
•	Additional functions	Access several additional functions (Described later)
	Help	Access online help

* The Quote recall and Hold recall button become Quote and Hold buttons when a ticket is in the process of being entered.

Additional Toolbar Functions

Select Additional Functions from the simple toolbar at Ticket Entry

to access functions related to one of these areas: Ticket, Line, Special, and View.



Special 🕨

۲

<u>V</u>iew

Ticket

<u>A</u>uto assign # # Enter # Ticket profile... Enter document discount Ctrl+D Clear document discount Clear all discounts Enter location Enter profit center Enter PO number Enter bill-to... Ctrl+B Enter ship-to... Notes Tracking numbers Sell gift cards... Ctrl+G Sell stored value card... Misc charges... Ctrl+M Change tax code...

Auto-assign the Ticket # Enter Ticket # Enter a Ticket Profile Enter a Document Discount Clear entered document discounts Clear all discounts Enter location Enter profit center Enter a PO number Enter a billing address Enter a shipping address Enter notes for the Ticket Enter tracking numbers for package Sell gift cards Sell stored value card Enter miscellaneous charges Change the tax code for the ticket

Additional Functions -Line

Click Additional Functions from the simple toolbar at Ticket Entry



Line



Additional Functions - Special

Click Additional Functions from the simple toolbar at Ticket Entry



Special

0	<u>N</u> o sale	Conduct a No-sale
8	Lock station	Lock the station
÷	<u>G</u> ift Registry	Work with a gift registry
è	Pay- <u>i</u> n	Enter a pay-in
	Pay-ou <u>t</u>	Enter a pay-out
	Pay-on- <u>a</u> ccount	Enter a payment-on-account
3	<u>C</u> lock-in/clock-out	Allow user to clock-in/clock-out
	Message Center	Open the Message Center

REGULAR TICKET ENTRY TOOLBAR

Additional Functions - View

Click Additional Functions from the simple toolbar at Ticket Entry



View

22	Customer # Ctrl+O	View Customer information
	Item number Ctrl+I	View Item information
	Line item Ctrl+L	View Line item information
T	<u>T</u> icket Ctrl+K	View Ticket information
	Document totals	View Document totals

While positioned **anywhere** in the ticket:

↓ ↑	To move between Cust # , Item # , and Payment Entry window
Ctrl+B	Display Billing Information window for this ticket
Ctrl+I	Display the Item Information tab
Ctrl+K	Display the Ticket Information tab
Ctrl+L	Display the Line Item Information tab
Ctrl+O	Display the Customer Information tab
Ctrl+M	Enter Miscellaneous Charges
Ctrl+Enter	Complete the current ticket (payment must already be entered)
Ctrl+Backspace	Void the current ticket

While positioned in the Line Item Entry/Edit area of the ticket:

↓ ↑	To scroll through existing line items or, during entry of a new line item, to complete entry
Ctrl+G	To sell a Gift card
Ctrl+R	To enter a Return line item
Ctrl+S	To enter a Sale line item
Ctrl+Delete	Delete the active line item
Ctrl+PageUp	Move to the first line item on the ticket
Ctrl+PageDown	Move to the last line item on the ticket

While positioned in the **Payment Item** Entry/Edit area of the ticket:

↓ ↑	To scroll through existing payments or, during entry of a new payment, to complete entry
Ctrl+Delete	Delete the active payment
Ctrl+T	To enter Tender or a payment
Ctrl+R	To enter change due or Refund
Ctrl+L	To view Validation tab for a payment
Ctrl+U	To view Customer tab
Ctrl+PageUp	Move to the first payment on the ticket
Ctrl+PageDown	Move to the last payment on the ticket

Simple Toolbar Scheme



🄯 Payment Entry									<u>?</u> ×
🐱 🔁 • 😡	-								
Payment type	Pay code	Description			Amount		Cash Check	A/R BoGIFT or Certificate Gift Cert Store Credit	Loyaliy EBT
▶ Tender							Visa	Store CR	<u>s</u> vc
Pay code Tender CASH Change					mount Payticket	balance	<u>M</u> C <u>D</u> isc	AmE <u>x</u> Euro	
Customer information			Document	totals					Sale
Category: Sales rep:	CASH MGR						Total: nt received: unt due:		0.00 0.00 0.00
Cash Customer Memphis, TN 38120									
<u>C</u> lose Comple	ete E <u>n</u> ter valio	dation <u>U</u> se	customer card	<u>D</u> elete lir	ne				

Additional Payment Entry Functions

Additional Functions - Payment

5	> ·	•			
	Payment +		<u>S</u> ave line		Save payment line
	View 🕨		<u>D</u> elete line	Ctrl+Del	Delete payment line
		1	<u>C</u> ancel line		Cancel payment line
			<u>F</u> irst	Ctrl+PgUp	Move to first line
			<u>L</u> ast	Ctrl+PgDn	Move to last line
			<u>T</u> ender	Ctrl+T	Select tender type
			C <u>h</u> ange	Ctrl+R	Select change type
			H <u>o</u> ld		Hold the ticket
			<u>Q</u> uote		Quote the ticket
		-	Lock station		Lock the station
			E <u>n</u> ter validatio	on	Enter pay code validation
			Ente <u>r</u> gift car	d number	Enter GC number
			Enter store cr	edit number	Enter SC number

Additional Functions - View



END OF DAY PROCEDURE

Typical end of day procedure

Prior to Posting Tickets (*=required)				
Print Drawer Reading Report	Summary of sales and tender for a drawer or all drawers in a store			
Print X-Tape Report	Summary of sales, tender, tax, and credit card totals with optional drawer detail Sized for receipt printer			
Count Drawer*	Count tender in a drawer in preparation to close a drawer session			
Reconcile Drawer	Verify and finalize the count entered for a drawer session			
View Ticket Edit List	List of unposted tickets			
Print Pre-Settlement List (CP Gateway)	List of unsettled credit card transactions			
Print Secure Pay Reconciliation Report (NCR Secure Pay)	Show discrepancies between Secure Pay transactions awaiting settlement and tickets with card transactions.			
Settle Credit Card transactions*	Settle with processor that results in transfer of funds from customer accounts to merchant's bank			

Updates inventory, customer, accounting and moves
tickets to history

After Posting Tickets				
Run End-of-Day Journals	Ticket Journal (or Z-Tape), Drawer Summary Journal, Closed Order Journal, Closed Layaway Journal, Settlement Journal			
Print Sales History reports				
Close Gift Cards and Store Credits				

Advice from other Counterpoint users

Ex 1 Cashiers count and reconcile their own drawers Credit cards are settled in unattended mode at night Office workers correct checks Office workers post tickets next morning Any other leftover credit card transactions are settled next morning Ex 2 Review balance sheet detail for accuracy Do a drawer reading of all drawers and the store to make sure nothing is missing Count all drawers and balance them to the store drawer reading Post tickets Run reports (custom) Ex 3 Run X-Tape Settle credit cards Count drawers Supervisor reconciles drawer Supervisor posts drawer Supervisor posts drawer Ex 4 Run credit card report Reconcile drawers Post tickets Print drawer summary Print drawer summary Print distributions report for interface Ex 5 Cashier and store supervisor count money (only cash) together Store supervisor counts all money for the entire store and turns it into the Cash Room No reconciliation (blind counts for cashier and supervisor) Tickets are posted in unattended mode at night		
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Tickets are posted in unattended mode at night Next morning, manager runs Drawer Summary report and compares it to		
Next morning, manager runs Drawer Summary report and compares it to		No reconciliation (blind counts for cashier and supervisor)
		Tickets are posted in unattended mode at night

Tips from other Counterpoint users

- > Double- and triple-check your amounts before posting.
- Post all drawers for the store in one process, rather than posting them individually. This makes balance of cash, checks and charges much easier.
- We have added spreadsheet software to each register to add checks. We have also created a cash count sheet to record the quantity of each bill we counted (e.g., 23 - \$1 bills, 3 - \$5 bills, etc.)
- > Run the pre-settlement list to verify credit card totals as we reconcile.

Printing Drawer Reading Report

Select Point of Sale > Drawers > Drawer Reading

• Use to print a summary of sales and tender for a drawer or all drawers in a store.

🔯 Drawer Readi	ng	
Parameters Draw	ver Session	
S <u>t</u> ore	All stores	
Drawer	All drawers	
Dra <u>w</u> er session	All sessions	
	✓ Print drawer session totals	
I.	Print drawer totals Print store totals	
, L	Print report totals	
		>>
	<u>E</u> -mail Preview Print Options >> Close	Help

			FOR	DEMON STRATION PUR Drawer Reading Re				
					<u>Current Exchange Rates;</u> Euro Home currency (US Dollars) Mexican Peso		0.8393 1.0000 11.0900	
rint drawer	ion: All		unted and th	e values are assumed Drawers		1		
Moro	handise	Non-Merchan	diso	Drawers	ession status	Active		
WEIG	Amount			Description	Begin amt	Trx amt	Removed	Over/Shor
ales		Gift card		A/R Charge	0.00	0.00	* Not counted *	ovensitor
eturns		Stored val cards		American Express	0.00	0.00	* Not counted *	
etaniis	0.00	Misc charges		Cash	0.00	255.32	* Not counted *	
		Tax		Personal Check	0.00	0.00	* Not counted *	
		Ord dep recvd	261.33	Discover	0.00	0.00	* Not counted *	
			0.00	EBT	0.00	0.00	* Not counted *	
		Cash drop	0.00					
		Cash drop Cash Ioan	0.00	Euro Dollar		0.00	* Not counted *	
					0.00		* Not counted *	
				Euro Dollar	0.00	0.00	* Not counted * * Not counted * * Not counted *	
				Euro Dollar Gift Certificate Rede	0.00 0.00	0.00	*Not counted *	
				Euro Dollar Gift Certificate Rede Loyalty Points	0.00 00.0 00.0	0.00 0.00 0.00	* Not counted * * Not counted *	
				Euro Dollar Gift Certificate Rede Loyalty Points MasterCard	0.00 0.00 0.00 0.00	0.00 0.00 0.00 22.13	* Not counted * * Not counted * * Not counted *	
				Euro Dollar Gift Certificate Rede Loyalty Points MasterCard Store Credit	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 22.13 0.00	* Not counted * * Not counted * * Not counted * * Not counted *	
Printing X-Tape Report

Select Point of Sale > Reports > X-Tape

- Use to print a summary of sales, tender, tax and credit card totals for a drawer. Also provides optional drawer detail.
- X-tape is sized for receipt printer

🔯 X-Tape		
Report	X Tape	
Store Drawer Drawer session	All stores	
	<u>E-mail</u> Preview <u>Print</u> <u>Options >></u> <u>C</u> lose	<u>H</u> elp

06/30/2008		7:56:38AM						
FOR DEMONSTRATION PURPOSES ONLY								
Dai	ly X-Tape Report							
DRAI	NER SESSI DETAIL	ION						
	DETAIL							
Store MAIN								
Drawer 1 Drawer	1							
Drawer session	-							
Drawer session s	tatus Reconcileo	i .						
	Merchandise							
Туре	Void Amount	Sale Amount						
Net Sales		0						
	Non-Merchandise							
Туре	Out/Refund	In/Received						
Taxes	0.00	0.00						
Pav-ins	0.00	0.00						
Pay-outs	0.00	5.00						
Pay-outs Pav-on-accts	0.00	0.00						
Drop amount	0.00	0.00						
Loan amount	0.00							
Loan amount		0.00						
Net Non-Merchand		0.00						
avet Non-merchand.	136	0.00						

06/30/2008		7:58:23AM
FOR DEMONST	RATION PURPOSE	S ONLY
Daily	X-Tape Report	
_		
STOR	E SUMMA	RY
	MAIN	
1	Merchandise	
Туре	Void Amt	Sale Amt
Net Sales		0.00
	n-Merchandise	
Туре		In/Received
Taxes	0.00	0.00
Pay-ins		0.00
Pay-outs	0.00	
Pay-on-accts Drop amount		0.00
Drop amount Loan amount	0.00	
Loan amount		0.00
Net Non-Merchandis	_	
Net Non-Merchandis	e	0.00
1		

Counting a Drawer

Select Point of Sale > Drawers > Count or use Drawer Management

- Use to specify amounts counted in drawer before posting
- User must be authorized to count a specific drawer

Only pay codes that were enabled to be counted/reconciled will appear

Count Drav	ver		<u>?</u> ×
<u>U</u> ser	MGR	📿 Manager	
<u>P</u> assword			
<u>S</u> tore	MAIN	🔎 Main Store	
<u>D</u> rawer	1	\square	
	<u>C</u> ount	<u>C</u> lose <u>H</u> elp	

Count Drawer - D User MGR Store MAIN Drawer 1	awer Session: 1 Manager Main Store Drawer 1		Active if Cash type pay code is selected
Pay code	Description	Amt counted	
A/R	A/R Charge		
AMEX	American Express		-1
CASH	Cash		
CHECK	Personal Check		
CRCARD	Credit Card		
Reference			-
	🔺 Tot	al amount 0.00)
	-		
	_		_
	<u>0</u> K	<u>Cancel</u> <u>H</u> elp	

NOTE: Enter negative values for Store Credits

Click

<u>0</u>K

when completed entering amounts to save your entries.

Reconciling a Drawer

Select Point of Sale > Drawers > Reconcile Drawer

Use to reconcile or verify and correct counted amounts entered in Count

Only pay codes that were enabled to be counted / reconciled will appear

Reconcile I	Drawer		?×
<u>U</u> ser	MGR	Z Manager	
<u>P</u> assword			
<u>S</u> tore	MAIN	🔎 Main Store	
<u>D</u> rawer	1	\triangleright	
	<u>R</u> econcile	<u>C</u> lose <u>H</u> elp	

Enter Amt reconciled for each pay code that was counted.

U <u>s</u> er MGR			Open drawe				
Store MAIN	2	🛛 🔁 Main Stor	e			Count cash ur	
Drawer 1		Drawer 1					
Pay code	Amt activated	Drop amount	Loan amount	Amt counted	Amt expected	Amt reconciled	
A/R	0.00	0.00	0.00	0.00	0.00		
AMEX	0.00	0.00	0.00	0.00	0.00		
CASH	0.00	0.00	0.00	927.13	927.13		
CHECK	0.00	0.00	0.00	333.61	333.61		
CRCARD	0.00	0.00	0.00	0.00	0.00		
DISCOVER	0.00	0.00	0.00	0.00	0.00		
GC	0.00	0.00	0.00	25.00	25.00		
	Activated	Dropped	Loaned	Counted	Expected	Recond	
Total amount	0.00	0.00	0.00	1,409.59	1,409.59	0	
Total over/short 0.00							
				<u>0</u> K	<u>C</u> ancel	<u>H</u> elp	

Click

when completed entering the reconciled amounts to save your entries.

Once a drawer has been reconciled, in order to use the same drawer again prior to posting it, you will need to activate a different session for the drawer.

Printing the Ticket Edit List

Select Point of Sale > Tickets > Edit List

• Used to review current (before posting) ticket activity

🔯 Ticket E	dit List	<u> </u>
Parameters	Document Header Document Line	
C <u>u</u> toff date	Custom	
	Print line items	
C <u>e</u> ll detail	Grid view	
	Show payment detail	
	🔽 Print seri <u>a</u> l number detail	
	Print Order and Layaway deposit detail	
	Print pay code recap	
	Print notes	
		>>
	Preview Print Options >> Close	Help

Date 11/28/2006 Time:	10:49 am				ION PURPOSES t List - Detail	ONLY				Page 4
Print Order and Layaway	deposit detail									
Ticket # Ticket date Docortkt type SIs rep Tax code	Station Location User Profit center Cust PO#	Customer# Name	Orig Ord # Orig Ivvy#	C	Sale amt reov Order amt reov Inder amt refunde Lwy amt refunde Lwy amt refunde	d Orderamt ad Lvvyamta vd Lvvyamt	forfeit		ted cost Grspft Grspft %	Sale subtota Miso charge Ta Gift certificate Tota
100275 11/28/2006 Sale ticket M G R M EM TN	1 MAIN MGR	CASH Cash Custome	r		102.5 0.1 0.1 0.1 0.1	00 00 00	00.0 00.0 00.0 00.0		8.83 82.41 90.32%	91.2 0.0 11.3 0.0 102.5
tem# APL-UMB Ship-from location	EAST	Oty Selling 1 1 EACH	<u>ink</u>	Price 14.99	Line type Sale	Description Golfumbrella			Return / pri	ce reason
18HOLES CART		2 EACH 1 EACH		36.00 10.00	Sale Sale	Green fee - 18 Cart Fee	holes			
tem prompt: OVER 18 DISCOUNT-7	09/09/194	1 EACH		-7.00	Sale	Disount - \$7.00				
Payments Personal Check		Amt Home o 102.59	rncy amt	Exch loss	Auth code	Birth'exp date		<u>Suipe</u> N	Driver licen AR - 65765	se state - #
70008-01 11/28/2006 Sale ticket M G R M EM TN	1 MAIN MGR	200005 Brian Sheridan	70008		430.1 0.1 0.1 0.1 0.1	00 00	49.92 0.00 0.00 0.00		327.66 130.30 28.45%	457.9 0.0 22.9 0.0 480.8
Rem # ADM-TL7		Oty Selling (1 EACH	init	Price 349,99	<u>Line type</u> Sale	Description Adams Tight Li	es7Wo	bod	Return / pri	ce reason
VEST SANDSTONE/LAR	GE	3 EACH		35.99	Sale	Men's 100% co				
Payments A/R Charge		<u>Amt</u> <u>Home c</u> 430.94	rney amt	Exch loss	Auth code	Birth\exp_date		Swipe	Driver licen	se state - #

Loyalty Program - Golf Rewards

Print Pre-Settlement List (CP Gateway)

Select Point of Sale >Credit Card > Pre-Settlement List

• Use to preview all of the credit card transactions that are ready to be settled in the drawer(s) you specify

🔯 Pre-Settlement L	ist					<u> </u>
Parameters EDC Trar	nsaction					
<u>S</u> tore	MAIN	\triangleright	Main Store		<u>A</u> ll stores	
<u>D</u> rawer	1	\triangleright	Drawer 1		All drawers	
C <u>u</u> toff date	Custom		• 77	<u>4</u>	lo cutoff	
Cuto <u>f</u> f time	12:00 AM					
						>>
			1			
	<u>E</u> -mail	Preview	<u>P</u> rint	Options >>	<u>C</u> lose	<u>H</u> elp

Date 11/16/2005 Time12:13:19PM Pag							Page 1	
				CP	V8			
				Pre-Settle	ment List			
** following credit card number indicates credit card name not available, customer name substituted *** beside card number indicates a manual entry. ** beside authorization code indicates a forced authorization. Voids and cancels are not included in totals. Transactions are printed in order by: store, station, drawer, ticket number, sequence number Drawer * Store: * No cutoff EDC Transaction: Trans time at most 12/30/1899 11:59:59 PM								
Store	Station	Drawer						
Transdate Transtime	Source Card name	Pay code Credit card #	Swiped	Ticket# Custome	r PO#	Exp date Auth code		Amount
2	2	2						
11/18/2005 12:12 pm	Ticket entry Walk-in customer *	DISCOVER 3615	N	4000608		12/31/05 VITAL6		1.00
11/16/2005 12:12 pm	Ticket entry Walk-in customer *	AMEX 1006	N	4000609		12/31/05 VITAL6		1.00
*** AVS Addres	s:12115 Zip: 85284 Sta	tus: 5-digit zip code n	natch					
				St	ore 2 Station	2 Drawer 2 totals		
Paycode	Pay type	Sale count	Sale a	amount	Credit count	Credit amount	Total count	Net amount
AMEX	American Express	1		1.00	0	0.00	1	1.00
DISCOVER		1		1.00	0	0.00	1	1.00
	Total	2		2.00	0	0.00	2	2.00

Settling Credit Cards (CP Gateway)

Select Point of Sale > Credit Cards > Settle

• Use this function to settle authorized credit card transactions

Preview settlement transactions awaiting settlement using **Point of Sale > Credit Cards > Pre-Settlement List**



to process credit cards transactions

? ×
ores
awers
elp

Store	Select the store for which you want to settle credit card transactions
Drawer	Select which drawers at that store you want to settle, or click All drawers to settle all drawers for this store
Cutoff date	Enter the date by which to limit the transactions to be settled or click No cutoff to not restrict the transactions by date
Cutoff time	Enter the time by which to limit the transactions to be settled

Print Secure Pay Reconciliation Report (NCR Secure Pay)

Select Point of Sale >Credit Card > Secure Pay Reconciliation Report

• Use to identify discrepancies between card transactions on unposted and posted tickets in Counterpoint compared to unsettled and settled transactions in Secure Pay

Secure Pay Reconciliation Report		
Store MAIN Main Store	<u>A</u> ll stores	
Dates Today		
Erom 9/22/2016 💌 Io 9/22/2016 💌		
<u>E</u> -mail P <u>r</u> eview <u>P</u> rint <u>O</u> ptions :	>> <u>C</u> lose	Help

Cause of discrepancies:

Internet connection is interrupted after transaction is submitted to Secure Pay server but before ticket is written to Counterpoint database

Report Section	Shows
Transactions found in Counterpoint & Secure Pay	Transactions found in both places, but amount doesn't match (Amt column on report shows each amount)
Transactions found in Secure Pay only	Transaction in Secure Pay but matching ticket not found in Counterpoint database
Transactions found in Counterpoint only	Ticket found in Counterpoint database but matching card transaction not found in Secure Pay

Date 8/30/201	- 1111- U								Page 1
			s	Quality Golf Acade secure Pay Reconciliatio	-				
Fransactions a	re printed i	n order by: Transa	action ID						
Amt values ind Store: MAIN	icate discr	epancies between	Counterpoint and Sec	ure Pay					
From: 6/6/2016	То	: 6/13/2016							
	Store	Transaction ID:	Transaction type	Card no	Ticket #	Entry method	Amt	AV S result CVV result	Settled 1
		Ticket date	Pay code / Card Type	e Card exp date				Covresult	
		Counterpoint & S	ecure Pay						
Transaction II Counterpoint		335		XXXXXXXXXXX0062	100490	Swiped	20.00	Unknown	
ovamerpoint	-An		AMEY		100400	on ibeo	20.00	Unknown	
		06/09/2016	AMEX	12/25					
SecurePay		335	SALE	XXXXXXXXXXXX0062	100490	Swiped	27.24	UNKNOWN	No
_		08/09/2018	AMEX	12/25					
Transaction I									
Counterpoint	MAIN	349		XXXXXXXXXXXXX0080	100500	Swiped	4.09	Unknown	
		06/10/2016	VISA	12/25					
SecurePay		349	SALE	XXXXXXXXXXXX0060	100500	Swiped	10.89	UNK NO WN	No
		06/10/2016	VISA	12/25					
Transaction I									
Counterpoint	MAIN	357		XXXXXXXXXXXX4460	100510	Swiped	10.73		
		06/13/2016	VISA	12/25					
SecurePay		357	RETURN	XXXXXXXXXXXX4460	100510	Swiped	1.37		No
		06/13/2016	VISA	12/25					
Transactions	found in S	ecure Pay only							
		312	SALE	XXXXXXXXXXXXX1004	200015	Swiped	1.00		Yes
		08/08/2018	AMEX	04/28					

Date 5/16/2016 11	me 10:09:54AM							Page 1
			Bluff City Golf85					
		s	ecure Pay Reconciliatio	n Report				
	intend in and a bar Torona							
,	inted in order by: Trans discrepancies between		ure Pav					
Store: All	Conceptioner Concer	Contraction of the						
From: 4/11/2016	To: 5/31/2016							
Sto	re Transaction ID	Transaction type	Card no	Ticket #	Entry method	Amt	AV S result	Settled?
	Ticket date	Pay code / Card Type	e Card exp date				CVV result	
Transactions four	id in Counterpoint on	<u>x</u>						
MAI	N 133	UNKNOWN	XXXXXXXXXXXX8291	100567	Manual	2.00	Unknown	
	04/27/2010	VISA	12/10					
MAI	N 6053	UNKNOWN	XXXXXXXXXXXX8291	100566	Manual	1.00	Unknown	
	04/27/2010	VISA	12/10					
Transactions four	id in Secure Pay only							
	5727	SALE	***************	101162	Manual	0.90		Yes
	04/11/2016	VISA	12/18					

End of Day Procedure

Settling Credit Cards (NCR Secure Pay)

Select Point of Sale > Credit Cards > Settle

 When using NCR Secure Pay, this function takes you to the merchant portal (<u>https://portal.ncrsecurepay.com</u>) to settle authorized credit card transactions





Click (S) to show batches of credit card transactions for a selected date range for a store.

Credit Settl Batches Fail		Search					
Today	Last 7 days	🔘 Last 30 days	From: 07/21/	2014 🛄 то	07/28/2014	• •	
Batch Number	Sales Trans	Net Sales Amount	Return Trans	Return Amount	Total Trans	Total Amount	Status

Select the Batch Number to settle and click Settle Batch

Confirm that you want to settle the batch.

Batch Num		Net Sales Amou				• •				
	2		nt Return Tra	ans Return Ar	mount Total Trans	Total Amount	Status	Settler	nent Timesta	mp
	-	2 140.0	3	3	98.98 5	41.10	Open			
	1	5 568.1	1	1	13.34 6	554.77	Settled	7/21/2	014 1:30 PM	
latch Numb	per: 2	Settlement Time	- 6	firm batch sett	sure you want to settle l	atch				
Transactio	on Dotaile Ratch T		_							
Trans ID	Date/Time	tals by Pay Type	Entry Mode	Card Type	Acct Number	Exp Date	Amount	Auth Code	AVS	Card Hole
Trans ID] []	Exp Date	Amount 24.46	Auth Code	AVS	Card Hold
Trans ID 14	Date/Time	Trans Type	Entry Mode	Card Type	Acct Number			Auth Code	AVS	Card Hol
Trans ID 14 15	Date/Time 7/21/2014 3:10 PM	Trans Type RETURN	Entry Mode M	Card Type MC	Acct Number xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	1215	24.46		AVS	Card Hol

After the batch is settled, the settlement timestamp shows the date and time it occurred. The transactions in the settled batch still appear in the Transaction Details of the batch.

Settled batches and the transactions within them remain visible for one year.

Today Batch Num											
Batch Num		Last 7 days	🔘 Last 30 days	From: 07	7/17/2014	То: 07/24/2014	•				
	nber	Sales Trans	Net Sales Amou	int Return Tra	ans Return /	Amount Total Trans	Total Amount	Status	Settler	ment Timestar	np
	2		1 90.0	8	3	98.98	4 -8.90	Settled	7/24/2	2014 3:48 PM	
	1		5 568.1	1	1	13.34	6 554.77	Settled	7/21/2	2014 1:30 PM	
			Settlement Tim		7/24/2014 3	3:48 PM Settle B	atch				
Fransactio		ls Batch			7/24/2014 3 Card Type	348 PM Settle B	atch Exp Date	Amount	Auth Code	AVS	Card Hold
Fransactio Frans ID	on Detai Date/Tii	ls Batch	fotals by Pay Type	:				Amount 50.00	Auth Code 767515	AVS	Card Hold
Fransactio Frans ID 13	Date/Tir 7/21/20	ls Batch	Totals by Pay Type	Entry Mode	Card Type	Acct Number	Exp Date			AVS	Card Hold
14	Date/Tii 7/21/20 7/21/20	Is Batch T me 14 1:37 PM	Trans Type VOID_SALE	Entry Mode S	Card Type AMEX	Acct Number X000000000008431	Exp Date 0515	50.00		AVS	Card Hold
Transaction Trans ID 13 14 15 16	Date/Tii 7/21/20 7/21/20 7/21/20 7/21/20	Is Batch me 14 1:37 PM 14 3:10 PM 14 3:12 PM 14 3:16 PM	Trans Type VOID_SALE RETURN SALE RETURN	Entry Mode S M	Card Type AMEX MC MC MC	Acct Number X00000000008431 X000000000000004 X00000000000004	Exp Date 0515 1215 1215 1215 1215	50.00 24.46 90.08 30.03	767515	AVS	Card Hold
Transaction Trans ID 13 14 15 16 17	Date/Tii 7/21/20 7/21/20 7/21/20 7/21/20 7/21/20 7/22/20	Is Batch * me 114 1:37 PM 114 3:10 PM 114 3:12 PM	Trans Type VOID_SALE RETURN SALE	Entry Mode S M S	Card Type AMEX MC MC	Acct Number X00000000008431 X000000000000004 X000000000000004	Exp Date 0515 1215 1215	50.00 24.46 90.08	767515	AVS	Card Hold

END OF DAY PROCEDURE

Post Tickets

	🄯 Post Tickets		? ×
Select Point of Sale >	Store MAIN	🔎 Main Store	<u>All stores</u>
Tickets > Post	Drawer 1	Drawer 1	All drawers
	Session All session	s 🔎	All <u>s</u> essions
User must be authorized to post a specific drawer	Posting date 7 /	▼	
		Post Close	Help
		· · · · · · · · · · · · · · · · · · ·	
Click Post when read	ly to begin posting].	
		Select Drawer Sessions	? ×
If you select All stores or All draw		Which drawer sessions would you like to p	
statuses of drawer sessions who ready to be posted.	ose tickets are	✓ <u>A</u> ctive	
		I C <u>o</u> unted I <u>R</u> econciled	
		Next Cancel	Help
You may be asked to confirm th	Confirm		×
you wish to post tickets.		u sure you want to auto count and reconcile activ	ve drawers?
Click Yes to proceed.		Yes	<u>N</u> o
		<u></u>	
		Store EAST Drawer 1 Session 1 is post	ting. Pleas
A progress indicator shows while	e the tickets are		
posted.		Processing: 200075	
	In	formation	×
	(2 store(s) had 2 drawer(s) and 2 drawer	session(s).
At the end, a summary of postin	• • •	Attempted to post 2 drawer session(s). Of those, 2 posted successfully	
and shows the assigned event r		0 had some problems	
		See event(s) 700486, 700487 for details.	

Ticket posting and credit card settlement can also be automated so that these functions occur unattended.

Posting Ticket Information

When posting begins:

Exclusive lock placed on drawer session

System assigns an event number

Two progress bars displayed:

- One shows progress for all posting
- One shows progress of current ticket being posted

If error occurs:

All posting activity from document involved is "rolled back"

Next ticket is posted

When posting is complete:

Sets drawer status to "Inactive" if all tickets are posted

If any tickets did not post, leaves drawer in Reconciled state

Shows message on screen, including event number and number of errors

Printing End of Day Journals

Multiple journals are generated from ticket posting. You can view or print them at any time after the tickets are posted.

The Reports Handbook for Counterpoint shows detailed examples of each report.

Ticket Journal (Z-Tape)

Select Point of Sale > Reports > Journals > Ticket Journal

🔯 Ticket Jour	nal	
E <u>v</u> ent number	700403	
	Print line items	
Cell detail	Grid view	
	✓ Sho <u>w</u> payment detail	
	Print serial number detail	
	Show cost	
	✓ Print pay code recap	
	<u>E</u> -mail Preview Print Options >> Close	<u>H</u> elp

Date 5/29/2007 Time	7:35:00AM							Page 1
		FOR DE	MON STRATION	PURPO SES O	NLY			
			Ticket Journa	I - Detail				
					E	xohange ra	tes:	
					E	uro		0.8393
Event#: 700403 Postdate: 04/03/2007		ି Updates requ ି Successful	uested					
			te for posting date					
		Message: Ev	vent#: 700403, 5	tickets, 0 order	s, 0 la yaways, 0 voids	B.		
Price override = '*' Payment Amount '-'= '	Channe/Refund							
		description is line type (U) :	= Unshipped or (F) = Fully shippe	d order or layaway lin	e.		
Order by: Store, Station,	Event #, Ticket	#, Sequence #						
Ticket # Document type Post date Ticket date	Store Station	Customer# Name Origord#	Fotal amt recvo Total change Net amt recvo	e Dep refunde	d Gross profit		ubtotal harges Tax	Tax override reas
Sis rep Ticket type	User Cust PO#	Orig Iwy # Profit center	netantrecv	Dep applie		Gift cert		
		Sto	ore - MAIN	Station -1				
100422	MAIN	100002	438.73				392.18	
Ticket 4/3/07 4/3/07	1	Scott Thomas	0.00				0.00	
M GR Sale ticket	POS1		430.73	0.0			0.00	
ltem #		Qty sld Selling unit	Price	Unit cost	Description		Retu	rn / price reason
ADM-TL2		1 EACH	283.49*	174.9900	Adams Tight Lies 2	Wood	Man	ager Overide
DUN-DDH		2 SLV	8.10	4.5150	Dunlop DDH 110 Ba	lls		
SHIRT		1 EACH	24.99	12.9900	Men's Polo 100% co	tton		
Blue/Medium 18HOLES		2 EACH	32.40	0.0000	Green fee - 18 holes	6		
CART		1 EACH	9.00	0.0000	Cart Fee			
DISCOUNT-7		1 EACH	-6.30	0.0000	Disount - \$7.00			
<u>Payments</u> A/R Charge		Amt Home ornoy amt 436.73	Exch loss A	uth code	Birth\exp date	Swiped	Driver li	cense state - #

Drawer Summary Journal

🔯 Drawer Summary Journal	
Event number 700193	
<u>E</u> -mail <u>Pr</u> evie	Print Options >> Close Help

Select Point of Sale > Reports > Journals > Drawer Summary

Event # 700827 10 Updates requested 1.000 Store MAIN 10 Successful 10 Successful 1.000 Drawer 1 0 Store MAIN 10 Successful Drawer ession 1 1 Drawer session 1 Post date 10/17/2016 Merchandise Tender Verstate * in 'Removed' column signifies the drawer was not counted and the values are assumed Description Begin amt Trx amt Removed Over/Sho Sales 2,912.60 Gift card 0.00 A/R Charge 0.00 0.00 0.00 Returns -24.29 Sift card 0.00 Cash drop 0.00 American Express 0.00 -27.03 -27.03 - Gift Card for D Berr Dollar 0.00 400.49 400.49 - MasterCard 0.00 -27.03 -27.03 - Sales -24.29 Sidnan 0.00 Event Size Card 0.00 400.49 400.49 - Gash loan 0.00	Store MAIN Drawer 1 Drawer session 1 Post date 10/1 * in 'Removed' column si Merchandise Type // Sales 2	AIN D/17/2018 n signifies the drawer was no e Non-Merc Amount Type 2,912.60 Gift card -24.29 Stored val cards Miso charges Tax Cash drop	10 Successful Message: E- <u>ot counted and the</u> <u>chandise</u> <u>Amount</u> s 0.00 F s 0.00 F 324.91 F	uested vent #: 700827, 10 tick values are assumed Description A/R Charge Cash Euro Dollar Personal Check	ets, 0 voids. Begin amt 0.00 0.00 0.00	Euro Home currency Tender Trx amt 901.09 0.00 0.00	y (US Dollars) Removed 901.09 * 0.00 *	1.3158 1.0000 Over/Short
Event# 700827 10 Updates requested Home ourrency (US Dollars) 1.315 Store MAIN 10 Successful 10 10 Successful 10 Drawer 1 Drawer session 1 10 Message: Event #: 700827, 10 tickets, 0 voids. 10 * in 'Removed' column signifies the drawer was not counted and the values are assumed Merchandise Tender Ver/Sho Type Amount Type Amount Description Begin amt Tr x amt Removed Over/Sho Returns 2,912.40 Sitred val cards 0.00 A/R Charge 0.00 0.00 0.00 0.00 Over/Sho Returns -24.29 Stored val cards 0.00 American Express 0.00 -27.03 -27.03 - Tax 324,91 Personal Check 0.00 478.34 478.34 - Visa 0.00 American Express 0.00 478.34 - - Gash loan 0.00 Cash Icertificate Rede 0.00 0.00 -	Store MAIN Drawer 1 Drawer session 1 Post date 10/1 * in 'Removed' column si Merchandise Type // Sales 2	AIN D/17/2018 n signifies the drawer was no e Non-Merc Amount Type 2,912.60 Gift card -24.29 Stored val cards Miso charges Tax Cash drop	10 Successful Message: E- <u>ot counted and the</u> <u>chandise</u> <u>Amount</u> s 0.00 F s 0.00 F 324.91 F	vent #: 700827, 10 tick values are assumed Description A/R Charge Cash Euro Dollar Personal Check	Begin amt 0.00 0.00 0.00 0.00	Euro Home currency Tender Trx amt 901.09 0.00 0.00	y (US Dollars) Removed 901.09 * 0.00 *	1.0000
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Drawer 1 Drawer session 1 Post date 10/17/2016 Message: Event #: 700827, 10 tickets, 0 voids. * in 'Removed' column signifies the drawer was not counted and the values are assumed Tender Merchandise Non-Merchandise Tender Type Amount Type Amount 0.00 A/R Charge 0.00 901.09 901.09 Solution Sales 2,912.60 Gift card 0.00 A/R Charge 0.00 0.00 0.00 - Returns -24.29 Stored val cards 0.00 Cash 0.00 Euro Dollar 0.00 0.00 0.00 - Tax 324.91 Personal Check 0.00 -27.03 -27.03 - Cash drop 0.00 Discover 0.00 400.49 400.49 - MasterCard 0.00 1.460.33 1.460.33 1.460.33 - EBT 0.00 0.00 0.00 - Cash loan 0.00 0.00 0.00	Drawer 1 Drawer 1 Post date 10/1 * in 'Removed' column si Merchandise Type // Sales 2	D/17/2018 n signifies the drawer was no Mon-Merce Amount Type 2,912.00 Gift card -24.29 Stored val cards Miso charges Tax Cash drop	Message: Er ot counted and the chandise Amount s 0.00 A s 0.00 F 32.91 F	values are assumed Description A/R Charge Cash Euro Dollar Personal Check	Begin amt 0.00 0.00 0.00 0.00	7rx amt 901.09 0.00 0.00	901.09 * 0.00 * 0.00 *	Over/Shor
Drawer session 1 Post date 10/17/2018 Message: Event #: 700827, 10 tickets, 0 voids. * in 'Removed' column signifies the drawer was not counted and the values are assumed Tender Merchandise Non-Merchandise Tender Type Amount Type Amount Description Begin amt Trx amt Removed Over/Sho Sales 2,912.60 Gift card 0.00 A/R Charge 0.00 901.09 901.09 901.09 0.00	Torawer session 1 Post date 10/1 * in 'Removed' column si Merchandise Type 2 Sales 2	Amount Type 2,912.80 Gift card -24.29 Stored val cards Tax Cash drop	ot counted and the chandise Amount s 0.00 A s 0.00 C 0.00 E 324.91 F	values are assumed Description A/R Charge Cash Euro Dollar Personal Check	Begin amt 0.00 0.00 0.00 0.00	7rx amt 901.09 0.00 0.00	901.09 * 0.00 * 0.00 *	Over/Sh or
Post date 10/17/2018 In Removed column signifies the drawer was not counted and the values are assumed Merchandise Non-Merchandise Tender Type Amount Type Amount Description Begin amt Trx amt Removed Over/Sho Sales 2,912.60 Gift card 0.00 A/R Charge 0.00 901.09 901.09 Solo 0 0.00	Post date 10/1 in 'Removed' column si Merchandise Type // Sales 2	Amount Type 2,912.80 Gift card -24.29 Stored val cards Tax Cash drop	ot counted and the chandise Amount s 0.00 A s 0.00 C 0.00 E 324.91 F	values are assumed Description A/R Charge Cash Euro Dollar Personal Check	Begin amt 0.00 0.00 0.00 0.00	7rx amt 901.09 0.00 0.00	901.09 * 0.00 * 0.00 *	Over/Shot
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Merchandise Non-Merchandise Tender Type Amount Type Amount Description Begin amt Trx amt Removed Over/Sho Sales 2,912.60 Gift card 0.00 A/R Charge 0.00 901.09	Merchandise Type Sales 2	Amount Type 2,912.80 Gift card -24.29 Stored val cards Misc charges Tax Cash drop	chandise Amount s 0.00 / s 0.00 C 0.00 E 324.91 F	Description A/R Charge Cash Euro Dollar Personal Check	0.00 0.00 0.00 0.00	7rx amt 901.09 0.00 0.00	901.09 * 0.00 * 0.00 *	Over/Shor
Merchandise Non-Merchandise Tender Type Amount Type Amount Description Begin amt Trx amt Removed Over/Sho Sales 2,912.60 Gift card 0.00 A/R Charge 0.00 901.09	Merchandise Type Sales 2	Amount Type 2,912.80 Gift card -24.29 Stored val cards Misc charges Tax Cash drop	chandise Amount s 0.00 / s 0.00 C 0.00 E 324.91 F	Description A/R Charge Cash Euro Dollar Personal Check	0.00 0.00 0.00 0.00	7rx amt 901.09 0.00 0.00	901.09 * 0.00 * 0.00 *	Over/Shor
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Sales 2,912.60 Gift card 0.00 A/R Charge 0.00 901.09 901.09 * Returns -24.29 Stored val cards 0.00 Cash 0.00 0.00 0.00 0.00 0.00 * Mis charges 0.00 Euro Dollar 0.00 0.00 0.00 *	Sales 2	2,912.60 Gift card -24.29 Stored val cards Misc charges Tax Cash drop	0.00 A s 0.00 C 0.00 E 324.91 F	A/R Charge Cash Euro Dollar Personal Check	0.00 0.00 0.00 0.00	901.09 0.00 0.00	901.09 * 0.00 * 0.00 *	Over/Shor
Returns -24.29 Stored val cards 0.00 Cash 0.00 0.00 0.00 -0.00 Mis charges 0.00 Euro Dollar 0.00 0.00 0.00 -0.00 Tax 324.91 Personal Check 0.00 -27.03 -27.03 -27.03 Cash drop 0.00 American Express 0.00 478.34 478.34 - Visa 0.00 1,460.33 1,460.33 1,460.33 1,460.33 - EBT 0.00 0.00 0.00 0.00 0.00 - Gift Certificate Rede 0.00 0.00 0.00 - - Visa 0.00 0.00 0.00 0.00 - - Store Credit 0.00 0.00 0.00 0.00 - Store Credit 0.00 0.00 0.00 - -		-24.29 Stored valcards Misccharges Tax Cash drop	s 0.00 C 0.00 E 324.91 F	Cash Euro Dollar Personal Check	0.00 0.00 0.00	0.00	0.00 - 0.00 -	
Misc charges 0.00 Euro Dollar 0.00 0.00 0.00 Tax 324.91 Personal Check 0.00 0.00 0.00 0.00 Cash drop 0.00 Discover 0.00 400.49 400.49 400.49 Cash loan 0.00 MasterCard 0.00 478.34 478.34 478.34 Viaa 0.00 0.00 0.00 0.00 0.00 0.00 Gift Certificate Rede 0.00 0.00 0.00 0.00 0.00 Store Credit 0.00 0.00 0.00 0.00 0.00 Credit Card Tot Pmt 2.312.13 2.312.13 2.312.13 2.312.13	Returns	Misc charges Tax Cash drop	0.00 E 324.91 F	Euro Dollar Personal Check	0.00	0.00	0.00 -	
Tax 324.91 Personal Check 0.00 0.00 0.00 -27.03 - -27.03 - 		Tax Cash drop	324.91 F	Personal Check	0.00			
Cash drop Cash loan 0.00 American Express 0.00 -27.03 -27.03 - -27.03 - - -27.03 - - -27.03 - -27.03 - - -27.03 - - -27.03 - - 		Cash drop				0.00		
Cash loan 0.00 Discover 0.00 400.49				American Express				
MasterCard 0.00 478.34 478.34 * Visa 0.00 1,460.33 1,460.33 * EBT 0.00 0.00 0.00 * Gift Certificate Rede 0.00 0.00 0.00 * Loyalty Points 0.00 0.00 0.00 * Store Credit 0.00 0.00 0.00 * Credit Card Tot Pmt 2,312.13 2,312.13 *				No. of the second se				
Visa 0.00 1,460.33 1,460.33 - EBT 0.00 0.00 0.00 - Gift Certificate Rede 0.00 0.00 0.00 - Loyalty Points 0.00 0.00 0.00 - Store Credit 0.00 0.00 0.00 - Stored Value Card 0.00 0.00 0.00 - Credit Card Tot Pmt 2,312.13 2,312.13 -		Cash loan						
EBT 0.00 0.00 0.00 0.00 - Gift Certificate Rede 0.00 0.00 0.00 - <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
Gift Certificate Rede 0.00 0.00 0.00 + Loyalty Points 0.00 0.00 0.00 +								
Loyalty Points 0.00 0.00 0.00 - Store Credit 0.00 0.00 0.00 - Stored Value Card 0.00 0.00 0.00 - Credit Card Tot Pmt 2,312.13 2,312.13 -								
Store Credit 0.00 0.00 0.00 - Stored Value Card 0.00 0.00 0.00 - Credit Card Tot Pmt 2,312.13 2,312.13								
Stored Value Card 0.00 0.00 0.00 • Credit Card Tot Pmt 2,312.13 2,312.13								
Credit Card Tot Pmt 2,312.13 2,312.13								
					0.00			
Net Sales 2,888.31 Total 324.91 0.00 3,213.22 3,213.22*			0	Credit Card Tot Pmt				
	Net Sales 2	2,888.31 Total	324.91		0.00	3,213.22	3,213.22*	

Closed Order Journal

Select Point of Sale > Reports > Journals > Closed Order Journal

🔯 Closed Order Journal	
E <u>v</u> ent # 700264	
Print line items	
Cell detail Grid view	
✓ Show payment detail	
✓ Print serial number detail	
Show cost	
Print purchasing information	
<u>E</u> -mail Preview Print Options >> Close	Help

		FOR DE	MON STRATI	ON PURPOSES	ONLY				
		Closed (Comple	eted and Can	celled) Order J	ournal - De	tail			
Event#: 700284 Postdate:01/29/2007			e for posting d	ate , 3 tickets, 2 ord	lers, Olayav	vays, O voids	L		
Cell detail: Grid view Show payment detail Print serial number detail Show cost Print purchasing information Price override = "*"									
Order by: Event #, Store, Orde Order # Stor		tomer #	Orc	ler total amt re	cvd Depo	sit refund	Order cost	Ord sub	tot
Post date Doc status Stat			Or	der amt expen	ded Depos	sit applied		Ord misc cha	
Ticketdate Eve Sisrep Use		fit center t PO#	0	rder net amt re Order amt		o sit forfeit	GP %	Order	
sis rep Use	r cus		re - FAST					Order	tot
		510	re - EASI	Station -	1				0.0
100004 EAS	T 1000			27	0.00	0.00	0.00		
11/17/08 Completed 1 11/17/08 700	Bill E) Baker		-20	0.00 0.00 0.00 0.00	0.00 -20.00 0.00	0.00 0.00 0.00		0.0
11/17/08 Completed 1 11/17/08 700 MGR MG Item# SHORTS	Bill E 184 32 <u>Qty shipped</u>		Price 25.19	-20	0.00 0.00 0.00 Description	-20.00	0.00 0.00 <u>Return / 1</u>	price reason	0.0
11/17/06 Completed 1 11/17/06 700 MGR MG Item#	Bill E 184 R2 <u>Qty shipped</u> 1	asker Selling unit		-20 0 Line type	0.00 0.00 Description Shorts - M	-20.00 0.00 en's Twill Ple	0.00 0.00 <u>Return / 1</u>	price reason	0.0
11/17/06 Completed 1 11/17/06 700 M GR M G <u>Item #</u> SHORTS Sandstone/42	Bill B 184 22 <u>Qty shipped</u> 1 2 20.00	Seling unit EACH SLV Home ornov ant 20.00	25.19 8.10 <u>Exch loss</u> 0.00	-2(C Line type Fully shipped	0.00 0.00 Description Shorts - M	-20.00 0.00 en's Twill Ple olution Balls	0.00 0.00 <u>Return / 1</u>		0.0
11/17/08 Completed 1 11/17/08 700 MGR MG SHORTS SHORTS Sandstone/42 MAX-REV <u>Payments</u> 11/17/08 Cash 1/29/07 (deposit applied)	Bill E 22 <u>Qty shipped</u> 1 2 <u>Amt</u> 20.00 -20.00	sker <u>Selling unit</u> EACH SLV <u>Home crncy ami</u> 20.00 -20.00	25.19 8.10 Exch loss	-20 C Line type Fully shipped Fully shipped Auth code	0.00 0.00 Description Shorts - M Maxfii Rev <u>Birth \exp</u>	-20.00 0.00 en's Twill Ple olution Balls odate	0.00 0.00 ated Swipe; Driverlice		0.0
11/17/08 Completed 1 11/17/08 700. MGR MG Item # SHORTS Sandstone/42 MAX-REV Payments 11/17/08 Cash	Bill E 2017 shipped 1 2 <u>Amt</u> 20.00 -20.00 T 2000 Caro 184	sker <u>Selling unit</u> EACH SLV <u>Home crncy ami</u> 20.00 -20.00	25.19 8.10 <u>Exch loss</u> 0.00	-2(Line type Fully shipped Auth code	0.00 0.00 Description Shorts - M Maxfi Rev	-20.00 0.00 en's Twill Ple olution Balls	0.00 0.00 <u>Return / j</u> ated		0.0

Closed Layaway Journal

🔯 Closed Layaway Journal	
Event # 700384	
✓ Print line items	
Cell detail Grid view	
✓ Show payment detail	
✓ Print serial number detail	
Show cost	
<u>E</u> -mail <u>Pr</u> eview <u>Print</u> <u>Options >></u> <u>Close</u>	<u>H</u> elp

Select Point of Sale > Reports > Journals > Closed Layaway Journal

Date 5/29/2007 Time	7:22:29A	N	EOR DEL	ONSTRATU	ON PURPOSES O	AND Y		Page 1
			Closed (Complete	d and Cane	elled) Layaway Jo	ournal - Detail		
Event#: 700384 Postdate: 03/29/2007			3 Updates reque 3 Successful Use ticket date	for posting d				
Cell detail: Grid view Show payment detail Print serial number detail Show cost Price override = '*'			Message: Eve	nt#:/00384	, 2 DOKETS, U ONGEN	rs, 1 layaways, 0 void	5.	
Order by: Event #, Store, Layaway # Postdate Docstatus Ticketdate Sisrep	Station, La Store Station Event # User	Custor Custor Name Profit Cust P	ner# center	Lw	vy netamt recvd y amtexpended vy netamt recvd Lwy amtdue	Deposit refund Deposit forfeit Deposit total	Lwy cost Gross profit GP %	Lwy subtota Misc charges Lwy tax Lwy tota
			Stor	e - EAST	Station - 1			
200005	EAST 1 700384	1001 John L	incoln		40.00 -40.00 0.00 0.00	0.00 -40.00 0.00	0.00 0.00 0.00%	0.00 0.00 0.00
11/17/08	MGR2			Price	Line type	Description	Return /	price reason
11/17/08	MGR2	Qty shipped	Selling unit	314.99	Fully shipped	Adams Tight Lies 9	Wood	
11/17/06 //GR	MGR2		EACH		i any amplea			
11/17/06 //GR <u> tem#</u>	MGR2		and the second se	Exch loss	Auth code	Birth\exp date	Swiped Driver licen	se state - #
11/17/06 MGR <u>Item #</u> ADM-TL9 <u>Payments</u>	MGR2	1 Amt	EACH Home princy amt	Exch loss		Birth\exp date	Swiped Driverlicen	se state - #
ADM-TL9 Payments 11/17/06 Cash		1 <u>Amt</u> 20.00	EACH Home prnoy amt 20.00	Exch loss		Birth \exp date	Swiped Driver licen	se state - #

END OF DAY JOURNALS

Settlement Journal (CP Gateway)

Select Point of Sale > Reports > Journals > Settlement

🔯 Settlement Journal	- D ×
E <u>v</u> ent # 700076	
<u>E</u> -mail Preview <u>Print</u> <u>Options >></u> <u>Close</u>	<u>H</u> elp

) ate 5/29/200	7 Time 7:33:04AM							Page 1
		FOR DE	EMON STR	RATION PURPOSE	SONLY			
			Settle	ement Journal				
	700076	5 Updates req						
lser	MGR	5 Successful						
	rd name indicates that credit cels are not included in totals		, custome	r name substituted				
	orization code indicates a for							
rder by: Stor	re, Drawer, Station, Event ≢,	Document#, Sequence						
-	Drawer							
Store	Drawer							
ransdate	Source Card name	Pay code Credit card #	Swiped	Station Document #	Exp date Auth code	Custom	er PO#	Amount
ransdate ranstime	Source	Credit card #	Swiped			Custom	er PO#	Amount
ransdate ranstime	Source Card name	Credit card #	Swiped			Custom	er PO#	Amount
ransdate ranstime	Source Card name	Credit card #	Swiped			Custom	er PO#	Amount
ransdate ranstime	Source Card name	Credit card # /have been purged				Custom	er PO#	Amount
ransdate ranstime	Source Card name	Credit card # yhave been purged Store totals		Document #	Auth code			
rans date rans time here are no ro	Source Card name ows for this event. They may Pay type	Credit card # /have been purged			Auth code	Custom Credit am t	Total count 0	Am ount
rans date rans time here are no ro	Source Card name ows for this event. They may	Credit card # yhave been purged Store totals		Document #	Auth code		Total count	
rans date rans time here are no ro	Source Card name ows for this event. They may Pay type	Credit card # yhave been purged Store totals		Document #	Auth code		Total count 0	
rans date rans time here are no ro	Source Card name ows for this event. They may Pay type	Credit card # yhave been purged Store totals	nt	Document #	Auth code		Total count 0	

Settlement Journal (NCR Secure Pay)

Select Point of Sale > Credit Cards > Settle

After logging in to the merchant portal, select the settled batch and click Download CSV.

Today Batch Number 2 1	Last 7 days Sales Trans 1 5	Net Sales Amount				Status Settled Settled	7/24/2	nent Timestar 2014 3:48 PM 2014 1:30 PM	np
2	1	90.08	3	98.98 4	-8.90	Settled	7/24/2	2014 3:48 PM	np
1									
	5	568.11	1	13.34 6	554.77	Settled	7/21/2	2014 1:30 PM	
steb Number.									
Transaction Deta	ails Batch Tot	Settlement Times	7/24/2014 3:-						
Trans ID Date/1		Trans Type	 Card Type	Acct Number	Exp Date		Auth Code	AVS	Card Hold
	2014 1:37 PM	VOID_SALE	AMEX	000000000000000000000000000000000000000	0515		767515		
	2014 3:10 PM	RETURN	MC	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	1215 1215	24.46	788846		
	2014 3:12 PM 2014 3:16 PM	SALE	мс	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	1215	90.08 30.03	/00040		
	2014 2:45 PM	RETURN	MC	000000000000000000000000000000000000000	1215	44.49			
		SETTLE	JNKNOWN			-8.90			
	2014 2:45 PM 2014 3:48 PM			*******	1215				

You can view the CSV download file in Excel or similar software.

А	В	С	D	E	F	G	н	1	J	K	L N
Trans ID	Date/Time	Trans Type	Entry Mode	Card Type	Acct Number	Exp Date	Amount	Auth Code	AVS	Card Holder	Ticket Number
13	7/21/2014 13:37	VOID_SALE	S	AMEX	XXXXXXXXXXXXXX8431	515	50	767515			105485
14	7/21/2014 15:10	RETURN	M	MC	XXXXXXXXXXXXXX0004	1215	24.46				105486
15	7/21/2014 15:12	SALE	S	MC	XXXXXXXXXXXXXX0004	1215	90.08	788846			105487
16	7/21/2014 15:16	RETURN	M	MC	XXXXXXXXXXXXXX0004	1215	30.03				105488
17	7/22/2014 14:45	RETURN	M	MC	XXXXXXXXXXXX5454	1215	44.49				105489
18	7/24/2014 15:48	SETTLE	N/A	UNKNOW	'N		-8.9				

Printing Sales History Reports

Several Sales History reports are available to report on information related to posted tickets.

Most of the reports are found under **Sales History > Reports** on the Counterpoint menu.

In addition, a group of reports are located under Point of Sale > Reports > History.

You can see examples of the various sales history reports in the Counterpoint Report Handbook.

Purge Settlement History (CP Gateway)

Select Sales History > Utilities > Purge Settlement History

• Use this function to purge credit card settlement history

	🔯 Purge Settlement History	
Filter which Event	Order by Event #	
numbers to purge	Parameters Event	
	Report Type	
The settlements to be	© <u>S</u> ummary	
purged can be previewed		
and printed.		
Dura		
Click Purge to purge		
the selected settlement history.		
1113101 y.		>>
	Preview Print Purge Options >> Close	<u>H</u> elp

When using **NCR Secure Pay**, Settlement History is automatically purged from the merchant portal after one year.

Viewing Ticket History

Select Sales History > Views > Ticket History

• Use to view Point of Sale Ticket History in detail

	🔯 View Ticket History
Can look up by ticket number (enter ticket number at <i>Keyword</i>)	Event number 700222 Store EAST Constraint of the state of
Click <u>Print ticket</u> to print a copy of this ticket	Customer # 1003 Drawer 1 Sales rep MGR User MGR2 Price-from location EAST Ticket date 11/28/2006 Ship-from location EAST Time 1:08 PM Customer PO# Posting date 11/28/2006

Tab	
Ticket	Data about the ticket
Bill-To	Bill-to information entered on the ticket
Ship-To	Ship-to information entered on the ticket
Lines / Totals	Line information and totals for the ticket
Payments	Payment information for the ticket
Gift Cards	Gift cards on the ticket
Stored Value Cards	Stored value cards on the ticket
Taxes	Tax information for each tax authority for the ticket
Notes	Notes that were entered for the ticket
Activity	Activity for the ticket
Package tracking #'s	Tracking numbers that were entered for the ticket

Viewing Closed Order History

Select Sales History > Views > Closed Orders

- Use to view Point of Sale Order History in detail
- Shows only orders that have been completed after tickets have been posted for the day

🔯 View Closed Orders		
E <u>v</u> ent number 7 O <u>r</u> der # 7 Document type 0	70002 Station 1	
Order Bill-To Ship-To	Lines / Total Payments Taxes Notes Activity Package tracking #'s	
Customer #	200003 Drawer 1	
Sales rep	MGR User MGR	
Price-from location	MAIN Order date 10/4/2005	
Ship-from location	MAIN Time 1:59 PM	
D <u>o</u> cument status (Completed Posting date 10/4/2005	
		>>

Tab	
Order	Contains data about the order
Bill-To	Contains Bill-to information entered on the order
Ship-To	Contains Ship-to information entered on the order
Lines / Totals	Displays the lines and associated information for the order
Payments	Displays the payment information for the order
Taxes	Displays tax information for each tax authority for the order
Notes	Displays the entered order notes
Activity	Displays log of activity for the order
Package tracking #'s	Displays the tracking number that was entered for the order

Viewing Closed Layaway History

Select Sales History > Views > Closed Layaways

- Use to view Point of Sale Layaway History in detail
- Shows only layaways that have been completed after tickets have been posted for the day

🤯 View Closed Layaw	ays	_ 🗆 🗵
-	🕨 🔑 📽 🖨 · 🔯 ·	
E <u>v</u> ent number	700136 Store MAIN	
L <u>a</u> yaway #	80003 Station 1	
Document type	Layaway	
Layaway Bill-To Ship	-To Lines / Total Payments Taxes Notes Activity Package tracking #'s	
Customer #	200005 Drawer 1	
Sales rep	MGR User MGR	
Price-from location	MAIN Layaway date 12/16/2005	
Ship-from location		
D <u>o</u> cument status		
		>>

Tab	
Layaway	Contains data about the layaway
Bill-To	Contains Bill-to information entered on the layaway
Ship-To	Contains Ship-to information entered on the layaway
Lines / Totals	Displays the lines and associated information for the layaway
Payments	Displays the payment information for the layaway
Taxes	Displays tax information for each tax authority for the layaway
Notes	Displays the entered layaway notes
Activity	Displays log of activity for the layaway
Package tracking #'s	Displays the tracking number that was entered for the layaway

Viewing Voided History

Select Sales History > Views > Voided History

Г

• Use to view Point of Sale Voided History (voided complete tickets)

🔯 View Voided Ticket History			
🔄 🥅 🔺 🕨 🔑 🍒	🛃 • 🔊 •		
E <u>v</u> ent number 7	<u>Store</u>	MAIN	
Ticket # 100094	Station	1	
Document type Void			
Ticket Bill-To Ship-To Lines / Total Payme	ents Gift Certificates Store	d Value Cards Taxes Notes Activity	Package t
Customer # CASH	 Drawer	1	
Sales rep MGR	User	MGR	
Price-from location MAIN	 Ticket date	7/27/2000	
Ship-from location MAIN		8:05 PM	
	Posting date		
	Posting date	112112000	
			>>

Tab	
Ticket	Contains data about the voided ticket
Bill-To	Contains Bill-to information entered on the ticket
Ship-To	Contains Ship-to information entered on the ticket
Lines / Totals	Displays the lines and associated information for the ticket
Payments	Displays the payment information for the ticket
Gift Cards	Displays information about gift cards on the ticket
Stored Value Cards	Displays information about stored value cards on the ticket
Taxes	Displays tax information for each tax authority for the ticket
Notes	Displays the entered ticket notes
Activity	Displays log of activity for the voided ticket
Package tracking #'s	Displays the tracking number that was entered for the voided ticket

Exercise 7

Try it Yourself!

Scott Thomas (#100002) enters the store and selects the following quantities and items for purchase:

1 Each ADM-TL3 2 Sleeve DUN-DDH 1 Shirt Blue Medium

You are user **POS1**. Be sure to clock-in. Process his purchase, giving him a 10% discount on the golf club. He is charging the purchase to his A/R account.

Check Appendix 2 for the answer.

-----END OF EXERCISE------

2 - 172

Counterpoint Fundamentals Learning Objectives Evaluation Section Two

Date: _____

Name (Optional):

Please respond to how well you feel you understand the tasks covered in today's class.

Use the following scale

- 1 Not covered
- 2 I don't get it
- 3 I need a lot more help in this area
- 4 I need a little more time to get it
- 5 I got it

Activate a drawer	1	2	3	4	5
Count a drawer	1	2	3	4	5
Reconcile a drawer	1	2	3	4	5
Post a drawer	1	2	3	4	5
Use the Touchscreen	1	2	3	4	5
Complete a sale	1	2	3	4	5
Complete a return	1	2	3	4	5
Complete a hold	1	2	3	4	5
Complete a price override	1	2	3	4	5
Complete a tax override	1	2	3	4	5
Edit lines on a ticket	1	2	3	4	5
Sell alternate units	1	2	3	4	5
Sell gridded items	1	2	3	4	5
Sell serialized items	1	2	3	4	5
Sell weighed items	1	2	3	4	5
Sell gift cards	1	2	3	4	5
Add miscellaneous charges to a ticket	1	2	3	4	5
Create a gift registry	1	2	3	4	5
Sell items against a registry	1	2	3	4	5

Accept cash as payment	1	2	3	4	5
Accept check as payment	1	2	3	4	5
Accept Credit card as payment	1	2	3	4	5
Accept store credits as payment	1	2	3	4	5
Accept gift cards as payment	1	2	3	4	5
Accept multiple tenders	1	2	3	4	5
Accept foreign currency	1	2	3	4	5
Issue store credits	1	2	3	4	5
Change the ship-to address for a single ticket	1	2	3	4	5
Log in to regular Ticket Entry	1	2	3	4	5
Enter Orders	1	2	3	4	5
Process orders one at a time	1	2	3	4	5
Process orders using Order Management	1	2	3	4	5
Follow the typical end of day procedure	1	2	3	4	5
Void gift cards	1	2	3	4	5
Void store credits	1	2	3	4	5
Close gift cards	1	2	3	4	5
Close store credits	1	2	3	4	5
View Ticket History	1	2	3	4	5

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Section 3: Defining Items	After completing the readings and exercises in this section, you will be able to:
nems	 Use 'Template' and 'Copy from' to define items
	 Recognize the four item types
	 Recognize the four tracking methods
	 Assign Barcodes and Barcode types to items
	 Define Inventory for all item types
	 Define Substitute items
	 Set up base prices for all selling units of an item
	 Create contract, promotional, and special prices
	 Create BOGO and 2-for pricing
	 Work with the different Price Calculation Methods
	 Work with Mix-and-Match pricing
	 Create Planned Promotions
	 Identify the Order of Price Evaluation
	 Conduct a Price Test
	 Define a Sales Kit
	 Define a Bills of Material
	 Assemble a Bills of Material kit
	 Create category and sub-category notes
	 Renumber items
	 Merge items
	 View inventory details

Methods to define an item

A. Inventory > Items

Default for each field comes from the "Template" item

After assigning an item number, you can select an item at "Copy from item number" to copy the new item's information from the selected item.

Or after assigning an item number, you can click (clone" button) to copy the

rest of the item's information from some other item. The "clone" button does not copy

- Item Notes
- Substitute items
- Vendor item records for vendors other than the primary vendor
- Kit definitions

B. Inventory > Quick Items

Abbreviated version of Inventory>Items.

🔯 Quick Items		1
6 🗄 -	+ 🗙 🛍 🖼 🔺 🕨 🔑 🕉 🗋 📟 🖨 · 😥 ·	
ltem num <u>t</u>	er ADM-SCD Auto-assign Item type Inventory	
	Tracking method Normal	
Descrip	on Adams SC Driver, RH	
Main Grid Ba	rcodes Substitute Items Profiles	
Price-1	459.99	I
Regular price		l
Last cost	159.9960	l
Barcode	1 Auto-assign	l
Category	GOLF	l
Sub-category	CLUBS 🔎	l
Primary vendor	ADAMS 🔎 🕢 Adams Goli	l
Vend <u>o</u> r's item #		l
Item attribute 1		l
ltem attribute 2		l
Item attribute 3	Description Item attribute 6	l
		l
	>>	1
Inventory Prices	Yendor Items	

C. Click from an item lookup or after entering an item number that is not on file to manually define the item "on the fly".

🔯 Item Loo	okUp		<u>?×</u>
Search for		Keyword	Filtered 🏹
Look <u>U</u> p	(Default)	Order by Item number	•
<u>E</u> dit	<u>A</u> dd (F2) <u>Z</u> oom (F6)	Preview Print	<u>Filter</u> Options >>
Item numb		Item cate Price-1	Ωtu available 🔺
BALL-RET	🔯 Item (from lookup)		<u>? ×</u>
BALL-RET	🗧 🖪 🗙 🖍 🛙	🖩 🚄 • 😡 •	
BEER		s 😅 i k? i	
BIGBURG			
BURGER	Item number	Pe	L L L L L L L L L L L L L L L L L L L
CAKE	Description		
CAL-BB	Price-1		
CAL-BBB			
CAL-GBB	<u>B</u> arcode		
	Category	\square	1
	Sub-category	\square	
	P <u>r</u> imary vendor	ZO	L
	Last cost 0.000	0	
	C <u>opy</u> from item number	Ze	

🧟 Items
🖸 🗄 🕂 🗙 🚳 📾 🔺 🕨 🖉 🐻 🛄 🎒 · 😥 ·
Item number ADM-SCD Auto-assign Item type Inventory
Tracking method Normal
Description Adems SC Driver, RH
Main Description Units Grid Barcodes Profiles Serialized Other Substitute Items
Price1 453.99 (a) Quantity on hand 10
Begular price 399.99 Quantity available 11
Last cost 159.9960 Stocking unit EACH
Discountable 🔽
Iaxable 🔽 Status Active
Tay category
Category GOLF 🔎 Label code
Sub-category CLUBS
Agcount code 1
Barcode 1 Auto-Assign
Primary vendor ADAMS Dec Adams Goli
Vendgr's item #
X
Inventory Prices Vendor Items

D. System > Utilities > Database Import to import the item information from a text file.

(Covered in Configuring NCR Counterpoint)

ables		Filename		
IM_INV_CELL IM_INV_CELL_MSD	A	IM_ITEM.csv		
IM_INV_CLLL_WOO IN_INV_MSD IN_ITEM_PROF_COD IM_ITEM_PROFPCOD IM_ITEM_PROFPT IM_ITEM_PROFPT IM_INTEM_RECALC_WF IM_LBL_COD IM_LBL_COD IM_LBL_COD IM_LBL_COC IM_LOC GBP		I Use head Import mode I Add ngw ☐ Ugdete	er Ine field format Eeld D Update mode Replace records Veilly Import	efinitions Advanced
Item number (ITEM_NC) Description (DESC	(R)	Description (upper) (DESCR_UP	R) Long description (LON -
100004	<enter h<="" note="" td="" text=""><td>ere></td><td><enter here="" note="" text=""></enter></td><td>Ticket Note</td></enter>	ere>	<enter here="" note="" text=""></enter>	Ticket Note
18HOLES	Green fee - 18 ho	es	GREEN FEE - 18 HOLES	Green fee · 18 holes
9HOLES Greens fees - 9 ho		les	GREENS FEES - 9 HOLES G	
ADM-SCD Adams SC Driver, I		RH	ADAMS SC DRIVER, BH Ad	
ADM-TL2	Adams Tight Lies	2 Wood	ADAMS TIGHT LIES 2 WOOD	Adams Tight Lies 2 W
ADM-TL3	Adams Tight Lies	3 Wood	ADAMS TIGHT LIES 3 WOOD	Adams Tight Lies 3 W
ADM-TL5 Adams Tight Lies 5		Wood ADAMS TIGHT LIES 5 WOOD Adams Tight Lie		Adams Tight Lies 5 W
ADM-TL5				

Item Types

Inventory	 Real items Quantity on hand is tracked for each location Cost is tracked for each location Can use any tracking method 	
Miscellaneous	 Internally-used items, or items for which quantity and cost are not tracked in Counterpoint 	
Non-Inventory	 Quantity on hand is NOT tracked 	
Service	Cost is NOT tracked	
	 Must use normal or gridded tracking method 	
	Quantity sold is tracked	
Discount	Price is negative on a ticket	

	Item Type				
Menu Selection	Inventory	Non-Inventory	Service	Discount	
Inventory > Adjustments > Enter	Y	N	Ν	Ν	
Physical Count > Create or Enter	Y	N	Ν	Ν	
Transfer Out > Enter	Y	N	N	Ν	
Transfer In > Enter	Y	N	N	Ν	
Quick Transfers > Enter	Y	N	N	Ν	
Purchase Requests > Enter	Y	Y	Y	Ν	
Receivings > Enter	Y	Y	Y	Ν	
Quick Receivings > Enter	Y	Y	Y	Ν	
Returns to Vendor > Enter	Y	Y	Y	Ν	
Tickets > Touchscreen or Regular Ticket Entry	Y	Y	Y	Y	
Select Inventory > Items

🖸 🗐 + 🗙 🛍 🤤 🥅 🔺 🕨 🔑 🕉 🗋 📟 🎒 · 🕺 ·	
Item number ADM-SCD	•
Tracking method Normal	•
Description Adams SC Driver, RH	
Main Description Units Grid Barcodes Profiles Serialized Other Substitute Items	
Price-1 459.99 🔐 Quantity on hand 10	
Regular price 399.99 Quantity available 11	
Last cost 159.9960 Stocking unit EACH	
Discountable 🔽	
Iaxable 🗸 Status Active	
Tag category Status date 2/ 2/2000	
Category GOLF	
Sub-category CLUBS	
Agcount code 1	
Barcode 1 Auto-Assign	
Primary vendor ADAMS Adams Golf	
Vendor's item #	
	>>
Inventory Prices Vendor Items	

Item number	Up to 20 characters, can be auto-assigned
Copy from item number	When defining a new item, select an item to copy information from
Description	Up to 30 characters, descriptive text of item
Item type	Inventory, Non-inventory, Service, Discount To change on existing item, remove all inventory records
Tracking method	Normal or Gridded Always Serialized or Sometimes Serialized (with Serial Numbers Option)

Inventory

Set up inventory records



Enter and change prices

⊻endor Items

Set up vendor item records

NOTE: To identify an item, enter Item number, scan barcode, or enter Vendor's Item #.

DEFINING AN ITEM – INVENTORY > ITEMS

Main tab	Main Description Unit	its Grid Barcodes F	Profiles Serialized Other Substitute Items	»]
	P <u>r</u> ice-1	399.99	Quantity on hand	
	<u>R</u> egular price	349.99	narge: 60.000, Mnerue Marge: 40.000, Target Marge: 50.000 Quantity available	13
	Last cost	174.9950	Float cursor over arrow to view margin settings	EACH 2
	Discountable		liett margin eetange	
	<u>T</u> axable		<u>S</u> tatus	Active
	Ta <u>x</u> category		<u>S</u> tatus date	77
	<u>C</u> ategory		Label c <u>o</u> de	ADH 🔎
	Sub-category	CLUBS 🔎	<u>M</u> ix-and-Match code	
	A <u>c</u> count code	1 🔎		Assigns Workgroup's next barcode
	<u>B</u> arcode	3	Auto-Assign	setting
	Pri <u>m</u> ary vendor	ADAMS 🔎 🛛	Adams Golf	
	Vend <u>o</u> r's item #	ADM-TL3		

Price-1 👔 🖃 🖖	Retail price for one stocking unit of item
	How does Price-1 relate to margin: Above, Within, or Below
Regular price	Regular price for one stocking unit of item
Last cost / COS%	Initial cost to use for new inventory and vendor item records
	For miscellaneous items, percent of selling price to use as cost
	Updated when most current inventory cost is updated by a receiving and/or Quick Assembly posting.
Discountable	Can the item be discounted?
Taxable	Is the item taxable?
Tax category	Used for grouping items for purposes of assessing sales taxes
Category	Used for grouping items for purposes of pricing and reporting
Sub-category	Secondary grouping within a category
Account code	Code that defines account numbers to use for recording bookkeeping entries of activities for this item
Barcode	Manufacturer's barcode, or can be auto-assigned
Primary vendor	Primary supplier from whom this item is purchased. Required for drop ship items.
Vendor's item #	Primary vendor's product number for item
Quantity on hand Quantity available	The quantity of units currently on-hand of this item across all locations and how many of them are available
Stocking unit	Unit of measure for the item; also a selling unit
	This is the unit in which Quantity on hand is expressed
Status	Is item active, discontinued, or inactive? Warnings can appear if
Status date	discontinued item is sold or purchased. New sales, orders, returns or purchases are not allowed for an item with an inactive status.
	Date on which you want the status to become active
Label code	Used for grouping items for purposes of printing labels
Mix-and-Match Code	Used for grouping items for purposes of mix-and-match pricing

Description tab

🔯 Items	
	¥5.99 🍶 • 🔊 •
Item number ADM-SCD	Item type Inventory
	Tracking method Normal
Des <u>cription</u> Adams SC Driver, RH	
Main Description Units Grid Barcodes Profiles Serialized Other Substitute Items	
Short description Adams SC Driver	
Long description Adams SC Driver, RH	
Additional description 1 Adams exclusive Spin Control Technology	
Additional description 2 Uses a proprietary stainless steel casting process	
Additional desgription 3 Keeps ball on target and produces greater distance	
Item attribute 1 RIGHTHAND	
Item attribute 2 STSTEEL	
Item attrib <u>u</u> te 3	P
	>>
Inventory Prices Vendor Items	

Short description	Up to 20 alphanumeric characters; prints on receipt	
Long description	Longer description to use on reports	
Additional description 1- 3	Additional lines of description (for lookups and custom reports) Up to 50 characters per line	
Item attribute 1 - 6	Up to six user-defined item characteristics	

Note: Item attributes are defined and enabled in Setup > System > Quick Setup. Customize the display label (field name) for an Item attribute in Quick Setup.

Units tab

• Define up to five alternate selling units

🔯 Items	
S = + × 🖻 🖯 🥅 🗸 > 🖗 🗋	<i>∐</i> • 🐶 •
Item number DUN-DDH	Item type Inventory Tracking method Normal
Description Dunlop DDH 110 Balls	
Main Description Units Grid Barcodes Profiles Serialized Other Substitute Items	
SLV EACH Alt-3 Alt-4 Alt-5	
Alt-1 Price-1 34,99 Alt-1 unit SLV	
Alt-1 unit 3LV P Stocking unit DOZ	
4 SLV = 1 DOZ Preferred unit DOZ	
Alt-1 price-1 10.99	
Alt-1 regular price 9.00	
Alt-1 weight	
Alt-1 cube	
	>>
Inventory Prices Vendor Items	

Alt-# unit	Name of alternate selling unit		
1 6-PAK = 6 EACH	Conversion factor; number of alternate units in the stocking unit		
Alt-# price-1 Alt-1 regular price Alt-# weight	Retail price when item is sold in this alternate unit Regular price when item is sold in this alternate unit Weight and cubic size of one alternate unit		
Alt-# cube			
Price-1 Stocking unit	Retail price of one stocking unit Stocking unit name		
Preferred unit	Across stocking unit and all alternate units for item, which unit is preferred as the "starting point" when selling the item?		

Exercise 1: Defining Alternate Selling Units

Try it Yourself! In this exercise, you will learn how to:

- Create a new unit on-the-fly
- Create an alternate unit for an item

SCENARIO: You just received notice from the vendor Adams that they now offer ADM-SCD for sale by the BOX, where 3 each = 1 box. You need to add this new unit to the item record.

Complete these steps:

- 1. Look up and select the item **ADM-SCD**. Switch to the **Units** tab.
- 2. At Alt-1 unit, use the lookup and click **Box of 3. Box of 3.**

Enter **1 BOX = 3 EACH** for the conversion factor.

Save the new unit and click **OK** to select this unit from the lookup.

You determine that the selling price and regular price for a **BOX** would be **1140.00**.

Select **EACH** as the Preferred unit.

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		•
Your window should now look similar to this:	Tracking method Normal Description Adams SC Driver, RH	-
now look similar to this.	Main Description Units Grid Barcodes Profiles Senalized Other Substitute Items	
	BOX All-2 All-3 All-4 All-5	
	Alt-1 Price-1 453.99 Alt-1 unit B0X EACH Stocking unit EACH	
	1 BOX a 3 EACH Prefered unit EACH	
	Alt-1 price-1 1,140.00	
	Alt-1 regular price 1,140.00	
	Alt-1 weight Alt-1 cube	
		>>
	Inventory Prices Vendor Items	

3. Save the record.

Barcodes tab

- Unlimited number of barcodes for each item
- · Cannot duplicate another item's barcode or item number
- · Cannot duplicate barcode within same item/same unit
- Cannot be same as item number

For a single barcode

At Barcode field:

- Scan manufacturer's barcode
- Manually type manufacturer's barcode
- Auto-assign

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Item number ADM-SCD	Auto-assign	Item type Inventory
		Tracking method Normal
Description Adams SC D	iver, RH	
Main Description Units Grid	Barcodes Profiles Serialized Other Substitu	ite Items
Price-1 459.99	Quantity of	n hand 10
Regular price 399.99	Quantity a	vailable 11
Last cost 159.9960	Stock	ing unit EACH
Discountable 🔽		
Taxable 🔽		Status Active
Tax category	Stat	us date 2/ 2/2000 💌
Category GOLF	Lab	el code
Sub-category CLUBS	Mix-and-Mate	
Account code 1		,
Barcode 1	Auto-Assign	
Primary vendor ADAMS	Adams Golf	
Vendor's item #		
		>>
Inventory Prices Vendor Item	8	

For multiple barcodes

Select the **Barcodes** tab and define the additional barcodes

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ltem number	ADM-SCD	Auto-assign		Item type	Inventory 💌
				Tracking method	
Description	Adams SC Driver, RH				
Main Description U	nits Grid Barcodes Profile	s Serialized Other Subst	itute Items		
				🛃 🗙	Generate barcodes
Barcode type	Barcode	Unit	Cell		<u> </u>
ITEM	1	None	(N/A)		
		х Р			Ŧ
					•
Cell	(N/A)	Select cell			
Barcode		Auto-assign			
Associated unit	EACH				
Bajcode type					>>
Inventory Prices	Vendor Items				

Or select

Inventory > Barcode Management or Inventory > Utilities > Barcodes



Exercise 2: Defining Item Barcodes

Try it Yourself! In this exercise, you will learn how to assign a barcode to an alternate unit

SCENARIO: You added a new unit of BOX for the Adams Driver item, and now you need to create a barcode that represents that unit.

Complete these steps:

1. Select **Inventory > Items**.

Look up and select the item **ADM-SCD**.

- 2. Switch to the **Barcodes** tab.
- 3. The barcode already defined for this item on the Main tab appears.
- 4. At the bottom of the window, click <u>Auto-assign</u> to auto-assign the workgroup's next barcode.

5. At Associated unit, select BOX.

6. At Barcode type, select Alt-1.

While not required, you should assign a barcode type to a barcode if you will ever need to print barcode labels for the unit. The barcode type will allow you to designate which barcode to print for an item.

	🄯 Items					- 🗆 🗵
	🗲 🔒 🕂	X 🖻 🖯 🗔	۲ 🖊 🔺 🕨	S	i 🚄 • 😡 •	
The new barcode now	ltem num <u>b</u> er 🖡	ADM-SCD	🔎 🗷 🛆 Auto-assign		Item type Inventory	•
appears.					Tracking method Normal	•
••	Description	Adams SC Driver, RH				
	Main Description U	nits Grid Barcodes Profile	es Serialized Other Subst	itute Items		
				_	Generate barcode	ðs 📃
		Barcode	Unit	Cell		
	ITEM	1	None	(N/A)		
	ALT-1	800011	BOX (new line)	(N/A) (N/A)		
	•					×
		(N/A)				
			Select cell			
	<u>B</u> arcode		<u>A</u> uto-assign			
	Ass <u>o</u> ciated unit	EACH				
	Ba <u>r</u> code type					>>
	Inventory Prices	lendor Items				

END OF EXERCISE------

Exercise 3: Assigning Multiple Barcodes

Try it Yourself! In this exercise, you will learn how to assign multiple barcodes to a single item

SCENARIO: You purchase golf gloves from multiple vendors and would like to use the vendors' barcodes for the item's barcodes. You will use multiple barcodes to connect each vendor to the item GLOVES.

Complete these steps:

- 1. Select **Inventory > Items**.
- 2. Look up and select the item **GLOVE**.
- 3. You purchase gloves from ADAMS, CALLAWAY, FOOTJOY, and MAXFLI.
- 4. Switch to the Barcodes tab and enter **1234567** as the Barcode for **GLOVE**. Select **EACH** as the Associated unit.
- 5. At Barcode Type, look up and select **ADAMS** (if it is not available, add it on-the-fly).

🍇 Items					_ _ _ _ ×
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Item number	GLOVE	Auto-assign		Item type	Inventory 💌
				Tracking method	Normal
Description	Deluxe Golf Glove				
Main Description U	nits Grid Barcodes Profile	es Serialized Other Subs	itute Items		
				🛃 🗙	Generate barcodes
Barcode type	Barcode	Unit	Cell		<u> </u>
ADAMS	1234567	EACH	(N/A)		
		(new line)	(N/A)		
					Ţ
					<u> </u>
Cell	(N/A)	Select cel			
Barcode		Auto-assign			
Associated unit	EACH 💌				
Barcode type					_
,					<u>>></u>
Inventory Prices	<u>/</u> endor Items				

The barcode is added.

6. Repeat Step 3 for each vendor from whom you purchase the item GLOVE, using the vendor as the Barcode type and the barcodes listed below:

CALLAWAY - 7654321 FOOTJOY - 246810 MAXFLI – 13579

-----END OF EXERCISE------

Profiles tab

- Profile fields enabled in Setup>Inventory>Control or Setup>System>Quick Setup
 - Code profiles: select from pre-defined responses
 - Alpha profiles: enter text
 - Date profiles: enter date or select date from calendar
 - Numeric profiles: enter numeric responses
- Tab Profiles tab appears only if some profiles have been enabled

🔯 Items	
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Item number ADM-SCD	Auto-assign Item type Inventory
	Tracking method Normal
Description Adams SC Driver, RH	
Main Description Units Grid Barcodes Profiles Serialize	d Other Substitute Items
Code profile 1	Date profile 1 / /
Code profile 2	Date profile 2 / /
Code profile 3	Date profile 3 / /
Code profile 4	Date profile <u>4</u> / /
Code profile 5	Date profile 5 / /
Alpha profile <u>1</u>	Numeric profile 1
Alpha pr <u>o</u> file 2	Numeric profile 2
Alpha profile 3	Numeric profile 3
Alpha profile 4	Numeric profile 4
Alpha profile 5	Numeric profile 5
	>>
Inventory Prices Vendor Items	

NOTE: Use the worksheet in Appendix 1 to plan the item profiles and item attributes for your company.

Serialized tab

For Always or Sometimes serialized items

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Item number BALL-RET	Item type Inventory
Description Ball Return - Battery powered	Tracking method Sometimes serialized
Main Description Units Grid Barcodes Profiles Serialized Other Substitute Items	
Serial prompt 1 code PKG ↓ Serial prompt 2 code ↓ Serial prompt 3 code ↓ Sometimes Serialized Reguired when selling/returning ✓	
Inventory Prices Vendor Items	>>>

Serial prompt code 1-3	Assign up to 3 prompt codes to request additional info for each serial number during entry of specific types of transactions for the item (adjustments, receivings, returns to vendor, transfers, sales, and returns) Use Setup>Inventory>Serial Prompt Codes to define
	codes.
Sometimes serialized Required when selling/returning	If tracking method is <i>Sometimes serialized</i> , require that a serial number be specified for each piece of the item when it is sold or returned

Other tab

🔯 Items	
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Item number ADM-SCD	Item type Inventory
Description Adams SC Driver, RH	
Main Description Units Grid Barcodes Profiles Serialized Other Substitute Items	
Price decimals 2 Prompt code 1	2
Qty decimals 0 Prompt code 2	2
Warranty period 1 Days 💌 Prompt code 3	2
Warranty period 2 Days	
Prompt for description Prompt for price Prompt for cost Prompt for cost Prompt for cost Prompt for unit EACH Prompt for unit Frompt for gustom fields	
Line custom prompts	
Fgod stamp item Admission ticket Veighed Tare weight code	
	>>
Inventory Prices Vendor Items	

Price decimals	Decimal places allowed during price entry	
Qty decimals	Decimal places allowed during quantity entry	
Warranty period 1 Warranty period 2	Number of days, months, or years in warranty periods	
	During ticket entry:	
Prompt for description	Prompt user for description	
Prompt for price	Prompt user for price	
Prompt for cost	Prompt user for cost (only for miscellaneous items)	
Prompt for unit	Prompt user for unit	
Prompt for custom fields	Prompt user for custom fields	
Line custom prompts	If custom layout forms have been created for the ticket line table, is one of those forms for this item?	
Food stamp item	Can food stamps be tendered for this item?	
Admission ticket	Print an admission ticket form for each piece sold?	
Weighed Tare weight code	If selected, prompts cashier to put item on scale Containers where weight is deducted from total weight	
Prompt code 1- 3	Request up to 3 additional pieces of info at sale / return	
Weight	Weight of single stocking unit	
Cube	Cube size for single stocking unit	
Stocking unit	Stocking unit name	

Substitute Items tab

- Items that can be suggested at time of sale if insufficient quantity available of this item
- Substitute items must already be on-file

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Item number ADM-SCD	De Auto-assig	gn	Item type Inventory	•
			Tracking method Normal	•
Description Adams SC D	river, RH			
Main Description Units Grid	Barcodes Profiles Serialized Other	Substitute Items		
# Item number	Description	Item category	▲	Move Up
1 CAL-BB	Callaway Big Bertha Driver	GOLF		
2 CAL-BBB	Callaway Biggest Big Bertha	GOLF		M <u>o</u> ve Down
3 CAL-GBB	Callaway Great Big Bertha	GOLF		
4 TAY-FSD	TaylorMade FireSole Driver	GOLF		
			_	
			•	>>
Inventory Prices Vendor Item	s			
]=				
Click ∔ to	add a new substitute	item		

Click X to remove the highlighted substitute item

Click <u>Move Up</u> or <u>Move Down</u> to change the order in which a substitute item is listed

Ticket entry users will be able to select a substitute item if there is insufficient quantity of the selected item.



Exercise 4: Defining an Item using the Template Item

Try it Yourself! In this exercise, you will learn how the template item is used when defining a new item.

- 1. Select **Inventory > Items**
- 2. At **Item number**, type **TOP-INF** as the item number of the new item.

You could have instead clicked <u>Auto-assign</u> to have Counterpoint automatically assign an item number.

3. **<Enter item description here>** automatically displays for **Description**.

This default description is coming from the item TEMPLATE, which has been identified as the template item for this Workgroup. Several other fields for the new item also reflect the values of the template item.

Change the description of the new item to **TopFlite INFINITY**.

Enter 3.00 for Price-1 and Regular price, and enter 1.50 for Last cost.

Change the **Sub-category** to **BALLS**.

At Primary vendor, look up or type TOPFLITE. Then enter TOP-INF at Vendor's item #.

Switch to the **Units** tab and create an alternate unit of **Sleeve** (where **1 Sleeve = 3 Each**) with **Price-1** and **Regular price** of **\$9.00**.

Define a second alternate unit of **Dozen (**where **1 Dozen = 12 Each)** with **Price-1** and **Regular price** of **\$24.99**.

Set the Preferred unit to Dozen.

🔯 Items	_O×
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Item number TOP-INF	Item type Inventory
Copy from item number	Tracking method Normal
Description TopFike INFINITY	
Main Description Units Grid Barcodes Profiles Serialized Other Substitute Items	
Sleeve Dozen Alt-3 Alt-4 Alt-5	
All-2 Price-1 3.00	
Alt-2 unit Dozen	
1 Dozen 12 EACH Preferred unit Dozen	-
Alt-2 price-1 24.99	
Alt-2 regular price 24.99	
Alt-2 weight	
Alt-2 cube	
	>>
Igventory Prices Vendor Items	

4. Click

to save the new item's information.

Grid Tab

• Grid information for an item with Tracking method of Gridded

🄯 Items	
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ltem num <u>b</u> er	r SHIRT Q Auto-assign Item type Inventory
	Tracking method Gridded
Des <u>c</u> ription	Men's Polo 100% cotton
Main Description	Units Grid Barcodes Profiles Serialized Other Substitute Items
	Copy Grid
	Grid dimension <u>1</u> tag Grid dimension <u>2</u> tag Grid dimension <u>3</u> tag
	Color Size
	Blue Small A Medium
	Sandstone
	Display order Color, Size
	>>
Inventory Prices	<u>V</u> endor Items

- Each cell can have a different price (requires Advanced Pricing Option)
- Cost is the average cost of all cells (no tracking of cell-specific costs)
- Unlimited number of values per dimension
- Fractional quantities are allowed
- Alternate units are allowed
- Item type can be Inventory, Non-inventory, Service, or Discount

Gridded Item Barcodes

🄯 Items					
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ltem num <u>b</u> er	SHIRT	Auto-assign		Item type	Inventory 💌
				Tracking method	Gridded
Description	Men's Polo 100% cotton				
Presentation 1					
Main Description U	Inits Grid Barcodes Profile	es Serialized Other Subs	itute Items		
				€ ×	<u>G</u> enerate barcodes
Barcode type	Barcode	Unit	Cell		
ITEM	800005	Dozen	Red/Small		
ITEM	800006	Dozen	Red/Medium		
ITEM	800007	Dozen	Red/Large		
ITEM	800008	Dozen	Sandstone/Small		
ITEM	800009	Dozen	Sandstone/Medium		
ITEM	800010	Dozen	Sandstone/Large		
ITEM	200	EACH	(Not specified)		
Þ		(new line)	(Not specified)		-
•					<u> </u>
Cell	(Not specified)	Select cell			
<u>B</u> arcode		<u>Auto-assign</u>			
Associated unit	EACH 💌				
Barcode type					
s allonge (Abe					>
Inventory Prices	<u>V</u> endor Items				

Manually assign

Unlimited barcodes per cell

Generate automatically

<u>G</u>enerate barcodes

Select whether to:

- Auto-assign
- Leave empty
- Use Preset value

When adding a new cell to an existing gridded item, repeat settings but do not select *Replace existing*.

If using the manufacturer's barcode, select **Leave empty** and scan each cell's barcode.

🔯 Generate Barcodes				? ×
Item number SHOE	S-MEN	Men's golf sł	noes	
	arcode to uto-assign CL	eave empty	<u> Preset</u>	value
🔽 Ger	nerate barcodes for all d	efined units u	sing default barc	ode type
C <u>ell</u> barcode prefix				
Next cell barcode # 1				
Barcode type	\triangleright	Item default	barcode	
<u>R</u> eplace existing				
	<u><u>G</u></u>	enerate	<u>C</u> lose	<u>H</u> elp

🔯 Items				
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Item number SHOES-MEN	Auto-assign		Item type	
Copy from item number SHOES	🔎 🕑 Women's gol	f shoes	Tracking method	Gridded 💌
Description Men's golf shoes				
Main Description Units Grid Barcodes Pro	files Serialized Other	Substitute Items		
				<u>G</u> enerate barcodes
Barcode type ⊽ Barcode	Unit	Cell		<u> </u>
ITEM	EACH	Multi/8.5/Wide		
ITEM	EACH	Multi/8.5/Narrow		
ITEM	EACH	Multi/8/Wide		
ITEM	EACH	Multi/8/Narrow		
ITEM	EACH	Multi/7.5/Wide		
ITEM	EACH	Multi/7.5/Narrow		
ITEM	EACH	Multi/7/Wide		
ITEM	EACH	Multi/7/Narrow		
	(new line)	(Not specified)		
Cell (Not specified)				
Cell (Not specified)	Select cell			
Barcode	Auto-assign			
Associated unit None				
Barcode type				
paleone Abe I				>>
Inventory Prices Vendor Items				

Select Inventory > Quick Items

• abbreviated version of **Inventory > Items**

🔯 Quick Items	
🖸 县 + 🗙 🛍 🥅 🖛 🕨 🔎	🌃 🗋 🖾 🚄 • 😥 •
Item number ADM-SCD	uto-assign Item type Inventory
	Tracking method Normal
Description Adams SC Driver, RH	
Main Grid Barcodes Substitute Items Profiles	
Price-1 459.99	
Regular price 399.99	
Last cost 159.9960	
Barcode 1 Auto-assign	
Category GOLF	
Sub-category CLUBS	
Primary vendor ADAMS	
Vend <u>o</u> r's item #	
,	em attribute <u>4</u>
Item attribute 2 STSTEEL	em attribute 5
Item attribute 3	e <u>m</u> attribute 6
	<u>>></u>
Inventory Prices Vendor Items	

Price 1	Retail price for one stocking unit of item
Regular price	Regular price for one stocking unit of item
Last cost / COS%	Initial cost to use for new inventory and vendor item records For miscellaneous item, percent of selling price to use as cost
Barcode	Manufacturer's barcode, or can be auto-assigned
Category	Used for grouping items for purposes of pricing and reporting
Sub-category	Secondary grouping within a category
Primary vendor	Primary supplier from whom this item is purchased
Vendor's item number	Primary vendor's product number for item
Item attributes 1-6	Up to six user-defined item characteristics

• Add a new item from another area of Counterpoint (e.g., ticket entry, purchase request)

Click Add (F2) from the **Item LookUp** window or at the "Item not on file" message.

• Only users who have access to **Inventory > Items** will be able to add an item on the fly

If company is not configured to use *Simplified item add-on-the-fly*, the full **Inventory > Items** window appears.

If company is configured to use Simplified item add-on-the-fly, this window appears.

🔯 Item (from lookup)	<u>?</u> ×
) 🗔 🚄 • 😡 •
<u>I</u> tem number	
De <u>s</u> cription	
Price-1	
<u>B</u> arcode	
<u>C</u> ategory	
S <u>u</u> b-category	
P <u>r</u> imary vendor	
<u>L</u> ast cost	0.0000
Copy from item number	2d

Note: Mandatory fields that do not appear on the add-on-the-fly form are populated with default values from:

- Template item
- Data Dictionary
- Database default (if it exists)
- First record in table

What else is created when a new item is added?

	Method Used to Define	e Items
* = required	Method A - Inventory > Items Method B - Inventory > Quick Items Method C - Add (F2) from Item Lookup	Method D System>Utilities> Database Import
<u>Grid Definition</u> * for item with "Gridded" tracking method	Can be copied from an existing gridded item, or manually defined	Must be imported (cannot copy from on-file item during item import)
Inventory record * for each location that stocks item	Can be automatic, per settings in Setup>Inventory>Control	Can be automatic, per settings in Setup> Inventory>Control
<u>Model stock</u> min/max level by cell for each location that stocks "gridded" item	Can be automatic, per settings in Setup> Inventory>Control	Update manually after item is imported
<u>Barcodes</u>	Primary + unlimited others	Primary
Cell Barcodes	Can select to auto-generate by item	Can be imported (cannot auto-generate during import)
<u>Vendor Item record</u>	Automatic if "Primary vendor" is entered; uses item "last cost" as vendor's cost	Can be imported; does not use item last cost as vendor's cost

- Use to view additional information related to a specific item
- CPServices must be running

Click (2), press **F6**, or click (200m (F6)) from item lookup window

🔯 Items		
🖸 🗄 🕂 🗙 🖻 🔀	-	🚑 · 🔊 ·
-		
Item number ADM-SCD		Item type Inventory Tracking method Normal
Description Adams SC Driver, RH		

ADM-SCD												
Adams SC		<u>ы</u>				🔯 Item Zoom						
tem type: Inven		NП				ADM-SC	:D				ł	tem Notes
racking metho						Adams S		DH			_	
tem category:						Item type: Inve		, הוו				
ub-category: (Tracking meth	•					
nventory:						Item category	GOLF					
Location	Bin-1	Qty on hand	Qty committed	Qty available	Qty on b	Sub-category:						
EAST		3.0000	0.0000	3.0000	0.0	Inventory:						
MAIN		4.0000	2.0000	2.0000	0.0	Location EAST	Bin-1	Qty on hand 26.0000	Qty committed	Qty available 28.0000	Qty on backorder	Qty on PO's 0.0000
STORAGE		0.0000	0.0000	0.0000	0.0	MAIN		12.0000	0.0000	12.0000	0.0000	1.0000
Recent Sale	es Ver	ndor Items	Open POs	Monthly	/History	STORAGE		24.0000	0.0000	24.0000	0.0000	0.0000
						RecentSa	les Vend	lor Items	Open POs	Monthly	History	ubstitutes
Serial Numb	ers	ransfers				Serial Numb	pers Tra	insfers				
						Recent Sa	lles:					
						Ticket date	Customer #	Item number	Description	Quantity	Price	Document
						11/1/2007	CASH	ADM-SCD	Adams SC Driver, RH	1.0000	399.9900	<u>70030-01</u>
					-	10/22/2007	CASH	ADM-SCD	Adams SC Driver, RH	1.0000	315.0000	<u>100513</u>
			<u>l</u> mag	es Optio	ons >>	10/10/2007	<u>1000</u>	ADM-SCD	Adams SC Driver, RH	1.0000	315.0000	<u>100441</u>
						10/10/2007			Adams SC	1.0000	350.0000	
						10/10/2007	CASH	ADM-SCD		1.0000	350.0000	100446

Item Notes View or add notes Recent Sales View last 20 sales Vendor Items View the vendors this item is purchased from Open POs View unreceived POs that contain this item Monthly History View item monthly history Substitutes View or add substitute items Serial Numbers View serial number information (for Serialized items) Transfers View transfers that contain this item

Serialized Items

Item Zoom										? ×
BALL-RE	T-P	RO						lt	em Notes	
Ball Retur	n - P	R0								
item type: invo	entory									
Tracking met	hod: Al	ways se	erialized							
Item category	r: GOLF									
Sub-category	MISC									
Inventory:										
Location	Bir	n-1	Qty on hand	Qty committed	Qty avai	lable	Qty on back	order	Qty on PO's	
EAST			2.0000	0.0000	2.000)0	0.0000		0.0000]
MAIN			4.0000	0.0000	4.000)0	0.0000		0.0000]
STORAGE			0.0000	0.0000	0.000)0	0.0000		0.0000]
Recent Sa	des	Vend	lor Items	Open POs	Mo	onthly	History	Su	ubstitutes	
Serial Num	bers	Trε	ansfers							
				lmag	es	O <u>p</u> tio	ns >>	<u>C</u> lose	e <u>H</u> e	elp

Click Serial Numbers to see unsold serial numbers for item

Recent Sa	les V	end	or Items	Open POs	Monthly H	History S	ubstitutes
Serial Num	oers	Tra	nsfers				
Serial Num	bers:						
Date received	Serial nur	nber	Location	Prompt 1 string	Prompt 2 string	Prompt 3 string	Status
5/24/2002	11254		MAIN				Available
5/24/2002	11256	i	MAIN				Available
5/24/2002	5/24/2002 11257		EAST				Available
5/24/2002	11258		EAST				Available
9/30/2002	14298		MAIN				Committed
9/30/2002	14299		MAIN				Committed

Gridded Item

Click View Grid to see cell level detail

SHIRT								It	em Notes	1	
	o 10	0% cr	otton						View Grid		
Men's Polo 100% cotton View Grid											
Tracking met	hod: G	ridded									
Item category	: APPA	REL									
Sub-category	MENS										
Inventory:											
Location	Bi	in-1	Qty on hand	Qty committed	Qt	/ available	Qty on bac	korder	Qty on PO's		
EAST			18.0000	0.0000		18.0000	0.000	0	0.0000	1	
MAIN			101.0000	0.0000	1	01.0000	0.000	0	0.0000	1	
STORAGE			0.0000	0.0000		0.0000	0.000	0	0.0000		
Recent Sa	les	Vend	lor Items	Open POs		Monthly	History	St	ubstitutes		
Serial Num	oers	Tra	ansfers								
				Imac		Option		Clos	. []	elp	



	Jien rand	SHIFT.		Men's Polo 100	ts cotton							
	1				DATA							
	Location	Color	Size	Min qty	Max dy	Oty on hand	Qty committed	Qty on PO's	Qity on BO			
	EAST	Blue	Small	0	0	2	0	(0			
	EAST	Blue	Medium	0			0		0 0			
	EAST	Blue	Large	0	0	2	0		0 0			
	EAST	Red	Small	0	0	2	0	0	0_			
	EAST	Red	Medium	0	0	22	0		0			
	EAST	Red	Large	0	0			0	0			
	EAST	Sandstone	Small	0	0		0	1	0 1			
	EAST	Sandstone	Medium	0	0	2	0					
	EAST	Sandstone	Large	0	0	2	0		0			
	MAIN	Blue	Small	3	15	14	0	6				
	MAIN	Blue	Medium	3	15	13						
	MAIN	Blue	Large	3	15	12	0		0 0			
	1225 M	Prod.	Prest									
			100 M	27	135	125	0	0	0,			
			3	Eiter <<	View >>	QK.	0	ancel	Help			
			_	Filter								
ĩ	ocation		Color			Size						
ŝ	EAST MAIN STORAGE		P Blue P Red San	t i		2	Small Medium Laige					
	Al	Clear	1	AL	Clear	-	AL	-	Clear			

Click $\underline{\forall iew >>}$ to change the values that appear in the grid.

Select either **Default** or **Custom**. If **Custom**, select the data to show.

Grid Settings			? ×
Vjew type			
<u>T</u> op dimension	Data	7	
L <u>e</u> ft dimension 1	Location	•	Gro <u>u</u> ped
Le <u>f</u> t dimension 2	Color	•	<u>G</u> rouped
Left dimension 3	Size	▼	Grouped
Data to display			
Min qty Max qty Qty on hand Qty on hand Qty on pO's Qty on B0 Qty on trans Qty on order Qty on layae Qty on so Net quantity Qty available	ed fer out fer in vay		Move up Move down
	<u>0</u> K	<u>C</u> ancel	<u>H</u> elp

Item Images



Nomen's g	olf sh	noes				[View Grid
tem type: Inven	tory						
racking metho							
tem category: /							
Sub-category: V	VOMENS	5					
nventory:	-	lin-1	Qty on hand	d Qty committed	Qty available	Qty on backorder	Qty on PO's
EAST	-	10-1	0000 T.0000	0 0000	7.0000	0.0000	1.0000
MAIN			71.0000	0.0000	71.0000	0.0000	0.0000
STORAGE			0.0000	0.0000	0.0000	0.0000	0.0000
Recent Sal	les	Vend	or Items	Open POs	Monthly I	History S	Substitutes
Serial Numb	pers	Tra	nsfers				

- Click VCR buttons to see other images
- Locate item images in C:\ProgramFiles\RadiantSystems\CounterPoint\CPSQL.1\ TopLevel\<Company>\ItemImages
- Image name must be: <ItemNumber>.<filetype>
- Name multiple images for the same item: Itemnumber^xxx.filetype

Examples: ADM_SCD.jpg ADM_SCD^B.jpg 1000.jpg 1000^2.jpg

• Image size should be 24 x 24 pixels

Supported Formats for Images and Audio				
Image formats	Windows bitmap	.bmp, .dib		
	Icon	.ico		
	Windows meta file	.wmf		
	Jpeg	.jpg, .jpeg, .jpe		
	Portable network graphics	.png		
Audio formats	Wave	.wav		
	Midi	.mid		
	Mpeg audio	.mp3		
	Audio	.au		
Video formats	Windows AVI	.avi		
	Mpeg video	.mpg, .mpeg		

NOTE: If you renumber your items, you will need to manually change the image file names to match the new number.

Select Inventory > Inventory or click

Inventory on the **Items** window

- Use to build inventory record for each location where the item will be stocked
- Can be automatically created when defining new item

🧟 Inventory			
	< 🖻 🔒 📖	 P 	🐻 🎒 🍊 - 🕺
Item number ADM	-SCD	Adams SC Driver, RH	
Location MAIN	1 20	Main store location	<u>Create inventory</u>
Quantities Model Stock [Dates Dynamic Min/Max		
<u>B</u> in-1		Stocking unit	EACH
Bi <u>n</u> -2		Qty on hand	12
Bin- <u>3</u>		Qty committed	1
Bin- <u>4</u>		Qty available	11
<u>Average</u> cost	123.4642	Qty on PO's	0
<u>S</u> tandard cost	0.0000	Qty on order	0
Last cost	123.4500	Qty on BO	0
Min gty		Qty on SO	0
<u>M</u> ax qty	12	Qty on layaway	0
		Qty on transfer out	0
		Qty on transfer in	0
		Qty on drop-ship cust orders	0
		Qty on drop-ship PO	0
	ck to create Comm	nitted	Vjew Commitments
Inv	entory Report	-	View Grid

Quantities tab

	[22]
Bin-1 – Bin-4	Aisle, shelf or bin "addresses" where item is located
Average cost	<u>Average</u> = Average of cost of all units in stock at this location, maintained by Counterpoint
Standard cost	Standard = Fixed cost maintained by user
Last cost	Last = cost paid for last receiving at this location
Min qty Max qty	Lowest number of units ("reorder level") and highest number of units to maintain of the item at this location
Stocking unit	Stocking unit name
Qty on hand	Quantity of item at this location, prior to posting transactions
Qty committed	Quantity on unposted transactions for this location
Qty available	Qty on hand – Qty committed
Qty on PO's	Quantity on purchase orders that haven't yet been received
Qty on order	Quantity on order to customers
Qty on BO	Quantity on back orders to customers
Qty on SO	Quantity on special order for customers
Qty on layaway	Quantity on layaway for customers
Qty on transfer out	Quantity being transferred from this location to a different location
Qty on transfer in	Quantity being transferred to this location from a different location
Qty on drop-ship cust orders	Quantity on customer drop-ship orders that are on an unposted purchase request
Qty on drop-ship PO	Quantity on drop-ship purchase orders (posted purchase request)

DEFINING INVENTORY RECORDS FOR ITEMS

Dates tab	Item number SHIRT @ Men's Polo 100% cotton
	Location MAIN Main store location
	Quantities Model Stock Dynamic Min/Max
	First recv date 1/25/2002 Last P0 date 9/18/2005
	Lagt recv date 12/17/2006 Vext expected date
	First sale date 1/25/2002
	Last sale date 7/29/2008
	Last count date / /
	<u>>></u>

First recv date Last recv date	Earliest date and latest date item was received at this location
First sale date Last sale date	Earliest date and latest date item was sold from this location
Last count date	Latest date physical count was done for item at this location
Last PO date	PO date on last purchase order for this item that was to be received at this location
Next expected date Next expected PO	When is the next PO for this item at this location due to arrive, and what is the PO number?

Each date is automatically updated when corresponding transaction is posted

Dynamic Min/Max tab

- Enter the Annual Holding Cost, either percent or amount, for the item at this location
- Enter the Ordering Cost for the item at this location

Item number ADM-SCD Image: Construction of the second	Inventory	 > 🎤 🕷 🚟 🌛 ·
Annual Holding Cost Holding Cost C Percent of unit cost Cost of holding one unit of inventory. Includes cost of keeping inventory on hand, interest, insurance, taxes and obsolescence. Ordering Cost Ordering Cost Labor cost per order Ordering and requisition, potion of freight, receiving, inspecting and invoice processing. E0Q calculated on E0Q Safety stock Safety stock		<u>C</u> reate inventory
C Percent of unit cost Cost of holding one unit of inventory. Includes cost of keeping inventory on hand, interest, insurance, taxes and obsolescence. Ordering Cost Ordering Cost Urdering cost per order Cost associated with processing order. Includes cost and invoice processing. EOQ calculated on EOQ Safety stock Safety stock	Quantities Model Stock Dates Dynamic Min/Max	
Urdering cost Labor cost associated with processing order. Includes ordering and requisition, potion of freight, receiving, inspecting and invoice processing. EDQ calculated on EDQ Safety stock	C Percent of unit cost	Cost of holding one unit of inventory. Includes cost of keeping inventory on hand, interest, insurance,
EOQ Safety stock		Labor cost associated with processing order. Includes ordering and requisition, portion of freight,
Safety stock	EOQ calculated on	
	EOQ	
Reorder point	Safety stock	
	Reorder point	

DEFINING INVENTORY RECORDS FOR AN ITEM

Quantities tab for Gridded Item

Quantities are for all cells

Inventory G □ + × □ 0 0 □	× • • • • • • • • • • • • • • • • • • •
	Men's Polo 100% cotton
Quantities Model Stock Dates Dynamic Min/Max	
Bin-1	Stocking unit EACH
Bin-2	Qty on hand 107
Bin-3	Qty committed 0
Bin-4	Qty available 107
Average cost 14.1339	Qty on PO's 0
Standard cost 0.00000	Qty on order 0
Last cost 15.0000	Qty on BO 0
Min gty 27	Qty on SO 0
Max qty 135	Qty on layaway 0
	Qty on transfer out 0
	Qty on transfer in 0
	Vjew Commitments
	⊻iew Grid
	>>

Qty on hand

Size

? X

<u>H</u>elp

? ×

To view separate quantities for				
each cell, click	⊻iew Grid			

Default	view =	Qtv	on	hand	
Dorudit	1011 -	Quy	011	nunu	

		Color	Small	Medium	Large	
	Þ	Blue	14	13	12	
		Red	12	11	11	
		Sandstone	12	12	10	
			38	36	33	Ī
			T Eilter	>> <u>V</u> iew >>	<u>C</u> lose	
istom						Î

Grid Settings

🍇 View gridded item

Item number SHIRT Location MAIN

Click View >> and select Custom to tailor the View gridded item window.

> Vjew type Grid Top dimension Size • ▼ <u>G</u>rouped Left dimension 1 Color Grouped Left dimension 2 None Data to display Qty on hand Min qty Move up Min qy Max qty Qty committed Qty on PO's Qty on BO Qty on transfer out Mo<u>v</u>e down Qty on transfer in Qty on order Qty on layaway □Qtý on SÓ □Net quantity 🗌 Qty available <u>0</u>K <u>C</u>ancel <u>H</u>elp

Den's Polo 100% cotton

🗵 Main store loca Change location

Total

Custom view

Model Stock tab

For gridded items, manage the ideal maximum and minimum stocking levels per cell

2	Inventory								
	E 🛛 -	F 🗙 🖻			< 🕨 🔎	15.99	<i>∎</i> • [°] ,		
	Ite <u>m</u> numbe Locatio Quantities Model S	n EAST		20	Men's Polo 100% cotto East store location	n	<u>Create inventory</u>		
[quantities model :	TOOK Dates Dy	ynamic Minz	max		Copy from Set Min/Max	Stock all cells	\triangleright	Fill or clear stocked check box for all cells
Г	Color	Size	Min qty	Max qty	Status	Stocked	<u> </u>		Auto-set each stocked cell to min/max quantities entered here
	Blue	Large	0	0	Active	✓			minimax quantities entered here
	Red	Large	0	0	Active				
	Sandstone	Large	0	0	Active				Set Min/Max Qty
	Blue	Medium	0	0	Active				Min qty 0
	Red	Medium	0	0	Active				Max qty 0
	Sandstone	Medium	0	0	Active	v			
	Blue	Small	0	0	Active	✓			<u> </u>
	Red	Small	0		Active				r
Þ	 Sandstone 	Small	0	0	Active				Unstocked = cannot sell or process
							•		

Fast-Build Inventory Records

• Use to quickly build inventory records for an item

		Inventory	V 🖹 A			3	×□_ • 🚱 •
Click Create inventory C							
Inventory window.		lte <u>m</u> number AD	M-SCD	🔎 📿 Adam:	s SC Driver, RH		Create inventory
		Location MA	IN	🔎 📿 Main s	store location		<u>Cleate inventory</u>
						i	
	Create Inventory For				? ×		
	l <u>t</u> em num	ber ADM-SCD	∠© Ada	ams SC Driver, RH			
	Create inventory	for Location group	-				
	Location gro	pup	PZ				
	<u>M</u> in	aty 🔤					
	M <u>a</u> x	qty 🛛					
	Copy model stock fr	om	\square				
			<u>0</u> K	Cancel	<u>H</u> elp		

Create inventory for	Locations for which to build inventory records
Location group	If Location group, location group to build inventory records for
Item number	If From another item , build inventory records for the same locations as the item identified here
Min qty Max qty	For a non-gridded item, reorder level and highest amount to maintain in stock for each location
Copy model stock from	For a gridded item, item from which model stock (minimum/ maximum) figures should be copied

Establishing On Hand Quantities

After an item and associated inventory records are defined, you will multiple ways in which to establish on hand quantities:

- a) Receive the item in Receivings > Enter (with or without creating a PO)
- b) Receive the item in Quick Receivings > Enter
- c) Process an Inventory Adjustment
- d) Enter a Physical Count
- e) Transfer from a different location

Exercise 5: Defining a Gridded Item and Inventory Records

Try it Yourself!

- 1. At **Item number**, type **SHOES MEN** as the item number of the next new item, and press **Enter**.
- 2. At **Description**, click to copy the new item's information from an item that already exists.

When the **Item Lookup** window appears, select **SHOES** as the item to copy from. The fields for the new item now reflect the values of the item that was copied.

3. Change the description of the new item to **Men's golf shoes**.

Change the sub-category to **MENS**.



4. Switch to the **Grid** tab.

Add men's sizes and widths to the grid by clicking for the corresponding column.

Add sizes **9** – **12.5**, and widths **X-Wide** and **XX-Wide**.



🔯 Items		
🔁 县 + 🗙 🟠 📾	> > > 3	🗋 📴 🛃 · 🔯 ·
Item number SHOES-MEN	Auto-assign	Item type Inventory
Copy from item number		Tracking method Gridded
Description Men's golf shoes		
Main Description Units Grid Barcodes Profi	iles Serialized Other Substitute	Items
		Copy Grid
Grid dimension <u>1</u> tag	Grid dimension <u>2</u> tag	Grid dimension 3 tag
Color	Size	Width
Multi A	9 .5	Narrow Vide
white	10	X-Wide
	10.5	XX-Wide
	11	
	11.5	
	12.5	
		<u> </u>
+ 🗙 🖸 🕑	+ × 🖸 🗌	
Display orde	r Color, Size, Width	
		>>
Inventory Prices Vendor Items		

5. Next, you will update the model stock for each location that will stock the item.

Redisplay the item again and click to move to the Inventory window.

Press Enter to work with the **MAIN** location and then switch to the **Model Stock** tab.

To set the stocking levels for each cell of the new item, click

Enter **1** for the Min qty and **6** for the Max qty.

	Set Min/Max Qty	<u>? ×</u>
	Min qty	
	Max qty 6	
	<u> </u>	<u>H</u> elp
Then c	lick 🖳 🖳 .	

Each cell now shows a minimum quantity of 1 and a maximum quantity of 6.



to save the item's information.

Close the Inventory window.

	Inventory	⊦ X ≩					\$5.99	Z . N	오 - •
	lte <u>m</u> numbe Loca <u>t</u> io	er SHOES-MEN on MAIN Stock Dates D			golf shoes ore location			(reate invento	ary
_							Copy from <u>S</u> et Min/Max	Stock all	_
T	Grid dimension 1	Grid dimension 2	Grid dimension 3	Min qty	Max qty	Status		Stocked	
4	Grid dimension 1 White	Grid dimension 2 8.5	Grid dimension 3 Wide	Min qty 1		Status Active		Stocked	Ľ
					6				<u> </u>
	White	8.5	Wide	1	6	Active		2	
	White White	8.5 8.5	Wide X-Wide	1	6	Active Active		হ	
	White White White	8.5 8.5 8.5	Wide X-Wide XX-Wide	1	6 6 6	Active Active Active		<u>র</u> হ	
	White White White White	8.5 8.5 8.5 9	Wide X-Wide XX-Wide Narrow	1 1 1 1	6 6 6 6	Active Active Active Active		<u>র</u> ব র ব	
	White White White White White	8.5 8.5 8.5 9 9	Wide X-Wide XX-Wide Narrow Wide	1 1 1 1 1	6 6 6 6 6	Active Active Active Active Active		র র র র	
	White White White White White	8.5 8.5 9 9 9	Wide X-Wide X-Wide Narrow Wide X-Wide	1 1 1 1 1 1	6 6 6 6 6 6 6	Active Active Active Active Active Active		র <u>র</u> র র	
	White White White White White White	8.5 8.5 9 9 9 9 9	Wide X-Wide X-Wide Narrow Wide X-Wide X-Wide	1 1 1 1 1 1 1 1	6 6 6 6 6 6 6	Active Active Active Active Active Active Active		র <u>র</u> র <u>র</u>	
	White White White White White White White	8.5 8.5 9 9 9 9 9 9 9 9	Wide X-Wide X-Wide Narrow Wide X-Wide X-Wide Narrow	1 1 1 1 1 1 1 1 1 1	6 6 6 6 6 6 6 6	Active Active Active Active Active Active Active Active			

-----END OF EXERCISE------

Configuration settings entered in **Setup > Inventory > Control** can change how inventory records get created for a new item. Some of those options include:

- · Automatically create inventory records
- · Create inventory records for the same locations as the "copy-from" item
- Show inventory setup options so the user can decide the locations for which to create inventory records

Show Inventory Setup Options

The Create Item window appears after saving a new item.

Create Item				<u>?</u> ×
lt <u>e</u> m number	100002	20	Socks	
This location	MAIN	20	Main store location	
Location group	1	20	Location Group (Region) 1	
Inventory				
Create inventory for	All locations	•		
Min qty	0			
<u>M</u> ax qty	0			
<u>S</u> how inventory				
				1
			<u> </u>	<u>H</u> elp

Inventory	
Create inventory for	Build inventory records for: No locations, All locations, This location, Location group, or From another item
Location group	If Location group, location group to build inventory records for
Item number	If From another item , build inventory records for the same locations as the item identified here
Min qty Max qty	For a non-gridded item, reorder level and highest amount to maintain in stock for each location
Show inventory	Indicate whether to show inventory window after creating records

Create Inventory

Select Inventory > Utilities > Create Inventory

• Use this utility to quickly create inventory records for multiple items

🔯 Create Inventory	
Orger by Item #, Location	
Parameters Item	
 Create from items Copy from another location 	
Copy from Location MAIN Copy bin locations Copy min/max stocking levels Create for Create for Call locations SUITH Copy for Suite Copy from Create for Create for	
	>>
<u>E-mail</u> Preview Print Create Options >> Close Hel	>

Click Preview to preview a report of the items and inventory records that meet the entered parameters.

Click Create the inventory records.

Date 9/13/2006 Time 12:16:		OR DEMONSTRAT	ION PURPO:	SES ONLY			Page 1
		Create Inve	ntory - Previe	w			
Creation method: Copy from a Copy from: MAIN Copy bin location Copy min/max stocking levels Create for: SOUTH Orderby: frem # , Location	nother location						
tem # Description	Create for Location	Bin-1	Bin-2	Bin-3	Bin-4	Min qty	Max qty
18HOLES Green fee - 18 holes	SOUTH	NULL	NULL	NULL	NULL	0	0
9HOLES Greensfees-9holes	SOUTH	NULL	NULL	NULL	NULL	D	0
ADM-SCD Adams SC Driver, RH	SOUTH	NULL	NULL	NULL	NULL	3	12
ADM-TL2 Adams Tight Lies 2 Wood	SOUTH	NULL	NULL	NULL	NULL	3	12
ADM-TL3 Adams Tight Lies 3 Wood	SOUTH	NULL	NULL	NULL	NULL	3	12
ADM-TL5	SOUTH	NULL	NULL	NULL	NULL	3	12
					NULL	3	12
Adams Tight Lies 5 Wood ADM-T L7 Adams Tight Lies 7 Wood	SOUTH	NULL	NULL	NULL	NULL	3	12

Exercise 6: Creating Inventory

Try it Yourself! In this exercise, you learn how to:

- create a new location on-the-fly
- create inventory records
- copy min/max stocking levels

SCENARIO: You have decided to open a new warehouse on the south side of town. The SOUTH warehouse will stock the exact same merchandise as your MAIN warehouse.

Complete these steps:

- 1. Select Inventory > Utilities > Create Inventory.
- 2. For Creation method, select Copy from another location.

For the Copy from Location, select MAIN.

Enable Copy Min/Max stocking levels.

DO NOT select Copy Bin locations

At Create for, select Single location.

The Create Inventory form should now look like this:

🔄 Create Inventory	×
Order by Item #, Location	
Parameters Item	
Creation method Create from items Copy from Location MAIN Copy bin locations Copy bin locations Copy min/max stocking levels	
	>>
<u>E</u> -mail P <u>r</u> eview <u>P</u> rint <u>Create</u> <u>Options >></u> <u>C</u> lose <u>H</u> elp	

3. The location SOUTH does not yet exist, so you will add it on-the-fly.

Use the lookup at **Single location** and click <u>Add (F2)</u> to add a new location.

Enter the following information to add the South location:

Location: SOUTH	🔁 🗔 🗙 🗟 🖷 🖨 · 🔯 ·
Description: South Warehouse	Location SOUTH 2 Description South Warehouse
Address 1: 987 Shelby Drive	Address Contacts Other
City: Memphis	Address 1 987 Shelby Drive
State: TN	Address 2 Address 3
Zip: 38105	
	Zip code 38105 Country
Save the new location.	
	<u> </u>

Real ocations (

	🔯 Create Inventory	
	Orger by Item #, Location	•
SOUTH now displays as the "Single location" value.	Parameters Item Creation method Create from items © Copy from another location	
If you do not want to stock all items at the SOUTH location, use the Items tab to filter which items will have inventory records	Copy from Location MAIN Copy bin locations Copy min/max stocking levels Copy min/max stocking levels	
created.	<u>E</u> -mail Preview Print Create Options >> Ocs	e <u>H</u> elp

4. Click Create the inventory records.

You are asked to confirm that you want to create inventory records. Click



? | × |

A window shows the number of records created. You can choose to view a report of those records.



-----END OF EXERCISE------

- 🗆 ×

Margin Pricing

Click the margin indicator \clubsuit to access the **Set Price** window.

🐼 Ite

The **Set Price** window shows the minimum and target margin for the item's category or subcategory, along with the item's current margin. Prices are also shown for each margin.

🗲 📑 + X 🖻 🤀 🖏 🔺 🕨 🖉 🏷 🗋 📖 🚄 · ୲ Item number CAL-X12 DI Auto-assign Item type Inventory • • Tracking method Normal Description Callaway X-12 Irons, Set Main Description Units Grid Barcodes Profiles Serialized Other Substitute Items Price-1 799.00 ♣ Quantity on hand 23 Quantity available 23 Regular price 899.00 Last cost 449.5000 Stocking unit EACH D Discountable **⊽** <u>I</u>axable **⊽** Status Active • • Tax category GEN Status date 17 Category GOLF \mathcal{P} Label code Sub-category CLUBS $\left|\right\rangle$ PQ Mix-and-Match code $\overline{\mathcal{P}}$ Account code Auto-Assign Barcode Primary vendor CALLAWA 🔎 🖉 Callaway Golf Vendor's item # CAL-X12 Inventory Prices Vendor Items Set Price ? × Category/Sub-category GOLF/CLUBS Cost 449.5000 Minimum margin / price 45.000 817.28 Us<u>e</u> this price Target margin / price 45.000 817.28 Use this price Current margin / price 43.742 799.00 Use this price New margin 43.742 New price 799.00 Rounding rule *.** Final new margin 43.742 Final new price 799.00 <u>0</u>K <u>C</u>ancel <u>H</u>elp ? × Set Price Category/Sub-category GOLF/CLUBS Cost 449.5000 Minimum margin / price 45.000 817.28 Us<u>e</u> this price Target margin / price 45.000 817.28 Use this price Current margin / price 43.742 799.00 Use this price New margin 45.000 New price 817.28 Rounding rule *.99 Final new margin 45.048 Final new price 817.99

<u>0</u>K

Cancel

<u>H</u>elp

Enter a new margin or new price that you want to use for the item.

Enter a **Rounding value** to ensure the new price ends with specific decimal values.



DEFINING ITEM PRICES

Margin Pricing with Tax-inclusive pricing

If your store is enabled for tax-inclusive pricing, it means that prices for your items need to be set to allow sales tax to be included when an item is sold.

When you click the margin indicator for an item, the **Set Price** window shows some additional fields.

	Set Price				
	Category/Sub-category	GOLF/CLUBS			
The item's Tax category	Cos <u>t</u>	449.5000			
appears, if one is assigned.	<u>M</u> inimum margin / price	45.000	817.28	Us <u>e</u> this price	
	Target margin / price	45.000	817.28	Use this price	
The store's default tax code	Current margin / price	43.742	799.00	Use this price	
appears. Taxes to be added to	Tax category	GEN	Item is taxable		
the price are calculated based	Include tax for	Memtn 🔎	Memphis, TN		
on this tax code.	Ne <u>w</u> margin	43.742			
	<u>N</u> ew price	888.89	(799.00 price plus 89.89) tax)	
	Rounding rule	× ××			
When you enter a new price,	<u>R</u> ounded price	888.89	(799.00 price plus 89.89		
tax is automatically calculated as a portion and the remaining	Fin <u>a</u> l new margin	43.742			
amount is shown as the "Final	<u>Final new price</u>	799.00			
new price".					
		ΟΚ	Cancel	Help	

Later, when you sell an item, the line item price shows the tax-inclusive price. (Illustrates column changes made for a tax-inclusive selling environment)

🙆 Touchscreen Ticke	et Entry										
	2	F2	🤏 F3	- F4	7	F5		ltem	number		₽ Z
Customer #:	Cash Custom	ner (CASH	-1)	Sales rep	: MGR						
ltem number	Description		Quantity		Line discoun	t Line item price (T)		Member LookUp	Golf Item LookUp	Iwo-Person Special	Lost Sales Tracking
CAL-X12	Callaway X-1	2 Irons	1	888.89	C	0.00 888	.89	- <u> </u>			
>								Discounts			
Document totals	Document totals					700.00	1 H			Ellon	
Gross subtotal: Document discount:				799.00 0.00		Pro Shop	, 🚽				
Number of lines: 1		1			7	799.00	<u>Snacks</u> >	> >>	More >>	Pay >>	
					Tax:		89.89				
Net an	nount received:	0	.00	Mis	sc charges:		0.00				
	Amount due:	888.8	39		Total:	888	8.89	Com <u>p</u> lete	<u>S</u> ale	Return Item	V <u>o</u> id Line
* Not clocked in *					4/16	/2015 3:2	23 PM	MGR	MAIN 1	1	Session: 1
Select Inventory > Prices > Item Prices or click

Prices on the Items window

• Use to enter other price levels for each selling unit of an item

The base software allows you to define 3 price levels for all selling units of an item.

With the Advanced Pricing Option you can:

- define 3 additional price levels
- define location specific prices
- define cell-specific prices
- define location-cell specific prices
- use custom stored procedures for pricing

🚫 Item Prices	
🛛 🖶 🕂 🗙 🛍 🥅 🔍 🕨 🖉 🖓	-
Item number ADM-SCD	<u>G</u> rid
Location × 2 ××× All ×××	All locations
Grid dimension 1	All cells
Grid dimension 2 ×	
Grid dimension 3 ×	
Stocking Prices Alt-1 Prices Alt-2 Prices Alt-3 Prices Alt-4 Prices Alt-5 Prices	
Stocking unit is EACH	
Regular price 399,9900	
Price-1 399.9900	
Prige-2 379.9900	
Price-3 369.9900	
Price-4 359.9900	
Price-5 349.9900	
P <u>rice-6</u> 339.9900	
	5

Click <u>Grid</u> to enter location and/or cell pricing in a spreadsheet format

Click <u>All locations</u> to define one price for all locations

Click All cells to define one price for all cells of a gridded item

For a normal tracked item

with alternate units and using location pricing

🍇 Pri	ce	s								? ×
		<u>l</u> tem	number	ADM-SI	CD	Z Adams	SC Driver, RH			
						F	^o rice			
	_						100			
Loca	atio	n _	Δ	Unit	Δ					
							Price level			
			Regu	lar price	Price-1	Price-2	Price-3	Price-4	Price-5	Price-6
		ation								
	1	Unit :	BOX							
4 -	_			1,140.00	1,140.00					
4 4		Unit :	EACH	399.99	399,99	379.99	369.99	359.99	349,99	339.99
		ation	EAST		333.33	373.33	363.33	303.33	343.33	333.33
			: MAIN							
_			: STOF							
176	-1	Unit :	BOX							
1	Γ									
1 🗄	-1	Unit :	EACH							
					1				1	1
					_	Tilter <<	<u>V</u> iew>>	<u>0</u> K	Cancel	<u>H</u> elp
						F	ïlter			
Price t	ур	е	_		Location		Price level		Unit	
✔ Iter ✔ Lo					EAST MAIN		 ✓ Regular ✓ Price-1 ✓ Price-2 ✓ Price-2 	price	EACH BOX	
	All		C	lear	All	Clear	All	Clear	All	Clear

DEFINING ITEM PRICES

		Prices											? ×
		<u>I</u> tem	number	SHOES			2 Women	's golf shoes	:				
	V	Price le	vel				Р	rice					
	Lo	ocation	Δ										
						_		Pri	ce level				
For a gridded item	C	Color	Size	Width	Price-1		Price-2	Price-3	Price-4	4	Price-5	Price-6	
nd using location pricing		Location											
na dellig lecaleri prioling		Location											_
		-] Location		AGE									_
	11-	×	×	×									_
	H	Multi	7	Narrow					-				
		Multi	7	Wide									
		Multi	7.5	Narrow									
		Multi	7.5	Wide					_				
	H	Multi	8	Narrow Wide					_				_
	H	Multi Multi	8.5	Narrow	-								-
	H	Multi	8.5	Wide	-								-
							<u>F</u> ilter >>	⊻iew >>		<u>0</u> K	Canc	el	Help
							Fi	lter					
	Pric	ce type	L	ocation		Price I		Color		Size		Width	
		Item prices Location p Location-C	ric 🔤 🛛 🖡	Z × Z EAST Z MAIN		□ R Pri Pri Dei	egular pric 🔺 ice-1	✓ * ✓ Multi ✓ White		▼* ▼7 ▼7.5	5	♥ * ♥ Narro ♥ Wide	w
		Collegioco	ear		c 🕹 Clear	All			Clear	All		All	Clear

Click **T**Eilter >>> to limit the price type, location, price level, and cells that appear

NOTE: If you plan to set up price rules that use Price-2 through Price-6, define those prices here.

Exercise 7: Defining Cell Specific Prices

Try it Yourself! In this exercise, you will learn how to:

- Build a filter to limit the cells that appear in the window
- Enter cell-specific prices

SCENARIO: Earlier you added the item SHOES – MEN with Price-1 of 67.49. Now you need to set Price-1 to 79.99 for size 12 and 12.5 XX-Wide cells of that item at all locations.

Complete these steps:

- 1. Look up and select the item **SHOES MEN**, and click
- 2. The prices you enter will be for all locations so click All locations, or enter * at "Location".

Click

Grid to access the pricing grid.

Click $\square E^{\text{liter}}$ to limit the grid so that it only shows Price-1 for the size 12 and 12.5 XX-Wide cells. When completed, your filter should look similar to the one shown here.

	ļ	tem numb	er SHOES	MEN	📿 Men's	golf shoes						
1	🏹 Pric	e type=(Cell prices,	Location=*,	Price level=	Price-1, Siz	e, Width					
				Price level								
	Color	Size	Width	Price-1								
Þ	Multi	12	XX-Wide									
	Multi	12.5	XX-Wide									
	White	12	XX-Wide									
	White	12.5	- XX-Wide									
						Tilte	er>>	View >>	OK	[Ca	ncel	Help
								<u>_</u>				<u>1101</u>
						Filt	er					
	Price type Locati Locati ✓ Cell pr	ion prices ion-Cell pr		ST	Price level Regula Price-1 Price-2 Price-2		Color ▼ * ▼ Multi ▼ White		Size ■ 11.5 ■ 12 ■ 12.5		Width Wide X-Wide ✓ X-Wide	
2	All	Clea			All	Clear	All	Clear	All	Clear	ALL	Clear

3. Enter the new price of **79.99** for **Price-1** in each cell, and then click to save the prices.

-----END OF EXERCISE------

Select Inventory > Prices > Price Sheet

• Use to change Price-1 through Price-6 for a group of items and, optionally print new labels for items whose prices were changed

Steps for using a Price Sheet:

- 1. Create the price sheet record
- 2. Add items to the price sheet
- 3. Change prices on the price sheet

	. + × •					⇒ •	3	Ť				
Price	e sheet ID SAMPLE					0					2 Get	
	Description Decrease Food	d price-2 by	%20					cific locatio				t items
	Err <u>o</u> r						Lgo	ation group			<u>e</u>	
]	V Item number	🔽 Unit	Regular Prc	Price-1		Price-2		Price-3	Price-4	Price-5	Price-6	
	BEER - Beer	EACH	2.00	2.00	î	1.60	î					
	BIGBURGER - Deluxe Har	EACH	2.25	2.25	î	1.80	î					
	BURGER - Hamburger	EACH	1.50	1.50	î	1.20	î					
	CAKE - Cake slice	EACH	1.25	1.25	î	1.00	î					
	CANDY - Candy	EACH	1.00	1.00	î	0.80	î					
	CHEESEBURGER - Chees	EACH	1.75	1.75	î	1.40	î					
	COFFEE - Coffee	EACH	0.75	0.75	î	0.60	î					
	COKE - Coke	EACH	1.25	1.25	î	1.00	î					
	CUPCAKE - Cupcake	EACH	0.75	0.75	î	0.60	î					
	HOTDOG - Hot dog	EACH	1.50	1.50	î	1.20	î					
	ICECREAM - Ice cream	EACH	1.00	1.00	î	0.80	î					
	PEPSI - Pepsi	EACH	1.25	1.25	î	1.00	î					
	PIE - Pie slice	EACH	1.25	1.25	î	1.00	î					
	PIZZA - Pizza slice	EACH	2.00	2.00	î	1.60	î					
	PRETZEL - Pretzel	EACH	1.00	1.00	1	0.80	1					
	Original Price:		2.00	2.00								
Total n	umber of item(s) on price shee	et: 17								0 of 17 price l	ine(s) selec	ted
E <u>x</u> p	and all lines 🛛 🗍 Se	lect unchar	nged price line(s) <u>B</u>	emov	e selected	line(s	2]	0	alculate prices	Dejete p	nices

1. Create the Price Sheet Record

Enter an ID and		
description for the	Separate Sheet	
price sheet.		
	Price sheet ID D-APP	
Select the locations	Description Discount for Apparel items C Specific location	<u>G</u> et items
for which the prices		
will be used.	The minimum of the second seco	Price-6
win be used.		
Alternatively, you	Sprice Sheet	
can enter an ID and		

Alternatively, you	🔯 Price Sheet	
can enter an ID <u>a</u> nd	🖸 📮 + X 🖻 · 🔺 🕨 🎢 🍯 · 😥 ·	
then click to copy the price	Price sheet ID D_APP Copy from price sheet Image: Copy from price sheet Description Copy from historical price sheet Image: Copy from price sheet Engr Image: Copy from price sheet Image: Copy from price sheet	<u>G</u> et items
sheet from a		

different one that hasn't been applied yet, or one that has already been applied.

2. Add Items to the Price Sheet

Click <u>Get items</u>.

Use the filters to limit which items, units and cells you want to work with.

Click <u>Get items</u> to get the list of possible items.

🖄 Get							? 🛛
Filters Item	Unit Cell						
	Item number	PQ	or	PQ	or	PQ	
	Description contains		1				
	Item category	APPAREL	or	\sim	or	\square	
	Sub-category		or	P	or		
	Item type	-					
	Tracking method	,					
	Primary vendor		or	PQ	or	PQ	
	Price-1 at least	·					
	Last received date is on	11 🔹					
	Margin	None	At or Above	Minimum margir	n 👻		
							>
						Get items	Clear filters
							1
							el <u>H</u> elp

Click Add to price sheet to put the selected items on the price sheet.	From the list, select the items to include on the Price Sheet .	Continues Filters Items ist Filters Items ist Items ist Price 2 Price 3 Price 4 Price 4	Pice-5 Pice-6
		Total number of item(s) on price sheet: 5 59 of 59 p	

You can click <u>Get items</u> again and use other filters to continue to add other items to the price sheet.

3. Change Prices on the Price Sheet

You can change a price on an individual price line.

You can use margin-driven pricing to change an individual price line.

You can update multiple price lines by clicking <u>Calculate prices</u>.

Calculate Prices for Multiple Lines

Select the lines you want to work with and click

Select the price level to be updated.

Enter either:

- an amount
- a margin level
- an amount or percentage increase or decrease
- a different price on which to base the new price (e.g.,10% more than Price-2)

Enter a rounding value for price decimals.

Select to either **Preview** the new prices or **Apply** the new prices to the Price Sheet.

-	Price	Sheet										
	-	. + ×	• •		P T	<i>-</i>	•	9 -				
	Pric	e sheet ID D-APP		2			6					
		Description Discount for	or Apparel	items		_	С	Specific I	location		AC	<u>G</u> et items
		Error				_	С		group		ZO	
5		V Item number	⊡ Unit	Grid dimension	Regular Pro	Price-1	_	Price-2	Price-3	Price-4	Price-5	Price-6
	~	APL-HAT - Golf hat with	EACH	(AI)	12.99							
٠	•	SHIRT - Men's Polo 100	EACH	(AI)	24.99	24.99	Ŷ					
٠	•	SHOES - Women's golf	EACH	(AI)	74.99	74.99	-					
+	•	SHORTS - Shorts - Mer	EACH	(AI)	27.99	27.99	t					
+		VEST - Men's 100% cot	EACH	(AI)	39.99	39.99	Ŷ					
		Original Price:			12.99	12.99						
	otal n	umber of item(s) on price	sheet 5							59 of 5	9 price line	(s) selected
	Egg	pand all lines 🛛 🏹	Select ur	nchanged price line(:) <u>B</u> er	nove selec	ted	ine(s)		<u>C</u> alculate	prices	Dejete prices
	Apply	y price changes Prin	It Price Sh	eet								
_							_					

🔯 Price calculator	×
Set price Price-1	
New price	
C Set to amount	
C Set margin Target margin	
Decrease By percentage 10	
C Set price based on (advanced)	
My item price 💌 Price-1 💌	
Increase 💌 By amount 💌	
Rounding value .	
Number of selected items: 5	
Preview Apply Close Help	

After applying the calculated prices, changed prices appear in bold blue.

	rnce	Sheet														
K	÷	县 + 🗡	•	◄ ► .	P T	<i>-</i>	•	9 •								
	Pric	e sheet ID D-APP		\square			©			_					,	
		Description Discount for	or Apparel i	tems		_	С	<u>Specific</u>	locati	on 📘				Ze		<u>G</u> et iten
		Error					C	L <u>o</u> cation		P				Z¢]	
7		V Item number	🗸 Unit	Grid dimension	Regular Prc	Price-1		Price-2		Price-3	F	Price-4		Price-5	Т	Price-6
	•	APL-HAT - Golf hat with	EACH	(AII)	12.99	11.69	î									
E	•	SHIRT · Men's Polo 100	EACH	(AII)	24.99	22.49	-									
F	•	SHOES - Women's golf	EACH	(AII)	74.99	67.49	-									
÷	•	SHORTS - Shorts - Mer	EACH	(AII)	27.99	25.19	-									
F	•	VEST - Men's 100% cot	EACH	(ILA)	39.99	35.99	-									
		Original Price:			39.99	39.99										
Т	íotal n	Original Price: umber of item(s) on price			39.99	39.99					[59 of	59 f	price lir	ne(s)	selecte
T		umber of item(s) on price	sheet 5	changed price line(39.99	sted	line(s)			[59 of Calcula				selecte

Expand all lines	Expand lines that have unit, cell, or location detail.
Select unchanged price line(s)	Select any price line that has not been modified. You will be prompted to remove these lines if you try to apply price changes to unchanged lines.
<u>R</u> emove selected line(s)	Remove the selected line from the price sheet.
<u>C</u> alculate prices	Access the Price calculator.
Delete prices	Delete an individual price value manually, or delete multiple price values from one or more selected price lines.
Apply price changes	Apply the price changes to your item records.
	Click instead to save the price sheet so you can apply the price changes at a future time.
Print Price Sheet	Print a record of the price sheet.

•

Printing Labels from a Price Sheet

Counterpoint can be configured to automatically print labels for the items whose prices you are changing.

In that case, when you click

Apply price changes, the **Price Sheet** Labels window appears so you can select a Label Job and **Printer** to use for printing the labels.

Price	Sheet Labels					?
	<u>E</u> vent number Tag source	700812 PriceSheet		Last printe	d: Never	
	Label job	ITEM-PRICE	Ditem-Price-	Sheet-History		
	Printer					
	<u>I</u> ax code	MEMTN	🔎 Memphis, T	'N		
	Label guantity	1	🔽 U <u>s</u> e quantit <u>i</u>	y from database		
	La <u>b</u> els to skip	0				
		Purge tags afte	er printing			
Filter						
				1	- 1	
			<u>P</u> rint	Preview	<u>C</u> lose	Help

If Counterpoint is instead configured to prompt the user to print labels for the updated items, click **Yes** to proceed to the **Price Sheet Labels** window.



If Counterpoint is instead configured to create tags for later printing, use **Inventory>Labels from Tags** to print labels for the updated items at your convenience.

😡 Labels from Tags	
Event number 700811	
Tag source PriceSheet	
Label job ITEM-PRICE	
Printer	
Iax code MEMTN	
Label guantity 1 Vse quantity from database	
Labels to skip 0	
Purge tags after printing	
Filter	
Print Preview Close Help	

Viewing an Applied Price Sheet

Select **Inventory > Prices > Historical Price Sheet** to review and print price sheets that have already been applied to your items.

Image: Second control of the second													
Unit	Regular Prc	Price-1		Price-2		Price-3		Price-4		Price-5		Price-6	_
EACH	36.00	41.99	î										
EACH		86.99	î										
EACH	18.00	20.99	î										
EACH	399.99	459.99	î	379.99	-	369.99	-	359.99	-	349.99	-	339.99	-
EACH	349.99	402.99	-	324.99	-	304.99	-	284.99	-	284.99	-	284.99	-
EACH	349.99	402.99	-	339.99	-	329.99	-	319.99	-	309.99	-	299.99	-
EACH	349.99	402.99	-										
EACH	349.99	402.99	î										
EACH	349.99	402.99	-										
EACH	689.99	793.99	-										
EACH	99.99	114.99	-										
EACH	14.99	17.99	î										
EACH	89.99	103.99	î										
EACH	99.99	114.99	î										
EACH	79.99	91.99	-										
	20.00	36.00	<u> </u>										
	ACH ACH ACH ACH ACH ACH ACH ACH ACH ACH	Ach Regular Prc AcH 36.00 AcH 18.00 AcH 18.00 AcH 399.99 AcH 349.99 AcH 98.99 AcH 99.99 AcH 99.99 AcH 99.99 AcH 99.99 AcH 99.99 AcH 99.99	Ach Begular Prc Price-1 ACH 36,00 11.31 ACH 36,00 11.31 ACH 36,00 11.31 ACH 18.00 20.99 ACH 399.99 459.99 ACH 349.99 402.99 ACH 99.99 114.99 ACH 99.99 114.99 ACH 99.99 114.99 ACH 99.99 114.99 ACH </td <td>Init Regular Prc Price-1 ACH 36.00 13.0 ACH 36.00 13.0 ACH 18.00 20.99 ACH 18.00 20.99 ACH 399.99 459.99 ACH 349.99 402.99 ACH 39.99 114.99 ACH 99.99 114.99 ACH 89.99 103.99 ACH 99.99 114.99 ACH 99.99 114.99 ACH 99.99 114.99 ACH</td> <td>Init Regular Prc Price-1 Price-2 ACH 36.00 1.13 1 ACH 36.00 1.13 1 ACH 86.99 1 1 ACH 18.00 20.99 1 379.99 ACH 399.99 459.99 1 379.99 ACH 349.99 402.99 - 324.99 ACH 349.99 402.99 - 339.99 ACH 349.99 402.99 - - ACH 349.99 403.99 - - ACH 99.99 114.9</td> <td>Jinit Regular Prc Price-1 Price-2 ACH 36.00 11.00 1 1 1 ACH 36.00 11.00 1 1 1 1 ACH 36.00 11.00 1 1 1 1 1 ACH 18.00 20.99 1 379.99 1 1 1 ACH 399.99 402.99 1 379.99 1 <</td> <td>Jinit Regular Pro Price-1 Price-2 Price-3 ACH 36.00 11.32 1 1 1 1 ACH 36.00 11.32 1 1 1 1 1 ACH 36.00 11.32 1 1 1 1 1 ACH 36.00 20.99 1</td> <td>Jinit Regular Prc Price-1 Price-2 Price-3 ACH 36.00 1.33 1 1 1 1 ACH 36.00 1.33 1 1 1 1 1 ACH 36.00 1.33 1 1 1 1 1 1 ACH 36.00 20.99 1 379.99 - 369.99 - ACH 399.99 459.99 1 379.99 - 369.99 - ACH 349.99 402.99 - 324.99 - 329.99 - ACH 349.99 402.99 - 339.99 - 329.99 - ACH 349.99 402.99 - -<td>Jnit Regular Prc Price-1 Price-2 Price-3 Price-4 ACH 36:00 41:00 1 <td1< td=""><td>Jnit Regular Pro Price-1 Price-2 Price-3 Price-4 ACH 3600 4.13 1</td><td>Jnit Regular Prc Price-1 Price-2 Price-3 Price-4 Price-5 ACH 36:00 41:30 1</td><td>Init Regular Pro Price-1 Price-2 Price-3 Price-4 Price-5 ACH 9600 41.01 1</td><td>Init Regular Prc Price 1 Price 2 Price 3 Price 4 Price 5 Price 6 ACH 36.00 41.33 1 <td< td=""></td<></td></td1<></td></td>	Init Regular Prc Price-1 ACH 36.00 13.0 ACH 36.00 13.0 ACH 18.00 20.99 ACH 18.00 20.99 ACH 399.99 459.99 ACH 349.99 402.99 ACH 39.99 114.99 ACH 99.99 114.99 ACH 89.99 103.99 ACH 99.99 114.99 ACH 99.99 114.99 ACH 99.99 114.99 ACH	Init Regular Prc Price-1 Price-2 ACH 36.00 1.13 1 ACH 36.00 1.13 1 ACH 86.99 1 1 ACH 18.00 20.99 1 379.99 ACH 399.99 459.99 1 379.99 ACH 349.99 402.99 - 324.99 ACH 349.99 402.99 - 339.99 ACH 349.99 402.99 - - ACH 349.99 403.99 - - ACH 99.99 114.9	Jinit Regular Prc Price-1 Price-2 ACH 36.00 11.00 1 1 1 ACH 36.00 11.00 1 1 1 1 ACH 36.00 11.00 1 1 1 1 1 ACH 18.00 20.99 1 379.99 1 1 1 ACH 399.99 402.99 1 379.99 1 <	Jinit Regular Pro Price-1 Price-2 Price-3 ACH 36.00 11.32 1 1 1 1 ACH 36.00 11.32 1 1 1 1 1 ACH 36.00 11.32 1 1 1 1 1 ACH 36.00 20.99 1	Jinit Regular Prc Price-1 Price-2 Price-3 ACH 36.00 1.33 1 1 1 1 ACH 36.00 1.33 1 1 1 1 1 ACH 36.00 1.33 1 1 1 1 1 1 ACH 36.00 20.99 1 379.99 - 369.99 - ACH 399.99 459.99 1 379.99 - 369.99 - ACH 349.99 402.99 - 324.99 - 329.99 - ACH 349.99 402.99 - 339.99 - 329.99 - ACH 349.99 402.99 - - <td>Jnit Regular Prc Price-1 Price-2 Price-3 Price-4 ACH 36:00 41:00 1 <td1< td=""><td>Jnit Regular Pro Price-1 Price-2 Price-3 Price-4 ACH 3600 4.13 1</td><td>Jnit Regular Prc Price-1 Price-2 Price-3 Price-4 Price-5 ACH 36:00 41:30 1</td><td>Init Regular Pro Price-1 Price-2 Price-3 Price-4 Price-5 ACH 9600 41.01 1</td><td>Init Regular Prc Price 1 Price 2 Price 3 Price 4 Price 5 Price 6 ACH 36.00 41.33 1 <td< td=""></td<></td></td1<></td>	Jnit Regular Prc Price-1 Price-2 Price-3 Price-4 ACH 36:00 41:00 1 <td1< td=""><td>Jnit Regular Pro Price-1 Price-2 Price-3 Price-4 ACH 3600 4.13 1</td><td>Jnit Regular Prc Price-1 Price-2 Price-3 Price-4 Price-5 ACH 36:00 41:30 1</td><td>Init Regular Pro Price-1 Price-2 Price-3 Price-4 Price-5 ACH 9600 41.01 1</td><td>Init Regular Prc Price 1 Price 2 Price 3 Price 4 Price 5 Price 6 ACH 36.00 41.33 1 <td< td=""></td<></td></td1<>	Jnit Regular Pro Price-1 Price-2 Price-3 Price-4 ACH 3600 4.13 1	Jnit Regular Prc Price-1 Price-2 Price-3 Price-4 Price-5 ACH 36:00 41:30 1	Init Regular Pro Price-1 Price-2 Price-3 Price-4 Price-5 ACH 9600 41.01 1	Init Regular Prc Price 1 Price 2 Price 3 Price 4 Price 5 Price 6 ACH 36.00 41.33 1 <td< td=""></td<>

In addition to default base prices, Counterpoint provides 4 ways to determine the price at which an item will be sold. These methods employ price rules.

Contract Prices	Price to a specific customer for an item or a group of items
Promotional Prices	Sale price for an item or a group of items for a designated date range
Special Prices	Discounts or markups provided to customers, based on quantity purchased, day of week, or other conditions of the sale
Planned Promotions	Identify various items to include in a sale group and assign random prices to each selected item. When completed, a Planned Promotion creates Promotional Prices.

Price rules are defined for Contract, Promotional and Special prices.

All price rules allow specific customers, items, and dates to be defined. The only difference between them is at what level the criteria are defined.

	Type of Pricing			
Defined for	Contract	Promotional	Special	
all rules within a Group	Dates Cust	Dates		
each rule within a Group	Prices Items Sales	Prices Items Customer Sales	Prices Items Customer Sales	

Contract Pricing

Select Inventory > Prices > Contract Prices

• Use to define a contract price for customers for specific merchandise

Click 🛨 to define a new contract price

Name the contract at "Group code" and enter a description.

Enter a beginning and ending date and time, or select **No begin** date or **No end date**.

Use the *Customers* filter to select the customer or group of customers for whom the contract price is available.



Switch to the *Rules* tab to add the rules for this contract.

Enter a description of the rule.

Use the *Prices* tab to define the pricing for the rule.

🔯 Contract Prices				_ _ ×
🔄 🗏 🕂 🗙	🗔 🛛 🖌 🕨	• 🔎 🕉 🛄 (🍯 · 🔁 · 🔯	•
Group code MEMBERS	\square			Set Group Order
Description Members or	nly 10% discount		na <u>b</u> led	
Mix-and-match code	<u>_</u> 2		< <u> </u>	
Main Rules	-	-	Enable this P	rice Groun
Rule description	Items	Sales	Prices	Move up
> 10% off category GOLF	Item category is (exactly) GI *** All ***	*** All ***	Price-1 - 10%	
(new line)	All ····	All		M <u>o</u> ve down
				<u> </u>
Rule description 10% off catego	ory GOLF Price	s Items Sales		
Custom		e BOGO/Twofer pricing	Require full group to quali	
Procedure				
Flocedure	Mi	n qty Method	Basis	Amt/pct
) 0.0	0000 Discount percent	Price-1	10.0000
Items Item category i	is (exactly) GOLF			
Sales Mark All XXX				
Prices Price-1 - 10%				
	<u>Save line</u>			>>
/				

Prices tab

Enter any minimum quantity required in order to receive the price.

Select the method to calculate the price.

Select the basis on which the calculation will occur.

Enter the associated amount or percent.

Prices Items Use BOGO/Tv	· · _	equire full group to qual	ify 🗖
Min qty	Method	Basis	Amt/pct
* 0.0000	Pick price 💌	N/A N/A	1
	Pick price Fixed price Discount percent Discount amount Markup percent Markup amount Margin	Regular price Price-1 Price-2 Price-3 Price-4 Price-5 Price-6	

Pricing Method	Basis
Pick price	Use the selected price level (Regular price, Price 1-6, Average cost, Standard cost, or Last cost)
Fixed price	Use the amount entered for Amt/pct
Discount percent	Use the percent entered for Amt/pct to discount the selected price level
Discount amount	Use the amount entered for Amt/pct to reduce the selected price level
Markup percent	Use the percent entered for Amt/pct to markup the selected cost (or price level) Basis x (1 + entered %/100)
Markup amount	Use the amount entered for Amt/pct to increase the selected cost (or price level)
Margin	Use the percent entered for Amt/pct to increase the selected cost (or price level) to reach the identified profit margin Basis / (1 – entered %/100)

Enable Use BOGO/Twofer pricing to define these types of pricing:

- Buy one, get one free
- Buy one, get one for 50% off
- Buy two for \$1.00
- Buy the first 10 for \$.10, buy the next 10 for \$.09, etc.
- Buy multiple different items to qualify for a special price (via use of Mix-n-Match)

Examples:

Buy one item at Price-1 and get the second item free

Buy one item at Price-1 and get the second item for a 50% discount

Pr	Prices Items Customers Sales							
	Use BOGO/Twofer pricing 🔽 Require full group to qualify							
	Qty	Method	Basis	Amt/pct				
Þ	1.0000	Pick price	Price-1					
	2.0000	Fixed price	N/A	0.0000				

Prices Items Customers Sales									
	Use BOGO/Twofer pricing 🔽 Require full group to qualify □								
	Qty	Method	Basis	Amt/pct					
Þ	1.0000	Pick price	Price-1						
	2.0000	Discount percent	Price-1	50.0000					
E									
L									
L									
L									

Require full group to qualify 🔽

Amt/pct

0.5000

Basis

▼ N/A

Prices | Items | Sales | Use BOGO/Twofer pricing 🔽

Qty

F

Method

2.0000 Fixed price

Buy 2 for \$1.00

Enable **Require full group to qualify** if customer will pay price-1 when only buying 1. If not enabled, customer pays \$.50 when only buying 1.

)								
Prices Items Customers Sales Use B0G0/Twofer pricing ✓ <u>B</u> equire full group to qualify								
Γ	Qty	Method	Basis	Amt/pct				
	10.0000	Fixed price	N/A	0.1000				
Г	50.0000	Fixed price	N/A	0.0900				
	100.0000	Fixed price	N/A	0.0800				
D	99,999,999,999.0000	Fixed price	N/A	0.0700				

First 10 items are .10, the next 40 are .09, the next 50 are .08, and any quantity above 100 are .07

Buy two items at Price-1, get the third item free.

If customer buys six items, fourth and fifth items will be priced at Price-1 and sixth item will be free.

Use Mix N Match code in price rule if

	Qty	Method	Basis	Amt/pct	
	2.000) Pick price	Price-1		
Þ	3.000) Fixed price	N/A		0.0000

different items are involved. Using the Items filter won't cover pricing that needs to look at to multiple items for the quantity.

If **BOGO/Twofer pricing** is not enabled, last price break in rule is used for additional items. In other words, fourth, fifth and sixth items will be free.

Items and Sales Tab

Use the *Items* tab to filter the items to be eligible in this price rule.

Prices Items Sales	
Item number COKE	
Item category	to 🖉
Sub-category	to [
Item type	
Primary vendor	to 🔎 📿
Price-1 at least	
	5

Use the Sales tab to filter other conditions	
that will apply to the price rule.	

Prices Items Sales
Store
Day of the week
Sale date is on 📝 /
>

Click	<u>S</u> ave line	to save the rule				
and co	and continue to define the next					
rule fo	r the same	e group.				

Rule description COKE 2 for \$2.00	Prices Items	Sales			1
<u>C</u> ustom	<u>U</u> se BOGO/Tw	vofer pricing 🔽 🛛 <u>B</u>	equire full group to qual	ify 🔽	l
Procedure					I.
Flocentie	Qty	Method	Basis	Amt/pct	
	2.0000	Fixed price	N/A	1.0000	II.
Items All ***					I
Sales All ***					I
Prices Qty 2 => 1					I
Saveline					L

	Rule description	Items	Sales	Prices
This group has two	10% off category GOLF	Item category is (exactly) GI		Price-1 - 10%
rules defined.	COKE 2 for \$2.00	Item number is (exactly) CO	. *** All ***	Qty 2 => 1
	▶ (new line)	*** All ***	*** All ***	

When all rules have been defined, click **b** to save the group.

Promotional Pricing

Select Inventory > Prices > Promotional Prices

- Use to define special pricing for items that incorporates:
 - who the item is sold to
 - what items are included
 - when the item is sold

Click to define a new promotional price.

Name the group code and specify the timeframe for the promotion.



Switch to the *Rules* tab to add a rule for the promotion.

Enter a description of this rule.

Use the *Prices* tab to define the pricing for the promotion.

Promotional Prices					
🗧 🗐 🕂	🗙 🗔 🛛	/) 🍞 🕅	3 • ∋ •	1
<u>Group code</u> JUL	LY4				Set Group Orde
Description July	y 4 Sale - 15% off Golf		V 6	nabled	
Mig-and-match code					
Main Rules					
Rule description Item	ns	Customers	Sales	Prices	
Category GOLF Item	n category between	*** All ***	xxx All xxx	Price-1 - 15%	<u>M</u> ove up
(new line) *** A	All ***	*** All ***	××× All ×××		M <u>o</u> ve down
					-
Rule description Catego	ory GOLF	Prices Item	s Customers Sales	1	<u> </u>
<u>C</u> ustom	ory GOLF		s Customers Sales D/Twofer pricing	 <u>R</u> equire full group to	o qualify 🗖
	ory GOLF	Use BOG(Bequire full group to	qualify Amt/pct
<u>C</u> ustom			D/Twofer pricing		
Custom Custom Custom Customers		Use BOG(D/Twofer pricing	Basis	Amt/pct
Custom □ Procedure □ Customers □ ^{xxx} All *	*** ategory between GOL	Use BOG(D/Twofer pricing	Basis	Amt/pct
Custom Custom Custom Customers Custo	xxx ategory between GOL xxx	Use BOG(D/Twofer pricing	Basis	Amt/pct
Custom C Procedure Customers Rese All Items Item ca	xxx ategory between GOL xxx	Lise BOG(Min qy ▶0.0000	D/Twofer pricing	Basis	Amt/pct

Items, Customers and Sales Tabs

Use the *Items* tab to filter the eligible items.

Prices Items	Customers Sales			
Item number		PZ	to	PZ
Item category	GOLF 🔎		to GOLF 🔎	
Sub-category			to 🖉	
Item type	_			
Primary vendor		PQ	to	PZ
Price-1 at least				
				>

Use the *Customers* tab to filter the eligible customers.

Prices Items	Customers Sales	
Customer #	PZ	to 🛛 📿 Z
Category	\square	to 🔎
Customer type	•	
Sales rep	PC	to 🔎 📿
City		
State		
Zip code		to

Use the *Sales* tab to filter for other conditions under which the promotional price rule applies.

Prices Items Customers Sales
Store
Day of the week
Sale date is on 📝 /
Sale date and time is on 🚺 /

Exercise 8: Creating Price Rules

Try it Yourself! In this exercise, you will learn how to:

- Create a two-fer price rule
- Set a valid date range for the price rule

SCENARIO: For an upcoming golf tournament, you want to offer a special on the item BAG-ST that normally sells for 79.99. During the tournament, you will sell two bags for \$150.00 or \$75.00 each, and you want the rule to only apply if the customer buys at least 2. The dates of the tournament are November 8 and 9 of 2014 (use current dates for the tournament dates).

Complete these steps:

1. Select Inventory > Prices > Promotional Prices.

Name the price group FALL T, with a description of Fall Tournament.

2. For **Begin date**, select November 8, 2014, and beginning of the day. For the **End date**, select November 9, 2014 and end of day.

The Promotional Prices window should now look similar to this.

🚳 Promotional Prices			
🗲 县 + 🗙 📾 👲	> > > 5	539 🍯 • 🔁 • 🔝 •	
Group code FALL T	2		Set Group Order
Description Fall Tournament		🔽 Ena <u>b</u> led	
Mix-and-match code	2		
Main Rules			
Dates Begin date 11/8/2014	o begin d <u>a</u> te		
Begin time Beginning of day			
E <u>n</u> d date 11/ 9/2014 🗨 🗖 M	<u>o</u> end date		
End time End of day			
			_
			>>

3. On the *Rules* tab, enter a Rule description of **BAG-ST - 2 for \$150.00**.

On the *Prices* tab, enable Use BOGO/Twofer pricing and Require full group to qualify.

Set **Qty** to 2 and the **Method** to Fixed price.

Enter 75 for **Amt/pct**.

🔯 Promotional Prices					
🔁 县 + 🗙 📾 👲		▶ 8		🍜 • 🔁 • 🔯	-
Group code FALL T	\square				Set Group Order
Description Fall tournament				Ena <u>b</u> led	
Mix-and-match code	Ø				
Main Rules					
Rule description Items	Custome	rs	Sales	Prices	Move up
▶ (new line) ×** All ***	*** All ***		*** All ***		
					M <u>o</u> ve down
Rule description BAG-ST - 2 for \$150.00		Prices Items	Customers Sales	1	
Custom		<u>U</u> se BOGO.	/Twofer pricing 🔽	Require full group to qualify	
Procedure					
		Qty	Method	Basis	Amt/pct
Customers		<u>×</u> 2.000	0 Fixed price	N/A	75.0000
<u>I</u> tems ∫ ^{×××} All ×××					
S <u>a</u> les ×** All ***					
Prices *** Undefined ***					
<u>S</u> ave	line				>>

On the *Items* tab, enter **BAG-ST**. You are not limiting the customer or sale conditions.

		Prices Items Customers Sale	is		
		Item number BAG-ST	PQ	a de la companya de la	
		Item category	\triangleright	to 🛛	
		Sub-category	\triangleright	to 🛛	
		Item type]		
		Primary vendor	PQ	to 🖉	
				>	
4.	Click Save line to s	ave this new rule. Th	en click	k 目 to save the Fall T Group.	
		END OF	EXER	RCISE	

Creating Mix and Match Codes

Select Inventory > Prices > Mix-and-Match Codes

- Use to define a code to use for mix-and-match pricing
- Assign code to all items that are eligible to be included in a particular price group
- Define a price group that uses the mix-and-match code

🗞 Mix-and-Match Codes			
🖸 县 🕂 🗙 🖻	8 🖼 <	ъ 🚭 🛛	və -
<u>M</u> ix-and-match code GB	2		
Description Golf Balls			
Price based on Total quantity	, <u> </u>		

Mix-and-match prices can be based on:

- Total quantity purchased of all items with the mix-and-match code
- Total Price-1 purchased of all items with the mix-and-match code
- Total weight of all items with the mix-and-match code
- Total cube of all items with the mix-and-match code
- Total numeric profile of all items with the mix-and-match code

Assigning Mix and Match Codes

Select Inventory > Utilities > Assign Mix-and-Match Codes

• Use to assign or remove a mix-and-match code to multiple items

Sign Mix-and-Match Codes		_ 🗆 ×
Orger by Item number	•	
For these items		
Item number		
Item category GOLF		
Sub-category BALLS		
Item type		
Primary vendor		
Price-1 at least		
Do this		
C Assign Mix-and-Match code GB		
Include items that already have a Mix-and-Match code		
C Remove Mix-and-Match code		
E-mail Preview Print Update items Options >> Oose		<u>H</u> elp

Date 11/23/2006 Tr	me 6:16:08AM			Page 1
	FOR DE	MONSTRATION PURPOSES	ONLY	
	Assign Mix	and-Match Code Report (Re	view Only)	
Assign Mix-and-Match Remove all Mix-and-N				
	eady have a Mix-and-Match code			
Order by: Item numbe Item : Item category is				
Sub-category is (exac				
ltern type is (exactly)				
ltem #	Description	Categ/Subcat	Mix-and-Match code	New Mix-and-Match Code
DUN-DDH	Dunlop DDH 110 Balls	GOLF/BALLS		GB
DUN-DIS	Dunlop Distance Balls	GOLF/BALLS		GB
DUN-TI	Dunlop Titanium Balls	GOLF/BALLS		GB
MAX-HT	Maxfli HT Balls	GOLF/BALLS		GB
MAX-MDT	Maxfli MD Tungsten Balls	GOLF/BALLS		GB
MAX-REV	Maxfli Revolution Balls	GOLF/BALLS		GB
MAX-TP	Maxfli Tour Patriot Balls	GOLF/BALLS		GB
MAX-XSD	Maxfli XS Distance Balls	GOLF/BALLS		GB
MAX-XST	Maxfli XS Tour Balls	GOLF/BALLS		GB
PIN-EQ	Pinnacle Equalizer Balls	GOLF/BALLS		GB
PIN-EXT	Pinnacle Extreme Balls	GOLF/BALLS		GB
PIN-GLD	Pinnacle Gold Balls	GOLF/BALLS		GB
PIN-TI	Pinnacle Titanium Balls	GOLF/BALLS		GB
TOP-STD	Top Flite Strata Distance Balls	GOLF/BALLS		GB
TOP-STT	Top Flite Strata Tour Balls	GOLF/BALLS		GB
TOP-XLL	Top Flite XL Long Balls	GOLF/BALLS		GB
	Top Flite XL Spin Balls	GOLF/BALLS		GB
TOP-XLS	The Flight Mill Tigenside - Della	GOLF/BALLS		GB
TOP-XLS TOP-XLT	Top Flite XL Titanium Balls	00211074220		

Special Pricing

Select Inventory > Prices > Special Prices

• Use to define special pricing for items that incorporates:

Special Prices

- what items are included
- who the item is sold to
- when the item is sold

	• 🗙 🗐 👲	▲ ► Я	× 15.99	∮ • ⊵ •	· · · · ·
<u>G</u> roup code	-				Set Gro
	Any 4 Dozen for \$100		▼ 1	ina <u>b</u> led	
Mix-and-match code	GB 🔎	0			
Rule description	Items	Customers	Sales	Prices	<u>M</u> o
(new line)	XXX All XXX	*** All ***	*** All ***		
		Prices Items	Customers Sales	1	
Rule description Ar	y 4 Dozen GB for \$100		Customers Sales		
Rule description Ar	y 4 Dozen GB for \$100		│Customers│Sales Twofer pricing □	Bequire full group to	o qualify 🗖
	y 4 Dozen GB for \$100	Use BOGO/	Twofer pricing 🥅		
<u>C</u> ustom		Use BOGO/	Twofer pricing 🥅	Bequire full group to	o qualify Amt/pct 25
<u>C</u> ustom	All xxx	Use BOGO/	Twofer pricing 🗖	Bequire full group to	Amt/pct
Custom	All ^{sees}	Use BOGO/	Twofer pricing 🗖	Bequire full group to	Amt/pct
Custom C Procedure C Customers E Items E Sales E	All ^{sees}	Use BOGO/	Twofer pricing 🗖	Bequire full group to	Amt/pct
Custom C Procedure C Customers E Items E Sales E	All *** All ***	Use BOGO/	Twofer pricing 🗖	Bequire full group to	Amt/pct

- 🗆 🗵

Click **C** to define a new special price.

Name the group code.

Enter a rule description.



1-1-1

Exercise 9: Creating Mix and Match Pricing Rules

Try it Yourself! In this exercise, you will learn how to:

- Create a mix-and-match Code
- Assign the mix-and-match code to SHOES and SHOES MEN
- Create the price group that uses the mix-and-match code

SCENARIO: You will give a 10% discount off shoes if the customer purchases at least 5 pairs.

Complete these steps:

1. Select Inventory > Prices > Mix-and-Match Codes.

Name the code **SHOES** with a description of *Shoe Discount* and base the price on *Total quantity*.



2. Select Inventory > Utilities > Assign Mix-and-Match Codes.

At Item number, enter SHOES and SHOES – MEN.

Select to assign the **SHOES** Mix-and-Match code.

	🙀 Assign Mix-and-Match Codes	
	Orger by Item number	
	For these items	[
Your window should now look	Item number SHOES 🔎 🤇 to SHOES-MEN	
similar to this:	Item category	
	Sub-category	
	Item type	
	Primary vendor DC to DC	
Click	Price-1 at least	
	Do this	
	© Assign Mix-and-Match code SH0ES	
	Include items that already have a Mix-and-Match code	
	C Remove Mix-and-Match code	
	E-mail Preview Print Update items Options >> Close	<u>H</u> elp

3. Select Inventory > Prices > Special Prices.

Enter a Group code of **SHOES** with a Description of **Shoes Discount**.

Select the Mix-and-Match code SHOES.

Enter a Rule description of **10% off Qty > 5**.

On the the **Prices** tab, enter a Total quantity of **5**, Set the method to **Discount percent**, the basis to **Price-1** and Amt/pct to **10**.

When completed, the window should look similar to this example:	Special Prices
	Rule description Items Customers Sales Prices Inew line) wax All wow wax All wow wor All wow Move up Move down Move down Move down Move down Rule description 10% off Quanity >5 Prices Items Customers Sales Lustom
Click Save line to save	this new rule. Then click to save the SHOES price group.

-----END OF EXERCISE------

Planned Promotions

Select Inventory > Prices > Planned Promotions

• Use to define various prices or discount percentages for randomly selected items

At Group code, enter the name that will be used for the promotional price group. Enter a description.

Select the store or click All stores if the prices will be available at all stores.

Enter beginning and ending dates.

Description	BOR DAY		_			-	Print group Create promo
Sjore M Begin date 09 Egd date 09	NN 2005 -		_	All stores		_	Please bromo
Item number	Description	Pref unit	Price-1	Price-1 % disc	Regular price	Regular price % disc	Promo price
DUN-TI	Dunlop Titanium Balls	DOZ	28.99	10.0034	28.99	10.0034	26.09
ADM-TL7	Adams Tight Lies 7 Wood	EACH	349.99	3.1401	349.99	3.1401	339.00
	Golf hat with logo - 1 size	EACH	12.99	5.0000	12.99	5.0000	12.34
APL-HAT		EACH	19.99	5.0000	19.99	5.0000	18.99
APL-HAT APL-SHIRT	Golf shirt with logo - 1 size						
	Golf shirt with logo - 1 size Golf shoes - Mens - 1 size	EACH	89.99	5.0000	88.99	3.9330	85.49

To add items

Select an item and enter the new price or discount percent for either Price-1 or Regular price.

To add more than one item at the same time, click	Add items
	Add items ? × Items Item number Item category APPAREL
Use the item filter to select the items.	Sub-category to to to the second seco
Enter the discount percent to be applied to either Price-1 or Regular price for the promotion.	Prices Discount % 5.0000 From Price-1 DK Cancel Help

After all items and prices have been determined, click <u>Print group</u> to print a list of the items and prices.

Click <u>Create promo</u> to actually generate the promotional price rules.

To edit a planned promotional price rule after it has been created, use **Inventory > Prices > Promotional Prices**.

To determine the selling price, Counterpoint looks for a group code with a price rule that matches the item. Price types are examined in this sequence:

1. Contract Prices

Evaluated in group code sequence

🔯 Price Group Lo	pokUp				?×
Search for		<u>K</u> eyword			Filtered 🏹
Look <u>U</u> p (Defau	ult) 💌	Or <u>d</u> er by	Туре		•
Edit	<u>A</u> dd (F2) <u>Z</u> oom (F6)	P <u>r</u> eview	Print	<u> </u>	Options >>
Group code	Description				Enabled 🔺
BAKERGOLF	Bill Baker Golf Club o	ontract			Y
MEMBERS	Discount for Members	;			Y
					-
•					
			ar	I	
			<u>o</u> k	<u>C</u> ancel	<u>H</u> elp

Considers rules in order within each group code.

	Rule description	ltems	Sales	Prices
	18 Holes on Tues @ 24.00	Item number between 18H(Day of the week is (exactly) Tu ε	24
>	(new line)	*** All ***	*** All ***	

2. Promotional Prices

Following the Group code and Rule order

3. Special Prices

Following the Group code and Rule order

4. Price-1

If no rule matches the item being sold, Price-1 for the selling unit is used.

Price-1 for the specific cell and locaiton Price-1 for the specific cell Price-1 for the specific location Price-1 for the item

Setting Group Order

Click Set Group Order to ord	der groups within a type of pricing	
Contract Prices Contra		_□× Set Group Order
Dates Begin date / / I I I No Begin time Beginning of day I I No End date / / I I I No End time End of day I I No Customers Category MEMBERS	Price Groups Order ? × Type Group code Description Contract MEMBERS Members only 10% discount Contract BAKERGOLF Bill Baker Golf Club contract	
	OK Cancel Help	»

Use <u>Move Down</u> and <u>Move Up</u> to change order of Group Codes within a price type.

Select Inventory > Utilities > Price Test

- Use to test the price that is calculated for a specific selling situation and what • components were used to calculate the price
- Use to determine the loyalty program used for earning and redemption points

	Separate Test	4
	Inputs	
Enter conditions of	Customer # 1000 DB Bill Baker Store MAIN D Main Store	
the sale.	Item number BAG-ST Deluxe bag with stand Ship-from location MAIN DO Main store location	
	Quantity 3.0000 EACH There are a store location MAIN Dealer Main store location	
	As of 11/6/2010 ▼ Beginning of day	1
	1 EACH = 1 EACH	
	Extended weight 0.0000 Mix-and-match code	
Get Price	Extended cube 0.0000 Price based on	
	Outputs Calculated in 374 milliseconds	
	Pricing outputs Loyalty program outputs	
	Checked 1 rule group(s) and 1 rule(s) Price Price group Price group Price rule Qty priced Unit price Cell	
The calculated price	Calculated price /1.9900methoddescription	
•	Unit price range 71.9900 - 71.9900	
appears, along with	Ext prc 215.9700	
the information used	Qty on sale 0.0000	
to calculate it.	Ext price on sale 0.0000	
	Price-1 79.9900 Forget previously calculated	
	Unit retail 79.9900 price and do full recalculation	
	Regular price 79.9900	
	MixMatch contrib.	
		겤
	Clear cache Get Price Clear fields Close Help	
	Pricing outputs Loyalty program outputs	
Lovelty program	Loyalty program LOYAL-1 Loyalty program 1	
Loyalty program	Earnings Checked 1 rule(s) Checked 1 rule(s)	
outputs tab shows	Points earned 215.9700 Redemption eligible Eligible	
details for earning	Earnings rule # 1 Redemption rule # 1	
and redemption	Rule description 1 point per dollar Rule description Use as cash	
points under	Custom procedure	
customer's loyalty	Points per amount 1.0000	
program	Points per unit 0.0000	

program.

3 - 72

>>

Earn on sale items No Earn on price override No

Type of Kits

Type of Kit	Characteristics
Tag-along sales kit	 Parent item can be any type of item. Component item can be any type of item. Component item can be the parent of a different kit Component and parent items appear on ticket with their own prices. Component items cannot be changed on ticket. Component prompt controls whether component item is included when parent item is sold Note can appear when kit is sold Parent and component item inventory is reduced when kit is sold Example: Golf club (parent), golf balls, golf glove (components)
Group Tag-along sales kit	 Parent item can be any type of item. Component item can be any type of item. Component item can be the parent of a different group tag-along kit but cannot be the parent of a tag-along or misc kit Component and parent items appear on ticket with their own prices. Component can be set to be required Component items cannot be changed on ticket. Component prompt controls whether component item is included when parent item is sold Component results in deleting the entire kit Note can appear when kit is sold Parent and component item inventory is reduced when kit is sold Example: Bottle of soda (parent), bottle deposit (component)
Miscellaneous sales kit	 Parent item must be non-inventory or service type of item. Component item can be any type of item, except serialized or parent of a different kit. Parent item's price is the selling price for the full kit, including components. Component items can be substituted on ticket if kit definition allows. Cannot use tagalong kit as a substitute. For gridded items with qty>1, can only substitute from a single cell. Quantities cannot be changed. Component item inventory is reduced when kit is sold Example: Oil change (parent), oil (component), oil filter (component), labor (component)

Type of Kit	Characteristics
Bills of material kit	 Parent item must be an inventory item type. Component can be inventory, non-inventory or service item type. Parent item must be assembled into inventory before it can be sold. Parent item inventory increases and component item decreases when kit is assembled. Component items can be received or assembled into inventory, using a different Bills of material kit Parent item is sold as a finished product.
	 Parent item inventory decreases when kit is sold. Example: Gift Basket (parent), soap (component), soap dish (component), lotion (component), basket (component)

Tag Along Kits

Select Inventory > Sales Kits

- Use to associate one or more items when a parent item is sold
- Parents can be any item, regardless of item type or tracking method
- Gridded component items prompt for cell detail at the time of sale
- Substitutions are not allowed, although individual components can be deleted
- Component prompts appear when kit is sold, but not item prompts

Example: You offer a Beginner Golfer basket of items. To add all of the items to a ticket, the user only has to sell BGBASKET.

	🔯 Sales Kits	_ 🗆 ×
	🔄 🖃 🕂 📉 🤜 🔺 🕨 🔑 🐞 🔂 · 🔁 · 🔯 ·	
Parent Item number	Item number BGBASKET 2 Beginner Golfers Basket	
	Kit type Tag-along item	
	This is a basket of items that beginner golfers Could useDisplay note	
	Great gift idea.	-
(_
	Component item # Description Quantity Unit Quantity method	Move up
	APL-HAT Golf hat with logo - 1 size 1 EACH Per parent quantity	Move up
	CART Cart Fee 1 EACH Per parent quantity	Move down
Components	9HOLES Greens fees - 9 holes 1 EACH Per parent quantity	
	DUN-TI Dunlop Titanium Balls 1 SLV Per parent quantity	
	GLOVE Deluxe Golf Glove 1 EACH Per parent quantity	
l	TEES Bag of Tees 1 EACH Per parent quantity	
	(new line) 1 Per parent quantity	_
	-	<u>•</u>
Next component	Item number Description Quantity Unit Qty method	
Item number	Per parent qua	antity 💌
	Cell N/A Select Cell	
	Component prompt	

Qty method

Per parent quantity	adjust the component's quantity (in the specified unit) for each parent item that is sold
Fixed	component's quantity doesn't change when parent quantity is changed
Component prompt	Question to ask the clerk for a component "Include this component". Yes or No answer during the sale determines whether the component will be included on ticket.

Exercise 10: Defining a Tag-Along Sales Kit

Try it Yourself!

Scenario: You sell soda by the bottle, which has a deposit fee that you need to collect.

- 1. Select Inventory > Sales Kits.
- 2. For the parent **Item number**, look up and select the item **SODA**. Select **Tag-along item** for the Kit type.
- 3. For the component **Item number**, look up and select the item **DEPOSIT**. Select a **Quantity** of **1**, **Unit** of **EACH**, and select **Per parent quantity** for the **Qty method**.
- 4. Save the **Sales Kit**.

🔯 Sales Kits					
🛃 🗏 🕂	× 📖 🛛 🕨 🖉	8 3	- 🔁 -	1 20 •	
ltem num <u>b</u> er SOD	A 🛛 📿 🛛 Bottled Soda				
<u>K</u> it type Tag	-along item 🔄	Include p <u>a</u> rer	it 🔽		
Comme <u>n</u> t		Dis <u>p</u> lay note	•		*
Component item #	Description	Quantity	Unit	Quantity method	Move up
DEPOSIT	Bottle Deposit	1	EACH	Per parent quantity	<u>M</u> ove up
	(new line)			Per parent quantity	M <u>o</u> ve down
					_
Item number		Quar	ntity <u>U</u> nit	Qty method	uantitu 💌
DEPOSIT	Bottle Deposit		EACH	Per parent o	uantity
Cell	N/A		Sele <u>c</u> t Cell		

-----END OF EXERCISE-----

Selling a Tag-Along Kit

When a Tag-along sales kit is added to a ticket, the Parent and each Component item is added to the ticket on separate lines, each with its respective price.

Ticket Entry	• Q H 🗙 🎩 🕤 ·	və -				_0
ustomer # CASH	Name	4 0		Sales <u>r</u> ep MGR	D <u>o</u> cument	-ASSIGN)
Item number	Description	Quantity	Price	Gross line item price	Line discount	.ine item price
BGBASKET	Beginner Golfers Basket	1	5.00	5.00	0.00	5.00
APL-HAT	Golf hat with logo - 1 size	1	9.99	9.99	0.00	9.99
CART	Cart Fee	1	10.00	10.00	0.00	10.00
9HOLES	Greens fees - 9 holes	1	18.00	18.00	0.00	18.00
DUN-TI	Dunlop Titanium Balls	1	9.00	9.00	0.00	9.00
GLOVE	Deluxe Golf Glove	1	11.99	11.99	0.00	11.99
TEES	Bag of Tees	1	0.99	0.99	0.00	0.99
×	(new line)					
Sale	ltem number		Quantity	y Pric	ce 1	Net line price
Sale Return	ltem number		Quantity	y Pric		Net line price
Return	ltem number (new line)					Net line price
Return More >>	(new line)		Stoc			Net line price
Return More >>	(new line)		Stoc	king cument totals	oss subtotal:	
Return More >>	(new line)		Stoc	king v		64.5
Return More >>	(new line)		Stoc	king v	oss subtotal:	Net line price 64.5 0.0
Return More >>	(new line)		Stoc	king v	oss subtotal: ent discount:	64.5
Return More >> ine item informa	(new line)		Stoc	king 💽 cument totals Gro Docume	oss subtotal: ent discount: Subtotal:	64.5 0.0 64.5 0.0
Return More >> ine item informa	(new line)		Stoc	king 💽 cument totals Gro Docume	oss subtotal: ent discount: Subtotal: Gift cards:	64.5 0.0 64.5
Return More >> ine item informa	(new line)		Stoc	king 💽 cument totals Gro Docume	oss subtotal: ent discount: Subtotal: Gift cards: lisc charges:	64.9 0.0 64.9 0.0 7.3
Return More >> ine item informa	(new line)		Stoc	king 💽 cument totals Gro Docume	oss subtotal: ent discount: Subtotal: Gift cards: lisc charges: Tax:	64.5 0.0 64.5 0.0
Return More >> ine item informa : : Calculated price: Unit retail:	(new line)		Stoc	king 💽 cument totals Gro Docume	oss subtotal: ent discount: Subtotal: Gift cards: lisc charges: Tax: Total:	64.5 0.0 64.5 0.0 7.3 72.2

When the ticket is completed, inventory for the Parent and Component items are adjusted.

The parent and each component item is shown on the customer receipt with their respective prices.

Defining a GroupTag-Along Kit

- Use rather than a Tag-Along kit if greater control over components is desired
- Parents can be any item, regardless of item type or tracking method
- Gridded component items prompt for cell detail at the time of sale
- Substitutions are not allowed
- Individual components can be deleted
- If Required component is deleted, entire kit is removed from ticket
- Component prompts appear when kit is sold, but item prompts do not appear

🔄 Sales Kits					
E - +	· 🗙 📖 🔺 🕨 🔎) 🍒 🍯	- 🔁 -	1	
Item num <u>b</u> er BAG	G-TRV C Golf bag travel	case			
Kit type Gro	uped tag-along item	Incl <u>u</u> de parer	nt 🔽		
Comme <u>n</u> t		Display not	e		~
Component item #	Description	Quantity	Unit	Quantity method	Move up
BGBASKET	Beginner Golfers Basket	1	EACH	Per parent quantity	Move up
2PERSON	Two Person Special	1	EACH	Per parent quantity	M <u>o</u> ve down
BEER	Beer	1	EACH	Per parent quantity	
	Cake slice	1	EACH	Per parent quantity	
CANDY	Candy	1	EACH	Per parent quantity	
>	(new line)	1		Per parent quantity	
ltem <u>n</u> umber	Description	Qua 1	ntity <u>U</u> nit Stockin	g 🔻	
Cell	N/A		Sele <u>c</u> t Cell	<u>I</u> s Retur	n Line
<u>R</u> equired					
Compo	nent prompt				
	_,				

Selling a GroupTag-Along Kit

When a Group tag-along sales kit is added to a ticket, the Parent and each Component item is added to the ticket on separate lines, each with its respective price.

Manne Sales rep Document Customer # Name Sales rep Document CASH Image: Cash Customer Mane Sales rep Document BAG-TRV Golf bag travel case 1 39.99 39.99 0.00 39.99 BGBASKET Beginner Golfers Basket 1 5.00 5.00 0.00 5.00 APL-HAT Golf had with logo - 1 size 1 9.99 9.99 0.00 39.99 BGBASKET Beginner Golfers Basket 1 5.00 5.00 0.00 5.00 APL-HAT Golf had with logo - 1 size 1 9.99 9.99 0.00 9.99 GART Cat Fee 1 1.000 10.00 0.00 18.00 DUN-TI Dunlop Tranium Balls 1 9.00 9.99 0.99 0.99 0.99 0.99 0.99 0.99 0.99 0.99 0.99 0.99 0.99 0.99 0.99 0.99 0.99 0.00 1.99 1.99<	GN)
Customer # Name Sales rep Document CASH Cash Customer MGR Cash (AUTO-ASSIG) Item number Description Quantity Price Gross line item price Line item price Line item price BAG-TRV Golf bag travel case 1 39.99 39.99 0.00 39.99 BGBASKET Beginner Golfers Basket 1 5.00 0.00 5.00 APL-HAT Golf hat with logo -1 size 1 9.99 9.99 0.00 39.99 CART Cart Fee 1 10.00 10.00 0.00 10.00 9HOLES Greens fees - 9 holes 1 18.00 18.00 0.00 18.00 DUN-TI Dunlop Titanium Balls 1 9.00 9.99 0.00 1.99 GLOVE Deluxe Golf Glove 1 11.99 0.00 1.99 TEES Bag of Tees 1 0.99 0.00 2.00 DELWE Golf Glove 1 1.00 46.00	,
Customer # Name Sales rep Document CASH Cash Customer MGR Cash (AUTO-ASSIG) Item number Description Quantity Price Gross line item price Line item price Line item price BAG-TRV Golf bag travel case 1 39.99 39.99 0.00 39.99 BGBASKET Beginner Golfers Basket 1 5.00 0.00 5.00 APL-HAT Golf hat with logo -1 size 1 9.99 9.99 0.00 39.99 CART Cart Fee 1 10.00 10.00 0.00 10.00 9HOLES Greens fees - 9 holes 1 18.00 18.00 0.00 18.00 DUN-TI Dunlop Titanium Balls 1 9.00 9.99 0.00 1.99 GLOVE Deluxe Golf Glove 1 11.99 0.00 1.99 TEES Bag of Tees 1 0.99 0.00 2.00 DELWE Golf Glove 1 1.00 46.00	,
CASH Cash Customer MGR Cash Curto-Assid Item number Description Quantity Price Gross line item price Line discount Line item price BAG-TRV Golf bag travel case 1 39.99 39.99 0.00 39.99 BGBASKET Beginner Golfers Basket 1 5.00 5.00 0.00 39.99 CART Golf hat with logo -1 size 1 9.99 9.99 0.00 10.00 9HOLES Greens fees - 9 holes 1 10.00 10.00 10.00 10.00 DUN-TI Dunlop Titanium Balls 1 9.00 9.99 0.00 9.99 GEER Beer 1 0.99 9.00 0.00 10.00 GLOVE Deluxe Golf Glove 1 11.99 11.99 0.00 1.99 2PERSON Two Person Special 1 46.00 46.00 0.00 2.00 BEER Beer 1 2.00 2.00 2.00 2.00 2.00	,
Item number Description Quantity Price Gross line item price Line discount Line item price BAG-TRV Golf bag travel case 1 39.99 39.99 0.00 39.99 BGBASKET Beginner Golfers Basket 1 5.00 5.00 0.00 5.00 APL-HAT Golf hat with logo -1 size 1 9.99 9.99 0.00 3.99 CART Cart Fee 1 10.00 10.00 0.00 18.00 PULLS Greens fees - 9 holes 1 18.00 18.00 0.00 9.00 DUN-TI Dunlop Titanium Balls 1 9.00 9.99 0.00 11.99 TEES Bag of Tees 1 0.99 0.99 0.00 0.09 2PERSON Two Person Special 1 46.00 46.00 0.00 2.00 BEER Beer 1 2.00 2.00 0.00 2.00 CAKE Cake slice 1 2.00 2.00 2.00 <td>,</td>	,
BAG-TRV Golf bag travel case 1 39.99 39.99 0.00 39.99 BGBASKET Beginner Golfers Basket 1 5.00 5.00 0.00 5.00 APL-HAT Golf hat with logo -1 size 1 3.99 9.99 0.00 5.00 CART Cart Fee 1 10.00 10.00 0.00 10.00 9HOLES Greens fees - 9 holes 1 18.00 18.00 0.00 18.00 DUN-TI Dunlop Titanium Balls 1 9.00 9.00 9.00 9.00 GLOVE Deluxe Golf Glove 1 11.99 11.99 0.00 11.99 TEES Bag of Tees 1 0.99 0.99 0.00 0.00 2PERSON Two Person Special 1 46.00 46.00 0.00 2.00 BEER Beer 1 2.00 2.00 0.00 2.00 CAKE Cake slice 1 2.00 0.00 2.00 CANDY <td>2</td>	2
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SHOLES Greens fees - 9 holes 1 18.00 18.00 18.00 18.00 DUN-TI Dunlop Titanium Balls 1 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 1.1.99 11.99 11.99 11.99 11.99 11.99 11.99 11.99 12.99 1.99	
DUN-TI Dunlop Titanium Balls 1 9.00<	
GLOVE Deluxe Golf Glove 1 11.99 11.99 0.00 11.99 TEES Bag of Tees 1 0.99 0.99 0.00 0.99 2PERSON Two Person Special 1 46.00 46.00 0.00 46.00 BEER Beer 1 2.00 0.00 2.00 0.00 2.00 CAKE Cake slice 1 2.00 0.00 2.00 0.00 2.00 CANDY Candy 1 1.00 1.00 0.00 46.00 18HOLES Green fee - 18 holes 1 36.00 46.00 0.00 46.00 DISCOUNT-3 \$3 Discount 1 -3.00 46.00 0.00 46.00	
TEES Bag of Tees 1 0.99 0.99 0.00 0.99 2PERSON Two Person Special 1 46.00 46.00 0.00 46.00 BEER Beer 1 2.00 0.00 2.00 0.00 2.00 CAKE Cake slice 1 2.00 0.00 2.00 0.00 2.00 CANDY Candy 1 1.00 1.00 0.00 46.00 18HOLES Green fee - 18 holes 1 36.00 46.00 0.00 46.00 DISCOUNT-3 \$3 Discount 1 -3.00 46.00 0.00 46.00	
2PERSON Two Person Special 1 46.00 46.00 46.00 46.00 BEER Beer 1 2.00 2.00 0.00 2.00 CAKE Cake slice 1 2.00 2.00 0.00 2.00 CANDY Candy 1 1.00 1.00 0.00 1.00 18HOLES Green fee - 18 holes 1 36.00 46.00 0.00 46.00 DISCOUNT-3 \$3 Discount 1 -3.00 46.00 0.00 46.00	
BEER Beer 1 2.00 2.00 0.00 2.00 CAKE Cake slice 1 2.00 2.00 0.00 2.00 CANDY Candy 1 1.00 1.00 0.00 1.00 18HOLES Green fee - 18 holes 1 36.00 46.00 0.00 46.00 DISCOUNT-3 \$3 Discount 1 -3.00 46.00 0.00 46.00	
CAKE Cake slice 1 2.00 2.00 2.00 CANDY Candy 1 1.00 1.00 1.00 18H0LES Green fee - 18 holes 1 36.00 46.00 0.00 46.00 CART Cart Fee 1 10.00 46.00 0.00 46.00 DISCOUNT-3 \$3 Discount 1 -3.00 46.00 0.00 46.00	
CANDY Candy 1 1.00 1.00 0.00 1.00 18H0LES Green fee - 18 holes 1 36.00 46.00 0.00 46.00 CART Cart Fee 1 10.00 46.00 0.00 46.00 DISCOUNT-3 \$3 Discount 1 -3.00 46.00 0.00 46.00	
18HOLES Green fee - 18 holes 1 36,00 46,00 0.00 46,00 CART Cart Fee 1 10,00 46,00 0.00 46,00 DISCOUNT-3 \$3 Discount 1 -3,00 46,00 0.00 46,00	
CART Cart Fee 1 10.00 46.00 0.00 46.00 DISCOUNT-3 \$3 Discount 1 -3.00 46.00 0.00 46.00	
DISCOUNT-3 \$3 Discount 1 -3.00 46.00 0.00 46.00	
P (new inte)	
Sale Item number Quantity Price Net line pr	rice
Return 20	
More >> (new line) Stocking -	
Line item information Document totals	
: Gross subtotal:	198.96
: Document discount:	0.00
Calculated price: Subtotal:	198.96
Unit retail: Gift cards:	0.00
Purchase request #: Misc charges:	0.0
PO#: Tax:	19.1
Receiver count: Total:	218.1
Amount due: 21	18.11
Dumant Canalata Dalata lina	
Payment Complete Delete line	
* Not clocked in * User: MGR Store: MAIN Station: 1 Drawer: 1 2/1/2013 3:05 PM	

If Group tag-along kit includes components that are parents of other kits, components of those kits also appear.

Miscellaneous Kit

Select Inventory > Sales Kits

- Use to associate one or more items with a single miscellaneous (non-inventory or service) parent item
- Substitutions are allowed for components when selling
- Price of kit can be adjusted based on final selections at time of sale
- Parent price is proportionally spread across components for sales history, based on Price-1 of each component.

Example: You offer a group of golf items, with flexibility for customer choices on some components.

🔯 Sales Kits					<u>_ 🗆 ×</u>
🛃 🖶 🕂	• 🗙 📖 🖪 🕨 🖉	0 🍞 🎒	- 🔁 -	1	
Item num <u>b</u> er MIS	6C KIT	s Golfers Kit			
<u>K</u> it type Mis		Include parer	it 🔽		
Comment		Display note			
Comment					-
Component item #	Description	Quantity	Unit	Quantity method	
> APL HAT	Golf hat with logo - 1 size	1	EACH	Per parent quantity	<u>M</u> ove up
APL-UMB	Golf umbrella	1	EACH	Per parent quantity	Move down
DUN-DDH	Dunlop DDH 110 Balls	1	SLV	Per parent quantity	
SHIRT	Men's Polo 100% cotton	1	EACH	Per parent quantity	
	(new line)			Per parent quantity	-
					_
Item number	Description	<u>Q</u> ua	ntity <u>U</u> nit		
APL-HAT	Golf hat with logo - 1 size	1	EACH	•	
Cell	[N/A]		Sele <u>c</u> t Cell		
Allo <u>w</u> sub	stitution with Defined Substitutes 💌	Price adjustment Adj	ust Price 💌	Comp <u>a</u> re price level	Price-1

- Price rules have no effect on components
- Accounting distributions updated for components, not parent
- Discount and tax based on parent item
- Can only release entire kit from orders
Selling a Miscellaneous Kit

When a Miscellaneous sales kit is added to a ticket, the Parent and each Component item is added to the ticket as a group, using the Parent's price as the price for the kit.

Component can be substituted if allowed for component in kit defiition. Kit's price can be adjusted for component substitution.

Individual component lines cannot be removed from the kit.

Component item inventory is updated when ticket is completed and posted.

Sales History is created for both parent and component items when ticket is posted.

🔯 Ticket Entry										×
	P Q H	× S	> - 🔀	9 -						
	-		- 15							
Customer #		ame				Sales rep		D <u>o</u> cumen		
CASH	PQ	Cash Custon	her			MGR	2	2 (AUTO)-ASSIGN)
Item number	Description			Quantity	Price	Gross line	item price	Line discount	Line item price	
MISCKIT	Golfers Kit			1	67.	99	67.99	0.00	67.99	
APL-HAT	Golf hat with lo	go-1 size		1	12	99		0.00		
APL-UMB	Golf umbrella			1	14	99		0.00		
DUN-DDH	Dunlop DDH 1	10 Balls		1	9.	00		0.00		
SHIRT	Men's Polo 100)% cotton		1	24	99		0.00		
>	(new line)									
										Ŧ
Sale	Item number				Qua	ntitu	Prie	-e	Net line price	-
Sale					PQ	nuty				_
Return							╡╵		1	
More >>	(new line)				St	ocking	-			
	1									
Line item inform	ation					Document				
:								oss subtotal:	67.	
:							Docum	ent discount:		00
Calculated price:								Subtotal:	67.	
Unit retail:								Gift cards:		00
							N	lisc charges:		00
								Tax:		89
								Total:	70.	
							Amo	ount due:	70.8	88
Daumaat	Complete	ata lina								
Payment	<u>C</u> omplete Del	ete line								
		User: MGR	Store: MAIN	Station: 1	Drawer: 1	1/18/2011	6:52 AM			
]=)				212101111		-,,	0.02040			

Bills of Material

Select Inventory > Bills of Material

- Use to create a pre-built kit, or a parts list for a sellable finished product
- Parent items can only be Inventory-type items, but can be any tracking method
- Component items can be Inventory, Non-inventory or Service item type
- Use **Quick Assemblies** to put the parts together into a sellable parent item

Example: You offer a gift basket of items that is pre-wrapped by your staff before it is sold. The item BOMPKG is the gift basket that contains the other items. Your cashiers simply sell BOMPKG.

	🔯 Bills of Material	
	G □ + × □□ < ▶ < ▼ < ↓ ≥ ⋅	
Parent Item number	Item number BOMPKG Image: Coll Starter Package Cell (N/A) Image: Cell Starter Package	
	Comment	
$\left(\right)$	Component Description Component Unit Allow Allow cell Allow qty▲ item # Component Unit substitutions change change	Move up
	APL-HAT Golf hat with logo - 1 size 1.0000 EACH N N N	Move down
Components	ADM-VMI-P Adams VMI Putter 1.0000 EACH Y N N	
	DUN-DDH Dunlop DDH 110 Balls 1.0000 DOZ Y N N SHIRT Men's Polo 100% cotton 1.0000 EACH N Y N	
	SHIRT Mens Polo 100% cotton 1.0000 EACH N Y N	
C		
Next component	Item number Quantity Unit	
Item number	APL-HAT 🔎 🕢 Golf hat with logo - 1 size 1.0000 EACH 🗖 A	llow qty change
	Cell (N/A) Sele <u>c</u> t cell 🗖 A	llo <u>w</u> cell change
	Allow item substitution	
	From substitute items	
	From filter	
	Item number	
	Item number	

Quick Assemblies

Select Inventory > Quick Assemblies > Enter

		🄯 Quick Assemblies Enter - Batch:MGR		
		🖸 + 🗏 🗙 🖼 🔺 🕨	- 🔎 🔏 🕹 - 🕻	> · 😥 ·
•	Use to assemble the components for a Bills of Material kit	,	Golf Starter Package	Change component locations
		Quantity 3 EACH		
		Reference		
		Component item Description	Unit quantity Component unit Ad	lditional quantity Total quantity 🔺
		APL-HAT Golf hat with logo - 1 size	1.0000 EACH	0 3
		ADM-VMI-P Adams VMI Putter	1.0000 EACH	0 3
		DUN-DDH Dunlop DDH 110 Balls	1.0000 DOZ	0 3 0 3 -1
		SHIRT Men's Polo 100% cotton	1.0000 EACH	0 3
				<u> </u>
		Item number APL-HAT	z) Golf hat with logo - 1 size	Unit quantity 1.0000
		EACH		Extended quantity 3.0000
				Additional guantity
		Comment		Total quantity 3
				rotar quantity jo
		Component item		# of components 4
		Component location MAIN	Print form T	otal component quantity 12
		Category/Sub-category APPAREL/MENS		
		Stocking unit EACH		otal cost of components 247.6983
		Qty on hand 34	<u>S</u> ave	Cost per assembled unit 82.5661
		Qty committed 3		
		Qty on PO's 51		
		Qty on BO 0 Net quantity 82		
		iver quantity 62		

Unit quantity	quantity of the component per kit definition
Extended quantity	quantity of the component, scaled for the quantity being assembled
Additional quantity	quantity of the component that was left over or that broke during assembly
Total quantity	extended quantity + additional quantity

Color of component line				
Red	Item not stocked at specified location or detail is missing, such as specific cell for a gridded item.			
	Quick Assembly cannot be saved until corrected.			
Yellow	Serial number is missing			
Green	Changes can be made to item			
Gray	Changes cannot be made to item			

Quick Assembly Edit List

Select Inventory > Quick Assemblies > Edit List

• Use to preview a report of unposted quick assemblies

🔯 Quick Assemblies Edit List	-O×
Parameters Quick Assembly History Parent Item	
Batch MGR Batch created for MGR.	
	>>
E-mail Preview Print Options >> Close	<u>H</u> elp

Date 7/13/20	09 Time 1:57	7:33PM					Page 1
			FOR DEMONST	RATION PURP	DSES ONLY		
			Quick A	ssemblies Edit	List		
•		displayed when different from that it was rounded up to com			oimals cotting for this a	our ofitoms	
		id dimension 1 sequence #, G					uence #
Parent item #	¥	Description		Quantity	Unit		
Location	Tr× date	Cell / Serial #		Bat ID	Document #		
BOMPKG		Golf Starter Package		3.0000	EACH		
MAIN	07/13/2009			MGR			
Component	titem#	Description		Unit qty	Extended qty		
		Cell / Serial #		Additional qty	Total qty	Estimated unit cost	Estimated ext cos
APL-HAT		Golfhat with logo - 1 size		1.0000	3.0000	EACH	
				0.0000	3.0000	5.1679	15.50
ADM-VMI-	Р	Adams VMI Putter		1.0000	3.0000	EACH	
				0.0000	3.0000	46.3586	139.08
DUN-DDH		Dunlop DDH 110 Balls		1.0000	3.0000	DOZ	
				0.0000	3.0000	18.0496	54.15
SHIRT		Men's Polo 100% cotton		1.0000	3.0000	EACH	
		Blue/Small		0.0000	3.0000	12.9900	38.97
вомрк	G totals:		Total	component qty:	12.0000	Estimated ext cost:	247.70
4 compo	nent line(s)					Estimated unit cost:	82.5700
Report totals :							
1 parent line(s	5)		Total parent qty:	3.0000		Estimated total cost:	247.70
4 component	line(s)		Total comp qty:	12.0000			

Printing a Quick Assembly Form

Select Inventory > Quick Assemblies > Forms

• Use to print a form for the quick assemblies

🔯 Quick Assemblies Forms					
Parameters Quick Assembly His	story Parent Item				
Batch MGR	Batch crea	ated for MGR.			
🔽 Print costs					
					>>
<u> </u>	ail P <u>r</u> eview	<u>P</u> rint	Options >>	<u>C</u> lose	<u>H</u> elp

						Page 1
		FOR DE	MONSTRATION PURPOSES C	INLY		
			Quick Assembly Form			
Parent item #:	BOMPKG					
Description:	Golf Starter	Package				
Location:	MAIN					
Tr× date:	07/13/2009					
Quantity:	3.00					
Unit:	EACH					
		displayed when different from parent ite		nothing for this group of its ma		
Component iter '*' by total quant	m location is tity indicates	that it was rounded up to comply with t	he maximum quantity decimals s		Estimated evt cost	
Component iter	m location is tity indicates			setting for this group of items. Estimated unit cost Unit	Estimated ext cost Vendor #	
Component iter '*' by total quant	m location is tity indicates	that it was rounded up to comply with t Description	he maximum quantity decimals s	Estimated unit cost		
Component iter '*' by total quant Component ite	m location is tity indicates	that it was rounded up to comply with t Description Cell / Serial #	he maximum quantity decimals s Total qty	Estimated unit cost Unit	Vendor #	
Component iter '*' by total quant Component ite	m location is tity indicates	that it was rounded up to comply with t Description Cell / Serial #	he maximum quantity decimals s Total qty	Estimated unit cost Unit 5.1679	Vendor # 15.50	
Component iter ** by total quant Component ite 	m location is tity indicates	that it was rounded up to comply with t Description Cell / Serial # Golfhat with logo - 1 size	he maximum quantity decimals s Total qty 3.0000	Estimated unit cost Unit 5.1679 EACH	Vendor # 15.50 ADAMS	
Component iter ** by total quant Component ite 	m location is tity indicates	that it was rounded up to comply with t Description Cell / Serial # Golfhat with logo - 1 size	he maximum quantity decimals s Total qty 3.0000	Estimated unit cost Unit 5.1679 EACH 46.3586	Vendor # 15.50 ADAMS 139.08	
Component iter ** by total quant Component ite APL-HAT ADM-VMI-P	m location is tity indicates	that it was rounded up to comply with t Description Cell / Serial # Golf hat with logo - 1 size Adams VMI Putter	he maximum quantity decimals s Total qty 3.0000 3.0000 	Estimated unit cost Unit 5.1679 EACH 46.3586 EACH	Vendor # 15.50 ADAMS 139.08 ADAMS	
Component iter ** by total quant Component ite APL-HAT ADM-VMI-P	m location is tity indicates	that it was rounded up to comply with t Description Cell / Serial # Golf hat with logo - 1 size Adams VMI Putter	he maximum quantity decimals s Total qty 3.0000 3.0000 	Estimated unit cost Unit 5.1679 EACH 46.3586 EACH 18.0496	Vendor# 15.50 ADAMS 139.08 ADAMS 54.15	

Posting a Quick Assembly

Select Inventory > Quick Assemblies > Post

• Use to post quick assemblies



When a quick assembly is posted, component quantities on hand are reduced and the parent quantity on hand is increased.

The sum of the components' costs is the cost of the parent item that is added to quantity on hand.

Selling a Bills of Material

When a Bills of Material is added to a ticket, the Parent item is added to the ticket with its price, in the same way that any individual item is sold on a ticket. The component items do not appear.

Inventory for the parent is updated when the ticket is completed and posted.

🔯 Ticket Entry									
K 🕢 🖪	R D	×	🔁 -	8					
				-				_	
Customer #		ime				Sales			
CASH	<u> </u>	ash Custor	ner			МС	ir 💹		D-ASSIGN)
Item number	Description			Quantity	Price	Gross	line item price	Line discount	Line item price 🔺
BOMPKG	Golf Starter Packa	age		1	-	150.00	150.00	0.00	150.00
>	(new line)	-							
									•
Sale	Item number				<u> </u>	Quantity	Prje	e	Net line price
Return					PQ				
	(new line)			b		Stocking			,
<u>M</u> ore >>	Itiew mic)					Stocking			
						Descurre			
Line item informa	tion					Docume	ent totals	s subtotal:	150.00
								nt discount:	0.00
Calculated price:							bootanioi	Subtotal:	150.00
Unit retail:								Gift cards:	0.00
-							Mis	sc charges:	0.00
								Tax:	6.38
								Total:	156.38
							Amo	unt due:	156.38
Payment	<u>C</u> omplete D <u>e</u> le	te line							
-	1	User: MGR	Store: MAIN	Station: 1	Drawer:	1 1/18/2011	1 7:00 AM		
]=)		- OSCI - HOK	- Storer Hight	Station, 1	or among	1 1/10/2011	AUG AN		

Printing Item Labels

\$5.99 ||||||||||||

Select Inventory > Item Labels or

c	lick	

on the toolbar in

Inventory > Items Inventory > Inventory Inventory > Barcodes Inventory > View > Items Inventory > Prices > Item Prices

Item number ADM-SCD Items All items Location MAIN Item-Inventory-Qty All locations Label job ITEM-INV Item-Inventory-Qty Printer Unit EACH Item-Inventory-Qty Item-Inventory-Qty Barcode type Item-Inventory-Qty Item-Inventory-Qty Iax code MEMTN Memphis. TN Label guantity 12 Item uapitity from database Labels to skip 0 Item category Sub-category Item category Item category Primary vendor Item 22 Item category	😳 Item Labels				
Lgcation MAIN Main store location All locations Label job ITEM-INV Item-Inventory-Qty Printer	Item number	ADM-SCD	D Adams SC I	Driver, RH	<u>A</u> ll items
Printer Unit EACH Barcogle type Iax code MEMTN Memphis, TN Label guantity T2 Labels to skip 0 Filter Item number Location Item category Sub-category					
Unit EACH Barcode type Iax code MEMTN Memphis, TN Label guantity 12 Labels to skip 0 Filter Item number Location Item category Sub-category	La <u>b</u> el job	ITEM-INV	Item-Inventory-Qty		
Barcode type Iax code MEMTN Memphis, TN Label guantity 12 Labels to skip 0 Filter Item number Location Item category Sub-categor	Printer				
Iax code MEMTN Label guantly 12 Labels to skip 0 Filter Item number 2 Location 2 Item category 2 Sub-category 2	<u>U</u> nit	EACH			
Label guantity 12 Vise quantity from database Labels to skip 0 Filter Item number 22 to 22 Item category 22 Sub-category 22		·			
Labels to skip 0 Filter Item number Location Location Sub-category					
Filter Item number Location Location Item category Sub-category			Use quantity from data	base	
Item number 2 to 2 to 2 Location 2 2 Item category 2 Sub-category 2					
Location 22 Item category 22 Sub-category 22		00	to	DO	
Item category					
Sub-category					
Primary vendor					
	Primary vendor				
	· · ·				
Print Preview Close Help			Print Preview		Help

Item number Location	If run from Inventory > Item Labels , select the item and location Enter * for "all" items and optionally use a filter to narrow down the range of items			
Label job	Select the Label job to be used for printing The label job determines the style of label and data printed on it			
Printer	Indicate the printer to use (defaults to the label job's printer)			
Unit	Select the unit for which to print a label			
Barcode type	Select the barcode type of barcodes to print on the labels. If blank, one label will print for each barcode for the specified unit			
Tax code	If the store is configured to use tax-inclusive pricing, select the tax code to print prices that include tax. Leave blank to print price without tax.			
Label quantity Use quantity from database	Indicate the quantity of labels to print for each item, or select "Use quantity from database" if the label job defines a column for providing the quantity			
Labels to skip	Indicate how many labels to skip prior to printing the first label			
Filter	If * is entered for Item number, filter the items to print labels for. (Available if filter is enabled in label job.)			

Click Preview to preview the label.

Sector Image: Sector<						
Camptown Golf Training Adams SC Driver, RH						
ADM-SCD \$399.99 ∭						
Display alignment pattern	Print Close					

Printing Gridded Item Labels

	🙆 Item Labels	
For a gridded item, click and enter the quantity of labels to print for each cell.	Item Labels Item number SHOES QC Women's golf shoes Location Label job ITEM-INV Main store location Label job ITEM-INV Item-Inventory-Qty Printer Init EACH Sarcode type Ax code MEMTN Memphis, TN Label guantity 71 V se quantity from database	All items All locations
or	Labels to skip 0 Filter Item number Location Item category Sub-category Primary vendor Primary vendor Primary vendor	jose <u>H</u> elp

Click Use Qty on Hand to print labels based on the quantity on-hand for each cell.

뒿 Item Labels	- Grid						? >
Item number SHOES 🖉 🖉 Women's golf shoes							<u>I</u> se Qty on Hand
Location	MAIN	ZC M	ain store loc	ation			Cjear all
			Quanti	ity			
					Width	I	
Color	Size		Narrow	V	Vide	Total	
Multi	7			0	3		
Multi	7.5			0	5		
Multi	8			0	3		
Multi	8.5			0	2		
White	7			0	2		
White	7.5			0	5		
White	8			0	4		
White	8.5			0	2		
				0	26	ļ	2
		🍸 <u>F</u> ilt	er <<	⊻iew >>	<u>о</u> к	C <u>a</u> ncel	<u>H</u> elp
			Filte	r			
Color		Size			Width		
🖊 Multi		7			🔺 🗹 Narr		
✓ White		 ✓ 7.5 ✓ 8 ✓ 6 				e	
All	Clear	A		Clea		All [Clear

Printing Labels for Items in the Same Price Group

Click on t

on the toolbar in

Inventory > Prices > Special Prices Inventory > Prices > Promotional Prices Inventory > Prices > Contract Prices

Prints sale prices if Calculate item prices is enabled for the Label Job

🧭 Price Group Labels	? ×
Group code CLEARANCE APL-HAT reduced price	
Label job ITEM-INV V Item-Inventory-Qty Printer	
Iax code MEMTN Label quantity 1 Image: State S	
Labels to skip 0 Filter Item number	
Location 22	
Sub-category	
Print Preview Close	Help

Entering Category and Sub-Category Notes

Select Inventory > Utilities > Item Notes Category Notes Sub-category Notes

or	
click	after displaying an item, category,

Select the item number, item category, or item sub-category.

For **Note ID**, enter the ID you want to assign, or click Use Date/Time to assign the current date and time as the note ID.

Note can contain text, graphics, and/or links.



or sub-category

Note can be auto-displayed in: Tickets > Touchscreen or Ticket Entry, Purchase Requests and Receivings

Click after displaying notes to open Item Note LookUp to see all notes entered for the selected item, category, or sub-category

Use Keyword to search notes for a specific word or words

🏘 Item Note Lo	okUp	? ×
Search for		Keyword Filtered 🏹
LookUp (Defa	ault)	<u>O</u> rder by Item number/Note ID
<u>E</u> dit	Add (F2) Zoom (F	Preview Print Filter Options >>
Item number	Note ID	Plain text note
ADM-TL2	2000/02/02 19:13:59	This is a note about the Adams Tight Lies 2 Wood. Th
ADM-TL2	AUTO	This note automatically displays when I select to include
ADM-TL2	AUTOPS	This note automatically displays when I select to include
		-
<u>p</u>		
		<u> </u>

Exercise 11: Defining Notes

Try it Yourself! In this exercise, you will learn how to create a sub-category note that automatically appears in Ticket Entry when you sell any item assigned that sub-category.

SCENARIO: You want to increase sales of golf gloves and have decided to prompt the clerk to suggest the purchase of golf gloves whenever a customer buys a golf club.

Complete these steps:

- 1. Select Inventory > Utilities >Sub-category Notes.
- 2. Select the Sub-category of CLUBS and Category of GOLF.

Add a new note with a Note ID of **AUTOPS**. (This is the Note ID that is defined in **Setup > Point of Sale > Control** as the auto-display note ID for ticket entry.)

3. Enter the text of the note: **Suggest they purchase golf gloves.**

🔄 Iten	n Sub-Ca	ategor	y Notes												<u>- 0 ×</u>
E		+	\times	in,			2	1	5 4	-	12	•			
<u>S</u> u		ory (CL ory (GC ID (AL	DLF			lf - Clubs If items Use [) ate/Tim	ie	User	MGR		2/2/2	2006 3:1	8 PM	
Ě		*	ħ	P	5	A	A		B	1	Ū		1	1	:=
Sugges	t they pu	rchase	golf glov	es.											
															-

4. Save the note and exit the function.

-----END OF EXERCISE------

Renumbering Items

Select Inventory > Utilities > Renumber Items

- Use to change item numbers
- Updates open documents, transactions, and history
- Multiple groups can be defined and renumbered separately
- Renumbering is a global change

Renumb	🗞 Renumber Items 📃 🗆 🗙							
S = + × 📾 🔺 🕨 🖋 T 🧉 S · 😒 ·								
<u>G</u> roup	BAG RE	ENUM 💭	<u>D</u> escription	Renumber go	olf bags		<u>R</u> enumber	
							<u>P</u> rint	
Old item r	number D	escription	New item number	Error		_	Mausus	
BAG-PRD) F	Pro bag with dividers	GOLF BAG-PRD				<u>M</u> ove up	
BAG-PRT	F	Pro bag with tubes	GOLF BAG-PRT				Move down	
BAG-ST	[Deluxe bag with stand	GOLF BAG-ST					
BAG-TRV	/ 0	Golf bag travel case	GOLF BAG-TRV					
) (new line)								
الساغار								
0]d item nu	Ojd item number							
New item nu	mber							

Group Description	Identifier and description for group of items to be renumbered
<u>P</u> rint	o obtain a detailed record of changes, prior to renumbering

Benumber To renumber items in current group; perform when no one else is in software

- **Note**: After renumbering an item, you must manually change
 - 1) any Touchscreen codes that include an item number that has changed
 - 2) any item images, reports, or customizations that use the old item number

Exercise 12: Renumbering Items

Try it Yourself! In this exercise, you will learn how to renumber an item

SCENARIO: There is an item in your inventory that your clerks use to enter line item notes on tickets. This item was originally given an auto-assigned number and you have decided to renumber the item to make it easier for your clerks to use the item.

Complete these steps:

- 1. Select Inventory > Utilities > Renumber Items.
- 2. Enter a Group ID of NOTE REN, and description of Renumber Note Item.
- 3. Lookup and select **100004** at Old item number.
- 4. At New item number, enter **NOTE**.
- 5. The form should now look similar to this:

Save your work.

🗞 Renumber Items		
🗲 🔒 🕂 🛪 📼	< > > 3	🍜 • 🔁 • 🔯 •
Group NOTE RENUM	Description Renumber Not	e Item <u>R</u> enumber Print
Old item number Description	New item number Error	<u>Move up</u>
(torrand)		Move down
	<enter here="" note="" text=""></enter>	
New item number NOTE		

- 5. When ready to renumber, select the group to renumber and click __________
- 6. You will automatically see a preview of the renumbering report. If you want a printed record of the renumbering process, be sure to print it before completing the process.



7. After printing the report or closing the preview, you are prompted to confirm that you are ready to renumber. Answer **Yes** to proceed.

Confirm			×
?	Are you sure yo	u want to renumb	ber?
E Dor	not show again	<u>Y</u> es	N∘

8. After renumbering completes, close the window.

-----END OF EXERCISE------

Merging Items

Select Inventory > Utilities > Merge Items

- Use to combine separate item numbers into a single item number
 - Items must have the same item type
 - Items must have the same tracking method
 - Items must have the same account code
 - Items must have the same alternate units defined
 - For gridded items, items must have the same dimension tags (e.g., "Color", "Size"), but defined values for each dimension can vary
- Combines all item data, including inventory quantities, barcodes, vendor item records, history, etc.
- "From item number" is added as a barcode to the remaining item
- Multiple groups can be defined and merged separately

🔯 Merge Items			_ 🗆 ×
🗲 🗄 🕂 🗙		🌾 🍯 - 🔁 -	12 -
Group DUN	Des <u>c</u> ription Ball	8	<u>M</u> erge
From item #	Toitem #	Error	Print
DUN-TI	DUN-DIS		
(new line)			Move up Move down
From item #	iated with the "From item #" will not	be merged	1

Print To obtain a detailed record of changes, prior to merging

To merge items in current group; **perform when no one else is in software**

Note: After merging items, you must manually change

<u>M</u>erge

- 1) any Touchscreen codes that include the "From" item number
- 2) any item images, reports, or customizations that use the "From" item number
- 3) any price rules specific to the "From" item number

Viewing Item Information

Select Inventory > Views > Items

- Identical to **Inventory > Items** without ability to add, change, or delete
- Can add notes, if menu code allows access to equivalent menu selection

🔯 View Items		
	🎒 · 🔝 ·	
Item number ADM-SCD	Auto-assign	Item type Inventory
Copy from item number		Tracking method Normal
Description Adams SC Driver, RH		
Main Description Units Grid Barcodes Profiles Serial	ized Other Substitute Items	
Price-1 399.99	Quantity on hand	10
<u>R</u> egular price 399.99	Quantity available	11
Last cost 159.9960	Stoc <u>k</u> ing unit	ACH
Discountable 🔽	_	
	<u>S</u> tatus /	Active 💌
Ta <u>x</u> category	<u>S</u> tatus date	2/ 2/2000 🗸
Category GOLF	Label c <u>o</u> de	
Sub-category CLUBS	Mix-and-Match code	
A <u>c</u> count code 1		
Barcode Aut	o-Assign	
Primary vendor ADAMS		
Vend <u>o</u> r's item #		
		>>
Inventory Prices Vendor Items		

Viewing Serial Numbers

Main tab

Select Inventory > Views > Serial Numbers

• View details on a serial number without ability to add, change, or delete

🔄 🗔 🔺 🕨 🔑 🍒	🧉 • 😡 •
Item number BALL-RET	Ball Return - Battery powered
Main Activity	
	Last Activity
Location MAIN	Activity type Sale
Status Sold	Date 5/24/2002
Cost 11.5000	Store MAIN
Warranty date 1	
Warranty date 2	Station 1
Date received 5/24/2002	Ticket 100127
Vendor number	Customer # CASH
	Price 29.9900
Prompt 1 string	Posted Y
Prompt 2 string	
Prompt 3 string	Event number 700068

🏷 View 9	Serial Numbers						
€	🖼 🔺 🕨	> 🔎 🍸	🖌 🎒 •		•		
	<u>Item number</u> B	ALL-RET	📿 🗷 Ba	ll Return -	Battery powered	1	
	Serial number 24	4521	\square				
Main /	Activity						
Date	Location	Activity type					
5/24/2	2002 MAIN	Sale					
							>

Activity tab

Viewing Inventory Detail

Select Inventory > Views > Inventory Detail

View inventory details

<u>م</u>	Inventory De Set Item Filter	tail											_ 0
	lte	m number TAY-FSD		TAY-NUP		z)							
		Item type Inventory	•										
		Location	Pe										
	Item	n category	\square										
	Sub	o-category											
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Ŀ	àrid dimension 2 u	uppercase											
6	àrid dimension 3 ι	uppercase											
													View Deta
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						aty	aty	avallable	committed	PUS			
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1	TAY-FSD TAY-FSD	TaylorMade FireSole Dr TaylorMade FireSole Dr		EAST MAIN	Active Active		0	6	0		0	0	6.0000
_			(N/A)			0	0	6	0	0	 0 0	0	6.0000 5.0000
	TAY-FSD	TaylorMade FireSole Dr	(N/A) (N/A)	MAIN	Active	0	0	6 5 0	0 1 0	0	 0 0	0 1 0	6.0000 5.0000 0.0000
	TAY-FSD TAY-FSD	TaylorMade FireSole Dr TaylorMade FireSole Dr	(N/A) (N/A) (N/A)	MAIN STORAGE	Active Active	0	0	6 5 0	0 1 0 0	0	 0 0 0	0 1 0	6.0000 5.0000 0.0000 6.0000
	TAY-FSD TAY-FSD TAY-FSI	TaylorMade FireSole Dr TaylorMade FireSole Dr TaylorMade FireSole Irons	(N/A) (N/A) (N/A) (N/A)	MAIN STORAGE EAST	Active Active Active Active Active		0 0 0 0 0 0	6 5 0 6 8	0 1 0 0 1 0	0	 0 0 0 0	0 1 0 0	6.0000 5.0000 0.0000 6.0000 8.0000
	TAY-FSD TAY-FSD TAY-FSI TAY-FSI TAY-FSI TAY-FSI TAY-FSR	TaylorMade FireSole Dr TaylorMade FireSole Dr TaylorMade FireSole Irons TaylorMade FireSole Irons TaylorMade FireSole Irons TaylorMade FireSole Rc	(N/A) (N/A) (N/A) (N/A) (N/A) (N/A)	MAIN STORAGE EAST MAIN STORAGE EAST	Active Active Active Active Active Active			6 5 0 6 8 0	0 1 0 0 1 0 0	000000000000000000000000000000000000000		0 1 0 0 0 0	6.0000 5.0000 0.0000 6.0000 8.0000 0.0000 6.0000
	TAY-FSD TAY-FSD TAY-FSI TAY-FSI TAY-FSI TAY-FSR TAY-FSR	TaylorMade FireSole Dr TaylorMade FireSole Dr TaylorMade FireSole Irons TaylorMade FireSole Irons TaylorMade FireSole Irons TaylorMade FireSole R TaylorMade FireSole R	(N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A)	MAIN STORAGE EAST MAIN STORAGE EAST MAIN	Active Active Active Active Active Active Active			6 5 0 6 8 0 6 6	0 1 0 1 1 0 0 0 0			0 1 0 0 0 0	6.0000 5.0000 6.0000 8.0000 0.0000 6.0000 6.0000
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	TAY-FSD TAY-FSD TAY-FSI TAY-FSI TAY-FSI TAY-FSR TAY-FSR TAY-FSR TAY-FSR	TaylorMade FireSole Dr TaylorMade FireSole Dr TaylorMade FireSole Irons TaylorMade FireSole Irons TaylorMade FireSole Irons TaylorMade FireSole Rc TaylorMade FireSole Rc TaylorMade FireSole W TaylorMade FireSole W	(N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A)	MAIN STORAGE EAST MAIN STORAGE EAST MAIN STORAGE EAST	Active Active Active Active Active Active Active Active Active Active			6 5 0 6 8 0 6 6 6 0 2 2 2	0 1 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6.0000 5.0000 6.0000 8.0000 6.0000 6.0000 6.0000 6.0000 2.0000 2.0000
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	TAY-FSD TAY-FSD TAY-FSI TAY-FSI TAY-FSR TAY-FSR TAY-FSR TAY-FSR TAY-FSW TAY-FSW TAY-FSW	TaylorMade FireSole Dr TaylorMade FireSole Dr TaylorMade FireSole Irons TaylorMade FireSole Irons TaylorMade FireSole Rr TaylorMade FireSole Rr TaylorMade FireSole Rr TaylorMade FireSole W TaylorMade FireSole W TaylorMade FireSole W TaylorMade FireSole W	(N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A)	MAIN STORAGE EAST MAIN STORAGE EAST MAIN STORAGE EAST MAIN STORAGE	Active Active Active Active Active Active Active Active Active Active Active Active			6 5 0 6 8 0 6 6 0 2 2 2 2 0 6	0 1 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6,0000 6,0000 6,0000 6,0000 6,0000 6,0000 2,0000 0,0000

Gridded Item

S	et Item Filter												
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		Item type Inventory	•										
		Location MAIN	 										
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	Sub	category	\square										
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G	rid dimension 2 u	ppercase											
6	rid dimension 3 u												
u	na aimension 5 c	ippeicase [
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T	ltem number	Description	Cell description	Location	Status	Min qty	Max qty	Qty available	Qty committed	Qty on PO's	Qty on BO	Qty on order	Net quantity
	I tem number SHOES	Description Women's golf shoes	Cell description Multi/7/Narrow	Location MAIN	Status Active			available	committed	PO's	BŐ	order	quantity
•		•				qty	qty 6	available O	committed 0	PO's	BÓ O	order 0	quantity
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	SHOES SHOES SHOES SHOES SHOES SHOES SHOES SHOES SHOES SHOES SHOES SHOES SHOES SHOES	Women's golf shoes Women's golf shoes	Multi/77/Narrow Multi/77/Vide Multi/75/Narrow Multi/25/Narrow Multi/82/Vide Multi/82/Vide Witi/85/Narrow Witi/75/Narrow Witi/75/Narrow Witi/75/Narrow	MAIN MAIN MAIN MAIN MAIN MAIN MAIN MAIN	Active Active Active Active Active Active Active Active Active Active Active Active Active Active	qty 1	qty 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	available 0 2 0 5 0 3 0 0 2 0 0 2 0 0 2 0 0 2 0 0 2 0 0 0 2 0	committed 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	PÓ's 6 0 6 0 6 0 6 0 6 0 0 6 0 0 6 0 0 6 0 0 6 0 0 6 0 0 0 6 0 0 0 6 0		order 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	quantity 6.0000 2.0000 6.0000 5.0000 6.0000 3.0000 6.0000 2.0000 6.0000 2.0000 6.0000 2.0000 6.0000 2.0000 6.0000 2.0000 6.0000 5.0000 6.0000 4.0000

Markdown History

Select Inventory > Utilities > Markdown History

• Use to view or alter the detailed historical record of markdowns

	🗞 Markdown History	
Markdowns are based on Price-1 and quantity on hand.	Item number APL-SHIRT Image: Control of Contr	
History is automatically created whenever	Workstation DTEPE	
	Ivpe of markdown Edit item price-1	
Price-1 is changed.	Lype of markdown Edit item price-1	
	Old price-1 19.99 Qty available 19	
	New price-1 18.99 Description Golf shirt with logo - 1 size	
	Majkdown amt 19.00 19.00 Category APPAREL	
	Comment Sub-category WOMENS	
	Manually edited Vendor number By	

Exercise 13 Try it Yourself!

Create a discount item that allows a cashier to provide \$2.00 off of a customer purchase.

You want the cashier to be able to enter a description of the item the discount was given on, and you only want this discount to be available at the MAIN location.

Check **Appendix 2** for the answer.

-----END OF EXERCISE------

Counterpoint Fundamentals Learning Objectives Evaluation

Section Three

Date: _____

Name (Optional): _____

Please respond to how well you feel you understand the tasks covered in today's class

Use the following scale

- 1 Not covered
- 2 I don't get it
- 3 I need a lot more help in this area
- 4 I need a little more time to get it
- 5 I got it

Define an item	1	2	3	4	5
Use the Template item	1	2	3	4	5
Use the Copy-from feature	1	2	3	4	5
Work with the four item types	1	2	3	4	5
Work with four tracking methods	1	2	3	4	5
Define an Item on-the-fly	1	2	3	4	5
Zoom on an item	1	2	3	4	5
Assign Barcodes & Barcode Types to items	1	2	3	4	5
Create inventory records for an item	1	2	3	4	5
Set up base prices for an item	1	2	3	4	5
Define substitute items	1	2	3	4	5
Create Contract, Special, and Promo Prices	1	2	3	4	5
Work with Mix-and-Match pricing	1	2	3	4	5
Work with Planned Promotions	1	2	3	4	5
Set the Group Order for prices	1	2	3	4	5
Conduct a price test	1	2	3	4	5

Create a Sales Kit	1	2	3	4	5
Create a Bill of Material	1	2	3	4	5
Create a note for an item	1	2	3	4	5
Print item labels	1	2	3	4	5
Renumber items	1	2	3	4	5
Merge items	1	2	3	4	5
Work with Markdown history	1	2	3	4	5

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COUNTERPOINT FUNDAMENTALS – CUSTOMER OBJECTIVES

Section 3: Customer	After completing the readings and exercises in this section, you will be able to:
	 Use the Template customer and Copy from to define customers
	 Select the correct Customer Type
	 Define a Customer On the Fly
	 Print labels for customers
	 Renumber customers
	 Merge customers
	 Adjust Loyalty Point balance

Methods to define a customer

A. Customers > Customers

Default for each field comes from the "Template" customer.

B. Customers > Quick Customers

Abbreviated version of the

Customers>Customers.

After assigning a customer number, you can select at "Name" to copy the rest of the customer information from some other customer.

ustomers	
3 🗐 🕂 🗙 🛍 😚 🗔 🔺 🕨	P 🐻 🗎 🗃 · 👂 ·
ustomer # 1000	Customer type A/R Name type Business
Name Bill Baker	Ship-To Addresses
n Activity Contacts Payment A/R info Profiles	
Salutation Mr. First name Bill	Store MAIN
Last name Baker	Tag code MEMTN
Address 1 1426 Millstream Parkway	Tax exempt number
Address 2	Tax exemption date / /
Addess 3	Credit limit
<u>City</u> Memphis State TN	Tems code 210/NET30
Zip code 38120 Country	Fig charge code 2%
Phone 1 321-455-1836	A/R agcount 1210000 C Accounts Receivable
Fag 1 Email 1 depe@comcast.net	Order balance 351.75
	Layaway balance 0.00
Comment	Unposted bal 0.00
Category MEMBERS	Balance 237.46
Sales rep MGR	Credit available Unlimited

- . 🗆 🗵 🖸 🗐 + 🗙 🐚 🤀 🥅 🔺 🕨 🔑 😿 🗋 🚑 · 👂 · ner # 1000 20 4 er type A/R ▼ Name type B Ship To Addresses Name Bill Bake A/R info | Profiles | First name Rill Last name Bak Address 1 1426 Millsh State TN Ωity Zip code 38120 Phone 1 321-455-1836 Email 1 Category MEMBERS Sales rep MGF erms code 210/NET 30 Fin charge code 25 A/R account 1210000 Loyalty points balance 20,720 Loyalty program GOLF Loyalty card #
- C. Click Add (F2) from a customer lookup or after entering a customer number that is not on file to

manually define the customer "on the fly".



D. System > Utilities > Database Import to import the customer information from a text file.

(Covered in Configuring NCR Counterpoint)



Select Customers > Customers

🔯 Customers	
🔁 🗄 🕂 🗙 🖄 🖨 🛤 🔺 🕨	P 🖥 🗋 ᢖ · 😰 ·
Customer # 1000	Customer type A/R 💌 Name type Business 💌
Name Bill Baker	Ship-To Addresses
Main Activity Contacts Payment A/R info Profiles Ecommerce	1
Salutation Mr. First name Bill	Store MAIN
Last name Baker	Lax code MEMTN
Address 1 1426 Millstream Parkway	Tax exempt number
Address 2	Tax exemption date / /
Address 3	Credit limit
<u>C</u> ity Memphis State TN	Terms code NET30
Zip code 38120 Country	Fin charge code 2%
Phone 1 321-455-1836	A/R account 1210 Accounts Receivable
Mobile phone 1	Order balance 770.06
Fa <u>x</u> 1	Layaway balance 2,359.36
E <u>m</u> ail 1	Unposted bal 0.00
Opt-out from marketing emails	Balance 238.25
Comment	Credit available Unlimited
Sales rep MGR	
	>>

Customer #	Up to 15 characters, can be auto-assigned	
Name	Customer's name, if a Business Name type	
Customer type	Cash: customer can pay with any valid tender, except A/R	
	A/R (if Receivables Option is registered): Customer can pay with any valid tender, including A/R	
Name type	Business: Enter company name at Name, as well as First name and Last name	
	Person: Enter First name and Last name; combined result is shown at Name	

Main Tab

Main Activit	Contacts Payment A/R info Profiles Ecommerce					
Salutation	Mr. First name Bill	Store	MAIN 2			
Last name	Baker	<u>I</u> ax code	MEMTN 🔎			
Address <u>1</u>	1426 Millstream Parkway	Tag exempt number				
Address 2		Tax exemption date	11 👻			
Add <u>r</u> ess 3		Credit limit		🔽 Unlimited		
	Memphis State TN	Tegns code	NET30			
<u>Z</u> ip code		Fin charge code				
Phone 1	321-455-1836	A/R account		Accounts Receivable		
Mobile phone 1		Order balance			г	
Fa <u>x</u> 1		Layaway balance				Automatically updated
E <u>m</u> ail 1		Unposted bal		•		by Counterpoint
	Opt-out from marketing emails			1		- y
Comment		Balance				
_	MEMBERS	Credit available	Unlimited			
Sajes rep	MGR P2					

Salutation	Can be used when printing customer reports
First name, Last name Address	Used when preparing correspondence to customer
Phone 1 Mobile phone 1 Fax 1 Email 1	Primary phone number, primary mobile phone number, fax number, email address for this customer Enter any comments relating to this customer
Comment	
Category	Used for grouping customers for pricing and reporting
Sales rep	Default sales rep for this customer
Store	Store with which this customer is associated; cannot be changed for existing customer
Tax code	Used to calculate sales tax on sales to this customer
	If blank for customer, uses store's tax code to calculate sales tax
Tax exempt number	If tax exempt number is entered, enter date associated with tax exemption
Tax exemption date	Can be used for date tax exempt number was entered, date it became effective, or date it expires
Credit limit	Maximum amount of credit to extend to an A/R customer, or unlimited credit
Unlimited	For Cash customers, maximum amount of open orders and layaways, if enabled in Setup > Customers > Control
Terms code	Payment terms for documents charged to A/R
Fin charge code	Used to calculate finance charges for this A/R customer
A/R account	G/L account number for recording A/R activity for this customer

Activity Tab

Customer # 1001	o-assign Customer type A/R 💽 Name type Business
Name John Lincoln	<u>S</u> hip-To Addresses
Main Activity Contacts Payment A/R info Profiles	5
Allow tickets V Allow orders V Allow address V Prompt for address Per store V Prompt for order ship-to Per store V Prompt for layaway ship-to Per store V Prompt for layaway ship-to Per store V Prompt for layaway ship-to Per store V Prompt for gustom fields Ticket custom prompts Reguire PO number Ship-via code UPS GROUND V Shipping zone UPS ZONE 1 V Loyalty program GOLF Loyalty card #	Sales Activity First sale date Last sale date 9/21/2009 Last sale date 148.78 Order balance 574.90 Number of orders 1 Layaway balance 0.00 Number of layaways 0 Loyalty points balance 2,594

Allow tickets Allow orders Allow layaways	Allow tickets, orders, backorders, special orders, or layaways to be entered for this customer If not allowed, can be entered only if user is authorized to override <i>No tickets, No orders</i> , or <i>No layaways</i> flag
Prompt for address	Request entry of address on each ticket: Yes, No, or Per store (based on store's Prompt for name/address setting)
Prompt for order ship-to	Request entry of shipping address for orders: Yes, No, or Per store (based on store's Prompt for ship-to address on orders setting)
Prompt for layaway ship-to	Request entry of shipping address for layaways: Yes, No, or Per store (based on store's Prompt for ship-to address on layaways setting)
Prompt for custom fields	Prompt user for custom fields
Require PO number	Require a customer PO number for tickets
Ship-via code Shipping zone	Normal method for shipping to customer Normal shipping zone for this customer
Loyalty program Loyalty card #	Which loyalty program is the customer enrolled in? What number do you want to associate with this customer? Scan this number to identify the customer.
Sales Activity	System-maintained information relating to sales to this customer

Contacts Tab

🔯 Customers	
🔄 🗄 + 🗙 🛍 🤀 🥅 🔺 🕨 🔑 🏷 🗎 🚑 · ୲	
Customer # 1000 Auto-assign Customer type A/R	Name type Business 🗨
Name Bill Baker Ship-To Addresses	
Main Activity Contacts Payment A/R info Profiles Ecommerce	
Contact 1	
Contact 1	
Phone 1 321-455-1836 Fax 1	
Mobile phone 1	
Emaji 1	
Contact 2	
Contact 2	
Phone 2 Fax 2	
Mobile phone 2 UBL 2	
E <u>m</u> ail 2	
Reports/receipts e-mail E-mail 1	
	>>

Contact 1	Contact information for customer	
Contact 2	The email and URL fields are hotlinks	
	For companies, enter the individual to whom correspondence would be addressed	

Payment Tab

🗭 Customers	_ _ ×
🖸 🗄 🕂 🗙 🛍 🤤 🖼 🔺 🕨 🔎 🕉 🗋 🎒 ·	
Customer # 1000	Name type Business 💌
Name Bill Baker Ship-To Addresses	
Main Activity Contacts Payment A/R info Profiles	
Checks	
Ma <u>x</u> check amt Unlimited checks	
Credit	
Credit rating AAA	
Credit limit Unlimited	
Credit Cards	
541983******0004 Card description	
Bill Baker Card data available 541983******0004	
08/11 Cardholder's name Bill Baker	
Pay code MASTERCARD	
Add Edit Delete Move up Move down	
	>>

Max check amt Unlimited checks	Maximum amount for which a store will accept a check from this customer, or unlimited check amounts
Credit rating Credit limit Unlimited credit	Informational only Maximum amount of credit to extend to this A/R customer, or unlimited credit For non-A/R customers, maximum amount of open orders if enabled in A/R Control
Card description Credit card # Credit card exp date Cardholder's name Card pay code	Credit card description, number (masked after entry), expiration date, cardholder name, and associated pay code. Multiple cards are allowed. Can be entered via card swipe. Credit card exp date and Cardholder's name field will auto-populate if card is swiped. For Ingenico iSC250 configured for use with P2PE, enter card data using the iSC250 keypad. Available when entering payment information in ticket entry, if card is not swiped. Click Use Customer Card in ticket entry to use as tender.

A/R Info Tab

Columns enabled only if **Customer type** is A/R

🔯 Customers	
🖸 🗄 + 🗙 🛍 🤀 🥅 🔺 🕨 🍃	₽ 🚡 📑 🛃 • ୲ 🖗 •
Customer # 1000	Customer type A/R Vame type Business
Name Bill Baker	Ship-To Addresses
Main Activity Contacts Payment A/R info Profiles	
Allow A/R charges 🔽	Last Statement
Statement code EOM	Statement period 2/15/2001 to 3/14/2001
Lerms code NET30	Aged by Document date
Fin charge code	Current 936.59
A/ <u>B</u> account 1210 Accounts Receivable	31 to 60 days 0.00
Credit limit	61 to 90 days 0.00
Last pmt date 12/29/2010	0 ver 90 days 0.00
Last pmt amt 200.00	
Last fin chrg date 1/	Printed on 2/15/2001
Last fin chrg amt	Apply Open Credits View Current Aging View Documents
Balance 20.59	
Unposted bal -175.00	
Credit available Unlimited	
	<u>>></u>

Allow A/R charges	Allow customer to charge tickets to A/R?
Statement code	Used for grouping customers for purposes of statement
Send statement as e-mail	printing
Terms code	Select this check box if you will e-mail statement
Fin charge code	Other values default from the values entered on the Main tab
A/R account	
Credit limit	Defaults from the value entered on Payment tab
Last pmt date	System-maintained data relating to the last payment made to
Last pmt amt	this customer's A/R account
Balance	Customer's current A/R balance, and additional amount on
Unposted bal	unposted tickets, cash receipts, and adjustments
Credit available	Remaining available credit for customer
Last statement	For the last statement that was printed for this customer:
Statement period	Date range of statement period
Aged by	Whether customer was aged by document date or due date
Aging amounts 1-5	Amount due within each aging period
Printed on	Date when last statement was printed

DEFINING CUSTOMERS – CUSTOMERS > CUSTOMERS

A/R Info tab (cont.)

	Apply Credits and Payments to A/R do	cuments		<u>? ×</u>
	Parameters Customer A/R Document			
Click Apply Open Credits	Cajculate discounts per d	credit documents terms code		
Applies OPEN payments.				
				>>
	<u>E</u> -mail <u>Pr</u> eview	Print Apply	<u>Options >></u> <u>Close</u>	Help
	🛐 Yiew Aging			<u>rix</u> i
Click View Current Aging	Customer # 1000	Last age as of date	1/10/2007	
	Name Bill Baker	Aged by	Document date	
	Balance 3,287.52	Last aging balance	3,287 52	1
Ages open documents prior to	Unposted bal 33.27	Current	79.16	
showing them.	Last pert date 01/08/2007	31 to 60 days	77.96	17
3 • •	Last pest anit 575.00	61 to 90 days	0.00	
	Last aged on 1/10/2007	Over 90 days	3,142.96	
	QK	- Com	-12.56	-
	not included in curre amount		Provide Land	

Last age as of date Aged by Last aging balance Aging amounts 1-5	Date of last aging for customer, method of aging, total amount aged, and amount in each aging period
Open	Sum of any unapplied payments and credits (included in balance, but not in any aging amount)
Past cutoff	Sum of amounts of documents dated in the future (past 'today')

🔯 A/R Document LookUp						
Search for		Ke	eyword		Filtere	d 🏆 b
LookUp (Default) Qrder by Customer number/Document date				•		
Edit Add (F2) Zoom (F6) Preview Print Eilter Options >>						
Customer #	Doc #	Document type	Document date	Entered amount	Discount taken	
1000	100105	Ticket	2/15/2001	1,136.59	0.00	
1000	5642	Payment	2/15/2001	200.00	0.00	
1000	100105CR	Credit Memo	11/14/2001	12.50	0.00	
1000	1030	Payment	9/30/2002	150.00	0.00	
1000	1217	Credit Memo	9/30/2002	15.00	0.00	
1000	34512	Payment	1/4/2003	150.00	0.00	
1000	32451	Payment	9/20/2003	35.00	0.00	
1000	89302	Payment	7/21/2004	175.00	0.00	
1000	10931-1	Payment	6/28/2005	15.75	0.00	-
-			<u>0</u> K	<u>C</u> ancel		

Click View Documents

Customer's A/R documents

Profiles tab

 Use to specify profile values for this customer (enable profiles in Setup > Customers > Control or Setup > System > Quick Setup)

🔯 Customers			
🔁 县 🕂 🔀 🖻	母 📖 🔍 ► 🔎	🕉 🗋 🍯 🕇 😥	•
Customer # 1000	Auto-assign Custo	mer type A/R	Name type Business 💌
Name Bill Baker		Ship-To Addresses	
Main Activity Contacts Payment A.	/R info Profiles		
Code profile 1	Date profile	1 //	
Code profile 2	Date profile	2 / / 💌	
Code profile 3	Date profile	3 / / 💌	
Code profile 4	Date profile	4 / / 💌	
Code profile 5	Date profile	5 / / 💌	
Alpha profile <u>1</u>	N <u>u</u> meric profile	1	
Al <u>p</u> ha profile 2	<u>N</u> umeric profile	2	
Alpha profile <u>3</u>	Nu <u>m</u> eric profile	3	
Alpha profile 4	N <u>u</u> meric profile	4	
Alpha profile 5	<u>N</u> umeric profile	5	
			>>

NOTE: Use the worksheet in Appendix 1 to plan the customer profiles for your company.

Select Customers > Quick Customers

• abbreviated version of **Customers > Customers**

	🔯 Quick Customers	
Main Tab		
	Customer # 1000 Auto-assign Customer type A/R Name type Business Name Bill Baker Ship-To Addresses Ship-To Addresses Ship-To Addresses	•
	Main A/R info Profiles	
	First name Bill Last name Baker	
	Address 1 1426 Millstream Parkway	
	Address 2	
	<u>C</u> ity Memphis State TN	
	Zip code 38120	
	Phone 1 321-455-1836	
	Mobile phone 1	
	E <u>m</u> ail 1	
	Opt-out from marketing emails	
	Category MEMBERS	
	Sajes rep MGR	
	Terms code NET30	
	Fin charge code 2%	
	A/R account 1210 Accounts Receivable	
	Loyalty program LOYAL-1 Devalty points balance 12,456	
	Logalty card # 321-455-1836	
		>>
		>>

First name Last name	The customer's first and last name
Address	The customer's address
Phone 1 Mobile phone 1 Email 1	Primary phone number for customer Primary mobile phone number for customer Email address
Category Sales rep	Used for grouping customers for purposes of pricing and reporting Default sales rep for this customer
Terms code Fin charge code A/R account	For A/R customer types only, the payment terms for documents charged to A/R Used for assessing finance charges for A/R customer G/L account number for recording A/R activity for customer
Loyalty program Loyalty points balance	Which loyalty program is the customer enrolled in? How many points does the customer have in that program?
Loyalty card #	What number do you want to associate with customer? Scan the number to identify the customer.

•

•

•

>>

A/R info tab

	Main A/R info	Profiles		
(Allow A/R charges		Last Statement	
	State <u>m</u> ent code	ЕОМ 🔎	Statement period 12/1/2006	to 12/31/2006
Enter A/R information	<u>T</u> erms code	NET30	Aged by	Document date
here \prec	Fin charge code	2%	Current	0.00
	A/ <u>R</u> account	1210	31 to 60 days	77.96
Remaining fields are		Accounts Receivable	61 to 90 days	0.00
system-maintained	<u>C</u> redit limit		Over 90 days	3,592.96
	Last pmt date	01/08/2007 🗨		
	Last pmt amt	575.00	Printed on	1/8/2007
	Last fin chrg date	01/04/2007 💌	View Current Aging View Docum	ients
	Last fi <u>n</u> chrg amt	79.16		
	Balance	3,287.52		
	Unposted bal	33.27		
	Credit available	Unlimited		
				>>

Allow A/R charges	Indicate whether the customer can make charges to A/R
Statement code Terms code Fin charge code A/R account	Used for grouping customers for purposes of statement printing (These values default from the values entered on the Main tab)
Credit limit Unlimited	Maximum amount of credit to extend to the customer, or unlimited amount

Profiles tab

Enter customer profiles for enabled fields

Main A/R info Profiles		
Code profile 1	Date profile 1	11
Code profile 2	Date profile <u>2</u>	11
Code profile 3	Date profile 3	11
Code profile 4	Date profile <u>4</u>	11
Code profile 5	Da <u>t</u> e profile 5	11
Alpha profile <u>1</u>	N <u>u</u> meric profile 1	
Al <u>p</u> ha profile 2	<u>N</u> umeric profile 2	
Alpha profile <u>3</u>	Numeric profile 3	
Alpha profile 4	Numeric profile 4	
Alpha profile 5	<u>N</u> umeric profile 5	

• Add a new customer from another area of Counterpoint (e.g., ticket entry)

Click Add (F2) from the **Customer LookUp** window or at the "Customer not on file" message.

 Only users who have access to Customers > Customers will be able to add a customer on the fly.

If company is not configured to use *Simplified customer add-on-the-fly*, the full Customers > Customers window appears.

🔯 Customer (fre	om lookup)		<u>?</u> ×
	× 🖻 🗐	🍯 • 🔯 •	
<u>C</u> ustomer #		PZ	
<u>N</u> ame			
<u>F</u> irst name		Last name	
<u>A</u> ddress 1			
Cjty		<u>S</u> tate	
Zip code			
Phone 1			
<u>E</u> mail 1			
Category		2	

If company is configured to use *Simplified customer add-on-the-fly*, this window appears:

Note: Mandatory fields that do not appear on the add-on-the-fly window are populated with default values from:

- Template customer
- Data Dictionary
- Database default (if it exists)
Select Customers > Ship-to Addresses or click Ship-To Addresses in Customers>Customers

• Use to define unlimited shipping addresses for a customer

Address tab

Ship-To Addresses					~		7.1	<u>o</u> .
					D) • 4	<u>، م</u>
Cu <u>s</u> tomer #	1000		🔎 🗷 Bill Ba	ker				
Ship- <u>t</u> o address	,		Def <u>a</u> ult			Name	type Pers	on
<u>N</u> ame	Bill Baker							
Address Contacts								
Salutation		F	jrst name Bill					
Last name	Baker	J	. ,					
Address 1	345 Main							
Add <u>r</u> ess 2								
Address 3								
<u>C</u> ity	Memphis		<u>S</u> tal	te TN				
Zip code			Country					
Comment	-		,					
Shippi <u>ng</u> zone	<u> </u>	$\left \right\rangle$						
Ship-via code	UPS GROUND	\sim						
		\square						
∐ax code	J							
∏ax code								
			< ►		1			9 .
	s × ħ		Bill Ba	1	7			
Ship-To Addresse	s X M		Bill Be Defgult	1	1		3 • D	
Ship-To Addresse	s X M			1	2			
Ship-To Addresse	s X 1000 HOME			1	1			
Ship-To Addresse	s Tooo HOME Bill Baker			1	2			
Ship-To Addresse	s Tooo HOME Bill Baker			ker				
Ship-To Addresse	s Tooo HOME Bill Baker			ker Fa <u>x</u>	1			
Ship-To Addresse Cugtomer # Ship-to address Name Address Contacts Contact 1 Contact 1 Contact 1 Phone 1 Email 1	s Tooo HOME Bill Baker			ker	1			
Ship-To Addresse	S HOME Bill Baker			ker Fa <u>x</u>	1			
Ship-To Addresse Cugtomer # Ship-to address Name Address Contacts Contact 1 Contact 1 Phyne 1 Email 1 Contact 2 Contact 2 Contact 2 Contact 2	S HOME Bill Baker			ker Fa <u>x</u>	1			
Ship-To Addresse	S 1000 HOME Bill Baker			ker Fa <u>x</u>	1			

Contacts tab

NOTE: A ship-to address of "Default" is used for a customer when entering tickets, unless a different one is specifically selected or entered for a ticket. If a customer does not have a "Default" shipping address, Counterpoint will use the billing address instead.

ZOOMING ON A CUSTOMER

Click , press F6, or click from a lookup

• Use to view additional information related to a specific customer

🔯 Customers			
🖸 县 🕂 🗙 🖻	9 🗔 🗸 🕨	🔎 🚡 🗋 🛃 · 😥 ·	
Customer # 1002	Auto-assign	Customer type A/R 💌 N	ame type Business 💌
Name Brian Schmidt		<u>S</u> hip-To Addresses	

1002			Customer Notes
Brian Schmidt		N	/iew Ticket History
Contact 1:			
Phone 1: 321-456-7788			
Fax 1:			
Email 1:			
Unposted bal: 0.00			
Balance: 1,362.24			
Order balance: 0.00			
Number of orders: 0			
Last prot amt: 300.00			
Last pmt date: 1/4/2007			
Last sale amt: 94.49			
Last sale date: 11/28/200	6		
Recent Sales	Monthly History	Current Documents	Ship-to Addresses
Closed Layaways	Special Purchases	Closed Orders	Ticket History

Customer Notes	View or edit customer notes
View Ticket History	View ticket history for customer
Recent Sales	View 20 most recent sales
Monthly History	View customer monthly history
Current Documents	View current unposted tickets, orders, layaways
Ship-to Addresses	View ship-to addresses
Closed Layaways	View history of customer's completed layaways
Special Purchases	View open POs created to fill customer's orders
Closed Orders	View history of customer's completed orders
Ticket History	View ticket history

Select Customers > Utilities > Renumber Customers

- Use to change customer numbers
- Updates open documents and transactions, as well as history

Ø	Renumber Custo	omers				
	🗲 🔒 🕂	- × 📾 🔸	• • 9	• • • • • • • • • • • • • • • • • • •	> - 😡	-
	<u>G</u> roup CUSTR	RENUM	Description R	enumber Customer		<u>R</u> enumber
						<u>P</u> rint
Γ	Old customer #	Name	New customer #	Error	_	Move up
Г	1000	Bill Baker	2000			<u>M</u> ove up
	1001	John Lincoln	2001			M <u>o</u> ve down
	1002	Brian Schmidt	2002			
	1003	Carol Dawn	2003			
>	(new line)					
Ľ					▶	
	Old customer #		Z			
	ew customer #		_			
-						

GroupIdentifier for group of customers to be renumberedMultiple groups can be defined and renumbered separately
Multiple groups can be defined and renumbered separately

To obtain a detailed record of changes, prior to renumbering

<u>R</u>enumber

Print

To renumber customers in current group; **perform when no one else is in software**

Note: After renumbering customer, you must manually change any customer images, reports, or customizations that use the old customer number.

Merge

Select Customers > Utilities > Merge Customers

- Use to merge customer data
- Updates open documents and transactions, as well as history
 - Two Cash type customers Can merge: Two A/R type customers Cash type into an A/R type customer
 - Cannot merge: A/R type into a Cash type customer Ecommerce customers Customers with different A/R accounts, if they have non-zero balances Customers enrolled in different loyalty programs, if they have a

non-zero loyalty point balances

Image:	🔯 Merge Customers		<u>_ ×</u>
From cust From customer name To customer To customer name Print 1005 Carol Grey 200006 Carol Gray > (new line) Move up Move down Move down	🔁 县 + 🗙 📖 ◄	🕨 🔎 🕱 🛃 · 🔁 ·	• 🔊 •
1005 Carol Grey 200006 Carol Gray ▶ (new line) Move up Move down Move down	<u>G</u> roup CG	Description Carol Grey	<u>M</u> erge
1005 Carol Grey 200006 Carol Gray Mgve up Moye down Moye down ▼ From cystomer	From cust From customer name	To customer To customer name	
From cystomer	1005 Carol Grey	200006 Carol Gray	<u>Print</u>
	From customer		

Group	Identifier and description for group of customers to be merged
Description	Multiple groups can be defined and merged separately

Print To obtain a detailed record of changes; only prior to merging

> To merge customers in current group; perform when no one else is in software

Note: After merging, you must manually change any price rules that incorporate a customer number that has changed.

Exercise 1: Merging Customers

Try it Yourself! In this exercise, you will learn how to merge two customers.

SCENARIO: You discovered that the customer Scott Thomas has been set up twice as a customer. You will merge these two records into one.

- 1. Select Customers > Utilities > Merge Customers.
- 2. Enter a Group name of **REN1** and a description of **Renumber ST**.
- 3. At **From customer**, look up and select Customer # **1** (Thomas, Scott). This is the record that will end up being removed.
- 4. At **To customer**, look up and select Customer # **100002** (Scott Thomas). This is the record that will remain.

🔯 Merge Customers	
🔁 📑 + 🗙 🥅 🔺 🕨 🎾 🐻 🖨 · 🔁 ·	9 -
Group REN1 Description Renumber ST	<u>M</u> erge
From cust From customer name To customer To customer name	Drive
▶ (new line)	<u>P</u> rint
	M <u>o</u> ve up Mo <u>v</u> e down
From customer 1 Thomas, Scott	
To customer 100002	

- 5. Save the Merge Customers group.
- 6. Since no one else is working in Counterpoint, select the group and click derived to complete the merge.



Adjusting Points

Select Customers > Loyalty Programs > Adjust Points > Enter

• Use to add or remove loyalty points from a customer's loyalty point balance for events other than purchasing or returning items through ticket entry

🔯 Loyalty Point Adj	ustments Enter - Ba	atch:MGR				
🔁 县 🕂	× 🖻 🗉		▶ 🎾	78 🗧	3 · 🔊 ·	
C <u>u</u> stomer #	1000	🛛 📿 Bill Bak	er			
<u>Transaction date</u>	7/ 8/2008	•	Loyalty pro	gram LOY/	AL-1	
Docu <u>m</u> ent #			Point bal	ance	9,989	
P <u>o</u> ints	25		New point bal	ance	10,014	
<u>C</u> omment	Completed survey				<u>P</u> ost	
						·

Customer #	Customer for whom loyalty point balance is being adjusted
Transaction date	Date on which the adjustment is occurring
Document #	Optional entry of document number or other identifier
Points	Positive number increases point balance, negative number decreases point balance
Comment	Optional description of transaction
Point balance New point balance	Current point balance Balance after posting occurs
New point balance	

Use **Customers > Loyalty Programs > Adjust Points > Edit List** to print an edit list prior to posting.

Click Post or use Customers > Loyalty Programs > Adjust Points > Post to post the point adjustment transactions.

Select Customers > Utilities > Customer Notes Category Notes Ship-to Address Notes

or

click

after displaying a customer, category, or ship-to address

At **Note ID**, enter the ID you want to assign to the note,

or

click Use Date/Time to assign the current date and time as the note ID.

Note can contain text, graphics, and/or links.

	ddress WORK			line	-		
	Iote ID MAP	<u>⊔⊪</u> 8 ∾ <u>A</u>		r MGR B ∠ <u>U</u>	4/6/2	2012 4:46 PM · · · · · · · · · · · · · · · · · · ·	
Pati Lynnhous Ha	AND ADD ADD ADD ADD ADD ADD ADD ADD ADD	ary	E and	Openant Rd			

Note can be auto-displayed in **Point of Sale > Tickets > Touchscreen** or **Ticket Entry**.

Select Customers > Views > Customers

- Identical to Customers > Customers without ability to add, change, or delete
- Can add notes, if menu definition allows access to equivalent menu selection

lev View Customers	
🖸 📷 🔍 🕨 🔎 🕷 🗋 🖨 · 🖗	•
Customer # 100001	Customer type Cash 💌 Name type Person 💌
<u>Name</u> Jenna Watkins	Ship-To Addresses
Mein Activity Contacts Payment A/R info Profiles Ecommerce	
Salytation First name Jenna	Store MAIN
Last name Watkins	Jax code
Address 1 873 Houston Branch Road	Tag exempt number
Address 2	Tax exemption date / /
Addgess 3	Credit limit
Qity Memphis State TN	
Zip code 38109 Country	
Phone 1 321-455-3668	
Mobile phone 1	Order balance 0.00
Fag 1	Layaway balance 0.00
Email 1	Edyandy solarios (0.00
Opt-out from marketing emails	
Comment	Credit available Unlimited
Category CASH	
Sales rep MGR	
	<u>>></u>

Select System > Labels

• Use to print labels for:

Customers Customers Addresses from Ticket History Customers Ship-to Addresses Locations Stores Vendors Users Tax Authorities

Select the **Label job** that corresponds to the type of labels you want to print.

Identify the printer, label quantity, and number of labels to skip.

Filter as needed.

🗞 Labels	- 🗆 🗵
Label job ADRS-CUST Address-Customers	
Label filename Address-Avery-5261-2Up-20PerPag	
Printer	
Label quantity 1 🗾 🔲 🖄 Lise quantity from database	
Lab <u>e</u> ls to skip 0	
Filter	
Customer # 1000	
Category 2	
Customer type	
Print Preview Close	Help

Click Preview

to preview the label.

Cabel Preview - address-avery-5261-2up-20perp?★
Bill Baker 1426 Millstream Parkway Memphis, TN 38120
Display alignment pattern

Try it Yourself!

Scott Thomas has requested that you change the normal address you use when shipping items to him. He wants all other correspondence to continue to be sent to his billing address.

New address:

Scott Thomas 2008 March Lane Germantown, TN 38138

Check **Appendix 2** for the answer.

-----END OF EXERCISE------

Counterpoint Fundamentals Learning Objectives Evaluation Section Three

Date: _____

Name (Optional): _____

Please respond to how well you feel you understand the tasks covered in today's class

Use the following scale

- 1 Not covered
- 2 I don't get it
- 3 I need a lot more help in this area
- 4 I need a little more time to get it
- 5 I got it

Define a customer	1	2	3	4	5
Use the template customer	1	2	3	4	5
Use the Copy-from feature	1	2	3	4	5
Define a customer on the fly	1	2	3	4	5
Define shipping addresses	1	2	3	4	5
Zoom on a customer	1	2	3	4	5
Create a note for a customer	1	2	3	4	5
Print labels for a customer	1	2	3	4	5
Renumber customers	1	2	3	4	5
Merge customers	1	2	3	4	5
Adjust loyalty point balance	1	2	3	4	5

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Section 5	After completing the readings and exercises, you will be able to:
Inventory Processing	 Complete / Post an Inventory Adjustment
j	 Understand the use of Event Numbers
	 Identify the three types of Posting errors
	 Create a Physical Count Worksheet
	 Enter / Remove Physical Count Quantities
	 Post Physical Count Transactions
	 Run a Transfer Advice Report
	 Process Transfer Outs / Transfer Ins / Quick Transfers
	 Print Item Labels
	 Interface Counterpoint Distributions to G/L

Transaction = record of an activity that changed: - quantity of an item

- cost of an item
- balance for a customer

Transaction	Description	Menu selection
Cash Receipts	Payment on an in-house charge account	Customers > Cash Receipts Point of Sale > Tickets > Touchscreen (Pay-on-account) Point of Sale > Tickets > Ticket Entry (Pay-on-account)
Customer Adjustments	Apply a debit, credit, or finance charge to in- house charge account	Customers > Adjustments
Loyalty Point Adjustments	Adjust a customer's loyalty point balance	Customers > Loyalty Programs > Adjust Points
Finance Charges	Apply a finance charge to in-house charge acct	Customers > Finance Charges
Inventory Adjustment	Update quantity on hand or cost of item	Inventory > Adjustments
Physical Count	Update quantity on hand	Inventory > Physical Count*
Transfer Out Transfer In Quick Transfers	Shift quantity from one location to another	Inventory > Transfer Out Inventory > Transfer In Inventory > Quick Transfers
Quick Assemblies	Assemble a Bills of Material kit	Inventory > Quick Assemblies
Purchase Requests Receivings Quick Receivings	Order merchandise Take delivery of merchandise	Purchasing > Purchase Requests Purchasing > Receiving Purchasing > Quick Receivings
Returns to Vendor	Return merchandise to vendor	Purchasing > Returns to Vendor
Purchasing Adjustments	Correct cost of received merchandise	Purchasing > Adjustments
Sale/Return Order Layaway	Sell or take return of merchandise Take an order / layaway	Point of Sale > Tickets > Touchscreen* Point of Sale > Tickets > Ticket Entry*

^{*} Physical Count and Ticket Entry > Touchscreen do not use batches for processing transactions.



- Each posting run is assigned next Event ID
- Posts each transaction in batch, one transaction at a time
- Shows progress bar, estimating time remaining in posting
- If problem occurs with posting of one transaction in batch, that transaction is rolled back and posting continues with next transaction
- Successfully posted transactions are moved into history; unsuccessful transactions remain in Enter function

On-screen status at completion:

- Event number assigned to posting run
- How many transactions failed to post
- System errors that occurred
- Out-of-balance distributions
- Opportunity to preview posting journal

Generates:

- posting journal
- transaction history of successfully posted transactions
- event history
- distributions (bookkeeping entries) for successfully posted transactions

Events Defined

Event: A posting or purging process that updates data

Event # assigned automatically to any function that changes the value of inventory (at cost or retail), or that requires an audit trail

Examples: Inventory > Adjustments > Post Point of Sale > Tickets > Post System > Accounting > Utilities > Purge Distributions

Next sequential event # assigned, even if error occurs or posting the same batch where a posting error previously occurred

Select System > Views > Events to view event history

Can enter notes for each event

History tracked for each Event:

- Event number
- Batch ID or store/drawer # posted
- Number of transactions attempted to post
- Number of transactions posted
- Number of transactions that failed due to violation of business rules
- Number of transactions that failed due to other errors (e.g., could not access database)
- Flag as to whether system error caused posting to abort and text description of system error

View Events/Event History

Select System > Views > Events

What is retained about each posting event?

Stiew Events				_10 ×
🖸 📷 < 🕨 🔎	🍞 🗋 🍯	- 😥 -		
Eyent number 700243		Module Customers ent type Customer Adju	stments Post	Event date 1/8/2007 Event time 9:20 AM
Parameters Batch MGR Post date 1/8/2007 Earliest post date 1/8/2007		Details related the event	ating to	
Latest post date 1/8/2007				
Vocessed by Workgroup 1 User MGR		DTEPE CampGolTraining DTEPE	DE	version 8.3.5 version 8.3.5.0 Id date 12/18/2006 12.25 PM
Results Updates requested 10 Successful 10	Application errors Database errors			
Processing ran	to completion			s relating to system and roup

Results		
Updates requested	Total number of transactions or documents in batch	
Successful	Number of transactions or documents in batch that posted	
Application errors	Number of application rules errors that caused transactions in batch to not post (e.g., outside date range, item not on file)	
Database errors	Number of database errors that caused transactions in batch to not post (e.g., locked record, column not defined)	
Messages Processing ran to completion	Attempted to post all transactions/documents in batch	
Some transactions had errors and did not post	Application and/or Database errors encountered with one or more transactions/documents in batch	
Posting aborted prematurely	System error encountered; cause shown in Termination message	

Posting Errors

All failures/errors recorded in Event History (System > Views > Events)

1. Application errors: Business rule violations

Examples: Invalid transaction date Item not on file

- Description of failure placed in Error column of transaction
- Transaction/document remains unposted in batch
- Continues to post next transaction/document in batch
- 2. Database errors: Failure of SQL transaction to commit transaction to database

Examples: record to be updated is already locked attempt to update a field that's not in database

- Retries 3 times
- Description of failure placed in Error column of transaction
- Transaction/document remains unposted in batch
- Continues to post next transaction/document in batch
- 3. System errors: Causes posting to totally stop

Example: lost connection to database

- Rollback of current transaction/document posting
- If known, description of failure placed in Error column of transaction
- Transaction/document remains unposted in batch
- Posting run is terminated

Entering Inventory Adjustments

Select Inventory > Adjustments > Enter

• Use to correct quantity on hand and/or average cost for an item

🔯 Inventory Adjustments Enter - Batch:MGR	_ O ×
🖸 📄 🕂 🗙 🛍 📖 🔍 🕨 🖉 · 👂 🖗 🧐	•
Item number APL-UMB	
Location MAIN C Main store location	
Iransaction date 7/30/2008	Import a .csv file
Adjustment reason code DAM 🖉 Damaged	
Document # 12344321	Stocking unit EACH
	Qty on hand 1
Cost 🗸 Cogunting	Qty available 3
Account 5030 Inventory adjustments	
Reference	Average cost 15.7800
	Standard cost 0.0000
	Last cost 5.9960
Posting errors display here	Post 🔺
	Post o sizelo
	Post a single transaction
	from a batch
	a baton

Item number Location	Item and location for which the quantity is being adjusted.
Transaction date	Date on which the adjustment is occurring.
Adjustment reason code	Optionally, specify a reason code for the adjustment. If specified, the account from the adjustment reason code is used for distributions.
Document #	Optionally, enter document number or other identifier.
Qty	Positive value increases quantity of item, negative value decreases it <i>Qty committed</i> for location is updated when transaction is saved.
Cost Accounting	If System Security Code allows cost entry, enter cost for transaction, or select Accounting to use location's average cost at posting time.
Account	Shows default adjustment account from item's account code Uses account number from Adjustment reason code if a code is specified for transaction.
Reference	Description of transaction - optional.
Posting error	If error occurred when posting this transaction, the reason the transaction failed to post is shown here.

Importing Adjustments

Click ______ to access the **Import Adjustments** window.

Main tab

Browse to select the .csv file to be imported.

Specify the details to associate with this import.

Main Advanced	
Ele name InvAdj.csv	
Location MAIN	
Iransaction date 8/22/2007	
Document #	
Account From account code	
Reference	
	[
Load parameters Save parameters Verify Import Close	<u>H</u> elp

task ? X
efault When blank 💌
>>
<u>Close</u> <u>H</u> elp
De

Click <u>Verify</u> to mimic importing data in order to find potential errors.

Click to actually import the data.

NOTE: After the data has been imported, the values can be edited or deleted in the transactions prior to posting.

Adjustment Edit List

Select Inventory > Adjustments > Edit List

Specify the amount of detail to print for gridded items and serialized items.

Filter adjustments to print using Inventory Adjustment and Item tabs

🔯 Inventory Adjustments Edit List	- D ×
Parameters Inventory Adjustment Item	
Batch MGR Batch created for MGR.	
Cell detail Grid view	
I Print serial number detail	
	>>
E-mail Preview Print Options >> Close	Help

Date 2/22/2006 Time 8:19:30P1		MONSTRATION PURPOSES OF	NLY	Page
	ln ve	entory Adjustments Edit List		
Bat ID: MGR Cell detail: Grid view Print serial number detail Accounting cost = "*" Order by: Bat ID, Item #, Location, Trx	date, Seq #			
ttem # Description Reference Error reference	Location Acct #	Tr× date	Qty adj Unit	Avg unit cost Trx unit cost
APL-UMB Golfumbrella Using it for guests	MAIN 5030	02/22/2006	-1 EACH	7.8800 7.8800 ×
SHORTS Shorts - Men's Twill Pleated Sun faded damage 32 36 Sandstone -1 -1 Total -1 -1	MAIN 5030 Total -2 -2	02/22/2006	-2 EACH	14.9900 14.9900 *
Total -1 -1			Total Qty Adj	
	0 Upw	ard adjustments	D	
	3 Dow	inward adjustments	-3	
	3 Tota	al adjustments	-3	
* this transaction will be posted at the	accounting cost applicable a	it po <i>s</i> ting time.		
		End of report		

Shows:

- Transaction information entered by user
- Costs, depending on user's View costs? security setting
- SQL errors and failures that have occurred in a prior posting attempt

Does not show:

- Distributions that will be made when transaction is posted
- Errors that might occur (but haven't yet) during posting

Posting Adjustments

Select Inventory > Adjustments > Pos	st				
or click in Inventory > Adjustments > Enter					
Answer Yes to begin posting.	Confirm Image: Confirm Post all transactions for Batch [MGR]? Image: Post all transactions for Batch [MGR]?				
When completed, a message appears with the event number and status of posting, and allows you to view the posting journal.	Confirm X Image: Second system Event Number: 700428 Processing complete with no errors Do you want to view the Inventory Adjustments Journal? Image: Second system Image: Second system <				

Use **Adjustments > Enter** or **Adjustments > Edit List** to view any posting errors for a transaction.

Exercise 1: Inventory Adjustments

Try it Yourself! In this exercise, you will learn how to enter and post an Inventory Adjustment.

SCENARIO: The owner previously took an Adams SC Driver home, for which an adjustment transaction had been entered. He is now returning the driver and it needs to go back into inventory.

- 1. Select Inventory > Adjustments > Enter.
- 2. At Item Number, look up and select **ADM-SCD**.
- 3. Use the **MAIN** location and today's date.
- 4. Enter a Quantity of 1.
- 5. Use the **Accounting** cost for the transaction. Accounting cost is the average cost of the item at the involved location.

🔯 Inventory Adjustment	s Enter - Batch:MGR	<u> </u>
🗲 📑 + >	< 🖻 🗐 ┥ 🕨 🎾 🎖 🎒 · 😥 ·	
l <u>t</u> em number	ADM-SCD Adams SC Driver, RH	
<u>L</u> ocation	MAIN 📃 🖉 Main store location	
<u>T</u> ransaction date	6/ 2/2009	
Adjustment reason code		
Docu <u>m</u> ent #	Stocking unit	EACH
Qty	1 EACH 💌 Qty on hand	7
<u>C</u> ost	Accounting Qty available	7
Account	5030 Diventory adjustments New qty available	8
Reference	Owner returning item to inventory Average cost	166.3157
	Standard cost	0.0000
	Last cost	159.9960
		Post

- 6. Click to save the transaction.
- 7. Select Inventory > Adjustments > Edit List and preview the adjustment before posting it.
- 8. Select **Inventory > Adjustments > Enter** and enter the Reference text of **Owner returning item to inventory**.
- 9. Click <u>Post</u> to post the adjustment.

-----END OF EXERCISE------

Performing a Physical Count

Select Inventory > Physical Count

Physical Count
Create
🖹 Worksheet
Enter
Import
Edit List
Post 📃
Remove

Menu Selection	Use it to
Create	Generate physical count transactions for groups of items to be counted, capturing the current quantity on hand for each item
Worksheet	Print a worksheet of items for which physical count transactions exist. The worksheet can be used to manually record the amount counted of each item.
Enter	Enter the count amount(s) from the worksheet into the physical count transaction for each item.
Import	Import count amounts from a text file for existing physical count transactions or new physical count transactions. Use instead of Enter.
Edit List	Print an edit list to review the count amounts entered or imported, and to examine the variances between the captured quantity on hand and entered count amounts.
Post	Post the physical count transactions. Posting generates and automatically posts inventory adjustment transactions for items where the captured and entered counts differ.
Remove	Delete physical count transactions before posting.

Creating Physical Count Transactions

Select Inventory > Physical Count > Create

	🗞 Physical Count Create	
Identify the leasting (a)	Location MAIN DC Main store location	<u>All locations</u>
Identify the location(s) and filter the items for which physical counts will be done.	Item selection Inventory selection Item number Primary vendor Item category Sub-category Item selection Inventory selection Last count date is on or before 7 7	
Click <u>Create</u> to create the physical count transactions for the selected items.		>> Create <u>C</u> lose <u>Help</u>

Either **Current Quantity on hand** or **Quantity available** (based on configuration setting in Inventory Control) and **Cost** are captured ("frozen") in each transaction. For gridded items, quantity is captured for each cell.

If a physical count transaction is already on file for an item, select the action to take.

🔯 Duplicate Physical	Count	? ×
A count transaction for	item BEER at location M	AIN already exists.
<u>S</u> kip	<u>R</u> eplace	
Skip All	Replace All	Cancel

After the physical count transactions have been created, you can view the worksheet.

The worksheet can also be printed or viewed using **Physical Count > Worksheet**.

Confirm		×
?	Event Number: 700150 Physical count create completed with errors. Do you want to view the Physical Count Worksheet?	
	<u>Y</u> es <u>N</u> o	

Physical Count Worksheet

Select whether to show cell detail for gridded items, whether any quantity should print, and whether to include serial number detail.

🧑 Physical Count Worksheet	_ 🗆 ×
Report Physical Count Worksheet (List view)	
Orger by Item #	
Parameters Physical Count Transaction I Item	
Print qty None	
✓ Include uncounted items	
Print variances for uncounted items	
Print non zero variances only Print serial number detail	
Include sometimes serialized items	
	>>
<u>E-mail</u> Preview <u>Print</u> <u>Options >></u> <u>Close</u>	<u>H</u> elp

	🔯 Physical Cou	int Worksheet		
	Report F	Physical Count Worksheet (List view)		
Filter the items whose	Parameters Phy	vsical Count Transaction Item		
transactions you want to print	Item number	🔯 Physical Count Worksheet		_ 🗆 🗡
on the worksheet.	Location	Report Physical Count Worksheet (List view)	•	
on the worksheet.		Order by Item #	•	
		Parameters Physical Count Transaction Item		
		Item number		
		Item category		
		Sub-category 🖉 to		
		Item type		
		Primary vendor		
		Price-1 at least		
		F-mail Preview Print Onlines >>	Close	Help

Date 7/8/2008 Tir	me 2:45:52PM		FO	R DEMON STRA	TION PURPOSES ONLY	,	Page 1
					orksheet (List View)		
				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
Printqty: None							
Do not print variand Do not print non zer							
Print serial number	detail	-					
Order by Location	n, item #		Prc 1			Count	Checked by
Description			Stk unit	:			
		Count qty-3		Count qty-5			
Unit 1	Unit 2	Count qty-3 Unit 3	Count qty-4 Unit 4	Count qty-5 Unit 5	Count qty-6 Unit 6		
Unit 1 Location N			Unit 4	Unit 5			
Unit 1 Location N 100002	Unit 2			Unit 5			
Unit 1 Location N	Unit 2		Unit 4 74.99 EACH	Unit 5		Count	<u>Checked by</u>
Unit 1 Location N 100002 Men's golf shoes	Unit 2	Unit 3	Unit 4 74.99 EACH th	Unit 5		Count	Checked by
Unit 1 Location N 100002 Men's golf shoes <u>Color</u>	Unit 2 MAIN <u>Size</u>	Unit 3	Unit 4 74.99 EACH th row	Unit 5		Count	Checked by
Unit 1 Location N 100002 Men's golf shoes <u>Color</u> Multi	Unit 2 MAIN Size 7	Unit 3 Wid Nan	Unit 4 74.99 EACH th row e	Unit 5		Count	Checked by
Unit 1 Location N 100002 Men's golf shoes <u>Color</u> Multi Multi	Unit 2 MAIN Size 7 7 7	Unit 3 Wid Nam Wid	Unit 4 74.99 EACH th row e	Unit 5		Count	<u>Checked by</u>
Unit 1 Location N 100002 Men's golf shoes <u>Color</u> Multi Multi Multi	Unit 2 MAIN Size 7 7 7.5	Unit 3 Wid Nan Wid Nan	Unit 4 74.99 EACH th row e row e	Unit 5		<u>Count</u>	<u>Checked by</u>

Entering Physical Count Quantities

Select Inventory > Physical Count > Enter

Enter up to six separate count quantities for the item at that location.

Enter count quantities in an item's alternate units, if needed.

Identify who provided the count information and any notes related to the count.

Location MAI	N		Main store I		¥ 🎒	Change local	tion			
tem number ADM			Adams SC [gi lange loca	0.011			
			C	unted by		Count notes				
Count qty-1 5		EACH	▼ MGR							
Count qty-2		EACH	▼ Z					Description	Adams SC Driver,	RH
Count gty-3		EACH	•					Category	GOLF	
Count qty- <u>4</u>		EACH	•					Sub-category	CLUBS	
Count qty-5		EACH	•				A	ccount code	1	1
Count qty- <u>6</u>		EACH	•				Pr	imary vendor	ADAMS	
Eg	ter serials						Vendor	item number		
							Bin-1	Bin-2	Bin-3	Bin-4
Comment					_					

You can also add new physical count transactions or delete them in this function.

For a gridded item, click item to enter count quantities for each cell of the item.

💐 Physical Count Enter										_02
🗲 🔒 + 🗙 🕻	N	₩.			يا - 🦾 🖫	9 •				
	_			1 *		•				
Location MAIN		20	Ð	Main store location	<u>C</u> han	ge location				
Item number SHOES			Z	Women's golf shoes	Color/	Size/Width				
			6	Physical Count - G	rid					?×
Count qty-1 32	1 🔊	EACH		Item number SHO	es 🔎	🔄 Women's g	golf shaes		_	
Count qty-2		EACH		Location MAIN	4 24	🕗 Main store	location			
Count gty-3	2	EACH	Ľ			Count gty-1				
Count qty- <u>4</u>		EACH					w	idth		
Count qty- <u>5</u>		EACH		Color	Size	Narrow		Wide	Total	
Count qty-6		EACH	Þ	Multi	7		2			4
	_			Multi	7.5		2			4
Enter serials				Multi	8		2	2		4
				Multi	8.5		2	2		4
Comment				White	7	_	2			4
Commerk J				White	7.5	_	2			4
				White	8		2	2		4
			H	White	0.0		2	2		4
							16	16		32
					<u>F</u> ilter >>	⊻iew>>	<u>0</u> K	Cancel	E	lelp .



For a serialized item, click <u>Enter serials</u> to enter the serial numbers for each counted item.

Importing Physical Counts Quantities

Select Inventory > Physical Count > Import

• Use to import physical count quantities from a .csv file

Provide the path and name of the file to be imported.

Identify the location for which the count quantities will be imported.

Identify the field numbers in the import file that contain the item number, quantity, serial number, Unit of measure, count user, and count notes.

Location	E	1003	
 Counts are for Included in file 	Lgcation MAIN	Main store loca	stion
	port counts only for		Allocation
Place file in		number	
Company	[tem 1 Quantity 2	Assume aty 1	
Import folder	Segial number 3		
	Unit of measure 4	Use this	value instead
	Cognt user 5	or	(
	Count notes 6	or	
Ð	ompt to delete file after impo	e (T	

Click <u>Save parameters</u> to save these settings.

Click Load parameters to load saved settings.

Click	⊻erify	to mimic importing the data in order to find potential errors.
-------	--------	--

Click

Import

to actually import the physical count quantities.

Click Advanced... to define the characters in the import file that denote a quotation mark, that separate fields and that denote comments.

Advanced Import Options	<u>? ×</u>
Quote character '' Field <u>d</u> elimiter , Co <u>m</u> ment character ;]]]
<u>D</u> K <u>Cancel</u>	<u>H</u> elp

Printing a Physical Count Edit List

Select Inventory > Physical Count > Edit List

Select how to show gridded items, and the quantity to print for each transaction.



Filter the items whose count transactions you want to print on the edit list.

Physical Count Edit List	
Report Physical Count Edit List (List view)	
Parameters Physical Count Transaction Item	
Item number	
Location	
Note: Section 2015 Physical Count Edit List	
Report Physical Count Edit List (List view)	-
Parameters Physical Count Transaction Item	
Item number	
Item category	
Sub-category	
Tracking method	
	>>
E-mail Preview Print Options >> Close	<u>H</u> elp

Physical Count Edit List – List View

Date 7/8/2008	Time 2:55:		FC	R DEMONSTR Physical Cour				Page 1
Printqty: Froze	en, actual coun	ts						
Print serial numb								
Orderby Locat	ion, Item #							
Location	MAIN							
ltem #		Description		Cost	Stk unit	Frozen quantity	Qty counted	
Count qty-1	Count qty-2	Count qty-3	Count qty-4	Count qty-5	Count qty-6			
Unit 1			Unit 4		Unit 6			
ADM-SCD		Adams SC Drive	er, RH	182.11	EACH	3	6	
5	5400							
EACH								
BALL-RET-PRO	1	Ball Return - PR	10	35.00	EACH	4	2	
2								
EACH								
	t counted seria	<u>al #</u>	Counte	ed and not froze	n serial#	Er	ozen and coun	ted serial #
11254 11256								
14298								
14299								
SHOES	1	Wom en 's golf sł	hoes	34.3198	EACH	28	32	
32		, in the second s						
EACH								
		<u>Color</u> Multi	Size 7	<u>Wid</u> Nar		0	2	
		Multi	7	Wid		3	2	
		Multi	7.5	Nar	-	0	2	
		Multi	7.5	Wid		5	2	
		Multi	8	Nar	-	0	2	
		Multi	8	W id	e	3	2	
		Multi	8.5	Nar	row	0	2	
		Multi	8.5	W id	e	2	2	
		White	7	Nar		0	2	
		White	7	W id	-	2	2	
		White	7.5	Nar		0	2	
		White	7.5	Wid	-	5	2	
		White	8	Nar		0	2	
		White White	8.5	Wid		4	2	
		White White	8.5	N ar Wid		2	2	
		** m.t=	0.0	VV IO	-	2	2	
		Location MAIN	to tals			Frozen quantity	Qty counted	

PHYSICAL COUNT

Removing Physical Count Transactions

Select Inventory > Physical Count > Remove

• Use to remove count transactions that were created by mistake or that are now stale (captured quantity is out-of-date)

	🔄 Physical Count Remove	
nove count transactions ere created in a single	Location MAIN C Main store location	<u>All locations</u>
select the event er.	Item selection Inventory selection Item number DUN-DDH DIC to DUN-TI	
he items whose count ctions you want to e.	I time category	
		>>
	Preview <u>R</u> emove <u>C</u> lose	

To rem that we event, numbe

Filter th transad remove
Posting Physical Count Transactions

Select Inventory > Physical Count > Post

	🔯 Physical Count Post	
Select handling for uncounted items. Filter the items whose	Location MAIN Posting Date / / Document # PHYS-COUNT For uncounted items Assume quantity counted is zero Assume quantity on hand is correct	
count transactions you are	⊙ Skip	frozen.
ready to post.	Item selection Inventory selection	
	Item number	PZ
	Primary vendor	
	Item category	
	Sub-category	
		>>
		Post <u>C</u> lose <u>H</u> elp

For counted items, the item's current quantity on hand is adjusted if there is a difference between the quantity counted and quantity captured in the physical count transaction.

Cost used for adjustment depends on the cost selected in **Setup > Inventory > Control**.

Exercise 2: Performing a Physical Count

Try it Yourself!

- 1. Select Inventory > Physical Count > Create.
- 2. Select MAIN location and filter for the APPAREL category and the MENS sub-category.



Confirm		×
?	Event Number: 700103 Physical count create completed with no errors. Do you want to view the Physical Count Worksheet?	
	<u>Yes</u> <u>N</u> o	

- Answer **No** when asked about viewing the Physical Count Worksheet.
- 3. Select **Inventory > Physical Count > Worksheet** to view the worksheet in **Grid view.** Select to show **None** for Print qty. Close the worksheet when done.
- 4. Select Inventory > Physical Count > Enter.

Assume the worksheet had been printed earlier and the following counts were recorded for item **VEST** at the Main location.

	Small	Medium	Large	X-Large	Total
Black	5	5	4	4	18
Sandstone	5	5	4	5	19
Count	10	10	8	9	37

Use either the lookup or table view to display the transaction for the **MAIN** location for the item **VEST**.

Click I to enter the count for each cell.

When finished, click **OK**. Then click **to** save the transaction.

🔯 Physical Count Enter	
🔁 🗄 🕂 🗙	(🖻 🖼 🔺 🕨 🔎
Location MAIN	Main store location
Item number VEST	Ann's 100% cotton ves
	Counted by
Count qty- <u>1</u>	EACH 💽
Count gty-2	EACH 💌
Count qty-3	EACH -
Count qty- <u>4</u>	EACH -
Count qty- <u>5</u>	EACH 💌
Count qty- <u>6</u>	EACH -
	1

- 5. Select Inventory > Physical Count > Edit List and preview the counts.
- 6. Select Inventory > Physical Count > Post. Choose to Skip uncounted items.
- 7. Select Inventory > Reports > Journals > Physical Count.

View the Physical Count Journal produced by posting.

Notice the Frozen qty, Qty counted, Qty variance, and Value variance columns in the Report total area.

Event# 70047 User MGR Post date 11/12/ Print qty: Frozen Order by Locatio									
			5 Update 1 Succes	s requested isful		4 Appl	ication errors		
Location	MAIN								
ltem #	ſ	Description			t Stk unit it used	Frozen quantity	Qty counted Assumed count	Qty variance	Value variand
Unit 1	Unit 2		Unit 4	Unit 5	Unit 6				
VEST	1	Men's 100% cotto	in vest		5 EACH	71	37 None	-34	-570.6
37 EACH				Cur	rent cost		None		
		Color Black	Size Small			8	5	-3	
		Black	Medium			8	5	-3	
	8	Black	Large			14	4	-10	
		Black	X-Large			8	4	-4	
	5	Sandstone	Small			7	5	-2	
		Sandstone	Medium			8	5	-3	
		Sandstone	Large			10	4	-8	
	-	Sandstone	X-Large			8	5	-3	
	L	Location MAIN to	tals			Frozen quantity	Qty counted	Qty variance	Value varianc
						71	37	-34	-570.6
							Over	0	0.0
							Short	-34	-570.6

-----END OF EXERCISE------

Physical Count Pointers

Orders, Layaways, Holds, and Quotes

Items on orders and layaways update quantity available, but not quantity on hand. If your system is configured to capture quantity on hand (rather than quantity available) when creating count transactions, be sure to count the ordered and layaway items. Do not count them if your system captures quantity available.

Items on holds and quotes do not update quantity on hand or quantity available. Be sure to count items that are on holds and quotes.

Open Transfers

When you post a Transfer Out, quantity on hand is reduced for the sending location. Until the receiving location completes and posts the associated Transfer In, neither quantity on hand nor quantity available is updated at that site.

Do not count items that have not yet been transferred in, even if the physical merchandise has actually arrived.

Serialized Items

On-file serial numbers are captured, along with the current quantity, of always and sometimes serialized items.

When entering (or importing) counts, you can specify the serial numbers that were found.

When the count transaction is posted, serial numbers that are not counted are updated with a status of "missing". If a serial number is entered or imported for a count transaction and that serial number was not previously frozen, a serial number record with a status of "available" is added for the item.

Controlling Inventory While Counting

As soon as you create a physical count transaction and the current quantity on hand or quantity available is captured, you must maintain control over the physical inventory for the item until you can count it and record the count quantity somewhere. "Maintain control" means that none of the item is removed and no new merchandise is brought into the count area from the time the count transaction is created until you have counted what's already there.

For businesses that can close during the count, controlling the physical inventory until it is counted is not a major issue. Color-coding the counted vs not counted merchandise is one way to indicate what items still need to be counted and those where count quantities have already been captured for an item.

For businesses that must remain open and especially those where customers are usually 'self-serve', you may want to temporarily prevent customer access to the items that you intend to count and have an employee retrieve the merchandise. The employee could leave behind some note or flag to designate the quantity removed so that it can be included in the count even though it is no longer physically present.

If customers must access the merchandise before it's counted, you will need to use some other method that allows you to include the quantity that customers have purchased (and removed) from the time the count transaction is created until the item is counted. For example, you can compare the time from when the count transactions were created for the items and when the count of the item was started to the ticket times to find items that were sold during the "control" window. You would need to include those sold items in your counted quantities.

Controlling the Cost of Physical Count Adjustments

The current average cost of an item is captured in the physical count transaction at the time the transaction is created.

The "Physical count posting uses" setting in **Setup > Inventory > Control** allows you to control whether Counterpoint will use the captured cost or the current average cost of an item at posting time for any inventory adjustments that get created for variances.

TRANSFERS

Transfer Methods

• Use to transfer merchandise from one location to another

Method 1 - Transfer Out > Transfer In

- Monitor transfer of goods from one location to another
- Multiple transaction processes
- Transfer information can be imported from a .csv file
- Updates quantity on hand at sending location when Transfer Out is posted
- Updates quantity on hand at receiving location when Transfer In is posted

Method 2 - Quick Transfer

- Assumes transfer is already completed
- Single transaction process
- Updates on hand quantities for sending and receiving location as soon as transaction is posted, even if merchandise has not arrived

Process Flow of Transfers



When are quantities updated?

	Quantities Updated					
	From location	To location				
Save Transfer Out	↑ Qty on transfer out ↑ Qty committed	(no change)				
Post Transfer Out	 ↓ Qty on transfer out ↓ Qty committed ↓ Qty on hand 	↑ Qty on transfer in				
Save Transfer In	(no change)	Ψ Qty committed Ψ Qty on transfer in*				
Post Transfer In	(no change)	 ↑ Qty on hand ↑ Qty committed ↓ Qty on transfer in** 				
Auto-reconcile Done when no lines remain open on transfer.	 ↓ Qty on hand (Recvd > Expected) or ↑ Qty on hand (Recvd < Expected) 	(no change)				

- * For Save Transfer In, **Qty on transfer in** is updated to reflect the new quantity expected
- ** For Post Transfer In, **Qty on transfer in** is reduced by **Qty recvd**

Printing a Transfer Advice Report

Select Inventory > Transfers > Transfer Out > Transfer Advice

- Use to evaluate stock levels and determine how to redistribute inventory across locations
- Optionally, generate Transfer Out transactions

🔯 Transfer Advice		
Report Full	•	
Order by Item #		
Parameters Item		
From locations	To locations	
🔿 Location group	○ Same as from-locs	
Specific locations	C Location group	20
STORAGE 2	Specific locations	
	MAIN	PZ
		PQ
Quantities	Report	
Qty to transfer out Surplus over max	Print All locations	
Transfer in to locs Below max		
		>>
<u>E</u> -mail P <u>r</u> eview <u>P</u> rint	<u>G</u> enerate <u>Options >></u> <u>Close</u>	<u>H</u> elp

From locations	
Location group Specific locations	Identify a location group or up to 6 individual locations that could supply the inventory to be transferred
To locations	
Same as from-locs Location group Specific locations	Identify the locations that can receive the transferred inventory
Quantities	
Qty to transfer out	Determine which quantities to consider taking from transfer out locations: Surplus over maximum, Surplus over minimum, or As needed (by transfer in locations)
Transfer in to locs	Limit quantities to transfer based on current inventory level of transfer-in locations: if current level is below maximum, below minimum, totally out-of-stock, or All (level doesn't matter)
Report	
Print	Locations to include on the report

Transfer Advice Report

Date 9/15/2004 Time 2:46:26PM

FOR DEMONSTRATION PURPOSES ONLY Transfer Advice

Page 1

From locations: STORAGE To locations: MAIN Qty to transfer out: Surplus over max Transfer in to locations: Below max

""Print: Transfers only "" beside 'Location' means an unposted transfer-out exists for the item to the location; no transfers will be recommended. Order by: Item #

ltem #	Description	r		Vend	ior #	Ca	tegory		
		Inventory qty					sfer qty	у	
Location	Min	Max	On hand	On Xfer in	Available	Available	Needed	Suggested	Short
ADM-TL5	Adams Tight	: Lies 5 Wood		ADAN	dS.	GC)LF		
STORAGE	0	D	5	5	5	5	D	-3	C
MAIN	3	12	10	D	9	D	3	3	C
ADM-VMI	Adams VMI	lrons, Set		ADA	dS.	GC)LF		
STORAGE	0	0	2	D	2	2	D	-2	ſ
MAIN	3	12	2	D	2	D	10	2	8
ADM-VMI-P	Adams VMI	Putter		ADAN	dS.	60)LF		
STORAGE	0	0	5	0	5	5	D	-5	ſ
MAIN	3	12	5	D	5	D	7	5	2
APL-HAT	Golf hat with	logo - 1 size				APPAREL			
STORAGE	0	0	10	D	10	10	D	-10	ſ
MAIN	10	50	28	D	28	D	22	10	12
APL-SHIRT	Golf shirt wit	h logo - 1 size	2			APPAREL			
STORAGE	0	0	20	D	20	20	D	-20	C
MAIN	25	50	19	D	19	D	31	20	11
APL-SHOES	Golf shoes -	Mens - 1 size	2			AP	PAREL		
STORAGE	0	0	8	4	8	8	D	-8	C
MAIN	10	30	13	D	13	D	17	8	ę
APL-SHORTS	Golf shorts u	vith logo - 1 si	ze			AP	PAREL		
STORAGE	0	0	10	D	10	10	D	-10	C
MAIN	25	50	12	D	12	D	38	10	28
SHORTS	Shorts - Mer	's Twill Pleate	ed	IZOD		AP	PAREL		
Color / Size									
Black / 30	<u>,</u>								
STORAGE MAIN	0	0	3	0	3	3	D 12	-3 3	(
Black / 32	2	12	U	U	b	b	12	5	
STORAGE	0	D	3	D	3	3	0	-3	1
MAIN	2	12	0	0	0	D	12	3	(

Sandstone / 38									
STORAGE	D	D	3	D	3	3	0	-3	
MAIN	2	12	0	D	0	D	12	3	
Sandstone / 40									
STORAGE	D	D	3	D	3	3	0	-3	
MAIN	2	12	0	D	0	D	12	3	
Sandstone / 42									
STORAGE	D	D	3	D	3	3	0	-3	
MAIN	2	12	0	D	0	0	12	3	
Report totals: 8 items in ren	ort								
Report totals: 8 items in rep			Otor			ransfer to		Otry	
Report totals: 8 items in rep	Transfer from		<u>Otv</u>		1	ransfer to		<u>Otv</u>	
Report totals: 8 items in rep			<u>Qtv</u> 117]	ransfer to MAIN		<u>Otv</u> 117	
Report totals: 8 items in rep	Transfer from				1				
Report totals: 8 items in rep	<u>Transfer from</u> STORAGE		117]	MAIN		117	
Report totals: 8 items in rep	<u>Transfer from</u> STORAGE		117	freport	1	MAIN		117	

Entering a Transfer Out

	No						
	Transfer Out Ent	er – Batch:MGR				1	_ 🗆 🗙
	🗲 🗄 🕂	× 🗔	◀ ▶	<i>></i> 🏅		• 🔁 •	1
	T <u>r</u> ansfer #	100017		-assign Import	_		22
					Transfer to	EAST	20
	Main Lines						
Main tab		11/07/2006	•				<u>N</u> ext>
	Shipped <u>b</u> y	MGR	🔎 📿 Man	ager			Print Form
	Misc charge	0.00					Pos <u>t</u>
	<u>R</u> eference						Save
	<u>C</u> omment 1						
	Co <u>m</u> ment 2						
	Comment 3					_	
	_						
							>>

Select Inventory > Transfers > Transfer Out > Enter

Transfer #	Enter a transfer number, or click <u>Auto-assign</u> to auto-assign it
	Click Import to import a .csv file to identify the Transfer Out details
Transfer from	Location from which items will be shipped Defaults to workgroup's location
Transfer to	Location to which items will be shipped
Ship date	Date on which transfer is expected to ship
Shipped by	Identify the user who is completing the transfer out
Misc charge	If enabled, additional charges (such as freight) to be included in the cost of the inventory at the <i>To</i> location when it is received Proportionally applied based on cost of each item received
Reference	Enter any reference text to associate with the transfer (not printed on forms)
Comment 1 - 3	Enter any additional comments relating to the transfer (printed on forms and reports)

	🔄 Transfer Out Enter -	Batch:MGR			<u>_ ×</u>
Lines tab	🛃 🗄 🕂	🗙 📖 < 🕨 🖉) 👅 🗋 d	🚽 - 🔁	• 🔊 •
	T <u>r</u> ansfer # 100	017 🔎 Auto-assign		from MAIN	
			Transfi	erto EAST	22
	Main Lines				
	Item number	Description	Transfer Unit quantity name	Unit cost Ext (est.)	ended cost
	>DUN-TI	Dunlop Titanium Balls	12 DOZ	14.9534	179.44
	TOP-STT	TopFlite Strata Tour Balls	2 DOZ	2.8445	5.69
	APL-HAT	Golf hat with logo - 1 size	2 EACH	4.2724	8.54
					-
	DUN-TI	Des <u>c</u> ription Dunlop Titanium Balls	Transfer quantity		
		journop I kanium Bails	12	DOZ 💌	
	Comment 1:		Maria	Subtotal	217.31
	Comment 2:		<u>N</u> ext>	Misc charge	0.00
	Comment 3:		Print Form	Total	217.31
			Post	Lines	4
				Total quantity	19
			Save	r otar quantity	13
					>>

Item number	Identify each item to be transferred Only "Inventory" type items are allowed to be transferred Item must have inventory records for both locations
Transfer quantity	Enter the quantity to be transferred of each item
Unit	If an item has alternate units defined, select the unit associated with the transfer quantity

Click save the Transfer Out.

Lines tab – Gridded Items

If a gridded item is entered, enter the quantity to transfer of each cell.

When completed, the sum of the individual quantities is shown as the total transfer quantity for that line item.

🔯 Trans	fer Out - Grid				?)
lten	n number SHIRT	📿 🕑 Men's	Polo 100% cotton		
Tran	isfer from MAIN	🔎 🥑 Main s	tore location		
Īr	ansfer to EAST	🔎 🗷 East st	ore location		
		Tran	sfer quantity		
			Size		
Color	Small	Medium	Large	Total	
Blue		2		1	
Red		0	1	3	
Sandste	one	1	1	1	
		3	2	5	1
		<u>F</u> ilter >>	<u>⊻</u> iew >> <u>D</u> K	Cancel	<u>H</u> elp

Click I to view or edit the individual quantities.



Lines tab - Serialized items

If a serialized item is entered, after specifying the transfer quantity, you are asked to identify a serial number for each piece.

🔯 Transfer Out - Serial Number	s		?
			
Item number BALL-RET-PRO	🗋 📃 🕑 Ball Return - PRO		
Transfer from MAIN	C Main store location		
Transfer to EAST	East store location		
Serial number			
4568436			
4568440			
4568444			
(new line)			
9	Serial number	\square	Qty
	,		Serial number
			Entered
			To add
			-
		<u>C</u> lose	<u>H</u> elp

When completed, click I to view or edit the serial numbers.

Ite <u>m</u> number	Description	T <u>r</u> ansfer quantity_ <u>U</u> nit
BALL-RET-PR 🔎 📿	Ball Return - PRO	3 EACH 💌
Serial numbers	3 entered	

Importing a Transfer Out

Before assigning a Transfer #, click	to access the Import Transfer Out window.
Main tab Browse to select the .csv file to import. Specify the details to associate with this import.	Main Advanced Ele name TransferOut.csv Tgansfer # (AUTO-ASSIGN) Auto-assign Transfer from MAIN Transfer to EAST Ship date 7/24/2007 Shipped by MGR MGR 2 Load parameters Save parameters
Advanced tab	Import Transfer Out - New transfer out import task ? × Main Advanced
 Specify which field contains: Item number or barcode Quantity to transfer Serial number and treatment of the first line and file. 	Field number Item Quantity Quantity Serial number Serial number Signal number
Click Save parameters to save the settings	jS.
Click Load parameters to load saved setting	ings.
Click <u>Verify</u> to mimic importing the in order to find potential errors. Click Import to import the file.	e data
	M

NOTE: After the data has been imported, you can edit the transfer out prior to posting.

<u>C</u>lose

<u>H</u>elp

Transfer Out Edit List

Select Inventory > Transfers > Transfer Out > Edit List

Use to print a report of Transfer Out information, prior to posting

Use Transfer Out > Enter to make any changes to the Transfer Out

Select the order in which to print the transfer outs

Specify:

- whether to show line items
- how to print gridded items
- whether to show serial numbers

🗞 Transfer Out Edit List	<u> </u>
Order by Transfer #, Sequence #	
Parameters Transfer Out Transfer Out Line	
Batch MGR	
r i nik sekai kanbel dekai	
	>>
Preview Print Options >> Close	Help

🧞 Transfer Out Edit List	
Order by Transfer #, Sequence #	
Parameters Transfer Out Transfer Out Line	
Transfer # 🛛 🖉 to	
Transfer from	
Transfer to	
🔯 Transfer Out Edit List	
Order by Transfer #, Sequence #	-1
Parameters Transfer Out Transfer Out Line	
Item number	
_	
_	
	>>
E-mail Preview Print Options >> Close	<u>H</u> elp

Filter the transfer outs to include, as well as the line items

Date 4/17/2006	Time 9:32:11AM							Page
			FOR DEMONSTRA			LY		
			Transfer Ou	t Edit List - Deta	ail			
arti⊡ MGR								
at ID: MGR Cell detail: Grid Print serial numb								
Orderby: Transfe Transfer#10	r#, Sequence #	Transfer from	STORAGE	Ship date	3/18	10 B	Subtotal	7.89
Reference		Transfer to	MAIN	Shipped by	MG		Misc charge Total	0.00
tem #		Item description		Transf	er qty	Unit	Unit cost	Transfer cos
AP L- UMB		Golfumbrella			1	EACH	7.8890	7.89
Transfer# 10	0021	Transfer from	MAIN	Ship date	4/17		Subtotal	270.33 0.00
Reference		Transfer to	STORAGE	Shipped by	MG	n	Misc charge Total	270.3
tem#		Item description		<u>Transf</u>	er qty	Unit	<u>Unit cost</u>	<u>Transfer cos</u>
HOES		Women's golf sho	es		6	EACH	34.2928	205.70
Multi 7.5 7.5 White 7.5 Total Transfer o	Wide 2 2 2 ty 6	Total 2 2 2 6						
APL-HAT		Golfhat with logo	- 1 size		4	EACH	4.2722	17.0
PIN-TI		Pinnacle Titanium	8 alls		2	DOZ	23.7400	47.4
	Transfer # 100	0021 totals	3 lines		12			270.3
	Re	eport totals	2 transfers in repor	t	13			278.23
							Subtotal	278.2
							Misc charge Total	0.01 278.23

Posting Transfer Outs



🔲 Do not show again

Yes

<u>N</u>o.

The Transfer Out form can also be printed later, prior to receiving, using **Inventory > Transfer > Transfer Out > Print Forms**.

Transfer Out Journal

Date 4/17/20	06 Time 9:33:21AM		FOR DEMONST	RATION PURPO	SES ONLY		Page 1
			Transfer	Out Journal - De	etail		
Bat ID:	700157 MGR 3/18/2006 12:00:00AM		lpdates requested Successful				
Print serial nu	nt: Oty transferred						
Transfer #	100018	Transfer from Transfer to	STORAGE MAIN	Ship date Shipped by	3/18/06 MGR	Subtotal Misc charge	7.89 0.00
Status	Open	Open lines	1			Total	7.89
<u>ltem #</u> APL-UMB		<u>ltem description</u> Golfumbrella		Tran	<u>sferqtv</u> <u>Unit</u> 1 EACH	<u>From ext cost</u> 7.89	
Transfer #	100021	Transfer from	MAIN	Ship date	4/17/06	Subtotal	270.33
Status	Open	Transfer to Open lines	STORAGE 3	Shipped by	MGR	Misc charge Total	0.00 270.33
tem #		Item description		Tran	sfergty <u>Unit</u>	From ext cost	
SHOES		Women's golf sho	es		6 EACH	205.76	
Multi White Total Transf	Wide 2 7.5 2 7.5 2 7.5 2 8.5 2 erqty 6	2					
APL-HAT		Golfhat with logo	- 1 size		4 EACH	17.09	
PIN-TI		Pinnacle Titanium	Balls		2 DOZ	47.48	
	Transfer # 100021	l totals	3 lines		12	270.33	
	Report	t totals	2 transfers in report		13	Subtotal Misc charge Total	278.22 0.00 278.22

Transfer Out Form

		Unposted Transfer Outs			
FOR DEMONSTRATIO 845 Tournament Lane Memphis TN 38138 Pro Golfer 800-I-LUV-GOLF		golfer.com		Page: Transfer #: Ship date: Shipped by:	100021 4/17/06
	e location nament Drive TN 38138 USA	То:	Storagewarehouse 582 South Park Memphis TN 38138	USA	
tem #	Description	Transfer qty Unit	Qtyreceived	From loc price	From ext retail
HOES	Women's golf shoes	6 EACH		74.99	449.94
Vulti 7 7.5 White 7.5 Total Transfer qty Qty received	Wide Total 2 2 2 2 2 2 6 6				
APL-HAT	Golfhat with logo - 1 size	4 EACH		12.99	51.96
IN-TI	Pinnacle Titanium Balls	2 DOZ		29.99	59.98
	ansfer#100021totals <u>#oflines</u> 3	<u>Transfer qtv</u> 12	<u>Oty received</u>		<u>From ext retail</u> 561.88

TRANSFERS

Exercise 3: Processing Transfers

Try it Yourself! In this exercise, you will learn how to enter a Transfer Out.

1. Select Inventory > Transfers > Transfer Out > Enter.

Click <u>Auto-assign</u> to automatically assign the next transfer number.

Enter **MAIN** as the *Transfer From* location and enter (or look up) **STORAGE** as the *Transfer To* location.

Use the current date at *Ship date*. The ID of the user logged in to Counterpoint automatically appears at *Shipped by*.

At Comment 1, enter any comment you wish (such as "Roadway called for pickup").

	🔯 Transfer Out Enter - Batch:MGR	
	🔄 🖶 + X 📖 🔍 🕨 🎾 🏷 🗋 - 🔁 -	1
When finished, the window	Transfer # (AUTO-ASSIGN) Auto-assign Import Transfer from MAIN Transfer to STORAG	E PC
should look similar to this:	Main Lines	
	Ship date 6/ 2/2009	<u>N</u> ext>
	Shipped by MGR	Print Form
	Misc charge 0.00	Post
	<u>R</u> eference	Save
	Comment 1 Roadway called for pickup	
	Comment 2	
	Comment 3	
		>>

2. Switch to the Lines tab.

Enter (or look up) **ADM-TL5** as the first item number.

Notice that Qty on hand and several other quantities for the From and To locations appear in the lower left corner of the window.

(If you don't see them, click on the toolbar and select **View inventory**.)

Enter **5** at *Transfer quantity* and press the **Tab** or **Enter** to complete the line. (The Down Arrow key will also do this.)

You are prompted for line information.

Enter "Bubba requested the items". (If the line information window does not automatically appear, click on the toolbar and select **Enter comments**.)

Click OK.

line Information	<u>? ×</u>
Co <u>m</u> ment 1	Bubba requested the items
Comm <u>e</u> nt 2	
Comme <u>n</u> t 3	
	<u>O</u> K <u>C</u> ancel <u>H</u> elp

The line moves to the top, and you
are ready to enter the next item on
the transfer.

🏘 Transfer Out Entei	- Batch:MGR				_02
🗲 县 🕂	\times	P T		- 🔁 -	1 29 -
T <u>r</u> ansfer # [AUTO-ASSIGN)	signmpc		er from MAIN Insfer to STORAGE	_ C
Main Lines					
Item number	Description	Transfer quantity	Unit Ur name (e:	nit cost Extende st.)	d cost
ADM-TL5	Adams Tight Lies 5 Wood (new line)	5	EACH	262.2342	1,311.17
	D	÷	6 - 13	11.5	-
Item number	Description		nsfer quantity	Stocking 💌	
Comment 1:			Next>	Subtotal	1,311.17
Comment 2: Comment 3:		-		Misc charge	0.00
Comment 5.		_	Print Form	Total	1,311.17
			Pos <u>t</u>	Lines	1
			<u>S</u> ave	Total quantity	5
		-			
					>

3. Enter (or look up) **BALL-RET** as the next item on the transfer, and enter **2** as the transfer quantity.

Since this item's tracking method is *Sometimes Serialized*, a window appears to request the serial numbers for the two pieces. The merchandise is still in boxes and the serial numbers are not visible, so click without entering any serial numbers. When the message appears that not enough serial numbers were entered, click <u>Yes</u>.

4. Enter **SHORTS** as the next item on the transfer. This is a gridded item.

When the grid appears, you can enter the transfer quantity for each cell. Before entering quantities, click $\xrightarrow{View>>}$ and then choose Custom. Select to view *From quantity on hand* and disable *Transfer qty*. The current quantity on hand for each cell are shown.

Click display="block again and select to view *To quantity on hand*. This shows that the STORAGE location currently has no quantity of any cell.

Click ______ again and switch back to *Transfer quantity*.

Enter a transfer quantity of **3** for each cell.

Click <u>uk</u> when completed.

Click when asked to proceed even if quantities exceed quantity available for some cells.

Confirm		x
?	Quantity transfered exceeds quantity available for the following cells: Blue/34 Proceed?	
	<u>Yes</u> <u>N</u> o <u>D</u> etails >>	>

Complete the entry of the line.

No comments are needed.

	iransfer Out	t Enter - Ba	tch:MGR								<u>- 🗆 ×</u>
	3	+ >	< ■	< >	9			<i>-</i>	- 2	1	
	T <u>r</u> ansfe	er # (AUTC	I-ASSIGN)	<u>A</u> ut	to-assign	i İmpo	ort T	ransfer fro <u>m</u> Transfer t <u>o</u>			
Ma	in Lines							nansier (<u>o</u> j	STORAG	-	
	ltem number		Description			Transfer quantity	Unit name	Unit cost (est.)	Extende	d cost	
	ADM-TL5		Adams Tigh	Lies 5 Wood		5	EACH	262.234	2	1,311.17	
	BALL-RET		Ball Return -	Battery powered	l -	2	EACH	11.500	0	23.00	
>			(new line)								
Ite	m number	D	es <u>c</u> ription			Tra	nsfer qua	ntity <u>U</u> nit			
S	HORTS	20 s	horts - Men'	s Twill Pleated		63		EACH	•		
Co	olor/Size	2.	cells								
			From	I	o			1	Subtotal		1,334.17
	Qty on hand		77		0	_	<u>N</u> ext		c charge		0.00
	ty committed Qty available		0 77		0		Print Fo		-		
	Qty on PO's		0		0 0	-		_	Total		1,334.17
	Qty on BO		0		0		Pos <u>t</u>		Lines		2
	Net QOH Minimum Qty		77 42		0 0		<u>S</u> ave	Tota	al quantity		7
	faximum Qty		252		ŏ	-					
											>>

5. Save the transfer out.

Click when the warning appears that optional serial numbers have not been entered.

6. Select **Transfer Out > Enter** and display your Transfer Out.

Click Post to post this Transfer Out.

When the message appears that optional serial numbers have not been entered, click to continue posting.

When asked, select to view the Posting Journal and Transfer Out Form.

-----END OF EXERCISE------

Receiving a Transfer In

Select Inventory > Transfers > Transfer In > Enter

• Use to receive merchandise that was transferred using a Transfer Out transaction

b Transfer In Enter -	Batch:MGR	
€ + ₽	🗙 📖 < 🕨 🎾 🍒 🗋 🍊	• 🔁 • 🔯 •
T <u>r</u> ansfer #	Select transfer Import Transf	er fr <u>o</u> m
	<u>A</u> uto-assign Tran	nsfer to
Main Lines		
Ship date	77 💌	Next>
Shipped by		
Date received	11/18/2006	Print form
Received by		Pos <u>t</u> Save
Misc charge	0	2ave
Added <u>m</u> isc charge	0.00	
<u>R</u> eference		
Comment 1		
Comment 2		
Comment 3		
		>>

Importing a Transfer

Click <u>Import</u> before entering a Transfer #.

Select the .csv file to import, and enter the parameters for the import data.

🔯 Import Transfer In - New transfer in import task	🔋 🗙 🔯 Import Transfer In - New transfer in import task
Main Advanced	Main Advanced
Receiving mode C. Receive against a transfer Transfer tt	Field number Item Quantity Assume qty 1
Receive without a transfer Transfer t# (AUTO-ASSIGN) Auto-assign Transfer from EAST CO Transfer to MAIN	Sgrial number Skjip first line in file during import
Ele name TransferIn.csv	
Date received 7/24/2007	
Quantities are in Stocking unit	
Items not on transfer Add lines	<u>>></u>
Load parameters Save parameters Verify Import Close He	Load parameters Verify Import Close Help

Click <u>Verify</u> to mimic importing the data to identify potential errors.

Click to actually import the data.

Receiving an Existing Transfer Out

	🗞 Transfer Loo	kUp					?	×
	Search for			Keyword			Filtered	⊽
If a Transfer Out was	LookUp (Defa	ault)	-	Order by Tr	ransfer #			-
previously entered and posted,	<u>E</u> dit	<u>A</u> dd (F2) <u>2</u>	Zoom (F6)	Preview	<u>P</u> rint	<u>F</u> ilter	Options >	>
click Select transfer to select	Transfer #	Transfer from	Transfer to	Ship date	Shipped by	# of open lines	Transfer out total	P
the transfer from the lookup.	100017	MAIN	EAST	11/7/2006	MGR	4	217.32	
	100018	MAIN	EAST	11/18/2006	MGR	2	344.95	
					nk [Cancel	l Help	

The **Select receiving mode** window appears. Your choices on this window determine the initial settings of the Transfer In lines.

- Should all line items be copied and set as Selected or Unselected? Unselected lines are left open (not received) when a Transfer In is posted.
- Should the received quantity for each line item be set to the expected transfer amount or to a quantity of zero? A quantity of zero would be a good default if most of the items are <u>not</u> being received at this time.
- 3. Should *Selected* line items be left open on the transfer or canceled from it if the full transfer quantity is not received?

	Select receiving mode
1	Set copied lines to
	⊙ Selected
	C <u>U</u> nselected
2	Quantity received defaults to
	Expected quantity
	© <u>Z</u> ero
3	Unreceived quantity defaults to
5	Leave on transfer
	C Ca <u>n</u> cel
	Cancel all lines
	<u> </u>

Click Cancel all lines to automatically set 1) Selected status, 2) Zero quantity received, and 3) Cancel unreceived quantity (New expected quantity = 0).

Click when completed.

TRANSFERS

Identify the receiving date and ID of user who received items.

Optionally enter any miscellaneous charges (if enabled) to account for add-on charges such as freight.

The lines are copied to the Transfer In, using the settings in the *Select receiving mode* window.

Tuppefor	In Enter - Batch:MGR								- [□] ×
						<i>3</i> ·	-	və -	
		9 ⁻			· · ·			• \\-	
T <u>r</u> a	nsfer # 100017	2	Sele <u>c</u> t tr		Import	Transfer frg			20
			<u>A</u> uto-a	ssign		Transfer	to EAST		Z
Main Lin	es								
	Ship date 11/07/2006	-						Ne	xt>
	Shipped by MGR							Print	form
Da	te received 11/18/2006	-						Po	_
R	eceived by MGR	PZ						Sa	·
h	lisc charge 0.00								<u>ve</u>
Added r	nisc charge 0.00					_			
	<u>R</u> eference								
Transfer In	Enter - Batch:MGR								미凶
+ >			. 9			🍜 • Ĕ	3 - 🛛	9 -	
Transf	er # 100017		Sele <u>c</u> t trans	fer Ir	nport T	ransfer fr <u>o</u> m	MAIN		D
	,		Auto-assig		inposit.	Transfer to			
Aain Lines	1	-				_	,		
Item number	Description		Qty	Qty	New	Unit name	Unit cost	Extended	
			expected	recvd	expected		(est.)	cost	
DUN-TI TOP-STT	Dunlop Titanium Balls TopFlite Strata Tour B	alle	12	12		DOZ DOZ	14.9533 2.845		
Tronsin		ription	2		ected <u>Q</u> tyr		2.040 Unit	Ne <u>w</u> expe	
Selected	DUN-TI		20	12	12		DOZ	• 0	
Unselected	Dunlop Titanium Balls								
Comment 1:					Maria	1	Subtotal	2.	17.32
Comment 2:					<u>N</u> ext>	Added m	isc charge		0.00
Comment 3:					Print form		Total	2	17.32
					Post	Sel	ected lines		4
					<u>S</u> ave	Qt	ty received		19
									>>

Qty expected	Original transfer quantity, as entered on the Transfer Out For new lines added to Transfer In, this quantity is zero
Qty recvd	Depending on setting in <i>Select receiving mode</i> window, shows either the original transfer out quantity or zero Make changes to this quantity to reflect amount actually received
New expected	Quantity that will remain open after Transfer In is posted As <i>Qty recvd</i> is edited for a line item, <i>New expected</i> defaults to either the remaining amount or zero, depending on setting in <i>Select receiving</i> <i>mode</i> window At posting, if <i>New expected</i> is set to zero for all selected lines, those lines are marked as completed and any unreceived quantity is canceled
Unit cost (est)	Estimated cost of item that will be averaged with existing cost of item at <i>To location</i> Actual cost will be determined for selected lines when Transfer In is posted, and may include proportional amount of miscellaneous charges

Click

<u>S</u>ave

or 🖪

to save the Transfer In.

Post enabled only if user has access to **Transfer In>Post** menu selection

Receiving a Gridded Item

To edit Qty recvd for a gridded
item, select the line item and
click 🖾.

	Item number	Description		Qty expected	Qty recvd	New expected	Unit name	Unit cost (est.)	Extended cost	-
	ICECREAM	Ice cream		1	1	0	EACH	0.67	0.67	
	PEPSI	Pepsi		14	14	0	EACH	0.9486	13.28	
	PRETZEL	Pretzel		10	10	0	EACH	0.417	4.17	
	SALAD	Salad		7.600	7.600	0.000	LB	0.6526	4.96	
≥	SHIRT	Men's Polo 100% c	otton	0	10	0	EACH	12.99	129.90	
		(find line)		0	0	0		0.00	0.00	
	Selected	te <u>m number [</u> 5HIRT Men 's Polo 100% cot	Desc <u>r</u> iption	P		pected Qty 10 Gize		Unit EACH ells	Ne <u>w</u> expe 0	

Select whether unreceived cell quantities should be left open or canceled from the transfer.

Update **Qty recvd** as needed.

5	Transfer in - G	rid					?)
	Item number	SHIRT	📃 📿 Men's P	olo 100% cotton			
	Transfer from	MAIN	📃 🕑 Main sto	ore location			
	<u>T</u> ransfer to	EAST	East sto	re location			
				<u>U</u> nreceive	d quantity defaults to		- -
				Qty recvd		Leave on transfer Cancel	
1				Si	ze		
+	Color	Small	Mediur	m	Large	Total	
	Blue		2			1	
Щ,	Blue			1		3	
Þ	Red					-	
•			1	1		1	
•	Red		3	2			10

Receiving a Serialized Item

If **Qty recvd** is changed, or you click , the Transfer In Serials window appears.

nber	Description	1			Qty expected	Qty recvd	New expected	Unit name	Unit cost (est.)	Extended cost	^
T-PR	Ball Return	· PRO			3	3	0	EACH	35.00	105.00	-
	(new line)				0	0	0		0.00	0.00	_
	e <u>m number</u> BALL-RET-P		Desc <u>r</u> ipti	on	Z		ected Qty 3		Jnit EACH _	Ne <u>w</u> expect	ted
ed	Ball Return -	PRO				Serial nu	umbers	3 ente	ered		
nat			Item nun Loca Loca ceived Se 451 451					location			
										Help	

Clear the check box for any serial number that was not received. (New serial numbers cannot be added.)

Item numb

BALL-RE

Selected

Unselecte

Entering a New Transfer

You can create a new transfer at receiving-time if a Transfer Out was never entered, if your system is configured to allow lines to be added to Transfer Ins.

To create the new transfer, in **Inventory > Transfers > Transfer In > Enter**, enter a transfer number or click Auto-assign for a system-assigned transfer number.

You'll be asked to confirm that you want to do this.



Identify the Transfer from and Transfer to locations, as well as Date received.

On the Lines tab, enter the items and quantity of each that are being received. (Miscellaneous and Always serialized items are not allowed.)

When you post the new Transfer In, all lines will be reconciled as received. This means that the quantity on hand at the *Transfer from* location will be reduced by the quantity received of each item.

TRANSFERS

Transfer In Edit List

Select Inventory > Transfers > Transfer In > Edit List

- Use to print a report of the information entered for a Transfer In, prior to posting
- Use Transfer In > Enter to make any corrections to the Transfer In

Select the order in which to print the transfer ins.

Specify:

- whether to show line items
- how to print gridded items, including what quantity to print in the cells
- whether to show serial numbers

🔯 Transfer In Edit List	>
Order by Transfer #, Sequence #	
Parameters Transfer In Transfer In Line	
Batch MGR Batch created for MGR.	
Cell detail Grid view	
Cell gty to print Qty received	
✓ Print serial number detail	
	:
<u>E</u> -mail Preview Print Options >> Close	<u>H</u> elp

🗞 Transfer In Edit List	
Order by Transfer #, Sequence #	
Parameters Transfer In Transfer In Line	
Transfer #	
🔯 Transfer In Edit List	_ 🗆 ×
Order by Transfer #, Sequence #	•
Parameters Transfer In Transfer In Line	
Item number	
	>>
E-mail Preview Print Options >> Ot	ose <u>H</u> elp

Filter which transfer ins to include, as well as the line items.

Date 4/17/2006 Time 9	:39:02AM	EMONSTRATION PURP				Page 1
	FOR D	Transfer In Edit List - I				
Bat ID: MGR Print serial num ber detail						
'*'= added during entry						
Orderby: Transfer #, Seque Transfer # 100017 Reference	nce # Transfer from STORAGE Transfer to MAIN	Date received Received by	3/18/06 MGR		Subtotal Transfer out Added misc Total	535.38 0.00 0.00 535.38
Item #	Item description Unit	Qty expected	Qty nec vd	New expected	Transfer out	Received cos
ADM-TL3	Adams Tight Lies 3 Wood EACH	2	2	0	0.00	535.38
Transfer # 100021 Reference	Transfer from MAIN Transfer to STORAGE	Date received Received by	4/17/D6 MGR		Subtotal Transfer out Added misc Total	270.33 0.00 0.00 270.33
<u>ttem #</u>	Item description Unit	Oty expected	<u>Qty rec v d</u>	New expected	<u>Transfer out</u>	Received cos
SHOES Multi 7 7.5 White 7.5 Total Oty record	Wide Total EACH 2 2 2 2 2 2 2 2 2 2 2 2 6 6 6	6	6	Û	0.00	205.76
APL-HAT	Golfhat with logo - 1 size EACH	4	4	D	0.00	17.09
PIN-TI	Pinnacle Titanium Balls DOZ	2	2	0	0.00	47.48
Transfer #100021 totals	3 items	12	12	D	00.00	270.33
Report totals :	2 transfers in report	14	14	D	0.00 Subtotal Transfer out Added misc Total	805.71 805.7 0.00 805.71
		End of report				

Posting a Transfer In

Select **Inventory > Transfers > Transfer In > Post** to post all Transfer Ins in a batch

or

Click <u>Post</u> in **Transfer In > Enter** to post only the current Transfer In



When posting completes, a message shows the event number that was assigned, and whether any errors occurred.

You can also view the posting journal. You can also view it later using Inventory>Reports> Journals>Transfer In.

Another message displays to allow you to view or print Transfer In Forms.

Transfer In Forms and Transfer Reconciliation Forms can also be printed using **Inventory > Transfers > Transfer In > Print Forms**.





If the transfer was automatically reconciled, you can view the Reconcile Journal and Reconciliation Form.

Confirm		×
?	Do you want to view the Reconcile Journal?	
🗖 Do n	ot show again Yes No	

Another message displays to allow you to print labels now. If you answer No, tags will be created for later printing (using **Inventory > Labels From Tags**).

Confirm		×
2	Do you want to print labels now?	
	<u>Y</u> es <u>N</u> o	

Auto-reconciliation

What:	Transfer is automatically reconciled if: - Qty recvd differs from Qty expected for any line item* or - New expected is zero for all line items * includes any added line items not on the original Transfer Out
How:	 Reconciled as transfer is received Qty recvd value is assumed to be correct quantity on hand at <i>From</i> location is automatically updated for difference between original Qty expected and total Qty recvd
When:	Only once for a transfer - when the last Transfer In for the transfer is posted - no remaining open line items
Produces:	Transfer Reconciliation Journal Transfer Reconciliation Form

Transfer In Journal

Date 4/17/200	06 Time:	9:4 5 :16AM		DNSTRATION PURPO Insfer In Journal - De				Page 1
Event#:700 BatID: MGI			Updates reques Successful	ted				
Cell detail: Gr Cell qty to prin Print serial nur *' = Added du Order by Tran Transfer #	nt:Qtytransfe mberdetail ringentry nsfer#,Sequ	ence # Transfer from 3	STORAGE	Date received Received by	3/18/06 MGR		Subtotal Added misc	535.38 0.00
		in ansier to		Received by	MON		Total	535.38
<u>ttern #</u>		<u>Item description</u>	<u>Transfer unit</u>	Oty expected	<u>Oty rec vol</u>	New expected	<u>Transfer out</u>	<u>To ext cost</u>
ADM-TL3	100021	Adams Tight Lies 3 Wood		2	2	D	0.00	535.38 270.33
Transfer #	100021	Transfer from 1 Transfer to	MAIN STORAGE	Date received Received by	4/17/06 MGR		Subtotal Added misc Total	270.33 0.00 270.33
<u>ltem#</u> SHOES		<u>ltem description</u> Women's golfshoes	<u>Transfer unit</u> EACH	<u>Oty expected</u> 6	<u>Qtynecvd</u> 6	<u>New expected</u> D	<u>Transfer out</u> 0.00	<u>To ext cost</u> 205.76
Multi White Total Qty rea	7 7.5 7.5 evd	Wide Total 2 2 2 2 2 2 2 2 2 2 6 6						
APL-HAT		Golfhat with logo - 1 size	EACH	4	4	D	0.00	17.09
PIN-TI		Pinnacle Titanium Balls	DOZ	2	2	D	0.00	47.48
Transfer#	100021 total	s ³ lines		12	12	0	0.00	270.33
	Report total	s 2 transfers in rep	ort	14	14	0	0.00	805.71
						Add	Subtotal ed misc charge Total	805.71 0.00 805.71
				End of report				

Transfer In Form

Aulti P 2 7.5 2 White P.5 2 otal Qty recvd 6	progolfer(SA If shoes EAC Total 2 2 3 6	сн		: Storage wa 582 South I Memphis T :yrecvd New 6	F Irehouse Park TN 38138 USA 	Page: 1 Transfer #: 1000; Ite received: 4/17A Received by: MGR Storage ware Unit retail 74.99 12.99 29.99	06
123 Tournament Drive Memphis TN 38138 US em # Description HOES Women's gol 10ti P 2 10ti P	D Unit If shoes EACH Total 2 2 2 6 0 1 logo - 1 size EACH	сн	pected Qt 6 4	582 South Memphis T :yrecvd New 6	Park TN 38138 USA vexpected 0	Storage ware Unit retail 74.99 12.99	Ext retail 449.94 51.96
HOES Women's gol Wide Wide 7.5 2 Vhite P.5 2 otal Qty record 6 PL-HAT Golf hat with	If shoes EACH	сн	6	6	0	Unit retail 74.99 12.99	Ext retail 449.94 51.96
HOES Women's gol Wide Wide 7.5 2 Vhite 7.5 2 otal Qty record 6 VPL-HAT Golf hat with	If shoes EACH	сн	6	6	0	74.99 12.99	449.94 51.96
Wide 4ulti 7 2 7.5 2 Vhite 7.5 2 otal Qty record 6 VPL-HAT Golf hat with	Total 2 2 2 6 n logo - 1 size EAC	сн	4	4	0	12.99	51.96
2IN-TI Pinnaole Tita	anium Balls DOZ	z	2	2	D	29.99	59.98
otals: <u>#oflines</u> 3			spected D	to posed. Ma	w expected		<u>Ext retail</u> 561.88

Transfer Reconcile Report

)ate 4/17/2006 Ti	me 9:50:39AM		FOR DEMO Transfe	ONSTRATIC er Reconcil			ILY		Page 1
ivent#: 700169 atID: MGR ost 4/17/06			lates request :cessful	ted					
ell detail: Grid view ell qty to print:Qty vau rint serial num ber det Inder by:Transfer#, S ransfer#, 1000 18	ail equence #	er from STO	RAGE	Date red		4/17/06			
ranster# 100010	Transf			Receive		MGR			
<u>em #</u>	<u>Item descript</u>	ion	<u>Transfe</u>	<u>er unit</u>	Transf	er qty	<u>Qty recvol</u>	<u>Variance</u>	Reconciliation method
PL-UMB	Golf umbrell:	1	EACH			1	2	1	Transfer as received
	Report totals	1 transfer:	in report			1	2		short over

Transfer Reconciliation Form

APL-UMB	Golfumbrella	EACH	1	2		Transfer as received
em #	tem description	Unit	Transfer qty	Qtyrecvd	Variance	Reconciliation method
From:	Storage warehouse 582 South Park Memphis TN 38138 USA		To:	Main store locatior 123 Tournament D Memphis TN 381	rive	
645 Tournan	N 38138 USA	progol fer@progol fer.com			Date rec	Page: 1 sfer #: 100018 veived: 4/17/06 ved by: MGR
		Transfer	Reconciliation			

Exercise 4: Receiving a Transfer

Try it Yourself! In ths exercise, you will learn how to receive the merchandise on a transfer from a different location.

1. Select **Transfer In > Enter.** (Normally, the *To location* would use this function.)

Click Select transfer

Select the transfer that you produced in the previous exercise.

🔯 Transfer Loo	kUp					?	×
Search for			Keyword			Filtered S	7
LookUp (Defa	ault)	•	Order by Tr	ransfer #		•	•
Edit	<u>A</u> dd (F2) <u>Z</u>	200m (F6)	Preview	<u>P</u> rint	<u>F</u> ilter	Options >>	>
Transfer #	Transfer from	Transfer to	Ship date	Shipped by	# of open lines	Transfer out total	•
100018	MAIN	EAST	11/18/2006	MGR	2	344.95	
100020	MAIN	EAST	11/18/2006	MGR	1	350.73	
100021	MAIN	EAST	11/18/2006	MGR	1	105.00	
100027	MAIN	STORAGE	1/11/2007	MGR	3	2,312.25	
			<u>C</u>	<u>)</u> K	<u>C</u> ancel	Help	-

When the *Select receiving mode* window appears, use the following settings:

Set copied lines to Selected

Quantity received defaults to **Expected** quantity

Unreceived quantity defaults to Leave on transfer

Click when finished.

Select receiving mode	<u>?</u> ×
Set copied lines to	
⊙ Selected	
C <u>U</u> nselected	
Quantity received defaults	to
Expected quantity	
© <u>Z</u> ero	
Unreceived quantity defaul	ts to
Leave on transfer	
C Ca <u>n</u> cel	
-	
	C <u>a</u> ncel all lines
<u>O</u> K <u>C</u> ancel	<u>H</u> elp

2. The lines are copied from the open transfer to the Transfer In.

Use the current date for
Date received.

🄄 Transfer In Enter -	- Batch:MGR	
🗲 🕂 🚍	🗙 📖 🔍 🕨 🔎 🍒 🗋 - 🔯 -	•
T <u>r</u> ansfer # 1	Selegt transfer Import Transfer from MAIN Auto-assign Transfer to STORAGE	20
Main Lines		
Ship date	01/11/2007 👻	<u>N</u> ext>
Shipped by	MGR	
Date received	01/11/2007	Print form Post
Recei <u>v</u> ed by	MGR PO	
Misc charge	10.00	Save
Added <u>m</u> isc charge	0.00	
<u>R</u> eference		
Comment 1	Roadway called for pickup	
Comment 2		
Comment 3		
		>>

Switch to the Lines tab and select to edit the item SHORTS.

You have only received 60 of this item, so you will need to change the *Qty*

recvd amount. Click (next to Qty recvd).

🄯 Transfe	r In E	nter - Batch:M	MGR									×
-	ŀ	$\blacksquare \times$		9				🍯 • Ĕ	3 - 🛛) -		
T <u>r</u> a	insfe	# 100027		Sele <u>o</u> t tran <u>A</u> uto-assig		Įm	port T	ransfer fr <u>o</u> m Transfer t <u>o</u>		[_	2) 2)
Main Lin	es											
Item num	ber	Description		Qty expected	Qty recvd		New expected	Unit name	Unit cost (est.)	Extended cost	╟	•
> SHORTS	;	Shorts - Men's	s Twill Pleated	63		63	0	EACH	14.99	944.	37.	
		(new line)		0		0	0		0.00	0.	00	-1
		te <u>m</u> number	Description		Qtye	хре			<u>U</u> nit	Ne <u>w</u> ex	pect	ed
Selecte	d	SHORTS		20	63		63		EACH	_ 0		
Unselecte	ed	Shorts - Men's T	will Pleated		Color	/Siz	te	21 ce	ells			
Comment 1								1	Subtotal	2,	302.:	25
Comment 2						_	<u>N</u> ext>		isc charge		0.1	00
Comment 3	3:						Print form	1	Total	2	302.3	_
						-	-	-	-	۷.	JU2.,	_
						_	Pos <u>t</u>	_	ected lines			3
							<u>S</u> ave	Q	ty received			70
								_				
												>>

On the Transfer in - Grid window, select **Cancel** at *Unreceived quantity defaults to*.

Change *Qty recvd* to **0** for Blue /34. The quantity for *New expected* will automatically show **0**. (You don't expect the missing shorts to show up later.)

Item numl	ber SHORTS	Shorts - Mer	n's Twill Pleated					
Transfer from MAIN		🔎 🖉 Main store k	💭 🗭 Main store location					
<u>T</u> ransfer	r to STORAGE	🔎 🖉 Storage war	ehouse					
		<u>U</u> nre	ceived quantity defaults	to Cancel	•			
			DATA					
Color	Size	Qty expected	Qty recvd	New expec	ted			
Black	30		3	3	(
Black	32		3	3	1			
Black	34		3	3				
Black	36		3	3	(
Black	38		3	3	(
Black	40		3	3	(
Black	42		3	3	(
Blue	30		3	3	(
Blue	32		3	3	(
Blue	34		3	0	(
Blue	36		3	3	l			
Riue	39		63	60	، 0			
		<u>F</u> ilter >>	<u>V</u> iew⇒> <u>O</u> K		Help			

? X

Click when completed.

Transfer in - Grid
On the Lines tab, *Qty recvd* now shows a quantity of 60 and *New expected* is 0 for the SHORTS.

Press the Down Arrow to accept the changes.	You will receive all other merchandise as
expected on the transfer.	

🔯 Transfer In Er	nter - Batch:MGR						<u>_ 0 ×</u>
€ +	× ,	9			🍯 • Ĕ	3 - 😽) •
T <u>r</u> ansfer	# 100027	Sele <u>c</u> t trans Auto-assig		port T	ransfer fr <u>o</u> m Transfer to		20
Main Lines		Dorm-georg	<u>, , , , , , , , , , , , , , , , , , , </u>		nansiei (<u>o</u>	Jaronade	
Item number	Description	Qty expected	Qty recvd	New expected	Unit name	Unit cost (est.)	Extended cost
ADM-TL5	Adams Tight Lies 5 Wood	5	5	0	EACH	267.684	1338.42
BALL-RET	Ball Return - Battery powered	2	2	0	EACH	9.73	19.46
SHORTS	Shorts - Men's Twill Pleated	63	60	0	EACH	14.99	899.40
>	(new line)	0	0	0		0.00	0.00 💌
Selected	e <u>m number</u> Desc <u>r</u> iption	PC		ected Qty r		<u>J</u> nit Stocking	▼ 0
						Subtotal	2,257.28
Comment 1: Comment 2:				<u>N</u> ext>	1	-	
Comment 3:			=		- Added m	iisc charge 	0.00
Commerk S.			_	Print form		Total	2,257.28
				Pos <u>t</u>	Sel	ected lines	3
				<u>S</u> ave	Q!	y received	67
							>>

Save the Transfer In. Select to not provide any serial numbers at this time.

3. If necessary, use the lookup to select and redisplay the Transfer In again.

Click <u>Post</u> to post this single Transfer In.

When asked Are you sure you want to post?, answer Yes.

When the warning appears that optional serial numbers have not been entered, click

When asked, select to view the Posting journal, Transfer In form and Reconciliation journal.

-----END OF EXERCISE------

Entering a Quick Transfer

Select Inventory > Quick Transfers>Enter

	Stransfers Enternation 2015	rr - Batch:HGR		L
	🖬 🗄 🕂	X 🖻 📰 🔺 🕨 🔎	🕉 🎜 · 😥 ·	
Enter the transaction	Item number ADM	-TL5 Adams Tight Lies 5 Wo	od	
	From-Jocation MAIN	Main store location		
and save it.	To-location EAS	East store location		
	Transaction date 10/2	7/2007 👻		
	Iransfer # 1000	26 Auto-assign	Stocking unit EACH	
	Quantity 5	EACH -	From-loc qty available 12	
	Misc charge 0.00		To-loc qty available 8	
	Relation			_
Г			Average cost 262.2341	- 1
	Misc Charge is		Standard cost 0.0000	
	available if enabled in		Last cost 174.9950	
	Setup > Inventory > Control		Post	2
				Б
			Post a single	
			transaction in the	e

Click I to enter transfer quantities for a gridded item or to access them after entry.

Quick Transfers Enter - Batch:MGR Image: String of the start of the st						
Iransfer # (AUTO-ASSIGN)	🔯 Quick Trans	fers - Grid				? ×
Quantity 20 Z EACH	Item numbe	r SHIRT	Del Men's P	olo 100% cotton		
Misc charge 0.00	- From-location			ore location		
Reference		n STORAGE		warehouse		
			I	Quantity		
				Size		
	Color	Small	Medium	Large	Total	
	Blue		4	2	2	8
)	Red	_	2	2	2	6
	Sandstone		2	2	2	6
			8	6	6	20
			<u>F</u> ilter >>	<u>V</u> iew >> <u>Ω</u> K	Cancel	<u>H</u> elp

Printing a Quick Transfer Edit List

Select Inventory > Quick Transfers > Edit List

Select how to show gridded items and serial number information.	Quick Transfers Edit List Parameters Quick Transfer Batch MGR Batch Grid view Cell detail Grid view Image: Cell detail Image: Cell detail	
	Sequick Transfers Edit List Parameters Quick Transfer	
Filter the items whose quick transfer transactions you wa print on the edit list.	Batch ID Item number From-location To-location To-location To-location	>>
	<u>E</u> -mail P <u>r</u> eview <u>P</u> rint <u>O</u> ptions >>	
Date 2/22/2006 Time 8:32:05PM Bat ID: MGR Cell detail: Grid view Print serial number detail	FOR DEMONSTRATION PURPOSES ONLY Quick Transfers Edit List	Page 1 of 1
Order by: Bat ID, Item #, From-location, T Item # From-to	o-location, Trx date, Seq # location Trx date Xfer # Quantity Unit	Avg cost
Description Reference	Error reference 0RAGE To MAIN 09/18/2005 100016 2 EACH	Misc charge
Adams Tight Lies 7 Wood ———————————————————————————————————		267.6850 0.00
APL-UMB From ST Golf umbrella Main needs for upcoming tournament	ORAGE To MAIN 02/17/2006 100018 5 EACH	7.8890 0.00
SHIRT From Mu Men's Polo 100 % cotton	NN To STO RAGE 02/17/2008 100018 21 EACH	12.9900 0.00
Small Medium L: Blue 4 2 Red 2 2 Sandstone 2 2 Total 8 6	rge Total 2 8 2 6 3 7 7 21	
	Report totals: 3 transfers 28	
	End of report	

Quick Transfer Summary

Select Inventory > Quick Transfers > Summary

• Use to view allocated POs that need to be transferred

🔯 Quick Transfers Summary	
Parameters Quick Transfer	
Batch MGR Batch created for MGR.	
Cell detail Grid view	
✓ Print serial number detail	
Page break after From to group	
	>>
<u>E-mail</u> Preview <u>Print</u> <u>Options >></u> <u>C</u> lose	Help

)ate 2/22/2006 Time	8:37:10PM	FOR D	EMONSTRATI	ON PURPOSES ONLY			Page 1
			Quick Trans	fers Summary			
ell detail: Grid view rint serial number detail							
Inderby Bat ID, From-loca	ation, To-location, X	fer#, Trx date					
rom MAIN To STORAGE		Xfer #	100018	Tr× date 2/17/06			
iem # Reference	Description		Bat ID		Quantity	Unit	Avg cost Misc charge
HIRT	Men's Polo 10	D% cotton	MGR		21	EACH	12.9900
otal Small M	vledium Large	Total					0.00
lue 4	2	2 8					
ed 2 andstone 2	2	2 6					
otal 8	6	7 21					
	lte	m SHIRT totals:		1 transfer	21		
	N to STORAGE	Xfer # 100018 on	2/17/06	1 transfer	21		
rom STORAGE To MAIN		Xfer #	100016	Tr× date 9/18/05			
tem # Reference	Description		Bat ID		Quantity	Unit	Avg cost Misc charge
ΔM-TL7	Adams Tight I	Lies 7 Wood	MGR		2	EACH	267.6850 0.00
	ltem	ADM-TL7 totals:		1 transfer	2		
	RAGE to MAIN	Xfer # 100016 on	9/18/05	1 transfer	2		
rom STORAGE To MAIN		Xfer #	100018	Tr× date 2/17/06			
em # eference	Description		Bat ID		Quantity	Unit	Avg cost Misc charge
PL-UMB fain needs for upcoming to	Golf umbrella ournament		MGR		5	EACH	7.8890 0.00
-	ltem	APL-UMB totals:		1 transfer	5		
	RAGE to MAIN	Xfer#100018 on	2/17/06	1 transfer	5		
		Report totals:		3 transfers	28		

×

Posting Quick Transfers

Select Inventory > Quick Transfers > Post Click Yes to begin the posting process.

Confirm

When completed, a message displays with posting status and allows you to view the posting journal.

You can also view it later using **Inventory> Reports > Journals > Quick Transfers**.

Confirm		×
?	Event Number: 700095 Processing complete with no errors Do you want to view the Quick Transfers Journal?	
	<u>Yes</u> <u>N</u> o	

0ate 2/22/2006 Time 8:40:5				Page 1
		STRATION PURPOSES ONLY		
	Qui	ok Transfers Journal		
Event #: 700163	3 Updates reques	ted		
Jser: MGR	³ Successful			
Cell detail: Grid view Print serial number detail				
Orderby Event#,BatID,Item #,F tem #	rom-location, To-location, Trx date, Trx date Vendora		From cost	From ext cos
Description	From-to location		From unit retail	From ext retail
«fer#			From tot cost corr	Misc charge
Bat ID Reference			To cost corr	
ADM-T L7	09/18/2005 AD AM S	2 EACH	267.6850	535.37
Adams Tight Lies 7 Wood 100016	From STORAGE To MAIN		349.99 0.0000	699.98 0.00
MGR			0.0000	0.00
APL-UMB	02/17/2006	5 EACH	7.8900	39.45
Golfumbrella 100018	From STORAGE To MAIN		14.99 0.0000	74.95 0.00
//GR			0.0000	
Main needs for upcoming tourname SHIRT	nt 02/17/2006 IZOD	21 EACH	12.9900	272.79
den's Polo 100% cotton	From MAIN To STORAGE	21 EACH	24.99	524.79
100018 //GR			0.0000 - 103.9200	0.00
			100.0200	
Small Medium	Large Total			
	2 2 8			
	2 2 6 2 3 7			
	3 7 21			
	3 transfers Re	port totals: 28	Tot trx cost	847.61
			Tot retail	1,299.72
			Misc chrg armt From Cost corr	0.00 00.0
			From Cost corr To Cost corr	- 103.92
			10 0001 0011	

Exercise 5: Quick Transfers

Try it Yourself! In this exercise, you will learn how to create and post a Quick Transfer

Complete these steps:

1. Select Inventory > Quick Transfers > Enter.

At Item Number, select **APL-HAT. Zoom** to find the current available quantity at the Storage location.

Select **STORAGE** as the From Location and **EAST** as the To Location.

Use today's date as the Transaction date, and Auto-Assign the Transfer #.

Select to transfer 5 to EAST.





2. View the Quick Transfer Edit List.

Date 11/12/2007 Time 10:					Page 1
	FORT	DEMONSTRATI	ON PURPOSES ONLY		
		Quick Tran	sfers Edit List		
BatID: MGR					
Cell detail: Grid view					
Print serial number detail					
Order by: Bat ID, Item #, Fro	m-location, To-location, Trx date, S			-	
Order by:Bat ID, Item #, Fro Item #	m-location, To-location, Trx date, So From-to location	eq # Trx date	Xfer #	Quantity Unit	
Order by: Bat ID, Item #, Fro Item # Description			Xfer # Error reference	Quantity Unit	
Order by: Bat ID, Item #, Fro Item # Description Reference APL-HAT			Error reference	Quantity Unit 5 EACH	Misc charge
	From-to location	Trx date	Error reference		Avg cost Misc charge 4.7750 0.00
Order by: Bat ID, Item #, Fro Item # Description Reference APL-HAT	From-to location	Trx date	Error reference		Misc charge
Order by: Bat ID, Item #, Fro Item # Description Reference APL-HAT	From-to location	Trx date	Error reference		Misc charge

3. Post the Quick Transfer.

-----END OF EXERCISE-----

Select Inventory > Reports > Min/Max Report

- Use to have Counterpoint calculate suggested minimum and maximum quantities for items in particular locations
- Optional update to Min quantity and Max quantity in inventory records
- Calculations are based on sales history for a selected period of time

🐼 Min/Max Advice	
Order by Item #	-
Parameters Item	
Locations	Suggested Quantity
C All locations	Min days supply 10
C Location group 1 Location Group (Region)	Max days supply 90
Single location MAIN Main store location	Lead time
Report	_ <u>U</u> se vendor lead time
Dates Custom	
Erom 2/23/2015 V Io 3/26/2015 V	
	>>
<u>E</u> -mail <u>Pr</u> eview <u>Print</u> <u>Apply</u>	<u>Options >> Close</u> <u>H</u> elp

Locations	Identify the location(s) for which you want the min/max quantity changes reviewed and potentially updated Your system security code must allow other locations to use this function for locations other than the one specified in your workgroup
Suggested Quantity	Enter the minimum and maximum number of days you want your inventory to last. Counterpoint will use these settings to calculate the quantity you'll need.
Lead time Use vendor lead time	Enter the number of days to add to the minimum and maximum days supply value to accommodate shipping and ordering time. Select "Use vendor lead time" to instead use the lead time set in each item's vendor-item record.
Report dates	Choose the history time frame to use for the amount previously sold. If an item has no sales history for the date range, it will not appear on the report. The actual ticket posting date (not ticket date) is used for evaluating the sales history for items.

Click dependent to update the items' inventory records for the associated location with the recommended minimum and maximum quantities shown on the report.

					Qu	ality Golf Acade	emy					
						Min/Max Advice	•					
Compute Min/Max	the location	- MAIN										
Beginning Date:	2/23/201											
Ending Date:	3/26/201											
Min days supply:	10											
Max days supply:	90											
Use vendor lead Orderby: Item # Item: Item categor												
item #	Unit	Vendor #		Category	Subcat				Óli	6	Sugge	ested
Description	36.4.10	Lead tim		Location		Qty sld/day	Qty OH	Days OH	Min aty	Max.gty	Min gty	
ADM-TL2	EACH	ADAMS	1.36	GOLF	CLUBS	MILLAIN NRL	Mild Milds	R.R.L. Mill	III.file.White-	HARD-MAR.	CILLINE.	- HLMD-MA
Adams Tight Lie			0									
			-	MAIN		0.0938	3	45	3	12	1	5
BAG-PRT	EACH	DUNLOP		GOLF	ACCES							
Pro bag with tub	es		0									
				MAIN		0.0313	1	72	10	25	1	1
BAG-TRV	EACH	DUNLOP		GOLF	ACCES							
Golf bag travel o	ase		0						100	1.5		
				MAIN		0.0625	5	40	20	30	1	
CAL-GBB	EACH	CALLAWA		GOLF	CLUBS							
Callaway Great	Big Bertha		0			0.0010	2			0	12	
CAL-HEX	DOZ	CALLAWA		GOLF	BALLS	0.0313	1	62	0	0	1	1
			0	000	BALLS							
Callaway HEX T	OUL D'SUR		•	MAIN		0.0313	9	85	3	8	1	1
CAL-TUI	EACH	CALLAWA	W.	GOLF	CLUBS	0.0010		00	×.	9		
Callaway Tungs			0									
		-	-	MAIN		0.0313	9	45	0	0	1	
MAX-TP	DOZ	MAXELI		GOLF	BALLS							
Maxfii Tour Patri	ot Balls		0									
				MAIN		0.0313	8	56	0	0	1	1
MAX-XSD	DOZ	MAXELI		GOLF	BALLS							
Maxfi XS Distar	ce Balls		0									
				MAIN		0.1250	.11	8	0	0	2	12
PIN-EQ	DOZ	PINNACLE		GOLF	BALLS							
Pinnacle Equals	ter Balls		0	MAIN		3.7500	14	3	0	0	38	330
PIN-GLD	DOZ	PINNACLE	-	GOLF	BALLS	3.1000	14	3	Ű	U.	38	- 330
Pinnacle Gold B			0	001	BALLS							
Finnacie Gold B	ans		•	MAIN		2 2500	12	5	0	0	23	203
TAY-FSI	EACH	TAYLORM	AD	GOLF	CLUBS				1.1			
TaylorMade Fire			0									
			-	MAIN		0.0625	7	12	0	o	1	
TAY-FSW	EACH	TAYLORM	IAD.	GOLF	CLUBS							
TaylorMade Fire	Sole Woo	d	0									
				MAIN		0.0313	0	32	0	0	1	1
TOP-XLL	DOZ	TOPFLITE		GOLF	BALLS							
TopFlite XL Long	Balk		0	MAIN		0.0313	6	92	0	0	1	
				ad Auto		0.0313	9	94	0	v	1	
13 in ventory recor	de neinterf											
in mental (good)		r suggested r										

Three Ways to Print Labels

Method		Use this menu selection
1. Print item	labels immediately	Inventory>Item Labels or click on the toolbar in Inventory > Items Inventory > Inventory Inventory > Barcodes Inventory > View > Items Inventory > View > Items Inventory > Prices > Item Prices Inventory > Prices > Special Prices Inventory > Prices > Promotional Prices Inventory > Prices > Contract Prices
2. Print item for items t Purchas Receive Transfe	sed	Purchasing > Purchase Request > Post Purchasing > Receivings > Post Purchasing > Quick Receivings > Post Inventory > Transfers > Transfer Out > Post Inventory > Transfers > Transfer In > Post Inventory > Quick Transfers > Post After posting, use Inventory > Labels from Tags
Custom	er Ship-to Addresses ns horities	System > Labels

Printing Labels from Tags

Select Inventory > Labels from Tags

- Use to print item labels after posting, from tags produced during posting
- Tags can be generated for Purchase requests, Receivings, Quick Receivings, Transfer Outs, Transfer Ins, or Quick Transfers

🄯 Labels from Tags						_1	۱×
<u>Event number</u> <u>I</u> ag source		P	Last printed:	11/6/2 by MGF 112 lab	006 8:16:07 AN 3 els	4	
Label job Prjnter	ITEM-TRANI	D Item-T	ransfer-In				
La <u>b</u> el quantity L <u>a</u> bels to skip		🔽 Use qu	iantity from da	tabase			
Filter	Purge tags after p	-					
Transfer #		to to		\square	2		
Label code	Pe						
		<u>P</u> rint	Prev	iew	<u>C</u> lose	<u>H</u> elp	

Event number Tag source	Select the event number of the posting run during which the tags were generated The tag source automatically defaults to the function that produced the tags Enter * for all events, and select the tag source to use tags from all events for that source
Label job	Select a label job that is valid for the source of the tags
Printer	Indicate the printer to use (defaults to the label job's printer)
Label quantity Use quantity from database	Indicate the quantity of labels to print for each item, or select Use quantity from database if the label job defines a column for providing the quantity
Labels to skip	Indicate how many labels to skip prior to printing the first label
Purge tags after printing	Purge tags after labels are printed Available if user has access to Inventory > Utilities > Purge Tags

Purge Tag s		<u>? x</u>
✓ Purge pri	inted tags	
P <u>r</u> inted b	efore 03/01/200)4 💌
F Purge ur	printed tags	
P <u>o</u> sted b	efore 77	7
<u>P</u> urge	<u>C</u> lose	<u>H</u> elp

To manually purge tags, use **Inventory > Utilities > Purge Tags**.

Interface to the General Ledger

Select System > Accounting > Interface Distributions

Use to report distributions collected in Counterpoint and transfer them into your G/L system.

Choose whether to interface distributions in **Detail** or **Summary**. The summary version summarizes distributions by event, date, and account for reporting and interfacing.

Set Parameters tab

Choose whether to include previously interfaced distributions, zero entries, reference and mapping account information, and/or print the distribution report.

Interface Distributions				21
Bepart Distribution typ	e (Detail)			
Parameters Distribution Account				
Include previously i	nterfaced distributi	ons		
T Include zero entries	R.			
Pint reference and	mapping account	information		
Print report				
		1	 	

Select distributions tab

Filter the distributions to interface.

🔯 Interface Distributions	<u>_ ×</u>
Report Distribution type (Detail)	
Parameters Distribution Account	
Event number	
Activity type	
Date // 💌 to //	
	>>
E-mail Preview Interface Options >> Close	<u>H</u> elp

DISTRIBUTIONS

Select Accounts tab

Filter the accounts whose distributions you want to interface to the accounting software.

Click **Preview** to view the list of distributions prior to interfacing.

Click **Interface** to proceed with the transfer.

🄯 Interface Distribu	itions					<u>_ ×</u>
Report Distribu	tion type (Detail)				•	
Parameters Distributio	n Account					
Account	\square	to		\square		
						>>
	<u>E</u> -mail	Preview	Interface	Options >>	Close	<u>H</u> elp

You can print a report of the distributions that were transferred after the process is complete. After the distributions have been successfully transferred to your accounting system, they are updated with the date/time of the interface. If the interface fails, an error appears and, if possible, all updates to the accounting data are rolled back.

View Distributions

Select System > Views > Distributions

• Use to view a single distribution (changes not allowed)

🔯 View Distribut	ions	
E 📖	< 🕨 🔑 🕉 🎒 · 🔯 ·	
<u>G</u> roup		
Туре	Sales/Returns	
A <u>c</u> count	2090000 Gift certificate liabilities	
<u>D</u> ate	01/25/2002	
Event number	700064	
<u>S</u> equence #	1	
<u>M</u> odule	Point of Sale	
<u>A</u> ctivity type	Post Tickets	
Amount	-50.00	
First doc #	100116	
First doc ref	100001	
Record count	1	
Interfaced	Г	
Profit center	000	

Purge Distributions

PURPOSE

The Purge Distributions Report lets you preview a list of distributions that you can choose to purge. If you choose to purge, the data will be permanently removed from your Counterpoint database.

🏘 Purge Distributions					
Order by Event #, Account #				•	
Parameters Event					
Report Type	1				
⊙ <u>S</u> ummary C <u>D</u> etail					
					>>
<u>E</u> -mail P <u>r</u> eview	<u>P</u> rint	<u>P</u> urge	Options >>	<u>C</u> lose	Help

	Note: Section	_ 🗆 🗙
	Order by Event #, Account #	
	Parameters Event	
Filter on the Event table	Event number	
to limit which distributions	Event date // 💌 to // 💌	
are previewed and purged.		
are provide and pargoa.		
		>>
	E-mail Preview Print Purge Options >> Close	Help

Select System > Accounting > Utilities > Purge Distributions

DISTRIBUTIONS

Detail Report

Date 11/16/2005 Time	11:13:43AM					Page 1
		Purge Distributions Report (Review Only))		
		Detail				
Shaded entries have not b						
Orderby: Event #, Accou						
Disttype	Account #	Description	Date	First doc #	Debit amt	Credit amt
Event# 10		10				
/alue-Merchandise	1410	Inventory - merchandise	2/15/01	10000	56.00	
					209.50	
					394.50	
	Inventory - merchar	ndise tota			660.00	
Receivings accruals	2000	Accounts Payable	2/15/01	10000		209.50
						394.51
						56.01
	Accounts Payable to	otal				660.01
				10 totals:	660.00	660.00
Event# 11		11				
aym ents	1010	Cash in bank	7/31/00	100098	5.00	
						0.90
				100103	5.00	
						2.02
				100104	10.00	3.77
				100101	5.00	3.77
				100101	5.00	0.12
	Cash in bank total				25.00	6.84

Summary Report

Date 11/16/2005 Time	11:12:06AM					Page 1
		Purge Distributions Report (Review Only)			
		Summary				
Shaded entries have not b Order by: Event #, Accour						
Disttype	Account #	Description	Date range	#entries	Debit amt	Credit amt
Event# 10		10				
Value-Merchandise	1410	Inventory - merchandise		3	660.00	
Receivings accruals	2000	Accounts Payable		3		660.00
				10 totals:	660.00	660.00
Event# 11		11				
Payments	1010	Cash in bank		8	25.00	6.84
Payments	1210	Accounts Receivable		3	1,673.52	
Value-Merchandise	1410	Inventory - merchandise		19		1,185.66
Sales/Retums	2000	Accounts Payable		7		19.54
Sales/Retums	2310	Sales tax payable		14		109.42
Sales/Retums	4010	Sales - merchandise		19		1,562.72
Cost of goods	5010	Cost of goods sold/returned		19	1,185.66	
				11 totals:	2,884.18	2,884,18

ъ.

Exercise 6

Try it Yourself!

A truck just arrived with the items from Transfer Out # 100035. You received all items except COFFEE (it will arrive later). When you processed the item ICE CREAM, it was melted.

Complete all inventory processing steps so that your company's records accurately reflect current inventory levels.

Check **Appendix 2** for the answer.

Counterpoint Fundamentals

Learning Objectives Evaluation

Section Four

Date: _____

Name (Optional): _____

Please respond to how well you feel you understand the tasks covered in today's class

Use the following scale

- 1 Not covered
- 2 I don't get it
- 3 I need a lot more help in this area
- 4 I need a little more time to get it
- 5 I got it

Complete an Inventory Adjustment	1	2	3	4	5
Post an Inventory Adjustment	1	2	3	4	5
Recognize the posting errors	1	2	3	4	5
Run the Distributions Report	1	2	3	4	5
Create a Physical Count Worksheet	1	2	3	4	5
Enter Physical Count Quantities	1	2	3	4	5
Remove Physical Count Quantities	1	2	3	4	5
Post Physical Count Transactions	1	2	3	4	5
Process Transfer Outs	1	2	3	4	5
Process Transfer Ins	1	2	3	4	5
Process Quick Transfers	1	2	3	4	5
Print Item Labels	1	2	3	4	5

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Drop Ship Purchase Requests	
Multi-Currency Purchases	

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Edit List	
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RTV History	
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Vouchering	
Multi-currency Vouchering	
Using tax in Purchasing	
Partially Vouchering	
Fully Vouchering	
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COUNTERPOINT FUNDAMENTALS – PURCHASING AND RECEIVING OBJECTIVES

Section 6:	After completing the readings and exercises, you will be able to:
Purchasing and	 Define Vendors / Vendor Items
Receiving	 Renumber Vendors
	 Understand the flow of Purchasing / Receiving
	 Create and print a Purchase Advice Report
	 Enter a regular Purchase Request
	 Enter an allocated Purchase Request
	 Generate Purchase Requests from customer orders
	 Process a drop-ship Purchase Request
	 Post a Purchase Request
	 Copy a Purchase Order
	 Cancel / Reissue a Purchase Order
	 Receive regular Purchase Orders
	 Receive allocated Purchase Orders
	 Receive drop-ship Purchase Orders
	 Import Receivings
	 Post a Receivings
	 Enter / Post Quick Receivings
	 Process Returns to Vendor
	 Complete a Purchasing Adjustment
	 Voucher Receivings to Accounts Payable



* Elearning Downloads on Forecast-driven replenishment:

http://retailchannel.radiantsystems.com/elearning-downloads.htm?do=viewdetail&course=196 http://www.counterpointpos.com/news/training-elearning.htm?step=2&course=217

Defining Vendors

Main Tab

Select Purchasing > Vendors

• Use to define the vendors from whom you purchase merchandise for your company

Vendor number ADAMS Image Adams Golf Image Image </th <th>OVendors Image: Constraint of the second /th> <th>🗙 🖻 🗐 🔺 🕨 🖉 🖉 🔂 🖓 ·</th>	OVendors Image: Constraint of the second	🗙 🖻 🗐 🔺 🕨 🖉 🖉 🔂 🖓 ·
Salutation Ms. First name Mary Last name Higgins Cgntact 1 Information Line Phone 1 (800) 709-6142 Category MERCH Merchandise Vendors Terms code 2/10NET30 2 % 10 days Net 30 Ship-via code UPS Ground Defaylt currency code HOME Home currency (US Dollars) Iax code Sync with A/P I A/P vendor # Vendor's ref #		S Auto-assign Name type Business
Last name Higgins Contact 1 Information Line Phone 1 (800) 709-6142 Category MERCH Merchandise Vendors Terms code 2 % 10 days Net 30 Ship-via code UPS GROUND UPS GROUND UPS Ground Default currency code HOME Jax code Image: Comparison of the second se	Main Address Conta	icts Profiles
Cgntact 1 Information Line Phone 1 [800) 709-6142 Category MERCH Merchandise Vendors Terms code 2/10NET30 2 % 10 days Net 30 Ship-via code UPS GROUND UPS Ground Default currency code HOME Home currency (US Dollars) Tax code Sync with A/P A/P vendor #	<u>S</u> alutation	Ms. First name Mary
Phone 1 [600) 703-6142 Category MERCH Merchandise Vendors Terms code 2/10NET30 2 % 10 days Net 30 Ship-via code UPS GROUND UPS Ground Default currency code HOME Home currency (US Dollars) Tax code Image: Signe with A/P Image: Signe with A/P A/P vendor # Image: Signe with and the signe s	<u>L</u> ast name	Higgins
Category MERCH Merchandise Vendors Terms code 2/10NET30 2 % 10 days Net 30 Ship-via code UPS GROUND UPS Ground Default currency code HOME Home currency (US Dollars) Iax code Image: Comparison of the second secon		
Terms code 2/10NET30 2 % 10 days Net 30 Ship-via code UPS GROUND UPS Ground Default currency code HOME Home currency (US Dollars) Iax code Iax code Iax code Sync with A/P Image: Constraint of the second s	Phone 1	(800) 709-6142
Terms code 2/10NET30 2 % 10 days Net 30 Ship-via code UPS GROUND UPS Ground Default currency code HOME Home currency (US Dollars) Iax code Image: Code Image: Code Sync with A/P Image: Code Image: Code A/P vendor # Image: Code Image: Code Vendor's ref # Image: Code Image: Code	<u>C</u> ategory	MERCH Merchandise Vendors
Default currency code HOME Home currency (US Dollars) Iax code Image: Constraint of the second seco		
Iax code Sync with A/P ▼ A/P vendor # Vendor's ref #	<u>S</u> hip-via code	UPS GROUND DIS Ground
Sync with A/P A/P vendor # Vendor's ref #	Default currency code	HOME Prome currency (US Dollars)
A/P vendor #	<u>T</u> ax code	
Vendor's ref #	Sync with A/P	7
	A/P ve <u>n</u> dor #	
	Ve <u>n</u> dor's ref #	
Voucher default Fully vouchered	Vo <u>u</u> cher default	Fully vouchered

Vendor number Name type	Identifier for this vendor Business – Access to Name, First name, and Last name fields Person – Name field is concatenation of First name and Last name
Salutation	Can be used when printing vendor reports
First name Last name	For companies, enter the individual to whom correspondence would be addressed at that company or leave it blank Can be used when preparing correspondence to vendor, along with Salutation
Contact 1	Contact information for the person you work with
Phone 1	Phone number for the vendor, usually the number for the individual specified in Contact 1
Category	Use to group vendors for purposes of reporting and filtering
Terms code Ship-via code	Normal payment terms from this vendor, and usual shipping method Both are used as defaults when entering a new PO for this vendor

	🐼 Vendors	
	🖸 🗏 + 🗙 🖻 🥅 🔺 🕨 🔑 🕉 🗋 🌛 · 🔯 ·	
	Vendor number ADAMS	
	Name Adams Golf ⊻endor Items	
Main Tab (cont'd)	Main Address Contacts Profiles	
Main Tab (cont d)	Salutation Ms. First name Mary	
	Last name Higgins	
	Contact 1 Information Line	
	Phone 1 (800) 709-6142	
	Category MERCH Merchandise Vendors	
	Terms code 2/10NET30 2 % 10 days Net 30	
	Ship-via code UPS GROUND	
	Default currency code HOME Pinter Currency (US Dollars)	
	Sync with A/P 🔽	
	A/P vendor #	
	Vendor's ref #	
	Voucher default Fully vouchered	
		>>

Default currency code	When using multi-currency purchasing, assign the currency code to use as a default on all Purchasing documents for this vendor If you change the currency code for a vendor, you are asked if you want the unit costs in vendor-item records updated.
	You have changed the Default currency code from HOME to CAN. Would you like to update the vendor-item costs? Yes
Tax code	When using tax in Purchasing, assign the tax code to a vendor that collects tax. Counterpoint will use this tax code to calculate the appropriate amount of tax for the Purchasing document.
Sync with A/P	When System > Accounting > Utilities > Import vendors is run with the Update flag, synchronize this vendor's information in Counterpoint to match the information in A/P
A/P vendor #	A/P vendor to whom this Counterpoint vendor matches. Leave blank if Counterpoint and A/P vendor number are identical.
Vendor's ref #	Your account number or ID with the vendor
Voucher default	Select the default status to assign when vouchering receivers for this vendor: Fully vouchered or Partially vouchered

Address Tab

Enter the address for the Vendor.

Information entered here is used as the default on purchase orders and can be printed on labels for the vendor.

🗵 Vendors	
🔄 🗏 🕂 🗙 🛍 🖼 🔺 🕨 🖉 🐻 🎒 · 🔯 ·	
Vendor number ADAMS	
Name Adams Golf Vendor Items	
Main Address Contacts Profiles	
Address 1 2801 East Plano Parkway	
Address 2	
Addiess 3	
<u>C</u> ity Plano <u>State</u> TX	
Zip code 75074 Country	
Comment 1	
Comment 2	
Comment 3	
Lax ID #	
TaxID # date / /	

Contacts Tab

Enter the information for the individuals you contact at this vendor.

The email and URL fields are hotlinks. Double-click the text in these fields to start your default email program or Web browser.

🔯 Vendors	
🔁 🗄 + 🗙 🖻 🗔	< > P 🕉 🗋 冯 · 19 ·
Vendor number ADAMS	Auto-assign Name type Business
Name Adams Golf	Vendor Items
Main Address Contacts Profiles	
Contact 1	
Contact 1 Information Line	
Phone 1 (800) 709-6142	Fax <u>1</u> (972) 398-8818
E <u>m</u> ail 1 info@adamsgolf.com	U <u>B</u> L1
Contact 2	
Contact 2	
Phone 2	Fax 2
Email 2	URL 2
	>>

Profiles Tab

Profile fields enabled in **Setup > Purchasing > Control** or **Setup > System > Quick Setup** appear here

🔯 Vendors	
🖸 🗄 🕂 🗙 🖻 📰 🔺 🛛	▶ 🔑 🖥 🗋 🎒 · 🕪 ·
Vendor number ADAMS	ign Name type Business
Name Adams Golf	<u>⊻</u> endor Items
Main Address Contacts Profiles	
Code profile 1	Date profile 1 📝 🗾
Code profile 2	Date profile 2 / /
Code profile 3	Date profile 3 📝 /
C <u>o</u> de profile 4	Date profile <u>4</u> / /
Code profile 5	Date profile 5 📝 /
Alpha profile 1	Numeric profile 1
Al <u>p</u> ha profile 2	Numeric profile 2
Alpha profile <u>3</u>	Numeric profile 3
Alpha profile 4	Numeric profile 4
Alpha profile <u>5</u>	Numeric profile 5
	>>

NOTE: Use the worksheet in Appendix 1 to plan the vendor profiles for your company.

Defining Vendors on the Fly

Another way to define vendors for a company is to define them on the fly.

When entering a purchase request for a vendor that is not on file, click Add (F2) from the Vendor LookUp window or at the Vendor not on file message.

Only users who have access to the Purchasing > Vendors menu selection can add vendors on the fly.

VENDORS

Zooms

Click , press F6, or click from a lookup

• Use to view additional information related to a specific vendor

🏘 Vendors		_ 🗆
	🖻 🔜 🔺 🕨 🔑 🍞 📄 🚄 · 😡 ·	
Vendor number ADAMS	Auto-assign Name type Business	
Name Adams Golf		

ADAMS	Vendor Notes
Adams Golf	
Address 1: 2801 East Plano Parkway	
Address 2:	
Address 3:	
City: Plano	
State: TX	
Zip code: 75074	
Country:	
Phone 1: (800) 709-6142	
Phone 2:	
Fax 1: (972) 398-8818	
Contact 1: Information Line	
Email 1: info@adamsgolf.com	
URL 1:	
Vendor Items	Open POs

Vendor Notes	Add or edit notes for vendors
Vendor Items	View the vendor items window
Open POs	View open Purchase Orders for the vendor

Viewing Vendors

Select Purchasing > Views > Vendors

- Use to view vendor information. Changes cannot be made from this menu selection.
- Can add Vendor notes

🔯 View Vendors	
🔄 🥅 🔺 🕨 🔑 🍞 📋 🍜 · 😥 ·	
Vendor number ADAMS Auto-assign Name type Business Image Name Adams Golf Vendor Items Image Vendor Items Image	
Main Address Contacts Profiles	
Salutation Ms. First name Mary	
Last name Higgins	
Contact 1 Information Line	
Phone 1 (800) 709-6142	
Category MERCH C Merchandise Vendors	
Ierms code 2/10NET30 2 % 10 days Net 30	
Ship-via code UPS GROUND	
Sync with A/P 🔽	
A/P ve <u>n</u> dor #	
Vendo <u>r</u> 's ref #	
Voucher default Fully vouchered	
	>>

Renumbering Vendors

Select Purchasing > Utilities > Renumber Vendors

- Use to change vendor numbers
- Updates open POs and receivers, as well as history

₫	Renumber Vendors					
	🗲 🗏 🕂	· 🗙 📷 🖪	🕨 🔎 🏅	s 🎒 - 🔁	- 😡) -
-	Group VENDO		escription Renumbe	I	_	<u>R</u> enumber
						<u>P</u> rint
	Old vendor number	Name	New vendor number	Error		Move up
	ADAMS	Adams Golf	ADAMS-001		_ !	
	CALLAWAY	Callaway Golf	CALLAWAY-001			Move down
	DUNLOP	Dunlop	DUNLOP-001			
2	(new line)					
	Old vendor number		Z			
	New vendor number					

Group	Identifier for group of vendors to be renumbered
	Multiple groups can be defined and renumbered separately

To obtain a detailed record of changes, prior to renumbering

<u>R</u>enumber

<u>P</u>rint

To renumber vendors in current group; perform when no one else is in software

Note: After renumbering a vendor, you must manually change:

- 1) any price rules or loyalty program rules that incorporate a vendor number that has changed
- 2) any vendor images, reports, filters or customizations that use the old vendor number

Select Purchasing > Vendor Items

or click	<u>V</u> endor Items	for an item in Inventory>Items	
or click	⊻endor Items	on the Vendors form	
or click	⊻endor Items	from an Item zoom or Vendor zoom	

• Use to define the items that you purchase from a particular vendor

😳 Vendor Items		
	⊿ • 🔊 •	
Vendor number ADAMS	Bemove as primary	
Item number ADM-TL2 2 Adams Tight Lies 2 Wood This is the primary vendor for this item	Show costs in C Home currency © Vendor currency	Clear or set the primary vendor
Vendor Information Purchasing Last Order Last Receipt	If not the primary your	lor this area
Vendor's jtem number ADM-TL2	If not the primary vend shows the primary ven	
Vendor's description Adams Tight Lies 2 Wood		
Vendor's list price 349.9900 HOME		
Comment 1		
Comment 2	_	
Comment 3	-	
	>>	

Vendor Information Tab

Vendor's item number	The number the vendor uses for this item	
Vendor's description	The description the vendor uses for this item	
Vendor's list price	Vendor's normal price for this item, or manufacturer's suggested retail price ("MSRP")	
Comment 1 - 3	Enter up to three additional comments about this item for the vendor	

You can also select in **Setup > Purchasing > Control** to automatically create vendor item records when purchase requests or receivings are posted.

	🔊 Vendor Items 📃 🗌	×
Purchasing tab	Vendor number ADAMS Adams Golf Bemove as primary	
	Item number ADM-TL2 Adams Tight Lies 2 Wood C Home currency	
	This is the primary vendor for this item	
	Vendor Information Purchasing Last Order Last Receipt	
	Purchasing unit EACH	
	Stocking unit EACH	
	Min order qty 3.0000 EACH	
	Unit cost 174.9950 HOME / EACH	
	Order multiple 1 EACH	
	Lead time Auto-calculate	
		>>

Purchasing unit	Vendor's selling unit
Stocking unit	The unit in which you stock this item. If different from the purchasing unit, enter quantity relationship between purchasing and stocking unit (e.g., 1 BOX = 3 EACH)
Min order qty	Minimum quantity of purchasing units that you must order from this vendor
Unit cost	The amount that the vendor charges for each purchasing unit of the item
	Used as default cost when entering a purchase request for this vendor
	Can be automatically updated when a purchase request and/or receiving is posted
	When using multi-currency Purchasing, use "Show costs in" to show cost in the vendor's currency or your HOME currency.
Order multiple	Quantity increment in which the vendor requires you to order the item (e.g., must order boxes of the item in multiples of two).
Lead time	Number of days that it takes vendor to ship the item

Minimum Order Qty and Order Multiple

Example:

Item #TOP-XLL Top-Flite XL Long Balls

Stocking unit = DOZ

Vendor XYZ packs golf balls in boxes of 12 dozen (1 gross of balls) and will not break a box for shipment. The vendor will also pay freight if you order at least 36 dozen (3 boxes).

The Purchasing tab of the Vendor Item record would look like this:

Vendor Information Pu	urchasing Last Order Last Rec	eipt		
Purchasing unit	GROSS 🔎			
Stocking unit	1 GROSS =	12	DOZ	
<u>M</u> in order qty	3.0000	GROSS		
<u>U</u> nit cost	149.9400	GROSS		
<u>O</u> rder multiple	1	GROSS		
Lead time		<u>A</u> uto-calculate		>>

Set **Min order qty** to 3 to ensure that you take advantage of the vendor's freight policy each time you order.

Set **Order multiple** to 1 to cover the situation where you need 40 dozen balls (3.33 Gross). While 3.33 gross exceeds the minimum order quantity of 3, the vendor requires that you purchase only in multiples of 1 full gross, so you would need to purchase 4 gross.

Last Order Tab

Shows systemmaintained information about the last order from this vendor that included the item.

🐼 Vendor Items							_ 🗆 ×
🛃 🗄 🕂	×È		< ►	<i>></i> 7	<i>-</i>	12 -	
Vendor number			Adams Golf		 	nove as prir ow costs in	
l <u>t</u> em number			-	nt Lies 2 Wood for this item	- 0	Home curr ⊻endor cu	ency
Vendor Information Pu	urchasing Last (Order Last F	Receipt				
P0 number	100100						
P0 date	10/23/2007						
Buyer							
Quantity	100.0000		EACH				
Cost	174.9950		HOME	/ EACH			
							>>

Last Receipt Tab

Shows systemmaintained information about the last receiving of the item from this vendor.

🙆 Vendor Items				_ [🗆	×		
3 🗄 🕂	× 🖻 🗔 <	• • &	> 🏅 🗋	🎒 • 😥 •			
Vendor number ADAMS Image: Color and the primary Item number ADM-TL2 Image: Color and the primary Item number ADM-TL2 Image: Color and the primary This is the primary vendor for this item Image: Color and the primary							
Vendor Information Pu	urchasing Last Order Last R	eceipt					
PO	100095-R01	Receiver #	100120				
Order date	10/23/2007	Received date	9/21/2009				
Buyer	MGR	Received by	MGR				
Received qty	1.0000	EACH					
Cost	174.9950	HOME /	EACH				
					>>		
Entering a Purchase Request

Select Purchasing > Purchase Requests > Enter

• Use to create a single purchase request from a vendor

Assign purchase request number or select

Identify vendor and address info for this purchase order

or

Click <u>Copy PD</u> to copy from another on-file PO (the current costs for the items on the copy from PO will be used on the newly created PO)

🛞 Purchase Requests	s Enter - Batch:MGR
🔁 🔒 🕂	X 📖 🔺 🕨 🍠 🅫 🗋 🗁 - 🛃 - 😥 -
Purchase reguest #	(AUTO-ASSIGN) Auto-assign Location MAIN C Show costs in
Vendor number	ADAMS (2) Adams Golf Order date 5/27/2015 Copy PO © Document currency
Vendor Ship-to Order	r Lines Misc charges
Vendor num <u>b</u> er	ADAMS Dext>
Currency code	HOME Provide the second
Na <u>m</u> e	Adams Golf
Sal <u>u</u> tation	
Last na <u>m</u> e	,
Add <u>r</u> ess 1	2801 East Plano Parkway
Add <u>r</u> ess 2	
Address <u>3</u>	
Cjty	Plano State TX
<u>Z</u> ip code	75074 Country
Phone	(800) 709-6142 Contact 1 Information Line
Fa <u>x</u>	(972) 398-8818 Contact 2
Vendor ta <u>x</u> ID #	
	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Currency code and **Show costs in** are explained in the Multi-currency Purchases area of this chapter.

Ship-to Tab

Select the Ship-to location and change the address information, if necessary for this purchase request

or

Identify it as an allocated purchase request (purchasing for multiple locations)

🐼 Purchase Request	s Enter - Batch:MGR
🛃 🔒 🕂	× 📖 < 🕨 🖉 T 🗋 🖨 · 🖸 · 😰 ·
Purchase reguest #	(AUTO-ASSIGN) Auto-assign Location MAIN C Home currency
Vendor number	ADAMS (2) Adams Golf Order date 5/27/2015 Copy PO C Document currency
Vendor Ship-to Orde	r Lines Misc charges
Location	MAIN Rext>
	Print form
_	Main store location Post
Address 2	
Address <u>3</u>	· · · · · · · · · · · · · · · · · · ·
Lity Zip code	Memphis State TN 38138 Country USA
Phone	
Fa <u>x</u>	
Your tax ID #	
	Shows location or
	company tax ID number
	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

PURCHASE REQUESTS

		😥 Purchase Requests Enter - Batch:MGR	_ 🗆 ×
		G 🖥 + X 📾 🔺 🕨 🍠 T 🗋 🖨 · 🔁 · 🔯 ·	
		Purchase reguest # (AUTO-ASSIGN)	-
		Vendor number ADAMS Image: Comparison of the second secon	ency
Order Tab		Order date 5/27/2015	<u>N</u> ext>
		Defivery date 7 /	Print form
Identify the Order date		Cancel date / / Buger MGR	Pos <u>t</u> Save
other fields are optiona	al.		
N 1 - 11			
Click <u>N</u> ext≻ to		Comment 1	
proceed to next tab.		Comment 2	
		Comment 3	
			>>
Tax code	lf you	are using value-added tax in Purchasing, the vendor's tax	<
	•	appears as a default. If the vendor tax code is blank, the	
		on's tax code appears instead.	
Tax code (normal)			
. /	IT VOU	enter or look up a different tax code, the original tax code	1

appears at Tax code (normal).

Ta <u>x</u> code	CAN 🖉	Canadian tax (Purchasing)	
Ta <u>x</u> code (normal)]	Use normal tax code

As you enter the purchase request, the value-added tax is shown in the totals of the request.

Gross subtotal	12,283.62	HOME
Document discount	0.00	HOME
Subtotal	12,283.62	HOME
Total misc	25.00	HOME
Order tax	614.18	HOME
Total	12,922.80	HOME
Total weight	0.0000	
Total cube	0.0000	
Total qty (stk units)	80.0000	

A user who is authorized to enter costs can click the Order tax field to override the tax calculated for a purchase request.

A tax amount can only be entered in the HOME currency.

If you are also using multi-currency purchasing, the value-added tax may instead be shown in the currency specified for the request.

Gross subtotal	15,424.48	CAN\$	
Document discount	0.00	CAN\$	
Subtotal	15,424.48	CAN\$	
Total misc	31.25	CANS	
Order tax	771.23	CAN\$	
Total	16,226.96	CAN\$	
Total weight	0.0000		
Total cube	0.0000		
Total qty (stk units)	80.0000		

Tax Override			<u>? ×</u>
<u>N</u> ormal tax amount	616.98	HOME	<u>U</u> se Normal Tax
	771.2250	CAN\$	
O <u>r</u> der tax	616.98	HOME	
	771.2250	CAN\$	
		<u>o</u> k	C <u>a</u> ncel <u>H</u> elp

PURCHASE REQUESTS

Lines Tab

Identify each item, quantity, and unit to purchase, along with the cost of each

Unit defaults to purchasing unit

If using tax in Purchasing, specify if the line item is taxable such that tax should be paid to the vendor.

				5 L] 🖕	🧯 • 🔁 •	\$9 -				
^p urchase reguest #	(AUTO-ASSIGN)	Auto-a	issign		Location MAIN	Z		Show costs in*		
Vendor numbe	r ADAMS	Z Adams	Golf	Or	der date 5/27/201	5 🖸		Document cu		
Vendor Ship-to Oro	der Lines Misc	charges								
Item number	Description		Order qty	Unit name	Net unit cost	Ext cost	Default cost			
ADM-TL2	Adams Tight Lie	s 2 Wood		3 EACH	174.9950) 524.99	174.9950			
>	(new line)									
Item number	Description				Qt	, Ur	nit	Gross unit cost		
	Description	lf shoes			Qu			Gross unit cost 34.9900	Номе	
SHOES 🔎		lf shoes					ACH 🗾		НОМЕ	
SHOES	Vomen's go	lf shoes			16	_	ACH 🗾	34.9900 10.0000	HOME	
SHOES	Women's go 16 cells	lf shoes			Taxable 🗸	_	ACH 💌 ercent 💌 Net unit cost	34.9900 10.0000 31.4912	HOME	
SHOES Color/Size/Width	Women's go 16 cells	If shoes			Taxable I	Discount P nent discount Gr	ACH ercent Net unit cost Ext cost oss subtotal	34.9900 10.0000 31.4912 503.86 524.99	HOME	
SHOES	V Women's go 16 cells Add items 16 EACH	Qiy on hand 7			Taxable 🗸	Discount P nent discount Gr	ACH ercent Net unit cost Ext cost oss subtotal ent discount	34.9900 10.0000 31.4912 503.86 524.99 0.00	HOME	
SHOES	Vomen's go 16 cells Add items 16 EACH 96	Qty on hand 7 Qty committed C	I		Taxable I	Discount P nent discount Gr	ACH ercent Net unit cost Ext cost oss subtotal	34.9900 10.0000 31.4912 503.86 524.99	HOME	
SHOES	Vomen's go 16 cells Add items 16 EACH 96	Qty on hand 7 Qty committed C Qty available 7	ı 1		Taxable I✓ Apply docun <u>N</u> ext>	Discount P nent discount Gr	ACH ercent Net unit cost Ext cost oss subtotal ent discount Subtotal	34.9900 10.0000 31.4912 503.86 524.99 0.00 524.99	HOME HOME HOME	
Color/Size/Width Customer orders Min qty Max qty	Vomen's go 16 cells Add items 16 EACH 96	Qty on hand 7 Qty committed C	 1 		Tagable IV Apply docum Next Print form Post	Discount P nent discount I Gr Docum	ACH ercent Net unit cost Ext cost oss subtotal otal misc Order tax Total	34.9900 10.0000 31.4912 503.86 524.99 0.00 524.99 0.00 0.00 524.99	HOME HOME HOME HOME	
SHOES	Vomen's go 16 cells Add items 16 EACH 96	Qtyon hand 7 Qtycommitted C Qtyavailable 7 Qtyon PO's C	 1 		Tagable IV Apply docum Next Print form Post	Discount P nent discount Gr	ACH ercent Ket unit cost Ext cost oss subtotal ent discount Subtotal Total misc Order tax	34.9900 10.0000 31.4912 503.86 524.99 0.00 524.99 0.00 0.00	HOME HOME HOME HOME	
SHOES	Women's go 16 cells Add items 16 EACH 36 71 Qty on drop-	Qtyon hand 7 Qtycommitted C Qtyavailable 7 Qtyon PO's C	 1 		Taxable I	Discount P nent discount I Gr Docum	ACH ercent Ket unit cost Ext cost oss subtotal ent discount Subtotal Total misc Order tax	34.9900 10.0000 31.4912 503.86 524.99 0.00 524.99 0.00 0.00	HOME HOME HOME HOME	

Cost

- Unit cost defaults to unit cost from vendor item record if it is not blank. If Unit cost is blank, then last cost of item at receiving location is used. You can also manually enter a cost in the purchase request.
- The cost is used as the basis for the discount calculation, if a discount is applied.
- Can enter discount for entire PO or for individual line items
- If a document discount is applied, **Net unit cost** for each item will reflect the discounted amount.
- Document discounts are allocated proportionally across items defined as "discountable" and are based on the extended cost of each line

Entering Comments

Purchase reguest # Vendornumbe Vendor Ship-to Oro	r ADAMS Z Adams			Lo Ord	icati erda	View Lin	ventory	Ctrl Ctrl m Ctrl	+E	0	Show costs in O Home curren O Document cu	-	
Item number	Description	Order qty		Unit name	Nel	Line del	ivery & d	comment	ts	cost			
ADM-TL2 SHOES ADM-TL7	Adams Tight Lies 2 Wood Women's golf shoes Adams Tight Lies 7 Wood		16	EACH EACH EACH		<u>C</u> ancel I <u>D</u> elete I	ine	Ctrl+(950 900 950			
ADM-TL9	Adams Tight Lies 9 Wood			EACH		180.0000	2,	340.00	180.0	0000			
ADM-VMI	Adams VMI Irons, Set			EACH		344.9950		864.92	344.9				
ADM-VMI-P	Adams VMI Putter		19	EACH		49.9950		949.91	49.9	9950			
	(new line)												
						Oh		Uni	ł		Bross unit cost		
Item number	(new line) Description Color Tight Lies 2 Wood					<u>Qty</u> 3		Uni			Gross unit cost 174.9950	НОМЕ	
Item number	Description				La	3	Disco	E	(CH	•	174.9950	HOME	
Item number	Description				Taj		Disco	EA ount Pe	ICH Ircent	•	174.9950 0.0000	HOME	
Item number	Description					3		Unt Pe	(CH rcent Net unit	▼ ▼ cost	174.9950	HOME	
Item number ADM-TL2	Description				App	xable ⊽		unt Pe	(CH rcent Net unit	▼ ▼ cost	174.9950 0.0000 174.9950	НОМЕ	
Item number	Description Adams Tight Lies 2 Wood Add items					xable ⊽	ent disco	unt Pe Junt Te Junt T Gro	KCH Incent Net unit (Ext (▼ ▼ cost cost	174.9950 0.0000 174.9950 524.99 12,283.62 0.00	HOME	
Item number ADM-TL2	Description Adams Tight Lies 2 Wood Add items				App	xable ⊽	ent disco	unt Pe Junt Te Junt T Gro	CH Incent Net unit (Ext) Iss subto Subto	cost cost unt otal	174.9950 0.0000 174.9950 524.99 12,283.62 0.00 12,283.62	HOME HOME HOME	
Item number DMETL2 Customer orders Line delivery dat Line cancel dat Vendor's item numbe Item description	Description Adams Tight Lies 2 Wood Add items e e e ar ADM-TL2 n Adams Tight Lies 2 Wood				App <u>N</u> ext> <u>P</u> rint for	xable ⊽ ply docum	ent disco	unt Pe Junt Te Junt T Gro	CH rcent Net unit (Ext) ss subto nt disco Subto Total m	cost cost unt btal isc	174.9950 0.0000 174.9950 524.99 12,283.62 0.00 12,283.62 25.00	HOME HOME HOME HOME	
Item number DM-TL2 Customer orders Line delivery dat Line cancel dat Vendor's item numbe	Description Adams Tight Lies 2 Wood Add items e er ADM-TL2 n Adams Tight Lies 2 Wood 1				App <u>N</u> ext>	xable V ply docum	ent disco	unt Pe Junt Te Junt T Gro	CH Arcent Ext ass subto subto Subto Total m Order f	cost cost unt btal isc	174.9950 0.0000 174.9950 524.99 12,283.62 0.00 12,283.62	HOME HOME HOME	

• Use to enter comments for a line item on the purchase request.

Line delivery and comments window can be set to automatically appear for every line item

Other information		<u>? ×</u>
Delivery date	No Delivery date specified.	
Line delivery date	11 🗸	Uses dates from
Cancel date	No Cancel date specified.	header if blank for line
Line cancel date		
Co <u>m</u> ment 1		
Comm <u>e</u> nt 2		
Comme <u>n</u> t 3		
	<u> </u>	Help

Entering quantities for a gridded item

Manually enter a quantity for each cell

or

Click Suggest Qty to automatically fill each cell with the quantity Counterpoint suggests



Vendor Item Records

When you add an item to a purchase request, the following message appears if a corresponding vendor item record is not on file for the vendor on the request.

Warning		×
⚠	No vendor-ite	m record.
🗖 Do n	ot show again	<u>K</u>

If you include the item on the purchase request, a vendor item record may be created automatically when the purchase request or the corresponding receiving is posted, based on a configuration setting in **Setup > Purchasing > Control**.

Bulk Add of Items

Click Add items from the Lines tab of the Purchase Request Enter form

Note: This function is not available on a purchase request that is assigned a tax code or currency that's different than the HOME currency.

Set filter tab

- Use to add multiple items to a purchase request in a single step
- Use filter to restrict which items appear on the Select items tab
- Suggested quantity to purchase can be based on: Maximum quantity, Replenishment of previously sold quantity, Days of Supply quantity needs to last, or enough to fulfill Customer orders

San Add Items	<u>?</u> ×
Purchase reguest # 100053	
Vendor number ADAMS	
Location MAIN	
Set filter Select items	
Exclude items already on this purchase request 🔽 Create one cell per line 🥅 Items for prime vendors only 🗂	Suggested qty calculation method Maximum Set order gty to Suggested quantity
Items	Adjust suggested qty for
Item number	Purchase requests
Item category GOLF	_0pen PO's Vendor minimum
Attribute 1	Vendor multiple Round to nearest multiple 💌
	Next>> ©lose Help

Exclude items already on this purchase request	Select whether to include or exclude items already on the purchase request
Create one cell per line	Select whether to total gridded items or whether to display each cell on a separate line
Items for prime vendors only	Select whether to restrict items to those with the current vendor listed as the primary vendor

Select Items tab

- Shows items that are meet parameters entered on Set filter tab
- Use to select the item or group of items to add to the purchase request

🔯 Add Ite											3	? ×
	se reguest # 100 ndor number AD/		2 Adams	Golf				Select all	1			
Tot	Location MA			tore location				Unselect all				
Set filter	Select items								_			
Selected	I Item number	Description		Cell description	Orig sugg qty	Adj suggested o	Stockin qty unit	Quantity to order	Unit cost	Last cost		-
	ADM-SCD	Adams SC Dr	iver, RH		16	-	16 EACH	16	159.9960	159.9960		
	ADM-TL5	Adams Tight	Lies 5 Wood		13		13 EACH	13	174.9950	174.9950		
	ADM-TL7	Adams Tight I	Lies 7 Wood		12		12 EACH	12	174.9950	139.9960		
	ADM-TL9	Adams Tight	Lies 9 Wood		13		13 EACH	13	180.0000	180.0000		
	ADM-VMI	Adams VMI In	ions, Set		17		17 EACH	17	344.9950			
	ADM-VMI-P	Adams VMI P	'utter		19		19 EACH	19	54.9900	54.9900		
												-
Select	Item number		Quantity to order		Unit cost	_	Prev line	Totals	_			
-	ADM-VMI-P	20	19	EACH 👻	54.9900	-	-		Items		6	
Unseject			Suggested qty	Zero qty			Ne <u>s</u> t line		Selected		6	
Item info	ormation								Quantity		90.0000	
Item cat	tegory:	GOLF							Cost	1	6,184.55	
Sub-cat		CLUBS							Weight		0.0000	
	vendor:	ADAMS										
Qty on I		-7 EACH							Cube		0.0000	
City ava	ailable:	-7 EACH						Mi	n/max lead		0/0	
					A	dd lines	Add lines		Back	Close	Help	

Click Add lines to add selected lines to the purchase request and leave the Add Items window open

Click Add lines & close to add selected lines to the purchase request and close the Add Items window.

The items are added to the purchase request.

Inchase reguest # 100196 Auto-assign Location MAIN C Of Home currency Vendor number ADAMS Q Adams Golf Order date 5/27/2015 Copy PO Of Home currency endor Ship-to Order Lines Misc charges Item number Description Order qty Unit name Net unit cost Ext cost Default cost Adams ADM-TL2 Adams Tight Lies 2 Wood 3 EACH 31.4912 503.86 34.9900 SHDES Women's golf shoes 15 EACH 31.4912 503.86 34.9950 ADM-TL7 Adams Tight Lies 7 Wood 12 EACH 174.9950 2.093.94 174.9950 ADM-TL9 Adams Tight Lies 9 Wood 13 EACH 180.0000 2.340.00 180.0000 ADM-VMI Adams VMI Irons, Set 17 EACH 344.9950 5.864.92 344.9950 ADM-VMI-P Adams VMI Putter 19 EACH 43.9950 949.91 43.9950 ADM-VMI-P Adams VMI Putter 19 EACH 43.9950 949.91 43.9950 <th>-</th>	-
endor Ship-to Order Lines Misc charges Item number Description Order qty Unit name Net unit cost Ext cost Default cost ADM-TL2 Adams Tight Lies 2 Wood 3 EACH 174.9950 524.99 174.9950 SHOES Women's golf shoes 16 EACH 31.4912 50.386 34.9900 ADM-TL7 Adams Tight Lies 7 Wood 12 EACH 174.9950 2,099.94 174.9950 ADM-TL9 Adams Tight Lies 9 Wood 13 EACH 180.0000 2,340.00 180.0000 ADM-VMI Adams VMI Irons, Set 17 EACH 344.9550 5,864.92 344.9550 ADM-VMI-P Adams VMI Putter 19 EACH 49.9950 949.91 49.9950 (new line)	rrency
Item number Description Order qty Unit name Net unit cost Ext cost Default cost ADM-TL2 Adams Tight Lies 2 Wood 3 EACH 174.9950 524.99 174.9950 SH0ES Women's golf shoes 16 EACH 31.4912 503.86 34.9900 ADM-TL7 Adams Tight Lies 7 Wood 12 EACH 174.9950 2.099.94 174.9950 ADM-TL9 Adams Tight Lies 9 Wood 13 EACH 180.0000 2.340.00 180.0000 ADM-VMI Adams VMI Irons, Set 17 EACH 344.9950 5.864.92 344.9950 ADM-VMI-P Adams VMI Putter 13 EACH 49.9950 949.31 49.9950 Investigation Investigation Investigation 17 EACH 349.9950 349.9950 ADM-VMI-P Adams VMI Putter 13 EACH 49.9950 349.9950 149.9950 Investigation Investigation Investigation Investigation 149.9950 149.9950 149.9950 </td <td></td>	
Item number Description Order qty Unit name Net unit cost Ext cost Default cost ADM-TL2 Adams Tight Lies 2 Wood 3 EACH 174.9950 524.99 174.9950 SH0ES Women's golf shoes 16 EACH 31.4912 503.86 34.9900 ADM-TL7 Adams Tight Lies 7 Wood 12 EACH 174.9950 2.099.94 174.9950 ADM-TL9 Adams Tight Lies 9 Wood 13 EACH 180.0000 2.340.00 180.0000 ADM-VMI Adams VMI Irons, Set 17 EACH 344.9950 5.864.92 344.9950 ADM-VMI-P Adams VMI Putter 13 EACH 49.9950 949.91 49.9950 MOM-VMI-P Adams VMI Putter 13 EACH 49.9950 949.91 49.9950 MOM-VMI-P Adams VMI Putter 19 EACH 49.9950 949.91 49.9950 MOM-VMI-P Adams VMI Putter 19 EACH 49.9950 949.91 49.9950	
ADM-TL2 Adams Tight Lies 2 Wood 3 EACH 174.9950 524.99 174.9950 SH0ES Women's golf shoes 16 EACH 31.4912 503.86 34.9900 ADM-TL7 Adams Tight Lies 7 Wood 12 EACH 174.9950 2.099.94 174.9950 ADM-TL9 Adams Tight Lies 7 Wood 13 EACH 178.0000 2.340.00 180.0000 ADM-TL9 Adams VMI Irons, Set 17 EACH 344.9950 5.864.92 344.9950 ADM-VMI Adams VMI Irons, Set 17 EACH 349.9950 949.91 49.9950 ADM-VMI-P Adams VMI Putter 13 EACH 49.9950 949.91 49.9950 MOW-VMI-P Adams VMI Putter 13 EACH 49.9950 949.91 49.9950 (new line)	
SHOES Women's golf shoes 16 EACH 31.4912 503.86 34.9900 ADM-TL7 Adams Tight Lies 7 Wood 12 EACH 174.9950 2,099.94 174.9950 ADM-TL9 Adams Tight Lies 9 Wood 13 EACH 180.0000 2,340.00 180.0000 ADM-VMI Adams VMI Irons, Set 17 EACH 344.9550 5,864.92 344.9550 ADM-VMI-P Adams VMI Putter 19 EACH 49.9950 949.91 49.9950 (new line)	
ADM-TL7 Adams Tight Lies 7 Wood 12 EACH 174.9950 2.093.94 174.9950 ADM-TL9 Adams Tight Lies 9 Wood 13 EACH 180.0000 2.340.00 180.0000 ADM-VMI Adams VMI Irons, Set 17 EACH 344.9950 5.864.92 344.9950 ADM-VMI-P Adams VMI Putter 19 EACH 49.9950 949.91 49.9950 (new line)	
ADM-TL9 Adams Tight Lies 9 Wood 13 EACH 180.0000 2,340.00 180.0000 ADM-VMI Adams VMI Irons, Set 17 EACH 344,9950 5,864.92 344,9950 ADM-VMI-P Adams VMI Putter 19 EACH 49,9950 949.91 49,9950 (new line) (new line) 10 10 10 10 10	
ADM-VMI Adams VMI Irons, Set 17 EACH 344.9950 5,864.92 344.9950 ADM-VMI-P Adams VMI Putter 19 EACH 49,9950 949.91 49,9950 (new line) (new line)	
ADM-VMI-P Adams VMI Putter 19 EACH 49,9950 949,91 49,9950 (new line) (new li	
(new line)	
DM-TL7 2 Adams Tight Lies 7 Wood 12 EACH 174.9950 H	HOME
Taxable 🔽 Discount Percent 💌 0.0000	
Sustamer orders Add items Net unit cost 174.9950	
Apply document discount 🔽 Ext cost 2,099.94	
Line deliveru date	HOME
Line cancel date Document discount 0.00 Ho	HOME
/endor's item number AUM-11 / Print form	
In the second se	HOME
Item description Adams Tight Lies 7 Wood Post Order tax 0.00 Ht	HOME HOME
Comment 1 Post Order tax 0.00 H0	HOME
Comment 1 Post Order tax 0.00 H0	HOME HOME HOME

Misc charges Tab

Enter up to 5 miscellaneous charges that have been enabled (disabled on Allocated Separate purchase requests).

Each miscellaneous charge will appear when you receive the order. You can make changes at that time, or wait until then to enter any miscellaneous charges.

🐼 Purchase Requests Enter - Batch:MGR				
🖸 🖶 + × 🥅 🔺 🕨 🖉 🚺	🍯 • 🔁 • 😡 ·			
Purchase reguest # 100196	Location MAIN		how costs in Home currend	2
Vendor number ADAMS	Order date 5/27/2015	Copy PO	Document cu	rrency
Vendor Ship-to Order Lines Misc charges				
Misc charge 1 Amount 25.00 HOME				<u>N</u> ext>
Currency HOME V Home currency (US Dollars)	_			Print form
Mise charge 2				Post
Amount 0.00 HOME				Save
Currency HOME Prove Currency (US Dollars)				
		Subtotal	12,283.62	HOME
		Total misc	25.00	HOME
		Order tax Total	614.18 12,922.80	HOME HOME
		Total weight Total cube	0.0000	
		rotal cube	0.0000	
				_
				>>

Currency is explained further in the Multi-currency Purchases area of this chapter.

Allocated Purchase Request

• Use to purchase for multiple locations on the same purchase request

Ship-to tab

For allocated purchase request, specify:

Location group: group of locations for which merchandise will be purchased

Allocation type:

Separate – Use when vendor will ship merchandise directly to each location in the group. When purchase request is posted, separate POs are generated, one for each location.

Merged – Use when vendor will ship all merchandise to the single location specified at Location. When PO is later received at that location, transfers are automatically generated to move designated quantity of each item to each location in the group.

Vendor Ship)-to Order	Lines Misc charges				7	
	Location	MAIN 🔎 📿	Allocated	C Sepa <u>r</u> ate up 1	<u>M</u> erged	<u>N</u> ext> Print form	
L	Nama	Main store location				Pos <u>t</u>	
					_	Caus	
- A	A <u>d</u> dress 1	123 Tournament Drive				<u>S</u> ave	
Ļ	Address <u>2</u>						
A	Address <u>3</u>				_		
	Cjty	Memphis	Stat	e TN			
	Zip code	38138	Country USA				
	P <u>h</u> one		Contact <u>1</u>	Scott Gray			
	<u>F</u> ax		<u>C</u> ontact 2				
							>>

Note: If you are using tax in Purchasing, a tax code cannot be used on and is not calculated on Allocated Separate purchase requests. To get the tax calculated, either enter a purchase request for each location separately, or wait until receiving when you can enter the tax.

Allocated Purchase Request

	🔄 Purchase Requests Enter - Batch:MGR	<u>_ </u>
Lines tab	🖸 🖶 + X 📖 🔺 🕨 🍠 To 🗋 - 🗗 - 😥 -	
	Purchase reguest # (AUTO-ASSIGN) Auto-assign Location MAIN (2) (Allocated)	
	Vendor number ADAMS 2 Adams Golf Order date 10/21/2012 Copy PO	
For an allocated request, enter a quantity of each	Use consolidated lines for All item types	
1 2	Item number Description Order qty Unit name Net unit cost Ext cost Def	ault cost
item for each location in	> (new line) 0.00	
	Item number Description Qty Unit Gross unit cost ADM-TL3 Image: Cost of the state of the s	
	DATA Subtotal	0.00
	Max qty Qty on hand Qty on PO's Print form Total misc	0.00
sugg qty qty	PostTotal	0.00
MAIN 3 3		0.0000
I STORAGE 12 0	0 -2 0 Doc Discount Total cube	0.0000
3 0 0 3	Total qty (stk units)	0.0000
Copy quantities 🍸 Eilter >>	View >> QK Cancel Help	

Gridded Item

Use the filter for entry by location, color, size, or width

Q	Purchase	Request -	Grid							? ×
		Locat <u>i</u> on	MAIN				Main store locati	on		
	lt	e <u>m</u> number	SHIRT			Z)	Men's Polo 100%	6 cotton		
	Suggeste	d qty calcula	tion method	Maximu	ım		•	Set order gty	to Suggested q	uantity 💌
	Adjust sugg	ested qty for					Replenish base	ed on		
	Purchase re	quests 🔽	Curre	ent quan	tity J	-	Dates	Custom	Y	
	Ope	n PO's 🔽	Minim	um quan	tity J		Sales from	77	- - -	
	Vendor m	inimum 🔽	Maxim	um quan	tity					
	Vendo	r multiple D	o not adjust		1	-	History factor	1.00	Days of s	upply 1
									[1 ~ ~ 1
									Suggest Qty	Clear Qty
								DATA		<u> </u>
	Location	Color	Size	Qty			Min qty	Max qty	Qty on hand	Qty on PO's
•	MAIN	Blue	Small	1	15	0	3	15	14	0
	MAIN	Blue	Medium	1	15	0	3	15	13	0
	MAIN	Blue	Large	1	15	0	3	15	12	0
	MAIN	Red	Small	1	15	0	3	15	12	0
	MAIN	Red	Medium	1	15	0	3	15	11	0
	MAIN	Red	Large	1	15	0	3	15	11	0
	MAIN	Sandstone	Small	1	15	0	3	15	12	0
	MAIN	Sandstone		1	15	0	3	15	12	0
	MAIN	Sandstone		1	15	0	3	15	10	0
	STORAGE	Blue	Small	1	15	0	0	0	0	0
	STORAGE	Blue	Medium	1	15	0	0	0	0	0
				18	270	0	27	135	107	0
			Co <u>p</u> y quanti	ties	r Ei	ter >>	⊻iew >>	<u>0</u> K	Cancel	Help

Drop Ship Purchase Requests

Select Purchasing > Purchase Requests > Enter

• Drop ship purchase request is produced only when a customer order with drop ship lines is saved in Point of Sale > Tickets > Touchscreen or Ticket Entry.

🔯 Batch Selection ? X Description Batch Count Total DROP9 Drop ship purchase requests may MGR Batch created for MGB 0 be located in a different batch than regular purchase requests. Select the batch that contains the drop ship purchase requests. Add (F2) <u>E</u>dit ΩK Cancel <u>H</u>elp _ 🗆 🗙 🔺 🕨 🔑 🕉 🗋 🖨 · 🔁 · 😥 · E 🗏 🕂 📉 A separate purchase request at # 100055 Location MAIN 2 Au is created for each item's Order date 10/24/2012 mber DUNLOP ② Dunlop primary vendor. Drop-ship purchase request for order 70030 ndor Ship-to Order Lines Misc charges Ship-To Address is copied endor number DUNLOP 🔯 Purchase Requests Ent _ 🗆 🗡 Name Dunlop from the customer order. i 🔄 🖶 + 🗙 🥅 🔺 🕨 🍠 To 🗋 - ಶ - 😥 - 😥 -Salutation Mr. Purchase reguest # 100055 Auto-assign Location MAIN Last name Jones Order date 10/24/2012 ② Duniop Vendor number DUNLOP Uses vendor item unit cost Address 1 Dunlop Maxfli S Use com Drop-ship purchase request for order 70030 Address 2 728 N. Pleasant Vendor Ship-to Order Lines Misc charges or, if \$0.00, Last Cost. Address 3 Description Golf bag travel case Item number Unit name Net unit cost Ext cost 1 EACH 15,9900 Default cost City Greenville Inew line Zip code 29602 Drop-ship purchase requests Phone (800) 476-5400 CANNOT be allocated. BAG-TRV C Golf bag travel case Qty Unit Gross un 1 EACH Fag Discount Percent
of default cost Net unit cost 15,9900 Customes orders Add items To delete a drop-ship ument discount? 🔽 Ext cost 0.00 purchase request, cancel the <u>N</u>ext> 0.00 customer order in Point of Print form Total misc 0.00 Total Post Sale. Total weight 0.0000 Save Total cube 0.0000 Total gtv (stk. units) 1.0000 Before posting a drop-ship purchase request, you can: change the vendor

- change the tax code (if using tax in Purchasing)
- change the currency for the request (if using multi-currency Purchasing)
- change unit cost for a line item
- enter miscellaneous charges

You CANNOT:

- add other items or change quantities (make these changes to the customer order)
- delete line items
- enter a document or line discount

• Use to purchase from a vendor in a foreign currency

Vendor tab

The vendor's currency code or the location's currency code will appear on the purchase request.

😟 Purchase Requests Enter - Batcl	n:MGR		
🖸 🗐 🕂 🗙 🗔	🔺 🕨 🔎 🚡 🛛	🗋 🛃 • 🛃 • 🔯 •	
Purchase reguest # 100196	Auto-assign	Location MAIN	Show costs in C Home currency
Vendor number ADAMS	Adams Golf	Order date 5/27/2015 Copy PO	Ocument currency
Vendor Ship-to Order Lines Mis	c charges		
Vendor number ADAMS	🔎 🛛 Adams Golf		<u>N</u> ext>
Currency code CAN	P Canadian currency		
Exchange rate 1.0000	CAN\$ = 0.8000	HOME Change	Print form
Name Adams Golf			Pos <u>t</u>
Sal <u>u</u> tation Ms.	First name Mary		Save
Last na <u>m</u> e Higgins			

If the currency code is different than the HOME currency, you can see the Purchasing exchange rate defined for the currency code.

Click <u>Change</u> to modify the exchange rate for the merchandise and/or the miscellaneous charges for this specific purchase request.

Exchange Rates					<u>?</u> ×
Purchase Request CAN					
Current	1.0000	CAN\$	= 0.8000	HOME	
Exchange rate	1.0000	CAN\$	= 0.8000	HOME	Use current
Misc charge 2					
Current	1.0000	CAN\$	= 0.8000	HOME	
Exchange rate	1.0000	CAN\$	= 0.8000	НОМЕ	U <u>s</u> e current
		<u>U</u> se ci	urrent <u>O</u> K	<u>C</u> ancel	<u>H</u> elp

Once a purchase request is posted, you cannot change the exchange rate.

Lines tab

At any time during entry of the purchase request, you can select to show costs in either the currency assigned to the request or in your HOME currency.

C 📑 🚽	🗕 🗙 國 🖣 🕨 # 100196 📿 Auto-a	Ssign		ocation MAIN	2		osts in	
Vendor numb		Golf	Ord	ler date 5/27/201	5 <u>C</u> a	opy PO	ument currency	ž
endor Ship-to C Item number	Irder Lines Misc charges	Order qty	Unit name	Net unit cost (CAN\$)	Ext cost (CAN\$)	Default cost (CAN\$)		
ADM-TL2	Adams Tight Lies 2 Wood	3	EACH	218.7438	656.23	218.7438		
SHOES	Women's golf shoes	16	EACH	43.7375	699.80	43.7375		
ADM-TL7	Adams Tight Lies 7 Wood	12	EACH	218.7438	2,624.93	218.7438		
ADM-TL9	Adams Tight Lies 9 Wood	13	EACH	225.0000	2,925.00	225.0000		
ADM-VMI	Adams VMI Irons, Set	17	EACH	431.2438	7,331.14	431.2438		
ADM-VMI-P	Adams VMI Putter	19	EACH	62.4938	1,187.38	62.4938		
ADM-VMI-F								
ADIM-YMIF	(new line)							
em num <u>b</u> er	(new line) Description PC Adams VMI Irons, Set			Qty 17]E.	ACH 🔽 431.24		۷\$
em number DM-VMI	Description			17 Ta <u>x</u> able ⊽]E. Discour: P	ACH	138 CA1	4\$
em number DM-VMI	Description			17 Tagable ⊽ Apply docum	Discourt P	ACH	138 CAN) 138 14	
am number DM-VMI	Description Description Adams VMI Irons, Set Add items			17 Ta <u>x</u> able ⊽	Discourt P ent discount V Gr	ACH	138 CA1	vs
am number DM-VMI	Description Q Adams VMI Irons, Set Add items ate ate			17 Tagable 🔽 Apply docum	Discourt P ent discount V Gr	ACH ▼ 431.24 ercent ▼ 0.0000 Net unit cost 431.24 Ext cost 7,331. ² oss subtotal 15, ent discount	138 CAN 138 CAN 138 14 424.48 CAN	vs vs
am number DM-VMI	Description Q Q Adams VMI Irons, Set Add items ate ate ber ADM-VMI			17 Tagable ⊽ Apply docum	Discourt P ent discount V Gr	ACH ▼ 431.24 ercent ▼ 0.0000 INET UNIT COST 431.24 Ext cost 7,331. coss subtotal 15, Subtotal 15, Total misc	138 CA1 1438 CA1 14 424.48 CA1 0.00 CA1 424.48 CA1 31.25 CA1	45 45 45
am number DM-VMI	Description Adams VMI Irons, Set Add items ate ate ber ADM-VMI ion Adams VMI Irons, Set			17 Tagable 🔽 Apply docum	Discourt P ent discount V Gr	ACH ▼ 431.24 ercent ▼ 0.0000 Net unit cost 431.24 Ext cost 7,331. coss subtotal 15, ent discount Subtotal 15, Total misc Order tax	138 CAI 138 CAI 138 CAI 14 424.48 CAI 0.00 CAI 424.48 CAI 31.25 CAI 771.23 CAI	NS NS NS NS
am number IDM-VMI Customer orders Line delivery d Line cancel d Vendor's item num Item descript Commer Commer	Description Adams VMI Irons, Set Add items ate ate ate ber ADM-VMI in Adams VMI Irons, Set it 1			17 Taxable 🔽 Apply docum <u>N</u> ext> <u>Print form</u>	ent discourt	ACH ▼ 431.24 ercent ▼ 0.0000 INETUNIT COST 431.24 Ext cost 7,331. coss subtotal 15, ent discount Subtotal 15, Total misc Order tax Total 16,	138 CA1 14 424.48 CA1 424.48 CA1 424.48 CA1 424.48 CA1 31.25 CA1 771.23 CA1 226.96 CA1	15 15 15 15 15
em number ADM-VMI Customer orders Line delivery d Line cancel d Vendor's item num Item descript Commer	Description Adams VMI Irons, Set Add items ate ate ate ber ADM-VMI in Adams VMI Irons, Set it 1			17 Tagable Apply docum <u>N</u> ext> <u>Print form</u> Post	ent discourt	ACH ▼ 431.24 ercent ▼ 0.0000 INET UNIT COST 431.24 Ext cost 431.24 Ext cost 7.331.1 coss subtotal 15, ont discount Subtotal 15, Total misc Order tax Total 16, Total weight 16, 16, 16,	138 CAI 138 CAI 138 CAI 14 424.48 CAI 0.00 CAI 424.48 CAI 31.25 CAI 771.23 CAI	15 15 15 15 15

To enter or change the Gross unit cost or discount value for a line item, costs must be shown in the Document currency.

Similarly, if you select to enter a Document Discount, the Amount or Percent must be entered in the Document currency.

Document discou	nt	<u>? x</u>
Djscount type 📓	mount 💌	
Discount 0.	0000	CAN\$
0	.0000	HOME
	OK	
	<u>0</u> K	<u>C</u> ancel

Note that you cannot use Add items on a purchase request that is assigned a currency that's different than the HOME currency.

Misc charges tab

The currency code assigned to each miscellaneous charge (in Setup>Purchasing> Control) will appear on this tab.

If a currency code is not assigned to miscellaneous charge, the request's currency code is used by default.

🛞 Purchase Requests	Enter - Batch:N	1GR						<u>_ 🗆 ×</u>
🗲 🔒 🕂	X 📖	< > >		🕹 · 🔁 ·	1			
Purchase reguest #	100196	Auto-assig	In	Location MAIN	Z		Show costs in	Ω.
Vendor number	ADAMS	Z Adams Go	lf	Order date 5/27/2	2015	opy PO	Document cui	rency
Vendor Ship-to Order	Lines Misc o	charges						
Misc charge 1	05.00		1					Next>
Amo <u>u</u> nt Cu <u>r</u> rency		HOME	ency (US Dollars)					Print form
Misc charge 2	NUME	Home curre	ency (US Dollars)]			Post
Amount	0.00	CAN\$						Save
Currency	CAN	, Dianadian d	currency					
Exchange rate	1.0000	CAN\$	= 0.8000	HOME				E <u>x</u> ch rates
						Subtotal	15,424.48	CAN\$
						Total misc	31.25	CAN\$
						Order tax Total	771.23 16,226.96	CAN\$ CAN\$
						Total weight	0.0000	
						Total cube	0.0000	
								>>

If the currency code is different than the HOME currency, you see the Purchasing exchange rate defined for the currency code.

Click	E <u>x</u> ch rates	to
modify	the excha	inge rate
for the	merchanc	lise
and/or	the misce	llaneous
charge	es for this s	specific
purcha	ase reques	t.

Exchange Rates									? ×
Purchase Request CAN									
Current	1.0000	CAN\$		=	0.8000	HOME			
Exchange rate	1.0000	CAN\$		=	0.8000	HOME		Use currer	t
Misc charge 2 CAN									
Current	1.0000	CAN\$		=	0.8000	HOME			
Exchange rate	1.0000	CAN\$		=	0.8000	HOME		U <u>s</u> e currer	t
			<u>U</u> se cu	ILLEI	nt <u>O</u> K		<u>C</u> ancel		

Misc charges tab

To enter the amount of a miscellaneous charge, costs must be shown in the Document currency.

🧭 Purchase Requests Enter - Batch:MGR	
S 🗄 + 🗙 🖼 🔺 🕨 🔑 🐻	🕹 · 🔁 · 🔯 ·
Purchase reguest # 100196	Location MAIN (2) Show costs in
Vendor number ADAMS (2) Adams Golf	Order date 5/27/2015 Copy PO C Document currency
Vendor Ship-to Order Lines Misc charges	
Misc charge 1	
Amount 25.00 HOME	<u>N</u> ext>
Currency HUME Prome currency (US Dollars)	Print form
Misc charge 2	Post
Amount 0.00 CAN\$	Save
Currency LAN Canadian currency	
Exchange rate 1.0000 CAN\$ = 0.8000	HOME Exch rates
	,

😡 Purchase Requests Enter - Batch:MGR		_ 🗆 ×
🛛 🖬 + 🗙 📖 < 🕨 🖉 🗋	<i>⊒</i> • ⊇ • № •	_
Purchase reguest # 100196	Location MAIN 2 Show costs in	
Vendor number ADAMS (2) Adams Golf	Order date 5/27/2015 Copy P0 C Document currency	
Vendor Ship-to Order Lines Misc charges		
Misc charge 1		1
Amount 25.0000 HOME	<u></u>	ext>
Currency HUME Dollars)	Prir	nt form
Misc charge 2	F	Post
Amount 0.0000 HOME	S	ave
Currency CAN Canadian currency		
Exchange rate 1.0000 CAN\$ = 0.8000	HOME	h rates

PURCHASE REQUESTS

Customer-specific Purchases

Select Purchasing > Purchase Requests > Customer-specific Purchases

• Use to view the quantity that Counterpoint suggests you purchase to cover orders taken for customers in Touchscreen or Ticket Entry

	🔯 Customer-specific Purchases	
	Order by Customer #, Document #	
Select the locations to include.	Parameters Document Header Document Line Item	
	C All	
	© Single location MAIN	
Use the tabs to filter the customer orders to include.	C Location group 1	,
		-
	Print cell detail Grid view	
		>>
	E-mail Preview Print Generate Options >> Close	Help

Click <u>Preview</u> or <u>Print</u> to view or print the purchases that Counterpoint suggests to cover the customer orders.

Click Generate to create purchase requests for the customer orders. A separate purchase request is created for each primary vendor.

	Generate Purchase Requests	<u>?</u> ×
	Purchase request options Defaults	
Enable if you want to generate separate POs for each customer's order.	Batch MGR Starting purchase request # (AUTO-ASSIGN) Auto-assign Order date 01/09/2007 ▼ Separate PO per customer Customer-specific purchases report Purchase request edit list Prompt user to preview ▼ Crgate lines in order by Item # ▼	>>
	<u> </u>	elp

Ignores: customer order lines that were previously added to purchase requests customer drop-ship order lines

Customer-specific Purchase Report

				RATION PURPOSES ONL ific Purchases Report	Y	
Ficket Line Item:Line Location:MAIN Cell detail:Grid view Orderby Customer#		order, Order, Backo	rder)			
Drder #	Store	Customer #			Subtotal	Ordertota
Date	Station Location	Name Sis rep			Tax Misc charges	Deposits Order amt due
Customer # - 1000		0.5100			moo ond geo	0.001 0111 000
0027	MAIN	1000			350.98	393.10
1/30/2006	1 MAIN	Bill Baker MGR			42.12 0.00	40.28 352.82
ltern #	Description		Line type	Qty Unit	Price Vendor#	Unit cost
ADM-TL5	Adams Tight Li		Order	1 EACH	314.99 ADAMS	174.9950
VEST	Men's 100 % co Black/Larg		Backorder	1 EACH	35.99 IZOD	19.9900
Customer# - 1000 B)ill Baker	1 Orc	ler(s)	2 Order line(s)	Total extended price Total extended cost	350.98
Customer # - 2000)03 Bill McMaste	r			i viai extended cost	194.99
70016	MAIN	200003			359.99	359.9
1/17/2006	1	Bill McMaster			0.00	36.00
tom t	MAIN Description	MGR	Line type	Oty Use	0.00 Brice Vender#	323.99
<u>ltem #</u> ADM-SCD	<u>Description</u> Adams SC Driv	ver, RH	<u>Line type</u> Order	<u>Qty</u> Unit 1 EACH	Price Vendor# 359.99 ADAMS	Unit cost 159.9960
70021	MAIN	200003			332.10	371.95
1/28/2006	1	Bill McMaster			39.85	37.20
la m di	MAIN	MGR	Line type	Oto Us b	0.00 Rrice Vender#	334.76 Unit cost
<u>Item #</u> CAL-BB	<u> </u>	lertha Driver	<u>Une type</u> Order	<u>Qty</u> Unit 1 EACH	Price Vendor# 332.10 CALLAWAY	184.5000
Customer # - 200003		2 Ord		2 Orderline(s)	Total extended price	692.09
					Total extended cost	344.50
Customer # - 2000	04 John Jones					
	64 A 161	000004			004.00	
70012 11/07/2006	MAIN 1	200004 John Jones			294.30 14.72	
1/07/2006	1 MAIN	200004 John Jones MGR			14.72 0.00	0.00 309.02
11/07/2006 Item #	1 MAIN Description	John Jones MGR	Line type	Oty Unit	14.72 0.00 Price Vendor#	0.00 309.02 Unit.cost
1/07/2006	1 MAIN Description TaylorMade Nu	John Jones MGR ubbins Putter	Order	3 EACH	14.72 0.00 Price Vendor# 98.10 TAYLORMADE	0.0(309.0) <u>Unit cost</u> 56.0000
1/07/2006 tem # TAY-NUP Customer # - 200004	1 MAIN Description TaylorMade Nu John Jones	John Jones MGR	Order		14.72 0.00 Price Vendor#	0.00 309.01 Unit cost 56.0000 294.30
1/07/2006 <u>Item #</u> TAY-NUP Customer # - 200004 Customer # - 2000	1 MAIN Description TaylorMade Nu John Jones	John Jones MGR Jbbins Putter 1 Orc	Order	3 EACH	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost	0.00 309.03 00.000 56.0000 294.30 168.00
1/07/2006 tem # TAY-NUP Customer # - 200004	1 MAIN Description TaylorMade Nu John Jones	John Jones MGR ubbins Putter 1 Oro 200006	Order	3 EACH	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76	0.00 309.02 Unit cost 66.0000 294.30 168.00 168.00
11/07/2006 tem # TAY-NUP Customer # - 200004 Customer # - 2000 20009	1 MAIN Description TaylorMade No 906 Carol Gray MAIN 1 MAIN	John Jones MGR Jbbins Putter 1 Orc	Order	3 EACH 1 Order line(s)	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00	0.00 309.00 56.0000 294.30 168.00 158.80 158.83 142.93 142.93
I1/07/2006 Item # TAY-NUP Customer # - 200004 Customer # - 2000 2009 19/11/2006 Item #	1 MAIN Description TaylorMade Nu John Jones Old Carol Gray MAIN 1 MAIN Description	John Jones MGR Jbbins Putter 1 Ord 200006 Carol Gray MGR	Order	3 EACH 1 Order line(s) Oty, Unit	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor#	0.0(309.02
11/07/2006 <u>Item #</u> TAY-NUP Customer # - 20000 Customer # - 2000 90009 90/11/2006	1 MAIN Description TaylorMade No 906 Carol Gray MAIN 1 MAIN	John Jones MGR 1 Orc 200006 Carol Gray MGR m Balls	Order	3 EACH 1 Order line(s)	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00	0.0(309.0) <u>Unit cost</u> 56.0000 294.3(168.0(168.0) 158.8(158.8(158.8) 142.93
11/07/2006 <u>Item #</u> TAY-NUP Customer # - 2000/ 20009 19/11/2006 <u>Item #</u> DUN-T1	1 MAIN Description TaylorMade Nu John Jones Od6 Carol Gray MAIN 1 MAIN 1 Description Dunlop Titaniu	John Jones MGR 1 Orc 200006 Carol Gray MGR m Balls shoes	Order	3 EACH 1 Order line(s) <u>Otv</u> Unit 3 D 0 Z	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP	0.00 309.00 56.0000 294.30 168.00 158.80 158.81 15.81 142.90 Unit cost 11.5960
11/07/2006 <u>Item #</u> TAY-NUP Customer # - 20004 Customer # - 2000 00/01/2006 <u>Item #</u> DUN-TI SHOES 20023	1 MAIN Description TaylorMade Nu John Jones 006 Carol Gray MAIN 1 MAIN Dunlop Titaniu Women's golfs White/8/W MAIN	John Jones MGR 1 Ord 200006 Carol Gray MGR m Balls shoes ide 200006	Order	3 EACH 1 Order line(s) <u>Otv</u> Unit 3 D 0 Z	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJO Y 407.23	0.00 309.00 56.0000 294.30 168.00 158.88 158.88 142.90 <u>Unit cost</u> 11.5960 34.9900
11/07/2006 <u>tem #</u> TAY-NUP Customer # - 20000 Customer # - 2000 00/01 00/01 00/11/2006 <u>tem #</u> DUN-TI SHOES	1 MAIN Description TaylorMade Nu 4 John Jones 006 Carol Gray MAIN 1 MAIN Description Dunlop Titaniu Women's golf : White 8.4W MAIN 1	John Jones MGR 1 Ord 200006 Carol Gray MGR m Balls shoes ide 200006 Carol Gray	Order	3 EACH 1 Order line(s) <u>Otv</u> Unit 3 D 0 Z	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJO Y 407.23 48.85	0.00 309.00 Unit cost 56.0000 294.30 168.00 158.86 158.86 158.86 142.96 Unit cost 11.5960 34.9900 456.06 40.70
11/07/2006 <u>Item #</u> TAY-NUP Customer # - 20004 Customer # - 2000 00/01/2006 <u>Item #</u> DUN-TI SHOES 20023	1 MAIN Description TaylorMade Nu John Jones 006 Carol Gray MAIN 1 MAIN Dunlop Titaniu Women's golfs White/8/W MAIN	John Jones MGR 1 Ord 200006 Carol Gray MGR m Balls shoes ide 200006	Order	3 EACH 1 Order line(s) <u>Otv</u> Unit 3 D 0 Z	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJO Y 407.23 48.85 0.00 Price Vendor#	0.00 309.00 Unit cost 56.0000 294.30 168.00 158.86 158.86 158.86 142.96 Unit cost 11.5960 34.9900 456.06 40.70
11/07/2006 tem # TAY-NUP Customer # - 200004 Costomer # - 2000 70009 19/11/2006 tem # DUN-T1 SHOES 70023 11/28/2006 tem # ADM-TL9	1 MAIN Description TaylorMade Nu John Jones MAIN 1 Description Dunlop Titaniu W om en's golf s White/8/W MAIN 1 MAIN 1 MAIN 1 Adams Tight Li	John Jones MGR 1 Ord 200006 Carol Gray MGR m Balls shoes ide 200006 Carol Gray MGR ies 9 Wood	Order	3 EACH 1 Order line(s) 0 ty Unit 3 D 0 Z 1 EACH 0 ty Unit 1 EACH	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJO Y 407.23 48.85 0.00 Price Vendor# 314.99 ADAMS	0.00 309.02 Unit cost 56.0000 294.30 168.00 158.84 15.84 142.95 Unit cost 11.5960 34.9900 456.05 40.77 415.35 Unit cost 180.0000
11/07/2006 Item # TAY-NUP Customer # - 200004 Customer # - 20000 20009 10/2006 Item # DUN-TI SHOES 20023 11/28/2006 Item # ADM-TL9 BIG BURGER	1 MAIN Description TaylorMade Nu 4 John Jones 006 Carol Gray MAIN 1 Dunlop Titaniu Women's golf s White/8/W MAIN 1 MAIN Description Description Adams Tight Li Deluxe Hambu	John Jones MGR 1 Ord 200006 Carol Gray MGR m Balls shoes ide 200006 Carol Gray MGR ide 200006 Carol Gray MGR	Order	3 EACH 1 Order line(s) 0 ty Unit 3 DOZ 1 EACH 0 ty Unit 1 EACH 1 EACH	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 146.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJO Y 407.23 48.85 0.00 Price Vendor# 314.99 ADAMS 2.25 (none)	0.00 309.00 Unit cost 56.0000 294.30 188.00 158.81 15.81 142.90 Unit cost 11.5960 34.9900 456.00 40.71 415.33 Unit cost 180.0000 0.9000
11/07/2006 tem # TAY-NUP Customer # - 200004 Costomer # - 2000 70009 19/11/2006 tem # DUN-T1 SHOES 70023 11/28/2006 tem # ADM-TL9	1 MAIN Description TaylorMade Nu 4 John Jones 006 Carol Gray MAIN 1 Dunlop Titaniu Women's golf s White/8/W MAIN 1 MAIN Description Description Adams Tight Li Deluxe Hambu	John Jones MGR 1 Ord 200006 Carol Gray MGR m Balls shoes ide 200006 Carol Gray MGR ies 9 Wood	Order	3 EACH 1 Order line(s) 0 ty Unit 3 D 0 Z 1 EACH 0 ty Unit 1 EACH	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJO Y 407.23 48.85 0.00 Price Vendor# 314.99 ADAMS	0.00 <u>Unit cost</u> 56.0000 294.30 168.00 158.86 15.88 142.90 <u>Unit cost</u> 11.5960 34.9900 456.00 <u>Unit cost</u> 180.0000 0.9000 483.00
11/07/2006 <u>Item #</u> TAY-NUP Customer # - 20004 Customer # - 20004 Customer # - 20006 <u>Item #</u> DUN-TI SHOES 70023 11/28/2006 <u>Item #</u> ADM-TL9 BIG BURGER Customer # - 200006 Customer # - 20006	1 MAIN Description TaylorMade Nu John Jones MAIN Description Dunlop Titaniu Women's golf : White/8/W MAIN 1 MAIN Description Adams Tight Li Deluxe Hambu i Carol Gray	John Jones MGR 1 Ord 200006 Carol Gray MGR 200006 Carol Gray MGR 200006 Carol Gray MGR ies 9 Wood rger 2 Ord	Order	3 EACH 1 Order line(s) 0 ty Unit 3 DOZ 1 EACH 0 ty Unit 1 EACH 1 EACH	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJO Y 407.23 48.85 0.00 Price Vendor# 314.99 ADAMS 2.25 (none) Total extended price Total extended price	0.00 309.00 294.30 168.00 158.86 15.88 142.90 <u>Unit cost</u> 11.5960 34.9900 456.00 180.0000 0.9000 463.00 250.68
11/07/2006 tem # TAY-NUP Customer # - 200004 Customer # - 20000 Co009 P9/11/2006 tem # DUN-T1 SHOES C0023 11/28/2006 tem # ADM-TL9 BIGBURGER Customer # - 200006 Customer # - 200006 Customer # - 200006 Customer # - 2000	1 MAIN Description TaylorMade Nu John Jones MAIN 1 MAIN Dunlop Titaniu Women's golf 3 White 8AW MAIN 1 Adams Tight Li Deluxe Hambu Carol Gray MAIN	John Jones MGR 1 Oro 200006 Carol Gray MGR 200006 Carol Gray MGR 200006 Carol Gray MGR 200006 carol Gray MGR 200007	Order	3 EACH 1 Order line(s) 0 ty Unit 3 DOZ 1 EACH 0 ty Unit 1 EACH 1 EACH	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJOY 407.23 48.85 0.00 Price Vendor# 314.99 ADAMS 2.25 (none) Total extended price Total extended price Total extended ost	0.00 309.00 Unit cost 56.0000 294.30 168.00 158.88 158.88 142.99 Unit cost 11.5960 34.9900 456.06 40.70 415.33 Unit cost 180.0000 0.9000 463.00 260.68 405.38
11/07/2006 <u>Item #</u> TAY-NUP Customer # - 20004 Customer # - 20004 Customer # - 20006 <u>Item #</u> DUN-TI SHOES 70023 11/28/2006 <u>Item #</u> ADM-TL9 BIG BURGER Customer # - 200006 Customer # - 20006	1 MAIN Description TaylorMade Nu 3 John Jones MAIN 1 Description Dunlop Titaniu Women's golf : White /8/W MAIN 1 Description Adams Tight L Description Adams Tight L Del Gray 007 Mary Higgins MAIN 1	John Jones MGR 1 Ord 200006 Carol Gray MGR 200006 Carol Gray MGR 200006 Carol Gray MGR ies 9 Wood rger 2 Ord	Order	3 EACH 1 Order line(s) 0 ty Unit 3 DOZ 1 EACH 0 ty Unit 1 EACH 1 EACH	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJOY 407.23 48.85 0.00 Price Vendor# 2314.99 ADAMS 2.25 (none) Total extended price Total extended cost 386.09 19.30	0.00 Unit cost 56.0000 294.30 168.00 158.80 158.80 142.95 Unit cost 11.5960 34.9900 456.00 40.70 415.38 Unit cost 180.0000 0.9000 463.00 250.85 406.34 399.40
11/07/2006 tem # TAY-NUP Customer # - 200004 Customer # - 20000 Co009 P9/11/2006 tem # DUN-T1 SHOES P0023 11/28/2006 tem # ADM-TL9 BIGBURGER Customer # - 200006 Cus	1 MAIN Description TaylorMade Nu John Jones MAIN 1 MAIN Dunlop Titaniu Women's golf s White/8/W MAIN 1 Adams Tight Li Deluxe Hambu is Carol Gray MAIN 1 MAIN Description Adams Tight Li Deluxe Hambu is Carol Gray	John Jones MGR 1 Ord 200006 Carol Gray MGR 200006 Carol Gray MGR 200006 Carol Gray MGR 200007 carol Gray MGR 200007 Mary Higgins MGR	Order	3 EACH 1 Order line(s) 0 ty Unit 3 D 0Z 1 EACH 1 EACH 1 EACH 1 EACH 4 Order line(s) 0 ty Unit	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJOY 407.23 48.85 0.00 Price Vendor# 314.99 ADAMS 2.25 (none) Total extended price Total extended cost 386.09 19.30 0.00 Price Vendor#	0.00 Unit cost 56.0000 294.30 168.00 158.80 158.80 142.95 Unit cost 11.5960 34.9900 456.00 40.70 415.38 Unit cost 180.0000 0.9000 463.00 250.85 406.34 399.40
Item # TAY-NUP Customer # - 200004 Customer # - 200004 Customer # - 20000 20009 10/2006 Item # DUN-TI SHOES 20023 11/28/2006 Item # ADM-TU9 BIG BURGER Customer # - 200006 Customer # - 200006 Item # DUNTI DURTUS	1 MAIN Description TaylorMade Nu John Jones MAIN 1 MAIN Description Dunlop Titaniu Women's golf : White /8/W MAIN 1 Description Description Adams Tight Li Deluxe Hambu is Carol Gray 007 Mary Higgins MAIN 1 Description Description Description Description Description Description Description Description Description Description Description	John Jones MGR 1 Ord 200006 Carol Gray MGR m Balls shoes ide 200006 Carol Gray MGR 200006 carol Gray MGR 200007 Mary Higgins MGR	Order ler(s) Order Order Order Order Order Order Image: type Line type Image: type Order	3 EACH 1 Order line(s) 1 Order line(s) 3 D 0Z 1 EACH 1 EACH 1 EACH 1 EACH 4 Order line(s) 0 Unit 1 D 0Z	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJOY 407.23 48.85 0.00 Price Vendor# 314.99 ADAMS 2.25 (none) Total extended price Total extended price Total extended cost 386.09 19.30 0.00 Price Vendor# 26.99 DUNLOP	0.00 Unit cost 56.0000 294.30 168.00 158.80 158.80 158.80 142.90 Unit cost 11.5060 34.9000 456.00 40.77 415.38 Unit cost 180.0000 0.9000 463.00 250.68 405.33 399.40 5.99 Unit cost 11.9860
Item # TAY-NUP Customer # - 200004 Customer # - 200004 Customer # - 20000 20009 10/2006 Item # DUN-TI SHOES 20023 11/28/2006 Item # ADM-TL9 BIG BURGER Customer # - 200006 Customer # - 200006 Item # DUN-TL9 BIG BURGER Customer # - 200006 Customer # - 200006 Item # DUN-DDH CAL-GB B	1 MAIN Description TaylorMade Nu John Jones MAIN Description Dunlop Titaniu Women's golf : White /8/W MAIN Description MAIN Description Adams Tight Li Deluxe Hambu Carol Gray 007 Mary Higgins MAIN 1 Description Description Deluxe Hambu Deluxe Hambu Carol Gray	John Jones MGR 10000 200006 Carol Gray MGR m Balls shoes ide 200006 Carol Gray MGR 200006 Carol Gray MGR 200007 Mary Higgins MGR 10 Balls t Big Bertha	Order	3 EACH 1 Order line(s) 0 ty Unit 3 D 0Z 1 EACH 1 EACH 1 EACH 1 EACH 4 Order line(s) 0 ty Unit	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJOY 407.23 48.85 0.00 Price Vendor# 314.99 ADAMS 2.25 (none) Total extended price Total extended ocst 386.09 19.30 0.00 Price Vendor# 368.09 19.30 0.00 Price Vendor# 369.10 CALLAWAY	0.00 <u>Unit cost</u> 56.0000 294.30 168.00 158.80 158.80 158.80 142.90 <u>Unit cost</u> 11.5060 34.9900 456.00 <u>Unit cost</u> 180.0000 0.9000 463.00 250.68 <u>Unit cost</u> 11.9960 199.5000
III.107/2006 Item # TAY-NUP Customer # - 20004 Customer # - 20006 Item # DUN-TI SHOES 20023 11/28/2006 Item # DUN-TI SHOES 20023 11/28/2006 Item # ADM-TL9 BIGBURGER Customer # - 20006 Customer # - 20006 DUN-DDH CAL-GBB	1 MAIN Description TaylorMade Nu 3 John Jones MAIN Description Dunlop Titaniu Women's golf : White/8/W MAIN 1 MAIN Description Adams Tight Li Deluxe Hambu Carol Gray MAIN 1 MAIN Description Adams Tight Li Deluxe Hambu Carol Gray MAIN 1 MAIN Description Dunlop DDH 1 Callaw ay Great MAIN	John Jones MGR 1 Ord 200006 Carol Gray MGR m Balls shoes ide 200006 Carol Gray MGR 200006 carol Gray MGR 2 Ord s 200007 Mary Higgins MGR 10 Balls t Big Bertha 200007	Order ler(s) Order Order Order Order Order Order Image: type Line type Image: type Order	3 EACH 1 Order line(s) 1 Order line(s) 3 D 0Z 1 EACH 1 EACH 1 EACH 1 EACH 4 Order line(s) 0 Unit 1 D 0Z	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJOY 407.23 48.86 0.00 Price Vendor# 314.99 ADAMS 2.25 (none) Total extended price Total extended price Total extended cost 388.09 19.30 0.00 Price Vendor# 26.99 DUNLOP 369.10 CALLAWAY	0.00 <u>Unit cost</u> 56.0000 294.30 168.00 158.86 15.88 142.90 <u>Unit cost</u> 11.5960 34.9900 456.00 405.73 <u>Unit cost</u> 180.0000 0.9000 463.00 250.66 405.33 39.44 5.99 <u>Unit cost</u> 11.9960 119.9600
Item # TAY-NUP Customer # - 200004 Customer # - 200004 Customer # - 20000 20009 10/2006 Item # DUN-TI SHOES 20023 11/28/2006 Item # ADM-TL9 BIG BURGER Customer # - 200006 Customer # - 200006 Item # DUN-TL9 BIG BURGER Customer # - 200006 Customer # - 200006 Item # DUN-DDH CAL-GB B	1 MAIN Description TaylorMade Nu John Jones MAIN Description Dunlop Titaniu Women's golf : White /8/W MAIN Description MAIN Description Adams Tight Li Deluxe Hambu Carol Gray 007 Mary Higgins MAIN 1 Description Description Deluxe Hambu Deluxe Hambu Carol Gray	John Jones MGR 10000 200006 Carol Gray MGR m Balls shoes ide 200006 Carol Gray MGR 200006 Carol Gray MGR 200007 Mary Higgins MGR 10 Balls t Big Bertha	Order ler(s) Order Order Order Order Order Order Image: type Line type Image: type Order	3 EACH 1 Order line(s) 1 Order line(s) 3 D 0Z 1 EACH 1 EACH 1 EACH 1 EACH 4 Order line(s) 0 Unit 1 D 0Z	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJO Y 407.23 48.85 0.00 Price Vendor# 314.99 ADAMS 2.25 (none) Total extended price Total extended ocst 386.09 19.30 0.00 Price Vendor# 368.09 DUNLOP 369.90 DUNLOP	0.00 <u>Unit cost</u> 56.0000 294.30 168.00 168.00 158.88 142.98 <u>Unit cost</u> 11.5960 34.9900 456.08 40.77 416.33 <u>Unit cost</u> 180.0000 0.9000 463.00 260.88 <u>399.44</u> 5.98 <u>Unit cost</u> 11.9960 199.5000 224.96 11.22
III.107/2006 Item # TAY-NUP Customer # - 20004 Customer # - 20006 Item # DUN-TI SHOES 20023 11/28/2006 Item # DUN-TI SHOES 20023 11/28/2006 Item # ADM-TL9 BIGBURGER Customer # - 20006 Customer # - 20006 DUN-DDH CAL-GBB	1 MAIN Description TaylorMade Nu John Jones MAIN Description Dunlop Titaniu Women's golf s White /8/W MAIN 1 Description Deluxe Hambu is Carol Gray MAIN 1 MAIN Description MAIN 1 Deluxe Hambu is Carol Gray MAIN 1 Carol Gray MAIN 1 MAIN 1 Deluxe Hambu 1 Carol Gray MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 MAIN 1 1 1 MAIN 1 1 1 MAIN 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	John Jones MGR 1 Ord 200006 Carol Gray MGR 200006 Carol Gray MGR 200006 Carol Gray MGR 200007 Mary Higgins MGR 10 Balls t Big Bertha 200007 MAry Higgins MGR	Order ler(s) Order Order Order Order Order Order Image: type Line type Image: type Order	3 EACH 1 Order line(s) 1 Order line(s) 3 D 0Z 1 EACH 1 EACH 1 EACH 1 EACH 4 Order line(s) 0 Unit 1 D 0Z	14.72 0.00 Price Vendor# 98.10 TAYLORMADE Total extended price Total extended cost 145.76 13.12 0.00 Price Vendor# 26.09 DUNLOP 67.49 FOOTJO Y 407.23 48.85 0.00 Price Vendor# 314.99 ADAMS 2.25 (none) Total extended price Total extended price Total extended price Total extended ost 386.09 19.30 0.00 Price Vendor# 26.99 DUNLOP 359.10 CALLAWA Y 203.36	56.0000 294.30 168.80 158.80 142.99 Unit cost 11.5960 34.9900 466.06 Unit cost 180.0000 0.9000 463.00 260.68 399.40 5.99 Unit cost 11.9960

Purchase Request Edit List

Select Purchasing > Purchase Requests > Edit List

• Use to view unposted purchase requests

Select:

- order in which to print the purchase requests
- whether to print line items
- how gridded items should appear
- whether to show location detail or just totals for allocated POs
- whether to show customer order info

a Purchase Requests Edit List	<u> </u>
Order by PR #, Seq #	
Parameters Purchase Request Purchase Request Line	
Batch MGR	
✓ Print line items	
Cell detail Grid view	
Allocated PO detail	
Print customer order information	
	>>
E-mail Preview Print Options >> Close	Help
E-mail Lieveew Einur Options >> Ciose	Tielh

Filter the purchase requests and line items to print.

To show drop-ship purchase requests, select special drop-ship batch ID.

If drop-ship requests are in user's normal batch, use *Is drop ship?* in filter to see them.

🔄 Purchase Requests Edit List	-OX	
Orger by PR #, Seq #		
Parameters Purchase Request Purchase Request Line		
Purchase request # 0 to 0		
🚳 Purchase Requests Edit List		-0×
Orger by PR #, Seq # Parameters Purchase Request Purchase Request Line	-	
Item number		
Is drop ship?		
		>>
E-mail Preview Print Options >> C	ose	Help

Purchase Request Edit List

			FOR DEMONSTRATION PURP Purchase Request Edit List		IL Y		
Batch ID: MGR Cell detail: Grid Allocated PO de Extended cost = Order by: PR #,	tail: Location qty ordered		= qtyordered xlocation last cos	t			
PR#	100017 AD AM S				3/18/2006	Subtotal	524.99 0.00
Vendor# Name	Adams Gol	f		ery date cel date	10	tal misc charges Total	524.99
Buyer				FOB			
Location	MAIN				UPS GROUND 2/10NET30		
ltem #			Min qty		ordered Unit	Unit cost	Ext cos
Description Vendor's item :	#		Max qty			Last cost Unit retail	Ext last cos Ext retai
ADM-TL3			3		2 EACH	174.9950	349.99
Adams Tight Lie	s3 Wood		12			174.9950 349.99	349.99 699.98
ADM-TL5 Adams Tight Lie	s 5 Wood		3 12		1 EACH	174.9950 139.9960	175.00 140.00
·						349.99	349.99
Ordertota	als	2 items in order	Total Qty ordered			ext cost	524.99
						ext last cost retail value	489.99 1,049.97
Report to	tals	1 purchase requests in report	Total Qty ordered		3 Totale	ext cost	524.99
						extlast cost retail value	489.99 1,049.97
					Subtot	al	524.9
					Totalr Total	nisc charges	0.01 524.99
			End of report				

Purchase Request Form

Select Purchasing > Purchase Requests > Purchase Request Forms

- Use to print forms for purchase requests prior to posting them
- Forms can also be printed for purchase requests when they are posted

You can also print a form for a single purchase request in Purchasing > Purchase Requests > Enter by clicking Print form.

🔯 Purchase Request Forms	
Order by PR #, Sequence #	
Parameters Purchase Request Purchase Request Line	
Batch MGR Batch created for MGR.	
Allocated P0 detail Location detail	
	>>
E-mail Preview Print Options >> Close	Help

Purchase Request Form

	Purchase					
FOR DEMONSTRATION PURPOSES ONL 645 Tournament Lane Memphis TN 38138 USA Pro Golfer				Deli	PR #: 1 Page: 1 Order date: 3 livery date:	
800-FLUV-GOLF	progolfer@progolfer.com				ancel date: Location: № FOB: p-via code: ↓	D
To: Adams Golf 2801 East Plano Parkway Plano, TX 75074		Ship to:	Main store locat 123 Tournamen Memphis, TN 3	tion t Drive		
Contact 1: Information Line (800)709-6142			Scott Gray			
		Ship via:	UPS Ground			
Vendor's item # Item #	Description		Qtyo U	ordered nit cost		Ext cos
ADM-TL3	Adams Tight Lies 3 Wood		1	74.9950	EACH	349.9
ADM-TL5	Adams Tight Lies 5 Wood		1	1 74.9950	EACH	 175.0
						5240
				Total mis	Subtotal so charges	524.9 0.0

Posting Purchase Requests

Select **Purchasing > Purchase Requests > Post** to post all purchase requests in a batch

or

click Fost in **Purchasing** > **Purchase Requests** > **Enter** to post only the current purchase request.



Confirm		×
2	Are you sure you want to post?	
Don	ot show again Yes No	

Click **Yes** to begin the posting process.

When posting is complete, a message appears to show the event number assigned, and whether any errors occurred.

Depending on configuration settings, you may be prompted to view or print the posting journal, purchase order forms, and labels for the purchase order items.



Confirm		×
2	Do you want to view the Purchase Order Forms?	
	<u>Y</u> es <u>N</u> o	

The Purchase Request Journal can also be printed later, using **Purchasing > Reports > Journals > Purchase Requests**.

Purchase Order forms can also be printed later, prior to receiving, using **Purchasing > Purchase Orders > Purchase Order Forms**.

Labels can be printed later, using **Inventory > Labels from Tags**.

Purchase Requests Journal

Date 4/17/2006 Time10:03:58AM FOR DEMONSTRATION PURPOSES ONLY Purchase Requests Journal - Detail								
Event#: 700160 BatID: MGR			dates requested coessful					
Cell detail: Grid view Allocated PO detail: Location de Extended cost = qtyordered xu Order by: PO#, Seq#		ost Extended last cos	t = qtyordered xlocation l:	ist cost				
PO # 100017 Vendor # AD AMS Name Adams Golf Buyer Location MAIN PR # 100017				Order date Delivery date Cancel date FOB Ship-via code Terms code	UPS GROU	Subtotal Total misc Total ND	524.99 0.00 524.99	
ltem # Description Vendor's item #			Min qty Max qty	Qtyordered	Unit	Unit cost Last cost Unit retail	Ext cost Ext last cost Retail value	
ADM-TL3 Adams Tight Lies 3 Wood			3 12	2	EACH	174.9950 174.9950 349.99	349.99 349.99 699.98	
ADM-TL5 Adams Tight Lies 5 Wood			3 12	1	EACH	174.9950 139.9960 349.99	175.00 140.00 349.99	
Ordertotals	2	item s in order	Total Oty ordered	3		Ext cost Ext last cost Retail value	524.99 489.99 1,049.97	
Report totals	1	orders in report	Total Qty ordered	3		Ext cost Ext last cost Retail value	524.99 489.99 1,049.97	
						Subtotal Total misc charges Total	524.99 D.DD 524.99	
			End of rep	ort				

Exercise 1: Purchase Requests

Try It Yourself! In this exercise, you will learn how to create and post a Purchase Request.

Complete these steps:

Then click

1. Select Purchasing > Purchase Requests > Enter.

Choose to Auto-Assign the Purchase Request number.

Identify ADAMS as the vendor. Adams has a note that automatically displays, reminding you of the \$2000 minimum order amount.

On the Ship-to tab, select to have the order shipped to the **MAIN** location.

On the Order tab, use **today's date** as the Order date.

	😳 Purchase Requests Enter - Batch:MGR	
On the Lines tab, order ADM-TL2 . This item has a note that automatically appears, reminding you about	Purchase Requests Enter- BatcherloR Purchase Requests Enter- BatcherloR Purchase request # AUTO-ASSIGN Auto-assign Location MAIN Comparison Vendor number ADAMS Adams Golf Order date 5/29/2015 Copy PO Copy	
free shipping.		
Enter a Qty of 12 .		
Since you ordered the	Item number Description Qty Unit Gross unit cost	
required quantity, there is no	ADM-TL2 Adams Tight Lies 2 Wood 12 EACH 174,9950 HOME	
	Tagable 🔽 Discount Percent 🝸 0.0000	
need to enter miscellaneous	Customer orders Add items Net unit cost 174.9950 Apply document discount Ext cost 2,099.94	
charges.		
g	Above maximum Min gty 3 EACH Qty on hand 107 Gross subtotal 0.00 HOME Document discount 0.00 HOME	
	Max qty 16 Qty committed 1 Print form Subtotal 0.00 HOME	
	Net quantity Tub Uty available Tub Post Order tax 0.00 HOME	
	Vendor adjstd qly 0 EACH Qly on BD 0 Save Total 0.00 HOME Qly on drop-ship cust orders 0 Total weight 0.0000	
	Qty on drop-ship PO 0 Doc Discount Total qby (stk units) 0,0000	
Click <u>Save</u> .	Total div (six units) 0.0000	>>
Then click Post		

2. You can select to view, and then print the Purchase Requests Journal and the Purchase Order Forms.

-----END OF EXERCISE------

Canceling Purchase Orders

Select Purchasing > Purchase Orders > Cancel Purchase Orders

• Use to cancel any purchase order with line items that have not yet been received

	🙆 Cancel Purchase Orders	<u>_ ×</u>
		w costs in Home currency
On the Lines tab, click	Location EAST (2) East store location Original base PO number 100134 (6 0	Document currency
	Order date 1/1/2010	
Line details to view details		
for the line (cell detail and	Vendor Ship-to Order Lines Misc charges	
location detail for	Vendor number PINNACLE 2 Pinnacle	Next>
Allocated POs).	Currency code HOME	Print
Allocaleu POS).	Name Pinnacle	<u> </u>
	Salutation Mr. First name Carl	
	Last name Swart	
	Address 1 Fortune Brands	
Click <u>Cancel PD</u> to cancel	Address 2 300 Tower Parkway	
	Address 3 City Lincolnshire State IL	
the PO.	City Lincolnshire State IL Zip code 60069 Country	
	Phone Country	
You cannot cancel a PO if:		
- it has unposted	Vendor tax ID #	
•		
receivings		
 it is a drop-ship PO 		
(cancel the customer		
order instead)		>>

View cancelled purchase orders using **Purchasing > Views > Purchase Orders**. This shows the user who cancelled the PO and the date on which it was cancelled.

		미지
1 - 🕹 🛄 🖌 🖌 🖌 🖌 🖌	9 -	
PO number 100134	Is reissue of PO number >> C Home currency	
Location EAST (2) East store location	Reissued on PO number >>>	су
Order date 1/1/2010	Cancelled by MGR	
	Cancelled on 5/29/2015 3:15 PM	
Vendor Ship-to Order Lines Misc charges		

Changing Purchase Orders

Select Purchasing > Purchase Orders > Change Purchase Orders

• Use to make certain types of changes to Open POs (cannot use to add or delete lines, or make changes to quantities or units)

🐼 Change Purchase (Orders				_ 🗆 🗙
🛃 🗐 🥅	🔺 🕨 🔑 🕉	🗋 🖨 • 🔁 🕯	- 😡 -		
PO number 100	103 🚬 📿		Location EAST Order date 9/16/2008	Show costs in C Home currency C Document currency	
			010010000		
	r Lines Misc charges				
⊻endor number	,			Next>	1
Currency code		e currency (US Dollars)		Print form	-
Name	Adams Golf			Save	-
Salutation		y		<u></u>] [
L <u>a</u> st name					
Address 1	2801 East Plano Parkway				
Address <u>2</u>					
Address <u>3</u>	,				
	Plano	State TX			
Zip code	75074	Country			
_	(800) 709-6142	Contact 1 Information Line			
F <u>a</u> x	(972) 398-8818	Contact 2			
Vendor ta <u>x</u> ID #					
					>>

Things that can be changed:

- Vendor name, address, and contact information
- Ship-to name, address, and contact information
- Miscellaneous charges
- Order date, delivery date, and cancel date
- Buyer, FOB, Ship-via code, Terms code, Tax code, Tax override, and Comments 1-3
- Unit cost
- Line delivery date, Line cancel date, and Line Comments 1-3

Things that cannot be changed:

- PO number
- Vendor number
- Currency code or exchange rate
- Location or Location group
- Item number or quantity

Use **Reissue Purchase Orders** to make these changes or wait until the PO is being received to make the changes.

Reissuing Purchase Orders

Select Purchasing > Purchase Orders > Reissue Purchase Orders

- Use to make changes to an open PO (PO with open line items)
- Cancels open PO and copies all open line items to a new purchase request

	😳 Reissue Purchase	Orders				<u>_ X</u>
Look up the open PO that you	🗲 📷 <	🕨 🔎 🕉 🗋	🔏 • 🛙	9 •		
want to cancel	P0 number 100110			ls reissue	of PO number	C Home currency
	Location EAST	Z East store	e location	Original ba	ase PO number 100110	Document currency
	Order date 9/16/2					
					Reissue PO	
	Vendor Ship-to Orde	er Lines Misc charges				
On the Lines tab click	⊻endor number		illips-Van Heuser	n Corporation		
Line details	Currency code		e currency (US [Dollars)		Next>
Line details to view details for the	Name	IZOD-Phillips-Van Heusen Corpor-	ation			Print
	Salutation	First name				
line (cell detail and location	Last name					
detail for Allocated POs).	Address 1	1062 MacArthur Road				
,	Address 2					
	Address 3					
	-	Reading	State P/	4		
You cannot reissue a PO if:	Zip code		Country			
		1-800-365-2678	Contact 1			
it has upported reasivings	Fax		Contact 2			
 it has unposted receivings 	Vendor tax ID #]				
- it is a drop-ship PO (cancel						
the customer order instead)						
the customer order instead)						
Deixus PO						
Click <u>Reissue PO</u> .						>>
		Reissue PO				<u>? ×</u>
Enter the new Durehase request #	or		Pa	tch MGR		
Enter the new Purchase request #	01		Da	Cirpitan		

auto-assign the next purchase request #.

<u>B</u> atch M	16R		
Purchase request #		<u>A</u> uto-a	assign
		<u>C</u> ancel	Help

A message shows the cancelled PO # and the new Purchase Request #.

Informa	tion	×
1	PO # 100110 has been reissued as purchase request # 100198. Would you like to edit this purchase request?	
	<u>Y</u> es <u>N</u> o	

All notes, lines, cells, and allocation details for the open lines are copied. When using tax in Purchasing, tax overrides are copied only if nothing has already been received on the PO.

Make any needed changes to the new purchase request in **Purchasing > Purchase Request > Enter** and then post it.

Ven

Viewing Purchase Orders

Select Purchasing > Views > Purchase Orders

• Use to view on-file purchase orders, without making changes

🐼 View Purcha	se Orders							
		🔞 🗋 🍯 -	1					
						Show costs in		
P0 number		-	Is reissue of PO numbe		>>	C Home currer	ncy	
L <u>o</u> cation		Main store location	Reissued on PO numbe		>>	Occument c	urrency	
Order date	11/17/2012		Cancelled by					
			Cancelled or					
Vendor Ship-to	Order Lines Misc cl	charges						
Vendor r	umber CS FOOD	C&S Food Wholesalers						
	code HOME	Home currency (US					Next>	
	Name C&S Food Wholes						Print	
le 2	utation	First name Johnathan						
	name Heading							
	tress 1 400 Industrial Drive	10						
	fress 2							
Add	tress 3		41					
	City Brimingam	State .	AL					
	code 35211	Country						
	Phone	Contact 1						
	Fax	Contact 2						
Vend <u>o</u> r ta	x ID #							
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	tore location			<u>N</u> ext>				
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ion MAIN ② Main s	Misc charges]	<u></u>	
ion MAIN (2) Main s	Misc charges	# of open lines [0		Next>]	<u></u>	
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Purchase Order Forms

🔯 Purchase Order Forms	<u>- 🗆 ×</u>
Order by PO #, Seq #	
Parameters Purchase Order Purchase Order Line	
Cell detail Grid view	>>>
E-mail Preview Print Options >> Close	<u>H</u> elp

Select Purchasing > Purchase Orders > Purchase Order Forms

				Purcha	se Order				
				r ui eria	ibe order		PO #-	100110	
FOR DEMONSTRA	TION DUDDOOR	V IMO 27					Page:		
		ES ONLY							
645 Tournament La							Order date:	9/16/2008	
Memphis TN 381	38 USA						Delivery date:		
Pro Golfer							Cancel date:		
800-I-LUV-GOLF			progolfe	@progalfer.com			Location:	EAST	
							FOB:		
							Terms code:	2/10NET30	
To: IZOD-Phillips		poration			Ship to:	East store locati			
1062 MacArt						456 Eastern Ave			
Reading PA	19605					Memphis, TN 3	38138 USA		
							. 4		
Contact 1:	1-800-365-2	678			Contact 1:	Rick Parsons			
					Ship via:	UPS Ground			
/endor's item # tem #	Vendor Descrip	's description	on				Quantity Unit Unit cost		Ext cos
SHIRT		olo 100% co	vition				3 EACH		38.9
	indire i						12.9900		
	Medium	Large	Total						
Red	1	0		1					
Sandstone	1	1		2					
Total Quantity	2	1		2					
SHORTS	Shorts	Men's Twill	Pleated				1 EACH		14,9
	Sandste	one/42					14.9900		
SHIRT Men's Polo 100% cotton					28 EACH 12.9900		363.7		
	Small	Medium	Large	Total					
Blue	4	2	3	8 8					
	2			2 14					
Red	2								
Red Sandstone	2			6					

			Subtotal	647.5
		Total	misc charges	0.0
# of lines: 5	Quantity:	47	Total	647.53

Select Purchasing > Purchase Requests > Purchasing Advice

• Use to view the quantity that Counterpoint suggests you purchase of your merchandise

Base the calculation on:							
	log Purchasing Advice						_ 🗆 🗙
Maximum quantity on hand	Report Maximum					•	
Maximum quantity on hand	Order by Item #, Location					-	
	Parameters Item Inventory	1					
or.				-Adjust suggeste	d qty for		1
or	O <u>A</u> I			Purchase requ	ests 🔽		
	Purchasing Advice						
	Report Replenishment					•	
Replenishment of	Order by Item #, Location	n				•	
previously sold quantity	Parameters Item Inventory	d.					
	Locations	-		Adjust suggest	ed qty for		[
	© <u>A</u> I			Purchas <u>e</u> req		Current quantity	
or	<u>Single location</u> MAIN		PC	Ope <u>n</u> Vendor <u>m</u> in		<u>M</u> inimum quantity Ma <u>x</u> imum quantity	
	C Location group		ZO			o nearest multiple	-
				Tourgoin		o nodrovi makipio	
Days of Supply	Rurchasing Advice	_					
	Report Days of Supply	_				•	
	Order <u>by</u> Item #, Location	n				▼	
	Parameters Item Inventory	<i>л</i>					
	Locations			Adjust suggest			
			PZ	Purchase req	uests 🗖 PO' <u>s</u> 🗖		
	Single location MAIN			 Vendormin	_		
	C Location group		ZO	V <u>e</u> ndor n	nultiple Round to	o nearest multiple	•
	Report			Replenish base	ed on		
	Print cell detail Grid view	•			Dat <u>e</u> s Custom		•
	Print cell qty Suggested	•		Sale	es fro <u>m</u> 77	•	
	Sho <u>w</u> all qtys 🔲 Show <u>v</u> er	-	order 🗖		<u>I</u> o //	•	
	Vendor Primary	=		History	factor 1		-
	Units Stocking			Days of 1	Supplu		
				J [
							>>
		Preview	<u>P</u> rint	<u>G</u> enerate	Options >>	<u>C</u> lose	<u>H</u> elp

Maximum

🔯 Purchasing Advice	
Report Maximum	
Order <u>b</u> y Item #, Location	
Parameters Item Inventory	
Locations C All Single location MAIN	Adjust suggested qty for Purch <u>a</u> se requests Open PO' <u>s</u> <u>V</u> endor minimum V <u>e</u> ndor multiple Round to nearest multiple
Report Print cell getail Grid view Print cell qty Show all qtys Show yendor list in cost order Vegdor Primary Units Stocking Print gty sold Erom Io 7	Click to view a list of all vendors from whom you have purchased the item, by cost
P <u>r</u> eview <u>P</u> rint	<u>G</u> enerate <u>Options >></u> <u>Close H</u> elp

Locations	Select the locations to include
Report Print cell detail Print cell qty Show all qtys Vendor Units Print qty sold	Choose the level of cell detail to print Quantity to print for cells Show all quantities tracked for each item For which vendor should purchase quantities be suggested Suggest quantities in item's stocking unit or in vendor's unit Show quantity sold and for what timeframe? NOTE: If a specific vendor is selected and no vendor item record exists, item will not appear on the report.
Adjust suggested qty for	Should suggested quantity be adjusted to account for: - unposted purchase requests* - open POs* - vendor's minimum order quantity - vendor's order multiple * quantity is not adjusted for drop-ship lines

Replenishment

🔯 Purchasing Advice	
Report Replenishment	_
Order by Item #, Location	
Parameters Item Inventory	
Locations	Adjust suggested aty for
Single location MAIN	Purchase requests Current quantity ♥ Open PO's Minimum quantity ♥ Vendor minimum Maximum quantity ♥ Vendor multiple Round to nearest multiple ▼
Report Print cell getail Grid view Print cell qty Suggested Show all qtys Show yendor list in cost order Vendor Primary Units Stocking	Replenish based on Dates Custom Sales from / / Io / / History factor 1 History factor x Qty sold = Suugested Order Quantity
Preview Print	<u>G</u> enerate <u>Options >></u> <u>C</u> lose <u>H</u> elp

Locations	Select the locations to include
Report Print cell detail Print cell qty Show all qtys Vendor Units	Choose the level of cell detail to print Quantity to print for cells Show all quantities tracked for each item For which vendor should purchase quantities be suggested Suggest quantities in item's stocking unit or in vendor's unit NOTE: If a specific vendor is selected and no vendor item record exists, item will not appear on the report.
Adjust suggested qty for	Should suggested quantity be adjusted to account for: - unposted purchase requests* - open POs* - vendor's minimum order quantity - vendor's order multiple - current available quantity - minimum quantity - maximum quantity * quantity is not adjusted for drop-ship lines
Replenishment based on	Select the date range of the sales to consider for the report, and the factor to multiply quantities by.

Days of Supply

🔯 Purchasing Advice	
Report Days of Supply	_
Order by Item #, Location	×
Parameters Item Inventory Locations All Single location MAIN C Location group Econting Print cell getail Grid view Print cell getail Grid view Show all qtys Show yendor list in cost order Vendor Primary Units Stocking 	Adjust suggested qty for Purchase requests Open PO's Yendor minimum Vgndor multiple Round to nearest multiple Replenish based on Datgs Custom Sales from // * Io // * Hjstory factor 1 Days of Supply
	>>
P <u>r</u> eview <u>P</u> rint	<u>G</u> enerate <u>O</u> ptions >> <u>C</u> lose <u>H</u> elp

Locations	Select the locations to include
Report Print cell detail Print cell qty Show all qtys Vendor Units	Choose the level of cell detail to print Quantity to print for cells Show all quantities tracked for each item For which vendor should purchase quantities be suggested Suggest quantities in item's stocking unit or in vendor's unit NOTE: If a specific vendor is selected and no vendor item record exists, item will not appear on the report.
Adjust suggested qty for	Should suggested quantity be adjusted to account for: - unposted purchase requests* - open POs* - vendor's minimum order quantity - vendor's order multiple * quantity is not adjusted for drop-ship lines
Replenishment based on	Select the date range of the sales to consider for the report, and the factor to multiply quantities by. Specify the number of days you want the purchased inventory to last

Generating Purchase Requests

Generate Click

Report			-Replenish based		
Print cell <u>d</u> etail G	rid view 💌		D	ates Custom	
Pri <u>n</u> t cell qty S	uggested 🗾		Sales	from // 💌	
				<u>Io</u> // 💌	
Vendor P	rimary 💌		Lister 6		_
<u>U</u> nits SI	tocking 💌		History fa	actor [i	
					>>
	Preview E	Print	<u>G</u> enerate	Options >> Close	<u>H</u> elp

	Generate Purchase Requests	? ×
Purchase request type	Purchase request options Defaults	
If a location group was specified for	Purchase request type Separate	
the report, create Allocated/Merged		
or Allocated/Separate purchase		
requests.	Starting purchase request # (AUTO-ASSIGN) Auto-assign Order date 6/ 3/2009	
Leastion		
Location	Purchasing advice report	
For Allocated/Merged requests,	Purcha <u>s</u> e request edit list	
location where merchandise will be		
received. Transfer Outs or Quick		
transfers (unposted) will automatically		
be generated at time of receiving to		>>
transfer to other locations.	OK Cancel	Help

- Separate purchase requests are created for each vendor and location (except • Allocated/Merged requests).
- If using tax in Purchasing, the vendor's tax code is used on the request. Otherwise, the ٠ location's tax code is used.
- If using multi-currency Purchasing, the vendor's currency code is used on the request. •
- Drop-ship purchase requests are not created
- Suggested quantity for each item is expressed in the either the item's stocking unit or the vendor's purchasing unit.
- If a request already exists for a vendor, location, batch ID, and order date, additional • lines will be added to the original. Additional lines are not added to drop-ship purchase requests.
- Only items that have been assigned primary vendors appear on a request.
Report - Maximum

Date 5/23/2007	Time 1:51:30PM		DEMONSTRATION PU chasing Advice Repo			Pag	je 1 of 5
Suggested quantity Suggested quantity	riteria: (Qtyon hnd + Qtyon PO + or ocation	and rounded t	o nearest vendor multi	on BO. ple. (Gridded item sare not adjuste D) <= M in qtyan dSuggested qty>(
tem #	Description		Vendor #	Vendo	r's item #		
BAG-ST	Deluxe bag with stand		DUNLOP				
Location	Avg unit cost Last cost Vendor unit cost	Qty on PO Qty on PR's Qty on order	Min qty Maxqty Qtyon hand	Adjusted quantity Quantity needed	Unit	Extlast cost Ext vend cost Retail value	Margin
MAIN	35.8700 35.0000 35.5100	0	20 30 21	10 10	EACH	350.00 355.10 799.90	56.24
Vendor# CALLAWAY • DUNLOP	<u>Vendor's description</u> Deluxe bag with stand		<u>Cost in stk units</u> 35.00 35.51	<u>Unitcost</u> <u>Purchasing unit</u> 35.00 EACH 35.51 EACH	<u>Min orde</u>		1
	Deluxe bag with stand					3	1
tem # BEER	Description Beer		Vendor#	Vendo	r's item #		
Location	Avg unit cost Last cost Vendor unit cost	Qty on PO Qty on PR's Qty on order	Mingty Maxqty Qtyon hand	Adiusted quantity Quantity needed	Unit	Ext last cost Ext vend cost Retail value	Margin
MAIN	1.4549	0	100 200	185 185	EACH	132.00	60.00
	0.8000	0	35	105		330.00	
STORAGE	0.8000	0	24		EACH	28.80	60.00
	0.8000	0	38 0	38		72.00	
	ltem	BEER totals:		201		160.80	60.00
						402.00	
tem #	Description		Vendor #	Vendo	r's item #		
BIGBURGER	Deluxe Hamburger	01.00	** None **		11-3	End la standard	Marrie 1
Location	Avg unit cost Last cost Vendor unit cost	Qty on PO Qty on PR's Qty on order	Minqty Maxqty Qtyonhand	Adjusted quantity Quantity needed	Unit	Ext last cost Ext vend cost Retail value	Margin
STORAGE	0008.0 0008.0	0 0 0	12 24 0	24 24	EACH	21.60 54.00	60.00
tem #	Description		Vendor#	Vendo	r's item #		
BURGER	Hamburger		** None **	venus.			
Location	Avg unit cost Last cost Vendor unit cost	Qty on PO Qty on PR's Qty on order	Minqty Maxqty Qtyonhand	Adjusted quantity Quantity needed	Unit	Ext last cost Ext vend cost Retail value	Margin
STORAGE	0.6000 0.6000	0	12 24	24 24	EACH		60.00
<u>Vendor#</u> PINNACLE	<u>Vendor's description</u> Hamburger	v	<u>Cost in stk units</u> 0.60	Unit cost Purchasing unit 0.80 EACH	<u>Min orde</u>	36.00 <u>irqty</u> <u>Ordermi</u> 24	ultiple 12
tem #	Description		Vendor#	Vendo	r's item #		
Location	Cake slice Avg unit cost	Qty on PO	Min qty	Adjusted quantity	Unit	Ext last cost	Mamie
	Last cost Vendor unit cost	Qty on PR's Qty on order	Maxqty Qtyon hand	Quantity needed		Ext vend cost Retail value	-
STORAGE	0.5000 0.5000	0 0 0	12 24 0	24 24	EACH	12.00 30.00	60.00
tem #	Description		Vendor#	Vendo	r's item #		
CANDY	Candy		** None **	* • • • • • • • • • • • • • • • • • • •	11	First 1	
Location	Avg unit cost Last cost Vendor unit cost	Qty on PO Qty on PR's Qty on order	Min qty Max qty Qtyon hand	Adiusted quantity Quantity needed	Unit	Ext last cost Ext vend cost Retail value	Margin

Report - Replenishment

			DEMON STRATION F asing Advice Repor					
Suggested quantity i History factor 1.20 ** = Primary Vendor Order by Item #, Loo	w - Suggested qty s adjusted for Purchase requests s adjusted for vendorminimum a o cation			ltiple. (Gridded i	tems are not adjuste	d.)		
ltem : Status is (exac Item #	Description		Vendor #		Vendor	's item #		
ADM-SCD	Adams SC Driver, RH		ADAMS					
Location		Qty on PO Qty on PR's Qty on order	Minqty Maxqty Qtyonhand	Qty sld	Adjusted quantity Quantity needed	Ext	kt last cost N vend cost etail value	argint
MAIN	180.0810 159.9980 159.9960	0 0	3 12 20	40	48 48	EACH	7,679.81 7,679.81 19,199.52	80.005
- ADAMS	<u>Vendor's description</u> Adams SC Driver, RH		Cost in stk units 160.00	<u>Unit cost</u> 160.00	Purchasing unit EACH	<u>Minorderqty</u> 3	<u>Order mul</u>	tiple 1
CALLAWAY	Adams SC Driver, RH		169.97	169.97		3		1
ltem # ADM-TL2	Description		Vendor# ADAMS		Vendor ADM-T	'sitem #		
Location		Qty on PO Qty on PR's Qty on order	Min qty Max qty Qty on hand	Qty sid	Adjusted quantity Quantity needed	Unit Ext	kt last cost N vend cost etail value	largin*
MAIN	174.9944 174.9950 174.9950	0	3 12 9	22	28 28	EACH		50.001
Vendor#	Vendor's description	-	Cost in stk units		Purchasing unit	Min order gty	Order mul	tip le
 ADAMS CALLAWAY 	Adams Tight Lies 2 Woo Adams Tight Lies 2 Woo		175.00 184.45	175.00 184.45		3		1
ltem #	Description		Vendor#		Vendor	's item #		
ADM-TL3 Location	Adams Tight Lies 3 Woo	d Qty on PO	ADAMS	Obveld	ADM-T			
	Vendorunit cost 0	Qty on PR's Qty on order	Minqty Maxqty Qtyonhand	City sid	Adjusted quantity Quantity needed	Ext R	kt last cost N ven d cost etail value	
MAIN	188.0817 174.9950 174.9950	0 3 1	3 12 8	20	21 21	EACH	3,674.90 3,674.90 7,349.79	50.009
Vendor# • ADAMS	<u>Vendor's description</u> Adams Tight Lies 3 Woo	d	<u>Cost in stk units</u> 175.00	<u>Unit cost</u> 175.00	<u>Purchasing unit</u> EACH	<u>Minorderqty</u> 3	Order mul	tiple 1
item #	Description		Vendor#			's item #		
ADM-TL5 Location	Adams Tight Lies 5 W oo Avg unit cost	Qty on PO	ADAMS Miniqty	Otvield	ADM-T Adjusted quantity		ktlastcost N	amin ^e
	Last cost Vendorunit cost (Qty on PR's Qty on order	Maxqty Qtyon hand	2.9.2.0	Quantity needed	Ext R	vend cost etail value	č
MAIN	250.8317 174.9950 174.9950	0	3 12 8	5	6	EACH	1,049.97 1,049.97 2,099.94	50.009
Vendor# • ADAMS	<u>Vendor's description</u> Adams Tight Lies 5 Woo	d	Cost in stk units 175.00	<u>Unit cost</u> 175.00	<u>Purchasing unit</u> EACH	<u>Minorderqty</u> 3		<u>tiple</u> 1
CALLAWAY	Adams Tight Lies 5 W or	d	175.00	175.00		3		1
item #	Description		Vendor# ADAMS		Vendor ADM-T	'sitem #		
ADM-TL7 Location		Qty on PO Qty on PR's	Minqty Maxqty	Qty sid	Adjusted quantity Quantity needed	Unit Ext	kt last cost M vend cost	argin
MAIN	Vendorunit.cost (237.7250 174.9950 174.9950	2 ty on order 0 0 0	Qty on hand 3 12 10	3	4	EACH	etail value 699.98 699.98 1,399.96	50.001
Vendor# • ADAMS	<u>Vendor's description</u> Adams Tight Lies 7 W or		Cost in stk units 175.00	Unit cost 175.00	Purchasing unit EACH	<u>Minorderqty</u> 3	Order mul	tiple 1
CALLAWAY	Adams Tight Lies 7 Woo		184.35	184.35		3		1
ltem #	Description		Vendor#			's item #		
ADM-TL9	Adams Tight Lies 9 Woo	o o	ADAMS		ADM-T	L9		

Days of Supply

Date //11/2008 11	me 7:22:15AM						l	Page 1
			EMON STRATION PU					
		Purcha	sing Advice Report -	Days of Suppl	iy.			
Suggested quantity Suggested quantity History factor: 2.0 Days of Supply: 36 * = Primary Vendor Order by Item #, Lo	ew - Suggested qty is adjusted for purchase reque is adjusted for ven dorm in imur 00 r scation			le. (Gridded ite	⊧ms are not adjusted	d.)		
ltem : Status is (exad Item # API - UMB			/endor#		Vendor	's ITEM_1	10	
Location	Avg unit cost Last cost Vendor unit cost	Qty on PO Qty on PR's Qty on order	Min qty Max qty Qty on hand	Qty sid	Adjusted quantity Quantity needed	Unit	Ext last cost Ext vend cost Retail value	Margin%
MAIN	7.8900 5.9960	0 0 0	25 50 1	1	1	EACH	6.00 14.99	59.97%
tem #	Description	V	/endor#		Vendor	's ITEM_1	10	
PRETZEL	Pretzel	-	None **			-		
Location	Avg unit cost Last cost Vendor unit cost	Qty on PO Qty on PR's Qty on order	Min qty Max qty Qtyon hand	Qty sid	Adjusted quantity Quantity needed	Unit	Ext last cost Ext vend cost Retail value	Margin%
MAIN	0.8700 0.4000	0	0 0 -4	2	7 7	EACH	2.80 7.00	60.00%
Rep	port totals: 2 Items			3	8		8.80 21.99	59.98%

Flow of Receiving



Receiving a Purchase Order

Select Purchasing > Receivings > Enter

- Use to receive merchandise with or without an existing purchase order (PO must exist for drop-ship receivings)
- Can receive merchandise from different purchase orders on a single receiving (only one PO per drop-ship receiving)
- Cannot have multiple unposted receivings for a single PO

When a PO exists:

Enter a receiving number, or click <u>Auto-assign</u> to use a system-assigned number.

Select the first PO whose items will be received.

Select whether to copy all open PO lines and set them to Selected or Unselected on the receiving. Only **Selected** lines will be posted.

Indicate the default handling of quantity received.

Indicate the default handling for lines with quantity remaining.

Optionally enter miscellaneous charges associated with the receiving.

Select receiving mode	? ×
Set copied lines to	
Selected	
Quantity received defaults to Expected quantity	
Unreceived quantity defaults to	
Backorder (leave on P.O.)	
C Cancel	
Misc charges	
Misc charge 1 0.00	HOME
Misc charge 2 0.00	HOME
	C <u>a</u> ncel all lines
<u> </u>	Help

When a PO does not exist:

Enter a receiving number or or click <u>Auto-assign</u> to use a system-assigned number.

Close the Purchase Order LookUp window without making a selection.

Enter the details for the receiving on the Receiver, Lines, and Misc charges tabs. You are essentially creating the PO at the time of receiving.

Receiver Tab

• Specify the **Received date**, the ID of the user who is receiving the merchandise, and any additional comments regarding this receiving

When using tax in Purchasing, you can also enter or change the tax code to use for the receiving, as well as the vendor's tax ID and your tax ID.

🙆 Receivings En	iter - Batch:MGR	
- 📑 🔁	+ 🗙 📖 🔍 🕨 🎾 🏷 🗋 · 🔁 · 🔯 ·	
Receiving #	(AUTO-ASSIGN) Auto-assign Import Location MAIN C Home currency	
Vendor number	IZOD IZOD-Phillips-Van Heusen Corr Received date 5/29/2015 Suggest Prices C Document currency	
Receiver Lines	Misc charges	
Vendor number	IZOD ZOD-Phillips-Van Heusen Co	Next>
Currency code	HOME Home currency (US Dollars) Default currency HOME	Print form
Location		Post
Location group		Save
<u>R</u> eceived date	5/29/2015	<u></u>
Ta <u>x</u> code		
Ship-via code		
Use <u>r</u> ID	MGR Manager	
<u>R</u> eference	,	
Comment <u>1</u>		
Comment 2		
Comment 3		
Vendor ta <u>x</u> ID #		
Your tax ID #	9999	
		>>

Lines tab

- Make changes to any line item to indicate quantity actually received, quantity backordered, received costs, and Price-1.
- Unselect or use Ctrl+Del to exclude a line from the receiving. The line will remain open on the PO for future receiving, as will backordered quantity for any selected line.
- Additional lines can be added to the receiving.

🐼 Receivings Enter - Batch:MGR		_ 🗆 🗙
Image: Constraint of the second se	Location MAIN Received date 5/29/2015 Suggest Prices Show costs in C Hoge currency © Document currency	
Receiver Lines Misc charges		
PO number Item number Entered description Qty expected Qty recvd	d Qty to Last cost Beceived Default cost unit cost unit cost	-
▶ 100117 SHORTS Shorts - Men's Twill Ple 108 108 (find line)	3 0 14.9900 14.9900 14.9900	
		•
Item number Selected SHORTS	Qty expected Qty recvd Qty to BO Gross unit cost 22 108 108 2 EACH 0 14.9900 HOME	F
Unselected Shorts - Men's Twill Pleated	New Price-1 Discount Percent V.0.0000	-
Color/Size 10 cells	Taxable 🗸 Received cost 14.9900	
Cystomer orders	Apply document discount 🔽 Ext cost 1,618.92	
PO number 100117	Selected lines 1 Gross subtotal 1,618.92 HOME	
Vendor's item number SHORTS	Next> Qty (stk units) 108.0000 Doc discount 0.00 HOME Print form Total qty recvd 108.0000 Subtotal 1,618.92 HOME	
Item description Shorts - Men's Twill Pleated	Total weight 0.0000 Total misc 0.00 HOME Post Total cube 0.0000 Tax 80.95 HOME	
	Total 1.699.87 HOME	
	Save	
	Do <u>c</u> discount	
		>>

Margin-driven pricing	Qty expected	Qty recvd
Click Low Suggested Price-1 for an item.	108	108
	Ne <u>w</u> Price-1	

Suggested and New Margin fields

- Green field = Suggested or New Price-1 is above margin levels
- Yellow field = Suggested or New Price-1 is within margin levels
- Red field = Suggested or New Price-1 is below margin levels

Margin is based on receiving cost of item.

Set Price				<u>? ×</u>
Category/Sub-category	APPAREL/MENS			
Cost	14.9900			
Minimum margin / price	40.000	24.99	Us <u>e</u> this price	
Target margin / price	45.000	27.26	Use this price	
Current margin / price	46.445	27.99	Use this price	
Ne <u>w</u> margin				
<u>N</u> ew price				
Rounding rule	x xx			
Fin <u>a</u> l new margin				
<u>F</u> inal new price				
	<u>K</u>	<u>C</u> ancel	Help	

Receiving Serialized Items

If quantity is received for a serialized item, the Serial Numbers window appears. Enter a serial number for each piece received.



🔯 Serial Numbers				? ×
• •				
Item number BA	ALL-RET-PRO	Ball Return - PRO		
Location M/	AIN 📿 🖸	Main store location		
Serial number				_
23457				
23458				
▶ (new line)				
J Auto-increment <u>N</u> ext	<u>S</u> erial number			Qty 5 Serial numbers
Auto-increment <u>A</u> ll				Entered 3 To add 2
			<u>C</u> lose	Help

Receiving Multiple POs

€

Click

on the toolbar and select Select PO.

From the lookup window, select another PO for the same vendor and location. The line items on the selected PO will be copied to the receiving.

🐼 Receivings Enter - Batch:MGR				
	<u>۲</u> ۲	🗋 🗋 🍊 - 🖻] - 🕼 -	
Receiving # (AUTO-ASSIGN)	o-assign Import	Location N	Select PO	Show costs in C Home currency
Vendor number IZOD IZOD-PI	hillips-Van Heusen Corr	Received date 5	Unreceived quantity defaults to 🕨	Document currency
Receiver Lines Misc charges			Line comments	
P0 number Item number Entered description	Qty Qty rec expected	vd Qty to Last co backorder	Delete line Ctrl+Del	<u> </u>
100117 SHORTS Shorts - Men's Twill PI		08 0 14.9900	Cancel line 14.9900 14.9900	
) (find line)				
	🐼 Purchase Order	LookUp		? ×
	Search for		Keyword	Filtered 👽
	LookUp (Default		Order by PO number	_
		Edit Add (F2)	Zoom (F6) Preview Print	Eilter Options >>
	PO number Ven		Location Order date	e # of open lines
	▶ 100117 IZ0		an Heuser MAIN 9/23/200	
Item number				
Selected				E
Unselected (new line)				
Customer orders				
Vendor's item number	1		01/	
Item description			<u>K</u>	<u>Cancel</u> <u>H</u> elp
This line is not from a PO.		Post	Total cube 0.0000	Tax 80.95 HOME Total 1,699.87 HOME
		Save		rotal rooter from
		Do <u>c</u> discount		
				×

Receiving an Allocated PO

To change the quantity received of an item on an allocated (merged) PO, click I next to **Qty recvd**.

Receivings Enter - Batch:MGR						_	
G 🗄 + X 📖 🔍 🕨 🖉		• 🔁 • 😡	T	⊂Show costs			
Receiving # (AUTO-ASSIGN)	nport Location	MAIN	(Allocated)	C Home c			
Vendor number CALLAWAY Callaway Golf	Received date	572972015	Suggest Pric	es 💽 Oocume	ent currenc <u>y</u>		
eceiver Lines Misc charges							
PO number Item number Entered description Qty expected	Qty recvd Qty to Last backorder	cost Received De unit cost	efault cost				ŀ
100126 ADM-TL5 Adams Tight Lies 5 Wood 12	12 0 174	4.9950 175.0000	175.0000				_
(find line)							
					_		
Item number		ected Oty recvd			Gross unit cost		
Selected ADM-TL5	22 12	12		• 0	175.0000	Номе	
Selected ADM-TL5	22 12			• 0			
Selected ADM-TL5	22 12 Ne <u>w</u>	12		• 0	175.0000 0.0000		
Selected ADM-TL5	22 12 Ne <u>w</u>	12 Price-1 axable 🗸	Disco	0 0 Int Percent Received cost	175.0000 0.0000 175.0000		
Selected ADM-TL5	22 12 Ne <u>w</u>	12 Price-1 axable ✔ Apply	Disco	O O Percent Percent Perceived cost unt Ext cost	175.0000 0.0000 175.0000 2,100.00	HOME	
Selected ADM-TL5 Inselected Adams Tight Lies 5 Wood	20 12 New 1	12 Price-1 agable ✓ Apply Selected lines	Disco 2 document disco 1	O O Percent Percent Percent Cost Cost Gross subtotal	175.0000 0.0000 175.0000 2,100.00 2,100.00	HOME	
Selected ADM-TL5 Inselected Adams Tight Lies 5 Wood Customer orders P0 number 100126		12 Price-1 ⊂axable ▼ Apply Selected lines Qty (stk units)	Disco 2 document disco 1 12.0000	O O Percent Percent Perceived cost unt C Ext cost Gross subtotal Doc discount	175.0000 0.0000 175.0000 2,100.00 2,100.00 0.00	HOME	
Selected ADM-TL5 Jnselected Adams Tight Lies 5 Wood Cystomer orders P0 number 100126	20 12 New 1	12 Price-1 ⊂axable ✓ Apply Selected lines Qty (stk units) Total qty recvd	Disco 2 document disco 1 12.0000 12.0000	O Percent Percent Received cost unt Ext cost Gross subtotal Doc discount Subtotal	175.0000 0.0000 175.0000 2,100.00 2,100.00 0.00 2,100.00	HOME HOME HOME HOME	
Selected ADM-TL5 Inselected Adams Tight Lies 5 Wood Cystomer orders PO number 100126 /endor's item number		12 Price-1 ⊂axable ▼ Apply Selected lines Qty (stk units)	Disco 2 document disco 1 12.0000	O O Percent Percent Perceived cost unt Ext cost Gross subtotal Doc discount	175.0000 0.0000 175.0000 2,100.00 2,100.00 0.00	HOME	
Selected ADM-TL5 Jnselected Adams Tight Lies 5 Wood Cystomer orders P0 number 100126 /endor's item number	New Print form Post	12 Price-1 agable ✓ Apply Selected ling Qty (stk units) Total qty recvd Total weight	Disco 2 document disco 1 12.0000 12.0000 0.0000	O Percent Percent Perceived cost unt C Ext cost Gross subtotal Doc discount Subtotal Total misc	175.0000 0.0000 175.0000 2,100.00 2,100.00 0.00 2,100.00 0.00	HOME HOME HOME HOME HOME	-
Selected ADM-TL5 Unselected Adams Tight Lies 5 Wood Cystomer orders PO number 100126 Vendor's item number	New	12 Price-1 agable ✓ Apply Selected ling Qty (stk units) Total qty recvd Total weight	Disco 2 document disco 1 12.0000 12.0000 0.0000	O O Percent Received cost unt Ext cost Gross subtotal Doc discount Subtotal Total misc Tax	175.0000 0.0000 175.0000 2,100.00 2,100.00 2,100.00 2,100.00 0.00 0.00	HOME HOME HOME HOME HOME HOME	
Selected ADM-TL5 Unselected Adams Tight Lies 5 Wood Cystomer orders PO number 100126 /endor's item number	New Print form Post	12 Price-1 agable ✓ Apply Selected ling Qty (stk units) Total qty recvd Total weight	Disco 2 document disco 1 12.0000 12.0000 0.0000	O O Percent Received cost unt Ext cost Gross subtotal Doc discount Subtotal Total misc Tax	175.0000 0.0000 175.0000 2,100.00 2,100.00 2,100.00 2,100.00 0.00 0.00	HOME HOME HOME HOME HOME HOME	-

Prior to changing quantity received, you can select to default the unreceived quantity to backorder it (leaving it open on the PO), or to cancel the unreceived amount.

For each location, indicate the quantity received and the amount to backorder.

Depending on configuration settings for the company, either Transfer Outs or Quick Transfers will be created when you post this receiving.

🔯 Receivings - Grid					? ×		
Item number ADM-TL3	Dig Adams	Tight Lies 3 Woo	od				
Location STORAGE Storage warehouse							
<u>R</u> eceive all C	Cjear all	<u>Unreceived</u> of	quantity defaults to B	ackorder (leav	/e on P.O.) 💌		
			DATA				
Location	Qty expected	Ակ	y recvd	Qty to BO			
MAIN							
STORAGE		2		2	0		
		2		2	0		
		2		2	0		
		Tilter >>	<u>0</u> K	C <u>a</u> ncel	<u>H</u> elp		
			Copy quantities	⊻iew>>	<u>S</u> erial #'s		

Misc charges tab

If a miscellaneous charge was configured to be included in inventory cost, the charge will be allocated when the receiving is posted, based on the allocation method selected during configuration.

The charge will be reflected in each received item's average cost, but not in the item's last cost or the vendor item's cost.

🐼 Receivings Enter - Batch:MGR		_ 🗆 ×
Image: Second	Show costs in	
	gest Prices	сұ
Receiver Lines Misc charges		
Misc charge 1 Amount 0.00 HOME		Next>
Quirrency HDME P Home currency (US Dollars)		Print form
Misc charge 2		Post
Amount 0.00 HOME		<u>S</u> ave
Currency HOME P Home currency (US Dollars)		
	Subtotal 1,61	8.92 HOME
	Total misc	0.00 HOME
		0.95 HOME
	Total 1,69 Selected lines	9.87 HOME 1
	Total qty recvd 108.	0000
		0000
	I otal cube 0.	0000
		>>

Using tax in Purchasing

If you are using tax in Purchasing, you can change the tax code of a purchase order when you receive it.

😳 Receivings En	ter - Batch:M	1GR									
-	+ ×		◀ ►		7		3 · 🕻	> •	1		~
Receiving #	100191	2	Auto-assig	in [mp	port	Loca	ation MA	IN			Show cos
Vendor number	IZOD	1	ZOD-Phillips-'	/an Heuse	en Corp	Received	date 5/2	9/2015		Suggest Prices	Docur
Receiver Lines	Misc charges	5									
Vendor num <u>b</u> er	IZOD	20	IZOD-Phillip	-Van Heu:	sen Co						
Currency code	НОМЕ		🔎 Home c	urrency (US	S Dollars)			Defa	ult currency	HOME	
Location	MAIN	20									
Location group		Z									
<u>R</u> eceived date	5/29/2015	•									
Ta <u>x</u> code	CAN		🖸 Canadian	tax (Purch	nasing)						
Tax code (nor <u>m</u> al)			2					<u>U</u> se norn	nal tax code	;	

Tax that you owe the vendor will then be calculated and shown in both the Lines tab

Selected lines	1	Gross subtotal	1,618.92	HOME
Qty (stk units)	108.0000	Doc discount	0.00	HOME
Total qty recvd	108.0000	Subtotal	1,618.92	HOME
Total weight	0.0000	Total misc	0.00	HOME
Total cube	0.0000	Tax	80.95	HOME
		Total	1,699.87	HOME

and Misc charges tab for the receiving.

Subtotal Total misc	1,618.92 0.00	HOME
Tax	80.95	HOME
lotal	1,699.87	HOME
Selected lines	1	
Total qty recvd	108.0000	
Total weight	0.0000	
Total cube	0.0000	

If you are authorized to enter costs, you can click the tax field to enter a tax override.

If you enter a tax override on a receiving, and then copy additional line items from a different PO, the tax override is undone and returns to normal tax.

Tax Override			<u>? ×</u>
<u>N</u> ormal tax amount	80.95	HOME	Use Normal Tax
O <u>r</u> der tax	80.95	HOME	
		ок	Cancel <u>H</u> elp

Using multi-currency purchasing

If you are using multi-currency purchasing, the currency code assigned to the original purchase request will appear on the Receiver tab of the receiving. The vendor's default currency and the exchange rate to your HOME currency are also shown.

🐼 Receivings Enter - Batch:MGR		_ 🗆 ×
Receiving # (AUTO-ASSIGN)	Location MAIN Show costs in C Home currency	
Vendor number ADAMS Adams Golf	Received date 6/1/2015 Suggest Prices © Document currency	
Receiver Lines Misc charges		
Vendor number ADAMS Adams Golf		<u>N</u> ext>
Currency code CAN	Default currency HOME	Print form
Exchange rate 1.0000 CAN\$ = 0.8000	HOME Change	Post
Location MAIN		
Location group		<u>S</u> ave
Received date 6/ 1/2015		
Ta <u>x</u> code CAN 🔎 Canadian tax (Purchasing)		
Tax code (normal)	Use normal tax code	

Click <u>Change</u> to modify the exchange rate for the merchandise and/or the miscellaneous charges for this receiving.

Exchange Rates					? ×
Receiving CAN					
Current	1.0000	CAN\$	= 0.8000	HOME	
Exchange rate	1.0000	CAN\$	= 0.8000	НОМЕ	Use current
Misc ch <u>a</u> rge 2					
Current	1.0000	CAN\$	= 0.8000	НОМЕ	
Exchange rate	1.0000	CAN\$	= 0.8000	НОМЕ	<u>U</u> se current
		U <u>s</u> e c	urrent <u>D</u> K	<u>C</u> ancel	Help

When receiving against an existing PO, you cannot change the currency code used for merchandise costs on the receiving. You can change the currency code used for miscellaneous charges on the Misc charges tab.

When receiving without a purchase order, you can use the vendor's default currency code or use a different currency code. However, once you have entered line items on the receiving, you cannot change the currency code.

Using multi-currency purchasing

When receiving against an existing PO, costs initially appear in the purchase order's currency.

							- *	•	⊢Show cos	ts in		
	# (AUTO-A		sign	nport		ation MAIN			C Home			
Vendor num	ber ADAMS	Adams Golf			Received	date 6/1/2	015	<u>S</u> ugge	st Prices 💽 Occur	nent currency		
eceiver Lin	ies Misc ch	arges										
P0 number	Item number	Entered description	Qty expected	Qty recvd	Qty to backorder		Received unit cost (CAN\$)	Default cost (CAN\$)				
100196	ADM-TL2	Adams Tight Lies 2 Wood	3	3	0	218.7438	218.7438	218.7438				
100196	SHOES	Women's golf shoes	16	16	0	43.7375	43.7375	43.7375				
100196	ADM-TL7	Adams Tight Lies 7 Wood		12	0	218.7438		218.7438				
100196	ADM-TL9	Adams Tight Lies 9 Wood		13	0	225.0000		225.0000				
		Adams VMI Irons, Set	17	17	0	431.2438	431.2438	431.2438				
	ADM-VMI	· · · · · · · · · · · · · · · · · · ·										
100196 100196		Adams VMI Putter	19	19	0	62.4938	62.4938	62.4938				
100196 100196		· · · · · · · · · · · · · · · · · · ·		19	0	62.4938	62.4938	62.4938				
	ADM-VMI-P	Adams VMI Putter		19	-			62.4938				
100196		Adams VMI Putter		19	Qt	62.4938 y expected			Qty to BO	Gross unit cost	04114	
100196 Selected	ADM-VMI-P	Adams VMI Putter		19		y expected	Qty recvd	Stoc	king 💌		CAN\$	
100196 Selected	ADM-VMI-P	Adams VMI Putter		19			Qty recvd	Stoc			CAN\$	
100196 Selected	ADM-VMI-P	Adams VMI Putter		19		y expected	Qty recvd	Stoc	king 💌	0.0000	CAN\$	
100196 Selected Jnselected	ADM-VMI-P	Adams VMI Putter		19		y expected Ne <u>w</u> Price-1	Qty recvd	Stoc	king 💌 🔽 Discount Percent 💌 Received cost	0.0000	CAN\$	
100196 Selected Jnselected	ADM-VMI-P	Adams VMI Putter		19		<mark>y expected</mark> Ne <u>w</u> Price-1 Tagable	Qty recvd	Stoc	king 💽 Percent 💌 Received cost discount 🔽 Ext cost	0.0000 t		
100196 Selected Jnselected	ADM-VMI-P	Adams VMI Putter		19		y expected New Price-1 Tagable	Qty recvd	Stoc	king 🔪 🗍 Discount Percent 💌 Received cost discount 🔽 Ext cost 6 Gross subtotal	0.0000	CAN\$ CANS CANS	
100196 Selected Jnselected Customer or	ADM-VMI-P	Adams VMI Putter		19	Qt PC	y expected New Price-Tayable Tayable	Qty recvd	Stac	king king Percent Received cost discount King Kin	0.0000 t t 15,424.48	CANS	
Selected Jnselected Lystomer or	ADM-VMI-P	Adams VMI Putter		19	Qt Vext> Print form	y expected New Price-Tayable Tayable	Qty recvd	Stoc	king v Percent v Discount Percent v Received cost discount V Ext cost 6 Gross subtotal 00 Doc discount 00 Subtotal 00 Total misc	0.0000 t t 15,424.48 0.00 15,424.48 31.25	CANS CANS CANS CANS	
Selected Jnselected Cystomer or /endor's item Item de	ADM-VMI-P	Adams VMI Putter (find line)		19	Qt PC	y expected New Price-Tayable Tayable	Qty recvd	Stoc	king v Percent v Discount Percent v Received cost discount V Ext cost 6 Gross subtotal 00 Doc discount 00 Subtotal 00 Total misc	0.0000 t t 15,424.48 0.00 15,424.48	CAN\$ CAN\$ CAN\$	

You can switch to view costs in your HOME currency.



If you want to edit the cost value for items on the receiving or miscellaneous charge amounts, you'll need to first show costs in the Document currency.

Item number	Qty expected Qty recvd	Qty to BO <u>G</u> ross unit cost
Selected ADM-VMI-P	Z 19 19 F	ACH 🔽 0 62.4938 CAN\$
Unselected Adams VMI Putter	Ne <u>w</u> Price-1	Discount Percent 💌 0.0000
	Ta <u>x</u> able 🔽	Received cost 62.4938
Customer orders	Apply docur	nent discount 🔽 Ext cost 1,187.38

Line item discounts and document discounts can also be entered only in the receiving's currency.

Document disc	<u>? ×</u>	
Discount type	Amount 💌	
<u>D</u> iscount	190.0000	CAN\$
	152.0000	HOME
	<u> </u>	<u>C</u> ancel

Receiving a Drop-Ship PO

Receive a drop ship PO when you receive the shipping notification from the vendor.

Select **Purchasing > Receivings > Enter**. If necessary, select the drop-ship batch ID and then select the drop-ship PO from the lookup window. The drop-ship PO must exist.

Cancel all

Çancel

Set the receiving mode properties.

- Can include only one PO's lines on a drop-ship receiving
- Can partially receive some or all lines
- Can backorder quantities
- Cannot add lines or cells
- Cannot replace items or cells
- Can enter serial numbers
- Cannot enter line item discounts or document discounts
- Qty recvd + Qty to backorder MUST equal Qty expected

_ [0] × [🖶 + 🗙 📖 9 🍜 • 🔁 • 🕪 -Т ne # (AUTO ASSIGN) 10/25/2012 Doop-ship for order 70029 Suggest Prices 54.990 ADN PLAT ted [] Cystomer orders Next P0 number 100037 ten number A-PLAT **Bint** form 1,278,80 Port recei Total 1,278.80 20.7500

When drop-ship receivings are posted:

- Decreases qty on drop-ship PO; no updates to qty committed
- No updates to item's last cost or last receiving date
- No updates to vendor-item record
- Prevents posting if an amount due remains for drop-ships on customer order, and final payment not designated
- Updates cost of received line item in PS order, including any PO misc charges allocated to receiving line
- Sets qty to release on PS order, based on qty received
- Copies any serial numbers entered on receivings to PS order
- Authorizes any final payments
- Auto-releases customer orders/line items that were received

? X

PO

Re

Pe

Importing Receivings

Select Purchasing > Receivings > Enter and click ________

- Use to record the receipt of merchandise from a .csv file
- Use to receive merchandise with or without an existing purchase order

🔯 Receivings Enter - Batch:MGR		
🖸 📑 + 🗙 🥅 🔺 🕨 🔑 🕉	📄 🚄 • 🛃 • 😥 •	
Receiving #	Location	
Vendor number	Received date 6/5/2009 Suggest Prices	

Import Receiv

Main Advanced

Receive a PO

Receive without PO

File name P0100021

Receiver No AUTO-ASSIGN

red date 6/ 5/2009

Quantities are in Order Unit

Items not on PO Add lines

Load Parameters Save Parameters

Main tab

٠

Receive a PO

Enter or look up the PO for which receivings will be imported.

Receive without PO

Specify the vendor and location for the receiving.

Browse to select the .csv file to be imported.

Advanced tab

Specify the parameters for importing quantity and cost values.

Click <u>Save parameters</u> to save these settings.

Click Load parameters to load saved settings.

Click <u>Verify</u> to mimic importing data in order to find potential errors.

Unreceive © Backo © Cance	rder (leav					>>	
Load Parameters Save Parameters	5	⊻erif	y	Import	<u>C</u> lose	<u>H</u> elp	
ka Import Receivings - New receivi	ings imp	oort task				? ×	
Main Advanced							
ltem Quankty Sigial number PO gumber Loggton Sigio first fine Prompt to del	1 2 3 4			Assyme qty 1 Erom PO Igport all lines Per PO			

⊻erify

Import

<u>C</u>lose

<u>H</u>elp

P0 number 100021

Location MAIN

•

•

-

<u>A</u>uto-assign

Vendor: Dunlop Location: MAIN

Click to actually import the data.

NOTE: After the data has been imported, the values can be edited or deleted in the transactions prior to posting.

When using tax in Purchasing, if you import a receiving for a PO on which a tax override was entered, the tax override is undone.

Receivings Edit List

Select Purchasing > Receivings > Edit List

Select:

- order in which to print the receivings
- whether to print line items
- how gridded items will appear
- quantity to show
- whether to print serial numb
 whether to print customer or information

Filter the receivings to print.

	🔯 Receivings Edit List	-OX
	Order by Recvr #, Rec seq #	
	Parameters Receiving Receiving Line	
ear	Batch MGR Batch created for MGR.	
oers rder	Cell detail Grid view Cell gly to print Qty received Allocated PD detail Location detail	
	 Print serial number detail Print customer order information 	>>
	E-mail Preview Print Options >> Close	Help

Date 4/17/2006	Time10:20:52AM		ISTRATION PURPOSE ivings Edit List - Detai				Page 1
Print serial numb	Qty received tail: Location detail er detail qtyordered xunit cost E:	xtended last cost = qty ordered	x location last cost				
Recvr #	100033		Reovr date	3/18/2006		Recvr subtotal	34.99
Recvr loc Vendor #	MAIN FOOTJOY		Ship-via code		1	Recvr misc	0.00 34,99
vendor# Vendorname			Qtytorecv			Recvr total	54.88
ten #	Footjoy - Acushnet Comp	Jany	Qty received	11-14		Received cost	Ext recycl cost
Description Vendor's item # PO #	ł		Qtyreceived Qtyexpected Qtybackordered	Unit		Received cost Last cost Item Prc 1	Ext recvoloost Ext last cost Retail value
SHOES			1	EACH		34.9900	34.99
Worn en's golf sh	oes		1			33	32.50
100014		Multi/7 /Wide	0			75	74.99
Receiver# 1000	33 line totals	1 items in receiver	Qty received		1	Ext recycl cost	34,99
			Qty backordered		Ď	Ext last cost	32.50
						Total retail value	74.99
Reovr #	100034		Recyr date	3/18/2006		Recvr subtotal	209.50
Recvrloc Vendor#	MAIN TAYLORMADE		Ship-via code		1	Reovrimiso	0.00 209.50
vendor# Vendorname	Taylor Made Golf		Qtytorecv			Recvr total	209.00
tem #			Qt v received	Upit		Received cost	Ext recycl cost
Description			Qtyexpected			Last cost	Ext last cost
Vendor's item # P0 #			Qtybackordered			Item Prc 1	Retail value
TAY-FSD			1	EACH		209.5000	209.50
TaylorMade Fire	Sole Driver		1			210	209.50
100015			0			419	419.00
Receiver# 1000	34 line totals	1 items in receiver	Qty received		1	Ext recvd cost	209.50
			Qty backordered		D	Ext last cost	209.50
						Total retail value	419.00

Receiver Forms

Select Purchasing > Receivings > Receiver Forms

• Use this function to print forms for posted or unposted receivers

	🔯 Receiver Forms	
Receiver forms can also be printed at the time a receiving is posted.	Report Receivers Order by Recvr #, PD #, Sequence # Parameters Receiving History Receiving History Receiving History Line	
Click Print form to print form for receiver in Purchasing > Receivings > Enter	Cell detail Grid view Report Unposted Receivers Order by Record #, PO #, Sequence # Parameters Receiving Batch MGR Batch MGR Batch Print qty Qty received Print gerial number detail Print gelected lines only Print cystomer order information	
	<u>E</u> -mail Preview Print Options >> Close	Help

	Receive	r		
FOR DEMONSTRATION PURPOSES ONLY			Reovr #:	10000
645 Tournament Lane			Page:	1
Memphis TN 38138 USA			Reovridate:	2/15/2001
Pro Golfer 800-I-LUV-GOLF	progolfer@progolfer.com		Reovritioo:	MAIN
800-1-00V-00 LF	progoner@progoner.com			
Vendor #: TAYLORMADE		Ship to: Main store loca	ition	
Taylor Made Golf		123 Tourname		
5545 Fermi Court		Memphis TN	38138 USA	
Carlsbad CA 92008				
Contact 1: Customer Service				
Phone 1: (800) TAYLOR-MADE				
em #		Qtyreceived Unit	Received cost	Ext recvd cost
endor's item # escription		Qtyexpected	Unit landed cost	Line misc chrgs
0 #		Qtybackordered	Cost corr	Landed cost
AY-FSD		1 EACH	209.5000	209.50
		3	209.5000	0.00
aylorMade FireSole Driver		2		209.50
00001				
AY-FSI		1 EACH	394.5000	394.50
		3	394.5000	0.00
aylorMade FireSole Irons		2		394.50
00001				
AY-NUP		1 EACH	56.0000	56.00
		3	56.0000	0.00
avlorMade Nubbins Putter		2		56.00

Posting Receivings

Select **Purchasing > Receivings > Post** to post all receivings in a batch



or

click

Post receiver in **Receivings > Enter** to post the current receiver

When posting is complete, a message appears to indicate the event number assigned, and whether any errors occurred.

Confirm		×
٢	Event Number: 700093 Processing complete with no errors Do you want to view the Receivings Journal?	
	Yes No	

Depending on configuration settings for the company, you may be prompted to view or print the posting journal, receiver forms, and labels for the received items.

The Receivings Journal can be printed later, using **Purchasing > Reports > Journals > Receivings**.

Receiver forms can also be printed later, using **Purchasing > Receivings > Receiver Forms**.

Confirm		×
?	Do you want to view the Receiver Forms?	
	<u>Y</u> es <u>N</u> o	

Labels can be printed later, using **Inventory > Labels from Tags**.

Posting a non drop-ship receiving updates quantity on hand, quantity on order, average cost, last cost and receiving date for each item. If configured for the company, unit cost in each vendor-item record is also updated.

Distributions for multi-currency Purchasing

When using multi-currency Purchasing, distributions are always updated in the HOME currency.

Distributions for Tax in Purchasing

When using tax in Purchasing, distributions are updated when posting receivings for any tax to be paid to the vendor. The distributions are posted to the Purchasing tax account specified for the tax authorities associated with the tax code in the receiving. Purchasing taxes do not change Item costs in Counterpoint.

Receivings Journal

	Time10:49:12 <i>)</i>	RΜ	FOR DEMONSTRATION PURPO: Receivings Journal - Det				Page ′
Event#: 7001 Bat ID: MGR	61 }	2 Upda 2 Succ	ites requested essful				
Extended cost =	: Qty received etail: Location detail : qty ordered x unit (= qty ordered x location last cost				
)rderby: Recu tecvr#	100033		Redvr date	3/18/2006		Recvr subtotal	34.99
leovr loc	MAIN		Ship-via code			Reovr misc	0.0
/endor# /endorname	FOOTJOY Footjoy - Acushne	t Company				Recvr total	34.99
em #)escription /endor's item ; 20 #	#		Qty received Qty backordered	Unit		Received cost	Ext recvd cos
HOES Vom en's golf st	hoes		1 0	EACH		34.9900	34.9
00014		Multi/7/Wide					
Recei	vertotals	1 lines in receiver	1 0			Ext recvol cost Total receiver misc Recvr total	34.99 0.01 34.99
Redvr #	100034		Recvr date	3/18/2006		Recvr subtotal	209.50
lecvrloc /endor# /endorname	MAIN TAYLORMADE Taylor Made Golf		Ship-via code			Reovrimisc Reovritotal	0.0 209.5
em #)escription /endor's item ; 20 #	#		Qty received Qty backordered	Unit		Received cost	Ext recvd cos
AY-FSD aylorMade Fire	Sole Driver		1 D	EACH		209.5000	209.5
00015							
Recei	vertotals	1 lines in receiver	1 0			Ext recvol cost Total receiver misc Recvr total	209.51 0.01 209.51
Rer	port totals	2 lines in report	Qty received		2	Recvr subtotal	244.49
,		2 receivers in report	Qty backordered		D	Total misc chrgs Recvr total	0.00 244.49
			End of report				

Receiving History

Select Purchasing > Views > Receivings History

• Use to view receiving history, without making changes

🔯 View Receivings Hi	story				
	▶ 🔎 `	76 🗋 🎒 · 🕼	•		
<u>R</u> eceiving #	10000 🔎	2	Locatio	n MAIN	
Vendor number	TAYLORMADE	Taylor Made Golf	Received da	te 2/15/2001	
Receiver Lines Misc	c charges Vouchers	1			
Vendor number	TAYLORMADE	Taylor Made Golf			<u>N</u> ext>
Location	MAIN	Main store location			Print Form
Received date	2/15/2001				
Ship-via code					
User	MGR	Manager of club			
Reference					
Comment 1					
Comment 2					
Comment 3					
					>>

Receiver Lines	Misc cha	rges Vouchers								
Item number	ltem desc	ription	Qty recvd	Unit name	Received unit cost	Ext cost				
TAY-FSD	TaylorMa	de FireSole Driver		EACH	209.5000		209.50			
		de FireSole Irons		EACH	394.5000		394.50			
TAY-NUP	T aylorM a	de Nubbins Putter		EACH	56.0000		56.00			
		Receiver Lines Misc cha	arges Vouchers							
		Misc charge 1 0.00)					<u>N</u> ext>		
PO num	ber 100									
Vendor's item num								Print Form		
Item descript			() I	1		1				
Commen Commen			Receiver Line	es Misc	charges Vouchers					
Commen			Vouchered I	o Vouche number	er Date vouchered	Invoice number	Subtotal vouchered	Total misc charges vouchered	Total vouchered	Dist date
			TAYLORM/	76532	12/16/2005	76532	660.0	0.00	660.00	12/16/2005
								Voucher	ed	Balance
			Denue		vouchered	<u>N</u> ext>		Subtotal 660.00	1.00	
			Docum	encisituliy	vouchereu ·	Print Form	Misc o	harge 1 0.00	0.00	
					1	Ennt Form		harge 2 0.00	0.00	
							Total vo	uchered 660.00	1.00	>>

Exercise 2: Receiving Purchase Orders

Try it Yourself! In this exercise, you will learn how to create and post Receivings.

Complete these steps:

- 1. Select Purchasing>Receivings>Enter.
- 2. Auto-Assign the Receiving Number.
- 3. In the Purchase Order Lookup, select the PO from **ADAMS** you created in the earlier exercise.
- 4. On the Select receiving mode dialog, select to:
 - mark all lines as Selected
 - set Quantity received so that it defaults to Expected quantity
 - set Unreceived quantity defaults to Backorder.

Click OK.

When the note for Adams appears, close the note.

- 5. On the Receiver tab, use today's date as the Received date.
- 6. Switch to the Lines tab.

This is where you make any changes to reflect the quantity actually received for each item.

No adjustments are needed.

Click	<u>S</u> ave	
Click	Post receiver	

Seceivings Enter - Batch:MGR	
🔁 🖶 + 🗙 🎟 🔍 🕨 🎾 ষ	s 🗋 🛃 · 🔁 · 🔯 ·
Receiving II [AUTO-ASSIGN] [Auto-assign] [Import] Vender number ADAMS Adams Goll Adams Goll </th <th>Location MAIN Received date 10/25/2012 Sugget Prices</th>	Location MAIN Received date 10/25/2012 Sugget Prices
PO number Item number Entered description Orig qty Order unit	Dty recvd Dty recvd Dty to backorder Last cost Net received unit cost
100039 ADM-TL2 Adams Tight Lies 2 Wood 12 EACH	12 12 0 174.9950 174.9950
▶ (find line)	0.0000 0.0000
Selected Turnseet	
	Stocking V Percent V
Customer orders	Apply document discount? Ext cost
Vendor's item number Item description	Next>
	Post receiver Qty to recv 12,0000 Subtotal 2,099.94
This line is not from a PO.	Save Total weight 0.0000 Total misc 0.00
	Total cube 0.0000 Total 2.099.94
	Dog Discount Selected lines 1
	Total qty received (stk units) 12,0000

Depending on configuration settings for the company, you may be prompted to view or print the posting journal, receiver forms, and labels for received items.

END OF EXERCISE

Enter Quick Receiving

Select Purchasing > Quick Receivings > Enter

- Use to receive merchandise without creating purchase orders
- Use to receive quantity at a location for a single item
- Updates vendor item information when posted

🔯 Quick Receiving	s Enter - Batch:MGR		
E 🗄 🕂	· 🗙 🖻 📰 🗖 🕨 🔎 '	🕉 🍜 • 🔯 •	
l <u>t</u> em number	TEES Bag of Tees		
Location	MAIN 📃 🖉 Main store loca	tion	
Transacti <u>o</u> n date	10/27/2007		
⊻endor number	TITLEIST	Purchasing unit	
Receiver #	100041 Auto-Assign	Unit cost	
Quantity	20 EACH 🔽	Stocking unit E	ACH
<u>C</u> ost	0.4000	Qty on hand 2	
Refere <u>n</u> ce		Qty available 22	2
	No vendor-item record on file.	Average cost 0.	6750
		Standard cost 0.	.0000
		Last cost 0.	4000
			Post

Cost

- Shows Vendor item cost as default value.
- If cost in vendor item record is .00, or there is no vendor item record, last cost for item at location appears
- Use must be authorized to enter costs to change the default cost that appears

Note: Purchasing tax is not calculated in Quick Receivings.

Edit List

Select Purchasing > Quick Receivings > Edit List

	🔯 Quick Receivings Edit List	
Select how gridded items will appear and whether to print serial numbers.	Parameters Quick Receiving Batch MGR Batch created for MGR. Cell detail Grid view V Print serial number detail	
Filter the Quick Receivings to print.		>>
	E-mail Preview Print Options >> Close	<u>H</u> elp

Date 2/23/2006 Time 7:41:54/		DR DEMONSTRATION PURPOSE Quick Receivings Edit List		Page
Batch ID: MGR Cell detail: Grid view Print serial number detail				
ttem # Description Reference Error reference	Location Rovr# Tr× date	Vendor #	Qtyrec Unit	Avg unit cost Trx unit cost
ADM-TL9 Adams Tight Lies 9 Wood	MAIN 100030 09/18/2005	AD AM S	2 EACH	212.8800 180.0000
MAX-XSD Maxfli XS Distance Balls	STORAGE 100033 02/17/2006	MAXELI	4 DOZ	0.0000 10.7960
2 Vendors listed		2 Receivings	6	
		End ofreport		

Posting Receivings



When posting completes, a message appears to indicate the event number assigned, and whether any errors occurred.

Depending on configuration settings for the company, you may be prompted to view or print the posting journal and labels for the Quick Receiving items.



You can also print the journal later, using **Purchasing > Reports > Journals > Quick Receivings**.

You can print labels later, using **Inventory > Labels from Tags**.

Quick Receivings Journal

Date 2/2	3/2006 Time 7:43:49A	AM .				Page 1
			FOR DEMONSTRATION	PURPOSES ONLY		
			Quick Receiving	gs Journal		
Event#	700167	2 Upc	lates requested			
User	MGR	2 Suc	cessful			
Bat ID	MGR					
Order by: Ev	vent #, Batch ID, Item #,	Location Try date Se	a #			
tem #	vent #, baton ib, item #,	Location	Rovr#	Qtyrec Unit	Avg unit cost	Ext cos
Description	1		Vendor #		Tr× unit cost	Cost con
Reference			Tr× date			
ADM-TL9		MAIN	100030	2 EACH	196.4400	360.00
Adams Tigh	t Lies 9 Wood		ADAMS		180.0000	0.00
			09/18/2005			
MAX-XSD	istance Balls	STORAGE	100033 MAXELI	4 DOZ	10.7950	43.18
махтіх с рі	Istance Balls		02/17/2006		10.7950	0.00
			02/17/2000	T-1-1-0-1	T 1 T 0	T
				Total Qty	Total Trx Cost	Total Cost Con
:	2 Vendors listed	2 Receiving:	5	6	403.18	0.00

Entering an Adjustment

Select Purchasing > Adjustments > Enter

- · Use to correct costs and miscellaneous charges for an already posted receiving
- Cannot do purchasing adjustments on drop-ship receivings



Receiver Tab

Under **Adjusted**, enter the new subtotal amount for all line items.

If you enter an adjusted subtotal, the difference in the new amount will be allocated among all lines on the receiver, based on their extended costs.

To control the cost amount allocated to each line, instead enter the adjusted cost amount on the Lines tab.



Lines Tab

Enter adjusted costs for each line on the receiver.

	ustments Enter - Batch	:MGR	•	3	- 🔁	• 🕼 •				_
Receiving # 10	00191	Select Receiver				Adjustme	nt date 6/ 1/20	D15 👻	C Home	
Vendor number IZ		lips-Van Heusen Corp	noration			Receiving I	ocation MAIN			ment currer
Received date 5/		eceived by MGR				Location	n aroup			
		received by Man								
leceiver Lines	Misc charges									
Item number	Description		Qty received		Unit name	Previous unit cost	Previous ext cost	Adjusted unit cost	Adjusted e	xt cost
SHORTS	Shorts - Men's Twill Plea	ited		108	EACH	14.9900	1,618.92	15.4900	1	1,672.9
	(find line)									
Item number SHORTS				2	Qty recei		Received cost	<u>Received a</u> 1,618.92	ext cost	HOME
SHORTS	II Pleated		2	8	108	Previous	14.9900	1,618.92	ext cost	HOME
	II Pleated			2			14.9900 15.4900		ext cost	НОМЕ
SHORTS Shorts - Men's Twi Vendor's item nur	mber SHORTS			Z	108	Previous Adjusted	14.9900 15.4900	1,618.92 1,672.92 Subtotal	1,672.92	HOME
SHORTS Shorts - Men's Twi Vendor's item nur Item descrij	mber SHORTS ption Shorts - Men's Twill Pl	eated		2	108	Previous Adjusted Taxable Next	14.9900 15.4900	1,618.92		
SHORTS Shorts - Men's Twi Vendor's item nur	mber SHORTS ption Shorts - Men's Twill Pl ent 1	leated		Z	108	Previous Adjusted Taxable	14.9900 15.4900	Subtotal Total misc Adj tax Total	1,672.92 68.00 0.00 1,740.92	HOME
SHORTS Shorts - Men's Twi Vendor's item nur Item descrij Comme	mber SHORTS ption Shorts - Men's Twill Pl ent 1 ent 2	leated		C	108	Previous Adjusted Taxable Next	14.9900 15.4900	Subtotal Total misc Adj tax Total Fotal weight	1,672.92 68.00 0.00 1,740.92 0.00	HOME HOME HOME
SHORTS Shorts - Men's Twi Vendor's item nu Item descrij Comme Comme	mber SHORTS ption Shorts - Men's Twill Pl ent 1 ent 3 price	leated	2		108	Previous Adjusted Tgxable <u>N</u> ext Pos	14.9900 15.4900	Subtotal Total misc Adj tax Total	1,672.92 68.00 0.00 1,740.92	HOME HOME HOME

Misc charges Tab

Enter adjusted miscellaneous charges for the receiver.

🕉 Purchasing Adjust	ments Enter - B	atch:MGR						_ [] >
Receiving # 10019 Vendor number IZ0D Received date 5/29/	1200	Select Rece D-Phillips-Van Heuser Received by MG	eiver n Corporation	<i>⊟</i> • ∋ •	Adjustment date 6/ 1/201 Receiving location MAIN Location group	5 _	Show costs in. Home curre O Document	ency
	c charges							
Misc charge 1 Misc charge 1 amt Durrency		HOME Home curre	0.00 ency (US Dollars)	(Previous)				<u>N</u> exb
Misc charge 2 Misc charge 2 amt	83.00	CAN\$		(Previous)			—	Post Save
Cyrrency Exchange rate		Canadian c	= 0.8000	НОМЕ			Ex	ch rates
					Subtotal Total misc Adj tax Total Total weight Total cube Tot qby newd (sik	1,672.92 66.40 0.00 1,739.32 0.00 0.00 108.00	HOME HOME HOME HOME	
					units)			:

Multi-currency Purchasing

If you are using multi-currency Purchasing, the currency code and the Receiver Exchange Rate that were assigned to the receiving are shown on the Receiver tab.

OPurchasing Adjustments	s Enter - Batch:M	GR					
🔄 🗐 🕂 🗙	, 📖 🔍	> 🔎 🍾	3	<i> -</i> 🔁	- 😡 -		
- Receiving # 100193		Select Receiver	I		Adjustment date	6/ 1/2015 👻	Show costs in C Home currency
Vendor number MKRAK	MKRAK			1	Receiving location	MAIN	Document currency
Received date 6/1/2015	Rece	eived by MGR		-	Location group		
Receiver Lines Misc charg	ges						
⊻endor number	MKRAK	D 🕑 MKRAK					Next>
Currency code	CAN	🔎 Canadian c	urrency				
Receiver Exchange rate	1.0000	CAN\$	= 0.8000	HOME			Post
Adjustment Exchange rate	1.0000	CAN\$	= 0.8000	HOME	Change		Save
Vendor tax <u>I</u> D #							
T <u>a</u> x code	CAN	🔎 Canadian tax	(Purchasing))			
Your ta <u>x</u> ID #	9999						
<u>R</u> eference							
Co <u>m</u> ment 1							
Comment 2							
Comment 3							
Lines received	1	 Qty receiv	ved 12.0000)			
	Previous	Adjusted					
S <u>u</u> btotal	4,125.00	4,125.00	c	AN\$			
Total misc	200.00	200.00	C	AN\$			
Adj tax	206.25	206.25	C	AN\$			
Total	4,531.25	4,531.25	C	AN\$			
							>>
							>>

Click <u>Change</u> to change the exchange rate to enter a different exchange rate in the adjustment. You cannot change the currency code that was used for the receiving.

Costs initially appear in the receiving's currency. You can switch to view costs in your HOME currency.

Show costs in	l
Home currency	l
C Document currency	l

To enter adjusted costs, you'll need to show costs in the Document currency.

Item number	Description	Qty received	Unit name	Previous unit cost (CAN\$)	Previous ext cost (CAN\$)	Adjusted unit cost (CAN\$)	Adjusted ext cost (CAN\$)
100001	Bettinardi Counter Balance	12	EACH	343.7500	4,125.00	343.7500	4,125.00
	(find line)						
an purchar			Oty receip	ved	People of cost	Panajuad a	w ood
m number			Qty receiv		Received cost	Received e	
00001			12	Previous	343.7500	4,125.00	wt cost
	Balance			Previous			

Tax in Purchasing

If you are using tax in Purchasing, the Adjusted tax amount is automatically recalculated as you adjust costs, based on the Tax code in the receiving.

To override the adjusted tax amount, click the Adj tax field on the Lines tab.

🙆 Purchasing Adjustments Enter - Batch:MGR			
	🚡 🗋 🍠 • 🛃 • 🞼		
Receiving # 100193 Select Receiver Vendor number MKRAK MKRAK Received date 6/1/2015 Received by MGR	1 1	Adjustment date 6/ 1/20 leceiving location MAIN Location group	Show costs in C Home currency C Document currency
Receiver Lines Misc charges			
Item number Description	Qty received Unit name Previous u (CAN\$)	init cost Previous ext cost (CAN\$)	Adjusted unit cost Adjusted ext cost (CAN\$)
100001 Bettinardi Counter Balance (find line)	· · · ·	343.7500 4,125.00	· · ·
Item number 100001 Bettinardi Counter Balance		Previous 343.7500 Adjusted 343.7500	▼ Received ext cost 4,125.00 4,125.00 CAN\$
Vendor's item number 100001 Item description Bettinardi Counter Balance Comment 1 Comment 2 Comment 3 Vendor's list price 349.99 Unit cost 343.7500 EACH		Next> Post Save T	Subtotal 4,125.00 CAN\$ Total mino 200.00 CAN\$ Adj tax 206.25 CAN\$ Total 4,351.25 CAN\$ Total weight 0.00 COUNT Total cube 0.00 COUNT
Enter the new tax amount at Order tax.	Tax Override <u>N</u> ormal tax amount O <u>r</u> der tax	206.2500 C/ 161.00 H(? × DME Use Normal Tax AN\$ DME AN\$

<u>0</u>K

C<u>a</u>ncel

<u>H</u>elp

Edit List

Select Purchasing > Adjustments > Edit List

Select:

- Whether to print items
- Whether to print miscellaneous charge detail

	🔯 Purchasing Adjustments Edit List	
Filter which	Order by Receiver #	
purchasing	Parameters Purchasing Adjustment	
adjustments to print		
	Batch MGR	
	✓ Print line items	
	Print miscellaneous charge detail	
		>>
	<u>E-mail</u> Preview Print Options >> Close	<u>H</u> elp

Depending on configuration settings, you may be prompted to view or print

the posting journal.

Posting an Adjustment



When posting is complete, a message appears to indicate the event number assigned to the posting and whether any errors occurred.

Confirm		×
?	Event Number: 700123 Processing complete with no errors	
	Do you want to view the Purchase Adjustments Journal?	

The posting journal can be printed later, using **Purchasing > Reports > Journals > Purchase Adjustments**.

Posting a purchase adjustment updates receivings history. If adjustments were made to the cost for any item, the item's average cost and last cost are also updated. An adjustment to miscellaneous charges may also update an item's average cost, if the miscellaneous charge is defined to be included in the cost of inventory. Unit costs in vendor item records may also be updated, based on configuration settings.

A balance will show for a fully vouchered receiver if a purchasing adjustment is made after the receiving has been vouchered to Accounts Payable.

Entering a Return to Vendor

Select Purchasing > Returns to Vendor > Enter

• Use to enter transactions for merchandise that is being returned to a vendor

	🐼 Returns to Vendor Enter - Batch:MGR	
Assign an RTV	🖸 🖶 + X 📖 \triangleleft 🕨 🖉 🏷 🕞 · 🔂 · 🔯 ·	
number	RTV number (AUTO-ASSIGN) Auto-assign Location MAIN C Home currency	
	Vendor number IZOD IZOD-Phillips-Van Heusen (Return date 6/2/2015 💽 Document currency	
	Vendor RTV Lines Misc charges	
	Vendor number ZOD ZOD-Phillips-Van Heusen Corporation	<u>N</u> ext>
Vendor Tab	Currency code HDME Prome currency (US Dollars)	Print form
	Name IZOD-Phillips-Van Heusen Corporation	Post
	Salutation First name	Save
Identify the Vendor	Last name	
	Addgess 1 1062 MacArthur Road	
for the RTV.	Address 2	
	Address 3	
If using multi-	City Reading State PA	
currency Purchasing,	Zip code 19605 Country	
specify the currency	Phgne 1-800-365-2678 Contact 1	
	Fax Contact 2	
code in which the	⊻endor tax ID #	
RTV credit will be		
issued.		
		>>

RTV Tab

Specify the Location, Return date, and RMA number.

Enter additional reference data or comments.

If using tax in Purchasing, specify the tax code to use for credit of Purchasing taxes.

🐼 Returns to Vendor Enter - Batch:MG	R			_
🔁 📑 🕂 🗙 📖	ج 🕨 🖊 ک	🗋 🚄 - 🔁 - 🔯	<u>9</u> -	
RTV number (AUTO-ASSIGN)	Auto-assign	Location MAIN	Show costs in C Home currency	
Vendor number IZOD Vendor RTV Lines Misc charges	IZOD-Phillips-Van Heusen (Return date 6/2/2015	Document currency	
· · · ·				
Location MAIN	PC			<u>N</u> ex
Return date 6/ 2/2015	-			Print f
RMA number 45667				Pos
Returned by MGR	PZ			<u>S</u> av
Ship-via code UPS GROUND	\square			
Ta <u>x</u> code				
<u>R</u> eference				
Comment 1				
Comment 2				
Comment 3				
Your tax [D # 9999				

Lines Tab

Enter the items, quantities, units, and expected credit amounts for the return.

When using multi-currency Purchasing, select to Show costs in the document currency if you want to enter the credit amount for a line item.

Misc charges Tab

Enter any miscellaneous charges for which the vendor is crediting you.

Enter a negative amount for charges the vendor is charging you to return the merchandise (i.e., restocking fee).

When using multi-currency Purchasing, you can change the currency code and/or exchange rate used for a miscellaneous charge for this RTV.

When using tax in Purchasing, click the Tax field on the Lines tab or Misc charges tab to override the tax amount to be credited.

Click <u>Save</u> to save the RTV.

Click Post RTV to post the RTV.



🙆 Returns to Vendo	r Enter - Batch:M	IGR						_ 🗆 ×
🗲 县 🕂				i 🧉 - 🔁 -	3 -			
• RTV number Vendor number	(AUTO-ASSIGN) IZOD	Auto-a	issign	Location MAIN eturn date 6/2/2015	Show C H	v costs in ome currency ocument currency	ł	
Vendor RTV Lines	Misc charges							
Amount	20.00	CAN\$						<u>N</u> ext>
Currency	CAN	, P Canadi	an currency					Print form
Exchange rate	1.0000	CAN\$	= 0.8000	HOME			Ĩ	Pos <u>t</u>
Misc charge 2	P						Ī	<u>S</u> ave
A <u>m</u> ount	·	HOME						Exch rates
Currency	HUME	Home	currency (US Dollars)				-	
						Subtotal Total misc	269.82 16.00	HOME HOME
						Tax	0.00	HOME
						Total tal weight	285.82 0.0000	HOME
						Total cube	0.0000	
								>>



Edit List

Select Purchasing > Returns to Vendor > Edit List

Review the details of RTVs prior to posting	Returns to Vendor Edit List Order by RTV #, Sequence # Parameters Return to Vendor RTV Line	_ 🗆 X
Filter the RTVs to print	Batch MGR Print line items Cgll detail Grid view ✓ Print serial number detail	
	Preview Print Options >> Close	>> Help

Date 4/17/2006	D6 Time10:52:57AM FOR DEMONSTRATION PURPOSES ONLY RTVs Edit List - Detail						
Bat ID:MGR Cell detail:Grid vie Print serial num be Order by:RTV#	rdetail						
	100004 MAIN		Retn date Ship-via code	3/18/2006 UPS GROUND		Subtotal Total misc	335.00 0.00
	ADAMIS Adamis Golf		Total qtyto retn RMA number	2 0192-01		Total	335.00
tem # Vendor's item # Description			Qtyreturned	Qtyunit		Credit amt	Ext credit am
ADM-TL3 ADM-TL3 Adams Tight Lies:	3 Wood		1	EACH		174.9950	175.00
ADM-SCD			1	EACH		159.9960	160.00
Adams SC Driver,	RH						
line totals		2 lines in RTV	2				335.00
Repor	t totals	2 lines in report 1 RTVs in report	Qty returned		2	Subtotal Total misc Total	335.00 0.00 335.00

Posting a Return to Vendor

Select Purchasing > Returns to Vendor > Post

• Use to post all RTVs in a particular batch

Confirm		×
2	Post all transactions for Batch [MGR]?	
	<u>Y</u> es <u>N</u> o	

- II ×

•

When posted, the quantity on hand of each item is reduced by the returned quantity.

🔯 Returns to Vendor Forms

Report Unposted RTVs

Printing RTV Forms

Select Purchasing > Returns to Vendor > Print Returns to Vendor

 Use to print form for posted or unposted RTVs

Form can also be printed from Returns to Vendor>Enter and at the time an RTV is posted.

	Order by RTV #, Sequence #
	Parameters Return to Vendor RTV Line
	Batch MGR
	Cell detail Grid view
	Print qty Qty to return
	✓ Print serial number detail
b a	
he	
	<u>>></u>
	E-mail Preview Print Options >> Close Help

	Retur	n to Vendor			
FOR DEMONSTRATION PURPOSES ONLY 645 Tournament Lane Memphis TN 38138 USA ProGolfer 800-I-LUV-GOLF progolfer@progolfer.com	,			RTV #: Page: Retn date: RTV loc ID: RMA number:	100001 1 6/28/2005 MAIN ADAMS-R01
To: ADAMS Adams Golf 2801 East Plano Parkway Plano TX 76074		From:	Main store location 123 Tournament Di Memphis TN 38138		
Contact 1: Information Line					
Phone 1: (800) 709-6142					
ttem # Description Vendor's item #		Qtyretu	rned Qtyunit	Credit amt	Ext credit am
ADM-TL2 Adams Tight Lies 2 Wood ADM-TL2	0.00 / 0.00 0.00 / 0.00		1 EACH	175.0000	175.00

Total qty returned:	1	Subtotal:	175.0
		T ot al :	175.0

RTV History

Select Purchasing > Views > RTV History

• Use to view Returns to Vendor history, without making changes

🐼 View RTV History			
🔄 🥅 🔺 🕨 🔑 🍞	s 🗋 🍜 • 🔊 •		
<u>RTV number</u> 100006		Location MAIN	Show costs in
Vendor number IZOD IZ	0D-Phillips-Van Heusen Corpc	Return date 6/2/2015	 Document currency
Vendor RTV Lines Misc charges Vouc	hers		
Currency code CAN	🔎 Canadian currency		Next>
Exchange rate 1.0000 CAI	4\$ = 0.8000	HOME	
Name ZOD-Phillips-Van Heus	en Corporation		Print Form
Salutation	First name		
Last name			
Address 1 1062 MacArthur Road			
Address 2			
Address 3			
City Reading	State PA		
Zip code 19605	Country		
Phone 1-800-365-2678	Contact 1		
Fax	Contact 2		
⊻endor tax ID #			
			>>

Location MAIN	Vendor RTV	Lines Misc ch	arges	Vouchers							
Return date 6/2/2015	Item number	Item desc	ription		Qty retd	Unit name	Credit amount (CAN\$)	Extended credi	t (CAN\$)		1
RMA number 45667	> SHORTS	Shorts - N	len's Tr	will Pleated	1	8 EACH	18.7375	i	337.28		
Returned by MGR	_										
Ship-via code UPS GRO	[Vendor RTV	Lines	Misc charges	Vouchers						
Iax code CAN		Misc charge 1	Lines		- voucinere				_		
T <u>a</u> x code (normal)		Ag	nount [20.00	CAN\$						<u>N</u>
Your tax ID # 9999		Cur	rency [CAN	🖉 Cana	dian currency	,				<u>P</u> rin
Reference		Exchange	rate [1.0000	CAN\$	= 0.8	:000 H	IOME			
Comment 1		Misc charge 2									
Comment 2	Vendor's item		nount		CAN\$			-			
Comment 3	Item des		rency			dian currency					
	Con Con	Exchange	rate	1.0000	CAN\$	= 0.8	1000 H	IOME			
				/endor RTV Voucher to	Lines Misc o	Date	Invoice	Vouchered	Total misc charges	Total vouchered	d Dist date
							Invoice number		Total misc charges vouchered -15.00		d Dist date
				Voucher to vendor	Voucher number	Date vouchered	Invoice number	subtotal	vouchered -15.00	-1,539.80	2/23/2006
				Voucher to vendor	Voucher number 13542	Date vouchered 2/23/2006	Invoice number 13542	subtotal -1,524.80	vouchered	-1,539.80	
				Voucher to vendor	Voucher number	Date vouchered 2/23/2006	Invoice number 13542 <u>N</u> ext>	subtotal -1,524.80 Subt	vouchered -15.00 Vouchered	-1,539.80 J E	2/23/2006
				Voucher to vendor	Voucher number 13542	Date vouchered 2/23/2006	Invoice number 13542	subtotal -1,524.80 Subt	Vouchered -15.00 Vouchered otal 1,524.80 je 1 15.00	-1,539.80 -1,539.80 d E	2/23/2006
				Voucher to vendor	Voucher number 13542	Date vouchered 2/23/2006	Invoice number 13542 <u>N</u> ext>	subtotal -1,524.80 Subt Misc charg	Vouchered -15.00 Vouchered otal 1,524.80 je 1 15.00	-1,539.80 -1,539.80 	2/23/2006

Vouchering

Select System > Accounting > Voucher Receivings

- Use to create invoices (vouchers) in Accounts Payable to pay vendors for merchandise previously received in Counterpoint
- A single receiver can be vouchered to multiple vendors
- Receivers are available for vouchering until they are Fully Vouchered

Souther Receivings			
Set filter Select receivers Invoice Distributions			
Location MAIN DC Main store location			
Vendor number			
Received date is on 1 / 1			
Vouchered status is not (exactly) Fully vouchered			
			>>
		1	
	<u>N</u> ext >>	Close	Help

Filter to receivers to be paid

Set filter tab

Select receivers tab

From the list of filtered receivers, select the receivers to include on this voucher.

Quick Receivings do not appear and cannot be vouchered to A/P.

RTVs appear with a negative amount. When vouchered to A/P, they create credits that are due from the vendor.

Cannot voucher receivings at different locations at same time.

filter	Select receive	rs Invoice D	istributions								
elected	Receiving number	Vendor number	Received date	Name			P.O. description	Subtotal	Total misc chgs	Total	
Γ	100141	DUNLOP	2/3/2012	Dunlop)		100147	36.15	0.00	36.15	Γ
	100165	DUNLOP	4/29/2012	Dunlop)		100168	95.04	0.00	95.04	
	100177	DUNLOP	7/5/2012	Dunlop)		100184	760.00	0.00	760.00	
	100117	DUNLOP	8/19/2009	Dunlop)		2 PO's	248.44	0.00	248.44	
	100108	FOOTJOY	9/16/2008	Footjoy	· Acushnet Comp	any	100109	1,854.47	0.00	1,854.47	
	100128	FOOTJOY	1/8/2012	Footjoy	- Acushnet Comp	any	100130	384.89	0.00	384.89	
	100142	FOOTJOY	2/3/2012	Footjoy	- Acushnet Comp	any	100148	524.85	0.00	524.85	
Receiver details		Received Previous amounts voucher					/oucher amount	Selected totals			
ntered inventory total		384.89	0.00		384.89	384.1	9	Entered inventory to	tal 384.89		
м	isc charge 1	0.00	0.00		0.00	0.00		Misc charge	1 0.00		
м	isc charge 2	0.00	0.00		0.00	0.00		Misc charge	2 0.00		
	Entered total	204.00	0.00		384.89	384.	10	5			
	Entered total	304.03	0.00		304.03	384.	53	Entered to	tal 384.89		
				D	ent is fully vouche						

Multiple receivings cannot be vouchered together if miscellaneous costs are allocated on one of the receivings and not allocated on another.

Select *Document is fully vouchered* to mark selected receivings as fully vouchered when vouchered is completed. Prevents receivings from being vouchered again in the future.

Select *Mark as Manually Vouchered* if an invoice has already been manually set up in Accounts Payable for a particular receiving.
Invoice tab

Enter/change the invoice information

- Vendor for whom invoice will be created
- Vendor's invoice number
- Vendor's invoice date
- Date to use for distributions that will be taken in A/P
- Vendor's invoice amount*
 Vendor's payment terms:
- Due date/days
- Discount date/days
- Amount not eligible for early payment discount
- Early payment discount percent
- Early payment discount amount

Vguchered to F00TJ0Y	PC Footjoy - Ac				
Details [mvsice number [FJ12345 Invc dag 10/20/2005 Digt date [10/20/2005 Invoice amount [1,673:52 Beference	•	Totals Engered inventory total Misc charge 1		Distributions 1,679.52 0.00	(included in cost)
Terms Due date 10/31/2005 Discount date 10/30/2005 Ngordiantible amount 0 00 Discount geneem 2 000 Discount ge	▼ 11 ▼ 10	Total of receivers Variance amount	1,679.52	1,679.52	
<u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u>_</u> <u></u>					

* If Extended inventory total is different than vendor's invoice amount, use Purchasing Adjustments to correct the receiving costs in Counterpoint before vouchering the receiving to A/P.

Distributions tab

Specify the distributions that will be set up with the invoice and that will be taken in Accounts Payable. Full invoice amount must be distributed.

Default distributions suggested by Counterpoint are:

- Item costs to receivings accrual accounts
- Miscellaneous charges not allocated to inventory to Miscellaneous charge account

🔯 Youcher Receivings					_	
Set filter Select receivers	Invoice Distributions					
Vouchered to Invoice number Invc date		ay - Acushnet Compa	ny	Inventory total (including landed costs	1,679.52	
Account	Description		Amount	Variance amour	nt 0.00	
2010	Uninvoiced receivings (new line)		1,679,52			
Account			Amoyint	Total vouchere	d 1,679.52	
	2			Total distribute	d 1,679.52	
Add distribution	Delete distribution Del	ete all distributions	Default distributions	Remaining to distribut	e 0.00	>>
				<< <u>B</u> ack ⊻oucher <u>D</u> i	ose <u>H</u> e	Þ

Click **Voucher** to create the invoice in Accounts Payable. Receivings history in Counterpoint will be updated with the invoice number created in A/P.

Multi-currency vouchering

When using multi-currency Purchasing, all values on the Select receivers and Invoice tabs appear in the Document currency, based on the currency code assigned during receiving.

You can select to show costs in your HOME currency as well.

Select to Show costs in the Document currency if you want to edit the voucher amount on the Select receivers tab or the Invoice amount on the Invoice tab.

er Sel	Receiving: lect receive	rs Invoice D	istributions												5
													⊂ H <u>o</u> r	costs in ne currency cument currency	
cted Re nur	ceiving mber	Vendor number	Received date	Name			P.O. descript	ion Sub	total	Total misc charges	Total				1
2 100	0193	MKRAK	6/1/2015	MKRAK			100200		4,125.00	200.00	4,531.25				1
ceiver de	etails									Selected	totals				í -
		Received amounts	Previou vouche	isly red	Balance		/oucher amount								
	<u>S</u> ubtotal	4,125.00	0.00	4,1	125.00	4,125	5.00	CAN\$			Subtota	4,125.00		CAN\$	
	c charge 1		0.00		0.00	200.0	10	CAN\$			Misc charge 1			CAN\$	
Misc	c charge <u>2</u>	0.00	0.00	0.	00	0.00		CAN\$			Misc charge 2	0.00		CAN\$	
0	Voucher	Receivings					_		_						
		elect receivers	Invoice Dist	ributions											
		Vouchered to	МКВАК		Z) MKRAK									Show cost	
	De	fault terms code			2							<u>E</u> xcha	inge rates		
	Details						Totals								
<u>1</u> ark a		Invoice numbe <u>r</u>	·						Selected		ibutions				
			5/30/2015						4,125.00	4,125.0		N\$			
		Distribution date		•		_		harge <u>1</u>		200.00		N\$	(include	d in cost)	
		Invoice <u>a</u> mount	<u> </u>		CAN\$		Misc c	harge <u>2</u>	0.00	0.00	0	N\$			
		<u>R</u> eference	I												
Γ	Terms														
		Term <u>s</u> code		\square				Tau	206.25	206.25		N\$			
			6/29/2015	•				_	4,531.25	4,531.2		4N\$			
	N	Discount date		•		_	v	ariance	.,001.20	0.00		N\$			
		untable amount	·		CAN\$					1	1				
		iscount <u>p</u> ercent			CAN\$	-									
	L	li <u>s</u> count amount	Default Ter	ms	снир										
_															

Invoices tab

You can click **Exchange rates** on the Invoice tab to modify the exchange rates to use for creating the voucher in Accounts Payable. Counterpoint will use the exchange rate to convert the foreign currency into your Home currency when it creates the voucher in Accounts Payable.

Exchange Rates				<u>? ×</u>
Currency code CAN				
Current 1.000	0 CAN\$	= 0.8000	HOME	j
Exchange rate 1.000	0 CAN\$	= 0.7800	HOME	Use cu <u>r</u> rent
Misc charge 1 CAN				
Current 1.000	0 CAN\$	= 0.8000	HOME	[
Exchange rate 1.000	0 CAN\$	= 0.7800	HOME	Us <u>e</u> current
Misc charge 2 CAN				
Current 1.000	0 CAN\$	= 0.8000	HOME]
Exchange rate 1.000	0 CAN\$	= 0.7800	HOME	U <u>s</u> e current
		Use current	<u>OK</u> ancel	<u>H</u> elp

If you make changes to the exchange rates for the voucher, average costs of the items on the receiving are not updated. Instead, the changes are recorded as gains or losses and will be distributed to the Gain/loss account you specified when defining the Accounting interface information for Accounts Payable.

You can see the amount that will be distributed to the Gain/loss account on the Invoice tab by showing costs in the Home currency.

🞯 Vouc	her Receivings							
Set filter	Select receivers	Invoice Distribution	ns					
	Vouchered to]	<u>E</u> xch	ange rates Show costs in
_ ⊡Detail:	Default terms code s	1		Totals				
	Invoice numbe <u>r</u>	78438			Selected	Distributions		
	Invoice date	5/30/2015	•	Subtotal	3,217.50	3,217.50	HOME	
	Distribution date	6/ 2/2015	•	Misc charge <u>1</u>	156.00	156.00	HOME	(included in cost)
	Invoice <u>a</u> mount	3,534.38	HOME	Misc charge <u>2</u>	0.00	0.00	HOME	
	<u>R</u> eference							
 ⊢Terms								
Tenns	Term <u>s</u> code	NET 30						
	_	6/29/2015	▼ 30	<u>I</u> ax	165.00	160.8800	HOME	Tax changed
	Discount date	·	10	Total	3,538.50	3,534.38	HOME	
Non-c	discountable amount		HOME	Variance		-0.01	HOME	
	Discount percent			Gain/loss		0.01	HOME	
	Discount amount		НОМЕ					
		Default Terms						

If you want the exchange rate changes to affect the average cost of the received items, enter and post a purchasing adjustment on which you modify the exchange rate before you voucher the receiving.

Distributions tab

© V	oucher Receivings				_ _ _ ×		
Set	ilter Select receivers Invoice	Distributions					
	Vouchered to MKRAK	MKRAK		- All distribution amounts a	e in home currency		
	Invoice number 78438						
Invoice date 5/30/2015 [Inventory total (including landed costs] 3.3							
П	Account	Description	Amount	t Ta	160.8800		
	Soount			Variance	-0.01		
				Gain/los	0.01		
	2010300	Uninvoiced receivings		3,460.00			
	8760300	Gain/Loss currency exchange		-86.49			
	2100300	Purchasing tax accrual		160.88			
▶	2010000	Uninvoiced receivings (new line)		-0.01			
	t						
Act	:o <u>u</u> nt	Amount		Vouchered tota	1 3,534.38		
	\square			Total distribute	3,534.38		
	Add distribution Delete dist	tribution Delete all distributions Default distributions		Remaining to distribute	0.00		
			1		>>		
				<< Back Voucher Clo	ise Help		

Amounts on the Distribution tab are always shown in your Home currency.

Using tax in Purchasing

When using tax in Purchasing, the amount of tax calculated for the receiver is shown on the **Select receivers** tab.

et filter 🤇	Select receive	rs Invoice D	Vistributions									Show costs in • Home currenc • Document cur
	Receiving number	Vendor number	Received date	Name		P.O. descri	ption Subto	tal (HOME)	Total misc charges (HOME)	Total (HOME)	L	
I 1	100193	MKRAK	6/1/2015	MKRAK		100200		3,300.0000	160.0000	3,625.0000		
Receiver	details	Received amounts	Previou vouche		Balance	Voucher amount			Selected	totals		
	Subtotal	3 300 0000	0.0000	_	3 300 0000	3.300.0000	НОМЕ			Subtotal	3 217 50	HOME
м	<u>S</u> ubtotal	3,300.0000	0.0000		3,300.0000	3,300.0000	HOME			Subtotal Misc charge 1	3,217.50	HOME
		160.0000									156.00	
	tisc charge 1 fisc charge 2	160.0000	0.0000		160.0000	160.0000	HOME			Misc charge 1 Misc charge 2	156.00	HOME
	tisc charge 1 [tisc charge 2]	160.0000	0.0000		160.0000	0.0000	HOME			Misc charge 1 Misc charge 2 Tax	156.00	HOME

You can modify the tax amount to include on the voucher.

If you are also using multi-currency Purchasing, Show costs as must be set to Home currency to be able to change the tax amount for the voucher.

On the **Invoice** tab, you can modify the tax amount for the invoice. If you only change the tax on the Invoice tab and not also on the Select receivers tab, or vice versa, the difference between the modified amount and the tax amount on the receiving is shown as a Variance.

🐼 Voucher Receivings							<u>_ 0 ×</u>
Set filter Select receivers	Invoice Distributions						
Vouchered to	MKRAK					Excha	Show costs in G Home currency
Default terms code		\square					O Document currency
Details	r	_	Totals				
Invoice number				Selected	Distributions		
Invoice date	5/30/2015	•	Subtotal	3,217.50	3,217.50	HOME	
Distribution date	6/ 2/2015	•	Misc charge <u>1</u>	156.00	156.00	HOME	(included in cost)
Invoice <u>a</u> mount	3,538.50	HOME	Misc charge <u>2</u>	0.00	0.00	HOME	
<u>R</u> eference							
Terms							
Terms code	NET 30	\mathbf{P}					
D <u>u</u> e date	6/29/2015	▼ 30	∐ax	165.00	155.0000	HOME	
Discount date	5/30/2015		Total	3,538.50	3,528.50	HOME	
Non-discountable amount	0.00	HOME	Variance		10.00	HOME	
Discount percent	0.000	_	Gain/loss		0.00	HOME	
Discount amount	0.00	HOME	L				
	<u>D</u> efault Terms						

Using tax in Purchasing

If you modified the tax amount and see a variance on the Invoice tab, you are warned when you move to the Distributions tab that the tax on the receiving is different than the tax on the voucher.

🐼 Voucher Receivings				<u>_ 🗆 ×</u>		
Set filter Select receivers Invoice Distributions						
Vouchered to MKRAK	MKRAK		All distribution amounts are	in home currency		
Invoice number 78438						
Invoice date 5/30/2015 [Inventory total (including landed costs) 3,373.50						
			Tax.	155.0000		
Account Descrip	tion	Amount 🔺	 Variance			
			Gain/loss	0.00		
Warning				×		
	e total tax to voucher on the individual documen	ts is different from the voucher tax	k amount. The amounts may be incorr	ect.		
Do not si	how again		(mm)	<u>o</u> k		
)Donots			<u></u>			
2010300 Uninvoi	iced receivings	3,460.00				
	oss currency exchange	-86.50				
	sing tax accrual	155.00				
2010000 Uninvoi	ced receivings	10.00				
(new lin	e)	-				
Account	Amount		Vouchered total	3 538 50		
		1	Total distributed			
Add distribution Delete distribution	Delete all distributions Default distributions		Remaining to distribute	0.00		
		<	< <u>B</u> ack <u>N</u> ext>> <u>C</u> los	e <u>H</u> elp		

A distribution for the tax amount on the Select receivers tab is automatically built for the Purchasing tax account defined in the tax authorities for the tax code.

A distribution for any variance amount is also built for the Invoice variance account defined on the Accounts Payable tab of the Accounting Interface definition.

As usual, you can modify the amounts and/or accounts shown on the Distributions tab to change the distributions that will be set up in the Accounts Payable voucher after you

click ^{⊻oucher}.

Partially Vouchering

Select System > Accounting > Mark as Partially Vouchered

• Use to change a fully vouchered receiving and mark it as *Partially Vouchered* (for example, to handle a single shipment with multiple invoices)

Tark as Partially Vouchered									
Location Vendor number Received date / /	 2 to to / / √ √ √ √ 	•	20] 20						
	Mark as Partially V								_ 🗆
	Set filter Select receive								
	Selected Receiving number	Received date	Vendor L number	location	P.O. description	Unvchrd subtotal	Unvouchered misc charge total	Unvouchered total	
			Issesses Is	MAIN		0.00	0.00	0.00	
	100006	1/25/2002	FOOTJOY N	MAIN	100003	0.00	0.00	0.00	
	Receiver details	1/25/2002	FUUTJUY	MAIN	100003	Selecter		1 0.00	
		1/25/2002 Received amounts	Previously vouchered	. В	alance				
		Received amounts	Previouslu	. В	alance	Selecter			
	Receiver details	Received amounts 1,679.52	Previously vouchered	B	alance	Selecter	d totals		
	Receiver details Subtotal Misc charge 1	Received amounts 1,679.52	Previously vouchered 1.679.52	B 3	alance	Selecter	d totals		

Fully Vouchering

Select System > Accounting > Mark as Fully Vouchered

• Use to change a partially vouchered receiving and mark it as *Fully Vouchered*

Mark as Fully Vouchered Set filter Select receivers						I		
Vendor number		22						
Received date / /	to / /	. . .						
	🔄 Mark as Fully You					11	-	
	Set filter Select receiv	ers						
	Selected Receiving number	Received date	Vendor number	Location	P.O. description	Unvchrd subtotal	Unvouchered Unvoucher misc charge total total	ed
	100025	7/21/2004	CALLAWAY	MAIN	100009	0.00	0.00 0.	00
	Receiver details	Received	Previousl	y Ba	alance	Selected totals		
	Cubicity	amounts 880.00	vouchere 880.00	d 0.00		Desument	s selected 1	
						Document	s selected 1	
	Misc charge 1	10.00	0.00	0.00				
	Total	880.00	880.00	0.00				>>

Exercise 3

Try it Yourself!

After posting Purchase Requests, you notice that PO # 100115 has a total of \$107.99.

Dunlop has a \$300 minimum order requirement, so you want to increase your order to reach the minimum.

Your manager has approved the purchase of a new item from Dunlop:

Item number	DUN-65U
Description	Urethane Golf Ball
Price-1	3.50 EACH
Cost	1.99 EACH

You need to order 97 EACH of DUN-65u to reach the \$300 minimum.

Check **Appendix 2** for the answer.

-----END OF EXERCISE------

6 - 100

Counterpoint Fundamentals Learning Objectives Evaluation Section Six

Date:					
Name (Optional):					
Please respond to how well you feel you unde	erstan	d the ta	asks co	vered i	n today's clas
Use the following scale 1 - Not covered 2 - I don't get it 3 - I need a lot more help in this area 4 - I need a little more time to get it 5 - I got it					
Define Vendors	1	2	3	4	5
Define Vendor Items	1	2	3	4	5
Renumber Vendors	1	2	3	4	5
Understand the flow of Purchasing	1	2	3	4	5
Use the Purchasing Advice Report	1	2	3	4	5
Create a regular Purchase Request	1	2	3	4	5
Create an allocated Purchase Request	1	2	3	4	5
Copy a Purchase Order	1	2	3	4	5
Cancel / Reissue a Purchase Order	1	2	3	4	5
Process Receivings	1	2	3	4	5
Voucher Receivings to A/P	1	2	3	4	5
Enter Quick Receivings	1	2	3	4	5
Post Quick Receivings	1	2	3	4	5
Process Returns to Vendor	1	2	3	4	5
Complete a Purchasing Adjustment	1	2	3	4	5

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COUNTERPOINT FUNDAMENTALS – RECEIVABLES OBJECTIVES

Section 7:	After completing readings and exercises, you will be able to:
Receivables	 Enter and Post Cash Receipts
	 Reverse a Cash Receipt transaction
	 Void Checks
	 Complete writeoffs
	 Enter and Post Customer Adjustments
	 Enter a bad check fee
	 Reapply A/R documents
	 Apply Open payments
	 Assess Finance Charges
	 Use Account Management
	 Print Customer Statements
	 Use Maintain A/R Documents

Receivables = in-house charge accounts

- Requires Receivables Option for Counterpoint
- Counterpoint uses the Open Document Method that involves applying customer payments to specific charges
- Each activity that affects a customer's balance is recorded as a Document
- The sum of all documents for a customer is equal to the customer's balance

This table shows all A/R Document types.

Document Type	Description	Source	Impact on Balance	Document Status*
Ticket	Purchase	Ticket Entry	Increases	Self-applied
	Return	Ticket Entry	Decreases	Open
Credit memo	Refund of a charge amount	Customers > Adjustments	Decreases	Open
Debit memo	Charge for services other than normal sales	Customers > Adjustments	Increases	Applied
Finance charge	Fees for carrying a balance past due	Customers > Finance Charges > Enter	Increases	Applied
Payment	Payment on account	Ticket Entry Customers > Cash Receipts	Decreases	Applied or Open
Balance forward	Balance of all open documents, when separate document detail is not needed	Customers > Utilities > Maintain A/R Documents	Increases or Decreases	Self-applied

* Document status:

- Self-applied ticket or balance forward document that applies to itself
- **Applied** payment or credit memo document has been applied to one or more tickets, debit memos, finance charges, or balance forward documents
- **Open** return ticket, payment or credit memo that has not yet been applied to a positive document



Entering Cash Receipts

Select Customers > Cash Receipts > Enter

• Use to enter payments on account for A/R charge customers



Customer #	Customer from whom the payment was received
Document no.	Must be unique for each transaction
Pay code	Method of payment
Transaction date	Date transaction entered
Amt received	Enter payment amount
Reference	Reference text for this transaction
Store	Used for Store security, and if accounting profit center method for pay code is <i>Store</i>

- Click Auto-apply to let Counterpoint automatically apply the payment (oldest document first).
- Click to select one or more open A/R documents from a list
- Click Lauto-create lines to automatically create application lines that can be edited
- Click Clear any entered application lines
- Click Lopost this Cash Receipt

Lines Tab

 Use to specify documents to which payment applies

🄄 Cash Receipts Enter	Batch:MGR					
G 🔒 + 🔾	× 💷	< > /	• • •	- 🔁 - 🛛	0 -	
Customer # 1000	2	🛛 🖸 Bill Baker	- 1		Eic	k cust by doc
Document no. (AUTO	ASSIGN)	<u>A</u> uto-assig	gn			
Cash Receipt Lines						,
Apply-to document no.	Date	Balance	Amount paid		Open	^
▶ 100105	2/15/2001	337.84	25.00		N N	
Document no. 100105		 	A <u>m</u> ount p	aid 25.00	Discount 0.	.00
,			Pay in fu		Next	Previous
Original amount entr	ered 1,136.59			Amt re	ceived	25.00
	nce 337.84 ode NET30			Amount		25.00
Due	date 3/17/2001			Amo	ount diff	0.00
Discount Discount per	date 2/15/2001 cent 0.00					
-	110					>>
Auto-apply Selec <u>t</u> docs	Auto-create li	ines Clear all lines	s Post			

Document no.	 Specify each document to which the payment applies: enter or look up the document number (shows self-applied and OPEN documents) select Open to leave some or all of the payment open and unapplied
Amount paid	Amount of payment to apply to this document
Discount	If document's terms allow for a discount by paying early, the discount amount is available as a default

When payment is fully applied (**Amount diff** is 0.00), automatically asks to save the transaction.

Customer's unposted balance is updated when transaction is saved.

Customer's unposted balance and balance are updated when transaction is posted.

🔯 Cash Receipts Ei	nter - Batch:M	IGR				
🗲 🔒 🕂	· × 🗉		Þ 👂 '	5 🕹 - 🗈	• 🐼 •	
C <u>u</u> stomer # 1 Documen <u>t</u> no. 1		20	Bill Baker			Eick cust by doc
Cash Receipt Lines						
Apply-to document	no. Date		Balance	Amount paid	Discount amount	Open 🔺
100192	7/10/2008	6	1,178.81	575.00	0.00	
»						N 🔽
Doc <u>u</u> ment no.		🔎 🗆 Op	e <u>n</u>	A <u>m</u> ount paid	Discount	
Original amou	nt entered Balance	Confirm		2	Amt received	575.00
Т	erms code	2	Are you ready to say	e this document?	Amount applied	575.00
	Due date				Amount diff	0.00
	ount date nt percent			(es <u>N</u> o		
Discou	neporoont					>>
Auto-apply Selec	docs Post					

Exercise 1: Automatically Applying Cash Receipts

Try it Yourself! In this exercise, you will learn how to:

- enter a Cash Receipt for an A/R customer
- auto-apply the payment

SCENARIO: Brian Schmidt sends in a check for \$250.00 as payment on his account. Automatically apply this payment to the oldest positive documents.

Complete these steps:

- 1. Select Customers > Cash Receipts > Enter
 - Look up and select Brian Schmidt
 - Auto-assign the **Document #** for this new cash receipt
 - At Pay code, select CHECK
 - Use **today's date** as the Transaction date
 - Enter **250.00** as the amount received





Answer **Yes** to take any available early payment discounts.



Counterpoint makes the applications and provides information about the last document's balance or any remaining part of the payment that was left OPEN.



- 3. Save the Cash Receipt.
- 4. Reselect Brian's Payment transaction and then click to post it.
- 5. View the Cash Receipt Journal to see which applications were made automatically.

	12/2007 Time 1:03:4			I STRATION PURPO SES ON Receipts Journal - Detail	LY		Page 1
Event# User	700482 MGR		Updates requeste Successful	ŧd			
Order by: Bat ID Doc # Referenc	Entryseq # Customer # Name e	Date		Paycode Paytype Entryseq#	Amtreceived	Total writeoff	Disc taken
Apply to	#	Doc date	Doc type		Amt applied	Writeoff amt	Disc am
MGR 100016	1002 Brian Schmidt	11/12/2007		CHECK Check 1	250.00	0.00	0.00
100294		01/29/2007	Ticket		108.01	0.00	0.0
100234		03/19/2007	Finance Charge		33.69	0.00	0.0
FCH2007	0319	00/10/2007					
FCH2007 FCH2007		11/01/2007	Finance Charge		4.52	0.00	
			-		4.52 103.78	0.00	0.0
FCH2007 FCH2007		11/01/2007 11/12/2007	Finance Charge				
FCH2007 FCH2007		11/01/2007 11/12/2007	Finance Charge Open		103.78	0.00	0.0

-----END OF EXERCISE------

Manually Applying Cash Receipts

You can manually apply a cash receipt, rather than automatically applying it.

Cash Receipt tab

Enter the payment information.

In this example, you received \$25 in CASH from Mary Higgins.

🇞 Cash Receipts Enter - Batch:MGR	_ _ _ _ _
G 🖬 + × ◀ ► 🔑 T6 🕹 · Ð · 🏼 ·	
Customer # 200007 Mary Higgins	Pick cust by doc
Document no. (AUTO-ASSIGN)	
Cash Receipt Lines	
Pay code CASH Determined Enter Reversal	Next>
Transaction date 6/ 9/2009	Post
Amt received 25.00	Save
Reference	<u>ave</u>
Store MAIN	
	>>
Auto-apply Select docs Auto-create lines Gear all lines Post	

Lines tab

At *Document no.,* enter or look up the document to which you want to apply the payment.

🔯 Cash Receipts Enter - Batch:MGR	
	19 •
Customer # 200007 Mary Higgins	Eick cust by doc
Document no. (AUTO-ASSIGN)	
Cash Receipt Lines	
Apply-to document no. Document type Date Amount paid Discount amount Bak	ance Open
▶	N
Document no. Document no. Amount paid	Discount
Pay in full Pag zero	<u>N</u> ext P <u>r</u> evious
Original amount entered	received 25.00
Balance	nt applied 0.00
Due date Ar	mount diff 25.00
Discount date	
Discourt percent	
	>>
Auto-apply Select docs Auto-create lines Gear all lines Post	

In this example, Ticket 100428, with a balance of 37.05, has been selected.

Apply-to Group I	соокор	 Keyword	н Г		<u>?</u> Filtered 🔽
LookUp (Default)		✓ <u>O</u> rder by	/ Customer/Do	cument numbe	er 🔽
<u>E</u> dit <u>A</u> a	id (F2) oom (F6) Preview	Print	<u>F</u> ilter	Options >>
Document number	Customer #	Balance	Туре	Date	Is open
100195	200007	0.00	Ticket	7/10/2006	N
100205	200007	68.66	Ticket	7/12/2006	N
100314	200007	476.64	Ticket	2/2/2007	N
100427	200007	5.17	Ticket	4/5/2007	N
100428	200007	37.05	Ticket	4/5/2007	N
100429	200007	350.43	Ticket	4/5/2007	N
100430	200007	5.34	Ticket	4/5/2007	N
100431	200007	45.14	Ticket	4/5/2007	N
200022-01	200007	341.23	Ticket	3/29/2007	N
•					
			<u>o</u> k	Cancel	<u>H</u> elp

Since no early payment discount will be given on the ticket, complete the line by using the Down arrow or pressing Enter.

🔯 Cash Receipts Enter - Batch:MGR				<u>- 0 ×</u>
	• •	t 🕹 - E	- 😡 -	
Customer # 200007	Mary Higgins			Pick cust by doc
Document no. 200007C25				
Cash Receipt Lines				
Apply-to document no. Date	Balance	Amount paid	Discount amount	Open
>				N
Document no. 100428	en	Amount paid 25.0	0 Discoun	t 0.00
Original amount entered 37.05			Amt received	25.00
Balance 0.00 Terms code NET30			Amount applied	0.00
Due date 5/5/2007			Amount diff	25.00
Discount date 4/5/2007 Discount percent 0.00				
				>>
Auto-apply Select docs Auto-create lines	⊆lear all lines Pos	it		

When the payment has been fully applied, the *Amount diff* is 0.00.

Counterpoint will then ask *Are you are ready to save this document?*

🔯 Cash Receipts Enter - Batch:MGR				
H H K K	• •	t 🛛 🕹 - 🗈	- 🔊 -	
Customer # 200007	Mary Higgins		E	Pick cust by doc
Document no. 200007C25]		-	
Cash Receipt Lines				
Apply-to document no. Date	Balance	Amount paid	Discount amount	Open 🔺
100428 4/5/2007	12.05	25.00	0.00	
»				N I
Document no.	e <u>n</u>	A <u>m</u> ount paid	Djscount	
Original amount entered Confirm		×	Amt received	25.00
Balance Terms code		this document?	Amount applied	25.00
Due date	re you ready to save	this document?	Amount diff	0.00
Discount date	<u> </u>	s <u>N</u> o		
Discount percent	<u></u>			
				>>
Auto-apply Select docs Auto-create lines	lear all lines Post			

Answer Yes to save the document.

You can then continue processing additional cash receipts or post.

Exercise 2: Manually Applying Cash Receipts

Try it Yourself! In this exercise, you will learn how to:

- Enter a Cash Receipt for an A/R customer
- Manually apply the payment

SCENARIO: Robert Johnson sends in a check for \$44.31 as payment on his account. Manually apply the payment to the invoice that has a balance of \$44.31.

Complete these steps:

- 1. Select Customers > Cash Receipts > Enter
 - Look up and select Robert Johnson
 - Auto-assign the **Document #** for this new cash receipt
 - At Pay code, select CHECK
 - Use **today's date** as the Transaction date
 - Enter **44.31** as the amount received
- 2. On the Lines tab, look up and select document number 100419.

Apply the entire payment of 44.31 to this document.

Save the Cash Receipt.

🚳 Cash Receipts Enter - Batch:/	MGR	
🔁 县 + 🗙 📖	< > / > 3	· 🔁 • 🐶 •
Customer # 200008 Document no. (AUTO-ASSIGN)	Robert Johnson	Pick cust by doc
Cash Receipt Lines		
Pay code CHECK	Enter Reversa	l <u>N</u> ext>
Transaction date 5/20/2013	•	Post
Amt received 44.31		Save
Reference		
Store MAIN	\square	
		>>
Auto-apply Select docs Auto-crea	te lines Clear all lines Post	

🔯 Cash Receipts Enter - Batch:M	GR					
🗲 📑 + 🗙 📾		28	🕹 • 🔁 ·	- 🕼 -		
Customer # 200008	C Robe	ert Johnson			<u>P</u> ick cust b	y doc
Document no. (AUTO-ASSIGN)	Aut	o-assign				
Cash Receipt Lines	1					_
Apply-to document no. Document type	-	Amount paid		Balance	Open	_
100419 Ticket	2/16/2009	44.31	0.00	0.	.00 N N	
<u>></u>					N	
						~
Docu <u>m</u> ent no.	🗌 🔲 🖸 Den	A <u>m</u> o	unt paid	Discount	t	
		Pa	yjn full Payzer	ro <u>N</u> ext	Previo	us
Original amount entered						
Balance	onfirm			Amt received		14.31
Terms code Due date	2 Are yo			mount applied		14.31
Due date Discount date	Are yo	ou ready to save this	document?	Amount diff		0.00
Discount percent		Yes	<u>N</u> o			
L L			· ·			
						>>
Auto-apply Select docs Auto-creat	e lines 🔤 🔤	all lines Post				

-----END OF EXERCISE------

Applying Multiple Payments

Occasionally, a customer may send in multiple payments that need to be processed before posting.

If a customer has any unposted Cash Receipt transactions, you will see the following message when you select that customer.

🔯 Cash Receipts Enter - Batch:MGR	
Customer # 1002	Pick cust by doc
Document no. Auto-assign	
Cash Receipt Lines	
Pay code CHECK	<u>N</u> ext>
Transaction date 7/ 9/2008	Post
A <u>m</u> t received	Save
Reference Warning X	
Store MAIN Customer has unposted cash receipts on file. Do not show again QK	
	>>
Auto-appiy Select docs Auto-create lines Clear all lines Post	

Sele<u>c</u>t docs

When entering another cash receipt transaction, click to see documents that are not applied to by the other unposted cash receipt transactions.

Select the document you want to apply the payment to and complete as usual. You can select multiple documents as well.

R	Select documents			?	×
	Date	Document number	Balance	Pay	
	7/10/2006	80002-02	595.16		
	7/12/2006	100205	68.66		
	2/2/2007	100314	476.64		
	3/19/2007	FCH20070319	34.79		
	3/29/2007	200022-01	341.23		
	4/5/2007	100427	5.17		
	4/5/2007	100429	350.43		
	4/5/2007	100430	5.34		
	4/5/2007	100431	45.14		
					Ŀ
Γ	Apply excess to (op	en)	Select all	<u>U</u> nselect a	all
			<u> </u>	<u>H</u> elp	

NOTE: If the payment exceeds the document's balance, you can leave the excess OPEN. If the payment is less than a document's balance, adjust the payment amount to match the document balance.

Exercise 3: Applying Multiple Payments

Try it Yourself! In this exercise, you will learn how to enter a cash receipt for an A/R customer using the Select Documents function

🔄 Cash Receipts Enter - Batch:N

Customer # 200008

Document no.

Cash Receipt Lines

Pay code

A<u>m</u>t received

Transaction date 11/12/2007

Store MAIN

Auto-apply Select docs Auto-create lines

C 月 🕂 🗙 🗔

SCENARIO: After you entered the 44.31 cash receipt from Robert Johnson (in Exercise 2), you receive a second check in the amount of \$100.00 from him.

Complete these steps:

1. Select Customers > Cash Receipts > Enter

- Look up and select **Robert Johnson**.

Click **OK** at the Warning message.

- Auto-assign the **Document #** for the new cash receipt.
- At Pay code, select CHECK
- Use **today's date** as the Transaction date
- Enter **100.00** as the amount received

Select docs

2. Click to see a list of other documents to which you can select to apply the payment.

Select the first three oldest documents.

Date	Document number	Balance		Pay
11/12/2007	100010		0.97	
9/21/2009	100085		21.87	
9/21/2009	100613		221.81	Image: A start of the start
9/21/2009	100621		126.94	
9/21/2009	200103		789.99	
1/1/2010	100648		1,000.14	
1/22/2012	100925			
2/28/2012	101479		'	
5/1/2012	100136		63.76	
Apply excess to	o (open)		Select all	Unsele

P

🔲 Do not show again

⊆lear all lines Post

<u>Auto-assign</u>

PQ

P

Ŧ

P

76

🚄 · 🔁 ·

Customer has unposted cash receipts on file

12 -

3. Answer Yes to use valid discounts.

_ 🗆 🗙

>>

Pick cust by doc

x

<u>O</u>K

CASH RECEIPTS

 Because the balances of the selected documents exceed the payment, you will have to modify the amount applied to at least one of the documents (Counterpoint defaults to the document's balance). Click OK.



5. Select the last line that shows Amount paid of 221.81, and change the Amount paid to 77.16.

🔄 Cash Receipts Ent	er - Batch:M	GR				
E = +	X 💷	•	P T	실 - 🔁 ·	· 🕼 ·	
Customer # 2000	08	📿 📿 Robe	rt Johnson		ļ	Pick cust by doc
Document no. (AUT	O-ASSIGN)	Aut	o-assign		-	
Cash Receipt Lines						
Apply-to document no.	Document type	Date	Amount paid	Discount amount	Balance	Open 🔥
100085	Finance Charge		21.87	0.00		00 N
▶ 100613	Ticket	9/21/2009	77.16	0.00	144.6	
						N 🖌
Document no. 100613	3 🔎	∏ <u>O</u> pen	Amo	unt paid 77.16	Discount	0.00
			Pa	yjn full Payzer	o <u>N</u> ext	Previous
Original amount er					Amt received	100.00
	alance 144.65 code NET30			A	mount applied	100.00
Du	e date 10/21/20				Amount diff	0.00
	it date 9/21/200 ercent 0.00)9				
Discount p	ercent 0.00					
						>>
Auto-apply Selec <u>t</u> do	A <u>u</u> to-create	e lines <u>C</u> lear a	all lines Post			

6. Save the Cash Receipt.

-----END OF EXERCISE-----

OPEN Documents

You can choose to postpone applying a payment to documents, and leave it OPEN. Similarly, if a customer overpays the balance on their account, you can leave the excess amount as OPEN.

To leave the entire amount OPEN

Enter the normal detail for the payment on the Cash Receipt tab.

On the Lines tab, before entering or selecting any documents to apply the payment to, select **O**pen

🔯 Cash Receipts Enter - Batch:MGR				
🗲 📑 + 🗙 📾 🔺	• 9	•	- Q	
Customer # 200006	Carol Gray			Pick cust by doc
Document no. 200006CH45	[
Cash Receipt Lines				
Apply-to document no. Date	Balance	Amount paid	Discount amount	Open
<u>></u>				N
Document no. (OPEN)	en	A <u>m</u> ount paid	200.00 Dj	scount 0.00
			Amt recei	ved 200.00
(Open)			Amount app	blied 0.00
(Open)			Amount	t diff 200.00
				>>
Auto-apply Select_docs Auto-create lines	<u>⊂</u> lear all lines	Post		

To leave a portion of a payment OPEN

After entering or selecting documents to apply the payment to, if there is still an amount in Amount diff, select \bigcirc Open without selecting another document.

The document number will appear as (OPEN) for the unapplied amount of the payment.

🔯 Cash Receipts Ent	er - Batch:MO	GR						
🗲 县 🕂	X 💷	◀ ►	28	🕹 • 🔁 ·	• 🕼 •			
Customer # 20000	38	2 Robe	rt Johnson		E	lick cust b	y doc	
Document no. 1001	56	Auto	o-assign					
Cash Receipt Lines								
Apply-to document no.	Document type	Date	Amount paid	Discount amount	Balance	Open	^	
100010	Debit Memo	11/12/2007	0.97	0.00	0.0	0 N		
100085	Finance Charge	9/21/2009	21.87	0.00	0.0	0 N		
>						Ν	~	
Document no. (OPEN)	ı 🔎	🔽 Open	A <u>m</u> o	unt paid 77.16	Discount	0.00		
			Pa	yjn full Payzer	o <u>N</u> ext	P <u>r</u> evio	us	
					Amt received	10	00.00	
(0	(Open) Amount applied 22.84							
(0	pen)				Amount diff	7	7.16	

Exercise 4: Creating an OPEN Document

Try it Yourself! In this exercise, you will learn how to leave a payment Open and unapplied.

SCENARIO: You receive a check from Scott Thomas for \$500. You do not know how he would like this payment applied, so you will leave the entire balance OPEN.

Complete these steps:

- 1. Select Customers > Cash Receipts > Enter.
- 2. Enter the following detail:
 - Customer # 100002
 - Auto-assign the Document #
 - Select CHECK as the pay code
 - Use Today's date as the Transaction date
 - Amount Received **500**
- 3. On the Lines tab, select ✓ Open .

Cash Receipts Enter Customer # 100002 Document no. [AUTO:	× 💷	Scott Thom	as	• 🔁 • 🕻	9 -	Eick cust by doc
Cash Receipt Lines						
Apply-to document no.	Date	Balance	Amount paid	Discount amount	Open	
(OPEN)	Open	-500.00	500.00	0.00	Y	
<u>></u>					Ν	
		Confirm		×		
Doc <u>u</u> ment no.	ا 🔎	🕐 Are yo	ou ready to save this	document?	Djscou	nt
Original amount ente Bala			Yes		received	500.00
Terms c		-			t applied	500.00
Due o Discount o				Am	nount diff	0.00
Discount per						
						>>
Auto-apply Select docs	Auto-create I	ines	s Post			

4. Save the document and post all cash receipts that you have entered in this and previous exercises.

-----END OF EXERCISE------

Reversing a Cash Receipt

Select Customers > Cash Receipts > Enter

· Use to void a returned check or undo an incorrect cash receipt



Exercise 5: Reversing a Cash Receipt

Try it Yourself! In this exercise, you will learn how to reverse a cash receipt transaction

SCENARIO: The bank notified you that the check you received from Robert Johnson in Exercise 2 did not have sufficient funds.

🔯 Cash Receipts Enter - Batch:MGR

Complete these steps:

- 1. Select Customers > Cash Receipts > Enter.
- 2. Enter or look up Robert Johnson,

Auto-assign a **document #** for the reversal transaction.



3. From the Cash Receipt History Lookup window, select the payment for 44.31.

The Lines tab shows the payment applications that will be reversed.

4. Save the reversal transaction.

5. Post the transaction.

	S 🗄 + X 📖 🔺 🕨 🖉 🐻 🔂 · 🔁 · 🕅 ·	
е	Customer # 200008	Pick cust by doc
	Document no. (AUTO-ASSIGN) Auto-assign	
	Reversal of document 100017	
	Cash Receipt Lines	
	Pay code CHECK	Next>
	Transaction date 11/12/2007	P <u>o</u> st
	Amt received 73.39	
	<u>R</u> eference	Save
	Store MAIN	
nt		
•		
		>>
l		
	Auto-apply Select docs Auto-create lines Gear all lines Post	

-----END OF EXERCISE------

Writing off a Document

You can use **Cash Receipts > Enter** to write off a positive document (ticket, finance charge, etc.) or a portion of a customer's balance.

To write off a document when not processing a payment at the same time:

enter the customer and enter or auto-assign a new document number. Select any pay code and enter **0.00** at **Amt received**.

🔯 Cash Receipts En	iter - Batch:MGR				
🔁 🖶 🕂	\times		T 🎜 ·	• 🔁 • 🔯 •	
Customer # 1000	0	Bill Baker			Pick cust by doc
Document no. (AU	TO-ASSIGN)	<u>A</u> uto-assign			
Cash Receipt Lines					
Pay code CAS	Н	\triangleright	Ente <u>r</u> Reversa	al I	<u>N</u> ext>
Transaction date 5/2	0/2013	•			Post
Amt received 0.00)				Save
R <u>e</u> ference					<u></u> ave
Store MAI	N	\geq			

At **Document no**. on the Lines tab, select the document that you want to write off and enter a payment amount of **0.00**.

Answer **No** when asked to save the document:



🔄 Cash Receipts Enter - Batch:MGR				
🔁 📑 + 🗙 🥅 🔺 🕨	28	🕹 • 🔁 ·	• 🕼 •	
Customer # 1000 Bill B.	aker		E	ck cust by doc
Document no. (AUTO-ASSIGN)	o-assign		_	
Cash Receipt Lines				
Apply-to document no. Document type Date	Amount paid	Discount amount	Balance	Open
			Discount	N
Document no. 100114 🖉 🗖 Open		unt paid 0.00		
	Pa	yin full Payzer	ro <u>N</u> ext	Previous
Original amount entered 4.46 Balance 0.00			Amt received	0.00
Terms code 210/NET30 Due date 4/26/2012		A	mount applied	0.00
Discount date 4/6/2012			Amount diff	0.00
Discount percent 2.00				

🔄 Cash Recei	pts Ente	er - Batch:M(GR								لكار
E 📒	+	X 📖	◀ ►	21	0	<i>a</i> -	€	- L	9 -		
Custo <u>m</u> er ‡	1000		🔎 📿 Bill Bi	aker				Apply to	open		by c
Docu <u>m</u> ent no	(AUTO)-ASSIGN)	Aut	o-assign				Enter <u>w</u> ri	teoff		
								Enter dis	count acco	ount	
Cash Receipt L	ines							Cancel lin	ie		
Apply-to docur	ment no.	Document type	Date	Amount paid		Discount		_ Delete lin	e Ctrl+	-Del	Г
▶ 100114		Finance Charge	3/27/2012		4.46		0	.00	0.	00 N	
										Ν	
Document no.	100114	\triangleright	□ <u>O</u> pen		Amo	unt paid	4.46		Discount	0.00	_
					Pa	y in full	Pay	zero	<u>N</u> ext	Pre	viou
Original a	mount en	itered 4.46						Amt re	eceived		0
		lance 0.00									
		code 210/NET date 4/26/201						Amount			4
		t date 4/20/2012						Am	ount diff		-4

you selected. Click on the toolbar and select **Writeoff**.

Point again to the document that

The document's current balance appears as a default writeoff amount. Enter the amount of the document that you want to write off, and either use the default writeoff account or enter a different account to use for distributions. Click **OK**.

Enter writeoff amount		? 🛛
Amount	4.46	
Default writeoff account	8030000	Bad debt expense
<u>U</u> se default		
<u>W</u> riteoff account		9
	<u>0</u> K	<u>Cancel</u> <u>H</u> elp

To complete the writeoff process, press Enter or use the down arrow.

The writeoff amount can be seen in the data display grid. (Customize the grid to show the writeoff amount, if it does not appear.)

Save the document and then post it.

🔄 Cash Receipts Ent	er - Batc	h:MGR						
Customer # 1000 Document no. (AUT	-		Bill Baker	P 75 (2)	🥉 • 🔁	• 🕼	Ē	ick cust by doc
Apply-to document no.	Document type	Date	Amount paid	Discount amount	Balance	Open	Writeoff	amount 🥑
100114	Finance	3/27/2012	0.00	0.00	0.00	N		4.46
2						N		0.00
Docu <u>m</u> ent no.		2 - 0;	Den	A <u>m</u> ount Payin			i <u>s</u> count	P <u>r</u> evious
Terms	alance : code e date it date					Amt recei Amount app Amouni Total writ	ived plied t diff	0.00 0.00 4.46

Exercise 6: Completing a Writeoff

Try it Yourself! In this exercise, you will learn how to complete a writeoff.

SCENARIO: Brian Sheridan gives you a cash payment of \$85. The document it is being applied to has a balance of \$87.61. You are going to write off the remaining balance of \$2.61.

Complete these steps:

1. Select Cash Receipts > Enter.

Select Brian Sheridan as the customer.

Auto-assign the **document #** and select **Cash** as the pay code. Enter a **transaction date**, and enter **85** as Amount received.

- 2. Look up and select document number 100288.
- 3. When you are asked Are you are ready to save this document? click **No.**
- 4. Point to document no. 100288.



and select Writeoff.

 Are you ready to save this document?

 Yes
 No

 Enter writeoff amount
 Yes

 Amount
 2.38

 Default writeoff account
 9030000

 Bad debt expense
 Use default

 Writeoff account
 O

 Utiliteoff account
 O

X

Confirm

Click **OK** to accept the default writeoff amount and account.

- 5. The Total writeoff is shown.
- 6. Save and post the transaction.



-----END OF EXERCISE------

Printing an Edit List

Select Customers > Cash Receipts > Edit List

• Use to print a list of unposted cash receipts

Select the order in which to print the unposted cash receipts, and whether to print a summary or detail report.

The detail version of the edit list shows the apply-to documents.

🔯 Cash Receipts Edit List	_ 🗆 🗵
Order by Bat ID, Entry seq #	
Parameters Cash Receipt Cash Receipt Application Customer Pay Code	
Batch MGR	
Report type	
C Summary C Dețail	
	>>
E-mail Preview Print Options >> Close	Help

Pate 5/1/2007 Time 7:01:31AM FOR DEMON STRATION PURPO SES ONLY Cash Receipts Edit List - Detail								Page
BatID: MGF BatID Doc # Reference			Date	Pay code Entry seq #	Pay type	Amtreceived	Total writeoff	Disc taken
Apply to Writeoff	# account#	Doc type	Doc date			Amt applied	Writeoff amt	Disc amt
MGR	100002 Scott Thomas		05/01/2007	CHECK 1	Check	500.00	0.00	0.00
(OPEN)		Open	05/01/2007			500.00	0.00	0.00
MGR 1000CH79	1000 Bill Baker		05/01/2007	CHECK 2	Check	145.00	0.00	0.00
100395		Ticket	03/27/2007			145.00	0.00	0.00
MGR 1001CH375	1001 John Lincoln		05/01/2007	CHECK 3	Check	200.00	0.00	0.00
80005-01		Ticket	01/29/2007			13.87	0.00	0.00
100321		Ticket	02/02/2007			186.13	0.00	0.00
MGR 200008CH34	200008 Robert Johnson	1	05/01/2007	CHECK 4	Check	350.00	0.00	0.00
200027-0	1	Ticket	01/29/2007			73.26	0.00	0.00
100342		Ticket	02/28/2007			101.82	0.00	0.00
FCH2007	0319	Finance Charg	03/19/2007			3.49	0.00	0.00
200054		Ticket	03/20/2007			171.63	0.00	0.00
		<u> </u>	ocument count	Apply-to count	Pay type	Amt received	Writeoff am t	Disc amt
			4	8	Check	1,195.00	0.00	0.00
		- Totals:	4	8		1,195.00	0.00	0.00

CASH RECEIPTS

Posting Cash Receipts

Select Customers > Cash Receipts > Post

Click **Yes** to begin the posting process



When posting completes, a message appears to indicate the event number assigned, and whether any errors occurred.

Depending on configuration settings for the company, you may be prompted to view or print the posting journal.

Confirm		×
?	Event Number: 700432 Processing complete with no errors	
	Do you want to view the Cash Receipts Journal?	

You can an also print the journal later, using **Customers > Reports > Journals > Cash Receipts**.

Date 5/1/2007 Time 7:04:46AM FOR DEMON STRATION PURPO SES ONLY Cash Receipts Journal - Detail								Page 1
Event# User	700432 M GR		Updates request Successful	ed				
Orderby: B BatID Doc# Reference	at ID, Event #, Entryseq # Customer # Name	Date		Pay code Entry seq #	Pay type	Amt received	Total writeoff	Disc taken
Apply to #		Doc date	Doc type			Amt applied	Writeoff amt	Disc amt
	100002 Scott Thomas	05/01/2007		C HE CK 1	Check	500.00	0.00	0.00
(OPEN)		05/01/2007	Open			500.00	0.00	0.00
MGR 1000CH79	1000 Bill Baker	05/01/2007		C HE CK 2	Check	145.00	0.00	0.00
100395		03/27/2007	Ticket			145.00	0.00	0.00
MGR 1001CH37	1001 John Lincoln	05/01/2007		C HE CK 3	Check	200.00	0.00	0.00
80005-01		01/29/2007	Ticket			13.87	0.00	0.00
100321		02/02/2007	Ticket			186.13	0.00	0.00
MGR 200008CH	200008 Robert Johnson	05/01/2007		C HE CK 4	Check	350.00	0.00	0.00
200027-01		01/29/2007	Ticket			73.26	0.00	0.00
100342		02/28/2007	Ticket			101.62	0.00	0.00
FCH200703	319	03/19/2007	Finance Charge	e		3.49	0.00	0.00
200054		03/20/2007	Ticket			171.83	0.00	0.00
		D	occount Apply-to			Amt applied	Writeoff am t	Disc amt
			4	8 Check		1,195.00	0.00	0.00
Entering Customer Adjustments

Select Customers > Adjustments > Enter

• Use to enter Credit memos, Debit memos, Finance charges, or Tickets

🔯 Customer Adj	ustments Enter	- Batch:M	GR			
6 🖪 -	- 🗙 🖻		< > / P	Т 🎒 •	19 -	
Cust <u>o</u> mer #	1001	20	John Lincoln	D <u>o</u> cument no.	234	<u>Auto-assign</u>
Do <u>c</u> ument date	5/21/2013	•		Document type	Credit Memo 💌]
Amount	25.00					
A <u>c</u> count	8030000	\mathbf{P}	Bad debt expense]		
App <u>ly</u> to	Document	•		Туре	Ticket	
<u>N</u> umber	100645	\sim		Date	1/1/2010	
<u>T</u> erms code	NET30		Net 30 days	 Djscount date	5/21/2013	-
Discount percent			Nici Jo days		6/20/2013	
	,				,	
<u>S</u> ales rep		PQ		<u>S</u> tore		\triangleright
<u>R</u> eference						
			Post			

Amount	Enter the amount by which the customer's balance is being adjusted. Enter all amounts as positive values.
Account	Select the account for distributions
Apply to	For finance charges, debit memos and tickets, select Self . For credit memos, select Open (unapplied) or Document .
Number	If you select Document, identify the document to which the credit memo applies. The type and date of the document are shown.
Terms code Discount date Due date Discount percent	For debit memos, tickets and finance charges, controls the due date, discount date and discount percent for the adjustment. Terms code assigned to customer appears as a default.
Sales rep	Which sales rep should be associated with this adjustment
Reference	Optionally, enter any reference data
Store	Store to associate with adjustment

Exercise 8: Entering a Bad Check Fee

Try it Yourself! In this exercise, you will learn how to enter a bad check charge.

SCENARIO: You are assessing a fee for the check you received from Robert Johnson in Exercise 2 that did not have sufficient funds.

Complete these steps:

- 1. Select Customers > Adjustments > Enter.
- 2. Select Robert Johnson.

Use today's date as the **Document date**.

Auto-assign the **document no**.

Select Debit Memo as the Document type.

- 3. Enter 30.00 as the **Amount**. This is the fee for the bad check.
- 4. As the Account, select 8410000, the miscellaneous income account.
- 5. As the Apply to, select Self.
- 6. As the **Terms code**, use the customer's default terms of Net 30.
- 7. Save the adjustment and then post it.

🔯 Customer Adj	ustments Enter	- Batch:MGR				
6 🖪 -	$H \times \mathbb{k}$		▶ Я	• 🕹 🕈	\$9 -	
Cust <u>o</u> mer # Do <u>c</u> ument date	·	Robert	Johnson	D <u>o</u> cument no. Document type	·	Auto-assign
Amount	30.00					
	8410000	Miscella	aneous income	_		
App <u>ly</u> to	Self	•				
<u>T</u> erms code	NET30	P Net 30	days	 Discount date	5/21/2013	•
Discount percent	0.000			D <u>u</u> e date	6/20/2013	•
<u>S</u> ales rep	<u> </u>	20		<u>S</u> tore		\square
<u>R</u> eference						
			<u>P</u> ost			

-----END OF EXERCISE------

Printing an Adjustment Edit List

Select Customers > Adjustments > Edit List

	🗞 Customer Adjustments Edit List	
	Parameters Customer Adjustment Customer	
Filter the adjustments		
to print.	Batch MGR Batch created for MGR.	
		>>
	E-mail Preview Print Options >> Close	Help

Date 2/23/2006 Time 9:53:11AM		EMONSTRATION PUR Sustomer Adjustments				Page 1 of 1
Orderby: BatID, Customer#, Docidate BatID: MGR						
Customer # Name Reference Error reference	Doc# Doc date Doc type	Apply-to doc# Apply-to doc date Apply-to doc type Apply to method	Account# Store SIs rep	Terms code Due date Discount dat¢	Discount %	Amount
1002 Brian Schmidt Void Check fee	DM123 02/23/2006 Debit Memo	(OPEN) 02/23/2006 Open Open	1210	NET30 02/23/2006 02/23/2006	0.00	30.00
200003 Bill McMaster Different price for sale merchandise	CM1234 02/23/2006 Credit Memo	(OPEN) 02/23/2006 Open Open	1210	NET30 02/23/2006 02/23/2006	0.00	-12.65
	Report totals :			1 DR Adji 1 CR Adji 0 Finance 0 Tickets	ustment charges	30.00 - 12.65 0.00 0.00

Posting Customer Adjustments

Select Customers > Adjustments > Post

Click Yes t	o begin	the post	ing process
-------------	---------	----------	-------------



When completed, a message appears showing the event number and allows you to view the posting journal.



Date 2/23/2006 Time 9:55:09AM		MONSTRATION PURF ustomer Adjustments				Page 1
Event# 700171 User MGR BatID MGR	² Updates rec 2 Successful					
Orderby: Event #, Bat ID, Customer #, Doo Customer # Name Reference	date Doc# Doc date Doc type	Apply-to doc# Apply-to doc date Apply-to doc type Apply to method	Account # Store Sis rep	Terms code Di Due date Discount date	iscount %	Amount
1002 Brian Schmidt Void Check fee	DM123 02/23/2006	(OPEN) 02/23/2006 Open Open	1210	NET30 02/23/2006 02/23/2006	0.00	30.00
200003 Bill McMaster Different price for sale merchandise	CM1234 02/23/2006	(OPEN) 02/23/2006 Open Open	1210	NET30 02/23/2006 02/23/2006	0.00	- 12.65
	Report totals:			1 DR Adjustn 1 CR Adjustn 0 Finance ch 0 Tickets	nent	30.00 - 12.65 0.00 0.00

Select Customers > Utilities > Reapply A/R Documents

- Use to change, add, or delete applications previously posted for payments and credit memos
- Use to apply Open payments and credit memos to positive documents
- No journal or distributions are produced
- Identify the customer and document to be changed.



If a payment or credit is selected from a lookup, you have the option to make changes to the previously entered applications or to re-enter all applications.



On the Lines tab, make changes to the applications, or re-enter all applications.

🗞 Reapply A/R Docum	ent <i>s</i>					<u>- I X</u>
	▶ 8	> ™	1			
<u>C</u> ustomer #	·	2 Bill Ba		k cust by doc		
Do <u>c</u> #	· · · · · · · · · · · · · · · · · · ·		<u>A</u> mount 200.			
Doc <u>u</u> ment date	02/15/2001	<u> </u>	Doc is self-applied 🥅	Discount ta	ken 0.00	
Docu <u>m</u> ent type	Payment	▼		Total writeoff	amt 0.00	
Document Lines						
Apply-to document no.	Туре	Apply-to document date	Apply-to document type	Amount	Balance	Oper 🔺
▶ 100105	Payment	2/15/2001	Ticket	-200.00	373.34	N
	Payment					N
	-			-		
Document no. 10010	5	🔎 🗖 Оре <u>п</u> 💋	Amount 200.00	Discount amo	ount 0.00	
Document no.			Writeoff	Amount appli		
Date	2/15/2001		<u>D</u> elete line	Amount remaini	ing U.UU	>>

Other Allowed Changes

🔯 Reapply A/R Docum	ents	
	▶	
<u>C</u> ustomer #	1000 Bill Baker Bick cust by doc	
Do <u>c</u> #	100105	
Doc <u>u</u> ment date	02/15/2001 Doc is self-applied Discount taken 0.00	
Docu <u>m</u> ent type	Ticket Total writeoff amt 0.00	
Document Lines		
Terms		
Te <u>r</u> ms code	2	
<u>T</u> erms code	NET 30 Net 30 days	
D <u>u</u> e date	03/17/2001	
Di <u>s</u> count date	02/15/2001	
Discou <u>n</u> t percent	0.000	
<u>S</u> ales rep	MGR C Manager	
<u>R</u> eference		
Store	MAIN 🔎 🕢 Main Store	
P0 num <u>b</u> er		
		>>

Doc is self-applied	If document is self-applied, you can clear this setting only if there are no applications made to it
Sales rep Store	Changes to either sales rep or store for a document will affect only the A/R documents Sales history and distributions (if based on the store's profit center) remain unchanged
Reference	Informational only

Amount applied, Discount taken, and Total writeoff amount cannot be changed.

Applying OPEN Documents

OPEN documents are payment and credit memo transactions that have been entered and posted, but not yet applied.

Select Customers > Utilities > Reapply A/R Documents.

Select the customer	🐼 Reapply A/R Documents	<u>-0×</u>
who has the unapplied payments or credit memos.	Customer # 200003 C Bill McMaster Pick cust by doc Doc # CM100 Amount 26.32	
	Document date 09/20/2006 Doc is self-applied Discount taken 0.00	
At Doc # , select the unapplied payment or	Document type Credit Memo Total writeoff amt 0.00 Document Lines	
credit memo. (Nothing appears to identify	Terms code 2 Use previously entered applications?	
which documents are	Due date 10/20/2006	
unapplied, so you will have to know which	Discount date 09/20/2006 Discount percent 0.000	
document that is.)	Sales rep	
Select to not use previously entered applications.	Beference Adjusted for item now on sale Store 2 PO number	>>

On the Lines tab, select
the document(s) to
which you want to apply
the OPEN amount.

When the OPEN amount has been fully applied, you can save the document.

You can also choose to apply any remaining amount to OPEN.

🔄 Reapply A/R Do	ocuments							
🔁 🖪	۷ 🔸 ک	• • • 4	5 · 🔯 ·					
D Documen <u>t</u>	er # 200003 oc # CM100 date 09/20/2000		1 -	A <u>m</u> ount self-applied	Disc	ount taken 0.		
	type Credit Mem	• <u>*</u>]		i otal v	writeoff amt 0.	00	
Document Lines								
Apply-to document no.	Apply-to document date	Apply-to document type	Amount	Discount amount	Writeoff amt	Balance	Open	
100375	3/15/2007	Ticket	-26.32	0.00	0.00	324.1	1 N	
>				0.00	0.00		N	
Do <u>c</u> ument no.	Confirm	Are you ready to s	ave this documer			unt amount 0.0	0	
Documen Document			Yes 🔤			Amoun Amount applied nount remaining		
I	Date			<u>D</u> elet	te line Ar	nouncremaining	10.00	
								>>

Exercise 7: Applying OPEN Documents

Try it Yourself! In this exercise, you will learn how to apply an OPEN document

SCENARIO: You will now apply the OPEN document you received from Scott Thomas in Exercise 4.

Complete these steps:

- 1. Select Customers > Utilities > Reapply A/R Documents.
- 2. Select **Scott Thomas** as the customer and select the payment for \$500.00 as the Document to reapply.

You can use Account Management to find the document number of an credit memo or payment that has an Open or unapplied amount.

On the A/R Documents tab, select to view the documents grouped by apply-to. Expand the group named (OPEN) to see payments and credit memos with unapplied amounts.

Comment Note					osted bal 406.26 available Unlimited	Add	d <u>c</u> ash receipt
fain Contacts Group by C Group by d		cuments Unposter Order <u>b</u> y Docum	d Documents Orders/ nent date	Layaways Holds/Q	uotes Ticket History	E <u>x</u> pand a	a
 Group by a 		⊡ I <u>n</u> cl	ude zero balance docu	ments		C <u>o</u> llapse a	all
loc #	Document date	Document type	Amount	Applied amount	Discount amount	Writeoff amt Bala	
	11/1/2007 11/12/2007	Payment Payment	-1,000.00 -500.00 -500.00				-1,000.0
- 100366 100367	3/13/2007 3/13/2007	Ticket Ticket	367.99 367.99	0.00	0.00 0.00	0.00 0.00	9.6 367.9
100422 100436 100437	4/3/2007 4/5/2007 4/5/2007	Ticket Ticket Ticket	436.73 400.49 400.49	0.00	0.00 0.00 0.00	0.00 0.00 0.00	386.7 400.4 400.4
FCH20071101	4/5/2007 11/1/2007	Finance Charge	400.49 32.31		0.00	0.00	400.4

In this example, you would select Doc # 100019 in Reapply A/R Documents as the payment that you want to apply since it is the document that you left unapplied in the earlier exercise.

 After selecting the document, answer NO to use previously entered applications.

🔯 Reapply A/R Docun	nents							- 🗆 🗵
	> >	• • • 4	3 · 🔊 ·					
Cu <u>s</u> tomer # Do <u>c</u> # Document_date Document type	100019	7 -]	Amount self-applied	Disc	ount taken		
	ily-to ument date	Apply-to document type	Amount	Discount amount	Writeoff amt	Balance	Open	
Do <u>c</u> ument no.		🔎 🗖 Ope <u>n</u>	A <u>m</u> ount		Djscou	unt amount 🔽	.00	
Do <u>c</u> ument no.	Customer	Information	A <u>m</u> ount				.00 Int 500.00	

4. At Document no., look up and select the oldest ticket which has a remaining balance. Continue to select tickets until the entire 500.00 has been applied.

In this example, the OPEN amount of 500.00 was applied to two documents. The last document has a remaining balance of 164.82.

🔯 Reapply A/R Do	ocuments								
E 🖪 -	< ► >	• • •	3 · 🔯 ·						
Cu <u>s</u> tom	er # 100002	20	Scott Thomas		Pick cust by	y doc			
De	o <u>c</u> # 100019	~	1	Amount	500.00				
Documen <u>t</u>	Documen <u>t</u> date 11/12/2007 🗾 Doc i <u>s</u> self-applied 🗖 Discount taken 0.00								
Document type Payment Total writeoff amt 0.00									
Document Lines									
Apply-to document no.	Apply-to document date	Apply-to document type	Amount	Discount amount	Writeoff amt	Balance	Open 🔺		
100422	4/3/2007	Ticket	-264.33	0.00	0.00	0.00	N		
100436	4/5/2007	Ticket	-235.67	0.00	0.00	164.82	N		
		Confirm			×				
		🔹 🕐 Are	you ready to say	/e this docur	nent?		.		
Do <u>c</u> ument no. 1				<u>(es</u>	No	unt amount 0.00			
0		document		Writ	eoff	Amount Amount applied			
Uriginal am	ount entered 400 Balance 400						I		
	Terms code 210			<u>D</u> elet	e line Ar	mount remaining	0.00		
	Due date 5/5								
	iscount date 4/19 ount percent 2.00								
Disc	ouni percent 2.00	,					>>		

5. Save the document.

-----END OF EXERCISE------

Select Customers > Utilities > Apply Credits to A/R Documents

Use to automatically apply multiple open payments and credit memos to positive documents, in order of age

You can select whether Counterpoint should account for any available early payment discounts when applying the amounts.

Filter the customer and A/R documents that you want to include.

Apply Credits to A/R Documents	
Parameters Customer A/R Document	
✓ Cajculate discounts per credit documents terms code	
	>>
E-mail Preview Print Apply Options >> Close	<u>H</u> elp

A message appears if there are unposted documents that impact customer balances.



Transacton type	Customer #	Document date	Document no.	Document type	Unposted trx balance	Error	
AR Cash Receipts	200003	07/30/08	AR1-00004	Payment	-18.00		
AR Customer Adjusts	200006	07/30/08	AR1-00003	Credit Memo	-15.00		
AR Customer Adjusts	200006	03/17/11	0811.00.05	Debit Memo	5.00		

					ATION PURPOS					
			Prei	vew Pavme	nts to A/R do	cuments				
Parameter tab co										
Order by: Custon C ustomer #	ner#, lype, Da	te, ⊢rom doc no	, Entry seque	nce #						
From doc no	Date	Туре	Disc pct	Amount	Apply to doo	umeApply-to docu	Туре	Amount	Discounta	Bal am
1000 - Bill Bi	aker									
2006-03-18	03/18/2006	Credit Memo	0.00	-10.00	100105	02/15/2001	Ticket	10.00	0.00	30.84
71821-1112	12/17/2006	Credit Memo	0.00	-10.25	100105	02/15/2001	Ticket	10.25	0.00	20.59
AR1-00005	12/29/2010	Payment	0.00	-200.00	100105	02/15/2001	Ticket	20.59	0.00	0.00
					(OPEN)	01/28/2011	Open	179.41	0.00	0.0
						Total payments	made	Remaining	customer B	alance
						40.	84		0.00	
1001 - John	Lin coln									
45-0214	02/14/2004	Credit Memo	0.00	-7.25	51242	07/21/2004	Debit Memo	7.25	0.00	2.00
						Total payments made		Remaining	customer B	alance
						7.2	25		0.00	

Calculating Finance Charges

Click

Select Customers > Finance Charges > Calculate Finance Charges

- Use to calculate finance charges on past due amounts for A/R customers
- **Note**: Before creating finance charges, you should age the customers for whom you will assess finance charges. Use Customers > Reports > Aging to age multiple customers at the same time.

	Calculate Finance Charges Parameters Customer	<u>- 0 ×</u>
Only documents posted on or before the Cutoff date you enter will be considered when calculating the charges.	Cytoff date Custom	
Filter the Customers for whom charges will be calculated.		
Click <u>Apply Open Credits</u> to apply open credits before calculating finance	E-mail Apply Open Credits Preview Print Create Options >> Close	>> Help
charges.	The State State State	

create to calculate and create the finance charge transactions.

You can view and edit these transactions using **Customers > Finance Charges > Enter**.

	Time 12:35:50PM		ATION PURPOSES ONLY Ice Charges - Preview		Page 1
Cutoff date: 09/14 Order by Custom Customer #		Finance charge code	On	Amount past due	Finance charge
	Bill Baker	2%	9/14/06 12:35 pm	3,372.46	67.45
1000	bill baker				

Entering Finance Charges

Select Customers > Finance Charges > Enter

• Use to manually enter a finance charge for an A/R customer or edit finance charges that were created using Calculate Finance Charges

🔯 Finance Char	rges Enter - Batch:MGR	
E 🗄	+ × 🖻 📾 🔺 ► 🏓 🍢	3 👍 • 😡 •
C <u>u</u> stomer #		Calculation details
D <u>o</u> cument no.	(AUTO-ASSIGN) Auto-assign	
Documen <u>t</u> date	9/28/2007	No calculation details available.
A <u>m</u> ount	4.26	
Refere <u>n</u> ce		
<u>C</u> omment		
	Post	

Customer #	Customer for which finance charges is being assessed
Document no.	Auto-assign or manually enter finance charge document number
Document date	Date on which the finance charge is assessed
Amount	Amount to assess as a finance charge
Reference	Optional additional information to associate with transaction
Comment	Optional description of transaction
Calculation details	If the finance charge was created using Calculate Finance Charges, shows the details of the calculation.

Printing the Finance Charges Edit List

Select Customers > Finance Charges > Edit List

• Use to preview transaction information prior to posting

🏟 Finance Charges Edit List	
Order by Bat ID, Customer #, Doc no	
Parameters Finance Charge Customer	
Batch MGR Batch created for MGR.	
	>>
<u>E</u> -mail P <u>r</u> eview <u>P</u> rint <u>O</u> ptions >> <u>C</u> lose	

Date 9/14/2006	Date 9/14/2006 Time 12:46:46PM FOR DEMONSTRATION PURPOSES ONLY Finance Charges Edit List										
* = Manuallyem ** = Edited aftero Bat ID MGR Orderby Bat ID,											
Customer #	Name	Doc no	Doc date	Finance charge	Amount past due	Reference					
1000	Bill Baker	FCH20060914	9/14/06	67.45	3,372.46						
	1 Transaction(s) in report			67.45							
			End o	freport							

FINANCE CHARGES

Posting Finance Charges

Select Customer > Finance Charges > Post

• Use to post a batch of finance charge transactions

Answer **YES** to begin posting.



When completed, a message shows the event number and status of posting, and allows you to view the posting journal.

Confirm		×
?	Event Number: 700183 Processing complete with no errors Do you want to view the Finance Charges Journal?	
	<u>Y</u> es <u>N</u> o	

You can also view the Finance Charges Journal using **Customers > Reports > Journals > Finance Charges**.

Managing a Customer's Account

Select Customers > Account Management

• Use to quickly view, maintain, or print information about your customers

Click Add adjustment to enter a customer adjustment Click Add cash receipt to enter a cash receipt

🔯 Account Managemen	t							
🗲 🗐 🔒 🛙	3 🔍 🕨	🔎 🏅 🗋	🍯 • 🛛	0 -				
Customer # 1000	Z	Bill Baker		Balan	ce 3,670.92		<u>A</u> dd ad	djustmen
Comment	Unposted t	al -416.73		Add <u>c</u> a	ish receij			
Note 11/28/20	06 - Spoke with Bill al	bout his late payments. Sen	ding in payme	Credit availat	ole Unlimited			
Main Contacts A/R inf	o A/R Documents	Unposted Documents 0	rders/Layaways	Holds/Quotes	Ticket Histo	wl		
Salutation Mr. Last name Baker	Fi	rst name Bill		Last aging		0	Current 77.96 31 to 60 days (
C <u>r</u> edit limit	F	✓ <u>U</u> nlimited					61 to 90 days 2 Over 90 days 3	
Credi <u>t</u> rating AAA Allow A/R charges 🔽	Allo <u>w</u> tickets 🔽	Orders/Layaways	3		_	229.39]	
Allow layaways 🔽	Allow orders 🔽	Order balance	998.83	3,363.57				
Last pmt date 11/7/	2006	# of layaways	0					
Last pmt amt 500.0)	Layaway balance	0.00					
Credit recap		Credit used		Account mana	gement note			
Credit limit	Unlimited	Balance	3,670.92	11/28/2006	-	vith Bill abr	out his late	
Credit used	4,253.02	Unposted bal	-416.73	payments.				
Credit available	Unlimited	Order balance Layaway balance	998.83 N/A					
		Total credit used	4,253.02		Add	Edit	Delete	1
					Muu	r dir	Dejete]



ACCOUNT MANAGEMENT

Contacts Tab

Customer # 1000 Comment	🔎 📿 Bill Baker		Balance 3,67 Unposted bal -416	 <u>A</u> dd adjus Add <u>c</u> ash r
	2006 - Spoke with Bill about his late payr	ments. Sending in payme		
	nfo A/R Documents Unposted Docu			
Contact 1				
Contact 1				
Ph <u>o</u> ne 1	321-455-1836	Fa <u>x</u> 1		
Emajl 1 🛛		URL 1		
Contact 2				
Contact 2				
Phone 2		Fax 2		
E <u>m</u> ail 2		U <u>R</u> L 2		

A/R info Tab	🔯 Account Management
	🔄 📃 🤀 🥅 🔍 🕨 🔑 🍞 🛅 🎒 · 🐶 ·
Only shows information for A/R customers	Customer # 1000 Image: Bill Baker Balance 179.41 Add adjustment Comment Unposted bal 25.00 Add <u>c</u> ash receipt Note This is an Auto-display note used for Account Management. This note is Credit available Unlimited Main Contacts A/R info A/R Documents Unposted Documents Orders/Layaways Holds/Quotes Ticket History
Includes buttons	Last Aging Last Statement Last age as of date 1/26/2011 Aged by Document date
to perform these functions.	Last aging balance 20.59 Current 936.59 Current 0.00 31 to 60 days 0.00 31 to 60 days 0.00 61 to 90 days 0.00
Age customer	61 to 90 days 0.00 Over 90 days 0.00 Over 90 days 0.00
Print statement	Open -220.25 Past cutoff 0.00 Print statement View statement Local client OP.SQL Meil
<u>V</u> iew statement	Age customer >>
E-mail statement	Mail

A/R Documents Tab	🍇 Account Mana	gement							
	🛃 🗐	9 🖼 🗖 1	> 🔎 🕉		3 · 🛛	9 -			
Only shows information for	Customer # 1000 Add adjustment Comment Unposted bal 25.00 Add cash receipt Note This is an Auto-display note used for Account Management. This note is Credit available Unlimited								
A/R customers	Main Contacts A/R info A/R Documents Unposted Documents Orders/Layaways Holds/Quotes Ticket History								
Includes buttons	Group by Group by d Group by a	beameric	der <u>b</u> y		•	From 77 <u>I</u> o 77	- -	E <u>x</u> pan C <u>o</u> llaps	
	Doc #	Document date	Document type	Amount	[Discount amount	Writeoff amt	Net chan	
to perform these	100105		Ticket		1,136.59		0.00	0.00	1,136.59
functions.		2/15/2001	Payment		-200.00		0.00	0.00	-200.00
	±- 100105CR		Credit Memo		-12.50		0.00	0.00	-12.50
	±-1030 +-1217	9/30/2002 9/30/2002	Payment Credit Memo		-150.00 -15.00		0.00 0.00	0.00 0.00	-150.00 -15.00
Apply Open Credits	H-34512	1/4/2003	Payment		-150.00		0.00	0.00	-150.00
Apply open creaks	±-32451	9/20/2003	Payment		-35.00		0.00	0.00	-35.00
		7/21/2004	Payment		-175.00		0.00	0.00	-175.00
	🕂 - 10931-1	6/28/2005	Payment		-15.75		0.00	0.00	-15.75
View A/R document	È-2005-09-18		Credit Memo		-10.00		0.00	0.00	-10.00
	±-2006-03-18 +-71821-1112		Credit Memo Credit Memo		-10.00 -10.25		0.00 0.00	0.00 0.00	-10.00 -10.25
	+-6238-1242		Credit Memo		-10.25		0.00	0.00	10.50
	AD1 00001	10/27/2007	Cradit Mama		22.00		0.00	0.00	22.00
Reapply A/R document		Apply Open Credit	s <u>V</u> iew A/R do	cument	<u>R</u> eapply A/	R document	Vjew ticket history		>>
View ticket history									

Unposted Documents Tab

Includes buttons to perform these functions.

Edit document	
<u>V</u> iew ticket	

🗞 Account Manage		► 🔎 🚡	s 🗋 💪 -	1				ļ	_ 🗆 >
Main Contacts 4	28/2006 - Spoke with A/R info A/R Docume		uments Orders/Layav	ne Crec vays Holds/	Balance nposted bal lit available Quotes Tic	-416.73 Unlimited		<u>Add adj</u>	
Transaction type	Cash receipts	Document no.	Finance	charges Batch	Store	Station	Amount		•
AR Cash Receipts PS Payments	Payment Ticket	1000CH123 100292	1/4/2007 1/4/2007	MGR	MAIN MAIN	1		-450.00 33.27	
									ŀ
		Edjt do	ocument	<u>V</u> iew ticket					:

ACCOUNT MANAGEMENT

Orders/Layaways Tab

Includes button to perform this function.

<u>V</u> iew	document
--------------	----------

🔯 Account Mana	agement								
€ 目	8 🗔 -	◀ ▶ .	<i>></i> 7		🎒 • 🔯	•			
Customer # 1	000	C Bill	Baker			Balance 3,	,670.92	Add adjustment	
Comment						Unposted bal -4	16.73	Add cash receipt	
	1/28/2006 - Spok	o with Dill shout	hie late maun	anta Candi	an in a numa	Credit available U			
-							Thirticed		
Main Contacts A/R info A/R Documents Unposted Documents Orders/Layaways Holds/Quotes Ticket History									
Include	☑ Orders	Layaways							
Document type			Store	Station	Number of lines		Tax	<u> </u>	
	70027	11/30/2006	MAIN	1	2	350.98	42.12		
	70013	11/7/2006	MAIN	1	2	702.88	35.15		
Order	200004	11/17/2006	EAST	1	2	41.39	4.97		
								-	
1						Total	Deposits Ba	alance	
					1 00	ders 1,177.49		77.49	
				⊻iew docu		yaways 0.00	0.00 0.0	n	
						,,	0.00	» >>>	

Holds/Quotes Tab

Includes button

to perform this

View document

function.

🔯 Account Managei 🔄 🗐 🤀 🥅 🔺 🕨 🔑 🍞 📋 🎒 · 😥 · Customer # 1000 📿 📿 Bill Baker Balance 3,670.92 Add adjustment Comment Unposted bal -416.73 Add <u>c</u>ash receipt Note 11/28/2006 - Spoke with Bill about his late payments. Sending in payme Credit available Unlimited Main Contacts A/R info A/R Documents Unposted Documents Orders/Layaways Holds/Quotes Ticket History Include 🔽 H<u>o</u>lds 🔽 Quotes Document type Ticket Ticket date Store Station Number of lines Subtotal Total Tax * ▶ Hold 11/7/2006 50005 MAIN 330.74 • Total Holds 330.74 ⊻iew document Quotes 0.00

Ticket History Tab

Includes button to perform this function.

Comment			Bill Baker			Unposted b	ce 3,670.92 al -416.73		<u>A</u> dd adjustm Add <u>c</u> ash rec
Note	11/28/2006 · Spok	ke with Bill at	bout his late pay	ments. Sending i	n payme	Credit availat	le Unlimited		
fain Contac	ts A/R info A/R [Documents	Unposted Doc	uments Dr.ders	1 auawaus Ì Hi	olds/Quotes	Ticket History		
	el vu niel vur	20cuments	Unposted DOC		Layamays 11	01037 Q 00(63			
Data ra	nge 01/04/2006	-	to 01/04/2007		Update				
Date Ia	nge 0170472006	·	to 0170472007		Update				
Ticket #	Ticket date	Store	Station	Ticket type	Sale lines	Return lines	Subtotal	Tax	Total
100192	7/10/2006	MAIN	1	Sale ticket	3		1,964.91	176.85	2,141.76
200004	7/10/2006	EAST	1	Sale ticket	3	0	714.58	64.31	778.89
100199	7/12/2006	MAIN	1	Sale ticket	1	0	71.99	6.48	78.47
	8/7/2006	MAIN	1	Sale ticket	3	0	698.39	62.86	761.25
100207	0/1/2000							4.50	94,49
100207 100222	9/20/2006	MAIN	1	Sale ticket	2	1	89.99	4.50	34.43
		MAIN	1	Sale ticket Sale ticket	2		89.99 125.58	4.50	131.94
100222	9/20/2006								
100222 100228	9/20/2006 11/7/2006	MAIN	1	Sale ticket	5	0	125.58	6.36	131.94
100222 100228 100236	9/20/2006 11/7/2006 11/7/2006	MAIN	1	Sale ticket Sale ticket	5	0	125.58 0.00	6.36 0.00	131.94 0.00

<u>V</u>iew document

Printing Customer Statements

Select Customers > Reports > Statements

	🔯 Statements	×
Statement type:	Statement type Document date	
Document date,	Order by Customer #	
Apply-to #, or	Parameters Customer	
Apply-to # (Omit Fully	Dates Custom 💌 Stmnt beg date 3/15/2001 💌 Stmnt end date 4/14/2001 💌	
Paid Documents)	Age method Document date No of age periods 4 Max age period 1 30 Max age period 3 90 Max age period 2 60 Max age period 4 Include e-mail customers in print/preview	
Select whether to show ticket detail and payment application detail for each document	Show application detail	>
	E-mail Apply Open Credits Preview Print Options >> Close Help	

- Ages customers prior to printing statements, using **Stmnt end date** as aging date.
- Documents dated prior to **Stmnt beg date** are summed and printed as Balance forward.

	🔯 Statements					
	Statement type Document date	•				
Filter the customers	Order by Customer #					
for whom statements	Parameters Customer					
will print.	Customer # PC to PC					
•	Category 2					
	Statement code					
	Balance not equal to 0					
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Sample Statement

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Co	ordova, TN 38016					Amount enclosed		
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Select Customers > Views > A/R Documents

• Use to view open A/R documents without making changes

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Select Customers > Utilities > Maintain A/R Documents

- Use to enter or edit Receivables documents for customers when first setting up Counterpoint
- Does not generate distributions or audit trails
- Can be accessed only by users who have authority to use A/R document maintenance

🔯 Maintain A/R Docum	ents						- O ×
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7 - 48

Course Evaluation

|--|

С	Course Name Training Date				
	Trainer Your Name (optional)				
Rar	nking				
	ase use the following rankings to complete this evaluation:				
1 =	Unacceptable, 2 = Did Not Meet My Needs, 3 = Meets My Needs, 4 = Exceeded My Exp	ectations			
Reg	gistration				
1.	It was easy to enroll in this course.	1	2	3	4
Fac	cilities				
2.	The workspace available was appropriate for the subject matter being taught.	1	2	3	4
	The room was set up effectively for the curriculum – if PC's were supplied, they were loa h the relevant software.	aded 1	2	3	4
Mat	terials				
4.	Manual content was appropriate to the subject being taught.	1	2	3	4
5.	The format of the manual was easy to understand.	1	2	3	4
Exp	perience				
6.	The course prerequisites were clearly stated & appropriate to the topic.	1	2	3	4
7.	The practice activities complemented the course.	1	2	3	4
8.	The time allotted for the course was adequate.	1	2	3	4
9.	I was given an opportunity to contribute during discussions.	1	2	3	4
10.	What were your expectations for attending this course?				
11.	Were your expectations met? Yes No If yes, how were they met?				
	If no, why not?				
Inst	tructor				
	The instructor was prepared.	1	2	3	4
	The instructor was knowledgeable about the course content.	1	2	3	4
	The instructor encouraged questions from participants.	1	2	3	4
	The instructor covered the course objectives.	1	2	3	4
	What is your overall rating of this Instructor?	1	2	3	4
	mments			-	
17.	The best thing about this course was:				
18.	This course could be improved by:				
19.	Another course that I would like offered is:				
20.	I would attend another course offered by Retail Training? Yes No If yes, why?				
	If no, why not?				

Accelerator key

Underlined character on a button that, when pressed with Alt on the keyboard, selects the button.

Account

An account is a category used to group financial information and to create financial statements for a business.

When you post individual transactions in Counterpoint, account numbers are used to hold distributions. Counterpoint allows you to track the activity for each account, report on the activity, and pass this information along to an independent General Ledger package in order to evaluate the financial status of your business. A well-defined chart of accounts is essential for good financial records. If you don't already have a chart of accounts, we recommend that you consult your accountant before entering account information in CounterPoint.

Account code

A record containing information on what accounts should be used for distributions created by transactions involving inventory items that have been assigned this account code. Every item is assigned one account code.

Accounting Interface

A method of transferring distributions and vouchered receiving from NCR Counterpoint to a third-party software package

Accounting cost

The cost value used in generating G/L distributions for inventory transactions.

Accounts payable

Amounts owed to others (a liability) for goods or services purchased on credit.

Accounts receivable

Amounts owed to a business (an asset), usually by customers who purchased your goods or services on credit.

Activating a drawer

Represents the process of recording the beginning amount of cash in a drawer before processing tickets. **Normally, a drawer is activated at the start of each business day.**

Active

The state when an object has focus and its controls are available.

Active window

The window in which you are editing data (or allowed to enter data).

Additional markdown

An increase of a previous markdown to further lower the selling price.

Address Verification Service(AVS)

A third-party service that reduces credit card fraud by confirming the card holder's address information when the physical card isn't available. AVS indicates whether or not the address provided by the customer matches the address on file with the credit card company so that the merchant can decide whether or not to process the charge.

Aging

A process that determines the age (number of days old) of customer open items

Allocated

Refers to a purchase request or P.O. where the goods ordered are intended for delivery to more than one location. Items may be shipped to one location then transferred to their final destinations (locations), or may be shipped to each individual destination from the vendor.

Alphanumeric

Consisting of letters, numbers, and/or special symbols (, &, etc.) in any combination.

Alternate unit

Represents a secondary unit of measure for receiving or selling an item. For example, the stocking unit for an item might be EACH, but you might receive and sell an item by the alternate unit CASE.

Always serialized item (Always serial tracking method)

An item that is assigned the Always serial item tracking method requires that a serial number be assigned to every unit of the item and also requires entry of a serial number on any transaction involving the item.

Application

The entire set of programs that comprise Counterpoint software (including Customers, Inventory, Point of Sale, etc.). The base system includes standard modules. Options are additional modules that may be purchased separately.

Apply-to group

A group of documents all pertaining to the same group of items. For example, an invoice and its associated payments, credit memos, and debit memos.

ASCII (American Standard Code for Information Interchange)

Refers to a data format that contains only alphanumeric characters.

Audit trail

A method of tracking transactions through the entire sequence of their history so that all financial information can be traced. Certain reports should be kept as part of your permanent business record in order to provide a permanent audit trail.

Available quantity

The quantity of an item that is currently available for sale. Generally, the available quantity is equal to the on hand quantity minus any quantities set aside for unposted transactions and open orders.

Average cost

A cost method achieved by calculating or re-calculating a weighted average of the cost of all inventory items currently in stock. It is re-calculated each time items are added to the inventory, and when items are removed from inventory.

Backorder

A type of order normally created when there is insufficient quantity available for a sale or order, or when you specify to backorder a line item on a ticket or order. Backorders signify items that are owed to the customer.

Backup

A copy of a file or group of files, saved in case something happens to the original.

Balance sheet inventory account

An account that tracks the value of on hand inventory.

Bank account code

A code that represents a particular bank account into which your company makes deposits. Each bank account code can be assigned to one or more pay codes to indicate which bank account is used for each type of tender.

Barcode

A unique identifier for an item or for a particular color/size/pattern combination of a gridded item. Barcodes can be printed in one of many common formats, i.e., UPC-A, Code 39, etc. – that are readable by barcode scanning devices, or barcode readers.

Batch

A group of transactions that is processed in a single posting event. Each batch is identified by a unique combination of a batch ID and a batch type, which determine who can use the batch and what kind of transactions are grouped with the batch. Batches allow multiple users to enter, edit, and post the same types of transactions simultaneously, while preventing multiple users from modifying or posting an individual transaction at the same time.

Batch ID

A user-defined identifier that you can assign to a batch manually, by using the batches form. Batch IDs can also be assigned automatically by clicking the Set up batches button on the Users form, the Workgroup form, or the Company form.

Batch processing

A processing model for entering several transactions in sequence, then finalizing (or posting) all of these transactions at the same time.

Batch type

The type of transactions that are grouped into a batch. Batched transactions include inventory adjustments, quick receivings, purchase requests, receivings, returns to vendor, purchasing adjustments, cash receipts, customer adjustments, quick transfers, transfer out, transfer in, and loyalty point adjustments.

BOL (Bill Of Lading)

A shipping document that serves as evidence that the carrier received shipment, and as a contract between carrier and shipper.

Bin

Represents a physical place to store inventory. Bins are subdivisions of a location and are used to locate items. Generally, bins refer to physical rows/shelves or to actual bins.

BLOB (Binary Large Object)

Used to store very large objects (text or binary) of indeterminate and variable size (e.g. notes and multi-media objects).

Buyer

An individual who is responsible for selecting, pricing, and purchasing merchandise. In many companies, the term "buyer" designates a department manager, whose responsibilities include, but are broader than, the buying function.

Calendar

A schedule that defines a business' accounting year, including its subdivision into seasons, months, and weeks. Calendars are used to group sales into periods for analysis on merchandising and historical reports.

Cancel

To halt an operation or process and return to the state before which the operation or process began.

Card Verification Value (CVV)

Three or four digits printed on the back of a credit card that identifies the credit card holder. CVV processing doesn't affect whether the charge is approved, but it does reduce credit card fraud when the physical card isn't available to swipe through an MSR device (e.g., as with telephone orders).

Cash receipt

Money received from a customer for good/services purchased.

Category

A user-defined classification that can be assigned to each customer, item, or vendor. Categories are groups used for pricing and reporting.

Cell

A specific identifier of a gridded item that contains a value for color and/or size and/or pattern. For example, if you sell sweatshirts in sizes S, M, and L in colors Red, White, and Blue, then a single cell would indicate Small Red or Medium Blue, etc.

Chart of accounts

A list of a business's accounts in numerical order, usually grouped by type.

Character

Any letter, number, or other symbol that may be typed on your workstation.

Check box

A box that you can click to turn an option on or off. When the option is on, a checkmark appears in the box.

C.O.D. (Collect On Delivery)

A shipping method where the buyer pays for the purchase when goods are delivered.

Color

One axis of a grid. When referring to the grid coordinates within Counterpoint documentation, color refers to the first axis of a grid.

Color names

The names of the individual colors (e.g., Red, White, Blue, etc.) entered on an item grid.

Color tag

The heading that describes the set of color names (e.g., "Color").

Column (field)

One or more characters representing a single piece of data. Item number is an example of data stored in a column.

Command

A menu item that displays a NCR Counterpoint form or starts a particular task or function. An instruction entered at a command prompt that executes a program or performs a function.

Commission

The amount of money due to a sales rep when the sales rep is given credit for a sale.

Commission code

A user-defined code that can be assigned to a sales rep to determine the commission method and percentage paid to the sales rep for selling an item.

Commissions due

The amount of money to be paid to a sales rep that is given credit for a particular sale.

Company

A financial or commercial entity. In CounterPoint, each company is a separate database that contains all of the data for that company.

Commit

To allocate (commit) inventory to a transaction (e.g., an open order, ticket, adjustment, etc.).

Component

An inventory item included in a kit.

Constraint

Rules regarding values allowed as entries for a column.

Control

Any object that enables you to interact with data or perform an action.

5

Control information

Setup information that controls global Counterpoint behavior.

Cost

The amount you pay to a vendor for purchase of merchandise.

Cost correction

A special distribution generated by inventory transactions. Cost correction entries use an item's average cost to adjust your G/L when on hand quantities are negative. This ensures that there is no discrepancy between your actual stock and book records of stock.

Cost of goods sold

Cost of merchandise less any discounts, but including transportation and alteration costs. Cost of goods sold = merchandise – (discounts + transportation + alteration costs)

Cost method

The process that Counterpoint uses to determine the cost of each inventory item. Counterpoint currently supports only the Average cost method.

Counting a drawer

The process of recording the amount of cash and other payment types in a drawer. Normally, the drawer is counted at the end of each business day.

Counterpoint Subscription Service (CSS)

The Counterpoint Subscription Service (CSS) keeps your Counterpoint system up-to-date automatically. Our talented development team is constantly adding new features to Counterpoint – and correcting flaws, too. So, with CSS, you receive all feature enhancements ("updates") and corrections as they are added to CounterPoint, along with updated documentation supplements when applicable.

Credit

The power or ability to obtain goods, services, or money in exchange for a promise to pay later.

The right side of an account.

A credit entry is an entry to the right side of any G/L account. Credits will normally be increases to liability accounts and decreases to asset accounts. They may also be increases to income accounts and decreases to expense accounts.

Customer

A person or company who buys goods and services from your company.

Data-aware control

A column whose definition and value are obtained from the data dictionary. Values for non-dataaware controls are supplied by the program.

Database

A collection of data organized into tables that contain row (records) and columns (fields). NCR Counterpoint stores all data for each company in a separate database.

Data Dictionary

Definition of each table, each column within a table, and the indexes for the table.

Default

An entry that Counterpoint uses automatically unless otherwise specified. Default values can always be overridden. They are provided solely to simplify and speed up data entry.

Demand forecast

Estimate of expected demand over a specified future period. Also called forecast demand.

Desktop

The visual work area that functions as a background to your Windows[®] applications. Desktops generally contain icon shortcuts to applications, documents, and the Recycle Bin.

Dialog box

A temporary rectangular window that appears on the screen to explain the feature you're using, display relevant information, or request information.

Discount

Represents a reduction in the price of an item.

Discount item

An item that is assigned the Discount item type, which results in a negative price when the item is sold. Example discount items are coupons or credits that reduce the sale amount. Discount items are miscellaneous items; on hand and committed quantities are not tracked. A description for Discount items can be entered when sold.

Distributions

G/L accounting transactions created during posting.

Document

A collection of data that represents a printed form (e.g., a P.O., a sales ticket, or an order).

Drawer

A physical or logical place to track money received at point-of-sale.

Drawer fund

The amount of money left in a drawer after the drawer has been closed. The drawer fund is typically used to provide startup money (change) for the next business day.

Drag and drop

A technique for moving objects with the aid of a mouse. To drag an object, press and hold the mouse button, while moving the object to its desired location. To drop the object, release the mouse button.

Drop-down list box

A box that displays a default choice along with an option to open to a pre-defined list of additional choices.

Drop Ship

Process that allows shipping of items sold directly to the customer from the vendor.

Dun

A demand for payment of a bill or account.

EDC (Electronic Draft Capture)

An automatic method of authorizing, balancing, and settling credit card transactions entered on a Point of Sale workstation. Check verification/guarantee is also supported by the EDC process.

Edit list

A report that lists unposted transactions. Edit lists are generally used to review transactions for accuracy prior to posting.

Ellipsis

A "3-dot" mark indicating that additional information is available or must be entered in a pop-up window or dialog box.

Employee discount

A reduction in selling price on merchandise sold to an employee.

Ending inventory

Merchandise on hand at the end of an accounting period.

Event

A record of a final update or posting process.

Exception reporting

Reporting that only includes information not meeting established criteria. For example, if you plan to sell between 2% and 5% of your inventory per week, then exception reporting would allow you to report on sales outside your criteria limits (e.g., sales that fell below 2% or rose above 5%).

F.O.B. (Freight On Board)

A shipping term indicating that freight charges are included to the specified destination.

Factoring

The process of buying invoices from a business at a discount. If one of your vendors factors their invoices (i.e., sells them to another company at a discount to obtain payment more quickly), then you will need to send payment to a company other than the one listed as the vendor on the P.O.

Filter

A set of user-defined criteria that restricts the results of lookups and reports to those records that meet the conditions defined by the filter. User-defined filters can include a single condition or a complex combination of criteria.

8

Finance charge

An amount charged to a customer's account because of past due invoices.

Fiscal year

Any accounting period that contains one of the following: 52 weeks 13 four-week periods calendar year (Jan 1 – Dec 1) any 12-month period

Fixed button panel

The grid of buttons that appears under the main button panel in Touchscreen Ticket Entry. These buttons always appear in Touchscreen Ticket Entry, regardless of which button page you are viewing.

Forecasting

Forecasting is the activity of estimating the quantity of product that consumers will purchase. Forecasting is also the estimation of the value of a variable (or set of variables) at some future point in time.

Form

A window or screen that appears when a menu selection is run.

Form feed

The capability of most printers to automatically feed paper to the top of the next page.

Functions

Forms/windows/dialog screens that perform specific activity.

G/L (General Ledger)

The collection of all balance sheet, income, and expense accounts used to keep a business's financial records. A component of a third-party software package that maintains accounting records.

Gift card

A transferable store credit sold to one customer with the expectation that it will be redeemed by another.

Gift card code

An identifier for each gift card that is sold. A gift card is tracked until the gift card is fully redeemed.

Grid

A table or matrix of the available combinations of characteristics for an item, such as color, size, pattern, width, length, and so forth. Grids in NCR Counterpoint may be one-dimensional (e.g., color only), two-dimensional (e.g., color / size), or three-dimensional (e.g., color / size / pattern).

Grid cell

The intersection of three dimensions (e.g., color, size, and pattern) in an item grid. Also referred to as a color / size / pattern combination.

Gridded item (Grid tracking method)

An item that is assigned the Gridded tracking method, which indicates that the on hand quantity of the item is tracked by various combinations of characteristics such as color, size, style, and so forth. Prices can also be set differently for each cell of a gridded item.

GMROI (Gross Margin Return On Investment)

A numerical indicator of the company's return on its investment for an item or group of items. GMROI measures the profitability of a company.

Gross profit (margin)

Represents the difference between an item's price and cost.

GP% (Gross Profit %)

The gross profit divided by the price.

HelpDesk

NCR HelpDesk provides telephone support to NCR-authorized resellers.

Highlight

A visual indicator showing that an object or text is selected. Highlighted information usually displays in a different color or in reverse video (usually dark text on a light background).

Hub

The central repository of data for a company in a Multi-Site Counterpoint configuration.

lcon

A small picture that represents a program, document, menu selection, or other object.

Inactive

The state where an object (e.g., a window, checkbox, etc.) is unavailable. For example, an inactive checkbox would appear grayed out and you would not be able to check it.

Inactive window

Any window in an inactive state. You can't enter or edit data in an inactive window.

Inventory

- 1. The actual merchandise on hand for sale to customers in the ordinary course of business
- 2. The value of merchandise on hand at cost or retail

In CounterPoint, inventory refers to information about the quantities of an item within a particular location.

Inventory adjustments

An increase or decrease made to inventory to match an item's actual on hand quantity. Adjustments are typically recorded to account for breakage, theft, loss, incorrect receivings, overshipments, and so forth.

Inventory cost

The actual or average value of on hand merchandise.
Inventory item

An item that is assigned the Inventory item type indicating that on hand and committed quantities are tracked.

Invoice

A document denoting money owed from one entity to another.

Invoicing

The process of creating an invoice.

ltem

A product or service that may be sold to customers. Items are represented by a unique item number.

Item tracking method

A characteristic of an item denoting how that item's quantities are stored and recorded. Counterpoint tracking methods include Normal, Always serial, Sometimes serial, and Grid.

Item type

A characteristic of an item denoting whether or not item quantities are tracked and how Counterpoint treats sales of the item. Counterpoint item types include Inventory, Non-inventory, Service, or Discount. The term "miscellaneous item" refers to Non-inventory, Service, and Discount type items (i.e., items whose quantities are not tracked).

Join

A cross-reference between two tables that have one or more columns in common.

Journal

A report that can be printed automatically during the posting of a variety of documents, including tickets, inventory adjustments, transfers, purchase requests, and receivings.

Jump (hyperlink)

Any icon or text which, when clicked, navigates you to another location (or window).

Kit

A single inventory item that is constructed from other inventory items (components). For example, you might define a kit called "Toolbox set" that includes a toolbox, a hammer, a wrench, and a screwdriver. You could then sell the "Toolbox set" as a single item.

Label

A customizable printed document. In CounterPoint, label jobs determine the data that prints on a label, including format and font size.

Label code

A code that allows you to group items for purposes of label printing. Each item in Counterpoint may be assigned a different label code, and printing of item labels can then be filtered for items with specific label codes.

Label file

A label file specifies the placement and formatting of fields on the label. Several pre-defined label files (*.lbl extension) are supplied with NCR Counterpoint. NiceLabel Pro is required to create or modify label files.

Label job

A label job defines the label file, query file and default printer for the labels. A label job is always specified when printing labels.

Label query

A .sql file that contains a query for use by a label job. The query selects the appropriate data from the database. User-entered filters are applied to data returned by query. Several predefined queries are supplied with NCR Counterpoint.

Landed cost

The final cost per unit of items received into inventory.

Landed cost = (Purchase cost + freight cost + miscellaneous charges) ÷ quantity received

Last cost

An item's cost as of its most recent purchase.

Layaway

A method of deferred payment in which merchandise is held for the customer until it is completely paid for. The customer makes periodic payments towards the price.

Lead time

Time between placing an order and receipt of goods.

Line item

A single item on a ticket, order, or P.O.

Line item entry panel

The area of the Touchscreen Ticket Entry form that displays each line item you enter on a ticket.

Line tax

The sales tax associated with a line item.

List box

A box that displays a list of available choices.

Location (warehouse)

A physical or logical place where inventory is kept or tracked; can also be used for pricing location.

Location group

Multiple stocking locations that are grouped together for reporting, ordering, or taking markdowns. A location group can contain an unlimited number of locations.

LookUp

A Counterpoint feature that allows you to look up and retrieve information from your Counterpoint data files.

Magnetic Ink Character Recognition (MICR)

The process of check authorization in which data on a check is read by a MICR device and transmitted to CounterPoint, which sends the data to the check processor. MICR processing eliminates manual data entry and is less error-prone.

Magnetic Stripe Reader (MSR)

A device that converts the information contained in the magnetic stripe of a credit card into data that can be transmitted to Counterpoint as keyboard input.

Main button panel

The grid of buttons that appears to the left or right of the line item entry panel in Touchscreen Ticket Entry. The buttons that appear in the main button panel depend on the button page that you choose.

Main menu

The collection of commands that provide access to NCR Counterpoint forms and reports. The main menu can be displayed in the Explorer, Tree, Button, or Standard menu style.

Management history

Historical daily summary figures for workstations, categories, payments, users, sales reps, and taxes.

Mapping values

"Link" between what is stored in the database and what displays as the associated description. For example, the value "I" has a mapping value of "Inventory".

Margin (gross profit)

The difference between an item's price and cost.

Markdown

A reduction in the original retail price, primarily taken for clearance of broken merchandise, prior stock, or to meet competition. Discounts given at the time of sale (including those for items on sale) are not markdowns.

Markup

Upward revision of the original retail price, resulting in a price higher than the original price.

Menu

The list of commands that display when you click on the menu bar or other toolbar.

Menu bar

The collection of pull-down menus that appear across the top of many Counterpoint forms.

Menu code

A set of standard or user-defined commands (i.e., menu items). Menu codes allow you to limit users to only the commands they need and ensure that they cannot access areas of Counterpoint that are not relevant to their work.

Menu item

A standard or user-defined command that appears on the main menu. Menu items allow you to access maintenance form, view forms, reports, and other functions within CounterPoint.

Message box

A pop-up window that displays a specific message.

Minimum order

The smallest sale permitted by a manufacturer or wholesaler (vendor). Minimum orders can be defined by units, dollar amounts, or weight.

Miscellaneous charge

An additional charge that is not normally included in the price of an item, such as a fee for shipping or handling.

Miscellaneous item

A term referring to all items for which on hand inventory isn't tracked. Miscellaneous items include Non-inventory, Service, and Discount items. The on hand quantity of a miscellaneous item is always zero.

Modal form

A form that does not permit access to a different form while the modal form is open.

Model stock

The desired inventory stocking level for each cell of a gridded item. Model stock can be defined separately for each location.

Module

A section of Counterpoint that provides specific functionality, such as Customers, Inventory, Point of Sale, etc.

Monthly history

Historical figures broken down into monthly summary totals using calendars.

Multi-location

Refers to a company that uses multiple locations to track inventory.

Multi-Site

A Counterpoint configuration that allows a central site (called the Hub) to collect and process data from multiple remote sites (called Remotes) that are part of the same Counterpoint company. The Hub and each Remote site processes the data and sends changed information back and forth to other sites in order to keep data synchronized.

NCR CP Gateway

A service offered by NCR that allows you to obtain credit card authorizations from your processor using the Internet, rather than a dial-up connection. NCR CP Gateway is faster and more reliable than dial-up communications and can provide 2 second authorizations.

Net terms

Terms calling for the billed amount of the invoice, with no discount allowed.

Non-inventory item

An item that is assigned the Non-inventory item type, which allows you to enter the price and description at the time of sale. Non-inventory items are miscellaneous items; on hand and committed quantities are not tracked.

Normal item (Normal tracking method)

An item that is assigned the Normal item tracking method, indicating that the item is not tracked by serial number or grid.

Numeric

A value that is expressed in numbers.

Object

Any of an application's distinguishable components (such as windows, text boxes, check boxes, message boxes, etc.)

Offline

- 1. Refers to devices that aren't connected to the central Counterpoint system but are associated with its operation (e.g., an offline workstation)
- 2. Refers to equipment or devices that are powered on but are in a "not-ready" state

OLE (Object Lining and Embedding)

A Windows[®] standard method for inserting and embedding objects in Windows[®] applications

On hand

Inventory that is physically present.

On-the-fly

The ability to add information to the database from within other areas of CounterPoint. For example, you can add a customer on the fly while entering a Point of Sale ticket.

On order

Merchandise that has been ordered from a vendor but not yet received.

Open

An order, P.O., transfer in, or transfer out in an incomplete state. For example, an open P.O. refers to a purchase request that has been posted, but has not yet been fully received.

Open item

- 1. A type of customer whose account balance is determined by keeping individual document detail and applying payments to specific documents
- 2. A specific A/R document (e.g., an invoice, finance charge, debit memo, payment, etc.) showing an individual transaction that occurs for an Open item customer

Open-to-buy

Denotes the amount of money available for merchandise purchases, stated in terms of retail dollars. At the beginning of a period (usually a month), open-to-buy would be the amount of planned purchases for that period. Interim open-to-buy is calculated by deducting from the period's planned purchases the amount of merchandise already received and the retail amount of POs planned for delivery within the period.

OPOS (OLE for point-of-sale)

OPOS (OLE for point-of-sale) is the industry standard for accessing equipment. OPOS devices require software drivers in order to work with Windows[®].

Options

Optional modules that may be purchased separately to enable additional functionality in Counterpoint (e.g. Serial Numbers, Receivables, etc.).

Order

A request or instruction to buy, sell, or supply goods or services.

Original retail price

The first retail price at which merchandise is offered for sale.

Overage

1. The amount by which a physical inventory exceeds book inventory

2. The amount by which the actual drawer amount exceeds the reconciled amount at the time the drawer is closed

Overbought

The condition where a buyer has committed to purchases exceeding the planned purchase allotment for a merchandising period.

Packing slip

A contents list (or a copy of the invoice) included with a shipment.

Password

A word or string of characters assigned to specific user or group of users to provide access to CounterPoint.

Path

The location of a file in relation to drive and directory. For example, the path of a file named Counterpoint.exe on drive C in the NCR Systems sub-directory of the Program Files directory is C:\Program Files\Radiant Systems\\Counterpoint.exe.

Pattern

One axis of a grid. When referring to the grid coordinates within Counterpoint documentation, pattern refers to the third axis of a grid.

Pattern names

The names of the individual patterns (e.g., Striped, Solid, Mixed, etc.) entered on an item grid.

Pattern tag

The heading that describes the set of pattern names (e.g., "Pattern").

Pay codes

User-defined type of tender that a company accepts as payment for the goods and services it sells. A different pay code should be defined for each type of tender that (1) is accepted at this store and (2) you want to track separately. Available pay code types are: A/R charge, cash, check, credit card, debit card, gift certificate, store credit, EBT food stamps, and loyalty points.

Payment

Money received from a customer to pay his or her bill. Counterpoint supports multiple pay codes for different types of payments.

Period

A specified contiguous interval of time, such as a week or a month.

Peripheral devices

Hardware devices used in conjunction with your point-of-sale workstation. Counterpoint supports a number of peripheral devices, including printers, cash drawers, barcode scanners, modems, card readers, check readers, customer displays, and PIN pads.

Physical count

The process of physically counting your inventory (also called "physical inventory" or "taking inventory").

Picking ticket

A list used to physically gather items prior to shipment. Picking tickets normally include customer and item information, including bin location, quantity ordered, and a place to write the quantity being shipped.

Picture mask

Formatting rules for user-entered values in a column.

Planned sales

Anticipated sales for a given period of time based on trends and planned increases over a period of time.

P.O. (Purchase Order)

A document that serves as a record of agreement made with a vendor that includes items purchased, cost, discount terms, and shipping method.

Point of Sale

The Counterpoint module that allows a computer workstation to ring up tickets, take order, and otherwise perform cash register functions.

Point of Sale security code

A set of security settings that determines the actions that a specific user or group of users is authorized to perform in CounterPoint's Point of Sale module.

Post (process)

To move transactions from a temporary file (transaction file) to a permanent file, updating all related files (e.g., history files). In CounterPoint, posting is a non-cancelable activity that usually creates accounting distributions.

Posting event

Any action that results in the posting of transactions to the Counterpoint database.

Price

What a customer would pay to buy a particular item from you, or what a customer actually paid for an item.

Price-1

Represents the retail price for an item. Typically, Price-1 is the highest price at which an item is sold.

Price Rule

A special pricing structure that combines the item being sold with additional elements of the sale to determine the selling price.

Pricing unit

The unit of measure by which an item is priced.

Prior stock

Stock that has been in inventory for more than six months.

Profile field

A code, date, numeric, or alphanumeric field that allows you to record additional information about items, customers, and vendors.

Profit

Income after all costs, expenses, and taxes have been deducted.

Profit center

- 1. A division or department of a company used to track revenue and expenses
- 2. A segment of the G/L account number used in generating distributions

Profit center method

The criteria that Counterpoint uses to determine the profit center (or sub-account) to which various types of distributions are posted.

Profit percentage

The difference between the cost of an item and its price, expressed as a percentage value.

Promotion

A special item price available for a limited period of time.

Protected fields

Fields that can only be changed by users for whom the "Allow protected changes" check box is enabled in their system security codes.

Purchase order

A contract with a vendor to provide specified merchandise.

Purchase request

An unposted purchase order. A purchase request authorizes a vendor to ship your requested merchandise. When posted, purchase requests become purchase orders.

Purchasing

A Counterpoint module that allows users to enter and post purchase orders and receivings.

Quantity discount

A reduction in price based on the size of the sale.

Quick transfer

A document that facilitates the transfer of some quantity of a single item from one location to another. Quick transfers require less data entry than full transfer documents.

Radio button

A group of buttons that allows you to turn an option on or off. When one button is selected (i.e., the control is filled) all of the other buttons in the same group are deselected (i.e., the control is empty).

Reason code

A record describing the reason for a special activity in Counterpoint (e.g., a product return or price override).

Receivables

- 1. A Counterpoint Option that allows you to track amounts owed to you by your customers due to charged purchases
- 2. Monies owed to you by customers who have deferred payments

Receiver

A document that details the receipt of merchandise ordered from a vendor.

Recycle bin

The desktop icon that is a shortcut to a hidden Windows[®] directory (called Recycled) that contains deleted files.

Register

- 1. To license a product (register) with the developer
- 2. A workstation where order or ticket entry is performed

Regular price

A reference price, often the suggested retail price, which is entered for an item and used in printing labels.

Relieve

To remove quantity from inventory due to an adjustment, sale, etc.

Reorder point

That point at which time a stock replenishment requisition would be submitted to maintain the predetermined or calculated stocking objective.

Retail price

Typically, the highest price at which an item is sold.

Return

A Point of Sale transaction in which a customer gives back a purchased item in exchange for the amount the customer paid for the item.

Returns to vendor

The process of returning to a vendor any items that were previously received on a PO. A document authorizing the return of items to a vendor.

Revenue (sales)

Income produced by a company.

Row (record)

A group of one or more related columns in a table. An item record is an example of data stored in a row.

Safety stock

Level of stock that is maintained to buffer against stock-outs. Safety stock provides protection against running out of stock during the time it takes to replenish inventory.

Sale

A Point of Sale transaction in which a customer exchanges an agreed amount for an item.

Sales rep

A type of user for whom sales activity and commission information is tracked.

Sales tax

An additional charge levied on the sale of goods and service, usually calculated as a percentage of the purchase price. Sales taxes vary according to the taxable status of the merchandise and customer and can differ according to location.

Satellite

A remote site in a Multi-Site configuration.

Scroll

To move through text using scroll bars or arrow keys (up, down, left, or right) in order to see parts of the file or list that don't fit in the window.

Seasonal merchandise

Merchandise purchased for specific seasons (e.g., swimwear, summer and winter clothing, outdoor furniture, etc.).

Security

Measures taken to prevent unauthorized or improper use of CounterPoint, such as the use of passwords and security codes.

Security codes

User-defined settings that control whether a particular user or group of users can perform various activities in CounterPoint. You can define system security codes and Point of Sale security codes.

Serial number

A number that uniquely identifies a unique unit of an item. Serial numbers are used track specific items from acquisition to sale to history. Serial numbers can only be assigned to serialized items.

Serialized item

An item that is assigned a tracking method of Always serial or Sometimes serial. Serialized items can be tracked by unique serial numbers.

Service item

An item that is assigned the Service item type. Service items usually represent labor or servicetype work. Service items are miscellaneous items; on hand and committed quantities are not tracked. You can enter a description for Service items at the time of sale.

Settlement

The act of completing a credit card transaction.

Ship-to address

An address to which ordered merchandise is sent. You can assign an unlimited number of shipto addresses to each customer record in CounterPoint.

Ship-via code

A code that identifies a particular shipping method that you or your vendors use to transport items.

Shortcut key (accelerator key)

A function key or key combination (e.g., F1 for Help or Ctrl+C for Copy) that executes a specific command or moves the current focus without using the mouse.

Shrinkage

The difference between actual stock and book records of stock. Shrinkage represents the aggregate of errors in stock record keeping, plus actual losses of merchandise through theft, breakage, etc.

Site

A computer or computer network that runs a copy of Counterpoint and that maintains an entire copy of the company database or a subset of the company database. Sites are typically the stores and the home office.

Size

One axis of a grid. When referring to the grid coordinates within Counterpoint documentation, size refers to the second axis of a grid.

Size names

The names of the individual sizes (Small, Medium, Large, etc.) entered on an item grid.

Size tag

The heading that describes the set of size names (e.g., "Size").

Sometimes serialized item (Sometimes serial tracking method)

An item that is assigned the Sometimes serial item tracking method, which accepts but does not require a serial number for every unit of the item.

Special order

A type of order usually entered for items not generally kept in stock, especially those ordered by you from your vendor for a particular customer. Special orders do not commit inventory.

Standard cost

A cost method in which items are valued at a typically fixed cost. The standard cost of each item is defined in the inventory record and isn't changed by the sale or receipt of items.

Statement

A notice sent to a customer describing monies owed. Statements may include details of invoices, payments, credit memos, debit memos, and/or aging along with the current balance of the account.

Station (register)

A workstation at which tickets and orders are entered and other cash register functions are performed.

Status bar

A horizontal information bar located at the bottom of a window.

Stocking unit

The unit of measure by which an item is kept (stocked) in inventory. Quantity on hand is expressed in stocking unit.

Store

A single physical or logical place that sells merchandise, tracks sales activity and retains sales history. Special configuration options may be defined for each store to tailor the way order or ticket entry operates, while still allowing all stores to update a central database that is shared by all stores.

Store credit

Represents money that is owed to a customer by the merchant. A merchant normally issues a store credit (also called a "due bill") when a customer returns merchandise that is not eligible for a refund. Store credits can be redeemed (tendered) by the customer at a future time for purchases.

Sub-category

A specific classification within an item category that further defines the characteristics of a group of items.

System security code

A code that allows you to grant or restrict user's access to various areas of CounterPoint, through a variety of setting. Use system security codes to assign menu codes and various authorizations to groups of user, and to define the valid transaction dates for those users.

Table (file)

A collection of rows that contain similar information. For example, the Item table contains data for all of your inventory items.

Tag

1. A physical label attached to merchandise for sale (hang tag).

2. A "virtual label" that allows you to capture label printing information for items involved in an event such as receivings, and then printing the labels from the tag information when you are ready.

Tag source

Posting activity that created a tag.

Тах

An amount levied on an item at the time of sale for the support of national, state and/or local government.

Tax authority

An entity, such as the state or county, for which sales tax is collected at the time of sale. Each tax authority comprises one or more tax rules that define individual sales taxes the authority collects.

Tax category

A group name assigned to any item(s) that require the same special handling for taxes.

Tax code

A group of one or more tax authorities that collect sales tax. Typically, each tax code includes all of the tax authorities that collect sales tax in a specific geographical area.

Tax rule

A logical definition that represents a specific sales tax that a particular tax authority can assess. Each tax rule includes percentage rates or a per-unit amount that determines the amount of sales tax charged for each ticket line to which the rule applies. Tax rules also include settings that determine when and how sales tax is applied.

Taxable amount

The per unit amount of an item's price to which a tax rule can be applied.

Template customer

A customer record that determines the default values for new customers.

Template item

An item record that determine the default values for new item records.

Tender

Any form of payment that is offered to purchase goods or services.

Terms

Terms determine payment requirements for an invoice. For example, terms of 2/10, net 30 indicate that an invoice paid within 10 days receives a 2% discount. Otherwise the undiscounted amount must be paid within 30 days.

Text box

A box where you view or enter text.

Ticket

Any type of document assigned a ticket number in the Point of Sale ticket entry screen.

Ticket Entry

The Point of Sale form that allows users to complete sales and returns. **Ticket history** Detailed historical records of tickets that were posted in Point of Sale.

Ticket tax

The total tax amount for one ticket or order.

Title bar

Solid color bar at top of each form (window) that shows the name of menu selection.

Toolbar

Row of shortcut buttons, usually at the top of a form.

Toolbar scheme

The format and layout of the Counterpoint toolbar. You can choose the Default, Simple or V7 formats.

Top button panel

The strip of buttons along the top edge of the Touchscreen Ticket Entry form. These buttons always appear in Touchscreen Ticket Entry, regardless of which button page you are viewing.

Top-level directory

The shared directory on a Counterpoint database server that holds system-level files.

Totals panel

The area that displays various ticket-related totals under the line item entry panel in Touchscreen Ticket Entry.

Transaction

A completed record in a file that involves the exchange of goods, products, or services.

Transfer in

A transaction that signifies the movement of inventory items into a given location.

Transfer out

A transaction that signifies the movement of inventory items from a given location.

Transfer reconciliation

A procedure that accounts for differences between what was shipped and received between locations.

Turn rate

A measure of how quickly your inventory sells. For example, a turn rate of 6 would indicate that you sell your merchandise quickly enough to replace it six times per year.

Unallocated

A purchase request or P.O. of which the goods ordered are intended for delivery to a single final location.

Unit

- 1. A quantity of one
- 2. A fixed quantity used as a standard for entering other quantities. For example, the stocking unit for an item might be EACH, but you might receive an item from your vendor by the alternate unit CASE.

Update

The periodic release of feature enhancements and corrections as they are added to CounterPoint. Counterpoint updates are available for download to customers who subscribe to the Counterpoint Subscription Service (CSS).

Upgrade

The process of importing data files into Counterpoint from an earlier version of NCR Systems software or from other accounting software vendors.

User

Anyone who uses Counterpoint software.

User ID

A name or code with which a user logs in to CounterPoint

Vendor

A company or person from whom your company purchases merchandise.

Vendor item

A unique combination of a vendor and an item used to keep track of information related to purchasing this item from this vendor.

View

Way to look at data from one or more tables in a database.

Vouchering

The process of creating an Accounts Payable voucher (a record of what is owed to a vendor) for items received from and invoiced by a vendor.

Window (form)

A rectangular, framed area on your screen that displays an application, form, or document.

Wizard

A standard Windows[®] tool that asks you questions in order to assist in creating new objects.

Workgroup

A workgroup is a logical grouping of users. Workgroups allow multiple sites to run from the same database.

Workstation

A computer where the Counterpoint software is being run.

Writeoff

Any portion of a customer's unpaid invoice balance that is forgiven (marked as no longer owed).

Year

An accounting period as defined in CounterPoint, including its subdivision into seasons, months, and weeks. Most often, the year is defined by your company's fiscal year or as a calendar year (January 1 through December 31).

Zoom

A zoom is a feature in Counterpoint that allows you to display additional information for an item, customer, etc.

Use this worksheet to define your company's item profiles and attributes.

Code profile	Display label	Codes
Code profile 1		
Code profile 2		
Code profile 3		
Code profile 4		
Code profile 5		

Date profile	Display label
Date profile 1	
Date profile 2	
Date profile 3	
Date profile 4	
Date profile 5	

Numeric profile	Display label
Numeric profile 1	
Numeric profile 2	
Numeric profile 3	
Numeric profile 4	
Numeric profile 5	

Alpha profile	Display label
Alpha profile 1	
Alpha profile 2	
Alpha profile 3	
Alpha profile 4	
Alpha profile 5	

Item Attribute	Display label	Codes
Attribute 1		
Attribute 2		
Attribute 3		
Attribute 4		
Attribute 5		
Attribute 6		

Use this worksheet to define your company's customer profiles.

Code profile	Display label	Codes
Code profile 1		
Code profile 2		
Code profile 3		
Code profile 4		
Code profile 5		

Date profile	Display label
Date profile 1	
Date profile 2	
Date profile 3	
Date profile 4	
Date profile 5	

Numeric profile	Display label
Numeric profile 1	
Numeric profile 2	
Numeric profile 3	
Numeric profile 4	
Numeric profile 5	

Alpha profile	Display label
Alpha profile 1	
Alpha profile 2	
Alpha profile 3	
Alpha profile 4	
Alpha profile 5	

Appendix 1: Purchasing Profiles and Misc Charges

Use this worksheet to define your company's purchasing profiles and miscellaneous charges.

Code profile	Display label	Codes
Code profile 1		
Code profile 2		
Code profile 3		
Code profile 4		
Code profile 5		

Date profile	Display label
Date profile 1	
Date profile 2	
Date profile 3	
Date profile 4	
Date profile 5	

Numeric profile	Display label
Numeric profile 1	
Numeric profile 2	
Numeric profile 3	
Numeric profile 4	
Numeric profile 5	

Misc Charge	Display label	Account
Misc charge 1		
Misc charge 2		
Misc charge 3		
Misc charge 4		
Misc charge 5		

Alpha profile	Display label
Alpha profile 1	
Alpha profile 2	
Alpha profile 3	
Alpha profile 4	
Alpha profile 5	

Use this worksheet to define your company's ticket profiles and miscellaneous charges.

Code profile	Display label	Codes
Code profile 1		
Code profile 2		
Code profile 3		
Code profile 4		
Code profile 5		

Date profile	Display label
Date profile 1	
Date profile 2	
Date profile 3	
Date profile 4	
Date profile 5	

Numeric profile	Display label
Numeric profile 1	
Numeric profile 2	
Numeric profile 3	
Numeric profile 4	
Numeric profile 5	

Misc Charge	Display label	Account
Misc charge 1		
Misc charge 2		
Misc charge 3		
Misc charge 4		
Misc charge 5		

Alpha profile	Display label
Alpha profile 1	
Alpha profile 2	
Alpha profile 3	
Alpha profile 4	
Alpha profile 5	

Section 1: Overview

Change the Sales Rep to MGR2 for each of your A/R customers, assigned to the EAST Store, who have a balance greater than \$100.00.

Select Customers > Customers.



to open the Customer Filter.

Right-click the filter form and select Customize.

Customize the filter so that only customers assigned to the **EAST Store**, with a balance **more than 100** are selected.

S Customer Filter	? 🗙
Customer # between and and Name contains and Store is (exactly) EAST and Balance more than 100 <click add="" condition="" here="" to=""></click>	
<u>D</u> K <u>C</u> ancel Clear Load Options >>	<u>H</u> elp

For the selected customers, change the assigned Sales Rep to MGR2.

(You can do this one customer at a time, or use Table View and change multiple records at once.)

APPENDIX 2: LEARNING CHECK ANSWERS

Section 2: Point of Sale

Scott Thomas enters the store and selects the following quantities and items for purchase: 1 Each ADM-TL3 2 Sleeves DUN-DDH 1 Shirt Blue Medium

You are user POS1. Be sure to clock-in. Process his purchase, giving him a 10% discount on the golf club. He will charge the purchase to his account.

Select Point of Sale > Tickets > Touchscreen.

Login as user POS1. Click Clock in/out and clock-in.



Click _____ and select Scott Thomas.

Sell the item ADM-TL2.



Enter the 10% discount for the golf club. Use the reason MGR for the override. User POS1 is not authorized to do price overrides, so have user MGR complete the override.

Sell the item DUN-DDH. Change the quantity to 2 and select the unit Sleeve.

Sell the item SHIRT. Select a quantity of 1 Blue Medium.



Complete the ticket.

Section 3: Defining Items

Create a discount item that provides \$2.00 off of a purchase. You want to be able to enter a description of the item the discount was given on, and you only want this discount to be available at the MAIN Store.

Select **Inventory > Items**.

Add a new item with an item type of **Discount** and a tracking method of **Normal**.

Enter **<Enter discount item here>** for the description and **2** for Price-1.

Create a new Category and Sub-category called **DISC** for discount items.

🔯 Items	
S = + × S = S =	15.99 🚽 🖓 ·
Item number 100007	Discount
Description <enter discount="" here.="" item=""> Tracking method</enter>	Normal
Main Description Units Profiles Serialized Other	
Price-1 2.00	🖻 🖶 📰 🔺 🕨 🔑 🍒 🗋 📟 ᢖ · 😥 ·
Regular price	
Last cost / COS% 0.0000 Item number 100007 Taxable Control Cost / COS% Control Cost /	count item here.> Item type Discount
	Prompt code 1
	Prompt code 2
	Days Prompt code 3 Days
	Days 🔽
Promot for price	
Vendor's item # Prompt for cost	Stocking unit EACH
Prompt for unit	
Barcodes Inventory Prices Substitute Items Vendor Items Weighed	
	2
F <u>o</u> od stamp item	
	S Inventory
On the Other tab, enable	🛾 🗉 🕂 🗙 🛍 🔮 🥅 🔍 🕨 🖉 🔛 🎒 · 😥 ·
Prompt for description.	Item number 100007 Center discount item here.> Create inventory
	Location MAIN Model Stock
Save the new item.	Quantities Dates
	Bin-1 Stocking unit Bin-2
Click Inventory, and delete all inventory	Bin3
records except the one for MAIN.	Big-4
	Cgst of sales percent 0.000 Qty on P0's 0 Standard cost 0.00000 0
NOTE: While Counterpoint does not track	Last cost 0.0000
•	Min gly 0
quantity on hand for discount items, you	Max of y 0
can limit which locations have the discount	
item assigned to it. You will also be able to	Vjew Commitments
run sales reports for discount items.	Quantity on hand is not tracked for miscellaneous items
	>>>

Section 4: Defining Customers

Scott Thomas has requested that you change the address you use when shipping items to him. He wants all other correspondence to continue to be sent to his billing address.

New address:

Scott Thomas 2008 March Lane Germantown, TN 38138

Select Customers > Customers.

Look up and select Scott Thomas, Customer # 100002.

Click Ship-To Addresses

You could enter the new shipping information as the Default, or create a new shipping address record.

After entering the address information, save the shipping address.

Section 5: Inventory Processing

A truck just arrived with the items from Transfer Out # 1000035. You received all items except COFFEE (it will arrive later). When you processed the item ICE CREAM, it was melted. Complete all inventory processing steps so that your company's records accurately reflect current inventory levels.

Select Inventory > Transfers > Transfer In>Enter.

Click Select transfer and select Transfer Out # 1000035. Use these settings for the **Select Receiving mode** dialog: **Set copied lines to** "Selected", **Quantity received defaults to** "Expected quantity", and **Unreceived quantity defaults to** "Leave on transfer". Notice that the inventory is coming from the MAIN location and being received at the EAST location.

Locate the item COFFEE and set the Qty received to "0" and the New expected to "2".



Locate the item ICE CREAM, click and select **Enter comments.** Record that the item was melted. (You will still need to record the receipt of the item. You will have to remove it from inventory later.)

Save the Transfer In. You will see a message that Optional serial numbers have not been entered. When it appears, close the dialog. (This company only records optional serial numbers when selling the item.)

Post the Transfer In.

You will need to remove the melted ICE CREAM from inventory. Do this by processing an Inventory Adjustment.

Select Inventory > Adjustments > Enter.

At Item number enter or look up the item **ICE CREAM**.

Indicate which location will have its inventory reduced. Use **EAST**, since the Transfer In was received at the EAST location.

Select **Scrap** as the adjustment reason code.

Indicate the quantity for which inventory is being adjusted. There was only 1 each of the ICE CREAM item on the Transfer In, so enter **-1**.

Use the accounting cost.

Reference Transfer # 1000035.

Post the Inventory Adjustment.

APPENDIX 2: LEARNING CHECK ANSWERS

Section 6: Purchasing and Receiving

After posting Purchase Requests, you notice that PO # 100078 has a total of \$523.46. Dunlop has a \$1000 minimum order requirement, so you will need to increase your order to reach the minimum. Your manager has approved the purchase of a new item from Dunlop. Item number DUN-65u, description Urethane Golf Ball, Price-1 3.50 EACH, Cost 1.99 EACH. You will need to order 288 EACH DUN-65u.

Select Purchasing > Purchase Orders > Reissue Purchase Orders.

Enter or look up PO # 100078 and click Reissue PO

Auto-assign the purchase request number.

Answer **Yes** to edit the Purchase Request.

On the Lines tab, enter DUN-65u as the item number. From the "Item not on file"

message, click <u>Add (F2)</u> and add the new item using the details provided above.

Place an order for 288 EACH.

Save the Purchase Request.

Post the Purchase Request.

What Report Should I Use?

Counterpoint has a large number of standard reports that are included with the software. The Counterpoint Reports Handbook shows an example of most of the reports.

You can download the Reports Handbook from http://www.counterpointpos.com/training/train_viewdoc.htm?file=ReportsHandbook.pdf.

Summary

This is a summary of what report to use to view commonly requested information.

Requested Information	Look at this report
Sales Transactions	 Sales History>Reports>Sales Analysis By Group – By Store Sales History>Reports>Sales Analysis By Group – By Pay Code Sales History>Reports>Flash Sales Point of Sale>Reports>Journals> Drawer Summary - for Day Overall Sales Point of Sale>Repots>Journals – Z-Tape
Sales Transactions by Group or Product	 Sales History>Reports>Sales Analysis by Group – Ticket History Line – Item Sales History>Reports>Sales Analysis By Group – Ticket History Line – Category
Hourly Sales Analyze by store when to staff and when most sales happen	 Sales History>Reports>Sales Analysis by Group – Ticket History – Hour
Best Sellers What items sold the most or made the most profit	 Sales History>Reports>Sales Analysis by Group – Ticket History Line – Item Number – print Top 10 or more – to see profit, use Select columns and position "profit" as the first t the top of the Visible columns list
Employee Sales	 Sales History>Reports>Sales Analysis by Group – Ticket History User – use Select columns to add fields you want to see
Customer Sales	 Sales History>Reports>Sales Analysis by Group – Customer number of name For detail, Sales History>Reports>By Cust/Item
Loyalty Report	 Customers> Reports> Loyalty Brief shows a rundown of loyalty amount Full shows a summary of details (e.g., running total, total redeemed, etc.)

APPENDIX 3: REPORTS SUMMARY

Requested Information	Look at this report
Promotion Report	 Inventory>Reports>Items on Sale (what's currently on sale)
	 Sales History>Reports>Sales Analysis by Group – Ticket History Line – Discount Code (sales discounted by item discount code)
	 Sales History>Reports>Sales Analysis by Group – Ticket History– Discount Code (sales discounted by ticket discount code)
Return Report	 Sales History>Reports>Sales Analysis By Group – Ticket History Line – Item Number – use Select columns to add % returned and/or Qty Returned
	 May be asking for a way to track returned items –
	 Inventory> Reports>History – to see items that are returned, filter transaction type to Returns
Conversion Report	 Inventory> Reports>Sell-Through
Sales by date	 Sales History>Reports>Flash Sales
Inventory Value	- Inventory> Reports>Valuation
Article Activity	 Inventory> Reports>Inventory Analysis
Gift Card Report	 System>Reports>Gift Cards (or store credits, if gift cards are created as store credits)
Discount Report	 Sales History>Reports>Sales Analysis By Group - Ticket History Line or Ticket History – Discount code
Repairs Report	 Sales History>Reports>By cust/item – filter to repairs item Sales History>Reports>By item/cust – filter to repairs item
Customer Data Report	 Sales History>Reports>Sales Analysis By Group – Customer number – use Select columns to add fields you want to see
Stock Inventory Report	- Inventory> Reports>Inventory Status
Stock Adjustments Report	 Inventory> Reports>History – filter transaction type to Adjustments or Physical Count
Goods in/Goods out	 Inventory> Reports>Inventory Snapshot
Stock Movement Report	- Inventory> Reports>History
Cash Management Report	 Point of Sale>Reports>Journals> Drawer Summary – summary format for store or company
Banking Report	 Point of Sale>Reports>Journals> Drawer Summary – summary format for store or company
	 Point of Sale>Reports>Journals> Settlement
	 Sales History>Reports>Management History – by pay code
E-journal	 Point of Sale>Tickets>Edit List – for today, before posting
	 Point of Sale>Reports>History>Ticket History – after posting



Specialty Retail (800)852-5852-www.CounterPointPOS.com