14. Point of Sale System

The Foundation Systems Point of Sale system is fully integrated with the Pharmacy Management System. If you did not order the Point of Sale system with your system, it is available from Foundation Systems at an additional charge. For more information about purchasing the Accounts Receivable System, please contact the **FSI Sales Office** at **800-333-0926**.

This chapter will cover the Point of Sale system in five sections - Pharmacy System Integration, Point of Sale system menu options, Sales Processing, File Maintenance, and Period Processing.

Pharmacy System Integration

This section explains how to configure the Point of Sale system to interface with the Pharmacy Management System and the Accounts Receivable system. It also contains instructions on how the interface will function during normal prescription processing.

If the Point of Sale system was purchased and installed with your original software package, the software came configured to interface with both the Pharmacy Management System and Accounts Receivable system. No further configuration should be required.

Pharmacy System Configuration

To activate the 'Point of Sale' system within the Pharmacy Management System; from the Main Menu of the Pharmacy Management System, select 'Utility Programs', 'Utility Menu #2', 'System Configuration', and 'Software Options'. Press ⌐Enter⌐ until 'Page 6' is displayed. A sample of the screen is shown below:

```
Page 6
                       S O F T W A R E   O P T I O N S

                          Miscellaneous Functions
     T.C Transmission Time 24 Hr.  [     ]
     Modem Diagnostics Displayed  [ ]       (Y,N,B)
        Nursing Home Facilities  [ ]        [ ]  Integral Accounts Rec'ble
                                            [ ]  Use Patient Consult'g
        P.O.S. System Installed  [ ]        [ ]  Use TAR Tracking System
        Ask For Technician Log-In  [ ]      [   ]  Fax Doc CPI; 10,12,17
                                            [ ]  Fax Doc Two Signature Lines
        Update Main Menu Time  [ ]          [ ]  Use Marketing Data System
      Use Expanded Sigs for ELOG  [ ]       [ ]  Beep Non-Medicaid Message
     Disable Update Pickup Prompt  [ ]      [ ]  Xfer Zero Amt Due to P.O.S.
       Print Fax Doc With Auto Fax  [ ]     [ ]  Ref Reminder wo/ Refills Remain


                            Exceptions Functions
        Maintain Exceptions File  [ ]       [ ]  Print Exceptions At End Of Log
     Erase Exceptions At End Of Log  [ ]    [ ]  Print No Except'ns Page If None
            Inhibit Exception Edit  [ ]     [ ]  Write Exceptions On File Edit
```

Place a 'Y' in the 'P.O.S. System Installed' option to integrate Point of Sale into the Pharmacy Management System. Additionally, place a 'Y' in 'Xfer Zero Amt Due to P.O.S.' to be able to transfer prescriptions that have $0.00 copay's to the Point of Sale. This is used when capturing electronic signatures from P.O.S. for 'Prescription Pickup Logging/Reporting'.

Point of Sale System Configuration

Now that the 'Pharmacy Management System' knows that there is a 'P.O.S.' system installed, the location of the 'Pharmacy Management System' needs to be programmed into the Point of Sale system. To do this, log into the Point of Sale system, and from the Point of Sale system main menu, select menu option '2. File Maintenance'. A clerk or technician will have to log into the system that has permissions high enough to get into 'System Option Maintenance'. After logging in, select menu option '6. System Option Maintenance'. The following screen will be displayed:

```
                    S Y S T E M   O P T I O N S

              Store Zip Code  [              ]
           Store Phone Number  [               ]
      Receipt Printer Column Width  [   ]      [ ]  Default Sales Payment Method
           Integrate With G/L  [ ]  (Y,N)  [ ]  Is Coupon Value Taxable
    Provide Entry of Check Names  [ ]          [ ]  Sign For A/R Charges
      Force ESC if Item Not Found  [ ]          [ ]  Print A/R Balance on Rec.
              Sales Tax Rate  [          ]%
      Prescription Sales Tax Rate  [          ]%
        Accounting Period #1 Desc  [            ]
        Accounting Period #2 Desc  [            ]
        Accounting Period #3 Desc  [            ]
        Next Transaction Number  [         ]
          Pharmacy Directory  [                              ]
          Primary Vendor Code  [          ]
      Automatic Logoff Response  [ ]  (F,M,S;Fast,Med,Slow)
    Automatic Logoff Exit System  [ ]  (Y,N)
        Automatic Logoff Time  [      ]   (10-3600 Seconds)
```

Enter the directory where the Pharmacy Management System resides on the server in the 'Pharmacy Directory' field. This is case sensitive. Typical directories are /usr/fsi for Sco Unix systems, and /home/fsi for Red Hat Linux systems.

Accounts Receivable Configuration

The Point of Sale system has the ability to charge sales and make payments into the FSI Accounts Receivable system. In order to be able to do this, a couple of things need to be configured prior to using the Accounts Receivable system within the Point of Sale system.

To do this, from the Main Menu of the Point of Sale system, select option '2. File Maintenance', and option '8. Register Maintenance'. Press the Enter key two times to get to the third screen of 'Register Maintenance'. The following screen will be displayed:

```
                R E G I S T E R   F I L E   M A I N T E N A N C E

         Use Transaction Numbers   [ ]   (S,R; Systemwide,Register)
           Print Tran # on Receipt   [ ]   (Y,N)
          Next Transaction Number   [         ]
         Print Discount on Receipt   [ ]   (Y,N)
          Print Check Deposit Info   [ ]   (Y,N)

         Alternate Pharmacy Dir   [                              ]

         Check Deposit Info Ln #1   [                                         ]
         Check Deposit Info Ln #2   [                                         ]
         Check Deposit Info Ln #3   [                                         ]
         Check Deposit Info Ln #4   [                                         ]
```

Enter the directory where the Accounts Receivable system is located on the server in the 'Alternate Pharmacy Dir' field.

After specifying the directory for the Accounts Receivable system within the Point of Sale system, the same has to be done within Accounts Receivable. From the Main Menu of the Pharmacy Management System, select menu option '6. Accounts Receivable', and menu option '8. User Maintenance'. Press the [Enter] key one time to advance to the second screen of 'User Maintenance'. The following screen will be displayed:

```
              A/R  USER  FILE  MAINTENANCE

         Receipt Note Line 1  [                                    ]
                      Line 2  [                                    ]

        60 Day Overdue Message  [                              ]
        90 Day Overdue Message  [                              ]

        General Statement Note:
         [                                                    ]
            Billing Cycle #1    [      ]   [      ]   Billing Cycle #2
            Billing Cycle #3    [      ]   [      ]   Billing Cycle #4
            Billing Cycle #5    [      ]   [      ]   Billing Cycle #6
            Billing Cycle #7    [      ]   [      ]   Billing Cycle #8
            Billing Cycle #9    [      ]   [      ]   Billing Cycle #10
            Billing Cycle #11   [      ]   [      ]   Billing Cycle #12
            Billing Cycle #13   [      ]   [      ]   Billing Cycle #14
            Billing Cycle #15   [      ]   [      ]   Billing Cycle #16
            Billing Cycle #17   [      ]   [      ]   Billing Cycle #18
            Billing Cycle #19   [      ]   [      ]   Billing Cycle #20
            Billing Cycle #21   [      ]   [      ]   Billing Cycle #22
            Billing Cycle #23   [      ]   [      ]   Billing Cycle #24
            P.O.S. Directory   [                        ]
```

Enter the directory for the Point of Sale system in 'P.O.S. Directory'. Typically, the directory for the Point of Sale system on Sco Unix is /usr/pos, and /home/pos for Red Hat Linux systems.

This completes the integration process for Point of Sale with the Pharmacy Management System and Accounts Receivable system.

Transferring Prescriptions to P.O.S.

After the options are set in 'System Configuration', two options will be available within the Pharmacy Management System. When filling a prescription, on the 'Verify That Everything is Correct' screen,

```
JOHN ADAMS B.04 Apr 35 Age.66   MEDI-CAL ONLINE Expires
100 PHILLY AVE OREM HAPVAL #123456789  489-4897

 ┌─────────────────────────────────────┐     Sh F10 Pat Note
 │ 001176                    09 Nov 01  │    MFG: URL
 │ TEST PATIENT                         │    Usage  0  Since 09/06/01
 │                                      │    SOH  0
 │                                      │    Dr Fax #  222-4446
 │ 1000 PENICILLIN VK  250MG  TAB  URL  │    Dr # 222-4444  222-2225
 │ Dr  TEST DOCTOR      PI     11/09/02 │
 └─────────────────────────────────────┘

              Verify That Everything is Correct.  And enter the
              Appropriate Selections    [  P    ]   Multiple Selections Allowed.
              F1   Start Script Over            D   Mark for Delivery
              F8   Back Up to Make Changes      E   Filled Elsewhere
              Y    Accept As Is                 N   Not Filled  (Yet)
              B    Online 'Bill Later'          G   Discharge Med
              C    Print a Care Claim Form      1   One Year Rx Expiry
              P    Send to P.O.S.
```

a 'P' will be defaulted in the field. Leave this setting in there. The 'P' transfers the copay information to the Point of Sale system. Additionally, if 'Y' is set in 'Xfer Zero Amt Due to P.O.S.', even $0.00 copay's will be transferred for 'Pickup Logging/Reporting' purposes.

The second place that these settings will affect within the Pharmacy Management System is on the 'Rx Status' screen.

```
JOHN ADAMS B.04 Apr 35 Age.66   MEDI-CAL ONLINE Expires
100 PHILLY AVE OREM HAPVAL #123456789  489-4897

 ┌─────────────────────────────────────┐  Charge:      Cost:
 │ 001176                    09 Nov 01  │  MFG: WY-AY
 │ TEST PATIENT                         │  Usage 0 Since 03/09/00
 │                                      │  SOH 0
 │                                      │
 │                                      │  Dr # 225-6666
 │ 1000 PENICILLIN VK  250MG  TAB  URL  │  Quantity Owing 0   Refs
 │ Dr  TEST DOCTOR      PI     11/09/0  │  Not Refillable After 08 Jun 01
 └─────────────────────────────────────┘

Refs: 0 Rem'g of 0  Wrtn 09 Jun 01 For PEN-VEE-K 250MG TAB WY-AY
  $8.37t#30 09 Jun 99 PEN-VEE-K WY-AY

Rx STATUS:
1. Refill Script          7. Xfer Remain'g Refs.    D. Edit Short Script Note
2. Edit Script            8. Change # of Refills    E. Edit Long Rx/Pat Notes
3. Change Rx Status       9. Call Doctor Label      F. Disp Not-Filled Script
4. Label Only (Last)      A. Immediate Refill Req.  M. More Script Functions
5. Label Only (Choose)    B. Store Refill Request   Enter Your Choice
6. Cancel Prev Ref.       C. New From Old
```

Selecting 'M' on this screen access 'More Script Functions'.

JOHN ADAMS B.04 Apr 35 Age.66   MEDI-CAL ONLINE Expires
100 PHILLY AVE OREM HAPVAL #123456789   489-4897

001176 09 Nov 01	**Charge: Cost:**
TEST PATIENT	**MFG: WY-AY**
	Usage 0 Since 03/09/00
	SOH 0
	Dr # 225-6666
1000 PENICILLIN VK 250MG TAB URL	**Quantity Owing 0 Refs**
Dr TEST DOCTOR PI 11/09/0	**Not Refillable After 08 Jun 01**

Refs: 0 Rem'g of 0   Wrtn 09 Jun 01 For PEN-VEE-K 250MG TAB WY-AY
 $8.37t#30 09 Jun 99 PEN-VEE-K WY-AY

Rx STATUS:

   1.   Xfer Rx to P.O.S.
   2.   Send Rx to Disp Robot
   9.   Linux Auto Fax Rx

   Enter Your Choice

Option #1 'Xfer Rx to P.O.S.' can be used to manually send or resend the copay and rx information to the Point of Sale system.

Point of Sale System Menu Options

```
                          Test Pharmacy

                   R E T A I L   S A L E S   S Y S T E M

                    1.   Sales Processing
                    2.   File Maintenance
                    3.   Period Processing
                    4.   Exit P.O.S. System
                    5.   Log Clerk Off
                    6.   Misc. Utilities

                        Enter Your Choice

                (c)  2003  FOUNDATION SYSTEMS,  INC.
```

Select the appropriate option by entering in the number or letter shown to the left of the option. Each menu option will be discussed in the following pages of this manual.

Sales Processing

The 'Sales Processing' processing and options will be discussed in section 3 of this chapter.

File Maintenance

The 'File Maintenance' menu and utilities will be discussed in section 4 of this chapter.

Period Processing

'Period Processing' will be discussed in section 5 of this chapter.

Exit P.O.S. System

This option is used to exit out of the Point of Sale system. Depending on the operating system type, and the configuration of that system, this will either return the user to the operating system login prompt, or to the command line.

Log Clerk Off

This option is used to log the current clerk off. This should be done whenever leaving the register, or at shift changes. The logged on clerk is displayed on the main menu of the Point of Sale system as shown below.

```
                          Test Pharmacy

                 R E T A I L   S A L E S   S Y S T E M

                    1.   Sales Processing
                    2.   File Maintenance
                    3.   Period Processing
                    4.   Exit P.O.S. System
                    5.   Log Clerk Off
                    6.   Misc. Utilities

                    Enter Your Choice

                 (c)  2001  FOUNDATION SYSTEMS,  INC.

                   Clerk:  FSISYS    Sec Level:  3
```

As shown above, the clerk and the clerk's security level are shown on the bottom line of the Point of Sale system main menu. If no clerk is displayed, then no clerk is logged on. When a clerk is not logged on, upon selecting any of the menu options, a prompt for the clerk login will be displayed.

Misc. Utilities

The 'Misc. Utilities' contains two miscellaneous functions; the 'Bad Check Register', and the 'FSI Telecom System'.

```
                    M I S C   U T I L I T I E S

                    1.  Bad Check Register
                    2.  FSI Telecom System

                    Enter Your Choice
```

Bad Check Register

The 'Bad Check Register' is used to verify the acceptability of checks when processing sales against a file of 'Bad Checks' as added in the 'Bad Check Register'.

```
            B A D   C H E C K   R E G I S T E R

                     1.  Additions
                     2.  Amendments
                     3.  Deletions
                     4.  Lists

                     Enter Your Choice
```

Additions:

'Additions' is used to add a 'bad check' into the 'Bad Check Register' system. After selecting this option, the following screen will display:

```
            B A D   C H E C K   A D D I T I O N S

        Enter the Customer  [                          ]
```

When adding the check information into the file, a 'customer' has to be selected. In order to select a customer, the customer has to be on file. If the name entered in the 'Enter the Customer' field is not found in the customer file, the 'Additions' program will jump into 'Customer Additions'. 'Customer Additions' will be discussed later in this chapter under the 'File Maintenance' section.

After selecting the appropriate customer, the following screen will display:

```
            B A D   C H E C K   A D D I T I O N S

        Customer:  CUSTOMER,TEST
                   CUSTOMER ADDRESS
                   CITY, ST  ZIP

        Check Number    [          ]
         Check Date:   :[          ]   (mmddyycc)
            Amount    $[          ]
    Attempts to Cash   [ ]
        Last Attempt:  [          ]   {mmddyycc)
               Bank    [                        ]
         Bank Phone    [              ]
    Account Number     [                ]
```

Fill in the appropriate fields, and press Enter to save. After putting the bad check on file, when entering a sale with a check tender, enter the name or account number on the check. The program will check for any possible matches in the 'Bad Check Register'. If a possible match is found, then a prompt to acknowledge and a message 'Possible Bad Check On File' will display in the bottom left corner of the screen. Press Esc to continue.

Amendments:

Similar function is used to maintain, or change the information that was entered using 'Additions'. After selecting the customer, the most recent bad check for the customer will be displayed. To access other bad check records for the same patient, press Enter to advance to the other bad check records.

Deletions:

Use this function to delete old or paid bad checks from the 'Bad Check Register'.

```
            B A D   C H E C K   A D D I T I O N S

      Customer:   CUSTOMER,TEST
                  CUSTOMER ADDRESS
                  CITY, ST  ZIP

   Check Number   0000
    Check Date:   01  May  01
        Amount           $50.00
Attempts to Cash   3
   Last Attempt:   01  Jun  01
            Bank   Customer's Bank
      Bank Phone   xxx-xxx-xxxx
  Account Number   Customer's Acct Number

  Are You Sure You Want to Delete This Bad Check?  (Y,N)
```

If this is the bad check record to be deleted, press 'Y', if not, press 'N'. If additional bad check records are recorded for this customer, pressing 'N' will advance to the next bad check.

Lists:

This function will print a list of all the bad checks on file. The report lists the customer's name, address, city, state, zip code, phone number, check number, and amount due.

FSI Telecom System

```
            F S I   T E L E C O M M U N I C A T I O N S   S Y S T E M

                    1.   Send Marketing Data
                    2.   Send Memo
                    3.   Send File
                    4.   Pick Up Update
                    5.   Pick Up File
                    6.   Pick Up Mail
                    7.   Display/Print Mail
                    8.   Send Marketing Data (Delayed)
                    9.   Disp/Print Mkt Data Log
                    A.   Send OnLine Claim/Respons File   Not Available
                    B.   Send Controlled Substance File  asapctrl
                    C.   Send 'Print Screens'
                    D.   Generate/Send Config Info

                 F7.   Modem Diagnostics ON
                 F8.   Dial Immediately  Active
                 F9.   Set Dial Time
                 SF1.   Switch Maintenance
                 SF3.   Sliding Windows Xmit-ahead 24
                 SF8.   Change Switch Code FSIP   Protocol 1K byte

                    Enter Your Choice.
```

The *FSI TeleCommunications* menu is used for communicating with the Foundation Systems technical support office, and 'Atlantic Associates' to report Controlled Substance Data.

Send Marketing Data

If you are participating in the marketing data program, the data should be sent to FSI every Friday evening at the close of business, Saturday, Sunday or Monday morning before 10AM local time.   If you choose this option on Friday afternoon/evening, you will be asked to confirm that the pharmacy is closed before you send the data. Otherwise, if everything is correct, the system will begin the data transfer.

If the system finds a problem with the date range of the data, you will see:

```
            S E N D   M A R K E T I N G   D A T A

                        25 Mar 00

             Marketing Data must be sent between Saturday and
                Monday Morning weekly (or after Closing Friday).
             Are You Closed (Finished Filling Scripts) For TODAY?  (Y/N)
                        18 Mar 01 to 24 Mar 01

        Transmit Data is for the Period of 12 Mar 01 to 18 Mar 01   count: 365
```

If it is Friday or later, and there will be no other prescriptions to be filled for the day, answer 'Y' to this question.

Send Memo

This option is used for sending a memo to the FSI Technical Support Office. When this option is chosen the following screen appears:

```
                          S E N D   M E M O
       Enter Memo As you Wish                    Press F4 to Print Memo
       [                                                              ]
       [                                                              ]
       [                                                              ]
       [                                                              ]
       [                                                              ]
       [                                                              ]
       [                                                              ]
       [                                                              ]
       [                                                              ]
       [                                                              ]
       [                                                              ]
       [                                                              ]
       [                                                              ]
          F.S.I. will not return phone calls from memos Sent To us. If you have an
          Immediate Problem which requires an Immediate Response, Please call Us.
```

After you have typed in the desired memo, press the `Enter` key and you will be asked:

Is the above Memo Correct? (Y,N)

If the memo is complete, press `Y` and the system will send the memo to FSI. Pressing the `F4` key before the memo is sent will send a copy of the memo to the printer.

The FSI Technical Support Helpdesk does not return calls based off submitted memos. Do not send memos for technical support.

Send File

This will send a file to FSI. The letter case for the file to be sent, must match the case of the file on the computer. This option is usually used under the direction of FSI.

Pickup Update

This function is used to pickup program updates from FSI. This function should not be used from the Point of Sale system. Alternatively, use the Pharmacy Management System to download program updates. Then 'Update Installation Program' built into the Pharmacy Management System accommodates the Point of Sale system software updates.

Pick Up File

This will pick up a file from FSI. Enter the name of the file to pick up in the letter case specified by the FSI Tech Support Helpdesk. This option is usually used under the direction of FSI. All files downloaded using the 'Telecom System' from the Point of Sale system, will be placed in the Point of Sale directory.

Pick Up Mail

This will pick up the current mail from the FSI technical support. After the mail has been received, press P if you wish to print the mail, otherwise press F1 several times back to the Main Menu. This is typically used as a diagnostic tool.

Display/Print Mail

This will recall/print the last mail message downloaded from the FSI Tech Support Office.

Send Marketing Data (Delayed)

If no dial time is specified, this function will wait to send the market data until 11:30 pm.

Disp/Print Mkt Data Log

The last attempted market data transmission date and results will appear to the right of this option. When the option is entered, a log of prior transmissions will appear. Press 'P' to print the log. Additionally, pressing F2 or F3 will allow the next and previous screens of history to be displayed.

Send Online Claim/Response File

Use this option only when directed by FSI. This will send the last claim and response information to the FSI Tech Support Helpdesk. The information contained within allows the helpdesk to troubleshoot problems with Third Party billing.

Send Controlled Substance File

This option is used to send the controlled substance file to Atlantic Associates. This submission is only accepted for pharmacies in certain states. For this option to work, the controlled substance file first had to have been created using the elog function in 'Log of

Scripts', and second the modem switch code 'CTRLS' has to have been setup in 'Modem Switch Maintenance'.

Send 'Print Screens'

This function is used to electronically send 'Print Screens' to the **Foundation Systems Technical Support Helpdesk**. Before sending these print screens, they first have to be created. This would normally be done under the direction of the **Foundation Systems Technical Support Helpdesk**. Creating and sending electronic print screens to the **Foundation Systems Technical Support Helpdesk** without being instructed by a helpdesk technician might result in the print screens not being acknowledged.

Generate/Send Config Info

This function is used to create and send a compilation of some of the key files used to run the Pharmacy Management System and other key files for the operating system of the computer. The file that is created and transmitted is sent to the **Foundation Systems Technical Support Helpdesk** and identified with the pharmacies NCPDP identification number.

Modem Diagnostics

Pressing the 'F7' key will toggle the setting for 'Modem Diagnostics'. Having the modem diagnostics turned on allows the codes and commands the modem is using to be seen on the screen. This is sometimes useful when trying to troubleshoot a problem with the modems.

Dial Immediately

This will override any pre-set dial time, allowing the system to dial out immediately.

Set Dial Time

With all of the above functions, you have the option to dial out at a preset dial time. This option will temporarily set a dial time. Enter the time in 24 hour format, with no semicolon between the hours and minutes. For example, if you wanted to set a dial time of 11:45 p.m., enter 2345 in the field. When you enter one of the above options, you will see a screen similar to the following:

Compressing Marketing Data

Waiting For Dial Time of 23:45

Current Time is 18:00:24

You May Press F1 to Abort and Return to Menu.

**When the Current Time becomes equal to the Dial Time,
Communication Processing will begin. If the FSI Host
Communication System is busy, this program will redial
repeatedly until the communications transaction is successful.
(Note: Busy Signals cost nothing). If there are five
unsuccessful communications, this automatic process will
be terminated.**

Leave this screen as it stands. When the current time matches the dial time, the process you have requested will begin.

Switch Maintenance

This function serves as a shortcut key to the maintenance screen for the current switch code as displayed on the 'SF8' line. This is used primarily when FSI is trying to diagnose a problem with telecommunications between the pharmacy and the tech support helpdesk.

Sliding Window Xmit-ahead

It is recommended to leave this as defaulted. Change this only at the direction of FSI.

Change Switch Code

This setting determines the setup parameters used to communicate with the FSI Tech Support Helpdesk. Pressing 'Shift + F8' allows for the codes to be changed. After selection this option, the following will be displayed:

14.2.9

```
        F S I   T E L E C O M M U N I C A T I O N S   S Y S T E M

             1.   Send Marketing Data
             2.   Send Memo
             3.   Send File
             4.   Pick Up Update
             5.   Pick Up File
             6.   Pick Up Mail
             7.   Display/Print Mail
             8.   Send Marketing Data (Delayed)
             9.   Disp/Print Mkt Data Log
             A.   Send OnLine Claim/Respons File   Not Available
             B.   Send Controlled Substance File  asapctrl
             C.   Send 'Print Screens'
             D.   Generate/Send Config Info

            F7.   Modem Diagnostics ON
            F8.   Dial Immediately  Active
            F9.   Set Dial Time
           SF1.   Switch Maintenance

        Modem Sw Code   [      ]   FTP Code   [       ]   CtrlSub Code   [       ]
        Telecom System Protocol   [ ]      (Orig,Slid'g,512,1K)
```

Modem Sw Code:
>   This field is used to enter the switch code used to communicate to the FSI Telecom system. This code will typically be either **FSITC** for modem or **FSIP** for Internet connections.

FTP Code:
>   This field is used to define the switch code to be used to communicate to FSI through our FTP communication server. The code will typically be **FSIFT**. The FTP communication system is very useful when downloading or sending very large files.

CtrlSub Code:
>   This field is used to define the switch code to be used to transmit the controlled substance report file to **Atlantic Associates** via their **FTP** server. If this field is left blank, the default codes for the state the pharmacy is in will be used.

Telecom System Protocol:
>   This field defines which protocol to use when communicating to FSI. This will normally be either '1' (one) or 'S'. The advantage to using 'S' is that if communication is lost when downloading a file, if the 'F8' key is pressed to retry, the file will resume where it left off instead of having to start all over.

Enter only codes that have previously been setup in 'Modem Switch Maintenance'. For more information on modem switch maintenance, please refer to **Chapter 5** of this manual.

Sales Processing

'Sales Processing' is the actual 'register' function for the FSI Point of Sale system. Depending on the configuration of the Point of Sale system, and whether a clerk has already logged in or not. If not, a prompt for the clerk login will display before the sales processing screen.

```
                    W E L C O M E   T O   T H E

                    F O U N D A T I O N   S Y S T E M S

                    R E T A I L   P. O. S.   S Y S T E M

                    To Use the System, You Must First Log In.

                    Please Enter Your Clerk's Code or Name

                         [                        ]



```

Enter in either the clerk name, or clerk code. After entering the appropriate name/code, a prompt for the password will be displayed.

```
                    W E L C O M E   T O   T H E

                    F O U N D A T I O N   S Y S T E M S

                    R E T A I L   P. O. S.   S Y S T E M

                    To Use the System, You Must First Log In.

                    Please enter Clerk's, Operator, or Master Password

                         [                        ]



```

As prompted on the screen, enter in the clerk, operators, or the system's master password. Again, depending on the configuration of the Point of Sale system, either the 'Sales Transaction' screen, and a prompt for the 'Sales Transaction Login' will be displayed. For teaching purposes, this manual is going to assume that the 'Force Password w/ Each Trans' option in 'Register Maintenance' is disabled.

Through the sales process, besides the 'Item' prompt, various options will be available depending on where in the 'Transaction Sales' process the register is at.

```
SALES TRANSACTIONS
┌─────────────────────────────────┐   ┌──────────────────────┐
│                                 │   │        Items         │
│                                 │   │     Sub Total        │
│                                 │   │     Sales Tax        │
│                                 │   │        Total         │
│                                 │   └──────────────────────┘
│                                 │
│                                 │        Clerk   FSISYS
│                                 │   Tax Exempt   N
│                                 │     Cust Disc  0%
│                                 │     Form Disc  N
└─────────────────────────────────┘

        Enter The Quantity   [        ]
                                              F1 - >   P.O.S. Main Menu
     Enter Item (UPC) Number  [           ]   F5 - >   Enter Non-Stock Item
                                              F6 - >   Select Customer
                                              F7 - >   Payment on Account
                                              F8 - >   Rets, P-Outs, Ck Csh'g
                                              F9 - >   Apply Discount
                                             SF4 - >   Price Quote
                                             SF6 - >   Re-Print Last Invoice
```

The 'window' in the top left of the screen will display the items and prices as they are scanned or manually entered into the Point of Sale system. The 'window' in the top right of the screen will display the transaction totals, and the totals for the sale.

Enter Items

To start a sale, simply scan or manually enter the first item being sold. When manually entering items, the UPC can be entered using the first 11 digits of the UPC, and leaving off the last digit (check digit). The name of the item can also be entered, but the name has to be entered exactly as it is entered in the 'Item File'. A partial item name may be entered, and list of the first 9 matches to the partial name entered will be displayed. As with all lists within the Point of Sale system and Pharmacy Management System, the first 9 matches are displayed. If more than the 9 matches are available press 'M' to show the next 9, press 'R' to re-enter the name to be searched.

Some of the available options are discussed below:

Enter the Quantity:
> This field is used to specify the quantity of the item being scanned or manually entered. This field will default '1'.

Enter Item (UPC) Number:
> This field is used to specify the item being sold. Typically the item is selected by scanning the barcode on the item. Other options for selecting the item being sold are manually entering the UPC number on the package, or typing in the item name. When selecting an item by name, it is recommended to type in a partial name, and then select the appropriate product from the list.

Clerk:
>   This line displays the clerk currently logged onto the register.

Tax Exempt:
>   This line indicates whether the selected customer/sale is tax exempt or not. Setting customers as tax exempt will be discussed in section 4 of this manual.

Cust Disc:
>   This indicates the percentage discount for the sale based off the specified customer. Setting up customer's discount status's and levels will be discussed in section 4 of this manual.

Form Disc:
>   This line shows the discount status based off a pre-defined formula. 'Price Formula Maintenance' will be discussed in section 4 of this manual.

P.O.S. Main Menu

Pressing F1 will exit 'Sales Processing' and return to the main menu of the Point of Sale system.

Void Transaction

This function will be available after entering the first item being sold. Pressing the F2 key will void the current transaction, will print the receipt with no totals, and the message '**** Transaction Voided****' printed on the bottom of the receipt.

Depending on how the P.O.S. system has been configured, an explanation might be required to be entered. If this is the case, enter the reason the transaction is being voided. It is also possible that the clerk might not have 'permission' to void a transaction. If this is the case, if the clerk attempts to void the transaction, a prompt for the 'Master' password will be displayed. Enter the appropriate password, and press Enter.

Enter Non-Stock Item

To sell an item not entered into the 'Item File' (Item File Maintenance will be discussed in section 4 of this chapter) press the F5 key. The following screen will display.

```
 SALES  TRANSACTIONS
┌─────────────────────────────────────┐   ┌──────────────────────┐
│                                     │   │          Items       │
│                                     │   │      Sub Total       │
│                                     │   │      Sales Tax       │
│                                     │   │          Total       │
│                                     │   └──────────────────────┘
│                                     │
│                                     │         Clerk  FSISYS
│                                     │    Tax Exempt  N
│                                     │     Cust Disc  0%
└─────────────────────────────────────┘     Form Disc  N


      Entry Of Non-Stock Item

          Retail Price   $[          ]  (Single Unit Price)
          Item Quantity  [        ]      Dept   [      ]
          Description    [            ]  Unit   [     ]
          Item Taxable   [  ]   (Y,N)
```

Enter in individual unit price, the quantity for the item, which department the item belongs to (the sales data will still be attributed to the department NONSTK), the description for the item, unit size, and whether the item is taxable. After entering all of the item information, press Enter to finish the sale.

Select Customer

This function is used to select a customer already on file for the sale. This typically should be done before any transactions are entered. A customer is typically used to apply discounts, or for charging the sale to an Accounts Receivable account.

Payment on Account

This function is used to post a payment into the 'Integral Accounts Receivable' system. This function is only available at the start of a sale, and cannot be used in the middle of a transaction.

Rets, P-Outs, Ck Csh'g

This option is used to process Returns, Pay-Outs, and to cash checks. After a transaction is tendered into the P.O.S. system, the transaction cannot be voided. A return has to be processed. After selecting this option, the following menu will display:

```
SALES TRANSACTIONS
┌──────────────────────────────┐   ┌─────────────────────────┐
│                              │   │        Items            │
│                              │   │      Sub Total          │
│                              │   │      Sales Tax          │
│                              │   │          Total          │
│                              │   └─────────────────────────┘
│                              │
│                              │         Clerk   FSISYS
│                              │    Tax Exempt   N
│                              │      Cust Disc  0%
│                              │      Form Disc  N
└──────────────────────────────┘

    Returns,  Pay-Outs,  &  Check Cashing

    1.    Returns
    2.    Pay-Outs
    3.    Cash Check

    Enter Your Choice.
```

If processing a 'Return', select option 1, and the following screen will be displayed:

```
RETURNS  TRANSACTIONS
┌──────────────────────────────┐   ┌─────────────────────────┐
│                              │   │        Items            │
│                              │   │      Sub Total          │
│                              │   │      Sales Tax          │
│                              │   │          Total          │
│                              │   └─────────────────────────┘
│                              │
│                              │         Clerk   FSISYS
│                              │    Tax Exempt   N
│                              │      Cust Disc  0%
└──────────────────────────────┘      Form Disc  N

    Enter The Quantity    [          ]

                                      F1  - >   P.O.S. Main Menu
    Enter Item (UPC) Number   [          ]      F5  - >   Enter Non-Stock Item
                                      F6  - >   Select Customer
                                      F9  - >   Apply Discount
```

Scan the item being returned. The price of the item will be displayed. If the correct price is displayed, press Enter. If the correct price is not displayed (if the price has changed since the item was sold), enter the correct price and press Enter. The returned item and price will display in the top left box on the screen.

To 'return' a prescription item, use the 'F5 Enter Non-Stock Item' option. After selecting this option, enter in the price of the prescription, the quantity of prescriptions being returned with this same price, and set 'Item Taxable' to 'N' (if appropriate).

After processing all returned items, press the 'F10' key to 'End the Transaction'. The total amount being returnd to the customer will be displayed. Enter in the method the return will be processed with (C-Cash, K-Check, R-Credit Card, A-Accounts Receivable), and press Enter.

Note: Returns cannot be mixed with sales. Complete one process, then process the other.

'Pay-Out's' and 'Check Cashing' are similar in function. After selecting the appropriate option, fill in the displayed fields, and enter the appropriate drawer number. If the register has only one money drawer, the drawer will always be '1'.
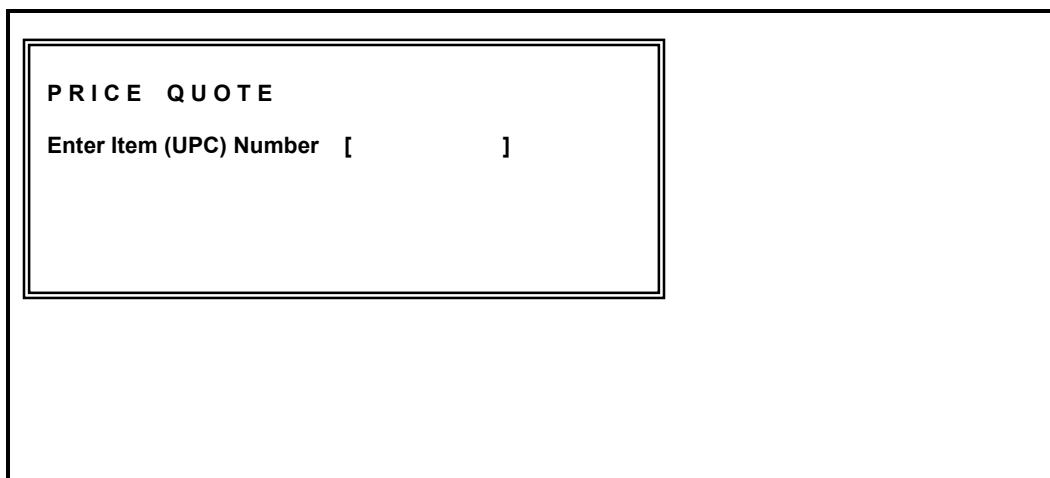
Apply Discount

This function is used to apply a discount as programmed in the 'Price Formula Maintenance'. The discount programmed within the 'SCD' column will be applied to all items scanned after pressing the F9 key. When pricing items using the 'Retail Price' fields inside 'Item Maintenance', this function will not have any use.

Setting up this discount amount will be discussed in **Section 4 'Price Maintenance'**.

An additional way to apply discounts is to setup 'customers'. This will be discussed in **Section 4 'Customer Maintenance'**.

Price Quote

This function allows for an item to be scanned for a price quote without being added to the current sale. After selecting this option, the following screen will be displayed:

```
PRICE QUOTE

Enter Item (UPC) Number   [              ]
```

Scan the item to be priced. If the item does not have a UPC barcode, the name of the item may be typed in this field. The name entered has to match the name as entered in the 'Item File'. 'Item File Maintenance' will be discussed in **Section 4** of this chapter.

After scanning, or manually entered the item, the description and price for the item will be displayed below the 'Enter Item (UPC) Number' line. Additional items may be scanned, but the price will display for the most recently scanned item only.

After entering all items to be priced, press the F1 key to return to 'Sales Transactions'.

14.3.6

Re-Print Last Invoice

This function is used to re-print the receipt for the last completed sale transaction. This option is only available at the start of a new sale. Once a sale is started, this option will no longer be available.

End Transaction

This option will be available after the first item being sold has been scanned. Press the 'F10' key to end the transaction (similar to 'Total' on regular Cash Registers). The 'Payment' screen will be displayed:

```
SALES  TRANSACTIONS
                                              ┌──────────────────────┐
 ┌─────────────────────────────────────┐     │        Items         │
 │                                      │     │      Sub Total       │
 │                                      │     │      Sales Tax       │
 │                                      │     │          Total       │
 │                                      │     └──────────────────────┘
 │                                      │
 │                                      │          Clerk   FSISYS
 │                                      │     Tax Exempt   N
 │                                      │       Cust Disc  0%
 └─────────────────────────────────────┘       Form Disc  N

         P A Y M E N T
                                          ┌────────────────────────────┐
                                          │  Total Sale        0.00     │
   Amount of Payment  $[            ]      │  Total Payment     0.00     │
                                          │    Remaining       0.00     │
       Payment Method   [ ]               └────────────────────────────┘
                   1-C -  Cash          F1  - > Resume Item Entry
                   2-K -  Check
                   3-R -  Credit/Debit Card
                   4-A -  Charge A/R
                   5-P -  Coupon
```

Enter the amount being paid, and the appropriate 'Payment Method' as shown on the screen.

End Transaction

As previously discussed, after entering all items being sold, press the 'F10' key to 'End Transaction'. The total for the transaction will be displayed. Pressing the F1 key will allow the user to return and continue adding items to the transaction.

Due to the many 'Payment Methods' supported by the FSI Point of Sale system, each type will be discussed in the following pages.

Payment Method – Cash/Check

```
SALES  TRANSACTIONS
┌─────────────────────────────────────────┐  ┌──────────────────────┐
│ 1   1   TYLENOL  TAB   100        5.99   │  │  Items          1    │
│                                          │  │  Sub Total      5.99 │
│                                          │  │  Sales Tax       .37 │
│                                          │  │  Total          6.36 │
│                                          │  └──────────────────────┘
│                                          │
│                                          │      Clerk  FSISYS
│                                          │  Tax Exempt  N
│                                          │   Cust Disc  0%
└─────────────────────────────────────────┘   Form Disc  N

            P A Y M E N T                  ┌──────────────────────────┐
                                           │  Total Sale        6.33  │
       Amount of Payment  $[     20.00]    │  Coupon Payment     .50  │
                                           │  Total Payment      .50  │
          Payment Method   [C]             │  Remaining         5.83  │
                   1-C  -  Cash            └──────────────────────────┘
                   2-K  -  Check
                   3-R  -  Credit/Debit Card
                   4-A  -  Charge A/R
                   5-P  -  Coupon
```

When the customer is making a payment using Cash or Check, simply enter the amount of Cash or Check the customer pays, and the appropriate 'Payment Method', and the Point of Sale system will complete the transaction, the cash drawer will open, and the receipt will be printed.

```
SALES  TRANSACTIONS
┌─────────────────────────────────────────┐  ┌──────────────────────┐
│ 1   1   TYLENOL  TAB   100        5.99   │  │  Items          1    │
│                                          │  │  Sub Total      5.99 │
│                                          │  │  Sales Tax       .37 │
│                                          │  │  Total          6.36 │
│                                          │  └──────────────────────┘
│                                          │
│                                          │      Clerk  FSISYS
│                                          │  Tax Exempt  N
│                                          │   Cust Disc  0%
└─────────────────────────────────────────┘   Form Disc  N

            C H A N G E                     ┌──────────────────────────┐
        ┌──────────────────────┐            │  Total Sale        6.33  │
        │  Change      14.17   │            │  Cash Payment     20.00  │
        └──────────────────────┘            │  Coupon Payment     .50  │
                                            │  Total Payment    20.50  │
         Press Any Key To Continue.         │  Remaining         5.83  │
                                            │  Change          -14.17  │
                                            └──────────────────────────┘
```

The amount of change due to the customer will be displayed for approximately 5 seconds, and then return to begin a new sale.

14.3.8

Payment Method – Coupon

When the customer uses coupons, tender all coupons first, before tendering the other 'Payment Methods'. Process each unique coupon individually. This will provide greater detail on the evening reports.

For example, if the customer is paying with a $20 bill, but has a $0.50 coupon, it is necessary to process the $0.50 coupon first. The following screens are samples of this process:

```
SALES  TRANSACTIONS
┌─────────────────────────────────────────┐   ┌──────────────────────┐
│ 1   1   TYLENOL  TAB   100        5.99   │   │   Items          1   │
│                                          │   │   Sub Total    5.99  │
│                                          │   │   Sales Tax     .37  │
│                                          │   │   Total        6.36  │
│                                          │   └──────────────────────┘
│                                          │
│                                          │        Clerk  FSISYS
│                                          │   Tax Exempt  N
│                                          │     Cust Disc  0%
└─────────────────────────────────────────┘     Form Disc  N

          PAYMENT
                                    ┌──────────────────────────────┐
   Amount of Payment  $[      .50]  │  Total Sale        6.36      │
                                    │  Total Payment     0.00      │
        Payment Method   [P]        │  Remaining         6.36      │
                 1-C - Cash         └──────────────────────────────┘
                 2-K - Check          F1  - > Resume Item Entry
                 3-R - Credit/Debit Card
                 4-A - Charge A/R
                 5-P - Coupon
```

This will deduct that amount from the total price, and the following will be displayed:

```
SALES  TRANSACTIONS
┌─────────────────────────────────────────┐   ┌──────────────────────┐
│ 1   1   TYLENOL  TAB   100        5.99   │   │   Items          1   │
│                                          │   │   Sub Total    5.99  │
│                                          │   │   Sales Tax     .37  │
│                                          │   │   Total        6.36  │
│                                          │   └──────────────────────┘
│                                          │
│                                          │        Clerk  FSISYS
│                                          │   Tax Exempt  N
│                                          │     Cust Disc  0%
└─────────────────────────────────────────┘     Form Disc  N

          PAYMENT
                                    ┌──────────────────────────────┐
   Amount of Payment  $[    5.83]   │  Total Sale        6.33      │
                                    │  Coupon Payment     .50      │
        Payment Method   [P]        │  Total Payment      .50      │
                 1-C - Cash         │  Remaining         5.83      │
                 2-K - Check        └──────────────────────────────┘
                 3-R - Credit/Debit Card
                 4-A - Charge A/R
                 5-P - Coupon
```

Enter in the next amount being paid, and the Payment Method.

```
SALES  TRANSACTIONS
┌──────────────────────────────────────────┐   ┌──────────────────────────┐
│ 1   1  TYLENOL  TAB   100          5.99   │   │   Items           1      │
│                                           │   │   Sub Total     5.99     │
│                                           │   │   Sales Tax      .37     │
│                                           │   │   Total         6.36     │
│                                           │   └──────────────────────────┘
│                                           │
│                                           │       Clerk  FSISYS
│                                           │   Tax Exempt  N
│                                           │    Cust Disc  0%
│                                           │    Form Disc  N
└──────────────────────────────────────────┘

         PAYMENT                                 ┌──────────────────────────┐
                                                 │   Total Sale     6.33    │
    Amount of Payment  $[      20.00]            │   Coupon Payment  .50    │
                                                 │   Total Payment   .50    │
       Payment Method   [C]                      │   Remaining      5.83    │
                  1-C -  Cash                    └──────────────────────────┘
                  2-K -  Check
                  3-R -  Credit/Debit Card
                  4-A -  Charge A/R
                  5-P -  Coupon
```

If the amount paid exceeds the amount owing, the transaction will be completed, the receipt will be printed, and the following screen will be displayed:

```
SALES  TRANSACTIONS
┌──────────────────────────────────────────┐   ┌──────────────────────────┐
│ 1   1  TYLENOL  TAB   100          5.99   │   │   Items           1      │
│                                           │   │   Sub Total     5.99     │
│                                           │   │   Sales Tax      .37     │
│                                           │   │   Total         6.36     │
│                                           │   └──────────────────────────┘
│                                           │
│                                           │       Clerk  FSISYS
│                                           │   Tax Exempt  N
│                                           │    Cust Disc  0%
│                                           │    Form Disc  N
└──────────────────────────────────────────┘

         CHANGE                                  ┌──────────────────────────┐
    ┌──────────────────────┐                     │   Total Sale     6.33    │
    │  Change      14.17    │                     │   Cash Payment  20.00    │
    └──────────────────────┘                     │   Coupon Payment  .50    │
    Press Any Key To Continue.                   │   Total Payment 20.50    │
                                                 │   Remaining      5.83    │
                                                 │   Change       -14.17    │
                                                 └──────────────────────────┘
```

Payment Method – Credit/Debit Cards

When the customer is paying using a debit or credit card, enter '3' or 'R' for the 'Payment Method', and the following screen will be displayed:

14.3.10

```
S A L E S   T R A N S A C T I O N S
┌──────────────────────────────────────────┐   ┌─────────────────────────┐
│ 1   1   TYLENOL  TAB  100          5.99    │   │  Items            1      │
│                                            │   │  Sub Total      5.99     │
│                                            │   │  Sales Tax       .37     │
│                                            │   │  Total          6.36     │
│                                            │   └─────────────────────────┘
│                                            │
│                                            │      Clerk   FSISYS
│                                            │   Tax Exempt  N
│                                            │     Cust Disc  0%
└──────────────────────────────────────────┘     Form Disc  N

              SWIPE CREDIT CARD PAYMENT

      Card Number  [                                          ]
        Card Type    [C]  (Credit,Debit)

      Press F5 For Manual Card Entry
```

At this point, swipe the customers credit/debit card through the magnetic strip reader on the keyboard, or, if the Point of Sale system is equipped with the 'PinPad', instruct the customer on how to swipe the card through it.

After the card is swiped, the card number will display in the 'Card Number' field. Enter the 'Card Type' by entering 'C' for Credit or 'D' for Debit on the keyboard, or if the card was swiped by the customer through the 'PinPad', instruct the customer to press '1' for Credit, or '3' for Debit on the 'PinPad'.

If the card is being processed as a 'Credit Card', the Point of Sale system will begin the authorization process at this time. If the card is being processed as a 'Debit Card', the customer will have to enter their 4 digit pin number and press Enter on the 'PinPad'.

Following the transmission, if the claim is authorized, the sale will automatically be completed, the cash drawer will open, the amount of change will be displayed, and the receipt will be printed. If the sale was tendered as a credit card, the receipt will be printed with a line for the customer to sign. If using carbon copy register tape, after the customer signs, keep the top copy, and return the carbon copy to the customer. If using singly ply register tape, use the 'Re-Print Receipt' option to print a second copy of the receipt to return to the customer.

Payment Method – Charge A/R

This 'Payment Method' is used to charge the sale to an account in the 'Accounts Receivable' system.

```
SALES  TRANSACTIONS
┌─────────────────────────────────────────┐   ┌──────────────────────┐
│ 1   1  TYLENOL  TAB   100          5.99   │   │   Items          1   │
│                                           │   │   Sub Total    5.99  │
│                                           │   │   Sales Tax     .37  │
│                                           │   │   Total        6.36  │
│                                           │   └──────────────────────┘
│                                           │
│                                           │       Clerk  FSISYS
│                                           │   Tax Exempt  N
│                                           │    Cust Disc  0%
└─────────────────────────────────────────┘    Form Disc  N

             P A Y M E N T
                                       ┌──────────────────────────────┐
     Amount of Payment  $[      6.36]  │  Total Sale        6.36       │
                                       │  Total Payment     0.00       │
        Payment Method   [A]           │  Remaining         6.36       │
                    1-C - Cash         └──────────────────────────────┘
                    2-K - Check            F1 - > Resume Item Entry
                    3-R - Credit/Debit Card
                    4-A - Charge A/R
                    5-P - Coupon
```

If a customer was selected at the beginning of the sale, the charge account linked to the customer will be used. If the sale was processed without a specified customer, or if no account is linked to the selected customer, the following screen will be displayed:

```
SALES  TRANSACTIONS
┌─────────────────────────────────────────┐   ┌──────────────────────┐
│ 1   1  TYLENOL  TAB   100          5.99   │   │   Items          1   │
│                                           │   │   Sub Total    5.99  │
│                                           │   │   Sales Tax     .37  │
│                                           │   │   Total        6.36  │
│                                           │   └──────────────────────┘
│                                           │
│                                           │       Clerk  FSISYS
│                                           │   Tax Exempt  N
│                                           │    Cust Disc  0%
└─────────────────────────────────────────┘    Form Disc  N

     Enter the A/R Charge Customer      [                         ]
```

Enter in the name of the customer (LAST,FIRST). A list of accounts that match the name entered will be displayed. Select the appropriate account, and the following screen will be displayed.

14.3.12

```
SALES  TRANSACTIONS
┌─────────────────────────────────────────┐  ┌──────────────────────┐
│ 1   1   TYLENOL  TAB   100        5.99   │  │  Items            1  │
│                                          │  │  Sub Total     5.99  │
│                                          │  │  Sales Tax      .37  │
│                                          │  │  Total         6.36  │
│                                          │  └──────────────────────┘
│                                          │
│                                          │       Clerk  FSISYS
│                                          │  Tax Exempt  N
│                                          │    Cust Disc  0%
└─────────────────────────────────────────┘    Form Disc  N
```

Charge Customer:
TEST CUSTOMER   15 NORTH STATE STREET LINDON
BALANCES:

Current	30 Day	60 Day	90 Day	Total	Last Payment
$0.00	$0.00	$0.00	$0.00	$0.00	01 May 02
					$0.00

Charge On This Sale $6.36

Do You Wish to Charge This Sale? (Y,N)

If the correct charge account is displayed for the customer, and if the amount being charged is correct, answer 'Y' to 'Do you Wish to Charge This Sale?'. If the displayed account or price is not correct, answer 'N'.

Depending on how the Point of Sale system is configured, a prompt for the 'Clerks Initials' might be displayed. If this is the case, enter the initials of the clerk processing the sale. Following this step, or if this does not display, the sale will be completed, and the receipt will be printed. If change is due, the amount of change will be displayed on the screen. On the receipt, (again, depending on how the Point of Sale system is configured) a line for the customer's signature might be printed. If the signature line is printed, ask the customer to sign the receipt, and place receipt in the cash drawer. If the receipt does not have a carbon copy, use the 'Shift+F6' feature to print a receipt for the customer to keep.

File Maintenance

'File Maintenance' is a compilation of programs designed to configure and maintain the various files that make up the Point of Sale system.

```
            F I L E   M A I N T E N A N C E

            1.   Clerk Maintenance
            2.   Coupon Maintenance
            3.   Customer Maintenance
            4.   Department Maintenance
            5.   Item Maintenance
            6.   System Option Maintenance
            7.   Price Maintenance
            8.   Register Maintenance
            9.   Credit Card Maint
            A.   Sale File Maint
            B.   Vendor Maint
            C.   Color Select Maint
            D.   Index Maint

            Enter Your Choice.
```

Each of the individual utilities will be discussed in the following pages of this manual.

Clerk Maintenance

'Clerk Maintenance' is a utility used to add, make changes to, and delete clerks from the Point of Sale system.

```
            C L E R K   M A I N T E N A N C E

            1.   Add a Clerk
            2.   Amend a Clerk
            3.   Delete a Clerk
            4.   List of Clerks
            5.   Clerk's Sec/Fin Info

            Enter Your Choice.
```

Add a Clerk

The 'Add a Clerk' option is used to add a new clerk into the Point of Sale system.

```
                        A D D   A   C L E R K

            Clerk's Code  [       ]
                   Name  [                        ]
                Address  [                          ]
                   City  [                    ]
                  State  [   ]
               Zip Code  [          ]
                  Phone  [             ]
```

Clerk's Code:
> Enter in the code for the clerk to use to sign on to the Point of Sale system with. This is typically the initials' of the clerk's name. A code should be easy enough for the clerk to remember. A password for the clerk will be assigned in the 'Clerk's Sec/Fin Info' portion of 'Clerk Maintenance'.

Name:
> Use this field to enter the name of the clerk being added. This field is primarily informational. A clerk can use their name if entered in this field to sign onto the Point of Sale system if they did not remember their 'Clerk Code'.

Address:
> Enter the address of the clerk being added into the system. This is primarily informational, and will be printed on the 'List of Clerks' report.

City, State,Zip:
> Similar to the 'Address' field, enter in the information for the clerk as appropriate for each field. Again, these fields are for informational purposes only, and have no real function within the Point of Sale system.

Phone:
> Enter the phone number for the clerk being added in this field. As previously mentioned, this is for informational purposes only.

Amend a Clerk

This option is used to make changes to clerks that have previously been added to the Point of Sale system.

Delete a Clerk

This option is used to delete clerks from the Point of Sale system. Use caution when using this option. Be sure that all reports (ie. 'Sales by Clerk') are printed prior to using this option.

List of Clerks

Use this option to print a list of all clerks that are on the Point of Sale system. This list will print the 'Clerk Code', 'Clerk Name, Address, City, State, Zip' and 'Clerk Phone'.

Clerk's Sec/Fin Info

This option is used to set the 'Security Matrix', and to view/modify the 'Financial Totals' for each clerk on the Point of Sale system. After selecting this option, enter the clerk code, or clerk name to be setup/modified. The following screen will be displayed:

```
       C L E R K   S E C U R I T Y / F I N A N C I A L   I N F O
              Clerk   FSISYS   Foundation Sytems

      Clerk's Password   [              ]
        Security Level   [ ]   (1,2,3)

      Refunds Allowed    [ ] (Y,N) [ ]  Voids Allowed
     Over-Rides Allowed  [ ]       [ ]  Special Orders Allowed
      Pay Outs Allowed   [ ]       [ ]  Check Cashing Allowed
     Open Drawer 1 or 2  [ ] (No,1,2)

     Max Check Allowed   [    ] [      ] Max Credit Card Allowed
     Max Check Over Pay  [    ] [      ] Max Price Over-Ride
     Max Ccard Over Pay  [    ]

          Sales Count    [    ] $[        ]   Amount
      YTD Sales Count    [    ] $[        ]   Amount
       Over-Ride Count   [    ] $[        ]   Amount
         Cash Pay-Outs   [    ] $[        ]   Amount

       Date of Last Sale   01  May  02
```

Each field will be discussed individually in the following pages:

<u>**Clerk's Password:**</u>
>   Use this field to enter the password for this clerk. This password is required when logging into the Point of Sale system. This password should be different from the 'Clerk's Code'. This field is case sensitive and accepts alphabetic and numeric characters. If this field is left blank (not recommended by FSI Technical Support), the password field will still be displayed when logging on to the Point of Sale system. Pressing Enter will complete the log in without a password.

<u>**Security Level:**</u>
>   This field is used to specify the level of security this clerk is to have within the Point of Sale system. Each menu or operation within the Point of Sale system has a security level assigned to it. This will be discussed in 'System Option Maintenance' later in this section. Security level 3 is the highest level of security.

Refunds Allowed:

This field is used to specify if this clerk is able to process returns or not. Enter 'Y' in this field to grant refund permission to this clerk, or 'N' to deny refund permission.

Voids Allowed:

Use this field to grant or deny permission for this clerk to process voids within the Point of Sale system.

Over-Rides Allowed:

Similar to the previously discussed functions, this is used to grant or deny permission for this clerk to do price over-rides. If 'Over-Ride Allowed' is set to 'N', when this clerk processes sales through the Point of Sale system, the price will automatically be accepted as entered in the 'Item Maintenance' file, less any applicable customer or formula discounts. The price will not be editable for 'non-prescription' items. The ability to over-ride a prescription price is set in the 'System Option Maintenance' and is system wide (not clerk specific).

Special Orders Allowed:

This option is used to grant or deny permission for this clerk to place special orders within the Point of Sale system. The ability to place special orders within the Point of Sale system is a forthcoming feature.

Pay Outs Allowed:

This option is used to specify whether this clerk has permission to process 'Pay-Outs' within the Point of Sale system. When this option is set to 'N', pressing the 'F8' key from the 'Sales Transactions' screen, will show 'Not Allowed' to the right of the 'Pay-Outs' menu option. If the 'Pay-Outs' menu option is selected, the program will return to the 'Sales Transactions' screen, and a 'Pay-Out' will not be processed.

Check Cashing Allowed:

Use this option to specify if this clerk is allowed to cash checks (payroll checks for example) within the Point of Sale system. When this option is set to 'N', the 'Cash Check' option will display 'Not Allowed' to the right of the 'Cash Check' option.

Open Drawer 1 or 2:

This option is used to specify which drawer is to be opened for this clerk. When using a single drawer system, this option should always be set to 1. Failure to set this option appropriately could result in the drawer not opening when processing sales.

Max Check Allowed:

Use this field to specify the maximum check value this clerk is allowed to process. When a transaction exceeds the amount entered in this field, a prompt for the master password will be displayed. Enter the master password, and press Enter. The system will advance to the 'Bad Check Register', and then will finish the transaction, print the receipt, and open the cash drawer.

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Max Credit Card Allowed:
> This field is used to specify the maximum price of a Credit Card transaction this clerk is allowed to process. If the transaction total exceeds the price entered in this field, a prompt for the master password will be displayed. Enter the master password, and press Enter. The system will proceed with the credit card transaction as normal.

Max Check Over Pay:
> Use this field to specify the maximum amount over the transaction total this clerk is allowed to accept when the customer is paying by check. When the amount of the overpayment of the check exceeds the amount entered in this field, a prompt for the master password will be displayed. Enter the master password, and press Enter.

Max Price Over-Ride:
> This field is used to specify the maximum amount this clerk is allowed to override a price by. This will only be used if the clerk has over-ride permissions.

Max CCard Over Pay:
> This field is used to specify the maximum amount over the transaction total this clerk is allowed to accept when the customer is paying with a credit or debit card. If the amount of the overpayment of the credit or debit card exceeds the amount entered in this field, a prompt for the master password will be displayed. Enter the master password, and press Enter.

Sales Figures (Sales Count/Amount, YTD Sales Count/Amount, etc..):
> These fields display the number and $ value of the sales this clerk has processed since they were last zeroed. These fields can be edited if appropriate. The date these fields were last zeroed will be displayed below the fields. The values can be printed and zeroed using a 'Sales Analysis by Clerk' under the 'Reporting Programs'. The reporting programs will be covered in this manual under the 'Period Processing' section.

Coupon Maintenance

'Coupon Maintenance' is a program that can be used to program a coupon to be printed on the bottom of the sales receipt following the receipt message.

```
                    C O U P O N   M A I N T E N A N C E

      Effective Date:  Starting :[        ]  :[        ] Ending  (mmddyycc)
      Dimensions:  Lines  (Max 12)  [   ]          [   ] ! Columns  (Max  80)

             Line   1  [                                          ]
             Line   2  [                                          ]
             Line   3  [                                          ]
             Line   4  [                                          ]
             Line   5  [                                          ]
             Line   6  [                                          ]
             Line   7  [                                          ]
```

The coupon can be programmed with a beginning date and an ending date. These dates will control when the coupon is to be printed.

Effective Date:
Use this field to specify the date the coupon is to first start printing. Be sure to enter the date in using the mmddyycc format.

Ending Date:
This field is used to specify which date the coupon is to stop being printed.

Dimensions – Lines:
This field is used to specify the number of lines for the coupon. The maximum number of lines for the program is 12. Empty lines at the end of the programmed coupon will cause blank space on the end of the receipt.

Dimensions – Columns:
This field is used to specify the number of character spaces per each line for the coupon. This value should not exceed the number entered in 'System Options' 'Receipt Printer Column Width' (this will be discussed later in this section under 'System Options').

Lines:
Use these lines to enter the coupon text/characters. The receipt will print exactly what is entered in these lines.

Customer Maintenance

'Customer Maintenance' is used to add specific customers to the Point of Sale system. This gives the Point of Sale system the ability to apply discounts, track sales, and charge to the customers account.

Although the title 'customer' implies that this would be a unique individual person, a customer may also be a group of people that get similar type of service, or facilities, a business or

business's that have special needs that might be met by adding them into the Point of Sale system as a customer.

It is not necessary to add customers into 'Customer Maintenance' to be able to process sales for the customer. This system simply gives the ability to apply special pricing, apply discounts, charge to a pre-defined charge account, and process 'tax exempt' sales when appropriate. If the customer does not need any of these special functions, then it is not necessary to add them to the customer file prior to processing sales for them.

After selecting 'Customer Maintenance' from the 'File Maintenance' menu, the following screen will be displayed:

```
               C U S T O M E R   M A I N T E N A N C E

                    1.   Add a Customer
                    2.   Amend a Customer
                    3.   Delete Customer
                    4.   List of Customers

                    Enter Your Choice
```

There are four key functions to the 'Customer Maintenance' system. Each of these functions will be discussed individually.

Add a Customer

This function is used to add new customers into the customer file. After selecting this option, the following screen will be displayed:

```
                    A D D   A   C U S T O M E R

    Customer's Number  [          ]
                Name   [                              ]
             Address   [                            ]
                City   [                       ]
               State   [   ]
            Zip Code   [            ]
          Home Phone   [              ]
          Work Phone   [              ]
          Tax Exempt   [  ]  (Y,N)        Tax #   [            ]
         Price Level   [  ]  (1,2,3)   Discount   [      ]%
   Apply Formula Disc  [  ]  (Y,N)   Rx Discount  [      ]%
         A/R Customer  [  ]  (Y,N)    Type Codes  [            ]
           Misc Note   [                                ]
```

Although there are many fields available for data entry, not all fields are required when adding a new customer into the file. Enter the fields appropriate for the customer being added, and be sure to press Enter to save the information when done.

Each of the available fields will be explained in the following pages:

Customer's Number:
> Enter the identifying number for this customer in this field. This is not required. This would typically be used in facilities that already have numbers assigned to their customers, or account numbers that would be used to access the customer/account.

Name:
> Enter the Name for this customer. When adding a business, discount group, or other entity, use the name field as a title for the account. This title should be something that is easy enough for the clerks to remember, and at the same time, say who the customer properties would apply to.

Address, City, State, Zip Code:
> Use the 'Address', 'City', 'State', 'Zip Code' fields to enter the address of the customer, or business. These fields are for informational purposes only and can be printed using the 'List of Customers' menu option on the 'Customer Maintenance' menu.

Home Phone, Work Phone:
> Similar to the previous description, use these two fields to enter the phone numbers for the customer/business being added. These fields are for informational purposes only, and have no actual functionality within the Point of Sale system. Similar to the address, these fields will be printed on the 'List of Customers' report.

Tax Exempt:
> Use this field to identify this customer as being 'tax exempt'. When this field is set to 'Y', no sales tax will be applied to the sales transaction.

Tax #:
> If the customer being added is 'tax exempt', use this field to notate the 'tax exempt' number for the customer.

Price Level:
> Within the 'Item File', each item can have 3 different pricing formulas, each price formula being a different 'level'. This field is used to define which of the three defined price levels in the 'Item File' is to be used to calculate the price of the items being sold for this customer.

Discount %:
> Use this field to specify a percentage discount to be applied to the calculated price for the item being sold. This discount can be applied to both formula and 'Set Retail Price' prices.

Apply Formula Disc:
> Set this field to 'Y' to have the 'Form Disc' flag default to 'Y' when processing sales for this customer.

Rx Discount %:

This field is used to specify the discount amount to be applied to all prescriptions sold to this customer. Before setting this option, it is important to be sure that the Pharmacy Management System has not applied the discount.

A/R Customer:

Use this option to specify whether this customer has a charge account or not. Setting this option to a 'Y' allows this customer to be linked to a charge account, thus saving time by not having to specify the charge account each time a sale is processed for this customer.

Type Codes:

This field has not yet been implemented into the Point of Sale system. Any data entered in this field will be saved, but will have no application/function within the other functions of the Point of Sale system.

Misc Note:

Use this field to enter a note for this customer. The note entered in this field does not display on any screen during the sales process, nor does it print on the 'Customer List'.

Amend a Customer

This function is used to make changes to customers previously added to the Point of Sale system. After selecting this menu option, enter either the name or number of the customer. The following screen will be displayed:

```
                        A D D   A   C U S T O M E R

        Customer's Number  [       ]
                   Name  [                         ]
                Address  [                           ]
                   City  [                  ]
                  State  [   ]
               Zip Code  [          ]
             Home Phone  [          ]
             Work Phone  [          ]
             Tax Exempt  [ ]   (Y,N)        Tax #   [              ]
            Price Level  [ ]   (1,2,3)   Discount   [     ]%
     Apply Formula Disc  [ ]   (Y,N)   Rx Discount  [     ]%
            A/R Customer  [ ]   (Y,N)    Type Codes  [             ]
              Misc Note  [                              ]
          Purchases YTD
          Last Purchase
```

This screen is similar to the screen used to add a new customer to the Point of Sale system, except the data for the selected customer will be displayed. In addition to the customer data, the value of the 'Purchases YTD (Year to Date)' and the 'Last Purchase' date will be displayed.

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The 'Purchases YTD' is a cumulative value of all sales processed for this customer, until it is zeroed when printing a 'Sales Analysis' report 'Sales by Customer', and answering 'Y' to 'Zero Year-to-Date'. This report will be discussed in greater detail in the 'Period Processing' section of this chapter.

Delete a Customer

This function is used to delete a customer from the Point of Sale system. Use caution with this function. This process cannot be 'un-done' without restoring from a backup. Because of this, it is strongly encouraged by the Foundation Systems Technical Support Helpdesk to complete a backup/verify process prior to using this function.

List of Customers

This function is used to print a list of all customers within the Point of Sale system. After selecting this function, the following screen will be displayed:

```
                    C U S T O M E R   L I S T

                    Press Any Key to Start List
```

This prompt gives the user a second chance to verify that this is what he/she wants to do. To proceed with printing the list, press Enter. To abort without printing the list, press the F1 key.

Department Maintenance

'Department Maintenance' is used to add and maintain departments within the Point of Sale system. Departments are used to link items together for reporting sales by department, setting taxability to those items, and posting/reporting to the 'General Ledger' system.

After selecting 'Department Maintenance' from the 'File Maintenance' menu, the following screen will be displayed:

```
                    D E P A R T M E N T   M A I N T E N A N C E

                        1.   Add a Department
                        2.   Amend a Department
                        3.   Delete a Department
                        4.   Department List  (Code Order)
                        5.   Department List  (Desc Order)

                        Enter Your Choice.
```

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The five options available from the 'Department Maintenance' menu will be discussed individually in the next pages of this manual.

Add a Department

The 'Add a Department' function is used to add new departments to the Point of Sale system. After selecting this menu function, the following screen will be displayed:

```
                    A D D   A   D E P A R T M E N T

           Department Code   [        ]
               Description   [                                              ]
        G/L Revenue Acct Num [        ]
        G/L Expense Acct Num [        ]
           Daily G/L Revenue $[            ]
          Daily G/L Expenses $[            ]
         Posting G/L Revenue $[            ]
        Posting G/L Expenses $[            ]
           Dept Items Taxable [  ]   (Y,N)
```

Each of the fields on this screen are as follows:

Department Code:
        This field is used to assign the code that will be used for this department. This is the code that will be entered into each item associated to this department.

Description:
        Use this field to enter the name for this department.

G/L Revenue Acct Num:
        This field is used to enter the 'General Ledger' revenue account number associated to this department.

G/L Expense Acct Num:
        This field is used to enter the 'General Ledger' expense account number associated to this department.

Daily G/L Revenue:
        This field displays the daily totals for the 'Daily General Ledger Revenue'. As part of the 'Daily Process' for the Point of Sale system, following printing all reports, the 'Transaction File' should be deleted. It is at this point when the 'Transaction File' is deleted that the total values are added to this running total.

Daily G/L Expenses:
        This field displays the daily totals for the 'Daily General Ledger Expenses'. As part of the 'Daily Process' for the Point of Sale system, following printing all reports, the

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'Transaction File' should be deleted. It is at this point when the 'Transaction File' is deleted that the total values are added to this running total.

Posting G/L Revenue:

This field displays the accumulated totals for the 'Daily G/L Revenue'. After deleting the 'Transaction File' during the day-end process, the 'Revenue' and 'Expenses' for the day are added to the 'Daily G/L Revenue & Expenses' fields. Following this, Posting to General Ledger' clears these daily totals, and the value of the 'Daily G/L Revenue' gets added to this field.

This field will be cleared during the 'Year End Process' for General Ledger. This is discussed in greater detail in the 'General Ledger Reference Guide'.

Posting G/L Expenses:

This field displays the accumulated totals for the 'Daily G/L Expenses'. After deleting the 'Transaction File' during the day-end process, the 'Revenue' and 'Expenses' for the day are added to the 'Daily G/L Revenue & Expenses' fields. Following this, Posting to General Ledger' clears these daily totals, and the value of the 'Daily G/L Expenses' gets added to this field.

This field will be cleared during the 'Year End Process' for General Ledger. This is discussed in greater detail in the 'General Ledger Reference Guide'.

Dept Items Taxable:

Use this field to specify whether the items within this department are taxable or not. Within 'Item Maintenance', a field is also used to specify whether the item is taxable or not. The 'Item Taxable' within 'Item Maintenance' will override the setting in this field.

Amend a Department

'Amend a Department' is used to make changes to departments already on file within the Point of Sale system.

After selecting 'Amend a Department' from the 'Department Maintenance' menu, the following screen will be displayed:

```
                    A M E N D   A   D E P A R T M E N T

        Enter the Department To Amend   [                          ]
```

Enter either the name or code for the department to be amended. If the code is entered, the amendment screen will immediately be displayed. If the name of the department is entered, a list of possible matches will be displayed. Select the appropriate department, and the following screen will be displayed:

```
                    A M E N D   A   D E P A R T M E N T

         Department Code    [       ]
            Description     [                                              ]
    G/L Revenue Acct Num    [       ]
    G/L Expense Acct Num    [       ]
        Daily G/L Revenue  $[            ]
       Daily G/L Expenses  $[            ]
     Posting G/L Revenue   $[            ]
     Posting G/L Expenses  $[            ]
        Dept Items Taxable   [ ]   (Y,N)
             Date Last Sold   21  May  02
      Price Over-Ride Times   0
     Price Over-Ride Amount

         Sales:                    Quantity     Cost      Retail
                       DAILY
                       MONTHLY
                       YEARLY
```

The displayed screen is similar to the screen discussed in 'Add a Department', with the addition of the sales values for the department being displayed. The sales values cannot be amended from this screen, but are displayed for informational purposes. The sales values can be reported using the 'Sales Analysis', 'Sales by Department', report. This report will be discussed in greater detail in the 'Period Processing' section of this chapter. After printing the report, the 'DAILY', 'MONTHLY', and 'YEARLY' totals can be zeroed.

Delete a Department

This function is used to delete a department from the Point of Sale system. Use caution with this function. This process cannot be 'un-done' without restoring from a backup. Because of this, it is strongly encouraged by the Foundation Systems Technical Support Helpdesk to complete a backup/verify process prior to using this function.

In order for the Point of Sale system to interact correctly with the Pharmacy Management System, Accounts Receivable system and within the Point of Sale system programming, certain departments have to be on file. These departments are 'SCRIPT', and 'NONSTK'. The department 'SCRIPT' is used to record all prescription sales, and 'NONSTK' is used to record all 'Non-Stock' item sales. This is discussed in greater detail in the 'Sales Processing' section of this chapter.

Department List (Code Order)

This function will produce a list of all departments on the Point of Sale system in numeric then alphabetical order of the 'Department Code'. This report shows the 'Department Code' and the 'Department Description'.

Department List (Desc Order)

This function will produce a list of all departments on the Point of Sale system in numeric then alphabetical order of the 'Department Description'. This report shows the 'Department Code' and the 'Department Description'.

Item Maintenance

The 'Item Maintenance' system is used to add and maintain items within the Point of Sale system. For each item stocked by the pharmacy, there should be a unique item added to the Point of Sale system to enable the Point of Sale system to track and report the sales for this item. Items that are not typically stocked, samples, and other such items can be excluded from being added to the Point of Sale system, and the 'Non-Stock Item' function can be used when processing sales to sell those items, but this is more time consuming to the clerk than if the item were in the Point of Sale system.

After selecting 'Item Maintenance' from the 'File Maintenance' menu, the following screen will be displayed:

```
                    I T E M   M A I N T E N A N C E

                    1.   Add an Item
                    2.   Amend an Item
                    3.   Delete an Item
                    4.   List of Items
                    5.   Quick Item Amend
                    6.   List of Items wo/Dept.
                    7.   Set up Price Code By Dept.
                    8.   Re-Define Dept. Codes
                    9.   Print Item Labels  (DYMO)

                    Enter Your Choice.
```

Each of the 9 menu options will be discussed individually in the following pages of this manual.

Add an Item

The 'Add an Item' function is used to add new items to the Point of Sale system. After selecting this menu option, the following screen will be displayed:

```
                          A D D   A N   I T E M

            Item Number  [        ]
               UPC Code  [            ]    Old UPC  [              ]
            Description  [                        ]
             Short Desc  [            ]  Sells Unit  [     ]
           Manufacturer  [            ]  Department  [        ]
        Sales Pack Size  [         ]
        Whslr Pack Size  [         ]    Outer Pack  [          ]
         Primary Vendor  [         ]          Code  [           ]
       Secondary Vendor  [         ]          Code  [           ]
       Stock Loc. Front  [         ]          Back  [          ]
            Item Active  [ ]   (Y,N)       Taxable  [ ]   (Y,N)
              Item Note  [                              ]
```

Item Number:

This field is used to enter a 'speed' number to this item. This will typically be used for items that do not have a UPC code that can be scanned.

UPC Code:

Use this field to enter the UPC code for this item. The FSI Point of Sale system uses 11 digit UPC codes. This will typically mean that the very first digit (in front of the barcode) will be used, and the very last (behind the barcode) will not be used.

When adding new items to the file that have barcodes, it is recommended to scan the barcode on the product when the cursor is in this field. This will insure that the barcode is entered exactly as it will be scanned.

Old UPC:

This field can be used to store the former UPC for this item, if the UPC were to change. Some item file update programs, available for use to apply updates from vendors, will copy the existing UPC to this field when a UPC change is reported.

Description:

Use this field to enter a description/name for the item being added. This description is what will display on the 'Sales Transactions' screen when processing a sale.

Short Desc:

Use this field to enter a smaller description/name for the item being added. This description is what will be printed on the sales receipt, and will display on the customer pole display unit.

Sells Unit:

Use this field to specify the size of the individual package being used. For example, if adding a can of soda to the Point of Sale system, the 'Sells Unit' would be 'OZ' for ounces. Please refer to 'Sales Pack Size' to set the number of 'Sells Unit'.

Manufacturer:

This field is used to enter the manufacturer of this item.

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Department:

Enter the department code appropriate to this item. The department code is used to track sales by department, reporting, and tax collection reporting.

Sales Pack Size:

The 'Sales Pack Size' is associated with the 'Sells Unit'. Enter the quantity of units as defined in 'Sells Unit' for this item. The quantity entered in this field might be used to calculate the appropriate price for this item when running various price updates available for the Point of Sale system.

Whslr Pack Size:

This field is used to specify the number of units as specified in 'Sales Pack Size', that are within the Wholesaler Pack. Similar to the 'Sales Pack Size', the quantity entered in this field might be used to calculate the appropriate price for this item when running various price updates available for the Point of Sale system.

Outer Pack:

This field is used to see the pack size for the McKesson item file update. Enter the number of containers (bottles, boxes, etc) supplied as a group from the manufacturer in this field.

Primary Vendor:

Use this field to enter the code for the vendor that this item is primarily purchased from. This is used to create order lists, and depending on who the vendor is, place orders electronically through the Point of Sale system to the vendor.

Code:

This field is used to enter the item number for the primary vendor.

Secondary Vendor:

Use this field to enter the code for the secondary vendor that this item is purchased from. This is used to create order lists, and depending on who the vendor is, place orders electronically through the Point of Sale system to the vendor.

Code:

This field is used to enter the item number for the secondary vendor.

Stock Loc. Front:

This field is used to enter the location of this item within the store. A shelf number, aisle number, or other such notation can be entered in this field. The information entered in this field will be printed on the 'Stock Take Report'. This report will be discussed in greater detail in the 'Period Processing' section of this chapter.

Back:

This field is used to enter the location of this item within the stockroom. A shelf number, aisle number, or other such notation can be entered in this field. The information

entered in this field will be printed on the 'Stock Take Report'. This report will be discussed in greater detail in the 'Period Processing' section of this chapter.

Item Active:

Use this field to 'Activate' or 'Deactivate' this item. Enter a 'N' in this field to 'Deactivate' the item. Once an item is deactivated, the only way to access the item is by an exact UPC match.

Taxable:

In order to accommodate the many different taxability situations that exist within commerce today, the Point of Sale system sets all items to be taxed by default, and then when processing a sale, checks 3 different systems to see if the tax should be removed for a specific item. The 3 systems are: 'Item Maintenance', 'Department Maintenance', and 'Customer Maintenance'

The item is the first thing to be checked for a 'Non-Taxable' status. If the 'Taxable' field in 'Item Maintenance' is set to 'N', then this item will not be taxed. If this field is blank, or set to 'Y', then the Point of Sale system will check the 'Department Maintenance' for a 'Non-Taxable' status. If 'Dept Items Taxable' is set to 'N', then the item will not be taxed. If it is set to 'Y', then the Point of Sale system will check 'Customer Maintenance', if a customer was selected. If 'Tax Exempt' in 'Customer Maintenance' is set to 'Y', then no tax will be charged for this item.

Item Note:

This field is used to enter a note specific to this item. This is for informational purposes only. This note will not be displayed during the 'Sales Transactions' process, nor will it print on any reports.

After entering the appropriate information, press Enter to save the changes, and the next screen for the 'Item Additions' will be displayed.

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```
                        A M E N D   A N   I T E M
            ITEM UPC CODE   ITEM DESCRIPTION  ITEM SHORT DESC.

                     Price Codes:   #1   [ ]      #2   [ ]     #3   [ ]
             Primary Vendor Cost   [                ]
           Secondary Vendor Cost   [                ]
          Average Wholesale Price   [                ]
                      Misc Price   [                ]
            Suggested Retail Price   [                ]
               SRP Deep Discount   [                ]     (Zone 1)
                 SRP Chain Stores   [                ]     (Zone 2)
                 SRP Independants   [                ]     (Zone 3)
             SRP No Competition   [                ]     (Zone 4)
          Set Retail Prices:      #1   [                ]      #2   [                ]
                               #3   [                ]
          Date Last Change:     Cost:  :[            ]   Retail :[            ] (mmddyycc)
          Item On Sale:          Price:   [            ]          [ ]   Sale Formula
          Spec Aty Price: Min Qty   [        ]    Qty   [        ]   For $[        ]
                     Start Date   :[            ]   End Date  :[            ] (mmddyycc)
              Sales Group Code   [        ]
              Last Time On Sale
                  Over-Ride Count     0      Amount
```

This screen of 'Item Maintenance' is used to define the pricing properties for this item.

Price Codes:

These three fields are used to specify the three pricing formulas available for this item. When configuring customers into the Point of Sale system, it is possible to place them on a 'Price Level'. The price level refers to these three formulas. If using price formulas to price the items (instead of retail prices), enter the appropriate formula into each field. For more information on configuring the pricing formulas, please refer to 'Price Maintenance' discussed later in this section.

Primary Vendor Cost:

Use this field to enter in the cost of the item from the primary vendor. This cost should be entered per the 'Sales Pack Size'.

Secondary Vendor Cost:

Use this field to enter in the cost of the item from the secondary vendor. This cost should be entered per the 'Sales Pack Size'.

Average Wholesale Price:

This field is used to enter the Average Wholesale price for this product. This price should be entered per the 'Sales Pack Size'.

Misc Price:

This field can be used to enter a miscellaneous price that does not fit the other price fields. Similar to all of the previously discussed price fields, enter the price per the 'Sales Pack Size'.

Suggested Retail Price:

This field is used to enter the 'Suggested Retail Price' from the manufacturer for the item being added. This price should be entered per the 'Sales Pack Size'.

SRP Prices:

These fields are used to enter the price for the product for each of the different zones. Most vendors/wholesalers will have different prices depending on the location of the place of business. These fields are for the 4 different zones supported by DP Hammacher / Fineline.

Set Retail Prices:

These fields are used to set the 'Retail Price' for the product. There are three fields available, to accommodate the price levels specified within 'Customer Maintenance'. The 'Retail Prices' are the easiest way to set a price for a specific item within the Point of Sale system. When a 'Retail Price #1' is entered, and no customer is specified, the 'Retail Price #1' will be used.

Date Last Change, Cost & Retail:

When this item is updated by various update programs the last cost and retail prices will be recorded and the date of the change displayed to the right of the fields. These programs vary slightly in their functionality, and not all of the update programs will update these fields. Additionally, when modifying the price fields manually, these fields will not automatically update.

Item on Sale: Price:

This field is used to set a sale price for this item. This field will be used when the 'Start Date' is reached, and until the 'End Date' is passed.

Sale Formula:

This will allow a price formula to be specified for this item. The item will go on sale based on the 'Start Date' and 'End Date'.

Spec Qty Price: Min Qty:

This field allows a minimum quantity to be specified for 'Special Quantity Pricing' scenarios.

Spec Qty Price: Qty:

This field is used to specify the quantity for the 'Special Quantity Pricing'.

Spec Qty Price: For $:

Use this field to define the price for this item when the quantity for the 'Special Quantity Pricing' is reached.

Start & End Date:

The 'Start Date' and 'End Date' are used to specify the date range for this item to be on sale. When the date falls between these dates, the 'Sale Price' or 'Sale Formula' will be used to calculate the price for this item instead of the 'Price Codes' or 'Retail Price'.

Sales Group Code:
> This field is used to place this item onto a group that can be used to maintain sales

Last Time On Sale:
> This field is used to store the date this item was last on sale.

Over-Ride Count:
> The times this item has had its price over-ridden is displayed in this location.

Over-Ride Amount:
> The value of the over-rides performed on this item is displayed here.

Now that the pricing information has been entered for this new item, press Enter to save the entered data, and the following screen will be displayed:

```
                          A M E N D   A N   I T E M
             ITEM UPC CODE   ITEM DESCRIPTION  ITEM SHORT DESC.

                        Stock On Hand  [         ]
              Minimum Re-Order Qty  [         ]
                     Quantity On Order  [         ]   Last Order
              Last Ordered Quantity  [         ]
                 Current P.O. Number  [         ]
             Quantity On Back Order  [         ]   B.O. Date

             Perpetual Inventory:
                         Starting Level  [         ]
                              Receipts  [         ]
                                 Sales  [         ]
                          Adjustments  [         ]
                         Starting Date :[         ]   (mmddyycc)
```

This screen is used to track the inventory levels, the re-order points, and the perpetual inventory. Each of the available fields will be discussed in the following pages.

Stock On Hand:
> This field is used to enter, adjust, and report the current 'Stock On Hand' for this item. When adding a new item to the Point of Sale system, enter the number of 'Sales Pack Size' units are in stock for this item.

Minimum Re-Order Qty:
> This field is used to specify at what 'Stock On Hand' for this item to be ordered at. For example, if 3 were entered in this field, when the 'Stock On Hand' falls below 3, this item will be added to the 'Suggested Order', and the amount to be ordered will be the sum required to bring the 'Stock On Hand' back to 3.

Quantity On Order:

> When using the 'Electronic Ordering' and 'Manual Ordering' systems available under the 'Period Processing' system in the Point of Sale system, these systems will update this field with the current quantity on order for this item. 'Electronic Ordering' and 'Manual Ordering' will be discussed in greater detail in the 'Period Processing' section of this chapter.

Last Order Quantity:

> This field stores the quantity of this item that was last ordered.

Current P.O. Number:

> This field will display the number of the P.O. used to last order this item.

Quantity On Back Order:

> When using the 'Electronic Ordering' system available for some wholesalers in the Point of Sale system, when a 'confirmation' is retrieved, if the product is on back order, the quantity placed on back order will be displayed in this field.

Starting Level:

> This field displays the starting inventory level for this item.

Receipts:

> This field displays the current quantity and is adjusted by the incoming quantity.

Sales:

> This field displays the total times this item has been sold.

Adjustments:

> This field is for notation purpose only, and does not have any program functionality with the other Point of Sale system utilities. The amount of adjustments can be noted manually in this field.

Starting Date:

> This field is used for manual notation of the perpetual inventories starting date.

Now that the inventory data has been entered, press Enter to save it, and the following screen will be displayed:

```
                        A M E N D   A N   I T E M
              ITEM UPC CODE  ITEM DESCRIPTION  ITEM SHORT DESC.


        Sales:              Quantity      Cost      Retail      Gross      Margin

           Daily

           Monthly

           Yearly

                      Press the F4 Key to Amend These Period Totals

                      Otherwise, Just Press Any Other Key to Continue.
```

This portion of 'Item Maintenance' contains 3 cumulative totals for the sales of the selected item. Each of the 3 totals can be named in 'System Option Maintenance', which will be discussed later in this section.

Because these totals are cumulative, it is important that they be cleared when appropriate for the time period being used for each of the periods. This will be discussed in 'Reporting Programs' in the 'Period Processing' section of this chapter.

Pressing the 'F4' key and making the appropriate modifications can modify the totals shown on this screen. The Foundation Systems Technical Support Helpdesk urges using great caution when making changes to these values.

Amend an Item

The 'Amend an Item' function is used to maintain items that are already on the Point of Sale system. After selecting this option, the following screen will be displayed:

```
                        A M E N D   A N   I T E M
              Enter the Item To Amend   [                        ]
```

Select the item to be amended. This can be done in multiple ways. If the item to be amended has a UPC and the terminal being worked at has a scanner, simply scan the UPC on the item. If the scanned UPC is found, it will immediately proceed to the 'Amend an Item' screen. If the item to be amended does not have a UPC that can be scanned, or a scanner is not connected to the terminal being used, enter in the name of the item, and select the appropriate item from the displayed list.

After selecting the item, the following screen will be displayed:

```
                         A M E N D   A N   I T E M

            Item Number  [        ]
              UPC Code   [            ]    Old UPC   [              ]
            Description  [                            ]
             Short Desc  [            ]  Sells Unit   [      ]
           Manufacturer  [            ]  Department   [          ]
        Sales Pack Size  [          ]
        Whslr Pack Size  [          ]   Outer Pack   [            ]
         Primary Vendor  [          ]         Code   [              ]
       Secondary Vendor  [          ]         Code   [              ]
       Stock Loc. Front  [          ]         Back   [            ]
            Item Active  [  ]  (Y,N)      Taxable   [  ]  (Y,N)
              Item Note  [                                  ]
```

Although the above sample is blank, when amending an item, the data entered for that item will be displayed. Make the appropriate changes to the item, being sure to press the Enter key to save the changes. If a mistake is made, press F1 to abort the amendment, and start over.

After pressing Enter, the amendment system will advance to the next screen of 'Item Maintenance' as previously discussed in 'Item Additions'. Because the options available when amending an item are the same as when adding an item, they will not be discussed again.

Delete an Item

The 'Delete an Item' utility is used to delete items from the 'Item File'. After selecting this menu option, the following screen will be displayed:

```
                     D E L E T E   A N   I T E M

        Enter the Item To Delete   [                          ]
```

It is strongly recommended by the Foundation Systems Technical Support Helpdesk to use caution when deleting an item from the 'Item File'. Be sure that any reports that might apply to this item, or sales for this item have been run and are correct before proceeding.

The Foundation Systems Technical Support Helpdesk to also recommends marking an item as 'Inactive' as an alternate to deleting the item. This will remove the item from the lists of item matches when trying to access an item by name, or partial UPC, but the item is still on file, and can be accessed by an exact UPC match.

To delete an item, scan the item's UPC in the field displayed, or enter the UPC number if no scanner is attached to the terminal being used. An alternative to the UPC number is entering the name or code for the item. When/If doing this, use extreme caution to be sure to select the appropriate item.

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After entering the item via one of the previously described ways, the following screen will be displayed:

```
                    D E L E T E   A N   I T E M

                      UPC   00000000000
              Description   Item Name
                Last Sale   01 May 02

      Are You Sure You Wish to Delete This Item   [    ]   (YES)
```

If this is really the item to be deleted, enter 'YES' in the displayed field, if this is not the item to be deleted, or if you are unsure, press the F1 key to abort without deleting the item.

An Item Deletion cannot be undone! *If the wrong item is deleted, the only way to get that data back is to restore from the most recent backup for the Point of Sale system. The deleted item can be added back onto the Point of Sale system manually, but all inventory and sales data that is stored with that item will have been lost.*

List of Items

'List of Items' is a utility program used to print a list of items within the Point of Sale system. After selecting this menu option, the following screen will be displayed:

```
                    I T E M   L I S T S

              1.   Abbreviated Item List
              2.   Abbrev. by Primary Vendor

              Enter Your Choice
```

The 'List of Items' can be printed out in two different ways. The first, menu option #1 'Abbreviated Item List' prints a list of **ALL** items on the Point of Sale system. The item list prints for each item the following information: 'Item Number', 'UPC Code', 'Item Description', 'Short Description', 'Sells Units', and 'Manufacturer'.

The second, menu option #2 'Abbrev. by Primary Vendor', prints a list of all items for a specified Vendor. After selecting this option, a prompt will be displayed allowing the desired vendor to be entered. After entering the vendor code, the list will be printed for the specified vendor. The information that is printed is the same as the 'Abbreviated Item List'.

Quick Item Amend

The 'Quick Item Amend' is a utility program often used to process incoming stock into the Point of Sale system. After selecting 'Quick Item Amend', the following screen will be displayed:

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Q U I C K   I T E M   A M E N D

Incoming Stock Processing

Enter the Item To Amend   [   ]

To 'Quick Item Amend' an item, or to process an incoming order into the Point of Sale system stock, enter the number of the first item to be amended. This can be done in several ways. The first, and most common way is to scan the UPC of the product. If a scanner is not available on the terminal being used to do this procedure, the UPC number can be entered manually, or enter the product name, and select the product from the displayed list.

After entering the item to be amended, the following will be displayed:

I N – C O M I N G   S T O C K

Item UPC   Item Name Item Manufacturer

In-Coming Quantity   [   ]   (use –qty if out-going)
Primary Wholesaler Cost $[   ]
AWP $[   ]
Suggested Retail Price $[   ]
Retail Price #1 $[   ]
Retail Price #2 $[   ]
Retail Price #3 $[   ]

Stock On Hand   0
Quantity on Order   0
Quantity on Back Order   0
Date Last Sold   01 May 02

The screen shown above is just a sample of what information will be displayed when doing a 'Quick Item Amend'. Each of the fields will be discussed individually.

In-Coming Quantity:
This field is used to enter the amount of in-coming and/or out-going stock. When entering an in-coming stock, simply enter the number of 'Sells Units' (the unit actually being sold) that are being added to the inventory. To enter an out-going stock, enter a – sign, and the amount being sent out. The out-going function is typically only used when returning product to the vendor. The quantity entered in this field will be applied to the 'Stock on Hand' upon pressing Enter when finished amending this item. If any of the prices or fields that are displayed below the 'In-Coming Quantity' need amending, do not press Enter yet, press Tab or ↓ to advance to the following fields.

Primary Wholesaler Cost:
Use this field to enter in the cost of the item from the primary vendor. This cost should be entered per the 'Sales Pack Size'.

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AWP:

> This field is used to enter the Average Wholesale price for this product. This price should be entered per the 'Sales Pack Size'.

Suggested Retail Price:

> This field is used to enter the 'Suggested Retail Price' from the manufacturer for the item being added. This price should be entered per the 'Sales Pack Size'.

Retail Price #1, #2, and #3:

> These fields are used to set the 'Retail Price' for the product. There are three fields available, to accommodate the price levels specified within 'Customer Maintenance'. The 'Retail Prices' are the easiest way to set a price for a specific item within the Point of Sale system. When a 'Retail Price #1' is entered, and no customer is specified, the 'Retail Price #1' will be used.

After entering the appropriate information for the appropriate fields, be sure to press Enter to save the changes made. If a mistake is made, be sure to press F1 to abort without saving the changes.

The other information displayed on the screen is shown for informational purposes, and cannot be amended on this screen.

Stock on Hand:

> This field is reports the current 'Stock On Hand' for this item. When adding a new item to the Point of Sale system, enter the number of 'Sales Pack Size' units are in stock for this item.

Quantity on Order:

> When using the 'Electronic Ordering' and 'Manual Ordering' (still in program development) systems available under the 'Period Processing' system in the Point of Sale system, these systems will update this field with the current quantity on order for this item. 'Electronic Ordering' and 'Manual Ordering' will be discussed in greater detail in the 'Period Processing' section of this chapter.

Quantity on Back Order:

> When using the 'Electronic Ordering' system available for some wholesalers in the Point of Sale system, when a 'confirmation' is retrieved, if the product is on back order, the quantity placed on back order will be displayed in this field.

Date Last Sold:

> This field displays the date this item was last sold.

List of Items wo/Dept.

The 'List of Items wo/Dept' is a utility program designed to print a list of all items on the Point of Sale system that do not have a department entered in the 'Item Maintenance'.

It is critical for each item sold in the Point of Sale system to have a valid department code. This is required for both financial reports and for the 'General Ledger' system to work correctly.

After selecting this menu option, the following screen will be displayed:

```
            L I S T   O F   I T E M   W O / V A L I D   D E P T

       This function will search the entire Item file and will list
       any item which has been sold and does not have a valid Depart-
       ment code.  The link between the POS and the G/L systems will not
       work properly without a proper dept. specified for every item
       which gets sold.  This function will allow you to find items
       which will not properly post revenues and expenses to the G/L
       system.

       Make sure the printer is ready,  and

       Press any key to start the list.
```

This program scans the entire item file to search for items that have been sold that do not have a department code. Depending on the speed of the server the Point of Sale system is running on, and the size of the item file itself, this could take several minutes to prepare.

To proceed with printing the report, press Enter to continue.

The 'List of Items wo/Dept' report will provide the following information: 'Item Number', 'Item UPC', 'Item Description', 'Sales Unit', 'Manufacturer', 'Quantity Sold', and the 'Department'. If no department is entered, the department on the report will show as 'Misg' (missing).

Set up Price Code By Dept.

'Set up Price Code By Dept.' is a utility program used to insert a specific price code into all items for a specific department. After selecting this menu option, the following screen will be displayed:

```
            P R I C E   C O D E   S E T U P   B Y   D E P T

            Enter Dept Code   [        ]
                 Price Code 1  [ ]
                 Price Code 2  [ ]
                 Price Code 3  [ ]
```

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Enter the appropriate department codes, followed by the desired level 1, 2, and 3 price formula codes.

After entering the code for 'Price Code 3' the program will scan through the item file, and for each item on the specified department, the specified price formulas will be inserted.

Re-Define Dept. Codes

The 'Re-Define Dept. Codes' program was designed to allow Point of Sale system users to change all items that are on one department, over to another department. This is typically done when setting up a new Point of Sale system, to change the department codes from the 'DP Hammacher/Fineline' system to the departments used within the pharmacy.

After selecting this menu option, the following screen will be displayed:

```
        R E – D E F I N E   D E P T   C O D E S

Change Dept Code   [      ]  Through   [       ]

             To  [      ]

Enter the Range of Dept Codes you wish to change from
and the New Dept Code to change to.
```

Warning: This process cannot be 'un-done' without restoring from a backup. Because of this, it is strongly encouraged by the Foundation Systems Technical Support Helpdesk to complete a backup/verify process prior to using this function.

Before re-defining the departments, it is recommended to print a list of the departments currently on the Point of Sale system, and document which department ranges should be changed to which new or existing department code. It is also recommended to add all new department codes necessary to accommodate the redefinitions.

When the previously stated recommendations are complete, as shown above, enter the existing department code range for the departments to be reassigned, and then enter the code the range is to be reassigned as in the 'To' field.

After entering the information, and before pressing [Enter], double-check the information. If everything entered is correct, press [Enter] to proceed. The item file will then be checked, and all items with a department code that qualifies within the specified department code range will be changed to the department code specified in 'To'.

Print Item Labels (DYMO)

This utility program is used to print a 'shelf label' for a specified product. This label is designed to replace the price sticker on the product itself thus making it easier when the price changes for the product, instead of changing the price on each product; a single shelf sticker can be printed and placed on the shelf.

This program is designed to specifically work with the DYMO serial label printer. For more information on getting this printer, please contact the Foundation Systems Sales Office at **800-333-0926**.

After selecting this menu option, the following screen will be displayed:

```
                    P R I N T   I T E M   L A B E L

        Enter the Item To Print   [                              ]
```

To print an item label, enter the number of the item. This can be done in several ways. The first, and most common way is to scan the UPC of the product. If a scanner is not available on the terminal being used to do this procedure, the UPC number can be entered manually, or by entering the product name, and selecting the product from the displayed list.

After selecting the correct product, the following screen will be displayed:

```
                    P R I N T   I T E M   L A B E L

        Item UPC   00000000000
            Desc   Item Description
          Retail   $0.00

        # of Labels to Print   [   ]
```

If this is the correct product, enter in the number of labels needed. The number of labels will default as 1, but can be changed by simply entering in the desired number. A sample format of the label is shown below:

```
                    Item Long Description
                     Item UPC Barcode
                     Item UPC Numbers
                        Item Price
                        Store Name
```

The item label prints the description of the item (name, size, etc), the UPC barcode for the item, and the Retail price for the item.

System Option Maintenance

The 'System Option Maintenance' menu is used to customize and maintain the behavior properties of the Point of Sale system.

It is recommended by the Foundation Systems Technical Support Helpdesk to use caution, and not change the settings on the screens of 'System Option Maintenance' without the advisement of a Foundation Systems Technical Support Helpdesk Technician. Failure to do so could result in the Point of Sale system not functioning correctly, or in extreme cases, not functioning at all.

After selecting 'System Option Maintenance' from the 'File Maintenance' menu, the following screen will be displayed:

System Options

```
                         S Y S T E M   O P T I O N S

                 Store Zip Code   [               ]
              Store Phone Number  [                 ]
       Receipt Printer Column Width  [   ]      [ ]   Default Sales Payment Method
              Integrate with G/L   [ ]  (Y,N) [ ]   Is Coupon Value Taxable
       Provide Entry of Check Names  [ ]      [ ]   Sign for A/R Charges
         Force ESC if Item Not Found  [ ]      [ ]   Print A/R Balance On Rec.
                 Sales Tax Rate   [         ]%
          Prescription Sales Tax Rate  [         ]%
           Accounting Period #1 Desc  [         ]
           Accounting Period #2 Desc  [         ]
           Accounting Period #3 Desc  [         ]
             Next Transaction Number  [       ]
               Pharmacy Directory   [                     ]
              Pharmacy Vendor Code   [         ]
           Automatic Logoff Response  [ ]   (F, M,S;Fast,Med,Slow)
          Automatic Logoff Exit System  [ ]   (Y,N)
              Automatic Logoff  Time   [     ]   (10-3600 Seconds)
```

As shown on the above screen, there are several items available to customize the Point of Sale system to function correctly. Each of the options will be discussed in the following couple of pages.

Store Zip Code:
> This field is used to specify the zip code for the store. This field is large enough to accommodate the 5-digit code, followed by a – and the 4-digit zip code extension.

Store Phone Number:
> Use this field to enter the phone number for the store.

Note: The Pharmacy Name and Address cannot be modified within the 'System Options'. If the Name or Address for the pharmacy needs to be modified, please contact the Foundation Systems Technical Support Helpdesk at **801-785-7720** for support.

Receipt Printer Column Width:
> This field is used to specify the 'column width' or width of the receipt paper. This is in the number of characters wide the paper will support. FSI supports two different types of receipt printers, and both of the printers are 'Receipt Printer Column Width' '40'.

Default Sales Payment Method:
> This field can be used to enter in the main payment method for the pharmacy. This is often set to 'C' for 'Cash'. This field can be set to 'C' for 'Cash', 'K' for 'Check', 'R' for 'Credit/Debit Card', 'A' for 'Charged A/R', or 'P' for 'Coupon'. Additionally, this field can be left blank, forcing the clerks using the Point of Sale system to enter a payment method. This can help if clerks have a tendency to process transactions under the wrong payment method.

Integrate With G/L:
> Use this field to specify whether the Point of Sale system should integrate with the FSI General Ledger system or not. Setting this field to a 'Y' will cause the Point of Sale system to write/store information needed by the General Ledger system. When using the General Ledger system, it is important to complete the 'Post to General Ledger' in the day-end processing.

Is Coupon Value Taxable:
> Set this field to 'Y' if the value of a coupon is taxable in your area.

Provide Entry of Check Names:
> When this field is set to 'Y', when processing transactions with a payment method of 'Check', a field will be displayed prompting the clerk to enter the Name on the check. This is used by the 'Bad Check Register', which was discussed in 'Miscellaneous Utilities' and again in 'Customer Processing'.

Sign For A/R Charges:
> Set this field to a 'Y' to have a 'Signature line' printed on the receipt for the customer to sign authorizing the pharmacy to charge the transaction to their charge account. When using this option, if a second receipt is needed to give to the customer (the pharmacy should keep the receipt with the signature), from the 'Sales Transaction' menu, press 'Shift + F6' to print a duplicate receipt.

Force ESC if Item Not Found:
> When this field is set to 'Y', if an item is entered during the 'Sales Transaction' process, if the item is not found, a prompt to press the `Esc` key will be displayed. Until this key is pressed, the 'Sales Transaction' process will not proceed. This is designed as a safety catch to eliminate the chance that an item can be scanned without being 'rang up'.

Print A/R Balance on Rec.:
> Set this option to 'Y' to have the customers charge account balance printed on the Point of Sale system receipt.

Sales Tax Rate:
> Use this field to specify the percentage rate for all 'non-prescription' items.

Prescription Sales Tax Rate:
> Use this field to specify the percentage rate for all prescription items.

Accounting Period #1 Desc:
> This field is used to assign a 'name' to the accounting period #1. In each of the key files, Item File, Department File, System Totals, Credit Card Financial File, and the Vendor Financial File, 3 independent totals are maintained. The most common (and the default) name for 'Accounting Period #1' is 'DAILY'.
>
> Although the name implies a certain time period, this value will continue to compile until being cleared. When printing the 'Sales Analysis' for each of the key files, a prompt will display after the report is printed to 'zero' each of the 3 accounting periods. Answer 'Y' to the appropriate period(s).

Accounting Period #2 Desc:
> This field is used to assign a 'name' to the accounting period #2. In each of the key files, Item File, Department File, System Totals, Credit Card Financial File, and the Vendor Financial File, 3 independent totals are maintained. The most common (and the default) name for 'Accounting Period #2' is 'MONTHLY'.
>
> Although the name implies a certain time period, this value will continue to compile until being cleared. When printing the 'Sales Analysis' for each of the key files, a prompt will display after the report is printed to 'zero' each of the 3 accounting periods. Answer 'Y' to the appropriate period(s).

Accounting Period #3 Desc:
> This field is used to assign a 'name' to the accounting period #3. In each of the key files, Item File, Department File, System Totals, Credit Card Financial File, and the Vendor Financial File, 3 independent totals are maintained. The most common (and the default) name for 'Accounting Period #3' is 'YEARLY'.
>
> Although the name implies a certain time period, this value will continue to compile until being cleared. When printing the 'Sales Analysis' for each of the key files, a prompt will display after the report is printed to 'zero' each of the 3 accounting periods. Answer 'Y' to the appropriate period(s).

Next Transaction Number:
> This field is used to specify the 'Next Transaction Number'.

Pharmacy Directory:
> This field is used to specify the directory the Pharmacy Management System is located in.

Primary Vendor Code:
> Use this field to specify which vendor code should be used as the 'Primary Vendor'. When using the 'Electronic' and 'Manual' ordering

Automatic Logoff Response:
> This field is used to specify how frequently the FSI programming checks to see if there has been system activity. This is used in conjunction with the 'Automatic Logoff Time' to determine if the session needs to be logged off after being idle for a specified amount of time.
>
> When a 'Logoff Time' is reached, anything that was in progress including 'Sales Transactions' and file amendments will be aborted and any data changes that were made without [Enter] being pressed will be lost.

Automatic Logoff Exit System:
> When this option is set to 'Y', this function will cause that when the 'Logoff Time' is reached, the Point of Sale system will be exited to the #. When this option is set to 'N' the Point of Sale system will return to the Point of Sale system Main Menu, and force the clerk to log on again.
>
> When a 'Logoff Time' is reached, anything that was in progress, but sitting idle, including 'Sales Transactions' and file amendments will be aborted and any data changes that were made without [Enter] being pressed will be lost.

Automatic Logoff Time:
> This field is used to specify the amount of 'inactive' time it takes to cause the Point of Sale system to log the clerk off. The value entered in this field is in number of seconds, so entering 300 in this field will be 5 minutes of inactivity to cause a logoff, 600 for 10 minutes.

After making the appropriate changes to this screen, or to advance to the next screen, press the [Enter] key. The following screen will be displayed:

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System Totals

```
                          S Y S T E M   T O T A L S

            Total Cash Receipts  $[              ]
                 Check Receipts  $[              ]
           Credit Card Receipts  $[              ]
               Coupon Receipts  $[              ]
             Sales Tax Receipts  $[              ]
         Return Trans Count   [       ]  $[          ]  Cash Rets Amount
                                         $[          ]  Other Rets Amount
       Price Over-Ride Count   [       ]  $[          ]  Over-Ride Amount
      Void Transaction Count   [       ]
               Pay-Outs Count   [       ]  $[          ]  Pay-Outs Amount
           Use Which Field For Cost   [ ]    (W,C,c,M,R,D,H,I,N)
             Cost of Non-Stock Items   [      ] %   (% of Retail)
           Cost of Prescription Items   [      ] %   (% of Retail)
           Update Defaults:   Cost Field   [ ]   (P,S,M)
                       Cost+, AWP-   [ ]   (+,-)
                       Percentage   [         ]
                     Save Changes   [ ]   (Y,N)

              Editing While Sales are Being Made Will Loose Data
```

This screen displays, and allows edits to the 'System Totals'. These totals reflect cumulative totals for the sales since they were last zeroed. Normal operation would have these totals zeroed at the end of each day, or before starting the next day.

*Warning: Entering this screen while processing on the Point of Sale system, and/or making changes to this screen while processing **WILL** result in data loss.*

Each of the fields will be discussed briefly in the next few pages of this manual.

Total Cash Receipts:
This field shows the total cash sales for 'Accounting Period #1'. This field will be zeroed when answering 'Y' to zero period 1 totals when printing the 'Sales Analysis' 'Total System' report.

Check Receipts:
This field shows the total check sales for 'Accounting Period #1'. This field will be zeroed when answering 'Y' to zero period 1 totals when printing the 'Sales Analysis' 'Total System' report.

Credit Card Receipts:
This field shows the total credit card and debit card sales for 'Accounting Period #1'. This field will be zeroed when answering 'Y' to zero period 1 totals when printing the 'Sales Analysis' 'Total System' report.

Coupon Receipts:
This field shows the total coupon sales for 'Accounting Period #1'. This field will be zeroed when answering 'Y' to zero period 1 totals when printing the 'Sales Analysis' 'Total System' report.

Sales Tax Receipts:
This field shows the total sales tax.

Return Trans Count:
This field shows the total number of returns for 'Accounting Period #1'. This field will be zeroed when answering 'Y' to zero period 1 totals when printing the 'Sales Analysis' 'Total System' report.

Cash Rets Amount:
This field shows the total cash value of returns for 'Accounting Period #1'. This field will be zeroed when answering 'Y' to zero period 1 totals when printing the 'Sales Analysis' 'Total System' report.

Other Rets Amount:
This field shows the total non-cash value of returns for 'Accounting Period #1'. This field will be zeroed when answering 'Y' to zero period 1 totals when printing the 'Sales Analysis' 'Total System' report.

Price Over-Ride Count:
This field shows the total number of price over-rides performed during 'Accounting Period #1'. This field will be zeroed when answering 'Y' to zero period 1 totals when printing the 'Sales Analysis' 'Total System' report.

Over-Ride Amount:
This field shows the total value of the price over-rides performed during 'Accounting Period #1'. This field will be zeroed when answering 'Y' to zero period 1 totals when printing the 'Sales Analysis' 'Total System' report.

Void Transaction Count:
This field shows the total number of times transactions were voided during 'Accounting Period #1'. This field will be zeroed when answering 'Y' to zero period 1 totals when printing the 'Sales Analysis' 'Total System' report.

Pay-Outs Count:
This field shows the total number of payouts for 'Accounting Period #1'. This field will be zeroed when answering 'Y' to zero period 1 totals when printing the 'Sales Analysis' 'Total System' report.

Pay-Outs Amount:
This field shows the total value for the payouts performed during 'Accounting Period #1'. This field will be zeroed when answering 'Y' to zero period 1 totals when printing the 'Sales Analysis' 'Total System' report.

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Use Which Field For Cost:
> This field is used to specify which price field should be used as the actual cost for the items within the Point of Sale system. This is what will be used to calculate profits.

Cost of Non-Stock Items:
> Use this field to specify a percentage of the retail price to be used to calculate the profit on all items sold using the 'Non-Stock' function in the 'Sales Transactions' process.

Cost of Prescription Items:
> Use this field to specify a percentage of the retail price to be used to calculate the profit on all prescription items sold within the Point of Sale system. It is recommended to use the financial reports available within the Pharmacy Management System for the Prescription Financial Reports.

Update Defaults: Cost Field:
> This field is used to specify which of the many AWP fields in 'Item Maintenance' is to be used as the AWP field when running price updates from DP Hammacher/Fineline.

Update Defaults: Cost+, AWP-:
> This field is used to specify whether to add to cost or subtract from AWP to calculate a new AWP price. Entering a '+' in this field will set to 'add to cost', whereas placing a '-' in this field will set it to subtract from AWP. This field works with the 'Percentage' field, which will be discussed next.

Update Defaults: Percentage:
> In coordination with the 'Cost+, AWP-' field, the value entered in this field will be added to the cost, or subtracted from the AWP to calculate the AWP to be entered into the 'Item Maintenance'.

Save Changes:
> If any changes were made to any of the previously discussed fields, a 'Y' needs to be placed in this field. Failure to do so will result in all changes being lost. Additionally, if any changes are made on this screen by mistake, press [F1] or press [Enter] without placing a 'Y' in this field, and the changes will not be saved.

If any changes were made that need to be saved, be sure to answer 'Y' to 'Save Changes' before pressing [Enter]. The next screen will be displayed:

System Totals, screen #2

```
                    S Y S T E M   T O T A L S

                 Sales Count     Cost of Sales        Sales Retail
 Period #1  DAILY    [       ]    $[          ]      $[          ]

 Period #2  MONTHLY  [       ]    $[          ]      $[          ]

 Period #3  YEARLY   [       ]    $[          ]      $[          ]

                   Save Changes  [ ]   (Y,N)


           Editing While Sales are Being Made Will Loose Data
```

This screen displays, and allows edits to the 'System Totals' for each of the three 'Accounting Periods'. These totals reflect cumulative totals for the sales since they were last zeroed.

*Warning: Entering this screen while processing on the Point of Sale system, and/or making changes to this screen while processing **WILL** result in data loss.*

Since the information on this screen is self-explanatory, the individual fields will not be discussed. If any changes were made that need to be saved, be sure to answer 'Y' to 'Save Changes' before pressing Enter.

After pressing Enter, the fourth screen of 'System Options' will be displayed:

Passwords and General Ledger

```
                    S Y S T E M   O P T I O N S

               Level 2 Password    [              ]  (Accounting)
               Level 3 Password    [              [  (Master)
           Max Cash In Register   $[        ]
          Max Check In Register   $[        ]

         Allow Rx Price Over-Rides  [ ]  (Y,N)
           Itemize Invoice on A/R   [ ]  (Y,N)
          Ask Clerk's Init's on A/R [ ]  (Y,N)

           G/L Checking Acct Num    [       ]  CASH - CHECKING
            G/L Acc Rec Acct Num    [       ]  ACCOUNTS RECIEVABLE
            G/L Coupons Acct Num    [       ]  COUPONS RECEIVABLE
           G/L Food St. Acct Num    [       ]  FOOD STAMPS RECEIVABLE
          G/L Inventory Acct Num    [       ]  INVENTORY
      G/L Sales Tax Paybl Acct Num  [       ]  STATE SALES TAX PAYABLE
     G/L Cash Over/Under Acct Num   [       ]  CASH OVERS/UNDERS
    G/L Unknown Dept Rev Acct Num   [       ]  UNKNOWN DEPT SALES
    G/L Unknown Dept Exp Acct Num   [       ]  UNK. DEPT COST OF GOODS
```

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Most of the available options for this screen will be discussed individually.

Level 2 Password:
> This field is used to specify/change the level 2 password for the Point of Sale system. The level 2 password is used to log into the Point of Sale system with level 2 permission.

Level 3 Password:
> This field is used to specify/change the level 3 password for the Point of Sale system. The level 3 password is used to log into the Point of Sale system with level 3 permission.

Max Cash / Check In Register:
> Use these fields to specify the maximum total amount of cash and check to be in the register drawer. When this amount is exceeded, the cash and check values will be highlighted when checking the 'Register Status'.

Allow Rx Price Over-Rides:
> This function is used to specify if the price of prescriptions transferred from the Pharmacy Management System can be over-ridden. Set this field to 'Y' to have the ability to override the price, or 'N' to not be able to. This setting is universal for all registers, for all clerks.

Itemize Invoice on A/R:
> When charging a sale to an account within the Accounts Receivable system, with this option set to 'Y', the invoice will be itemized for each item transacted.

Ask Clerk's Init's on A/R:
> Setting this option to 'Y' will cause a prompt for the clerks initials when charging a sale to an account in the Accounts Receivable system.

G/L 'xxx' Acct Num:
> These fields are used to specify the unique account numbers for each group within General Ledger. For more information on the General Ledger System, please refer to the General Ledger manual.

After making the appropriate changes, pressing Enter will save the changes, and the next screen of 'System Options' will be displayed. (If changes were made that should not be saved, press the F1 key.)

The next screen will be displayed:

Security Level Setup

```
                    S Y S T E M   O P T I O N S

          Options Maint Screen #1   [ ]   (1,2,3)  [ ]   #2
            Clerks Maint Screen #1   [ ]            [ ]   #2
          Register Maint Screen #1   [ ]            [ ]   #2
             Items Maint Screen #1   [ ]            [ ]   #2
             Items Miant Screen #3   [ ]            [ ]   #4
                Price Formula Maint  [ ]            [ ]   Coupon Miant
                    Customer Maint   [ ]            [ ]   Department Maint
                      Vendor Maint   [ ]
                 Sales Transactions  [ ]            [ ]   Price Over-Ride
             Interruption Open Drawer [ ]           [ ]   Returns
                 Maintain Sale File  [ ]            [ ]   Reg Check In/Out
                     Daily Reports   [ ]            [ ]   Remote Reg Login
```

This screen is used to specify which security level is required to be able to access each of the various programs within the Point of Sale system. When adding/amending clerks to the Point of Sale system, a security level should be assigned to each. That security level is matched up to this table to determine if the clerk has permission to perform each function.

Each option on this screen has 3 possible settings, 1, 2, or 3. Level 3 is the highest level of security, and 1 is the lowest level.

Enter the desired security level for each of the areas of the Point of Sale system. After setting the desired levels, or making the appropriate amendments, be sure to press Enter to save the changes. (If a mistake is made, or if unsure if everything has been entered correctly, press F1 to abort without saving the changes.)

After pressing Enter, the following screen will be displayed:

Terminal/Register Definitions

```
                    S Y S T E M   O P T I O N S

                    Terminal/Register Definitions

          Register #  1  [            ]  [            ]  Reg # 2
          Register #  3  [            ]  [            ]  Reg # 4
          Register #  5  [            ]  [            ]  Reg # 6
          Register #  7  [            ]  [            ]  Reg # 8
          Register #  9  [            ]  [            ]  Reg # 10
          Register # 11  [            ]  [            ]  Reg # 12

                       Payment Methods Allowed

          Checks   [ ]    Credit Cards  [ ]      A/R   [ ]
          Coupons  [ ]    Food Stamps   [ ]
```

This screen allows for each of the registers to be named, and for the user of the Point of Sale system to select which methods of payment are accepted.

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Register # xx:

In these 12 fields, enter a name of location code to indicate where each register is located within the pharmacy/store.

Payment Methods:

For each of these 5 fields (Checks, Credit Cards, A/R, Coupons, Food Stamps) enter a 'Y' in the field if that payment method is accepted. Otherwise, enter 'N'. For those methods 'N' is entered for, that payment method will not be displayed on the 'End Transaction' screen.

After making the appropriate changes, press ⌜Enter⌝ to save the changes, and to advance to the final screen of 'System Options'. The following screen will be displayed:

Modem / Credit Card Setup

```
                      S Y S T E M   O P T I O N S

                       Modem / Credit Card Setup

      Use CC Online Adjudication  [ ]  (Y,N) [ ]   Use Credit Card AVS
            Don't Input CC Info    [ ]  (Y,N)
            Pre-Initialize Modem   [ ]  (Y,N) [ ]   Modem Diagnostics Displayed
      Use Modem Multiplx/Lock'g    [ ]  (Y,N) [ ]   Display Task Modem Status
      Modem Init. Wait (100 / sec) [   ]     [ ]    Modem Dial Wait (Seconds)
          FSI Telecom Baud Rate    [    ][    ]     FSI Telecom Serial Number
       FSI Telecom Phone Number    [                        ]
      TC. Auto Transmission Time   [    ]   (24 Time)
         Modem Port #1 File Descr. [        ]  [          ]  Modem Port #2
         Modem Port #3 File Descr. [        ]  [          ]  Modem Port #4
          Cr Card Verifica Baud Rate [      ]
          Cr Card Ver Phone Number [                   ]
       Cr Card Settle Phone Number [                   ]
             Cr Card Ver Merchant ID [            ]  [     ]  Ansi Bin #
```

Use CC Online Adjudication:

If processing credit/debit cards electronically through the Point of Sale system, set this field to a 'Y'. Setting this field to a 'N', will not process the credit/debit card adjudication online, but will still prompt for the credit/debit card to be swiped into the Point of Sale system to be recorded with the transaction.

The Point of Sale system supports three input methods for the credit/debit card, manual entry, Cherry ™ brand keyboards equipped with credit card readers, and VeriFone ™ brand pin pads with a credit card reader built in.

Use Credit Card AVS:

This field is

Don't Input CC Info:
> If not using online adjudication of the credit/debit card, to not have to input/scan the credit card when using credit/debit card payment method, set this field to a 'Y'.

Pre-Initialize Modem:
> When this option is set to 'Y', the modems will be initialized with a command built into the Pharmacy Management System. Following this initialization, the 'Modem Initialization String' as entered in the 'Modem Switch Maintenance' will be used to command the modem how to communicate with the company being communicated with.

Modem Diagnostics Displayed:
> Set this field to 'Y' to see what the modem is doing on the screen. This helps when trying to diagnose modem problems.

Use Modem Multiplex/Lock'g:
> If multiple modems are in use, this option needs to be set to 'Y'. This will rotate to the next modem if one or more modems are in use.

Display Task Modem Status:

Modem Init. Wait (100/sec):
> This field is used to enter in the amount of time to wait while the modem is being initialized. Typical settings for this field range between 65 and 80. For suggestions on what to use for this field, please contact the **FSI Technical Support Helpdesk** at **801-785-7720**.

Modem Dial Wait (Seconds):
> This field is used to specify the amount of time to wait for the computer system being dialed to enquire. Typical settings for this field range between 30 and 45. This value will differ between different brands of modems. For suggestions on what to use for this field, please contact the **FSI Technical Support Helpdesk** at **801-785-7720**.

FSI Telecom…..:
> These fields are no longer in use by the program, and will be re-used for future enhancement to the Point of Sale system.

Modem Port #1-4 File Descr.:
> These four fields are used to specify the hardware port address for the modems used for credit/debit card processing. Enter the address(s), starting with port #1 first.

Cr Card Verifica Baud Rate:
> This field is used to specify the baud rate at which the modem is to use to communicate with the credit card processing company.

Cr Card Ver Phone Number:
>   This field is used to enter the phone number to dial for the credit card processing company.

Cr Card Settle Phone Number:
>   This field is used to enter the phone number to dial to transmit the credit card batch settlement.

Cr Card Ver Merchant ID:
>   This field is used to enter the merchant ID number as assigned by the credit card processing company.

Ansi Bin #:
>   This field is used to enter the bin number as assigned by the credit card processing company.

Price Maintenance

The 'Price Maintenance' allows users of the Point of Sale system to add pricing formulas to price the items instead of using the 'Retail Price' fields. After setting this option, the following screen will be displayed:

```
              P R I C E   M A I N T E N A N C E

              1.   Amend Pricing Information
              2.   List Pricing Information
              3.   Copy One Formula to Another

              Enter Your Choice
```

There are 3 utility systems available for price maintenance, and each will be discussed in the following pages.

Amend Price Information

After selecting the 'Amend Price Information' from the menu listed above, the following screen will be displayed:

```
              A M E N D   P R I C E   F O R M U L A

              Enter price code to amend  (A-Z/a-z)
```

Each price formula is stored and recalled by a single digit code. These codes range from A-Z, and a-z, giving fifty-two formulas available for storage and use. When adding or amending a

formula, you will be asked to enter the code of the formula you wish to modify. After entering the code, the following screen will be displayed.

```
       Formula A   Desc [STANDARD DRUGS      ]          Level Qualifier [C] (C,Q)
          If  [W]  Is < $ [     ] Add [   ] % + $ [     ] SCD [    ] % C-Cost
    (DP) Cost-C   If < $ [     ] Add [   ] % + $ [     ] SCD [    ] % Q-Quantity
     2nd Cost-c   If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
        AWP-W     If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
  Misc. Price-M   If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
  Sugg Retail-R   If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
   Deep Disc-D    If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
 Chain Retail-H   If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
    Ind. Retail-I If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
  No-Comp Ret-N   If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
                  If < $ [     ] Add [   ] % + $ [     ] SCD [    ] %
```

In the upper left-hand corner, you will see the code of the formula. Enter a description for the price formula in the 'Desc' field. The rest of the fields are explained below:

Level Qualifier:
Use this field to specify whether the formula should be based on a cost basis (ie. AWP, Direct Price, MISC) or be based off the quantity of the prescription. The values entered in the 'If <' fields need to reflect to the value entered in this field.

Enter 'C' in this field to base the formula off the cost basis of the item. A 'Q' will base the formula off the dispensing quantity of the prescription.

Cost Basis:
The 'Cost Basis' is used to specify which of the available fields in 'Item Maintenance' should be used as the cost for this formula. Each of the available options is displayed below the 'Cost Basis Field'. Enter the code that corresponds to the price base that you chose to use for this formula. Each price field can be found in every item record.

Price Line:
```
If < $[50    ]  Add [0  ]%  +  $[7.25 ]      SCD [10 ]%
If < $[9999 ]  Add [0  ]%  +  $[8.25 ]      SCD [10 ]%
       Cost\Quan    %of Cost Basis      Mark-up       Senior Discount
```

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The first column refers to either the cost or quantity of the product, depending which is specified in the formula's level qualifier.

The second column contains the percentage of cost basis (i.e. AWP) that will be added to the total price.

The third column specifies the mark-up that will be charged at this price level.

The final column contains the amount of the senior citizen discount. Values 1-50 refer to the percentage that will be deducted from the price, values over 50 refer to the amount in cents that will be discounted. For example, if there is a '10' in this field, and a 'W' in the cost basis field, ten percent of the total calculated price will be deducted for the senior citizen discount. If there is a '60' in the field, $.60 will be taken off of the total price.

Example:

```
Formula A   Desc [STANDARD DRUGS      ]              Level Qualifier  [C] (C,Q)
     If  [W] Is < $ [10      ] Add [10   ] % + $ [3.75  ]   SCD [15  ] % C-Cost
(DP) Cost-C  If < $ [15      ] Add [     ] % + $ [5.25  ]   SCD [15  ] % Q-Quantity
 2nd Cost-c  If < $ [25      ] Add [     ] % + $ [6.25  ]   SCD [15  ] %
   AWP-W     If < $ [50      ] Add [     ] % + $ [7.25  ]   SCD [15  ] %
Misc. Price-M If < $ [9999    ] Add [     ] % + $ [8.25  ]   SCD [15  ] %
Sugg Retail-R  If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
 Deep Disc-D  If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
Chain Retail-H If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
 Ind. Retail-I If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
No-Comp Ret-N  If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
            If < $ [      ] Add [     ] % + $ [      ]   SCD [    ] %
```

Using formula **'A'** as shown above, a prescription whose AWP is less than $10 will have 10% of the AWP added to it, then a dispensing fee of $3.75 added. To apply the discount (when appropriate) press the 'F9' key and the pricing system will apply a discount amount of 15%.

If the AWP is greater than $10, then the next line of the table is checked. The program will check each line until the specified cost basis is less than the entered value.

List Pricing Information

The 'List Pricing Information' utility program is used to print a list off all the pricing formulas. Because formulas are not added to the system, only amended, all formulas will be printed. After selecting this option, the following screen will be displayed:

```
              LIST  PRICING  FORMULAS

         Put Paper in Printer.  Press Any Key to Continue.
```

Load plain paper in the printer and press [Enter]. The list of the pricing formulas will be printed. The list will include the formula code, formula name, the formula cost basis, and then formula pricing levels.

Copy One Formula to Another

This utility is used to copy one formula to another formula code. This is used to copy an existing formula, and then make changes to it as a new formula code. After selecting this menu option, the following screen will be displayed:

```
       COPY  ONE  FORMULA  TO  ANOTHER

       Copy Price Formula  [ ]  to Price Formula  [ ]
```

Enter in the formula code to copy from, and then in the second field, enter the code it should be copied to. After entering the codes to be copied, the following screen will be displayed.

```
       COPY  ONE  FORMULA  TO  ANOTHER

          Copy Price Formula  [ ]  to Price Formula  [ ]

          Copying Price Formula  A  to  B

          Is this what you want to do?  (Y,N)
```

Warning: *The code that is being copied **to** will be completely overwritten with the data from the original code. It is suggested by the Foundation Systems Technical Support Helpdesk to perform a successful backup/compare process prior to using this utility. Once a formula is copied, it cannot be undone without doing a file restore from backup.*

A prompt to verify that the correct codes have been entered will be displayed. If the correct formulas are displayed, answer 'Y' to proceed. If unsure, press [F1] to abort without copying the formulas.

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Register Maintenance

The 'Register Maintenance' system is used to set the options that are specific to each register set up on the Point of Sale system. After selecting 'Register Maintenance' from the 'File Maintenance' menu, the following screen will be displayed:

Register Setup

```
                    R E G I S T E R   F I L E   M A I N T E N A N C E

        Logged In Clerk is            On  Register              Drawer  1

                Register Location Code   [                 ]
                    PC-Terminal or Axel  [ ]   (P,A,a)
         (S,I)  Receipt Printer Make  [ ]  [ ]   Report Printer Make  (I,C,O,T,H)
            Customer Display Installed  [ ]  [ ]   Color Terminal  (Y,N)
          Credit Card Reader Installed  [ ]  (Y,N)
                    PIN Pad Port Name   [                 ]   Type   [ ]  (Deb,Cr,Both,b-con)
              Signature Pad Port Name   [            ]
       Force Password w/ Each Trans   [ ]  [ ]   Req Void Explain  (Y,N)
       Cust Display Welcome Message   [                 ]
         Display Welcome Message #2   [                 ]
             Display Goodbye Message   [                 ]
             Goodbye Message Line #2   [                 ]
               Receipt Message Line #1   [                               ]
               Receipt Message Line #2   [                               ]
               Receipt Message Line #3   [                               ]

                    Press F10 To Log Into A Remote Register
```

This screen is used to specify the unique configuration properties for each register. This screen will display which clerk is logged in, the register name, and which drawer will be opened for the clerk that is logged in.

*Warning: It is **strongly** recommended to consult the Foundation Systems Technical Support Helpdesk prior to making any changes to the settings within the 'Register Maintenance' system. Failure to do so could result in the register not functioning correctly, or possibly, not functioning at all. It is also encouraged that the Point of Sale system have a backup/compare process performed before making changes in the 'Register Maintenance'. Failure to do so could result in the loss of configuration data.*

Each of the configurable fields will be discussed individually in the next few pages of this manual.

<u>**Register Location Code:**</u>
>   This field is used to assign a location code for this register. This location code should indicate to the users of the Point of Sale system where the register is located (i.e. front or back).

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PC-Terminal or Axel:

Use this field to tell the Point of Sale system what type of terminal is being used to communicate to the server. This field has 3 valid settings 'P', 'A' or 'a'. Set this field to 'P' if using a generic PC type of computer with the customer pole display being attached to COM1 on the terminal. If using an 'Axel' terminal, set this field to 'A' if the customer pole display is attached to 'Aux 1' auxiliary port, or set this field to 'a' if the display is attached to the 'Aux 2' auxiliary port.

Receipt Printer Make:

This field is used to specify which type of receipt printer is attached to this register. Set this field to 'S' if using the 'Star' brand of dot matrix receipt printer. Set this field to 'I' if using the 'Ithaca' brand of dot matrix receipt printer.

Both of these printers are parallel printers and have to be connected directly to the register terminal it is being used on.

Report Printer Make:

Use this field to specify the type of printer being used to print the reports for the Point of Sale system. There are many different options available for the report printer type. A list of the valid options is as follows:

I	IBM Compatible Dot Matrix Printer (Okidata's use this option)
C	Citoh brand Dot Matrix Printers
O	Old Okidata (Non IBM Compatible) printers
T	Toshiba Brand Dot Matrix printers
H	HP and other PCL5 emulation compatible Laser Printers

Customer Display Installed:

Set this field to a 'Y' if a customer display unit is installed for this register. The customer display is a unit that displays the items and prices as the transactions are processed.

Color Terminal:

If the monitor (screen) for this terminal is color capable, enter a 'Y' in this field.

Credit Card Reader Installed:

This field is used to indicate whether a credit card reader is installed on the Point of Sale system. This field currently has no program functionality.

PIN Pad Port Name:

Use this field to specify the 'port' the PIN Pad is attached too. This will vary greatly depending on the system. It is recommended to contact the Foundation Systems Technical Support Helpdesk for assistance in setting this field correctly.

PIN Pad Type:

This field is used to specify the type of cards that can be used with the PIN Pad. Enter a 'C' in this field if only credit cards are used, 'D' for debit cards, or 'B' if both types are

cards are accepted, and 'b' is used when both debit and credit cards are accepted but the clerk selects 'C' Credit or 'D' Debit on the keyboard.

Signature Pad Port Name:

Use this field to specify the 'port' the signature pad is attached too. This will vary greatly depending on the system. It is recommended to contact the Foundation Systems Technical Support Helpdesk for assistance in setting this field correctly.

When a signature pad port is specified within the Point of Sale system, following the completion of a sale, if any prescriptions were sold, the Point of Sale system will first check the patients 'HIPAA Signature Status'. If the patient has a HIPAA signature on file (either electronic or paper', or has a 'Good Faith Effort Note' entered for the current day, the Point of Sale system will then proceed to the 'Pickup Reporting / Signature' program to capture the signature to log for the prescription pickup.

If the check does not find a current 'HIPAA Signature Status', the Point of Sale system will first prompt for the clerk to obtain the 'HIPAA Privacy Signature' or enter a 'HIPAA Signature Note'. After HIPAA is taken care of, the Point of Sale system will then proceed to the 'Pickup Logging/Reporting' for the patient to sign for the receipt of their prescriptions.

Note: When getting a 'HIPAA Privacy Signature', the signature must be separate for all other signatures as stated by the 'HIPAA Privacy Act'. A patient over the age of 18 must sign for themselves. A parent or legal guardian may sign for their under-age children, but spouses may not sign for each other. If someone other than the patient (except for minor children) a 'HIPAA Signature Note' must be entered in place of the 'HIPAA Privacy Signature'.

Note: The FSI Point of Sale system does not currently support electronic signature capture for credit card processing.

Force Password w/ Each Trans:

When this field is set to 'Y', the Point of Sale system will require the clerk to enter their clerk password before processing each transaction. This is used mostly in stores that have multiple clerks using the same register.

Req Void Explain:

Set this field to a 'Y' to have the Point of Sale system force the clerk to enter an explanation or note when voiding a transaction.

Cust Display Welcome Message & Message #2:

These two fields are used to enter a message that will display on the customer display before beginning a new sale. The information entered in these fields will display exactly as they are entered, so do not break words between the two fields.

Goodbye Message & Message #2:
> These two fields are used to enter a message that will display on the customer display following the conclusion of a sale. The information entered in these fields will display exactly as they are entered, so do not break words between the two fields.

Receipt Message Line #1, #2, and #3:
> These three fields are used to enter a message that will be printed on the bottom of the receipt. The information entered in these fields will print exactly as they are entered, so do not break words between the fields.

After entering the appropriate settings, or making the appropriate modifications, pressing Enter will save the changes made, and advance to the second screen of the 'Register Maintenance' system. If changes were made, that should not be saved, or if entering this system by mistake, press the F1 key to abort without saving the changes.

After pressing Enter the following screen will be displayed:

Register Totals

```
              R E G I S T E R   F I L E   M A I N T E N A N C E
              Current Logged In Clerk is          On Register
    Register Transaction Count  [         ]
        Beginning Cash Count  $[           ]
              Cash Receipts  $[           ]
             Check Receipts  $[           ]
        Credit Card Receipts  $[           ]
            Coupon Receipts  $[           ]
               Tax Receipts  $[           ]  $[           ]  Rx Tax
         Received on Account  $[           ]
    Sales:       Taxable  $[           ]  $[           ]  Rx Tax'bl
             Non-Taxable  $[           ]  $[           ]  Rx NonTax

    Return Transaction Count  [       ]  $[         ]  Cash Rets Amount
    Cr Card Transaction Count  [       ]  $[         ]  Other Rets Amount
  Over-Ride Transaction Count  [       ]  $[         ]  Over-Ride Amount
      Void Transaction Count  [       ]  $[         ]  Total Discounts
            Pay-Outs Count  [       ]  $[         ]  Pay-Outs Amount
               Save Changes  [ ]   (Y)
    If Sales Are Entered While You Are In Here, Saving Changes WILL LOSE DATA.
        Time of Last Sale   09:00:00
```

The second screen of 'Register Maintenance' displays and allows edits to the sales totals for the register for 'Accounting Period #1'.

Note: Making changes to the values displayed on this screen, while sales are being processed on the Point of Sale system could result in data loss. It is recommended to only enter this screen under the direction of the Foundation Systems Technical Support Helpdesk.

Pressing Enter will save any changes made to the screen, and the following screen will be displayed:

14.4.49

Register Setup #2

```
          R E G I S T E R   F I L E   M A I N T E N A N C E

    Use Transaction Numbers   [ ]   (S,R;  Systemwide,Register)
      Print Tran # on Receipt  [ ]   (Y,N)
    Next Transaction Number   [       ]
    Print Discount on Receipt  [ ]   (Y,N)
     Print Check Deposit Info  [ ]   (Y,N)

       Alternate Pharmacy Dir  [                                    ]

    Check Deposit Info Ln #1  [                                          ]
    Check Deposit Info Ln #2  [                                          ]
    Check Deposit Info Ln #3  [                                          ]
    Check Deposit Info Ln #4  [                                          ]
```

This is the final screen of 'Register File Maintenance'. Each of the options will be discussed in the following pages of this manual.

Use Transaction Numbers:

> This option is used to specify whether the transaction numbers for the registers are to be unique to each register, or incremented system wide. Setting this option to 'S' sets the transactions numbers to be system wide, whereas setting this option to 'R' will make the transaction numbers to be unique for each register.

Print Tran # on Receipt:

> Setting this option to 'Y' will cause the transaction number to be printed on the sales receipt.

Next Transaction Number:

> This field is used to specify the next transaction number when using register specific transaction numbers.

Print Discount on Receipt:

> When this option is set to 'Y', the discount amount for the transaction will be printed on the sales receipt below the 'Total Sale' amount.

Print Check Deposit Info:

> Set this option to 'Y' to have the 'Check Deposit Info' printed on the check after processing a sale for a payment method 'Check'. This function requires a 'Ithaca' brand receipt printer on the Point of Sale system register.

14.4.50

Alternate Pharmacy Dir:
> This field is used to specify a alternate directory path for the Pharmacy Management System. This is used to accommodate the Accounts Receivable system being used on Multi-Site Pharmacy Management Systems with the Point of Sale system.

Check Deposit Info Ln #1 through #4:
> These four lines are used to enter the endorsement information to be printed on the back of the checks tendered for sales. The information entered will be printed on the checks, exactly as entered. This function requires an Ithaca brand receipt printer on the Point of Sale system register.

Credit Card Maintenance

The 'Credit Card Maint' system is a list of functions that allows the user(s) of the Point of Sale system to add/amend/delete credit cards accepted by the facility to/from the Point of Sale system. Additional functions available within the 'Credit Card Maint' include the ability to list the credit cards, view/print/amend the stats for each credit card, and the 'Batch Processes/Voids/Returns' system.

```
         C R E D I T   C A R D   M A I N T E N A N C E

              1.   Add a Credit Card
              2.   Amend a Credit Card
              3.   Delete a Credit Card
              4.   List of Credit Cards
              5.   Amend Finance Stats
              6.   Batch Process/Voids/Recon

              Enter Your Choice.
```

Each of the available functions will be discussed in the following pages of this menu.

Add / Amend a Credit Card

This function is used to add new credit cards, or amend current credit cards to the Point of Sale system. After selecting this option, the following screen will be displayed:

14.4.51

```
                          A D D   A   C R E D I T   C A R D

        Credit Card Code   [ ]
                    Name   [                                    ]
                 Address   [                                    ]
                    City   [                            ]
                   State   [   ]
                Zip Code   [            ]
                   Phone   [            ]
       Max Without Verify  $[          ]
       Charge Perc'g Rate  [         ]%
```

Enter in the appropriate information for the credit card type being added to the Point of Sale system. The code is a pre-programmed variable that has to match the programming within the Point of Sale system to work correctly. A list of the appropriate codes, and the cards associated with it will follow.

Code:
Enter the single character code for the credit card type being added or amended.

2 – Discover
3 – American Express
4 – Visa
5 – Mastercard
6 – Discover

Delete a Credit Card

This function allows a credit card to be deleted from the Point of Sale system. It is strongly recommended by the Foundation Systems Technical Support Helpdesk to *USE CAUTION* when using this function. All needed reports should been printed prior to running this function. Once this function is run, it cannot be undone. A restore from backup is necessary to restore the data. After selecting this option, the following screen will be displayed:

```
                    D E L E T E   A   C R E D I T   C A R D

              Enter the Credit Card To Amend   [ ]
```

Enter in the code for the credit card to be deleted. After entering the code, the following will be displayed:

14.4.52

```
                    D E L E T E   A   C R E D I T   C A R D

                         Code    4
                         Name    VISA
                      Address
                         City
                        Phone
                 Total Billed
                Last Purchase

       Are You Sure You Wish to Delete This Card   [    ]   (YES)
```

If the correct card is displayed, and if this is really what is to be done, enter 'YES' in the displayed field. The card will then be deleted from the Point of Sale system, and not available as a card type on the 'Manual Card Entry' when processing a credit card tender manually. Additionally, if a card is swiped for tender that has the first digit represented for this card, the Point of Sale system will not allow it to be processed.

List of Credit Cards

This function is used to print a list of the credit card types that are programmed into the Point of Sale system. Although a card might be displayed on this list, the card might not be accepted by the store/pharmacy.

After selecting this menu option, the following screen will be displayed:

```
                    C R E D I T   C A R D   L I S T

                      Press Any Key to Start List
```

To print the list of credit card types on the Point of Sale system, press the Enter key. The list will then be printed. The list reports the 'Code', 'Name', 'Address', 'City', 'State', 'Zip', 'Phone', 'Max sale Value w/o Verify', and 'Rate'.

Amend Finance Stats

This function is used to see the dollar values for a specific card. After selecting this option, the following screen will be displayed:

14.4.53

```
                    A M E N D   F I N A N C E   S T A T S

                    Code 4    Name VISA

                    Period #1 Charges  $[              ]   (DAILY)
                    Period #2 Charges  $[              ]   (MONTHLY)
                    Period #3 Charges  $[              ]   (YEARLY)
                           Total Billed  $[              ]
                            Total Paid  $[              ]
                    Total Written Off  $[              ]
                    Total OutStanding  $[              ]

                         Last Purchase    01  May  02
```

The 'Period #x Charges' fields display the accumulated totals for the credit/debit card transactions since each value was last zeroed. The 'Total Billed', 'Total Paid', 'Total Written Off', and 'Total OutStanding' fields are used to note the appropriate information. No program functions write or update these fields.

Batch Process/Voids/Recon

The 'Batch Process/Voids/Recon', is a utility menu with functions designed for maintaining your credit card batch files, settling, fixing errors, and reconciling credit card payment. After selecting this option, the following screen will display:

```
            C R E D I T   C A R D   S E T T L E M E N T / R E C O N C I L I A T I O N
                           1.   Print Transaction List
                           2.   Edit Transaction Item
                           3.   VOID Transaction Item
                           4.   Enter (Force) a Transaction Item
                           5.   Transmit Settlement
                           6.   Host Review – Totals
                           7.   Host Review – Item
                           8.   Force Balance
                           9.   CLEAR Host
                           A.   Print Reconciliation List

                                Enter Your Choice.



                    Current Batch#  0001     Amount:        0.00
```

Each of the above shown menu options will be discussed independently of each other on the following pages of this manual.

Print Transaction List

This function will print a list of all of the credit card transactions on the Point of Sale system. After selecting this function, the following screen will display:

14.4.54

```
T R A N S A C T I O N   L I S T I N G

Do you want this list to go to the (S)creen, or (P)rinter?
```

Press 'S' to have the 'Transaction List' displayed to the screen, or 'P' for it to be printed to the report printer. The listing will display each transaction within the batch. Under normal operation, the batch is cleared each night upon transmitting the settlement, and the claim details.

Edit Transaction Item

This function allows a credit card transaction to be edited.

<u>**WARNING:**</u> The editing of transaction items could result in the inability to settle the credit card batch. It is strongly recommended to use this function only under the direction of the Foundation Systems Technical Support Helpdesk.

```
E D I T   T R A N S A C T I O N   I T E M

Enter Item # to Edit  [      ]
```

If this is what is to be done, enter the transaction number from the transaction list. After entering in the number, the following screen will be displayed:

```
E D I T   T R A N S A C T I O N   I T E M

              Item:   0001
        Trans Date:                      Time:
            Amount:
       Swipe   Acct:
              Type:
     Authorization:
         Reference:
            Amount:  $[          ]


   Press <F2> to DELETE this Transaction      <F3> to Edit
```

The data for the transaction will be displayed, with the amount of the transaction being editable from this screen. At the bottom of the screen, two prompts are displayed.

F2 **Press F2 to DELETE:**
Pressing F2 allows for this transaction to be deleted, after pressing F2, a prompt will be displayed verifying that the transaction is to be deleted, if it is, press 'Y' to delete the transaction, or press 'N' or F1 to not delete.

14.4.55

F3 **Press F3 to Edit:**
Pressing the F3 key allows all of the transaction data to be edited. As warned before, use caution when editing transaction data.

VOID a Transaction Item

This function is used to void a transaction item from the credit card processing company. After selecting this option, the following screen will be displayed:

```
            V O I D   T R A N S A C T I O N   I T E M

                Enter Item # to Void  [     ]




        A VOID transaction is used to entirely back out a credit card
        transaction.  It can only be done for the current batch and
        only for the full dollar amount of the original transaction.

        A Void transaction will be sent to the processor and if
        successful, the item will be marked 'void' on this system.
```

A description of what is going to be done is displayed on the bottom of the screen. If this is correct, and the transaction is in the current batch, enter the item (transaction) number in the displayed field, and press Enter. The transaction will then be submitted to the process for voiding.

Enter (Force) a Transaction Item

This function is used to add an item into the Point of Sale system and into the processors system, after receiving an authorization over the phone. This is typically only done in instances where a computer system is down.

After selecting this function, the following screen will be displayed:

14.4.56

```
                    E N T E R   T R A N S A C T I O N   I T E M

            Item:    0001
       Trans Date:    :[           ] (mmddyycc) Time: [     ] (hhmm – 24hr format)
          Amount:    $[           ]
      Swipe   Acct:   [                                                            ]
             Type:    Credit Card Purchase          Exp.Date:  [     ] (yymm)
      Authorization:   [        ]
        Reference:    [                                                            ]
           Batch:    [      ] [      ] NDC Item #

        Enter (FORCE) a transaction is used to add a credit card
        purchase 'after-the-fact'.  Generally, this is used to insert
        previously authorized, but not captured, transactions into a
        batch.  Typically, this is used when the online system is down
        and the merchant performs a voice authorization and received
        an approval code.  Then, before settlement, this option is used
        to 'force' the transaction into the current batch on the
        processor's system.
```

Enter in the information in the displayed fields. After entering the data, press the ⌈Enter⌋ key to submit the transaction to the processor's system.

Transmit Settlement

This function is used to send the 'batch' into the processors system to close the submitted claims. It is strongly encouraged to do this on a daily or nightly basis. After selecting this option, the following screen will be displayed:

```
                    T R A N S M I T   S E T T L E M E N T

        Credit Transaction Totals:   [      ]  $[        ]
           Credit Return Totals:   [      ]  $[        ]
         Debit Transaction Totals:   [      ]  $[        ]
            Debit Return Totals:   [      ]  $[        ]
               Batch Number  [     ]

               Batch Totals:           $


        At the end of the working day, or multiple times throughout
        the day, the merchant may balance a group of transactions and
        settle (submit them for payment) through the processor's system.
        If the dollar amounts and transaction counts on this system
        match the amounts and counts on the processor's system, the
        processor closes and settles the batch.  If the totals differ,
        the processor returns an out-of-balance message.  The merchant
        can make corrections to items to balance and re-settle.
```

If the information in the fields is correct, press the ⌈Enter⌋ key. The settlement will be transmitted to the host system. If the values match those on the hosts system, the batch will be settled, and submitted for payment. A message will be displayed on the screen showing that the batch/settlement was accepted. If the values do not match those on the host system, a

message will be displayed on the screen showing the batch was rejected. If a batch is rejected, contact the Foundation Systems Technical Support Helpdesk for assistance.

Host Review - Totals

This function is used to 'query' the processors system of what they have for the current batches values. After selecting this option, the following screen will be displayed:

```
                    H O S T   R E V I E W

        Credit Transaction Totals:        $
            Credit Return Totals:         $
        Debit Transaction Totals:         $
            Debit Return Totals:          $

                Batch Totals:             $

            Are You Sure You Want to Do This  (Y,N)

        This function can help to identify a problem when an out-of-
        balance condition exists.  The processor's system returns the
        amounts and transaction counts for the current batch it is
        holding.
```

The values shown on the screen are for the Point of Sale system. A question is displayed on this screen 'Are You Sure You Want to Do This (Y,N)'. To query the processor's system, answer 'Y' to this prompt, and the Point of Sale system will dial into and retrieve the totals.

The retrieve totals will be displayed on another screen, with the totals from the Point of Sale system.

Host Review - Item

This function can be used to retrieve the transaction detail from the processor's system. After selecting this option, the following screen will be displayed:

```
                        H O S T   R E V I E W

        Credit Transaction Totals:          $
             Credit Return Totals:          $
         Debit Transaction Totals:          $
              Debit Return Totals:          $

                    Batch Totals:           $

                        Retrieve Item

           Enter the Item number to Retrieve    [      ]

        This function can help to identify a problem when an out-of-
        balance condition exists.  The processor's system returns the
        amounts and transaction counts for the current batch it is
        holding.
```

Enter the item number for the item to be retrieved, and press Enter. The Point of Sale system will dial into the processor's system, and retrieve the information for the one specific item.

Force Balance

This function is used to 'force' a settlement, without correcting the problem on the Point of Sale system. This should only be used when all other attempts to correct the 'Out of Balance' condition have failed. **Use with Caution!**

After selecting this function, the following screen will be displayed:

```
                      F O R C E   B A L A N C E

        Credit Transaction Totals:          $
             Credit Return Totals:          $
         Debit Transaction Totals:          $
              Debit Return Totals:          $

                    Batch Totals:           $

              Are You Sure You Want to Do This  (Y,N)

        If an out-of-balance condition persists after correction
        attempts using the 'Host Review' and transaction adjustments,
        this function may be used to override the out-of-balance.
        This function closes the batch on the processor's system and
        settles (submits for payment) the transactions using the data
        stored on the PROCESSOR'S system.  USE with CAUTION.
```

It is recommended to use this function only under the direction of the Foundation Systems Technical Support Helpdesk.

When using this function, the current batch will be settled for the amount on the processor's system.

14.4.59

CLEAR Host

The 'Clear Host' function is used to delete the batch file on the processor's system, and then re-send each transaction to the processor's system. This should only be used when all other attempts to correct the 'Out of Balance' condition have failed. **Use with Caution!**

After selecting this function, the following screen will be displayed:

```
                    C L E A R   H O S T

        Credit Transaction Totals:        $
             Credit Return Totals:        $
         Debit Transaction Totals:        $
              Debit Return Totals:        $

                  Batch Totals:           $

        Are You Sure You Want to Do This  (Y,N,Clear w/o transmit)

        This function may be used under very rare circumstances to
        CLEAR the transactions in the open (current) batch on the
        processor's system.  When the processor receives this command,
        the record for the batch are deleted and the item counts and
        dollar amounts are cleared.  The 'Enter (force) item' must then
        be used to re-enter the transactions and then request
        settlement.
```

It is recommended to use this function only under the direction of the Foundation Systems Technical Support Helpdesk.

If this is what is to be done answer 'Y' to the 'Are You Sure You Want to Do This' question, and the command will be sent to the processor's system, and the batch transactions, dollar amounts, and totals will be cleared. Answering 'N' or pressing the F1 key to this question will abort this function without clearing the hosts system.

After clearing the host, each item in the Point of Sale system transaction file will need to be 'forced' to add it back onto the processor's system.

Print Reconciliation List

This option displays the 'Reconciliation' function menu. After selecting this function, the following screen will be displayed:

```
                      R E C O N C I L I A T I O N   L I S T

                        1.   Print Recon Item List
                        2.   Reconcile Each Item
                        3.   Totals ONLY Report
                        4.   Move Recon to Current Batch

                        Enter Your Choice.
```

Print Recon Item List

This function allows a list to be printed of the claims in the reconciliation file. After selecting this option, the following screen will be displayed:

```
                             Print Recon Item List

                  Make sure Plain Paper Is Loaded in Printer, and

                      Enter Beginning Date  :[        ]     MMDDYYCC
                               Ending Date  :[        ]
                             Batch Number   [     ]

                  Leaving Batch Number Blank Will Print All
```

The Reconciliation list can be printed by date range, by Batch Number, or leaving the fields blank will print all claims in the reconciliation file. After printing the reconciliation list, the following screen will appear:

```
                  Shall We Erase The Selected Items?   [    ]   (YES,NO)

                  If you are ACTUALLY reconciling, answer YES.  Answer NO
                  if you want to use this information later.
```

If the claims are reconciled via paper means, and the information has been printed, the information looks complete, and the printed data will no longer be needed on the Point of Sale system, answer 'YES' to this question. If unsure, or if the data will be needed later, or if the claims are reconciled within the Point of Sale system, answer 'NO' to this question.

The Reconciliation report shows the 'Transaction Date', 'Account Number', 'Reference Data', 'Amount', 'Batch Number', and 'Item with Batch'.

Reconcile Each Item

This function is used to reconcile the claims within the Point of Sale system. When reconciling in this manner, the following screen will be displayed:

14.4.61

```
                        Individual Item Reconciliation

              Make sure Plain Paper Is Loaded in Printer, and

                    Enter Beginning Date   :[          ]   MMDDYYCC
                             Ending Date   :[          ]
                             Batch Number  [     ]

                    Leaving Batch Number Blank Will Print All
```

Enter the appropriate selections for the claims to be reconciled, and press the ⌊Enter⌋ key. The reconciliation program will display the first claim that matches the specified search criteria.

```
                        Individual Item Reconciliation

                    Account Number    xxxxxx
                       Item Number    0001
                    Transaction Date  01  May 02
                           Amount     20.00

                       Delete This Item?  (Y,N)
```

If the displayed item was paid, answer 'Y', and this item will be deleted or 'reconciled' out of the reconciliation file. If this item was not paid, answer 'N'.

After making the appropriate selection, the next item will be displayed, and so forth until all items that match the search criteria are displayed. When finished, the 'Individual Item Reconciliation' screen will be displayed again. When finished reconciling, press the ⌊F1⌋ key to return to the 'Reconciliation List' menu.

Totals ONLY Report

This option will print a summary of the amount of claims in the Reconciliation file.

```
                           Print Recon Item List

              Make sure Plain Paper Is Loaded in Printer, and

                    Enter Beginning Date   :[          ]   MMDDYYCC
                             Ending Date   :[          ]
                             Batch Number  [     ]

                    Totals ONLY:  Screen or Printer  (S or P)  [ ]

                    Leaving Batch Number Blank Will Print All

  ****TOTALS ONLY ****
```

Enter the appropriate date range, and/or the appropriate batch number. Set whether the report should be printed to the report printer, or displayed to the screen. Press ⌊Enter⌋ when all selections are entered.

14.4.62

Move Recon to Current Batch

This function is used to copy items from the reconciliation file back into the current batch file for settlement purposes. It is strongly encouraged to **Use Caution** when using this function. After selecting this option, the following screen will be displayed:

```
         M O V E   R E C O N   I T E M S   T O   C U R R E N T   B A T C H

                  Make sure Plain Paper Is Loaded in Printer, and

                     Enter Beginning Date   :[         ]   MMDDYYCC
                              Ending Date   :[         ]
                        Batch Number    [      ] [      ] Item Number

                  Totals ONLY:  Screen or Printer  (S or P)  [ ]

                  Leaving Batch Number Blank Will Print All


                     Current Batch#  0001     Amount:
```

Enter the appropriate date range, batch number, and/or item number. Enter whether a list of the claims being moved should be printed to the report printer, or displayed to the screen. When the appropriate options are set, press Enter to continue. If 'S' was entered for 'Screen', a summary of how many claims are being moved will be displayed, press Enter to continue. The following screen will be displayed:

```
           Shall We Transfer The Selected Items?   [     ]   (YES,NO)
```

If the printed or displayed claims were correct, answer 'YES' to this prompt, otherwise answer 'NO'. If 'YES' was entered, the items will be deleted from the reconciliation file, and entered back into the current batch file.

It is strongly recommended to use this function only under the direction of the Foundation Systems Technical Support Helpdesk.

Sale File Maint

This program is used to add a sale type to the Point of Sale system. A sample of this would be a 'Mother's Day Sale'. After selecting this menu option, the following menu will be displayed:

14.4.63

```
                    S A L E   M A I N T E N A N C E

                         1.   Add a Sale
                         2.   Amend a Sale
                         3.   Delete a Sale
                         4.   List of Sales

                         Enter Your Choice.
```

In order for the 'Sale' system to work correctly, a sale code must be added to the Point of Sale system. This will be discussed in greater detail in 'Add/Amend a Sale'. Then, that code must be entered in each appropriate item in the 'Sales Group Code'. When an item is sold, if a 'Sales Group Code' is found in the time, that sale will be check to see if it is an active sale, and if the date being sold is within the sale start and end dates, the sale price will be calculated.

Additionally, a 'Sale' sales price is calculated based off of pricing formulas, and not off of the 'Set Retail Prices'. To set a specified sale price, use the 'Item on Sale: Price', 'Start Date', and 'End Date' in 'Item Maintenance'.

Add/Amend a Sale

These menu functions are used to add new sales, and amend existing sales on the Point of Sale system. After selecting one of these menu options, a screen similar to the following will be displayed: (For example purposed, the screen for 'Add A Sale' is being shown.)

```
                    A D D   A   S A L E

            Sale Code     [        ]
            Description   [                          ]
            Starting Date :[         ]   (mmddyycc)
             Ending Date  :[         ]        "
            Use Formula   [ ]
```

Each of the fields will be discussed individually:

Sale Code:
> This field is used to specify the code for this sale. This is the code that will be entered into the items 'Sales Group Code'. This code can be between 1 and 6 characters long.

Description:
> Use this field to enter the expanded name for this sale. This is for informational purposes only, and will be printed on the 'List of Sales' report.

Starting / Ending Dates:
> The 'Starting Date' and 'Ending Date' fields are used to specify the date range in which the items on this sale should have the sale price used. These dates should be entered in MMDDYYCC format as shown on the screen. The Point of Sale system will automatically use the sale price when the item is sold within these dates.

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<u>**Use Formula:**</u>
> Enter the pricing formula to be used to calculate the sale price for the items using this sale. For more information on setting up price formulas, please refer to 'Price Maintenance' discussed earlier in this section.

Delete a Sale

This function is used to delete a sale group from the Point of Sale system. Items that are on this sale group will no longer have sale prices calculated once the sale group is deleted. This process cannot be undone without adding the sale back into the Point of Sale system, or restoring from a backup.

After selecting this option, the following screen will be displayed:

```
                        D E L E T E   A   S A L E

              Enter the Sale To Amend   [        ]
```

Enter the code for the sale to be deleted and press `Enter`, the following screen will be displayed:

```
                        D E L E T E   A   S A L E

                         Code    SALE
                    Description   TEST SALE
                       Starting   01  May  02
                        Ending    14  May  02
                   Using Formula  T

          Are You Sure You Wish to Delete This Sale   [    ]   (YES)
```

The settings for the entered code will be displayed. If the correct sale is displayed, and the sale is to be deleted, enter 'YES' in the 'Are You Sure You Wish to Delete This Sale' prompt, otherwise, enter 'NO' or press the `F1` key to back out without deleting the sale.

List of Sales

This function is used to print a list of the sales programmed in the Point of Sale system. After selecting this option, the following screen will be displayed:

```
                        S A L E   L I S T

                   Press Any Key to Start List
```

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To print the list of the sales, press Enter. The list will then be printed. The list prints the 'Sale Code', 'Sale Description', 'Starting Date', 'Ending Date', and the 'Sale Formula'.

Vendor Maint

'Vendor Maintenance' is used to add and maintain vendors in the Point of Sale system. A vendor is someone, or some company, that the store purchases items from. The purpose for adding and maintaining vendors in the Point of Sale system is for reporting, and ordering purposes. After selecting this menu option, the following screen will be displayed:

```
                    V E N D O R   M A I N T E N A N C E

                    1.   Add a Vendor
                    2.   Amend a Vendor
                    3.   Delete a Vendor
                    4.   List of Vendors
                    5.   Amend Finance Stats
                    6.   Vendor Stats List

                    Enter Your Choice.
```

Add / Amend a Vendor:

These menu options are used to add and maintain the vendors on the Point of Sale system. After selecting one of these options, a screen similar to the following will be displayed: (For example purposes, the screens for 'Add a Vendor' is being shown.)

```
                        A D D   A   V E N D O R

        Vendor Code   [            ]
              Name    [                          ]
         Address 1    [                          ]
         Address 2    [                          ]
              City    [                    ]
             State    [   ]           Zip Code   [           ]
           Phone 1    [              ]      #2  [              ]
      Contact Name    [                    ]
   Customer Number    [                    ]
      Buyer's Name    [                    ]
     Buyer's Phone    [                    ]

   Ship To:    Name   [                          ]
      "     "  Address #1  [                      ]
      "     "  Address #2  [                      ]
      "     "       City   [                    ]
      "     "      State   [   ]        Zip Code   [           ]
```

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Most of the information to be entered on the first screen is self-explanatory. After entering the appropriate information, press Enter to save the information, and to advance to the second screen:

```
                        A M E N D   A   V E N D O R

            Next P.O. Number  [     ]    Auto Write PO  [ ]  (Y,N)
              P.O. Lead Chars  [     ]   PO Number Meth  [ ]  (D,S)
            Point of Shipment  [         ]      FOB  [ ]  (S,V,O)
             Pref'rd Ship Meth. [         ]   Terms  [              ]
            'Received by' Days  [    ]

            Electronic Order'g:
               Dial In Password  [            ]    Login  [              ]
           Modem Phone Number  [              ]
                   Baud Rate  [      ]   Order Format  [ ] (1-3)

            Department Codes:
                   Pharmacy  [      ]   Non-Pharmacy  [       ]
                Price Sticker  [      ]   Price Update  [       ]
```

Next P.O. Number:
Use this field to specify what the next 'Purchase Order' number is for this vendor. This number will automatically come up, and sequence when using the 'Electronic Ordering'.

Auto Write PO:
If this field is set to a 'Y', the P.O. is automatically created when an electronic or manual order is created. These functions are still in development. If this field is set to 'N', a P.O. will be created automatically, but can be created manually using the 'Purchase Orders' programming under the 'Purchasing' system in 'Period Processing'.

P.O. Lead Chars:
This field is used to enter the leading characters for the P.O. number. If the '@' symbol is placed in the be

PO Number Meth:
The option set in this field determines the numbering method for the P.O.'s. Entering a 'D' in this field will number the P.O.'s in a date method, whereas entering a 'S' in this field will number the P.O.'s in numerical sequence.

Point of Shipment:
This field is used to notate where the shipment will originate from.

FOB:
This field is used to specify who pays for the shipping. Entering a 'S' is this field sets the shipping to be paid by the Shipper; entering 'V' in this field will set the shipping to be paid by the Vendor, and setting a 'O' in this field will set the shipping to be paid by Other.

<u>**Pref'rd Ship Meth:**</u>

This field is used to reference the preferred shipping method. This is used only for notation. Examples would be UPS, FedEx, or US Mail.

<u>**Terms:**</u>

This field is used in combination with the previous field. Enter for notation purposes only the terms for the shipping. Examples would be Overnight, Ground, Express.

<u>**'Receive by' Days:**</u>

This field is used to notate how many days will be in transit.

The other fields on this screen have been added for development still being done to accommodate the future ability to place orders electronically.

Delete a Vendor:

This function is used to delete a vendor from the Point of Sale system. It is strongly encouraged by the Foundation Systems Technical Support Helpdesk to do this only after completing a successful backup and compare. **Use Extreme Caution.** This cannot be simply undone. The vendor will have to be added back in again, exactly as it was before, or the Point of Sale system will have to be restored from backup.

After selecting this option, the following screen will be displayed:

```
            D E L E T E   A   V E N D O R

        Enter the Vendor To Delete   [         ]
```

Enter the code for the vendor to be deleted, and press (Enter), the following screen will be displayed:

```
              D E L E T E   A   V E N D O R

                    Code   MCK
                    Name   MCKESSON
              Address #1
                      #2
                    City
                 Phone #1
                      #2

    Are You Sure You Wish to Delete This Vendor   [    ]   (YES)
```

The basic information will display, allowing the user to make sure that the correct vendor was selected. If the correct vendor is displayed, enter 'YES' in the provided field, otherwise type 'NO', or press the (F1) key to abort.

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If the vendor being deleted had items associated to it, the next time an item is amended, a valid vendor will have to be entered before the amendments will be saved.

List of Vendors:

This option prints a list of all vendors on the Point of Sale system. After selecting this option, the following screen will be displayed:

```
               V E N D O R   L I S T

               Press Any Key to Start List
```

To print the list, press the Enter key. The list will then be printed. The vendor list prints the following information: 'Vendor Code', 'Vendor Name', 'Vendor Address', 'Vendor City, State & Zip', 'Phone #1', 'Contact Name', and 'Phone #2'.

Amend Finance Stats

This utility allows for the 'Financial Statistics' for a specified vendor to be amended. After selecting this option, the following screen will be displayed:

```
            A M E N D   F I N A N C E   S T A T S

          Enter the Vendor To Amend   [          ]
```

Enter the appropriate code for the vendor whose stats are to be amended, and the following screen will be displayed:

```
            A M E N D   F I N A N C E   S T A T S

     Period #1 Orders   [              ]   (DAILY)
            Amount   $[              ]
     Period #2 Orders   [              ]   (MONTHLY)
            Amount   $[              ]
     Period #3 Orders   [              ]   (YEARLY)
            Amount   $[              ]

            Last Order   01  May  02
```

The amounts on this screen can be amended with the correct information. If amendments are made, be sure to press Enter to save them. **Note:** Making changes to the 'Finance Stats' while processing is being done on the Point of Sale system **WILL** result in a loss of data. This should only be done before or after normal operation hours.

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Vendor Stats List

This function is used to print out a list of each vendor, and their financial totals. For each vendor, there are three cumulative values that are stored, and that are printed on this report. After selecting this menu option, the following screen will be displayed:

```
                      V E N D O R   S T A T S   L I S T

                         Press Any Key to Start List
```

To print the list, press Enter, or press F1 to abort without having the list printed. The list prints each vendor, and the vendors 'Order Count' and 'Order Amount' for periods 1, 2, and 3.

Color Select Maint

The 'Color Select Maint' utility allows the Point of Sale system colors to be modified for the register, per each terminal (register) name. After selecting this option, the following screen will display:

```
                                      Foreground Colors

                                      0.  Black
                                      1.  Red
     Attribute Numbers                2.  Green
                                      3.  Yellow
     1.  Sub-Heading Color            4.  Blue
     2.  Blink Color                  5.  Magenta
     3.  Heading Color                6.  Cyan           Background Colors
     4.  Reverse Blink Color          7.  White
     5.  Reverse Color                8.  Brown          0.  Black
     6.  High Intensity Color         9.  Gray           1.  Red
     7.  Low Intensity Color          10. Lt Red         2.  Green
     8.  Invisible Color              11. Lt Green       3.  Brown
     9.  Box Draw Color               12. Lt Blue        4.  Blue
     10. Current Bracket Color        13. Lt Magenta     5.  Magenta
     11. Message Window Color         14. Lt Cyan        6.  Cyan
     12. Background Space Color        15. Lt White       7.  White

     Enter Attribute # [    ]
```

Enter the attribute number that you want to change, followed by the foreground and background colors to assign to the attribute. For example, if you want to change the color of the draw box, select attribute number nine. Select a foreground color, number one if you want a red box. Select a background color, number zero for a red-on-black draw box.

Index Maint

The 'Index Maint' option is a tool used by the **FSI Technical Support Helpdesk** to resolve data access problems. *Use this function only under the direction of FSI*.

Period Processing

The 'Period Processing' option provides a menu of utilities used for reporting and daily processing for the Point of Sale system. After selecting this option, the following menu will be displayed:

```
              P E R I O D   P R O C E S S I N G

              1.   Daily Processing
              2.   Purchasing
              3.   Reporting Programs
              4.   Accounts Receivable
              5.   Accounts Payable
              6.   General Ledger

              Enter Your Choice.
```

Each of the menu options will be discussed independently in the following pages of this manual.

Daily Processing

The daily processing system is used to check in, check out, reconcile, settle up credit card transactions, and other utilities preformed on a daily process.

```
              D A I L Y   P R O C E S S I N G
              Register:   pos2   BACK

              1.   Register Check-In
              2.   Register Check-Out
              3.   Cash Reconciliation
              4.   Check Reconciliation
              5.   Credit Card Recon
              6.   Coupon/Food Stamp Recon
              7.   Total Transaction List
              8.   Transaction List by Clerk
              9.   Delete Transaction File
              A.   Daily Post to G/L
              B.   Credit Card Settle-Up
              C.   Register Status
              D.   Remote Register Login
              E.   Script Transfers Status
              F.   Clear Time-History File

              Enter Your Choice.
```

Each of the 'Daily Processes' will be discussed individually.

Register Check-In

The 'Register Check-In' is a utility used to ease the verification of the money in the till at time of startup, or shift change. Upon selecting this option, the following screen will be displayed:

```
                    R E G I S T E R   C H E C K – I N

           As of the Last Register Check-Out, Cash is As Follows:

           Counts:          Gingling:              Folding:

               Pennies  [         ]      Ones  [         ]
               Nickles  [         ]      Fives [         ]
                 Dimes  [         ]       Tens [         ]
              Quarters  [         ]   Twenties [         ]
                Havles  [         ]     Fifties [         ]

                 For a Total Beginning Cash of    $0.00
```

Count the amount of each type of coin and bill in the register till, and enter that count quantity (not $ value) into the appropriate field on the screen. After finishing counting the bills and coins in the till, press the [Enter] key, and the value of those counts will be totaled and shown on the 'For a Total Beginning Cash of $x.xx' line. A prompt will be displayed 'Is the Above Correct (Y,N)'. If the calculated value is the amount to be in the till for startup, answer 'Y', if not, answer 'N'. Amendments to the counts can then be made, money removed or added to bring the drawer up to startup value, and press [Enter] again to have the sum recalculated. When correct, answer 'Y', to the 'Is the Above Correct' prompt.

Register Check-Out

The 'Register Check-Out' function is used to close out the register at the end of the day, end of a shift, or before opening the next day. After selecting this option, the following screen will be displayed:

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```
R E G I S T E R   C H E C K – O U T

        Transactions              Over-Ride Count
         Total Sales              Over-Ride Dollars
       Taxable Sales                 Void Count
    Rx Taxable Sales              Pay-Out Count
   Non-Taxable Sales                Return Count
    Received On Accnt             Return Dollars
    A/R Taxable Sales             Total Discounts
   A/R Non-Tax Sales
    Sales Tax Payable
  RX Sales Tax Payable


     Beginning Cash                Check Receipts
      Cash Receipts               Cr Card Receipts
      Cash Returns                Acc Rec Receipts
      Cash Pay-Outs               Coupon Receipts
                    ----------------
         Total Cash
      Minus Beginning

         Press P-Print  or  Z-Zero Totals  (Z,P)
```

The sale values for the day will be displayed next to their corresponding title. If closing the till, press the 'P' key to print these values. After pressing 'P', two options will be displayed: 'Print On **C-Receipt** or **P-Report** Printer? (C,P)'. Press the 'C' key to have this report printed on the receipt printer for the register this is being processed on, or press the 'P' key to print the report on the report printer for the Point of Sale system. After this report is printed, the 'Register Check-Out' process will return to the previous screen.

To close the register, now press the 'Z' key to Zero the totals. A prompt; 'Are You Sure You Want to Zero Totals [   ] (YES)' will be displayed. Enter 'YES' to zero the totals, or enter 'NO' or press the F1 key to abort without zeroing the register totals.

If 'YES' was entered, a screen similar to the 'Register Check-In' will be displayed. Enter the amount of bills and coin left REMAINING in the till after removing the deposit money. This will be the startup money for the till the next business day.

Cash Reconciliation

This function is used to print a list of all cash transactions. This would be used to reconcile the amount of cash, and possibly detect mistakes.

```
                    D A I L Y   C A S H   R E C O N C I L I A T I O N

                   Enter the Register Number or 'A' for All   [   ]

                   1.   pos1 - FRONT              2.   pos2 – BACK
                   3.                             4.
                   5.                             6.
                   7.                             8.
                   9.                            10.
                  11.                            12.
```

After selecting this option, the above shown screen (or similar) will be displayed. A list of each of the registers configured on the Point of Sale system will be displayed. Enter in the number for the register whose cash transactions are to be printed, or enter 'A' to print a list of cash transactions for all registers.

The transaction list prints the transaction type (Return, Sale, etc.), date, time, clerks initials, description, sub total, tax amount, amount tendered, amount change, transaction number, customer name (ia).

Check Reconciliation

This function is used to print a list of all check transactions. This would be used to reconcile the amount of checks, and possibly detect mistakes.

```
                    D A I L Y   C H E C K   R E C O N C I L I A T I O N

                   Enter the Register Number or 'A' for All   [   ]

                   1.   pos1 - FRONT              2.   pos2 – BACK
                   3.                             4.
                   5.                             6.
                   7.                             8.
                   9.                            10.
                  11.                            12.
```

After selecting this option, the above shown screen (or similar) will be displayed. A list of each of the registers configured on the Point of Sale system will be displayed. Enter in the number for the register whose check transactions are to be printed, or enter 'A' to print a list of check transactions for all registers.

The transaction list prints the transaction type (Return, Sale, etc.), date, time, clerks initials, description, sub total, tax amount, amount tendered, amount change, transaction number, customer name (ia).

Credit Card Recon

This function is used to print a list of all credit/debit card transactions. This would be used to reconcile the amount of credit/debit cards, and possibly detect mistakes.

```
D A I L Y   C R   C A R D   R E C O N C I L I A T I O N

Enter the Register Number or 'A' for All    [   ]

1.   pos1 - FRONT              2.   pos2 – BACK
3.                            4.
5.                            6.
7.                            8.
9.                            10.
11.                           12.
```

After selecting this option, the above shown screen (or similar) will be displayed. A list of each of the registers configured on the Point of Sale system will be displayed. Enter in the number for the register whose credit/debit card transactions are to be printed, or enter 'A' to print a list of credit card transactions for all registers.

The transaction list prints the transaction type (Return, Sale, etc.), date, time, clerks initials, description, sub total, tax amount, amount tendered, amount change, transaction number, customer name (ia).

Coupon/Food Stamp Recon

This function is used to print a list of all coupon/food stamp transactions. This would be used to reconcile the amount of coupon/food stamps, and possibly detect mistakes.

```
D A I L Y   C A S H   R E C O N C I L I A T I O N

Enter the Register Number or 'A' for All    [   ]

1.   pos1 - FRONT              2.   pos2 – BACK
3.                            4.
5.                            6.
7.                            8.
9.                            10.
11.                           12.
```

After selecting this option, the above shown screen (or similar) will be displayed. A list of each of the registers configured on the Point of Sale system will be displayed. Enter in the number for the register whose coupon/food stamps transactions are to be printed, or enter 'A' to print a list of coupon and food stamp transactions for all registers.

The transaction list prints the transaction type (Return, Sale, etc.), date, time, clerks initials, description, sub total, tax amount, amount tendered, amount change, transaction number, customer name (ia).

Total Transaction List

This function is used to print a list of all transactions. This would be used to reconcile the amount of cash, checks, credit/debit cards, coupon/food stamps, and possibly detect mistakes.

```
           D A I L Y   C A S H   R E C O N C I L I A T I O N

            Enter the Register Number or 'A' for All    [   ]

        1.   pos1 - FRONT           2.   pos2 – BACK
        3.                          4.
        5.                          6.
        7.                          8.
        9.                         10.
       11.                         12.
```

After selecting this option, the above shown screen (or similar) will be displayed. A list of each of the registers configured on the Point of Sale system will be displayed. Enter in the number for the register whose transactions are to be printed, or enter 'A' to print a list of all transactions for all registers.

The transaction list prints the transaction type (Return, Sale, etc.), date, time, clerks initials, description, sub total, tax amount, amount tendered, amount change, transaction number, customer name (ia).

Transaction List by Clerk

This function is used to print a list of all transactions for a specified clerk. This would be used to reconcile transactions processed by the specified clerk, and possibly detect mistakes. After selecting this option, the following screen will be displayed:

```
           T R A N S A C T I O N   L I S T   B y   C L E R K

        Enter the Clerk To Print   [                            ]
```

Enter in the name or the code for the clerk whose transactions are to be printed. If the name of the clerk is entered, a list of matching clerks will be displayed. Select the appropriate clerk from the displayed list, or if the code were entered, the following screen will be displayed:

Note: Pressing the F4 key will allow the transactions to be deleted by a specified register.

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```
                    T R A N S A C T I O N   L I S T   B y   C L E R K

                                        Clerk

                    Make Sure the Report Printer is Ready,  And

                              Press Any Key to Print.
```

The code and name of the clerk entered will be displayed on the screen. If the correct clerk is shown, press Enter and the transaction list for that clerk will be printed. If the correct clerk is not displayed, press F1 to abort.

The transaction list prints the transaction type (Return, Sale, etc.), date, time, clerks initials, description, sub total, tax amount, amount tendered, amount change, transaction number, customer name (ia).

Delete Transaction File

This function is used to delete all of the transactions for the day, and to prepare a new, blank transaction file for the next coming business day. This function should only be used after all daily processes, and all reports are ran for the day.

After selecting this option, the following screen will be displayed:

```
                    T R A N S A C T I O N   L I S T   B y   C L E R K

              You Must print all of the Daily Transaction Listings you Want
              Before you Delete this file.  Once this file has been deleted
              You will not be able to get transaction listings.

              This will also move these transactions into your Posting
              Transaction File making them available to be posted to your
              General Ledger System.

        Are You Sure You Want to Delete the Transaction File    [    ]   (YES,NO)

           You May Press F4 to Delete the Transactions for Just One Register.
```

If all transaction listings have been printed, and processing for the day has been finished, enter 'YES' in this field, otherwise press F1 or enter 'NO' to abort without deleting the transaction file.

As noted on the screen, deleting the transaction file will write the transactions into the General Ledger posting file, so that following this process, the 'Daily Post to G/L' may be preformed.

Daily Post to G/L

This function is used to post the daily transactions into 'General Ledger'. For more information on this function, please refer to the **General Ledger** manual.

Credit Card Settle-Up

This function is used to send the 'batch' into the processors system to close the submitted claims. It is strongly encouraged to do this on a daily or nightly basis. After selecting this option, the following screen will be displayed:

```
                    T R A N S M I T   S E T T L E M E N T

         Credit Transaction Totals:  [      ]  $[         ]
             Credit Return Totals:  [      ]  $[         ]
          Debit Transaction Totals:  [      ]  $[         ]
              Debit Return Totals:  [      ]  $[         ]
                    Batch Number  [     ]

                    Batch Totals:           $


         At the end of the working day, or multiple times throughout
         the day, the merchant may balance a group of transactions and
         settle (submit them for payment) through the processor's system.
         If the dollar amounts and transaction counts on this system
         match the amounts and counts on the processor's system, the
         processor closes and settles the batch.  If the totals differ,
         the processor returns an out-of-balance message.  The merchant
         can make corrections to items to balance and re-settle.
```

If the information in the fields is correct, press the Enter key. The settlement will be transmitted to the host system. If the values match those on the hosts system, the batch will be settled, and submitted for payment. A message will be displayed on the screen showing that the batch/settlement was accepted. If the values do not match those on the host system, a message will be displayed on the screen showing the batch was rejected. If a batch is rejected, contact the Foundation Systems Technical Support Helpdesk for assistance.

Register Status

This function is used to check the cash and check amounts for each register from one location.

```
                    R E G I S T E R   S T A T U S

     Currently In  FRONT      cd  #1   $100.00 Cash  &    $0.00 Checks
     Currently In  BACK       cd  #1     $0.00 Cash  &    $0.00 Checks

                    Press Any Key to Continue.
```

This function is for informational purposes only.

Remote Register Login

This function allows one register to log into another register for 'Daily Processing' functions. This is useful to print reports for registers, without having to actually be at that register.

```
        R E M O T E   R E G I S T E R   L O G I N

Log Into Which Register   [   ]    1.   pos1
                                   2.   pos2
```

Enter the number for the register to be logged into. After logging into the remote register, the 'Daily Processing' screen will be shown again, with the new register name showing above the menu.

Note: This register will remain logged in until either exiting the system, or logging back into the correct register.

Script Transfers Status

This option displays a list of the prescriptions that have been 'transferred' from the Pharmacy Management System to the Point of Sale system. A prescription has to be in the 'script transfer file' for it to be able to be sold by the Point of Sale system.

```
                UnPaid Transferred Scripts

Rx  00000020  PATIENT NAME              $10.00   01  May  02
Rx  00000021  PATIENT NAME              $59.99   02  May  02




Press D To Delete Scripts or Any Other Key To Continue
F2 to Print
```

This will display a list of the scripts to the screen that are in the transfer file. Press the F2 key to print a list of these prescriptions. Press the 'D' key to delete a prescription from the 'Script Transfer File'. The printed list shows the prescription number, patient name, copay/patient pay amount, and the date of transfer.

14.5.9

Clear Time-History File

This function currently had no program functionality within the Point of Sale system. This has been added for future development.

Purchasing

The 'Purchase Processing' menu is a compilation of utility programs used to create, print & in some cases, submit orders to the pharmacy's wholesaler. These utility programs do not work for all wholesalers.

```
              P U R C H A S E   P R O C E S S I N G

                  1.   Electronic Ordering
                  2.   Manual Ordering
                  3.   Purchase Orders
                  4.   Receiving
                  5.   Out of Stocks
                  6.   Back Orders

                  Enter Your Choice.
```

Before beginning to use these utility programs, it is necessary to first contact both the **Foundation Systems Technical Support Helpdesk** and your wholesaler to have special accounts created to accommodate these programs. Depending on who the wholesaler is, different programs will be used in different ways.

Each of the programs will be discussed individually, but because of the unique properties for each wholesaler, an exact process will not be outlined. Contact the **Foundation Systems Technical Support Helpdesk** for assistance in getting setup to use these programs, and an outline on how to create and when possible place the orders electronically.

Electronic Ordering

The 'Electronic Ordering' program is used to have the Point of Sale system scan the item file, and create a 'Suggested Order' based on the pharmacy's 'Stock On Hand' and 'Re-Order Points' for the items in the 'Item File'.

```
                    E L E C T R O N I C   O R D E R I N G   S Y S T E M

                         Vendor:   MCK   McKesson

                    1.    Prepare Suggested Order
                    2.    List the Order
                    3.    Edit the Order
                    4.    Add to the Order
                    5.    Create Transmit File
                    6.    Transmit the Order
                    7.    Process Returned Out-Of-Stocks
                    8.    Manually Process Out-Of-Stocks
                    9.    Process Out-of-Stocks From Order
                    A.    Change Vendors  (De-Select  P.O.)
                    B.    Select a P.O. File
                    C.    Go To Purchase Order Maintenance
                    D.    Go To Manual Ordering System

                          Enter Your Choice
```

Prepare Suggested Order

This menu option is used to prepare the 'Suggested Order'. Upon selection of this, the following will be displayed:

```
                    O R D E R   P R E P E R A T I O N
            Based on a combination of the Stock-On-Hand and the minimum re-order
            Point in your Item file, the computer will generate a suggested order.
            You may later list, edit or add to the order to take into account
            Trends, seasons, or promotions.

            This can take quite a while.  To help with a faster order generation, you
            can select from 2 methods of searching the Item File.  The first method
            will check every Item in the file.  The second method will only check the
            Items marked as being supplied by the selected vendor.  If you are gener-
            ating a large order for you Primary vendor, it will likely be faster to
            use the first method.  If you are preparing an order for one of your
            secondary vendors, it will likely be faster to use the second method.

            The computer will return to the ordering system menu when it has
            Finished preparing the order.

                    Enter 'YES' to Prepare the Order   [     ]

                By Serial Read or Selective Method   [   ]   (1,2)
```

The screen displayed will give a brief tutorial on the two selections available for creating the 'Suggested Order'. To create the order, enter 'YES' and then enter the 'method' to use to create the file. When creating a file for the 'primary' vendor, it is suggested to use option '1' for a 'Serial Read'. If creating an order for a 'secondary' vendor, method '2' might be quicker.

After the 'Suggested Order' is created, the program will return to the 'Electronic Ordering' menu.

List the Order

After creating a suggested order, this function is used to display or print a list of the 'Suggested Order'.

```
                    L I S T   O R D E R

            List the order on the Screen or Printer?  (S or P)
```

If 'S' for screen is selected, the following will be displayed:

```
  Line  Vendor#        UPC              Qty   Item
     1  xxxxxx         1234567891111      1   Item Description
                    Press RETURN to Continue
```

As shown above, the screen list will show the order line #, the vendors item number, the UPC of the item, the quantity to be ordered, and the item description.

If 'P' is selected, the following will be printed:

```
Store Name                                                              Date
Wholesale Order For   xxx  xxxxxxxxxx                                   Page  1

Line  UPC Code      Item Description    Pack     Mfg       Vend #  SOH  MRQ  Qty  Cost  No Order:
---------------------------------------------------------------------------------------------------
   1  xxxxxxxxxxx   ITEM DESCRIPTION                       xxxxxx   -1    0    1  xx.xx
```

As shown above, each item in the order will be numbered and the UPC for the item followed by the Item Description will be printed. Following that, the item's package size, the manufacturer for the item, the vendors number for the item, the items 'Stock On Hand', Minimum Re-Order Quantity, the quantity to be ordered the cost of the ordered quantity and a possible note if the product will be excluded from the order. An example of this note is 'No Vend Code'. If the vendor code is missing, for some wholesalers, the product cannot be added to the order. This will note that there is a problem with the item, so that it can be fixed before creating the 'Transmit File'.

Edit the Order

'Edit the Order' is used to make changes to the 'Suggested Order'. Upon selecting this menu option, the following will be displayed:

14.5.12

```
┌─────────────────────────────────────────────────────────────┐
│                  O R D E R   E D I T I N G                    │
│                                                               │
│        Enter the Line # or UPC to Edit   [              ]     │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

As prompted on the screen, enter the line number or UPC of the item to be edited in the 'Suggested Order'. After entering either of the two numbers, press Enter. The following will be displayed:

```
┌─────────────────────────────────────────────────────────────┐
│                  O R D E R   E D I T I N G                    │
│                                                               │
│           Item:   ITEM DESCRIPTION                            │
│           UPC:   xxxxxxxxxxx                                   │
│                                                               │
│      Vendor Code   [            ]                              │
│                                                               │
│         Quantity   [      ]         (Packs)                   │
│                                                               │
│            Cost  $[          ]     (Per Item)                 │
│                                                               │
│      Vendor Dept   [        ]       (Req'd by Bergen)         │
│                                                               │
│   Primary/Secondary   [ ]           (Vendor;  P,S)            │
│                                                               │
│      Description   [                ]                          │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

The screen shown above is only an example of what will be displayed. The fields shown above can be edited to correct the order. After making the appropriate changes, verify the corrections, and if correct, press Enter to save the changes. The program will return to the 'Enter the Line # or UPC to Edit' prompt. Enter the next item to be edited, and when finished with all editing, press F1 to return to the 'Electronic Ordering' menu.

Add to the Order

'Add to the Order' is used add items to the order that were not automatically added by the 'Prepare Suggested Order' function. After selecting this option, the following will be displayed:

```
┌─────────────────────────────────────────────────────────────┐
│              O R D E R   I T E M   A D D I T I O N S          │
│                                                               │
│                   1.   From ITEM File                         │
│                   2.   Vendor Code Only                       │
│                                                               │
│                   Enter Your Choice                           │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

There are two ways to add an item to the 'Suggested Order'. The first is to add to the order from the 'Item File'. To do this, select menu option '1'. The following will be displayed:

14.5.13

Order Additions From Item File

Enter ITEM   [   ]

Enter the UPC or name of the item to be added. If a name is entered, a list of matching names might be displayed. If so, select the correct item, and the following will display:

Order Additions From Item File

Item: ITEM DESCRIPTION
UPC: xxxxxxxxxxx
Vend: Unknown

Vendor Code   [   ]

Quantity   [   ]   (Packs)

Vendor Dept   [   ]   (Req'd by Bergen)

Primary/Secondary   [ ]   (Vendor; P,S,Unknown)

The screen shown above is an example of what will come up after entering an item to be added to the 'Suggested Order'. The fields might be filled in based off the item, or might be blank. Enter the appropriate information, and when finished, press Enter. The item will then be added to the 'Suggested Order'

The second way to add an item is from 'Vendor Code' only. This is how an item can be added to the order, without it actually being in the 'Item File'. To use this method, select menu option '2'. The following will be displayed:

Order Additions By Vendor Codes Only

Vendor Code   [   ]

Description   [   ]

Quantity   [   ] (Packs)

Cost $[   ]

Primary/Secondary   [   ]

Enter the appropriate information, and when finished, press Enter. The item will be added to the 'Suggested Order'.

Create Transmit File

This function is used to create a file to be transmitted to the vendor. Different vendors want this file transmitted in different formats, so unfortunately, not all vendors are supported. Please

contact the **Foundation Systems Technical Support Helpdesk** for an up to date list of vendors supported.

After selecting this menu option, the following will display:

```
              T R A N S M I T   F I L E   C R E A T I O N

        This function takes the order which you and the computer have
        Generated and builds a transmit file for the wholesaler.

        If you have not completely finished the order, do not create the
        Transmit file.  This function updates the stock on hand fields
        in the item file, along with a number of other related fields.
        If you go ahead and create the transmit file, be sure you
        transmit it to the wholesaler.

        Enter 'YES' to Continue.  If not, Press F1    [    ]

                Enter In-House P.O. Number    [           ]
```

If the order is complete, no items need to be removed or added to the file, all quantities are correct, then enter 'YES' and the P.O. number, if applicable, and press Enter. The transmit file will then be created. This process cannot be undone. Once a transmit file is created, the 'Stock On Hand' will be updated in the item file based on the quantity ordered.

If using the 'Purchase Order' system, the following screen will display:

```
              T R A N S M I T   F I L E   C O M P L E T E

        The Transmit file have been created.  The Order file has been
        Archived into another file by the P.O. Number.  To later access
        this order file, select the P.O. from the Ordering Menu.

        A P.O. has been created with the following Infromation.

        Purchase Order Number     xxxxyyyy
              Point of Shipment   [              ]
             Preferred Ship Meth  [              ]
                 Payment Terms    [              ]
                    Total P.O. $[           ]
              Shipping Charges $[           ]
                        FOB   [ ]   (S,V,O  'Who Pays')
                 Contact Name  [                       ]
              Date P.O. Issued  :[         ]   (mmddyycc)
              Antic. Ship Date  :[         ]
              Misc Order Note   [                     ]
                       Buyer    [                     ]
                 Buyer Phone    [              ]
```

After creating the transmit file, 'Transmit the Order' should be the next step.

14.5.15

Transmit the Order

'Transmit the Order' does exactly as it implies, transmits the order just created.

Note: Not all vendors will be supported for this function. Primarily, 'Amerisource/Bergen', 'McKesson', and 'Cardinal' are supported.

Process Returned Out-Of-Stocks

This function is used to process the 'Out-of-Stocks' from a file returned by the vendor. Not all vendors will support this function. For those that do, after selecting this option, the following will display:

This function is yet to be fully programmed, waiting for specs from vendors who will support this function.

Manually Process Out-Of-Stocks

The 'Manually 'Process Out of Stocks' function is used to process the 'Out of Stocks' from the order file created on the system. After selecting this function, the following will be displayed:

```
              Manually Process Out-Of-Stocks

          Enter Item   [                         ]
```

To process an item that was not received on the order, enter the items name (description) or UPC number and press Enter. The following will be displayed:

```
              Manually Process Out-Of-Stocks

              ITEM     MFG

              WhS#         Pack     SOH
              12345678901            2

              Quantity Not Recv'd   [     ]   (Packs)
```

Enter in the quantity that was not received on the order, and press Enter. The 'Stock On Hand' will decrease by the number entered.

14.5.16

Process Out-Of-Stocks From Order

This function is used to process 'Out Of Stocks' from the order created on the Point of Sale system. To use this option, only one order can be created at a time, and the 'Out of Stocks' for that order must be processed before creating another order.

```
                    Process Out-Of-Stocks From Order

                    ITEM     MFG

                    WhS#          Pack      SOH
                    12345678901             2

                    Quantity Not Recv'd   [      ]    (Packs)
                       Quantity Ordered    1

                       Just Enter with 0 Qty to Skip This Item.
```

This program will display each item that was on order. Enter the quantity that was not received (shorted) and press Enter. The quantity entered will be subtracted from the 'Stock On Hand'. If the amount ordered was the amount received, just press enter without entering a quantity, and that item will be skipped.

Change Vendors (De-Select P.O.)

This function is used to create orders for vendors other than the primary vendor.

```
                    C H A N G E   V E N D O R S

                    Current Vendor:   BB   Bergen Brunswig

                    Enter the Vendor to Change to   [          ]
```

The current vendor will be displayed at the top. Enter the new vendor's code, and press Enter. The program will return to the 'Electronic Ordering System' menu. The new vendor should be displayed.

Select a P.O. File

The 'Select a P.O. File' function allows the user to load a previous P.O..

```
                    C H A N G E   P.O.   F I L E S

                    Enter the P.O. to Select   [          ]
```

14.5.17

Using this option allows old order's to be loaded for viewing and processing of 'Out-Of-Stocks'.

Go To Purchase Order Maintenance

This function serves as a link to the 'Purchase Orders' system.

```
              P U R C H A S E   O R D E R S

              Vendor:   MCK    McKesson

              1.   Create A Purchase Order
              2.   Amend A Purchase Order
              3.   Print A Purchase Order
              4.   Delete A Purchase Order
              5.   Delete Groups of P.O.s
              6.   List P.O.s On File  (Status)
              7.   Change Selected Vendors
              8.   Go To Electronic Ordering
              9.   Go To Manual Ordering

                   Enter Your Choice_
```

For more information on the 'Purchase Orders' system, please refer later in this chapter.

Go To Manual Ordering System

This function serves as a link to the 'Manual Ordering' system.

```
          M A N U A L   O R D E R I N G   S Y S T E M

              Vendor:   MCK    McKesson

              1.   Create an Empty Order File
              2.   List the Order
              3.   Edit the Order
              4.   Add to the Order
              5.   Process the Order Into Stock
              6.   Select a P.O. File
              7.   Go To Purchase Order Maintenance
              8.   Go To Electronic Ordering System

                   Enter Your Choice_
```

Manual Ordering

The 'Manual Ordering System' is a utility to create orders manually. This utility program does not automatically detect items to be ordered, and cannot place the item into order.

14.5.18

```
            M A N U A L   O R D E R I N G   S Y S T E M

                   Vendor:   MCK   McKesson

              1.    Create an Empty Order File
              2.    List the Order
              3.    Edit the Order
              4.    Add to the Order
              5.    Process the Order Into Stock
              6.    Select a P.O. File
              7.    Go To Purchase Order Maintenance
              8.    Go To Electronic Ordering System

                    Enter Your Choice_
```

Create an Empty Order File

This option will erase the order currently on file, and create a new blank file.

```
              N E W   O R D E R   F I L E   C R E A T I O N

              Enter 'YES' to Create A New Order File   [     ]
```

If this is what is to be done, enter 'YES' in the field displayed. If not, enter 'NO' or press F1 to abort.

List the Order

After creating a suggested order, this function is used to display or print a list of the items in the manual order.

```
                    L I S T   O R D E R

              List the order on the Screen or Printer?  (S or P)
```

If 'S' for screen is selected, the following will be displayed:

```
    Line  Vendor#       UPC               Qty   Item
      1   xxxxxx        1234567891111      1    Item Description
                 Press RETURN to Continue
```

As shown above, the screen list will show the order line #, the vendors item number, the UPC of the item, the quantity to be ordered, and the item description.

If 'P' is selected, the following will be printed:

14.5.19

Store Name									**Date**
Wholesale Order For xxx xxxxxxxxxx									Page 1
Line	UPC Code	Item Description	Pack	Mfg	Vend #	SOH	MRQ	Qty	Cost	No Order:
1	xxxxxxxxxx	ITEM DESCRIPTION			xxxxxx	-1	0	1	xx.xx	

As shown above, each item in the order will be numbered, the UPC for the item followed by the Item Description will be printed. Following that, the item's package size, the manufacturer for the item, the vendors number for the item, the items 'Stock On Hand', Minimum Re-Order Quantity, the quantity to be ordered the cost of the ordered quantity and a possible note if the product will be excluded from the order. An example of this note is 'No Vend Code'. If the vendor code is missing, for some wholesalers, the product cannot be ordered.

Edit the Order

'Edit the Order' is used to make changes to the manual order. Upon selecting this menu option, the following will be displayed:

```
              O R D E R   E D I T I N G

         Enter the Line # or UPC to Edit   [              ]
```

As prompted on the screen, enter the line number or UPC of the item to be edited in the 'Suggested Order'. After entering either of the two numbers, press Enter. The following will be displayed:

```
                   O R D E R   E D I T I N G

              Item:   ITEM DESCRIPTION
              UPC:   xxxxxxxxxx

          Vendor Code   [              ]

             Quantity   [       ]         (Packs)

                 Cost  $[              ]   (Per Item)

          Vendor Dept   [         ]        (Req'd by Bergen)

      Primary/Secondary   [ ]             (Vendor;  P,S)

          Description   [              ]
```

The screen shown above is only an example of what will be displayed. The fields shown above can be edited to correct the order. After making the appropriate changes, verify the corrections, and if correct, press Enter to save the changes. The program will return to the

'Enter the Line # or UPC to Edit' prompt. Enter the next item to be edited, and when finished will all editing, press F1 to return to the 'Electronic Ordering' menu.

Add to the Order

'Add to the Order' is used to add items to the order. After selecting this option, the following will be displayed:

```
          O R D E R   I T E M   A D D I T I O N S

                 1.   From ITEM File
                 2.   Vendor Code Only

                 Enter Your Choice
```

There are two ways to add an item to the 'Suggested Order'. The first is to add to the order from the 'Item File'. To do this, select menu option '1'. The following will be displayed:

```
              Order Additions From Item File

          Enter ITEM   [                        ]
```

Enter the UPC or name of the item to be added. If a name is entered, a list of matching names might be displayed. If so, select the correct item, and the following will display:

```
              Order Additions From Item File

          Item:   ITEM DESCRIPTION
          UPC:    xxxxxxxxxxx
          Vend:   Unknown

              Vendor Code     [           ]

                  Quantity    [      ]   (Packs)

              Vendor Dept     [      ]   (Req'd by Bergen)

          Primary/Secondary   [ ]   (Vendor;  P,S,Unknown)
```

The screen shown above is an example of what will come up after entering an item to be added to the 'Suggested Order'. The fields might be filled in based off the item, or might be blank. Enter the appropriate information, and when finished, press Enter. The item will then be added to the 'Suggested Order'

The second way to add an item is from 'Vendor Code' only. This is how an item can be added to the order, without it actually being in the 'Item File'. To use this method, select menu option '2'. The following will be displayed:

14.5.21

```
┌──────────────────────────────────────────────────────────┐
│              Order Additions By Vendor Codes Only          │
│                                                            │
│            Vendor Code   [            ]                     │
│                                                            │
│            Description   [             ]                    │
│                                                            │
│              Quantity   [     ]  (Packs)                   │
│                                                            │
│                Cost  $[            ]                        │
│                                                            │
│      Primary/Secondary   [      ]                          │
│                                                            │
└──────────────────────────────────────────────────────────┘
```

Enter the appropriate information, and when finished, press ⌈Enter⌋. The item will be added to the 'Suggested Order'.

Process the Order into Stock

This function is used to add the items that were in the order into the 'Stock On Hand'.

```
┌──────────────────────────────────────────────────────────┐
│              O R D E R   F I L E   P R O C E S S I N G      │
│                                                            │
│      This function takes the order which you and the       │
│      computer have generated and Processes it into         │
│      Stock, and Create a P.O.                              │
│                                                            │
│      If you have not completely finished the order, do     │
│      not Process It.  This function updates the stock on   │
│      hand fields in the item file, along with a number     │
│      of other related fields.                              │
│                                                            │
│      Enter 'YES' to Continue.  If not, Press F1   [    ]   │
│                                                            │
│             Enter In-House P.O. Number   [         ]       │
│                                                            │
└──────────────────────────────────────────────────────────┘
```

Enter 'YES' if the order creation is complete, otherwise, press ⌈F1⌋ to abort and continue entering the order.

If using the Point of Sale system to track Purchase Orders, enter the appropriate 'In-House P.O.' number in the field displayed.

Select a P.O. File

The 'Select a P.O. File' function allows the user to load a previous P.O..

```
┌──────────────────────────────────────────────────────────┐
│              C H A N G E   P.O.   F I L E S                │
│                                                            │
│          Enter the P.O. to Select   [        ]            │
│                                                            │
└──────────────────────────────────────────────────────────┘
```


14.5.22

Using this option allows old order's to be loaded for viewing and processing of 'Out-Of-Stocks'.

Go To Purchase Order Maintenance

This function serves as a link to the 'Purchase Orders' system.

```
                P U R C H A S E   O R D E R S

            Vendor:   MCK    McKesson

                1.   Create A Purchase Order
                2.   Amend A Purchase Order
                3.   Print A Purchase Order
                4.   Delete A Purchase Order
                5.   Delete Groups of P.O.s
                6.   List P.O.s On File  (Status)
                7.   Change Selected Vendors
                8.   Go To Electronic Ordering
                9.   Go To Manual Ordering

                     Enter Your Choice_
```

For more information on the 'Purchase Orders' system, please refer later in this chapter.

Go To Electronic Ordering System

This function serves as a link to the 'Electronic Ordering' system.

```
            E L E C T R O N I C   O R D E R I N G   S Y S T E M

                Vendor:   MCK    McKesson

                1.   Prepare Suggested Order
                2.   List the Order
                3.   Edit the Order
                4.   Add to the Order
                5.   Create Transmit File
                6.   Transmit the Order
                7.   Process Returned Out-Of-Stocks
                8.   Manually Process Out-Of-Stocks
                9.   Process Out-of-Stocks From Order
                A.   Change Vendors  (De-Select  P.O.)
                B.   Select a P.O. File
                C.   Go To Purchase Order Maintenance
                D.   Go To Manual Ordering System

                     Enter Your Choice
```

The 'Electronic Ordering' system was outlined earlier in this manual.

14.5.23

Purchase Orders

The 'Purchase Orders' function is a utility program designed to keep track of the 'In-House' purchase orders used with the 'Electronic' and 'Manual' ordering systems. This utility can also be used to track purchase orders not used on the Point of Sale system.

```
                    P U R C H A S E   O R D E R S

                    Vendor:   MCK    McKesson

                    1.    Create A Purchase Order
                    2.    Amend A Purchase Order
                    3.    Print A Purchase Order
                    4.    Delete A Purchase Order
                    5.    Delete Groups of P.O.s
                    6.    List P.O.s On File  (Status)
                    7.    Change Selected Vendors
                    8.    Go To Electronic Ordering
                    9.    Go To Manual Ordering

                          Enter Your Choice_
```

Create A Purchase Order

This option is used to create a new purchase order. After selecting this option, the following screen will be displayed:

```
                         C R E A T E   A   P.O.

                 Vendor Code   [            ]
           In-House P.O. Num   [              ]
             Vendor P.O. Num   [              ]
            Point of Shipment  [              ]
           Preferred Ship Meth [              ]
              Payment Terms    [              ]
                 Total P.O. $[            ]
           Shipping Charges $[            ]
                       FOB   [ ]   (S,V,O,  'Who Pays')
               Contact Name  [                      ]
           Date P.O. Issued  :[          ]   (mmddyycc)
             Antic. Ship Date :[          ]        "
             Receive By Date  :[          ]        "
             Follow-Up Date   :[          ]        "
                 Misc Note   [                        ]
                    Status   [ ]   (O,C,N)
```

<u>**Vendor Code:**</u>
> This field is used to enter the code of the vendor this P.O. is for. This code dose not have to be a pre-defined code, but it is recommended to use the same code for the vendor all the time, so that when trying to list P.O.s, the list can be sorted by vendor.

14.5.24

In-House P.O. Num:
>   Enter the 'In-House' P.O. number this order was placed with. This number is how the
>   P.O. will be accessed later on.

Vendor P.O. Num:
>   Use this field to record the P.O. number assigned by the vendor. This field is only for
>   reference, and has no functionality within the Purchase Order System.

Point of Shipment:
>   This field is used to notate where the order will be coming from.

Preferred Ship Meth:
>   Enter the preferred shipping method for this vendor in this field. This is for notation
>   purpose only.

Payment Terms:
>   This field is used to enter the payment terms for the order. This is a notation field and
>   can be used to enter anything appropriate. The users of the system should decide on a
>   standard, and follow it.

Total P.O. $:
>   Enter in the total price for the order in this field.

Shipping Charges:
>   This field is used to enter in the shipping charges applicable for the order.

FOB:
>   This field is used to notate the 'Form of Billing'. There are three possible settings for
>   this field.   Enter 'S' for Store, 'V' for vendor and 'O' for other.

Contact Name:
>   Use this field to enter the contact name for this P.O.

Date P.O. Issued:
>   Enter the date the order (P.O.) was placed in this field.

Antic. Ship Date:
>   This field is used to enter the anticipated date of shipping.

Receive By Date:
>   This field is used to enter the anticipated date of receipt.

Follow-Up Date:
>   This field is used to record the date that the order was 'followed-up' on.

14.5.25

Misc Note:
This field is used to enter a note. If a P.O. is automatically created when using the 'Electronic' and 'Manual' Ordering systems, this field will have 'Auto Ordering Created' entered.

Status:
This field displays the status of the 'P.O.'. There are three possible settings for this field. 'O' is used to indicate that the P.O. is still open, 'C' for closed and 'N' for 'Cancelled'.

After entering the appropriate information for the purchase order, press Enter. The following screen will be displayed:

```
                    C R E A T E   A   P . O .

                         P.O. #

                    Buyer   [                      ]
              Buyer Phone   [              ]
Ship To:         Name   [                        ]
   "    "     Address 1   [                        ]
   "    "     Address 2  $[                        ]
   "    "          City  $[                    ]
   "    "         State   [   ]
   "    "      Zip Code   [           ]
       Amount Received  $[           ]
          Check-In Date  :[         ]   (mmddyycc)
          Who Checked-In :[            ]
```

Buyer:
This field is used to enter the name of who purchased the items on this P.O.

Buyer Phone:
Enter the phone number for the buyer for this P.O. in this field.

Ship To: Name:
This field is used to enter the name of the person to ship the order to.

Ship To: Address 1&2, City, State, and Zip:
Enter the shipping address in these two fields.

Amount Received:
Enter in the amount that has been received towards this P.O.

Check-In Date:
Use this field to record the date the order for this P.O. was checked in.

<u>Who Checked-In:</u>
> This field is used to document the name of the person who checked in the order for this P.O.

Amend a Purchase Order

This program function is used to make changes to P.O.s that have already been entered into the 'Purchase Orders' system. This will typically be used to fill in the second page of the purchase order that we previously outlined.

Print A Purchase Order

This function is used to print out Purchase Orders already entered. These can be manually added Purchase Orders, and Purchase Orders that were automatically created by using the Electronic and Manual Ordering Systems.

Below are a couple of examples of printed Purchase Orders:

```
Store Name                                                           Date
Purchase Order #  XXXXXX                                            Page  1

Store Name
Store Address
City State Zip

   To:   Company Name            Ship    Name of Place to Ship To
         Address Line #1         To. :   Address Line #1
         Address Line #2                 Address Line #2
         City, State  Zip                City, State  Zip

         Ship Via:   Shipping Name       Terms:
         Receive By:  DATE               Buyer:
              F.O.B.:                    Phone:


                                                    Subtotal  ->

   Authorized Signature _____      Total     ->
```

The above is an example of a P.O. that was added manually. Below is an example of a P.O. that was created by the 'Electronic Ordering System':

```
Store Name                                                        Date
Purchase Order #  XXXXXX                                          Page  1

Store Name
Store Address
City State Zip

  To:  Company Name              Ship   Name of Place to Ship To
       Address Line #1           To. :  Address Line #1
       Address Line #2                  Address Line #2
       City, State  Zip                 City, State  Zip

        Ship Via:  Shipping Name        Terms:
      Receive By:  DATE                 Buyer:
          F.O.B.:                       Phone:


  Line    Vendor #        Qty   Item Description        UPC Code      Unit Cost    Tot Cost
  -------------------------------------------------------------------------------------------------------
    1    xxxxxx            1    TEST ITEM              12345678901      XX.XXX      XX.XXX

                                                                     ---------------------
                                                                     Subtotal  ->     XX.XXX
                                                                     ============
  Authorized Signature _____          Total    ->      XX.XXX
```

Delete A Purchase Order

This program function is used to delete Purchase Orders that are on the system that are no longer needed, or that were entered incorrectly.

```
                    D E L E T E   A   P . O .

        Enter the P.O. Number you wish to Delete   [           ]
```

As prompted, enter the number for the P.O. to be deleted. After entering the number, press Enter. The following will display:

```
                    D E L E T E   A   P . O .

                    Vendor   MCK
               P.O. Number   22221111
               "     Date    01  May  03
               "   Amount         $XX.XX
               "    Status   Open

        Do You wish to Delete This P.O.?   [    ]   (YES,NO)
```

If the correct P.O. is displayed, enter 'YES' to delete it. If not, or if unsure, enter 'NO' or press F1 to abort.

14.5.28

Delete Groups of P.O.'s

This function is used to delete groups of Purchase orders.

```
          D E L E T E   G R O U P S   O F   P . O . s

              1.   Delete All Closed P.O.s
              2.   Delete All Cancelled P.O.s
              3.   Delete All P.O.s Prior to Date

                   Enter Your Choice_
```

There are three options available to delete Purchase Orders by group.

Delete All Closed P.O.s

This menu option is used to delete **ALL** Purchase Orders that have been marked as 'Closed' in the Purchase Order Amendments. After selecting this menu option, the following screen will be displayed:

```
          D E L E T E   G R O U P S   O F   P . O . s

          -> 1.   Delete All Closed P.O.s
             2.   Delete All Cancelled P.O.s
             3.   Delete All P.O.s Prior to Date

                   Enter 'YES' to Confirm   [    ]
```

This will place an arrow to the left of menu option '1. Delete All Closed P.O.s'. If this is what is to be done, enter 'YES' in the displayed field. Otherwise, enter 'NO' or press F1 to abort.

Delete All Cancelled P.O.s

This menu option is used to delete **ALL** Purchase Orders that have been marked as 'Cancelled' in the Purchase Order Amendments. After selecting this menu option, the following screen will be displayed:

```
          D E L E T E   G R O U P S   O F   P . O . s

             1.   Delete All Closed P.O.s
          -> 2.   Delete All Cancelled P.O.s
             3.   Delete All P.O.s Prior to Date

                   Enter 'YES' to Confirm   [    ]
```

This will place an arrow to the left of menu option '2. Delete All Cancelled P.O.s'. If this is what is to be done, enter 'YES' in the displayed field. Otherwise, enter 'NO' or press F1 to abort.

14.5.29

Delete All P.O.s Prior to Date

This menu option is used to delete **ALL** Purchase Orders that dated prior to a specified date. After selecting this menu option, the following screen will be displayed:

```
              D E L E T E   G R O U P S   O F   P . O . s

                   1.   Delete All Closed P.O.s
                   2.   Delete All Cancelled P.O.s
                -> 3.   Delete All P.O.s Prior to Date

                      Enter 'YES' to Confirm    [     ]
```

This will place an arrow to the left of menu option '3. Delete All P.O.s Prior to Date'. If this is what is to be done, enter 'YES' in the displayed field. Otherwise, enter 'NO' or press F1 to abort.

If 'YES' was entered, the following screen will be displayed:

```
              D E L E T E   P . O . s   P R I O R   T O   D A T E

         Enter the Date, Prior to Which, All P.O.s get deleted  :[          ]

                                              (mmddyycc)
```

Enter the date in which all P.O.s are to be deleted prior to. The date should be entered in mmddyycc format.

List P.O.s On File (Status)

This menu option is used to print a list of the Purchase orders that are on file.

```
              L I S T   P . O . s   O N   F I L E

                 Enter Vendor Code   [         ]

              List On Screen or Printer   [  ] (S,P)

         Open, Closed, Cancelled or All   [  ] (O,C,N,A)

              Leave Vendor Blank to List All Vendors
```

Enter in the appropriate selections for the desired list. Leaving the field 'Vendor Code' blank will print the list for **ALL** vendors.

Change Selected Vendors

This function is used to change the vendor for the P.O.

```
                      C H A N G E   V E N D O R S

            Current Vendor:   BB   Bergen Brunswig

            Enter the Vendor to Change to   [          ]
```

The current vendor will be displayed at the top. Enter the new vendor's code, and press Enter.
 The program will return to the 'Purchase Orders' menu. The new vendor should be displayed.

Go To Electronic Ordering

This function serves as a link to the 'Electronic Ordering' system.

```
              E L E C T R O N I C   O R D E R I N G   S Y S T E M

                         Vendor:   MCK   McKesson

                  1.   Prepare Suggested Order
                  2.   List the Order
                  3.   Edit the Order
                  4.   Add to the Order
                  5.   Create Transmit File
                  6.   Transmit the Order
                  7.   Process Returned Out-Of-Stocks
                  8.   Manually Process Out-Of-Stocks
                  9.   Process Out-of-Stocks From Order
                  A.   Change Vendors  (De-Select  P.O.)
                  B.   Select a P.O. File
                  C.   Go To Purchase Order Maintenance
                  D.   Go To Manual Ordering System

                       Enter Your Choice
```

The 'Electronic Ordering' system was outlined earlier in this manual.

Go To Manual Ordering

This function serves as a link to the 'Manual Ordering' system.

14.5.31

```
          M A N U A L   O R D E R I N G   S Y S T E M

          Vendor:   MCK   McKesson

          1.    Create an Empty Order File
          2.    List the Order
          3.    Edit the Order
          4.    Add to the Order
          5.    Process the Order Into Stock
          6.    Select a P.O. File
          7.    Go To Purchase Order Maintenance
          8.    Go To Electronic Ordering System

                Enter Your Choice_
```

'Manual Ordering' was discussed earlier in this chapter.

Receiving

The 'Receiving' menu has been added for future development.

```
                    R E C E I V I N G

          1.    Print Receiving Check List
          2.    List Open P.O.s

                Enter Your Choice_
```

Out of Stocks

The 'Out of Stocks' menu has been added for future development.

```
          O U T – O F – S T O C K S   P R O C E S S I N G

          1.    Process Returned Out-Of-Stocks
          2.    Manually Process Out-Of-Stocks
          3.    Process Out-Of Stocks From Order
          4.    Select a P.O. File

                Enter Your Choice_
```

Back Orders

The 'Back Orders' menu option has been added for future development.

14.5.32

```
        B A C K – O R D E R   P R O C E S S I N G

                   1.   New Back-Orders
                   2.   Cancel Back-Orders
                   3.   List Back-Orders

                   Enter Your Choice_
```

Reporting Programs

The 'Reporting Programs' option from the 'Period Processing' menu gives access to the four main reporting programs available for the Point of Sale system.

```
            P.O.S.   R E P O R T S

                1.   Sales Analysis
                2.   Stock Take Report
                3.   Global Stats Report
                4.   Global Tran/Sales Report

                Enter Your Choice.
```

Each of the reporting programs will be discussed individually.

Sales Analysis

The 'Sales Analysis' reports are reports that are based on sales for specific files within the Point of Sale system. Six different report categories are available.

```
         S A L E S   A N A L Y S I S   R E P O R T S

                1.   Sales by Total System
                2.   Sales by Item
                3.   Sales by Department
                4.   Sales by Clerk
                5.   Sales by Customer
                6.   Sales by Credit Card

                Enter Your Choice.
```

Each different category will be discussed individually.

Sales by Total System

The following is a sample of the 'Sales by Total System' report:

14.5.33

```
Store Name                                                        Date
Total Systems Sales                                              Page  1

Period 1,  DAILY:

                    Sales Transaction Count        xx
                           Cost of Sales         0.00
                            Sales Retail         0.00

                      Total Cash Receipts        0.00    0.00%
                     Total Check Receipts        0.00    0.00%
                Total Credit Card Receipts       0.00    0.00%

                   Return Transaction Count      0
                        Cash Return Amount       0.00    0.00%
                       Other Return Amount       0.00    0.00%

                     Void Transaction Count      0

                     Price Over-Ride Count       0
                         Over-Ride Amount        0.00

                           Pay Out Count         0
                          Pay Out Amount         0.00

Period 2,  MONTHLY:

                    Sales Transaction Count        xx
                           Cost of Sales         0.00
                            Sales Retail         0.00

Period 3,  YEARLY:

                    Sales Transaction Count        xx
                           Cost of Sales         0.00
                            Sales Retail         0.00
```

The report printed may have additional information printed, depending on the use of the Point of Sale system.

The 'Sales Transaction Count', 'Cost of Sales', and 'Sales Retail' will be printed for each of the 3 'Accounting Periods'.

Additionally, the different payment methods (i.e. cash, check, credit card) will be broken down for each accepted different method, and the dollar value, and the percentage of total sales will be printed for each in the 'Period 1' section of the report. Also, the count and value of returns, voids, and price overrides will be printed for 'Period 1'.

After the report is sent to the printer, the following will be displayed:

14.5.34

```
            T O T A L   S Y S T E M   S A L E S   R E P O R T

        If You Wish to Zero the Totals from this report and Start
        Accumulating them again, Answer 'Y' to the question for
        the Period you wish to Zero.  Otherwise, Answer 'N'.

                    Zero Period #1   [ ]   DAILY

                    Zero Period #2   [ ]   MONTHLY

                    Zero Period #3   [ ]   YEARLY
```

AFTER the report prints, and that it appears correct, answer 'Y' to the period(s) that should be cleared. The period name is displayed to the right of the bracket to indicate which periods should be cleared at what time. **WARNING:** After a period is zeroed, the data cannot be retrieved **UNLESS** a backup was performed just prior to the report was printed, and the period was zeroed.

Sales by Item

The 'Sales by Item' report is used to report sales by individual items. **USE CAUTION** when printing this report, it may take quite a while to both compile, and then print.

The 'Sales by Item' report can be printed in order (data sorted) of several different options.

```
            I T E M   S A L E S   R E P O R T

        1.   Sorted by Item UPC Code
        2.   Sorted by Item Description
        3.   Sorted by Sales Quantity
        4.   Sorted by Cost of Sales
        5.   Sorted by Retail Sales $
        6.   Sorted by Over-Ride Count

        Enter Your Choice.
```

Select the appropriate sort option from the menu displayed, and the report will be printed. Each of the above shown report sort options prints the same report, with the exception of 'Sorted by Item UPC Code'. This report will print only items that have a UPC code entered for it. The Point of Sale system requires that an item exist as 'NON-STOCK ITEMS', and 'PRESCRIPTIONS'. These items do not have a UPC, and therefore will not be printed on the 'Sorted by Item UPC Code' report.

This report will print for those items that have sales values in any of the three periods.

The heading of the report is displayed below. For example purposes, the below header was derived from the 'Sorted by Item UPC Code' report.

14.5.35

```
Store Name                                                           Date
Item Sales      By Item UPC Code                                     Page 1


                          DAILY / MONTHLY / YEARLY

UPC Code     Description      QTY        Cost       Retail   OvRide   Ovr $   Last Sold
------------------------------------------------------------------------------------------
xxxxxxxxxx   Item Description   0        0.00        0.00                     01 May 02
                                0        0.00        0.00
                                0        0.00        0.00
xxxxxxxxxx   Item Description   0        0.00        0.00                     01 May 02
```

On this report, three lines are printed for each item sold. The first line is for Period #1, the second line for Period #2 and the third line for Period #3.

After printing the report, the following screen will be displayed:

```
                    I T E M   S A L E S   R E P O R T

        If You Wish to Zero the Totals from this report and Start
        Accumulating them again, Answer 'Y' to the question for
        the Period you wish to Zero.  Otherwise, Answer 'N'.

                    Zero Period #1   [ ]   DAILY

                    Zero Period #2   [ ]   MONTHLY

                    Zero Period #3   [ ]   YEARLY
```

AFTER the report prints, and that it appears correct, answer 'Y' to the period(s) that should be cleared. The period name is displayed to the right of the bracket to indicate which periods should be cleared at what time. **WARNING:** After a period is zeroed, the data cannot be retrieved **UNLESS** a backup was performed just prior to the report being printed, and the period was zeroed.

Sales by Department

The 'Sales by Department' report is used to report sales totals for each department. **USE CAUTION** when printing this report, it may take quite a while to both compile, and then print, depending greatly on how many departments are loaded on the Point of Sale system.

The 'Sales by Department' report can be printed in order (data sorted) of several different options.

```
            I T E M   S A L E S   R E P O R T

            1.   Sorted by Dept. Code
            2.   Sorted by Dept. Description
            3.   Sorted by Sales Quantity
            4.   Sorted by Cost of Sales

            Enter Your Choice.
```

Select the appropriate sort option from the menu displayed, and the report will be printed.

This report will print for only those departments that have sales values in any of the three periods.

The heading of the report is displayed below. For example purposes, the below header was derived from the 'Sorted by Dept. Code' report.

```
Store Name                                                                      Date
Department Sales        By Dept. Code                                           Page  1

                        DAILY / MONTHLY / YEARLY

                                                        %Tot
Code     Description           QTY        Cost      Retail   Ret    OvR    Ovr $   Last Sold
-------------------------------------------------------------------------------------------
xxxx     Department Description   0        0.00       0.00   0.00%                  01 May 02
                                  0        0.00      0.000   0.00%
                                  0        0.00       0.00   0.00%
xxxx     Department Description   0        0.00       0.00   0.00%                  01 May 02
```

On this report, three lines are printed for each department. The first line is for Period #1, the second line for Period #2 and the third line for Period #3.

After printing the report, the following screen will be displayed:

```
            D E P A R T M E N T   S A L E S   R E P O R T

     If You Wish to Zero the Totals from this report and Start
     Accumulating them again, Answer 'Y' to the question for
     the Period you wish to Zero.  Otherwise, Answer 'N'.

                  Zero Period #1   [ ]   DAILY

                  Zero Period #2   [ ]   MONTHLY

                  Zero Period #3   [ ]   YEARLY
```

AFTER the report prints, and if it appears correct, answer 'Y' to the period(s) that should be cleared. The period name is displayed to the right of the bracket to indicate which periods should be cleared at what time. **WARNING:** After a period is zeroed, the data cannot be retrieved **UNLESS** a backup was performed just prior to the report being printed, and the period was zeroed.

Sales by Clerk

The 'Sales by Clerk' report is used to report sales totals by clerk.

The 'Sales by Clerk' report can be printed in order (data sorted) of several different options:

```
          C L E R K   S A L E S   R E P O R T

          1.   Sorted by Clerk Name
          2.   Sorted by Transaction Count
          3.   Sorted by Retail Sales $
          4.   Sorted by Over-Ride Count

          Enter Your Choice.
```

Select the appropriate sort option from the menu displayed, and the report will be printed.

This report will print for only those clerks that have sales values in either of the two periods (current and yearly).

The heading of the report is displayed below. For example purposes, the below header was derived from the 'Sorted by Clerk Name' report.

Store Name								Date
Clerk Sales	By Clerk Name							Page 1

Code	Name	Count	Retail	Cnt YTD	Retail YTD	Ovr Cnt	Ovr Amt	Pout Cnt	Pout Amt	Last Sold
xxxx	Clerk Name	0	0.00	0.00	0.00%	0	0	0	0	01 May 02
xxxx	Clerk Name	0	0.00	0.00	0.00%	0	0	0	0	01 May 02

On this report, one line of information is printed for each clerk.

After printing the report, the following screen will be displayed:

```
          C L E R K   S A L E S   R E P O R T

     If You Wish to Zero the Totals from this report and Start
     Accumulating them again, Answer 'Y' to the question for
     the Period you wish to Zero.  Otherwise, Answer 'N'.

               Zero Current Period   [  ]

               Zero Year-to-Date   [  ]
```

AFTER the report prints, and that it appears correct, answer 'Y' to the period(s) that should be cleared. **WARNING:** After a period is zeroed, the data cannot be retrieved **UNLESS** a backup was performed just prior to the report being printed, and the period was zeroed.

14.5.38

Sales by Customer

The 'Sales by Customer' report is used to report sales totals for each customer entered in the Point of Sale system, which were selected during the 'Sales Transaction' process.

The 'Sales by Customer' report can be printed in order (data sorted) of several different options:

```
C U S T O M E R   S A L E S   R E P O R T

        1.   Sorted by Customer Name
        2.   Sorted by Trans Count YTD
        3.   Sorted by $ Purchases YTD

        Enter Your Choice.
```

Select the appropriate sort option from the menu displayed, and the report will be printed. Each of the above shown report sort options prints the same report.

This report will print for only those departments that have sales values in any of the three periods.

The heading of the report is displayed below. For example purposes, the below header was derived from the 'Sorted by Customer Name' report.

Store Name							Date
Customer Sales	By Customer Name						Page 1
Name	Address	City	St	Home Phone	Cnt YTD	Pur YTD	Last Pur.

After printing the report, the following screen will be displayed:

```
C U S T O M E R   S A L E S   R E P O R T

If You Wish to Zero the Totals from this report and Start
Accumulating them again, Answer 'Y' to the question for
the Period you wish to Zero.  Otherwise, Answer 'N'.

        Zero Year-to-Date   [ ]
```

AFTER the report prints, and if it appears correct, answer 'Y' if the 'Year-to-Date' total should be zeroed. **WARNING:** After a period is zeroed, the data cannot be retrieved **UNLESS** a backup was performed just prior to the report being printed, and the period was zeroed.

Sales by Credit Card

The 'Sales by Credit Card' report is used to report sales totals for each credit/debit card type.

The 'Sales by Credit Card' report can be printed in order (data sorted) of several different options.

```
          C R E D I T   C A R D   S A L E S   R E P O R T

                1.   Sorted by Card Name
                2.   Sorted by Transaction Count
                3.   Sorted by Retail Sales $

                Enter Your Choice.
```

Select the appropriate sort option from the menu displayed, and the report will be printed.

This report will print for only those credit/debit cards that have sales values in any of the three periods.

The heading of the report is displayed below. For example purposes, the below header was derived from the 'Sorted by Dept. Code' report.

Store Name				Date
Credit Card Sales	By Card Name			Page 1
		DAILY / MONTHLY / YEARLY		
Code	Name	Count	Retail	Last Sold
----	----	----	----	----
xxxx	Department Description	0	0.00	01 May 02
		0	0.00	
		0	0.00	
xxxx	Department Description	0	0.00	01 May 02

On this report, three lines are printed for each department. The first line is for Period #1, the second line for Period #2 and the third line for Period #3.

After printing the report, the following screen will be displayed:

14.5.40

```
              D E P A R T M E N T   S A L E S   R E P O R T

        If You Wish to Zero the Totals from this report and Start
        Accumulating them again, Answer 'Y' to the question for
        the Period you wish to Zero.  Otherwise, Answer 'N'.

                      Zero Period #1   [  ]   DAILY

                      Zero Period #2   [  ]   MONTHLY

                      Zero Period #3   [  ]   YEARLY
```

AFTER the report prints, and that it appears correct, answer 'Y' to the period(s) that should be cleared. The period name is displayed to the right of the bracket to indicate which periods should be cleared at what time. **WARNING:** After a period is zeroed, the data cannot be retrieved **UNLESS** a backup was performed just prior to the report being printed, and the period was zeroed.

Stock Take Report

The 'Stock Take Report' is a item sales report, based on the item's department code. The following screen is a sample of the options available for customizing or selecting what should be included on the report.

```
                        S T O C K   T A K E

                 Make Sure Your Printer is Ready.

            Enter the Department Code to Print   [        ]

     Use Which Cost Field for Primary Value Calc  [  ]  (P,S,M,W)
     Use Which Cost Field for Primary Field Zero  [  ]  (P,S,M,W)
      Use Which Cost Field for 2ndary Field Zero  [  ]  (P,S,M,W)
     The Computer Will Use AWP if All Else Fails
                           Dept Totals Only  [  ]  (Y,N)

     Leave Dept Code Blank for All Department

     Cost Field:  P-Primary,  S-Secondary,  M-Misc,  W-AWP
```

Entering a department code will isolate the 'Stock Take Report' to report sales for only those items for the specified department. The 'Stock Take Report' also allows the user to select which fields should be used to calculate the costs (both primary and secondary) and value. If the values are not specified, or if the value of the field equates to zero, the AWP will be used in its place.

Additionally, 'Dept Totals Only' can be specified if only the totals for the specified department are desired.

14.5.41

Global Stats Report

The 'Global Stats' system keeps running totals for the Point of Sale system. The 'Global Stats Report' allows these totals to be printed.

```
Zeroed  01  Aug  02          G L O B A L   S T A T S
        @ 08:00
                 Transactions      0          Over-Ride Count       0
                  Total Sales      0.00        Over-Ride Dollars     0.00
                Taxable Sales      0.00             Void Count       0
             Rx Taxable Sales      0.00          Pay-Out Count       0
            Non-Taxable Sales      0.00            Return Count      0
             Received On Accnt     0.00         Returned Dollars     0.00
              A/R Taxable Sales    0.00          Total Discounts     0.00
              A/R Non-Tax Sales    0.00
             Sales Tax Payable     0.00
          RX Sales Tax Payable     0.00

                Cash Receipts      0.00          Check Receipts      0.00
                 Cash Returns      0.00          Cr Card Receipts    0.00
                Cash Pay-Outs      0.00          Acc Rec Receipts    0.00
                              --------------     Coupon Receipts     0.00
                   Total Cash      0.00

            Print on C-Receipt or P-Report Printer?  (C,P)
```

The above shown screen is a sample of what information is stored by the 'Global Stats' system, and that is reported on the 'Global Stats Report'. There are two print options for the 'Global Stats Report'. The report can be printed on the P.O.S. receipt printer by pressing 'C', or to the report printer by pressing 'P'.

The following is a sample of the report, printed to the receipt printer:

14.5.42

```
Store Name
Store Address
Store City, State
Store Phone

GLOBAL STATS
            Printed    01  May  02  @  08:00
        Last Zeroed    01  May  01  @  08:00

         Transactions              0
          Total Sales           0.00
        Taxable Sales           0.00
     Rx Taxable Sales           0.00
    Non-Taxable Sales           0.00
    Received on Accnt           0.00
     A/R Taxable Sales          0.00
     A/R Non-Tax Sales          0.00
     Sales Tax Payable          0.00
      Rx Sal Tax Pay'bl         0.00

       Over-Ride Count             0
     Over-Ride Dollars          0.00
   Cr Card Trans Count             0
           Void Count             0
        Pay-Out Count             0
      Returned Dollars         0.00
       Total Discounts         0.00

        Check Receipts         0.00
       Cr Card Receipts        0.00
       Acc Rec Receipts        0.00
       Coupon Receipts         0.00

         Cash Receipts         0.00
          Cash Returns         0.00
        Cash Pay-Outs          0.00
                        ----------------
            Total Cash          0.00
```

The following is a sample of the report, printed to the report printer:

14.5.43

STORE NAME   Printed 01 May 02 @ 08:00

Global Stats   Last Zeroed 01 May 02 @ 08:00

Transactions	0
Total Sales	0.00
Taxable Sales	0.00
Rx Taxable Sales	0.00
Non-Taxable Sales	0.00
Received on Accnt	0.00
A/R Taxable Sales	0.00
A/R Non-Tax Sales	0.00
Sales Tax Payable	0.00
Rx Sal Tax Pay'bl	0.00
Over-Ride Count	0
Over-Ride Dollars	0.00
Cr Card Trans Count	0
Void Count	0
Pay-Out Count	0
Returned Dollars	0.00
Total Discounts	0.00
Check Receipts	0.00
Cr Card Receipts	0.00
Acc Rec Receipts	0.00
Coupon Receipts	0.00
Cash Receipts	0.00
Cash Returns	0.00
Cash Pay-Outs	0.00

Total Cash	0.00

Global Tran/Sales Report

Similar to the 'Global Stats', the 'Global Trans/Sales' system keeps a running total, for two different periods, of the total transactions, sales values, and receipt values.

14.5.44

```
              G L O B A L   T R A N / S A L E S   S T A T S

          Last Zeroed   01  Aug  02  @  08:00

                  As Of   01  Aug  02  @  08:00
          Transactions              00
            Total Sales            0.00
         Total Receipts            0.00

                  As Of   01  Sep  02  @  08:00
          Transactions              00
            Total Sales            0.00
         Total Receipts            0.00

          Print on C-Receipt or P-Report Printer?  (C,P)
```

The report can be printed on either the receipt or report printer. The printed report shows the same information, in the same format as the screen, so no sample is shown other than the screen.

Accounts Receivable

The FSI Accounts Receivable system is an optional software package that allows for customers to make charges to an account, and be billed on a monthly cycle. For more information about the 'Accounts Receivable' system, please refer to the **Account Receivable** manual, or contact the **FSI Technical Support Helpdesk** at **801-785-7720**. To purchase this system, please contact the **FSI Sales Office, 800-333-0926**.

The FSI Accounts Receivable system is normally loaded in the Pharmacy Management System directory, and within the 'Register File Maintenance' configuration, a 'Alternate Pharmacy Directory' is used to specify the directory where the Pharmacy Management System and Accounts Receivable system's are located. This should be configured upon the Point of Sale system installation. For any questions regarding the setup and use of the Accounts Receivable system within the Pharmacy Management System, please contact the **Foundation Systems Technical Support Helpdesk**.

Accounts Payable

The FSI Accounts Payable system is a system module included with the Point of Sale system. A manual for the 'Accounts Payable' system is forthcoming.

General Ledger

The FSI General Ledger system is a system module integrated into the Point of Sale system. For more information on the 'General Ledger' system, please refer to the **General Ledger** manual.