GENERAL SECTION

General Section Contents

General

Introduction

The POS Solutions (Referred to as POS in future), Newsagency system (future reference is system) is one which will help automate the time consuming, costly and mundane tasks which face each and every newsagent. POS have developed, and are continually updating and improving the system to meet the changing needs of our customers.

The system is very flexible, and being a modular system, means that a newsagent may decide to only purchase the Customer or Returns modules, or may opt for the full Point-of-sale system with Cash Registers, Returns, Subagent and Customer modules.

This manual is broken into sections covering each of the modules used in the system. The options you selected when purchasing the system will decide which modules are included in this manual, but the "All Users" section is included regardless of the modules purchased.

Each section carries its own Table of Contents, listing the topics covered.

It is essential that you read the General section very carefully. It contains information on the terminology and conventions used, along with a listing of the common keys used in the system.

We at POS are continually striving to improve our product and service to our customers, and appreciate any comments or suggestions which will help. If you come across any ideas or problems as you use the system, please Write them down with as much information as possible to help us determine the problem or desired result, then post or fax the information to us for action.

One point which cannot be stressed often enough is:- **READ THE SCREENS**. This means don't just look at the screen, but read the information displayed. This practice will save you much heartache and stress later. We are all guilty of "looking but not seeing", so make it a practice right from the outset to **READ THE SCREENS**.

Another hint; if you are not sure what effect an action you plan to take will have, try it in the TRAINING program. This way you will not destroy information critical to your business.

Conventions

This manual uses conventions to assist you in locating and identifying information.

Document Conventions

To assist in the location and correct interpretation of information, this manual uses visual cues and a standard key combination format. These conventions are explained in the table below.

This Type	Represents
bold	Commands in bold type must be typed exactly as they appear.
italic	Placeholders that represent information you must provide. For example *date* means you must type a date in the field
ALL CAPITALS	Menu titles appear in all capitals.
SMALL CAPITALS	Function keys and special keys such as ENTER, BACKSPACE etc. will be in small caps.

Keyboard Conventions

Key combinations, names and sequences appear in the format shown below.

Notation	Meaning
KEY1+KEY2	Hold down the first key while you press the second key. For example, SHIFT+F2 means press SHIFT and hold it while pressing F2
⋏	Represents the SHIFT key. For example ⋏F2 means press and hold the SHIFT key while pressing F2.
⇦	Press the CURSOR LEFT key.
⇨	Press the CURSOR RIGHT key.
⇧	Press CURSOR UP key.
⇩	Press CURSOR DOWN key.
PGUP	Press the Page up key.
PGDN	Press the Page down key.
HOME	Press the home key.
END	Press the end key.
ENTER	Press the enter key.
KEY1,KEY2,KEY3	A comma between key names means that you press the keys in sequence. For example ALT,F2 means press and release the ALT key then press and release the F2 key

Document Layout

Each module of this manual may be broken into two parts. If so, the first part will be a "Quick Start" section, and will be highlighted by being preceded by :-

The "Quick Start" may help you get the more common tasks completed without detailed you need more detailed information, or have something "out of the ordinary" to do, you will have to refer to the detailed section.

We would recommend that even though you want to be "up and running" as soon as possible, reading of the detailed information along with experimentation in the Training system will benefit you in the long term.

Terminology

The following is a list of terms commonly used in this manual.

Term used	Meaning
Bar-code	The bar-code is made up of vertical lines of varying thickness, and in a certain order. The bar-code reader (scanner) interprets these lines the same as the number which is normally printed below the code. This number enables us to manually input the bar-code from the keyboard, which may be necessary if the scanner cannot read the code.
Category	There are two different uses of "category" within the system.
	1. Magazine Category - when a magazine is added to the system, a category is assigned to it. typical examples are 01 for restricted adult only, or 40 for woman's interest magazines. These categories are listed in the "Title Tracker".
	2. Customer Category - there are three category fields available in the customer record. These can be used for a multiple of purposes, and some will be discussed in the Customer section of the manual.
Class	This is the first 2 letters of the supplier's code. For example the class for NDD products is ND.
Cursor	A small flashing bar which shows the currently selected field and character position. When in Insert mode, the cursor changes to a blinking block.
Data	A term used for information. Customer information is data, as well as cash register transactions, magazine information, subagent information etc.
Datefield	This forms part of a record which contains a date such as the stop date for customer delivery etc.
Delete	To erase or "wipe out" information.
Disc	Can be referred to as "Floppy disc or Hard disc". These are the devices the computer uses for long term storage of data. The "Floppy" disc is a removable disc, and the "Hard" disc is internally mounted in the computer.
DOS	Disc Operating System. This is what turns the computer from a box of bits into something which we can use for our "programs". Without DOS a computer will not do anything.
Edit	To modify or change information stored or displayed.

Term used	Meaning
Family	The "Family" for magazines is 2500, for greeting cards it is 8000 etc. For a list of suggested family codes (you can add your own also), refer to the listing provided in the stock section of the manual.
Field	A field is part of a Record. A typical field would be the part of a record where the Customer's street number is stored and displayed.
Jumps to	Starts another module or part of the system which performs specific tasks.
Location	This is only applicable if you have shop locations set up in your business.
Magazine number	A computer generated index number for magazines stored in the system. There is one for the Magazine Maintenance section, and one for the Stock section.
Magazine code	A code which identifies a particular magazinepublication. This code is nominally set as the first 4 letters of the first word, and then the first 3 letters of the next word. For example the magazine code for "STAMP NEWS" would be STAMNEW. This can be generated by the system, or entered by the user.
Magazine description	This is the "long name" of a magazine such as "WOMAN'S DAY".
Menu	A list of options displayed on the screen allowing choices to be made of the option to be actioned. There are three main types of menu used in the system:-
	1. ABC Menu - This is the menus first displayed when you start the computer. Choices can be made by either typing the letter of the desired option, or using the ⇧ ⇩ keys to select the option, then ENTER.
	2. Numbered Menu - One of this type is the first menu encountered after the opening or banner screen of the system. Choices in this type of menu can be made by either typing the number in front of the desired option, or using the ⇧ ⇩ keys to select the option, then ENTER. You will notice that when you access one of the "Numbered menus", that an item is automatically highlighted. This item is the one most commonly used from that menu. You may also note that at the bottom of the screen there is a message enclosed in <>. If you type the first letter of the first word enclosed in the brackets, you will jump to the appropriate section. For example if the message displayed is <Payment customer>, and you type P, then you will jump to the Customer payment section of the system.
	3. Bar menu - This type of menu appears as a bar across the bottom of the screen. The first letter of each word on this bar is highlighted in a different colour Choices of the desired option from this menu are made by typing the highlighted letter. NOTE:: you can only access options of the menu when the cursor is at the bottom of the screen.
Numeric field	This field forms a part of a record which can only contain numeric (numbers) data. Fields such as quantity fields are numeric fields.
Match Screen	A "pop-up" list allowing you to "match" (pick from a list) the required information. Match screens can be used for customer names, magazine return types, magazine titles etc.

Term used	Meaning
Pop-up	This is a "window" (area on the screen) which will appear (pop-up) when certain options are chosen. Match screens are normally pop-ups. The calculator which is available anywhere in the system (activated by F9) is a pop-up.
Record	This is a collection of fields containing information about a common subject. for instance a Customer record will be made up of fields containing information about a customer. Each record is an individual. For example every customer will have their own record, as will every magazine
Screen	A "screen" is the information which is displayed at any one time on the computer monitor.
Selected	A record, field or menu item which is highlighted by a different colour or has the cursor flashing in it is termed as "Selected" (or highlighted).
Stock code	A computer generated code used to identify stock items such as books, magazines, pens etc. within the system. The stock code is made up of 8 characters. For example 25GG2062. In this case, the first 2 letters are the first 2 of the "Family" (described earlier), the next 2 letters are the stock "Class" (described earlier), and the last 4 are a unique system generated code.
Toggle	This can be likened to a switch, select it once to turn it on, select it again to turn it off.
Transaction	An event which has occurred such as a payment, cash register sale, a statement being issued etc.
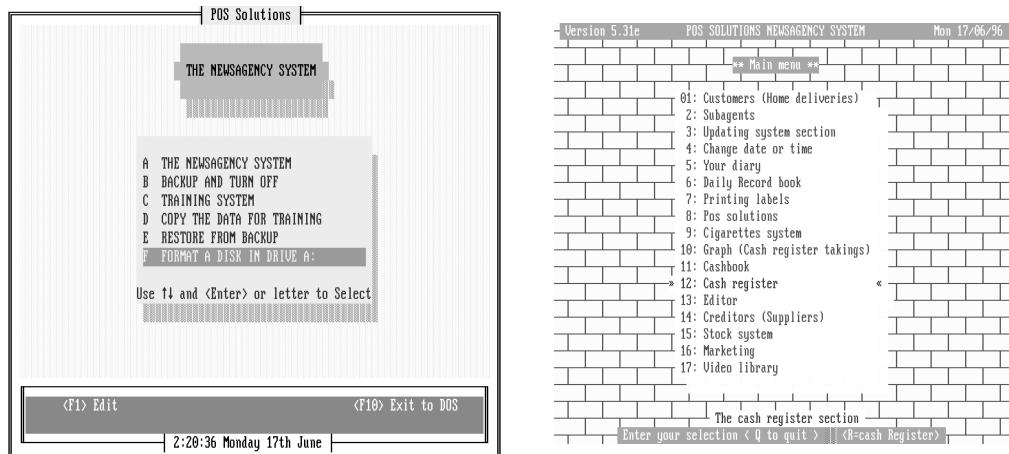
ABC Menu

Numbered Menu

Bar Menu

Commonly used keys

The following Key combinations have common uses in many parts of the system, and may not be shown in a list of keys for that module. This does not mean that they are not available for use, so if you need the functionality provided by the key(s), try them, chances are that they will work.

Key(s)	Function Performed
⚐F1	Immediately starts the screen saver (if enabled). this is handy if you have some information displayed on the screen, and you want to leave the computer for a short while. Starting the screen saver will blank the screen, preventing anyone from seeing the information.
F9	Starts the "Pop-up" calculator which does not affect anything else you may be doing. This can be handy for calculating percentages etc. The calculations available are listed later in this section under Calculator.
F10	Starts a pop-up calendar whenever F10 is pressed and you are in a date field This calendar allows you to move backward or forward, and select the desired date to be entered in the current date field. The keys used are listed later in this section under Calculator.
HOME	Jumps to the start of a list such as the top of a round, or the most recent transaction or, if the cursor is in a field which can be edited, it will move the cursor to the first character of the field.
END	Jumps to the end of a list, or, if the cursor is in a field which can be edited, it will move the cursor to the last existing character of the field.
CTRL+END	Blanks the field from the cursor position to the end of the field
CTRL+HOME	Restores previously stored contents of the field the cursor is in, UNTIL you move the cursor out of the field, in which case the information is lost.
Z	Will erase any information in the currently selected numeric or date field (if field is editable).
ESC	Used to abort an operation, to move from one menu back to the previous one, to clear the monitor screen and display a bar menu and other uses you will discover as you use the system.
⇦ ⇨	Left & Right arrow keys will move the cursor anywhere within a field but normally not into another field (there are one or two exceptions)..
⇧ ⇩	Up & Down arrow keys will move the cursor from one field to another.
PGUP	Moves the cursor to the first editable field if modifying or inserting information. In the case of a screen listing, it will cause the previous screenful of information to be displayed.
PGDN	Moves the cursor to the last editable field (usually the "Details correct Y/N" field). In the case of a screen listing, it will cause the next screenful f information to be displayed.
INSERT	Acts as a toggle to turn insert mode on/off. When in insert mode, any typed text will be inserted in the current cursor position. The opposite mode is overwrite, where text at the cursor position will be overwritten. NOTE:: the cursor changes to a blinking block when in insert mode.
DELETE	Deletes any character in the current cursor position. All characters after the position will be moved one character position to the left.

Term used	Meaning
⬅BACKSPACE	This key deletes any character to the left of the cursor position. It also moves the remaining text (from the cursor onward), one place to the left.

Selecting/Finding Customers

1. Several methods of searching for the desired customer are available, (NOTE:: all the search information is typed in the surname code field

   - Type some or all of the customer's surname code, and ENTER, then select from the match screen using ⇧ and ⇩ then ENTER. (e.g. ANDE will display customers starting with ANDE).

   - Type the customer account number and ⇧. The customer is immediately selected. (e.g. 1234 will find cust. with acc. no. 1234).

   - Type the house number and some of the street name, then ⇩ and select from the match screen of addresses displayed using ⇧ and ⇩ then ENTER. (e.g. 29 SI will display a match screen of addresses starting with 29 and street names starting with SI).

   - If you are looking for an address which does not include a house number (e.g. JOHN PLACE, enter part of the street name (e.g. JOH) and press ⇩. The first street name occurrence starting with JOH (or the nearest name to it) will be displayed in a match screen. Select the desired customer, or ESC and use a different search method.

   - Type the Street and Number (e.g. HIGH25) and ↖⇩ and a match screen will appear. Select as above.

2. Navigate through the fields with the ⇧ and ⇩, then enter the corrected information.

3. When a screen is completed, use the PGDN keys to jump to the "Details correct " etc.

   - Press F2 for search mode and proceed using one of the methods listed here:-

       a. Search by any part of address:-

       - Type the search key e.g. HIGH. Press ENTER, and the system will search for any occurrence of HIGH in the Name or Address fields and list them to the screen.

       - Use PGUP / PGDN or ⇩ / ⇧ or HOME / END to scroll through the list on the screen until you find the desired customer, then ENTER to select the customer.

       b. Search by similar sounds in the name

       - Press F2 to change to "Search name by sound".

       - Type the "sounds like" e.g. DOD. The system will search and may find names such as DODD, DADE, DOT, ATWOOD (the OD sound) etc.

       - Use PGUP / PGDN or ⇩ / ⇧ or HOME / END to scroll through the list on the screen until you find the desired customer, then ENTER to select the customer.

Report Utility

This utility is normally invoked when you ask the system to generate a report. The report will be displayed on the screen, and allows viewing and searching of the report, saving of the report for later access, printing to the attached page printer or discarding of the report.

When a report is generated, a screen similar to that shown below will be generated (containing information relevant to the report requested).

```
                     P A P E R   M A I N T E N A N C E
┌[Report]─────────────────────────────────────────────────────────────┐
│DATE - 17/06/96        POS SOLUTIONS NEWSAGENCY SYSTEM                 │
│TIME - 17:12:08          ** Paper Report **                PAGE -   1  │
│                                                 Price $               │
│Code       Title           Dist RND Delvy Sun Mon Tues  Wed Thur  Fri  │
│======================================================================│
│$1 VHIRE $1 VIDEO HIRE     ADM A    N   100 100  100  100  100  100    │
│$2 VHIRE $2 VIDEO HIRE          A    N   200 200  200  200  200  200    │
│$4 VHIRE $4 VIDEO HIRE          S    N   400 400  400  400  400  400    │
│ADV        ADVERTISER      ADV A    N     0  70   70   70   70   70    │
│AGE        AGE             FFX A    N   100  70   70   70   70   70    │
│AU         AUSTRALIAN OFFER ADV A    N     0   0    0    0    0    0    │
│AUS        AUSTRALIAN      ADV A    N     0  80   80   80   80   80    │
│COUR       COURIER MAIL    ADV A    N   220   0    0    0    0    0    │
│FINREVI    FINANCIAL REVIEW FFX A    N     0 120  120  120  120  120    │
│FLINDERS FLINDERS NEWS     WHY A    N     0   0   40    0    0    0    │
│GLOBE      SPORTING GLOBE  ADV A    N     0   0  370    0    0    0    │
│INT. EXP INT. XPRESS FOR TILL ADM S  N   230 230  230  230  230  230    │
│MIRROR     TELEGRAPH MIRROR ADV A   N   110  90   90   90   90   90    │
│PORLINC  PT. LINCOLN TIMES WHY A    N     0   0   80    0    0    0    │
│RECORDER THE RECORDER      WHY A    N     0   0   80    0   80    0    │
└[P=Print  C=Copy  find F=First A=Again  PgUp/Home/End  R=Ruler   Q=Quit]┘

 │Add│Change│Delete│Enquiry│Print│Total│cUstomer│eStimate│Quit│   Select P
```

At the bottom of the report screen is a listing of commands available. The following table gives an explanation of these commands:-

Command	Function Performed
P rint	Prints the displayed report to paper
C opy	Displays a pop-up window asking for details to allow saving of the report for later perusal.
F ind	When selected displays a pop-up asking for the text to be searched for. This can be a whole word or part of a word.
A gain	Repeats the search for the next occurrence of the text to be searched for.
PGUP	Moves one screen page up through the report.
PGDN	Moves one screen page down through the report.
HOME	Moves to the first page of the report.
END	Moves to the last page of the report.
R uler	Displays a ruler to show the position of fields in the report.
Q uit	Quits from the report utility without saving or printing of the report. Using this will lose the report, and if you want to display the information again, you will have to re-run the report.

Calculator

F9	Starts the "Pop-up" calculator which does not affect anything else you may be doing. This can be handy for calculating percentages etc. The following calculations are available:-

Mathematical	Trigonometric	Logarithmic
+ addition	Sin ()	Log () - Logarithmic
- subtraction	Cos ()	Exp () - Exponent
* Multiplication	Tan ()	^ Exponential
/ Division	PI	
Int () Integer		
SQRT () Sq. root		

Calendar

F10   Starts a pop-up calendar whenever F10 is pressed and you are in a date field This calendar allows you to move backward or forward, and select the desired date to be entered in the current date field. The following keys are used:-

END	Moves to the next Saturday, and to the Saturdays following when pressed more than once
1-9	Will move forward the number of weeks selected.
Z	Zeros (clears the currently selected date field
M	Moves to Monday
T	Moves to Tuesday
W	Moves to Wednesday
H	Moves to Thursday
F	Moves to Friday
HOME	Moves to Today's date
TAB	Moves to NEXT Saturday.
⇧ TAB	Moves to PREVIOUS Saturday.
PGUP	Moves back a month.
PGDN	Moves forward a month.

Index

ALL USERS

All Users

All users

This section of the manual is common to all users, regardless of which options were purchased.

Not all options discussed in this section are necessary applicable, however for convenience it is preferable that they be discussed here.

"ABC" Menu

This is the menu which appears when you first start the computer. It is from this menu that you choose which system to use (Working or Training).

The menu is "User configurable", meaning that you can add, delete or modify options. However, unless you are "computer literate" or are being led by someone from POS, we would not suggest that you attempt to modify the menu, as your modification may prevent you from accessing the POS system etc.

Options are selected by either typing the letter at the start of each option, or by using ⇧ ⇩ to move to the desired choice and ENTER.

Menu options

The following options (A - G) are the defaults.

The Newsagency system (A)

When this option is selected, the "working" system will be started.

Backup & turn off (B)

If this option is selected, it will compress all the system data files into one file, then using the DOS backup command, will "backup" the file to floppy disc(s) which are inserted in the A: drive (or, depending on your system setup, you may backup to tape or removable hard disc etc.).

As the amount data stored in the system increases, so the number of discs needed to perform a backup will increase. When the backup commences, you will be prompted that "all files in the root directory of the target drive (in this case A:) will be erased". This means that any information on the floppy disc will be erased by the new data being stored.

For the computer to be able to store the information on disc, the disc must have been "formatted" (most discs purchased these days are "pre-formatted"). When you purchase discs for data backup, and they are not formatted, it is a good idea to do so as soon as you purchase them. This will prevent you having to exit the backup process to format a disc later (or the backup process taking longer because the disc has to be formatted first). Formatting of a disc simply configures the disc to enable the computer to know where the information is stored.

Backup frequency & method

Your data should be backed up every day. Normally this is done at the close of business. One recommended method of storing backups is that you use two sets of daily backup discs (i.e. two sets of discs for each day of the week), and these discs are reused each week. One set of backup discs can be left at work in a safe or some other secure area, and the other set should be stored somewhere else such as at home. By using this method, the "worst case scenario" is that you could lose one day's data if a problem occurs such as hard disc failure, fire, flood or burglary etc. **REMEMBER::** your data is the lifeblood of your business, lose it and you could lose thousands of dollars because of customer debts etc.

Use of two sets of backup discs is not extravagant, as discs can & will fail. If you want to use two sets of discs, get POS to write another menu option for the storing of data on the second set of discs. Even though you are backing up to disc or tape etc., the system also creates a backup on your hard disc.

Training system (C)

Selecting this option will start the POS training system. Any changes or mistakes you make using this system will not affect your real data. **This is an ideal method of trying something you are not sure of before doing it in the working system.**

Copy the data for training (D)

Use this option to copy your "real" data to the training system before starting the training system. That way you will be using the latest data for your experiments. Copying the data has no effect on the real data.

Restore from backup (E)

This option enables you to restore data from a set of backup discs (or tape etc.) to either the working or training systems. Be very sure that you know what you are doing, and **READ** any screens before proceeding to the next step. If you "accidentally" restore data to the working system, it will overwrite your existing data, and that data is not recoverable.

Format a disc in drive A: (F)

This option prepares a disc so that the computer can store data on it. Be aware that any data currently stored on the disc will be destroyed if you format it.

This option is normally only used to prepare new "unformatted" discs for data storage.

Install new updates (G)

This option is used to install new program updates. Do not use this option unless advised by POS.

Modifying the ABC menu

The menu is very flexible, and is a DOS based menu. Each option can either execute a DOS command, or call a sub-menu (all default options are DOS commands).

To modify (add, delete or change) a menu option, press F1 (edit). A list of options will appear at the bottom of the screen. To select one of these options, simply type the first letter of the option then follow the prompts. Remember, be careful, change the wrong thing and you may not be able to get back into the option desired.

Exiting to DOS

To exit to the DOS prompt (C:\>), press F10 from anywhere within the ABC menu. This will exit the menu system. To restart the ABC menu, type M and ENTER.

Helpful Hints

Here are some helpful hints which you may use as you walk your way through the system.

"Remembering" last actions

- The system will "remember" the following items while you are in the associated section of the system. For example, while you are in the section of the system that deals with customers, the system will "remember" the last customer name/account accessed.

    The last Customer Name/account number accessed.

    The last Subagent account accessed.

    The last Creditor account accessed.

    The last Magazine code accessed.

    The last Stock code accessed.

Selecting/Finding Customers

1. Several methods of searching for the desired customer are available, (NOTE:: all the search information is typed in the surname code field):-

    - Type some or all of the customer's surname code, and ENTER, then select from the match screen using ⇧ and ⇩ then ENTER. (e.g. ANDE will display customers starting with ANDE).

    - Type the customer account number and ⇧. The customer is immediately selected. (e.g. 1234 will find cust. with acc. no. 1234).

    - Type the house number and some of the street name, then ⇩ and select from the match screen of addresses displayed using ⇧ and ⇩ then ENTER. (e.g. 29 SI will display a match screen of addresses starting with 29 and street names starting with SI).

    - If you are looking for an address which does not include a house number (e.g. JOHN PLACE, enter part of the street name (e.g. JOH) and press ⇩. The first street name occurrence starting with JOH (or the nearest name to it) will be displayed in a match screen. Select the desired customer, or ESC and use a different search method.

    - Type the Street and Number (e.g. HIGH25) and ⤒⇩ and a match screen will appear. Select as above.

2. Navigate through the fields with the ⇧ and ⇩, then enter the corrected information.

3. When a screen is completed, use the PGDN keys to jump to the "Details correct " etc.

    - Press F2 for search mode and proceed using one of the methods listed here:-

        a. **Search by any part of address:-**

        - Type the search key e.g. HIGH. Press ENTER, and the system will search for any occurrence of HIGH in the Name or Address fields and list them to the screen.

        - Use PGUP / PGDN or ⇩ / ⇧ or HOME / END to scroll through the list on the screen until you find the desired customer, then ENTER to select the customer.

        b. **Search by similar sounds in the name**

        - Press F2 to change to "Search name by sound".

        - Type the "sounds like" e.g. DOD. The system will search, and may find names such as DODD, DADE, DOT, ATWOOD (the OD sound) etc.

- Use PGUP / PGDN or ⇩ / ⇧ or HOME / END to scroll through the list on the screen until you find the desired customer, then ENTER to select the customer.

Starting the system

The Newsagency and Training systems are identical except for the screen colors which have been set differently in the training system to ensure that you know which system you are using. Because of this, all the following references will be made to the "System", meaning that it can be either the training or working system.

1. Select the desired option from the ABC menu by either typing the appropriate letter, or selecting the option with cursor keys and ENTER.

2. A banner screen will appear, with a prompt at the bottom to enter the password. If you have not set passwords (see updating systems), ENTER.

3. If you have not set the option to have your diary automatically appear on startup (see updating systems), the confirm Date screen will appear showing the current system date and time.

4. If the date and time are correct, ENTER (changing date & time explained later).

5. The system Main menu appears.

Main menu

All users

fig. 1

```
 Version 5.31e        POS SOLUTIONS NEWSAGENCY SYSTEM           Mon 17/06/96

                              ** Main menu **

                    01: Customers (Home deliveries)
                     2: Subagents
                     3: Updating system section
                     4: Change date or time
                     5: Your diary
                     6: Daily Record book
                     7: Printing labels
                     8: Pos solutions
                     9: Cigarettes system
                    10: Graph (Cash register takings)
                    11: Cashbook
                 »  12: Cash register              «
                    13: Editor
                    14: Creditors (Suppliers)
                    15: Stock system
                    16: Marketing
                    17: Video library


                      The cash register section
              Enter your selection < Q to quit >   <R=cash Register>
```

The menu options and the manual section where they are explained are listed in the following table. Please note that some options will also be referred to in other sections.

Menu option	Manual section
Customers <home deliveries>	Customer
Subagents	Subagents
Updating system section	All Users
Change date or time	All Users
Your diary	All Users
Record book	Customers
Printing labels	Customer
POS solutions	All Users
Cigarette system	Stock
Graph <Cash register>	Register
Cash Book	Cash Book
Editor	Customer
Creditors	Stock
Stock system	Stock
Video library	Video

All users Table 1

Change date or time

This option is activated either by answering N to the prompt when first entering the system, or by selecting option 4 from the main menu. This allows you to correct the date or time for the system. The date & time are used for all transactions within the system, and included are such things as receipt printing, statement issue and ending of the week and month (explained later). As a result, if the date and time are not correct, then all your information stored which includes date/time will be incorrect.

1. Answer N to "Details correct".

2. Overtype date(if required) ENTER. If you do not want to change the date, ENTER.

3. Overtype time(if required) ENTER. If you do not want to change the time, ENTER.

4. Overtype processing(if required) ENTER. If you do not want to change the processing date, ENTER.

5. If all are correct, ENTER, and the new date/time will take effect. If you made a mistake, answer N ENTER and you will be taken to the fields again.

6. To go quickly to Details correct prompt, press PGDN.

    When you get to the "Details Correct" prompt, you will see Y/N/Telstra. If you ENTER T for Telstra, you will be prompted to turn your modem on, and select the city for the time service. If you use this option, then the time on your system will be set very accurately, but you must have a modem connected to the computer and a telephone line.

Your diary

The diary option is used to record appointments, important dates etc. The system can be configured so that the diary is activated immediately after the opening banner is presented. In this case, and "Enquiry" pop-up appears asking for the date to query (default is set at current date). This can be beneficial in bringing to your notice important dates previously set in the diary. If you want to look at today's messages, ENTER twice. The messages are then available for reading. Scan through the messages (if there are more than one) using the HOME and PGDN keys. Two messages are available for reading at once.

Messages cannot be added or deleted when the diary appears at start up, it is only for reading messages.

The diary can also be activated by selecting option 5 from the main menu. In this case, messages can be added, deleted or altered. The bar menu displays the options available. Also listed are keys which can be used to navigate through the diary. The following table lists these keys and their purpose.

Key	Action performed
PGUP	Moves up one screen page (if sufficient messages).
PGDN	Moves down one screen page (if sufficient messages).
HOME	Moves to top of list of messages.
END	Moves to bottom of list.
⇧ ⇩	Move up / down one item at a time.
F4	Attaches a flashing "Urgent" message to the selected entry.

All users Table 2

The following table lists the function of the bar menu choices.

Option	Actions
Add	Opens a window asking for the message date, initials of the person for, initials from, date entered, description (Title for the message) and five lines of text. When you have filled in the necessary information, PGDN to go to "Details correct" prompt.
Change	Allows you to change information in the selected message. All items can be changed. When finished. PGDN and press Y.
Delete	Deletes the selected message.
Enquiry	A Pop-up asks for date and initials to enquire for. Once the message is selected, all other keys listed apply.
Repetitive	If selected, will ask for the number of times to repeat the message, and whether it is to be repeated Daily, Weekly, Fortnightly etc. NOTE:: If you do not understand what the initials D/W/F/4/M stand for, press a letter not listed (e.g. X), and a match screen appears with long names for the letters.
Quit	Select this when you have finished in the diary, and you will exit to the main menu.

POS solutions

Displays a banner screen with the name, address, telephone and fax numbers for the POS Solutions offices.

Updating system section

```
┌ Version 5.31e      POS SOLUTIONS NEWSAGENCY SYSTEM      Mon 17/06/96 ┐
                        ** Updating system section **
─» 01: Color                        «───   18: Environment setup
── 02: Paper                         ───   19: Held publication list
──  3: Magazine                            20: Online Section
──  4: Staff                               21: System tracking
──  5: Newsagency                          22: Export section
──  6: Passwords                           23: Version control list
──  7: Repair data                         24: Publication requirements
──  8: Tattslotto
──  9: Options
── 10: Public holidays
── 11: Short codes
── 12: -
── 13: Departments
── 14: Total outstanding
── 15: Keno
── 16: Monthly magazine schedule
── 17: Putaways list

                     Select the colors used in the system
                    Enter your selection <ESC to quit>    <R=cash Register>
```

All users fig 2

Colour

This option allows you to change the colours used throughout the system. The table below shows the attributes that can be changed.

Item	Where used
Text	This is Normal text used throughout the system.
Non Edit	This is the colour in a field which cannot be edited.
Error text	The colour of the text when an error message occurs.
Active	The colour of the currently selected item/field.
Entry	Colour of the field ready to accept data entry.
Title	The colour of the text used in the titles for the screens.
Window	Colour of the pop-up window.
Window text	Colour of the text in the pop-up window.
Credit/business	Colour used to highlight the fact that a customer is a business, or that the credit option (Customer or Subagent) has been selected.
Bottom commands	Colours used for Bar menus.
Border	Colour of border lines around screens.
Menu background	Colour of background used in menus.

The following keys are used in the Colour selection option. Please note that the current colour selection for an item is covered with a block with a blinking cursor in the bottom.

Key	Function performed
F2	Change the item to be altered. This key will move the selection bar down through the list shown on the previous page, to select the item you wish to alter the colour of.
F5	Save & exit. After you have made changes, press f5 to save the changes and exit to the system menu.
F8	Restore initial settings. Will restore the settings back to those set by POS. This can be useful if you make a mistake (such as making a choice invisible.
⇦ ⇨ ⇧ ⇩	Use the cursor keys to move the cursor through the colour table , and observe the change made on the sample.
ESC	Cancel any changes made (and not saved) by exiting from the colour option. ESC will return you to the system menu.

Paper

This section is used to add or change information on newspapers used for deliveries and sale within the Newsagency and subagents.

The information stored in this section determines the charges, delivery days and times, whether a delivery fee should be charged , price etc. More detail will be discussed in the following description.

When the option is selected, the following screen will appear

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

                     ** Change a paper **
                        Code ADV
                      Master ▓▓▓▓▓▓▓▓  (Delivery Code)
                       Title ADVERTISER
                        Dist ADV
           Normally deliveried AM, PM, Keep or Shop A
                    Charge delivery fee (Y/N) Y
                  Subagents commission scale 0
     Direct delivery to subagents by publishers (Y/N) N
             Automatically adjust supply (Y/N) N
                     Interstate paper (Y/N) N
                        Sun  Mon  Tue  Wed  Thu  Fri  Sat
                  Sent  N    Y    Y    Y    Y    Y    Y
          Price (cents) 0    70   70   70   70   70   100
   From Date  /  /    New price 0   70   70   70   70   70   100
     Subagent freight charge 0   0    0    0    0    0    0



            Details Correct ? (N/Y/Esc) N
      │Add│ Change│ Delete│ Enquiry│ Print│ Total│ eStimate│ Link│ Quit│   Select C
```

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The following table lists the fields of the Paper maintenance screen, and the information stored in these fields.

Field Name	Description
Code	A short code used to represent the newspaper. for example the Age from Mon. to Fri. might have the code AGEMOFR. This code is determined by the user, and may follow similar rules to the magazine code discussed in the General section of the manual.
Master	This is what the paper is called, for example SUN. There may be a special SUN issue which is cheaper, and be called a SUNSPEC, but the person delivering doesn't need to know, so SUN appears on the round sheets.
Title	The long description of the newspaper. For example AGE MON TO FRI.
Dist	Distributor for the newspaper (e.g. AGE). A match screen will appear.
Normally delivered	A= am; P= pm; S= Shop. This is when the round is normally run.
Charge delivery fee (Y/N)	Sets the default of whether a delivery fee is to be charged.
Subagents commission scale	This is set in the Updating Systems section under Subagent Options Updating Systems section under Subagent Options.
Direct delivery to subagents by publishers (Y/N)	This allows for the subagents to have papers delivered direct, while the newsagent still charges for them.
Automatically adjust supply (Y/N)	If Y is entered, the supply to the subagent will be determined by the average of papers returned.
Interstate Paper Y/N	Set to Y if the Paper is from Interstate.
Sent Sun Mon Tue Wed Thu etc.	Enter Y in the boxes for the days that the paper is delivered.
Price (cents)	Enter the price for the paper one each day (in cents).
From date	A price change can be set in advance by entering the date the change is to take place, and the new prices to be charged (in cents).
Subagent Freight Charge	Enter the Charge to be added for subagent delivery.
Details correct (Y/N)	Answer Y if information is correct, or N if incorrect.

The following table lists the bar menu options available. These options are then explained in the paragraphs following the table.

Menu choice	Action overview
Add	Add a new newspaper title.
Change	Alter existing newspaper data.
Delete	Delete a newspaper record.
Enquiry	Displays the record for a newspaper, but does not allow editing.
Print	Prints a report of outstanding amounts owed (Total) by both Customers and Subagents for the current week, and all previous weeks.
Total	Calculates totals required for a range of choices such as papers, magazines etc. displayed in a pop-up window.
e**S**timate	Allows estimation of number of papers required.
Link	Allows you to link the paper to a stock item for printing of Putaway stickers etc for customers, and scan the paper barcodes or use preset keys at the Cash Register for accurate sales figures. These barcodes can also be used to invoice in the paper as a normal stock item using the barcode.
Quit	Quits from this option back to Updating system menu.

Add new paper

1. Type **A** to add a newspaper.

2. Type the code for the paper (as discussed previously). If the code is already in use, a message will appear informing you.

3. Enter the distributor (a match screen will appear).

4. Enter **A**, **P** or **S** for when the paper is delivered.

5. If delivery is to be charged, enter **Y**.

6. Select the subagent's commission scale.

7. Enter **Y** if direct delivery from distributor to subagent occurs. NOTE:: if this occurs, the papers will not be printed on the subagent's tickets (see section on subagents).

8. Select whether automatic supply adjustment is to be made. This is calculated by an average of papers returned.

9. Enter **Y** for the days the paper is delivered/sold.

10. Enter the price (in cents) for the paper for each day.

11. Enter the advance price change information if required.

12. PGDN and press **Y** if details correct. you will be presented with the screen shown on the following page to enable linking to a stock item.
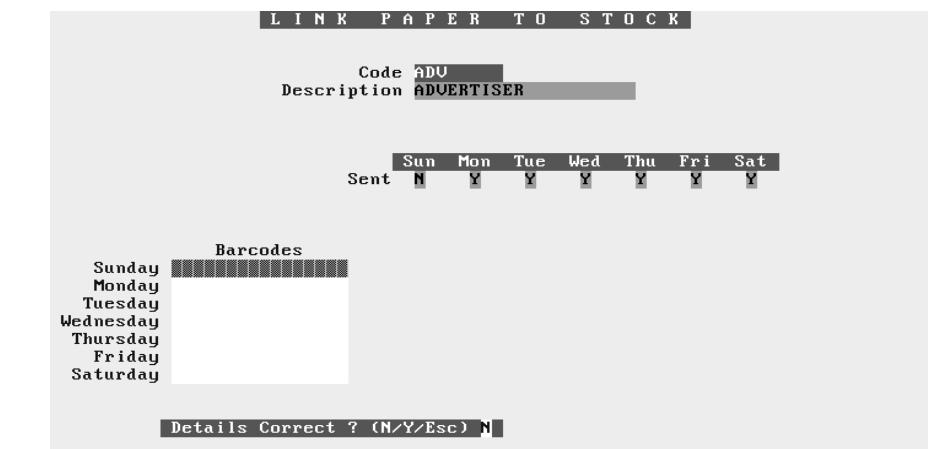
All Users fig 4

13. Enter the barcodes in the appropriate positions, then PGDN and Y if correct. The Stock item information will be displayed to verify that this is the correct item. Select Y if it is.

Changing paper details

To change information on a newspaper (such as a new price, or days of delivery).

1. Enter **C** for change.

2. Type the code for the paper. A match screen appears to confirm your choice.

3. Change the required details (same as adding a paper) by moving the cursor to the field(s) to be changed and altering or adding information.

4. PGDN and enter **Y** if details corrects. This will save the altered information, and prompt for link information (Barcode etc.) for the Stock Item..

Deleting Newspaper

If information on a newspaper is no longer required (e.g. the paper ceases publication etc.), then that paper can be deleted from the system.

1. Enter **D** for delete.

2. Type the code for the paper. A match screen appears to confirm your choice.

3. Enter **Y** if the Details are correct, and the paper will be deleted, along with all references to it.

Paper Enquiry

1. Enter **E** for enquiry.

2. Type the code for the paper. A match screen appears to confirm your choice.

3. The information on the newspaper is displayed, but cannot be changed.

Print

1. This will use the "Report Utility" to display a report of all Total amounts owed by both Customers and Subagents since the system started.

2. To use the report Utility, follow the instructions in the **General Section** of the Manual.

Total

This is used to print a form to give a supplier current requirements.

1. Enter **T** for Total.

2. A screen appears titled "Estimating Future Requirements", and you enter the date for the week to be calculated in a pop-up.

3. The date last calculated on, and the date calculated to are shown. PGDN and Y and the system will clear the existing information, and calculate publication requirements for both Subagents and Customers.

4. A new screen appears prompting for:-

    a)   Supplier's Code (e.g. NDD).

    b)   Display on **S**creen or **P**rinter.

    c)   Publication Required **P**=Papers **W**=Weekly **A**=All.

    Select the appropriate response, and your requirements estimate will be displayed or printed (depending on prior choice). Sample screen displays are shown below.

```
 W E E K L Y    P U B L I C A T I O N    R E Q U I R E M E N T S
                          Qty                                    Qty

 4X4 TRADER                2      AMATEUR RADIO ACTION             2
 APC AUST PERS COMP        1      AUSTRALIAN DEFENDER             1
 AUST HOUSE & GARDEN       2      AUST MOTORCYCLE                 1
 AUST OUTLAW               6      AUST PC USER                    2
 AUST RALLYSPORT           1      AUSTRALIAN STITCHES             1
 AUST WOMANS WEEKLY       83      AUTO ACTION                     2
 AWW HANDMADE              5      BEST HOLDENS                    2
 BRITISH SOCCER WEEK       6      BUDGET BUILDUPS                 3
 CARDINAL                  1      CARAVAN WORLD                   1
 CBACTION                  3      CLEO                           29
 COLOSSUS XWORDS           4      AMSTRAD COMPUTING               1
 COSMOPOLITAN             25      DEALS ON WHEELS                 2
 DEATH BY DESIRE           1      DIRT & TRACK                    1
 DOLLY                    28      FANTASY VALUE                   1
 FOOTBALL PLUS             7      FORD MANIA                      3
 GOLD GEM & TREASURES      1      GOURMET TRAVELLER               2
 GREYHOUND WEEKLY          1      HOT 4S BUILD UPS                2
 HQ                        3      INSIDE EDGE                     1

                ** Press any key to continue **
```

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```
 W E E K L Y    P U B L I C A T I O N    R E Q U I R E M E N T S
                  Mon    Tue    Wed    Thu    Fri    Sat    Sun
                 20/05  21/05  22/05  23/05  24/05  25/05  26/05

 ADVERTISER       354    345    349    349    358    441   *****
 AUSTRALIAN OFFER   5      5      5      5      5      6    *****
 AUSTRALIAN        12     11     11      8      9     48    *****
 COURIER MAIL     *****  *****  *****  *****  *****  *****    2
 SUNDAY MAIL      *****  *****  *****  *****  *****  *****   874
 HERALD SUN       *****    2    *****  *****  *****  *****  *****
 ADV SUNDAY OFFER *****  *****  *****  *****  *****  *****    1

                ** Press any key to continue **
```

Estimate paper quantities

This option allows estimation of newspaper quantities required based on Customer, Subagent and Shop sales..

Quit

When **Q** is entered, you will be returned to the Updating system menu.

Magazine

This gives access to the Magazine Maintenance option. A stock item alone cannot be allocated to customers and subagents. The system needs extra information to allow for keeps (putaways) and delivery. The stock system item (magazine) (see magazine section) must be linked to the magazine in the magazine file. Linking will be explained in the following text, and also further in the Magazine section.

The following table lists the fields and their meaning/contents.

```
 M A G A Z I N E     M A I N T E N A N C E
                    ** Change a Magazine **
       Mag No 256        Code WOMDAY
                        Title WOMANS DAY
                     Supplier NET (Distributor)
        Return (Top/Cover/Full) F

   Daily Weekly Fortnight 4 Weeks Monthly Quarter Other W
      Deliveried on Su Mo Tu We th Fr sa N=when available M
                  Round deliveried on A=AM P=PM S=Shop A

                        Price $ 2.5
           Date price change From 22/12/95  To   /  /
                    New Price $ 2.5                    [Committed=138]
                                                        Customer  13
         Subagents commission scale 1                  Subagents 125
   Automatically adjust supply (Y/N) Y

                     Barcode 9313006000013
            Linked (6) 25NE2056 - WOMANS DAY
                  Details Correct ? (N/Y/Esc)  N

                       F8 - Unlink stock
   Add Change Delete Enquiry Print Search Replace eXport Bulk Quit   Select C
                        All users fig 6
```

Field	Meaning/Contents
Mag No	This is a number generated by the computer, and appears in both the magazine maintenance & stock maintenance screens (where a Link occurs), and can be used for quick access to a magazine.
Code	This is the Magazine Code (Remember, normally the first 4 characters of word 1 of the title, then the first 3 of the next word). for example WOMADAY stands for Woman's Day magazine.
Title	The full (or nearly full) magazine title
Supplier	Distributor e.g. NDD
Return (Top/Cover/Full)	The return style required by the distributor.
Daily, Weekly etc.	The frequency of issue of the magazine. Use the highlighted letter.

Field	Meaning / Contents
Delivered on Su etc.	The day the magazine is normally delivered (for weekly mags), or enter N for when available (when the mag. comes in from the supplier).
Round delivered on etc.	This denotes the round the magazine is normally delivered, such as AM PM or Shop or Keep.
Price	The retail price for the publication.
Date price change from etc.	This enables entry of a price change on a specific date. This is automatically updated when the price is changed on invoicing of magazines (see Stock Section).
New price	This is the price to be charged from the "price change" dates.
Subagents commission etc.	Enables the selection of a number representing the subagents commission scale. This is set in the SUBAGENTS section.
Automatically adjust etc.	If this is set to **Y**, the subagents orders are adjusted by the number of returns for the magazine.
Stop Putaway Labels for subs	If set to Y then Putaway Labels for Subagents will not be printed.
Barcode	Scan the magazine's barcode here. This allows the magazine to be recognised by the system, even if POS labels are not on the publication.
Details correct etc.	Answer **Y** if correct, **N** to alter, or ESC to exit.

The "Committed" information displays how many of the magazine are ordered by Customers and Subagents.

The bar menu options are discussed below.

Add magazine

This option adds a new magazine to the magazine file, BUT NOT TO THE STOCK FILE

2. Enter A for Add magazine.

3. Enter the desired information in the appropriate fields (as listed in the table above). When the suppliers code is entered, a match list will be displayed.

4. The customer when available setting is most important for the way the magazine is distributed.

- Weekly magazines are set to **N** so a day can be given for their delivery.

- Non-weekly magazines delivered in the morning *OR* for keeps should be set to **A**.

- Non-weekly magazines delivered in the afternoon *OR* for keeps are set to **P**.

- Magazines just for keeps are set to **S** for the Shop round.

    NOTE:: If customer when available is NOT SET to **N**, when the code is entered in customer papers, the day of the delivery will not be relevant. The cursor will move to the "When on hand" column to allocate the magazine when it is invoiced and put on the schedule.

5. If all details are correct, enter **Y** in the Details correct, otherwise enter **N** to correct, or ESC to exit without saving changes/additions.

Linking a magazine from the Magazine maintenance option

When **Y** is entered at the "details correct" prompt, a pop-up appears asking if you wish to "Add a corresponding stock item?" This is asking if you want to link the magazine file entry to a corresponding stock entry for the magazine.

The following steps apply when linking a new magazine.

1. Answer **Y** to "Add a corresponding Stock Item?".

2. If known, enter the supplier code (e.g. 1234). If the stock item is already linked to a magazine, a message appears asking if you wish to over ride the link and replace the magazine with a new one. If the stock item is not already linked to a magazine, a pop-up appears with information about the stock item, enabling you to verify that it is the correct stock item. If it is not the correct item, then you are able to edit the fields as necessary.

3. Answer **Y** when details correct, and you are returned to the Magazine Maintenance screen.

Change magazine

If you wish to change magazine details in the magazine file such as price etc., select Change from the bar menu.

1. Type the magazine code (e.g. WOMADAY) in the Code field and ENTER.

   - The magazine details are displayed for changing. **NOTE::** if the magazine is Linked, a green bar is displayed showing the stock code for the magazine, the link number and the magazine title (from the stock file).

2. Use ⇧ ⇩ to select the field(s) to edit, and change the data as required.

3. PGDN to the Details correct etc. if changes OK, otherwise re-edit fields.

4. If you wish, you can unlink a magazine (if it is linked) by pressing F8.

5. To re-link to the same stock item, you can press F8 again BEFORE leaving the screen, and the old link will be re-established.

6. If you wish to link the magazine to another stock item, F8 to unlink, PGDN and enter **Y** for details correct, then type in the suppler code for the stock item to link to, and continue as for adding a magazine explained above.

Deleting a magazine

To delete a magazine from the magazine file, select Delete from the bar menu.

1. Type the code for the magazine. ENTER if you are sure of the code, if not press ⇩ , and a match screen appears to confirm your choice.

   - A message will appear at the bottom of the screen warning if the magazine is ordered by subagents or customers.

2. If the magazine that you want to delete is displayed, enter Y at the Details correct prompt, and the magazine will be deleted from the magazine file, NOT the stock file, that is a separate action, explained in the stock section of the manual.

3. If it is not the desired magazine, enter N, and you will return to the Code field for entry of the correct magazine code.

Magazine Enquiry

1. Enter **E** for enquiry.

2. Type the code for the magazine. ENTER if you are sure of the code, if not press ⇩ , and a match screen appears to confirm your choice.

3. The information on the magazine is displayed, but cannot be changed.

Magazine Print

1. Enter P for Print.

When this option is selected it allows you to generate a report by either Code or Description order. The report will be displayed on the screen using the "Report Utility" (as described in the General section.

The report will contain information such as Code, Mag#, Title, Distributor, Return Type etc.

Magazine Search

1. Enter S for Search

You simply enter part of the description of the magazine you are searching for. For example if you enter AUS then all magazines having AUS <u>ANYWHERE</u> in the description will be listed to the screen.

Use PGUP & PGDN or cursor keys to select the desired magazine, then ENTER.

When you then select Change or Delete, the magazine code will be displayed, and you simply ENTER to perform the desired operation.

Magazine Replace

1. Enter R for Replace.

This option allows you to replace every occurrence of a magazine for customers with another magazine. This may be used if a magazine changes name for instance.

Simply enter the Code for the magazine to be replaced in the top field, then the Code for the magazine to replace it PGDN Y and all customers receiving the first magazine will have it replaced with the second magazine.

Magazine eXport

1. Enter X for Export.

This option processes the magazine file for export to another program. A dictionary file with the extension "DIC" is also created to explain the data layout.

Magazine Bulk

1. Enter B for Bulk.

This option will change **<u>ALL</u>** magazines for the selected supplier, so please BE CAREFUL!!

The option allows you to select one supplier, then change the information for all magazines belonging to that supplier to different settings. For instance you can change all magazines from NDD to Top as the return type.

you can also change all to a certain day of delivery, round for delivery etc.

Magazine Quit

Enter Q to Quit and return to the Updating System Menu.

Staff

This section allows for entries for staff security, delivery history, private address etc. Each staff member is assigned a two letter code (e.g. first name and surname. This is used on till transactions requiring staff initials (such as refunds, voids etc.), paper rounds delivered, and security level for access to various sections of the system. Information is also stored on their position within the company such as sales person, driver etc. Access is also available on the number and value of publications delivered by that person (if applicable), also the value of the delivery fees charged etc.

When you enter initials (2 letter code) for staff member, a match screen will appear to allow correct selection.

HINT:: If you do not know what a person's initials are, enter on the blank field and the match screen will appear, allowing you to cursor through the names and ENTER to select the correct one.

Information on the last delivery date, number of missed deliveries is available.

HINT:: These date positions could be used to store the birth date or some other special date for the staff member.

There are seven menu choices available for the staff option.

Add Staff Member

1. Select **A**

2. Fill in appropriate fields.

3. Enter **Y** if details are correct, otherwise enter N and use ⇩ ⇧ to move to field to edit. When correct PGDN and enter **Y**.

Change Staff member information.

1. Select **C**

2. Move to desired field(s) using ⇩ ⇧ , edit field(s).

3. When correct PGDN and enter **Y**.

Delete Staff Member.

1. Select **D**.

2. Enter initials, and verify from match screen.

3. Enter **Y** if person to delete, otherwise enter **N** to re-select.

Staff member enquiry.

This option is similar in operation to the Change staff member, except that you cannot alter information.

Print staff member list

If selected (by entering **P**), a list of all staff members entered, and their information will be printed.

Staff member history

1. This option displays a delivery history for the selected staff member.

2. Select **H** for History.

3. Enter staff initials and verify from match screen.

4. Enter start and end dates for enquiry (if left blank, all history will be displayed).

5. A list will be displayed showing rounds delivered, am or pm, quantities ordered/delivered and publication value and delivery fee value. This is often used for paying contractors.

Security

1. Enter S to enter the Security option.

2. Staff security levels vary from 0 (lowest) to 7 (highest) levels of system security access.

Quit Staff

1. Enter **Q** to quit and return to the Updating system menu.

Newsagency

This option allows you to Alter all information about your business <u>except the Company name</u>, which is the licence of the system.

This information entered here is displayed on receipts, customer statements etc. The Newsagency name is also displayed at the top of the monitor screen, and in the screen saver message. Simply cursor to the fields to be altered, and overtype or delete the information.

Passwords

There are two types of password, System and Operator.

NOTE:: <u>To enable the passwords you set, you must first enter the passwords for the desired levels, then exit from the system and then re-enter the system. This enables the passwords immediately.</u>

NOTE:: <u>If you set and then forget the passwords, only POS can reset these for you. For example if you set Level 1 password and forget it, when you try and gain access to the system, you will be prevented.</u>

Passwords are set using this option. By setting passwords, protection can be given to sensitive business information (such as till balances, subagent accounts, creditor information etc.). There are three security level passwords.

Level 1 (Standard) - means that any person must know this password to access the system from turn on.

Level 2 (Accounting Balances) - only persons knowing this password can access any financial information such as till balance, subagent balance etc. Also, a customer record cannot be deleted by persons without access to this password.

Level 3 (System parameters) - only persons knowing this password may alter system parameters which affect the system operation, or allow access to things such as data repair etc.

Stock (Stock System) - only those with this password can access certain parts of the stock system.

Repair Data

The options available from this choice are used to repair, rebuild and re-index the data files used by the system. Do not use these options "willy-nilly:", and CERTAINLY NOT BEFORE BACKING UP. Certain options should really only be used after consultation with POS.

Several choices displayed have sub-menus. For example item 5 "Index rebuild" when selected will display another menu of choices.
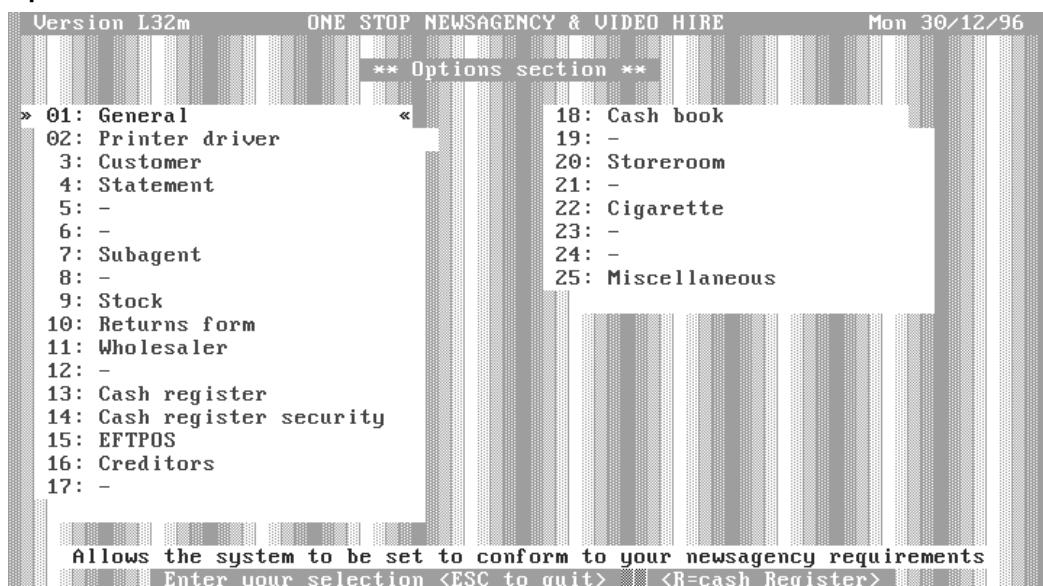
Tattslotto

This option is a "number selector" for Tattslotto. It allows you to enter how many numbers to choose from, how many numbers to choose, and how many games to play.

This can be used to set numbers for Store Syndicates.

When these are selected, the system will generate the numbers for you and print them out. BEST OF LUCK.

Options

```
Version L32m          ONE STOP NEWSAGENCY & VIDEO HIRE          Mon 30/12/96

                           ** Options section **

» 01: General              «            18: Cash book
  02: Printer driver                    19: -
   3: Customer                          20: Storeroom
   4: Statement                         21: -
   5: -                                 22: Cigarette
   6: -                                 23: -
   7: Subagent                          24: -
   8: -                                 25: Miscellaneous
   9: Stock
  10: Returns form
  11: Wholesaler
  12: -
  13: Cash register
  14: Cash register security
  15: EFTPOS
  16: Creditors
  17: -


       Allows the system to be set to conform to your newsagency requirements
            Enter your selection <ESC to quit>    <R=cash Register>
```

Accessing this Menu opens another menu which provides choices for updating/changing system settings. The options are broken into various sections, such as Customer, Subagents, Stock etc.

General

This section allows you to alter system options as listed below. The defaults inserted by the POS installer are sufficient in most cases, only some options may need changing by the user. Where the choices are Y (yes) or N (no), simply enter the required letter in the field. Some options need more information, and will be discussed where necessary.

NOTE:: Do not "fiddle" with these settings unless you are sure of what you are doing, or are being guided by POS.

Option	Default	Meaning
Round card type	Y	Whether you use the standard setting for round cards for paper deliveries or not.
Autosequence on	N	Enter Y if you want the system to make a "best guess" at inserting new customers into position on a round.
Multi User	N	This is set to Y if you have more than one computer in use, such as with a Point of sale System.
Close customer month at weekend	N	Set this to Y if you want to close the customer month at the weekend.
Qtree flush on	N	Leave as set.

Option	Default	Meaning
No. extra lines on docket	0	Set this to a number for the extra lines to be printed on a docket.
Payments staff	Y	Set to **Y** if staff are required to enter initials to signify who took the payment, **N** if Initials are not required, or **O** if initials are required, and must be in the Staff file..
Putaways (Today/toMorrow)	T	Set to T for putaways to be added to Today's round sheet, or enter M for tomorrow's round sheet.
Standard last line of address		Set to the last line of your address for Customers. e.g. CROYDON VIC 3136
Print label to dist magazine	N	If **Y** is inserted, then the label option will be available for printing labels for magazines after the round cards have been printed. This is disabled if **N** is entered.
Last statement no		Displays the last statement number printed by the system.
Last closed end of week		Displays the date that the week was last closed.
Printer output	LPT1	This field contains the "Printer Port" name. Legal choices are:- LPT1 (default) or PRN - for parallel printers. COM1 or COM2 for Serial printers. RPT - Send output to a report file on the hard disc in the current directory. You will need help to use the RPT option, so if necessary, talk to POS.
Move part of paper fees to 30 days	N	If the "End of Month' is processed in the middle of the week, then Y in this field will place the total amount up to the current period into 30 days. N will only put the amount owing up to the start of the week into 30 days, and the rest will stay in "Current".
Customers close week on Sat or sUn	S	Enter S to close the customer week on Saturday, or U to close the week on sUnday.
Enter the control characters in decimal		Theses fields are used to set special codes for the printer. Only alter these if you know what codes your printer requires, or in consultation with POS
Wrap packets on round cards	N	If **Y** is entered, a wrap packet summary will be printed after the round cards. **N** will not print.
Show mags on rounds in capitals	Y	Set to **Y** if you want the magazine name to be printed in capital letters on the round cards.
Enter a customers code	N	If **Y** is entered, you can enter your own Customer name code when adding a customer. Enter **N** for the computer to generate the code.
Enter departments	Y	**Y** in this field allows you to enter a department code when invoicing customers (if departments have been set up see Departments section in Updating System). N will not allow department codes to be entered when invoicing.
Newsagency, Returns, reGister, Scan or Pos		This will be set to the letter according to the type of system you have. For instance a point of sale system will have S set.

Option	Default	Meaning
Estimate non weekly magazine schedule	N	If set to Y, the system will average out magazine fees for non-weekly magazines.
At start go to diary	O	Set to Y if you always want to start with the diary, set to N to never start to the diary, or set to O only if there is something for today.
Minutes before screen save	4	Set to 0 if you do not want screen save, or enter the amount of time in minutes (of inactivity) before starting the screen saver.
Enter Security by System/Operator	S	Whether operator has to enter initials and password (O) or use the system default (S).
Graphic or Clear screen saver	G	Enter G for graphical screen saver, or C for a blank screen saver.
Standard Customer's credit limit	25	Enter the standard limit amount you desire for new customers. If the amount set is exceeded, a customer's deliveries may be automatically stopped (if an option in the cust section is set).
Enter security to exit Screen Saver	N	Set to Y will need entry of password to close the screen saver and return to the system screens, whereas N means any key will exit the screen saver.
Setting up customer files	N	Only set to Y when the system is being set up by POS (Customer information being entered in bulk).
Reduce <Enter> strokes	Y	If set to Y, where possible the system will automatically move to the next field without you having to press Enter.
Customers pay to beginning of week	N	Set to Y for beginning of week, N for End of week or M for the beginning of the week until Wednesday, and end of week thereafter.
Current audit number		Displays the last audit number.
Rcpt printer/cash draw (0-No/1-5)	N	This will be set to (0) for no receipt printer or cash drawer. 0=None, 1=Star 1200, 2=Serial, 3=Parallel, 4=Special Serial, 5=Serial II
System Tracking	Y	If set to Y, and the system experiences an abnormal exit, then the event along with date and time will be logged.
Put Capslock and Numlock on	Y	If set to Y, the system will keep, the Capslock and Numlock turned on automatically.
Print Dockets (N/Y/2=Copy)	N	Set to Y and the system will automatically print a docket on Cash drawer opening, Set to N and the docket option can be toggled from the Cash Register screen. Set to 2 means that two dockets will be printed, this may be useful for getting one copy for the customer, and the other being signed by the customer and retained. This is also available from the cash register screen.
Run PM rounds (No/Weekdays/mon - Sat)	N	This will be set depending when PM rounds are run.
Background Pillars / Curtain	P	Sets the background behind the Menu screens.

Printer Driver Options

This option allows setting of parameters for the print quality, and whether colour printing is to be used for round cards etc.(colour is only available if you are using a colour printer and colour ribbon).

If you are using a colour printer, the fields along side the colours allow you to set the escape codes for your particular printer.

Where you see NLQ, it means Near Letter Quality, or the best print type available. D means Draft. If you do not use a colour printer, you will find the system prints faster if NLQ is turned off.

Customer Options

The options listed here affect the Customer section of the system.

Option	Default	Meaning
Sorted Customer list from Rounds	N	If set to Y, then a list of Customers receiving magazines will be printed out after the round has been printed.
Bypass quantity	N	When invoicing customers, if set to Y will bypass the Quantity field (old style)
Putaway List start (Screen /Report)	R	If set to S the putaway list will be displayed on the screen. If set to R, the putaway list will be displayed on the screen using the Report Utility, and can be printed etc.
Labels for putaway	B	Set to L for labels to be printed on a Line printer, B for a Barcode printer and N for No label.
Hide Delivery section	N	Set to Y to hide the Delivery section.
Indent even Numbers	Y	set to Y to automatically indent even street numbers on round cards. Set to N for no auto indent.
Allow $Deduc %Disc.	N	Set to Y to allow discount % or Discount $ on Customer transactions.
Register Style Inv/Cred	Y	Set to N if Invoice/Credit screen to be used not the same as Register.
Cat. to end selective end of month		Enter a category in the **SECOND** category field of the customer screen if you wish to use this option.
Display Starts, Stops, Misses	2	Enter the period (in Days) required for display of messages on the round cards.
Charge Paper accounts Daily or Weekly	D	Set to D if the papers are to be charged to a customer Daily (when the round is run), or W if Weekly charge is required.
Suppress form feed	N	Select Y to suppress form Feeds to the printer ONLY for changes.
Labels?	B	Enter B for Barcode labels A for Avery 1 Col 89mmx23mm 8 for A4 80 Col paper 1 for 132 Col Paper Q for 159mmX140mm paper
Print Missed notes on Changes	N	If set to Y then Missed Notes to the Paperboy will be printed with the changes on the round cards
Enable Customer Business Invoices	Y	Set to N if Business style invoices are not required.

Option	Default	Meaning
Stock Code	N	Set to Y if the stock code (e.g. 25GG1234) is to be printed on Business invoices.
Cust EOW runs Stock EOW	N	Set to Y if you require the system to end the stock week when the Customer week is ended.
New Cust as Business	N	Set to Y if you want the default customer type for new customers to be Business.
Norm Magazine Delivery	A	Set to P if your normal magazine delivery is a PM round.

Customer Statement Options

These options set the various default values for Customer Statements.

Option	Default	Meaning
Statement Fee Levy	N	Set the desired statement fee options for Business, Others, Paper with Bookups or Paper with no Bookups. If set to Y, then the statement fee set by you will be charged.
Fix Customer statements before print	N	Set to Y if you want to correct statements before they are printed.
Plain Paper AND Pre-Printed Statement options		
Show current & Overdue	N	Set to Y to show Current and Overdue Balances, or N for 90, 60, 30 etc.
Trans. grouped by audit number	N	Set to Y to show transactions grouped together by audit number, using Invoices on items.
Show Mthly Period	N	Set to Y to show monthly accounting period.
Statements pay by?	N	Set to Y if the "Statements are to be paid by xx/xx/xx message "is to be printed.
Omit showing of Late fee	N	Set to Y to omit the Late fee from showing on Detailed Statements.
Suppress Running balance	N	Set to Y to prevent printing of the running balance.
Business inv. itemised	N	Set to Y if Business Customer invoices are to be itemised.
Print Mags in Capitals	Y	Set to N if magazine title are to be printed in lower case.
Turn off Bold print	N	Set to Y to prevent printing in Bold.
Pre-printed Statement Forms ONLY		
List Pub without prices	N	Set to Y if you only want to print Totals (including delivery fee)
Delivery/Postal	P	Set to D if the delivery address is on the "tear-off" section of the form.
Print Audit numbers	N	Set to Y if audit numbers are to be printed on the statement.

Subagents Options

Option	Default	Meaning
Auto Adjust	N	Set to Y if you want to automatically adjust the supply of publications to Subagents based on their returns.
Use SUB prefix	N	Set to Y if you prefix your Subagent code with "SUB".
Last Closed Week	Date	The date that the week was last closed for Subagents. This MUST be a Sunday.
On Daily Tickets		
Print only changes	N	Set to Y if you only want to print changes to Subagent's orders.
Standard Print	S	Set to E to print continuous.
Today, toMorrow, Week or Next	M	Set desired letter as to which is the default for printing of Subagent's tickets. T=Today (not common), M=toMorrow (Common), W=Week (print whole week at one go) or N=Next day after last process.
Print Daily	1	N= No, Y= Yes print each ticket daily or 1= print each Subagent ticket on a separate page.
Table	1	Y= Yes print the table, N=don't print the table and 1= print the table one to a page.
Summary	N	Y= print summary, N= don't print a summary, 1= print summary one per page.
Prices	N	Set to Y to print prices on the tickets.
Blank Line	N	Set to Y to print a blank line between publications on the tickets.
Print Direct Delivery	N	Set to Y to print Tickets for Subagents who receive direct delivery.
Print Daily Statements	N	Set to Y for subagents who are COD agents.
Separate AM & PM	N	Set to Y to separate AM and PM tickets.
Alphabetically	Y	Prints papers alphabetical order on tickets.
Separate weekly magazines	N	Set to Y to separate weekly mags. from others.
On Statements		
Adjust Rounding	Y	Set to N if rounding of commission is not required.
Print Tot. Commission	N	Set to Y if Total commission amount is to be printed.
Return Price	C	Set to C for the return price to be the current week's charge, or L for Last week's charge.
Issue Daily	N	Set to Y if statements are to be issued daily.
Invoice/Credit style	Y	Set to N if register style of invoice/credit screen is not used.
Daily for COD subs	N	Set to Y to print statements daily for COD subagents.
Option Printing of docket	Y	Set to N if printing required.
Register Bookups	N	Set to Y if you want to allow bookups from the Register.
Which Company	1	Enter the number of the company to be used for Subagent accounts.

Stock Options

This choice allows setting of Stock options within the system.

Option	Default	Meaning
Tax Rates	Value	Allows for entry of 10 different tax rates. These rates must be between 0 and 100. The appropriate tax rate can then be used in other sections of the system.
Rating		Can be used to divide stock into different categories such as A, B, C etc. depending on how good they are.
Default Tax Rate	2	Sets the default (most commonly used) tax rate.
End of Week	Date	Shows the date that the week was last ended for stock.
Part works Category	E	The default category used for Partwork magazines.
Comics Category		The default category set for Comics.
PDT Port	1 9600	Set which port the PDT (Portable Data Terminal) can be connected to, and the data transfer rate.
Clear schedule	B	Clears the stock schedule at C= Cust End of week, S=Subagent EOW, B= Both Cust & Sub EOW, N=Never clear.
Search Stock Index	D	This sets the default search method used in the stock system.
		F = search by Family & Class
		f = search by Family
		C = Search by Class
		D = search by Department (Set this option)
Magazine Link	Y	If set to N, then when a new magazine is entered, a link to the Magazine file will not be created.
Barcode Port & Type		These will be set by the installer, and are used to tell the system what type of barcode printer is used, and where it is connected.
Speed Adjust		Adjusts the speed to the Barcode printer
Separate Shelf Labels	N	Set to Y for separate shelf labels.
Use PDT3100 transfer software	N	Set to Y if the 3100 PDT is used.
Auto Orders by Min/Max or Focus	F	Set to F if Auto orders are based on the Focus reorder system, or M for the Min/Max method. Set the SORT option to S for Supplier Code, or D for description.
Print orders by Supplier area	N	Set to Y if you want your stock order printed in Supplier area order.
Multiple Barcode Printers	N	Set to Y if multiple barcode printers are connected to the system.
Security in Stock Change	N	Set to Y if you wish to prevent changes to stock information without password access (see Staff Security option earlier).

Option	Default	Meaning
Returns		
Weekly ON	N	Set to Y for Yes, N for No, or S if only for the Shop. This is to do with magazine weekly returns.
Separate Weeklies		Enter the supplier where weekly magazine returns need to be separated from the others.
Separate Covers		Enter Supplier code for suppliers requiring a different return form for Covers.
Gordon and Gotch		Set to Supplier code for Gordon and Gotch e.g. GG
Network Returns form for		Enter the supplier code for Network.
NDD Returns form		Enter supplier code for NDD
Use extra input		Enter the supplier code for the company requiring the extra input field when invoicing magazines.
Stock Receive Options		Append to Putaway List - Set to Y if you want invoiced stock to be appended to the Putaway list.
		Subagent Labels - Set to Y if you want Labels printed for subagent magazines (have the subagent's name with the barcode).
		Customer Labels - Set to Y if you want labels printed for Customer mags.
		Stock Labels - Set to Y if you want stock labels printed.

Returns Form Options

This allows setting of the default values for the magazine returns system. As with many other defaults, these can be overridden as required, but are set to the most common requirement.

Option	Default	Meaning
Update Sub or Shop	Y	Set to N only if you don't want to update (credit) the Subagent or Shop with the returns being processed.
Update the Stock File	N	Set to Y when you want the stock file updated (normally at the end of a return)
Print a Returns Form	N	Set to Y when you want to print a Returns form. This is normally when all Subagent and shop returns have been processed.
Print Form for Current	N	Set to Y if you only want to print the returns form you are currently inputting to. This will not generate a Full return form for ALL forms.
Comics/Partworks first	N	Set to Y if you want Comics & Partworks printed first on the returns form.
Separate into Countries	N	Set to Y if a supplier requires magazines separated into country of origin.
Separate Weeklies	N	Set to Y to separate all weeklies, N for no separation, or S if you only want to separate weeklies for the shop returns.
Separate Covers	N	Set to Y to separate the Covers returns from all the others.

Print Credit Advice	N	Set to Y if a credit advice is to be printed.
Full Alphabetic	N	Set to Y if a full alphabetical report is required.

Option	Default	Meaning
Weekly, Monthly or Both	B	Set to W for Weekly magazines only, M for Monthly magazines only or B for Both.
Leave out Subagent Forms	N	Set to Y if you do not wish returns from Subagents included in the Total returns.
Use first Scanned Sup	N	Set to Y if you wish the supplier who is first scanned as the default.
Warnings Off	N	Set to Y if you do not wish warning sounds when scanning returns. Normally beep when early or late etc.

Wholesaler Option

When invoicing goods, the system can be set to treat the Business Invoicing as Wholesale or Retail by setting this option.

WARNING:: Contact POS before changing this option

Cash Register Options

These options allow you to set how the Cash Registers work in a Point-of-Sale system.

Option	Default	Meaning
Confirm if Greater Than	value	Enter the value that requires verification of correctness. For instance you may set it to $100 so that if the amount is exceeded, a question is displayed requesting verification.
Departments	A-Z a-z	Sets the department codes. For instance Magazines may be M, Paper accounts (Cust.) p, and Stock S. When the Tills are rung off, these codes are used to display the amounts received/expended against those departments.
Report Breakup		Set the desired options for printing on the End-of-Day report from the Cash Registers. Some options are by Department, Hourly, Register used etc.
Enter in Cents	Y	Allows entry of amounts into the Register in cents, or using the decimal point. For example 1000 or 10.00 are both valid if this option set to Y.
Allow Refunds	N	Set to Y if you want to allow refunds from the registers.
Automatic Pay Change	N	Set to Y if you want the system to automatically display the amount of change to be given . This forces the use of the Tendered amount key.
Always print Receipt	N	Set to Y if receipts are always to be printed.
Sale Prices Activated	N	Set to Y if you want to allow the Sale Price option to be used.
Enable Notes	Y	Allows displaying of notes on the screen.
Warn if Sale Below Cost	Y	If the Selling price of an item is below its cost price, the item will display a red C on the line on the Cash Register screen.
Enable Minus values	N	Set to Y if you want to allow negative amounts to be entered into the Cash Register.

Last Audit Number		Displays the last audit number used.
Round Total down	Y	Set to N if rounding of amounts is not required, D for Down and Y for Yes
Layby Department	L	Sets the Department code for the Layby department.

Option	Default	Meaning
Display X-Off		Enter the number of days to display the X-Off values. Blank means forever.
Display end of Day		Enter the number of days to display End-of-Day figures.
Audible Keypress	Y	Set to N if no sound is to be heard when a register key is pressed.
Allow ESC	N	If Y, allow s Escape from the Cash Register during a transaction.
Hist. Transfer Pause	N	This is used in situations where the registers are in use 24 hours per day.
Transfer to Cashbook	N	Set to Y if the Cashbook has been set up, and the register end-of-day figures are to be transferred.
Log operators	N	Set to Y to keep a track of which operator is using a Cash Register.
Use Stock Price	Y	Set to N to use the Magazine file price instead of the Stock price.
Print Receipt through	N	Continuous printing of receipts.
Trading Points	N	Set to E for Trading points for all customers, V for VIP customers only, or N for None.
Underline Receipts	N	Set to Y to Underline on receipts.
Login for Staff	N	Set to Y if staff have to login to use the Registers.

Cash Register Security Options

These options set various security requirements for the Cash Registers.

Option	Default	Meaning
Staff Code for Voids	0	When set to 0 this is off. Set to C if you require that Staff enter their code only, or ENTER the numbers 1 to 7 (as set up in security options). This will require both the staff code & password.
Password for Refunds	0	Set as above for required option.
Password No Sales	0	Set as above for required option.
Password Discounts	N	Set to Y if staff must enter their passwords for Discounts from the Registers.
Level 1 & 2 Discount	value	Set the maximum amount of discount permitted to be given by staff with level 1 or 2 security. Any staff with a security level greater than 2 have unlimited discount amount.

EFTPOS setup

These options allow the use of EFTPOS terminals (when approved by the Commonwealth Bank. For information, contact POS Solutions.

Creditor Options

This allows you to set options for Creditors.

Option	Default	Meaning
Current End of Month		Displays the Date on which the month was ended for creditors.
Standard Creditor	GG	Set the most commonly used Creditor code (magazine supplier)
Warning in Days		Enter the number of days warning required prior to Creditor invoices being due. Shows in red invoices overdue
Close with Customers	N	Set to Y to automatically close the Creditor month when the Customer month is closed.
Display Credits in Allocation Screen	N	
Journal on Plain paper/Humphries	H	
Current Cheque number	0	

Cash Book Options

Option	Default	Meaning
Transfer to POS	N	Set to Y if the POS Cashbook has been set up, and you wish to transfer register takings to it.
Create QUICKEN File	N	Set to Y to create a QUICKEN Cashbook file to contain Register Takings.
QUICKEN Filename		Enter the Quicken Filename to be created. Default is QUICKEN.TRF

Storeroom

Option	Default	Meaning
Report for all stores	N	Set to Y for ALL stores, otherwise defaults to single shop setup.
Setup Store room as shop No.	0	Set to desired shop number, or 0 means no storeroom.
Register used off (EOD/XOFF)	N	
Graphs for each store	N	Set to Y if graphs are required. NOTE:: only available for Register system.

Miscellaneous

Option	Default	Meaning
Open Cash Drawer for Cust Payment	N	Set to Y if you want the cash drawer to be opened on Customer payments.
Put big numbers on Cash Register screen	Y	Set to N if you do not require the last transaction figures to be in large characters.
Max amount to warn if Reg over	value	ENTER the amount you desire to issue a warning message when it is exceeded.
Print normal stock label	Y	Set to N if stock Putaway label is set to N
If Stock Putaway short, still print?	Y	Set to N if you do not require labels when the stock quantity received is short of required number.

Public holidays

This option allows you to enter the dates that public holidays will occur, and the round that they will affect (e.g. AM round). A maximum of 14 dates may be set.

Short Codes

The codes entered here are used when invoicing or crediting. The CODE field contains the one letter code to be used, The Description field is a long description which will be substituted for the code, the Dept field is the Department that the Short code will be charged/credited to.

This is used to speed up entry on non-register screen Invoicing.

ReIndex Data Files

This menu selection will present you with a list of Data files which can be re-indexed. It is similar to the option 5 under Repair Data Menu choice. This should be used when many changes have been made to the Data files. For example, after taking a backup on say Sunday, it does not hurt to reindex, and in fact could prevent some problems later.

Dissections

When invoices or credits or cash register transactions occur, the transactions can be broken into departments. For example, different magazine titles can be put into the Magazine department, Paper account payments can be put into their own department etc.

Type a single or two letter Code for the department, then enter a description.. Up to 40 departments can be entered, use PGUP and PGDN to move between pages. The current page number will be displayed in the top right hand corner of the screen.

The Debit and Credit codes are used for the Cashbook.

Departments set up in the Cash Register options, can be linked to these departments, allowing you to rationalise your information, and set departments to be used in the cash book.

Debit and Credit codes can also be set up for the departments.

Debit and Credit codes can be set up for "Standard Sales Departments" be entering S at the "Details correct" prompt field, and then entering the appropriate codes.

Total Outstanding

This option displays a Cash Balance Register table showing the amounts outstanding for Customers, Subagents and Total from the most recent date backwards. You can scroll back and forward through the table using the ⇧ and ⇩ keys, or other choices as discussed in the General Section of the Manual for the Report Utility..

Keno

This is a similar option to the Tattslotto option described earlier. It prints a random list of numbers for you to try and win Keno (this is for Tattersalls Keno system). It can be used for quickly setting up House Syndicates.

Monthly Magazine schedule

This is used to charge Subagents and Customers for <u>non-weekly</u> magazines which have been allocated to them. The magazines are added to the schedule when the Putaways List is processed. The Putaways List is discussed in the Stock system, Subagents system and Customers system.

The putaways list is normally activated after invoicing of magazines from suppliers.

The magazine schedule holds up to 9 pages of magazine information. The magazine code, description and date allocated are stored in the schedule. Items can be added to the schedule by using the Magazine Number and the SHIFT F2 OR the SHIFT ⇩keys for Magazine description. To invoke these options, the Active field must be a blank one in the Schedule.

A Magazine can be deleted from the schedule by highlighting it and pressing F4, and this can be reversed by pressing SHIFT F4 if the active field is the right one.

When the week is ended for customers and subagents, the allocated magazines are charged accordingly, then the information is erased from the schedule, and it is ready for the next week's magazine invoicing.

The weekly magazine schedule for subagents is discussed in the subagent section.

Putaways List

The Putaways list can be activated either from the Stock Invoice option (in the stock section), or from the updating systems section (#16).

This option is used for assigning magazines to customers and subagents according to their standing orders.

1. Enter the desired Day

2. Select Putaway Label type N= None, L= Line printer, B= Barcode Printer.

3. Enter the magazine code or select from a Match screen, and the Price, Supplier, Date Last processed and how many days ago it was processed are displayed.

4. If correct enter Y, and the Putaway program will run.

5. Continue for any other magazines, and when complete ESC.

6. The Putaway list will be displayed using the report utility, and labels printed (if selected). The Putaway list can be printed to paper if desired.

Environment setup

This option displays a list of settings for your system. they cannot be changed from this option.

Held publication list

This displays publications held back from being distributed. For example, a paper may not have arrived for delivery due to industrial action etc. With this option you can prevent the item from being charged to customers, and being printed on round cards etc.

OnLine Section

Currently Under Development

This section will allow the system to communicate with Publishers directly if you want it to.

System Tracking

This is a "log" which keeps a record of any incorrect exits from the system and it programs. For instance, if the Power fails or the system is turned of without exiting via the menus, then the log will record the information.

Turning System Tracking off will slightly speed up the machine, but if a problem occurs, it should be turned on to allow tracking (recording) of problem areas.

Export Section

This section allows for exporting of the Stock, Magazine, Customer, Customer Transactions and Cash Register Master files to another system.

Version Control List

This is used by POS to record the various version information on program files for the system, and is of no use to the user.

Publication Requirements

This is the same as explained in the Totals for the Paper section of the Updating System as explained earlier in this section of the manual, and will produce a report on the future requirements for publications.

FAX Modem Section

Allows transmission of Fax messages via a FAX modem if you have one installed/connected. Also displays a Transmission log to show the progress/results of attempts to transmit messages.

Menu Maintenance

This section allows you to customise the System Menus, or create your own. This can be very useful in that you can customise a menu so that it only displays the items that you want your staff to be aware of. This can help to prevent confusion due to the number of choices available, and also helps to prevent "fiddling".

NOTE:: Be warned, you may appear to lock yourself out of certain menus, for instance, if you disable the Updating System choice from the Main Menu, how do you get back to the Updating System section to re-enable it? Press O at the Main Menu, and this will take you directly to the Options Menu. If you then press ESC you will be back at the Updating system Menu, and you can make your selection and changes.

Quotation Maintenance

This allows you to Add, Change, or Print (via the Report Utility) quotations which appear as screen savers.

View a File

This option allows you to view a file (and print it etc.) using the Report Utility. For instance, if you have previously run a report such as the Magazine Link report, and you did not have time to view the whole report, and it is too long to print, you could save the file (using one of the choices of the Report Utility) for later viewing/printing etc.

At a later date you can use this option to view the file you saved previously and print or search the document.

To view the file, select this option (View a File), then type in the name that you called the file (this is limited to 8 characters, and must contain no spaces, ? , * , or full stops) and ENTER .

The file will be loaded into the Report Utility and displayed on the screen.

Function Keys

Function Key usage

The function key listings on the following pages are a guide to usage of the keys in various screens within the system.

As stated before, if a key does not appear at the bottom of the screen, it does not mean it is unavailable, try it.

Cash Register Screen Keys

NOTE: ⋏ means press SHIFT. e.g. ⋏F2 means press shift and hold it while pressing F2

KEY	FUNCTION
⋏ F1	Starts screen saver anywhere in the system.
F2	Magazine Code entry (e.g. WOMADAY).
⋏F2	Magazine description entry (e.g. Womans Day).
F3	Discount % or $. $ is the default, or enter % after the desired amount e.g. 10%. This discounts each & every item currently on the screen.
⋏F3	Item Discount $ or % (prompts for which line to discount).
F4	Stock Description (e.g. MWOMA will display Magazine pick list starting with WOMA. SRUB will display Stock item list starting with RUB etc. The first letter is the Department Letter.
⋏F4	Stock Code (e.g. 25GG2062).
F5	Bar-code (e.g. 759606011...).
F6	Shows a Pick List of Presets (e.g. A=Adv.; H=Aust. etc.).
F7	Receipt Print Toggle (Yes,/No, Hold).
⋏F7	Reprint a receipt already issued (pick from list).
F8	Shows the Department Pick List.
⋏F8	Allows editing of description for selected line (prompts for line).
F9	Calculator.
F10	Payout - prompts for a description and department to payout from.
F11	Provides a pick list of payment types (Cash, Cheque etc.). e.g. after amount entered, press F11 for pick list.
⋏F11	Open Till Drawer (no sale)
F12	Void (prompts for which line).
⋏F12	Refund - prompts for amount & department, and can have security set. Automatically prints receipt
HOME	Jumps to Customer Payment Screen. *See CUSTOMER PAYMENT SCREEN KEYS for operation within this screen*
END	Jumps to Subagent Payment Screen.
@	Jumps to the Video Screen.
` (UNDER ESC KEY)	Jumps to Lay-by Screen.
*	Enter the number followed by * and enter for quantity of items. e.g. 3* Enter then scan the item etc.
\	Hold/Unhold - allows others to use the till, & not lose any transactions
+	Pay/Change - Enter amount tendered after + will calculate change required
?	Jumps to stock search screen *See STOCK SEARCH SCREEN KEYS for operation within this screen*
Z	Erases information in any Date or Numeric field selected anywhere in the system.

Customer Payment Screen Keys

KEY	FUNCTION
F1	
⌃F1	Starts screen saver.
F2	Jump to Missed Delivery Screen.
⌃F2	Toggles VIP on or off.
F3	Jump to Change Customer Screen. *See CHANGE CUSTOMER SCREEN KEYS for operation within this screen*
⌃F3	
F4	Enter a Note to appear on the Customer Payment Screen.
F5	Jump to Stop/Start Screen. *See STOP/START SCREEN KEYS for operation within this screen*
F6	Shows Last Transaction (Stored in Memory).
⌃F6	Issue a Statement for the Current Customer.
F7	Show previous Statements issued & payments made (Jumps to transactions screen). *See CUSTOMER TRANSACTION SCREEN KEYS for operation within this screen*
⌃F7	Show all Transactions (Jumps to transactions screen). *See CUSTOMER TRANSACTION SCREEN KEYS for operation within this screen*
F8	Shows Current Week Orders. NOTE: Pressing ← will show orders for previous week, or → will show orders for next week. Press F8 again to show actual deliveries made (current week only).
⌃F8	Jump to Paper Allocation Screen. *See PAPER ALLOCATION SCREEN for operation within this screen*
F9	Calculator.
F10	Pop-up Calendar (if in a date field).
F11	Pay to Last Statement Date.
⌃F11	Pay to Last Statement Date.
F12	Jump to Customer Invoice Screen.
⌃F12	Jump to Customer Credit Screen.
Z	Erases information in any Date or Numeric field selected.

Customer Transaction Screen Keys (*f7 from customer payment screen*)

KEY	FUNCTION
⏶F1	Starts screen saver.
F2	Toggles between WEEK (1 week, 2 weeks etc.) and MONTH (30 days, 60 days, 90 days etc.)
F3	Gives Statement figures at today's date.
⏶F3	Gives Last Statement Issued figures.
F4	Edit selected transaction (will not allow editing of a statement, or a transaction prior to the last statement). IF ALLOWED *See EDITING TRANSACTION SCREEN KEYS*
F5	Re-prints selected transaction such as a statement, receipt etc.
⏶F8	Views selected transaction.
F9	Calculator.
PGUP	Page up through list of transactions
PGDN	Page Down through list of transactions
HOME	Go to top of transaction records
Z	Erases information in any Date or Numeric field selected.

Editing Transaction Screen Keys (f4 from customer transaction screen)

KEY	FUNCTION
⏶F1	Starts screen saver.
F3	Hides (voids) selected transaction (not a deleted transaction).
F4	Delete selected transaction.
F5	Shows last payment and statement information.
F9	Calculator.
ENTER	Edit the information in the selected transaction.
Z	Erases information in any Date or Numeric field selected.

Customer Invoice Screen Keys

KEY	FUNCTION
⚠F1	Immediately starts screen saver.
F2	Magazine description entry (e.g. Womans Day).
⚠F2	Magazine Code entry (e.g. WOMDAY).
F3	Discount % or $. $ is the default, or enter % after the desired amount e.g. 10%. This discounts each & every item currently on the screen.
⚠F3	Discounts $ or %, but only the line selected (prompts for a line).
F4	Stock Description (e.g. MWOMA will display Magazine pick list starting with WOMA. SRUB will display Stock item list starting with RUB etc. The first letter is the Department Letter.
⚠F4	Stock Code (e.g. 25GG2062).
F5	Bar-code (e.g. 759606011...).
⚠F6	
F7	Receipt Print Toggle.
⚠F8	Allows editing of description for selected line (prompts for line).
F9	Calculator.
F12	Void (prompts for which line).
Z	Erases information in any Date or Numeric field selected.

Customer Credit Screen Keys

KEY	FUNCTION
⚠F1	Starts screen saver
F2	Magazine description entry (e.g. Womans Day).
⚠F2	Magazine Code entry (e.g. WOMDAY).
F3	Discount % or $. $ is the default, or enter % after the desired amount e.g. 10%. This discounts each & every item currently on the screen.
⚠F3	Item Discount $ or % (prompts for which line to discount).
F4	Stock Description (e.g. MWOMA will display Magazine pick list starting with WOMA. SRUB will display Stock item list starting with RUB etc. The first letter is the Department Letter.
⚠F4	Stock Code (e.g. 25GG2062).
F5	Bar-code (e.g. 759606011...).
F7	Receipt Print Toggle.
F8	Allows editing of description for selected line (prompts for line).
F9	Calculator.
F12	Void (prompts for which line).
Z	Erases information in any Date or Numeric field selected.

Change Round Order Screen Keys

KEY	FUNCTION
F3	Find within the round by:- ⇧ finds account number ⇩ finds by street number ⬈⇩ finds by street name ENTER finds by name code
⬈F3	Shows paper delivery requirement for highlighted customer
F6	Marks beginning & end of a block of customers to be moved within the round. (press F6 on first, then move to last & press F6 to mark the end of the block. Then move to desired position.
⬈F6	Allows changing of the round order by :- 1. Code 2. Name 3 Street No. 4. House Number 5. Customer acc number 6. Restore old order
F7	Shows information on highlighted customer, and the rounds they are on.
⬈F7	Allows insertion of an existing customer
F8	Mark a customer(s) within the round
⬈F8	Jumps to marked customer
PGUP	Page up through round
PGDN	Page Down through round
HOME	Go to top of round
END	Go to bottom of round
⇧ ⇩	Move within the round
CR (ENTER)	Pick/Put a customer in the round. Press Cr to PICK the customer, the move within the round, and press Cr to PUT the customer where desired
Z	Erases information in any Date or Numeric field selected.

Customer Paper Allocation Screen Keys

KEY	FUNCTION
⋀F1	Starts screen saver
F2	Jumps to Start/Stop screed for selected publication. also allows setting of whether item is charged for, & whether delivery fee is to be charged
⋀F2	Magazine Code entry (e.g. WOMDAY).
F4	Deletes selected publication
F5	Repeats quantity for a day for the whole week (saves typing)
F7	Brings up a window for entering the rounds the customer is to be entered on
F8	Allows editing of description for selected line (prompts for line).
F9	Calculator.
PGDN	Jumps to the bottom of the screed (end)
Z	Erases information in any Date or Numeric field selected.

Delivery History Screen Keys (From Cusmenu item 4)

KEY	FUNCTION
⋀F1	Starts screen saver
F3	Gives delivery history totals for desired date range.
F5	Prints history displayed on the screen to paper.
F8	Shows delivery history for selected period
F9	Calculator.

Stock Search Screen Keys from ? in Cash Register

KEY	FUNCTION
⋀F1	Starts screen saver.
F2	Magazine Code. Enter the magazine description e.g. BARBIE STICKERS then press F2.
⋀F2	Magazine Description. Enter the magazine code e.g. BARSTIC
F3	Department & Search Code. Entering the stock Description (e.g. MBABY will display Magazine pick list containing BABY anywhere in the title. SPOINT will display Stock item list containing POINT etc. The first letter is the Department Letter.
F4	Stock Code (e.g. 25GG2062).
F7	Bar-code (e.g. 759606011...). Type in barcode then press F7
F9	Calculator.
ENTER	Enter stock description e.g. MWOMA will find magazines starting with the code WOMA The first letter is the department letter.

Subagent Payment Screen Keys

KEY	FUNCTION
⋀F1	Starts screen saver
F3	Gives amount owing in periods
F6	Jump to Subagent Transaction Screen. *See SUBAGENT TRANSACTION SCREEN for operation within this screen*
F9	Calculator.
F12	Jump to Subagent Invoice Note Screen. *See SUBAGENT INVOICE NOTE for operation within this screen*
⋀F12	Jump to Subagent Credit Note Screen. *See SUBAGENT CREDIT NOTE for operation within this screen*
Z	Erases information in any Date or Numeric field selected.

Subagent Invoice Note Screen Keys

KEY	FUNCTION
⋀F1	Starts screen saver
F2	Magazine Code entry (e.g. WOMDAY).
F3	Gives amount owing in periods
F6	Jump to Subagent Transaction Screen. *See SUBAGENT TRANSACTION SCREEN for operation within this screen*
F9	Calculator.
F12	Jump to Subagent Invoice Note Screen. *See SUBAGENT INVOICE NOTE for operation within this screen*
⋀F12	Jump to Subagent Credit Note Screen. *See SUBAGENT CREDIT NOTE for operation within this screen*
Z	Erases information in any Date or Numeric field selected.

Subagent Credit Note Screen Keys

KEY	FUNCTION
⌃F1	Starts screen saver
F2	Magazine Code entry (e.g. WOMDAY).
⌃F2	Magazine number e.g. 1234
F4	Stock Code Number e.g. 25GG2C11
F7	Manual barcode entry (e.g. 759606011...).
F9	Calculator.
⇧ ⇩	Magazine description (e.g. Womans Day).
Z	Erases information in any Date or Numeric field selected.

Subagent Transaction Screen Keys

KEY	FUNCTION
⌃ F1	Starts screen saver
F2	Print selected Transaction or Statement
F4	Delete a transaction (unless outside the current week)
F8	View Selected Transaction
F9	Calculator.
PGUP	Pages up through transactions
PGDN	Pages Down through Transactions
HOME	Moves to top of transaction list

Subagent Magazine Extras & Returns Screen Keys

KEY	FUNCTION
⌃F1	Starts screen saver
F2	Pop-up window for entering the subagent's requirement
⌃F2	Enter magazine number (e.g. 1234)
⌃↓	Magazine description (e.g. Womans Day)
F4	Delete selected item
F9	Calculator
Z	Erases information in any Date or Numeric field selected.

Subagent Paper Orders Screen Keys

KEY	FUNCTION
⚞F1	Starts screen saver
F2	Displays history for selected subagent for chosen paper
F9	Calculator
Z	Erases information in any Date or Numeric field selected.

Subagent Magazine Orders & Deliveries Screen Keys

KEY	FUNCTION
⚞F1	Starts screen saver
F2	Jumps to Magazine Maintenance screen for adding, deleting, modifying magazines etc.
F8	Change Day to work on
⇧	Magazine number (e.g. 1234)
⇩	Magazine description (e.g. Womans Day)
F9	Calculator
Z	Erases information in any Date or Numeric field selected.

(AFTER MAGAZINE HAS BEEN SELECTED)

KEY	FUNCTION
⚞F1	Starts screen saver
F2	Switches between Orders & Sent columns
F5	Set Subagent orders according to the "rating" which applies to that subagent
F7	Sets subagents orders by using the current proportion
F9	Calculator
Z	Erases information in any Date or Numeric field selected.

Subagent Daily Orders & Extras Screen Keys

KEY	FUNCTION
⏶F1	Starts screen saver
F3	Switches between Magazine and Paper
F6 (IF F3 SET TO MAG)	Switches between All magazines (any day) & Scheduled (set day)
⇦	Previous Page
⇨	Next Page
F9	Calculator
ENTER	Choose currently displayed page
Z	Erases information in any Date or Numeric field selected.

(AFTER PAGE HAS BEEN SELECTED)

KEY	FUNCTION
⏶F1	Starts screen saver
F2	Pop-up Order Window
F4	Delete highlighted magazine
F5	Switches between columns
F8	"Sends" magazine selected (puts magazine on ticket & ready for invoicing)
F9	Calculator
Z	Erases information in any Date or Numeric field selected.

Subagent Returns screen keys

KEY	FUNCTION	
⏶F1	Starts screen saver.	
F2	Switch to Paper returns	
	F2	Opens pop-up window to allow editing of orders for selected publication.
F3	Switch to Daily magazine returns. Jumps to Subagents daily magazine returns	
	⏶F1	Starts screen saver.
	⇦	Previous page of magazines
	⇨	Next page of magazines
	ENTER	Select displayed page to enter returns for
	F2	Allows editing of order quantity for highlighted magazine.
	F5	Change Columns
	F6	Pop-up window allows adding of a magazine
	F9	Calculator
	Z	Clear Numeric or date field
F4	Switch to Weekly magazine returns	
	⏶F1	Starts screen saver.
	F2	Pop-up Order Window
	⏶F2	Magazine number (e.g. 1234)
	⏶⇩	Magazine description (e.g. Womans Day)
	F4	Delete Highlighted magazine
	Z	Clear Numeric or date field
F7	Jumps to Stock Return Screen. *See STOCK RETURN SCREEN KEYS for operation within this screen*	
Z	Erases information in any Date or Numeric field selected.	

Subagent Magazines Extras & Returns screen keys

KEY	FUNCTION	
⌃F1	Starts screen saver.	
F2	Toggles between Returns/Extras & Returns Modes	
Extras & Returns Mode	F2	Opens pop-up window to allow editing of orders for selected publication.
	⌃F2	Magazine number (e.g. 1234)
	⇧ ⇩	Magazine Description (e.g. Womans Day)
	F4	Delete Highlighted publication
	F9	Calculator
	Z	Clear Numeric or date field
Returns Mode	F2	Opens pop-up window to allow editing of orders for selected publication.
	⌃F2	Magazine number (e.g. 1234)
	⇧ ⇩	Magazine Description (e.g. Womans Day)
	F4	Delete Highlighted publication
	F9	Calculator
	Z	Clear Numeric or date field
Z	Erases information in any Date or Numeric field selected.	

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CUSTOMER SECTION

Customers

This section discusses the parts of the system that are applicable to customer accounts, deliveries etc.

Customers (Home deliveries) Menu

```
┌ Version 5.31e      POS SOLUTIONS NEWSAGENCY SYSTEM        Sat 29/06/96 ┐

              ┌── ** Customers (Home deliveries) ** ──┐

— 01: Customer maintenance       ┬── 18: End the week  19/05/96      ┐
— 02: -                          │── 19: -                           ──
— 03: Customer papers            ── 20: Statement section            ──
— 4: History                     ── 21: End the month 12/05/96        ──
— 5: -                           ── 22: Letter section                ──
— 6: Non weekly magazines        ── 23: Report section                ──
— 7: Print round cards           ── 24: Category section              ──
— 8: -                           ── 25: Paper delivery list           ──
— 9: Stop/starts                 ── 26: Magazine delivery & keeps      ──
— 10: Missed deliveries          ── 27: Credit card section           ──
— 11: Layby system               ── 28: Enquiry section               ──
—» 12: Payment and transaction entry « ── 29: Round setup & maintenance ──
— 13: Transaction enquiry         ─ 30: Change round order            ──
— 14: -                          ── 31: Round totals                  ──
— 15: Customer balances          ── 32: Delivery section              ──
— 16: List statements not paid   ── 33: Reduce historical files        ──
— 17: -                          ── 34: Bulk update                    ──

              ┌── Process payments and transactions for a customer ──┐
              │ Enter your selection <ESC to quit>  │ <R=cash Register> │
```

Each of the choices from this menu will be discussed in the following pages. Be aware that some other system sections will have a bearing on this section. For instance, the papers and magazines which are delivered, or kept (Keeps/putaways) for customers must be input in other sections of the system. As we come to an area requiring reference to another section, you will also be directed to the appropriate section(s) of the manual.

Another item of note in this section is the fact that most customer additions and alterations including Starts, stops, publication distribution etc. can be performed from the Payment and transaction option (default menu choice), which is also available from the Cash Register(via the HOME key).

Customer maintenance (#01)

When you first enter this option, you will be presented with a screen similar to that shown below.

```
            C U S T O M E R   M A I N T E N A N C E
      Surname Code              Acc No              Postal address
      Customer Name
No           Street
             Suburb
      Telephone No                          If comments press ▪

            ┌──AM                           Stop     Start      Stop
   Rounds ──┤──PM                    Date
            └──Sunday                Paperboy note

      Trading terms     Current  ▪    ▪0    ▪0    ▪0   ▪old   Credit Limit $
                    If exceeded terms automatically stop (Y/N/Held)

   Week$ variation 1       Start         End         Note
      (+ or -)    2
                  3
   Fixed Week Fee $
      Total Owing        Last Paid        on       [Next week fee]
      Statement Amt                 Paid to        │Paper
         Issued on        Account created on       │Delvy
   Business (Y/N/O)          Company (1/2/3)        │Varit
         Categories           Statement Code       │Total

      │Add│Change│Delete│Enquiry│Balance│Search│Reports│Quit│Select ▪
```

The following table lists the fields on this screen, and a brief description of the data they will contain.

If there is insufficient space for the customer address details, pressing f3 will open up extra field space for street information etc.

Field	Description
Surname Code	This is the code that the system generates automatically when you enter a new customer. You can either accept the code (recommended), or type your own, BUT be aware that you must not have duplicate Codes. Entry of your own Code may be useful where you have a customer like City High School. By default this Customer's Code may be SCHOOL , but there may be several schools as customers, so you might call this one HIGHSCHOOL for ease of searching.
Acc No	This is the system generated number that remains with that customer in all transactions. It is very useful to have the customer use their account number whenever they can, as transaction entries are easier to process.
Customer Name	Enter the Customer's full title, initials and surname. e.g. Mr. F. T. FOGHORN
No	Enter the house number. e.g. 123 or F6/23 etc.
Street	Enter the street name here. <u>IMPORTANT,</u> When you enter the street name, make sure that it is exactly the same as other street names, otherwise when you print your round cards (paper delivery cards), i.e. have different appearances for the same street. e.g. SYME STREET will appear as a separate street to SYME ST. etc.
Suburb	Enter the suburb, postcode and state here. e.g. MOORABBIN VIC 3189
Telephone No	Enter the customer's telephone number.

Field	Description
Postal address	This field serves two purposes:-
	1. If the customer wants their statement posted to an address other than the one already entered on this screen, simply type the information into the fields, and when statements are printed, the Postal address will be printed on the statement
	2. If you wish to put comments about the customer which will appear whenever the account is accessed (to pay statements, invoice goods etc.), enter a plus sign (+) then type the message you want to appear. Whenever this account is accessed in the future, the message you typed will be displayed in a pop-up window. This may be useful to tell staff that the customer does not want their children to invoice goods etc., or to show that the customer is currently the recipient of a "special offer" from a newspaper.
	You cannot have a postal address and a message at the same time.
AM PM Sunday	The round number(s) that deliveries occur on is entered in these fields. For example, the AGE may be delivered in the morning on round 09, and the Sunday Herald is delivered Sunday on round 10, in this case you would enter 09 in AM field and 10 in the Sunday field.
	See Round setup and Maintenance later in the section for explanation of the round names etc.
Date Stop/Start/Stop	Allows entry of Start and Stop dates which will stop or start the whole Customer's deliveries. Future explanations will show how to start/stop individual publications. When adding a new customer (explained later), if you do not enter a Start Date, the system will automatically assume that the Customer starts tomorrow.
Paperboy note	A short message entered here will be printed on the round card alongside the customer's address. This can be something like OVER SIDE FENCE etc. The message will be printed every time a round card is printed (including this customer), so you may want to only keep the message on for a short period.
Trading terms	The trading terms for the customer can be set to the following:-
	C = Current; 7=7Days; 3=30Days; 6=60 Days; 9=90 Days; H=Hold If H is entered, paper deliveries are "Held" pending further action.

Field	Description
Credit Limit	Set the Maximum amount of credit for the customer.
	1. If the Credit limit is exceeded and the "If exceeded terms etc." is marked with Y then deliveries will automatically cease until the amount owed is reduced below the credit limit (i.e. the statement is paid), and a H will appear in the "If exceeded etc." field.
	2. 1. If the Credit limit is exceeded and the "If exceeded terms etc." is marked with N, when the customers account is accessed by staff, a flashing message will appear at the top of the screen stating that the credit limit is exceeded.
Week$ Variation 1 (+ or -) 2 3	These options allow entry of "Special offers" for Customers deliveries. As is obvious, there is provision for three variations. Simply select one of these, then enter the amount of variation (prefixed by + for added cost or - for less cost) and the range of dates for the variation to occur. A note can also be added to explain the variation
Fixed Week Fee $	A fixed week's fee can also be added. This is used where someone pays a certain fee no matter how many publications they get.
Total owing	Amount owing as of today
Last paid & on & paid to	Amount that customer last paid, the date the payment was made, and what date the account was paid up to.
Statement amount Issued on	The amount that the last statement was for, and the date it was issued.
Statement Amount & Issued on	Shows the amount of the last statement, and the date the statement was issued.
Business Y/N/O	Set to Y if the customer is a business customer. Set to N if the customer is a non-business, or set to O if the customer does not have any papers. Some special activities are added for Business Customers.
Company 1 or 2	If you have 2 businesses, you can enter the number (1 or 2) for the business that the customer belongs to.

Field	Description
Categories	There are three 2 character fields which can be used. The uses of these field s are only limited by your imagination. These categories are positioned. This means that AB in the first field is different to AB in the second or third fields. These categories allow you to select only customers with a certain category. For example if you are printing statements, you could ask for only those customers that have XX in category field number 1. Some suggested uses are:- If you have customers on a special offer from a newspaper, you can enter a code in one of the category fields, then at any time you can call for a report of how much money is outstanding for those customers. If you live in South Aust., it is a requirement that you provide a payment collection service. This means if you put a code in one of the category fields, you can print a report of only those customers, making it easy to select the customers you have to collect from. *NOTE::* If you are using the categories for statements etc., you must put the required code in the same category field on the report screen as you have in the customer screen.
Statement Code	This can be used where a Customer gets publications or goods, but the account is paid by someone else. For example a person gets the paper delivered, but his relatives pay for it.
Next week fee	These values show the calculated costs for next week (Sun to Sun). They show the costs of the paper(s) and/or magazines, The delivery charge, the Variation (Varit), and the Total.

Add customer

1. Select **A** from the bar menu.

2. Fill in the appropriate fields (as per table above).

3. Enter **Y** when details correct.

4. A pop-up appears asking if you want to "Call up customer papers (N/K/Y)?". Answer **Y** to call up the customer paper allocation screen, **N** for No (returns you to a blank "Add customer" screen, or **K** for Keeps. These choices are further explained below.

Paper / Magazine allocation

This screen is the most commonly used for both paper and magazine allocation for a customer. The screen displays some customer data, plus the date and time the information was last changed. The fields displayed on this screen and the data they contain are discussed in the following table;-

Field	Description
Type	In this field you type **P** for Paper, or **M** for Magazine, depending on the publication you want allocated to the customer.
Code	This is the Paper or Magazine Code. For example The Sunday Telegraph may have SUNDTEL as its code, or the Womans Day magazine may have WOMADAY as its code. Refer to the General and All Users sections for information on Paper and Magazine Codes.
	If you are unsure of the publication code, simply enter the first couple of letters of the publications name and ENTER. A match screen will be displayed for you to choose from.
Title	After you have entered (or selected from the match screen), the desired publication code, the full publication title will be displayed in this field.
RND	Place the appropriate letter in this field, such as A for AM round, or S for Shop etc. If you are unsure, enter X and a window will be displayed showing you the rounds available.
Sun - Sat and When on Hand fields	The type of publication selected will determine how and when it is available to the customer. For instance, daily papers and magazines will allow you to edit the day fields that the item is available, whereas weekly items will show a 1 for the day that they are normally received (invoiced). Non-weekly magazines will only allow you to edit the When on hand field because we do not know what day the item will be invoiced in.
	The type of publication, the day of issue etc. are all entered in the Updating System section (Paper & Magazine) explained in the All Users section of the Manual.
	If the publication you have selected is
	1. Daily paper or magazine, the default of one issue per day (that it is available) will be entered in the fields. If you require more, simply enter the required quantity in the desired day. If the paper is not required on any day(s), simply erase the quantity for that day (**Z**).
	2. Weekly publication, the default will be 1 for the day that the magazine is normally received. If the customer requires a larger quantity, simply edit the field and enter the correct quantity.
	3. Non-weekly items, you can only choose the When on hand field. This means that the item will be available for the customer when it comes in (when you state that the item is in).

Function Keys	The following function keys and their purpose are available form this screen
F2	Stop/Start. When pressed, this key will open a pop-up allowing you to set the following for the publication currently selected:-

	Subscription (Y/N)	Enter **Y** if the customer has PAID FULLY for a subscription to the publication.
	F5 Estimate Subs.	If Subscription is a Y, then when F5 is pressed, a start and stop date window will appear to allow for calculation of the subscription period.
	Quantity left	Enter the number of issues that the subscription was paid for.
	Charge Paper	Enter **Y** if the customer is to be charged for the publication.
	Charge Delivery	Enter **Y** if the customer is to be charged a delivery fee for the Publication.
	Stop	Enter a date that the Publication is to be stopped (this does not stop the customers whole account, only the item selected).
	Start	Enter a date that the Publication is to be started (this does not start the customers whole account, only the item selected).
	Reason	Enter **X** in this field to display a pick list of choices, then select the one you want. This is helpful in determining later why a publication was stopped.

F4	Will delete the currently selected item from the customer.
F5	This key will repeat the value you have typed. For example if you have entered the AGE for the customer to receive, and they require 3 copies per day, simply type 3 in the Sun field then press F5, and the value is repeated into all other days.
F7	Opens a pop-up allowing you to edit which round that the publication is to be delivered on. For example AM 19. This "round " is discussed earlier in this section in the description of fields for Customer Maintenance.
PGDN	enter PGDN and answer **Y** if information is correct.

5. If Auto sequence is on, the system will try and insert the customer into the round where it thinks they belong. If not and you enter Y to "Details correct", a pop-up is displayed "Put in order for round   Proceed N/Y?". If you answer Y to this, then the system will make a "best guess" at where the customer need to be put in the round, and it could be completely wrong, so make sure whether you want to organise the rounds yourself or not. The round setup and maintenance are explained later in this section.

Change customer

This option allows you to edit/change information for a customer in the system.

Editing may be carried out to change the address information, round information, publications received etc. The procedures to edit information are similar to those for adding a customer.

To select the desired customer for editing :-

1. Select **C** for Change from the bar menu.

2. Several methods of searching for the desired customer are available, (NOTE:: all the search information is typed in the surname code field):-

    - Type some or all of the customer's surname code, and ENTER, then select from the match screen using ⇧ and ⇩ then ENTER. (e.g. ANDE will display customers starting with ANDE).

    - Type the customer account number and ⇧. The customer is immediately selected. (e.g. 1234 will find cust. with acc. no. 1234).

    - Type the house number and some of the street name, then ⇩ and select from the match screen of addresses displayed using ⇧ and ⇩ then ENTER. (e.g. 29 SI will display a match screen of addresses starting with 29 and street names starting with SI).

    - If you are looking for an address which does not include a house number (e.g. JOHN PLACE, enter part of the street name (e.g. JOH) and press ⇩. The first street name occurrence starting with JOH (or the nearest name to it) will be displayed in a match screen. Select the desired customer, or ESC and use a different search method.

    - Type the Street and Number (e.g. HIGH25) and ⤒⇩ and a match screen will appear. Select as above.

3. Navigate through the fields with the ⇧ and ⇩, then enter the corrected information.

4. When a screen is completed, use the PGDN keys to jump to the "Details correct " etc.

Delete customer

<u>**WARNING::**</u> If you delete a customer, all their information is deleted and is <u>NOT RECOVERABLE</u> <u>(except by using a backup), so make sure you select the right customer, and</u> **READ THE SCREENS**.

If customer information is no longer required, then all their information can be deleted. This includes transactions of all types, statements, invoices and deliveries etc. Also any balance outstanding will be deleted.

To select the desired customer for deleting :-

1. Select **D** for Delete from the bar menu.

2. Several methods of searching for the desired customer are available, (NOTE:: all the search information is typed in the surname code field). These methods are the same as described in the "Change Customer" option listed above.

3. Note any messages which appear, such as "Customer has an active balance" (meaning they owe you money??) etc.

4. If you have selected the correct customer, enter **Y** to delete, or **N** if it is the wrong customer.

NOTE:: If you have inserted passwords (explained in All Users Updating system section), then you will be required to enter a password when you select Delete option.

Customer enquiry

This option is similar to the Change customer option, except that when the information is displayed it cannot be changed (edited), <u>BUT, the paper allocation for the customer can be altered</u>.

1. Select **E** for Enquiry from the bar menu.

2. Several methods of searching for the desired customer are available, (NOTE:: all the search information is typed in the surname code field). These methods are explained in the Change option discussed earlier.

3. When you have selected the correct customer, customer information will be displayed in a "Dimmed" state (different colour), and the "Call up customer papers" pop-up is displayed. If you enter Y ,then you will be at the Customer Papers screen, and you can edit or add to any information. (See Paper/magazine allocation above).

4. When changes have been completed, PGDN and enter **Y** etc.

Customer balance

This option allows you to change the Customer's balance (if you have appropriate password privileges). This is only useful when setting up customers from a manual system onto the POS system etc., otherwise it should not be used.

1. Select **B** for Balance from the bar menu.

2. Several methods of searching for the desired customer are available, (NOTE:: all the search information is typed in the surname code field). These methods are explained in the Change option discussed earlier.

3. When you have selected the correct customer, customer information will be displayed, and a pop-up containing information on the customer's balances is displayed.

4. Enter the amounts in the appropriate area, noting that if you precede the amount with a minus (-) sign, it signifies that you owe the customer (the customer is in credit), and if preceded with a plus (+) sign (default), then the customer owes you.

5. When changes have been completed, PGDN and enter **Y** etc.

Search for Customer

This option allows you to search for a customer using any part of their name or address, or to search for a name by similar sound.

Search by part of Name or Address:-

1. Select **S** from bar menu.

2. Type the search key e.g. HIGH.

3. Press ENTER, and the system will search for any occurrence of HIGH in the Name or Address fields and list them to the screen.

4. Use PGUP / PGDN or ⇩ / ⇧ or HOME / END to scroll through the list on the screen until you find the desired customer, then ENTER to select the customer.

5. The system will return you to the blank customer maintenance screen, where you can select the option desired (Add, Delete etc.), then ⇧ to select the account, and proceed as described earlier.

Search by similar sounds in the name

1. Select **S** from bar menu.

2. Press F2 to change to "Search name by sound".

3. Type the "sounds like" e.g. DOD. The system will search, and may find names such as DODD, DADE, DOT, ATWOOD (the OD sound) etc.

4. Use PGUP / PGDN or ⇩ / ⇧ or HOME / END to scroll through the list on the screen until you find the desired customer, then ENTER to select the customer.

5. The system will return you to the blank customer maintenance screen, where you can select the option desired (Add, Delete etc.), then ⇧ to select the account, and proceed as described earlier.

Customer Reports

Selecting **R** for Reports from the bar menu will jump to the Customer reports menu, which is identical to the Customer Menu choice #23. The options available from this menu will be discussed later in this

section.

Customer papers (#03)

This option allows you to jump straight to the Customer paper allocation screen (described earlier), without having to go through the normal customer maintenance screen.

1. Several methods of searching for the desired customer are available, (NOTE:: all the search information is typed in the surname code field, with the exception of the Search mode):-

    - Type some or all of the customer's surname code, and ENTER, then select from the match screen using ⇧ and ⇩ then ENTER. (e.g. ANDE will display customers starting with ANDE).

    - If you are looking for an address which does not include a house number (e.g. JOHN PLACE, enter part of the street name (e.g. JOH) and press ⇩. The first street name occurrence starting with JOH (or the nearest name to it) will be displayed in a match screen. Select the desired customer, or ESC and use a different search method.

    - Type the customer account number and ⇧. The customer is immediately selected. (e.g. 1234 will find cust. with acc. no. 1234).

    - Type the house number and some of the street name, then ⇩ and select from the match screen of addresses displayed using ⇧ and ⇩ then ENTER. (e.g. 29 SI will display a match screen of addresses starting with 29 and street names starting with SI).

    - Type the Street and Number (e.g. HIGH25) and ↖⇩ and a match screen will appear. Select as above.

    - Press F2 for search mode and proceed as described in the Search for customer section above.

2. When the desired customer's paper information is displayed, proceed as explained in the Paper / Magazine allocation section described earlier.

History (delivery) (#04)

This option displays a history of the selected customer's deliveries (both papers and magazines).

Use one of the search methods described above to select the desired customer.

A list of delivery history dates similar to that shown below will be displayed (depends on how long customer has been on)

```
                 D E L I V E R Y   H I S T O R Y          Page - 1


      Code FINCH    Acc No 1673   Customer Name HUNCH
                    Address Line 1 18    SUNDANCE Cres
                    Address Line 2 CRASHTON 3111
    From    To  Weeks Paper SuMoTuWeThFrSa  Paper  Delvy  Variatn Week_Tot
    --------------------------------------------------------------------
    28/08/94 03/09/94  1      0  3  2  2  2 2 2   7.60   0.45    0.00    8.05
    03/04/94 02/07/94 13      0  2  1  1  2 1 1   8.40   0.55    0.00    8.95
    27/03/94 02/04/94  1      0  2  1  1  2 0 1   7.60   0.50    0.00    8.10
    13/03/94 26/03/94  2      0  2  1  1  2 1 1   8.40   0.55    0.00    8.95




    --------------------------------------------------------------------
     PgUp-PgDn-  -  -up/down Home-Top   F5-Print F8-View ESC-exit
```

The information as displayed is explained in the following table

Field	Description
From & To	Dates start and finish for that delivery history.
Weeks	The number of weeks included in the date range above.
Paper	If only one publication is received, its name will be displayed in this field, but if more than one item is received, the field will be blank (see explanation later).
Su - Sa	The numbers in these fields show how many deliveries were made for each day for the date range.
Paper	Shows the amount charged for the publication(s) for the date range.
Delvy	Shows the delivery fee charged for the date range.
Variatn	Shows the variation for the date range (this is from the variation field in the customer maintenance screen).
Week_Tot	Shows the weekly fee charged for the date range.

Each line of the History means that something was different to the previous one.

The keys listed at the bottom of the Delivery History screen perform the following functions.

Key	Description
PGUP / PGDN	If there is more than a screenful of history displayed, these keys will move up / down one screen at a time.
⇧ ⇩	Move up or down one line at a time.
HOME	Moves to the Top (most recent) record.
F5	Prints the information for the currently selected date range. This will print the following information:-

Field name	Description of contents
Ty	Type of publication (M = Magazine, P = Paper).
Code	Publication code (e.g. AGE, WOMADAY etc.).
RND	The round the publication is delivered on.
Sun - Sat	Days and quantities delivered.
Total	Total quantities for each publication delivered per date period.
Weekly charge	The charge made for that date range.

Key	Description
F3	Displays a pop-up window requesting start and end dates for the enquiry. The start Date MUST be a Sunday, and the end date MUST be a Saturday. When these dates are entered, a screen will show the total number of papers delivered (in periods) for the range of dates you entered.
F8	Displays the same information as explained for f5, except it will be displayed on the screen instead of being printed.
ESC	Returns to the previous menu item (or blank history screen).

Non weekly magazine (#06)

This option enables you to charge customers who have non-weekly magazines put away (keeps).

1. Enter the Magazine Number (computer generated number) and ⇧ , or the magazine description and ⇩, or the magazine Code and ENTER. Each of these options will display a match screen. Navigate through this and select the magazine to be billed and ENTER.

2. A pop-up shows the date that the magazine was last charged, the magazine cost, and any delivery fee applicable.

3. Select whether to update (Charge), and whether to print Putaway Labels.

4. When details are correct, PGDN Y and all customers having that magazine kept will be charged, and labels printed (if these options were selected.

Print round cards (#7)

This option is used to print delivery round cards. These cards will show the relevant information for the particular round. The Round setup and maintenance will be discussed later in this section of the manual.

When you select this option, a screen similar to the one below (without the code & date info etc.) will be displayed.

Round cards from the POS system are printed daily, and ONLY those publications which are to be delivered on that day are printed on the cards.

The following table explains the various fields and the information displayed.

```
R O U N D   C A R D

          +[Pick a day]----------------
          ¦ Sun Mon Tue Wed Thu Fri Sat ¦      Current Monday
          +[Last processed Sunday   ]--+        F5 to enter
                 Round (A/P)  A
        Paper Hold ? (Y/N)  N
     Update - Charge ? (Y/N)  N
    ---------Code--------------------Date Last Run----Paper boy--Y/N/Rnd/Chg/nO
     01                      06/09/94          PM
     02                      06/09/94          PM
     03                      06/09/94          PM
     04                      06/09/94          PM
     05                      06/09/94          G1
     06                      06/09/94          G1
     07                      06/09/94          G1
     08                      06/09/94          G1
     09                      06/09/94          G2
     10                      06/09/94          G2
     11                      06/09/94          G2
     12                      06/09/94          G2
     13 PAPER KEEPS          06/09/94          P
     14 EAST NURSING HM 06/09/94               GP        Y
     15 EASTERN LODGE    06/09/94              GP        Y
    ----------------- Proceed ? (N/Y/Dont Print/View/Invert/ESC) N -------------
```

Field	Description
Pick a day	Select the day for the round to be printed.
Current	Shows the day and date currently selected.
Last processed	Shows the day that round cards were last printed.
F5 to enter date	Allows you to enter a date for the round card to be printed, and will automatically set the day.
Round (A/P)	Asks whether you want to print the Am or Pm round card.
Paper Hold?	If a paper / magazine was not delivered from the supplier, the publication can be "Held" back from delivery. This means that the publication will not be charged for , and will not be printed on the round card.
Update Charge	Set to Y if you want to update the Customers accounts, or N if only to print.

The information displayed on the screen after you have entered the appropriate f information is explained below.

Field	Description
Code	This is the Round code which is set in Customer Menu choice #29 .
Date Last Run	Shows the date that these round cards were last printed.
Paper Boy	The initials of the "Paper Boy" who does the delivery. The initials are set in the Updating System menu choice #4, and the allocation of the round to the staff member is set in Customer menu choice #29.
Y/N/Rnd/Chg/nO	The options listed below apply for each round displayed in the list.
	Y — Print round showing deliveries and charges
	N — Will not Print and will not process or charge, and is used if a round is cancelled for a day.
	R — Print round showing deliveries only. Often used for new people.
	O — Process but print no report.
	C — Print round showing changes only
Proceed N/Y/Don't Print/Invert/ESC	The functions of these choices are
	N — If you select **N**, then you will be taken back to the first round displayed on the screen. This allows you to change the "Paper Boy", and the "Y/N/Rnd/Chg etc. field (explained above).
	Y — If you select Y, then the round cards will be printed with any conditions you have set (as explained above).
	Don't Print — If you enter D, then the appropriate updating of customer's accounts etc. will be made, but the round cards will not be printed to paper.
	Invert — Will change all Y's to N (and vice versa) for the print round showing deliveries and charges discussed above.
	ESC — Returns you to a blank Print Rounds screen.

Stops/Starts #9

This option allows you to access a customer and stop/start the whole account, or on or more publications as desired.

Stops and starts are also available from the Customer maintenance screen, and the Paper allocation screen.

1. Select the desired customer (or press F5 for the BULK option explained at the end of this section) Several methods of searching for the desired customer are available:-

    - Type some or all of the customer's surname code, and ENTER, then select from the match screen using ⇧ and ⇩ then ENTER. (e.g. ANDE will display customers starting with ANDE).

    - If you are looking for an address which does not include a house number (e.g. JOHN PLACE, enter part of the street name (e.g. JOH) and press ⇩. The first street name occurrence starting with JOH (or the nearest name to it) will be displayed in a match screen. Select the desired customer, or ESC and use a different search method.

    - Type the customer account number and ⇧. The customer is immediately selected. (e.g. 1234 will find cust. with acc. no. 1234).

    - Type the house number and some of the street name, then ⇩ and select from the match screen of addresses displayed using ⇧ and ⇩ then ENTER. (e.g. 29 SI will display a match screen of addresses starting with 29 and street names starting with SI).

    - Type the Street and Number (e.g. HIGH25) and ⌃⇩ and a match screen will appear. Select as above.

    - Press F2 for search mode and proceed using one of the methods listed here:-

        a. Search by any part of address:-

        - Type the search key e.g. HIGH. Press ENTER, and the system will search for any occurrence of HIGH in the Name or Address fields and list them to the screen.

        - Use PGUP / PGDN or ⇩ / ⇧ or HOME / END to scroll through the list on the screen until you find the desired customer, then ENTER to select the customer.

        b. Search by similar sounds in the name

        - Press F2 to change to "Search name by sound".

        - Type the "sounds like" e.g. DOD. The system will search, and may find names such as DODD, DADE, DOT, ATWOOD (the OD sound) etc.

        - Use PGUP / PGDN or ⇩ / ⇧ or HOME / END to scroll through the list on the screen until you find the desired customer, then ENTER to select the customer.

When you have selected the desired customer and ENTER, a screen similar to the one below will appear. The options available in this screen are explained following the figure.

```
                 S T O P / S T A R T
                    < Stopped >

       Code(<ESC> to exit,F2=Search,F5=Bulk) BLEVIN    Acc No 186

       Account                     Address
       MR F BLEVINS                29     HANNEMAN Drive
                                   WHYALLA STUART SA 5608


                  Stop on public holidays Y
                               Stop      Start
                        Date   15/04/96  08/06/96
                               12/06/96  15/06/96
                               16/06/96  21/06/96     Reasons (A-L) L
                               23/06/96  28/06/96
                               30/06/96    /  /

       [PAP/mag      Mon Tue Wed Thu Fri Sat Sun Avail Round]
                      1   1   1   1   1   1   0
                      1   1   1   1   1   1   0
                      0   0   0   0   0   0   1
                                                     - Stopped

     F5 - Bulk S/S  F2 - Stop/Start Papers   Correct ? (N/Y/C/P/Esc) N C - Credit
```

Field	Description
Stop on Public Hol.	If Y is entered and the public holiday dates have been entered (Updating system options), when a public holiday occurs, paper deliveries are automatically stopped (not printed on round cards) for that date.
Date Stop / Start	Enter the Stop and Start dates that the whole account is to be stopped.
Reasons (A-L)	Insert a letter in this field to show a reason for the stop. If you do not know which letter to use, enter X and a match screen will be displayed with explanation.
PAP/Mag	The publications and days that they are to be delivered, along with the quantity, are shown in these fields. The round that they are delivered on is also shown. If paper(s)/Magazine(s) are stopped, they will be highlighted by a red square.

Explanation of the keys listed at the bottom of the screen follows

Key	Explanation
F5	This BULK option allows you to apply Starts/Stops to a range of customers who you have given a category(or more than one) to. For example if you have several school canteens which you deliver to, you may want to give them a category so that you can stop deliveries to all those customers when the school holidays are on.
F2 Stop/start papers	This is explained following this table.

Key		Explanation
Correct	Y	If details are correct, enter **Y**, and the changes will be recorded.
	N	Enter **N** if details are not correct, and you will be returned to the start of the stop/start screen, where you can then proceed to edit the fields.
	C	Credit. If **C** is entered, you will jump to the Credit Customer Screen. This forms part of the Payment and Transaction entry option, and will be explained later.
	P	If **P** is entered, a list of the customer's stops and starts will be printed, and you will be returned to a blank Stop/Start screen. This is used to give the Customer a form.

The F2 Stop/Start papers option is used to stop/start individual publications. This can be useful if a customer has a weekly magazine delivered, and the person who reads it is going away for a while, then just that publication can be stopped.

This option is simple to use, simply press F2 and READ the screen.

1. Press F2.

2. Use ⇩ ⇧ to select the item to stop/start, and ENTER.

3. Insert the desired dates in the fields that are displayed, and PGDN to save the changes.

4. If there are any other publications to change, select those in the same way and PGDN to save the changes.

5. When all changes have been made, press ESC to return to the account stop/start screen.

6. If all is correct, PGDN and press the appropriate key (as listed above).

Missed Deliveries (#10)

This option allows you to enter missed delivery messages (to be printed on the round sheet), credit a Customer for a "Miss", and also displays the number of times the customer has been "Missed".

Select the customer using one of the methods described earlier.

Enter the round the delivery was missed, or N for a Note only.

Enter the Note to be printed. This can be prefixed by a + if the note is only to be displayed once, or the @ symbol (⌃ 2) for the note to be printed until the weekend. If you do not prefix the note with one of these characters, the note will be printed every time the round is printed.

PGDN and select **Y** if details are correct, **C** if details are correct and the Customer is to be credited, **P** if details are correct and the screen is to be printed, **N** if details are incorrect and you want to edit them, or ESC to clear the screen.

To delete a message which is no longer required, move to the field and delete the message, then PGDN Y.

Layby System (#11)

This option allows you to put goods away for customers on layby. Layby Customers are only available to this section of the system, and are not used in any other section.

Layby Entry/Payment

This option is also available from the Cash Register by using the ` key (top left-hand key on keyboard).

When activated, the following screen appears, and allows you to perform the functions listed below.

Menu Item	Function Performed
Add	This allows you to Add a Customer to the Layby system. Fill in the address details, and when completed, a pop-up displays asking if details correct?. If you answer y, then the Layby entry screen will appear. This allows you to enter details such as quantity, item, department, Discount, amount of deposit etc.
Change	Permits changing of Layby Customer details. Select the Customer from the pick list.
Remove	Removes a Customer along with all layby information from the system. this displays a prompt to ensure that the choice made is correct.
Delete	Allows you to delete individual laybys from a customer. Deleting a layby will remove all information about that layby including amounts paid and owing etc. This information is not recoverable.
Enquiry	Enables enquiring on a Customer and the laybys they have, but does not permit alteration.
Bin	This is used to record where on the shelf you can find this layby.
Note	Allows entry of a note which will be displayed whenever the Layby Customer is accessed for payment etc.
Payment	Allows payment of a customer's layby. This can be full or part payment.

Menu Item	Function Performed
View	Enables you to view all customer transactions for layby(s)
Layby	Use this choice to add a layby to a customer.

Layby Enquiry

This option displays a screen allowing you to display information on laybys meeting the criteria you choose. You enter the criteria you desire, then the layby history will be displayed on the screen.

Criteria available include a date range, Transaction type (Full, All, Laybys, Payments, Statements or cancelled), and laybys from number xx to xx.

When the transactions are displayed on the screen, they are displayed in different colours, and by pressing F5, a legend window explaining the colours appears.

Scrolling through the records is possible using the ⇧ and ⇩ and PGUP and PGDN keys.

Layby Department Totals

This option will display a table showing a breakup of money per department for the following time ranges:-

Today, Yesterday, This week, last week, This Month, Last Month, This Year and Last Year

The money displayed is only to do with laybys.

Layby Statements

This option allows you to select who you want to send layby statements to by setting the following criteria:-

Option	Function Performed
Itemised/Detailed	Select whether to send an itemised or detailed statement
Print single/Tag or All	Allows choice of sending statements to a single Customer, Customers who have been tagged, or All customers (who meet the criteria).
Laybys active 90 Days	There are 3 options available Y all who have been active for 90 days N Ignore the active period C Change the active period to any you desire.
Not paid in 14 Days	There are 3 options available Y all who have not paid for 14 days N Ignore the not paid period C Change the period to any you desire.
Amount owing >100	There are 3 options available Y all who owe greater than $100.00 N Ignore the amount C Change the amount to any you desire.

Option	Function Performed
Only statements not paid 14 days	There are 3 options available Y all who have not paid on their statement in the last 14 days. N Ignore the not paid option C Change the period to any you desire.
Exclude statements run in 7 days	There are 3 options available Y all who have had statements printed in the last 7 days. N Ignore the option C Change the period to any you desire.
Update Y/N	Set to Y if you want to update the customer's information, or N if you want to print statements without updating.

Active Laybys

This option will display a list of all active layby accounts. Once the list is displayed, the following functions are available for the layby you select.

Key	Function Performed
⇧ ⇩	Move up or down one line at a time.
PGUP PGDN	Move up or down one screen page at a time.
HOME END	Move to the first or last record.
F4 Cancel	Performs the same function as the Cancel Menu item described earlier, in that it will cancel a layby altogether.
F5 Details	Displays a pop-up showing information about the selected layby, including Customer information, Layby details (bin number, how long layby been active etc.),trial balance for current, 30, 60 and 90 Days, Last statement and last payment date, and also allows for a note to the customer (F8 key).
F6 Tag	This enables you to select customers from the list displayed for printing of statements.
F7 Current	Shows the Current amount if a statement was printed.
F8 Last	Shows the details of the last statement issued to that customer.

Layby Bulk Update

This facility provides various options that are used to change information for all customers etc. These should only be used after consultations with POS.

Layby Options

These options set defaults for the Layby System.

Option	Function Performed
Number of Invoices	Set to 1 for one invoice to be printed, or 2 for two copies etc.
Number of Payment receipts	Set to 1 for 1 receipt to be printed, or 2 for two copies etc.
Always print invoice	Set to Y if and invoice is always required when a layby is added.
Always print Receipt	Set to Y if a receipt is to always be printed for layby payments.
Default deposit	Set this value to the amount of deposit you require as initial payment. This value can be altered when the layby is entered.
Open Cashdrawer	Set to Y if you want the cash drawer of the Cash Register to open when a layby is entered.
Payment message	Enter the messages that you would like printed when the action occurs.
Invoice message	
Statement Message	

Payment and transaction entry (#12)

This is probably the most accessed of the Customer options, because nearly all customer entries, alterations and transactions can be performed from this option. This option is also extensively used if you have the Cash Register option installed, because by simply pressing HOME from the Cash register screen you will jump to the Payment and transaction option. It is within this option that customers pay their accounts, and can be invoiced or credited.

This option gives access to customer's previous transactions and history, paper allocation, stops/starts, round allocation, credit limits etc. (many of which were discussed in the Customer maintenance option (#1) described earlier in this section.

You can also add new customers from this option.

So useful is this option, that many pages of this section will be devoted to it. Many of the functions performed by this option are available from other menu choices, and reference to these will be made as we proceed.

When you select this option, a screen similar to that below is displayed after you have selected the customer using one of the methods described earlier in this section.

NOTE:: The system "remembers" the last customer you accessed, and automatically inserts the account number and code in the appropriate fields.

```
Acc No 1164  ███ C U S T O M E R   P A Y M E N T ███   Sun 30/06/96
    Code TRADER1                   Business
                        Customer Name RURAL POST
90 Days     $0.00            Address BX.671 POST OFFICE
60 Days     $8.40             Suburb BLARE SA
30 Days     $0.00           Telephone              Prev Statement     $94.90
Current    $32.40  Paper   MoTuWeThFrSaSu Tot    Current Statement    $34.95
  Total    $40.80  tribune  _ _ _ _ _ _   1  -+Shp        As at 14/04/96
                   WN        1 _ _ 1 _ _   2  -+Shp Last
Last Sun   $40.00  ↓ More papers ↓                 Paid  $84.80 on 21/06/96
Next Sun   $41.60      Weekly Charge    $1.60             Paid to 29/03/96


 [Stop/Start]                                     [Top Functions Keys]
    Stop                    Pay to 30/06/96      F2   Miss/↑F2 VIP On/Off
    Start                      Amount            F3   Change customer
    Stop                    $Deduc %Disc         F4   Note for customer
                                                 F5   Stop/start account
                                                ↑F6   Statement
 Paying Weeks               Amount Payable       ↑F7   Every transaction
                                                ↑F8   Paper allocation
                                Staff            F10  Calendar
                                                ↑F11 Last statements
                                                 F12  Invoice/↑F12 Credit
```

If the customer has a "Note" attached (see Customer maintenance description earlier in this section), this will be displayed. To close the note message, simply press any key.

If the Customer's account is currently stopped, a flashing message will be displayed at the top of the screen.

If the customer's credit limit (see explanation in the Add Customer option earlier in this section), has been exceeded, a flashing message will be displayed.

If the customer is a Business customer (set in add customer option earlier), the screen will be displayed in a different colour to normal customers.

If the Customer is a VIP customer (explained later), a flashing VIP customer message appears.

The following information is available from the first screen:-

Field(s)	Explanation
Name, Address etc.	Shows details of the customer's name, address etc.
90, 60, 30, Days	Shows how much the customer owes over those age periods.
Current	How much the customer owes for the current month (less than 30 days).
Total	Total amount owed by customer.
Paper & Mo - Su Tot	Show which publication(s) the customer has delivered/putaway per week, how many delivered each day, and the total number. The ++/-- means that they are charged for the publication and delivery, then the round delivered on.
Prev Statement	Shows the amount that the customer's previous statement was for (if they had one).
Current Statement	Shows the amount of the current statement (the most recently printed one).
As at	Shows the date that the current statement was printed.
Last Paid & on	Shows the amount that the customer last paid off their account, and the date paid
Paid to	Shows the date that the last payment made will pay up to. This means that if the customer paid more that their current debt, the system will calculate a date that the extra money will pay up to for their current delivery conditions.
Last Sat (or Sun)	Shows how much the customer owed last Saturday (or Sun if the week ends Sunday which is set in Updating system, options choice). .
Next Sat (or Sun)	Shows how much the customer will owe next Saturday . (or Sun if the week ends Sunday which is set in Updating system, options choice), this is calculated from the current publication & delivery fees, and cannot take into account any changes the customer might make such as stops etc.
Stop/Start	Shows the last stop/start dates (for the total account, NOT single publications), that the customer made.

Field(s)	Explanation
Pay to	The date that appears in this field is normally for next Sat. (or Sun if the week ends Sunday which is set in Updating system, options choice). If the customer wants to pay up to this date, simply press ENTER and the system will calculate the amount that the customer has to pay.
	If the customer wants to pay to a different date, overtype it and ENTER. The system will then calculate the account to that date.
	If the customer wants to pay an amount (e.g. $20.00), ignore the date and press Z or clear out the date. At the Amount field type in the amount. NOTE:: A message is displayed saying press F5 to clear the date (this is used if you feel a date is not appropriate). When you type in the amount and enter, the system will calculate what date this pays the customer up to and inserts it in the Pay to field. If the calculated date is not a Saturday (or Sunday if that option is set), a flashing message will warn you. that it is not a whole week.
Amount	This shows the amount due if you press enter to the date that first appeared, otherwise, enter the amount desired as above.
$Deduc %Disc	NOTE: an option can be set to deactivate this option.
	In this field you can enter an amount to deduct from the Amount by simply entering the amount to deduct e.g. 4.50 will deduct $4.50 from the Amount and calculate the total accordingly. To deduct a percentage, simply enter the value e.g. 10% , the system will calculate what 10% of the Amount is, and calculate the total accordingly.
Paying Weeks	This field will show how many weeks the customer is paying (calculated from the Amount field).
Amount Payable	This is the Total amount payable, calculated from the above.
Staff	This is where the staff member's initials are entered to show who took the payment (Staff information is entered in the Updating system section).

The list of function keys on the screen and their operation is explained below.

Any option that you Jump to from this screen will have the current customer selected. This means that you will not have to search again for the customer.

Key	Function
F2 Miss	This will jump you to the Missed delivery screen (explained in Missed deliveries Customer menu #10)..
⚔F2 VIP ON/OFF	This will turn the flashing VIP message on or off for the selected customer. The VIP message can be used to mark valuable customers who are eligible for discount etc. with the only difference being that the system has already selected the current customer as the one to have missed delivery recorded
F3 Change customer	This will jump you to the Change Customer screen (as explained in Customer menu #1), to enable you to change the customer's credit limit, address etc.
F4 Note for Customer	This option will open a pop-up enabling you to enter a message which will appear when this customer is selected in the future. This Message is entered into the same area as explained in the Customer maintenance section (Customer menu #1) explained earlier. BUT, if the customer has a Mailing address, then a Note cannot be added.
F5 Stop/start acc.	This will jump to the Stop/Starts screen (Customer menu #9), to enable you to stop/start customer's account and/or papers.
F6 Last	Shows the last transaction performed since entering the customer payment and transaction screen.
⚔F6 Statement	This will print a statement for the current customer. Examples and explanation of statements will be explained later (Customer menu #20).
F7	Even though this key is not listed, if pressed it will jump to a screen showing all of the customer's financial transactions such as Payments, Statements, Credits, Invoices etc. A detailed explanation of this screen will follow later.
⚔ F7	This will jump to a screen showing every transaction that has occurred for that customer. In addition to those listed above, it will show how much the weekly charge was etc. This screen will also be explained later.
F8	Once again, this key is not listed, but if pressed enables a very useful function. One pop-up appears showing the **current week orders** and, another shows the weekly fee, and what that fee is comprised of (paper cost, delivery, variation etc.). The top window allows you to scroll (move) back or forward a week at a time by using the ⇦ or ⇨ key. If this option is used, the bottom window showing the weekly fee will close, as it is only available for the current week.
	If you press F8 again immediately after the first one explained, then the window will change and show **what has actually been delivered to the customer this week**. This is the only way that you can find out before ending the week.

Key	Function
�људF8 Paper allocation	This will jump you to the Customer Papers screen (Customer menu #3 and as explained in Customer Maintenance) to enable editing of publications desired by the customer.
F10 Calendar	This key will open the Calendar (if you are on a date field) as explained in the Commonly Used Keys explanation in the General Section of the Manual.
F11	If pressed this will pay the current statement.
々F11 Last Statement	If pressed (when the Pay To field is active),, this will pay the previous statement.
F12 Invoice	When pressed, this will open the **Customer Invoice window (explained later).**
々F12 Credit	This will open the Credit Customer window **(explained later).**
	Please Note that if you invoice or credit a customer, when you have entered the amount, you will be asked for a staff member's initials (for security).

Customer Transaction Screen

This screen is called by pressing either F7 or 々F7 as described above. All the functions are the same, whether you pressed F7 or 々F7, except that F7 shows only financial transactions, whereas 々F7 shows paper charges as well.

```
          C U S T O M E R     T R A N S A C T I O N S
      Code TRADER1              Customer Name RURAL POST
     Acc No 1164               Address Line 1 BX.671 POST OFFICE
                               Address Line 2 BLARE SA

Date  Time PayTo Typ Audit Description      Qty    Price  Deduc   Total Staff
28/06 15:08       I 25850 FREIGHT 28/06/96    1     1.00            1.00 AH
21/06 12:29       I 25620 FREIGHT 21/06/96    1     1.00            1.00 AH
21/06 10:25 29/03 P 25613 Pd by chq WESTP-         84.80          84.80 SD
31/05 13:16       I 24852 FREIGHT  31/05/96   1     1.00            1.00 AH
24/05 13:15       I 24628 FREIGHT 24/05/96    1     1.00            1.00 AH
06/05 13:49       I 24015 FREIGHT 05/05/96    1     1.00            1.00 AH
26/04 15:42       I 23650 FREIGHT    26/04/96 1     1.00            1.00 AH
19/04 12:21       I 23332 FREIGHT  19/04/96   1     1.00            1.00 AH
14/04 14:58 07/04 S       Statement No 8647        34.95          34.95 **
29/03 12:30       I 22582 FREIGHT     29/03/96 1    1.00            1.00 AH
25/03 15:59       I 22488 FREIGHT     25/03/96 1    1.00            1.00 AH
21/03  9:58 15/02 P 22190 Chq WESTP-201085         24.85          24.85 SD
08/03 12:35       I 21799 FREIGHT     08/03/96 1    1.00            1.00 AH
06/03 12:01 03/03 S       Statement No 8439        94.90          94.90 **

PgUp-PgDn-↓-↑-up/dn Home-Top F2-Week ↑F3-State F4-Edit F5-Print F8-View ESC-exit
     90 Days  60 Days  30 Days  Current  Total Due  Tagged  MTD SALES YTD SALES
        0.00     8.40     0.00    32.40      40.80    0.00       0.80    587.85
```

A screen similar to the one below will be displayed when you select this option..

The fields displayed on this screen are as follow:-

Field(s)	Description
Date; Time	Shows the date and time that the transaction occurred. In the case of Weekly papers, the date shown is the date that the week was ended.
Pay To	This is the date that the customer's payment will pay to.
Typ	This is the type of transaction:- P = Payment S = Statement I = Invoice C = Credit V = Varied (edited) transaction. (system)
Audit	Gives the audit trail number for Financial Transactions
Description	Displays a description of what the transaction was for.
Qty	Gives the number of weeks for the weekly papers shown.
Price	Gives the weekly fee for publications delivered etc.
Deduc	Shows any deductions made for VIP customers etc.
Total	Shows the amount owing for that transaction. If the quantity was 3 and the price was $5.00, then the Total (without deduction) will be $15.00.
Staff	Shows the initials of the staff member who performed the transaction (where applicable). Staff initials will not show for weekly papers.

There are more fields at the bottom of the screen. Depending whether the display is in Month or Week mode, the fields will display different titles, and the amount will be displayed for the appropriate period. In the following table, both possible titles will be entered in the Field box.

Field(s)	Description
90 Days / 3 Weeks	Shows the amount owed by the customer for > 90 days / 3 weeks.
60 Days / 2 Weeks	Shows the amount owed by the customer for > 60 days / 2 weeks.
30 Days / 1 Week	Shows the amount owed by the customer for > 30 days / 1 week.
Current	The amount owed for the current period.
Total Due	The Total amount owed by the customer.
Tagged	This shows the amount owed by customers who have been "Tagged".
MTD Sales	Month to Date sales made to the customer.
YTD Sales	Year to Date sales made to the customer.

NOTE:: Credit notes for customers will be highlighted by a different colour.

The information explained on the previous page was only some of what is available from this screen. The functions of keys listed at the bottom of the screen (and some which are not), are explained below.

Key(s)	Function Performed
PGUP - PGDN	If there is more than one "screen full" of information, these keys will move one screen page at a time.
⇩ ⇧	Move up and down through the list one line at a time.
HOME-TOP	Moves to the top of the list (Latest transaction).
F2-Week (Month)	Toggles between the Weekly and Monthly display modes explained on the previous page.
F3	Displays a pop-up showing a statement as of the current date. This statement shows previous balance, delivery fees, publications per day, the quantities delivered, and the cost, along with a total amount owed by the customer. (An example is shown on the following page.)
⌃F3	Shows similar information to that above, except that it is for the last week displayed on the screen. (An example is shown on the following page.)
F4 Edit	Allows you to edit the transaction (other than statements and weekly papers) displayed. To do this, select the transaction to edit (using pgup / pgdn or ⇩ ⇧, then press F4. A window appears showing information about the transaction such as whether it was an invoice or credit, what department, Date & time, amount and who performed the transaction etc.

You can perform the following operations on this transaction:-

Key	Function
F3 Hide	Marks the transaction. as Varied (will not print out).
F4 Delete	Deletes the selected transaction.
F5 Info	Displays a window showing the customer's last statement date, & amount, plus the last paid information.
ENTER	Pressing ENTER allows you to edit the transaction.. This means you can change any field by moving to it and altering the information.

F5 Print	Re-prints the transaction. i.e., if a receipt, it will be re-printed. If a credit note, it will be re-printed etc.
F8 View	This opens a window showing the same information as explained in the Edit function above, however, in this case the information cannot be edited.

F3 key pressed displays this screen first.

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

           Code TRADER1              Customer Name RURAL POST
           Acc No 1164               Address Line 1 BX.671 POST OFFICE
                                     Address Line 2 BLARE SA
      =[Statement -- As of : 30/06/96]
      D  Date      Description          Qty    Price      Debit      Credit     Balance  aff
      2                                                                                  AH
      2  14/04/96 Previous balance                                              34.95    AH
      2  19/04/96 FREIGHT  19/04/96      1.00    1.00                           35.95    SD
      3  26/04/96 FREIGHT    26/04/96    1.00    1.00                           36.95    AH
      2  06/05/96 FREIGHT 05/05/96       1.00    1.00                           37.95    AH
      0  24/05/96 FREIGHT 24/05/96       1.00    1.00                           38.95    AH
      2  31/05/96 FREIGHT  31/05/96      1.00    1.00                           39.95    AH
      1  21/06/96 Pd by chq WESTP-       84.80              84.80              -44.85    AH
      1  21/06/96 FREIGHT 21/06/96       1.00    1.00                          -43.85    **
      2  28/06/96 FREIGHT 28/06/96       1.00    1.00                          -42.85    AH
      2                                                                                  AH
      2                                                                                  SD
      0                                                                                  AH
      0                                                                                  **

      P        [Press any key to continue]                                           xit
         90 Days   60 Days   30 Days   Current  Total Due   Tagged   MTD SALES YTD SALES
           0.00      8.40      0.00     32.40      40.80      0.00      0.80     587.85
```

Then this screen.

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

           Code TRADER1              Customer Name RURAL POST
           Acc No 1164               Address Line 1 BX.671 POST OFFICE
                                     Address Line 2 BLARE SA
      =[Statement -- As of : 30/06/96]
      D  Date      Description          Qty    Price      Debit      Credit     Balance  aff
      2                                                                                  AH
      2  14/04/96 Previous balance                                             -42.85    AH
      2                                                                                  SD
      2                                                                                  AH
      3  Title   Sunday  Monday Tuesday Wednday Thurday  Friday Satrday  Total          AH
      2          No Cost No Cost No Cost No Cost No Cost No Cost No Cost Qty Total$       AH
      0                                                                                  AH
      2  threcor  1 0.80                                  4 0.80 7 0.80   12    9.60     AH
      1  WN            13 0.80                   12 0.80                   25   20.00     AH
      1  turecor                        11 0.80  1 0.80                   12    9.60     **
      2  tuporli                        11 0.80  1 0.80 1 0.80            13   10.40     AH
      2  transc                                 12 0.90                   12   10.80     AH
      2  tribun                                         12 0.85            12   10.20     SD
      0  thporli                                        11 0.80            11    8.80     AH
      0  westco                                          5 0.85            5    4.25     **

      P        [Press any key to continue]                                           xit
         90 Days   60 Days   30 Days   Current  Total Due   Tagged   MTD SALES YTD SALES
           0.00      8.40      0.00     32.40      40.80      0.00      0.80     587.85
```

And finally, this one

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

           Code TRADER1              Customer Name RURAL POST
           Acc No 1164               Address Line 1 BX.671 POST OFFICE
                                     Address Line 2 BLARE SA
      =[Statement -- As of : 30/06/96]
      D  Date      Description          Qty    Price      Debit      Credit     Balance  aff
      2                                                                                  AH
      2  14/04/96 Previous balance                                             -42.85    AH
      2       *** Total Publications supplied ***     83.65                     40.80    SD
      2                                                                                  AH
      3                                                                                  AH
      2                                                                                  AH
      0                                                                                  AH
      2                                                                                  AH
      1                                                                                  AH
      1                                                                                  **
      2                                                                                  AH
      2                                                                                  AH
      2                                                                                  SD
      0                                                                                  AH
      0                                                                                  **

      P        [Press any key to continue]              Total Due:   $40.80          xit
         90 Days   60 Days   30 Days   Current  Total Due   Tagged   MTD SALES YTD SALES
           0.00      8.40      0.00     32.40      40.80      0.00      0.80     587.85
```

Customer Invoice screen

This screen appears when you press F12. The screen enables you to invoice (book up) anything to a customer's account, and print dual receipt copies etc.   You can also give discount etc.

When you press F12, a window similar to the one shown below will appear .

```
Acc No 186  ■ ■ ■  C U S T O M E R   P A Y M E N T  ■ ■ ■   Thur 04/07/96
      Code BLEUIN        ** Account currently stopped **
      «« VIP Customer»»   Customer Name MR F BLEUINS
  90 Days      $0.00           Address 29      HANDYMAN Drive
  60 Days      $0.00            Suburb CROWSLAND  SA 5555
  30 Days      $9.40         Telephone                 Prev Statement      $1.80
  Current      $0.00   Paper  MoTuWeThFrSaSu Tot    Current Statement      $6.30
    Total      $9.40   ADU    1 1 1 1 1 1 _    0  ++1           As at 17/12/94
                       AUS    1 1 1 1 1 1 _    0  ++1   Last
 Last Sun      $9.40   SM     _ _ _ _ _ _ 1    0  ++1   Paid   $14.40 on 14/06/96
 Next Sun     $20.80      Weekly Charge   $11.40               Paid to 16/06/96
─────────────────────────────────────────────────────────────────────────────
                        [I N U O I C E - B O O K U P S]
   1      0.00    1      0.00   -                                    0.00
   2      0.00    1      0.00   -                                    0.00
   3      0.00    1      0.00   -                                    0.00
   4      0.00    1      0.00   -                                    0.00
   5      0.00    1      0.00   -                                    0.00
   6      0.00    1      0.00   -                                    0.00
   7      0.00    1      0.00   -                                    0.00

 ┌──────────────────────────────┬──────────────┬───────────────────┐
 │          ▓▓▓▓▓▓▓▓▓▓▓▓         │              │              0.00 │
 └──────────────────────────────┴──────────────┴───────────────────┘
 ↑F3 Discount ↑F8 Note F7 Receipt Y/N F12 Uoid F5 BarCode ↑F2 Mags ↑F4 Stock
```

To use this option, several methods and options are available, form entering a price, to scanning or manually entering a bar code etc. The basic method is to type in the amount, followed by the department code, e.g. 7.50M will bring up $7.50 Magazines.

The options that you can use in this screen depend on what components of the system you installed. For instance, if you did not install the point of sale system, then the scanning option is not available.

Many function keys that can be used are not listed on the screen, but we will cover them in the table below, along with a brief description.

The next table will list the keys and options available if your particular system configuration provides the necessary modules.

Key(s)	Function Performed
⩗F1	Immediately starts screen saver.
F2	Enter magazine description entry (e.g. Womans Day).
⩗F2	Enter magazine Code entry (e.g. WOMDAY).
F3	Discount % or $ $ is the default, or enter % after the desired amount e.g. 10%. This discounts each & every item currently on the screen.
⩗F3	Discounts $ or %, but only the line selected (prompts for a line).

Key(s)	Function Performed
F4	Enter the Stock Description (e.g. **M**WOMA will display **M**agazine pick list starting with WOMA. **S**RUB will display **S**tock item list starting with RUB etc. The first letter is the Department Letter.
⋀F4	Enter the Stock Code (e.g. 25GG2062).
F5	Enter Bar-code (e.g. 759606011...).
F7	Toggles the receipt printer on/off.
⋀F8	Allows editing of description for selected line (prompts for line).
F9	Opens the Calculator.
F12	Voids an item (prompts for which line).

When you have completed entering of items to invoice to the customer, press ENTER, then enter the staff initials and several choices will be displayed. These are :-

Response	Result
Y	Details correct, will return to Customer transaction screen.
N	Returns you to the Customer invoice screen to make corrections.
P (print)	Prints an invoice note, detailing information from the Customer invoice screen.
2	Prints 2 copies of the invoice note, allowing for one for the customer to keep, and the other for the customer to sign and be kept on file.

Customer Credit screen

In appearance, this screen is similar to the Customer invoice screen, except that it is in a different colour, and is headed with a flashing "Credit Note" message.

From this screen, credit can be given to a customer. The operation of this screen is identical to the Credit screen, with the capability for dual credit note printing (one copy for the customer, one for the till).

Exiting to Transaction Entry Screen

When you press ESC to exit from the Customer Transaction option, you will be presented with a screen titled " Transaction Entry". This has a bar menu with options which will jump straight to the Invoice, Payment, or **Keep** screens. There is also a Search option (as explained earlier), and the option of being able to enter information to be printed on the receipts.

When finished with the Customer Payment screen, enter **Q** to Quit back to the Customer menu.

Transaction enquiry (#13)

This option allows you to Search for transactions using various conditions. The results of the enquiry are displayed on the screen.

The conditions that can be defined for the enquiry are explained below.

Condition	Result	
Show	Audit **A**	Displays the till audit number, date, time , Customer name code, Description of transaction, Type of transaction, amount and staff initials.
	Name **N**	Displays date, customer name and address, Type of transaction, amount and staff initials
	Tran Detail **T**	Shows similar detail to Audit, but does not include audit number and time, and shows Price and Deduction.
Go from most etc.	If Y is entered, the search will be from the most recent transaction backward through the records. If N is entered, the search will start at the oldest record and search forward.	
Till Audit No.	If you enter the till audit number, only that transaction will be displayed.	
From Date to Dates	Date range to report on (if required).	
Transaction	**I** Inv	Will show Invoices only which meet previous conditions set.
	C Crd	Will show Credits only which meet previous conditions set.
	P Pay	Will show Payments only which meet previous conditions set.
	S Stat	Will show Statements only which meet previous conditions set.
	V Var	Will show Variations only which meet previous conditions set.
	A All	Will show All transactions which meet previous conditions set.
Search Description	Enter the search information you desire. For example, if you enter WOMAN the transactions will be searched (for the date range entered) and find all transactions containing that word that have occurred for customers. For example it will find all WOMANS DAY magazines which were booked to customers etc.	
Barcode	This is similar to the search above, except that you scan the barcode and the transactions for customers having that item will be displayed.	

Customer Balances (#15)

This option will provide a Screen listing of the results of the enquiry you set, and also provides totals and graphs (if required) of the results. A screen similar to that shown below will appears, allowing you to set the criteria for your report.

Simply enter the required letter/value (or leave blank) in the fields displayed to set the criteria.

```
                    C U S T O M E R S    B A L A N C E S
            Exceeded credit terms ? (Y/N) N

         ┌─────────┬──────────────┬──────────┬──────────┬──────────┐
         │ Totals  │ Current Only │ 30 Days+ │ 60 Days+ │ 90 Days+ │
         ├─────────┼──────────────┼──────────┼──────────┼──────────┤
         │ 0       │ 0            │ 0        │ 0        │ 0        │
         └─────────┴──────────────┴──────────┴──────────┴──────────┘
 Display Address/Phone or Summary ? (A/P/S) A

                       Company (1/2/3/All) A
                 Business Account (Y/N/O/All) A

                            Categories  □  □  □

                  Master-Branch Account  □

                 No of days not  paid 0

           Subscription customers (Y/N) N
                        Show up papers N
          ┌───────────────────────────────────────┐
          │ Details Correct ?  Yes/No/Print Esc │ Y
          └───────────────────────────────────────┘
```

Condition	Result
Exceed credit etc.	If Y is entered here, only customers whose balance exceeds the credit limit you set will be selected (but must meet the following conditions also).
Totals, Current etc.	Enter the amounts for the desired credit periods, or leave blank for all.
Display Address etc.	Enter A to display Customer Address, P for Customer Phone or S for Summary (will only display the total, will not display individual customer info.).
Company 1,2 etc.	Select which company's customers, or **A** for all.
Business Account	Select Y for Business only, N for Non-business, O for customers who do not have deliveries, or A for All accounts.
Categories	Select the Categories desired (explained in Customer maintenance #01).
Master-Branch Account	Is the Head Office
Number of Days not Paid	List only those customers who have not paid for the number of days entered here.
Subscription Cust	Set to Y to show Subscription Customers.
Show up Papers	Set to Y if you want to only list balances for customers who receive a certain publication. When you enter Y, a field is displayed asking for P (paper) or M (magazine). When this has been entered, another field is displayed which asks for the publication title. A match list will be displayed. When pgdn Y, only those customers meeting the previously set criteria, and receiving the publication set will have their balances displayed.

When Y is entered to "Details correct?", the system will search all customer's records, and list them to the screen <u>one page at a time</u>. When one screenful is displayed, you have the opportunity to Tag (mark) customers or display their information in more detail.

The keys and their functions are listed below.

Key	Function
PGUP PGDN	Move one screen page up or down
⇧ ⇩	Move up or down one line at a time.
HOME END	Move to the top or bottom of the list
F5	will produce a report (using the Report Utility) which contains information on all tagged customers. The information includes Name, Address, Telephone, Comments, 90, 60, 30, Current and Total balances.
F6	Tags the selected customer, or Untags Customer already tagged.
⋀ F6	Removes Tags from all Tagged Customers after displaying a confirmation message.
F7	This will show the selected Customer's Trial balances for the last 90 days, the sales both YTD (year to date) and MTD (month to date), along with their previous and current statement information. If you find that the customer owes too much etc. you can "Hold" (put a stop) on their account by pressing F8.

When you have viewed all pages of the enquiry, and tagged, viewed or held the appropriate customers, press ESC and a summary of all the customers **<u>who have been displayed</u>** will appear on the screen.

From within this screen you can view graphs of the information displayed. The possible choices are:-

- **A** for Amounts per time period displayed.

- **Q** for number of customers per time period displayed.

- **N** for Not required.

Two graphs are initially displayed, one is a Bar graph showing Current and the last 3 weeks figures, the other is a Line graph showing percentages.

Close-ups of these charts can be viewed by pressing F3 for the Bar graph and F4 for the Line graph. If you require a printout of the graphs, pressing F10 will do this. Pie charts of the Current and 3 Weeks ago can also be displayed by pressing F5 and F6 respectively (F10 will also allow printing of these charts).

Pressing ESC returns you to the Customer Balances screen.

List Statements not paid (#16)

This option will list to the screen all customers who have not paid their statements meeting the criteria you set. The criteria are:-

- Before a Date

- Over Amount

When Y is entered to "Details correct?", the system will search all customer's records, and list them to the screen one page at a time. When one screenful is displayed, you have the opportunity to Tag (mark) customers for future statement printing using the ⇧ ⇩ and pressing F6. The system pauses the current screen so you can peruse it and mark any customers etc. When you have finished with that screen, press PGDN to continue to the next screen and so on.

You also have the option of pressing F7 to display more detail of the selected customer. This will show their Trial balances for the last 90 days, the sales both YTD (year to date) and MTD (month to date), along with their previous and current statement information. If you find that the customer owes too much etc. you can "Hold" (put a stop) on their account by pressing F8 (or if already held, pressing F8 will "un-hold" them).

Customers who have exceeded their credit limit will be highlighted in red.

End the Week (#18)

Ending of the week for customers ages the balances in Current by a week, and any Late Payment fees applicable are charged. Normally you will be asked whether you want to close the week when your last round is run (Saturday or Sunday, whichever is applicable).

The date shown next to this option on the Menu is not the Current week, but the date that the week was last ended for customers.

When you select this option, a pop-up shows, and any rounds which have note been run (so the Customers haven't been charged) are highlighted. if you are certain that you have run all the rounds, ring POS before ending the week to find out why the message is showing.

Statement Section (#20)

When selected, this option will display a Sub menu with all the statement options. These are explained in the following pages.

Print customer statements(#01)

NOTE:: Be aware of screen messages.

The system allows for four basic types of statement, Amount, Itemised, Detailed or Tabular. Samples of these different types of statements follow. on the next 4 pages

Amount Statement

POS DEMO SYSTEM

1ST FLR 855 NEPEAN HWY   Invoice/Statement date 10/09/94

MOORABBIN 3189   Invoice/Statement No. 16104

PH (03) 557-5833   Date printed 19/02/95

                                                              Account (701) Code   ARDUS

ARDUSTAL
70   SUMWARE Road
CRAYFIELD   3111

                                                              Date last statement 25/06/94
                                              Last Payment $27.80 0n 27/08/94

Paper Account to 19/02/95 $8.75

IF ACCOUNT TERMS NOT ADHERED TO PAPER DELIVERY WILL BE STOPPED

Account   ARDUST   Please tear off and   Amount due
ARDUSTAL 70 SUMWARE Road   return with payment $8.75
(701)   CRAYFIELD   3111   Date 19/02/95 No 16104

Itemised Statement

POS DEMO SYSTEM

1ST FLR 855 NEPEAN HWY   Invoice/Statement date 10/09/94

MOORABBIN 3189   Invoice/Statement No. 16104

PH (03) 557-5833   Date printed 19/02/95

          Account (701) Code ARDUS

ARDUSTAL

70   SUMWARE Road

CRAYFIELD   3111

Date last statement 25/06/94

Last Payment $27.80 0n 27/08/94

Date	Description	Qty	Price	Disc	Debit	Credit	Balance
25/06/94	Previous Balance						27.80
26/06/94	Payment Thank you		34.75			34.75	-6.95
22/07/94	MAGAZINES 253/54		15.35		15.35		8.40
24/07/94	Payment Thank you		43.15			43.15	-34.75
27/08/94	Payment Thank you		27.80			27.80	-62.55
	Goods supplied to 19/02/95				71.30		8.75

Terms strictly	90 Days	60 Days	30 Days	Current	
FOURTEEN DAYS	0.00	0.00	0.00	8.75	Total Due: $8.75

IF ACCOUNT TERMS NOT ADHERED TO PAPER DELIVERY WILL BE STOPPED

Account	ARDUST	Please tear off and	Amount due
ARDUSTAL	70 SUMWARE Road	return with payment	$8.75
(701)	CRAYFIELD 3111	Date 19/02/95 No 16104	

Detailed Statement

POS DEMO SYSTEM

1ST FLR 855 NEPEAN HWY
MOORABBIN 3189
PH (03) 557-5833

Invoice/Statement date 29/06/94
Invoice/Statement No. 16104
Date printed 29/06/94
Account (701) Code   ARDUS

ARDUSTAL
70   SUMWARE Road
CRAYFIELD   3111

Date last statement 14/04/94
Last Payment $20.80 0n 24/06/94

... Statement for June ...

SUNDAY MAIL	(Sun)	2 @ $1.30	2.60	2.60
WHYALLA NEWS	(M-F)	24 @ $0.80	19.20	21.80
SUNDAY MAIL	(Sun)	10 @ $1.20	12.00	33.80

Total Publications supplied for period 15/05/94 to 30/06/95   36.44

Date	Description	Qty	Price	Disc	Debit	Credit	Balance
14/04/94	Previous Balance						27.98
	PUBLICATIONS SUPPLIED ABOVE	36	36.44				64.42
18/04/94	Payment Thank you		30.00			30.00	34.42
05/06/94	JUVENILE/TEENAGE		3.00		3.00		37.42
05/06/94	GIFT CARD		0.65		0.65		38.07
05/06/94	BOW		1.00		1.00		39.07
05/06/94	GIFT WRAP		3.25		3.25		42.32
22/06/94	BOOKS		7.95		7.95		50.27
24/06/94	Payment Thank you		20.00			20.00	30.27
	Account keeping fees				0.40		30.67

POS DEMO SYSTEM

1ST FLR 855 NEPEAN HWY   Invoice/Statement date 29/06/94

MOORABBIN 3189   Invoice/Statement No. 16104

PH (03) 557-5833   Date printed 29/06/94

Account (701) Code   ARDUS

ARDUSTAL

70   SUMWARE Road

CRAYFIELD   3111

Date last statement 14/04/94

Last Payment $20.00 0n 24/06/94

Terms strictly FOURTEEN DAYS	90 Days	60 Days	30 Days	Current	
	0.00	2.14	0.00	28.53	Total Due: $30.67

IF ACCOUNT TERMS NOT ADHERED TO PAPER DELIVERY WILL BE STOPPED

Account ARDUST	Please tear off and	Amount due
ARDUSTAL 70 SUMWARE Road	return with payment	$30.67
(701) CRAYFIELD 3111	Date 29/06/94 No 16104	

Tabular Statement

This statement type takes two pages per statement. The first page is as shown below, and the second page contains the heading information, plus the bottom section (Terms etc.) as shown on the previous page.

POS DEMO SYSTEM

1ST FLR 855 NEPEAN HWY	Invoice/Statement date 10/09/94
MOORABBIN 3189	Invoice/Statement No. 16104
PH (03) 557-5833	Date printed 19/02/95
	Account (701) Code ARDUS

ARDUSTAL
70   SUMWARE Road
CRAYFIELD   3111

Date last statement 25/06/94
Last Payment $27.80 0n 27/08/94

... Statement for February ...

Title	Sun	Mon	Tue	Wed	Thu	Fri	Sat	S Tot$	Total$
SUNDAY MAIL	1.30							2.60	2.60
Number supplied	2								2
SUNDAY MAIL	1.20							12.00	14.60
Number supplied	10							10	
WHYALLA NEWS		0.80			0.80			19.20	33.80
Number supplied		12			12			24	
Delivery fees								2.64	36.44

Total Publications supplied for period 26/06/94 to 19/02/95   36.44

Date	Description	Qty	Price	Disc	Debit	Credit	Balance
25/06/94	Previous Balance						25.01
	PUBLICATIONS SUPPLIED ABOVE	36	36.44		36.44		61.45
26/06/94	Payment Thank you	34.75			34.75	-6.95	
22/07/94	Chq NAT-123456	25.01				25.01	36.44
24/07/94	Payment Thank you	21.54				21.54	14.90
	Account keeping fees				0.40		15.30

Print Statements Conditions

The following table explains the conditions which can be set for printing of customer statements.

NOTE:: Most of the conditions which can be set in this screen can be set as defaults for printing of statements (Set default Statement Values).

Condition	Result
A/I/D/T	Sets the statement type. See examples previous pages.
Print a single customer (N/Y/Tagged)	If **Y** is entered, a window appears to enter the customer name code. NOTE:: in this window you can use the same methods for finding a customer as explained in the Stop/start option explained in this section. i.e.. Search by Address, account number, name etc.
	If **N** is entered, then the cursor will jump to the next field.
	If **T** is entered, then the cursor will jump to the statement fee field, and only those tagged customers (explained in Customer balances option) will have statements printed.
Only exceed credit etc.	Only those customers who have exceeded their credit limit will be selected.
Company 1,2 etc.	Select which company, or leave blank for both.
Categories	Fill the desired codes into the appropriate category fields if desired.
Master-Branch etc.	Use as explained earlier for statements to go to a different address.
Period etc.	Enter **A** for All periods, or the appropriate number e.g.. 3 for 30 days
Amount owing etc.	Enter the amount that the customers must have exceeded (or leave blank for all).
Exclude state etc.	This will exclude any customer who has had a statement in the last x days, or who has paid in the last y days. e.g. exclude all customers who have had a statement in the last 14 days, or have paid in the last 5 days.
Only statements etc.	If Y is entered, only those customers who have not paid their last statement (and meet the rest of the conditions)will be selected.
Business accounts	If **Y** is entered, only business account customers will be selected.
	If **N** is entered, only non-business customers are selected.
	If **O** is entered, only customers who are type O are selected.
	If **A** is entered, All will be selected.
Round order etc.	If any of the round order options is entered, statements will be printed in that round order. If the field is left blank, the statements will be printed in alphabetical order.
	This field is ideal if statements are delivered by a person.

Condition	Result
Statement fee	If a statement fee is to be charged, enter the amount.
Account as Sunday/Saturday etc.	If **Y** , then the date will change to reflect LAST Sunday's date.
	If **N**, then Today's date will be selected.
	If **D**, then you will type the required date in the field.
Update	If Y is entered, then the customer's records will be updated, and if set, the statement fee will be charged to the customer's account.
Pre-printed etc.	If you wish, pre-printed statement forms can be used instead of printing on blank paper.
	Y= Yes, N= No (plain Paper), H=Hub, L=Leedon and B=Berry
For Month of	Sets statement for the month entered here.

PLEASE READ THE SCREEN MESSAGES!!

Set Default statement values (#2)

With this option you can set default statement conditions. This is useful in that you do not have to enter things such as the type of statement, whether a statement fee is to be charged, amount owing greater than etc.

These defaults will then be set so that when you go to print statements, all your choices will be set. These can still be changed prior to printing if you desire.

Any conditions you enter in the Print Statements option will over-ride the defaults you set here.

Set Type/minimum statement period for a customer (#3).

This option allows you to set the type of statement a customer will always have printed, whether a statement fee is charged, the minimum period between statements, and in fact, whether a customer will never have a statement issued.

The same search and selection methods used in the Stop/start option explained earlier are used here to select the customer.

When you have the right customer, simply enter the appropriate letter into the fields and save the data (by PGDN and **Y** as normal).

Message on Customer statements (#4)

This option allows you to set the messages you want printed on customer statements. You can have a Customer message (advising customers of specials etc.), Terms box and terms line, and balances greater than a set value or longer than a specified time. If you like, you can select the default messages by entering S at the "Details correct?" prompt.

To change a message, cursor to the field to alter, and overtype/delete as required. When completed, enter Y to "Details correct?" prompt.

Business Message (#5)

Using this option, you can set messages to be printed on business customer's statements. This can be used to advise of conditions, terms or specials etc.

Statement Descriptors (#6)

This allows you to set the description of certain fields on customer's statements. For example the Statement fee field can be changed to Service fee etc.

Options are available for both plain paper statements of pre-printed form statements.

To return to the standard setting, PGDN and type **S**.

Statements paid since a date (#7)

This option will list to the screen all customers who have paid a statement since the date you provide. When the screen is full, the system pauses allowing you to peruse the information, and tag (F6),View the customer's details (F7), or view the statement selected details (F8).

To move through the list displayed, use the same keys as explained in the Customer transaction screen discussed earlier (HOME, PGUP / PGDN etc.).

The information displayed is:-

Field		Content description
Code		Customer Name code.
Telephone No		Customer's telephone number.
Current Balance		Customer's Current balance.
Last Statement		
	Amt	Amount that the last statement was for.
	Issued	Date the statement was issued.
	Days	How many days ago the statement was issued.
Last Paid		
	Amt	Amount that the customer last paid.
	Issued	Date the payment was made.
	Days	How many days ago the payment was made.

When you have examined the full listing (or part thereof), and press ESC to return to the menu, the totals for those customers displayed will be shown at the bottom of the screen.

This is used to stop statements being sent to people who have already paid.

Reprint statements already issued (#8)

As the heading suggests, this option will allow you to reprint statements which have already been printed. This can be useful if your printer jammed on the first pass.

You can reprint a statement for a single customer, (use the methods described earlier to select the customer), or you can print a range of statements (select the statement number range).

Statements can be either of the Itemised or Amount types, and can be printed on either plain paper or pre-printed statement forms.

Tag customers for a statement run (#9)

When selected, this option will list every customer to the screen (one page at a time), and allow you to peruse the list and view the statement (F8), view the customer detail (F7) or tag the customer for statement printing (as described earlier).

This list displays the following:-

Field	Content description	
Code	Customer Name code.	
Telephone No	Customer's telephone number.	
Current Balance	Customer's Current balance.	
Last Statement		
	Amt	Amount that the last statement was for.
	Issued	Date the statement was issued.
	Reason	This column will show whether the customer statement has been printed, whether they have exceeded the amount set in the criteria etc. This shows why this Customer did not get a statement.

Clear statements details from a date (#10)

This option makes a Dummy Statement run to clear out old account details. Use this option every month to clear out old account details.

List statement setup type (#11)

This option will display a list of customers who meet the conditions set. For example you may want to list all those who have a detailed statement type with a statement period of quarterly and no statement fee is charged.

When you run this option, a list is displayed (if any customers meet the conditions) showing the customer name code, telephone number, current balance, last statement amount date & type, whether a statement fee was charged and what is the statement period.

When the screen is full (or there are no more customers meeting the conditions), the system pauses allowing you to peruse the information, and tag (F6),View the customer's details (F7), or view the statement selected details (F8).

Publication message (#12)

This option allows you to print a statement message which is particular for only a designated publication. This means that you could put a message on statements for customers whose account is higher than normal because of a price rise in a particular publication.

Select publication type (P=Paper, M=Magazine).

Enter publication code (e.g. WOMADAY, AGE etc.).

Type the message to appear.

PGDN and ENTER when finished.

Pre-printed stationery form descriptors (#14)

This option sets the information to be printed on pre-printed statement forms Rediform R233/ADL , R196. These can be changed to meet your needs. A sample is shown when you access this option.

Repair faulty statements (#15)

This option should only be used after consultation with POS, and as a result is not discussed here.

End the Month (#21)

Ending of the month is similar to ending the Week for customers in that the money owed is aged (moved from current to 30 Days, 30 Days to 60 Days etc.).

The date displayed next to this Menu option is the date that the Month was last closed.

If you print Monthly statements for Customers, then you MUST print the statements BEFORE ENDING THE MONTH

Print letters (#22)

Editor

This option allows you to send "Form Letters" to your Customers. You use an editor to generate the letter and insert special "Fields" which will be replaced with the contents of Customer's Name and Address etc. when the letters are printed.

You can select which customers are to receive the letter, and those not to receive it.

To bring up the Menu in the Editor (where you type the letter), press the ESC key. You will see an option on "Codes", if you select this option, you will be presented with a list of special fieldnames which will be replaced when the letter is printed. You select the "Code" you want, and it will be inserted into the letter where the cursor is.

For example, if you wanted to put the total amount owed by a customer, select the @TOTAL code and it will be inserted into the letter. When the letter is printed, the Code will be replaced by the Total amount owed by the customer.

When you have typed your letter and included the "CODES", you must Save it before it can be printed. This is done using the "Save "menu choice.

Set Letter On / Off

This option allows you to set individual customers to ether receive or Not receive a letter.

Print Letters

When this option is selected, a list of letters available for printing are displayed. Select the desired one, and then use the "Print" option from the Editor ESC Menu.

Print Labels

This allows you to print "Mailing Labels" for the Customers you have selected. As before, the customers can be marked for exclusion. When you select this option, you can select the label style and the Customer Start and End Account numbers.

Bulk Update

This option allows you to set letters On or Off for all Customers who have a certain Category(s).

Report Section (#23)

When this option is selected, a sub-menu will appear, explanation of the reports available from the sub-menu follow.

NOTE:: With the introduction of the Report Utility (explained in the All Users section), the problems which occurred with earlier versions where many pages of information were printed, no longer exist. You can now view all your reports and decide whether or not you wish to print them.

Where the word "Print" appears, it means that the Report Utility will be used in the first instance, and if required a "Hard Copy" can be printed.

Transaction by audit no (#1)

This will print (via the Report Utility) a list of transactions from the number you enter up to the last transaction. i.e.. if, when the option is selected, the pop-up shows the max audit no is 8123, then you may wish to print the last 200 transactions, so you would enter 7923, and the last 200 transactions would be printed.

The information printed is:-

Audit no.	Transaction date	Name code	Comments	Type of transaction	Staff initials	Amount	Discount	Total

Transaction by date (#2)

This will print a list of the transactions which occurred for the date that you enter. The information printed is the same as that for the Transaction by audit no.

Customers labels (#3)

This option is the same as the Label printing described in the Print Letters option on the previous pages.

Full publication report (#4)

This will print a list of all customers meeting the conditions (category &/or subscription) set. The list will show customer name, address, phone number and the following information. for ALL publications received by each customer.

Field	Content description
PPR	Whether the publication was charged or not
DLY	Whether a delivery fee was charged.
RND	Which round (AM, PM etc.) the publication was delivered on.
TITLE	The title of the publication.
SUN - SAT	How many publications delivered each day.
AVL	How many publications delivered "When Available" (non-weekly).
STOP / START	Stop and Start dates.
ROUND	The round number the publication is delivered on.

Transaction report (#5)

This will print a list showing **ALL** customers and their Financial transaction history up to the date you enter. The information on the report (besides their name and address) is:

Field	Content description
Date & Time	Transaction date & time
Paid to	(if applicable) The date paid up to.
Typ	Type of transaction (Credit, Payment, Invoice etc.).
Description	Description of the transaction.
Qty	Quantity in transaction (e.g. number of individual items invoiced etc.).)
Price	Amount of the transaction.
Deduc	Amount made as a deduction.
Total	Total amount for the transaction.
Staff	Initials of staff member (where applicable).

Paper delivery history (#6)

This gives a Customer paper history printout. The history includes the range of dates that you enter, and lists every week's deliveries (how many per day etc.), weekly charges for publication & delivery and variation amount. As you can see, it may well be that there is one page per customer on this report, making it very long if you have a large customer base.

List of streets delivered to (#7)

This report will print a list of the names of streets that you deliver publications to.

The list is printed in alphabetical order.

Paper subscribers (#8)

When you select this report, a window will appear with the following fields. Fill in your conditions, and the report will be printed listing all the customers meeting those conditions.

The information printed includes the customer's name, address, telephone number, date the customer started, and the delivery number for the publication(s) and days you requested.

Field	Content description
Alphabetical or numeric order	Whether you want the report in customer Alphabetical order, or account Number order. Enter **A** for Alphabetic or **N** for Numeric.
1.	Publication code for first publication (e.g. AGE).
2.	Publication code for second publication (e.g. SUN) if required.
Delivery Y/N	Enter a **Y** if the paper(s) MUST have been requested that day, enter **N** if the paper(s) have NOT been requested that day, or **leave blank** for "Don't care".
To Printer of File	Enter **P** if you want the report to be printed to paper. Enter **F** if you want the file printed to disc. If you select the disc option, you MUST have a formatted disc inserted in Drive A to receive the file.

Magazine Keeps (#9)

When selected, this option will print (using the Report Utility), a list of all Customers who receive magazines, and whether they are Delivered (displays the round), Put Away or Keep.

The information displayed also includes the Magazine Title and Code, Customer account Number, Customer Name, Phone Number, Magazine supplier and Price.

Customer address (#10)

This report will print a list of customers and their account numbers, Name code and addresses for all those meeting the conditions you set (Business number 1 or 2, and category(s).

Variation list (#11)

This will print a list of all customers who have variations to their accounts (explained in Customer maintenance). The report shows Name, Name code, variation amount, start/stop dates and notes.

Stop / start report (#12)

Prints a full list of customers and their Stop/start dates.

Weekly charge (#13)

Prints a full list of customers showing their Surname, Name code, Delivery charge, Publication charge, variation and Total..

Variation end (#14)

Prints a list of customers whose variation will end (or has ended) up to the date that you enter.

Salesman sales (#15)

Full Summary by Salesman(#1)

This will give a summary of all salesperson's sales for the conditions you set.

Field	Content description
From - To Date	Enter the date range to report on.
Report to Screen or Printer	By entering **P**, the report will be printed to paper, if **S** is entered, the report will be listed to the screen.

When the report is run, the following information (meeting the criteria you have set) will be printed.

Field	Content description
Code	Sales-person's code (initials).
Salesman	Sales-person's name.
Trans	Number of transactions performed.
TTL(%)	Percentage of the Total transactions.
Sales($)	$ amount of sales.
Cost ($)	What the item(s) sold cost.
Nett ($)	Nett profit.
Nett (%)	Percent profit.

Full Summary by Stock Group (#2)

This will provide the same field information as above, except that it will be grouped by Stock Group (e.g.. 2500), and will not include the Salesperson detail.

Full Summary by Date (#3)

This will provide the same field information as above, except that it will be grouped by Date and will not include the Salesperson detail.

Salesman by Stock Group (#4)

Provides the same information as the Summary Stock Report, except that only the information for the desired Salesperson is printed.

Salesman by Date (#5)

Provides the same information as the Summary by Date Report, except that only the information for the desired Salesperson is printed.

Salesman by Customer (#6)

Provides similar information to the Summary Report, except that only the information for Customer Transactions by the chosen Salesperson is printed. This also includes the Customer Code and Name.

Monthly trial balance (#17)

This report will print a list of all customers whose balances exceed the amount, and the Age Period you specify. The information printed (beside Code, Name and telephone number) shows how much the customer has outstanding for 90, 60, and 30 days as well as the current balance and a total.

At the bottom of the report two lines of information are printed showing the totals for each time scale, and the percentage of the total for that time.

Past weeks balances (#18)

This report prints a list of ALL customers and their past week's balances.

The Current and weeks 1 to 3 amounts are shown. At the end of the report, the time periods are totaled and shown as a percentage of the total amount.

Start/Stop Period (#19)

This option will print out a list of Customers who have Started, Stopped or Both during the period you specify for a specific Creditor and (if required) publication. You can also assign Category(s) to the customers who meet the criteria.

You can also select whether you want Permanent Stops only, and also the HWT Stop reason.

Front counter report (#20)

The name of this report suggests its purpose. It can be run and kept at the counter so that if customers come in to pay their accounts, and for some reason the POS system is not available, then the front counter report can be used to hold the information until such time as the system is available again. There may be other uses that come to mind, but the above is just one.

The report contains the following information

Field	Content description
Acc No and Name	Customer's account number and name
Weekly charge	The "weekly charge (as at the date of the running of the report).
Owe SAT (or SUN)	Shows how much the customer owes as at the end of week prior to the report being run. The date is displayed at the top of the column.
Statement amt	Shows the last statement amount.
Date	Shows the last statement date.
Amount & Date Paid	These areas are left for the staff to fill in as required (if a customer pays while the system is off line etc.).

As you can see, this report will "Age" rapidly, so your needs will dictate how often you print it.

Statements not paid (#21)

This report prints a list of customer who have not paid their statements prior to the date you select.

The report shows the following data

Field	Content description
Date	Last statement issue date.
Acc No & Name	Customer's Account number and Surname.
Statement number	Last statement number.
Amount	Amount owing on last statement.
Current balance	Balance of account at this time.

Statement register (#22)

This report prints a list of all customers with information about their last statement. The information printed has the same fields as the Statement not paid register above.

Run Collection (#23)

This can be used for "Paper Boys" to visit customers to collect the amount owed. The choices in printing this report are:-

Only exceed Credit Terms (Y/N)

Amount Owed greater than (enter amount)

Categories

These fields can be used to print the appropriate collection round. For example if one of the categories was set to the initials of the person who collected the money, then only those customers on the round would be printed.

The information printed includes Account Number, Name, Street & Number, Weekly Charge, Amount Due, and contains blank fields to contain the Amount Paid and initials of both the Customer and the Collect person (as a security check).

This report could be used as a quick way of printing the balances etc. for customers who you have set certain categories for.

Subscription Section (#24)

When selected this option provides several reports specifically for Subscription Customers.

Full Publication/Subscription Report (#1)

This report is similar to the "Full Publication Report" Explained earlier (Number 4 of the Customer Reports Menu).

Subscription By Publication (#2)

Will print a report on the chosen Publication (only those on subscription).

Subscription by Category (#3)

Will print information on subscriptions for all customers who have subscriptions, and meet the Category requirement(s) set by you.

Subscription Time by Category (#4)

This will print a report of how long before a subscription is due to expire for the customers with the category(s) you set.

Subscription Renewal Report (#5)

This will generate a report based on the criteria you set. An example of the screen asking for the criteria is shown below.

```
        S U B S C R I P T I O N   R E N E W A L   N O T I C E
┌[Note:]─
│ Renewals are calculated from next day to completion of subscription
│ taking into account of any stop/starts within the subscription period.
│ For Subscription Amounts run report on a Saturday only.


              Supplier/Creditor (SPACE=ALL) ▓▓▓

                   Typ P   Publication

                   Customer Categories       ▢ ▢ ▢

           Calculate by Days or Issues (D/I)  D

        Customer renewal notice between 0   to 0   days left

   Calculate subscription amounts in dollars (Y/N) N
   Print breakup for all customers or just total (B/T) B




                 Details Correct ?  Yes/No  Esc  N
```

Category Section (#24)

This section allows you to list the categories currently used in the system, and to make "Bulk Changes" with the Bulk Update option.

Bulk Setup (#1)

This option allows you to set a category for all customers by:-

Code, Round, Existing Category, Paper, Magazine, Street or you can Select D to Delete a category.

You can set category 1, 2 or 3 and change it to the value you enter.

List Categories Used (#2)

This option will print a list of the categories you currently have in use for customers.

Paper delivery list (#25)

Using this option you can obtain a list of Customers who receive a certain paper on particular days. For example, you can display only those customers who have the Age delivered on Monday and Tuesday only. The list can be one showing All customers, or a summary only.

The information listed to the screen includes the customer's name and address, along with the data shown in the table below.

Field	Content description
Paper	Publication code for the publication (e.g. AGE).
Delivery Y/N	Enter a **Y** if the paper(s) MUST have been requested that day, enter **N** if the paper(s) have NOT been requested that day, or **leave blank** for "Don't care".
List All or Summary	Enter **A** to list all customers receiving the publication (on the days you specified), or **S** if you only want the totals (shown below).

At the end of the listing, or, if you press ESC part way through the listing, information similar to that shown below will be displayed.

Customers listed 947   Daily - Sun 686 Mon 712 Tue 722 Wed 728

Thu 759 Fri 709 Sat 854   Total 5170   Press any key to continue

Magazine delivery and keeps (#26)

This option allows you to list customers who have a magazine delivered or kept (putaway) to the screen.

Three options are available for selecting the type of customer to be listed:-

- Deliveries and Keeps - all customers having the publication either delivered or kept are listed.

- No Keeps - Pressing F6 will change the screen heading to "Magazine Deliveries", and keeps customers will not be listed.

- No Deliveries - Pressing F7 will change the screen heading to "Magazine Keeps", and delivery customers will not be listed.

To select the desired magazine, either enter the Magazine number and press ⇧ (e.g. 1121), or enter part of the magazine description and press ⇩ or ENTER (e.g. NEWIDE), then select the magazine from the match screen provided.

The following information (including customer's name and address will be displayed one screenful at a time.

Field	Content description
Round	Paper round number and description.
No; Name; No; Street	Customer information (name and address etc.).
Qty	Quantity delivered/kept.
Wk	W= delivered, or K=Kept (old system)
Mg	Whether (**Y**) or not (**N**) the magazine is charged for.
DL	Whether (**Y**) or not (**N**) delivery fee is charged.

Customers who are highlighted are those currently stopped, and will not receive the magazine.

At the end of the listing, the total number of customers receiving the magazine is given (excluding stopped customers), and the "Sent" total (number of magazines delivered/kept.

Credit card section (#27)

This option allows you to enter information regarding customer credit cards, and keep track of credit card transactions.

Customer (#1)

Using this option you select the desired customer (using one of the methods described earlier), then enter the card type (or **N** for No card) from one of the following; **A**mex; **B**ankcard; **D**iners; Master or **V**isa.

Enter the card number and expiry date, then save the data (Details correct **Y**).

List Credit Cards (#2)

This option will display a list of customers and their credit card information before the entered date, or leave the date field blank for all dates.

Update credit card payments (#3)

This option updates the credit card records for customers within the system as of Now, or last week, or at the last statement. The minimum amount paid and the number of days since last paid can be entered as criteria.

List credit card payments (#5)

This option will print a list of all credit card transactions for the selected date, or if the date field is left blank, the list will include all dates.

List Expired Credit Cards (#6)

This option prints a list of Customers and their Credit Card details for Cards whose expiry date has been reached.

Statement Message (#8)

This option allows setting of a message which will be printed on statements for Customers having Credit Cards registered in the system.

Enquiry section (#28)

This section has several useful reports, and these are discussed below.

Non active accounts (#1)

This option will list all those customers who have not traded since a date you nominate. A non-active account is one which does not receive any deliveries.   This is used to clear old Customers out of the system. The conditions that can be set are:-

Field	Content description
Before date	If the customer has been non-active before the specified date, they will be listed.
Amt greater than	Balance amount that customers must have meeting the date set above.
Category	Only customers with this category (if entered), and meeting the conditions above are listed.

The list displayed includes the customer's name, code and account number, and the balance owed at the last transaction date, and how many days since the account was used.

As each screenful appears, the system pauses to allow you to peruse the information, and tag or view individual records (using F6 and F7).

List special offers (#2)

This option will list all customers who have a special offer (either Active or Ending) between the date range you enter, and with the note that you enter (blank for all).

The list shows the customers name code and telephone number, and shows how many days of the special offer left, the variation amount, the **Fix,** and the date range the offer is to apply for, along with any note.

Dissection Total (#3)

This option displays information similar to that below.

                    D E P A R T M E N T   T O T A L

	+------ Week -------+		+------ Month ------+		
	Current	Prev	Current	Prev	Transfer
Total of invoices	8.14	160.22	8.64	0.00	8.64
Invoices discounts	0.00	0.00	0.00	0.00	0.00
Total of credits	8.20	5.40	8.20	0.00	8.20
Credits discounts	0.00	0.00	0.00	0.00	0.00
Payments	18.40	2787.58	18.40	223.05	18.40
Payments discount	0.00	0.00	0.00	0.00	0.00
Weekly variations		0.00 -2.00		-2.00	0.00 -2.00
Publication dist	0.00	3553.25	0.00	0.00	0.00
Delivery fees	0.00	418.20	0.00	0.00	0.00
Total of statements	0.00	0.00	0.00	0.00	0.00
Statement fees	0.00	0.00	0.00	0.00	0.00
Account keeping fee	0.00	0.00	0.00	0.00	0.00
Non weekly magazine	0.00	0.00	0.00	0.00	0.00

Press any key to continue

USER DEPARTMENT TOTAL

	+------ Week -------+		+------ Month ------+		
	Current	Prev	Current	Prev	Transfer
Other sales	0.00	-1.00	0.50	0.00	0.50
MAGAZINES	-5.80	28.75	-5.80	0.00	-5.80
CARDS & WRAP	0.00	3.00	0.00	0.00	0.00
BOOKS	3.40	29.95	3.40	0.00	3.40
PHOT/COP & FAX	0.00	12.00	0.00	0.00	0.00
SWEETS	0.00	3.30	0.00	0.00	0.00
STATIONERY	0.00	73.45	0.00	0.00	0.00
ART MATERIAL	2.34	7.17	2.34	0.00	2.34
	0.00	-1.80	0.00	0.00	0.00

Press any key to continue

After displaying the information, and you "press any key to continue", the system will ask if you want to clear out current transfer amounts This is used if you are using the Cash Book option of the system.

Customer sales (#4)

This option asks you to enter MTD (Month To Date) and YTD (Year To Date) greater than amounts, and asks whether to list All customers meeting the conditions, or display a summary (total).

As each screenful appears, the system pauses to allow you to peruse the information, and view the detail of individual records.

At the end of the listing (or if you ESC before the end), a summary is displayed showing MTD, YTD and last year's sales along with a breakup of the number of customers and the price ranges of the sales for both MTD and YTD.

Changed accounts after a date (#8)

This will list all customers who have had their account details changed after the date specified.

Variation history(#9)

This will display a list showing Variation History. This includes the date each variation commenced (for the date range you selected), the number of customers with each of the three variations, the $ amount of each variation, the Fixed variation information, and the two Bulk variation details.

Customer list (#10)

This option prints a list of customers meeting the conditions you set. The output list shows the Customer's name, code, address and the amount owing. The conditions can be set according to the following list

Field	Content description
Print by what order	
	Code Prints in customer name Code order.
	Name Prints in customer Name order.
	Street Prints in Street order.
	Owed Prints in amount Owed order.
Customer type	Select **H**ome, **B**usiness or **A**ll.
Amount owing over	Select all customers (meeting the prior conditions), who owe greater than the amount set.

Round setup & maintenance (#29)

Using this option, you set up or change the paper round format etc. When you select the option, a blank screen appears with the following fields available, and a Bar menu at the bottom of the screen.

The following table lists the fields and the information they can contain.

Field	Content description
Round	This is the round name/number assigned (e.g. 19)
Description	A description of the round (e.g. ROUND 19).
SUN - SAT	Are simply headings for the days of the week, and the character below the date carries the information.
A / P / E / N	**A** Am round.
	P Pm round.
	E Both Am and Pm round.
	N Not run on this day.
Type P/K/D/M/Q	**P** Pickup on account.
	K Keep and pay.
	D Delivery by paperboy.
	M Mail Country run.
	Q Queensland / Tasmania round format. This allows a different charging table to be used. The Table is set up in the Delivery section discussed later.

Field	Content description	
Print label or list	**Y**	Yes will print labels to be put on the papers to be delivered.
	N	No
	M	Magazines only will print delivery labels for magazines only.
Delivery Person	Staff member's initials.	
Wage$	Enter the amount that the delivery person gets	
Extra delivery weekly charge$	Enter any Extra amount that is paid per week for customers.	
If Min Delvy	Enter the amount to be paid for delivery of the minimum number of papers.	
Print format	**P**	Pickup, for pickup on account round
	K	Keeps, for shop Putaways
	D	Delivery, this is the standard (normal) delivery sheet.
	d	Motor Cycle, for Motorcycle delivery rounds
	M	Mail, this prints name and address.
	m	Mail 2, this is an alternate mail run format.
	B	Bus, for Bus delivery.
	BLANK	Use default.
Print option	**Y**	Round and Changes
	R	Round
	C	Changes
	N	Don't charge
	O	Update & don't print
	BLANK	Use default.

Round Maintenance Menu options

Add round (A)

Use this option to add a new round. Fill in the fields you require using the table above as a guide.

Change round (C)

Use this option to change/edit a round setup. Enter the round number in the Round field and ENTER or press ⇩ and select from the match screen.

Move to the fields required and edit them. When complete, PGDN and enter **Y**.

Delete round (D)

Use this option to delete a round. Enter the round number in the Round field and ENTER or press ⇩ and select from the match screen.

When the round information appears, **<u>CHECK</u>**, because if you say **Y** to "Delete?", it's gone!!

Enquire a round (E)

This is the same as the Change round option, except you cannot edit any fields.

Print list of rounds (P)

This option prints a list of the rounds, the description, delivery time, paper boy and cost.

History of round(H)

This option will display a history of the round. Enter/select the desired round and date range, an a list will be displayed showing the following information:-

- Date

- Type of Round.

- Staff initials.

- Quantity of papers wrapped.

- Number of deliveries made.

- Publication and delivery charges.

When you have viewed all pages, totals are displayed for the above.

Notes (N)

Allows entry of notes to be printed with the Changes for a particular round for the range of dates selected, the day and whether AM PM round etc.

Formats (F)

This option allows you to set the defaults for the Format of the run sheets. Enter the appropriate letter displayed in the "Formats" box in the fields next to Pickups, Keeps etc.

Enter the order that you want the papers to appear in on the run sheet (this is where a customer has more than one paper) for the appropriate days.

If you want to suppress (don't print) lines between streets enter Y in the field.

To print blank lines between comments on run sheets, enter Y in the field.

If you want the information on the run sheets spread further apart, enter Y in the "Blank lines" field.

Save the changes when they are correct (PGDN Y).

Change round order (#30)

This option is used to rearrange customers in the round prior to the round cards being printed. If you have set the Autosequence option to **N**o (Updating system, Options), when a new customer is added and they are to be placed in a round, they will be placed at the top of the round and you have to move their entry to the correct position within the round.

If the Autosequence option is set to **Y**, then the system will make a "best guess", and insert the customer where it thinks it fits in the round.

This option is also used if you alter the round such as moving a block of streets within the round etc. You can also print a copy of the round by answering P to the "Details correct" prompt. This shows the customer information and the publications they receive on what day.

To rearrange a round (or to check if any new customers have been added etc.), enter the round code (or ENTER and select from the match screen), and whether the round is **A**m, **P**m or **S**unday. The round paperboy's name and initials will be displayed, and the days that the round is used.

PGDN and **Y** when details are correct, and the round you desire will be listed to the screen (only one page is visible at a time). A sample of what one screen might look like is shown below.

```
          O R D E R  of 19                      ** Order **
Un Address line 1              No  Name           Old    New   Indent
---------------------------------TOP OF ROUND---------------------------------
   245 MAROONDAH HIGHWAY    3003  CARGILL          1      1    «
    1 ALICE Street          22 REID                2      2    «
   17  ALICE Street         24  MRS W HEATH        3      3    «
   16  ALICE Street         23  WALTERS      4     4      »
   21  ALICE Street         25  MR STEWART         5      5    «
   27  ALICE Street          27  RW KRAAL          6      6    «
   31  ALICE Street         3717  J. KEEGAN        7      7    «
   33  ALICE Street         29  CAVEY             8      8    «
   40  ALICE Street         32  LESLIE             9      9     »
   42  ALICE Street         2389  BROWN           10     10     »
   39  ALICE Street         3113  MATHEW ROCKS    11     11    «
   44  ALICE Street         34  ARCHER           12     12     »
   46  ALICE Street         35  MR & MRS A YOUNG  13     13     »
   41  ALICE Street         33   LEY             14     14    «
   52  ALICE Street         1972  McMAHON        15     15     »
    2 BOROLA Court          216  LAWRENCE        16     16     »
    4 BOROLA Court          217  RODINK          17     17     »
    5 BOROLA Court          727  MR KEVIN SCHILLING  18  18    «
    6 BOROLA Court          218  MALDON          19     19     »
    8 BOROLA Court          219  ADAMS           20     20     »
-------------------------------------------------------------------------------
```

 ↑↓   ↑TAB-Indent ↑F3=Find ↑F6=Block ↑F7=Detail ↑F8=Mark <Cr>=Pick ESC=exit

For the purpose of the exercise, we will assume the first customer is out of order, and needs to be shifted to a position which is about 3 pages further on. To perform this operation is very simple, and after the functions of the keys is explained you will see why.

The following table describes the information displayed above (other than Name and Address).

Field	Content description
Old order	This number shows the position of the customer within the round prior to any changes.
New Order	This shows what the new position within the round is (after changes). At this stage they are the same, because no changes have been made.
Indent	These symbols (« ») show which side of the car to throw the paper.

The functions of the keys displayed at the bottom of the screen (along with some which are not DISPLAYED), are explained in the following table.

Key(s)	Function performed		
⇧ ⇩	Move up / down one line at a time through the list.		
⚟TAB - Indent TAB	Changes the Indent symbol direction (e.g. from left to right).		
F3 - Find	This opens a window which allows you to search a round for a particular customer/address.		
	⇧	Enter the desired account number and press ↑.	
	Cr	Enter the customer Name code and press ENTER	
	⇩	Allows you to search for a street number.	
	⚟⇩	Search for a street name.	
⚟F3	Shows what papers/magazines are delivered on what day for the selected customer.		
F6	If you want to move a block of consecutive customers, press F6 then use ⇧ ⇩ to highlight the customers (Maximum of 10). When they are highlighted, press ENTER (Cr) to "pick up" the customers, then move them where you want within the round using ⇧ ⇩ and PGUP / PGDN, or HOME/END as required. When in the right position, press ENTER (Cr) again to "put" the customers down.		
⇧F6 Change order	These options will rearrange the round in accordance with the option selected		
	1. Code	Sorts into customer name Code order.	
	2. Name	Sorts into customer Name order.	
	3. Street & Number	Sorts into Street and Number order.	
	4. House number	Sorts into house number order (e.g. all the 1s followed by all the 2s etc.).	
	5. Customer number	Sorts into customer Account number order.	
Key(s)	**Function performed**		
	6. Restore	Restores the "old" order (reverses last change).	

F7 Detail	Shows detail of the highlighted customer, Name, account, address and rounds.
�人F7 Insert customer	Will open a window allowing you to insert an existing customer into the round. You can not insert a customer who is already in the current round. You can use the same customer selection methods as explained in other options (e.g. account number then ⇧ etc.).
F8 Mark	Marks the highlighted customer in the round, so that you can return to the same point later (used in conjunction with �人F8).
�人F8	If you have "marked" a customer, then no matter where you are within the round, if you press ⽊F8, you will "jump" to that customer.
Cr (ENTER) Pick/Put	When you select a customer (or block of customers) to be moved elsewhere within the round, you press ENTER (Cr). This "Picks up" the customer(s). You then move the customers to the desired position in the round and press ENTER (Cr) to "Put" the customers down.
	Please note the Old and New numbers, they show the old and new positions.

After rearranging the round, press ESC to finish. A window appears with the following choices:-

1. Quit: Save order changes - Select this option if you want to make the changes permanent.

2. Quit WITHOUT saving changes - Select this if you don't want the changes.

3. Return to program (DON'T QUIT) - This will return you to the current round to make further changes.

Round totals (#31)

This option will display information similar to that displayed below for the date you select.

R O U N D   T O T A L S

Date 06/09/94

Round	Staff	Typ	Qtys No	Delvy	Value Publicatn	Delvy
01	PM	A	72	64	46.70	5.80
02	PM	A	151	145	78.80	11.10
03	PM	A	102	98	69.20	9.60
04	PM	A	65	65	39.20	6.20
05	G1	A	73	70	36.00	5.30
06	G1	A	261	256	105.00	15.20
07	G1	A	159	155	95.00	14.30
08	G1	A	92	86	57.10	8.30
09	G2	A	67	67	42.40	6.50
10	G2	A	140	137	88.80	13.30
11	G2	A	115	110	67.90	10.40
12	G2	A	150	141	74.60	10.60
13 PAPER KEEPS	P	A	0	0	0.00	0.00
14 EAST NURSING HM	GP	A	9	8	5.80	0.80
15 EASTERN LODGE	GP	A	9	9	5.00	0.90

PgUp-PgDn-↑-↓-up/down Home-Top F2-Tag ↑F3-Tag/UnTag All F5-Invert F7-Total
F8-View ESC-exit

This is used to merge rounds if a paper is late, or on big rounds.

The following table lists the keys used and their function.

Key(s)	Function performed
PGUP/PGDN; ⇧ ⇩; HOME	Keys used for navigating through the list displayed.
F2 Tag	Tags/Untags(selects/deselects) the rounds you want to further report on.
⍓F3 Tag All	If pressed, selects all the rounds currently displayed.
F3 Untag All	Untags all currently tagged rounds.
F5 Invert	This "Inverts" (reverses) the option. i.e.. it will untag all those rounds which are tagged, and tag all those which are untagged.
F7 Total	This will print a Summary (Totals) report **of all the tagged rounds**, giving the publication codes and the total quantities to be delivered on those rounds. The report is headed with a list of the tagged round codes.
F8 View	Opens a window displaying the totals of the publications delivered on the currently highlighted round.

Delivery section (#32)

This section is where default delivery charges etc. are set. Each of the options available is discussed below.

Delivery charges (#01)

Field(s)	Description
Single day deliveries	Set the delivery fee for single deliveries on Weekdays, Saturday, Sunday. This is the fee that will be charged if a customer only has one delivery on any of these days.
Maximum delivery charge	Set the maximum amount to charge if the customer has more than the number of deliveries you set.
Late payment fee	Set the late payment fee amount to be charged if the customer does not pay within the number of days you set.
Magazine delivery fee	Set the fee to charge for magazine delivery.
Monthly interest percent	Set the monthly interest percent on 30 days
Monthly charge on 30 days balance	Enter the amount to be charged.

HWT (Herald Weekly Times) max delivery charges (#2)

A table will appear when this option is selected, and you enter the appropriate charges in the fields provided. A typical charging scale is shown in the sample below.

MAXIMUM DAILY NEWSPAPER

HOME DELIVERY CHARGES

MORNING NEWSPAPERS	TO FRI	TO SAT	TO SUN
ONE NEWSPAPER	40	45	50
TWO	60	65	70
THREE	60	65	70
FOUR	60	65	70

COMBINED NEWSPAPERS	TO FRI	TO SAT	TO SUN
ONE MORNING AND ONE AFTERNOON	50	55	55
TWO AND ONE	55	55	55
THREE AND ONE	55	60	70
FOUR AND ONE	60	70	70

Details correct ? (N/Y/Wrap/Unwrap/Esc) N

The **W**rap / **U**nwrap choices above alter the price structure, i.e.. if you select Unwrap, you may charge less for delivery than if you wrap the papers.

Queensland /Tasmanian delivery charges (#3)

```
QUEENSLAND\TASMANIAN  DELIVERY  CHARGES
         Papers per week -- Delivery fee in cents

   1. 15        13. 70        25. 70        37. 70
   2. 15        14. 70        26. 70        38. 70
   3. 20        15. 70        27. 70        39. 70
   4. 30        16. 70        28. 70        40. 70
   5. 35        17. 70        29. 70        41. 70
   6. 35        18. 70        30. 70        42. 70
   7. 40        19. 70        31. 70        43. 70
   8. 45        20. 70        32. 70        44. 70
   9. 45        21. 70        33. 70        45. 70
  10. 45        22. 70        34. 70        46. 70
  11. 50        23. 70        35. 70        47. 70
  12. 55        24. 70        36. 70        48. 70

     Charge magazine deliveries as papers (Y/N) Y
Details correct ? (Yes/No/Queensland/Tasmanian/Esc) N
```

With this charging structure, you set the rate to be charged for the number of papers delivered. Entering Q or T at the "Details correct prompt will change the scale to the one set for that state.

Country mail charges (#4)

This is where you set charges for country mail run deliveries. You are asked to enter an amount for the first delivery each day, subsequent deliveries, and the maximum charge.

Bulk variations (#5)

ENTER a Negative amount. This is used with special offers by papers.

Delivery Person history (#6)

This option will display information on the selected paperboy for the range of dates entered. The information displayed is the Staff initials, delivery date, round type (Am, Pm etc.), quantities of publications , number of deliveries made, and the value of the papers delivered and delivery fee. At the end of the listing, Totals are also displayed.

Round delivery history (#7)

The information displayed by this option is the same as the option above, except that you get the report on the round desired and the date range selected.

South Australian Delivery Charges (#8)

This allows setting of delivery charges which suit the situation in Sth. Aust.

Wrap table (#9)

This option will print on the round sheet Publications you have entered which will be wrapped together.

VIP customer table (#10)

Marks VIP Customers.

Clear a day run (#11)

This will clear from Customers a Day's run, but ONLY if the week has not been ended. This will not adjust delivery fees or the delivery history information, but will readjust the amount for Customers on a Subscription. It is not recommended that you use this.

Charge for a week of deliveries (#12)

If you answer Y to this option, all customers will be charged a week's paper delivery fees. This is used if you prefer to charge weekly rather than daily.

Put customer delivery always on change (#13)

This will mark a customer so that his delivery information will always appear on the Changes when the round is run, and can be used if a customer only gets a paper one day a week.

Mark customer for a label (#14)

This option allows you to mark a customer so that a delivery label is printed. Select the desired customer (using one of the methods described earlier), and answer **Y** to print label.

Create customer base transfer file (#15)

This option will generate a file on the desired disc drive, with the entered filename for all customers who receive publications from the desired Creditor (or all if left blank). This file will contain information as shown in the sample below, and can be imported into other programs.

Run List System (#17)

Create Form (#1)

This option will generate a system form for customer payments by collection staff. The form allows you to select a category and will generate the form for those people meeting both the category and greater than the amount specified.

Date Entry (#3)

This option allows you to ENTER the amount that the customer paid directly into their account after the collection, using the form generated earlier.

Print Form (#4)

This option prints out the form generated earlier, so that the collection staff can take it with them to record the customer amounts paid etc.

Reduce history files (#33)

As time goes on, the number of customers and transactions will increase, so that after say 12 months the transaction files will be getting very large, and contain many thousands of records. Those in the customer area that reflect this growth the most are :-

- Customer transaction file.

- Customer delivery history file.

- Customer papers supplied file.

Even though much of the data contained in these files is useful to your business, some of the older data may not be, and only tends to "clog up" the system and slow processing time (especially with some of the reports). To overcome the size and time problems caused by the large files, you can "Reduce History Files". What this will do, is delete information from the files up to the date you specify. Once this data is deleted, it cannot be recovered (except by restoring the files from a previous backup).

So make sure you understand what you are doing, and have entered the correct date.

Bulk update (#34)

There are numerous options available from the sub-menu which appears. If you want to try one because you think it may provide a function you want, ring POS and ask, and/or try the option in the training program.

The following table explains BRIEFLY the purpose of some options.

Option No.	Description
1.	Will put all customers in a street you select to a category you enter.
2.	Will update customers with a credit limit range you nominate to a new limit you set.
4.	Auto sequences (arranges round order) according to the conditions you set.
5.	Allows you to replace one street name with another.
6.	Allows setting of special offers for papers (variation etc.).
7.	Update (Change) a Street Name.
8.	Copy weekday round to Sunday round.
9.	Allows you to merge portions (or all) of two rounds together.
10.	Allows changing of transactions dates from one to another.
12.	Will clear all start dates for customers.
Option No.	**Description**
13.	Removes all paperboy notes from round cards.
14.	You can add a street to an existing round.
17.	You can set customers credit limits by the number of week's fees. For example, if a customer's weekly fee is $7.50, then you can set the credit limit to 4 week's fees ($30). This will perform the same calculation for everyone (depending on their weekly fee), and change their limit accordingly.
20.	Move the day of a magazine. If a magazine delivery day changes, you can change the day on all customer records using this option.
21.	You can copy a round from the training system to the business system, that way you can set a round up and then copy it across.

There are many more options available, and as stated earlier, try them in the Training system and/or ring POS.

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Quick-Start Customers

This section discusses the parts of the system that are applicable to customer accounts, deliveries etc.

Adding New customers

Choose Customers (Home Deliveries) option #1 Customer Maintenance then **A** to Add. If you are in the Customer payment screen, press F3. From the Cash register press HOME, then F3.

Enter Surname, house number, street name, suburb and telephone number. If the customer has a different postal address, you can enter it, otherwise you can assign a note which will pop up before any transactions take place.. To utilise the note capability, enter a plus sign (+) before the message in the Postal address field.

NOTE:: A Name Code will be automatically generated, however, if you want to, you can enter a different one.

NOTE:: You can have either the postal address OR the note, <u>not both</u>.

Enter which rounds the customer will belong to (See round setup & maintenance).

Enter starting date for paper deliveries to commence.

Enter the trading terms (Current, 7 days, 30 days etc.). If you enter H (Hold), the account will be "Held" and no deliveries or orders will be made.

Enter the credit limit. This is used for various purposes including automatic stop of papers if exceeded.

Enter any variation. There can be up to 3 variations per customer, and the customer will be charged according to the variations entered. A + or no sign will denote a charge to the customer, whereas a - (preceeding the amount) will denote a credit. or deduction. The variations can be set for a particular

PGDN and **Y** to confirm details. The system will prompt whether to call up Customer papers?. Select **Y** to call up the paper allocation screen or **K** for the Keeps screen.

Adding papers to a customer

If you are in the Customer papers screen continue, otherwise go to Customer Papers (Customer menu #03) and select the desired customer.

Enter the paper code.

In the appropriate days enter the number of papers to receive, or enter zero (0) for days where no delivery is required.

Continue entering publications (one line to each) until all are entered. If a Magazine is to be entered, type **M** (for magazine) in the "type" field, then the magazine code.

When complete, PGDN and **Y** to confirm.

Other keys available (as displayed at the bottom of the screen are:-

Key	Function performed
F2 Stop/Start	Allows individual papers to be stopped or started.
F4 Delete	Deletes the currently highlighted paper.
F5 Repeat	Once editing the number of papers per day, F5 will repeat the current quantity for all of the days.
F7 Round	Allows for quick editing of the current round numbers for that customer.

Changing a customer

To change a customer's information:-

Choose Customers (Home Deliveries) option #1 Customer Maintenance then press **C** to Change. If you are in the Customer payment & transaction screen, press F3.

Change the details by editing the fields (use the keys as explained in the General section).

When finished editing, PGDN and **Y** to confirm.

PGDN and **Y** to confirm details. The system will prompt whether to call up Customer papers?. Select **Y** to call up the paper allocation screen or **K** for the Keeps screen or n to save the changes and not view the papers/keeps.

Customer payments

Select Customers menu #12, Payment and transaction entry.

Customer payments, invoices, credits and transaction enquiries etc. can all be done from the payment screen.

```
Acc No 2846           C U S T O M E R   P A Y M E N T           Wed 15/02/95
   Code BARBEER
              Customer Name MRS BARBEER
90 Days   $0.00         Address 5    BEMM ILTON Court
60 Days   $0.00           Suburb CRAYFIELD  3336
30 Days   $5.30         Telephone 777 1394          Prev Statement
Current  $7.80  Paper  SuMoTuWeThFrSa Tot   Current Statement   $0.00
 Total   $13.10 AGE    1  1  1  1  1  1 1  0 ++06        As at 30/05/94
                SUN    1  1  1  1  1  1 1  7 ++06  Last
Last Sat  $13.10                            Paid   $5.30 on 19/08/94
Next Sat  $18.40    Weekly Charge   $5.30        Paid to 20/08/94
-------------------------------------------------------------------------------

+[Stop/Start]----+                          +[Top Functions Keys]----+
¦ Stop  01/01/90 ¦      Pay to 17/09/94      F2  Miss/↑ F2 VIP On/Off
¦ Start 04/03/94 ¦      Amount               F3  Change customer
¦ Stop        ¦        $Deduc %Disc          F4  Note for customer
+----------------+                           F5  Stop/start account
                       ----------------------  F6  Last/↑F6 Statement
Paying Weeks   Amount Payable               ↑ F7  Every transaction
                       ----------------------  ↑ F8  Paper allocation
                  Staff                         F10 Calendar
                                             ↑ F11 Last statements
                                               F12 Invoice/↑F12 Credit
                                             +-----------------------+
```

When you enter this
screen and have selected the desired customer, the cursor will be positioned at the "Pay to" field. A default date is displayed, but a different date can be entered, or, press F10 and use the calendar. When the date has been entered, the system calculates the total owing up to the "Pay to" date, and the cursor moves to the Staff field.

If no date is entered, or the ⇧ is used from the staff field, then the amount field is activated. Any amount typed into the amount field will automatically change the "Pay to" date.

NOTE:: Remember CTRL+Z on any numeric field (or date field) will clear the contents.

Deductions and discounts can be given in the "$Deduc %Disc" field. For a deduction, type the amount and for discount type the percentage with a % sign in front.

Now enter the staff initials. For further information on staff, see the Updating system section of the manual.

The following keys are available at the "Details correct?" prompt:-

Key	Function performed
F5	Record the payment as a cash payment.
F7	Enter payment as a cheque payment.
F11	displays a selection box to choose the type of payment
F4	Prints your business name on the receipt printer.
Y	Saves the transaction without printing a receipt.
N	returns to the "Pay to" field.
P	Saves the transaction and prints a receipt.
ESC	Edits the payment if pressed once, or allows the transaction to be cancelled if pressed twice (if the system options allow).

The other keys listed (and some not listed) perform the following functions:-

Key	Function performed

F2 Miss	This will jump you to the Missed delivery screen (explained in Missed deliveries Customer menu #10)..
↑F2 VIP ON/OFF	This will turn the flashing VIP message on or off for the selected customer. The VIP message can be used to mark valuable customers who are eligible for discount etc. with the only difference being that the system has already selected the current customer as the one to have missed delivery recorded
F3 Change customer	This will jump you to the Change Customer screen (as explained in Customer menu #1), to enable you to change the customer's credit limit, address etc.
F4 Note for Customer	This option will open a pop-up enabling you to enter a message which will appear when this customer is selected in the future. This Message is entered into the same area as explained in the Customer maintenance section (Customer menu #1) explained earlier.
F5 Stop/start acc.	This will jump to the Stop/Starts screen (Customer menu #9), to enable you to stop/start customer's account and/or papers.
F6 Last	Shows the Last transaction processed since entering the "Payment and transaction" screen.
↑F6 Statement	This will print a statement for the current customer. Examples and explanation of statements will be explained later (Customer menu #20).
F7	Even though this key is not listed, if pressed it will jump to a screen showing all of the customer's financial transactions such as payments, statements, invoices and credits.

Key	Function performed
↑F7 Every transaction	This will jump to a screen showing every transaction that has occurred for that customer. In addition to the items listed for F7 above, it will show how much the weekly paper charge was etc.
F8	Once again, this key is not listed, but if pressed enables a very useful function. One pop-up appears showing the current week orders and, another shows the weekly fee, and what that fee is comprised of (paper cost, delivery, variation etc.). The top window allows you to scroll (move) back or forward a week at a time by using the ← or → key. If this option is used, the bottom window showing the weekly fee will close, as it is only available for the current week.
↑F8 Paper allocation	This will jump you to the Customer Papers screen (Customer menu #3) to enable editing of publications desired by the customer.
F10 Calendar	This key will open the Calendar (if you are on a date field) as explained in the Commonly Used Keys explanation in the General Section of the Manual.
F11 Last Statement	Changes the "Pay to" date to the date the last statement was issued. This helps save time when a customer pays their account.
↑F11	This is the same as f11, except that it calls up the statement prior to the last one issued. This amount is also shown above the current statement on the right hand side of the screen.
F12 Invoice	When pressed, this will open the Customer Invoice window (explained later).
↑F12 CREDIT	This will open the Credit Customer window (explained later). Please Note that if you credit a customer, when you have entered the amount, you will be asked for a staff member's initials (for security).

Invoicing customers

This option is selected by pressing **I** from the transaction entry screen, or by pressing F12 from the customer payment screen.

The Invoice Details screen is displayed, and the relevant fields are described below.

Field	Description
Description	This field is used to describe the item being invoiced. The item can be described with as much detail as necessary, or "Short codes" can be used. For more information on "Short codes" see the All Users section.
Qty	This field specifies how many of the described items are to be invoiced. To enter the qty, type the number, then press * (asterisk). After this type the price (if necessary) and press ENTER.
Price	Specifies the price per unit of the item described.
Disc $/%	Used for deductions or discounts given. If a value is preceded or ended with a percentage sign (%), then it is considered as a discount. If the % sign is not used, then it is considered as a dollar deduction. Leave blank if not applicable.
Department	If enabled, this option Allows stock to be broken into different departments. See All Useres section for info on departments.
Staff	This field is used to specify the staff member conducting the transaction.

After pressing pgdn and entering staff initials, The "details correct?" prompt enables five choices:-

Y   Confirm details are correct.

N   Go back and continue editing.

P   Print a receipt

2   Print two copies of the receipt.

ESC   Abandon invoices.

Customer statements

Since printing statements causes changes to customers' information, the first thing you should do is to take a backup, then if you make a mistake, you can restore the pre-change data.

After you have made a backup, you should check the Customer messages (Statement section menu #4). The messages as explained below can be changed to meet your requirements.

Customer message - This message appears on all statements issued which are not business accounts.

Terms box - This message specifies your payment terms, and is printed on all statements.

Terms line - Also used to specify payment terms. It can be used as alternative to the terms box, or can supplement it. The message will be printed on all statements.

The following four boxes are used to print messages for amounts greater than the specified figure:-

Current Balance, 30 / 60 / 90 Days Balance - respectively. Only one message is printed per statement. The 90 Day message has the highest priority followed by the 60 and 30 day messages respectively.

When finished making changes to the messages, PGDN and ENTER to save changes.

Printing statements

Firstly you have to enter the conditions for the statements to be printed.

Master, Branch or Standard account - Select the type of account desired.

Period **C/7/30/60/90/A** days - Specify the period in which all accounts will be printed. Select the desired period, or **A** to print all.

Amount owing greater than - If an account is lower than the value you specify, then regardless of the time period set, they will not receive a statement. If **0**, all accounts in the selected period will be printed, regardless of balance.

Exclude statements issued within last x days - Use this field when statements have been issued separately or reprinting a statement. Statements will not be printed for those accounts having statements issued within the last **x** days.

or paid in the last x days - Accounts paid within the last **x** days will be excluded.

Only statement not paid - If you insert a **Y**, only those customers who have not paid their last statement will have statements printed.

Business accounts - Specify the type of account for the statement run (**B**=Business only; **N**=Normal paper accounts only; **O**=Print all Other accounts; **A**=All account classes).

Round order - If blank, statements will be printed in alphabetical order, otherwise specify the round type, then you will be prompted for a round number, and statements will be printed in round order.

Statement fee - This specifies the fee to be charged on every statement printed. If the account is currently active and an Itemised or Amount type of statement is set, the fee will be hidden in the balance. If the account is not active in the current period, or a Detailed or Tabular type of statement has been set, this will appear as a service fee on the statement.

Account as Sunday (or Saturday) - This allows for the "statement date" to be as of Sunday (end of week), a date you enter or "today's date".

Update - If you specify **Y**, the statement will be stored in the customer's history, and the customer will be charged for any charges applicable.

Pre-printed Stationery form - Enter **Y** if you are using especially printed forms.

Statement for the month of - Allows for advanced printing. This option allows for the statement to be printed months in advance.

Tagging customers for statements

This option serves two purposes:-

After tagging customers, you can go to the "Print customer statement" option, and only print statements for the tagged customers.

After statements are printed, the option can be used to view who received a statement, and if not why they haven't.

Ending the Week

This option ages the balances in Current by a week, and any Late Payment fees applicable are charged. This option should be performed at the end of every week (either Saturday or Sunday depending on how you have set your options).

Ending the Month

This should be performed at the end of every month. This is where the money owing for the Current period is moved to 30 days, and 30 days to 60 days etc.

NOTE:: If you print statements monthly, then print the statements BEFORE ending the month.

Adding a Lay-by Customer

To enter a new Lay-by customer, go to Main Menu #1 Customers (Home Deliveries), 11 Lay-by System, **#1 Lay-by entry / payments**.

To add a new customer and a Lay-By press **A**.

Enter the *name*, *address* and *telephone numbers* for the new customer. Enter the *Quantity*, *description*, *department*, *unit cost* and the *discount* on the product to be placed on Lay-By.

If there are more lay-bys to be entered then follow the last step or press **END** to finish. Confirm or change the deposit and press **Enter**.

Enter the *Date*, your *initials* and the *bin number*.

Confirm the details are correct by pressing **PageDown** and **Y**.

NOTE:: If you select A for Add, the customer will not be seen in other parts of the system and will be exclusive to the Lay-By system.

Adding a Lay-by

To add a Lay-By to an existing Lay-By customer go to Customers (Home Deliveries), #11 Lay-by System, **#1 Lay-by entry / payments**.

Enter the customer's *name* and press ENTER.

Enter the *Quantity*, *description*, *department*, *unit cost* and the *discount* on the product to be placed on Lay-By.

If there are more lay-bys to be entered then follow the last step or press **END** to finish. Confirm or change the deposit and press **ENTER** .

Enter the *Date*, your *initials* and the *bin number* (where the stock is to be stored).

Confirm the details are correct by pressing **PageDown** and **Y**.

Processing a Lay-by Payment

To make a payment, select Customers (Home Deliveries), #11 Lay-by System, **#1 Lay-by Entry / Payment**.

To process an existing Lay-By type **P** for Payment.

Type the customer name and a confirmation box will confirm the correct customer.

Then using the arrow keys, select which Lay-By is to be paid and press **Enter**.

The Lay-by Payment screen will be displayed with the full details. A prompt for the amount will appear. **F2** will automatically calculate the owing amount.

To confirm the correct details press Enter on the amount, enter your staff initials and press Y.

You will then have the option to pay off another Lay-By for the same customer.

Cancelling a Lay-by

To cancel a Lay-by go to Main Menu #1 Customers (Home Deliveries), #11 Lay-by System, **#1 Lay-by entry / payments**.

Type **C** for Change.

A *Change/Cancel* box will ask to change a customers details or cancel a Lay-by. Type **1** to cancel a Lay-By.

Enter the customer name and, using the arrow keys, press Enter on the Lay-By you wish to cancel. A summary will appear and ask for confirmation. Press Y to erase the Lay-By.

Changing Lay-by customer details

To access the Lay-by System, go to Customers (Home Deliveries), #11 Lay-by System, **#1 Lay-by entry / payments**.

To change a customer press **C** for Change.

A *Change/Cancel* box will ask to change a customers details or cancel a Lay-by. Type **0** to change a Lay-By customer.

Enter the customer name and press **Enter**.

Enter the new address and phone number. You can also the statement field amounts.

When finished press **PageDown** and **Y** to confirm details.

Changing Bin Location

To access the Lay-by System, go to Customers (Home Deliveries), #11 Lay-by System, **#1 Lay-by entry / payments**.

To change the Bin Location press **B** for Bin.

Enter the customer name and press **ENTER**.

Using the arrow keys select the Lay-By you wish to change.A box will show the current bin number. Enter the new location where the Lay-By stock will be physically stored.When finished press **Enter**.Viewing Lay-bysTo access the Lay-by System, go to Customers (Home Deliveries), #11 Lay-by System, **#1 Lay-by entry / payments.**

To view a Lay-By in detail press **V** for View or for quick enquiring press **E** for Enquiry.

Enter the name of the customer and press **Enter**.

Using the arrow keys (**á**,**â**) move to the customer's lay-bys, press **Enter** on a Lay-By and full details will be displayed.

Pressing **P** will print a summary of the transactions for the customer to keep for future reference. Pressing any other key will close the screen.

Lay-By Enquiries

To do a bulk Lay-By enquiry, go to Main Menu #1 Customers (Home Deliveries), #11 Lay-by System, #1 Lay-by entry / payment, **#2 Lay-by Enquiry**.

Enter the date in which the listing is to start from and then enter the finish date.

Now enter what you want displayed on the listing:

F

Full listing of all transactions related to the Lay-By system.

A

All transactions related to the Lay-By system and all payments not related.

P

Payments only regardless of their relation to the Lay-By system.

C

Only cancelled lay-by's.

Enter the Lay-By number range to be displayed.

✉   You can leave any of the above fields blank to specify all records.

When finished press **PageDown** and **Y** to confirm details.

Listing Department Totals

To list Department Totals, go to Customers (Home Deliveries), #11 Lay-by System, **#3 Department Totals.**

A list shows all the departments and their totals for the current day, yesterday, the week, the previous week, the month, the previous month, the year and the previous year.

Pressing **P** will print the screen and **H** will show the history broken down into separate days.

When finished press **ESC** to exit.

Lay-by Options

To change the Lay-by System, go to Customers (Home Deliveries), #11 Lay-by System, **#10 Options**.

Change the options as necessary and when finished press **PageDown** and **Y** to confirm correct details.

SUBAGENTS SECTION

Subagents

Accessing the Subagent System

Before you can enter the Subagents section of the system, a screen similar to that shown below is displayed.

The Subagents' section has the ability to support multiple week processing. These may be either past (if the week has not been closed) or future weeks depending on the need of each individual newsagency.

The screen displays the date that the Subagents week was last closed, and asks you to select the week to process. The message "Current Week" will be displayed if the Green highlight is on the current week range.

The reason for having so many weeks displayed., and the capability of "Locking Out" (using F7)a week will be explained later, but you should lock the week out once the statements have been issued.. You can also decide whether to show if statements have been run for the week or not (using F5).

```
                 W E E K   T O   P R O C E S S            Sat 06/07/96

                       ┌[Last closed]
                       │ Subagents 30/06/96 │

             Is this the week for which you wish to process the subagents.

                             ** Current week **

           ┌[Week to process in]
           │    ┌─This─┐
     Starting  01/07/96  08/07/96  15/07/96  22/07/96
           │    │ Week │
     Ending    07/07/96  14/07/96  21/07/96  28/07/96  ─  07/07/96
           │    └──────┘

           Press F5 to show/clear a statement issued warning
                   F7 to lock/clear a week
```
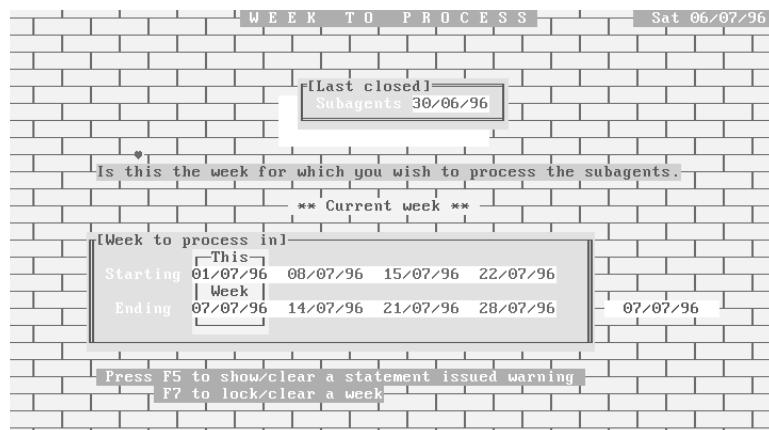
Subagents Menu

Each of the choices from this menu will be discussed in this section. Some other system sections will also have a bearing on the subagents section. For instance, Magazine and Paper distribution is dependent on them being entered in the Updating System section, and the Stock sections.

```
Version L32n       POS SOLUTIONS NEWSAGENCY SYSTEM      Tues 30/07/96
                   ** ** Current Week ** **
                          ** Subagents **
                        Week Ending 04/08/96
    01: Subagent maintenance        18: Check used publication prices
    02: -                           19: -
    03: Stop/Starts                 20: Statements
     4: Paper orders                21: Statement & returns messages
     5: Magazine orders and delivery 22: Print letters
     6: Daily orders and extras     23: End the week    28/07/96
     7: Print weekly tickets        24: -
     8: Returns                     25: Paper enquiry
     9: Magazine extras and returns 26: Magazine enquiry
    10: Print returns form          27: -
    11: Print orders form           28: Enquiries/report section
  » 12: Payment and transaction entry« 29: Weekly magazine schedule
    13: Transaction enquiry         30: Automatic adjustment section
    14: -                           31: Commission rates
    15: Current balances            32: Reduce historical files
    16: -                           33: Bulk update
    17: Return month/GG week  2  /  34: -
                                    35: Change week to process

              Process payments and transactions for a subagent
              Enter your selection <ESC to quit>     <R=cash Register>
```

Subagent Maintenance (#01)

This option allows entry and modification of Subagent details. When you first enter the option, you will be presented with a screen similar to that below.

```
         S U B A G E N T   M A I N T E N A N C E

                     Week Ending 07/07/96
     Code              Business name
                            Contact
                     Address Line 2
                     Address Line 3
                       Telephone No
                          Messages

                     Charge (W=Weekly N=Never)
         Terms (C=COD 1=7 Days 2=14 Days 3=21 Days Held)
                 Automatically adjust supply (Y/N)
                     Open public holidays (Y/N)
                                 Credit Limit

   21 Days
   14 Days              Max commission %  Papers
    7 Days                                Magazines
   Current
         -----------                      Category
     Total                                Classification


  Add Change Delete Enquiry Balance Weekly Rating Print cLass Quit   Select
```

The following Table lists the fields on this screen, and a brief description of the data they contain.

Field	Description
Code	This is where a meaningful code for the Subagent is entered. For example Mobil Moorabbin code may be MOBMOOR
Business Name	The name that the Subagent trades as.
Contact	Name of a contact person at the Subagent.
Address Lines 2 & 3	Normal address of subagent.
Telephone No.	Telephone Number.
Messages	A message may be entered here which will display whenever the Subagent transaction screen is accessed (similar to Customer notes). For example you may want to put a message like "Don't Forget JUNE Returns".
Charge Weekly or Never	Set to W to charge Weekly, or N for Never. This will determine whether statements are issued Weekly or Never.
Terms	Enter the period for the business terms, such as C for Cash on Delivery, 3 for 21 Days, or supplies can be Held (stopped) by entering H.
Automatic Adjust Supply	You can decide whether to automatically adjust the supply of publications to a Subagent, depending on the category you give them, and their performance (such as return rate etc.)
Open Public Holidays`	Set to Y if the Subagent is open on Public Holidays.

Field	Description
Credit Limit	Enter the amount to set as limit for that agent. If the amount is exceeded, a message will flash in the Transaction screen to highlight the fact.
Max Commission	Enter the MAXIMUM commission that the Subagent can get for Papers and Magazines. If set to 7.5 then regardless of what the normal commission is, the subagent will only get a maximum of 7.5%
Category	This allows you to classify subagents for statement purposes. You may type a code to distinguish between different type of subagents.
Classification	Subagents can be given a classification as to the type of business. For example a Class of 1 means a Milk Bar. If unsure as to the codes, enter X in the field, and a pick List will appear.
21, 14, 7 Days, Current and Total	Show the amounts currently owed by the subagent for the associated age period.

Add Subagent (A)

Select A from the Bar Menu, then fill in the information as appropriate, using the table above as a guide.

PGDN Y when correct, and the information will be saved.

Change Subagent (C)

To select the desired subagent, enter all or part of the Subagent's code into the Code field and ENTER or ⇩ . A Match screen will appear, and you select the appropriate subagent and ENTER.

Navigate through the fields using ⇧ ⇩ and alter the necessary information. When complete, PGDN Y to save the changes.

Delete Subagent (D)

Select the Subagent to be deleted (using same selection method as above) and answer y to Details correct. **If you delete a Subagent, all balances etc. are deleted also, and there is no way of recovery except for restoring from a backup.**

If the subagent has an active balance, you will be warned.

Enquiry Subagent (E)

This is similar to the Change Subagent option, except that information in the fields cannot be altered.

Balance (B)

This option allows you to display and Edit/Delete Subagent Balances. When you enter this option, a screen similar to that shown is displayed at the bottom of the Subagent Maintenance screen.

```
┌[Change Subagent Balances]────────────────────────┐
│                        B/Forward 1563.62░         │
│ Week End   Current  7 Days   14 Days    21 Days   │
│ 07/07/96            787.71   775.91               │
│ 14/07/96                     787.71     775.91    │
│ 21/07/96                                1563.62   │
│ 28/07/96                                1563.62   │
│                                                   │
└[Details correct ?  (N/Y/Esc) N]───────────────────┘
```

This shows that the Subagent will have $787.71 owing at 7 days for the week ending 07/07/96. There will also be $775.91 owing aged for 14 days. If no payments are made, on the weekend of 21/07/96, then $1563.62 will be owed.

These values can be edited sing ⇧ ⇩ ⇦ ⇨ and typing the values to reflect the true balance owed by a subagent (when setting up the system) . When correct, PGDN Y will save the information.

Weekly (W)

This option allows you to set a change to subagent weekly statements by a set amount (either positive or negative) for any or all of the four weeks displayed. Simply type the $amount of change required and the date.

Rating (R)

This allows you to set a "Rating" for subagents. This means that you can ENTER a quantity(rating level) of magazines of a certain type (such as Sport, or Women's' interest etc.) that you would send to subagents with a certain "rating". This is used for automatic ordering. After setting Ratings Headings, you ENTER the quantity (or rating) for magazines. An example is shown below.

This system allows you to automatically adjust the quantity of magazines of a certain type to be sent to subagents if you have been short supplied etc.

```
                         S U B A G E N T   R A T I N G

        Name          Woman Sport Adult
   5 % SUPERMARKET     10     12     0     0     0     0     0     0     0     0
   FLINDERS DELI       25     30     2     0     0     0     0     0     0     0
   ONE STOP FOODLAND   10      0     0     0     0     0     0     0     0     0
   MC RITCHIE FRUIT &   0     10     5     0     0     0     0     0     0     0
   SHOP                50     10    10     0     0     0     0     0     0     0
```

```
                  [Details Correct ? (Yes/No/Esc) N]
```

The Automatic Ordering and Ratings headings setup are discussed later in this section.

Print (P)

Prints **directly to the printer** (the report utility is not used) **A report of Subagent Codes, Names, Address and Telephone Numbers.**

cLass (L)

Displays a list of all subagents and the classification set for them. To change or add a classification, type the number for the desired classification in the field. If you are unsure of the classes, ENTER X and a pick list will be displayed.

Quit (Q)

Quit from the Subagent maintenance section back to the Subagent Menu.

Stops/Starts (#03)

Allows entry of Stops or Starts for a Subagent, and also whether they are open on Public Holidays. If you PGDN when details are correct, and enter P. then a print of the Stops and Starts will be made. This print is a "hard copy", in other words it prints to paper and does not use the report utility.

Paper Orders (#4)

When the code for the paper is entered into the field presented, and you have selected from the pick list, a list of all subagents and their standing orders for that paper is displayed on the screen for the current week ending.

The quantities displayed can be altered so that they are increased or decreased. When the changes have been made, and you PGDN, if you enter W (for Week), then the changes made will only occur for the current week. If you PGDN Y, then the changes are made for all future weeks (until changed again).

If you select a subagent, then press F2, a pop-up will display the history for that subagent, and you can navigate through the history.

The F6 key is only used for papers and subagents who have Direct delivery.

The Total of orders for each day is displayed at the bottom of the screen.

Magazine Orders and Delivery (#5)

This section is where Subagent magazine standing orders are set. You can set orders for both weekly and non-weekly magazines, and changes can be made for either long term supply, or for the current week only.

When you enter this option, you will be prompted to select the day for the orders. If the magazines are weekly, select the day that they are normally delivered to the subagent then ENTER. If the magazines are non-weekly (When on-hand), then the day that you select is irrelevant so ENTER on any day.

When you have taken the steps above, you will be presented with a screen asking you to enter the Magazine Code. There are two ways of selecting the magazine, by typing the magazine number and ⇧ , or the magazine description (or part of) then ENTER or ⇩ , then select from the pick list.

You also have the option of changing the day for issue by F8. The f2 key allows you to jump straight into the Magazine Maintenance section of the system (to Add, Delete, change etc.) magazines.

When you have selected the magazine and pressed enter, a list of subagents will appear, showing the current order quantities (if these have been set previously), and what quantities have been sent (charged) to the subagents for today (DAY) and the current week (WEEK). The quantities sent and returned for the last 3 dates that the magazine was dispatched is also displayed.

Using the F5 key you can set the quantity for subagents by rating as discussed earlier. (See Subagent Rating later in this section).

F7 allows you to set the quantity (current proportion) of the magazine that the subagent will receive based on their current standing order.

F2 allows you to "toggle" between the Sent and Order fields (Sent= Order and Order=day).

When details are correct, PGDN and two options are available:-

1. Y will save the quantity and apply it to all future weeks.

2. W will save the quantity, but only apply it to the Current week.

Daily Orders and Extras (#6)

This option allows you to change the order quantity for Papers and/or Magazines or send Extras (even negative amount) to a Subagent.

When you enter this screen, by default the top right hand corner of the screen will display "Paper" and the key list on the bottom of the screen will display "F3 Magazine". If you want to adjust the Paper order or extras, simply enter the Subagent code and ENTER.

To change Magazine quantities, press F3 and the top right hand message will change to magazines, and the keys listed at the bottom will become F3 - Paper and F6 - Scheduled magazines. This means that if you press F6, then the screen will be used to alter supplies for the scheduled (weekly) magazines.

Once you have selected the type of Publication and have entered the subagent code, a screen will appear showing the appropriate publication standing orders and quantity sent (shown in the recv column)for that subagent. **Remember, this allows for Papers, All Magazines and Scheduled Magazines**.

Examples of the Paper and Magazine screens are shown below.

```
          S U B A G E N T   S T A N D I N G   O R D E R        Paper
   Code FLINDERS   Name  FLINDERS DELI              Week Ending 07/07/96
   Date Tuesday    02/07/96
   Extra (Amt/%)                      <--- Order --->
    Code       Titles           DD  Stand   Sent   Extra   Recvd    Send
 » ADV        ADVERTISER        « N    50      0       0       0       0
   SM         SUNDAY MAIL         N     0      0       0       0       0
   AUS        AUSTRALIAN          N     2      0       0       0       0
                                  N     0      0       0       0       0
   WN         WHYALLA NEWS        N     0      0       0       0       0
                                  N     0      0       0       0       0
                                  N     0      0       0       0       0
   WNP        WHYALLA NEWS PAID   N     0      0       0       0       0
   TAB        TABFORM             N     0      0       0       0       0
                                  N     0      0       0       0       0




                 Details Correct ? N/Y/Print/2=Copy | Esc
  F2 - Orders           F4 - Delete           F6 - Direct Drop         F8 - Send
```

Paper Orders example

```
          S U B A G E N T   S T A N D I N G   O R D E R       Magazine
   Code FLINDERS   Name  FLINDERS ┌[Magazine page 1]─┐ Week Ending 07/07/96
   Date Tuesday    02/07/96        ← Back    Next →
                                  └[Enter to continue]┘
 Code     Order Extra Recv   Code     Order Extra Recv   Code     Order Extra Recv
 TRULIFE    1             FORMANI    3            AUSWOFO    1
 COULOOK    1             AUSOUTL    5            SAAUTO     3
 FISNEWS    2             REVS       1            TVHITS     5
 TRABOAT    3             COT&COU    2            WEETELE    2
 MODFISH    1             SEXTRA     2            SPOSHOO    1
 AUSPLAY    2             SUPCROS                 MADSUPE
 UNICARS    4             BESMONA                 DOLSPEC
 AUTACTI    2             YOURHO                  DRWHO      1
 AUSPCUS    1             AUSPARE    2            THEWORL    2
 SURMAGA    2             AUSFAMI    5            AUSVOGU    1
 GIRLFRI    5             TVIDOLS    3            MADREG     3
 LIVTORI    5             HEADUTY    2            HITSONG    2
 JUSMBIK    2             NAUORIE    2            BESHOLD    2
 JAMMIN                   WOMWEEN    4            STRRING    2
 RURTRAD   10             4X4TRAD    2            ABCCRIC    2
 STOCJOU                  COLCROS    4            DAYTV      1
 IMAOFWA    1             WEETRAD    5            MOTCROS    1
 TVSOAP     2             IXN       25            LOTCROS    2
                 Details Correct ? N/Y/Print/2=Copy | Esc
       F3 -   Paper           F6 - Scheduled Magazines
```

Magazine Orders example

If there is more than one screenful to be displayed, a box will appear at the top of the screen showing ⇦ ⇨ to change to the desired page. When you reach the desired page, ENTER to edit information on that page.

The DD field will display Y if you have set that publication for Direct delivery to that subagent.

The Send column allows you to "Send" extra magazines/papers (depending on the screen you are in) to the subagent desired. If you type a negative amount then PGDN Y , the subagent will be "sent" the negative amount, in effect taking the negative amount off their order.

If you press F8, then the "Send" field will display the standing order quantity for that publication, and if you PGDN Y then the amount will be "Sent". If the standing order has already been sent(charged) to the subagent and you press F8 and PGDN Y , then they will be charged for two lots of the publication (when the tickets are run).

NOTE:: you cannot send extras (either papers or magazines) to a subagent who does not have a standing order for that publication.

When changes are complete and you PGDN, the options are:-

Y   = Yes save the changes.
N   = No takes you back to alter the information.
P   =Print which will print a docket for the changes.
2   =Print two dockets.
When you have selected the subagent, day and publication type (paper or magazine etc.), you can type an amount or % change in the Extra (Amt / %) field (EVEN a Negative amount / %). Whatever you type in this field will automatically be entered in the "Send" field for every publication that the subagent gets for that day. This can be over written if desired.

To make a change by %(percentage), type the number followed by % (e.g. 10%), and all publications will have the calculated amount entered in the "Send" field.

F6 allows you to change the figure for Direct Drop if the publication is set as a Direct delivery item.

If you have chosen to change magazine quantities, then the extra keys at the bottom of the screen perform the following functions:-

F4   Deletes the currently highlighted magazine from the list, meaning the subagent will not receive the item in future.

F2   Pops up a window allowing you to change the standing order or weekly amount for that magazine. It also displays the last 4 weeks history of quantities received and returned, and if you PGDN H , you will be presented with the weeks earlier. If you ENTER, the next oldest weeks history will be shown etc.

F5   When more than one column of magazines is listed on a page, this key can be used to move between the columns instead of having to move up and down an entire column.

F8   Send automatically puts the standing order quantity in the extras column.

As you scroll through the list of publications, the actual description of the publication and magazine number and price are displayed at the top of the screen.

When changes have been completed, PGDN Y to save the changes.

Print Weekly Tickets (#7)

This section allows you to print Daily or Weekly "Tickets" for subagents. You can think of these tickets as delivery dockets. These tickets are similar to the Round Sheets for Customers, in that the printing of them charges the subagent, **BUT even if you reprint tickets, the subagent will only be charged once for the publications on that ticket.**

When you select this menu item, you will be presented with a screen similar to that shown below.
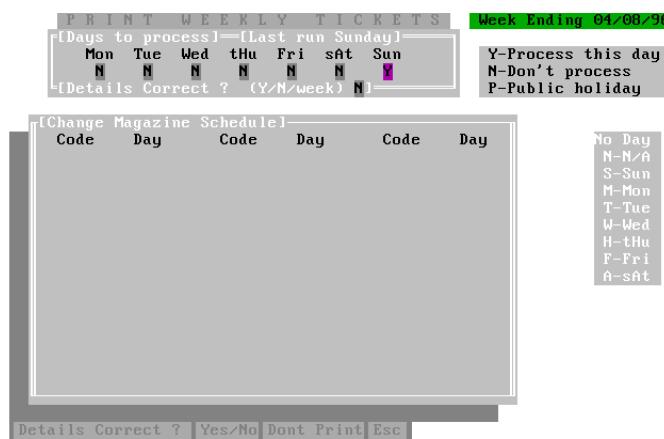
Tickets can be printed for one or more days by entering Y in the days to process.

Entering P in a day marks it as a public holiday, while an N means don't print the tickets for that day. Only subagents who have Y set in the "Open on Public Holidays" option in subagent maintenance will receive publication deliveries.

By entering w (must be lowercase) in the "Details correct" choice field, all days will be toggled to Y, meaning tickets will be printed for all days.

When you have entered Y or w , the lower window (Change magazine schedule) will open for you to edit/add magazines. If you wish to add non-weekly magazines to the tickets, type N at the "Details correct" prompt (at the bottom of the screen this time), then type the magazine code in the Code field, and the letter for the day it is to be printed on the tickets. The list on the right hand side of the screen shows the appropriate letters.

When complete, PGDN and ENTER Y if correct, N if you want to change or D if you do not want to print the tickets (but still run them).

If you ENTER Y , the following screen will appear:-
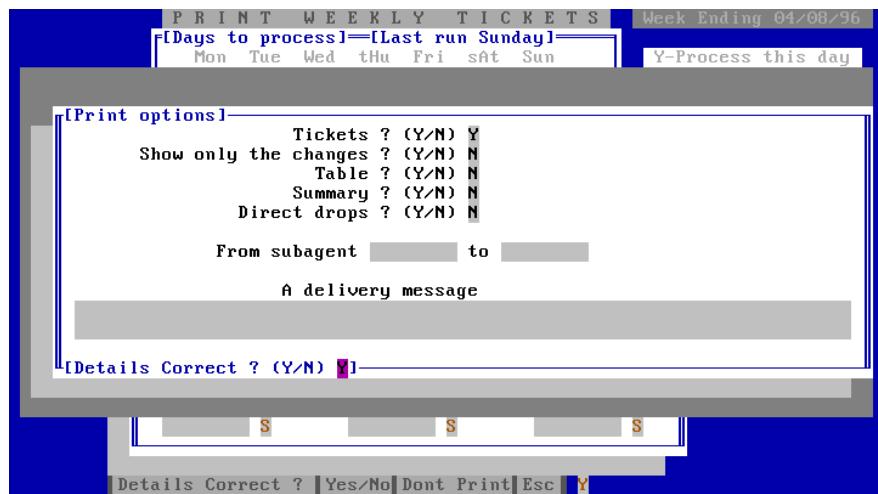
The following table explains the purpose of the various fields.

Field	Description
Tickets (Y/N)	If set to N then the tickets will not be printed.
Show only the Changes (Y/N)	If set to N then all publications will be printed, set to N if only changes are to be printed.
Table (Y/N)	Set to Y if the publications are to be printed in a tabular form at the end of the tickets, showing each subagent and the quantity of publications to be delivered..
Summary (Y/N)	Set to Y if a summary is required. This gives totals for all publications, without breaking down to individual subagents.
Direct Drop (Y/N)	Set to Y if you want direct drop subagents printed.
From / To subagent	These fields allow you to print the tickets for just one subagent, or a group of subagents by entering the appropriate subagent codes in the fields. e.g. if you wanted only one subagent, you would put the desired code in both the from and to fields.
Delivery message	Allows you to type a delivery message which will be printed on ALL tickets.

When you have set the desired options, PGDN Y and the tickets will be printed.

Returns (#8)

This section is used to process Returns from subagents, whether they be Papers or Magazines, and whether the returns are to be put on your shelf for sale, or to be put together with the shop returns to go back to the publisher.

This section will be discussed in two areas, Paper and Magazines.

When you first enter this option, the following screen is displayed. Type the subagent code and select from the pick list.

```
         S U B A G E N T   R E T U R N S          Paper
                Week Ending 04/08/96
         FIVE

   Code      Titles              Mon Tue Wed Thu Fri Sat Sun RTN
```

```
    F2 -  Paper  F3 - Daily Mag  F4 - Week Magazine  F6 - Magazine  F7 - Stk return
```

Notice the field in the top right hand corner of the screen, this shows what type of return you are about to ENTER (default is Paper).

Key	Description
F2 Paper	If the type of return you desire is for newspapers, press F2 .
F3 Daily Mag.	If you wish to process Daily magazines, press F3 .
F4 Weekly Magazine	To process Weekly magazines, press F4 .
F6 Magazine	Jumps to the magazine extras and returns to allow adding or deleting a magazine, changing the order quantity (both standing order and this week only), and sending of extra magazines to the subagent.
F7 Stk Return	Press f7 to process returns which will be added to your shop returns when complete.

Paper Returns

Pressing F2 then selecting the subagent to process brings up a screen similar to that below, but of course your papers will be displayed.

```
       S U B A G E N T   R E T U R N S            Paper
                Week Ending 04/08/96
          Code FLINDERS    Name FLINDERS DELI

 Code      Titles              Mon Tue Wed Thu Fri Sat Sun RTN
 ADV       ADVERTISER           5   6   3   1   0   0   0  15
 SM        SUNDAY MAIL          0   0   0   0   0   0   0   0
 AUS       AUSTRALIAN           1   0   1   2   0   0   0   4
                                0   0   0   0   0   0   0   0
 WN        WHYALLA NEWS         1   5   1   2   0   0   0   9
                                0   0   0   0   0   0   0   0
                                0   0   0   0   0   0   0   0
 WNP       WHYALLA NEWS PAID    0   0   0   0   0   0   0   0
»TAB       TABFORM        «     0   0   1   0   0   0   0   1
                                0   0   0   0   0   0   0   0



                 Details Correct ?  Yes/No  Esc
          F2 - Orders
```

To enter returns, simply move to the desired paper and day using ⇧ ⇩ ⇦ ⇨ then type the quantity returned. Notice that you can only enter a quantity into days that the paper is actually published/delivered.

Pressing F2 allows you to:-

1. Change the order quantity for the highlighted paper for the subagent's standing order (enter Y at "Details correct".
2. Change the order quantity for the highlighted paper for the subagent for THIS WEEK ONLY (enter W at "Details correct").
3. View the History for the highlighted paper (enter H at "Details Correct"). Repeatedly pressing H will show progressively older history.

When you have finished entering your Paper Returns, pgdn Y to save them. These returns will be credited to the subagent.

Magazine Returns (Back onto your shop shelf){Daily}

Pressing F3 then selecting the subagent to process brings up a screen similar to that below, but of course your magazines will be displayed.

```
              S U B A G E N T   R E T U R N S          Daily Mag
                      Week Ending 04/08/96
              Code FLINDERS     Name FLINDERS DELI

 Code      Order  Rtn       Code      Order  Rtn       Code      Order  Rtn
 TRULIFE     1     0         FORMANI     3     0        AUSWOFO     1     0
 COULOOK     1     0         AUSOUTL     5     0        SAAUTO      3     0
 FISNEWS     2     0         REVS        1     0        TVHITS      5     0
 TRABOAT     3     0         COT&COU     2     0        WEETELE     2     0
 MODFISH     1     0         SEXTRA      2     0        SPOSHOO     1     0
 AUSPLAY     2     0         SUPCROS     0     0        MADSUPE     0     0
 UNICARS     4     0         BESMONA     0     0        DOLSPEC     0     0
 AUTACTI     2     0      ┌[Magazine page 1]┐           DRWHO       1     0
 AUSPCUS     1     0      │          Next →  │          THEWORL     2     0
 SURMAGA     2     0      └[Enter to continue]┘          AUSVOGU     1     0
 GIRLFRI     5     0                           0        MADREG      3     0
 LIVTORI     5     0         HEADUTY     2     0        HITSONG     2     0
 JUSMBIK     2     0         NAUORIE     2     0        BESHOLD     2     0
 JAMMIN      0     0         WOMWEEN     4     0        STRRING     2     0
 RURTRAD    10     0         4X4TRAD     2     0        ABCCRIC     2     0
 STOCJOU     0     0         COLCROS     4     0        DAYTV       1     0
 IMAOFWA     1     0         WEETRAD     5     0        MOTCROS     1     0
 TVSOAP      2     0         IXN        25     0        LOTCROS     2     0

              │Details Correct ? Yes/No │Esc │
         FZ - Orders    F5 - Column    F6 - Add Mag
```

Note that if you have more than one page of magazines to display, a box in the middle of the screen prompts you to select the desired page, then enter.

The magazines listed in these screens are not necessarily only issued magazines, as the system has not been told when they come in, so it displays all magazines. The idea of this option is to allow you to return magazines from a subagent and place them back on your shop shelf (with the chance of selling them) prior to performing your monthly shop returns.

The subagent will still be credited with these returns.

This screen shows the magazine code (and if a magazine is highlighted, the title, mag. number and price will also be displayed on the top of the screen), the order quantity and a column for you to enter the returned quantity.

To enter returns, simply move to the desired magazine using ⇧ ⇩ and F5 to change columns then type the quantity returned.

Pressing F2 allows you to:-

1. Change the order quantity for the highlighted magazine for the subagent's standing order (enter Y at "Details correct".
2. Change the order quantity for the highlighted magazine for the subagent for THIS WEEK ONLY (enter W at "Details correct").
3. View the History for the highlighted magazine (enter H at "Details Correct"). Repeatedly pressing PGDN H will show progressively older history.

Pressing f6 allows you to add magazines that are not on the returns list. when pressed, a window appears prompting for the magazine code. Simply type the code and select from a pick list if necessary, and the magazine will be added. You can then change the order as above, and enter any returns.

When complete, PGDN Y and the changes / returns will be saved.

Magazine Returns (Back onto your shop shelf){Weekly}

This option is virtually identical to the Daily returns listed above, except that it is for Weekly issued magazines.

Magazine - F6 from the Returns screen.

When pressed from the returns screen, the F6 key will jump to the Magazine Extras and Returns screen. An example of this screen is shown below.
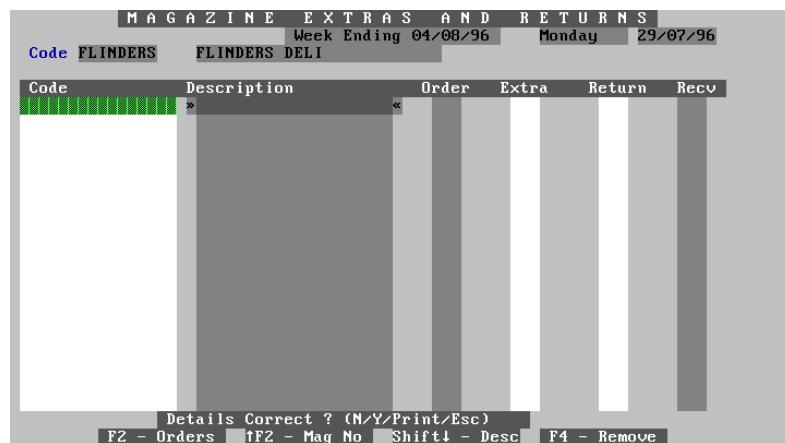
This screen allows you to add or delete magazines for a subagent, send extra magazines, or return magazines to your shop. Magazines returned using this method will be credited to the subagent, but will not be added to your shop returns (meaning they can be returned to the shelf for sale).

The columns displayed show the following information, and the keys and function they perform.

NOTE:: If you type a magazine which is not normally received by the subagent, a window will appear stating this fact, and asking if you want to add it to the list. If you answer Y then you can type the order quantities etc. If the order quantity is left as zero, then the subagent will not receive any future issues.

Field & Keys	Description
Code	Type the code, description or magazine number of the magazine to process.
	1. Typing the magazine number and then ⃕F2 will bring up the magazine attached to that number.
	2. Typing the magazine code (for example WOMADAY) and then ENTER will bring up the magazine, or a pick list to choose from.
	3. Typing the magazine description (for example WINNING) and then ⃕⇩ will bring up a pick list of magazine titles containing the description typed.

Field & Keys	Description
Description	The magazine title is displayed here. If the magazine is currently highlighted, then more information such as the magazine number, Title and price are displayed at the top of the screen.
Order (F2 key)	The subagent's standing order is displayed in this column. Pressing F2 opens a window displaying history, and allowing you to alter the order quantity (as explained earlier in Daily orders & extras).
Extra	Type the quantity of extra magazines to be give the subagent, otherwise leave it blank (or type zero (0).
Return	Type the quantity of magazines returned, or leave blank (or type zero (0).
Recv	This column displays the quantity of the magazine that the subagent has received for the week.
F4 key	Pressing the F4 key when a magazine title is highlighted will delete it from the list. It does NOT delete the magazine from the subagent's standing orders.

When you have finished making alterations, PGDN Y and the changes will be saved.

Magazine Returns {Stk Return}(F7 from subagent returns screen)

This section is used to return magazines which will not be returned to the shelf, but will be added to your shop returns for return to the distributor(s).

Once subagent returns have been scanned through the Returns system and the subagent is credited, the magazines are ready to go back to the distributor (when you have completed your normal monthly returns.

NOTE:: Do NOT scan these magazines again with your normal returns as ALL returns forms (both shop and subagent) are combined to produce a total returns form.

When you press F7 a screen with a pop-up window appears asking for you to ensure that the returns are from a subagent, and the correct subagent is displayed as well as the month for returns. Type the month for your shop returns and if these are correct, Y to continue and then you will be prompted for the returns form to add the magazines to, or start a new form.   It does not matter which form you add the returns to, but you may wish to keep each subagent in a separate form for future reference, remembering that ALL returns forms are combined when you complete your shop returns.

Also, you do not need to separate the magazines into different companies to put them through the returns system, the POS system will do that for you. You only need to keep the apart so that you can send the right magazines to the right supplier.

When you have selected the returns form and pressed ENTER a screen similar to that shown below appears (without the magazines shown).

NOTE:: It is most important that when magazines were invoiced, that the correct return date was entered. If this was wrong, then the wrong details will appear on the returns form.

As magazines are scanned the return type is indicated by the background colour and, in some cases, a "beep" from the computer speaker.

The following table lists the background colour, type of return and whether the computer "beeps".

Colour	Return Type	Computer Beep
Green	Normal Return	No
Light Blue	Late (by one month)	Yes
Dark Blue	Early	Yes
Colour	**Return Type**	**Computer Beep**
Red	Late (No Credit given)	Yes

The bottom portion of the screen will display (at the completion of returns entry procedure) the total number of magazines for each supplier, broken down into Normal (OK), Late, Early and No Credit.

The keys listed perform the following functions:-

Key	Function
*	Type the magazine quantity followed by * (⚔ 8).
F2 / F3	Will increment / decrement the magazine return by one month ONLY FOR IN-HOUSE BARCODES.
F4	Deletes the highlighted entry
F7	If you cannot scan a magazine, type the barcode number and press F7 .
F5	Used for the Weekly return schedule (Gordon and Gotch).

To enter returns, simply follow these steps:-

The highlight bar will be in the Barcode column, and this is where you will make all entries.

1. Type the quantity of the magazine followed by * (⚔ 8) ENTER . It does not matter if you don't find all magazines of that title at once, because the system will combine them for you!

2. Scan the barcode. Depending on whether the magazine has an in-house (POS) barcode or only has the supplier barcode, you can get two different results.

    a) **IN-HOUSE**

    The barcode will appear in the barcode column

    The magazine description is displayed.

    In the C column, a T is shown for TOPS, C for COVER or F for FULL.

    The issue date is displayed along with the supplier and the Retail price.

    The background colour will reflect whether the magazine is Normal, Early, Late or No Credit.

    b) **SUPPLIER BARCODE**

    The barcode will appear in the barcode column

    The magazine description is displayed, and a pick list is displayed asking for the issue of the magazine. Select the desired issue (the system doesn't know because the barcode is the same every issue) and ENTER .

    You will be prompted for Early, Late, Normal or No Credit. Select and ENTER .

3. The system is now ready for the next item. Continue scanning items until all are entered.

4. When all magazines have been entered, PGDN C to continue

An option screen will appear, these choices are explained following the picture of the screen.

```
 S T O C K   M A G A Z I N E   R E T U R N S   -   B U L K    FLINDERS
=Ln=Qty==BarCode========Description============C=Issue==Sup=W=Rprice=
   85   1 604748549045  WEEKLY TELEGRAPH (ENGLISH)    T 111296 FFX     2.50
   86   4 604783349045 ┌[Options]─────────────────┐  T 171296 FFX     2.75
   87   4 6047440490   │   Update this Sub/Shop (Y/N) Y T 101296 FFX     2.75
   88   2 6047146490   │                          │  T 031296 FFX     2.75
   89   3 6046773490   │  Update the Stock file (Y/N) N T 261196 FFX     2.75
   90   1 6046436490   │                          │  T DEC 96 IMD     5.20
   91   1 6046436490   │   Print a Returns Form (Y/N) N T DEC 96 IMD     5.20
   92   2 9771037812   │ Print Form for Current (Y/N) N T DEC 16 IMD     2.80
   93   1 6047633490   │                          │  T 131296 ADV     2.00
   94   1              │ Comics/ Partworks First (Y/N) N   ---         0.00
 ─*─Quantity F2/F3-I   │ Separate into countries (Y/N) N code F5-Week n F5-Week ─
                       │   Separate Week(s) (Y/N/Shop) N
 ┌──────────────────── │ Separate Covers [T/F/C] (Y/N) N ──────────────────┐
 │ Sup:                │                          │  :
 │ Total qty:          │   Print Credit Advice (Y/N/M) N al qty:
 │ Ok    El    Lt      │ Print full alphabetical (Y/N) N   El    Lt    NC
 │                     │                          │
 ┌──────────────────── │ Print for Supplier (None=All) ───────────────────┐
 │ Sup:                │ Print Wkly/Mthly/Both (W/M/B) B :
 │ Total qty:          │     For week (0-5/All/Pick) A al qty:
 │ Ok    El    Lt      └[Details Correct (Y/N/U) Y]─┘   El    Lt    NC
                          ═Continue ═C═════════════════Total Qty
```

The choices as listed in this table only refer to subagent returns with credit advice slip to be printed. For a more detailed explanation of these choices, read the Returns section in the Stock Manual.

Option	Function
Update this Sub or Shop	Set to Y to update the subagent information (to give return credits to subagents. **It does not matter how many times you update the form, subagents will only be credited for an item once.**
Update the Stock file	Set to Y to update the stock file. Set this to Y for subagents.
Print a Returns form	Set to Y for a subagent credit advice.
Print form for Current	Set to Y to print a Credit advice for subagent.
Comics/Partworks first	Set to Y if you want these printed first on the credit advice.
Separate into Countries	Set to Y if you want the magazines split into countries.
Separate Week(s)	Set to N.
Separate Tops/Covers/Full	Set to Y if you want to split the advice into Tops, Covers and Fulls.
Print Credit advice	Set to Y to print a credit advice.
Print Full Alphabetical order	Set to Y if you want the form printed in alphabetical order.
Print for Supplier`	Leave blank to print for all suppliers.
Print Weekly/Monthly/Both	Set to B.
For week	Set to A.

5. When all the choices are set, PGDN Y and you will be asked whether you want to update the subagent's returns. Enter Y, and after the system calculates all the returns splitting them into the appropriate suppliers etc. you will be prompted for the week to enter the credits for the subagent.

6. Select the week to credit the subagent (**MUST be a week where statements have not been printed**) then ENTER .

The Credit advice will be printed, and the subagent's account credited with the returns.

Magazine Extras and Returns (#9)

See the section "Magazine - F6 from Returns Screen" earlier in this section for an explanation of this option.

Print Returns Form (#10)

This option allows you to print (using the Report Utility) a form showing all publications for subagents for the current week.

You can print one subagent only, All subagents, or only those subagents with the category you select.

The returns form will show both papers and magazines, and shows the quantity supplied, the price of the publication and if desired the supplier. There are areas on the form where the quantities can be written.

Print Orders Form (#11)

This option allows you to print (using the Report Utility) a form showing either Papers, magazines or all publications ordered for subagent(s).

The orders form will show the desired publication type(s), and the quantity supplied, the price of the publication and if desired the supplier. There are areas on the form where any amendments to the order can be written.

The system allows you to print the form for either one subagent, all subagents with the selected category, or all subagents.

Payment and Transaction Entry (#12)

This option is used to process Payments, Invoices and Credits for subagents, and display transaction history etc.

If you have set Credit limits for a subagent, and the limit is exceeded, a warning message will appear.

Payment

When you select this option, you are prompted for the subagent code. Type this code and ENTER, then choose from the pick list.. A screen similar to that shown below will appear:-

```
                         P A Y M E N T   E N T R Y             Sun 09/02/97
                           Week Ending 09/02/97

        Code  FLINDERS          Business Name FLINDERS RANGES
   ** Exceeded credit limit **       Contact MR. C. MOUNT
   21 Days     $0.00          Address Line 1 MT. MARY'S PEAK AVE
   14 Days $1189.21           Address Line 2 POSVILLE SA 5608
    7 Days $1238.42             Telephone No 08 888345
   Current $1100.71
           -----------             State Amt $3528.34
      Total $3528.34                      on  08/02/97 Last Paid $1300.78  on 28/01/97


                              Age Period 2   0=Curr 1=7 Days 2=14 Days 3=21 Days
                                             T=Total - over several age periods
   [Amount in periods]
   21 Days                          Amount        F3 - Amounts in periods
   14 Days                      $Deduc %Disc
    7 Days                          To Pay
   Current
                                 Desc Payment

                                Staff

       F7 - Transaction       F12 - Invoice       ↑F12 - Credit
```

The top section of the screen shows the subagent details such as Name, Address etc., and also shows the amounts owed for periods Current, 7 days, 14 days and 21 days. The last statement amount and date issued as well as the last amount paid and the date paid are also displayed.

The Age Period field will be highlighted, and you can select which age period to make the payment against:-

0 = Current; 1 = 7 days; 2 = 14 days; 3 = 21 days and T means to pay the Total amount over several age periods.

When an age period has been selected, the Amount field will display the amount owed for that age period. You can overtype this amount if desired, and if you type an amount and press F3, the amount you entered will be paid off from several age periods (if the amount is large enough). The Amount in Periods window will display the amounts paid, and what period they are to be paid from.

The Discount field allows you to give a discount either as a Dollar amount (precede the amount of discount with the $ sign), or as a percentage (precede the percentage figure with % sign). These discounts could be used to encourage early payment of accounts.

When the entry is complete, the cursor will move to the Staff field and display a pick list for the selection of person taking the payment. Simply select the member and ENTER, the cursor will then move to the Desc field where you can overtype the message or add comments.

ENTER twice, and you will be prompted with Y/N/Esc/Print. Y means that the transaction will be recorded, Print will print a receipt, N will allow you to edit the amounts and ESC will clear the screen.

Also, when this prompt appears, a list of function keys is displayed at the bottom right hand side of the screen. These keys allow you to print the following messages on the receipt, and will be recorded against the transaction in the history:-

F4 = Heading; will print the normal message and "payment"
F5 = Cash; will print "Payment Thank you".
F7 = Cheque; will print "Payment by Cheque".
F11 = Type; will display a pick list to select the method of payment
When you have made your choices and you type P or Y at the "Details Correct" prompt, you will be prompted to confirm the details with Y for Yes, N for No (allow changes), P for Print one copy of the receipt, or 2 to print two copies of the receipt.

When you make your choice, you will jump to the Cash Register screen to process the payment (see Cash Register section for any queries about the Register).

Invoice (⋏F11)

As explained in the Payment section above, you select the desired subagent. When you have done this, press F12 and the Invoice screen will appear(as shown below):-

Stock, Magazines etc. can be invoiced by scanning or manual entry etc.

The following table explains the purpose of the fields and function keys on this screen:-

Field or Function Key	Description /Function
Description	This is the description of the item being invoiced. Goods are scanned into this field, or you can manually type an item, then add the price etc. in the other fields.
Qty	The quantity of the item is entered here.
Price	The price of the item appears (if a stock item or magazine etc.) or you type the price here.
Disc $ / %	If you wish to give discount for the item, you type the $ amount (preceded by $ sign) or percent discount (preceded by % sign).
	When this field is highlighted, function keys will be displayed at the bottom of the screen allowing you to press one to select the desired % discount.
Amount	Displays the Total amount for that item (less any discount).
Dst	Displays the Department that the item belongs to (Departments must be set up in the Register section).
Total	Provides the Total amount for the current invoice.
F2 Magazines	Type the magazine code and press F2 , and a pick list will appear to select the desired publication, then ENTER and the item will be added to the invoice..
⤒ F2 Magazine No.	Type the magazine number and ⤒ F2 and the magazine will be added to the invoice.
⤒ ⇩ Desc	Typing the title of the magazine (or part of it), and pressing ⤒ ⇩ will bring up a pick list to select the magazine.
F4 Stock	Type the Stock Code then press F4 . For example 51AN254C might be the code for a plastic folder. If you type part of the code such as 51AN a pick list will appear to choose from.
	The stock items must be set up in the system for this to work (see Stock Section of the manual).
F7 Barcode	If an item will not scan, you can manually type the barcode number then press F7 and the item will be added to the invoice.

When all items to be invoiced have been entered, PGDN and type the staff initials and you will be presented with the "Details Correct" prompt, where the following choices are available:-

Y = Yes; save the transaction, but print no invoice.
N = No; returns to the screen to allow you to edit the items.
2 = Copy; prints 2 copies of the invoice. One may be kept by the subagent, and the other may be signed and kept as proof of purchase.
ESC = Escape; abandon the invoice and return to the Transaction Entry screen (options explained later).

Credit (⩘F12)

This option allows crediting to subagents.

As explained in the Payment section above, you select the desired subagent. When you have done this, press ⩘ F12 and the Credit screen will appear. This screen is almost identical to the Invoice screen explained above, except that the background colour changes to make you aware that you are in the Credit screen, and the lower part of the screen is titled "Credit Details".

The operation of the Credit section is identical to that explained for invoice above, except that Credit Notes can be printed instead of Invoices.

Transaction (F7)

This option allows you to view, print and delete subagent transactions.

Pressing F7 from the Payment screen will present a screen similar to that shown below:-

```
                    S U B A G E N T   T R A N S A C T I O N S

         Code FLINDERS                   Subagent Name FLINDERS RANGES
                                         Address Line 1 MT. MARY'S PEAK AVE
                                         Address Line 2 POSVILLE SA 5608
     Date  Typ Audit Description         Prd  Qty   Price   $Deduc    Total  Staff
                                    [ Top of file ]
  09/02/97 P  33271 Pay by Diners         0          1189.21           1189.21 ID
  08/02/97 S  33268 Statement No 9415     0          1100.71  157.24   3528.34 **
  08/02/97 S  33264 Statement No 9411     1          1238.42  176.83   2427.63 **
  28/01/97 P  33136 Pd by chq SA-105889   1          1300.78           1300.78 SD
  28/01/97 I  33133 A4 10 TAB DIVIDERS B  1    5        1.00              5.00 SD
  28/01/97 C  33132 SUPERWIDE DIVIDERS    1    3        4.75             14.25 SD
  26/01/97 S  33011 Statement No 9407     2                    169.89   2489.99 **
  20/01/97 P  32832 Pd by chq SA-112620   2          1215.86           1215.86 SD
  19/01/97 S  32817 Statement No 9403     3                    182.12   2516.64 **
  16/01/97 I  32757 COLLINS ENG.DIC.      3    1        5.95     0.60     5.35 SD
  16/01/97 I  32757 DURASEAL CRAZIES      3    2        1.70              3.40 SD
  16/01/97 I  32757 DURASEAL DAZZLE 1M x  3    3        2.95              8.85 SD
  16/01/97 I  32757 ARTLINE 200           3    2        2.00     0.40     3.60 SD
  16/01/97 I  32756 UNI PIN MARKER        3    1        2.75     0.28     2.47 SD

     PgUp-PgDn-↓-↑-Home-Top     F2-Print  F4-Delete  F8-View  ESC-exit
       21 Days   14 Days   7 Days   Current   Total Due
          0.00      0.00  1238.42   1100.71    2339.13
```

This screen will display the latest transactions for the selected subagent including Statements, Invoices, Credits and Payments. If there is more than one screen, using PGUP PGDN HOME, END, ⇦ ⇨ will allow you to navigate through the items.

The following table lists the columns on the screen and an explanation of the contents:-

Column	Description
Date	The date the transaction occurred.
Typ	The type of transaction :- P = Payment; I = Invoice; S = Statement; C = Credit (Credits are shown in a different colour).
Audit	Gives the transaction Audit number.
Description	The description of the transaction such as the statement number, the item description of invoiced goods, the Payment cheque number etc.
Prd	Displays the Age Period of the transaction.
Qty	The quantity of items invoiced/credited.
Price	The price of each item invoiced or credited, or the Statement/Payment amount.
$Deduc	The amount of discount/commission given.
Total	The Total amount owed or credited.
Staff	The initials of the staff member performing the transaction.

The function keys listed allow you to View, Print and Delete transactions.

Pressing F2 will reprint the item highlighted. This can be done for Invoices, Statements or Credit Notes.

Pressing F4 will delete the highlighted transaction.

F8 will open a window displaying information about the highlighted transaction. The information displayed will vary, depending on the transaction type.

The bottom line of the screen displays the amounts owed in age periods, and the Total amount owed.

Transaction Entry

If you ESC from either the Payment, Invoice or Credit options, the Transaction Entry screen will appear. This screen has a Bar Menu at the bottom, giving the following choices.

Menu Item	Description /Function
Payment	Jumps to the subagent payment option (described earlier).
Invoice	Jumps to the subagent Invoice option (described earlier).
Credit	Jumps to the subagent Credit option (described earlier).
Journal	This option is designed to allow transfer of amounts from one age period to another. A + in front of the amount means that the subagent owes the Newsagency, whereas a - in front of the amount means the subagent is in credit by that amount.
Transactions	Jumps to the subagent Transaction option (described earlier).
Extras	Jumps to the Magazine Extras and Returns option (described earlier).
Newspaper	Jumps to the Paper Orders option (described earlier).

Transaction Enquiry (#13)

This option is used to list transactions for ALL subagents according to the criteria you set:-

Criteria	Description /Function
Audit No., **N**ame or Trans **D**etail (A/N/D)	Type A and the audit number will be listed alongside each transaction.
	Typing N will show the subagent's Name next to each transaction.
	Typing D will show the details without the audit number.
Go from most recent backwards	Enter Y and the most recent transaction will be at the top of the list, entering N will make the oldest appear at the top.
Till Audit No.	Entering an audit number in this field will restrict the display to those transactions with till audit numbers larger than the one entered.
From Date / To Date	The dates entered in these fields will restrict the transactions to only those within that date range.
Trans Type	**I** will restrict the display to Invoices only.
	C restricts the display to Credits only.
	P will list Payments only.
	S will list Statements only.
	A will list ALL transactions.
Search Description	Type part (or all) of the Description to search for. For example if you type P all transactions containing P anywhere in their description will be listed (for the date range). This will find Payment, Pd Paid, Pad etc.
Barcode	If you scan an item into this field, or type the barcode, the search for transactions will be restricted to that barcode.

PGDN Y and the list of transactions meeting the criteria set will be displayed. Use PGUP PGDN and home to scroll through the list. When finished, ESC returns you to the subagent's menu.

Current Balances (#15)

This option displays the current balances for all subagents.

Subagents who have exceeded their credit limit will be shown in red, while subagents whose accounts are "Held" (stopped) are shown in grey.

Return Month / GG Week (#17)

Set the Return Week and Month here.

Check used publication prices (#18)

This option allows you to display (and change) the prices for all publications sent to subagents this week.

When you first select the option, Papers will be shown. If you wish to change a price for a particular day or all days this week, use the ⇧ ⇩ and select the desired paper, then ENTER.

Press ENTER until the day to change is reached, then type the new price.

Continue making changes as desired for papers, then PGDN Y to save the changes.

Magazines will now be displayed, scroll through the list using ⇧ ⇩ PGUP PGDN and highlight the one to change, then ENTER.

Make the changes, then PGDN Y to save the changes.

If there are no changes to be made, ESC will return you to the menu.

Statements (#20)

This section allows printing of Daily or weekly statements.

NOTE:: before printing statements, CHECK the Messages (#21) to ensure that you are printing the right message.

When selected, a screen similar to that shown below appears:-

```
        S U B A G E N T S    S T A T E M E N T
                 Week Ending 09/02/97



          Daily or Weekly ? (D/W) W




           Print a single subagent ? (Y/N) Y
         Only subagents not updated ? (Y/N) N
                           Categories
         Print also held or stopped accounts Y
                  Statement Message line 1
                  Statement Message line 2

                     Update (Y/N) Y

     Details Correct ?  (N/Y/View/Esc) N
```

If Weekly statements are required, then leave W in the Daily or Weekly field

If Daily statements are required, insert D in the field. A list of days will appear. Highlight the desired day and ENTER.

Field	Description
Print a single subagent	Set to Y if only one subagent statement required, then type the desired code in the field which appears.
Only subagents not updated	This is only used if some subagents have been issued statements while others haven't. Set to Y in this case.
Categories	Set to the desired category if only those particular subagents are to be printed.
Print also Held or Stopped accounts	Set to Y if subagents whose accounts have been held or stopped are to have statements printed also.
Statement message Line 1 (&2)	You can type a two line message which will appear on one set of statements only.
Update	If set to Y, then the subagent will be billed for the week's / day's supplies, and a transaction is recorded.
	If set to N, statements will be printed without the subagent being charged. No transaction is recorded.

If two copies of statements are to be made, it is good practice to print one first with update set to N. This allows checking to see if returns, extras and transactions have been correctly entered. Then, if all is OK, the second set can be printed with Update set to Y to charge the subagent.

Statements and Tickets messages (#21)

Messages to appear on Statements and Tickets can be set for the week using this option.

REMEMBER:: Check these messages to ensure you are sending the correct one!

Print Letters (#22)

This option allows you to print letters (which have been typed using the Editor Option (#13 off Main Menu)) to certain subagents.

Select the letter from the list presented, then ENTER. You will be presented with the list of criteria to set.

The criteria you can set to determine which subagents have the letter printed are:-

Field	Description
Starting subagent	Type the code for the first subagent to receive the letter
Ending subagent	Type the code for the last subagent to receive the letter.
Print for total balance greater than	Type the minimum balance for subagents to receive the letter.
Print for current balance greater than	Type the minimum current balance for subagents to receive the letter.
Print for 7day balance greater than	Type the minimum 7 day balance for subagents to receive the letter.
Print for 14 day balance greater than	Type the minimum 14 day balance for subagents to receive the letter.
Print for 21 day balance greater than	Type the minimum 21 day balance for subagents to receive the letter.
Category	Type the category for the subagents to get the letter.
Paper	Type the Paper code, and all subagents receiving this paper will have letters printed.
Magazine	Type the Magazine code, and all subagents receiving this magazine will have letters printed.

End the week (#23)

This option "Ends the week" for the subagents, aging their balances.

You MUST run statements before ending the week. If you do not, the system will report that you have not updated the subagent, and the week will not be closed.

Ensure all Tickets have been run for all subagents prior to printing statements and ending the week.

Once a week has been ended, it will disappear from the list of weeks available when you first select the subagent option from the Main Menu, and no changes can be made.

The date alongside the menu choice shows when the week was last ended.

Paper Enquiry (#25)

This option will allow you to view the weekly summary for subagents papers.

You can mark the listing which appears by entering a percentage value in the "Mark if returns are greater than" field. If, when the list is displayed, a subagent's returns are greater than the percentage you enter, then the subagent will be marked in red.

If there are no returns, the papers will be marked in grey.

The listing is available by:-

Order = **O**
Sent = **S**
Return = **R**
Extras = **E**
Total = **T**

Magazine enquiry (#26)

This option is similar to the Paper enquiry in that you can type a percent return value.

You can toggle between Daily and Weekly totals by pressing F4 .

Type the magazine code and ENTER (select from pick list), or type part of the description of the magazine and ⇩ then select from the pick list.

Returns greater than the percent you set will be marked in red, nil returns will be marked in grey.

Enquiries/ Report section (#28)

When selected, this option will present a sub-menu listing the enquiries/reports available.

Weekly Total Balances

This option will list to screen the balances for the subagents, showing the brought forward amount, and the last four weeks' balances.

Totals are shown at the bottom of the screen, and any subagents not charged are highlighted.

Statement Register

When selected, this option displays a listing of all statements for all subagents.

Scroll up and down through the dates using PGUP PGDN or ⇧ ⇩ , and ⇦ ⇨ if you have more than 6 subagents.

Bookups Register

This is similar to the Statement Register, except that bookups are shown instead of statements.

Use the same keys as for statement register to navigate.

Total Returns Report

This option will print (using the report utility) a TOTAL list of publications returned from subagents (all subagents are included).

The report can be for Papers, Magazines or All publications, and if needed can be for just one supplier.

Deliveries Enquiry

This option will list to screen either Orders or Deliveries for a chosen subagent's publications.

F3 will cause Orders to be listed, and F4 will cause deliveries to be listed.

Type the subagent code and select from a pick list, then ENTER.

Paper information is displayed first. If the F4 key has been pressed, the information includes the Order quantity, the quantity Sent, Extras, Returns and overall Total, otherwise only the order quantities are displayed. Pressing any key will continue the listing.

When all the papers have been displayed, magazine information will be sown. The Order quantity, overall Total and returns are shown. To continue to the next "screenful" type Y.

Paper deliveries report

This option will print (using the report utility) a report of paper delivery / return **history** for EACH subagent for the Paper you select.

The report includes the order quantity and the number of returns for each day(with the most recent date first) for as far back as the system can take you.

Transaction report

Using this option, you can print (using the report utility) a report of the transactions for ALL subagents based on the date range you set, and the type of transaction (or All types) you set. The information reported can be by Invoices, Credits, Payments, Statements, Variations or All.

The report will include the Audit number, Date of the transaction, Subagent code, Type of transaction, Quantity, Price, Discount and Total.

Balances report

This option prints (using the report utility) a Balances report for all subagents.

The information is the same as the Weekly total balances (explained earlier) except that the brought forward amount is not printed.

Dissection total

Displays (for printing) a breakup of All subagent moneys.

The report will show :-

- Total of invoices
- Invoice discounts
- Total of credits
- Credit discounts
- Weekly variations
- Publication Dist
- Delivery fees
- Total of statements
- Statement fees
- Account keeping fees
- Subagent commission

Weekly magazine schedule (#29

The weekly magazine schedule is used to list all WEEKLY magazines.

Any title listed in the schedule will be automatically printed on the tickets for delivery on the scheduled day (day of arrival). The following table explains the columns and their meaning, and the function keys available:-

Column	Description
Code	The magazine code.
Title	The magazine description (title)
Day	The day the magazine comes in. The letters for the days are shown underneath the columns on the screen.
Del	What round the publications are delivered on.
Function key	**Description**
⋏ F2 Mag. number	by placing the cursor on a code field, then typing the magazine code followed by ⋏ F2, the magazine code for that magazine will be inserted.
⋏ ⇩ Desc.	Typing the magazine description (title) followed by ⋏ ⇩ will bring up a pick list of magazines to choose from. Select the desired one and ENTER and the magazine will be inserted into the schedule.
F4 Delete	Will delete the highlighted magazine from the schedule.
⇦ ⇨	These keys allow moving between pages on the screen WHEN AT THE "Details Correct" prompt.

Automatic adjustment section (#30)

This option will display a menu of choices for the automatic adjustment of subagent orders.

Daily paper adjustment

Commission Rates (#31)

This option allows you to set the commission rate for standard papers for subagents, and allows you to set five other rates which can be used for different subagents.

Reduce Historical Files (#32)

WARNING:: This option will delete history for your subagents. Do NOT use this option without taking a backup, and make sure that you have set your dates to reduce up to correctly, and chosen the type of information you want to reduce.

The reduce option allows you to reduce the size of your data files for subagents by deleting old information.

The files which can be reduced are:-

- Transactions - this will remove subagent transaction history up to the date you type.

- Paper History - this will remove subagent paper history up to the date you type.

- Magazine History - this will remove subagent magazine history up to the date you type.

Bulk update (#34)

This choice will display a menu of choices which will perform Bulk operations on subagent information.

Some of these options may be useful for you under certain conditions. If you think an option may perform the function you require, try it by all means, BUT IN THE TRAINING PROGRAM first to ensure you get the expected result.

Change week to process (#35)

This option allows you to change the week that you wish to work on for subagents. It is the same as exiting to the Main Menu, selecting the Subagent Menu then choosing the week to process.

Index

CASH REGISTER

Cash Register Menu

```
Version L32m        POS SOLUTIONS NEWSAGENCY SYSTEM        Mon 01/07/96

                        ** Cash register menu **

» 01: Cash register              «    18: Bank deposit setup
  02: -                                19: Register history
  03: Balance                          20: Reprint X_Off & End of day
   4: Receipt message                  21: -
   5: Audit trail                      22: Register stations
   6: Totals report                    23: Register messages
   7: Graph                            24: Staff security passwords
   8: Pay out register                 25: Staff roster
   9: Departments                      26: -
  10: Traffic analysis                 27: Bulk update
  11: Transfer to history              28: Payment types
  12: Notes                            29: -
  13: Transaction enquiry              30: Sales spreadsheet
  14: Menu key enquiry
  15: EFTPOS section
  16: Bank deposit slip
  17: Bank deposit enquiry


                         Cash register
         Enter your selection <ESC to quit>    <R=cash Register>
```

Each of the options from this menu will be discussed in the following pages. Please take note that some other sections of the system will have a bearing on this section. For example Staff security, Options section in Updating System and so on.

The Cash Register is very versatile, and allows many choices. For example you can call up Customers for Payment, Publication allocation, Starts & stops etc. Subagents can also be called, as can Video, Layby and certain parts of the Stock and Magazine sections.

Cash Register (#01)

This choice opens the Cash Register screen (can also be accessed by typing R from any system menu).

When this item is activated, a screen similar to that shown below will appear (minus the arrows and desc.).
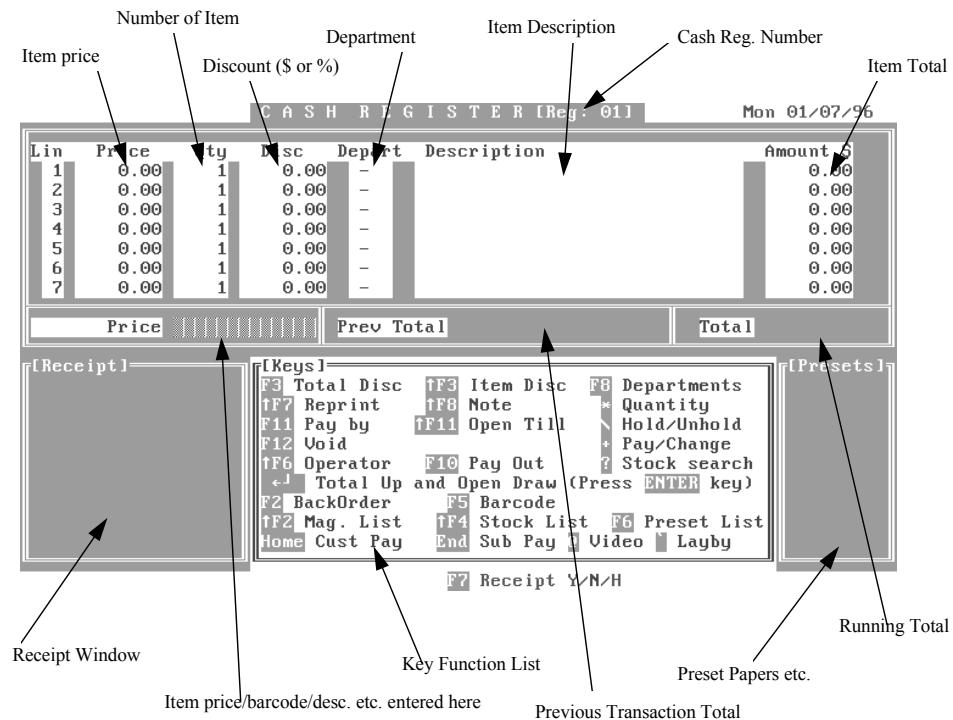
The following table lists the parts of this screen, and a brief description of the purpose.

Screen section	Purpose / Description
Lin	This is the "Line number", i.e. the item number for the current transaction.
Item Price (Price)	This will display the Individual Item price.
Number of Item (Qty)	The quantity of the item will be displayed.
Discount (Disc)	The amount of discount for the item (if allowed)
Department (Depart)	The Department the item belongs to such as Stationery, Books, Magazines etc. and the Dissection department (explained in All Users section).
Item Description (Description)	The description of the item, such as the Magazine title, Stationery item title, Book title, Paper account etc.
Cash Reg. Number (Reg)	Displays the current Cash register number.
Item Total (Amount)	Gives the total for the item, i.e. the number of items multiplied by the price per item less the discount.

Screen section	Purpose / Description
Receipt Window (Receipt	Displays information similar to that which you would have printed on the paper tape for old registers.
Item price, Barcode etc. (Price)	This is where the price is typed if you are not scanning, but it has multiple uses in that Barcodes are scanned into this area, Descriptions and Manual Barcodes are also entered into this area.

These various options will be explained later. |
Key Function List (Keys)	This shows the keys that can be used in the Register, and their Function. A full explanation of these follows later.
Previous Transaction Total (Prev Total)	Displays the Total amount for the previous transaction on this Register.
Presets Papers etc.(Presets)	Preset keys are listed here. Also Menu preset keys are listed.

Using the Register (Quickstart)

NOTE:: This quickstart information assumes that the Departments and Dissection have been set up. If not, see the All Users section for Dissections, and later in this section for Departments.

When you have the register screen available, firstly type the quantity of the item to be entered or scanned, then press the asterisk (*) key (This is the shifted 8 on the typewriter keyboard, but is also available on the top row of the numeric keypad, which is usually faster and allows one than operation).

Scan the item if it has a barcode, and if the barcode is valid, the item price will be entered, the number of items is displayed, along with the department the item belongs to, the Dissection, the item description and the Total amount for that item.

The Register is now ready for the next item to be entered.

If the item does not have a barcode (possibly during setting up of the system, or problems attaching barcodes etc.), you firstly ENTER the quantity as before, followed by the price (which can be entered in Cents or Dollars/Cents depending on the options set (see All Users)), then the Department letter such as S for Stationery, M for Magazine etc.

The same information will appear as for the scanned item, except that because there is no barcode, the Department description will be displayed. Once again the register is ready for the next item.

When all items have been entered, the Total field displays the amount owed for that transaction. There are two choices (depending on Register options set), the first is to simply press ENTER and the Cash Drawer will open, or press the + key and the Price field will change to Amount Tendered. ENTER the amount tendered, then press ENTER and the amount of change to be given will be displayed and the Cash Drawer will open.

Depending on the option you have set in the Miscellaneous section of Updating System (see All Users Section), whether the Total for that transaction and the amount of change to be given will be displayed in very large letters.

To access Customer accounts for payment, Credit or Invoicing, press the HOME key.

To access Subagent accounts for Payment, Credit or Invoicing, press the end key.

To access the Layby system press the ` key (top left key on keyboard).

To access the Video system, press the @ key.

Cash Register Keys

The following table explains the purpose and functions of the keys listed in the Keys section of the Register screen, and the F7 key listed below the screen.

Key		Action performed
F3	TOTAL DISC.	If pressed, this key will enable discounting all items ALREADY ENTERED by either an amount or a percent. To discount by an amount, press F3 then $ and the amount. To discount by a percent, press F3 then % and the percentage discount required.
⋏ F7	REPRINT	This allows you to call up a transaction completed earlier FROM ANY REGISTER, and reprint a receipt for that transaction.
		When you press ⋏ f7, the screen will display asking for the required transaction. You can even ENTER a date for the transaction, or you can use ⇧⇩ to scroll through the list. As you scroll, the items from that transaction will be displayed . When you see the one you want, press ENTER and the receipt will be printed.
F11	PAY BY	When a transaction is completed (no more items to ENTER), you can use the F11 key to determine how the amount is to be paid. Possible choices (depending on the options you have set are:-
		0=cash; 1=cheque (you will be prompted to ENTER cheque details); 2= Visa card; 3= MasterCard; 4=BankCard; 5=Diners; 6=AMEX; 7=Debtor 8=Layby; 9=EFTPOS.
F12	VOID	When pressed, this will ask which line (or All) is to be voided in the current unfinished transaction. Depending on the options set, the system may prompt for a user ID and password.
⋏ F6	OPERATOR	Logs the operator in charge of the cash register. The operator must have initials set, and a password. The passwords can be set in option 24 of the Register Menu, and the Staff initials and security levels are set in the Updating System section (see All Users Manual).
↵ DRAWER	TOTAL UP & OPEN	Pressing ENTER will Total up and open the Cash Drawer (depending whether the Amount Tendered option is set).
F2	BACKORDER	Allows Back ordering of stock items. When the stock item is invoiced in, a putaway label will be printed for that customer.
		If a customer wants to change/add to their backorder, you can select their existing order by pressing ⇧ when in the backorder screen, and entering the order number.
		To select an item for ordering, either type the Stock Code and ENTER, or type the department code followed by a part of the description (e.g. SRUB) then ENTER and choose from the pick list. The third method is to type the supplier code then ⇩ and choose from the pick list.

Key		Action performed
⋏ F2	Mᴀɢ. Lɪsᴛ	Press ⋏ F2 and the price field will change to Mag Desc., prompting for you to type the Magazine description and press ᴇɴᴛᴇʀ and select from the pick list e.g. WOMANS ᴇɴᴛᴇʀ will give a pick list starting with the first WOMANS magazine. Pressing ⋏ f2 again (when Mag Desc is displayed), will change to Mag Code asking you to ᴇɴᴛᴇʀ the magazine code (e.g. DATBASE for Database Marketing) then select from the pick list.
HOME	CUST PAY	If there are no items already on the Register screen (no scanned goods etc.), when you press HOME a window will open requesting that you select a Customer. When this has been done, the Customer Payment screen will appear. This screen is explained in detail in the Customer section of the Manual. If items have been scanned or entered into the register screen before pressing HOME, then you will be prompted whether you want to transfer this to a Customer's account.
⋏ F3	ITEM DISCOUNT	When you have items on the Register screen, and you wish to give discount on one item, ⋏ F3 will prompt for the Line to discount, when this has been selected, you can either discount the selected line by a $ amount or a percent. For example to discount by 10%, ⋏ F3 then the line number, then %10 ᴇɴᴛᴇʀ. To discount by an amount, ⋏ F3 then the line number then $1.50 ᴇɴᴛᴇʀ. NOTE:: as mentioned earlier, the discount option may require passwords.
⋏ F8	NOTE	When an item is listed on the register screen, pressing ⋏ F8 allows you to "NOTE" the item (change its description or add comments).
⋏ F11	OPEN TILL	Depending on the security options set, pressing ⋏ F11 will open the Cash Drawer.
F10	PAYOUT	This option allows you to "Pay out" from the Till. This is also optionally protected by security measures.
F5	BARCODE	Pressing F5 then typing the barcode, allows you manual entry of a barcode such as when the barcode is unreadable by a scanner. press F5 then type the barcode number and ᴇɴᴛᴇʀ. If the barcode is registered in the system, then the item details will appear on the screen.
⋏ F4	STOCK LIST	Pressing this key combination will change the Price field to Stock Code. ᴇɴᴛᴇʀ the desired Stock Code (e.g.. 51AN1234) and select from the pick list., or ᴇɴᴛᴇʀ the Supplier code,(e.g.. ANC) ⇩ and select from the pick list.. If, after pressing ⋏ F4 you press F4, the Price field will change to Stock Desc. allowing you to ᴇɴᴛᴇʀ the Stock description, then select from the pick list.
END	SUB PAY	This combination will open the Subagent Payment screen to allow Payment, Invoicing or Crediting the chosen Subagent. This screen is described in detail in the Subagent section of the Manual.

Key		Action performed
F8	DEPARTMENTS	If you have entered an amount, and cannot remember the Department Code, pressing F8 will present you with a list of the Department Codes set up. Simply scroll to the desired Dept. using ⇧ ⇩ and ENTER to select the desired dept., or press ESC to not select any.
		You can also set up a menu under the Departments this increases the functionality of each individual department that you assign a menu to. Each menu can have up to 20 separate items accessible via a few keystrokes. For example you could set up a menu for the Lotto department, and separate your scratch tickets by giving an item for $1.00, $2.00, $5.00 etc. This allows you to see which line is selling (see View Menu explained later in this section). The setting up of the Menu is explained later in this section also.
*	QUANTITY	To ENTER multiples of an item, ENTER the quantity of the item, followed by * (⋏ 8 or * on the numeric pad), then scan the item, or ENTER the price and department. The Register will automatically calculate the total cost for that item.
\	HOLD /UNHOLD	This key allows you to Hold a transaction (or in fact several) which is incomplete, then serve another Customer, returning to the incomplete transaction later. For example, a Customer comes up with several items which you scan into the Register, and they suddenly realise that they need some wrapping paper. Simply press \ (below the ENTER key), and the message HELD will be displayed in red at the top of the register screen, and you will be presented with a new blank Register screen, so you can serve someone else.
		When the Customer whose transaction you are Holding comes back, simply press \ again and you will be presented with a list of all HELD transactions. Select the desired one and ENTER and the Register screen will return with those items, and you can continue the transaction.
+	PAY/CHANGE	This key allows you (depending on the options set) to ENTER the amount Tendered by the Customer, and when you Total up by ENTER, the correct change will be displayed. Either + key can be used, but it is recommended that the numeric pad is easier.
		The tendered amount can be forced using an option set (see All Users sect.)

Key		Action performed
?	STOCK SEARCH	This allows you to search for any item on the system, and determine when it last came in, when it is due again, current quantity etc. The explanation of the information displayed for the selected stock item follows after the key explanations.
		When ? is pressed, a window appears for you to ENTER the desired search information. The following list explains the purpose of the keys available:-
	F2	Type the Magazine code (e.g.. WOMDAY) then press F2 and select from the pick list.
	⇧	Type the Magazine Number (from Magazine mtce. in Updating system), then ⇧ and the information will be displayed.
	⋏ F2	Type part of the Magazine description, then ⋏ F2 and select from the pick list. and the information will be displayed.
	ENTER	Type the stock description and ENTER , then choose from the pick list. For example typing SRUB ENTER will display a pick list of Stock items starting with RUB as the first part of the description.
	F4	Type the Stock CODE followed by F4, and the desired stock item information is displayed. e.g.. 25GG1234
	F7	Type the Barcode then F7, and the information for that item will be displayed.
	F3	Type the department code (e.g.. S for stock), then the information you wish to search for (e.g.. RING) then F3, and the system will search the stock files and display a pick list of all items from the appropriate department, CONTAINING the search text.
		For example, if you type SRU then F3, the pick list will display all Stock items with the letters RU ANYWHERE in the description. In other words it will find Ruler, bRUsh, Rubber etc.
F6	PRESET LIST	This will display a list of all the presets (and Register Menus) that you have defined. Use ⇧ ⇩ and ENTER to select the desired preset/menu.
@	VIDEO	This key will take you to the Video Borrow/ Return screen (described in the Video section of the Manual).
`	LAYBY	This key takes you to the Layby system (described in the Customer section).
F7	RECEIPT Y/N/H	This option allows you to print a receipt if the Customer requests, not print receipts, or Hold a receipt.

Magazine /Stock Enquiry

When you perform a Magazine/Stock enquiry from the Register and you have selected an item, a screen similar to that shown below will be displayed.

```
            M A G A Z I N E / S T O C K   E N Q U I R Y      Tue 25/06/96
Shop
  (10)        Description AUST WOMANS WEEKLY
   On hand 122 Category 40     Location            Bar code 9313006000105
   Requirements: Cust     3,  Sub   80          Current Price $    3.50
            Supplier NET   NETWORK DISTRIBUTION CO
       Telephone No 08 272 5467            Account No 4229003
            Fax No 08 272 5409         Supplier code 3294
    Issue   Arrived   Supplier Came     Sold    Price$  Recall Due   Return    Qty
    JUL 96  26/06/96   NET     142      114      3.50                 / /       0
    JUN 96  29/05/96   NET     146      103      3.50                 / /       0
    MAY 96  24/04/96   NET     151      132      3.50              07/06/96    29
    APR 96  27/03/96   NET     167      120      3.50              10/05/96    38
    MAR 96  21/02/96   NET     167       98      3.50              05/04/96    58
    FEB 96  24/01/96   NET     186      115      3.50              10/03/96    70
    JAN 96  27/12/95   NET     261      136      3.50              10/03/96   141
    DEC 95  22/11/95   NET     175      166      3.50              09/01/96    25
            ╔═══════[Estimated next delivery]═══════╗
            ║                                       ║
            ║    Wednesday 31/07/96      A Month     ║
            ║                                       ║
            ╚═══════════════════════════════════════╝
                                                 Ave issue time
                                                    monthly
  NOTE: Subagent supply figures are not included in total until statement issued
 [Put aside for customer  F2-New  F4-Existing  F6-Cust deliv  F8-Process or Esc ]
```

NOTE:: Until you have some History in your system (after a period), the estimation of when an item is next due may not be correct.

This screen displays much of the information about the selected item, such as Mag. Number; Description; Barcode; Quantity on hand; Category; Supplier and Supplier codes etc. It also shows information on the last 8 arrivals of the item such as when the item arrived, how many were invoiced, how many were sold, the price and how many were returned on What date.

The system calculates when the next issue of the magazine is due, and the average issue frequency. It also displays how many are required by customers and subagents.

There are several function keys listed at the bottom of the screen which are used to enable putting the item aside for a customer (Putaway). This is very useful if a customer asks when a certain magazine will be arriving. By using this facility, we can tell them accurately of the arrival date, and ask if they would like us to keep the magazine for them when it arrives.

Key		Action performed
F2	NEW	This will open a window asking for Customer details. This enables you to create an account immediately for the Customer, and list the Magazine as a requirement for them, and whether the magazine is to be charged to their account or paid for by cash.
F4	EXISTING	This opens a window asking for the Customer details if they are a current Customer. It also allows you to charge the magazine to their account or pay by cash.
F6	CUST DELIVERY	This will jump to the Magazine Delivery and Keeps screen explained in the Customer Section of the Manual.
F8 PROCESS OR ESC		If you press F8, the magazine will be added to the cash Register transaction, whereas esc will return to the Register without adding the magazine to the transaction.

The above description refers to Magazines, but the same applies for Standard stock items, except that you do not have the option to Put away for a customer or create new customer accounts etc. The example below shows a Stationery item enquiry.

```
            M A G A Z I N E / S T O C K   E N Q U I R Y    Tue 25/06/96
Shop
   (3113)     Description OLYMPIC GIANT SCRAP BOOK (929)
   On hand 0   Category SC      Location         Bar code 9310243092672
                                              Current Price $    4.00
              Supplier ANC  ANCOLL SOUTH AUSTRALIA LTD
          Telephone No 08 3466415            Account No 006330
                Fax No 08 3401766          Supplier code 235900
   Issue   Arrived  Supplier Came      Sold    Price$   Recall Due   Return    Qty
   171095  01/06/96    ANC      6        2       4.00                  /  /      0
   171095  17/10/95    ANC      5        5       4.00                  /  /      0
   071294  22/06/95    ANC      4        4       4.00                  /  /      0
   071294  07/12/94    ANC      6        6       3.40                  /  /      0
           29/09/94    ANC      2        0       3.40                  /  /      0



           =[Estimated next delivery]=

              Saturday 14/09/96      3 Months
                                                    Ave issue time
                                                       22  weeks

[F8-Process                              or Press any other key to continue]
```

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Balance (#03)

This Menu choice allows you to X-Off Registers, End the Day and view transactions etc., access is dependent on the security options you have set.

Till Floats

You can type the amount of Float for each Till in the appropriate field.

Void Receipts

You can Void Till receipts from this option. This is dependent on the security options set. Scroll through the Till transactions using PGUP, PGDN, ⇧ or ⇩ then press V on the receipt to be voided. Voided receipts are highlighted in red, and flagged with the date and time they were voided.

Pressing D will open a window asking you to ENTER the date and time that you want to "Jump" to.

Pressing G will open a window where you type the record number you want to go to.

Pressing A will open a window where you type the Audit number you want to go to.

Pressing T will display the current amount taken by each Cash Register.

Check Register

This option allows you to view the transactions occurring from a Register at another terminal on the system. This is achieved by pressing C , and as transactions occur at the remote register, they will display on your screen. You can scroll through the transactions of the Register using PGUP, PGDN, ⇧ or ⇩.

Pressing D will allow you to go to a date / time and particular register. Pressing A will allow you to move to a particular Audit number.

End Day

 This option will "end the day" by adding the Totals from all Registers and closing the day's takings if you choose. The screen will show the date that the Registers were last closed, and give you the option of transferring the amounts to the Cash Book, Clearing out the Transfer amounts, and update the End of Day figures. If you set Update EOD to N, you can get accurate figures from your registers at any time of the day, without closing. The tape printed shows the number of transactions, voids dept. breakdown, graphs an much more (depending on the options set).

Day Totals

This option displays a chart showing the totals for each department for each day. Use ⇧ and ⇩ to scroll through the departments, and ⇦ or ⇨ to change the date.

Pressing T will show the Dollar Total for the whole day, and the Payout figure for the day. Pressing B from the Totals screen takes you back to the Balance screen.

X-Off

This option "X-offs" a Register, and as for the end of day, you have the option of updating the figures or not. If you say N to update, then the Register will not be closed, but you can view the tape printed from that register.

Receipt Message (#4)

Using this option, you can ENTER a message to appear on your receipts, and you can also ENTER your Trading Hours so they print on the receipt.

Audit Trail (#5)

This displays(using the Report Utility), a list of Full, Individual Transactions or Both for a Register you select for the Date and Time range you set.

Totals Report (#6)

This will display (using the Report Utility), a report of your Register(s) with the breakup etc. you select. Possible options are:-

Option	Action performed
Include Dept. Breakup	If set to Y, then transactions will also be totaled by Dept.
Include hourly breakup	If set to Y, then Transactions will also be totaled by Hour.
Include Payment Breakup	If N then no breakup occurs. If set to T then a breakup occurs on the TYPE of payment. If set to D, then a Detailed Breakup occurs.
Include Station/Reg. Breakup	If set to Y then the Totals will be broken into Reg. Totals also.
From Day/Time	ENTER the Date and time range to be Totaled.
To Day/Time	
For Station / Register	ENTER the Register/Station Number, or leave blank for ALL.
Include Dept. Link	If set to Y, then a Dissection link will be included.
Include Bookup Totals	Set to Y to include Bookups.
Include transfer Breakup	Set to Y to display breakup to Cash Book (if used).
Draw Bar Graphs	Set to Y, and bar graphs of the Take will be printed.
Include Group Breakup	Set to Y to include the Group Breakup.
VIP only	Set to E for either, C for Home, B for Business or N for None

Graph (#7)

This option will display Graphs which will display data meeting the criteria you set.

```
                          G R A P H S

    Vertical column : P          N - Number of Transactions
                                 P - $ Value of Transactions

    Horizontal line : S      S - Monthly Totals for a Department
                             G - Totals for a Group of Departments

            Show : M           T - Today/Yesterday      (G only)
                               W - Today/Last week       (G only)
                               O - Today/Other Day       (G only)
                               P - Pick Day/Profit       (G only)
                               M - This Month            (S only)
```
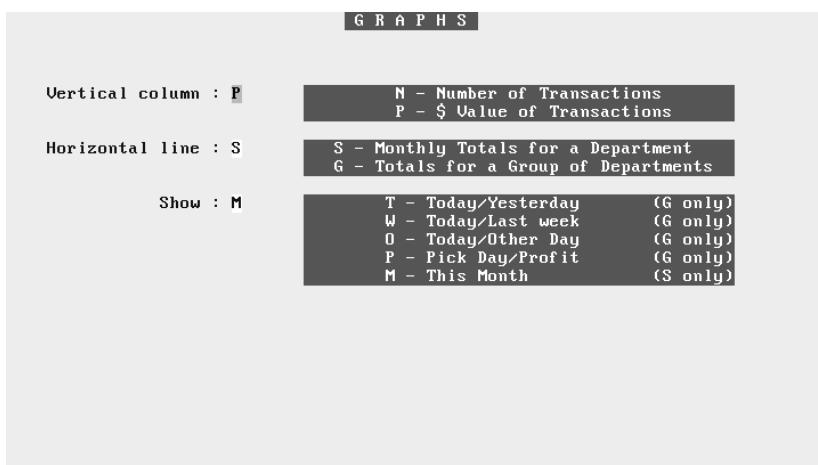
For the Vertical Column, select P for the Dollar value of the transactions, or N for the Number of transactions. For the Horizontal, select S for monthly totals for A Dept., or G for a GROUP of Departments.

Then select What you want to display, but take note that Today/Yesterday, Today/Last week, Today/Other Day and Pick day/Profit are only available if you have chosen G in the Horizontal line. Similarly, M is only available if you have chosen S for the horizontal line.

When the data is displayed, it is shown in two graphs, one a Bar Chart showing the figures, and the Line chart showing the percent of the absolute total.

There are several function keys which become available, F4 shows a closeup of the Line Chart; F6 and F5 produce Pie Charts of the sections of the Bar Graph; F3 show a Closeup of the Bar Graph, and F10 will print the currently displayed graph(s). ESC exits from the Graphical display.

Pay out Register (#8)

This will enable you to Print or Display a register of Payout information for the Register(s), Department, and Date/Time range you select. By placing a Zero (0) in the Department field, a sorted summary by Department will be printed, Totaled by Department.

Departments #9)

This section is used to set up the Register Departments, Preset keys and Department Menus for your Registers. The screen as shown below will appear when you select this menu choice.

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

    Select a Register Department

  A  B  C  D  E  F  G  H  I  J  K  L  M  N  O  P  Q  R  S  T  U  V  W  X  Y  Z
  a  b  c  d  e  f  g  h  i  j  k  l  m  n  o  p  q  r  s  t  u  v  w  x  y  z
                          | Use ← ↑ ↓ → and Enter to select |


                Description
  Preset (Val, Paper, Menu) V
           Standard Discount 0              (As Percentage)
           Link to Dissection
               Maximum $ Amount 0                    Exclude sales from EOD total N
              Shop Profit (%) 0
              VIP Discount (%) 0
        Business VIP Disc (%) 0
      Standard or Refund(S/R) S
                 Groups (0-9)
  Dont print on X-off (Y/N) N
  Points per dollar (0-255)    0
  Bulk discounts  for Register (Y/N) N  Customers (Y/N) N  Subagents (Y/N) N
   Automatically print receipt (Y/N) Y
        Save current departments (Y/N/Print/Clear/Esc) N
F4 - Clear Department
```

There are 58 departments possible, and these departments can be further broken down using the Menu option. The Departments can be from A-Z (in capitals) and a-z (lowercase). The following table lists the fields and their functions.

Select the Department to be set up using ⇦ /⇨ /⇧ /⇩ and press ENTER, or press F4 if the department has information set that you wish to clear.

Field	Description
Description	Type the name for the Department or Preset. For example it may be handy to have a key at the Register to press for the AGE instead of scanning each paper (but scanning is a good security issue).
Preset (Val., Paper, Menu)	For a preset key for an amount, ENTER V, then the amount in the field to the right.
	For a Preset key as a Paper, ENTER P, then the Paper CODE in the field to the right. If the paper changes price for different days, then this preset price will change accordingly.
	For the Preset to open a Register Menu, ENTER M and you will be presented with a window to ENTER the Menu choices. Twenty choices are possible (1-0 and QWERTYUIOP). Each Menu item can have a description typed and an amount entered in the Price field, or , using the f6 Stock option you can automatically ENTER the stock description and Price. To select the Stock item, use the Stock selection methods mentioned earlier in the Cash Register description (e.g.. SRUB then ⋏ ⇩ or 51AN1234 ENTER or ANC ⇩ and select from the pick list).

Field	Description
Standard Discount	ENTER the Standard discount for this Department (as a percentage).
Link to Dissection	ENTER the Dissection that this department is to be linked to (dissections are setup in Updating System, and explained in All Users

section). If you are unsure of the dissections set, ENTER XX, and as long as this has not been set up as a dissection, a list of Dissections will be displayed for you to pick from.

Maximum $ amount	
Exclude Sales from EOD Total	Set to Y if you do not want the Preset department sales to be included in the EOD figures.
Shop Profit %	
VIP Discount	ENTER the amount (%) of discount you wish to give VIP Customers purchasing goods from this department.
Business VIP Discount	ENTER the amount (%) of discount you wish to give Business VIP Customers purchasing goods from this department.
Standard or Refund	Set to S for Normal (standard) use, or set to R if this preset is used to give Refunds (payouts for Lotto etc.).
Groups (0-9)	
Don't print X-Off	Set to Y if you do not want this printed on the X-Off report, set to N if you do want the print.
Point per Dollar	ENTER the number of points you want VIP customers to accumulate per dollar spent from this department.
Bulk Discounts for Register	Set to Y if you want to allow bulk discount, otherwise set to N (for Customers and Subagents).
Automatically print receipt	Set to Y if you want a receipt to be printed with sales from this department, otherwise set to N.

Fill in the appropriate fields for the department, then press ESC. This will take you back to the top of the screen, where you can select another department/preset to set up, or PGDN and Y to save the settings for the departments.

You can print a report of the department settings by PGDN and P, and a report will be printed.

By default, the system is normally set to Uppercase letters, so if you wish to select a department with a lowercase letter, press shift then the letter.

Traffic Analysis (#10)

This option allows you to analyse the traffic in your shop for busy/quiet periods etc.

Transfer to History (#11)

This option allows you to transfer some of your Register transactions to Historical Files.

NOTE:: Before doing this, READ THE SCREENS and take a Backup.

The information that is transferred can be accessed from the Historical File, but only as Daily Totals, not as individual transactions.

The Transfer option is useful when your Register Transaction file is getting large, as it becomes very slow if you wish to do an audit trail on a recent date, and your transaction file contains months of transactions.

Notes (#12)

This option allows you to put Notes which appear on the Register when the Department is used .

Transaction Enquiry (#13)

This option allows you to report on Register Transactions meeting criteria you set. The criteria choices are:-

Field	Description
Register No.	ENTER the desired Register number, or leave blank for ALL registers.
Go from most recent backward	To search backward from the most recent transaction, ENTER Y, otherwise the search will start at the oldest transaction.
Till Audit number (max. xxx)	This allows you to ENTER the Till audit number desired. The Max No. shows the maximum (latest) transaction number.
From to Date	ENTER the Start and finish dates for the search.
From to Time	ENTER the Start and finish dates for the search
Transaction (type)	A=All transactions, N=Sale, O=No Sale, R=Refund, P=Payment, E=End of Day.
List All or summary	ENTER A for All transactions, or S if you only want a Summary.
Stock Barcode	Scan or type the stock barcode into this field to search for the certain stock item transactions.
From / To Amount	ENTER the From and To Amounts to search for.
Department	ENTER the Department code (e.g.. M for Magazines).
Customer Code	ENTER the Customer code whose Transactions you want to search for.
Categories	ENTER the Categories (there are three categories to search.

Menu Key Enquiry (#14)

Using this choice, you can investigate the sales which were registered using the Register Menu Keys. When you first ENTER this choice, you will be presented with a screen showing the first Menu Keys (alphabetical), and the breakdown in both Number sold and Total amount($) since the last End of Day.

Using ⇦ and ⇨ allows you to view the history for those keys on a Day by Day basis. f2 allows you to print the information.

Using ⇧ and ⇩ allows you to view different Menu Keys (department Menus).

EFTPOS Section (#15)

If you have EFTPOS connected (Commonwealth Bank) to the system these menu choices help administer the system.

Reset EFT Module

This will reset the EFT unit to the READY state.

EFT Pre-settlement

This enables a Pre-settlement to be performed with the bank.

EFT Settlement

Performs a Settlement with the Bank.

Transaction History

Allows viewing of the EFT Transaction Log, showing the Register Number, Register Audit Number, EFT Audit number, Type of transaction, Amount of transaction and Responsibility Code.

Downtime voucher Entry

Allows entry of vouchers while the EFT Terminal was "down".

Check Status

Checks the Status of the EFT Terminal.

Bank Deposit Slip (#16)

This option allows you to fill in a Bank deposit slip and print it out for deposit at your bank. The slip includes cheque details (as entered when making payments). If you type 2 after PGDN , two copies of the bank slip will be printed.

Pressing F3 allows you to change the date for the slip, while F5 changes from Cash breakup to Total cash.

Bank Deposit Enquiry (#17)

When you first open the menu item, you will be asked whether you want to view the deposit slips in forward or reverse order (age). You can ENTER a cheque number, account name, Bank, Branch or Amount. When you have filled in the appropriate fields, you will be presented with a screen listing the date and time that the deposit slip was printed and how much the Totals was. If you highlight this item and press F8, you can view the slip.

Cheques will be listed also, and you can view the details for these. The Cheque details will be displayed, as well as the Customer or Subagent who paid by cheque.

The following Keys/functions are available:-

Key	Description
PGUP PGDN and ⇧ ⇩	Navigate up and down through the screen(s).
HOME	Moves to the Top of the List.
F2	Prints the currently highlighted deposit slip.
F3	Edit the currently highlighted slip.
F4	Delete the current transaction.
F5	Add an item to the NEXT deposit slip.
F8	View the currently highlighted item.

Bank Deposit Setup (#18)

Use this Menu item to set up your Deposit slip defaults.

At the Details correct prompt, if you press C, the system will automatically ENTER the Commonwealth Bank details in the heading, or, if you press A, the National Bank details are supplied.

Type your Account identification number, Branch and Account Name in the appropriate fields.

Select whether you want your Cash entry as Number or Total.

Register History (#19)

When this option is chosen, a screen similar to that shown below is displayed.

```
            R E G I S T E R   T R A N S A C T I O N   H I S T O R Y

   Week    Month         Weekly                          No          Total
   No                From          To                  Trans        Takings

    13      Mar     25/03/96      31/03/96               2540       $12942.86
    12      Mar     18/03/96      24/03/96               2862       $14855.00
    11      Mar     11/03/96      17/03/96               2523       $12993.40
    10      Mar     04/03/96      10/03/96               2648       $16851.68
     9      Mar     26/02/96      03/03/96               2592       $12726.08
     8      Feb     19/02/96      25/02/96               2597       $15615.26
     7      Feb     12/02/96      18/02/96               2417       $11465.32
     6      Feb     05/02/96      11/02/96               2698       $16101.60
     5      Feb     29/01/96      04/02/96               2509       $15928.52
     4      Jan     22/01/96      28/01/96               2889       $14827.83
     3      Jan     15/01/96      21/01/96               2607       $12636.81
     2      Jan     08/01/96      14/01/96               2733       $14578.05
     1      Jan     01/01/96      07/01/96               2689       $13338.85
    51      Dec     18/12/95      31/12/95               5434       $33670.18
    50      Dec     11/12/95      17/12/95               2786       $15892.56
    49      Dec     04/12/95      10/12/95               2670       $14433.43
    48      Dec     27/11/95      03/12/95               2597       $15987.87
    47      Nov     20/11/95      26/11/95               2512       $14783.88
=============F3-Turnover/Profit Graphs=F4-Graph=F6-Daily Balances============
PgUp-PgDn-↑-↓-Up/Down Home-Top End-Bottom ↑F2-Print F5-Tag    F8-View ESC-Exit  ▓
```

The following table explains the options available:-

Key	Description
PGUP PGDN and ⇧ ⇩	Navigate up and down through the screen(s).
HOME	Moves to the Top of the List.
END	Moves to the bottom of the list.
F2	Prints the currently highlighted week's History summary, showing the Department,(e.g.. A), the Department description, the number of transactions for that department and the amount of money taken
⋏ F2	Prints Detailed History for the selected week's transactions, showing the Department breakup (no. of transactions, total amount, and % of total takings). It also prints the payment breakup, showing the number of transactions by cash, cheque, credit card etc. ,the total amount for that payment type and the % of the Total. The amount of 5c Rounding is also shown.
F3	Allows graphing of the figures. You are given the choice of Graphing End-of-day or X-off totals for -Turnover, Profit or comparing Both, displaying a table of the data values, and displaying the information for either selected departments or the Top 8 (in sales) departments.

Key	Description
F4	Displays graphs of the department distribution totals for the selected week, or Tagged weeks. If you select up to 4 weeks by "tagging" them, you can compare individual departments or Total the amounts and graph them. If you tag more than 4 weeks, you can only Total them and display the "totaled" department figures.
F5	Allows you to "Tag" (or "Untag") weeks for display or printing.
F6	Allows you to look at Daily Balances if the History exists.
F8	Allows you to view the currently selected week, or if you have "Tagged" some records, it will display the totals for the Tagged records.

Reprint X-Off and End-of-Day (#20)

When this option is selected, the options as explained for the Register History apply, except that you are working with End-of-Day and X-Off data (current data), and you can re-print and X-off or End-of-Day till tape, or view using F8 etc.

Using this option, you can compare days takings by graphing etc. or use the "Tag" option as explained above.

One option available on this screen which was not available on the History screen is the F6 key providing you with an option to search for a particular date to display/reprint.

The F8 option displays the information in a table on the screen, whereas the ↖F8 key uses the Report Utility to display the information as it would appear if printed on a Till tape.

Register Stations (#22)

This option allows you to identify your Cash Register Stations.

Register Messages (#23)

This option allows you to enter messages which will appear on the Cash Register window where the Function keys are normally listed for the date range(s) you select. This can be useful for warning messages for staff to be aware of, and also is handy to "clear up" the Register screen by removing the list of keys.

If you have enabled the Register messages and the message is displayed on the bottom half of the register window, you can display the list of keys again by simply pressing F1 at the register.

Staff Security Passwords (#24)

This is where staff passwords are set for security options on the Cash Register (if they are enabled). Security passwords can be required for things such as opening the cash drawer (F11) or payouts or refunds etc.

The system requires you to ENTER passwords twice when they are changed to ensure that they are typed correctly.

Staff Roster (#25)

This option allows you to set up a Staff Roster for your business. When you first ENTER the option, you will be asked whether to Setup staff Groups or Go to Roster.

Set up Staff Groups

You can set up to 10 Work Groups, each with up to 10 staff members if you desire. Add the initials of each person you wish to add to the work group. When complete, PGDN Y.

Continue setting up work groups as desired.

Go to Roster

After setting your groups, go to the roster, and you will be asked to select the desired work group and Week to roster. The following screen will appear for you to fill in and print:-

```
              S T A F F   R O S T E R - [20/01/97]
TIME  |Monday        20/01/97 |Tuesday       21/01/97 |Wednesday     22/01/97 |
          LWIDSD   █   █   █       LWIDSD   █   █   █       LWIDSD   █   █   █
06:00a ─────────────────────── ─────────────────────── ───────────────────────
06:15a ─────────────────────── ─────────────────────── ───────────────────────
06:30a ─────────────────────── ─────────────────────── ───────────────────────
06:45a ─────────────────────── ─────────────────────── ───────────────────────
07:00a ─────────────────────── ─────────────────────── ───────────────────────
07:15a ─────────────────────── ─────────────────────── ───────────────────────
07:30a ─────────────────────── ─────────────────────── ───────────────────────
07:45a ─────────────────────── ─────────────────────── ───────────────────────
08:00a ─────────────────────── ─────────────────────── ───────────────────────
08:15a ─────────────────────── ─────────────────────── ───────────────────────
08:30a ─────────────────────── ─────────────────────── ───────────────────────
08:45a ─────────────────────── ─────────────────────── ───────────────────────
09:00a ─────────────────────── ─────────────────────── ───────────────────────
09:15a ─────────────────────── ─────────────────────── ───────────────────────
09:30a ─────────────────────── ─────────────────────── ───────────────────────
09:45a ─────────────────────── ─────────────────────── ───────────────────────
10:00a ─────────────────────── ─────────────────────── ───────────────────────
10:15a ─────────────────────── ─────────────────────── ───────────────────────
10:30a ─────────────────────── ─────────────────────── ───────────────────────
10:45a ─────────────────────── ─────────────────────── ───────────────────────

 F2-Hours F3-Info F4-Roster/hour F5-Roster/graph F6-Query F7-Print F8-Absent
```

The following table explains the purpose of the various fields and keys:-

Key	Description
F2	Will display a table showing the hours to be worked (or worked), the amount of time taken for lunches, and hours absent; for all the staff members of the group.
F3	Displays a window with the Initials of the group members. If you use the ⇦ and ⇨ to select a member then ENTER, you will be shown the full name for that member as well as the telephone number.

Key	Description
F4 ROSTER / HOUR	Allows you to set the hours that staff are rostered by typing in the times. Select the staff member with ⇨ ⇦ then ENTER. See the section following this table.
F5 ROSTER / GRAPH	Allows you to set the hours that staff are rostered by using the "Drawing" method. See the section following this table.
F6 QUERY	Asks for a day, then displays which members of the group are rostered (or not).
F7 PRINT	Allows you to print (using the Report Utility) a Summary (Total hours worked, Lunch hours and absent hours) or a Roster showing Days, hours to be worked, absent hours and lunch times for each day.
F8 ABSENT	Will change the bars on the roster to show that the person rostered was absent on that day. Will also print on the Summary and Roster printouts.
ESC	Escapes from the Roster application back to the Register Menu.

Rostering by Hour Entry

This option provides you with a screen to fill in the hours that a person is rostered to work, as well as their lunch break for every day of the week.

1. Press F4 then using ⇦ ⇨ select the staff member and ENTER.
2. The first day will be Monday. If you want to enter hours for a different day, simply ENTER over the fields which will not contain information.
3. Type the Start Time (e.g.. 08:00) then ENTER type End time (e.g.. 16:30) ENTER.
4. Type Lunch Start and End times
5. Continue entering hours for that person for the necessary days. When complete, ENTER until you get to the bottom of the screen and Continue Y? appears. If data is correct ENTER and you will return to the roster screen.

Bars will display showing the hours to be worked and Lunch hour times for that staff member. To look at different days and time ranges, use ⇦ ⇨ and ⇧ ⇩ to view the information. Note that the bars are in the same colour as the staff member's initials at the top of the screen.

To insert hours for other members of the group, press F4, then select their initials and ENTER.

Rostering by Drawing

This method allows you to use the ⇧ and ⇩ to "Draw" a bar to include the times rostered for staff members of the selected group.

On the right hand side of the screen, three keys are listed (R C L), and at the bottom X and SPACE are listed. The keys perform the following duty:-

Key	Description
R	Will only mark the half hour period where the cursor is situated. For example if the cursor was at 08:00a and you press R, then only this half hour would be rostered.
C	If this key is pressed, the half hour period where the cursor is located will be deleted from the roster.
L	This key will cause the half hour period where the cursor is located to be marked as L (for Lunch).
X	When pressed, this key will "Toggle"(turn on/off) "Clear" mode. When Clear mode is active, the cursor will become a flashing red block. If this cursor is then moved up / down over bars marking times rostered, the times under the cursor will be deleted.
SPACE	This key "Toggles" (turn on/off) the "Roster mode". When Roster Mode is active, the cursor will become a flashing purple block. If this cursor is then moved up / down, the times under the cursor will be marked as rostered time, and a Bar will be drawn.

1. Press F4 then using ⇦ ⇨ select the staff member and ENTER.
2. Use ⇦ / ⇨ to elect the day (e.g.. M=Monday, T=Tues. etc.)
3. Use ⇧ / ⇩ to select the starting time.
4. Using the keys listed above, mark/ the days and times appropriately.
5. When that staff member's information is complete, press ESC to get to the "Continue" prompt. If all details are correct, ENTER and you return to the Staff Roster screen showing all group members.

Continue entering/amending times for members of the group. When finished with that group, pressing ESC will take you back to the Cash Register Menu.

Changing Rostered Times

Use the above "Draw" method to amend roster times by adding or deleting information.

Absent Times

If a staff member is absent on a rostered day, the Roster can be marked as absent by selecting the staff member and the day they were absent from the windows which appear when you press F8.

Instead of a bar being displayed on the Roster screen, a column of "S" is displayed.

Printing Roster

This option allows you to print (using the Report Utility) a Summary (Total hours worked, Lunch hours and absent hours) or a Roster showing Days, hours to be worked, absent hours and lunch times for each day.

Select the group, then press F7.

Type R to print (using the Report Utility) the Roster for the selected group for the week. This will print information for each member of the group, showing day, lunch and absent times.

Type S to print a Summary for the group. This shows each member of the group and the total work, lunch and absent hours for the week.

Bulk Update (#27)

This menu provides some options which can perform operations on all Register data.

As a result, you should be aware of what you are doing, and **definitely do NOT use any of these options prior to taking a backup.**

Payment Types (#28)

This allows you to set the payment type for the Cash Registers.

If you want to set the default payment types, PGDN and D to set the defaults, otherwise type your own payment types in the appropriate fields.

Remote Register Import (#29)

This option allows you to merge Register Transaction Data from another System into your "Main" system. This may be used if you have more than one shop, and want to register all transactions on the one shop system.

Please READ the SCREEN and make sure that the Register number, date, source drive (disc drive), directory and Data File types are correct AFTER BACKING UP and other Machines are off.

When complete, do and XOFF for the register, and an End-of-Day.

Sales Spreadsheet (#30)

This selection will present you with a sub-menu allowing you to access Register Data in the form of a spreadsheet.

Sales Spreadsheet (#01)

If data has been entered into the spreadsheet, when you select this item, a screen similar to that shown below (with your departments and figures) will appear:-

```
D A I L Y   C A S H - C R E D I T   S A L E S   S P R E A D S H E E T
PBrec EndBrec-1
  2  10                  Cash register department links (1-8)              Page 1
```

R C 1 1	PAPERS PP	MAGAZINE M	VIDEO HI VH	CARDS WR CW	STATIONE ST	BOOKS BO	PAPER BA PB	VIDEO GA VG
Monday 26/06/95	100.50	517.20	206.00	108.05	53.60	41.80		
Tuesday 27/06/95	89.20	419.85	267.00	112.00	110.25	22.93		3.00
Wednsday 28/06/95	100.15	616.18	271.00	81.60	42.45	18.85		
Thursday 29/06/95	189.95	1060.00	347.00	182.65	81.05	85.45		5.00
Friday 30/06/95	150.50	710.15	667.01	127.40	89.15	111.50		10.00
Saturday 01/07/95	195.70	565.60	505.00	198.40	88.95	58.75		10.00
Sunday 02/07/95	147.40	716.35	491.96	70.50	47.40	21.40		16.00
Wk Total	1066.45	4605.33	2754.97	880.60	512.85	360.67		44.00
Monday 03/07/95	174.70	605.50	303.00	45.00	26.50	55.30		10.00

```
Home-End-↑-↓-Up/Down   ←-→-Pg Left/Right   ESC-Exit   ENTER-Enter page ▮
```

The keys used to navigate and edit/enter information into the spreadsheet are shown in the following table:-

Key	Description
HOME	Moves to the Top (first row) of the spreadsheet.
END	Moves to the Bottom (last row) of the spreadsheet.
⇧ ⇩	Move up and down one screen page at a time (If not in Edit Mode).
⇦ ⇨	Move left and right one screen page at a time (If not in Edit Mode).
ESC	Exits from the spreadsheet.
ENTER	When pressed puts you into Edit Mode, and as you scroll through the entries in the spreadsheet, a window displays a breakdown of the highlighted amount in Cash, Customers, Subagents and Total. If you want to edit or ENTER information into a cell of the spreadsheet, select it and ENTER again. Edit the information, then press ESC . You will be asked if you want to save the changes, exit from the editing without saving the changes, or continue editing the selected cell.

End Day in Spreadsheet and Till (#3)

This option allows you to end the day for the Till and Register.

NOTE:: the Till MUST be and EFTPOS till.

Convert End of Day cash figures (#5)

This will convert your current Cash Register information and put it into the Spreadsheet.

Reorder Spreadsheet options (#7)

This option allows you to change the order of columns in the displaying of spreadsheet information. For example you may want to put Magazines as the first column, followed by stationery etc. instead of in the standard department order.

Spreadsheet options (#8)

You can set the following options for your spreadsheet:-

Option	Description
Activate spreadsheet and all links	Set to Y if you want data linked to the spreadsheet.
Close off	Set to S to close off on Saturday, or U to close on Sunday.
End month on last day	Set to Y if you want the spreadsheet ended on the last day.
Show transfers	Set to Y if you want Subagent and Customer Transfers shown on the sheet.
Include Credit sales	Set to Y if you want to include Customer and/or Subagent Credits.

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