STONEWARE
S O F T W A R E

Inventory Control and Sales Management System

System Walkthrough

store
manager

Version 9.5.15

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Introduction

The following pages contain information on how to use features in StoreManager. This is a general overview of certain functions and processes. Reading through these will give you a better understanding of how StoreManager operates and how to take advantage of certain features. These are only walkthroughs. As enhancements are made, these documents may not reflect those changes. An updated walk through is available on our website as well as a detailed list of enhancements made.

StoreManager is designed to be very integrated. If a user is comfortable with one core component of StoreManager they should be able to use every component with virtually little or no additional training for the basic operation. Thus, to fully understand each section this manual builds on itself, and by reading through the first section of sales, it will make the second section (purchasing) more understandable.

StoreManager started years back in 1990 as StoreWise. It was originally designed by and for a sporting goods buying group. The release of StoreWise for Windows in 2000, constructed was is now Stoneware StoreManager.   StoreWise and StoreManager has nearly 20 years of working with sporting goods and general retailers.

General Knowledge

Company

A Company is an entity that may have one or more stores that it owns and operates. StoreManager can handle multiple companies.

To switch between companies click on [file] then [open company] then select the company you wish to use from the dropdown box.   Note: the user must be given access to switch companies, or otherwise the user will be exited out of StoreManager.

Location

A company is either a single location or multi-location store. Most companies are single location, which means they have one store in one location. A multi-location store would be more like a chain store with locations in 2 or more cities. The purpose behind separate locations is to control two or more sets of inventories, reports, and data in one system. In the lower right corner of the StoreManager main screen and on most other screens is the current location. It is recommended to know the location letter and make sure it is correct when performing any operations. Location: Z - Station: ZB CAPS Version: 4.402.0

Station

Each computer within a location has a station letter. These letters range from AA to ZZ. This station code will show on the bottom right corner of the main screen and on most screens and reports to show the computer in which the transaction was performed. Location: Z - Station: ZB CAPS Version: 4.402.0

Version

StoreManager is updated continuously. At the bottom right corner of the main screen is the version number.

Reference Numbers

Reference numbers are a unique number for each transaction. There are many sets of reference numbers. They are purchasing, sales, accounts receivable, accounts payable and transfers. The first letter of the number is location (Z in this example). The next two letters are the station code (ZB in this example). The next six numbers are the unique number that identifies the transaction. These numbers are automatically incremented each time a new transaction is started. Some numbers will have a suffix attached. After the dash(-) is the suffix. The first two letters are the station code. The two numbers represent which version it is. Each time a transaction is modified, the version increases by one. For example, if the suffix was ZB04, then you would know there are four previous versions of this transaction. The reference number can be edited in the reference controls under "Database" on the menu bar. Purchase Number ZZB003026 - ZB00

General Movement

Movement through StoreManager can be done with either the keyboard or mouse. Learning the quick keys will make using the software easier and more efficient.

In general [Enter] will move you through the screen and [F12] will move you forward to the next screen and [Esc] will move you backwards through the screen then to the previous screen. All fields with an asterisk (*) has a selection list associated with it that can be accessed by pressing [F2].

Function Keys

[Esc]- Will move backwards to the previous field or screen.

[CTRL + 1]- Opens the order status listing.

[F1]- Will bring up the help screen from anywhere in StoreManager.

[CTRL + F1] Logs the current user out.

[F2]- For any field that has a * near it will bring up the associated picking list.

[Shift + F2]- Pulls up a calendar on date fields.

[CTRL + F2]- Toggles between inactive and active items in the inventory picking list.

[Alt + F2] From the inventory picking list will open the matrix for items with multiple colors and sizes.

[F3]- Adds a new record. Also, depending on where in the system you are, it will allow you to create a copy of the record. This can be done in any picking list or any item/vendor/customer field.

[F3] While in a report will move to the find box the first time it is pressed then will find the next occurrence of the searched text.

[F4]- Edits the current record. This can be done in any picking list or any item/vendor/customer field.

[Shift + F4]- Special Edit- This is used in the employee picking list to add or modify time clock punches.

[F5]- Marks items to be deleted in the picking lists.

[Shift + F5]- Marks an item to be combined in a picking list. When two records refer to the same item and need to be combined into one item with a combined history, this will allow the item to be marked. A separate utility needs to be run to physically combine the records once marked.

[Ctrl + Shift + F5]- While in the inventory picking list will remove all images attached to the item.

[F6]- Requests items to be purchased from the sales order line item screen. From the purchase order line item screen allows the user to view the requests and purchase them. While in a selection list (Pick List), F6 will sort the column you are currently in by the reverse order.

[CTRL + F6] Cycles through the windows you currently have open. (This is a windows key, not specific to StoreManager)

[Shift + F6]- Cross-references requested items between sales and purchasing.

[Alt +F6] While in the purchase request picking list or on a purchase line item, will remove the request and set the status on the sales order as pulled from stock.

[F7]- Moves to the note boxes on the screen where it is available.

[CTRL + F7]- Opens the spell checker while in a field that can be spell checked.

[F8]- Moves to the printed notes text box on the screen where it is available.

[F9]- Moves to the non-printed notes text box on the screen where it is available.

[F11]- Pulls up a discount screen in AR or AP payments screen.

[Ctrl + F11]- Opens the inventory picking list from anywhere in the system.

[F11] Opens the image viewer for a selected item in the inventory picking list (if enabled).

[Alt + F11] Displays the stock per locations for multi-store locations in the inventory picking list.

[F12]- Will move forward to the next screen.

[Enter]- Will move to the next field on the screen.

[Alt + (letter)]- Will open the menu or press the button corresponding with the letter.

[CTRL + C] Copies highlighted text.

[CTRL + D]- Enters the current date into any date box.

[CTRL + I]- Brings up the Inventory Screen.

[CTRL + K]- Opens the Time Clock Window.

[CTRL + L]- Brings up the shipping label print screen from any customer/vendor in the picking list.

[CTRL + M]- Brings up the Internal Mail.

[CTRL + N]- Brings up the serial number form from any line item that contains a serial number.

[CTRL + O]- Opens the cash drawer from the quick sale screen.

[CTRL + P] Prints the current report to the default printer.

[CTRL + Shift + P] While viewing a report or order in the report viewer, will email it to the recipient entered.

[CTRL + Q] Starts a new quick sale.

[CTRL + T]- Prints labels to a label printer from a picking list.

[CTRL + V]- Pastes text that was previously copied.

[CTRL + W] While in a notes field opens the notes into a larger window.

[Arrow keys]- Moves through the fields in the direction pressed.

[Page up & Down]- In reports moves to the previous and next page. In picking lists and line items screens, scrolls the screen up or down a page.

Running a Reports

The Sort Order Selection Screen

The sort order of the report is very important in many reports. By changing the sort order the entire report will look and act differently. A good example would be running a report by location or by station. When some reports are run by location, it will group all of the data into one sum for the location as a whole, whereas if the same report was run by station, it would group the data by computer and display each station separately.

- Sort Order- The order in which data is displayed.
- Selection method- Allows the choice to show all records or limit them. Choosing to limit them will bring up a picking list where the user can choose which items to display. Some reports will have multiple limiter boxes to further limit the report. (i.e. Department, class, and vendor)
- Starting date/Ending date- Allows for a date range to be chosen to show only the desired search.
- Report filter/Limiter- Acts as a secondary sorter to display the data.
- Print to Printer/ Print to Screen- Allows the user to print either to the screen first or directly to the printer. From the screen, the report can be searched, emailed, faxed, exported, or printed.

Detail Screen-

- This screen will vary on appearance but the concept stays the same.
- Detail level- Determines how much information will be displayed. The options may include a summary, details, totals, subtotals, etc.

- Items to print- Determines what will be selected. Some options may include all items, not received, not shipped, etc.
- Dates- Allows the choice for all dates or selected dates.
- Location- Most people will not have to change this. If you are a multi-location store, type in the location letter you would like to view. Typing in more than one will display each location.

Report Viewer-

- Search box- Allows the user to search the entire report for a word, phrase, number, or part of word. Pressing [find] will find the first occurrence and [find next] will move to the next record. This will find any text on the screen.
- Pages- ◄ Moves to the first page. ◄Moves back one page. 1/3 Current page/total pages. ►Moves forward one page. ►Moves to the last page.
- Zoom- Q ▼ Zooms the page in and out.
- Print Prints the report.
- E Mail Emails the report.
- PDF Excel RTF Exports the file to PDF, Excel, or RTF.

Movement-
- The [up] and [down] arrow keys will scroll the page up and down.
- [Page up] moves to the previous page.
- [Page down] moves to the next page.

Database Basics- Inventory, Customers, and Vendors

There are 3 core components of StoreManager for the day to day functionality of the software. These are Inventory, Customers, and Vendors.

Picking Lists

To access the Inventory Picking list click on [Database] then [Inventory] then [Inventory]. Each of the many picking lists within StoreManager is unique but the same concept and functions work in each of them. The picking list displays records based on the list you are in. The same inventory list can be opened by pressing [CTRL + F11] from anywhere in the system.

General Movement

The arrow keys will move you up and down, left and right, pg up and pg down will move up one screen at a time and Ctrl + Pg Up or pg down will move to the top or bottom of the list respectively. To search for an item, simply begin typing and the list will move to the best match as you type. You must be in the correct column to search for it. In the inventory quick list (noted by saying quick list across the top of the window) the list does not search as you type, instead type in the search text and press enter to move to the best match.

While in any picking list
[F3] – Add new record
[F4] – Edit selected record
[F5] - Marks an item as deleted
[Shift + F6] – Starts the combine records process (for more information read the section on combine records)

From the inventory lists
[ALT + F2]- Opens the matrix window. This will open a matrix of size and color combinations for a particular item. While in the matrix you can view and change stock, price, cost, min and max on hand, and even create purchase orders for the item.
[Filter] The filter button will allow further filtering of the opened list by the text entered. Only one filter can be active on any list. To clear the filter, open the filter box again and leave it blank.

Selecting Multiple Items from the Pick List

Selection by keyboard using [+] key
- To select multiple items from the pick list, use the plus key (+) FROM THE NUMERIC KEY-PAD ONLY. The plus key on the keyboard next to the backspace key is not enabled for this feature to allow you to still enter a + in a search field.
- When you hit the plus key, the item in the pick list is highlighted. To unselect it, hit the plus key again. Once you have an item highlighted, you can use the [up arrow] or [down arrow] keys to move to the next item or you can search for a new item by entering the search text into any field.
- At the bottom of the pick list, the total number of records is shown as well as the number of records currently selected.

Selection by keyboard using [Shift] key
- You can also select multiple items form the pick list by holding down the [Shift] key and using the [up arrow] and [down arrow] keys. As you move up or down in the list, each item will be selected if it is not already selected. If an item is selected, it will become unselected as you move past it.

Selection by using the mouse
- You can also select multiple items by using the mouse. To do this, click on the button labeled "Start Marking (Ctrl +)" or by pressing and holding the [CTRL] key and pressing the [+] key on the numeric key pad. Click on the line items you wish to select to highlight them. If you want to remove one, click on it again and it will become un-highlighted. When you are finished, click on the "Stop Marking (Ctrl +)" button or by pressing and holding the [Ctrl] key and pressing the [+] key on the numeric key pad.

Range Selection
- You can start your range by clicking on range start, then move to your last item you want and click on range end. You can also activate this by pressing [CTRL + R]

Inventory

From the inventory picking list, select an item and press [F4] to edit the item.

The inventory add/edit screen has 3 tab sections that contain general information, additional information, and label and tag information.

Tab 1- General Information

Contains the day to day information generally needed. Any field with an asterisk (*) has a picking list that can be opened by pressing [F2]

- Key in Code - UPC code from an item or an 11 digit number. To use a unique generated number press the period (.) key.
- MFG/Vendor- The vendor of the item.
- MFG Number- The manufacturing number. Most commonly this will be the item number from the manufacturer or a model number.
- Color- Color of the item. May be left blank.
- Size- Size of the item. May be left blank.
- Item Type- The type of item it will be. Some examples would be merchandise, retail, freight charge, etc. Typically most sellable items are in the merchandise item type. Please check with your inventory control person to find out which item type to use. This is very important.
- Description- A description of the item.

✚ Tip: Naming conventions- It is good practice to start general and become more specific when naming items. This allows for virtually anyone to be able to find an item when they know very little about an item. For example: Women's tennis shoes- Shoes, Women Tennis or generic t-shirt- Shirt, 100% cotton.

- Unit- The unit of measure for the item. (i.e. Each, dz, pr)
- Case Count- The number that come in a case.
- Department- The department the item will be placed in.
- Class- The class the item will be placed in.
- Serial Number type- Allows for serial types to be entered.
  - Select none for no serial number, firearm for firearm items or other for all other serial number types.
- Discount Structure- The discount structure that the item will qualify for.

- Tax Groups- The tax groups the item applies for.
- Current Cost- The current purchasing cost of the item.
- Retail- The retail cost of the item. The retail price can be automatically calculated based on a gross margin percentage by using the buttons down the right side of the screen. This amount is based off the current cost and is rounded to the nearest .29, .49, .59, .79, or .99 depending on the retail amount. (ie. Pressing the 40 button will mark the item up by 40% gross margin over the cost.
- Suggested Retail- The suggested selling price.
- Average Cost- The average cost of the current stock.
- On Order- The quantity currently on order.
- Received Not Invoiced- The quantity that have been received but not yet invoiced from purchasing.
- Stock- The current stock level.
- Shipped not Invoiced- The quantity that has already been shipped but not yet invoiced in sales.
- Committed- The quantity that have already been committed to a sales or transfer.

Tip: to see where an item is on order, committed, SNI, or RNI use the Control I screen.

- Total Cost- is the stock times the cost.
- Last Count Date- The last time a physical inventory was done or the stock was manually changed.
- Active- Marks whether the inventory item is shown on the active or inactive on the inventory picking list.

Tab 2- Additional Information

The second tab contains additional information about the inventory item.

- Case Lot Pricing- References the case parent item used in case lot pricing. For more information see Case Lot Pricing.
- Sale Information- Displays the current or last sale date pricing for that item. For more information see Sale Date Pricing.
- Minimum on Hand- The minimum amount to carry before it is suggested to order more.
- Maximum on Hand- The maximum amount to carry before it is suggested to return some.
- If on hand quantities are set, the system will generate a report of what stock items need to be ordered.
- F6 Request Vendor- The default vendor set when the item is requested to be ordered from sales. If left blank it will default to the manufacturer.

Tab 3- Label & Tag

The third tab contains information about barcodes and sale tags.

- Label Type- The type of barcode label that will print based on the selection.
- Warranty- Warranty information can be added for each item. This information will remain in the system and will print on the bottom of the display tags and receipts.
- Tickets and Signage notes- This information will be displayed on the display tags. The font, color and size can be changed.

Customer

C:\Users\RodStone\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\HLGUYO11\StoreWise for Windows (2).doc

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- To open the customer picking list, click on [Database] from the main menu then [Customer] then [Customer] to open the customer picking list
- Press [F4] to edit a current customer. To add a new customer press [F3]
- Customer Number- A unique number to identify the customer. We suggest using the customers 10 digit telephone number for easy look up.
- Name- The customer's name.
- Name Sort- This is how the customer will appear in the picking list. This can be entered manually or the letter I can be entered for individual or B for business.
- Line 2- Usually reserved for an attn line in the address.
- Address- The customer's address.
- City- The customer's city.
- State- The customer's state.
- Zip- The customer's zip code.

Note: If the zip code system control is enabled, the zip code can be filled in automatically. When the city and state are entered, a box will appear prompting for the zip code. Alternatively, if the zip code is entered the box will list possible city and states. If your zip code is not in the list, it can be added by pressing the add zip button.

- Country- The customers country (this field is required for firearm sales).
- Contact- A contact name.
- Customer Type- This represents the type of customer this will be. Pressing [f2] will display a picking list of all possible choices. Setting up these types is explained later in this section. Typically there would be a retail, team, etc.
- Terms- These are the default terms used in sales if the transaction is sent to accounts receivable. They may be changed at the time of the sale. Pressing [f2] will display a picking list of all possible choices. Setting up these types is explained later in this section

- Interest Type- Sets how interest will be charged. Note: this does not automatically charge interest. Pressing [F2] will display a picking list of all possible choices. Setting up these types is explained later in this section
- Sub Customer- A sub customer is a separate customer that is linked to the customer for billing. A good example of this is a high school. There are many departments and coaches that make up separate customers but the high school itself receives the bills while the coaches receive the merchandise. The high school then becomes the sub customer for each of the coaches. Pressing [F2] will display a picking list of all possible choices.
- Sales Person- The person that receives credit for any sales done to this customer. This name can be overridden for individual sales. Pressing [F2] will display a picking list of all possible choices.
- Tax Code- Set the default tax code for sales done for this customer. Pressing [F2] will display a picking list of all possible choices. Setting up these types is explained later in this section.
- Customer Demographics- Each customer can belong to one or more customer demographics. Pressing [F2] will display a picking list of all possible choices. Setting up these types is explained later in this section.
- FFL Number- This is the customer's federal firearm license number. This is required for customers that purchase firearms.
- FFL Expires- This is the date the FFL number expires. Pressing [Shift + F2] opens a calendar.
- Credit Limit- This sets the credit limit for each customer.
- Tax ID- The tax exempt ID number for customers that are tax exempt.
- Phone- Phone number.
- Toll Free- A toll free number if applicable.
- Fax- The fax phone number.
- Email 1&2- Space for 2 email addresses.
- Discount- Applies one of the predefined discounts to the customers sales orders. This can be overridden for individual sale.
- Notes- Additional information about the customer.
- When finished entering in the desired information press [Finished] or hit [F12].

Vendor

- Click on [Database] from the main menu then [Vendor] then [Vendor] to open the vendor picking list.
- Select a vendor record and press [F4] to edit. To add a new vendor press [F3].
- Vendor Number- A unique number to identify the vendor.
- Name- The vendor's name.
- Line 2- Usually reserved for an attn line in the address.
- Address- The vendor's address.
- City- The vendor's city.
- State- The vendor's state.
- Zip- The vendor's zip code.
- Country- The vendor's country (this field is required for firearm purchases).
- Contact 1 & 2- A contact name.
- Phone- The vendor's phone number.
- Toll Free- The vendor's toll free phone number.
- Fax- A fax number.
- Email 1 & 2- Space to enter email address for the vendor.
- Sales Person- The person that receives credit for any purchases done from this vendor. This name can be overridden for individual purchases. Pressing [F2] will display a picking list of all possible choices.
- Terms- These are the default terms used in purchasing if the transaction is sent to accounts payable. They may be changed at the time of the purchase. Pressing [F2] will display a picking list of all possible choices. Setting up these types is explained later in this section.
- Sub Vendor- A sub vendor is a separate vendor that is linked to the vendor for billing. A good example of this is a buying group. The store orders directly from the vendor but the bills all go to the buying group instead of the store. Pressing [F2] will display a picking list of all possible choices.
- Alternate Remit To- This is used when the vendor's main office is not the same address as the remit to address. The Alternate Remit To is a separate vendor that is linked to the vendor that displays the different remit to address.
- Vendor Demographics- Each vendor can belong to one or more demographics. Pressing [F2] will display a picking list of all possible choices. Setting up these types is explained later in this section.
- FFL Number- This is the vendor's federal firearm license number. This is required for firearms.
- FFL Expires- This is the date the FFL number expires. Pressing [Shift + F2] opens a calendar.
- Account Number- This is the account number for the vendor. This number will display on the header screen of purchase orders for easy reference.
- Vendor Number 2- This is an additional space for the account number if there is one more than one.
- Price List- Shows the date of the last price list received.
- Discount- Applies one of the predefined discounts to the vendor purchase orders. This can be overridden for individual purchase.
- Notes- Additional information about the customer.
- When finished entering in the desired information, press [Finished] or hit [F12].
- When editing a customer, if the customer name or number is changed, a confirmation window will appear to ensure you are editing the current customer and not trying to add a new.

Quick Sales / Point of Sale

Quick Sales are the general retail sales. For this type of sale the customer is usually picking up and paying for the merchandise at the time of the sale. These sales can be tracked by individual customers or a generic cash customer may be used.

Start a new Quick Sale

- Click on [Sales] from the main menu then [Quick Sales], or press [Ctrl + Q] to open quick sales.
- To accept all defaults and move to the next screen press [F12].
  - Sales Type- Lets the user choose between sale or return or held order. We recommend doing all transactions through sales. This can be selected by using your arrow keys, pressing the corresponding number, or using the mouse.

  Held Orders- An order can be held by simply escaping out of it. Only one order is held at a time. To complete a held order choose option 3 and it will load the order and return you to the line item screen.
  - Location- The store letter that the inventory is coming out of.
  - Customer- The customer the sale is for. A customer can be pulled up by typing in the customer number or name. If only part of the customer name or number is known use the search feature by typing the % key and something about the customer name or number. The entire customer list can be opened by pressing [F2].
- Get used to using the % sign as much as possible. It will speed up and make finding things easier.
  - Sales Person- The employee that is receiving credit for the sale, by default this will be the employee doing the sale. Press [F2] to pull up the picking list or use the drop down list.
  - Tax Code- The tax code being used. Press [F2] to pull up the picking list or use the drop down arrow. Each store will have the basic codes. A city and or state and an exempt code.
  - Discount- Any discounts being applied to the sale. The discount codes are lettered A to R and will have discount values associated with it. These are set up by each store.
  - When Finished press [continue] or [F12].

Item Selection

Stoneware StoreManager for Colorado Shooting Sports - [Quick Sales Order Items]

File   Accounting   Sales   Purchasing   Inventory   Utilities   Database   Reports   Window

Colorado Shooting Sports Station: AS

Quick Sale

Order Number
Order Date   **02/20/2008**

Disc	Qty	Keyin Code	*MFG Number	Description	Color	Size	Price
	1	71547412602	200090 Size 14	Lacrosse Alpha Burly Side Zip	FGrn	14	$59.99
	1	71547412599	200090 Size 11	Lacrosse Alpha Burly Side Zip	FGrn	11	$59.99
	1	71547412595	200090 Size 7	Lacrosse Alpha Burly Side Zip	FGrn	7	$59.99

Line	Above	Current	Below
On Hand	0	0	0
On Order	0	0	0
Available	0	0	0
Committed	0	0	0

Subtotal $179.97
Tax $0.00
Total $179.97
Number of Lines on Sale: 3

Back   Continue

This is where the items are entered. [Enter] will move through the screen, [F12] will move to the next screen, [ESC] will take you back through the screen.

- Disc- This discount is specific to the line item being entered. Again, these are the same lettered A-R codes set by the store. If a discount was entered on the previous screen they will be filled in automatically here. Press enter to move to the next field.
- Qty- How many are being sold. The quantity may be typed into the discount field if no discount is being used.
- MFG Number- The user can type in the MFG #, scan an item, search for an item by pressing the % key and typing something about the item, or the full inventory list can be opened by pressing [F2]. If you search and get no information press escape and try again.
- Once the item is entered the description, key in code, color, size and price are filled in automatically.
Note: if the price is incorrect or needs to be changed enter the letter "S" into the discount field then press enter to price and change it.
- If the item is entered using the pick list or is typed in (and it is not scanned) and there is no stock, a message box will appear informing the user there is no stock and asking them if they want to continue.
- At the bottom of the screen the subtotal, tax and total are calculated.
- Line count- Just below the total is the number of lines on the sales order.
- Quantities- The bottom left of the screen shows the on hand, on order, available and committed stock levels for the current line as well as the one above and below it.
- When finished press [continue] or [F12].
- When the audio system control is turned on, then audio directs will sound if an item is scanned with 0 retail, someone tries to enter a firearm type, a bad scan, and an out of stock item is typed in.

Payment Screen

- At the top of the screen the subtotal, tax and total are displayed.
- Payment Amount- Is the amount being paid. This is the dollar amount that is physically being paid by the customer. Type in the amount given and press enter.
- Payment Code- The method of payment. This can be selected by either typing in the first few letters, clicking on the down arrow or pressing [F2] will pull up a picking list of available choices.
- Payment Number- A place where either a number or text can be entered.

Note: We recommend putting in check numbers, gift certificate numbers and credit card authorization codes.

- Change- If more than due is entered the remainder will come up in the change section. Enter in the amount of change given and press enter.
- Change Code- Enter in the change code and press enter.
- When finished press [continue] or [F12] or [Enter].
- A box asking you to save and print will come up. Select [yes].
- If the gift receipt control is turned on, a message box will open asking if you want to print a gift receipt.

Reprinting a Quick Sales Receipt

To reprint a quick sales receipt it must be done as a print copy from invoice sales.
- Click on [Sales] from the main menu bar then [Invoice Sales] and enter your security code.
- Select [1 Order] then [4 print copy]
- If the reference number is known, type it in. Other wise use a % sign and all or part of the customer name, number, or reference number then press [F2].
- Answer No to print entire order.
- Find the order in the picking list and press [enter].
- Select [3 Invoiced] and print it. This will print to a DeskJet printer instead of the ticket printer.

Invoice Sales

There are three stages to a sale; they are order, ship, and invoice. The order is the stage where the item is placed on an order. This is the start of the process. Shipping is when the items are physically delivered or shipped to the customer. Invoicing is when the customer is billed. This occurs when the customer actually pays by cash, check or the balance is sent to their account.

Start a new Sale by either using the mouse to click on Sales from the menu bar then down to Invoice Sales in the list or by hitting [ALT-S] then [down arrow] to Invoice Sales and hit [Enter].

Sales Quotes

A sales quote is an order that may or may not become a sales order. Quotes have no affect on inventory.

Quotes

Quotes work nearly identically to normal invoice sales. Select quotes by using the arrow keys, the mouse, or pressing the corresponding number.

New Quote- Select #3 Order Quotes then #1 New then follow the instructions for starting a new Invoice sale. The only differences are there is no ship or invoice mode and no payment screen at the end of the sale.

Change- Select #3 Order Quotes then #2 Change then follow the instructions for changing an existing invoice sale. The only differences are there is no ship or invoice mode and no payment screen at the end of the sale.

Convert- Select #3 Order Quote then #3 Convert. Enter in the reference number or press [F2] for a list of open quotes. Once the reference number is selected, press [Enter] and confirm that this order should be converted. This order is now a sale and can be modified by changing an existing sales order.

Starting a new Sale

- Start a new Sale by either using the mouse to click on Sales from the menu bar then down to Invoice Sales in the list or by hitting [ALT-S] then [down arrow] to Invoice Sales and hit [Enter].

Sales Information Screen

- Order Type- Allows the user to complete an order, return, order quote or return quote. This can be selected using the arrow keys, mouse or by pressing the corresponding number. Select Order and press [Enter].
- ♣ We suggest doing all orders through order, even returns.

- Order Action- Allows the user to create a new order, or change, cancel, create a copy of an old order or print a copy of an existing order. Select new and press [Enter]. The remaining options will be explained below.

- Order Location- Is set to the store letter for which inventory will come from.

- Customer- Allows the user to select which customer they will be selling to. If the customer name or number is known it can be typed in. If only part of the name or number is known if can be searched for by using the [%] key. I.e. %john, %Smith. Pressing [F2] will open the entire customer picking list.

- Ship Mode- Determines if items are being shipped this time through the order. An item marked shipped once is either delivered or picked up. If no items are being shipped select none, if all items are being shipped select complete and if some are select partial.

- Invoice Mode- Determines if items are being invoiced this time through the order. An item is marked invoiced when it is either paid for or sent to accounts receivable for the customer. The same choices are available: none, complete, or partial.

- When finished select Continue or press [F12].

Customer Header Screen

This screen allows the user to make changes to the customer for this order. Each field with a * has a pick list that can be opened by pressing [F2], [Enter] will move through the fields, [Escape] will move back, and [F12] will move to the next screen.

- Customer- The customer for the sale.
- Sub customer- A sub customer is a customer that is linked to the customer and receives the invoice.
- Reference- The reference number of the sale.
- Required Date- The date the order is required by.
- Cancel Date- The date the order should be canceled if not completed.
- Sales Person- The sales person for the sale.
- Tax Code- The tax code used for this sale.
- Ship Via- Any special shipping instructions for the sale.
- Discount- Any discounts applied to this sale. Discounts are lettered A-R and are set by the store.
- PO Number- The purchase order number given by the customer. This field can be required to continue into the sale.

- Terms- Any terms set for the customer if this sale will be sent to AR. This can be set at the time of invoicing.
- Bill To- The bill to information may be changed at the time of sale if it is different than the customer. This can be changed while in the name field of the bill to by pressing [F2] to choose from the customer or vendor picking list. This name must come from either list. If the bill to information is always going to be different from the customer (i.e. A coach is the customer but a school will always get the bill), a sub customer can be added to the customer file to avoid making this change on every sale.
- Ship To- The ship to information may also be changed at the time of sale. This information can be type directly into this form.
- The customer, printed, and not printed notes can be accessed by pressing [F7], [F8], and [F9] respectively or by clicking with your mouse. These notes will stay with this sale only.
- When finished hit continue or [F12].

🞣 Adding notes to the order is very beneficial. The more information that goes into the order at the time of creation can potentially solve or reduce any questions that may arise later on.

Line Item Screen

- The line item screen allows for the items being sold to be entered. [F12] will move to the next screen, [Escape] will move back through the screen then to the last one, [Enter] will move forward.
- The top of this screen shows the customer, order number and date, and stock levels for the selected item, as well as the bill to address.
- Disc- The discount code lettered A-R. If no discount is being given the quantity can be entered.
- Ordered - The ordered quantity.
- MFG Number- The item being sold. Items can be entered a few ways.

- The barcode can be scanned with a hand scanner.
  - If the mfg # is know it can be typed in then press [Enter].
  - Items can be searched for by typing the [%] key and something about the items description, mfg#, or vendor number. I.e. %rus, %shoe, %62932. Pressing [enter] will open a picking list with possible matches.
  - [F2] will open the entire picking list.
  - From the picking list multiple items can be highlighted and then entered into the sales order all at once. For more information on the picking list see the selection method walk through.
- Once the item is entered the key in code, color, size, unit, retail, sell, and extended will all be filled in automatically.
- Firearms- A serial number needs to be entered when the item is being marked as shipped. While on the selected line item [CTRL + N] will open the firearm serial number list. Either type in the serial number or press [F2] to open the serial number list so the item can be selected. If the tracking number is not entered, fill it in and press [Continue].
- Sell- The selling price. This field allows for calculations to be typed in and the answers to be entered into the field. I.e. "18.99*.9" would give a 10% discount to the item and fill the price into the sell box.
- Shipped/Invoiced- The top number is the number of items that have already been shipped/invoiced. The bottom number is how many are being shipped/invoiced this time through.
- Note: Selecting none in the first screen will automatically enter 0's into the bottom set. Selecting complete will automatically ship/invoice the full quantity. Selecting partial will allow the user to enter the amount.

- Purchase Request Status- Items can be requested to be purchased. By requesting the items they will be placed on a report for the purchaser to know to order the items. [F6] will open the request window to select the quantity, vendor, and whether to drop ship the items or not. See the purchase requests section for more information.
- The bottom of the screen shows the additional description, printed and not printed notes. These can be reached by clicking in the boxes or by pressing [F7], [F8], and [F9] respectively. These notes will only appear for the line item that is highlighted when the notes are entered. Once the note is entered press [F12] to return to the line item. Pressing [CTRL + F7] will open the spell checker for the desired note field. [Ctrl +W] Will open a bigger window to display the information.
- Once finished press Continue or [F12].

Order Recap Screen

- The top of the screen shows the order number and customer.
- This screen shows the change and total to the amount ordered, shipped, and invoiced.
- Once finished press Continue or [F12].

Payment Screen

Across the top of this screen shows the subtotal, total due now, open amount, total open amount (not invoiced yet), and tax. Also it shows the current balance on the account as well as any deposits that have already been applied. Pressing [Enter] will move between fields, [Escape] will move back.

- Payment Amount- Enter in the amount being paid.
- Payment Code- Allows the user to select the type of payment being received. Most commonly these would be AR, cash, check, credit, or deposit. These can be selected by using the mouse, typing in the code, or pressing [F2] to pull up the picking list. See below on information about taking deposits.
- Payment Number- We recommend entering credit card authorization numbers, check, and gift certificate numbers.
- Change Amount- If more than the total is entered the amount of change will be displayed.
- Change Code- Allows the user to select how the change will be given. Most commonly would be cash.
- Change Number- Allows for a number or text to be entered.
- When finished press Continue or [F12].

AR Screen

(This screen will only appear if AR is chosen as the Payment Code)
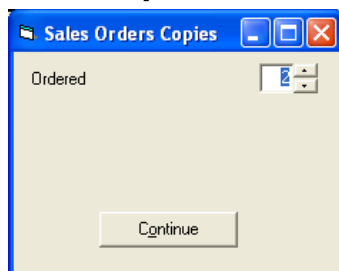
- Customer- This will be the customer who the payment will be going to (usually the same unless a third party is used).
- Invoice- Reference number that is automatically filled in.
- Date- Date of invoice.
- Purchase Number- A number usually selected by customer. This number will be carried over from the header screen if entered.
- Terms- Payment terms. [F2] will pull up picking list.
- Forfeit Date- Due date for a discounted early payment (if applicable)
- Due Date- Date invoice is due. This field will update to match terms set but can be changed to any date.
- Amount- Amount due.
- Discount- A lesser amount due if the invoice is paid within the forfeit date.
- Remittance/Invoice message- Gives the user the ability to add a message to the invoice.
- When finished press Continue or [F12].

Print Copies Selection screen

- After answering yes to saving the order, the option to print is available.
- Based on what has been changed in the sale this time through the order, shipped, and invoice copies may be printed. Select the quantity of each to print. Selecting 99 will print the copy to the screen where it can then be printed, emailed, or faxed.
- When finished press Continue or [F12].

Note: the defaults for the number of copies to be printed can be set in the controls menu.

Changing an Existing Sales

Finding the Existing Order

- Go into sales.
- Type- Select the type that the original order was done as.
- Action- Select change.
- Reference Number- If the reference number is know it can be type in. Otherwise it should be searched for by entering a percent [%] sign and something about the order. Either all or part of the customer's name, customer number, or reference number. The full list can be opened by pressing [F2].
➕ Note: opening the full list if it is large can take longer to open.

The sales order picking list displays all of the sales orders in the system. The green active/inactive button tells which orders are being displayed. Active means that only open sales order are being shown. Inactive means the orders shown have already been completed previously.

- Reference Number- The reference number of the sale.
- Suffix- The current suffix. This displays the number of times the order has been "F12ed" through. The first 2 letters show which station the last change was made from and the number shows the number of times the order has been changed. If the suffix is blank, the order has never gone all the way through or someone has started the order but escaped out of it.
- Customer Number and Name- Their information.
- PO Number- The PO number entered.
- Slsmn- The salesman assigned to the sale.
- Date- The date the order was started.
- Req Date- The date the order is required by.
- LC- Line count. The number of lines on the order.
- Notes- The printed and non printed notes about the highlighted order.
- Records: The number of records in this report.

➕ If this number starts to get large when in active mode, please see the section on Sales order status report to help keep the open orders current.

- Receive/Ship Mode- Selects whether the items are being shipped in full, partial or none. Shipping an item means the item is physically leaving your store either by shipping, customer pick-up or delivery.
- Invoice Mode- Selects whether the items have being invoiced in full, partial or none. Invoicing an item means the item is being paid for or being placed on their account.
- When finished select Continue or press [F12].
- Make any needed modifications on the Customer information screen. For more information on the customer header screen review the creating a new sales order section. Some examples of things that may need to be changed at this time could be PO numbers, notes, or special shipping instructions.
- When finished select Continue or press [F12].

Line Item Screen

The following changes can be made to an existing order:
- Additional items can be added.
- The ordered, shipped, and invoiced quantities can be changed.
  - In received and invoiced there are two numbers: one on the top and one on the bottom. The top number is the total quantity shipped/invoiced. The bottom number is the number being shipped or invoiced this time through the order. Note: this number can only be manually changed if the ship mode is partial, or otherwise it will say 0 for none and the full qty for complete.
- The price can be changed.
- Notes can be added.

✚ Hint: Items cannot be removed from a sales order. To "remove" an item simply make the ordered qty 0 and it will not show up on any print outs.
- When finished select Continue or press [F12].

Order Recap Screen
- The order recap screen will show any changes made to the ordered, shipped, or invoiced totals.
- When finished select Continue or press [F12].

Payment Screen
- If any changes were made to the invoiced section of the order, the payment can be modified.
- If the invoiced total is higher than previously, additional payments can be made by AR, cash, check, etc.

- If the invoiced total is lower than previously, change is due back to the customer.

Gift Certificates, Deposits and Layaways

Gift Certificates

There are many ways to issue and redeem gift certificates within the system. The following method is most commonly used by StoreManager users.

Issuing a gift certificate

- Begin a new sales order and complete the necessary information, including entering any items the customer may be purchasing into the line item screen.
- In the payment screen, enter the amount of money that is being paid for the items and gift certificate combined.
- In the change section, enter the amount of the gift certificate being issued and the gift certificate code into the payment code box (most commonly GC). If there is no gift certificate payment type, see the section on adding new payment types.
- Return any remaining change to the customer and issue them a gift certificate.

Redeeming a gift certificate

- Create a new sales order and complete the necessary information including selling the desired items to the customer.
- In the payment screen, enter the amount of the gift certificate and the gift certificate code in the payment code box.
- In the change section, either issue a new gift certificate for the remaining balance or the tender type of the amount being returned.

Gift cards

The gift card system within StoreManager allows you to issue, track, and redeem gift cards from the StoreManager interface. To use gift cards, the cards must come from us. Please contact support for more information on usage.

Selling/ Recharging Gift Cards

The process of selling and recharging a gift card through StoreManager are the same. Gift cards can be sold in either quick sales or long sales.

- To begin a quick sale or long sale in StoreManager, enter any item if necessary and continue to the payment screen as usual. If there are no items just continue to the payment screen.
- In the top payment section, enter the amount the customer is giving as well as the payment method they are using.
- In the bottom change section, enter the amount of the gift card being sold. The payment code will be GCV for gift card verified.
- In the gift card number box, either scan or enter the card number.
- Enter any other gift cards or payment methods needed.
- Continue and finish the sale.
- A confirmation window will appear showing the card number, amount added, and new balance.
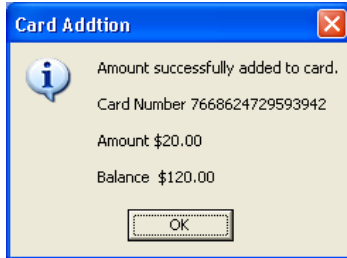
Using/Redeeming Gift Cards

Gift cards can be used in either quick sales or long sales.
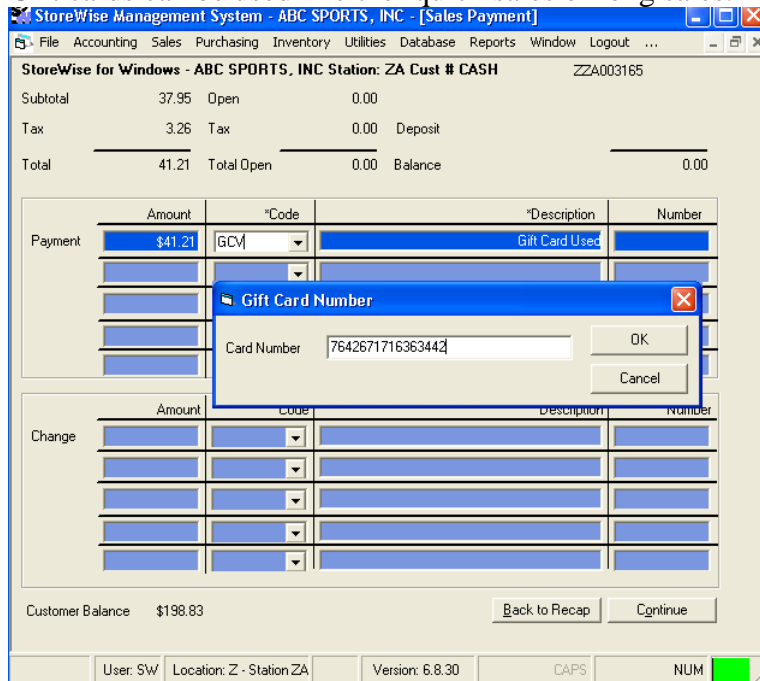
- To begin a quick sale or long in StoreManager, enter the item being purchased. Then continue to the payment screen as usual.
- In the top payment section, enter the amount the customer is using of the gift card and enter GCV for the payment method.
- In the gift card number box, either scan or enter the card number.
- If the card balance is insufficient a message box will appear with the current balance of the card.
- Enter any other gift cards or payment methods.
- Continue and finish the sale.
- A confirmation window will appear showing the card number, amount subtracted, and new balance.
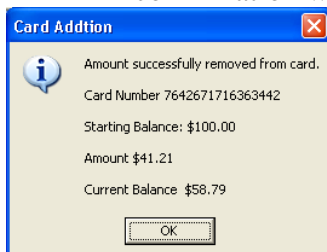
Checking Balances

- In StoreManager click on [Sales] then [Gift Card Balance].
- Either scan or enter the gift card number.
- The balance will be displayed.

Deposits and Layaways

Deposits and Layaways work almost identical to gift certificates.

Taking a deposit or layaway

- Begin a new sales order and complete the necessary information, including entering any items the customer may be purchasing into the line item screen.
- The top of the screen shows the total that is currently due and the total balance that is still open.
- In the payment screen, enter the amount of money that is being paid for the items using the correct tender type for the payment code. This is what they are giving you. I.e. cash, check, credit card.
- In the change section, enter the amount of the payment that will be applied to the deposit. In the code field, enter in the deposit/ layaway code that is used.
- Return any remaining change to the customer.

Applying a deposit

- Make a change on an existing sales order in either partial or complete mode and invoice the desired items.
- In the payment screen the total will now reflect the items that were invoiced, and the total open will show the items that have not yet been invoiced.
- If all of the items have been invoiced and the total open amount is zero, the deposit will automatically be applied on the first payment line. If the items have not all been invoiced, the deposit needs to be added manually to the first line. Then press [enter] through the line.
- The balance yet to be paid will then appear down on the following line.

General Purchase Walk-Thru

The purchasing module allows for user to order, receive, and invoice inventory into their location. Within purchasing, the user can review requests made by salesmen to be ordered and create a cross link between the purchase order and the salesman's sales order. Purchasing is also where non inventory items such as utilities and other operating expenses can be paid.

Starting a new Purchase

- Start a new purchase by either using the mouse to click on purchase from the menu bar then down to purchase in the list or by hitting [ALT-P] then [down arrow] to purchase and hit [Enter].

Purchase Information Screen

- Purchase Type- Allows the user to complete a purchase, return, pre-purchase or return, or review requests. Review requests opens a picking list of all the items that have been requested to be purchased from sales but not yet on a purchase order.
- Note: requests may be modified from the review request window. The qty, drop ship status and vendor may all be changed.
- Purchase Action- Allows the user to create a new purchase, or change, cancel, or print a copy of an existing order.
- Purchase Location- Is set to the store letter for which the purchase will be made to.
- Vendor- Allows the user to select which vendor they will be buying from. The vendor number or name can be typed in if it is know exactly, otherwise the vendor can be searched for by pressing [%] and all or part of the vendors name or number. The asterisk (*) shows that there is a picking list attached to this field. Pressing [F2] will open a list of all vendors.

- Receive Mode- Selects whether the items have been received in full, partial or none. An item should be marked received when it is physically brought into the building or it the item is being drop shipped to the customer.
- Invoice Mode- Selects whether the items have been invoiced in full, partial or none. An item should be marked as invoiced when the invoice is received from the vendor. These items can then be paid for directly or be sent to AP to be paid at a later date.
- When finished select Continue or press [F12].

Vendor Information Screen

- This screen shows information directly related to this order. Most of this information is filled in by the system but can be modified as needed. Each field with a * has a pick list.
- Some of the fields that are most commonly changed are buyer, ship from/to, discount, and terms.
- The vendor reference number can be added at the time of placing the order. This number should be the confirmation number given to you for the order.
- From- The from information may be changed at the time of sale if it is different than the vendor. This can be changed while in the name field of the from by pressing [F2] to choose from the customer or vendor picking list. This name must come from either list. If the from information is always going to be different from the vendor (i.e. the items are ordered directly from the manufacturer but the bill comes from a different vendor), a sub vendor can be added to the vendor file to avoid making this change on every purchase.
- Ship To- The ship to information may also be changed at the time of purchase. This information can be typed directly into this form.
- The vendor, printed, and not printed notes can be accessed by pressing [F7], [F8], and [F9] respectively or by clicking with your mouse. These notes will stay with this order only.

Hint: When filling in the notes, a suggestion is to enter the name of the person you spoke with, notes, promises, or special offers given so that everyone knows the status of an order by glancing at it.

- When finished hit continue or [F12].

Line Item Screen

- The top of this screen shows the customer, purchase number and date, the quantities on hand, on order, available and already committed for the highlighted item.
- Disc- Discount type or ordered quantity.
- Ordered - The ordered quantity.
- MFG Number- Allows the user to select an item. This can be done by either typing the MFG # or searching for an item. To search for an item enter a percent [%] sign and all or part of the mfg number, vendor, or description. To view the full inventory list press [F2]. Note: Pressing F2 to view the full list can reduce the speed of the picking list opening. Requested Items can be entered into the line item screen by pressing [F6] while on a blank line.
- Multiple items can be selected and put into the purchase order at the same time. This can be done by selecting multiple items from the picking list or by using the matrix if you are ordering one item that has multiple sizes and colors. For more information on matrices see below.
- Firearms and Serial Numbers- While on the selected line item pressing [CTRL + N] will open the serial number list. This serial number is required at the time of receiving. For more information on firearms or serial numbers see the walkthrough sections on firearms or serial numbers.
- Cost- The purchase cost from the vendor. When typing in a new cost a box will open asking if you would like to change the current cost. Saying yes will set the current cost to the new value for all future use. Saying no will leave the current cost in place. This is typical for one time special pricing.
- Received/Invoiced- The top number is the number of items that have already been received. The bottom number is how many are being received at the moment.

- Note: Selecting none in the first screen will automatically enter 0's into the bottom set. Selecting complete will automatically receive/invoice the full quantity. Selecting partial will allow the user to enter the amount.
- The bottom of the screen shows the additional description, printed and not printed notes. These can be reached by clicking in the boxes or by pressing [F7], [F8], and [F9] respectively. These notes will only appear for the line item that is highlighted when the notes are entered. Once the note is entered press [F12] to return to the line item.
- The bottom right shows the totals that have been ordered, invoiced and prior invoiced for the order to date.
- Once finished press Continue or [F12].

Order Recap Screen

- The top of the screen shows the purchase order number and vendor.
- This screen shows the change and total to the amount ordered, received, and invoiced.
- Once finished press Continue or [F12].

Payment Screen

- Across the top of this screen shows the subtotal, total, open amount and total open amount. Also it shows the current balance on the order as well as any deposits that have already been applied.
- Payment Amount- Asks for the amount that is being paid.
- Payment Code- Allows the user to select the type of payment being made. Most commonly these would be AP, cash, check, credit, or deposit. These can be selected by using the mouse, typing in the code, or pressing [F2] to pull up the picking list.
- Payment Number- Allows a check number or credit number to be entered. This field can be a number or text.
- Note: If a check number is entered, the system will assume that the check is being hand written or printed from another source. If the check number is left blank, the check will be moved to print checks and be ready to be printed from StoreManager.
- Change Amount- If more than owed is entered the amount of change will be displayed.
- Change Code- Allows the user to select how the change will be given. Most commonly would be AP, cash, and credit.
- Change Number- Allows for a number or text to be entered.
- When finished press Continue or [F12].

AP Screen (this screen will only appear if AP is chosen as the Payment Code)

- Vendor- This will be the vendor who the payment will be going to (usually the same as the vendor unless a third party is used).
- Invoice- Number of the invoice sent by vendor.
- Date- Date on the invoice.
- Purchase Number- Automatically filled in.
- Terms- Payment terms set by vendor. [F2] will pull up picking list.
- Forfeit Date- Due date for a discounted early payment (if applicable)
- Due Date- Date invoice is due. This field will update to match terms set but can be changed to any date.
- Amount- Amount due.
- Discount- A lesser amount due if the invoice is paid within the forfeit date.
- Remittance/Invoice message- Gives the user the ability to add a message to the invoice.
- When finished press Continue or [F12].

Print Copies selection screen

- After answering yes to saving the order the option to print is available.
- The invoice, received, and purchased orders can be printed.
- Entering 99 for any of the quantities will print the selected version to the screen instead of the printer.
- When finished press Continue or [F12].

The defaults for the number of copies to be printed can be set in the controls menu.

Changing an Existing Purchase

Finding the Existing Order

- Go into Purchasing.
- Type- Select the type that the original order was done as.
- Action- Select change.
- Reference Number- Either type in the reference number of the order, or search for the order by entering a [%] and all or part of the vendor number, name or reference number. To view all orders, press [F2] for a picking list. Note: if there are many open orders, pressing [F2] may take longer to open.
- Receive Mode- Selects whether the items are being received in full, partial or none.
- Invoice Mode- Selects whether the items have being invoiced in full, partial or none.
- When finished, select Continue or press [F12].
- Make any needed modifications on the Vendor information screen. Some items that are typically changed are notes, shipping instructions, reference numbers, etc.
- When finished select Continue or press [F12].

Line Item Screen

The following changes can be made to an existing order:
- Additional items can be added.
- The ordered, received, and invoiced quantities can be changed.
- The price can be changed.
- Notes can be added.
- When finished select Continue or press [F12].

Receiving Tips:

On long purchase orders, items can be searched for by pressing [CTRL + F] then entering either part of the description, mfg number, or scanning the barcode.

Labels can be printed for each item by pressing [CTRL +T] while on the line item

Items that have a purchase request on them press [SHIFT + F6] to open a print copy of the sales order. This sales order can be printed and attached to the item or box so everyone knows who that item belongs to. If all special orders are labeled and placed in one area no one ever needs to search for an order. Also, by comparing the order to the contents of the box is a quick way to see when an order is complete or what is missing.

Order Recap Screen
- The order recap screen will show any changes made to the ordered, received, or invoiced totals.
- When finished, select Continue or press [F12].

Payment Screen
- If any changes were made to the invoiced section of the order, the payment can be modified.
- If the invoiced total is higher than previously, additional payments can be made by AP, cash, check, etc.

- If the invoiced total is lower than previously, change is due back to the vendor.

Purchase Requests

Items that are entered into a sales order can be marked as a purchase request. This item would then show up on a report for the person doing the purchasing so they know to order it. Making purchase requests for special orders and team sales creates a link between sales and purchasing which is very useful for tracking items, making sure things are ordered correctly, and knowing what is being received and who it is for.

Requesting the Item

- This is done in the sales line item screen. While on the selected line item press [F6] to open the purchase request window.
- Quantity- Allows for the quantity to be requested. This number is defaulted to the quantity ordered but may be modified
- Vendor- Allows the user to select which vendor they will be requesting from. The * shows there is a pick list associated with this field. Pressing [F2] will display a list of all vendors. The default vendor will be the F6 request vendor set up for the inventory item. If there is no F6 vendor, the manufacturer/vendor will be used.
- Drop Ship- Selects whether the items will be delivered to the store or sent directly to the customer
- When finished press [F12] or the continue button.

- The sales order line item will look like this:

- Purchase request status reads 3 0 0 requested ALL All Star Stock.
- The information listed in the status window means, from left to right, 3 were requested, 0 have been ordered, 0 have been received, item was requested, vendor is all star, and the item will be shipped to the store (opposed to being drop shipped directly to the customer).

Viewing Requests

- There are two ways to view the request list. The first way is in a picking list on the screen that can be edited, or otherwise a non-editable report can be viewed on screen or printed.
  Picking list
- Click on [purchasing] on the menu bar then [purchasing] in the list.

- For the purchase type pick [review requests] or the corresponding number.
- A picking list appears with the open requests.
- Press [F4] to edit.
- The quantity, vendor, and drop ship options may be changed.
- Press [continue] or [F12] when finished.

Report

- Click on [reports] on the menu bar then [purchasing] then [requested items].
- For the location use your store letter. (Should be correct by default).
- Press [continue].
- Select [vendor] for the sort order then [all vendors] for the selection method.
- Click on [print to screen].
- The report can be viewed here or printed out by clicking the print button [🖶].

Purchasing Items

- Start a new purchase. Work through the screens normally until you get to the line item screen.
- On the first line item before entering the quantity, press [F6].
- A picking list will appear with all purchase requests for the vendor chosen.
- Find the correct item and press enter.
- The item will be filled into the line item as shown below.

Disc	Ordered	Shipped	Invoiced	Keyin Code	*MFG Number	Color	Size	Unit	Retail	Sell	Extended
		Ship	Invoice	Description		Purchase Request Status					
	1	0	0	03192820024	WSSP-C			EA	$45.99	$45.99	$45.99
		0	0	Wyoming Saw Camo Case							

- The information listed in the status window shows from left to right, the quantity ordered, the customer number, customer name, delivered to the store as stock, and the sales order number.
- Enter the received and invoiced quantities.
- Complete the rest of the purchase normally.

Cross Referencing Requests between Sales and Purchasing

- Requested items are cross-referenced between sales and purchasing.
- While on the sales or purchasing line item of the desired item, press [Shift + F6] or right clicking on the request line. This will open a non-editable print copy of the corresponding sale/purchase on the screen.
- Uses from sales:
    - The salesman now knows if the item has been ordered yet and knows when it comes into the store.
    - By right clicking on the line, he sees a copy of the purchase order. If the purchaser added any notes to the item, he would know if it was back ordered or the status.
    - The salesman can look at the copy of the purchase order and see if any of the rest of the order has been received, or an expected arrival date if the purchaser added those notes.
- Uses from purchasing

- The purchaser can look at the sales order to see the required date, any other items that have also been requested, and any notes the salesman has added.
- The receiver can print a copy of the sales order to attach to the box as the items were being received so everyone knows exactly where that box is going.
- Each person in the purchasing, receiving, invoicing process knows exactly where that item is going and can answer many questions without having to track down a salesman.

Print Copies in Sales and Purchasing

Additional copies of sales and purchasing order may be printed either in full or part.
- Go into either sales or purchasing depending on which is to be reprinted.
- Select the correct order type then select option [4 Print Copies].
- In the reference number box, press [F2] to open the picking list.
- If the entire order is to be printed, select yes to the question print entire order, or otherwise to print only a specific version select no.
- Find the reference number in the picking list and press [enter]. If only printing a specific version, find the correct suffix number also.
- In the Print copy box select the type of copy to be printed and press [enter].
    Note: if there is no data for that type of copy none will be printed.
- Enter in the quantity to be printed and press [enter].

Printing, Faxing and Emailing

Anywhere that a report or order can be printed to the screen can be printed, faxed, or emailed.

To print an item to the screen
- On any print quantity, entering the quantity of 99 will print the report or order to the screen.

Printing and Faxing

- While on the report viewing screen press the print button 🖨
- Select the desired printer or fax machine.

Note: Fax machine must be set up as a printer for this feature to work.

Emailing
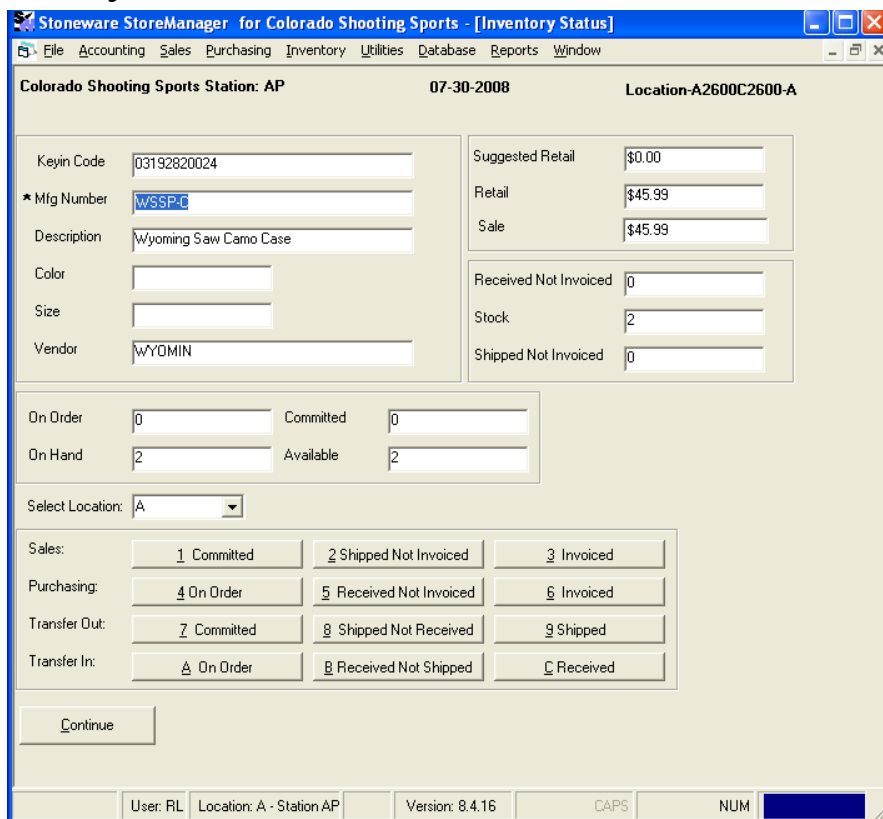
- While on the report viewing screen press [CTRL + SHIFT + P] or press the [email] button.
- Pick the email address from the list. These email addresses come from the customer and vendor files. Pressing escape will allow you to type in a different address.
- Enter a subject line.
- A confirmation window will pop up showing whether the email was sent successfully or not

Note: A valid email account is required for each user to send email.

Inventory

Inventory Status

The Inventory status screen will show the current information as well as all of the history for a specific item. This screen is one of the most used sections of StoreManager. Some common uses are listed below.

To view an item

- From any screen press [CTRL- I] to bring up the inventory status screen.

- There are only two fields on this screen that can be changed. They are the Mfg Number and Select Location.
- Mfg Number- Either type in the mfg number or press [F2] to see the picking list.
- Select Location- Most users will leave this as all locations. However, if you are a multiple store, choose the location you want to view the information for.
- Note: For multi-location stores, choosing all locations will combine the records for all stores.

Explanation of the screen

- Key in Code- UPC or 11-digit number associated with the item.
- Mfg Number- The manufacturer number. Pressing [F2] will bring up a picking list, [F3] will add a new item, and [F4] will make changes to the current one.
- Description- Description of the item.
- Color- Color of the item.
- Size- Size of the item.
- Vendor- Vendor the item was purchased from.

- Suggested Retail- Suggested selling price.
- Retail- Selling price.
- Sale- The current sale price of the item. This is set from the sale date pricing feature.

- Received Not Invoiced- Is the quantity that has been received but the invoice has not been entered yet.
- Stock- Is the quantity that is in stock.
- Shipped Not Invoiced- Is the quantity that has already been shipped but no invoice has been made yet.

- On Order- The quantity that has been ordered from either vendors or other stores.
- On Hand- The quantity that is physically in the store.
- Committed- The quantity that has been sold but not shipped yet through either a sales order or transfer.
- Available- The quantity that is available to sell.
- Cost- Across the top of the screen the cost is hidden. The screen reads location, followed by A and the average cost then C and the current cost. (In this case the average cost is 4.97, and the current is 17.86)

Reports

- The reports show you detailed information about the item. Each button is very specific to what it shows. The transfer out and transfer in will only show information if the store is a multi-location stores.

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Each of the reports are very similar. Across the top is the inventory item, the company, the station that ran the report and the date. Each line is a separate transaction. Below is an example of the Purchase Invoiced Report.

Inventory Status Purchase Invoiced Detail

Inventory Item: door door blue 1
Company - Z   Station - ZB   11-03-2004

Invoiced	Reference	Vendor	Vendor Name	Date	Price
1	YZA003032-ZA00	TWI	TWIN CITY KNITTING CO.	9/12/2004	$21.00
5	ZZB003180-ZB00	ABU	ABU-GARCIA	9/1/2004	$21.00
3	ZZB003180-ZB00	ABU	ABU-GARCIA	9/1/2004	$21.00
1	ZZB003170-ZB00	ALS	ALL-STAR	8/17/2004	$21.00

10

- Quantity- The quantity changed in the transaction.
- Reference- The reference number of the transaction. The blue hyperlinks allow for a print copy of that specific transaction to be printed to the screen.
- Customer/Vendor- shows the number and name of the customer or vendor.
- Date- The date of the transaction.
- Price- The price of each item.
- At the bottom the price and quantity are totaled.

Uses of the Inventory Status Screen

To look up the stock levels of a specific item.
To see when the last time an item was purchased or sold.
A customer wants to return an item but doesn't have a receipt. This way you can give them the exact amount they paid back to them.
A customer wants to buy the same item again. You can look up to see what they paid last time they ordered.
The status screen shows an item to be on order. A copy of the purchase order can be viewed to see the status of the order and the expected arrival date.
A customer loses an item and needs it replaced. He cannot remember exactly what it was but he bought it with another item. A copy of the sales order for the known item can be viewed showing everything he bought that day.
You want a quick estimate of how many of a specific item was bought or sold in the last week, month, or year.

Matrix

Matrices are used to view all of the colors and sizes of a particular item at the same time. Across the top of the window is the item manufacturing number and vendor. Along the bottom of the window are the 9 different view modes the matrix can be in. In the middle is the matrix. The sizes are listed across the top and the colors down the left side. Each box where the color and size meet is a different inventory item. Boxes shaded in red are color/size combinations that are not in the inventory. A box shaded in yellow is the selected box.

1. Normal- This view is only used while in purchasing. It is the quantity being ordered.
2. Stock- Shows the stock of each item.
3. On Hand- Shows the number of items that are on hand.
4. Available- Shows the number of items that are available.
5. On Order- Show the number of items that are on order.
6. Committed- Shows the number of items that are already committed on other sales orders.
7. Min On Hand- Shows the minimum number that need to be kept on hand.
8. Max On Hand- Shows the maximum number that need to be kept on hand.
9 Average Cost- Shows the average cost of each item.
0 Retail- Shows the retail price of each item.

Using the Matrix:

From the inventory picking list (CTRL + F11 will quickly open the inventory list) press [Alt-F2] while over the selected item to bring up the matrix. The view can be changed by clicking on the radio buttons next to each number or pressing [Alt] and the corresponding number. In each view (except normal), the quantities for each item can be changed by clicking in the box and typing in the new quantity. These changes are saved immediately. When finished, press continue. Note: Pressing cancel does not undo any changes made to the matrix.

Purchasing from the Matrix:

From the purchasing line item screen, press [F2] to pull up the picking list of inventory items. Select one item that would be in the matrix and press [Alt] [F2] to bring up the matrix screen. While in the 1. Normal view, enter in the quantities to be ordered on this invoice. When finished, press the continue button. Each of the items will be entered with the correct quantity specified. Pressing the cancel button will close the matrix without entering any items into the purchase

Printing Barcodes

Barcode labels can be printed for any inventory item in the system.   To print a barcode label press [CTRL + T]. This can be done from the inventory picking list, the [CTRL + I] screen, or from the line item screen in purchasing.

Creating Multiple Inventory Items with Different Colors and/or Sizes
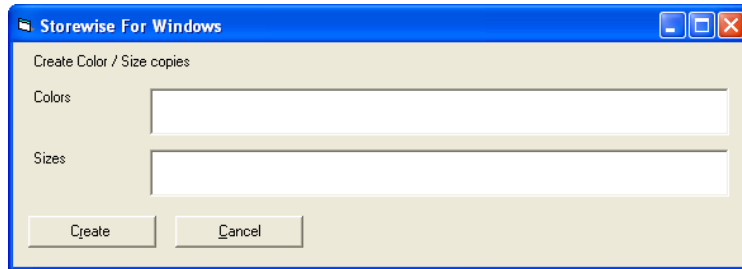
Creating the initial item

- From the inventory picking list hit [F3] to add a new item. When finished, click the save button 🖫 to save the item then choose No to creating another item.

Creating the copies with different colors or sizes

- At the bottom of the page the Create Copies button has been added. Click on Create Copies. Fill in the color and sizes you wish to create.   Separate each color / size by a comma [,] then click Create. This will create each size you entered for each color you entered. You may choose just to create sizes or colors.

Case Lot Pricing

Case lot pricing will allow for stores to buy items in bulk and sell in smaller units while the system adjusts the inventory automatically. Two separate items must be created. The first item is the individual unit being sold (called the item). The second item is the bulk item (called the case parent item).

Create the Inventory Items

- Create the item and parent item. Pay attention to the unit and unit count. The unit will be how the item is sold (i.e. each, dz, case). The unit count will be the number of items sold in each (i.e. 1 for each, 12 for dozen, etc).

Set the Case Parent
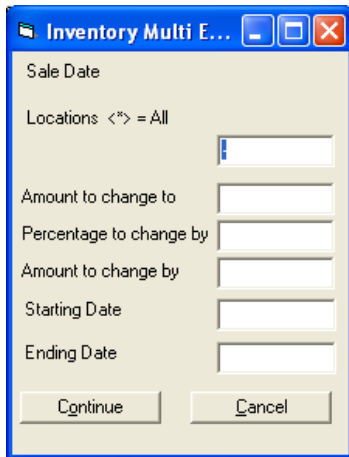
- Press [F4] on the individual item from the inventory picking list. In the second tab of the inventory add/edit screen the case parent must be set. While in that field, press [F2] to open the inventory picking list. Select the Case Parent Item and press [enter].

Using the Case Item

- When an item is being sold and the quantity sold is greater than the quantity available, the system will move as many of the case parent items into the item as necessary to fulfill the order. The unused remainder of one case parent item will remain as stock for the item.

Sale Date Pricing

Items may now be placed at a sale price or discounted by a certain amount or percentage for a set period of time. This can be done for a single item or a wide range at the same time.

- To edit a single item- From the inventory picking list select the item and press [F4] to enter the add/edit screen for the item. At the bottom of the screen press the [Sale Date] button (shown above).
- To edit a range of items- From the inventory picking list, select the items to be edited and press the [F4] key. This brings up the multi-edit screen, then press the button [Sale Date].

- Locations- Enter the locations that the sale will take place. If you are a single store location or the sale will be at all locations type a *.
- Amount to change to- The sale price the item will be.
- Percentage to change by- The percentage to change the original price of the item by. To lower the price of the item a negative percentage must be entered. For example to mark something 10% off, -10 would be entered into the box.
- Amount to change by- This would be used for items that are a specific dollar amount off.
- Starting Date- The date the sale begins.
- Ending Date- The date the sale ends.

Note: Only one of the sale price boxes can be filled in. If more than one is, only the top box will be counted.

Reports

StoreManager can produce over 100 unique reports. Each report runs and looks very similar. The reports are grouped by module, but the use of the reports overlap between them. The description of each report is just a brief guideline of what the report does. To truly get an understanding of each report and how to fully use them to your benefit is to run the reports and see how they come out. The following screens are used in a majority of the reports to determine what information will be displayed.

Running a Report

The Sort Order Selection Screen
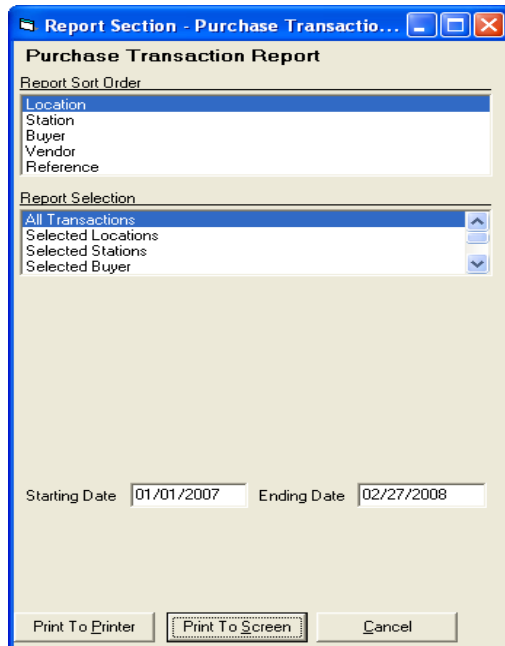
The sort order of the report is very important in many reports. By changing the sort order, the entire report will look and act differently. A good example would be running a report by location or by station. When some reports are run by station it will group all of the data into one sum for the location as a whole, whereas if the same report was run by station it would group the data by computer and display each station separately.

- Sort Order- The order in which data is displayed.
- Selection Method- Allows the choice to show all records or limit them. Choosing to limit them will bring up a picking list where the user can choose which items to display. Some reports will have multiple limiter boxes to further limit the report (i.e. Department, class, and vendor).
- Starting date/Ending date- Allows for a date range to be chosen to show only what is being looked for.
- Report filter/Limiter- Acts as a secondary sorter to display the data.
- Print to Printer/ Print to Screen- Allows the user to print either to the screen first or directly to the printer. From the screen the report can be searched, emailed, faxed, exported, or printed.

Detail Screen-

- This screen will vary on appearance but the concept stays the same.
- Detail level- Determines how much information will be displayed. The options may include a summary, detailed, totals, subtotals, etc.
- Items to Print- Determines what will be selected. Some options may include all items, not received, not shipped, etc.
- Dates- Allows the choice for all dates or selected dates.
- Location- Most people will not have to change this. If you are a multi-location store type in the location letter you would like to view. Typing in more than one will display each location.

Report Viewer-

- Search box- Allows the user to search the entire report for a word, phrase, number, or part of word. Pressing [find] will find the first occurrence and [find next] will move to the next record. This will find any text on the screen.
- Pages- ⏮ Moves to the first page. ◀ Moves back one page. 1/3 Current page/total pages. ▶ Moves forward one page. ⏭ Moves to the last page.
- Zoom- 🔍 ▾ Zooms the page in and out.
- Print Prints the report.
- E Mail Emails the report.
- PDF Excel RTF Exports the file to PDF, Excel, or RTF.

Movement-
- The [up] and [down] arrow keys will scroll the page up and down.
- [Page up] will move to the previous page.
- [Page down] Moves to the next page.

Sales Reports

All of the sales reports are listed under [Reports] then [Sales]. The general listing reports that just display the settings from within StoreManager are not listed below. These reports are: Salesperson Commission Structure, Sales/AR tender, Sales/AR Terms, Tax exempt reason, Tax Structure, and Tax authority.

Sales Transaction and Return Transaction Reports

This displays detail of every transaction done in sales or quick sales. It shows the order, line items, cost, retail price, gross margins, and links to the order to be viewed, reprinted, or emailed. This report can be sorted and limited by customer, station, reference number, date, etc. Overall, the sales transaction report is one of the most widely used reports to find out general information about a customer's sales history and daily transactions for balancing a drawer if there are issues.

Sales Order Status and Sales Order Return Status

This report displays all of the open sales orders or returns in the system. If the detailed view was chosen, this report will display the general information about the order and each line item and its current status. This report should be run often to make sure there are no outstanding orders that need to be completed. Also salesmen can use this report to check on their orders to see if their items have been purchased yet (if purchase requests are used), what deposits are on the orders, remaining balances, etc. This report will also show the deposits and layaways for each order. By selecting deposit detail, only the orders with a current deposit will be displayed.

Sales Order Cancelled

The cancelled records report displays a listing of the sales order that have been cancelled. This report can be sorted and limited to all order or selected employees. The report will display the reference number, customer, and employee for each order. Clicking on the blue link will open a reference copy of the order.

Items Sold Report

The Item Sold Report shows the items that were sold based on the limiters and dates selected. For each item that was sold over that time period, the report will display the quantity sold, on order, on hand, and committed. One use for this report is to restock shelves with merchandise from the back room as needed without having to check every shelf. Another use is for daily reordering. By knowing how many were sold and what is currently in the store, we can plan what to reorder.

Items Sold Extended

The items sold extended report is similar to the items sold report. This report shows the details for the item, the quantity sold, on order, on hand, committed, retail sales dollars, cost dollars, gross margin dollars, and the gross margin percentage.

Tax Exempt Sales Report

This shows each transaction that was done as non-taxable based on the limiters and dates selected. For each transaction, it displays the customer, reference number, amount, tax id, and exempt reason.

Drawer Opened Report

Lists every time the drawer was opened manually by an employee. It will show the date and time, employee, and from what function of StoreManager it was triggered from.

Commission Reports

The commission report shows a list of transactions based on the selection limiters and dates selected. Each transaction shows the general information based on the sale, each item being sold, and the gross margin percentages, dollars and commission dollars earned. The commission structure can be set up per salesperson and calculated differently. This report is primarily used only to calculate the commission per sales person. Items that are type 3 (No cost/commission/gm) will be displayed in italics to signify no commissions are available for that item.

Sales Accounting

This report is rarely used except by an accountant who would like to see each transaction and the general ledger accounts that were affected.

Purchasing Reports

All of the purchasing reports are listed under [Reports] then [Purchasing]. The general listing reports that just display the settings from within StoreManager are not listed below. These reports are: Purchasing/AP tender, and Purchasing/AP Terms.

Purchase Transaction Report

Displays a detailed report of every transaction invoiced in purchasing. This displays the order, line items, cost, and links to the order to be viewed, reprinted, or emailed. This report can be sorted and limited by vendor, station, reference number, date, etc. The purchase transaction is often used to find the history purchased by vendor or total amount over a time period.

Purchase Order Status and Return Status Reports

This report can be printed to display summary, details, or deposits. Also, it can show all open orders, unreceived items, or uninvoiced items for all dates or selected dates. This report displays the order, line items, and any notes attached to each order. This can be used to see what orders are still outstanding, and the balance due for each order and a total.

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Requested Items Report

By using the purchase request features, you can create a cross reference between sales and purchasing. Also, each item that was requested to be order will be displayed on this report. This report can be displayed by all dates or by the required date. Then it can be sorted or limited by vendor, customer, or reference number. For each item, the report will show the customer, order date, reference number, required date, and sales person. Below that is the quantity ordered, shipped, requested, vendor, cost, on hand, on order, and committed numbers.

Vendor Purchase Order Log

The vendor purchase order log shows a listing or log of purchase orders. This report can be printed for all vendors or selected vendors. A purchase order that has a vendor and sub vendor will print if either vendor is selected. This report will display the reference number, vendor, purchase date, other dates, and the total of the order. This report is useful to get a general idea of which orders have been placed in a short list format. Also, this is used for buying groups that require a list of orders placed (sometimes needed at trade shows).

Committed Dollars and Return Committed Dollars

The purchase committed dollars report shows the monetary value committed each month for the following year. This report can be limited by references, vendors, or buyers. In the selection window there is a report filter/limited at the bottom. This is the way the data will be grouped on the screen. It can be grouped by department, class, manufacturer, vendor, or buyer. This report is used to see where money is going within the company over a period of time.

Purchase Accounting Report

This report is rarely used except by an accountant who would like to see each transaction and the general ledger accounts that were affected.

Transfer Reports

Transfer Reports are used in multi-location stores when the inventory is transferred from one location to another.

Transfer Transaction Report

This report shows detailed information based on completed transfers. This report can be sorted and limited by the from location, to location, station, buyer, vendor, or reference. For each transaction it displays the from location, to location, employee, reference number, items transferred, and the cost of the items. This report is used to find out when, who or what was transferred between locations.

Transfer Order Status Report

This report shows the open transfers. This report can be printed for all items, unshipped items or unreceived items. This report displays the from location, to locations, reference number, and the items being transferred.

Customer Reports

All of the customer reports are listed under [Reports] then [Customer]. The general listing reports that just display the settings from within StoreManager are not listed below these reports are: Customer Demographic Code, Customer Interest Type, Customer Type.

Customer Listing 1

Customer Long Listing

Customer Sales History

Customer Sales History Long Term

Customer Tax IDs

Customer Mailing Labels

Vendor Reports

All of the vendor reports are listed under [Reports] then [Vendor]. The general listing reports that just display the settings from within StoreManager are not listed below. These reports are: demographic code, and vendor salesperson.

Vendor Listing 1

The vendor listing one displays a detailed list of vendor information. This report can be sorted by vendor name or number and can be limited by selected vendors or vendor demographics. For each vendor, this report shows the vendor number, name, contact, salesperson, phone numbers, terms, and the account number.

Vendor Long Listing

This listing report shows more detail about each vendor. The information provided is the vendor name, number, address, terms, contact, phone numbers, salesperson, remit to address, account number, and the demographics the customer is tied to. Each vendor takes up a large portion of a page and this report should always be run to the screen first and limited to the vendors needed.

Vendor mailing labels

This allows for mailing labels to be printed from StoreManager. These will print on the standard Avery 5160 labels. For a detailed description on how to print these, see the custom label section.

Vendor Purchase History Report

This report is used to see the purchase history between last year and the current year for each vendor. This report can be limited to selected vendor or demographic codes. The report displays the vendor's name, number, salesman, contact, phone numbers, last years purchase total and the current year's purchase total.

Inventory Reports

All of the inventory reports are listed under [Reports] then [Inventory]. The general listing reports that just display the settings from within StoreManager are not listed below these reports are: Class, Department, Discount Structures, and Types.

Inventory Accounting

This report is rarely used except by accountants. It lists each time an inventory items stock is manually changed through editing or physical inventory and the accounting codes that it affects.

Inventory Additions Transactions

This report will show new items that have been added to the database based on date or other selection methods. It will show the employee, date and time, upc, vendor, mfg number, description, color, size, department, class, cost, retail, and gross margins. Checking this report will make sure that inventory items added over time are entered in correctly and the gross margin is at a desired level.

Inventory Evaluations

The evaluation reports are designed to give a quick snap shot of inventory and the history in general. These are beneficial for placing booking orders or just generally getting an idea of how an item is doing.

Inventory Movement

This evaluation report shows the movement of an item over a selected time period. This report displays the basic information about the item: mfg number, vendor, color, size, on hand, available, cost, and avg cost. It also shows the sales, purchases, transfers, and adjustments of the item by month and totaled.
The month totals accumulate per year to give a trend for an item. If only one year range is selected, the month totals will only reflect that year. If a longer time period is used each month, it will be added to the total and the total for that month over the time selected. (I.e. April's total would be April 2006 + April 2005 if 2 years were selected)

Inventory Evaluation

The evaluation report is the most complicated report within StoreManager. However, the information displayed is very useful. When working with this report, please note that other evaluation reports may be able to produce the same information.
This report can be viewed by totals, subtotals, details or a combination of them. Also, this report can be sorted and filtered by numerous methods. This report will run for the past 13 months no matter what date range is

entered. The information displayed is selected by the user. It is recommended to display as little as needed to make the report more readable.

The general information that is always shown are: department, class, vendor, mfg number, description, color, size, on order, on hand, received not invoiced, sales, cost, on order dollars, stock dollars, sales dollars, purchase dollars, discount percent, gross margin percent, and transfers.

The selected information will only display if there is information for that grouping and is divided per month. They are: sales in units, sales retail dollars, sales actual dollars, sales cost, purchase units, purchase cost dollars, transfer out units, transfer out cost dollars, adjustment units, adjustment dollars, average inventory cost dollars, discount percentages, and gross margin percentages.

Inventory Sales and Quick Evaluation Report

This evaluation report gives a quick snapshot of what has been purchased, sold, received not invoiced, on order, and on hand for each item selected. These totals are totals for the life of the product.

Firearm Log

The firearm log displays each firearm that has been bought or sold through StoreManager. This log should match any handwritten log books. The only selections given when running this report is to pick what date range based on acquired date to view. For each line it will display the serial number, manufacturer, mfg number, model, type, caliber/gauge disposed 4473, disposed FFL and tracking number. Below this, for both acquired and disposed, it shows the disposed type (sales, purchasing, manually), reference number, date, name, address, city, state, zip, and country.

Firearm Serial Number

This report shows the same information as the firearm log with one exception. The report can be sorted and limited based on many selections to only display the desired information.

Inventory Listing 1

This report provides a listing of items. It can show all items or non taxable items. This report can be sorted and limited by many ways. It will display the department, class, key-in code, vendor, mfg number, description, color, size, discount structure, inventory type, on order, on hand, committed, retail, current cost, and average cost.

Inventory Listing 2

The listing 2 report also provides a listing of items. It can be displayed by details or totals. This report can be sorted and limited by many ways. It displays the department, class, keyin code, vendor, mfg number, description, color, size, on order, received not invoiced, stock , shipped not invoiced, committed, total cost, and retail.

Inventory Long Listing

The inventory long listing report is a very long report. For each inventory item, it displays virtually every piece of information about it. This report is good for looking at only a handful of items since only three items fit per page.

Inventory Price Book

The inventory price book is an inventory listing report designed to give to customers to know their pricing of an item. This report shows the location, department, class, vendor, mfg number, description, color, and size. Also, the current cost is encrypted using the stores encryption and is in the column labeled "bin". Next on the report is the on order, on hand, committed, and retail pricing of the item. Up to three discount codes can be displayed. These will display the price the customer will pay based on the discount break they receive.

Inventory Purchase Items

The Inventory Purchase Items report displays a purchase history of items. Each item will be listed with the price and any printed notes each time it was purchased. Below that, the item will be totaled in quantity and dollars. The purpose of this report is to look at any general items to see what notes have been attached to the item over time.

Inventory Ranking Report

The ranking report provides a way to view items within your store and determine which are your best sellers and worst sellers. This report lets you choose the best or worst sellers, the percentage to view (1%-100%), the date range to view, and what method to use: units sold, dollars sold, gross margin dollars sold. Also, this report can be filtered to view select items, vendors, departments, classes or vendor demographics. This report is very useful for reordering and floor arrangement.

Inventory Signs & Tickets

Under this menu option, signs and tickets can be printed. For more information on these, see the sign & ticket section of this walkthrough.

Inventory Suggested Order

The suggested order report provides a listing of items to be ordered or returned based on the stock levels desired. For an item to appear on the suggested order report, the minimum and maximum on hand quantities must be set in the Inventory add/edit screen. This report can be filtered by selected items, vendors, department, and class and can be sorted by the same options. This report can be selected to print suggested orders, suggested returns, and both.

Inventory Transaction Report

The inventory transaction report records each time an item's cost or stock is modified. This report displays the station, employee, date and time, upc, vendor, mfg-number, description, color, size, unit changed, and cost change. This report can be sorted and filtered by location, station, employee, reference number, and mfg number.

Inventory Valuation

The inventory valuation report is used to display the current value of your inventory. This report can be displayed by totals, subtotal, details, or a combination of them. This can be sorted and filtered by items, vendors, departments, and classes. The subtotals can be set to keyin code, vendor, department, or class.

Employee

Employee Listing

The employee listing report provides a general list of each employee in the system. For each employee it will display their code, name, security ID, phone number, commission structure, and email address. This report should only be used by management since it displays the security login of each employee.

Employee Security Listing

This report shows the security options each employee has been given access to. This report displays the employee's code, name, and telephone number. Below this, each code that the employee has access to is listed by number and description.

General Accounts Receivable

Accounts Receivable helps to track incoming funds. The general functions of AR are applying payments, calculating interest, and printing reports.

Applying Payments

Starting a new payment

- Click on [Accounting] from the main menu bar then [Accounts Receivable].
- Select [Payments] by either double clicking on it or pressing the corresponding number.
- Select the customer by either typing in the customer number, searching for the customer name or number by using the % key, or pressing [F2] to pull up a picking list.
- When finished, press [continue] or [F12].

Applying payments

- Number- Press [F2] to pull up the picking list to select the reference number corresponding to the invoice. As an item is pulled down into the item screen, it is removed from the picking list to avoid duplication. After the item is entered, the rest of the line will be filled in.

- Type- inv for invoice or crd for credit.
- Date- Invoice date.
- For Date- Forfeit date for discounts.
- Due Date- Date it was due.
- Amount- Total amount due.
- Applied- Amount of check received.
  Partial Payments can be made by only applying part of the amount. The remaining balance will be put back into the payment list.
- Deduct- Amount taken off of amount due. This number can be changed by pressing [F11] anywhere on the line item to bring up the discount screen.
- Net- The total amount being applied.
- When finished press [continue] or [F12].

Payment Screen

- The top of this screen shows the customer name and the total amount due.
- Payment Amount- The amount being paid. If the amount being paid is different than what is there type the new amount and press enter.
- Payment Code- How the payment is being entered. Most commonly this would be check. This code can be typed in or [F2] will open the picking list.
- Number- Enter the check number or a text.
- Change- If more than the total due is entered change will be given.
- When finished, press [continue] or [F12].

Interest Calculations

Interest charges can be calculated for outstanding account receivables. To set up the interest type structure see the adding a new customer walkthrough.

Creating a new calculation

- Click on [Accounts Receivable] on the main menu bar and enter your security code.
- Select [Interest] by either double clicking on it or pressing the corresponding number.
- Select [Calculate New Charges].
- Report of Charges- Prints a report of all interest charges that are calculated.
- Post Charges to Account- Actually posts the charges that are printed in the report to the customers account.
- When finished, press [continue] or [F12].
Report selection (this will only appear if you choose to print a report of charges).
- Lines to be Printed- Can print the detail interest per transaction, subtotal for each customer, and/or total interest for everyone.
- Press [Continue] or [Enter] to go to the next screen.
- Sort Order- Selects the sort order that the report will print in.
- Selection Method- Can select to print interest for all customers or filter the report.
- Starting Date- Select the starting date to calculate interest.
- Ending Date- Select the ending date to calculate interest.
- Press [Continue] or [Enter].
- Posting Date- The date the interest will be posted on the account.

Deleting charges

- Click on [Accounts Receivable] on the main menu bar and enter your security code.
- Select [Interest] by either double clicking on it or pressing the corresponding number.
- Select [Delete Existing Charges].
- Report of Charges- Prints a report of all interest charges that would be deleted.
- Post Charges to Account- Actually posts the charges that are deleted to the customer's accounts.
Report selection
- Sort Order- Selects the sort order that the report will print in
- Selection Method- Can select to print interest for all customers or filter the report.
- Starting Date- Select the starting date to calculate interest.
- Ending Date- Select the ending date to calculate interest.
Note: the starting and ending dates must match the dates entered to calculate the interest.

- Press [continue] or [enter].

Reports

There are many reports that can be ran in combination with the AR process to keep track of incoming funds. Some of the most commonly ran reports would include: AR aging, AR transaction, AR interest, and Customer Statements

AR Aging Report

Accounts Receivable Aging
Report Date: 02/17/2005

Number	PO_number	Type	Date	Due	Forfeit	Amount	Current	1 - 30	31 - 60	61 - 90	Over 90
Cust-number: 1201		Name-sort: Carr, Chris				Phone:					
ZZKD03028-ZK0	credit	CRD	1/1/2005	1/31/2005	1/31/2005	($107.98)		($107.98)			
						($107.98)	$0.00	($107.98)	$0.00	$0.00	$0.00
Cust-number: 1294		Name-sort: Dahl, Dennis >				Phone:					
ZZKD03029-ZK0	59670 inv	INV	1/1/2005	1/31/2005	1/31/2005	$91.70		$91.70			
						$91.70	$0.00	$91.70	$0.00	$0.00	$0.00
				Totals for All Customers:		$433.25	$0.00	$50.72	$129.45	$100.00	$153.08

This report shows the account receivables that are outstanding. For each customer it shows the sales reference number, po number, date the transaction was done, due date, and displays the amount in an aging format. The Sales reference numbers are a hyperlink to a printed copy of the sales transaction that may be printed, faxed or emailed.

Customer Statements

Customer Statement Report Parameters

Credit Statements

- All Statements
- No Credit Statements
- Only Credit Statements
- Print Zero Balance Statements

Print Invoices

- Do not print past due invoices
- Print past due invoices

[Cancel] [Continue]

- Click on [Reports] from the menu bar then [Accounting] then [Accounts Receivable] in the list then [Statement].
- The customer statement report parameters window pops up.
- All Statements- Will display all customers whether or not they have a balance, credit or zero balance.
- No Credit Statements- Will only display customers that have a balance past due.
- Only Credit Statements- Will only display customers that have a credit balance.
- Print Zero Balance Statements-Will display all customers who owe money or have a zero balance.
- Select one then press [Continue].

Print Report
- Sort Order- Determines the order the statements will print out in.
- Selection Method- Selects whether to print statements for all customers or selected.
- Select the starting and ending dates for the report to print.
- When finished press [Print to Screen] or [Print to Printer].
- If the report was printed to the screen first and is now ready to be printed to the printer, press the print button.

AR Transaction Report

The AR transaction report shows every transaction that was completed in the AR module. This report is useful to see what was received for each customer. It also shows the time, date, employee, and much more useful information.

Advanced Functions

Moving an AR from one customer to another
- Click on [Accounting] then [Accounts Receivable].
- Select [Payments] then find the customer the AR invoice is currently in.
- Press [Continue] or [F12] to move to the line item screen.

- From the number box, press [F2] to open the picking list.
- Select the invoice to be moved and press [Enter].
- Press [Continue] or [F12] to move to the payment screen.

- In the payment amount enter the amount of the invoice.
- In the code select AR or your accounts receivable code.
- When the AR invoice window opens, move to the customer box.
- Press [F2] to open the customer list and select the customer to move the invoice to.
- After reviewing the rest of the AR invoice window, press [F12] or [Continue] to close the box
- Press [F12] or [Continue] to finish the AR transaction.

General Accounts Payable Walk-Thru

There are many reports that can be run in combination with the AP process to keep track of outgoing funds. Some of the most commonly ran reports would include: Payable status, pending payments, and print checks. The accounts payable process is detailed in the following steps.

Payable Status Report

This report shows a listing of all unpaid payments in the system.

- Click on [Report] then [Accounting] then [Accounts Payable] then click on [Payable Status].
- Select [Details, Subtotals, and Totals] and choose today as the starting date. Click [Continue].
- Choose [Vendor Number] for the sort order. Press [Enter] or double click.
- Choose [All Vendor Names] for the selection method. Press [Enter] or double click.
- Print to screen or printer.

Vendor Number	Vendor Name Po Num	Type	Date	Forfeit Date	Due Date	Amount	Discount	Net
aad	ZZZ003022-0	INV	2/22/2004	2/22/2004	2/22/2004	$8.70	$0.00	$8.70
4ST	4 STAR BAIT					$8.70	$0.00	$8.70

This is one line of the report. It shows across the line, the vendor number, PO number, type of payment, date it was put into the system, forfeit date for the discount price, date due, amount due, discounted amount, and the net due.

Selecting bills to pay

After selecting which bills to pay from the report above, they need to be selected in the computer. This can be done two ways- automatically or manually. Most payables will be done through automatic.

Automatic

- Click [Accounting] then [Accounts Payable] from the main menu and enter your security code.
- Select [Payments] either double clicking or pressing the corresponding number.
- Select [New (Auto)].
- Select [Forfeit Date] to base your selection on. This will mark all invoices that have a due date or forfeit date prior to the selection made.
- Enter the date to pay all invoices due before.
- Press [Continue] or [F12].
- A selection window will open. Choose vendor name for the sort order. Then choose either all vendors to select all bills due or selected vendors to choose only certain vendors.
- When finished press [Continue] or [F12].
- A message will appear listing the vendors that payments were made to.

Manual

- Click [Accounting] from the main menu then [Accounts Payable] and enter your security code.
- Select [Payments] either double clicking or pressing the corresponding number.
- Select [New (Manual)].
- Select the vendor either by typing in the vendor number or pressing [F2] to pull up the picking list.
- When finished press [Continue] or hit [Enter] to move to the line item screen.

See the change section below on how to use the line item screen to add items and/or discounts.

Making Changes to an AR payment

- Click on [Accounting] from the main menu then [Accounts Receivable].
- Select [Payments] by either double clicking on the button or pressing the corresponding number.
- Select [Change].
- Enter the reference number if known, or otherwise press [F2] to open a picking list of all pending payments.
- When finished press [Continue] or hit [Enter] to move to the line item screen.

Line item screen

- Number- Shows the invoice number from purchasing. To add a new item, move to the first blank line by using the arrow keys. Either type in the invoice number or press [F2] to pull up the picking list to see all due invoices. As each item gets pulled down into the line item screen, it gets removed from the picking list. Select one or multiple items.
- Applied- Enter the amount being paid. To make partial payments, enter the amount that will be paid and the remainder will be put back into the picking list.
- Discounts can be added or edited by either right clicking on the line or by pressing [F11]. If a discount is entered in purchasing, it will automatically be transferred into AP and applied as long as today is before the forfeit date. After the forfeit date, discounts need to be applied by hand.
- This screen can be sorted by clicking on the column header to sort by.   To sort in reverse order, click the column header again. To revert back to the original sort order, click the reset sort order button.
- To search for a reference, press [Ctrl + F] and enter the invoice number. When found, the invoice will be highlighted
- To delete an invoice, press [F5] while on the item.
- Once all payments to the vendor are added, press [Continue] or [F12] to move to the next screen.

Payment Screen

- Payment Amount- Amount that will be paid.
- Payment Code- How the payment will be made. This code can be typed in or press [F2] to see a list of all payment codes.
- Number- Place to enter a number or text. If the check is going to be printed from the system, leave this space blank.
- When finished, press [Continue] or [F12] to save.
- Repeat this for each payment to be made.

Canceling a AP payment

- Click on [Accounting] then [Accounts Receivable].
- Click on [Payments] by double clicking on the button or by pressing the corresponding number then [Cancel].
- A selection window will pop up.
- Sort Order- Click on [Reference].
- Selection Method- Click on [Selected References] to open a picking list of all pending payments.
- Select the payment to cancel and press [Enter].
- Click on the [Continue] button or press [Enter].

Pending Payment Report

This report shows all payments that are marked to be paid and need to be finalized. Double check this report for accuracy before finalizing the AP payments.

- Click on [Reports] from the menu bar then [Accounting] then [Accounts Payable] then [Pending Payments].
- A selection window will pop up.
- Sort Order- How the pending payments will be sorted when printed.
- Selection Method- Allows you to select all pending payments or only certain ones.
- When finished press [Print to Screen] or [Print to Printer].
- If the report is printed to the screen it can later be printed to the printer by clicking on the print icon

Ven Ref	Our Ref	Type	Amount	Deductions	Net
Vendor: Sun	Sun Trust Bank			Payment:	ZZK003135
134	ZZK003031-5	Invoice	$134.00	$0.00	$134.00
Totals for reference - ZZK003135				$0.00	$134.00

- Top line shows the vendor and AP payment reference number.
- Each line item shows the vendor reference number, the purchase reference number, type of transaction it was, total amount applied, any deductions applied, and the net amount due.
- After reviewing this report for accuracy, the payments can be finalized.

Finalizing
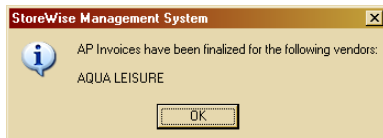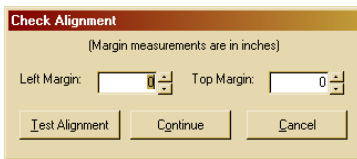
- Click on [Accounting] from the main menu bar then [Accounts Payable].
- Click on [Payments] then [Finalize].
- A selection window will pop up. Select [Reference Number] for the sort order then [Selected References] for the selection method.
- In the picking list select each item that is to be finalized.
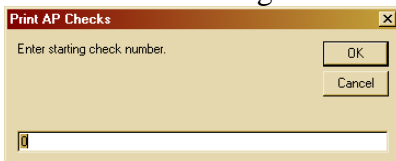
Note: after reviewing the pending payment report and would like to finalize all payments at once, select all reference numbers for the selection method.

- When finished press the [Continue] button.
- Select [Ok] in the print window.
- Select [Ok] in the pop up window showing which invoices have been finalized.
- Close the Accounts Payable section of StoreManager.

Print Checks
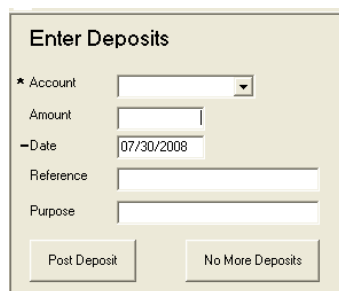
- Click on [Reports] from the menu bar then [Accounting] then [Accounts Payable] then [Print Checks].
- Select [Yes] to printing a test alignment page.
- Change the margins and hit [Test Alignment] until the text lines up to print correctly with your checks.
- Press [Continue]. This only needs to be done the first time or two that checks are printed.
- Select [Reference Number] in the sort order then [Selected References] in the selection method.
- Select the payments to be made then press [Enter].
- Press [Print to Printer] on the selection window.
- Enter the starting check number to be printed and hit [Ok].

Accounting

Deposit Money

The deposit money function will allow for deposits to be recorded into the system and display on the check register.

- Click on [Accounting] then [Checking] then [Deposit Money].
- Enter the amount of the deposit.
- Enter the date the deposit was made.
- Enter the reference number.
- Enter the Purpose of the deposit.
- Click on [Post Deposit].
- Continue until all deposits are posted then click on [No More Deposits].

Serial Numbers

Setting up a serial number inventory item

A serial item is created identically to any other inventory item with one exception. On the inventory add/edit screen, under the tab 1-general information, the serial number type must be set to other.

Acquiring a serial item

Serial items can be acquired in the system one of two ways. It can either be purchased or entered manually.

Purchased from a vendor or customer
- If the item is being purchased from a vendor, create the purchase order as normal and enter the inventory items that are being ordered.
- If the item is being purchased from a customer, create either the sales return order or a sales order and return (buy) the item.
- When receiving the item, the serial numbers must be entered when the item is being marked as received. From the line item screen press [CTRL+N] to open the serial number list.

- Enter the serial numbers received and the tracking number for each item.
- Then press the [Continue] button and complete the order as normal.

Manually

Click on [Database], then [Inventory], then [Inventory Serial Number]. This opens the serial number picking list. For more information on this list see below.

Press [F3] to add an item.

- Mfg Number- The mfg number of the item. Press [F2] to pull up a list of firearms and select one from the list. From the picking list you can press [F3] to add a new item or [F4] to edit an existing item.
- Manufacturer- The manufacturer of the firearm. This number filled in automatically but can changed by pressing [F2] and picking the manufacturer from the picking list.
- Model & Type & Calb/Gauge – These are all filled in automatically by can also be changed.
- Serial Number- The serial number of the item.
- Track Number- The tracking number for the item.
- Location- The location the item is being acquired into.

Acquired Information

- Date- The date the item is being acquired (Press Ctrl+D to fill in today's date).
- Name- This name must come from either the customer or vendor picking list. Press [F2] then choose whether to open the customer or vendor list.
- Line 2 and address information- This information is filled in automatically but can be updated by the user.
- Reference- Any reference number associated. If this item was acquired through purchasing the purchase number would be entered automatically.
- Country of Origin- This is filled in from the acquired from persons file. This can be changed.

Once each field is filled in press Finished to save and return to the picking list.

Disposing of a serial number item

Disposing of a serial item can be done one of two ways. Selling the item to a customer or vendor or manually.

Sold to a customer or vendor

- If the item is being sold to a customer, create the sales order as normal and enter the inventory items being sold.
- If the item is being sold or returned to a vendor, create the return order or sales order and return (sell) the inventory items

- When the item is being shipped from your location, press [CTRL +N] to open the serial number list.

- Enter the serial number or select it from the picking list by pressing [F2]. If the F4473 number is blank fill in the information.
- When finished, press the [Continue] button and finish the order as normal.

Manually
Click on [Database] then [Inventory] then [Firearm Serial Number]. This will open the firearm serial number picking list. For more information on this list see below.
Find the serial number to be disposed of and press [F4] to edit the item.

The top section and acquired information will already be complete.
Disposed information
- Date- The date the firearm is being disposed of (Press [Ctrl+D] for today's date).
- Name- This name must come from either the customer or vendor list. Press [F2] to choose which list to pick from.
- Address information- This is all filled in automatically for the disposed to person. This information can be changed.
- Reference- A reference number associated for the sale. If the firearm was disposed of through the system, this would be the order number.

- FFL and F4473- Their FFL or F4473 number to be stored on file.
- Country of Origin- This should be entered from the customer or vendor file but can be entered manually.
- When all information is filled in, press the [Finished] button to save and return to the picking list.

Firearm Serial Number List

The firearm serial number list displays every serial number than has ever been entered into StoreManager. To access this list click on [Database] then [Inventory] then [Firearm Serial Number].

There are two views in this list. They are the active and inactive. The green button lets you know when you are looking at active (serial number that has not yet been disposed of) or inactive (already disposed) items. To switch between views either click on the green button or press [Ctrl+F2].

Each line shows a separate serial number. The list is sorted based on which column is selected.

The information displayed on this list is the serial number, tracking number, manufacturer, model, type, caliber, acquired date, disposed of date, and location (for multi-location stores).

This list can have items added to it by pressing [F3] or edited by pressing [F4].

Firearm Log

Firearms Log Report

For Location Z

Serial Number	Mfg	Mfg Number	Model		Type	Ca/Ga	Dis-4473	Dis-FFL	Track Number	
Ty	Reference	Date	Name		Address		City		State	Zip	Country
332241	RED	Gun1	Gunn		blue		123				
Acq: FA		2/11/2006	Reda Sports Express		44 North Second St.		Easton		PA	18042	USA
Dis: SO	ZZS003038	2/24/2006	Turk Baseball		Turk Baseball 13421 Boulder R		Monroe		WA	98272	USA
45342	RED	Gun1	Gunn		Shot					8876	
Acq: FA	00865	2/25/2006	Turk Baseball		Turk Baseball 13421 Boulder R		Monroe		WA	98272	USA
Dis:											

The firearm log report is ran based on Acquisition date. This report should be identical to your firearm log books. Click on [Reports] then [Inventory] then [Firearm Log].

For each firearm, it shows the serial number, mfg number, model, type, caliber, disposed 4473 or FFL number, and tracking number. Below this is the acquired and disposed information. This shows the method the firearm was acquired or disposed. The different methods are: SO- sales order, SR- sales return, PO- purchase

order, PR- purchase return, FA- manually. Next is the reference number of the order or number entered, followed by the date, name, address, and country.

Firearm Serial Number Report

The firearm serial number report looks identical to the firearm log report (shown above). This report is accessed by clicking on [Reports] then [Inventory] then [Firearm Serial Number]. The difference between this report and the firearm log report is this report can be sorted by serial number, mfg, model, tracking number, acquired date, disposed date, and disposed to information.

Firearms

Setting up a firearm inventory item

A firearm item is created identically to any other inventory item with one exception. On the inventory add/edit screen, under the tab 1-general information. The serial number type must be set to firearms.

★ Department	F	Firearms
★ Class	NON	No Class
★ Serial Number Type	Firearm	
★ Discount Structure	AA	Normal

Acquiring a firearm

Firearms can be acquired in the system one of two ways. It can either be purchased or entered manually.

Purchased from a vendor or customer

- If the firearm is being purchased from a vendor, create the purchase order as normal and enter the inventory items that are being ordered.
- If the item is being purchased from a customer, create either the sales return order or a sales order and return (buy) the item.
- When receiving the firearm, the serial numbers must be entered when the item is being marked as received. From the line item screen press [CTRL+N] to open the serial number list.

Purchase Acquisition

Acquired From: Russell Athletic

1 ea Gun1
Gunn blue l

Serial Number	Track Number

Cancel   Continue

- Enter the serial numbers received and the tracking number for each firearm.

- Then press the continue button and complete the order as normal.

Manually

Click on [Database], then [Inventory], then [Firearm Serial Number]. This opens this firearm serial number picking list. For more information on this list, see below.

Press [F3] to add an item.

- Mfg Number- The mfg number of the item. Press [F2] to pull up a list of firearms and select one from the list. From the picking list, you can press [F3] to add a new item or [F4] to edit an existing item.
- Manufacturer- The manufacturer of the firearm. This number is filled in automatically but can be changed by pressing [F2] and picking the manufacturer from the picking list.
- Model & Type & Calb/Gauge – These are all filled in automatically by can also be changed.
- Serial Number- The serial number of the item.
- Track Number- The tracking number for the item.
- Location- The location the item is being acquired into.

Acquired Information

- Date- The date the item is being acquired (Press Ctrl+D to fill in today's date).
- Name- This name must come from either the customer or vendor picking list. Press [F2] then choose whether to open the customer or vendor list.
- Line 2 and address information- This information is filled in automatically but can be updated by the user.
- Reference- Any reference number associated. If this item was acquired through purchasing, the purchase number would be entered automatically.
- Country of Origin- This is filled in from the acquired from persons file. This can be changed.

Once each field is filled in, press Finished to save and return to the picking list.

Disposing of a firearm

Disposing of a firearm can be done one of two ways. Selling the item to a customer or vendor or manually.

Sold to a customer or vendor

- If the item is being sold to a customer, create the sales order as normal and enter the inventory items being sold.
- If the item is being sold or returned to a vendor, create the return order or sales order and return (sell) the inventory items
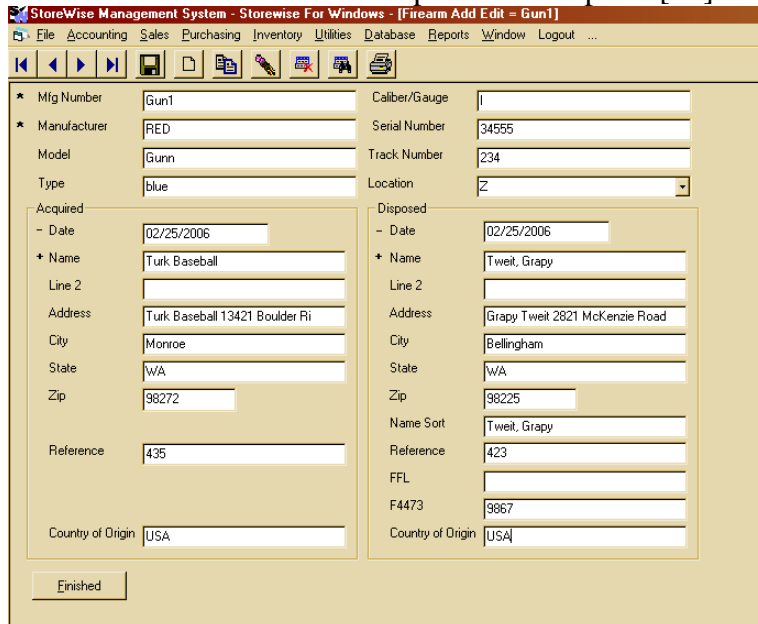 - When the item is being shipped from your location, press [CTRL +N] to open the serial number list.

- Enter the serial number or select it from the picking list by pressing [F2]. If the F4473 number is blank, fill in the information.
- When finished, press the [Continue] button and finish the order as normal.

Manually

Click on [Database] then [Inventory] then [Firearm Serial Number]. This will open the firearm serial number picking list. For more information on this list, see below.

Find the serial number to be disposed of and press [F4] to edit the item.

The top section and acquired information will already be complete.

Disposed information

- Date- The date the firearm is being disposed of (Press [Ctrl+D] for today's date)
- Name- This name must come from either the customer or vendor list. Press [F2] to choose which list to pick from.

- Address information- This is all filled in automatically for the disposed to person. This information can be changed.
- Reference- A reference number associated for the sale. If the firearm was disposed of through the system, this would be the order number.
- FFL and F4473- Their FFL or F4473 number to be stored on file.
- Country of Origin- This should be entered from the customer or vendor file but can be entered manually.
- When all information is filled in, press the [Finished] button to save and return to the picking list.

Firearm Serial Number List

The firearm serial number list displays every serial number than has ever been entered into StoreManager. To access this list, click on [Database] then [Inventory] then [Firearm Serial Number].

There are two views in this list. They are active and inactive. The green button lets you know when you are looking at active (serial number that has not yet been disposed of) or inactive (already disposed) items. To switch between views, either click on the green button or press [Ctrl+F2].
Each line shows a separate serial number. The list is sorted based on which column is selected.
The information displayed on this list is the serial number, tracking number, manufacturer, model, type, caliber, acquired date, disposed of date, and location (for multi-location stores).
This list can have items added to it by pressing [F3] or edited by pressing [F4]

Firearm Log

Firearms Log Report

For Location Z

Serial Number	Mfg	Mfg Number	Model	Type	Ca/Ga	Dis-4473	Dis-FFL	Track Number		
Ty	Reference	Date	Name	Address		City	State	Zip	Country
332241	RED	Gun1	Gunn	blue	123				
Acq: FA		2/11/2006	Reda Sports Express	44 North Second St.	Easton	PA	18042	USA
Dis: SO	ZZS003038	2/24/2006	Turk Baseball	Turk Baseball 13421 Boulder R	Monroe	WA	98272	USA
45342	RED	Gun1	Gunn	Shot				8876	
Acq: FA	00865	2/25/2006	Turk Baseball	Turk Baseball 13421 Boulder R	Monroe	WA	98272	USA
Dis:									

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The firearm log report is run based on Acquisition date. This report should be identical to your firearm log books. Click on [Reports] then [Inventory] then [Firearm Log].
For each firearm, it shows the serial number, mfg number, model, type, caliber, disposed 4473 or FFL number, and tracking number. Below this is the acquired and disposed information. This shows the method the firearm was acquired or disposed. The different methods are: SO- sales order, SR- sales return, PO- purchase order, PR- purchase return, FA- manually. Next is the reference number of the order or number entered, followed by the date, name, address, and country.

Firearm Serial Number Report

The firearm serial number report looks identical to the firearm log report (shown above). This report is accessed by clicking on [Reports] then [Inventory] then [Firearm Serial Number]. The difference between this report and the firearm log report is this report is sort able by serial number, mfg, model, tracking number, acquired date, disposed date, and disposed to information.

Company Mail

There are two ways of accessing the StoreManager mail system. The first way is to hit [Ctrl M]. The other is by using the mouse and go to file on the menu bar then down to mail messages. The picture below is the mail main screen.
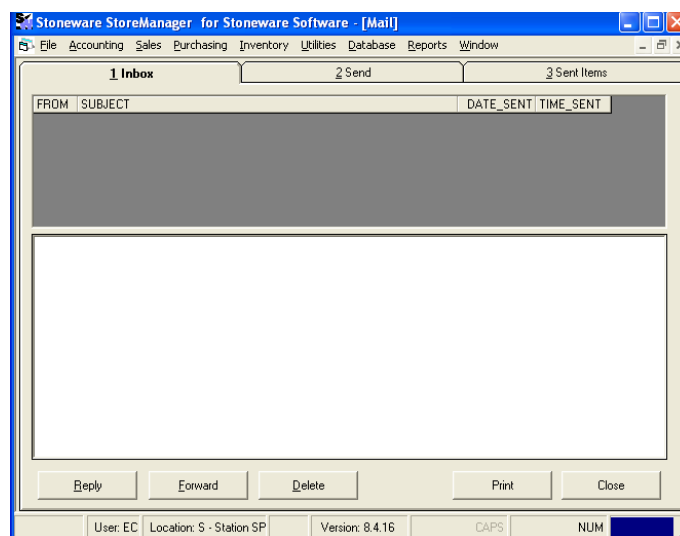
Across the top are three tabs. These allow the user to look at their inbox, send a new item, and look at previously sent items. In the Send items tab, the To: box is a pick list that can be accessed by pressing [F2].

Periodically, the system will check for new messages. When the user has new mail, an envelope will appear at the bottom of the screen as shown below.
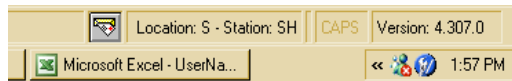
Time clock

The time clock can be accessed by clicking on [File] then [Time Clock] or by pressing [Ctrl + K] anywhere in the system.
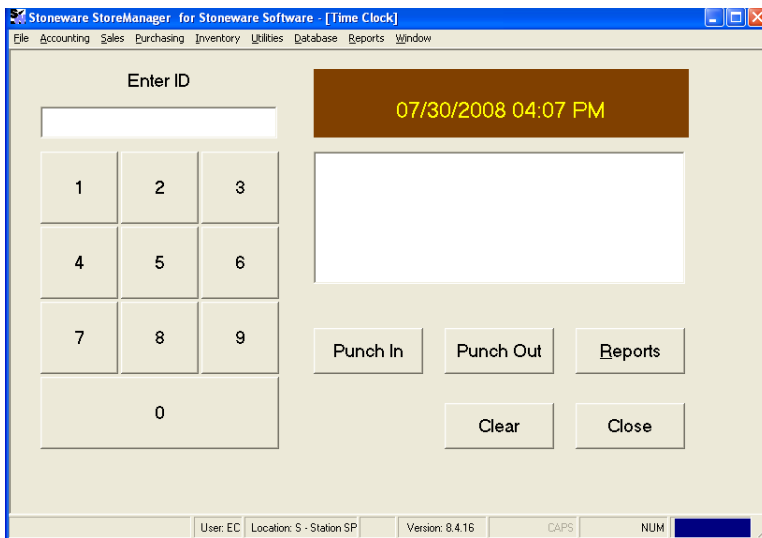
Setting the employees time clock ID
- Click on [Database] then [Employee].
- Find the employee and press [F4] to edit their record.
- Click on the [Modify Security Groups] button.
- Enter in the time clock Id.
- Press [Finished] then [Finished] again.
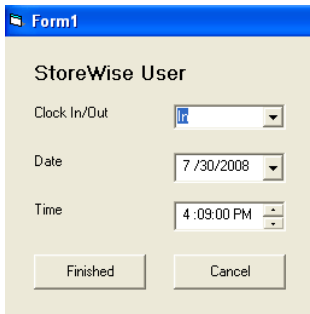
Clocking in and out
- Enter in the employee time clock id and press [Enter] or click on the punch in or out button.

Print Report
- Click on the [Report] button.
- Select to print the report for all employees or only selected employees.

Editing or adding a time clock punch

- Click on [Database] then [Employee].
- Find the employee and press [SHIFT + F4].
- A picking list will appear with all of the employees' time clock punches.
- To add a punch record, press [F3]. To edit a record, find the record and press [F4].
- Fill in the correct information and press [Finished].

Database

Accounting Codes

The accounting codes tie various parts of the software together. A report of accounting codes affected over time can be run and used to create the four standard accounting reports that accountants use. To easily set up your accounting codes, ask your accountant for a chart of accounts.

- Click on [Database] then [Accounting Codes] to open the picking list of accounting codes. From this list, press [F3] to add a new record. [F4] will edit as well.

- Account Code- The accounting code.
- Description- The description of the accounting code.
- Account Type- The type of account this is.
- Default GL Acct #- The default GL number to use.
- Location GL Acct#- If you are a multi-location store and want to track each location separately, then you would fill in an account number for each active location. In most cases this number would be the default GL # with a .1 or .2 behind it, depending on the location number.

The accounting codes are directly used in the following places: Interest Types, Item Types, AR and AP payment deductions, AP an AR Tender codes, and Sales tax.

Customers

Customer Types

Customer types allow you to distinguish between up to 9 different customer types. Some examples of common types are: Retail, Team, Wholesale, Internet Sales, Schools, etc. The use of multiple customer types allows you to view sales information and history per each customer type. Customers are assigned a customer type on the customer add/edit screen.

- Click on [Database] on the main menu then [Customer] then [Customer Type].
- From the picking list, press [F4] while on a record to edit it.
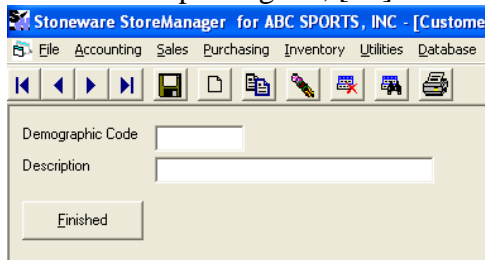
- Customer Type- There is 9 available customer types.

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- Description- A short description of the type of customer this will represent. Some examples would be retail, wholesale, or commercial.
- Default Tender Code- The default tender used in AP and AR for this type of customer.

Customer Demographics

Customer Demographics are user defined groups for customers to belong to. Each customer can be in zero, one, or many demographics. Most reports that can be printed by selecting customers can also be printed by customer demographics. Some examples of demographics: Baseball, Softball, Shoes, Team, Retail, Coach, Bad check, 2005, School, etc.

- Click on [Database] on the main menu then [Customer] then [Customer Demographic].
- From the picking list, [F3] will add a new record and [F4] will edit.

- Demographic Code- The code to represent the demographic.
- Description- The description of the demographic code.

Customer Interest

Interest can be charged on AR Invoices. Interest is not charged until the calculate interest utility is ran from accounts receivable. The interest type to be used per customer is set in the customer add/edit screen.

- Click on [Database] from the main menu then [Customer] then [Customer Interest Type].
- From the picking list, [F3] will add a new record and [F4] will edit the selected record.

- Interest Type- The code used to identify this type.
- Description- The description of the type.
- Yearly Rate- The interest rate to charge.
- Minimum Charge- The amount of interest that needs to be calculated for the interest to post to the account.
- Grace Days- The number of days after the due date before interest will be charged.
- AR Account Code- The accounts receivable accounting code to be affected. [F2] will open a picking list of choices.
- Interest Account Code- The accounting code that the interest charges will be sent to. [F2] will open a picking list of choices.
- Interest Start Date- When the interest will start charging.
    1- Invoice date
    2- Invoice due date
    3- Invoice due date + grace days
- Include all payments- Takes into consideration payments made to the invoice overdue or not.
- Includes Credits- Determines whether to calculate interest for credits that haven't been used yet.
- Compound Interest- Determines whether to compound interest or not.
- Invoice Message- A message can be added to the bottom of the invoice when interest is charged.

Vendor

Vendor Demographics

Vendor Demographics are user defined groups for vendors to belong to. Each vendor can be in zero, one, or many demographics. Most reports that can be printed by selecting vendor can also be printed by vendor demographics. Some examples of demographics: Baseball, Softball, Shoes, Terms, Booking, Fill-in, etc.

- Click on [Database] on the main menu then [Vendor] then [Vendor Demographic].

- From the picking list, [F3] will add a new record and [F4] will edit.
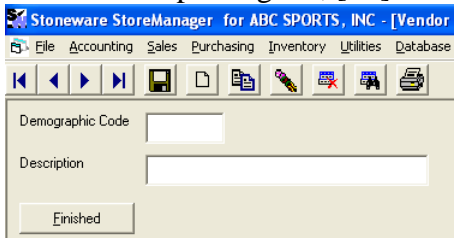
- Demographic Code- The code to represent the demographic.
- Description- The description of the demographic code.

Inventory

Item Types

Item types are overall very important in StoreManager. Item type controls which accounting codes are affected each time an item is bought, sold, or transferred. Also, these types determine how an item is tracked and displayed on reports. Some examples of item types are merchandise, non merchandise, freight, expense, etc.

Note: Item types are connected to inventory items. Generally, most of your inventory will fall into merchandise or non merchandise. Expenses that need to be tracked separately will each need their own account code. For example, you may have two inventory items auto maintenance and auto expense. Both of these items can have the same item type of automotive expense. This item type is associated with the auto exp accounting code. When accounting reports are run, anything that was bought or sold using the auto items will appear under the auto exp accounting code.

Item types are the key element to every accounting report that deals with account codes. It is very important that they are set up correctly.

Item types tie directly into the underlying accounting codes for the StoreManager system. Each type of item that is to be tracked separately will have its own item type. The merchandise item type will have thousands of items associated with it but is ok to have only one item. For example, an inventory item called rent would have a rent item type which would point to the rent account code. Since that is the only item that is to be tracked on the accounting reports for rent this would be correct. Whereas, you may have a cell phone and an office phone (both items with the phone item type) that points to the phone account code. These two items are then tracked together on the accounting reports.

Setting up a new inventory type

- Click on [Database] from the main menu then [Inventory] then [Inventory Type].
- From the picking list, press [F3] to add a new record or [F4] while on a selected record to edit an existing one.
- Type Code- Up to a 5-digit code to identify the item type.
- Description- A description of the item type.
- Item Type/Desc
  o Regular Item- An item that is going to be bought and sold.
  o No Cost- An item that is not bought but will be sold. Commission can be applied. An example of this would be a rewind fee or a warranty.
  o No Cost/Commission/GM- An item that is maybe bought or sold but is typically not merchandise. Commission and gross margin would not be applied. An example of this could be labor hours, embroidery, utilities, etc.
- Discount Type- Selects whether the item will be discountable in AR and AP. An example of this would be a write off. Either way the cost of the item can still be changed when bought or sold.
- Invent Exp Account- The general ledger account to put the cost when the item is **purchased**. Most often this would be some type of expense account.
- Invent. Adjust Account- The general ledger account to put the **inventory adjustments**. These adjustments can come from physical inventories or manual adjustments to stock from the add/edit screen.
- Trn to Account- In multi-store companies, this is the account that will be affected when an item is being transferred to the store. Typically this account code would be similar to the transfer in.
- Trn from Account- In multi-store companies, this is the account that will be affected when an item is being transferred from the store. Typically this account code would be similar to the transfer in.

Sales Account Codes/Cost of Sales Account Codes

- These two sections work in the same manner. When an item is **sold,** the price of the item gets moved from the inventory exp account to the sales accounts.
- The selling price of the item moves to the sales account codes section and the cost of purchasing the item moves to the cost of sales account codes. This is to keep track of both the cost of the item and the actual amount charged.
- In each section, there are 9 possible records. These relate directly to the 9 customer types that can be set up.
- Note: For each customer type set up there must be a matching sales account and cost of sales account.
- How it Works: When an item is initially purchased, the cost is put into the inventory expense account. When the item is sold the system looks at which customer type it is being sold to, then moves the cost to the corresponding numbered sales and cost of sales accounts. If the item is transferred to another location, the cost is moved from the inventory expense account and temporarily placed into the transfer in or out account until the item is received at the other location, then put into their inventory expense account. If the stock is changed manually or by physical inventory, the cost is moved from the inventory expense account to the inventory adjustment account.

Inventory Departments and Classes

Each inventory item needs to be assigned a department and class. Many reports can be run by department and/or class.

- Click on [Database] from the main menu then [Inventory] then either [Inventory Department] or [Inventory Class].
- From the picking list press [F3] to add a record or [F4] to edit the selected record.
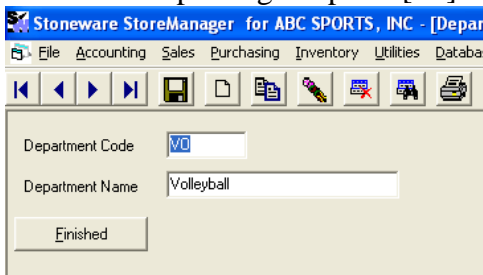
- Department code- The code for the department.
- Description- The departments description.

Inventory Warranties

Items that have special information can be set up within StoreManager to show on the display tags printed for the item. This information will also print on all receipts.
- Click on [Database] from the main menu then [Inventory] then [Inventory Warranty].
- From the picking list, press [F3] to add a record or [F4] to edit the selected record.

- Warranty Code- The code for the warranty.
- Description- The warranty description.

Inventory Discount Structures

The inventory discount structure allows the user to set predefined discount codes that can be applied to a sales line item to automatically calculate a discount amount. Once a discount structure has been created, it can be applied to inventory items in the inventory add/edit screen.

- Click on [Database] from the main menu then [Inventory] then [Inventory Discount Structure].
- From the picking list, press [F3] to add a new record or [F4] to edit and existing structure.

- Structure- The code of the structure.
- Description- The structures description.

- Methods- Below are 18 methods that can be used followed by the percentage. They are assigned the letters A-R, which are the codes to be used on the sales line item screen. The available methods are explained below:
    - Percent above average cost- Marks an item up by the specified percentage above average cost.
    - Percent above current cost- Marks an item up by the specified percentage above current cost.
    - Percent below current cost- Marks an item to reflect the specified percentage below current cost.
    - Percent below retail- Marks an item to reflect the specified percentage below retail.
    - Percent GM on average cost- Marks an item to reflect the specified gross margin percent above average cost.
    - Percent GM on current cost- Marks an item to reflect the specified gross margin percent above current cost.

Sales and Purchasing

Deduction codes

Deduction codes are used in both AR and AP when all or part of an invoice balance needs to be written off. Write offs can be needed to adjust the balance of an invoice, give a discount to a customer, write off bad debt, add an early payment credit to an invoice, and many other reasons. Which ever reason is used, it needs to be noted at the time of writing this balance off. This reason is the deduction code that is used.

- Click on [Database] from the main menu then either [Sales] or [Purchasing] then either [AR payment deduction] or [AP payment deduction].
- From the picking list, press [F3] to add a record or [F4] to edit the selected record.

Deduction Code- The code used.

Description- The description of the deduction code.

Account Code- The accounting code that is affected when an amount is written off. Pressing [F2] will open a picking list for the item.

Tender Types

Tender types are used within the system to record how an order or receivable was paid. Sales and AR share one set of tender types, while Purchasing and AP share another. Both sets of tender codes are set up in the same method. Some examples of tender types include: Cash, Check, Visa, Deposit, Layaway, Gift Card, etc.

- Click on [Database] then either [Sales] or [Purchasing] then either [Sales/AR Tender] or [Purchase/AP Tender].
- From the picking list, press [F3] to add a new record or [F4] to edit the selected record.

Tender code- The code used on the payment screen

Tender Types (in Sales/AR)
1- Cash- Cash
2- Their Check – A check
3- Their Cash Card –A credit or debit card
4- Their Cash Card Approved- A credit or debit card ran through StoreManager and approved
5- AR- Sent to accounts receivable
6- Our Check- Our check was used
7- Deposit- A deposit or layaway
8- Other- A different payment method
9- GC- Gift certificates

Tender Types (in Purchasing/AP)
1- Cash- Cash
2- Our Check- A check
3- Our Cash Card- Our credit or debit card
4- Our Payable Card-
5- AP
6- Their Check
7- Deposit
8- Other

Terms

Terms are used within the system to record when an order or receivable needs to be paid. These terms are only used when an invoice is sent to accounts receivable or payable. Sales and AR share one set of terms types, while Purchasing and AP share another. Both sets of terms are set up in the same method. Some examples of terms include: Net30, Net15, COD, 15%Net15, 2%30Net90.

- Click on [Database] then either [Sales] or [Purchasing] then either [Sales/AR Terms] or [Purchase/AP Terms].
- From the picking list, press [F3] to add a new record or [F4] to edit the selected record.

- Terms Code- The short description of the term.
- Description- The description of the term.
- Discount- The discount percentage to be applied if paid before the forfeit date.
- Start Code- Determines whether the terms start as of the date of the invoice or at the end of the current month.
- Forfeit Days- The number of days from the start code the discount amount will be forfeited.
- Due Days- The number of days from the start code the invoice amount is due.
- Forfeit Date- A specific date the discount percentage will be lost. Note: either the date or days can be used but not both.
- Due Date- A specific date the invoice is due (sometimes booking orders will be due a few months in the future on a specific date for all purchases).
- Invoice Message- The invoice message only appears in the sales terms. This allows for a message to be added to the bottom of the sales invoice copy. Within in the message, identifies can be added to include specific information into the message.

  Inin - invoice number

  Dd/dd/dd – invoice date

  <<Today>>- today's date

  <<Reference>>- the invoice number and the current suffix

Commission Structures

Commission structures are used to determine how commissions will be assigned to each employee based on their sales.

- Click on [Database] from the main menu then [Sales] then [Sales Person Commission Structure].
- From the picking list press [F3] to add a new record or [F4] to edit the selected record.

- Structure- A short description of the structure.
- Description- The description of the structure.
- Methods- There are 3 methods for determining commissions. It is suggested that each structure only uses one method. Each method looks at the individual items sold. Commissions can be figured on gross margin percentages, gross margin dollars, or total retail dollars.
- Range- The range is set up for breaking up how commissions are distributed based on the method. The start range 1 should be the lowest value you want commissions to be given for. Start range 2 should be the next highest value, etc. The range represents the method used.
- Rate- The rate shows what percentage of the retail price should be returned as commissions. The range between start range 1 and start range 2 will give the commissions for rate 1, etc.

For commissions to work, the commission structure being used must be set up in the employee file, and the salesmen on record for the sale is the one that receives the credit for commissions.

Combining Records

Combining records can be done in the inventory, customer, vendor, and employee picking lists. When an item is duplicated or replaced by a new item, the two items should be combined so that only one item remains in the system with the combine history of both.

Selecting items to combine

- While in the picking list and highlighted on the old or duplicated item that is going to be combined press [SHIFT + F5]
- A message box will appear asking to find the correct item to be combined with.
- Once the new item has been found, press [Enter] while highlighted over it.
- The items have been successfully marked as being combined and the old item will now be marked as COMBINED

Running the combine records utility

This must be run on each machine at roughly the same time.

- Click on [Utilities] then [Database] then [Combine Records].
- Place a check mark in each box that the systems should check for records to be combined or select check all.
- Press the [Combine Records] button.
- When the message box will appear once the process is finished, press [OK].
- Press the [Close].

Employee

Adding a new Employee

To add a new employee, click on [Database] then [Employee]. This will open a picking list of all the current employees in the system. Press [F3] to add a new employee.

Employee Code- This is the code that will print on each invoice and the order they print. Typically this code is the employee's initials.

Name- Employee's name.

Name Sort- This will set the name to display last name then first name.
Address Fields- These fields are optional. However, filling in the information will allow for a complete employee listing to be printed.
Phone- Telephone number (optional).
Commission Structure- Select the commission structure to be used for an employee if commission was given for their sales.
Email address, user name, password, server- This information is used so that email can be sent directly from StoreManager. This information is provided to you by your email provider.
Notes- Any additional information regarding the employee.

When finished with this information, either press [Finished] to go back to the picking list or continue below to set up the employee's security settings.
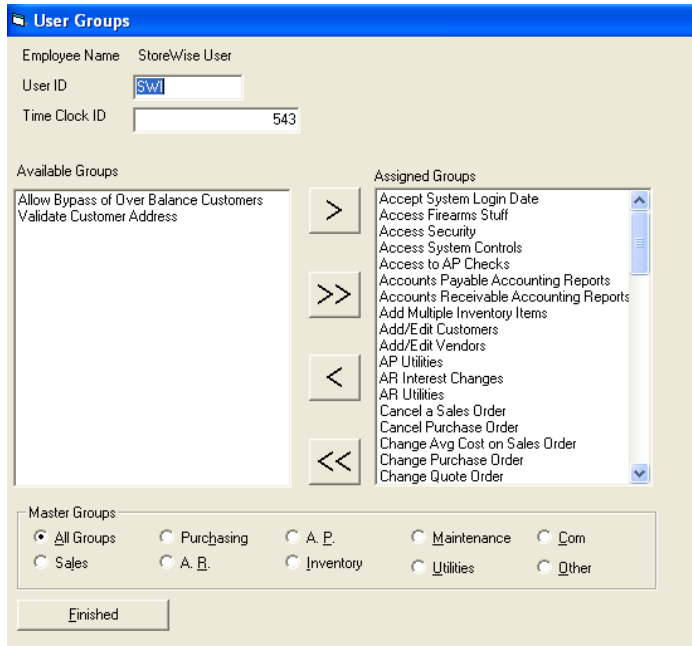
Setting Security Option

Adding security to the system allows for employees to only have access to the modules that they need to be in on a daily basis.

Select employee

- Click on [Database] then [Employee].
- Find the employee in the list and press [F4] to modify.
- Click on [Modify Security Groups]. If the [Modify Security Groups] button is grayed out, press the [Save] button 💾. Then click on the [Modify Security Groups] button.

Modifying security groups

- Employee Name- The user that is being modified.

- User ID- Their security code that is used throughout the system (can be changed here).
- Time Clock ID- The security code used only for clocking in and out.
- Available Groups- Specific tasks that the user does not have access to but may be given.
- Assigned Groups- Specific tasks that the user has access to.
- Tasks may be moved between the two categories by either; double clicking on an item, highlighting it and pressing the [>] or [<], or all items can be moved by pressing the [>>] and [<<].
- Master Groups- Controls what tasks are shown in the above windows. Note: these tasks still must be moved to the right window for the user to have access.
- When done, press [Finished] or [F12] and save the changes.
- Press [Finished] or [F12] to exit out of the employee screen.

Security Codes

Sorted by security groups

Sales
- Sales menu
    - Log into invoice sales
    - Log into quick sales
- New Sales Order
    - Create a new sales order
    - Create a copy of a sales order
- Change Sales Order
    - Change a sales order
- Change Avg Cost on SO
    - Press CTRL + G while in sales order line item screen to adjust the average cost
- Cancel a sales order
    - Cancel a sales order
- Print Sales Order(Old)
    - Print a copy of a sales order
    - Print the items ordered report
    - Print the sales order status report
    - Print the sales return status report
    - Print the sales return transaction report (must also have View/Modify Cost)
    - Print the sales transaction report (must also have View/Modify Cost)
- Create SO Copy
    - Creates a copy of a sales order
- New Sales Quote
    - Create a new quote
- Change Quote Order
    - Change an existing quote
- Convert a Quote Order
    - Convert a quote to a sales order

Purchasing
- Purchase Menu
    - Log into purchasing

- o Log into transfers
- New Purchase Order
    - o Create a new purchase order
- Change Purchase Order
    - o Change an existing purchase order
- Cancel Purchase Order
    - o Cancel a purchase order
- Print Old Purchase Order
    - o Print a copy of an old purchase order
    - o Prints the following reports:
        - ▪ Purchase order status
        - ▪ Purchase return status
        - ▪ Purchase committed dollars
        - ▪ Purchase return committed dollars
        - ▪ Purchase requested items
        - ▪ Purchase transaction report

Accounts Receivables
- Make AR Payments
    - o Log into Accounts Receivable
    - o Make AR payments
- AR Interest Changes
    - o Charge Interest
- Print AR Listing / Mailing Labels
    - o Click on Customer menu to print the following reports
    - o Customer interest type
    - o Customer demographic code report
    - o Customer listing 1
    - o Customer long listing
    - o Customer sales history report
    - o Customer sales history long term
    - o Customer tax ids
    - o Customer type
    - o Print customer barcodes, labels, or custom labels
- Print AR Reports
    - o Print the following reports
        - Customer deleted status report
        - Customer type recap report
        - AR payment deductions
        - Inventory discount structure
        - AR tender report
        - AR terms report
        - AR interest transaction report
        - AR transaction report
        - Customer statements
    - o Access the AR interest picking list
    - o Access the sales tax authority picking list

- o Print customer labels
- o Access reports from accounts receivable
- o Export data (must also have access to Run AP reports and Run inventory reports)
- View Customers
  - o Open customer picking list
  - o Opens the add/edit screen from F4
- Add / Edit Customers
  - o Save changes made to customer add/edit screen
  - o Open the add/edit screen from F3
- Delete Customers
  - o use the auto delete utility (must also have access to AR utilities)
  - o Delete or undelete customers using F5
- AR Utilities
  - o Access the AR utility button from AR
  - o Use the auto delete utility (must also have access to delete customer)
- Edit AR Invoices
  - o Opens the AR invoice pick list
  - o Edit an AR invoice from the AR line item screen by pressing F4

Accounts Payable
- Make AP Payments
  - o Log into accounts payable
  - o Make AP payments
- Finalize AP Payments
  - o Finalize AP payments
- Print AP Listing / Mailing Labels
  - o Print vendor barcodes, shipping, and custom labels
- Access to AP Checks
  - o Print checks
- Print AP Reports
  - o Prints the following reports
    - AP transaction report
    - Vendor deleted status
    - Vendor PO log
    - Vendor listing 1
    - Vendor long listing
    - Vendor purchase history report
    - AP salesman listing
    - Purchase AP terms
    - Vendor demographic code
    - AP status report
  - o Opens the AP deduction window
  - o Access to the reports option in AP
  - o Export vendor mailing labels
  - o Export data (must also have access to Print AR reports and Run inventory reports)
- View Vendor File
  - o Open the vendor picking list

- - o   Open the add/edit screen by pressing F4
- Add / Edit Vendors
    - o   Open the add/edit screen in add mode by pressing F3
    - o   Save changes made to the vendor screen
- Delete Vendors
    - o   Use the auto delete utility (must also have access to AP Utilities)
    - o   Toggle a vendor between deleted and not by using F5
- AP Utilities
    - o   Vendor auto delete (must also have Delete vendors)
    - o   Access the utility menu from AP

Inventory
- Create Price Labels
    - o   Print price labels
- Do Physical Inventory
    - o   Enter counts for a physical inventory
- Finalize Physical Inventory
    - o   Finalize physical inventory
- View / Print Inventory Listing
    - o   Opens physical inventory from the main menu
    - o   Edit an item from purchasing or transfers by pressing F4
- Run Inv. Reports
    - o   Print the following reports
        - ▪ Physical inventory reports from the tablet screen or inventory screen
        - ▪ Inventory transaction report (Must also have View/Modify cost)
        - ▪ Inventory type report
        - ▪ Inventory evaluation
        - ▪ Inventory combined status
        - ▪ Inventory deleted status
        - ▪ Inventory listing 1 report (Must also have View/Modify cost)
        - ▪ Inventory listing 2 report (Must also have View/Modify cost)
        - ▪ Inventory long listing report (Must also have View/Modify cost)
        - ▪ Inventory purchase items (Must also have View/Modify cost)
        - ▪ Items sold
        - ▪ Inventory purchasing and quick evaluation (Must also have View/Modify cost)
        - ▪ Inventory additions (Must also have View/Modify cost)
    - o   Export data (must also have Run AP reports, Run AR reports, and Run inventory reports)
    - o   Display tags and sale tags
- Run Firearm Reports
    - o   Print the following reports
        - ▪ Firearm log
        - ▪ Firearm serial number report
        - ▪ Firearm linkage report
    - o   View the serial number picking list.
- View Inventory
    - o   View inventory by pressing F4 in many places
    - o   View the inventory status screen (ctrl+I)

- Edit Inventory
    - Allows the editing or adding of new items by pressing F3
    - Saves changes made
- Delete Inventory Item
    - Auto delete utility (must also have Inventory Utilities)
    - Delete or undeleted items by pressing F5
- Add Multiple Inventory Items
    - Allows to add multiple size/colors for an inventory item
- View or Modify Cost
    - View cost
    - Print the following reports:
        - Inventory evaluation (Must have Run inventory reports)
        - Inventory listing 1 (Must have Run inventory reports)
        - Inventory listing 2 (Must have Run inventory Reports)
        - Inventory long listing (Must have Run inventory Reports)
        - Purchased items (Must have Run inventory Reports)
        - Inventory quick evaluation (Must have Run inventory Reports)
        - Inventory additions (Must have Run inventory Reports)
        - Inventory transaction (Must have Run inventory Reports)
        - Inventory movement (Must have Run inventory Reports)
        - Sales transaction (Must have Print sales order[old])
        - Sales return transaction (Must have Print sales order[old])
- Run Inventory Utilities
    - Inventory auto delete (must also have Delete inventory item)
    - Reset active status
    - Reset inventory
    - Reset avg cost

Maintenance
- Run Accounting Reports
    - Print the following reports
        - Accounting recap
        - Inventory accounting report
        - Commissions report
        - Out of balance transaction report
        - Account detail report
        - Department recap
        - Detail closing report
        - Summary closing report
        - Employee time sheets
        - Productivity report
        - Register recap
        - Register Z recap
        - Salesperson recap
        - Summary tax
        - Inventory valuation report.
    - Access the account codes picking list
- Purchase Accounting Reports

- o Print the following reports
  - Check register
  - Transfer accounting report
- Sales Accounting Reports
  - o Print the following reports
    - Salesperson commission structure report
    - Drawer opened report
    - Tax exempt sales report
- Accounts Payable Accounting reports
  - o Access the AP deduction pick list
  - o Edit AP terms
  - o Edit AP tender
  - o Edit AP invoices
  - o Print the following reports
    - AP Transaction report
    - AP accounting report
    - Cash requirement report
    - AP pending payments report
    - Purchase accounting report
- Accounts Receivable Accounting reports
  - o Access the AR deduction pick list
  - o Edit AR terms
  - o Edit AR tender
  - o Edit AR tax
  - o Print the following reports
    - Sales tax authority
    - Cash receipt forecast
    - Aging report
    - Sales tax exemption reason report
    - AR interest accounting report
    - AR accounting report

Utilities
- Database Maintenance
  - o Access the support staff screen
  - o Use F5 on a variety of general pick lists
  - o Access the F4 edit on the following picking lists
    - Controls
    - Departments
    - Class
    - Warranty
    - AR Terms
    - Inventory types
    - Discount structure
    - Tax structure
    - Sales tax exempt reason
    - AR tender
    - Customer demographics

- Accounting codes
- AR customer type
- AR interest
- AP tender
- AP terms
- AP deductions
- AR deductions
- Commission structure
- Firearms
- Requested items
- Purchase tags
- AR invoices
- AP invoices
- Location
- Station
- Delete cancelled records
- Support staff

- Access Systems Controls
  - Access the following picking lists
    - System controls
    - Location controls
    - Reference controls
    - Employee add/edit
    - Employee list
- Access Security
  - Print the following reports
    - Print employee listing report
    - Print employee security report
    - Access security options
- Accept System Login Date
  - Accept system login date
- Combine Records
  - Combine records utility
  - Toggle the combine status

Communications
- View Communications Status
  - View the communication status
- Start a Communications session
  - Start a communication session

Other
- General Journal Access
  - Add/Edit journal entries
  - Print accounting codes
  - Print journal transaction report
- View print check Register
  - Print the AP check register report

Not in a category but under all groups
- System Login
    - Change user
    - Open company
    - Mail messages
    - 1st login
- Use Time Clock
    - Log into time clock
- Edit users time cards
    - Edit punches from the employee pick list

Remote Help and Website

Remote Help

Stoneware, Inc. has many services available to our customers. We have a wide range of expertise and can assist with many issues both within StoreManager and generally with any computer. One tool we use to our advantage is remote help. Any computer that has access to the internet we can take control of. This software is secure and the connection must be started from the user's end for us to gain access.

From StoreManager
- After contacting us, click on [Window] then [Remote Help]. We will assign a ticket/Id number to be used.
- If StoreManager is not on the machine, the remote help link is also on our website.

From there we can see any service issues, assist with training, and look at any issues with the computer itself.

Our Website

Our website is www.StoreManagerforwindows.com. There is useful information and utilities provided here such as:
- New Versions
- Changes and new features added to the system
- Remote help
- Products
- Information about the status of our software
- Etc.

More Features

Customized Labels

From the customer or vendor picking list hit [Ctrl-L] while the selected customer is highlighted. This will bring up the label preview. From this window the label can be printed, canceled, or a different label format can be picked.

Custom Formats

Open a template using any program that supports Rich Text Format (.rtf) files (Microsoft Word, WordPad, and others). Two templates are included and can be found in C:\swfw\Systems\Labels. The file names are Info.rtf and Shiplbl.rft.

You DO NOT have to change the information between the <<>>. When you print a label from StoreManager, it will automatically insert the data from StoreManager into the label. Example: <StoreName>> will print out as the actual store name from StoreManager.

The following items can be added or removed from the custom template.
1. <<Name>>
2. <<NameSort>>
3. <<Address>> (fills in both Street and Line2)
4. <<Street>>
5. <<Line2>>
6. <<City>>
7. <<State>>
8. <<Zip>>
9. <<CustomerNumber>>
10. <<VendorNumber>>
11. <<StoreName>>
12. <<StoreStreet>>
13. <<StoreLine2>>
14. <<StoreCity>>
15. <<StoreState>>
16. <<StoreZip>>
17. <<StorePhone>>
18. <<StoreFax>>

Any Additional information can also be printed to each label. This is added in regular text not using <<>>. Refer to shiplbl.rtf and notice the line "Return Postage Guaranteed".

Save your new template with a **different** name. If you do not, the shiplbl.rtf and Info.rtf files will be overwritten each time you upgrade to a new version of StoreManager.

Bad Check List

A listing of bad checks can be created and opened from any station that is on the physical network.

Create the bad check list in a separate document. This can be Word, Excel, or Notepad and save it on one machine into a shared drive that the other machines have access to. Whichever program you choose to create your list in, make sure the other computers have the same program so that they may open the list as well.

In the system controls, find the bad check list path control and press [F4] to edit it. Enter in the full path to reach the file i.e. \\aa\c\swfw\system\badcheck.xls.

To access the list, simply press [CTRL + B] from anywhere within StoreManager.

Order Status List

The order status list creates a link to an outside file that can be opened from within StoreManager from any machine that is on the physical network. To open the file, press [Ctr+1].
To create the file:
- Create the document that will be used (this can be Excel, Word, or any other application you have on your computer). For others to be able to use this file they also must have the program on their machines.
- Save this document into a shared folder on one machine.
- In StoreManager under Database, then Controls, then System Controls, find So & Po Status and press [F4] to edit it.
- In the memo field, enter the location of the file i.e. \\aa\orders\orderstatus.xls, then press [F12] to save.

The intentions of this list are to track orders, jobs, processes or anything else that needs to be tracked on one report that all machines can access. This is ideal for organizing and tracking jobs as they move through different departments within the store as well as the due date, job length, and any other information that may be important.

Physical Inventory

General Guidelines

The physical inventory process should be run periodically in your store. This can be done as a full physical inventory performed once a year where every item in the store is prepped and counted, or smaller partial inventories can be done on select items, departments, vendors, etc. through the seasons. Whichever method is chosen, the first Inventory needs to be a full physical inventory.

The most important and overlooked step in the inventory process is the prepping stage. During this stage, items on a retail floor should be checked to make sure they are labeled, able to be scanned, and in their correct locations. Any boxed items in the warehouse should be pre-counted. The count and mfg number, upc code, or a barcode should be attached to each box. Any other items should be organized and available for the inventory days.

Before the inventory

Before the physical inventory is started, the following process should be run to help provide accuracy.

- Clean up the inventory file, mark any items for combine that are old, not used, or duplicated in the system.
- Run the Delete Cancelled Records Utility (from the Menu, click on Utilities, then Database).
  - This utility will remove any sales orders that were started but no line items have been entered.
- Run the Open Sales Order Report- Clean up any unnecessary orders.
- Run the Open Purchase Order Report- Clean up any unnecessary orders.

After Communicating the changes made, run the following processes on each machine

- Combine Records (under Inventory, then Utilities).
- Reset RNI/SNI (under Inventory, then Utilities).
- Repair All (under Database, then Utilities).
- Optimize Tables for the Sales, Inventory and Communications (under Utilities, then Database).

Creating the Inventory

The Physical Inventory should be created the day the counting will begin. From this point on, no unnecessary sales, purchasing or inventory should be done. Quick Sales can still be run.

- From the main menu bar, click on Inventory, then Physical Inventory.
- Select 1- New.
- Pick the store Location the inventory is for. Each store in a multi-location company must be inventoried separately.
- Select the type of inventory to be run either full or partial inventory.
- Full- Every item in the store will be counted.
- Partial- Only select items will be counted.
- Enter a description for the inventory being done.
- Press Continue.

Full Inventory
  The create inventory process will begin. This process will take a while. On average 30 minutes based on inventory size.
  Once this process completes, the inventory change window will open.

Partial Inventory
  A report selection window will open. In the top box select Mfg Number.
  The second box is the selection window. The inventory can be selected by choosing individual items, departments, classes, or vendors. Up to 3 selections can be used. Only items meeting all of the selection criteria will be included.
  Press Continue.
  The create inventory process will begin for the selected items. This may take some time.
  Once this process completes, the inventory change window will open.

Counting Inventory

If the inventory change window is not open, click on Inventory, then Physical Inventory, select change and find the name of the inventory that is being worked with. The counting process can be done several ways, manually, with a handheld counter, or through a tablet PC.

Manually

The inventory can be done manually by printing out count sheets and using these to mark down each item and how many there were.

To print the count sheets, from the inventory change window, select [4-Reports] and choose [Print Count Sheets]. The count sheets can be sorted by department, class, manufacturer, or key-in code and can also be limited by category. The count sheet displays the general information about the item, cost, retail, and has a place for the count. This method is preferable if only a small area is being counted or a section is being spot checked. The disadvantage of this method is after the counts are done, all of the numbers must then be entered into the system by hand. See below in the changing counts section for how to manually enter the counts.

Handheld counter

The handheld counter is a small battery powered device that allows for the barcode and count to be entered and later uploaded to the computer. The upload process is done from the inventory change screen, then select [3-Upload Counts] then follow the directions. This method is preferable because of the convenience and size of the device being carried around. The disadvantage is the handheld counter is considered a "dumb" device. It is not linked to your inventory until all of the counts have been entered and does not know whether the barcode being scanned is in your inventory or not. After the upload process completes, a report of "bad" barcodes is then printed so those items can be found and reentered by hand.

Tablet PC

A tablet PC is a smaller laptop that has a swivel lid so the computer can be closed but the screen is still visible and can be written or worked on using a stylus. A barcode scanner can be plugged into this laptop so items can be scanned directly into the computer. To open this screen from the inventory change windows select [1 enter counts]. It will ask if you are using a tablet PC and answer [Yes]. This screen is designed to be touch screen compatible.

There are 3 pieces of information that can be collected for each item scanned, the barcode, area, and count.

- Barcode- The UPC code on the item. If it is a good scan you will get a beep. The mfg number of an item can also be entered.
- Area- Your store can be split into areas during the count so that you can see relatively easy where in the store each item was that was scanned. Once an area is entered, the system will continue to use that area for each item until a new area is entered. In this box, a new area can be entered, the count can be entered if the area remains the same, or a barcode can be scanned if the area is the same and the count will be 1.
- Count- The number being entered. In this box the count can be entered or a new item can be scanned if the count is going to be 1. Note: sometimes it is quicker to scan 10 items rather than manually entering the count. If a negative count is entered, it will reduce the total count so far.
- K's- These buttons open a keyboard onto the screen which will allow you to enter text into the fields.
- Print barcode- New barcode labels can be printed for the item entered and will go to the barcode printer if it is set up.

- Reports- Opens the report menu. This is explained below.
- Below the print barcode button in the white box is a display box. For each item scanned, it will display the mfg number, vendor, color, size, description, retail price, and on hand qty. This is used to verify the label has the correct price and that the items are in the same area if they should be.
- The grid on the bottom displays the last 10 scans.

When finished with this screen, press the close button. This screen can be reopened at any time.

Adding and Adjusting Counts

From the inventory change screen, select [1. Enter Counts] when asked if you are using a tablet pc say [No]. The enter count screen will open displaying every item that was selected to be included in this physical inventory. For each item it will display the department, class, upc code, mfg number, vendor, description, color, size, and the count so far. If the count is blank, then no count has been entered so far.

This list can be sorted based on the selected column.

Dp	Cl	Keyin-code	Mfg-number	Vender	Description	Color	Size	Count
NON	NON	01084593256	123	TWI	1234	yello		33
NON	NON	03673495925	123	TWI	1234	purp		81
NON	NON	03843966724	123	TWI	1234	blue		6
NON	NON	09822912354	123	TWI	1234	red		58
IN	NON	66666666666	SP8.5R	TAC	8.5" Playground Ball			5
SO	NON	77777777777	ASTG-4A	DAL	PLASTIC TRAY			2
TS	NON	88888888888	A6960	WIL	Workout Slicker			23
BA	NON	99999999999	LLCH	RAW	Catchers Helmet	ROY		83

Records: 8 Selected: 0

Entering Counts

- Find the selected item and press [Enter].
- The enter count box will open and the count box will be selected. If the area needs to be changed, press escape once to move to the area box and enter the new area. Then enter the count in the count field. Pressing [Enter] again will close this box and update the count in the list.
- To remove a count, enter a negative number into the count box and the total count will be reduced by that number.
- When finished press [Ok] to close this window.

Enter Count

Area: a

Count: 0

Physical Inventory Reports

There are 4 reports that can be printed for the physical inventory process. They are: count sheets, count entry history, report of counts, and the discrepancy report.

- Count Sheets- The count sheets are used when an inventory is going to be manually counted by hand and entered into the system at a later time.
- Count Entry History Report- This report shows each time an item was scanned by area. This report is useful to see the order in which the items were scanned. Note: If an item was scanned multiple times, it will appear once for each scan.
- Report of Counts- This report will display the counts per item. For each item, it will show the total count as well as the count per area all on one line. This report is helpful in tracking down items that are spread out throughout the store and see how many are in each designated area.
- **Discrepancy Report-** The discrepancy report is the most important physical inventory report in the system and must be run before finalizing your inventory. This report will display each item and show the quantity and dollar value change that is about to be made.

Dp	Cl	Vendor	Vendor-name	Keyin-code	Mfg-number	Description	Color	Size	Unit	Change	$-Change
BA	NON	RAW	Rawlings Sporting Goods	99999999999	LLCH	Catchers Helmet	ROY		ea	83	$830.00
IN	NON	TAC	Tachikara	66666666666	SP8.5R	8.5" Playground Ball			EA	5	$8.25
NON	NON	TWI	Twin City Knitting Co.	09822912354	123	1234	red			26	$109.72
NON	NON	TWI	Twin City Knitting Co.	03843966724	123	1234	blue			6	$0.00
NON	NON	TWI	Twin City Knitting Co.	01084593256	123	1234	yello			33	$0.00
NON	NON	TWI	Twin City Knitting Co.	03673495925	123	1234	purp			81	$0.00
SO	NON	DAL	Dalco Athletic Lettering	77777777777	ASTG-4A	PLASTIC TRAY			EA	2	$11.40
TS	NON	WIL	Wilson Sporting Goods	88888888888	A6960	Workout Slicker			ea	23	$481.85
									Change in total cost		$1,441.00

- If the change quantity is positive- you have counted more than the system said you had and you will be increasing your stock and value of your inventory by the amount shown.
- If the change quantity is negative- you have counted less than the system said you had and you will be reducing your stock and value of your inventory by the amount shown.
- Each of these items should be investigated until you are satisfied that the total change is acceptable. There are a number of reports that can be used to look into each item. If you click on the keyin code of the item (which is underlined blue), an inventory status window will open for the item to help. For help on verifying these numbers, please contact support and we will assist you.

Finalizing a Physical Inventory

Until the inventory is finalized, none of the stock levels within StoreManager are changed. Before finalizing, the following steps must be run:
- Run the discrepancy report- Run this report and verify that the change about to be made is acceptable.
- Run the items sold report for the days the store was being counted. These items may or may not need to be adjusted for within the inventory if they were counted before they were sold.
- If you are confident the inventory will be correct, select [2. Finalize] then answer the 'are you sure" question.

Once the inventory is finalized, the inventory counts will be changed and the inventory adjustment report will reflect the changes being made.

StoreManager Maintenance

Setting up Printers

- There are six different printers that can be set up as default printers in StoreManager. These printers must first be set up in Windows.
- Click on [File] then [Printer Setup] then choose the printer to set up.

Default Printer
- This is the printer that will print the reports and orders.
- Printer Name- Find the name of the printer in the box.
- Printer Type- Select "HP - H.P. PCL 3 Compatible" from the drop down list.

Ticket Printer
- This printer prints your quick sale receipts.
- Printer Name- Find the name of the ticket printer.
- Printer Type- If the ticket printer is a Star ticket printer, select "S1 - Star Ticket Printer (Dos Mode)" or if the printer is an Epson Thermal ticket printer, select "ET - Epson Thermal Ticker Printer".

Credit Card
- This printer prints the credit card receipts if your store is set up to process credit cards through StoreManager. (This only needs to be set if you are going to take credit cards at this machine).
- Printer Name- Find the name of the ticket printer.
- Printer Type- If the ticket printer is a Star ticket printer, select "S1 - Star Ticket Printer (Dos Mode)" or if the printer is an Epson Thermal ticket printer, select "ET - Epson Thermal Ticker Printer".

Cash Drawer
- The cash drawer can be set to open automatically if it is plugged into the ticket printer.

- Printer Name- Find the name of the ticket printer.
- Printer Type- If the ticket printer is a star ticket printer, select "CE - Csh drwr (from Star printer)" or if the printer is an Epson Thermal ticket printer, select "CF - Csh drwr (from Epson printer)".

Barcode printer
- This printer will print the barcode tags.
- Printer Name- Find the name of the barcode printer.
- Printer Type- Select "BB - Barcode Blazer".

Label Printer
- This printer prints custom labels for shipping or addresses.
- Printer Name- Find the name of the DeskJet or Inkjet printer.
- Printer Type- Select "HP – H.P. PCL 3 Compatible".

Database Maintenance

For StoreManager to work at its best, a few maintenance procedures need to be run periodically.

Reset RNI/SNI

This utility should be run once a month on every machine. It can be run more often if desired.
This resets the received not invoiced, shipped not invoiced, and other stock quantities by looking at all open sales and purchasing orders.
Click on [Inventory] then [Utilities] then [Reset Inventory RNI/SNI].
Accept the defaults for the report and choose to print to screen (this will not actually print anything).
This utility will run for a little while.

Combine Records

This utility should be run every few months or after a lot of items have been marked to be combined. This utility must be run on every computer at roughly the same time.
Click on [Utilities] then [Database] then [Combine Records].
Choose the records to combine. (Most of the time check all will be selected).
This will take a few minutes.

Delete Canceled Records

This utility should be run every few months. It can be run more often if desired.
- Delete open sales and purchase orders that have been started but have no line items and have never been F12ed all the way through yet.
- Remove records that have internally been set to a cancelled or invalid state.
- **(NEW)** Delete the stock quantities of Item type 3 items. This type is a no cost/ commission/ GM and generally are set as screen print or office use items where stock is not counted. The user has the option of completing this step each time the utility is ran.

Click on [Utilities] then [Database] then [Delete Canceled Records].
This will take a few minutes. When finished run the optimize tables.

Optimize Tables

This utility should be run every few months on each machine. It can be run more often if desired.
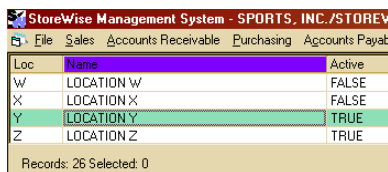Click on [Utilities] then [Database] then [Optimize].
There are 3 tables to optimize. They are Communication, Inventory, and Sales.
Each need to be run separately and will take a few minutes.

System Settings

Note: This is for a general reference, please call support for help setting these options up.

Location Controls
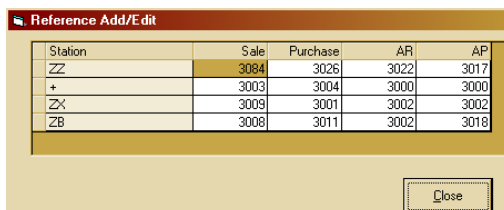
- This is used when a company has multiple locations. Each store can be set up to have its own inventory and reports.
- Click on [Utilities] on the menu bar then [Location Controls].
- To add a new location select a letter that is currently false in the active column and press [F4] to edit.
- Location Name- Can be changed to note which location this is.
- Active- Set to true to activate the location.
- When finished, press [Continue] or [F12].

Reference Controls

- Reference controls keep track of the reference numbers for sales, purchasing, AR and AP. These numbers can be changed for each type of transaction as well as each station.
- Click on [Utilities] from the main menu then [Reference Controls].
- When finished, press [Close] or [F12].

System Controls

- Controls allow the user to set certain aspects of the system to be specific to the location or station. There are roughly 80 separate controls in place.
- Click on [Utilities] from the main menu then [Controls].
- To edit one of the controls, simply highlight it and press [F4]. All of the edit screens look the same.
- Across the top are the control code, control name, and the company value. The company value is global, which means unless otherwise noted, every machine will have that value.
- The left column is for locations. Multi-location stores can set the value different for each location. The right column is for stations. This allows each station to have a different value for the control.

The Controls (listed by code)

Some controls that are a onetime setup are not listed below.

- **AP Tender** The default tender type of accounts payable transactions. This is used when you are paying accounts payables.
- **AP Terms** The default terms of accounts payable transactions. This is the default terms used for a vendor when that vendor does not have terms assigned to them.
- **AR Tender** The default tender type of accounts receivable transactions. This is used when receiving payments on accounts payable.
- **AR Terms** The default terms of accounts receivable transactions. This is used when a customer charges from sales and has no terms set for them.
- **Ask Vend** On the Purchase Line Item Screen, typing in a MFG Number and pressing [Enter] when there is more than one item with the same MFG Number will prompt for a vendor, size, and color instead of jumping to a picking pick for the item to be picked out of the list. If each of the items that have the same MFG have the same vendor, size, or color, that prompt will be skipped. Pressing escape will bring up the picking list.
- **Auto Crd**- Sets whether credits should be applied immediately or wait until the due date to be applied.
- **Bar Dot** sets the amount of time that the barcode blaster prints each dot. This affects how tall or short the printing on a label is. This should be set between 80 and 100. If your barcodes are too short, raise the number. If they print too tall, lower the number.

- **Book Encrypt is** the encryption key used to print the price book. It must be 11 characters long. It replaces 0 to 9 and the period in pricing.
- **Cash Open** is the code used to open your cash drawer when it is not one of our standard drawers. This should not be set under normal conditions.
- **CCData** is the path to where IC Verifies data files are for processing. This can be either a Full path or a UNC path.
- **CCStation** is where you enter your credit card processing station ID.
- **CheckLeftMargin** The default left margin for printing checks.
- **CheckTopMargin** The default top margin for printing checks.
- **Class** The default class of new items.
- **Color** This will flash the background color of your screen to the chosen color every 15 seconds while sitting idle if there is unread mail.
- **Comdata Days** is the number of days to keep communication records. The longer you keep the records, the slower background processing will be. The suggested is 31 days. The lowest is 15 days. The highest is unlimited.
- **Customer** is the default customer for sales transactions.
- **Customer Int** is the default interest type for customers.
- **Customer Type** The default customer type.
- **Department** The default department for new items.
- **Email Keep** is the number of days email messages should be kept in the system.
- **Email Notify** is a hold over and has no purpose in new version.
- **Error Account** is the GL account code used when the correct account is not set.
- **Firearm Inv** controls how the system handles firearms. If this is true or yes, then the system will not let you add records or change the stock on firearms without going through a sales or purchase order.
- **Green Bar** is used to highlight every other line on some reports. The number can be between 0 (black) to 255 (white). A setting of 235 makes a nice light grey line over the data. This is very helpful when print reports that all rows look the same.
- **Image Password** The password to access the image server. Image server information is complex. If you wish to tie pictures to your inventory items, contact us for assistance.
- **Image Path** The path to access the image server.
- **Image Server** The ftp location of the image server.
- **Image Userid** The user ID to access the image server.
- **Inv Limiter** tells the system to display a filter or limiter box on inventory when the user hits F2. This helps the user limit the list to only item they wish to view.
- **Inventory Multiple** is used to control whether or not to allow users to add multiple color and/or sizes at one time to inventory.
- **Inventory Disc** The default discount for inventory items.
- **Inventory Label** The default type of label to be used with inventory items.
- **Inventory Type** is the default type of an item. We suggest that you set this to your Merchandise type.
- **Label Encrypt** is the encryption key for cost printing on price labels. See book encrypt for more detail.
- **Location Name** is the name of your location in multi-location companies.
- **Location Vendor** is the vendor record for you location. This is set for all stores, even those that do not have multiple locations.
- **Mail Label** is the label you want to use when you print mailing labels from the barcode printer.
- **PO Cancel** is the number of days a po is not filed before you want to cancel that po.

- **PO Invoice** sets the default number of invoice copies that will be printed from a purchase order.
- **PO Order** sets the default number of order copies that will be printed from a purchase order.
- **PO Receive** sets the default number of received copies that will be printed from a purchase order.
- **PO Require** is the number of days before the items on the purchase order must be in.
- **PO Ship Via** The default ship via instructions for each vendor.
- **Price Label** is the default price label you wish to use when printing barcode label for your inventory.
- **Purchase Tender** The default tender for all purchasing transactions.
- **Quick List** when this control is true, the quick inventory picking list will be active. This list has less features than the regular picking list but is much quicker. Even with this list active, the regular picking list can still be accessed. The quick list does not have the advance search features of the regular pick list and only affects the Inventory list.
- **Quick Tender** The default tender type in quick sales.
- **Remember Dates** is not currently used. It is for future development.
- **Remit City** The city of the remit to address.
- **Remit Line 2** The second line of the remit to address.
- **Remit Name** The name on the remit to address.
- **Remit Postal** The zip code of the remit to address.
- **Remit State** The state of the remit Payment to address.
- **Remit Street** The Street of the remit to address.
- **Report Font** is currently under development.
- **Require DL** Require Drivers License to be swiped when check is taken
- **Sales Tax** is the default sales tax structure if a customer does not have one set.
- **Sales Tender** The default tender for invoice sales.
- **Search** sets the delay time for searches in the inventory picking list.
- **Server Shutdown** is still under development.
- **Scanner Term** is still under development.
- **Ship City** The city of the ship to address.
- **Ship Line 2** The second line of the ship to address.
- **Ship Postal** The zip code of the ship to address.
- **Ship State** The state of the ship to address.
- **Ship Street** The street of the ship to address.
- **Ship To Name** The name on the ship to address.
- **Ship Via** The default ship via instructions.
- **SI Auth** is no longer required, however may be entered.
- **SI Vendor** is the vendor record for Sports, Incorporated.
- **SO Invoice** sets the default number invoice copies that will be printed for each sales order.
- **SO Limit** Limits columns that print on the Sales Order
- **SO Order** sets the default number of order copies that will be printed for each sales order.
- **SO Ship** sets the default number of shipped copies that will be printed for each sales order.
- **SO Cancel** is the number of days before this sales order is canceled.
- **SO Require** is the number of days before the customer requires these items.
- **SO Scanner Mode** handles the way the invoice line item screen process scanned items. If true or yes, it will stop on the selling price. If false or now, it will move to the next line after a scan.
- **Statement L Msg** prints on the statements in the lower section.
- **Store City** The city the store is located in.

- **Store Fax** The fax number of the store.
- **Store Line 2** The second line of the address for the store.
- **Store Name** The store name.
- **Store Number** The Sports, Inc. store number of the store.
- **Store Phone** The phone number for the store.
- **Store Postal** The zip code of the store.
- **Store State** The state the store is located in.
- **Store Street** The street address of the store.
- **Ticket Low Msg** prints at the bottom of a quick sales receipt.
- **Ticket Up Msg** prints at the top of a quick sales ticket. Store name and address is automatically entered.