

Retail POS Quick Reference Guide

I Overview

This Quick Reference Guide shows how to set up and configure the *Retail Point of Sale (POS) module,* and use this module to post sales transactions directly from the POS module and from the Spa & Activities Management Module (Service Bookings).

1.1 Entering Posting Codes in Global

Global Maintenance - Setup - Posting Codes

- The user sets up the posting codes to be used either by item, company or product type
- **1.2** Configuring Taxes

Global Maintenance - Setup - Tax Codes

- Tax codes are created and.or selected from the Global Maintenance module
- 2 POS Set Up & Configuration
- 2.1 Entering Item Categories

Retail POS Maintenance - Setup - Item Category Maintenance

• The user creates item categories by vendor or by product type using the posting codes created in section 1.1

💊 Item Category Maintenance [nwind] - Northwind Hotel & Res						
<u>Eile R</u> ecord <u>W</u> indo	w Help					
<u>?\</u>	╧╪╘┋╔╝ <u>╅</u> ┻╅╄┯╲┋					
Item Cat	Description	PostC	ode	Comn		
MISC	Miscellaneous Gift Shop Items	GIFT				
SPA	Spa Retail Items	SPAR		SPA		
WINES	Wines	WINE				

Default commission levels may also be assigned on an Item Category basis from the "Comm" field.





2.2 Entering New POS Items

Retails POS Maintenance - Setup - Item Maintenance

🕲 Item Maintenance [linda] - Napili Kai Resort 📃 🗖 🔀						
File Record W	File Record Window Help					
Item	Description	Bar Code	PostCD	Item Cat	OVComm	
HSLOTION	Honeysuckle Body Lotion	7225566	V	SPA	V	
HSSHAMP	Honeysuckle Shampoo	7228483	V	SPA	v	
LAVMASSLTN	Lavender Massage Lotion		V	SPA	v	
LAVMASSOIL	Lavender Massage Oil	8112345	v	SPA	v	
LOOFAH	Natural Loofah Sponge		V	SPA	v	
OPINAIL	OPI Nail Polish		V	SPA	v	
PINOTNOIR	Pinot Noir 2001		v	WINES	v	
PINOTNOIR_R	Pinot Noir Reserve 2001		v	WINES	v	
RDGGLS	Reading Glasses - Asst.		V	SPA	v	
RIESLING DRY	Riesling Dry 2003		v	WINES	v	

- F6 to create a new line item. The "Item" field refers to the item code (up to a maximum of 12 characters)
- Enter an item description. This can be configured to print out on the guest receipt
- If you are using a bar code scanner system, enter the bar code number under the "Bar Code" field
- If the Posting Code for this item is different than for the Item Category, use the F8 key to find and enter the correct posting code in the "PostCD" field
- An F8 in the "Item Cat" field will give you a list of the available item categories (see section 2.1)
- The "OVComm" field allows you to assign a default commission level for this item if different from the Commission selected for the Item Category

From *Window* menu, select Price. This will allow you to set the selling and cost price for this item. Multiple price points may be configured, for example: one item sells for \$15.00, but 3 items sell for \$30.00 (i.e. \$10.00 each).

🙈 item Pr	ice Maintenance	linda] - Napili Kai Resort 📃 🗖 🔀			
File Record	File Record Help				
?					
Pos Iter	n Code	RDGGLS			
Qty	Price	Int Cost			
1	15.00	7.50			
2	13.00	7.50			
3	10.00	7.50			
99	10.00	7.50			





2.3 Discounts

Retail POS Maintenance - Setup - Discount Maintenance

• The user creates any discounts applicable at POS, i.e. staff discounts, damage discounts, seasonal sales

C. Discount Maintena File Record Help	ince [ana] - Northwind Hotel & Resort		
Discount	Description	Discount	Disc%
SEASONAL	Seasonal Promotion		30.00
STAFF	Staff Discount		50.00

These discounts represent both the individual item discounts and check discounts—both classes of discount are configured here. Discounts may be flat amounts (amount is entered under the *Discount* field) or percentage discounts (entered under the *Disc*% field).

2.4 Outlet Maintenance

Retail POS Maintenance – Setup – Outlet Maintenance

• The user creates the Retail POS outlet(s) where items are available for sale

🔍 Outlet Maint	tenance [linda] - Napili Kai Resort	
File Record Win	idow Help	
?\\		
Outlet	Description	
	Receipt Printer	
	Open Text	
SIFTSHOP	GiftShop	
PROSHOP	Proshop	
SPA	Spa	
	LOCAL	
WINESHO	Wineshop	

2.5 Clerk Code Maintenance

Global Maintenance - Clerk - Clerk Code Maintenance

- The user gives access to the clerks who are assigned to these outlets
- **2.6** Permanent Account Setup (DEL)

Accounts Receivable – Main – A/R Client Entry/View

• The user creates a new permanent account for all POS retail sales and one for POS Retail Error postings





2.7 Configuration Maintenance (DEL)

Retail POS Maintenance - Setup - Config Maintenance

• The user sets out the default configuration settings for each outlet including the new A/R account just created.

Config Maintenance Inwind 1 - No	orthwind Hotel & Resort			
Eile <u>R</u> ecord <u>W</u> indow <u>H</u> elp				
?ष्븝╬⊗∁७盘▵╓┞▿╤◙				
Outlet Code	SPA			
Property Specific	Ν			
Property Revenue	N			
Use Shift	Y			
Post Details	Y			
Post Brkdn Guest	Y			
Post Taxes	Y			
POS Post Taxes	Y			
Check Credit Y/N	Ν			
Post Perm if Err	Y			
POS Err Perm	27550			
Voucher Display?	Y			
Voucher Display P?	Y			
Default Posting	SPAR			
Breakdown Post	SPAR			
Discount Posting	DISC			
Stlmt Post Code	CA			
POS Perm Client	27550			
*** Commis***				

**Sample*

2.8 Cashier/Provider

Retail POS Maintenance – Setup – Cashier/Provider

• Allows the user to configure sellers/providers to receive Retail POS commissions (this links to the Service Provider Master Screen of Spa & Activities Management).

🗛 Cashier/Provider [ana 🔡 - Nor	thwind Hotel & Resort	
Elle <u>R</u> ecord <u>W</u> indow <u>H</u> elp		
?\\\ +000		
Provider Code	29844	
Provider Name	Leslie	
Display Priority		
Provider Gender		
Guest Gender		
Drimary Skill		
	GIFT SHOP CASHIEK	
Full Part Time		
Clerk Code	ANA	
act Date/Time	08/04/2006 12:02pm	
Last Date/ Thie	00/04/2000 12.02pm	

- F8 to search for an existing profile. If the provider is not in the database:
- F6 to create a new provider
- Type in the providers name
- Go to the Window menu Client Address and enter the providers contact information. The "Client Type" field allows you to link to property-wide client types (which are configured in Global – Setup – Client Type Maintenance). This will allow the user to sort the results on the





Commission Report to view only (for example) gift shop clerk commissions, spa therapist commissions, etc.

Client Maintenance [ana] - Northwind Hotel & Resort						
?\\H-®(
Client Code	29844					
Client Type Personal Title First Name Middle Name	GIFTSHOP	Search Categor	y COMPANY			
COMPANY OR GROUP	<u>Les</u> lie	Leslie				
Salutation	Title					
Display As						
Attention						
Address 1						
Address 2			Zip/Postal	Code 01114	ŧ.	
City	Springfield	State/Prov	/ MA	Country	US	
Phone Number	888-888-8888	Phone Extension				
Home Phone		Fax Number				
Internet Address						
Email Address	lesliereid@hotmail.c	om				
Parent Company						
Bill To Client						
Account		CorpID		Language		

- F4/Exit back to the Cashier/Provider Master screen
- 3 Inventory Maintenance
- **3.1** Inventory Receiving Entry

Once the user has entered items into Item Maintenance (see section 2.2), the items must be set as available and in stock. (To view a list of all POS items go to: **Retail POS Maintenance** – Item Maintenance – File – Print All).

The first step is to do an Inventory Receiving Entry for the item to receive all items as they are shipped to your outlet





Retail POS Maintenance – Entry – Inventory Receiving Entry

Salaventory Receiving Entr	y [linda] - Napi	li Kai Resort	
File Record Window Post He	alp		
	<u>8</u> 004		
Outlet Code	5PA	Y	
Pos Item Code RDGGLS	Qty 10		
v			
٧			
×			
Y			
v			
V			
Y I			
V V			
v			

- F8/Lookup to select the Outlet, then the POS Item Code.
- Enter the quantity received under the Qty field

The next step is to post these items. It is very important that your cursor be on the "Outlet Code" field when you do this (not on the individual POS item). If you have successfully posted then the item(s) will disappear from this list.

Retail POS Maintenance – Entry – Inventory Receiving Entry – Post – Post

3.2 Physical Inventory Entry

A Physical Inventory Entry will allow the user to enter the quantity physically counted in a location, for instance when doing a weekly stock count of what is on the shelves.

For the first input of stock use this option to reflect the actual received amount on hand. After that use this option to reflect the on hand value after a physical inventory count

Retail POS Maintenance – Entry – Physical Inventory Entry

• F8/Lookup to select the Outlet, then the POS Item Code.

Sa Inventory Receiving Entry	[linda] Napi	li Kai Resort	
File Record Window Post Help			
	005		
Outlet Code	SPA	¥	
Pos Item Code C	2ty		
RDGGLS Y	10		
Y			
y .			
Y			
Y			
V V			
V			
Y I			
٧			
v			

• Enter the quantity that was counted under the "Qty" field (if this item was just received both the Inventory Receiving Entry and the Physical Inventory Entry quantities should match).





• The next step is to post these items. It is very important that your cursor be on the "Outlet Code" field when you do this (not on the individual POS item).

Retail POS Maintenance – Entry – Physical Inventory Entry – Post – Post all items entered

- F4/Exit from this screen. If you have successfully posted then the item(s) will disappear from this list.
- **3.3** Reorder Entry

The **Reorder Entry Screen** will allow you to specify the desired Minimum on Hand (i.e. Par Stock) and Reorder Point for this item. Note that if the Reorder Point field will flag in red if the amount specified is less than the Minimum on Hand.

Retail POS Maintenance – Entry – Reorder Entry

🗞 Reorder Entry [linda] - Napili Kai Resort					
File Record Window He	lp				
		AC54			A
Outlet Code	SPA	_			
		Minii	num		
Pos Item	Qty	OnHand	Reorder	Clerk	Last Date/Time
HSBODY	24	6	18	ANA	06/13/2006 03:23pm
HSCOND	21	6	18	ANA	06/13/2006 03:16pm
HSLOTION	13	6	18	NWIND	08/17/2006 04:37pm
HSSHAMP	18	6	18	ANA	06/13/2006 03:16pm
LAVMASSLTN	7	6	18	ANA	06/14/2006 04:19pm
LAVMASSOIL	9	6	10	NWIND	08/17/2006 04:59pm
LOOFAH	18	10	10	NWIND	08/17/2006 05:00pm
OPINAIL	12	12	12	NWIND	08/17/2006 05:32pm
RDGGLS	14	3	7	LINDA	11/08/2006 11:45am

3.4 Movement Purge

Movement Purge: Purges inventory movement for anything older than the specified date

🔕 Movement Purge [linda] - Napil	i Kai Resort 📃 🗖 🔀
File Record Help	
Purge older than date	11/09/2005 09:23am
	START PURGE





3.5 History Purge

History Purge: Purges sales history for anything that is older than the specified date

🕵 History Purge [linda 🛛 - Napili Kai	Resort
File Record Help	
Purge older than date	11/09/2005 09:24am
	START PURGE

- 4 Receipt Print Configuration
- 4.1 Receipt Markers

Please refer to Appendix 6.4 and 6.5

Markers can have modifiers, for example <item_code.s5> will only print out the first 5 characters of the item code. Note that <pos_quantity.s2> will only print the first two characters, which will trim off the 3rd, 4th, etc. digits.

Markers can also be in the format <fN> where N is the pos_font_number from the psrcptfont table. For example "<f3>Hotels R Us". There can be fonts from f0 to f99. The pos_font_height and pos_font_width from the psrcptfont table are used to select the font from windows. Note that the first font in the "Font Info List Maintenance" is always <f0>, even if the line number is 10. Then each font in the list is number, from <f0> to <f99>.

4.2 Font Size

For the Epson TM-T88III printer:

FontB11 is the smallest font FontA11 is also a small font FontB12 is the same width as FontB11, but twice as tall FontA12 is the same width as FontA11, but twice as tall FontB21 is the next larger font FontA21 is larger than FontB21 FontB22 and FontA22 are double height as 21 FontA24 *do not use* FontB24 is triple height to FontB21 FontB22 and FontA42 are very large fonts

Standard Fonts (order of size smallest to largest):

<f0></f0>
<f1></f1>
<f2></f2>
<f3></f3>
<f4></f4>
<f5></f5>





****Note*: Different printer models/printer drivers will have different font codes. This is found from the printer driver itself (Printers & Faxes>Properties>Font).

5 Completing a Sale

The general rules of operation for posting the transaction and completing the sale are summarized in the next section.

Begin by selecting the Retail POS Menu - Entry - POS Entry

• **Step One** – Select Outlet (all available outlets can be displayed and selected by F8/Lookup on the Outlet Code Field) and Select New Sale

🔕 POS Outlets [nwind 🛛 - Northwind Hotel & Resort 🛛 📃 🗖 🔀						
Eile Record Window Help						
?ष९Ё╬⊗❶↺ӡд∩₽ѵѶ◙						
Outlet Code	SPA					
ounce coue	SIA					
Before Total						
Count Date Start						
	New Sale					
After Cash Total						
Count Date End						
Count Date End						
	End					

• **Step Two** – Select Purchases. F6/Create to start a new line and F8 Lookup to highlight and select the item. Enter through this line (note that if you have a bar code scanner, you may F6/Create and then scan the item barcode instead).

Pos I Fle Rec Pos Se Folio N Discou	antry [linda] - Na ard Window Help equence Jumber int	ipili Kai	Resort	<u> </u>	2 🐨 🐳 🕭			
Line	Item		Oty	Price	Discount	Discount Am	t Disc%	Extended
10	RDGGLS	Y	2	13.00		v		26.00
20	HSLOTION		1	8.00		Y		8.00
					2	v		
						v		
						v		
						v		
						v		
						v		
						v		
						¥		
							gst p8	2.38 2.76
				Pay	Process C	ancel Sale	Total	39.14

- Step Three Press F4/Exit or Pay Process
- **Step Four** Select Settlement Method: Room, Account, Cash, Credit Card, or Service Booking. For each tender type, please refer to the appropriate section below (sections 5.1 through 5.5)





© POS Settlement [linda] - Napili Kai Resort
Pos Sequence 363
Continue With Sale
Sale Amount 34.00
GST 2.38
P8 2.76
Total Due 39.14
Select Tender:
Room Account Cash CreditCard ServiceBooking
Folio Number Client Code Bill Src Src Id
Amount Tendered Change Remaining Amount button_cancel
Complete Sale Print Receipt Change Tender Cancel Sale

5.1 Posting to a Guest Room

In this example, we will select a Room tender as the payment type:

🕲 Folio Lookup [nwind] - Northwi	ind Hotel & Resort	
<u>File R</u> ecord <u>W</u> indow <u>H</u> elp		
Guest Name		
Building		
Room Number		
Reservation#		
[Query	

- From the Folio lookup screen, you may search for any Inhouse guest reservation
- Highlight and enter on the reservation you want to select
- Select "Complete Sale and Print Receipt". The POS charges will now post to the guest's Front Desk Reservation folio. This completes the transaction and a yellow "P" next to the Amount Tendered field indicates that the charge has been posted.
- F4/Exit or press the "Exit" key back to the POS Outlets Screen

5.2 Posting to an A/R Account

In this example, we will select Account tender as the payment type:

- From the Folio Lookup Screen, you may search for any valid A/R Account
- Highlight and enter on the account you want to select
- Select "Complete Sale and Print Receipt". The POS charges will now post to the selected A/R Account. This completes the transaction and a yellow "P" next to the Amount Tendered field indicates that the charge has been posted.
- F4/Exit or press the "Exit" key back to the POS Outlets Screen





5.3 Posting Cash Settlements

In this example, we will select Cash tender as the payment type:

- The Posting Code for Settlement Lookup screen displays all settlement types, including cash, foreign currency, coupons, and cheques (checks).
- Select the settlement posting code that corresponds to cash, and press enter (the user may select any user-defined settlement code, including credit cards, from this screen).

🔕 Posti	🕲 Posting Code For Settlement Lookup [nwind] - Northwind Ho							
<u>File R</u> eco	File Record Help							
?								
PostC	ode	Description	Posting Type					
ĊA		Cash	SETTLEMENT					
CHD		Chamber Dollars Received	SETTLEMENT					
CLR		clear acct	SETTLEMENT					
COM1		Revenue Commissions	SETTLEMENT					
CQ		Cheque	SETTLEMENT					
CUR1		Currency 1	SETTLEMENT					
CUR2		Currency 2	SETTLEMENT					
CUR3		Currency 3	SETTLEMENT					
DC		Debit Card	SETTLEMENT					
DE		Diners Enroute	SETTLEMENT					

- Your cursor will now be in the "Amount Tendered" field on the POS Settlement screen. You may enter the total received in order to make change.
- Select "Complete Sale and Print Receipt". The POS charges will now post to the default POS account. This completes the transaction and a yellow "P" next to the Amount Tendered field indicates that the charge has been posted.
- F4/Exit or press the "Exit" key back to the POS Outlets Screen

5.4 Posting Credit Card Settlements

The first screen to display will prompt the user to "Swipe Card Now". Alternatively, the user may F4 to key in the credit card information manually.

😫 Credit Card Entry [linda 🛛] - Napili Kai F	Resort		
File Record Window Help			
Reference AR 27550	Pos Perm (lient	
	1 05 T CHIT	anone	
Type Number	Expiry	Name on Card	
VS 4321432143214327	4 2009	Kells, Chris	10 A2
		11 LINDAN	N9:50am

• The "Name on Card" field should be over-keyed automatically to display the correct credit card name (it will default to the POS default account).





- Select "Complete Sale and Print Receipt". The POS charges will now post to the default POS account. This completes the transaction and a yellow "P" next to the Amount Tendered field indicates that the charge has been posted.
- F4/Exit or press the "Exit" key back to the POS Outlets Screen

5.5 Posting to a Service Booking

From the Service Folio Booking Lookup screen, the user may search for a Service Booking by participant name or by booking number. User can only select a Service Booking that is scheduled for today.

• Highlight the booking you wish to select from the search results and press enter

Service Booking Folio Lookup [nwind] - Northwind	Hotel &					
Participant YUR Booking Number						
Participant	GstSTm.	SvcTyp	Service	Folio#	BK#	SvcGrp#
Yuristy, Ana	08:00am	bdypkg	divwrap		866	
Yuristy, Ana	09:55am	bdypkg	divwrap		873	
	_		_		_	
	_		_		_	
					_	
						_
		_				

- Select "Complete Sale and Print Receipt". The POS charges will now post to the selected service booking folio. This completes the transaction and a yellow "P" next to the Amount Tendered field indicates that the charge has been posted.
- F4/Exit or press the "Exit" key back to the POS Outlets Screen.

5.6 Posting from a Service Booking

POS Entries may also be launched directly from a Service Booking in the Spa & Activities Management Module.

Services Booking Entry [nv	rind 🛛 - Northwind Hotel & Resort 📃 🗖 🔀
File Record Window Addresses	Reports Help
?NQH+6	
	Act-Log CheckIn POS
Booking Number Svc Pka #	861 Txt Trace Msg Force Rm Txt
FD Res #	CE Bosso # Waiting
Service Type Service	MISCAE Miscellaneous Aesthetics Ch? BRIDEMKP Bride make up application
Date	08/17/2006 Gst Time 11:00am To 11:55am Room Time 11:00am To 12:00pm
Building	QL Northwind Hotel & Resort Y
Service Rm/St Service Provider	BLUE / 1 Blue Room Y 28209 Gillian Y
FD Group#	BT
Participant Sond Confirm	Frati, Karla SGrp#
Phone Number Credit Card	999-222-2222 GRC PRC GstT DAY 7 (mm/yyyy) SrcBus Subsrr
A/R Client Code	25131 Spa & Activities Master
Standard Fee Charge Fee	45.00 Gst Pkg Extra Y 45.00 Folio Number 60706 P-BY-BK#
Account Rep	NWIND Date/Time Post
Res Clerk	NWIND Date/Time Keyed 08/17/2006 03:53pm





In this case, the POS charges may be posted directly to the guest's Service folio and no tender need be selected from the POS Settlement screen. The user simply selects "Complete Sale and Print Receipt" and the charges will post.

5.7 Split Payments

If the Cash or Credit Card has been selected as a payment type, the user may over-key the value in the "Amount Tendered" field – this can be greater than or less than the value of the transaction. If the Room, Account or Service Booking have been selected the user may not do a split payment. The full amount must be settled.

- Make a sale using the steps above (see section 5.3)
- Select the first tender method, and enter the amount in the "Amount Tendered" field

🌭 POS Settlement [linda] -	Napili Kai Resort			
File Record Window Help				
Pos Sequence	364			
Continue With Sale				
Sale Amount	12.50			
GST	.88			
P8	1.02			
Total Due	14.40			
Select Tender: Room	Account	Cash	CreditCard	ServiceBooking
Folio Number	60832	*	_	
Bill Src	AR Src Id 27550	enc		
Amount Tendered Change	10.00 4.40 Remaining) Amount 4.40		
Complete Sale	Print Receipt	Change Tender		Cancel Sale

- The "Change" field will highlight in red and the "Remaining Amount" field will display the remaining balance due
- Select the second tender method, then select "Complete Sale and Print Receipt"

5.8 Making Change

The system will calculate the change due for cash transactions for the user.

- Make a sale using the steps above (see section 5.3).
- From the POS Settlement screen, choose Cash tender and enter the total amount received in the "Amount Tendered" field. Maestro will display the change due in the "Change" field.
- Select "Complete Sale and Print Receipt" .





5.9 The POS Settlement Screen: Charge & Tender Modification

For all payment types, the Change Tender button will allow the user to select an alternate tender method as long as the user has not yet selected "Complete Sale and Print Receipt"

Continue with Sale will allow the user to return to the POS Entry screen.

Cancel Sale allows the user to abandon the sale without posting any payments or affecting inventory levels (Cancel Sale on the POS Entry Screen may also be used).

Once the charge has been posted, F5 on the "Folio Number" field will allow you to view the posting details on the Folio Detail Entry/View screen. You may also void and/or refund Retail POS transactions from this screen (for example, if the incorrect tender was selected and posted). All folio management tools apply (please refer to Maestro Specialist Documentation for more information on folio management).

5.10 The POS Entry Screen: Discounts

Entering multiple quantities will allow you to sell multiple units on a single line, and the extended price will reflect as appropriate.

POS Entry [linda Fle Record Window H	- Napili Kai Resort elp	j_^{	↓▼ ₹ ∎			
Pos Sequence Folio Number Discount	365					
Line Item 10 HSLOTIO	Qty	Price 8.00	Discount	V V V V V V V V V V V V V V V V V V V	Disc%	Extended 24.00
		Davi	Durana I I I	Cancel Colo	gst p8 Total	1.68 1.95 27.63

An F8/Lookup on the "Discount" field (next to item Price) allows the user to enter and assign select a particular discount type for that item.

File Record Help			
?\\L			
Discount	Description	Discount	Disc%
Discourie	Deseription		
SEASONAL	Seasonal Promotion		30.00

An F8/Lookup on the Discount field at the top of the POS entry screen will allow the user to extend an overall discount to all items on this transaction.





Pos S File Re Pos S Folio Disco	i Entry [linda] Na word Window Help Gequence Number Number	ASON/	265071 265 AL						
Line	Item		Qty	Price	Discount	Dis	count Amt	Disc%	Extended
10	HSLOTION	7 <mark>Y</mark> [3	8.00	SEASONAL	٧		30.00	16.80
20	LAVMASCOIL	Y	1	17.95	SEASONAL	۷		30.00	12.57
						v			
						<u>v</u>			
		_					·		
1—									
						v			
						v			
	· · · · · · · · · · · · · · · · · · ·					v			
								gst	2.06
								p8	2.39
								Tatal	22.02
				1 Day	Process (ancel	ale I	lotal	33.82
				Pay	Process (ancers	bale		

5.11 The POS Entry Screen: Commissions — The Yellow "Y" between the Item and Quantity fields indicates that this item is commissionable.

- F5/Drilldown on this field to the POS Item Commission by Provider(s) screen
- F8/Lookup on the Seller Name field will allow the user to select the recipient of the commission for this item

Hie Record \	Vindow Help					
?\					8	
Pos Sequence	365					
Line Number	10					
POS Item	hslotion					
Seller Name		Comm \$	Comm %	Src Src I	Num Last Date/Time	Clerk
INDA BATTELL			10.00		11/09/2006 10:25an	LINDA
		1 C C C C C C C C C C C C C C C C C C C	N 82	24		

The commission may be split between multiple sellers/providers, as long as the total commission does not exceed that which has been configured in POS Maintenance for this item.

? \ \ \		U ☆ ▲		7			
Pos Sequence	365						
Line Number	10						
POS Item	hslotion						
Seller Name		Comm \$	Comm %	Src	Src Num	Last Date/Time	Clerk
THE A DATTELL			5.00			11/09/2006 10:25am	LINDA
LINDA DATTELL		5	5.00		1	11/09/2006 10:29am	LINDA
ANA			0.00	A	10.0		and the second sec

5.12 POS Queries

Retail POS Menu – Query – Inventory Query

The **Inventory Query** gives the user access to all on hand items by outlet, as well as the minimum on hand and minimum to reorder levels (which are user-configurable in POS Maintenance).





S. Inventory Q	🔕 Inventory Query [linda] - Napili Kai Resort									
File Record Wir	File Record Window Help									
Outlet	Item	On Hand	Mini OnH	Mini ToR	Clerk	Last Date/Time				
SPA	HSLOTION	12	6	18	NWIND	08/17/2006 04:37pm				
SPA	HSSHAMP	18	6	18	ANA	06/13/2006 03:16pm				
SPA	LAVMASSLTN	7	6	18	ANA	06/14/2006 04:19pm				
SPA	LAVMASSOIL	9	6	10	NWIND	08/17/2006 04:59pm				
SPA	LOOFAH	13	10	10	NWIND	08/17/2006 05:00pm				
SPA	OPINAIL	12	12	12	NWIND	08/17/2006 05:32pm				
SPA	RDGGLS	12	3	7	LINDA	11/08/2006 11:45am				
WINESHO	CHARDMUSQ02	32	12	24	ANA	06/14/2006 02:02pm				
WINESHOI	PINOTNOIR	48	12	24	ANA	06/14/2006 02:02pm				
WINESHOI	RIESLING DRY	128	12	24	ANA	06/14/2006 02:02pm				

Window – Movement displays the items that were sold (SOLD), physically counted (PHYS) or received (REC) for the record you have highlighted.



🔕 Inventory Query [linda] - 1	Napili Kai F	Resort		
File Record Help				
	000			7 🔽 🏅 🦉
Outlet Code	SPA			
Pos Item Code	RDG	GLS		
Mov Date	Line	Туре	Qty	Clerk Code
11/08/2006 11:43am	1	REC	10	LINDA
11/08/2006 11:46am	1	PHY		LINDA
11/08/2006 05:10pm	1	REC	13	LINDA
11/08/2006 05:17pm	1	PHY		LINDA
11/09/2006 09:43am	1	SOLD	-2	LINDA
		-	-	
	-	-		-
	-	<u> </u>	-	

Retail POS Menu – Query – History Query

The POS History Query gives the user access to historical sales transaction details.

The results may be filtered by a specific date range, outlet, POS sequence number, or clerk code, or may be left blank to see all results.

SHistory Query [mwind] - Nor	thwind Hotel & Res	sort 📃 🗖 🔀						
<u>File R</u> ecord <u>W</u> indow <u>H</u> elp								
Start	08/01/2006	5 12:00am						
End	08/15/2006	5 12:00am						
Outlet Code	SPA							
Pos Sequence								
Clerk Code								
	START QUE	RY						

F5/Drill down on the POS Sequence field will allow the user to view charge details (items sold)





• F5/Drill down on the Folio Number field will allow the user to view payment details (the folio)

S POS History Qu	ery[linda]-N	apili Kai Resort							
File Record Help									
Pos Seq	Folio No	History Date	Clerk	Outlet	Status				
355	60779	11/06/2006 02:02pm	LINDA	SPA	Complete				
356	60828	11/08/2006 11:16am	LINDA	SPA	Complete				
357		11/08/2006 11:20am	LINDA	SPA	Cancelled				
358	60779	11/08/2006 11:22am	LINDA	SPA	Complete				
359	60829	11/08/2006 11:24am	LINDA	SPA	Complete				
360		11/08/2006 11:26am	LINDA	SPA	Cancelled				
361		11/08/2006 11:28am	LINDA	SPA	Cancelled				
362		11/08/2006 11:53am	LINDA	SPA	Cancelled				
363	60779	11/09/2006 09:27am	LINDA	SPA	Complete				
364	60832	11/09/2006 09:46am	LINDA	SPA	Complete				

Retail POS Menu – Query – Price Lookup

The POS Price Lookup will allow the user to view the selling price for a particular item

• F8/Lookup in the POS Item Code field will allow the user to select the item from a list.

🕲 Price Loo) kup [linda] - Napili	Kai Resort
File Record	Window Help	
?\		
Pos Item	Code	RDGGLS
Qty P	Price	
1	15.00	
2	13.00	
3	10.00	
99	10.00	

This screen is read as follows: 1 for \$15.00, 2 for \$13.00 each, 3 for \$10.00 each and 4 – 99 for \$10.00 each.

5.13 POS Reports

Retail POS Menu - Reports – Session Report ***This report is reserved for future development***

Retail POS Menu - Reports - Reorder Report

The **Reorder Report** can be run for only those items that require reordering (Y in "Reorder Only" field) or all items (N). It can also be run for a particular outlet, item category, or blank for all.





C Reorder Report [mwind] Ele Record Window Help	- Northwind Hotel & Resort Image: Constraint of the second sec
Date	08/17/2006
Reorder Only	M
Outlet	
Item Category	
ок	Cancel

The report will print out the information that displays on the Inventory Query screen.

11/09/2	006 10:51	am PS1400	Napili Ка	i Resort		F	age	1
			Reo	rder Rep	ort			
Date:	1	1/09/2006						
Reorder	only: Y							
outlet:	Γ A	LL						
Item Ca	tegory: A	LL						
	Item		Quantity	Mini	mum	Quantity		
Outlet	Categor	y Item	On Hand	OnHand	Reorder	LastReceived		
SPA	SPA	LAVMASSOIL	3	6	10			
SPA	SPA	LOOFAH	2	10	10			
	SDA	PDGGLS	1	3	7			

Retail POS Menu - Reports – Provider Commission Report

The **Commission Report** can be run for a range of dates, by a single seller/provider or seller/provider type.

Separate Commission Report [nwind]] - Northwind Hote	l ft Re	
Elle Record Window Help			
Date From	08/01/2006	To 08/15/2006	
	,		
Service Provider			
Provider Type			
Charge Posted Flag	P (P=Posted	D	
enange i ootea i nag	. (·/	
Selection By	(Blank=Al	I. P=POS. S=Services)	
,	(., , ,	
Sort By	D (D=Date.	C=Category/Service Typ	e)
,	(=)	J ,,, P	,
	ОК	Cancel	

This report gives the item commission details and totals for the selected date range.





6 Appendix

6.1 Glossary

Movement: Tracking each individual transaction that changes the on hand quantity.

Physical: Physically counting the inventory in an outlet.

History: Details of what was sold, which items, what quantities, what discount, and for what outlet.

6.2 Program Names

Program	Title	File
ps0100mn	Item Maintenance	psitem
ps0200mn	Tax Calc Maintenance	pstaxcalc
ps0300mn	Discount Maintenance	psdiscount
ps0400mn	Tax Type Maintenance	pstaxtype
ps0500mn	Outlet Maintenance	psoutlet
ps0600mn	Physical Inventory Entry	psphysical
ps0800mn	Receipt Header Text Maintenance	psrcpthead
ps0900mn	Receipt Trailer Text Maintenance	psrcpttrlr
ps1200mn	Movement Purge	
ps1300mn	History Purge	
ps1400mn	Receipt Detail Text Maintenance	psrcptdet
ps1500mn	Receipt Detail Discount Text Maintenance	psrcptdetd
ps1600mn	Config Maintenance	psconf
ps1700mn	Item Category Maintenance	psitemcat
ps1800mn	Receipt Font Info Maintenance	psrcptfont
ps1900mn	Inventory Receiving Entry	psrecving
ps0700	Inventory Query	psinvent
ps0710	Inventory Query	psmovement
ps1000	POS Entry	
ps1010	POS Entry	pshist_i
ps1020	POS Entry	
ps1030	Folio Lookup	
ps1100	Session Report	
ps1200	History Query	





Program	Title	File
ps1210	POS History Query	pshist_h
ps1220	POS History Query	pshist_i
ps1300	Price Lookup	psitempric

6.3 POS Receipt Print Markers

<pos_sequence> <history_date> <pos_session_id> <property_code> <pos outlet code> <clerk_code> <pos discount code> <pos discount amount> <pos_discount_percent> <pos tax type 1> <pos_tax_amount_1> <pos_tax_type_2> <pos_tax_amount_2> <pos_tax_type_3> <pos_tax_amount_3> <pos total amount> <total_before_discount> <total before tax> <amount tendered> <change> <pos_item_code> <pos_quantity> <pos_price> <pos_discount_code_detail> <pos_discount_amount_detail> <pos_discount_percent_detail> <pos_extended_amount> <pos_extended_amount_after_discount> <pos_extended_discount_only> <folio number> <item_description> psdiscount.description <pscc_info.credit_card_expiry_month> <pscc_info.credit_card_expiry_year> <pscc_info.card_type> <pscc_info.card_name> <pscc_info.credit_card_number> <pscc info.authorization number> <pscc info.name on credit card> <pscc_info.short_card_number>

6.4 Standard Markers

- <c> continue on next line
- blank line
- .mrk to trim description
- .tr trim right

pshist_h.pos_sequence pshist_h.history_date pshist_h.pos_session_id common_link.property_code pshist h.pos outlet code pshist_h.clerk_code pshist h.pos discount code pshist_h.pos_discount_amount pshist_h.pos_discount_percent screen.pos tax type[0] screen.pos_tax_amount[0] screen.pos_tax_type[1] screen.pos_tax_amount[1] screen.pos_tax_type[2] screen.pos_tax_amount[2] screen.pos total amount pos_tot_amount_before_di pos tot amount before tax screen.cash tendered screen.change pshist_i.pos_item_code pshist_i.pos_quantity pshist_i.pos_price pshist_i.pos_discount_code pshist_i.pos_discount_amount pshist_i.pos_discount_percent pos_extended_amount pos extended amount disc pos_extended_disc_only pshist h.folio number psitem.description <discount description>





.tl .n1 .n6 .ua .tn .b .l	trim left no left zero fill no blank when zero upper case all trim numeric blank when zero left zero fill upper case
.u .p nnn	position (e.gs43 for position # 43 characters over/43 rd character)
.s <i>nnn</i>	size
.c nnn	center
.+ <i>nnn</i>	add
<i>nnn</i>	subtract
.y1	year date format 1
.y2	year date format 2
.m1	month date format 1
.m2	month date format 2
.m3	month date format 3
.d1	day date format 1
,d2	day date format 2
.d3	day date format 3

