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NATSOFT USER MANUAL

POINT OF SALE SYSTEM

VERSION 3.00

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DATA ENTRY AND SPECIAL KEYS

All Natsoft systems make use of special keys for data entry. This section should be fully understood BEFORE attempting to run any of the systems. Each key is referred to in the instructions by an abbreviation. This abbreviation is given next to each of the keys.

The following descriptions nominate the special keys and their specific purposes.

Return or Enter

When entering data into the system the Return or Enter key should be pressed once the entry is complete. The system will not recognize, and act upon your entry until the Return is pressed. The Return key is equivalent to the Enter key. The system usually indicates the field that is to be entered by the operator by a flashing cursor, and highlighted data.

Backspace or Delete

The Backspace and Delete keys are equivalent. The backspace is a character deletion key. If you have made a typing error then Backspace is pressed to delete the last character typed.

The backspace is also an error message recovery key. If an error message or warning message appears on the bottom of the screen and a beep is heard from the system, then the Backspace or Delete key is pressed to clear the message. If you press any other key then the system will respond with another beep. This is to ensure that error messages are acknowledged and the appropriate action is taken.

~

This is the screen dump key. Whenever this key is pressed the contents of the current screen will be sent to printer number zero.

Arrow Up (AU)

The Arrow Up key (or F5 on the IBM style keyboard with no separate cursor controls), is an abort or backup one step key. It is used to move to the previous entry field or to exit up out of an operation without making any changes. If you called up a wrong account then this key is used to return to the account entry. This key will allow you to re-enter the system date if it is pressed at the main menu. In posting routines this key will return you to the batch selection section of the system, thus allowing you to change posting modes quickly.

Arrow Down (AD)

The Arrow Down key (or F9 on the IBM style keyboard with no separate cursor controls), is an advancement key. It is used to advance to the next entry field. The Enter key will also perform this task. This key is used to move down through posting dissections, where the enter key will allow the changing of a dissection. This key has special purposes in some programs. When this key has a special purpose, this purpose is shown in the program or in the instructions of the program.

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Arrow Across (AA)

The Arrow Across key (or F8 on the IBM style keyboard with no separate cursor controls), is a confirmation or program exit key. It is used to confirm an entry screen, or to, during posting procedures, indicate to the system that all transaction dissections are entered. This key is pressed to exit a program when there are no screen instructions on how to exit the program.

Arrow Back (AB)

The Arrow Back key (or F7 on the IBM style keyboard with no separate cursor controls), is used in the same way as a Backspace key to delete the previous character typed.

Function Keys

The system utilizes function keys 1, 2, 3 and 4 to perform various tasks. An explanation of the function of each of these keys may be found below.

Function Key One (F1)

Function key one or F1 is the help key. If the operator is at an entry within the system and does not understand what the system requires then this key may be struck and a help message will appear on the screen explaining the particular entry concerned. Once the operator is happy with the course of action that should be taken then the ENTER key should be struck to return the operator to the entry in question. The help message may be changed by entering C, and then the message.

Function Key Two (F2)

Function key two or F2 is the Load/Change key, and is used to allow the loading and changing of records. At any account entry this key can be used to load a new account, or change an existing one. For example new account may be loaded on to the system in the middle of a posting procedure by the use of F2. The new account code is keyed in followed by the F2 key instead of the Enter key. Not only can new accounts be loaded by this method but existing account details can be modified.

Function Key Three (F3)

Function key three or F3 is the screen inquiry key. At any account entry this key can be used to inquire into an account. For example this key may be used in the middle of a posting procedure if details of a particular debtor's transactions are required. The debtors code is keyed in followed by the F3 key instead of the Enter key. The operator is then placed in the inquiry mode.

Function Key Four (F4)

Function key four or F4 is the keystroke record/playback key. This key is used to store sequences of key strokes that are of a repetitive nature. For example when end of period reports are being produced the keystrokes used can be

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stored in a file and recalled at the end of the period. When this key is pressed the name of the file in which the keystrokes are to be stored is entered. The record mode is selected by entering an R, and from that point all keystrokes are recorded until the F4 key is pressed to stop the recording. To recall a keystroke file move to the same entry from which the recording was commenced and press the F4 key, the keystroke file name is then entered and the playback mode is selected by entering a P.

Date Entry

Most date entry is required in full without the /'s, ie enter 14021988 for 14/02/1988. When entering dates it is only necessary to enter as much of the date that needs to be altered. If the current date is 14/02/1988, and the required date is the 20/02/1988, then simply enter 20. For the 30/05/1988 enter 3005.

The point of sale system is designed to be a fast medium for use in retail outlets for processing information into the Natsoft debtors and stock control modules. Order entry can also be utilised with this system.

The number of tills, departments and salespersons are only limited by the disk space available.

Bar codes can be read using either a bench or hand held scanner.

The point of sale system gives information for each department and salesperson for the day, week, month and year. A breakdown of hourly takings is also available.

If your business is a service station, then the point of sale system has a built in petrol pump management section. This allows you to have control of the pumps from the point of sale terminals. The Natsoft point of sale system is multi-user and several tills may be used, each one being able to control the fuel pumps. For example a prepay may be processed at one till, and the refund processed at another.

A cash reconciliation module is available that gives full daily reporting of over/short, banking information and category sales. This can be done by till, branch or consolidation.

The point of sale system gives you the ability to connect to a remote store as a terminal from the head office. A time for automatic time can be set at head office to retrieve the sales from each remote store. The system will also allow you to manually poll a remote store.

Debtors and creditors invoice information is sent from the remote store to the head office updating customer and creditor master file allowing for statements and bills to be generated from head office.

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SYSTEM PROCEDURE

To run the point of sale system you have to do one of the following: key in 'possys' at the operating system prompt, or select the point of sale system option from the system menu. In most cases you will have to select the point of sale system from the system menu. When you have done this the system will look to see if the data files POSA*. * are present. If they are not present then they will automatically be created and the service system control file will appear on the screen straight away. The service system control file contains the options relating to the operation of the point of sale system as a whole.

If the system is interfaced to a Gilbarco Pump Controller then an alternate screen on your main computer system will need to be activated and the Gilbarco pump controller started. This is done by either keying in 'pospgilb' at the operating system prompt, or by selecting the Gilbarco Pump Controller from your main system menu.

If the remote update facility has been requested in the till set up (see Remote Upd S/Y/N in glossary), the remote update program will need running to allow transactions to flow through to the Debtors and Stock Control systems. The remote update program is run on an alternate screen on your main computer system, this will need to be activated and the remote update started by keying in 'posrem' at the operating system prompt, or by selecting the Remote Update option from your main system menu.

INITIAL SETUP

1. Tills are loaded through job 2 - service till master file. The main functions of the till are then defined. These functions can be altered at any time.
2. Departments are loaded through job 3 - service department master files. These departments that need to be loaded are the POS Departments that have been set on the location files of the stock item, if the field has been left blank then the stock group are used.
3. Salespersons are loaded through job 4 - service salesperson master files. The salespersons codes in the point of sale system do not have to be the same as the salesman analysis in the debtors system, as the system will still require to be told which salesman analysis in the debtors system it is linking to.

PUMP INTERFACE

If the pump interface is to be used then the following steps must be taken:

1. The pump products are loaded through job 1 - load/change products off job 12 - service pump interface on the main point of sale menu. This is where the product prices are changed. To change a price select this job, change the price, and if the pump controller is running the prices will be changed on the pumps when they become available. The price change is usually performed on the console.
2. The pumps are loaded through job 2 - load/change pumps off job 12, service pump interface on the main menu.

N.B. This is only a summary of what has to be done at the initial setup. For further information refer to the necessary section in the manual. Explanations of entry options are found in the glossary at the end of the manual.

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PERIOD CYCLE

1. Enter transactions through job 5 - Point of Sale Entry. If the system has been configured by use by point of sale terminals, then only these terminals must be used when selecting this option, and you will be required to login by entering the sales person code followed by the Sales Person key. In some circumstances this transaction entry program may be automatically invoked by a special login, ie pos.
2. If special point of sale terminals are not being used then exit the point of sale entry program, and print the audit trail by the use of job 6 - Print Audit Trail.
If POS terminals are being used then you will have to logout or exit by entering the sales person code followed by the Logout or Exit key. The logout option will automatically produce preselected reports, including the audit trail, and perform a level 1 update. If the till reconciliation system is in use then the logout must be performed before the end of day time to ensure that the sales are processed into the correct day.
3. Print reports that are required for your business.
4. The end of period update is performed. If it is end of the day then a level 1 update is performed. If it is end of week then a level 1 - 2 update is performed. If it end of month then a level 1 - 3 update is performed. If it is the end of the year then a level 1 - 4 update is performed.

N.B. This is only a summary of what has to be done at the initial setup. If further information is required then refer to necessary section in the manual. For an explanation of an entry option then refer to the glossary at the end of the manual.

POWER FAILURE

The system is usually protected by an uninterruptured power supply (UPS), which will keep the system running continually for 15 minutes. If a power failure should occur the system should be shut down, and turned off straight away. Should the system have pump control and it is required that a pump memory value is to be recalled, then the system can be started up again, and the till is logged into point of sale entry to enable the value to be read. The system should be shut down again.

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DATA BACKUP & INTEGRITY

The data files should be backed up or copied periodically. The backup should be made at least at the end of each day that the system is used. Backups should be performed before the end of period reporting and updates, or any program that operates on data without operator intervention.

The integrity of the data cannot be guaranteed if there is a power failure, or if the computer is turned off while it is in the middle of running the system, and therefore the data should be restored from the last backup. If the system has been returned to the main menu, or has been terminated, then a power failure will cause no harm. No harm will be caused in jobs that do not alter the data files, ie reports.

It is important that the computer is not left in the middle of programs that alter the data files, because if the power goes off you will not remember that you left the system in the middle of a job that updates files, and therefore you could risk data corruption. If you wish to leave the computer unattended then return the system to the main menu. If you are not sure of the integrity of your data after a power failure then restore the data from the last backup.

Power failures can cause uncorrectable data file corruption which can be avoided by restoring the data from the last backup.

At least 5 sets of backups should be kept. The backups are either named with the day for which they are used or numbered, they should be alternated each time a backup is performed. It is wise to keep a log detailing when each backup was done, and onto which media the backup was made. Keeping the backup media off the premises or in a secure and safe location is highly recommended, in the unfortunate but possible advent of fire or hazard the data can then be preserved.

All Natsoft data files should be included on the same backup, when all data files are backed up together it will contribute to a reliable backup should the data need to be restored.

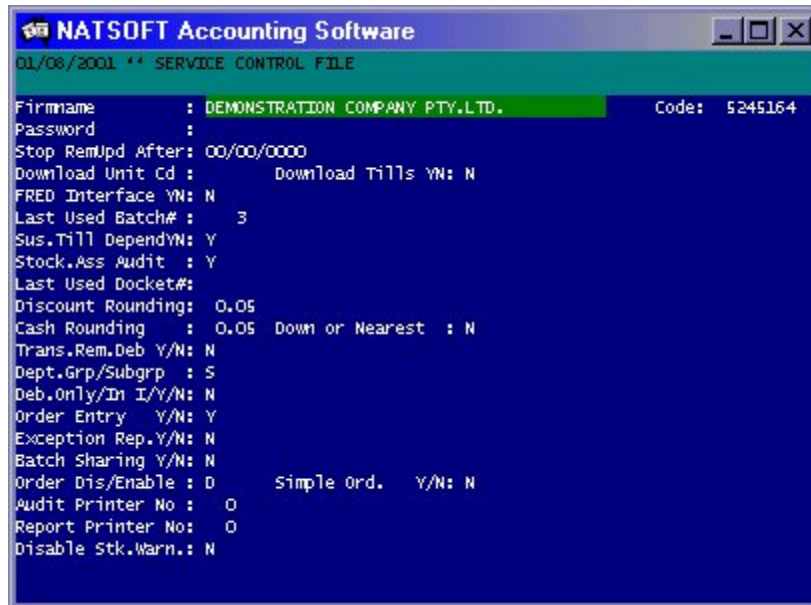
Instructions for the backing up of your data will be provided by your software supplier, these will vary depending on your computer and operating system. If you require to restore a backup you should contact your software supplier for assistance.

Where integration is performed with other modules then all modules data should be backed up and restored at the same time.

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SERVICE SYSTEM CONTROL FILE

The service system control file is used to define and maintain control information about the point of sale system.



```

NATSOFT Accounting Software
01/06/2001 ** SERVICE CONTROL FILE
Firmname      : DEMONSTRATION COMPANY PTY.LTD.      Code: 5245164
Password      :
Stop RemUpd After: 00/00/0000
Download Unit Cd :          Download Tills Y/N: N
FRED Interface Y/N: N
Last Used Batch#: 3
Sus.Till DependY/N: Y
Stock.Ass Audit : Y
Last Used Docket#:
Discount Rounding: 0.05
Cash Rounding  : 0.05 Down or Nearest : N
Trans.Rem.Deb Y/N: N
Dept.Grp/Subgrp : S
Deb.Only/In I/Y/N: N
Order Entry Y/N: Y
Exception Rep.Y/N: N
Batch Sharing Y/N: N
Order Dis/Enable : D Simple Ord. Y/N: N
Audit Printer No : 0
Report Printer No: 0
Disable Stk.Warn.: N
    
```

The screen above is an example of what is shown when going into this job. For an explanation of an entry option, refer to the glossary at the end of the manual.



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SERVICE TILL MASTER FILES

LOAD/CHANGE TILLS

This is used for loading and changing till details, such as printers for dockets, payment methods and other till controls. The screen above is an example of what is shown when going into this job. For an explanation of an entry option, refer to the glossary at the end of the manual.

DELETE TILLS

To delete a till, all departments and salespersons must be deleted first. If these are not deleted then you will not be able to delete the till.

DEFINE POS UNIT KEYS - BY KEY PRESSING

This job allows you to define point of sale unit keys by key pressing. You will press the key you want to define and then enter in the alpha input and alpha options.

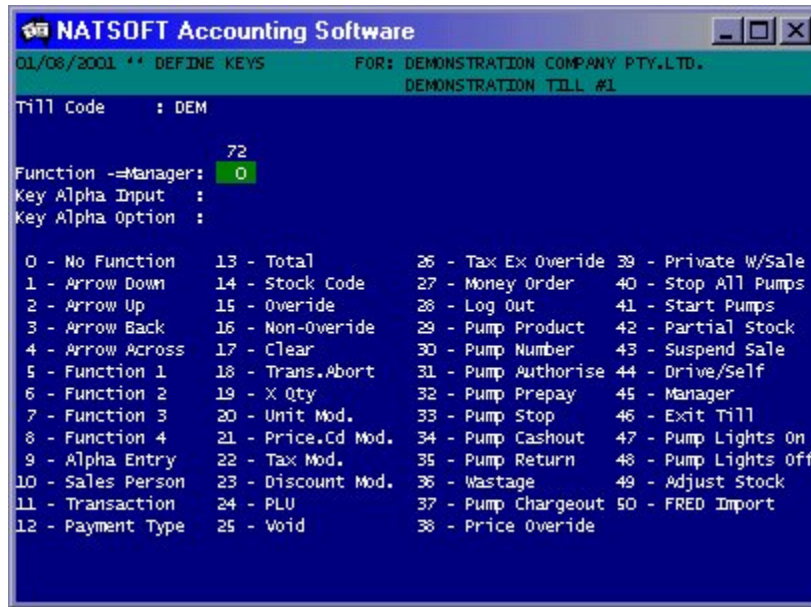
DEFINE POS UNIT KEYS - BY KEY NUMBER

This job allows you to define point of sale unit key by key number. You will enter in the key number of the key you want to define and then enter in the alpha input and alpha options.

DEFINE POS UNIT UNIT KEYS - BY KEY ALPHA

This job allows you to define the point of sale unit by key alpha. You will enter in the alpha character of the key you want to define and then you can enter in the alpha input and alpha options.

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FUNCTION -=MANAGER

The function manager is the main function of the point of sale unit keys. This is asked for when you are defining a point of sale unit key.

- 0 - No Function - Means this key has no function
- 1 - Arrow Down - Means that this is an arrow down key
- 2 - Arrow Up - Means that this is an arrow up key
- 3 - Arrow Back - Means that this is an arrow back key
- 4 - Arrow Across - Means that this is an arrow Across Key
- 5 - Function 1 - Means that this is a F1 key
- 6 - Function 2 - Means that this is a F2 key
- 7 - Function 3 - Means that this is a F3 key
- 8 - Function 4 - Means that this is a F4 key
- 9 - Alpha Entry
- 10 - Sales Person - This allows you to set up keys for sales persons.
- 11 - Transaction - This allows you to set up keys for the different transaction types. Ie Cash sale, layby sale, cash return and etc.
- 12 - Payment Type - This allows you to set up keys for the nine different payment types. Ie Cash, Cheque, Visa, Bank Card and etc.
- 13 - Total - Means that this is a total key.
- 14 - Stock Code - This allows you to set up keys for common brought stock items.
- 15 - Override
- 16 - Non-Override
- 17 - Clear - This key clears the entry that was entered.
- 18 - Trans.Abort - This key aborts the transaction being processed.
- 19 - X Qty - This allows you to have keys set up for different quantity amounts.
- 20 - Unit Mod. - This allows you to have keys set up for the alternate units.
- 21 - Price.Cd Mod. - This allows you to have keys set up for the different price levels.
- 22 - Tax Mod. - This allows you to have keys set up for the different tax scales.



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- 23 - PLU
- 25 - Void - This allows you to a key that voids a transaction line.
- 26 - Tax Ex Override
- 27 - Money Order - This key only applies to systems in America.
- 28 - Log Out - This allows you to have a key that will log the till out.
- 29 - Pump Product - This allows you to have keys set up for the different types of pump products.
- 30 - Pump Number - This allows you to have keys set up for the different pump numbers.
- 31 - Pump Authorise - This allows you to have a key for pump authorise.
- 32 - Pump Prepay - This allows you to have a key that prepay a pump.
- 33 - Pump Stop - This key allows you to stop a pump from pumping.
- 34 - Pump Cashout - This key allows you to cashout a pump sale.
- 35 - Pump Return
- 36 - Wastage
- 37 - Pump Chargeout- This key allows you to chargeout a pump sale.
- 38 - Price Override - This key allows you to override a price of a stock item.
- 39 - Private W/Sale
- 40 - Stop All Pumps - This key allows you to stop all pumps from pumping.
- 41 - Start Pumps - This key allows you start all pumps after all the pumps had been stopped.
- 42 - Partial Stock
- 43 - Suspend Sale - This key allows you to suspend a sale.
- 44 - Drive/Self - This key changes the drive way from drive serve to self serve or from self serve to drive serve.
- 45 - Manager
- 46 - Exit Till - This key allows you to exit the point of sale till.
- 47 - Pump Lights On - This key allows you to turn pump lights on.
- 48 - Pump Lights Off - This key allows you to turn pump lights off.
- 49 - Adjust Stock - This key allows you to adjust stock quantity balances.
- 50 - FRED Import - Activates the FRED import.

LOAD/CHANGE DOWNLOAD UNITS

Configure settings for downloading of tills.

DELETE DOWNLOAD UNITS

Remove download units from system.

DOWNLOAD UNIT

Download unit to master system.

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SERVICE DEPARTMENT MASTER FILES

This is where all departments are loaded, changed and deleted.

LOAD/CHANGE DEPARTMENTS

This job is used to load and change department master file details. The screen above is an example of what is displayed when entering into this job.

The department codes will need to be entered in as group codes in the stock control system and sales analysis codes in the debtors system. If the department code is different to the sales analysis code then the sales analysis code needs to be entered on the department file.

If the department sales are to be split into cash and charge sales, then you need to enter in the cash sales analysis code on the department file.

DELETING DEPARTMENTS

A department cannot be deleted if there are transactions or balances in existence on the departments. The only time a department can be deleted is after a level 4 update has been performed, or if it has not been used.

LOAD/CHANGE PAIDOUT

Used for allocating amounts paid out of till, this is option 6 on the point of sale entry menu. This posting type does not account for GST.

DELETE PAIDOUT

Remove an unwanted paid out of till code.

LOAD/CHANGE RECEIPT

Used for allocating miscellaneous receipts into till, this is option 7 on the point of sale entry menu. This posting type does not account for GST.

DELETE RECEIPT

Remove an unwanted miscellaneous receipt code.

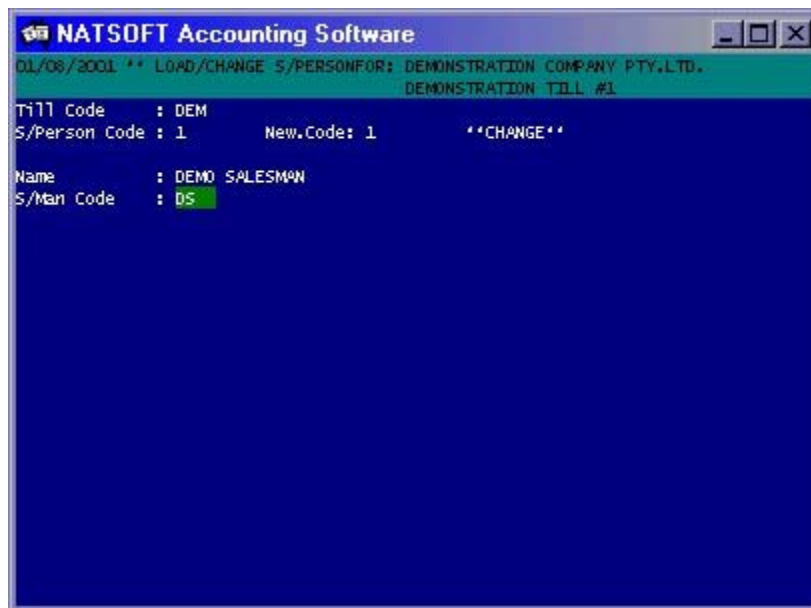
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SERVICE SALESPERSON MASTER FILES

This is where all salesperson master files are loaded, changed and deleted.

LOAD/CHANGE SALESPERSONS

This is where salesperson master files are loaded and changed. The following screen is an example of what is displayed when going into this job.



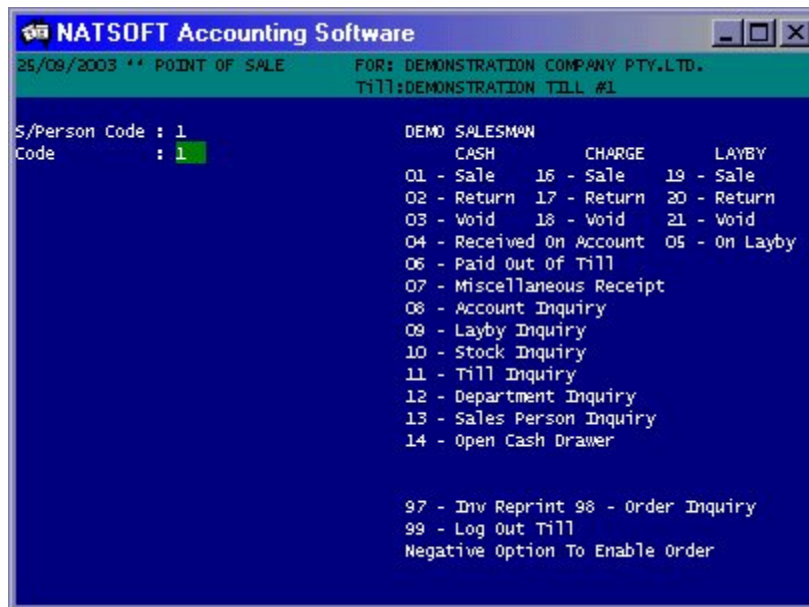
All salesperson codes need to be entered into the debtors system if the debtors salesman analysis is to be used. Sometimes the sales person code may be different to the salesman code.

DELETING SALE PERSONS

A salesperson cannot be deleted if there are transactions or balances in existence on that salesperson. The only time a salesperson can be deleted is after a level 4 update has been performed.

POINT OF SALE ENTRY

This is where all POS transactions are entered.



The screen above is an example of the screen that will be displayed when entering into this job.

If a special point of sale terminal is being used then the options will not be displayed. Simply press the key labeled with the required option. You will have to enter your sales person code i.e. 1, followed by the Sales Person key before you can proceed. To exit the program key in the sales person code followed by the Logout of Exit key. On logout predefined reports and updates are automatically performed.

1 - CASH SALES

A cash sale is a sale that is paid for at the time of receiving the goods.

To process a cash sale you will enter 1 at code and then enter in all stock items being purchased. The screen above is an example of this. After all items are entered press the AA key. The tender type will be defaulted to cash, if the customer is paying by cheque or credit card then enter in the payment type code for cheque or the credit card to be used.

If you are using a point of sale unit then scan the item or press a department preset or pump key to start the sale. For multiple lines keep scanning or pressing department keys. When finished press Total, and enter the amount tendered followed by required tender type keys.



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2 - CASH RETURNS

A cash return is where a sale has been returned for some reason and a cash refund is required. To process a cash return enter 2 or press the Return key at code. The screen displayed is like the one on the previous page. The only difference is that RETURN is displayed instead of SALE. When a return is processed the goods are put back into stock, allowing the stock to be resold at a later date.

When pump control is being used and the user wishes to refund the unused portion of a prepaid sale then enter the pump number followed by the Pump Refund key.

3 - CASH VOIDS

A cash void is similar to a return except that a void is where a sale was put through, incorrectly. To process a cash void enter 3 or hit the Void key at code. The screen displayed is like the one on the previous page. The only difference is that VOID is displayed instead of SALE.

On a point of sale unit press the Void key prior to the sale.

16 - CHARGE SALE

A charge sale is a sale that is paid at a later time but the goods are received straight away.

To process a charge sale you will need to enter 12 or press the Charge key at code. Then you will enter in all stock being charged on to the account. Some times you may not know a sale is to be charged until the end of the sale, you are able to change the tender type from cash to charge by changing the tender type to 8 or hitting the charge key.

17 - CHARGE RETURN

A charge return is where a charge sale has been returned for some reason. The screen displayed is like the screen above. The only difference is that RETURN is displayed instead of SALE. When a charge return has been performed the account is reduce by the amount of the return and the goods are returned back to stock.

18 - CHARGE VOID

A charge void is similar to a return except that a void is where a charge sale was put through incorrectly. To process a charge void enter 18 or the charge void key at code. The screen displayed is like the one on the previous page. The only difference is that VOID is displayed instead of SALE.

19 - LAYBY SALE

A Layby sale is a sale where the goods are not received until they have been fully paid for. To process a layby sale enter 19 or hit the Layby key at code and then enter in the goods to be put onto layby. The screen above is an example of this. Some times you may not know that the sale is a layby until the end of the sale, what you need to is change the tender type from cash to layby, this is done by entering 8 or hitting the Layby key at payment method.

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20 - LAYBY RETURN

A layby return is where all or part of a layby has been returned for some reason. To process a layby return, enter 20, or hit the Layby Return key at code. The screen displayed is like the one on the previous page. The only difference is that RETURN is displayed instead of SALE. When a return is processed the goods are put back into stock, allowing the stock to be resold.

21 - LAYBY VOID

A layby void is similar to a return except that a void is where layby was put through incorrectly. To process a layby void, enter 21, or hit the Layby Void key at code. The screen displayed is like the one on the previous page. The only difference is that VOID is displayed instead of SALE.

6 - PAID OUT OF TILL

This allows you to enter in money that was paid out of the till. To process this you will need to enter 6 or hit the Pay Out Of Till key at code.

7 - MISCELLANEOUS RECEIPT

This job allows you to enter money received, that is not sales related. To process this transaction you will need to enter 7 or hit the Miscellaneous Receipt key.

4 - RECEIVED ON ACCOUNT

This allows you to enter any money that is received by the till for payment of a debtors account.

To process this you will enter 4 or hit the Received On Account key at code. The screen above is an example of entering in to this job. The system will reduce the debtors account balance by the amount paid when the transaction is processed.

5 - RECEIVED ON LAYBY

This allows you to enter in any money that a customer has paid off their layby account. To process this transaction type you will need to enter 5 or hit the Received On Layby key at code. The screen above is like the screen displayed when going in to this job. The only difference that it will have LAYBY instead of ACCOUNT displayed. The system will reduce the amount owing on the layby when the transaction is processed.

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8 - ACCOUNT INQUIRY

This job allows you to do an account inquiry without exiting out of the till and going into the debtors system. To perform an inquiry, enter 8, or hit the Account Inquiry key at code. The screen above is an example of the screen that appears when going into this job. This is the information screen of the account, If you are at one of the other screens, entering I you will return back to this screen.

T - will allow you to see a list of transactions for a specified number of pervious periods. If 0 is entered then this will give the current transactions only.

P - will print a list of transactions for the number of pervious periods selected. It will also print the current transactions.

H - will give you a period by period sales history for the last two years as well as the current years period sales figures.

N - will display the notes that have been entered on the account. Notes can be written and viewed at this job. At the line number you can enter N for a line of sixty characters in length. This allows you to enter in the required note. E will enter in the current system date and a note can be entered after it. D allows you to delete a line that does not applied to the account any more. I will allow you to insert a line between two other lines.

Q - will exit out of the account inquiry and take you back to code.

9 - LAYBY INQUIRY

This job allows you to do a layby inquiry without existing out of the point of sale till and going into the debtors system.

To process this job enter 9 or hit the Layby Inquiry key at code. The screen displayed is a like the account inquiry screen. For information relating to inquiry options refer to account inquiry section of the manual.

10 - STOCK INQUIRY

This allows you to perform an inquiry on a stock item. To be able to do this enter 10 or hit the Stock Inquiry key at code or stock code.

The screen above is an example of the information screen of a stock item. This screen will appear when going into a stock inquiry. If you are at one of the other stock inquiry screens you can enter I to return back to this screen.

B - will allow you to see the current balances on a stock item.

P - will show the price book prices of the stock item. Once you enter this screen you can arrow up or down to see the special prices. You can also look at the percentages by selecting P and by selecting D you will return back to the dollar values. Q will bring you back to the other options.

F - will show the first in first out purchase lots. This only applies to FIFO stock. Other stock will contain no information in this inquiry screen.

T - will show the transactions listed on the stock item. When you enter this screen you will be asked for the our reference. If one is not required then leave this option blank. Type-PSATJ is asking whether you want to see only stock Purchases, Sales, Adjustments, Transfers or Job transactions. If all transaction types are required then leave this option blank. Enter in the number of pervious month's transactions you want to see. 0 will display current transactions only.

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H - will show you the history of the current period and the previous 12 months.

S - will show you the stock sales figures for the current year periods as well as the past four years' periods.

Y - will show the quantity sold for the current year periods as well as the past four years' periods.

M - will show the stock movement for the current period, previous 12 months movements.

L - will show how much stock is being held at each location. It also displays how much is on order and how much is on back order for each location.

O - will show the oversale transactions. This is not available for all locations but the oversale transactions will be displayed when you do an inquiry on stock for a particular location.

W - will show the waste that has been allocated to this stock item.

11 - TILL INQUIRY

By entering 11 or hitting the Till Inquiry key at code you can access the till inquiry without exiting out of the till. For more information turn to the section on till inquiry in the manual.

12 - DEPARTMENT INQUIRY

By entering 12 or hitting the Department Inquiry key at code, you can access the department inquiry without exiting out of the till. For more information turn to the section on department inquiry in the manual.

13 - SALES PERSON INQUIRY

By entering 13 or hitting the Sale Person Inquiry key at code, you can access the sales person inquiry without existing out of the till. For more information turn to the section on sales person inquiry in the manual.

14 - OPEN CASH DRAWER

This allows you to open the cash drawer. To do this, enter 14 or hit the Open Cash Drawer or No Sale key at code.

15 - REPRINT LAST DOCKET

By entering 15 or hitting the Reprint Last Docket key at code, you are able to reprint the last docket that was processed. If you exit or logout of the till and go back in, the last docket can not be printed. If docket printing had been disabled then it is possible to produce docket by using this function.

97 – INVOICE REPRINT

If you have invoice reprint enabled in the debtors branch control file, this option can be used to print the invoice generated from a charge sale. This does not include reprinting of cash sale dockets, these can only be reprinted by using the 15 – REPRINT LAST DOCKET option, which is only available until the next sale is processed.

98 – ORDER INQUIRY

Shortcut to the order inquiry screen, perform order inquires by order number, debtor, stock and more. This option is available if the POS is being used in conjunction with the order entry system, it needs to be enabled in the POS service control file.

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99 – LOGOUT OF TILL

This allows you to logout of the till. A logout is performed at the end of the day or when there is a change of tills (ie new till float is entered and the other till is taken out to be reconciled). When a till is logged out of the system, the point of sale reports can be made to print out automatically. The setting in the till master file will control this. A level 1 update, and audit trail print and clear will be performed.

EXIT

This allows you to exit the point of sale entry without logging out. No reports or updates are performed.

N.B. If a point of sale unit is being used the Clear key is used to clear an entry, and the Abort key may be used to abort a sale.

POINT OF SALE ENTRY - FUEL PUMP CONTROL

TO STOP ALL PUMPS

Press the All Pump Stop key, and then press Total to confirm the pump stop, or Clear to abort the pump stop. The pumps will stop immediately, and the current sales will be finalised when the handles are hung up. It is not possible to continue with any current sales once the pumps have been stopped. No new sales can be authorised while pump all stop is active.

TO START PUMPS AFTER A STOP ALL PUMPS

Press the Start Pump key, and then press Total to confirm the pump start, or Clear to abort the pump start. New sales may now be authorised.

TO STOP ONE PUMP

Enter the pump number followed by the Stop One Pump key, and then press Total to confirm the pump stop, or Clear to abort the pump stop. The pump will stop immediately, and the current sales will be finalised when the handle is hung up. A new sale now may be authorised on the pump.

DRIVE/SELF SERVE

The system operates in two modes, driveway service or self service. To change the mode press the Drive Self key. To confirm the mode change press the Total key, otherwise press the Clear key. Note that some pumps can be configured as self serve only, therefore the drive serve mode will have no effect on these pumps.

In driveway mode the pumps are automatically authorised when the handle is lifted, and are automatically cashed out when the handle is replaced. The system keeps all pump transactions so that when the driveway attendant returns to

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pay in, he knows exactly how many dollars he should have, a dollar total and total sales is displayed. Pump Authorise, Prepay, and Refund are not available while in driveway mode.

PUMP LIGHTS

The Pump Lights On/Off keys control the pump lights on selected pump types.

HOW TO AUTHORISE A PUMP (self serve mode only)

Enter the pump number followed by the pump Authorise key. If a preset limit is required then enter the limit followed by Total, otherwise press Total for no limit, or press Clear to abort the authorise.

HOW TO PREPAY A PUMP SALE (self serve mode only)

Enter the pump number followed by the pump Prepay key. Enter the prepay amount followed by the Total key, or press the Clear key to abort the prepay. A sale transaction will now be placed into the point of sale system. Process any other sales that are required, and then press the Total key. Enter the amount tendered followed by the tender type key, use the Total key if the tender type is cash. The pump is now authorised to the prepaid limit. Should the sale be aborted by use of the Abort key then the pump is not authorised. If the pump is stopped short of the prepay limit then use the pump refund function to refund the unused portion, and note that a new sale cannot be authorised until a time period has expired.

PUMP REFUND (self serve only)

To refund an unused amount of a prepay enter the pump number followed by the Pump Refund key. Enter the amount of the refund followed by Total, or press Clear to abort the refund. If there is only one refund amount on the pump then it will not have to be entered. The refund is placed into the point of sale system. Process any other sale that may be required, and then press the Total key. A negative amount indicates a refund. Press the tender type key, or Total if the tender type is cash. The refund is not cleared until the sale is processed.

HOW TO CASHOUT A PUMP (self serve mode)

Enter the pump number followed by the pump Cashout key. If there is more than one sale on the pump then enter the sale amount followed by the Total key, otherwise press the Total key, or press the Clear key to abort the cashout. A sale transaction will now be placed into the point of sale system. Process any other sales that are required, and then press the Total key. Enter the amount tendered followed by the tender type key, use the Total key if the tender type is cash. The pump is now cashed out. Should the sale be aborted by use of the Abort key then the pump is not cashed out.

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HOW TO CASHOUT PUMPS IN DRIVE SERVE MODE

Press the pump Cashout key, and the system will now display the individual sales which make up the drive total\$ and number of sales. If it is required to limit this list to only one pump number then enter the pump number prior to pressing the pump Cashout key. The time pumped, pump number, product, and amount are printed for each of the sale lines.

To cashout an individual sale then enter the amount of the sale, and press Total, the amount will not have to be entered if there is only one sale, ie press Total.

To cashout multiple sales then do not enter an amount, and press Total. The console cursor will move up next to the transaction lines. If some transactions are to be excluded from the cashout then move the cursor by use of the arrow up and down keys to the lines which are not to be included and press the Void key, a 'v' will appear next to lines which will not be included. Pressing the Void to an excluded line will include that line. A total of all included lines is displayed. When selection is complete press the Total key. The total amount to pay in is now entered followed by the Total key, if the amount entered does not agree with the total amount then the system will request confirmation, to confirm press Total otherwise press Clear to re-enter.

A sale transaction will now be placed into the point of sale system for each of the sale lines that were cashed out. A driveway variance line is posted for the difference between the sale line total and the amount to pay in. Process any other sales that are required, then press the Total key. Enter the amount tendered followed by the tender type key, use the Total key if the tender type is cash. The pump is now cashed out. Should the sale be aborted by use of the Abort key then none of the sale lines are cashed out.

PUMP PRICE CHANGE

The prices are not changed on the point of sale unit, they are changed on the system console. Use Job 1-Load/Change Products, of Job 12-Service Pump Interface, from the point of sale menu. Change the price of the product, then the prices on the pumps using that product are changed when the pump next becomes idle.

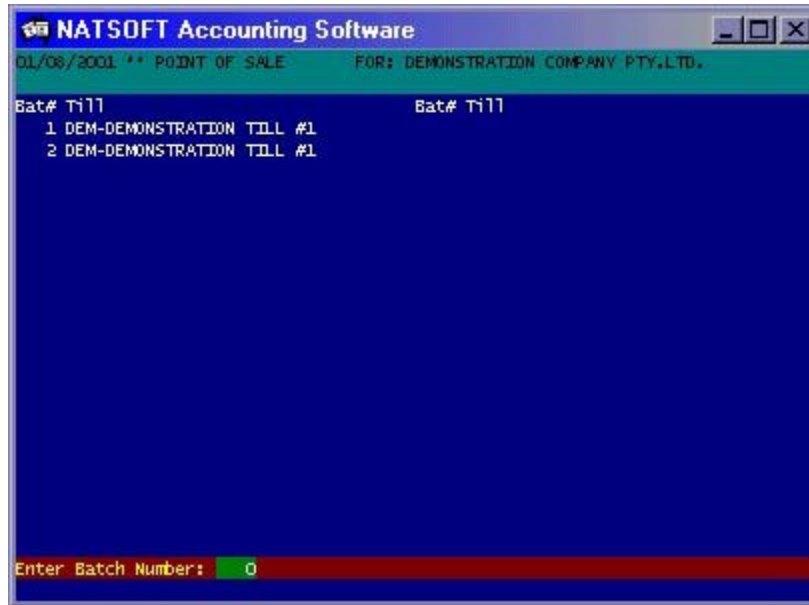
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POINT OF SALE AUDIT TRAILS

This job is used to print the point of sale audit trails.



The above screen is an example of what will be displayed on your screen, on the example there are currently two audit trails in the system. Only two of them can be printed as the third one is in used. This is shown by a Yes being beside the audit trail in the 'In.Use' column.

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POINT OF SALE REPORTS



PRINTING OPTIONS

Printer#

This is asking for the printer number of the printer that the report is to be printed to.

Consolidate Tills Y/N

This is asking whether the report is to print the tills separately or together as one report.

Total Level (1-4)

This is asking which total level is to be printed for the report.

Print Hours Y/N

This is asking whether the sales hours are to be printed on the report.

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1 - TILL LISTING

This report will produce a listing of all the tills set up on the system. It will show the following information;

- Date & Time of Report
- Till Code
- Till Description

2 - DEPARTMENT LISTING

This report will produce a listing of all the departments that are set up on the system. It will show the following information;

- Till Code & Description
- Date & Time of Report
- Department Code
- Department Description
- Sales Analysis Code

3 - SALESPERSON LISTING

This report will produce a listing of all salespersons that are set up on the system. It will show the following information;

- Salesperson Code
- Salesperson Name
- Salesman Analysis Code

4 - TILL REPORT

This report will produce a summary of transactions. It will show the following information:-

- Tender Type
- Tender Quantity
- Tender Dollar Amount
- Total Quantity
- Total Dollar Amount
- Sales Tax
- Tips
- Discount
- Hour
- Hour Quantity
- Hour Dollar Amount

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5 - DEPARTMENT REPORT

This report will produce a summary of transactions for each department. It will show the following information:-

- Department Code & Description
- Hour
- Hour Quantity
- Hour Dollar Amount
- Sales Quantity
- Sales Dollar Amount
- Net Sales Quantity
- Next Sales Dollar Amount
- Returns Quantity
- Returns Dollar Amount
- Sales Tax Quantity
- Sales Tax Dollar Amount
- Voids Quantity
- Void Dollar Amount
- Discount Quantity
- Discount Dollar Amount

6 - SALESPERSON REPORT

This report will produce a summary of transactions for each salesperson. It will show the following information:-

- Salesperson Code & Description
- Hour
- Hour Quantity
- Hour Dollar Amount
- Sales Quantity
- Sales Dollar Amount
- Misc.Receipt Quantity
- Misc.Receipt Amount
- Discount Quantity
- Discount Dollar Amount
- Returns Quantity
- Returns Dollar Amount
- Received on Account Quantity
- Received on Account Dollar Amount
- Voids Quantity
- Voids Dollar Amount
- Received on Lay-By Quantity
- Received on Lay-by Dollar Amount
- Net Sales Quantity
- Net Sales Dollar Amount
- Paid Out Quantity
- Paid Out Dollar Amount

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7 - OUTPUT ASCII FILE

This is used to output an ascii file that is imported into the till reconciliation system. This option is called automatically when a till is logged out, and is not usually run directly by the user.

8 - SHORT TILL REPORT

This report is a shortened version of the till report. It will show the following information:-

- Total Level
- Last Batch Number
- Till Code
- Date of Report
- Tender Type
- Tender Quantity
- Tender Dollar Amount

9 - BANK DEPOSIT SLIP

This report will produce a bank deposit report. It will show all deposits that were made since the bank deposit file was last reset.

After the report is complete the system will ask whether to reset the bank deposit file. The bank deposit file is reset to clear the current deposits, making it ready to receive new deposits as they are posted.

It is important to remember not to print it to your screen as it will reset the current deposit information.

10 – NON-PROCESSED FREDLINK

If the Fredlink function is enabled, this report will show the fredlink transactions not yet processed.

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TILL INQUIRY

This job is used to display a till inquiry. The following screen is displayed after the till code has been entered.

```

NATSOFT Accounting Software
01/06/2001 ** TILL INQUIRY FOR: DEMONSTRATION COMPANY PTY. LTD.

Till Code : DEM
Name : DEMONSTRATION TILL #1
Address Line 1: ADDRESS LINE 1 Tot.Override Y/N: N
Address Line 2: ADDRESS LINE 2 Remote Upd S/Y/N: N
Address Line 3: ADDRESS LINE 3 Show Debtor Bal: Y
Address Line 4: ADDRESS LINE 4 Stk.Loc (0=Ask): 1
Comment : Stk.AUnit(0=Ask): 1
Stk.PCode(0=Ask): 1
Float In Till : 0.00 Docket..Printer#: 2
Scanner.Device: * Auto: Y C/Draw..Printer#: 3 cd: 7
Last Docket#: 000059 Bra.ORide: N Invoice.Printer#: 2
Payment.Type#1: Cash NQN Tot.Desc1: Day Docket Req. Y/N: Y
Payment.Type#2: Cheque NQN Tot.Desc2: Week Star Docket Y/N: N
Payment.Type#3: Card NDN Tot.Desc3: Month Slow Docket Y/N: N
Payment.Type#4: EFT NNN Tot.Desc4: Year Invoice Req. Y/N: Y
Payment.Type#5: NNN Debtor.Br: DEM Sett.Disc% Y/N: N
Payment.Type#6: NNN Lay-By.Br: DEM Disc% & Sett% Y/N: N
Payment.Type#7: Disc/Round NNN Stock..Br: DEM Default.Area.Cd :
Payment.Type#8: Charge NNN Order..Br: DEM Quick.Entry Y/N: N
Payment.Type#9: Lay-By NNN Tips Y/N: N % 0 Quick S.Man Y/N: N
Suspend.Prompt: Sus.Dock.: N Override.Cost Y/N: N

Press <RETURN> To Continue:
  
```

The screen below is showing the second screen of the inquiry. By entering the required total level and then H for hours you will be able to see the sales for each hour, on that total level.

When a payment type has been selected the screen looks like the example below. The left-hand side of the screen shows what has been sold and returned, etc for the payment type that was selected. The right-hand side of the screen is the total of all payment types for the total level selected.

DEPARTMENT INQUIRY

This job is used to display a department inquiry. The following screen is displayed after the till code and department code have been entered.



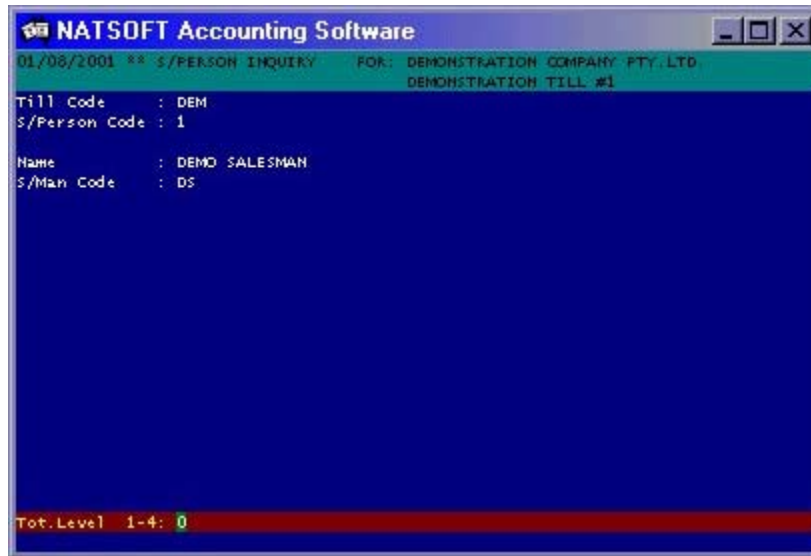
By entering the required total level and the H for hours you will be able to see the sales for each hour for that total level.

When a payment type has been selected the screen looks like the example below. It will show what has been sold, returned and voided for that payment type.

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SALESPERSON INQUIRY

This job is used to display a salesperson inquiry. The following screen is displayed after the till code and salesperson code have been entered.

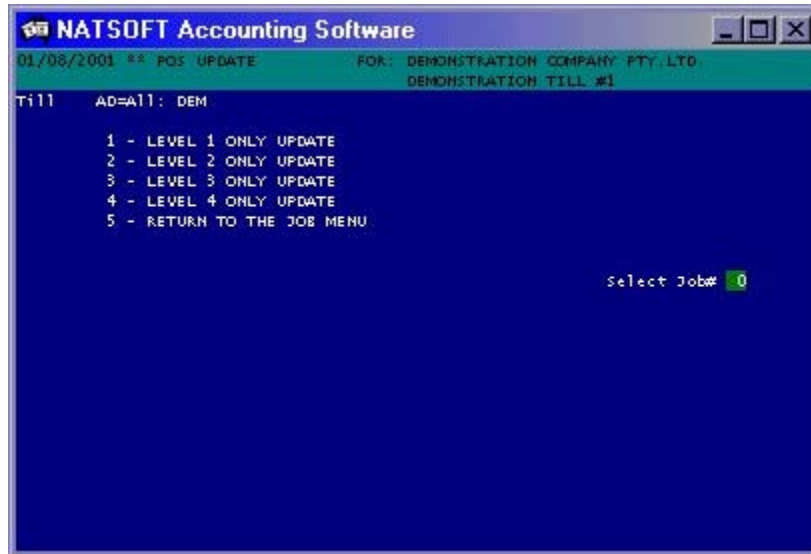


By entering the required total level and H for hours you will be able to see the sales for each hour on that total level

When payment types has been selected the screen below will be displayed. This inquiry will show all payment and tender types on the one screen for the salesperson.

END OF PERIOD UPDATE

When this job is run the following sub - menu is displayed. The required option is selected by entering the job number.



The till code is entered if only one till is to be updated or you can arrow down so that all tills are updated at the one time. The screen above is an example of all tills being updated at the one time.

Level 1 is normally the day update. This update will be performed if daily figures are required. This update will clear all daily figures back to zero so that the next day can be processed.

Level 2 is normally a week update. This update will be performed if weekly figures are required. This update will clear the weekly figures back to zero.

Level 3 is normally a month update. This update is performed if monthly figures are required. This update will clear all monthly figures back to zero.

Level 4 is normally year update. This update will be performed if yearly figures are required. This update will clear all the yearly figures back to zero.

DATA BACKUP

A backup of the point of sale system should be done before a level update is performed. The reason for this is that in some cases, you may need to go back into that period, an example of this would be if you forgot to run your reports for that period.

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SERVICE PUMP INTERFACE

This is where all pumps are loaded, changed, deleted and reset. The pump products are also loaded and changed in this area.

LOAD/CHANGE PRODUCT

This is where all the different types of petrol products are entered into the system. The above screen is an example of what is shown when going into this job. Refer to the glossary if an explanation is required for an entry.

LOAD/CHANGE PUMPS

This is where pumps are loaded and changed. The screen below is an example of what is shown when going into this job.

Refer to the glossary if an explanation is required for an entry.

DELETE PUMPS

This job allows you to delete pumps that are no longer exist.

RESET PUMP INTERFACE

This job allows you to clear all pump sales that have not been processed. It is recommend that this is only done on the instructions of one of the Natsoft support staff.

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RELEASE SALES ORDERS

If order entry is used with the point of sale system then you can release sales orders by running this job.

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EXIT THE POINT OF SALE SYSTEM

This job is used to exit the point of sale system and return to the main Natsoft menu.

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GLOSSARY

Address Line 1-4

Four lines of 30 characters are available to put the address where the till is located. These lines will be printed on point of sale dockets.

Age Code

This entry only applies to balance brought forward debtors. Enter the age code between 1-6 to which the transaction is to apply to. Age code 1 is current where 4 is the oldest aging allocation. Age code 5 has no function. Age code 6 is a special age code that means the oldest balance, the system will allocate the posting to the oldest balance working its way up to the current balance.

Apply.Ref

This entry only applies to open item transaction type debtors. Enter in the apply reference that the transaction is to be applied to.

Audit Printer No.

All of the printers on the computer system are assigned a number. You must specify which printer is to print the audit trails. If there is only one printer then the printer number will be 0.

Auto

This is asking whether automatic scanning is to be used. If you have a barcode scanner then this option will have Y entered here. This will not stop at the quantity field when posting transactions.

Auto.Auth. Y/N

This option only relates to service stations. If this pump is to automatically authorise on handle pickup, then enter Y, else enter N for authorising to occur at the till console.

AutoZ Ascii

On a till logout if an ascii file is to be generated for use with till reconciliation, enter the printer number where the file name has been setup.

AutoZ Audit

On a till logout if an audit trial is to be generated, enter in the printer number where the report is to be printed to.

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AutoZ Dept

On a till logout if a department report is to be generated, enter in the printer number where the report is to be printed to.

AutoZ S/Per

On a till logout if a salesperson report is to be generated, enter in the printer number where the report is to be printed to.

AutoZ STill

On a till logout if a short till report is to be generated, enter in the printer number where the report is to be printed to.

AutoZ Till

On a till logout if a till report is to be generated, enter in the printer number where the report is to be printed to.

Batch Sharing Y/N

This is asking whether multiple tills are to share the same batch. When Y is entered here, more than one user of the same till code can access the batch.

Blink.Secs

Enter in the number of seconds before the pump sale is to start flashing alerting the operator that the pump sale has not been cashed out after the pump nozzle been replaced.

Cash Amt

Enter in the cash amount that has been receipted for an account or layby debtor.

C/B Bank Code

If the cash book system integration is to be used then the cash book bank code is entered. If there is no cash book integration then leave this option blank.

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C/B Branch

If the cash book integration is to be used then the cash book branch code is entered here. If there is no cash book integration then leave this option blank.

C/B Expense

If cash book integration is to be used then the cash book expense code is entered here. If there is no cash book integration then leave this option blank.

C/B Integrate

This is asking whether the till is to be integrated with the cash book system. Enter Y to enable integration.

C/Draw..Printer# Cd

The cash draw is set up in the system as a printer which sets the system device to open the cash draw. Enter the number that has been set up with this information.

Cash.Price

This is asking for the cash price for the pump product. The charge price and the cash price must be the same in Australia.

Cash Rounding

This allows rounding of cash sales to the nearest, or down to, the amount entered here. Normally .05 will be entered to round to five cents. This rounding is based on the final sales figure. It will not round each stock item. If something is charged then the rounding will not apply.

Cash S/Anal Cd

This is asking for a sales analysis code. This is used if the cash sales to the department are to show in a different sales analysis code then the charge sales .

C.Disp Y/N

If your point of sale unit has a customer display enter Y here, otherwise enter N.

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Chg.Price

This is asking for the charge price for the pump product. The charge price and cash price must be the same in Australia.

Code (Service Control File)

The code number relates to the firmname, this number is obtained from the supplier of the point of sale system. The system will not accept a firmname unless the correct code is entered.

Code (Point Of Sale Entry)

This is asking for which type of entry is to be performed;

- 1 is for cash sale,
- 2 for cash return,
- 3 for cash void,
- 4 for received on account,
- 5 for received on layby,
- 6 for paid out of till,
- 7 for miscellaneous receipt,
- 8 for account inquiry,
- 9 for layby inquiry,
- 10 for stock inquiry,
- 11 till inquiry,
- 12 for department inquiry,
- 13 for sales person inquiry,
- 14 for open cash drawer,
- 15 for reprint last docket,
- 16 for charge sale,
- 17 for charge return,
- 18 for charge void,
- 19 for layby sale,
- 20 for layby return, &
- 21 for layby void.

Code (Point Of Sale Entry Details)

This is asking for the stock code of the item being sold.

Code (Load/Change Products)

This is asking for a code for the pump products. This code consists of one character in length.

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Comment

Two lines of 30 characters are available here to place a message onto the docket.

Date.Req

Enter in the date that the order is to be invoiced out.

Debtor.Br

Enter the debtors branch code that the till integrates.

Debtor Code

This is asking for the debtor code of the debtor that the transaction is to effect.

Default.Area.Cd

This is asking for the area code that the till is to default to. If area codes are not being used then leave this option blank.

Dept Code

The department code consists of four characters. The department code represents an abbreviation of the department description.

Dept. Grp/Subgrp

If your departments are based on the stock groups, this question is asking if stock sub-groups are to be used as well.

Deposit - A/C#

If bank deposit is selected then you must enter in the bank account number so that it can appear on the bank deposit slip. Leave this field blank if bank deposit slip is not to be used.

Deposit - Bank

If bank deposit is selected then the abbreviation of the bank name is to be entered here. Leave this field blank if bank deposit slip is not to be used.

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Deposit - Branch

If bank deposit slip is selected then the bank branch must be entered here. Leave this field blank if the bank deposit slip is not to be used.

Description

There are 30 characters available to enter in the full name of the department.

Desc

There are five characters available so that the description of the pump product.

Details

When either a paid out of till or miscellaneous receipt is performed a 30 character detail is required to be entered. This allows you to know why a paid out of till or miscellaneous receipt was performed.

Discount

Enter in the amount of discount that a debtor has taken.

Discount Rounding

This allows you to round the discount to a specific dollar/cent value. You may want the discount to round at the nearest five cents or nearest dollar for example. If the discount is not to be rounded then leave this option blank.

Display Mess.1-2

If your point of sale unit has a Customer display the message to be displayed in between sales is entered here. There are two lines of twenty characters available for a message.

Docket..Printer#

All of the printers on the computer system are assigned a number. You must specify which printer is to receive the dockets.

Docket Req Y/N

If the point of sale is to generate dockets for every sale on a docket printer enter Y, else enter N.

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Dol.Counter

This represents the total dollars pumped for that product.

Down or Nearest

This relates to the cash rounding. If cash rounding is to be used then the system needs to know if the rounding is to be round down or nearest to the amount entered in the cash rounding.

Drive Service

This is asking whether drive way service is being performed.

Enter Tendered

This option gives you the ability to enter the amount tendered, after which the amount of change to give the customer will be displayed on the screen.

Exception Rep Y/N

This is asking whether you want a exception report to be printed. If Y is entered here then the report will be printed automatically after an audit trail.

Firmname

The firmname is the name of the firm for which the point of sale system is registered to. A maximum of forty characters can be entered.

Flag QHFC

This flag is related to order entry. For a quotation enter Q, to hold the order enter H, to hold the order until it can be completed fully enter F, or enter C to invoice the order now.

Float In Till

The opening balance of the till is entered here. The till must add up to this at the being of the till's shift.

Fuel Branch.Cd

This is the branch code to be used in the fuel reconciliation system.

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Fuel Rec.Prt#

This is asking for the printer number of the printer that is to be used during the fuel reconciliation process.

Fuel Rec.Time

This is the time of day that the fuel reconciliation will be performed.

Invoice.Printer#

If your system is to print charge invoices on a different printer to the paper docket printer, you will need to enter the number of the invoice printer.

Invoice Req. Y/N

This is asking whether invoices are to be printed.

Last Del.Date

Enter in the last date that fuel was delivered. Used by the fuel reconciliation module.

Last Del.Time

Enter in the time that the last fuel was delivered. Used by fuel reconciliation.

Last Used Batch#

Posting batches are allocated consecutive batch numbers by the point of sale system. This is the last used batch number that was used. This number should not be altered at anytime.

Last Used Docket# / Last Docket#

This is asking for the last used docket number that is to be used by the docket printing routines. This number is incremented by the system each time a docket is produced.

Lay-By.Br

The lay-by branch code of the debtors branch that the till relates to is entered here

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Layby Code

Enter in the layby code for the customer who is either placing a layby or paying a layby off. The code usually consists of the first five characters of the surname and the initials of the customer.

Limit - Misc.Rec

Enter in the maximum amount that can be received for miscellaneous receipt per transaction.

Limit - MoneyOrd

Enter in the maximum amount that can be received per sale using money orders.

Limit - Pay.Out

Enter in the maximum amount that can be paid out of till at one time.

Limit - Price

Enter in the maximum price that a stock item can be sold at.

Limit - Quantity

Enter in the maximum quantity of a stock item that can be purchased at one time.

Logout AutoZ

This is asking whether automatic logout is required.

Manager Cd

When using a point of sale keyboard it is possible to set keys only to be effective in manager mode. This is the code that is used to select manager mode.

Modem Baud Rate

This is asking for the baud rate that the modem is to be connected at. It is advise that you talk to your software supplier for confirmation of what is to be entered here.

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Name

Forty Characters are available here so that you can enter in the name of the till. This also appears for the name of the sales person. There are 30 characters available to put the sales persons' name in.

New.Code

The new code allows you to change the department and salespersons' codes if need to. If the code is to remain as is, then you must leave the new code showing the code it is defaulted to.

Order.Br

The branch code of the order entry branch that the till relates to is entered here. If order entry is not being used then no branch code is required here.

Order Dis/Enable

When order entry is to be used with point of sale then enter E for the system produce an order for every sale or D for selective orders to be produce;

Order Entry Y/N

This is asking whether the order entry system is to be integrated with the point of sale system.

Override. Cost YNC

This is asking whether the cost price of an item can be overridden or you can set this field to C, which only allows you to override the cost if a credit is being performed.

Password

A password may be entered to preserve the internal control of the system. Once a password has been entered it must be keyed in when selecting any job from the main menu. To remove a password you must first get to this entry and press the space bar followed by the enter key.

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Payment.Type#1-9 NN (Load/Change Tills)

The description for the payment method is entered here. Ten characters are available. Payment type 7 is reserved for rounding discount. After entering the payment type the system is asking whether E for exact amount is to be tendered, M for you must enter in the tendered amount or N for neither option. The second field is referring to the bank deposit slip. If the field is set at one of the following option then the system will accumulate for those items on the bank deposit slip. 'C' for cash, 'Q' for cheque, 'D' for card. L for list will ask which of the above payment types it is to applied to. N will not accumulate any thing.

Pay. Method

This is asking for the payment method of how the purchased is to be paid by, ie cash, cheque, bank card, charge, layby and etc. Payment type 7 is reserved for discount rounding if it is activated.

Port for Modem#1-4

Enter in the port device details for all modem being used on the system. It is advise that you talk to your software supplier for confirmation of what is to be entered here.

POS Unit Y/N

This is asking whether a point of sale unit is attach to the system.

PPS Tax

Enter in the amount of prescribed payments tax is deducted from a debtor's receipt.

Price

This is asking for the price of the stock item being purchased.

Print Inv

This is asking whether an invoice is to be printed.

Priority

This is asking how urgent the order is. 55 is usually entered here for everyday orders.

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Prod#1-8 Stk.Cd

Enter in the stock that relates to the eight different pump products.

Pump.Bell

This is asking whether a pump sale is to start beeping after the number of blink seconds have expired and for another pump warnings.

Pump Code

This is a 2 character code given to a pump.

Pump Delay

This field is not to be altered unless one of the Natsoft support staff instruct you to.

Pump Delay-Key

This field is not to be altered unless one of the Natsoft support staff instruct you to.

Pump Device

This is the name of the device that the pumps are attached to. It is advise you talk to your software supplier for confirmation of what is to be entered here.

Pump. Interface

Enter Y if you want to automatically interface to the petrol pumps. If automatic petrol pumping is not required then enter N.

Pump Products

This is asking for the codes of the products that are pump out of a pump. There is a limit of five products per pump.

Pump Type

This is asking for the pump type of the pump being setup. Enter 1 for a highline pump or 0 for any other type of pump.

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PW

This is the password which is to used by the remote store transfer system.

Quantity

This is asking for how many of a stock is being purchased, returned or voided.

Quick.Entry Y/N

This is set to Y to enable the 1 line point of sale posting mode, this is the usual mode. If set to 'N', then point of sale entry will use the long entry mode.

Quick S.Man Y/N

This is set to Y so as the point of sale system does not ask for the sales person for each separate sale. There is still an ability to change the sales person code.

Remote - Login

This is the login name to be used by the remote store transfer system.

Remote - Modem#

This is the modem number that this till will use for the remote store transfer system.

Remote - Phone#

This is the phone number of the remote store, for use by the remote transfer system

Remote Poll Time

This is the time of day when the remote store will be polled.

Remote Upd S/Y/N

Allows the buffering of sales going to debtors and stock. The system will operate quickly if set to Y. S will only buffer stock transactions, Y will buffer both debtors and stock transactions and N will allow all transactions to go through to the debtor and stock systems. There is a remote updating program that is used to process these buffered transactions.

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Report Printer No.

All printers on the computer system have a number. You must specify which printer is to receive the reports. If there is only one printer then the printer number will be 0.

Run#

Enter in the run number. If runs are not being used then leave this filed blank.

S/Anal Code

This is asking for a sales analysis code that has been set up in the debtors system. This code is seven characters long and it can be either numeric, alpha or both.

S/Man Code

This is asking for the salesman code that has been set up on the debtors system. The salesman code is four characters long and it can be either numeric, alpha or both.

S/Person Code

The sales person code consists of four characters. This code can either be numeric or alpha.

SB

'Y' indicates that the remote store transfer system is to use data file send back.

S/Tax No. / Sales Tax No

If a customer has a sales tax number then this number is entered here. Any sales are deemed to tax certificate quoted sale and will not attract sales tax.

Scanner.Device

This is the name of the device that the scanner is attached to.(ie /dev/tty1a) If the scanner is connected to a local terminal port a * is entered. It is advise to talk to your software supplier for confirmation of to what is to be entered here.

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Self Serve Y/N

This is asking whether the pump being set up is to be self served or not.

Send Data Back

Y indicates that the remote store transfer system is to use data file send back.

Sett.Dis% Y/N

Y indicates that invoice line settlement discount is to apply to this till.

Show.Debtor.Bals

This is asking if the debtors balances are to be shown in the point of sale entry.

Show Discount

This is asking whether discount or settlement discount is to be shown on every line item of a point of sale transaction.

Single Sales/P

Y indicates that only one sales person will be selected during a point of sale shift. If different sales persons are to be selected during a shift then this field is set to N.

Slow.Docket Y/N

Dockets are usually printed at the end of a sale. If the printer is slow and takes a lot of time to print then this field is set to Y so as the docket is printed during the sale.

Star Docket Y/N

Y indicates that a 40 column docket printer is in use.

Stk.AUnit (0=Ask)

Enter in the stock unit that the stock is to be sold at. By entering 0 you have to select which unit type is being sold.

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Stk.Loc (0=Ask)

Enter in the stock location that the stock is to be sold from. By entering 0 you have to select which location you want to invoice from.

Stk.Pcode (0=Ask)

Enter in the price code that the system is to be sold at. By entering 0 you have to select which price code you want to sell the stock item at.

Stock.Ass Audit

This is asking if you want to print a stock assembly audit trail. If N is set here then the transactions will not be kept for this audit trail.

Stock.Br

The branch code of the stock branch that the till relates to is entered here

Stock Code

This is asking for a stock code, so that an inquiry can be performed on it.

Sus.Dock

This allows the ability to suspend a sale and process other sales and then able to return to that sale.

Suspend.Prompt

If a prompt is required then enter in the prompt description here. (ie Table No., Room No.).

Tank#

This is used by the fuel reconciliation module and is the tank number that the product is in.

Tank Device

This is the tank level monitor device that the fuel reconciliation system will use to obtain the levels of each of the tanks

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Tank Mon Type

This is the type of tank monitoring device in use. Used by fuel reconciliation.

Till Code

The till code consists of three characters and is usually alpha and represents an abbreviation of the till name.

Tips Y/N

If the system is allow for tips to be taken then Y is entered here.

Tot.Desc 1-4

This allows you to enter in the period descriptions of each total level. There are eight characters available here.

Tot.Override Y/N

This is asking whether the total amount of the sale can be override. The system will not allow you to increase the amount of the sale. When the sale is overridden then the discount is apportioned over the stock items on the sale.

Trans.Rem.Deb Y/N

Y is used to enable debtors file information to be transferred from the remote store to the host store during remote store transfers.

Vol.Counter

This represents the total volume pumped for that product.

Wait.Dra.Close

If there is a cash drawer connected to the system then a Y here will not allow a new sale until the cash drawer is closed.

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