

Cash Sale

In RSSS, Maestro or Maestro SBE you can access Cash Sale off the Main Service Department Menu.

Cash sale provides a method to record counter sales. When processing a cash sale, you must enter the ticket number or let the system generate one for you.

The customer number may be entered or selection may be made from a lookup window by pressing the ENTER key. You will be prompted for the beginning name to be listed. See Figure 7-1.

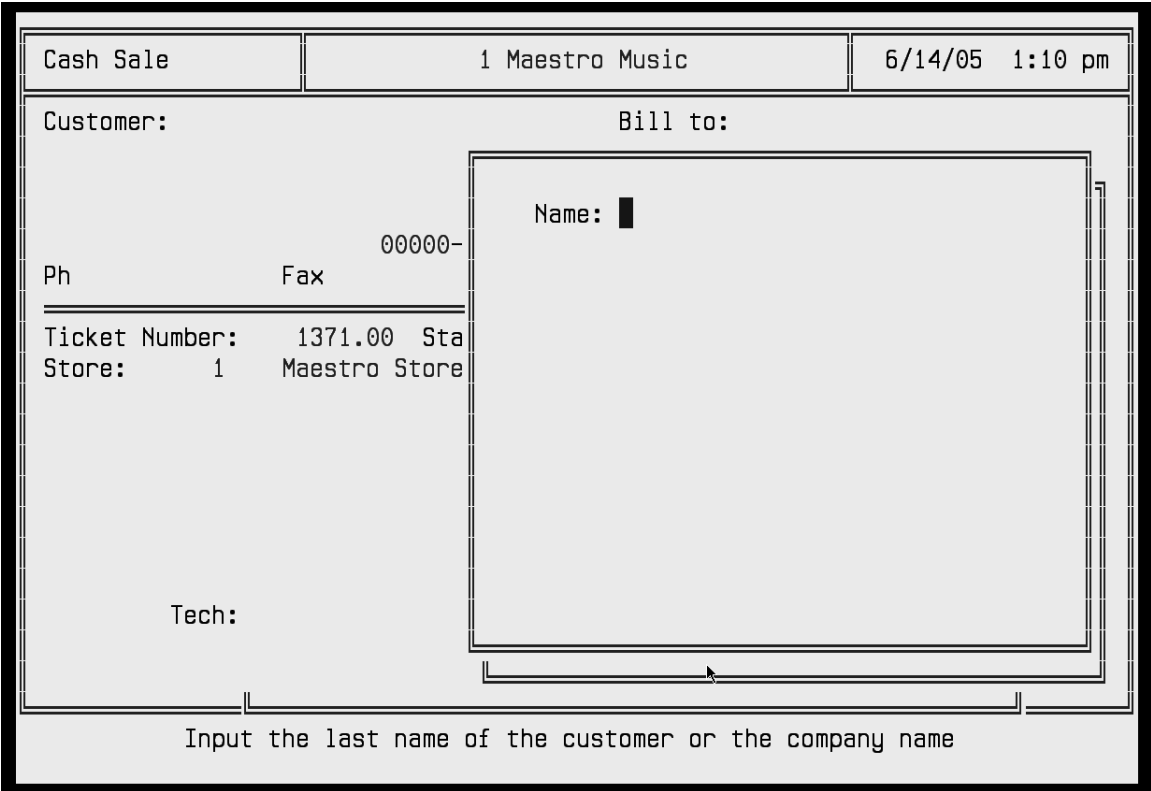


Figure 7- 1 Cash Sale Screen Name lookup window

If you press enter through the first and last name prompts in this lookup window you will get a listing of all customers available, see Figure 7-2.

You will be positioned in the displayed list to make your choice. You may scroll through the list using the F1 and F2 keys. If the selection does not appear in the window, you may add it by pressing the F6 key. An existing entry may be changed using the F4 key change option.

Cash Sale		1 Maestro Music		6/14/05 1:10 pm																															
Customer:			Bill to:																																
Ph	Fax	00000-	<table border="1"> <tr><td>WYN-A SALES CORP</td><td>505232</td></tr> <tr><td>ABBOTT CHRISTINE</td><td>508496</td></tr> <tr><td>ABBOTT DEIRDRE</td><td>501433</td></tr> <tr><td>ABBOTT DICK</td><td>500944</td></tr> <tr><td>ABBOTT NORMA</td><td>504314</td></tr> <tr><td>ABBOTT RICK</td><td>501597</td></tr> <tr><td>ABC MUSIC INC.</td><td>100005</td></tr> <tr><td>ABC MUSIC INC.</td><td>100001</td></tr> <tr><td>ABE DEBBY</td><td>505354</td></tr> <tr><td>ABEYSEKERA SRINIC</td><td>510997</td></tr> <tr><td>ABILD PATRICIA</td><td>501731</td></tr> <tr><td>ABINGTON SCHOOL DISTRICT</td><td>400012</td></tr> <tr><td>ABLER PAUL</td><td>503552</td></tr> <tr><td>ABNEY JAMETRICE</td><td>506206</td></tr> <tr><td>ABOLT DEBBIE</td><td>508184</td></tr> </table>			WYN-A SALES CORP	505232	ABBOTT CHRISTINE	508496	ABBOTT DEIRDRE	501433	ABBOTT DICK	500944	ABBOTT NORMA	504314	ABBOTT RICK	501597	ABC MUSIC INC.	100005	ABC MUSIC INC.	100001	ABE DEBBY	505354	ABEYSEKERA SRINIC	510997	ABILD PATRICIA	501731	ABINGTON SCHOOL DISTRICT	400012	ABLER PAUL	503552	ABNEY JAMETRICE	506206	ABOLT DEBBIE	508184
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Store: 1 Maestro Store																																			
Tech:																																			
F1-Forward F2-Back F4-Change F5-Fold/Unfold F6-Add F10-Exit ENTER-Select																																			

Figure 7- 2 Cash Sale Screen Name lookup window

The F5 key provides a fold/unfold option that can be used to reveal the entire address when two entries have the same name. This will help to ensure the correct selection. See Figure 7-3.

Cash Sale	1 Maestro Music	6/14/05 1:10 pm
Customer:	Bill to:	
Ph	Fax	00000-
Ticket Number: 1371.00 Sta	WYN-A SALES CORP 505232 6423 PEBBLE CREEK RD ANYTOWN TX 55555	
Store: 1 Maestro Store	ABBOTT CHRISTINE 508496 2508 MANCHESTER CT CHRISTINE ANYTOWN TX 43512	
Tech:	ABBOTT DEIRDRE 501433 131 WALMAR DR SAM ANYTOWN TX 55555	
	ABBOTT DICK 500944 21303 FLAG AVE. LORI ANYTOWN TX 55555	
F1-Forward F2-Back F4-Change F5-Fold/Unfold F6-Add F10-Exit ENTER-Select		

Figure 7- 3 Cash Sale Screen F5 Fold/Unfold customer information

While the address is revealed, you have the same function key options as above. To make your selection, place the cursor on the appropriate name and press the ENTER key.

The customer is attached to a “Bill to” account and may be overridden if necessary.

You may enter the store number or a zero to make your selection from a list. The store number entered must be a valid store number on file. Otherwise, an error will be generated and you will not be allowed to continue until you enter a valid store number. See Figure 7-4.

Cash Sale	1 Maestro Music	6/14/05 1:10 pm																														
Customer: 505302 ADAMS GREG 2818 N GRANT BLVD ANYTOWN TX 55555-0000 Ph (555)555-5555 Fax (555)555-5555	Bill to: 505302																															
Ticket Number: 1371.00 Status: 0 Store: Maestro Store 1																																
Tech:																																
	<table border="1"> <tr><td>Maestro Store 1</td><td>1</td></tr> <tr><td>Maestro Store 2</td><td>2</td></tr> <tr><td>Maestro Store 3</td><td>3</td></tr> <tr><td>Maestro Home Office</td><td>100</td></tr> <tr><td>HOWARDS MUSIC</td><td>203</td></tr> <tr><td>JR'S MUSIC</td><td>204</td></tr> <tr><td>KATY'S MUSIC</td><td>205</td></tr> <tr><td>HARDDRIVE MUSIC</td><td>206</td></tr> <tr><td>SHOREDRIVE CONSERVATORY</td><td>207</td></tr> <tr><td>ROBSON MUSIC</td><td>209</td></tr> <tr><td>HIGHWAY 66 MUSIC</td><td>210</td></tr> <tr><td>WARNER MUSIC</td><td>211</td></tr> <tr><td>GYPSY JEWELRY</td><td>212</td></tr> <tr><td>MUSIC BOX</td><td>213</td></tr> <tr><td>D-TOWN MUSIC</td><td>214</td></tr> </table>	Maestro Store 1	1	Maestro Store 2	2	Maestro Store 3	3	Maestro Home Office	100	HOWARDS MUSIC	203	JR'S MUSIC	204	KATY'S MUSIC	205	HARDDRIVE MUSIC	206	SHOREDRIVE CONSERVATORY	207	ROBSON MUSIC	209	HIGHWAY 66 MUSIC	210	WARNER MUSIC	211	GYPSY JEWELRY	212	MUSIC BOX	213	D-TOWN MUSIC	214	
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F1-Forward	F2-Back	F10-Exit Program																														
		ENTER-Select																														

Figure 7- 4 Cash Sale Screen Store lookup window

You may scroll through the list of stores using the F1 and F2 keys. Once you have located the appropriate store, place the cursor on it and press the ENTER key.

You can enter up to three technicians on this ticket. You are required to enter at least one technician. A selection window will be displayed if you do not put in a primary technician number.

After you enter the technician number(s), you are given an opportunity to review the information that was entered on this screen. If everything is correct, you are ready to add the inventory parts that were used on this ticket. See Figure 7-5.

Cash Sale		1 Maestro Music		6/14/05 1:10 pm	
Customer: 505302		Bill to: 505302			
ADAMS GREG		ADAMS GREG			
2818 N GRANT BLVD		2818 N GRANT BLVD			
ANYTOWN TX 55555-0000		ANYTOWN TX 55555-0000			
Ph (555)555-5555 Fax (555)555-5555		Ph (555)555-5555 Fax (555)555-5555			
QTY	LOC	MODEL NUMBER	DESCRIPTION	SERIAL NBR	PRICE C
1	1				N
Cost: 0.000		On Hand: 0		On Order: 0 Total: 0.00	
Input the quantity or F9 when you are finished entering parts					

Figure 7- 5 Cash Sale Screen Add items for service cash sale

You are now ready to begin entering the ticket details.

The first field is the **QUANTITY** of the item that was used on this repair. You should enter a quantity of 1 if the part came from the serialized inventory.

The **LOCATION** defaults to the store that was entered on the prior screen. You have the option to override the default location on each ticket detail. You must enter a valid location number in this field.

You are now ready to enter the **SERIAL NUMBER** and the **ITEM NUMBER**. If you do not know the item number, it can be selected from a lookup window. The item numbers may be displayed by description or by model number.

You may attach **COMMENTS** of up to fifty lines of text to each item.

You may continue without entering a part number by entering a quantity of zero and pressing the F9 key.

The **ON HAND** and **ON ORDER** quantities will appear as each item is selected and a running total of the order is also shown.

Once you have entered all items, press the F9 key to continue to the total screen.

If the customer has tax codes defined on their customer master record, they will be automatically retrieved.

You may enter any **FREIGHT CHARGES**, **DELIVERY CHARGES** and/or a **DISCOUNT** value. The **INVOICE TOTAL** will be calculated and displayed. See Figure 7-6.

Cash Sale		1 Maestro Music		6/14/05 1:10 pm	
Customer: 505302		Bill to: 505302			
ADAMS GREG		ADAMS GREG			
2818 N GRANT BLVD		2818 N GRANT BLVD			
ANYTOWN TX 55555-0000		ANYTOWN TX 55555-0000			
Ph (555)555-5555 Fax (555)555-5555		Ph (555)555-5555 Fax (555)555-5555			
				Total Parts: 337.50	
				Total Labor: 0.00	
				Freight Charge: 0.00	
				Delivery Charge: 0.00	
Tax codes: █ 1 CORPUS CHRISTI		MISC CHG 1		0.00	
		MISC CHG 2		0.00	
		Less Discount:		0.00	
		Total Taxes:		18.90	
		Less Amt Paid:		0.00	

		Total Due:		356.40	
Input the tax jurisdiction code or a few characters of the name					

Figure 7- 6 Cash Sale Screen Add additional charges to service cash sale

Once everything is entered, you will be asked if everything is alright. If so answer Y for Yes. See Figure 7-7.

Cash Sale	1 Maestro Music	6/14/05 1:10 pm
Customer: 505302 ADAMS GREG 2818 N GRANT BLVD ANYTOWN TX 55555-0000 Ph (555)555-5555 Fax (555)555-5555	Bill to: 505302 ADAMS GREG 2818 N GRANT BLVD ANYTOWN TX 55555-0000 Ph (555)555-5555 Fax (555)555-5555	
Tax codes: 1 CORPUS CHRISTI	Total Parts: 337.50 Total Labor: 0.00 Freight Charge: 0.00 Delivery Charge: 0.00 MISC CHG 1 0.00 MISC CHG 2 0.00 Less Discount: 0.00 Total Taxes: 18.90 Less Amt Paid: 0.00 Total Due: 356.40	
Is everything alright on this ticket? <input type="checkbox"/>		

Figure 7-7 Cash Sale Screen Is everything alright on this ticket prompt

The next screen will allow you to enter the payment information for this ticket. The following screen will appear as seen in Figure 7-8.

Cash Sale	1 Maestro Music	6/14/05 1:10 pm
Customer: 505302 ADAMS GREG 2818 N GRANT ANYTOWN Ph (555)555-5	Bill to: 505302 ADAMS GREG	
	Ticket Amount: 356.40 Less Deposit: 0.00 ----- Total Payment Due: 356.40	-0000 -5555
	----- Enter the payment forms for the monies being taken (The entire ticket amount will be invoiced) -----	7.50 0.00 0.00
Tax codes:	FORM DESCRIPTION AMOUNT	
	0 0.00	0.00
	0 0.00	0.00
	0 0.00	0.00
	0 0.00	8.90
	-----	0.00
	Change: 0.00	----- 6.40
Input the payment form for this payment		

Figure 7- 8 Cash Sale Screen Payment Form and Change screen

In this example, we have changed the payment form to CASH, payment form 1. Also, the customer handed the salesperson \$400.00, so the change will be \$43.60. Please remember that the total for all payment forms must be equal to or greater than the invoice amount. If the ticket amount is to be charged to their account, you will need to use a Revolving Accounts Receivable payment form. See Figure 7-9.

Cash Sale	1 Maestro Music	6/14/05 1:10 pm
Customer: 505302 ADAMS GREG 2818 N GRANT ANYTOWN Ph (555)555-5	Bill to: 505302 ADAMS GREG	
	Ticket Amount: 356.40 Less Deposit: 0.00 ----- Total Payment Due: 356.40	-0000 -5555
	Enter the payment forms for the monies being taken (The entire ticket amount will be invoiced)	7.50 0.00 0.00
	FORM DESCRIPTION AMOUNT	0.00
	1 CASH 400.00	0.00
Tax codes: 0	0.00	0.00
0	0.00	0.00
0	0.00	8.90
	-----	0.00
	Change: 43.60	----- 6.40
Input the payment form for this payment		

Figure 7- 9 Cash Sale Screen Enter Payment Form(s) for service cash sale

You have the option to override the default printer ID on each document each time it is printed. To select a difference printer, just enter that printer's ID number at the prompt.

Once all the documents have finished printing, you will be returned to the menu screen.