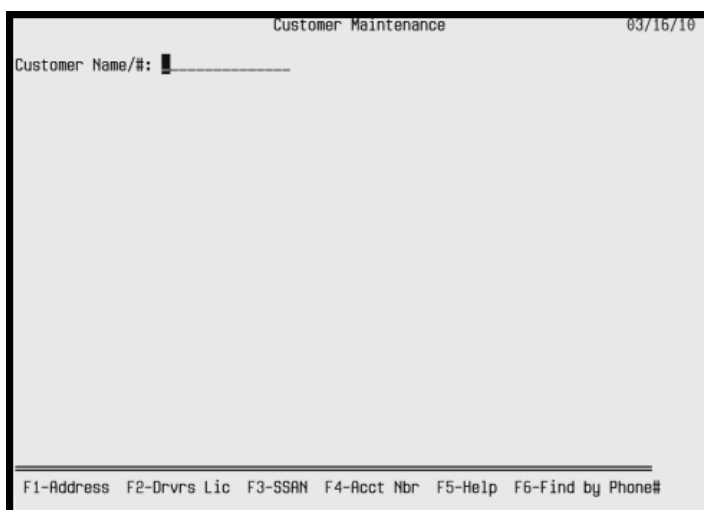


## Chapter 14 – Sales

### Sale Program - SALE

Using the Sale Program, you can post a sale, look up previous sales tickets, and process sale refunds (if you have security authorization to do so).

To post a sale from the Store's Home Menu, select "Sales" from the Daily Customer Service Menu or press the F10 key and at the command line type in "SALE" and press the enter key. A screen similar to Figure 14-1 will appear.



Customer Maintenance 03/16/10

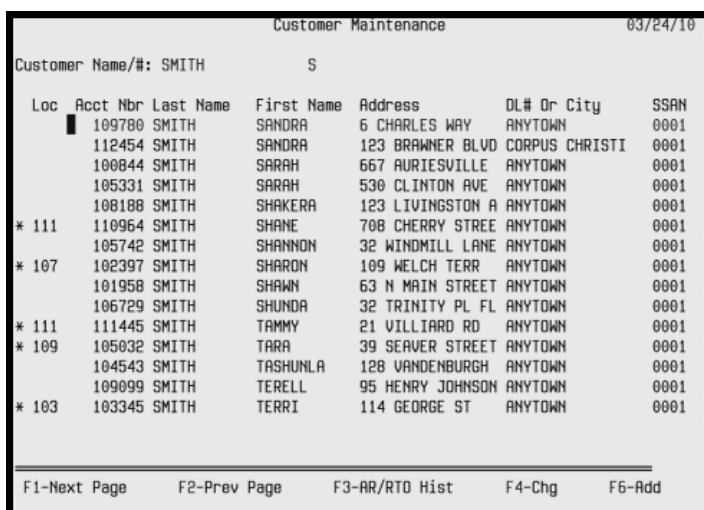
Customer Name/#: █

---

F1-Address F2-Drvr's Lic F3-SSAN F4-Acct Nbr F5-Help F6-Find by Phone#

**Figure 14- 1 Customer Maintenance Screen**

At the Customer Name/# prompt you have the option to select a customer by name (last name first), account number, address, drivers license number, telephone number or social security number (use the corresponding **function keys**). See Figure 14-2.



Customer Maintenance 03/24/10

Customer Name/#: SMITH S

Loc	Acct Nbr	Last Name	First Name	Address	DL# Or City	SSAN
	109780	SMITH	SANDRA	6 CHARLES WAY	ANYTOWN	0001
	112454	SMITH	SANDRA	123 BRAWNER BLVD	CORPUS CHRISTI	0001
	100044	SMITH	SARAH	667 AURIESVILLE	ANYTOWN	0001
	105331	SMITH	SARAH	530 CLINTON AVE	ANYTOWN	0001
	108188	SMITH	SHAKERA	123 LIVINGSTON A	ANYTOWN	0001
* 111	110964	SMITH	SHANE	708 CHERRY STREE	ANYTOWN	0001
	105742	SMITH	SHANNON	32 WINDMILL LANE	ANYTOWN	0001
* 107	102397	SMITH	SHARON	109 WELCH TERR	ANYTOWN	0001
	101958	SMITH	SHAWN	63 N MAIN STREET	ANYTOWN	0001
	106729	SMITH	SHUNDA	32 TRINITY PL FL	ANYTOWN	0001
* 111	111445	SMITH	TAMMY	21 VILLIARD RD	ANYTOWN	0001
* 109	105032	SMITH	TARA	39 SEAVER STREET	ANYTOWN	0001
	104543	SMITH	TASHUNLA	128 VANDENBURGH	ANYTOWN	0001
	109099	SMITH	TERELL	95 HENRY JOHNSON	ANYTOWN	0001
* 103	103345	SMITH	TERRI	114 GEORGE ST	ANYTOWN	0001

---

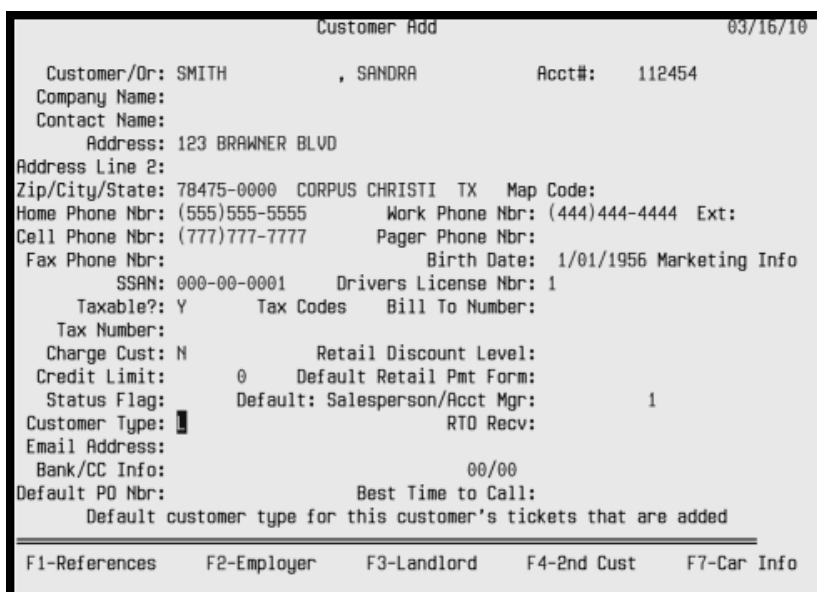
F1-Next Page F2-Prev Page F3-AR/RTO Hist F4-Chg F6-Add

**Figure 14- 2 Customer Maintenance Screen w/Customer Listing**

To select the customer, make sure your cursor is on the highlighted customer you want to select and press the F9 key or enter to move to the Sales Entry screen. Many customers have similar names. To determine whether the existing customer information is the same, you can use the F4-key to view the customer information.

### Adding a sales customer

If the customer is not in the system, you can press the F6-Add key while you have the customer listing up on your screen. The add screen will appear, see Figure 14-3.



```

Customer Add                                03/16/10
Customer/Or: SMITH      , SANDRA      Acct#: 112454
Company Name:
Contact Name:
Address: 123 BRAWNER BLVD
Address Line 2:
Zip/City/State: 78475-0000 CORPUS CHRISTI TX Map Code:
Home Phone Nbr: (555)555-5555      Work Phone Nbr: (444)444-4444 Ext:
Cell Phone Nbr: (777)777-7777      Pager Phone Nbr:
Fax Phone Nbr:                      Birth Date: 1/01/1956 Marketing Info
SSAN: 000-00-0001      Drivers License Nbr: 1
Taxable?: Y      Tax Codes      Bill To Number:
Tax Number:
Charge Cust: N      Retail Discount Level:
Credit Limit: 0      Default Retail Pmt Form:
Status Flag:      Default: Salesperson/Acct Mgr: 1
Customer Type: █      RTO Recv:
Email Address:
Bank/CC Info:                      00/00
Default PD Nbr:      Best Time to Call:
Default customer type for this customer's tickets that are added
-----
F1-References      F2-Employer      F3-Landlord      F4-2nd Cust      F7-Car Info
  
```

**Figure 14- 3 Customer Add Screen**

Some of the following fields may require you to enter data in the field. For social security number and driver's license number (if your company does not require this information be completed, enter a 1 in the field). A valid account manager may be required along with the customer type. Be aware when entering in the customer Social Security Number or Driver's License Number, if it matches a current customer you will receive the message

**This Number is Already On File;Continue: N**

This message is to advise you of potential fraud. You may need to reverify the number entered.

Once you have entered the customer's information, press the F9 key and you will get the "Any More Changes" prompt. When you accept the default of N at the "Any More Changes" prompt, the cursor will go to the comments box. Here you may enter up to 50 lines of comments on this customer, such as directions to the house, etc. This is information you will want to keep permanently on this customer's account. When you are done, press the F9 key and you will be taken to the sales screen to begin entering the sale. Please see [Changing Customer Data](#) for more information on adding or changing customers. Whether the customer existed or was added, your screen should now resemble Figure 14-4.

```

Store: 101 Sales Entry Y 3/16/10
Name: SMITH , SANDRA Acct#: 112454 H Ph: (555)555-5555
Add: 123 BRAWNER BLVD W Ph: (444)444-4444
City: CORPUS CHRISTI TX 78475-

Right Cust: Y
Enter an "N" or a "Y"
F1-Cust Chgs F3-Prev Tickets F5-Help F6-Comment F8-Backout F9-Done
  
```

**Figure 14- 4 Sales Entry Screen**

Note the screen prompts at the bottom of the screen.

**F1-CUST CHGS** Allows employee (with proper security) to change customer information such as address and phone number.

**F3-PREV TICKETS** Allows the employee to review the customer's previous sales tickets and process refunds.

**F6-COMMENT** Allows employee to post a permanent comment about the customer.

Your cursor will be at the prompt "Right Customer". If this is not the right customer, enter an N. You will be returned to a screen similar to Figure 14-1. When the "Right Customer" prompt is answered with a Y, the screen will change slightly as shown in Figure 14-5.

```

Store: 101 Sales Entry Y 3/16/10
Name: SMITH , SANDRA Acct#: 112454 H Ph: (555)555-5555
Add: 123 BRAWNER BLVD W Ph: (444)444-4444
City: CORPUS CHRISTI TX 78475-

Total Amt: 0.00 Taxable Amt: 0.00 Total+Tax: 0.00 Items Sold: 0
Desc1: Desc2:
Model Nbr Serial # Price Qty Total Spiff Del Date
FB 0.000 0.00 0.00 0.00

Model Nbr(wildcards allowed), a few characters of the desc, or F7 for packages

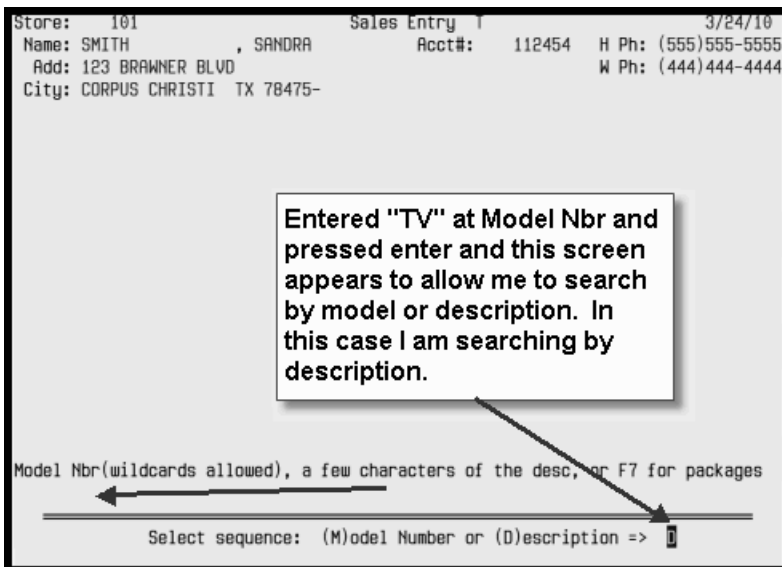
F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done
  
```

**Figure 14- 5 Sales Entry Screen for the right customer**

## Posting a Sale

Your cursor will be under the "Model Number" prompt. You can scan in a UPC code if your company has included this information in the model file using an RSSS approved Scanner or enter the entire model number or you can search by partial model number using the (\*) key to replace the first few characters, or search by product description. If you are doing a search either by model or description, type a few characters in at "Model Nbr" and press enter. See Figure 14-6.

Note that you can also leave the model number field blank, then press the enter key to move the cursor to the "Serial #" field and enter the serial number instead of a model number to bring the information into the Sales Entry screen.



**Figure 14- 6 Sales Entry Screen with model/description prompt**

After choosing the appropriate model number from the list, press enter. The model number will now be shown on the Sales screen. If you need to look up a serial number associated with this model number, type in AA in the "Serial #" field to do a look up based on your criteria. See Figure 14-7.

```

Store: 101 Sales Entry T 3/24/10
Name: SMITH, SANDRA Acct#: 112454 H Ph: (555)555-5555
Add: 123 BRAUNER BLVD W Ph: (444)444-4444
City: CORPUS CHRISTI TX 78475-
C1A: 0C2B: 0.00
Total Amt: 0.00 Taxable Amt: 0.00 Total+Tax: 0.00 Items Sold: 0
Desc1: TV CRT 27 Desc2: 27" FLAST SCREEN TV
Model Nbr Serial # Price Qty Total Spiff Del Date
EVJVCV-27F577 702.000 1.00 0.00 0.00 3/24/10

Enter a serial nbr or "MISC" or "SPEC ORDER" or "LAYAWAY" or "STOCK"
or enter "AA" to go to Inventory Maint Screen to select inventory

F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done
  
```

**Figure 14- 7 Sales Entry Screen Serial # prompt**

Press enter after you enter the "AA" in the "Serial #" field and you will see a screen similar to Figure 14-8. Press enter through this screen and press F3 to find by Model Number, then select the serial number of the item you are selling to this customer.

```

Inventory Inquire 03/24/10
Start Key: EVJVCV-27F577
Select: Loc & Stat: 101 Desc:
Color: Fab/Mat: Primary Color: Primary Fab/Mat:

Enter the information to search for (wildcard is available for model numbers)

Start By: F3-Model Num F4-Bar Code Num F6-Serial Num
  
```

**Figure 14- 8 Sales Entry Screen Serial # inquiry**

If you are doing a layaway, you can enter the full model number and press enter. Go to [Posting a Layaway](#) in this section.

If you are selling miscellaneous inventory go to [Sale of Miscellaneous Inventory](#) in this section.

Once you press the enter key, the model number and serial number will be placed under the appropriate prompts on the Sale Add screen. Your cursor will be at the prompt "Price", see Figure 14-9. If this is the correct price, press the enter key; if

not, enter the correct price (if you have the security authorization to do so) and press the enter key. Your cursor will now prompt at "Qty". The quantity should be "1" when selling a serialized item. Press the enter key. Your cursor will now move to beneath the prompt "Spiff". If there is a spiff assigned to this item in Item Maintenance, it will be displayed. If it does not appear here, and one is to be paid you may enter it here with proper security.

```

Store: 101 Sales Entry 1 3/16/10
Name: SMITH, SANDRA Acct#: 112454 H Ph: (555)555-5555
Add: 123 BRAUNER BLVD W Ph: (444)444-4444
City: CORPUS CHRISTI TX 78475-
Total Amt: 0.00 Taxable Amt: 0.00 Total+Tax: 0.00 Items Sold: 0
Desc1: BEDROOM OTHER Desc2: STRAWBERRY CREAM STORAGE RBV: 115.50
Model Nbr Serial # Price Qty Total Spiff Del Date
FBASH0122-50 258547 702.000 1.00 702.00 0.00 3/16/10

Enter item price or a lower price for GrossProfit window display

F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done

```

**Figure 14- 9 Sales Entry Screen with items being sold**

Press the enter key, otherwise your cursor will now move beneath the prompt "Del Date". This will default to today's date but can be changed if necessary. Your cursor will now move beneath the model number. You can sell more inventory items following these same steps. The number of line items you can sell on one sale ticket is limited to what prints on our company's unique sales invoice. **When you have entered all the inventory items you wish to sell on this ticket, press the F9 key.** You will be prompted "Any More Changes: N". When you press the enter key to accept this default of N, your screen will change to resemble Figure 14-10.

```

Store: 101          Sales Entry 1          3/16/10
                                     C1A: 83.55 C2B: 0.00
Contract:          Tax Code:
Date: 3/16/10     Store: 101  Salesman: 1   Tot Price: 702.00
Trade:           Discount:          Tax: 49.14  Total Amt: 751.14
Pmt 1: 751.14    Pmt 2:          Pmt 3:          Tick #:
Desc1:          Desc2:          Amt To Allocate: 751.14
Model Nbr       Serial #       Price  Qty      Total Spiff  Del Date
FBASHB122-50   258547       702.00 1.00    702.00 0.00 3/16/10
                                     0.00 0.00    0.00 0.00
                                     0.00 0.00

                                     Enter the amount due
                                     F5-Help F8-Back Out CMD-Exit Program

```

**Figure 14-10 Sales Entry Screen with items being sold**

At this point the system will drop you down to the "Pmt 1" prompt. If you need to change any of the previous fields listed below, use your arrow up key to edit them (if you have the security authorization to do so).

**Previous field descriptions are:**

**CONTRACT** Enter the contract number you want to assign to this sale. This field is a free form field and generally not used. However, if you are selling your paper to a finance company and their contracts are numbered, you can enter that number here.

**TAX CODE** Leave blank and the system will automatically calculate taxes for you based on settings in Sales Control for your store or based on ZIPCODES if you are required to pay sales tax based on the customer's jurisdiction. This field is only changed if; (1) customer lives in a different tax jurisdiction not noted in ZIPCODES, (2) this is a non taxable customer Enter 999 to list available tax codes. To get to this field, you will need to arrow up to get here.

**DATE** Defaults to today's date. Press enter.

**STORE** This field will default to your current location. Press enter.

**SALESMAN** The system will automatically pull your salesman number from the security entry screen. If you know the salesman number of the salesman who made this sale, enter it here. If you do not know the number, enter zero or 99999 and you will get a window of all the salesmen. Just arrow down to the one you want and press the enter key. Your cursor will then go to the next salesman field. Sales can be split up to three ways. They will be split evenly. If there is no other salesman, press the enter key twice. If there is another one, enter this number in the field after the first salesman or type in 99999 to get a listing. Choose the correct one off the listing and press the enter key. Repeat the procedure again if there is a third salesman. If there are no other salesmen, press the enter key to move to the next field.

**TOTAL PRICE** This is the total price of all items without tax. Generally, you will just enter through this field. However, if the customer has made you an offer of a lower price that you are going to accept, you can enter the amount they have offered here. Once you enter that amount, the retail price and tax on each item will adjust automatically based on settings in Sales Control under the heading "RDPrice" Redistribute prices in SALE based on % of: (C)ost or Original (P)rice.. As a result, this also adjusts the gross profit proportionally.

**TRADE** If the customer has a trade-in, enter the amount here and press enter. The trade-in amount will be taken off of the total price and tax will be adjusted automatically based on your settings in Sales Control under the heading "Tax Trade-in Indr", you will be prompted to enter the information for the trade-in.

**DISCOUNT** If you are giving the customer a discount off of the total price, enter the amount of the discount here and press enter. The discount amount will be taken off of the base price and tax will be adjusted accordingly.

**TAX** This is the sales tax amount. It is automatically calculated based on how you have the sales tax set in Sales Control or tax code if entered in the field TAX CODE.

**TOTAL AMOUNT** This field will be filled in automatically by the system. This is the total price of all items with tax. Generally, you will just enter through this field. However, if the customer has made you an offer of a lower price you are going to accept, you can enter the amount they have offered. Once you enter that amount, the retail price and tax will be adjusted automatically based on settings in Sales Control under the heading "RDPrice" Redistribute prices in SALE based on % of: (C)ost or Original (P)rice. As a result, this also adjusts the gross profit proportionally.

**At this point, your cursor will be on the Pmt 1 field.** This is where you are going to enter the payment collected and in what form you are taking it (cash, check, credit card charge, etc). There is also a field on the screen called "Amt to Allocate". This is the amount of money you still have left to allocate through these payment fields. It will decrease as you post the various payments. When the amount to allocate is zero, you can move past the payment field. You must allocate the exact amount of the sale or you cannot move on.

**PMT 1** Enter the amount they are paying and press enter. You will now be prompted to enter a payment form. If you do not know the payment form, press enter and you will get a window of all the available payment forms, see Figure 14-11. Using your arrow keys, take your cursor down to the one you want, when it is highlighted press enter to choose it.

If you choose cash, check or money order and you have set up the system to calculate change in Sales Control, you will be prompted to enter an amount tendered. Once you enter the amount tendered, the amount of change you need to give the customer will display on the screen and also print on the receipt. If you have allocated the entire amount due, your cursor will move to Ticket number, otherwise it will go to the field PMT 2.

```

Store: 101 Sales Entry 1 3/16/10
Contract: Tax Code: C1A: 83.55 C2B: 0.00
Date: 3/16/10 Store: 101 Salesman: 1 Tot Price: 702.00
Trade: Discount: Tax: 49.14 Total Amt: 751.14
Pmt 1: 751.14 Pmt 2: Pmt 3: Tick #:
Model Nbr Serial # Price Qty Total Spiff Del Date
FBASHB122-50 258547 702.000 1.00 702.00 0.00 3/16/10
0.000 0.00 0.00 0.00
  
```

CASH 001  
 CHECKS 002  
 MONEY ORDERS 003  
 CHARGE CARDS 004  
 NON CASH REFUND 005  
 CASH REFUND 006  
 DEBIT CARD/EFT 007  
 FREE PAYMENT 008  
 MIXED (CASH & CHECK) 009

Enter a payment form or press enter to choose from a list  
 F1-Forward F2-Back F10-Exit ENTER-Select

**Figure 14-11 Sales Entry Screen with payment form window**

**PMT 2** If the total amount was not paid with the first payment, follow the same procedure as you did for Pmt 1 to enter the second payment.

**PMT 3** If the total amount was not allocated in the first and second payment, follow the same procedure as you did for Pmt 1 and Pmt 2 to enter the third and final payment.

**You must allocate the total price of the sale or the system will not let you continue.**

```

Store: 101 Sales Entry 1 3/16/10
Contract: Tax Code: C1A: 83.55 C2B: 0.00
Date: 3/16/10 Store: 101 Salesman: 1 Tot Price: 702.00
Trade: Discount: Tax: 49.14 Total Amt: 751.14
Pmt 1: 751.14 1 Pmt 2: Pmt 3: Tick #:
Tender 752.00 Cng 0.86 Amt To Allocate: 0.00
Model Nbr Serial # Price Qty Total Spiff Del Date
FBASHB122-50 258547 702.000 1.00 702.00 0.00 3/16/10
0.000 0.00 0.00 0.00
  
```

Advertising Source Codes: █

Enter the first source of advertisement used or press enter for a listing  
 F5-Help F8-Back Out CMD-Exit Program

**Figure 14-12 Sales Entry Screen prompting for Advertising Source Codes**

**TICKET NBR** Enter through this field to let the computer assign the ticket number.

**CUST CARRYOUT** You may get this prompt based on settings in Sales Control "Ask: CO/Adv:". This is a Yes or No question. This is a field that is tied to the gross profit commission table. If this is answered with a Y, the salesman will receive a higher commission than if answered with an N when you are using the table to pay commissions.

**ADVERTISING SOURCE CODE** Depending on your setting in Sales Control "Ask: CO/Adv:", you may be asked for an advertising source code. Press enter at this field and a list of codes will be displayed here. You may enter up to four codes, see Figure 14-12. These code(s) are very important for tracking how effective various forms of advertising are.

Once you have entered the advertising source codes, you will be prompted "Any More Changes:N". At that prompt the prompt message may read "F1 To Enter Customer PO or Manual Invoice Number", see Figure 14-13.

Store: 101	Sales Entry 1		3/16/10	
Contract:		Tax Code:	C1A: 83.55	C2B: 0.00
Date: 3/16/10	Store: 101	Salesman: 1	Tot Price: 702.00	
Trade:	Discount:	Tax: 49.14	Total Amt: 751.14	
Pmt 1: 751.14	1 Pmt 2:	Pmt 3:	Tick #: 130710	
Tender 752.00 Cng	0.86	Amt To Allocate: 0.00		
Model Nbr	Serial #	Price	Qty	Total Spiff
FBASHB122-50	258547	702.000	1.00	702.00
		0.000	0.00	0.00
Del Date 3/16/10				
Any More Changes: N				
F1 To Enter Customer PO or Manual Invoice Number				
F5-Help F8-Back Out CMD-Exit Program				

**Figure 14-13 Sales Entry Screen prompting with F1**

If your company ties the sale to a customer purchase order or a manual invoice number, you can press the F1 key and the screen will change slightly where you may enter the PO number or Manual invoice number here as seen in Figure 14-14. Your control records can be changed to reflect the PO or Manual invoice number, if one exists, instead of the ticket number in the Take Payment screen.

```

Store: 101          Sales Entry 1          3/16/10
                                C1A: 83.55 C2B: 0.00
Contract:          Tax Code:
Date: 3/16/10     Store: 101  Salesman: 1          Tot Price: 702.00
Trade:           Discount:          Tax: 49.14     Total Amt: 751.14
Pmt 1: 751.14    1 Pmt 2:          Pmt 3:          Tick #: 130710
Tender 752.00 Cng 0.86          Amt To Allocate: 0.00
Model Nbr       Serial #          Price Qty     Total Spiff Del Date
FBASHB122-50    258547          702.000 1.00     702.00 0.00 3/16/10
                                0.000 0.00     0.00 0.00

```

PO#: 125132513      Receipt#: █

```

Any More Changes: N
Enter a manual invoice number if desired
F5-Help F8-Back Out CMD-Exit Program

```

**Figure 14-14 Sales Entry Screen prompting for PO#**

You will now be prompted for "Any More Changes: N".

When this is answered with an N or you press enter to accept the default of N, you may be prompted to "Trans Serialized Inv to:" a location. Press enter to accept the default.

Next you are prompted again for "Any More Changes:N". Press enter to accept the default.

You are prompted to "Print a Delivery Receipt". If you answer Y you will then be prompted to enter delivery notes to print on the delivery receipt.

Once you have entered your delivery notes, you may be prompted for the delivery form you want to print to. Press enter to accept the default delivery form or select the form you want to change to. You are then prompted for delivery receipt printer. Press enter to accept the delivery receipt printer or change it to the code for your delivery receipt printer.

Next you are asked if you want to print the delivery receipt. If you answer Y, one will print with your sales ticket. You can print as many as you need. Enter an N to continue. You may be prompted for Invoice Form. Accept the default or select the Invoice Form you want to change to.

Next enter the receipt printer or accept the default by pressing enter.

Next it will prompt you for reprinting the receipt. Print as many as you need and enter an N to continue on.

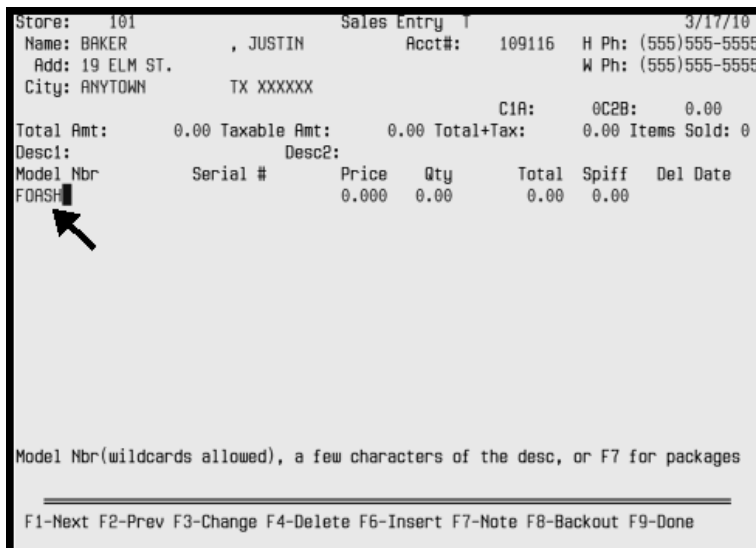
If you used an accounts receivable payment form that has a contract to print out, the last question you will be prompted to answer is "Print Contract." If you answer yes, a contract will print on the printer you have designated.

Other options when posting a sale:

### ***Sale of Miscellaneous Inventory***

If the Company has been set up to sell Miscellaneous Inventory, when you are at the "Model Nbr" field in the Sales Add screen of the item you are selling, type it in and press enter.

If you are unsure of the model number and you need to search for it, enter the first couple of characters of either the model number or description and press enter. In this example, looking up model number beginning with FOASH. Press enter after you type in your model number information. Please note that serialized inventory can be sold with miscellaneous inventory on the same ticket. See Figure 14-15.



```

Store: 101 Sales Entry 1 3/17/10
Name: BAKER, JUSTIN Acct#: 109116 H Ph: (555)555-5555
Add: 19 ELM ST. W Ph: (555)555-5555
City: ANYTOWN TX XXXXXX
Total Amt: 0.00 Taxable Amt: 0.00 Total+Tax: 0.00 Items Sold: 0
Desc1: Desc2:
Model Nbr Serial # Price Qty Total Spiff Del Date
FOASH 0.000 0.00 0.00 0.00
  
```

Model Nbr(wildcards allowed), a few characters of the desc, or F7 for packages

F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done

**Figure 14-15 Search for miscellaneous item using partial model number**

Your cursor will move to the bottom of the screen at the "Select Sequence" field prompt. Press enter to search by description or enter an M and search by model number. A window listing inventory will populate beginning with the first few characters you typed in to search on. See Figure 14-16.

```

Store: 101 Sales Entry Y 3/17/10
Name: BAKER, JUSTIN Acct#: 109116 H Ph: (555)555-5555
Add: 19 ELM ST. W Ph: (555)555-5555
City: ANYTOWN TX XXXXXX

Model Nbr(wildcards allowed), a few characters of the desc, or F7 for packages

Select sequence: (M)odel Number or (D)escription =>
    
```

**Figure 14-16 Search for miscellaneous item by model number/description prompt**

Using your up or down arrow keys, highlight the item you wish to select for the sale and press enter. If the item is not listed on this screen use your F1-Forward or F2-Back keys to move forward and back in the listing to find the item you are looking for. See Figure 14-17.

```

Store: 101 Sales Entry Y 3/17/10
Name: BAKER, JUSTIN Acct#: 109116 H Ph: (555)555-5555
Add: 19 ELM ST. W Ph: (555)555-5555
City: ANYTOWN TX XXXXXX
C1A: 76.50 C2B: 0.00

FOASHL206954 *LAMPS BETTER GILDA TABLE LAMPS
FOASHL232904 *LAMPS BETTER GINA TABLE LAMP
FOASHL233864 *LAMPS BETTER FRUMIE TABLE LAMP
FOASHL235334 LAMPS BETTER FALLON TABLE LAMP
FOASHL236334 *LAMPS BETTER FLORIANNE TABLE LAMP
FOASHL238154 *LAMPS BETTER FILOMENA TABLE LAMP
FOASHL244714 LAMPS BETTER GARNET TABLE LAMP
FOASHL247014 LAMPS BETTER JEMMA TABLE LAMP
FOASHL288154 *LAMPS BETTER GOLDIE TABLE LAMP
FOASHL289904 LAMPS GOOD DIALLO LAMP
FOASHL290364 LAMPS BETTER ISOLDA TABLE LAMP
FOASHL292184 *LAMPS BETTER LAINE LAMPS
FOASHL294334 *LAMPS BETTER GARIN TABLE LAMP

M
Reg Prc: 234.000 Sale Prc: 0.000 Pmt/#M 13.0/ 36 Pmt/#W 3.0/156
F1-Forward F2-Back F3-Gross Pro F10-Exit ENTER-Select
    
```

**Figure 14-17 Inventory by model number window listing**

Once you highlight the item and press enter, the screen will change and appear similar to Figure 14-18.

```

Store: 101 Sales Entry 1 3/17/10
Name: BAKER, JUSTIN Acct#: 109116 H Ph: (555)555-5555
Add: 19 ELM ST. W Ph: (555)555-5555
City: ANYTOWN TX XXXXXX
Total Amt: 0.00 Taxable Amt: 0.00 Total+Tax: 0.00 Items Sold: 0
Desc1: LAMPS GOOD Desc2: DIALLD LAMP
Model Nbr Serial # Price Qty Total Spiff Del Date
FOASHL209904 MISC 234.000 1.00 0.00 0.00 3/17/10

Enter a serial nbr or "MISC" or "SPEC ORDER" or "LAYAWAY " or "STOCK "
or enter "AA" to go to Inventory Maint Screen to select inventory

F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done

```

**Figure 14-18 Sales Entry Screen with model number populated from window listing**

Your cursor will be under the "Serial #" field and MISC will be in the serial # field. If you are going to sell this item and give it to the customer at this point, just press enter and continue on through the sale. If this is going to be a layaway sale, type in LAYAWAY and go to [Posting a Layaway](#) in this section.

As in the sale of a serialized item, the "Price" defaulted will be the regular price on the model number. If the amount shown is the price you are going to charge, press enter. You can change the price (if you have the security authorization to do so); otherwise, press enter (the return key).

Your cursor will now be below the prompt for "Qty". This will automatically default to 1; if you are only selling one, press enter. If you are selling more than one, enter the correct number and press enter.

The "Spiff" will automatically appear in most cases. If a spiff does not appear, but a spiff is to be paid or you want to change the spiff amount that appears (requires security authorization to do so), enter it and press enter.

Your cursor will now be under "Del Date". This defaults to today's date for delivery date, but you may change it if necessary and press enter. Your screen will appear similar to Figure 14-19.

```

Store: 101 Sales Entry 1 3/17/10
Name: BAKER, JUSTIN Acct#: 109116 H Ph: (555)555-5555
Add: 19 ELM ST. W Ph: (555)555-5555
City: ANYTOWN TX XXXXXX
Total Amt: 234.00 Taxable Amt: 234.00 Total+Tax: 250.38 Items Sold: 1
Desc1: Desc2:
Model Nbr Serial # Price Qty Total Spiff Del Date
FOASHL289904 MISC 234.000 1.00 234.00 0.00 3/17/10
0.000 0.00 0.00 0.00

Model Nbr(wildcards allowed), a few characters of the desc, or F7 for packages

F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done

```

**Figure 14-19 Sales Entry Screen with miscellaneous item entered**

Your cursor will now be on the next item line. If this customer is buying additional items, follow the above procedure again.

When you have entered all the merchandise the customer is buying, press the F9 key until you get the prompt "Any More Changes". When this is answered with an N, the screen will change to the screen where you post all the money you are collecting, see Figure 14-20. Please go to [page 7](#) of this section for details on the money screen.

```

Store: 101 Sales Entry 1 3/17/10
Contract: Tax Code: C1A: 76.50 C2B: 0.00
Date: 3/17/10 Store: 101 Salesman: 1 Tot Price: 234.00
Trade: Discount: Tax: 16.38 Total Amt: 250.38
Pmt 1: 250.38 Pmt 2: Pmt 3: Tick #:
Desc1: Desc2: Amt To Allocate: 250.38
Model Nbr Serial # Price Qty Total Spiff Del Date
FOASHL289904 MISC 234.000 1.00 234.00 0.00 3/17/10
0.000 0.00 0.00 0.00

Enter the amount due
F5-Help F8-Back Out CMD-Exit Program

```

**Figure 14-20 2<sup>nd</sup> Sales Entry Screen (Money Screen)**

## Posting a Layaway

If the company has been set up to process layaways, when at the "Model Nbr" field in the Sales Add screen, if you know the model number of the sale item you are putting on layaway, type in the model number field and press enter.

If you are unsure of the model number and you need to search for it, enter the first couple of characters of either the model number or description and press enter. Refer to [page 10](#) for information on how to look up by model number or description.

Using your arrow keys, highlight the correct model number and press F9. This will put the model number on the screen for you. Press enter and the screen will change to resemble Figure 14-21.

```

Store: 101 Sales Entry 1 3/17/10
Name: SMITH , BARBARA Acct#: 107733 H Ph: (555)555-5555
Add: 132 MAIN ST W Ph: (555)555-5555
City: ANYTOWN TX XXXXXX
Total Amt: 0.00 Taxable Amt: 0.00 Total+Tax: 0.00 Items Sold: 0
Desc1: BEDROOM YOUTH GOOD Desc2: APPLE CRISP YOUTH BEDROOM
Model Nbr Serial # Price Qty Total Spiff Del Date
FBASHB120-4PC 702.000 1.00 0.00 0.00 3/17/10

Enter a serial nbr or "MISC" or "SPEC ORDER" or "LAYAWAY " or "STOCK "
or enter "AA" to go to Inventory Maint Screen to select inventory

F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done

```

**Figure 14-21 Sales Entry Screen serial number entry**

Enter LAYAWAY in the "Serial #" field. This will allow the sale to be processed without a serial number. This will **not** take a unit out of inventory when the sale is processed but will put the item(s) on layaway instead. Items will still need to be transferred upon delivery.

After you enter the word LAYAWAY as seen in this example, and press enter, your cursor will reside on "Fab/Mat" field. Press enter through "Fab/Mat" and "Color" fields. If your company uses Color and Fabric Code (and the color and fabric codes are maintained in Color and Fabric Code Maintenance) you will need to update these fields.

Your cursor will reside on "Price" next. The regular price on the model number will show up here. If there is no price, enter it here (if you have security authorization to do so).

Your cursor will now be below the prompt for "Qty". This will automatically default to 1; if you are only selling one, press enter. If you are selling more than one, enter the correct number and press enter.

The "Spiff" will automatically appear in most cases. If a spiff does not appear, but a spiff is to be paid or you want to change the spiff amount that appears (requires security authorization to do so), enter it and press enter.

Your cursor will now be under "Del Date". This defaults to today's date, but you may change the delivery date if necessary and press enter. Here, you will enter the date you anticipate delivery will take place. This date is especially important for special orders and layaways.

Once you have entered the delivery date, a "Sales Comment" box may appear as seen in Figure 14-22. Press enter till your cursor resides on the next line for you to enter the next item. If you are doing another layaway for this customer, follow the instructions above for each item, then continue the sale process.

```

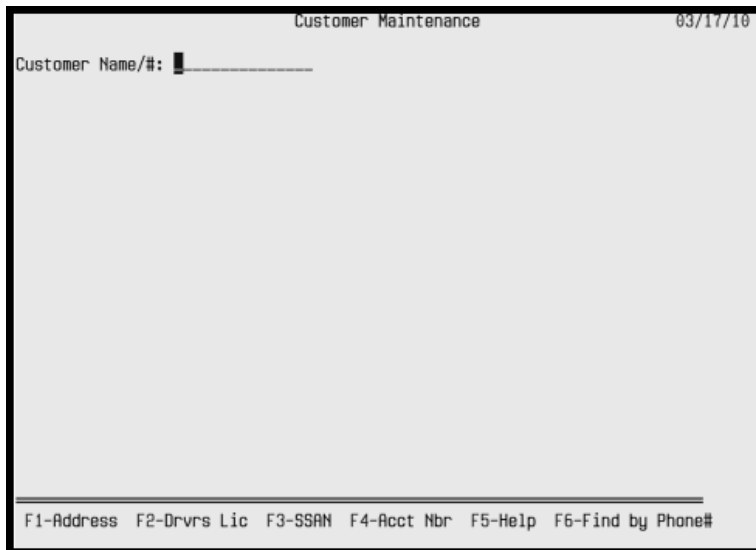
Store: 101 Sales Entry 1 3/17/10
Name: SMITH , BARBARA Acct#: 107733 H Ph: (555)555-5555
Add: 132 MAIN ST W Ph: (555)555-5555
City: ANYTOWN TX XXXXXX
Total Amt: 0.00 Taxable Amt: 0.00 Total+Tax: 0.00 Items Sold: 0
Desc1: BEDROOM YOUTH GOOD Desc2: APPLE CRISP YOUTH BEDROOM
Model Nbr Serial # Price Qty Total Spiff Del Date
FBASHB120-4PC LAYAWAY 702.000 1.00 702.00 0.00 3/17/10
-----Sales Comments-----
Disco by Ashley
-----
Press enter to continue
-----
F1-Next F2-Prev F3-Change F4-Delete F6-Insert F7-Note F8-Backout F9-Done

```

**Figure 14-22 Sales Entry Screen for special ordering when model number does not exist**

### **Refunding a Sale (Security Required)**

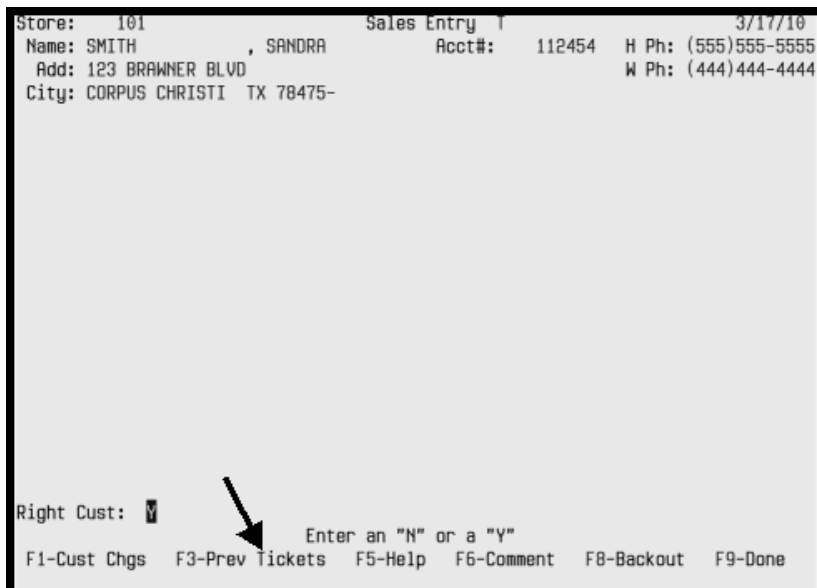
To refund a sale, you need to use the SALE program. To get to the SALE program select "Sales" off your Daily Customer Service Menu or press the F10 key and at a command line, type in "SALE" and then press enter, see Figure 14-23.



**Figure 14-23 Customer Maintenance Screen**

At the Name/# prompt you can enter the customer's name (last name first), account number, address, drivers license number or social security number **(use the appropriate function keys to list the customers in the order you wish to view them or press to list them in alphabetical order)**. You can enter any of these in complete or partial form.

Locate the customer and using your arrow keys, highlight the correct name and press enter. **At the "Right Customer: Y" prompt, press F3**, see Figure 14-24.



**Figure 14-24 Sales Entry Screen display previous tickets**

You will then be prompted to enter the ticket number, see Figure 14-25. If you don't know the ticket number, PO number, or manual reference number, press enter through all three fields and you will get a listing of previous tickets for this customer.

Use the arrow keys to highlight the ticket you want to refund and press enter, see Figure 14-26.

```

Sale Ticket Maintenance                                03/17/10
Name: SMITH , SANDRA                               Acct#: 112454

Ticket#: █ PO Nbr:_____ Ref#:_____
Enter the invoice number or date to begin listing with
Start By: F5--Date; F6--Cust/Ticket
  
```

**Figure 14-25 Sales Ticket Maintenance Screen**

```

Sale Ticket Maintenance                                03/17/10
Name: SMITH , SANDRA                               Acct#: 112454

Cust # Ticket# Seq Cont Store Date      Amt PO Number      Reference#
112454 130710      101 3/16/10      751.14

REACHED END OF FILE--There Are No More Tickets █
F1-Forward F2-Back F5-Help F8-Prev Menu Return-Sel Term Cmd-Exit Pgm
  
```

**Figure 14-26 Sales Ticket Maintenance Screen with data**

Once you have selected the correct ticket, notice the prompts at the bottom of the screen; press the F6 key to enter Refund Mode. See Figure 14-27.

```

Sale Ticket Change                                03/17/10
Name: SMITH , SANDRA      Acct#: 112454  Ticket #: 130710
Added By: 1 Contract:      Flipped Tick#:      Flipped Amt:
Date: 3/16/10  Store: 101  Salesman: 1      Tot Price: 702.00
Trade:      Discount:      Tax Code: Tax: 49.14  Total Amt: 751.14
Pmt 1: 751.14  1 Pmt 2:      Pmt 3:      Src: DH
Ticket# 130710 Carryout Y  Pend Date      BillTo#      NextDue:
Model Nbr      Serial #      Price  Qty      Total Spiff  Del Date Rf
FBASHB122-50      258547      702.000  1.00      702.00  0.00  3/16/10

```

Enter changes to the Contract Number

F3-Reprint F5-Help F6-Refund F8-Backout Arrow Keys-Position Cmd-Exit Pgm

**Figure 14-27 Sales Ticket Change Screen F6 Refund**

Press the F3 key to refund an item, or press the F4 key to refund all.

If you pressed F3 to refund an item, you will be prompted to enter the quantity of the item to be refunded and at the "Rf" column, enter a Y on the items you want to refund.

If you pressed F4 to refund all items, then the Y's will automatically show up in the "Rf" column. See Figure 14-28.

```

Sale Ticket Change                                03/17/10
Name: SMITH , SANDRA      Acct#: 112454  Ticket #: 130710
Added By: 1 Contract:      Flipped Tick#:      Flipped Amt:
Date: 3/16/10  Store: 101  Salesman: 1      Tot Price: 702.00
Trade:      Discount:      Tax Code: Tax: 49.14  Total Amt: 751.14
Pmt 1: 751.14  1 Pmt 2:      Pmt 3:      Src: DH
Ticket# 130710 Carryout Y  Pend Date      BillTo#      NextDue:
Model Nbr      Serial #      Price  Qty      Total Spiff  Del Date Rf
FBASHB122-50      258547      702.000  1.00      702.00  0.00  3/16/10 Y

```

Quantity to refund

F1-Next F2-Previous F3-Refund Item F4-Refund All F8-Backout F9-Done

**Figure 14-28 Sales Ticket Change Screen**

If everything is correct, press the F9 key for "Any More Changes". See Figure 14-29. If you need to make changes, enter a Y and make your changes. Otherwise press enter to accept the default of N and your screen will change to resemble the top

portion of the screen displayed in Figure 14-30. The cursor may be residing on the "Contract" field.

```

Sale Ticket Change                                03/17/10
Name: SMITH , SANDRA Acct#: 112454 Ticket #: 130710
Added By: 1 Contract: Flipped Tick#: Flipped Amt:
Date: 3/16/10 Store: 101 Salesman: 1 Tot Price: 702.00
Trade: Discount: Tax Code: Tax: 49.14 Total Amt: 751.14
Pmt 1: 751.14 1 Pmt 2: Pmt 3: Src: DH
Ticket# 130710 Carryout Y Pend Date BillTo# NextDue:
Model Nbr Serial # Price Qty Total Spiff Del Date Rf
FBASHB122-50 258547 702.000 1.00 702.00 0.00 3/16/10 Y

Any More Changes: █

F1-Next F2-Previous F3-Refund Item F4-Refund All F8-Backout F9-Done

```

**Figure 14-29 Sales Ticket Change Screen completion**

Use the enter key to move through the fields. The refund amounts will default to the original sale ticket values, except they will be negative because this is a refund. If you are only refunding an item, you may need to change Payment Form 1 to reflect that total refund amount for that item with a minus behind the dollar amount. Note that the total amount in the Payment 1, 2 and 3 areas must equal the "Total Amt" on the screen and must be negative before you can complete the transaction. Once all is correct, press F9. Be sure to transfer the refunded inventory to the correct location, see Figure 14-30.

```

In Refund Mode Sale Ticket Change                                03/17/10
Name: SMITH , SANDRA Acct#: 112454 Ticket #: 130710
Added By: 1 Contract: 1 Flipped Tick#: Flipped Amt:
Date: 3/17/10 Store: 101 Salesman: 1 Tot Price: 702.00-
Trade: Discount: Tax Code: Tax: 49.14- Total Amt: 751.14-
Pmt 1: 751.14- 1 Pmt 2: Pmt 3: Src: DH
Ticket# 130710 Carryout Y Pend Date BillTo# NextDue:
Model Nbr Serial # Price Qty Total Spiff Del Date Rf
FBASHB122-50 258547 702.000 1.00 702.00 0.00 3/16/10 Y

Return Loc: █101 Return Status: R
Enter Return Location for Serialized Inventory
F5-Help F8-Backout Arrow Keys-Positioning Return-Next Field CMD-Exit Pgm

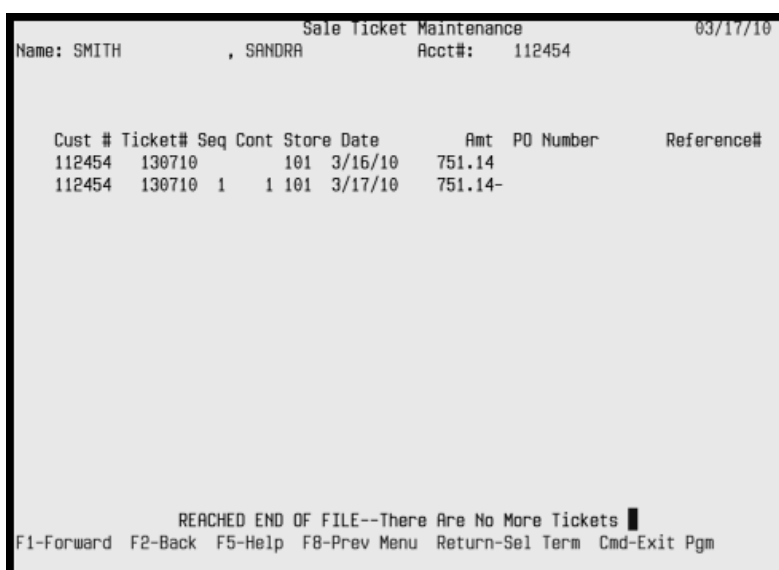
```

**Figure 14-30 Sales Ticket Change Screen completion**

Press the F9 key. You may be prompted for the Customer's PO# and Manual Receipt #. Complete these fields if applicable or press enter through to the "Any More

Changes” prompt. If you need to make changes, enter a Y and make your changes. When the prompt “Any More Changes” is answered with an N, you may be prompted for an Invoice Form. In most cases, this will default to the type accepted by your receipt printer. Press enter to accept the default or you can change the form type then press enter. You will then be prompted for the printer number where the receipt will print. You can accept the default by pressing enter then the refund will be completed and a receipt will be printed. You will be prompted to “Reprint the Receipt:N”. If you need another copy of the receipt, answer with the Y, otherwise press enter to accept the default answer of N.

Once you have exited the Sale Maintenance screen (press F8 to backout) and then re-enter the customer to proceed back to the Sale Maintenance screen, you will see how your ticket listing will look after you have refunded the sale. See Figure 14-31.



Cust #	Ticket#	Seq	Cont	Store	Date	Amt	PO Number	Reference#
112454	130710			101	3/16/10	751.14		
112454	130710	1	1	101	3/17/10	751.14-		

REACHED END OF FILE--There Are No More Tickets

F1-Forward F2-Back F5-Help F8-Prev Menu Return-Sel Term Cmd-Exit Pgm

**Figure 14-31 Sales Ticket Maintenance Screen listing tickets for customer**

## Sales Audit Report - PSALEAUD

To run the Print Sales Audit Report (depending upon your Menu setup), select the option “Report Menu” off the Store Home Menu, then select “Print Audit/MGMT Reports” off the Report Menu, then select “Retail Sales Audit – PSALEAUD” off the Auditing Reports Menu or press the F10 key off any menu and go to the command line and type in “PSALEAUD”. You will be prompted for the printer or file pathname.

Press enter to accept the default printer or type in another printer number or pathname. See [Introduction to Reports](#) for additional information about the printer/file pathname screen. You will now be prompted for “Separate Locations”. Press enter and accept the default of N for no.

This report program allows you to run a sales audit report in many different ways, for many different purposes. Please read through to see the different select and sort options available, see Figure 14-32.

```

PRINT SALES AUDIT REPORT

REPORT ORDER: 1      PO ON HOLD REPORT: N      PAID BY: B
PRINT DETAIL LINES: N    TOTALS ONLY REPORT: N
TYPE INVENTORY: 6
STARTING SALES DATE:
ENDING SALES DATE: 12/31/79
SELECT BY LOC OR LOC GROUPS: N

SORT BY LOCATION: Y
SELECT BY ADV CODES: N
SELECT BY DESCRIPTION: N

SELECT BY MODEL NUMBER: N

SPIFF EXCEPTION REPORT: N    USE TAX CODE FOR LOC: N
GROSS PROFIT EXCEPTION REPORT: N
PMT FORM WANTED: 0 0 0 0
PRINT COST: N    REFUNDED SALE INDR: I
TYPE OF SALES: 5    INDIVIDUALLY PRC INDR: I
TAX EXEMPT SALE INDR: I    SELECT BY CUST TYPE: N
1) SALE DATE 2) TICKET NUMBER 3) CUSTOMER NUMBER 4) SALESPERSON NBR
5) DAILY TRANSACTION REPORT BY CUSTOMER

```

**Figure 14-32 Print Sales Audit Report Screen**

**REPORT ORDER** Select the sort option you would like on this report.

- 1 = Sale Date
- 2 = Ticket Number
- 3 = Customer Number
- 4 = Salesperson Number
- 5 = Daily Transaction Report by Customer

**PO ON HOLD REPORT** Enter a Y for yes if you want this report to show only those sale tickets that have the word HOLD in the PO# field. HOLD prevents statements from being generated for these invoices.

**PAID BY** Select which type of sales you would like on this report.

- C = Cash Sales (only sales that were paid in full by cash, check, money order or debit/credit card)
- A = AR Sales (only sales that charged all or some of the dollar amount owed)
- B = Both (to get all the type of sales)

**PRINT DETAIL LINES** Enter Y for yes if you want the report to print the detail lines of the sale, including the inventory, otherwise accept the default of N for no by pressing enter.

**TOTALS ONLY REPORT** Enter a Y for yes if you want this report to show a grand total sales amount only, otherwise accept the default of N for no by pressing enter.

**TYPE INVENTORY**

- 1 = **Misc** - will print only non-serialized, accessories inventory sold.
- 2 = **Serialized** - will print serialized inventory sold.
- 3 = **Movies** - will print movie inventory sold.
- 4 = **MC (Movie Club) Sales** - will print sales that were transacted using the <F5-Sell Misc>, <F6-Sell Movie>, or <F7-Sell Serialized> feature found in the "MP" (Movie Payment) program.

- 5 = All (No Movie Club Sales)** - will print any sales that were transacted using the program "SALE".
- 6 = All** - will print all sales, no matter what type of inventory it was or what program was used to transact the sale.
- 7 = Sales Rental Inventory** – will only print type O (on rent) & R (reused/rental) rental inventory sold.
- 8 = All (No Movie Club Sales or Sales Rental Inventory)**
- 9 = Service**

**STARTING SALES DATE** Enter the earliest sales date you want for this report. (Sales beginning on date).

**ENDING SALES DATE** Enter the last sales date you want for this report. (Sales ending on date).

**SELECT BY LOC OR LOC GROUPS** If you want to select by location(s) or location group(s), type Y for yes and enter the respective number here to **1) SELECT BY LOCATIONS** or **2) SELECT BY LOCATION GROUPS**. Then choose the option to **1) SELECT BY 10 LOCS/GROUPS** **2) SELECT RANGE OF LOCS/GROUPS**. The report will only print information about the requested location(s) or location group(s). Enter up to ten store numbers. If all stores are needed, press enter to accept the default of N for no. If you have selected to run the report for more than one location, you will see the prompt "**SORT BY LOCATION**". This gives you the option to run all stores together or have the report separate them. Accept the default of Y for yes to sort by location, otherwise change it to an N for no to NOT sort by location.

**SELECT BY ADV CODES** If answered Y for yes, you may enter up to six different advertising codes. The report will include only the sales with those selected advertising codes. Select N for no to NOT select sales based on advertising codes used..

**SELECT BY DESCRIPTION** If answered Y for yes, you may enter up to three different descriptions. If you select Y to enter description(s), enter the description or "\*" followed by the description search string. The report will include only the sales with those descriptions selected. Select N for no to NOT select sales based on descriptions.

**SELECT BY MODEL NUMBER** If answered Y for yes, you may enter up to six different model numbers. Note: You may put in partial model numbers. For example, enter FBASH to get all sales with product codes that are Furniture Bedroom and ASHley as the manufacturer. Select N for no to get all sales of model numbers on the report.

**SPIFF EXCEPTION REPORT** If answered Y for yes you will see a report showing spiff exceptions, otherwise press enter to accept the default of N for no.

**USE TAX CODE FOR LOC** Select Y for yes if you want the report to use the tax code for the location instead of store location. This is typically used for sales tax reporting. Select N for no to have it report based on store location.

**GROSS PROFIT EXCEPTION REPORT** If answered Y for yes, you will be prompted "GROSS PROFIT EXCEPTION PERCENT: 0.00". Enter the highest percent you wish to see as an exception for. You will get a report with anything that was sold at that percentage or lower. Select N for no if you want all profit types reported.

**PMT FORM WANTED** If you want the report to print only particular AR payment forms, enter them here. If you want all AR payment forms, leave the zeroes. You may enter up to four different payment forms. Enter 999 to list the payment forms you can choose from for the report.

**PRINT COST** If you want the report to print the cost/book value, enter a Y for yes. If you select N for no, it will report all costs at \$0.00.

**REFUNDED SALES INDR** Do you want the report to include, exclude or only print refunded sales?

- I = Include
- E = Exclude
- O = Only

**TYPE OF SALES** Enter the number reflecting the type of sales you want printed on the report.

- 1 = Actual
- 2 = Pending (Stock Orders, Special Orders and Layaways)
- 3 = Delivered Pending
- 4 = 1 & 3 (Actual & Delivered Pending)
- 5 = 1, 2 & 3 (Actual, Pending & Delivered Pending)
- 6 = Open Pending. Pending Partially Delivered (any sales where some items were delivered and others are still pending).

**INDIVIDUALLY PRC INDR** These are items that had a price entered in the individual serial number in Inventory Maintenance (INVMNT) instead of using the model number price in Item Maintenance (ITEMMNTS).

- I = Include
- E = Exclude
- O = Only

**TAX EXEMPT SALE INDR** This is typically used for sales tax reporting.

- I = Include
- E = Exclude
- O = Only

**SELECT BY CUST TYPE** If you want only particular customer types to print on this report, enter a Y for yes. You will have the option to enter up to 10 different customer types. If you want all customer types, enter an N for no.

Once you have selected all options, press the F9 key. You will then be prompted, for "Any More Changes". If you need to make changes, enter a Y for yes and make your changes. When the prompt "Any More Changes" is answered with an N for no, the report will begin counting records and print to the printer or file pathname you specified.

See Figures 14-33 through 14-34 for Print Sales Audit (PSALEAUD) setup screens and resulting report examples.

### Example PSALEAUD Screens and Resulting Reports

This report example will print a detail sales report for the month of January, for all model numbers beginning with "FBASH" in store 101. See Figure 14-33 and Figure 14-34.

```

PRINT SALES AUDIT REPORT
REPORT ORDER: 1      PO ON HOLD REPORT: N      PAID BY: 8
PRINT DETAIL LINES: Y  TOTALS ONLY REPORT: N
TYPE INVENTORY: 6
STARTING SALES DATE: 1/01/10
ENDING SALES DATE: 1/31/10
SELECT BY LOC OR LOC GROUPS: Y
LOCATIONS: 101  0  0  0  0  0  0  0  0  0
SELECT BY ADV CODES: N
SELECT BY DESCRIPTION: N
SELECT BY MODEL NUMBER: Y
FBASH
SPIFF EXCEPTION REPORT: N      USE TAX CODE FOR LOC: N
GROSS PROFIT EXCEPTION REPORT: N
PMT FORM WANTED: 0  0  0  0
PRINT COST: N      REFUNDED SALE INDR: I
TYPE OF SALES: 5  INDIVIDUALLY PRC INDR: I
TAX EXEMPT SALE INDR: I      SELECT BY CUST TYPE: N
Any More Changes: N
    
```

Figure 14-33 Print Sales Audit Report Screen with data changes #1

```

RUN DATE: 03/23/10      RSSS 12.5 TRAINING      PAGE: 1
TIME:15:26:55      SALES OF ALL INVENTORY IN DATE ORDER
PSALEAUD      SELECTED BY LOCATIONS: 101
SELECTED MODEL NBR: FBASH
SALE DATES OF: 1/01/10 THRU 1/31/10 SALES,PENDING SALES AND PENDING SALES DELIVERED PRINTED
DATE  ACCT NBR  TICK  NBR NAME      LOC  SLSMN TICKET TTL----- PAYMENT FORMS ----- TAX
TRADE IN  DISCOUNT  TICK COST  TICK GP  HOME PHONE  INT TYPE  INT RATE  FINANCE CHG  PEND SALE DATE
-----
1/29/10  11011      15590 SALE, CASH      4      7007  1202.13  1202.13  4      92.13
0.00  100.0      (555)555-5555
MODEL NBR  SERIAL #  DESC  QTY  SALE  COST/BK VALUE  TAX  TOTAL  GP  A  SPF  R  SPF
FBASHB423 Q BED  11481  BEDROOM  1.00  285.00  23.66  308.66  100.0
FBASHB105-57 HB  11482  BEDROOM HEADBOARD  1.00  75.00  6.23  81.23  285.00
PROFIT $: 100.0
PROFIT $: 75.00
TOTAL THIS REPORT:      SALE  COST  GP  TAX  TRADE IN  DISCOUNT  ITEMS  TOTAL  RNTL  SALES $
360.00  0.00  100.0  29.89  0.00  0.00  2.00  389.89  360.00

PAYMENT FORMS SUMMARY
FORM  DESCRIPTION  AMOUNT  FORM  DESCRIPTION  AMOUNT
4  CHARGE CARDS  1,202.13
CASH TOTAL: 1,202.13  A/R TOTAL: 0.00
TIME FINISHED:15:26:55
    
```

Figure 14-34 Print Sales Audit Resulting Report #1

This report will print a totals only report for all cash sales for store 101. See Figure 14-35 and Figure 14-36.

```

PRINT SALES AUDIT REPORT

REPORT ORDER: 1      PD ON HOLD REPORT: N      PAID BY: B
PRINT DETAIL LINES: N      TOTALS ONLY REPORT: Y
TYPE INVENTORY: 6
STARTING SALES DATE:
ENDING SALES DATE: 12/31/79
SELECT BY LOC OR LOC GROUPS: Y
LOCATIONS: 101      0      0      0      0      0      0      0      0
SELECT BY ADV CODES: N
SELECT BY DESCRIPTION: N
SELECT BY MODEL NUMBER: N

SPIFF EXCEPTION REPORT: N      USE TAX CODE FOR LOC: N
GROSS PROFIT EXCEPTION REPORT: N
PMT FORM WANTED: 1      0      0      0
PRINT COST: N      REFUNDED SALE INDR: I
TYPE OF SALES: 5      INDIVIDUALLY PRC INDR: I
TAX EXEMPT SALE INDR: I      SELECT BY CUST TYPE: N
Any More Changes: 1
    
```

**Figure 14-35 Print Sales Audit Report Screen with data changes #2**

```

RUN DATE: 03/23/10      RSSS 12.5 TRAINING      PAGE: 1
TIME:15:40:18      SALES OF ALL INVENTORY IN DATE ORDER
PSALEAUD      SELECTED BY LOCATIONS: 101      THRU 12/31/79 SALES,PENDING SALES AND PENDING SALES DELIVERED PRINTED
DATE      ACCT NBR      TICK NBR NAME      LOC      SLSMN TICKET TTL----- PAYMENT FORMS -----      TAX
TOTAL THIS REPORT:      SALE      COST      GP      TAX      TRADE IN      DISCOUNT      ITEMS      TOTAL      RNTL SALES $
                2,243.02      0.00      100.0      188.41      0.00      0.00      24.00      2,431.43      2,243.02

PAYMENT FORMS SUMMARY
FORM      DESCRIPTION      AMOUNT      FORM      DESCRIPTION      AMOUNT
1      CASH      2,302.44      3      MONEY ORDERS      9.00
4      CHARGE CARDS      119.99
CASH TOTAL:      2,431.43      A/R TOTAL:      0.00
TIME FINISHED:15:40:18
    
```

**Figure 14-36 Print Sales Audit Resulting Report #2**

This report will print a detail gross profit exception report for all sales sold with a gross profit of 20% or less for store 101. See Figure 14-37. Figure 14-38 is the last page of the resulting report.

```

PRINT SALES AUDIT REPORT

REPORT ORDER: 1      PO ON HOLD REPORT: N      PAID BY: B
PRINT DETAIL LINES: N  TOTALS ONLY REPORT: N
TYPE INVENTORY: 6
STARTING SALES DATE:
ENDING SALES DATE: 12/31/79
SELECT BY LOC OR LOC GROUPS: Y
LOCATIONS: 101      0      0      0      0      0      0      0      0
SELECT BY ADV CODES: N
SELECT BY DESCRIPTION: N

SELECT BY MODEL NUMBER: N

SPEC EXCEPTION REPORT: N      USE TAX CODE FOR LOC: N
GROSS PROFIT EXCEPTION REPORT: Y  GROSS PROFIT EXCEPTION PERCENT: 20.00
PMT FORM WANTED: 0      0      0
PRINT COST: N      REFUNDED SALE INDR: I
TYPE OF SALES: 5      INDIVIDUALLY PRC INDR: I
TAX EXEMPT SALE INDR: I      SELECT BY CUST TYPE: N
Any More Changes: N
    
```

Figure 14-37 Print Sales Audit Report Screen with data changes #3

DATE	ACCT NBR	TICK NBR	NAME	LOC	SLSMN	TICKET	TTL	PAYMENT FORMS			TAX		
6/30/09	10087		10496 NAIL SHOP	101	0001	50.00	50.00	1			3.87		
7/09/09	1010967		10693 GONZALEZ, VICTORIA	101	0003	80.00	80.00	4			6.20		
7/11/09	1011092		10741 TRAVIS, ALEX	101	0003	161.52	161.52	1			12.52		
7/11/09	1011092		10747 TRAVIS, ALEX	101	0003	50.00	50.00	1			3.87		
7/24/09	1010988		11079 GATHER, GINA	101	0003	20.00	20.00	1			1.55		
7/25/09	1011092		11093 TRAVIS, ALEX	101	0003	54.20	54.20	4			4.20		
8/11/09	1011092		11359 TRAVIS, ALEX	101	0003	54.20	9.00	3	7.74	1	37.46	4.20	
8/18/09	10357		11473 ALEXANDER, REGINA	101	0003	800.00	800.00	4			61.99		
8/19/09	1011092		11493 TRAVIS, ALEX	101	0003	0.01	0.01	1					
9/02/09	1011092		11855 TRAVIS, ALEX	101	0003	715.44	715.44	1			55.44		
9/22/09	1011092		12293 TRAVIS, ALEX	101	0003	49.99	30.00	1	19.99	4		3.87	
9/28/09	10617		12400 DEAN, CHARLES	101	0003	189.53	189.53	1			14.69		
10/03/09	1011092		12604 TRAVIS, ALEX	101	0003	569.10	569.10	4			44.10		
10/09/09	1010410		12724 GOMEZ, DAVID	101	0003	54.20	54.20	1			4.20		
10/17/09	10789		13020 SMITH, JACKIE	101	0003	450.00	350.00	1	100.00	4		34.87	
11/07/09	1011081		13478 CONWAY, TERRY	101	0003	65.00	65.00	1			5.04		
12/11/09	11167		14290 NELSON, WILLIAM	101	0003	313.28	313.28	1			24.28		
TOTAL THIS REPORT:		3,391.58	0.00	100.0		284.89		0.00		0.00	26.00	3,676.47	3,391.58

FORM	DESCRIPTION	AMOUNT	FORM	DESCRIPTION	AMOUNT
1	CASH	2,044.18	3	MONEY ORDERS	9.00
4	CHARGE CARDS	1,623.29			
CASH TOTAL:		3,676.47	A/R TOTAL:		0.00

TIME FINISHED:15:46:45

Figure 14-38 Print Sales Audit Resulting Report #3