

APTOS POS 6.4

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Agenda

Introduction



- Point of Sale (POS)
- Typical Store Topology
- Typical Point of Sale operation
- POS Functions
- POS Peripherals
- Mobile POS

Desktop



- Modules of Desktop
- Inventory Control
- Employee Mgmt
- Management Tools
- Store Goals
- Dashboard
- Cash Office

Point of Sale (POS)



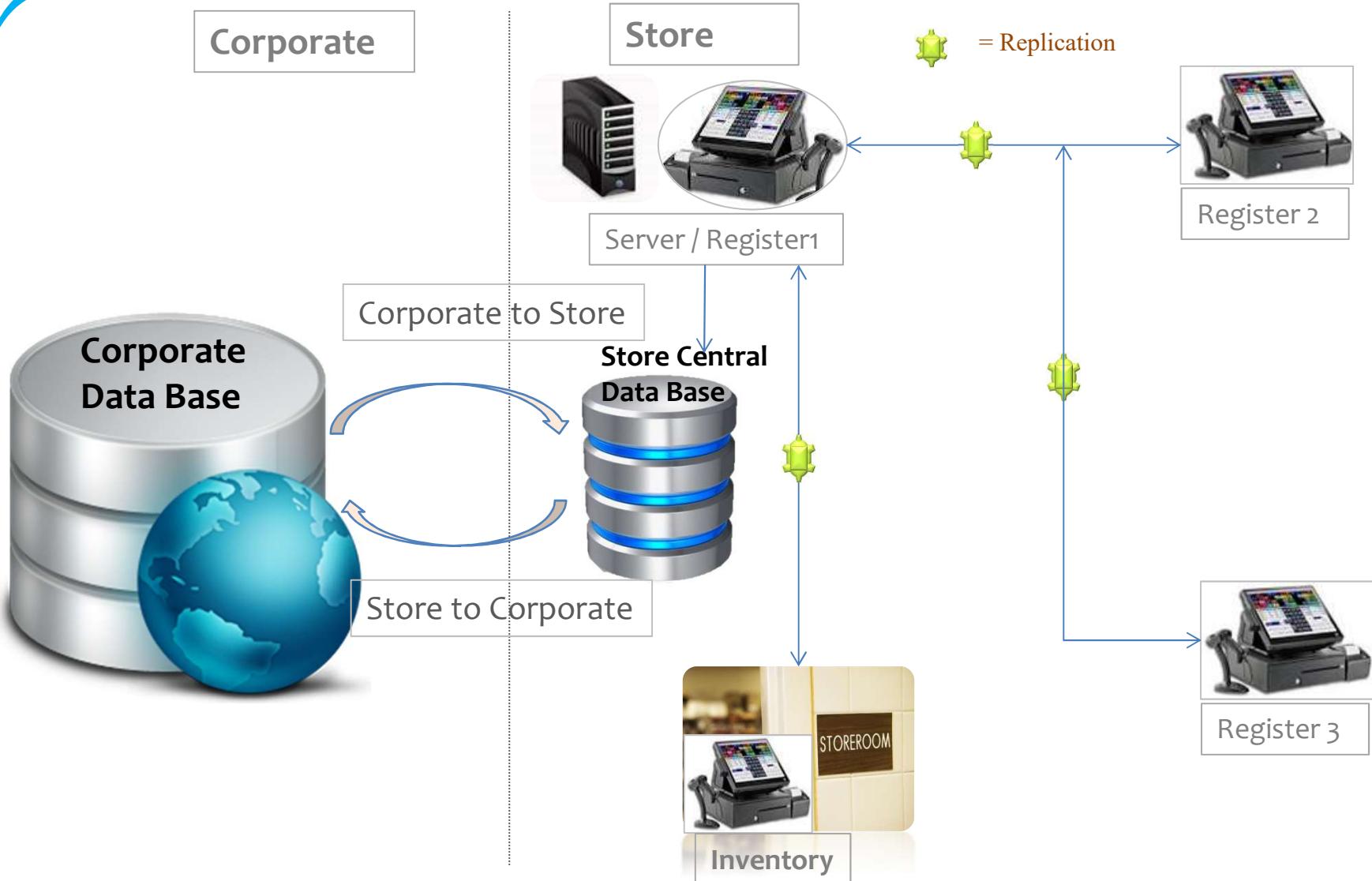
- Point of Sale
- Modules of POS
- Open Register
- Cashier Perm. Sign on
- Inquiry
- Manager Functions
- Reprint
- Close Register

Introduction to Point of Sale (POS)

- The **Point of Sale (POS)** is the place where a retail transaction is completed. It is the point at which a customer makes a payment to the merchant in exchange for goods or after provision of a service.
- At the point of sale, the merchant would prepare an invoice for the customer or otherwise calculate the amount owed by the customer and provide options for the customer to make payment.
- The point of sale is often referred to as the point of service because it is not just a point of sale but also a point of return or customer order. Additionally, today POS software may include additional features to cater for different functionality, such as inventory management, CRM, financials, warehousing, etc.



Typical Store Topology



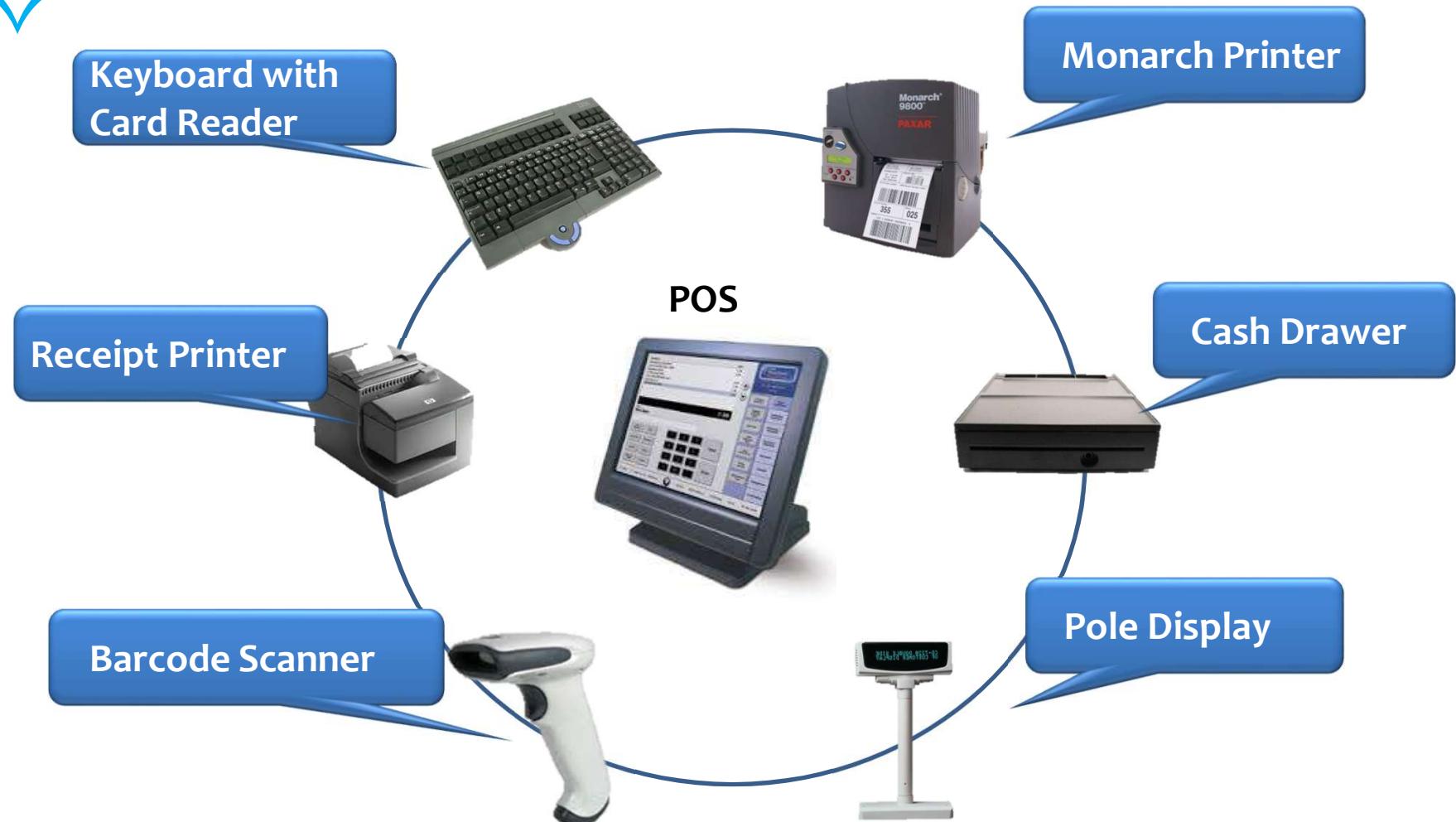
Typical Point of Sale Operation



POS Functions



POS Peripherals



POS Peripherals (cont.)



Keyboard

It has an in built MSR (Magnetic Strip Reader) which is used to read credit cards, debit cards, gift cards, and customer loyalty cards.



Monarch Printer

Print labels for items, customers, and vendors, along with shipping labels, file folder labels, or many other types of labels



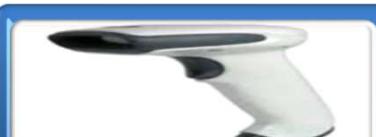
Cash Drawer

Cash drawers can be connected directly to your retail POS system's serial or parallel ports, or through a point of sale printer with cash-drawer kick out ports.



Pole Display

Pole displays allow customers to view information while checking out.



Barcode Scanner

Barcode scanners allow high-speed, accurate input of inventory items. Read different types of barcodes, such as UPC, Code 39, Zip+4 Postnet, EAN/JAN-13, etc.



Receipt Printer

Print customer receipts with a compact receipt printer, or choose a standard printer for full-size invoices, purchase orders, reports, and other documents

Mobile POS

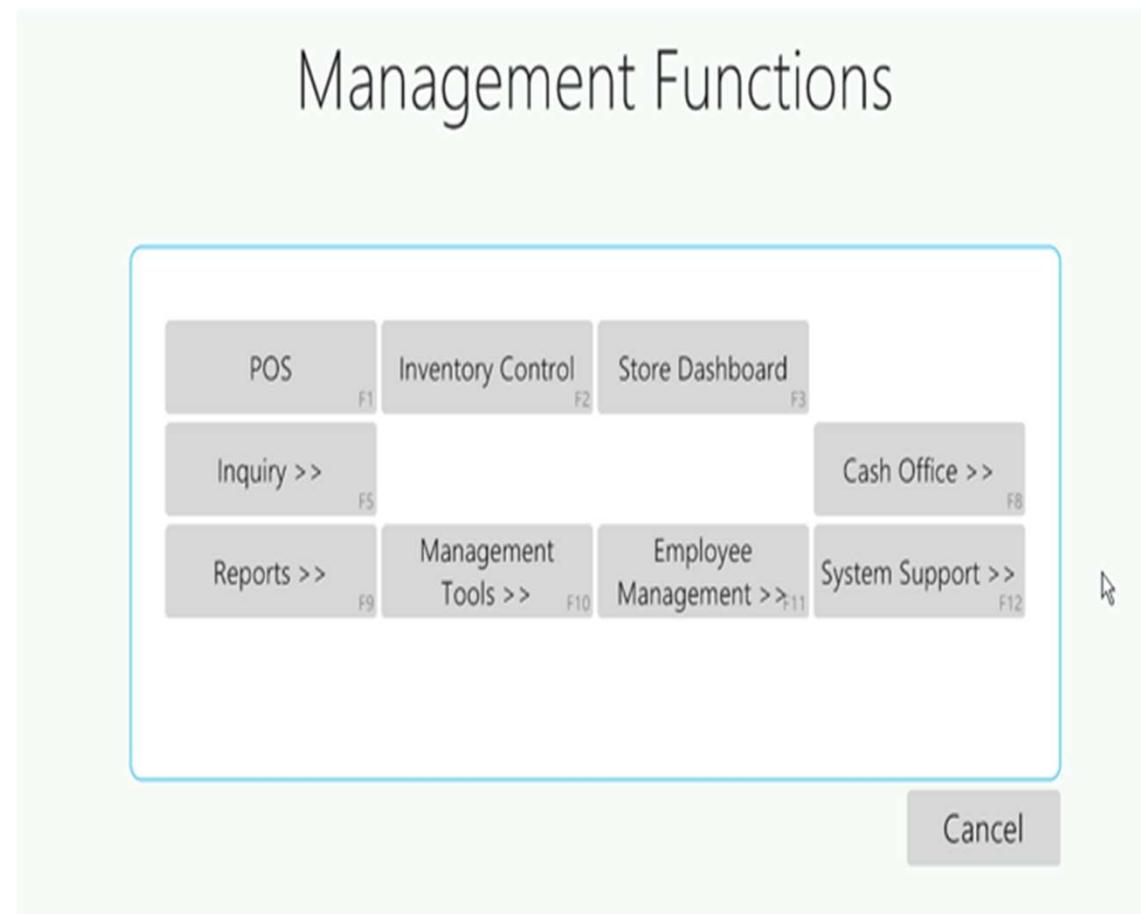
- An mPOS (mobile point of sale) is a smartphone, tablet or dedicated wireless device that performs the functions of a cash register or electronic point of sale terminal.
- Mobile Store extends key store functionality beyond the cash-wrap and manager's workstation. Mobile Store provides store managers and sales associates the tools, at their fingertips, to enhance customer service and productivity by completing end to-end POS transactions, looking up items, locating stock, and completing various inventory management functions.



Modules of Desktop

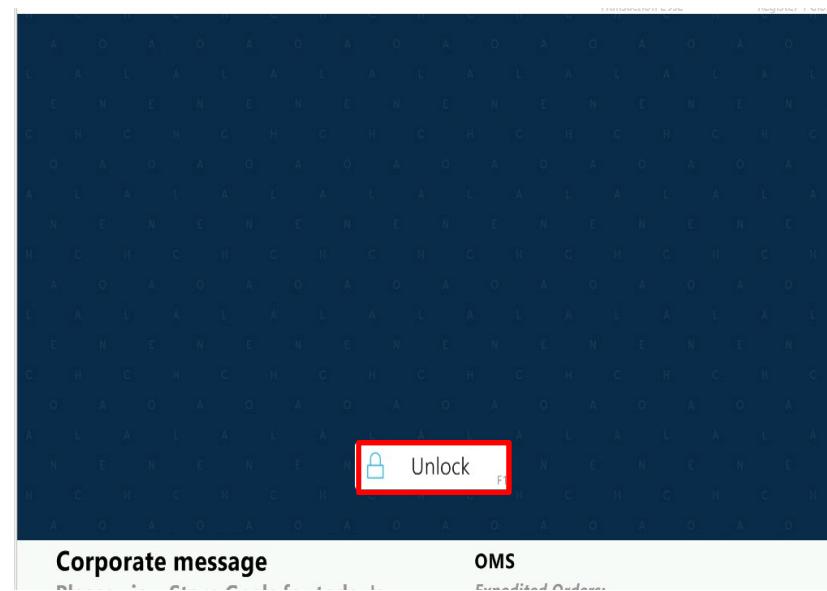
- The Desktop application includes the below modules:

1. POS
2. Inventory Control
3. Employee Management
4. Management Tools
5. Inquiry
6. Store Goals
7. Dashboard
8. Cash Office



Desktop

- This is the initial modules that appears on the screen of the register once the application is launched.
- The store person needs to unlock the desktop to access the POS by clicking on the Unlock Desktop icon.



- Once the Unlock desktop icon is clicked, the store person needs to enter his/her Associate number and their password to unlock the desktop

Inventory Control

- This module contains the details of the Inventory (Cartons and Items) at the store.
- It contains the information of the Inbound and Outbound transfers along with the cartons details and the items present in it.
- It is used by the store to check if the details of the physical goods has been updated in the store database.
- It also contains the below additional functionalities:
 1. Ticketing
 2. Printing the worksheet
 3. Force closing the cartons
 4. Creating store initiated transfer document



Inventory Control (cont.)

- The Inventory module is found in the Desktop application.
- Once the store person clicks on the Inventory module a screen pops up for Associate number and password.



- The Associate number for store users will be their employee ID and for corporate users, it will be 9999.
- For corporate users the password will be provided by APTOS.

Inventory Control (cont.)

- Once the Inventory module is unlocked, the user will have the access to the below list of modules:

1. Inbound Transfers
2. Outbound Transfers
3. Quick search
4. Refresh Screen
5. Item Locate
6. More

Inventory Control Worklist

Select a function from the menu below, or enter a document or carton number to perform a Quick Search.

Inbound Documents

- 0 - Transfer In from Store
- 0 - Transfer In from Warehouse
- 0 - Transfer In from Vendor

Outbound Documents

- 0 - Transfer Out to Store
- 0 - Transfer Out to Warehouse
- 0 - Transfer Out to Vendor
- 0 - POS Damages Transfer

Inbound Transfers

➤ This module contains the information of the transfers that have been received from other stores, warehouse and vendor.

➤ Once the store person clicks on Inbound Transfers, he/she will have access to 2 sub modules:

1. Open Home Office Document
2. Create Missing Document

Inventory Control Worklist

Select a function from the menu below, or enter a document or carton number to perform a Quick Search.

<p>Inbound Documents</p> <p>2 - Transfer In from Store 2 - Transfer In from Warehouse 2 - Transfer In from Vendor</p>	<p>Outbound Documents</p> <p>2 - Transfer Out to Store 2 - Transfer Out to Warehouse 1 - Transfer Out to Vendor 0 - POS Damages Transfer</p>
---	--

7	8	9
4	5	6
1	2	3
0		
Enter		OK
F12		

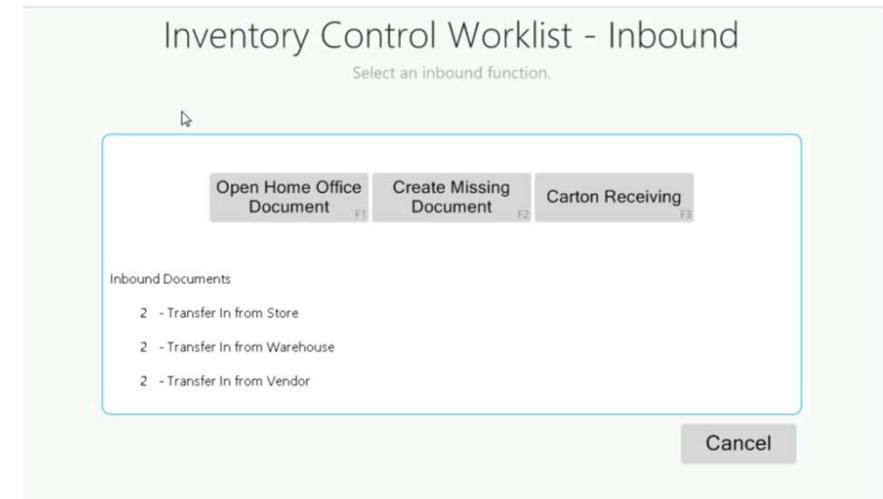
Quick Search Document or Carton No.

Inbound Transfers (cont.)

Open Home Office Document

- This module is used to view the transfers that are in open/closed/pending state. Also it is used to close the open transfers.

- It is composed of:
 1. **Execute:** Used to close the open transfers.
 2. **View:** Used to view the item details and close the transfers.
 3. **Print All Open:** Used to print the transfers whose status is Open.
 4. **Print Selected:** Used to print selected transfers.



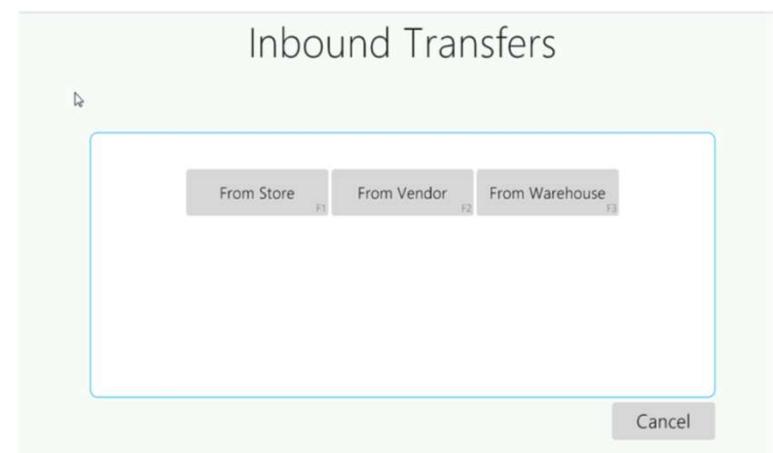
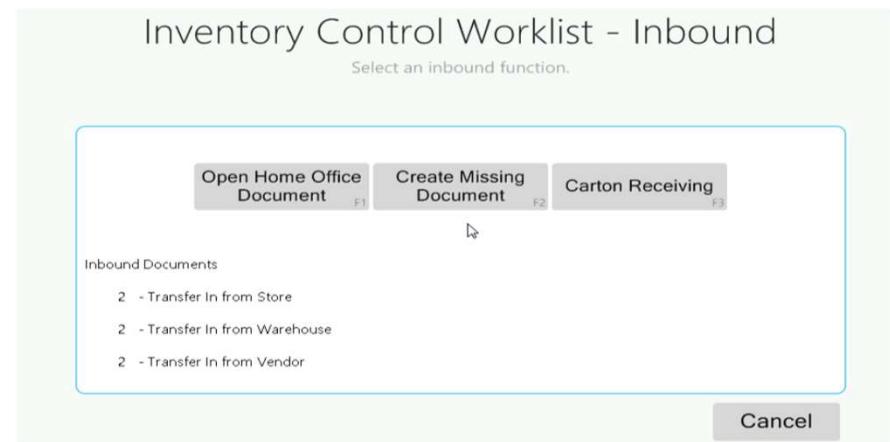
Inventory Worklist - Inbound Documents			
Select a document and then choose a function from the drop down menu.			
DOCUMENT NUMBER	DOCUMENT TYPE	DOCUMENT STATUS	DOCUMENT CLOSE DATE
1234000	Transfer In from Store	OPEN	
1234001	Transfer In from Store	OPEN	
1234021	Transfer In from Vendor	OPEN	
1234022	Transfer In from Vendor	OPEN	
1234011	Transfer In from Warehouse	OPEN	
1234012	Transfer In from Warehouse	OPEN	

Inbound Transfers (cont.)

Create Missing Document

- This module is used to create missing document of transfers that are supposed to be received from another store or warehouse or vendor.

- It is composed of:
 1. **Transfer In From Store:** Create missing document for transfers from Store.
 2. **Transfer In From Vendor:** Create missing document for transfers from Vendor.
 3. **Transfer In From Warehouse:** Create missing document for transfers from Warehouse.



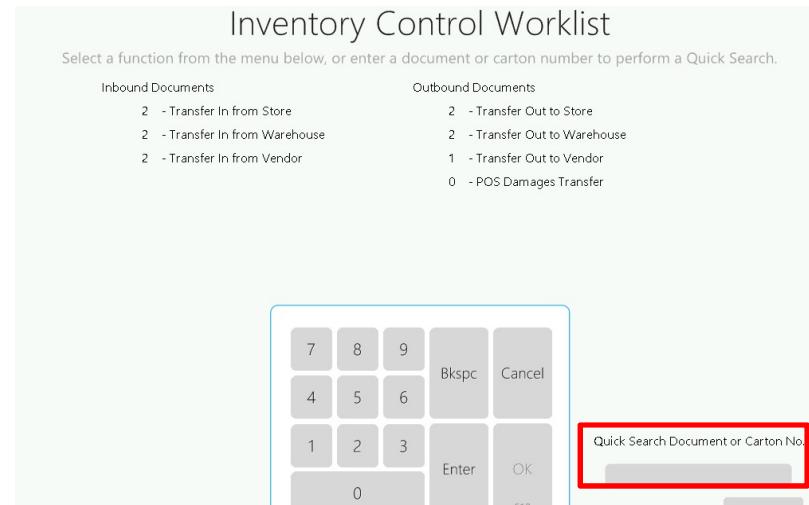
Quick Search

- This module is used to extract the carton/transfer information along with the item details.

- To search the carton/item information, the store person has to enter the carton/transfer number in the text box provided.

The screenshot shows a software interface titled "Inventory Worklist - Inbound Docum". At the top, there's a menu bar with "COLE HAAN" and several dropdown menus like "File", "Edit", "View", "Search", "Print", "Help", and "Exit". Below the menu is a toolbar with buttons for "New", "Open", "Save", "Print", "Execute", and "Print All Open". The main area is a table titled "Inventory Worklist - Inbound Document Status". It has columns for "DOCUMENT NUMBER", "DOCUMENT TYPE", "DOCUMENT STATUS", and "DOCUMENT CL". The table contains the following data:

DOCUMENT NUMBER	DOCUMENT TYPE	DOCUMENT STATUS	DOCUMENT CL
1234000	Transfer In from Store	OPEN	
1234001	Transfer In from Store	OPEN	
1234021	Transfer In from Vendor	OPEN	
1234022	Transfer In from Vendor	OPEN	
1234011	Transfer In from Warehouse	OPEN	
1234012	Transfer In from Warehouse	OPEN	



- Once the store person has clicked on quick search, the status of the carton is displayed as Closed/Open/Pending.

- To view the items present inside the carton, the store person has to click on the View button.

Quick Search (cont.)

- Once the store person clicks on View, the items present in the carton are displayed.
- If the status of the carton is in Open/Pending, then the store person can click on Force Close to close the carton.
- The execute button is used to close the carton, if it is an inbound transfer.

Inventory Worklist - View Inbound Doc

Select a function from the dropdown menu.

ITEM NO.	DESCRIPTION	STYLE	COLOR	SIZE	SENT QTY	COMMENT
1111	Jeans	TRENDY	Black	M32	25	Cool new item!

Document No.: 1234022
Location: Seabrook
Send Date: 06/24/2004
Status: OPEN
Associate No.: 9999

Help ?
Execute
Force Close
Ticketing
Print Document
Cancel

Item Locate

- This module is used to extract the details of items based on either one of the following criteria:

1. Style Code
2. Color Code
3. Size Code
4. Description
5. UPC
6. Category Number
7. Dept. Number
8. Class Number
9. Item Number

Inventory Control Worklist

Select a function from the menu below, or enter a document or carton number to perform a Quick Search.

Inbound Documents	Outbound Documents
2 - Transfer In from Store	2 - Transfer Out to Store
2 - Transfer In from Warehouse	2 - Transfer Out to Warehouse
2 - Transfer In from Vendor	1 - Transfer Out to Vendor
	0 - POS Damages Transfer

Quick Search Document or Carton No.

Item Locate - Search Criteria

Enter the item search criteria, then press Search.

Item No.: <input type="text"/>	Style Code: <input type="text"/>
UPC: <input type="text"/>	Color Code: <input type="text"/>
Description: <input type="text"/>	Size Code: <input type="text"/>
Category No.: <input type="text"/>	Brand: <input type="text"/>
Dept. No.: <input type="text"/>	Max. Items: 100
Class No.: <input type="text"/>	

Employee Management

- This module contains the information of the store employees and also provides the access to the store manager to change the employee details and their roles.

- In order to access the employee management module, the store person/manager has to enter his/her credentials



Employee Management (cont.)

- Once the store person has logged into the employee management tool, he/she will be provided the access to 2 other sub modules:
 1. View
 2. Modify employee

The screenshot shows a software interface for employee management. At the top, there is a blue decorative swoosh graphic. Below it, the main content area features two tables:

Employees

NUMBER	FIRST NAME	LAST NAME	PHONE	JOB TITLE
1890	House	018	--	
2109	Roger	Boucher	--	
2190	House	021	--	
2499	Michael	McNabb	--	
2790	House	027	--	
2990	House	029	edit icon	--
3090	House	030	--	

Employees restricted by security

NUMBER	FIRST NAME	LAST NAME	PHONE	JOB TITLE

At the bottom of the interface are several buttons:

- View Employees F1
- Add Employee F2
- Modify Employee F3
- Delete Employee F4
- Maintenance >> F5
- Cancel

Employee Management (cont.)

- The view employee module is used to view the details of the employees such as their name, address, role etc.
- The modify employee module is used to modify the employee details such as name, address, role etc.
- The role of the employee can be modified only by the store manager.

Employee Maintenance
Employee View - Identification

Employee No.: 8888
Last Name: Aptos
First Name: Corporate
Address:
400 Venture Drive
City: Columbus
State/Province: Ohio
Country: United States
Zip/Postal Code: 43035
Status: Active

Employee ID: 8888
Home Phone: 122-222-2222
Email:
Gender: Male
Birthdate: 08/05/1960
Language:

Next Cancel

Employee Maintenance: Modify

Employee No.: 390
Last Name: 003
First Name: House
Country:
Address:
City:
State/Province:
Zip/Postal Code:
Status: Active
Home Phone: --
Email:
Fax:
Gender: Unspecified
Birthdate: //
Language:

Password Requirements: Minimum 1 Uppercase and 1 Numeric, 7 or 8 digits long
New Password: Confirm Password:

Esc 1 2 3 4 5 6 7 8 9 0 - = Backspace
Tab q w e r t y u i o p [] \ Cancel
Caps Lock a s d f g h j k l ; Enter
Shift z x c v b n m , . / Shift
Ctrl Alt Alt Ctrl

Save and Exit

Employee Management (cont.)

- In order to modify the employee the store manager has to click on the **modify security** button.
- Once clicked on the modify security button the store manager will have to select the type of role for the employee from the drop down list provided.

The image contains two screenshots of a software application titled "Employee Maintenance".

Screenshot 1: Employee Modify - Store Assignment

This screenshot shows a form for modifying an employee's store assignment. The employee number is 2222, last name is Associate, and first name is Test. A checkbox labeled "Scheduled" is checked. Below the form is a table titled "Store Assignments" with columns: STORE, START, END, POS SECURITY, ISP SECURITY, ACCOUNTABILITY, WORK PHONE, and JOB TYPES. One row is visible for store 921, with start and end dates of 20/09/2018, and job types Sales Clerk and Cashier. Buttons at the bottom include Add Assign., Modify Assign., Delete Assign., << Previous, Cancel, and Save and Exit.

STORE	START	END	POS SECURITY	ISP SECURITY	ACCOUNTABILITY	WORK PHONE	JOB TYPES
921	20/09/2018	20/09/2018			Workstation	- -	Sales Clerk Cashier

Screenshot 2: Employee Maintenance: Store Assignments

This screenshot shows a more detailed view of the store assignments. It includes fields for Store (921 - Test 921 Vancouver, CAN), Start Date (//), End Date (//), Work Phone (- -), POS Security (Cashier), Back Office Security (Cashier), Accountability (Workstation), and a Job Types dropdown containing "Sales Clerk". Below these are buttons for Add (→) and Remove (←). A "Store Search" field is also present. At the bottom is a virtual keyboard.

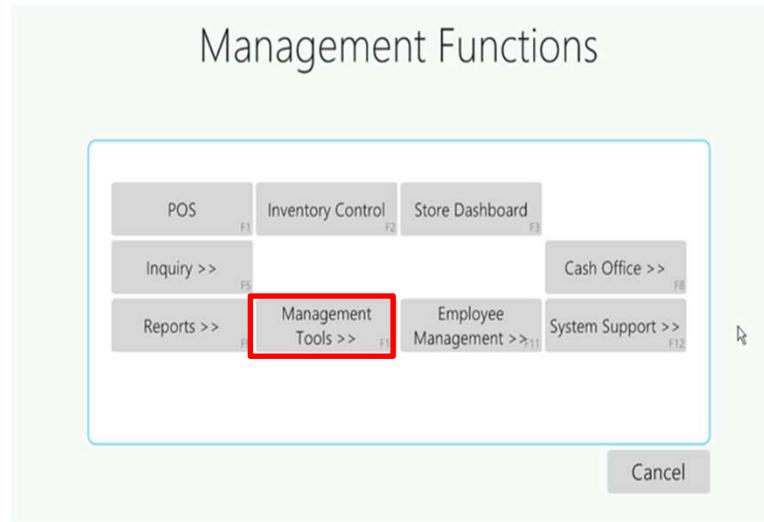
Job Types=>	Store Manager IT Manager Assistant Manager Janitor Dept Manager	Add → F2	Sales Clerk	<=Assignments F3
Store Search F1				

Virtual Keyboard:

Esc	1	2	3	4	5	6	7	8	9	0	-	=	Backspace
Tab	q	w	e	r	t	y	u	i	o	p	[]	\
Caps Lock	a	s	d	f	g	h	j	k	l	;	'	Enter	
Shift	z	x	c	v	b	n	m	,	.	/	Shift		
Ctrl	Alt										Alt	Ctrl	

Management Tools

- This module is used to perform the following store operations:
 1. Start of Day
 2. End of Day
 3. Price Change
 4. View EJ
 5. System Support
- In order to access the tool, the user must login using his/her credentials.

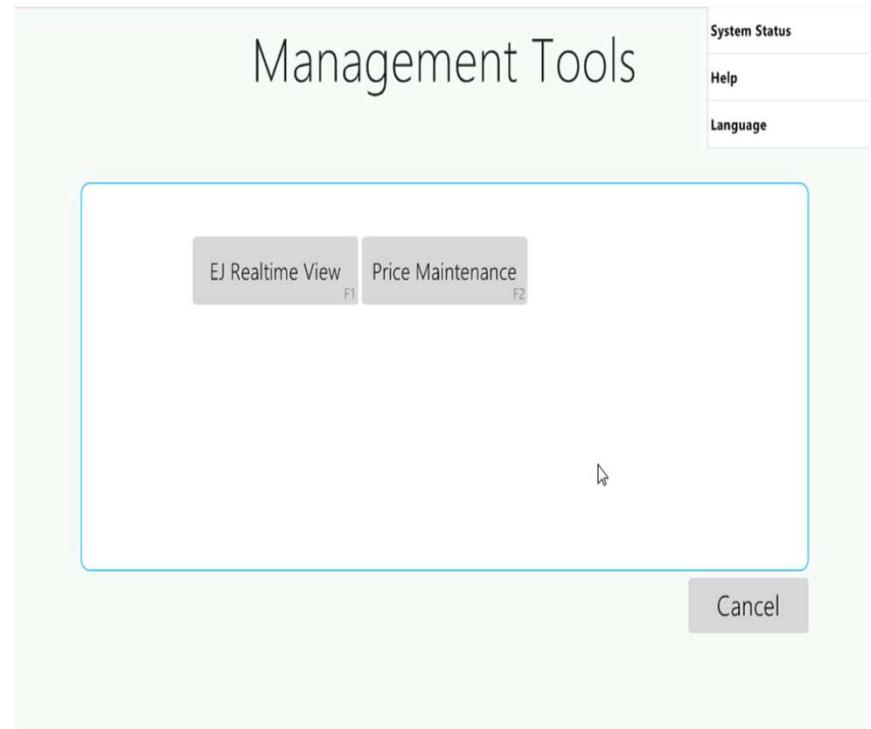


A screenshot of a security login interface. It features a title "Security" and a sub-instruction "Security is required to access this function." Below this are two input fields: "Associate Number:" with the value "9999" and "Password:" with the value "*****".

Management Tools (Price Change)

- The Price Change tool is used to override the price of a particular item.

- The price changes to the items are performed by processing the respective DCNs to the store. In some cases when there is a sudden requirement in change of the price of an item or when the price change performed from the corporate team is not reflected in their POS, then this tool is used by the manager to change the price of the item.



Management Tools (Price Change - cont.)

- In order to change the price of an item, the user must select the item by clicking on **Add Item**.

- To search the item, the user is provided with three search criteria:
 1. Item Number
 2. UPC
 3. Description

The diagram illustrates the search process. On the left, a search interface titled "Item Search" shows fields for "Item Number", "UPC", and "Description". The "Description" field contains the value "GOLD". A blue line connects this field to a larger keyboard graphic on the right. The keyboard has several keys highlighted: "Tab" (which is enclosed in a red box), "Enter", "Shift", and "OK".

Pending Price Changes

ITEM NO.	DESCRIPTION	PERM. PRICE	NEW PRICE

Add Item Modify Delete Item Delete All Process Pending Exit

Item Search

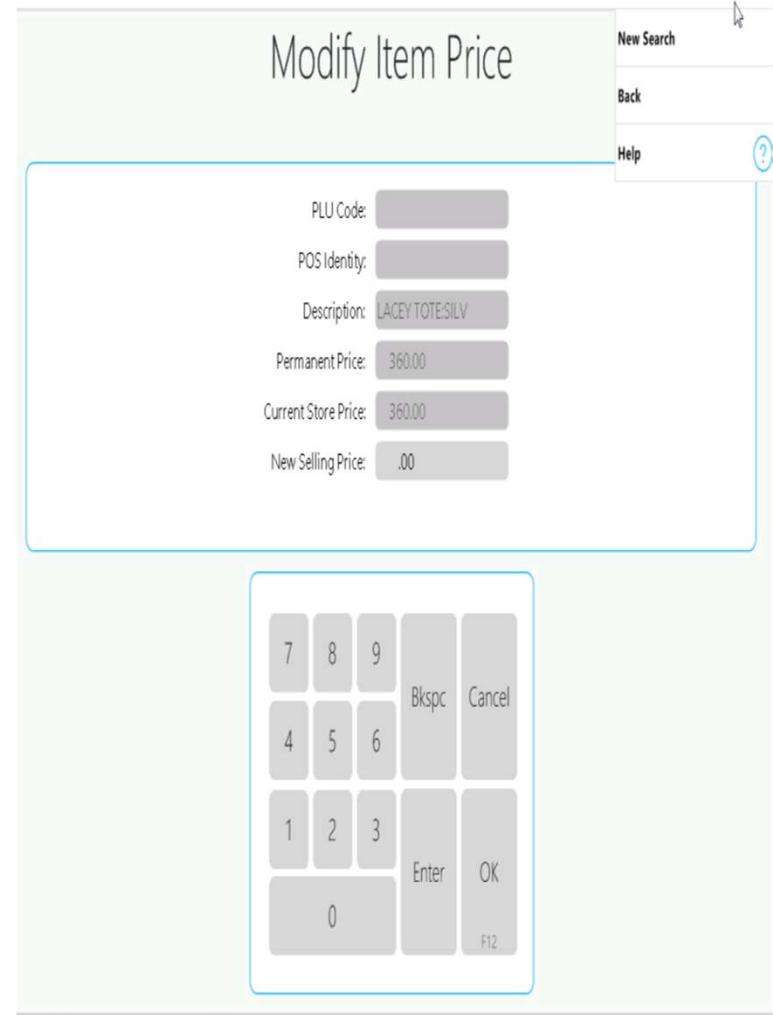
Item Number:
UPC:
Description:

Item Number:
UPC:
Description:

Esc	1	2	3	4	5	6	7	8	9	0	-	=	Backspace
Tab	q	w	e	r	t	y	u	i	o	p	[]	\
Caps Lock	a	s	d	f	g	h	j	k	l	;	'	Enter	
Shift	z	x	c	v	b	n	m	,	.	/	Shift		
OK													

Management Tools (Price Change - cont.)

- After entering the data into one of the search criteria, the user will be diverted to a new screen which contains the item details.
- Here the user has to select the item for which the price has to be changed.
- Once the user clicks on OK, he/she will be directed to another screen which allows them to change the price of the item.



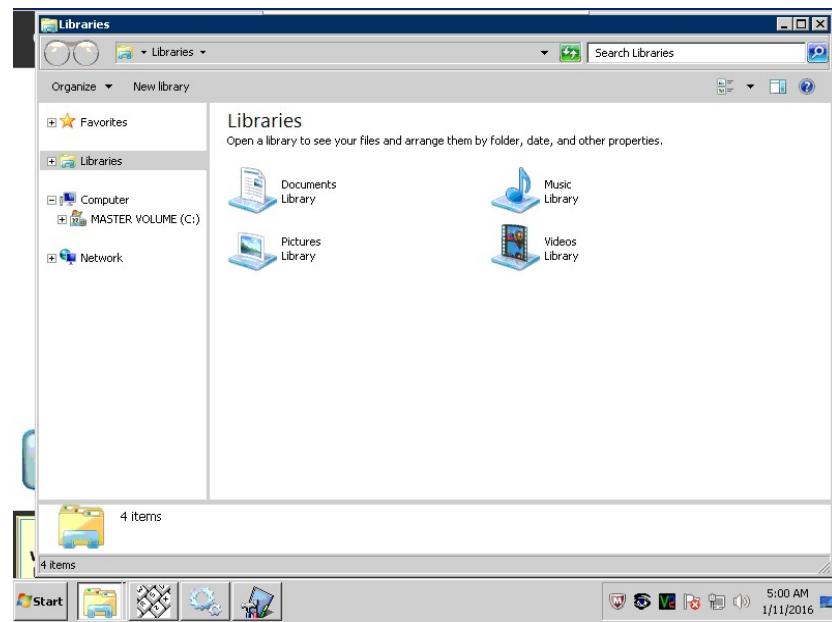
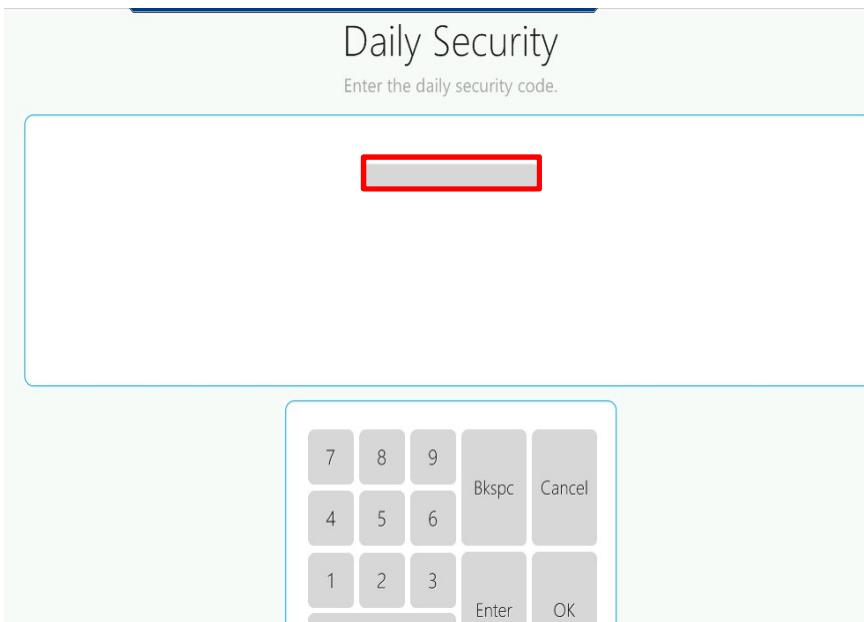
Management Tools (System Support)

- The System Support module is composed of the below sub modules
- 1. Windows Explorer
- 2. Control Panel
- 3. MS DOS
- 4. Reboot/Shutdown
- 5. Reset POS
- 6. Shell Toggle

The image contains two screenshots of software interface mockups. The top screenshot is titled 'Management Functions' and shows a grid of sub-modules: POS (F1), Inventory Control (F2), Store Dashboard (F3), Inquiry >> (F5), Management Tools >> (F10), Employee Management >> (F11), Cash Office >> (F8), and System Support >> (F12). The 'System Support >>' button is highlighted with a red box. A 'Cancel' button is visible at the bottom right. The bottom screenshot is titled 'System Support' and shows a grid of sub-modules: Windows Explorer (F1), Control Panel (F4), Reset POS (F5), Reboot Shutdown (F6), MS DOS (F7), and Shell Toggle (F8). A 'Cancel' button is visible at the bottom right.

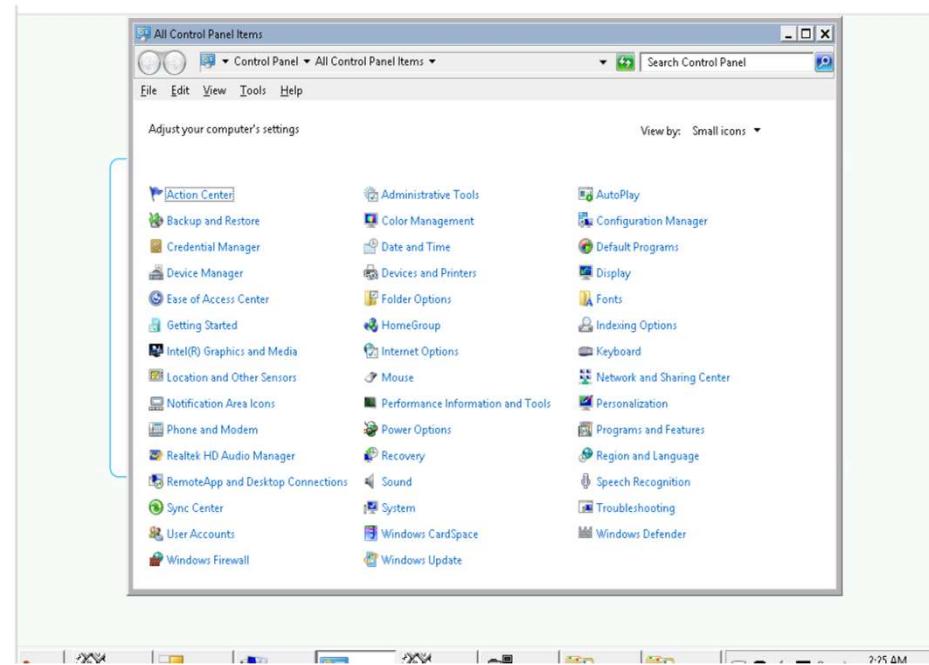
Management Tools (System Support – cont.)

- Windows Explorer is used to toggle between the POS and the windows OS.
- In order to access the module, the store person has to enter his/her password.



Management Tools (System Support – cont.)

- Control panel is used to open the windows control panel.
- In order to access the module, the store person has to enter his/her password.



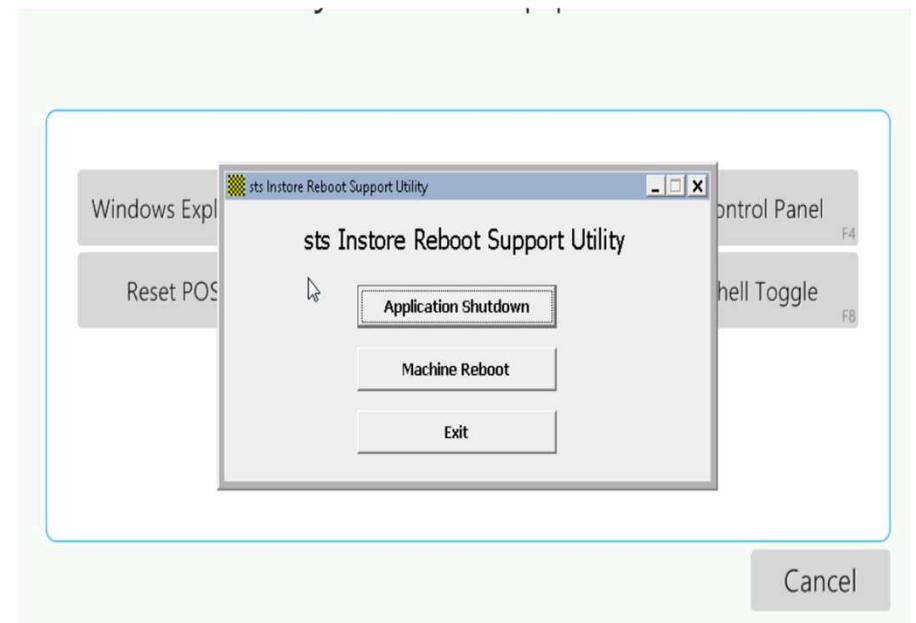
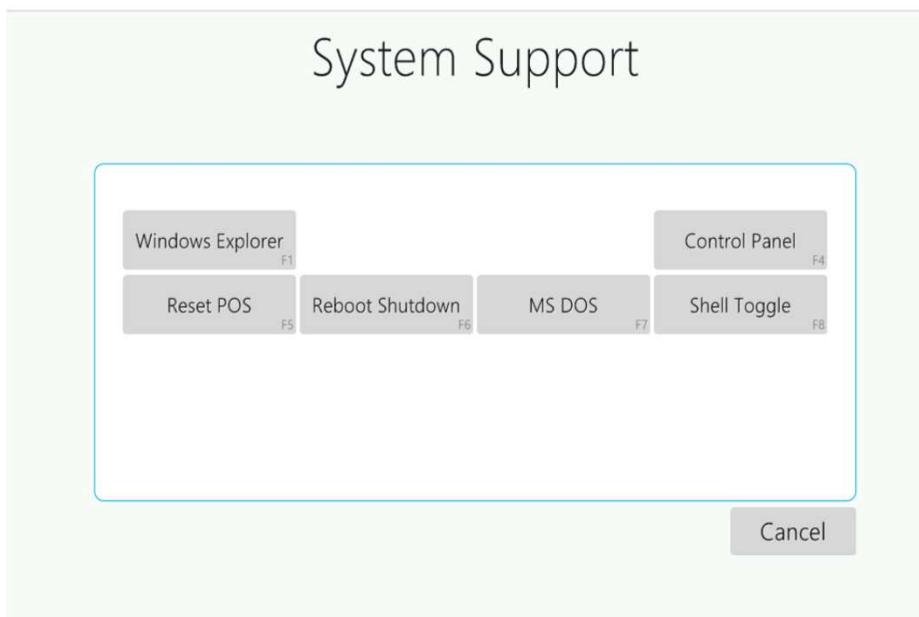
Management Tools (System Support – cont.)

- MS DOS is used to open the MS DOS prompt.
- In order to access the module, the store person has to enter his/her password.



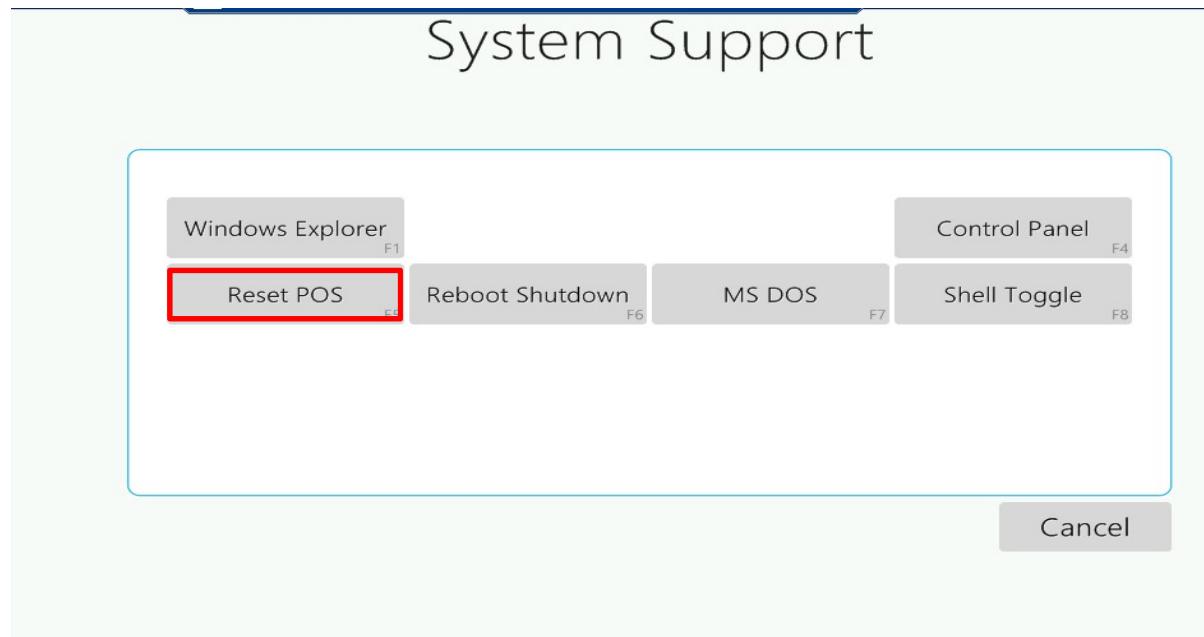
Management Tools (System Support – cont.)

- Reboot/Shutdown is used to reboot the system or shutdown the application.



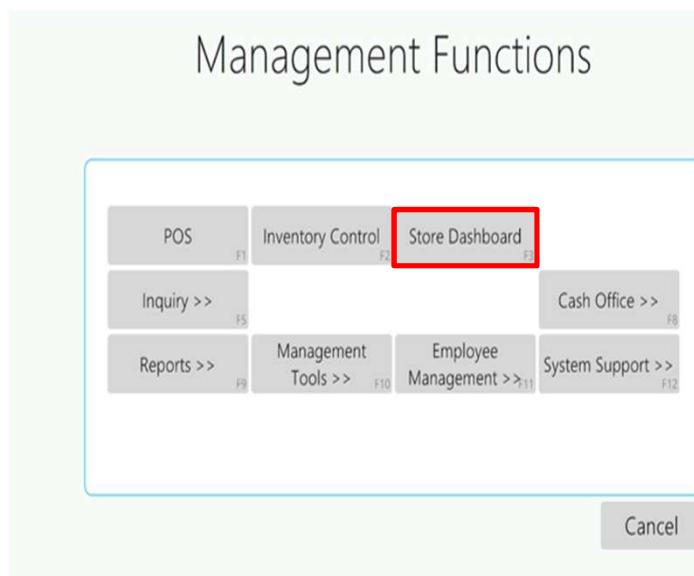
Management Tools (System Support – cont.)

- **Reset POS**, resets the POS and launches it again.
- This reset function will reset all the settings to default.



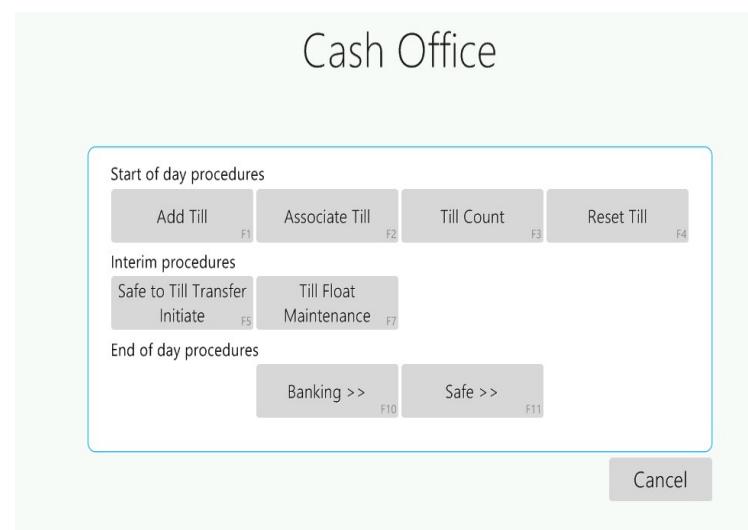
Dashboard

- This module contains the information of the sales done by the store, the goals achieved and the target that has to be reached along with hot items i.e. the items that have highest sales.



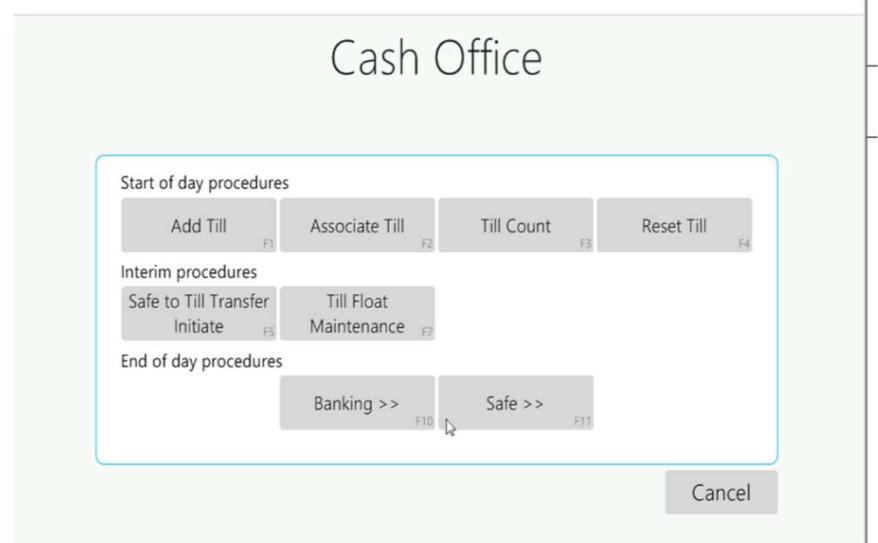
Cash Office

- This module is composed of 3 sub modules
- 1. **Float Maintenance:** Used to set the initial amount at the store.
- 2. **Till Maintenance:** Used to assign or delete a till (register) for the store.
- 3. **Store Deposit:** Used to check the deposit at the store along with the variance amount.



Cash Office (Float Maintenance)

- Till Float Maintenance is used to set the initial float amount for a register of a store.
- In order to set the float amount the store person has to first select the register and then assign a float value.



Cash Management

Till Selection - Enter till number below.

Till Number:

A numeric keypad for entering the till number, with buttons labeled 1 through 9, 0, Bkspc, and Cancel.

Cash Management

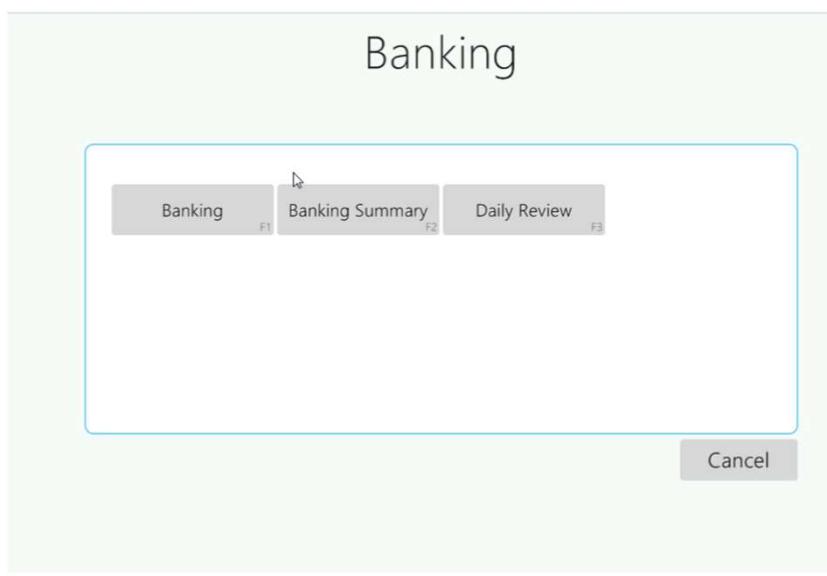
Till Float Adjustment - Enter new float amount below.

Current Float:
New Float:
Adjustment:

A numeric keypad for entering the new float amount, with buttons labeled 1 through 9, 0, Bkspc, and Cancel.

Cash Office (Float Maintenance – cont.)

- When a store closes a register at the end of the day, the money that was made on the register needs to be counted and sent to the bank. For this the **Final pickup** was created.
- This functionality allows the store to count the money they made per register and compare it to what the system recorded per sale.

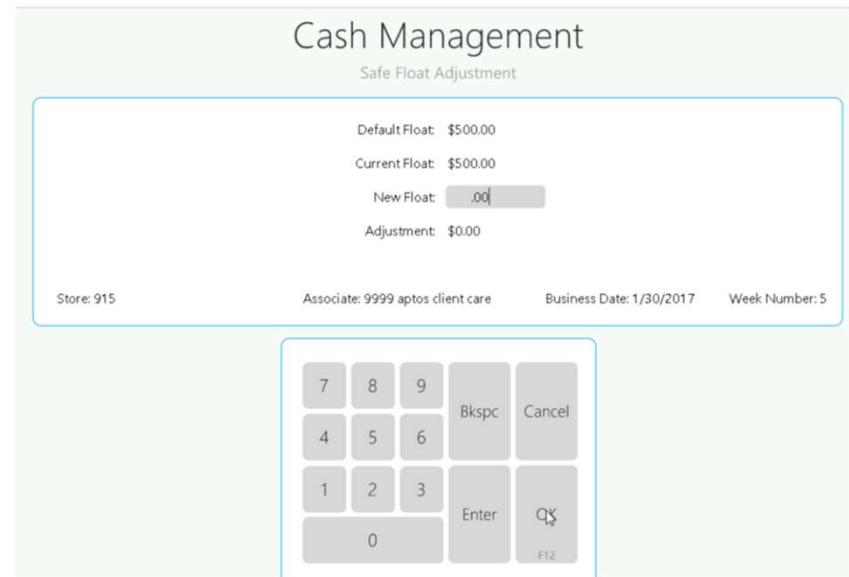


The screenshot shows a "Cash Management" dialog box. It has fields for "Banking Number: 1" and "Deposit Slip Number: |". Below these fields is a table with columns: TENDER, EXP. COUNT, EXP. AMOUNT, ACTUAL COUNT, ACTUAL AMOUNT, VARIANCE COUNT, and VARIANCE AMOUNT. Two rows are present: "Cash" (EXP. COUNT: 0, EXP. AMOUNT: 0.00, ACTUAL COUNT: 0, ACTUAL AMOUNT: 0.00, VARIANCE COUNT: 0, VARIANCE AMOUNT: 0.00) and "Traveler's Check" (EXP. COUNT: 0, EXP. AMOUNT: 0.00, ACTUAL COUNT: 0, ACTUAL AMOUNT: 0.00, VARIANCE COUNT: 0, VARIANCE AMOUNT: 0.00). A cursor is pointing at the "Traveler's Check" row. At the bottom of the dialog box, there are status messages: "Store: 915", "Associate: 9999 aptos client care", "Business Date: 1/31/2017", and "Week Number: 5". Below the dialog box is a numeric keypad with buttons for 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, Bkspc, Calc., Enter, and OK F12.

TENDER	EXP. COUNT	EXP. AMOUNT	ACTUAL COUNT	ACTUAL AMOUNT	VARIANCE COUNT	VARIANCE AMOUNT
Cash	0	0.00	0	0.00	0	0.00
Traveler's Check	0	0.00	0	0.00	0	0.00

Cash Office (Float Maintenance – cont.)

- Safe Float Maint. module allows the store manager to set a minimum float amount, which could be used when the store runs out of cash.
- This action is performed by the Store Manager/District Manager.



Cash Office (Float Maintenance – cont.)

- After the store has reconciled all the tills, the next step is to combine all the money from each till and send it to the bank through a store deposit. For this the **Safe Reconcil** module is created.



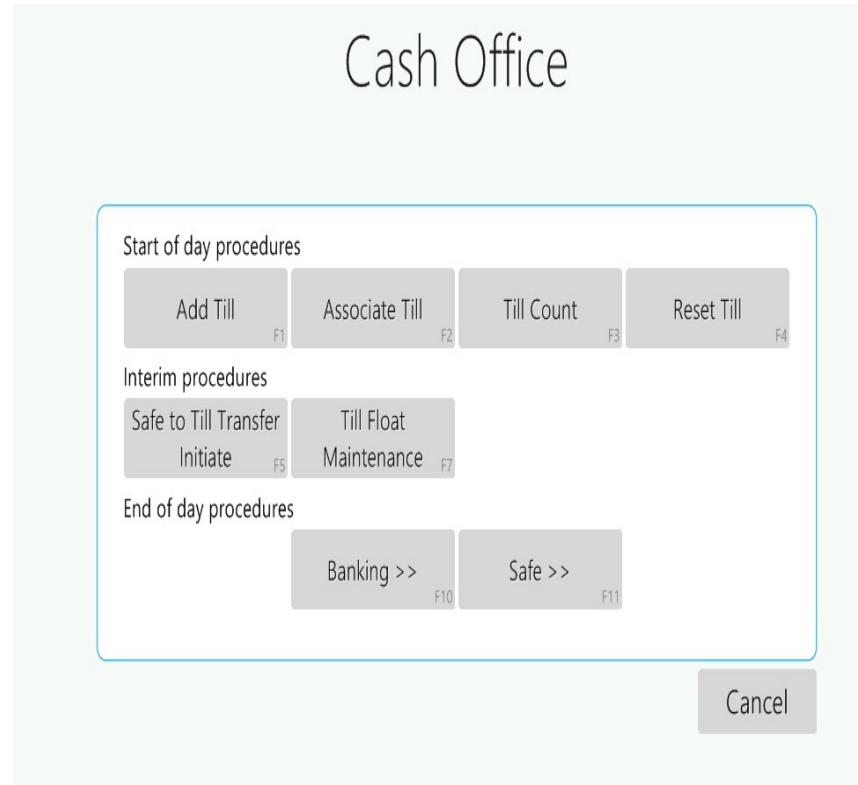
The screenshot shows a "Cash Management" screen under "Safe Reconciliation". It displays a table with one row:

TENDER	EXP. COUNT	EXP. AMOUNT	ACTUAL COUNT	ACTUAL AMOUNT	VARIANCE COUNT	VARIANCE AMOUNT
Cash	0	500.00	0	0.00	0	-500.00

Below the table, status information is provided: Store: 915, Associate: 9999 aptos client care, Business Date: 1/31/2017, and Week Number: 5. At the bottom is a numeric keypad with buttons for 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, Bkspc, Enter, Cancel, and OK.

Cash Office (Till Maintenance)

- Till Maintenance allows the user to assign till to registers/workstations.
- This also allows to reset the till or add new tills.
- The functionalities include
 1. Add Till
 2. Associate Till
 3. Reset Till



Cash Office (Till Maintenance – cont.)

- Add Till is used to add new till for registers.
- During the process of adding the till, the till will not be assigned to any register.



The screenshot shows a software interface titled "Cash Management". It has a sub-header "Till Add - Enter new till information.". Below this, there is a text input field labeled "Till Number:" containing the value "1". Below the input field is a virtual keyboard. At the bottom right of the input field is a "Cancel" button and at the bottom right of the keyboard is an "OK" button.

Enter new till information:

Number:

Name:

Description:

Cash Office (Till Maintenance – cont.)

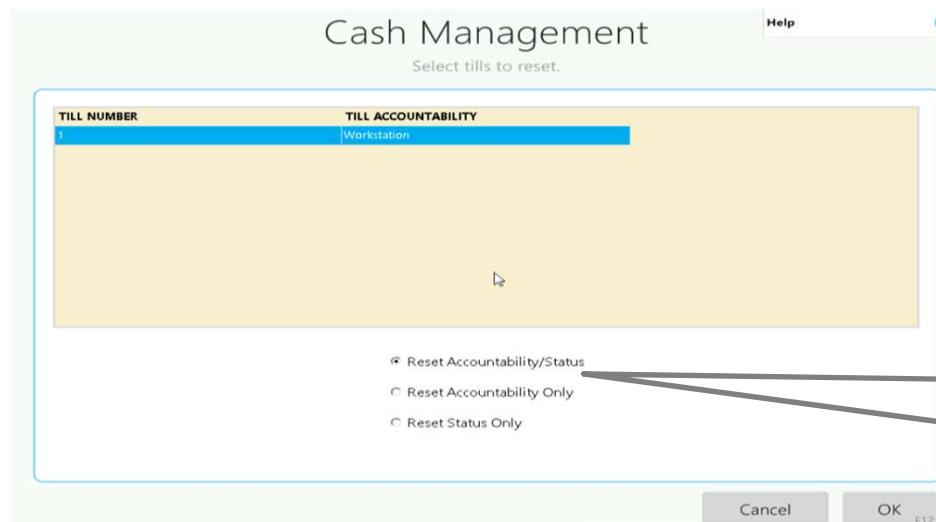
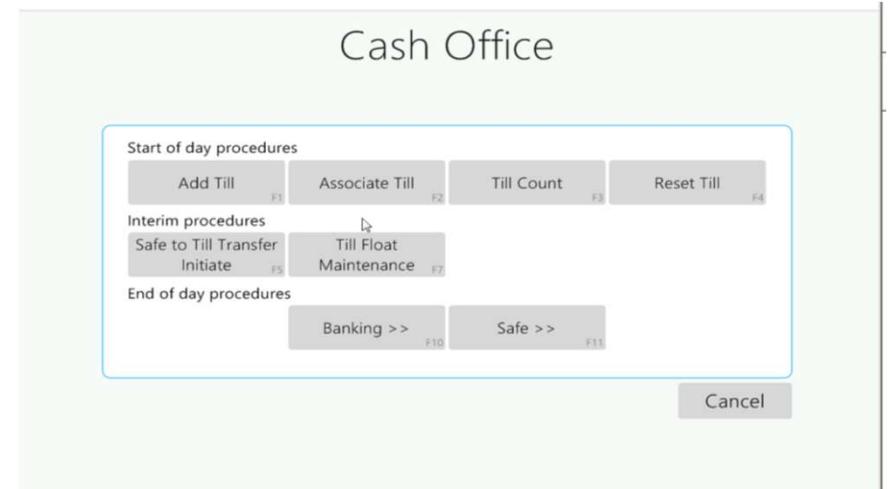
- **Associate Till** is used to associate the till created to appropriate register.
- Each register can be associated with only one till.



The screenshot shows the 'Till Association' dialog box. It has a title 'Till Association - Enter workstation number to which the till will be associated.' Below the title is a text input field labeled 'Workstation Number:' with a placeholder '(empty)'. At the bottom is a numeric keypad with digits 0-9, a 'Bkspc' key, a 'Cancel' key, an 'Enter' key, and an 'OK' key. A callout bubble points from the 'Workstation Number:' field to a larger callout box containing the text 'Enter Workstation Number to which the till will be associated:' and a text input field labeled 'Workstation No.:'. The entire dialog box is enclosed in a light gray border.

Cash Office (Till Maintenance – cont.)

- Reset Till is used to reset the till that has been associated to the register.
- Resetting the till will reset the accountability and status of the till.



- Reset Accountability/Status**
- Reset Accountability Only**
- Reset Status Only**

Cash Office (Store Deposit)

- The Store Deposit module provides the information of the sales performed at the store on daily basis and sent to bank.
- This also contains the information of the type of tender used for the transactions.
- It also contains the Store Deposit Summary module, which allows the user to check for the store deposit for any particular date.

Cash Management
Enter banking information, then press OK to confirm.

Banking Number:		Deposit Slip Number:				
TENDER	EXP. COUNT	EXP. AMOUNT	ACTUAL COUNT	ACTUAL AMOUNT	VARIANCE COUNT	VARIANCE AMOUNT
Cash	0	0.00	0	0.00	0	0.00
Traveler's Check	0	0.00	0	0.00	0	0.00

Store: 915 Associate: 9999 aptos client care Business Date: 1/31/2017 Week Number: 5

7 8 9
4 5 6 Bkspc Calc.
1 2 3 Enter OK
0 F12

Cash Management
Select a day:

January, 2017	February, 2017
Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat
29 30 31 1 2 3 4	1 2 3 4 5 6 7
8 9 10 11 12 13 14	5 6 7 8 9 10 11
15 16 17 18 19 20 21	12 13 14 15 16 17 18
22 23 24 25 26 27 28	19 20 21 22 23 24 25
29 30 31	26 27 28

March, 2017 April, 2017

Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat
5 6 7 8 9 10 11	2 3 4 5 6 7 8
12 13 14 15 16 17 18	9 10 11 12 13 14 15
19 20 21 22 23 24 25	16 17 18 19 20 21 22
26 27 28 29 30 31	23 24 25 26 27 28
30 31	29 30 31

Today: 1/31/2017

Cancel OK F12

Point Of Sale

- This module is mainly used by the store employee to perform transactions on the register.
- This module is composed of many other modules which are used by the store person for daily operations
- In order to unlock the POS the store person has to click on the POS button and then a screen appears to Unlock the POS.



Point Of Sale - cont.

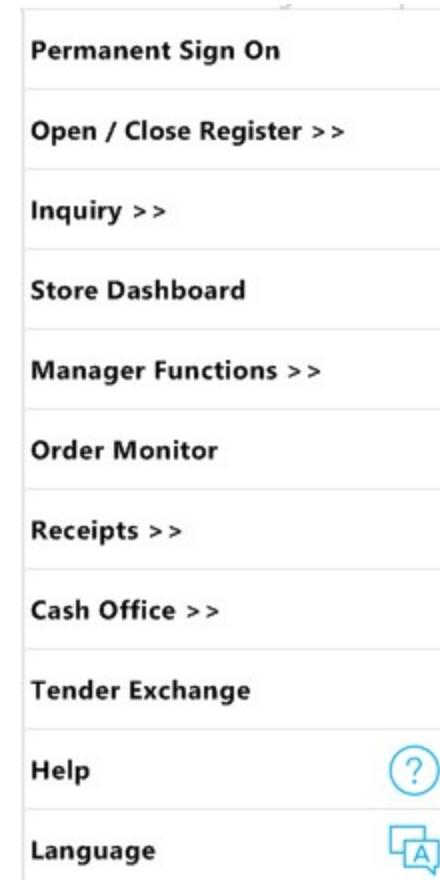
- When the employee clicks on the Unlock POS button, screen pops up for the Associate Number and Password.
- The employee has to enter his/her Associate number and Password to unlock the POS.
- For Corporate users the Associate Number will 9999 and the daily password will b provided by APTOS.
- Once the POS is unlocked, a host of modules will be available for the employee to perform daily tasks.



Modules of POS

➤ The POS application is composed of below modules:

1. Lock POS
2. Reprint
3. Cashier Perm. Sign on
4. Outlook
5. Inquiry
6. Open/Close Register
7. Manager Functions
8. Internet Explorer



Opening Register

- In order to use any modules in the POS the store employee must open the register.
- The employee must click on open/close register button to open the register or close the register.
- The employee has to follow the below steps to open the register
 1. Enter the his/her Associate Number and Password.
 2. Click on Open register
 3. Enter the Associate Number.
 4. Enter the Register Number.
 5. Enter the Float Amount (Initial Amount) and click OK.



Open a Register – cont.

Sign On

7	8	9	Bkspc
4	5	6	Clr / Cncl
1	2	3	Enter
0			

Permanent Sign On
Open / Close Register >>
Inquiry >>
Store Dashboard
Manager Functions >>
Order Monitor
Receipts >>
Cash Office >>
Tender Exchange
Help
Language



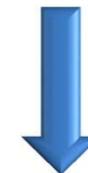
Security

Security is required to access this function.

Associate Number:

Password:

Esc	1	2	3	4	5	6	7	8	9	0	-	=	Backspace
Tab	q	w	e	r	t	y	u	i	o	p	[]	\
Caps Lock	a	s	d	f	g	h	j	k	l	;	'	Enter	
Shift	z	x	c	v	b	n	m	,	.	/	Shift		
Ctrl	Alt										Alt	Ctrl	
											OK	F12	



Cash Management

Opening Count

TENDER	EXPECTED AMOUNT	ACTUAL AMOUNT	VARIANCE
0.00	0.00	0.00	0.00

Store: 915 Till Number: 1 Associate: 9999 aptos client care Business Date: 2/6/2018 Week Number: 5

7	8	9	Bkspc
4	5	6	Clr / Cncl
1	2	3	Enter
0			OK
			F12



Till Number

**1

7	8	9	Bkspc
4	5	6	Clr / Cncl
1	2	3	Enter
0			

Cashier Perm. Sign on

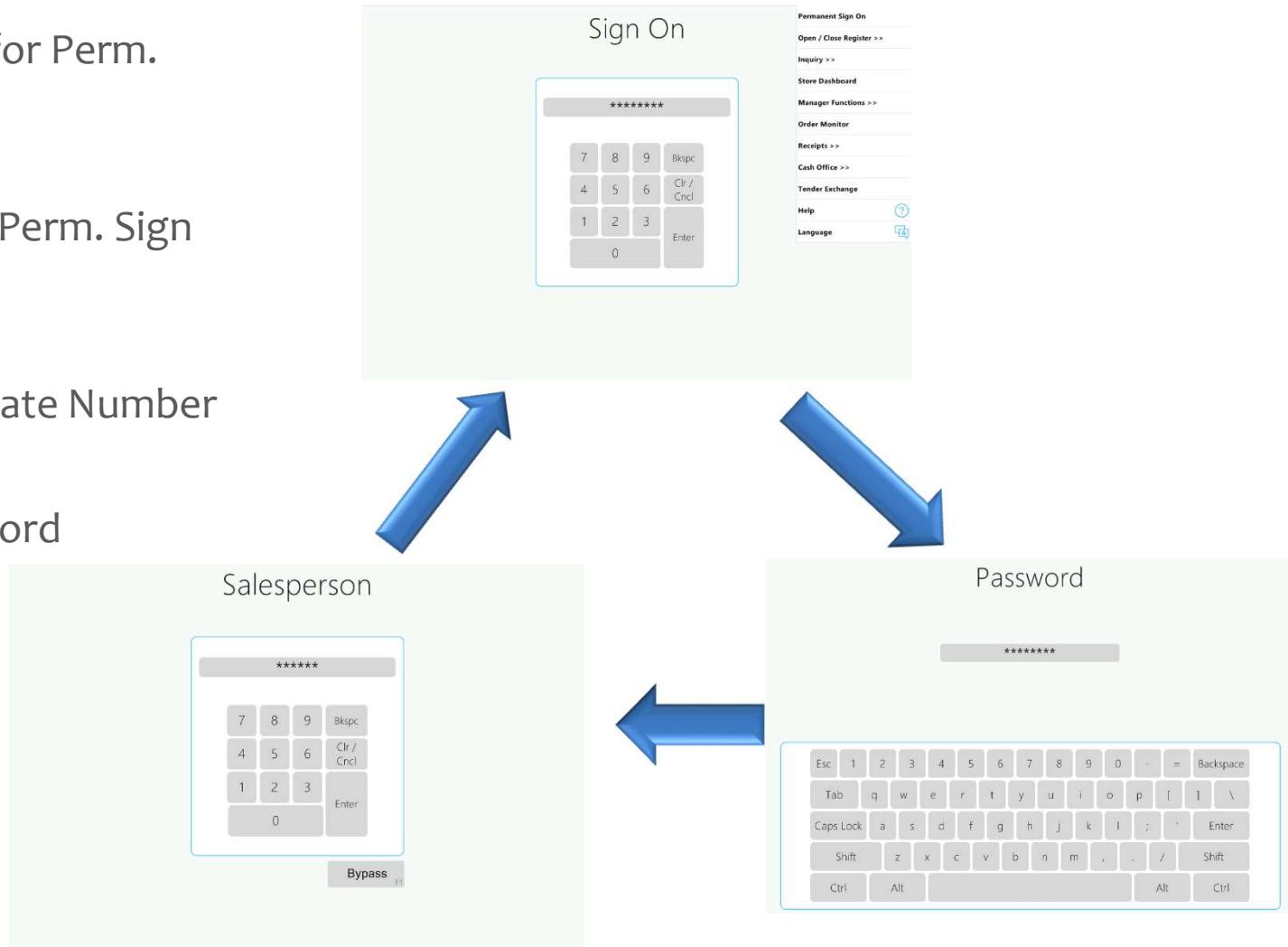


- To access each module during transaction, the store person needs to enter his/her associate number.
- In order to prevent this, the Cashier Perm. Sign on will prevent the employee from signing in to the POS every time.
- The employee has to sign in once and will be able to perform transaction without having to sign in now and then.
- The employee will have the access to below applications
 1. Resume Tran
 2. Reprint
 3. Perm Sign off
 4. Inquiry
 5. Desktop

Cashier Perm. Sign on – cont.

- Steps followed for Perm. Sign in

1. Click on Cashier Perm. Sign in
2. Enter the Associate Number
3. Enter the Password



Inquiry

➤ This module is composed of

1. Customer Inquiry
2. Price Inquiry
3. Item Inquiry
4. Electronic Journal
5. Gift Card
6. Reports



Inquiry (Customer Inquiry – cont.)

- Customer Inquiry is used to search for an existing customer in the database or create a new customer.

Customer Search

Enter customer search criteria, then choose function. Use * character for wildcard search.

Last Name:	Zip/Postal Code:
First Name:	Email:
Phone Number: () -	Alternate Key:
Customer Number:	Alternate Key2:

Add Customer F2



A virtual keyboard overlay is shown, covering the bottom half of the search criteria fields. It includes standard keys like Esc, Tab, Caps Lock, Shift, Ctrl, Alt, and function keys F1 through F12. Special keys like Backspace, Cancel, Enter, and Search are also present.

Customer Search Results

Highlight desired customer, then choose function.

FIRST NAME	LAST NAME	STREET ADDRESS	CITY	STATE	ZIP/POSTAL	CUST. NO.	PHONE NO.
TATHAGATA	BOSE	6 Ashley Dr	Scarborough	ME	04074-9954	888802337944	2072741389

Open Record F1 Add Customer F2 New Search F3 Exit CRM Accept Customer F12

Inquiry (Price Inquiry – cont.)

- Price Inquiry is used to search the price of an item.
- This also displays the start and end dates of the price change.

The screenshot shows a 'Price Inquiry' interface. At the top, it says 'Enter UPC or Item Number, then press Search.' Below this are four input fields: 'UPC:', 'Item Number:', 'Item Description:', and 'Current Price:'. To the right of these is a table titled 'Price History' with columns 'START DATE', 'END DATE', and 'PRICE'. A callout box highlights this table. At the bottom is a numeric keypad with buttons for 0-9, Bkspc, Cancel, Enter, and Search F12.

START DATE	END DATE	PRICE

Inquiry (Item Inquiry – cont.)

- This is used to search for an item by using the below search criteria's.

Item Inquiry - Search Criteria

Enter the item search criteria, then press Search.

Item No.:	Style Code:
UPC:	Color Code:
Description:	Size Code:
Category No.:	Brand:
Dept. No.:	Max. Items: 100
Class No.:	

Keyboard simulation:

Esc	1	2	3	4	5	6	7	8	9	0	-	=	Backspace
Tab	q	w	e	r	t	y	u	i	o	p	[]	\	Cancel
Caps Lock	a	s	d	f	g	h	j	k	l	;	'	Enter	
Shift	z	x	c	v	b	n	m	,	.	/	Shift	Search	
Ctrl	Alt							Alt	Ctrl	F12			

Item Inquiry - Search Results

Select an item and Add Item to add to transaction, or choose other search option.

ITEM NO.	DESCRIPTION	DEPT.	STY.CODE	STY.DESC.	COLOR	SIZE	ON HAND	PRICE
U25197 OSFA EA	BAGUETTE FORMUL	WOMS SLG	U25197	U25197		EA OSFA	0	175.90
U00588 OSFA EA	BAGUETTE STONE	WOMS GIFTS	U00588	U00588		EA OSFA	0	50.00
U00608 OSFA EA	BAGUETTE STN Y	WOMS GIFTS	U00608	U00608		EA OSFA	0	75.00
U00613 OSFA EA	BAGUETTE CZ STU	WOMS GIFTS	U00613	U00613		EA OSFA	0	60.00
U00614 OSFA EA	BAGUETTE CZ STU	WOMS GIFTS	U00614	U00614		EA OSFA	0	60.00

Inquiry (Electronic Journal – cont.)

- This module is used to view the receipt details of the transactions of a particular store or of a particular register for a particular date.

Electronic Journal Viewer

Enter query criteria and press Execute Query, or choose other function to execute.

Register Groups: From (Date/Time): 01/16/2018 00:00 Tran. No. (Start/End):
Store No(s): To (Date/Time): 01/16/2018 23:59 Amounts (Low/High):
Register No(s): Salesperson No(s): Associate No(s):

Training Mode

All Transactions Search Text: Signature Code(s):

Modifiers	Transaction Types	Tenders	Order Types	Order Actions
<input type="checkbox"/> Refund <input type="checkbox"/> Price Change <input type="checkbox"/> Item Markdown <input type="checkbox"/> Void <input type="checkbox"/> Employee Discount <input type="checkbox"/> Return <input type="checkbox"/> Abort <input type="checkbox"/> Suspend <input type="checkbox"/> Resume	<input type="checkbox"/> Sale <input type="checkbox"/> Refund <input type="checkbox"/> No Sale <input type="checkbox"/> Tender Exchange <input type="checkbox"/> Till Pickup <input type="checkbox"/> Paid In <input type="checkbox"/> Paid Out <input type="checkbox"/> Register Lock <input type="checkbox"/> Register Unlock <input type="checkbox"/> Register Auto Lock <input type="checkbox"/> Training Mode <input type="checkbox"/> Register Open <input type="checkbox"/> Register Close <input type="checkbox"/> Operator Sign On <input type="checkbox"/> Operator Sign Off <input type="checkbox"/> Till In <input type="checkbox"/> Till Out	<input type="checkbox"/> Report Till <input type="checkbox"/> Till Adjust <input type="checkbox"/> Till Count <input type="checkbox"/> Customer <input type="checkbox"/> Customer <input type="checkbox"/> POS Start <input type="checkbox"/> POS End <input type="checkbox"/> Application <input type="checkbox"/> Till Transfer	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Debit <input type="checkbox"/> Gift Card <input type="checkbox"/> Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Canadian Dollar <input type="checkbox"/> Mail Check <input type="checkbox"/> Traveler's Check <input type="checkbox"/> JCB <input type="checkbox"/> House Account <input type="checkbox"/> Single Use Coupon	<input type="checkbox"/> Pickup <input type="checkbox"/> Shipping <input type="checkbox"/> Cancel <input type="checkbox"/> Create <input type="checkbox"/> Pickup <input type="checkbox"/> Shipping

Queries >> Clear Query Exit Execute Query

Query Results

Records Returned: 46 Page Number: 1

Transaction Summary				
STORE NO.	TRAN. NO.	TIME	ASSOC.	REGISTER
921	624	1/5/2018 6:40	9999	1
921	625	1/5/2018 6:40	9999	1
921	626	1/5/2018 6:41	9999	1
921	627	1/5/2018 6:47	9999	1
921	628	1/5/2018 6:52	9999	1
921	629	1/5/2018 6:52	9999	1
921	630	1/5/2018 6:54	9999	1
921	631	1/5/2018 6:54	9999	1
921	632	1/5/2018 6:54	9999	1
921	633	1/5/2018 6:55	9999	1

TILL ADJUST REPORT

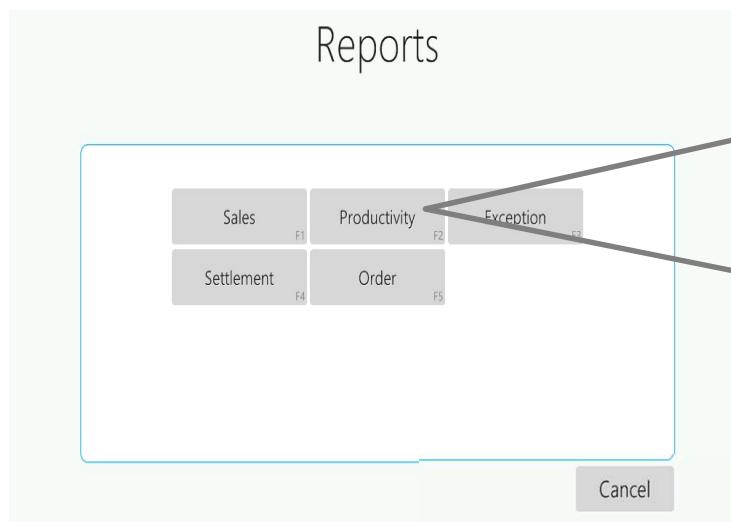
Employee Number 9999
Register Number 001
Till Number 1
Date 1/5/2018

Description	Count	Amount

Print Save Results << Previous Next >> New Query Exit EJ

Reports

- This module is used to generate reports that are used by the store at the end of day.



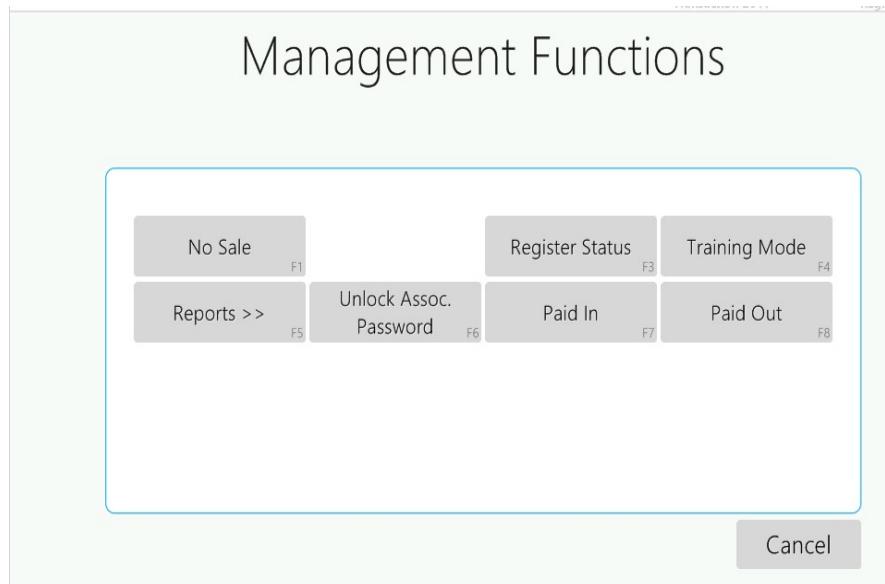
Manager Functions

- This module is used by store manager to perform the below set of functions



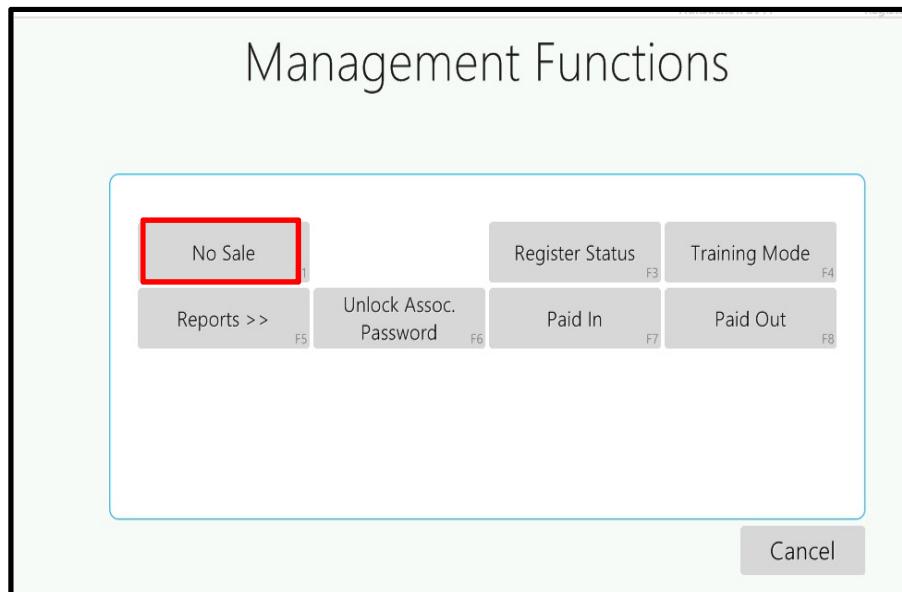
Manager Functions (Tender Exchange)

- This module is used to exchange the amount through a gift card.



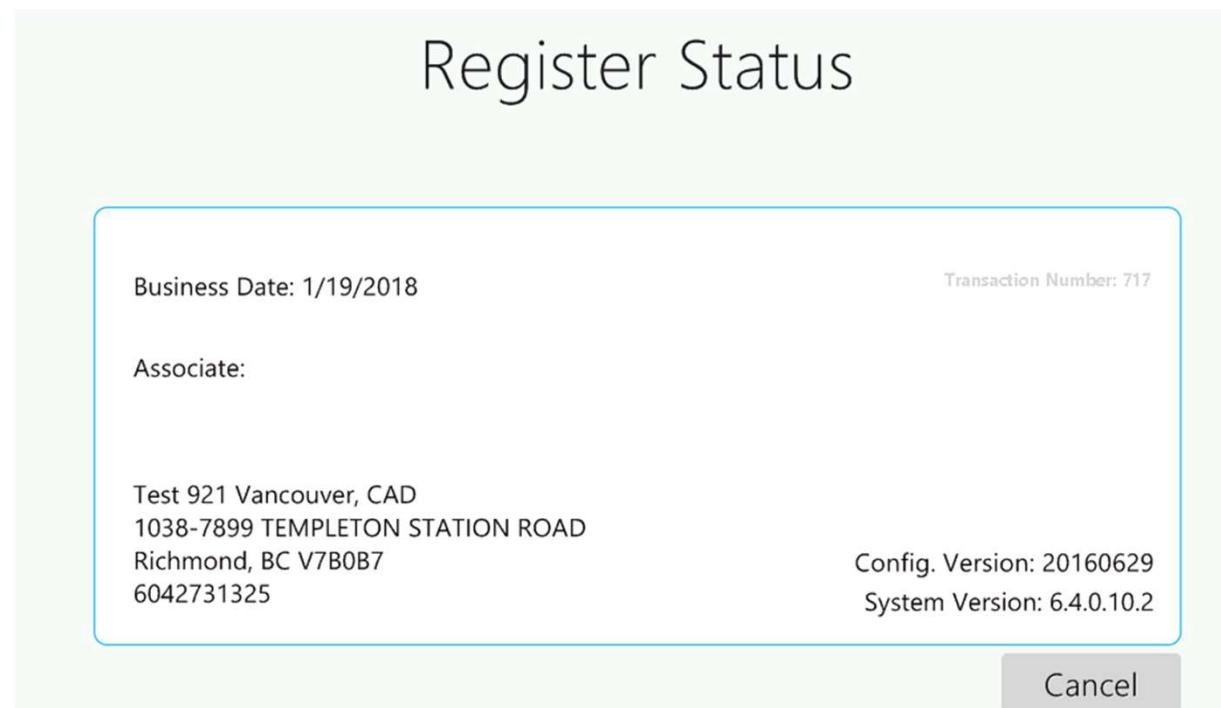
Manager Functions (No Sale)

- This module is used to give the reason for No sale



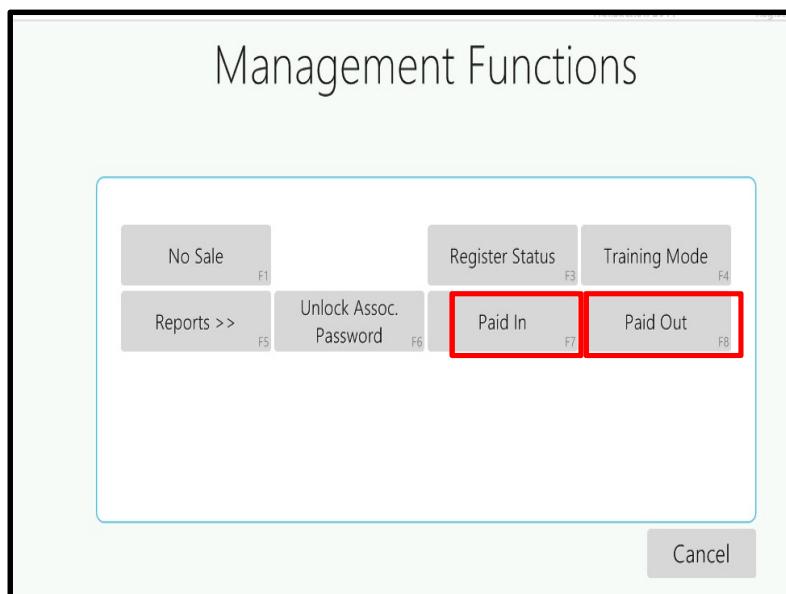
Manager Functions (Register Status)

- This is used to get the status of the Register.



Manager Functions (Paid In and Paid Out)

- This module gives the details of Paid In.



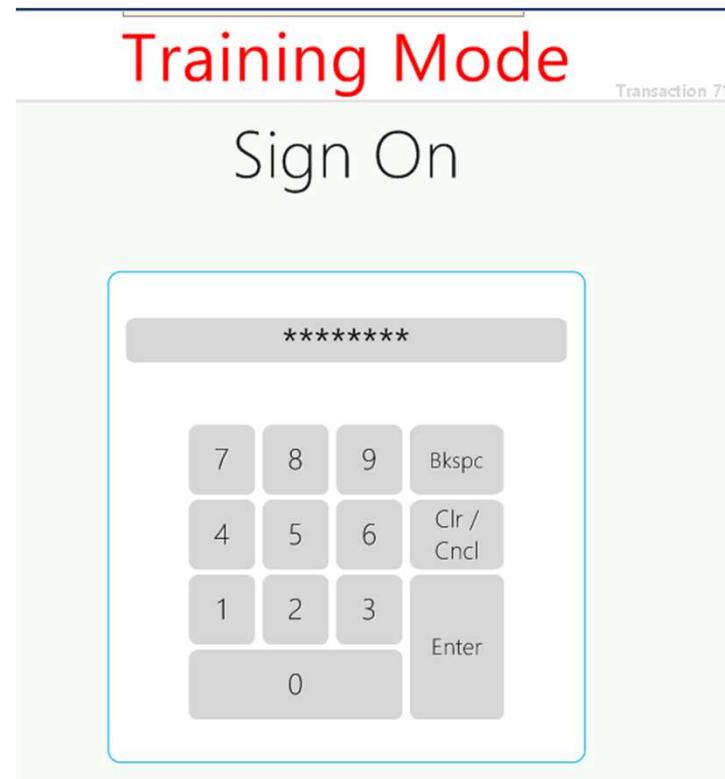
Reason code of Paid In



Reason code of Paid Out

Manager Functions (Training Mode)

- This module is used to train the employees in the store



Manager Functions (Training Mode) cont..

Customer Search

Enter customer search criteria, then choose function. Use * character for wildcard search.

Last Name: Zip/Postal Code:
First Name: Email:
Phone Number: Alternate Key:
Customer Number: Alternate Key2:

Add Customer F2

WARNING - Training Mode
You are currently in Training Mode.
Please use dummy customer(s) as set up by Head Office.

Management Functions

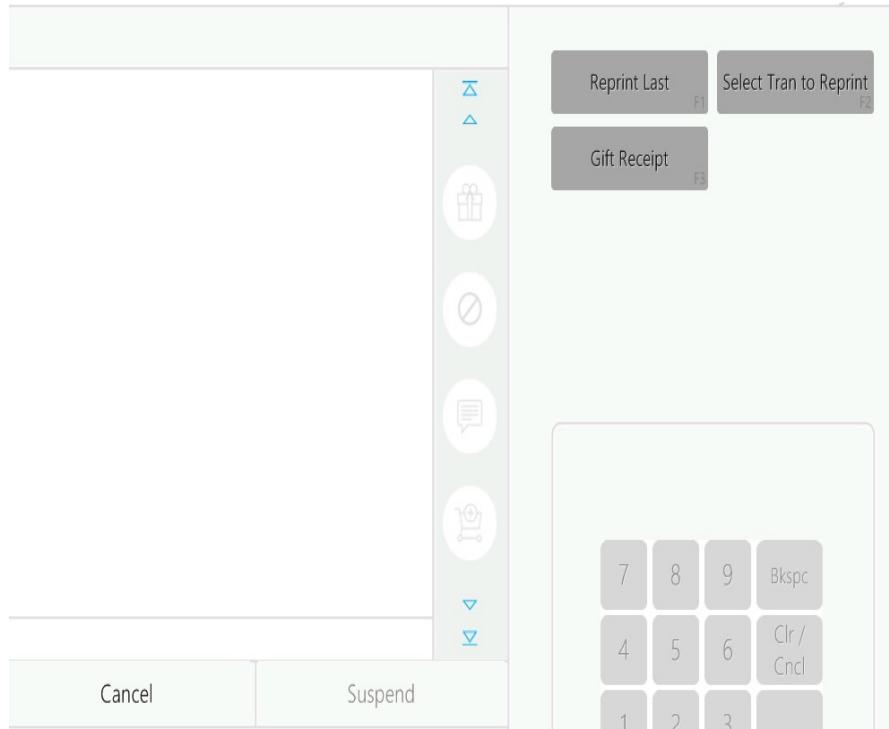
No Sale F1 Register Status F3 Exit Training Mode F4

Reports >> F5 Unlock Assoc. Password F6 Paid In F7 Paid Out F8

Cancel

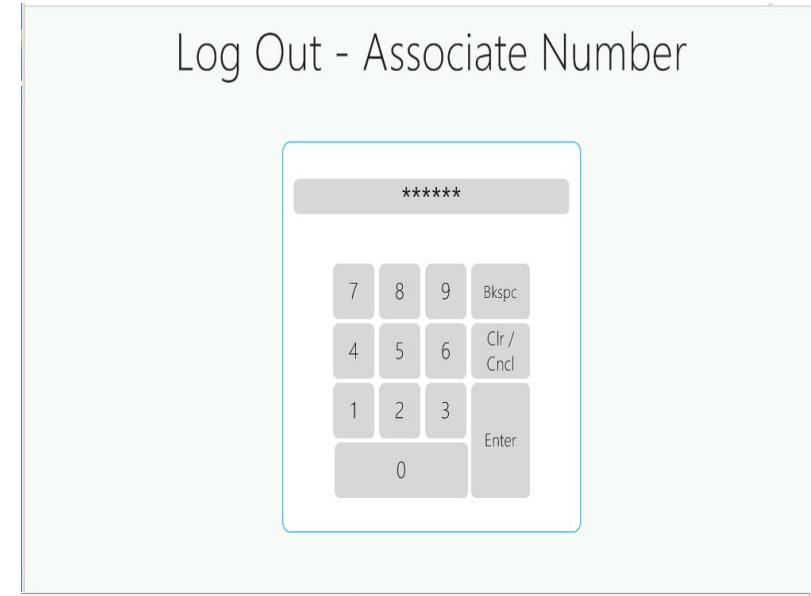
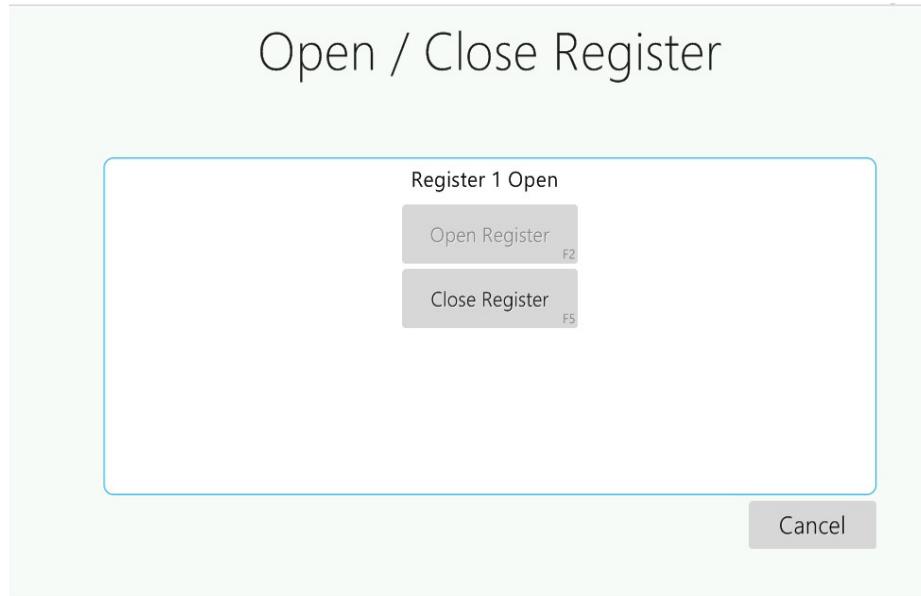
Reprint

- This module is used to Reprint the receipts of any transactions.
 - This contains 3 sub modules
1. **Reprint Previous** : This is used to reprint the previous transaction receipt.
 2. **Select Tran** : This is used to reprint the receipt of selected transaction.
 3. **Gift Receipt** : This is used to reprint the Gift receipt.



Close Register

- This is used to close the register at the end of the day.



DCN(Data Connect Network Files)

- Data connect files used to update the Usicoal & POSConfig databases.
- These files are usually sent from the Host to the Store Server via polling or ftp
- Data Connect files can be written or modified using **Notepad**, and saved as a ***.dcn** file.
- Types of Data Connect Files



Stock Notice DCN : Contains the information about the cartons



Employee DCN : Contains the information about the Employees

Employee Delete DCN : Contains the information about the terminated employees



Item DCN : Contains the information about the Item details



POS Identity DCN : Details of the item (UPC)



Promotion DCN : Contains information about the promotions

DCN(Data Connect Network Files)



Tax DCN: Contains tax information



Workstation DCN : Contains information about the tills and registers



Store DCN: Contains the information about the stores



Calendar DCN: Contains the fiscal year details



Department Class DCN: Contains the information about the departments

Data Connect Network Files

Data files sent by corporate to store

[Runtime]
Time
Date=ASAP
Allow error Task

[Task1]
Server:
Module:
Operation:

[Data1]
Employee

} Header

} Task

} Data

Parts of a Data Connect Script

- **Header :** Also called the **Runtime** section, this part of the file contains vital information on the way the tasks specified in the subsequent sections of the file are to be processed, such as the date and time to complete the tasks.
- **Task :** The task portion of the script defines the
 - **Module** that will be affected or created by the script.
 - **Operation** to be performed usually Add, AddUpdate, Update, Delete or DeleteAll.
 - When a single data connect file is performing multiple tasks, they are numbered in the order they are to occur: [Task.1], [Task.2], [Task.3], etc.
- **Data :** The data section defines the data that is inserted into the database in a **comma-delimited format**.
 - The values are specified in the relevant Data Connect documentation, and in most cases, a space (, ,) is delimited if no data is entered for a specific value.
 - The number defining each data section [Data.1], [Data.2], corresponds to the number defining the Task section.

Del_Employee.dcn

```
[RunTime]  
Date=ASAP  
Time=  
AllowErrors=False
```

```
[Task.1]  
Server=EMPLOYEE  
Module=Employee  
Operation=Delete
```

```
[Data.1]  
Employee,162250
```

Item DCN

Item DCN contains the details about the item

The screenshot shows a Notepad window titled "040_CH_ITEM.107 - Notepad". The content is a CSV-like file with the following structure:

SKU Number	SKU Description	Size	Department Id	Current Price of the item
Item,00056	"SUPER SLIPPER:STONE.NUB/BRIAR"	"SUPER SLIPPER:STONE.NUB/BRIAR",0001,,,10 M,,,00056,,,89.95,19.95,"SUPER SLIPPER:S",,,,3,1,,10013,,,,50,,,		
Item,00056	"SUPER SLIPPER:STONE.NUB/BRIAR"	"SUPER SLIPPER:STONE.NUB/BRIAR",0001,,,10.5 M,,,00056,,,89.95,19.95,"SUPER SLIPPER:S",,,,3,1,,10013,,,,5		
Item,00056	"SUPER SLIPPER:STONE.NUB/BRIAR"	"SUPER SLIPPER:STONE.NUB/BRIAR",0001,,,11 M,,,00056,,,89.95,19.95,"SUPER SLIPPER:S",,,,3,1,,10013,,,,50,,,		
Item,00056	"SUPER SLIPPER:STONE.NUB/BRIAR"	"SUPER SLIPPER:STONE.NUB/BRIAR",0001,,,11.5 M,,,00056,,,89.95,19.95,"SUPER SLIPPER:S",,,,3,1,,10013,,,,5		
Item,00056	"SUPER SLIPPER:STONE.NUB/BRIAR"	"SUPER SLIPPER:STONE.NUB/BRIAR",0001,,,12 M,,,00056,,,89.95,19.95,"SUPER SLIPPER:S",,,,3,1,,10013,,,,50,,,		
Item,00056	"SUPER SLIPPER:STONE.NUB/BRIAR"	"SUPER SLIPPER:STONE.NUB/BRIAR",0001,,,13 M,,,00056,,,89.95,19.95,"SUPER SLIPPER:S",,,,3,1,,10013,,,,50,,,		

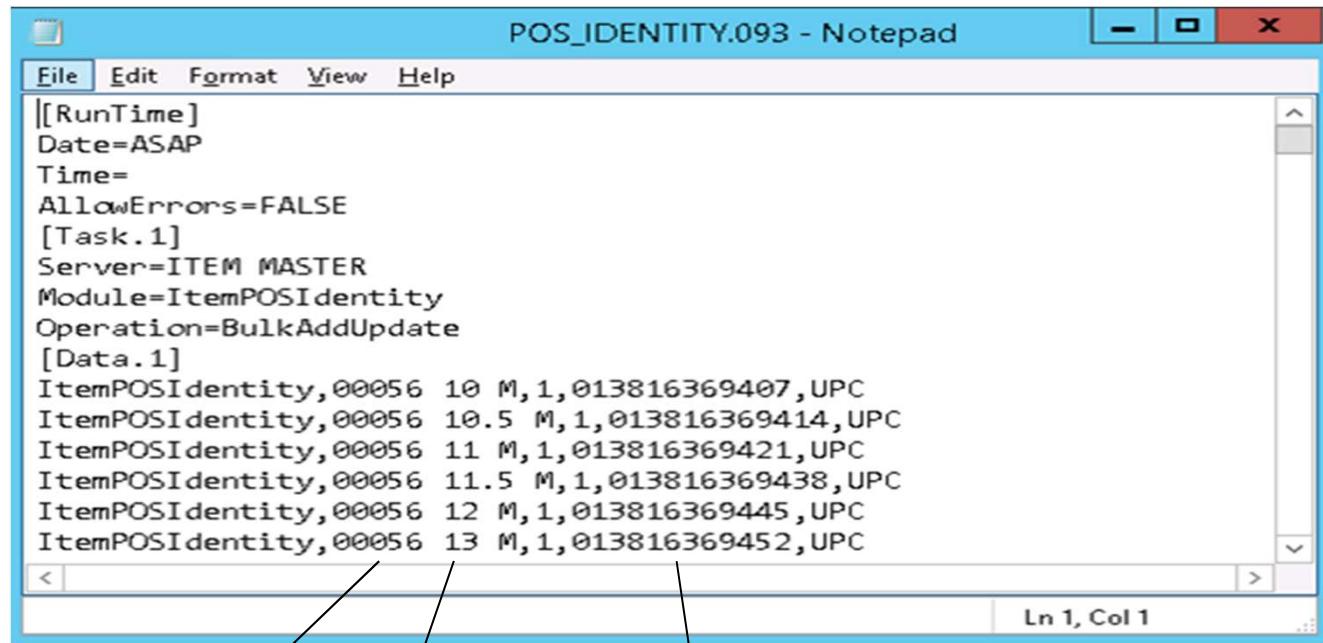
Annotations with arrows point to specific columns:

- An arrow points from the first column to the text "SKU Number".
- An arrow points from the second column to the text "SKU Description".
- An arrow points from the third column to the text "Size".
- An arrow points from the fourth column to the text "Department Id".
- An arrow points from the fifth column to the text "Current Price of the item".

SKU Number: (Stock Keeping Number) identification, usually alphanumeric, of a particular product that allows it to be tracked for inventory purposes.

Size: Size of the merchandise

POS Identity DCN



```
POS_IDENTITY.093 - Notepad
File Edit Format View Help
[[RunTime]
Date=ASAP
Time=
AllowErrors=False
[Task.1]
Server=ITEM MASTER
Module=ItemPOSIIdentity
Operation=BulkAddUpdate
[Data.1]
ItemPOSIIdentity,00056 10 M,1,013816369407,UPC
ItemPOSIIdentity,00056 10.5 M,1,013816369414,UPC
ItemPOSIIdentity,00056 11 M,1,013816369421,UPC
ItemPOSIIdentity,00056 11.5 M,1,013816369438,UPC
ItemPOSIIdentity,00056 12 M,1,013816369445,UPC
ItemPOSIIdentity,00056 13 M,1,013816369452,UPC
```

SKU Number

Size

UPC

Universal Product Code (UPC) is a barcode that is widely used in tracking trade items in stores.

Stock Notice DCN

The screenshot shows a Windows Notepad window titled "StockNotice.092 - Notepad". The content of the file is as follows:

```
[RunTime]
Date=ASAP
Time=
AllowErrors=False
[Task.1]
Server=STOCK
Module=StockNotice
Operation=AddUpdate
[Data.1]
Item,C20753 9 M,1
StockNotice,00008845853018969095,ASN_,5301896909,XGRF,,,92,,1,2015-12-04 00:00:00,,2015-12-04 00:00:00
Item,U00623 XS EA,1
Item,U00623 S EA,2
Item,U00623 M EA,4
Item,U00623 L EA,2
Item,U00622 XS EA,1
Item,U00622 S EA,2
Item,U00622 M EA,5
```

Annotations with arrows point to specific fields:

- A vertical arrow points from the "Style Id" label to the "Item,U00623" line.
- A vertical arrow points from the "Carton Number" label to the "StockNotice,00008845853018969095" line.
- A horizontal arrow points from the "Transfer ID" label to the "ASN_" part of the line.
- A horizontal arrow points from the "Transfer Date" label to the date part of the line.

Carton number: Unique number to identify a carton

Transfer ID: Number to track the transfers from warehouse to store

Transfer Date: Date of transfer from warehouse to store

Employee DCN

```
_EMPLOYEE - Notepad
File Edit Format View Help
[RunTime]
Date=ASAP
Time=
AllowErrors=False
[Task.1]
Server=EMPLOYEE
Module=Employee
Operation=AddUpdate
[Task.2]
Server=EMPLOYEE
Module=StoreAssignment
Operation=AddUpdate
[Task.3]
Server=EMPLOYEE
Module=JobTypeAssignment
Operation=AddUpdate
[Task.4]
Server=EMPLOYEE
Module=Employee
Operation=AddUpdate
[Data.1]
Employee,116492,,,1,,,"Dixitkumar","Patel","","","","",,2007-05-01 00:00:00,,20,20,FACydw0J55147axPCI2NBmBVFCYPRdXjyxBJBNh
Employee,116784,,,1,,,"Yoha","Villar","","","",,2006-05-09 00:00:00,,20,20,FAAOq3pG5rnejdSEU+iQ04ekolkxH3xaYpBTwfwsTHET
Employee,197539,,,1,,,"Ania","Johnson","","","",,2012-04-17 00:00:00,,50,50,FAC+ayu4JNEmpCLtR3PPRx+Bt1EP8tbZIPJovl64Pge
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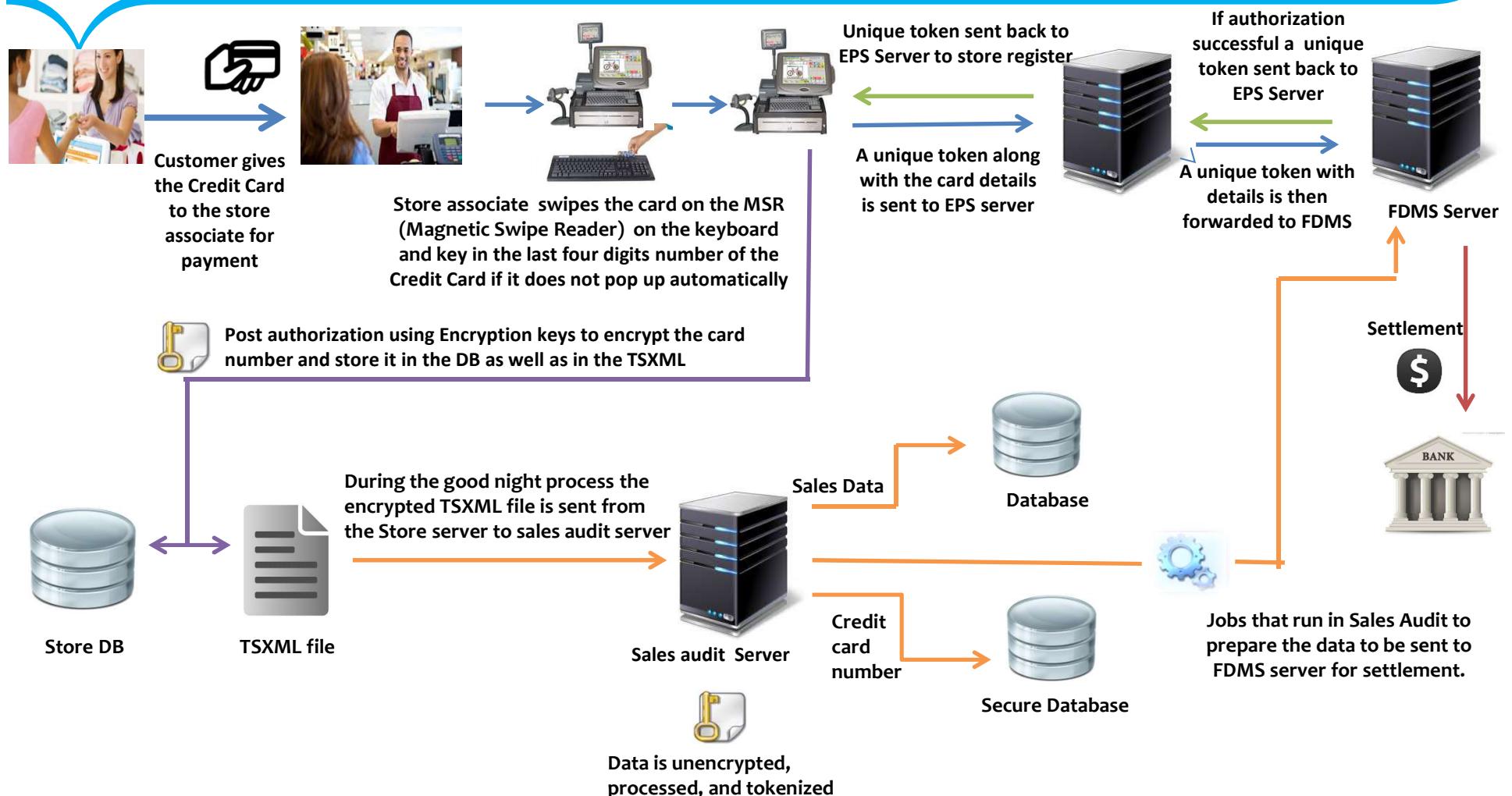
Employee First Name

Employee Last Name

Hire Date

Encrypted password

High level credit card flow



Credit Card Flow



1. When the store person swipes the card, the card details are captured.
2. The card details along with the unique token are sent to the EPS (Electronic Payment Switch) server. EPS server forwards the card details and the unique token to the FDMS server (Third party server) for validation.
After validation the FDMS server sends a unique token back to EPS server which then forwards it to the store.
3. These transactional details are stored in the TSXML file and the store database where the card details are encrypted.
4. During the good night process, the TSXML file is pushed to the sales audit server. Here the sales data is sent to the sales database and the credit card details are sent to the secure database.
The jobs that run in the sales audit server, prepare data to be sent to the FDMS server.
5. FDMS server sends this data to the bank for settlement.

Sales Audit



Translate Process

- In Sales Audit server TSXML files will be converted to Xpolld files, and it will be placed in AWT/AWE folder.
- .done files will be added if to AWT folder , if .done files are not present in the AWT folder then the Transaction process will not happen.
- If .done file are present then process continues to produce .dw file and then to .go file.
- The transaction data in .go file will be segregated based on cash transaction, credit card transaction etc. Then it will run in progress and finally convert to .tr files.
- Transaction data in .tr will be available in Sales Audit database.
- If .go files are still in progress then the file will be in .ip ext.

Epicor Services

Epicor Cash Office : The Cash Office Service provides a mechanism for communicating tender movement information between the POS and Cash Management application



Cash Management Application

Epicor Data Connect : The Data Connect Service monitors c:\NSB\Coalition\EDU folder for any files with a *.dcn, *.edu, *.new or *.o. These files are read and the tasks contained are carried out on the specified order.



*.DCN



*.Received



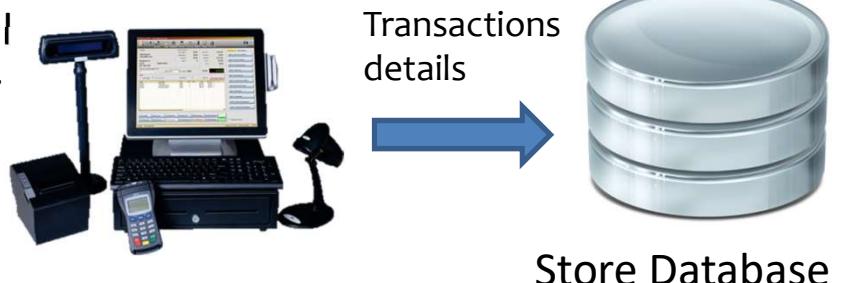
*.Processed

Epicor Data Replication Manager: This service is used to replicate data between the Store Server and Registers.

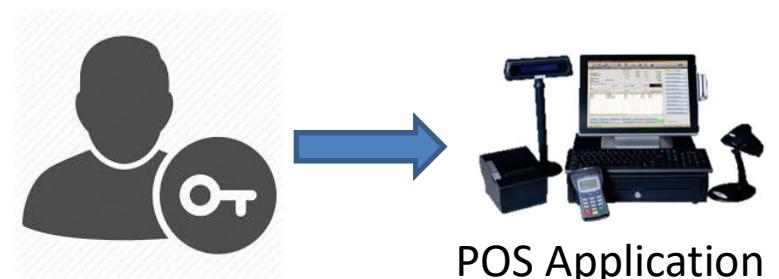


Epicor Services

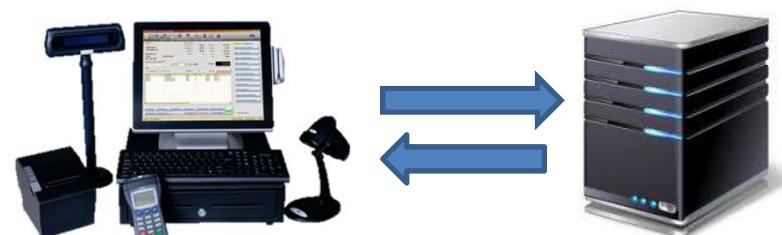
Epicor Electronic Journal :The EJ Service stores virtual receipts for every transaction from every POS register within the store



Epicor Employee Manager :This service provides employee information to POS and Instore applications. If this service is not running, employees will not be able to log into any applications



Epicor File Distribution Manager: This service is used to move data between the Store Server and Registers for replication.



Epicor Services

Epicor Item Manager: This service maintains item information such as price. This only runs on the store server.



Epicor Local Queue Manager: The Local Queue Manager is responsible for sending and receiving messages, managing all local queues, and acting as a store/forward or batch/forward service for remote queues. Stopping the LQM service will stop most services.



Epicor Order Manager: This service manages layaways and orders.

Epicor Services

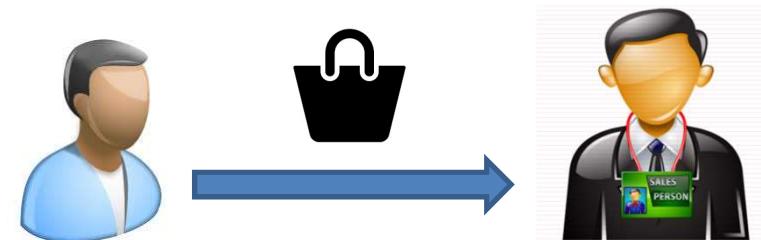
Epicor POS Service : This service runs the POS client.



Epicor Promotion Manager : This service maintains item promotion information



Epicor Retail Transaction Manager : This service is used when performing enterprise returns.



Epicor Services

Epicor Stock Manager :This service maintains stock information for the Inventory Control application.



Epicor Store Maintenance :This service is used to reprocess transactions which were rejected by transaction processing service.



Epicor Store Manager :This service is used to query the store number.

Epicor Services

Epicor Stock Manager :This service maintains stock information for the Inventory Control application.



Epicor Store Maintenance :This service is used to reprocess transactions which were rejected by transaction processing service.



Epicor Store Manager :This service is used to query the store number.



Thank you!