[Year]

Retail Manager Training Manual

[Type the author name]
[Type the company name]
[Pick the date]

Table of Contents

Employee Maintenance process in Retails POS

This Section provide information on a variety of employee-related options, including adding, editing, and deleting employees and printing an employee list. You can also set up the security settings for different employee levels and edit your time clock information, if you have employees clock in and out on the register.

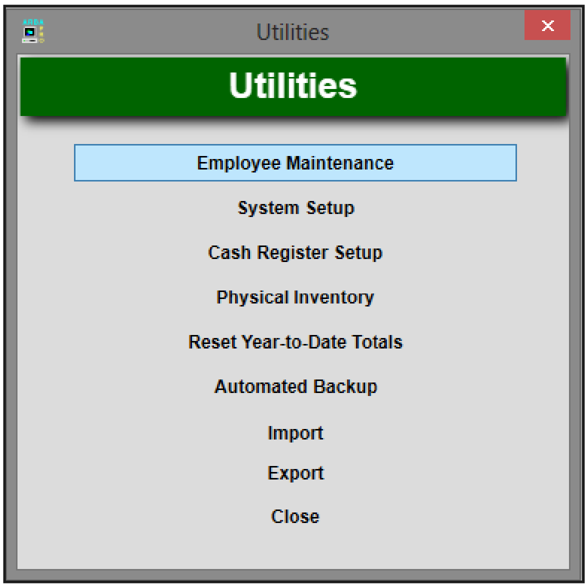
Employee Maintenance

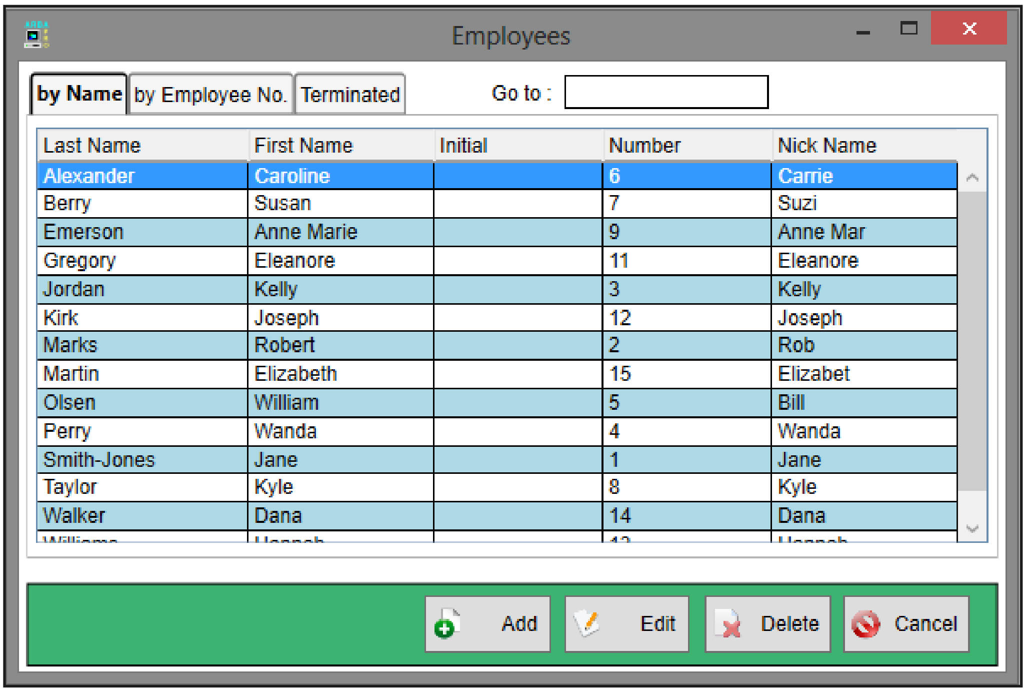
The Employee Maintenance option allows you to add, edit, and delete employees. You will need to add anyone who you want to operate the cash register if you have the registers set to Shift or Transaction security. You will also need to add yourself so that you can operate the cash register. If you want to allow employees to clock in on the register, they will also need to be added.

Steps to Get to Employee Maintenance

Click Utilities from Home Page.

Click Employee Maintenance on the Utilities window.





You will get an employee list Detail window, which has option to Add new employees Edit and Delete the details of the Employees.

Edit an Employee

Purpose: To edit and update the existing employee

Steps to edit Employee

Select the respective employee name and Click Edit. The Update Employee window opens.

Change the details, as required.

For information on specific fields, see Add Employee-Field Description

Click OK. The details of the employees are updated.

Delete an Employee

Purpose: To delete the existing employee

Steps to delete Employee

Select the respective employee name and Click Delete.

In the Select dialog box, click any of the following:

Delete: if the employee is never is rehired.

Terminate: If the employee is becoming inactive for any reason or if there is a possibility that the employee could be re-hired.

Cancel: If you did not intend to delete the employee.

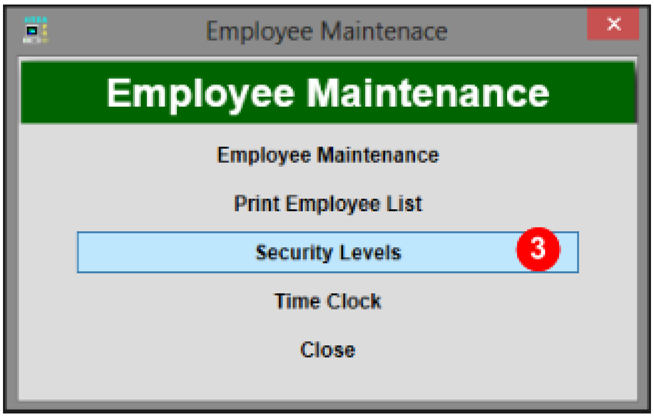
Security Levels

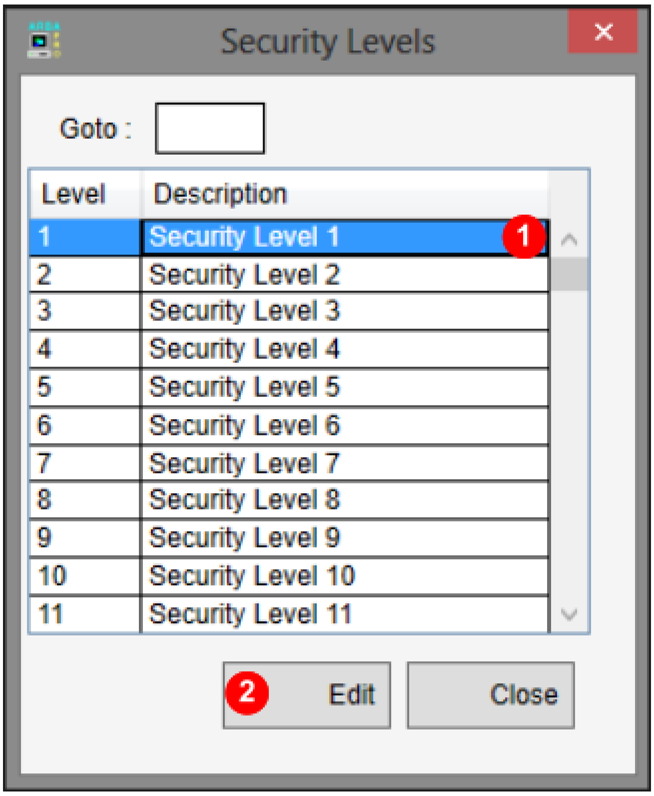
Security Levels Window

Purpose: The Security Levels option allows you to edit the settings of the different security levels in the ARBAPRO Manager's Software. You will need to have software security enabled under Operations Defaults to set employees at different security levels. When you have software security enabled, you will have to designate the employees who will be able to access and edit the settings of your back-of-the-house software with an appropriate security level (including yourself). At least one person should have full security access enabled (every box is checked).

Steps to Get to Security Levels

1. Click Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.
2. Click Employee Maintenance on the Utilities window.
3. Click Security Levels on the Employee Maintenance window. The Security Levels window opens





This example security access level allows any employee who is designated as Security Level 1 to perform all tasks in the ARBAPRO Manager's Software. This setting should be restricted to those employees who require full access to the software, like the store manager.

This example security access level allows any employee who is designated as Security Level 2 to perform only those tasks that are checked above in the ARBAPRO Manager's Software. This setting is ideal for employees who will only be printing reports and adding /receiving inventory in the software.

Inventory/Receiving Only Access

This example security access level allows any employee who is designated as Security Level 3 to perform only those tasks related to adding/receiving inventory in the software.

This example security access level allows any employee who is designated as Security Level 4 to perform only those tasks related to running reports.

There are three options under the Time Clock heading: Time Clock Maintenance, Reports, and Purge Time Punches.

Time clock

There are three options under the Time Clock heading: Time Clock Maintenance, Reports, and Purge Time Punches.

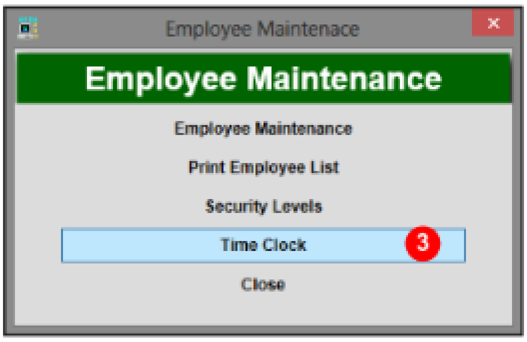
Time Clock Maintenance

The Time Clock Maintenance option allows you to add, edit, and delete an employee's time clock records, if you have the time clock enabled on the cash register and you have employees clock in and out using the cash register.

Steps to get to Time Clock Maintenance

Click Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.

Click Employee Maintenance on the Utilities window.



Click **Time Clock** on the **Employee Maintenance** window. The Time Clock Maintenance window opens.

Click **Time Clock Maintenance** on the **Time Clock Maintenance** window. A second Time Clock Maintenance window will open

Cash Register Setup

This chapter contains information on setting up the cash register, including creating customized register screens, selecting the register settings, and creating the message customers see when they first walk up to the register. There is also an explanation of how to set up your sales tax settings, how to enable your cash register to read employee badges for payroll deduction, and how to set up your receipt settings.

Register Configuration

The Register Configuration option allows you to change the settings and layout of your cash registers.

When a register is created in ARBAPRO, it always belongs to a Master Register Group. In the Master

Register, you can edit the layout and settings once and then broadcast the changes to all of the registers in the group.

Click Cash Register Setup on the Utilities window

Register Configuration

The Register Configuration option allows you to change the settings and layout of your cash registers.

When a register is created in ARBAPRO, it always belongs to a Master Register Group. In the Master

Register, you can edit the layout and settings once and then broadcast the changes to all of the registers in the group.

Steps to Get to Register Configuration

1. Click Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.

Menu - Utilities

Click Cash Register Setup on the Utilities window

The Group/Register Configuration Window

a. The Group/Register Configuration window allows you to add, edit, and delete a MasterRegister Group, which controls the changes that are made to all of your individual registers.

You must have at least one Group/Master Register in ARBAPRO.

In this section, explanation would be more on how Manager can set up the cash register and can add utilities option of cash register for varied requirement.

1. Click Utilities on the Menu Bar top or right hand side down.

2. Click Cash Register Setup on Utilities window.

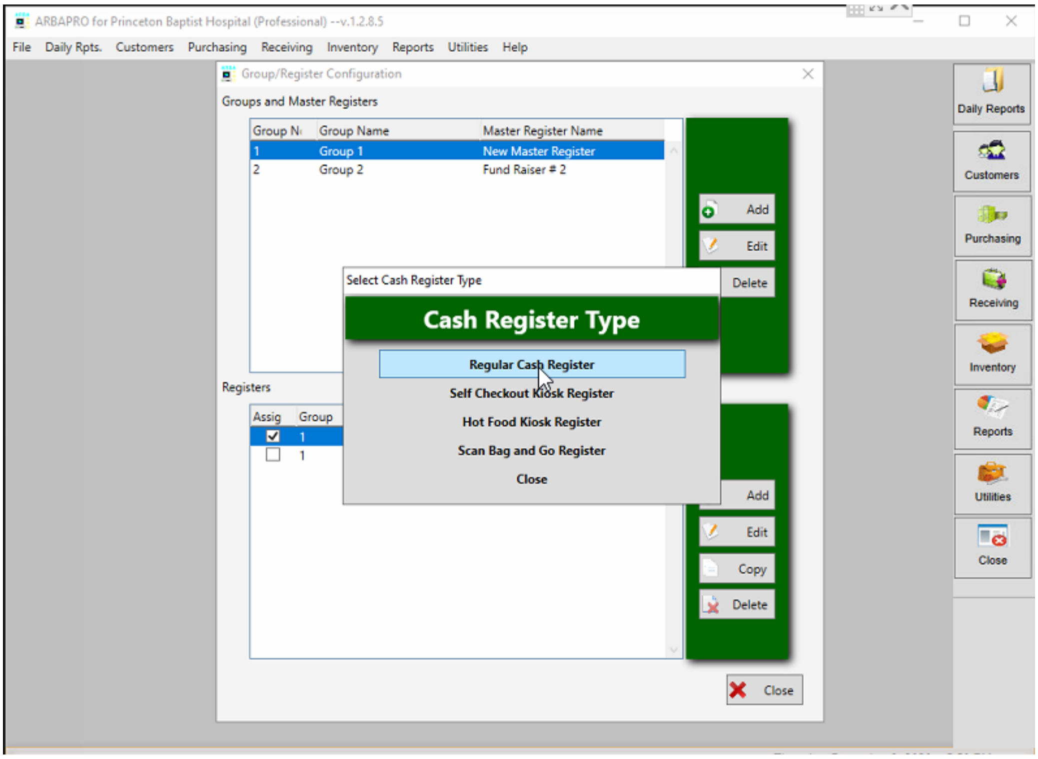
The Group/Register Configuration Window

a. The Group/Register Configuration window allows you to add, edit, and delete a Master Register Group, which controls the changes that are made to all of your individual registers. You must have at least one Group/Master Register in ARBAPRO.

a. Click on Add a new Master Register Group by clicking [Add] in the Groups and Master

Registers section of the Group/Register Configuration window.

1. Click [Add]. The Register Configuration window will open.
2. Click on regular cash register



Regular cash Register

2. Fill in the boxes at the top of the Register Configuration window.

a. Group # -The group number is automatically assigned when creating the Master Register and cannot be changed.

B. Reg. # - The register number is automatically assigned when creating the Master Register and cannot be changed.

c. Group Name - You can change the group name to easily identify the registers created in the group (e.g., Gift Shop, Coffee Shop, etc.).

D. Reg. Name - You can change the register name to easily identify the registers created in the group (e.g., Gift Shop 1, Coffee Shop 1, etc.).

e. Menu Scheduling - Menu scheduling is not relevant for Retail users. Do not check this box.

3. Click each of the tabs and fill in the information to your specifications

Register Configuration: The Keys Tab

The Keys tab defines the rules for the keys that appear on your cash register screens and also allows you to create and edit your screen layouts.

a. The Standard Keys tab governs the pre-existing register keys that have a set of rules defined for them. Slight changes can be made to some of these keys.

Figure 1 Keys description

b.Family Keys

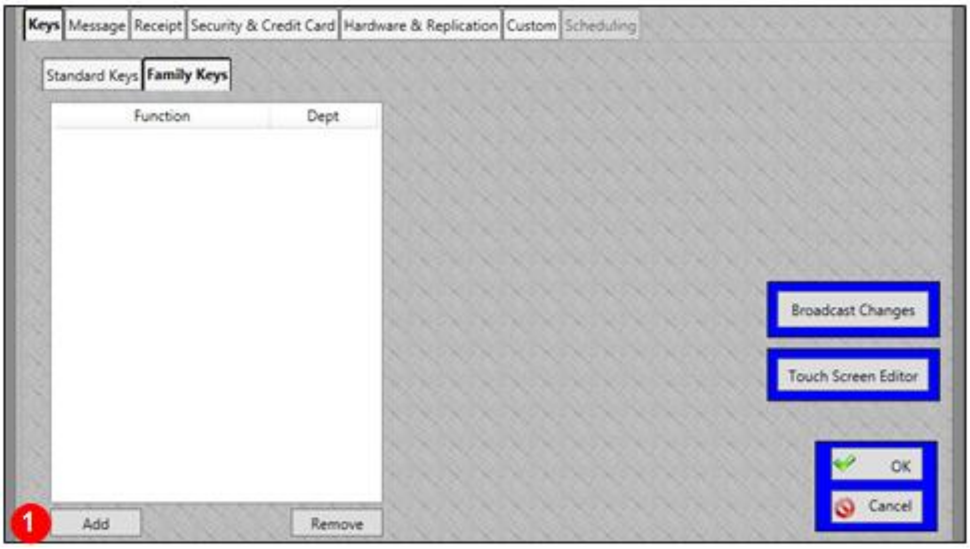
Family Keys are non-standard keys that you create and define. The keys come from a list of different families of keys that can be added to the register.

Add a Family Key

You can add a new Family Key by clicking on the Add button when on the Keys tab and the

Family Keys tab. You can add as many keys from each family as you need to the register; just give each key a unique description to differentiate it from other keys in the same family.

1. Click on [Add]. The Select Functionality window will open.



Family keys – Add Option

Select the family key type you would like to create by clicking on the circle next to it. The key type selected will appear in the Function box, and the various options for the key will appear to the right of the Function box.

Item Maintenance

The Item Maintenance option allows you to manage and view your inventory items. While inventory

Can be added through the Item Maintenance window, the On Hand quantity should only be altered via

Receiving or Physical Inventory.

Steps to Get to Item Maintenance

1. Click Inventory on the menu bar at the top of the screen or on the menu bar down the side of the screen

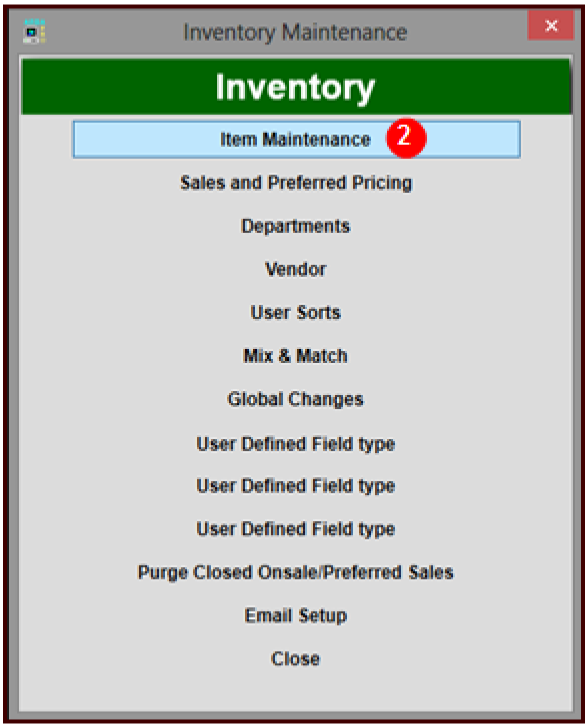


Figure 2 Inventory - item maintenance

Click Item Maintenance on the Inventory window. The Item Maintenance window will open.

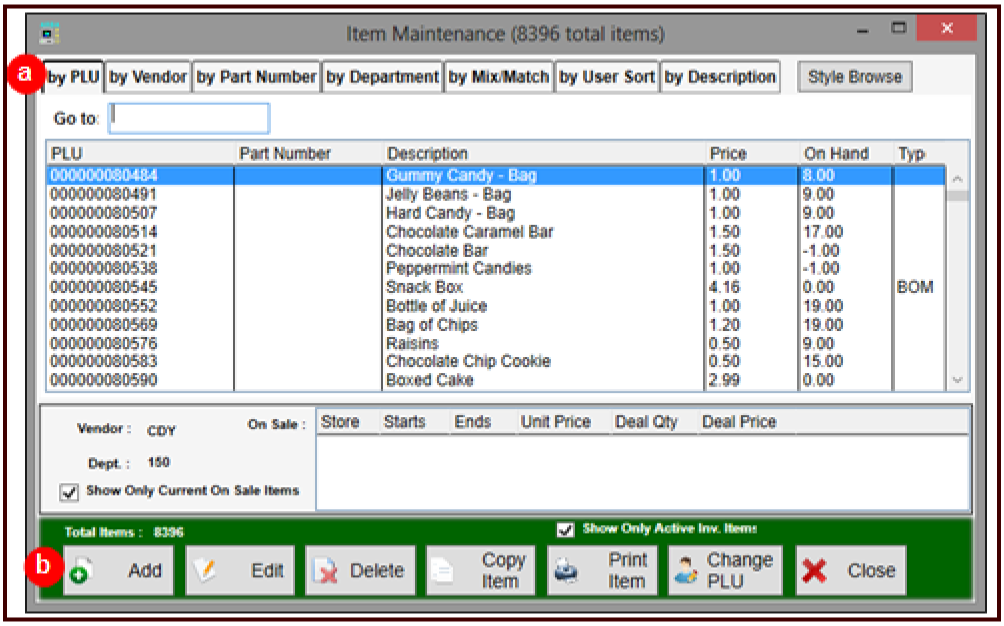


Figure 3 Item Maintenance window

a. The Item Maintenance window allows you to sort, find, and search for inventory items byplay, Vendor, Part Number, Department, or Description by clicking on each tab at the top of the window.

b. You can also add, edit, copy, print, and delete inventory items and change the PLU on existing items by clicking the buttons at the bottom of the window.

Add a Regular Item to Inventory

You can add an item to your inventory by clicking [Add] at the bottom of the Item Maintenance window.

1. Click [Add]. The Inventory Item window will open.

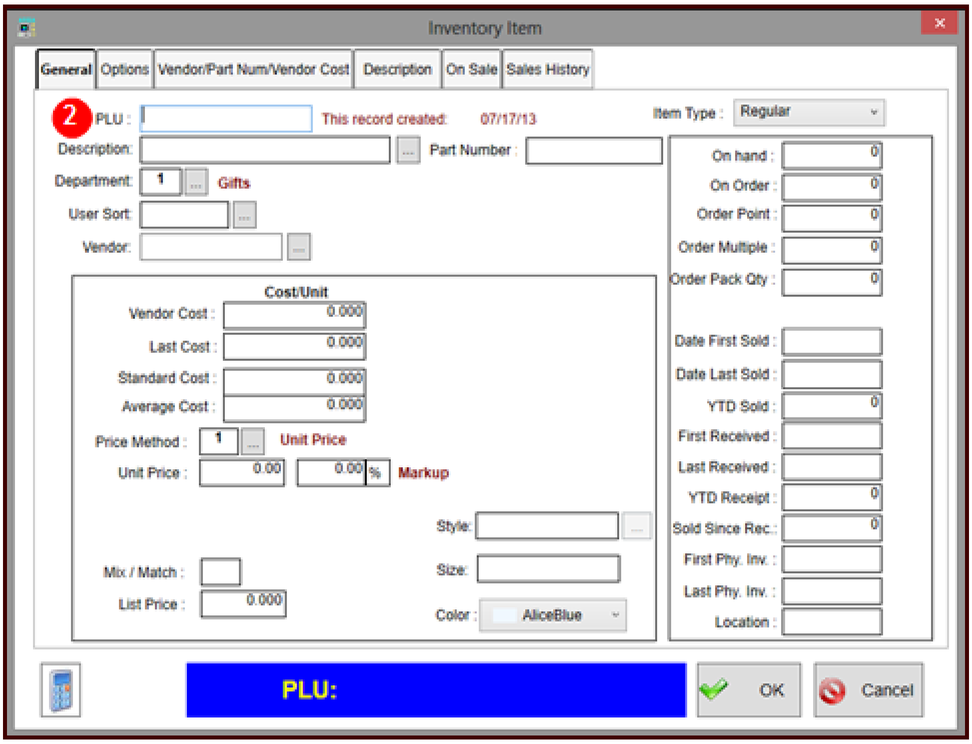


Figure 4 Inventory item General tab

2. Fill in the PLU box.

The PLU (Price Look Up) Number is unique to each item; plus cannot be duplicated.

- For an item with a UPC or barcode, the PLU number is the number listed on the UP barcode symbol. The number consists of three parts: the system digit (outside on the left), the check digit (outside on the right), and the body (the numbers in between the system and check digits). Scan the number or type the entire number exactly as it is printed on the product in the PLU box.
- For an item that does not have a UPC or barcode or a PLU number assigned to it, ARBAPRO can generate a PLU number. Press the Tab key on your keyboard when the cursor is in the PLU box. ARBAPRO will generate a PLU that is unique to that item.

Rules for price

e. Price Method - Select the Price Method by clicking […]. The Select Price Rule window will open. Select the Price Rule that you want to assign to the item by clicking on it and then click [Select] on the bottom Left side of the window.

- Rules 1 Unit Price - Price Rule 1 is used when all quantities of an item are sold at the same price. This is the default Price Rule and you do not have to do anything to select it.
- Rule 2 Base Plus One - Price Rule 2 is used when the unit price of an item is not a whole number, such as 3 for $1.00. The unit price would be $.333, which is not valid number, so ARBAPRO calculates the price of the item based upon the quantity already sold.
- For example, using the 3 for $1.00 example, the first item would be rung up at $.34, with the next two items rung up at $.33 each. That pricing structure would continue for any additional items that are purchased, with the fourth item ringing up at $.34, and the fifth and sixth items rung up at $.33 each.
- Rule 3 Group Threshold - Price Rule 3 is used when the unit price is given until a deal quantity is purchased. The unit price is given for any additional items that are purchased until the deal quantity is met again.
- For example, if the unit price is $10.00, with a deal quantity of 3 and a deal price of $25.00, the first two items would ring up at $10.00 each and the third item would ring up at $5.00. The fourth and fifth item would ring up at $10.00 each and the sixth item would ring up at $5.00, with this pricing structure continuing for any
- Additional items that are purchased.
- Rule 4 Prorated Break (Reduced Pricing) - Price Rule 4 is used when the unit price is given until a deal quantity is reached. When the deal quantity is reached, the price of the item that met the deal quantity is prorated to make all of the items purchased up to that point reflect the deal quantity price, and then all remaining items are sold at the deal price.
- For example, if the unit price is $10.00, with a deal quantity of 3 and a deal price of$8.00, the first two items would be rung up at $10.00 each, the third item would be rung up at $4.00, and all additional items would be rung up at $8.00 each Rule 6 Prorated Table - Price Rule 6 is used, in conjunction with a table, to set up multiple deal quantities. A unit price is given until the first deal quantity is reached, and then the price of the item that met the deal quantity is prorated to make all of the items purchased up to that point reflect the first deal quantity price.
- The remaining items purchased until the next deal quantity is reached are sold at the first deal price. When the next deal quantity is reached, the price of the item that met the next deal quantity is prorated to make all of the items purchased up to that point reflect the second deal quantity price. This process repeats for as many deal quantities as are set up in the table.
- For example, if the unit price is $10.00, with an initial deal quantity of 3 and a deal price of $9.00, the first two items would be rung up at $10.00 each, the third item would be rung up at $7.00, and additional items until the next deal quantity is reached would be rung up at $9.00

each. If the next deal quantity is 5 with a deal price of $8.00, the fourth item would be rung up at $9.00 and the fifth item would be rung up at $4.00.

- Rule 7 Non-Prorated Table - Price Rule 7 is used, in conjunction with a table, to set up multiple deal quantities. A unit price is given until the first deal quantity is reached, and then additional items are sold at the first deal quantity price until another deal quantity is met.
- When the next deal quantity is reached, additional items are sold at the next deal quantity price until another deal quantity is reached. This process repeats for as many deal quantities as are set up in the table. Price Rule 7 is most useful when you
- Want to set a limit on how many items can be purchased at a price, with an increased price once that limit has been met. However, it can be used for reduced pricing as well.
- For example, if the unit price is $10.00, with an initial deal quantity of 3 and a deal price of $11.00, the first two items will be rung up at $10.00 each, while additional items would ring up at $11.00 until the next deal quantity is met. If the next deal quantity is 5 with a deal price of $12.00, the fourth item would be rung up at $11.00and the fifth item would be rung up at $12.00.
- Rule 8 Price Required - Price Rule 8 is used when the cashier enters the price at the register. When the item is scanned or the PLU is manually entered into the register, the cashier will be prompted to enter the price of the item. Price Rule 8 is most useful when certain customer groups get a different price on an item than other groups. For example, your store might give a lower price on certain items to Senior Citizens.

If the item is set to Price Rule 8, the cashier would enter the lower price for Senior Citizens and the regular price for all other customers.

- Rule 9 Price New Item - Price Rule 9 is used when a new inventory item has not been priced, such as when a catalog item is imported into ARBAPRO without a price. When the cashier enters the price at the register, inventory is updated and the entered price is set as Price Rule 1.

For the purpose of simplicity, the rest of this section explains how to finish adding an item set to Price Rule 1. For information on how the General tab varies when the other Price Rules are used, see the section on each Price Rule

Sales and Preferred Pricing

Sales and Preferred Pricing

The Sales and Preferred Pricing option allows you to manage and view any sales and preferred pricing you currently have set up in ARBAPRO and to add new sales and preferred pricing. The Sales and Preferred Pricing option makes managing and adding sales and preferred pricing easier because all of the sales and preferred pricing are found in one place, rather than viewing them by individual item in the Item Maintenance window.

Steps to Get to Sales and Preferred Pricing

1. Click Inventory on the menu bar at the top of the screen or on the menu bar down the side of the screen.

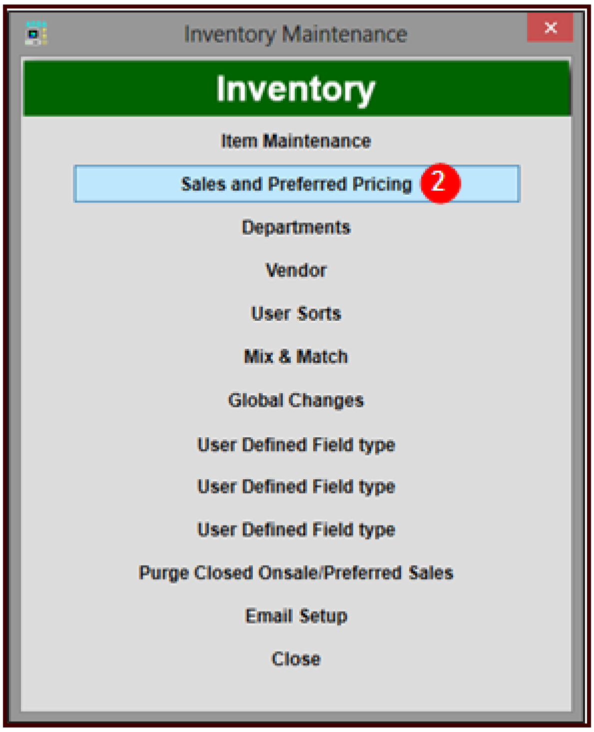


Figure 5 Inventory tem - Sales and preferred pricing

Click Sales and Preferred Pricing on the Inventory window. The Sales and Special Pricing window will open.

Add a New Sale

If you want to put an individual item on sale, one way you can do it is to create the sale in the Sales and Special Pricing window.

1. Click the tab on the Sales and Special Pricing window designating the sale type you want to assign to the item.

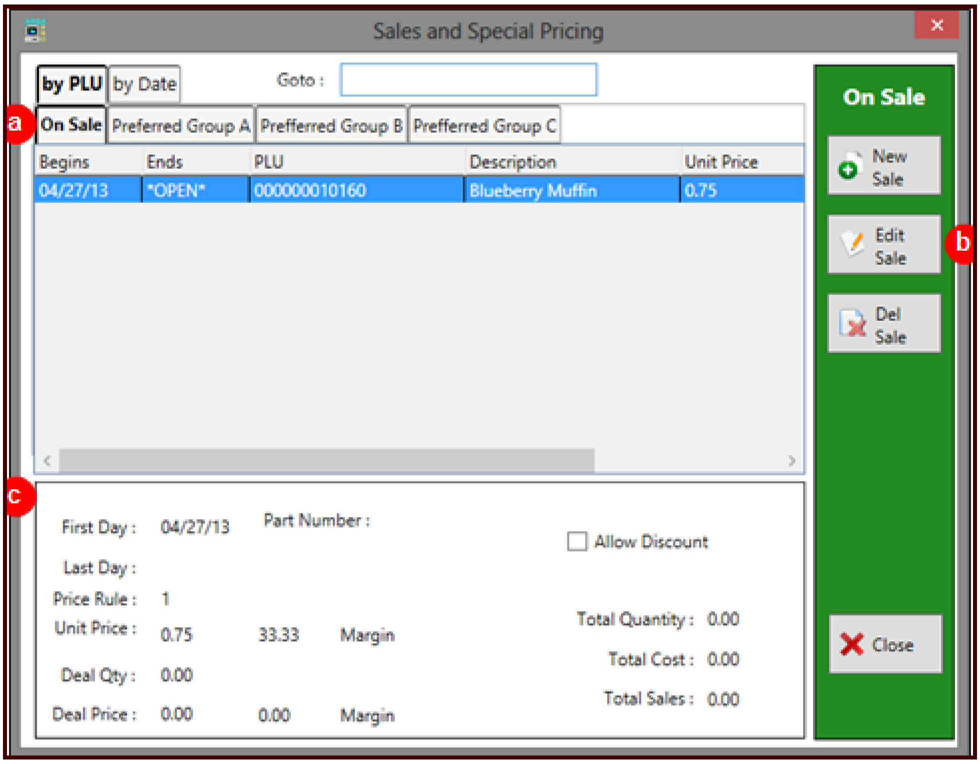


Figure 6 Sales and special pricing - on sale

On Sale - Click this tab if the sale will be available to all customers.

- Preferred Pricing A - Click this tab if the sale will only be available to customers in Preferred Pricing Group A.
- Preferred Pricing B - Click this tab if the sale will only be available to customers in Preferred Pricing Group B.
- Preferred Pricing C - Click this tab if the sale will only be available to customer in Preferred Pricing Group C.

2. Click [New Sale/New Prep]. The Inventory window will open.

3. Select the item you would like to put on sale by clicking on it in the Inventory list, and then click [Select] on the bottom right side of the window. The Select Pricing for _____ window will open.

1. Fill in the Sales Pricing Information.

Department

The Departments option allows you to manage and view your Departments.

You are required to designate a Department for all new inventory items. Departments can be used in conjunction with User

Sort to organize inventory.

Steps to Get to Departments

1. Click Inventory on the menu bar at the top of the screen or on the menu bar down the side of the screen.
2. Click Departments on the Inventory window.

The Select Department window will open.

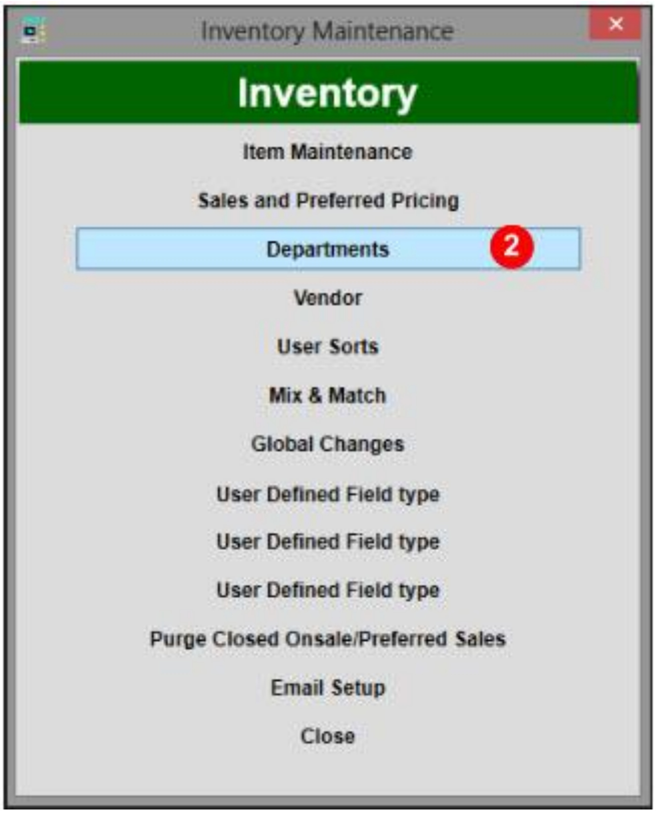


Figure 7 Inventory Maintenance - Department

The Select Department Window

a. The Select Department window allows you to view all of your Departments by Department Number or by Description.

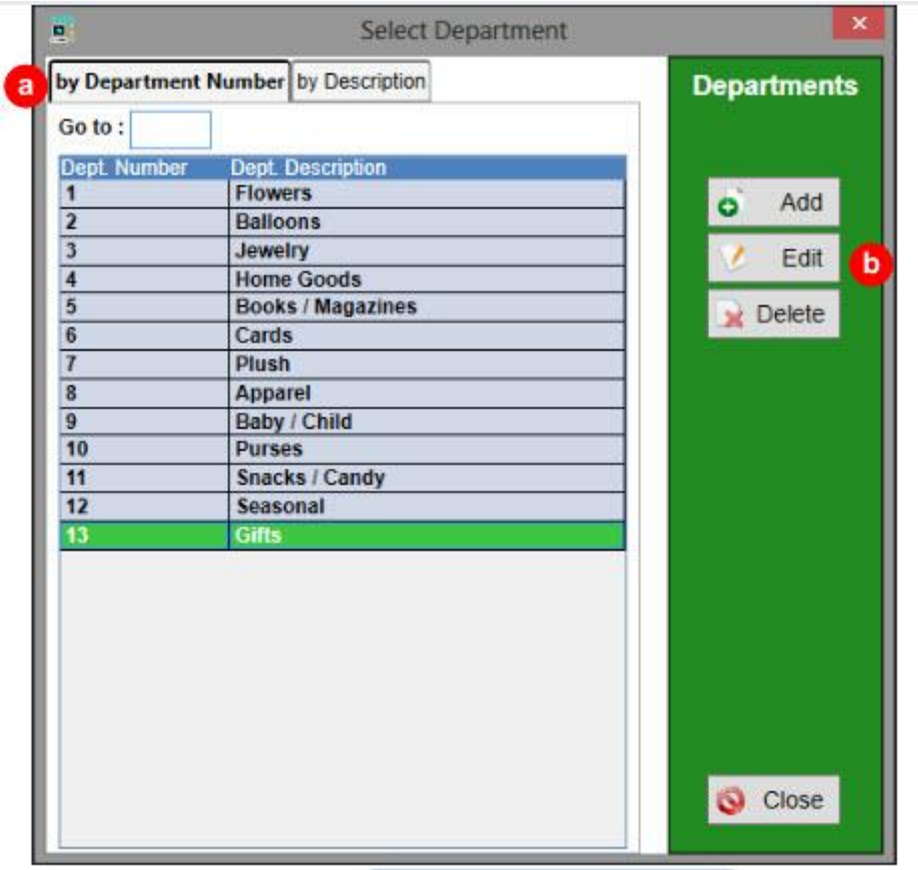


Figure 8 Inventory item - by Department Number

b. You can also add, edit, and delete Departments by clicking the buttons on the right side of the window.

Add a Department

You can add a new Department by clicking [Add] on the Select Department window.

1. Click [Add].

   Type the number you would like to assign to the Department in the Dept Number box.

   3. Type the name of the Department in the Description box.

   4. Click [Save]. The Department will show up in your Department list.

Edit a Department

You can change the name of an existing Department by clicking [Edit] on the Select Department window.

1. Select the Department whose name you would like to change by clicking on it in the list.
2. Click [Edit].
3. Type the new name of the Department in the Description box.
4. Click [Update]. The Department will be listed under its new name in the Department list.

Delete a Department

You can remove an existing Department by clicking [Delete] on the Select Department window. This could be useful if you have too many Departments and are consolidating several Departments into one Department.

1. Select the Department which you want to delete by clicking on it in the list.

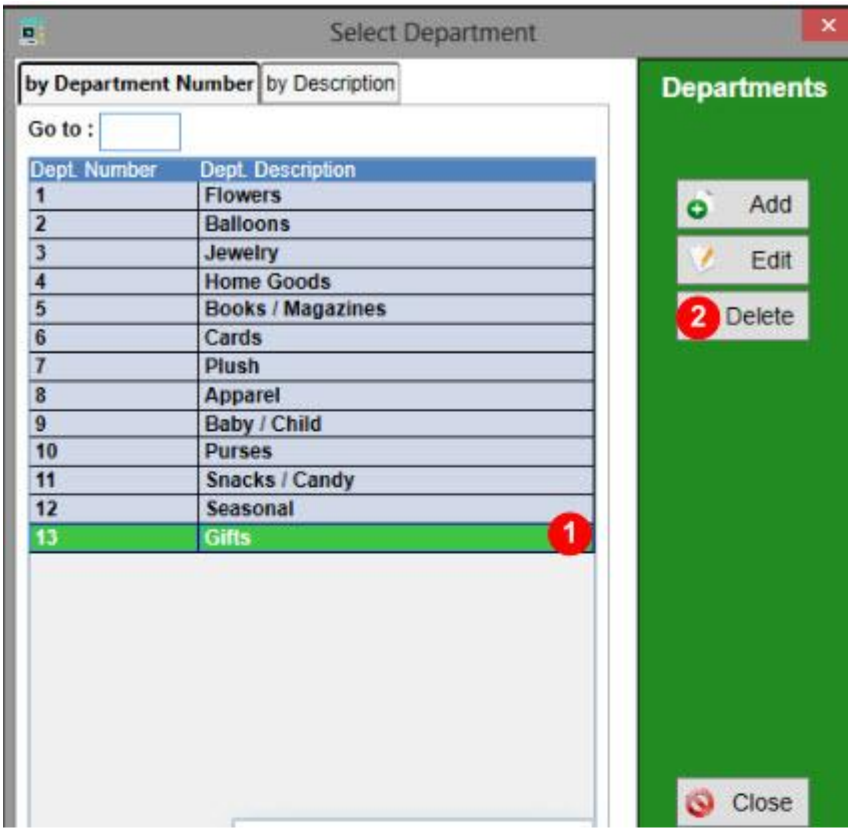


Figure 9 Select Department - by Department

Vendor

The Vendor option allows you to manage and view your Vendors. You are required to designate a Vendor for all new inventory items; if some of your inventory items are made in-house, you will need to create a Vendor to fill this requirement (some popular choices include None, House, and Store).

Steps to Get to Vendor

1. Click Inventory on the menu bar at the top of the screen or on the menu bar down the side of the screen.

    1. Click Vendor on the Inventory window. The Select Vendor window will open.

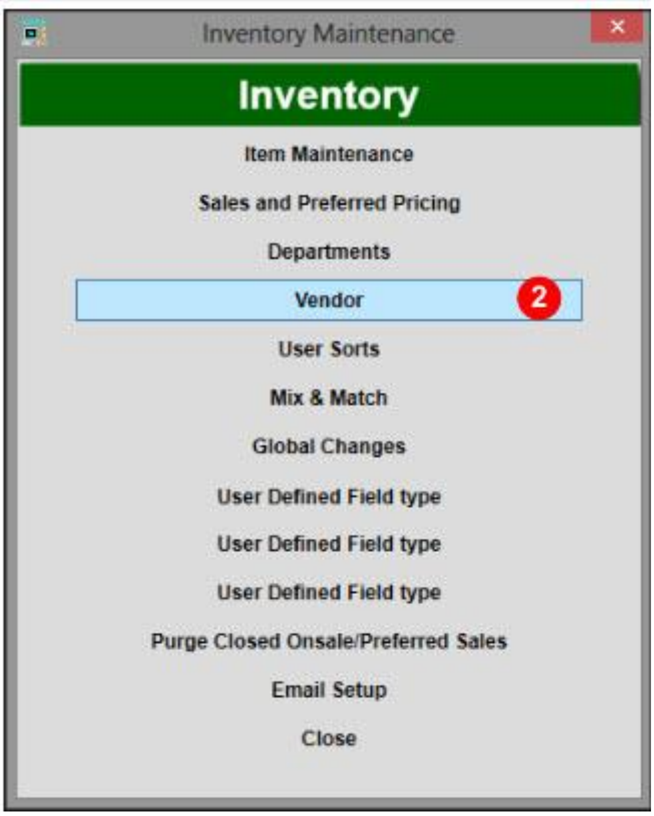


Figure 10 Inventory Maintenance - Vendor

The Select Vendor Window

a. The Select Vendor window allows you to view all of your Vendors by Vendor Code or by Vendor Name.

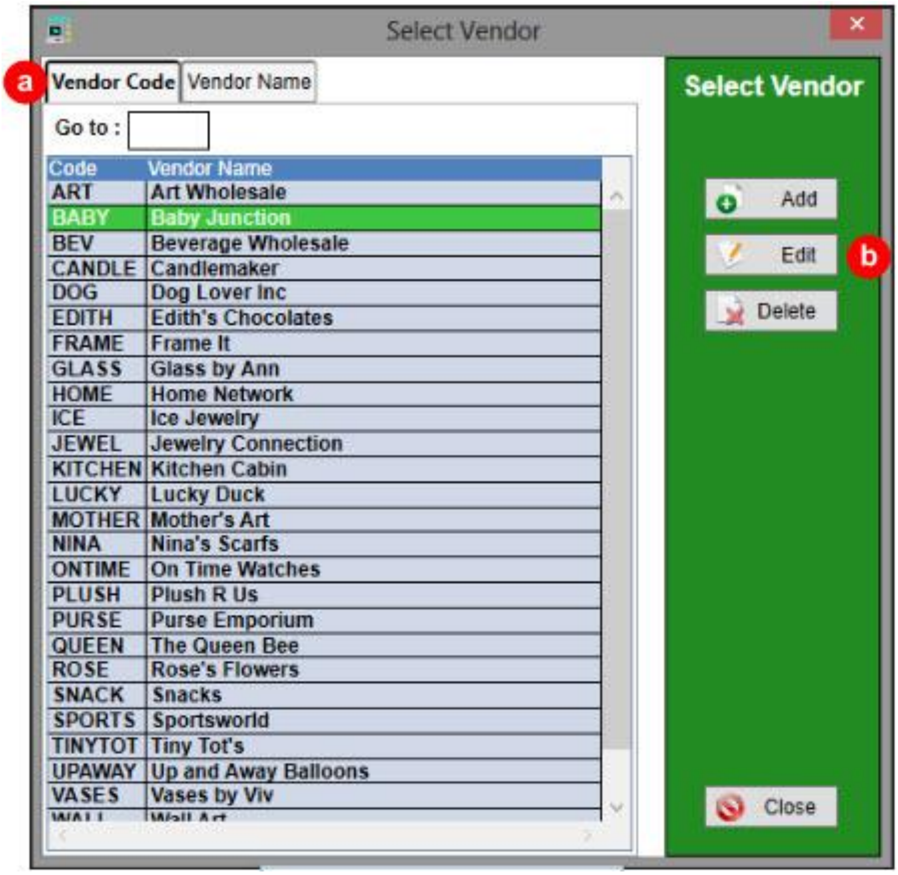


Figure 11 Inventory - Select Vendor

You can also add, edit, and delete Vendors by clicking the buttons on the right side of the window.

Add a Vendor

You can add a new Vendor by clicking [Add] on the Select Vendor Window.

1. Click [Add]. The Vendor Maintenance Window will open.

2. Fill in the Vendor's Information.

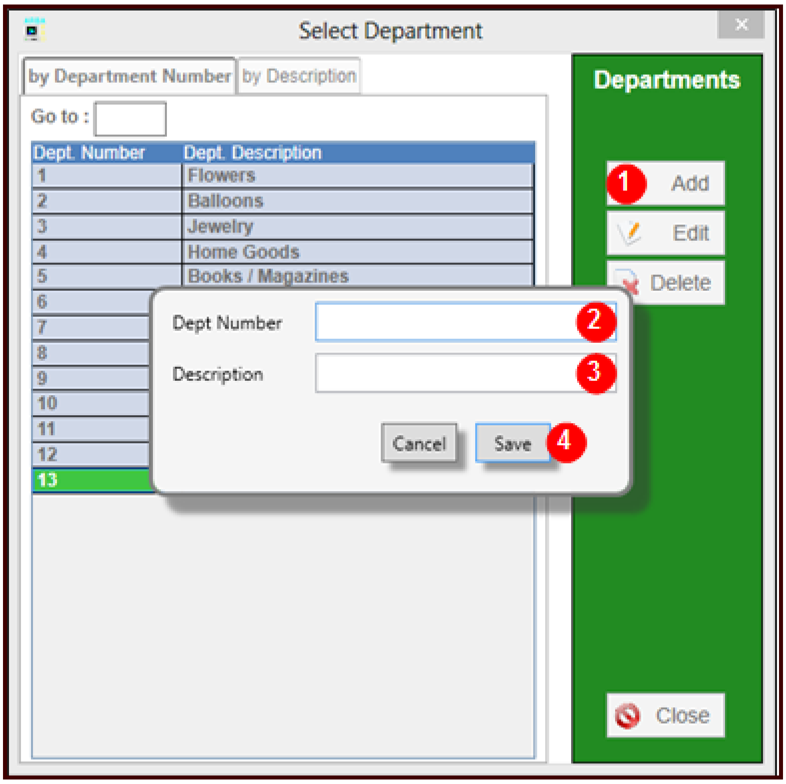
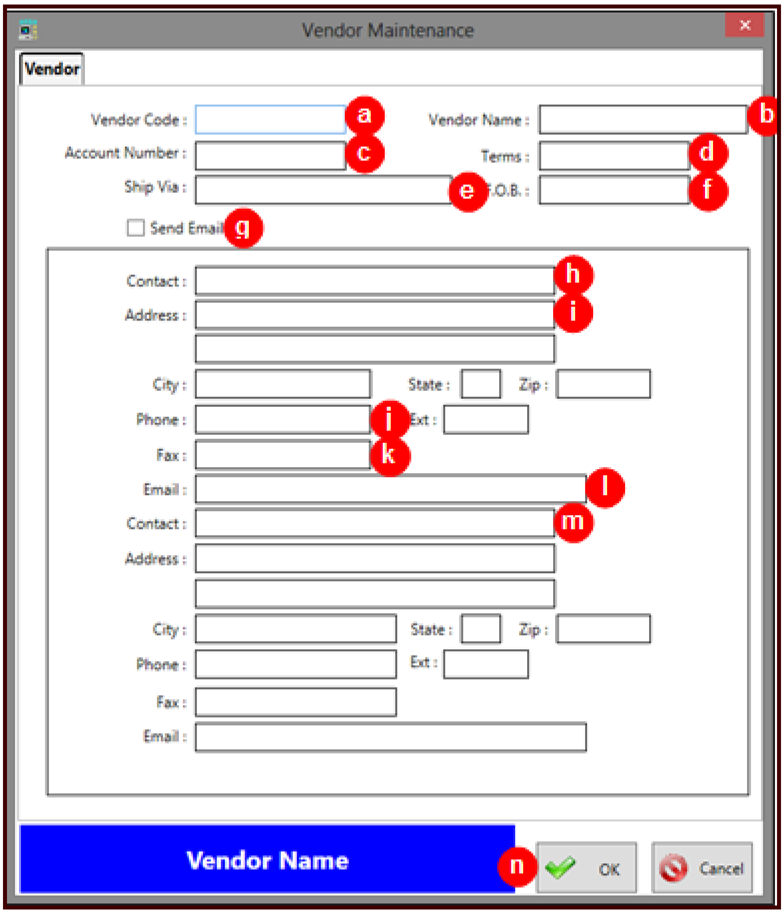


Figure 12 Select Department

2. Type the number you would like to assign to the Department in the Dept Number box.

3. Type the name of the Department in the Description box.

4. Click on [Save]. The Department will show up in your Department list.


Vendor Maintenance
Vendor
Vendor Code :
Vendor Name :
Account Number :
Terms :
Ship Via :
F.O.B. :
Send Email
Contact :
Address :
City :
State :
Zip :
Phone :
Ext :
Fax :
Email :
Contact :
Address :
City :
State :
Zip :
Phone :
Ext :
Fax :
Email :
Vendor Name
OK
Cancel
a
b
c
d
e
f
g
h
i
j
k
l
m
n

User sorts

The User Sort option allows you to manage and sort your inventory by providing a sub-category for Departments. You do not have to use User Sorts, but they can make it easier to sub-divide large inventory lists into manageable sections. Some popular User Sorts include sorts for holidays (such as Christmas, Valentine's Day, and Mother's Day) and sorts for specific types of products within department (such as earrings, necklaces, and bracelets in Jewelry). They are particularly useful when making Global Changes (for more information on how to make Global Changes, see pages **Error! Bookmark not defined.-Error! Bookmark not defined.**).

Steps to Get to User Sorts

1. Click Inventory on the menu bar at the top of the screen or on the menu bar down the side of the screen.
2. Click User Sorts on the Inventory window. The User Sorts window will open

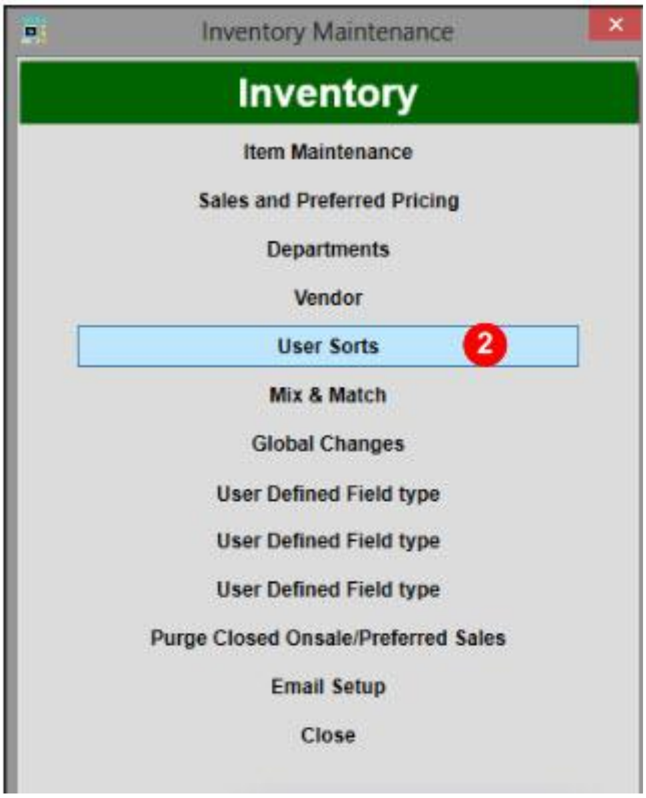


Figure 13 Inventory Maintenance - User sorts

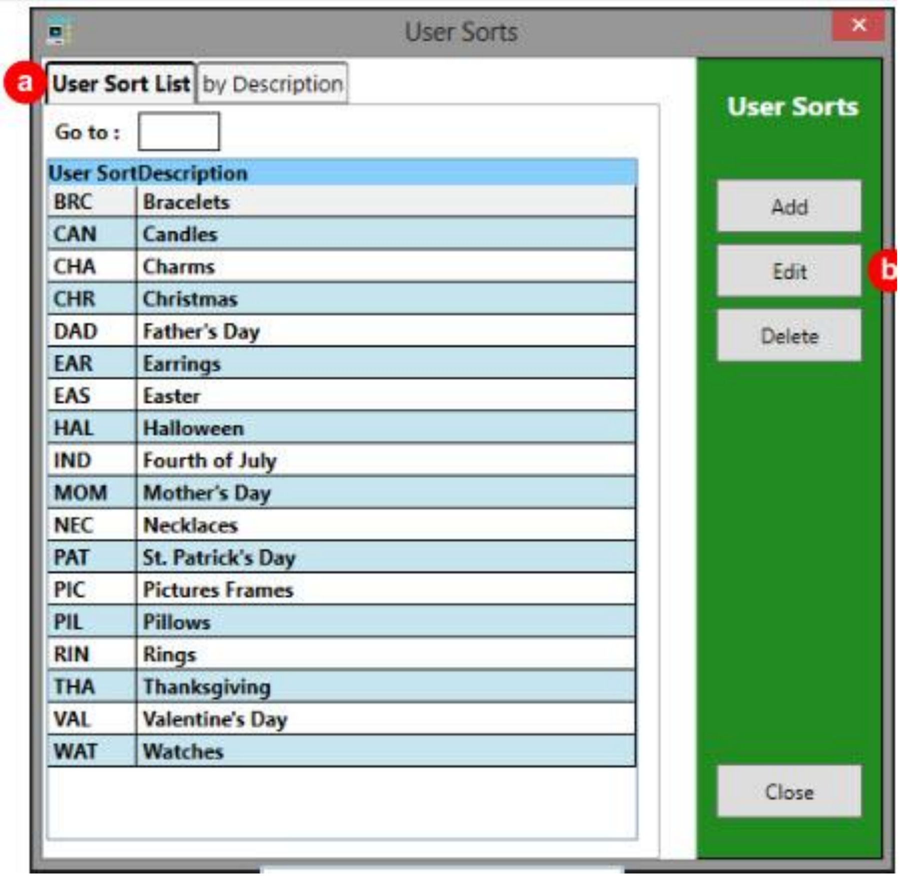


Figure 14 Inventory User Sort List

You can also add, edit, and delete User Sorts by clicking the buttons on the right side of the window.

Add a User Sort

You can add a new User Sort by clicking [Add] on the User Sort window.

1. Click [Add]

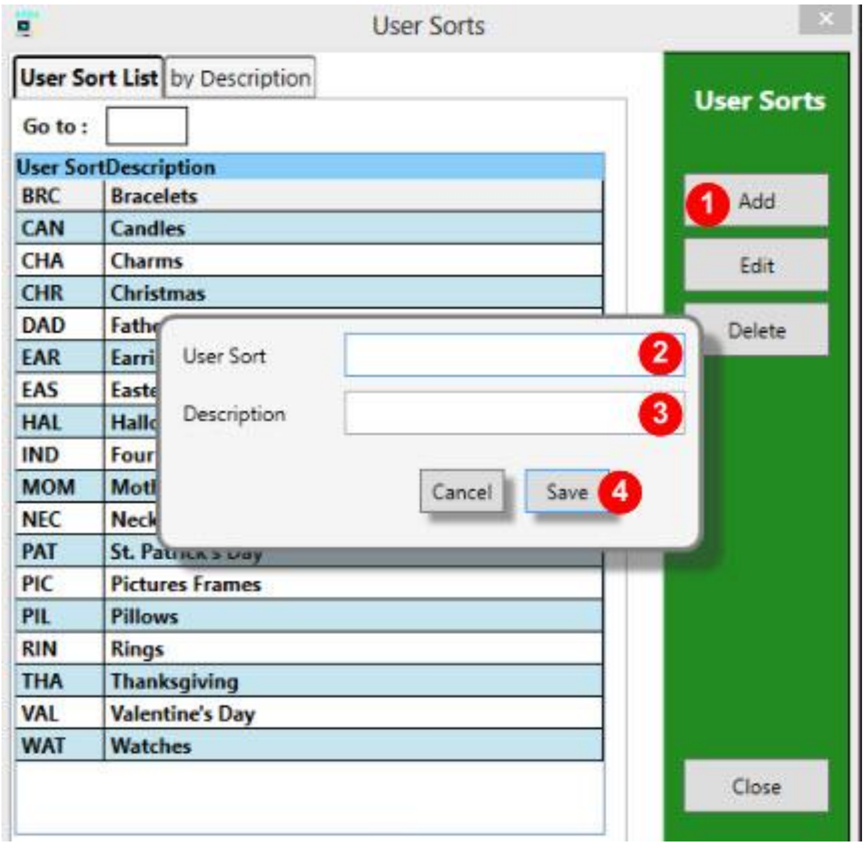


Figure 15 Inventory - User sort List

2. Type the 3-digit alphanumeric Code you would like to assign to the User Sort in the User Sort box.

3. Type the name of the User Sort in the Description box.

4. Click [Save]. The User Sort will show up in your User Sort list.

Edit a User Sort

You can change the name of an existing User Sort by clicking [Edit] on the User Sort window.

1. Select the User Sort whose name you would like to change by clicking on it in the list.

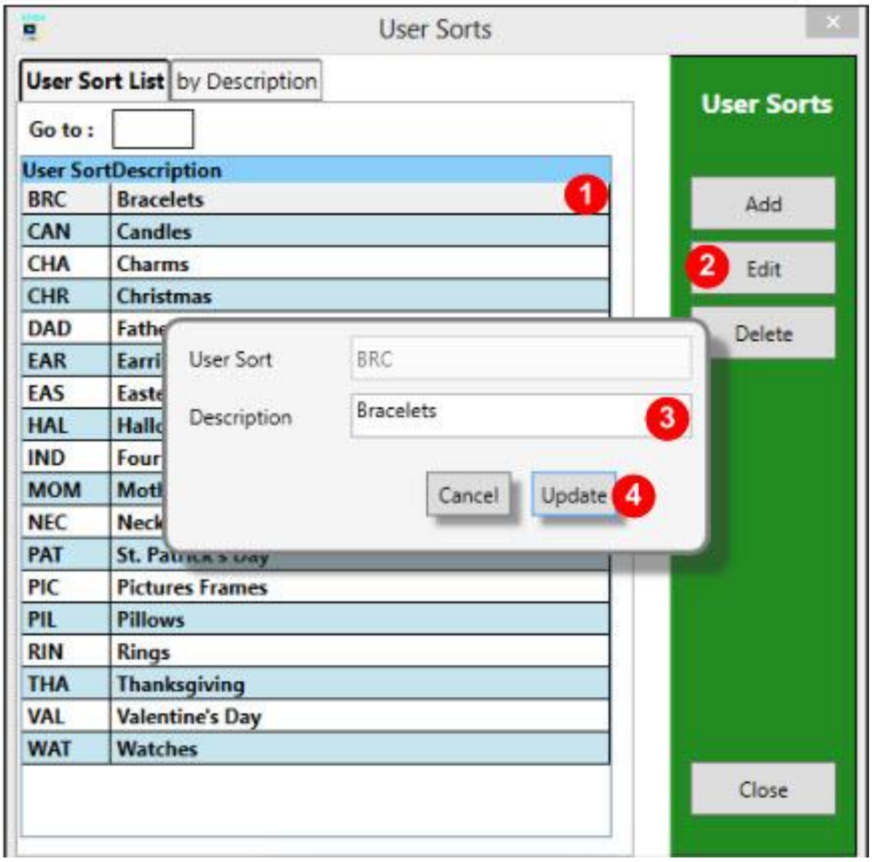


Figure 16 inventory maintenance - User sort list

2. Click [Edit].

3. Type the new name of the User Sort in the Description box.

4. Click [Update]. The User Sort will be listed under its new name in the User Sort list.

Delete a User Sort

You can remove an existing User Sort by clicking [Delete] on the User Sort window.

1. Select the User Sort which you want to delete by clicking on it in the list.

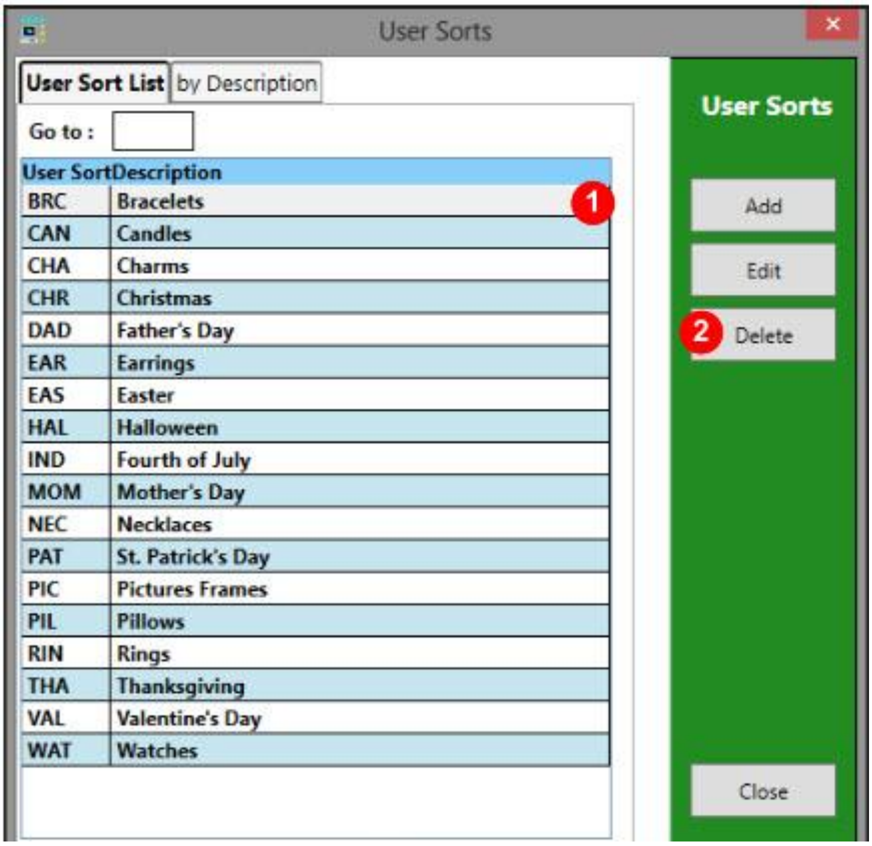


Figure 17 Inventory maintenance - select items

Introduction to Physical Inventory

Account Receivable setup and Setup

The Accounts Receivable Setup and Setup option allows you to adjust the default register display and receipt printing settings for Accounts Receivable clients and to define the badge characteristics of employees at your company. It also allows you to define your receipt settings.

Steps to Get to Accounts Receivable Setup and Setup

1. Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.
2. Click on Cash Register Setup on the Utilities window.
3. Click on Accounts Receivable Setup and Setup. The Accounts Receivable Setup window will open.

The Accounts Receivable Setup Window

The Accounts Receivable Setup window governs your default register display and receipt printing settings for Accounts Receivable, allows you to define the badge characteristics of employees at your company, and governs your default receipt settings.

1. Select the Accounts Receivable Setup options you would like to use.

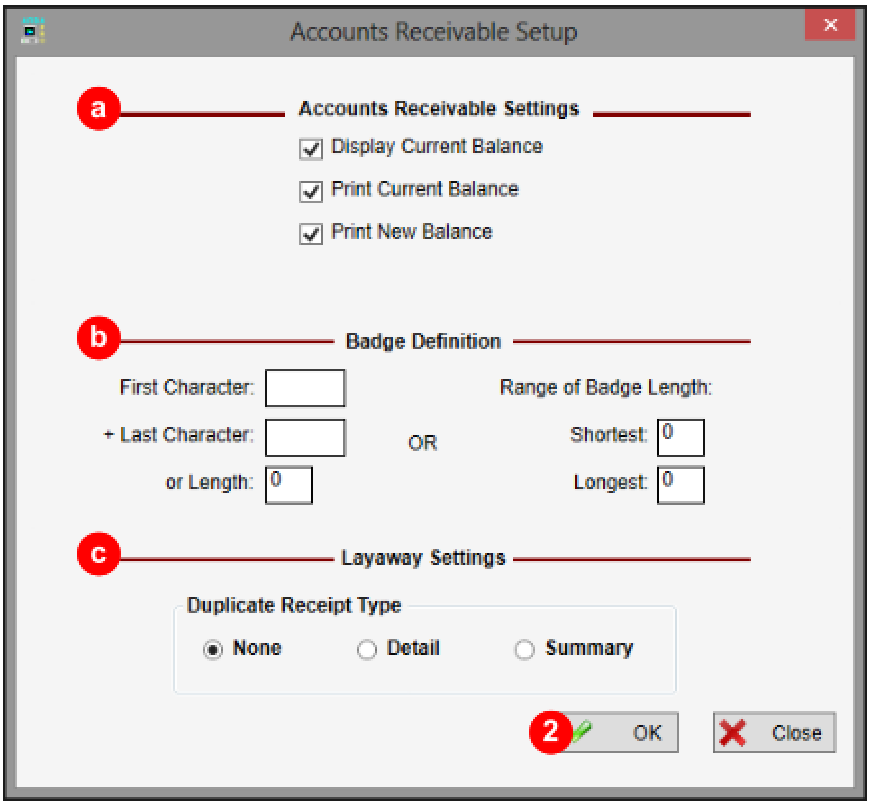


Figure 18 Account Receivable Setup

a. Accounts Receivable Settings

- **Display Current Balance** - Check this box if you want the register to display the employee's Accounts Receivable balance before the current sale is tendered.
- **Print Current Balance** - Check this box if you want the employee's Accounts Receivable balance prior to the current sale printed on his or her receipt.
- **Prints New Balance** - Check this box if you want the employee's new Accounts Receivable balance printed on his or her receipt.

b. **Badge Definition** - You can choose to define badges by character / length or the range of badge length to enable ARBAPRO to distinguish between badges and PLUs.

• Character / Length

- **First Character** - Used if all badges begin with the same character.
- **+ Last Character -** Used if all badges end with the same character.
- **Or Length** - The length of badge numbers.

• Range of Badge Length

- **Shortest -** Type the shortest badge number length.
- **Longest** - Type the longest badge number length.

c. **Settings**

- **Duplicate Receipt Type**
  - **None -** Select this option if you do not want a duplicate receipt printed for your records on transactions.
  - **Detail** - Select this option if you want a detailed duplicate receipt, which includes the full list of items, printed for your records on transactions.
  - **Summary** - Select this option if you want a summary receipt, which does not include a full list of items, printed for your records on transactions.

2. Click on [OK] when you are finished making your selections.

Physical Inventory

If you are using a Memor scanner, you will upload the inventory worksheet to the scanner, use the scanner to update your inventory counts in the worksheet, and then upload the worksheet to ARBAPRO to update the inventory counts within ARBAPRO.

Steps to Get to Physical Inventory

1. Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.

Figure 19 Menu Physical Inventory

Figure 20 Physical inventory

2. The Physical Inventory window also allows you to send a worksheet to your scanner and get a scanned file from your scanner. In order for these two buttons to appear in the window, you must have your Memor scanner set up in ARBAPRO.

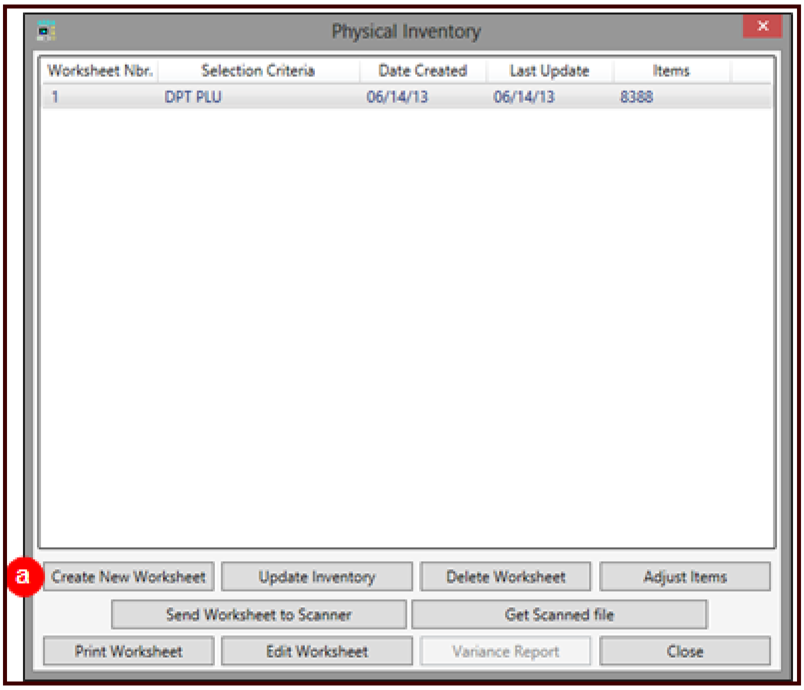


Figure 21 Variance report

If you are performing physical inventory manually, you may find it beneficial to create multiple worksheets, using different selection criteria, such as a range of Departments, for each person who is assisting with physical inventory.

1. If you have any old worksheets in the Physical Inventory window, you should delete them before creating a new worksheet (for more information on deleting worksheets,

2. Click on [Create New Worksheet]. The Selection and Sorting window will open.

3. Select the Sort Option(s) for the worksheet by clicking on the option you would like to use. The Sort Options organize the groups into which the items on the worksheet are placed. If you select more than one Sort Option, the items on the worksheet will be organized into subgroups.

Create a New Worksheet

You can create a new physical inventory worksheet by clicking on the Create New Worksheet button at the bottom of the Physical Inventory window. You will need to create a physical inventory worksheet whether you are updating inventory manually or using a Memor scanner.

If you are performing physical inventory manually, you may find it beneficial to create multiple worksheets, using different selection criteria, such as a range of Departments, for each person who is assisting with physical inventory.

1. If you have any old worksheets in the Physical Inventory window, you should delete them before creating a new worksheet (for more information on deleting worksheets, see page 152).

2. Click on [Create New Worksheet]. The Selection and Sorting window will open.

3. Select the Sort Option(s) for the worksheet by clicking on the option you would like to use.

The Sort Options organize the groups into which the items on the worksheet are placed. If you select more than one Sort Option, the items on the worksheet will be organized into subgroups.

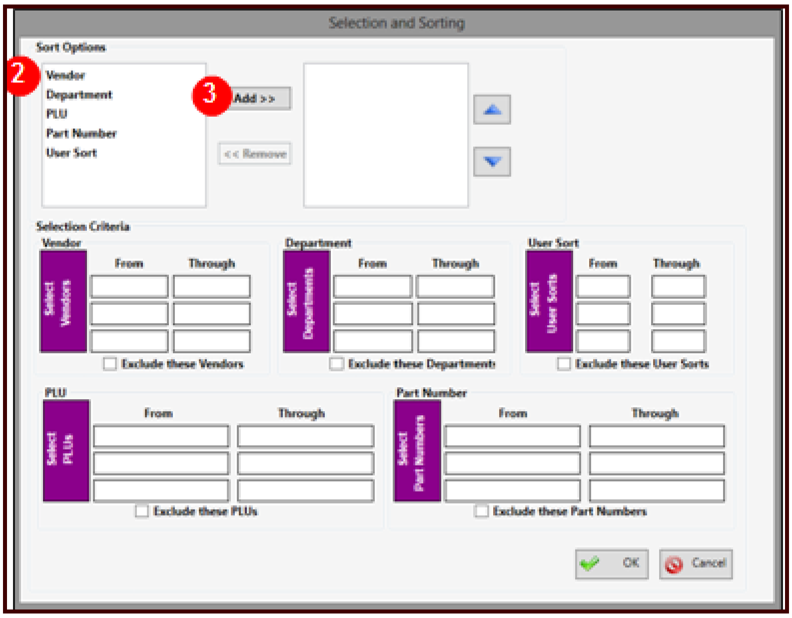


Figure 22 Selection and sorting- Vendor

3. Click on [Add>>]. The selected item will move from the box on the left to the box on the right.

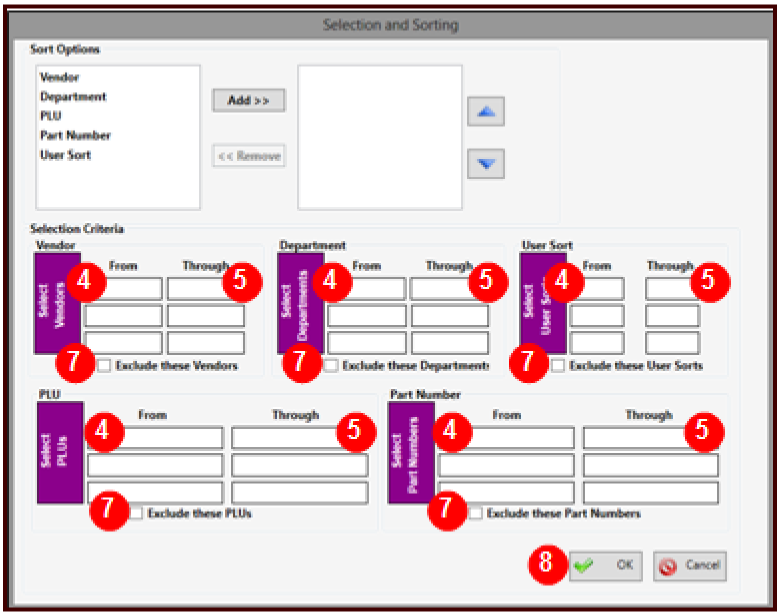


Figure 23 Selecting Sorting

4. Select the Selection Criteria for the worksheet by typing a value (like one or more Department numbers or Vendor Codes) into box to the right of the selection criteria that you would like to use.

You can type the value into the box if you know it, or you can press the Insert Key (INS) on your keyboard when the cursor is in one of the boxes, which will open the list that corresponds to the Selection Criteria chosen.

To choose an item from the list, click on the Vendor, Department, User Sort, PLU, or Part Number that you would like to include on the worksheet.

Click on [Select] on right hand side of the window

5. If you would like to include a range of Selection Criteria, type a different value into the through box to the right of the from box into which you typed the first value.

6. Repeat Steps 4 and 5 if you would like to add additional Selection Criteria ranges to the worksheet.

7. Alternately, rather than selecting the Vendors, Departments, User Sorts, PLUs, or Part Numbers that you want to include in the worksheet, you can select the Vendors, Departments, User Sorts, PLUs, or Part Numbers that you do not want to include in the worksheet. Type them into the To/From boxes following the process in Steps A and B, and check the checkbox of the Exclude box in question.

Using these two methods, you can, for example, include a particular range of Vendors but exclude a particular Department under those Vendors from the worksheet using a combination of Selection Criteria.

8. Click on [OK] when you are finished adding Sort Options and Selection Criteria.

9. If you have a Memor scanner set up in ARBAPRO, you will be asked if the worksheet is intended for update by your scanner or if it will be uploaded manually.

If you intend to use your Memor scanner for physical inventory, click on [Yes]. This is very important to ensure that the physical inventory data uploaded from the scanner correctly updates your On Hand inventory totals.

Reset Year to Date Totals

The Reset Year-to-Date Totals option allows you to reset your Year-to-Date sold, Year-to-Date received, and Vendor Year-to-Date received totals. You should only select this option if you want everything to be zeroed out.

Steps to Reset Your Year-to-Date Totals

1. Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click on Reset Year-to-Date Totals on the Utilities window.

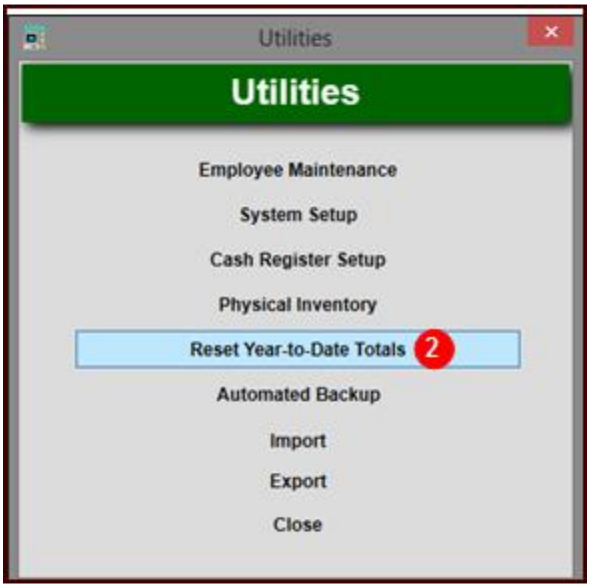


Figure 24 Reset year to be Date Totals

3. You will be asked if you are sure that you would like to reset your Year-to-Date totals. If you would like to reset them, click on [Yes]. If not, click on [No].

You will not be able to use your registers while the totals are being reset, so do not reset the totals while your registers are in operation.

Automated Backup

The Automated Backup option allows you to schedule backups of the data stored in ARBAPRO at a set time every day, which is highly recommended. Your registers cannot be running while a backup occurs, so you should choose a time when your store is closed. If your store does not close, you may need to schedule a time when the registers will briefly go offline and purchases will not be able to be made.

Steps to Set Up Automated Backups

2. Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.
3. Click on Automated Backup on the Utilities window. The Automated Backup window will open

Figure 25 Menu - Automated Backup

4. Select the time you would like backups to run by clicking on the up and down arrows next to the 24-hour clock until you get to your selected time.

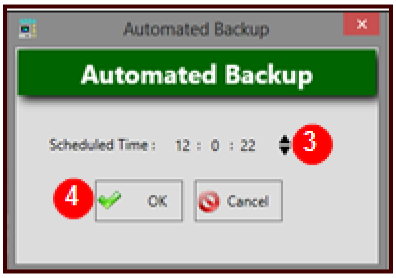


Figure 26 Administrator user if and password

4. Click on [OK]. The backups will run at the selected time each day.

Import

The Import option allows you to upload Inventory, Vendor, and Sales History files into ARBAPRO. This is particularly useful if you have existing Inventory, Vendor, or Sales History files saved in ASCII format or if you have an additional location, with which you want to share Inventory and Vendor information.

Steps to Import Files into ARBAPRO

1. Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.
2. Click on Import on the Utilities window. The Import from ASCII window will open.

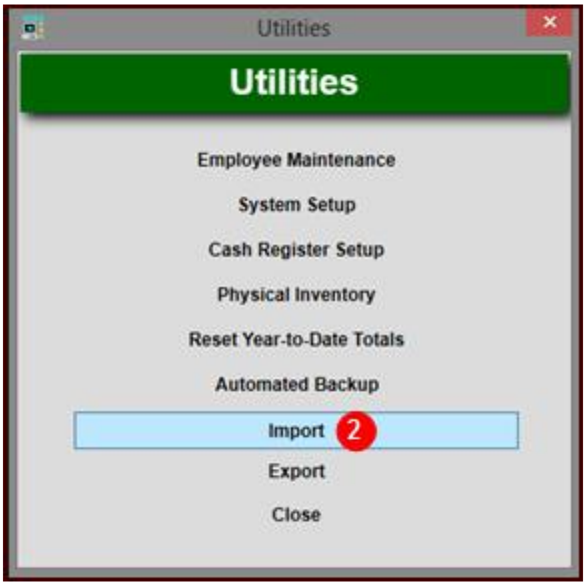


Figure 27 Import

3. Select the type of file that you would like to import by clicking on it in the Import to ASCII window

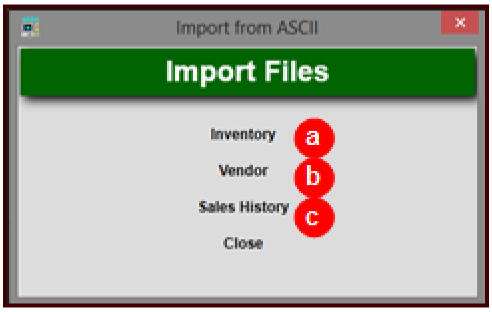


Figure 28 Import to Different files

a. **Inventory** - Select this option if you would like to upload an inventory list into ARBAPRO.

b. **Vendor** - Select this option if you would like to upload a vendor list into ARBAPRO.

c. Sales History - Select this option if you would like to upload a file containing your sales history into ARBAPRO

4. You may be prompted to select either ASCII or CSV as your file type. Click on [ASCII] if your file is saved as an ASCII file or click on [CSV if your file is saved as a CSV file.

5. You will be asked if you want to empty the Inventory / Vendor / Sales History file before importing. If you would like to empty it, click on [Yes]. If not, click on [No].

The file will import into ARBAPRO (you may see a Please Wait window if the file being imported is large).

Export

This section provides information related to export file of Inventory, vendor, sales history and its approach for updating.

Figure 29 Export

Select the type of file that you would like to export by clicking on it in the Import to ASCII window

Figure 30 Export to ASCII

a. **Inventory** - Select this option if you would like to export your inventory list.

b. **Vendor** - Select this option if you would like to export your vendor list.

C. **Sales History** - Select this option if you would like to export your sales history.

4. You will be prompted to select either ASCII or CSV as your file type. Select [ASCII] if you want your file saved as an ASCII file, or click on [CSV] if you want your file saved as a CSV file.

5. Click on [Start]. Your file will be exported.

Gift card Auto Load

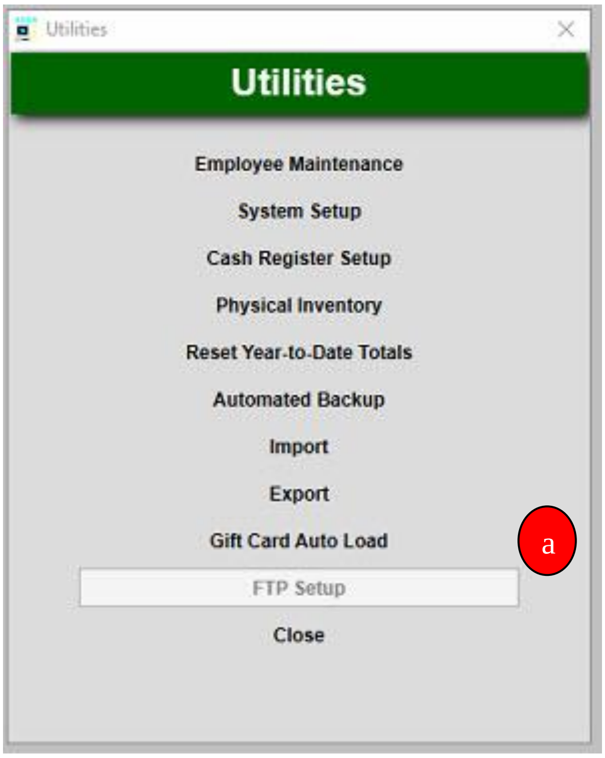
In this section discuses about Gift cards that can add in cash register. The Reason for this addition is for season celebrations, gift cards can be added to total payout at the cash register setup.

In this Manager Module, can add definite Number of cards from Beginning to ending Number.

Cash registers can use it f customer is liable for gift card based on purchase or item taken.

- To open the Gift card Auto load.
- Click on Utilities on right hand side down or on the Menu top.

a. Click on Gift card Auto Load



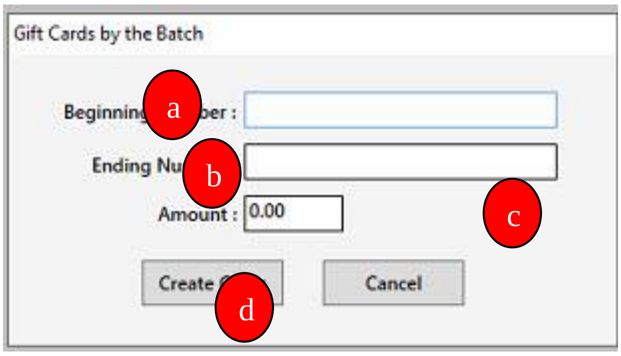
Once the Gift card Auto Load Window Opens

a. Enter Beginning No#:

b. Enter Ending N0#:

c. Enter the Amount for each Gift card.

d. Click on Create Cards.



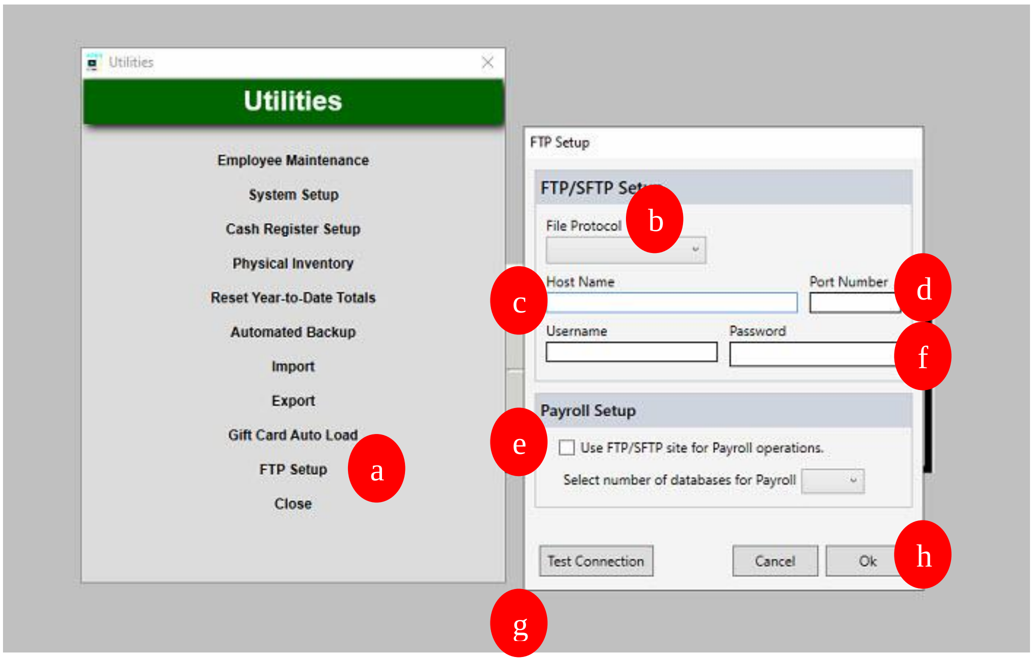
The card feature is enable whenever there is a seasonal festive occasions and it enable Register to add up gift card, if customer prefers or buys items from Retails

FTP Setup

This section provides information on file transfer protocol list that can be accessed from payroll deduction process

a. Click FTP setup

FTP Setup Window Opens



a. Click on FTP Setup field

In separate window FTP Setup window open with various fields

b. File protocol is a drop down field

Manger or admin can choose the ways; the file can be transferred securely

c. Host Name :Enables the admin to send file to host serve Name

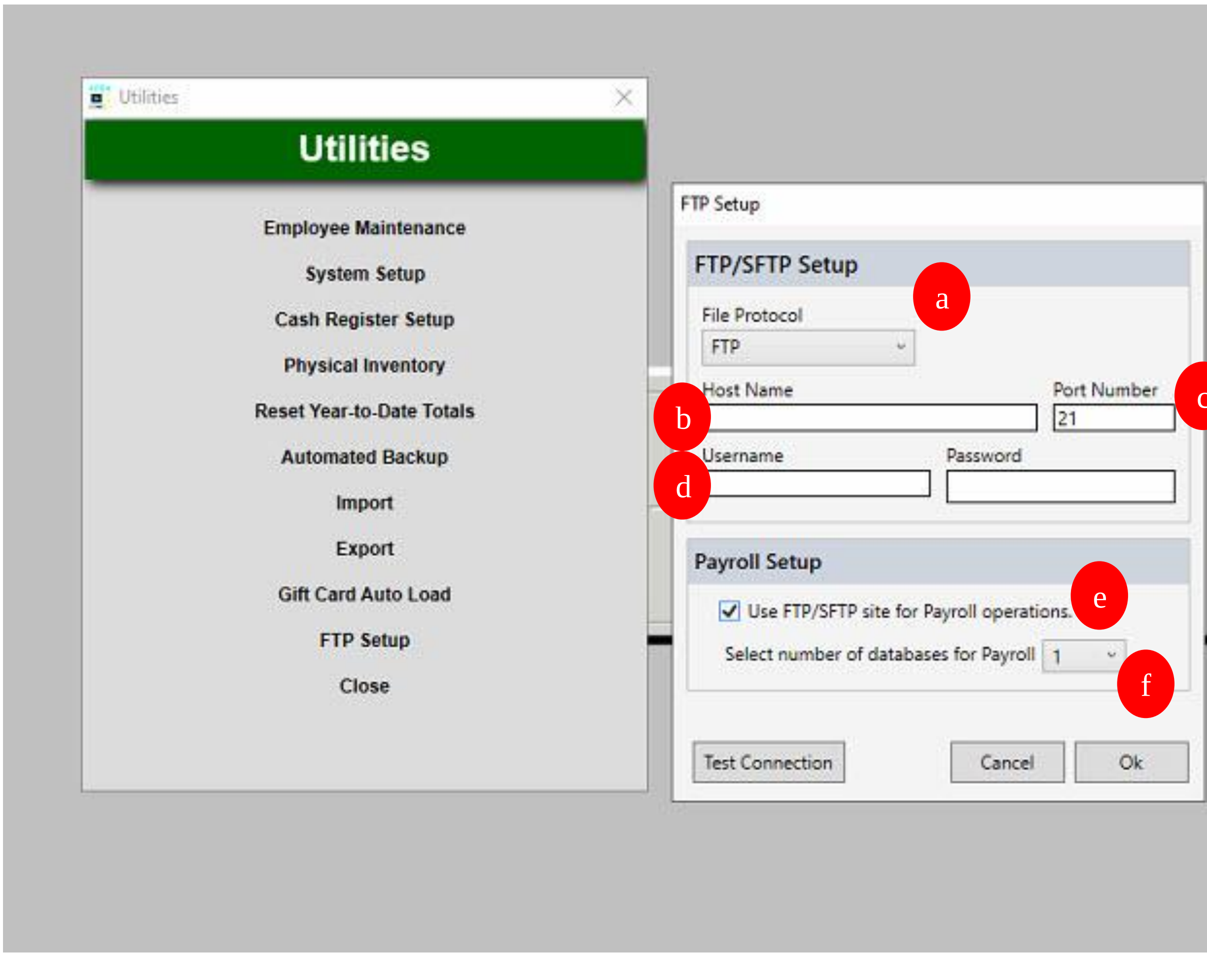
d. Port: Server data path

e. Payroll setup: used for making authentication for payroll operations

f. Username and password: login to the user for authentication of source

g. Test connection: To test the service working

h. Click[Ok]



The FTP setup comes three way of file transfer or sharing

Click on File protocol drop menu.

a. Select FTP

The file from cash register data transfer to employee Payroll Management

b. Enter Host Name

c. Enter Port Number

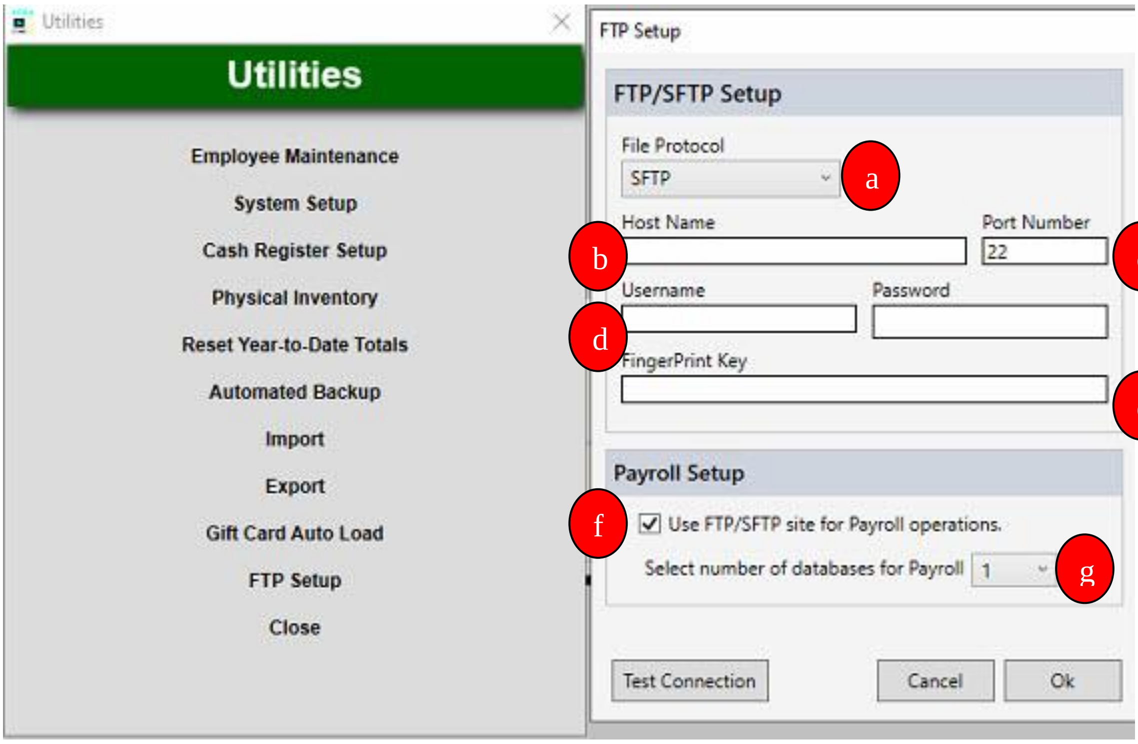
d. Enter the Username and Password

e. Select the Number of Database for Payroll dropdown

f. Click [Ok] for Transfer

Note: see page No#59 to 60 for field explanation

SFTP Protocol



a. Click SFTP for Payroll Operations

b. Enter Host Name, file to be transferred securely

c. Port Number for secure Access

d. Enter login credentials Username & Password

e. Fingerprint Key: highlighting effective work

f. Select number of the Database of payroll

g. Click on Dropdown Menu

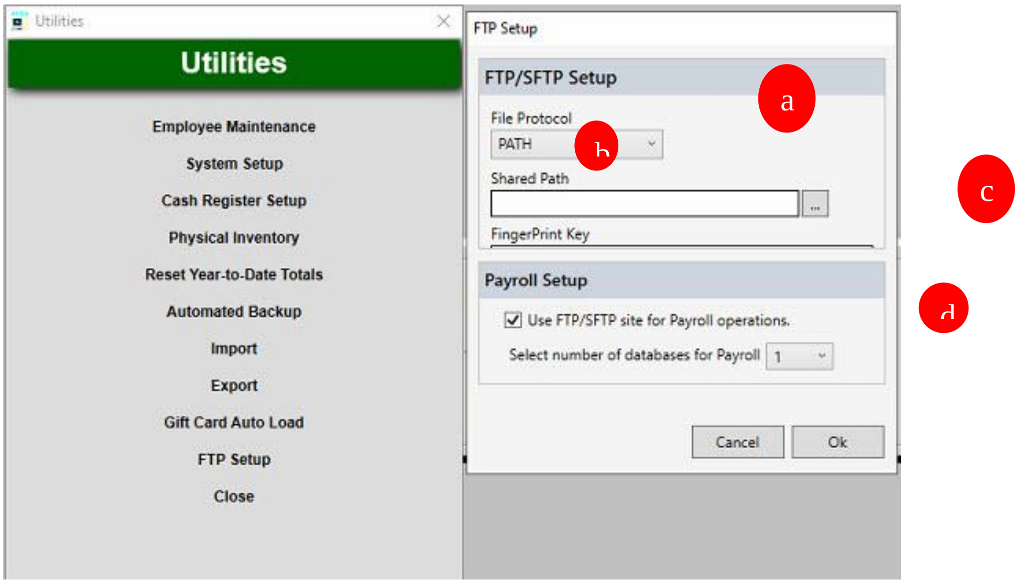
As we have assigned database 1

Test connection

h. Click on Test connection, if the connection is fine.

i. Click ok if the test result is success

Path Protocol



a. Click on the Drop down selection

b. Click on PATH, Which is secure file transfer protocol

c. Enter the Shared Path

d. Tick the check box, Use the FTP.SFTP site for Payroll Operations

Select number of the Database of payroll.

Click on Dropdown Menu

As we have assigned database 1

Introduction to Physical Inventory

Account Receivable setup and Setup

The Accounts Receivable Setup and Setup option allows you to adjust the default register display and receipt printing settings for Accounts Receivable clients and to define the badge characteristics of employees at your company. It also allows you to define your receipt settings.

Steps to Get to Accounts Receivable Setup and Setup

1. Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.
2. Click on Cash Register Setup on the Utilities window.
3. Click on Accounts Receivable Setup and Setup. The Accounts Receivable Setup window will open.

The Accounts Receivable Setup Window

The Accounts Receivable Setup window governs your default register display and receipt printing settings for Accounts Receivable, allows you to define the badge characteristics of employees at your company, and governs your default receipt settings.

1. Select the Accounts Receivable Setup options you would like to use.

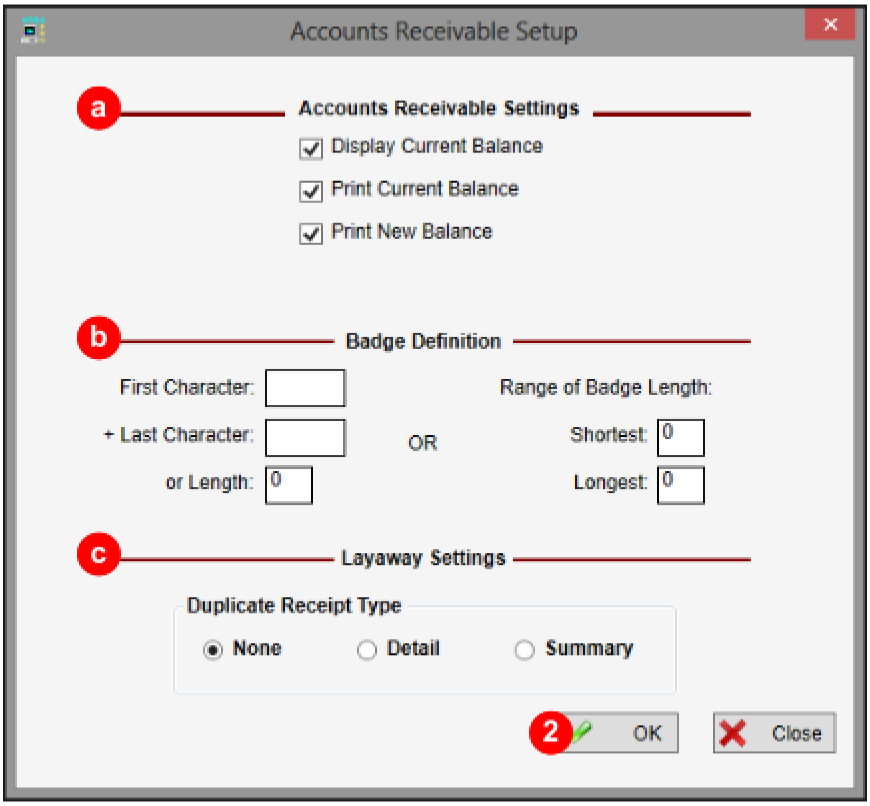


Figure 31 Account Receivable Setup

d. Accounts Receivable Settings

- **Display Current Balance** - Check this box if you want the register to display the employee's Accounts Receivable balance before the current sale is tendered.
- **Print Current Balance** - Check this box if you want the employee's Accounts Receivable balance prior to the current sale printed on his or her receipt.
- **Prints New Balance** - Check this box if you want the employee's new Accounts Receivable balance printed on his or her receipt.

e. **Badge Definition** - You can choose to define badges by character / length or the range of badge length to enable ARBAPRO to distinguish between badges and PLUs.

• Character / Length

- **First Character** - Used if all badges begin with the same character.
- **+ Last Character -** Used if all badges end with the same character.
- **Or Length** - The length of badge numbers.

• Range of Badge Length

- **Shortest -** Type the shortest badge number length.
- **Longest** - Type the longest badge number length.

f. **Settings**

- **Duplicate Receipt Type**
  - **None -** Select this option if you do not want a duplicate receipt printed for your records on transactions.
  - **Detail** - Select this option if you want a detailed duplicate receipt, which includes the full list of items, printed for your records on transactions.
  - **Summary** - Select this option if you want a summary receipt, which does not include a full list of items, printed for your records on transactions.

2. Click on [OK] when you are finished making your selections.

Physical Inventory

If you are using a Memor scanner, you will upload the inventory worksheet to the scanner, use the scanner to update your inventory counts in the worksheet, and then upload the worksheet to ARBAPRO to update the inventory counts within ARBAPRO.

Steps to Get to Physical Inventory

4. Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.

Figure 32 Menu Physical Inventory

Figure 33 Physical inventory

5. The Physical Inventory window also allows you to send a worksheet to your scanner and get a scanned file from your scanner. In order for these two buttons to appear in the window, you must have your Memor scanner set up in ARBAPRO.

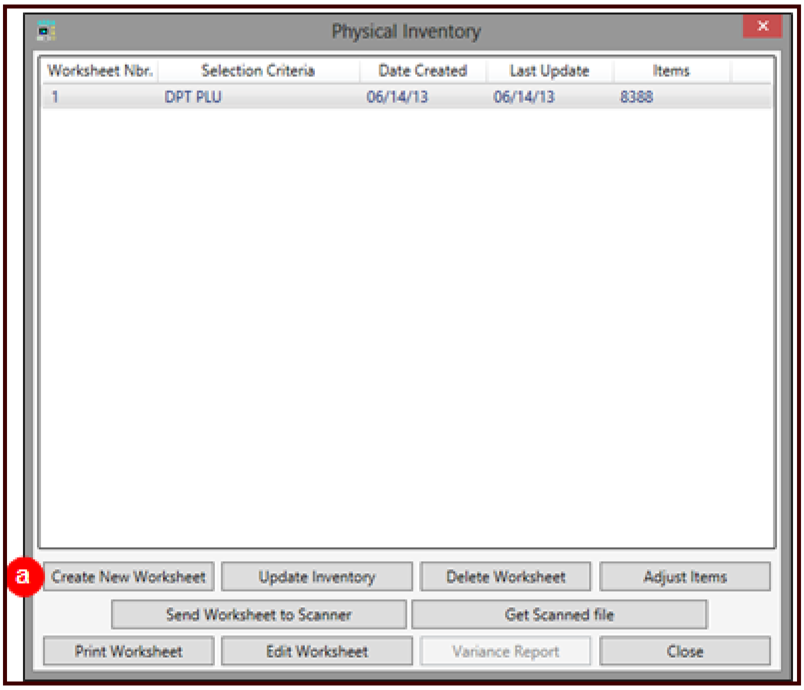


Figure 34 Variance report

If you are performing physical inventory manually, you may find it beneficial to create multiple worksheets, using different selection criteria, such as a range of Departments, for each person who is assisting with physical inventory.

1. If you have any old worksheets in the Physical Inventory window, you should delete them before creating a new worksheet (for more information on deleting worksheets,

2. Click on [Create New Worksheet]. The Selection and Sorting window will open.

3. Select the Sort Option(s) for the worksheet by clicking on the option you would like to use. The Sort Options organize the groups into which the items on the worksheet are placed. If you select more than one Sort Option, the items on the worksheet will be organized into subgroups.

Create a New Worksheet

You can create a new physical inventory worksheet by clicking on the Create New Worksheet button at the bottom of the Physical Inventory window. You will need to create a physical inventory worksheet whether you are updating inventory manually or using a Memor scanner.

If you are performing physical inventory manually, you may find it beneficial to create multiple worksheets, using different selection criteria, such as a range of Departments, for each person who is assisting with physical inventory.

1. If you have any old worksheets in the Physical Inventory window, you should delete them before creating a new worksheet (for more information on deleting worksheets, see page 152).

2. Click on [Create New Worksheet]. The Selection and Sorting window will open.

3. Select the Sort Option(s) for the worksheet by clicking on the option you would like to use.

The Sort Options organize the groups into which the items on the worksheet are placed. If you select more than one Sort Option, the items on the worksheet will be organized into subgroups.

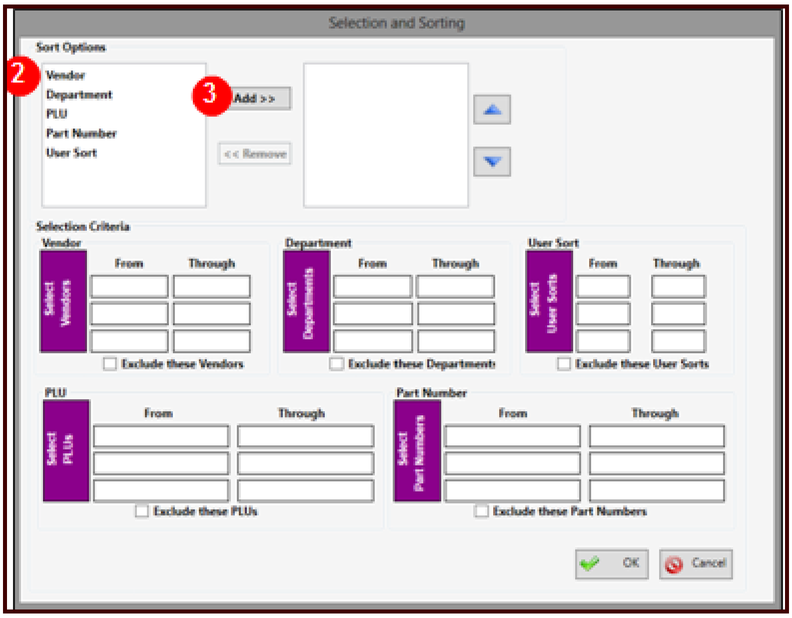


Figure 35 Selection and sorting- Vendor

6. Click on [Add>>]. The selected item will move from the box on the left to the box on the right.

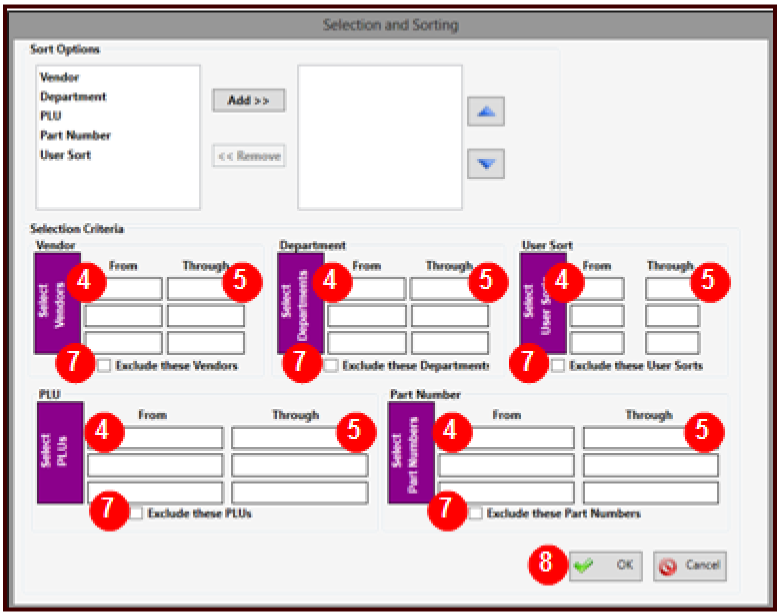


Figure 36 Selecting Sorting

4. Select the Selection Criteria for the worksheet by typing a value (like one or more Department numbers or Vendor Codes) into box to the right of the selection criteria that you would like to use.

You can type the value into the box if you know it, or you can press the Insert Key (INS) on your keyboard when the cursor is in one of the boxes, which will open the list that corresponds to the Selection Criteria chosen.

To choose an item from the list, click on the Vendor, Department, User Sort, PLU, or Part Number that you would like to include on the worksheet.

Click on [Select] on right hand side of the window

5. If you would like to include a range of Selection Criteria, type a different value into the through box to the right of the from box into which you typed the first value.

6. Repeat Steps 4 and 5 if you would like to add additional Selection Criteria ranges to the worksheet.

7. Alternately, rather than selecting the Vendors, Departments, User Sorts, PLUs, or Part Numbers that you want to include in the worksheet, you can select the Vendors, Departments, User Sorts, PLUs, or Part Numbers that you do not want to include in the worksheet. Type them into the To/From boxes following the process in Steps A and B, and check the checkbox of the Exclude box in question.

Using these two methods, you can, for example, include a particular range of Vendors but exclude a particular Department under those Vendors from the worksheet using a combination of Selection Criteria.

8. Click on [OK] when you are finished adding Sort Options and Selection Criteria.

9. If you have a Memor scanner set up in ARBAPRO, you will be asked if the worksheet is intended for update by your scanner or if it will be uploaded manually.

If you intend to use your Memor scanner for physical inventory, click on [Yes]. This is very important to ensure that the physical inventory data uploaded from the scanner correctly updates your On Hand inventory totals.

Reset Year to Date Totals

The Reset Year-to-Date Totals option allows you to reset your Year-to-Date sold, Year-to-Date received, and Vendor Year-to-Date received totals. You should only select this option if you want everything to be zeroed out.

Steps to Reset Your Year-to-Date Totals

1. Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click on Reset Year-to-Date Totals on the Utilities window.

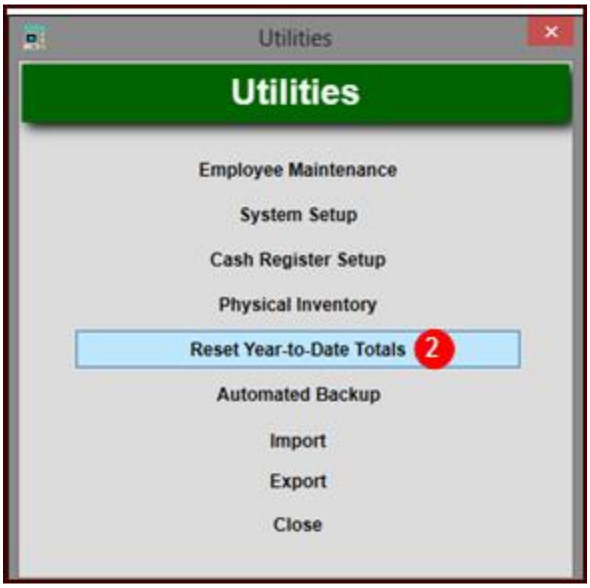


Figure 37 Reset year to be Date Totals

3. You will be asked if you are sure that you would like to reset your Year-to-Date totals. If you would like to reset them, click on [Yes]. If not, click on [No].

You will not be able to use your registers while the totals are being reset, so do not reset the totals while your registers are in operation.

Automated Backup

The Automated Backup option allows you to schedule backups of the data stored in ARBAPRO at a set time every day, which is highly recommended. Your registers cannot be running while a backup occurs, so you should choose a time when your store is closed. If your store does not close, you may need to schedule a time when the registers will briefly go offline and purchases will not be able to be made.

Steps to Set Up Automated Backups

5. Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.
6. Click on Automated Backup on the Utilities window. The Automated Backup window will open

Figure 38 Menu - Automated Backup

7. Select the time you would like backups to run by clicking on the up and down arrows next to the 24-hour clock until you get to your selected time.

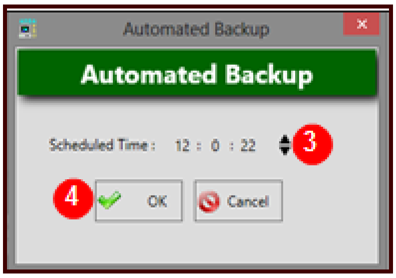


Figure 39 Administrator user if and password

4. Click on [OK]. The backups will run at the selected time each day.

Import

The Import option allows you to upload Inventory, Vendor, and Sales History files into ARBAPRO. This is particularly useful if you have existing Inventory, Vendor, or Sales History files saved in ASCII format or if you have an additional location, with which you want to share Inventory and Vendor information.

Steps to Import Files into ARBAPRO

1. Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click on Import on the Utilities window. The Import from ASCII window will open.

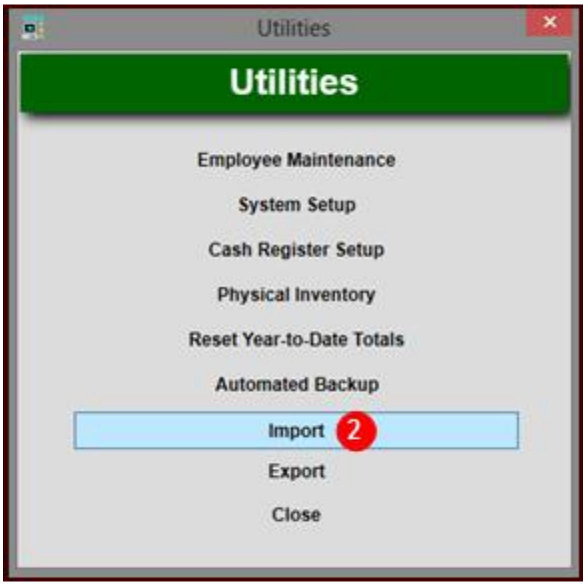


Figure 40 Import

3. Select the type of file that you would like to import by clicking on it in the Import to ASCII window

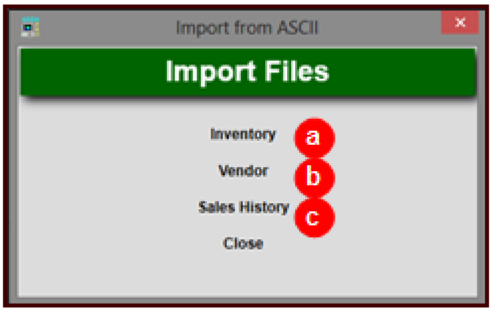


Figure 41 Import to Different files

a. **Inventory** - Select this option if you would like to upload an inventory list into ARBAPRO.

b. **Vendor** - Select this option if you would like to upload a vendor list into ARBAPRO.

c. Sales History - Select this option if you would like to upload a file containing your sales history into ARBAPRO

4. You may be prompted to select either ASCII or CSV as your file type. Click on [ASCII] if your file is saved as an ASCII file or click on [CSV if your file is saved as a CSV file.

5. You will be asked if you want to empty the Inventory / Vendor / Sales History file before importing. If you would like to empty it, click on [Yes]. If not, click on [No].

The file will import into ARBAPRO (you may see a Please Wait window if the file being imported is large).

Export

This section provides information related to export file of Inventory, vendor, sales history and its approach for updating.

Figure 42 Export

Select the type of file that you would like to export by clicking on it in the Import to ASCII window

Figure 43 Export to ASCII

a. **Inventory** - Select this option if you would like to export your inventory list.
b. **Vendor** - Select this option if you would like to export your vendor list.
C. **Sales History** - Select this option if you would like to export your sales history.
4. You will be prompted to select either ASCII or CSV as your file type. Select [ASCII] if you want your file saved as an ASCII file, or click on [CSV] if you want your file saved as a CSV file.
5. Click on [Start]. Your file will be exported.

Gift card Auto Load

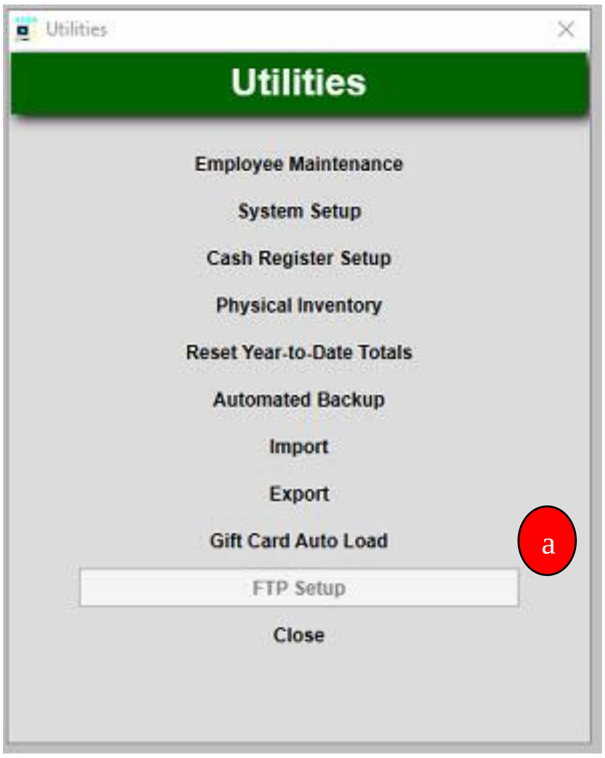
In this section discuses about Gift cards that can add in cash register. The Reason for this addition is for season celebrations, gift cards can be added to total payout at the cash register setup.

In this Manager Module, can add definite Number of cards from Beginning to ending Number.

Cash registers can use it f customer is liable for gift card based on purchase or item taken.

- To open the Gift card Auto load.
- Click on Utilities on right hand side down or on the Menu top.

a. Click on Gift card Auto Load



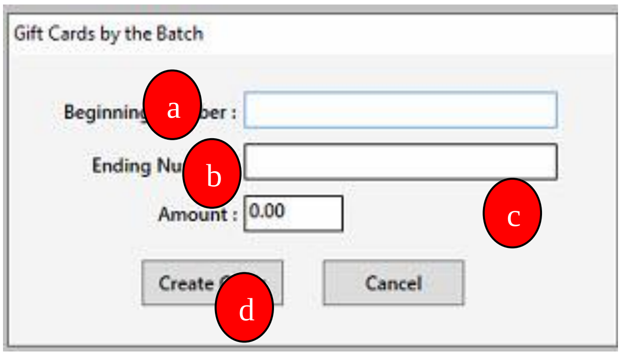
Once the Gift card Auto Load Window Opens

e. Enter Beginning No#:

f. Enter Ending N0#:

g. Enter the Amount for each Gift card.

h. Click on Create Cards.



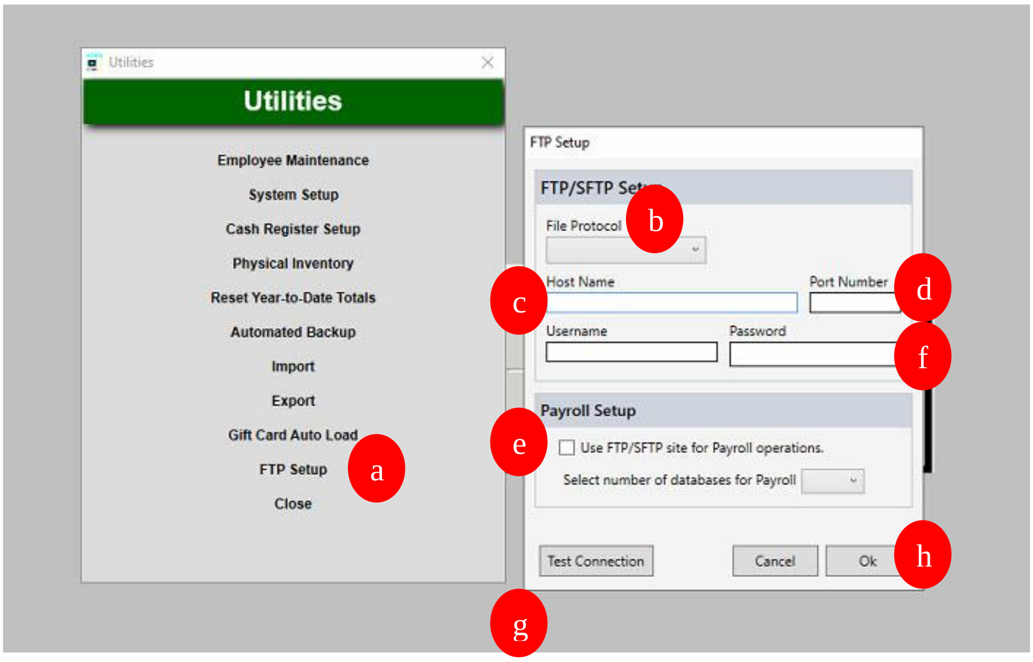
The card feature is enable whenever there is a seasonal festive occasions and it enable Register to add up gift card, if customer prefers or buys items from Retails

FTP Setup

This section provides information on file transfer protocol list that can be accessed from payroll deduction process

b. Click FTP setup

FTP Setup Window Opens



i. Click on FTP Setup field

In separate window FTP Setup window open with various fields

j. File protocol is a drop down field

Manger or admin can choose the ways; the file can be transferred securely

k. Host Name :Enables the admin to send file to host serve Name

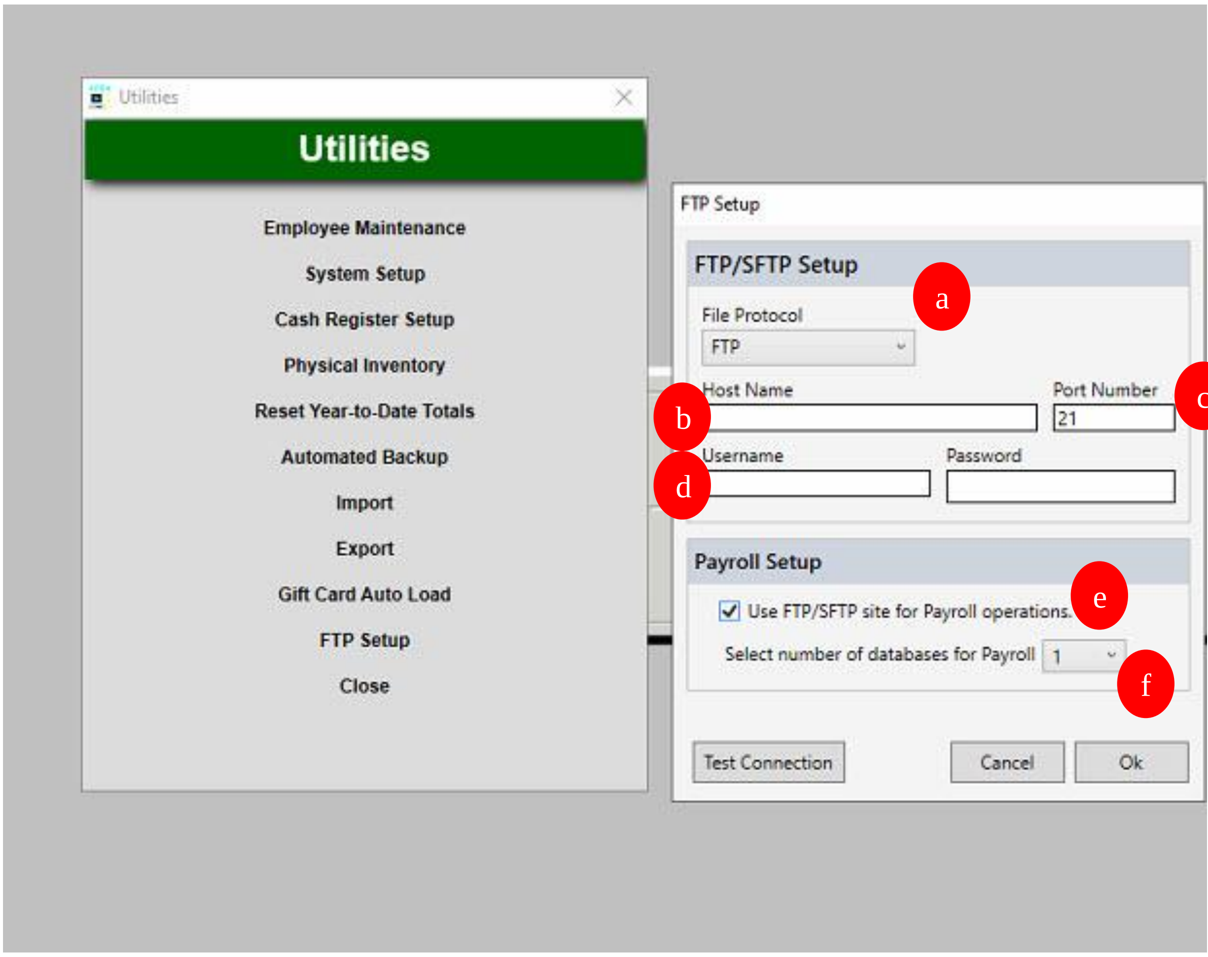
l. Port: Server data path

m. Payroll setup: used for making authentication for payroll operations

n. Username and password: login to the user for authentication of source

o. Test connection: To test the service working

p. Click[Ok]



The FTP setup comes three way of file transfer or sharing

Click on File protocol drop menu.

g. Select FTP

The file from cash register data transfer to employee Payroll Management

h. Enter Host Name

i. Enter Port Number

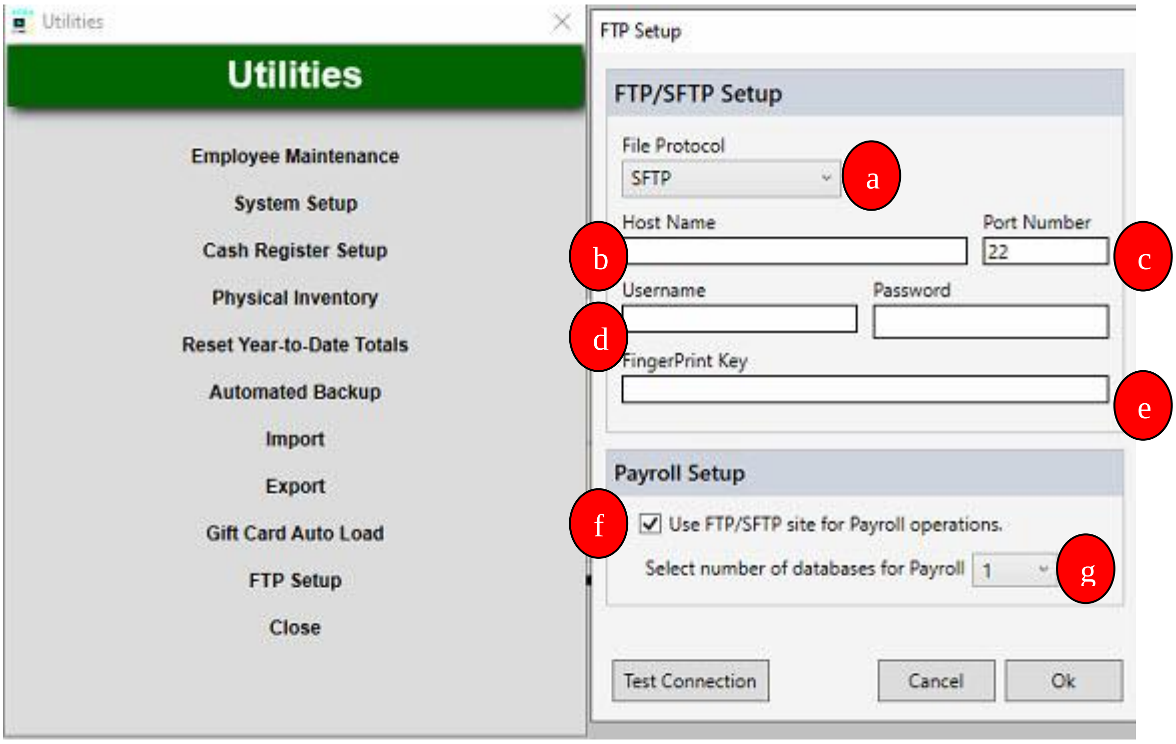
j. Enter the Username and Password

k. Select the Number of Database for Payroll dropdown

l. Click [Ok] for Transfer

Note: see page No#59 to 60 for field explanation

SFTP Protocol



j. Click SFTP for Payroll Operations

k. Enter Host Name, file to be transferred securely

l. Port Number for secure Access

m. Enter login credentials Username & Password

n. Fingerprint Key: highlighting effective work

o. Select number of the Database of payroll

p. Click on Dropdown Menu

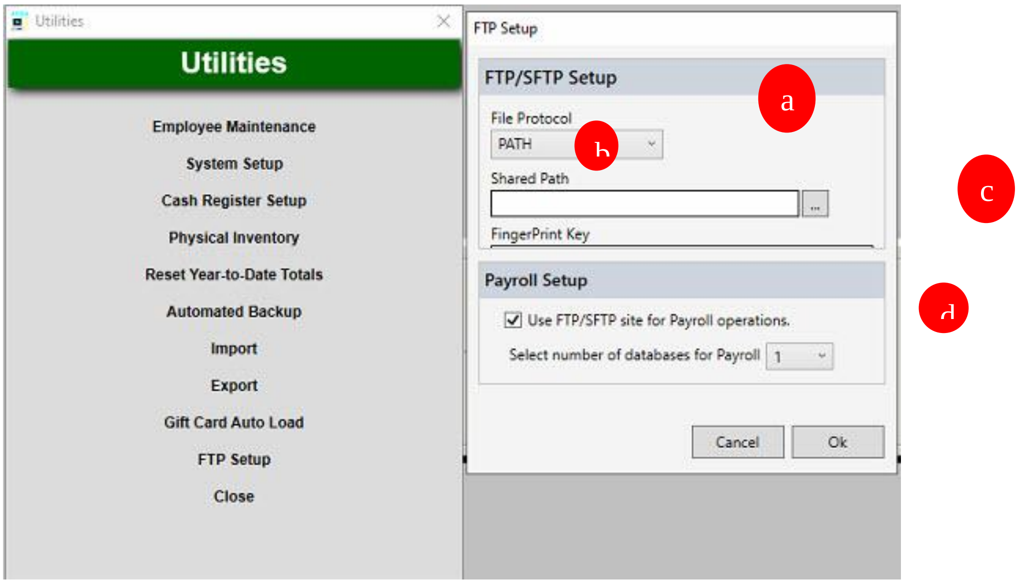
As we have assigned database 1

Test connection

q. Click on Test connection, if the connection is fine.

r. Click ok if the test result is success

Path Protocol



e. Click on the Drop down selection

f. Click on PATH, Which is secure file transfer protocol

g. Enter the Shared Path

h. Tick the check box, Use the FTP.SFTP site for Payroll Operations

Select number of the Database of payroll.

Click on Dropdown Menu

As we have assigned database 1

Sales Tax Definition

The Sales Tax Definition option allows you to define the sales tax rules governing your inventory and calculated by your cash registers. You will want to set these rules so that you are charging the correct amount of tax for purchases.

Steps to Get to Sales Tax Definition

1. Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.
2. Click on Cash Register Setup on the Utilities window.
3. Click on Sales Tax Definition. The Tax Tables window will open.

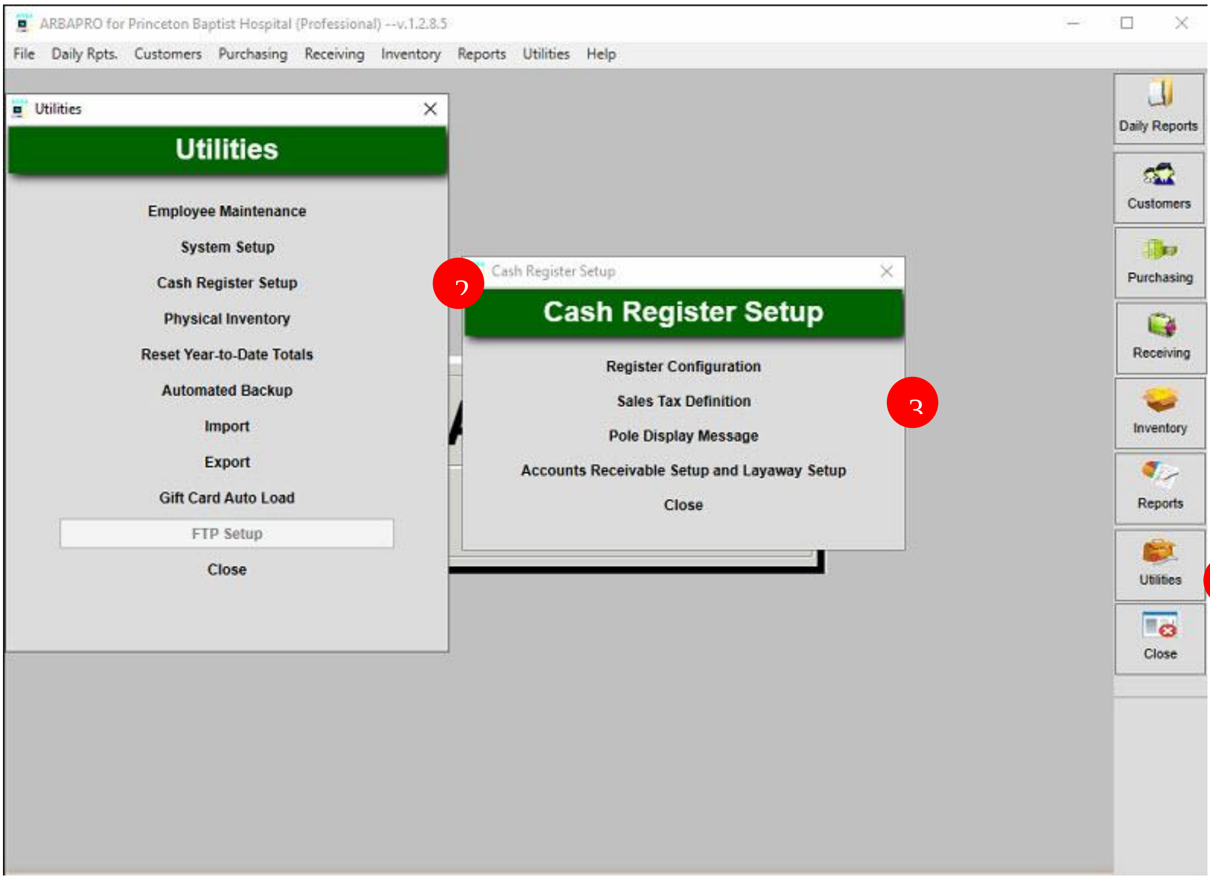
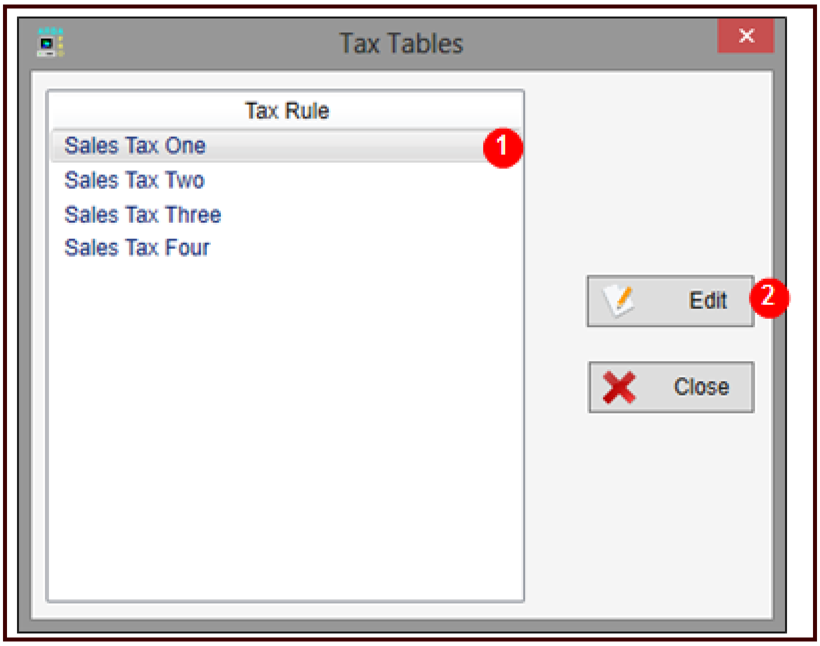


Figure 44 Sales tax Definition

The Tax Tables Window

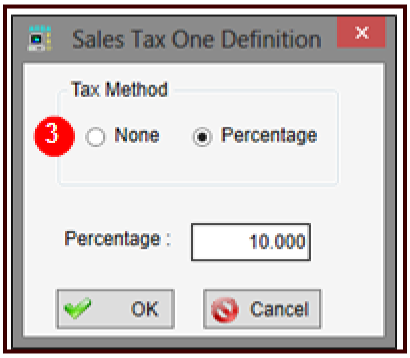
You will need to edit the tax rules in ARBAPRO to reflect the tax rates in your community. ARBAPRO has four tax rules by default; if you do not have four tax rates that affect purchases made in your store, you do not have to use all of the tax rules.

1. Click on the tax rule that you would like to edit.



Tax Tables

2. Click on [Edit]. The Sales Tax One / Two / Three / Four Definition window will open. Select the Tax Method. Choose none if you would like no tax to be applied using the rule in question, and choose Percentage if you would like the tax rate to be applied as a percentage of the price of an item.



Option for sales tax Definition

4. Type the percentage that is your tax rate.

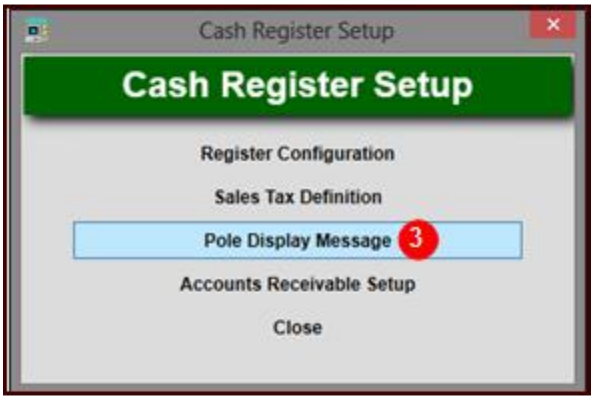
5. Click on [OK]. Repeat Steps 1 through 5 with the other tax rules for any additional tax rates.

Pole Display Messages

The Pole Display Message option allows you to change what message appears on the display screen that faces the customer.

Steps to Get to Pole Display Message

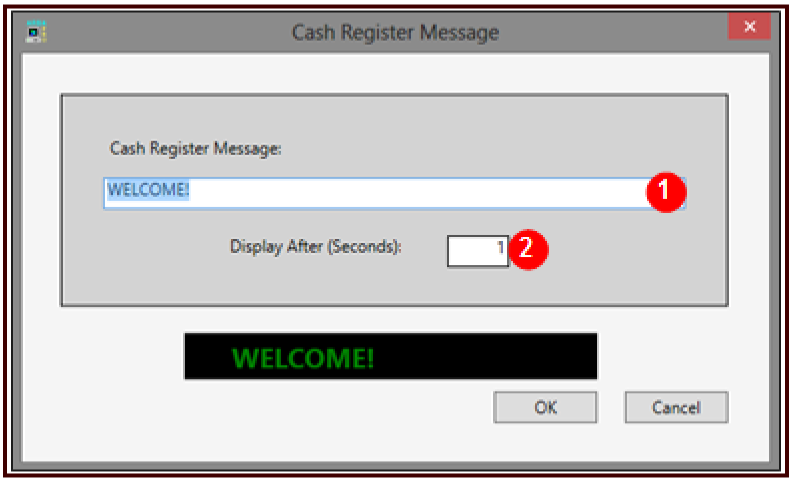
1. Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.
2. Click on Cash Register Setup on the Utilities window.
3. Click on Pole Display Message. The Cash Register Display window will open.



The Cash Register Message Window

The Cash Register Message window governs what message displays on your customer/pole display when a cashier is between transactions. You can edit both the message as well as the amount of time before the message is displayed.

1. Type the message that you would like to appear on the customer/pole display in the text box.



Cash register Message

2. Type the number of seconds that you would like the cash registers to wait before displaying the message. The delay will be the amount of time since any register activity; if your store is busy, a short delay works best as the message will rarely appear with a longer delay.

3. Click on [OK]. The message will now show up on your customer/pole display.

System Setup

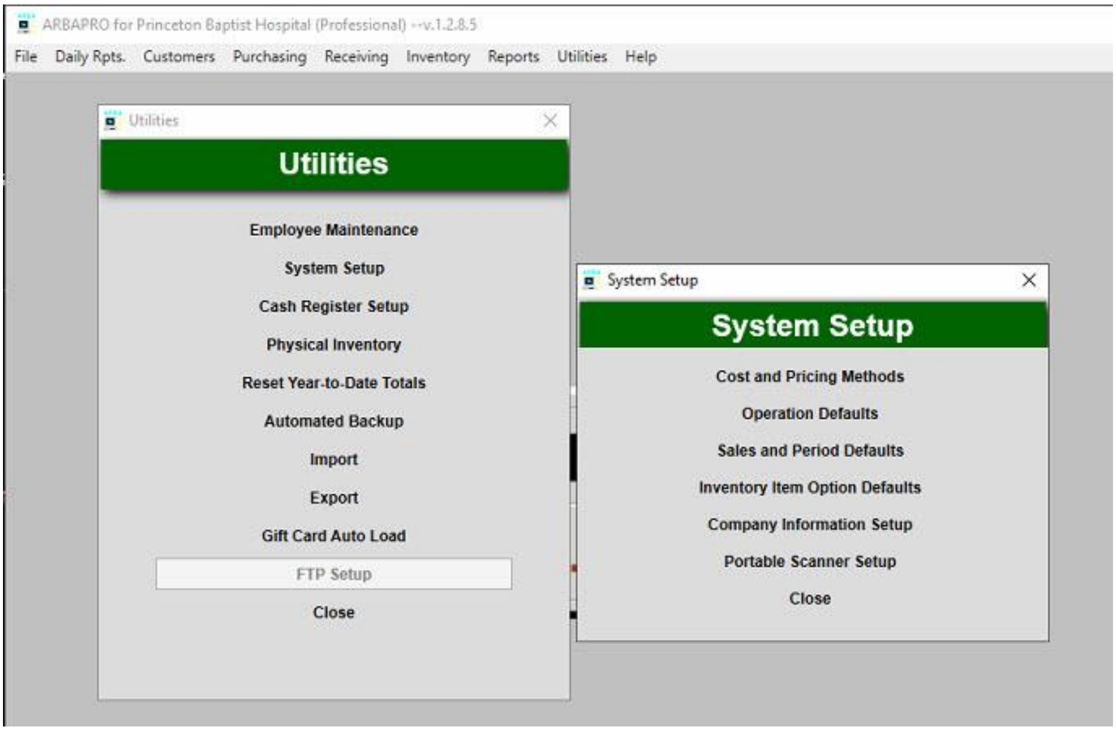
This feature contains information on setting up system defaults for a variety of options, including cost and pricing; PLU and Purchase Order numbers, tabs, and price/shelf tags; sales periods, fiscal years, and pay periods; and inventory options. It also allows you to set up your company's billing and shipping information and to configure your portable scanner settings.

3.2.1 Cost and Pricing Methods

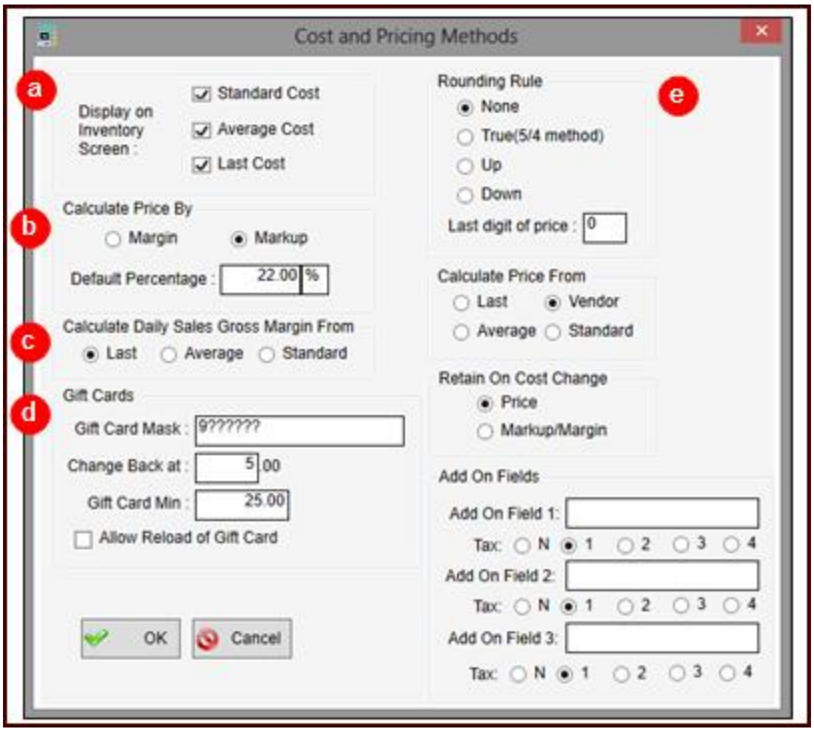
The Cost and Pricing Methods option allows you to adjust the costs that display on the inventory screen, your default price calculation methods, your gift card settings, the rounding method that is used by the cash register(s), and the name and tax settings for the Inventory Add on Fields.

Steps to Get to Cost and Pricing Methods

Click Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen



1. Click on **System setup** and you get another Window with various Features



The Cost and Pricing Methods Window

You can set your cost and pricing methods by adjusting the settings in the Cost and Pricing Methods window.

1. Select the Cost and Pricing Methods options you would like to use.

a. **Display on Inventory Screen** - Select the checkboxes for the information that you want displayed in an item’s inventory window.

Operational Default

The Operation Defaults option allows you to adjust the default settings for PLUs, Purchase Orders, Preferred Pricing Groups, and Price and Shelf Tags. You can set the amount of time Sales Quotes are retained, whether or not Freight Costs are tracked in Receiving, whether messages are logged or not, and whether or not the customer’s Social Security Number is shown on the A/R tab. It also allows you to adjust the default tab upon opening inventory and customer searches in the cash register.

Steps to Get to Operation Defaults

Click on Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.

Click on System Setup on the Utilities window.

Click on Operation Defaults on the System Setup window. The Operation Defaults window will open.

Sales and Period Defaults

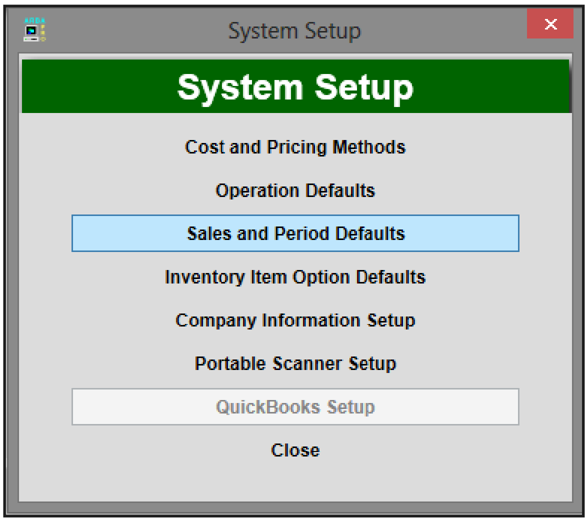
The Sales and Period Defaults option allows you to adjust the default settings for fiscal week, fiscal year, and pay period.

Steps to Get to Sales and Period Defaults

1. Click Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click System Setup on the Utilities window.

3. Click Sales and Period Defaults on the System Setup window. The Sales Period Setup window will open



The Sales Period Setup Window

You can adjust your fiscal and period settings in the Sales Period Setup window.

1. Select the Sales Period Setup options you would like to use.

   a. Last Day of Fiscal Week - Select the last day of your fiscal week.

   b. **Last Month of Fiscal Year** - Select the last month of your fiscal year so that ARBAPRO will know when to reset your yearly sales and receiving totals.

   c. **Pay Period Type** - Select the pay period type that you use.

   d. **Last Day of Pay Period** - Select the day that is the last day of your pay period (this option will be available if you set your pay period type to Weekly or Bi-Weekly).

   e. **Current Week of Pay Period -** If you chose the Bi-Weekly pay period type, select 1stif you are currently in the first week of the pay period, or 2nd if you are currently in the second week of the pay period.

   f. **First Pay Date:/Second Pay Date** - If you chose the Semi-Monthly pay period type, type the day of the month that the first pay period ends. ARBAPRO will automatically type the day of the month that the second pay period begins.

2. Click **OK** when you are finished making your selections.

Inventory Item Option Defaults

The Inventory Item Option Defaults option allows you to adjust the default settings for new inventory items, including sales tax settings, tag settings, and the order method.

Steps to Get to Inventory Item Option Defaults

1. Click **Utilities** on the menu bar at the top of the screen or on the menu bar down the side of the screen.

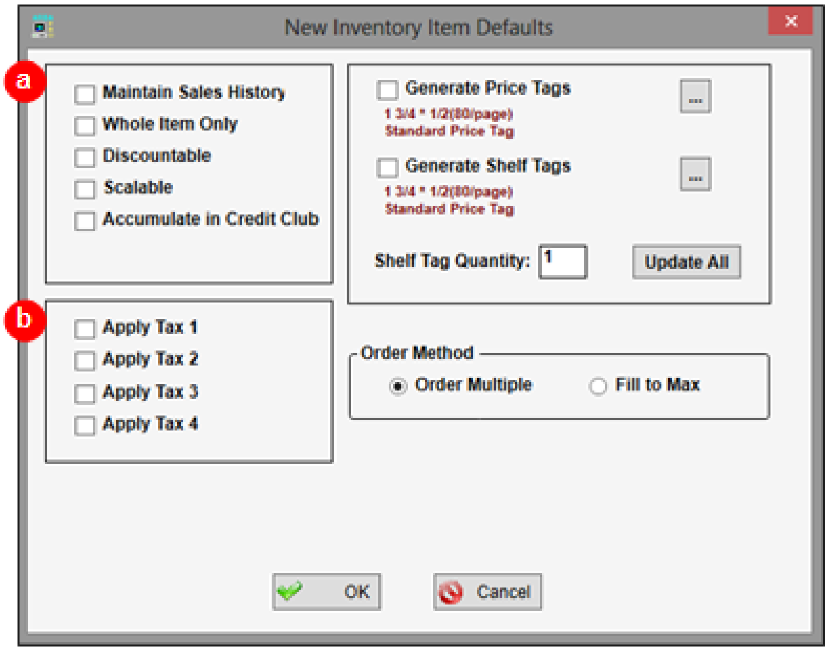
2. Click **System Setup** on the Utilities window.

3. Click **Inventory Item** Option Defaults on the System Setup window. The New Inventory Item Defaults window will open.

The New Inventory Item Defaults Window

You can adjust your new inventory default settings in the New Inventory Item Defaults window. You should select the setting that you want applied to the majority of your inventory in this window. The settings for each new item entered into ARBAPRO can be changed, regardless of the default settings.

1. Select the New Inventory Item Defaults options you would like to use for the majority of items added to your inventory.



a. **Checkboxes**

- Maintain Sales History - (Recommended). Check this box if you want ARBAPRO to keep a detailed sales history for items.

- Whole Item Only - (Recommended). Check this box if items can only be sold as a whole. If the item can be broken up, such as selling half an order of something, the option should be unchecked.
- Discountable - Check this box if you want items to be discountable by any cashier. If this box is not checked, only those designated as managers will be able to discount items.
- Scalable - Check this box if you want items to be weighed on a scale.
- Accumulate in Credit Club - Check this box if you want items to be counted toward a credit club.

b. **Taxes**

- Apply Tax 1/2/ 3/4 - Check the checkbox for the tax rate that will be applied to the majority of your items.

c. **Tags**

- Generate Price Tags - (Not Recommended). Check this box if you want ARBAPRO to automatically generate price tags for items. Click […] to select the default layout for your price tags.
- Generate Shelf Tags - (Not Recommended). Check this box if you want ARBAPRO to automatically generate shelf tags for items. Click […] to select the default layout for your shelf tags.
- Shelf Tag Quantity - Type the number of shelf tags you would like printed for items.
- Update All - Click [Update All] to update the tag settings for all inventory items.

d. Order Method

- Order Multiple - If you want to order a certain quantity of an item when it hits its reorder point, select this option.
- Fill to Max - If you want to set an On Hand Maximum quantity of items and place orders to fill that quantity, select this option.

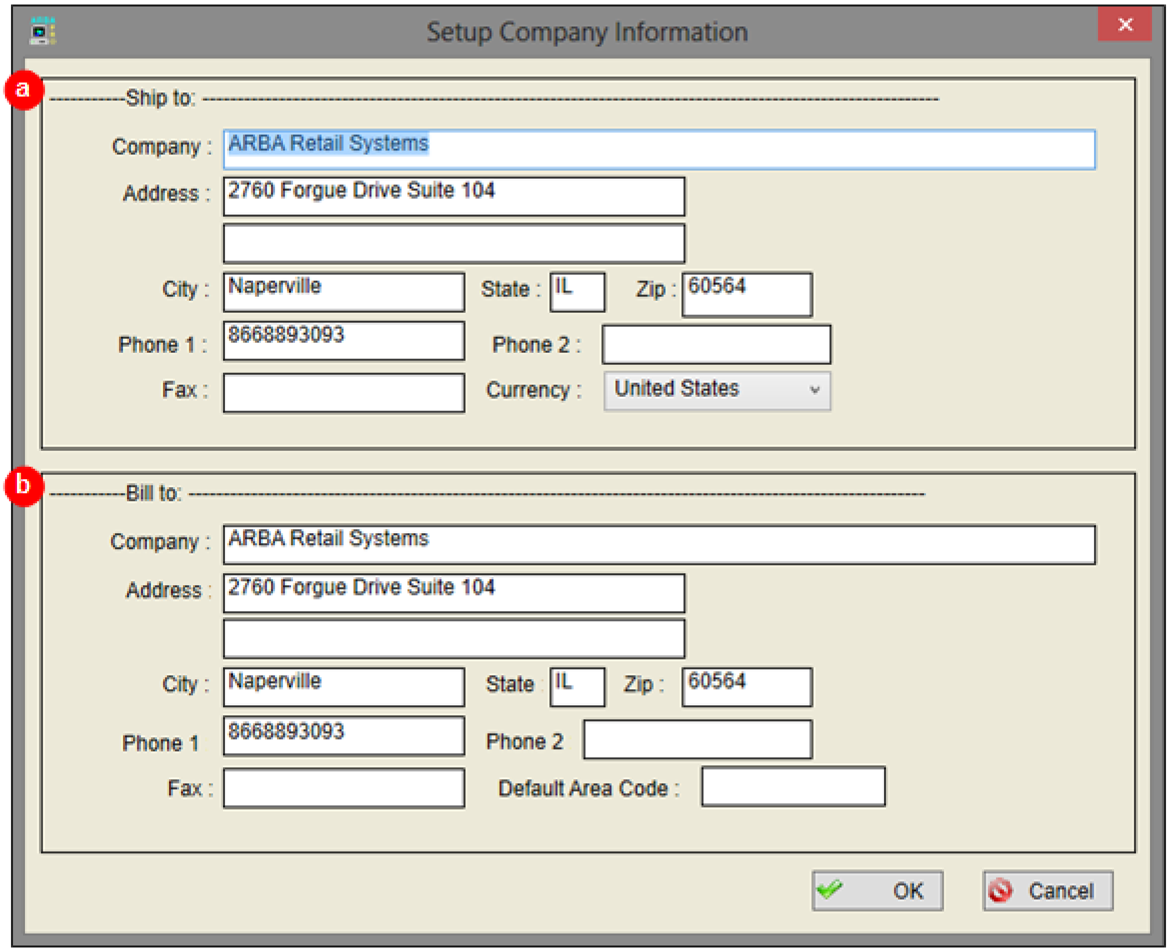
1. Click **OK** after selecting required options

Company Information Setup

The Company Information Setup option allows you to enter the default billing and shipping addresses for your company, which will be automatically filled in on purchase orders. The name entered on this screen will also be the name that shows up at the top of the ARBAPRO window and on your register screen.

Steps to Get to Company Information Setup

1. Click Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.
2. Click System Setup on the Utilities window.
3. Click Company Information Setup on the System Setup window. The Setup Company Information window will open.



Portable Scanner Setup

The Portable Scanner Setup option allows you to set up how your portable scanner will operate and to adjust its settings, if you use a portable scanner.

Steps to Get to Portable Scanner Setup

1. Click Utilities on the menu bar at the top of the screen or on the menu bar down the side of the screen.
2. Click System Setup on the Utilities window.
3. Click Portable Scanner Setup on the System Setup window. The Setup Portable Scanner window will open.

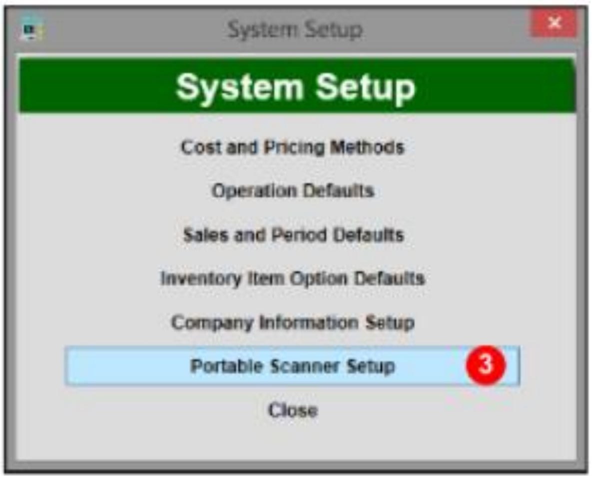
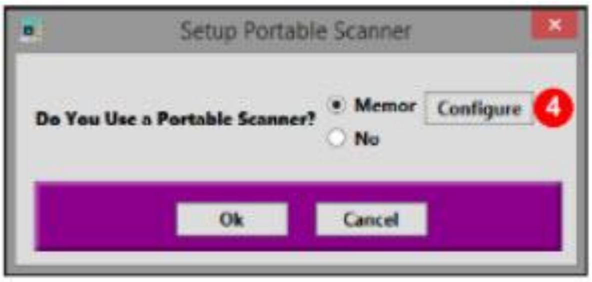


Figure 45 Portable scanner setup

4. You will be asked if you use a portable scanner. If you do, click the circle next to Memor, and then click [Configure]. The Mobile Data Collection Options window will open.



If you do not use one, click [Cancel]

The Mobile Data Collection Options Window

You can adjust the default settings for your portable scanner in this window.

1. Select the Mobile Data Collection options you would like to use

Customers

The Customers option allows you to add, edit, and delete customers. You can also change a customer's ID in this area. The Customers section is necessary if you have Payroll Deduction, Customer Credit Clubs, or Preferred Pricing Groups. If you have Payroll Deduction, your ability to add, edit, and delete customers may be limited depending upon how your Payroll Deduction system is set up; for example, many Payroll Deduction users cannot make permanent changes to a customer's information, as files are uploaded each night which override any changes that were made.

Steps to Get to Customers

1. Click Customers on the menu bar at the top of the screen or on the menu bar down the side of the screen.

Figure 46 Customer Perspective

2. Click Customers in the Customers window. The Customers window will open.

Figure 47 Customer Window

The Customers Window

The Customers window shows all of the customers that you have entered into ARBAPRO.

a. You can sort the customers list by Customer ID, Name, Zip Code, or City.

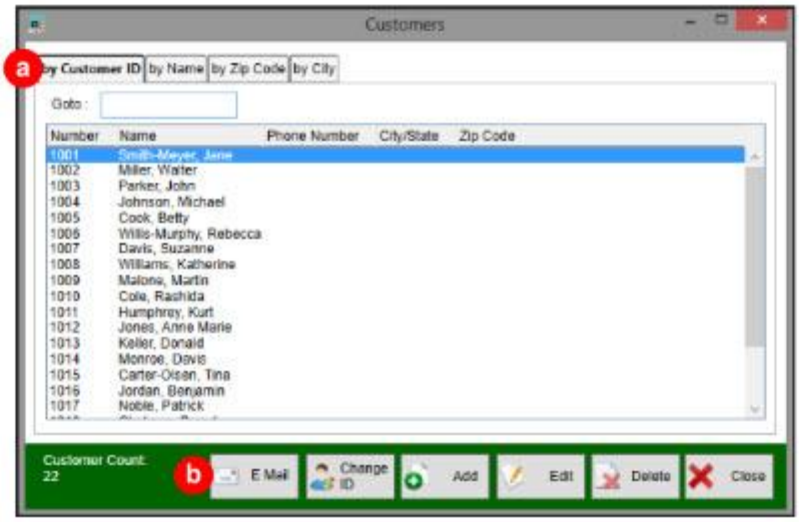


Figure 48 Email Customers

a. You can add, edit, and delete customers, as well as change their IDs in this window as well.

Add a Customer

You can add a customer to ARBAPRO in the Customers window.

1. Click [Add] in the Customers window. The New Customer window will open.

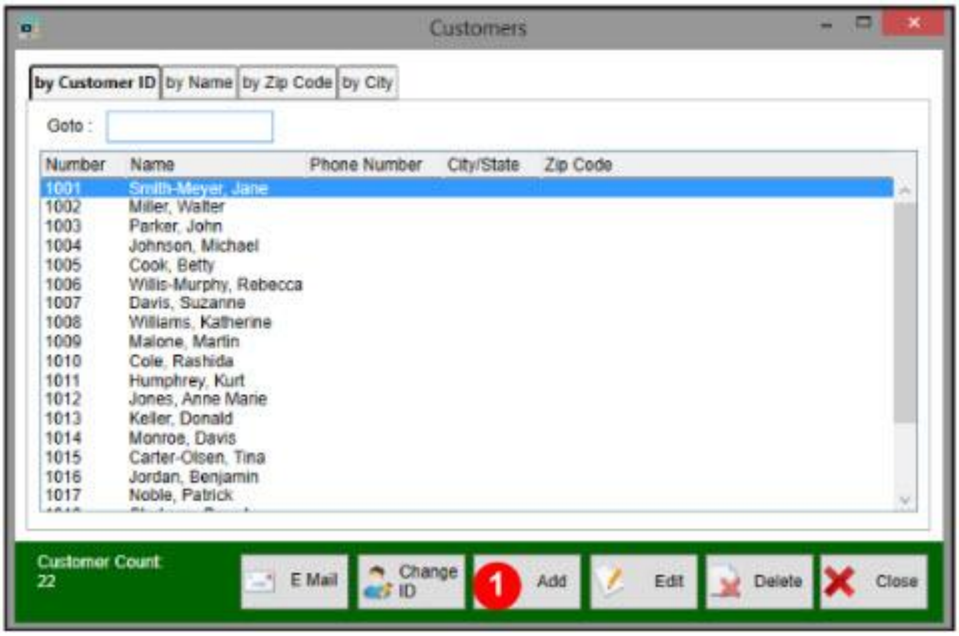


Figure 49 add a customer

2. Fill in the customer's information under the General Tab in the New Customer window.

a. Cuts Number - Type the customer's ID number in this box. If you have Payroll Deduction, the number will likely be the employee's employee/badge number.

b. Date Added to File - The date on which you created the customer file will automatically be filled in by ARBAPRO.

c. First Name - Type the customer's first name in this box.

d. Last Name - Type the customer's last name in this box

e. Title - Type the customer's title (if applicable) in this box.

f. Company - Type the customer's employer (if applicable) in this box. This box can bemuse for the customer's division of the company, if all customers work at the same Employer.

g. Address - Type the customer's street address of residence in this box, and in the one below if extra space is needed.

H. Dept. - Type the customer's department (if applicable) in this box.

I. City - Type the customer's city of residence in this box.

j. State - Type the customer's state of residence in this box.

k. Zip - Type the customer's zip code of residence in this box.

l. Email - Type the customer's email address in this box. This is particularly useful if you send out a newsletter.

m. Birthday - Type the customer's date of birth in this box. This is particularly useful if you do any sort of birthday promotions.

n. Phone # - Type the customer's phone number in this box.

o. Fax - Type the customer’s fax number in this box (if applicable).

p. This box can be customized in the Define Customer Characteristics window (for more information, see page 435).

q. This box can be customized under the Define Customer Characteristics window.

r. Notes - Type any notes for the customer in this box.

s. Taxable/Tax ID - If the customer is tax exempt, uncheck the Taxable box and enter their Tax ID in this box.

t. Mail List Only - Check this box if you do not want to collect any purchase information (such as PLUs) for this customer. Do not check this box if you have Payroll Deductions.

u. Bad Check - Check this box if the customer’s check should not be accepted; this will not provide a warning on the register.

3. Click the Pricing Tab at the top of the New Customer window when you are finished adding the customer’s information under the General Tab.

Fill in the information under the Pricing Tab, if you would like to add Preferred Pricing for the customer

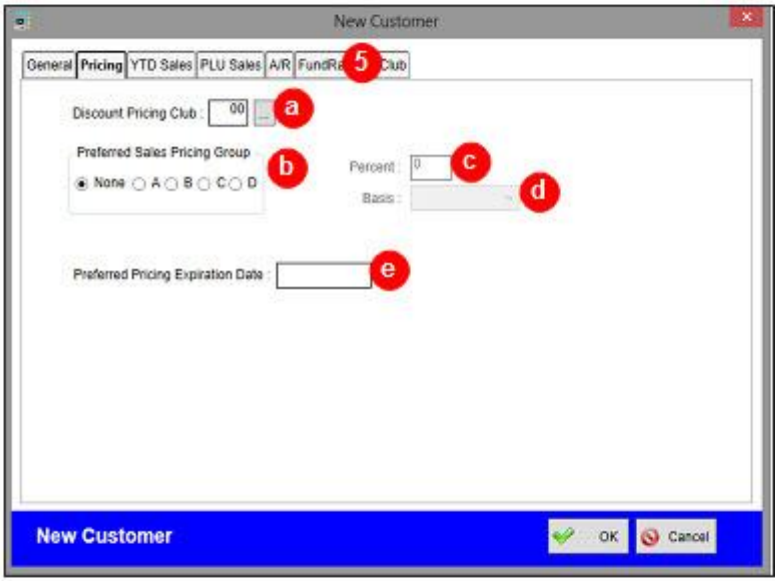


Figure 50 New customer details

a. Discount Pricing Club - Select the Discount Pricing Club you would like to apply (if any) to the customer by clicking […], which will open the Discount Clubs window.

Select the Pricing Club by clicking on it in the list and then clicking [Select] on the right side of the window. For more information on Preferred Discount Clubs, see page 450.

b. Preferred Sales Pricing Group - Select the Preferred Sales Pricing Group to which you would like to assign the customer (if any). If you select D, you will need to enter the percent and basis for the pricing.

c. Percent - Type the percentage discount you would like applied for those in Preferred Sales Pricing Group D.

d. Basis - Choose from this drop down menu if you would like those in Group D to be charged at cost. Select the basis for that cost by choosing either Average, Last, Standard, or Vendor. This option can be useful if you sell merchandise to store employees at cost.

e. Preferred Pricing Expiration Date - ARBAPRO will fill in this box with the date one year from the date on which the customer was added to a Preferred Sales Pricing Group.

You can eliminate the date by clicking the text in the box so that it is highlighted and then pressing the Space Bar key on your keyboard or you can type in a new date of your choosing in the box.

5. Click the Club Tab at the top of the New Customer window after you are finished adding the customer's information under the Pricing Tab

The PLU Sales Tab

You can view a customer's PLU sales for all transactions for which the customer's ID was entered at the cash register in the YTD Sales Tab, which can be very useful when a customer has a question about a purchase.

1. Select the customer whose PLU sales you would like to view by clicking the name in the Customers window.

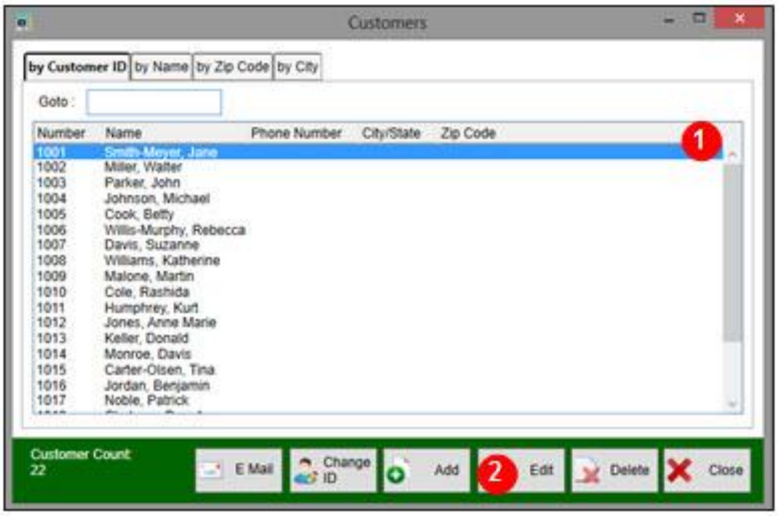


Figure 51 Edit customer Details

2. Click [Edit] in the Customers window. The Customer Name window will open.

3. Click the PLU Sales Tab

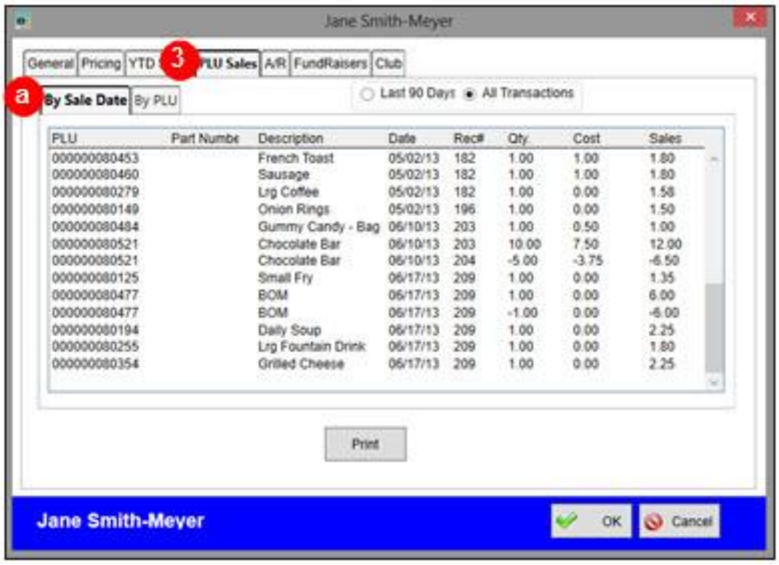


Figure 52 PLU sales

A. **By Sale Date / by PLU Tabs** - Click on the tab corresponding to the method by which you would like to sort the PLUs.

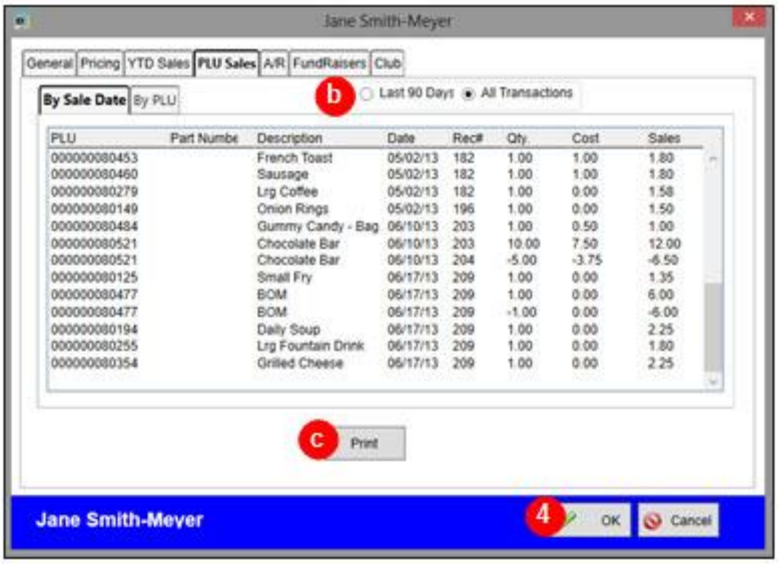


Figure 53 Fundraisers

b. Last 90 Days/All Transactions - Select the time range for which you would like to view PLUs. Last 90 Days will only show items purchased in the last 90 days, while All Transactions will show items purchased from the beginning of the customer's sales history.

c. Print - You can print the PLU Sales by clicking [Print].

I. When you click [Print], the window below will open. Select the options that you would like applied to the report.

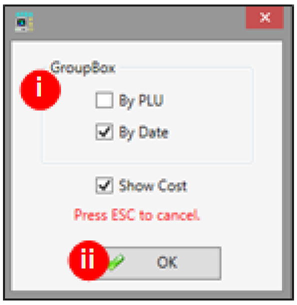


Figure 54 GroupBox

- By PLU - Check this box if you would like the report organized by PLU number.
- By Date - Check this box if you would like the report organized by Date.
- Show Cost - (Not Recommended). Check this box if you would like the report to show the cost of the items.

ii. Click [OK] when you are finished making your selections. The Date Selection window will open.

iii. Select the date ranges that you want applied to the report in the Date Selection window.

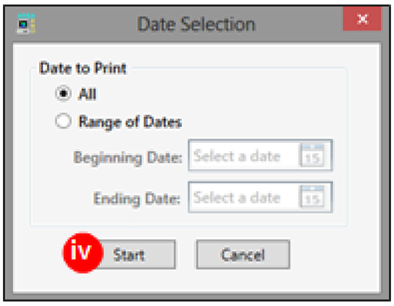


Figure 55 Data Selection

- All - Select this option if you want the report to include the customer's entire sales history.
- Range of Dates - Select this option if you want the report to include purchases from a specific range of dates.
- Beginning Date - Select the date on which you would like the report to start by clicking the calendar icon. Click the date when the calendar opens.
- Ending Date - Select the date on which you would like the report to end by clicking the calendar icon. Click the date when the calendar opens.

iv. Click [Start] when you are finished making your selections. The Preview: Customer Sales by PLU Reports window will open.

3. Click [OK] when you are finished viewing the PLU sales for the Customer.

The Preview: Customer Sales by PLU Reports Window

a. The Preview: Customer Sales by PLU Reports window allows you to print the PLU Sales Report that you generated when you click the Print button that looks like a printer.

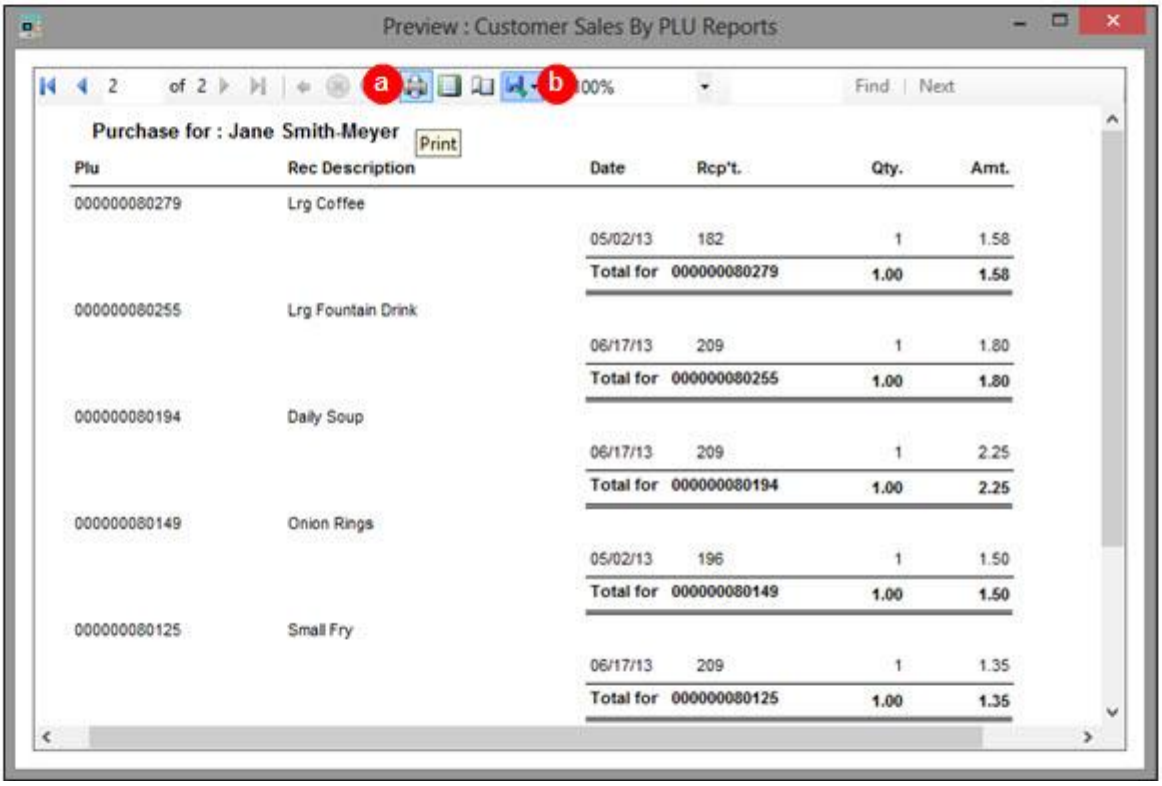


Figure 56 Customer sales By PLU Reports

a. You can also Export the information as an Excel file, PDF, or Word file by clicking on the Export button that looks like a floppy disk.

Define Customer Characteristics

The Define Customer Characteristics option allows you to manage customer labels/clubs, designate optional customer field prompts for the New Customer window, and set customer credit club defaults.

Steps to Get to Define Customer Characteristics

1. Click Customers on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click Define Customer Characteristics in the Customers window. The Customer Options window will open

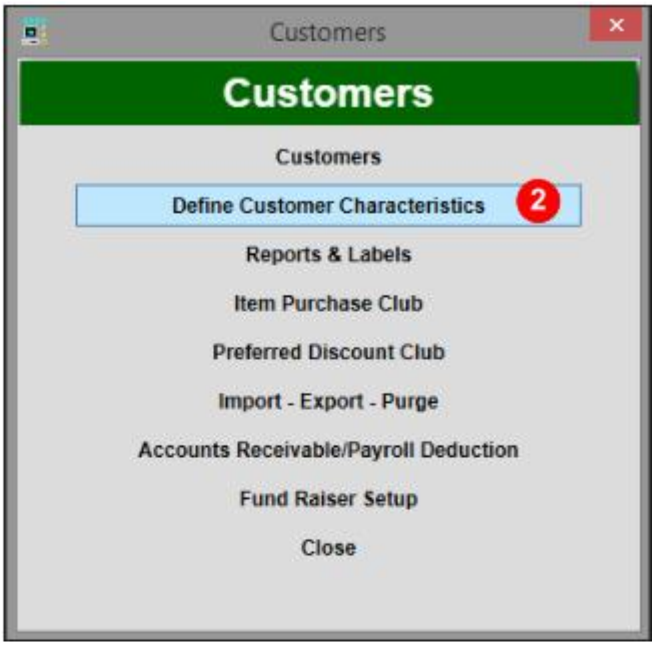


Figure 57 Define Customer Characteristics

The Customer Options Window

You can create clubs, designate the optional customer fields for the New Customer window, and set up the customer credit club defaults in the Customer Options window.

1. Fill in the options that you would like applied to your customers in the Customer Options window.

Figure 58 customer Options

a. Customer Labels/Clubs - You can view the Customer Labels and Clubs that you created in this box. For more information on Customer Labels and Clubs, including how to add, edit, and delete them, see page 438.

b. Prompt 1 - In the New Customer window, under the General Tab, there are two customizable boxes. Type the text in this box that corresponds to the information that you would like entered into the first customizable box (such as Driver's License or Cellular Phone).

c. Prompt 2 - Type the text in this box that corresponds to the information that you would like entered into the second customizable box in the New Customer window under the General Tab.

d. Customer Credit Club Defaults - You can create a credit club that gives customers accredit to be used on a future transaction when they purchase a certain dollar amount worth of eligible merchandise. The purchases accrue over multiple transactions, and the customer's current accruals can be viewed under the Club Tab in the Customers window.

The information entered into this section applies to new customers who are added to ARBAPRO, not to existing customers. That means that if you change the parameters of the credit club, you will need to edit the information for existing customers under the Club Tab in the Customers window.

e. Sales Needed to Achieve - Type the dollar amount that customers need to purchase in eligible merchandise to earn a credit club credit.

F. Credit When Sales are met - Type the dollar amount that customers earn as a credit when they reach the required eligible purchase amount.

g. Customer Preferred Pricing Group - Select the default Preferred Pricing Group to which you would like new customers to be added. The Preferred Pricing Group for existing customers will not be changed based upon this selection.

h. Ask Before Adding New Customer - If you would like ARBAPRO to prompt you before applying these settings to a new customer, check this box.

2. Click [OK] when you are finished entering information into the Customer Options window.

Add a Customer Label/Club

You can create a club for your customers in the Customer Options window. The club can be used to categorize customers into groups based upon their interests (such as a coffee club). These clubs can be used to sort customers in the Customer Short and Long Lists and to sort customers to print mailing labels, which can then be used to send promotional materials targeted to the club members' interests (for more information on these reports, see pages 479-505).

1. Click [Add] on the Customer Options window. The Adding Records window will open.

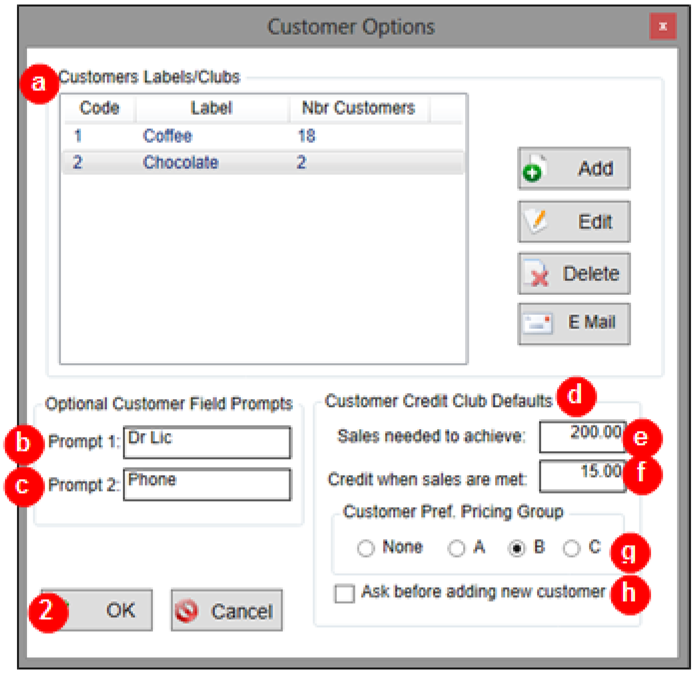


Figure 59 Customer option - label/clubs

2. Type the label for the customer club in the Label box.

3. Click [OK] when you are finished entering the label for the customer club. The club will appear in your list of customer clubs.

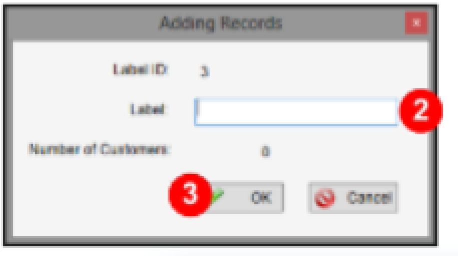


Figure 60 Adding Records

Edit a Customer Label/Club

You can edit an existing customer club's name in the Customer Options window in the event that you want to change the focus of the club.

1. Select the club you would like to edit by clicking on it in the Customers Labels/Clubs list.

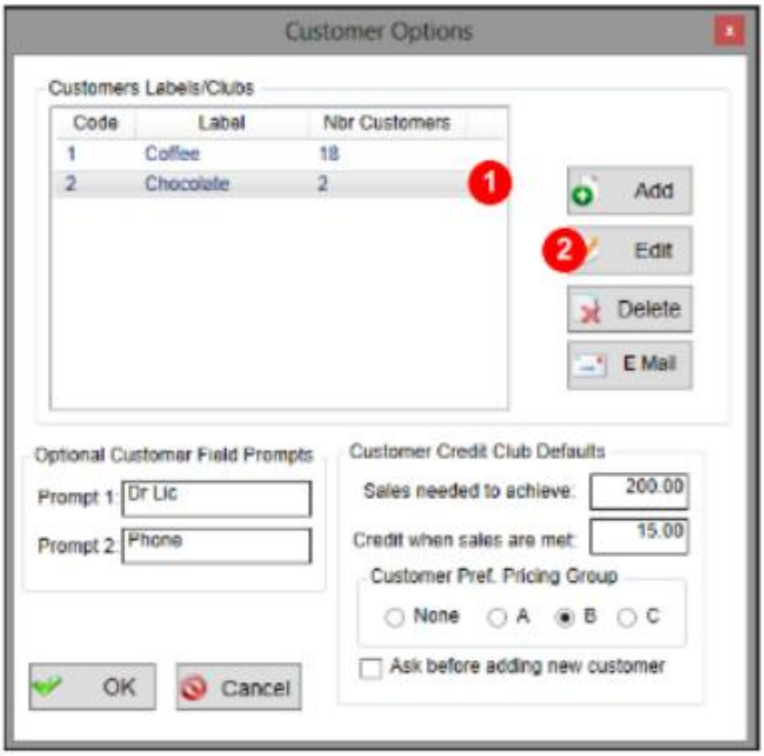


Figure 61 Customer Options - Updating Records

2. Click [Edit] in the Customer Options window. The Updating Records window will open.

3. Type the new label for the customer club in the Label box.

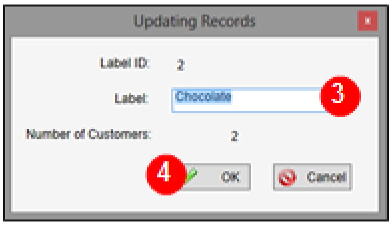


Figure 62 Updating Records

Delete a Customer Label/Club

You can delete an existing customer club's name in the Customer Options window if you no longer have need of the club.

1. Select the club you would like to delete by clicking on it in the Customers Labels/Clubs list.

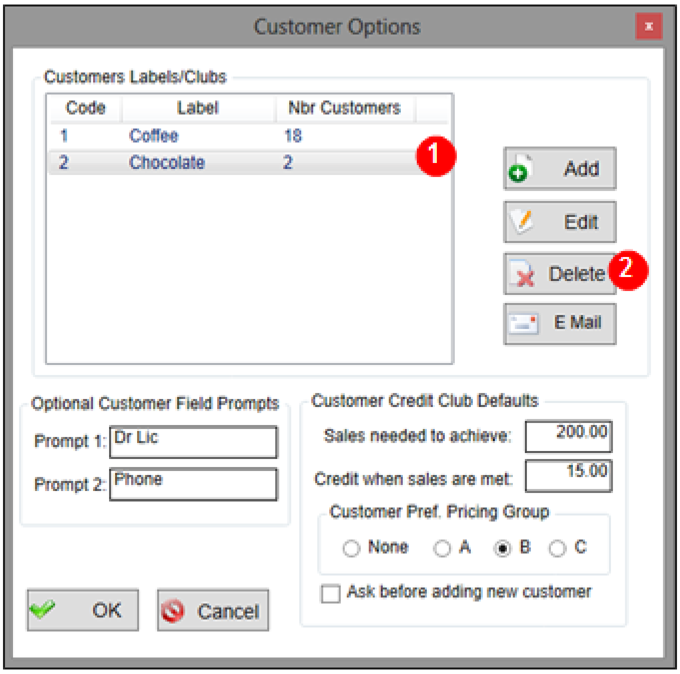


Figure 63 Customer Options - Delete

2. Click [Delete] in the Customer Options window.

3. You will be asked if you are sure that you would like to delete the club.

If you would like to delete the club, click [Yes]. If not, click [No].

Accounts Receivable/Payroll Deduction

This chapter contains information on the optional Payroll Deduction and Fundraiser portions of the software, including information on adjusting payments and credits, reports, and Payroll Deduction setup.

If you have the Fund Raiser module in ARBAPRO, you will need to select either Accounts Receivable/Payroll Deduction or Fundraiser when you click Accounts Receivable/Payroll Deduction.

Steps to Select Accounts Receivable/Payroll Deduction or Fundraiser

1. Click Customers on the menu bar at the top of the screen or on the menu bar down the sideOf the screen

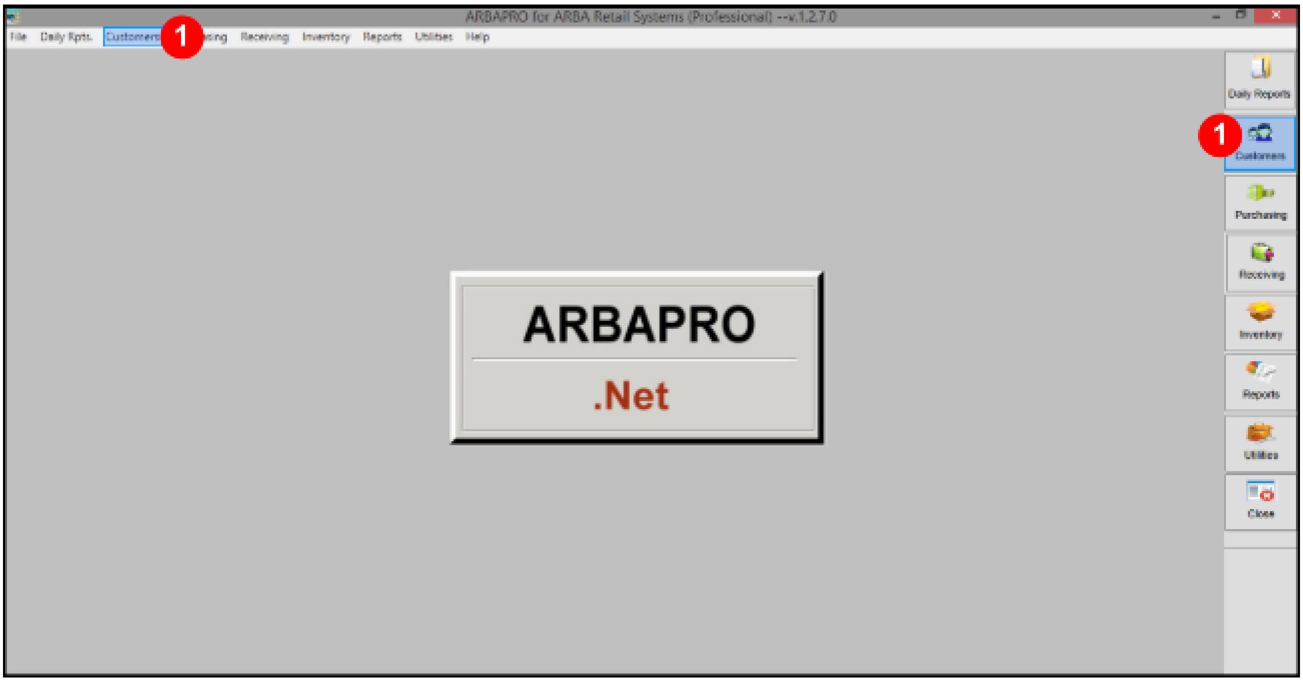


Figure 64 Customer Receivables/payroll Deduction

2. Click Accounts Receivable/Payroll Deduction in the Customers window. The Select Fund Raiser window will open.

3. Select either Accts. Receivable/Payroll Deduction

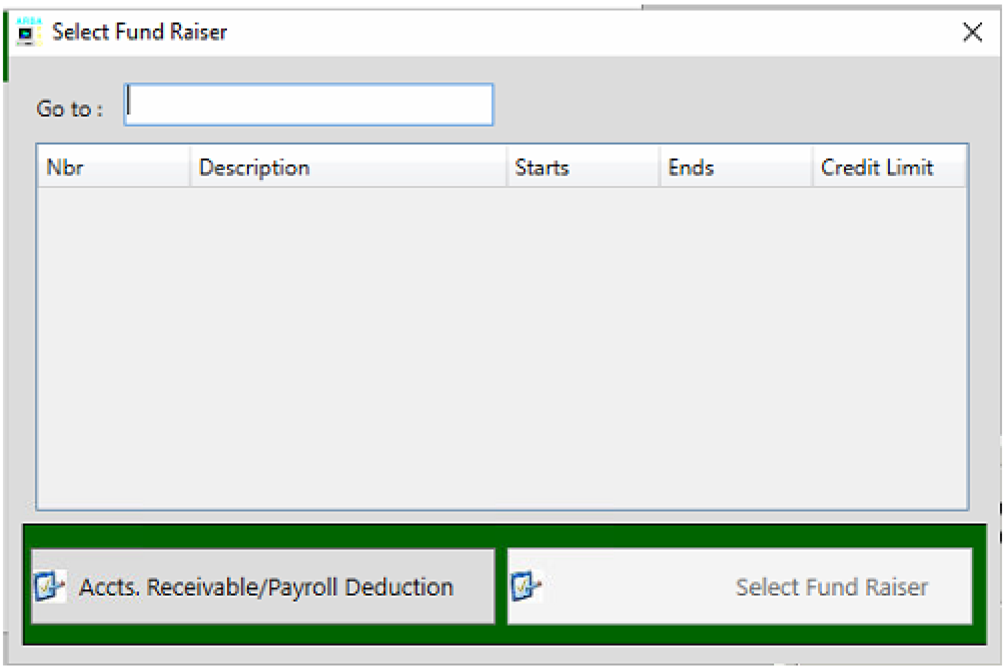


Figure 65 Selecting Fundraiser

A. Accts. Receivable/Payroll Deduction - Click [Accts. Receivable/Payroll Deduction] to view your regular Accounts Receivable/Payroll Deduction data. The Accounts Receivable/Payroll Deduction window will open.

b. Select Fund Raiser

I. Select the Fund Raiser you would like to view by clicking on it.

ii. Click [Select Fund Raiser]. The Accounts Receivable/Payroll Deduction window will open.

4. Once you have selected either Accounts Receivable/Payroll Deduction or a Fund Raiser, follow the directions in the rest of this chapter for managing your Accounts Receivable/Payroll Deduction or Fund Raiser.

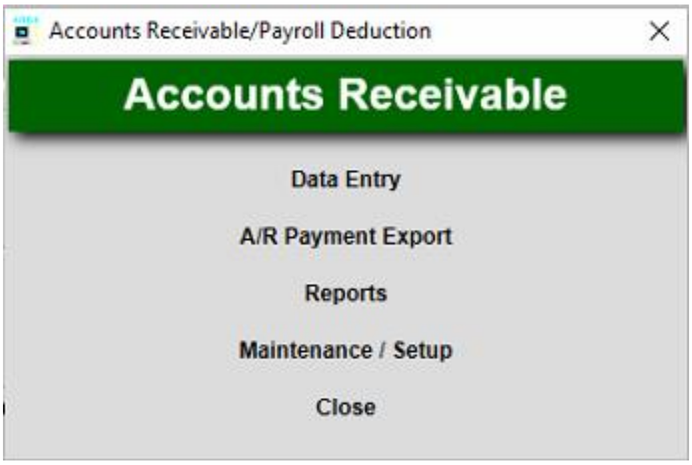


Figure 66 Account Receivable /Payroll Deduction

Data Entry

There are three options under the Data Entry heading: Charges/Adjustments, Payments, and Apply

Open Credit.

Charges/Adjustments

The Charges/Adjustments option allows you to apply a charge or adjustment to a customer's account on the manager's software. This could be necessary, for example, if a customer was incorrectly charged a lower amount for a sale or if a Fund Raiser was processed manually.

Steps to Get to Charges/Adjustments

1. Click Customers on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click Accounts Receivable/Payroll Deduction in the Customers window. The Accounts Receivable/Payroll Deduction window will open.

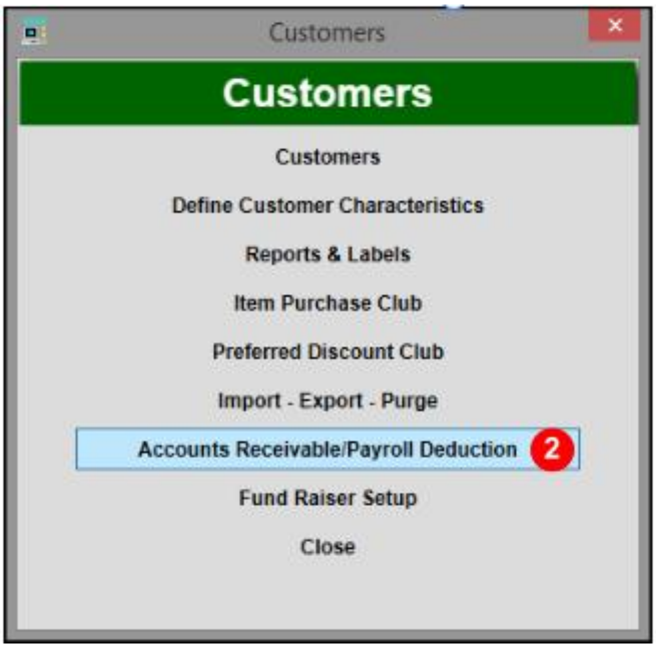


Figure 67 Accounts Receivable/Payroll Deduction

2. Click Data Entry in the Accounts Receivable/Payroll Deduction window.
   The Manual Data Entry window will open.

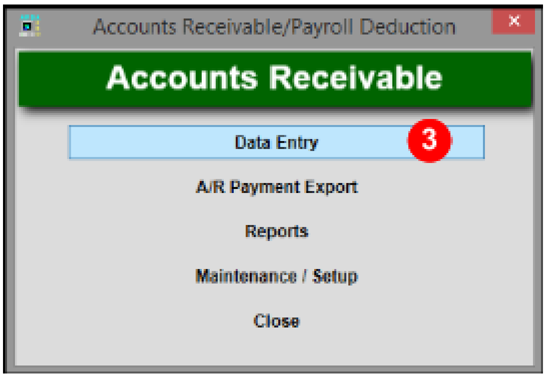


Figure 68 Account Receivable Data Entry

3. Click Charges/Adjustments in the Manual Data Entry window. The Select Customer window will open.

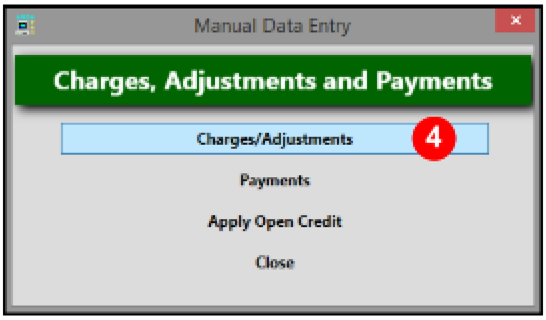


Figure 69 Manual Data entry - charges/Adjustment

The Select Customer Window

a. The Select Customer window allows you to view your customers by clicking the Customer Name, Customer Number, or Alternate Employee ID tabs.

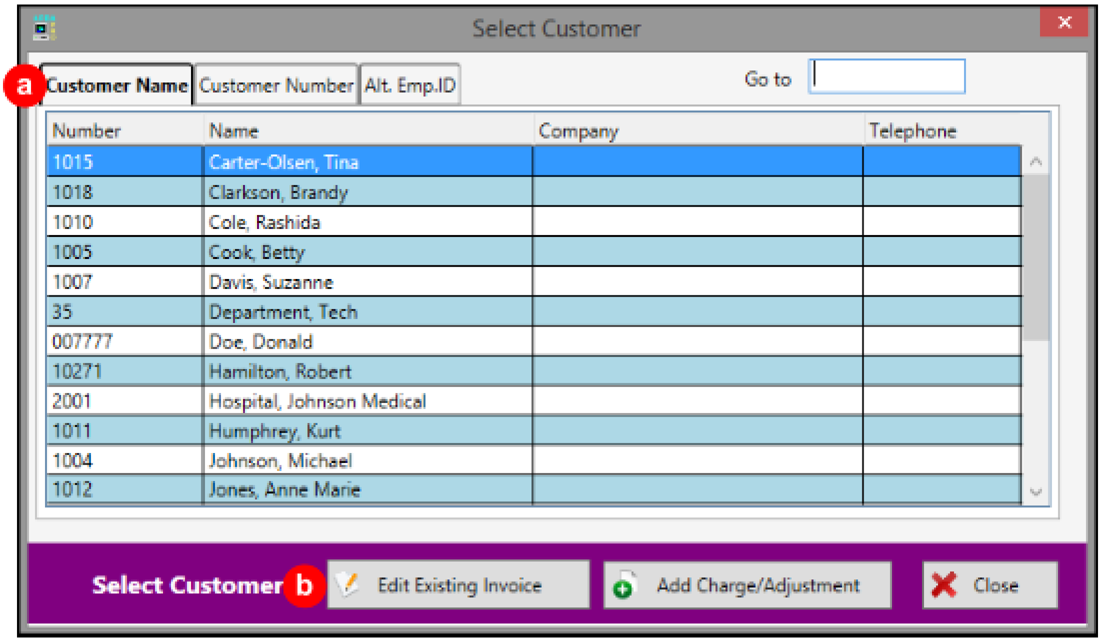


Figure 70 Edit existing invoice

a. You can also edit an existing invoice or add a charge/adjustment by clicking the buttons at the bottom of the window.

Edit an Existing Invoice

You can edit an existing invoice, or transaction, by clicking [Edit Existing Invoice] at the bottom of the Select Customer window.

1. Select the customer whose invoice you intend to edit from the list by clicking on his or her name

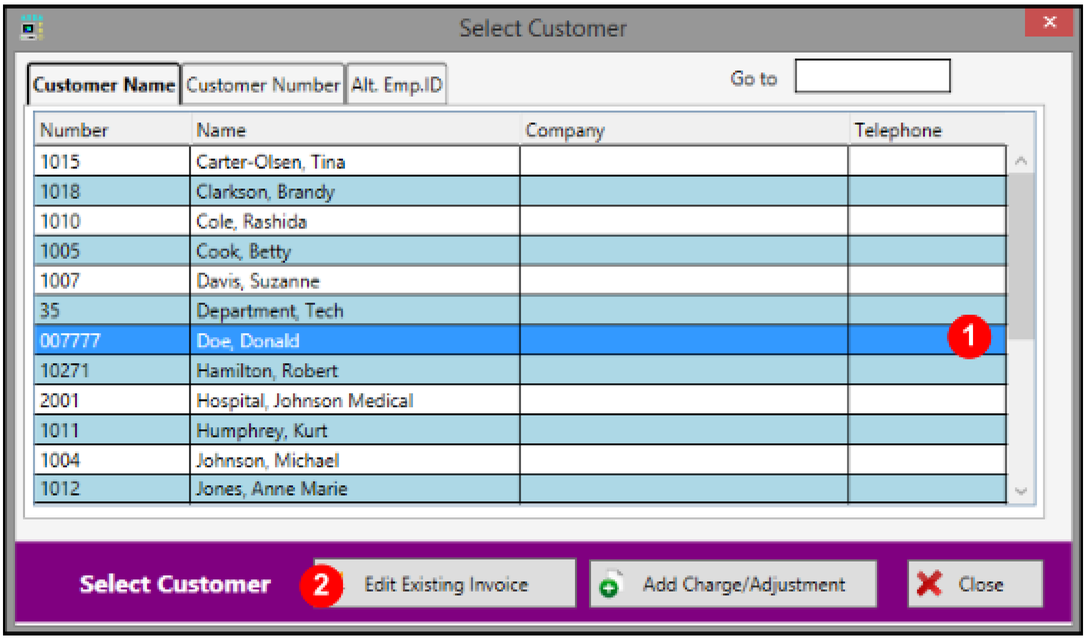


Figure 71 Change of Invoice details

2. Click [Edit Existing Invoice]. The Invoice Select Table window will open.

3. Select the invoice you would like to edit by clicking on it.

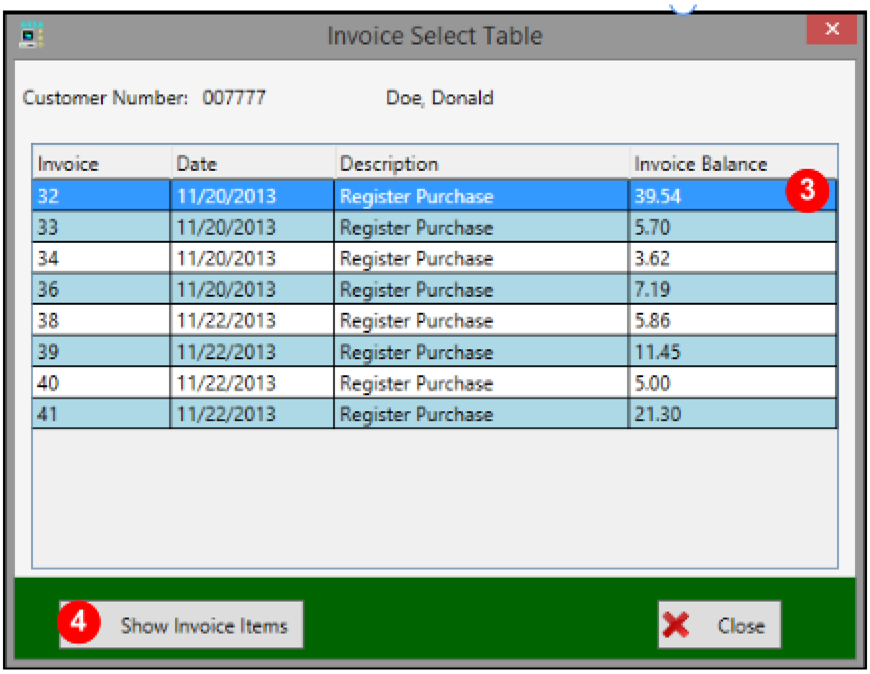


Figure 72 Invoice Items

4. Click [Show Invoice Items]. The Charge/Adjustment Entry window will open.

5. Click [Add]. The Charge/Adjust Entry For: {Customer Name} window will open.

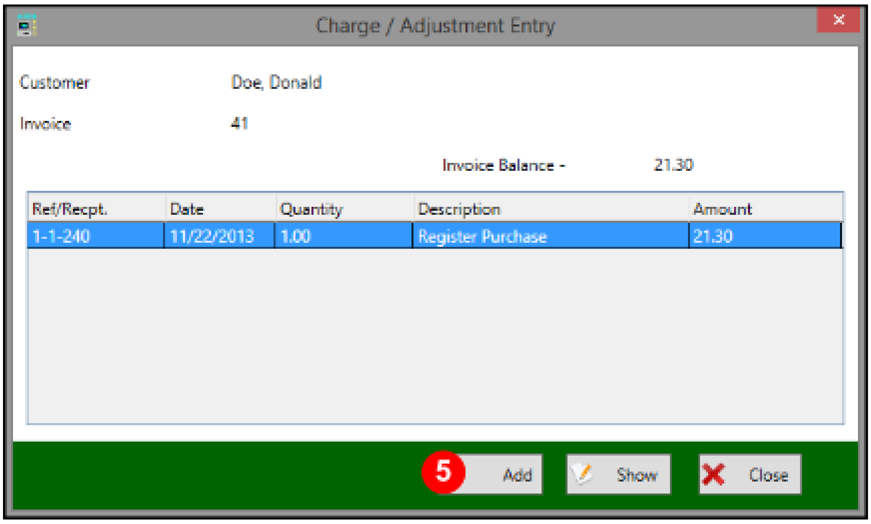


Figure 73 Charge adjustment entry

1. Enter the amount of the charge in the Amount box. The other boxes will automatically be filled in by ARBAPRO.

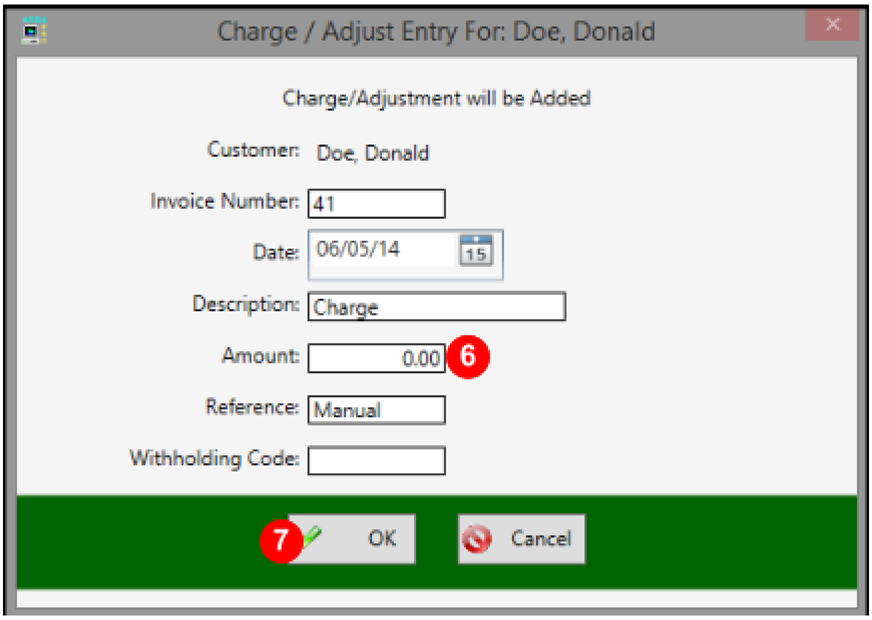


Figure 74 Charges adjustment

7. Click [OK]. The Charge/Adjustment will be applied to the invoice.

Add Charge/Adjustment

You can add a charge or adjustment by clicking [Add Charge/Adjustment] at the bottom of the Select Customer window.

1. Select the customer for whom you are adding a charge or adjustment from the list by clicking on his or her name.

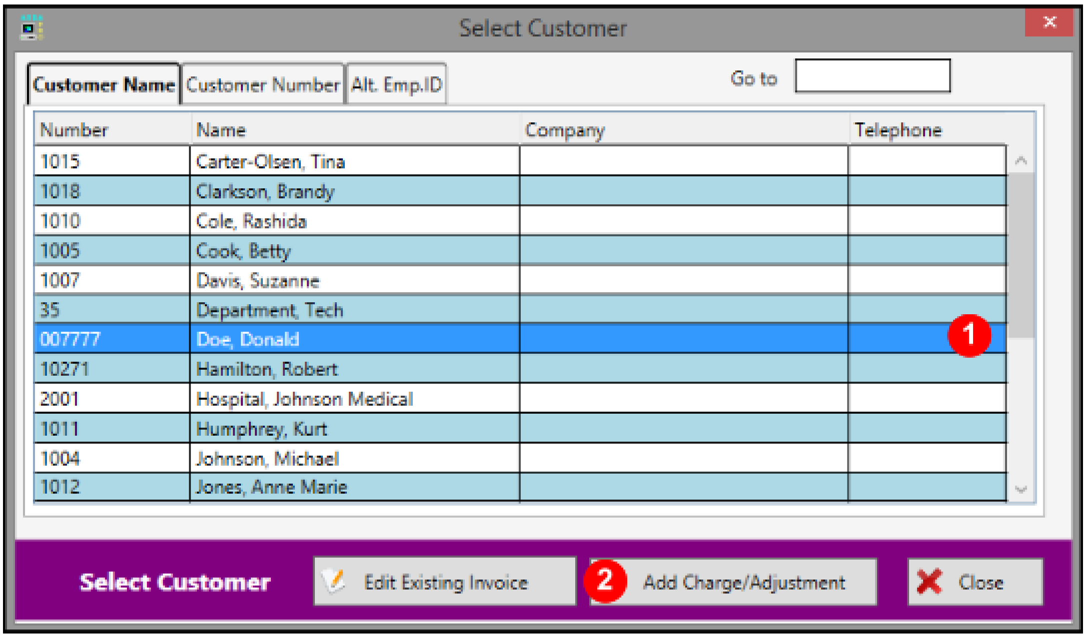


Figure 75 Add charge/Adjustment

2. Click [Add Charge/Adjustment]. The Charge/Adjust Entry For: {Customer Name} window will open.

3. Enter the amount of the charge in the Amount box. The other boxes will automatically be filled in by ARBAPRO.

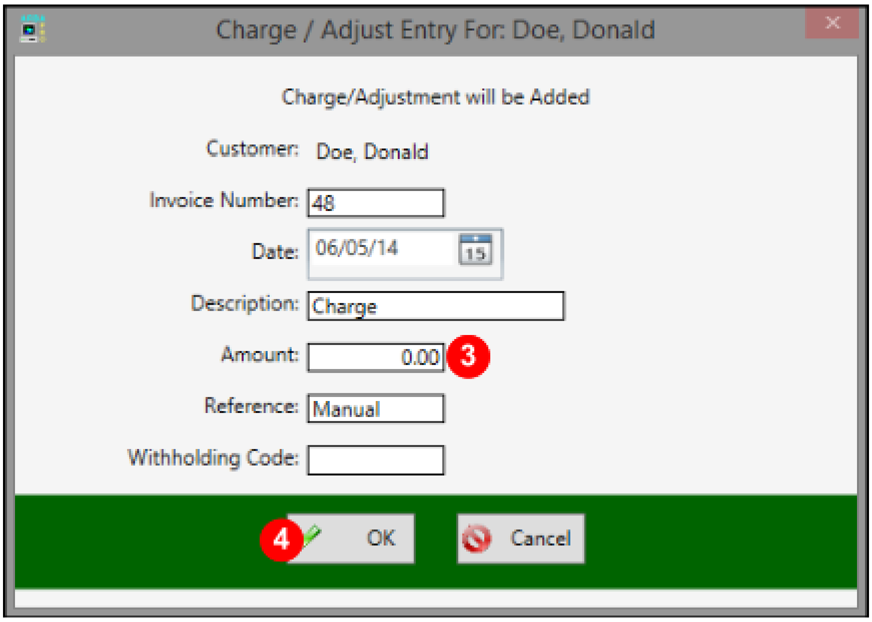


Figure 76 Selecting the Amount

4. Click [OK]. The Charge/Adjustment will be applied to the customer’s account

Payments

The Payments option allows you to apply a payment to a customer's account. This could be necessary, for example, if an employee left the company with a remaining balance and came in to pay the balance with a check.

Steps to Apply a Payment

1. Click Customers on the menu bar at the top of the screen or on the menu bar down the side of the screen.
2. Click Accounts Receivable/Payroll Deduction in the Customers window. The Accounts Receivable/Payroll Deduction window will open.
3. Click Data Entry in the Accounts Receivable/Payroll Deduction window. The Manual Data Entry window will open.
4. Click Payments in the Manual Data Entry window. The Payment Entry Form window will open

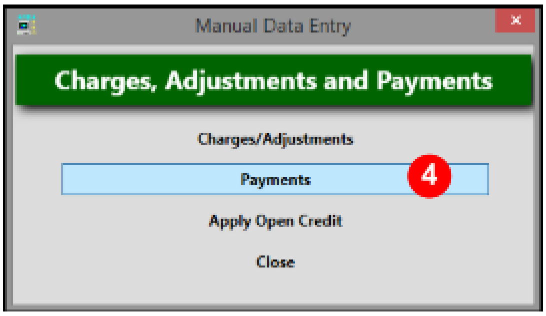


Figure 77 Manual Data entry

5. Select the customer.

If you know the customer's ID, enter it in the box. If you do not know the customer's ID, click […]. The Select Customer window will open. Select the customer for whom you want to apply a payment from the list by clicking on his or her name, and then click [Select] on the bottom of the window.

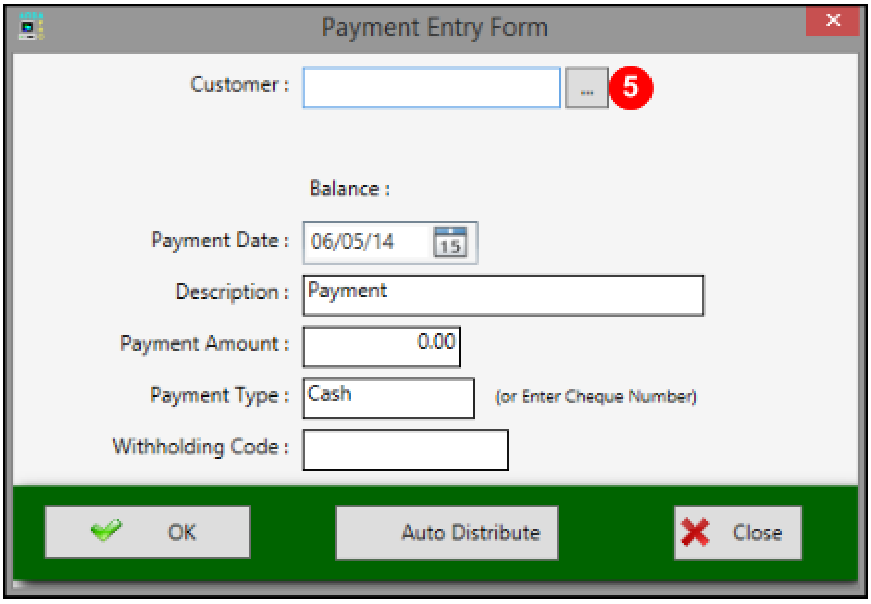


Figure 78 Payment entry form

6. Press the <Tab> key on your keyboard. The customer's information will populate the window.

2. Fill in the amount of the payment in the Payment Amount box.

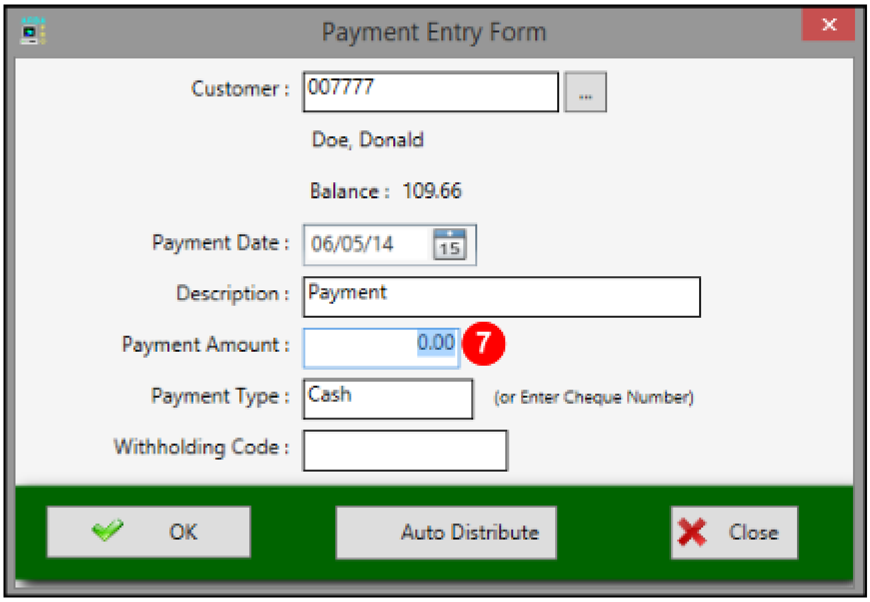


Figure 79 Entering Payment Amount

8. Payments can be applied in two ways in ARBAPRO. If you click [OK], you will be prompted to choose which invoices to which the payment is applied. If you click [Auto Distribute], the ARBAPRO software will distribute the payment amongst invoices, starting with the oldest open invoice and continuing on to more recent invoices until the payment amount has been fully distributed. It is generally easier to Auto Distribute the payments, unless the customer wants the payment applied to a specific invoice.

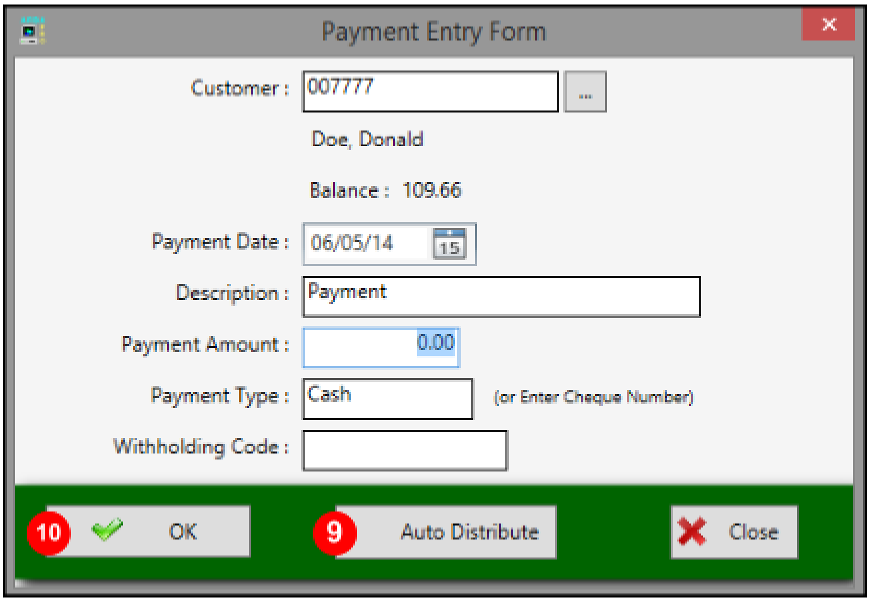


Figure 80 Auto Distribute

9. Click [Auto Distribute] to automatically distribute the payments. The payment will be applied to the customer's account.

10. If you choose not to Auto Distribute the payment, click [OK] to select the invoices to which the payment will be applied. The Apply Open Item Payment window will open.

11. Select the invoice you to which you would like to apply the payment by clicking on it.

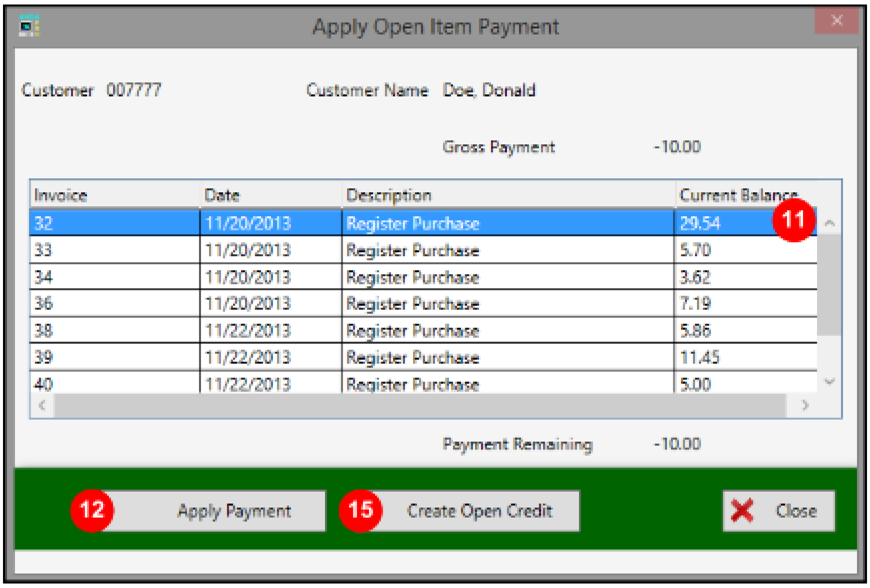


Figure 81 Apply Payment

12. Click [Apply Payment]. The Open Item Payment Form window will open.

13. Click [OK]. The Payment will be applied to the customer's account.

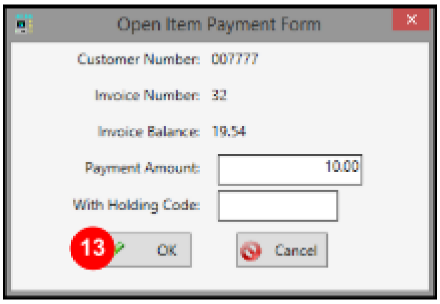


Figure 82 Open Item Payment Form

4. Repeat Steps 11 to 13 until the entire payment amount has been distributed.

15. If the customer's payment exceeds his or her balance, you can create an open credit to bemuse at a later time with the remainder of the payment.

Click [Create Open Credit]. An open credit will be added to the customer's account.

Apply Open Credit

The Apply Open Credit option allows you to apply an open credit to an invoice in a customer's account. This can be useful if, for example, a customer returns an item after the balance for the transaction has been deducted from his or her paycheck, and the customer wants the open credit applied to his or her current balance.

Steps to Apply an Open Credit

1. Click Customers on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click Accounts Receivable/Payroll Deduction in the Customers window. The Accounts Receivable/Payroll Deduction window will open.

3. Click Data Entry in the Accounts Receivable/Payroll Deduction window. The Manual Data Entry window will open.

4. Click Apply Open Credit in the Manual Data Entry window. The Apply Open Credit window will open

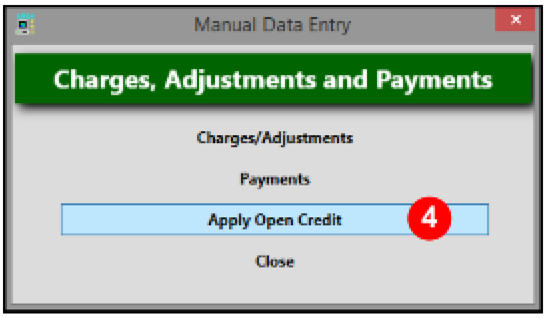


Figure 83 Manual Data Entry

5. Select the customer.

If you know the customer's ID, enter it in the box. If you do not know the customer's ID, click […]. The Select Customer window will open. Select the customer for whom you wanton apply an open credit from the list by clicking on his or her name, and then click [Select] on the bottom of the window.

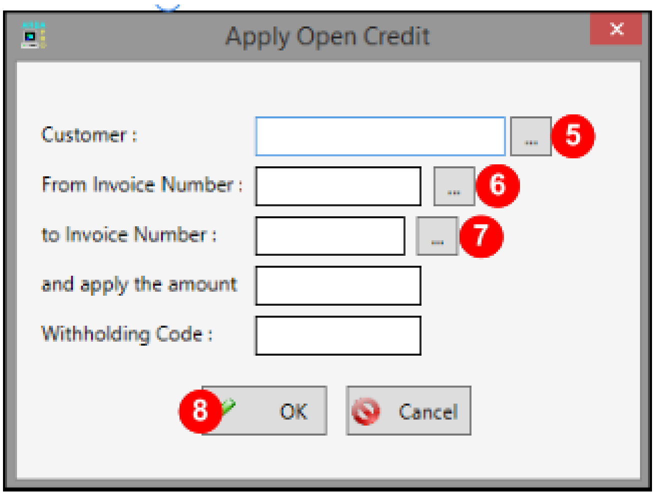


Figure 84 Apply Open Credit

6. Select the invoice with the open credit.

If you know the Invoice Number, enter it in the box. If you do not know the Invoice Number, click […]. The Invoice Select Table window will open. Select the invoice with the open credit from the list by clicking on it, and then click [Select] on the bottom of the window.

7. Select the invoice to which you want to apply the open credit.

If you know the Invoice Number, enter it in the box. If you do not know the Invoice Number, click […]. The Invoice Select Table window will open. Select the invoice to which you want to apply the open credit from the list by clicking on it, and then click [Select] on the bottom of the window.

8. Click [OK]. The open credit will be applied to the invoice.

Payroll Deduction Setup

The Payroll Deduction Setup option allows you to set up split Payroll Deduction payments and to alter the settings for those split payments.

Steps to Get to Payroll Deduction Setup

1. Click Customers on the menu bar at the top of the screen or on the menu bar down the sideOf the screen.
2. Click Accounts Receivable/Payroll Deduction in the Customers window. The Accounts Receivable/Payroll Deduction window will open.
3. Click A/R Payment Export in the Accounts Receivable/Payroll Deduction window. The Accounts Receivable/Payroll Deduction window will open.
4. Click Payroll Deduction Setup in the Accounts Receivable/Payroll Deduction window. The Payroll Deduction Split Setup window will open.

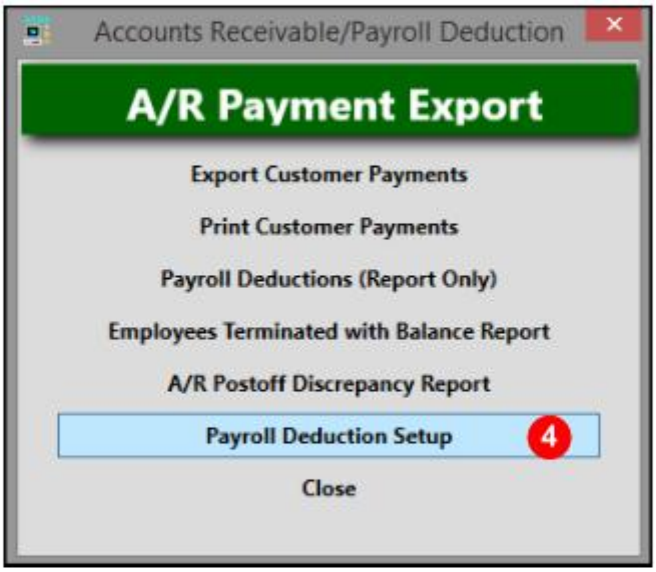


Figure 85 Payroll Deduction setup

Payroll Deduction Split Setup

You can set up split Payroll Deduction Payments in the Payroll Deduction Split Setup window.

You should not set up split payments without prior approval from your administration.

1. Fill in the information in the Payroll Deduction Split Setup window that corresponds to your split payments settings.

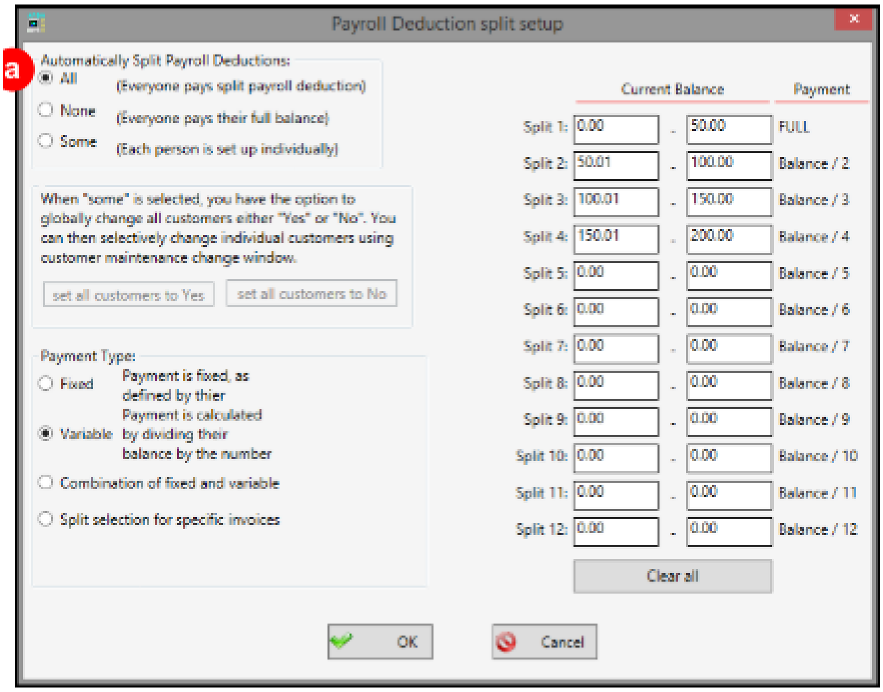


Figure 86 Split setup

a. Automatically Split Payroll Deductions

- All - Select this option if you want all of your customers to have split PayrollDeduction payments.
- None - Select this option if you do not want any of your customers to have split Payroll Deduction payments.
- Some - Select this option if you want to be able to select which customers have split Payroll Deduction payments and which ones do not.
- Set all customers to yes - Select this option if you want to globally change all customers to having split Payroll Deduction payments. You can then manually select which customers will not have split payments.
- Set all customers to No - Select this option if you want to globally change all customers to not having split Payroll Deduction payments. You can then manually select which customers will have split payments.

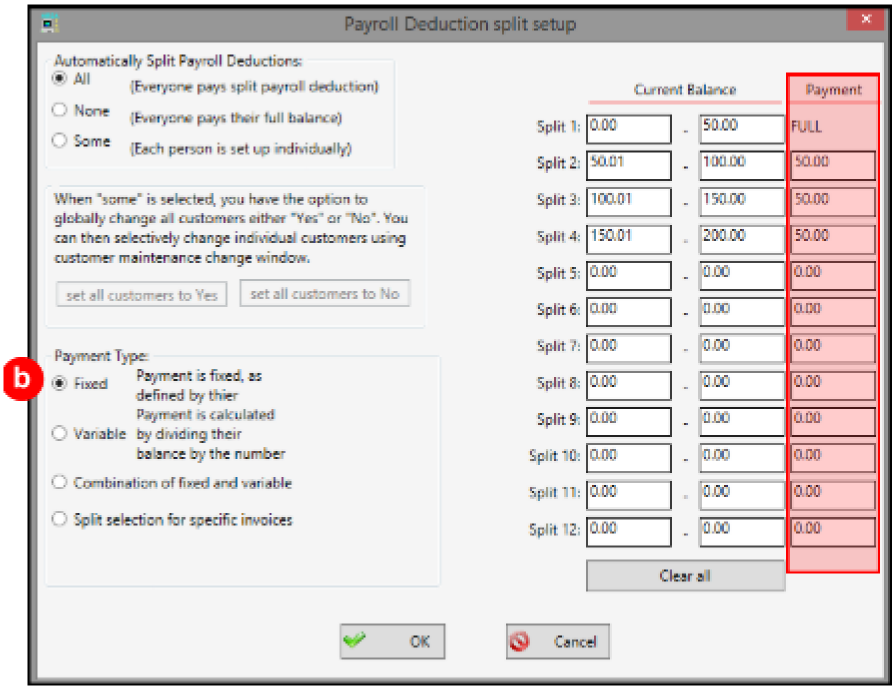


Figure 87 Payment type Approach

b. Payment Type

- Fixed - Select this option if you want your customers to have fixed split Payroll Deduction payments. You will fill in the split boxes in the same way as explained on the next page for each split, but you will also need to enter a fixed payment amount in the Payment boxes (in red above) for each split level. In the example above, if the payment amount for Split 2 is $50.00, the first payment deducted from the customer's paycheck will be $50.00, and the second payment will be the remaining balance, up to $50.00.
- Variable - Select this option if you want all customers to have variable split Payroll Deduction payments. The customer's balance will be deducted based upon a table like the one on the next page; customers with a balance that falls within the range for Split 1 will have the entire balance deducted from their paycheck, customers with balance that falls within the range for Split 2 will have the balance divided in half and split between two paychecks, and so on.
- Combination of Fixed and Variable - Select this option if you want your customers to have a combination of fixed and variable split Payroll Deduction payments. You will fill in the box next to Combination of Fixed and Variable with the dollar amount of the maximum balance that you want to be split into fixed payments. For example, if you filled in 100.00, employees with a balance less than or equal to $100.00 would have their payments deducted at the fixed rate, while employees with a balance greater than $100.00 would have their balance deducted ata variable rate.
- Split Selection for Specific Invoices - Select this option if you only want split payments applied to specific invoices. You will fill in the box next to Split Selection for Specific Invoices with the invoice number that you want to split into fixed payments.

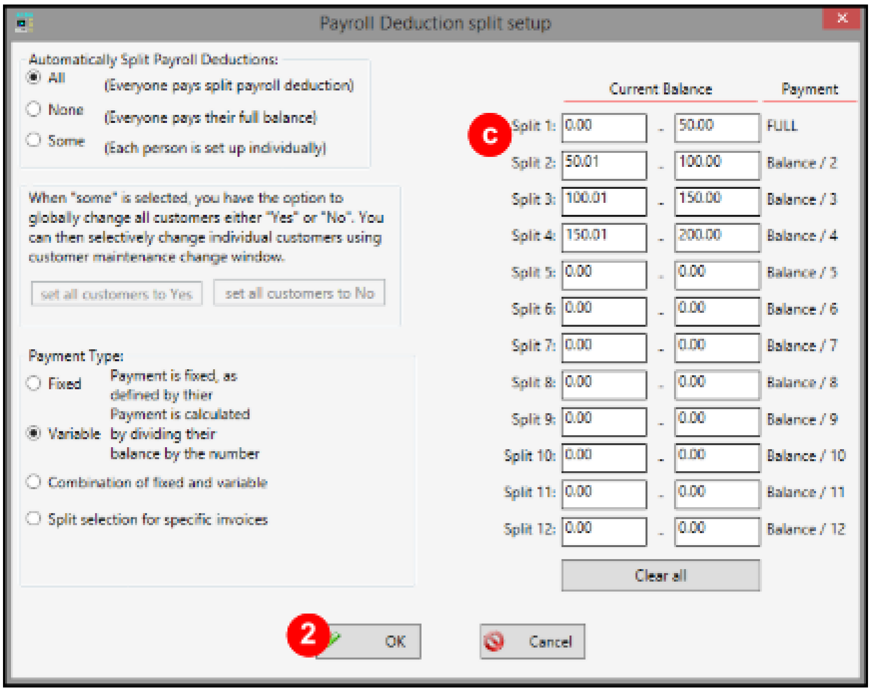


Figure 88 Payment type Approach

c. Current Balance

- Split 1 - The first box should always be zero dollars. In the second box, enter the highest Payroll Deduction balance that a customer can have without splitting payment (such as $50.00). If the customer's balance is less than or equal to this
- Amount, his or her payment will not be split.
- Split 2 - ARBAPRO will automatically fill in the first box with the dollar amount one cent greater than the second box's value in Split 1. In the second box, enter the highest Payroll Deduction balance that a customer can have to split the payments across two paychecks (such as $100.00). If the customer's balance is greater or equal to the balance in the first box in this line, but less than or equal to the balance in the second box, his or her payment will be split across two paychecks.
- Split 3 and all Splits Thereafter - ARBAPRO will continue to automatically fill in the first box of each line with the dollar amount one cent greater than the second box's value in the previous Split. You should continue to enter the highest PayrollDeduction balance that a customer can have to split the payments across the number of paychecks for each Split Level.

3. Click [OK]. The new split payment setting will be applied to your customers' payroll deduction payments.

Reports

There are eight options under the Reports heading: Customer Aging Report, Customer List, CustomerDetails Report, Small Balance Report, Open Credit Memo List, A/R Transaction Report, A/R Analysis, and Past Due Report.

Customer Aging Report

The Customer Aging Report is a list of each customer's outstanding invoices, including the age of the balance on each invoice.

Steps to Generate a Customer Aging Report

1. Click Customers on the menu bar at the top of the screen or on the menu bar down the sideOf the screen.

2. Click Accounts Receivable/Payroll Deduction in the Customers window. The Accounts Receivable/Payroll Deduction window will open.

3. Click Reports in the Accounts Receivable/Payroll Deduction window. The Accounts Receivable/Payroll Deduction window will open.

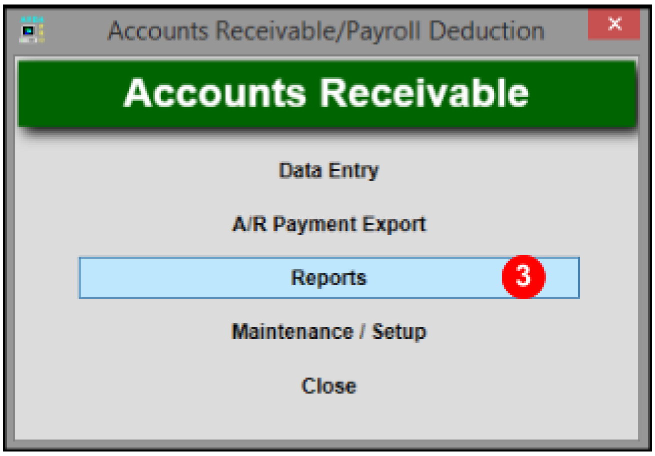


Figure 89 Report

4. Click Customer Aging Report in the Accounts Receivable/Payroll Deduction window. Thereport Progress window will open.

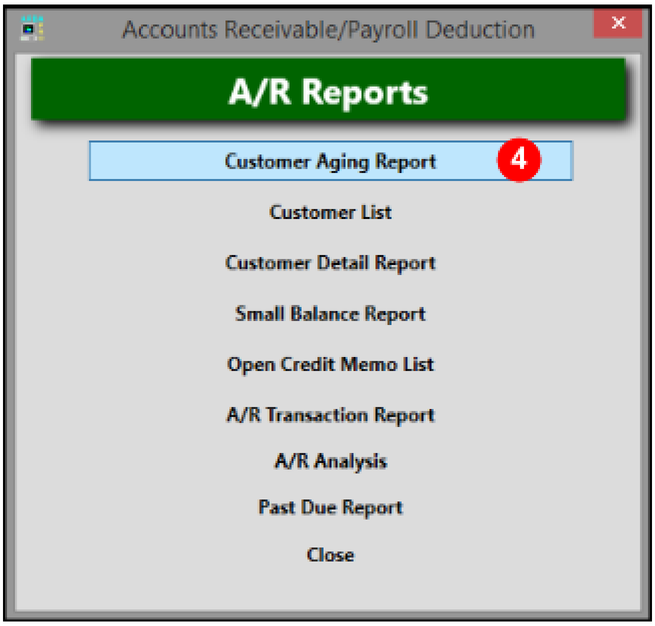


Figure 90 Customer Aging Report

4. Select the desired options for the report.

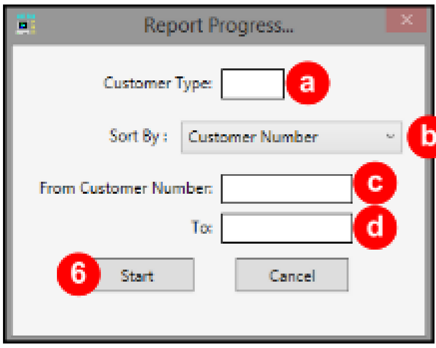


Figure 91 Report Progress

a. Customer Type - If you only want to create an export file for one customer type, enter that type in the box.

b. Sort By - Select the order by which you would like the report to be organized: Customer Number or Name.

c. From Customer Number - Enter the first customer number which you would like to appear on the report in this box. If you do not know the number, you can press the insert key on your keyboard to open a window from which you can select the number. Leave this group of boxes empty if you would like all customers to appear on the report.

d. To - Enter the last customer number which you would like to appear on the report in this box.

6. Click [Start]. The Preview: Customer aging window will open.

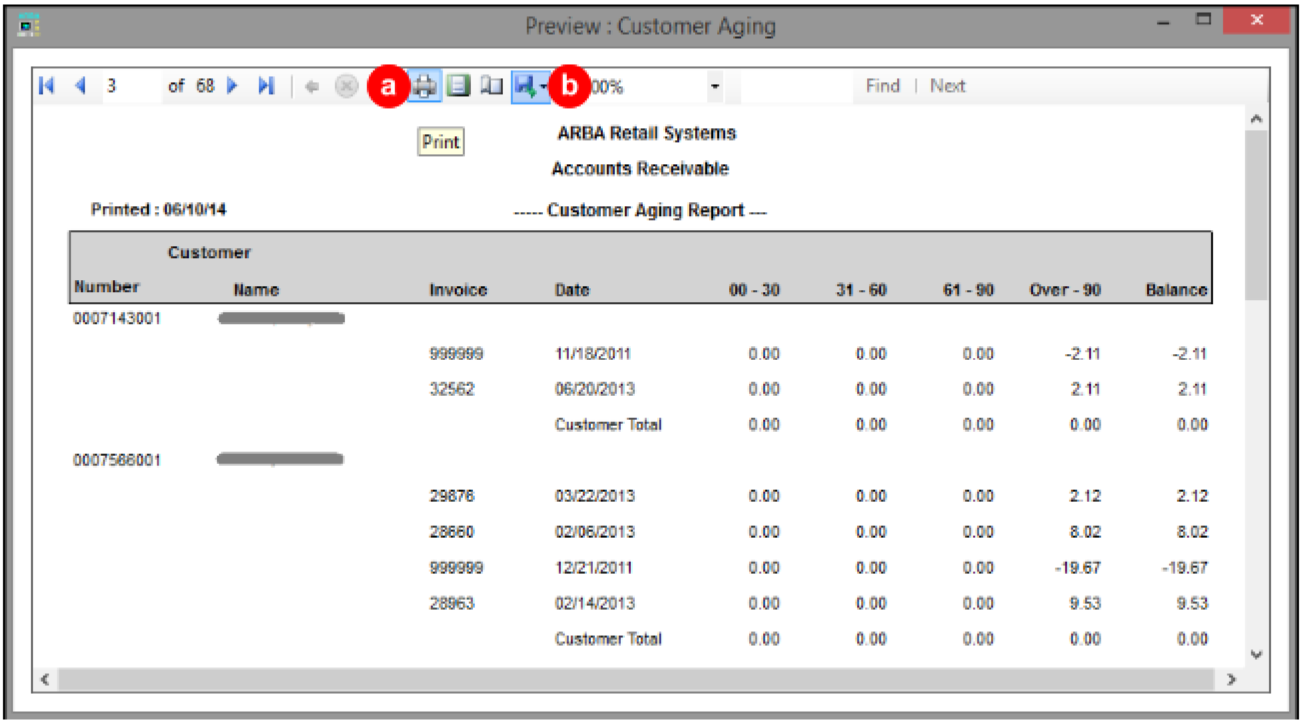


Figure 92 Customer Aging

b. You can also Export the information as an Excel file, PDF, or Word file by clicking the Export button that looks like a floppy disk.

Customer List

The Customer List is a list of each customer's payroll deduction information, including the credit limit, the date and amount of the last payment, and the current balance.

Steps to Generate a Customer List1. Click Customers on the menu bar at the top of the screen or on the menu bar down the sideOf the screen.

2. Click Accounts Receivable/Payroll Deduction in the Customers window. The Accounts Receivable/Payroll Deduction window will open.

3. Click Reports in the Accounts Receivable/Payroll Deduction window. The Accounts Receivable/Payroll Deduction window will open.

4. Click Customer List in the Accounts Receivable/Payroll Deduction window. The Report Progress window will open.

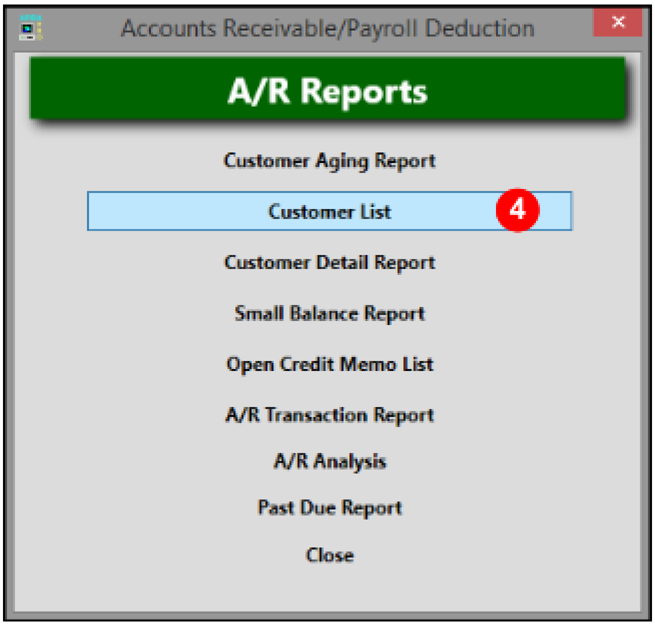


Figure 93 Customer List

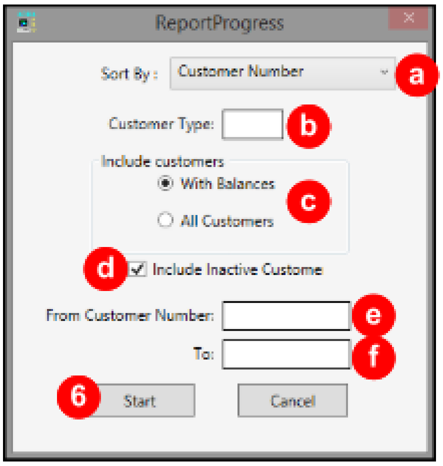


Figure 94 Report Progress

a. Sort By - Select the order by which you would like the report to be organized: Customer Number or Name.

b. Customer Type - If you only want to create an export file for one customer type, enter that type in the box.

c. Include Customers

- With Balances - Select this option if you only want customers with balances to appear on the report.
- All Customers - Select this option if you want all of your customers, including those without balances, to appear on the report.

d. Include Inactive Customers - Check this box if you want customers who are currently marked as inactive to appear on the report.

e. From Customer Number - Enter the first customer number which you would like to appear on the report in this box. If you do not know the number, you can press the insert key on your keyboard to open a window from which you can select the number. Leave this group of boxes empty if you would like all customers to appear on the report.

f. To - Enter the last customer number which you would like to appear on the report in this box.

6. Click [Start]

6. Click [Start]. The Preview: Customer List window will open.

The Preview: Customer List Window

a. The Preview: Customer List window allows you to print the Customer List that you generated when you click the Print button that looks like a printer.

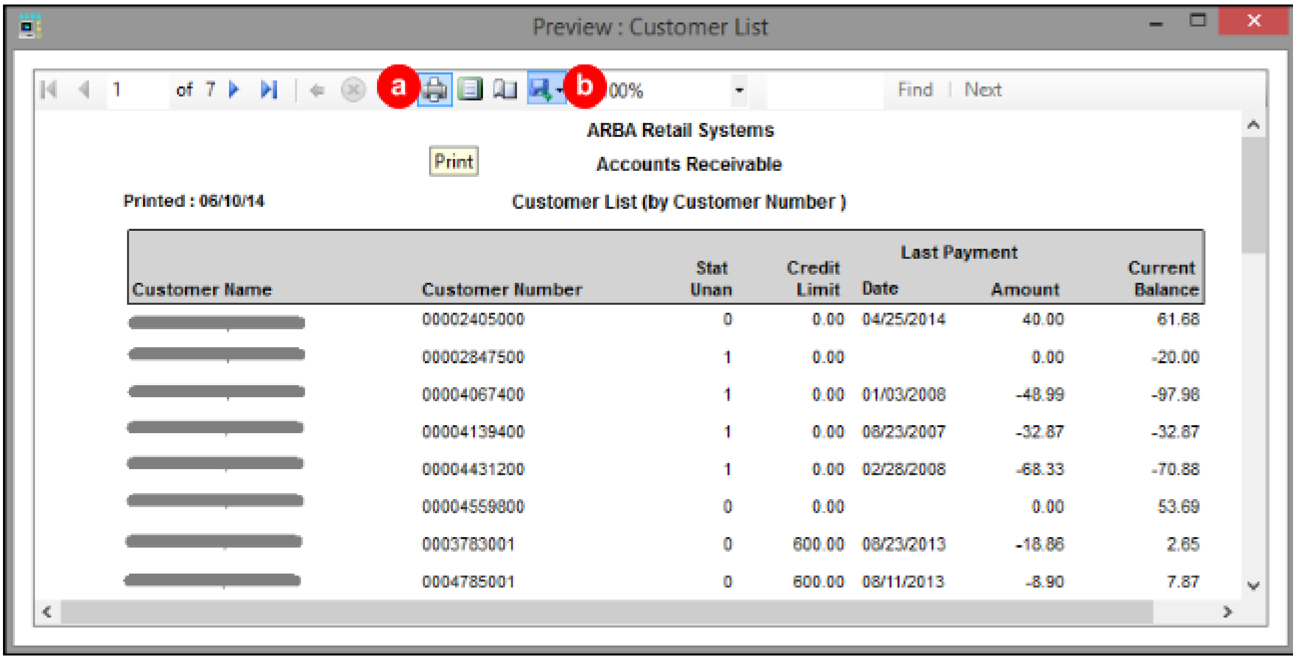


Figure 95 Preview Customer List

You can also Export the information as an Excel file, PDF, or Word file by clicking the Export button that looks like a floppy disk.

A/R Setup

There are three options under A/R Setup: Configure AR, Message Maintenance, and Statement Setup.

Configure AR

The Configure AR option allows you to set up the days between statements, finance charges, your small balance settings, and new customer default settings.

Steps to Get to Configure AR

1. Click Customers on the menu bar at the top of the screen or on the menu bar down the sideOf the screen.

2. Click Accounts Receivable/Payroll Deduction in the Customers window. The Accounts Receivable/Payroll Deduction window will open.

3. Click Maintenance/Setup in the Accounts Receivable/Payroll Deduction window. The Maintenance/Setup window will open.

4. Click A/R Setup in the Maintenance/Setup window. The System Configuration window will open.

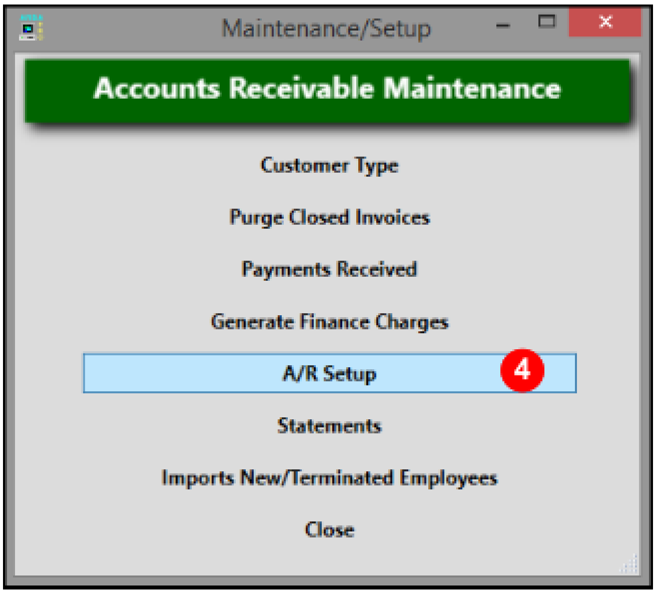


Figure 96 A/R Setup

5. Click Configure AR in the System Configuration window. The Changing System Information window will open.

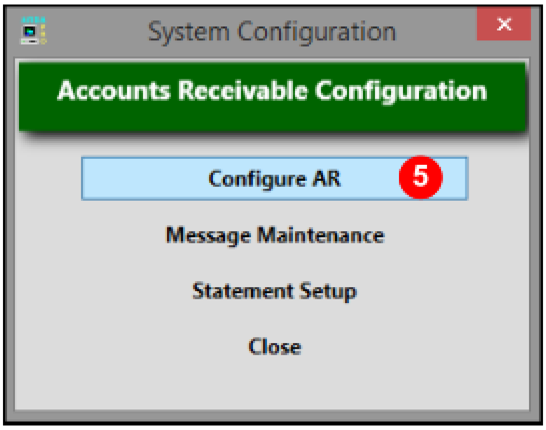


Figure 97 Configure AR

The Changing System Information Window

You can set up the days between statements, finance charges, your small balance settings, and new customer default settings in the Change System Information window.

1. Select the A/R configuration you would like to use.

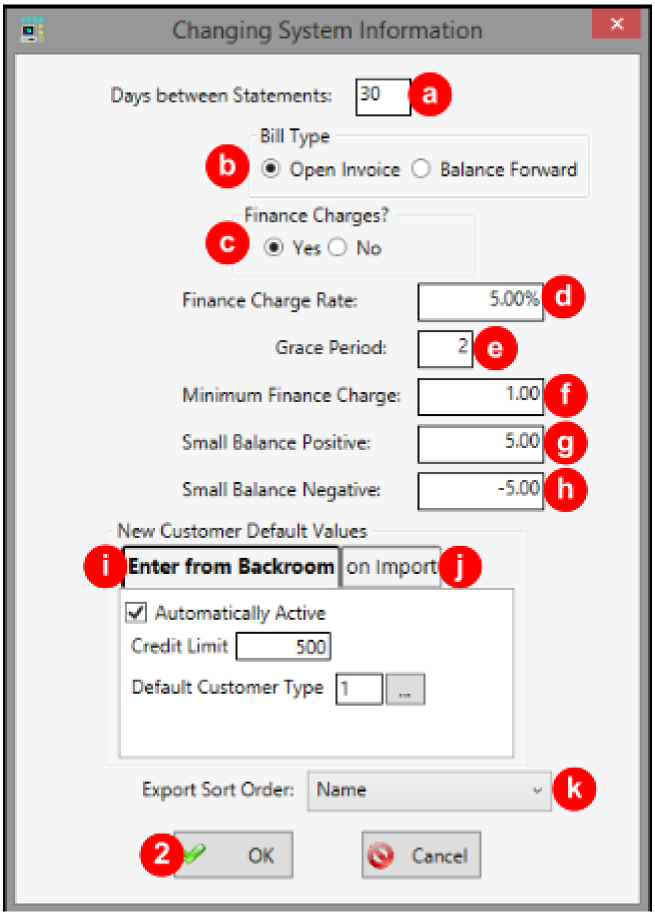


Figure 98 Changing system Information

a. Days between Statements - Enter the number of days you would like to wait before generating statements.

B. Bill Type - Select Open Invoice if you want to allow for payments to be applied to specific invoice. Select Balance Forward if you want payments automatically applied tithe oldest invoice first and then to the next oldest invoice and so on.

c. Finance Charges - Select yes if you would like to charge finance charges for all balances more than the Grace Period number of days old. Select No if you do not wanton charge finance charges.

d. Finance Charge Rate - If you have selected yes for finance charges, enter the percentage that is being charged each month on balances in this box.

e. Grace Period - If you have selected yes for finance charges, enter the number of days you would like to wait before assessing finance charges.

f. Minimum Finance Charge - If you have selected yes for finance charges, enter the minimum finance charge that you will charge in this box. If you do not want to set a Minimum finance charge, you can leave it at zero.

g. Small Balance Positive - Enter the highest number in this box that you want listed as small balance on the Small Balance Report.

h. Small Balance Negative - Enter the lowest number, either negative or positive, in this box that you want listed as a small balance on the Small Balance Report.

I. Enter from Backroom Tab - Click this tab if you want to configure the settings for customers who are manually added into ARBAPRO on the manager's backroom computer.

- Automatically Active - Check this box to make all customers who are added toARBAPRO active.
- Credit Limit - Enter the default credit limit that you would like applied to all customers in ARBAPRO.
- Defaults Customer Type - Enter the default customer type that you would like applied to all customers in ARBAPRO.

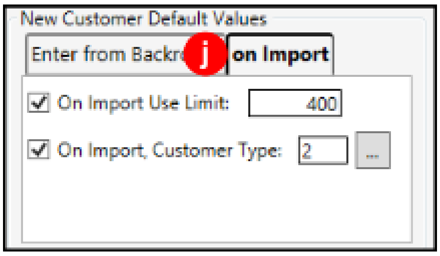


Figure 99 on Import

j. On Import Tab - Click this tab if you want to configure the settings for customers who are imported into ARBAPRO.

- On Import Use Limit - Check this box to apply the credit limit in the box to all customers imported into ARBAPRO.
- On Import Customer Type - Check this box to apply the selected customer type tall customer who is imported into ARBAPRO.

k. Export Sort Order - Select the order by which you would like customers to be exported: ARBAPRO Number, Employee ID, or Name.

2. Click [OK] when you are finished entering information.

Message Maintenance

The Message Maintenance option allows you to create messages that will appear at the bottom of your statements.

Steps to Get to Message Maintenance

1. Click Customers on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click Accounts Receivable/Payroll Deduction in the Customers window. The Accounts Receivable/Payroll Deduction window will open.

3. Click Maintenance/Setup in the Accounts Receivable/Payroll Deduction window. The Maintenance/Setup window will open.

4. Click A/R Setup in the Maintenance/Setup window. The System Configuration window will open.

5. Click Message Maintenance in the System Configuration window. The Message Selection Table window will open.

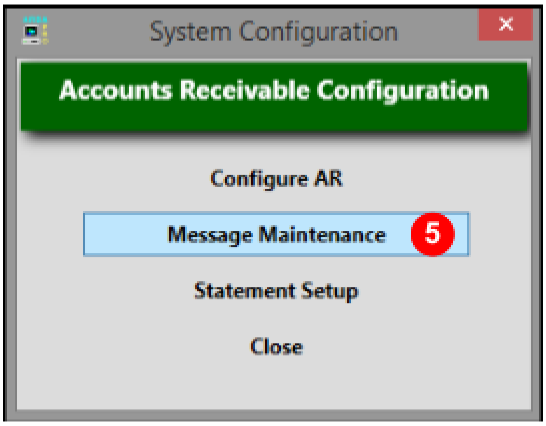


Figure 100 Message Maintenance

The Message Selection Table Window

A. the Message Selection Table window allows you to view your current messages.

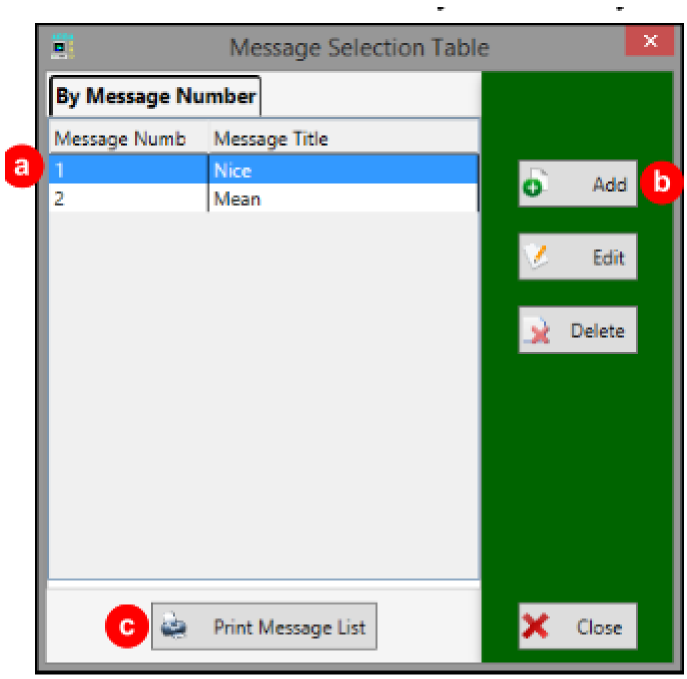


Figure 101 Adding Message

b. You can add, edit, or delete messages by clicking the buttons on the right side of the window.

c. You can also print a message list by clicking the button at the bottom of the window.

Add a Message

You can add a new message by clicking [Add] in the Message Selection Table window.

1. Click [Add]. The Adding a Message window will open.

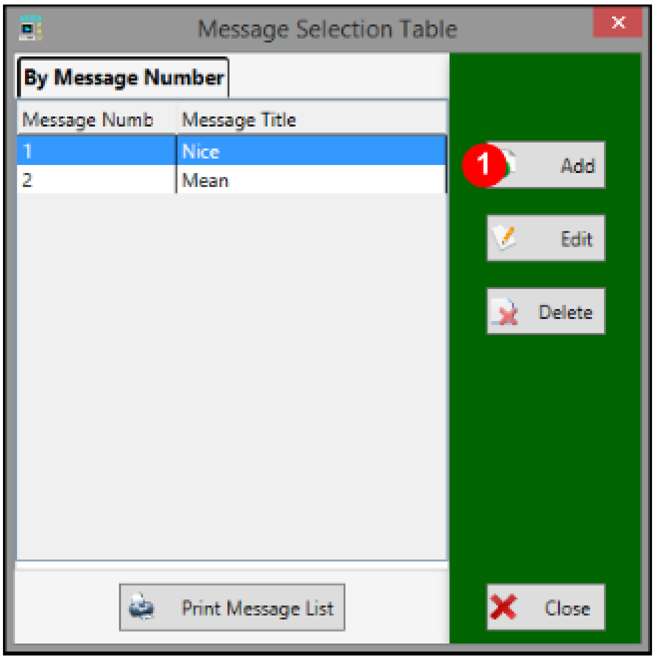


Figure 102 Add Messages

2. Type the message number in the Message Number box.

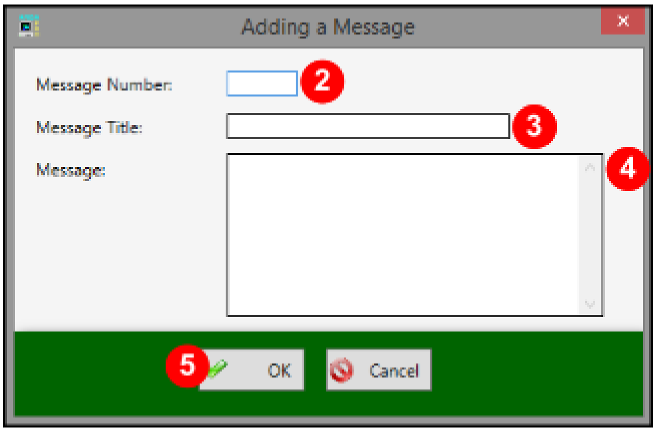


Figure 103 Setting up Messages

3. Type the name of the message in the Message Title box.

4. Type the message in the Message box.

5. Click [OK]. The message will be added to the list of messages.

Edit a Message

You can edit a message by clicking [Edit] in the Message Selection Table window.

1. Select the message you would like to edit by clicking on it in the list.

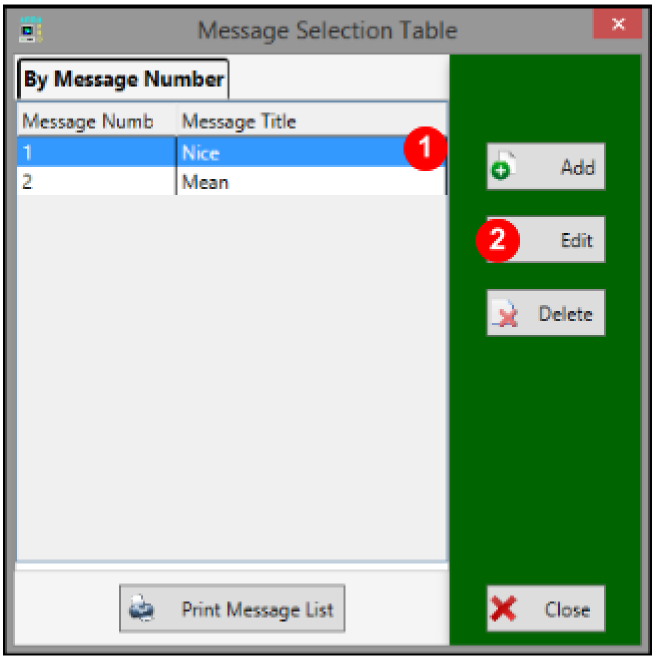


Figure 104 Edi Messages process

2. Click [Edit]. The Changing a Message window will open

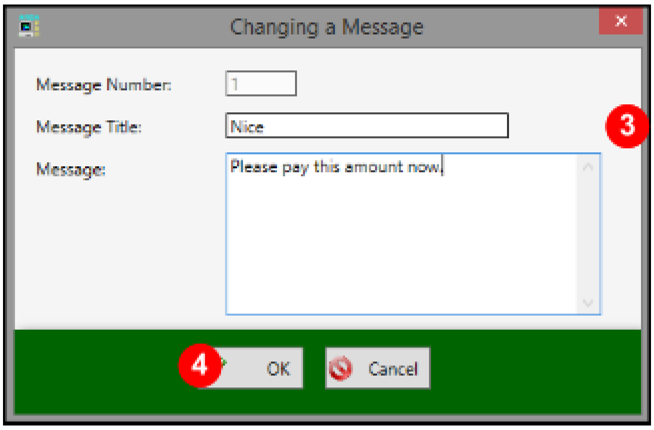


Figure 105 Entering Message Field

3. Edit the message title or the message by clicking the appropriate box and typing the new information.

4. Click [OK]. The information you edited will be changed.

Delete a Message

You can delete a message by clicking [Delete] in the Message Selection Table window.

1. Select the message you would like to delete by clicking on it in the list.

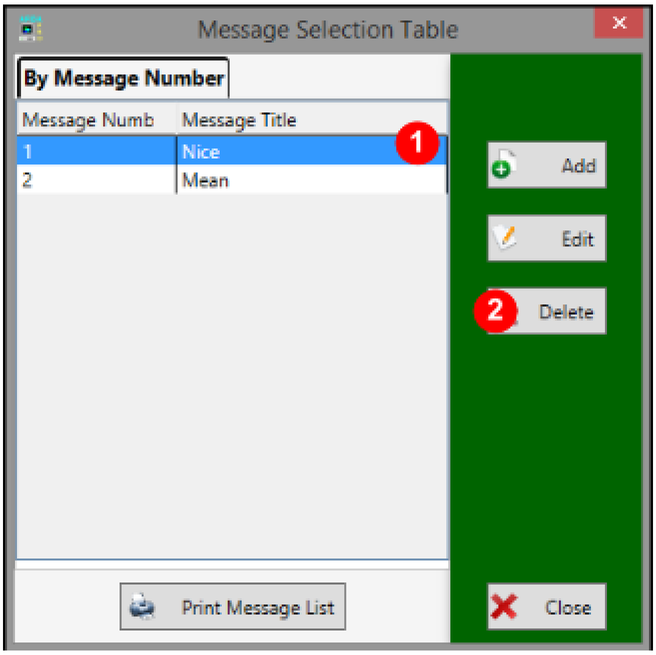


Figure 106 Message Number

2. Click [Delete]. You will be asked if you are sure that you would like to delete the message. If you would like to delete the message, click [Yes]. If not, click [No].

Fundraiser Setup

If you have the Fundraiser module in ARBAPRO, you will need to set up each of your individual fundraisers so that separate credit limits and deductions can be made for each one.

Steps to Get to Fundraiser Setup

1. Click Customers on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click Fundraiser Setup in the Customers window. The Select Fundraiser window will open.

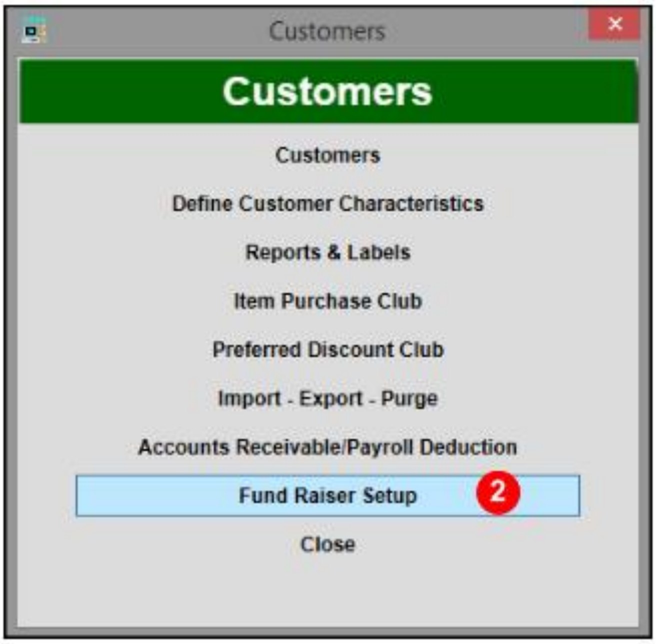


Figure 107 Fundraise Setup

The Select Fundraiser Window

a. The Select Fundraiser window allows you to view your fundraisers.

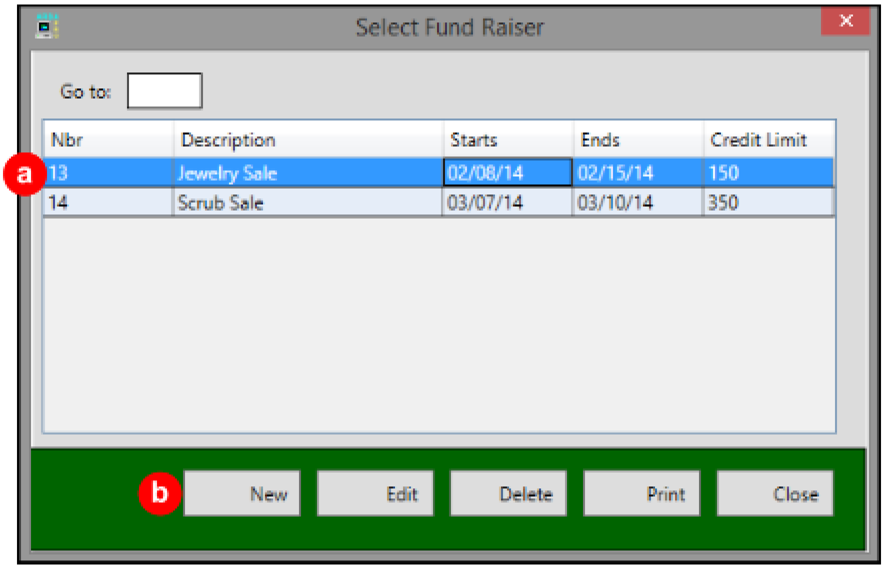


Figure 108 New fundraiser setup

b. You can create new fundraisers and edit, delete, and print existing fundraisers by clicking the buttons on the bottom of the window.

Create a New Fundraiser

You can create a new fundraiser by clicking [New] at the bottom of the Select Fund Raiser window.

1. Click [New]. The Create Fund Raiser window will open.

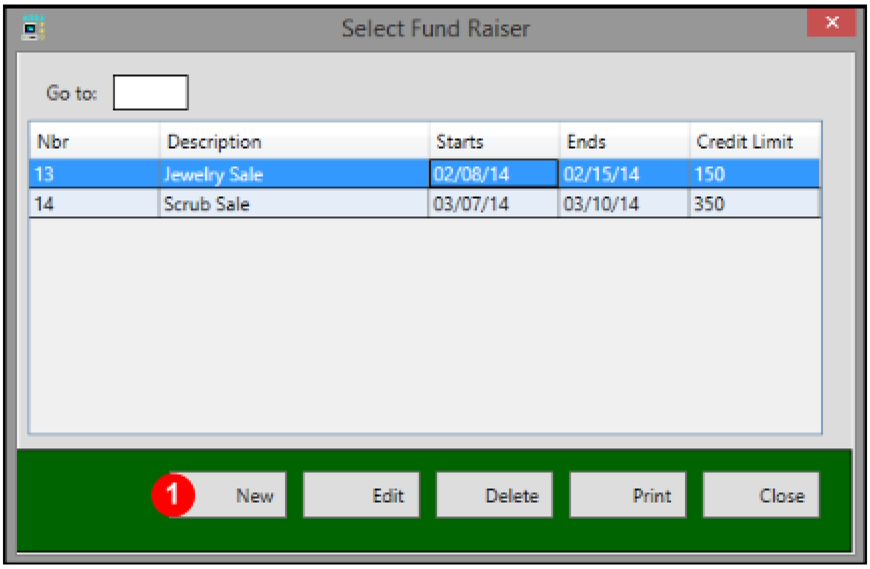


Figure 109 New FundRaiser

2. Fill in the information for the fundraiser.

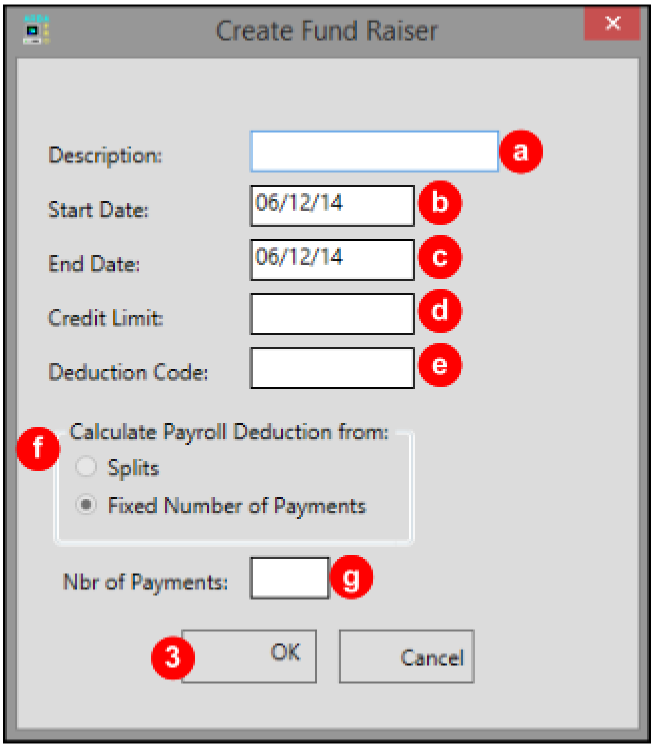


Figure 110 Create Fundraiser

a. Description - Enter the name of the fundraiser in this box.

b. Start Date - Enter the first date of the fundraiser in this box in MM/DD/YY format. You cannot edit the start date once you have created the fundraiser.

c. End Date - Enter the last date of the fundraiser in this box in MM/DD/YY format.

d. Credit Limit - Enter the credit limit for the fundraiser in this box. The credit limit forth fundraiser will be separate from the credit limit for regular Payroll Deduction transactions.

e. Deduction Code - If your fundraisers are consolidated and then exported in a single file, you must enter a deduction code for each fundraiser. If your fundraisers are exported in separate files, you do not need to enter a deduction code.

F. Calculate Payroll Deduction from - You can only select a Fixed Number of Payments for fundraisers at this time. When splits become available, this section will be updated with information on how to set up splits for fundraisers.

g. Nor of Payments - Enter the number of payments that you would like the fundraiser Payroll Deduction payments to be split between. These payments will be separate from the regular Payroll Deduction payments. You cannot edit the number of payments once you have created the fundraiser.

3. Click [OK] when you are finished setting up the fundraiser. It will be created and will then appear in the fundraiser list.

Edit a Fundraiser

You can edit an existing fundraiser by clicking [Edit] at the bottom of the Select Fund Raiser window.

1. Select the fundraiser you would like to edit by clicking on it in the list.

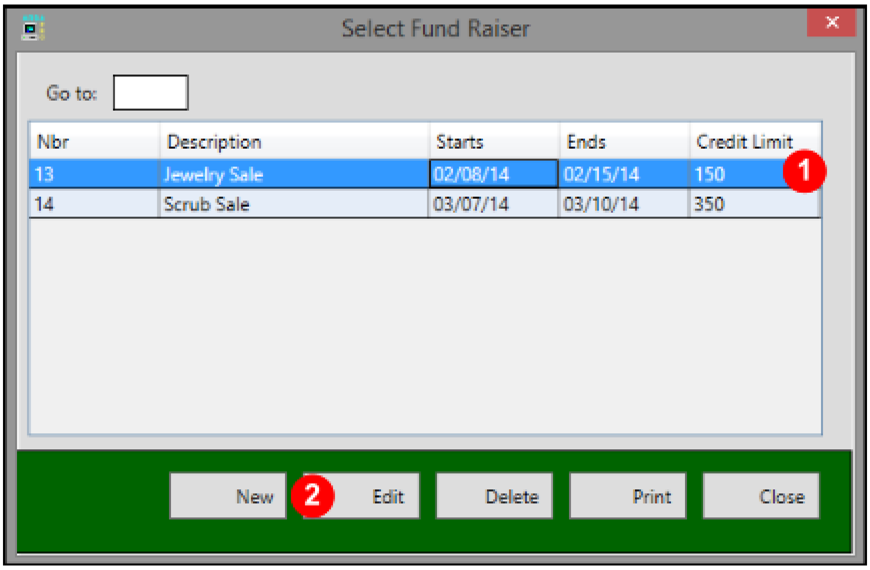


Figure 111 Edit Fundraiser

2. Click [Edit]. The Create Fund Raiser window will open.

3. Edit any information that has changed since the fundraiser was created by highlighting the text in a box with your mouse and typing the new information in its place.

You cannot edit the start date or the number of payments for the fundraiser once it has been created. You also cannot edit a fundraiser after its end date.

1. Click [OK]. The information you edited will be changed.

Delete a Fundraiser

You can delete an existing fundraiser by clicking [Delete] at the bottom of the Select Fund Raiser window.

1. Select the fundraiser you would like to delete by clicking on it in the list.

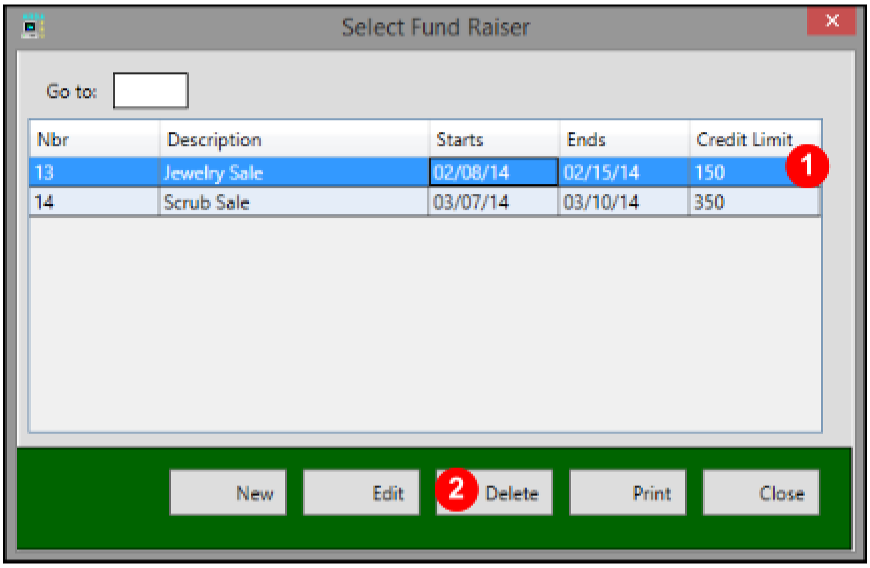


Figure 112 Delete Fund Raiser

2. Click [Delete]. You will be asked if you are sure that you would like to delete the fundraiser.

If you would like to delete the fundraiser, click [Yes]. If not, click [No]. You will not be allowed to delete any fundraiser for which there are still payments outstanding.

Print a Fundraiser's Information

You can print the information for a fundraiser by clicking [Print] at the bottom of the Select Fund Raiser window.

1. Select the fundraiser whose information you would like to print by clicking on it in the list.

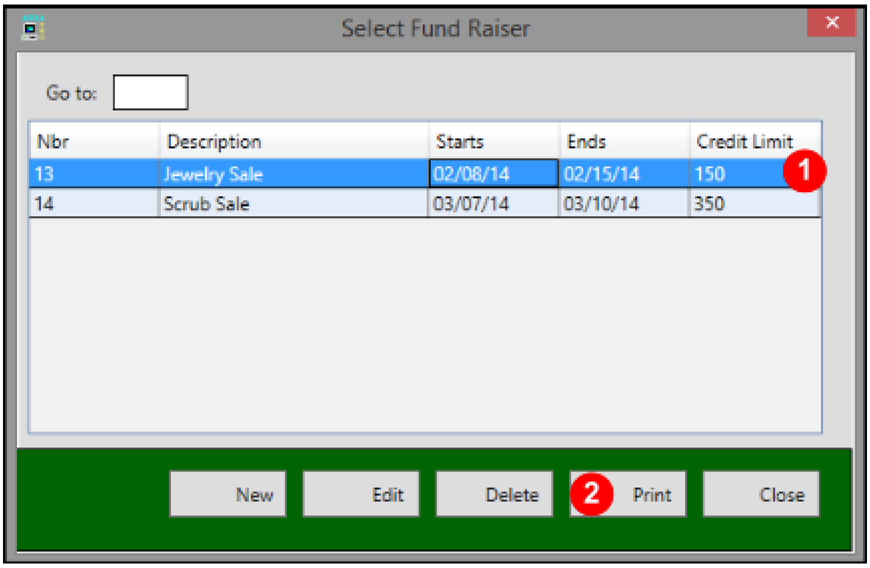


Figure 113 Print FundRaiser

2. Click [Print]. The Preview: Fund Raisers Report window will open.

The Preview: Fund Raisers Report Window

a. The Preview: Fund Raisers Report window allows you to print the Fundraiser Report that you generated when you click the Print button that looks like a printer.

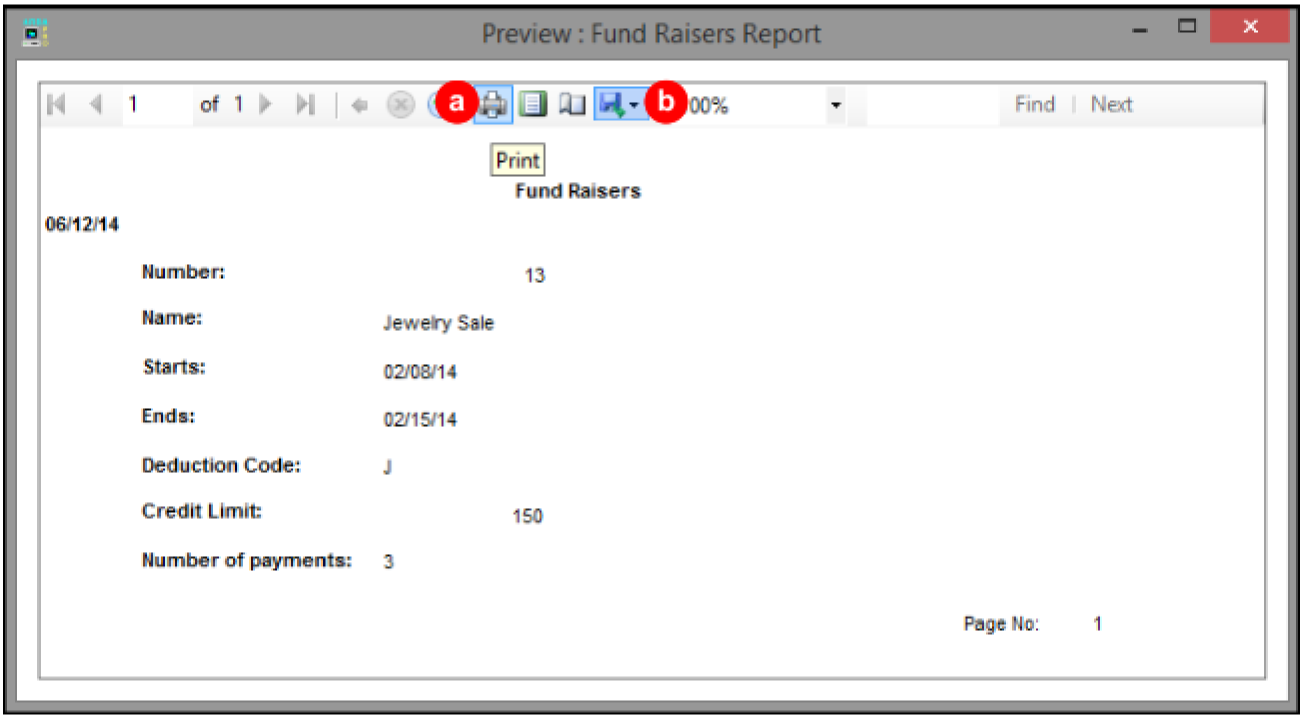


Figure 114 Preview of FundRaiser Report

c. You can also Export the information as an Excel file, PDF, or Word file by clicking the Export button that looks like a floppy disk.

Purchasing

This chapter contains information on generating Purchase Orders, including generating them based upon your On Hand and Order Point settings and generating them manually. It also contains information on how to generate two different types of Purchase Order reports, which can help you to keep your Purchase Orders organized.

Recommended Orders

The Recommended Orders option allows you to generate a list of items that should be ordered based upon your On Hand inventory and the Order Point and Order Multiple/Fill to Max that you set for each inventory item when entering it into ARBAPRO. This feature is particularly useful as it automates the process so that you do not have to go through all of your inventory items to determine if they need to be ordered or not.

Steps to Get to Recommended Orders

1. Click on **Purchasing** on the menu bar at the top of the screen or on the menu bar down the side of the screen.

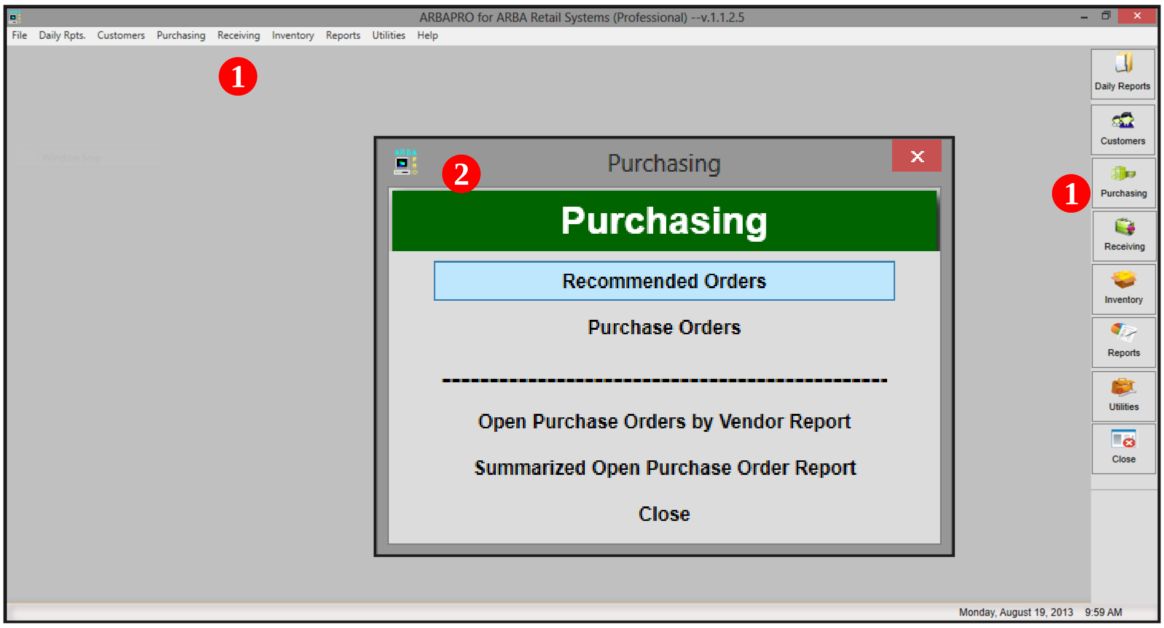


Figure 115 Purchase order

2. Click on **Recommended Orders** on the **Purchasing** window. The Order Recommendation window opens.

The Order Recommendation Window

a. You can generate a Recommended Order, which is a list of items that should be ordered based upon your inventory On Hand / Order Point / Order Multiple / Fill to Max settings, in the Order Recommendation window.

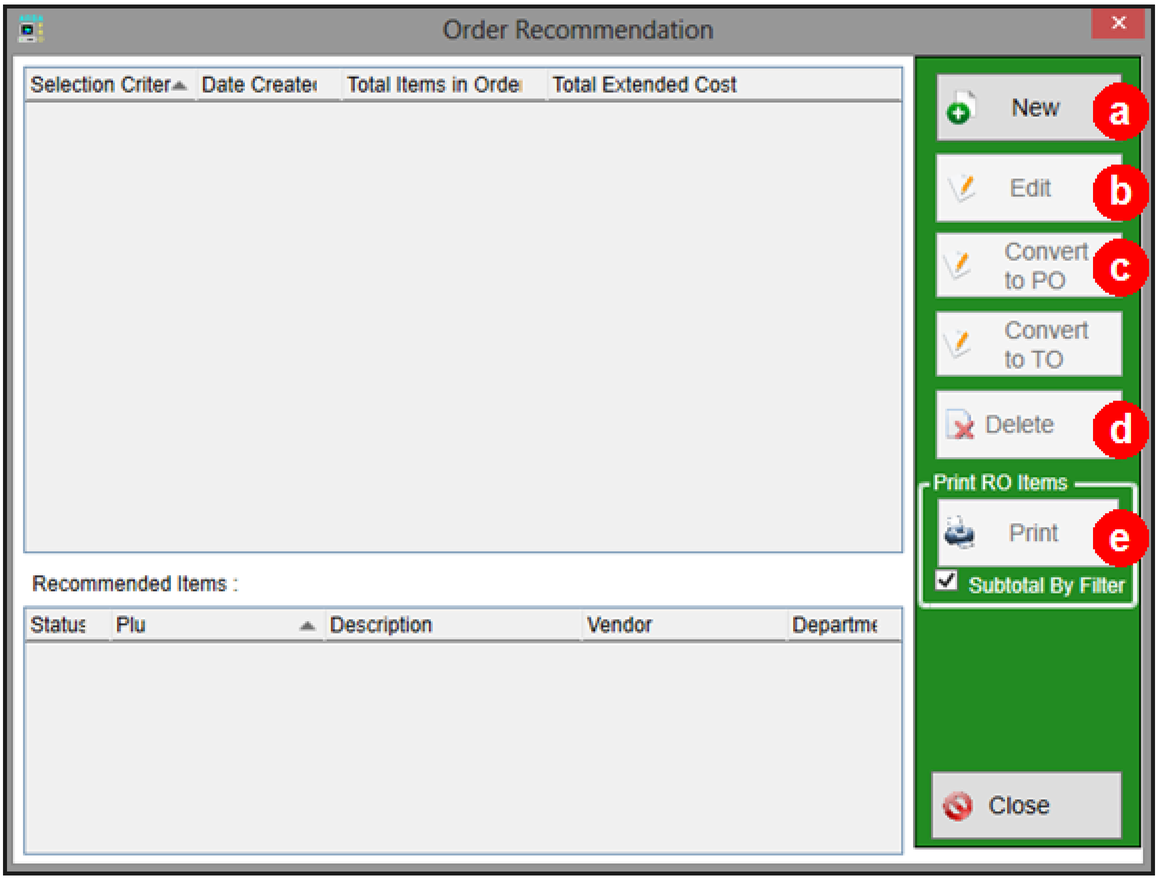


Figure 116 Order Recommendation

b. Once you have created the Recommended Order, you can edit it.

c. You can convert the Recommended Order to a Purchase Order.

d. You can delete the Recommended Order.

e. You can also print the Recommended Order from this window.

Create a New Recommended Order

You can generate a list of items that should be ordered based upon your inventory On Hand / Order Point / Order Multiple / Fill to Max settings in the Order Recommendation window.

1. Click on New in the Order Recommendation window. The Recommended Orders window will open.

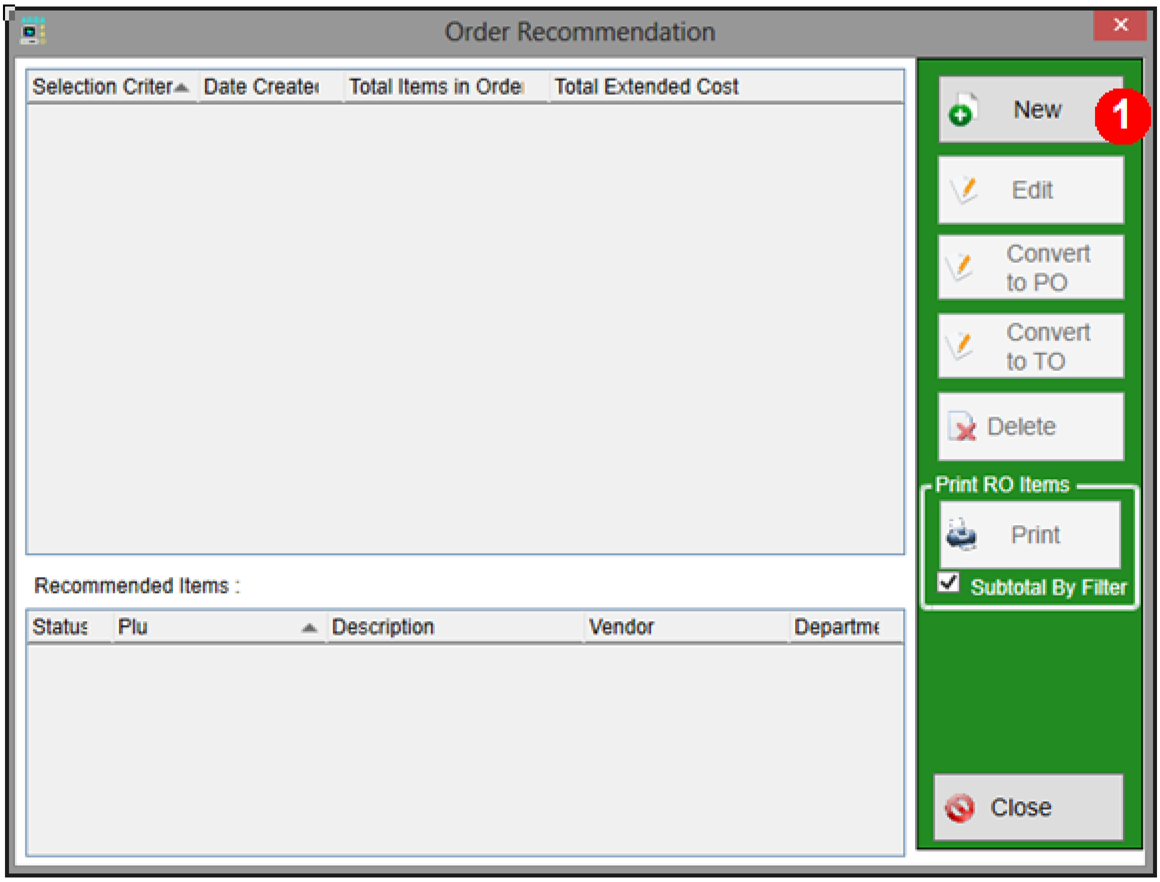


Figure 117 New order recommendation Window

2. Check the box for the option that you would like to select.

Figure 118 Recommended Orders

a. **Leave it as Recommended Order for editing -** Check this box if you would like to have the ability to edit the list in the Recommended Orders window (this is the best choice if you will not be placing the Purchase Order immediately).

b. **Convert it immediately to a Purchase Order** - Check this box if you would like to immediately generate a Purchase Order and do not want to be able to edit the list in the Recommended Orders window.

3. Click on [OK] when you are finished making your selection. The Selection and Sorting window will open.

4. Select the criteria governing which items will be included in the Recommended Order in the Selection and Sorting window.

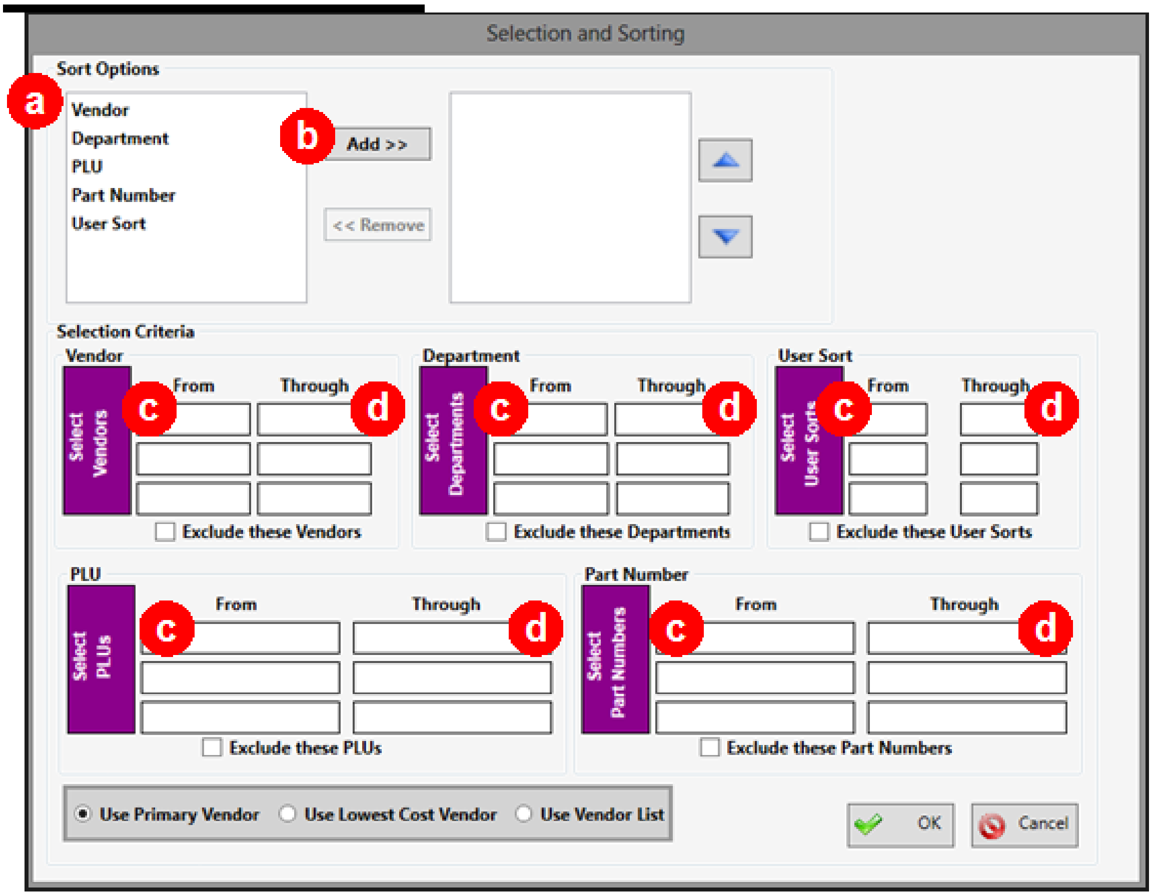


Figure 119 Selection and sorting- Add

a. Select the Sort Option(s) for the Recommended Order by clicking on the option you would like to use.

The Sort Options organize the groups into which the items on the Recommended Order are placed. If you select more than one Sort Option, the items on the Recommended Order will be organized into subgroups.

b. Click on [Add>>]. The selected item will move from the box on the left to the box on the right.

c. Select the Selection Criteria by typing a value (like one or more User Sort codes or Department numbers) into the from box to the right of the selection criteria that you would like to use for the Recommended Order.

You can type the value into the box if you know it, or you can press the Insert Key (INS) on your keyboard when the cursor is in one of the boxes, which will open the list that corresponds to the Selection Criteria chosen.

To choose an item from the list, click on the Department, Vendor, User Sort, PLU, or Part Number that you would like to appear in the Recommended Order. Click on [Select] on the right hand side of the window.

d. If you would like to include a range of Selection Criteria, type a different value into the through box to the right of the from box into which you typed the first value.

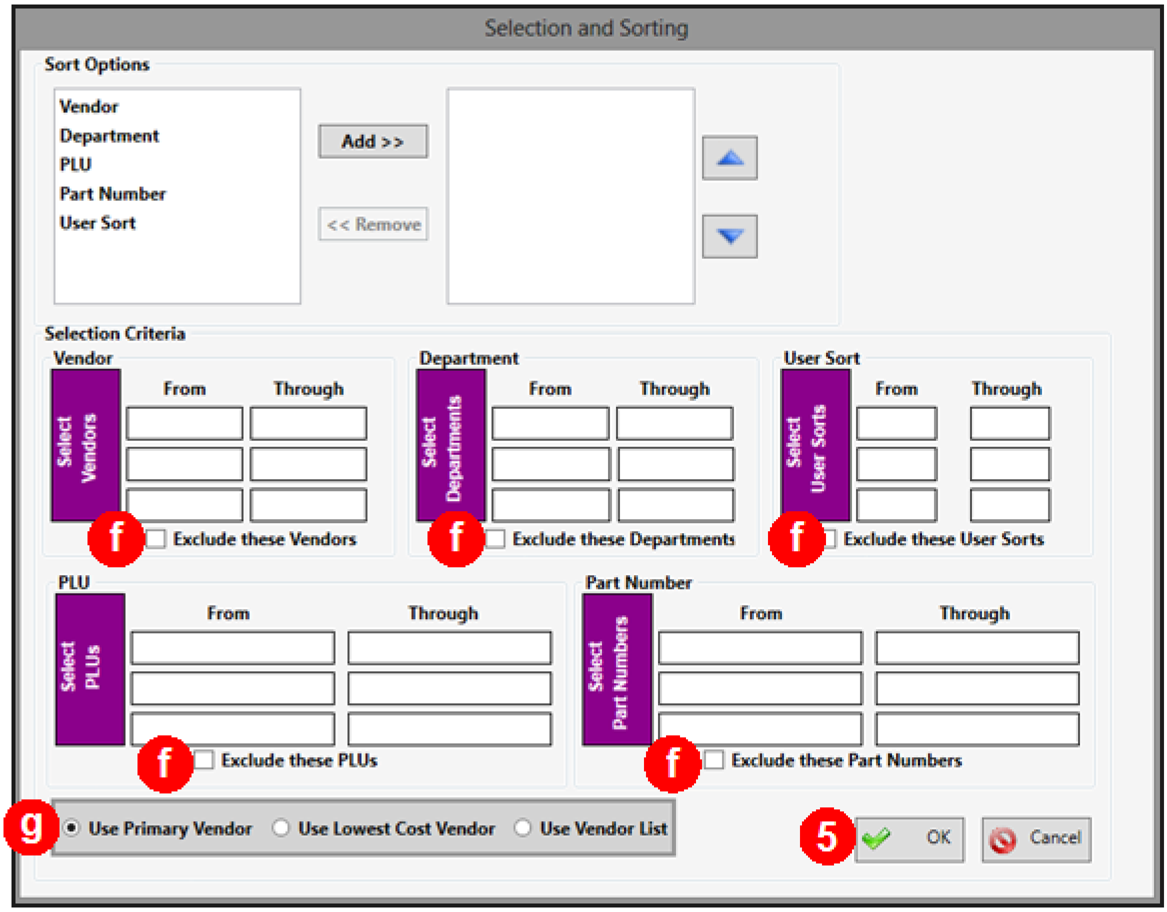


Figure 120 Selection and sorting

e. Repeat Steps C and D if you would like to add additional Selection Criteria ranges from which to create the Recommended Order.

f. Alternately, rather than selecting the Departments, Vendors, User Sorts, PLUs, or Part Numbers that you want to include in the Recommended Order, you can select the Departments, Vendors, User Sorts, PLUs, or Part Numbers that you do not want to include in the Recommended Order. Type them into the To/From boxes following the process in Steps C and D, and check the checkbox of the Exclude box in question.

Using these two methods, you can, for example, include a particular range of Departments in the Recommended Order but exclude a particular User Sort from being included using a combination of Selection Criteria.

g. Select the Vendor type that you would like to use for the Recommended Order.

· **Use Primary Vendor** - If you have multiple Vendors listed for an inventory item, the Vendor that you have designated as the primary Vendor will be the one that is used when the Purchase Order is generated.

· **Use Lowest Cost Vendor** - If you have multiple Vendors listed for an inventory item, the Vendor that has the lowest cost will be the one that is used when the Purchase Order is generated.

· **Use Vendor List** - If you have multiple Vendors listed for an inventory item, the Vendor that you have selected from the Vendor list will be the one that is used when the Purchase Order is generated.

5. Click on [OK] when you are finished making your selections. The Recommended Orders window will open.

6. Select the option that you would like applied to the Recommended Order.

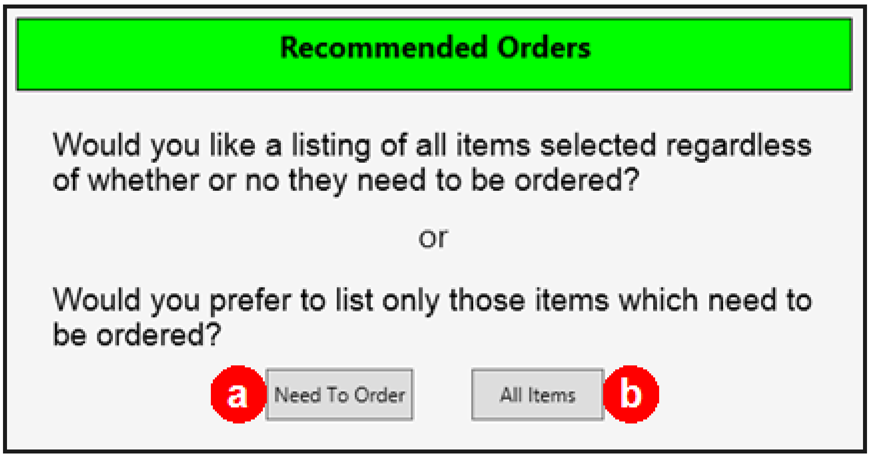


Figure 121 recommended orders - Need To order

a. **Need to Order** - Click on this option if you only want to include items in the Recommended Order whose On Hand quantity is below their Order Point (Recommended).

b. **All Items** - Click on this option if you want to include all of the items meeting your selection criteria in the Recommended Order, even if their On Hand quantity is above their Order Point.

7. The Recommended Order will show under Recommended Items in the Order Recommendation window.

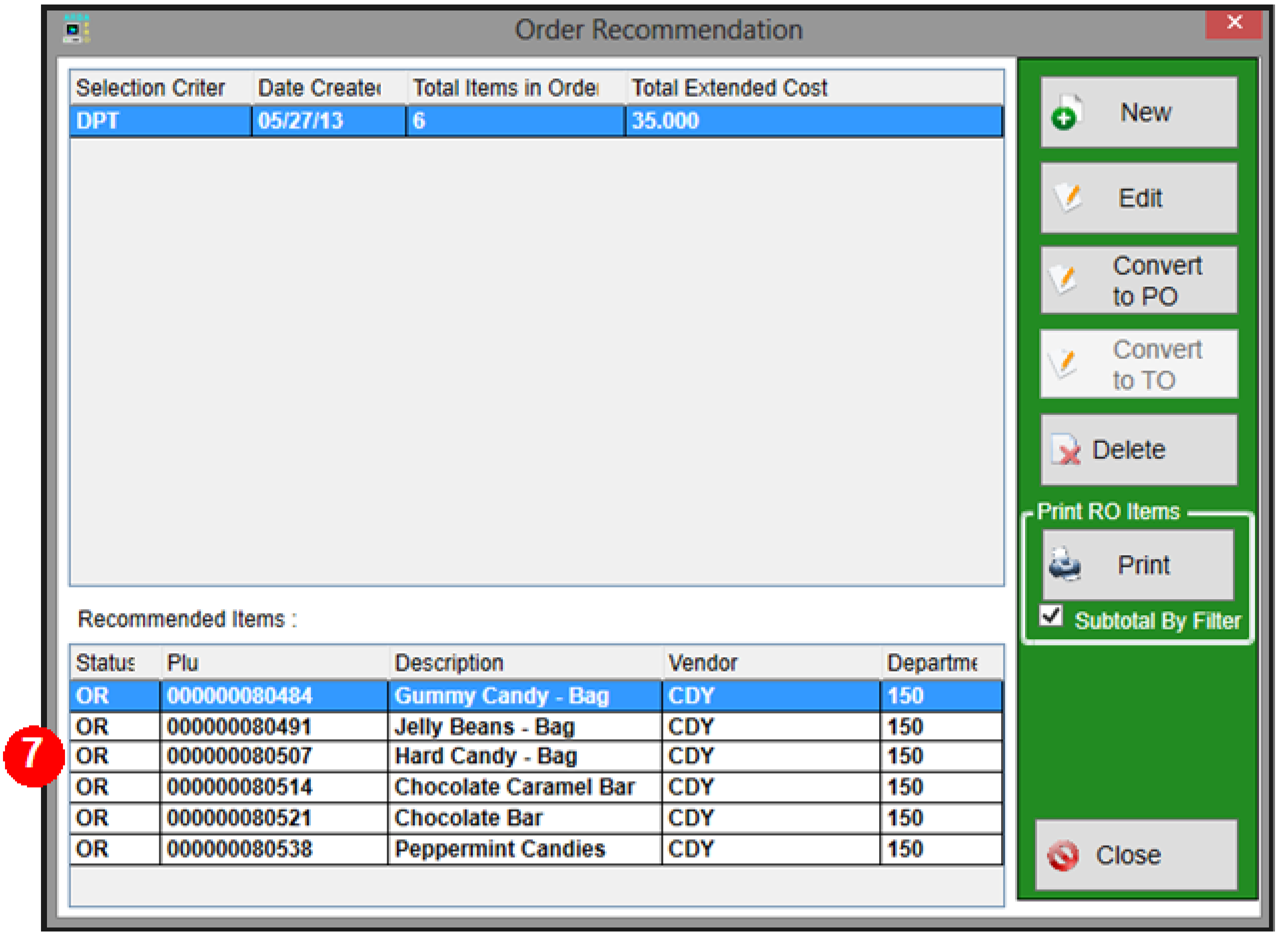


Figure 122 Recommended item list

Edit a Recommended Order

You can edit an existing Recommended Order in the Order Recommendation window.

1. Select the Recommended Order that you would like to edit by clicking on it.

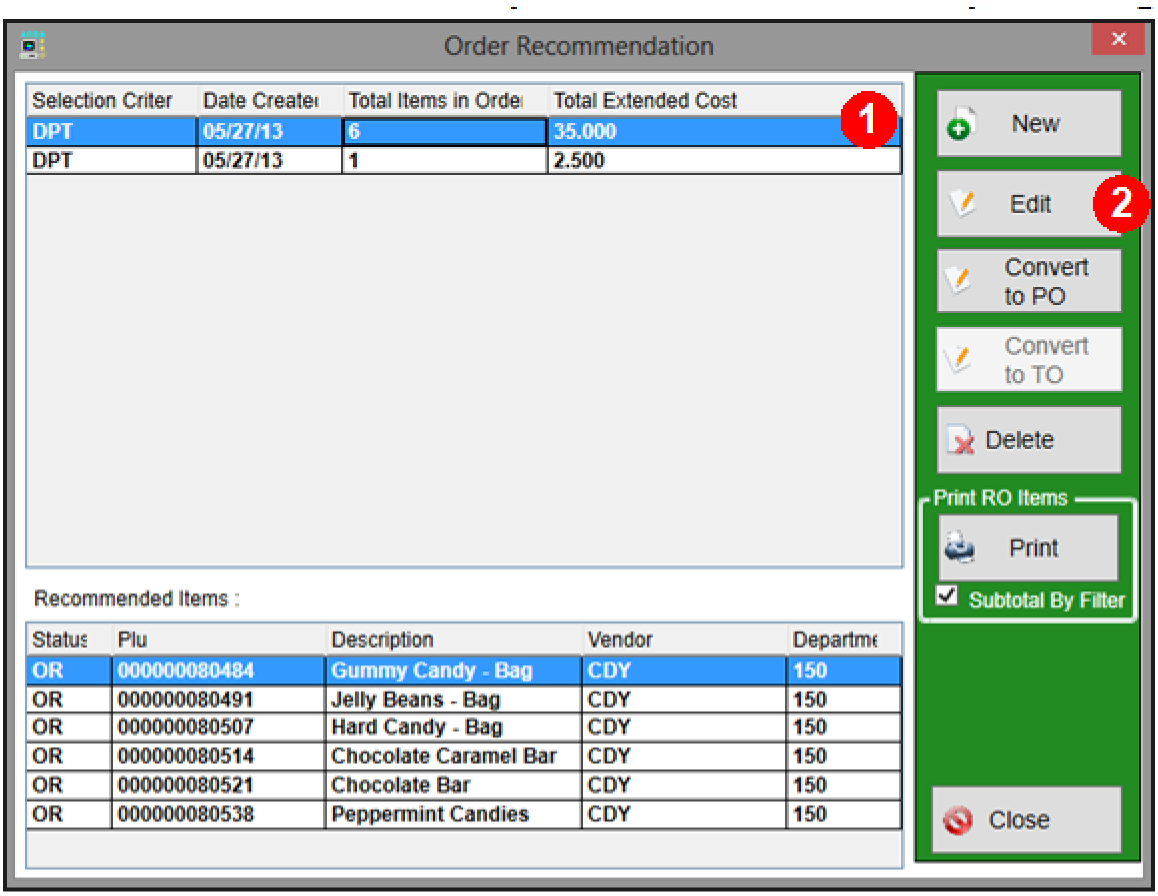


Figure 123 Edit order recommendation Process

2. Click on Edit in the Order Recommendation window. The Recommended Order: Items Recommended window will open.

Make any necessary changes by clicking on the appropriate button on the Recommended Order: Item Recommendations window.

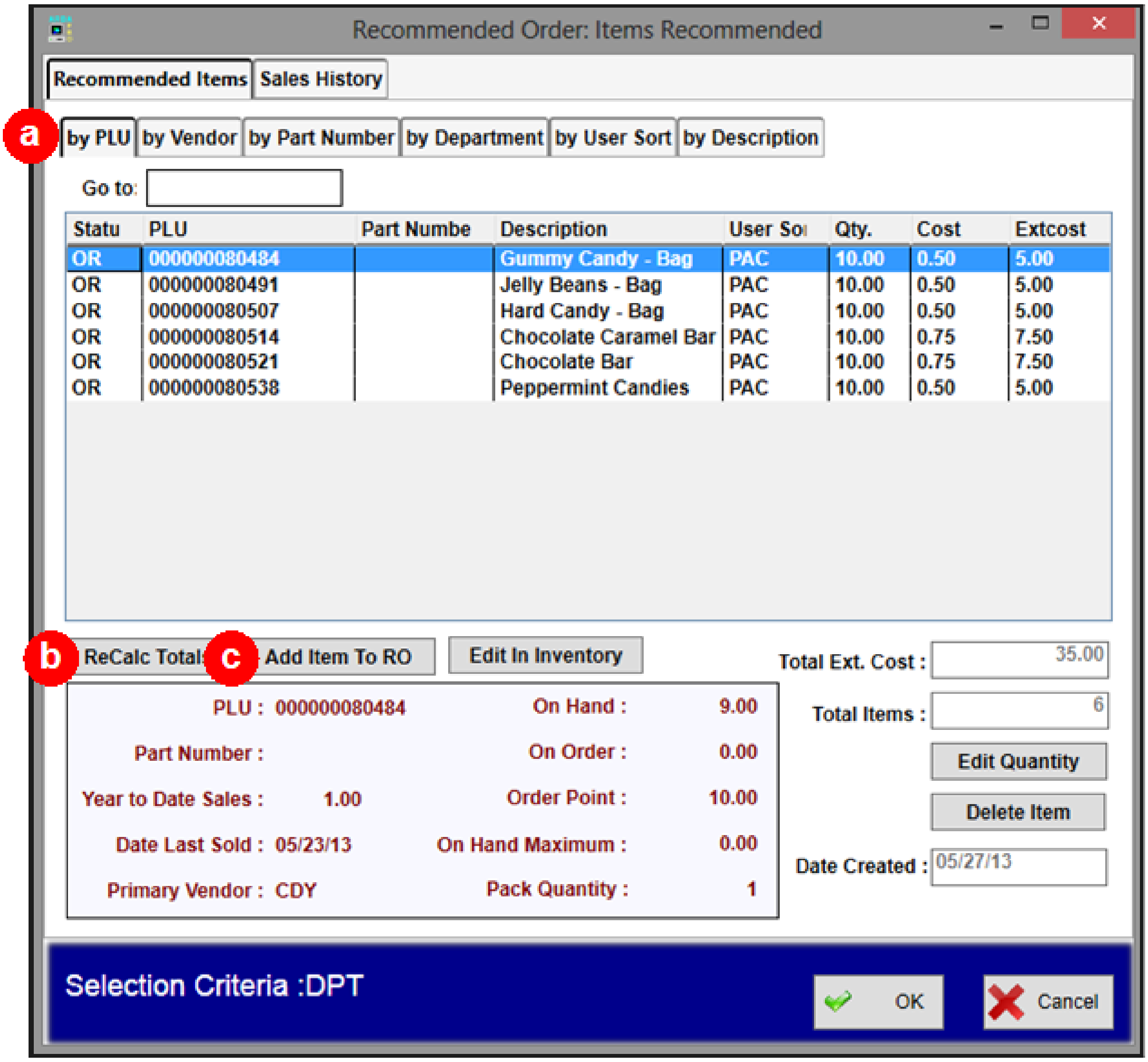


Figure 124 Calculating Total

a. Click on the appropriate tab to sort the recommended items by PLU, by Vendor, by Part Number, by Department, by User Sort, or by Description.

b. **ReCalc Totals** - Click on this button to recalculate the totals for each of the recommended items. This can be particularly useful if you created the Recommended Order a while ago and want to update the totals to reflect current On Hand quantities.

c. **Add Item to RO** - Click on this button to add additional inventory items to the Recommended Order manually.

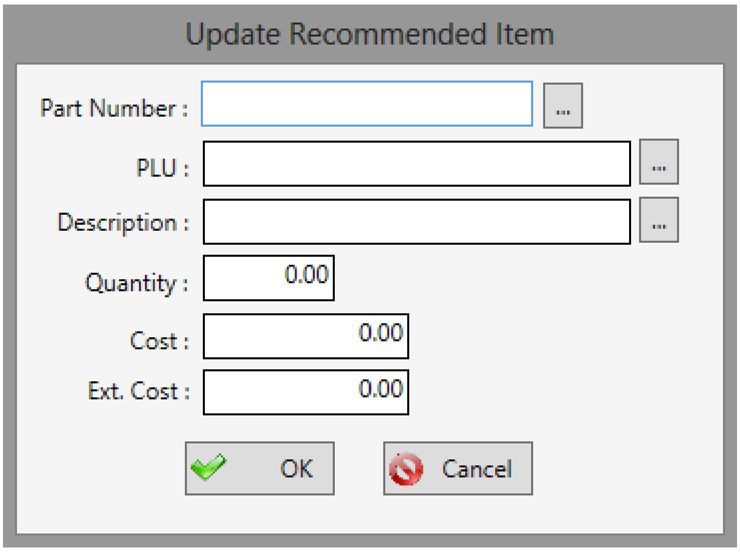


Figure 125 Update recommended Item

Click on the […] button next to either the Part Number, PLU, or Description box and select the item from your inventory list by clicking on it and clicking on [Select]. Type the desired order quantity in the Quantity box and click on [OK].

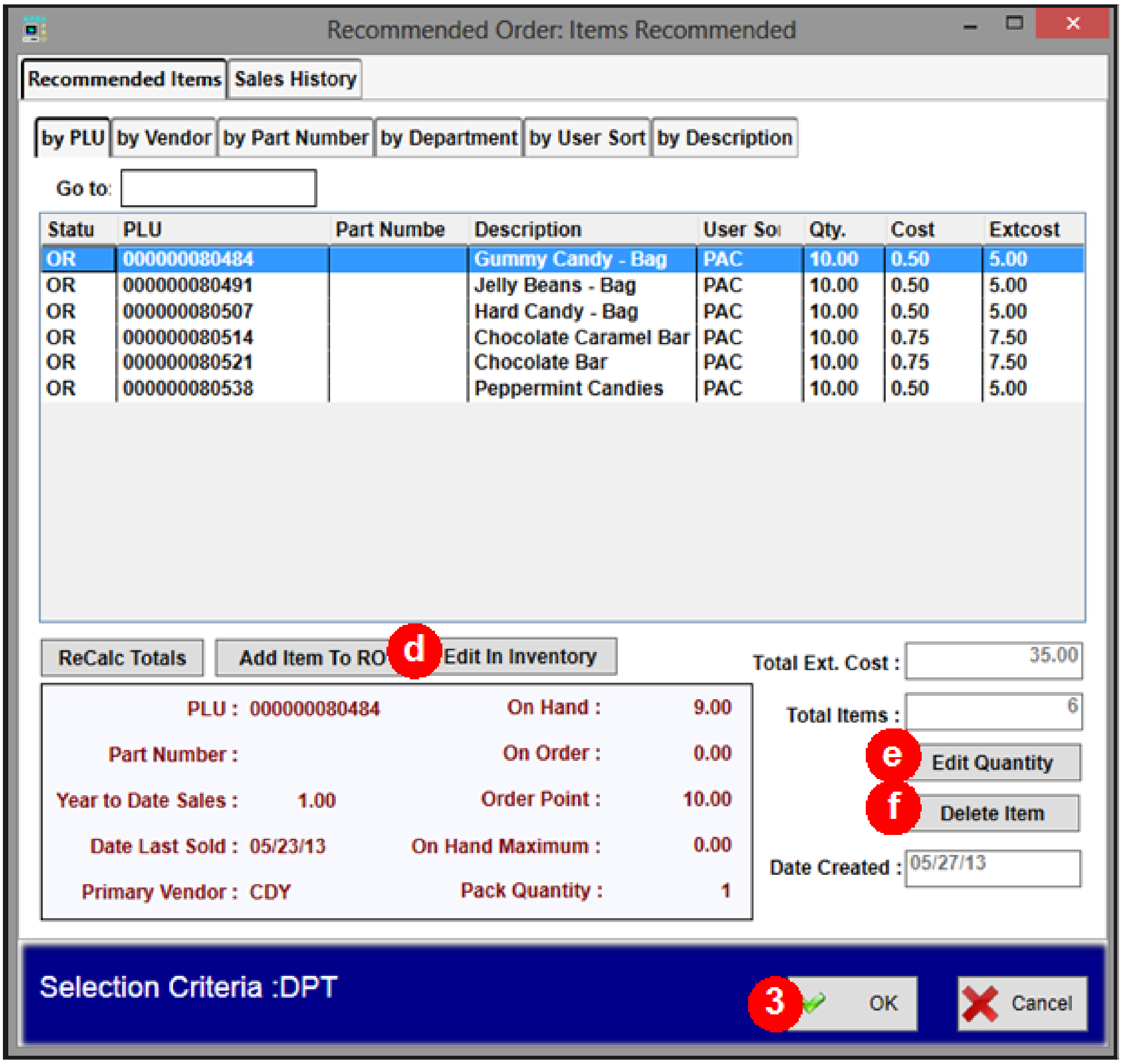


Figure 126 Selected PLU item

d. **Edit in Inventory** - Select the item in the list that you would like to edit by clicking on it, and then click on this button. The Inventory Item screen will open. Edit any necessary information for the item and then click on [OK] (for more information on the Inventory Item screen and its features, see pages 21- **Error! Bookmark not defined.**).

e. **Edit Quantity** - Select the item in the list whose quantity you would like to edit by clicking on it, and then click on this button. The Update Recommended Item window will open. Type the new quantity in the quantity box and click on [OK].

f. **Delete Item** - Select the item in the list which you would like to Delete, and then click on this button. The item will be removed from the list.

3. Click on [OK] when you are finished making edits to the Recommended Order.

Convert a Recommended Order to a Purchase Order

You can convert an existing Recommended Order to a Purchase Order in the Order Recommendation window.

1. Select the Recommended Order that you would like to convert to a Purchase Order by clicking on it.

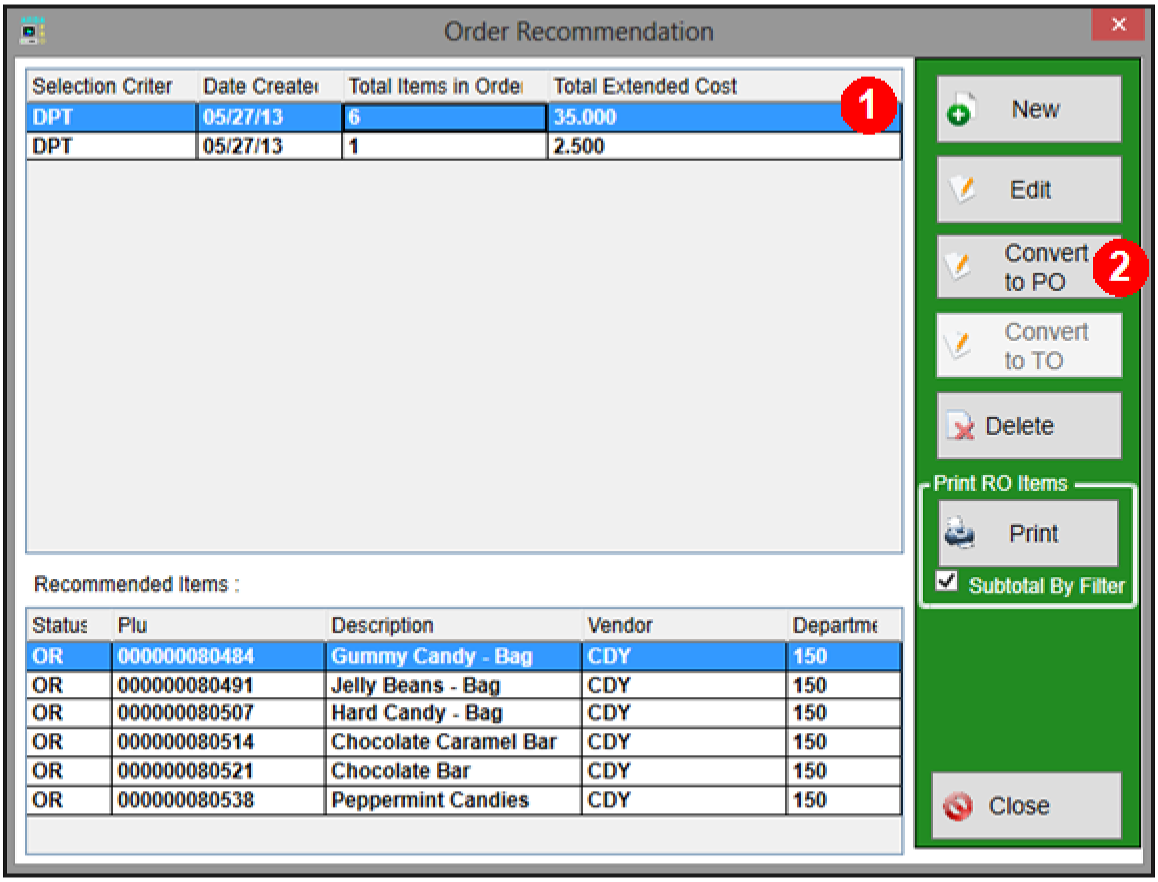


Figure 127 Convert to PO

2. Click on Convert to PO in the Order Recommendation window. The Convert to Purchase Order window will open.

3. Check the box for the type of Purchase Order you would like to generate.

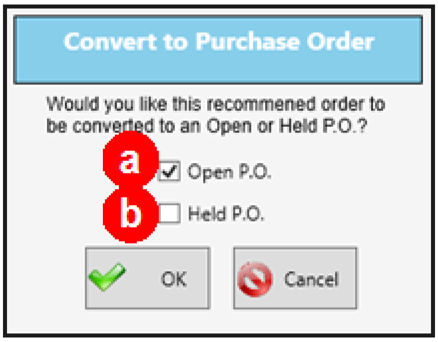


Figure 128 Convert to PO selection

a. **Open P.O.** - Check this box if you want the Order Quantity updated for the inventory items in Inventory Maintenance.

b. **Held P.O.** - Check this box if you do not want the Order Quantity updated for the inventory items in Inventory Maintenance.

4. Click on [OK] when you are finished making your selection.

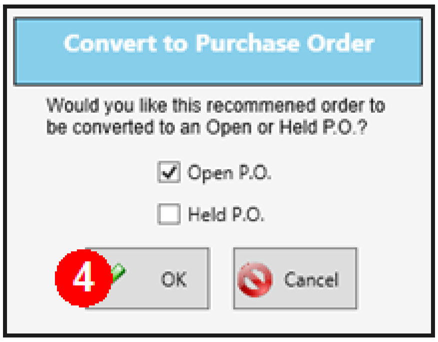


Figure 129 Recommended Order to OP

If all recommended items are from the same Vendor, the Purchase Order will be created and the Recommended Order will be removed from the list of Recommended Orders.

If the recommended items are from different Vendors, a notification that the order has more than one vendor will appear. You will then be asked if you want to create a Purchase Order for each Vendor, as multiple Vendors cannot appear on the same Purchase Order.

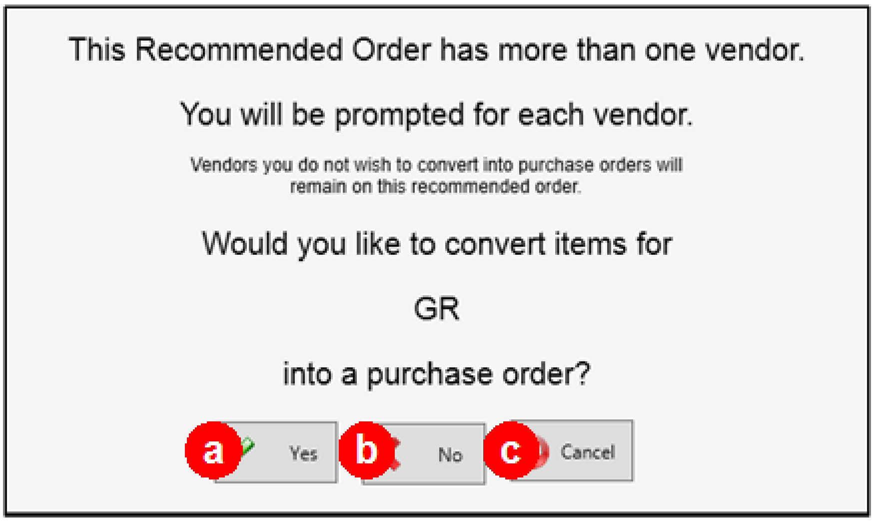


Figure 130 Multiple recommended Order

a. **Yes** - Click on this button if you would like to create a Purchase Order for the Vendor in question.

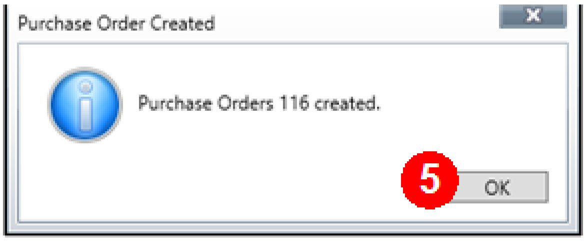
b. **No** - Click on this button if you would not like to create a Purchase Order for the Vendor in question.

c. **Cancel** - Click on this button if you would not like to create any Purchase Orders at this time.

You will continue to be prompted for all of the remaining Vendors in the Recommended Order, until you have finished making a selection of Yes or No for each Vendor.

Once you have made selections for each Vendor in the Recommended Order, the Purchase Order Created / Multiple Purchase Order Created window will open.

5. Click on OK in the Purchase Order Created / Multiple Purchase Order Created window.



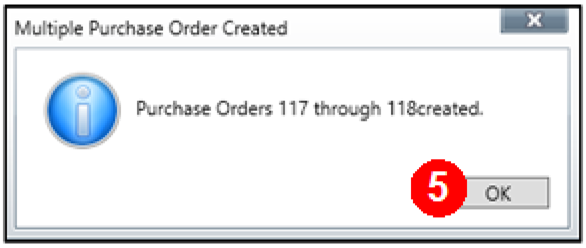


Figure 131 Purchase order

If you select yes for all Vendors, the Purchase Orders will be created and the Recommended Order will be removed from the list of Recommended Orders. If you do not select yes for all Vendors, the Purchase Orders for the Vendors for which you selected yes will be created, while the remaining items will remain in the Recommended Orders window.

Delete a Recommended Order

You can delete an existing Recommended Order in the Order Recommendation window.

1. Select the Recommended Order that you would like to delete by clicking on it.

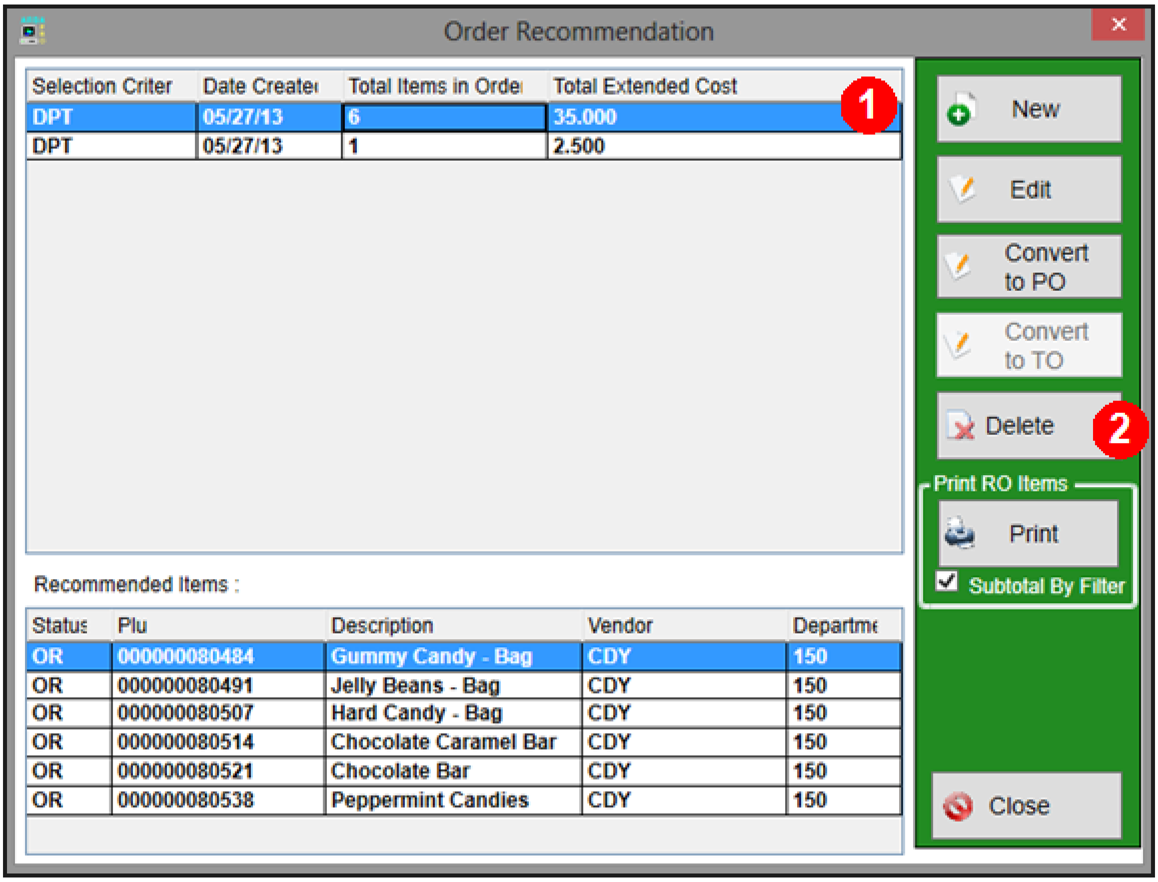


Figure 132 Delete Recommended Order

2. Click on Delete in the Order Recommendation window.

3. You will be prompted to confirm that you would like to delete the Order Recommendation.

   If you want to delete the Order Recommendation, click on [Yes]. If not, click on [No].

Print a Recommended Order

You can print an existing Recommended Order in the Order Recommendation window.

1. Select the Recommended Order that you would like to print by clicking on it.

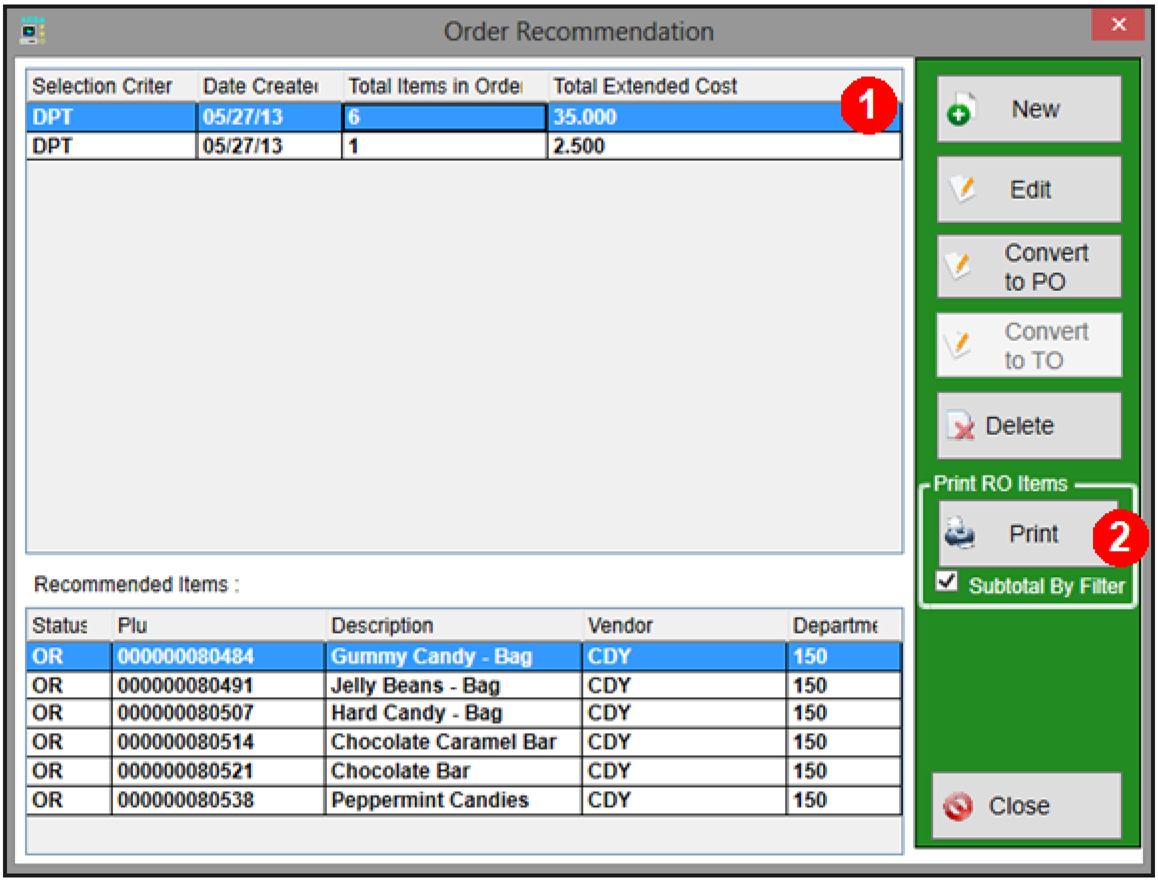


Figure 133 Print Recommended Order

2. Click on Print in the Order Recommendation window. The Preview: Recommended Orders window will open.

Purchase Orders

The Purchase Orders option allows you to generate, print, and email Purchase Orders. This feature is particularly useful as you can create and send Purchase Orders within ARBAPRO and do not have to use an outside application and it makes receiving inventory much easier as you can quickly and easily Receive a Purchase Order generated in ARBAPRO.

Steps to Get to Purchase Orders

1. Click on Purchasing on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click on Purchase Orders on the Purchasing window. The Purchase Orders window will open.

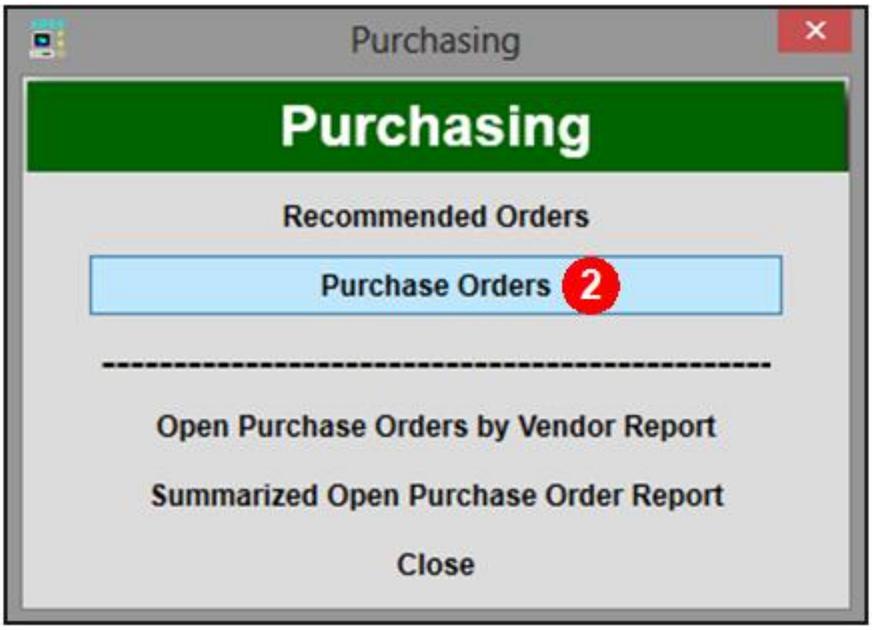


Figure 134 Purchase orders

The Purchase Orders Window

a. You can generate a Purchase Order in the Purchase Order window.

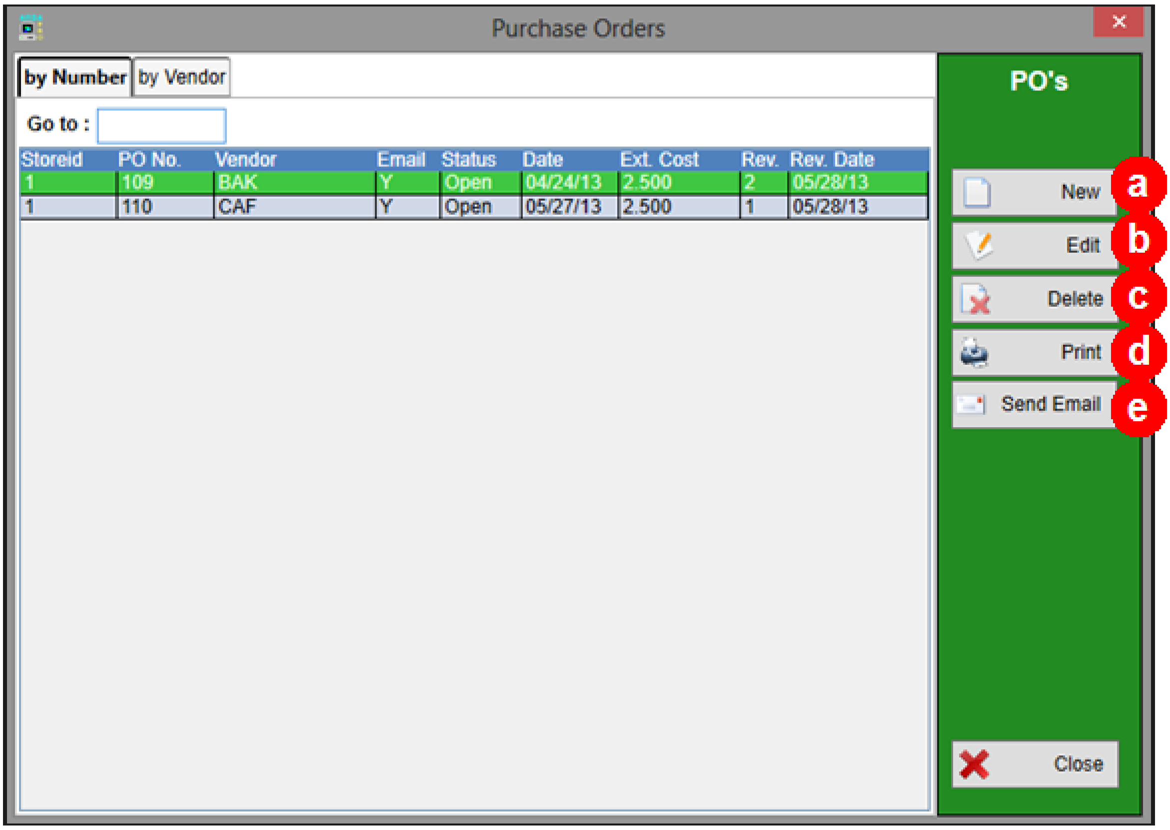


Figure 135 New purchase orders

b. Once you have created the Purchase Order through either Recommended Orders or the Purchase Order window, you can edit it.

c. You can delete a Purchase Order in this window.

d. You can Print the Purchase Order if you mail or fax the order to the Vendor, or if you take the Purchase Order with you to a store to make the purchase.

e. You also have the option of clicking on Send Email to send the Purchase Order to the Vendor.

Create a New Purchase Order

You can generate a Purchase Order in the Purchase Orders window.

1. Click on New in the Purchase Order window. The Purchase Order Will Be Added window will open.

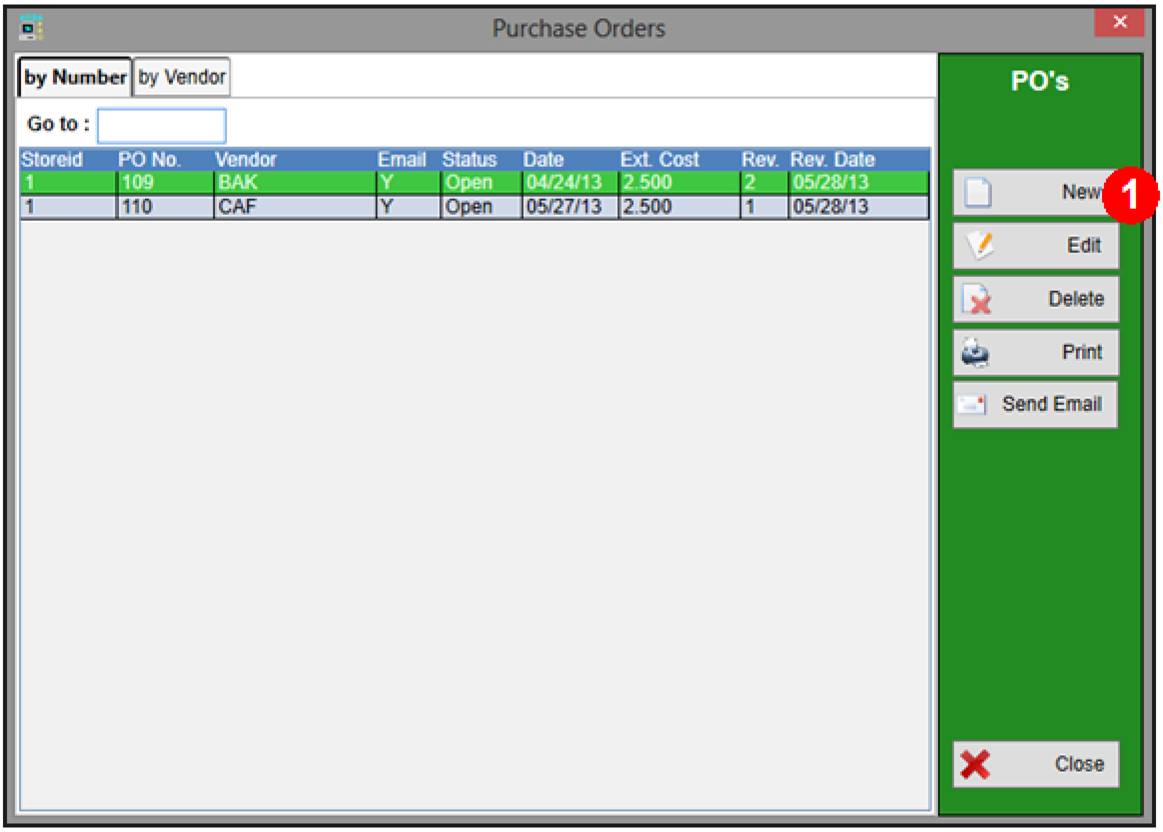


Figure 136 Adding new PO

2. Fill in the information for the Purchase Order.

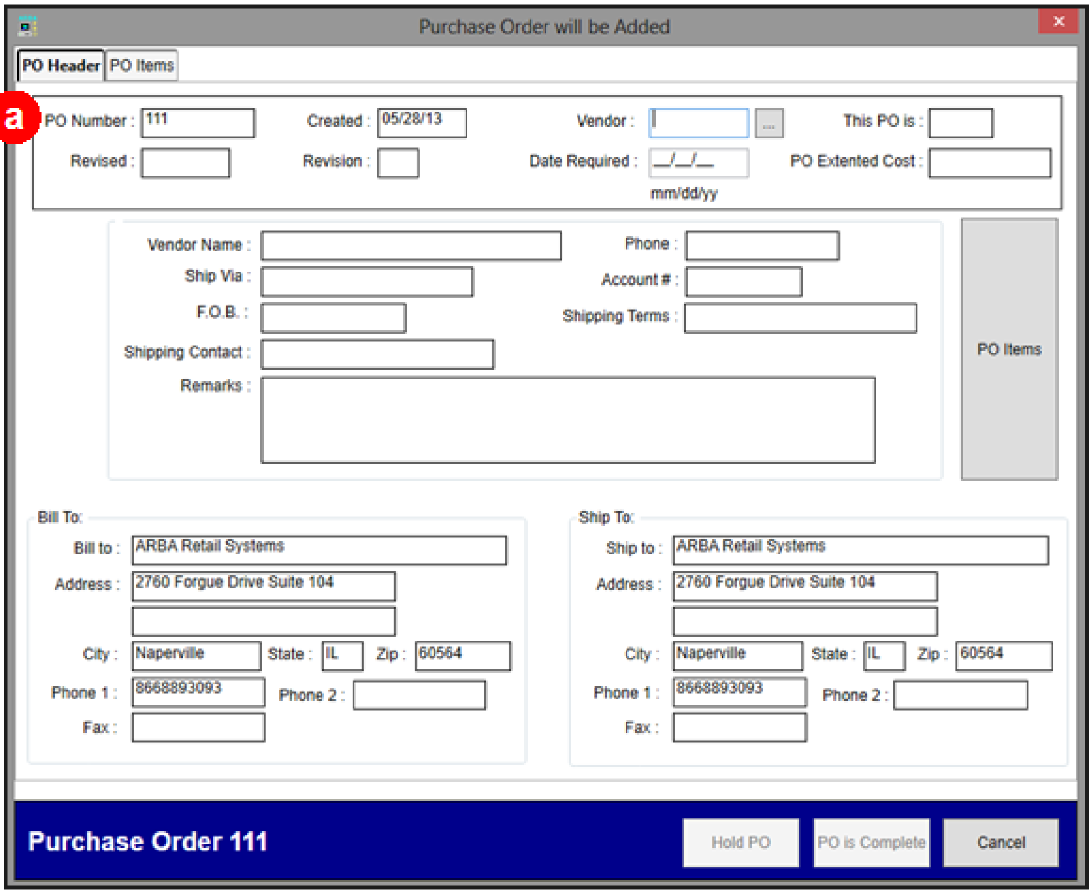


Figure 137 Entering details in Order form

A. **PO Number** - ARBAPRO will automatically generate a Purchase Order number for each Purchase Order based upon the settings designated in Operation Defaults under Utilities

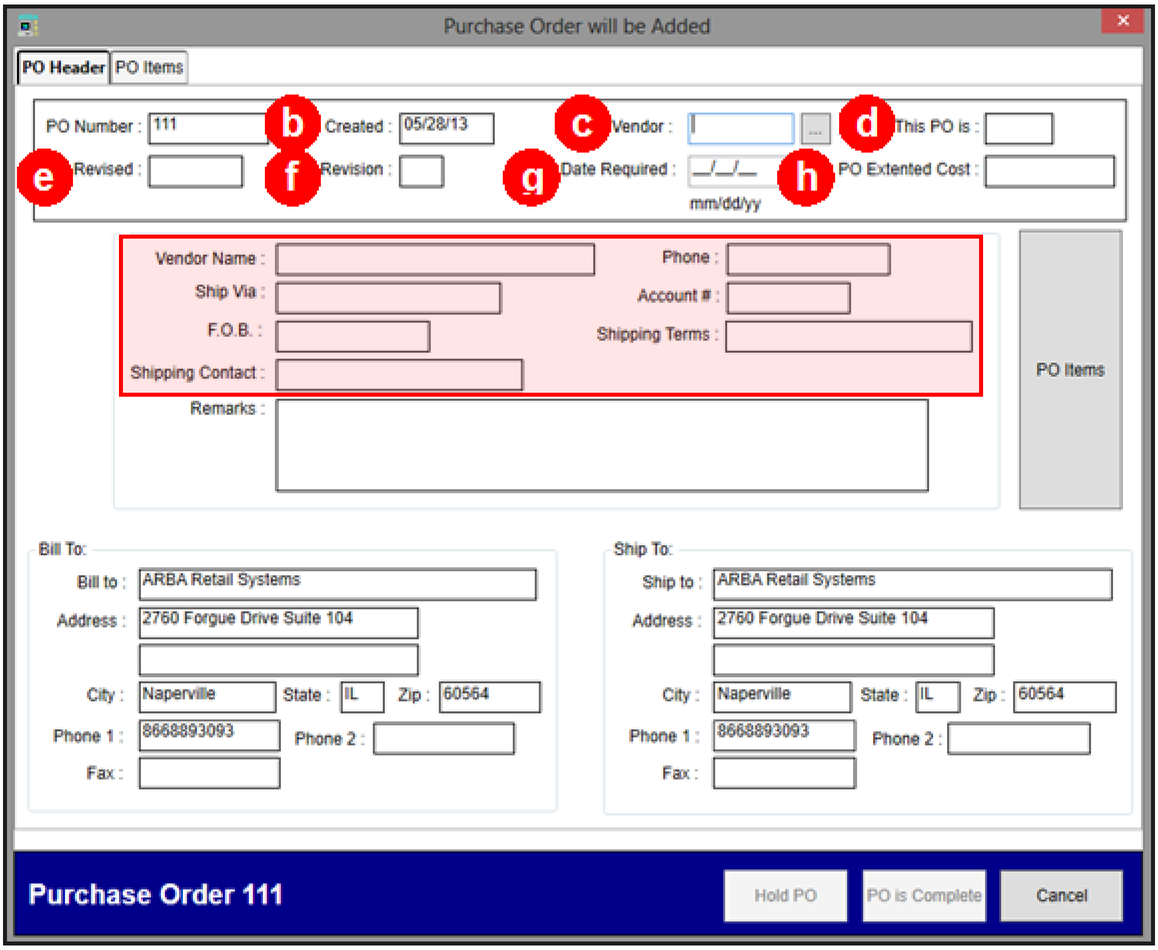


Figure 138 Enter the vendor Purchase order

b. **Created** - ARBAPRO will automatically fill in the current date as the date that the Purchase Order was created.

c. **Vendor** - Click on the […] button next to the Vendor box. The Select Vendor window will open. Select the Vendor from which you want to add items by clicking on it in the list. Click on [Select] on the right hand side of the window.

When you select the Vendor, the information that is highlighted in the red box in the image above will be filled in based upon the information that you filled in for the Vendor on the Vendor Maintenance screen. If you left information blank in the Vendor Maintenance window, it will also be blank in the Purchase Order window.

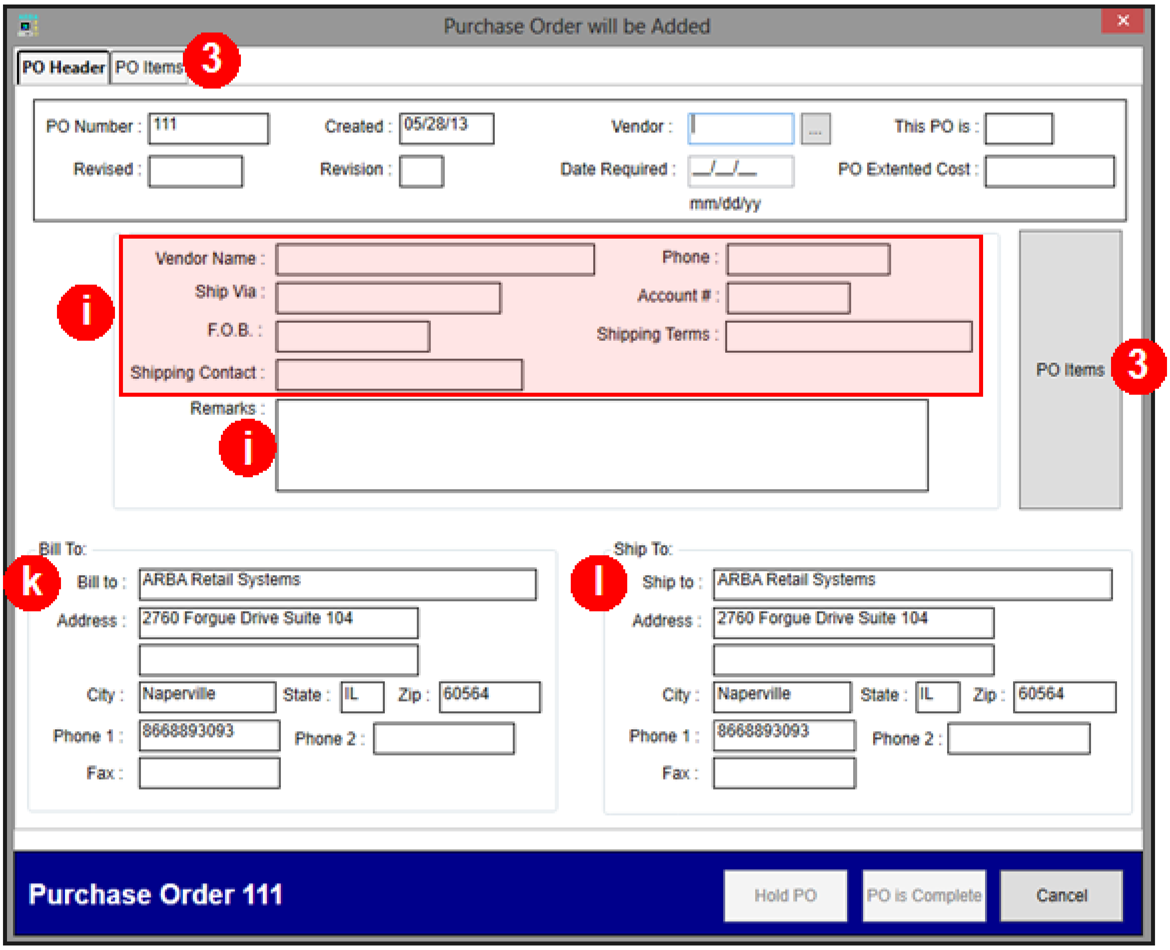
d. **This PO is:** - ARBAPRO will automatically fill in the Open or Held status of the Purchase Order.

e. **Revised** - ARBAPRO will automatically fill in the date on which the Purchase Order was most recently revised.

f. **Revision** - ARBAPRO will automatically fill in the number of times that the Purchase Order was revised.

g. **Date Required** - Type the date by which you need to receive the filled Purchase Order in the MM/DD/YY format.

H. **PO Extended Cost** - ARBAPRO will automatically fill in the extended cost (cost x quantity) of all of the items included in the Purchase Order.



Open Purchase Orders by Vendor Report

The Open Purchase Orders by Vendor Report option allows you to view and print a summarized report of your open Purchase Orders for each Vendor. This report can be useful because it allows you to quickly review all of your open Purchase Orders in one location, and to then potentially consolidate multiple Purchase Orders that have not yet been sent to a particular Vendor into one Purchase Order.

Steps to Generate an Open Purchase Orders by Vendor Report

1. Click on Purchasing on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click on Open Purchase Orders by Vendor Report on the Purchasing window. The Preview: Open PO window will open.

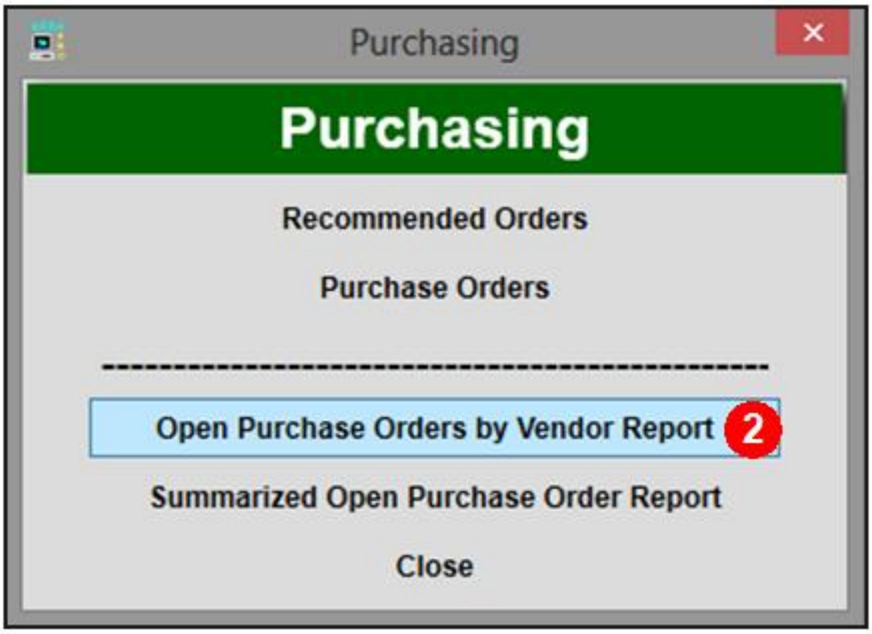


Figure 139 purchase order - vendor Report

The Preview: Open PO Window

a. The Preview: Open PO window allows you to print the Open Purchase Orders by Vendor Report that you generated when you click on the Print button that looks like a printer.

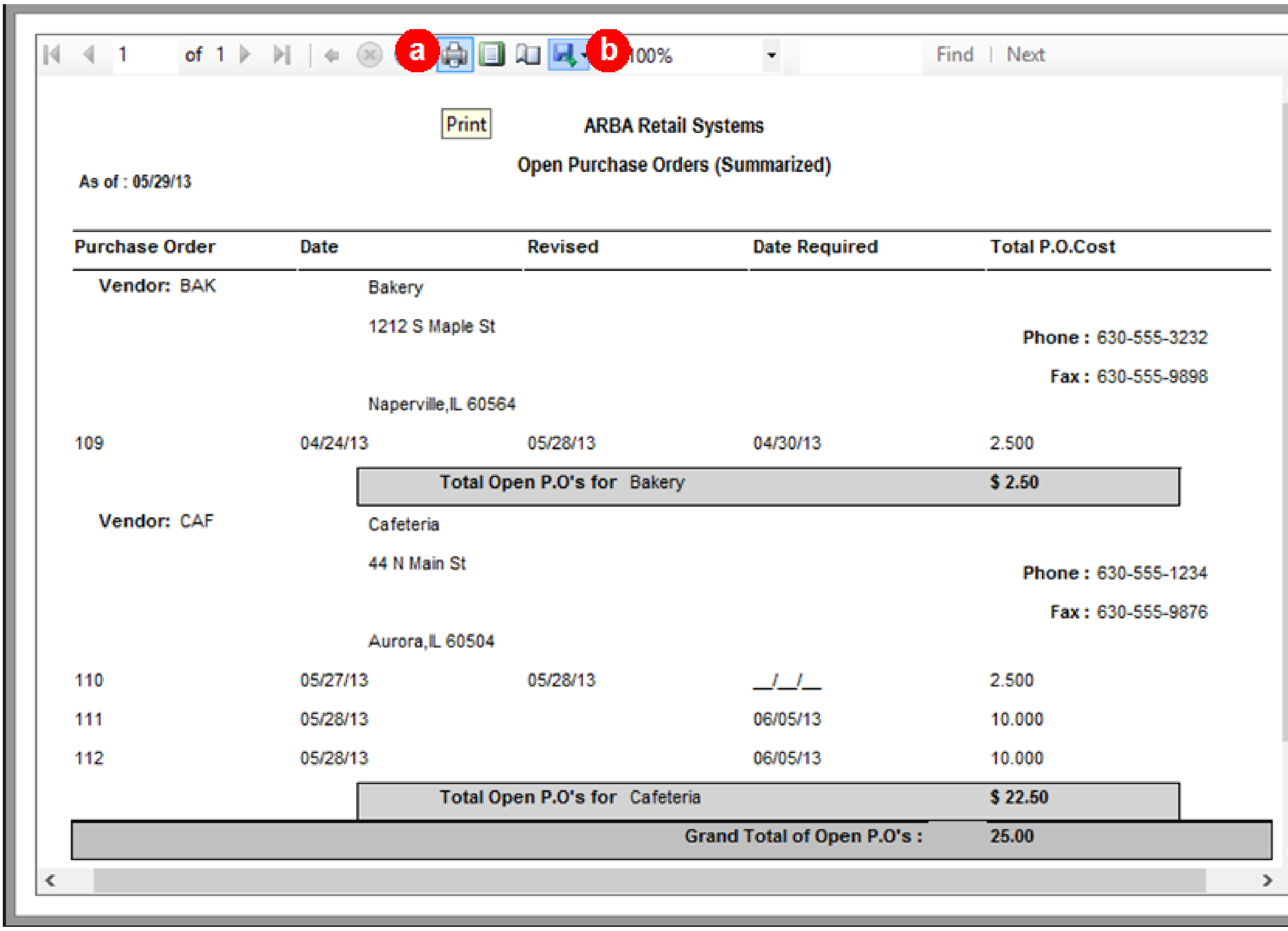


Figure 140 Print Purchase order

b. You can also Export the information as an Excel file, PDF, or Word file by clicking on the Export button that looks like a floppy disk.

Receiving

Receive Purchase Order

The Receive Purchase Orders option allows you to receive Purchase Orders that were generated in ARBAPRO. This feature makes receiving inventory much faster than manually entering each inventory item received, as you can receive the entire Purchase Order at one time.

Steps to Receive a Purchase Order

1. Click on Receiving on the menu bar at the top of the screen or on the menu bar down the side of the screen.

Figure 141 Receiving Purchase order

2. Click on Receive Purchase Order on the Receiving window. The Open POs for receiving window will open.

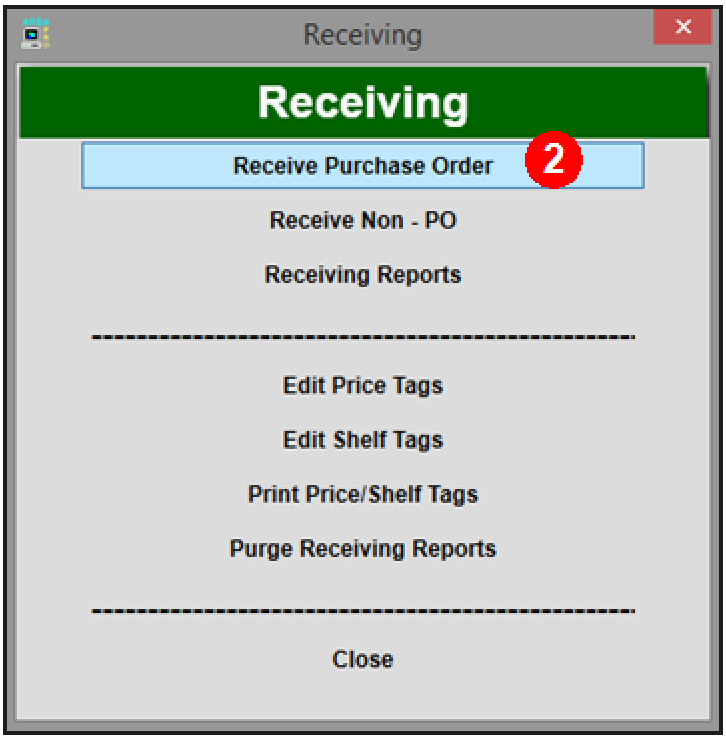


Figure 142 Receive Purchase order

3. Click on the Purchase Order that you would like to receive in the list.

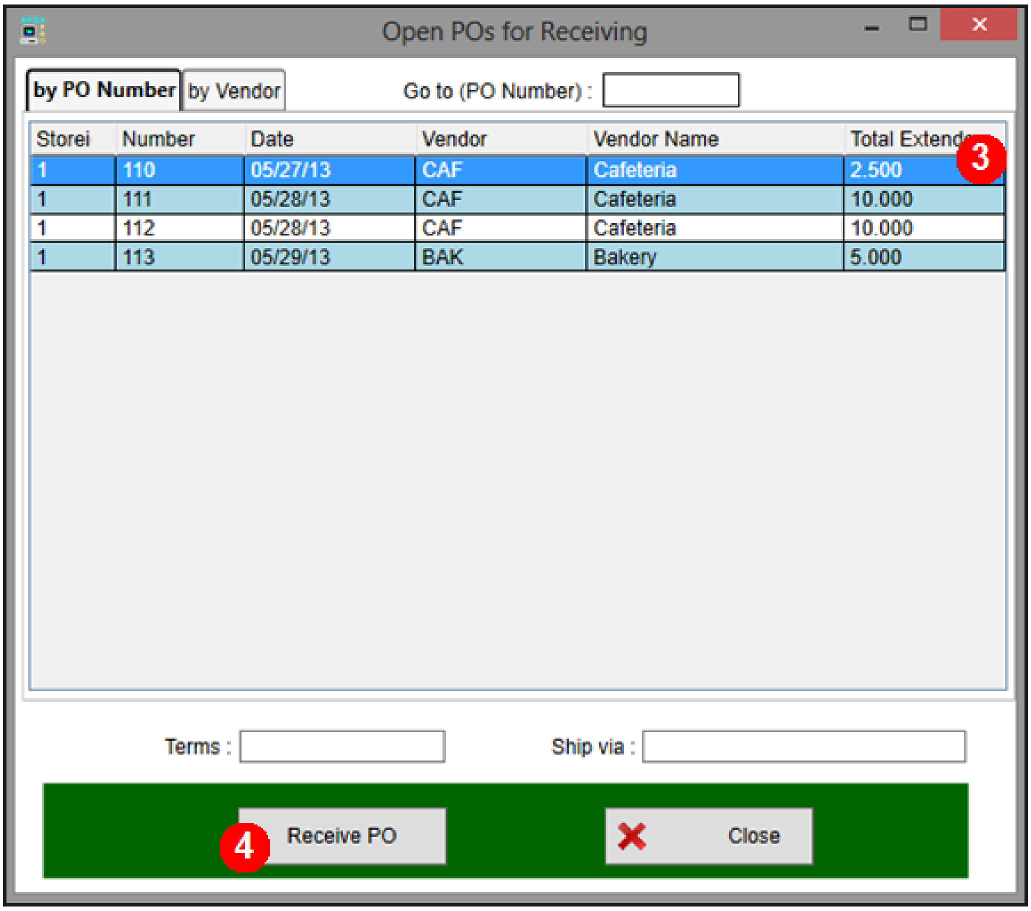


Figure 143 POs for Receiving

4. Click on [Receive PO].

5. If you have a Memor scanner set up in ARBAPRO, you will be asked if the Purchase Order you are receiving is intended to be updated by your scanner or manually.

Click on [Scanner] if you intend to receive the order using your scanner, or [Manually] if you intend to receive the order manually. The Purchase Order#___ window will open.

If you have checked Track Freight Costs in Receiving in the Operation Defaults window, the Freight and Handling for PO ___ window will open on top of the Purchase Order#___ window.

Freight and Handling for PO __ Window

If you have checked Track Freight Costs in Receiving in the Operation Defaults window, you will need to enter your Freight and Shipping and Handling charges before proceeding to the Purchase Order#___ window.

1. Type the Freight charges for the Purchase Order in the Freight box.

Figure 144 Freight and handling

2. Type the Shipping and Handling charges in the Shipping and Handling box.

3. Click on [OK]. ARBAPRO will add the charges to the Receiving report, but it will not add the charges to the cost of the items.

The Purchase Order#__ Window

a. You can receive a Purchase Order that arrived exactly how you ordered it by clicking on the Update Inventory from Rec. Qty. button.

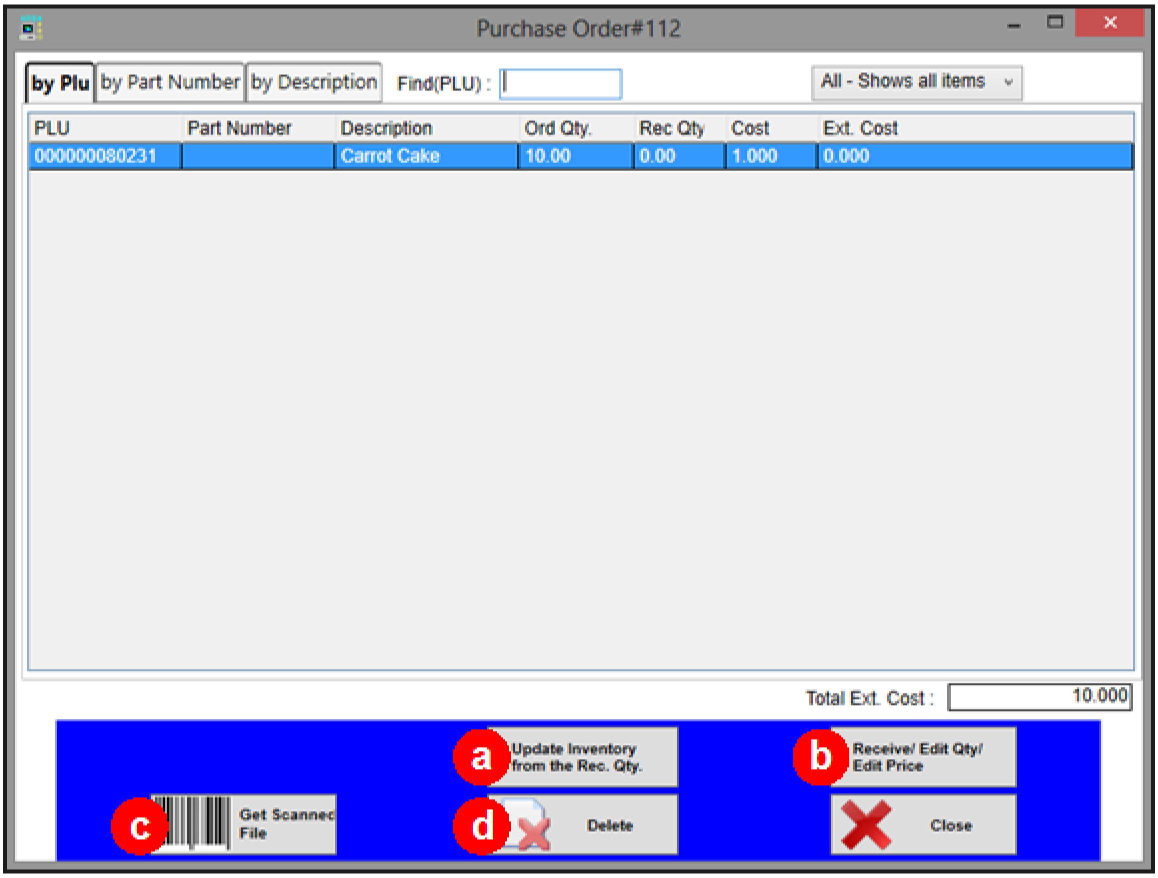


Figure 145 Purchase order

b. You can edit a quantity, cost, and/or price for an item that did not arrive exactly how you ordered it on the Purchase Order by clicking on the Receive/Edit Qty/Edit Price button.

c. You can get a Scanned File from your Memor scanner, if you are using it to receive inventory from the Purchase Order.

d. You can delete an item that will not be fulfilled from the Purchase Order by clicking on the Delete button.

Manually Receive an Exact Purchase Order

When a Purchase Order arrives that is exactly how you ordered it (all items from the Purchase Order have arrived, the cost is the same for all items as the cost from the Purchase Order, and the quantity for all items is the same as the quantity from the Purchase Order), you can Receive the Purchase Order by clicking on the Update Inventory from the Rec. Qty. button in the Purchase Order#___ window.

1. Verify that the information listed in the Purchase Order#___ window matches the information on the Vendor’s invoice exactly.

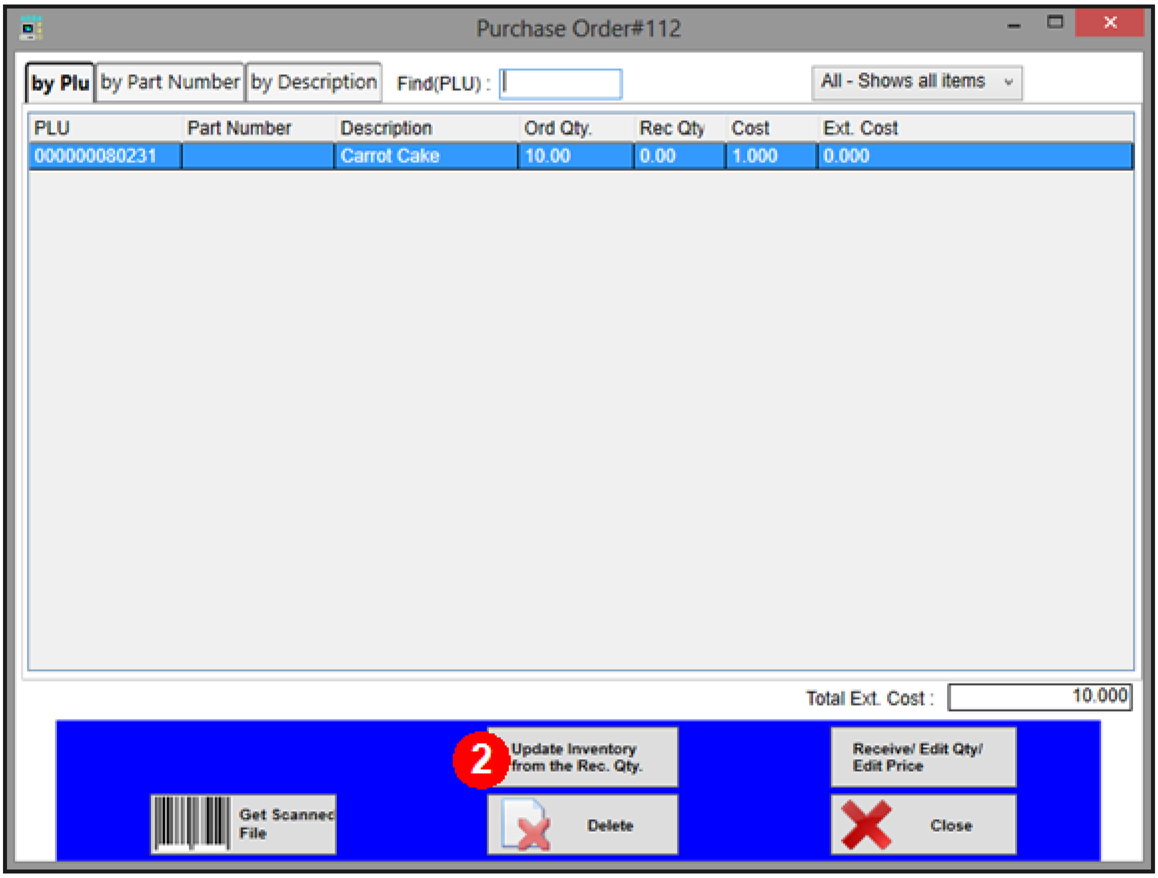


Figure 146 Inventory option - Purchase order

2. Click on [Update Inventory from the Rec. Qty].

3. You will be prompted to confirm that you would like to receive everything in the Purchase Order.

If you want to receive everything in the Purchase Order, click on [Yes]. If not, click on [No].

Manually Receive a Purchase Order That Differs from the Original

When a Purchase Order arrives that differs from the one that you ordered in some way (the cost is different from the Purchase Order cost, the quantity for one or more items is different than on the Purchase Order, or one or more items from the Purchase Order were not fulfilled), you can make any necessary edits while receiving the Purchase Order by clicking on the Receive/Edit Qty/Edit Price button in the Purchase Order#___ window.

1. Click on the item in the Purchase Order#___ window that needs to be changed.

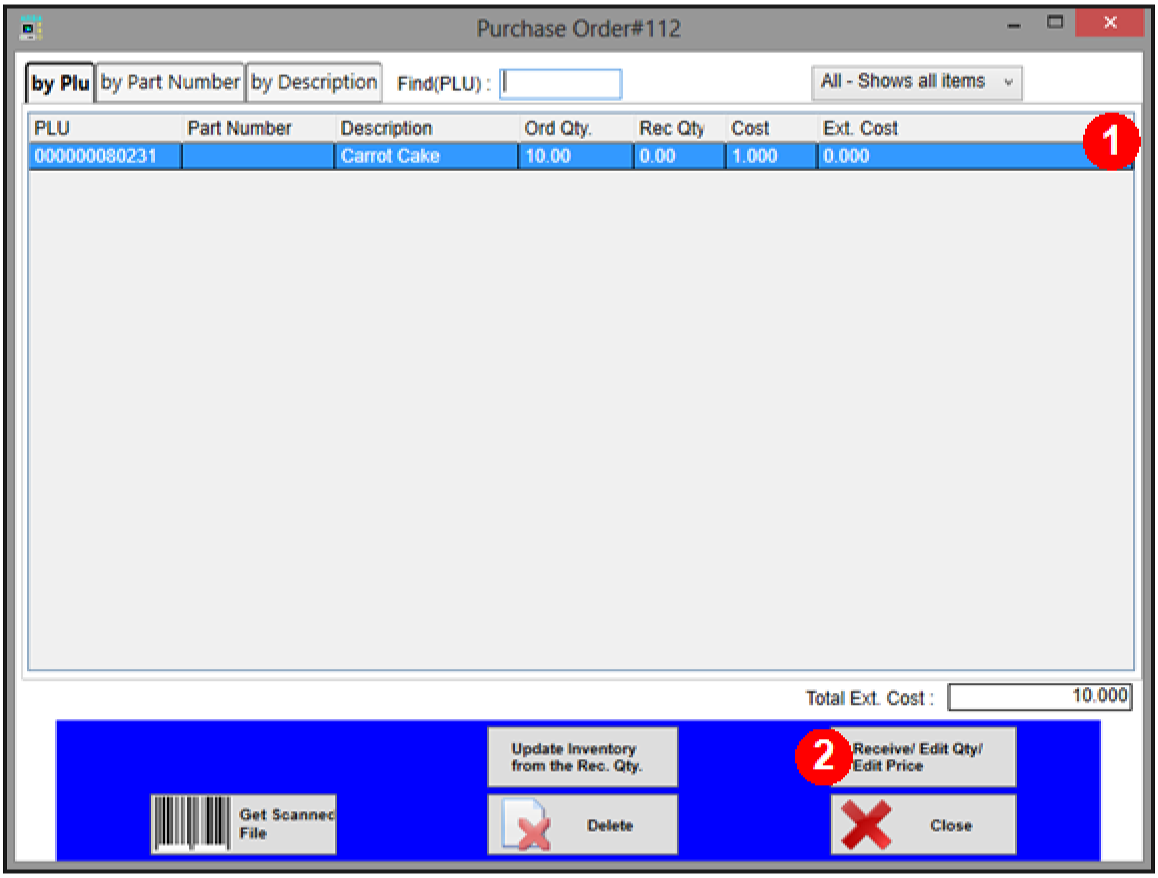


Figure 147 Purchase order by PLU

2. Click on [Receive/Edit Qty/Edit Price]. The Receiving Purchase Order: ___ window will open.

3. Make the necessary changes in the Receiving Purchase Order: ___ window.

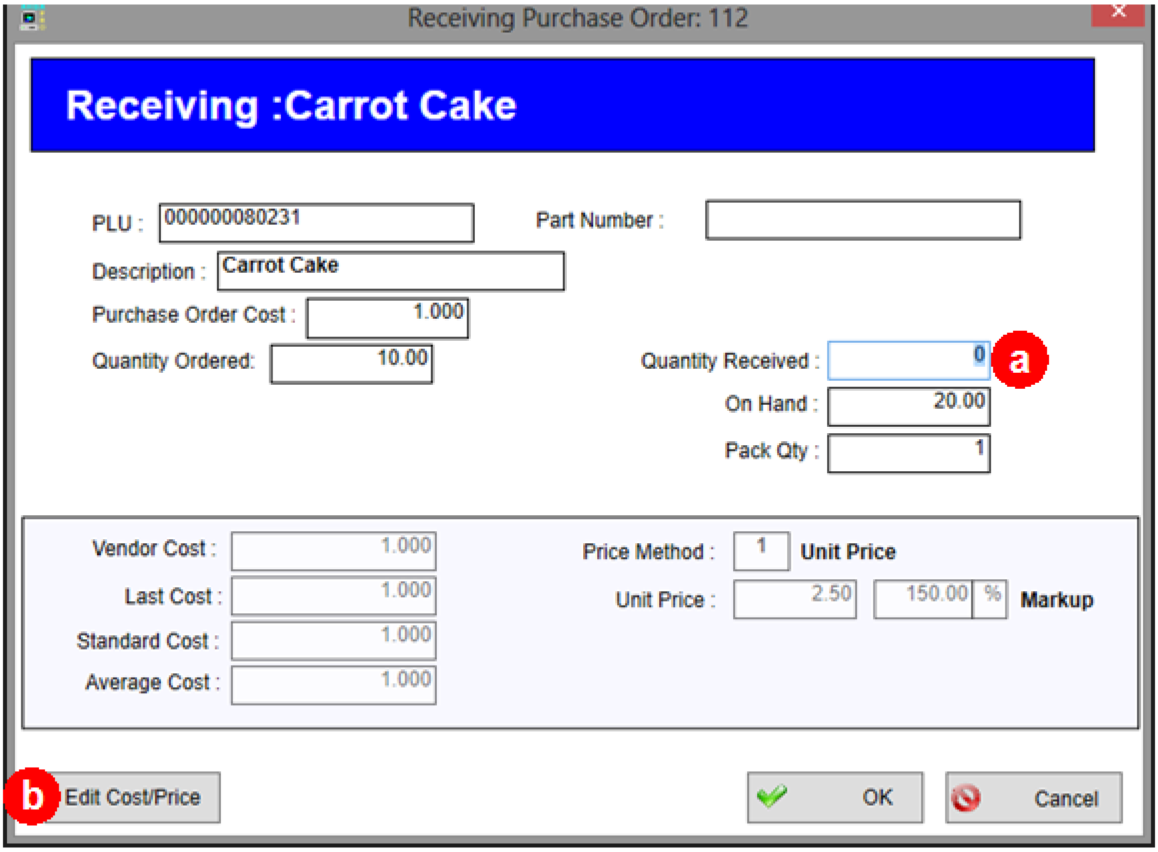


Figure 148 Receiving Purchase Order

a. **Quantity Received** - If you did not receive the quantity that you ordered, type the quantity received in this box.

b. **Edit Cost/Price** - If the actual cost of the inventory item was different than the Purchase Order Cost, click on [Edit Cost/Price]. The Inventory Item window will open.

c. Type the new cost in the cost box and click on [OK]. The Forced Price Edit Due to Cost Change window will open.

d. Select the option that you would like applied to the Price/Margin/Markup of the item.

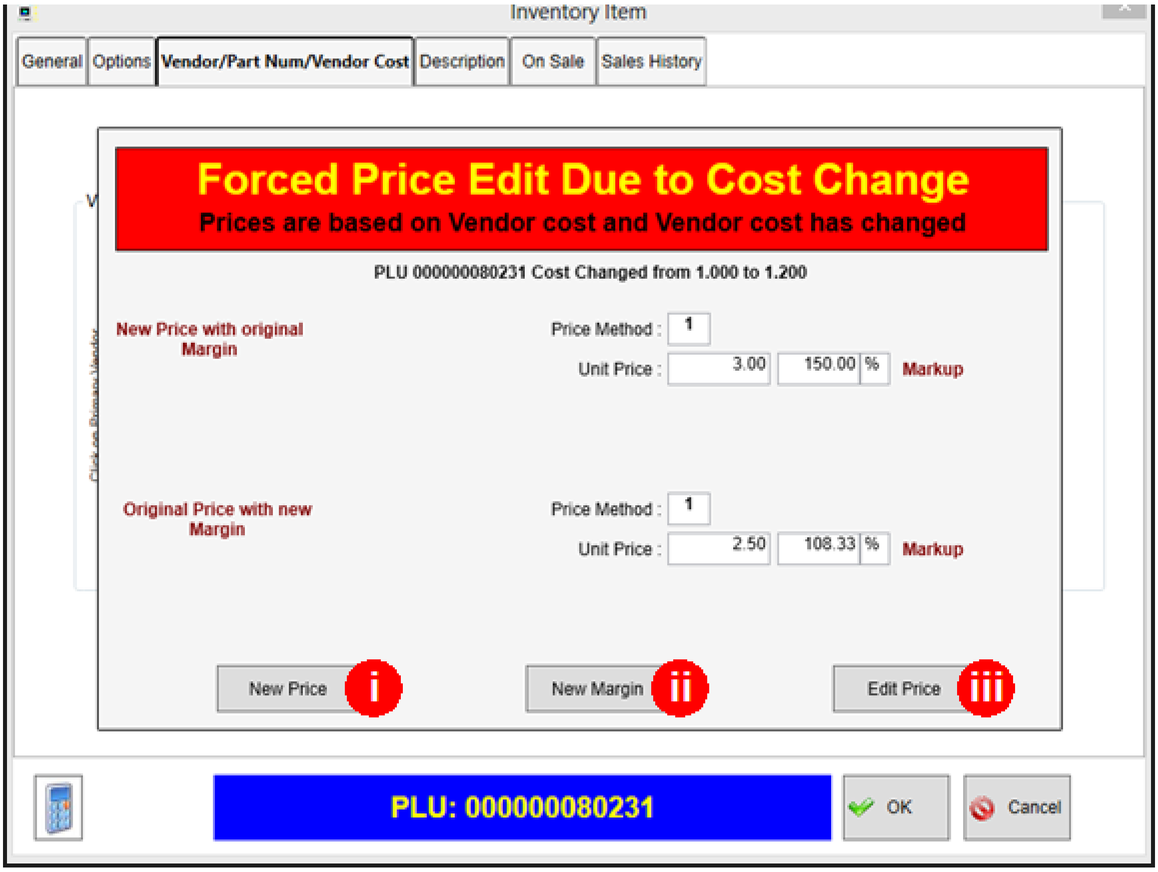


Figure 149 Vendor part and Vendor cost

I. **New Price** - If you would like the price of the item to change to reflect the new cost while maintaining your previous margin/markup, click this button.

Ii.**New Margin** - If you would like the margin/markup of the item to change to reflect the new cost while maintaining your previous price, click this button.

iii.**Edit Price** - If you would like to manually change the price of the item, click this button. The Inventory Item window will open. Type the new price in the price box and click on [OK].

e. Click on [OK] on the Inventory Item window.

f. When you are finished making changes in the Receiving Purchase Order: ___ window, click on [OK].

4. If you changed the quantity to less than your original Purchase Order quantity, you will be prompted to either Back Order the Item, Cancel the Remaining Quantity, or Cancel (if you changed the quantity in error). Click on the option that corresponds to what you would like to do with the remaining quantity.

5. Repeat Steps 1 through 4 for any additional items that were not received exactly as you ordered them.

6.Once you have received all of the items that did not arrive exactly as you ordered them, you can receive any remaining items in the Purchase Order that were received exactly as you ordered them.

Click on [Update Inventory from the Rec. Qty]

Edit Price Tags

The Edit Price Tags option allows you to add, edit, delete, and print price tags generated inARBAPRO.

Steps to Get to Edit Price Tags

1. Click Receiving on the menu bar at the top of the screen or on the menu bar down the side of the screen.

Figure 150 Receiving - Menu

2. Click Edit Price Tags on the Receiving window. The Edit Price Tag window will open.

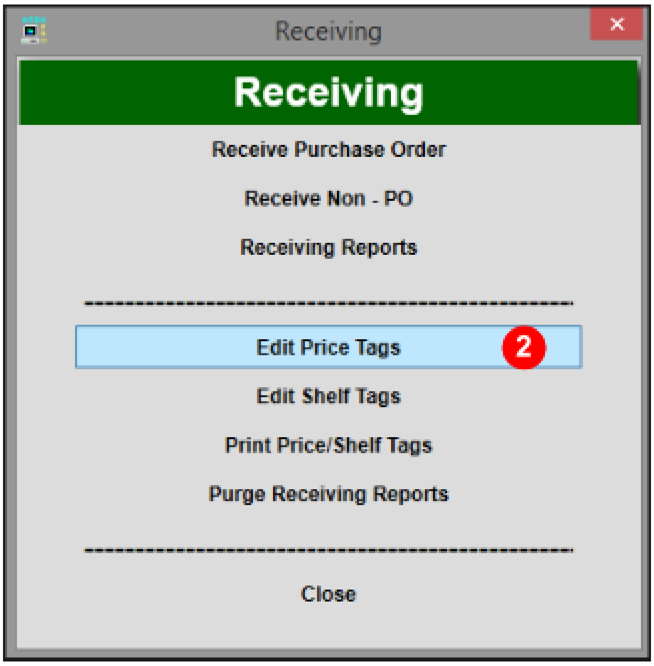


Figure 151 Edit Price Tags

The Edit Price Tag Window

The Edit Price Tag window shows all of the price tags that you have generated.

a. You can sort the price tag list by PLU or by Part Number.

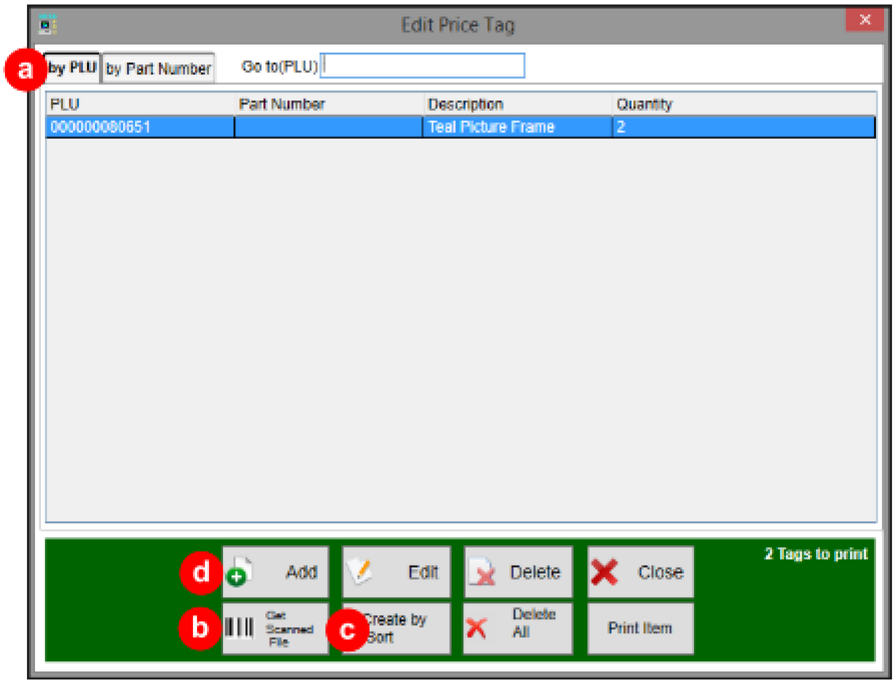


Figure 152 Edit Price Tag

b. You can get a list of inventory items that need price tags generated from your portable scanner by clicking [Get Scanned File].

c. You can generate price tags for a selection of items by clicking [Create by Sort].

d. You can also add, edit, delete, delete all, and print price tags by clicking the appropriate buttons at the bottom of the window.

Generate Price Tags from a Scanned File

You can create price tags from a file of scanned inventory from your portable scanner by clicking [Get Scanned File] in the Edit Price Tag window. You should only create price tags for items that do not have a manufacturer's barcode.

It can, for example, be useful to create price tags for individual items sold from a pack, when the individual items do not have a barcode but the pack does.

When you use your portable Memor scanner to generate price tags, you will need to get the file from the scanner. You will follow the same basic process to enter items on the scanner as you follow for entering items when conducting physical inventory.

1. Follow the procedure for entering inventory into the Memor scanner as explained in the Physical Inventor

2. Close the BC Reader/Data Collection program on the scanner by clicking the X in the upper right hand corner of the window with the Memor's stylus.

2. Place the Memor scanner in its cradle (which should be connected to your computer) or plug the scanner directly into the computer using the USB cable.

3. Make certain that Windows Mobile Device Center is running by looking for the green arrow symbol in the bottom right corner of your computer screen (near the on screen time). If it is not running, double click the Windows Mobile Device Center icon on your desktop.

4. Click [Get Scanned File] in the Edit Price Tag window. The scanned items will appear in the Edit Price Tag window.

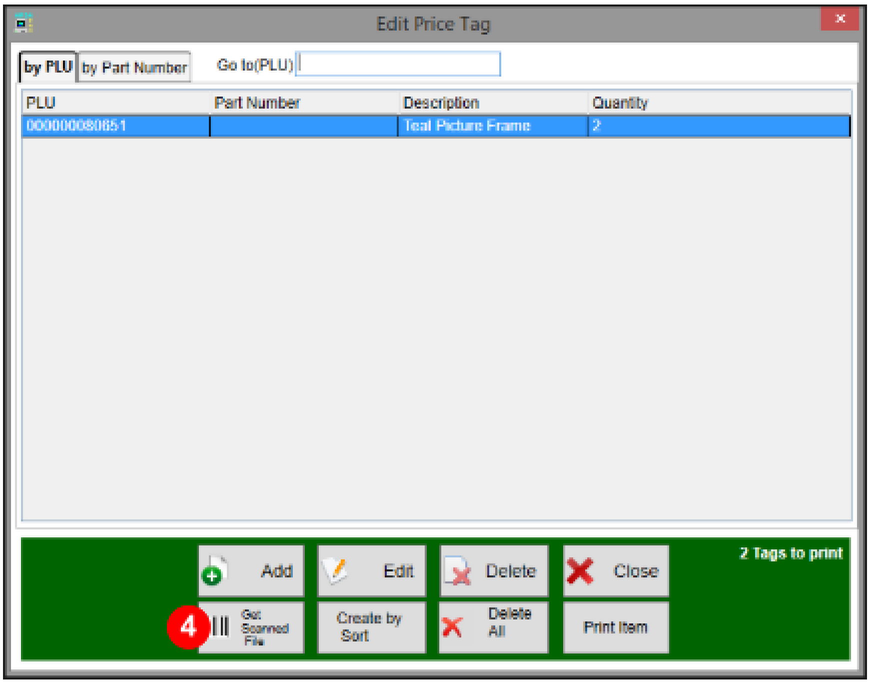


Figure 153 Edit Price Tag

Create Price Tags by Sort

You can create multiple price tags for inventory items meeting a selection of criteria by clicking

[Create by Sort] in the Edit Price Tag window.

1. Click [Create by Sort] in the Edit Price Tag window.

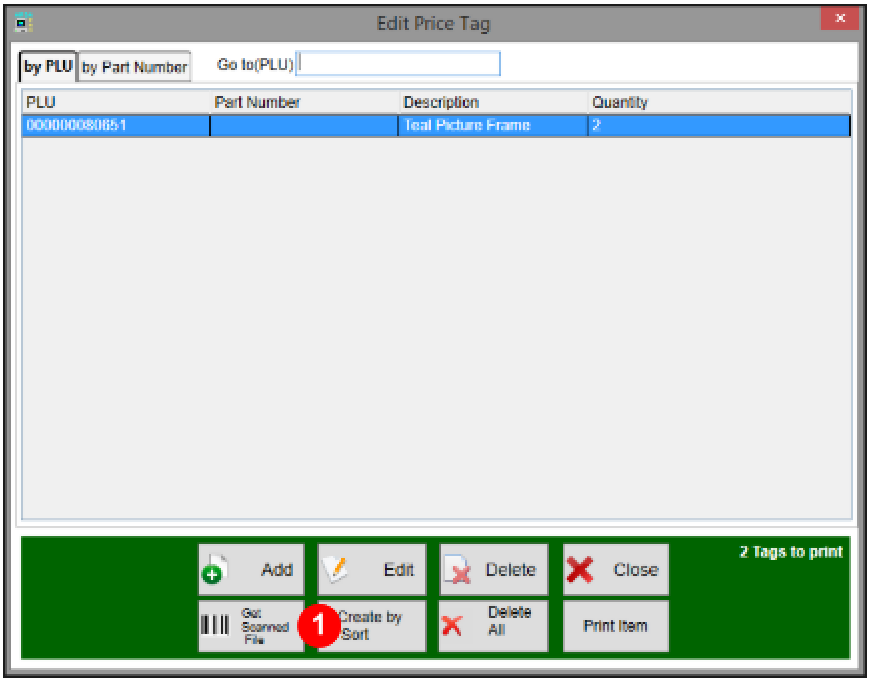


Figure 154 create by sort

3. You will be asked if you want to generate shelf tags at the same time as you generate price tags. If you would like to generate shelf tags, click [Yes]. If not, click [No]. The Selection and Sorting window will open.
4. Select the criteria governing for which items price tags will be generated in the Selection and Sorting window

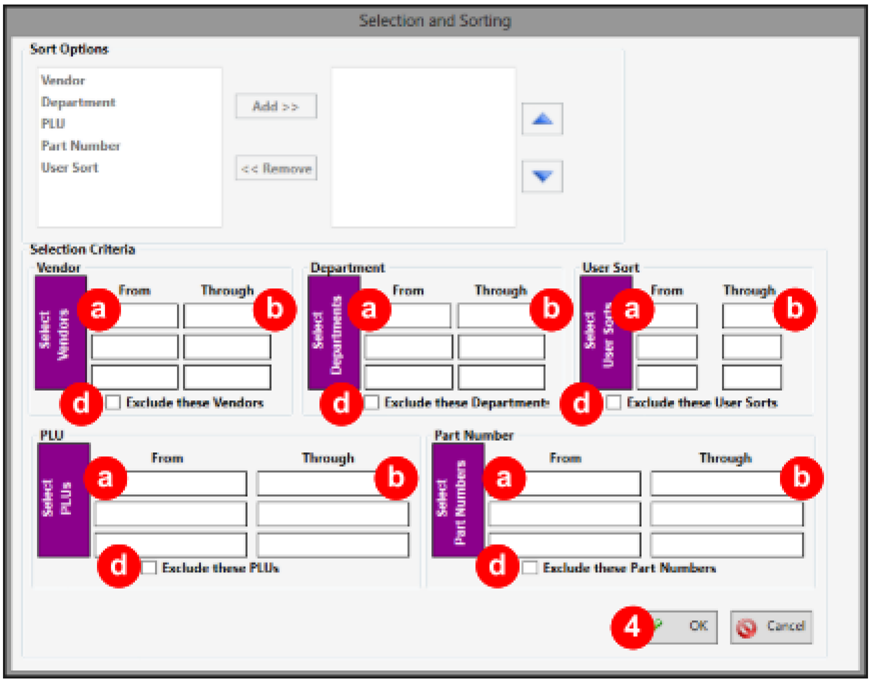


Figure 155 Selection and sorting

a. Select the Selection Criteria by typing a value (like one or more User Sort codes or Department numbers) into from box to the right of the selection criteria that you would like to use for the price tags.

You can type the value into the box if you know it, or you can press the Insert Key (INS) on your keyboard when the cursor is in one of the boxes, which will open the list that corresponds to the Selection Criteria chosen.

To choose an item from the list, click the Department, Vendor, User Sort, PLU, or Part Number for which you would like to generate price tags. Click [Select] on the right hand side of the window.

b. If you would like to include a range of Selection Criteria, type a different value into the through box to the right of from box into which you typed the first value.

c. Repeat Steps A and B if you would like to add additional Selection Criteria ranges from which to generate price tags.

d. Alternately, rather than selecting the Departments, Vendors, User Sorts, PLUs, or Part Numbers for which you want to generate price tags, you can select the Departments, Vendors, User Sorts, PLUs, or Part Numbers for which you do not want to generate price tags. Type them into the To/From boxes following the process in Steps A and Band check the checkbox of the Exclude box in question.

Using these two methods, you can, for example, include a particular range of Departments for which to generate price tags but exclude a particular User Sort from being included using a combination of Selection Criteria.

4. Click [OK] when you are finished making your selections. The Rec_PrntPrcTagGen window will open.

5. Select the options you want applied to the price tags being generated in the Rec_PrntPrcTagGen window

Figure 156 Price Tag Generation

a. Check the Yes, Override box if you would like to generate price tags for all items meetings the criteria you selected in the Selection and Sorting window, even if those items are not set to have price tags printed in the Inventory Item window.

b. If you would like a certain number of price tags printed, type the quantity in theQuantity box. If you want to print the number of price tags that are specified in the Inventory Item window for each item, leave the quantity at 0.

6. Click [OK] when you are finished making your selections. The generated price tags will appear in the Edit Price Tag window.

Add a Price Tag

You can create price tags for inventory items by clicking [Add] in the Edit Price Tag window.

1. Click [Add] in the Edit Price Tag window. The Add/Edit Price Tag window will open.

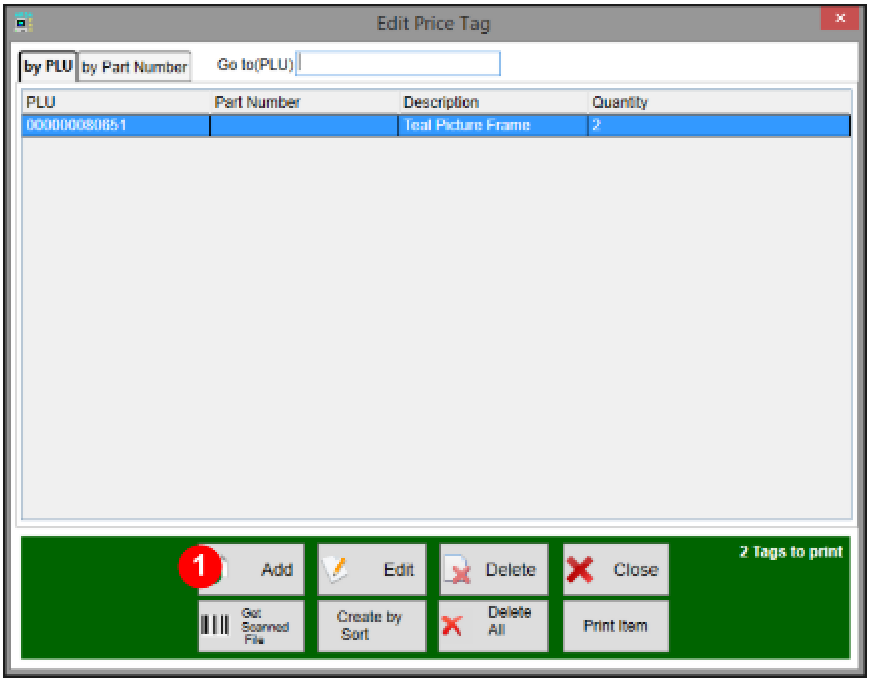


Figure 157 Edit Price Tag - Add

2. Fill in the information for the inventory item for which you would like to create a price tag.

Figure 158 Price Tags - Add/Edit Price Tag

a. Storied - This box will be filled in automatically with the store number that has been entered into ARBAPRO.

b. PLU/Part Number - Click […] next to PLU or Part Number, and the Select Inventory Item window will open. Click the item for which you would like to generate a price tag in the list, and then click [Select] at the bottom of the window.

c. Description - This box will automatically be filled in by ARBAPRO after you select the item in Step B.

d. Quantity - Type the number of tags that you would like print in this box.

e. Current On Hand/Current On Order - These two boxes will automatically be filled in by ARBAPRO based on your current inventory settings after you select the item in Step B.

3. Click [OK] when you are finished entering your selections if you do not want to create price tags for any other items. Click [OK and repeat] if you want to create price tags for additional items. The generated price tag will appear in the Edit Price Tag window.

Edit a Price Tag

You can edit an existing price tag by clicking [Edit] in the Edit Price Tag window.

1. Select the price tag you would like to edit by clicking on it in the Edit Price Tag window.

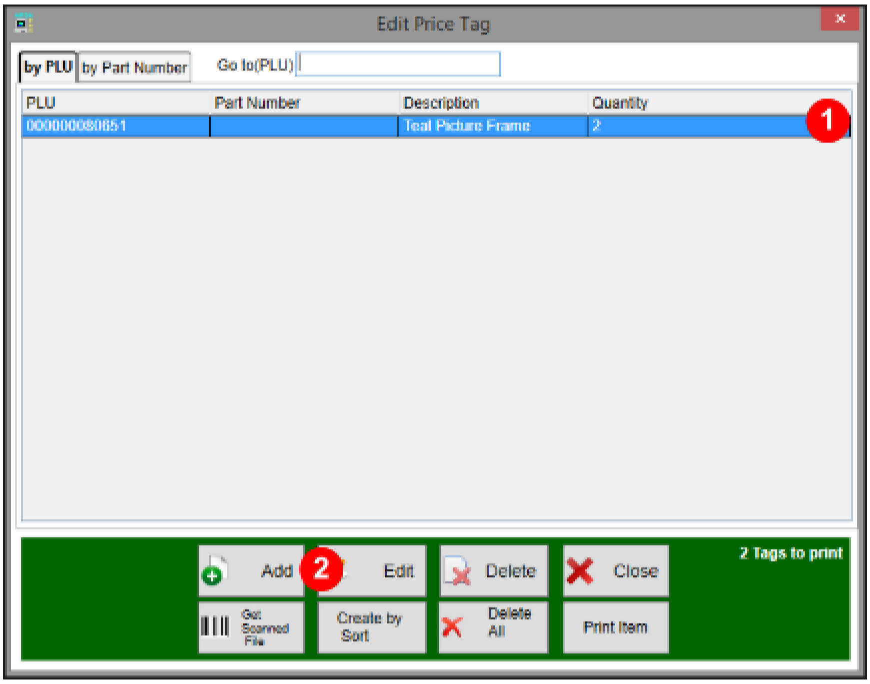


Figure 159 Edit price Tag

2. Click [Edit]. The Add/Edit Price Tag window will open.

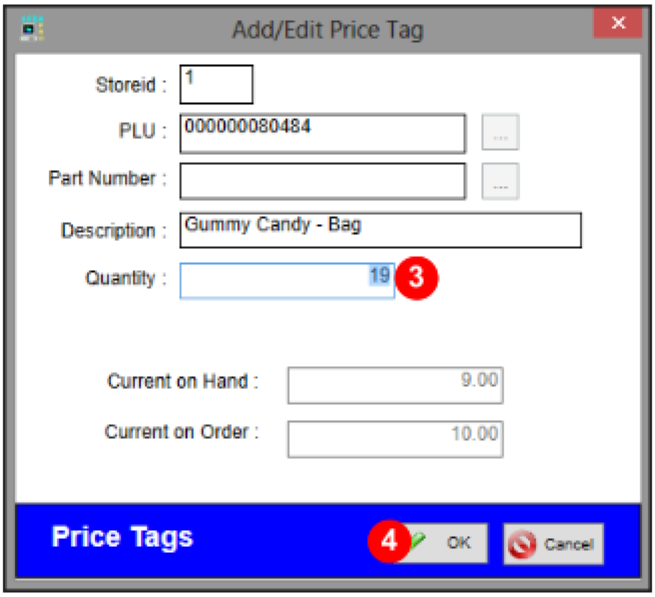


Figure 160 Add/Edit Price Tag

3. Type the new quantity of price tags that you would like to generate in the Quantity box.

4. Click [OK] when you are finished making changes. The quantity will be updated in the Edit Price Tag window.

Delete a Price Tag

You can delete a price tag by clicking [Delete] in the Edit Price Tag window.

1. Select the price tag you would like to delete by clicking on it in the Edit Price Tag window.

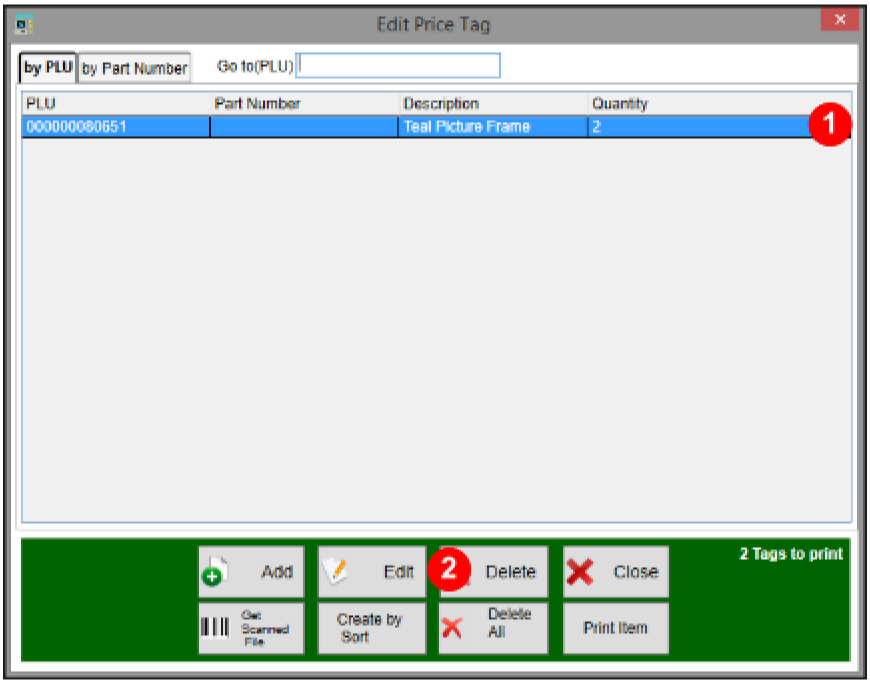


Figure 161 Delete Price Tag

2 Clicks [Delete]

3. You will be prompted to confirm that you would like to delete the price tag.

If you want to delete the price tag, click [Yes]. If not, click [No].

Delete All Price Tags

You can delete all of the price tags in the Edit Price Tag window by clicking [Delete All]. This is most useful if you have generated a large number of price tags that you do not need, such as if you have checked the Print Price Tags checkbox on the Inventory Options screen for all of your inventory items.

1. Click [Delete All].

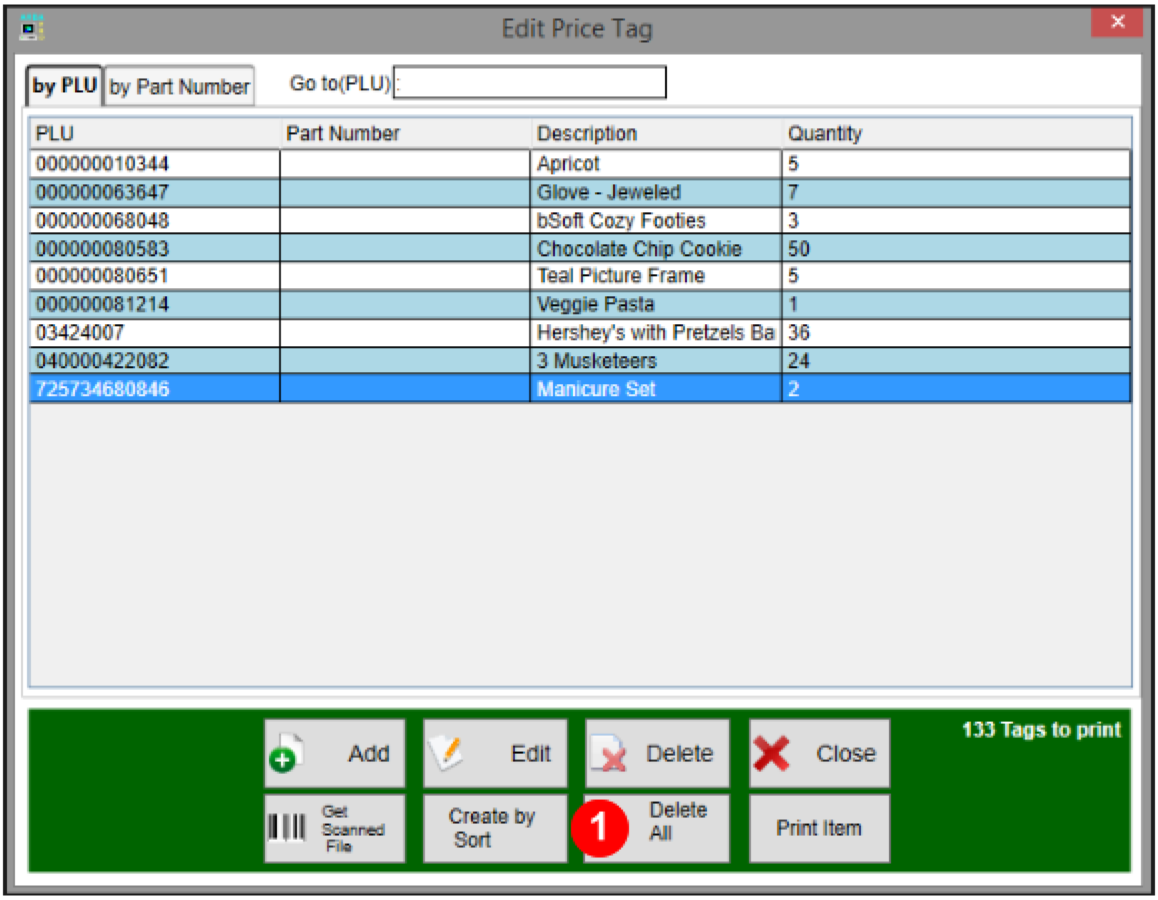


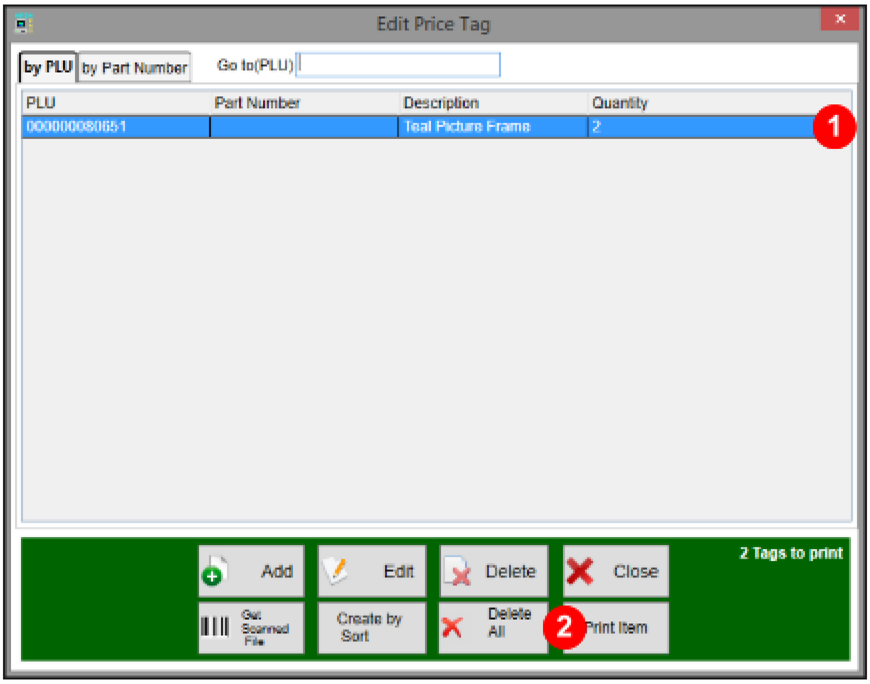
Figure 162 Delete All

2. You will be prompted to confirm that you would like to delete all of the price tags. If you want to delete all of the price tags, click [Yes]. If not, click [No].

Print a Price Tag

You can print a price tag by clicking [Print Item] in the Edit Price Tag window. This is the best option if you only want to print tags for one or two items. If, however, you have several items for which you would like to print tags, it is better to use the Print Price/Shelf Tags option (for more information on the Print Price/Shelf Tags,).

1. Select the price tag you would like to print by clicking on it in the Edit Price Tag window.



Edit Shelf Tags

The Edit Shelf Tags option allows you to add, edit, delete, and print shelf tags generated in ARBAPRO.Steps to Get to Edit Shelf Tags

1. Click receiving on the menu bars at the top of the screen or on the menu bar down the sideOf the screen.

2. Click Edit Shelf Tags on the Receiving window. The Edit Shelf Tag window will open.

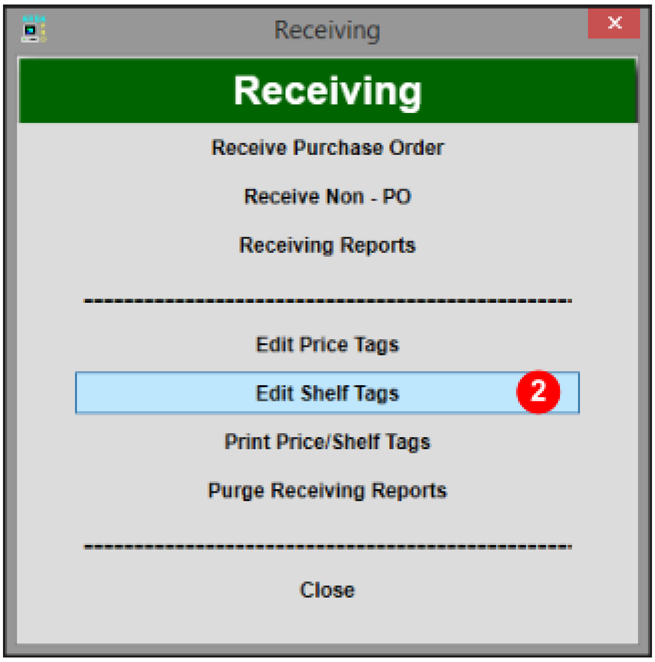


Figure 163 Edit shelf Tags

The Edit Shelf Tag Window

The Edit Shelf Tag window shows all of the shelf tags that you have generated.

a. You can sort the shelf tag list by PLU or by Part Number.

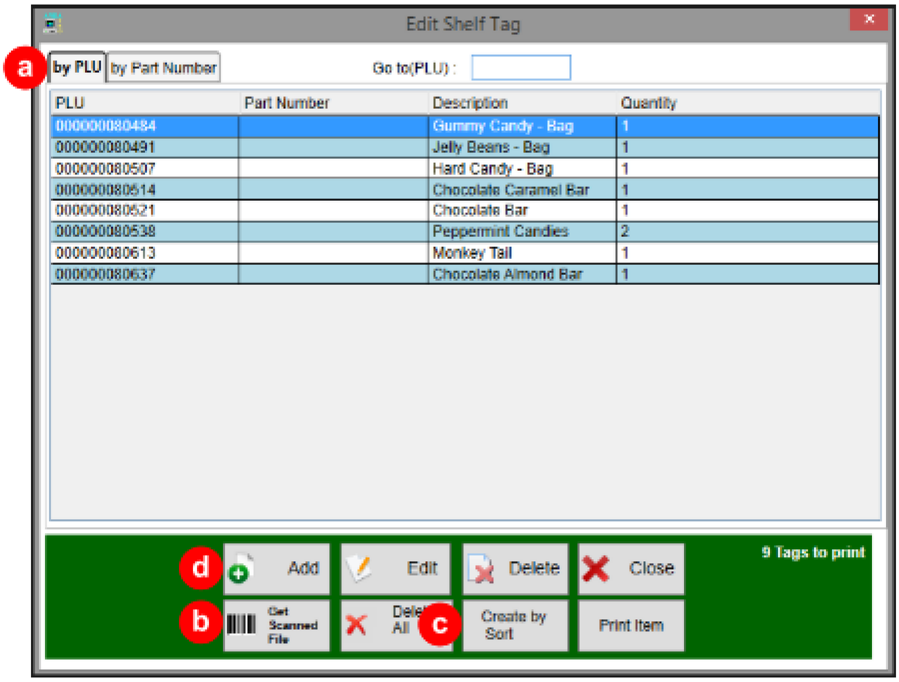


Figure 164 Selecting Edit shelf Tag

b. You can get a list of inventory items that need shelf tags generated from your portable scanner by clicking [Get Scanned File].

c. You can generate shelf tags for a selection of items by clicking [Create by Sort].

d. You can also add, edit, delete, delete all, and print shelf tags by clicking the appropriate buttons at the bottom of the window.

Generate Shelf Tags from a Scanned File

You can create shelf tags from a file of scanned inventory from your portable scanner by clicking [Get Scanned File] in the Edit Shelf Tag window.

When you use your portable Memor scanner to generate shelf tags, you will need to get the file from the scanner. You will follow the same basic process to receive items on the scanner as you follow for entering items when conducting physical inventory.

1. Follow the procedure for entering inventory into the Memor scanner as explained in the Physical Inventory chapter on pages 21 **Error! Bookmark not defined.**.

2. Close the BC Reader/Data Collection program on the scanner by clicking the X in the upper right hand corner of the window with the Memor's stylus.

2. Place the Memor scanner in its cradle (which should be connected to your computer) or plug the scanner directly into the computer using the USB cable.
3. Make certain that Windows Mobile Device Center is running by looking for the green arrow symbol in the bottom right corner of your computer screen (near the on screen time). If it is not running, double click the Windows Mobile Device Center icon on your desktop.
4. Click [Get Scanned File] in the Edit Shelf Tag window. The scanned items will appear in the Edit Shelf Tag window.

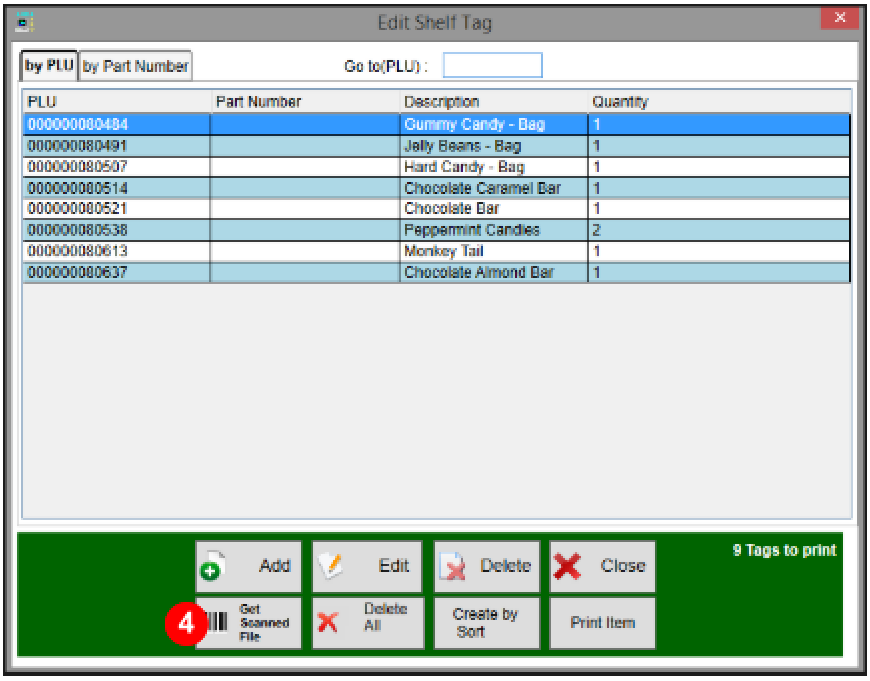


Figure 165 Get scanned file

Create Shelf Tags by Sort

You can create multiple shelf tags for inventory items meeting a selection of criteria by clicking [Create by Sort] in the Edit Shelf Tag window.

1. Click [Create by Sort] in the Edit Shelf Tag window.

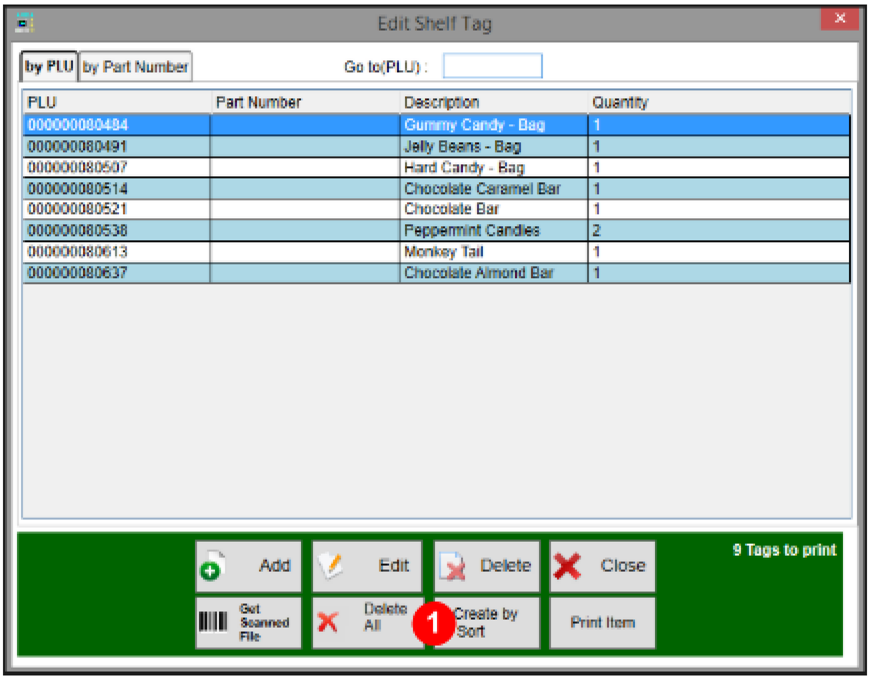


Figure 166 Creating sort

2. You will be asked if you want to generate price tags at the same time as you generate shelf tags. If you would like to generate price tags, click [Yes]. If not, click [No]. The Selection and Sorting window will open.

3. Select the criteria governing for which items shelf tags will be generated in the Selection and Sorting window.

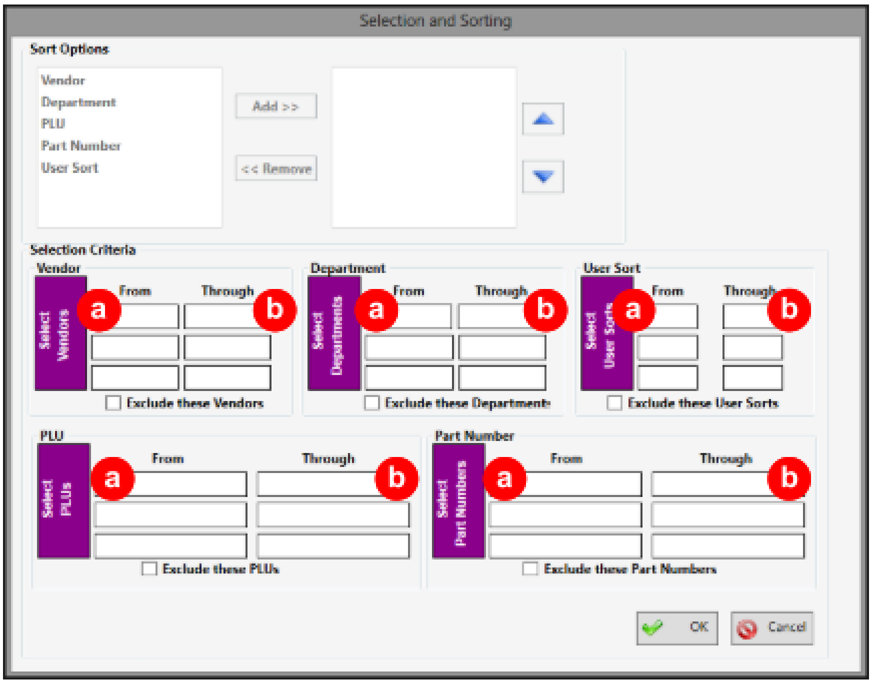


Figure 167 Creating sort with variable

a. Select the Selection Criteria by typing a value (like one or more User Sort codes orDepartment numbers) into from box to the right of the selection criteria that you would like to use for the shelf tags.

You can type the value into the box if you know it, or you can press the Insert Key (INS) on your keyboard when the cursor is in one of the boxes, which will open the list that corresponds to the Selection Criteria chosen.

To choose an item from the list, click the Department, Vendor, User Sort, PLU, or Part Number for which you would like to generate shelf tags. Click [Select] on the right hand side of the window.

b. If you would like to include a range of Selection Criteria, type a different value into the through box to the right of from box into which you typed the first value.

c. Repeat Steps A and B if you would like to add additional Selection Criteria ranges from which to generate shelf tags.

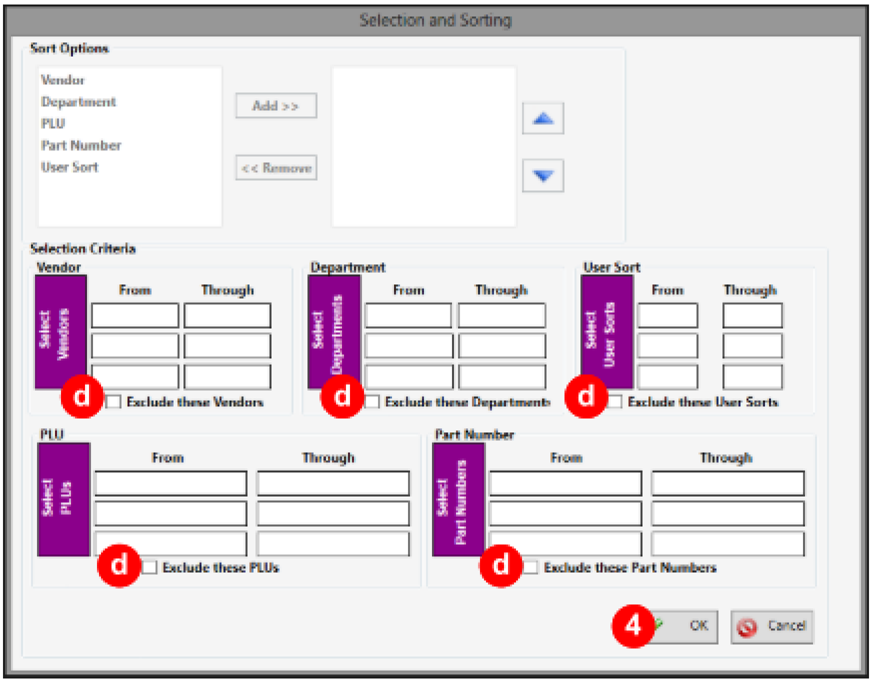


Figure 168 selecting multiple sorts

d. Alternately, rather than selecting the Departments, Vendors, User Sorts, PLUs, or Part Numbers for which you want to generate shelf tags, you can select the Departments, Vendors, User Sorts, PLUs, or Part Numbers for which you do not want to generate shelf tags. Type them into the To/From boxes following the process in Steps A and Band check the checkbox of the Exclude box in question.

Using these two methods, you can, for example, include a particular range of Departments for which to generate shelf tags but exclude a particular User Sort from being included using a combination of Selection Criteria.

4. Click [OK] when you are finished making your selections. The Rec_PrntPrcTagGenwindow will open.

5. Select the options you want applied to the shelf tags being generated in theRec_PrntShlfTagGen window.

Figure 169 select shelf tag Generation

a. Check the Yes, Override box if you would like to generate shelf tags for all items meetings the criteria you selected in the Selection and Sorting window, even if those items are not set to have shelf tags printed in the Inventory Item window.

b. If you would like a certain number of shelf tags printed, type the quantity in theQuantity box. If you want to print the number of shelf tags that are specified in the Inventory Item window for each item, leave the quantity at 0.

6. Click [OK] when you are finished making your selections. The generated shelf tags will appear in the Edit Shelf Tag window.

Add a Shelf Tag

You can create shelf tags for inventory items by clicking [Add] in the Edit Shelf Tag window.

1. Click [Add] in the Edit Shelf Tag window. The Add/Edit Shelf Tag window will open

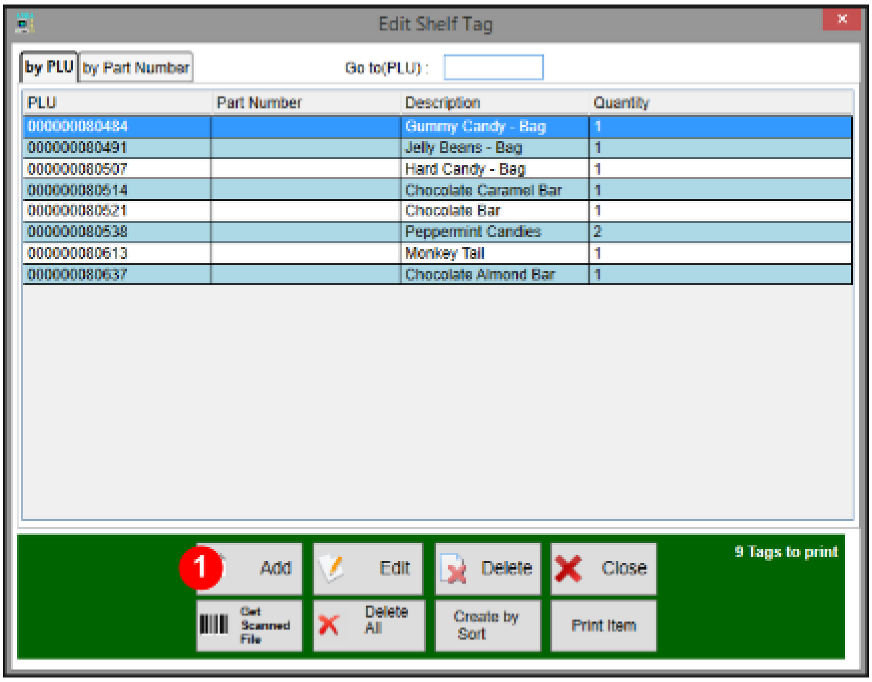


Figure 170 Add shelf tag

. Fill in the information for the inventory item for which you would like to create a shelf tag.

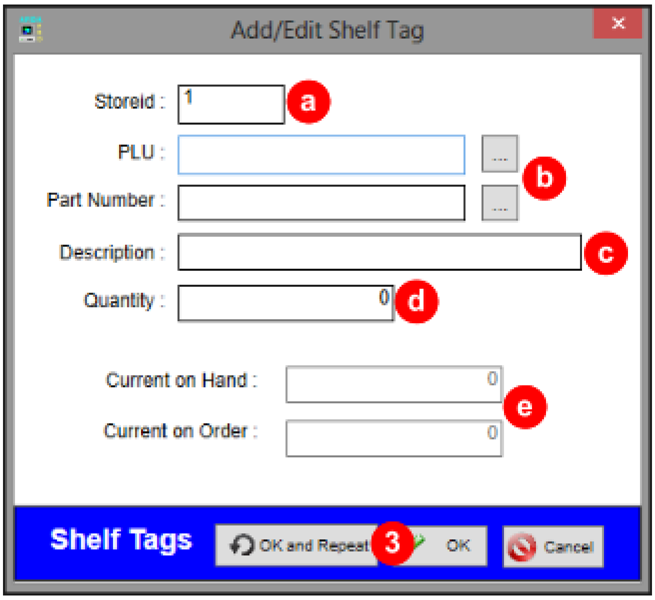


Figure 171 shelf tag

a. Storied - This box will be filled in automatically with the store number that has been entered into ARBAPRO.

b. PLU/Part Number - Click […] next to PLU or Part Number, and the Select Inventory Item window will open. Click the item for which you would like to generate a shelf tag in the list, and then click [Select] at the bottom of the window.

c. Description - This box will automatically be filled in by ARBAPRO after you select the item in Step B.

d. Quantity - Type the number of tags that you would like print in this box.

e. Current On Hand/Current On Order - These two boxes will automatically be filled in by ARBAPRO based on your current inventory settings after you select the item in Step B.

3. Click [OK] when you are finished entering your selections if you do not want to create shelf tags for any other items. Click [OK and repeat] if you want to create shelf tags for additional items. The generated price tag will appear in the Edit Shelf Tag window.

Edit a Shelf Tag

You can edit an existing shelf tag by clicking [Edit] in the Edit Shelf Tag window.

1. Select the shelf tag you would like to edit by clicking on it in the Edit Shelf Tag window.

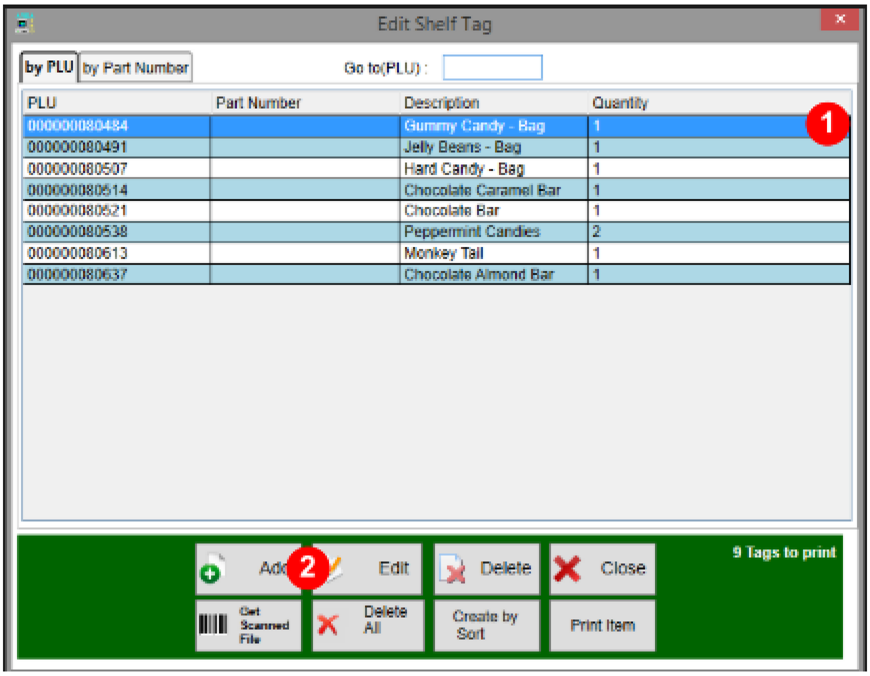


Figure 172 Edit shelf Tag

2. Click [Edit]. The Add/Edit Shelf Tag window will open.

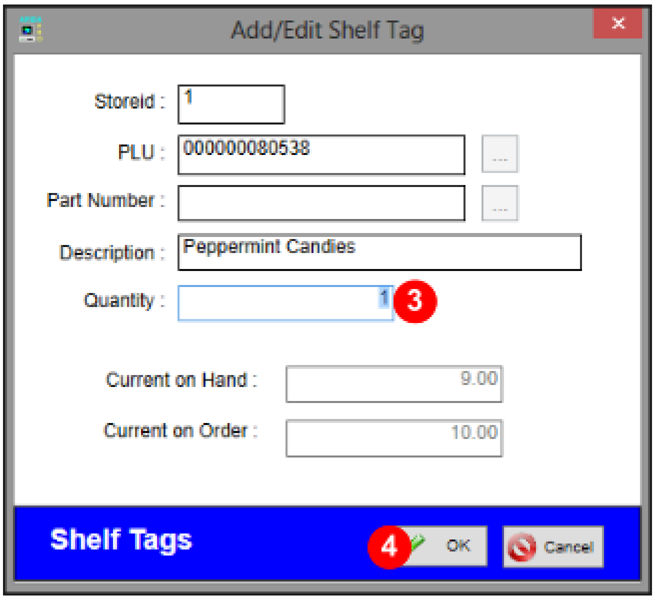


Figure 173 updating shelf tag

3. Type the new quantity of shelf tags that you would like to generate in the Quantity box.

4. Click [OK] when you are finished making changes. The quantity will be updated in the Edit Shelf Tag window.

Delete a Shelf Tag

You can delete a shelf tag by clicking [Delete] in the Edit Shelf Tag window.

1. Select the shelf tag you would like to delete by clicking on it in the Edit Shelf Tag window.

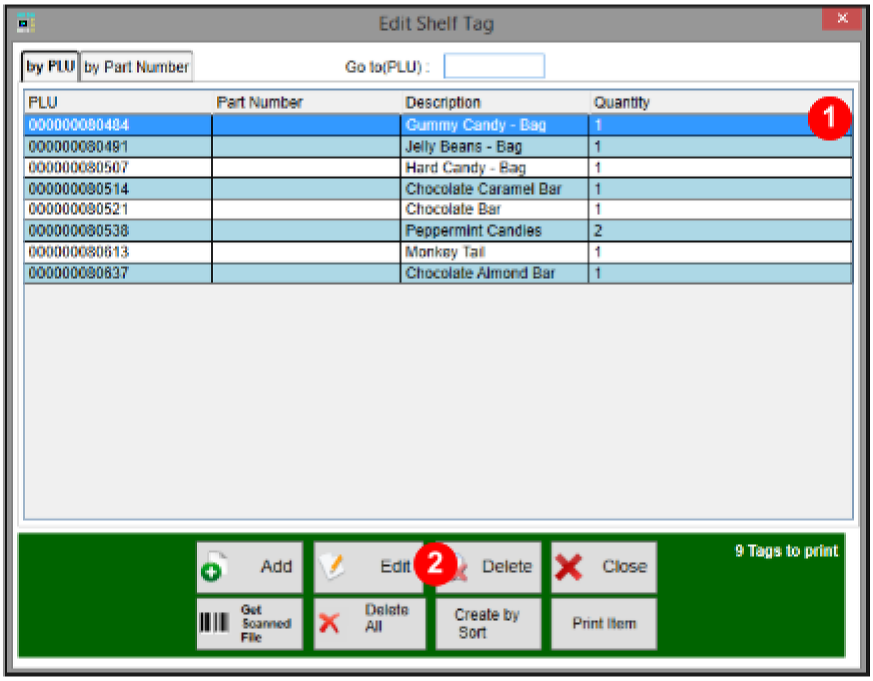


Figure 174 Deleting Shelf Tag

2. Click [Delete].

3. You will be prompted to confirm that you would like to delete the shelf tag. If you want to delete the shelf tag, click [Yes]. If not, click [No].

Delete All Shelf Tags

You can delete all of the shelf tags in the Edit Shelf Tag window by clicking [Delete All].

1. Click [Delete All].

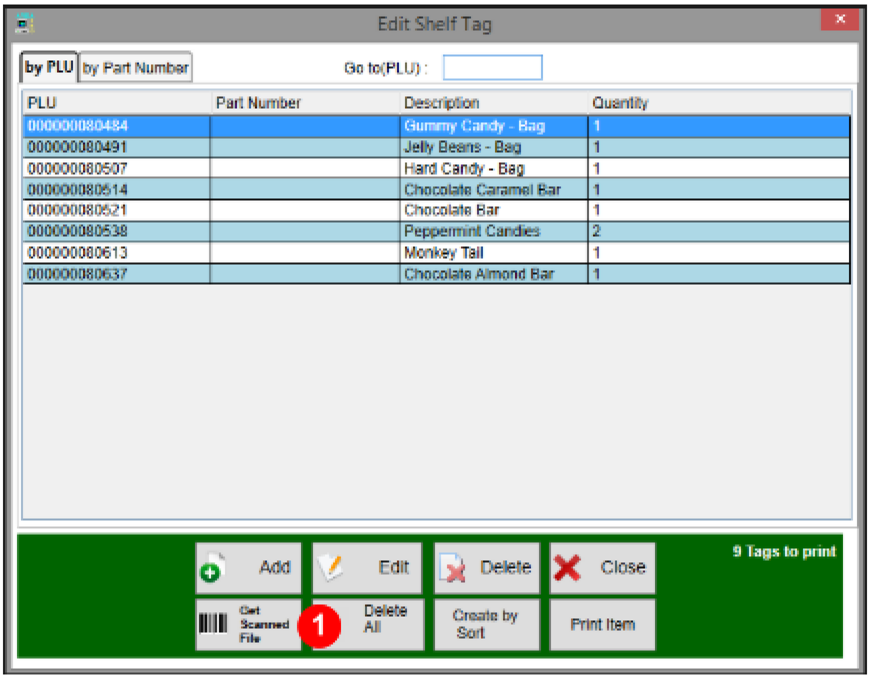


Figure 175 delete all Shelf tag

2. You will be prompted to confirm that you would like to delete all of the shelf tags. If you want to delete all of the shelf tags, click [Yes]. If not, click [No].

Print a Shelf Tag

You can print a shelf tag by clicking [Print Item] in the Edit Shelf Tag window. This is the best option if you only want to print tags for one or two items. If, however, you have several items for which you would like to print tags, it is better to use the Print Price/Shelf Tags option (for more information on the Print Price/Shelf Tags, see pages 407-413).

1. Select the shelf tag you would like to print by clicking on it in the Edit Shelf Tag window.

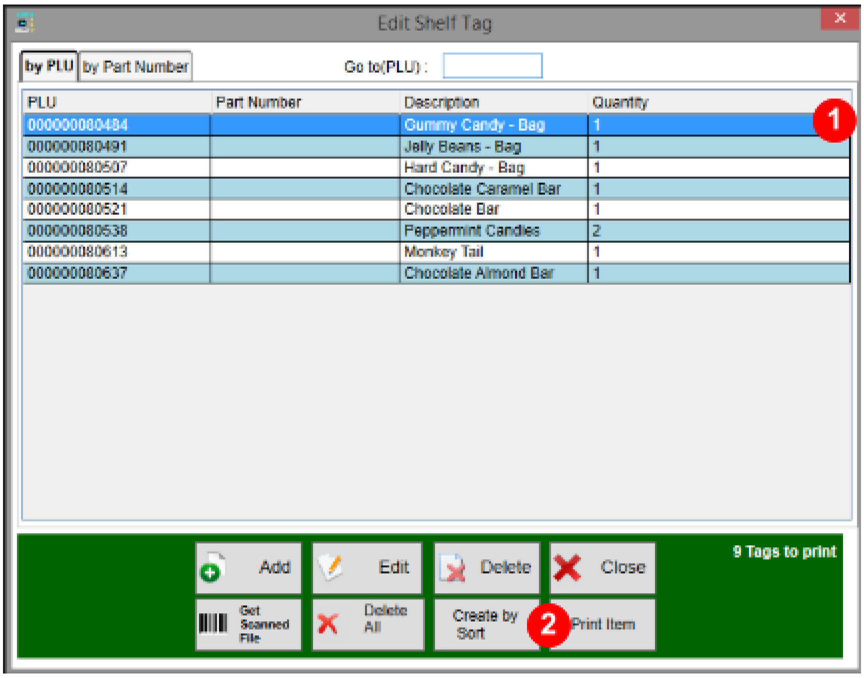


Figure 176 Print Item

2. Click [Print Item].

3. You will be prompted to confirm that you have loaded the correct printer stock into your printer. If you have loaded the correct stock, click [Yes] and the Preview: Report Preview window will open if you are using a Barcode Blaster. If you have another type of printer, follow Steps 4-5.

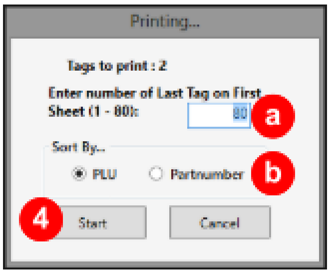


Figure 177 Printing

4. Fill in the information in the Printing window.

a. Enter number of Last Tag on First Sheet (1-80): - Type the number of the last tag on the sheet of printer stock that you inserted into the printer.

b. Sort by - Select either PLU or Part Number as the sorting method that you would like to use for the tags.

4. Click [Start] when you are finished making your selections. The Preview: Report Preview window will open.

5. Click the print button at the top of The Preview: Report Preview window to print the shelf tags.

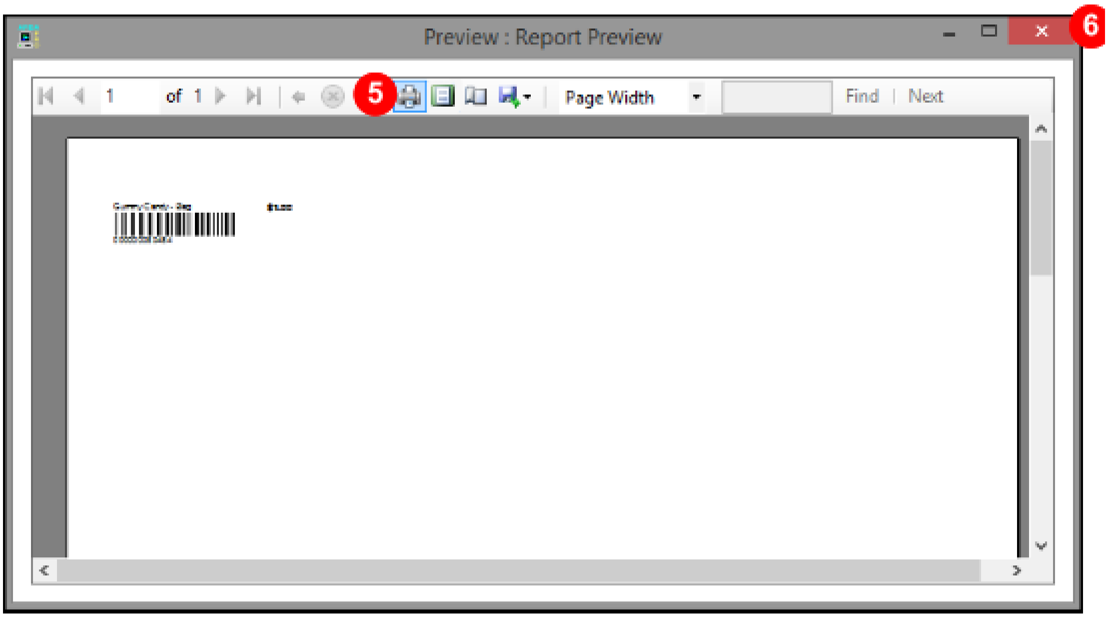


Figure 178 Report Preview

6. Close the Preview: Report Preview window by click the X in the upper right side of the window.

7. You will be prompted to delete the price tag file once your printer has finished printing.

If you would like to delete the shelf tag file, click [Yes]. If you do not want to delete it, click [No].

Period to Date Reports

There are five options under the Period to Date Report heading: Period to Date Department Sales, Period to Date User sort Sales, Period to Date Vendor Sales, Period to Date Employee Sales, and Period to Date Hourly Sales. The Period to Date Reports can be useful as they allow you to gain a better understanding of your sales and can enable you to make more informed purchasing decisions based upon when items sell well.

Period to Date Department Sales Report

The Period to Date Department Sales option allows you to select a date and view and print a report that shows your Week-to-Date, Month-to-Date, and Year-to-Date sales organized by department up to the selected date.

Steps to Generate a Period to Date Department Sales Report

1. Click Reports on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click Period to Date Reports on the Point of Sale and Inventory Reports window. The PTD Reports window will open.

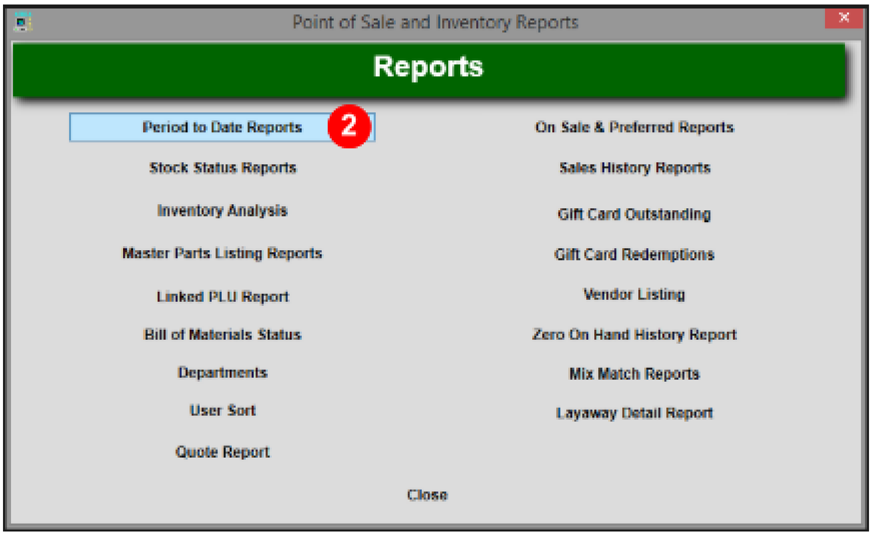


Figure 179 Period to Date Reports

3. Click Period to Date Department Sales in the PTD Reports window. The Period to Date Reports window will open.

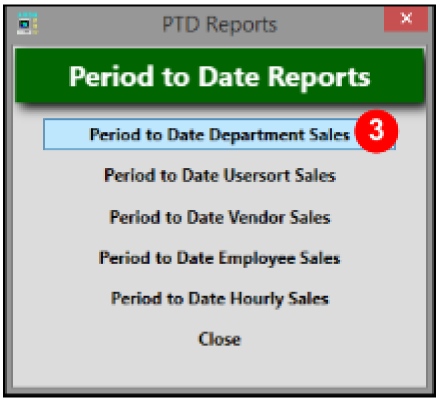


Figure 180 Period to Department sales

1. Select the date on which you would like to end the Period to Date Department Sales report by clicking the drop down list and clicking the date.

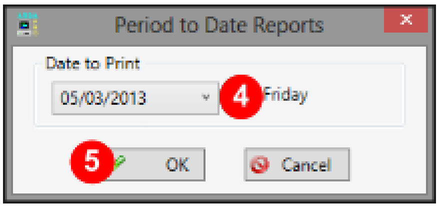


Figure 181 Period to Date reports

2. Click [OK]. The Preview: EOD Reports window will open.

The Preview: EOD Reports Window

a. The Preview: EOD Reports window allows you to print the Period to Date Department Sales report that you generated when you click the Print button that looks like a printer.

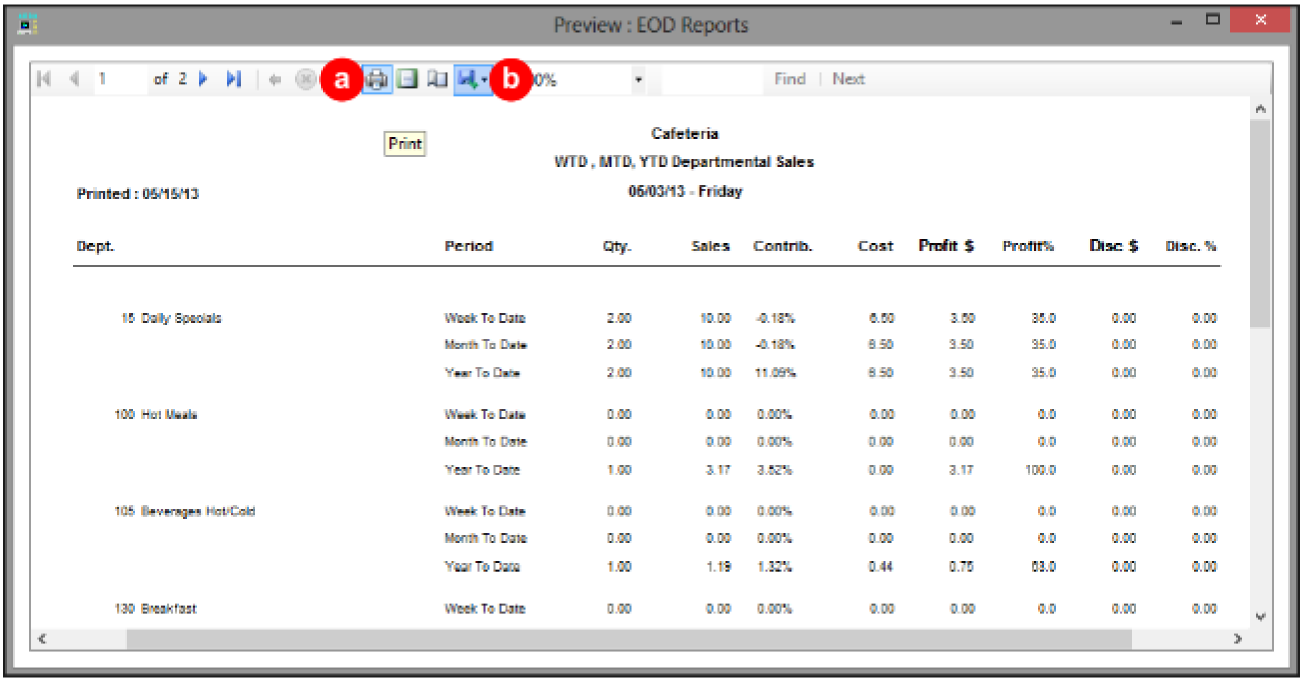


Figure 182 Print purview EOD reports

b. You can also Export the information as an Excel file, PDF, or Word file by clicking the Export button that looks like a floppy disk.

Period to Date User sort Sales Report

The Period to Date User sort Sales option allows you to select a date and view and print a report that shows your Week-to-Date, Month-to-Date, and Year-to-Date sales organized by user sort up to the selected date.

Steps to Generate a Period to Date User sort Sales Report

1. Click Reports on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click Period to Date Reports on the Point of Sale and Inventory Reports window. The PTD Reports window will open.

3. Click Period to Date User sort Sales in the PTD Reports window. The Period to Date Reports window will open.

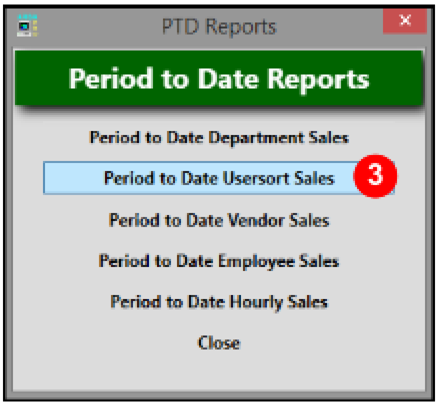


Figure 183 Period to Date User sorts Sales

3. Select the date on which you would like to end the Period to Date User sort Sales report by clicking the drop down list and clicking the date.

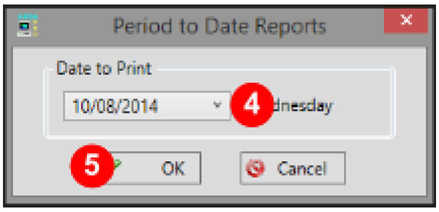


Figure 184 Period to Date Reports

4. Click [OK]. The Preview: PTD Reports window will open.

The Preview: PTD Reports Window

a. The Preview: PTD Reports window allows you to print the Period to Date User sort Sales report that you generated when you click the Print button that looks like a printer.

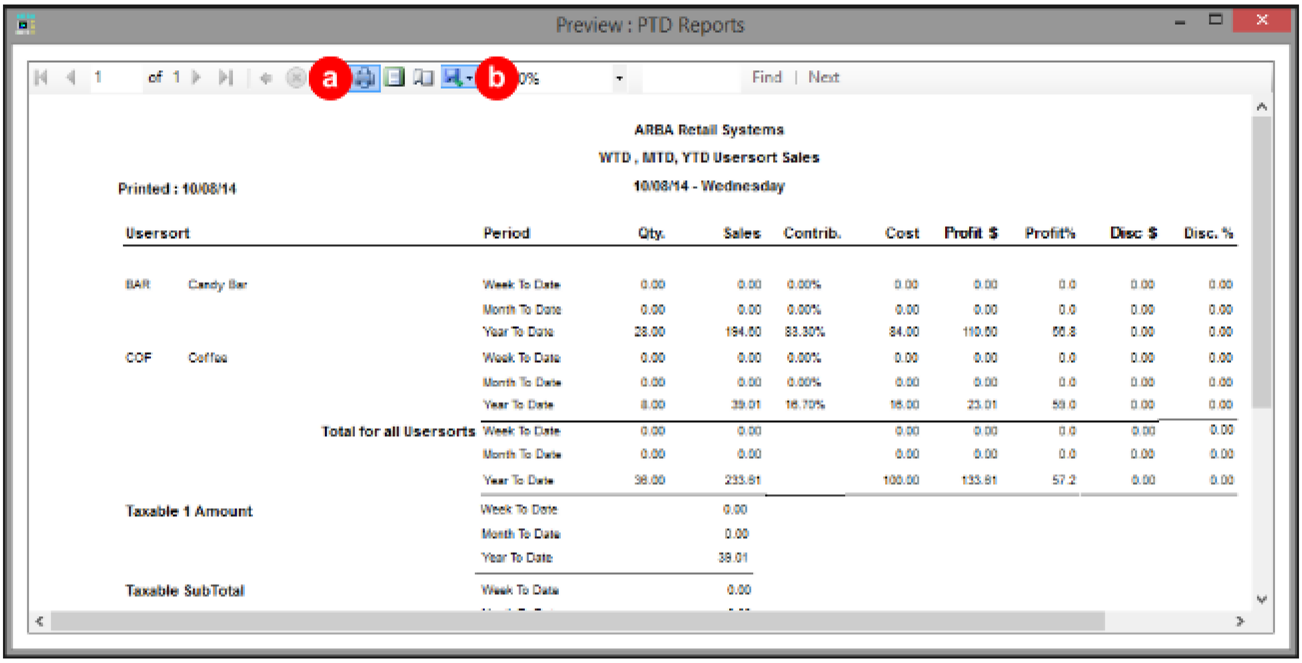


Figure 185 Print Purview

b. You can also Export the information as an Excel file, PDF, or Word file by clicking the Export button that looks like a floppy disk.

Period to Date Vendor Sales Report

The Period to Date Vendor Sales option allows you to select a date and view and print a report that shows your Week-to-Date, Month-to-Date, and Year-to-Date sales organized by vendor up to the selected date.

Steps to Generate a Period to Date Vendor Sales Report

1. Click Reports on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click Period to Date Reports on the Point of Sale and Inventory Reports window. The PTD Reports window will open.

3. Click Period to Date Vendor Sales in the PTD Reports window. The Period to Date Reports window will open.

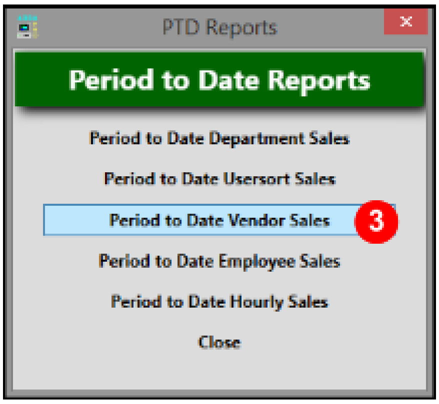


Figure 186 Period to Date vendor sales

4. Select the date on which you would like to end the Period to Date Vendor Sales report by clicking the drop down list and clicking the date.

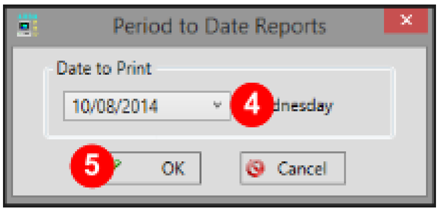


Figure 187 Period to Date Reports

5. Click [OK]. The Preview: PTD Reports window will open.

The Preview: PTD Reports Window

a. The Preview: PTD Reports window allows you to print the Period to Date Vendor Sales report that you generated when you click the Print button that looks like a printer.

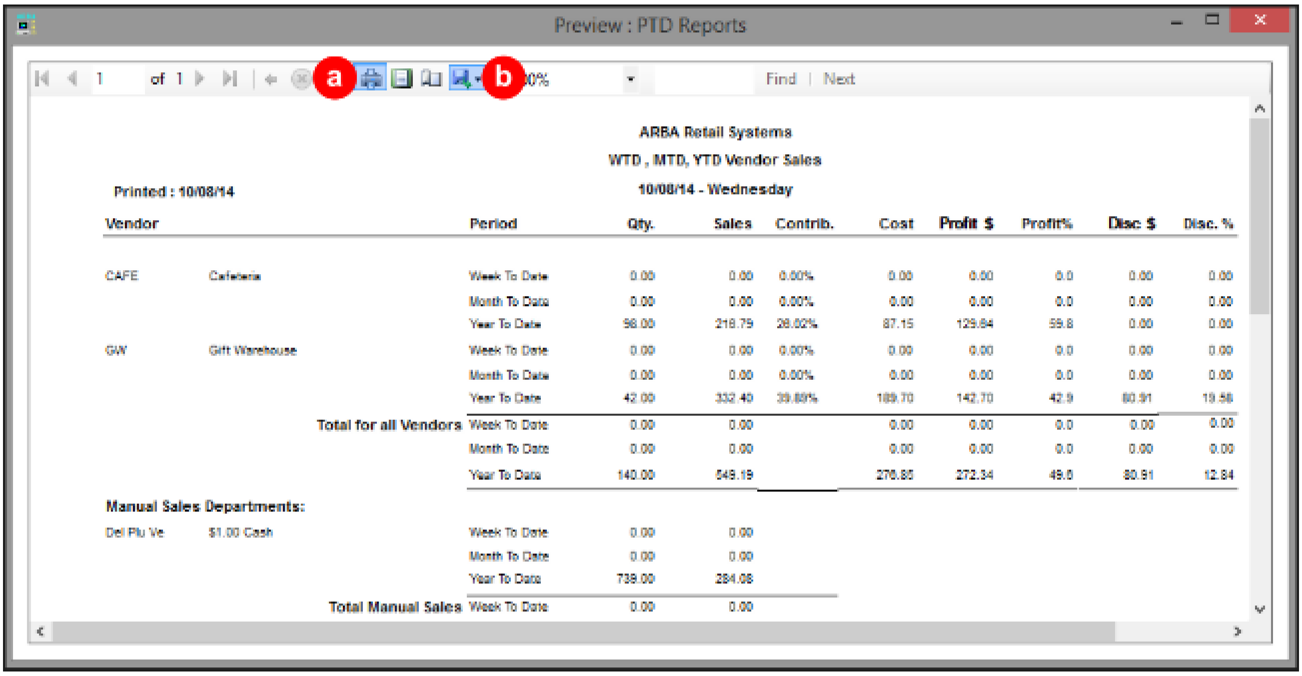


Figure 188 PTD Reports

b. You can also Export the information as an Excel file, PDF, or Word file by clicking the Export button that looks like a floppy disk.

Period to Date Employee Sales Report

The Period to Date Employee Sales option allows you to select a date and view and print airport that shows your Week-to-Date, Month-to-Date, and Year-to-Date sales for each Department organized by cashier up to the selected date.

Steps to Generate a Period to Date Employee Sales Report

1. Click Reports on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click Period to Date Reports on the Point of Sale and Inventory Reports window. The PTD Reports window will open.

3. Click Period to Date Employee Sales in the PTD Reports window. The Period to Date Reports window will open

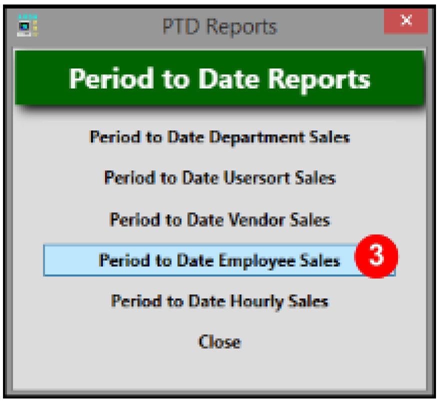


Figure 189 Period to Date employees Sales

2. Select the date on which you would like to end the Period to Date Employee Sales report by clicking the calendar icon. Click the date when the calendar opens.

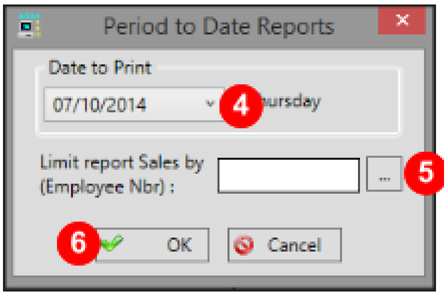


Figure 190 period to date of Sales

5. If you want to limit the report to one cashier's sales, type the cashier's employee number in the box or click […], select the cashier from the list, and click [Select] in the bottom right corner.

6. Click [OK]. The Preview: PTD Hourly window will open.

If you want to limit the report to one cashier's sales, type the cashier's employee number in the box or click […], select the cashier from the list, and click [Select] in the bottom right corner.

6. Click [OK]. The Preview: PTD Hourly window will open.

The Preview: Report Viewer Window

a. The Preview: Report Viewer window allows you to print the Period to Date Employee Sales report that you generated when you click the Print button that looks like a printer.

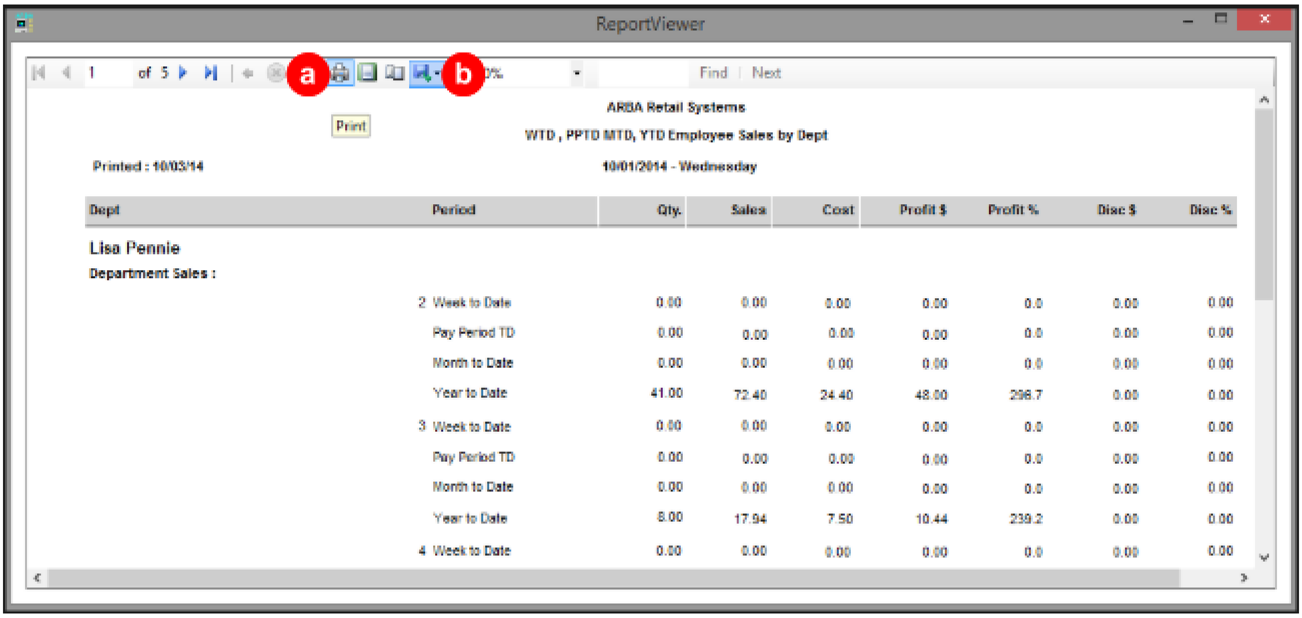


Figure 191 Print purview

b. You can also Export the information as an Excel file, PDF, or Word file by clicking the Export button that looks like a floppy disk.

Period to Date Hourly Sales Report

The Period to Date Hourly Sales option allows you to select a date and view and print reports that show your Week-to-Date, Month-to-Date, and Year-to-Date sales organized by hour up to the selected date.

Steps to Generate a Period to Date Hourly Sales Report

1. Click Reports on the menu bar at the top of the screen or on the menu bar down the side of the screen.
2. Click Period to Date Reports on the Point of Sale and Inventory Reports window. The PTD Reports window will open.
3. Click Period to Date Hourly Sales in the PTD Reports window. The Period to Date Hourly window will open.

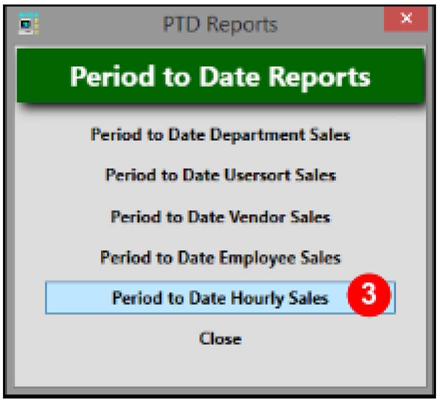


Figure 192 Period to Date hourly sales

4. Select the date on which you would like to end the Hourly Sales report by clicking the calendar icon. Click the date when the calendar opens.

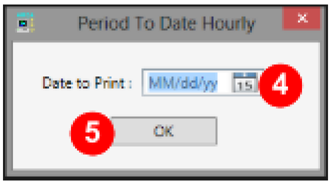


Figure 193 period to Date Hourly

5. Click [OK]. The Preview: PTD Hourly window will open.

The Preview: PTD Hourly Window

a. The Preview: PTD Hourly window allows you to print the Period to Date Hourly Sales report that you generated when you click the Print button that looks like a printer.

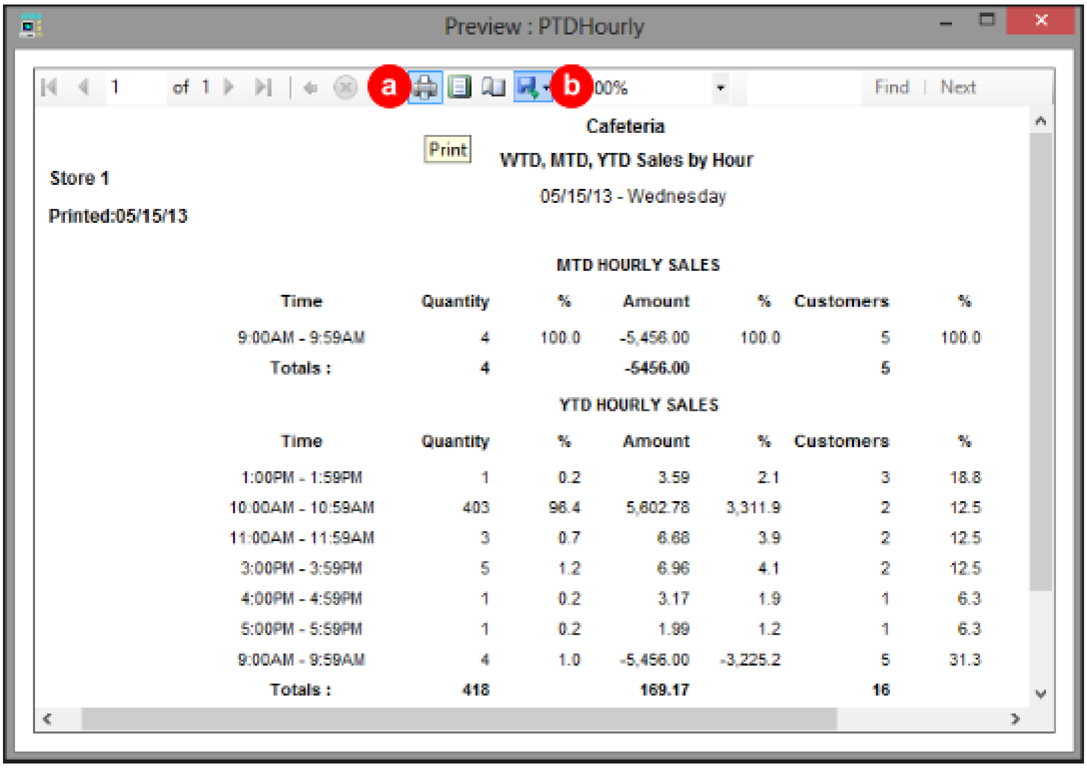


Figure 194 Print PTD hourly

b. You can also Export the information as an Excel file, PDF, or Word file by clicking the Export button that looks like a floppy disk.

b. You can also Export the information as an Excel file, PDF, or Word file by clicking the Export button that looks like a floppy disk.

Stock Status Reports

The Stock Status Reports option allows you to view and print a list of your inventory. It provides breakdown of your Year-to-Date received and Year-to-Date sold, Extended Cost and Vendor Cost, and you’re On Order and On Hand quantities for each item. Under Stock Status, there are four options: Stock Status, Stock Status - Zero On Hand, Stock Status - Less Than Zero On Hand, and Stock Status – More Than Zero On Hand. You can select how each report is sorted and what inventory items appear on each report.

The first option, Stock Status, is a list of your entire inventory. The second option, Stock Status – Zero on Hand, is a list of the inventory for which you currently have no on hand quantities. The third option, Stock Status - Less Than Zero On Hand, is a list of the inventory for which you currently have a negative on hand quantity. The final option, Stock Status - More Than Zero On Hand, is a list of the inventory for which you currently have one or more on hand quantity.

The process to generate each type of report is identical after you select the type of report.

Steps to Generate a Stock Status Report

1. Click Reports on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click Stock Status Reports on the Point of Sale and Inventory Reports window. The Stock Status Report window will open.

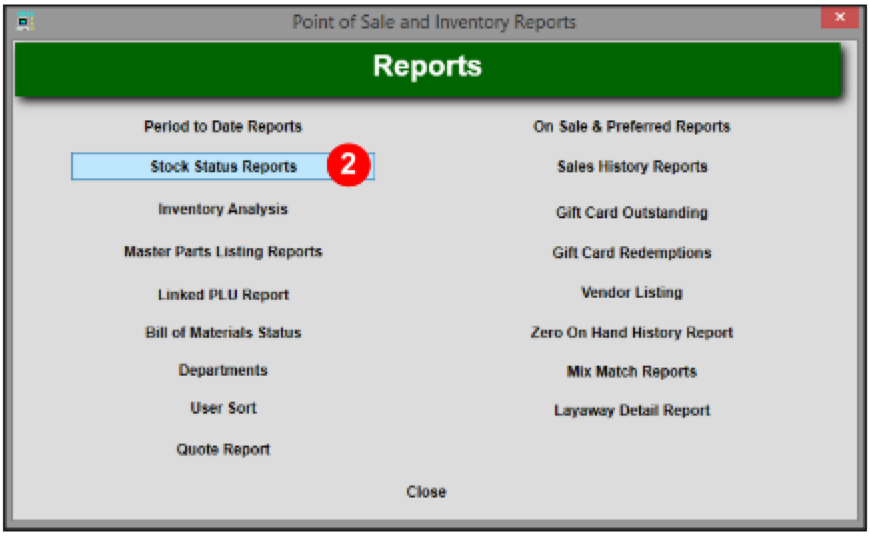


Figure 195 stock Status Reports

3. Click the report type that you would like to generate on the Stock Status Report window. The Selection and Sorting window will open.

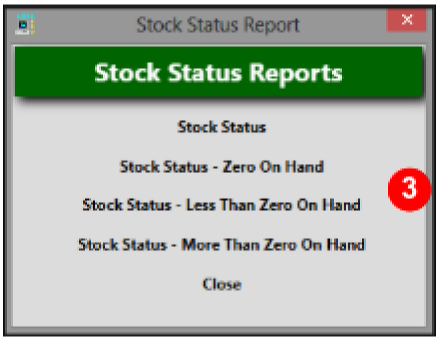


Figure 196 stock status- Zero on Hand

4. Select the criteria governing which items will be included in the report in the Selection and Sorting window.

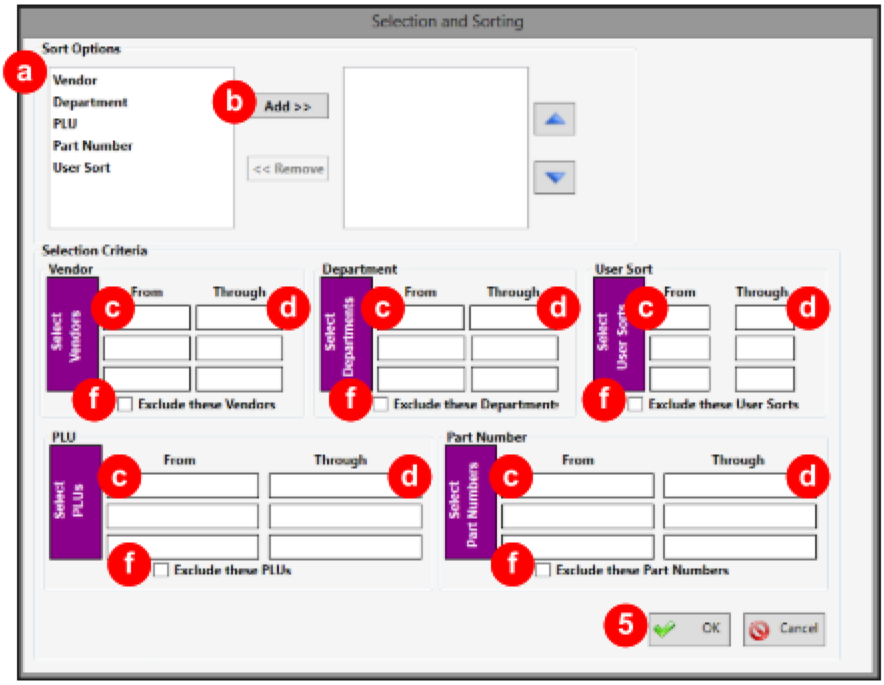


Figure 197 selection and sorting

a. Select the Sort Option(s) for the report by clicking the option you would like to use. The Sort Options organize the groups into which the items on the report are placed. If you select more than one Sort Option, the items on the report will be organized into subgroups.

b. Click [Add>>]. The selected item will move from the box on the left to the box on the right.

c. Select the Selection Criteria by typing a value (like one or more User Sort codes or Department numbers) into the from box to the right of the selection criteria that you would like to use for the report.

You can type the value into the box if you know it, or you can press the Insert Key (INS) on your keyboard when the cursor is in one of the boxes, which will open the list that corresponds to the Selection Criteria chosen.

To choose an item from the list, click the Department, Vendor, User Sort, PLU, or Part Number that you would like to appear in the report. Click [Select] on the right hand side of the window.

d. If you would like to include a range of Selection Criteria, type a different value into the through box to the right of the from box into which you typed the first value.

e. Repeat Steps C and D if you would like to add additional Selection Criteria ranges to include on the report.

f. Alternately, rather than selecting the Departments, Vendors, User Sorts, PLUs, or Part Numbers that you want to include in the report, you can select the Departments, Vendors, User Sorts, PLUs, or Part Numbers that you do not want to include in the report. Type them into the To/From boxes following the process in Steps C and D, and check the checkbox of the Exclude box in question.

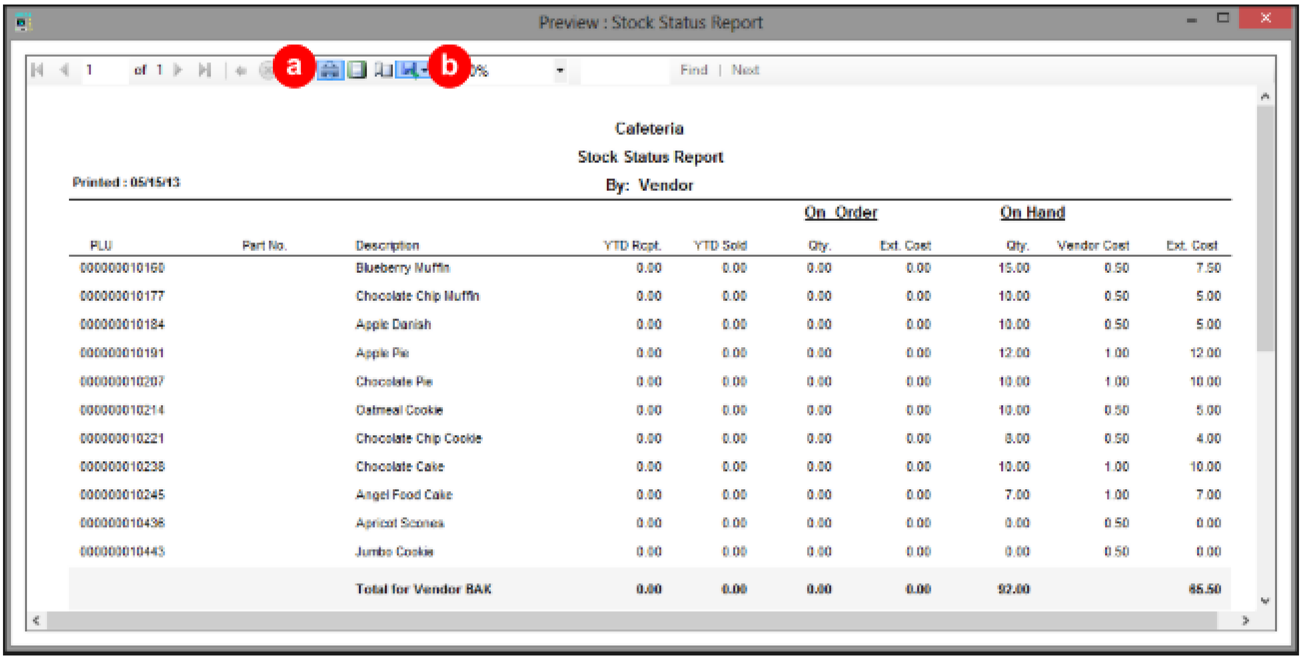
Using these two methods, you can, for example, include a particular range of Departments in the report but exclude a particular User Sort from the report using a combination of Selection Criteria.

5. Click [OK] when you are finished making your selections.

6. You will be asked if you want to include Subtotals in the report. If you would like to include subtotals based upon the Sort Options you selected, click [Yes]. If not, click [No].

The Preview: Stock Status Report Window

a. The Preview: Stock Status Report window allows you to print the Stock Status report that you generated when you click the Print button that looks like a printer.



PLU	Part No.	Description	YTD Rcpt.	YTD Sold	On Order Qty.	On Order Ext. Cost	On Hand Qty.	On Hand Vendor Cost	On Hand Ext. Cost
000000010160		Blueberry Muffin	0.00	0.00	0.00	0.00	15.00	0.50	7.50
000000010177		Chocolate Chip Muffin	0.00	0.00	0.00	0.00	10.00	0.50	5.00
000000010184		Apple Danish	0.00	0.00	0.00	0.00	10.00	0.50	5.00
000000010191		Apple Pie	0.00	0.00	0.00	0.00	12.00	1.00	12.00
000000010207		Chocolate Pie	0.00	0.00	0.00	0.00	10.00	1.00	10.00
000000010214		Oatmeal Cookie	0.00	0.00	0.00	0.00	10.00	0.50	5.00
000000010221		Chocolate Chip Cookie	0.00	0.00	0.00	0.00	8.00	0.50	4.00
000000010238		Chocolate Cake	0.00	0.00	0.00	0.00	10.00	1.00	10.00
000000010245		Angel Food Cake	0.00	0.00	0.00	0.00	7.00	1.00	7.00
000000010436		Apricot Scones	0.00	0.00	0.00	0.00	0.00	0.50	0.00
000000010443		Jumbo Cookie	0.00	0.00	0.00	0.00	0.00	0.50	0.00
		Total for Vendor BAK	**0.00**	**0.00**	**0.00**	**0.00**	**92.00**		**65.50**

Figure 198 print purview stock status Report

b. You can also Export the information as an Excel file, PDF, or Word file by clicking the Export button that looks like a floppy disk.

Inventory Analysis Report

The Inventory Analysis option allows you to view and print a list of prices and costs and the anticipated gross profit margin for your inventory items if sold at full price. It also shows your On Hand quantity of the items and the last date each item was sold.

Steps to Generate an Inventory Analysis Report

1. Click Reports on the menu bar at the top of the screen or on the menu bar down the side of the screen.

2. Click Inventory Analysis on the Point of Sale and Inventory Reports window. The Selection and Sorting window will open.

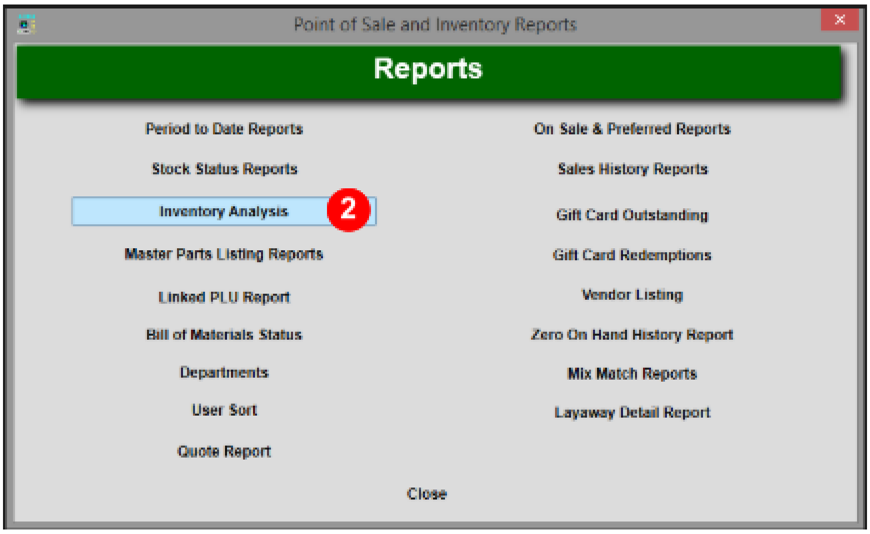


Figure 199 Inventory Analysis

3. Select the criteria governing which items will be included in the report in the Selection and Sorting window.

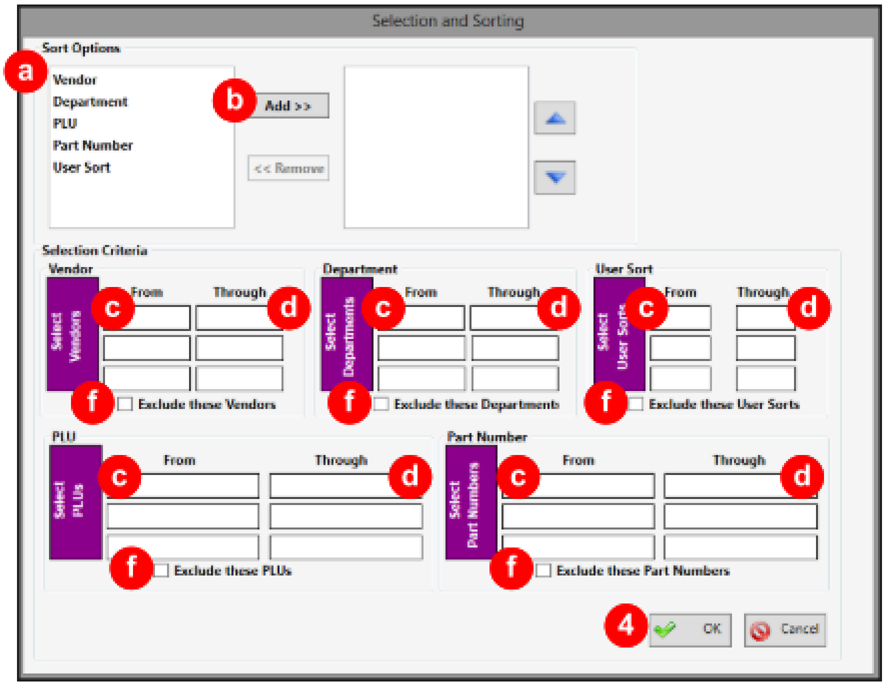


Figure 200 Selection - vendor

a. Select the Sort Option(s) for the report by clicking the option you would like to use. The Sort Options organize the groups into which the items on the report are placed. If you select more than one Sort Option, the items on the report will be organized into subgroups.

b. Click [Add>>]. The selected item will move from the box on the left to the box on the right.

c. Select the Selection Criteria by typing a value (like one or more User Sort codes or Department numbers) into the from box to the right of the selection criteria that you would like to use for the report.

You can type the value into the box if you know it, or you can press the Insert Key (INS) on your keyboard when the cursor is in one of the boxes, which will open the list that corresponds to the Selection Criteria chosen.

To choose an item from the list, click the Department, Vendor, User Sort, PLU, or Part Number that you would like to appear in the report. Click [Select] on the right hand side of the window.

d. If you would like to include a range of Selection Criteria, type a different value into the through box to the right of the from box into which you typed the first value.

e. Repeat Steps C and D if you would like to add additional Selection Criteria ranges to include on the report.

f. Alternately, rather than selecting the Departments, Vendors, User Sorts, PLUs, or Part Numbers that you want to include in the report, you can select the Departments, Vendors, User Sorts, PLUs, or Part Numbers that you do not want to include in the report. Type them into the To/From boxes following the process in Steps C and D, and check the checkbox of the Exclude box in question. Using these two methods, you can, for example, include a particular range of Departments in the report but exclude a particular User Sort from the report using a combination of Selection Criteria.

4. Click [OK] when you are finished making your selections.

5. You will be asked if you want to include Subtotals in the report. If you would like to include subtotals based upon the Sort Options you selected, click [Yes]. If not, click [No].

The Rep_InvtAnalysisOpt window will open.

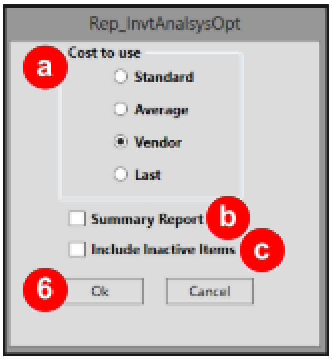


Figure 201 cost to use - Summary Report

a. (Vendor Recommended.) Select the Cost type for the report by clicking the option you would like to use. The cost type selected will affect the profit margin that is calculated for each item.

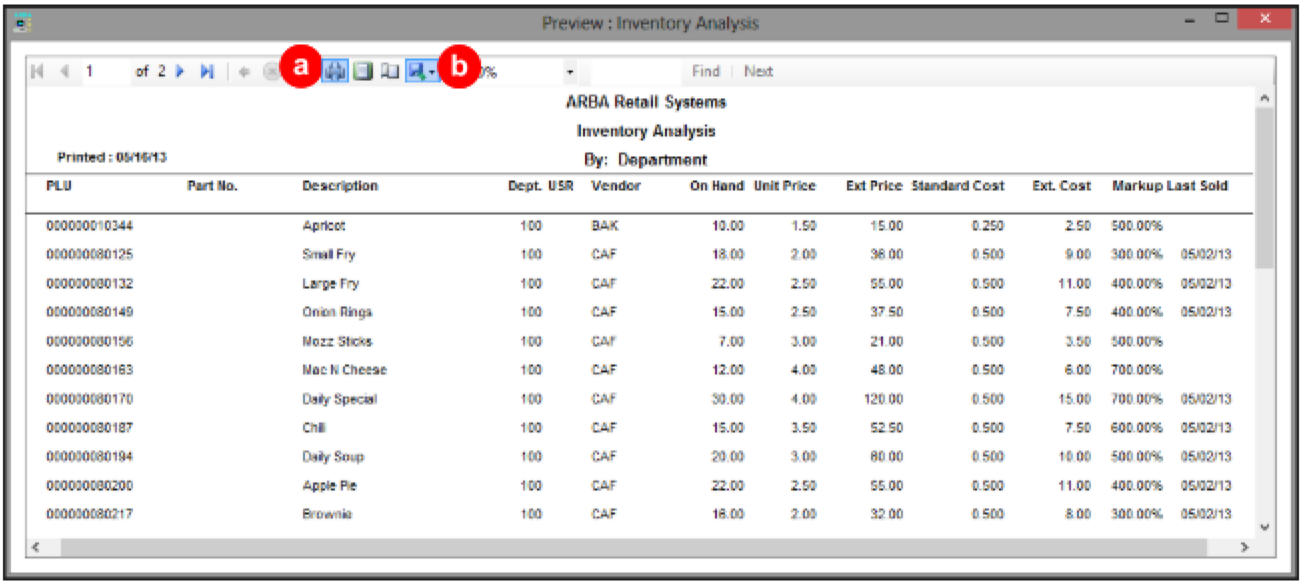
b. Check the Summary Report box if you only want a summary of the totals for each category from the selected Sort Option; you will not see information for individual items.

c. (Not Recommended). Check the Include Inactive Items box if you want items that are marked as inactive included in the report.

6. Click [OK] when you are finished making your selections. The Preview: Inventory Analysis window will open (this could take some time, depending upon the number of items being included in the report).

The Preview: Inventory Analysis Window

a. The Preview: Inventory Analysis window allows you to print the Inventory Analysis report that you generated when you click the Print button that looks like a printer.



ARBA Retail Systems

Inventory Analysis

Printed : 05/16/13

By: Department

PLU	Part No.	Description	Dept.	USR	Vendor	On Hand	Unit Price	Ext Price	Standard Cost	Ext. Cost	Markup	Last Sold
000000010344		Apricot	100		BAK	10.00	1.50	15.00	0.250	2.50	500.00%	
000000080125		Small Fry	100		CAF	18.00	2.00	36.00	0.500	9.00	300.00%	05/02/13
000000080132		Large Fry	100		CAF	22.00	2.50	55.00	0.500	11.00	400.00%	05/02/13
000000080149		Onion Rings	100		CAF	15.00	2.50	37.50	0.500	7.50	400.00%	05/02/13
000000080156		Mozz Sticks	100		CAF	7.00	3.00	21.00	0.500	3.50	500.00%	
000000080163		Mac N Cheese	100		CAF	12.00	4.00	48.00	0.500	6.00	700.00%	
000000080170		Daily Special	100		CAF	30.00	4.00	120.00	0.500	15.00	700.00%	05/02/13
000000080187		Chili	100		CAF	15.00	3.50	52.50	0.500	7.50	600.00%	05/02/13
000000080194		Daily Soup	100		CAF	20.00	3.00	60.00	0.500	10.00	500.00%	05/02/13
000000080200		Apple Pie	100		CAF	22.00	2.50	55.00	0.500	11.00	400.00%	05/02/13
000000080217		Brownie	100		CAF	16.00	2.00	32.00	0.500	8.00	300.00%	05/02/13

Figure 202 Print Inventory Analysis

b. You can also Export the information as an Excel file, PDF, or Word file by clicking the Export button that looks like a floppy disk.