

The logo features the letters 'ARS' in a large, bold, red, italicized font. A horizontal red line extends from the left side of the 'A' across the top of the 'R' and 'S'. Below 'ARS' is the text 'BUSINESS SOLUTIONS LLC.' in a smaller, black, sans-serif font. At the bottom is the text 'V6 MANUAL' in a bold, red, italicized font, with a red diagonal slash preceding the 'V'.

ARS
BUSINESS SOLUTIONS LLC.
V6 MANUAL

ARS Retail Solutions Support

V6 IMS Manual

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A solid support partner is critical for a successful software implementation, and a well informed, helpful support staff is vital to satisfied long-term customers. In today's computerized world, it is common for customers to be forced into impersonal web support or bounced around in time consuming voice mail jail.

At ARS, support is a cornerstone component of your partnership with us. Our support personnel provide retailers with efficient, experienced, industry-leading personal attention. We still answer our phones and do not outsource support overseas. Whether you are a new customer installing ARS solutions or a long-standing advanced user, ARS support will be with you every step of the way.

Support Contracts

ARS brings a refreshingly unique outlook on support minutes that you are sure to love. With ARS, support minutes purchased via a contract do not expire year-over-year. Unused minutes at the end of the year are simply rolled over to the next year. No penalties, no lost minutes. And there are no minimum minutes per call when you have a support contract. ARS offers many different levels of pre-paid support contracts. To purchase a Support Contract call us at (800) 547-7120.

Support Hours

ARS is proud to offer industry-leading extended support hours. ARS support staff is available from Monday - Friday, 8 am to 9 pm central time. If a critical problem occurs outside of these hours that hinders your business's ability to process incoming funds, an answering service is available to alert an ARS support team member of an emergency situation, who will then contact you as soon as possible.

Technical Support Number: (800) 322-4219 x3
E-mail: support@arss.com

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1 A/P Posting



The Accounts Payable (A/P) Posting feature allows merchandise to be received before the actual invoice is received. Item quantities may be received into inventory using the Receive by Invoice and Purchase Order features. Adjustments to cost, freight and discounts may be made after the fact using A/P Posting.

There are three steps involved with A/P Posting:

Step 1: Create a new A/P Posting Account

- Assign a Reference Number
- Update a Receiving Order (Receive by Invoice or Purchase Order)

Step 2: Adjust Actual Invoice Totals

- Costs
- Discounts, Unapplied and Applied
- Freight, Unapplied and Applied
- Invoice Information

Step 3: Update the A/P Posting Account

- Review Totals
- Print Reports
- Update

Item quantities may be received from an order at different times and grouped together in the same A/P Posting record.

NOTE: The ARS retail system is interfaceable with a third-party accounting software.

1.1 Adding Unapplied Discount and Freight

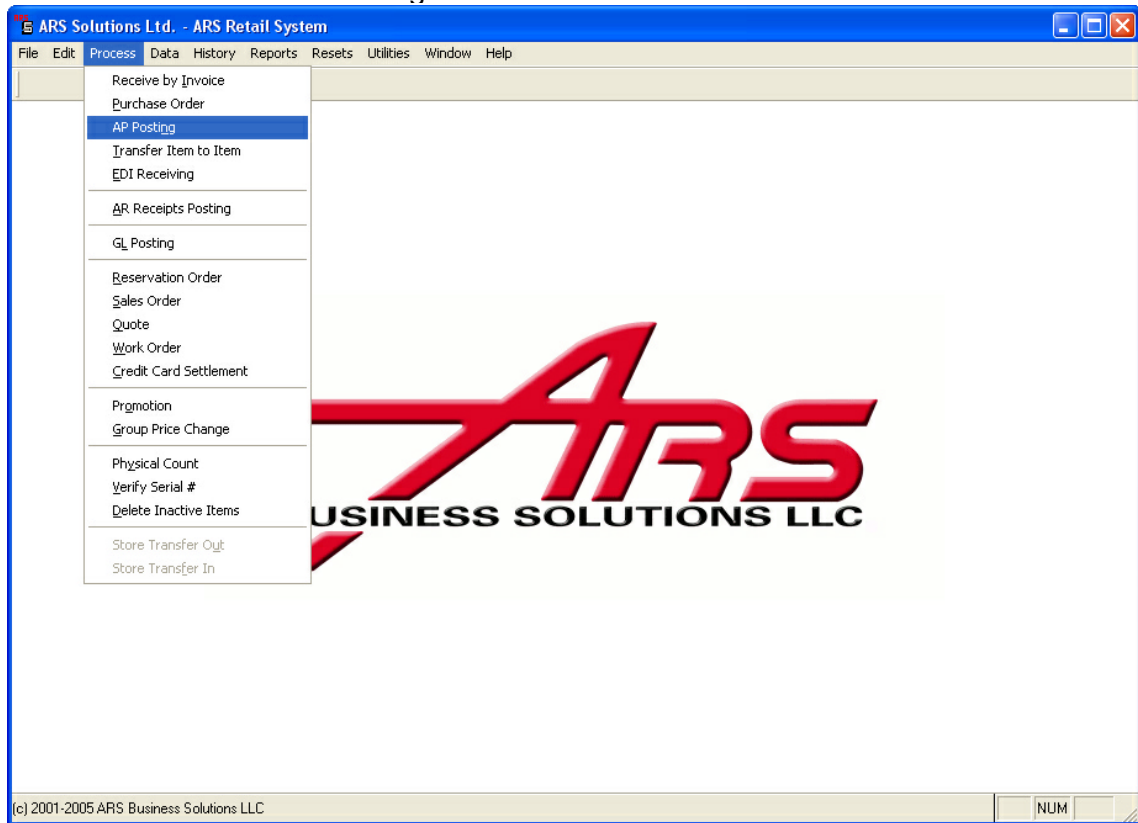
[A/P Posting](#)



Discount and freight adjustments are either unapplied or applied. Unapplied freight and discounts are not included in the unit cost of an item. Unapplied freight and discounts are added when the Invoice or PO is received or through the A/P Costing form. Applied freight and discount amounts are entered for individual items ([Reference: Adjusting Cost, Freight and Discount](#)).

To adjust unapplied discounts and freight charges through the A/P Costing form:

1. Select Process->A/P Posting from the main menu bar.



2. The "Accounts Payable" data grid appears.

The screenshot shows the 'Accounts Payable' window with the 'General' tab selected. The data grid contains the following records:

Reference #	Recv Date	Vendor	Invoice #	PO #	Invoice Date	Unapp Frght	Unapp Disc	Due Date
ACK	9/1/2006	CSI		54661316	9/1/2006	0.00	0.00	/ /
2134	10/23/2006	80	2134		10/23/2006	0.00	0.00	11/10/200
11121	10/31/2006	MERRITT	2137		10/31/2006	0.00	0.00	10/31/200
2139	11/6/2006	0031	2139		11/6/2006	0.00	0.00	11/6/2006
253	11/30/2006	henrys	2151		11/30/2006	0.00	0.00	11/30/200
car1	12/8/2006	CARHARTT	2157		12/8/2006	0.00	0.00	12/8/2006
65465	12/13/2006	ACME		2223	12/13/2006	0.00	0.00	12/13/200
158754	12/19/2006	CSI	2163		12/19/2006	0.00	0.00	12/19/200

3. Select a record that is to be modified and select the "Modify" button from the basic tool bar.

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File Edit Process Data History Reports Resets Utilities Window Help

New **Modify** Delete Filter Find Discount Total Report Update

Accounts Payable

General Detail

Reference #	Recv Date	Vendor	Invoice #	PO #	Invoice Date	Unapp Frght	Unapp Disc	Due Date
ACK	9/1/2006	CSI		54661316	9/1/2006	0.00	0.00	/ /
2134	10/23/2006	80	2134		10/23/2006	0.00	0.00	11/10/200
11121	10/31/2006	MERRITT	2137		10/31/2006	0.00	0.00	10/31/200
2139	11/6/2006	0031	2139		11/6/2006	0.00	0.00	11/6/2006
253	11/30/2006	henrys	2151		11/30/2006	0.00	0.00	11/30/200
car1	12/8/2006	CARHARTT	2157		12/8/2006	0.00	0.00	12/8/2006
65465	12/13/2006	ACME		2223	12/13/2006	0.00	0.00	12/13/200
158754	12/19/2006	CSI	2163		12/19/2006	0.00	0.00	12/19/200

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NUM

4. The "Edit AP Costing" form displays.

Edit AP Costing - 158754 - CSI

General UDF Total

Reference # 158754 Invoice Date 12/19/2006

Vendor CSI LookUp Recv Date 12/19/2006

FOB

Terms

TermsDisc% 0.00

TermsDays 0

Due Date 12/19/2006

PO #

Invoice # 2163

Print Receiving

Print GL Received

Unapp Disc 0.00

Unapp Frght 0.00

OK Cancel

5. Enter discount amounts in the "Unapp Disc" field.

6. Enter freight charges in the "Unapp Frght" field.

NOTE: These discounts and freight charges will not be included in the unit cost of the items.

7. Enter information specific to the order, including: FOB, Terms, Terms Discount, Terms Days, Due Date and Invoice Number.
8. Select the "OK" button to save this information and exit.

1.2 Adjusting Cost, Freight and Discount

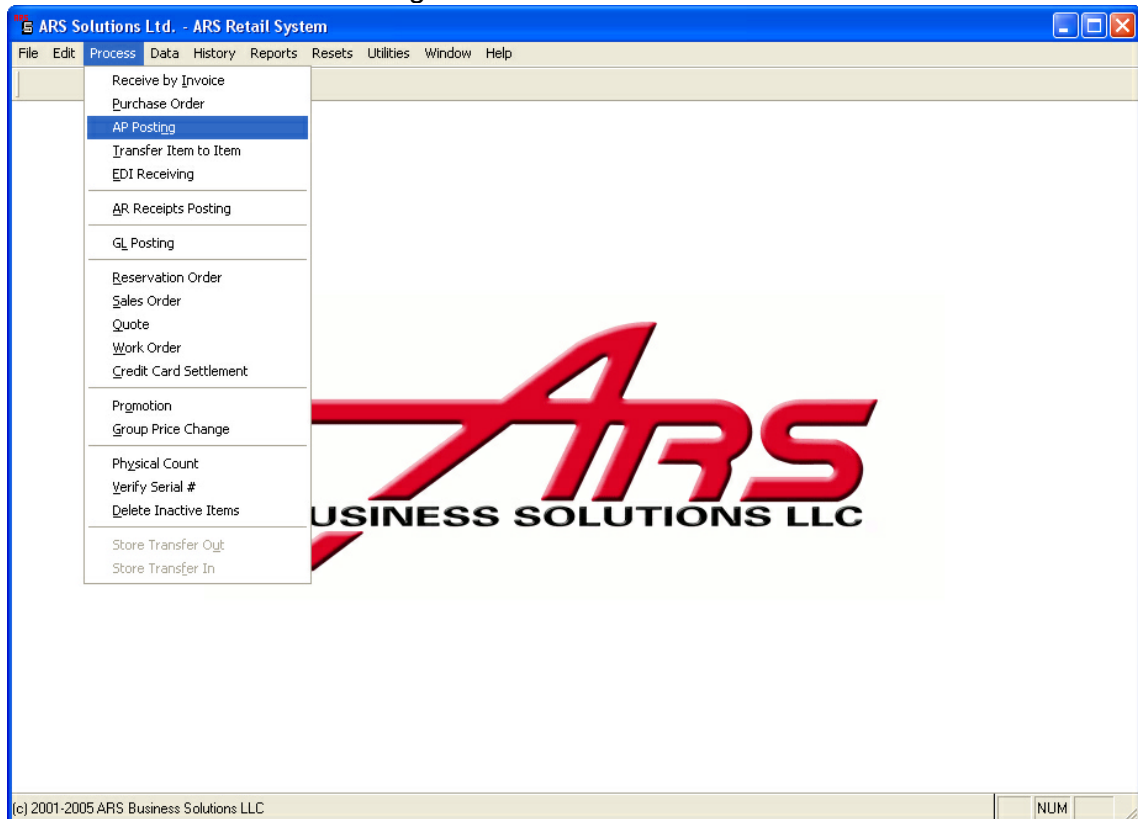
[A/P Posting](#)



Adjustments made to an item's actual cost, freight or discount are said to be applied as they are included in the item's unit cost.

To adjust the actual cost, freight and discount:

1. Select Process->A/P Posting from the main menu bar.



2. The "Accounts Payable" data grid appears.

Accounts Payable

General | Detail

Reference #	Recv Date	Vendor	Invoice #	PO #	Invoice Date	Unapp Frght	Unapp Disc	Due Date
ACK	9/1/2006	CSI		54661316	9/1/2006	0.00	0.00	/ /
2134	10/23/2006	80	2134		10/23/2006	0.00	0.00	11/10/200
11121	10/31/2006	MERRITT	2137		10/31/2006	0.00	0.00	10/31/200
2139	11/6/2006	0031	2139		11/6/2006	0.00	0.00	11/6/2006
253	11/30/2006	henrys	2151		11/30/2006	0.00	0.00	11/30/200
carl	12/8/2006	CARHARTT	2157		12/8/2006	0.00	0.00	12/8/2006
65465	12/13/2006	ACME		2223	12/13/2006	0.00	0.00	12/13/200
158754	12/19/2006	CSI	2163		12/19/2006	0.00	0.00	12/19/200

3. Select the "Detail" tab from the data grid.
4. Select item that needs to be modified and select the "Modify" button.

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File Edit Process Data History Reports Resets Utilities Window Help

New **Modify** Delete Filter Find Discount Total Report Update

Accounts Payable

General | Detail

Item #	Cross Ref #	Actual Cost	Act Frght	Actual Disc\$	Actual Disc%	Ext Qty	Ext Cost	Ext Frght	t Di
041333440	123-123	24.8500	60.00	0.00	0.00	12.00	24.8500	60.00	1.00

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NUM

5. The "Edit A/P Costing" form displays.

Edit AP Costing			
General			
Cross Ref #	123-123	Rayovac Maximum C Cell	Reference # 158754
Item #	04133344001	4 Pack	Vendor CSI
			Invoice Date 12/19/2006
Ext Qty	12.00		Recv Date 12/19/2006
Ext Cost	24.8500	Actual Cost	<input type="text" value="24.8500"/>
Ext Frght	60.00	Act Frght	<input type="text" value="60.00"/>
		Actual Disc%	<input type="text" value="0.00"/>
Ext Disc	0.00	Actual Disc\$	<input type="text" value="0.00"/>
Ucost	7.0708	Ucost	7.0708

6. Enter the Actual totals.
 - **Actual Cost:** Enter the actual cost for the total quantity of the item.
 - **Actual Freight:** Enter the actual freight cost for the item.
 - **Actual Disc %:** Enter the percentage discount. The dollar amount for this percentage discount will appear in the "Actual Disc \$" field.
 - **Ucost:** This unit cost includes freight and discount. The unit cost cannot be changed deliberately but changes when the actual cost, freight or discount are changed.
7. Select the "OK" button to save this information and exit.

1.3 Create a New A/P Posting Account

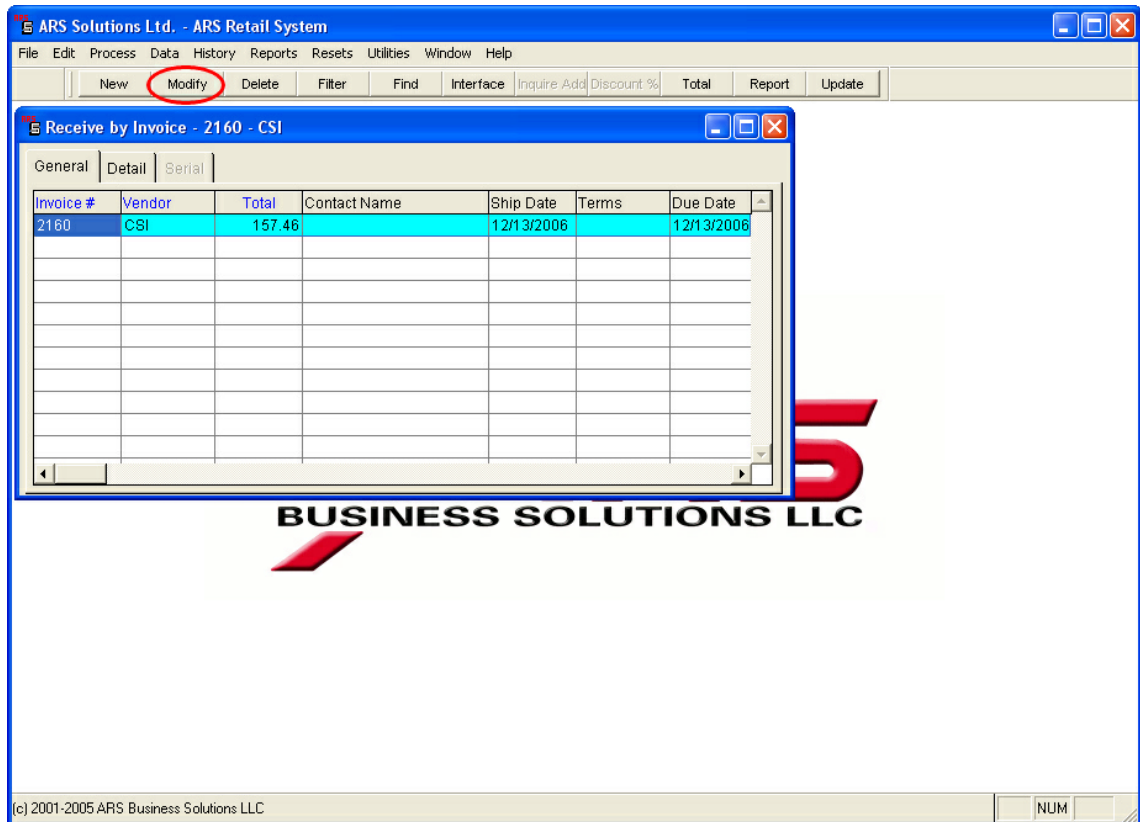
[A/P Posting](#)



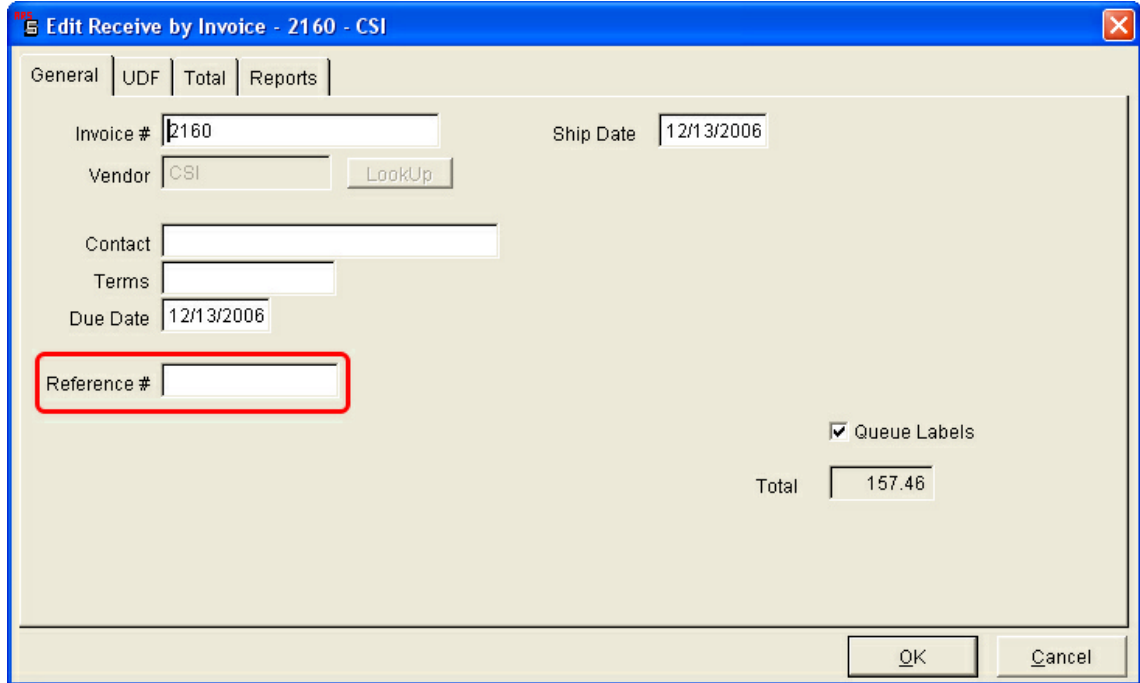
An A/P Posting account is created when a Purchase Order or Receive by Invoice (that is assigned a reference number) is received and updated at the store. Adjustments in cost, freight and discounts may be made in the A/P Posting account after the merchandise is received into inventory.

To create a new A/P Posting account using either the Receive by Invoice process or Purchase orders:

1. Create a new Receive by Invoice or Purchase Order. (Reference: [Receive by Invoice - Adding New Invoices](#) or [Purchase Order - Creating a Purchase Order](#))
2. In the general data grid, select the "Modify" button.

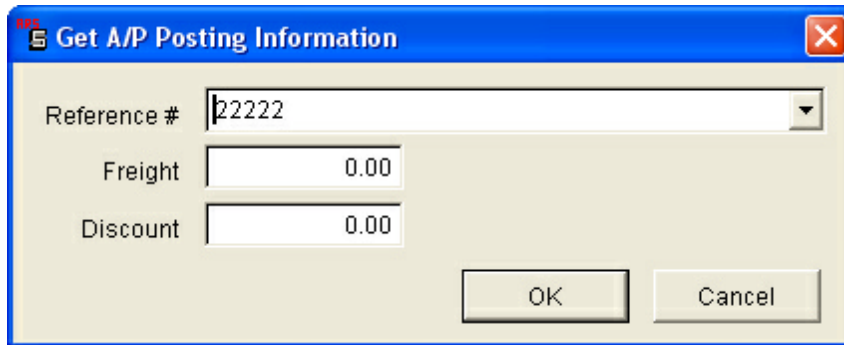


3. The "Edit Receive by Invoice" or "Edit Purchase Order" form displays.



4. Select the "Reference #" field. Enter a name/value in this field that refers to the order (i.e. shipping number).
5. Another option is when the Receive by Invoice or Purchase Order is received and updated, a prompt appears with a "Reference #" field. Enter a Reference number

and select the "OK" button.



NOTE: Freight and Discount in this prompt may be adjusted as Unapplied Freight and Discount using A/P posting. (Reference: Adding Unapplied Discount and Freight)

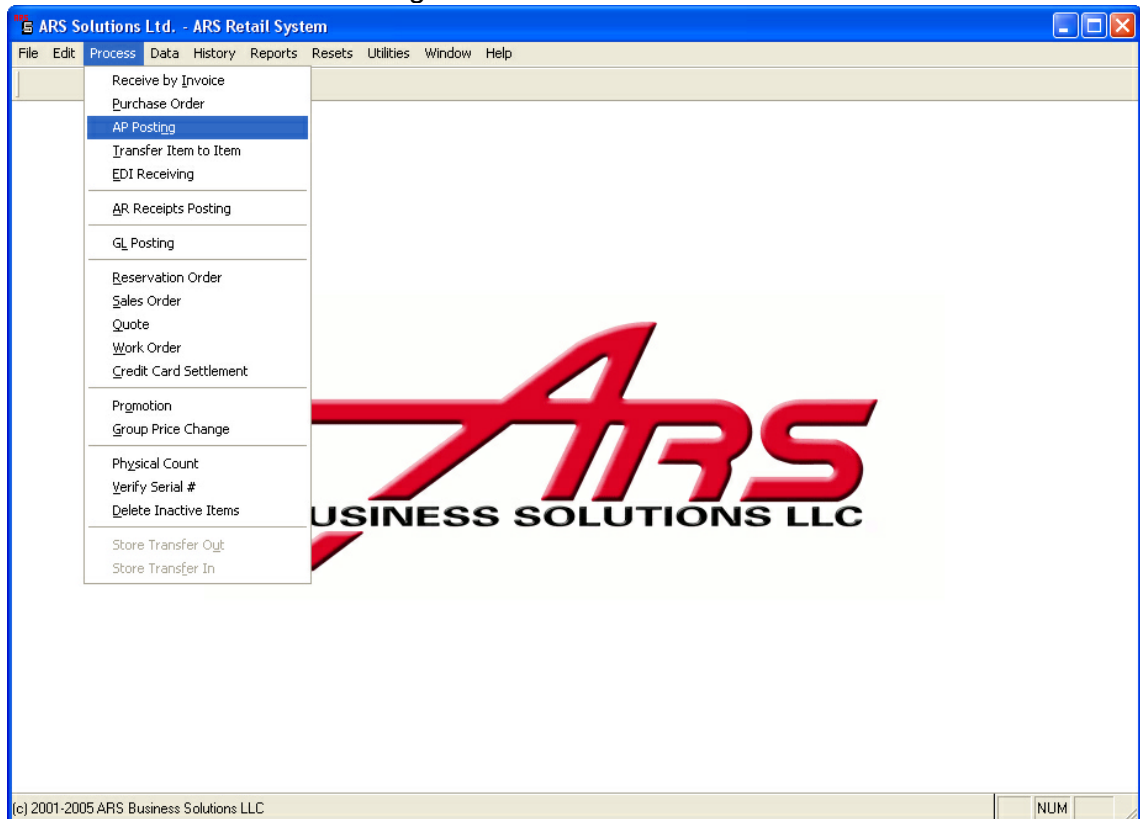
1.4 Print A/P Reports

[A/P Posting](#)



To print reports for the A/P Posting account:

1. Select Process->A/P Posting from the main menu bar.



2. The "Accounts Receivable" data grid displays.

Reference #	Recv Date	Vendor	Invoice #	PO #	Invoice Date	Unapp Frght	Unapp Disc	Due Date
ACK	9/1/2006	CSI		54661316	9/1/2006	0.00	0.00	/ /
2134	10/23/2006	80	2134		10/23/2006	0.00	0.00	11/10/200
11121	10/31/2006	MERRITT	2137		10/31/2006	0.00	0.00	10/31/200
2139	11/6/2006	0031	2139		11/6/2006	0.00	0.00	11/6/2006
253	11/30/2006	henrys	2151		11/30/2006	0.00	0.00	11/30/200
carl	12/8/2006	CARHARTT	2157		12/8/2006	0.00	0.00	12/8/2006
65465	12/13/2006	ACME		2223	12/13/2006	0.00	0.00	12/13/200
158754	12/19/2006	CSI	2163		12/19/2006	0.00	0.00	12/19/200

3. Select the "Reports" button from the basic tool bar.

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File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Discount Total **Report** Update

Reference #	Recv Date	Vendor	Invoice #	PO #	Invoice Date	Unapp Frght	Unapp Disc	Due Date
ACK	9/1/2006	CSI		54661316	9/1/2006	0.00	0.00	/ /
2134	10/23/2006	80	2134		10/23/2006	0.00	0.00	11/10/200
11121	10/31/2006	MERRITT	2137		10/31/2006	0.00	0.00	10/31/200
2139	11/6/2006	0031	2139		11/6/2006	0.00	0.00	11/6/2006
253	11/30/2006	henrys	2151		11/30/2006	0.00	0.00	11/30/200
carl	12/8/2006	CARHARTT	2157		12/8/2006	0.00	0.00	12/8/2006
65465	12/13/2006	ACME		2223	12/13/2006	0.00	0.00	12/13/200
158754	12/19/2006	CSI	2163		12/19/2006	0.00	0.00	12/19/200

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Available Reports include:

- **AP Receiving:** Prints a voucher showing all items totals. (Includes: inventory adjustments, costs and gross profit margins)
- **GL Received:** Prints a report showing GL totals and unapplied freight. GL accounts displayed on this report come from the GL Purch class assignments. Reference: GL Posting)

General | UDF | Total

Reference # 158754 Invoice Date 12/19/2006

Vendor CSI LookUp Recv Date 12/19/2006

FOB

Terms

TermsDisc% 0.00

TermsDays 0

Due Date 12/19/2006

PO #

Invoice # 2163

Print Receiving

Print GL Received

Unapp Disc 0.00

Unapp Frght 0.00

OK Cancel

4. Select the report that should be run and use the Report Wizard to finish printing reports. (Reference: *Report Basics - Report Wizard*)

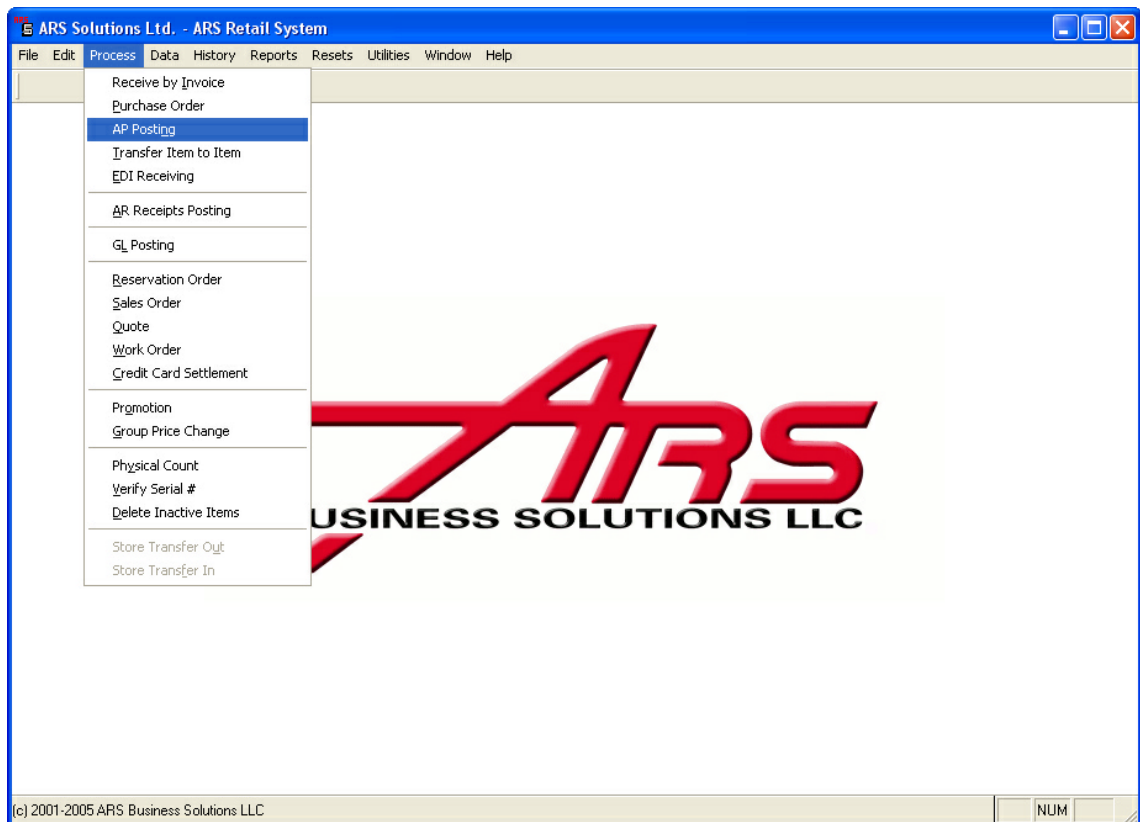
1.5 Review A/P Totals

[A/P Posting](#)



To view totals for the A/P Posting account:

1. Select Process->A/P Posting from the main menu bar.



2. The "Accounts Payable" data grid displays.

Accounts Payable

General | Detail

Reference #	Recv Date	Vendor	Invoice #	PO #	Invoice Date	Unapp Frght	Unapp Disc	Due Date
ACK	9/1/2006	CSI		54661316	9/1/2006	0.00	0.00	/ /
2134	10/23/2006	80	2134		10/23/2006	0.00	0.00	11/10/200
11121	10/31/2006	MERRITT	2137		10/31/2006	0.00	0.00	10/31/200
2139	11/6/2006	0031	2139		11/6/2006	0.00	0.00	11/6/2006
253	11/30/2006	henrys	2151		11/30/2006	0.00	0.00	11/30/200
car1	12/8/2006	CARHARTT	2157		12/8/2006	0.00	0.00	12/8/2006
65465	12/13/2006	ACME		2223	12/13/2006	0.00	0.00	12/13/200
158754	12/19/2006	CSI	2163		12/19/2006	0.00	0.00	12/19/200

3. Select the "Total" button from the basic toolbar.

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File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Discount **Total** Report Update

Accounts Payable

General Detail

Reference #	Recv Date	Vendor	Invoice #	PO #	Invoice Date	Unapp Frght	Unapp Disc	Due Date
ACK	9/1/2006	CSI		54661316	9/1/2006	0.00	0.00	/ /
2134	10/23/2006	80	2134		10/23/2006	0.00	0.00	11/10/200
11121	10/31/2006	MERRITT	2137		10/31/2006	0.00	0.00	10/31/200
2139	11/6/2006	0031	2139		11/6/2006	0.00	0.00	11/6/2006
253	11/30/2006	henrys	2151		11/30/2006	0.00	0.00	11/30/200
car1	12/8/2006	CARHARTT	2157		12/8/2006	0.00	0.00	12/8/2006
65465	12/13/2006	ACME		2223	12/13/2006	0.00	0.00	12/13/200
158754	12/19/2006	CSI	2163		12/19/2006	0.00	0.00	12/19/200

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4. The "AP Totals" display.

Edit AP Costing - 158754 - CSI

General UDF Total

Reference # 158754 Invoice Date 12/19/2006

Vendor CSI Recv Date 12/19/2006

	Extended	Difference	Actual	Unapplied	Total
Unit Cost	24.85	0.00	24.85		
Discount	0.00	0.00	0.00	0.00	0.00
Freight	60.00	0.00	60.00	0.00	60.00
Invoice Total	84.85	0.00	84.85	0.00	84.85

OK Cancel

1.6 Update an A/P Posting Account

[A/P Posting](#)

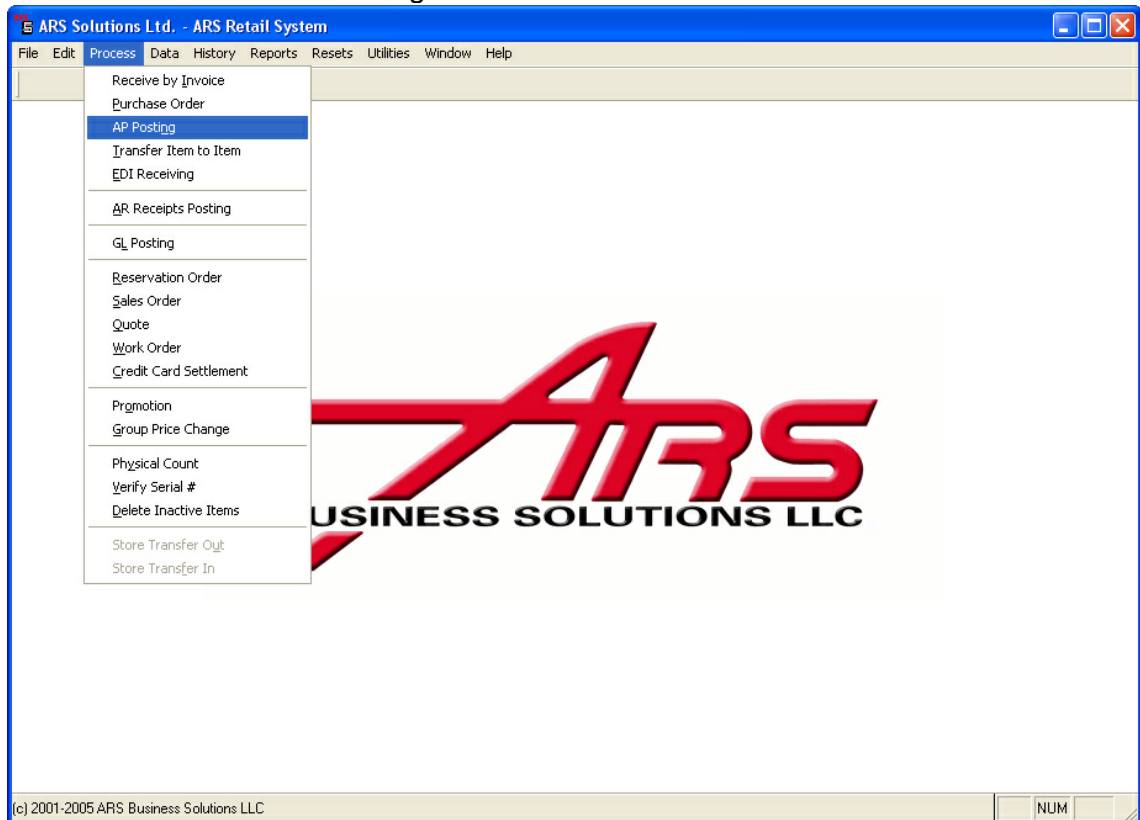


The final step of using the A/P Posting feature is to update the record. Three things will happen when the A/P Posting is updated:

- Item costs (Avg Cost and Last Cost) will be updated accordingly in the item database based on adjusted costs and applied freight and discount.
- The A/P Posting record will be removed from the data grid.
- Totals will be posted to General Ledger Accounts. Reference: GL Posting.

To update and complete an A/P Posting record:

1. Select Process->A/P Posting from the main menu bar.



2. The "Accounts Receivable" data grid will display.

Accounts Payable

General | Detail

Reference #	Recv Date	Vendor	Invoice #	PO #	Invoice Date	Unapp Frght	Unapp Disc	Due Date
ACK	9/1/2006	CSI		54661316	9/1/2006	0.00	0.00	/ /
2134	10/23/2006	80	2134		10/23/2006	0.00	0.00	11/10/200
11121	10/31/2006	MERRITT	2137		10/31/2006	0.00	0.00	10/31/200
2139	11/6/2006	0031	2139		11/6/2006	0.00	0.00	11/6/2006
253	11/30/2006	henrys	2151		11/30/2006	0.00	0.00	11/30/200
car1	12/8/2006	CARHARTT	2157		12/8/2006	0.00	0.00	12/8/2006
65465	12/13/2006	ACME		2223	12/13/2006	0.00	0.00	12/13/200
158754	12/19/2006	CSI	2163		12/19/2006	0.00	0.00	12/19/200

3. Select the record to update.
4. Select the "Update" button from the basic tool bar.

ARS Solutions Ltd. - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Discount Total Report **Update**

Accounts Payable

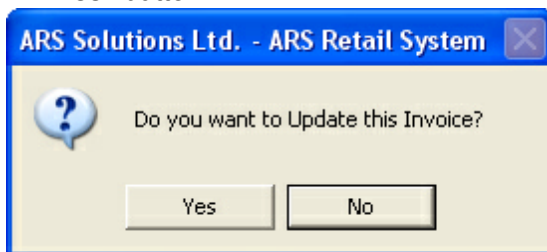
General | Detail

Reference #	Recv Date	Vendor	Invoice #	PO #	Invoice Date	Unapp Frght	Unapp Disc	Due Date
ACK	9/1/2006	CSI		54661316	9/1/2006	0.00	0.00	/ /
2134	10/23/2006	80	2134		10/23/2006	0.00	0.00	11/10/200
11121	10/31/2006	MERRITT	2137		10/31/2006	0.00	0.00	10/31/200
2139	11/6/2006	0031	2139		11/6/2006	0.00	0.00	11/6/2006
253	11/30/2006	henrys	2151		11/30/2006	0.00	0.00	11/30/200
car1	12/8/2006	CARHARTT	2157		12/8/2006	0.00	0.00	12/8/2006
65465	12/13/2006	ACME		2223	12/13/2006	0.00	0.00	12/13/200
158754	12/19/2006	CSI	2163		12/19/2006	0.00	0.00	12/19/200

BUSINESS SOLUTIONS LLC

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5. A window will appear that asks, "Do you want to update this invoice?", select the "Yes" button.



NOTE: Prompts asking for additional or missing information, such as the invoice number or terms may appear. Enter the relevant information and select the "OK" button.

2 Accounts Receivable



The Accounts Receivable function tracks customer charge activity. An accounts receivable account for each customer, that is authorized to charge merchandise, is created. After an account is established that customer may charge purchases at the register by using the Sales Order Entry or the Work Order Entry features. Payments may be accepted at the register and at the backroom.

The Accounts Receivable feature automatically generates finance charges, prints monthly statements and multiple accounts receivable reports. Accounts may be inquired on, credit limits may be established by account and discounts may be established for selected customers. Detailed information of accounts receivable transactions are retained until the accounting period is closed, enabling the printing of a detailed charge transaction list.

Accounts Receivable Steps:

1. Setup the general Accounts Receivable Account information.
2. Add an account for each customer that has authorization to charge.
3. Charges are made to the account.
4. Payments are posted to the account.
5. Statements are generated at the end of the accounting period.

Account Number:

An account number is assigned to each accounts receivable customer. IMS uses this number to identify the customer throughout the application (address book, mailing list, etc.)

Ten numeric digits are available for an account number. It is recommended that the customer phone number be used as the accounts receivable number, as it is readily available.

Account Type:

Accounts may be handled as Open Invoice or Balance Forward accounts. The IMS application is not limited to using one type. The appropriate account type is specified for each individual account.

The Balance Forward method consolidates all open invoices into one balance at the end of the accounting period. This method tracks the current balance of the account without the individual invoice detail. Current month detail and current balance prints on the statement.

The Open Invoice method keeps a record of all invoices that have not been paid. At the end of the accounting period all invoices that have been paid in full are cleared. This method tracks each invoice and payment applied to each invoice. All invoice activity prints on the statement.

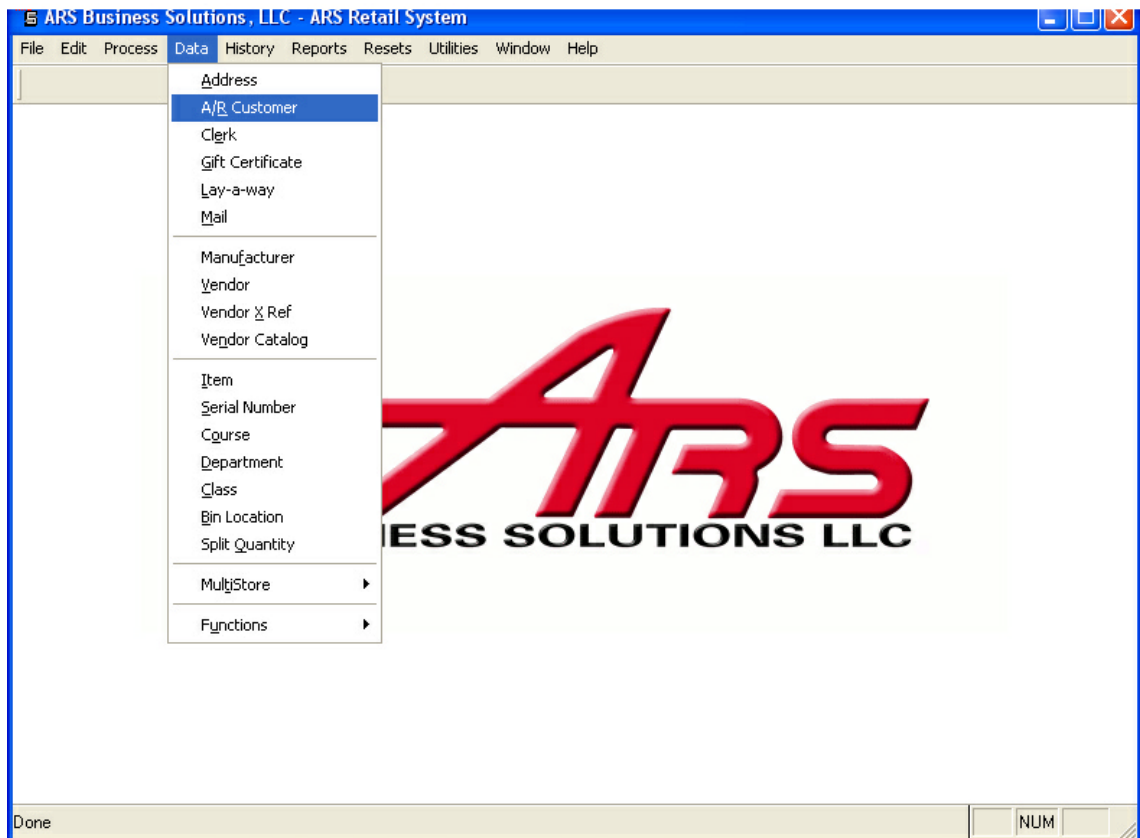
2.1 Add an A/R Account

[Accounts Receivable](#)

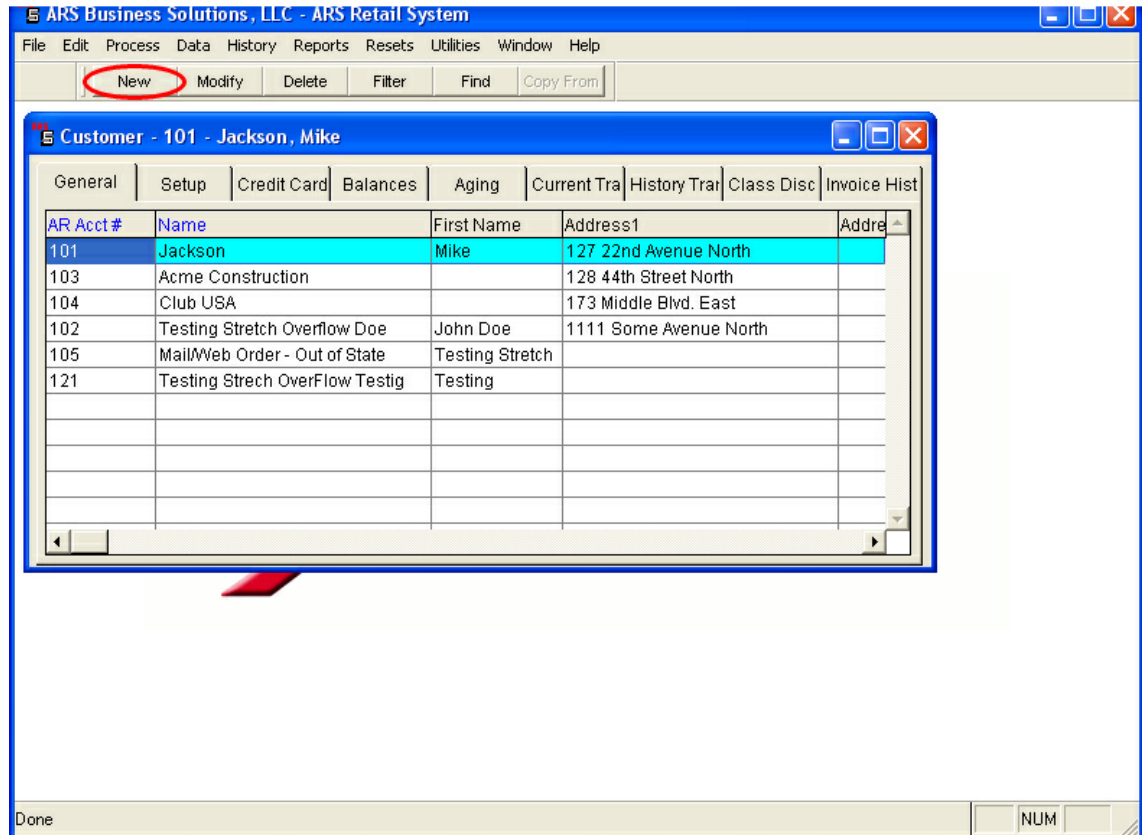


An accounts receivable account is added for each customer that is authorized to charge merchandise. Information entered in this form is unique for each account.

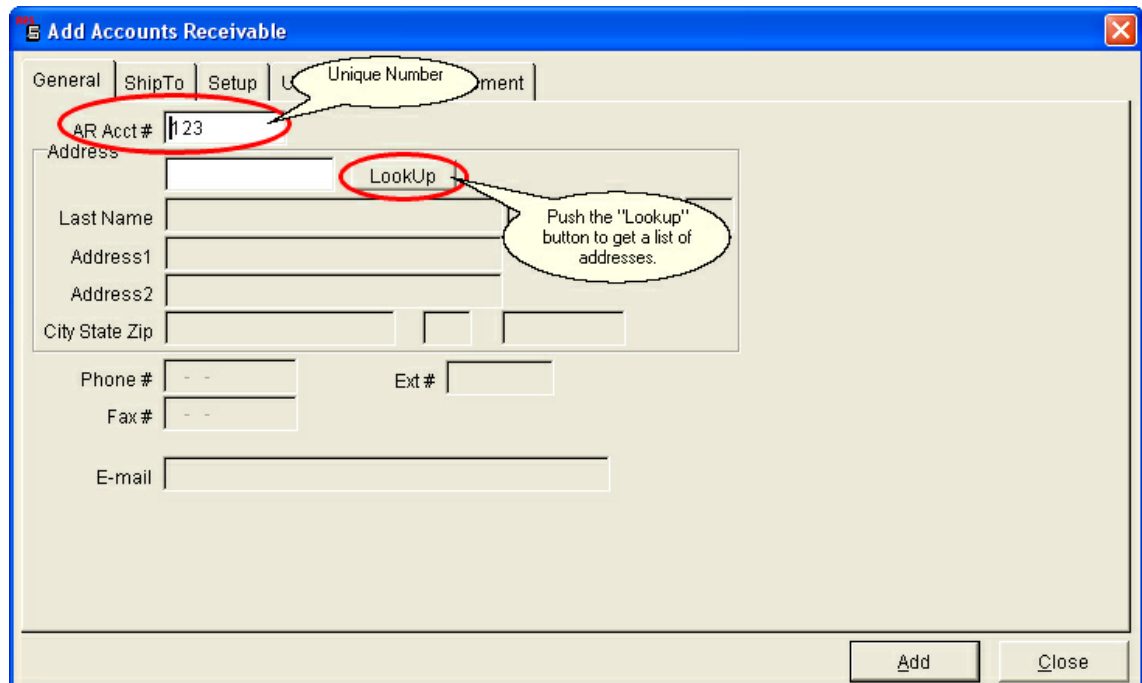
1. Select Data->A/R Customer from the main menu bar.



2. "Customer" data grid displays.



3. Select "New" from the basic tool bar.
4. "Add Accounts Receivable" form displays.



5. Select the "General" tab. General information for this accounts receivable customer is entered in this form. Enter the information using the "Tab" key to move from field to field.
 - "AR Acct #" field: Enter the ten digit accounts receivable number for this customer.
 - "Address" field: [Reference: Add an Address from within a Data Grid when Working in Another Feature.](#)
 - Remaining fields: Enter the appropriate information for each remaining field using the "Tab" key to move from field to field.
6. Select the "Ship To" tab. Enter the shipping information for this customer in this form. This information is used when shipping an order to a customer. Use the tab key to move from field to field.

The screenshot shows a software window titled "Add Accounts Receivable" with a blue title bar and a close button in the top right corner. The window has a tabbed interface with tabs for "General", "Ship To", "Setup", "UDF", "Balance", and "Statement". The "Ship To" tab is currently selected. The form contains several input fields: "Mail Address" with a "LookUp" button next to it, "Last Name", "Address1", "Address2", "City State Zip" (split into three fields), and "Ship Via". At the bottom right of the window are "Add" and "Close" buttons.

- "Mail Address" Field:
 1. Select the "Lookup" button next to the "Mail Address" field.
 2. The "Address Lookup" data grid displays.
 3. Select the customer from the address file.
NOTE: If the customer is not in the address file, add the customer to the address file and then select the customer. [Reference: Add an Address from within a Data Grid when Working in Another Feature.](#)
 4. Select OK. The name and address fields display in the ship address part of the form.
7. Select the "Setup" tab.
 - Account information that is specific to this customer is entered in this form. This information is unique to each account and determines how this individual account will function.

8. Enter the appropriate settings for the customer, using the "Tab" key to move from field to field.

9. Select the "UDF" tab.

- There may be a need to track special information for an individual account. The user defined information form (UDF) provides a place to track this unique information.

10. Enter any unique information that needs to be tracked for this customer by using the "Tab" key to move from field to field.

11. Select the "Balance" tab.

- When a new account is added, the current A/R information is entered in the balance form. This information automatically updates when the customer charges against the account, makes a payment on the account or a customer statement is generated.

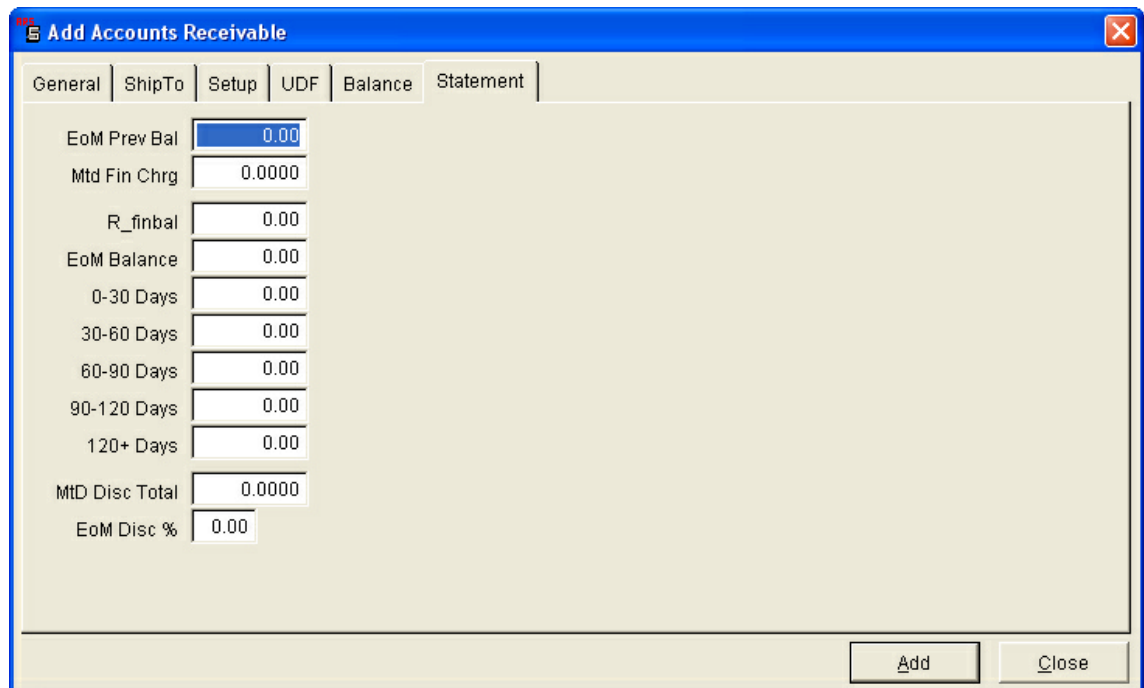
General	ShipTo	Setup	UDF	Balance	Statement	
Prev Bal				0.00	MtD Fin Chrg	0.0000
Balance				0.00	MtD Purchases	0.0000
Fin Chrg Bal				0.00	YTD Fin	0.0000
0-30 days				0.00	YTD Purchases	0.0000
30-60 days				0.00	YTD Pur Count	0
60-90 days				0.00		
90-120 days				0.00	YTD Pay \$	0.0000
120+ days				0.00	YTD Pay Count	0
					YTD Discount	0.0000
					PY Fin	0.0000
					PY Purchases	0.0000
					PY Pur Count	0
					PY Pay Dollars	0.0000
					PY Pay Count	0
					PY Disc	0.0000

Add Close

12. Enter the current account information for this customer by using the "Tab" key to move from field to field.

13. Select the "Statement" tab.

- Period to date statement information is displayed in the statement form. This information is based on the data from the customers last statement. It is automatically updated when a statement is generated.



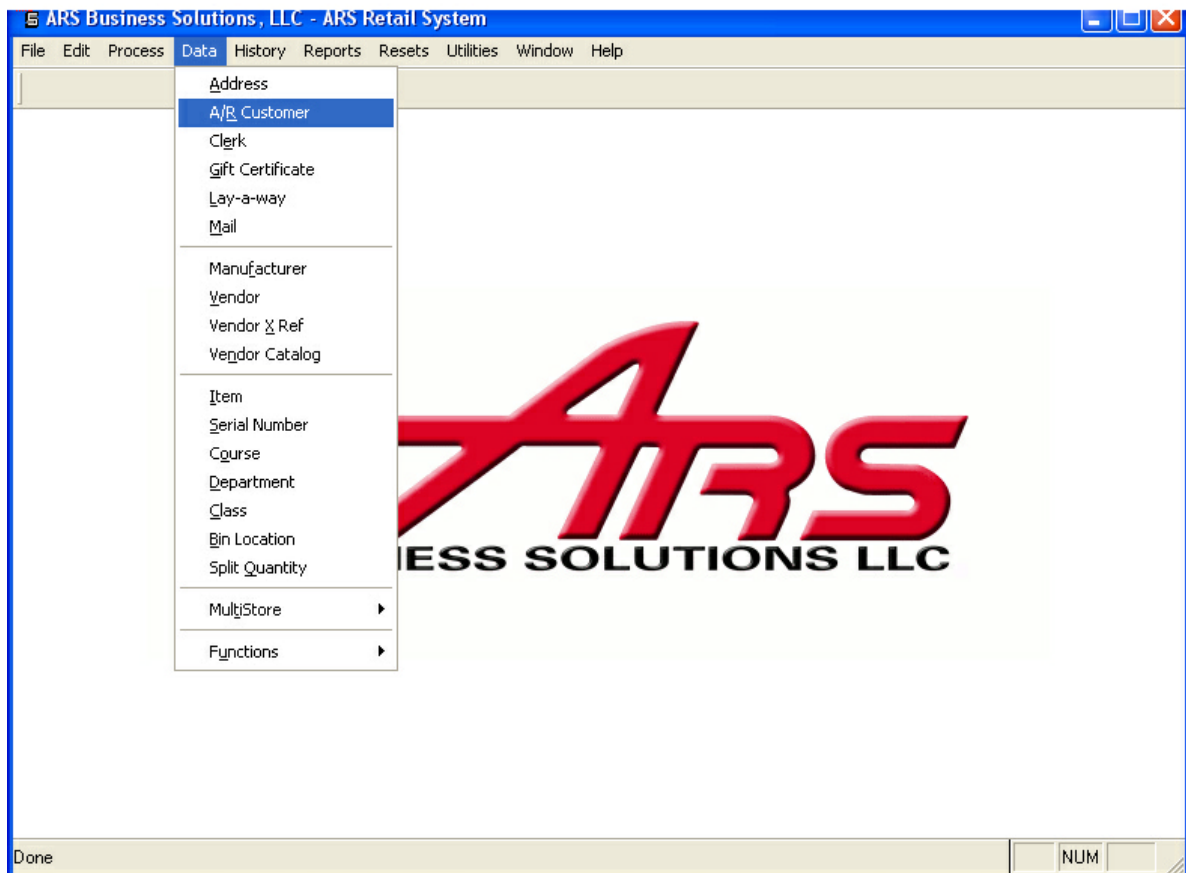
Field	Value
EoM Prev Bal	0.00
Mtd Fin Chrg	0.0000
R_finbal	0.00
EoM Balance	0.00
0-30 Days	0.00
30-60 Days	0.00
60-90 Days	0.00
90-120 Days	0.00
120+ Days	0.00
MID Disc Total	0.0000
EoM Disc %	0.00

2.2 Deleting an A/R Account

[Accounts Receivable](#)



1. Select Data->A/R Customer from the main menu bar.

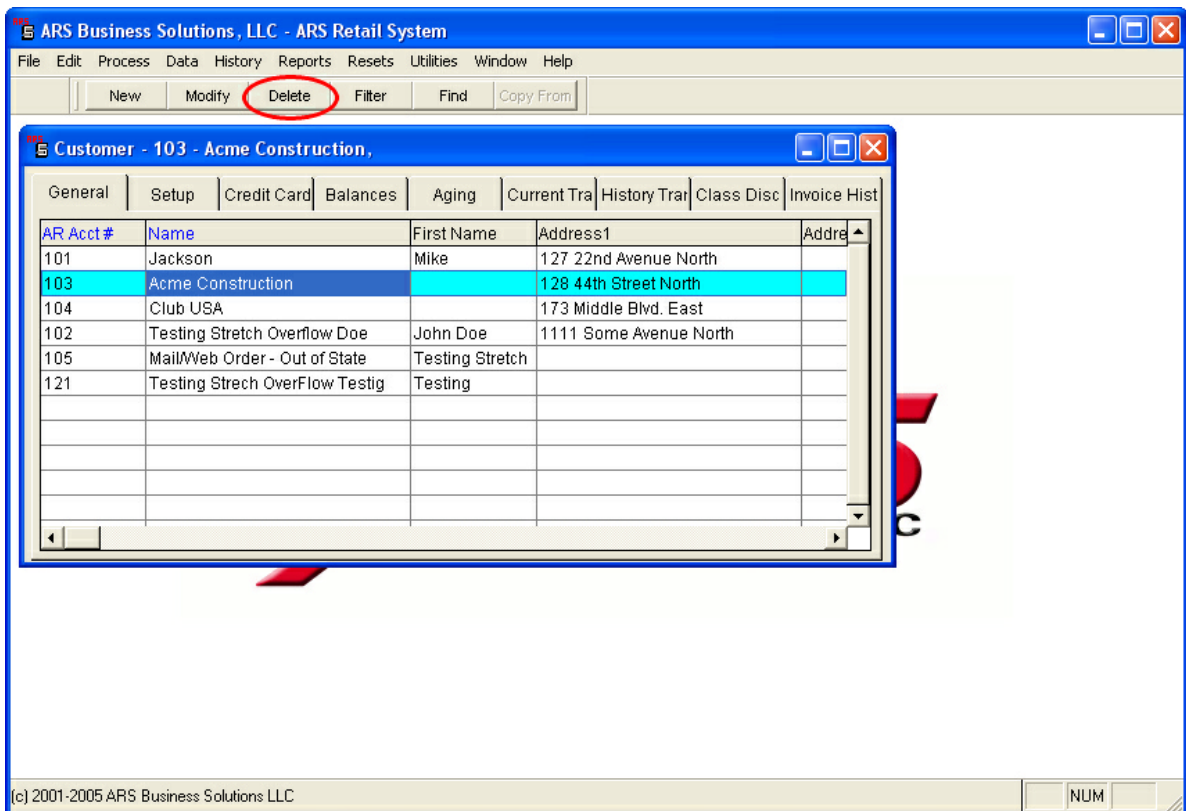


2. The "Customer" data grid displays.

AR Acct #	Name	First Name	Address1	Address2
101	Jackson	Mike	127 22nd Avenue North	
103	Acme Construction		128 44th Street North	
104	Club USA		173 Middle Blvd. East	
102	Testing Stretch Overflow Doe	John Doe	1111 Some Avenue North	
105	Mail/Web Order - Out of State	Testing Stretch		
121	Testing Strech OverFlow Testig	Testing		

3. Select the account to delete.

4. Select the "Delete" button from the basic tool bar.



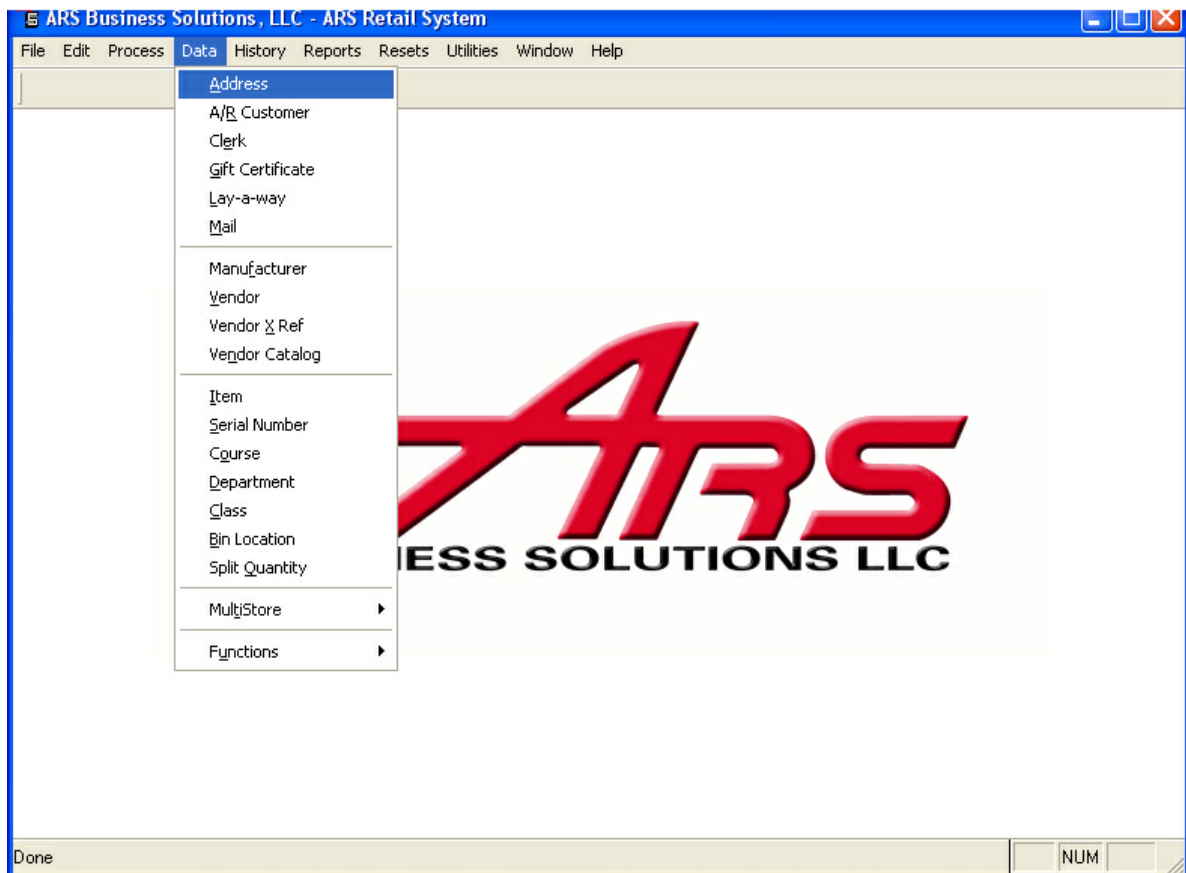
5. Select the "OK" button to delete the account.

2.3 Editing an A/R Account

[Accounts Receivable](#)



1. Select Data->A/R Customer from the main menu bar.



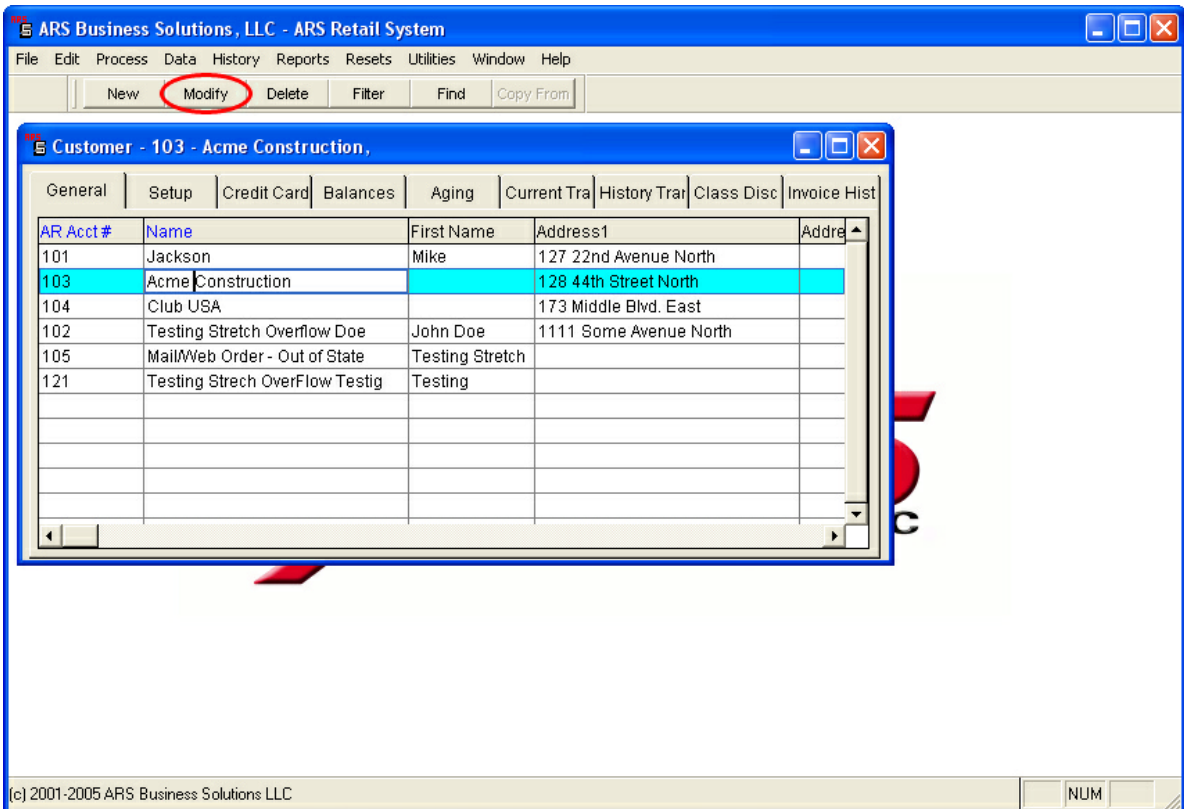
2. The "Customer" data grid displays.

The screenshot shows the 'Customer - 101 - Jackson, Mike' window. The 'General' tab is selected, displaying a data grid with the following columns: AR Acct #, Name, First Name, Address1, and Address2. The first row is highlighted in blue.

AR Acct #	Name	First Name	Address1	Address2
101	Jackson	Mike	127 22nd Avenue North	
103	Acme Construction		128 44th Street North	
104	Club USA		173 Middle Blvd. East	
102	Testing Stretch Overflow Doe	John Doe	1111 Some Avenue North	
105	Mail/Web Order - Out of State	Testing Stretch		
121	Testing Strech OverFlow Testig	Testing		

3. Select the account to edit.

4. Select the "Modify" button from the basic tool bar.



5. The "Edit Accounts Receivable" form displays.

AR Acct# 103

Address: Acme Construction

Last Name: Acme Construction

Address1: 128 44th Street North

Address2:

City State Zip: Duluth MN 56782

Phone #: 320-345-6789 Ext #:

Fax #: 320-765-3421

E-mail: jobs@acme.com

6. Edit the account information.

7. Select the "OK" button to save the edits.

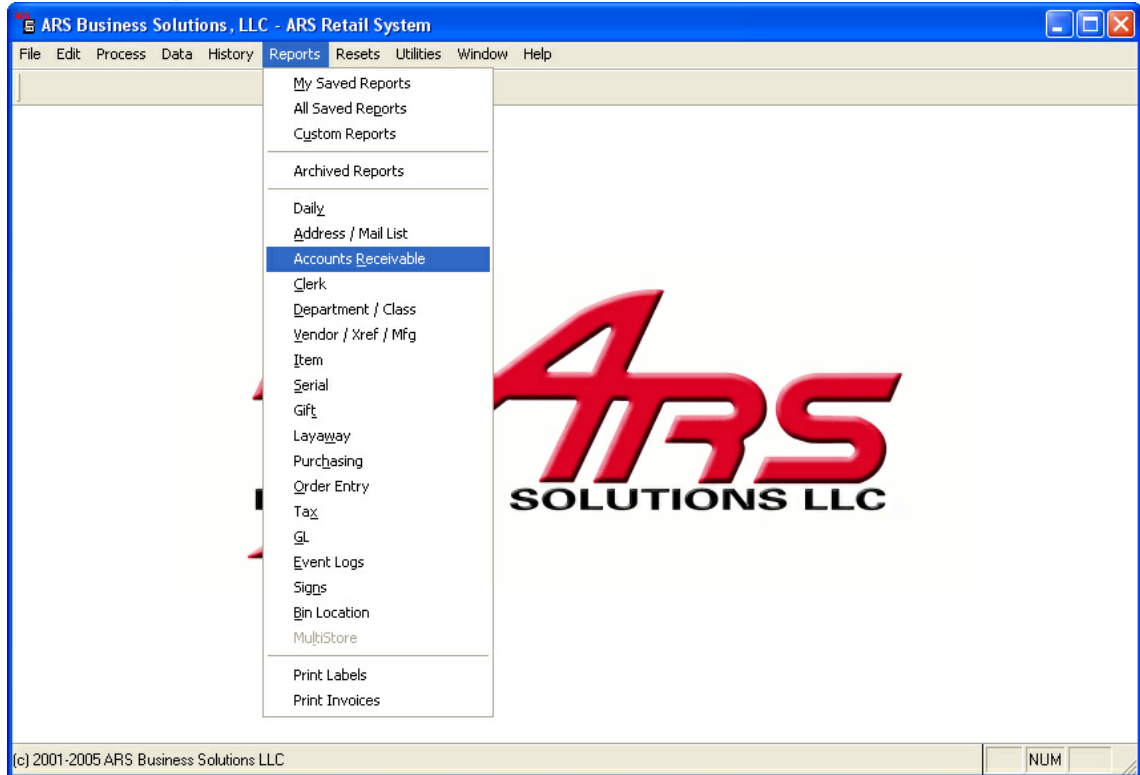
2.4 Generate A/R Statements

[Accounts Receivable](#)

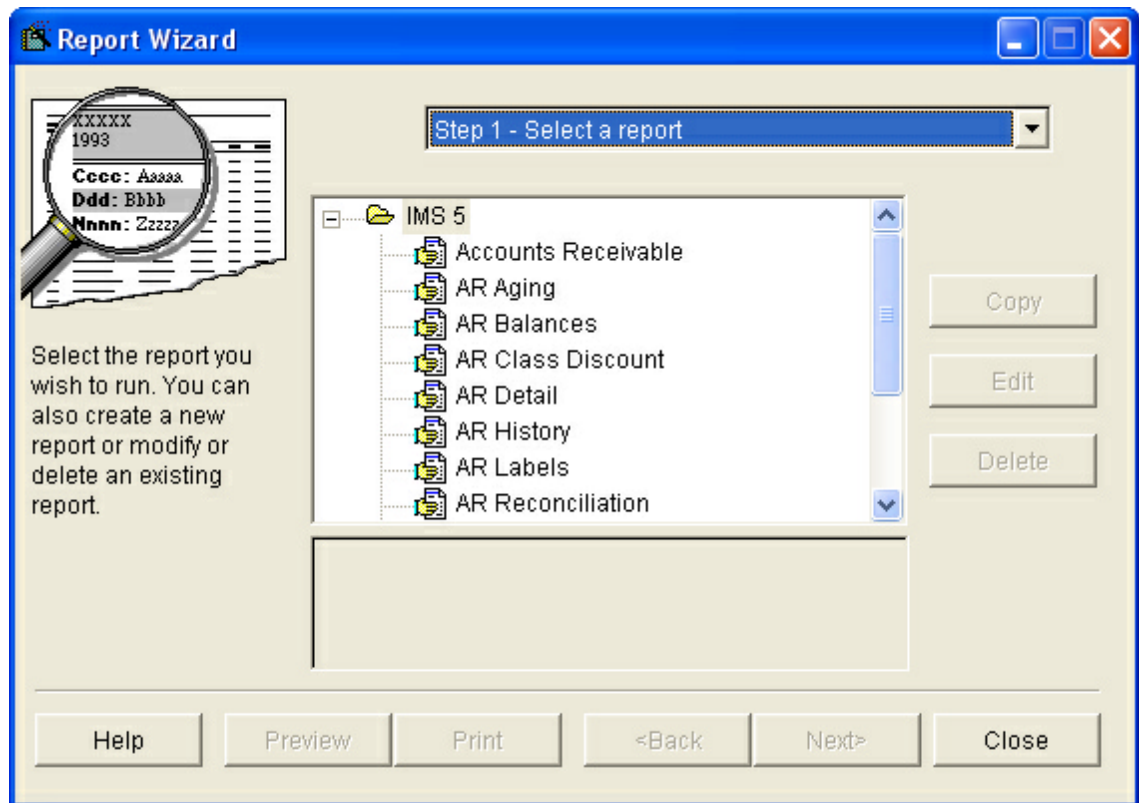


Account Receivable Statements are printed at the end of each accounting period

1. Select Reports->Accounts Receivable.



2. The Report Wizard displays.



3. Select "A/R Statements" from the report list.
4. Select the "Next" button.
5. Select the "Print" button.

Statements will print for the Accounts Receivable accounts that are set for statement printing and have a balance on the account.

2.5 Post a Payment to an A/R Account

[Accounts Receivable](#)



An A/R post is made when a customer makes a partial or full payment for a purchase that was charged to their account. A payment transaction for a balance forward account makes a credit (reduction in the amount owed) to the customers balance. A payment transaction for an open invoice account is a credit (reduction in the amount owed) for a specific invoice.

Payments posted at the Cash Register:

Payments accepted for a balance forward account at the cash register will automatically be posted and applied to the account when the end of day procedure takes place. Payments accepted for an open invoice account at the cash register will become an unapplied payment. Unapplied payments will display in the A/R Posting Unapplied form and must be applied to a specific invoice.

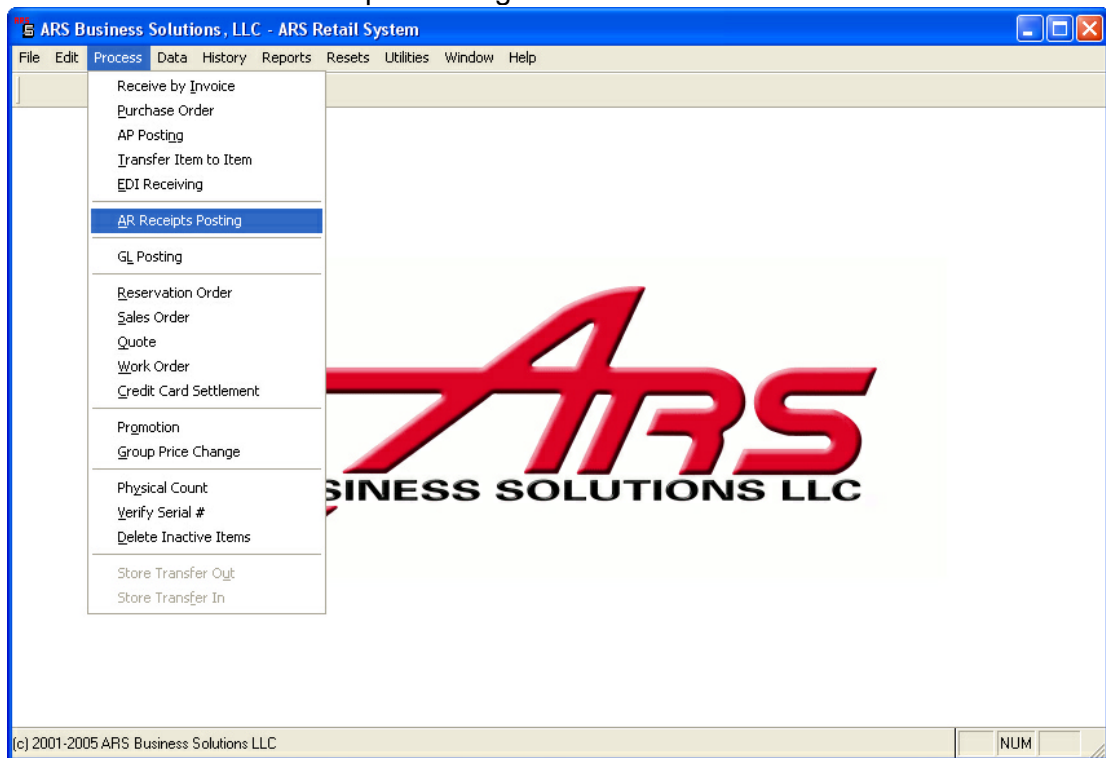
Payments posted at the IMS (Backroom) System:

Payments accepted for a balance forward account at the cash register will automatically be posted and applied to the account when the end of day procedure takes place. Payments accepted for an open invoice account at the cash register will become an unapplied payment. Unapplied payments will display in the A/R Posting Unapplied form and must be applied to a specific invoice.

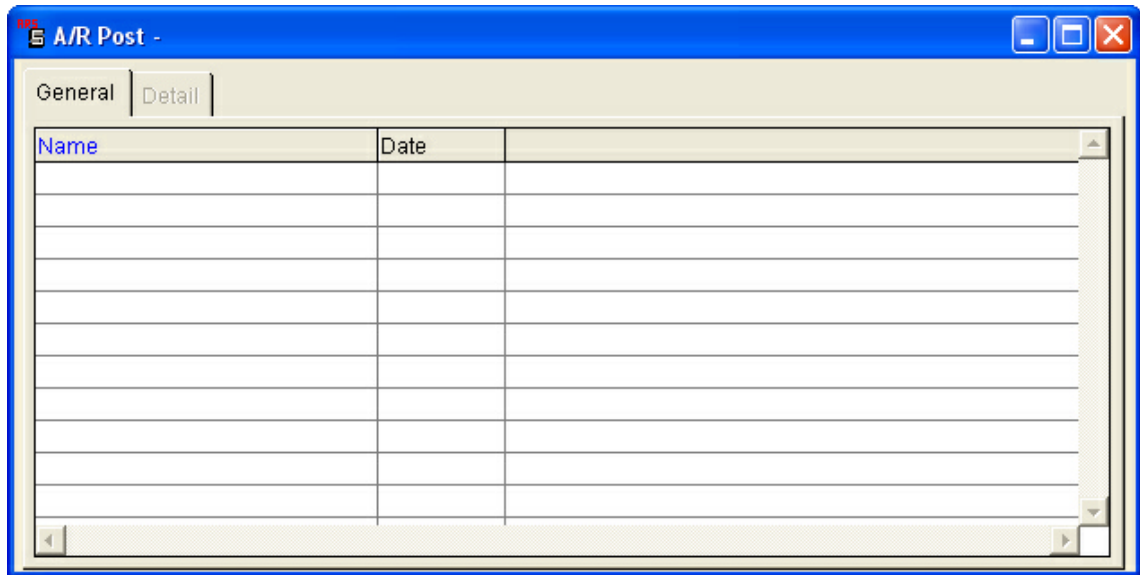
To post a payment at the IMS (Backroom) System:

1. Select Process->AR Receipts Posting

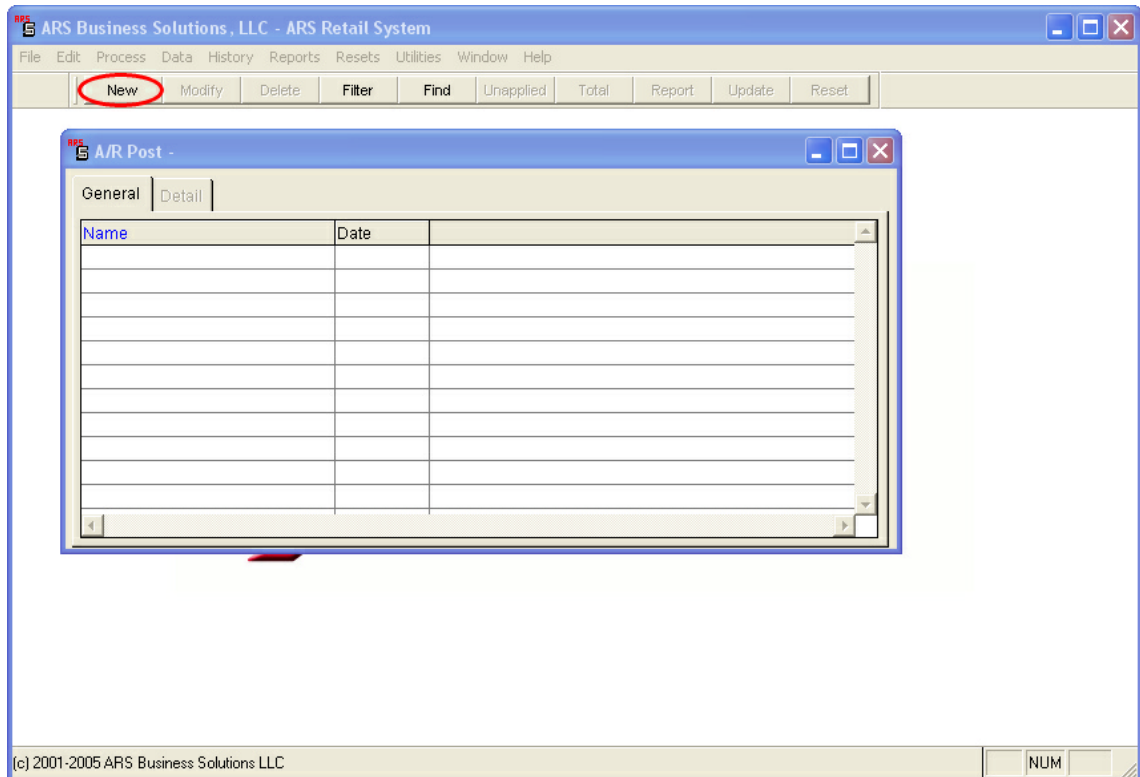
2.



3. An "A/R Post" grid displays.



4. Select the "New" button from the basic tool bar.



5. An "Add A/R Posting" form displays.

11. Enter the information for this receipt. (A/R #, Reference #, Type and amount.)

12. Select the "Add" button.

NOTE: Repeat these steps for each receipt in this batch of receipts.

2.6 Receiving Payment on Account

[Accounts Receivable](#)



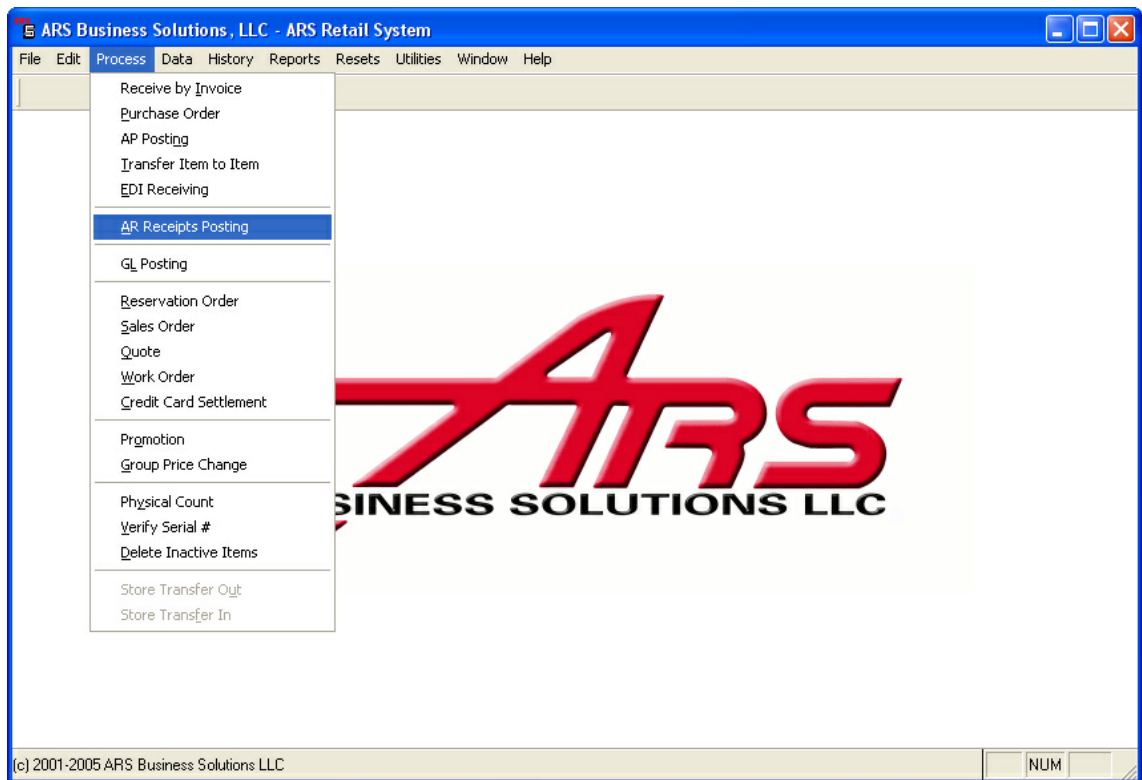
Receive on Account House Charge at the Cash Register:

1. Complete a received on account transaction.
2. At the sales entry screen, select "Received on Account".
3. Select "Received on Account Charge".
4. Enter the customer Accounts Receivable Number.
5. Enter the amount of the payment.
6. Tender the Received on Account transaction.

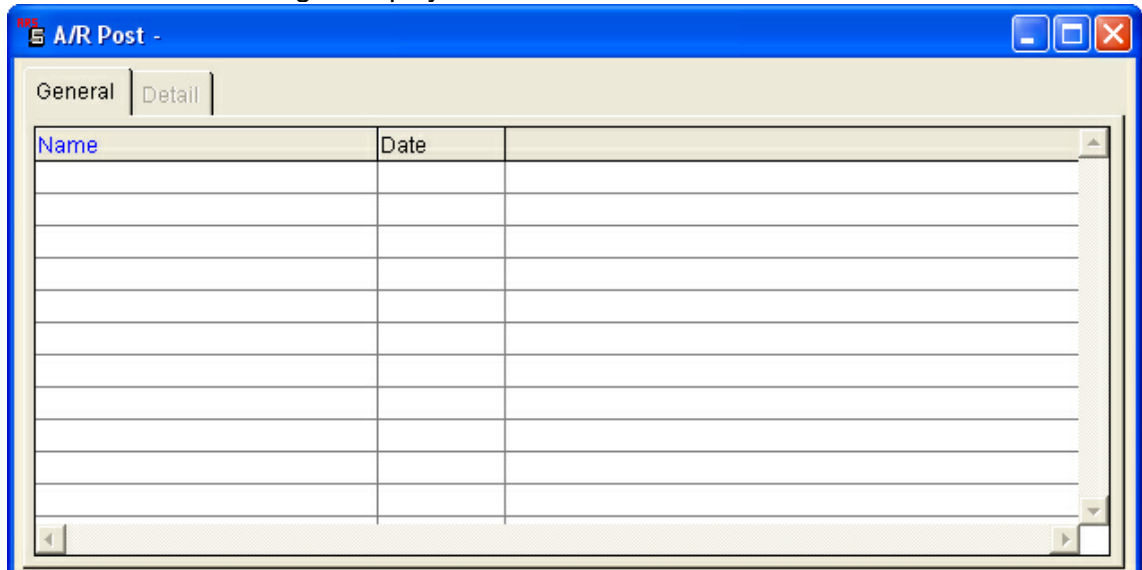
If the payment is for an open balance forward account, the payment is automatically applied to the customer's account receivable balance. Payments on an open invoice account will be held as unapplied payments and must be applied to a specific invoice.

Receive on Account House Charge at the IMS System (Backroom):

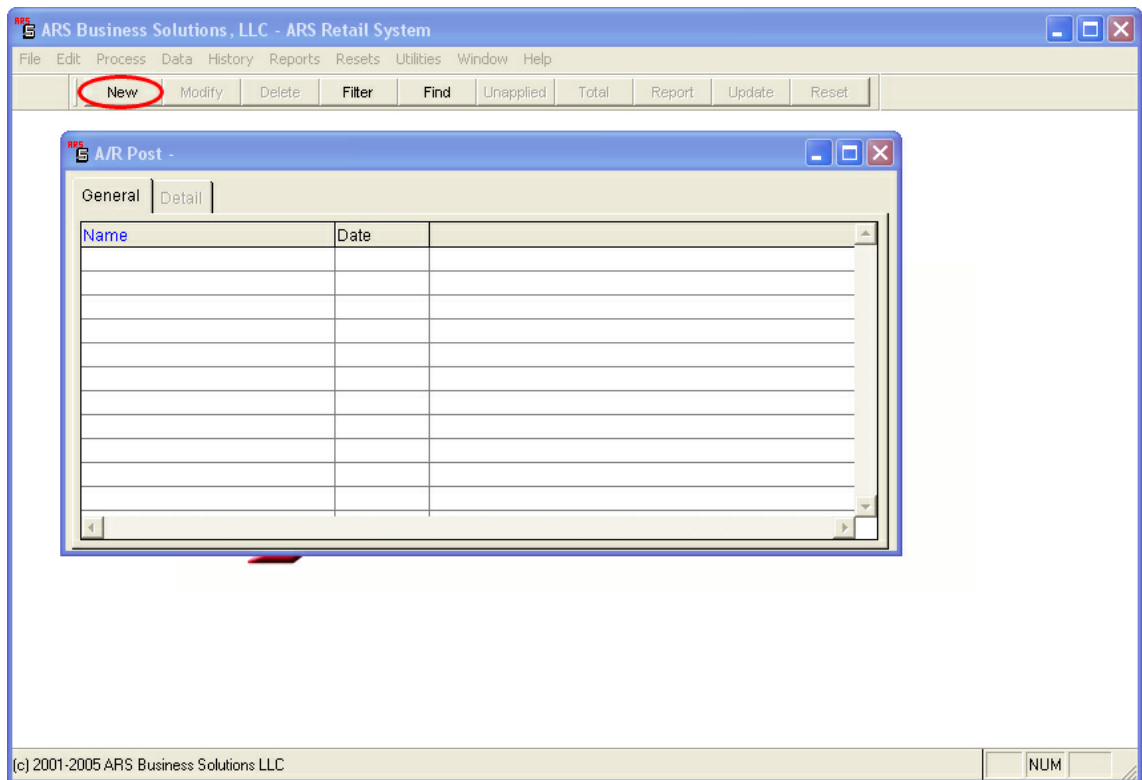
1. Select Process->AR Receipts Posting from the main menu bar.



2. An "A/R Post" data grid displays.



3. Select the "New" button from the basic tool bar.



4. An "Add A/R Posting" form displays.

The screenshot shows the 'Add A/R Posting' form. The form has two tabs: 'General' and 'Total'. The 'General' tab is selected. It contains a 'Name' text box, a 'First Date' text box with '1/23/2007', and a 'Last Date' text box with '1/23/2007'. There is a 'Print Report' button and 'Add' and 'Close' buttons at the bottom.

5. Enter a descriptive name for the posting (date).
6. Select the "Add" button.
7. Select the "Detail" tab.
8. Select the "New" button from the basic tool bar.

9. An "A/R Posting Transaction" form displays.

10. Enter information for this detail posting (AR #, Reference #, Amount, Type and Posted (Date))

11. Select the "Add" button to save this detail posting.

12. Repeat these steps for each detail item for this posting.

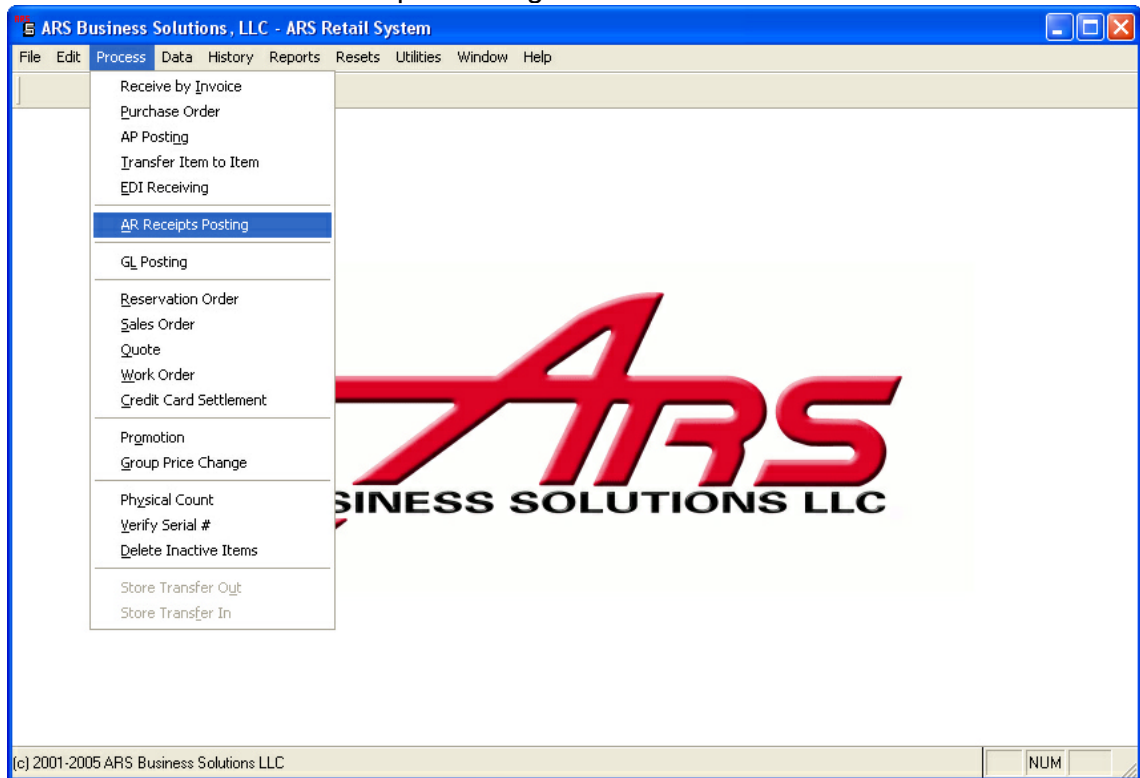
13. Select the "Close" button when finished entering detail.

14. An "A/R Post" data grid displays.

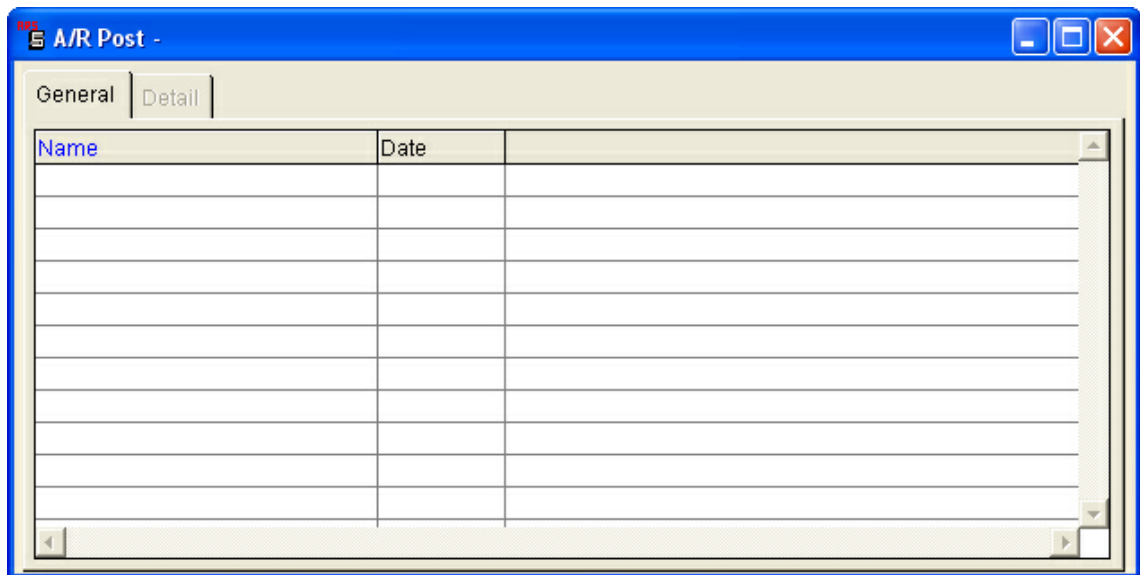
Detail that displays in both the applied and amount columns are for payments on Balance Forward accounts. When the posting is updated, these payments will be automatically applied to the account balance. Detail that displays in only the amount column are for payments on Open Invoice accounts. Those payments must be applied to a specific invoice prior to updating the posting.

Post an Unapplied Payment to an Open Invoice Account:

1. Select Process->AR Receipts Posting.

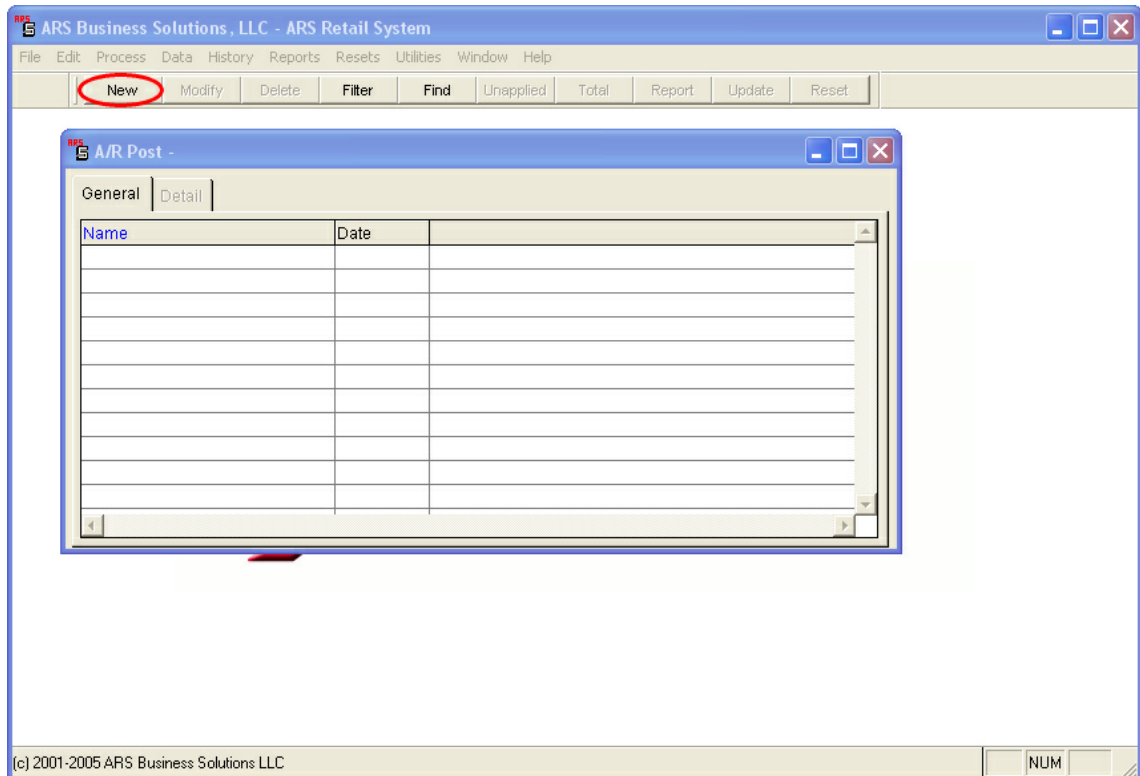


2. An "AR Post" data grid displays.



The screenshot shows a window titled "A/R Post" with a blue title bar. Below the title bar are two tabs: "General" and "Detail". The main area contains a table with three columns. The first column is labeled "Name", the second is labeled "Date", and the third is empty. The table has approximately 10 rows, all of which are currently empty.

3. Select the "New" button from the basic tool bar.



The screenshot shows the main application window titled "ARS Business Solutions, LLC - ARS Retail System". It features a menu bar with "File", "Edit", "Process", "Data", "History", "Reports", "Resets", "Utilities", "Window", and "Help". Below the menu bar is a toolbar with buttons for "New", "Modify", "Delete", "Filter", "Find", "Unapplied", "Total", "Report", "Update", and "Reset". The "New" button is circled in red. An inset window titled "A/R Post" is visible, showing the same table structure as in the previous screenshot. At the bottom of the main window, there is a status bar with the text "(c) 2001-2005 ARS Business Solutions LLC" and a "NUM" field.

4. An "Add A/R Posting" form displays.

Add A/R Posting

General | Total

Name

First Date

Last Date

Print Report

Add Close

5. Enter a descriptive name for the posting (date).
6. Select the "Add" button.
7. Select the "Detail" tab.
8. Select the "New" button from the basic tool bar.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Unapplied Total Report Update Reset

A/R Post - 070607

General | Detail

R/A Type	Reference #	Posted	Applied	Amount	AR Acct#	Name

(c) 2001-2005 ARS Business Solutions LLC NUM

9. An "A/R Posting Transaction" form displays.

Add A/R Posting Transaction

General | Applied

Name: 070607

AR Acct #: LookUp

Last Name:

Account Type:

Type: R/A - CASH Credit Card

Reference #:

Amount:

Posted: 1/23/2007

Balance: Last Payment //

Last Pay \$

Last Charge //

Last Chrg \$

Add Close

10. Enter an A/R Account or select one using the "lookup" button.

Add A/R Posting Transaction

General | Applied

Name: 070607

AR Acct #: LookUp

Last Name:

Account Type:

Type: R/A - CASH Credit Card

Reference #:

Amount:

Posted: 1/23/2007

Look Up an AR Customer

AR Acct. #	Name	First Name	Ad
101	Jackson	Mike	12
102	Testing Stretch Overflow Doe	John Doe	11
103	Acme Construction		12
104	Club USA		17
105	Mail/Web Order - Out of State	Testing Stretch	
121	Testing Strech OverFlow Testig	Testing	

OK Cancel

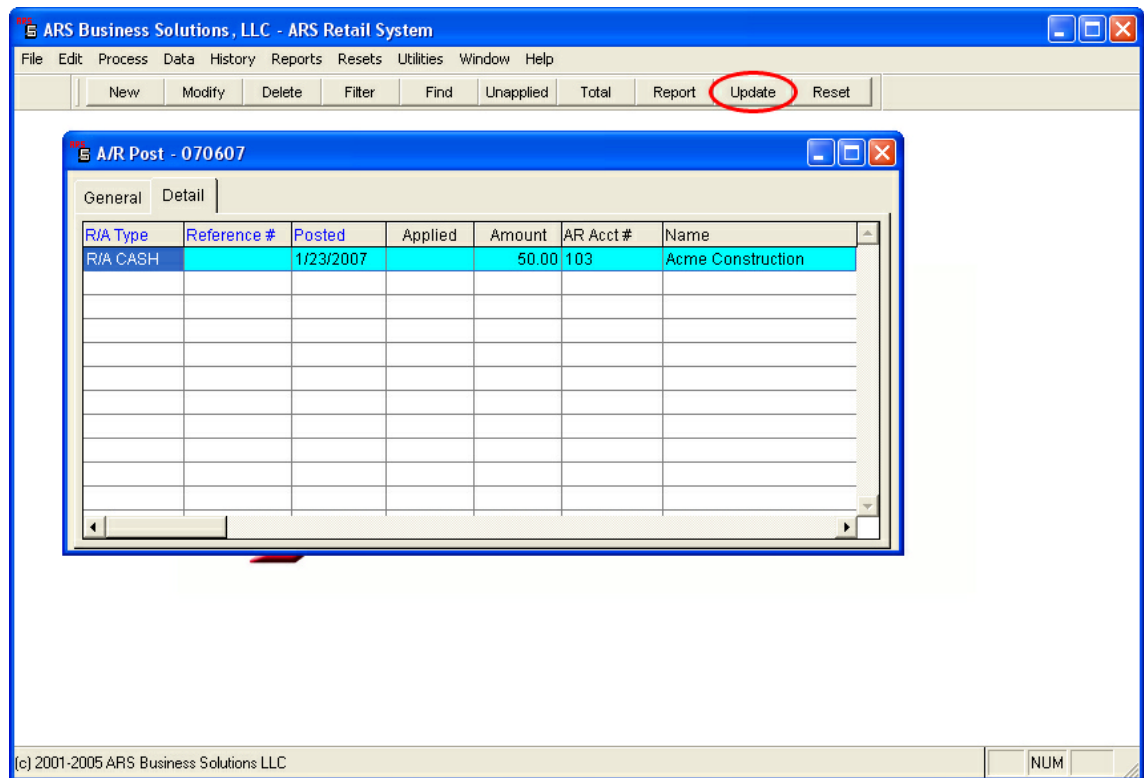
Add Close

11. Enter a dollar amount in the "Amount" field.

12. Select the "Add" button.

13. Select the "Close" button.

14. Select the "Update" button from the basic toolbar to post the unapplied payment.



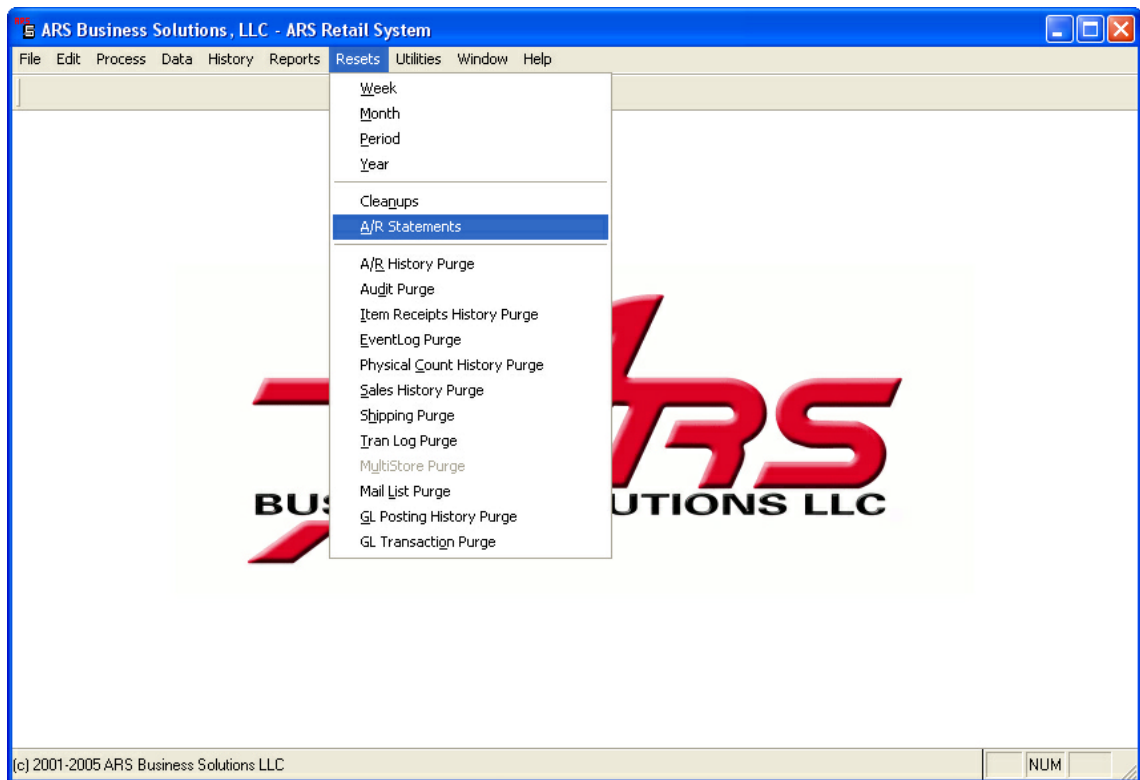
2.7 Reset A/R Statements

[Accounts Receivable](#)

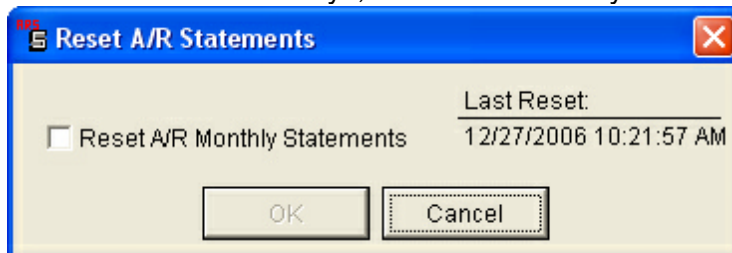


Before generating A/R Statements, the A/R statements must be reset. Prior to doing this, it is recommended to print the "A/R Aging" report. To reset A/R Statements:

1. Select Resets-A/R Statements from the main menu bar.



2. Check the box that says, "Reset A/R Monthly Statements".



3. Select "OK".

The A/R Monthly statements have been reset. After doing this, it is recommended to print the "A/R Statement Reconciliation" and "A/R Statement Reconciliation Summary" reports.

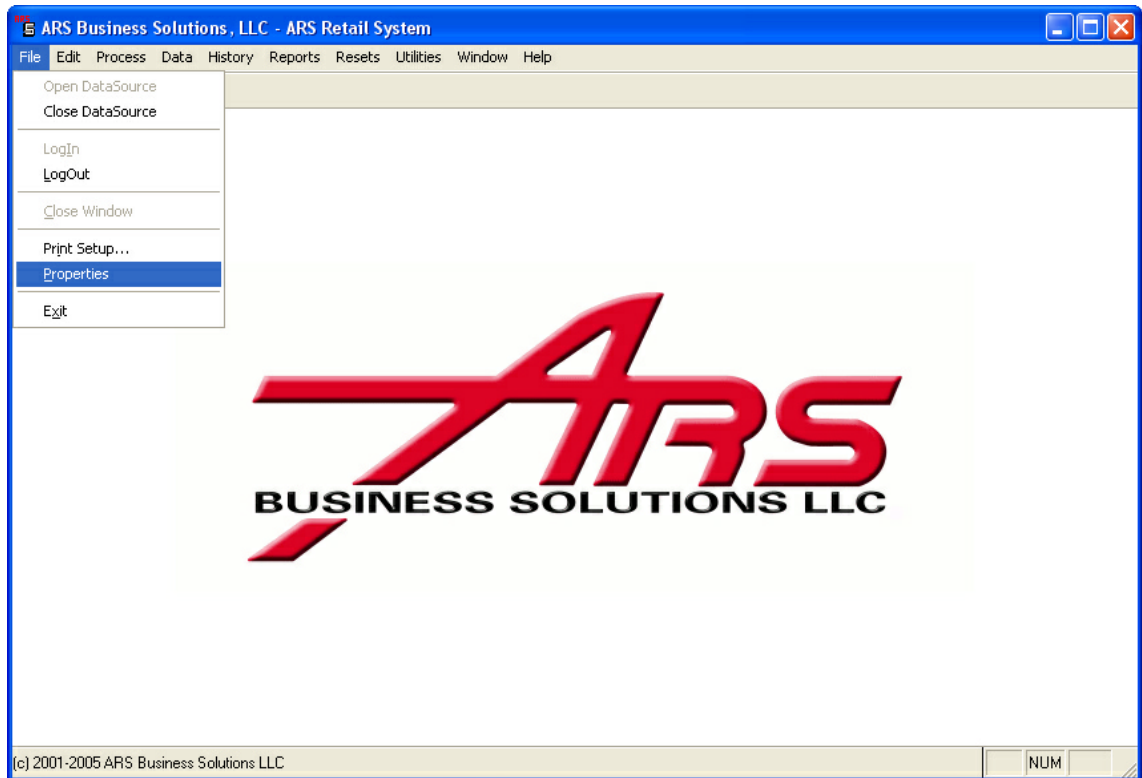
2.8 Setup System Account Information

[Accounts Receivable](#)

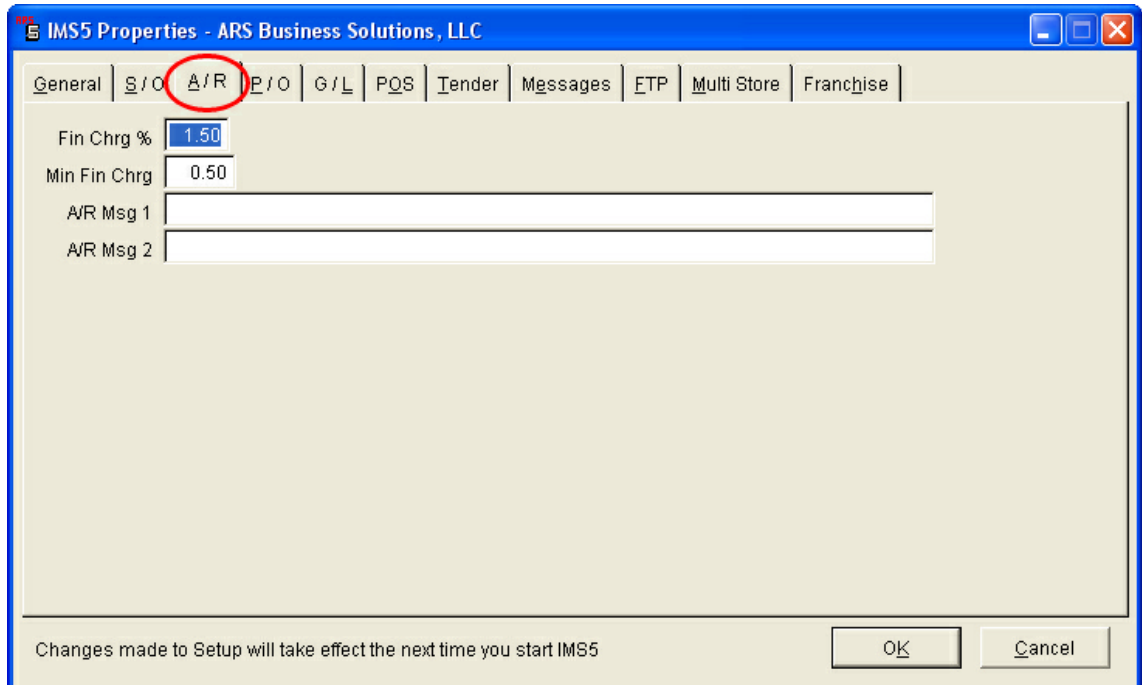


Basic information for Accounts Receivable is determined in the "Setup Accounts Receivable" feature. The settings in this form apply to all accounts.

1. Select File->Properties from the main menu bar.



2. "IMS5 Properties" form displays.
3. Select the "A/R" tab.



4. Enter the appropriate information for each field using the "Tab" key to move from field to field.
5. Select the "OK" button.

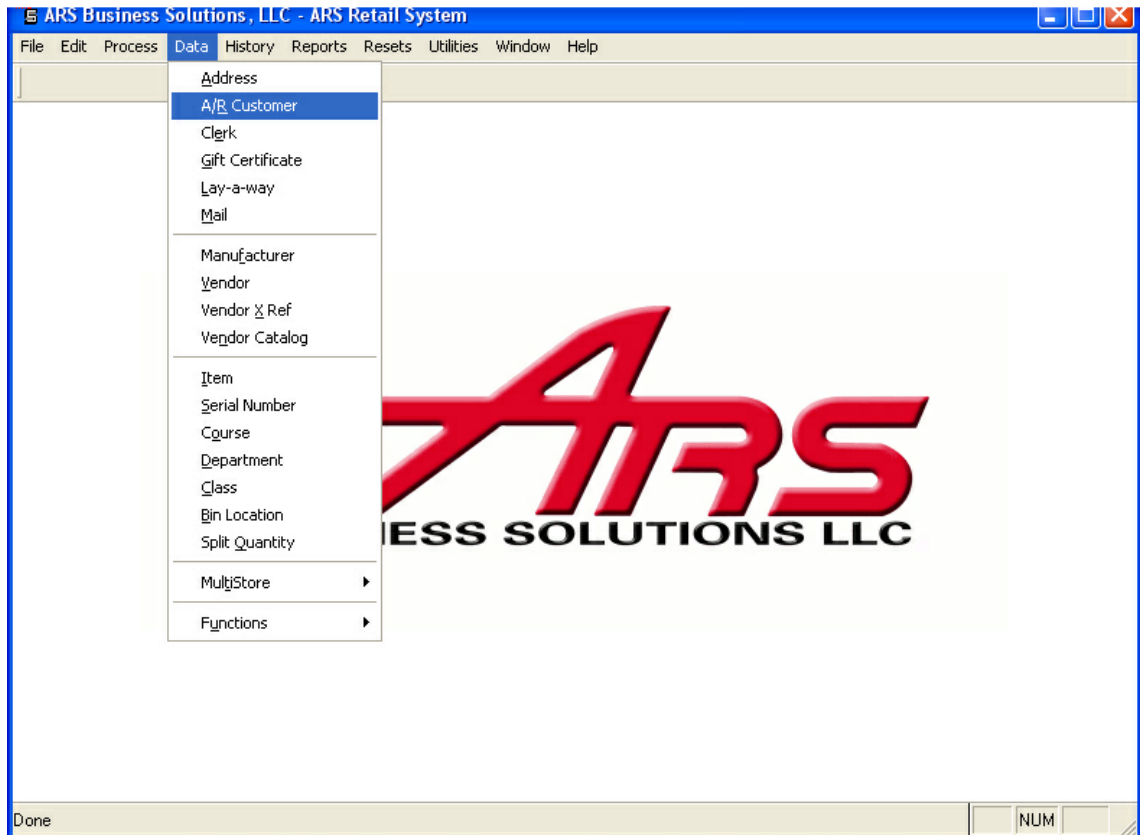
2.9 View A/R Account Information

[Accounts Receivable](#)

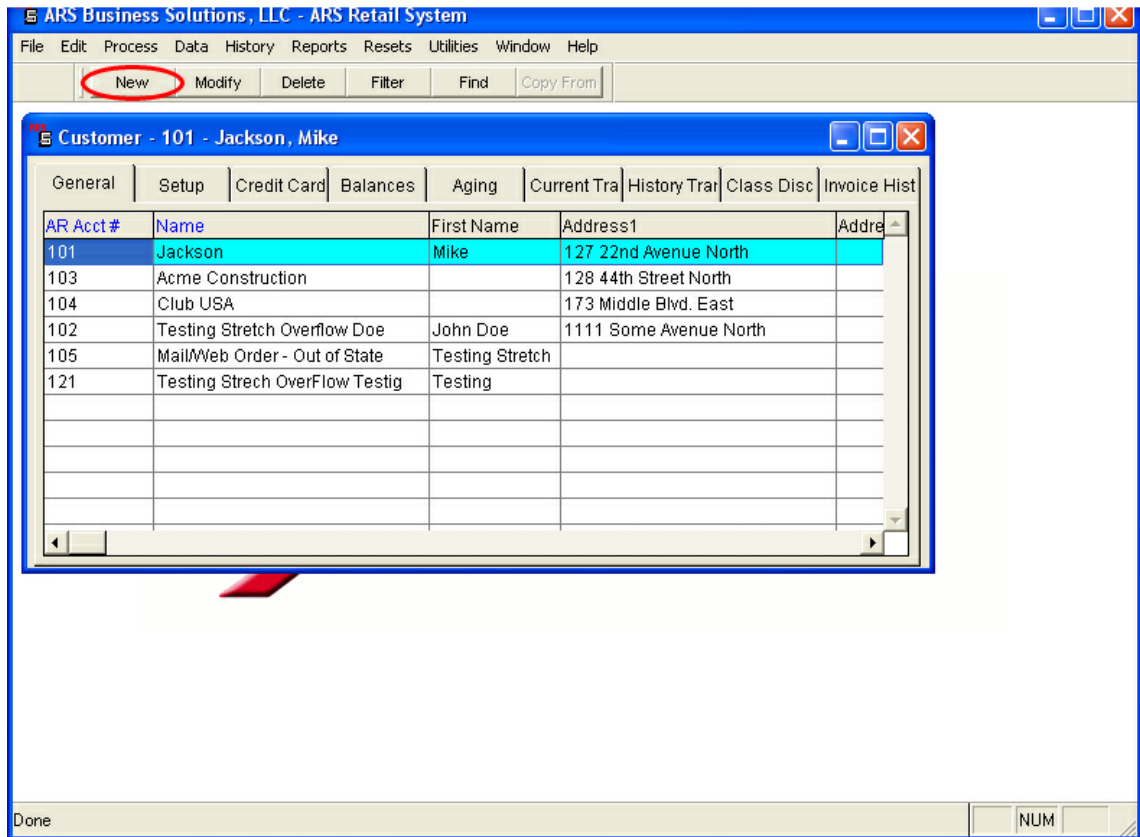


Many types of A/R Account information may be viewed from the customer data grid.

1. Select Data->A/R Customer



2. A "Customer" data grid displays.



- **General Tab:** General Information for each A/R account.
- **Setup Tab:** Setup information for each A/R account.
- **Credit Card Tab:** Credit card information for each account that is setup with a credit card.
- **Balance Tab:** Balance information of each A/R account.
- **Aging Tab:** Account aging information of each A/R account.
- **Current Trans Tab:** Current transaction (transactions not billed on a system) information for the selected account.
- **History Trans Tab:** History of transactions for the selected A/R account.
- **Class Disc Tab:** List of discounts by class for the selected A/R account.
- **Invoice History Tab:** History of invoices for the selected A/R account.

3 Address File



Addresses are tracked for customers, vendors and clerks. They are used in many of the features within the application (Mail List, Accounts Receivable, Gift Certificates, Work Orders, Layaway, Purchase Order, etc.)

These multiple types of addressed are maintained in one address file within the Inventory Management System (IMS). This address file is updated each time a new address is added or an existing address is changed, regardless of where the add or change is made.

Example: A customer address is changed when working in the Accounts Receivable feature. The customer comes in later that day to add a purchase to their Accounts Receivable account. The most recent customer address will display.

3.1 Adding an Address

[Address File](#)

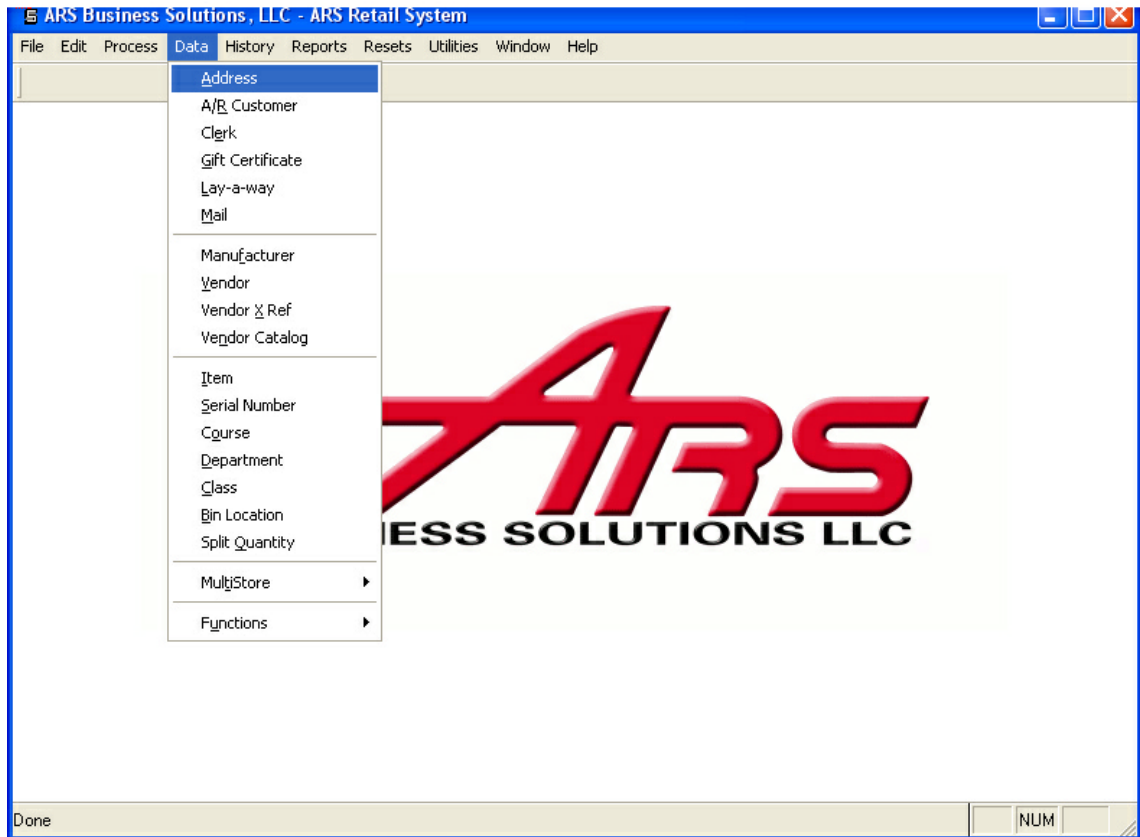


Addresses may be added to the address file in two ways:

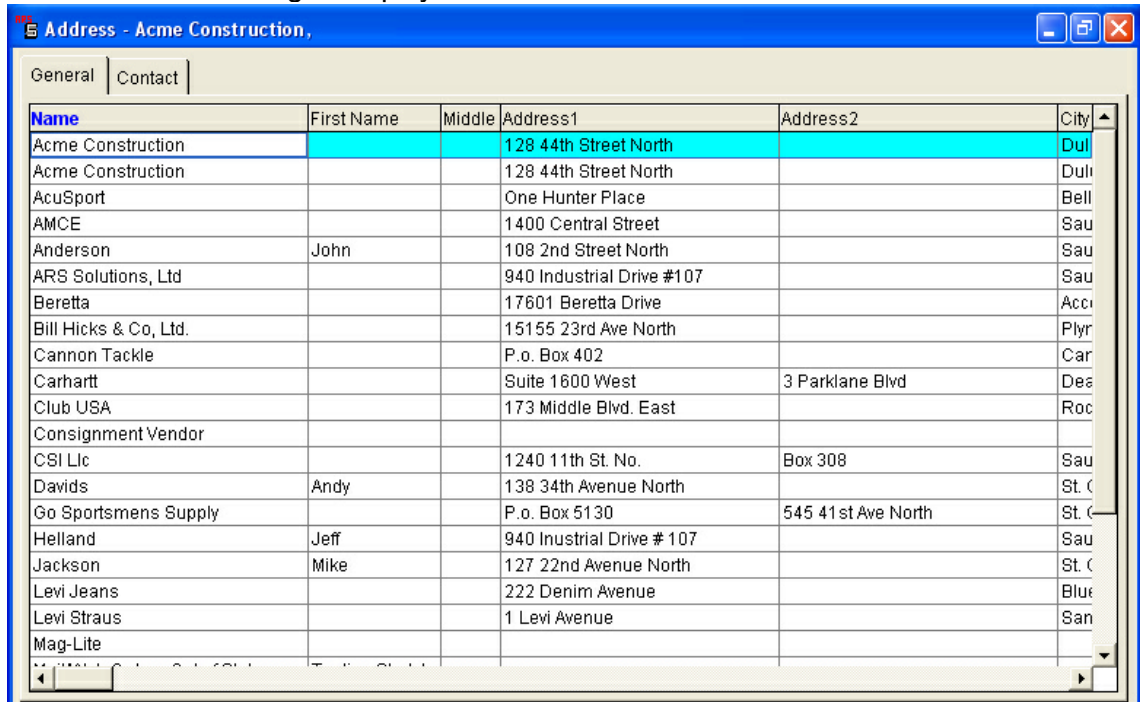
- Directly to the address file.
- From within a data grid when working in another feature.

Add an Address Direct to the Address File:

1. Select the Data->Address from the main menu bar.



2. An "Address" data grid displays.



3. Select the "New" button from the basic tool bar.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface

Address - Acme Construction,

General Contact

Name	First Name	Middle	Address1	Address2	City
Acme Construction			128 44th Street North		Dul
Acme Construction			128 44th Street North		Dul
AcuSport			One Hunter Place		Bell
AMCE			1400 Central Street		Sau
Anderson	John		108 2nd Street North		Sau
ARS Solutions, Ltd			940 Industrial Drive #107		Sau
Beretta			17601 Beretta Drive		Acc
Bill Hicks & Co, Ltd.			15155 23rd Ave North		Plyr
Cannon Tackle			P.o. Box 402		Car
Carhartt			Suite 1600 West	3 Parklane Blvd	Dea
Club USA			173 Middle Blvd. East		Roc
Consignment Vendor					
CSI Llc			1240 11th St. No.	Box 308	Sau
Davids	Andy		138 34th Avenue North		St. C
Go Sportsmens Supply			P.o. Box 5130	545 41st Ave North	St. C
Helland	Jeff		940 Industrial Drive # 107		Sau
Jackson	Mike		127 22nd Avenue North		St. C
Levi Jeans			222 Denim Avenue		Bluc
Levi Straus			1 Levi Avenue		San
Mag-Lite					

Done NUM

4. Select the "General" tab.

Add Address

General UDF

Last First Middle

Last Name

Address1

Address2

City State Zip

Country

Phone # - - Ext #

Fax # - -

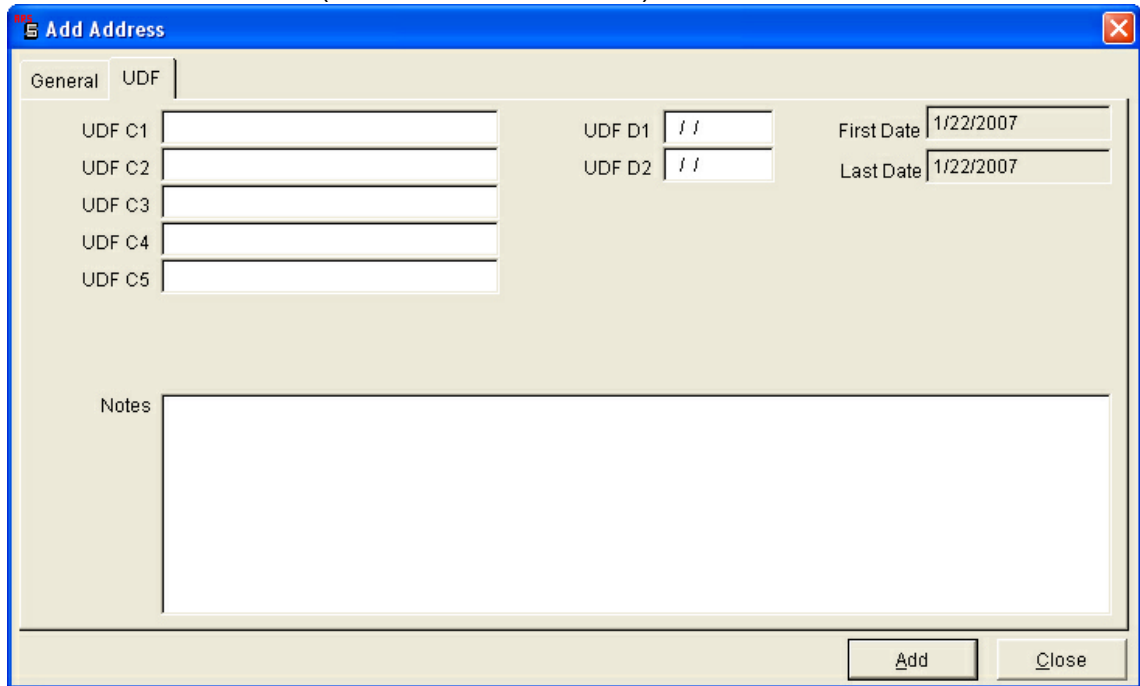
E-mail

Add Close

5. Place the cursor in the first field and type in the appropriate field information.

6. Touch the "Tab" key or the "→" key to move to the next field where data needs to be entered.

7. Continue to enter data in each field.
8. Select the "UDF" tab (user defined information).

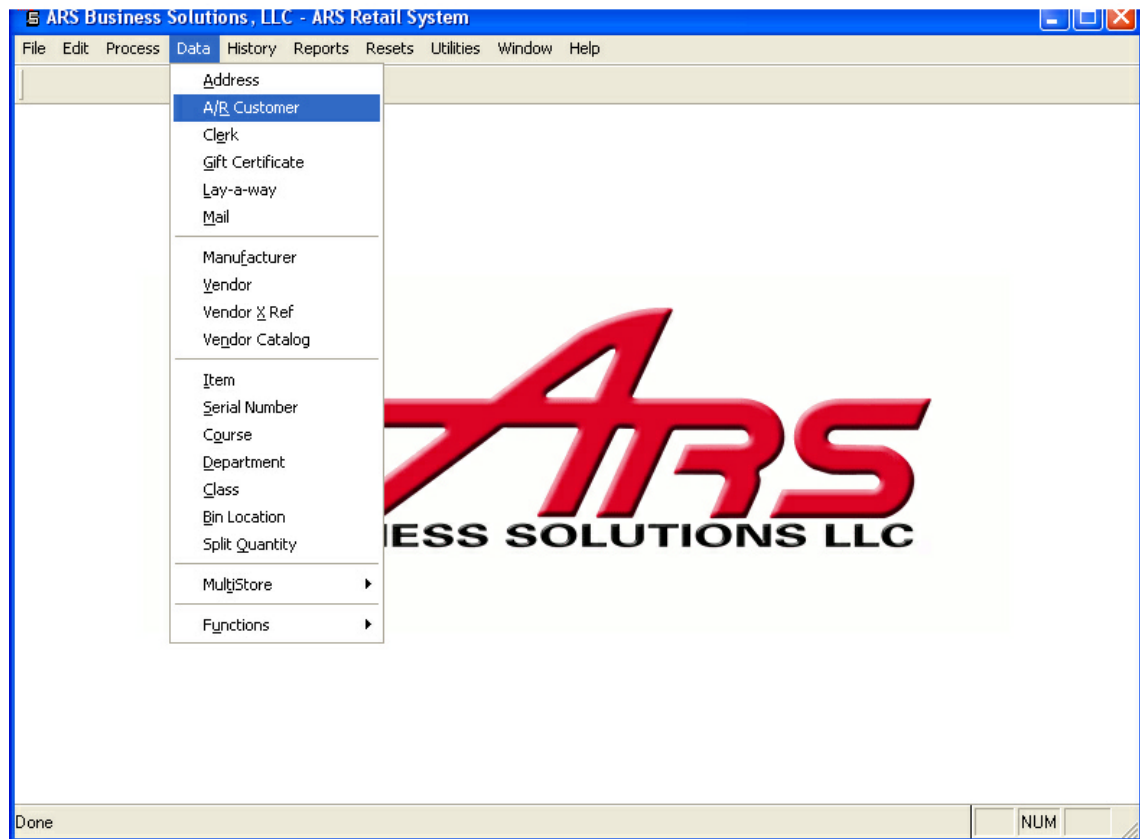


The screenshot shows a software window titled "Add Address" with a blue title bar and a close button in the top right corner. The window has two tabs: "General" and "UDF". The "UDF" tab is selected. The form contains several input fields: UDF C1 through UDF C5 are vertical text boxes on the left. UDF D1 and UDF D2 are small text boxes in the middle, each containing a single slash (/). To the right, "First Date" and "Last Date" are text boxes, both containing "1/22/2007". At the bottom of the window, there are two buttons: "Add" and "Close".

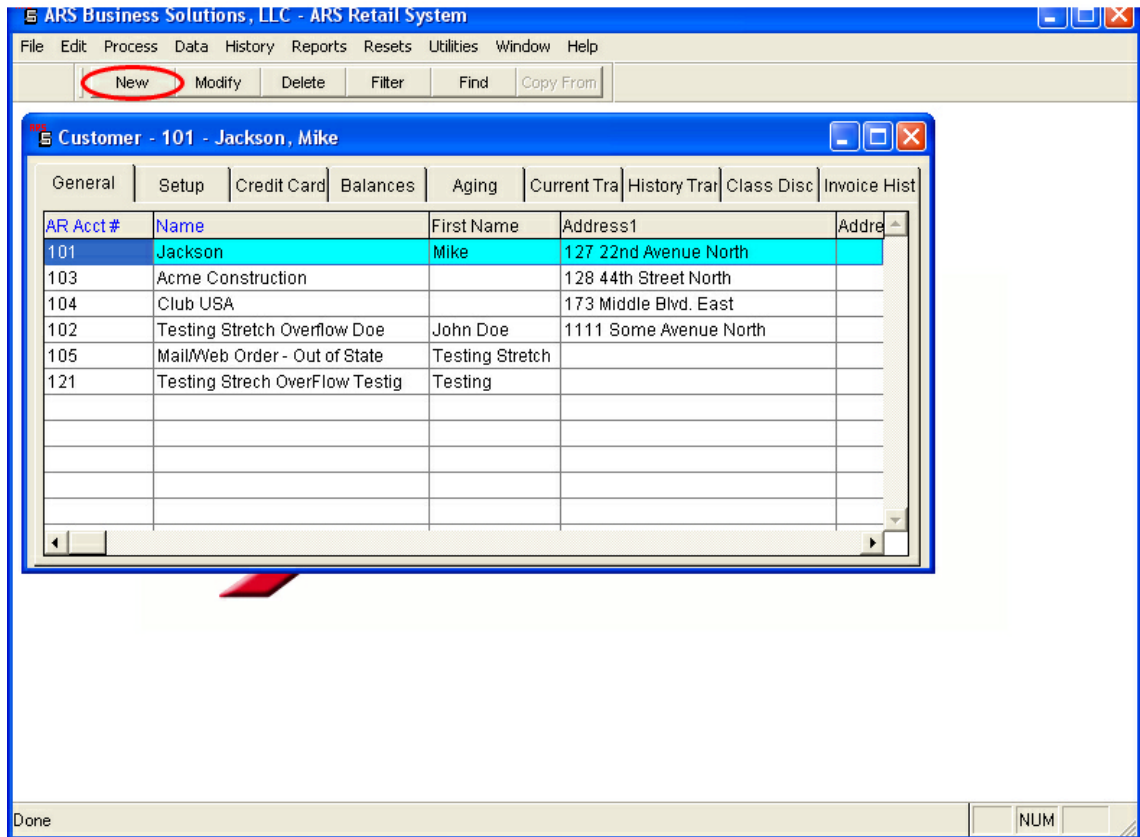
9. Enter the required user defined information.
10. Select the "Add" button to save the record.

Add and Address from within a Data Grid when Working in Another Feature:

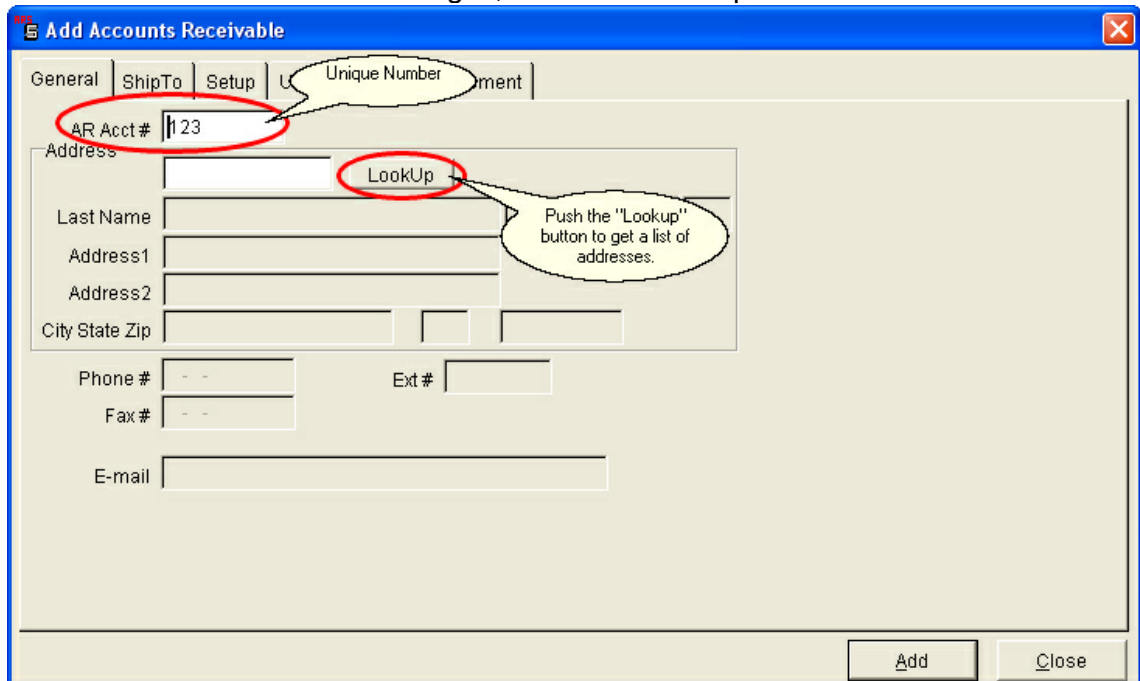
1. Select the "Data" option for the feature you are working in from the main menu.
Example: Data->Accounts Receivable.



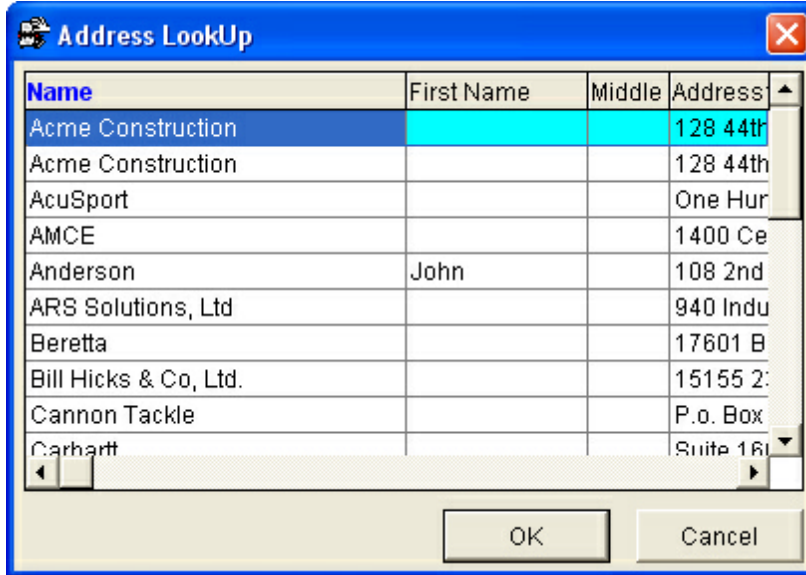
2. Select the "New" button from the basic tool bar to add a record to the file.



3. An "Add Data" form displays.
4. Enter the unique number for this customer for this feature. Example: The accounts receivable number.
5. In the address area of the data grid, select the "Lookup" button.



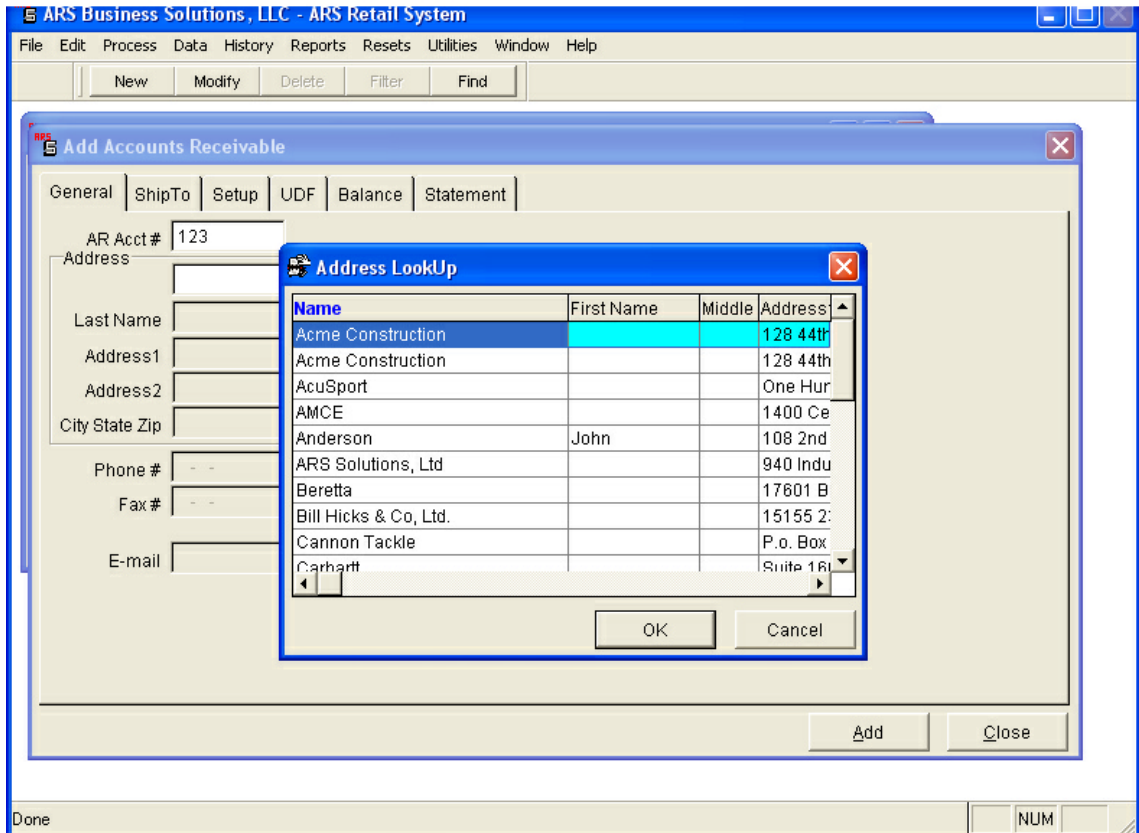
6. The "Address" lookup window displays.



NOTE: Sometimes the address is not found when looking for an address with the "Address" lookup window.

To add the address to the address file:

1. Select the "New" button from the basic tool bar.



2. An "Add Address" form will display.

The screenshot shows the 'Add Address' form with the 'General' tab selected. The form contains the following fields:

	Last	First	Middle
Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address1	<input type="text"/>		
Address2	<input type="text"/>		
City State Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>		
Phone #	<input type="text"/>	Ext #	<input type="text"/>
Fax #	<input type="text"/>		
E-mail	<input type="text"/>		

Buttons: Add, Close

3. Select the "General" tab.
4. Place the cursor in the first field and type the appropriate field information.
5. Touch the "Alt" key or the "→" key to move to the next field where data needs to be entered.
6. Continue to move to each field, entering data at each field.
7. Select the "UDF" tab.

The screenshot shows the 'Add Address' form with the 'UDF' tab selected. The form contains the following fields:

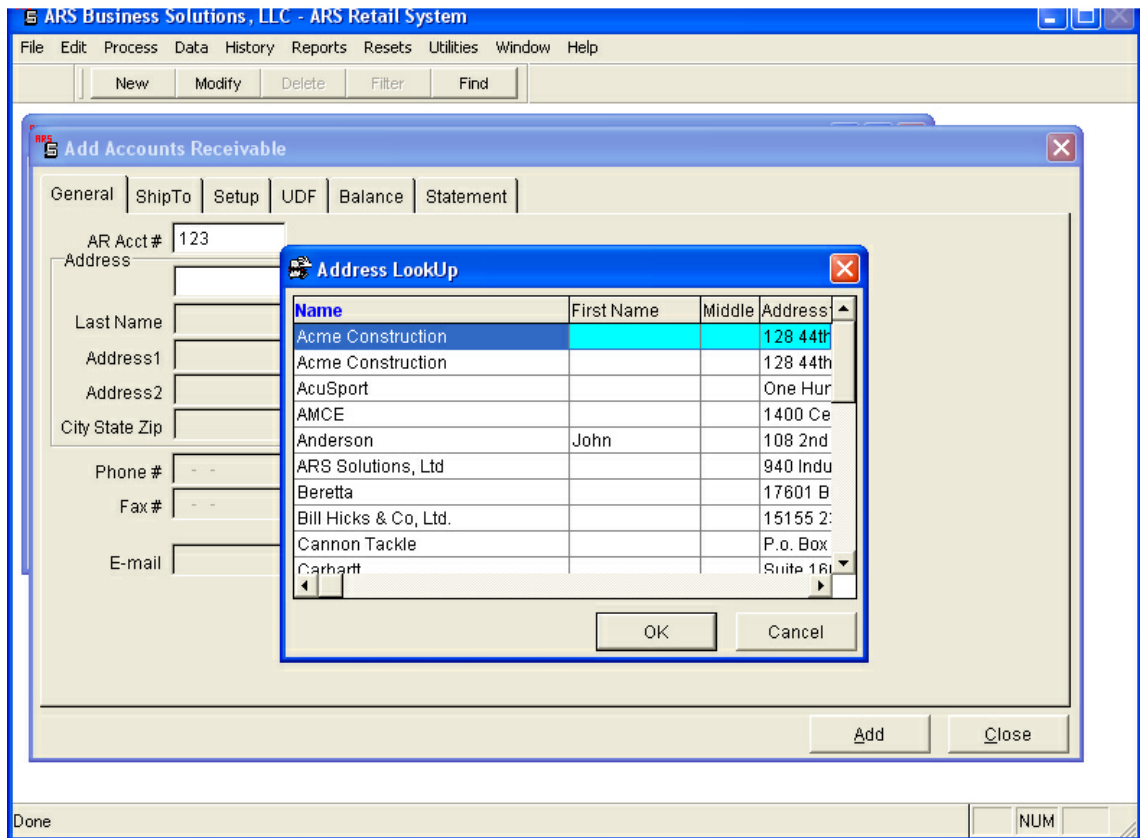
UDF C1	<input type="text"/>	UDF D1	<input type="text"/>	First Date	<input type="text" value="1/22/2007"/>
UDF C2	<input type="text"/>	UDF D2	<input type="text"/>	Last Date	<input type="text" value="1/22/2007"/>
UDF C3	<input type="text"/>				
UDF C4	<input type="text"/>				
UDF C5	<input type="text"/>				

Notes:

Buttons: Add, Close

8. Enter the required user defined information.
9. Select the "Add" button to save the record.

10. The new address has been added to the common address file.
11. An "Address" lookup window displays.



12. Select the address that was just entered.
13. Continue to enter the information required for this feature.

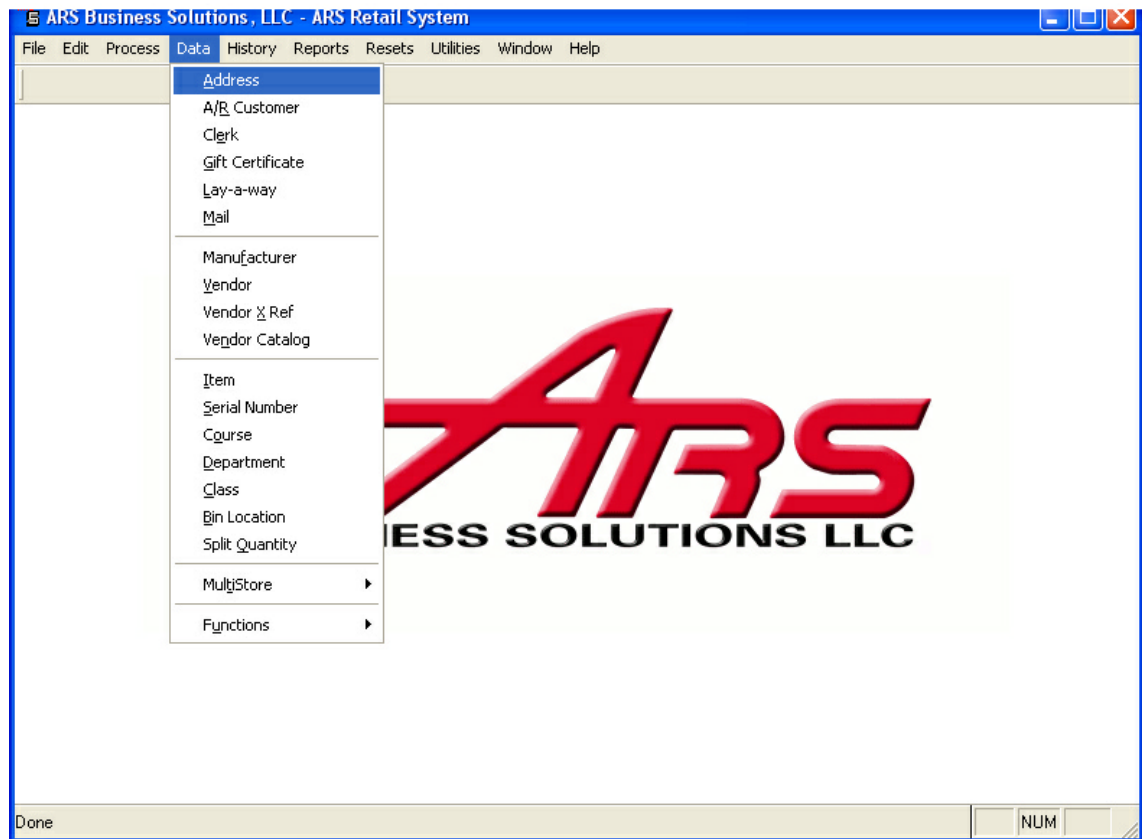
3.2 Deleting an Address

[Address File](#)

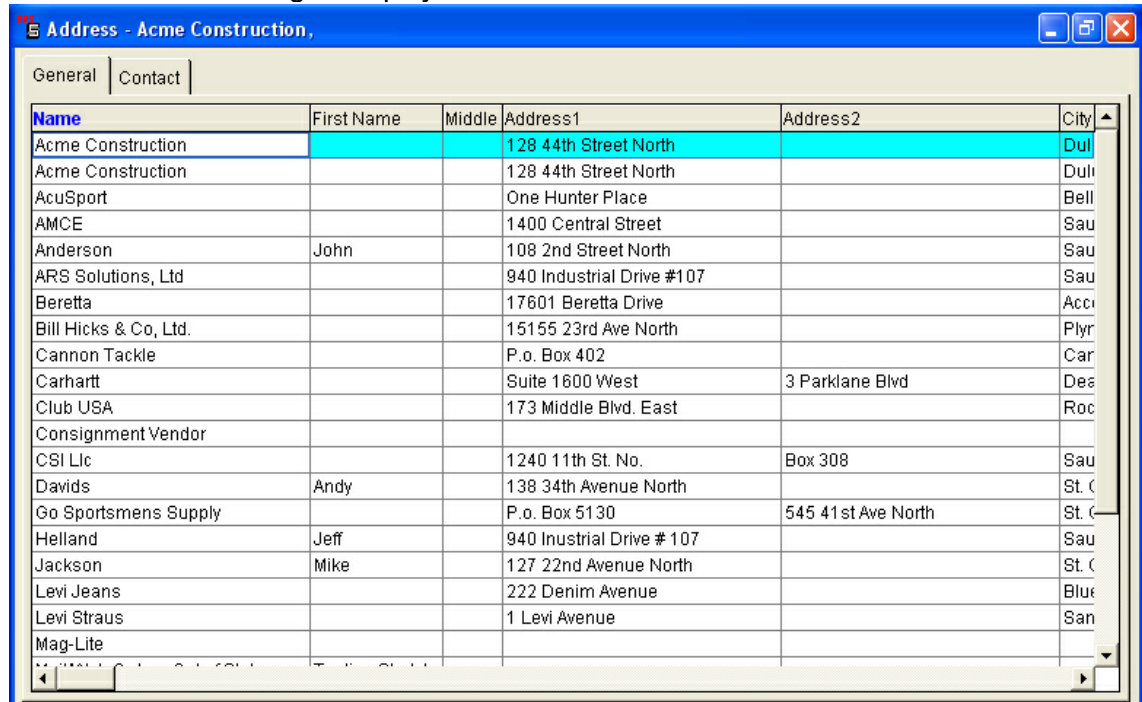


To delete an address file:

1. Select Data->Address from the main menu bar.

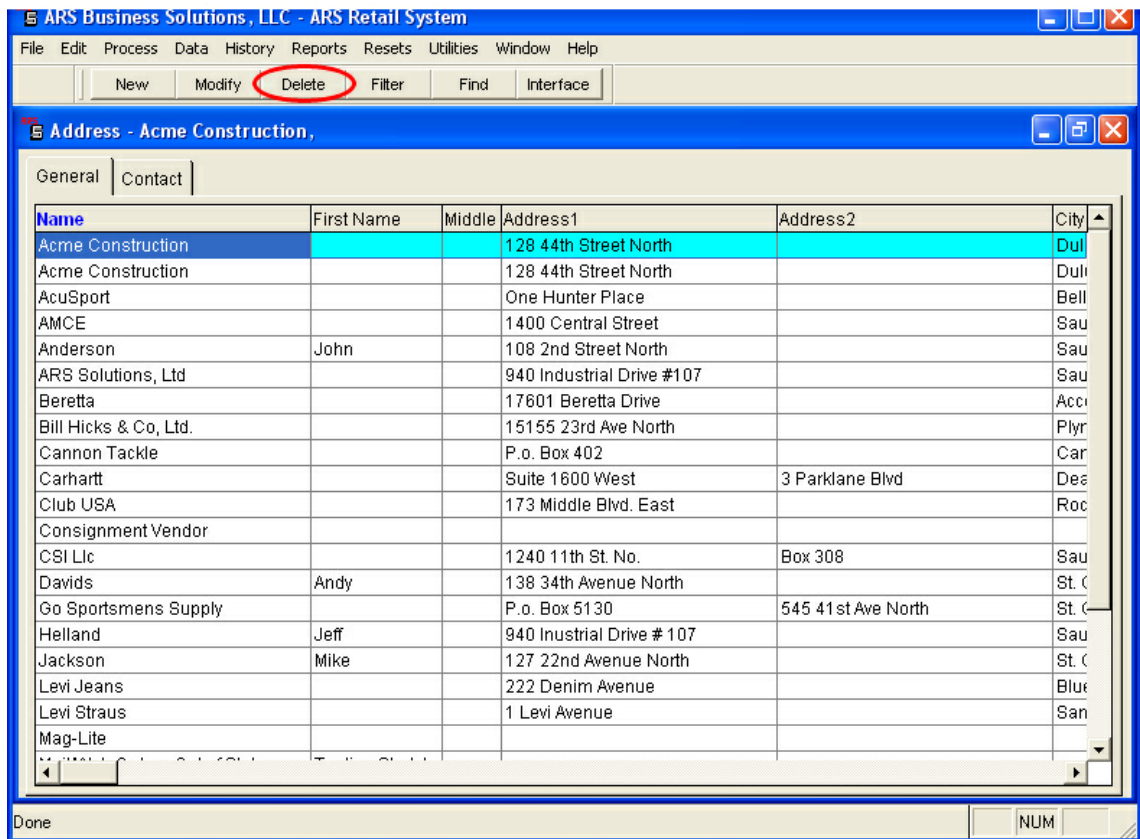


2. An "Address" data grid displays.

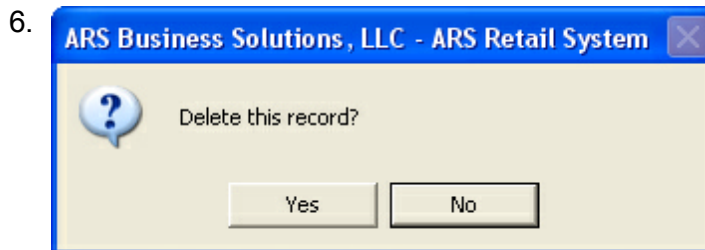


3. Locate the address to delete.

4. Select the "Delete" button from the basic tool bar.



5. Select "Yes" to delete the address record.



NOTE: This address will be deleted from the common address file.

3.3 Editing an Address

[Address File](#)

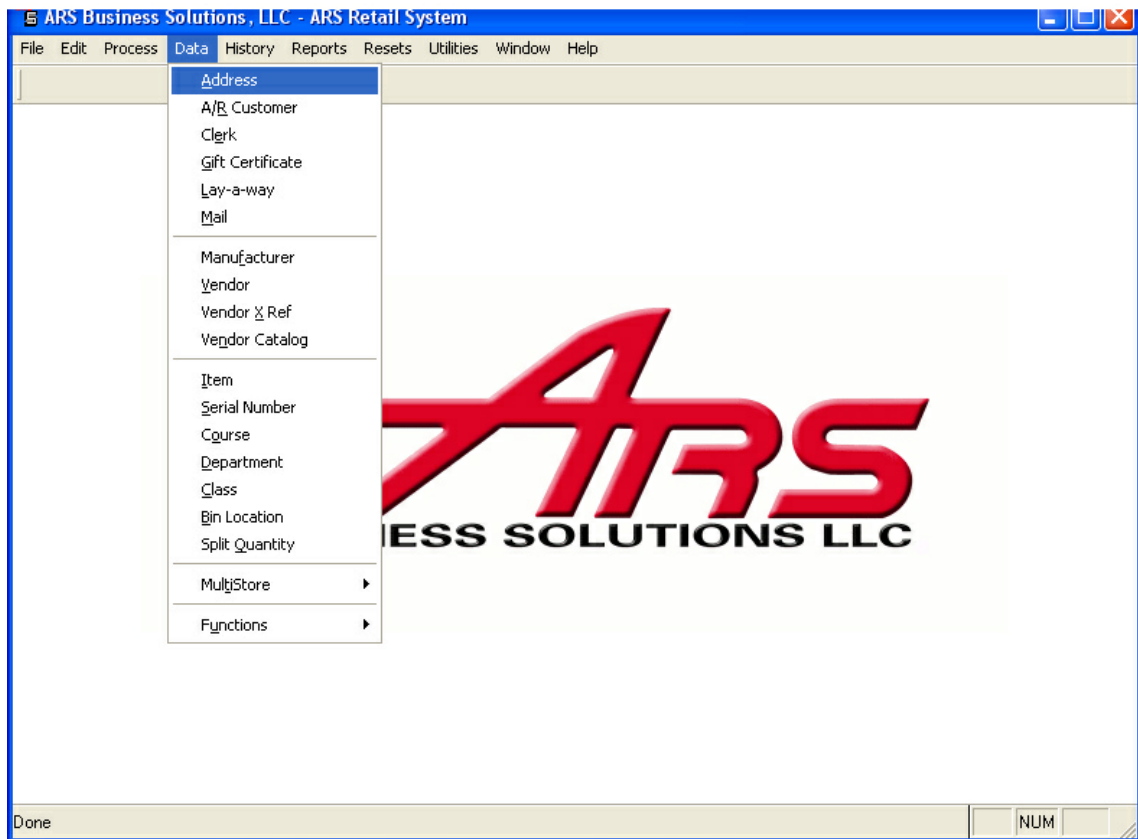


Address may be edited in two ways:

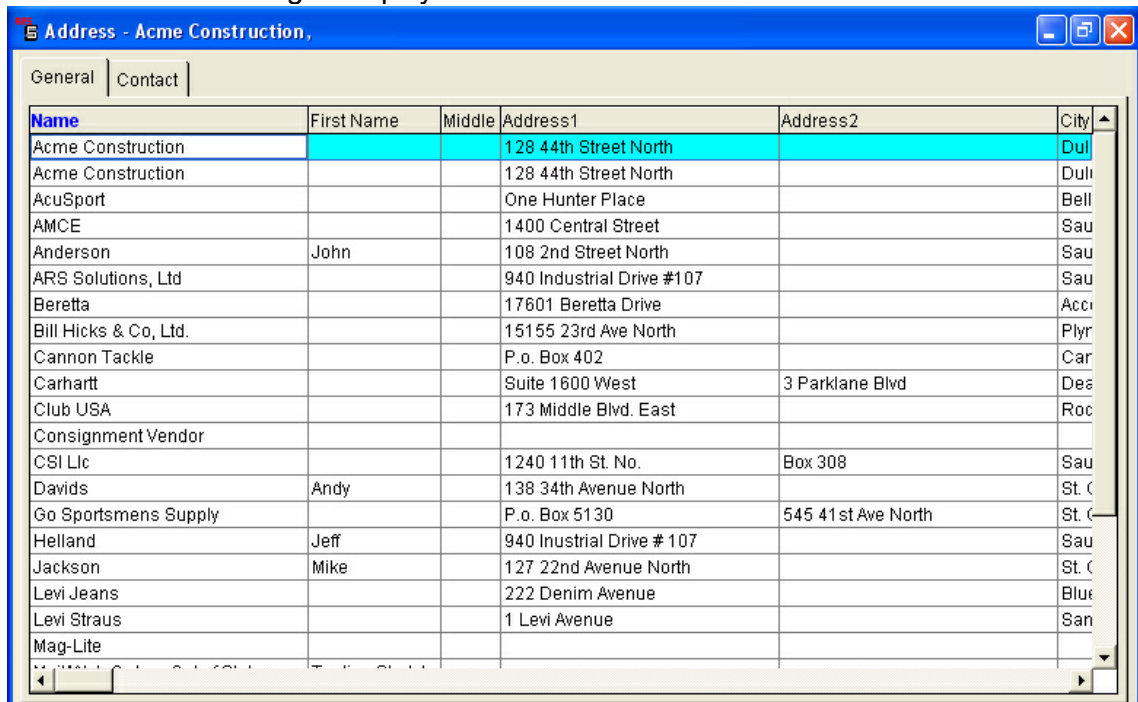
- Directly to the address file.
- From within a data grid when working in another feature.

Editing an Address in the Address File:

1. Select Data->Address from the main menu bar.



2. An "Address" data grid displays.



3. Locate the address to edit.

4. Select the "Modify" button from the basic tool bar.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New **Modify** Delete Filter Find Interface

Address - Acme Construction,

General | Contact

Name	First Name	Middle	Address1	Address2	City
Acme Construction			128 44th Street North		Dul
Acme Construction			128 44th Street North		Dul
AcuSport			One Hunter Place		Bell
AMCE			1400 Central Street		Sau
Anderson	John		108 2nd Street North		Sau
ARS Solutions, Ltd			940 Industrial Drive #107		Sau
Beretta			17601 Beretta Drive		Acc
Bill Hicks & Co, Ltd.			15155 23rd Ave North		Plyr
Cannon Tackle			P.o. Box 402		Car
Carhartt			Suite 1600 West	3 Parklane Blvd	Dea
Club USA			173 Middle Blvd. East		Roc
Consignment Vendor					
CSI Llc			1240 11th St. No.	Box 308	Sau
Davids	Andy		138 34th Avenue North		St. C
Go Sportsmens Supply			P.o. Box 5130	545 41st Ave North	St. C
Helland	Jeff		940 Industrial Drive # 107		Sau
Jackson	Mike		127 22nd Avenue North		St. C
Levi Jeans			222 Denim Avenue		Bluc
Levi Straus			1 Levi Avenue		San
Mag-Lite					

Done NUM

5. The "Edit Address" form displays.

Edit Address

General | UDF

Last First Middle

Last Name Acme Construction

Address1 128 44th Street North

Address2

City State Zip Duluth MN 56782

Country USA

Phone # 320-345-6789 Ext #

Fax # 320-765-3421

E-mail jobs@acme.com

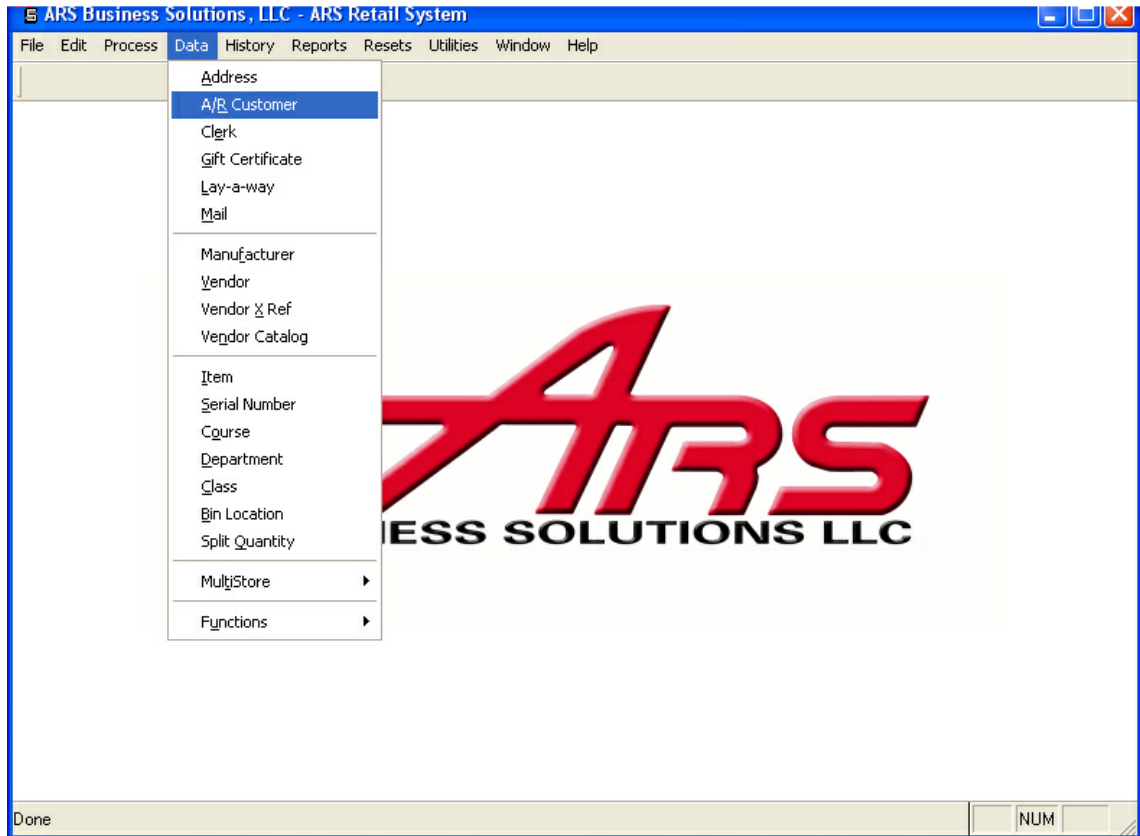
OK Cancel

6. Make the necessary edits.

7. Select the "OK" button to save the edits.

Edit an Address from within a Data Grid when Working in Another Feature:

1. Select the "Data" option for the feature you are working in from the main menu bar.
Example: Accounts Receivable.



2. The data grid displays.

AR Acct #	Name	First Name	Address1	Address2
101	Jackson	Mike	127 22nd Avenue North	
103	Acme Construction		128 44th Street North	
104	Club USA		173 Middle Blvd. East	
102	Testing Stretch Overflow Doe	John Doe	1111 Some Avenue North	
105	Mail/Web Order - Out of State	Testing Stretch		
121	Testing Strech OverFlow Testig	Testing		

3. Locate the record to edit.

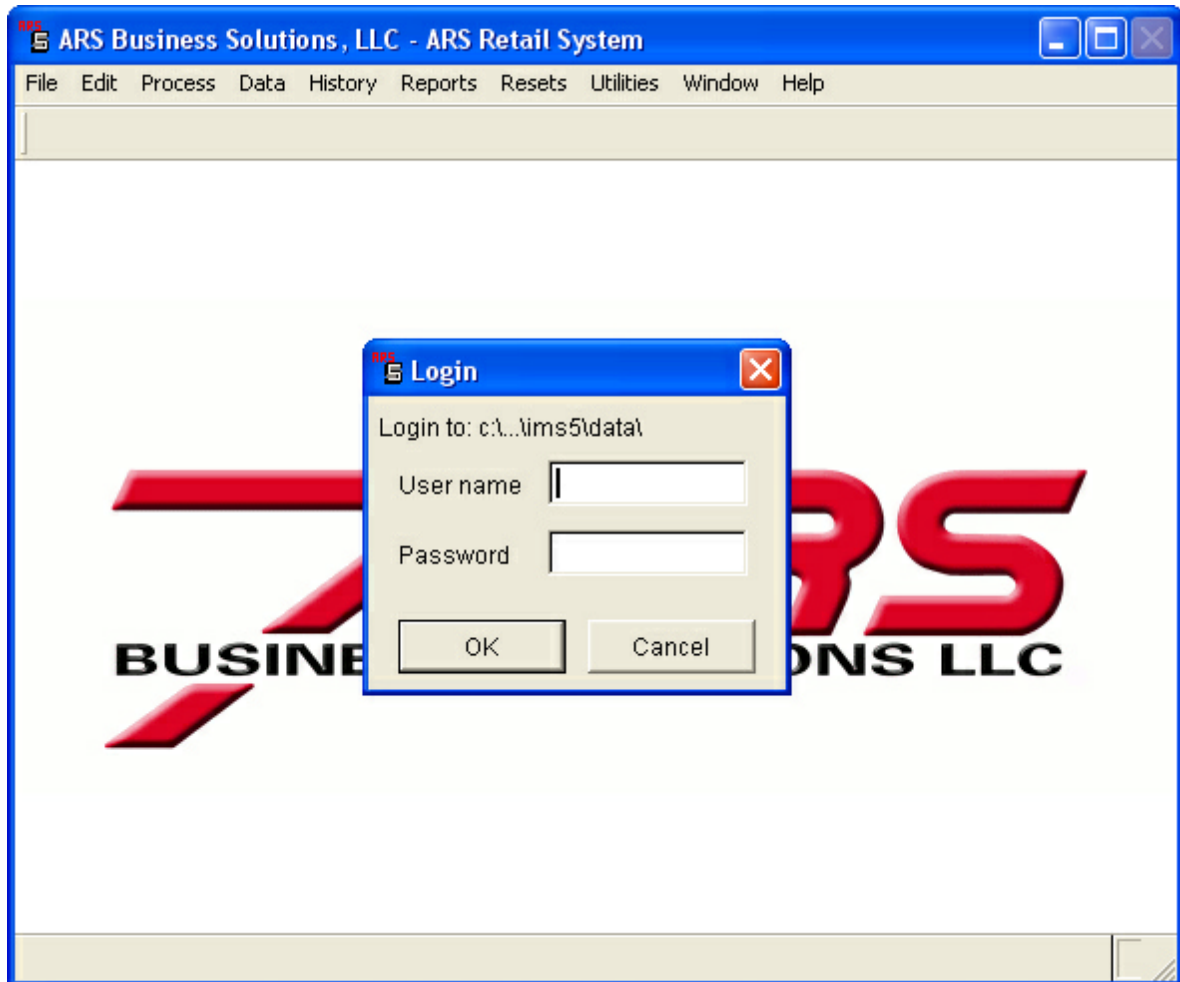
NOTE: The changes made to the address are saved to the common address file.

4 Application Login/Logout



Application Login:

When the application is accessed, the default data source is opened and the user is prompted for their username and password. Each staff member that uses this application is assigned a logon name and password for a data source.



1. Type the username in the username field.

NOTE: First time login: The username of SUPERUSER must be used. This User ID should be used to set up other initial accounts and then should be disabled for security purposes.

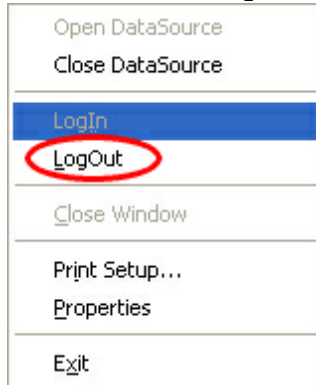
2. Type the password in the password field.

*NOTE: The first time logging in there will be no password. Afterwards, the password will display as asterisks (****). This keeps the password secure from other users.*

Application Logout:

To insure the security of the application, a user must logout after using the application to prevent unauthorized use.

1. Select File->Logout from the main menu bar.



5 Application Manager



The Application Manager is used to assist in the installing and upgrading of ARS applications. When an application upgrade/installation file is downloaded from the ARS website or installed from an ARS CD, the Application Manager performs the process of installing or updating the application.

The Application Manager is installed on the server and its accessible through the network from workstations. Before the Application Manager is ran, the ARS Runtime (vfp7.exe) needs to be installed on each computer that will be running the ARS applications.



5.1 Application Manager Processes

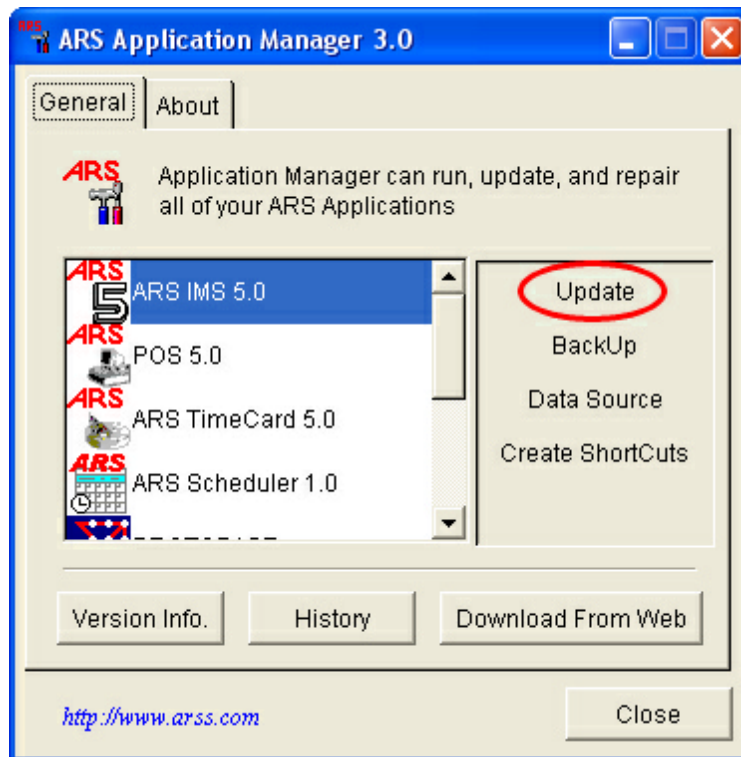
[Application Manager](#)



There are four basic processes that can be performed by the Application Manager: Update, Backup, Data Source and Create Shortcuts. The following describes the steps involved in performing each of these processes.

Performing Updates:

1. Select the application to update.
2. Perform the "Download From Web" process. ([Reference: Application Manager - Downloading from the Web](#))
NOTE: An application will not update with an older version of the application file. After downloading from the web, look in the version info (Reference: Application Manager - Version Info) to determine whether the package is newer than the installed version.
3. Select the "Update" button.



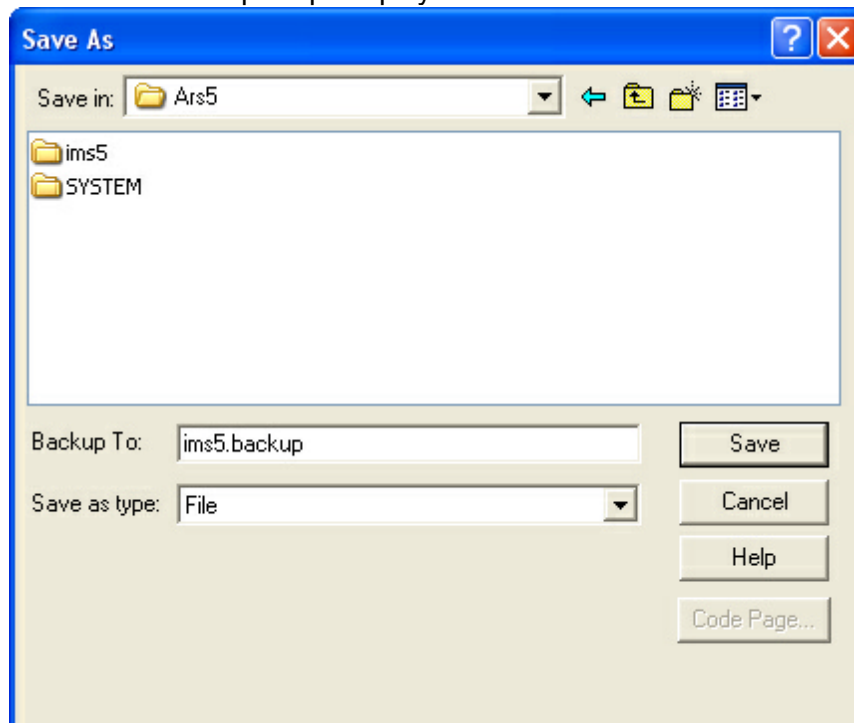
4. Select the "Yes" button on the prompt.
5. A progress bar displays.
6. When the progress bar finishes, the application has been updated and a message appears asking whether to run the newly updated application.

Performing Backups:

1. Select the application to backup.
2. Select the "Backup" button.



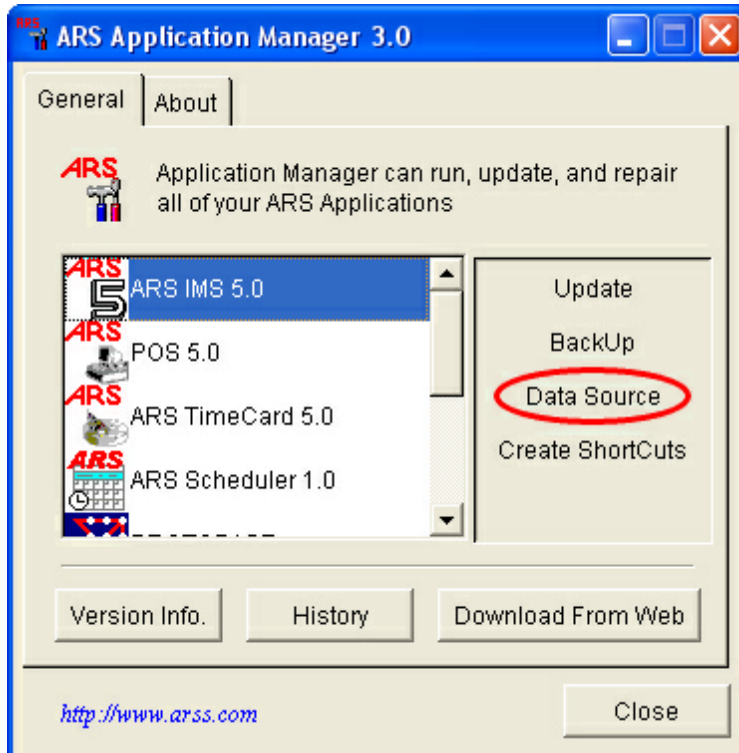
3. The "Save As" prompt displays.



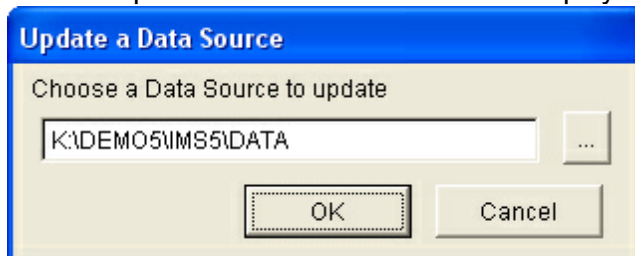
4. Select a file path where to save the backup file.
5. Select the "Save" button.
6. A backup file has been saved at this location.

Updating Data Sources:

1. Select the application for which a data source will be updated.
2. Select the "Data Source" button.



3. The "Update a Data Source" window displays.



4. Enter the file path of a data source or find one using the browse button.
5. Select the "OK" button.
6. A progress bar displays.
7. When finished the data sources has been updated.

Creating Shortcuts:

1. Select the application for which to make a desktop shortcut.
2. Select the "Create Shortcut" button.



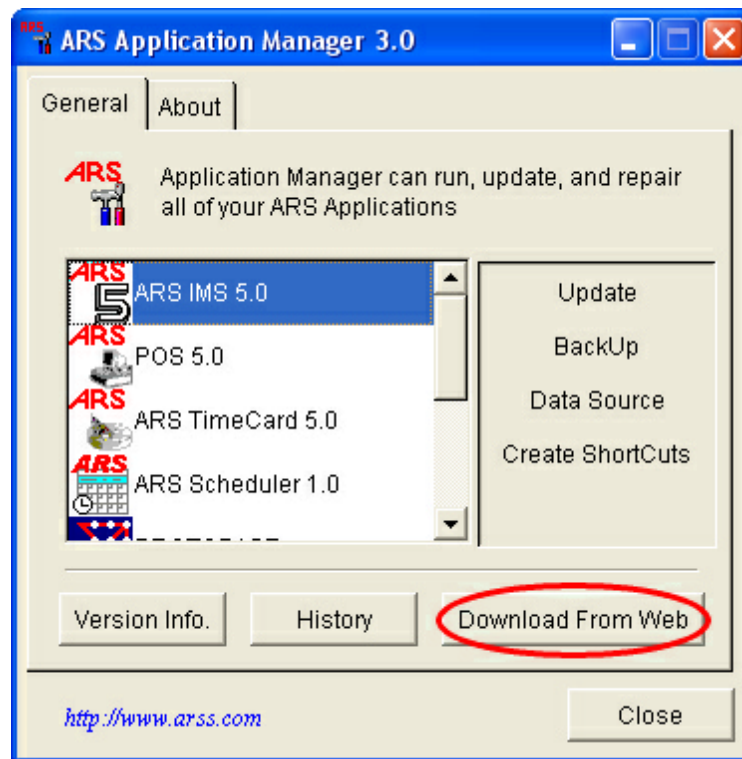
3. A shortcut has been created on the desktop.

5.2 Downloading from the Web

[Application Manager](#)



New updates and installations first involve downloading an application file (*.app) either from the ARS website (www.arss.com) or from an ARS CD. In both cases, the "Download From Web" button will find the application file. This section describes the process of using the "Download From Web" button to obtain an application file.



Download an Application from the Internet:

1. Open the Application Manager from the ARS5 folder or desktop shortcut.
2. The Application Manager displays.
3. Select the application to download the application file for.
4. Select the "Download From Web" button.
5. Select the "Yes" button on the prompt.
6. The progress bar will indicate how much of the application has been downloaded.
7. When it is completed, the application file has been downloaded and ready to update.

Copy an Application File from a CD:

1. Insert an ARS update CD into the CD-Rom drive.
2. Open the Application Manager from the ARS5 folder or desktop shortcut.
3. The Application Manager displays.
4. Select the application to download the application file for.
5. Select the "Download From Web" button.
6. Select "Yes" button on the prompt.
7. The progress bar will indicate how much of the application has been copied.
8. When completed, the application file has been copied and is ready to update.

5.3 History

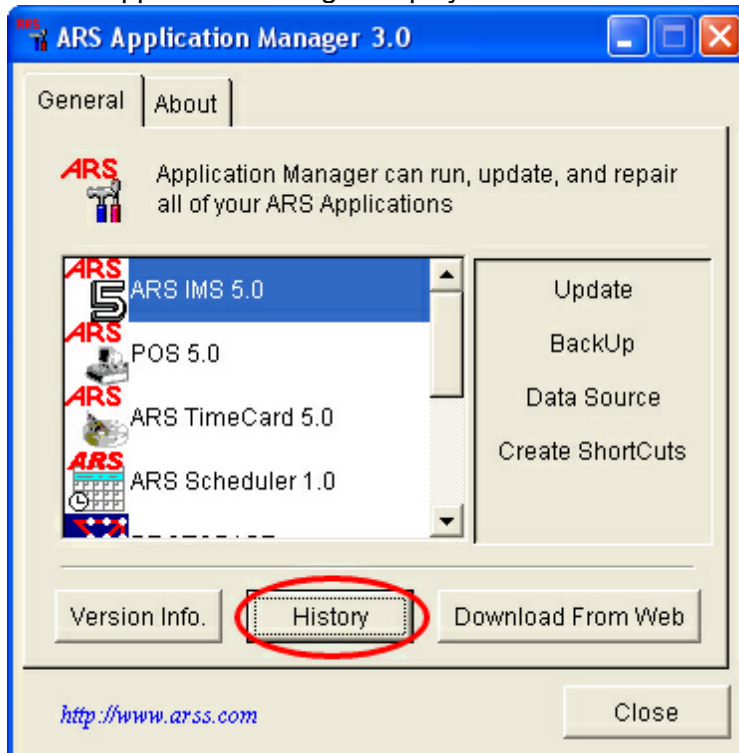
[Application Manager](#)



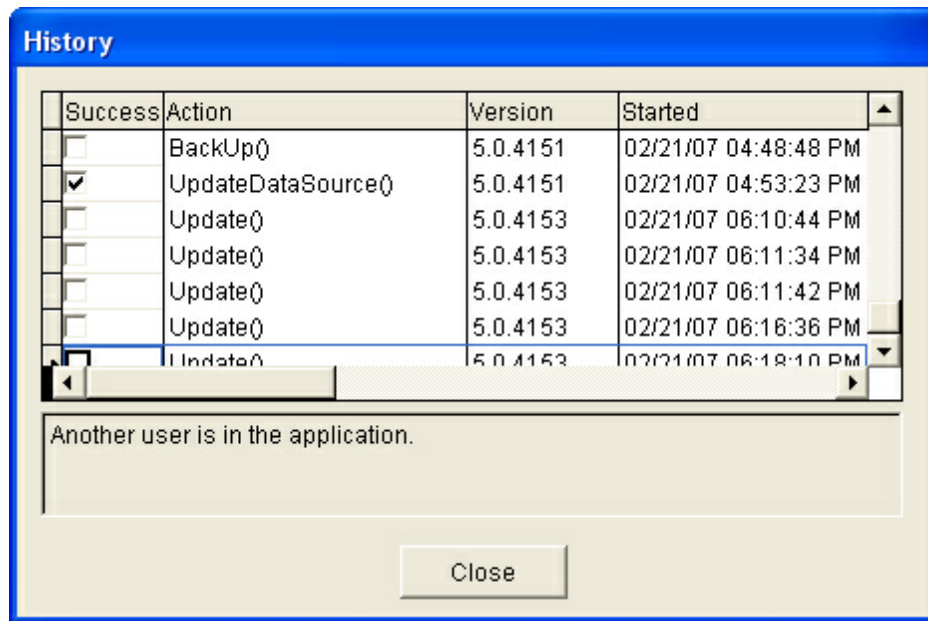
The history feature keeps a record of all processes performed by the Application Manager. Each application has its own detailed history, including: Updates, Backups, Data Source Updates and Creating Shortcuts. The history records the process that was performed, whether or not a process was successful, the application version and the date and time the process was performed.

Viewing an Application's History:

1. Open the Application Manager from the ARS5 folder or desktop shortcut.
2. The Application Manager displays.



3. Select an application.
4. Select the "History" button.
5. The "History" window displays.



5.4 Using the Application Manager

[Application Manager](#)



The ARS Application Manager is used to maintain ARS Application files. The Application Manager's primary purpose is to perform system updates and backups quickly and conveniently. It also aids in organizing the ARS system and managing file data.



ARS applications available to manage are listed in the application window. To the right of the application window are:

- **Update:** Installs a new application or updates an existing ARS5 application.
- **Backup:** Creates a backup file of the application data in the event that the existing data is lost. Backing up data prior to updating an application is strongly recommended.
- **Data Source:** Updates the data source. For example: in a multi-store environment, separate data sources are managed using this option. Although only one ARS application is used, multiple data sources must be in the same version as the application.
- **Create Shortcuts:** Creates an easy-access shortcut on the Window's Desktop.

5.5 Version Info

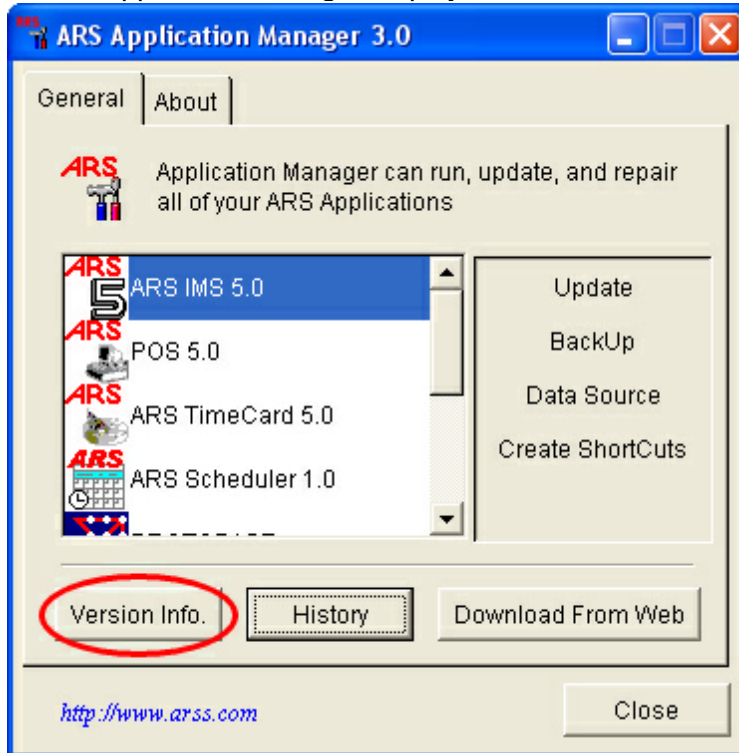
[Application Manager](#)



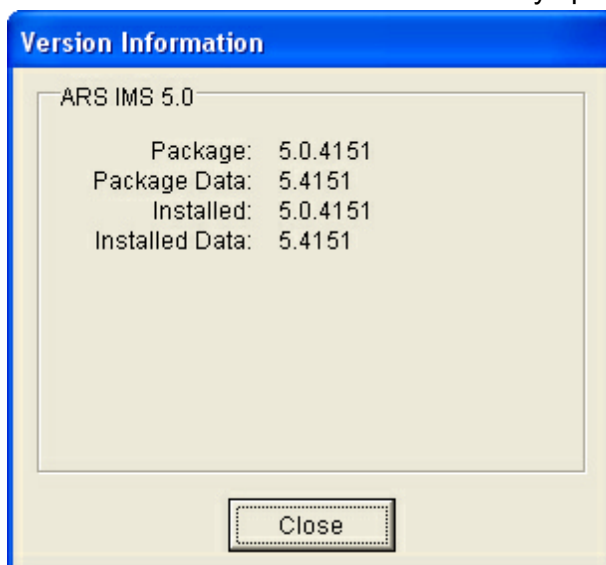
The version info option displays information about the application version. The version is in the form of a five-digit number, 5.****. It has a version number for the current application and data sources as well as the last downloaded or copied application version and data sources.

Viewing Version Info:

1. Open the application Manager from the ARS5 folder or from the desktop shortcut.
2. The Application Manager displays.



3. Select the application to find the version information for.
4. Select the "Version Info." button below the application window.
5. The "Version Information" window displays.
 - Package refers to the most recently downloaded or copied version of the application.
 - Installed refers to the most recently updated version of the application.



6 Basic Information



This section will provide the basic information to get around in IMS.

6.1 How Data is Handled

[Basic Information](#)



Data is handled in IMS as a file, record, field or report.

- **File:**
An IMS file stores data. Each file contains a specific type of data.
Example: All information about items are stored in an item file.
- **Record:**
The data in each file is managed using sets called records.
Example: All information about one item is a record.
- **Field:**
The data in each record is divided into fields.
Example: A record of one item is broken into multiple fields (i.e. Item Number, Description, Price1, Quantity on Hand, etc.)
- **Report:**
A report displays data. Reports allow for organizing and analyzing information from multiple records in powerful ways. A report can sort and arrange data to meet specific information needs.

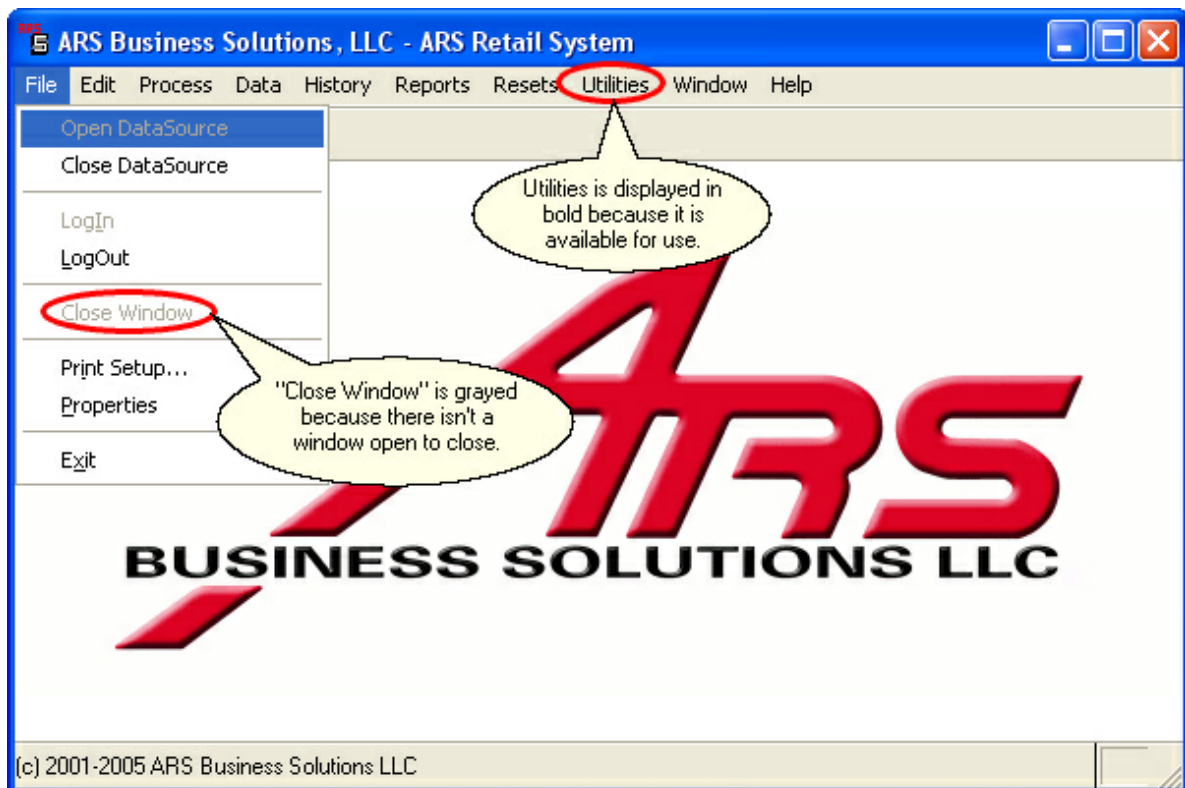
6.2 Option Availability

[Basic Information](#)



When working with data in the IMS application options become available and unavailable as appropriate to the function being performed.

- **When an option in the Main Menu or the Tool Bar is grayed:**
The option is unavailable and not required for the function being performed.
- **When an option in the Main Menu or the Tool Bar is bold:**
The option is available for the function to be performed.



6.3 Performing Actions

[Basic Information](#)



The mouse or keyboard may be used to move within IMS to perform actions. Mouse functions may be used exclusively, or a combination of both mouse and keyboard actions.

Keyboard Functions:

Keyboard functions let you navigate within IMS without using a mouse.

- **To select a feature from a Menu:**

Touch the "Alt" key, keep the "Alt" key pressed down, and touch the character that is underlined of the

item you would like selected. (A drop down menu displays.)



Example: To select "File" from the IMS Main Menu, touch the "Alt" key (keeping the "Alt" key held until you hit your character you want) and the "F" character.

- **To move within a drop down menu and select a feature:**

Touch the " " key to move down or the "Y" key to move up within a drop down menu. When the desired selection is highlighted touch the "Enter" key to select.

- **To move from data field to data field:**

When you are entering data on a form, you can press the "Alt" key to move from field to field.

Mouse Functions:

The mouse is used to interact with items on the screen. It is used to move, open and change objects; select and activate objects to perform an action; select and drag items, and perform many other useful tasks.

- **Mouse pointer:** The mouse pointer is an arrow on the screen that indicates where the mouse is currently pointing. Sliding the mouse on the mouse pad moves the pointer on the screen.
- **Clicking:** Gently pressing the left mouse button is one way to give the computer a command to do something, this is called clicking. Placing the mouse pointer on an object and clicking the left mouse button selects the object. Be careful not to move the mouse while clicking.
- **Double-Clicking:** Refers to quickly clicking the left mouse button twice. This action selects and performs an action in one step.
- **Drag and Drop:** Refers to using the Mouse to move an object or item from one location to another. The mouse cursor is pointed at the object to be moved and then the left mouse button is held down. Keeping the mouse button held down, the object is dragged to the new location by moving the mouse across the mouse pad. Releasing the mouse button drops the object in the new location.

6.4 Window Controls

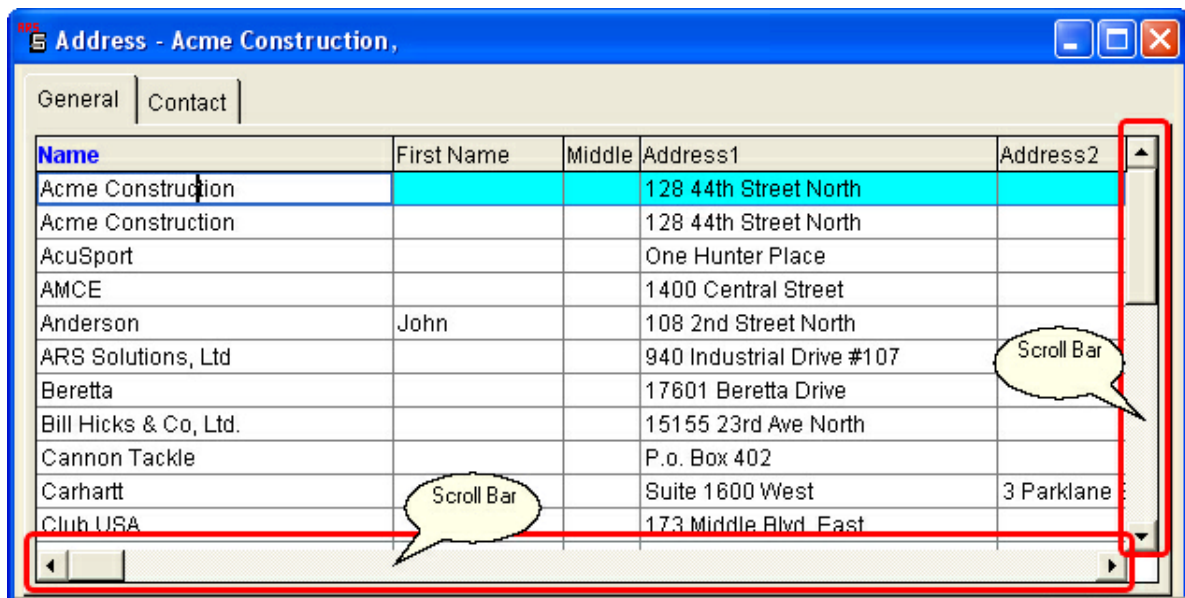
[Basic Information](#)



A window is an area which displays information on the Desktop. Windows contain icons, information or documents. A window displays each time an option from IMS is selected. The basic window appearance and operations are standard. Some windows may not have all of the elements described below. When they are present, they work in a standard way.

Scroll bars:

On the right side of a window, there is a grey bar with arrows at the top and bottom. This is called a "scroll bar". It allows you to move up and down within the screen to see additional items that are hidden by the limitations of the screen's size. Scroll bars can also appear across the bottom of the screen to allow for wider content.



Scrolling:

Refers to moving up and down within a window. This is done by using the mouse to move the "elevator" up and down within the scroll bar at the far right of a window. This can be done in three ways:

1. To move one line at a time, click on the arrow at the top or bottom of the scroll bar.
2. To move one screen at a time, click on the empty space within the scroll bar.
3. To move anywhere within the document, point to the elevator itself. Press and hold down the left mouse button and move the elevator up or down by sliding the mouse on the mouse pad. Release the button when the desired location is displayed.

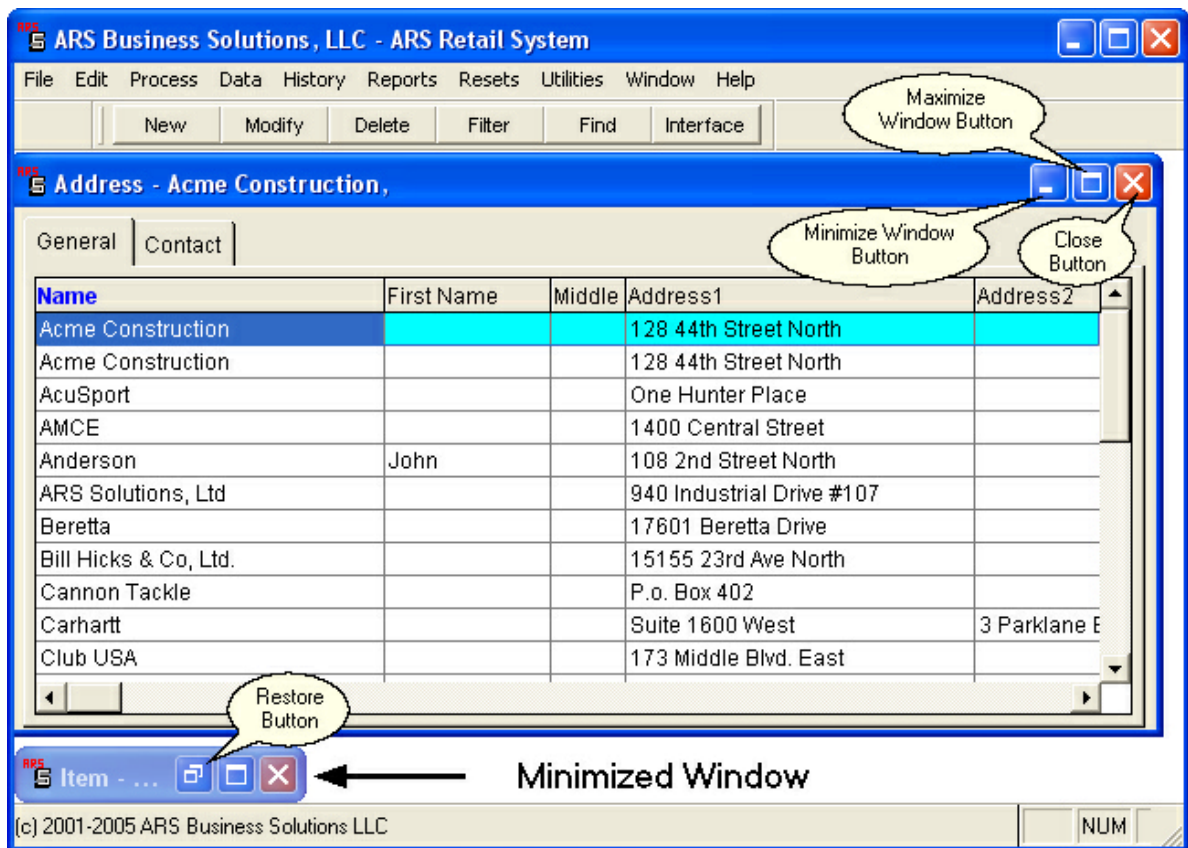
Window Control Buttons:

Minimize Button: Select to minimize the window.

Maximize Button: Select to maximize the window.

Restore Button: Select to return a window to it's previous size.

Close Button: Select to close a window.

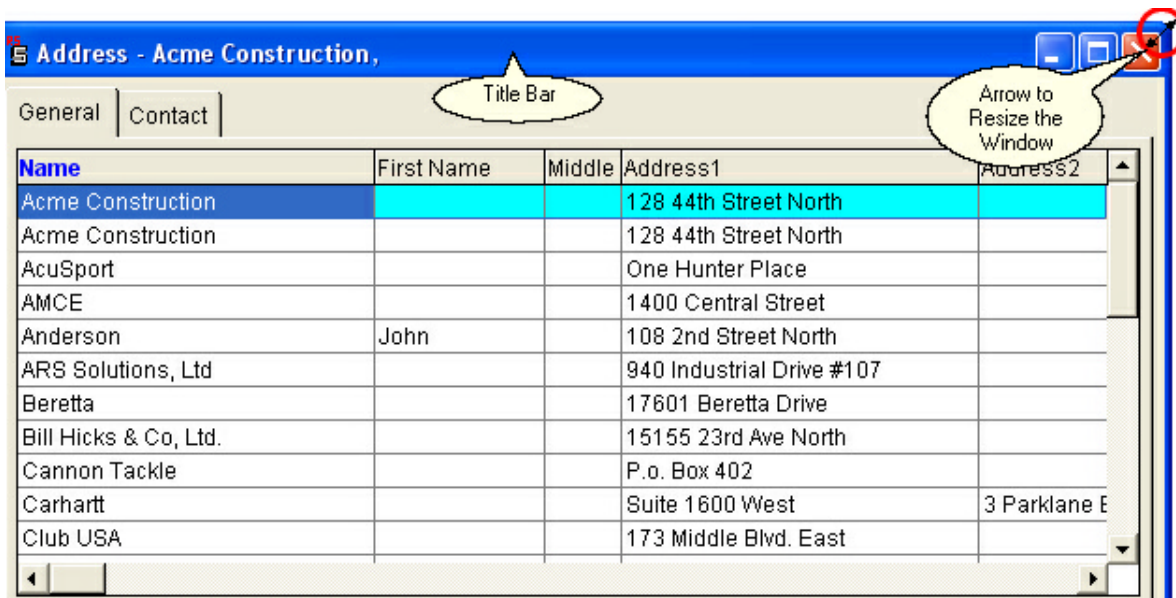


Move and Resize a Window:

To move a window, simply left-click on the application's title bar and drag the window to a different place on the desktop.

To resize a window, place your mouse button over one of the four corner edges of the window until the cursor turns into a double-ended arrow. Once the double-ended arrow displays, left-click the mouse and drag the window to the desired size.

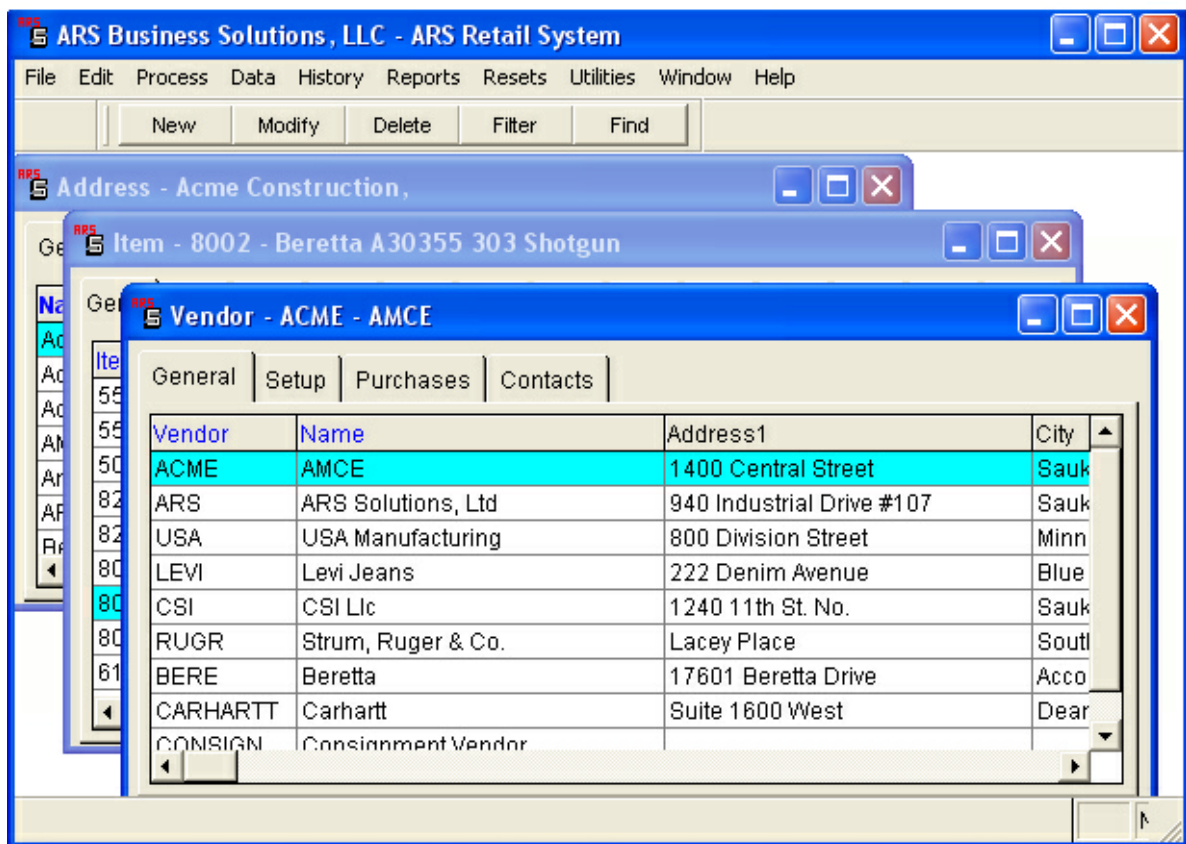
When changes are made to the size and location of a window on the desktop, the IMS application will retain the changes and will display the windows in their new format the next time the application is used.



Multiple Windows:

Many IMS information windows can be open at one time and may overlap or even obscure one another. When more than one window is open, the front most window is the active one. Opening multiple windows in IMS provides the ability to work on multiple tasks at one time.

- **To activate a window:**
Click anywhere in the window you want to activate. You will notice, the activated window is pushed to the front and the others have a faded blue title bar.
- **To restore a closed window:**
Click on the restore button of the window you want to activate.



7 Buyer Tools

Besides the powerful reporting tools which the ARS IMS system offers, there are two dynamic system tools the system offers to help the buyer. (These two tools are a good compliment to one another.)

1. [Min/Max](#) - for those low-turning items you always want on hand, a minimum/maximum quantity amount may be set (Know the details about this function BEFORE you begin using it.)
2. [ARS2](#) (a.k.a. AIM) - for those fast-turning items you need to keep your thumb on at all times (seasonal items may work well in either category)

If [ARS2](#) is set on an item, any [Min/Max](#) quantities will be ignored. Seasonal items may have a [Min/Max](#) for the majority of the year and have [ARS2](#) used when in season. When the season has ended, [ARS2](#) may be removed from those items; [Min/Max](#) will start functioning again.

7.1 ARS2

For those fast-turning items you need to stay on top of, **ARS2** (a.k.a. the AIM system) is the tool you need. You will need to have some item history built before this tool will work at its best. (A minimum of about six months of history is a good place to start.) **ARS2** uses a maximum of two years of history and about 136 different equations to evaluate the need to order items. It takes some of the think-work out of ordering.

(NOTE: The buyer will still need to review/edit items and use discretion before approving/processing any **ARS2** order. Although only one distributor may be setup for **ARS2**, you control which items get ordered

from that distributor. **ARS2** can save the buyer a great amount of time.)

To setup **ARS2**, each item to be included must have the **ARS2** 'switch' checked, AND the [Scheduler](#) program must be running (unless you are doing manual [weekly resets](#)). With regular use of [weekly resets](#), your efficiency rate will be maximized. When an order is released, a [Purchase Order](#) is automatically generated.

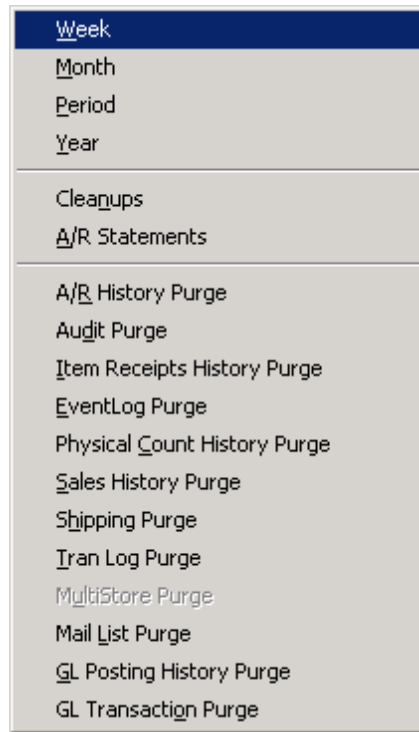
There are two ways to accomplish the task of getting the **ARS2** 'switch' checked on the chosen inventory items.

1. Go into each individual [item setup](#), and check the **ARS2** box on the right hand side. Click **OK**. (This option is best when setting up a new item which is going to be included in **ARS2**.)
2. A much faster method, which also allows total control of what is checked, is to use a filter to select a certain group of items.
 - a) Click on **Data**.
 - b) Select **Item**.
 - c) Click the **Filter** button above the grid. (See [Creating a Filter](#) for more info.)
 - d) Click the **Setup** tab.
 - e) Using the bottom scroll bar, scroll to the right until you see the **ARS2** column heading. Click on the **ARS2** heading, and drag it to the left until it is next to the **Description 1** heading (or any other position you would prefer). This will make it easier to see which items you want to include. (To save this setting, click **Edit>Save Grid Preferences**.)
 - f) Right-mouse-click on the **ARS2** heading. Select **Edit**. (The heading is now yellow-highlighted.)
 - g) Go down the list clicking on any/all items to place a check in the box.
 - h) When finished, turn the edit off by repeating **h**) above. (The yellow-highlight will disappear.)

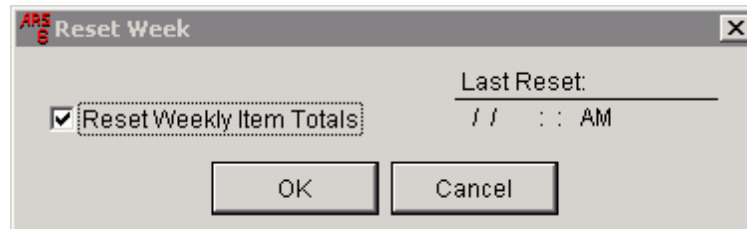
7.1.1 Weekly Resets

Weekly Resets can be run manually or by using the [Scheduler](#). In order for any resets to be run, ALL IMS programs must be closed except on the computer running the resets. FOM must also be turned off.

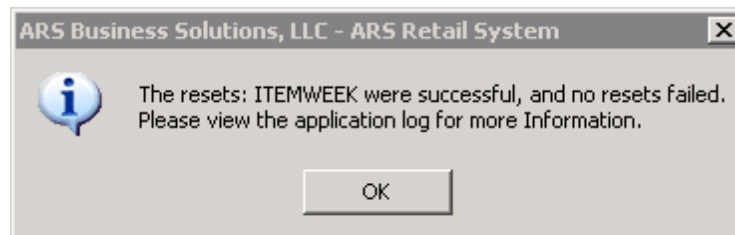
To manually run resets, go to **Resets**. Click **Week**.



Click in the white box to place a check mark in it. Click OK.



The resets will process, and a screen showing **no resets failed** will be displayed if everything is good. (If the display tells you that resets failed, check that there isn't another IMS turned on; try it again until no resets fail.)



Click **OK**.

7.2 Buyer Options

Buying inventory is one of the most (if not the most) important facets of your business. Without proper inventory, you will not have good sales.

Once that inventory has been ordered, it must be received into the system. The best way for the receiving department to know what has been ordered is if a [Purchase Order](#) has been created. It is not unusual for the receiving department to receive items which the store may have previously cancelled or may not have even ordered in the first place. Generating a [Purchase Order](#) allows for proper tracking of orders.

[Receive by Invoice](#) is a great option for one or two items which need to be received and for which a [Purchase Order](#) has not already been generated.

7.3 Buying Reports

There are many reports the ARS IMS system is capable of producing. To get you started, we suggest the following reports:

1. [12-Month Sales](#)
2. [Daily Item](#) - items sold for a specific date
3. [Item Year-to-Date](#)
4. [Sales Analysis 80/20](#)
5. [Sales Item](#) - items sold for a specific date range

Click on any of the report links to see a sample of the report and step-by-step instructions on how to run the report.

7.3.1 12-Month Sales

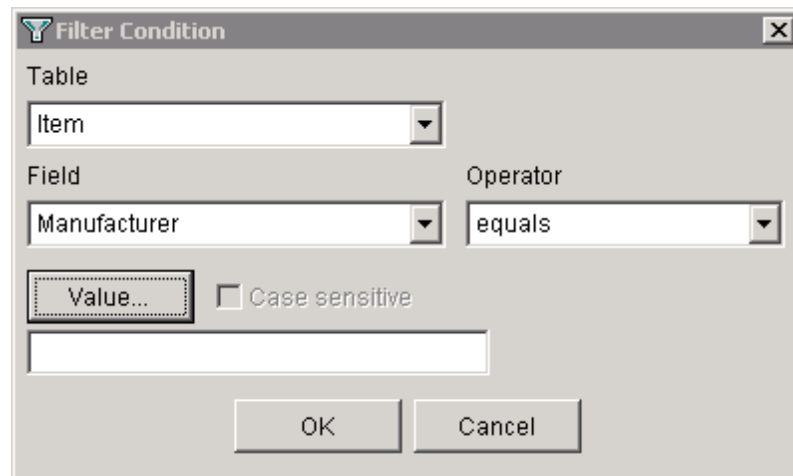
12 Month Sales Report																
ARS Business Solutions, LLC																
Sorts: Class Description																
Filters: Manufacturer equals Smith																
12/9/2010 8:58:36 AM																
Page 1																
Item#	Description 1	Description 2					Cross Ref #			Price 1	Avg Cost	QoH	Kit Qty	Pkg.	YTD	
	January	February	March	April	May	June	July	August	September	October	November	December	12 Month			
Class Desc: Handgun																
163810	Smith & Wesson J-Frame	Model 642									429.99	305.06	5	0	0	1.00
	Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	EoM Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
WAP22001	Walther P22										309.99	203.10	5	0	0	1.00
	Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	EoM Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotal 2																
	Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	
	EoM Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total 2																
	Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	
	EoM Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Click **Reports**. Select **Item**.



Click on **Item 12 Month Sales**. Click **Next**.

Click the **Filter** button. Click **Add**.

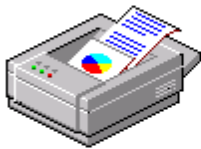


Click the **Value** button to select a **Manufacturer** (or type one in). Click **OK**.

Change the **Primary Sort** to **Class Description**. Click **Next**.

Report Wizard - Item 12 Month Sales

Step 4 - Report options



Select the output options for the report.

Print Qty Sold
 Print Eom Qty On Hand
 Print Previous Year Qty Sold
 Print Costs
 Print Markdowns
 Print Sales

Help Preview Print <Back Next> Close

Click in the white boxes to check/uncheck options. Click **Next**.

You may now preview or print your report.

7.3.2 Daily Item

This report has the same information as the [Sales Item](#) report. [Sales Item](#) allows for a date range. This one is for a single day only.

Daily Item Report 11/29/2010

ARS Business Solutions, LLC 12/9/2010 8:45:36 AM

Sorts: Class Description Page 1

Description 1	Avg Cost	Price 1	Description 2	GP %	SaleQty	Ext Cost	Class Desc	Ext Disc	Sales	Gross Profit	GP %	Item #	Manufacturer	Min Qty	On Order	Size	GoH	PTD Qty	Style	MID Qty	YID Qty	Color	PY Qty
Class Desc: Handgun																							
Smith & Wesson J-Frame	305.06	429.99	Model 642	29.1	1	305.06	Handgun	0.00	429.99	124.93	29.1	163810	Smith	0	0	5	1	1	1	1	1	0	
Glock 19	396.07	519.99		23.8	1	396.07	Handgun	0.00	519.99	123.92	23.8	PI1950203	Glock	0	0	5	1	1	1	1	1	0	
Walther P22	203.10	309.99		34.5	1	203.10	Handgun	0.00	309.99	106.89	34.5	WAP22001	Smith	1	0	5	1	1	1	1	1	0	
Subtotal 3			Class Desc: Handgun		3.00	904.23		0.00	1259.97	355.74	28.2					15.00	3.00	3.00	3.00	3.00	0.00		
Total 3					3.00	904.23		0.00	1259.97	355.74	28.2					15.00	3.00	3.00	3.00	3.00	0.00		

Click **Reports**. Select **Daily**.



Click on **Daily Item**. Click **Next**.

Click **Next**.

Change the **Primary Sort** to **Class Description**. Click **Next**.

Enter the date.

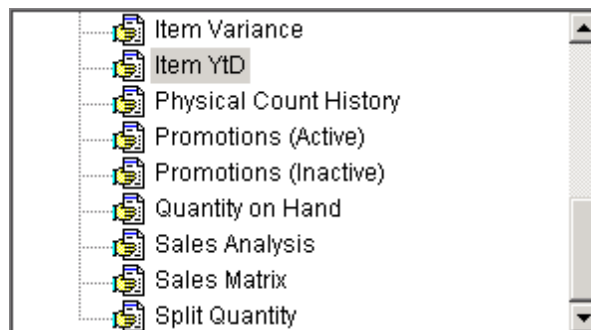
You may **Print** or **Preview** from this screen, or click **Next** to **Print** or **Preview** from the next screen.

7.3.3 Item YTD

Year to Date Sales Report
 ARS Business Solutions, LLC
 Sorts: Class Description
 Filters: Manufacturer equals Hershey and Description does not equal Special Orders
 12/7/2010 9:07:35 AM
 Page 1

Description 1	Avg Cost	Price 1	On Order	Description 2	QoH	Ext Cost	YD Qty	Class Desc	YD Cost	YD Mkdn	YD Sales	YD Profit	Manufacturer	YD GP%	Kit Qty	Style	PtD Qty	Size	MID Qty	PY Qty
Class Desc: Candy																				
12345	Hershey	Chocolate Bar	0.34	0.40	0	0	0.00	Candy	0.00	0.00	0.00	0.00	Hershey	0.0	0	0	0	0	0	0
Subtotal 1		Class Desc: Candy		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 1				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Click **Reports**. Select **Item**. Scroll down.



Click on **Item YTD**. Click **Next**.

Click the **Filter** button. Click **Add**.

The screenshot shows a dialog box titled "Filter Condition". It has a "Table" dropdown menu with "Item" selected. Below it are "Field" and "Operator" dropdown menus, with "Manufacturer" and "equals" selected respectively. There is a "Value..." button, a "Case sensitive" checkbox, and "OK" and "Cancel" buttons at the bottom.

Click the **Value** button to select a **Manufacturer** (or type one in). Click **OK**.

Click **Add** one more time to add a second filter condition. (This is assuming that you will want the majority of the **Class** items included in the report. Use **equals** if the opposite is true.) You may add a few more filters, if necessary.

The screenshot shows a dialog box titled "Filter Condition". It has a "Connection" dropdown menu with "and" selected. Below it are "Table" and "Field" dropdown menus, with "Class" and "Description" selected respectively. The "Operator" dropdown menu is set to "does not equal". There is a "Value..." button, a "Case sensitive" checkbox, and "OK" and "Cancel" buttons at the bottom.

Enter the **Value**. Click **OK**. Click **Next**.

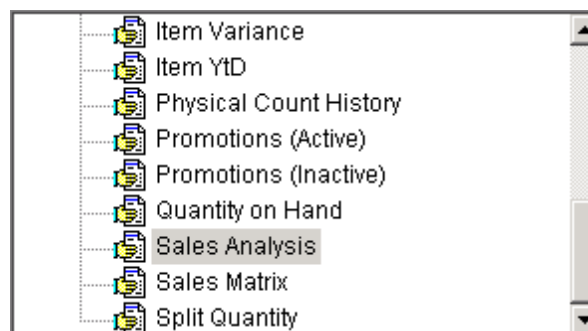
Change the **Primary Sort** to **Class Description**. Click **Next**.

You may now preview or print your report.

7.3.4 Sales Analysis

Sales Analysis Report											
ARS Business Solutions, LLC										12/7/2010 9:26:00 AM	
Sorts: Manufacturer										Page 1	
Filters: Class equals Candy											
Item #	Description 1	QoH	Ext Cost	YTD Qty	YTD Sales	%	Rank	YTD Profit	%	Rank	
Manufacturer: Hershey											
High 80.0%											
12345	12345 Hershey Chocolate Bar	0	0.00	0	0.00	0.0	1	0.00	0.0	1	
Subtotal 1		0.00	0.00		0.00			0.00			
Subtotal 1		Manufacturer: Hershey			0.00			0.00			
Total 1		0.00	0.00		0.00			0.00			

Click **Reports**. Select **Item**. Scroll down.



Click **Next**. Click **Sales Analysis**.

Click the **Filter** button. Click **Add**.

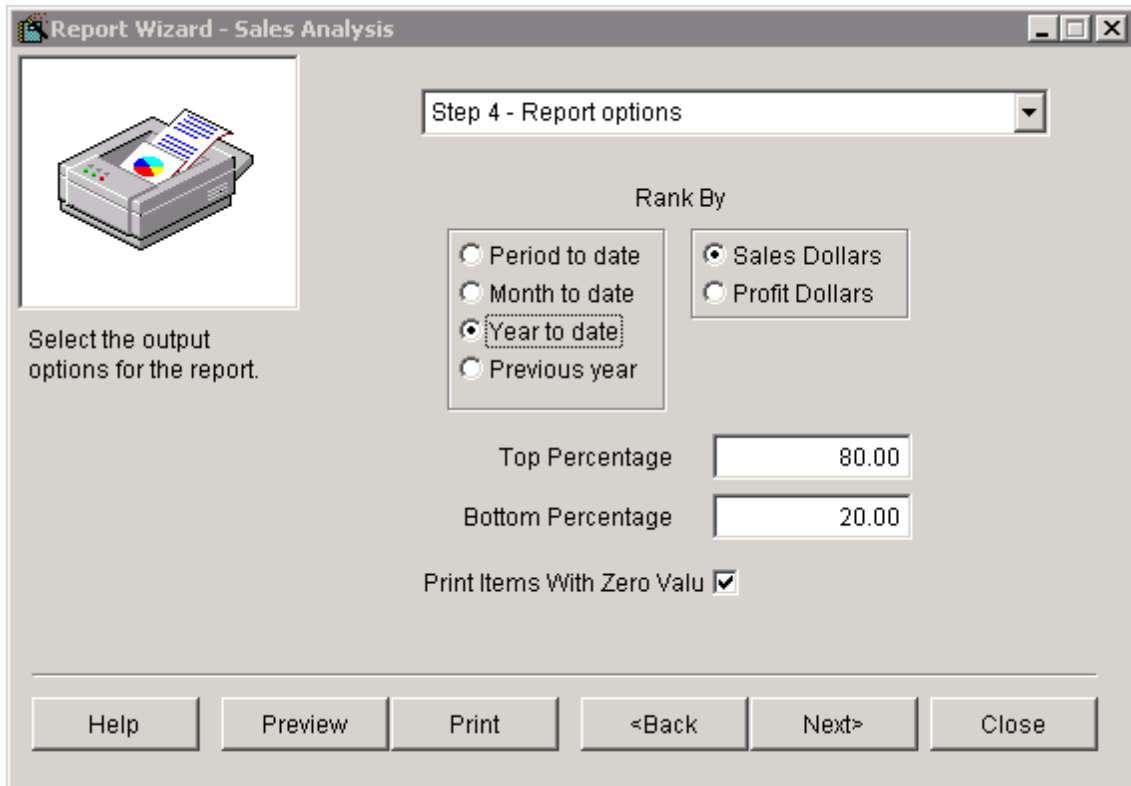
The 'Filter Condition' dialog box shows the following configuration:

- Table: Item
- Field: Class
- Operator: equals
- Value... button: present
- Case sensitive checkbox: unchecked
- OK and Cancel buttons: present at the bottom.

Click the **Value** button to select a **Class** (or type one in). Click **OK**.

Click **OK**. Click **Next**.

Change the **Primary Sort** to **Manufacturer**. Click **Next**. Set the Report Options by clicking in the white circle. (Only one option may be chosen from each column.) **Print Items With Zero Valu** may be turned off (on) by removing (adding) the check-mark.



The screenshot shows a dialog box titled "Report Wizard - Sales Analysis" with a sub-header "Step 4 - Report options". On the left, there is an icon of a printer and the text "Select the output options for the report." The main area contains a "Rank By" section with two columns of radio buttons. The first column has options: "Period to date", "Month to date", "Year to date" (which is selected and highlighted with a dashed border), and "Previous year". The second column has options: "Sales Dollars" (which is selected) and "Profit Dollars". Below this, there are two input fields: "Top Percentage" with the value "80.00" and "Bottom Percentage" with the value "20.00". At the bottom of the main area, there is a checked checkbox labeled "Print Items With Zero Valu". At the very bottom of the dialog box, there are six buttons: "Help", "Preview", "Print", "<Back", "Next>", and "Close".

Click **Next**.

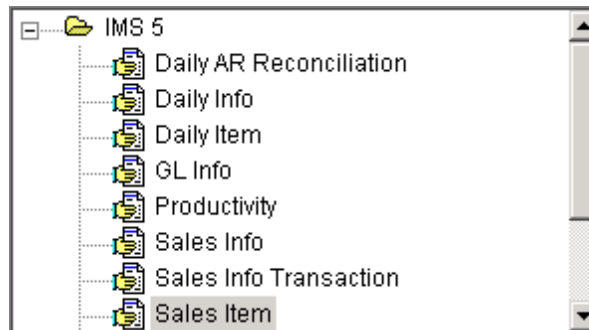
You may now preview or print your report.

7.3.5 Sales Item

This report has the same information as the [Daily Item](#) report. [Sales Item](#) allows for a date range. [Daily Item](#) is for a single day only.

Sales Item Report										11/29/2010										
ARS Business Solutions, LLC										12/9/2010 8:36:15 AM										
Sort: Class Description										Page 1										
Description 1	Avg Cost	Price 1	Description 2	GP %	SaleQty	Ext Cost	Class Desc	Ext Disc	Sales	Gross Profit	Item #	GP %	Manufacturer	Min Qty	On Order	Size	Style	Color		
																GoH	PID Qty	IMD Qty	YD Qty	PY Qty
Class Desc: Handgun																				
Smith & Wesson J-Frame	305.06	429.99	Model 642	29.1	1	305.06	Handgun	0.00	429.99	124.93	163810	29.1	Smith	0	0	5	1	1	1	0
Glock 19	396.07	519.99		23.8	1	396.07	Handgun	0.00	519.99	123.92	P11940203	23.8	Glock	0	0	5	1	1	1	0
Walther P22	203.10	309.99		34.5	1	203.10	Handgun	0.00	309.99	106.89	W/AP22001	34.5	Smith	1	0	5	1	1	1	0
Subtotal 3			Class Desc: Handgun		3.00	904.23		0.00	1259.97	355.74		28.2				3.00	3.00	3.00	0.00	
Total 3					3.00	904.23		0.00	1259.97	355.74		28.2				3.00	3.00	3.00	0.00	

Click **Reports**. Select **Daily**.



Click on **Sales Item**. Click **Next**.

This report will show you everything sold for the date range which will be entered. Click **Next**.

Change the **Primary Sort** to **Class Description**. Click **Next**.

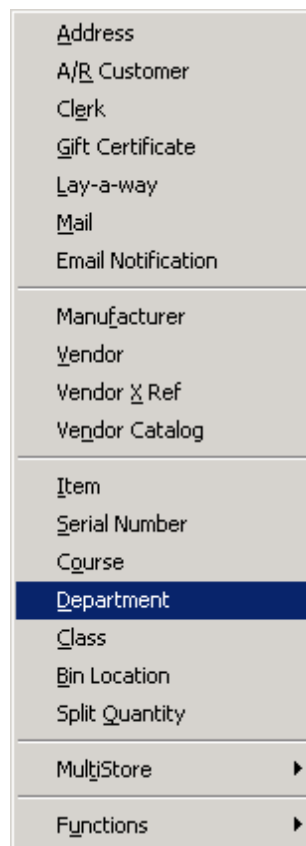
Enter the start and end dates.

You may **Print** or **Preview** from this screen, or click **Next** to **Print** or **Preview** from the next screen.

7.4 Forecasting

Forecasting is done by **Department**. This is where your projections are entered for the purpose of goal-setting and financial planning (projections) for the next year.

Click **Data**. Select **Department**.



Select a **Department** from the grid. Click the **Modify** button above the grid. Click the **Forecast** tab.

The screenshot shows the 'Edit Department' dialog box with the 'Forecast' tab selected. The dialog has two tabs: 'General' and 'Forecast'. The 'Forecast' tab contains a table with columns for 'Forecast' and 'Total Class Sales'. The 'Forecast' column has input fields for each month, each with a blue 'fx' icon to its right. The 'Total Class Sales' column shows '0.00' for each month. A 'Replace all...' button is located to the right of the table. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

	Forecast	Total Class Sales
January	<input type="text"/> fx	0.00
February	<input type="text"/> fx	0.00
March	<input type="text"/> fx	0.00
April	<input type="text"/> fx	0.00
May	<input type="text"/> fx	0.00
June	<input type="text"/> fx	0.00
July	<input type="text"/> fx	0.00
August	<input type="text"/> fx	0.00
September	<input type="text"/> fx	0.00
October	<input type="text"/> fx	0.00
November	<input type="text"/> fx	0.00
December	<input type="text"/> fx	0.00

Total Class Sales for each month lets you know what the previous year's sales were.

Click the **fx** button next to one of the months.

Percent and Unit Increase Formulas		Target Forecast Formulas
Percent Increase: <input type="text" value="0.00"/> %	$\frac{\text{Target Forecast}}{\text{Sales}} - 1$	$\text{Sales} * (1 + \% \text{ Increase})$
Unit Increase: <input type="text" value="0.00"/>	$\text{Target Forecast} - \text{Sales}$	$\text{Sales} + \text{Unit Increase}$

Sales: shows the amount from either **Previous Forecast** (default) or **Total Class Sales**. You may change it by clicking on either of the buttons.

Target Forecast: If you entered an amount on the **Forecast** screen, it will show up here. If not, you may enter it here. (If you have previous history and are using the **Percent/Unit Increase** functions, let the system calculate it for you.)

Set your goals/projections in the **Percent Increase** and **Unit Increase** boxes. The system will make the calculations for you and make the adjustment to the **Target Forecast**.

Click **OK** to accept the values entered. Repeat the process for each of the months.

7.5 Min/Max

Using **Min/Max** is quite simple. There are only a few important notes:

1. If [ARS2](#) is checked on a item, **Min/Max** will be ignored.
2. If there is no minimum or maximum quantity entered for an item, it will not be included in **Min/Max**.
3. If the minimum quantity has a value of 1 or more, and the maximum quantity is zero, the system will prompt you to order up to the minimum quantity.
4. If the minimum quantity has a value of 1 or more, and the maximum quantity is higher, the system will prompt you to order up to the maximum quantity.
5. The system will not look at the buy/sell history patterns of items to help predict need. If you want that feature, you must use [ARS2](#).

To set **Min/Max** for an item, go into the [item setup](#) to enter **Min Qty** and **Max Qty**.

To set **Min/Max** for multiple items, click on **Data>Item**.

Scroll to the right of the grid (under the **General** tab) to the **Min Qty** and **Max Qty** headings.

Click on one heading at a time; drag each to the left so that they are next to **QoH** (or a position you prefer).

Click **Edit>Save Grid Preferences** if you would like to keep the settings.

To select a group of items, click on the **Filter** button above the grid. (See [Creating a Filter](#) for more info.)

Right-mouse-click on **Min Qty (Max Qty)** and select **Edit**. The heading will be yellow-highlighted when **Edit** is on.

Item #	UPC	Description 1	Description 2	QoH	Min Qty	Max Qty	Avg
2		Test item		-18.00	0.00	0.00	0000
99		Special Order Item		-1.00	0.00	0.00	0000
WorkOrder		Work Order item		0.00	0.00	0.00	0000
8		ABC Gun		1.00	0.00	0.00	0000
Canoe		Canoe		-1.00	0.00	0.00	0000
163810		Smith & Wesson J-Frame	Model 642	5.00	0.00	0.00	0600
P11950203		Glock 19		5.00	0.00	0.00	0700
WAP22001		Walther P22		5.00	1.00	0.00	0000
12345		12345 Hershey Chocolate Bar		0.00	10.00	0.00	0400

Enter quantities in the boxes. (After entering a value, move the cursor out of the box in order for the value to be saved.)

When finished, right-mouse-click on the heading(s); click **Edit**. The yellow-highlight will turn off.

8 Clerk

In order to sign in at the POS, a clerk number must be set up. It is highly recommended that each person who will be using the POS has his/her own individual clerk number. There are several advantages:

1. Security - the system opens only for designated people
2. Theft Prevention - ARS is always working to improve tracking of transactions and functions performed within the IMS and POS by individuals so that suspicious activity may be more easily recognized
3. Sales Reporting - broken down by clerk for easy critiquing and specialized reporting
4. [Commissions](#) - clerks may be set up to receive commissions at designated commission levels (see [Clerk Setup](#) for more info)

8.1 Clerk Setup

To add a new clerk, go to **Data**. Select **Clerk** from the drop-down menu. A grid will appear with a listing of every clerk currently in the system. Click the **New** button above the grid. (To edit an existing clerk,

click the **Modify** button.)

Either use the default number the system has entered for **Clerk #** or enter a number of your choice. **Address** and **SS#** may be left blank.

If the clerk will be receiving commissions, choose the **Commission Level** (see [Commission](#) to set the various levels). See [Commissions](#) for using the **Calculate Commission** button and more.

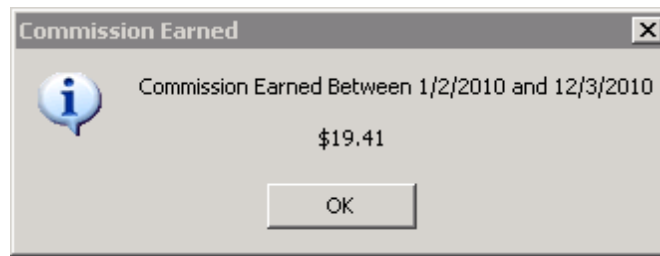
Place checks in the boxes to allow the clerk authorization for any or all of the functions listed.

Click **Add** when finished to complete.

9 Commissions

Commissions may be paid on specific items (see [Commission](#)) and to specified clerks (see [Clerk Setup](#)). Once these two areas have been setup, the reporting may begin! (See [Commission Reports](#) for details on printed reports.)

A quick check of an individual clerk may be done at any time by clicking **Data** and selecting **Clerk**. Highlight the individual clerk by clicking on that clerk. Click the **Modify** button to access the clerk's data. Click the **Calculate Commission** button. Enter the date range as prompted. (The dates must be actual business dates, or the system will tell you that the date is invalid.) The commission is displayed on-screen:



Click **OK** to close the screen.

9.1 Commission Reports

Go to **Reports**; select **Commission** (at the bottom of the drop-down menu). The **Report Wizard** will show three report options.



Filters may be applied (maybe you only want detail for one clerk). Date ranges are entered. Sorting by **Last Name** may be a good sort option.

To see samples of each report, click the links below:

[Clerk Commission-Detailed](#)

[Clerk Commission Summary](#)

[Item Commission](#)

10 Courses



The Course feature gives the ability to easily sell and track seats in a course or an event.

Highlights:

- Provides the ability to sell seats/tickets at the POS
- Links to th email list, tracking the courses that each customer takes

- Tracks the number of unsold seats

Two basic steps are required to setup a course:

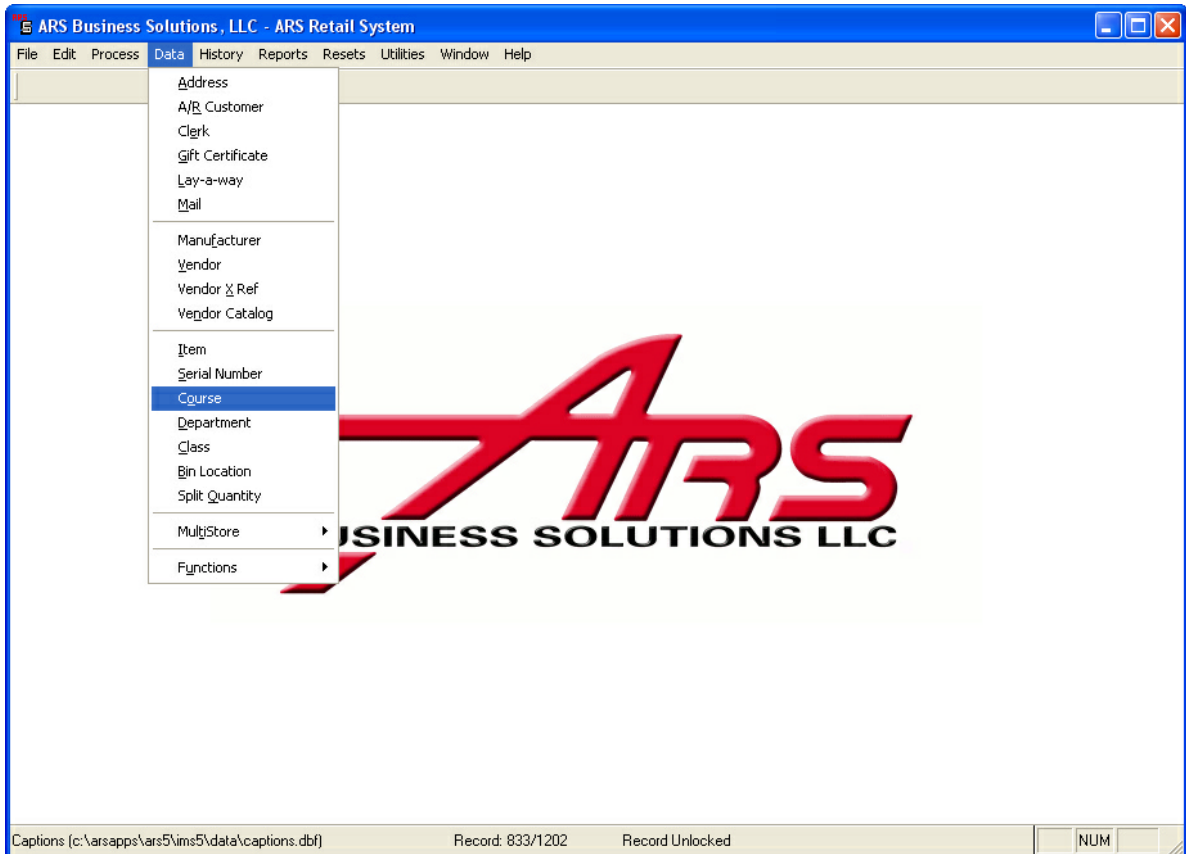
- Step One: Create an item code for each type of event.
Example: Event called Safety Training.
- Step Two: Add a course for the event.
Example: Course One - Safety Training scheduled for 8PM 04/02/07
Course Two - Safety Training scheduled for 7PM 04/07/07

10.1 Add Course

[Courses](#)



1. Select Data->Course from the main menu bar.



2. The "Course" data grid displays.

Course Name	Course Date	Instructor	Allowed	Committed	Price
Gun Safety 1	1/1/2010	John Doe	50	1	29.0000
Gun Safety 2	1/1/2002	John Doe	50		29.0000

3. Select the "New" button from the basic tool bar.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Report

Course - Gun Safety 1 - John Doe

Course Name	Course Date	Instructor	Allowed	Committed	Price
Gun Safety 1	1/1/2010	John Doe	50	1	29.0000
Gun Safety 2	1/1/2002	John Doe	50		29.0000

Captions (c:\arsapps\ars5\ims5\data\captions.dbf) Record: 272/1202 Record Unlocked NUM

4. The "Add Course Data" form displays.

5. Enter information for the course.
 - **Course Name:** Enter a name specific to the course.
 - **Instructor:** Enter the name of the course instructor.
 - **Course Date:** Enter the date the course will take place.
 - **Item #:** Enter the course item number or select one using the "Lookup" button. Only items checked "Course" in the Item Setup tab will be displayed in the lookup menu.
 - **Price:** Enter the price for a seat in the course.
 - **Allowed:** Enter the amount of seats available for the course.
 - **Committed:** The committed field will be filled automatically as attendees/students are added to the course.
6. Select the "Add" button to save course information.

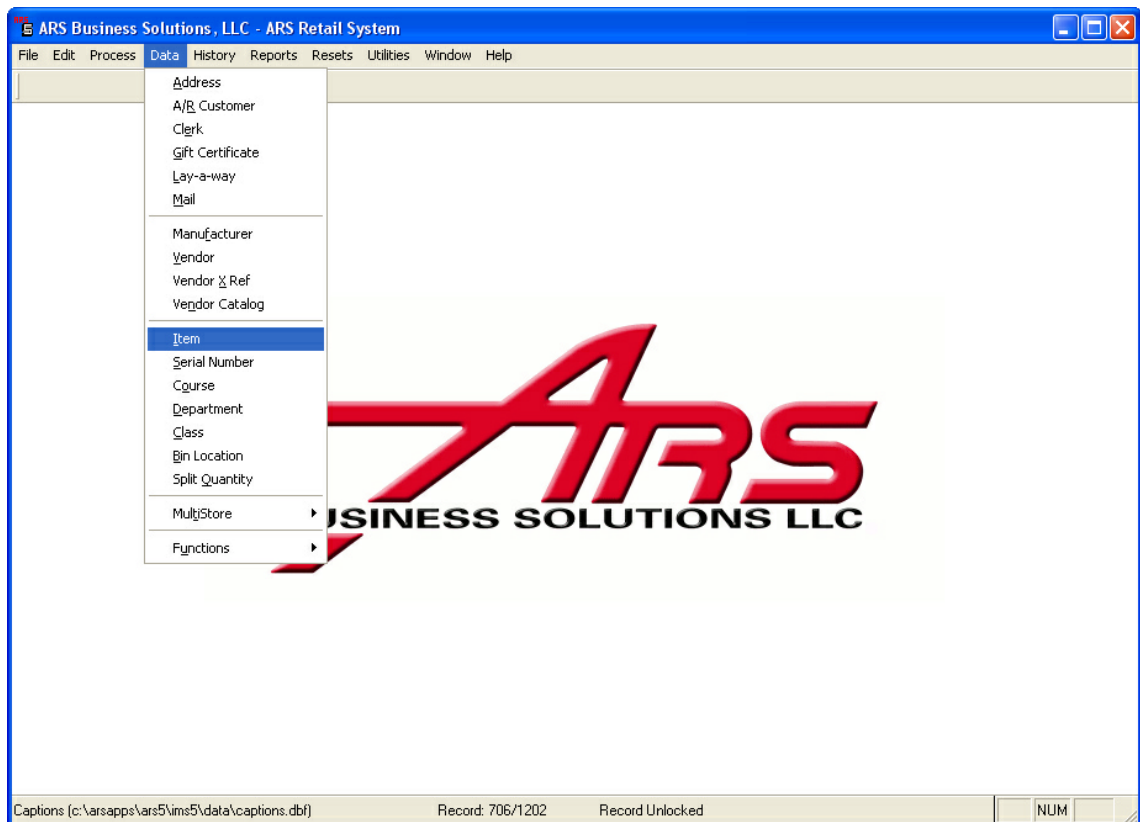
10.2 Add Course/Ticket Item Code

[Courses](#)

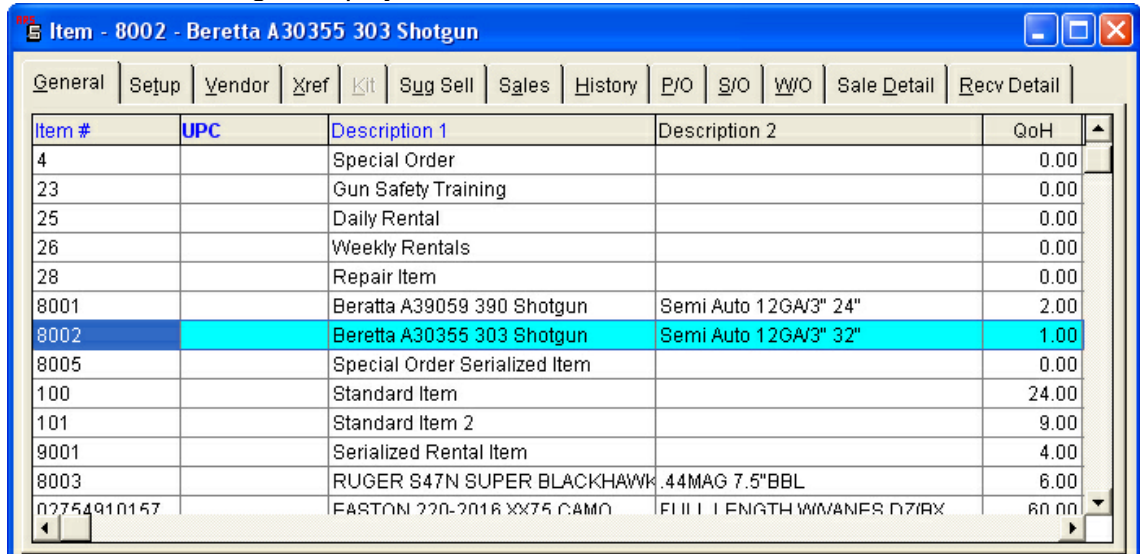


An item code needs to be added for each course or event that tickets/seats will be sold for.

1. Select Data->Item from the main menu bar.



2. The "Item" data grid displays.



3. Select the "New" button from the basic tool bar.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Copy Queue Labels

Item - 8002 - Beretta A30355 303 Shotgun

General Setup Vendor Xref Kit Sugg Sell Sales History P/O S/O W/O Sale Detail Recv Detail

Item #	UPC	Description 1	Description 2	QoH
4		Special Order		0.00
23		Gun Safety Training		0.00
25		Daily Rental		0.00
26		Weekly Rentals		0.00
28		Repair Item		0.00
8001		Beratta A39059 390 Shotgun	Semi Auto 12GA/3" 24"	2.00
8002		Beretta A30355 303 Shotgun	Semi Auto 12GA/3" 32"	1.00
8005		Special Order Serialized Item		0.00
100		Standard Item		24.00
101		Standard Item 2		9.00
9001		Serialized Rental Item		4.00
8003		RUGER S47N SUPER BLACKHAWK	.44MAG 7.5"BBL	6.00
02754910157		EASTON 270-2016 XX75 CAMO	FULL LENGTH W/MANES D71RX	60.00

Captions (c:\varsapps\vars5\vars5\data\captions.dbf) Record: 272/1202 Record Unlocked NUM

4. The "Add Item" form displays.

Add Item

General Cost/Price Setup Item Codes UDF Sales History PY History Images

Item # 163 UPC (Printed on labels, if present)

Description 1

Manufacturer LookUp

Style

Size

Color

Other

Class LookUp

Season LookUp

Letter

Type

Description (None)

Cross Reference

Vendor LookUp

Cross Ref #

Pkg Qty 1.00

Units/Pkg 1.00

Add Close

5. Enter an unique item code.
6. Enter remaining fields that are applicable to the course.
7. Select the "Setup" tab.
8. Check the "Course" check box on the right-hand side of the form.

NOTE: A course must be designated as a course item.

9. Select the "Add" button to save the record.

10.3 Adding Students to a Course

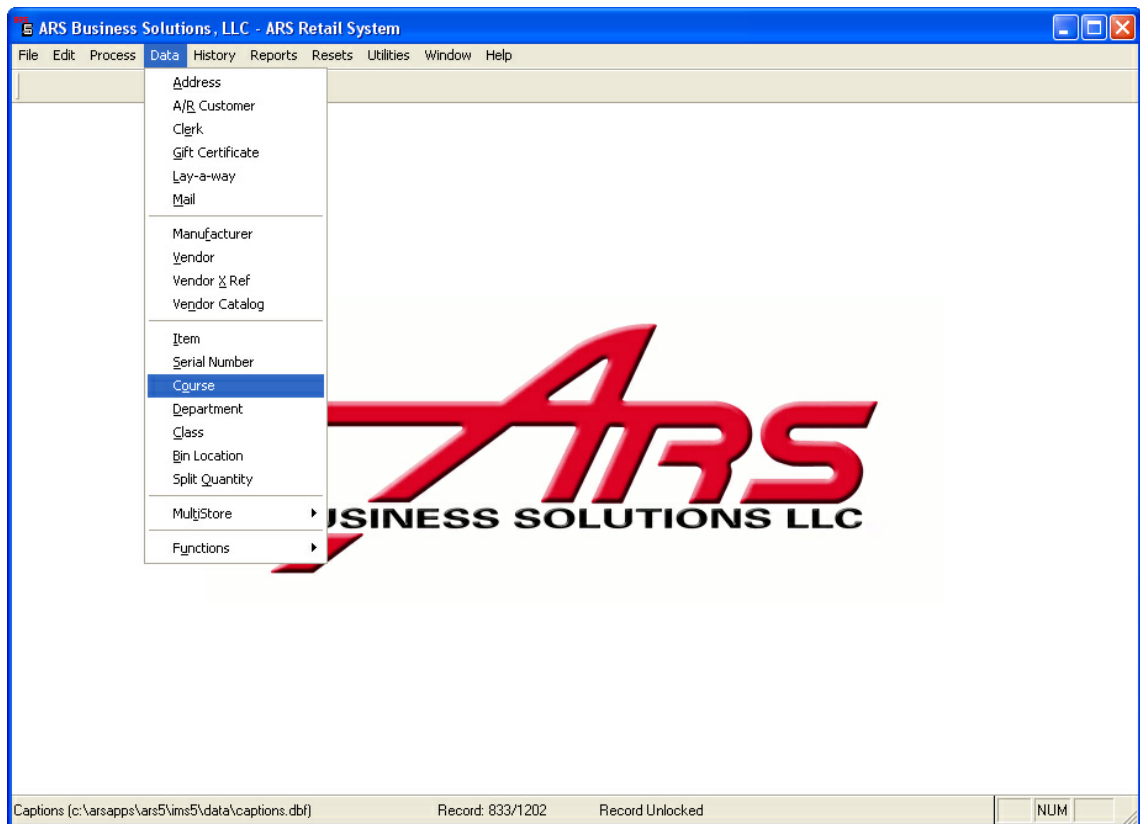
[Courses](#)



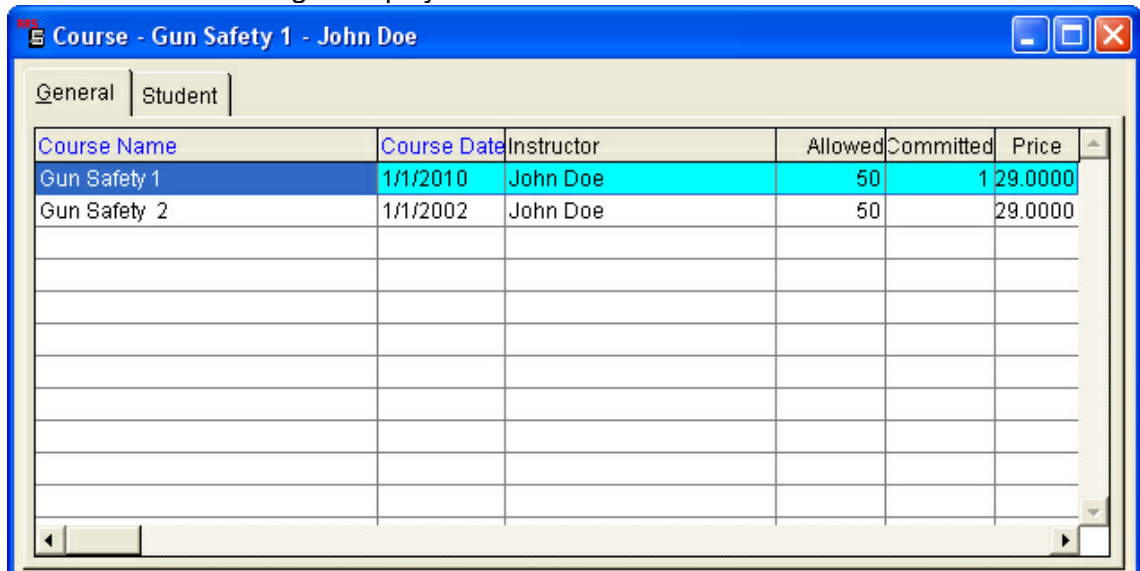
Students can be added to a course either by being sold through the POS or by being added to the Student Data in the IMS. When a student has been added, a record is created in the "Student" tab of the "Course" data grid. The "Course" data grid contains information about the student and the number of seats varies accordingly.

Adding students using the IMS:

1. Select Data->Course from the main menu bar.

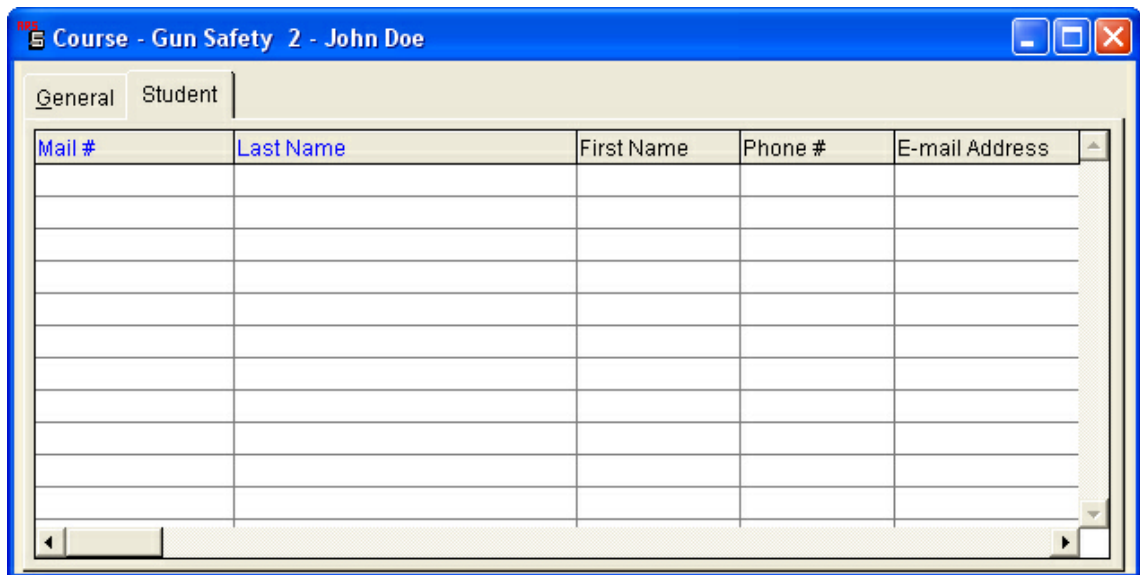


2. The "Course" data grid displays.

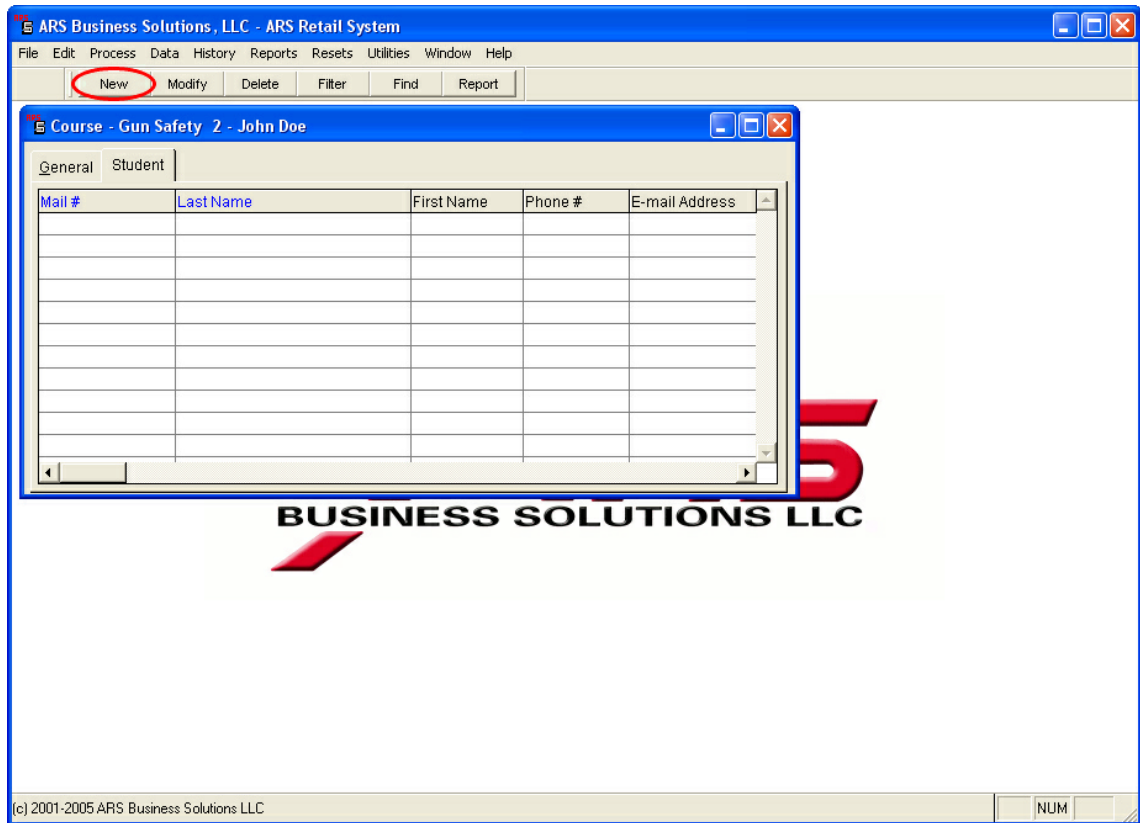


3. Select the "Student" tab.

4. The "Student" data grid displays.



5. Select the "New" button from the basic tool bar.



6. The "Add Student Data" form displays.

7. Enter the student information.

- **Mail #:** Enter the mail number of the student or select one using the "Lookup" button.

To create a new mail number for a student:

1. Select the "Lookup" button.
2. Select the "New" button from the basic tool bar.
3. Enter the mail number.
4. Select an address or create a new one.

To create a new address for a student:

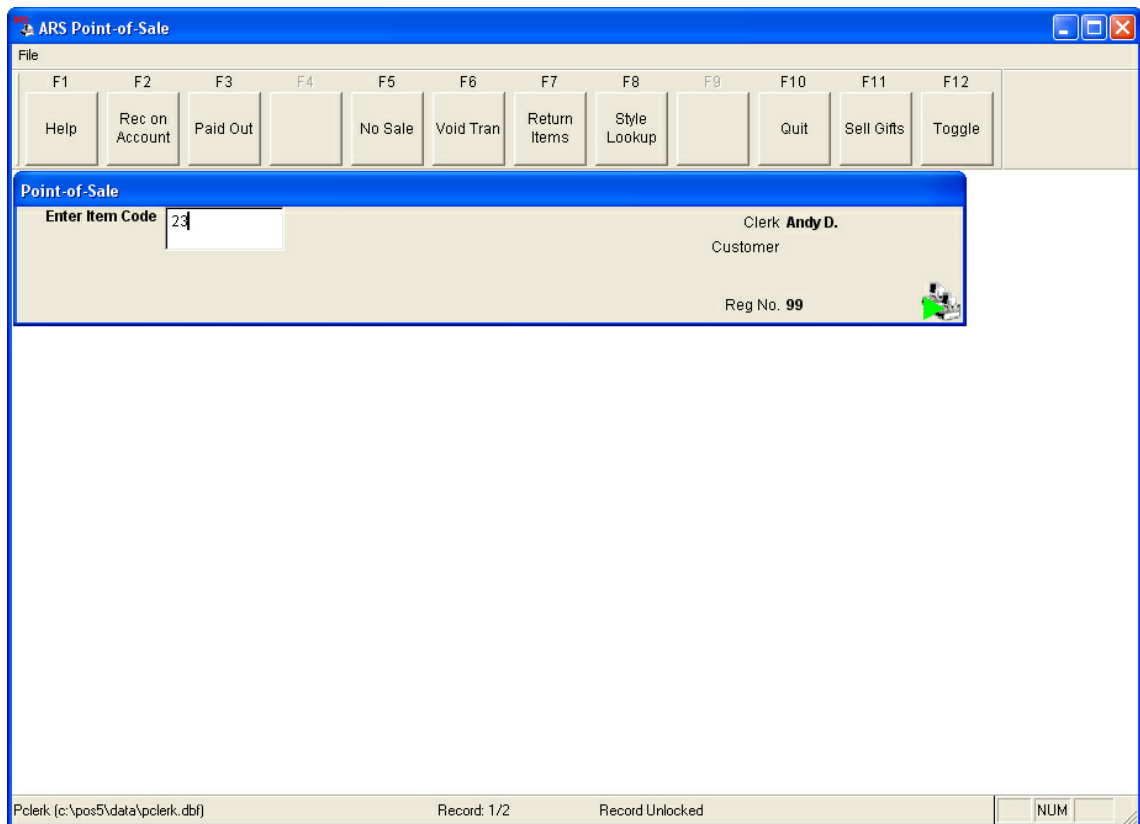
1. Select the "Lookup" button.
2. Select the "New" button from the basic tool bar.
3. Enter the address information.
4. Select the "Add" button.
5. Select the "OK" button.

- **Email:** Enter the student's email address. (optional)
- **Notes:** Enter any optional information about the student.

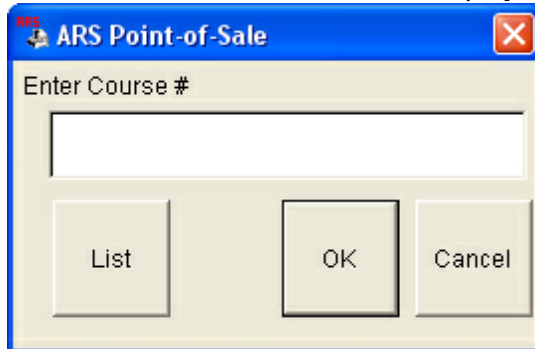
8. Select the "Add" button to save the student information.

Selling course seats using the POS:

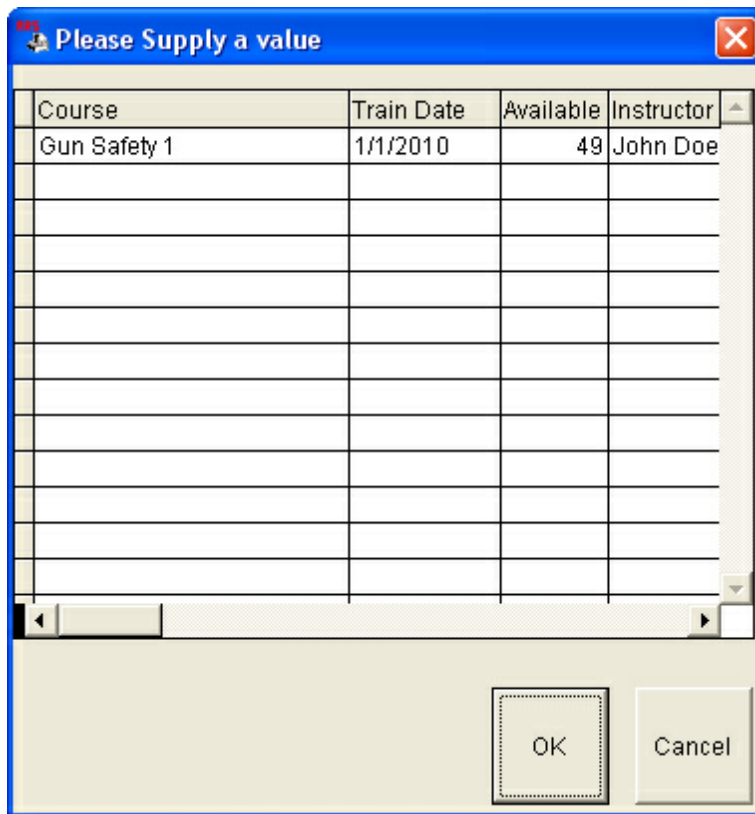
1. Enter the course item code.



2. The "Enter Course #" screen displays.

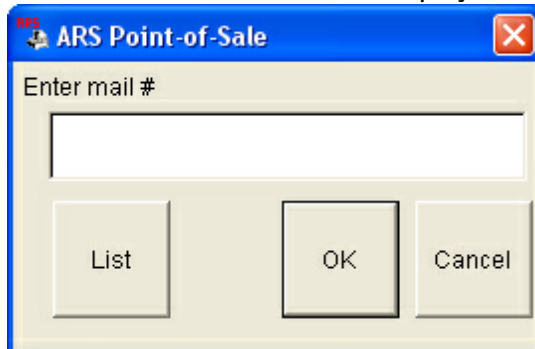


3. Enter the course number/name or select one using the list.
4. Select the "List" button.
5. The "Course" list appears.



Course	Train Date	Available	Instructor
Gun Safety 1	1/1/2010	49	John Doe

6. Select a course number.
7. Select the "OK" button.
8. The "Enter Mail #" screen displays.



9. Enter a mail number or select an existing one using the "List" feature.
10. If a mail number is entered that does not yet exist, an address form will display for a new mail number record to be created. Fill out the address form and select the "OK" button to complete the new mail number record.
11. Complete the POS transaction.

11 Data Grid Basics



A data grid is designed in rows and columns. It provides a simple way to view data. Data can be viewed, changed, added or deleted from within a data grid. Data grids provide the main work area for the application. Each data file is opened displays in a data grid.

The screenshot shows a software window titled 'ARS Business Solutions, LLC - ARS Retail System'. Inside, there's a menu bar with options like File, Edit, Process, Data, History, Reports, Resets, Utilities, Window, and Help. Below the menu is a toolbar with buttons for New, Modify, Delete, Filter, Find, Interface, Copy, and Que Labels. The main area displays a data grid for 'Item - 8006 - Beretta JEA1403 Stampede Blue'. The grid has several tabs: General, Setup, Vendor, Xref, Kit, Sug Sell, Sales, History, P/O, S/O, W/O, Sale Detail, and Recv Detail. The 'General' tab is active, showing a table with columns: Item #, UPC, Description 1, Description 2, and QoH. The row for item 8006 is highlighted in blue. A green box highlights the 'Description 1' column, and a red box highlights the row for item 8006. Callouts point to these elements with labels: 'Row', 'Column Label', and 'Column'. The 'Tabs' area is also highlighted with a red box.

Item #	UPC	Description 1	Description 2	QoH
55666	00000055666	BASS BUSTER	108 CHUMMN RU 3 PACK	61.00
50578	00000050578	BATTS 578 PA	BLACK 10" 200/CS	30.00
82141	00000082141	BEAR 5304-00	BROAD. 3 PK 120GR 3 BLADE	94.00
82142	00000082142	BEAR 5304-004 GRIZZLY BROAD.	3PK 125GR 4 BLADE	45.00
8001		Beratta A39059 390 Shotgun	Semi Auto 12GA/3" 24"	2.00
8002		Beretta A30355 303 Shotgun	Semi Auto 12GA/3" 32"	1.00
8006	4000008006	Beretta JEA1403 Stampede Blue		0.00
61485	00000061485	BERKLEY C100-25-02 BRAID.LINE	BLACK 100 YDS	58.00
02863202763	02863202763	BERKLEY CWPS3-96 TRILENE	3LB 110 YDS COLD WEATHER	59.00
51885	00000051885	BERKLEY GCS-6 MAXTEC ROD	6.0 SPINNING MED 1PC	69.00
61982	00000061982	BERKLEY HS-1 HOOK SHARPENEF	2C CELL BATTERIES	67.00
51004		BERKLEY M19-MH SERIES ONE RC	5.10 MUSKIE HVY 14-C	0.00
61842	00000061842	BERKLEY STCA? STRIKE	CATFISH 207	12.00

- **Row:** Contains the data of a record.
- **Column:** Contains the data for a field within each record.
- **Column Label:** This label is the name of the field associated with the column.
- **Tabs:** Each tab represents a data grid or viewing form that displays data in different layouts. To view a different layout, point at the tab with the mouse cursor and click the left mouse button.

11.1 Adding Data to a Data Grid

[Data Grid Basics](#)



As you work with and build the application, data will need to be added to the data files.

To add new data to a data grid:

1. Display the appropriate data grid using the "Data" option from the main menu.
Example: Data->Item, displays the Item data grid
2. Select the "New" button from the tool bar.

 97158 | 00000097158 | BOHNING 1026 ROD & SEAT | BOW FISHING 2PC ROD/SEAT | 28.00 |
01084761193
 | BOHNING 11/32" 100/PK LIME | 11/32" 100/PK LIME | 61.00 |
01084760191
 | BOHNING 11/32" 12/PK APRICOT | 11/32" 12/PK APRICOT | 19.00 |
01084761191
 | BOHNING 11/32" 12/PK LIME | 11/32" 12/PK LIME | 90.00 |
01084761183
 | BOHNING 5/16" 100/PK LIME | 5/16" 100/PK LIME | 58.00 |
01084760181
 | BOHNING 5/16" 12/PK APRICOT | 5/16" 12/PK APRICOT | 22.00 |
01084761181
 | BOHNING 5/16" 12/PK LIME | 5/16" 12/PK LIME | 6.00 |

3. An Add form will display.

Add Item

General | Cost/Price | Setup | Item Codes | UDF | Sales | History | PY History | Images

Item # UPC (Printed on labels, if present)

Description 1

Manufacturer

Style

Size

Color

Other

Class

Season

Letter

Type

Description

Cross Reference

Vendor

Cross Ref #

Pkg Qty

Units/Pkg

4. Place the cursor in the first field and type in the appropriate field information.
5. Press the "Alt" key or "→" key to move to the next field where data needs to be entered.
6. Select the "Add" button to save the record.

11.1.1 Lookup Buttons in an Add Form

[Data Grid Basics](#) [Adding Data to a Data Grid](#)



Some add forms have "Lookup" buttons that are displayed next to some of the fields on the form. The "Lookup" buttons are a tool to assist in the easy entry of accurate field data.

The screenshot shows the 'Add Item' dialog box with the following fields and controls:

- Item #: 161
- UPC: (Empty)
- Description 1: (Empty)
- Manufacturer: (Empty) with a circled 'LookUp' button.
- Style: (Empty)
- Size: (Empty)
- Color: (Empty)
- Other: (Empty)
- Class: (Empty) with a 'LookUp' button.
- Season: (Empty) with a 'LookUp' button.
- Letter: (Empty)
- Type: (Empty)
- Description: (None)
- Cross Reference:
 - Vendor: (Empty) with a 'LookUp' button.
 - Cross Ref #: (Empty)
 - Pkg Qty: 1.00
 - Units/Pkg: 1.00

Buttons: Add, Close

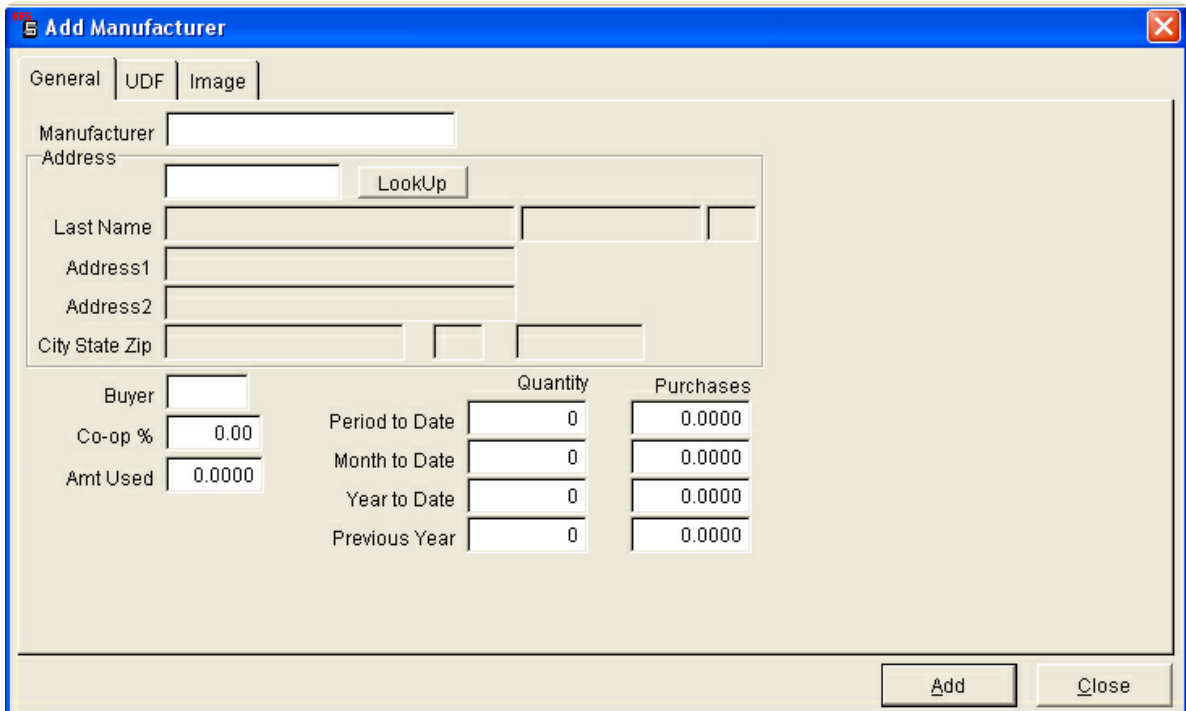
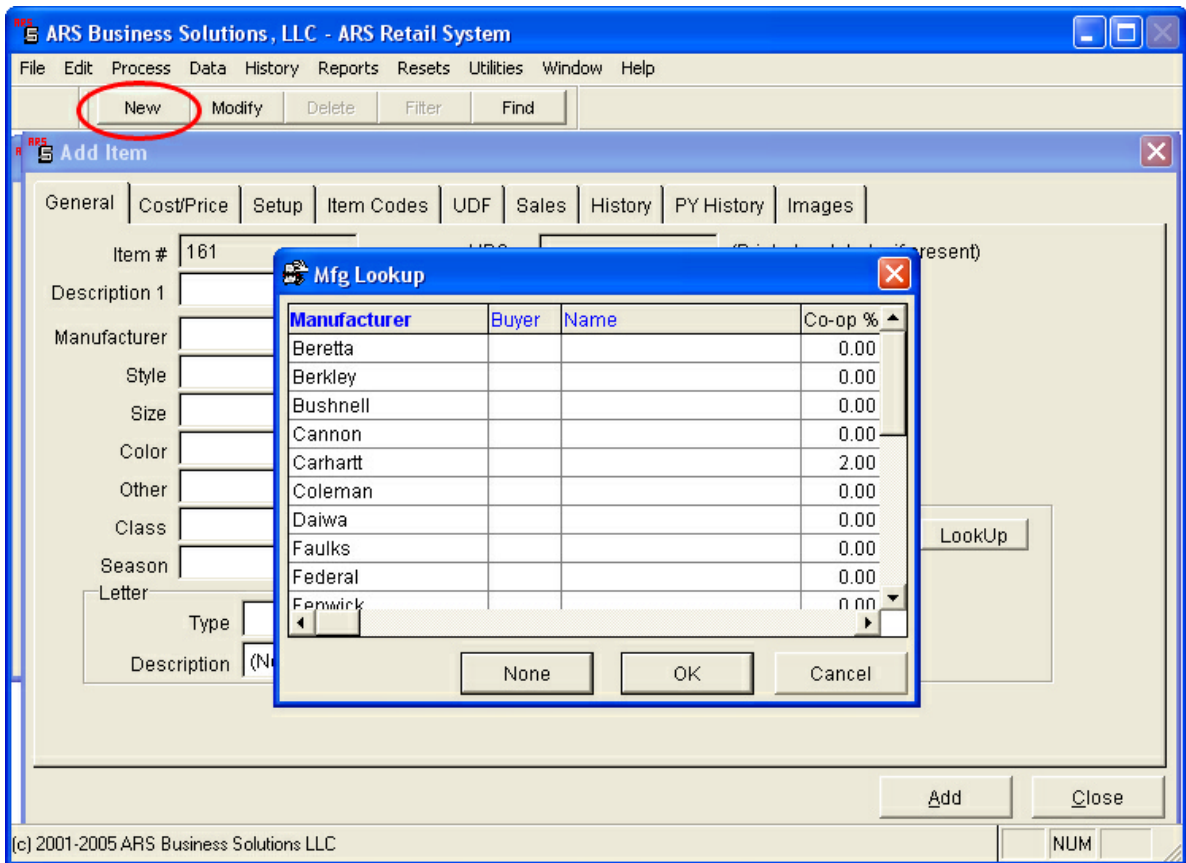
When a "Lookup" button is selected, a drop-down list of existing values for that field will display. A value from this drop-down list may be selected and data will automatically be entered in the field.

The screenshot shows the 'Add Item' dialog box with the 'Mfg Lookup' dialog box open. The 'Mfg Lookup' dialog displays the following table:

Manufacturer	Buyer	Name	Co-op %
Beretta			0.00
Berkley			0.00
Bushnell			0.00
Cannon			0.00
Carhartt			2.00
Coleman			0.00
Daiwa			0.00
Faulks			0.00
Federal			0.00
Ferwick			0.00

Buttons: None, OK, Cancel

New data may be entered within the lookup menu by selecting the "New" button from the basic toolbar.



11.2 Changing a Data Grid Layout

[Data Grid Basics](#)



The ARS applications provide a rich set of predefined data grid layouts, however those layouts may not meet your needs. Application data grid layouts can be easily changed.

To change a data grid layout, drag and drop the column label to the new location. To do this:

1. Point the mouse cursor to the column label of the column to move.
2. Hold down the left mouse button and drag the column label to a new location.
3. Release the mouse button (The column will display in the new location)

Item - 80120 - B-K TLF102 TARGET

Item #	UPC	Description 1	Description 2	QoH
33104	00000033104	AFC SS-GR2400 SUPERSHAFT 32"	GRAPHITE	37.00
32128	00000032128	ALMAC SPLASH GUARD	ELECTRC TROLLING MOTOR RH	81.00
11382	00000011382	AMERICA'S CUP 950Y VEST	GRANDSPORT YOUTH ROYAL	59.00
23712	00000023712	ATSKO 1338 SPORT WASH	18 OZ BOTTLE DETERGENT	1.00
80120	00000080120	B-K TLF102 TARGET	39X24X2" DEER W/STAND	3.00
77206	00000077206	BABE WINKELMAN VT-103 TAPE	SUMMER HEAT BASS VHS	7.00
77208	00000077208	BABE WINKELMAN VT-104 TAPE	LAKE ERIE VHS	1.00
77216	00000077216	BABE WINKELMAN VT108 TAPE	FISHING CNDN.SHLD. VHS	3.00
77218	00000077218	BABE WINKELMAN VT109 TAPE	BRONZ BACKS OF THE NO.VHS	4.00
77086	00000077086	BABE WINKELMAN VT26-VP TAPE	CANADA NW TERR. VHS	1.00
77088	00000077088	BABE WINKELMAN VT27-VP TAPE	FISHING ONTARIO VHS	8.00
1053431	00001053431	BAGLEY DB06-GBM BANG-O-B	5 1/4" GRN/BLK/MACKEREL	17.00
875917	00000875917	BAIT BAG 9X17 1/2 002 20000CT		98.00

Example: The UPC field in the above data grid was moved from the second to the fourth column in the data grid (see data grid below).

Item - 80120 - B-K TLF102 TARGET

Item #	Description 1	Description 2	QoH	UPC
77086	BABE WINKELMAN VT26-VP TAPE	CANADA NW TERR. VHS	1.00	00000077086
77088	BABE WINKELMAN VT27-VP TAPE	FISHING ONTARIO VHS	8.00	00000077088
77206	BABE WINKELMAN VT-103 TAPE	SUMMER HEAT BASS VHS	7.00	00000077206
77208	BABE WINKELMAN VT-104 TAPE	LAKE ERIE VHS	1.00	00000077208
77216	BABE WINKELMAN VT108 TAPE	FISHING CNDN.SHLD. VHS	3.00	00000077216
77218	BABE WINKELMAN VT109 TAPE	BRONZ BACKS OF THE NO.VHS	4.00	00000077218
80120	B-K TLF102 TARGET	39X24X2" DEER W/STAND	3.00	00000080120
81200	RAT-L-TRAP RT25B 1/2 OZ	CHROME BLUE BACK	86.00	00000081200
82141	BEAR 5304-003 GRIZZLY BROAD.	3 PK 120GR 3 BLADE	94.00	00000082141
82142	BEAR 5304-004 GRIZZLY BROAD.	3PK 125GR 4 BLADE	45.00	00000082142
89409	PAULIN 4000 HEATER	12,000 BTU	1.00	00000089409
97158	BOHNING 1026 ROD & SEAT	BOW FISHING 2PC ROD/SEAT	28.00	00000097158
97162	BOHNING 1024 BOWFISHING LINE	50' 100 LB TEST	95.00	00000097162

11.3 Changing the Field Size in a Data Grid

[Data Grid Basics](#)



The field size in a data grid layout can be changed to allow viewing of all the data in a field.

To change a field size in a data grid:

1. Point the mouse cursor to the column edge, a cross arrow (\leftrightarrow) displays.
2. Hold down the left mouse button and drag the column edge to a new size.
3. Release the mouse button. (The column will be in the new size)

Example: The Description field in the below data grid has been widened.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Copy Que Labels

Item - 8006 - Beretta JEA1403 Stampede Blue

General Setup Vendor Xref Kit Sug Sell Sales History P/O S/O W/O Sale Detail Recv Detail

Item #	Description 1	Description 2
55666	BASS BUSTER 40098 CHUMMN RUB	3 PACK
50578	BATTS 578 PANT HANGER	BLACK 10" 200/CS

Item - 97158 - BOHNING 1026 ROD & SEAT

General Setup Vendor Xref Kit Sug Sell Sales History P/O S/O W/O Sale Detail Recv Detail

Item #	Description 1	Description 2	QoH	UPC
77086	BABE WINKELMAN VT26-VP TAPE	CANADA NW TERR. VHS	1.00	00000077086
77088	BABE WINKELMAN VT27-VP TAPE	FISHING ONTARIO VHS	8.00	00000077088
77206	BABE WINKELMAN VT-103 TAPE	SUMMER HEAT BASS VHS	7.00	00000077206
77208	BABE WINKELMAN VT-104 TAPE	LAKE ERIE VHS	1.00	00000077208
77216	BABE WINKELMAN VT108 TAPE	FISHING CNDN.SHLD. VHS	3.00	00000077216
77218	BABE WINKELMAN VT109 TAPE	BRONZ BACKS OF THE NO.VHS	4.00	00000077218
80120	B-K TLF102 TARGET	39X24X2" DEER W/STAND	3.00	00000080120
81200	RAT-L-TRAP RT25B 1/2 OZ	CHROME BLUE BACK	86.00	00000081200
82141	BEAR 5304-003 GRIZZLY BROAD.	3 PK 120GR 3 BLADE	94.00	00000082141
82142	BEAR 5304-004 GRIZZLY BROAD.	3PK 125GR 4 BLADE	45.00	00000082142
89409	PAULIN 4000 HEATER	12,000 BTU	1.00	00000089409
97158	BOHNING 1026 ROD & SEAT	BOW FISHING 2PC ROD/SEAT	28.00	00000097158
97162	BOHNING 1024 BOWFISHING LINE	50' 100 LB TEST	95.00	00000097162

NUM

11.4 Data Grid Field Types

[Data Grid Basics](#)



A field is an element of a data grid that contains a specific type of information, such as last name.

Field Types:

- **Text Field:** Text or combinations of text and numbers, as well as numbers that do not require calculations such as phone numbers.
- **Memo Field:** Lengthy text or combinations of text and numbers.
- **Number Field:** Numeric data used in mathematical calculations.
- **Date Field:** Date values.
- **User Defined Field:** Fields that store data defined by the user.

11.5 Deleting a Record from a Data Grid

[Data Grid Basics](#)



To delete a data record in the application, it must first be selected.

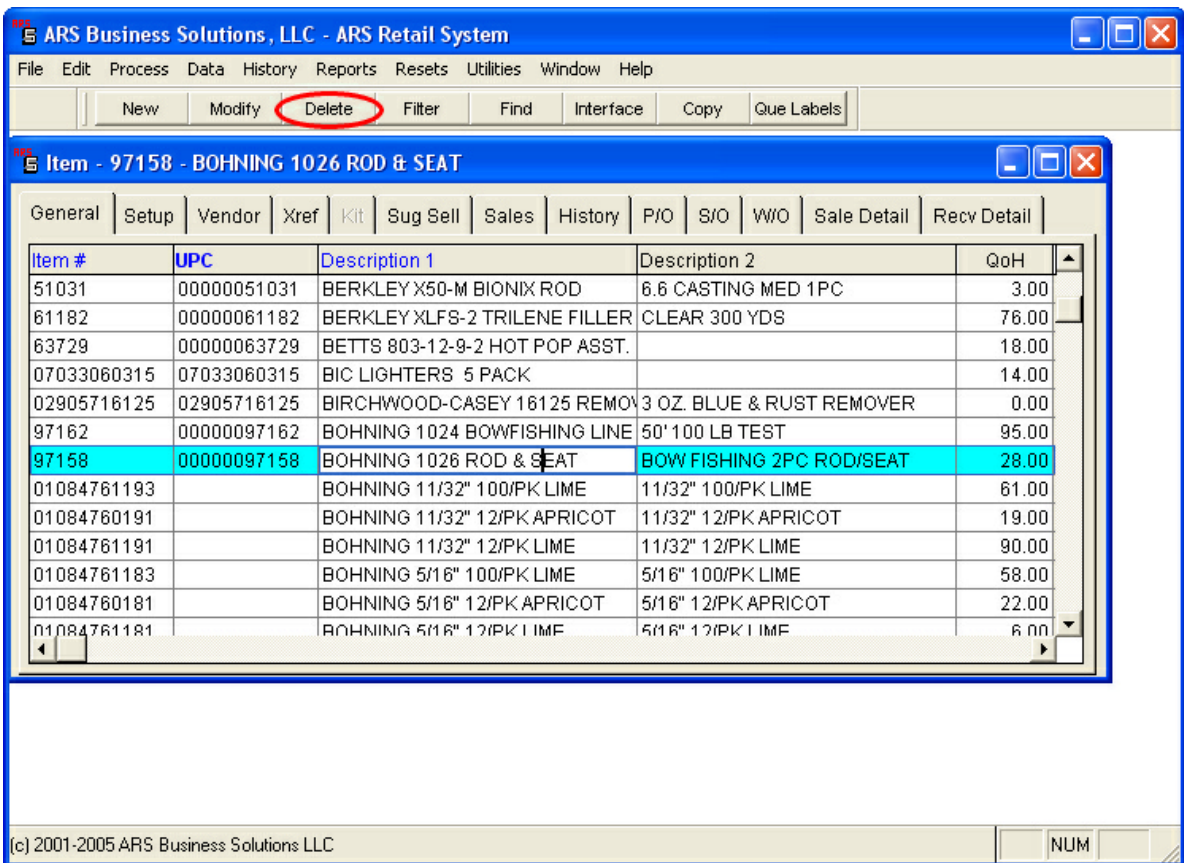
To do this:

1. Display the appropriate data grid using the "Data" option from the main menu.
 - *Example: Data->Item will display the item data grid.*
2. Select the data record to delete.

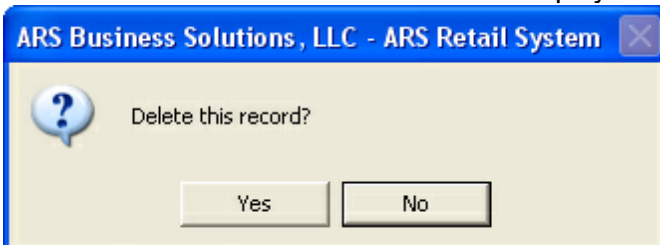
Item - 97158 - BOHNING 1026 ROD & SEAT

Item #	UPC	Description 1	Description 2	QoH
51031	00000051031	BERKLEY X50-M BIONIX ROD	6.6 CASTING MED 1PC	3.00
61182	00000061182	BERKLEY XLFS-2 TRILENE FILLER	CLEAR 300 YDS	76.00
63729	00000063729	BETTS 803-12-9-2 HOT POP ASST.		18.00
07033060315	07033060315	BIC LIGHTERS 5 PACK		14.00
02905716125	02905716125	BIRCHWOOD-CASEY 16125 REMOV	3 OZ. BLUE & RUST REMOVER	0.00
97162	00000097162	BOHNING 1024 BOWFISHING LINE	50' 100 LB TEST	95.00
97158	00000097158	BOHNING 1026 ROD & SEAT	BOW FISHING 2PC ROD/SEAT	28.00
01084761193		BOHNING 11/32" 100/PK LIME	11/32" 100/PK LIME	61.00
01084760191		BOHNING 11/32" 12/PK APRICOT	11/32" 12/PK APRICOT	19.00
01084761191		BOHNING 11/32" 12/PK LIME	11/32" 12/PK LIME	90.00
01084761183		BOHNING 5/16" 100/PK LIME	5/16" 100/PK LIME	58.00
01084760181		BOHNING 5/16" 12/PK APRICOT	5/16" 12/PK APRICOT	22.00
01084761181		BOHNING 5/16" 12/PK LIME	5/16" 12/PK LIME	6.00

3. Select the "Delete" button from the tool bar.



4. Delete Record Confirmation window displays.



5. Select the "Yes" button to delete the currently selected record.

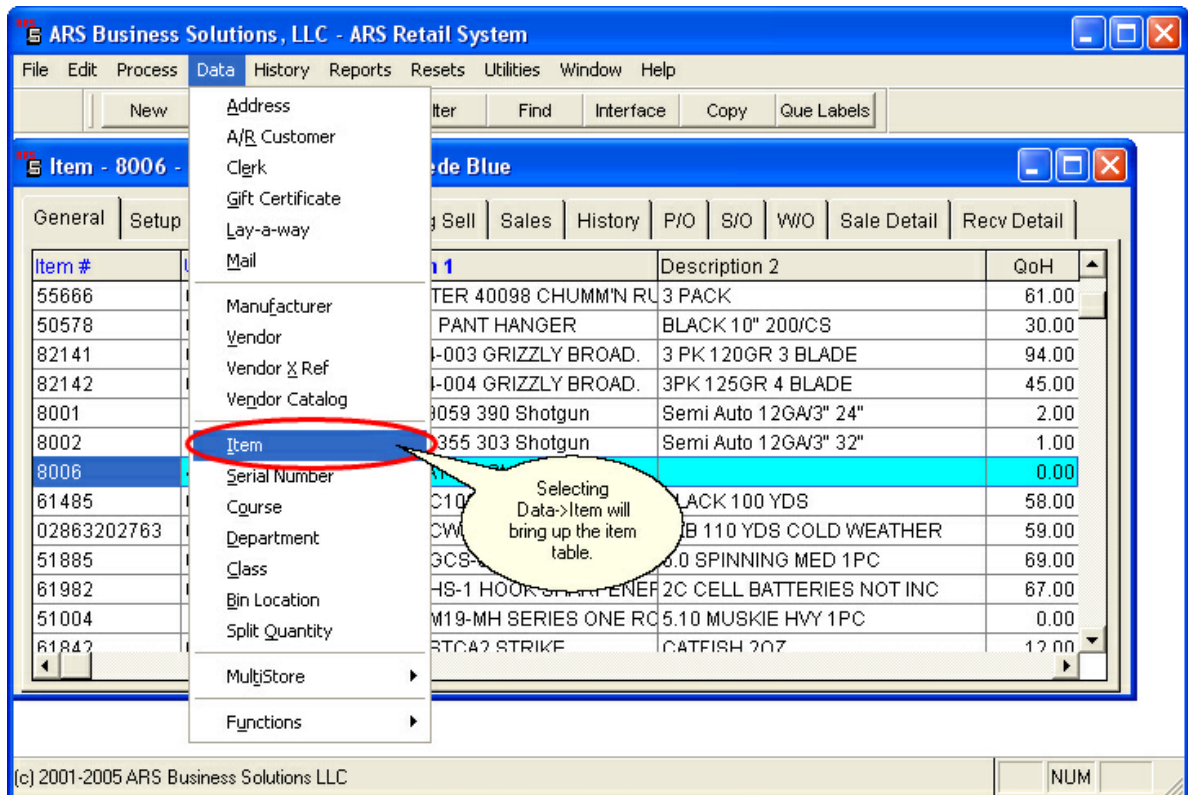
11.6 Displaying a Data Grid

[Data Grid Basics](#)



A data grid is displayed when a data file is opened using the "Data" option from the main menu bar.

Example: When Data->Item is selected from the data pull-down menu, the Item data grid displays.



11.7 Editing Data in a Data Grid

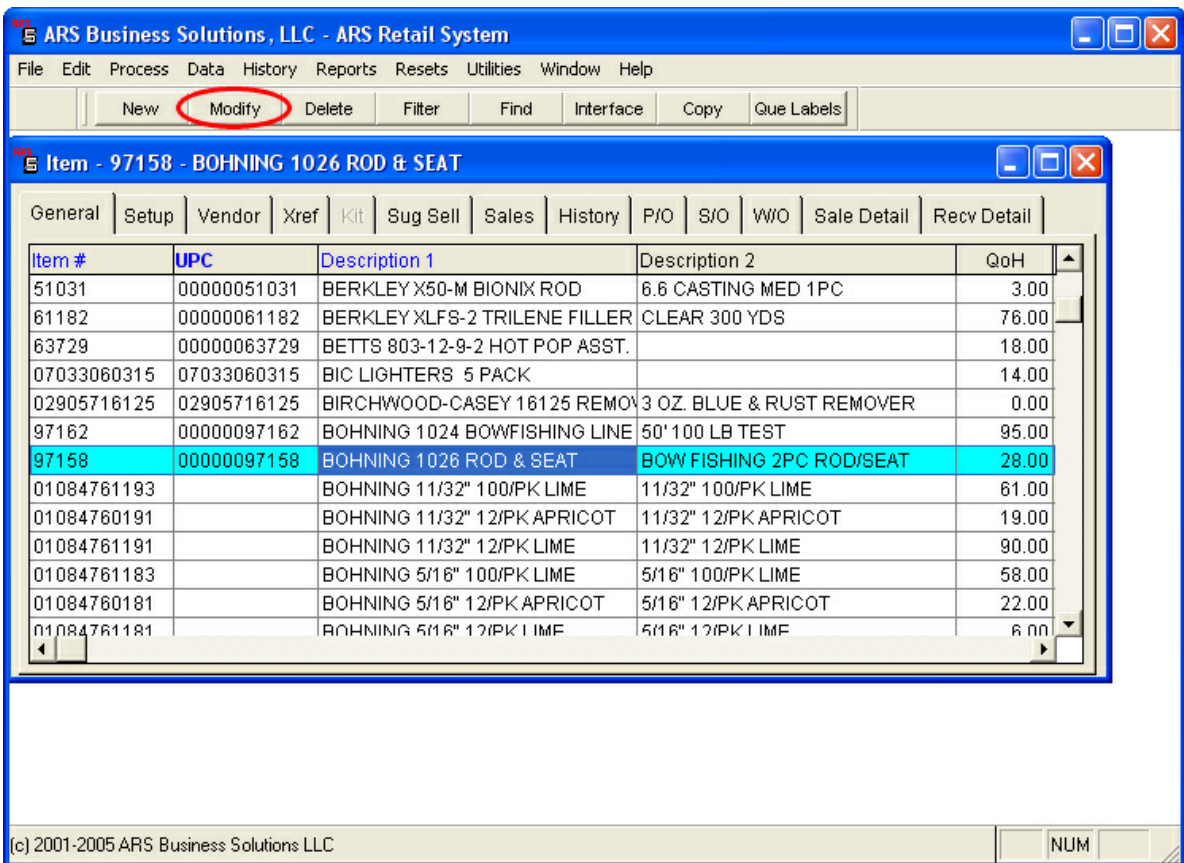
[Data Grid Basics](#)



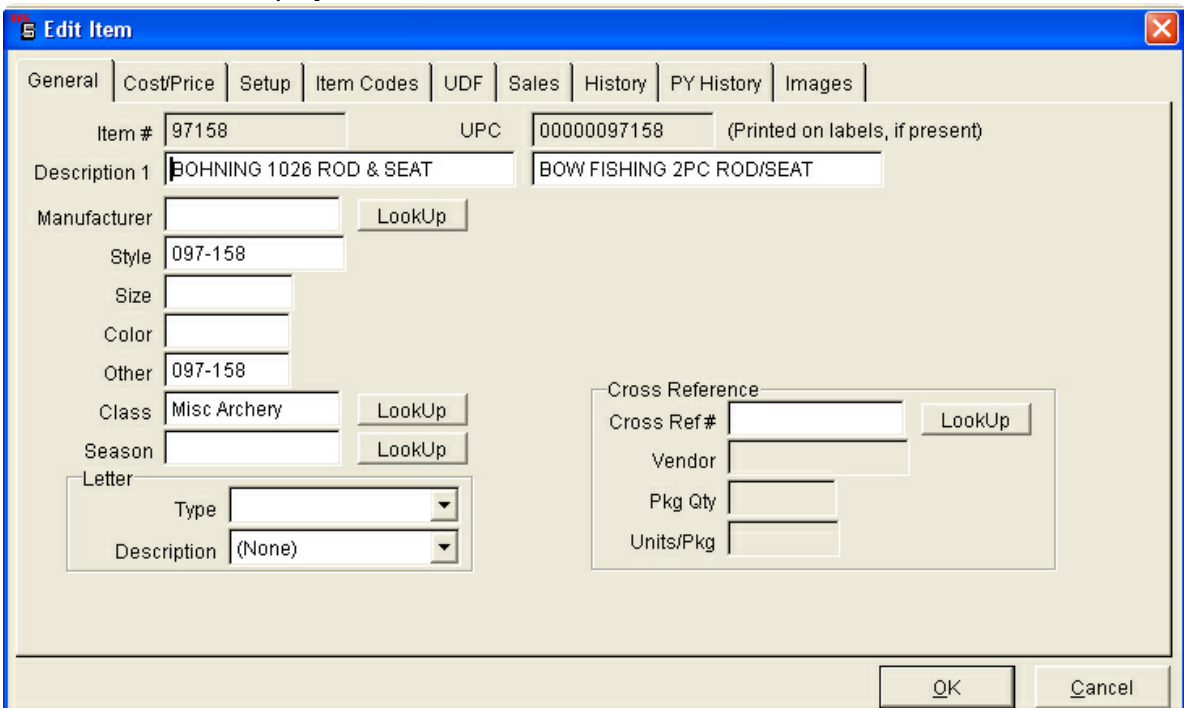
Data in the application can be easily changed by editing it in a data grid.

To edit data in a data grid:

1. Display the appropriate data grid using the "Data" option from the main menu.
 - Example: Data->Item from the main menu brings up the item data grid.
2. Select the data to be modified.
3. Select the "Modify" button from the tool bar.



4. A edit form will display.



5. Place the cursor in the first field to be changed.

6. Edit the data to be changed by deleting the old information and type in the new

information.

7. Press the "Alt" key or the "→" key to move to the next field where the data needs to be changed.
8. Continue to move to each field, changing data as required.
9. Select the "OK" button to save the changed record.

11.8 Editing Data in a Data Grid

[Data Grid Basics](#)



Data in a data grid may be edited quickly and easily using the Data Grid Edit Feature.

To Edit Data in a Data Grid:

1. Right click on the column label.

Item #	UPC	Description 1	Description 2	
77088	00000077088	BABE WINKELMAT	FISHING ONTARIO VHS	0
77206	00000077206	BABE WINKELMAT	SUMMER HEAT BASS VHS	0
77208	00000077208	BABE WINKELMAT	LAKE ERIE VHS	0
77216	00000077216	BABE WINKELMAT	FISHING CNDN.SHLD. VHS	0
77218	00000077218	BABE WINKELMAT	BRONZ BACKS OF THE NO.VHS	0
80120	00000080120	B-K TLF102 TARGET	39X24X2" DEER W/STAND	0
81200	00000081200	RAT-L-TRAP RT25B 1/2 OZ	CHROME BLUE BACK	0
82141	00000082141	BEAR 5304-003 GRIZZLY BROAD.	3 PK 120GR 3 BLADE	0
82142	00000082142	BEAR 5304-004 GRIZZLY BROAD.	3PK 125GR 4 BLADE	0
89409	00000089409	PAULIN 4000 HEATER	12,000 BTU	0
97158	00000097158	BOHNING 1026 ROD & SEAT	BOW FISHING 2PC ROD/SEAT	0
97162	00000097162	BOHNING 1024 BOWFISHING LINE	50' 100 LB TEST	0
98105	00000098105	RI IRRIS 200010 SCOPE	4X PL EX	0

2. Select "Edit"
 - This checks the edit feature.
 - The column label displays in yellow.

Item #	UPC	Description 1	Description 2	
77088	00000077088	BABE WINKELMAN VT27-VP TAPE	FISHING ONTARIO VHS	0
77206	00000077206	BABE WINKELMAN VT-103 TAPE	SUMMER HEAT BASS VHS	0
77208	00000077208	BABE WINKELMAN VT-104 TAPE	LAKE ERIE VHS	0
77216	00000077216	BABE WINKELMAN VT108 TAPE	FISHING CNDN.SHLD. VHS	0
77218	00000077218	BABE WINKELMAN VT109 TAPE	BRONZ BACKS OF THE NO.VHS	0
80120	00000080120	B-K TLF102 TARGET	39X24X2" DEER W/STAND	0
81200	00000081200	RAT-L-TRAP RT25B 1/2 OZ	CHROME BLUE BACK	0
82141	00000082141	BEAR 5304-003 GRIZZLY BROAD.	3 PK 120GR 3 BLADE	0
82142	00000082142	BEAR 5304-004 GRIZZLY BROAD.	3PK 125GR 4 BLADE	0
89409	00000089409	PAULIN 4000 HEATER	12,000 BTU	0
97158	00000097158	BOHNING 1026 ROD & SEAT	BOW FISHING 2PC ROD/SEAT	0
97162	00000097162	BOHNING 1024 BOWFISHING LINE	50' 100 LB TEST	0
98105	00000098105	BUYERIS 200010 SCOPE	4X PLEX	n

3. Edit data by clicking within the column where the edit needs to be made.
 - The backspace key deletes the character to the left of the cursor.
 - The delete key deletes the character to the right of the cursor.
4. Type in the correct data.
5. Turn the Edit Mode off.
 - Right click on the column label.
 - Select edit. (This will uncheck the edit feature.)

Item #	UPC	Description 1	Description 2	
77088	00000077088	BABE WINKELM	FISHING ONTARIO VHS	0
77206	00000077206	BABE WINKELM	SUMMER HEAT BASS VHS	0
77208	00000077208	BABE WINKELM	LAKE ERIE VHS	0
77216	00000077216	BABE WINKELM	FISHING CNDN.SHLD. VHS	0
77218	00000077218	BABE WINKELM	BRONZ BACKS OF THE NO.VHS	0
80120	00000080120	B-K TLF102 TARGET	39X24X2" DEER W/STAND	0
81200	00000081200	RAT-L-TRAP RT25B 1/2 OZ	CHROME BLUE BACK	0
82141	00000082141	BEAR 5304-003 GRIZZLY BROAD.	3 PK 120GR 3 BLADE	0
82142	00000082142	BEAR 5304-004 GRIZZLY BROAD.	3PK 125GR 4 BLADE	0
89409	00000089409	PAULIN 4000 HEATER	12,000 BTU	0
97158	00000097158	BOHNING 1026 ROD & SEAT	BOW FISHING 2PC ROD/SEAT	0
97162	00000097162	BOHNING 1024 BOWFISHING LINE	50' 100 LB TEST	0
98105	00000098105	BUYERIS 200010 SCOPE	4X PLEX	n

11.9 Filtering Records

[Data Grid Basics](#)



The application provides a powerful filter feature that is used to display a subset of records based on a specified criteria. Filters are saved within a data file.

[Reference: Filtering Section](#)

11.10 Finding a Record

[Data Grid Basics](#)



The application find features assist in finding records that meet specified criteria.

Three methods may be used to find a specific record:

- Quick Find
- Simple Find
- Detailed Find using the Edit Option from the main menu.

Quick Find:

Quick find is used to quickly move to a record in a data grid. This find looks at the first characters of a field. To do this:

1. Display a data grid.
2. Select the first record in an indexed column (blue column heading).
3. Quickly type in the first few characters of the record to be found.
4. The first record that contains an entry that starts with the characters typed in will display.
5. Repeat these steps to find the next record that matches the characters typed in.

Simple Find:

Simple find is used to quickly move to a record in a data grid. To do this:

1. Display a data grid.
2. Place the mouse cursor on an indexed column (blue column heading).
3. Click the right mouse button.
4. Select "Find".

Item #	UPC	Description 1	Description 2	QoH
51031	00000051031	BERKLEY X50-M BI	ASTING MED 1PC	3.00
61182	00000061182	BERKLEY XLFS-2 T	R 300 YDS	76.00
63729	00000063729	BETTS 803-12-9-2		18.00
07033060315	07033060315	BIC LIGHTERS 5 P		14.00
02905716125	02905716125	BIRCHWOOD-CASL	BLUE & RUST REMOVER	0.00
97162	00000097162	BOHNING 1024 BOWFISHING LINE	50' 100 LB TEST	95.00
97158	00000097158	BOHNING 1026 ROD & SEAT	BOW FISHING 2PC ROD/SEAT	28.00
01084761193		BOHNING 11/32" 100/PK LIME	11/32" 100/PK LIME	61.00
01084760191		BOHNING 11/32" 12/PK APRICOT	11/32" 12/PK APRICOT	19.00
01084761191		BOHNING 11/32" 12/PK LIME	11/32" 12/PK LIME	90.00
01084761183		BOHNING 5/16" 100/PK LIME	5/16" 100/PK LIME	58.00
01084760181		BOHNING 5/16" 12/PK APRICOT	5/16" 12/PK APRICOT	22.00
01084761181		BOHNING 5/16" 12/PK LIME	5/16" 12/PK LIME	6.00

5. Type in the specific criteria to search for in the "Look For" area.

Find in Description 1

Look for: BOHNING 1026 ROD & SEAT

Look at start of field
 Look anywhere in field

Find Next Cancel

6. Select "Look at Start of Field" or "Look Anywhere in Field"

7. Select the "Find Next" button.

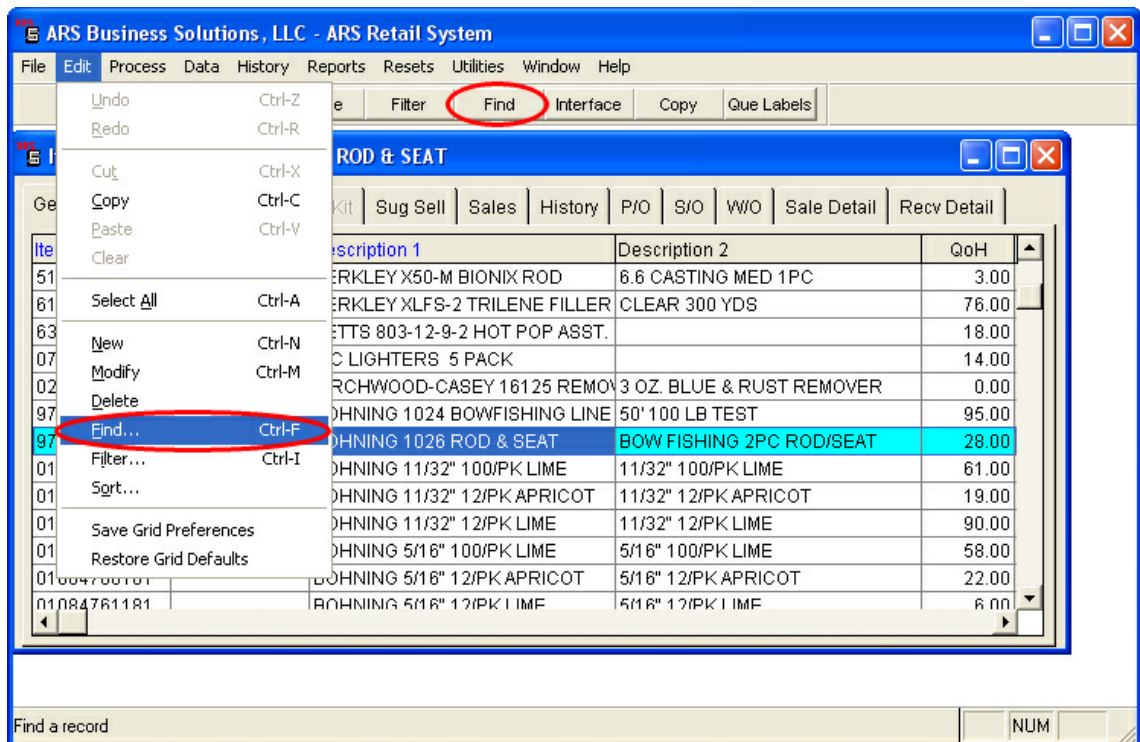
8. The first record that contains the specified criteria displays.

9. Repeat these steps to find the next record that matches the specified criteria.

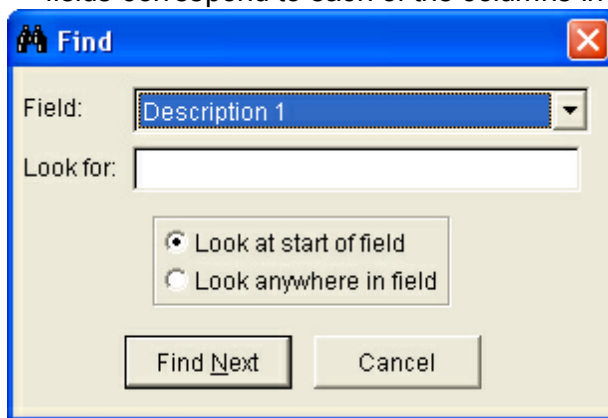
Detailed Find:

Detailed find is used to find records that match criteria specified for a field (in both indexed and non-indexed fields). To do this:

1. Display a data grid.
2. Select the "Find" button from the tool bar or select Edit->Find from the main menu.



3. Select the arrow next to the field option. (A list of available fields displays. These fields correspond to each of the columns in the data grid. Select a field.)



4. Select either "Look at start of field" or "Look anywhere in field".
5. Enter what to find in the "Look for" field.
6. Select the "Find Next" button.
7. The first record that contains the specified criteria displays.
8. Repeat these steps to find the next record that matches the specified criteria.

11.11 Moving in a Data Grid

[Data Grid Basics](#)



- Use the mouse to select any field within the data grid.
- Use the "Tab" key or the "→" key to move left to right across the screen from column to column.

- Use the "Shift" key plus the "Tab" key or the "←" key to move right to left across the screen from column to column.
- Use the "↑" key or the "↓" key to move from row to row.
- Scroll bars are used to view data outside the range of the data grid window. Scroll bars appear on the right side and the bottom of a data grid. These scroll bars allow for vertical and horizontal movement within the grid so information that is hidden can be viewed.

Price 1	P1-Disc	Price 2	Price 3	Price 4	Price 5	Sugg Retail	Class Description	Manufact
5.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Hooks/Snells	
171.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Hooks/Snells	
29.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Hooks/Snells	
4.5900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Hooks/Snells	
79.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Misc Archery	
24.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Videos	
24.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Videos	
24.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Videos	
24.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Videos	
34.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Videos	
34.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Videos	
7.4900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Plugs	
131.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Misc Archery	

11.12 Saving Data Grid Changes

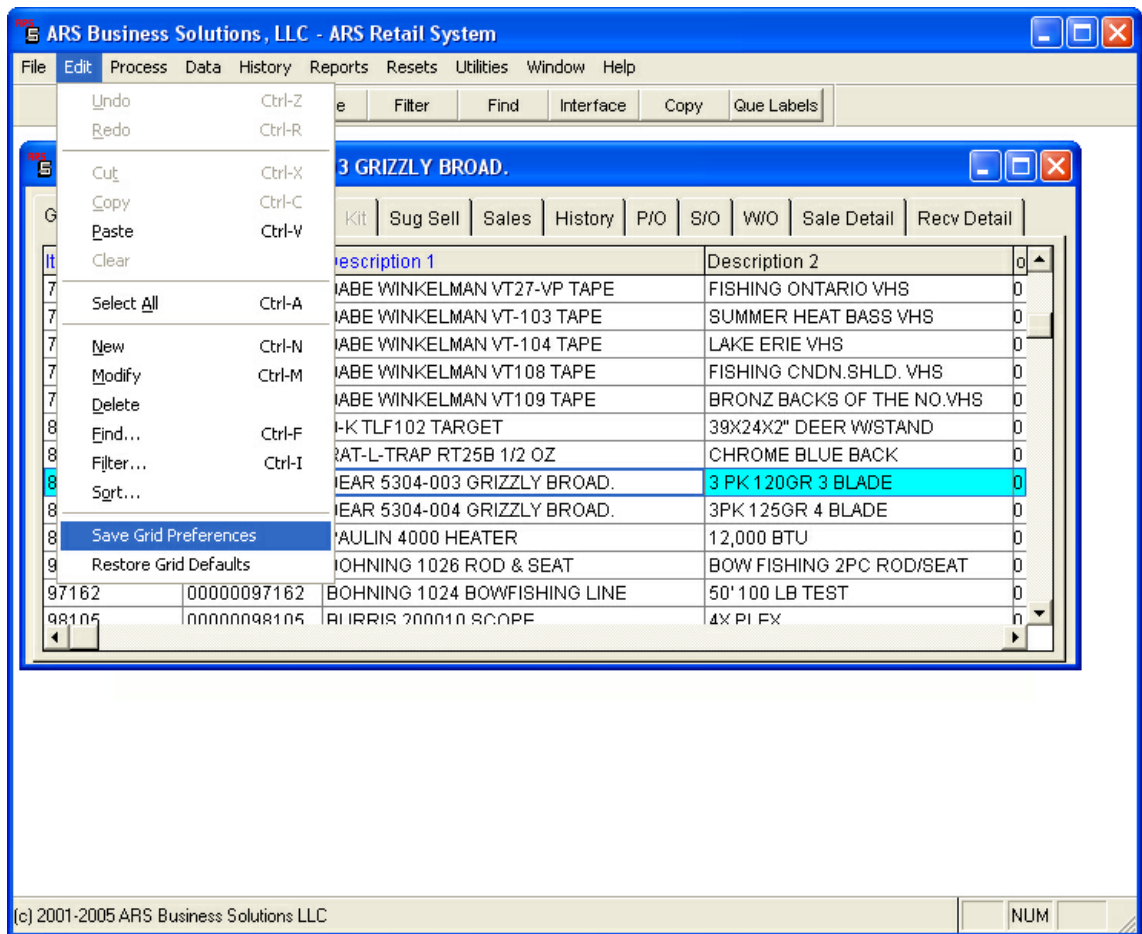
[Data Grid Basics](#)



After a data grid has been changed, select the following option to store the layout. This way, the next time the data grid is displayed by this user, it will save the changes.

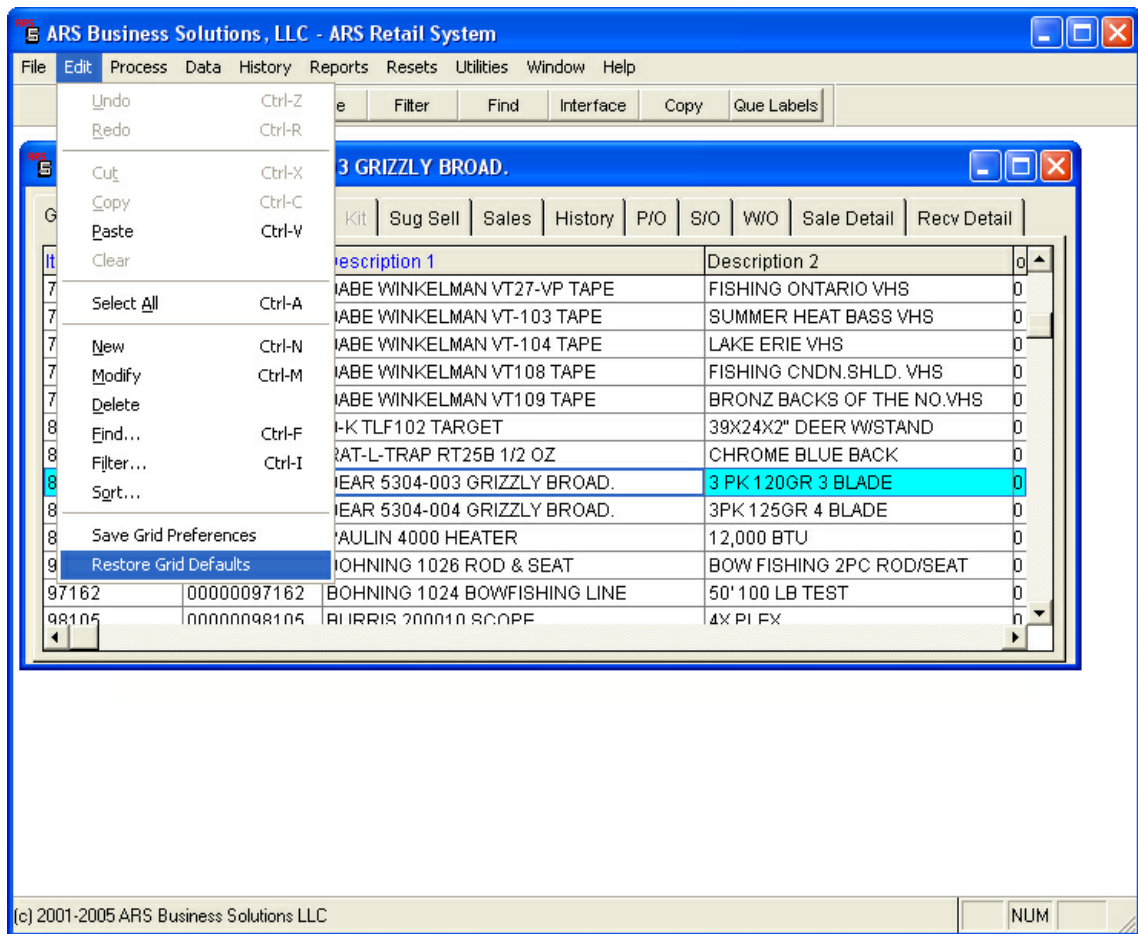
To save grid preferences:

1. Select Edit->Save Grid Preferences.



To return to default grid preferences:

1. Select Edit->Restore Grid Defaults.



11.13 Sorting Data

[Data Grid Basics](#)



When a data grid is opened in an application, the data is sorted in sequence by the primary sort key. (Example: The Item data grid is sorted by the Item Number.)

To view data in a different sort order, the sort definition can be changed using:

- Sort data on-the-fly, or
- Sort data using the quick sort menu, or
- Sort data using the Edit option of the applications main menu.

Considerations when sorting records in a data grid:

- Data can only be sorted in indexed fields. The indexed fields are displayed as blue column labels on the data grid.

Item - 82141 - BEAR 5304-003 GRIZZLY BROAD.

Item #	UPC	Description 1	Description 2	
77088	00000077088	BABE WINKELMAN VT27-VP TAPE	FISHING ONTARIO VHS	0
77206	00000077206	BABE WINKELMAN VT27-VP TAPE	SUMMER HEAT BASS VHS	0
77208	00000077208	BABE WINKELMAN VT27-VP TAPE	LAKE ERIE VHS	0
77216	00000077216	BABE WINKELMAN VT27-VP TAPE	FISHING CNDN.SHL.D. VHS	0
77218	00000077218	BABE WINKELMAN VT27-VP TAPE	BRONZ BACKS OF THE NO.VHS	0
80120	00000080120	B-K TLF102 TARGET	39X24X2" DEER W/STAND	0
81200	00000081200	RAT-L-TRAP RT25B 1/2 OZ	CHROME BLUE BACK	0
82141	00000082141	BEAR 5304-003 GRIZZLY BROAD.	3 PK 120GR 3 BLADE	0
82142	00000082142	BEAR 5304-004 GRIZZLY BROAD.	3PK 125GR 4 BLADE	0
89409	00000089409	PAULIN 4000 HEATER	12,000 BTU	0
97158	00000097158	BOHNING 1026 ROD & SEAT	BOW FISHING 2PC ROD/SEAT	0
97162	00000097162	BOHNING 1024 BOWFISHING LINE	50' 100 LB TEST	0

Item #, UPC and Description 1 are sortable fields. Description 2 is not as the column

- Numbers stored in a text field are sorted as characters and will display before text characters.
- When sorted in an ascending order, any records in that field that are blank are listed first.

Sorting Data On-The-Fly:

1. Display a data grid.
2. Place the mouse cursor on the blue column heading of the column to be sorted.
3. Click the left mouse button to sort in ascending order (0-9, A-Z).
4. Click the left mouse button again to sort in descending order (Z-A, 9-0)

NOTE: Each time the left mouse button is clicked in the field column label, the sort will toggle between descending and ascending order.

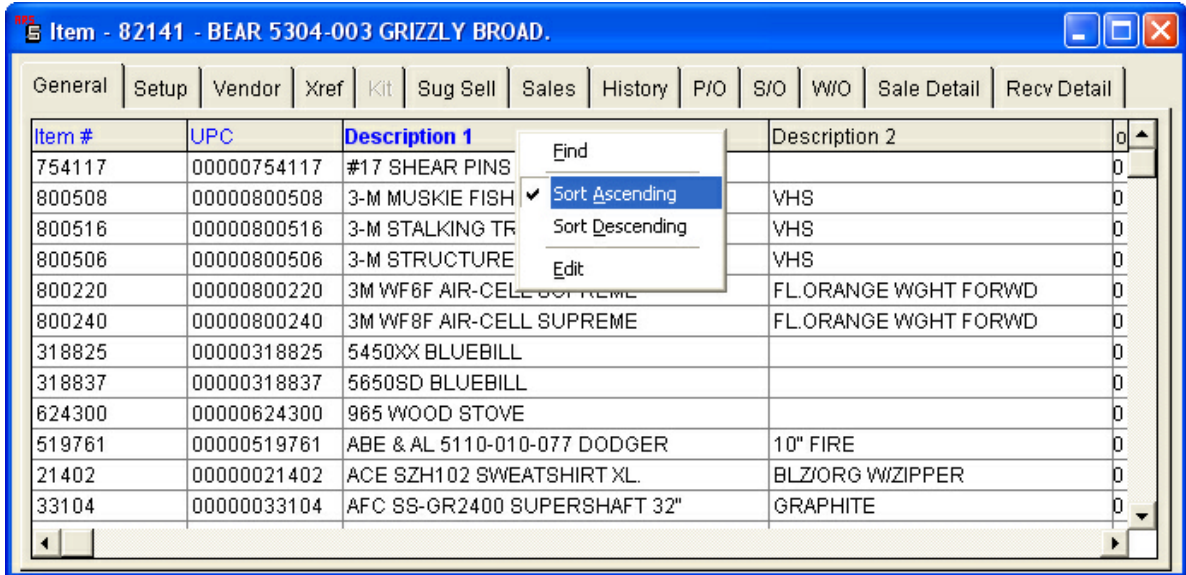
Item - 82141 - BEAR 5304-003 GRIZZLY BROAD.

Item #	UPC	Description 1	Description 2	
754117	00000754117	#17 SHEAR PINS 3/16 X 1-25/6		0
800508	00000800508	3-M MUSKIE FISHING MAGIC	VHS	0
800516	00000800516	3-M STALKING TROPHY BUCK	VHS	0
800506	00000800506	3-M STRUCTURE FISHING-BASS	VHS	0
800220	00000800220	3M WF6F AIR-CELL SUPREME	FL ORANGE WGT FORWD	0
800240	00000800240	3M WF8F AIR-CELL SUPREME	FL ORANGE WGT FORWD	0
318825	00000318825	5450XX BLUEBILL		0
318837	00000318837	5650SD BLUEBILL		0
624300	00000624300	965 WOOD STOVE		0
519761	00000519761	ABE & AL 5110-010-077 DODGER	10" FIRE	0
21402	00000021402	ACE SZH102 SWEATSHIRT XL	BLZ/ORG W/ZIPPER	0
33104	00000033104	AFC SS-GR2400 SUPERSHAFT 32"	GRAPHITE	0

Description 1 is sorted in ascending order.

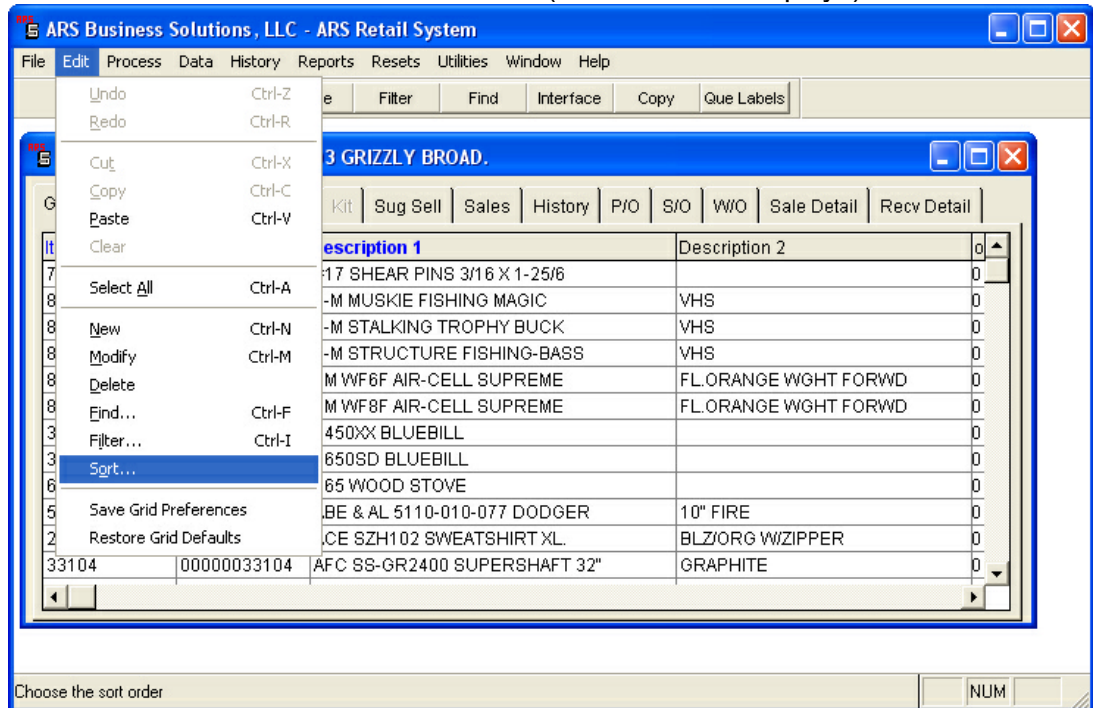
Sort using the Quick Sort Menu:

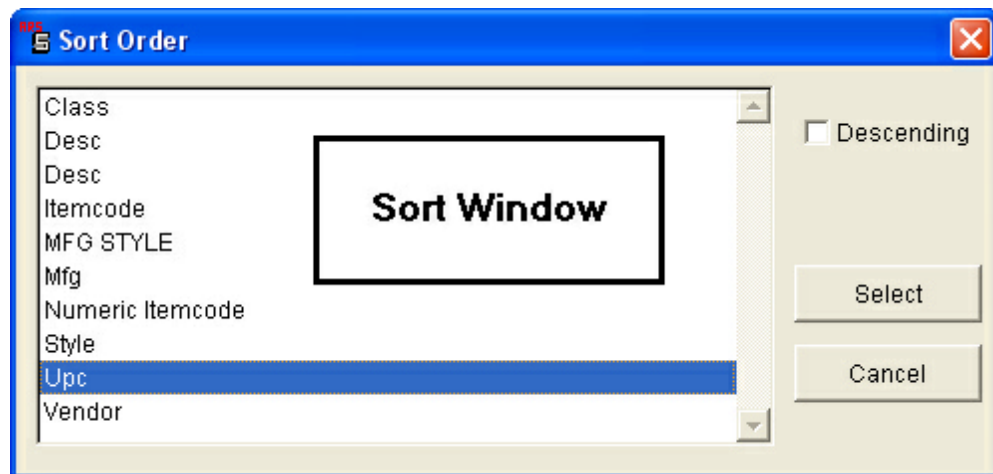
1. Display a data grid.
2. Place the mouse cursor on the blue column heading of the column to be sorted.
3. Click the right mouse button.
4. Select Ascending or Descending order (The column will sort by the selected order).



Sort Using the Edit Option from the Main Menu:

1. Display a data grid.
2. Select Edit->Sort from the main menu (A sort window displays).





3. Select the column to sort.
4. To sort in ascending order, do not check the descending option.
5. To sort in descending order, check the descending option.
6. Select the "Select" button to sort (The column will sort in the selected order).

12 EDI Receiving



Electronic Data Interchange (EDI) is used to supplement the Receive by Invoice and Purchase Order processes. Electronic data enters the system using the Interface feature and can then be placed on a Purchase Order or Receiving Invoice. Data can be imported from a vendor electronically using a Portable Data Terminal (PDT), the internet or by other means.

Highlights of EDI Receiving Feature:

- Fast and accurate transfer of data
- Simply add data to a new or existing invoice or purchase order

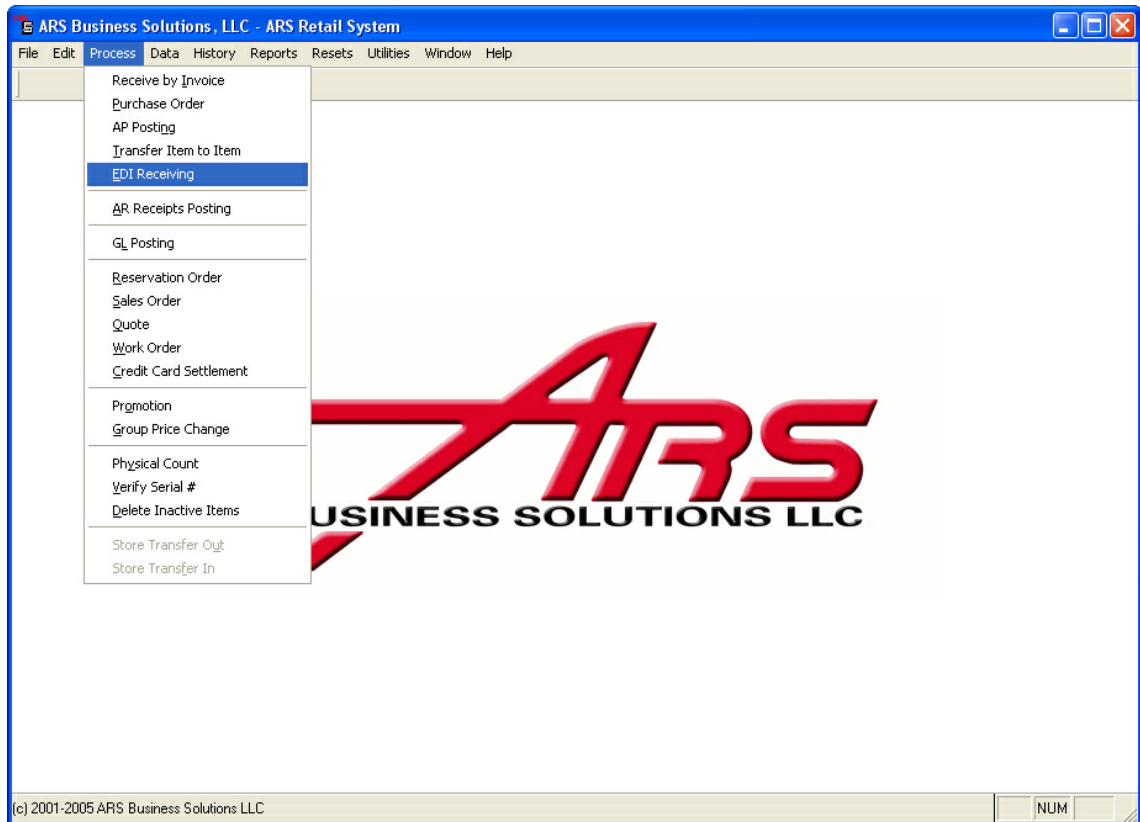
12.1 EDI and Purchase Orders

[EDI Receiving](#)

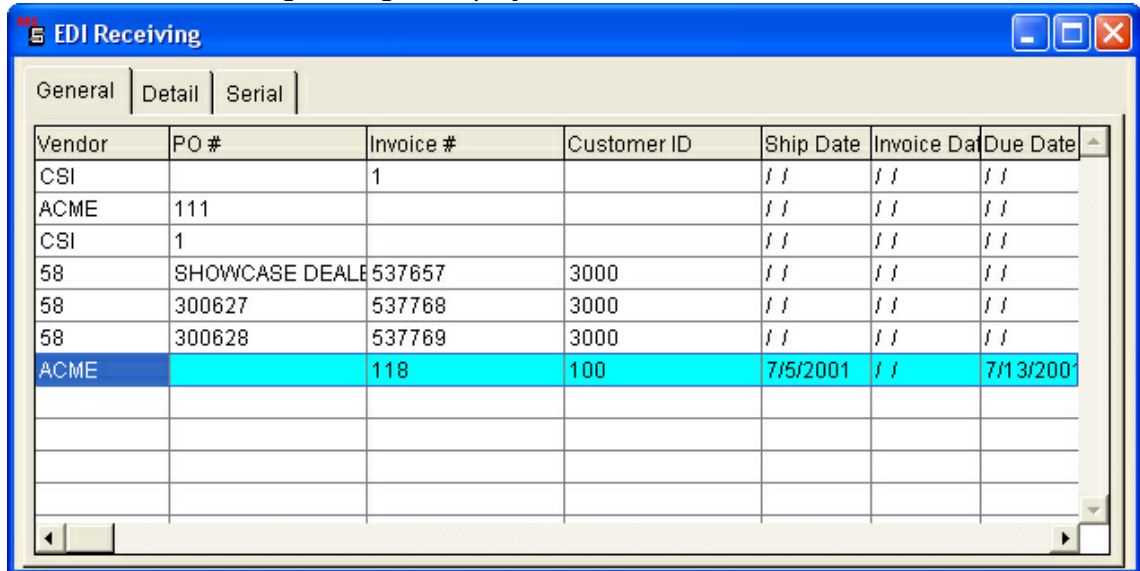


The following procedure details how to use EDI Receiving to supplement the Purchase Order feature.

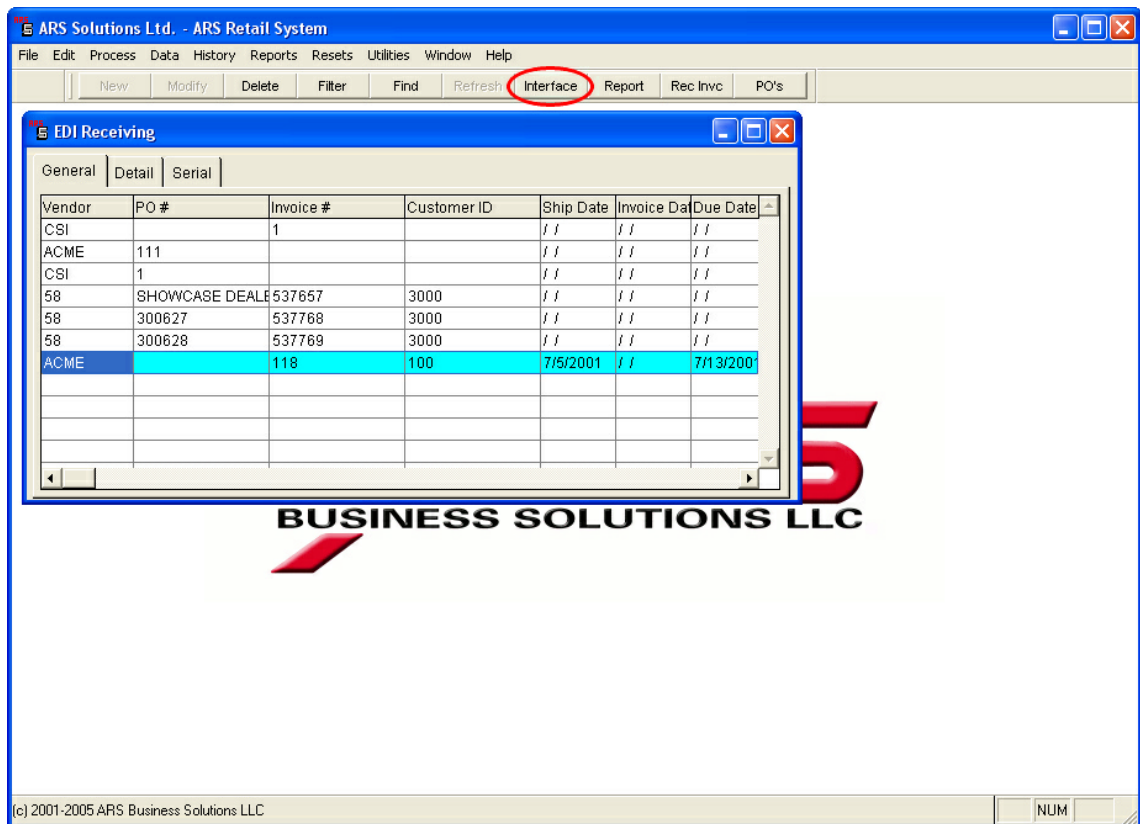
1. Select Process->EDI Receiving from the main menu bar.



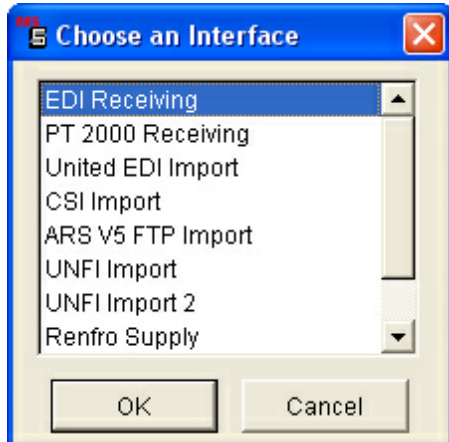
2. The "EDI Receiving" data grid displays.



3. Select the "Interface" button from the basic tool bar.

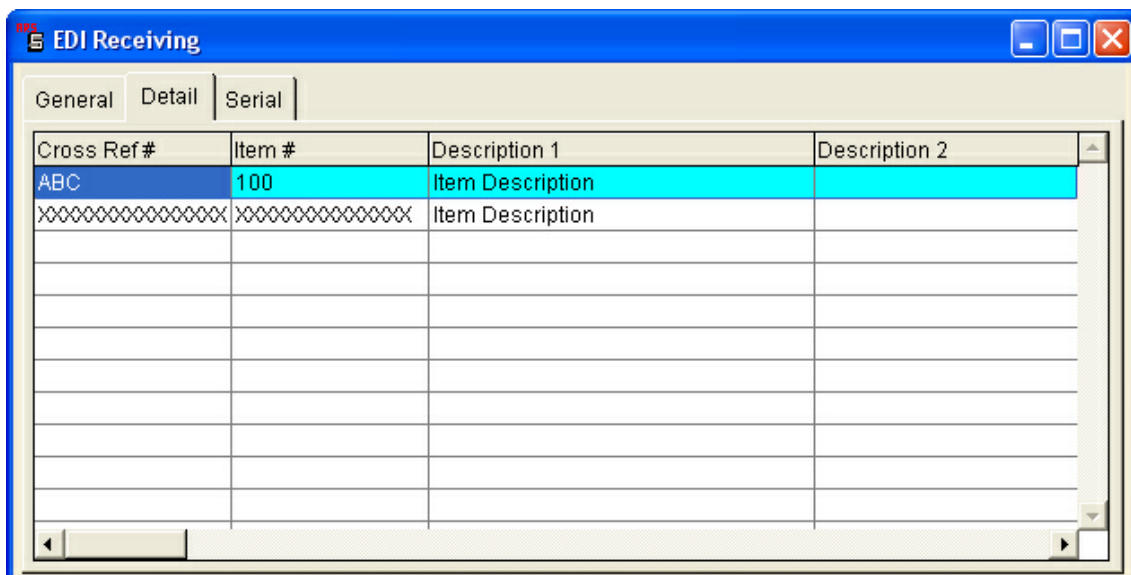


4. The "Choose an Interface" window displays.

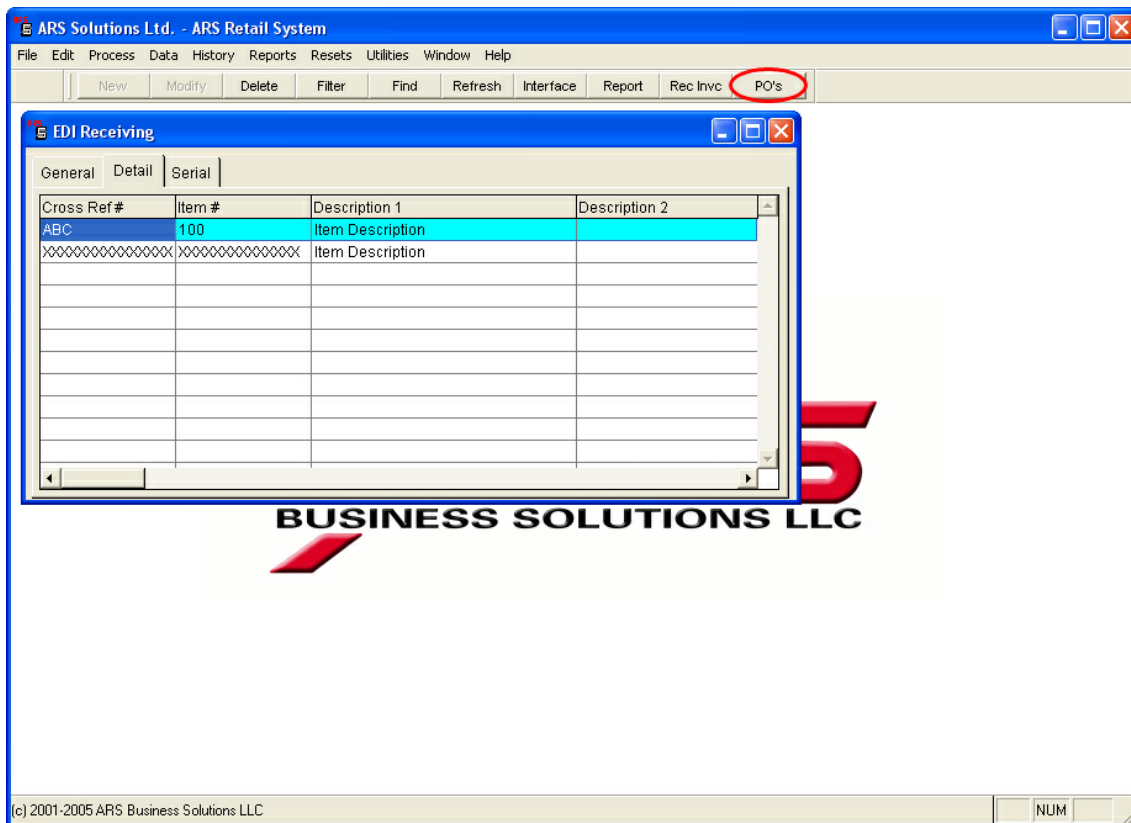


5. Select an interface, select the "OK" button.

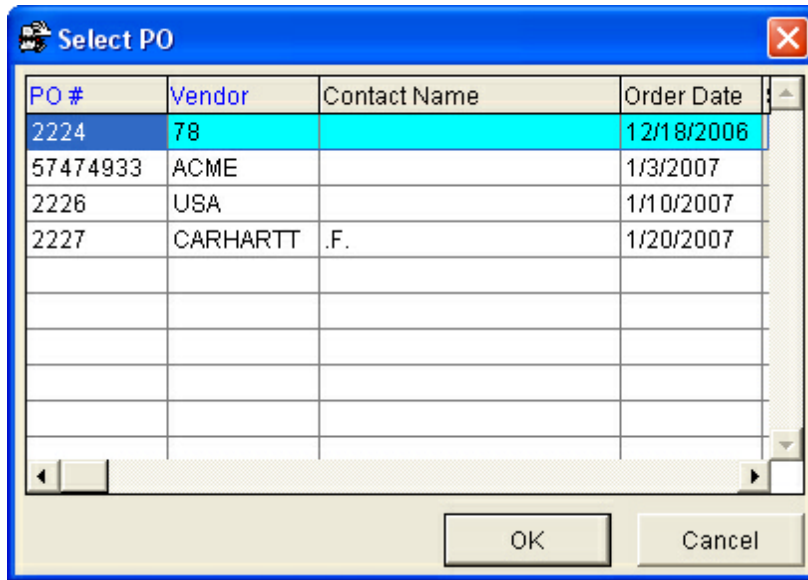
6. Select the "Detail" tab on the "EDI Receiving" data grid. (The EDI items appear in the data grid.)



7. Select the "PO's" button from the basic tool bar.



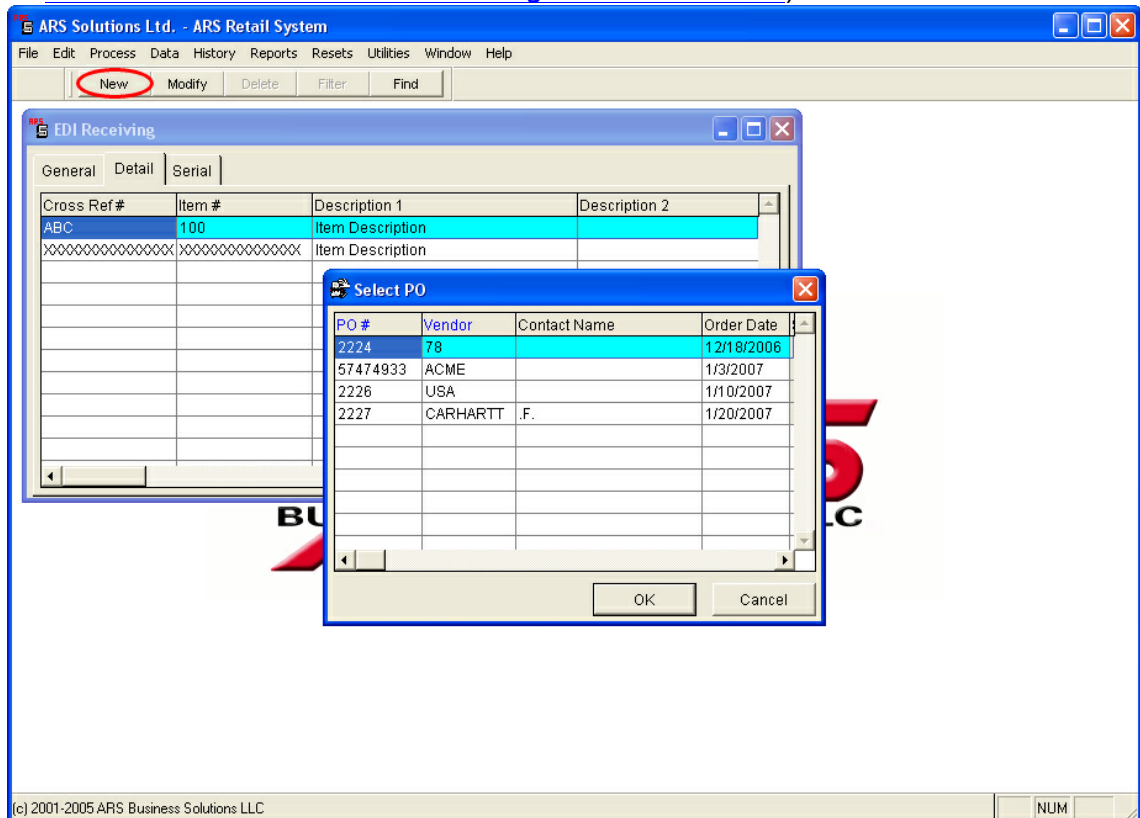
8. The "Purchase Order" window displays.



9. Select the purchase order to attach the EDI items to or create a new purchase order.
NOTE: The item's quantities will be added to the item quantities already present on the purchase order.

Example: Purchase Order #2224 has been setup to receive 10 of item 101. Using EDI Receiving, a quantity of 15 is added to the purchase order. In total, PO #2224 will receive 25 of item 101.

10. To create a new purchase order, select the "New" button from the basic tool bar. (
[Reference: Purchase Order - Creating a Purchase Order](#))



The EDI items recognized by the system are attached to the selected purchase order and are ready to update. If any items are not recognized by the system, they will be left in the "EDI Receiving" data grid after the EDI items have been attached to the purchase order. These items will have to be created in the Item Data in order for them to be processed.

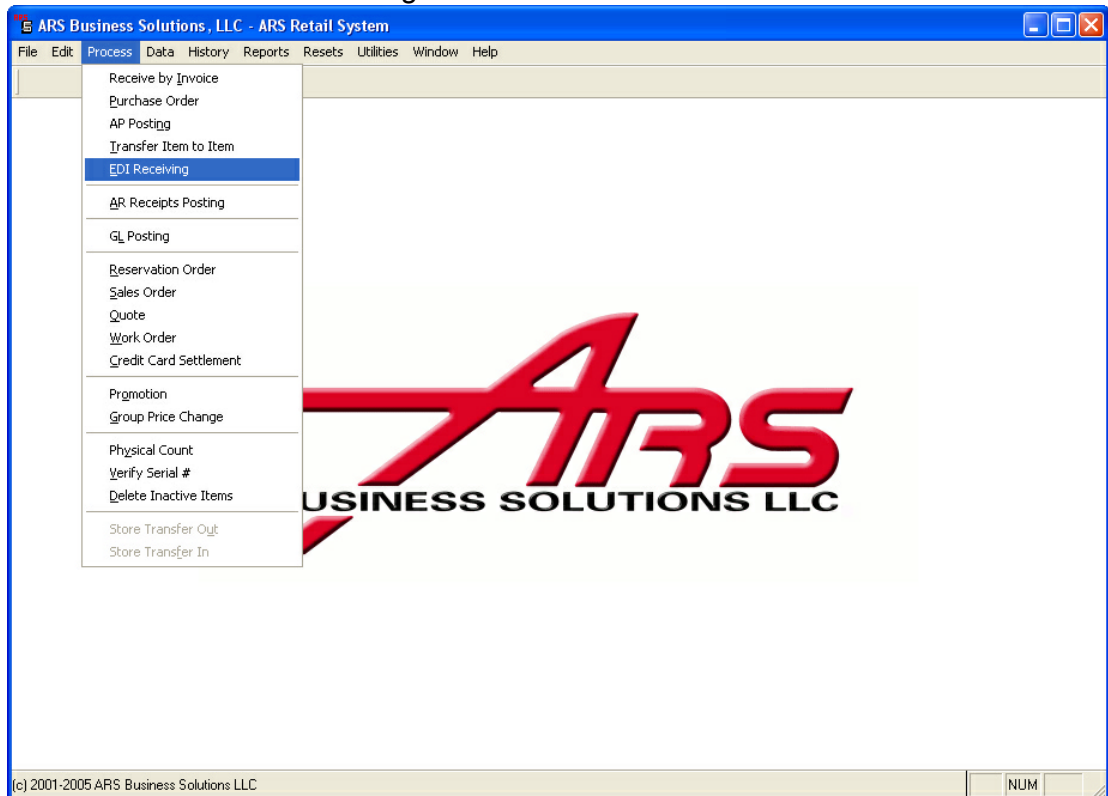
12.2 EDI and Receiving by Invoice

[EDI Receiving](#)



The following procedure details how to use EDI Receiving to supplement the Receive by Invoice feature.

1. Select Process->EDI Receiving from the main menu bar.



2. An "EDI Receiving" data grid displays.

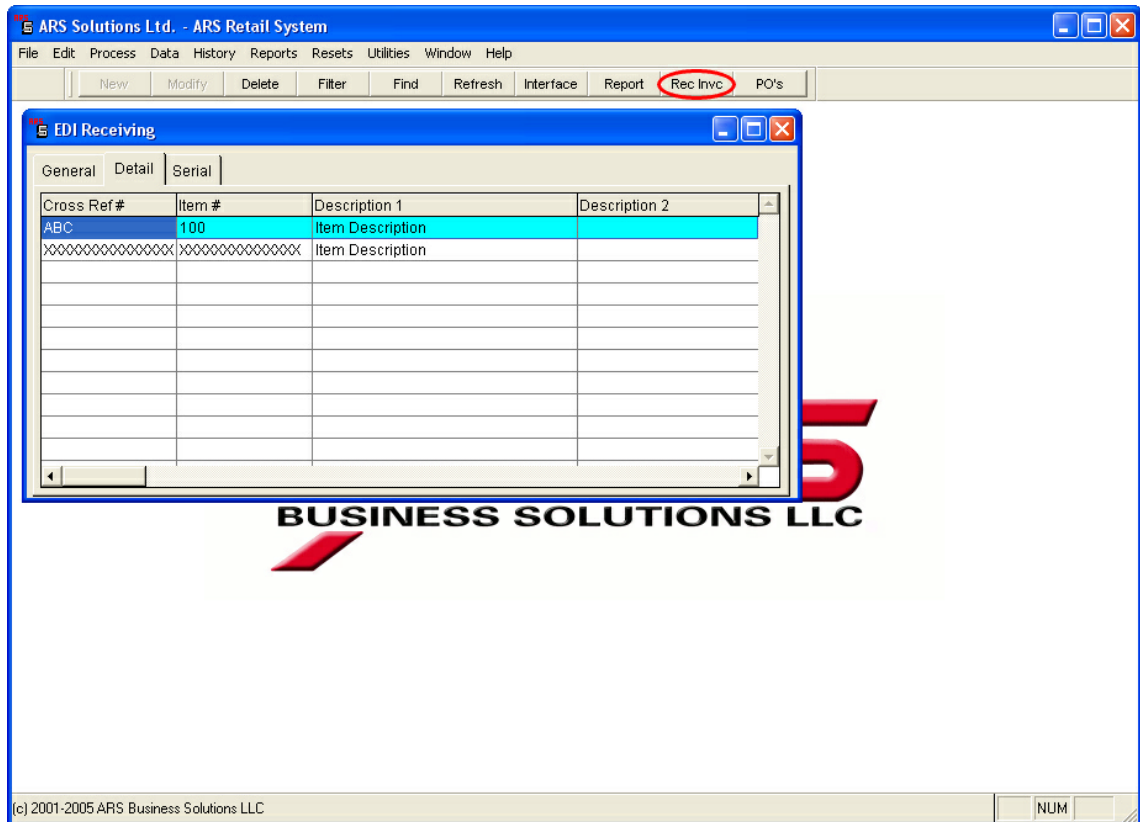
The screenshot shows a window titled "EDI Receiving" with tabs for "General", "Detail", and "Serial". The "General" tab is active, displaying a table with the following data:

Vendor	PO #	Invoice #	Customer ID	Ship Date	Invoice Date	Due Date
CSI		1		///	///	///
ACME	111			///	///	///
CSI	1			///	///	///
58	SHOWCASE DEAL	537657	3000	///	///	///
58	300627	537768	3000	///	///	///
58	300628	537769	3000	///	///	///
ACME		118	100	7/5/2001	///	7/13/2001

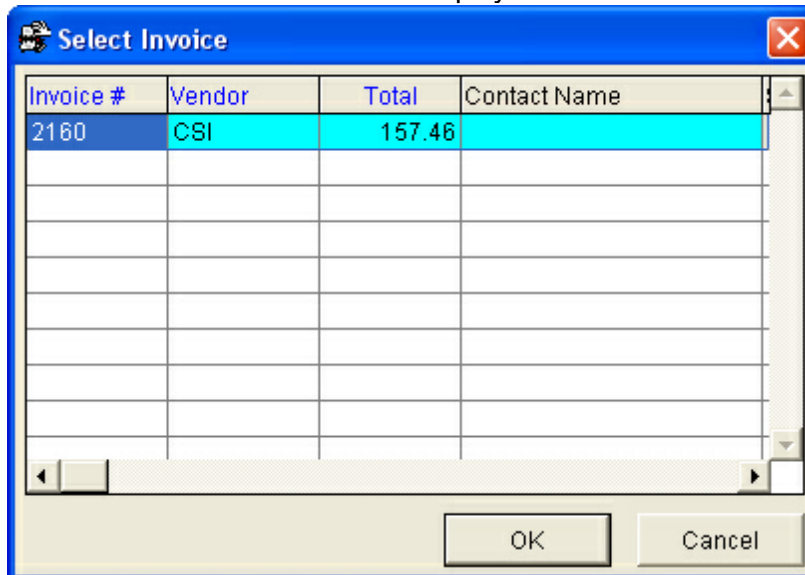
3. Select the "Interface" button from the basic tool bar.

The screenshot shows the main window of the ARS Retail System. The menu bar includes File, Edit, Process, Data, History, Reports, Resets, Utilities, Window, and Help. The toolbar contains buttons for New, Modify, Delete, Filter, Find, Refresh, Interface, Report, Rec Invc, and PO's. The "Interface" button is circled in red. An inset window titled "EDI Receiving" is visible, showing the same table as in the previous screenshot. The ARS Business Solutions LLC logo is visible in the bottom right corner.

4. The "Choose an Interface" window displays.

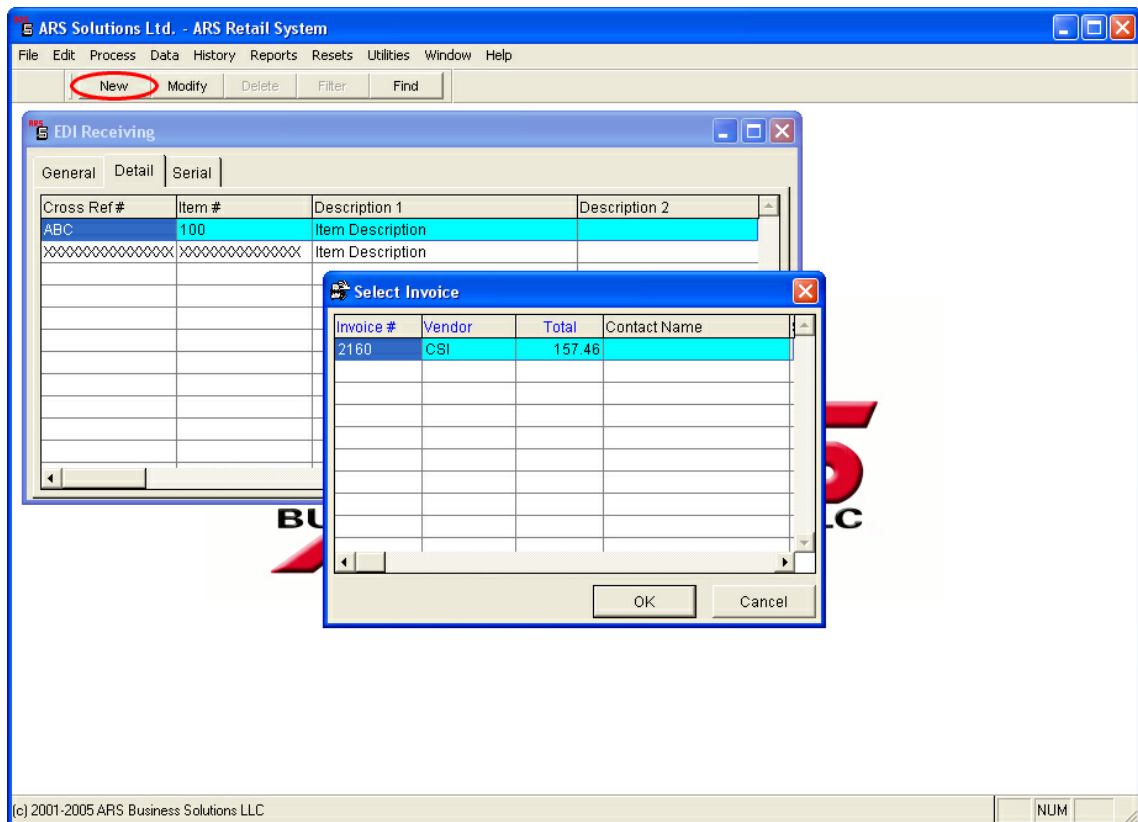


8. The "Select Invoice" window displays.



9. Select the invoice to attached the EDI items to or create a new invoice.

10. To create a new invoice, select the "New" button from the basic tool bar. ([Reference: Receive by Invoice - Add New Invoices](#))



The EDI items recognized by the system are attached to the selected invoice and are ready to update.

13 End of Month



The end of month procedures are performed in IMS at the designated end of month.

This procedure provides:

- Month-to-Date Sales Reports
- Inventory Reports
- Vendor Purchase Reports

The end of month procedure performs the following:

Resets and moves the sales information to the revolving twelve month history file.

Month-to-date totals are cleared for:

- Vendors
- Sales Tax

- Accounts Receivables
- General Ledger

Updates the twelve month history file.

WARNING: TURN FOM OFF and it should remain off until the EOM procedures are completed.

End of Month Steps:

1. Backup the system.
2. Print month-to-date reports.
Suggested reports to print:
 - Monthly Tax
 - Class Sales
 - A/R Aging
 - A/R Reconciliation*Optional reports to print:*
 - MTD Sales
 - Gift Certificate
 - Layaway
 - Quantity on Hand
 - Vendor Purchases
 - Clerk Sales
3. Reset monthly totals.
4. Print accounts receivable statements.

13.1 Accounts Receivable Statements

End of Month



Provides a detailed statement for all house charge accounts.

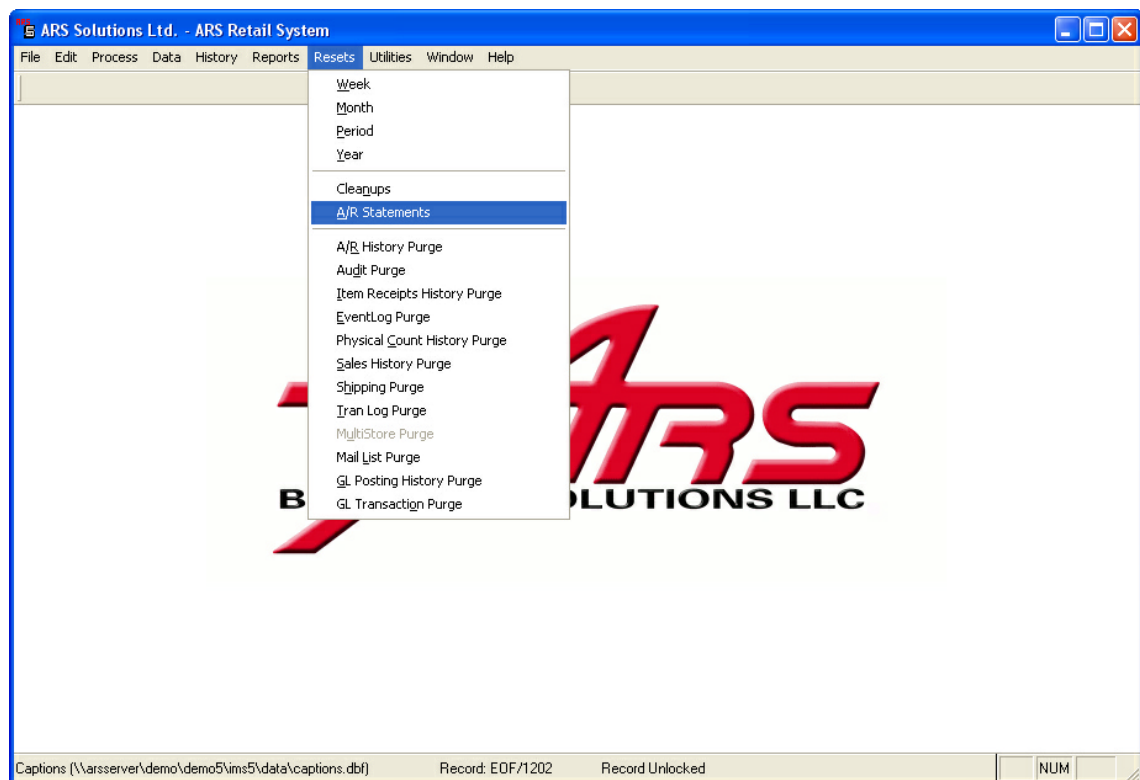
- Previous Balance
- Details Current Month Activity
- Calculates the Finance Charge (if applicable)
- Prints Current Balance/Amount Due

The statement is printed on a 8.5"x11" plain paper form, in a format that can be folded so the address display correctly in a window envelope.

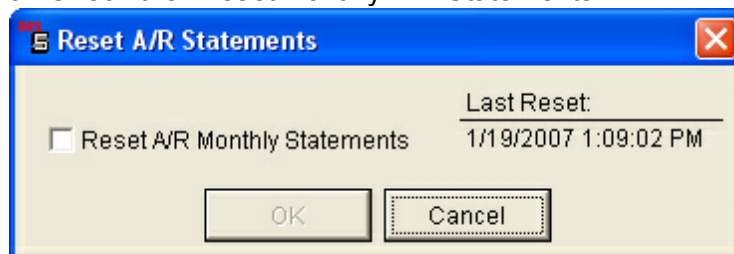
NOTE: You must Reset A/R Monthly Statements before printing A/R Statements.

Procedure:

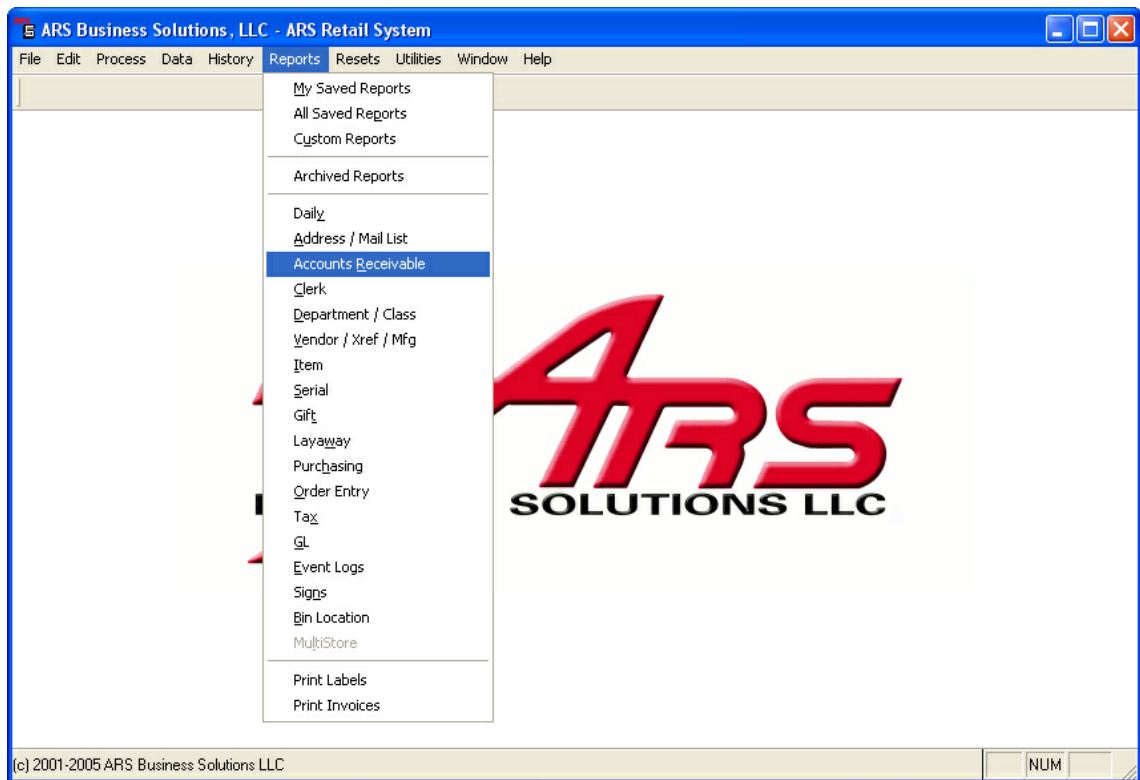
1. Select Resets->A/R Statements.



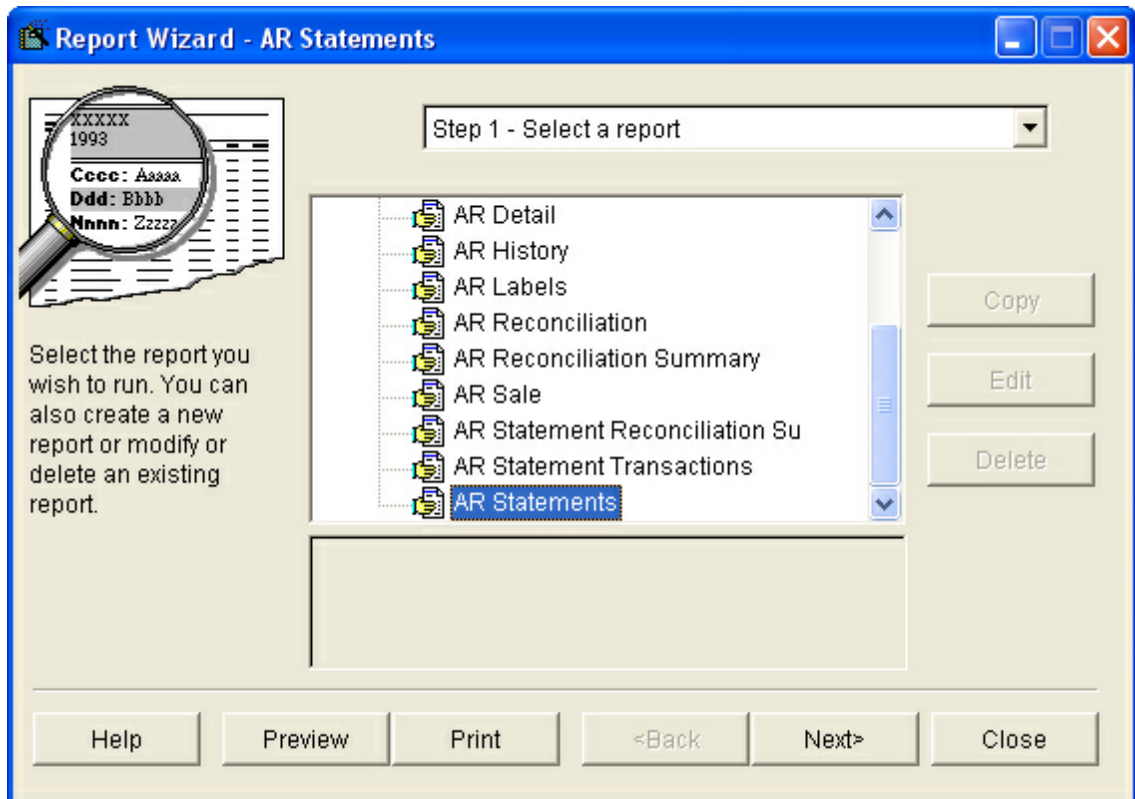
2. The "Reset A/R Statement" window displays.
3. Check the "Reset Monthly A/R Statements".



4. Select the "OK" button.
5. Select Reports->Accounts Receivable from the main menu bar.



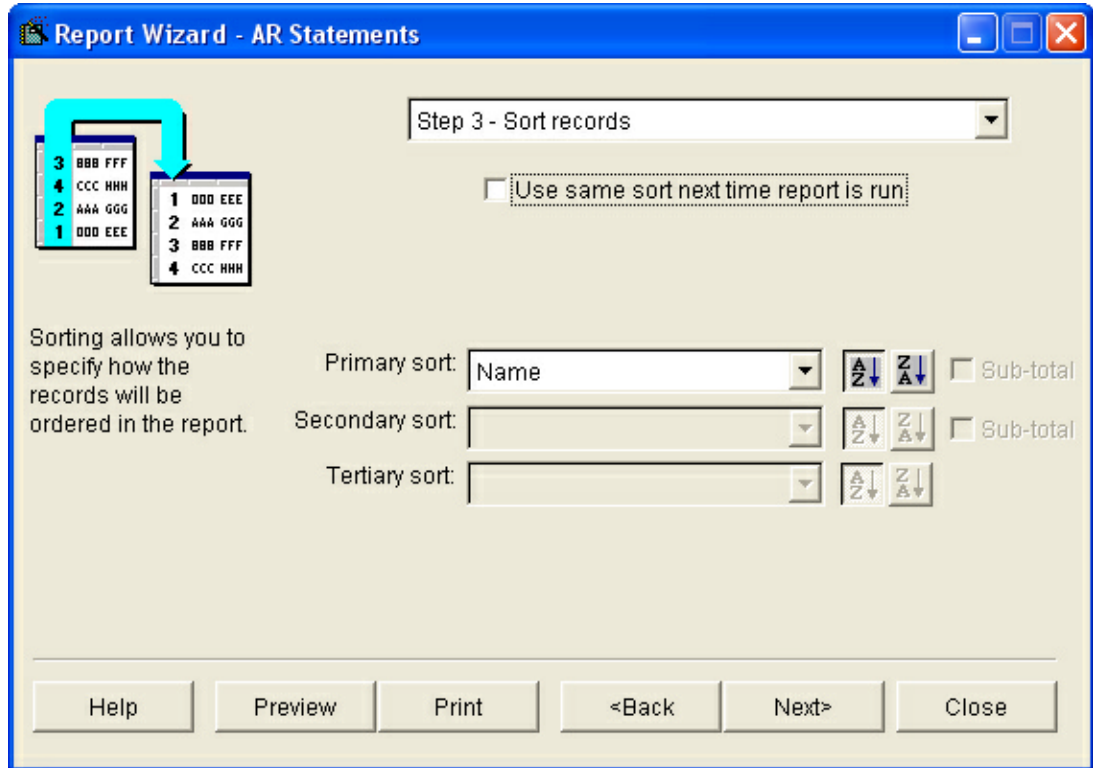
6. Select the "AR Statements".



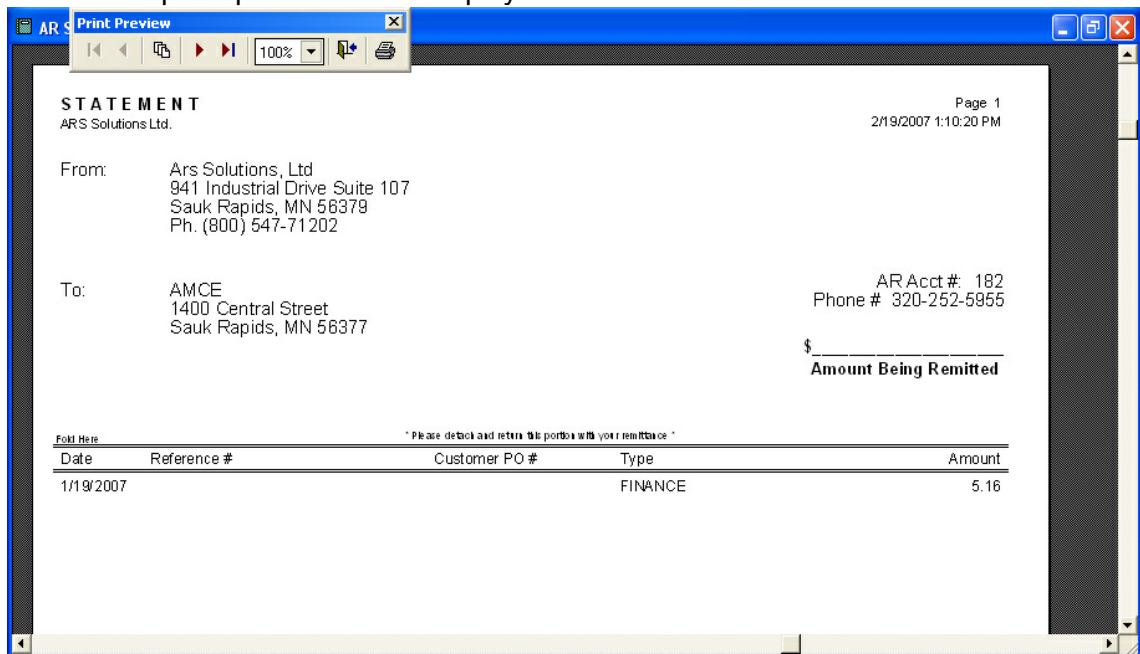
7. Select the "Next" button.

8. Select the "Next" button through the filter options.

9. Select Sorts:
 - Primary Sort: Name.



10. Select the "Next" button.
11. The "Output" options window displays.



13.2 Monthly Reset Options

[End of Month](#)



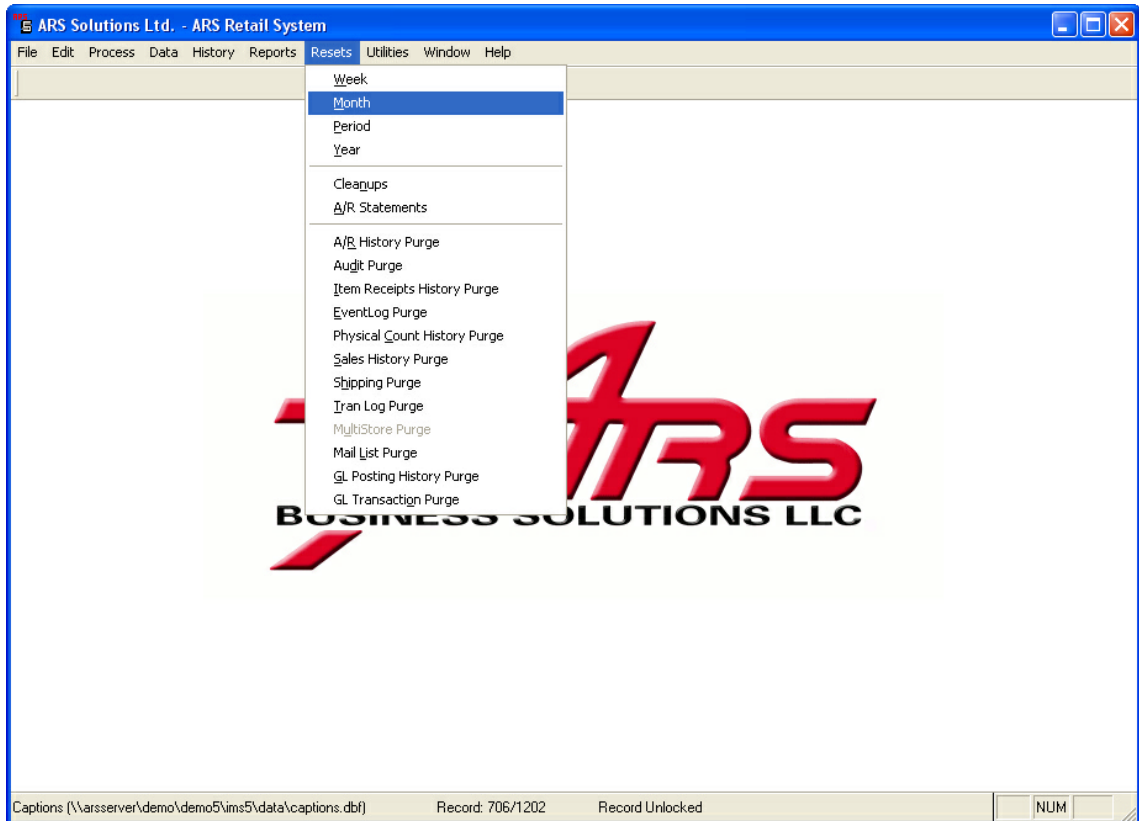
Resets move the sales information to the revolving twelve month history file. Month-to-date totals are cleared for:

- Vendors
- Sales Tax
- Accounts Receivables
- General Ledger

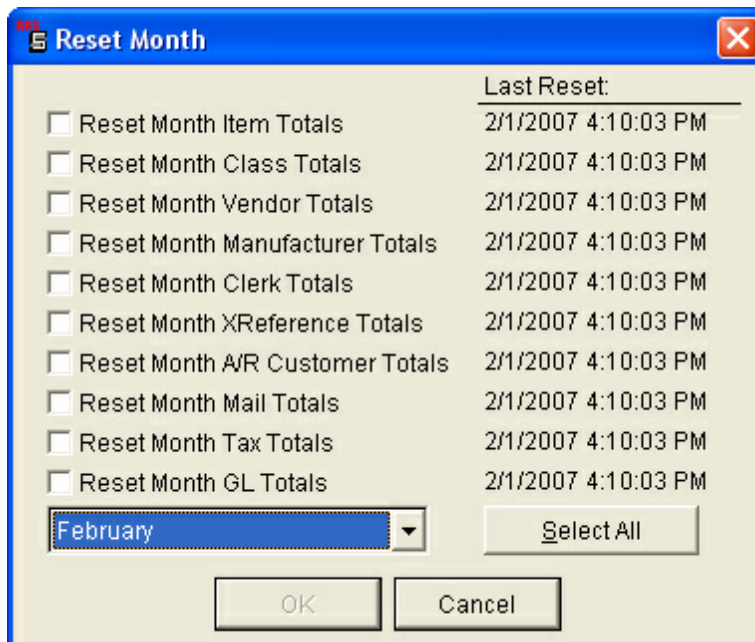
WARNING: PRINT ALL MTD REPORTS PRIOR TO PERFORMING THIS RESET!

Procedure:

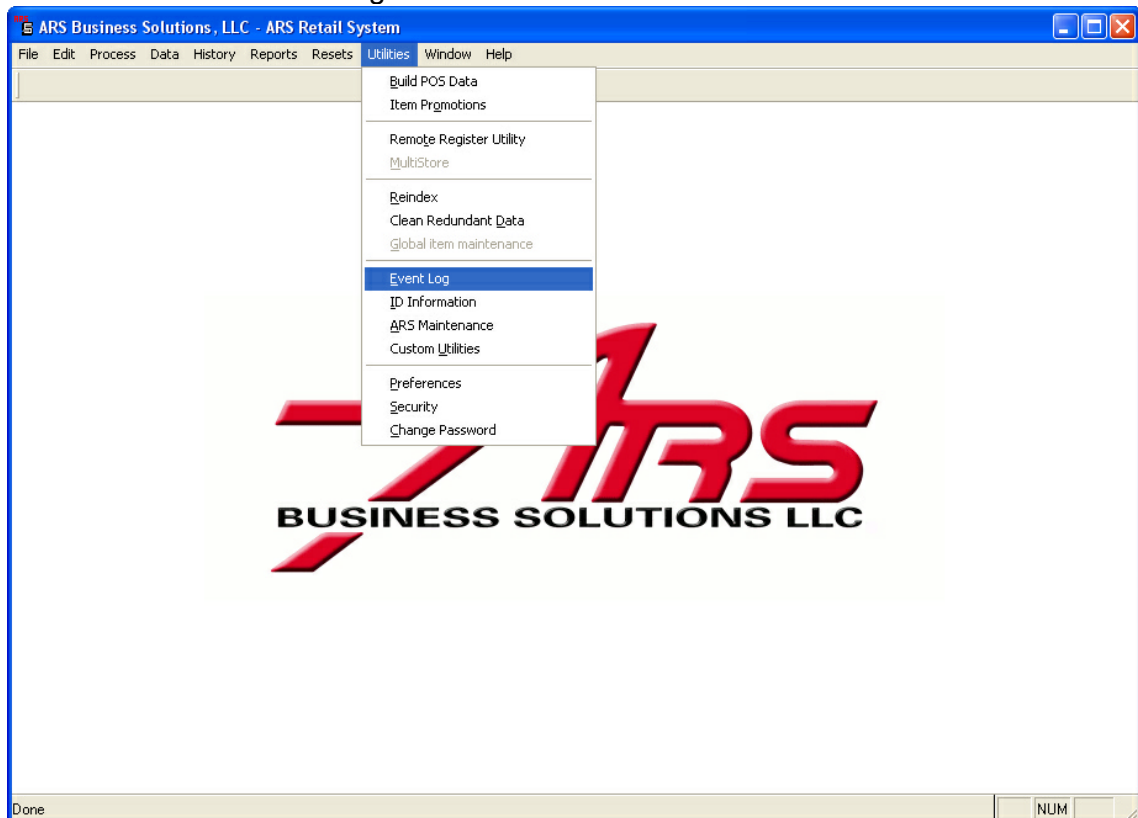
1. Select Reset->Month from the main menu bar.



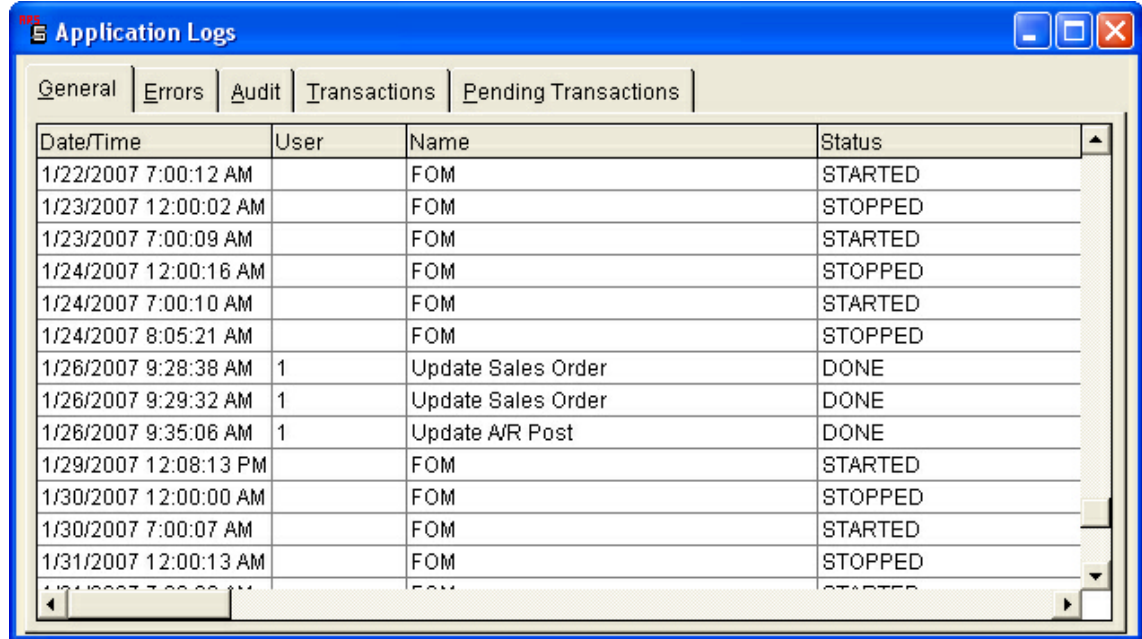
2. The "Reset Month" window displays.



3. Check each reset option that applies. (Generally, all resets are checked.)
4. Select the appropriate month from the drop down menu.
5. Select the "OK" button.
6. After all resets are complete, a message displays confirming that the resets completed successfully.
7. Select Utilities->Event Log from the main menu bar.



8. Select the Event Log to verify the resets were successful.



The screenshot shows a window titled 'Application Logs' with a blue title bar and standard Windows window controls. Below the title bar are five tabs: 'General', 'Errors', 'Audit', 'Transactions', and 'Pending Transactions'. The 'General' tab is selected. The main area contains a table with the following columns: 'Date/Time', 'User', 'Name', and 'Status'. The table lists various log entries, including system events (FOM) and user actions (Update Sales Order, Update A/R Post).

Date/Time	User	Name	Status
1/22/2007 7:00:12 AM		FOM	STARTED
1/23/2007 12:00:02 AM		FOM	STOPPED
1/23/2007 7:00:09 AM		FOM	STARTED
1/24/2007 12:00:16 AM		FOM	STOPPED
1/24/2007 7:00:10 AM		FOM	STARTED
1/24/2007 8:05:21 AM		FOM	STOPPED
1/26/2007 9:28:38 AM	1	Update Sales Order	DONE
1/26/2007 9:29:32 AM	1	Update Sales Order	DONE
1/26/2007 9:35:06 AM	1	Update A/R Post	DONE
1/29/2007 12:08:13 PM		FOM	STARTED
1/30/2007 12:00:00 AM		FOM	STOPPED
1/30/2007 7:00:07 AM		FOM	STARTED
1/31/2007 12:00:13 AM		FOM	STOPPED

13.3 Optional End of Month Reports

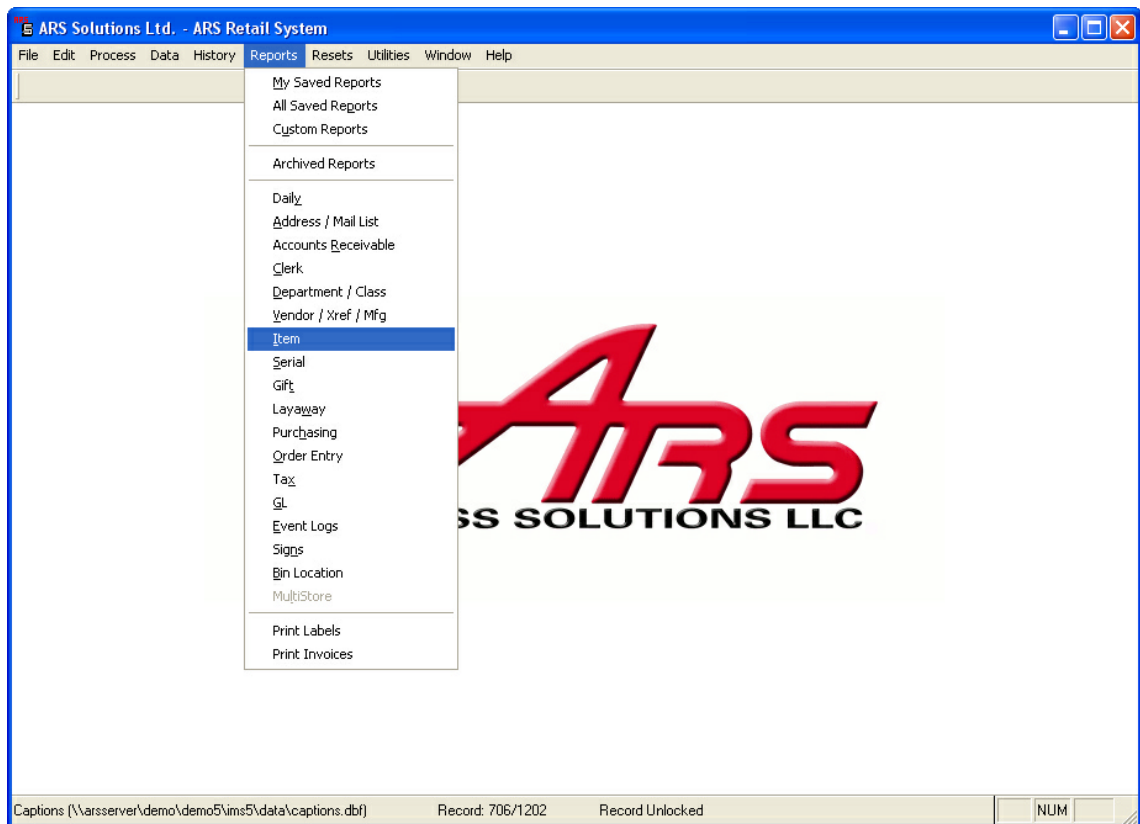
[End of Month](#)



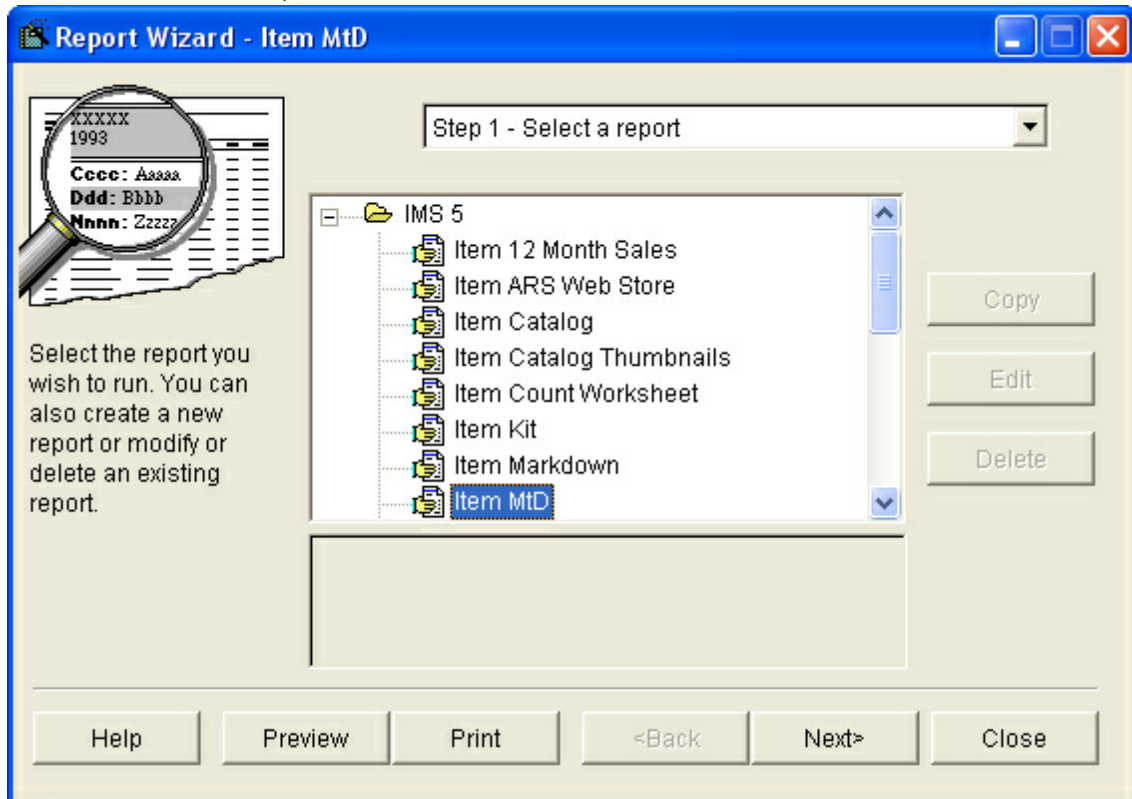
Month-to-Date Sales Report:

Provides sales information on all items with activity during the month. The information provided is like the information provided on the Daily Sales report, presented on a month-to-date basis.

1. Select Reports->Items from the main menu bar.



2. Select "Item MTD", select the "Next" button.



3. Select the "Next" button through the filter options.

4. Select sorts:
 - Primary sort: Class Description

Report Wizard - Item MtD

Step 3 - Sort records

Use same sort next time report is run

Sorting allows you to specify how the records will be ordered in the report.

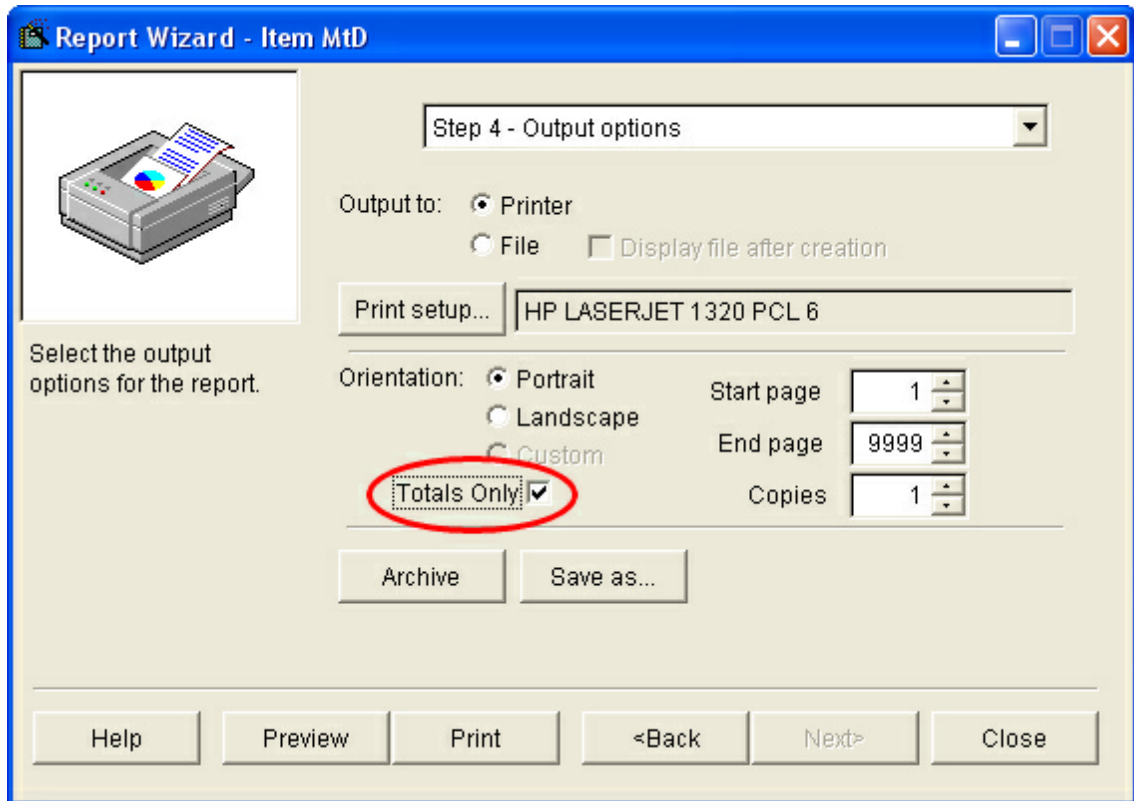
Primary sort: **Class Description** Sub-total

Secondary sort: Sub-total

Tertiary sort: Sub-total

Help Preview Print <Back Next> Close

5. Select the "Next" button.
6. The output options window displays.
7. Check the "Totals Only" options.



8. Select the "Print" button.

The screenshot shows the 'Print Preview' window for the 'Month to Date Sales Report'. The report is for ARS Solutions Ltd. and is sorted by Class Description. The table below shows the sales data for various tobacco and accessory items.

Description 1	Avg Cost	Description 2	Price1	GoH	Ext Cost	Class Desc	MtD Qty	MtD Cost	MtD Mkdn	Item #	MtD Sales	Style	MtD Profit	MtD GP%
Class Desc: 10 TOBACCO														
Subtotal 42		Class Desc: 10 TOBACCO	78.00		197.04		2.00	0.00	0.34		3.06		3.06	100.00
Class Desc: 15 TOBACCO SHUFF														
Subtotal 26		Class Desc: 15 TOBACCO SHUFF	0.00		0.00		0.00	0.00	0.00		0.00		0.00	0.00
Class Desc: 19 SMOKING ACCESSO														
Subtotal 18		Class Desc: 19 SMOKING ACCESSO	-104.00		0.00		0.00	0.00	0.00		0.00		0.00	0.00
Class Desc: 2														
Subtotal 1		Class Desc: 2	1.00		0.00		0.00	0.00	0.00		0.00		0.00	0.00
Class Desc: 21 CIGARS PACKS														
Subtotal 2		Class Desc: 21 CIGARS PACKS	0.00		0.00		0.00	0.00	0.00		0.00		0.00	0.00
Class Desc: 30 CAIDY														
Subtotal 137		Class Desc: 30 CAIDY	3730.00		36114.25		1.00	0.00	0.00		0.69		0.69	100.00
Class Desc: Accessories														
Subtotal 4		Class Desc: Accessories	36.00		836.00		0.00	0.00	0.00		0.00		0.00	0.00

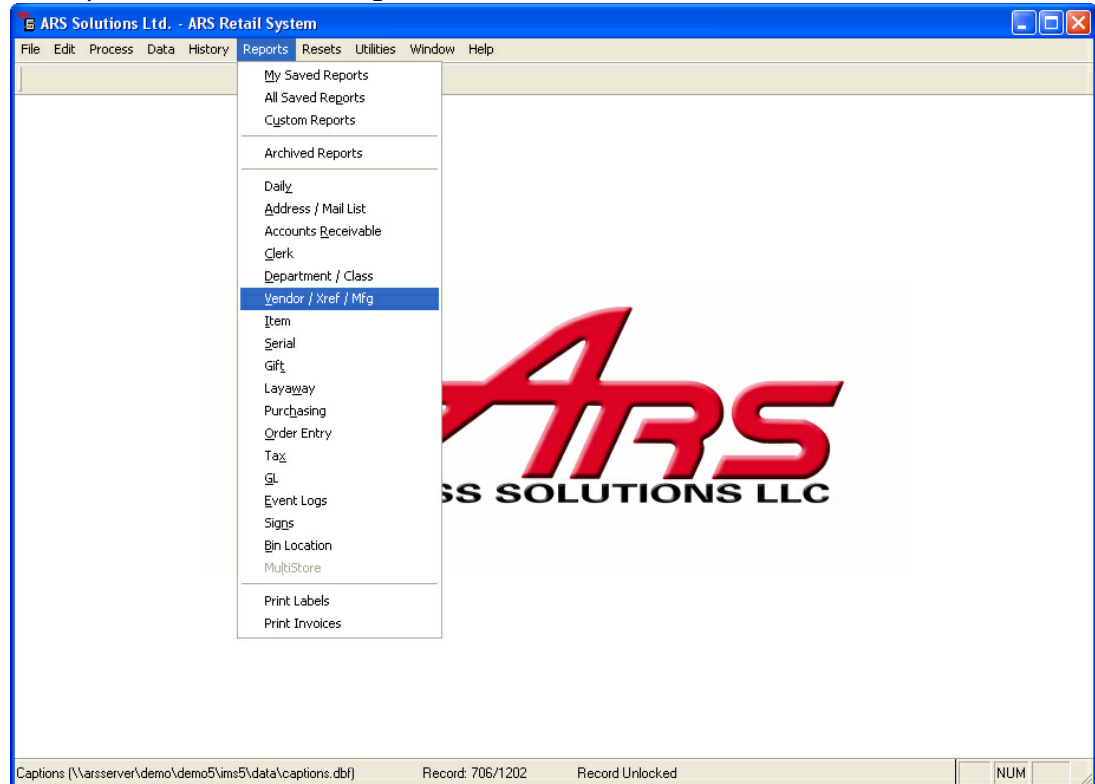
Vendor Purchase Status Reports:

Provides sales and purchase information on all items with activity during the month. Shows

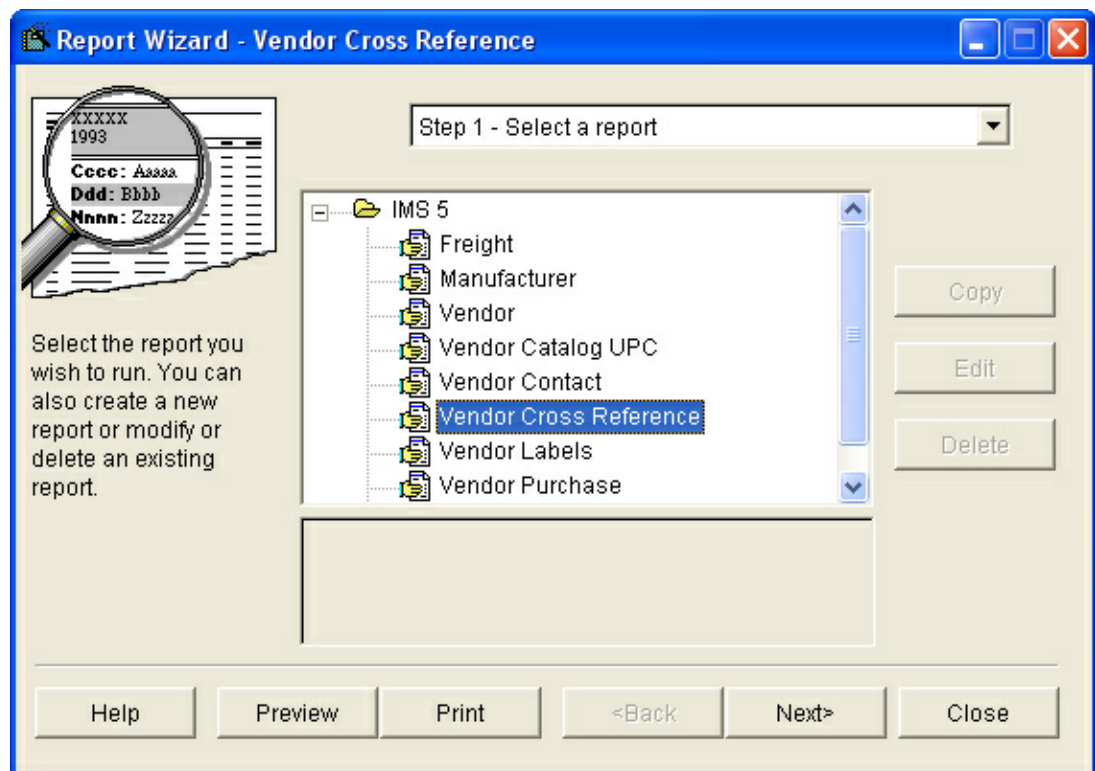
total purchase dollars by vendor.

- **Item Sale/Purchase Information Report:**

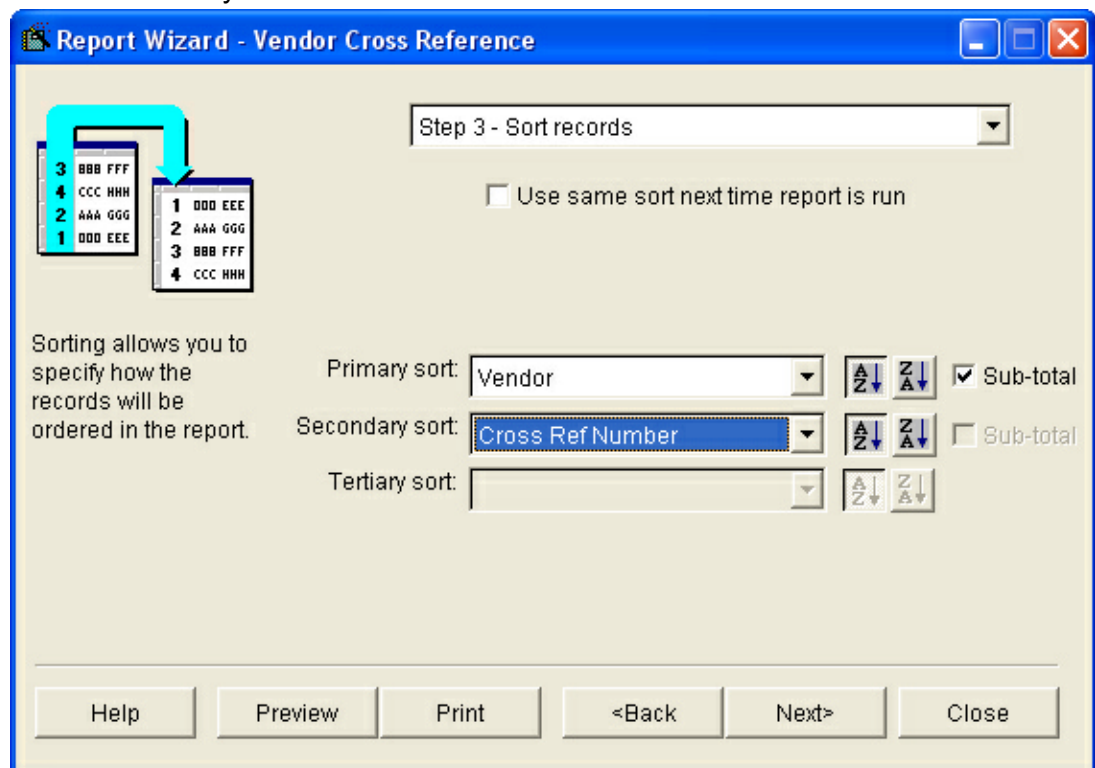
1. Reports->Vendor/Xref/Mfg from the main menu bar.



2. Select "Vendor Cross Reference", select the "Next" button.



3. Select the "Next" button through the filter options.
4. Select sorts:
 - Primary sort: Vendor
 - Secondary sort: Cross Ref Number

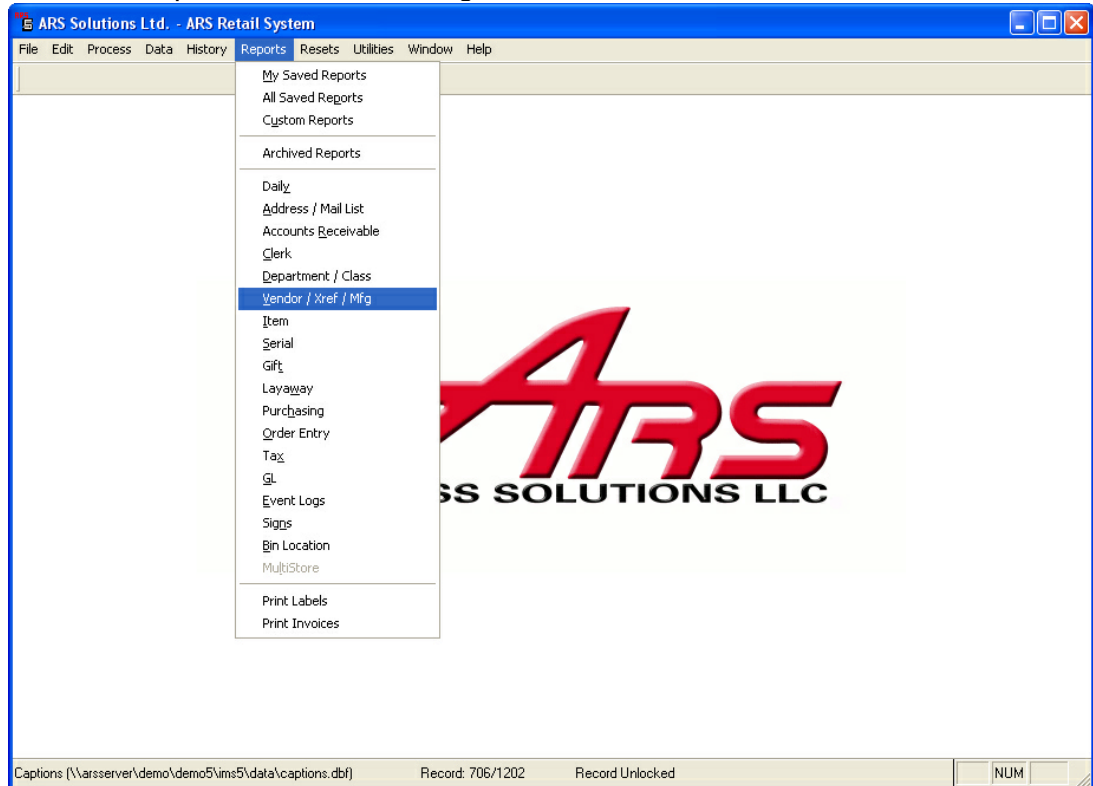


5. Select the "Next" button.
6. The output options window displays.
7. Select the "Print" button.

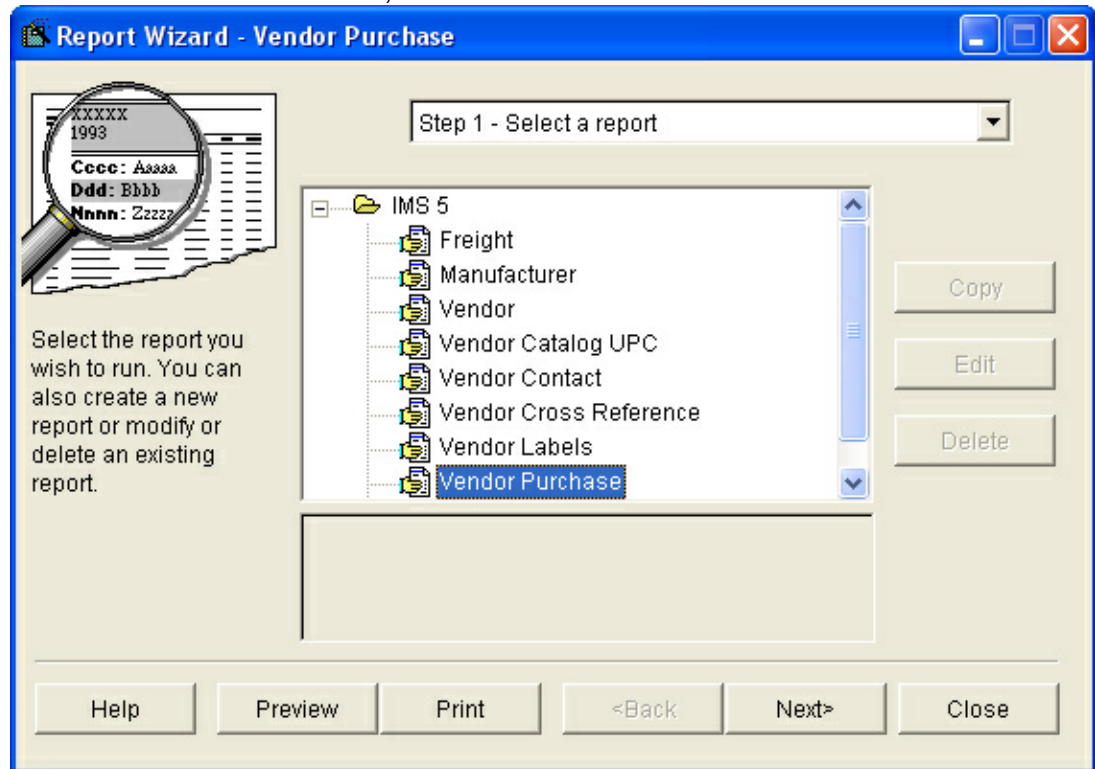
Item	Qty	Price	Description	Unit	Price	Qty	Total
Vendor: 25							
25 011783	132	0.0000	Rayovac Maximum C Cell	4 Pack	0.0000	3	17.9700
25 098483	64	0.0000	EAGLE CLAW 084A SZB BRONZE	HOOKS	0.0000	0	0.0000
25 107979	-11	0.0000	RJ12 C 10892 SHO P PACK 24 PLUG	107979	0.0000	0	0.0000
25 111825	89	0.0000	EAGLE CLAW 084A SZ10 BRONZE	HOOKS	0.0000	0	0.0000
25 434748	9	0.0000	BIRCHWOOD-CASEY 16125 REMOVER	3 OZ BLUE & RUST REMOVER	0.0000	0	0.0000
25 830117	79	0.0000	NOKIA GL-2 ESKMO MITS		0.0000	0	0.0000
25 904831	41	0.0000	DUP ONT GRM4 GOLDEN STREN	4 LB 100 YD	0.0000	0	0.0000
Subtotal 7		0.0000			0.0000	0	0.0000
Vendor: 27							
27 123456	3	0.0000	MOTHERS LEGACY	JOURNAL-B OOK	0.0000	6	45.0000
Subtotal 1		0.0000			0.0000	6	45.0000
Vendor: 38							
38 oxtbrd	10	0.0000	Rod's 1 piece swimsuit green	Large	0.0000	0	0.0000
38 oxtbrd	4	0.0000	Rod's 1 piece swimsuit green	Med	0.0000	0	0.0000
38 oxtbrd2	6	0.0000	Rod's 1 piece swimsuit green	small	0.0000	0	0.0000

• **Total Purchase Dollars by Vendor Report:**

1. Select Reports->Vendor/Xref/Mfg from the main menu bar.



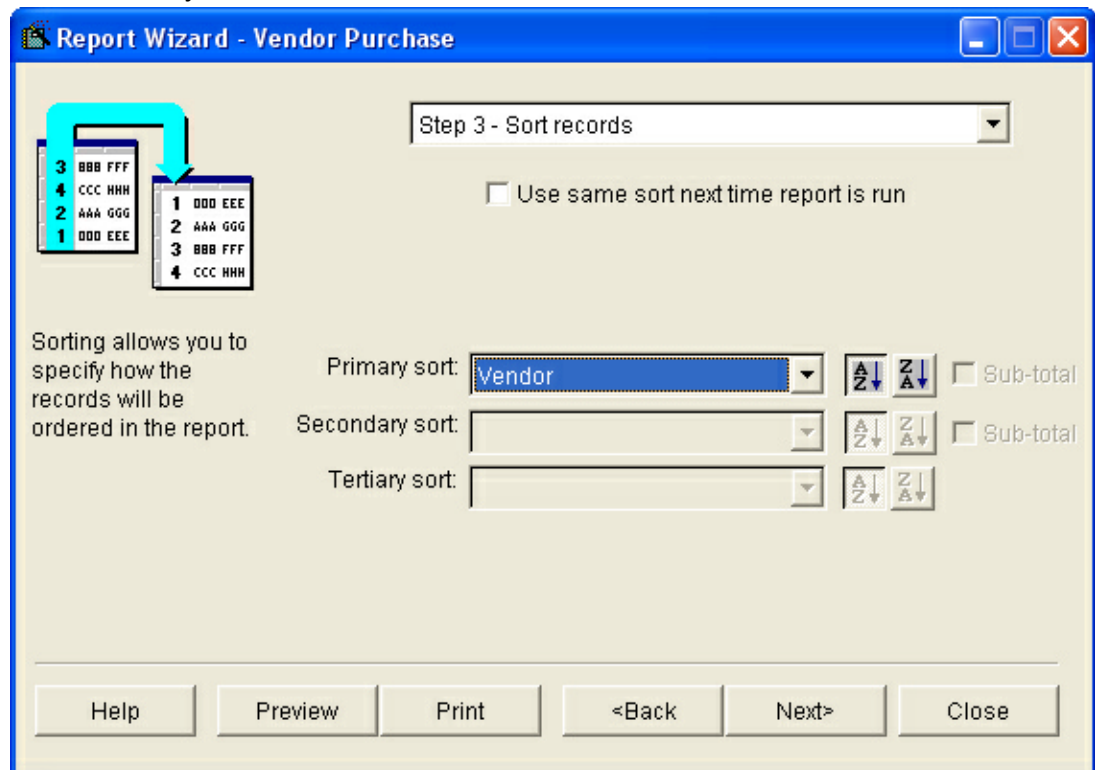
2. Select "Vendor Purchase", select the "Next" button.



3. Select the "Next" button through the filter options.

4. Select sorts:

- Primary sort: Vendor



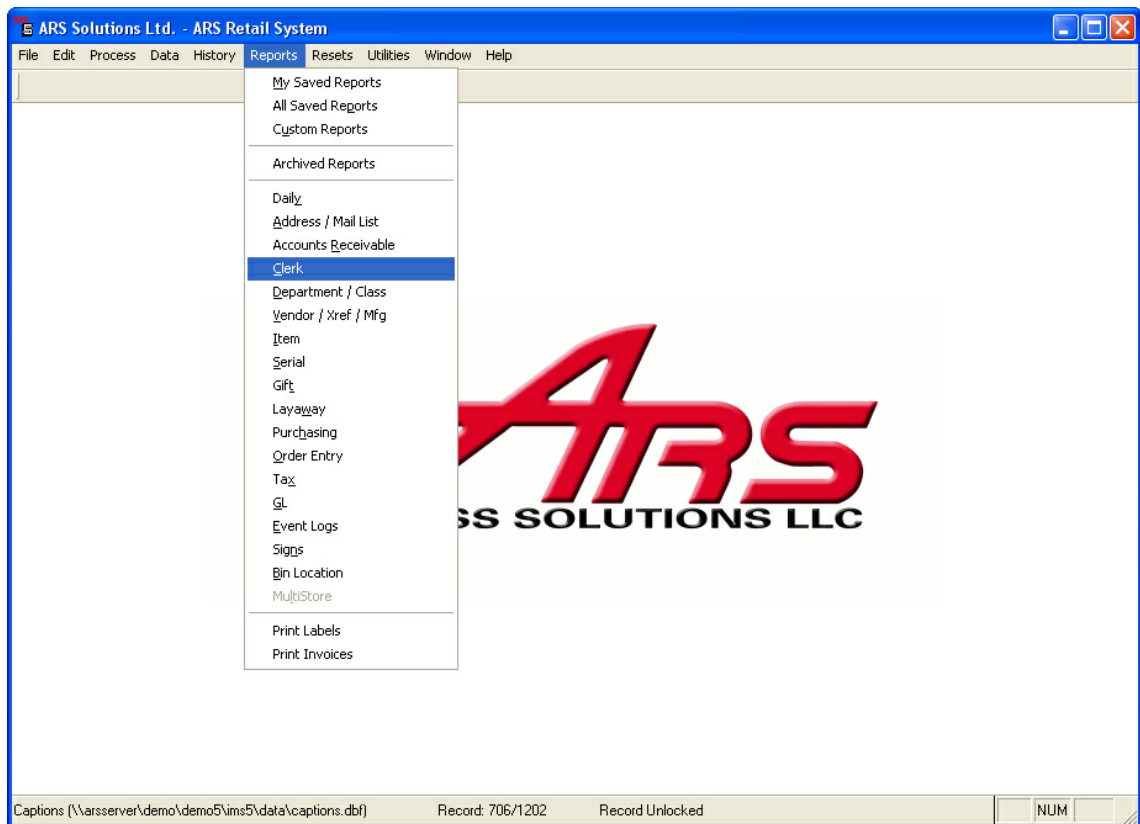
5. Select the "Next" button.
6. The output options window displays.
7. Select the "Print" button.

Vendor	PTD Pur \$	Ptd Un-ap	MTD Qty	MTD Pur \$	MTD Un-ap	YTD Pur	YTD Pur \$	YTD Un-ap	P/Y Qty
LE NATURE'S	0	0.00	0.00	0	0.00	0	0.00	0.00	3
United Hardware	0	0.00	0.00	0	0.00	0	0.00	0.00	0
USA Manufacturing	0	0.00	0.00	0	0.00	0	0.00	0.00	6
Rods	0	0.00	0.00	0	0.00	0	0.00	0.00	0
Strum, Ruger & Co.	0	0.00	0.00	0	0.00	0	0.00	0.00	0
Doe	0	0.00	0.00	0	0.00	0	0.00	0.00	0
UNILEVER	0	0.00	0.00	0	0.00	0	0.00	0.00	0
FRITO	0	0.00	0.00	0	0.00	0	0.00	0.00	0
WRIGLEYS	0	0.00	0.00	0	0.00	0	0.00	0.00	1
MATRIX	0	0.00	0.00	0	0.00	0	0.00	0.00	0
AMCE	4	266.75	0.00	0	0.00	4	266.75	0.00	13
ARS Solutions, Ltd	0	0.00	0.00	0	0.00	0	0.00	0.00	0
AcuSport	0	0.00	0.00	0	0.00	0	0.00	0.00	9
Beretta	0	0.00	0.00	0	0.00	0	0.00	0.00	0
Beretta	0	0.00	0.00	0	0.00	0	0.00	0.00	0
CAMPBELLS	0	0.00	0.00	0	0.00	0	0.00	0.00	3
Carhart	5	100.00	0.00	0	0.00	5	100.00	0.00	2
Carhart	0	0.00	0.00	0	0.00	0	0.00	0.00	0
COCA COLA	0	0.00	0.00	0	0.00	0	0.00	0.00	1
COMMISSIONS PAID	0	0.00	0.00	0	0.00	0	0.00	0.00	0
Consignment Vendor	0	0.00	0.00	0	0.00	0	0.00	0.00	0
CSI Lic	38	256.55	0.00	0	0.00	38	256.55	0.00	0
ELLETT BROS.	1	100.00	0.00	0	0.00	1	100.00	0.00	0

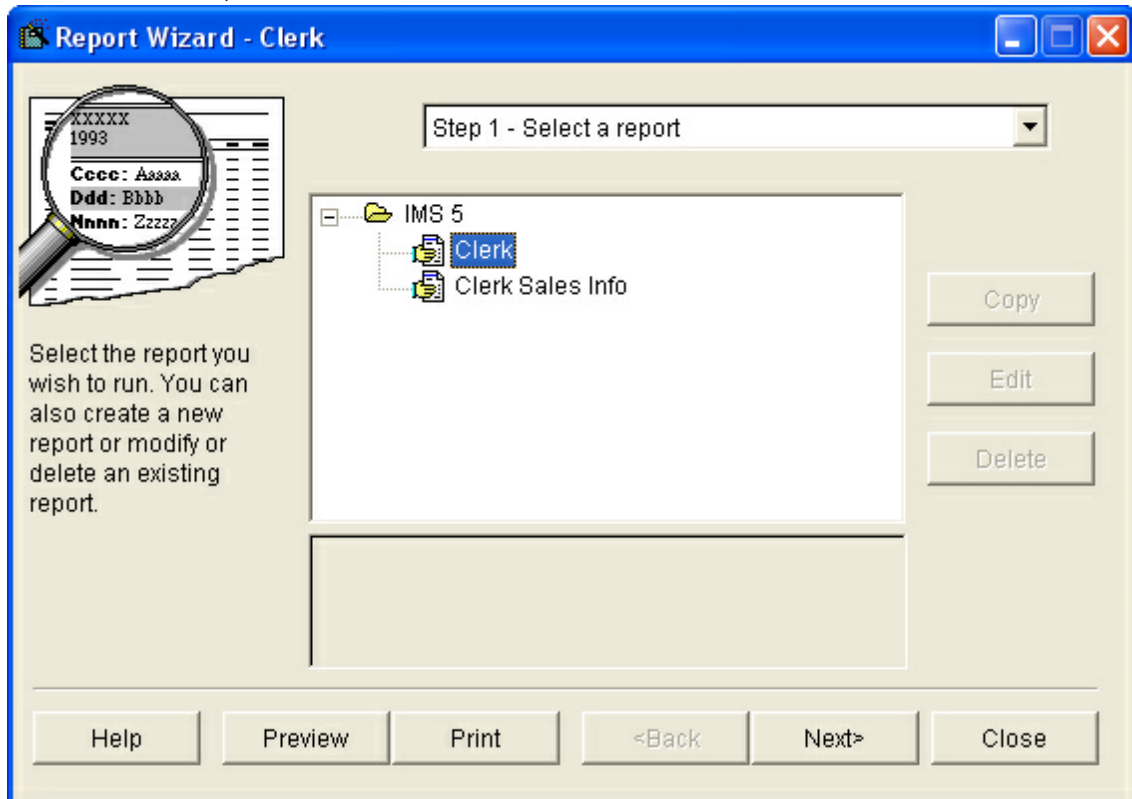
Clerk Sales Report:

Provides total sales for each clerk. *NOTE: This report must be printed prior to completing the Clerk reset option.*

1. Select Reports->Clerk from the main menu.

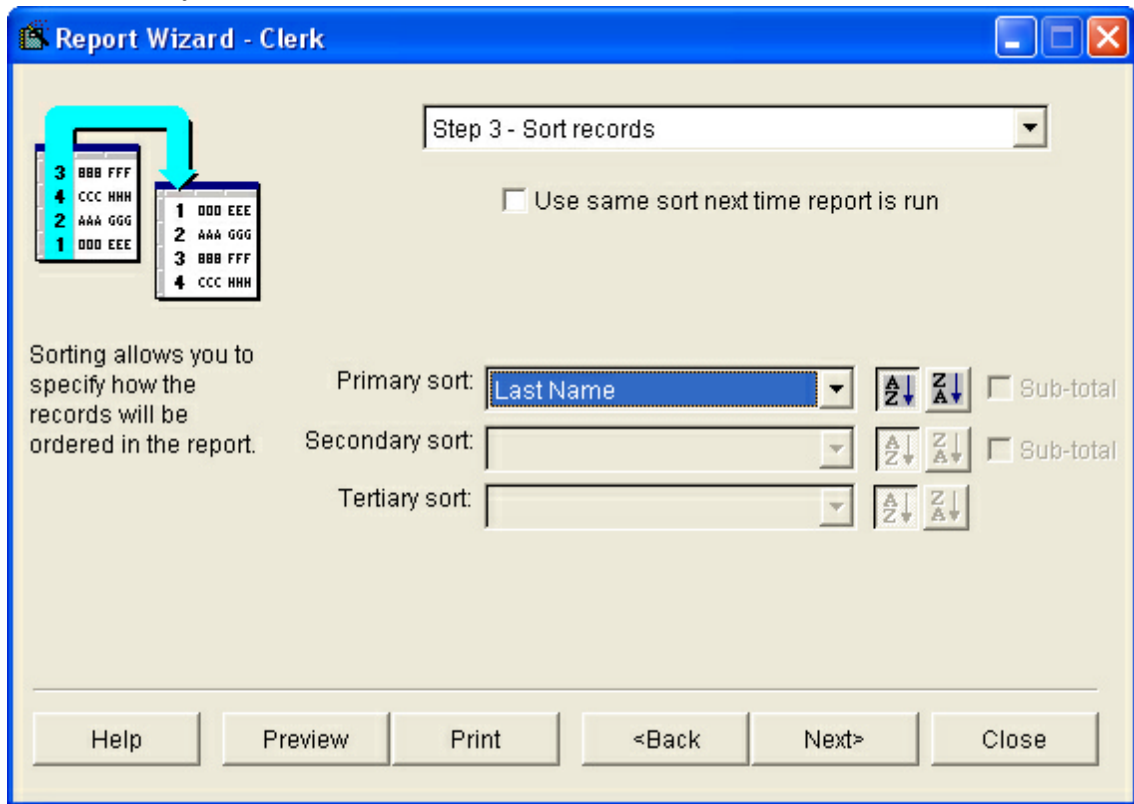


2. Select "Clerk", select the "Next" button.

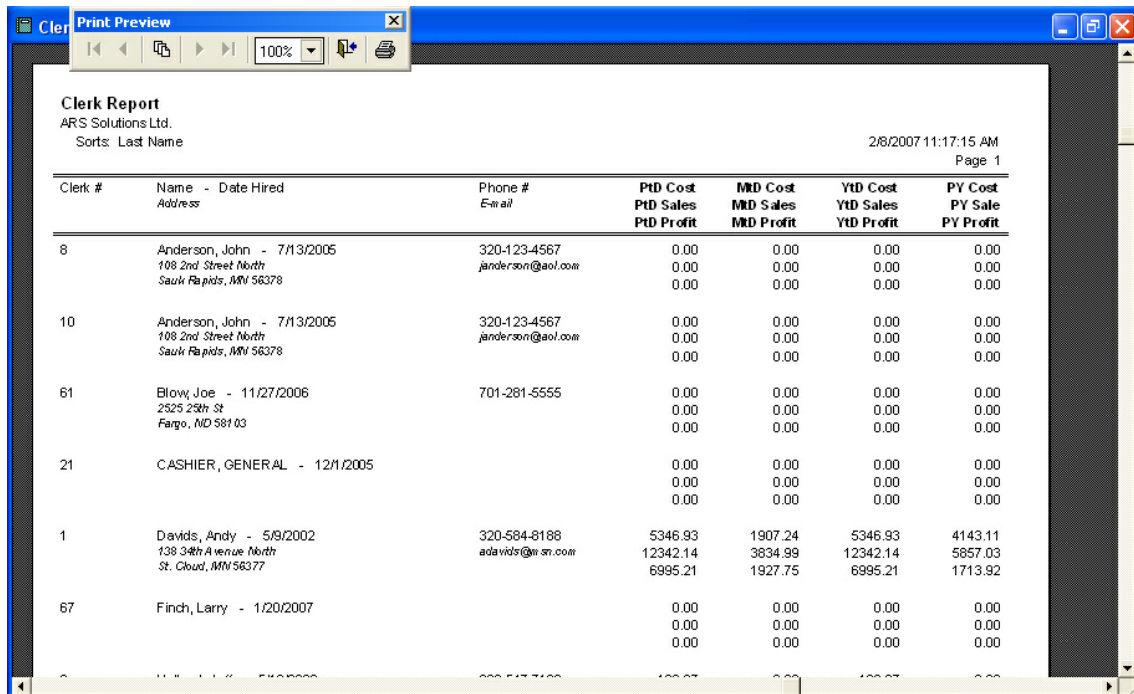


3. Select the "Next" button through the filter options.

4. Select sorts:
 - Primary sort: Last Name



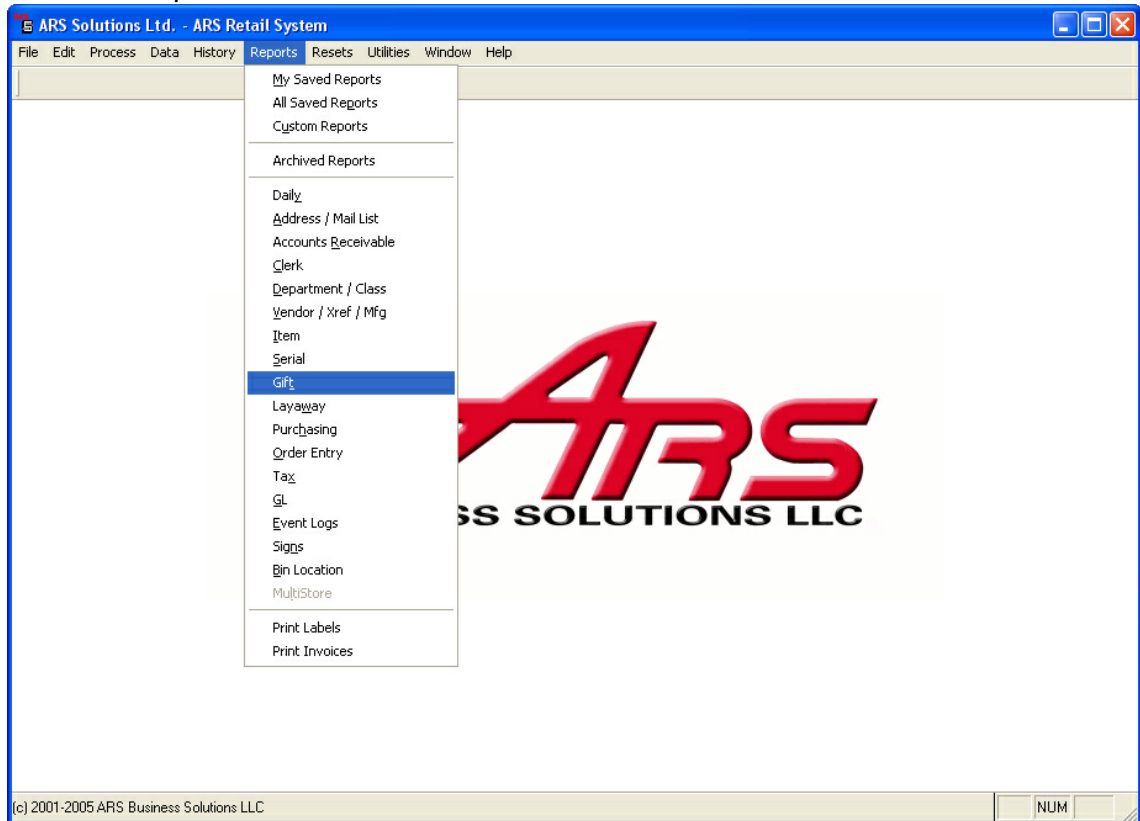
5. Select the "Next" button.
6. The output options window displays.
7. Select the "Print" button.



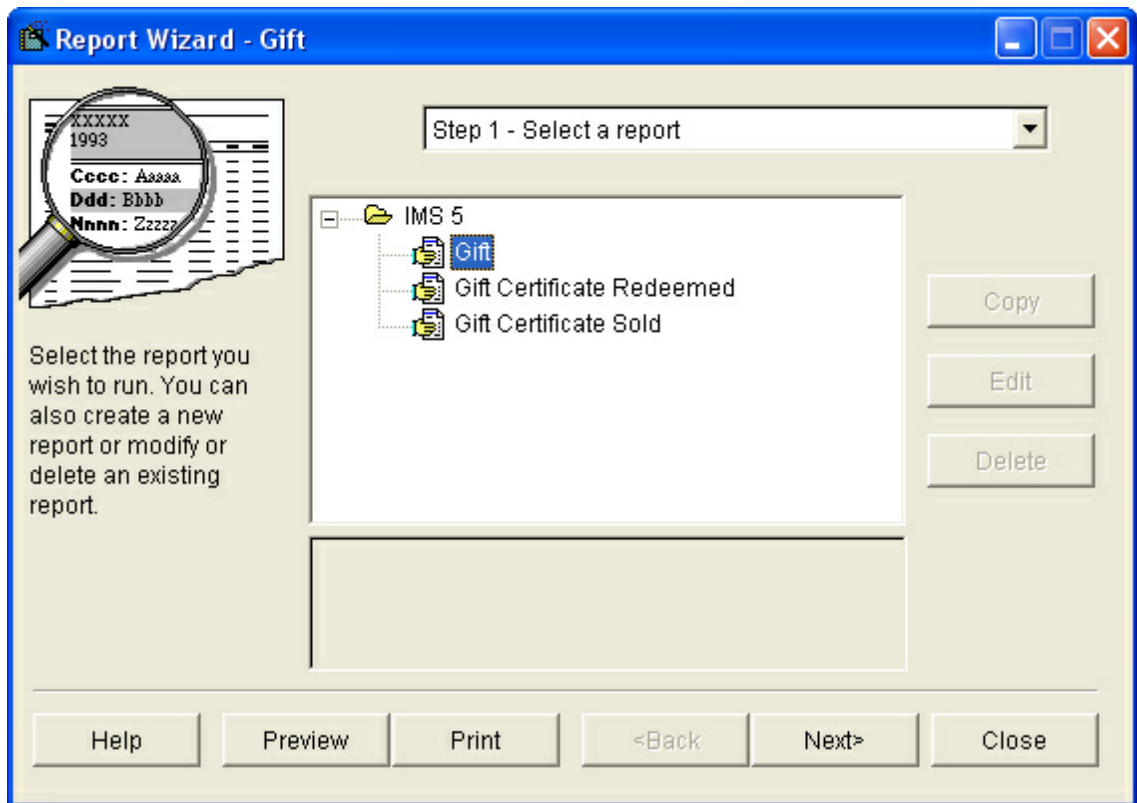
Gift Certificate Report:

Provides values on all gift certificates.

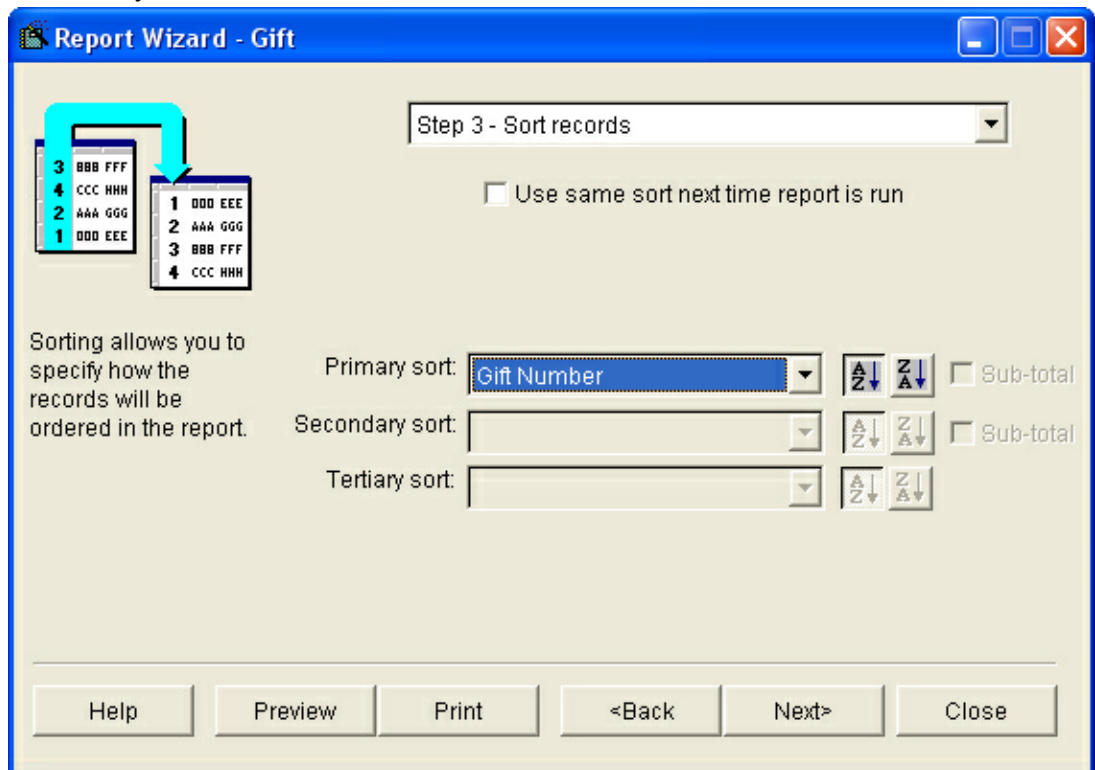
1. Select Reports->Gift from the main menu.



2. Select "Gift", select the "Next" button.



3. Select the "Next" button through the filter options.
4. Select sorts:
 - Primary sort: Gift Number



5. Select the "Next" button.
6. The output options window displays.
7. Select the "Print" button.

Gift Report
ARS Solutions, LTD

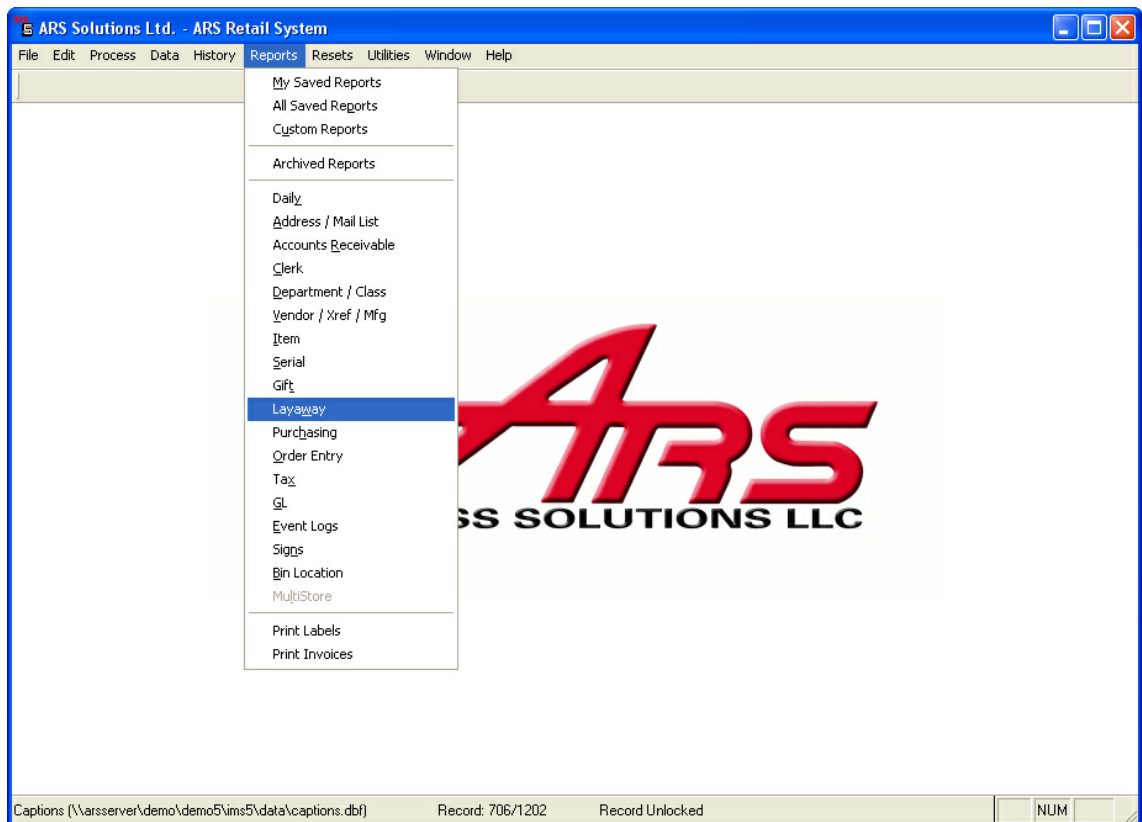
2/19/2007 12:08:22 PM
Page 1

Gift #	Name Phone #	Gift Card	Active	Pay Date Pay Amount	Chrg Date Chrg Amount	Amount	Balance
1056	Benzkofer, Luke	<input type="checkbox"/>	<input type="checkbox"/>	12/10/2003 10.00	12/10/2003 0.00	-10.00	0.00
123	Swift	<input type="checkbox"/>	<input type="checkbox"/>	12/16/2003 100.00	12/18/2003 0.00	-100.00	0.00
4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	2/20/2004 0.00	2/20/2004 0.00	0.00	0.00
5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	2/20/2004 0.00	2/20/2004 0.00	0.00	0.00
6		<input type="checkbox"/>	<input type="checkbox"/>	2/20/2004 0.00	2/20/2004 0.00	0.00	0.00
15		<input type="checkbox"/>	<input checked="" type="checkbox"/>	2/20/2004 0.00	2/20/2004 0.00	0.00	0.00
40000001	.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/28/2002 0.00	5/28/2002 0.00	-25.00	0.00
40000002	.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/28/2002 0.00	5/28/2002 0.00	-25.00	0.00
40000003	.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/28/2002 0.00	5/28/2002 0.00	-25.00	-22.78
40000004	.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/28/2002 0.00	5/28/2002 0.00	-25.00	0.00
40000005	.	<input type="checkbox"/>	<input type="checkbox"/>	6/7/2004 0.00	6/7/2004 0.00	-20.00	-20.00
887766	H, M	<input type="checkbox"/>	<input type="checkbox"/>	5/13/2004 40.00	5/13/2004 0.00	-40.00	-40.00

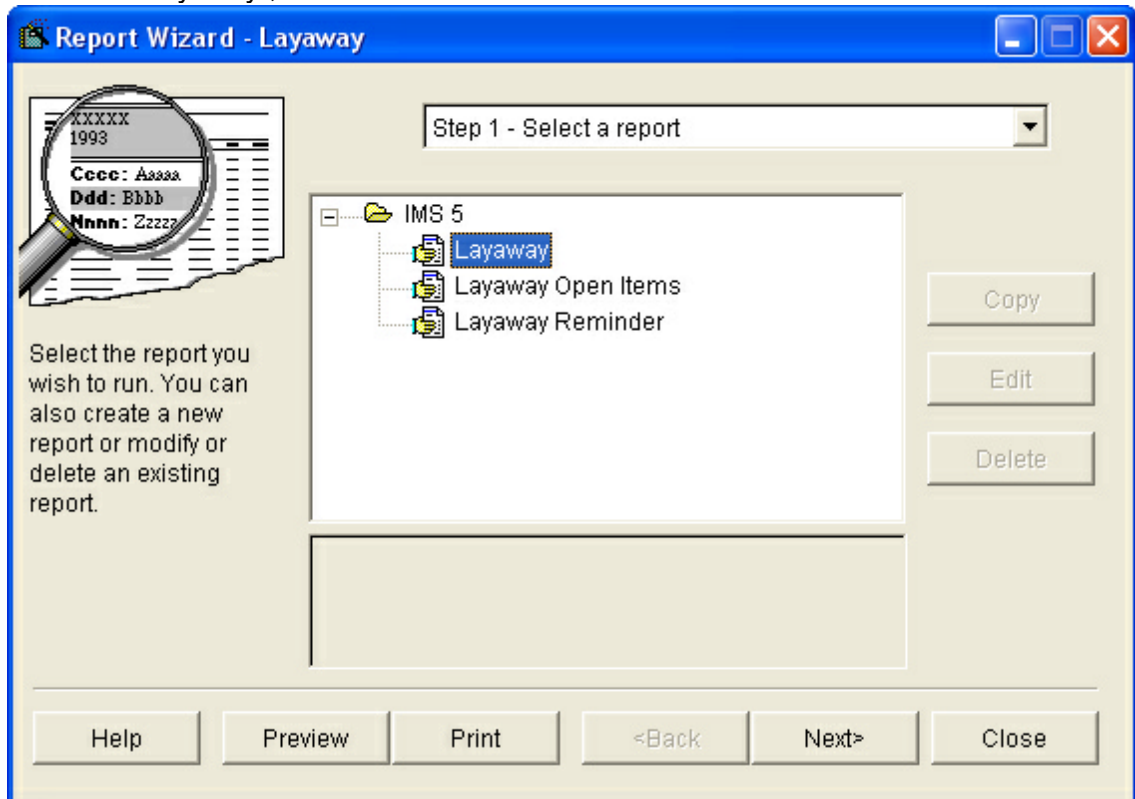
Layaway Report:

Provides values on all layaway's.

1. Select Reports->Layaway from the main main bar.

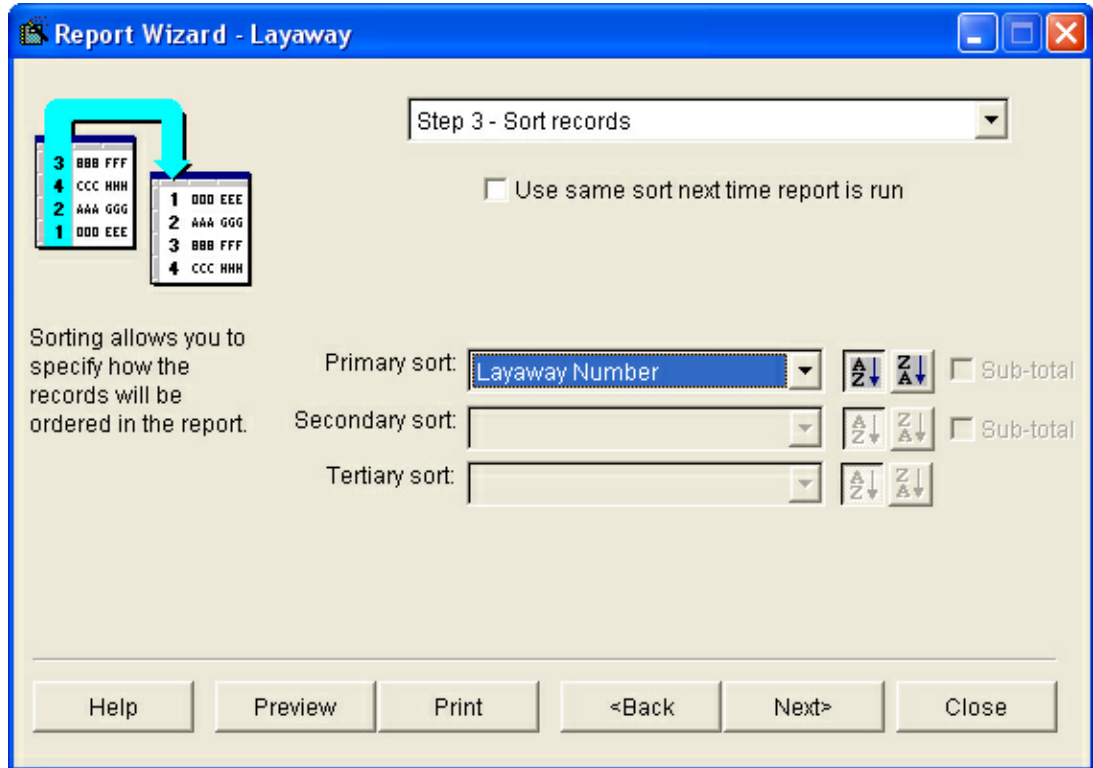


2. Select "Layaway", select the "Next" button.



3. Select the "Next" button through the filter options.

4. Select sorts:
 - Primary sort: Layaway Number or Last Name



5. Select the "Next" button.
6. The output options window displays.
7. Select the "Print" button.

Layaway Report
ARS Solutions Ltd.
Sorts: Layaway Number

Layaway #	Name Address	Phone #	Original Amt	Deposit	Pay Date	Pay Amount	Chrg Date	Chrg Amount
0027110119	Holland, Rod 12742 Krollwood Baker, MN 56425	218-828-7796	32.37	0.00	12/6/2005	0.00	12/6/2005	32.37
0120420140	Mason, Mary 123 Everywhere St NoWhere, ND 58103	320-123-4567	53.25	0.00	11/2/2006	0.00	11/2/2006	53.25
0120420141	Miller, Dallas 234 St solarbat, # 65111	701-555-1234	53.25	30.00	11/2/2006	0.00	11/2/2006	53.25
0120420142	miller, dallas 123 st lalala, la 555555		53.25	0.00	11/2/2006	0.00	11/2/2006	53.25
0129160087	Anderson, John 108 2nd Street North Sauk Rapids, MN 56378	320-123-4567	47.93	0.00	6/29/2006	0.00	6/29/2006	47.93
0149630007	Sterling, Mary 502 Nonwood St Brainerd, MN 56401	218-825-1111	219.24	50.00	8/15/2006	50.00	8/15/2006	169.24
0557200067	Anderson, John 108 2nd Street North Sauk Rapids, MN 56378	320-123-4567	50.27	30.00	6/29/2006	20.00	12/15/2005	40.27
Total 7			509.56					

13.4 Suggested End of Month Reports

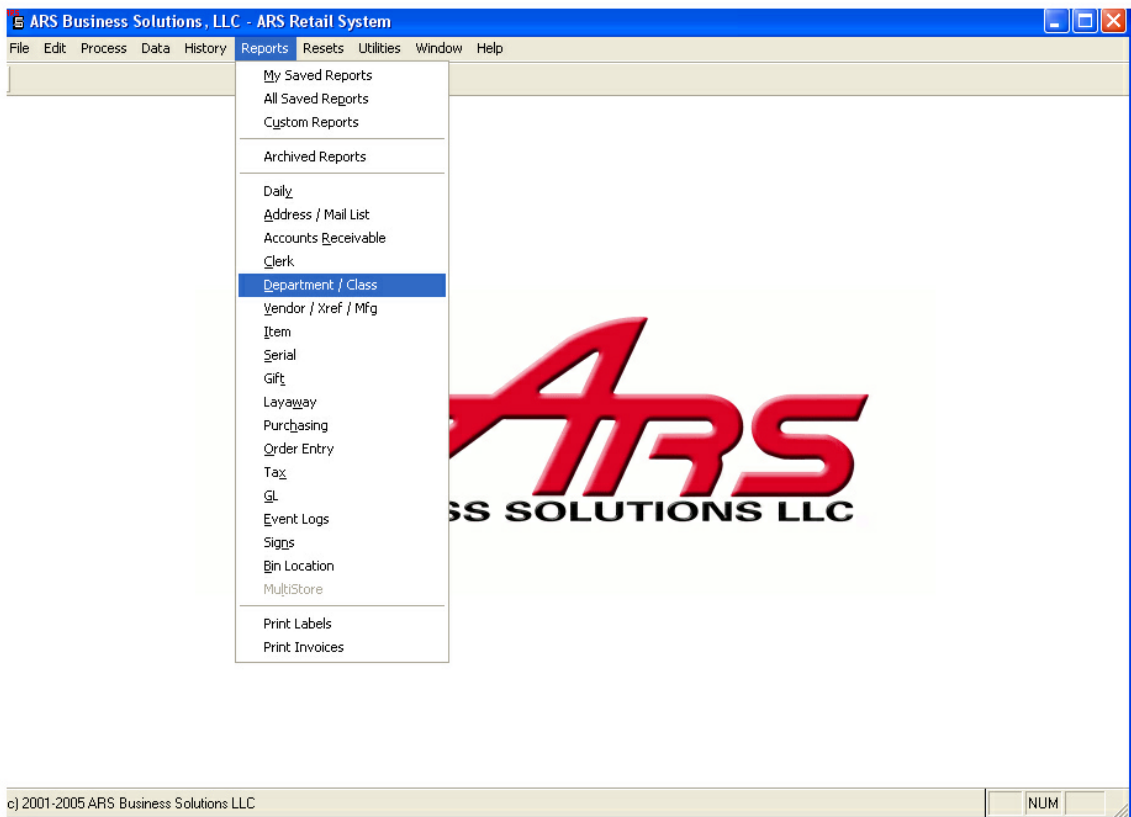
[End of Month](#)



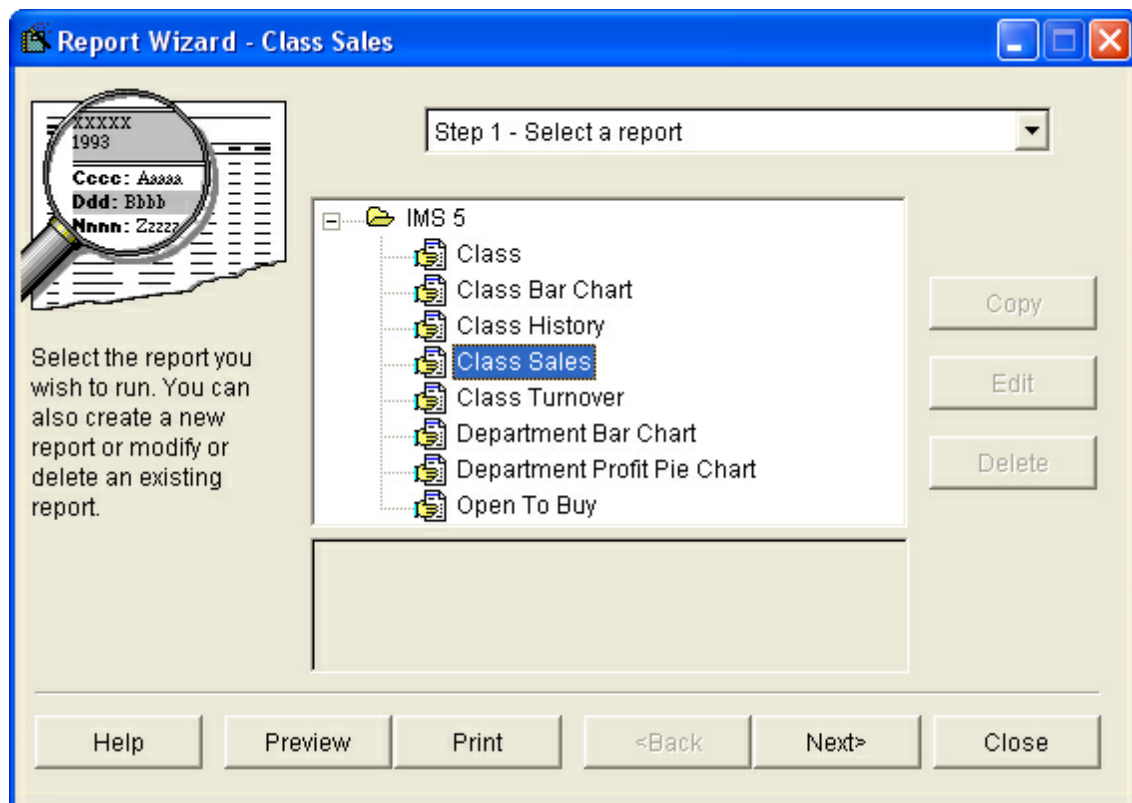
Class Sales Report:

Provides sales information on classes with sales activity during the month. Provides an overview of sales for each department and class. (*Suggestion: Print this report multiple times during the month*)

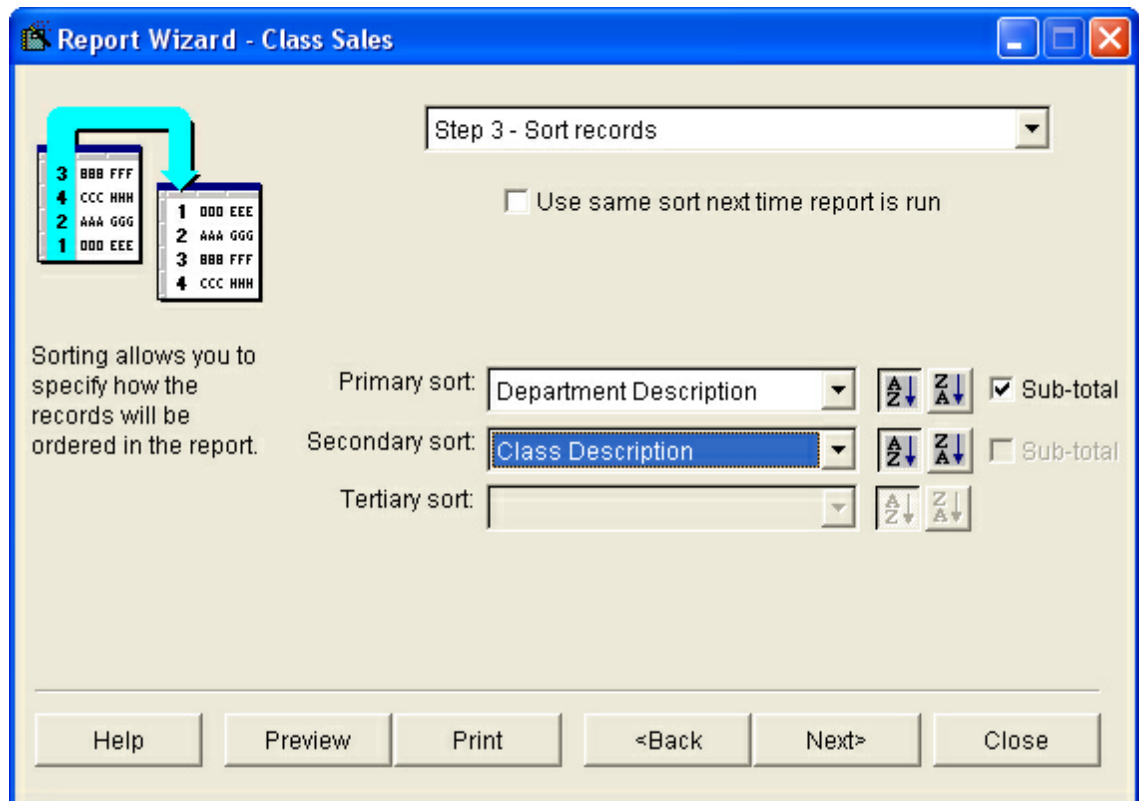
1. Select Reports->Department/Class from the main menu.



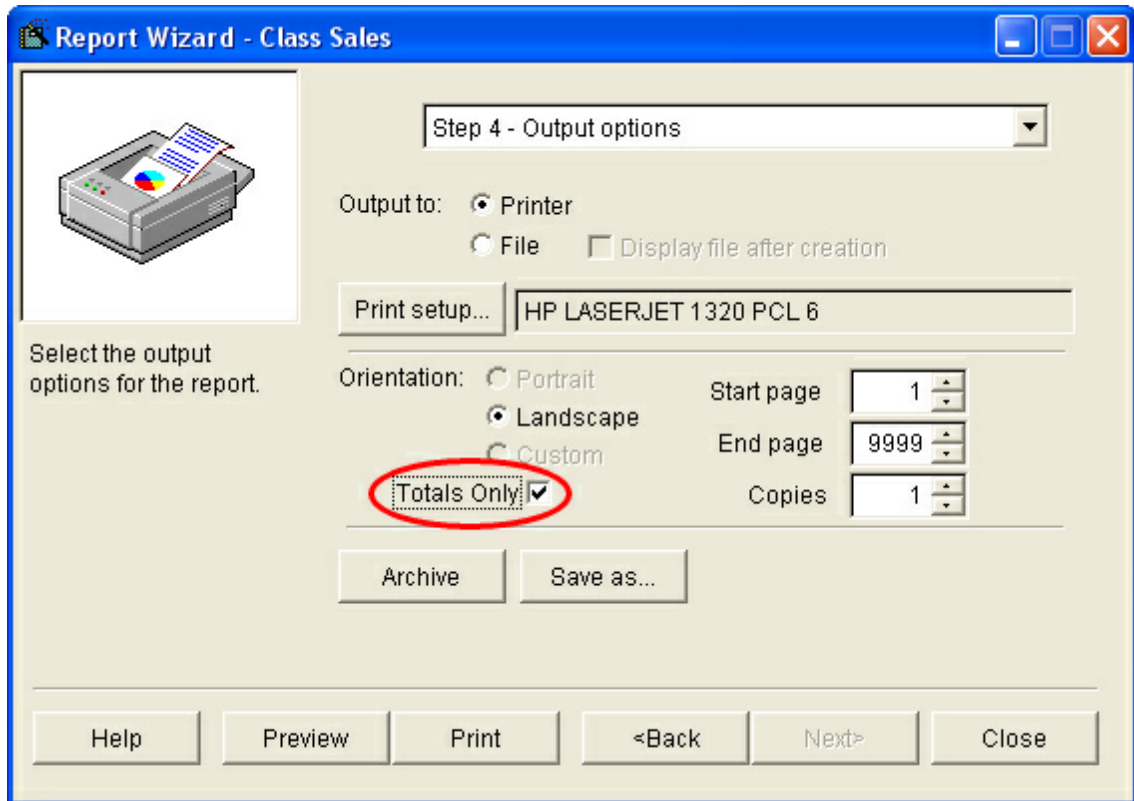
2. Select "Class Sales", select the "Next" button.



3. Select the next button through the filter options.
4. Select Sorts:
 - Primary Sort: Department Description.
 - Secondary Sort: Class Description.



5. Select the "Next" button.
6. The output options window displays.
7. Check the "Totals Only" option.



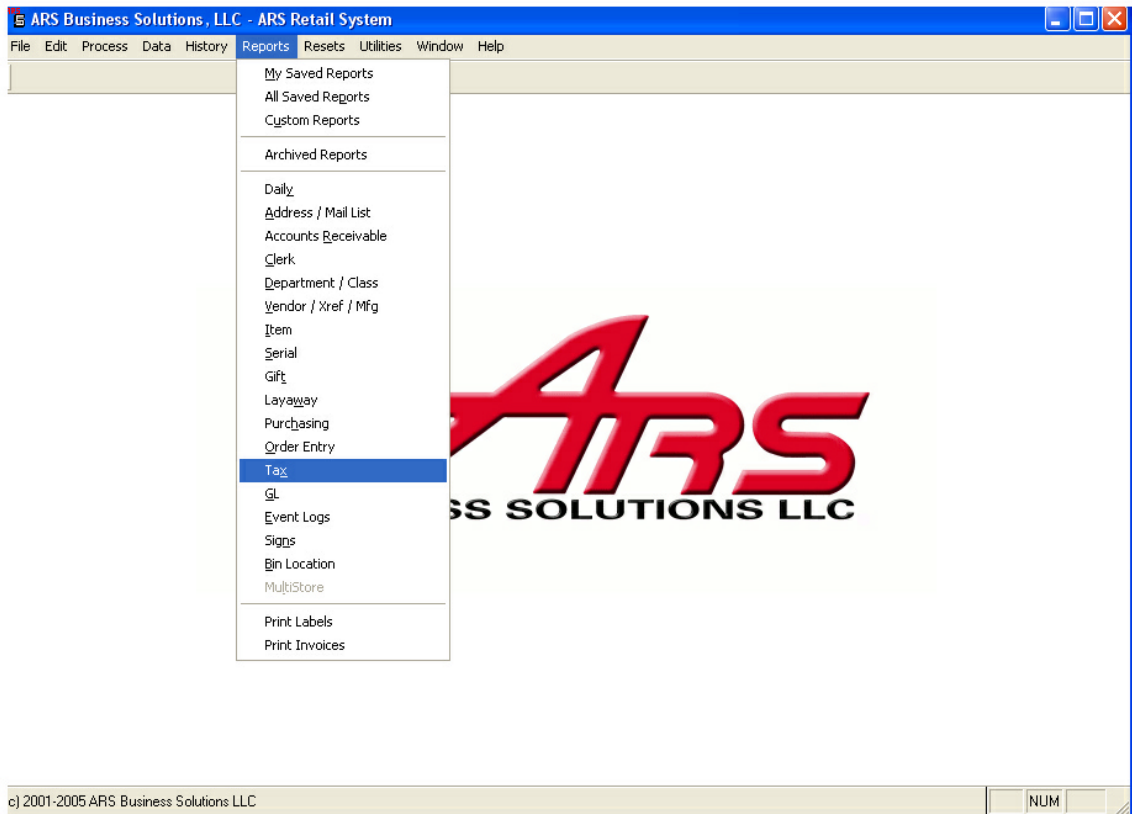
8. Select the "Print" button.

Class Desc	Dept Desc		PTD Profit	MD Qty	MD Cost	MD Profit	YTD Qty	YTD Cost	YTD Profit	PY Qty	F
	PTD Qty	PTD Cost	PTD GP%	MD Mkdn	MD Sales	MD GP%	YTD Mkdn	YTD Sales	YTD GP%	PY Mkdn	I
Dept Desc: Archery											
Subtotal 4	6348.00	97197.75	36611.67	962.00	14778.11	7377.85	6348.00	97197.75	36611.67	12885.00	19
	11997.22	133809.42	27.4	0.00	22155.96	33.3	11997.22	133809.42	27.4	29142.07	26
Dept Desc: Camping											
Subtotal 2	1626.00	18433.58	3123.89	260.00	2793.92	789.68	1626.00	18433.58	3123.89	3301.00	3
	1998.57	21557.47	14.5	0.00	3583.60	22.0	1998.57	21557.47	14.5	4871.30	4
Dept Desc: Clothing											
Subtotal 4	6220.00	140015.40	79486.06	946.00	21238.54	15194.91	6220.00	140015.40	79486.06	12441.00	28
	20390.45	219501.46	36.2	0.00	36433.45	41.7	20390.45	219501.46	36.2	48615.73	43
Dept Desc: Consignments											
Subtotal 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	
Dept Desc: Department 1											
Subtotal 5	1183.00	51534.21	7548.47	177.00	7662.52	1976.71	1183.00	51534.21	7548.47	2354.00	10
	5618.49	59082.68	12.8	0.00	9639.23	20.5	5618.49	59082.68	12.8	12903.95	11
Dept Desc: Department 2											

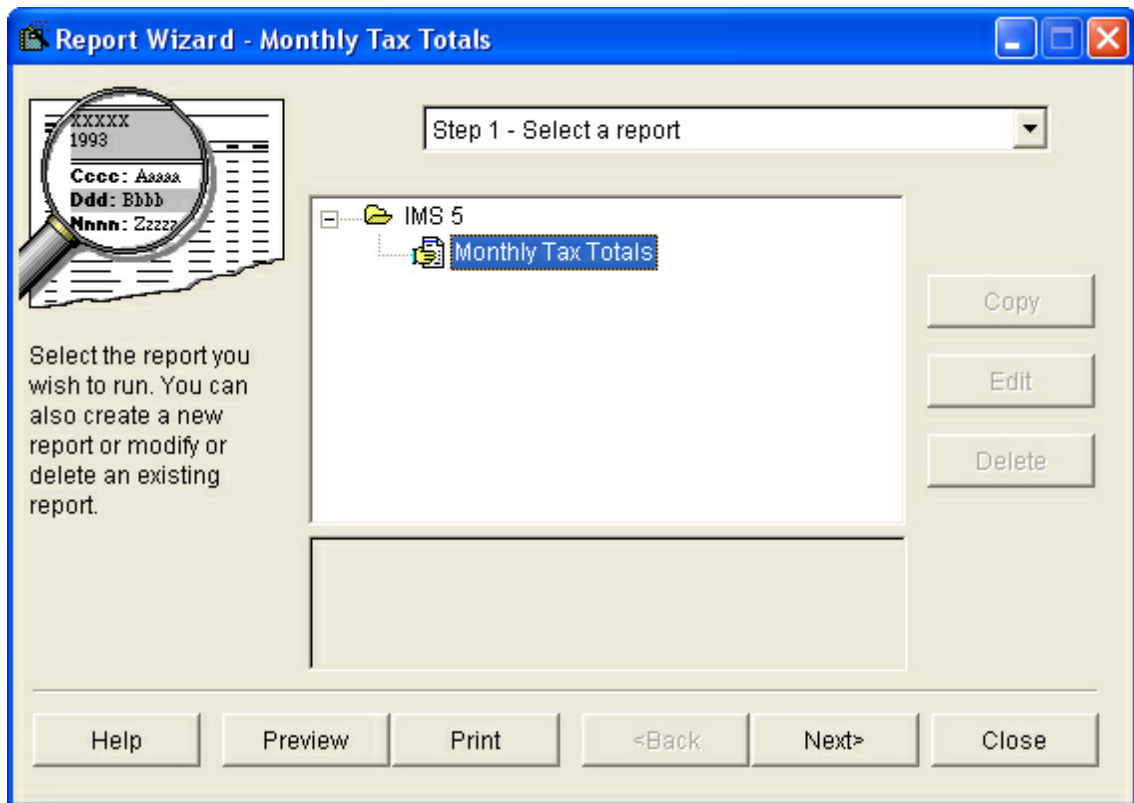
Monthly Tax Report:

Provides sale tax information for the month.

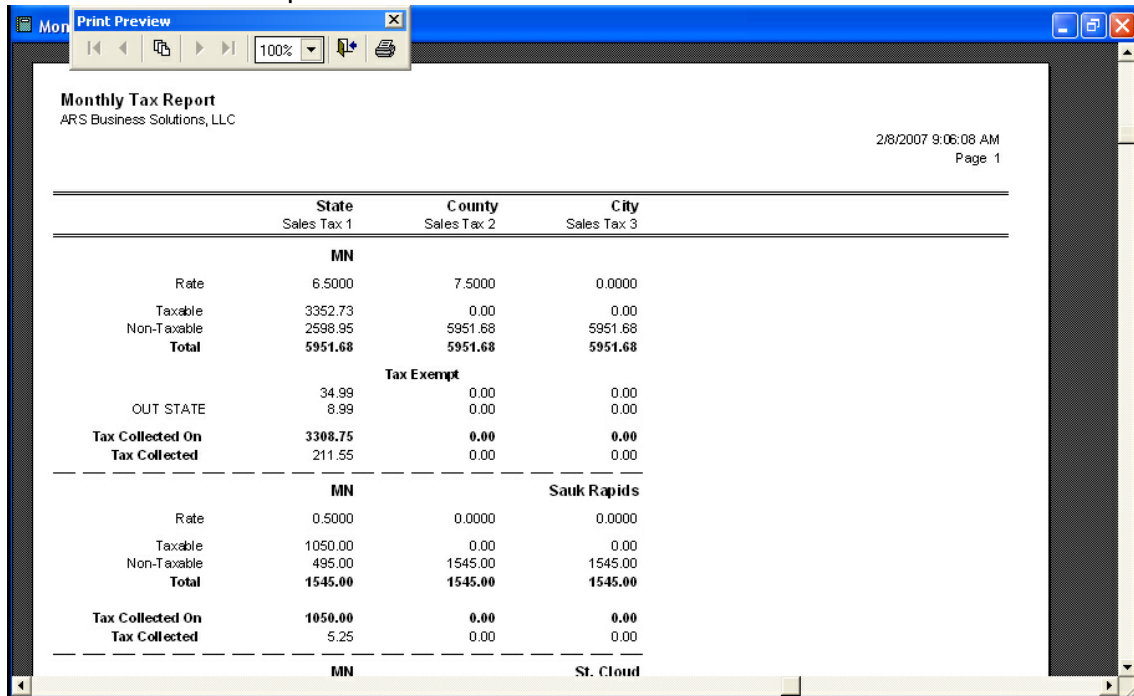
1. Select Reports->Tax from the main menu bar.



2. Select "Monthly Tax Totals", select the "Next" button.



3. The output options window displays.
4. Select the "Print" option.

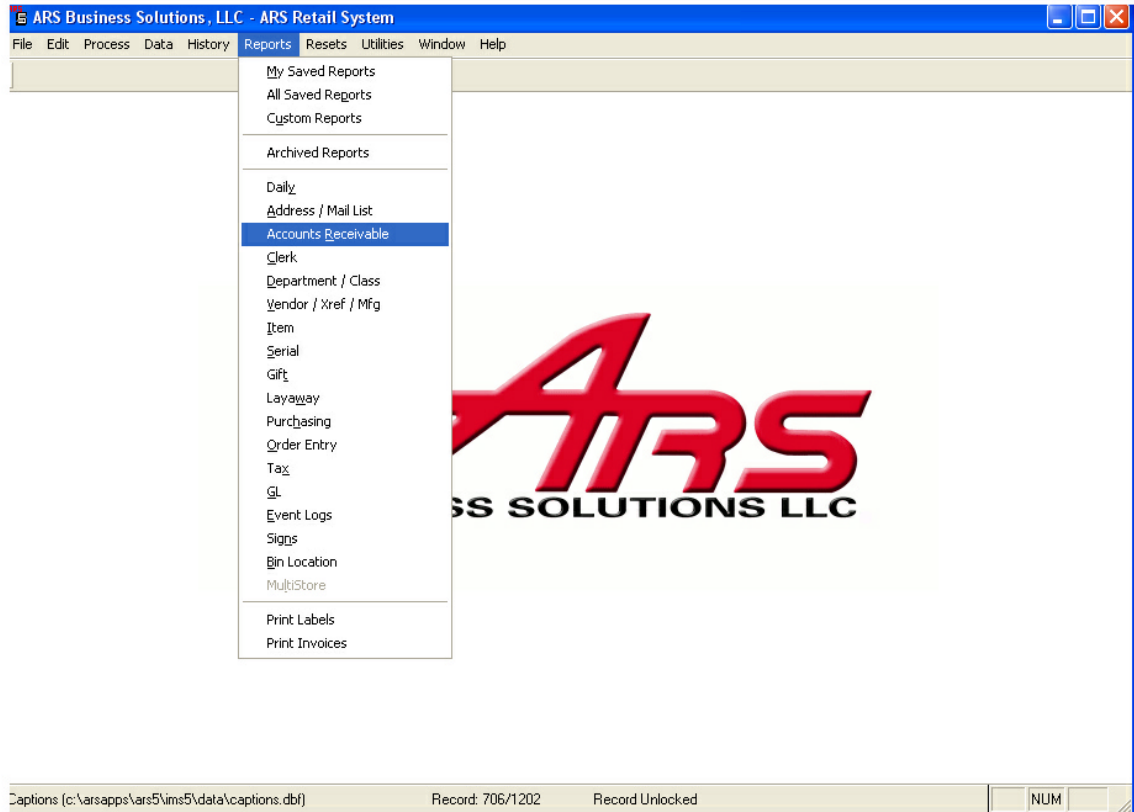


Accounts Receivable Aging Report:

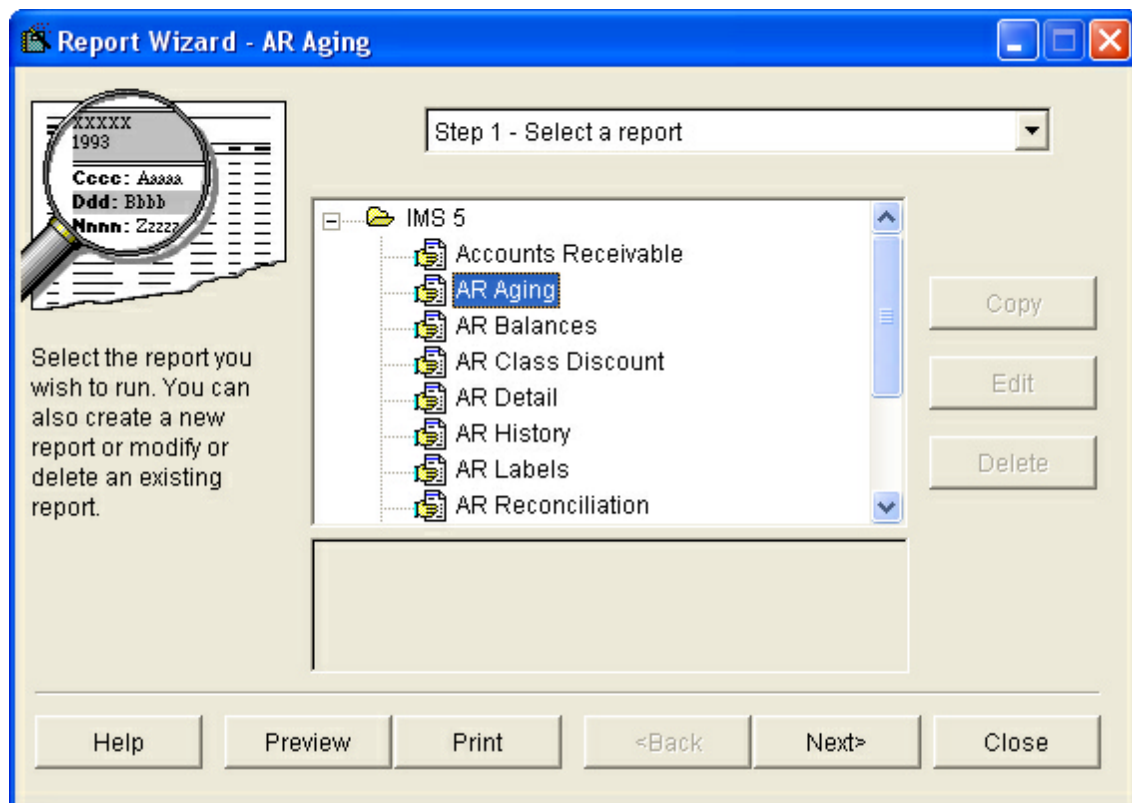
Provides individual accounts receivable account information.

- Customer balances
- Account aging information
- Account verification information

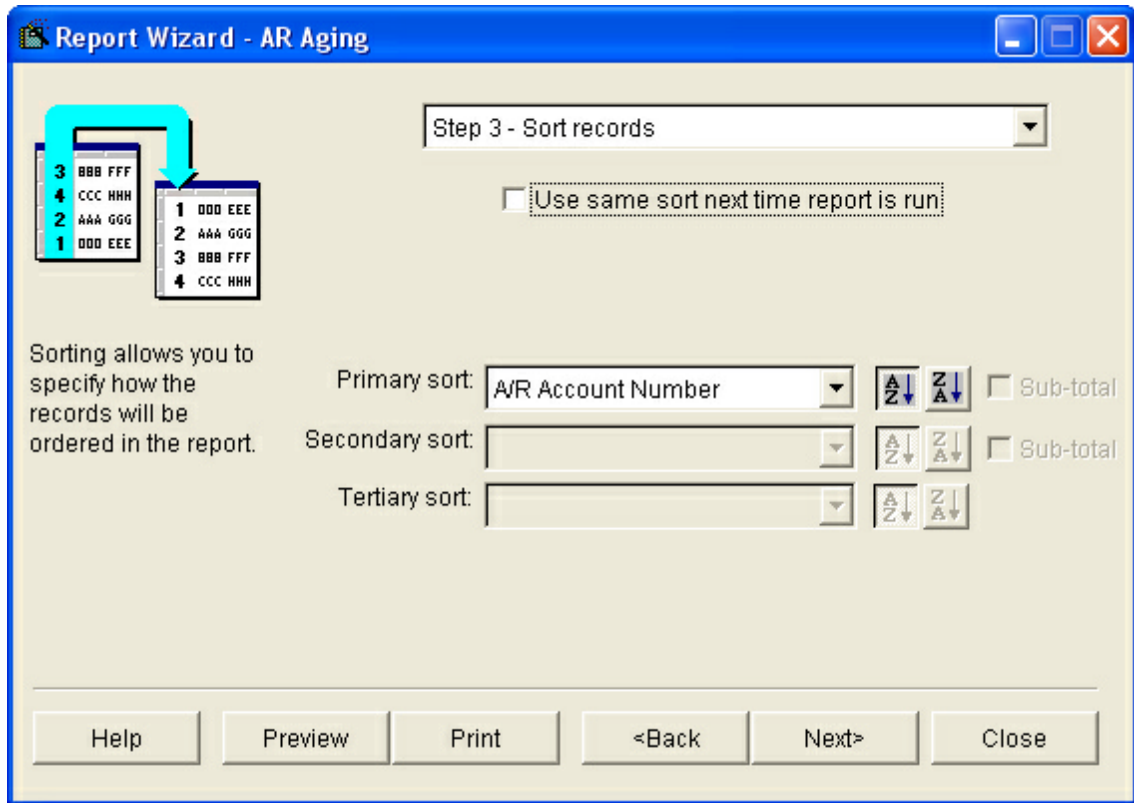
1. Select Reports->Accounts Receivable from the main menu bar.



2. Select "A/R Aging", select the "Next" button.



3. Select the "Next" button through the filter options.
4. Select Sorts:
 - Primary Sort: A/R Account Number or Customer Name.



5. Select the "Next" button.
6. The output options window displays.
7. Select the "Print" button.

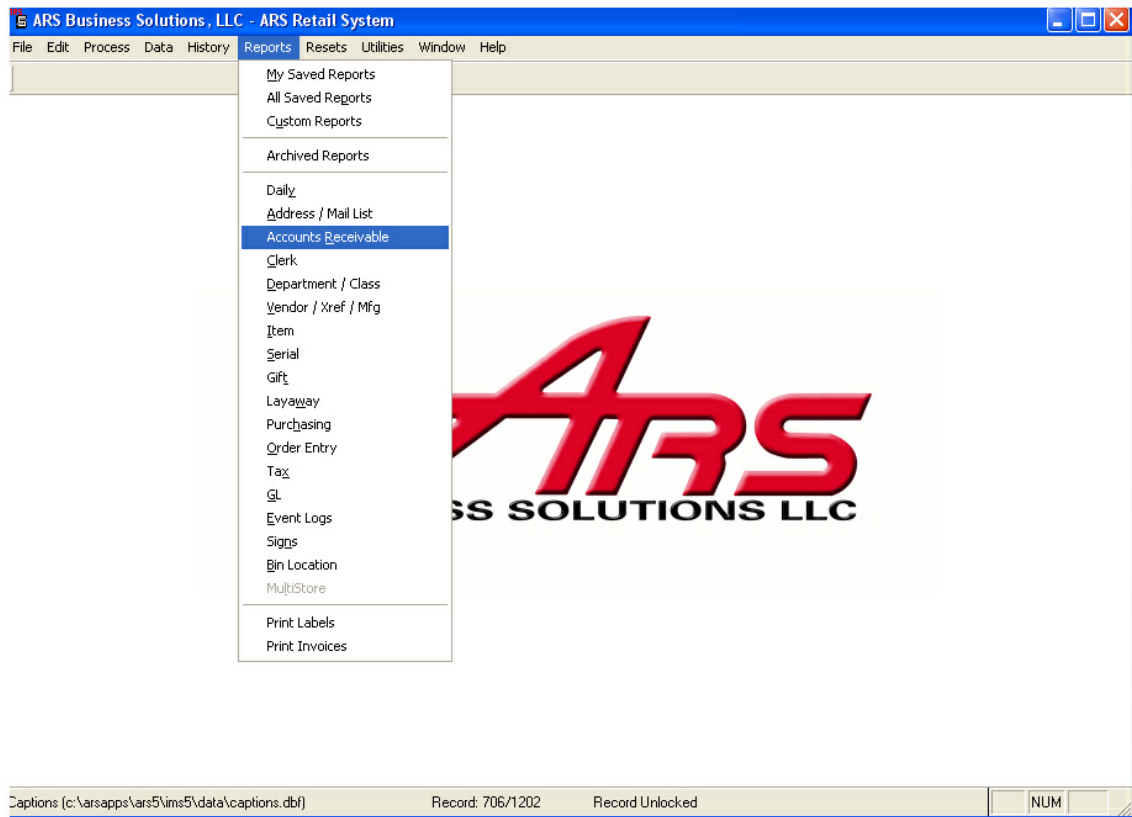
AR Aging Report
ARS Solutions Ltd.
Sorts: A/R Account Number
2/8/2007 9:15:20 AM
Page 1

AR Acct #	Name YD Fin	PY Fin	YD Pur \$	Prev Bal P Y Pur \$	Balance YD Pur Qty	Aged Balances					Last Pay \$ Last Chrg \$
						0-30 days P Y Qty	30-60 days YD Pay \$	60-90 days P Y Pay	90-120 days YD Pay	120+ days P Y Pay	
1	CSI Lic 5.1915	25.9501	0.0000	176.96 0.0000	176.96 0	0.00 0	2.62 0.0000	2.58 0.0000	2.54 0	169.22 0	0.00 137.39
101	Jackson, Mike 9.7977	50.7656	0.0000	333.96 202.9900	333.96 0	0.00 2	4.94 0.0000	4.86 100.0000	54.05 0	270.11 1	0.00 50.00
102	Doe, John 55.5065	268.7170	233.8800	2026.95 431.7600	2125.83 4	98.88 2	162.96 0.0000	27.55 -14.0000	27.14 0	1809.30 1	0.00 28.81
103	Acme Construction 15.1425	197.4119	261.9900	1286.63 894.1200	1286.63 1	0.00 2	277.13 0.0000	1009.50 4540.7300	0.00 0	0.00 7	0.00 261.99
105	Mail/Web Order - Out of State 157.7525	756.2702	246.9900	5624.01 1047.9600	5624.01 1	0.00 1	326.45 0.0000	78.29 0.0000	77.13 0	5142.14 0	0.00 246.99
121	Special Orders 0.0000	0.0000	114.3800	293.84 1063.3600	193.84 3	0.00 5	114.38 255.0000	179.46 220.0000	0.00 4	0.00 2	0.00 5.00
124	Anderson, John 266.3100	1217.2663	905.2400	11916.27 8245.2300	11916.27 1	0.00 3	1038.40 0.0000	133.16 273.4700	133.16 0	9974.73 1	0.00 905.24
132	Testina, Test 0.0000	0.0000	2549.9700	2549.97 0.0000	2549.97 1	0.00 0	2549.97 0.0000	0.00 0.0000	0.00 0	0.00 0	0.00 2549.97
139	Tony, Nick 20.2990	129.4424	0.0000	471.59 321.8600	471.59 0	0.00 1	10.15 0.0000	10.15 0.0000	10.15 0	715.62 0	0.00 321.86
143	Tackle Tech Store 1 27.6109	137.9994	0.0000	941.12 0.0000	941.12 0	0.00 0	13.91 0.0000	13.70 0.0000	13.50 0	900.01 0	0.00 791.60
150	Holland, Rod 3.4472	0.0000	0.0000	233.26 249.8100	233.26 0	0.00 1	3.45 20.0000	229.81 0.0000	0.00 1	0.00 0	0.00 249.81

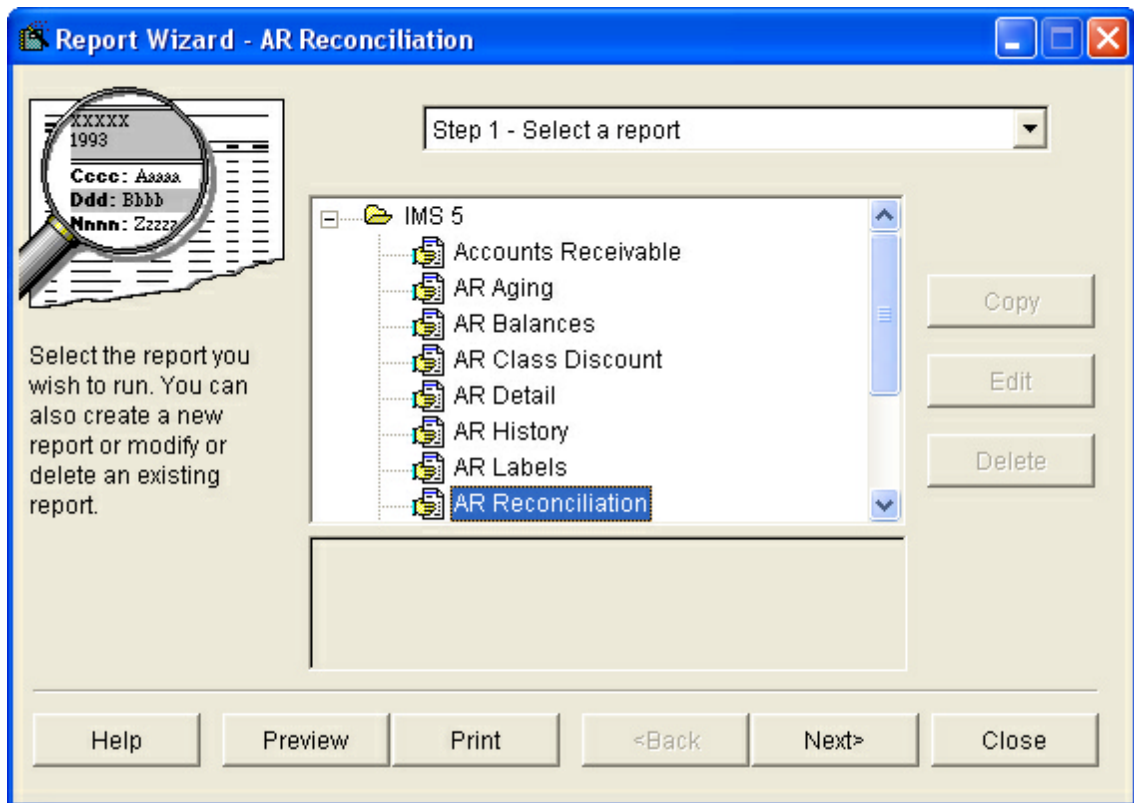
Accounts Receivable Reconciliation Report:

Provides individual account activity. Used to verify customer balances prior to printing statements and the A/R Reset. *NOTE: This report NEEDS to be verified prior to completing an A/R Reset.*

1. Select Reports->Accounts Receivable from the main menu bar.

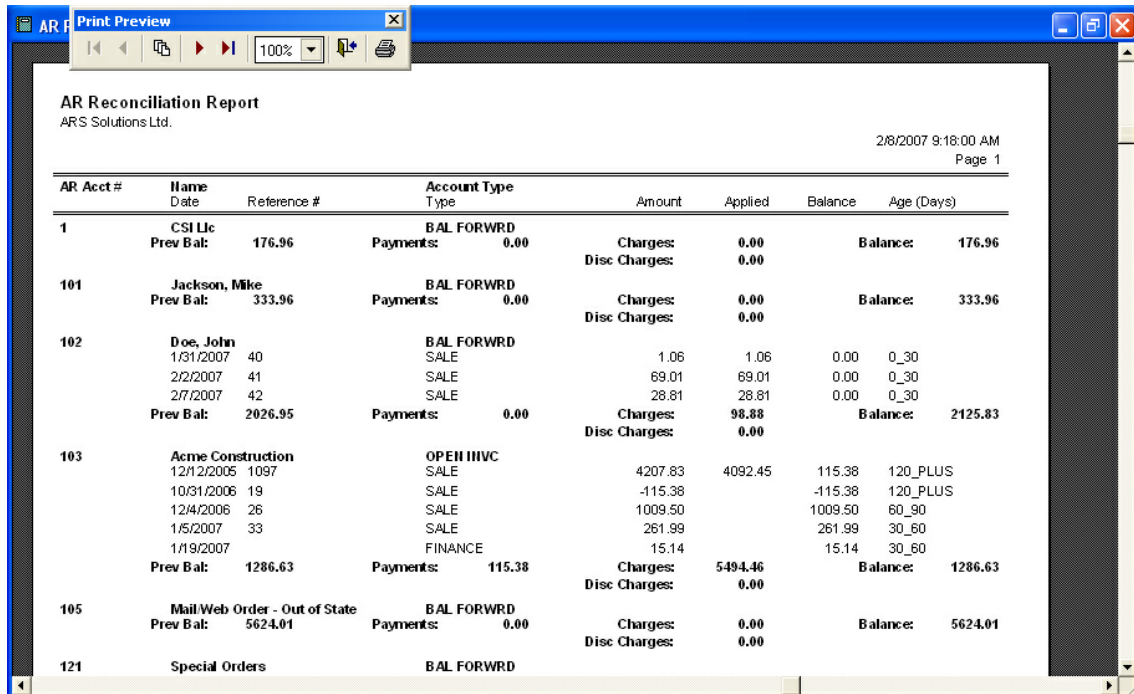


2. Select "A/R Reconciliation", select the "Next" button.



3. The "Output Options" window displays.

4. Select the "Print" button.



14 Filtering



The filter feature is used to display, report or select a subset of records based on specified criteria. A filter button is found on the basic tool bar as well as on many other data entry forms within an ARS application, including the Reports Wizard. Limiting the amount of data in a filter allows many functions to be much more manageable. Once a filter is created, it may be stored within the system for later use.

Example: A filter can be created which retrieves records for a specific group, such as items that are manufactured by a specific manufacturer.

14.1 Creating a Filter

[Filtering](#)



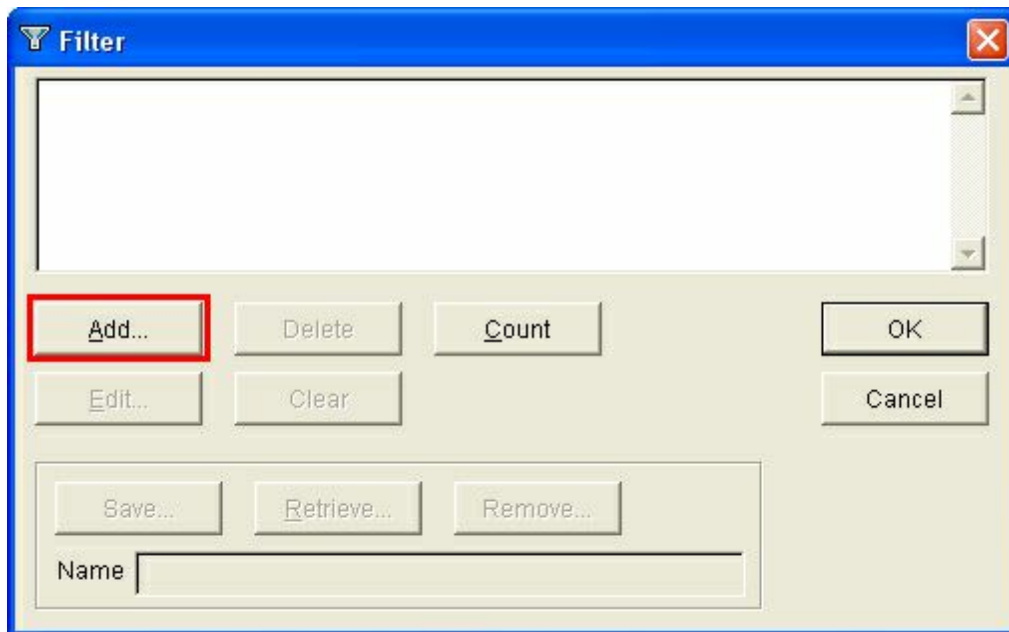
To create a filter:

1. Select the "Filter" button from the tool bar, or select Edit->Filter from the main menu bar.

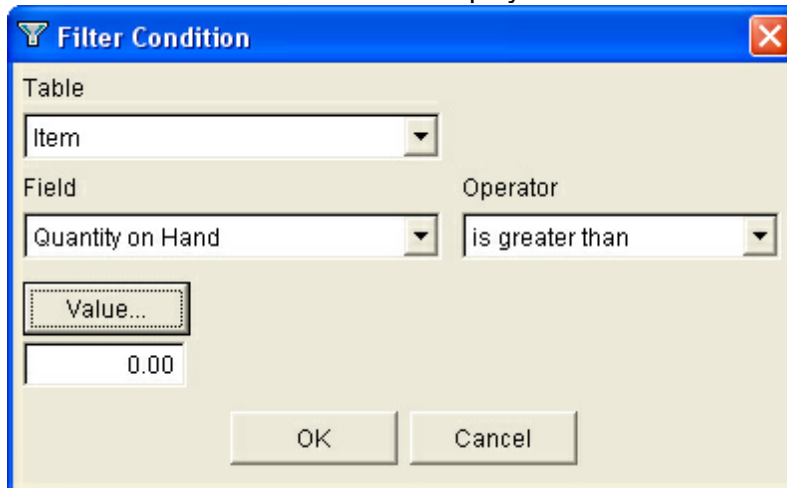
The screenshot shows the ARS Business Solutions, LLC - ARS Retail System interface. The menu bar includes File, Edit, Process, Data, History, Reports, Resets, Utilities, Window, and Help. The 'Filter' button is circled in red in the menu bar. Below the menu bar, a toolbar contains buttons for Filter, Find, Interface, Copy, and Que Labels. The main window displays a table titled 'ROD & SEAT' with columns for Description 1, Description 2, and QoH. The 'Filter...' option in the Edit menu is also circled in red. The table data is as follows:

Item	Description 1	Description 2	QoH
77	WINKELMAN VT109 TAPE	BRONZ BACKS OF THE NO.VHS	4.00
80	TLF102 TARGET	39X24X2" DEER W/STAND	3.00
81	AT-L-TRAP RT25B 1/2 OZ	CHROME BLUE BACK	86.00
82	AR 5304-003 GRIZZLY BROAD.	3 PK 120GR 3 BLADE	94.00
82	AR 5304-004 GRIZZLY BROAD.	3PK 125GR 4 BLADE	45.00
89	MULIN 4000 HEATER	12,000 BTU	1.00
97	SHNING 1026 ROD & SEAT	BOW FISHING 2PC ROD/SEAT	28.00
97	SHNING 1024 BOWFISHING LINE	50' 100 LB TEST	95.00
98	JRRIS 200010 SCOPE	4X PLEX	74.00
14	ANNON 1400070 BLACK MARLIN	TELE BOOM W/O/TRANSDUCER	25.00
14	ANNON 2250136 CONV.KIT M10A		44.00
14	CANNON 0600016 MINI-MAG	18 IN BOOM BLK	56.00
14	CANNON 0300001 MINI-TROL	100'-120' B.CI AM PACK	97.00

2. Use the "Add" button to create a filter or add to the current filter.

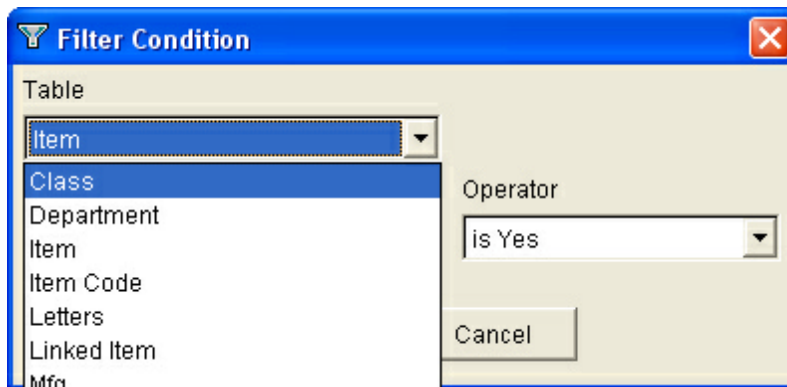


3. The "Filter Condition" window displays.

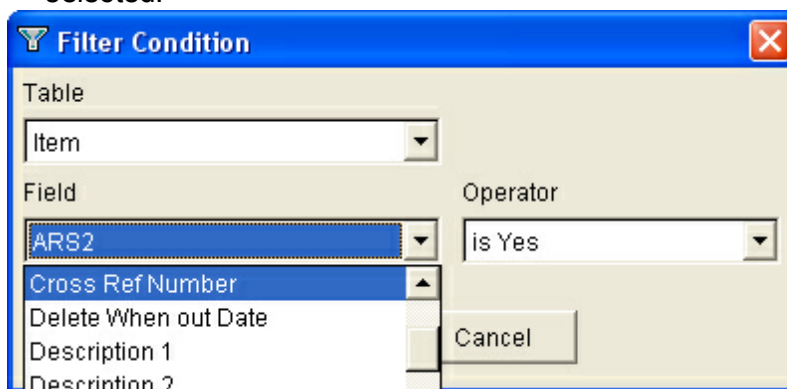


Enter Filter Criteria:

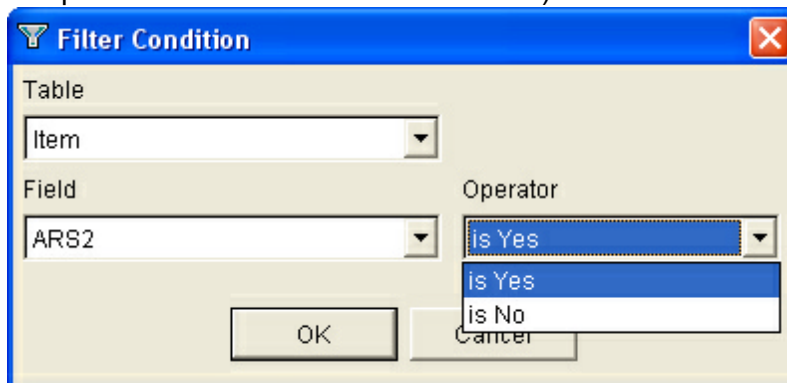
1. Select the "Table" drop-down button to display a list of available tables. A table is a classification of fields.



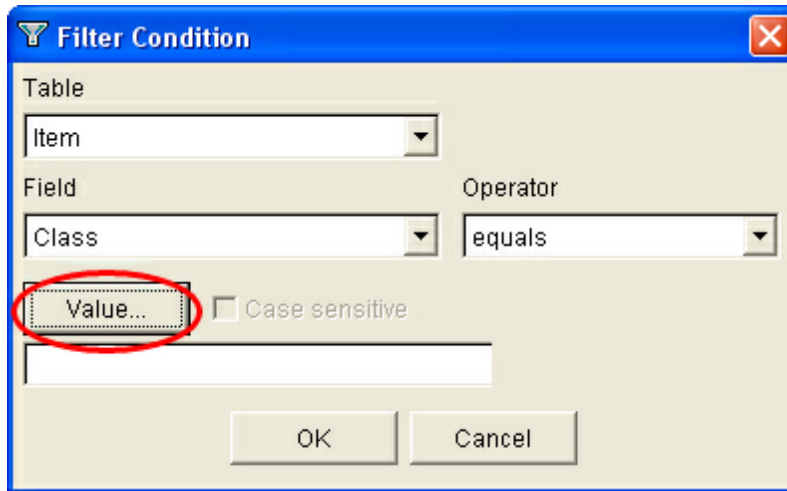
2. Select the "Field" drop-down button to display the list of fields that are in the table you selected.



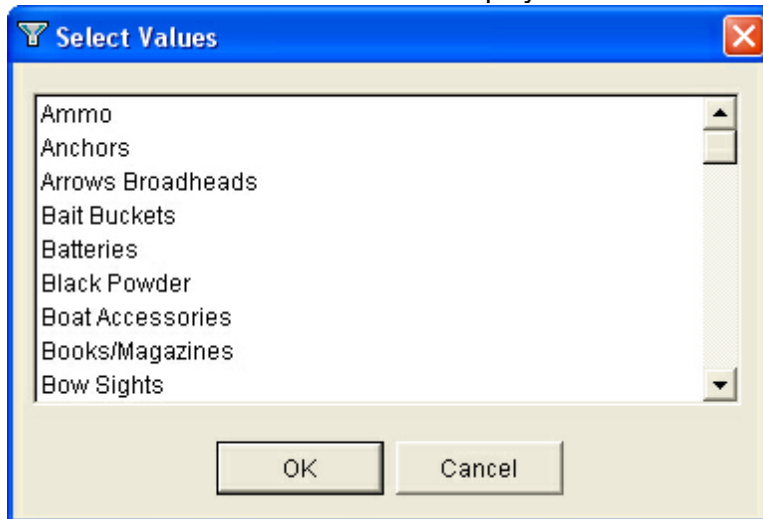
3. Select the "Operator" drop-down button to display the operator options. (The operator sets the condition for the filter)



4. Select the "Value" button to display a list of values.



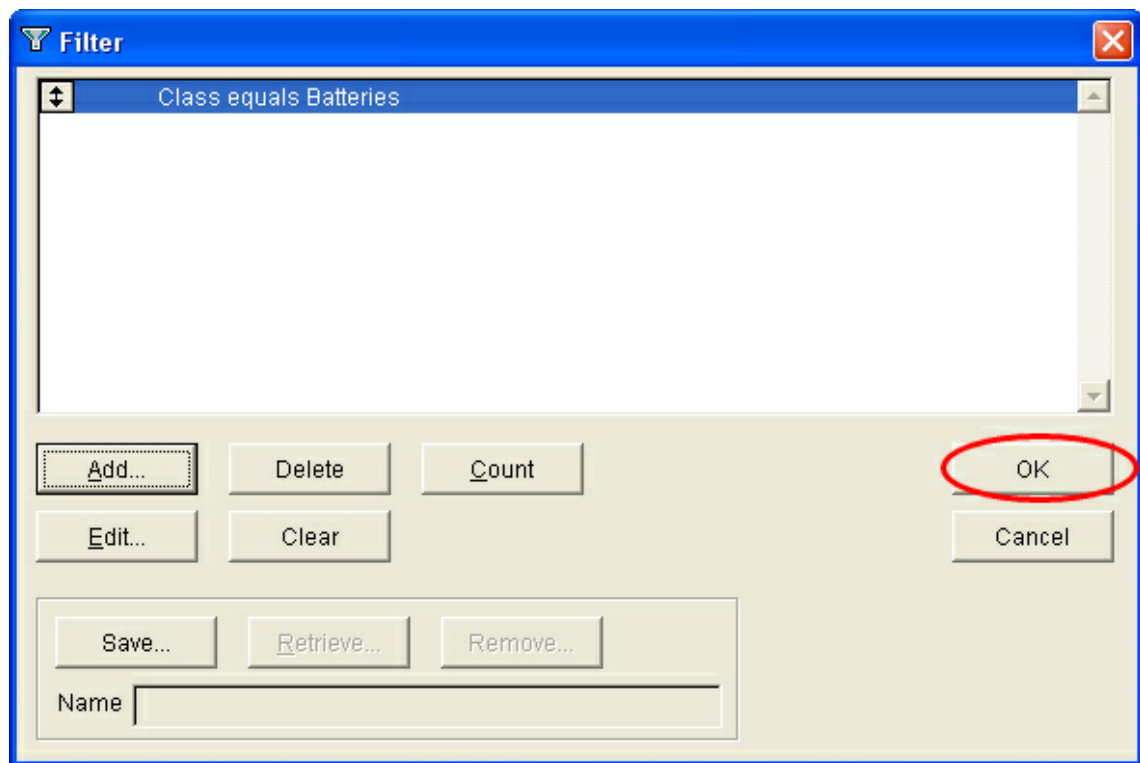
5. The "Select Value" window will display.



6. Select the appropriate value and select the "OK" button.

NOTE: If there is more than one value you would like to filter on, push the "CTRL" and hold it while selecting the values of your choice. Release the "CTRL" key once you are done selecting values.

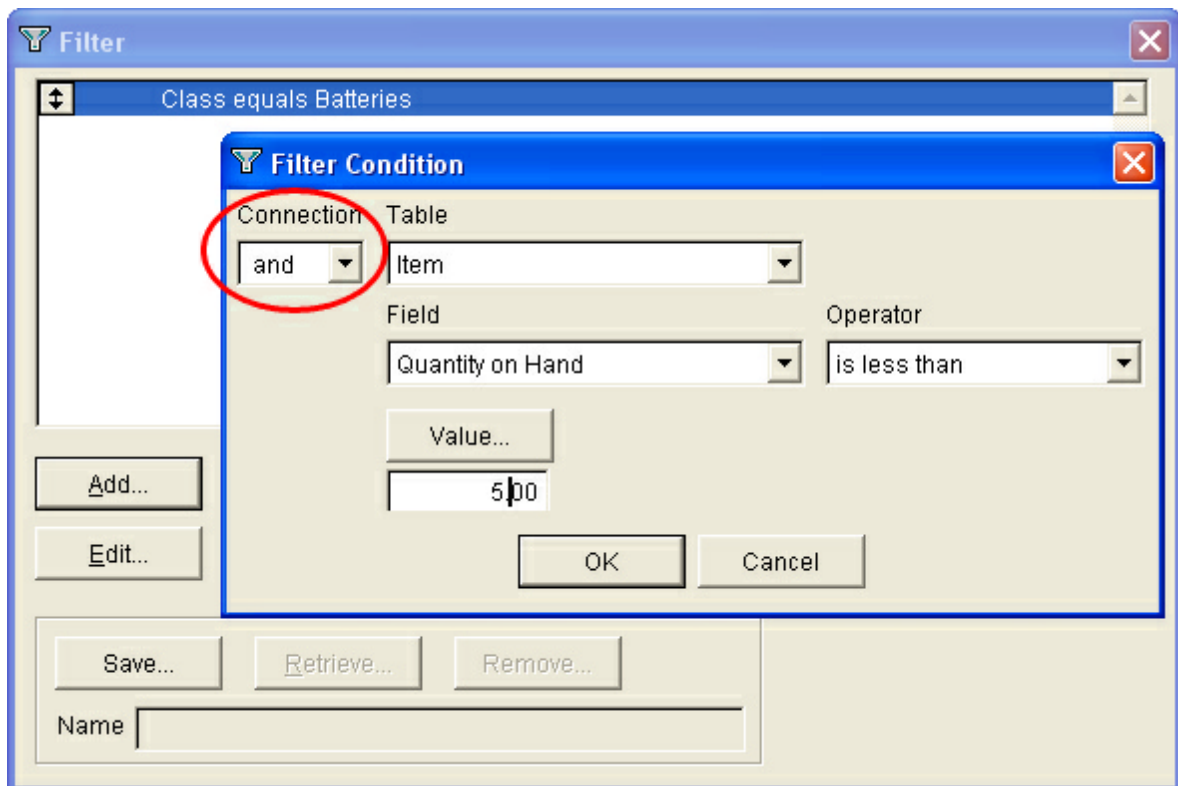
7. Select the "OK" button to confirm the select options.



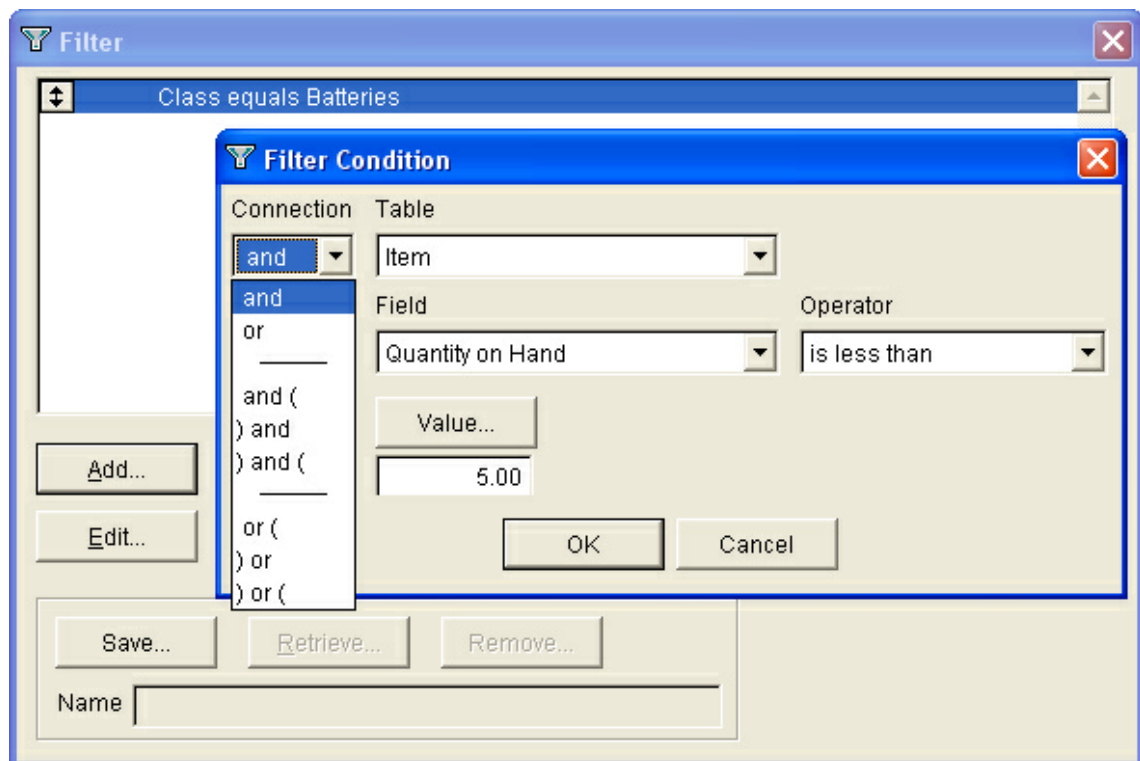
More Than One Filter:

When one filter isn't enough and more criteria is needed, the "Connection" option is used.

Example: A subset of records for all items that are in the batteries class AND the quantity on hand is less than 5 units.

**To do this:**

1. Select the "Add" button in the filter window to add an additional filter.
2. The "Filter Condition" window will display.
3. Select the "Connection" drop-down button to display the list of connections.



4. Select the required connection operator.
 - Selecting the "AND" connection will produce a subset of records where both sets of criteria are met.
 - Selecting the "OR" connection will produce a subset of records that meets either set of criteria.
 - Parenthetical connections are used to include or exclude conditions with respect to other conditions.

Example: To select a subset of items that are Pistols or Rifles manufactured by Browning, the filter would read: "Manufacturer equals Browning and (Class equals Pistols or Class equals Rifles)"

The filter: "Manufacturer equals Browning and Class equals Pistols or Class equals Rifles" (without parentheses), would also retrieve all non-Browning rifles.

5. Select the "Table" drop-down button to display the list of tables.
6. Select the "Field" drop-down button to display the list of fields.
7. Select the "Operator" drop-down option to display the list of operators.
8. Select the "Value" button.
9. A list of "Value Options" window displays

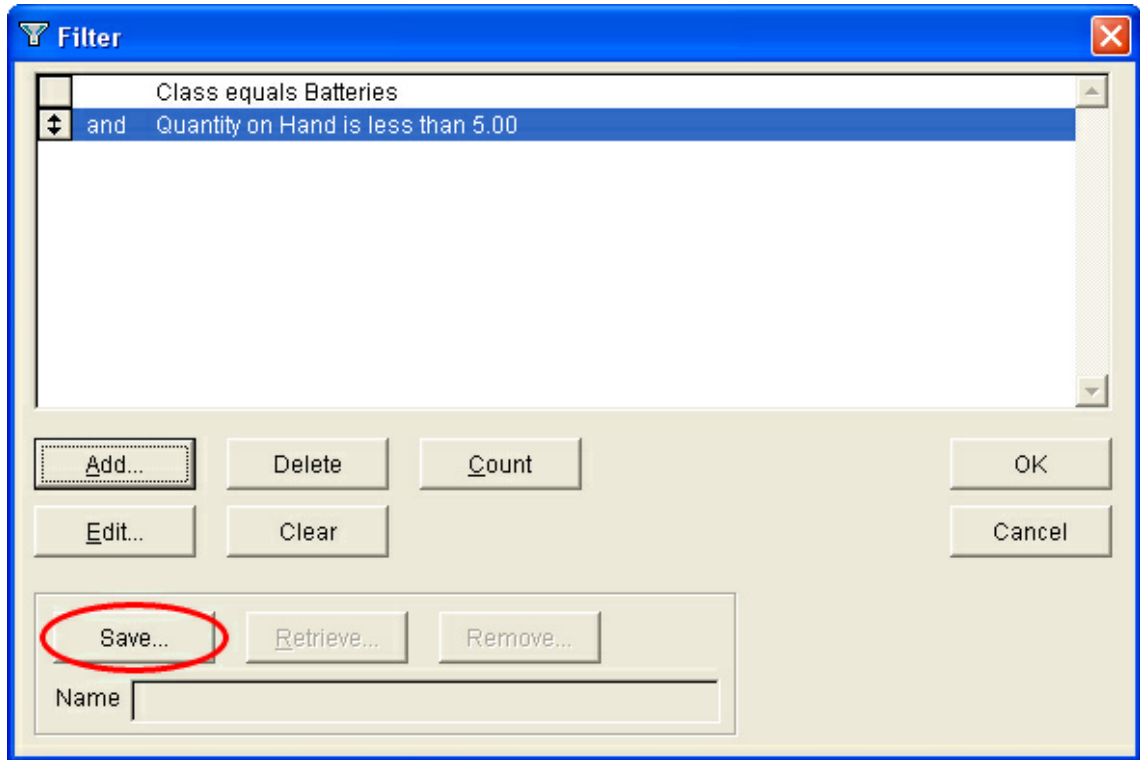
14.2 Saving a Filter

[Filtering](#)

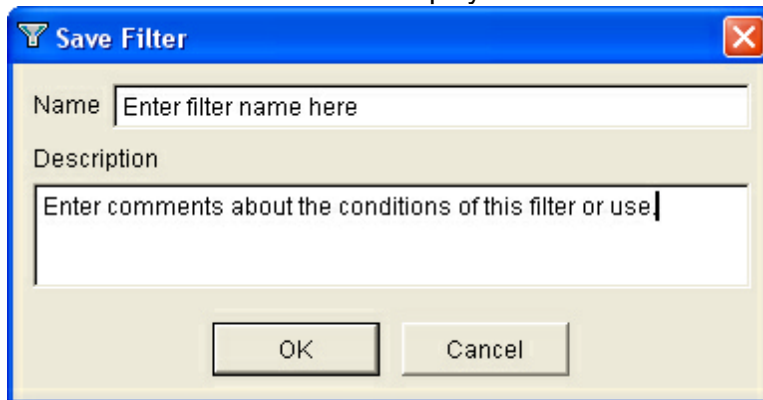


Filters that are created can be saved within the application and reused.

1. Select the "Save" button at the Filter Window.



2. A "Save Filter" window will display.

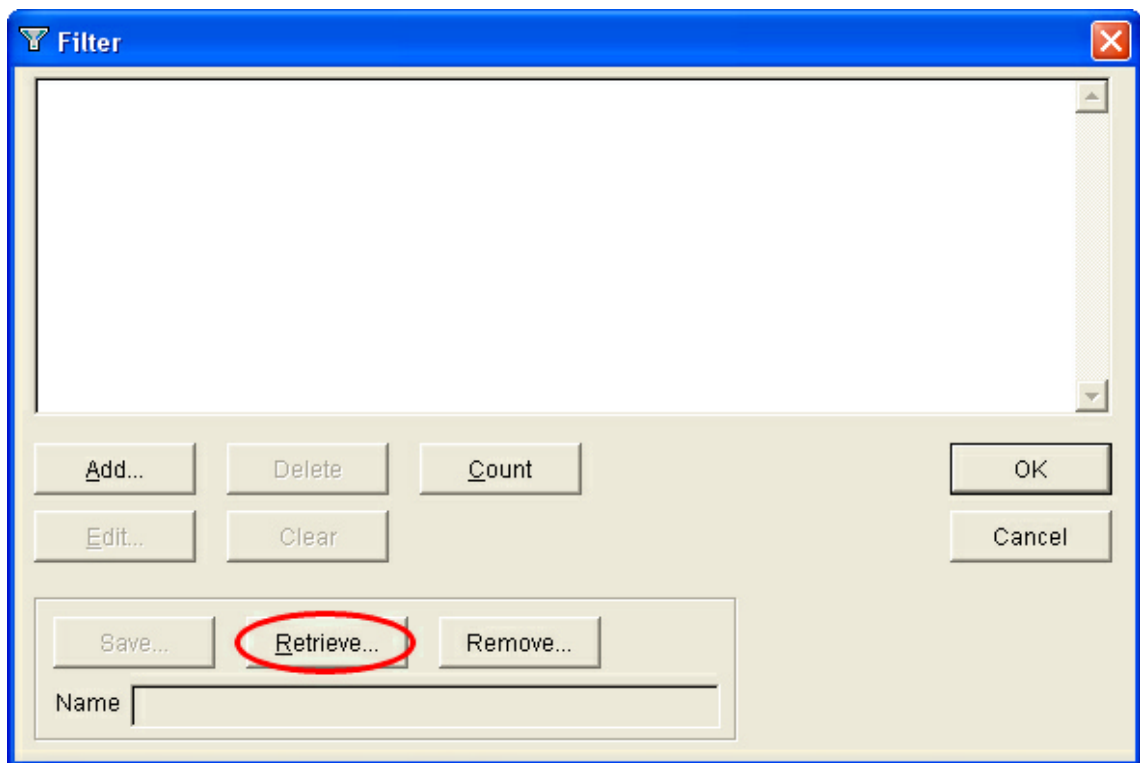


3. Type in the name of the filter.
4. Type in a description of the filter.
5. Select the "OK" button.

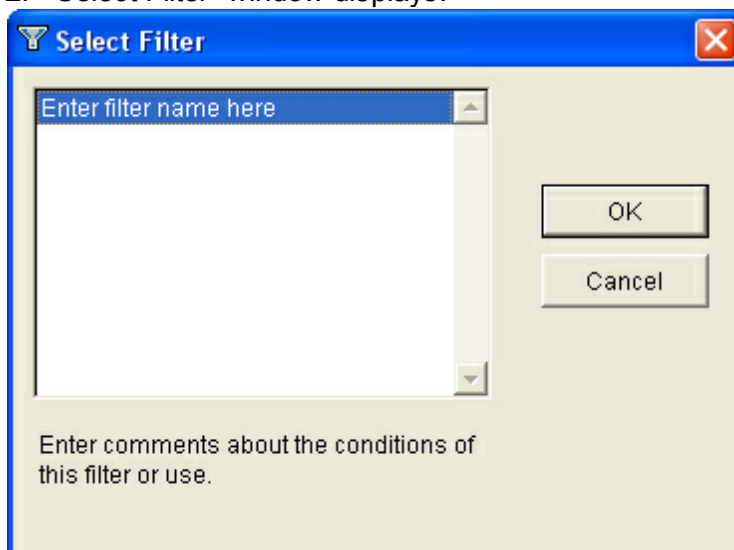
Retrieving a Filter:

Filters that are saved within the application and retrieved using the following steps:

1. Select the "Retrieve" button.



2. "Select Filter" window displays.

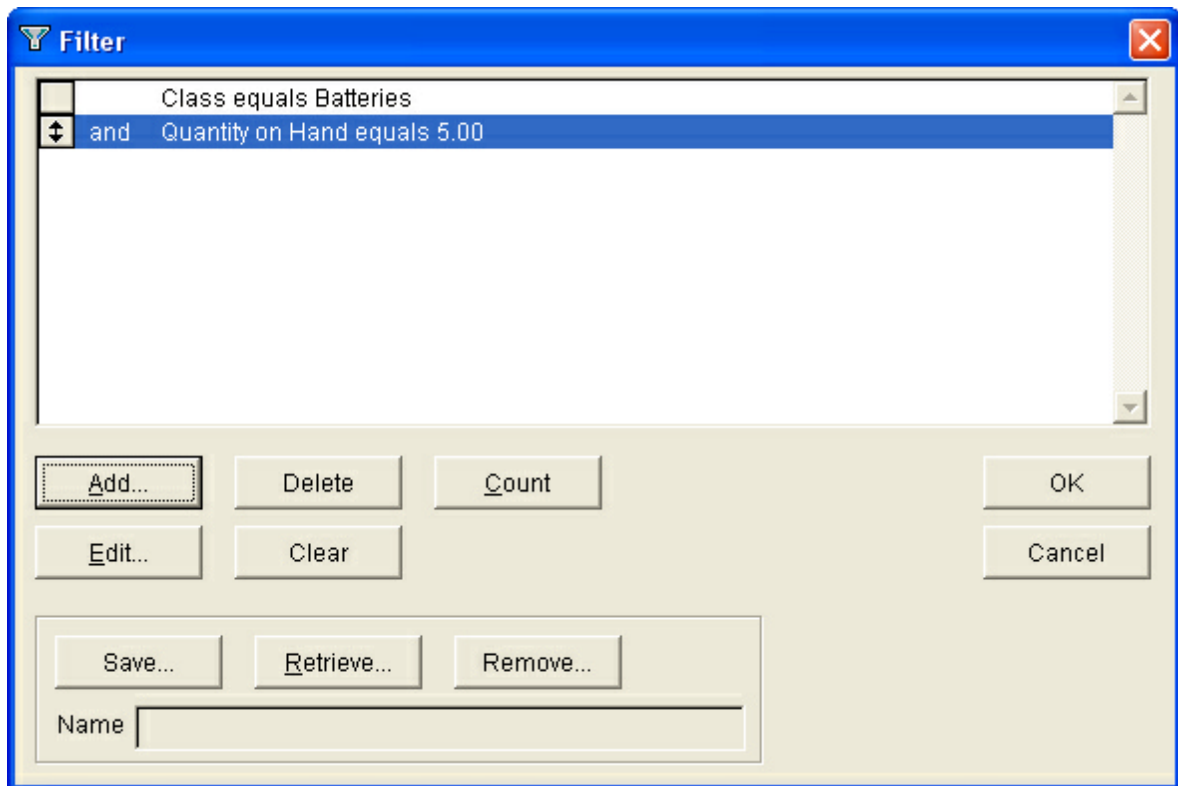


3. Highlight the saved filter that should be used.
4. Select the "OK" button.

14.3 Filter Window Buttons

[Filtering](#)





- **Add Button:** Adds a filter condition.
- **Delete Button:** Deletes the last filter condition that was entered.
- **Count Button:** Counts the number of records in the table. If you have a filter condition setup, it will count the records that meet that filter condition.
- **Edit Button:** Allows you to edit the filter condition that was last entered.
- **Clear Button:** Removes all the filter conditions that appear in the filter window.
- **Save Button:** Saves the current filter that is displayed in the filter window.
- **Retrieve Button:** Retrieves a saved filter.
- **Remove Button:** Removes a filter that has been saved previously.

15 Functions



There are different functions that you can use in the IMS system. In this section, we will cover GL Posting, Letters and Matrix.

15.1 GL Posting

[Functions](#)



The purpose of the General Ledger (GL) Posting feature is to allow the data from the ARS Retail System Version 5 to flow from our application into another application.

GL accounts are entered using the GL function to identify each GL account with a number, group and GL class. There is no specific requirement for the GL number in the IMS application, but account numbering criteria may be defined by an external accounting application.

GL accounts are assigned in the following locations:

- File->Properties, "G/L" tab on the "IMS5 Properties" form.
 - Assign accounts for Posting Variance, Inventory, Accounts Receivable, Gift Certificates and Layaways.
- File->Properties, "Tender" tab on the "IMS5 Properties" form.
 - Assign GL accounts to each type of tender receivable at the POS (includes Gifts and Paid Out).
- Data->Class
 - Assign class-specific accounts for Sales, COGS (Cost of Goods Sold), Inventory and Purchase.

15.1.1 Enter General Ledger Accounts

[Functions](#) [GL Posting](#)



1. Select Data->Functions->General Ledger.
2. The "General Ledger" data grid displays.
3. Select "New" from the basic tool bar.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find

GL - 101-SALES

General Detail History Transactions

GL Account Number	Description	Giclass	Group	Type
101-SALES			SALES	INCOME
102-SERV			SALES	INCOME
201-INV			INVENTORY	ASSET
202-NEG			INVENTORY	ASSET
203-VAR			INVENTORY	ASSET
303-CHARGE			AR	ASSET
304-RA			AR	CREDIT
305-FIN			AR	ASSET
401-LAYWAY			LAYAWAY	ASSET
402-GIFT			GIFT	ASSET
501-TAX			SALE TAX	CREDIT

Captions (c:\arsapps\ars5\ims5\data\captions.dbf) Record: 739/1202 Record Unlocked NUM

4. The "Add GL Account" form displays.

Add Form

General UDF

GL Acct #

GL Desc

Group

Type

Giclass

Period to Date

Month to Date

Year to Date

Previous Year

Add Close

5. Enter general ledger account information.

- **GL #:** Enter a number to identify the GL account. GL numbers may be defined by

accounting software interfaced with the ARS Retail system.

- **GL Desc:** Enter a descriptive name for the GL Account (i.e Sales Tax).
 - **Group:** Enter the group the GL account belongs to. (i.e. Sales, Inventory)
 - **Type:** Enter the type of account. (i.e. Income Asset)
 - **GL Class:** Select a class using the drop-down list. Five GL classes are available: Asset, Liability, Income, Expense and Tax.
 - The time-specific fields, such as Month and Year-to-date, show posted totals. These fields are automatically calculated and filled when GL data is posted. However, these fields may be manually adjusted.
6. Select the "Add" button to save this information and exit.

15.1.2 Assign GL Accounts in IMS5 Properties - G/L

[Functions](#) [GL Posting](#)

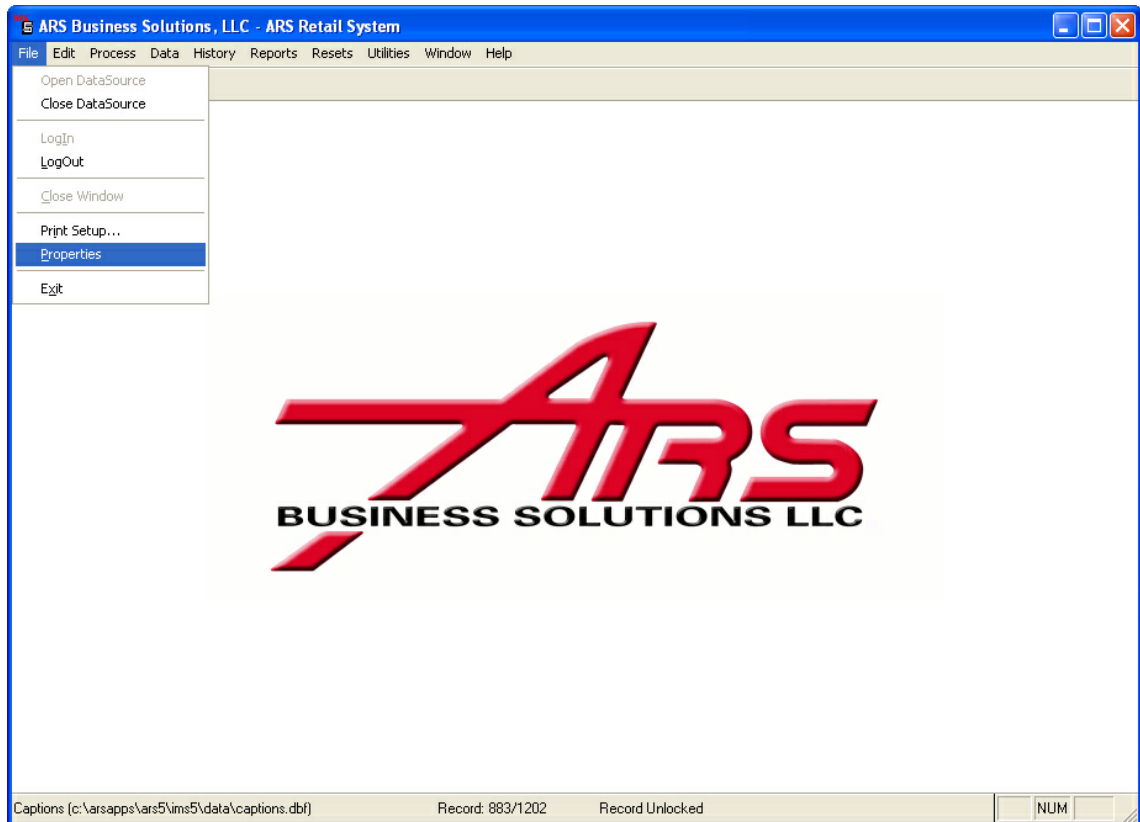


General Ledger accounts may be assigned in the IMS5 Properties form under the "G/L" tab. These accounts include:

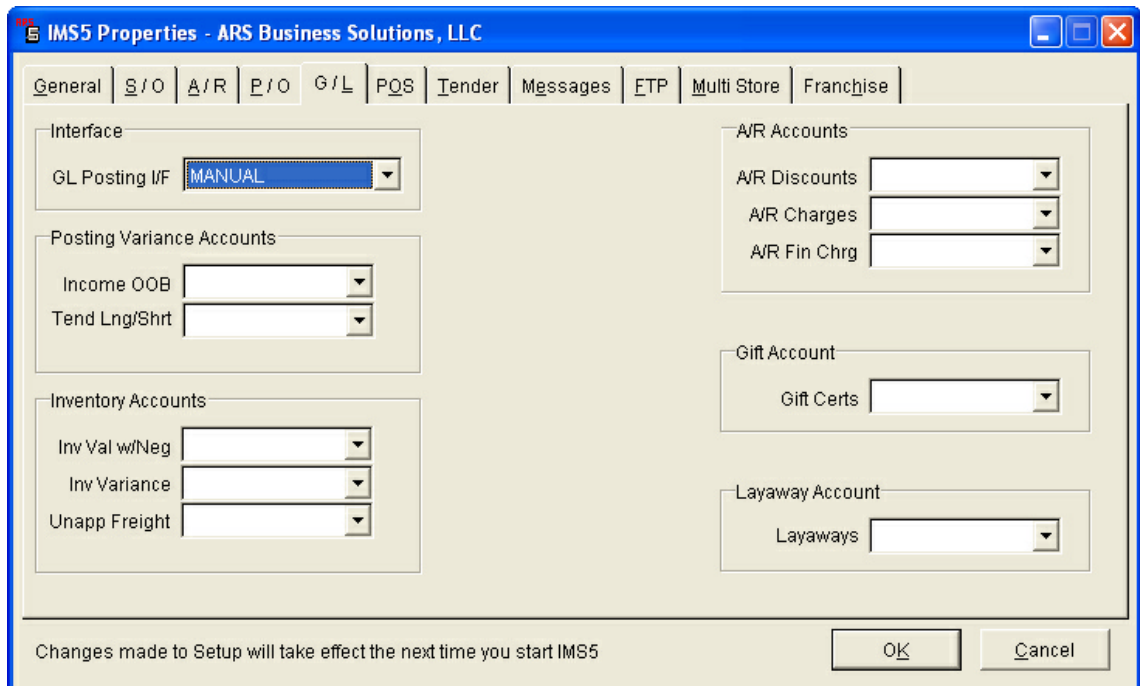
- Posting Variance
- Inventory
- Accounts Receivable
- Gift
- Layaway

To assign GL accounts in IMS5 Properties - GL:

1. Select File->Properties from the main menu.



2. The "IMS5 Properties" window displays.
3. Select the "G/L" tab.



4. Select a GL interface using the drop-down list. This specifies which accounting software to export GL data to.
5. Select Posting Variance accounts using the drop-down lists.

- **Income OOB:** Posts Income Out-of-Balance values.
 - **Tend Lng/Shrt:** Posts tender long and short values.
 - Postings to the income out-of-balance or tender long and short accounts are recorded in the Audit section of the event log.
6. Select Inventory Accounts using the drop-down lists.
 - **Inv Val w/Neg:** Posts negative inventory value. This is the value of all items with a negative quantity on hand.
 - **Inv Variance:** Posts inventory variance values. This accounts for changes made to inventory using the Physical Count feature.
 - **Unapp Freight:** Posts unapplied freight charges from receiving.
 7. Select A/R Accounts using the drop-down lists.
 - **A/R Discounts:** Posts A/R discounts.
 - **A/R Charges:** Posts A/R charges.
 - **A/R Fin Chrg:** Posts A/R finance charges.
 8. Select an account to post gift balances to using the drop-down list. This needs to be the same account designated in the "Gift Tender" section.
 9. Select an account to post Layaway balances to using the drop-down list.
 10. Select the "OK" button to save this information and exit.

NOTE: The GL Post Setup Check report can be used to identify missing accounts or improperly assigned accounts. Certain GL account assignments require the assigned account to be of a specific GL class so GL totals are posted correctly.

15.1.3 Assign GL Accounts to POS Tender

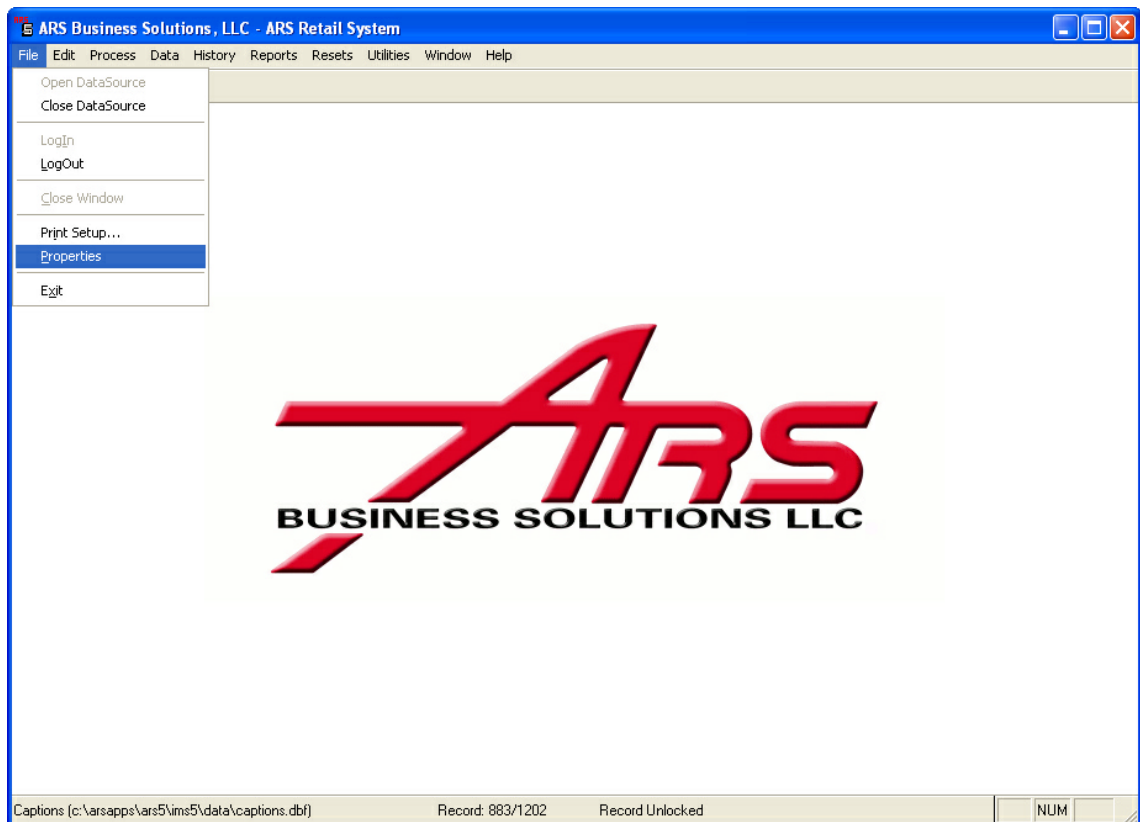
[Functions](#) [GL Posting](#)



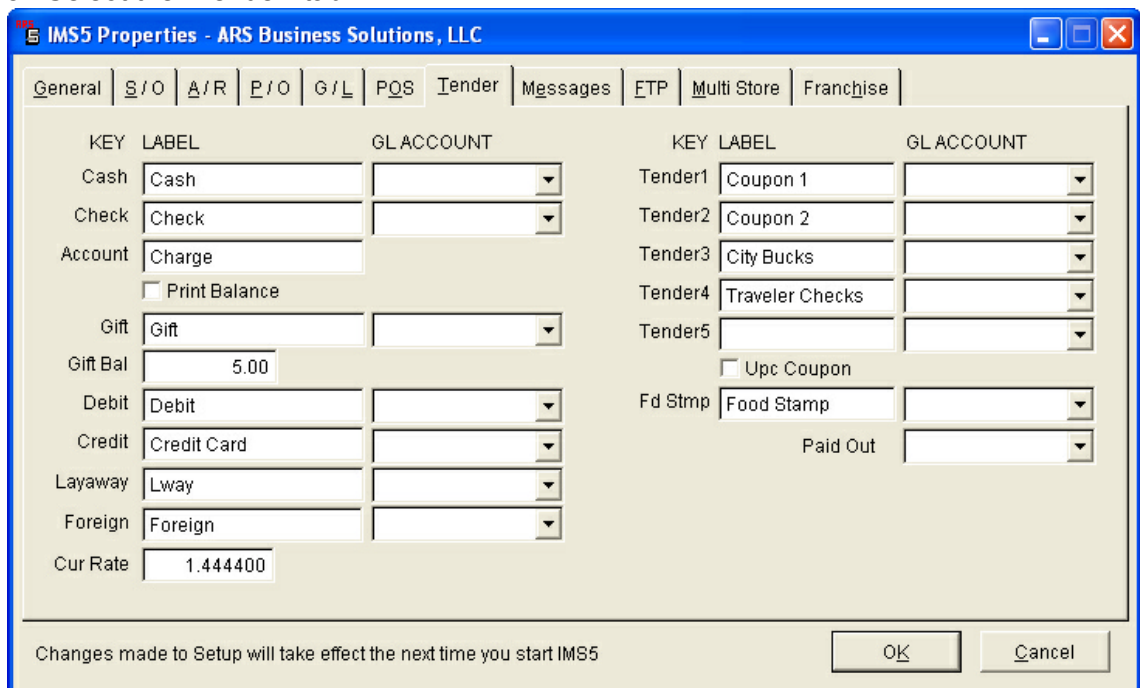
General Ledger accounts may be assigned to each type of tender receivable at the POS, including gifts. A General Ledger account may also be assigned to paid out totals.

To assign General Ledger accounts to POS tender:

1. Select File->Properties from the main menu bar.



2. The "IMS5 Properties" displays.
3. Select the "Tender" tab.



4. Using the drop-down lists, select the GL account to assign to each type of tender.
 5. Select the "OK" button to save the information and exit.
- NOTE:** The GL Post Setup Check report can be used to identify missing accounts or

improperly assigned accounts. Certain GL account assignments require the assigned account to be of a specified GL class so GL totals are posted correctly.

15.1.4 Assign GL Accounts to Classes

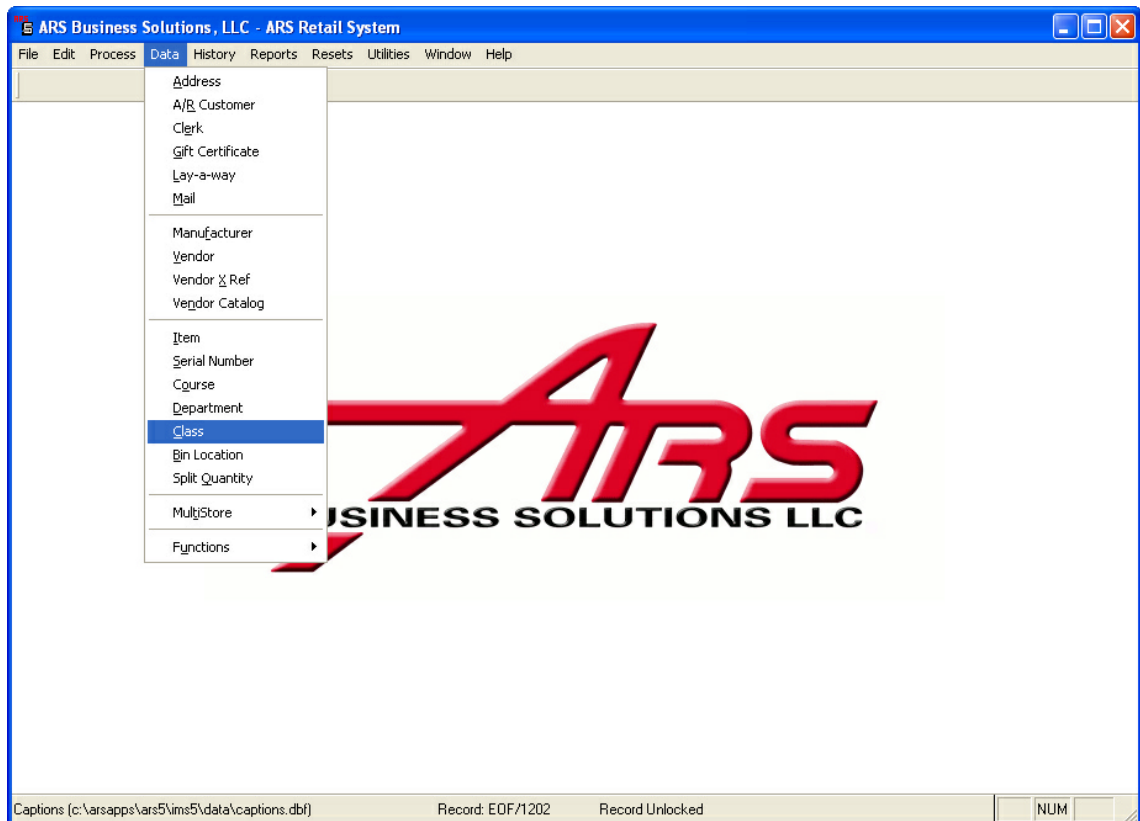
[Functions](#) [GL Posting](#)



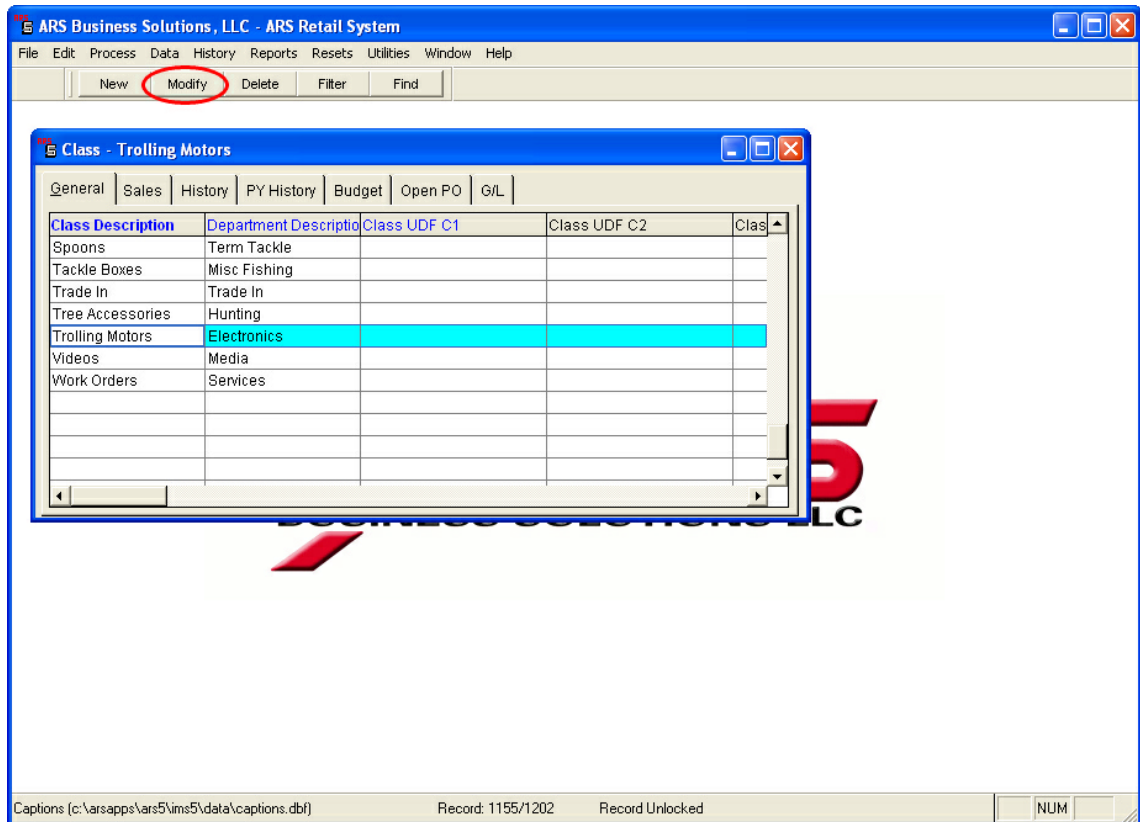
Each class may be assigned GL accounts in four categories: Sales, COGS (Cost of Goods Sold), Inventory and Purchase.

To assign GL accounts to a class:

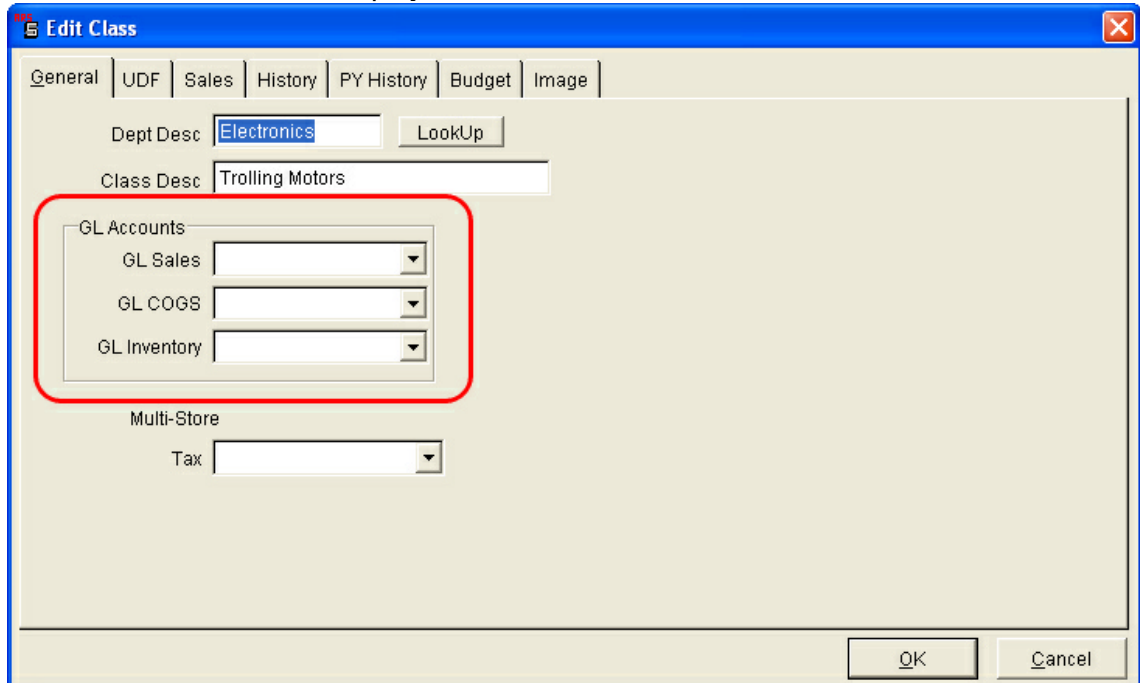
1. Select Data->Class from the main menu bar.



2. The "Class" data grid displays.
3. Select the "Modify" button.



4. The "Edit Class" form displays.



5. Select the appropriate GL accounts for each category using the drop-down lists in the "G/L Accounts" section.

- **GL Sales:** Select an account to post class sales to.
- **GL COGS:** Select an account to post class COGS to.

- **GL Inventory:** Select an account to post class inventory values to.
6. Select the "OK" button to save the information and exit.

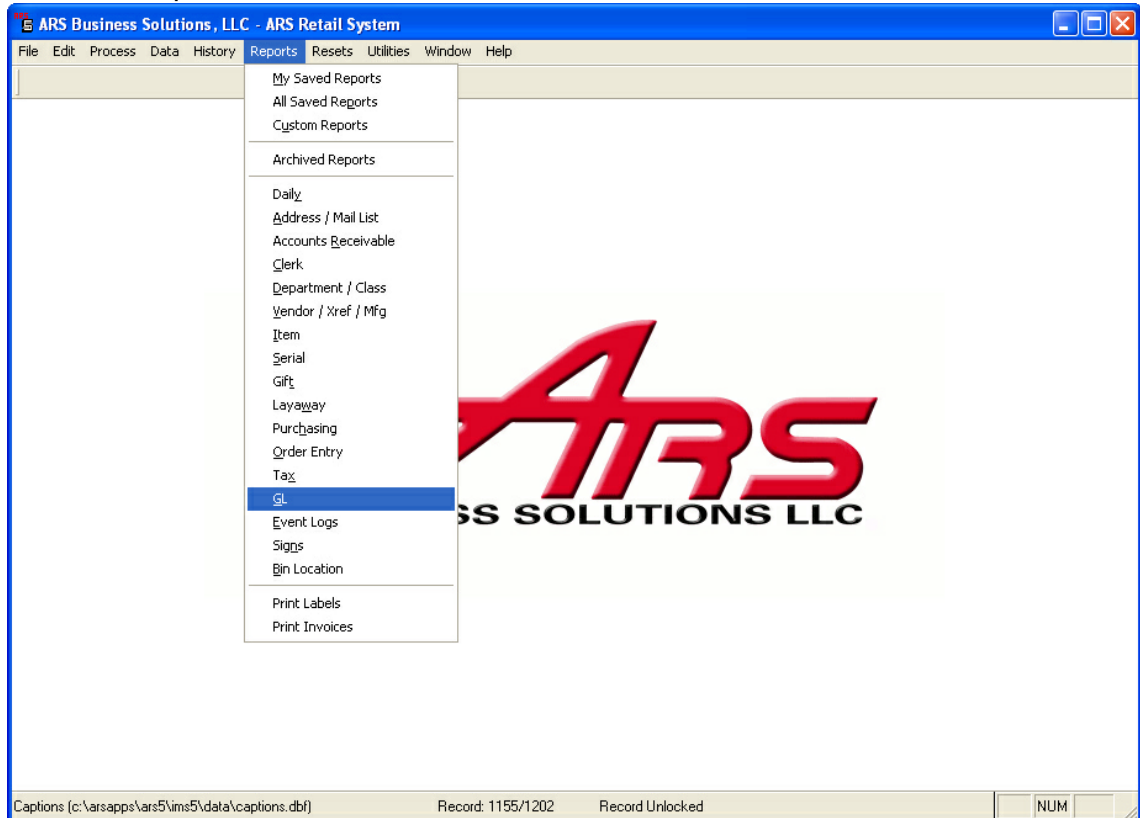
15.1.5 General Ledger Reports

[Functions](#) [GL Posting](#)



To access the General Ledger Reports:

1. Select Reports->GL from the main menu bar.



2. Select one of six available GL Reports (The sixth GL report is found in Reports->Daily)
 - **GL:** This report displays all GL accounts along with Period to Date, Month to Date, Year to Date and Previous Year totals.
 - **GL Accounts:** This report displays all GL accounts with their GL number, description, type, group and class. There are no totals on this report.
 - **GL Asset:** This report displays totals for all GL accounts set as an asset in the GL class.
 - **GL Detail:** This report displays totals to be posted for the posting date.
 - **GL Post Setup Check:** This report identifies locations within the IMS that have not been assigned GL accounts or have been assigned accounts associated with an improper GL class.
 - **GL Info:** The GL Info report is located in the daily reports, not the GL reports. It provides a history of GL totals posted on specified date or date range.
3. Use the report wizard to complete printing the report (Reference: Report Basics - Report Wizard)

15.2 Letters

[Functions](#)



Letters are messages that are passed on to customers via sales receipts. Letters are written and may then be attached to specific items or types of POS transactions. When an item assigned a letter is sold or when a certain type of transaction is performed at the POS, the letter will be printed on the customer's sales receipt.

Common uses for letters include:

- Store Policies (Return Policy or Charge Policy)
- Disclaimers
- Warranty Information
- Greetings
- Thank you's
- Promotional Announcements
- Gift Receipts

There is no limit to the amount of letters that may be generated in the IMS.

15.2.1 Create a New Letter

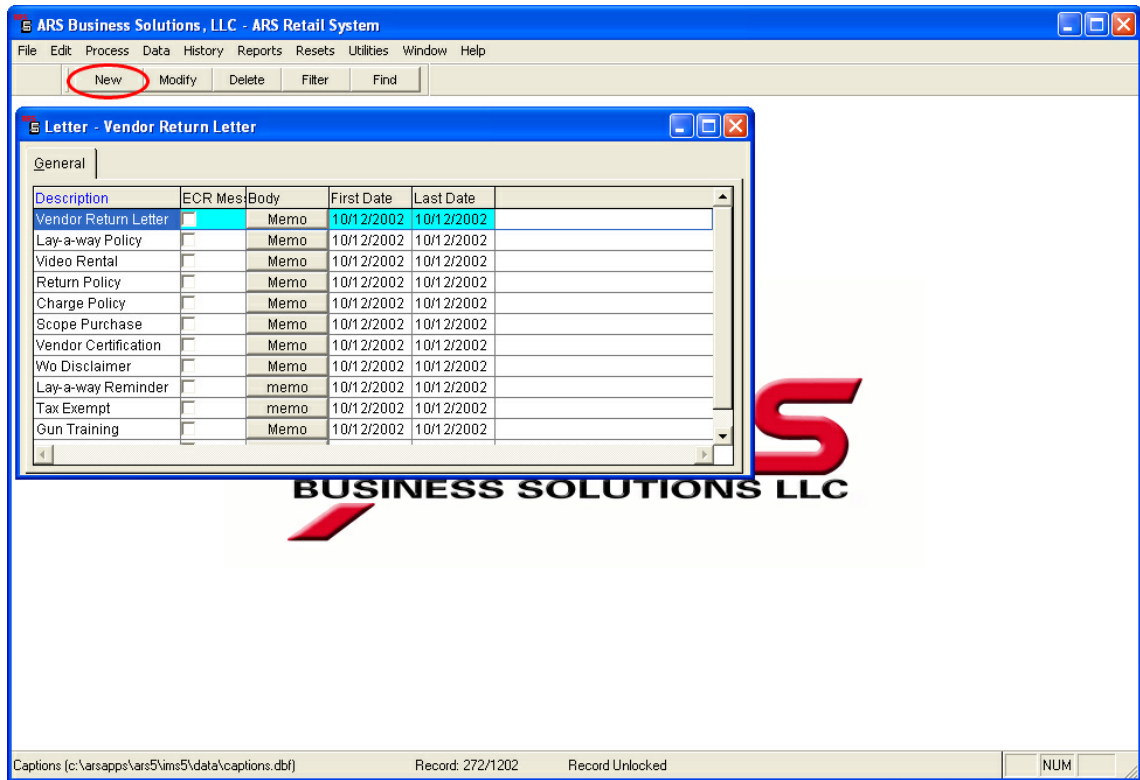
[Functions](#) [Letters](#)



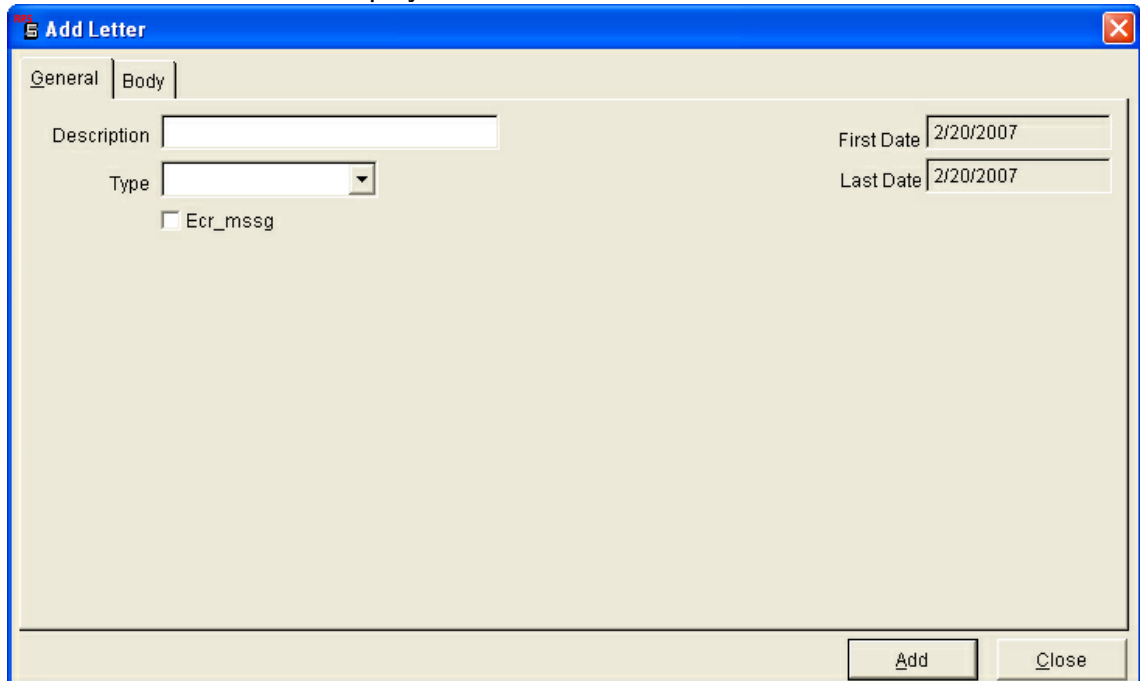
Letters are created in the IMS and then assigned to different types of transactions or particular items.

To create a letter:

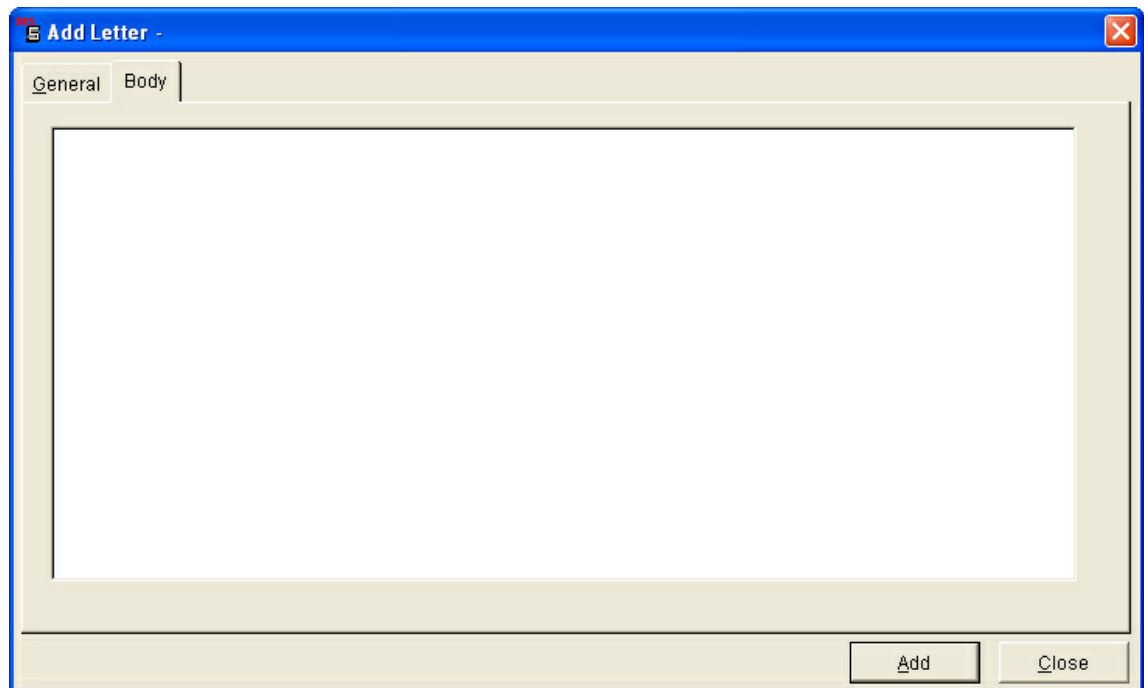
1. Select Data->Function->Letters from the main menu bar.
2. The "Letter" data grid displays.
3. Select the "New" button from the basic tool bar.



4. The "Add Letter" form displays.



5. Enter a description in the "Description" field to identify the letter.
6. Enter a letter type using the drop-down list or by typing in the "Type" field. The type allows a large number of letters to be sorted when assigning a letter to an item. (Optional)
7. Select the "Body" tab.



8. Enter the letter as it is intended to appear on the sales receipt.
9. Select the "Add" button to save the information.

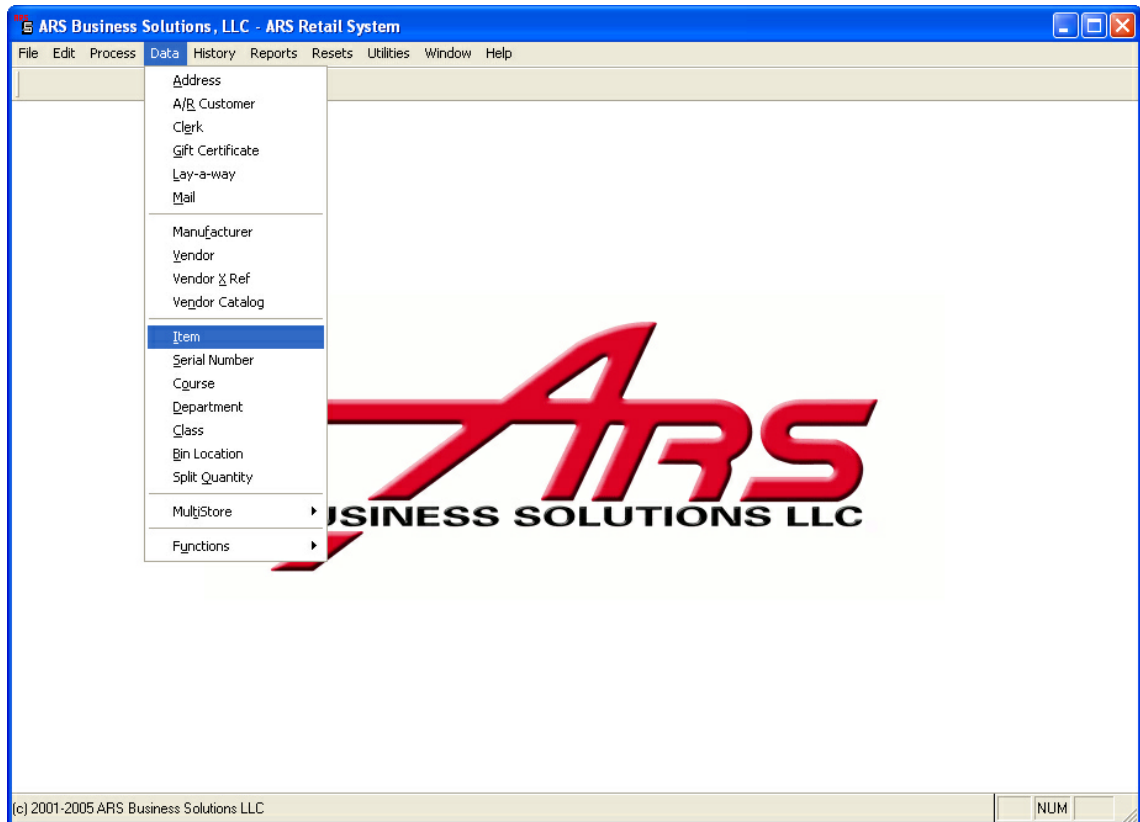
15.2.2 Assign a Letter to an Item

[Functions](#) [Letters](#)

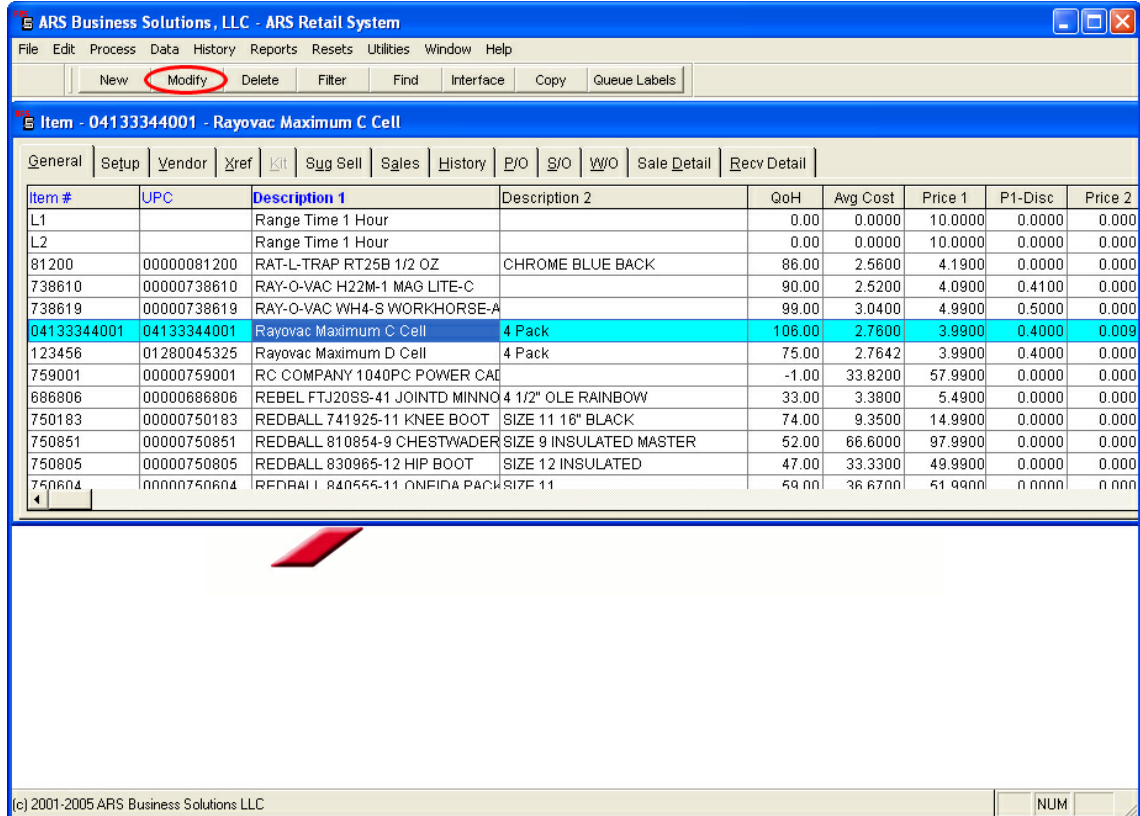


Letters may be assigned to individual items. When an item that is assigned a letter is sold at the POS, the letter will be printed on the receipt. To assign a letter to an item:

1. Select Data->Item from the main menu bar.



2. The "Item" data grid displays.



3. Select an item to assign a letter to and select the "Modify" button.
4. The "Edit Item" form displays.

5. Select a letter using the drop-down list titled "Description". Selecting a type using the "Type" drop-down list allows only letters of the selected type to be displayed in the letter ""Description" drop-down list.
6. Select the "OK" button to save this information and exit.

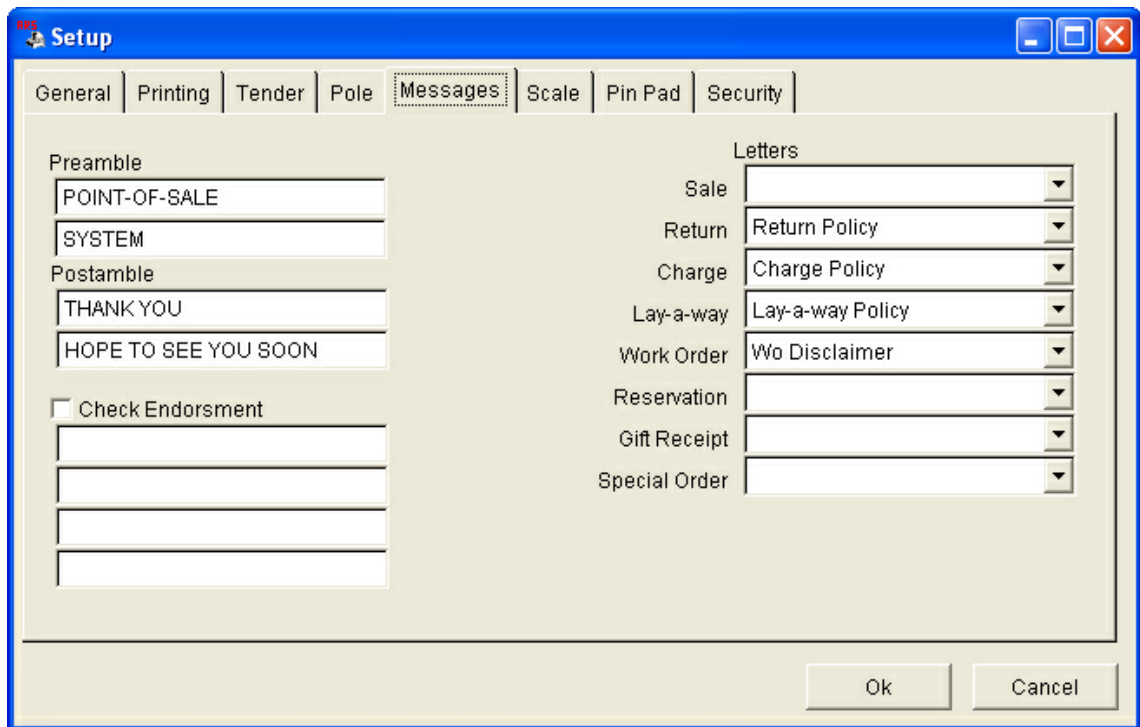
15.2.3 Assign Letter to POS Transactions

[Functions](#) [Letters](#)



Letters may be assigned to types of POS transactions. These letters typically convey store policies, disclaimers and reminders. To assign a letter to a POS transaction type:

1. Select the F7 (Setup) button.
2. The "IMS5 Properties" form displays.



3. Select the "Message" tab.
4. Using the drop-down lists in the Letters section, assign letters to the appropriate transaction type. When this type of transaction is performed at the POS, the letter will print on the sales receipt.
5. Select the "OK" button to save this information and exit. The IMS needs to be restarted and POS data built and downloaded before these changes take effect at the POS.

15.2.4 Preamble and Postamble Messages

[Functions](#) [Letters](#)



Messages that are printed on sales receipts may be modified in the IMS5 Properties form in the POS. To modify Preamble and Postamble messages:

1. Select the F7 (Setup) button.
2. The "IMS5 Properties" form displays.
3. Select the "Messages" tab.

4. Enter the Preamble and Postamble messages.
 - **Preamble:** Displays at the top of the sales receipt.
 - **Postamble:** Displays at the bottom of the sales receipt.
5. Select the "OK" button to save this information and exit. The IMS needs to be restarted and POS data built and downloaded before these changes take effect at the POS.

15.3 Matrix

[Functions](#)

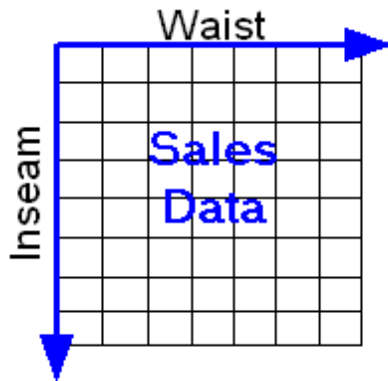


The matrix function is used to arrange a group of items that share similar properties. A matrix functions in two ways:

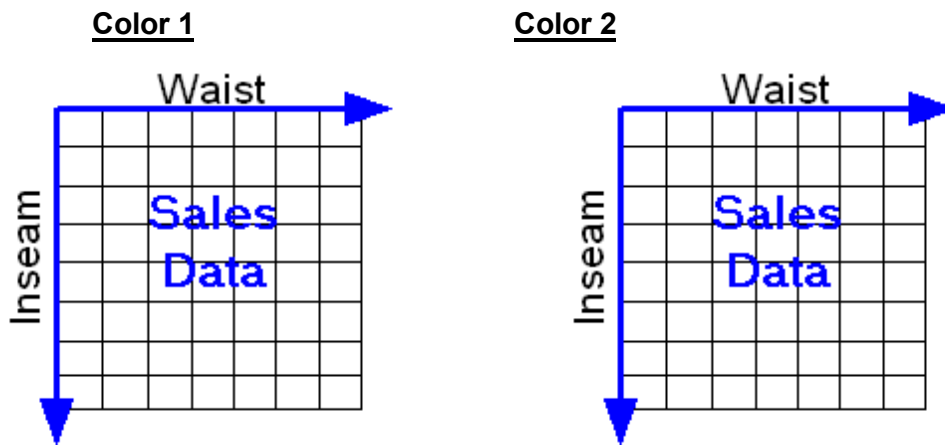
- Sales activity can be organized and reviewed using the Sales Matrix report.
- Purchase orders can be generated using a Matrix form (displayed with sales history).

Most commonly, a matrix is setup for groups of items with varying sizes or colors that affect the sale ability of the items, such as clothing, footwear and etc. The matrix function tracks up to four properties (the third and fourth properties are optional).

Example: A line of jeans may be setup with four properties: Waist, Inseam, Color and Style. At minimum, two of these properties will serve as rows and columns producing a grid. This example uses Waist and Inseam as rows and columns, respectively.

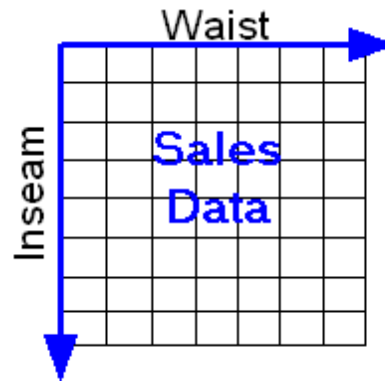
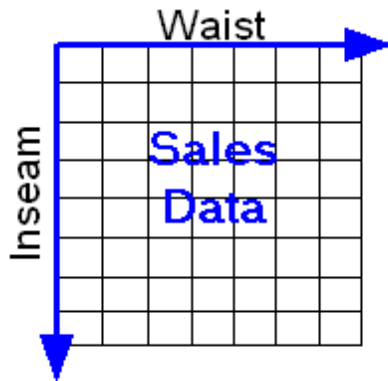


If a third party included, for example color, the result will separate the matrixes. Each will be defined by color with the waist and inseam measurements remain as rows and columns.



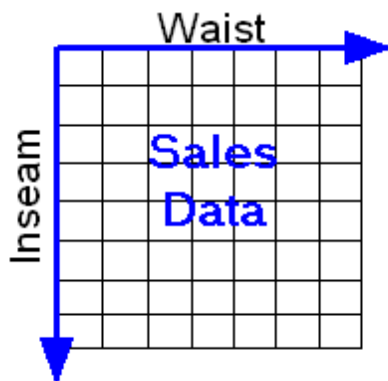
If a fourth property, style is included, the result will be "grids of grids," where each separate grid is still measured by waist and inseam. Though is defined by a color and classified along with other grids of the same style.



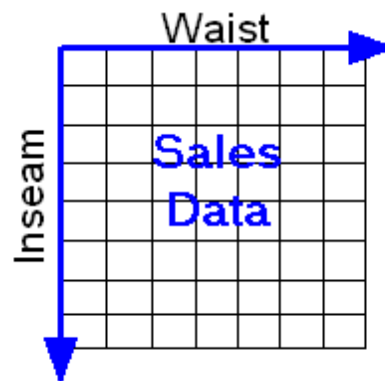


Style 2

Color 1



Color 2



15.3.1 Setting up a Matrix

[Functions](#) [Matrix](#)

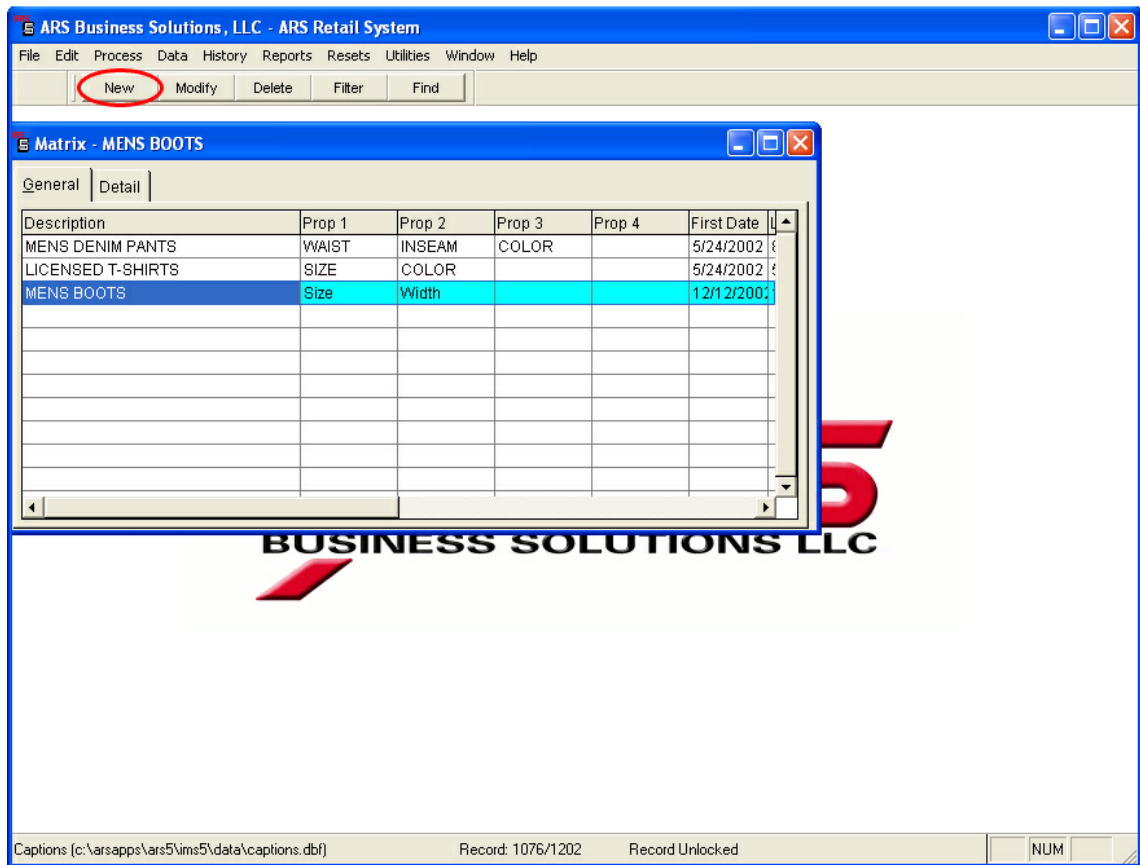


Setting up a matrix involves three steps:

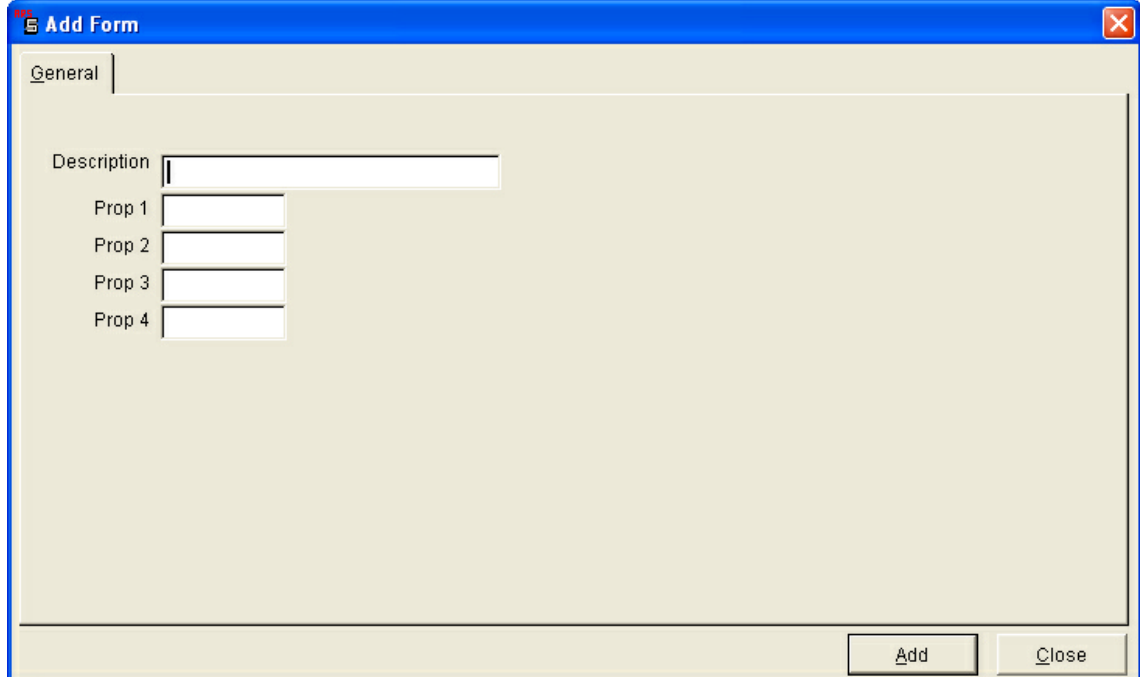
1. Creating a matrix and identifying item properties.
2. Defining the properties with values that characterize the items.
3. Assigning the property values to individual item codes.

Create a new Matrix:

1. Select Data->Functions->Matrix from the main menu bar.
2. The "Matrix" data grid displays.
3. Select the "New" button on the basic tool bar.



4. Enter information specific to the matrix.

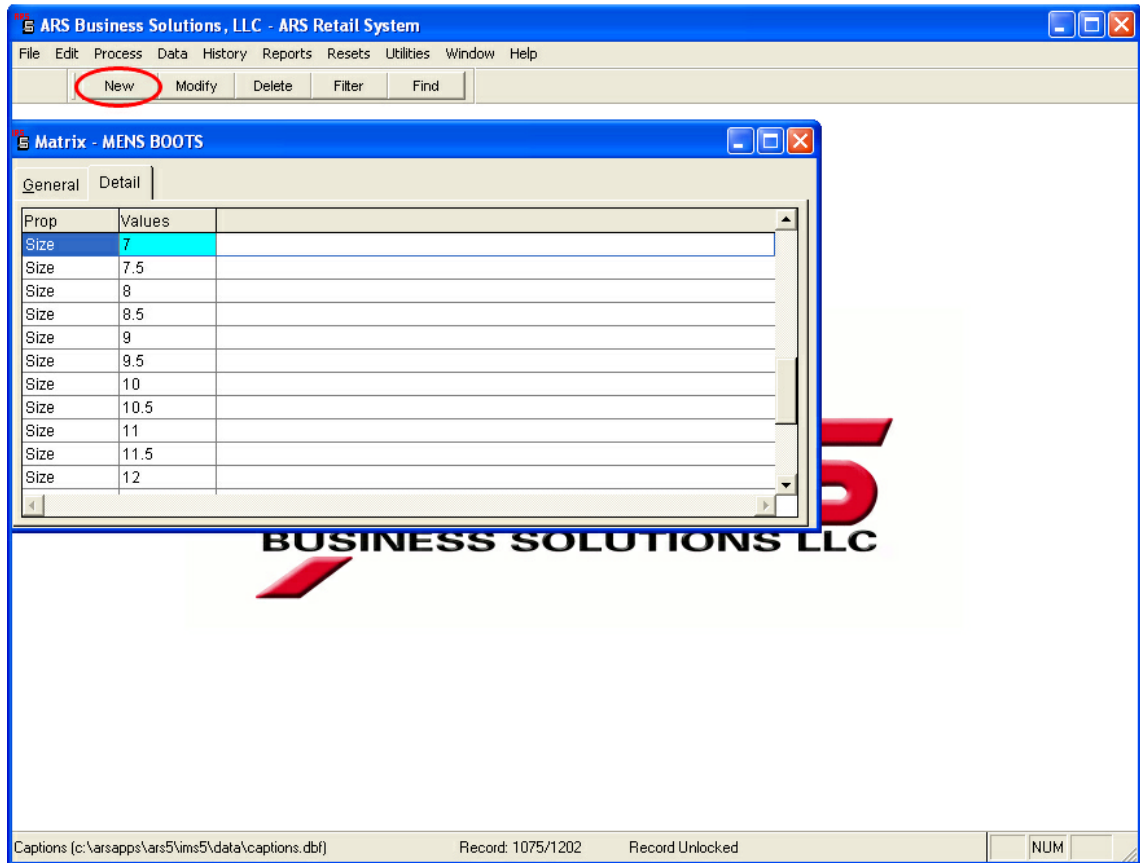


- **Description:** Enter a name for the matrix identifying the items included in the matrix. *Example:* Men's Denim Jeans.
- **Prop 1-4:** Enter the name of each property. *Example:* Waist, Inseam. **NOTE:** A

minimum of two properties are required. The order properties are entered is the order they will be displayed using the matrix add feature in purchase orders.

Adding Detail (Property Values) to a matrix:

1. Select the "Detail" tab from the matrix data grid.
2. Select the "New" button from the basic tool bar.



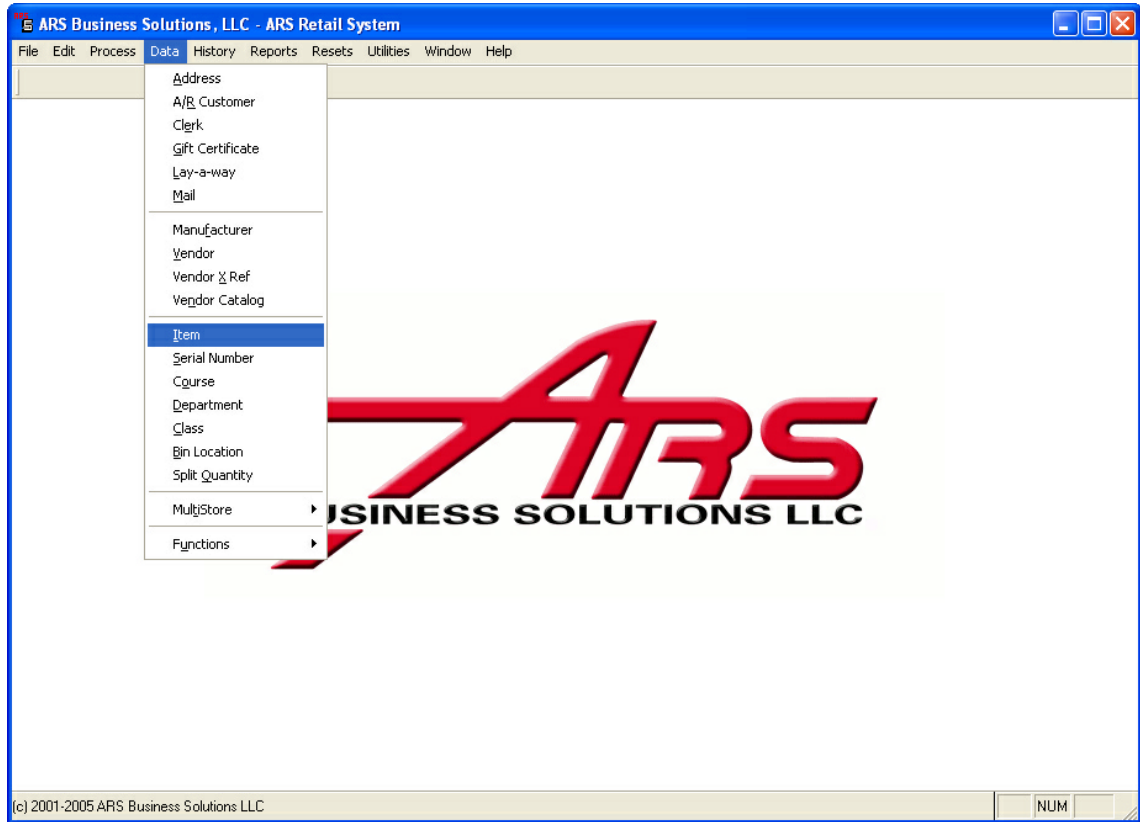
3. The "Add Matrix Detail" form displays.

The screenshot shows a software dialog box titled "Add Form" with a "General" tab. Inside the dialog, there are three input fields: "Matrix" with the text "MENS BOOTS", "Prop" with a dropdown menu showing "Width", and "Values" which is currently empty. At the bottom right of the dialog, there are two buttons labeled "Add" and "Close".

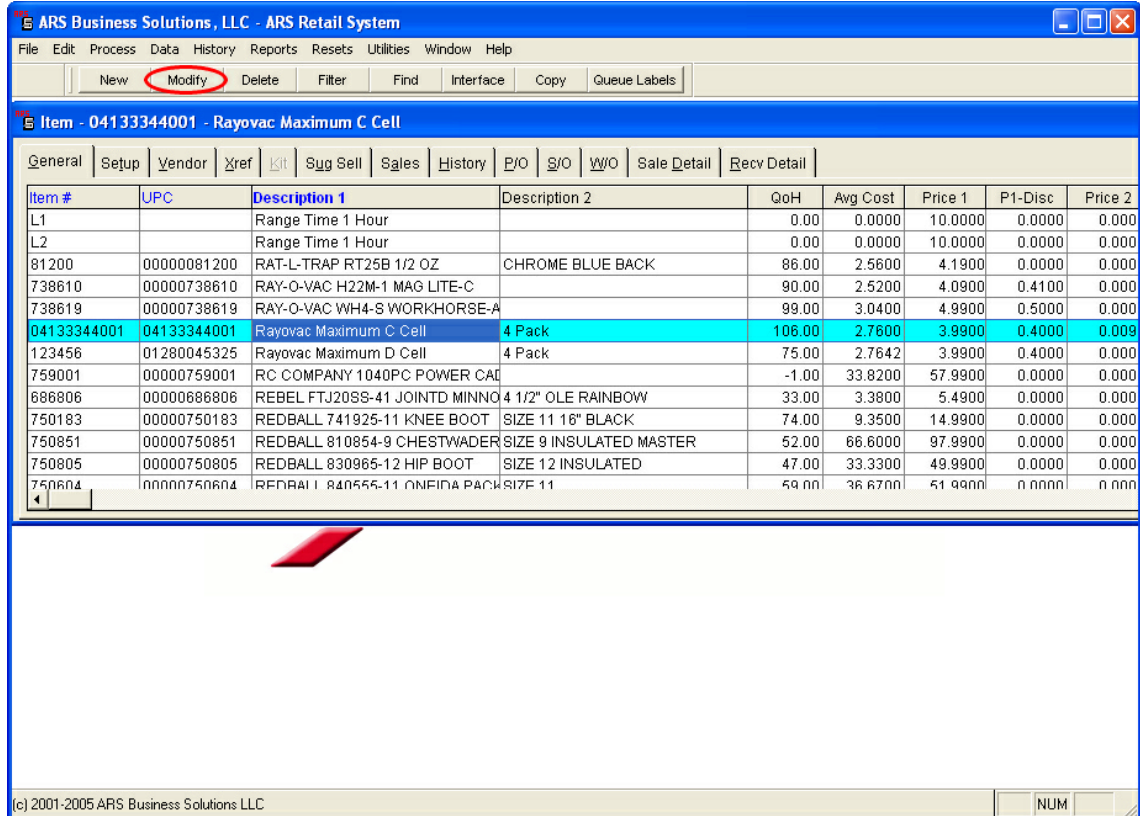
4. Enter property values for each property, select Add.
 - **Prop:** Use the drop-down list to select a property that was entered when the matrix was created. If a property is not in this list, it may be added by repeating step 3.
 - **Values:** Enter a value that corresponds to the property selected.
 - *Example: Property = Waist, Values = 32*
 - *NOTE: A minimum of two values are required for each property.*
5. Select the "Close" button to exit this form.

Assigning Property Values to Item Codes:

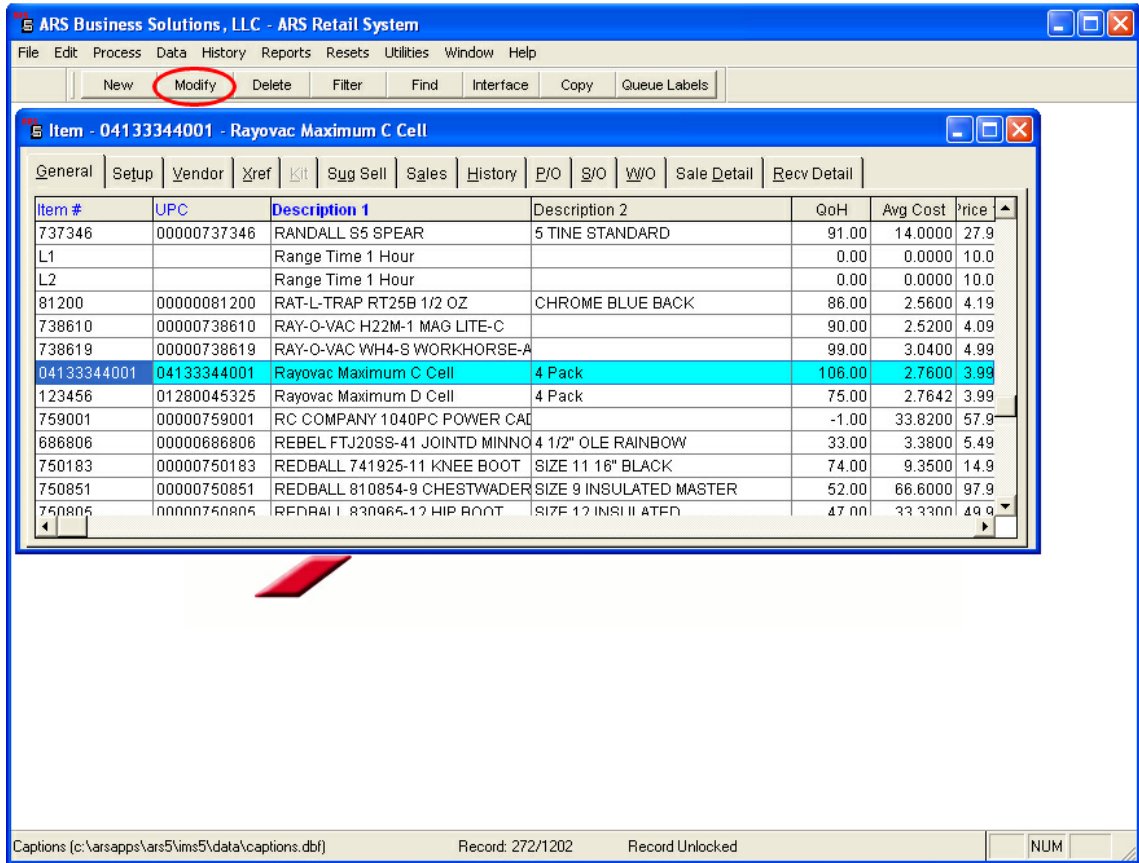
1. Select Data->Item from the main menu bar.



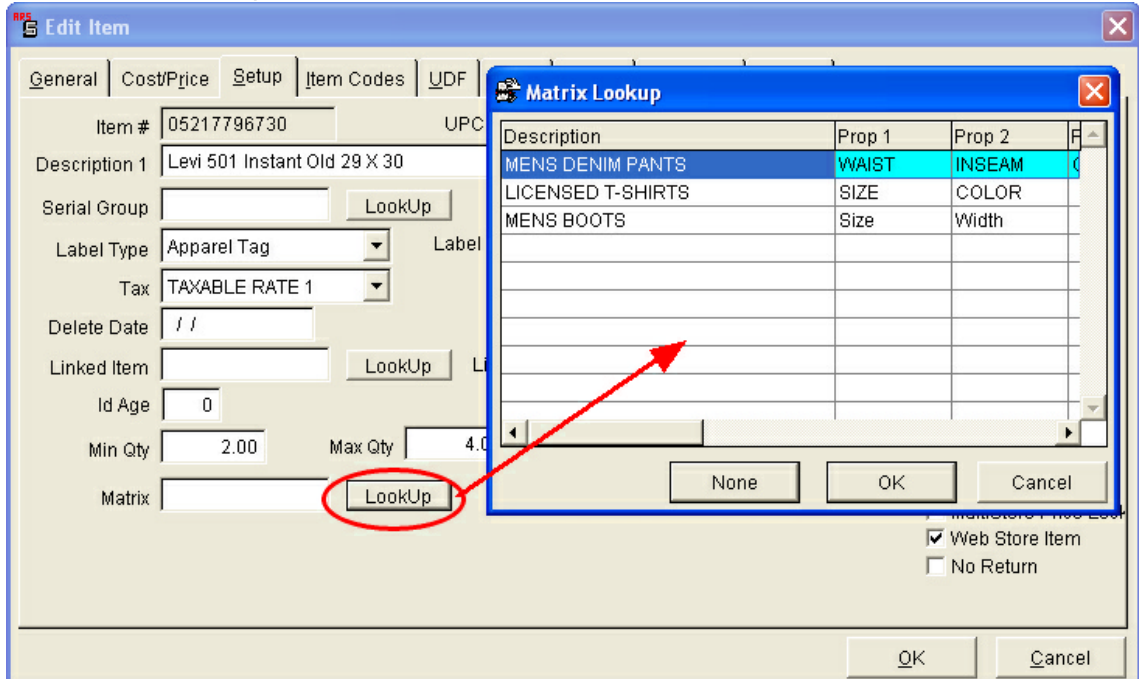
2. The "Data" data grid displays.



3. Select an item to add to an item matrix.
4. Select the "Modify" button.



5. The "Edit Item" form displays.
6. Select the "Setup" tab.



7. Locate the field labeled "Matrix." Using the "Lookup" button, select the appropriate matrix for the item.
8. The "Property" drop-down list displays. (Example: Waist, Inseam and Color)

9. Set property values using the drop-down lists next to each of the properties. If a property value is not listed in the drop-down list, property values can be added by repeating Step 2: Adding Detail to the Matrix.
10. Repeat step 4 for all items included in the item matrix.
11. Select the "OK" Button.

15.3.2 Purchase Orders and Matrix Add

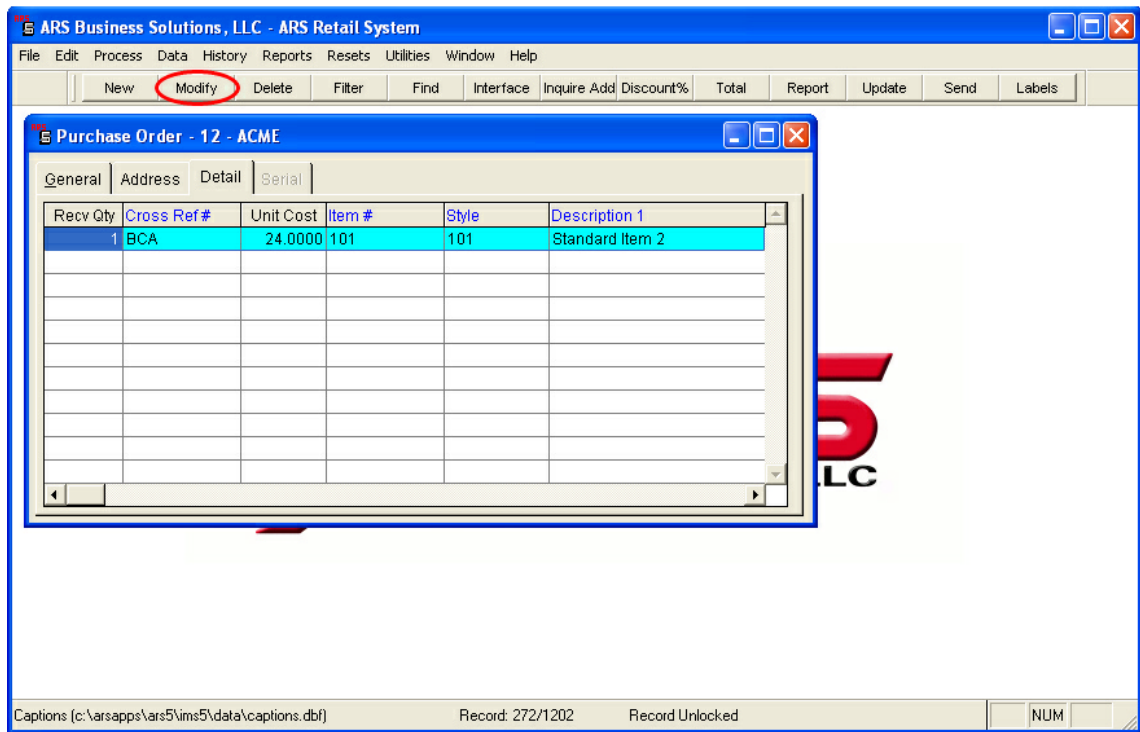
[Functions](#) [Matrix](#)



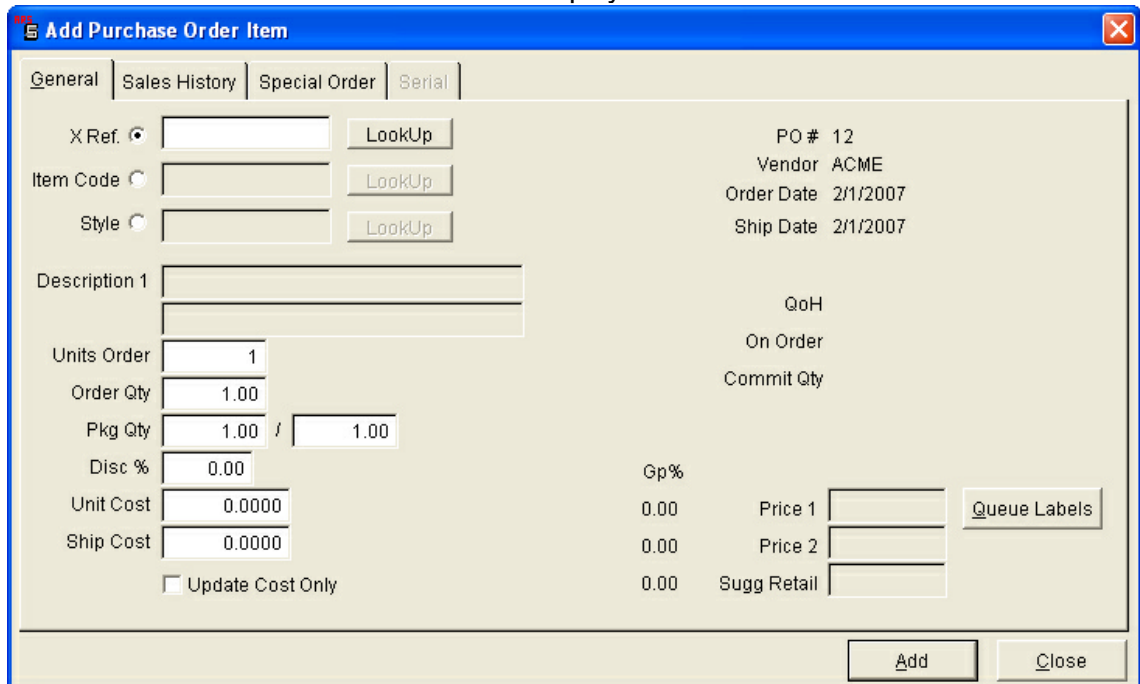
The matrix function can be used within the purchase order feature to assist with generating a purchase order. When using the "Matrix Add" form to create a purchase order, order quantities may be entered and sales history accessed within the form.

To access and use the matrix add feature within purchase orders:

1. Create a purchase order. ([Reference: Purchase Order - Creating a Purchase Order](#))
2. Select the "Detail" tab.
3. Select the "New" button to add an item to the purchase order.



4. The "Add Purchase Order Item" form displays.



5. Select an item that is part of a matrix. This will bring up an additional button next to the Item Code "Lookup" button called "Matrix Add".

Add Purchase Order Item

General | Sales History | Special Order | Serial

X Ref: 8420 [LookUp] PO #: 12
 Item Code: 44000000088 [LookUp] **Matrix Add** Vendor: ACME
 Style: 8420 [LookUp] Order Date: 2/1/2007
 Ship Date: 2/1/2007

Description 1: Rocky Super Brut #8420
 Thinsulate

Units Order: 1 QoH: 1.00
 Order Qty: 1 On Order: 0.00
 Pkg Qty: 1 / 1 Commit Qty: 0.00
 Disc %: 0.00 Gp%: 39.57
 Unit Cost: 84.0000 Price 1: 139.0000 [Queue Labels]
 Ship Cost: 0.0000 Price 2: 0.0000
 Sugg Retail: 0.0000
 Update Cost Only

Add Close

6. Hit the "Matrix Add" button.
7. The "Batch Add" form displays.

Batch Add

	Size 10	Size 10.5	Size 11	Size 11.5	ie
Width Medium	0.00 H				
Width Wide					

Add Cancel

8. Enter order quantities in the respective fields. The top row displays property values for Property 1 listed (i.e. Waist Size) and the left-hand column has property value for Property 2 (i.e. Inseam length) listed.
NOTE: Only Matrix items with a Vendor Xref number will be displayed in the Batch Add Form.
9. Select the "H" button next to the order quantity field to display the sales history of the item.

Sales History

Item # 44000000096 Description 1 Rocky Super Brut #8420
 Style 8420 Thinsulate

	January	February	March	April	May	June		
Quantity								
Markdown								
	July	August	September	October	November	December		
Quantity								
Markdown								
QoH	0.00		PTD Qty	0.00	Week1	0.00	Week5	0.00
On Order	0.00		MTD Qty	0.00	Week2	0.00	Week6	0.00
Commit Qty	0.00		YTD Qty	0.00	Week3	0.00	Week7	0.00
			PY Qty	0.00	Week4	0.00	Week8	0.00

Close

10. If more than one item code qualifies the parameters of a matrix cell, a "More" button displays. Clicking this button displays a new menu with order quantity fields and sales history only for the items that qualify. This form functions in the same way as the form above it.

Add Purchase Order Item

General | Sales History | Special Order | Report

X Ref: WAIST 29

Item Code	Style	Description	Units	Order	Pk	Di	Unit	Ship
INSEAM	28							
INSEAM	29							
INSEAM	30	More						
INSEAM	31	More						
INSEAM	32							
INSEAM	33							

Update Cost Only

Batch Add

WAIST29 X INSEAM 30

	ORD_QTY
BLACK	0.00 H
BLUE	0.00 H

Queue Labels

Add Cancel

Add Close

Example: There are two different colored jeans both with a 30" waist and 30" inseam. Clicking the "More" button will display a form that allows both items to be ordered.

11. Click the "Add" button to add the order quantities to the purchase order.
12. Complete the purchase order.

15.3.3 Sales Matrix Report

[Functions](#) [Matrix](#)



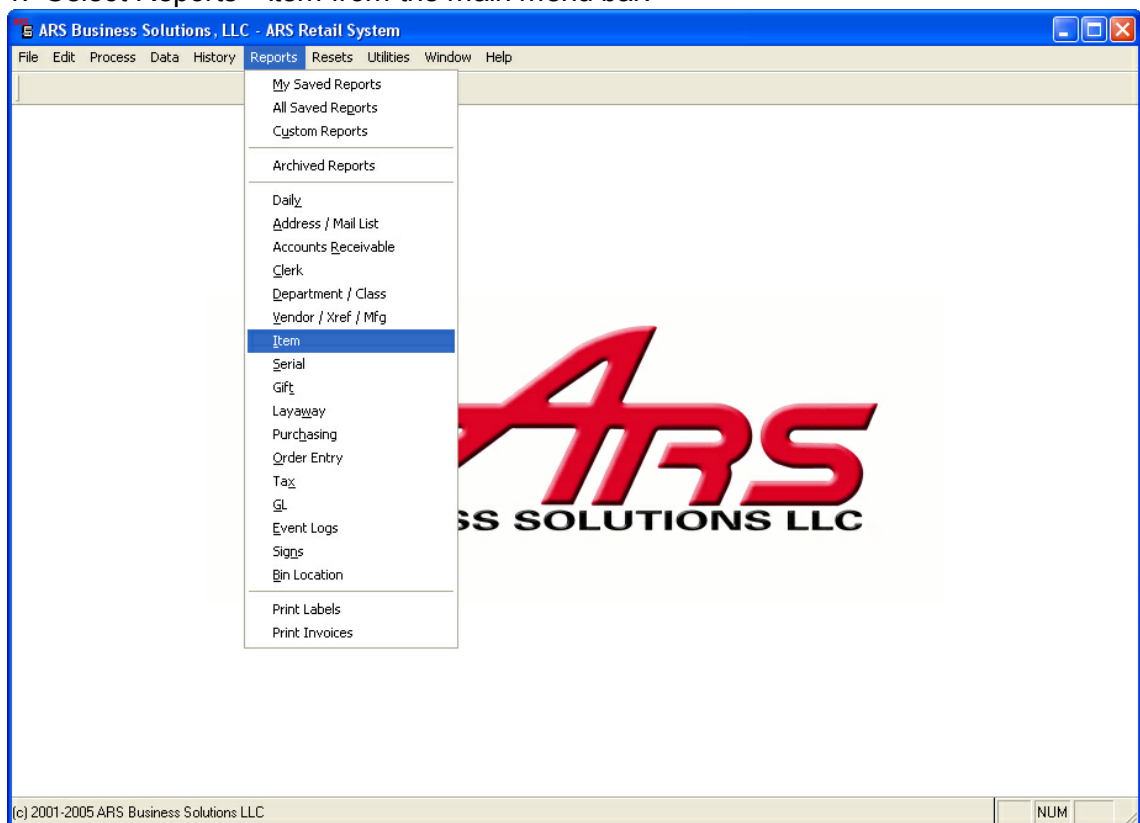
The Matrix Sales report displays item sales history in a matrix format. Information displayed on this report includes:

- Quantity sold
- Quantity on hand
- Costs
- Markdowns
- Sales

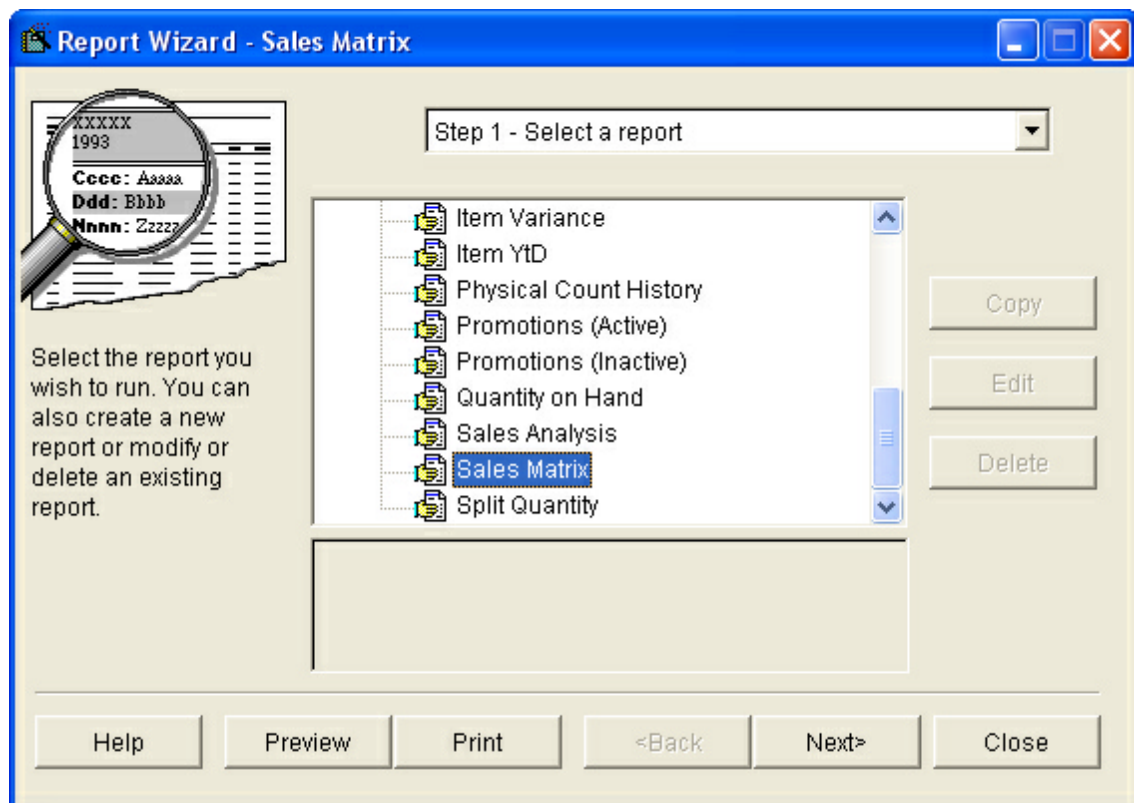
The report can be displayed using any combination of matrix properties.

To access and use the Sales Matrix Report:

1. Select Reports->Item from the main menu bar.



2. Select the "Sales Matrix" report.



3. Select the "Next" button.
4. Use the filter feature to specify filter criteria for the report. ([Reference: Filtering - Enter Filter Criteria](#))
5. Select the "Next" button.
6. Choose a matrix using the drop-down list. Available matrixes will be those listed in the matrix data grid. ([Reference: Matrix - Setting up a Matrix](#))
7. Use the drop-down lists to set matrix parameters by choosing properties for rows, columns, grids and grid groups.

8. Select the time period to report on. Available options are Period to Date, Month to Date, Year to Date and Previous Year.
 9. Select the sales history figures to be displayed on the report by clicking the associated checkboxes including: Quantity Sold, Quantity on Hand, Costs, Markdowns and Sales.
 10. Select how the information is displayed by clicking the checkboxes labeled Report Zeros, Print Zeros and No Cents.
 - **Report Zeros:** When unchecked, the report will omit an entire row if it consists of only zero values.
 - **Print Zeros:** When unchecked, the report does not print zero values and leaves a blank area.
 - **No Cents:** When checked, the report displays only whole dollar figures.
 11. Select the "Next" button.
 12. Print or save the report using the output options menu. (*Reference: Reporting Basics - Report Wizard*)
- Sample Report: A sales matrix report may appear in several ways. This report has the "Print Zeros" checked.*

Print Preview

YTD Sales Matrix Report
ARS Business Solutions, LLC

III SEAM → COLOR: BLACK

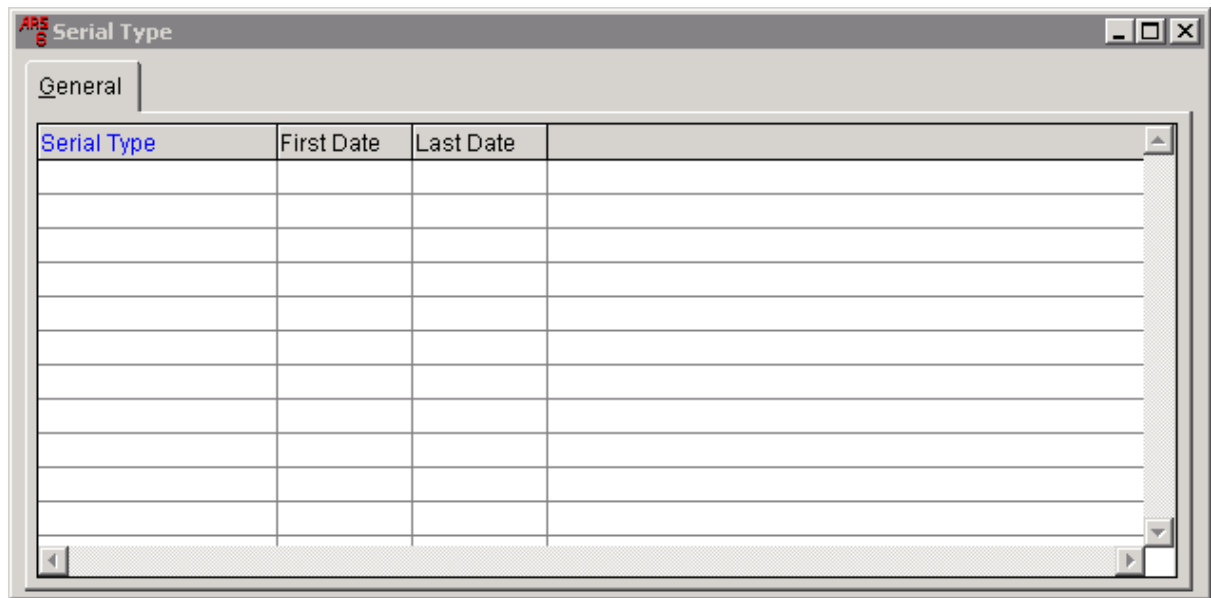
WAIST		28	29	30	31	32	33	34	35	36
29	SOLD	0	0	67	72	0	0	0	0	0
	QTY ON HAND	0	0	24	73	0	0	0	0	0
	COSTS	0.00	0.00	1423.75	1530.00	0.00	0.00	0.00	0.00	0.00
	MARKDOWNS	0.00	0.00	239.94	287.93	0.00	0.00	0.00	0.00	0.00
	SALES	0.00	0.00	2439.39	2591.35	0.00	0.00	0.00	0.00	0.00
30	SOLD	0	0	46	55	77	0	50	0	0
	QTY ON HAND	0	0	8	23	79	0	61	0	0
	COSTS	0.00	0.00	977.50	1168.75	1636.25	0.00	1062.50	0.00	0.00
	MARKDOWNS	0.00	0.00	0.00	211.95	307.92	0.00	0.00	0.00	0.00
	SALES	0.00	0.00	1839.54	1987.50	2771.31	0.00	1999.50	0.00	0.00
31	SOLD	0	0	47	0	81	0	0	0	0
	QTY ON HAND	0	0	50	0	39	0	0	0	0
	COSTS	0.00	0.00	998.75	0.00	1721.25	0.00	0.00	0.00	0.00
	MARKDOWNS	0.00	0.00	0.00	0.00	319.92	0.00	0.00	0.00	0.00
	SALES	0.00	0.00	1879.53	0.00	2924.27	0.00	0.00	0.00	0.00
32	SOLD	0	0	0	0	52	76	45	0	0
	QTY ON HAND	0	0	0	0	25	79	78	0	0
	COSTS	0.00	0.00	0.00	0.00	1105.00	1615.00	958.25	0.00	0.00
	MARKDOWNS	0.00	0.00	0.00	0.00	207.95	303.92	0.00	0.00	0.00
	SALES	0.00	0.00	0.00	0.00	1871.53	2735.32	1809.58	0.00	0.00
33	SOLD	0	0	0	0	53	60	73	0	0
	QTY ON HAND	0	0	0	0	31	42	74	0	0
	COSTS	0.00	0.00	0.00	0.00	1126.25	1275.00	1551.25	0.00	0.00
	MARKDOWNS	0.00	0.00	0.00	0.00	211.95	239.94	291.93	0.00	0.00
	SALES	0.00	0.00	0.00	0.00	1907.52	2159.46	2627.34	0.00	0.00
34	SOLD	0	0	0	0	0	93	53	0	0
	QTY ON HAND	0	0	0	0	0	75	67	0	0
	COSTS	0.00	0.00	0.00	0.00	0.00	1976.25	1126.25	0.00	0.00

15.4 Serial Type

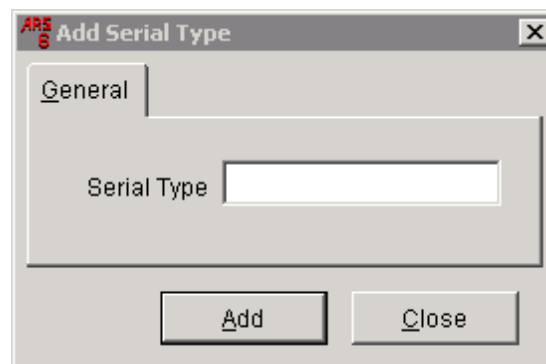
Entering a **Serial Type** in the [Serial Detail](#) of an item allows for more filter options when reports are being printed.

ALL firearms stores will want to add **Pistol** as a **Serial Type**.

To add a **Serial Type**, click **Data**. From the drop-down menu (at the very bottom), select **Functions**. The **Serial Type** grid will display all serial types which are currently in the system.



Click on the **New** button (located outside of the grid). The **Add Serial Type** box appears. (The **Modify** and **Delete** functions may be used if there is a highlighted **Serial Type** in the grid.)



In the white box, type **Pistol** (or a new **Serial Type**). Click on **Add**. More **Serial Types** may be added. When finished, click on **Close**. All of the **Serial Types** will be listed in the **Serial Type** grid.

16 Glossary



[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

12 Month Sales Report: Purpose of this report is for determining the activity of the item during the past 12 months. Each items activity is listed by month so the buyer will have information to determine when product is needed in the store.

80/20 Rule: States that a small number of causes (20%) is responsible for a large percentage (80%) of the effect.

A

A/R Detail Report: This report is a listing of the account activity that will be printed on the customers statement.

A/R Statements: A/R Statements are selected from Reports->Accounts Receivable->A/R Statements on the main menu bar. Once you select this option, the system uses the report wizard to allow selection of the sorts.

Account: An account is a unique number assigned to each accounts receivable customer. During a charge transaction at the register, the account number is needed to complete the transaction.

Accounts Receivable (A/R): A balance forward system used to track house account transactions from the POS, A/R Detail option and the Sale Order Entry system. Statement and transaction detail are stored, allowing the printing of reports and statements.

Address: Addresses are tracked for customers, vendors and clerks and are used in many of the features within the application (Mail List, Accounts Receivable, Gift Certificates, Work Orders, Layaway, Purchase Order, etc.)

Application Program: Software that performs a specific function. An example would be IMS5 or POS5.

Acquisition/Disposition Reports: This report complies with the specification from the B.A.T.F. gun log system. It is used to print listings of serial number items that are in the system regardless of the sold status.

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B

Back Order: Is an item or order that is not in stock, but is re-ordered and will be available at a later time.

Backup: To copy files to a second medium (a disk or tape) as a precaution in case the first medium fails.

Balance: This is the remaining balance due.

Barcode: A set of spaces and lines of different widths which are encoded that can be scanned at the register and interpreted into numbers to identify an item.

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C

Cancel Date: This is the date that the vendor should cancel the PO if it is still outstanding.

Cash-On-Delivery (COD): When a customer pays for the items when delivered, instead of upfront.

Central Processing Unit (CPU): The "brain" of the computer.

Class: A class represents a grouping of similar item codes. This makes analysis of reports easier by allowing the sorting or filtering by class. Class totals are also accumulated independently from the item sales. These class totals are most often used for reporting to a financial system. Each class is assigned to a department. This is done to allow the class reports to be sorted or filtered by department.

Class Reports: This report is useful for determining the performance of the store at a quick glance and is recommended that it is printed at the end of each month.

Clerk: Clerks are only used by the POS system. There are several reasons why clerks are used in the system: Identify on the receipt the person who performed the transaction, identify on adjustment reports clerks that performed negative sales and authorizing certain functions to be performed by a clerk.

Clicking: Gently pressing the left mouse button is one way to give the computer a command to do something.

Color: Color is a user defined field. It is generally used for entering the color of a product for reporting purposes.

Column: Contains the data for a field within each record in a data grid.

Column Label: A label which is the name of the field associated with the column.

Contribution Margin: The sales revenue less variable costs. It is the amount available to pay for fixed costs and provide any profit after variable costs have been paid.

Credit Limit: is the amount the cash register checks before allowing a charge transaction to occur for an A/R account. If the balance due plus the current transaction exceeds the credit limit, a managers approval is necessary to complete the transaction.

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D

Daily Sales Report: The Daily Sales report is one of the most useful reports in the system. The information printed, reflect sales activity for each item from the day selected. This report should be used to find pricing errors and out of stocks.

Data grid: Provide the main work area for the application. The data grid is designed in rows and columns.

Data source: Contain a set of tables that stores the user's information.

Date Field: Holds date values.

Date Sold: The date that an item was sold.

Department: Used to group classes together for reporting purposes.

Deposit: The dollar amount initially paid against a layaway.

Direct Product Profitability (DPP): A method that plans variable markups by determine the profitability of the item by calculation the adjusted per unit gross margin and assigning the direct product costs to the item for expenses like distribution and selling.

Discount: A certain dollar amount or percentage off an item.

Diskette: Most often known as the A:\Drive, is portable data storage.

Distressed Goods: Items that have been damaged.

Dollar Discount: Used in the promotion system as a markdown amount for promoted items. Promotion items selected individually can be discounted by a given dollar amount.

Double-Clicking: Refers to quickly clicking the left mouse button twice.

Drag and Drop: Refers to using the mouse to move an object or item from one location to another.

Due Date: This is the date the purchase order is expected to be received.

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E

E-Commerce: Buying and selling goods on the internet.

Economic Value Added (EVA): Is net operating profit minus an appropriate charge for the opportunity cost of all capital invested in an enterprise. $EVA = \text{Net Operating Profit After Taxes} - (\text{Capital} * \text{The Cost of Capital})$.

EDI (Electronic Data Interchange): Used to provide standard data layouts for various types of data. Data conforming to an EDI standard can be interpreted by any system using that standard.

EDI Receiving: Allows receiving invoices electronically from a vendor. This is only possible if the option is supported by the vendor. The electronic communication is performed via modem and phone lines.

Exchange: There are two definitions for this. The first one: Items that are returned to a store and swapped for a comparable item. The second definition: A business-to-business marketplace for buying or exchanging goods and services with another business or businesses.

Exchange policy: A set up written rules to follow when items are returned or exchanged.

Expenses: What it costs to operate a business.

Extended Cost: The extended cost is calculated by multiplying the unit cost by the received quantity. When the extended cost is entered, the unit cost is automatically calculated.

Extended Price: The extended price is calculated by multiplying the ship quantity by the price.

Event: An event is scheduled to perform tasks. There is no limit on the number of events you can schedule and there is no limit to the number of tasks each event can perform. For ease of use and modification, it is recommended that restricting a small number of tasks to each event.

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F

Fiber Content: The percentage of fabrics used in a particular item.

Finance Charge: Used to calculate the monthly finance charges. The charges are based on the previous balance less any money received on account or credits issued.

First in, First Out (FIFO): A method of accounting for inventory where the items purchased first is assumed to be sold completely before items purchased later are sold.

FOB (Freight on Buyer): Used if the order is shipped from some other location.

Forecasting: Predicting sales or trends in the future.

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G

Gift: A numeric field to identify each individual gift certificate or store credit in the system. Used by the POS system to track the remaining balance on each individual gift certificate. The amount purchased is subtracted from the remaining balance, a receipt is issued with the amount of credit still available on the gift certificate.

Gift Certificate: Are paper certificate or card that can be redeemed for a certain dollar value at a specific store.

Gift Receipt: A gift receipt is another receipt given to the customer that does not have prices on it.

GP (Gross Profit): this is the gross profit percentage for the listed item code. The GP is calculated by subtracting the cost from the price dividing the result by the price and then multiplying it by 100 ((price-cost)/price) * 100.

Gross Margin: The profit before deducting operating expenses.

Group Price Change: Group price changes a group of items to be selected from the inventory file by specifying a primary and/or secondary range. Once a group of items are selected the prices can be adjusted in a number of ways. The price can be adjusted by a dollar amount, percent amount, force

the prices for all items to a specified price, price can be calculated based on the gross profit percent that is specified and edit the price for items on an individual basis. An example for this option is to change or set the price of all similar items that differ only by color or size.

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H

Hard Disk: Most often is the C:Drive, which is data storage of the CPU.

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I

Initial Markup: The very first markup on an item from cost to retail price.

Internet Retailing: The selling of goods or services through the Internet.

Inventory: Items that are in-stock.

Invoice: when a work order is invoiced, an invoice is printed and all items used in the repair are relieved from inventory. A copy of the invoice is stored in the invoice history database and the work order is removed from the list of existing work orders.

Invoice Total: Invoice total is the total of the entire invoice. It includes the discounts and freight applied to individual items on the invoice.

Item Code: Each individual item tracked through the system must have a unique item code assigned to it, which is an item code. Item codes are sometimes referred as SKU, PLU or UPC.

Item to Item Transfer: Provides a way to transfer one or more of a particular inventory item to a different inventory item. The intended purpose is to break multi-packs or cases into individuals as needed. This allows both the case and each to be sold as single units.

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J

Joint Venture: Is a partnership or agreement for a certain purpose.

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K

Keyboard: A device that is similar to the typewriter in addition of having PC specific keys.

Keystone Markup: A markup that equals the cost of the items, essentially taking the cost of an item and doubling it to figure out the retail price.

Kit Adjustment: When a kit item code is sold, inventory is relieved from the item codes that make up the kit. The inventory quantity sold through a kit is accumulated in the kit adjustment field. This number is an adjustment so it appears negative.

Kit Report: The kit report prints the items that are linked to a kit item. This report looks at the cost of each item in the kit along with the selling price of the kit to calculate gross profit margins.

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L

Landscape: When selecting the landscape option, this sets the printer to print pages with landscape orientation.

Last cost: Last cost is the cost from the vendor when this item was purchased last. This information is updated automatically each time the item is received through the Receive by Invoice or Purchase Order options.

Last Date: The last date a customer made a purchase at the cash register.

Last Freight: this is the freight charge amount from the last order that was received.

Last in, First Out (LIFO): A method of accounting for ending inventory where items purchased last is assumed to be sold entirely before any earlier purchased items are sold.

Layaway: Layaway is a part of the system that tracks the customer, items and dollars for a layaway transaction. Each layaway is assigned a number when it is created. Reset layaway removes all layaway's in the system with zero balance or that are marked for deletion.

Layaway Item Report: The layaway item report prints the items that are currently on layaway's.

Leader Pricing: Pricing items at lower than usual prices in order to appeal to customers.

Limited Warranty: A statement of what conditions and how long a manufacturer guarantees that an item will work, repair or replace if there is a problem with the item.

Linked Adjustment: Linked adjustment is the number of units relieved from the quantity on hand through item codes linked to the item.

Linked Item: Used for the purpose of selling the same items in different package quantities.

Linked Quantity: The number of units to be relieved from the inventory of the linked item.

Log: Each serial item must be identified by a unique number, known as a log number. This number is assigned when the item is received and used when the item is sold through the POS system.

Loss Leader: Items that are sold at or below cost.

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M

Mail Detail: To view all mail list customer detail.

Mail Detail Report: This report is a listing of the items purchased by customers.

Mail List: The mail list system tracks individual customer information in the system. A mail list customer can be entered into the system at the POS or through the IMS. Each customer is assigned a unique number (mail number) entered after a transaction is completed. This customer information is stored in the mail list file.

Mail Number: The mail number is a unique number assigned to each customer in the mailing list system.

Main menu bar: Is a horizontal menu with a list of options.

Maintained Markup: The final markup on an item based on the selling price.

Manufacturer: The manufacturer of products customers buy.

Markdown: Lowering the selling price of an item.

Market Segmentation: The process of dividing the total market into smaller sections based on similar characteristics.

Marking: Placing a price on an item before putting it out on the shelves.

Markup: The difference between the selling price and the cost of an item.

Maximum Quantity on Hand: Maximum quantity on hand is not used within the system for any specific purpose. Many users will use the field for entry of the minimum amount that can be purchased.

Memo Field: Lengthy text or combinations of text and numbers.

Merchandising: The buying and selling of goods.

Minimum Quantity on Hand: Mainly used for generating reorder reports. A reorder report will print only items where the quantity on hand is equal to or less than the minimum quantity.

Monitor: A device that displays the screen.

Month to Date Sales (MTD): Month to date sales is the sales data that is accumulated for the current month.

Month to Date Sales Reports: Month to date sales reports are used to print the month to date sales information. This report should be printed at the end of each month.

Mouse: A pointer device that selects, moves, opens and changes objects on the screen.

Mouse Buttons: Two buttons located on each side of the mouse.

Mouse Pointer: Is the arrow on the screen that indicates where the mouse is currently pointing.

Mtdc: This is the month to date cost.

Mtdfd: The month to date freight dollar totals.

Mtdmk: Total of all markdown dollars for the selected class or item code since the last reset.

Mtdpd: Month to date quantity purchases of an item code that is stored.

Mtdpq: Month to date quantity purchases of an item code that is stored.

Mtdq: Month to date quantity sold.

Mtds: Month to date dollar sales.

Multiple-Pricing: Selling 2 or more of the same item. For example, 2/\$1.00 but selling them individually at .70. This is known as Split Quantity in the IMS system.

Multistore: The multiple store option can be used by any retail operation with more than one location or store. Each location has its own inventory management system and maintain its own inventory.

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N

Number Field: Numeric data used in mathematical calculations.

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O

Objective-and-Task Method: A budget technique that relates the advertising budget to the sales objective.

On Order: The on order field is the number of units for this item on the active purchase orders. Each time a purchase order is updated or canceled, this number is automatically adjusted to reflect the current number of units on order.

Online Retailing: The selling of goods or services through the Internet.

Open PO Report: This report provides information on which PO's are open, what items are on them, how many items are on the order, etc.

Open-to-Buy (OB): Is the difference between planned purchases and stock that has been already ordered. (The dollar amount of items that a buyer can order for a certain period)

Open to Buy Report: This report is a listing of the purchases by class and the remaining balance of the budget that has been assigned.

Operating System (OS): Software that controls how a computer does its most basic operations: store files, talks to printers, etc. The OS controls the overall activity of a computer. An example of an OS is Windows XP.

Order Date: Every type of order is assigned an order date. The order date is the date the order was created.

Order Number: Through the sales order invoice option, this is the order number of the invoiced sales order.

Order Quantity: The quantity ordered.

Order Total: The total of the invoiced order.

Original Markup: The very first markup on an item from cost to retail price.

Other: Other is a user defined field where information can be stored about an item.

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P

Package Quantity: A package quantity indicates the number of retail units contained in each unit purchased from the vendor. When receiving merchandise the receive quantity is multiplied by the package quantity to determine the number of units to add to the quantity on hand.

Paradigm: A paradigm is a typical pattern of something.

Paradigm Shift: Change or trend in a typical pattern.

Pareto Principle: States that a small number of causes (20%) is responsible for a large percentage (80%) of the effect. This is also known as the 80/20 rule.

Percent Discount: Used in the promotion option to calculate a percentage markdown for promoted items.

Percentage-of-Sales Method: The budgeting for an ad based on a the percentage of a sales figure, such as past sales, anticipated sales, or a combination of both.

Periodic Inventory: A method of to find the value of merchandise at periodic intervals by taking a physical count of the stock.

Perpetual Inventory: A method for tracking and to know the value of inventory and quantity of items on hand at any time by tracking sales, returns and receipts with information systems.

Physical Inventory Count: Used to verify or correct quantity on hand counts for a select group of item codes.

PIN: PIN (Personal identification number) is a number used for security through the register software. Each clerk has a pin and must enter it before performing transactions at the cash register. The pin is not displayed or printed on any reports at the cash register. A pin number is needed to perform any function at the register that can alter or display information stored within the system.

PO #: An abbreviation for the purchase order number. Each purchase order in the system must be assigned a unique PO #. This number can be alpha-numeric.

PO Total: This is the total of the current PO. It includes the discount and freight charges specified for the items included on the PO.

Portrait: When selecting the portrait option, this sets the printer to print pages with portrait orientation.

Previous Balance: Previous balance is the amount of the unpaid balance from the last A/R reset. This number is printed on the statement along with any transactions that have occurred. When calculating finance charges all credits and received on accounts are subtracted from the previous balance and finance charges are calculated on the remaining amount

Pick Rate: A ratio that that is determined by the number of times an EAS system detects an active EAS tag or label.

Price War: Occurs when a retailer under-prices the competition, which can create a cycle of two or more retailers to lower prices in turn to beat the other.

Promotion GP%: Same as the GP% except (Price1-Markdown) is used in place of Price 1 when the calculation is performed.

Promotional Advertising: Promotional Advertising is advertising to get customers to come to the store by featuring items and pricing.

Promotional Discount: A lowered retail price for a sale or promotion.

Promotion Price: Promotion price is the items standard price less the markdown (discount amount) for the item.

Proximity Deactivation: The process of turning off EAS labels which the label is not required to come into contact with a pad and which allows source tagging with hidden EAS labels.

PTD Sales: Period to date (PTD) sales is sales data accumulated for a user defined period. MTD

totals can be reset from the proper Reset option.

PTD Sales Report: Period to date sales reports are used to print the PtD sales information.

Ptdc: Period to date cost.

Ptdfd: This is the period to date freight dollar totals.

Ptdmk: This is a total of all markdown dollars for the selected class or item code since the last reset.

Ptdpd: Period to date dollar purchases of an item code that is stored.

Ptdpq: Period to date quantity purchases of an item code that is sorted.

Ptdq: Period to date quantity sold.

Ptds: Period to date dollar sales.

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Q

Quantity on Hand: Represents the current number of units in stock for this item.

Quantity on Hand Report: Purpose of this report is used mostly at the end of the month to determine the value of inventory.

Quantity Received: This is a numeric field for the quantity received for each item.

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R

Received Date: The date the item was entered into the system.

Recipient: The person who received the gift certificate.

Refund: Cash or store credit that is given back to the customer.

Reindex Files: Reindex files is a selection from the main menu bar (File->Utilities->Reindex). Select this option to erase and re-erate index files for all indexed data files in the system. Index files are separate from the data files but determine the order in which the data appears. A reindex must be done each time data is restored or copied, an index file damaged error has occurred or an "end-of-file encountered" error has occurred. Reindexing does not remove any data from the system.

Reserve Stock: Stock that is stored in an area that customers do not have access to.

Retail Markup: A markup that equals the cost of the items, essentially taking the cost of an item and doubling it to figure out the retail price.

Retail Method: A method that estimates the cost of an ending inventory on the basis of a ration of the cost of goods that is available for sale relative to the retail price of the goods available for sale.

Retail Price: Price that is placed on the item for the customer.

Rotate Stock: Rotate stock means putting the new stock behind the old stock or replacing all the old stock with the new stock.

Row: Contains the data of a record in a data grid.

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S

Sales Analysis Report: This report provides the information you need to analyze inventory. It allows you to rank your inventory items by profit or sales for any of the PTD, MTD or YTD sales periods. The purpose of this report is used to determine what items create the greatest amount of profit dollars compared to the least amount of profit dollars.

Sales Forecasting: Estimate future sales volume based on current sales figures and information from manufacturers, accountants and etc.

Sales per Square Foot of Selling Space: Net sales divided by the square feet of selling space.

Sales Promotion: A way to get customers in the store and build loyalty.

Salvage Goods: Items that have been damaged in storage or transit.

Schedule: Refers either to an event or group of events that are set to perform tasks on a pre-defined timing system, as well as to the timing system itself.

Scroll Bars: On the right hand side of the window, there is a grey bar with arrows at the top and bottom, this is the scroll bar.

Seasonal Discount: A trade discount given to retailers when they order items during the off-season.

Seasonal Merchandise: Merchandise that is available during certain times of the year. For example, Christmas.

Serial Sold Report: This report is a listing of the serial number items that have been sold in a chosen serial number file.

Serial Stock Report: This report is used to print listing and values of serial number items in a select serial number file that are not sold.

Ship Cost: The shipping cost of an item on a PO or invoice. The dollar amount that is specified will be calculated into average cost for the item when the update is performed.

Ship Date: The date the order should be shipped.

Ship Qty: The quantity shipped for the related item code.

Ship Via: Indicates the company used to ship the order.

Shrinkage: Merchandise loss due to paperwork errors, theft, damages, etc.

Special Order: A special order is normally is typically an order of items that are not sold in the store for a specific customer.

Split Quantity: Selling 2 or more of the same item. For example, 2/\$1.00 but selling them individually at .70.

Start Date: The start date of an item promotion is used to determine when to activate the item promotion.

Statement: Statements are part of the account receivables system. A statement is printed for each account that has a balance due.

Stock Turnover: A measure to determine how quick merchandise is being sold.

Stop Date: The stop date of an item promotion is used to determine when to deactivate and delete the item promotion.

Stuffers: A piece of advertisement that is accompanied a billing statement or is placed in the shopping bags.

Style: This is usually used for the manufacturer's style or factory number.

Syndicator: A retailer that sells goods and services in affiliation with credit card companies.

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T

Tabs: Each tab represents a data grid or viewing form that displays data in different layouts.

Target Market: A group of consumers that a retailer tries to target or satisfy.

Tasks: Is a process that can be done manually within the various ARS Version 5 Applications. Using scheduler allows a user to have these tasks performed automatically at precise dates and items with unlimited reoccurrence.

Tax: Used by the cash register function to determine if an item is taxable.

Tax Exempt: Designates the customer tax exempt status.

Tearsheet: An advertisement, the actual copy.

Text Field: Text or combinations of text and numbers (numbers that do not require calculations).

Tran Cost: This is the extended cost of the items being transferred from one item to another.

Tran Qty: Number of items to transfer out.

Trnfrqty: The quantity of items to transfer from store to store.

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U

Unfair Trade Practices Law: This law requires retailers to charge a minimum price for items based on the cost of the merchandise plus a percentage for overhead.

Unit Cost: The cost per received unit.

Universal Product Code (UPC): The UPC identifies a product by using a set of lines and spaces that can be scanned and interpreted into numbers.

Universal Vendor Marking (UVM): Merchandise that is pre-marked by manufactures that can be read by machines and people.

User Defined Field: Fields that store data defined by the user.

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V

Vendor: Identifies a company from which products are purchased.

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W

Warranty: A written guarantee of a retailer's or manufacturer's responsibility.

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X

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Y

YTD Sales: Year to date sales is sales data that is accumulated for a fiscal year.

YTD Sales Report: Year to date sales report is used to print the YTD sales information. This report should be printed at the end of the fiscal year as a item sales audit trail.

Ytdc: Ytdc is the year to date cost.

Ytdfd: The year to date freight dollar totals.

Ttdmk: Total of all markdown dollars for the selected class or item code since the last reset.

Ytdpd: Year to date dollar purchases of an item code that is stored.

Ytdpq: Year to date quantity purchases of an item code that is stored.

Ytdq: The year to date quantity sold.

Ytds: Year to date dollar sales.

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Z

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17 Introduction

Navigation: »No topics above this level«

ARS Business Solutions - Introduction





Welcome to ARS Business Solutions Help Manual. This manual will guide you on how to use the basic feature of the ARS Inventory Management System (IMS).

The Manual covers basic terms and concepts and includes a glossary as well. It is your source for the information needed to successfully handle your data as skillfully, efficiently and easily as possible.



Note: As this is a full featured Manual it will contain guide information for both Version 5.0 and Version 6.0. Information for Version 5.0 is in black typeface, *Version 6.0* new feature information will be italicized in red typeface.

18 Items

An **Item Code** must be established for all inventory items. **Item Code** may also be used for non-stock items and services. Before any inventory may be received into the system, an **Item Code** must be created for each of the items. To expedite the initial setup of the codes, a [Vendor Catalog](#) or two may be a great help. See [New Item](#) to create a new **Item Code**.

Items currently in the system may be accessed by selecting **Data** and clicking on **Item** in the drop-down menu. A grid of ALL item codes will be displayed.

The screenshot shows a software window titled "ARS Item - WAP22001 - Walther P22". Below the title bar is a menu bar with options: Genera, Setup, Vendor, Xref, Kit, Sug Se, Sales, History, P/O, S/O, W/O, Sale De, and Recv De. Below the menu bar is a data grid with the following columns: Item #, UPC, Description 1, and Description 2. The grid contains several rows of data, with the row for "WAP22001" highlighted in cyan. The data in the grid is as follows:

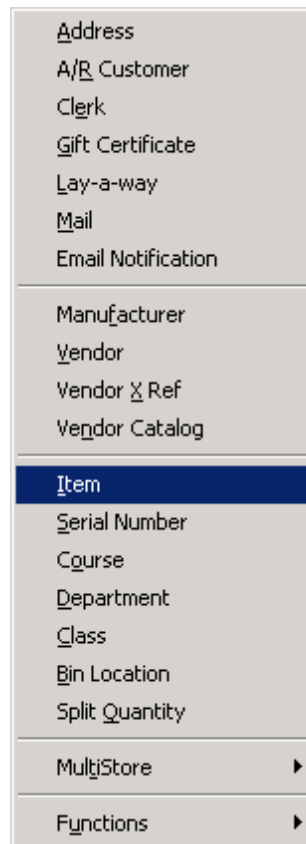
Item #	UPC	Description 1	Description 2
2		Test item	
99		Special Order Item	
WorkOrder		Work Order item	
8		ABC Gun	
Canoe		Canoe	
163810		Smith & Wesson J-Frame	Model 642
PI1950203		Glock 19	
WAP22001		Walther P22	

To find a specific item, click on any of the blue headings (i.e. Item #, UPC, Description 1, Description 2) and start typing. Keep the typing even. A hesitation in the typing will be interpreted by the system as a new query.

To organize the grid by a specific field, right-mouse-click on the blue field heading and select either **Sort Ascending** or **Sort Descending**. For specifics on manipulating the grid and setting specific preferences (there are MANY options), go to [Data Grid Basics](#).

18.1 Add Item

To create a new item, select **Data**. From the drop-down menu, click on **Item**.

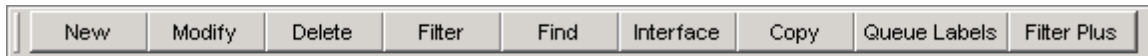


The **Item** grid will open to display all items currently in the system.

The screenshot shows a window titled "ARS Item - WAP22001 - Walther P22". The window has a menu bar with the following tabs: Genera, Setup, Vendor, Xref, Kit, Sug Se, Sales, History, P/O, S/O, W/O, Sale De, Recv De. Below the menu bar is a grid with the following data:

Item #	UPC	Description 1	Description 2
2		Test item	
99		Special Order Item	
WorkOrder		Work Order item	
8		ABC Gun	
Canoe		Canoe	
163810		Smith & Wesson J-Frame	Model 642
PI1950203		Glock 19	
WAP22001		Walther P22	

Click on the **New** tab.



The **Add Item** screen is displayed. By default, the system will always display the **General** tab.

The system will automatically display a number in the **Item Number** field. You may accept this number or change it to a code (any combination of numbers and letters - you may also use certain symbols) of your choosing which is not already being used for another item.

Not all of the fields need to be filled. **Description**, **Manufacturer** and **Class** are the minimum requirements. With more data supplied, the system is able to do more specialized reporting.

Family Codes - is used by the tobacco industry for national coupons

Style, **Size**, **Color** - are used for the matrix for those stores with clothing, footwear. etc.

A [letter](#) may be attached to an item so that each time that item sells, the letter will print on the register receipt.

Different vendors may use unique item numbers for the same merchandise. A **Cross Reference** number may be added for each of the vendors the store uses for purchasing that particular item. **Cross Reference** may be left blank, but the system will continue to ask for a **Cross Reference** number each time the item screen is opened for that item if **Cross Reference** is blank.

When all the information for each of the tabs has been entered, click **Add**. (If **Add** is clicked before all of the information has been entered, click the **Modify** button to go into the item information and edit. **Add** will become **OK** once the item has been added.)

18.1.1 Commission

Click the **Commission** tab. If an item is **Commissionable**, make sure that the box is checked. Up to five different commission levels may be set for one item (i.e. sales clerk - Commission 1, department manager - Commission 2, floor manager - Commission 3, store manager - Commission 4, etc.).

The screenshot shows the 'ARS Add Item' window with the 'Commission' tab selected. The item details are as follows:

- Item #: 12345
- UPC: [Empty]
- Description 1: 12345 Hershey Chocolate Bar
- Avg Cost: 0.0000
- Last Cost: 0.0000
- P1-Disc: 0.0000
- Promotion: [Empty]
- Commissionable

The Commission table is as follows:

	Gp %	Gp \$	Commission 1		Commission 2		Commission 3		Commission 4		Commission 5	
			C1 \$	Gp-c1 \$	C2 \$	Gp-c2 \$	C3 \$	Gp-c3 \$	C4 \$	Gp-c4 \$	C5 \$	Gp-c5 \$
Price 1*	0.4000	100.0	0.00	0.40	0.00	0.40	0.00	0.40	0.00	0.40	0.00	0.40
Price 2	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Price 3	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Price 4	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Price 5	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* Price 1 Calculations Include Discount 1

No commission will be calculated if the **Commission %** box is left empty. Click the following link for more information on setting up employees to receive [Commissions](#).

18.1.2 Cost/Price

To add or edit the price of an item, click the **Cost/Price** tab.

The screenshot shows the 'ARS Add Item' window with the following fields and values:

Field	Value
Item #	12345
UPC	
Description 1	12345 Hershey Chocolate Bar
Avg Cost	0.0000
Last Cost	0.0000
L Cost Only	0.0000
QoH	0.00
On Order	0.00
Commit Qty	0.00
Price 1	0.0000
Price 2	0.0000
Price 3	0.0000
Price 4	0.0000
Price 5	0.0000
Sugg Retail	0.0000
P1-Disc	0.0000
Promotion	
Gp%	0.00
Gp \$	0.0000
Weight	0.000 Lb(s)

Buttons: Add, Close, Queue Labels

The cost and quantity areas (the first column) are maintained by the system. It is in the store's best interest to NEVER edit those fields from this screen. Any corrections to these areas should be done through [Physical Count](#) or as instructed by ARS. Directly editing the cost and quantity fields could easily reduce the integrity of your data.

The Price column allows for five different prices to be entered for the same item. (e.g.: You may offer different levels of pricing for 'silver' level or 'gold' level customers.)

The 'fx' button next to each price provides some formulas which may be used for setting the sell price on an item.

ARS Set Price

Cost: **Selling Price:**

Average Cost Round to Decimals

Last Cost Markup, GP%, GP\$ Formulas Selling Price Formulas

Gross Profit Margin: <input type="text" value="59.59"/> %	$\frac{\text{Selling Price} - \text{Cost}}{\text{Selling Price}}$	$\frac{\text{Cost}}{1 - \text{GP\%}}$
Markup: <input type="text" value="147.50"/> %	$\frac{\text{Selling Price}}{\text{Cost}} - 1$	$\text{Cost} * (1 + \text{Markup})$
Gross Profit: <input type="text" value="0.59"/>	$\text{Selling Price} - \text{Cost}$	$\text{Cost} + \text{Gross Profit}$

Data may be entered in any of the fields with a white box. Press the tab key to see the calculations happen. Press **OK** or **Cancel** to exit.

18.1.3 History

Click on the **History** tab.

ARS Add Item

General Cost/Price Setup Item Codes UDF Sales **History** PY History Images Commission Web

	Eom Qoh	Sales Qty	Cost Of Sales	Sales	Mark Downs	Forecast Qty
January	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>
February	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>
March	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>
April	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>
May	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>
June	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>
July	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>
August	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>
September	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>
October	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>
November	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>
December	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>

18.1.4 Images

Click on the **Images** tab. A picture of the item may be added (but is not necessary). The picture must already be in a file on the computer or within the network. You will need to know the exact location (Path) of the picture.

The screenshot shows the 'ARS Add Item' dialog box with the 'Images' tab selected. The 'Item #' field contains '12345' and the 'UPC' field is empty. The 'Description 1' field contains '12345 Hershey Chocolate Bar'. Below this is a table with two columns: 'Description' and 'Path'. The table is currently empty. To the right of the table is a large rectangular area with a diagonal cross, indicating where an image will be displayed. At the bottom of the dialog, there are 'Add', 'Edit', and 'Delete' buttons. At the bottom right, there are 'Add' and 'Close' buttons.

Description	Path

To add a picture, click **Add**.

The screenshot shows the 'ARS Image Info' dialog box. The 'Description' field contains 'GENERAL'. The 'Image Path' field is empty and has a browse button (...). Below the 'Image Path' field, there is a note: '(This file will be moved to the IMS5 Graphics folder)'. The 'Notes' field is empty. At the bottom, there are 'OK' and 'Cancel' buttons.

By default, **GENERAL** will appear in the **Description** box. Change **Description** to a description of your choice. Type the **Image Path** or click on the ... button next to the **Image Path** box to 'browse' for it. Once the path is found, you may add any **Notes** you want to add. Click **OK**. The new **Description** and **Path** are displayed in the grid. The picture is displayed on the right.

18.1.5 Item Codes

Select the **Item Codes** tab.

The screenshot shows the 'ARS Add Item' dialog box with the 'Item Codes' tab selected. The 'General' tab is also visible. The 'Item #' field contains '12345' and the 'UPC' field is empty. The 'Description 1' field contains '12345 Hershey Chocolate Bar'. The 'Itemcodes' list box contains '12345'. The 'New ItemCode' field is empty. The 'Add' button is highlighted. The 'Delete', 'Make Primary', 'Make UPC', and 'Clear UPC' buttons are also visible. The 'Add' and 'Close' buttons are at the bottom right of the dialog box.

The **Item Number** which was assigned on the **General** tab for the new item is displayed in the **Itemcodes** box and next to **Item #**. A different **Item Number** or UPC Code may be entered at any time by accessing this screen. In the white box below **New ItemCode**, type the code for the UPC or Item.

The screenshot shows the 'ARS Add Item' window with the 'Item Codes' tab selected. The 'Item #' field contains '12345' and the 'Description 1' field contains '12345 Hershey Chocolate Bar'. The 'Itemcodes' list on the left contains the code '12345'. The 'New ItemCode' field on the right contains '4444444444'. Below this field are buttons for 'Add', 'Delete', 'Make Primary', 'Make UPC', and 'Clear UPC'. At the bottom right of the window are 'Add' and 'Close' buttons.

Click the **Add** button just below the **New ItemCode** (not the **Add** at the bottom of the screen). The new code will be added to the **Itemcodes** list. Click on the new code to highlight it.

The screenshot shows the 'ARS Add Item' window with the 'Item Codes' tab selected. The 'Item #' field contains '12345' and the 'Description 1' field contains '12345 Hershey Chocolate Bar'. The 'Itemcodes' list on the left now contains two codes: '12345' and '4444444444', with '4444444444' highlighted. The 'New ItemCode' field on the right is empty. Below this field are buttons for 'Add', 'Delete', 'Make Primary', 'Make UPC', and 'Clear UPC'. At the bottom right of the window are 'Add' and 'Close' buttons.

Click **Make UPC** if the code is a UPC for the item. Click **Make Primary** if the code is the preferred

Item Number to be used for the item. (The system will not allow the use of a code which is already in use for another item. If there is an error code saying that the code already exists, the item may be a duplicate entry, or the code may already be a primary or secondary number for a different item. A different code will need to be used.)

18.1.6 PY History

Click on the **PY History** tab.

	Sales Qty	Py Sales Qty
January	0.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	0.00	0.00
December	0.00	0.00

It is important to note that the data listed for all 'future' months of the current year are actually showing data from the previous year's history for those months until the current year's month has been closed/ reset at which time the data will be that of the current year instead of the previous year.

18.1.7 Sales

Click on the **Sales** tab.

WtD - Week to Date

Period to Date is specific to the parameters set by the store based upon a season or a sale period. (On reports, the acronym **PTD** is often used.)

18.1.8 Setup

Click the **Setup** tab. This screen possesses some very important and useful functions.

If the item is serialized (e.g. firearm), select the proper [Serial Group](#) for the item. If the group is not selected, the item will not receive disposition detail in the [Serial Log](#) when the item is sold.

Different items may use different labels. Select the proper label under **Label Type**.

Properly set the **Tax** to either taxable or nontaxable.

Delete Date is for an item number which is no longer going to be used and has no current inventory. Deleting an item number will NOT delete acquisition/disposition information in the Serial Log. If there is any link for the item to a course, layaway, special order, etc., the system will not allow the item to be deleted.

See [Linked Item](#) for information on using this function for single, box, case -type sales of the same item.

See [Min/Max](#) for details on **Min Qty** and **Max Qty**.

[Matrix](#) is used for items with various sizes, styles and/or colors.

Keep Detail History should always be checked.

18.1.9 UDF

Click on the **UDF** tab. (**UDF** is an acronym for **User Defined Field**.)

The BIG advantage here is that the fields allow for the user to add data which is unique to the particular store in whichever **UDF** field the user designates for that data. Searches may be done using **UDFs** as part of the filter for reports.

18.2 Item to Item Transfer



An Item to Item Transfer is used to move inventory from one item to another.

When is an Item to Item transfer used?

- When an item is received into inventory that is linked to another item.
- When multiple items will be used to build a new item.

Example - one item linked to another item:

Three cases of 24 quarts of oil is received under item code #99887. It is ordered and received into inventory by the case. However, it is sold by the quart, so it is linked to an item code for one quart of oil (item code #9989).

An item to item transfer is created, transferring the 3 cases of oil from item code #99887 to #99889 (1 quart of oil), using a relationship of 1 to 24 (each case contains 24 individual quarts).

When the item to item transfer is updated, the inventory will be adjusted to reflect an

increase of 72 quarts of oil to item code #99889.

Example - multiple items are used to build a new item:

Custom Arrows (item code #888888) are built from three different items that are received into inventory under three different item codes.

- Item Code #878451 - Single Packs of Blanks
- Item Code #01084760191 - 12 Packs of Knoks
- Item Code #078802 - 12 Packs of Feathers

Twelve new arrows are being built. Item to item transfers would be created as follows:

- One Blank is used on each Custom Arrow.
12 Single Packs of #878451 (Blanks) would be transferred to #888888, a relationship of 12 to 1.

This transfers the quantity and cost of 12 blanks, decreasing inventory of item #87845 (Blanks) and increasing the inventory of item #888888 (Custom Arrows).

- One Knock is used on each Custom Arrow.
1 Twelve Pack of #01084760191 (Knoks) would be transferred to #888888, a relationship of 1 to 0.

This transfers only the cost of the knoks to item code #888888. The quantity does not transfer to item #888888 (Custom Arrow), as it does not need to increase Custom Arrow inventory.

- Three feathers are used on each custom arrow.
3 twelve packs of #078802 (Feathers) would be transferred to #888888, a relationship of 3 to 0.

This transfers only the cost of the feathers to item code #888888. The quantity does not transfer to item #888888 (Custom Arrow), as it does not need to increase the Custom Arrow inventory.

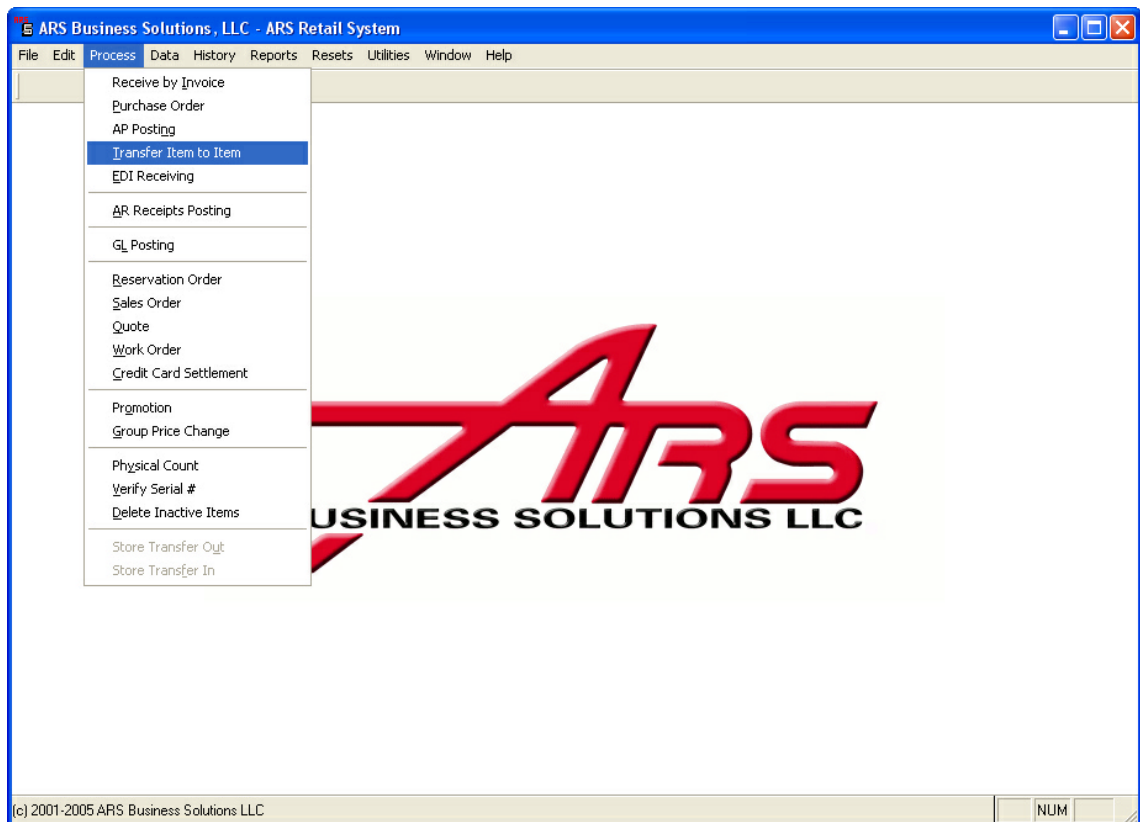
18.2.1 Add Detail to Item to Item Transfer

[Item to Item Transfer](#)

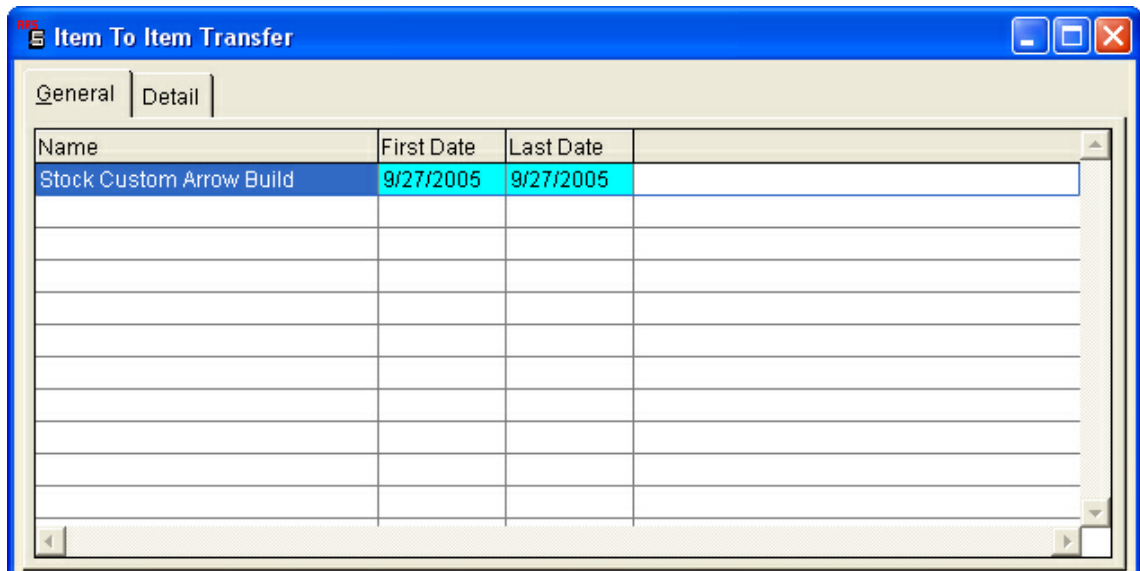


Once an Item to Item Transfer is created, detailed information which items are being transferred to another item is added.

1. Select Process->Transfer Item to Item from the main menu bar.



2. The "Item to Item Transfer" data grid displays.
3. Select the "General" tab and select the Item to Item Transfer that detail needs to be added to.



4. Select the "Detail" tab.
5. Select the "New" button from the basic tool bar.

From Item	From Qty	From Desc1	To Item	To Qty	To Desc1
331 04	12.00	AFC S8-GR2400 SUPERSHAFT 32"	121	12.0000	Stock Custom Arrows
02754919501	1.00	TRU-FLIGHT 318F4L 4" FEATHERS	121	0.0000	Stock Custom Arrows
01084760191	1.00	BOHNING 11/32" 12/PK APRICOT	121	0.0000	Stock Custom Arrows

6. The "Add Item to Item Transfer" form displays.

Name: Stock Custom Arrow Build

Transfer From Item: Item # [] LookUp, Description 1 [], QoH [], Qty 1.00

Transfer To Item: Item # [] LookUp, Description 1 [], QoH [], Link Quantity 1.00

Buttons: Add, Close

7. Enter the item code and quantity for the inventory that is being transferred from.
8. Enter the item code and quantity for the inventory that is being transferred to.
9. Select the "Add" button to save the detail information.

NOTE: Repeat the above steps for each detail for this Item to Item Transfer.

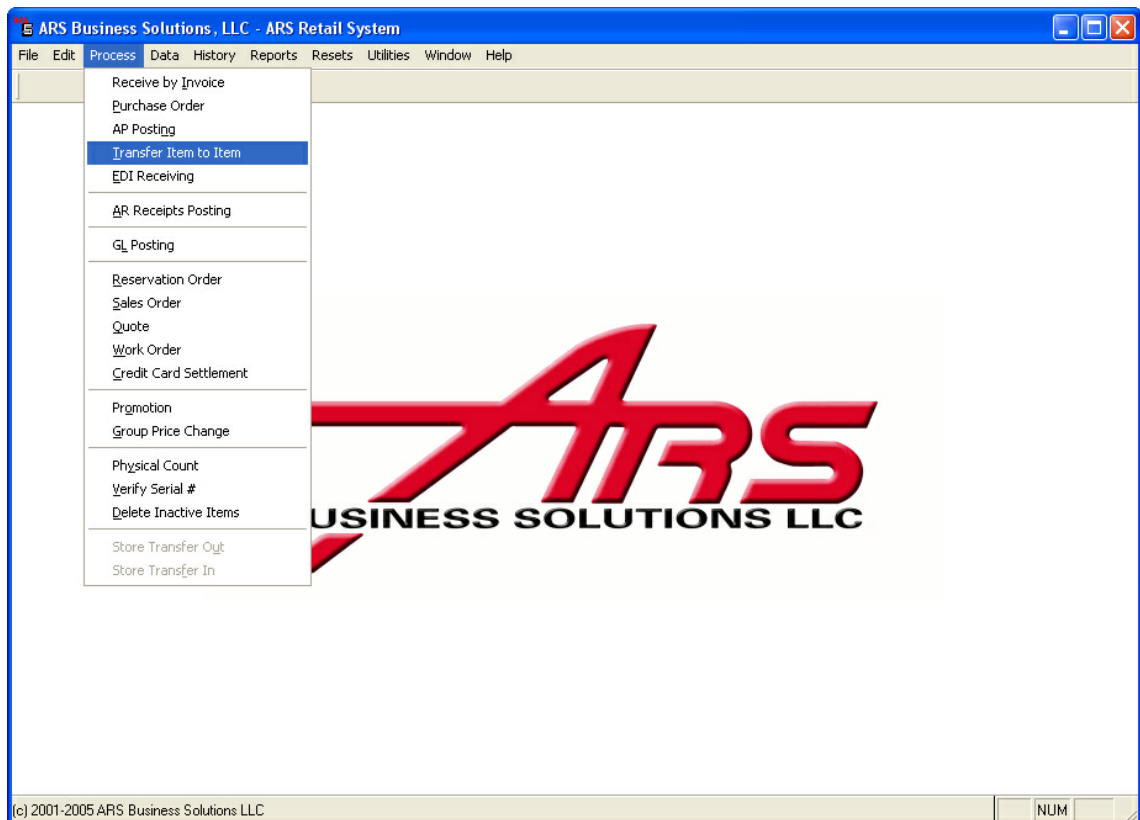
18.2.2 Create a Item to Item Transfer

[Item to Item Transfer](#)

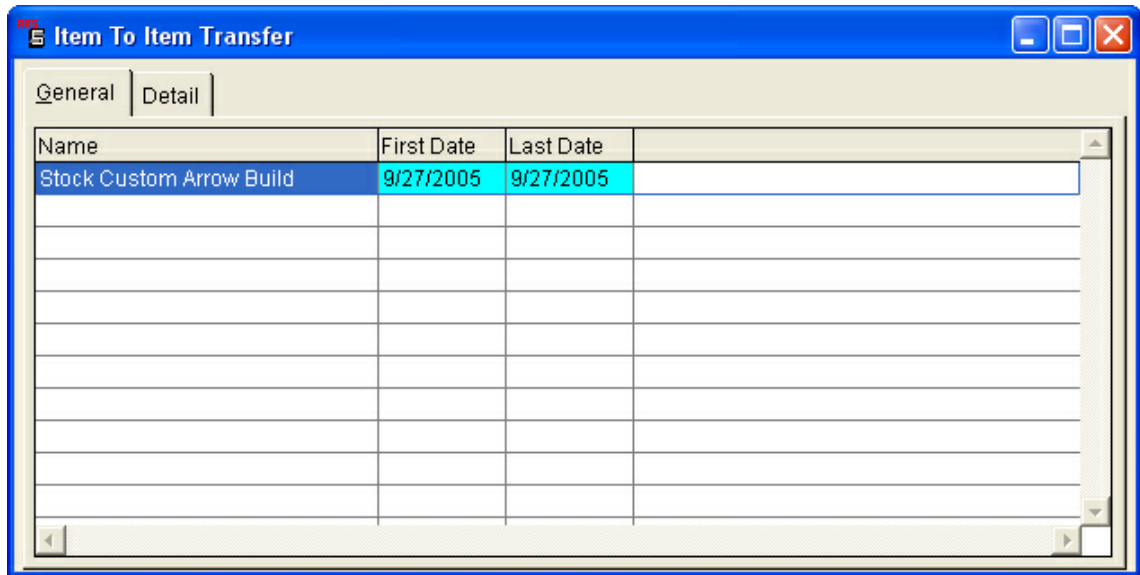


An Item to Item transfer is created when inventory needs to be transferred from one item to another.

1. Select Process->Transfer Item to Item from the main menu bar.



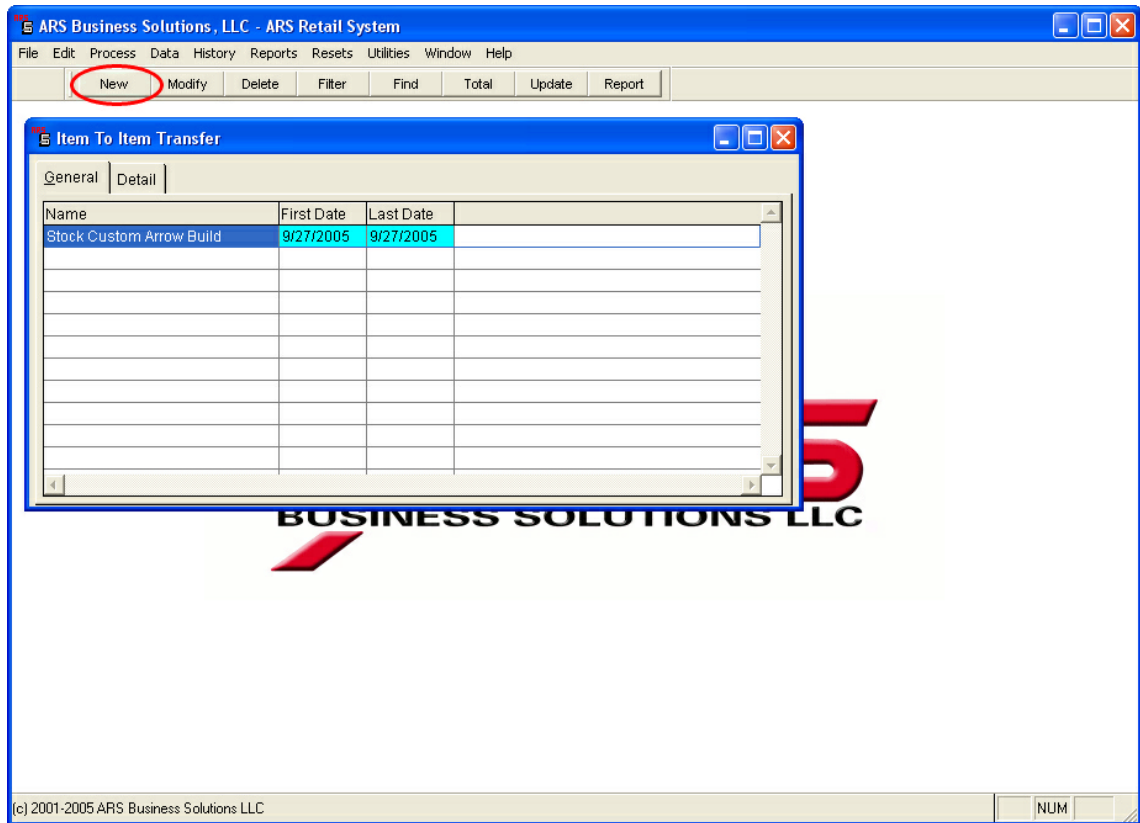
2. The "Item to Item Transfer" data grid displays.



The screenshot shows a window titled "Item To Item Transfer" with two tabs: "General" and "Detail". The "General" tab is active, displaying a table with the following data:

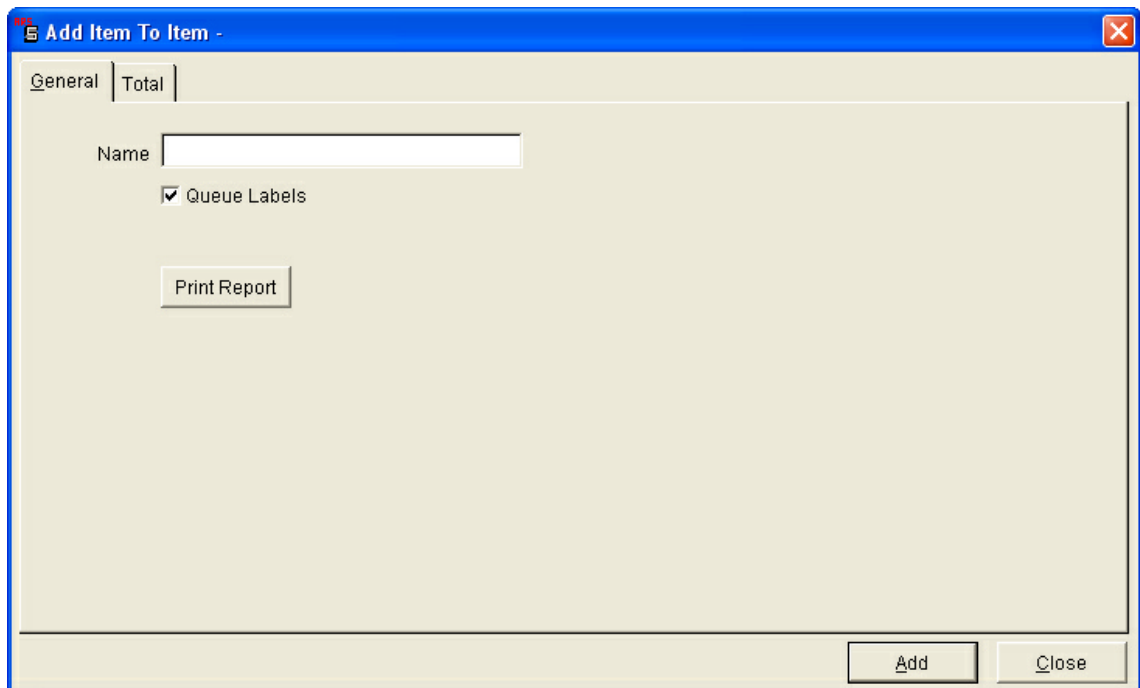
Name	First Date	Last Date
Stock Custom Arrow Build	9/27/2005	9/27/2005

3. Select "New" from the basic tool bar.



The screenshot shows the main application window titled "ARS Business Solutions, LLC - ARS Retail System". The menu bar includes File, Edit, Process, Data, History, Reports, Resets, Utilities, Window, and Help. The toolbar contains buttons for New, Modify, Delete, Filter, Find, Total, Update, and Report. The "New" button is circled in red. An inset window titled "Item To Item Transfer" is shown, displaying the same table as in the previous screenshot. The ARS Business Solutions LLC logo is visible in the background.

4. An "Add Item to Item" form displays.



The screenshot shows a software dialog box titled "Add Item To Item". It has a blue title bar with a close button. The dialog is divided into two tabs: "General" and "Total". The "General" tab is active and contains a text input field labeled "Name", a checked checkbox labeled "Queue Labels", and a button labeled "Print Report". At the bottom right of the dialog, there are two buttons: "Add" and "Close".

5. Enter a name for the Item to Item Transfer. (Example: 02/05/07 Oil Transfer)
6. Select the "Add" button to save.

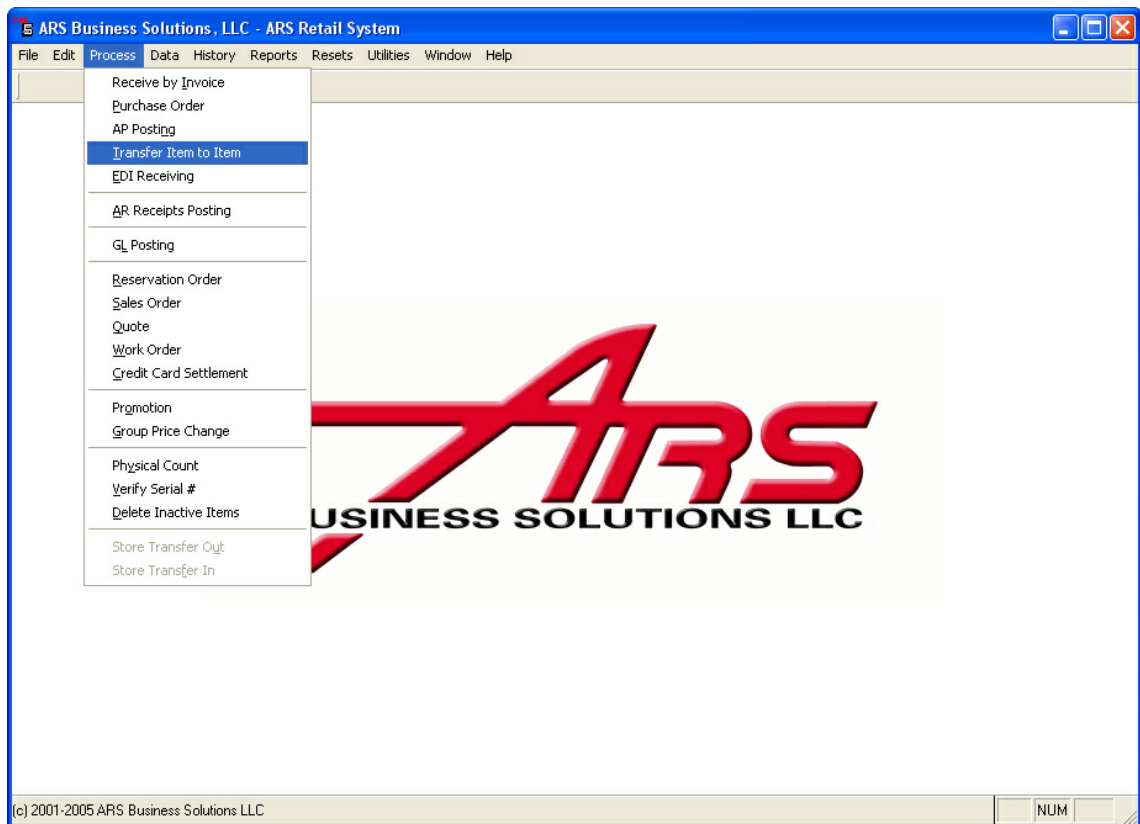
18.2.3 Update Item to Item Transfer

[Item to Item Transfer](#)

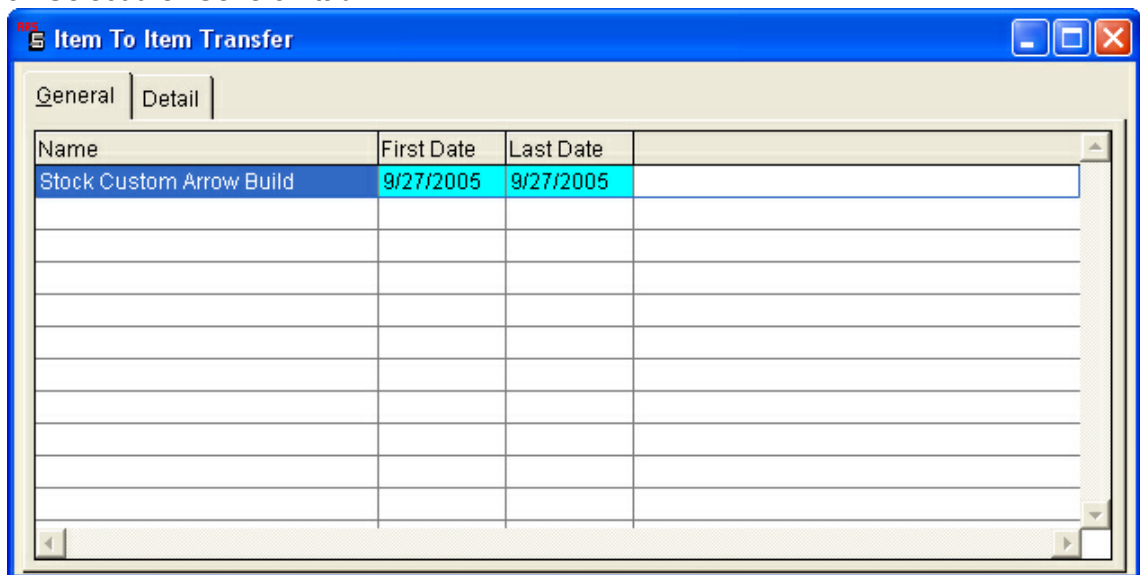


To adjust inventory after an Item to Item Transfer is created and detailed information is added, the Item to Item Transfer must be updated.

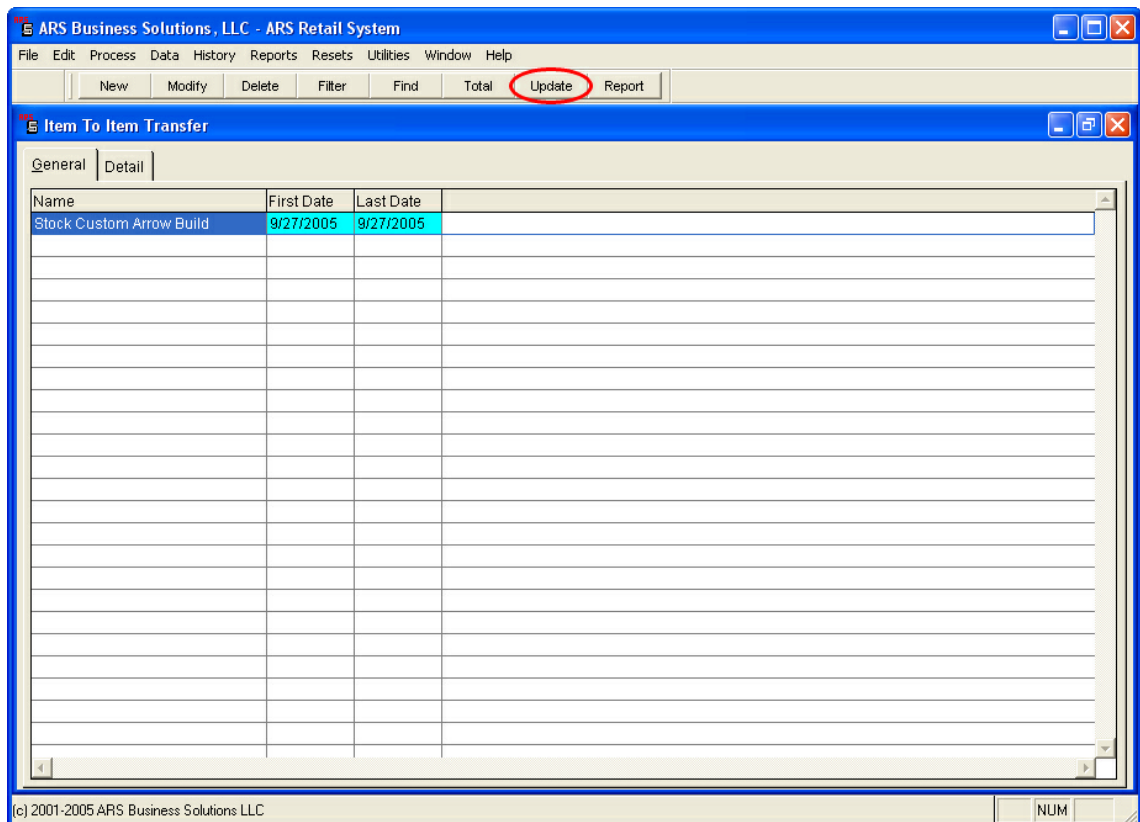
1. Select Process->Transfer Item to Item from the main menu bar.



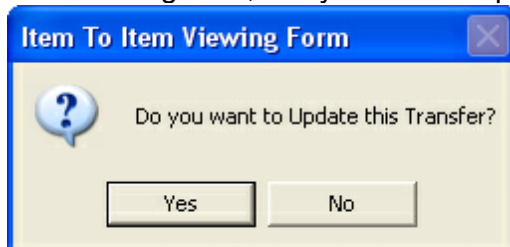
- The "Item to Item Transfer" data grid displays.
- Select the "General" tab.



- Select the Item to Item Transfer to update.
- Select the "Update" button from the basic tool bar.



6. A message box, "Do you want to Update this Transfer?" displays.



7. Select the "OK" button.

Inventory is now adjusted with the indicated Item to Item Transfer detail. The Item to Item Transfer no longer displays in the transfer form.

18.3 Linked Item

Enter topic text here.

18.4 Split Quantity Pricing



The Split Quantity Pricing feature allows items sold in multiple quantities to have automatically discounted prices. When an item is part of the Split Quantity Pricing, the clerk

at the POS does not have to be aware the item is being sold and in what quantity. The system tracks the quantity sold in the transaction at the POS or as a Sales Order has been done. The discount will be applied to the individual items that qualify for a discount based on the number of units purchased within the transaction.

Items can be discounted by a dollar amount, percentage or price. A variety of items with various discounts may be part of Split Quantity Pricing.

An item that is included in more than one Split Quantity Pricing qualified both groups at the same time. The pricing that allows for the greatest discount for the item will be the discounted amount but all items will be discounted for both groups provided the quantity minimum has been met for each.

An item that is discounted at the POS by a promotion, clerk discount or price override will still be counted in the quantity for Split Quantity Pricing.

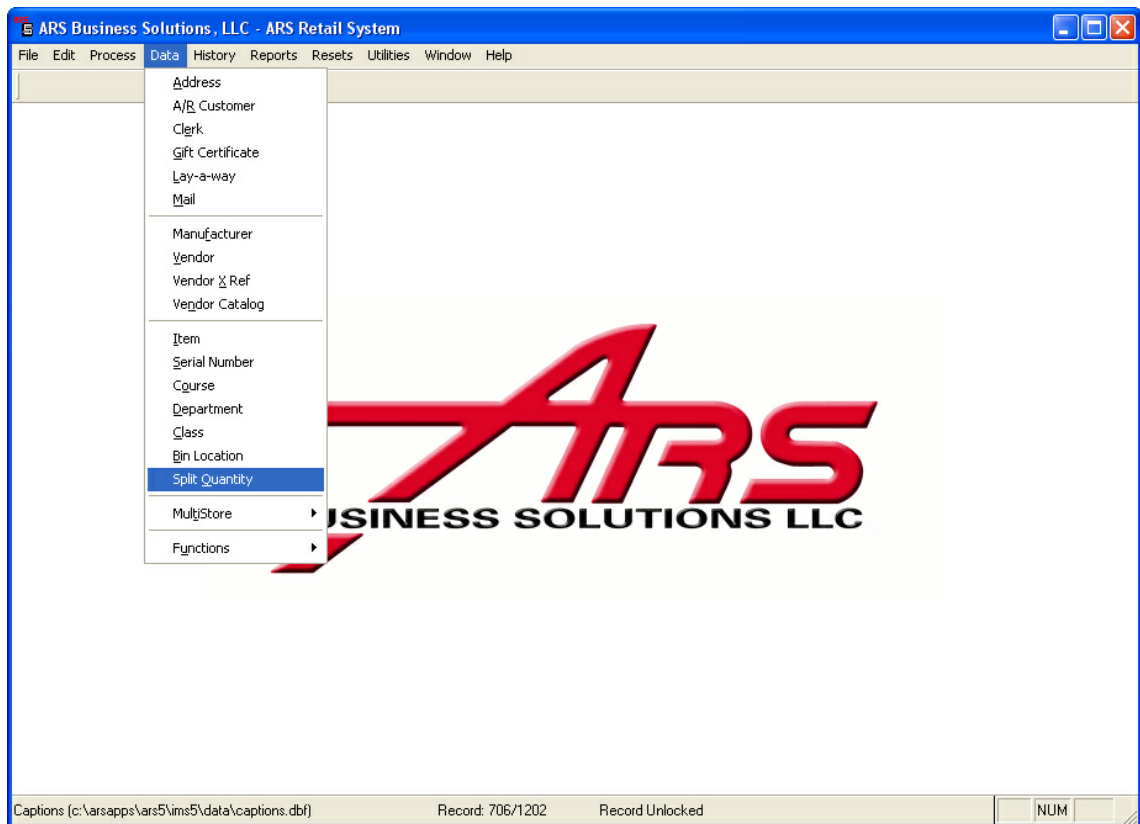
18.4.1 Add a Detail Item to Split Quantity Pricing

[Split Quantity Pricing](#)

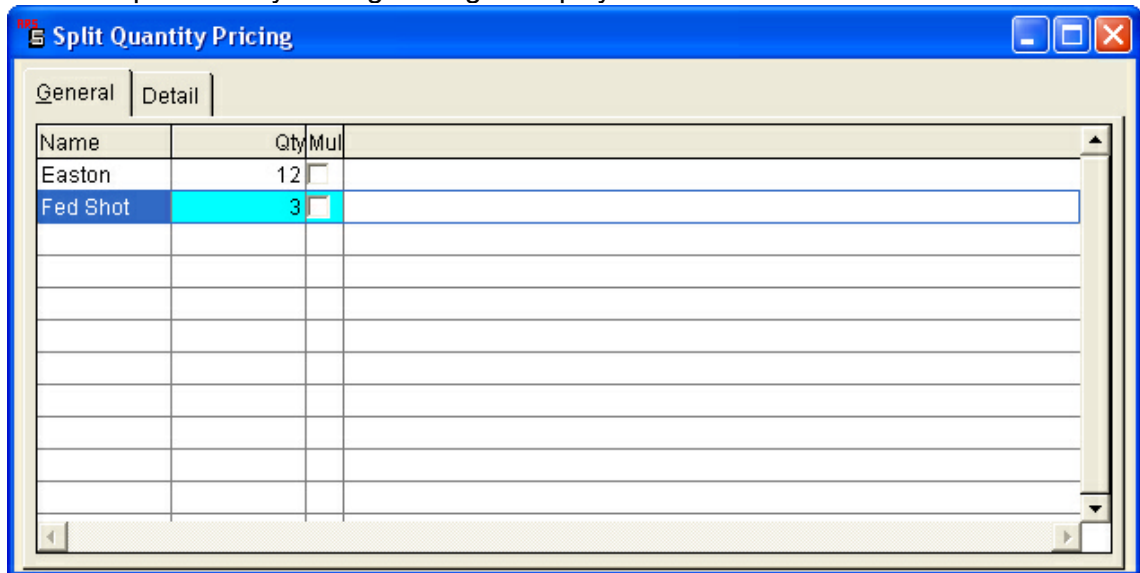


To add a detail item to split quantity pricing:

1. Select Data->Split Quantity from the main menu bar.



2. The "Split Quantity Pricing" data grid displays.



3. Select the "Detail" tab.
4. Select the "New" button from the basic tool bar.

Item Number	Description 1	Price 1	Disc Amt	Disc %	Disc Price
02945601898	FED 12 31/2 1550 13/8	22.9900	0.00	0.00	20.9900
02946501839	FED 12 31/2 1550 13/8	22.9900	0.00	10.00	0.0000
02946502353	FED 12 3 1450 11/4 B	17.2900	0.00	10.00	0.0000
02946502356	FED 12 3 1450 11/4 2	16.9900	1.50	0.00	0.0000

5. The "Add Split Quantity Pricing-Detail" form displays.

6. Enter an item number in the "Item #" field or select an item using the "Lookup" button. Item Description and Price display in the right-hand fields.
7. Select a method for discounting prices:
 - **Disc Amt:** Enter the amount to be discounted from each item. This amount will

- be deducted from the price of each individual item, not the total price of all items.
- **Disc %:** Enter a discount percentage.
 - **Disc Price:** Enter a discount price that will be applied to each individual item, not the items as a group.
8. Select the "Add" button to add the item to split quantity pricing.

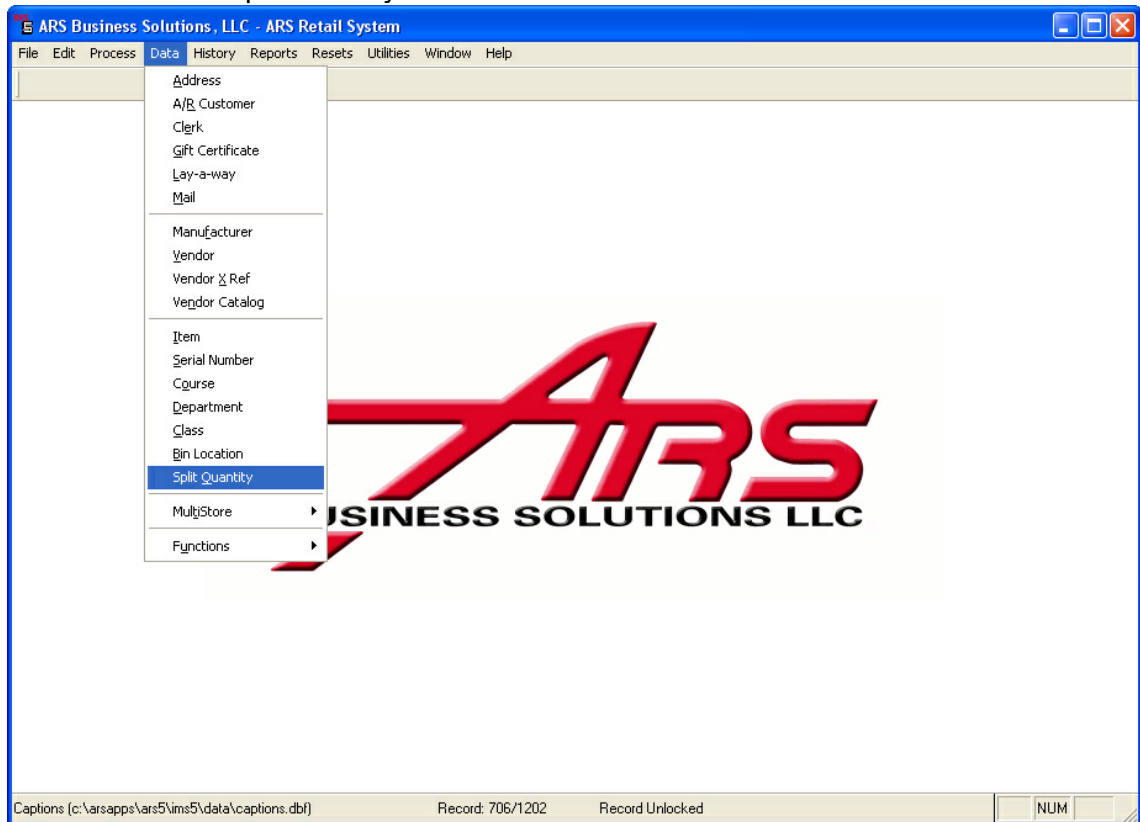
18.4.2 Create a New Split Quantity Pricing

[Split Quantity Pricing](#)



To create a new split quantity pricing:

1. Select Data->Split Quantity from the main menu bar.



2. The "Split Quantity Pricing" data grid displays.

Name	Qty	Mul
Easton	12	<input type="checkbox"/>
Fed Shot	3	<input type="checkbox"/>

3. Select the "New" button from the basic tool bar.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find

Name	Qty	Mul
Easton	12	<input type="checkbox"/>
Fed Shot	3	<input type="checkbox"/>

Captions [c:\varsapps\vars5\ims5\data\vcaptions.dbf] Record: EOF/1202 Record Unlocked NUM

4. The "Add Split Quantity Pricing" form displays.

The screenshot shows a software dialog box titled "Add Split Quantity Pricing". It has a standard Windows-style title bar with a close button (X) in the top right corner. The dialog is divided into a "General" tab. Inside the tab, there are three input fields: a text box labeled "Name", a text box labeled "Qty", and a checkbox labeled "Multiple". At the bottom right of the dialog, there are two buttons: "Add" and "Close".

5. Enter information specific to the Split Quantity Pricing.
 - **Name:** Enter a name identifying the Split Quantity Pricing.
 - **Qty:** Enter the quantity at which the discounted pricing will take effect.
 - **Multiple (Checkbox):** When unchecked, split quantity pricing apply to all quantities greater than or equal to the designated quantity. When checked, split quantity pricing only applies to quantities that are multiples of the designated quantity.
Example: An item that is priced at \$1.25 is set up as 4/\$4 in split quantity pricing. If seven (7) items are purchased and the split quantity pricing is checked as "Multiple", the subtotal for the sale would be \$7.75 (4 x \$1 + 3 x \$1.25). If eight (8) items are purchased, th total would be \$8.
6. Select the "Add" button to save this information and exit.

19 MultiSale of Pistols/Revolvers

The [MultiSale of Pistols/Revolvers report](#) was designed to track the sales of multiple handguns (three or more within five days) to a single individual in order to help with the necessary reporting of such sales to the ATF. In order for the report to be accurate, the following conditions MUST be met:

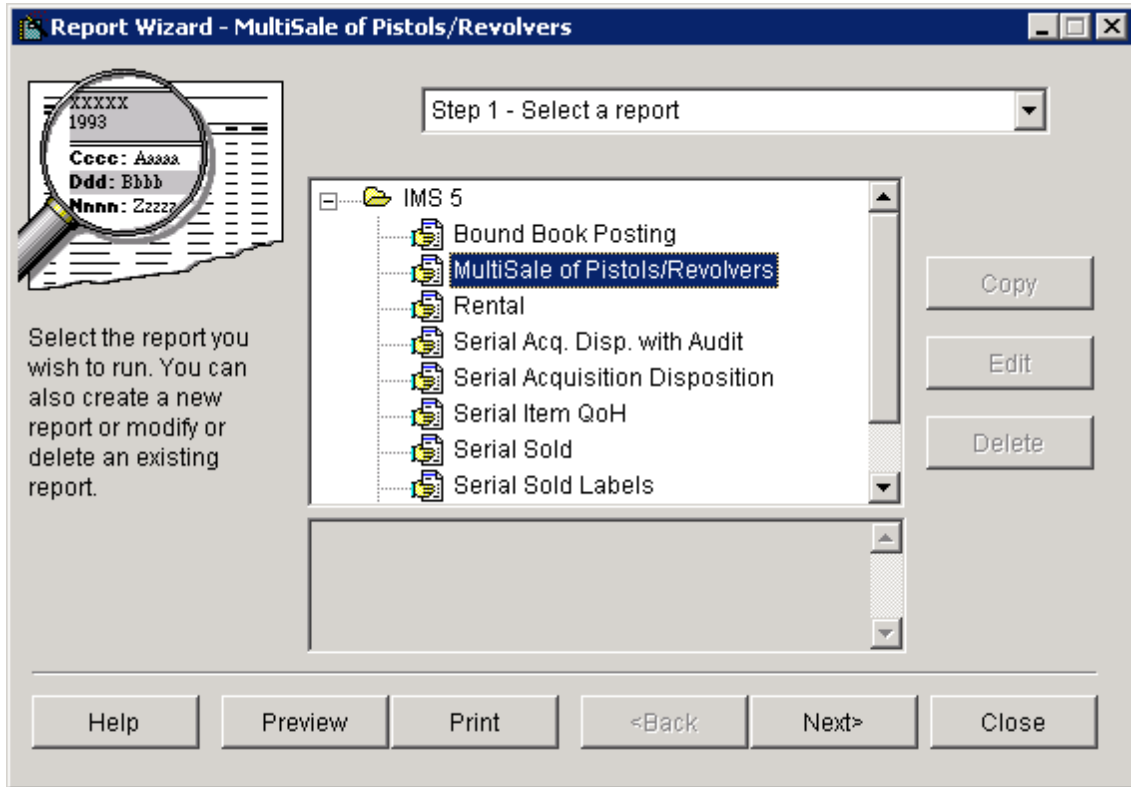
1. The legal ID of the individual must be accurately entered in connection to the sale at the POS
2. The transfer date must be accurate
3. The appropriate serial groups must have "Include in Multiple Sale Report" checked (see [Add MultiSale Report](#))
4. Each handgun must have **Pistol** selected under [Serial Type](#) in the [Serial Detail](#) in order for the [MultiSale of Pistols/Revolvers](#) report to be run showing ONLY handguns in the report. If [Serial Type](#) is not used, ALL firearm sales will be used in the sort for multiple sales (that mean shotguns and rifles along with the handguns).

The system will use the legal ID and the transfer date to generate the [report](#).

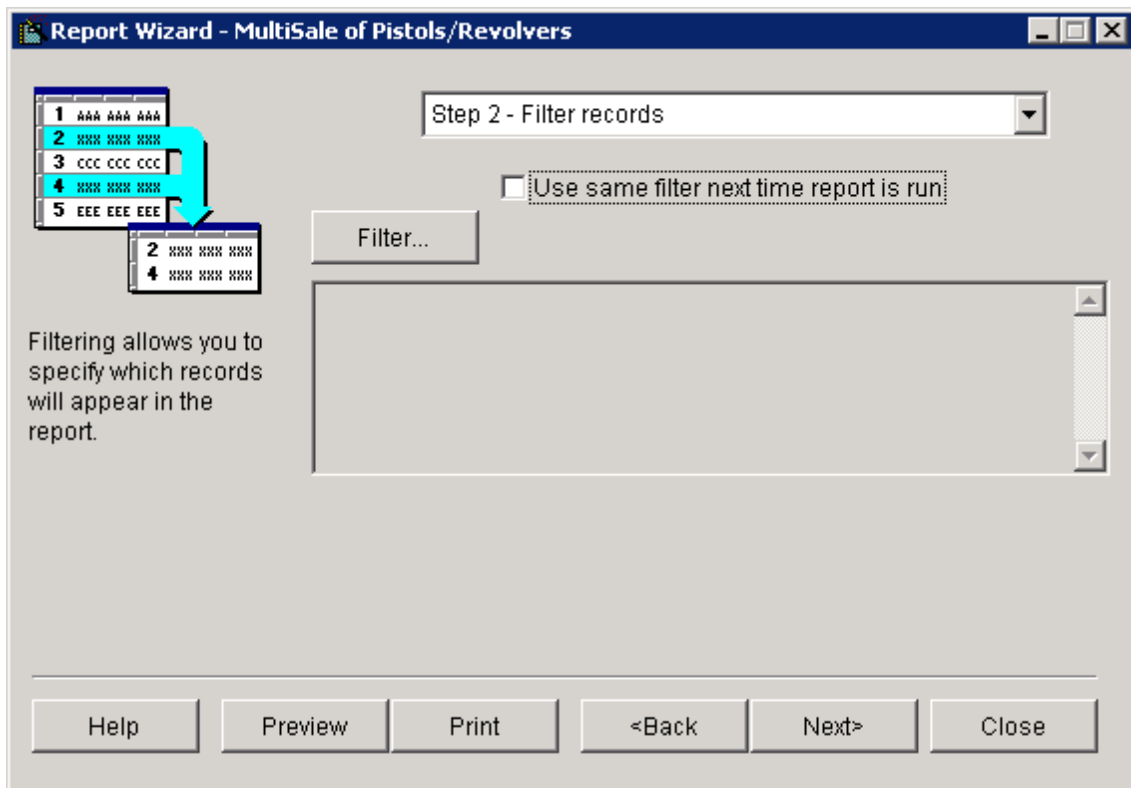
19.1 Multiple Sale Report

Running of the **Multiple Sale Report** should be done nightly along with the Daily Info reports and z-outs of the POS registers. The system will not *automatically* alert you to a multiple sale.

To run the **Multiple Sale Report**, click on **Reports**; choose **Serial** from the drop-down menu.



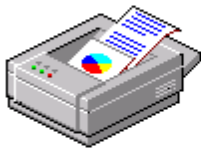
Select **MultiSale of Pistols/Revolvers** (highlighted above). Click **Next**.



A filter is not necessary for this report. (If you are wanting to set special filters see [Creating a Filter](#) for more information.) Click Next.

Report Wizard - MultiSale of Pistols/Revolvers

Step 3 - Report options



Select the output options for the report.

From Date: 11/19/2010

To Date: 11/24/2010

Notes: 1.) Empty Legal IDs are Excluded
 2.) Only Serial Groups with "Include in Multiple Sale Report" checked will be Included.
 3.) This Uses Transfer Date, not Date Sold.

5 Consecutive Day Calendar View

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

Business Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Help Preview Print <Back Next> Close

Enter the last date for the report in the **To Date** box. (If a report was missed on a previous date, it may still be run by changing the **To Date**.) The **Business Days** boxes must be checked to show which days the store was open for business. (In this example, Thanksgiving was on November 25, so the **Thursday** box was unchecked.) The user must check/uncheck boxes as needed to reflect certain days when the store is not open for business. (The system will remember the settings from the previous time. *Watch holidays closely!*) The system will generate the report for the period ending with the date in the **To Date** box based upon the checked **Business Days** boxes.

When the information is correct, click **Next**. (If your print options are already set, you may click on **Print** from this screen instead of advancing to the next screen to do it.)

Multiple Sale or Other Disposition of Pistols & Revolvers
ARS Business Solutions, LLC

11/23/2010 - 11/29/2010

11/29/2010 2:47:57 PM
Page 1

Date Transferred	Transferee's Name (Last, first, middle) Identification Number	Date of Birth	Address1 Address2 City	State	Zip code	Is this firearm connected to another multiple sale?	
11/29/2010	Doe, John, MN123456789	5/5/1975	1234 Anywhere USA Town	US	12345	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date _____							

Any Combination of Pistols and Revolvers Acquired in the Last Five Business Days

Log #	Type (pistol or revolver)	Serial #	Manufacturer	Importer	Model	Caliber	Disposition Date
1005	Pistol	987654	Smith	Smith & Wesson J-Frame	Model 642	.38spl	11/29/2010
1011	Pistol	874652	Glock	Glock 19		9mm	11/29/2010
1017	Pistol	765432	Smith	Walther P22		.22LR	11/29/2010
Subtotal 3							
Total 3							

20 Physical Count



Maintaining and accurate perpetual inventory within a retail store has always been a challenge. Data entry mistakes, shrinkage and counting errors are just a few of the reasons inventory becomes inaccurate. To solve this problem, it is very important that physical inventory counts are completed on a routine basis to identify and resolve these problems.

Waiting until the end of the year to count inventory has been widely accepted, but it's the least efficient way to run a clean inventory system. Once a year, when the variance is reported, there is no clue as to when or where the difference occurred. It could have been yesterday or 365 days ago. Counting the whole store in one night allows no room for checks and double checks. The reported count may be a miscount that shows as a variance for the current year. Along with this, counting inventory at the end of the year adds more stress to the busy holiday season.

A better way to physically count inventory is to do it in small portions of the store at a time all year long. This can be done by class, vendors or a number of other ways that represents a

manageable number of products. Counts should be scheduled on a calendar so the same product is counted at the same time each year.

Counting everything at least twice during the year has many advantages:

- When a variance is discovered, there is time to check the count.
- Dealing with recall information for a shorter time span.
- Quantity on hand reports for reorders will be more accurate.

The physical count feature allows the flexibility to choose what to count and when to count. Both annual physical inventory and cycle counting can be accomplished through the use of this feature.

Highlights:

- Ease of use
- Count by user-defined inventory classifications
- Provides detailed physical count worksheet
- Variance reports
- Full interface capability to outside data source (Percon)

Steps:

- Create a physical count
- Print a physical count worksheet (if utilizing a manual system)
- Complete a physical count (Manual or Percon assisted)
- Record counts
- Print variance reports
- Update inventory

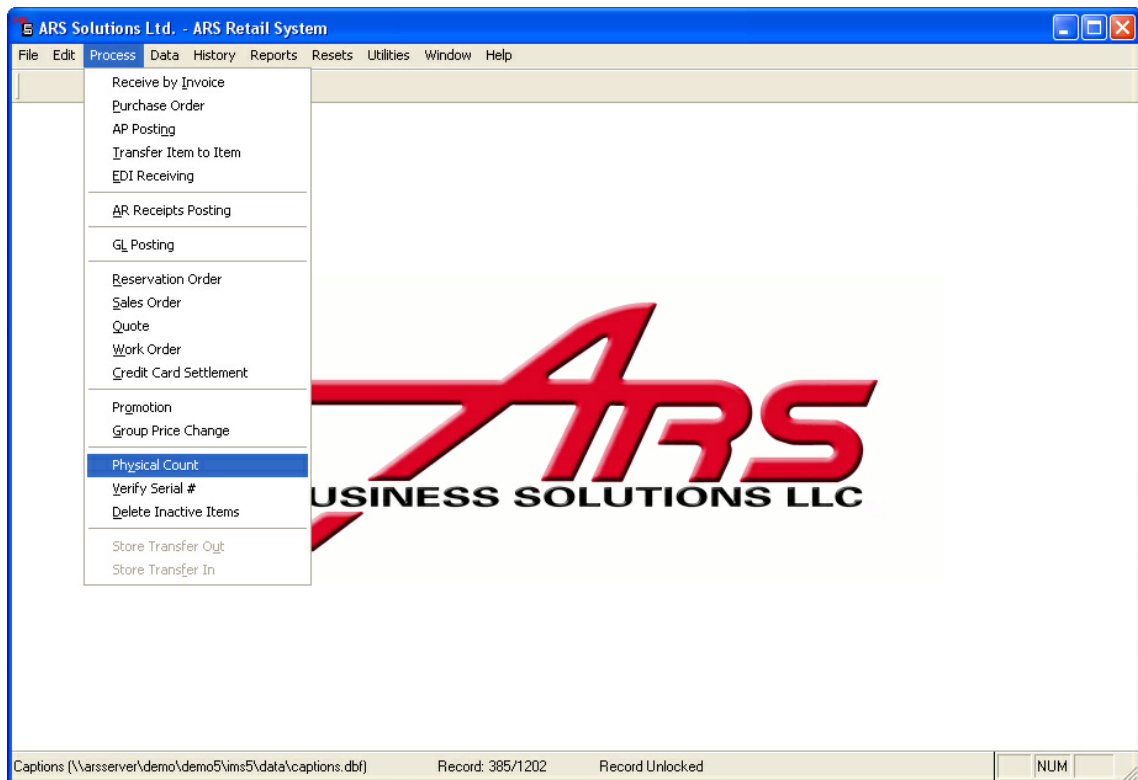
20.1 Add Physical Count

[Physical Count](#)



A Physical Count is added when a count will be taken on a group of items.

1. Select Process->Physical Count.



2. The "Physical Count" data grid displays.

Physical Count - Rocky Boots

Group Detail

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting	<input type="checkbox"/>	12/13/2005 4:10:46 PM	1	// : AM	Memo	9
Entire Inventory	<input type="checkbox"/>	3/13/2006 10:54:24 AM	1	// : AM	Memo	905
labels	<input type="checkbox"/>	4/25/2006 3:08:48 PM	1	// : AM	Memo	591
inventory	<input type="checkbox"/>	7/20/2006 8:41:43 AM	1	// : AM	Memo	957
testing	<input type="checkbox"/>	7/28/2006 8:16:38 AM	1	// : AM	Memo	1
Rocky Boots	<input type="checkbox"/>	8/7/2006 2:13:36 PM	1	// : AM	Memo	10
Butt	<input type="checkbox"/>	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes	<input type="checkbox"/>	8/25/2006 10:49:30 AM	1	// : AM	Memo	1
testing jakes	<input type="checkbox"/>	8/25/2006 10:50:49 AM	1	// : AM	Memo	1
Test	<input type="checkbox"/>	10/13/2006 1:17:46 PM	1	// : AM	Memo	1
12	<input type="checkbox"/>	11/15/2006 11:01:31 AM	1	// : AM	Memo	6
testing 4 carla	<input type="checkbox"/>	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name	<input type="checkbox"/>	11/30/2006 11:30:13 AM	1	// : AM	Memo	8
guns	<input type="checkbox"/>	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
htryt	<input type="checkbox"/>	12/27/2006 11:24:59 AM	1	// : AM	Memo	1036
123	<input type="checkbox"/>	1/17/2007 9:56:27 AM	1	// : AM	Memo	1038

3. Select "New" from the basic tool bar.

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File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Worksheet Variance Update Refresh GoHs Manual Entry Labels

Physical Count - Rocky Boots

Group Detail

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting	<input type="checkbox"/>	12/13/2005 4:10:46 PM	1	// : AM	Memo	9
Entire Inventory	<input type="checkbox"/>	3/13/2006 10:54:24 AM	1	// : AM	Memo	905
labels	<input type="checkbox"/>	4/25/2006 3:08:48 PM	1	// : AM	Memo	591
inventory	<input type="checkbox"/>	7/20/2006 8:41:43 AM	1	// : AM	Memo	957
testing	<input type="checkbox"/>	7/28/2006 8:16:38 AM	1	// : AM	Memo	1
Rocky Boots	<input checked="" type="checkbox"/>	8/7/2006 2:13:36 PM	1	// : AM	Memo	10
Butt	<input type="checkbox"/>	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes	<input type="checkbox"/>	8/25/2006 10:49:30 AM	1	// : AM	Memo	1
testing jakes	<input type="checkbox"/>	8/25/2006 10:50:49 AM	1	// : AM	Memo	1
Test	<input type="checkbox"/>	10/13/2006 1:17:46 PM	1	// : AM	Memo	1
12	<input type="checkbox"/>	11/15/2006 11:01:31 AM	1	// : AM	Memo	6
testing 4 carla	<input type="checkbox"/>	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name	<input type="checkbox"/>	11/30/2006 11:30:13 AM	1	// : AM	Memo	8
guns	<input type="checkbox"/>	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
htryt	<input type="checkbox"/>	12/27/2006 11:24:59 AM	1	// : AM	Memo	1036
123	<input type="checkbox"/>	1/17/2007 9:56:27 AM	1	// : AM	Memo	1038

Captions (\\varserver\demo\demo5\ims5\data\captions.dbf) Record: EOF/1202 Record Unlocked NUM

4. The "Add Physical Count" form displays.

Add Physical Count

General Preview Items

Name

User

Started

Filter

Records

Post Difference

5. Enter a name for the Physical Count in the "Name" field.
6. Select the "Filter" button on the form.
7. Using the Filter Feature ([Reference: Filtering - Enter Filter Criteria](#)), select the items for this physical count. The "Records" field displays the number of individual items selected using the filter.
8. Select the "Add" button.

9. This adds the items to the Physical Count. Select the "Preview Item" tab to view the individual items to be counted in this physical count.

Item #	UPC	Description 1	Description 2	QoH	Avg Cost	Price 1
01280045325	01280045325	Rayovac Maximum D Cell	4 Pack	24.00	2.7600	8.9900
04133344001	04133344001	Rayovac Maximum C Cell	4 Pack	132.00	3.7486	8.9900
05217796730	05217796730	Levi 501 Instant Old 29 X 30		26.00	21.2500	46.9900
05217796001	05217796001	Levi 501 Instant Old 29 X 31		72.00	21.2500	44.9900
05217796701	05217796701	Levi 501 Instant Old 30 X 30		12.00	27.5000	44.9900
05217797012	05217797012	Levi 501 Instant Old 30 X 31		21.00	27.5000	44.9900
05217796704	05217796704	Levi 501 Instant Old 30 X 33		76.00	27.5000	44.9900
05217796708	05217796708	Levi 501 Instant Old 30 X 34		60.00	21.2500	44.9900
05217796721	05217796721	Levi 501 Instant Old 31 X 30		50.00	26.6667	44.9900
05217796756	05217796756	Levi 501 Instant Old 31 X 32		40.00	21.2500	44.9900
05217796753	05217796753	Levi 501 Instant Old 32 X 32		0.00	21.2500	44.9900
05217796754	05217796754	Levi 501 Instant Old 32 X 33		81.00	30.0000	44.9900
05217796755	05217796755	Levi 501 Instant Old 32 X 34		77.00	21.2500	44.9900
05217796757	05217796757	Levi 501 Instant Old 33 X 32		29.00	21.2500	44.9900
05217796758	05217796758	Levi 501 Instant Old 33 X 33		50.00	30.0000	44.9900
05217796781	05217796781	Levi 501 Instant Old 33 X 34		72.00	21.2500	44.9900

The Post Difference feature is available to account for changes of inventory due to selling and receiving that occur after the count is started and until it is updated. In such cases, rather than posting the quantity entered by the user, the difference is figured into the Count Quantity.

Add Physical Count

General | Preview Items

Name

User

Started

Filter

Records

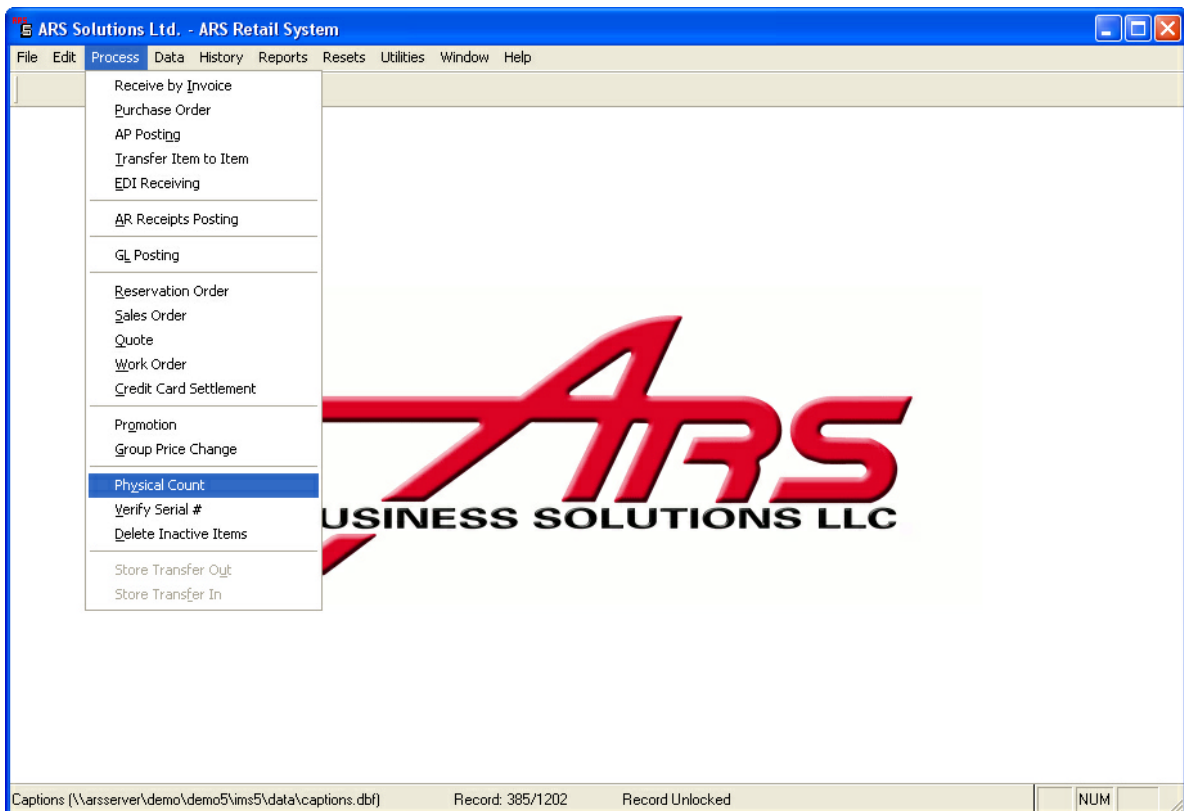
Post Difference

20.2 Physical Count Worksheet

[Physical Count](#)



1. Select Process->Physical Count from the main menu bar.



2. The "Physical Count" data grid displays.

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting	<input type="checkbox"/>	12/13/2005 4:10:46 PM	1	// : : AM	Memo	9
Entire Inventory	<input type="checkbox"/>	3/13/2006 10:54:24 AM	1	// : : AM	Memo	905
labels	<input type="checkbox"/>	4/25/2006 3:08:48 PM	1	// : : AM	Memo	591
inventory	<input type="checkbox"/>	7/20/2006 8:41:43 AM	1	// : : AM	Memo	957
testing	<input type="checkbox"/>	7/28/2006 8:16:38 AM	1	// : : AM	Memo	1
Rocky Boots	<input type="checkbox"/>	8/7/2006 2:13:36 PM	1	// : : AM	Memo	10
Butt	<input type="checkbox"/>	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes	<input type="checkbox"/>	8/25/2006 10:49:30 AM	1	// : : AM	Memo	1
testing jakes	<input type="checkbox"/>	8/25/2006 10:50:49 AM	1	// : : AM	Memo	1
Test	<input type="checkbox"/>	10/13/2006 1:17:46 PM	1	// : : AM	Memo	1
12	<input type="checkbox"/>	11/15/2006 11:01:31 AM	1	// : : AM	Memo	6
testing 4 carla	<input type="checkbox"/>	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name	<input type="checkbox"/>	11/30/2006 11:30:13 AM	1	// : : AM	Memo	8
guns	<input type="checkbox"/>	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
htryt	<input type="checkbox"/>	12/27/2006 11:24:59 AM	1	// : : AM	Memo	1036
123	<input type="checkbox"/>	1/17/2007 9:56:27 AM	1	// : : AM	Memo	1038

3. Select a particular physical count or create a new one.

4. Select the "Worksheet" button from the basic tool bar.

ARS Solutions Ltd. - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface **Worksheet** Variance Update Refresh GoHs Manual Entry Labels

Physical Count - Rocky Boots

Group Detail

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting		12/13/2005 4:10:46 PM	1	// : : AM	Memo	9
Entire Inventory		3/13/2006 10:54:24 AM	1	// : : AM	Memo	905
labels		4/25/2006 3:08:48 PM	1	// : : AM	Memo	591
inventory		7/20/2006 8:41:43 AM	1	// : : AM	Memo	957
testing		7/28/2006 8:16:38 AM	1	// : : AM	Memo	1
Rocky Boots		8/7/2006 2:13:36 PM	1	// : : AM	Memo	10
Butt		8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes		8/25/2006 10:49:30 AM	1	// : : AM	Memo	1
testing jakes		8/25/2006 10:50:49 AM	1	// : : AM	Memo	1
Test		10/13/2006 1:17:46 PM	1	// : : AM	Memo	1
12		11/15/2006 11:01:31 AM	1	// : : AM	Memo	6
testing 4 carla		11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name		11/30/2006 11:30:13 AM	1	// : : AM	Memo	8
guns		12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
htryt		12/27/2006 11:24:59 AM	1	// : : AM	Memo	1036
123		1/17/2007 9:56:27 AM	1	// : : AM	Memo	1038

Captions (\\arsserver\demo\demo5\ims5\data\captions.dbf) Record: 272/1202 Record Unlocked NUM

5. The output options window displays.

Print Preview

Count Worksheet Rocky Boots
ARS Solutions Ltd. Started 8/7/2006 2:13:36 PM

2/19/2007 2:12:17 PM Page 1

Item # UPC	Description 1 Description 2	Style Class Desc	Size	Color Manufacturer	Price 1	QoH	Count Qty
44000 000088	Rocky Super Brut #8420	8420	8M		144.00	9.00	
44000 000088	Thinsulate	Footwear		Rocky Shoes & Boots			
44000 000090	Rocky Super Brut #8420	8420	8W		144.00	8.00	
44000 000090	Thinsulate	Footwear		Rocky Shoes & Boots			
44000 000091	Rocky Super Brut #8420	8420	8.5M		144.00	10.00	
44000 000091	Thinsulate	Footwear		Rocky Shoes & Boots			
44000 000092	Rocky Super Brut #8420	8420	8.5W		144.00	4.00	
44000 000092	Thinsulate	Footwear		Rocky Shoes & Boots			
44000 000094	Rocky Super Brut #8420	8420	9W		144.00	10.00	
44000 000094	Thinsulate	Footwear		Rocky Shoes & Boots			
44000 000093	Rocky Super Brut #8420	8420	9M		144.00	10.00	
44000 000093	Thinsulate	Footwear		Rocky Shoes & Boots			
44000 000096	Rocky Super Brut #8420	8420	10M		144.00	10.00	
44000 000096	Thinsulate	Footwear		Rocky Shoes & Boots			
44000 000095	Rocky Super Brut #8420	8420	10W		144.00	4.00	
44000 000095	Thinsulate	Footwear		Rocky Shoes & Boots			
44000 000190	Rocky Super Brut #8435	8435	8W		144.00	2.00	
44000 000190	Thinsulate	Footwear		Rocky Shoes & Boots			
44000 000191	Rocky Super Brut #8435	8435	8.5M		144.00	-2.00	
44000 000191	Thinsulate	Footwear		Rocky Shoes & Boots			

20.3 Perform Physical Count

[Physical Count](#)

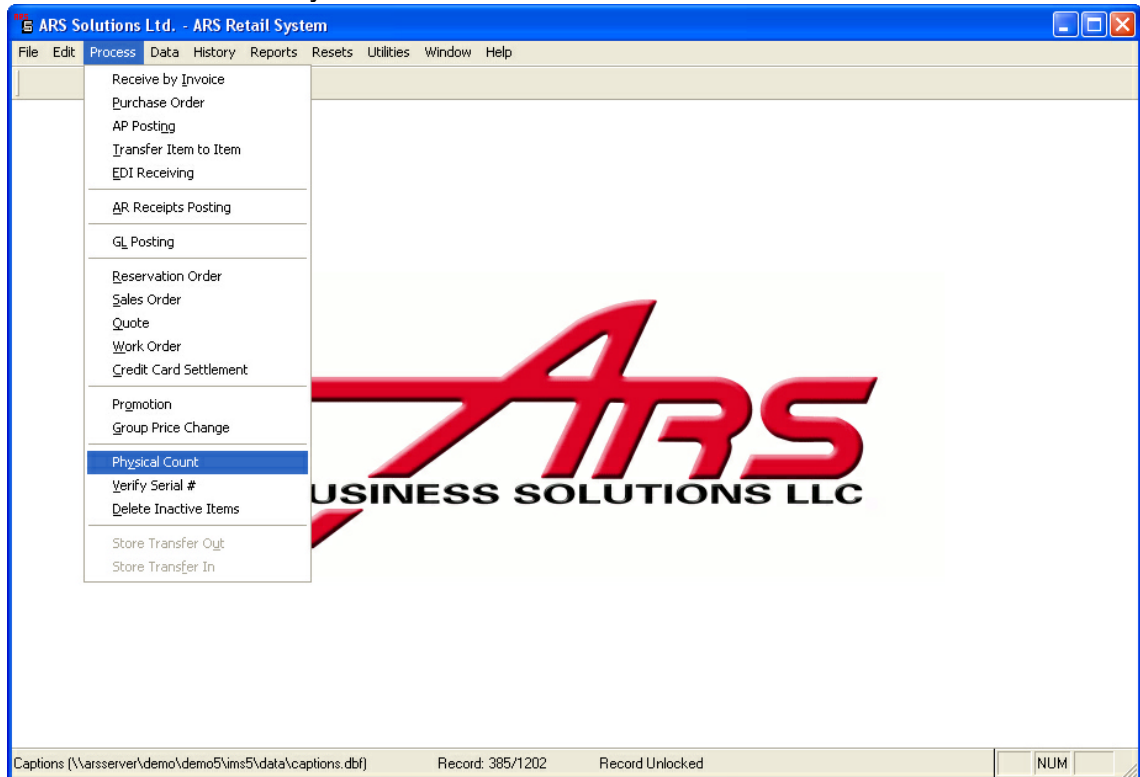


There are two ways to perform a physical count:

- Manually
- With a hand held device

Manual Count:

1. Manually count items and record them on a sheet.
2. To record the counts:
3. Select Process->Physical Count from the main menu bar.



4. The "Physical Count" data grid displays.

Physical Count - Rocky Boots

Group Detail

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting	<input type="checkbox"/>	12/13/2005 4:10:46 PM	1	// : : AM	Memo	9
Entire Inventory labels	<input type="checkbox"/>	3/13/2006 10:54:24 AM	1	// : : AM	Memo	905
inventory	<input type="checkbox"/>	4/25/2006 3:08:48 PM	1	// : : AM	Memo	591
testing	<input type="checkbox"/>	7/20/2006 8:41:43 AM	1	// : : AM	Memo	957
Rocky Boots	<input type="checkbox"/>	7/28/2006 8:16:38 AM	1	// : : AM	Memo	1
Butt	<input type="checkbox"/>	8/7/2006 2:13:36 PM	1	// : : AM	Memo	10
TEST Jakes	<input type="checkbox"/>	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
testing jakes	<input type="checkbox"/>	8/25/2006 10:49:30 AM	1	// : : AM	Memo	1
Test	<input type="checkbox"/>	8/25/2006 10:50:49 AM	1	// : : AM	Memo	1
12	<input type="checkbox"/>	10/13/2006 1:17:46 PM	1	// : : AM	Memo	1
testing 4 carla	<input type="checkbox"/>	11/15/2006 11:01:31 AM	1	// : : AM	Memo	6
Group Name	<input type="checkbox"/>	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
guns	<input type="checkbox"/>	11/30/2006 11:30:13 AM	1	// : : AM	Memo	8
htryt	<input type="checkbox"/>	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
123	<input type="checkbox"/>	12/27/2006 11:24:59 AM	1	// : : AM	Memo	1036
	<input type="checkbox"/>	1/17/2007 9:56:27 AM	1	// : : AM	Memo	1038

5. Select the "Detail" tab.
6. Click in the "Count Quantity" column and record the counts.

Physical Count - Rocky Boots

Group Detail

Item #	GoH	Count Qty	Description 1	Counted	Style	Color	Size	Avg Cost	Other
44000000088	9.00	5.00	Rocky Super Brut #8420	<input checked="" type="checkbox"/>	8420		8M	84.0000	
44000000090	8.00	8.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8W	84.0000	
44000000091	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5M	84.0000	
44000000092	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5W	84.0000	
44000000094	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9W	84.0000	
44000000093	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9M	84.0000	
44000000096	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10M	84.0000	
44000000095	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10W	84.0000	
44000000190	2.00	2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8W	84.0000	
44000000191	-2.00	-2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8.5M	84.0000	

Manual entry allows items to be counted without locating the item record in the data grid.

To count using the manual entry feature:

1. Select the "Manual Entry" button from the basic tool bar.

Item #	QoH	Count Qty	Description 1	Counted	Style	Color	Size	Avg Cost	Other
44000000088	9.00	5.00	Rocky Super Brut #8420	<input checked="" type="checkbox"/>	8420		8M	84.0000	
44000000090	8.00	8.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8W	84.0000	
44000000091	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5M	84.0000	
44000000092	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5W	84.0000	
44000000094	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9W	84.0000	
44000000093	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9M	84.0000	
44000000096	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10M	84.0000	
44000000095	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10W	84.0000	
44000000190	2.00	2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8W	84.0000	
44000000191	-2.00	-2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8.5M	84.0000	

2. The "Manual Count Entry" form displays.

Manual Count Entry

Item #

Countqty

OK Cancel

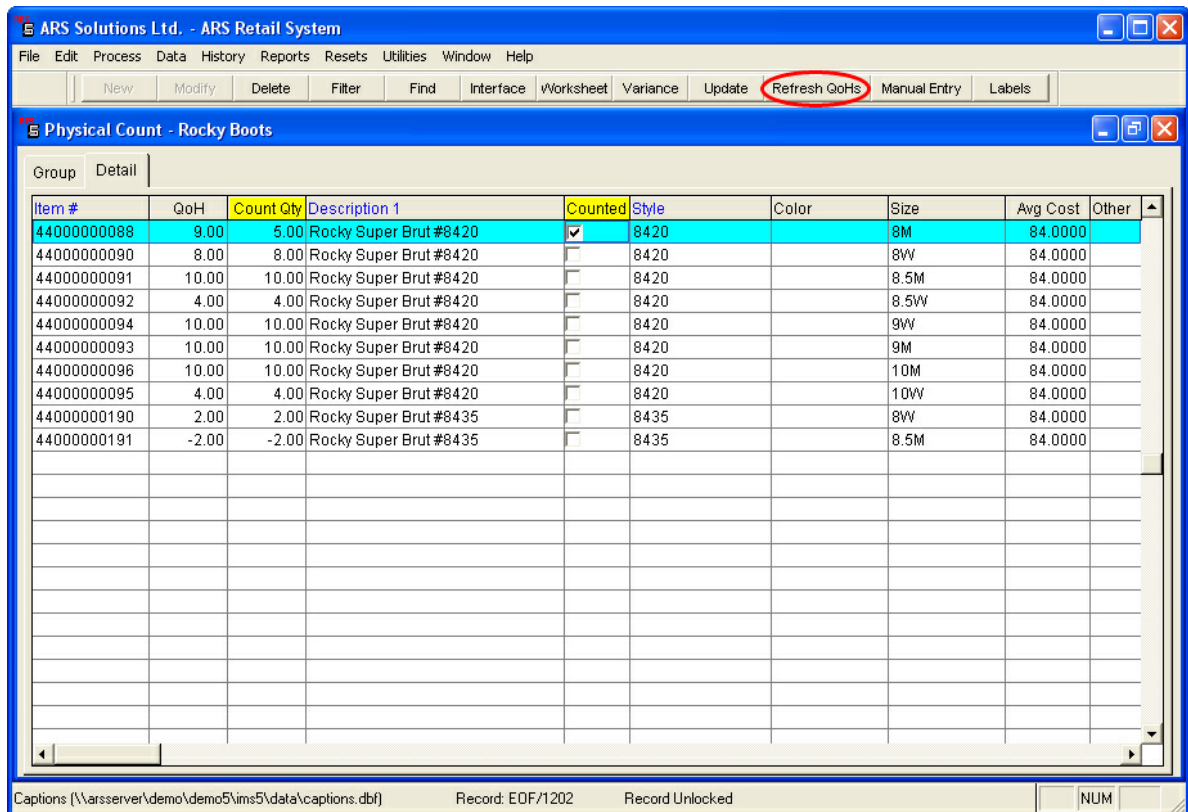
3. Enter the item number in the "Item#" field.
4. Enter the counted quantity in the "Countqty" field.
5. Select the "OK" button. The item is counted and the manual count form is reset.

Handheld Device Count (Percon, iPaq or Symbol PPT):

1. Count the items with the device.
2. Follow steps in the handheld manual to download the counts to the physical count worksheet.

Refresh Quantity on Hand: To refresh item quantities that have changed since the

purchase order was created, select the "Refresh QoHs" button from the basic tool bar.

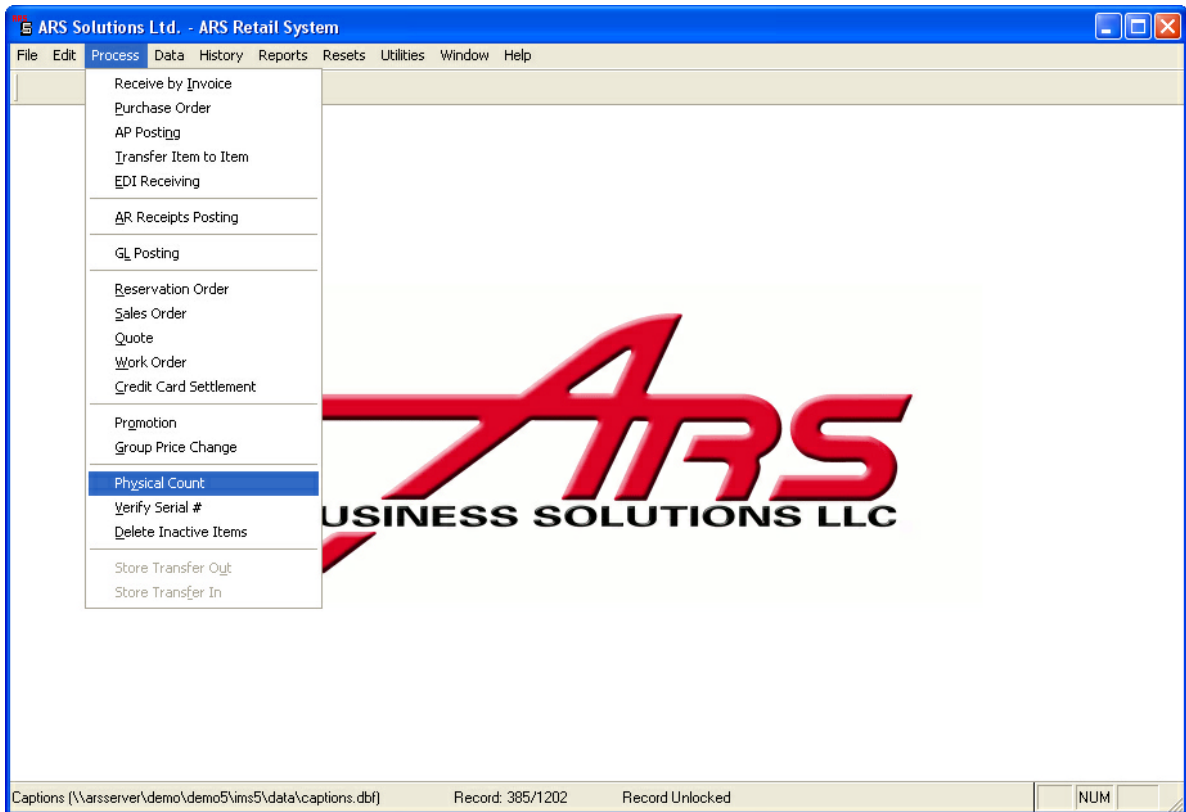


20.4 Variance Report

[Physical Count](#)



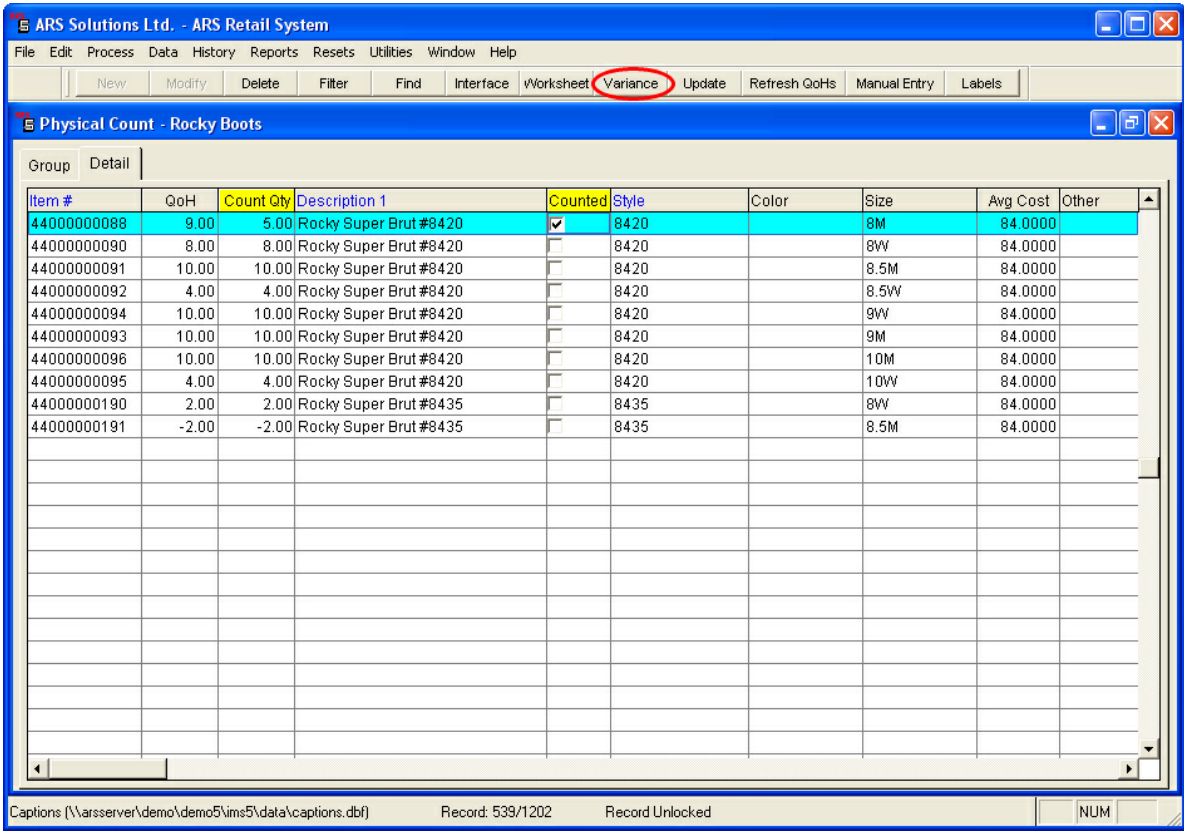
1. Select Process->Physical Count from the main menu bar.



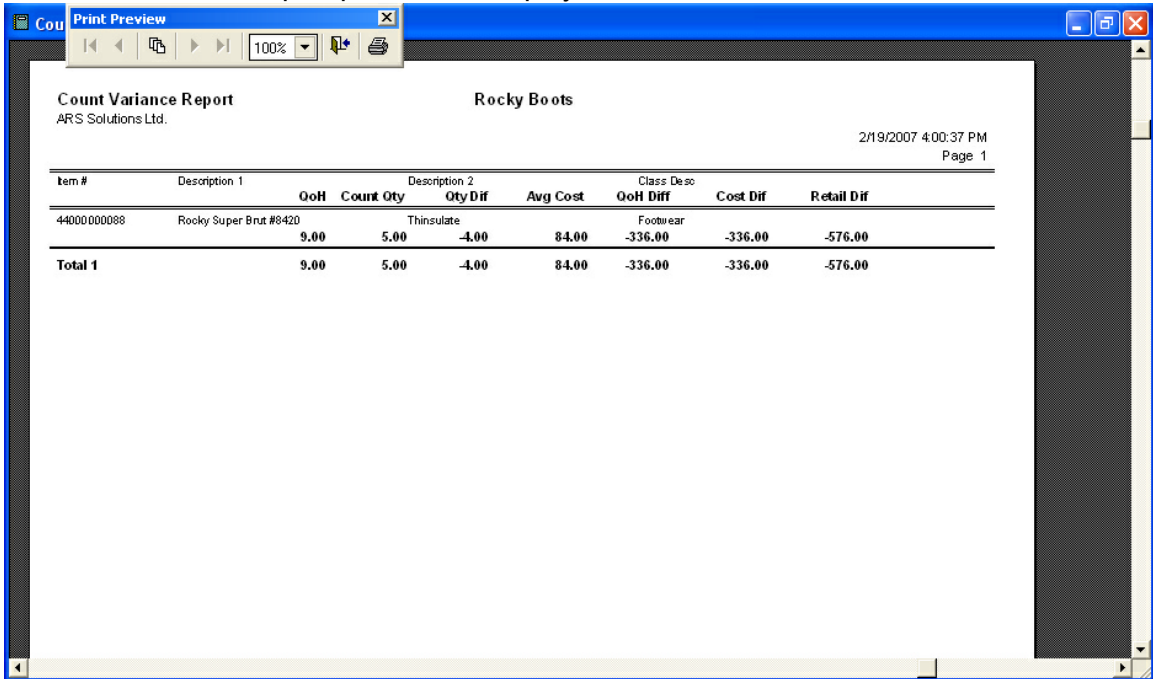
2. The "Physical Count" data grid displays.

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting	<input type="checkbox"/>	12/13/2005 4:10:46 PM	1	// // : : AM	Memo	9
Entire Inventory	<input type="checkbox"/>	3/13/2006 10:54:24 AM	1	// // : : AM	Memo	905
labels	<input type="checkbox"/>	4/25/2006 3:08:48 PM	1	// // : : AM	Memo	591
inventory	<input type="checkbox"/>	7/20/2006 8:41:43 AM	1	// // : : AM	Memo	957
testing	<input type="checkbox"/>	7/28/2006 8:16:38 AM	1	// // : : AM	Memo	1
Rocky Boots	<input type="checkbox"/>	8/7/2006 2:13:36 PM	1	// // : : AM	Memo	10
Butt	<input type="checkbox"/>	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes	<input type="checkbox"/>	8/25/2006 10:49:30 AM	1	// // : : AM	Memo	1
testing jakes	<input type="checkbox"/>	8/25/2006 10:50:49 AM	1	// // : : AM	Memo	1
Test	<input type="checkbox"/>	10/13/2006 1:17:46 PM	1	// // : : AM	Memo	1
12	<input type="checkbox"/>	11/15/2006 11:01:31 AM	1	// // : : AM	Memo	6
testing 4 carla	<input type="checkbox"/>	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name	<input type="checkbox"/>	11/30/2006 11:30:13 AM	1	// // : : AM	Memo	8
guns	<input type="checkbox"/>	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
htryt	<input type="checkbox"/>	12/27/2006 11:24:59 AM	1	// // : : AM	Memo	1036
123	<input type="checkbox"/>	1/17/2007 9:56:27 AM	1	// // : : AM	Memo	1038

3. Select the "Variance" button from the basic tool bar.



4. A "Count Variance" report print menu displays.



5. Print the "Count Variance" report. This report must be printed before the count is updated.

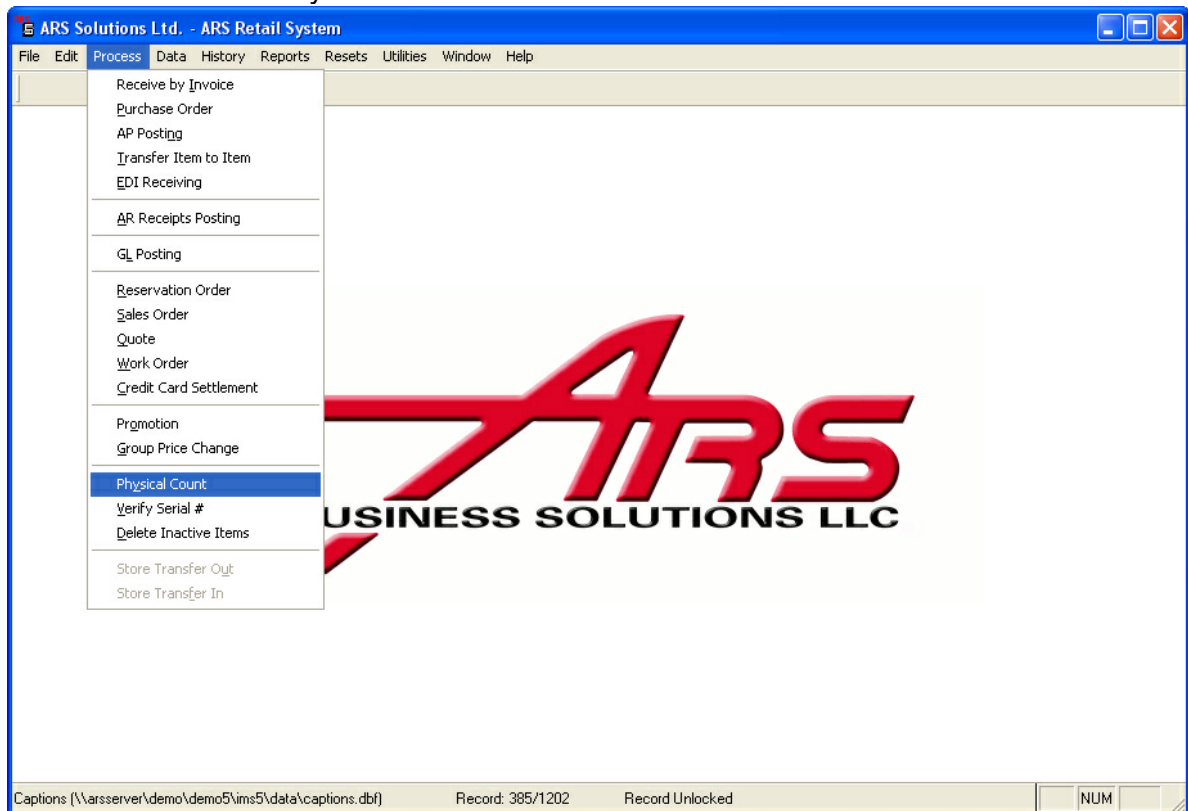
The Count Variance report only displays items from the physical count in which the count quantity does not match up with the quantity on hand.

20.5 Update Inventory

[Physical Count](#)



1. Select Process->Physical Count from the main menu bar.



2. The "Physical Count" data grid displays.

Physical Count - Rocky Boots

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting		12/13/2005 4:10:46 PM	1	// : : AM	Memo	9
Entire Inventory		3/13/2006 10:54:24 AM	1	// : : AM	Memo	905
labels		4/25/2006 3:08:48 PM	1	// : : AM	Memo	591
inventory		7/20/2006 8:41:43 AM	1	// : : AM	Memo	957
testing		7/28/2006 8:16:38 AM	1	// : : AM	Memo	1
Rocky Boots		8/7/2006 2:13:36 PM	1	// : : AM	Memo	10
Butt		8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes		8/25/2006 10:49:30 AM	1	// : : AM	Memo	1
testing jakes		8/25/2006 10:50:49 AM	1	// : : AM	Memo	1
Test		10/13/2006 1:17:46 PM	1	// : : AM	Memo	1
12		11/15/2006 11:01:31 AM	1	// : : AM	Memo	6
testing 4 carla		11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name		11/30/2006 11:30:13 AM	1	// : : AM	Memo	8
guns		12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
hbyr		12/27/2006 11:24:59 AM	1	// : : AM	Memo	1036
123		1/17/2007 9:56:27 AM	1	// : : AM	Memo	1038

3. Select the "Update" button.

ARS Solutions Ltd. - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Worksheet Variance **Update** Refresh GoHs Manual Entry Labels

Physical Count - Rocky Boots

Item #	QoH	Count Qty	Description 1	Counted	Style	Color	Size	Avg Cost	Other
44000000088	9.00	5.00	Rocky Super Brut #8420	<input checked="" type="checkbox"/>	8420		8M	84.0000	
44000000090	8.00	8.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8W	84.0000	
44000000091	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5M	84.0000	
44000000092	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5W	84.0000	
44000000094	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9W	84.0000	
44000000093	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9M	84.0000	
44000000096	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10M	84.0000	
44000000095	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10W	84.0000	
44000000190	2.00	2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8W	84.0000	
44000000191	-2.00	-2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8.5M	84.0000	

Captions [\\server\demo\demo5\ims5\data\captions.dbf] Record: 706/1202 Record Unlocked NUM

The inventory count for each item on the report will be updated and the variance will be recorded in each individual item record.

21 Point of Sale (POS)

The POS is designed to be able to operate independent of the IMS. There are certain functions which WILL NOT work if the POS is offline. (Refer to the POS manual for information on how to get POS online.)

[Build POS Data](#) must be run regularly in order for the POS to be up-to-date.

22 Purchase Order



The Purchase Order feature creates and tracks a purchase order from the time the purchase order is created until the product is received into inventory.

The Purchase Order feature consists of four steps:

1. Creating a purchase order.
2. Adding detail items to the purchase order.
3. Printing, sending to the vendor and tracking the purchase order.
4. Updating the inventory from the purchase order.

Item Codes:

Each item has an assigned unique item code. The items received through the receiving functions must have an assigned item code.

Cross Reference Codes (Xref):

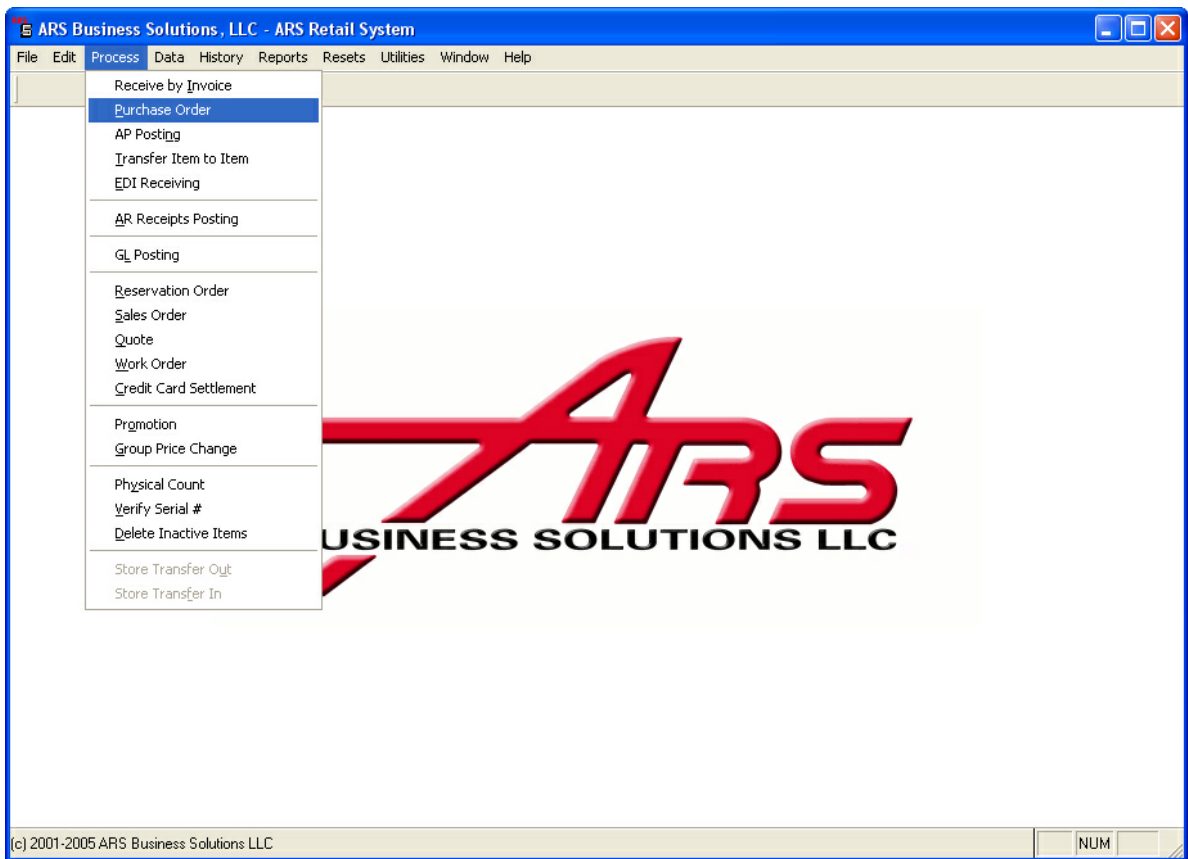
Cross reference codes are vendor identification codes which link a specific vendor to an item. Each item may have more than one Cross Reference code to link the item to multiple vendors.

22.1 Creating a Purchase Order

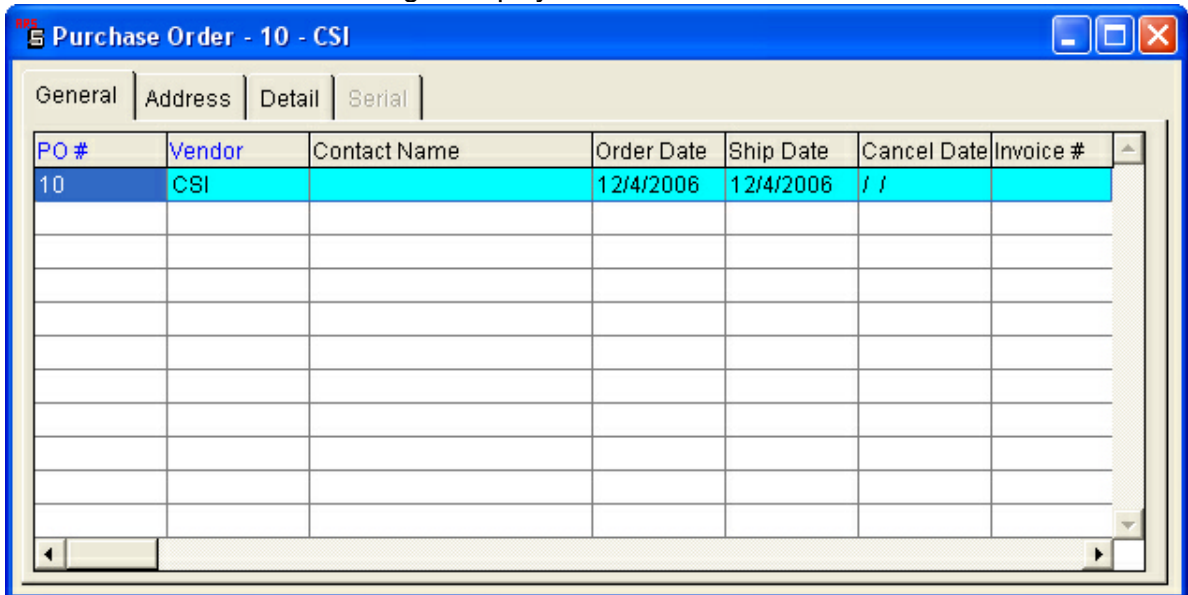
[Purchase Order](#)



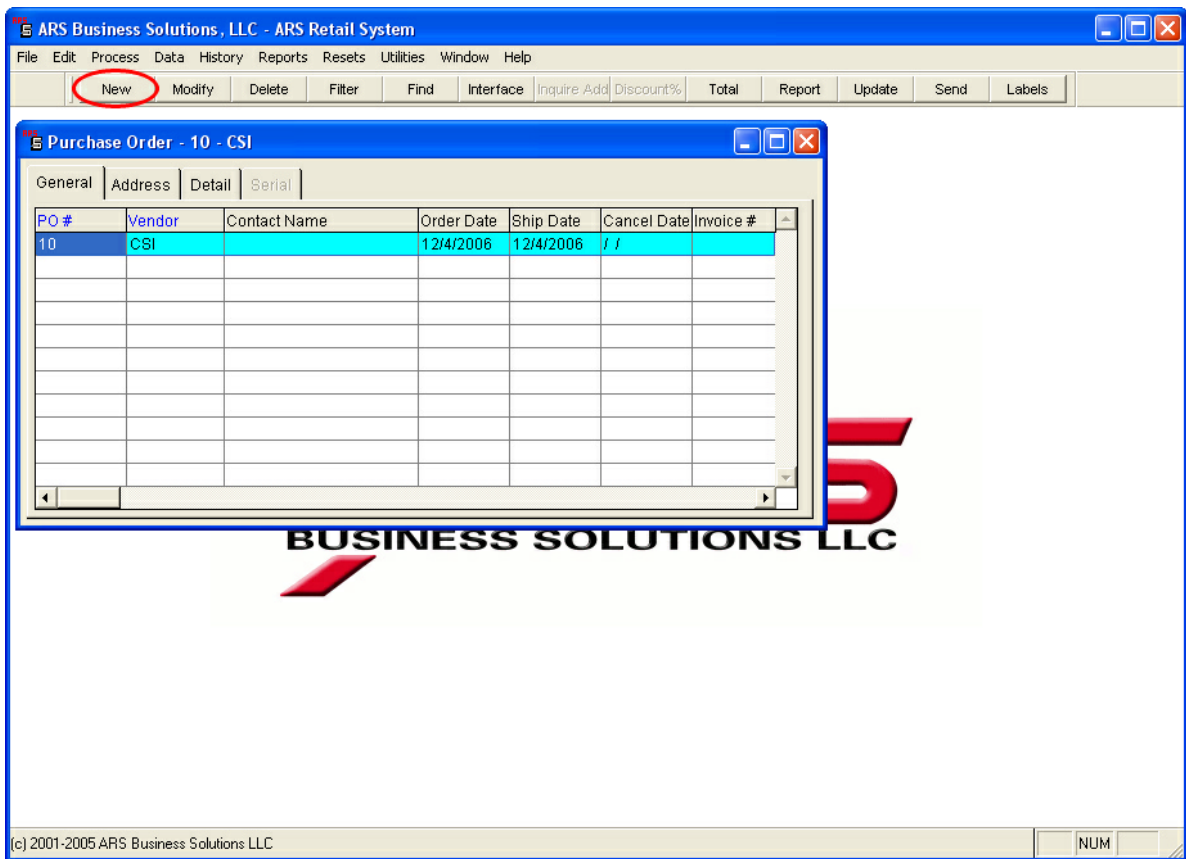
1. Select Process->Purchase Order from the main menu bar.



2. The "Purchase Order" data grid displays.



3. Select the "New" button from the basic tool bar.



4. An "Add Purchase Order" form displays.

Add Purchase Order

General Bill/Ship UDF Total Reports

PO # 11 Order Date 1/25/2007

Vendor [] LookUp Ship Date 1/25/2007

Contact [] Cancel Date / /

Phone # - - Due Date 1/25/2007

Fax # - -

Terms []

Ship Via []

FOB []

E-mail []

Invoice # []

Reference # []

Queue Labels

PO Sent

Cancel Back Order

Total 0.00

Add Close

5. Enter information specific to the purchase order.

- **General Tab:** General information is entered in this form. Enter the information

using the "Tab" key to move from field to field.

- o **PO#:** Accept the default purchase order number or enter a unique number for this purchase order.
- o **Vendor:** Select the "Lookup" button next to the Vendor field. The "Vendor Lookup" grid displays. Select the vendor.
- o **Contact:** The contact person for this vendor.
- o **Phone #:** The phone number for the vendor contact.
- o **Fax#:** The fax number of the vendor.
- o **Terms:** Payment terms for the vendor.
- o **Ship Via:** Method of shipping for this purchase order.
- o **FOB:** Freight specifications.
- o **E-mail:** The vendor e-mail address.
- o **Invoice #:** This field is left blank until the items are received.
- o **Order/Ship/Cancel/Due Date:** Enter appropriate dates.
- o **Queue labels:**
 - **Checked:** When the purchase order is updated, labels will print.
 - **Unchecked:** Labels will not automatically print.
- o **PO Sent:** Auto checked when a purchase order is electronically sent to a vendor.
- o **Cancel Back Order:** Check to not have items remain on backorder.
- o **Total Field:** Total dollar amount of items on this purchase order. This field is updated automatically.
- **Bill/Ship Tab:** Enter/select bill to and ship to information. Use the "Tab" key to move from field to field.

Add Purchase Order

General | Bill/Ship | UDF | Total | Reports

PO # Order Date
 Vendor Ship Date

ShipTo 1 BillTo 1
 ShipTo 2 BillTo 2
 ShipTo 3 BillTo 3
 ShipTo 4 BillTo 4

LookUp

Add Close

- UDF Tab:** There may be a need to track special information for a purchase order. The user defined information (UDF) provides a place to track this unique information. Enter unique information that needs to be tracked by using the "Tab" key to move from field to field.
NOTE: UDF C1 and UDF C2 will be printed on the purchase order.

Add Purchase Order

General | Bill/Ship | UDF | Total | Reports

PO # Order Date First Date
 Vendor Ship Date Last Date

UDF C1 *Print PO UDF D1
 UDF C2 *Print PO UDF D2
 UDF C3
 UDF C4
 UDF C5

Notes

Add Close

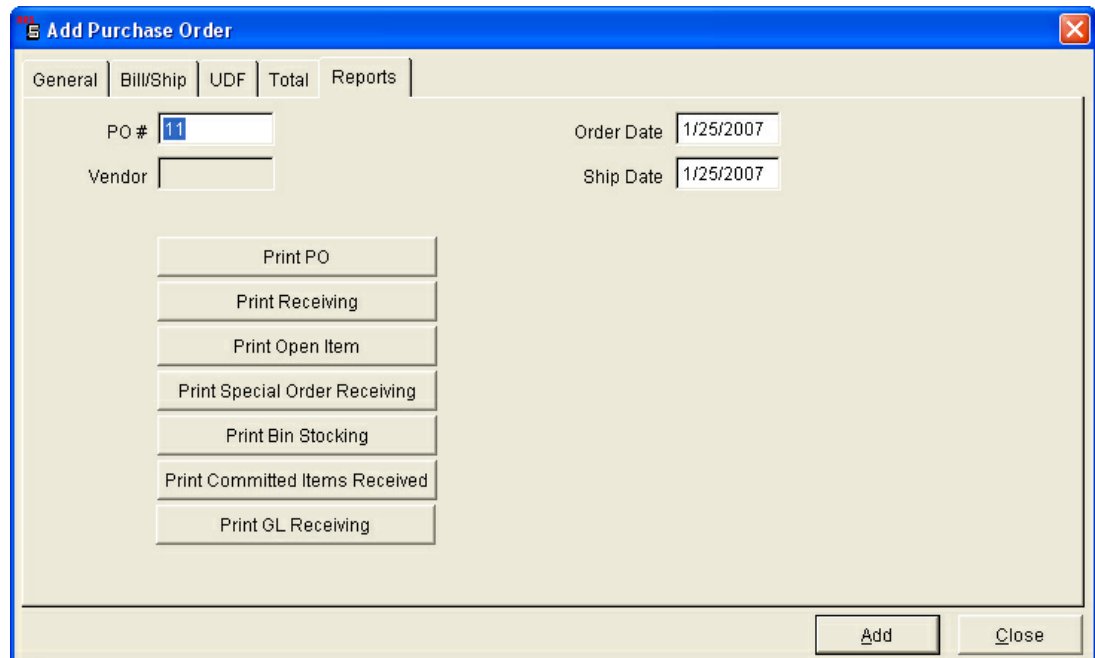
- Total Tab:** Select this tab to view the totals for the purchase order. This form also includes totals for both ordered and received quantities and monetary values of merchandise, discount and freight.

	Ordered	Received	Serialized
Quantity	0	0	0
Merchandise	0	0	
Discount	0	0	
Freight	0	0	
Total	0	0	
Price 1	0	0	
Weight	0	0	

- **Reports Tab**

Select the reports to be printed. Select the corresponding buttons to print the selected reports. Before printing the reports, the "Print Setup" screen will allow the report to be previewed, archived and saved to a file.

- o **Print PO:** Select this button to print the purchase order.
- o **Print Receiving:** Prints detailed information for the items being received.
- o **Print Open Item:** Prints menu displays for a list of items on backorder.
- o **Print Special Order Receiving:** Prints special order information.
- o **Print Bin Stocking:** Prints a report detailing the stocking location for the items being received.
- o **Print Committed Item Received:** Prints a list of items being received on this purchase that are committed on a sales or work order:
- o **Print GL Receiving:**



6. Select the "Add button to save the purchase order.

22.2 Add Detail Items to a Purchase Order

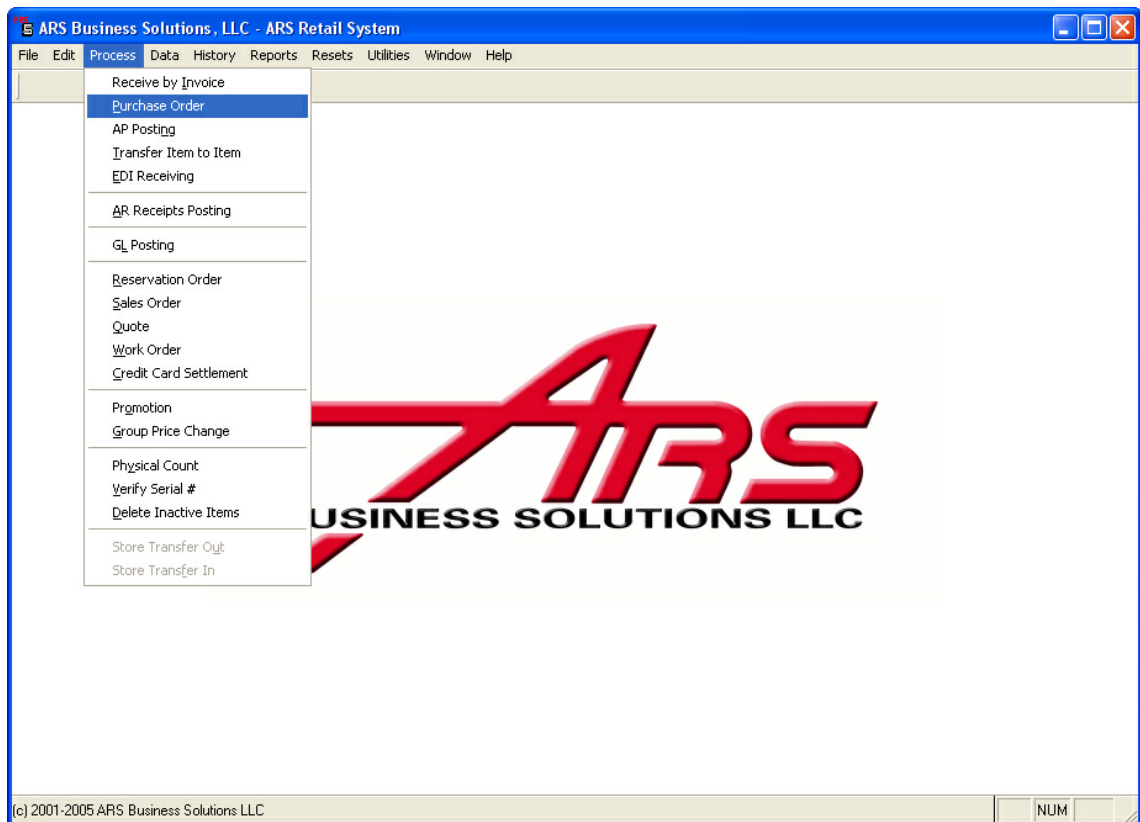
[Purchase Order](#)



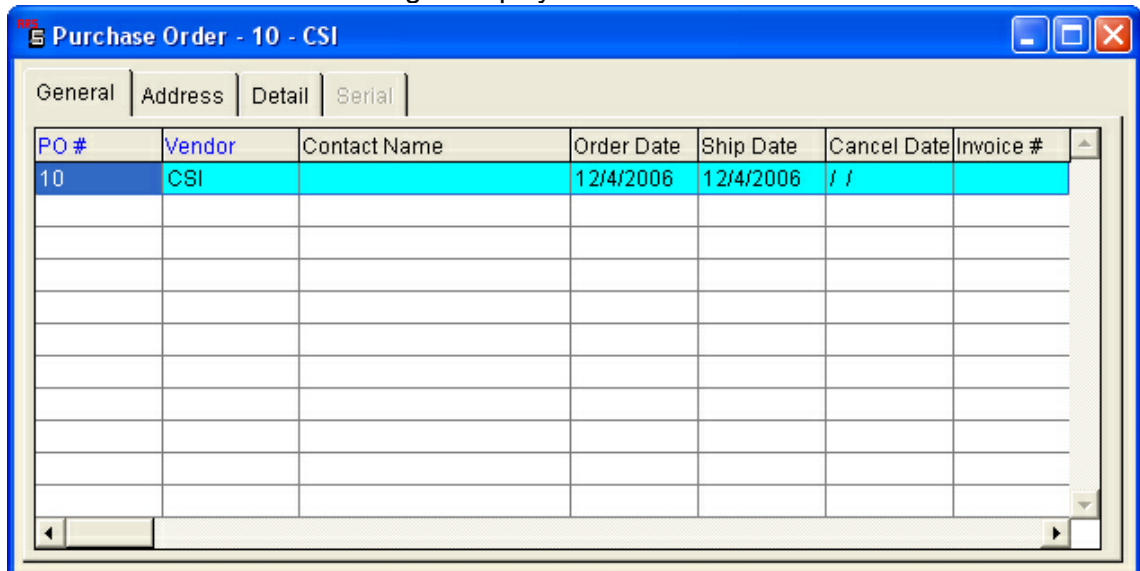
After a purchase order is added, the detail item(s) being ordered on the purchase order need to be added.

Select a Purchase Order:

1. Select Process->Purchase Order from the main menu bar.



2. The "Purchase Order" data grid displays.



3. Select the purchase order to add detail items to.

Add Detail Items to the Selected Purchase Order:

There are two methods of adding detail items to a Purchase Order:

1. Add by Item/Cross-Reference/Style Code.
2. Add using the Inquiry Add feature.

4. Select the criteria that will be used to add the detail item to the purchase order.

- **Add by Cross-Reference Number:**

1. Select the Cross-Reference Number (X Ref.) option.
2. Enter the vendor cross-reference number for the detail item being ordered or select the "Lookup" button adjacent to the cross-reference number option.
3. If the "Lookup" button was selected, a list of cross-reference numbers associated with the selected vendor displays. Select the detail item being ordered by selecting the cross-reference number for the item from the list.

- **Add by Item Code:**

1. Select the Item Code option.
2. Enter the unique item number for the detail item being ordered or select the "Lookup" button adjacent to the Item Code option.
3. If the "Lookup" button was selected, a list of item codes will display. Select the correct item code from the list.

- **Add by Style:**

1. Select the Style option.
2. Enter the style code for the detail item being ordered or select the "Lookup" button adjacent to the Style option.
3. If the "Lookup" button was selected, select the detail item being ordered by selecting the style code from the list. If the style code entered references more than one item, with the cursor in the style code field, touch the "Page Down" key to view, one by one, each item associated with that style code, until the correct detailed item displays.

- **Adding a New Item Code:**

If an item, style or cross-reference code that is needed for a purchase order does not exist, it can be added from within this form. Using the "Lookup" button to browse through Item Style or X Ref records, simply select the "New" button on the main tool bar.

- **Item Number or Style Number Exists Without a Cross-Reference Number:**

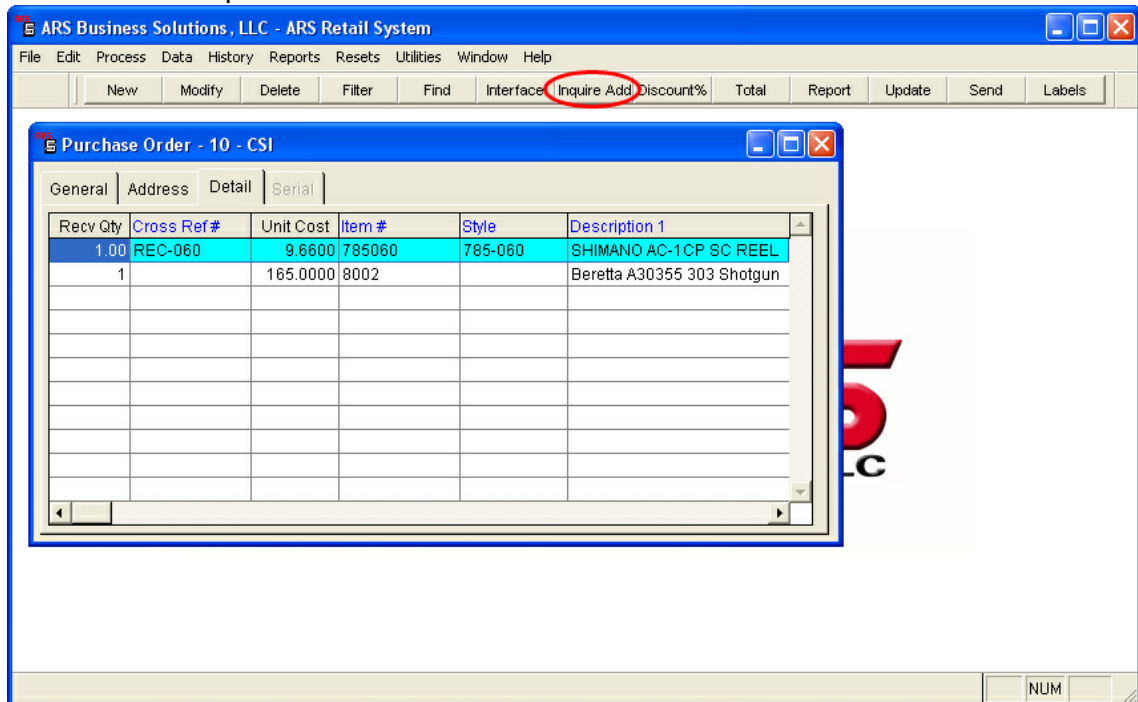
If the item code exists and a cross-reference number for this vendor does not exist the "Add Cross-Reference" window will automatically display. Enter the cross-reference number for this item.

NOTE: When the correct item is selected, existing information displays for the selected item.

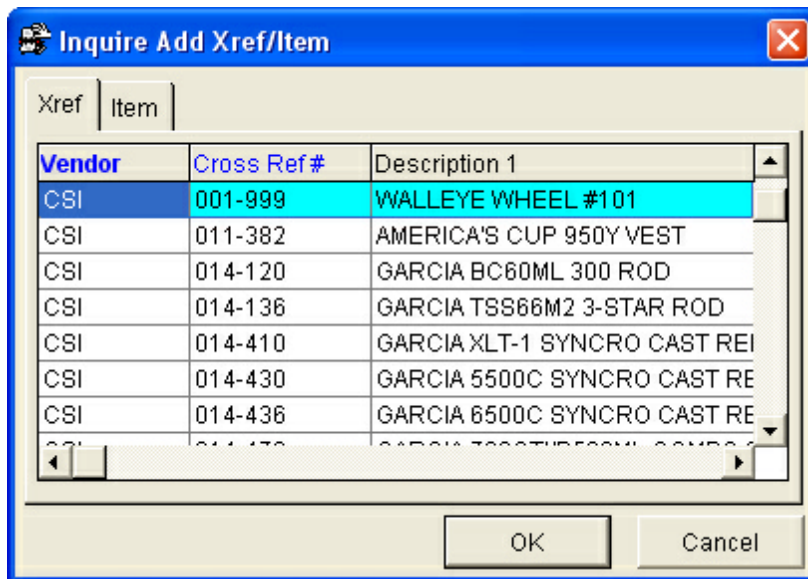
5. Edit Detail Item Information

Option 2: Adding Items using the Inquire Add feature:

1. Select the "Detail" tab.
2. Select the "Inquire Add" button from the basic tool bar.



3. The "Inquire Add Xref/Item" window displays.



- Select the Xref Tab to find an item by vendor cross-reference number.
 - Select the Item Tab to find an item by item number.
 - Select the item to be placed on the Purchase Order.
4. Select the "OK" button to select the item.
- NOTE: When the correct item is selected, existing information displays for the selected item.*
5. Edit detail item information.

Adding a Non-Stock Item to a Purchase Order:

1. Select the "Detail" tab.
2. Select the "New" button from the basic tool bar.

Add Purchase Order Item

General | Sales History | **Special Order** | Serial

X Ref.

Item Code

Style

Description 1

Units Order

Order Qty

Pkg Qty /

Disc %

Unit Cost

Ship Cost

Update Cost Only

PO # 10
Vendor CSI
Order Date 12/4/2006
Ship Date 12/4/2006

QoH 0.00
On Order 0.00
Commit Qty 0.00

Gp% 0.00
Price 1
Price 2
Sugg Retail

6. Enter the vendor cross-reference number and edit/change remaining fields.
7. Select the "Special Order" tab.
8. The "Special Order" form displays.

Add Purchase Order Item

General | Sales History | **Special Order** | Serial

Item # 4 Description Special Order

Style Description Beretta Gun

Order Type

SALES ORDER
WORK ORDER
RESERVATION
LAY-A-WAY

9. Select the type of order the special order is attached to (Sales Order, Work Order, Reservation or Layaway).
10. Select the number of the order.

Item # 4 Description Special Order
Style Description Beretta Gun

Order Type SALES ORDER 33 LookUp

This "Lookup" button brings up a list for you to choose the order number.

Order #	AR Acct #	Description
22	103	Acme Construction
32	103	Acme Construction
33	101	Mike Jackson

11. Select "Add" to add this item to the purchase order.

Edit Detail Item Information for the Item Being Ordered:

X Ref.

Item Code 4 LookUp

Style LookUp

Description 1 Special Order

Units Order 1

Order Qty 1

Pkg Qty 1 / 1

Disc % 0.00

Unit Cost 0.0000

Ship Cost 0.0000

Update Cost Only

PO # 10
Vendor CSI
Order Date 12/4/2006
Ship Date 12/4/2006

GoH 0.00
On Order 0.00
Commit Qty 0.00

Gp% 0.00
Price 1 0.0000
Price 2 0.0000
Sugg Retail 0.0000

Que Labels

Add Close

- **Units Order:** Number of selling units being ordered on the invoice.
- **Order Qty:** Number of packages being ordered.
- **Pkg Qty:** Number of selling units shipped in each package.
Example: Three packages are received with 12 items in each package.

UnivOrder=36 OrdQty=3 Pkg Qty = 12/1

*NOTE: Univ Order entered has to be the Ord Qty * the Pkg Qty (3x12=36)*

NOTE: When the Ord Qty is entered, the Univ Order will automatically update.

- **Disc %:** Enter the invoice discount. This discount factors into the average cost of the product. It does not affect the last purchase cost of the product.
- **Cost:** Cost of the item that last time it was purchased from this vendor. Enter adjusted cost.
- **Ship Cost:** Cost of shipping.
- **Ext Cost:** Updated by the system (Qty Received x Cost = Ext Cost).
- **Price1/Price2/Retail:** Prices as defined in the item data will be displayed.
- **Queue Label Button:** Select to queue labels with the new retail pricing. Labels will be queued for existing and ordered inventory.
- **Update Cost Only:** If checked, it will update cost only without adding qty to the inventory.

Sales History Tab:

Select the "Sales History" tab to view a 12-month sales history for the item being ordered.

Add Purchase Order Item								
General Sales History Special Order Serial								
Item #	4							
Description 1	Special Order							
Style								
	January	February	March	April	May	June		
Quantity	11.00	7.00	0.00	13.00	9.00	7.00		
Markdown	0.0000							
	July	August	September	October	November	December		
Quantity	6.00	3.00	1.00	14.00	13.00	7.00		
Markdown		0.0000						
			PID Qty	48.00	Week1	7.00	Week5	0.00
QoH	0.00		MTD Qty	8.00	Week2	0.00	Week6	0.00
On Order	0.00		YTD Qty	48.00	Week3	0.00	Week7	0.00
Commit Qty	0.00		PY Qty	91.00	Week4	0.00	Week8	0.00

Add Close

Special Order Tab:

Select the "Special Order" tab to attach a special order item to a sales order, work order, reservation or layaway. A special order is useful in tracking certain items attached to other orders allowing orders to be delivered more quickly.

1. After entering an item that is on another order (sales order, work order, reservation or layaway), select the "Special Order" tab.

The screenshot shows the 'Add Purchase Order Item' dialog box with the 'Special Order' tab active. The 'Order Type' dropdown menu is open, displaying the following options: SALES ORDER, WORK ORDER, RESERVATION, and LAY-A-WAY. The 'LookUp' button is located to the right of the dropdown menu.

2. Select the type of order the item is on.
3. Enter or use the "Lookup" button to select the order number the item is attached to.

The screenshot shows the 'Add Purchase Order Item' dialog box with the 'Sales Order' lookup window open. The 'Order Type' is set to 'SALES ORDER' and the order number '33' is entered. The 'LookUp' button is highlighted. The 'Sales Order' window shows a table with columns 'Order #', 'AR Acct #', and 'Description'. The row with Order # 33, AR Acct # 101, and Description 'Mike Jackson' is highlighted.

Order #	AR Acct #	Description
22	103	
32	103	Acme Construction
33	101	Mike Jackson

4. Print the purchase order/send purchase order to vendor. [Reference: Reports Tab from Creating a Purchase Order.](#)

NOTE: These steps must be repeated for each item that is intended for special ordering.

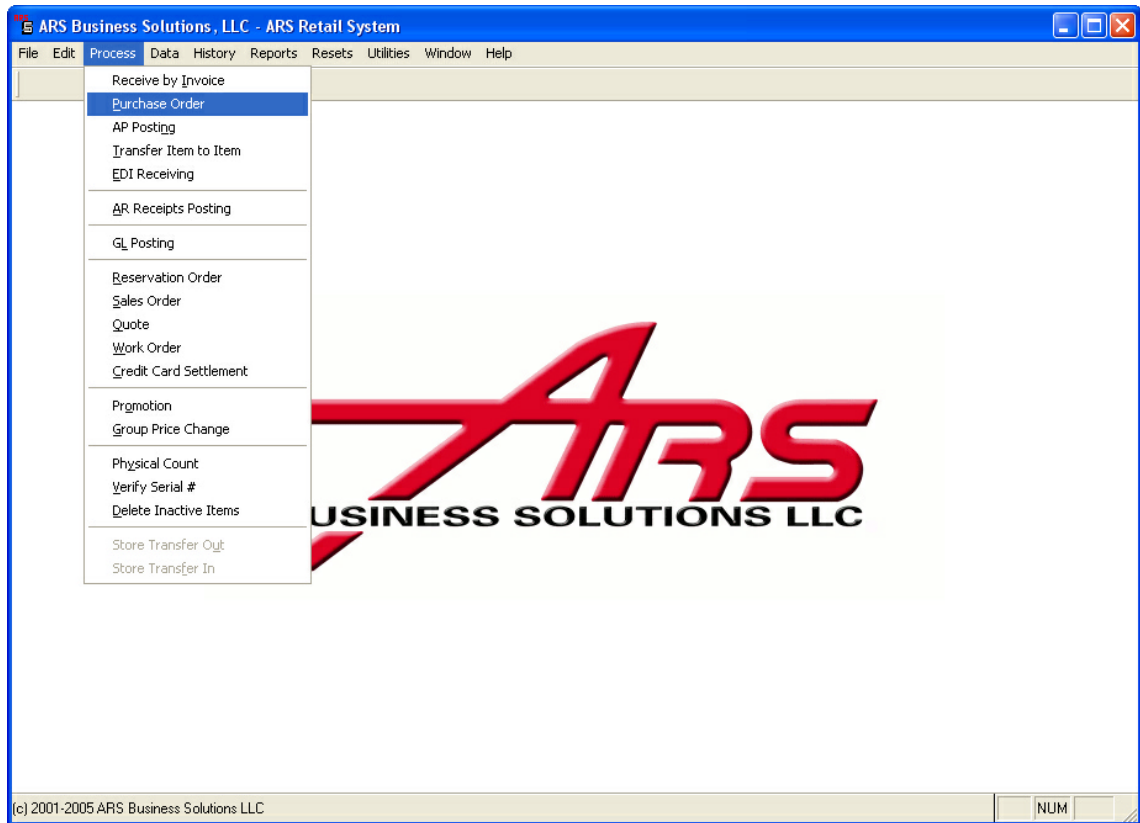
22.3 Purchase Order Receiving Adjustments

[Purchase Order](#)



After items are received that were ordered on a purchase order, make the necessary adjustments to the purchase order:

1. Select Process->Purchase Order from the main menu bar.



2. The "Purchase Order" data grid displays.

PO #	Vendor	Contact Name	Order Date	Ship Date	Cancel Date	Invoice #
10	CSI		12/4/2006	12/4/2006	/ /	

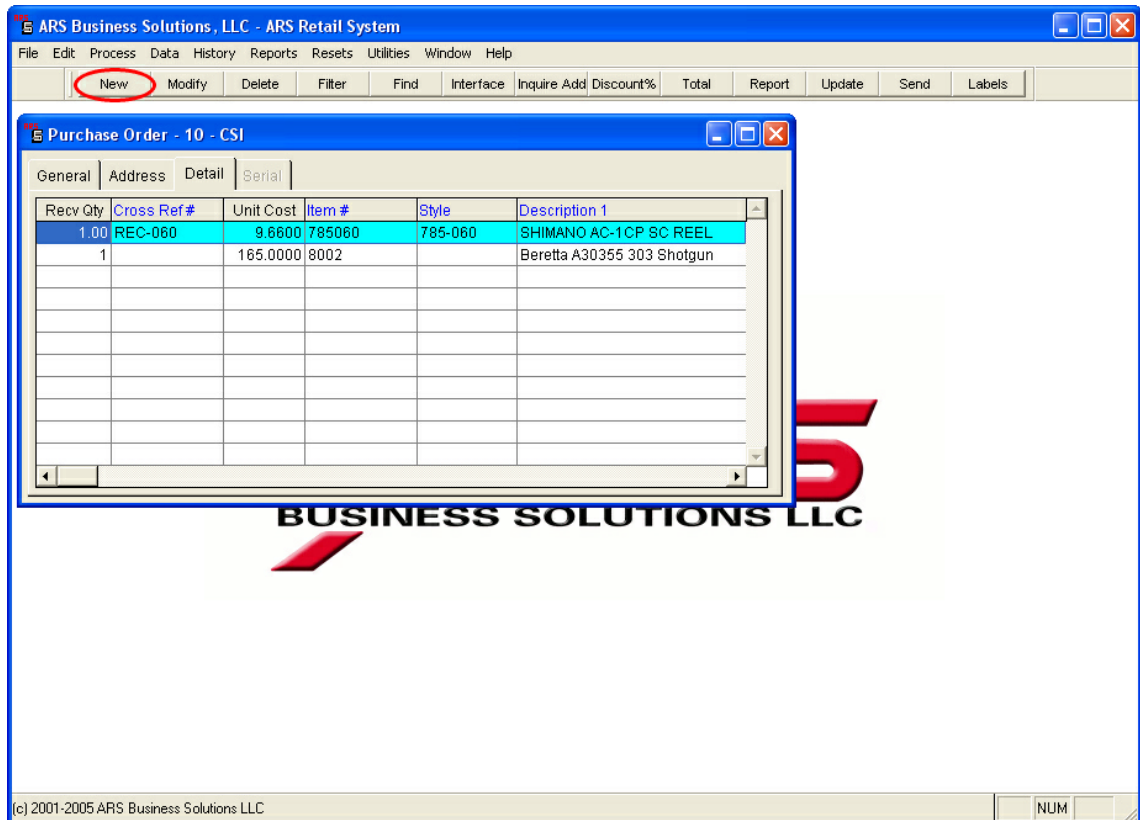
3. Select the purchase order to adjust.
4. Select the "Detail" tab and then select the item to adjust.
5. Right click on the "Recv Qty" column heading and select "Edit". The column heading will turn yellow when it is in edit mode.

Re	Unit Cost	Item #	Style	Description 1
9.6600	785060	785-060	SHIMANO AC-1CP SC REEL	
165.0000	8002		Beretta A30355 303 Shotgun	
0.0000	4		Special Order	

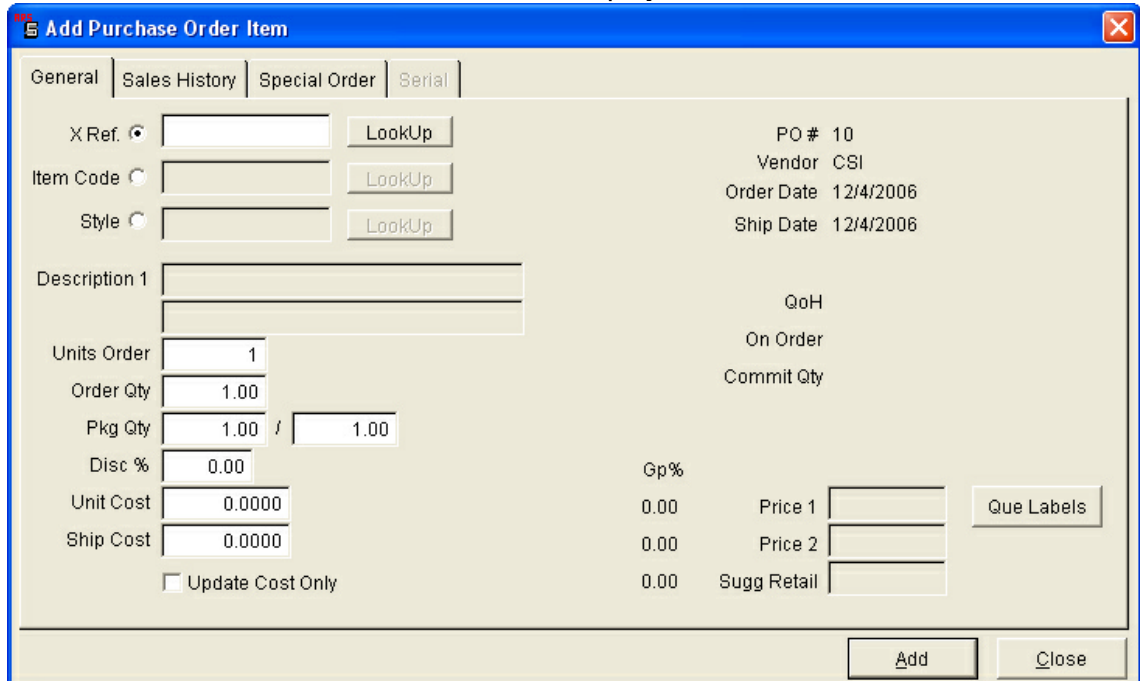
6. Make the necessary adjustments for the quantity received.
7. When finished press the "Tab" key to navigate to the next field. This will save the new information.
8. When finished editing, right click and select "Edit". This will turn off the edit mode.
9. Repeat steps 4-7 to modify Cost, Disc %, Ship Cost and Cost Only.

Adding Serial Number to Serialized Items on a Purchase Order:

1. Select a purchase order to add a serialized item to.
2. Select the "Detail" tab.
3. Select the "New" button from the basic tool bar.



4. The "Add Purchase Order Item" window displays.



5. Use the Xref, Item Code or Style to select an item linked to a serial group.
6. Select the "Serial" tab. The "Serial" tab will only be available when a serialized item has been selected.
7. The "Serial Information" form displays.

The screenshot shows the 'Add Purchase Order Item' dialog box with the 'Serial' tab active. The 'Item #' field contains '8002'. The 'Description 1' field contains 'Beretta A30355 303 Shotgun' and 'Semi Auto 12GA/3\"/>

8. Select the "Add" button located under the Serial # field.

9. A "Serial Info" window displays.

The screenshot shows the 'Serial Info' dialog box. It has two input fields: 'Serialno' and 'Log #'. The 'Log #' field contains the value '0'. Below the fields is the text '(if blank, next Log# will be assigned)'. At the bottom are 'OK' and 'Cancel' buttons.

10. Enter the serial number in the "Serialno" field.

11. Enter the log number in the "Log #" field. If the Log # is left blank (0), the next log number for the item's serial group will be automatically assigned.

12. If multiple units of this item code are being received, enter the serial number of each unit.

13. To add serial number by range, select the "Add Range" button under the Serial # field.

- Set the Range Prefix by entering the common numbers at the beginning of the serial numbers.
- Designate the first number in the sequence of serial numbers in the "First Number" field.
- Designate the last number in the sequence of serial numbers in the "Last Number" field.

The screenshot shows the 'Add Purchase Order Item' dialog box with the 'Serial' tab selected. The main dialog contains the following fields:

- Item #: 8002
- Description 1: Beretta A30355 303 Shotgun
- Unitorder: 1
- Semi Auto 12GA/3" 32"
- Unit Cost: 165.0000

The 'Serial Info' sub-dialog is open, showing the following fields:

- Range Prefix: [Empty]
- First Number: 0
- Last Number: 0

Buttons in the main dialog include 'Add', 'Delete', 'Add Range...', 'Add', and 'Close'. Buttons in the 'Serial Info' dialog include 'OK' and 'Cancel'. An arrow points from the 'Add Range...' button in the main dialog to the 'OK' button in the 'Serial Info' dialog.

Example: A range of serial number from 988657-988663 would be designated by the following:

The 'Serial Info' dialog box is shown with the following values:

- Range Prefix: 9886
- First Number: 57
- Last Number: 63

Buttons: OK, Cancel

14. Select the "OK" button when finished.
15. Select the serial number from the serial number list and enter the optional fields (Serial Type, Caliber, Action, Barrel, Choke). The optional fields apply to all serial numbers entered, in order for the same item to have different specifications in the optional fields, another line item will have to be created in the detail of the purchase order.

Item # 8002 Description 1 Beretta A30355 303 Shotgun Unitorder 1
Semi Auto 12GA/3" 32" Unit Cost 165.0000

Serial #	Log #
988657	0

Serial Type
Caliber
Action
Barrel
Choke

Add Delete Add Range... Add Close

16. Select the "Add" button.

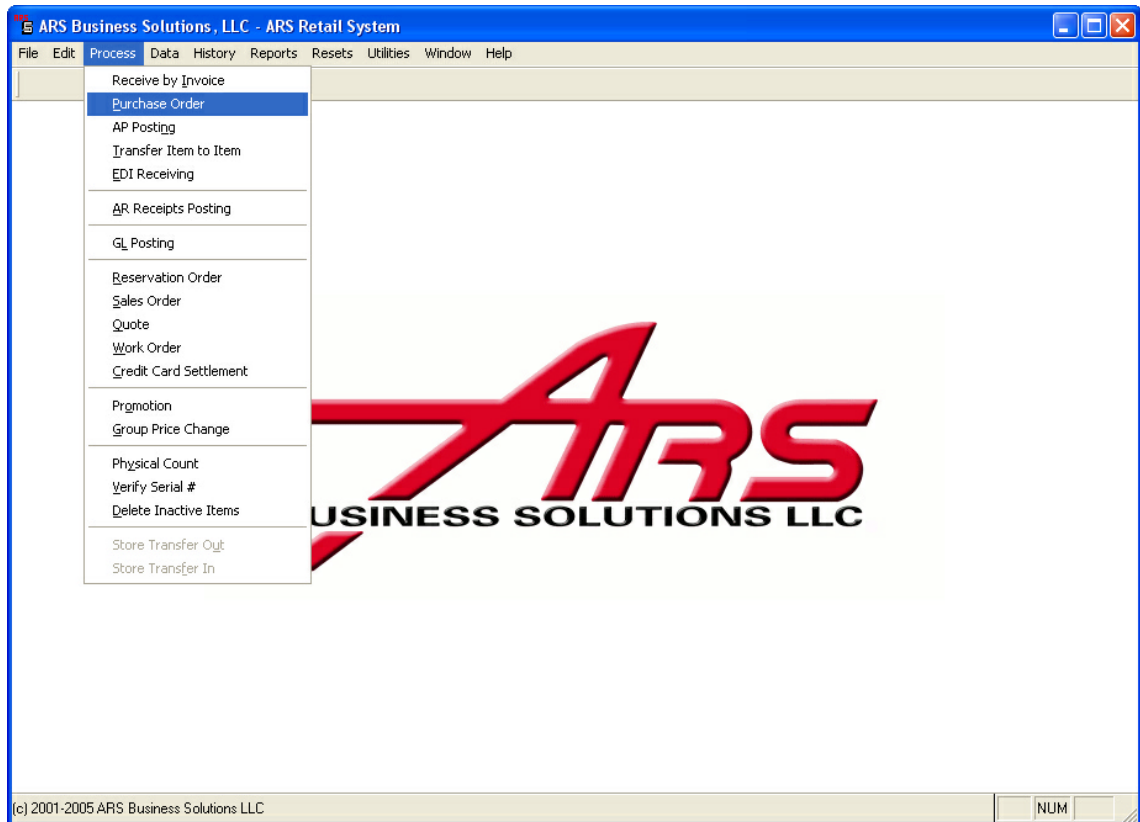
22.4 Update Purchase Order

[Purchase Order](#)

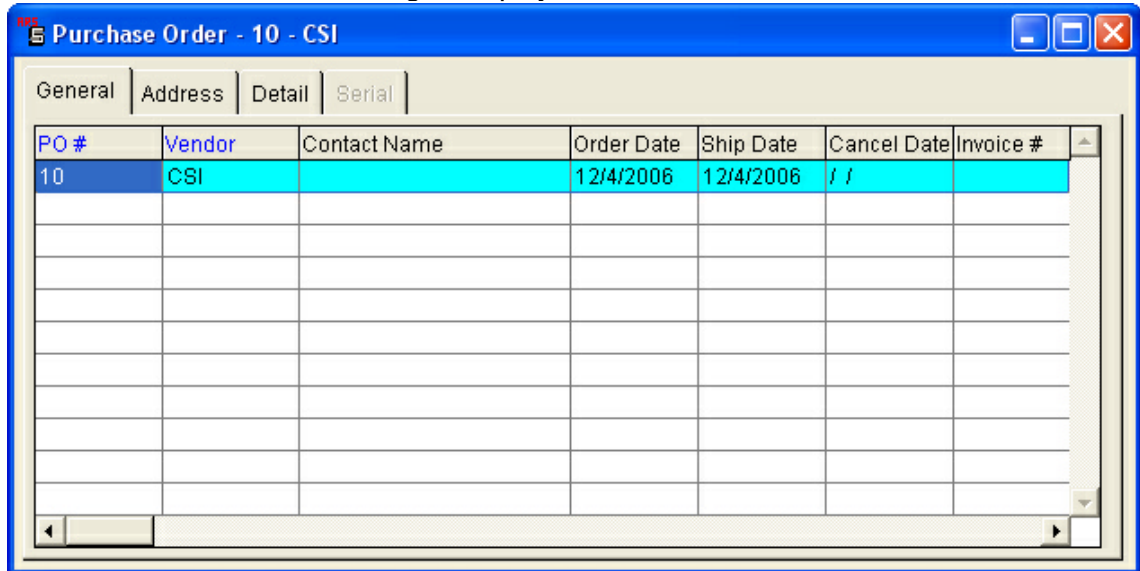


After items that were ordered on a purchase order are received and all receiving adjustments are completed, the purchase order must be updated. This procedure will adjust the inventory quantities of each item on the purchase order.

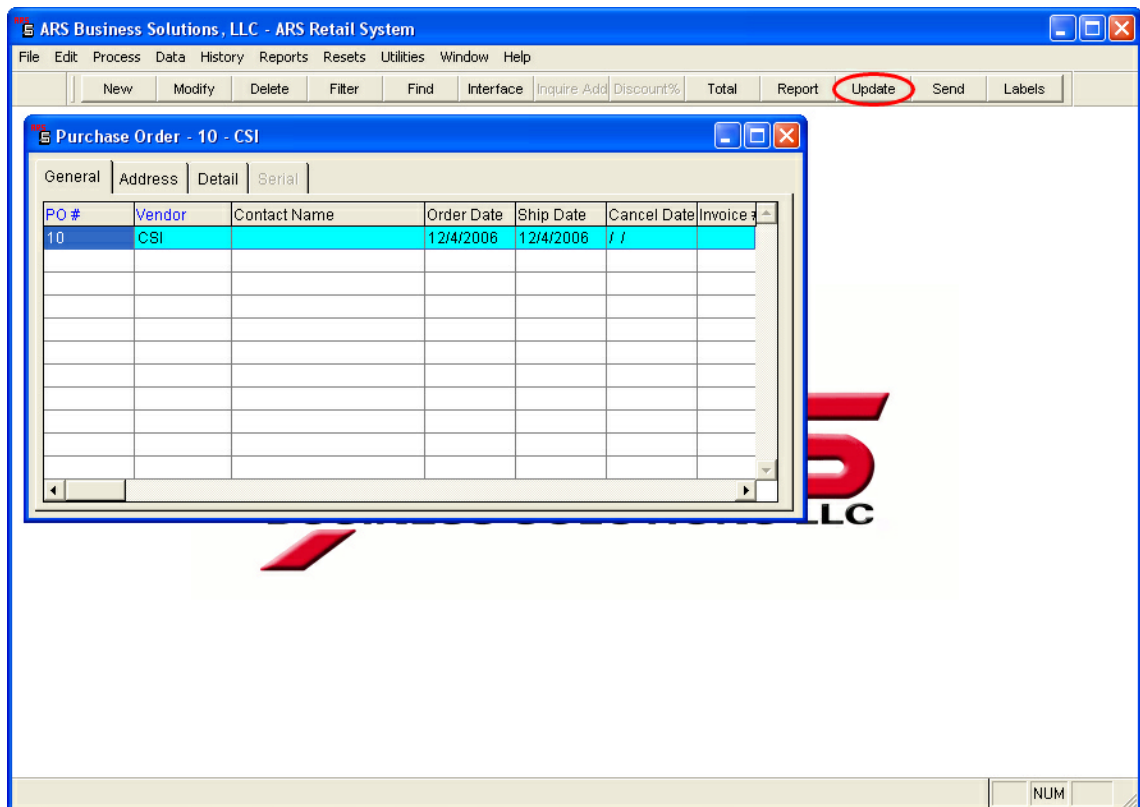
1. Select Process->Purchase Order from the main menu bar.



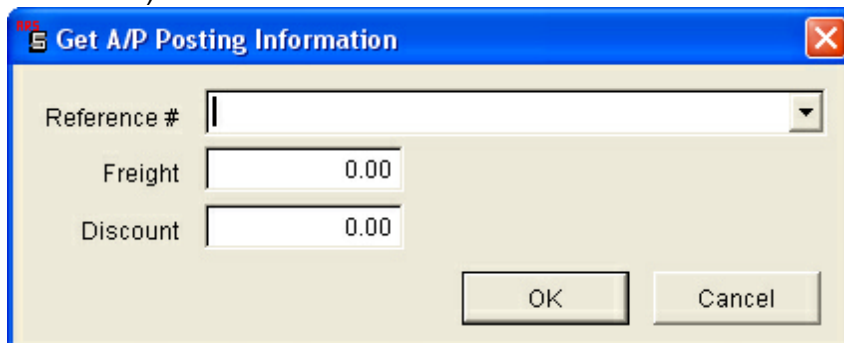
2. The "Purchase Order" data grid displays.



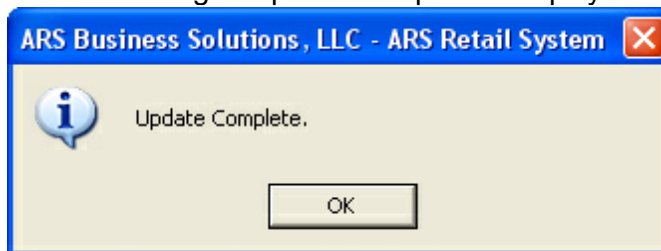
3. Select the purchase order to update.
4. Select the "Update" button from the main menu bar.



5. A menu displays, prompting for a reference number, discount and freight charges. This number will be used for the A/P Posting reference. (Reference: A/P Posting Feature).



6. Select the "OK" button.
7. The message: "Update Completed" displays.



8. Select the "OK" button.

The purchase order is updated and one of two things has occurred:

- If all quantities are received or Cancel Back Order is checked, the purchase order no longer appears in the "Purchase Order" data grid. All received quantities, aside from Update Cost Only items, will be updated and added to the inventory and A/P Posting data.
- If all quantities are not received and Cancel Back Order is not checked, the remaining quantities will appear on the purchase order until they are received. All received quantities, aside from Update Cost Only items, will be updated and added to the inventory and A/P Posting data.

23 Receive by Invoice



The Receive by Invoice feature allows for the receiving of merchandise into inventory without creating a Purchase Order.

The Receive from Invoice Feature consists of three steps:

1. Add an invoice.
2. Adding detail items to the invoice.
3. Updating the inventory from the invoice.

Receive by invoice:

- Updates inventory
- Updates inventory quantity on hand
- Calculates average cost
- Updates vendor purchase information
- Updates class information
- Prints required retail price labels
- Prints a receiving report

Item Codes:

Each item has an assigned unique item code. The items that are received through the receiving functions must have an assigned item code.

Vendor Code:

A vendor code must be assigned to the vendor that the time is being received from. A vendor code identifies a specific vendor. A vendor is added to the application using the "Add Vendor Option".

Cross Reference Codes (Xrfnc):

Cross reference codes are vendor identification codes that link a specific vendor to an item.

If items are purchased from more than one vendor, the item code will have multiple vendor cross reference codes linked to it.

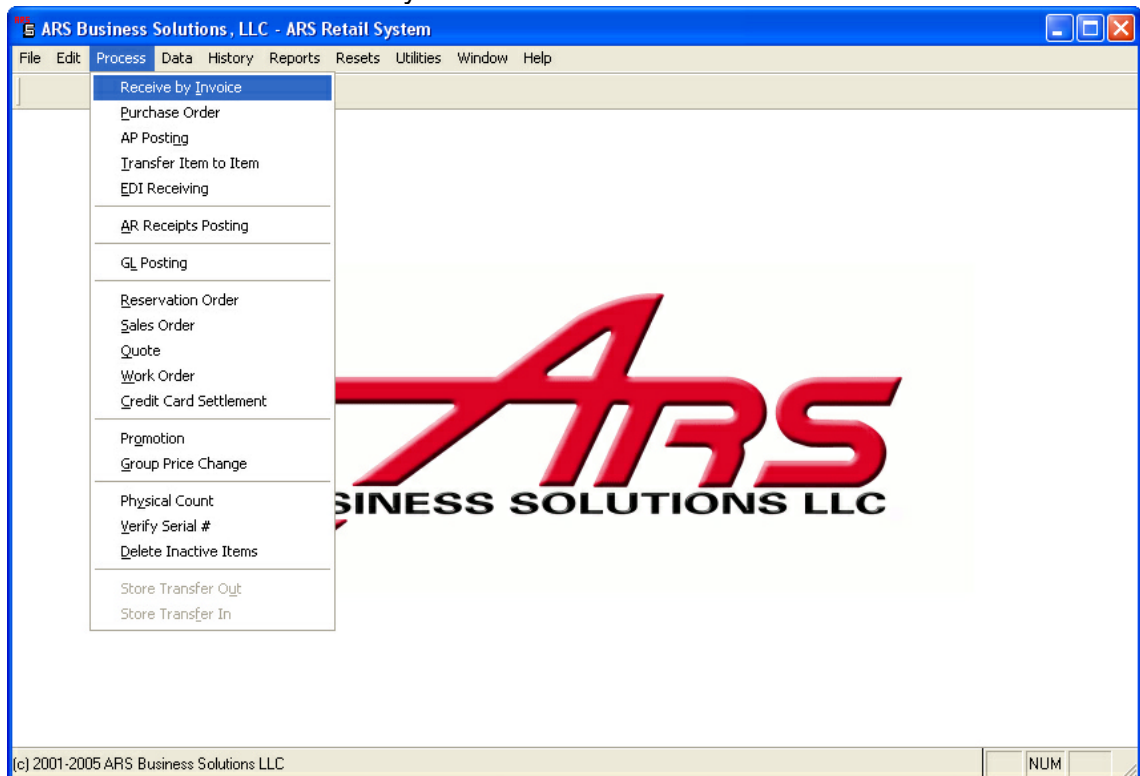
23.1 Adding New Invoices

[Receive by Invoice](#)

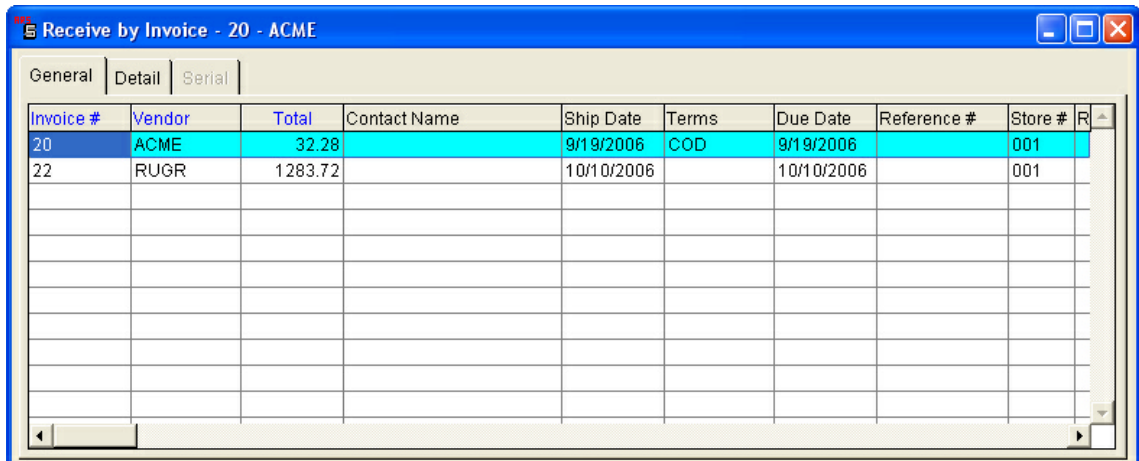


A new invoice is added when items are received that was not purchased with a purchase order.

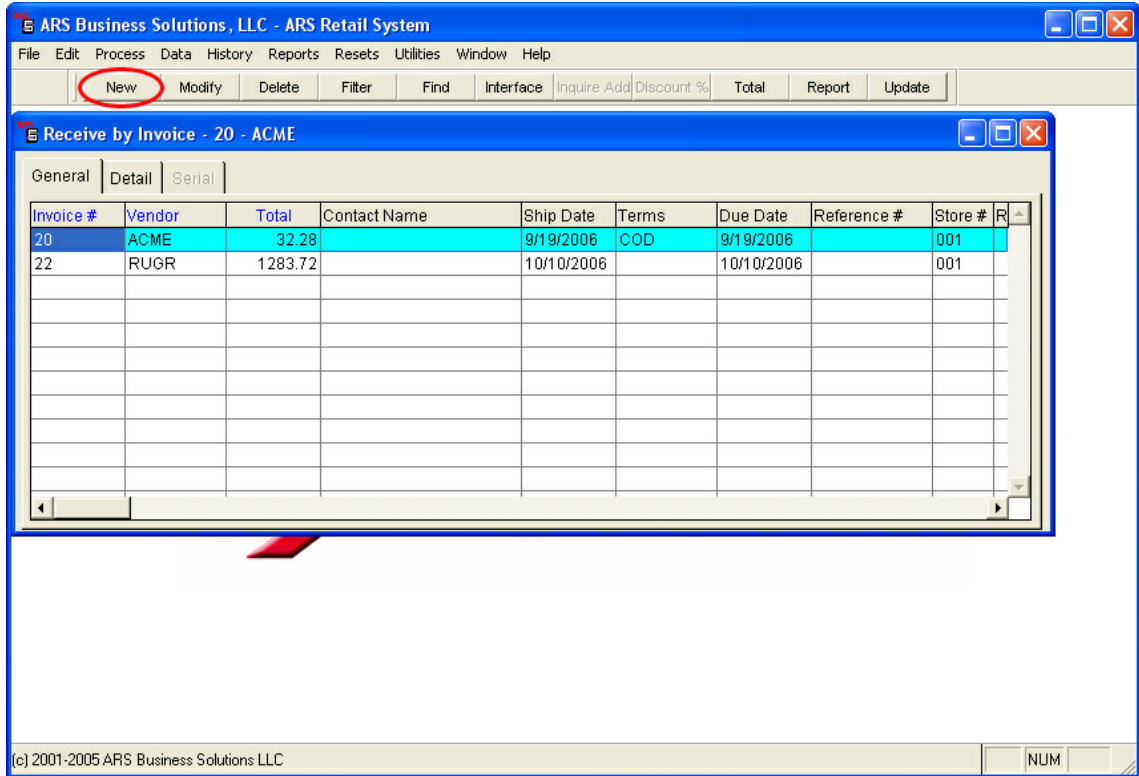
1. Select Process->Receive by Invoice.



2. A "Receive by Invoice" data grid displays.



3. Select the "New" button from the basic tool bar.



4. An "Add Receive by Invoice" form displays.

The screenshot shows a software window titled "Add Receive by Invoice - 23". It features a tabbed interface with "General", "UDF", "Total", and "Reports" tabs. The "General" tab is selected. The form contains the following fields and controls:

- Invoice #**: Text box containing "23".
- Ship Date**: Text box containing "1/23/2007".
- Vendor**: Text box with a "LookUp" button to its right.
- Contact**: Text box.
- Terms**: Text box.
- Due Date**: Text box containing "1/23/2007".
- Reference #**: Text box.
- Queue Labels**: A checked checkbox.
- Total**: Text box containing "0.00".
- Buttons**: "Add" and "Close" buttons at the bottom right.

5. Enter information specific to this receiving invoice.

General Tab:

General information for this receiving invoice is entered in this form. Enter the information using the "Tab" key to move from field to field.

- **Invoice # field:** Accept the default invoice number, or enter a unique number for this receiving invoice.
- **Vendor field:** Select the "LookUp" button next to the vendor field.
- **Contact field:** Enter the name of the contact for this vendor.
- **Terms field:** Payment terms for this vendor.
- **Due date field:** Date payment is due to the vendor.
- **Ship date:** Date product was shipped.
- **Queue labels:**
 - o Checked: when the invoice is updated, labels will print.
 - o Unchecked: Labels will not automatically print.
- **Total field:** Total dollar amount of this invoice. This field is updated automatically.

UDF Tab:

There may be a need to track special information for a receiving invoice. The user defined information from (UDF) provides a place to track this unique information. Enter unique information that needs to be tracked, using the "Tab" key to move from field to field.

Total Tab:

Select this tab to view the total for this receiving invoice.

Reports Tab:

Check the reports to be printed. Select the "Print Reports" button to print the selected reports.

- **Receiving Report:** Prints/displays detailed information for the items being received.
 - **Bin Stocking Report:** Prints/displays a report detailing the stocking location for the items being received.
 - **Committed Item Received Report:** Lists items being received on this invoice that are committed on a sales or work order.
6. Select the "Add" button to save the receiving invoice.

23.2 Adding Detail Items to an Invoice

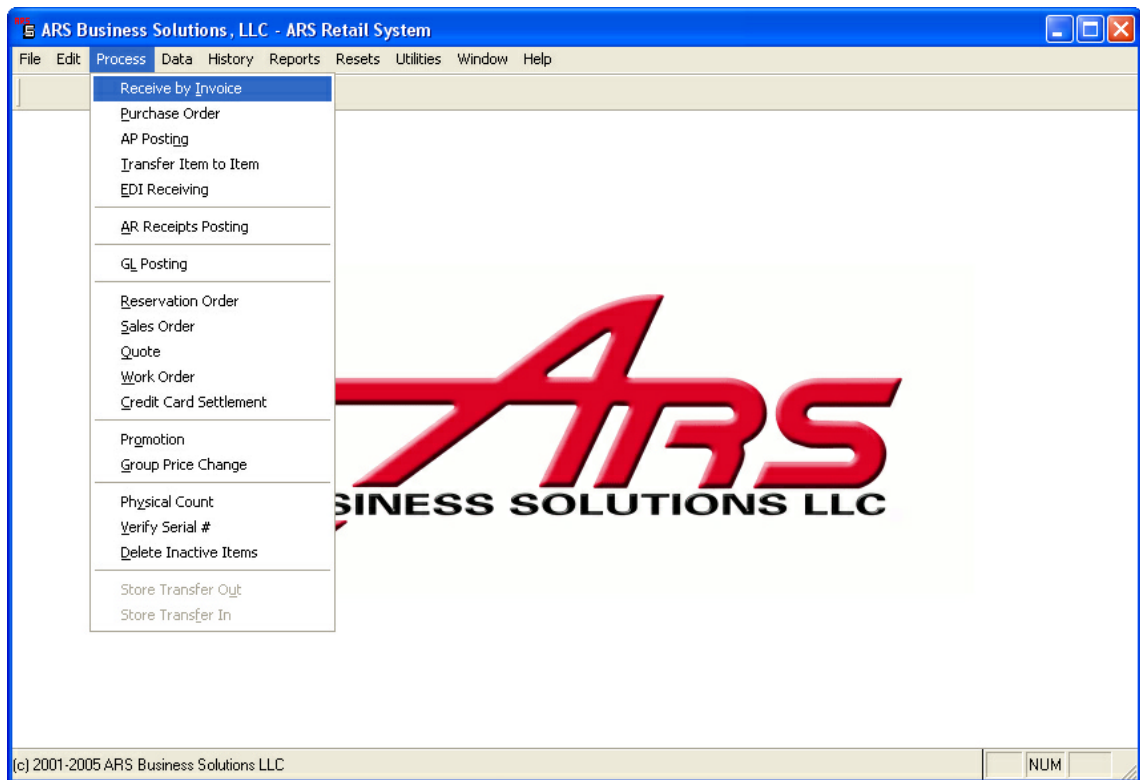
[Receive by Invoice](#)



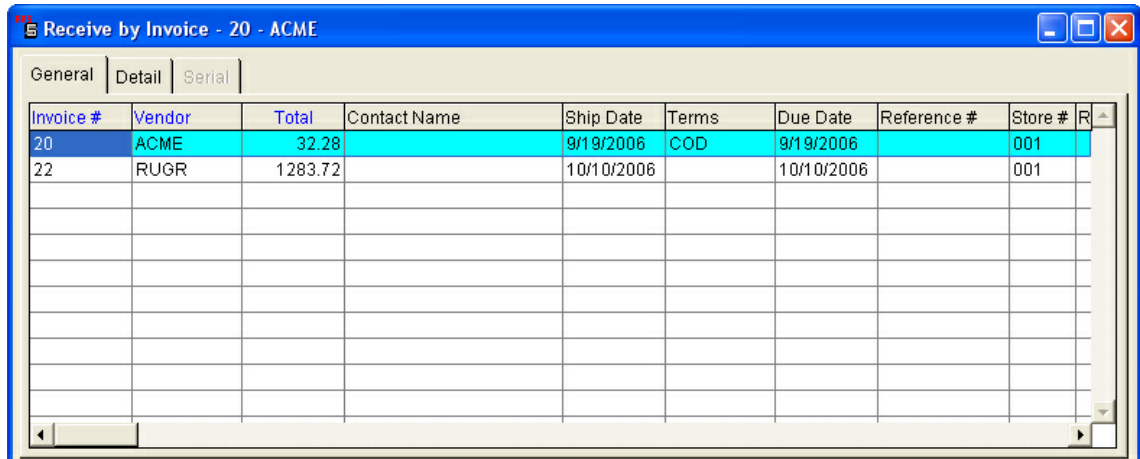
After a receiving invoice is added, the detail item(s) being received into inventory need to be added to the receiving invoice.

To Add Detail Items:

1. Select Process->Receive by Invoice from the main menu bar.



2. Select the invoice to add detail items to.



3. Select the "Detail" tab.

Cross Ref#	Item #	Style	Description 1	Description 2	Recv Qty
702-12	702		Linked Item to 701		1
50D	01280045325	BATTERY	Rayovac Maximum D Cell	4 Pack	13

4. Select the "New" button from the basic tool bar.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Inquire Add Discount % Total Report Update

Receive by Invoice - 20 - ACME

Cross Ref#	Item #	Style	Description 1	Description 2	Recv Qty
702-12	702		Linked Item to 701		1
50D	01280045325	BATTERY	Rayovac Maximum D Cell	4 Pack	13

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5. An "Add Receive by Invoice Item" form displays.

6. Select the criteria that will be used to add the detail item to the receiving invoice (Cross-Reference Number, Item Number or Style).
- **Add by Cross-Reference Number:**
 1. Select the Cross-Reference Number Option.
 2. Enter the vendor cross-reference number for the detail item being received or select the "Lookup" button adjacent to the Cross-Reference Number Option. A pick list of cross-reference numbers associated with the selected vendor displays. Select the detail item being received by selecting the cross-reference number from the item from the pick list.
 - **Add by Item Number:**
 1. Select the Item Number Option.
 2. Enter the unique item number for the detail item being received or select the "Lookup" button adjacent to the Item Number Option. A pick list of item codes associated with the selected vendor displays. Select the correct item code from the pick list. If the item code does not listed, select the "New" to add the item code. (Reference: Item Code Section - Add Item Code).
 3. Item Number exists without a Cross-Reference Number:
 4. If the item number exists and a cross-reference number for this vendor does not exist the "Add Cross-Reference" window will automatically display. Enter the cross-reference number for this item.
 - **Add by Style:**
 1. Select the Style Option.
 2. Enter the style code for the detail item being received or select the "Lookup" button adjacent to the Style Option. A pick list of style codes associated with the selected vendor displays. Select the detail item being received by selecting the style code from the pick list.
 3. If the style code entered references more than one item, with the cursor in the style code field touch the page down key to view, on by one, each item associated with that style code, until the correct detailed item displays.

NOTE: When the correct item is selected, the "Add Receive by Invoice Item" form information displays for the selected item. The fields in this form are updated with existing information from the system.

7. Edit Detail Item Information for the item being received.
 - **UnivRecv:** Number of selling units being received on this invoice.
 - **Recv Qty:** Number of packages being received.
 - **Pkg Qty:** Number of selling units shipped in each package.
Example: Three packages are received with 12 items in each package.

UnivRecv = 36

Recv Qty = 3

Pkg Qty = 12/1

*NOTE: UnivRecv entered has to be the Recv Qty x the Pkg Qty (3x12=36).
When the Recv Qty is entered, the Univ Recv will automatically update.*

- **Discount %:** Enter the invoice discount. This discount factors into the average cost of the product. It does not affect the last purchase cost of the product.
 - **Cost:** Cost of item that last time it was purchased from this vendor. Enter the adjusted cost.
 - **Ext Cost:** Updated by the system. (Qty Received x Cost = Ext Cost)
 - **Price 1/Price 2:** Change retail price level one and/or price level two for this item.
 - **Queue Label Button:** Select to queue labels with new retail pricing. Labels will be queued for existing inventory and inventory being received.
8. Select the "Add" button to save the item to the receiving invoice.
 9. Repeat these steps for each item on this receiving invoice.

Receiving a SERIALIZED Item:

1. Follow the previous steps to enter a detail item to a receiving invoice.
2. Select the "Serial" tab.

The screenshot shows the 'Add Receive by Invoice Item' dialog box with the 'Serial' tab selected. The 'Item #' field contains '8006' and the 'Description 1' field contains 'Beretta JEA1403 Stampede Blue'. The 'Units Recv' field is set to '1' and the 'Unit Cost' field is set to '410.0000'. Below these fields, there are input fields for 'Serial Type', 'Caliber', 'Action', 'Barrel', and 'Choke'. To the right, there is a table titled 'New Serial Numbers' with two columns: 'Serial #' and 'Log #'. The table is currently empty. Below the table are three buttons: 'Add', 'Delete', and 'Add Range...'. At the bottom right of the dialog are 'Add' and 'Close' buttons.

3. The "Serial Information" form displays.
4. Select the "Add" button located under the Serial # field.
5. Enter the serial number in the "Serial Info" window.

The screenshot shows the 'Serial Info' dialog box. It has two input fields: 'Serialno' and 'Log #'. The 'Log #' field contains the value '0'. Below the 'Log #' field, there is a note: '(if blank, next Log# will be assigned)'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

6. The serial number displays in the serial number list.

Add Receive by Invoice Item

General Serial

Item # 8006 Description 1 Beretta JEA1403 Stampede Blue Units Recv 1
Unit Cost 410.0000

Serial Type []
Caliber []
Action []
Barrel []
Choke []

New Serial Numbers

Serial #	Log #
0587689100	0

Add Delete Add Range...

Add Close

NOTE: If multiple units of this item code are being received, enter the serial number of each unit.

7. Select the serial number from the serial number list and enter the optional fields for each unit. (Serial Type, Caliber, Action, Barrel, Choke)
8. Select the "Add" button.

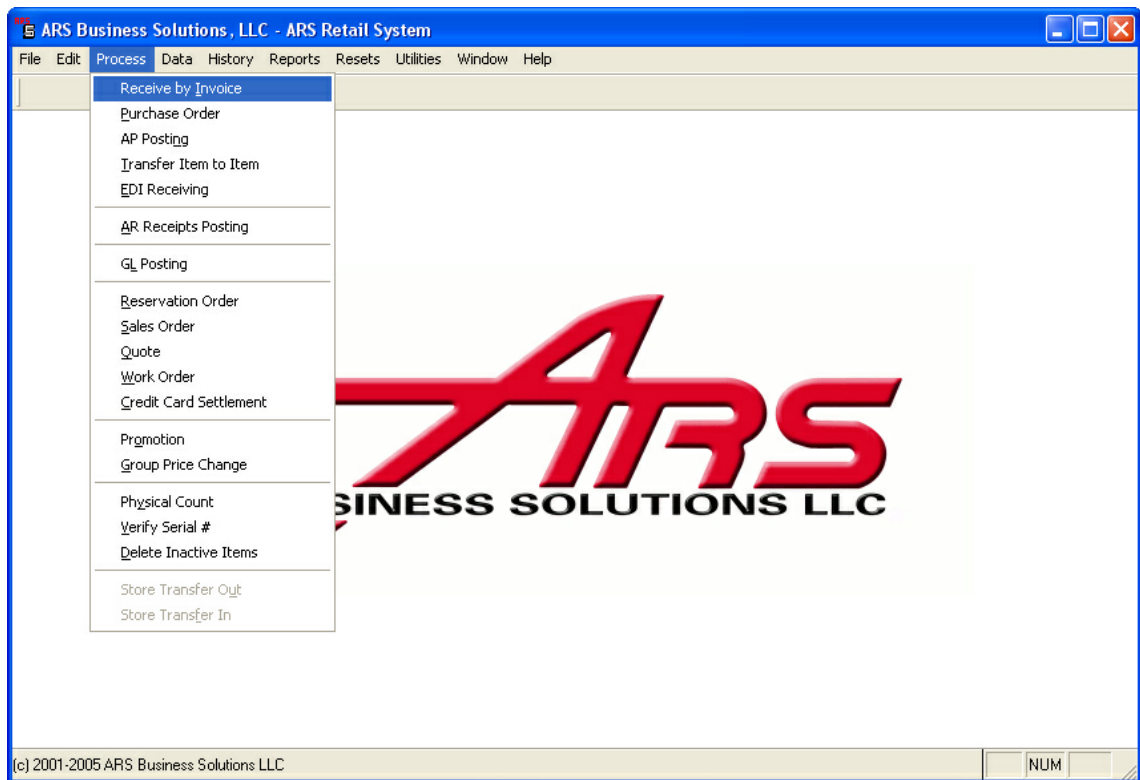
23.3 Updating a Receiving Invoice

[Receive by Invoice](#)



After a receiving invoice is added and the detail item(s) being received are added to the receiving invoice, the receiving invoice must be updated. This procedure will adjust the inventory quantities of each detailed item on this receiving invoice.

1. Select Process->Receive by Invoice from the main menu bar.



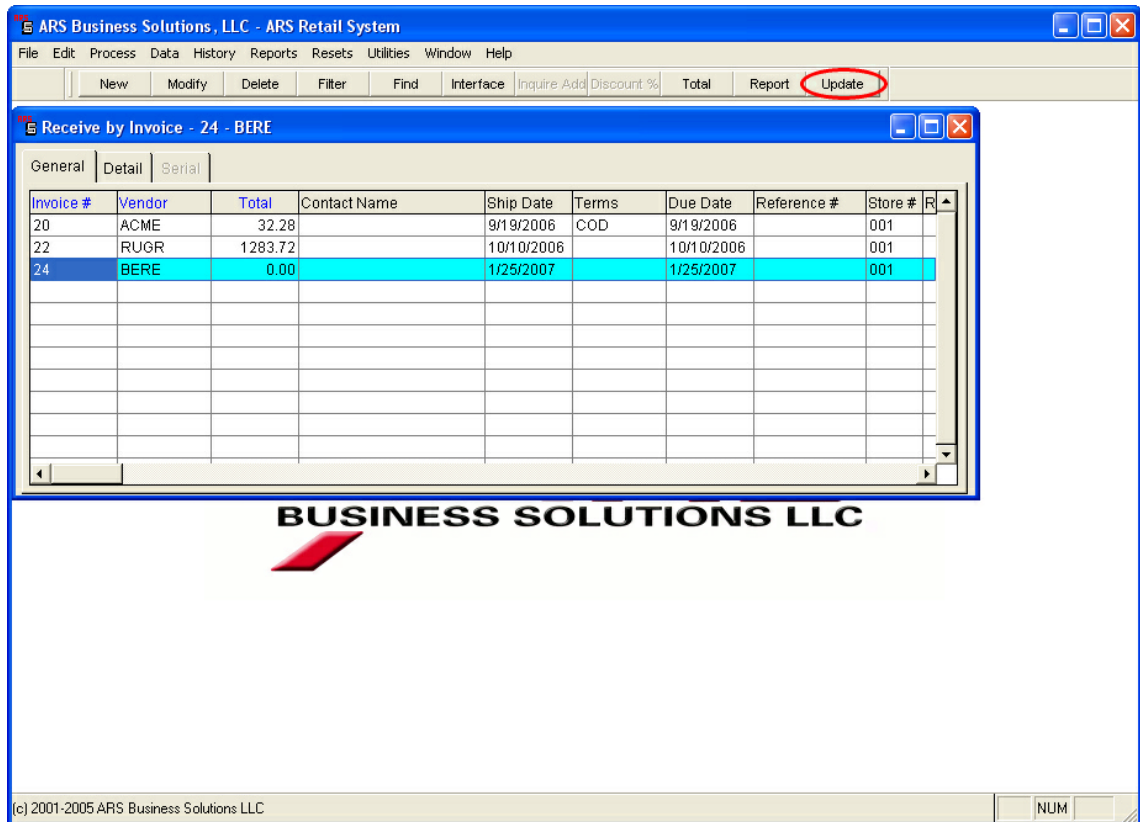
2. The "Receive by Invoice" data grid displays.

The screenshot shows the 'Receive by Invoice - 20 - ACME' data grid. The grid has columns for Invoice #, Vendor, Total, Contact Name, Ship Date, Terms, Due Date, Reference #, and Store #. Two rows are visible:

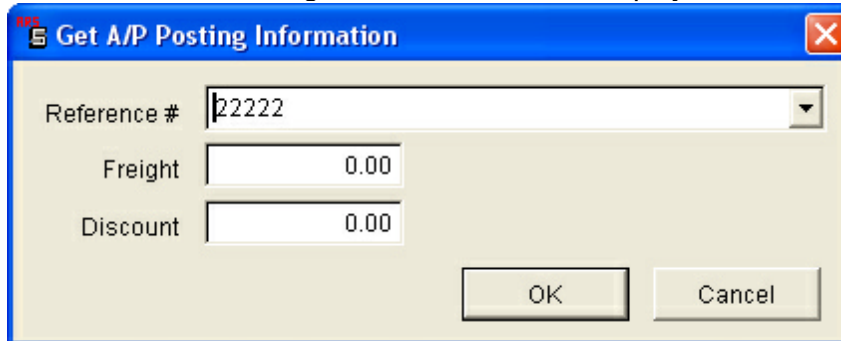
Invoice #	Vendor	Total	Contact Name	Ship Date	Terms	Due Date	Reference #	Store #	R
20	ACME	32.28		9/19/2006	COD	9/19/2006		001	
22	RUGR	1283.72		10/10/2006		10/10/2006		001	

3. Select the invoice to update.

4. Select the "Update" button from the main menu bar.

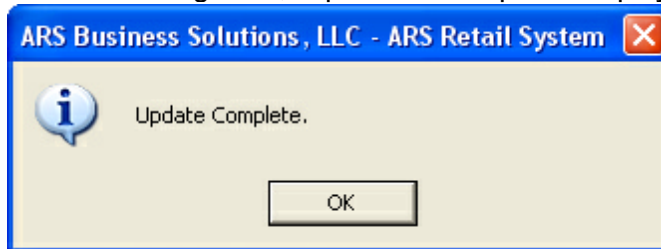


5. The "Get A/P Posting Information" window displays.



6. Enter the A/P Posting Reference number, select the "OK" button (Reference: A/P Posting feature)

7. The message box, "Update is Complete" displays.



8. Select the "OK" button.

9. The inventory is updated. The receiving invoice is no longer displayed in the "Receive By Invoice" data grid.

24 Sales Order



The Sales Order feature generates and maintains a customer's sales order. The feature creates and prints the sales order, pick tickets and invoices. Backorders are retained until shipments are complete or canceled. A wide variety of sales order reports are available.

Highlights of the Sales Order feature:

- Unlimited number of sales orders, invoices and line items.
- Automatically generates order numbers or type in a unique order number.
- Separate Ship To and Bill To areas.
- Handles multiple partial shipments and backorders.
- Automatically fills in product description and price from inventory.
- Accept Gift Certificates as payment.
- Manually override product description and price if required.
- Variable pricing and discounting options.
- Quotation selection available.
- Automatically create sales orders from a quote.
- Automatically create sales orders from a work order.
- Multiple item types: stock, non-stock, non-standard.
- FOB point, freight payment method, carrier.
- Optional entry for purchase order and date.
- Supports import of information from other sources.
- Support for multiple warehouses.

24.1 New Sales Order

[Sales Order](#)



A Sales Order is created when items are ordered that will be shipped to a customer. The order may be a web store order, phone-in order, mail order and etc.

1. Select Process->Sales Order from the main menu bar.

- o **Clerk #:** Enter the clerk number or select the clerk number using the "Lookup" button.
- o **Bill to Info:** Select the "Lookup" button and then select the address this Sales Order is to be billed to.
- o **Ship to Info:** Select the "Lookup" button, select the address this Sales Order is to be shipped to (if different from the Billing Address).
- o **Quote Flag:** Check to create a quote; uncheck to create a Sales Order.
- o **Cancel Back Order:** Check to cancel back ordered items.
- **Billing Tab:** To view or change account information.
- **Totals Tab:** View a sales order total total information.
- **Report Tab:** Prints reports that are specific to sales orders (Picking
 - o **"Print Picking Ticket" button:** Prints a picking ticket.
 - o **"Print Shipping Labels" button:** Prints shipping labels.
 - o **"Print Invoice":** Check the "Print Invoice" to print an invoice when the sales order is updated.

6. Select the "Add" button to save the sales order.

24.2 Adding Detail to a Sales Order

[Sales Order](#)



After a sales order is added, the detail item(s) being shipped to the customer need to be added to the sales order.

Select the Sales Order:

1. Select Process->Sales Order from the main menu bar.

Disc %: Percentage of discount being applied to this sales order.

Disc Amt: The dollar amount of discount being applied to this sales order.

Price: The item's price is automatically defaulted but may be adjusted.

Tax: Select the tax code to apply to the item being shipped.

NOTE: To shift all item's tax codes, see [Item Tax Shift](#).

5. Select the "Add" button to save this item to the sales order.
6. Repeat the steps above for each item being shipped on this sales order.

Add Item Detail to the Sales Order from a Work Order:

1. Select the "Detail" tab on the "Sales Order" data grid.
2. Select the "WO Import" button from the basic tool bar.
3. The "Work Order" data grid displays.
4. Select the work order to recall into this sales order.
5. Select the "OK" button.

The items from the work order merge into the active sales order and appear in the detail data grid of the sales order. The sales order is then processed following the standard sales order steps.

Item Tax Shift:

The tax code for all taxable items in the sales order detail may be shifted using the "Tax Shift" button from the basic toolbar.

24.3 Using Gift Certificates as Payment

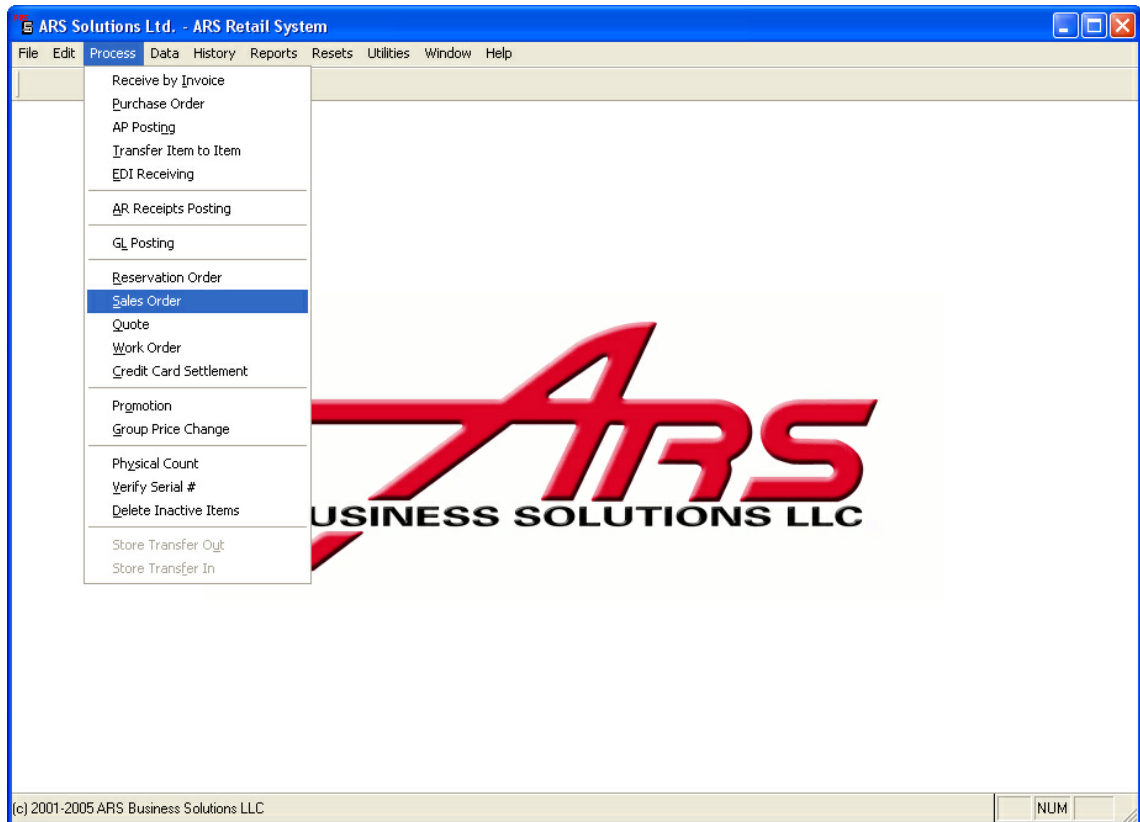
[Sales Order](#)



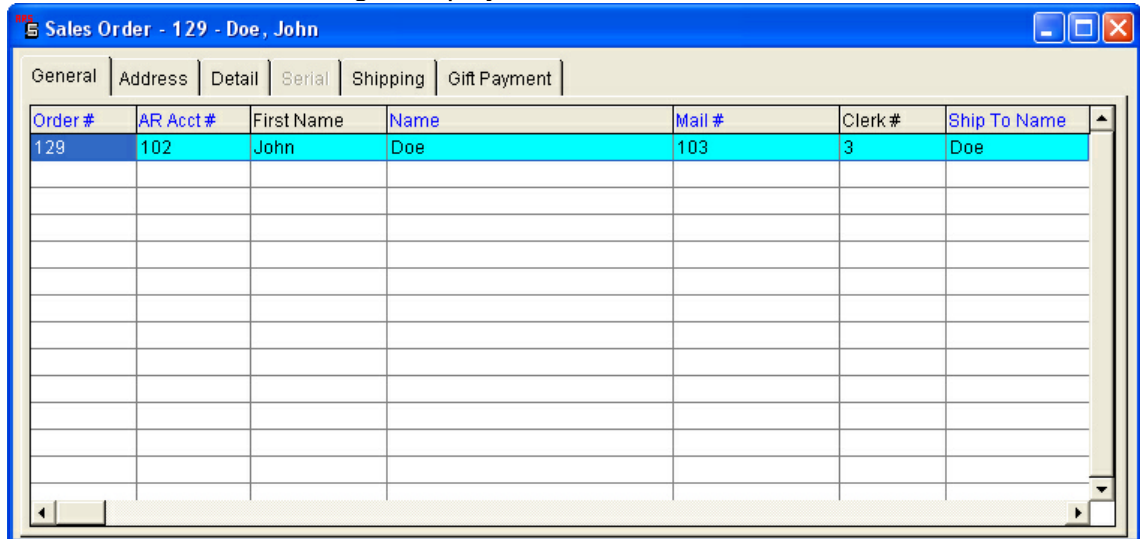
Gift certificates may be accepted as payment on a sales order. Gift cards (non-denominational cards) may not be used as payment on sales orders because the remaining balance on a gift card may not be returnable to the customer.

To use a gift certificate as payment on a sales order:

1. Select Process->Sales Orders from the main menu bar.



2. The "Sales Order" data grid displays.



3. Select a sales order and select the "Gift Payment" tab.
4. Select the "New" button from the basic toolbar.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Inquire Add vWO Import Bin Crit Total Update Report Tax Shift Discount%

Sales Order - 33 - Jackson, Mike

General Address Detail Serial Shipping Gift Payment

Gift #	Amount

ARS BUSINESS SOLUTIONS LLC

NUM

5. The "Add Sales Order Gift" form displays.

Add Sales Order Gift

General

Gift LookUp

Gifttype

Lname

Balance

Orderno

Arno

Amount

Add Close

6. Enter a gift certificate number or select a gift using the "Lookup" button. The gift certificate information displays, including the gift type, the gift holder's last name and the available balance.

7. Enter a gift certificate amount to be used as payment for the sales order in the

- "Amount" field. The amount must be less than or equal to the gift certificate's available balance.
8. Select the "Add" button.
 9. Complete and update the sales order.
 10. When the sales order is updated, the gift certificate record will be adjusted accordingly.

24.4 Updating a Sales Order

[Sales Order](#)

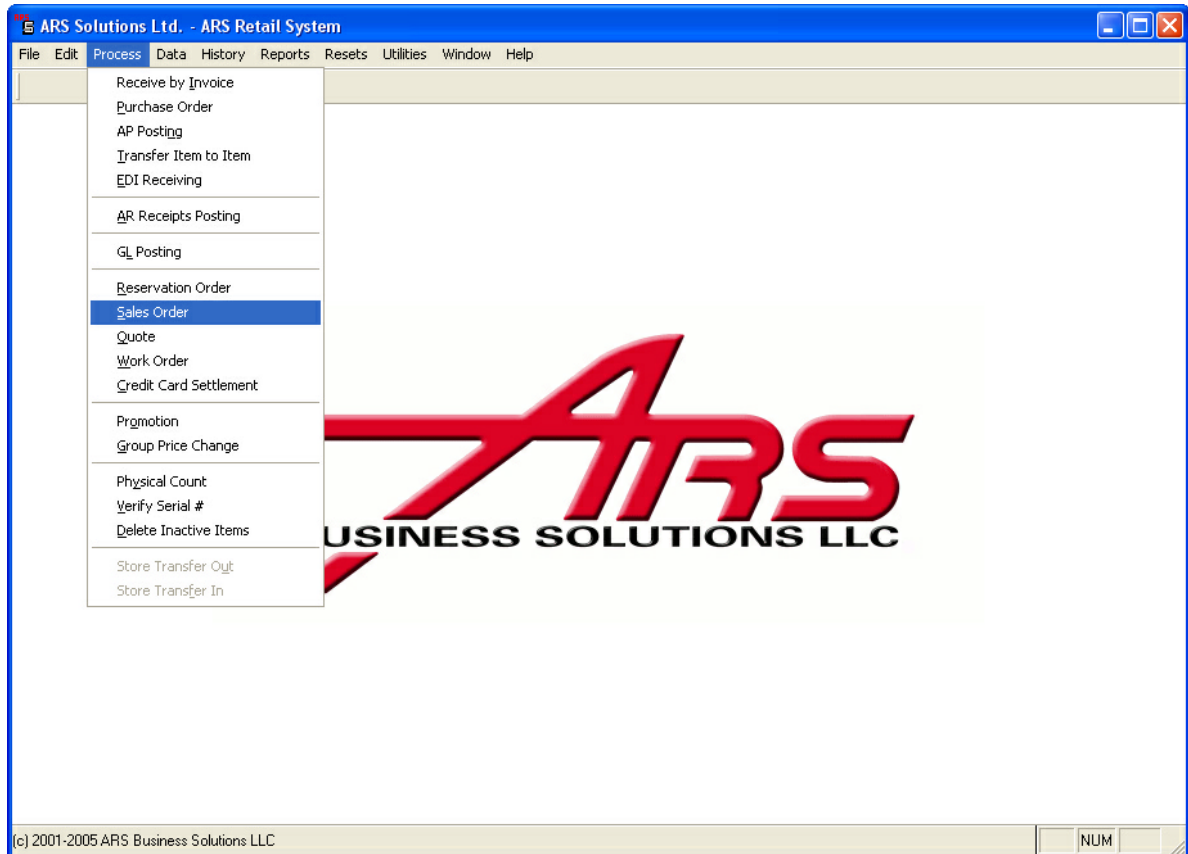


A sales order is updated when the items are shipped.

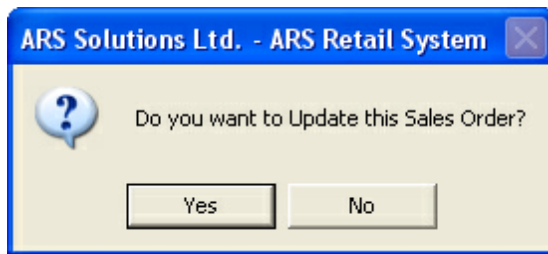
Updating a sales order will:

- Print an Invoice
- Adjust Inventory

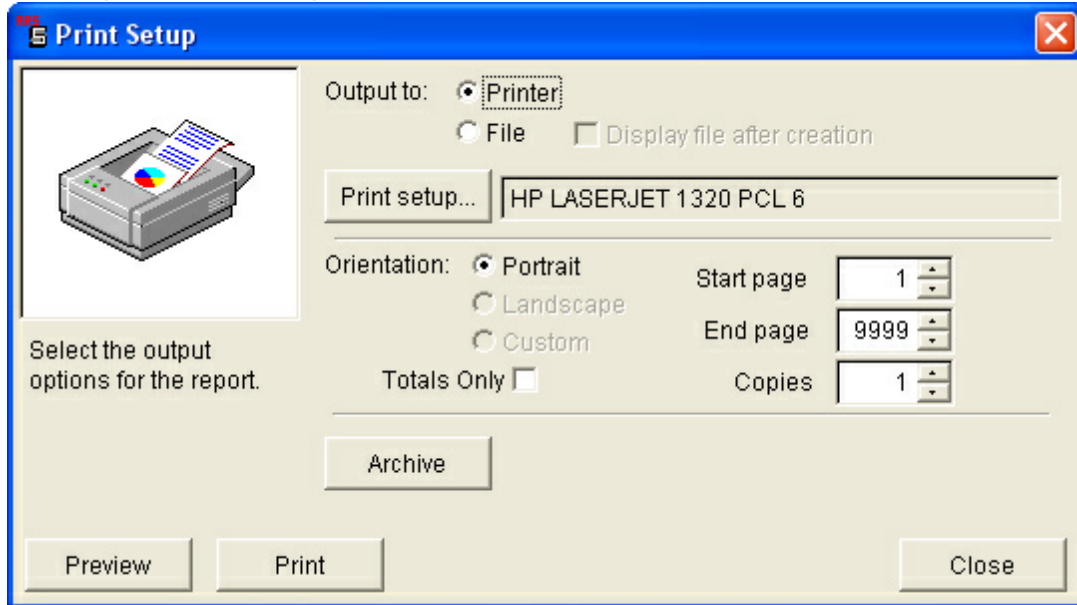
1. Select Process->Sales Order from the main menu bar.



2. The "Sales Order" data grid displays.



6. Select the "Yes" button to update.
7. The print window displays.



8. Select the "Print" button to print an invoice for this sales order.

25 Scheduler



The Scheduler application allows the user to schedule one-time or recurring events in other ARS Version 5 applications.

A scheduled event performs one or more tasks based on dates, items, number of occurrences and occurrence intervals. These are defined when the event is created but can be modified at any time prior to the event expiring.

Example: An event is scheduled to discontinue the pricing of a monthly promotion. This event can be scheduled at the beginning of the promotion and will perform the task on the day the promotion is scheduled to end.

Terms:

- **Schedule:** Refers either to an event or group of events that are set to perform tasks on a pre-defined timing system, as well as to the timing system itself.

- **Event:** An event is scheduled to perform tasks. There is no limit on the number of events you can schedule and there is no limit to the number of tasks each event can perform. For ease of use and modification, it is recommended that restricting a small number of tasks to each event.
- **Tasks:** Is a process that can be done manually within the various ARS Version 5 Applications. Using scheduler allows a user to have these tasks performed automatically at precise dates and items with unlimited recurrency.

Procedures:

Scheduling events is a simple process that consists of three easy procedures.

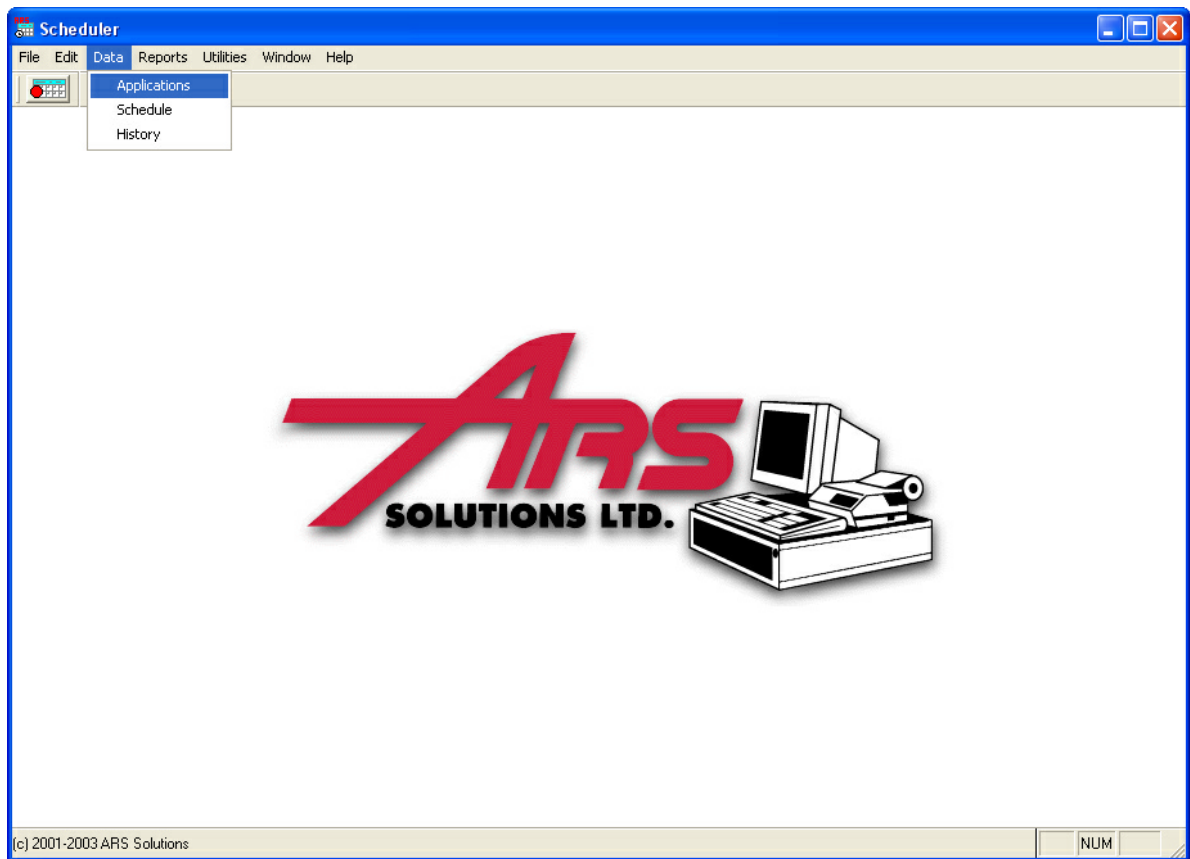
- **Procedure One:** Add a schedulable application.
- **Procedure Two:** Schedule an event, made simple by using the Scheduler Wizard.
 - **Step One:** Describe the schedule event.
 - **Step Two:** Setup the schedule dates.
 - **Step Three:** Select tasks.
 - **Step Four:** Enter settings specific to the task(s) selected.
 - **Step Five:** Finish.
- **Procedure Three:** Activate the Scheduler Timer

25.1 Add a Schedulable Application

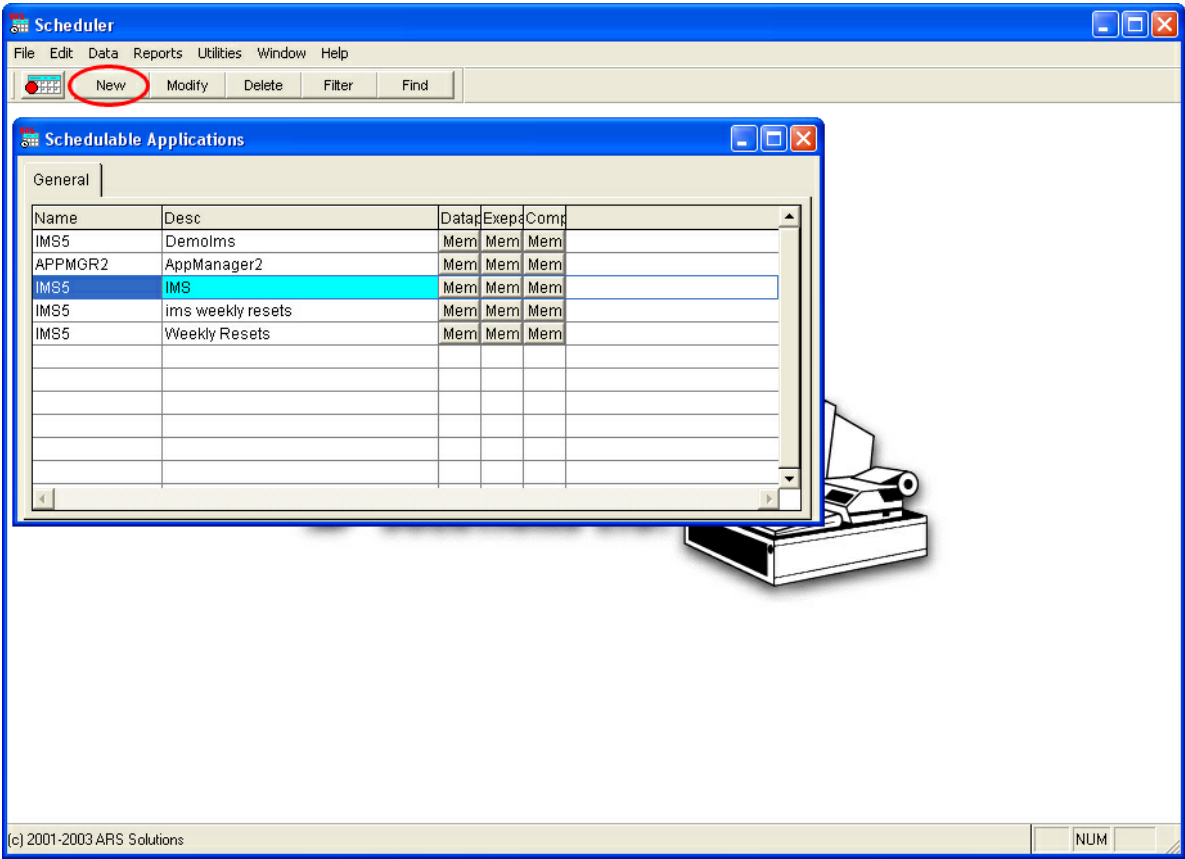
[Scheduler](#)



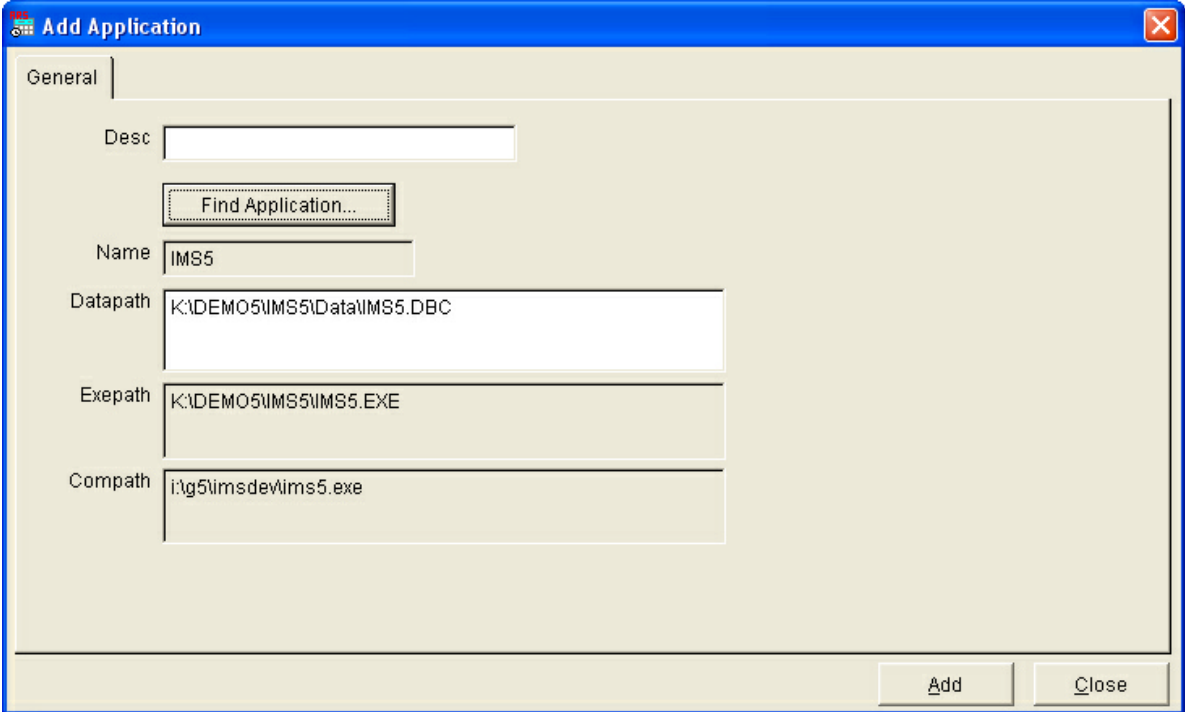
1. Select Data->Applications from the main menu bar.



2. The "Schedulable Applications" data grid displays.
3. Select the "New" button from the basic toolbar.



4. The "Add Schedulable Applications" form displays.



5. Enter a description for the application in the "Desc" field.
6. Select the "Find Application" button to browse for an ARS application. Scheduler can utilize ARS applications containing an .exe or .dbc file extension. Once an application has been selected, the remaining fields will be filled.
 - **Name:** The type of ARS application.
 - **Datapath:** The data source (.dbc) within the application that will be accessed by scheduler.
 - **Exepath:** The location of the application file (.exe).
 - **Compah:** The location of the automation server.
7. Click the "Add" button to complete the "Adding a Schedulable Application" procedure.

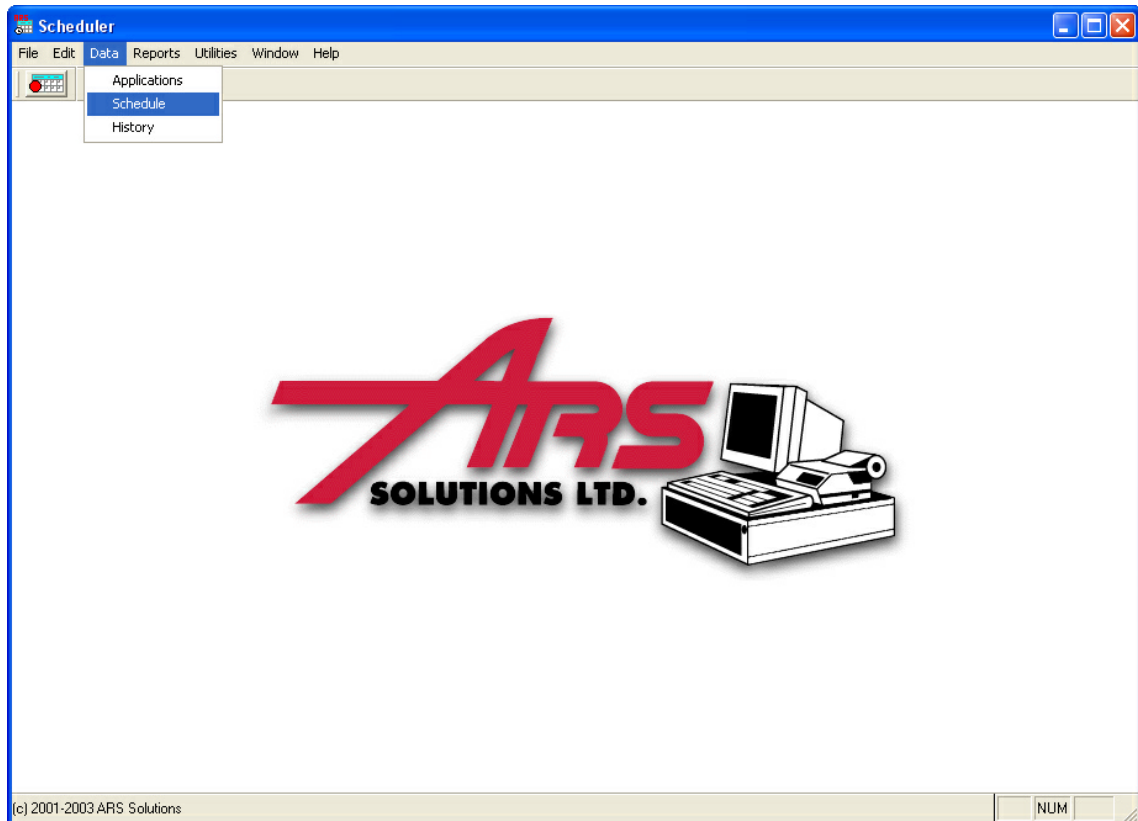
25.2 Create a Scheduled Event

[Scheduler](#)

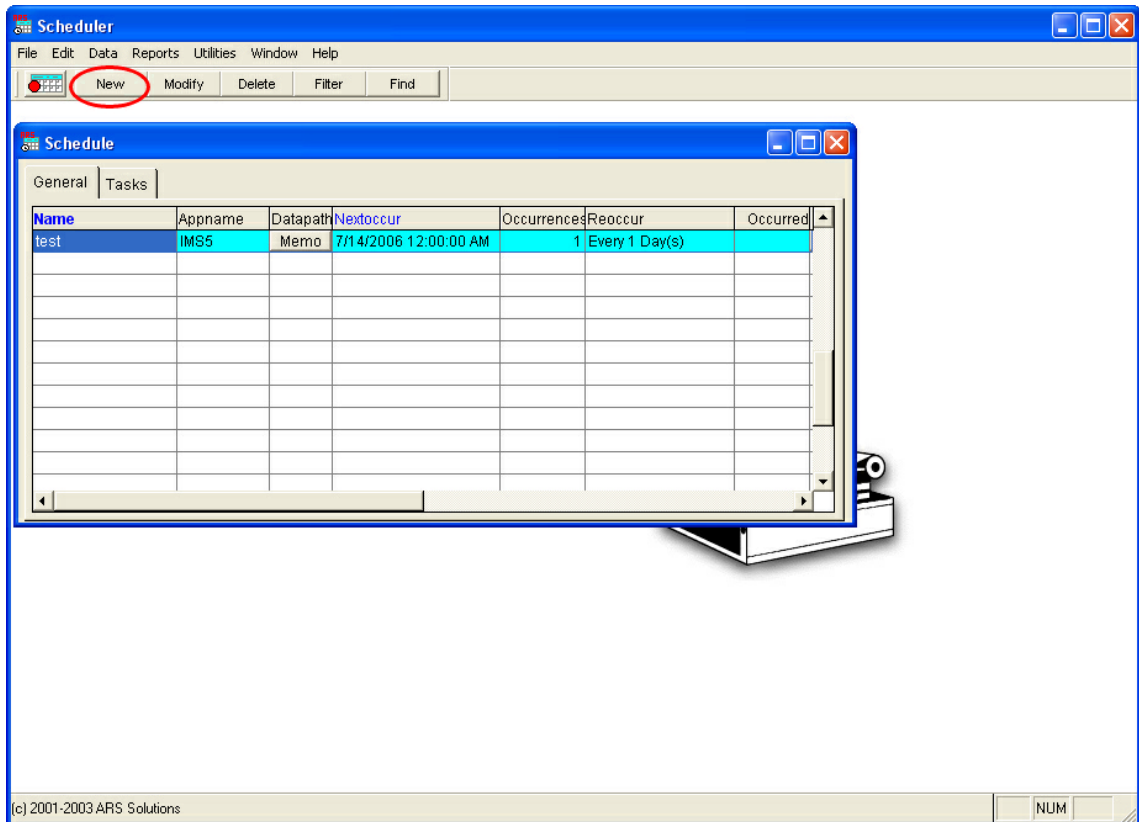


Being able to schedule events to perform tasks within other ARS Version 5 Applications is the main purpose of the Scheduler Application. The following section describes proper procedures for setting up Scheduled Events.

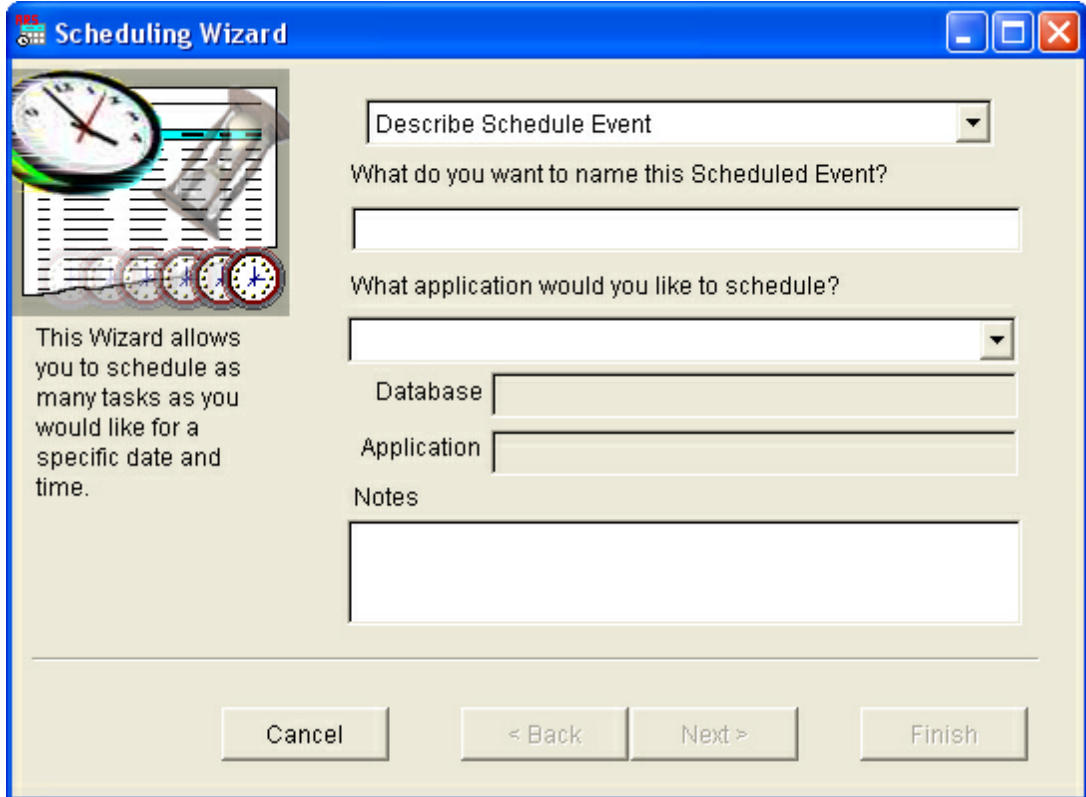
1. Select Data->Schedule from the main menu bar.



2. The "Schedule" data grid displays.
3. Select the "New" button from the tool bar.



4. A Scheduling Wizard now appears.



5. The scheduling wizard is a feature that will ask questions and then uses the answers

to automatically set up an event.

Step One: Describe the Schedule Event

In this step the event being created is named, the application the event is affecting is selected and optional descriptive information may be entered.

1. Enter a descriptive name for the event being created.
2. Select the application in which the event will take place.
3. The applications in the drop-down menu are taken from the "Applications" data menu. When the application is selected, the file paths for the active data source (.dbc) and the application file (.exe) will be entered automatically into the corresponding fields. ([Reference: Scheduler - Add a Schedulable Application](#))
4. Enter detailed information in the "Notes" area. Though this is an optional field, it may prove useful in the future reference to enter relevant information. For example, a summary of the event's task, the user who created the event or the date the event was created. These notes will be accessible using the "Notes" button in the "Schedule" data grid.
5. Select the "Next" button.

Scheduling Wizard

This Wizard allows you to schedule as many tasks as you would like for a specific date and time.

Describe Schedule Event

What do you want to name this Scheduled Event?
ARS Year Reset

What application would you like to schedule?
IMS (IMS5)

Database: K:\DEMO5\IMS5\Data\IMS5.DBC

Application: K:\DEMO5\IMS5\IMS5.EXE

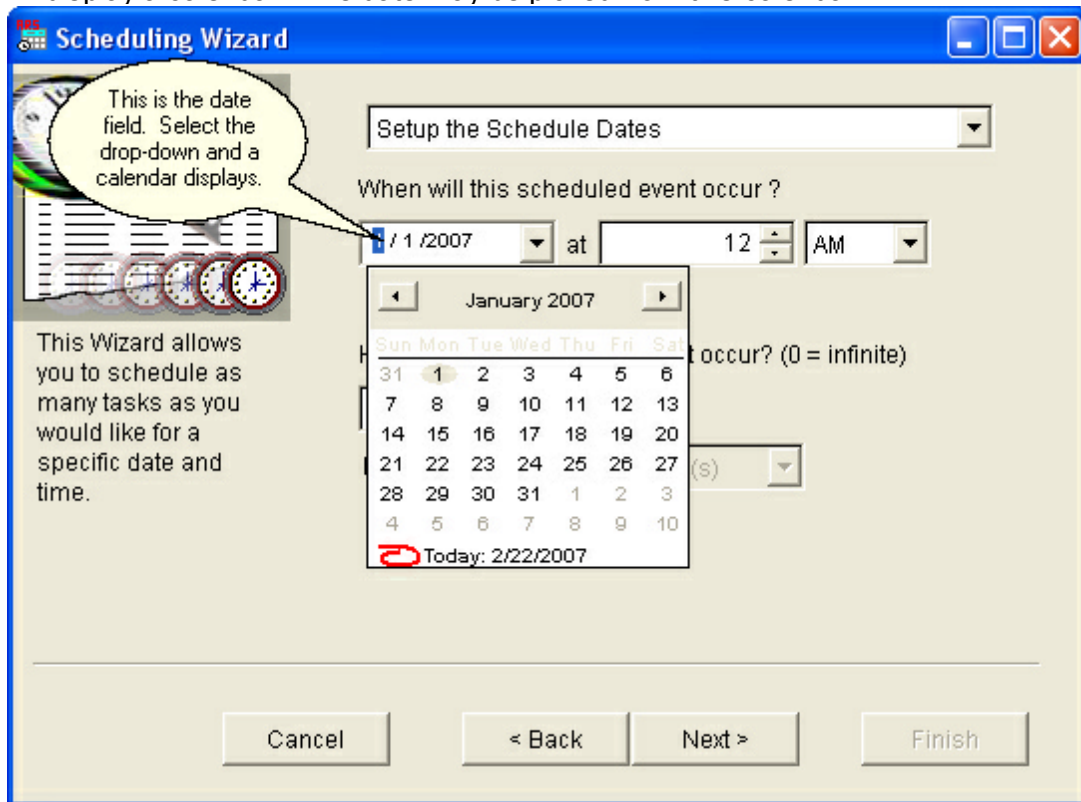
Notes
This event will perform yearly resets of teh ARS IMS for the next five years.

Cancel < Back Next > Finish

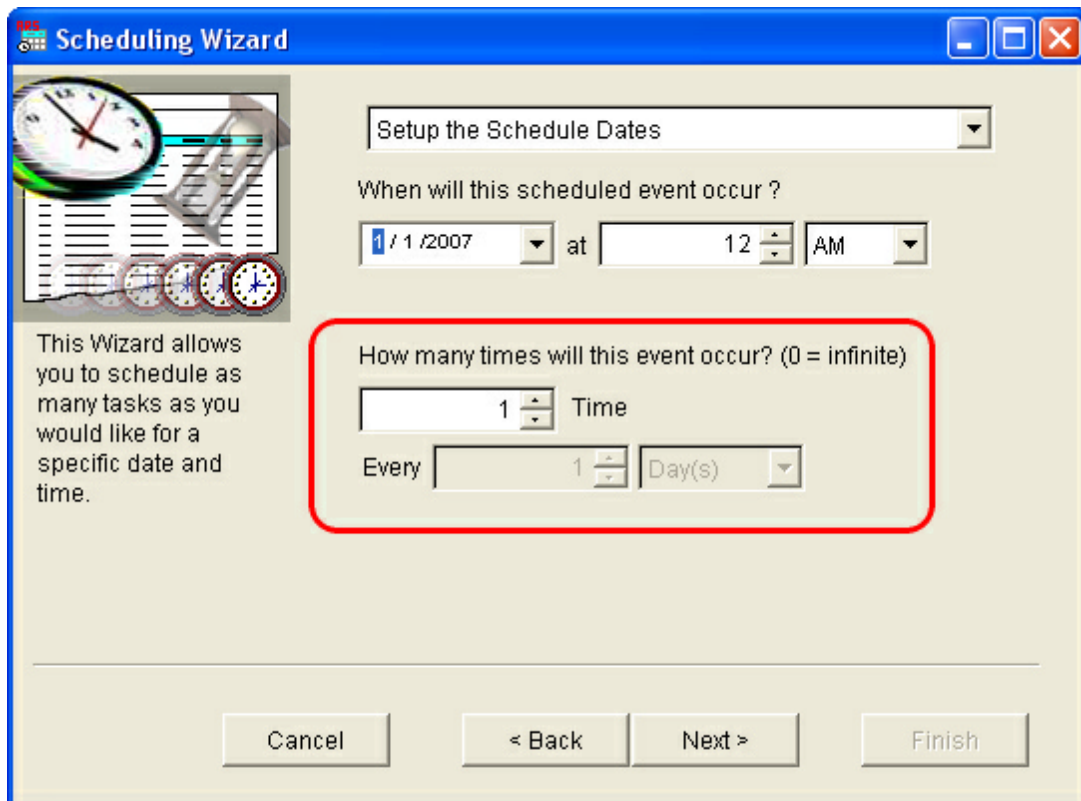
Step Two: Setup the Schedule Dates

In this step, the date and time the event's tasks will occur are set. If the event is intended to re-occur, the number of times it needs to occur is entered, as well as the time interval between occurrences.

1. Enter the first date the event will occur. For single-occurring events, this is the only date that will occur. Selecting the drop-down arrow next to the "Date" field will display a calendar. The date may be picked from this calendar.



2. Enter the time of day the event will perform the task(s).
Example: Because this event is intended to perform yearly resets for the next five years, the schedule will read: Schedule will occur on 1/1/07 at 12 a.m., 5 times every 365 days.
3. Enter the number of times the event will occur. If a zero is entered in this field, the event will continue to perform its task(s) indefinitely until it is deleted from Scheduler.



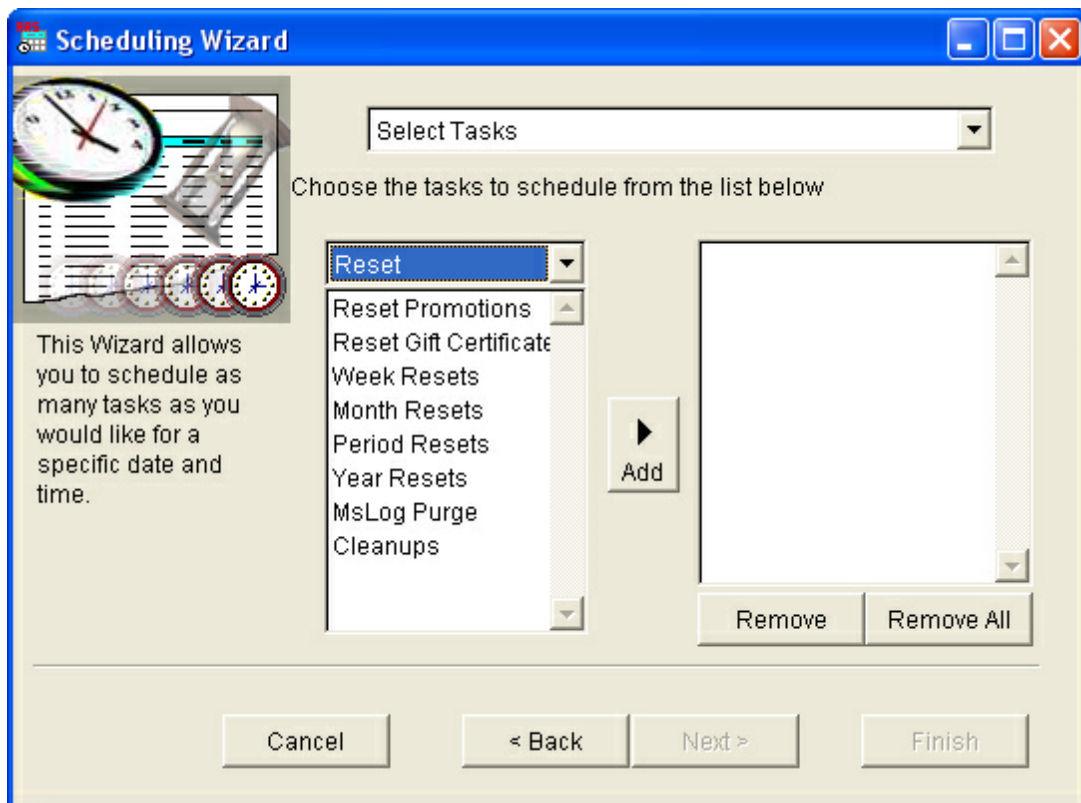
4. If the event is re-occurring, enter the time between occurrences. Using hour and day increments, enter the time interval between occurrences.
Example: If the event is required to occur once ever week for an indefinite period of time, the schedule should read: 0 occurrences every 7 days.
5. Select the "Next" button.

Step Three: Select Tasks

In this step, select the task the event will perform from the list of available tasks.

1. Select the type of task using the drop-down menu.
2. Add tasks to the task list by individually selecting them with the left mouse-click. Click on the "Add" button to add tasks to the schedule list. There is no limit to the number of tasks each event can perform.

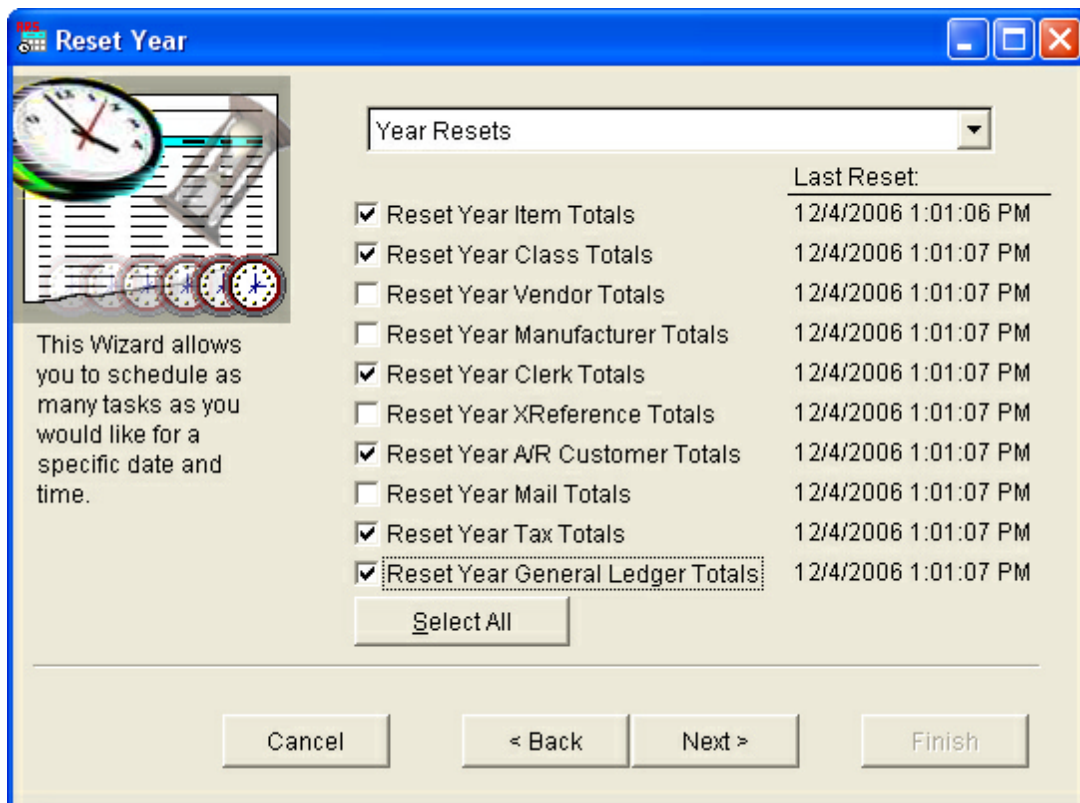
Note: To remove a task, select a task and click on the "Remove" button to clear single tasks or select the "Remove All" button to clear the entire list.



3. Select the "Next" button.
4. When adding tasks to an event, keep in mind Scheduler will perform tasks in the order they were added to an event.

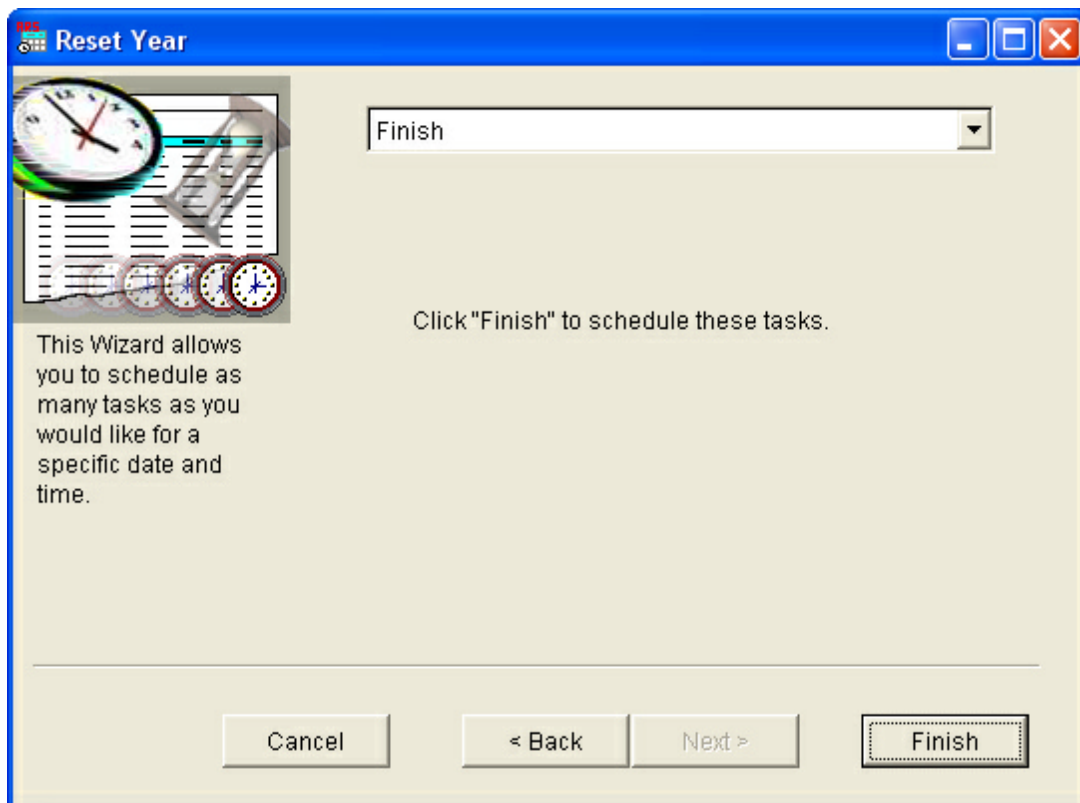
Step Four: Enter Settings Specific to the Event or Report Selected

In this step, select functions specific to each task. This step allows the user to customize tasks for optimal performance.



Step Five: Finish

Click the "Finish" button to schedule these tasks. This step will complete the event scheduling and process and close the Scheduling Wizard.

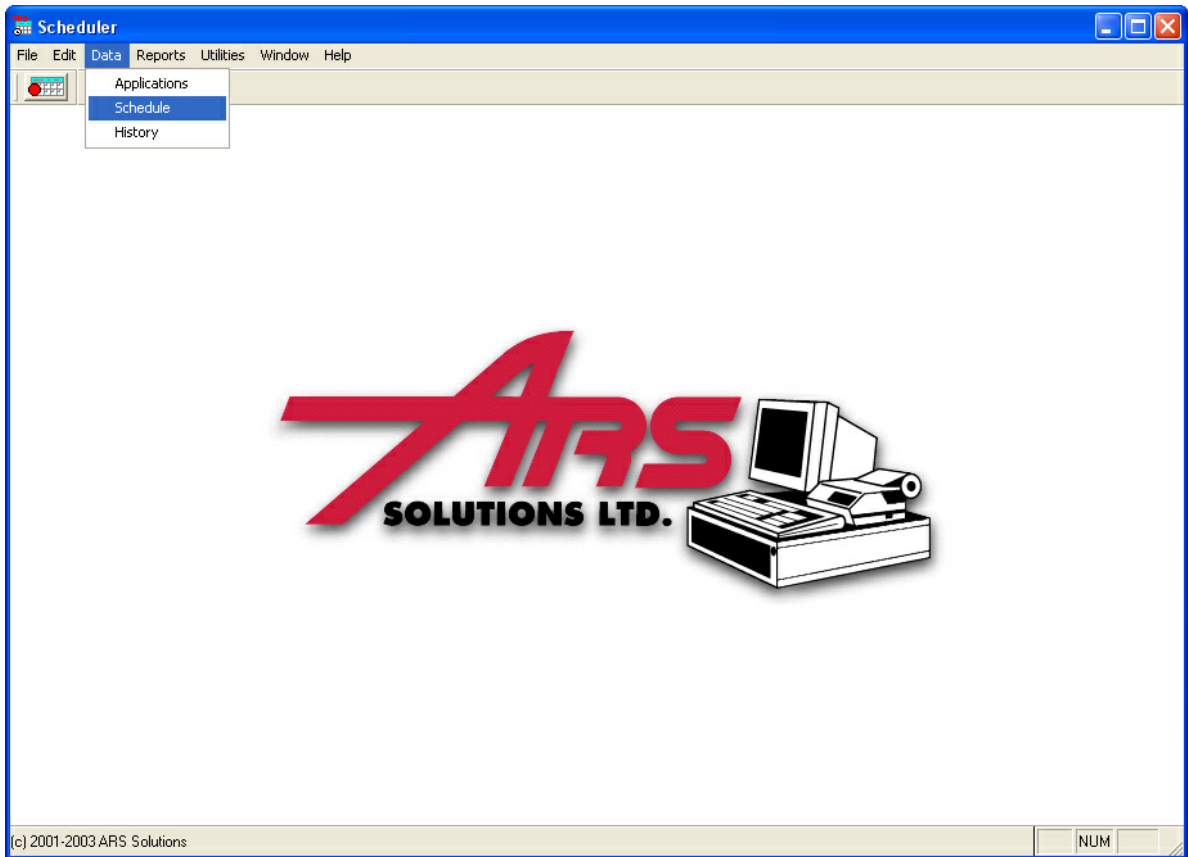


25.3 View Scheduled Events and Tasks

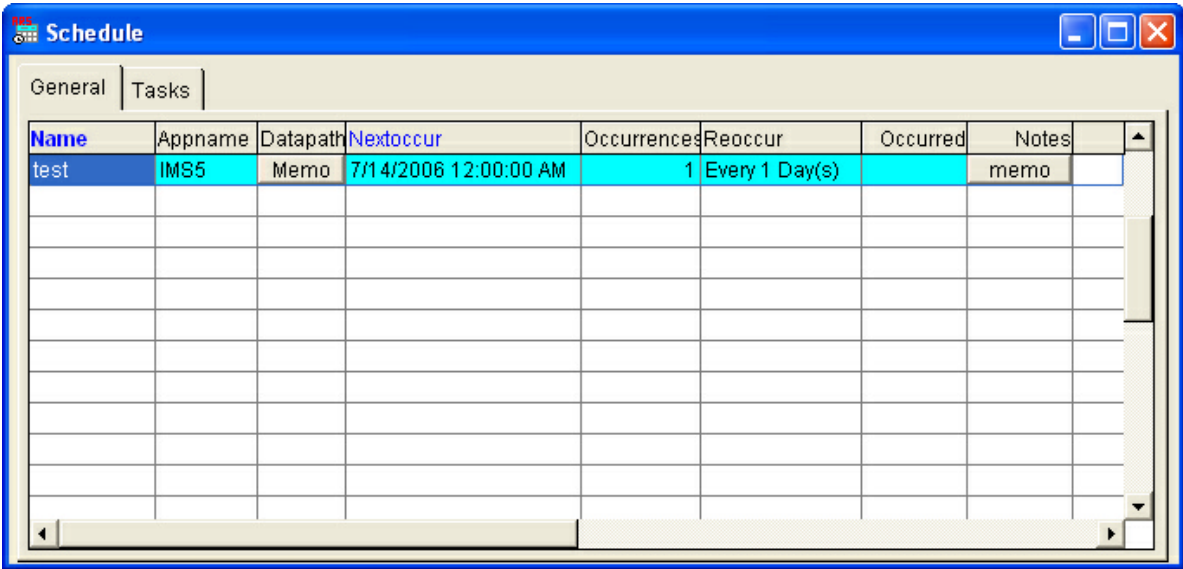
[Scheduler](#)



1. Select Data->Schedule from the main menu.

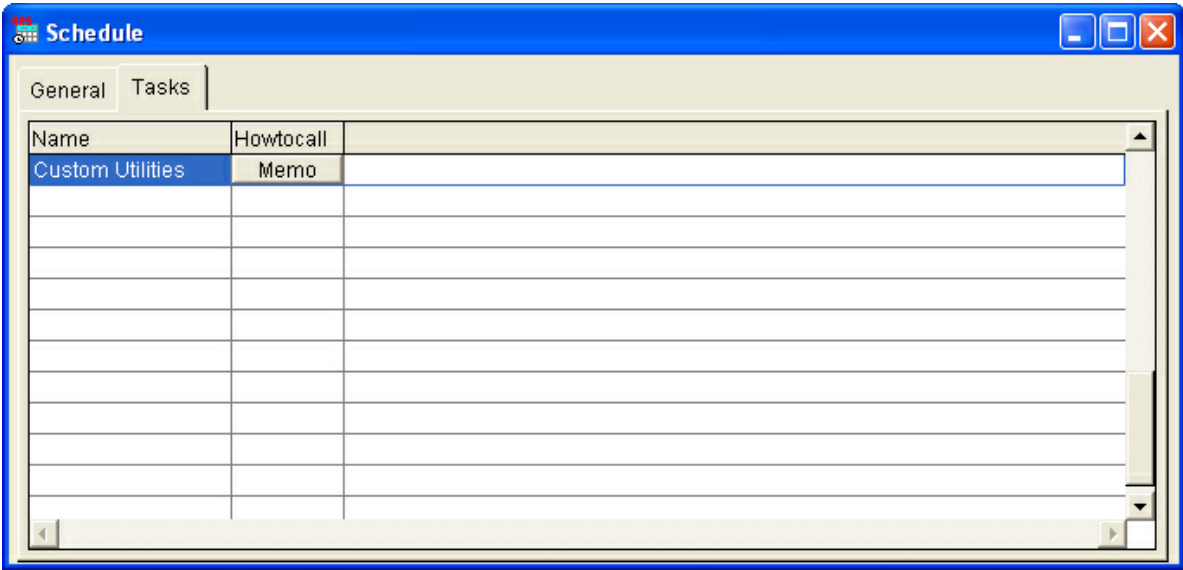


2. A "Schedule" window displays.
3. Select the "General" tab. Each active scheduled event displays in the data grid.
 - **Name:** Name of the item.
 - **Appname:** Name of the ARS application the item is affecting.
 - **Datapath:** Click on the "Memo" button to view the path and name of the data source for this item.
 - **Nextoccur:** Date of next occurrence.
 - **Occurrences:** Number of times the item will occur.
 - **Re-occur:** Number of times the item will reoccur.
 - **Occurred:** Number of time the item occurred.
 - **Notes:** Optional information about the scheduled event.



View Tasks within a Scheduled Event:

1. Select the "Tasks" tab. Tasks specific to the selected event will populate the data grid.
 - **Name:** The name of the task performed by the event.
 - **Howtocal:** The code used to perform the task.



25.4 Delete a Scheduled Event

[Scheduler](#)

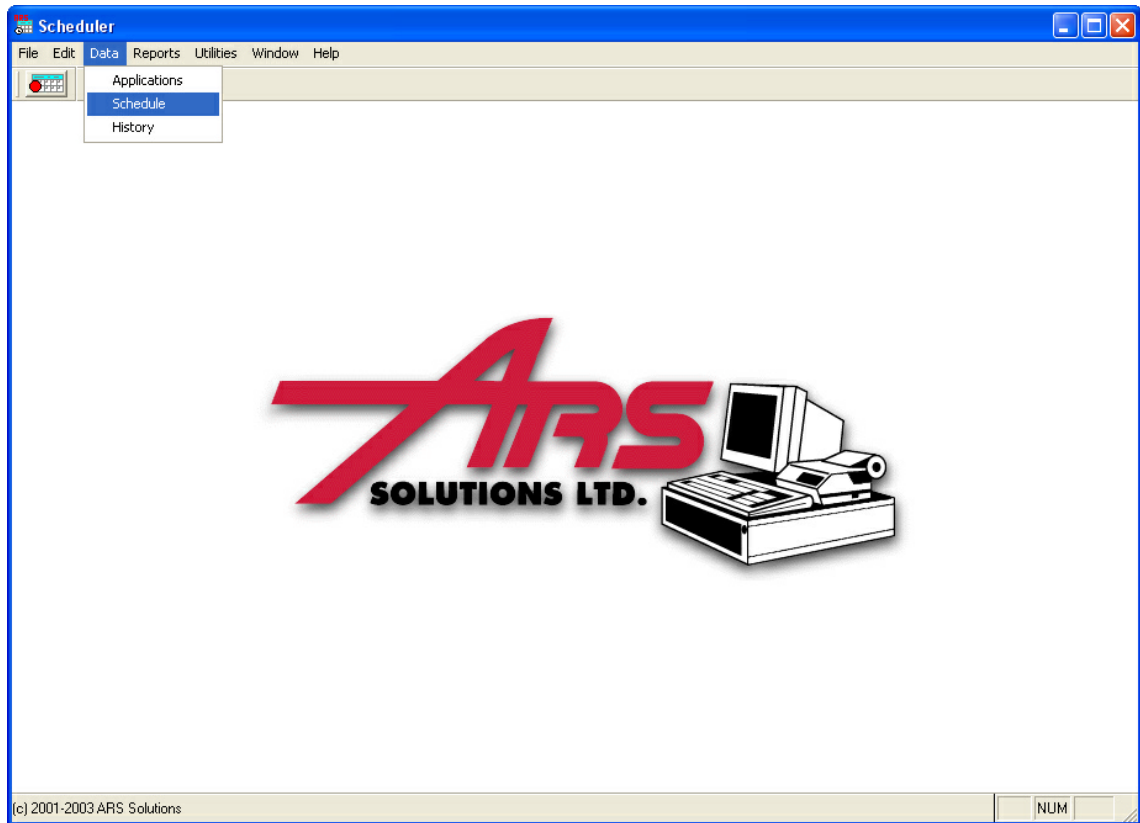


Delete Events:

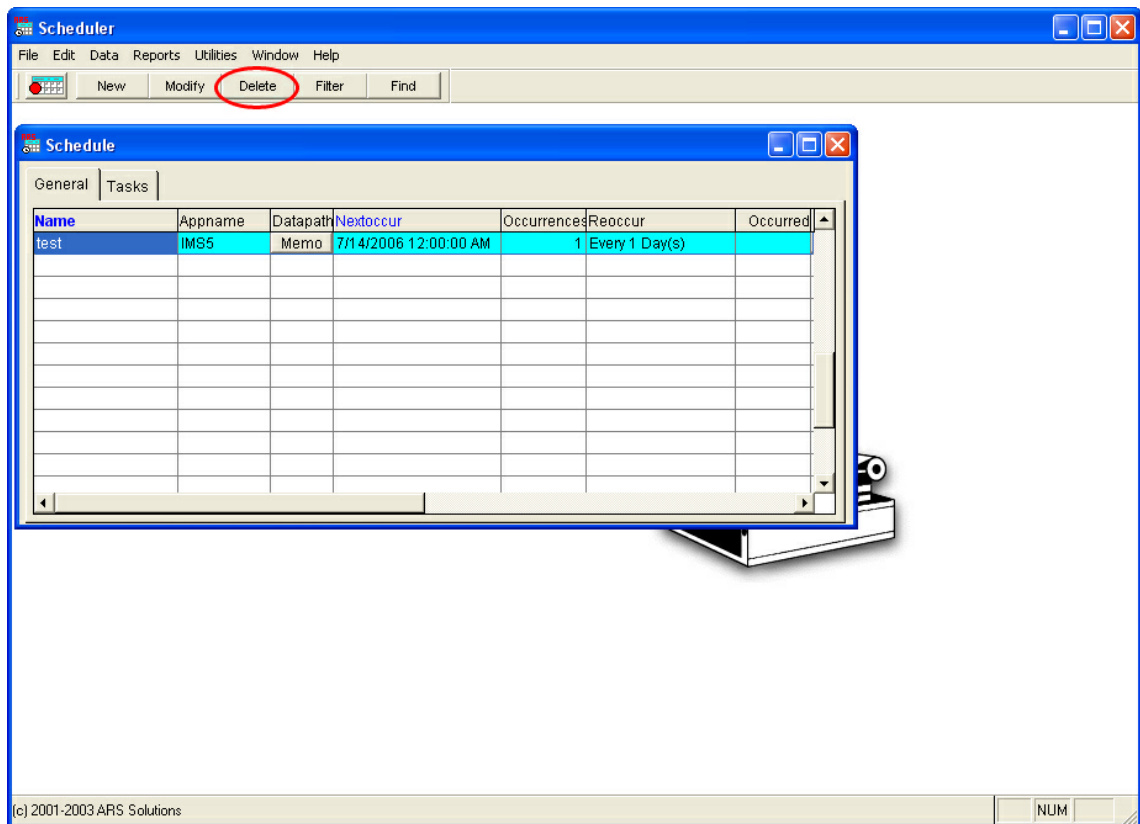
Deleting events deletes all tasks associated with the event.

NOTE: When a schedule performs its final occurrence, it will automatically be deleted from the "Schedule" menu and records of its performance can be found in the "History" data grid.

1. Select Data->Schedule from the main menu bar.



2. A "Schedule" window appears.
3. Select the event to delete.
4. Select the "Delete" button from the basic tool bar.



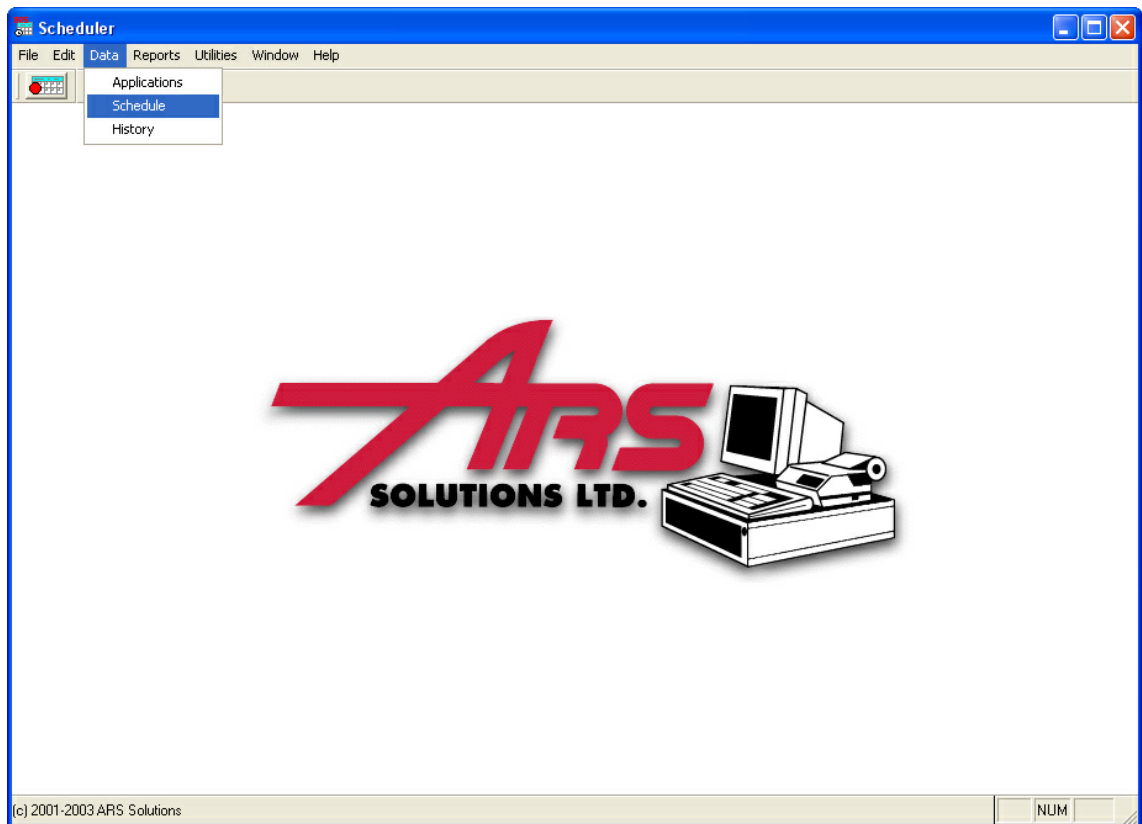
5. Select the "Yes" button to delete this event and all associated tasks.



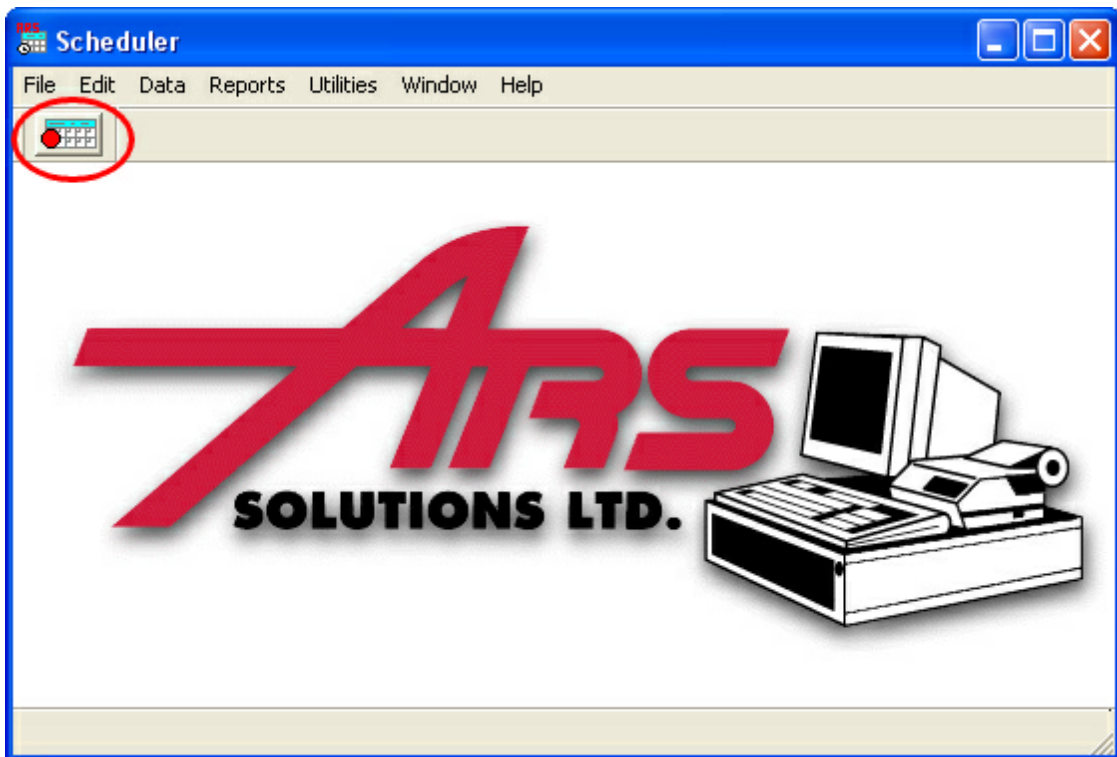
Delete a Task within an Event:

When a task is deleted from an event only that task will be deleted. All other tasks within that event will continue to occur.

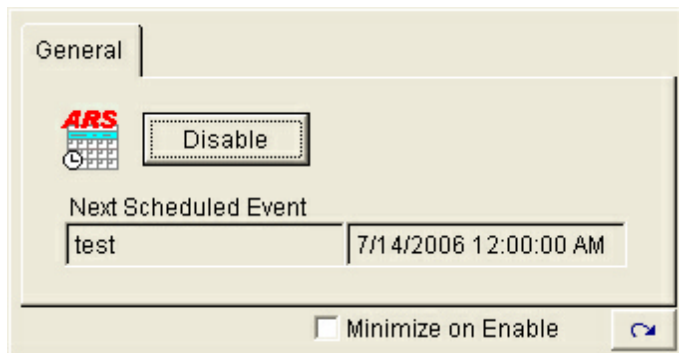
1. Select Data->Schedule from the main menu bar.



2. A "Schedule" window displays.
3. Select the event of the task you want to delete.
4. Select the "Tasks" tab.
5. Select the task to delete.
6. Select the "Delete" button from the basic tool bar.



1. Click on the "Timer" icon in the upper left-hand corner of the screen.
2. Activate the timer by selecting the "Enable" button or Deactivate the timer by selecting the "Disable" button.



If the timer is activated after being inactive during a period when a schedule should have ran, it will begin re-scheduling events at the soonest possible schedule. It will not run the schedules that were missed. It will place these missed schedules in the "History" data grid and a record that the schedule had been missed will be found in the "Notes" memo. ([Reference: Scheduler - View History of Events](#))

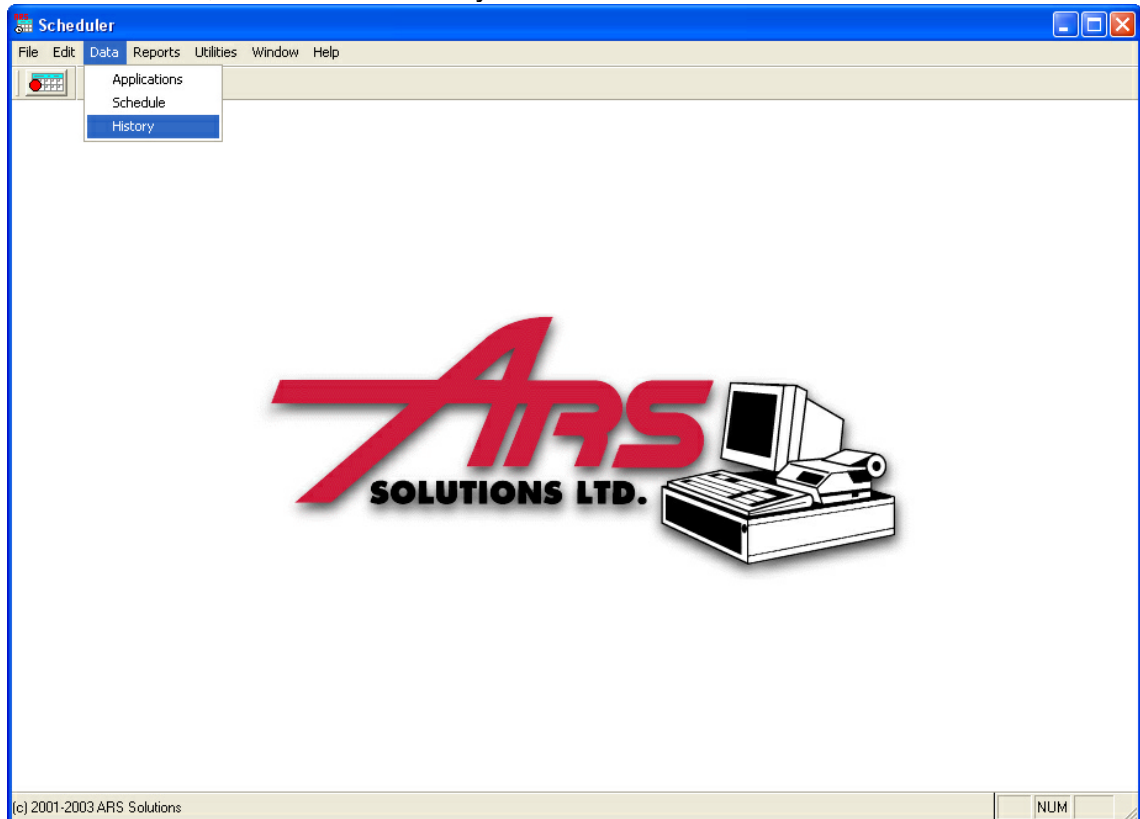
25.6 View History of Events

[Scheduler](#)



To view the history of events that have occurred:

1. In Scheduler, select Data->History from the main menu bar.



2. The "History" data grid displays,

Name	App	Success	Started	Stopped	Data	Notes
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:19 PM	2/23/2007 1:04:19 PM	Mem	Mem
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:19 PM	2/23/2007 1:04:19 PM	Mem	Mem
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:19 PM	2/23/2007 1:04:20 PM	Mem	Mem
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:20 PM	2/23/2007 1:04:20 PM	Mem	Mem
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:20 PM	2/23/2007 1:04:20 PM	Mem	Mem
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:20 PM	2/23/2007 1:04:20 PM	Mem	Mem
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:20 PM	2/23/2007 1:04:20 PM	Mem	Mem
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:20 PM	2/23/2007 1:04:20 PM	Mem	Mem
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:20 PM	2/23/2007 1:04:21 PM	Mem	Mem
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:21 PM	// : : AM	Mem	merr

- **Name:** The name of the event that had been performed.
- **App:** The ARS Version 5 application in which the event had performed a processed.
- **Success:** Identifies whether or not the schedule ran successfully.
- **Started:** The time the scheduled event began performing its tasks.
- **Stopped:** The time the scheduled event had finished performing its tasks.

- **Datasource:** the data source within the application that was accessed by the scheduled event.
- **Notes:** In the event an event is unsuccessful, information about the failure will be found in the "Notes" memo. *NOTE: This memo does not contain the information from the "Notes" section filled in using the scheduling wizard.*

26 Serial Number

A log of serialized items showing acquisition and disposition details can be created for as many or as few groups of items as desired. Items which are designated as part of a [Serial Group](#) will have a unique log number assigned to each individual unit within that group (see [Serial Detail](#)). When the item is sold, the system will automatically prompt for the log number assigned to that specific item.

Serial numbers allow for tracking of each individual unit of a certain item (e.g. firearms). The [Serial Detail](#) (a.k.a. serial log) is perpetual. New information is constantly being added to update it as new items come in and serialized inventory is sold.

Stores may choose to use the serial log to track rental boats, dvds or other equipment which customers take from the premises to be returned at a later date.

26.1 Serial Detail

Serial Detail may be added or modified once a **Serial Group** is selected. Click the **Detail** tab (under **Data>Serial**). All of the items for that particular group are displayed in the grid.

Sold	Status	Commit	Log #	Serial Number	Item #	Description 1
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1005	987654	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1006	987321	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1007	976543	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1008	965432	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1009	954321	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1010	912345	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1011	874652	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1012	865432	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1013	854321	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1014	832319	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1015	821987	PI1950203	Glock 19

To edit, click the **Modify** button above the grid after highlighting the item to be edited. The detail for that item will open to the **General** tab. Click on any of the tabs to access and/or edit information for that item.

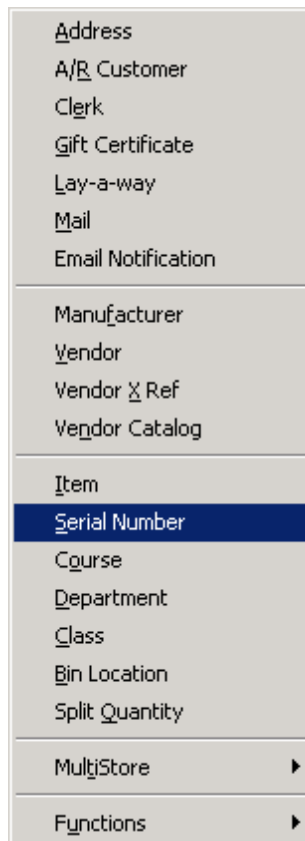
****Note:** Any of the [Blue](#) column headings indicates that the column may be sorted, AND you may also do a search within that column by clicking on any item under the heading. Begin typing at an even pace, and the system will advance to the closest match. (If the blue heading is also underlined, you

may use the edit feature for that field.)

26.2 Serial Group

A **serial group** is a label for a specific group of serialized items (e.g. Firearms, Safes, Work Orders, Rental Items, etc.). Within the **serial group**, each individual item is identified with the correct item code, its serial number and a unique log number. When the item is sold at the POS, the system will prompt for the unique log number for that specific item because the item code will have been setup with a Serial Group designation.

To create a NEW serial group, click **Data** and select **Serial Number** from the drop-down menu.



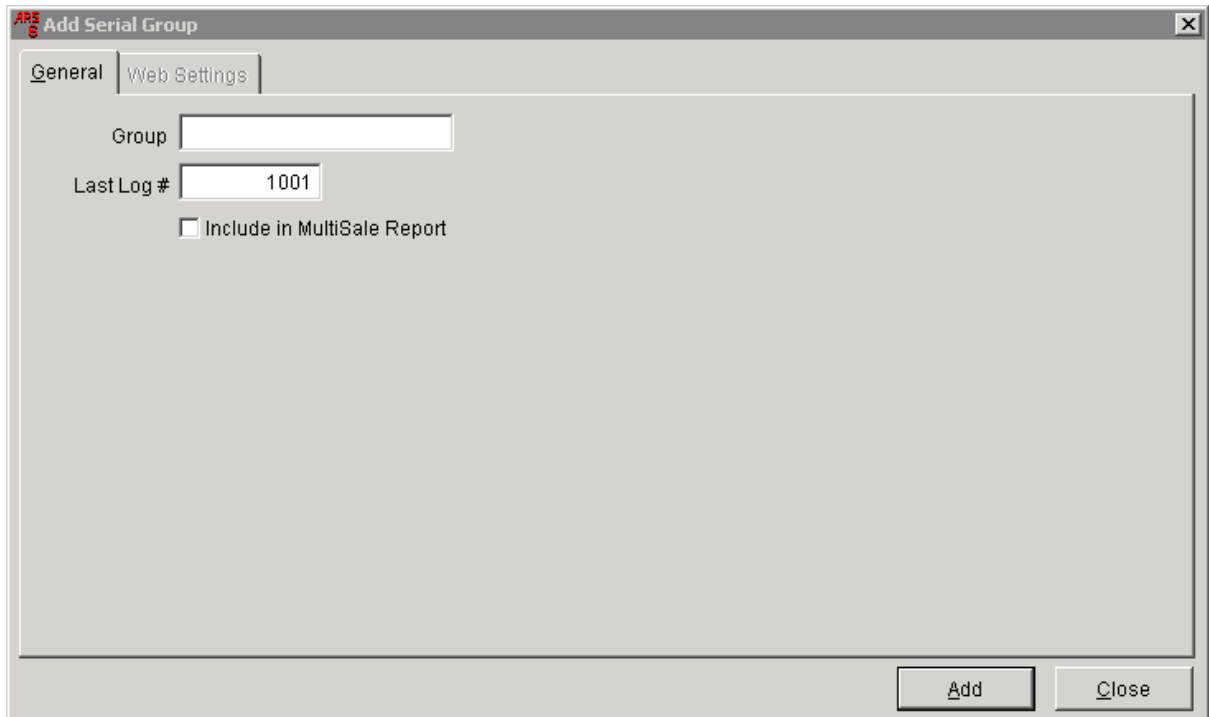
The **Serial Number** grid shows any existing **serial groups**. (To use an existing **serial group** click on it to select it. It will become highlighted in dark blue.)

Serial Group	Last Log #	MultiSale Rpt.
Work Order	1002	<input type="checkbox"/>
Firearms	1022	<input type="checkbox"/>
Rentals	1003	<input type="checkbox"/>

To add a new group, click on the **New** button. (An existing group may be changed by clicking on the **Modify** button. It may be deleted by clicking on the **Delete** button. Use caution when deleting.)



The **Add Serial Group** screen allows you to enter a name for the new group. The system will always default to a **Last Log #** of 1001. It may become confusing if all of the serial groups start with the same log number - especially for firearms stores with a work order log and firearms log which are both tracking firearms acquisition and disposition. For firearms dealers, checking the box to **Include in MultiSale Report** will tell the system to report the sale of three or more handgun sold to the same individual within five open business days. See [MultiSale of Pistols/Revolvers](#) for more information.

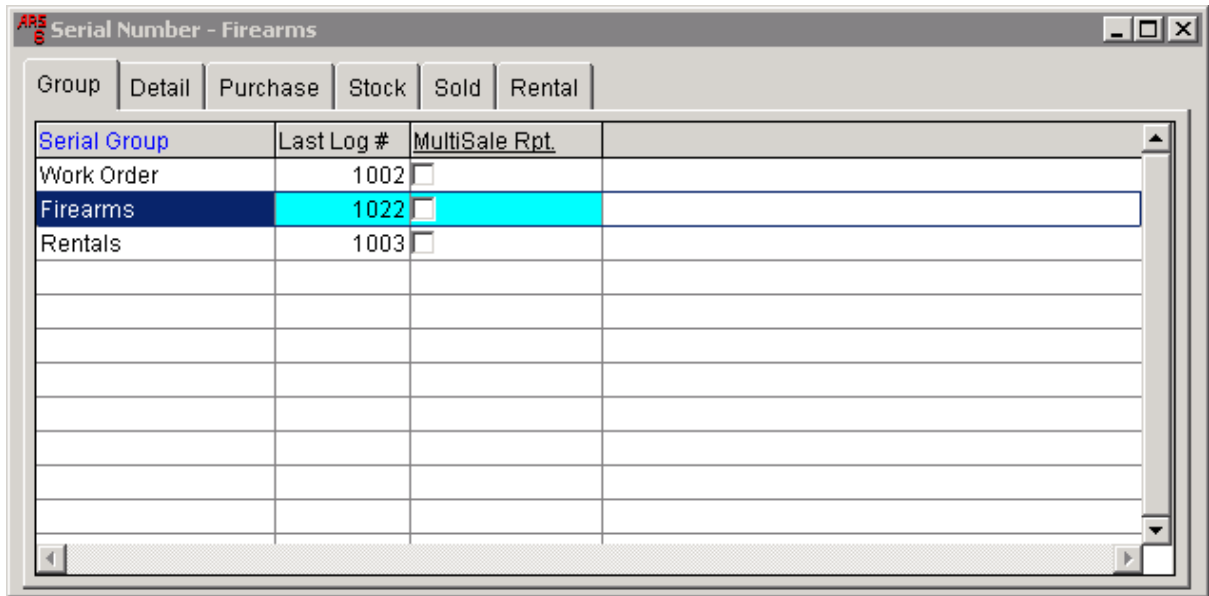


The screenshot shows a dialog box titled "ARS Add Serial Group". It has two tabs: "General" and "Web Settings". The "General" tab is active. Inside the dialog, there is a "Group" text box, a "Last Log #" text box containing the value "1001", and a checkbox labeled "Include in MultiSale Report" which is currently unchecked. At the bottom right of the dialog are "Add" and "Close" buttons.

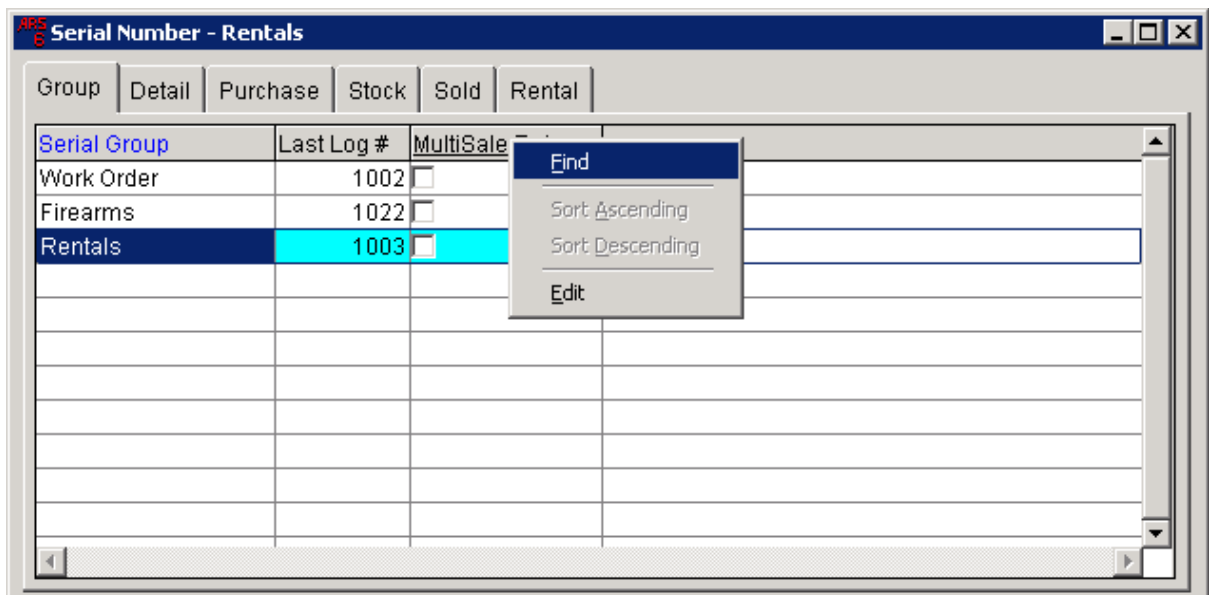
Once the group name has been entered (and box checked, if applicable), click **Add**. The system will give you the opportunity to add as many groups as you would like. When finished, click **Close**. The new group(s) will now show on the **Serial Number** grid.

26.2.1 Add MultiSale Report

A report for the **MultiSale of Pistols/Revolvers** will only create a report from a **Serial Group** which has the box checked under **MultiSale Rpt**. Go to **Data** and select **Serial Number** to see the list of serial groups.



In this example, there are no boxes checked under **MultiSale Rpt.** The **MultiSale of Pistols/ Revolvers** report will always be empty, as a result. To turn the settings on for the report to access the proper information, right-mouse-click on **MultiSale Rpt.** to access the drop-down screen.



Click Edit. The **MultiSale Rpt.** heading will turn yellow which allows for the field to be edited.

Click in any or all boxes to place a check in the box(es).

When finished, right-mouse-click on **MultiSale Rpt.** to access the drop-down screen once again.

Click **Edit** to turn the edit function off. The yellow highlight will disappear. The system will now use the selected serial group(s) when the [Multiple Sale Report](#) is run.

27 Sign Printing



This section describes how to use the report wizard to make display signs for items and promotional items. Using the report wizard, item and promotion signs can be printed in five steps:

1. Select a Report: Select a type of sign, item or promotional and the number of signs per page (1, 2 or 4).
2. Filter Records: Select one item or an entire group using search criteria.
3. Sort Items: Specify the order for signs to be printed using primary, secondary and tertiary sorts.
4. Image Options: Specify which image to print and what size.
5. Print

This section also describes how to map an image to an item. When a sign for an item with an image mapped to it is printed, the image will display on the sign.

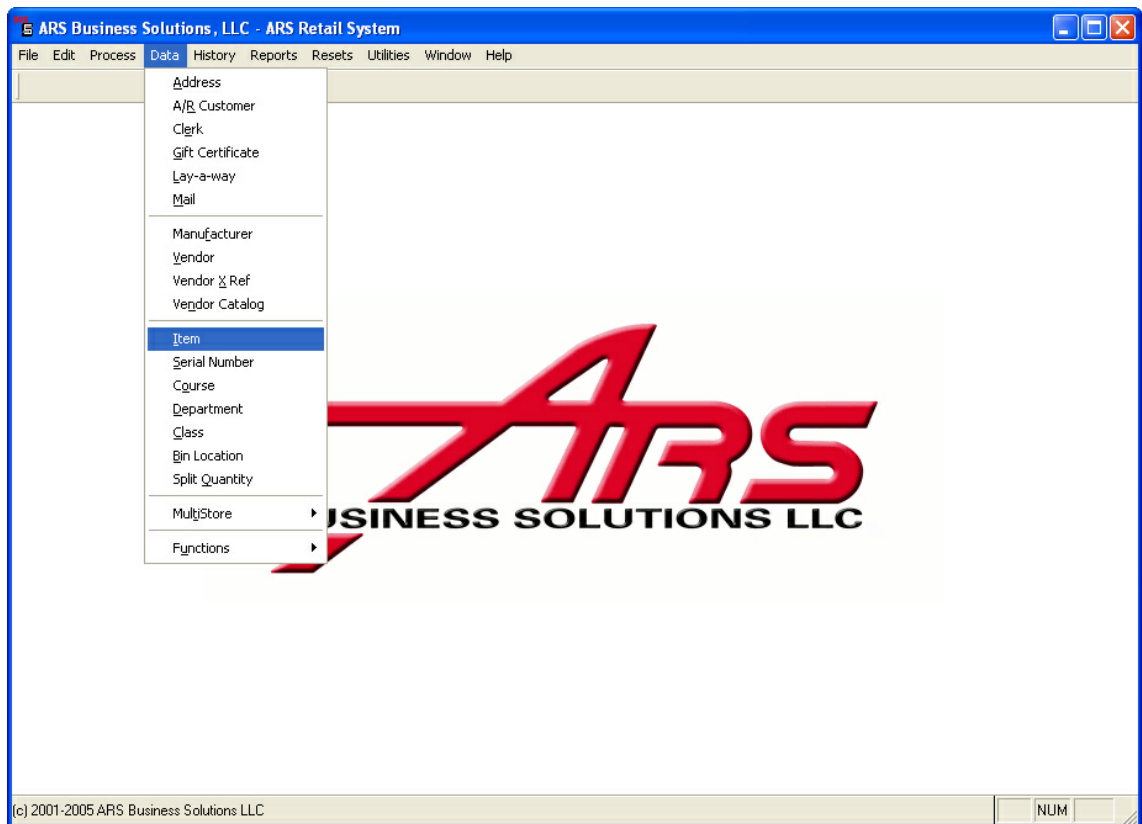
27.1 Map an Image to an Item

[Sign Printing](#)



An image may be mapped to an item so that when a sign is printed, the item image will be displayed on the sign. To map an image to a specific item:

1. Select Data->Item from the main menu bar.



2. The "Item" data grid displays.
3. Select the item to map an image to.
4. Select the "Modify" button from the basic tool bar.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New **Modify** Delete Filter Find Interface Copy Queue Labels

Item - 04133344001 - Rayovac Maximum C Cell

General Setup Vendor Xref Kit Sugg Sell Sales History P/O S/O W/O Sale Detail Recv Detail

Item #	UPC	Description 1	Description 2	QoH	Avg Cost	Price 1	P1-Disc	Price 2
L1		Range Time 1 Hour		0.00	0.0000	10.0000	0.0000	0.000
L2		Range Time 1 Hour		0.00	0.0000	10.0000	0.0000	0.000
81200	00000081200	RAT-L-TRAP RT25B 1/2 OZ	CHROME BLUE BACK	86.00	2.5600	4.1900	0.0000	0.000
738610	00000738610	RAY-O-VAC H22M-1 MAG LITE-C		90.00	2.5200	4.0900	0.4100	0.000
738619	00000738619	RAY-O-VAC WH4-8 WORKHORSE-A		99.00	3.0400	4.9900	0.5000	0.000
04133344001	04133344001	Rayovac Maximum C Cell	4 Pack	106.00	2.7600	3.9900	0.4000	0.009
123456	01280045325	Rayovac Maximum D Cell	4 Pack	75.00	2.7642	3.9900	0.4000	0.000
759001	00000759001	RC COMPANY 1040PC POWER CAC		-1.00	33.8200	57.9900	0.0000	0.000
686806	00000686806	REBEL FTJ20SS-41 JOINTD MINNO	4 1/2" OLE RAINBOW	33.00	3.3800	5.4900	0.0000	0.000
750183	00000750183	REDBALL 741925-11 KNEE BOOT	SIZE 11 16" BLACK	74.00	9.3500	14.9900	0.0000	0.000
750851	00000750851	REDBALL 810854-9 CHESTWADER	SIZE 9 INSULATED MASTER	52.00	66.6000	97.9900	0.0000	0.000
750805	00000750805	REDBALL 830965-12 HIP BOOT	SIZE 12 INSULATED	47.00	33.3300	49.9900	0.0000	0.000
750604	00000750604	REDBALL 840555-11 ONEIDA PACK	SIZE 11	59.00	36.6700	51.9900	0.0000	0.000

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NUM

5. The "Edit Item" form displays.
6. Select the "Images" tab.

Edit Item

General Cost/Price Setup Item Codes UDF Sales History PY History **Images**

Item # 04133344001 UPC 04133344001

Description 1 Rayovac Maximum C Cell 4 Pack

Description	Path

Add Edit Delete

OK Cancel

7. Select the "Add" button to map a new image.
8. The "Image Info" window displays.

9. Enter the image file path or browse for an image using the "Browse" button. Images that are found outside the ARS Graphics folder will be copied to the ARS Graphics folder for future use.
10. Enter a brief description of the image in the "Description" field.
11. Enter any additional notes in the "Notes" field. *IMPORTANT: Any notes entered in the "Notes" field WILL display on the sign.*
12. Select the "OK" button.
13. The image will appear in the image box on the "Edit Item" form.

Description	Path
GENERAL	RAYOVACMA

14. Select the "OK" button to save this information and exit the "Edit Item" form.

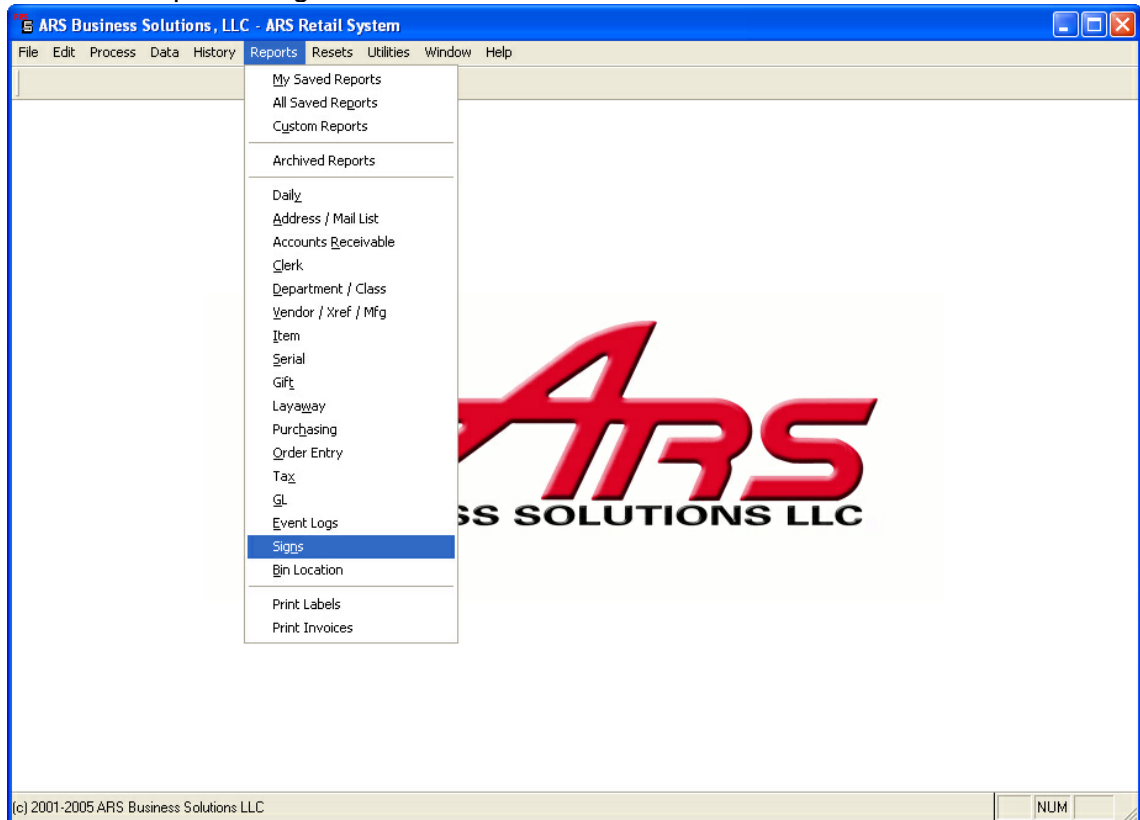
27.2 Print a Sign

[Sign Printing](#)

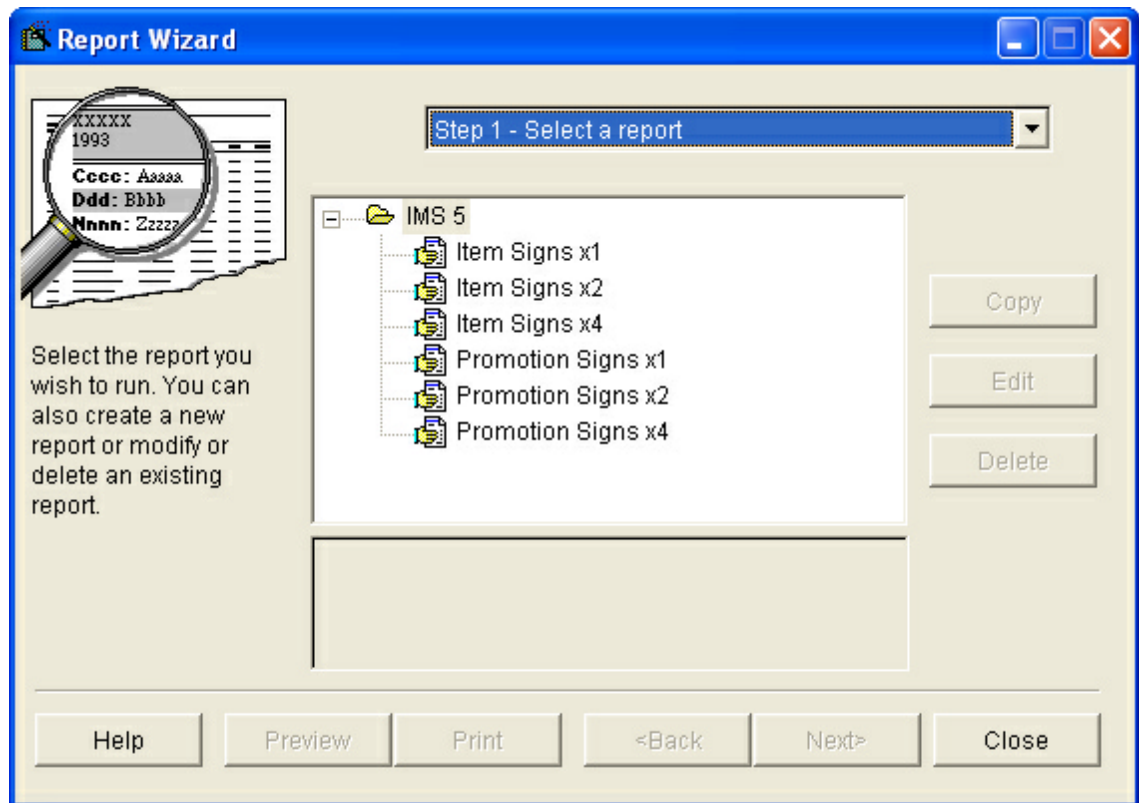


To print a sign at the IMS:

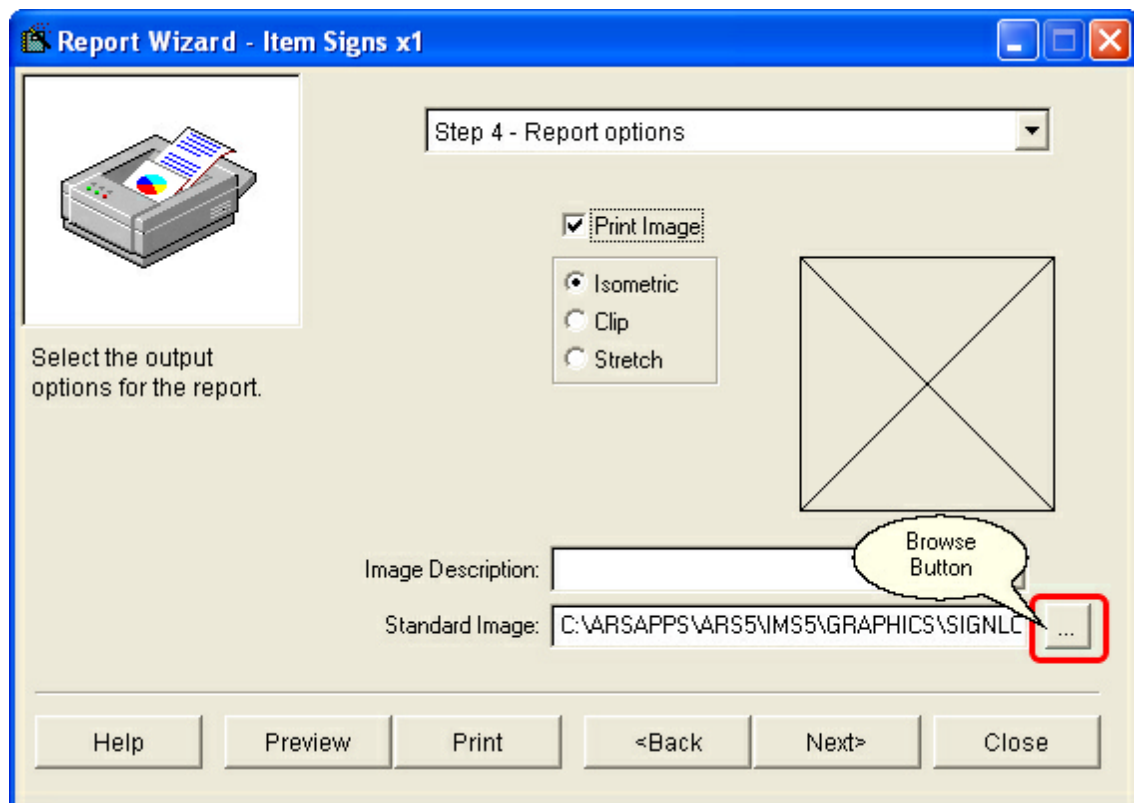
1. Select Reports->Signs from the main menu bar.



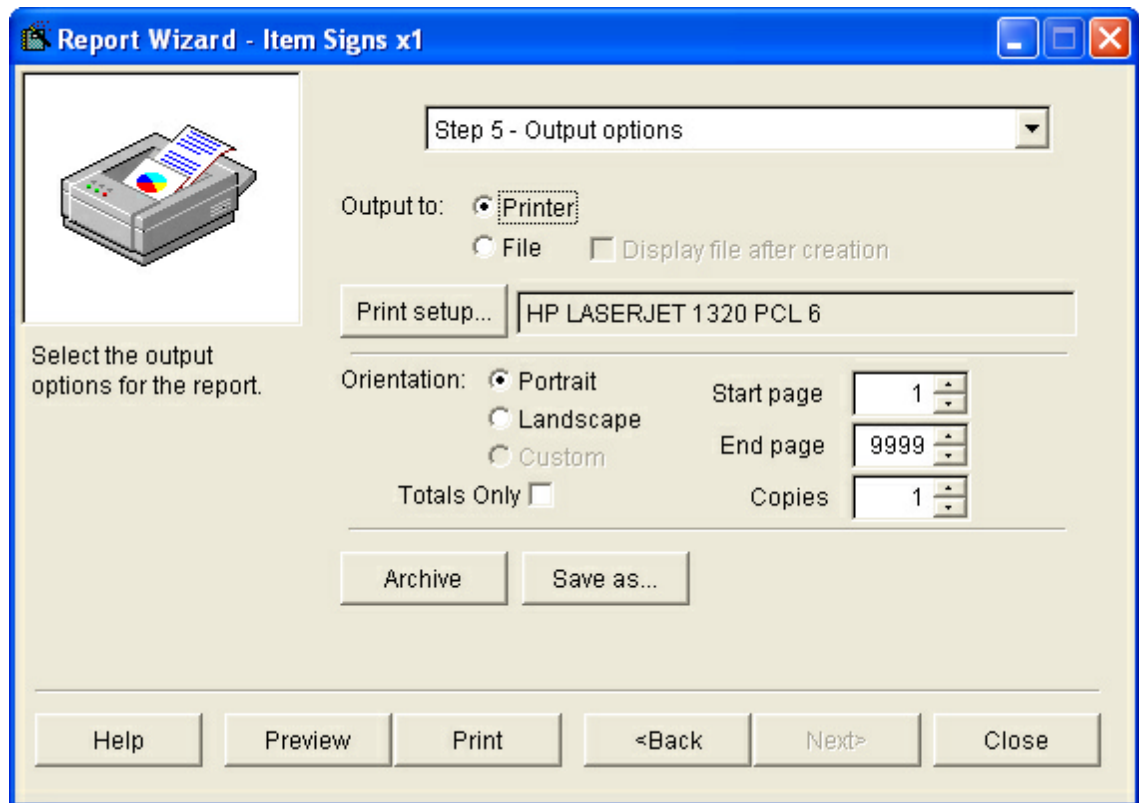
2. The report wizard displays.



3. Select the type of sign to be printed and select the "Next" button.
 - **Item Signs:** Prints a sign showing price, item descriptions, item code and any attached images.
 - **Promotion Signs:** Prints a sign showing promotion prices, sale duration (promotion start and end dates), regular price, item code and item descriptions.
 - **x1, x2 or x4:** Indicates how many signs are printed on each sheet of paper.
4. Add a filter for the item or items to be printed. Select the "Next" button. ([Reference: Filtering - Enter Filter Criteria](#))
5. Enter sorts using the drop down lists to specify the order signs are printed.
6. Select the "Next" button.
7. Select the image options for the sign. If an image is mapped to the item, select the format for the image to display.



- **Isometric:** Displays the image with equal measurements of length and width. This may cause some images to appear distorted.
 - **Clip:** Displays the image the size it is in the image file.
 - **Stretch:** Displays an enlarged image with equal length-width proportions.
8. If items do not have images mapped to them, standard image may be applied. To map a standard image to all items that do not have images mapped to them, use the browse button to search for an image. This image will only be mapped to the item for this report. If an item already has an image mapped to it, that image will not be replaced by the standard image.
 9. Select the "Next" button.
 10. Complete the printing process by selecting output options for the report, including: printer, layout (portrait or landscape), pages and copies.



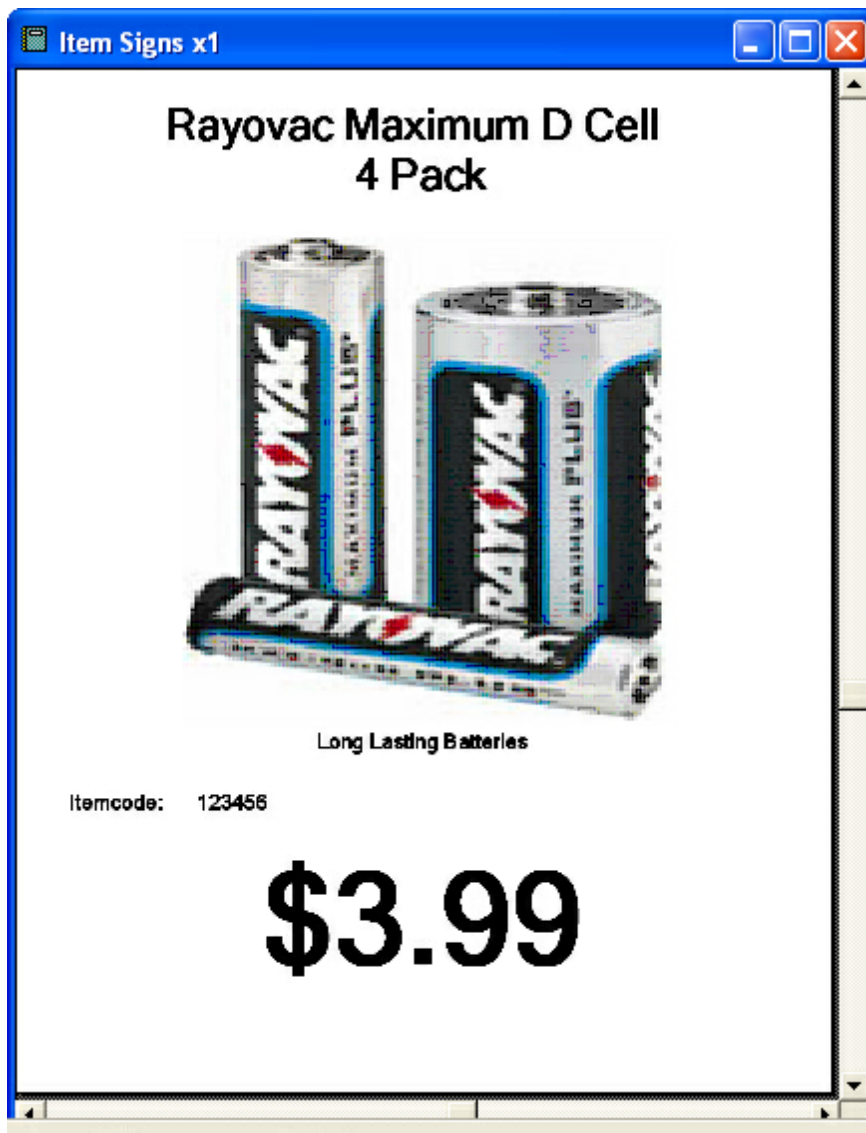
11. Select "Preview" button to preview the sign(s) before printing.
12. Select "Print" button to print the sign(s) with the selected options.
13. Select "Close" button to exit this window and complete the process.

27.3 Examples

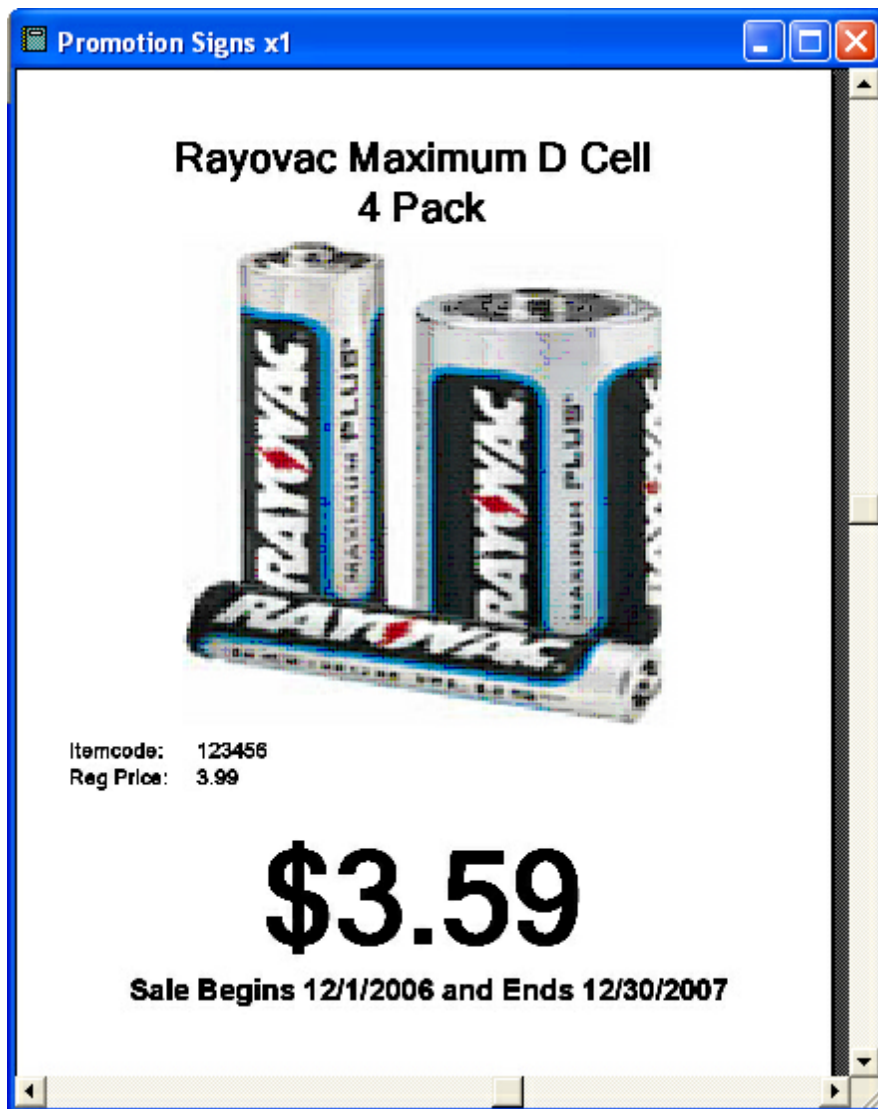
[Sign Printing](#)



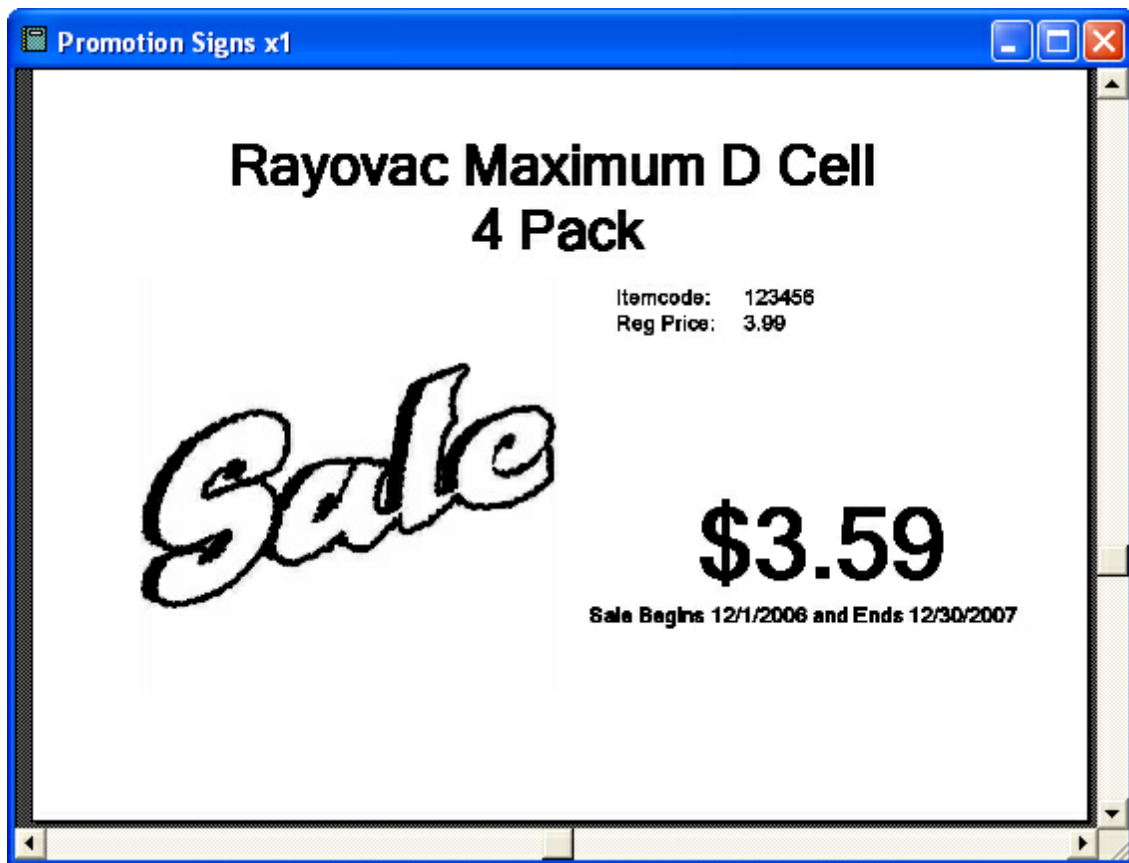
Item Signs:



Promotional Signs:



Landscape Layout with Standard Image:



28 Special Orders



The Special Order feature generates and maintains a customer's special order. This feature creates a special order, allows for a special order deposit and creates the supporting documents (sales order and purchase order) necessary for a special order transaction.

Highlights of the Special Order feature:

- Easily order and track a non-stocked item(s) for a customer.
- Accepts either partial deposit or full payment at the time the special order is placed.
- When a special order is received, a special order report prints, notifying you that the special order is in. You can contact your customer immediately upon receipt for their special order.
- Flexibility of having two methods, allowing you to select the method that best fits your needs.

Two Special Order Methods:

Select the method that works best in your retail environment.

Method One: Special Order is created at the POS:

- Creates the special order.
- Deposit on the special order is collected.
- Detailed receipt prints for the customer and the store.
- Sales order is automatically created in the IMS.
- Finalization (editing of the sales order, creation of the purchase order) is completed in the IMS system at a later time.

Method Two: Special Order is created at the IMS:

- Create a complete sales order for the special order in the IMS system.
- A detailed special order is printed for the customer from the IMS system.
- The deposit for the special order is collected at the POS.
- Detailed receipt prints for the customer at the store.
- Finalization (creation of the purchase order) is completed in the IMS system.

28.1 Initial Special Order Setup

[Special Orders](#)



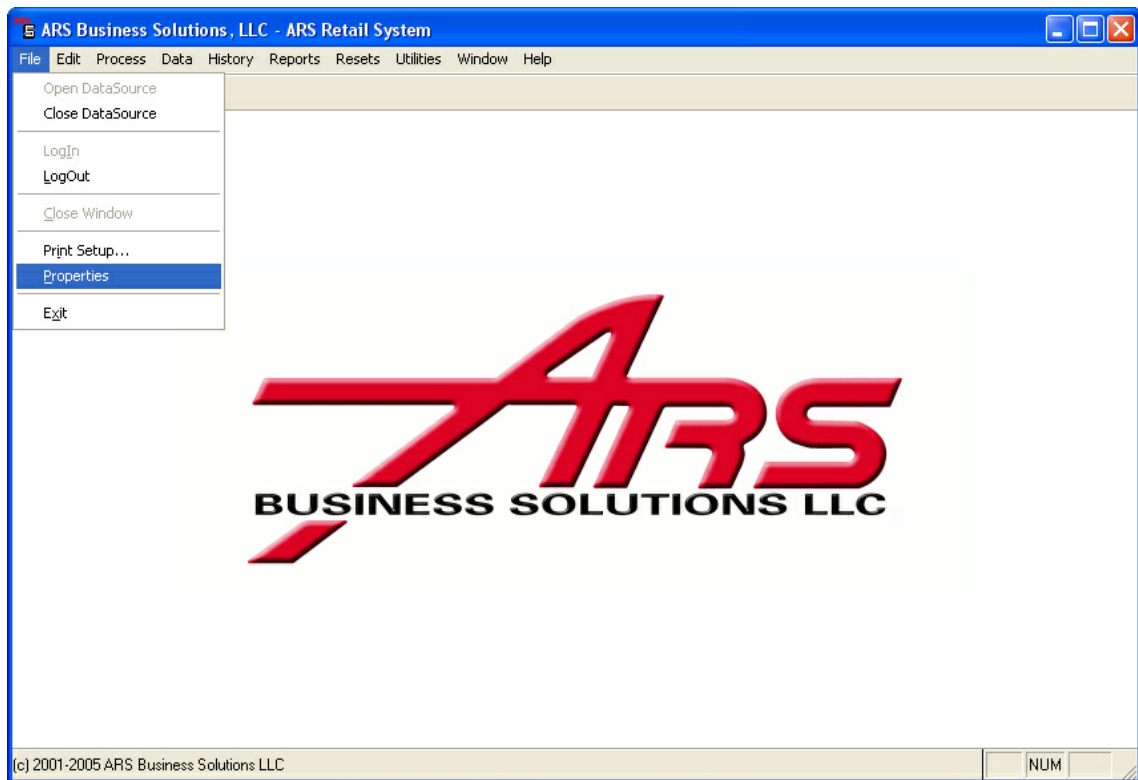
The following steps need to be completed prior to using special orders. This setup needs to be completed before the first special order is taken and is a one-time setup.

Setup of the Special Order A/R Account:

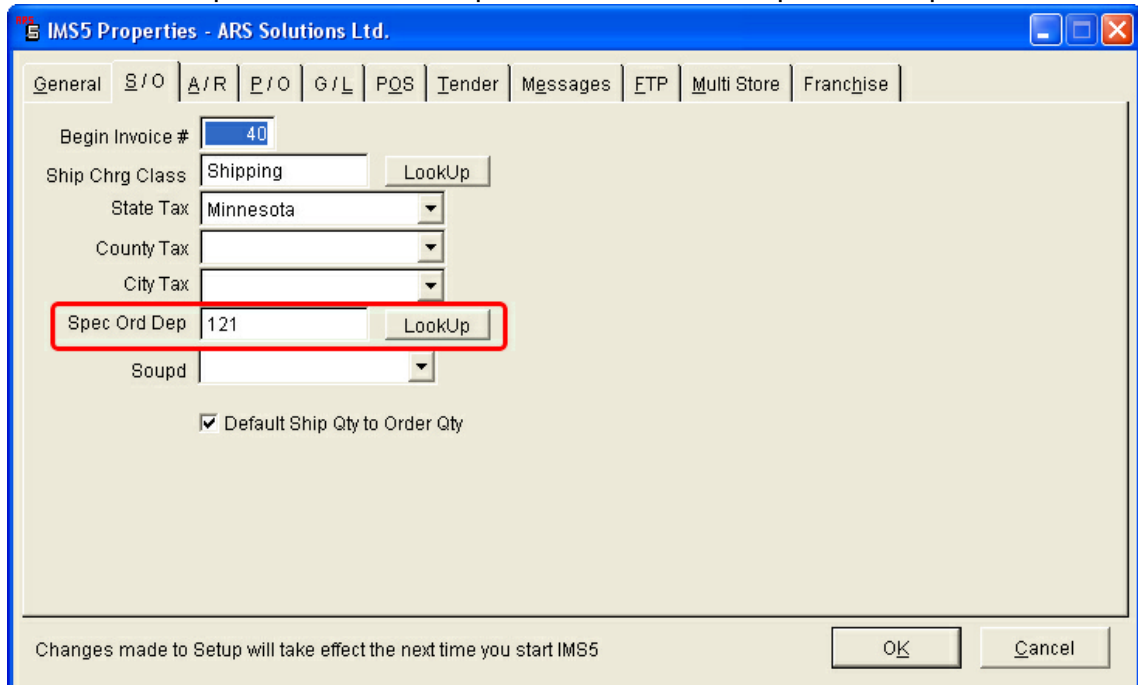
1. Create a Special Order A/R Account ([Reference: Account Receivable Section](#))
 - Must be a no charge account.
 - Account needs to be setup to handle sales tax.

Edit Order Entry Properties:

1. Select the File->Properties from the main menu bar.



2. Select the "S/O" tab.
3. Select the "Special Order A/R Deposit Account" in the "Spec Ord Dep" field.



Create Special Order Item Codes:

1. Create Special Order Item Codes ([Reference: Data Grid Basics - Adding Data to a](#)

[Data Grid](#)).

- Select the non-stock option for this item code.
- *NOTE: It is recommended that a special order item code is created for each department.*

28.2 POS Special Order

[Special Orders](#)



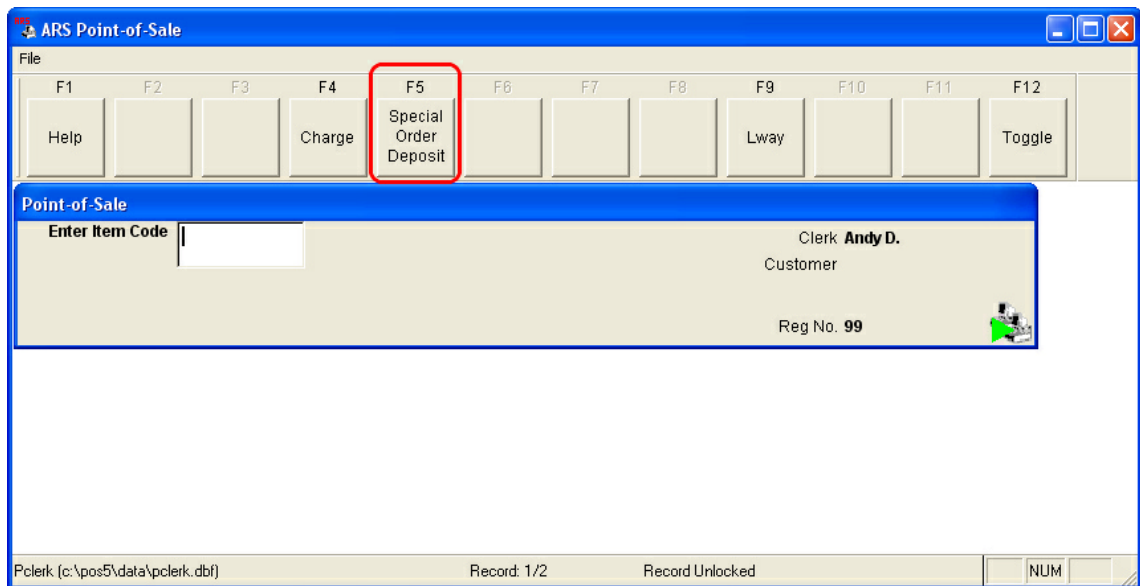
Create a special order and collect the special order deposit at the Point-of-Sale. Finalize the special order in IMS at a later time.

Point-of-Sale Steps:

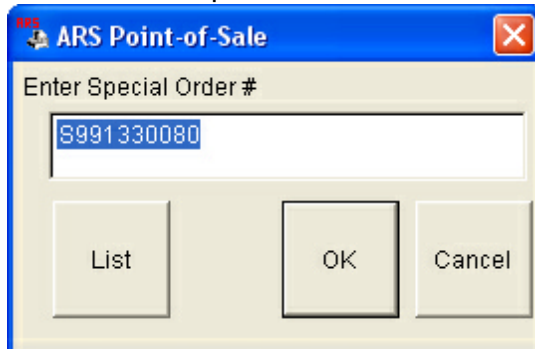
1. Select F2 (Received on Account).

The screenshot shows the ARS Point-of-Sale application window. The title bar reads "ARS Point-of-Sale". Below the title bar is a menu bar with buttons for F1 through F12. The F2 button, labeled "Rec on Account", is highlighted with a red rectangular box. Below the menu bar is a section titled "Point-of-Sale" which contains an "Enter Item Code" text box, a "Clerk **Andy D.**" label, a "Customer" label, and a "Reg No. **99**" label. At the bottom of the window is a status bar with the text "Pclerk (c:\pos5\data\pclerk.dbf)", "Record: 1/2", "Record Unlocked", and a "NUM" button.

2. Select F5 (Special Order Deposit).

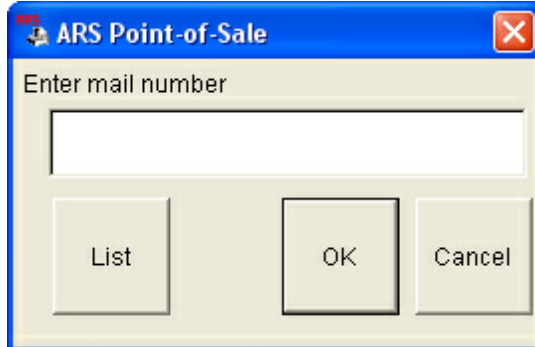


3. The "Enter Special Order Number" window displays.



4. Touch the "OK" button to accept the default special order number.

5. The "Enter Mail Number" window displays.



6. Enter the customer mail number or select from the mail number list.

7. Touch the "OK" button.

8. The "Special Order R/A" window displays.

Special Order R/A

Order # S991330080

First Name John

Last Name Anderson

Address 1 108 2nd Street North

Address 2

City, St Zip Sauk Rapids MN 56378

Deposit 0 RA Deposit \$ 0.00

OK Cancel

9. Enter the deposit amount and touch the "Tab" key to move to the notes field.
10. Enter special order information in the notes field (i.e. item description, model number, manufacturer, catalog, etc.).

Special Order R/A

Order # S991330080

First Name John

Last Name Anderson

Address 1 108 2nd Street North

Address 2

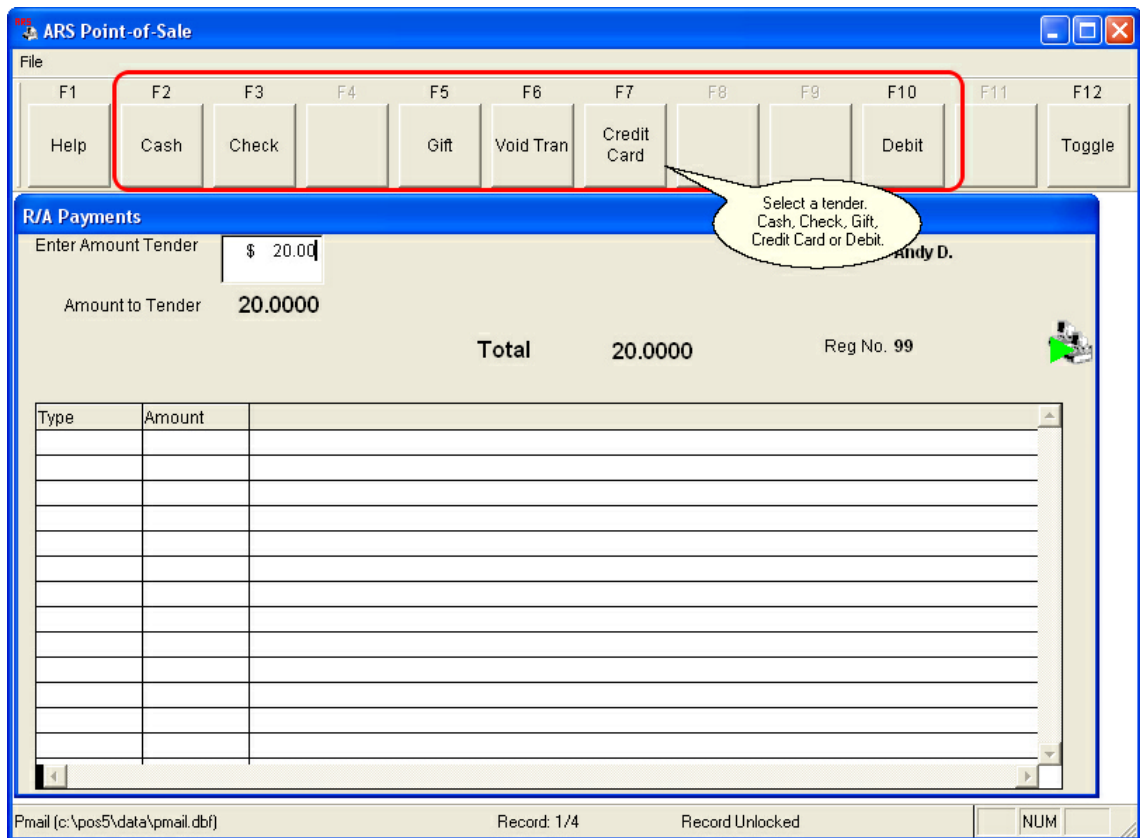
City, St Zip Sauk Rapids MN 56378

Deposit 0 RA Deposit \$ 20.00

#32128
Almac Splash Guard
Electric Trolling Motor RH
032-128

OK Cancel

11. Select the "OK" button.
12. Select the tender type for the deposit.



13.A detailed receipt (including special order notes) prints for the customer and the store.

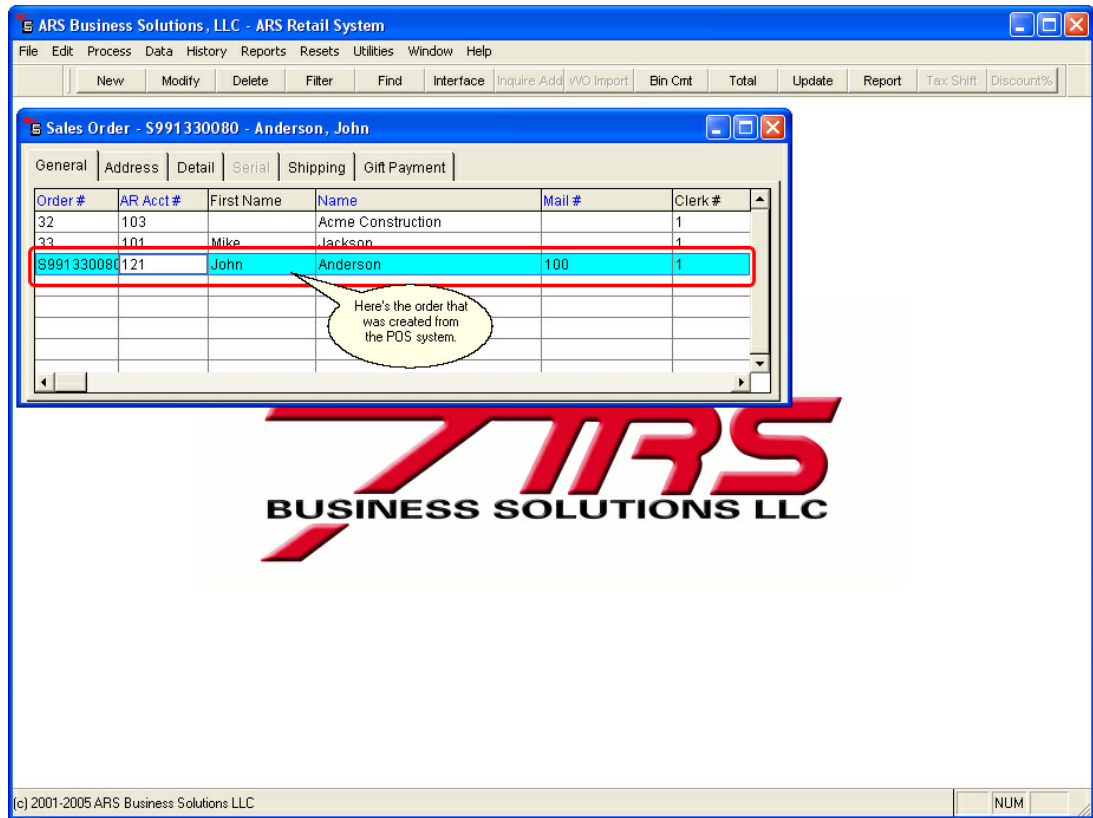
NOTE: A special order sales order is automatically created in the IMS system.

IMS Steps (POS Special Order):

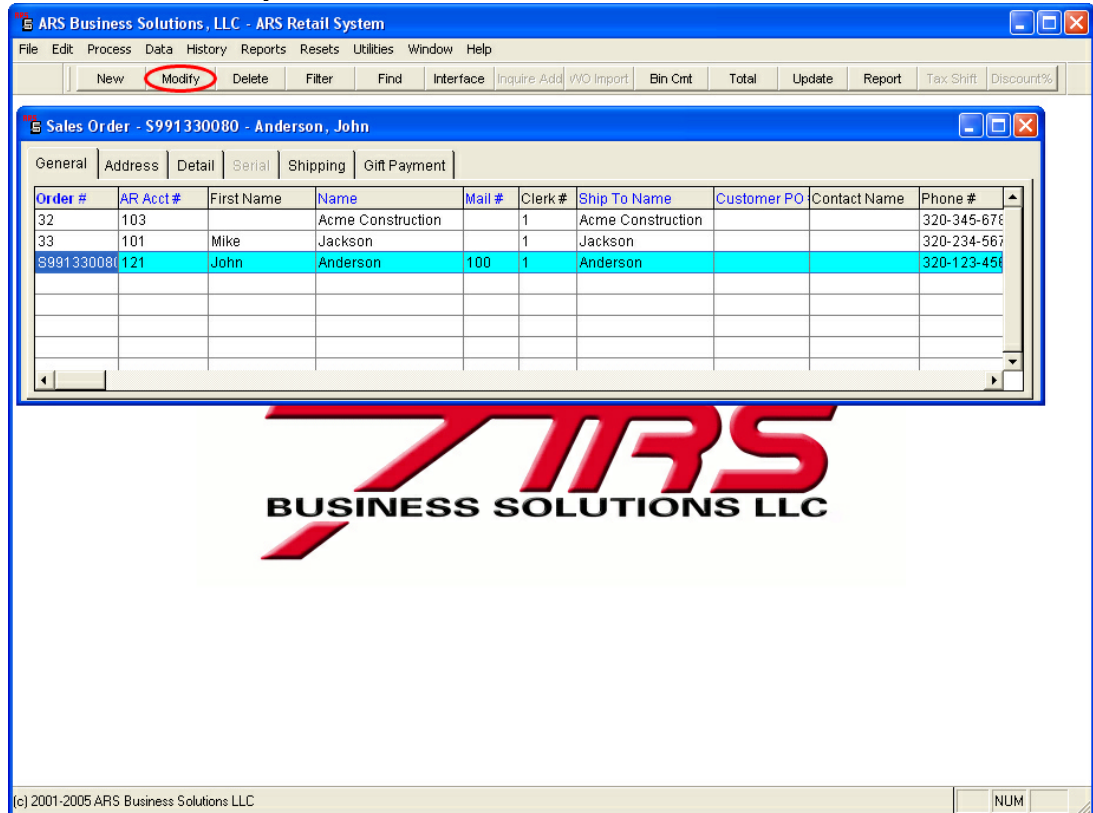
(These steps may be completed at a later time.)

Sales Order Edit ([Reference: Sales Order Section](#)):

1. Recall the sales order for the special order.



2. Select the "Modify" button on the basic tool bar.



3. The "Edit Sales Order" form displays.

4. Verify that the special order account is in the "Bill To:" section and the customer account is in the "Ship To:" section.
5. If everything looks okay, select the "OK" button.
6. Select the "Detail" tab on the "Sales Order" data grid and enter the items to be purchased.
7. Use a special order item code if it is a non-stock item.
8. Type in the description of the item (reference the special order notes taken at the POS).
9. Enter the correct price for the item.

Create a Purchase Order ([Reference: Purchase Order Section](#)):

1. Create a purchase order for the vendor you are ordering the special order item(s) from.
2. Attach the special order to the purchase order.
3. Complete the purchase order.

28.3 IMS Special Order

[Special Orders](#)



Create a special order in IMS and collect the special order deposit at the Point-of-Sale.

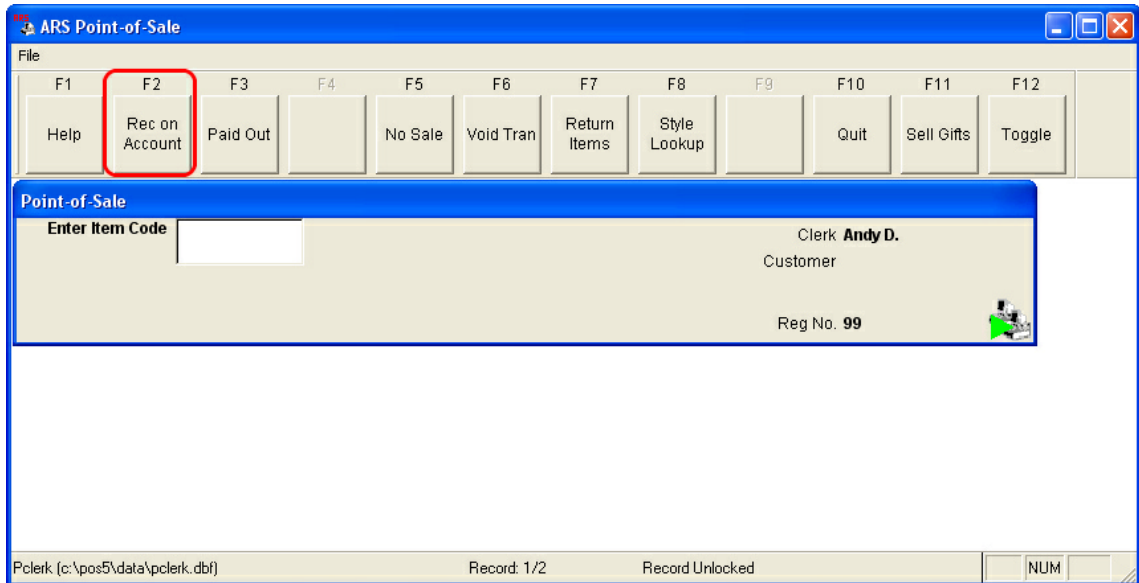
In IMS Create the Sales Order ([Reference: Sales Order Section](#)):

1. Create a sales order for the special order.
2. Select the "Special Order Account" in the "Bill To:" section.
3. Select the "Customer Account" in the "Ship To:" section.
4. Select the "Detail" tab and enter the items to be purchased (use a special order item

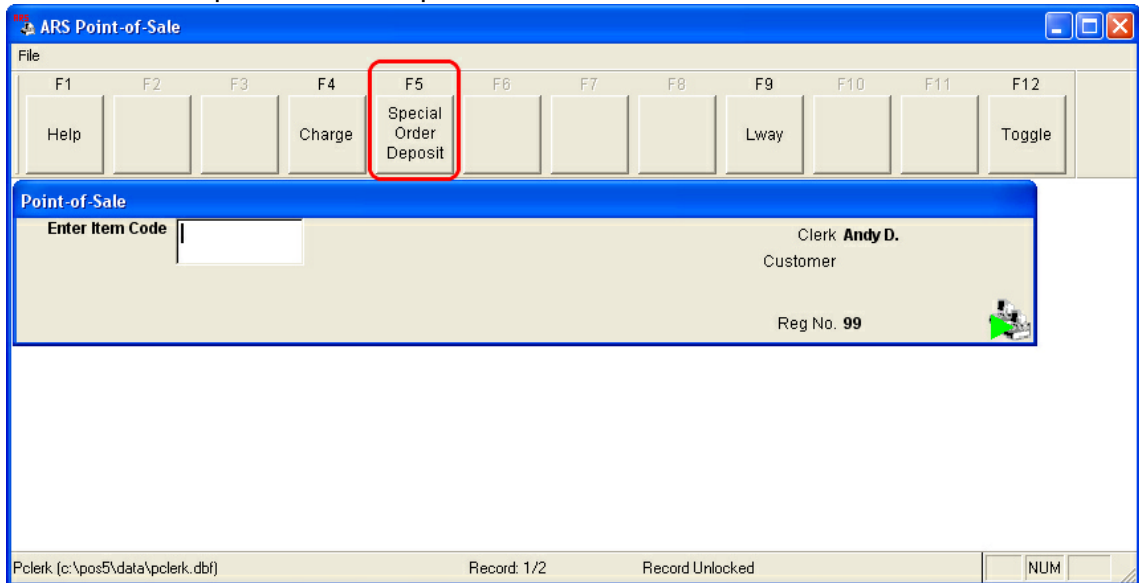
- code if it is a non-stock item).
5. Type in the description of the item.
6. Enter the correct price for the item.
7. Print a special order report for the customer.

At the POS:

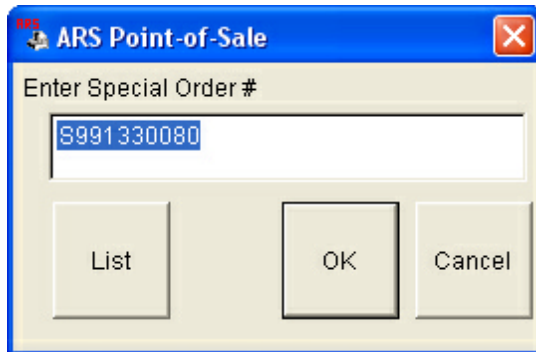
1. Select F2 - Received on Account.



2. Select F5 - Special Order Deposit.



3. The "Enter Special Order Number" window displays.



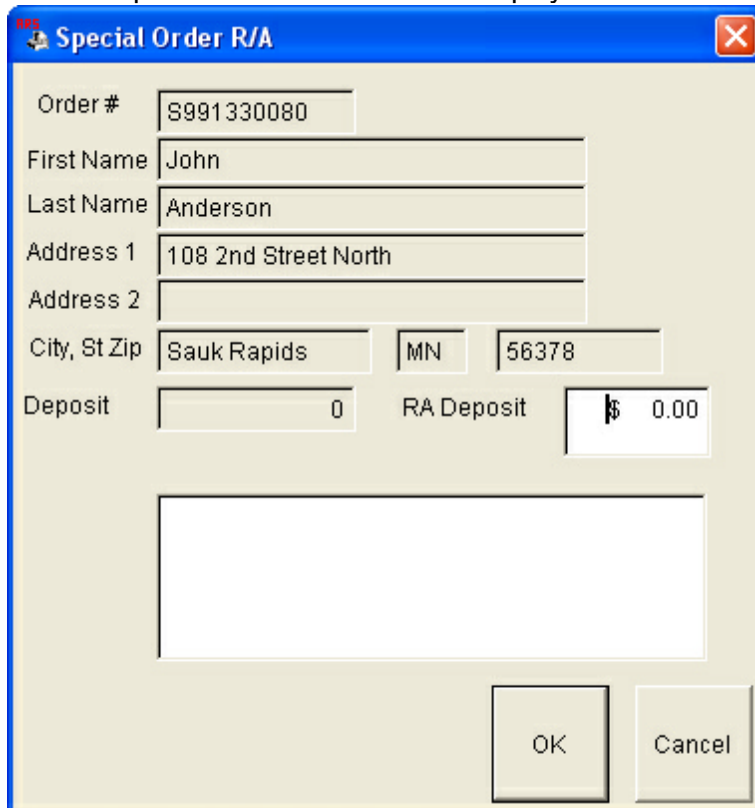
ARS Point-of-Sale

Enter Special Order #

S991330080

List OK Cancel

4. Type in the special order number or select the special order number from the list.
5. The "Special Order R/A" window displays.



Special Order R/A

Order # S991330080

First Name John

Last Name Anderson

Address 1 108 2nd Street North

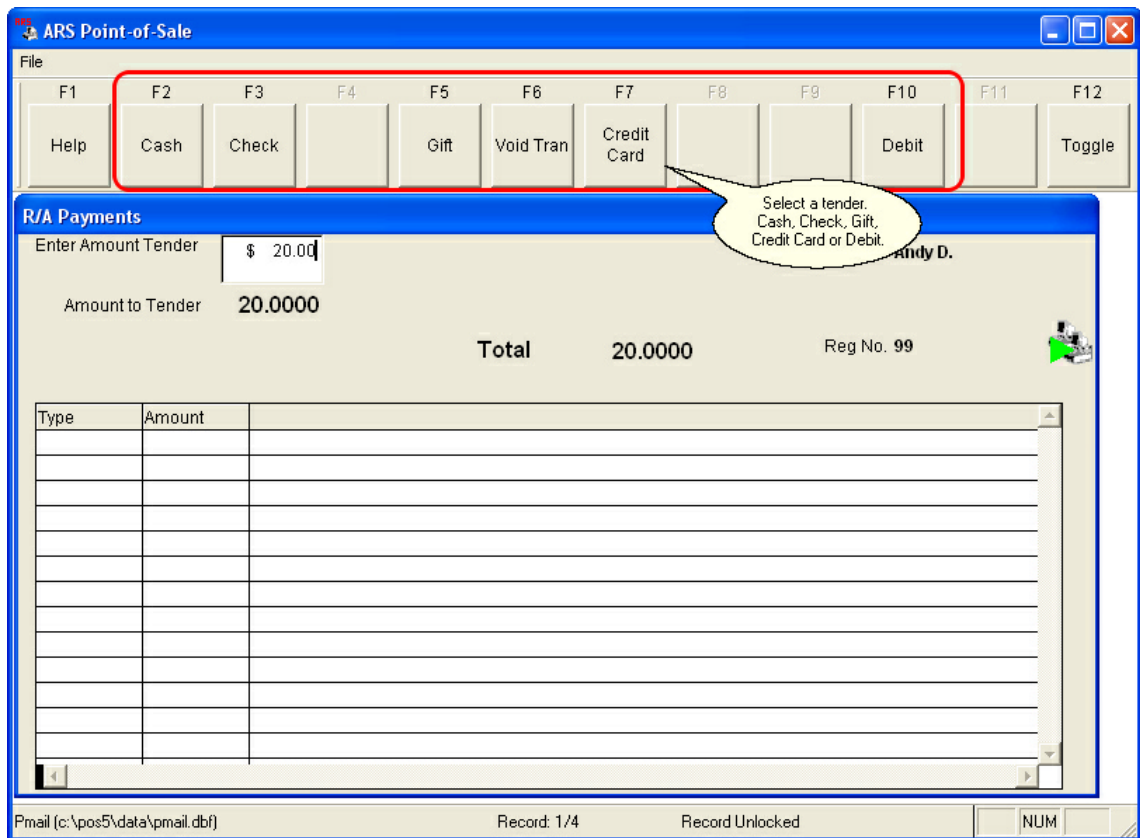
Address 2

City, St Zip Sauk Rapids MN 56378

Deposit 0 RA Deposit \$ 0.00

OK Cancel

6. Enter the deposit amount.
7. Select the "OK" button.
8. Select the tender type for the deposit.



9. A receipt prints for the customer and the store.

In IMS Create the Purchase Order ([Reference: Purchase Order Section](#)):

NOTE: (This may be done at a later time)

1. Create a purchase order for the vendor you are ordering the special order item(s) from.
2. Attach the special order to the purchase order.
3. Complete the purchase order.

28.4 Special Order Payment

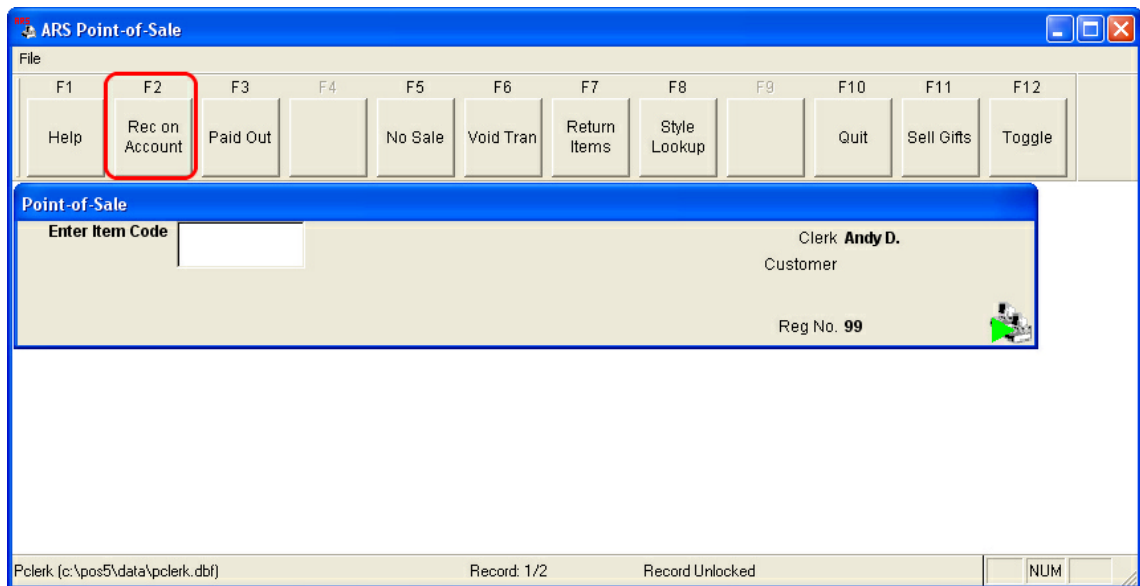
[Special Orders](#)



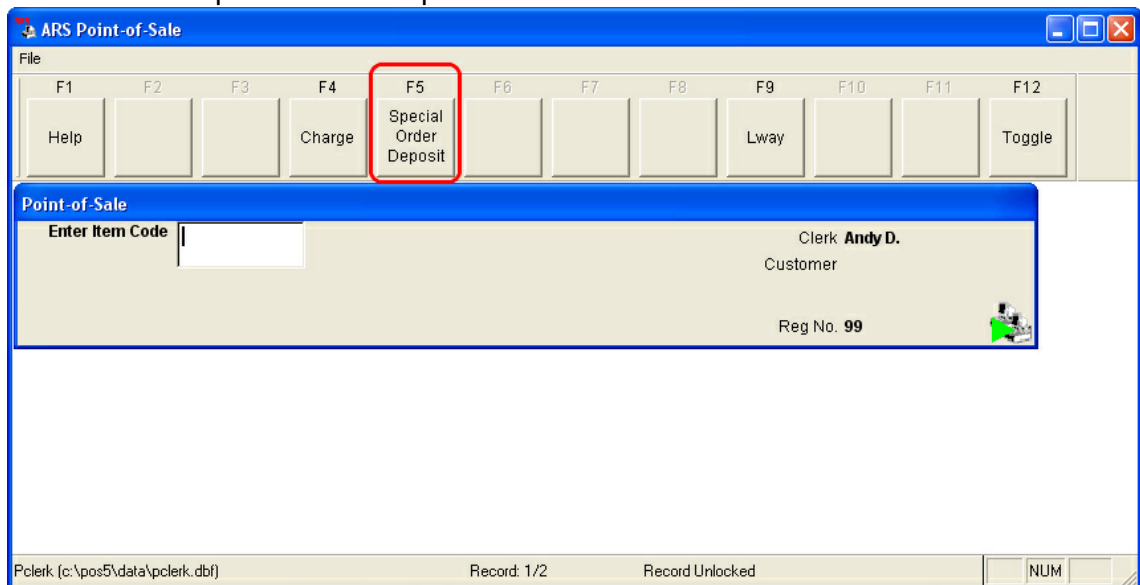
These steps are followed when a customer makes a payment on the special order.

At the POS:

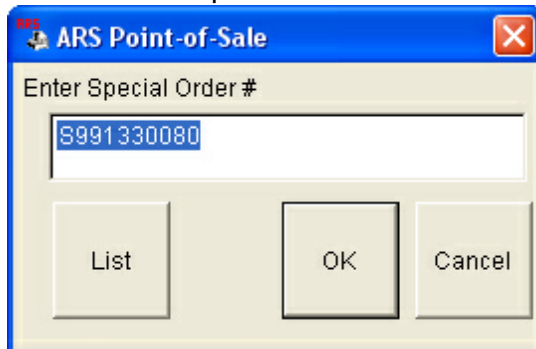
1. Select F2 - Received on Account.



2. Select F5 - Special Order Deposit.



3. The "Enter Special Order Number" window displays.



4. Type in the special order number or select the special order number from the list.

5. The "Special Order R/A" window displays.

Special Order R/A

Order # S991330080

First Name John

Last Name Anderson

Address 1 108 2nd Street North

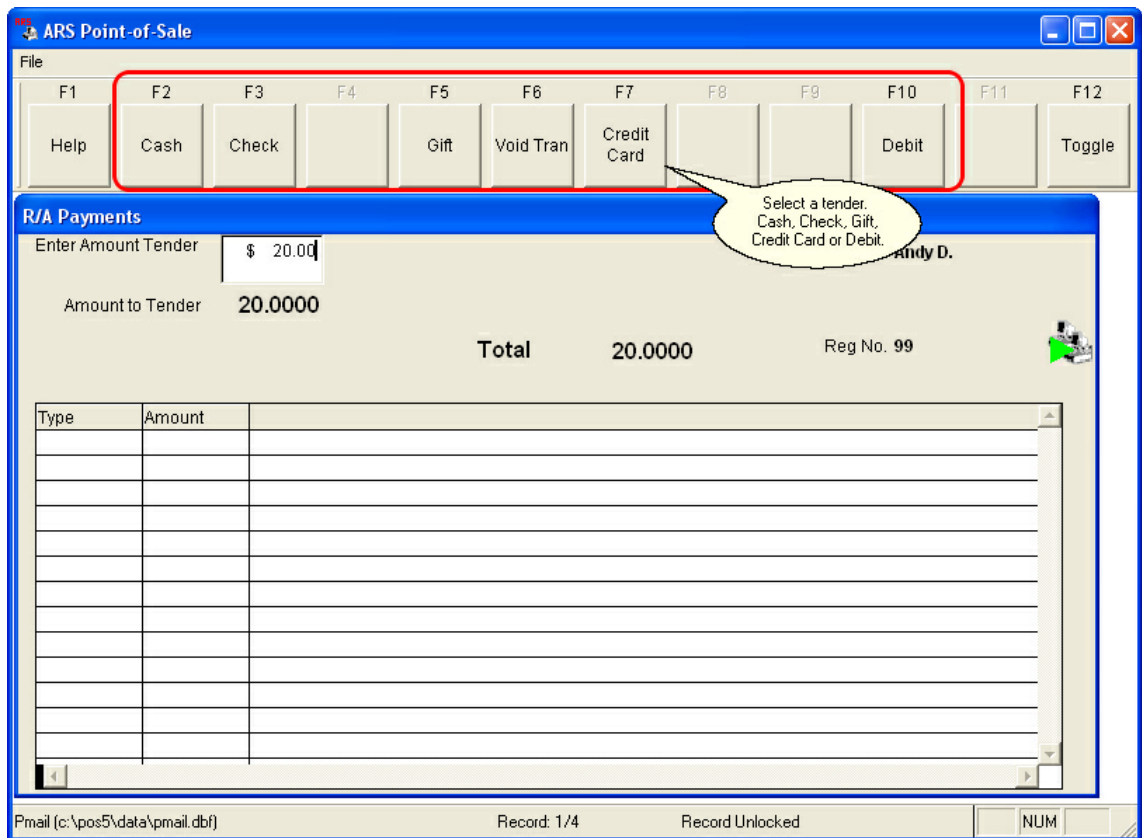
Address 2

City, St Zip Sauk Rapids MN 56378

Deposit 0 RA Deposit \$ 0.00

OK Cancel

6. Enter the payment amount.
7. Select the "OK" button.
8. Select the tender type for each deposit.



9. A receipt prints for the customer at the store.

28.5 Receive Special Order

[Special Orders](#)



1. Select the purchase order that is being received.
2. Print the "Special Order Receiving" report.

Edit Purchase Order

General | Bill/Ship | UDF | Total | Reports

PO # 12 Order Date 02/01/2007

Vendor ACME Ship Date 2/1/2007

Print PO

Print Receiving

Print Open Item

Print Special Order Receiving

Print Bin Stocking

Print Committed Items Received

Print GL Receiving

OK Cancel

3. Receive items on the purchase order ([Reference: Purchase Order Section](#)).
4. Contact the customer letting them know their special order is in.

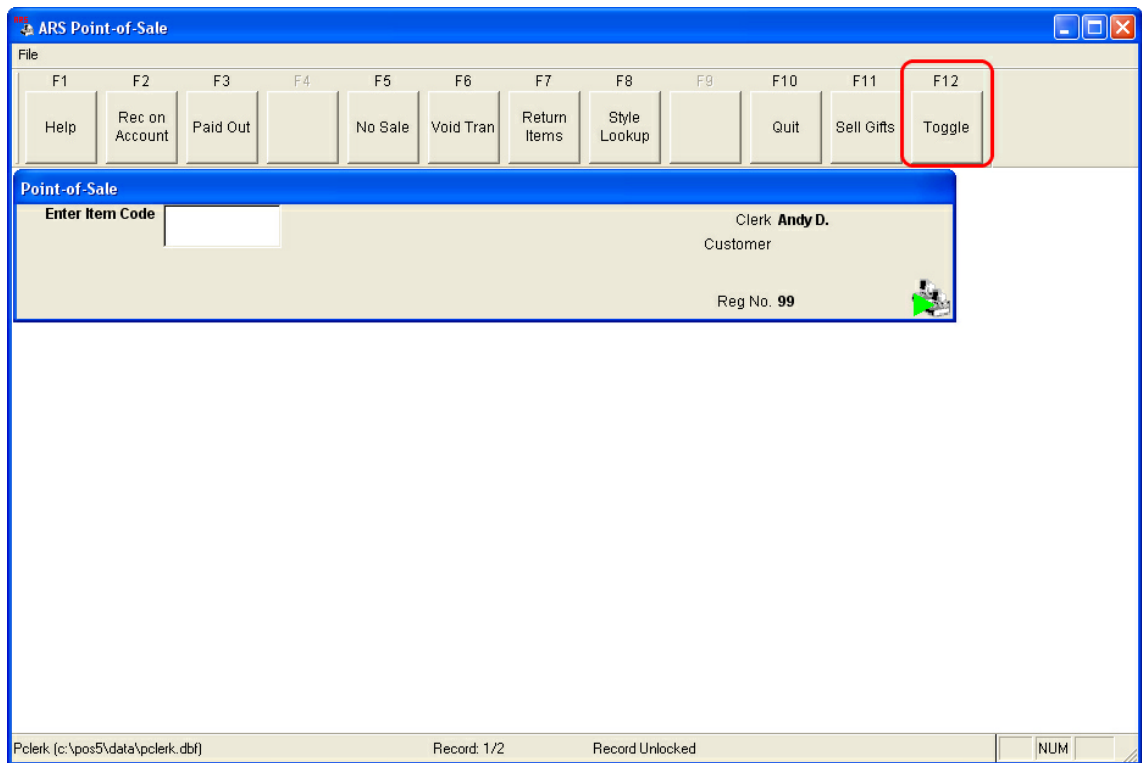
28.6 Special Order is Picked up by the Customer

[Special Orders](#)

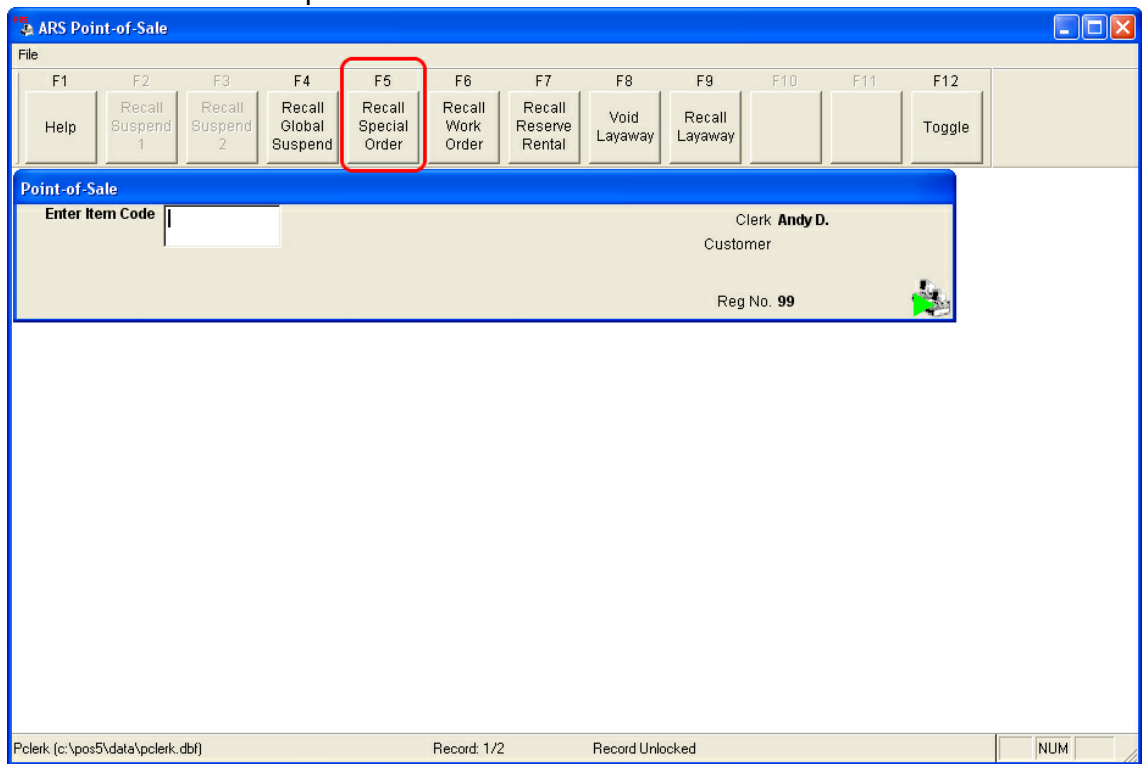


At the Point-of-Sale:

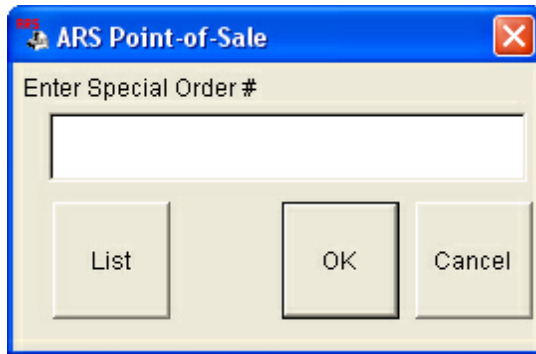
1. Select F12 - Toggle twice.



2. Select F5 - Recall Special Order.



3. The "Enter Special Order Number" window displays.



4. Type in the special order number or select the special order number from the list.
5. The items, deposits and payments on the special order will automatically be entered in a standard point-of-sale transaction window.
6. Finish the POS transaction

29 Utilities and Settings



The Utility feature provides options to configure the application and perform general maintenance.

Utilities include the following:

- Build POS Data
- Remote Register Utility
- Multistore
- Reindex
- Clean Redundant Data
- Global Item Maintenance
- Event Log
- ID Information
- ARS Maintenance
- Custom Utilities
- Preferences
- Security
- Change Password

29.1 Build POS Data

[Utilities and Settings](#)

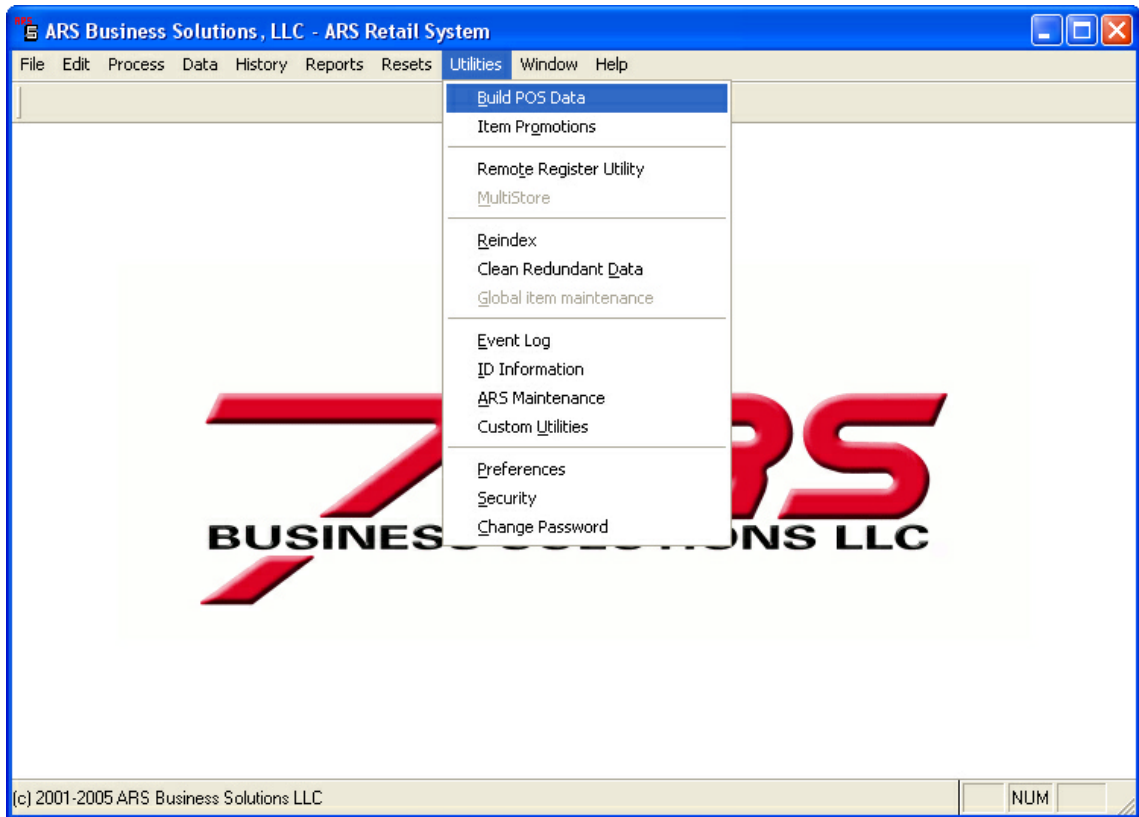


Build POS Data is a utility that sends information down to the registers. Examples of why this utility is used are: Changes on an item such as price, description, new item or an item being removed, class changes, clerk information that needs to be updated, etc.

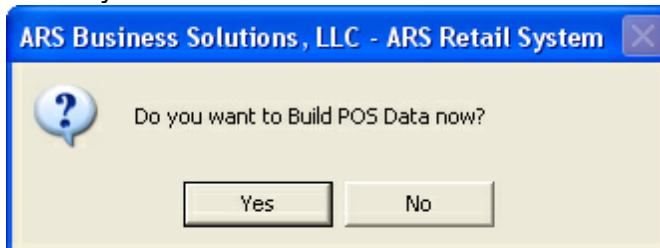
Build POS Data should be run each morning and periodically throughout the day as new items are being received into inventory so that the POS computers are up-to-date (especially with serialized items).

To use this utility:

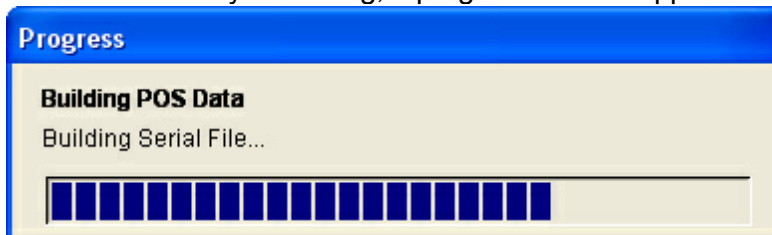
1. Select Utilities->Build POS Data from the main menu bar.



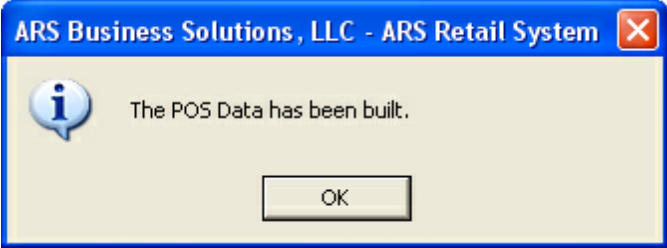
2. "Do you want to Build POS Data now?" window will display.



3. Select the "Yes" button to run this utility.
4. When the utility is running, a progress bar will appear.



5. Once the utility is done running, a pop-up window will appear saying the POS data has been built.



NOTE: Once the data is sent down to the registers, the registers will need to download the information (F6 - Download) button.



29.2 Item Promotions

[Utilities and Settings](#)

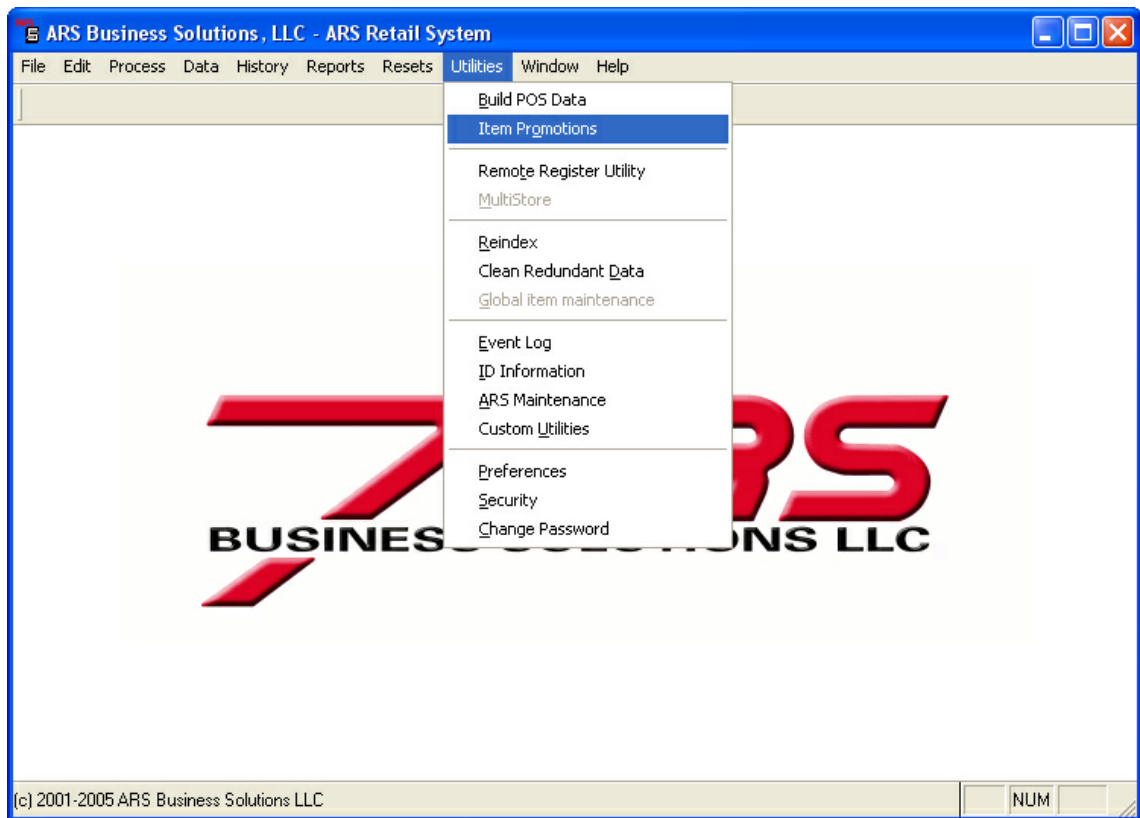


Item promotions is a utility that updates the promotions that are going on.

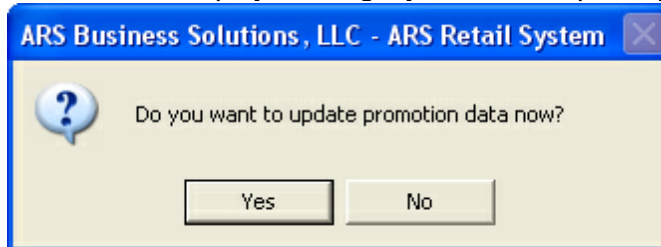
NOTE: This utility needs to be used first before using Utilities->Build POS Data.

To use this utility:

- 1. Select Utilities->Item Promotions from the main menu bar.



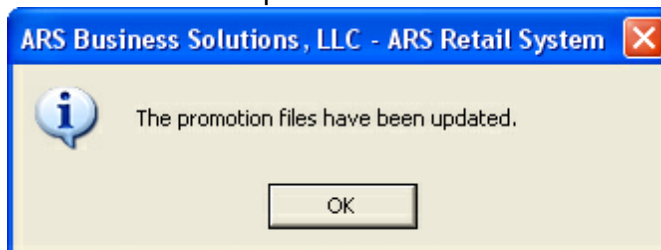
2. A window displays asking if you want to update promotion data.



3. Select the "Yes" button.

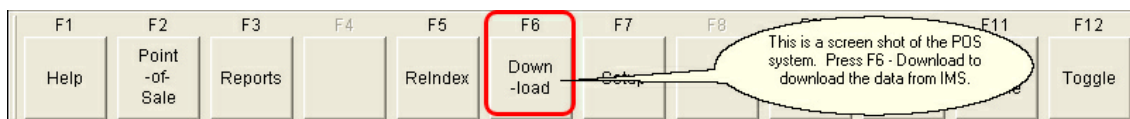
4. A progress bar will appear to let you know how far along it is.

5. Once the utility is done running, a pop-up window will display saying, "The promotion files have been updated".



6. Select the "OK" button.

NOTE: Once the data is sent down to the registers, the registers will need to download the information (F6 - Download) button.



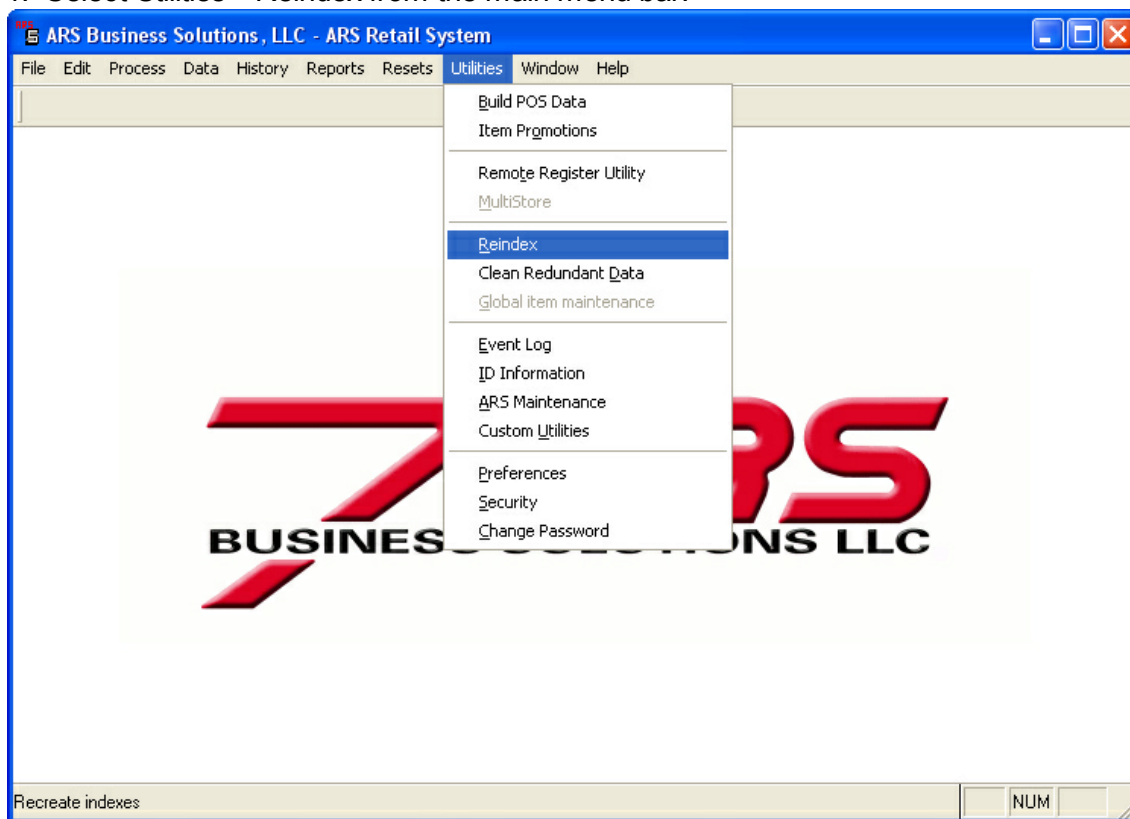
29.3 Reindex

[Utilities and Settings](#)

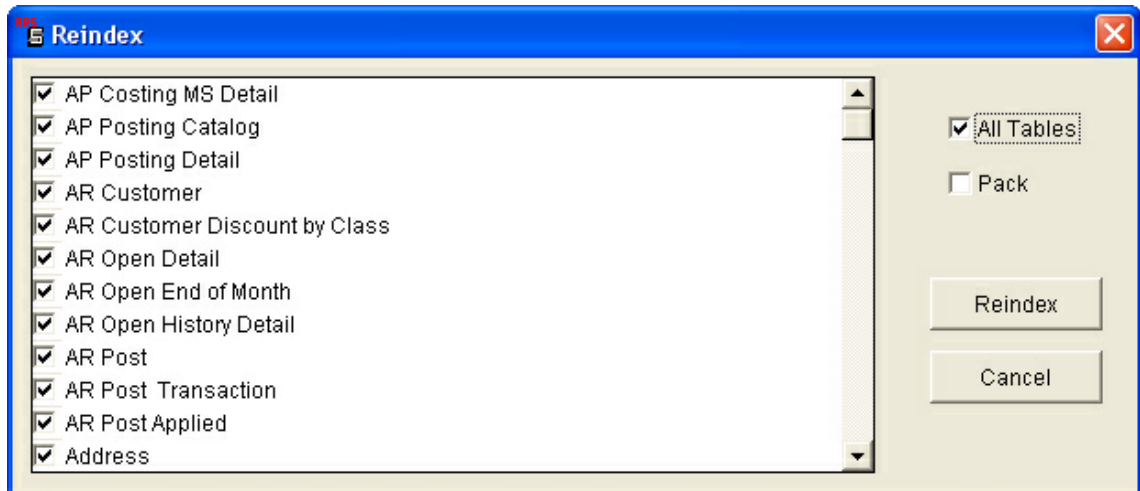


Reindex reorganizes the data tables in the application. Indexes can become corrupt when the systems are rebooted, power outage occurs, a restore from a backup and other unknown causes. Selecting this option requires all users to be logged out of the application. Individual files to be indexed may be checked in the list. Checking the "All Tables" option will reindex all files. To remove deleted records from checked files, check the "Pack" option.

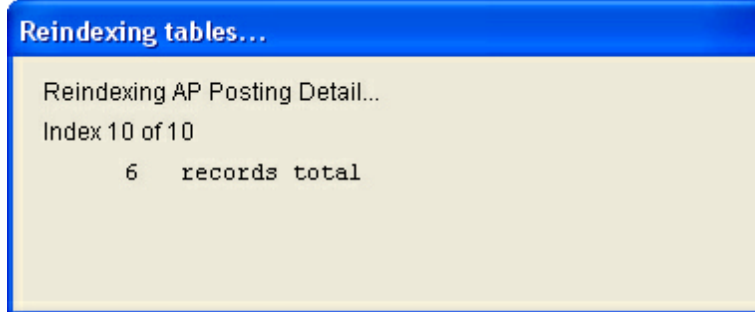
1. Select Utilities->Reindex from the main menu bar.



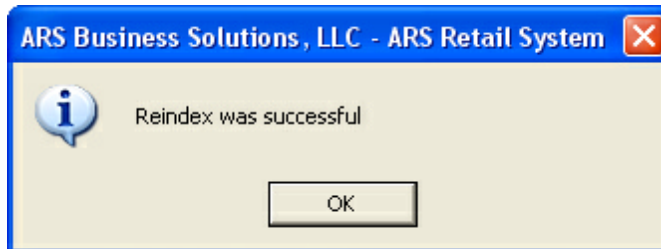
2. To reindex a specific table(s), check the table(s) to be reindexed on the left side of the reindex window. To reindex all the tables, check the "All Tables" option.
3. To pack tables, check the "Pack" option.



4. Select the "Reindex" button.
5. A progress bar will display stating the progress of the reindexing procedure.



6. When the reindexing is complete, a pop-up window displays stating whether or not the reindex was successful or not.



29.4 Event Log

[Utilities and Settings](#)



Application Logs display a view of events that occur within the application. Five views are available at the Application Log feature.

General Tab:

Information displayed based on processes run within the application. It provides the name of the process, the date/time the process was activated, the user that activated it, the status of the process and related messages.

Error Log Tab:

Information on errors that occurred within the application are displayed here. It provides the date\time the error occurred, which user was logged in when the error happened, the error number, related message, a "Details" button which explains where the error happened, the associated line number and method.

Audit Log Tab:

Audit functions are recorded in this log. It displays the date\time, primary key, user, field, values and field types of audit functions.

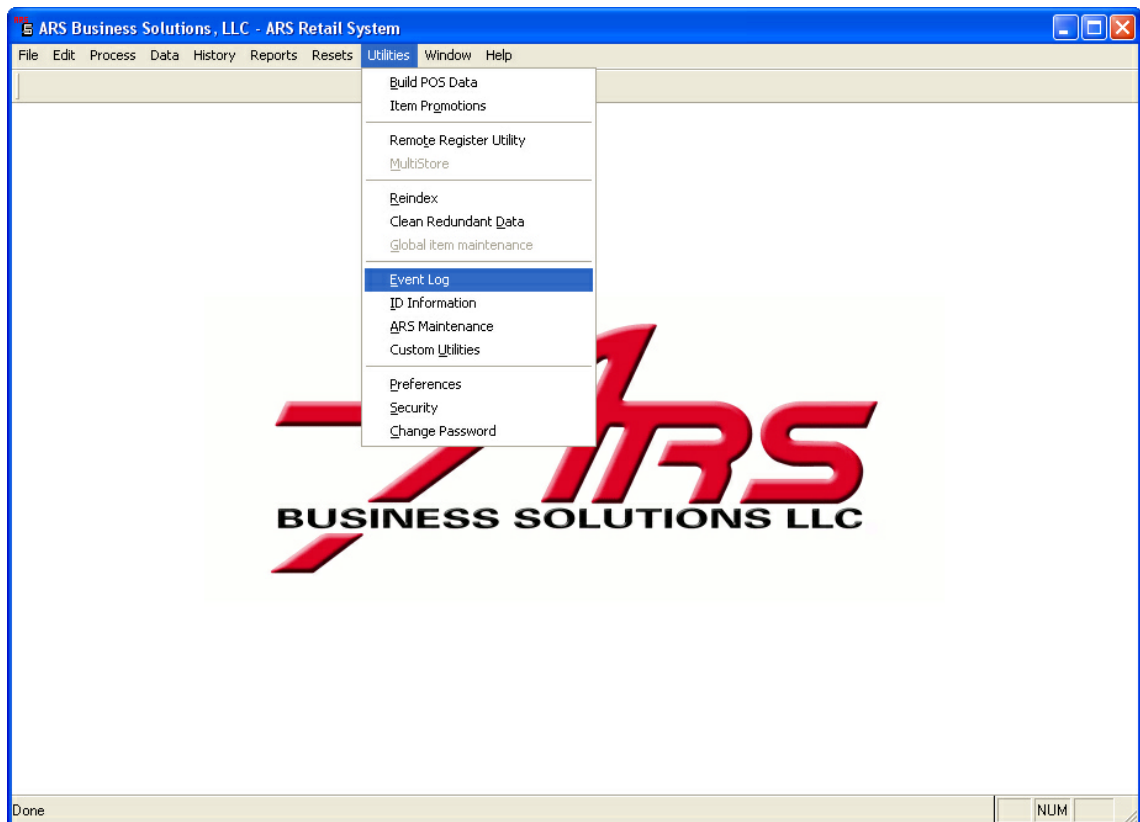
Transactions Tab:

POS transactions are posted on this tab. It displays the store number, date\time, register number, transaction number and the XML for each transaction.

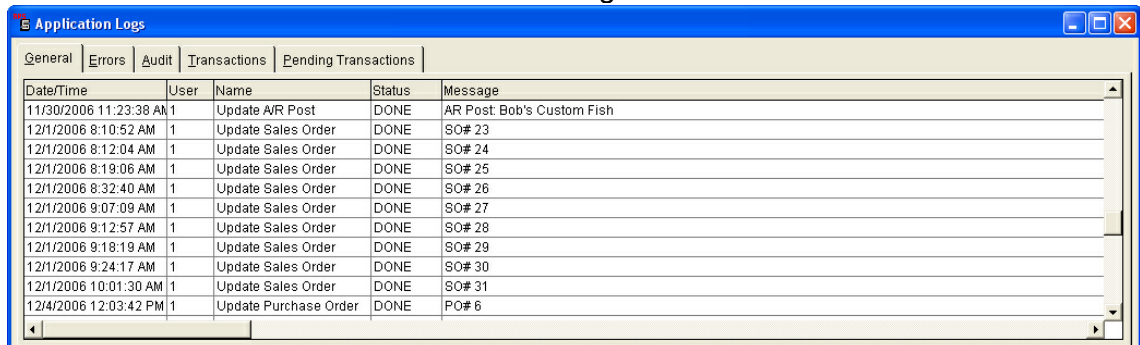
Pending Transactions Tab:

Allows the pending transactions to be viewed. It provides the store number, date\time, register number, transaction number along with any details and XML.

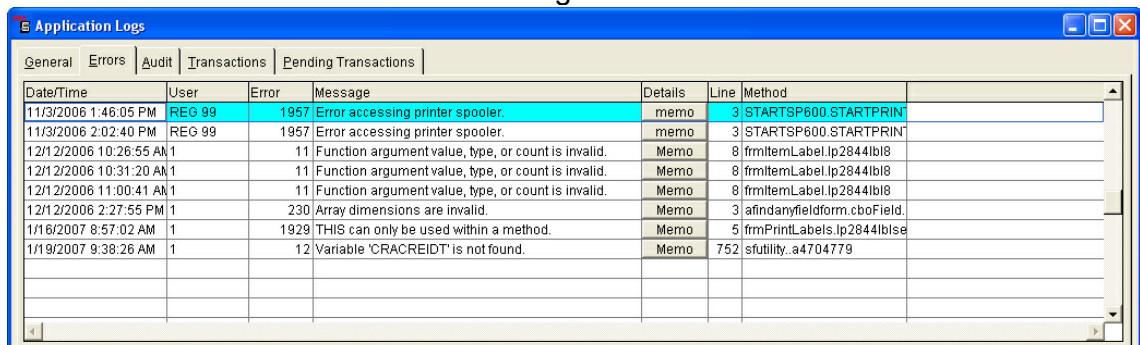
1. Select Utilities->Event Log from the main menu bar.



2. Select the "General" tab to view an event log.



3. Select the "Error" tab to view an error log.



4. Select the "Audit" tab to view the audit log.

The screenshot shows the 'Application Logs' window with the 'Transactions' tab selected. The table below represents the data visible in the window.

Date/Time	Primarykey	User	Field	Prevalue	Newvalue	Fieldtype	Control
5/9/2002 4:01:50 PM	1	SUPERUSER	vendor.vendor	2	100	C	frmvendoredit.pgentry
5/9/2002 4:01:58 PM	1	SUPERUSER	address.lname			C	frmaddredit.pgentry.p
5/9/2002 4:01:59 PM	1	SUPERUSER	address.fname			C	frmaddredit.pgentry.p
5/9/2002 4:02:13 PM	1	SUPERUSER	address.lname		Amce Distribution	C	frmaddredit.pgentry.p
5/9/2002 4:02:14 PM	1	SUPERUSER	address.fname			C	frmaddredit.pgentry.p
5/9/2002 4:06:42 PM	1	SUPERUSER	address.lname	Amce Distribution	AMCE	C	frmaddredit.pgentry.p
5/9/2002 4:10:15 PM	3	SUPERUSER	address.lname		USA MANUFACTURING	C	frmaddredit2.pgentry.i
5/9/2002 4:10:15 PM	3	SUPERUSER	address.fname			C	frmaddredit2.pgentry.i
5/9/2002 4:12:20 PM	3	SUPERUSER	address.lname	USA MANUFACTURING	USA Manufacturing	C	frmaddredit3.pgentry.i
5/9/2002 4:13:15 PM	3	SUPERUSER	address.lname	USA Manufacturing	USA Manufacturing	C	frmaddredit4.pgentry.i
5/9/2002 4:14:26 PM	5	SUPERUSER	address.lname		Anderson	C	frmaddredit5.pgentry.i

5. Select the "Transactions" tab to view a POS transaction log.

The screenshot shows the 'Application Logs' window with the 'Transactions' tab selected. The table below represents the data visible in the window.

Store #	Date/Time	Reg #	Tran #	Xml
001	9/27/2005 1:56:38 PM	1	1	Memo
001	9/27/2005 1:56:52 PM	1	2	Memo
001	9/27/2005 1:57:09 PM	1	3	Memo
001	9/27/2005 1:58:32 PM	1	4	Memo
001	9/27/2005 1:59:03 PM	1	5	Memo
001	9/27/2005 2:24:52 PM	1	6	Memo
001	9/27/2005 2:25:25 PM	1	7	Memo
001	9/27/2005 2:37:59 PM	1	8	Memo
001	9/27/2005 2:46:30 PM	1	9	Memo
001	10/5/2006 9:28:35 AM	99	27	Memo
001	10/5/2006 9:29:03 AM	99	28	Memo

6. Select the "Pending Transaction" tab to view the pending transactions.

The screenshot shows the 'Application Logs' window with the 'Pending Transactions' tab selected. The table on the left shows a list of pending transactions, and the right pane displays an error message.

Store	Date/Time	Reg #	Tran #
001	11/29/2006 9:39:36 AM	99	36
001	11/29/2006 9:39:53 AM	99	39
001	11/29/2006 9:39:58 AM	99	40
001	11/29/2006 9:40:02 AM	99	41
001	11/29/2006 9:40:04 AM	99	42
001	11/29/2006 9:40:06 AM	99	43
001	11/29/2006 9:40:15 AM	99	47

Details

ARS Handled Exception
The id_item does not exist

© 2002 - 2005 ARS Business Solutions, LLC

XML

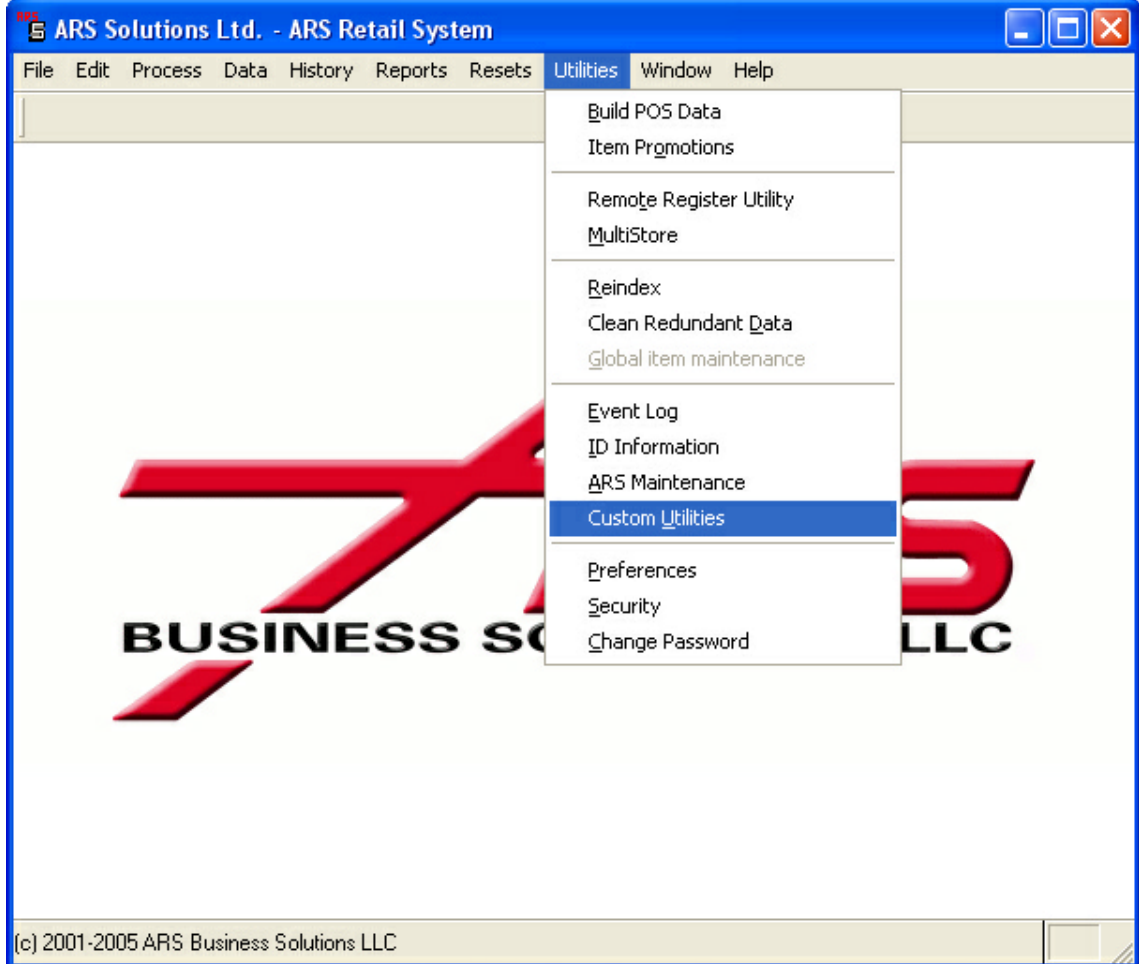
29.5 Custom Utilites

[Utilities and Settings](#)

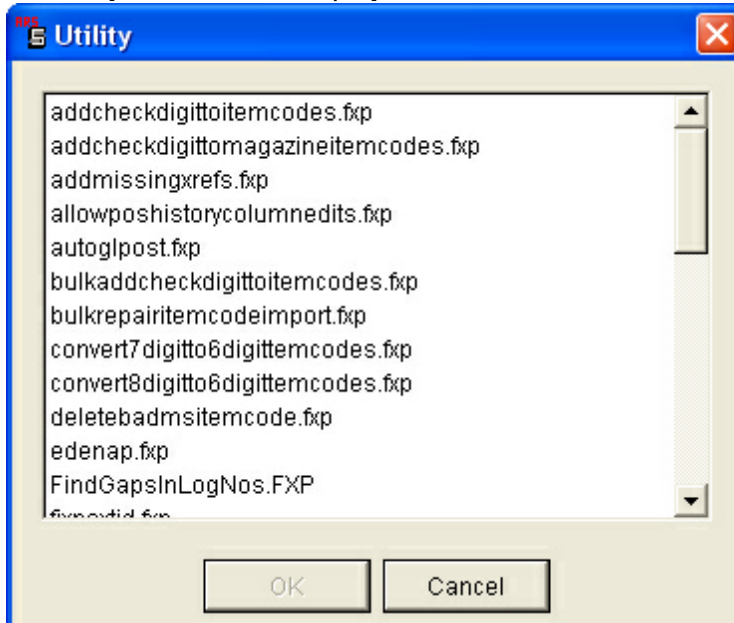


Select the Custom Utilities to run applications that were developed specifically for your installation.

1. Select Utilities->Custom Utilities from the main menu bar.



2. "Utility" window will display.



3. Select the utility program that you would like to run.

NOTE: Contact your ARS support representative regarding custom utilities.

30 Vendor Catalog



The Vendor Catalog feature allows data from a vendor to be imported into the IMS system. The Vendor Catalog feature has the following applications:

- Inquire if a vendor stocks a certain item, may include cost and package quantity.
- Add items from the vendor catalog to the item database.
- Add item cross references based on existing items and items added from the vendor catalog.
Update item costs in the cross reference database.
- Create a group price change based on vendor catalog prices.

Vendor catalogs must be obtained directly from the vendor. ARS does not distribute vendor catalogs or requisition vendor catalogs from vendors.

Vendor catalogs may come in many different formats including text documents and Excel spreadsheets. Please feel free to have you vendor contact us with any questions they may have regarding the vendor catalog conversion.

ARS provides the interface that allows a vendor catalog to be uploaded into the IMS. If you require an interface for a vendor that is not listed on the ARS website, contact the ARS Support staff about having a new interface created.

There are no fees associated with the Vendor Catalog feature.

30.1 Download and Interface

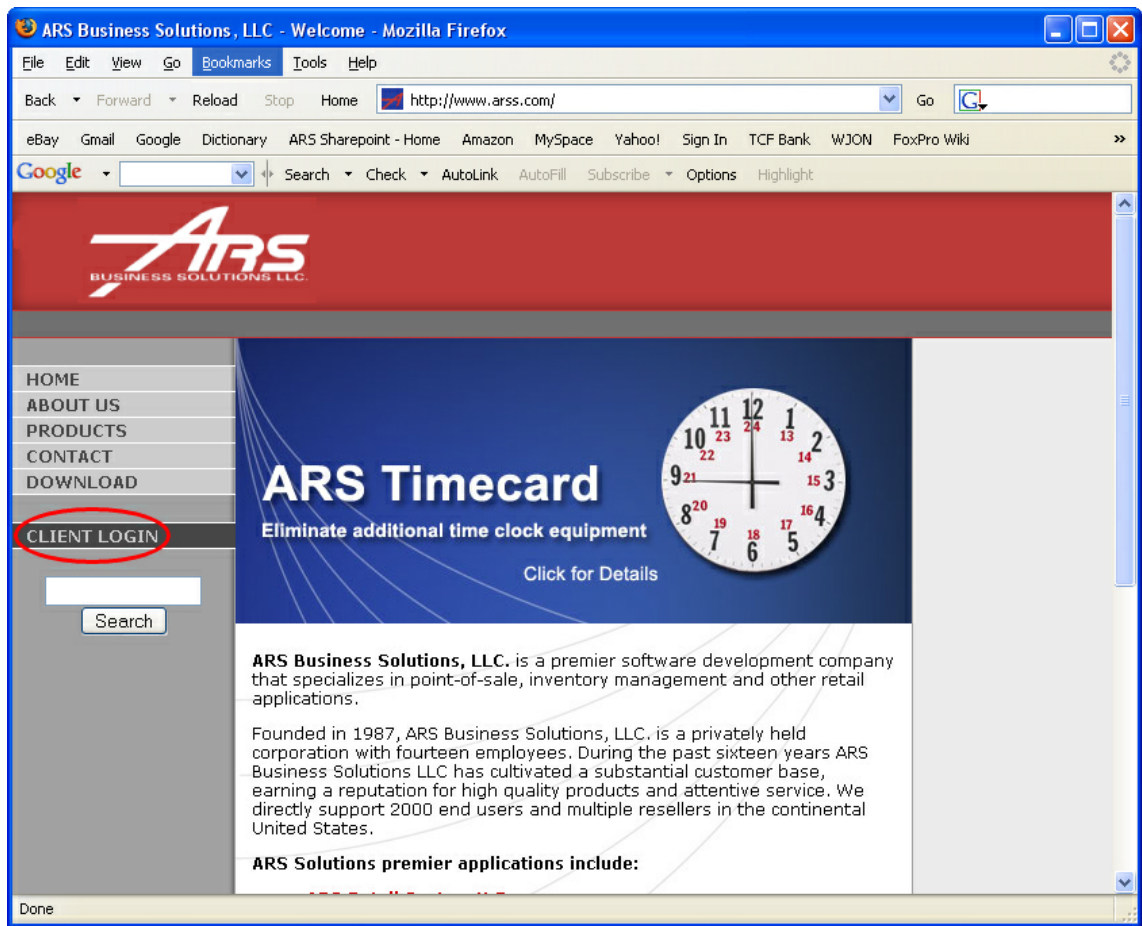
[Vendor Catalog](#)



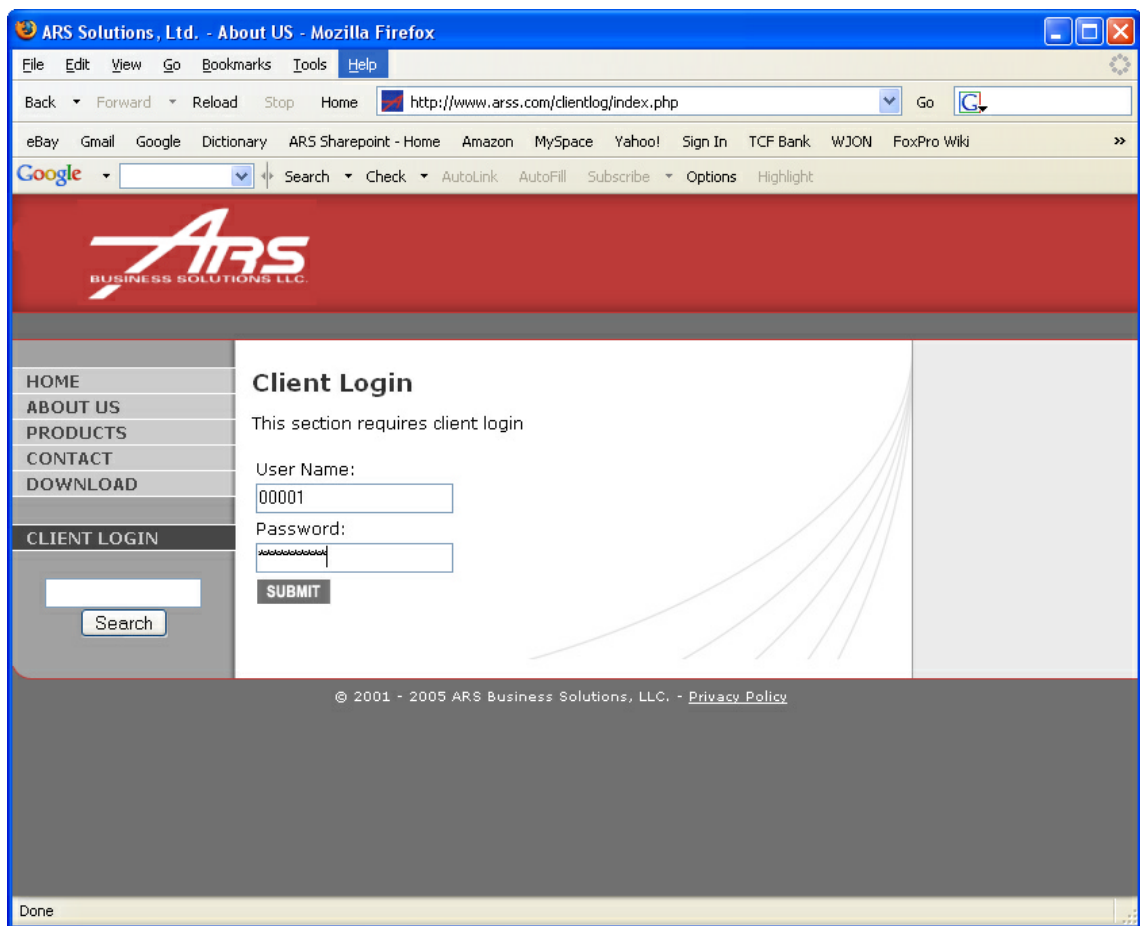
Once a vendor catalog file has been obtained from a vendor, an interface must be downloaded from the ARS website (www.arss.com). If an interface cannot be found on the ARS website for a particular vendor, contact the ARS support staff to see about have a new interface created.

To download an interface from the ARS website:

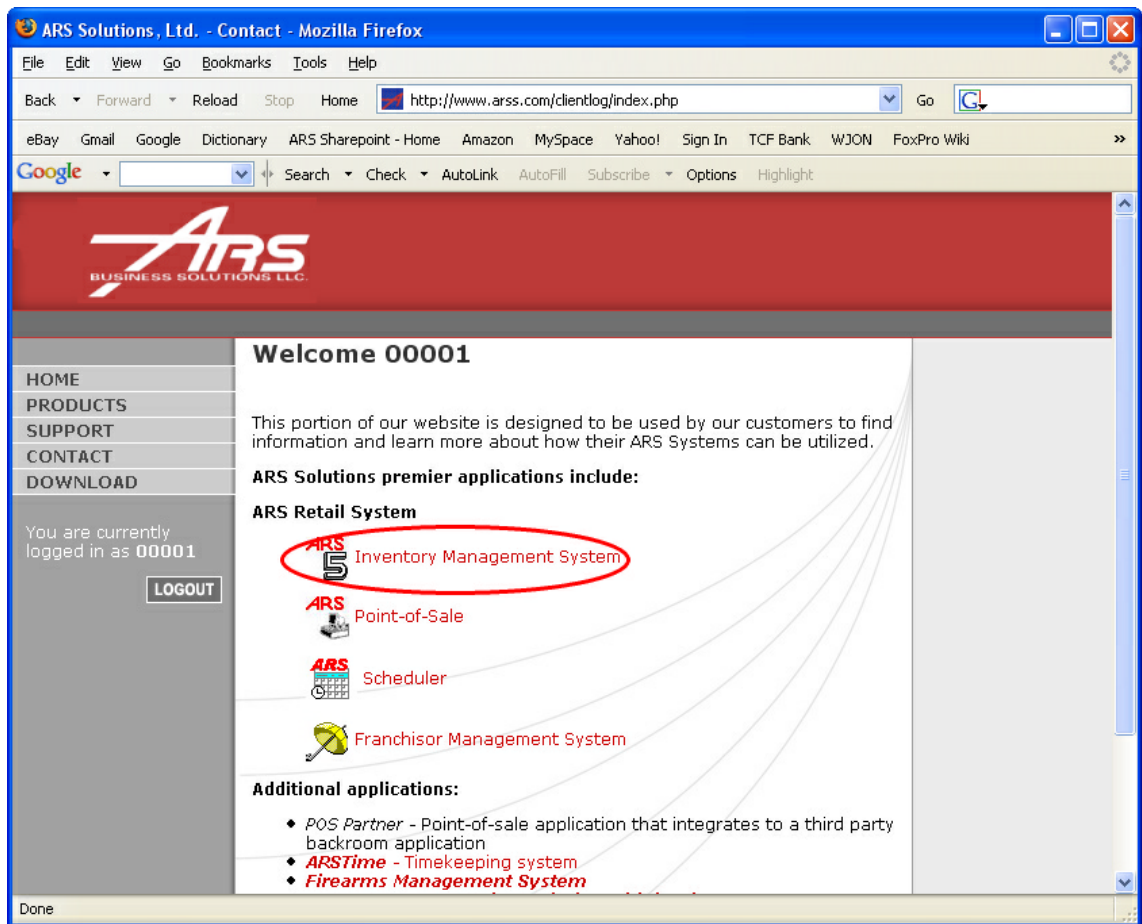
1. Logon to the internet.
2. Navigate to the ARS Website, at www.arss.com.
3. Select "Client Login".



4. Enter the username and password, select the "Submit" button. If you do not know your ARS username and password, contact the ARS Support staff.



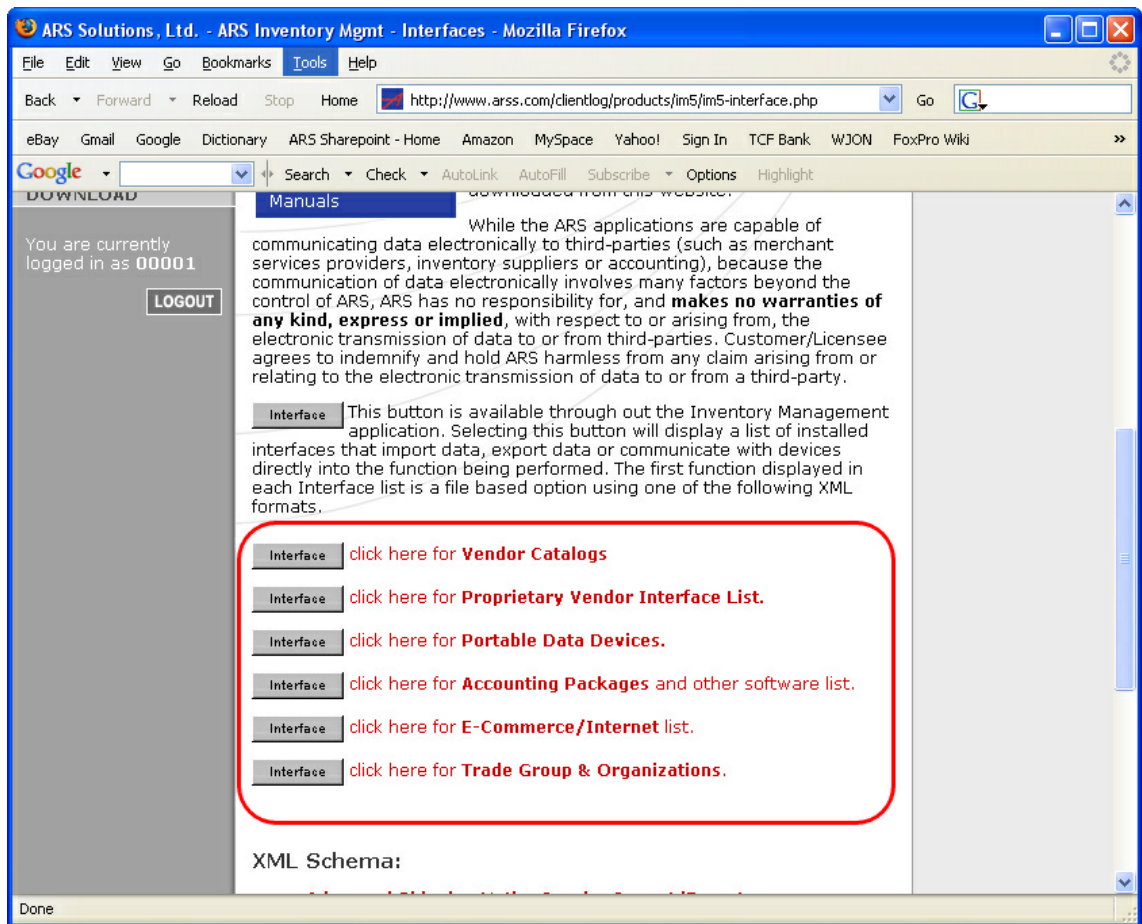
5. Select the "Inventory Management System" link.



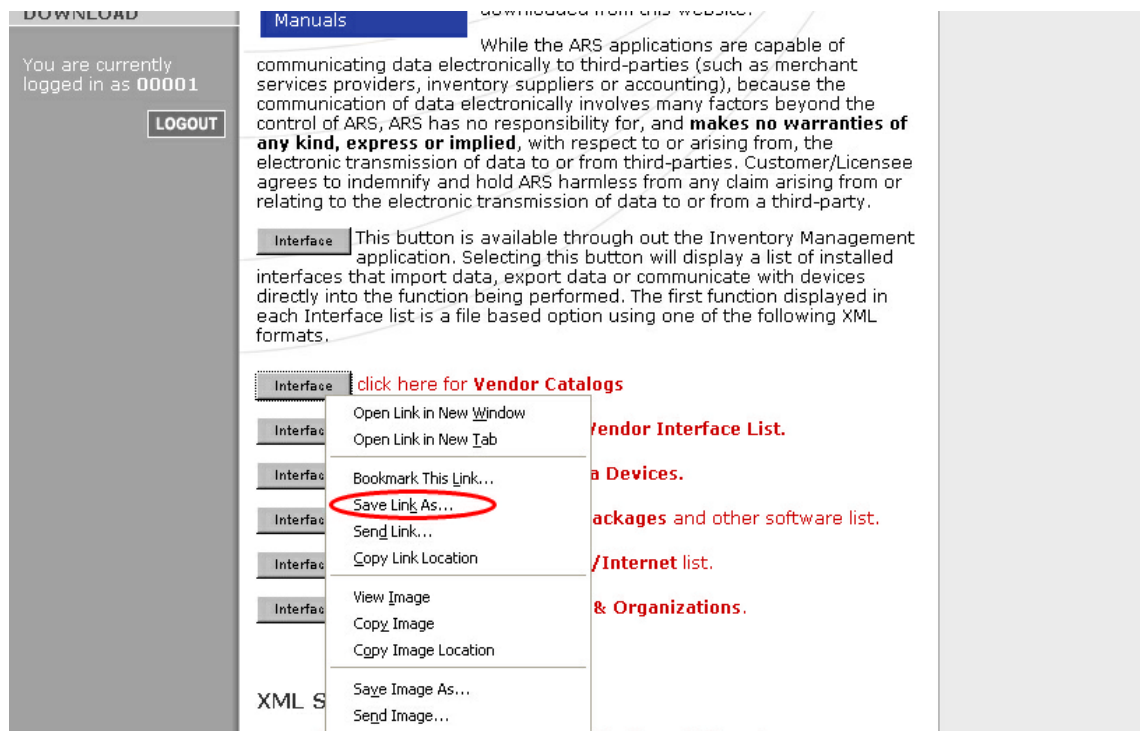
6. Select the "Interface" link from the blue menu box.



7. Scroll down until you see, "Click here for Vendor Catalogs", select this link.

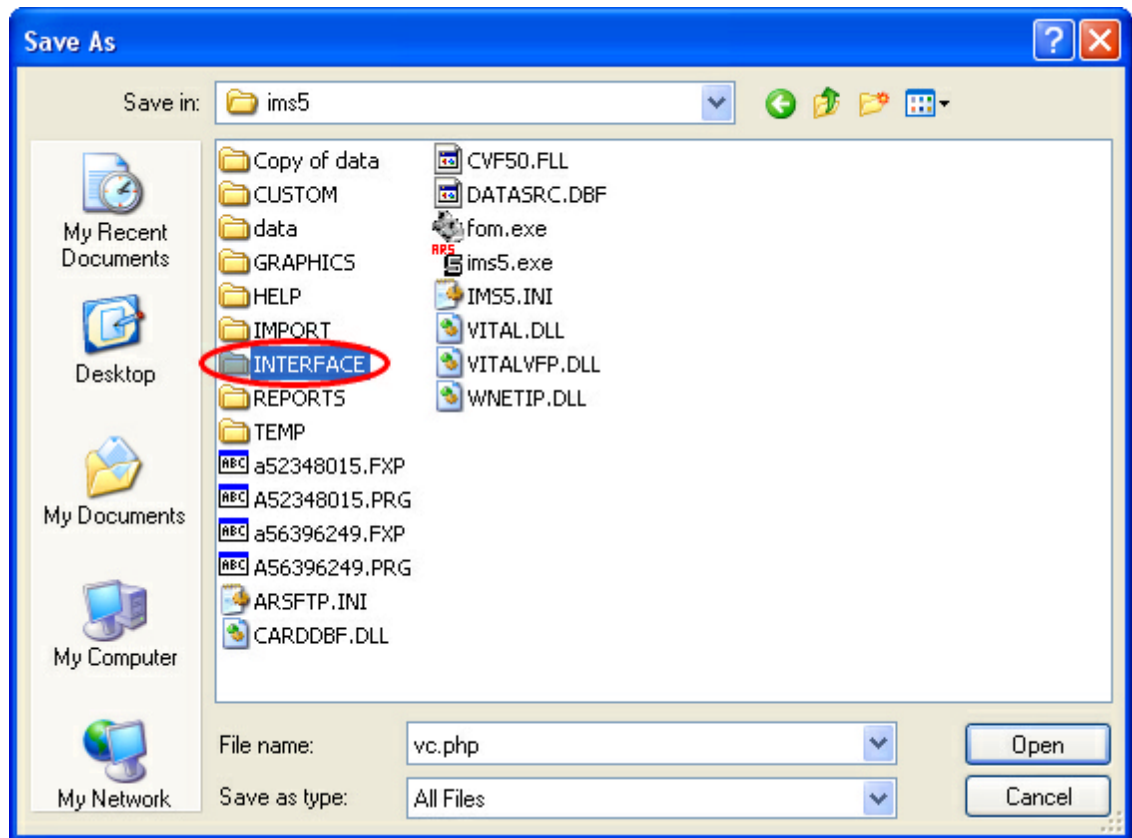


8. Search the Vendor Catalog listing for the appropriate vendor.
9. Right click on the "Interface" button next to the vendor.
10. Select the "Save Target As" option. (If using Mozilla Firefox, Select the "Save Link As" option)



11. Navigate to the IMS5 directory.

12. Save the interface file in the "Interface" folder.



13. The process of downloading the interface is finished. A prompt will appear to register new interfaces the next time the "Interface" button is selected in the IMS.

14. Select the "Yes" button.

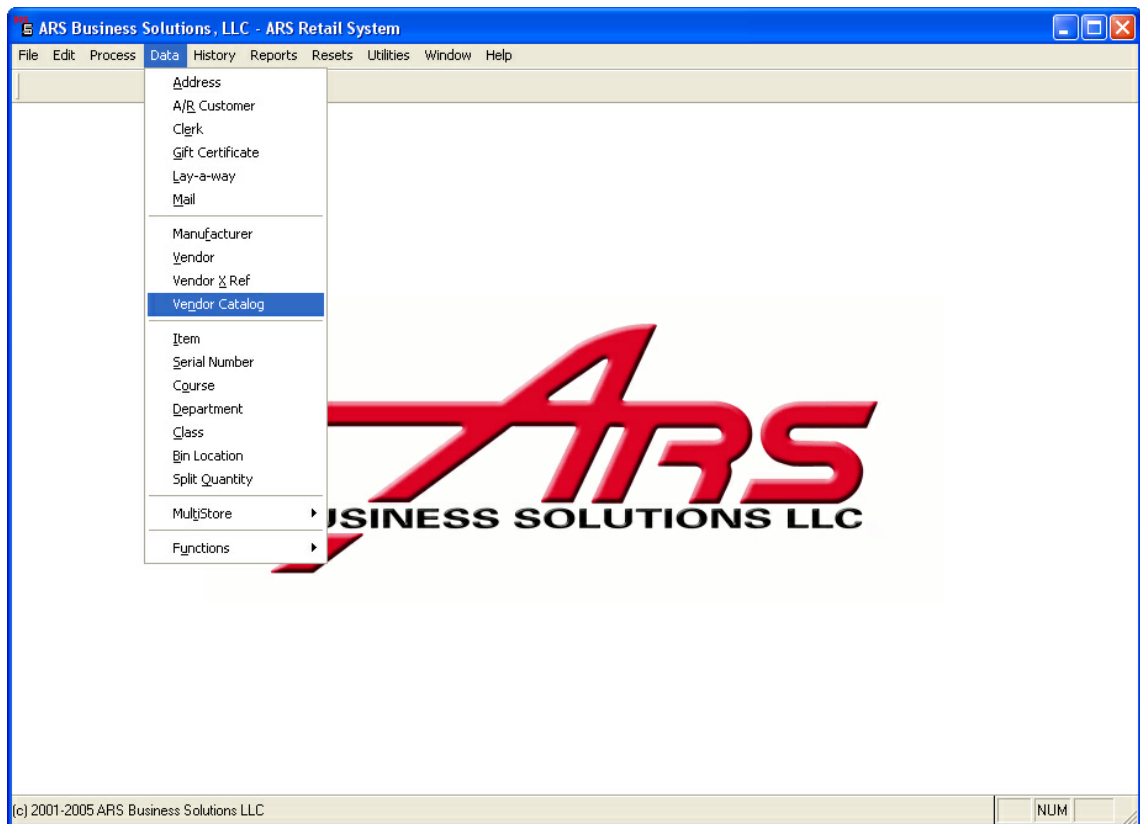
30.2 Interface a Vendor Catalog

[Vendor Catalog](#)

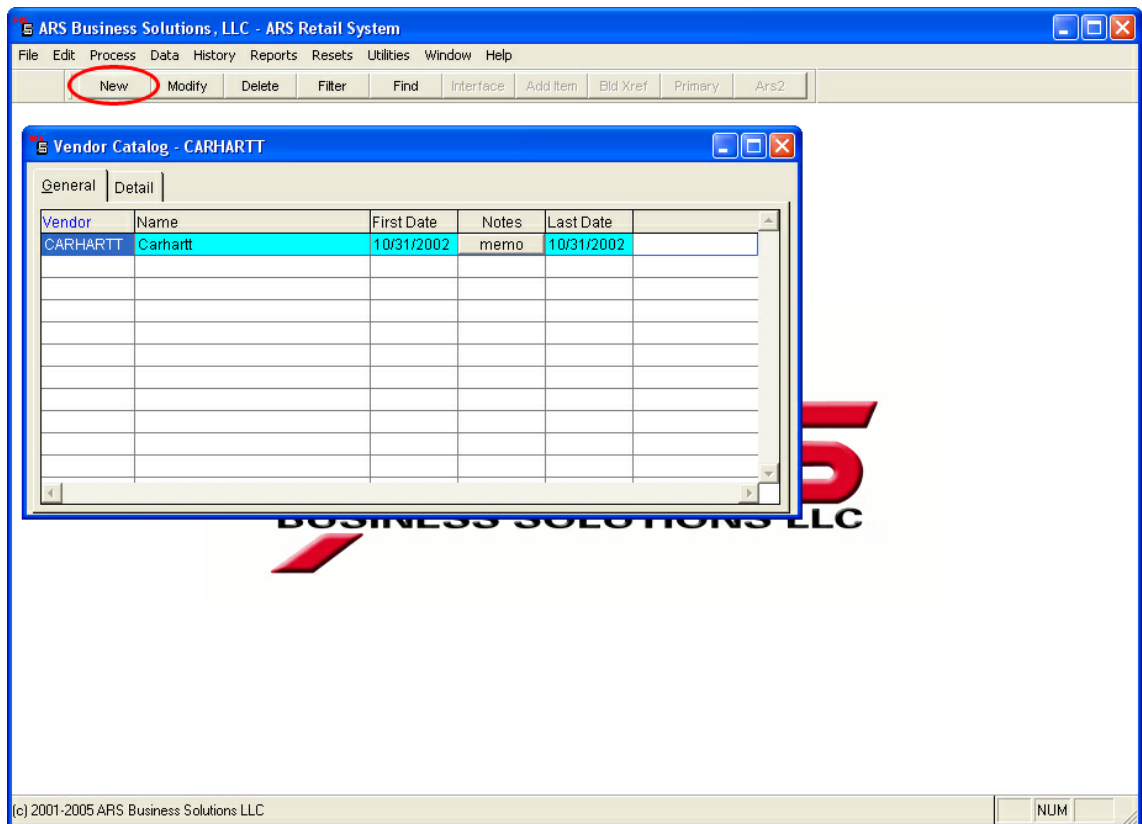


To interface a vendor catalog:

1. Select Data->Vendor Catalog from the main menu bar.



2. The "Vendor Catalog" data grid displays.
3. Select the "New" button from the basic tool bar.



4. The "Add Vendor Catalog" form displays.

Add Vendor Catalog

General

Vendor LookUp

Last Name

First Date

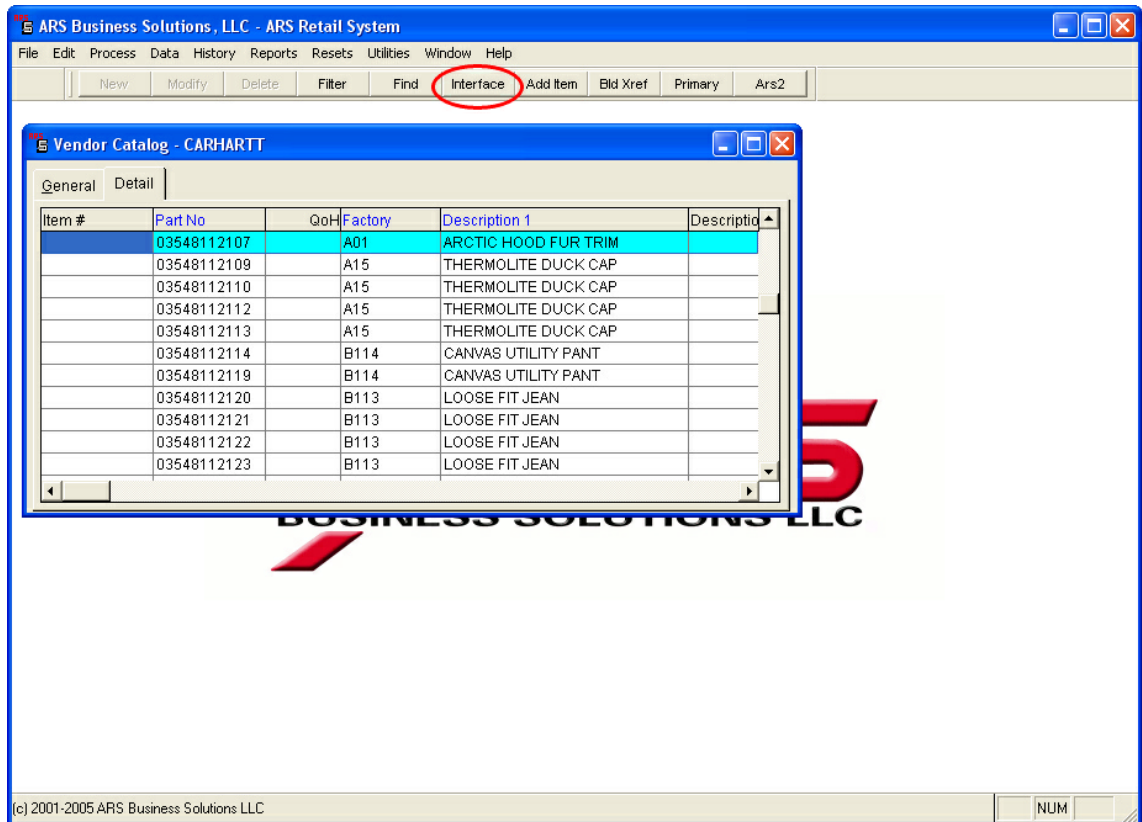
Last Date

Notes

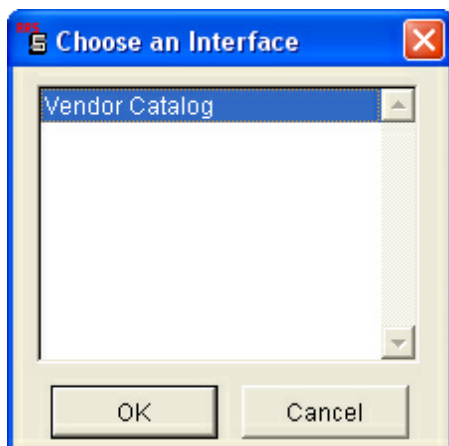
Add Close

5. Enter a vendor in the "Vendor" field or select the "Lookup" button.

6. Enter additional notes in the "Notes" field. (Optional)
7. Select the "Add" button to save this information.
8. Select the "Close" button to exit.
9. Select the "Detail" tab.
10. Select the "Interface" button from the basic tool bar.



- 11.A "Choose an Interface" form displays.



12. Select the appropriate interface and select the "OK" button.
13. Locate the vendor catalog file and select the "OK" button.
14. The vendor catalog will be interfaced into the IMS.

30.3 Add an Item from a Vendor Catalog

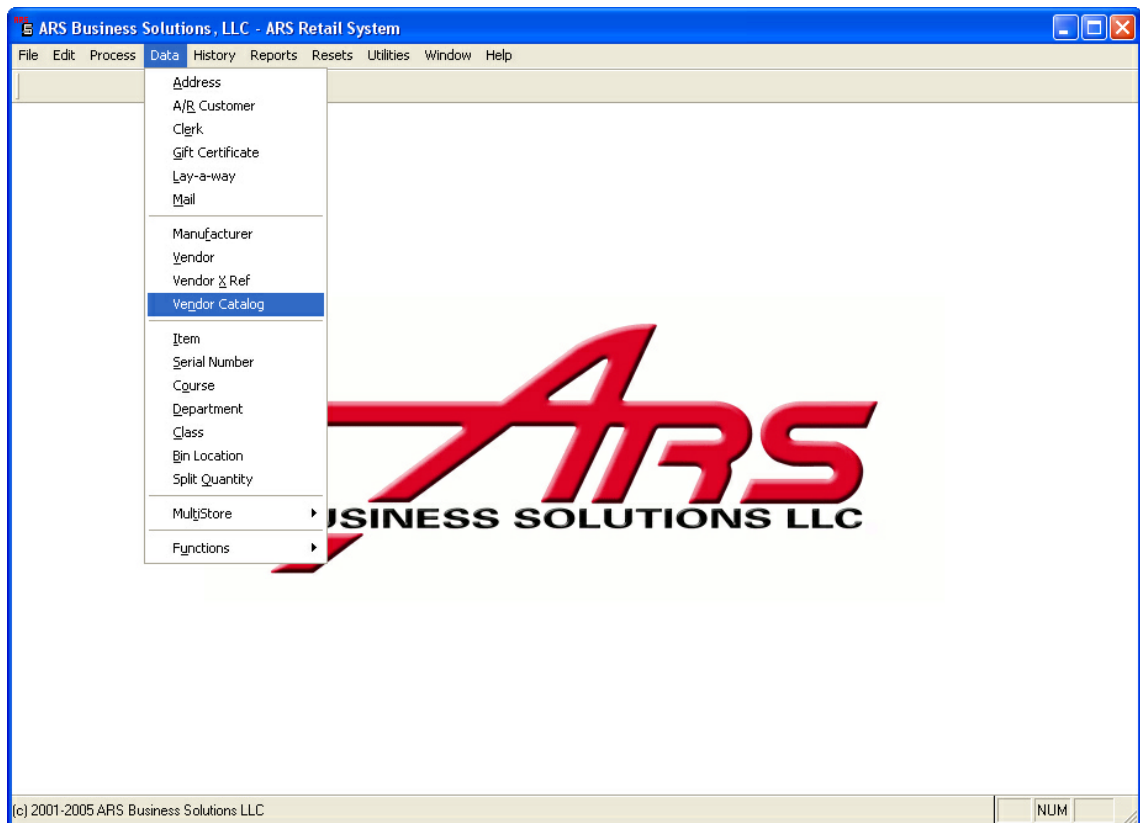
[Vendor Catalog](#)



Items may be added to the item database from the vendor catalog. This allows item data such as description, style, UPC and price that has been transmitted from the vendor to be automatically added to the item database. Class, manufacturer, serial group and other item setup data is not added from the vendor catalog and needs to be manually entered.

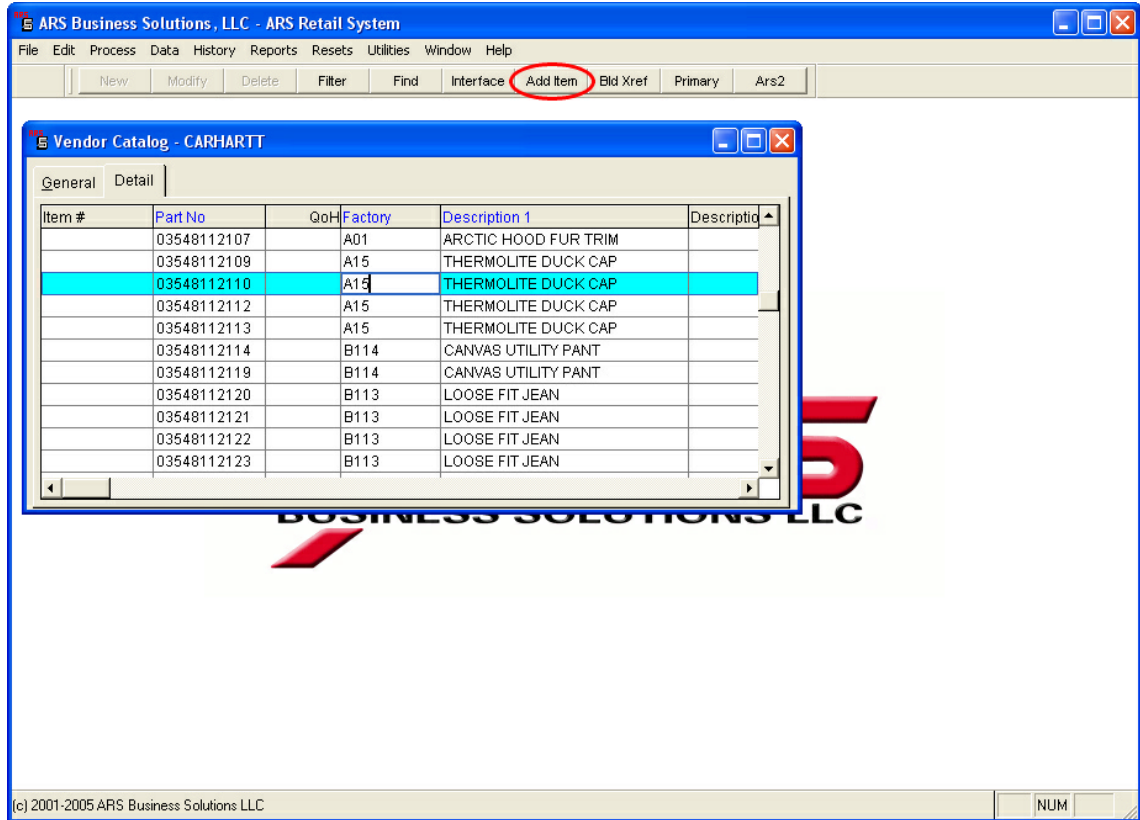
To add an item from a vendor catalog:

1. Select Data->Catalog from the main menu bar.



2. The "Vendor Catalog" data grid displays.
3. Select a vendor catalog.

4. Select the "Detail" tab.
5. Select an item and select the "Add Item" button.



6. The "Add Item" form displays.

7. Enter item information.

- Class, manufacturer, serial group and other item setup data is not added from the vendor catalog and needs to be manually entered.
- For convenience, the class, manufacturer, serial group and item setup information entered for an item is retained the next time an item is added. This helps speed up the process of adding similar items within a catalog.
- *REMINDER: Because serial group information is retained between adding items, make sure the serial group is set properly so non-serialized items are not prompt for log numbers at the POS!*

8. Select the "Add" button to save this information and exit.

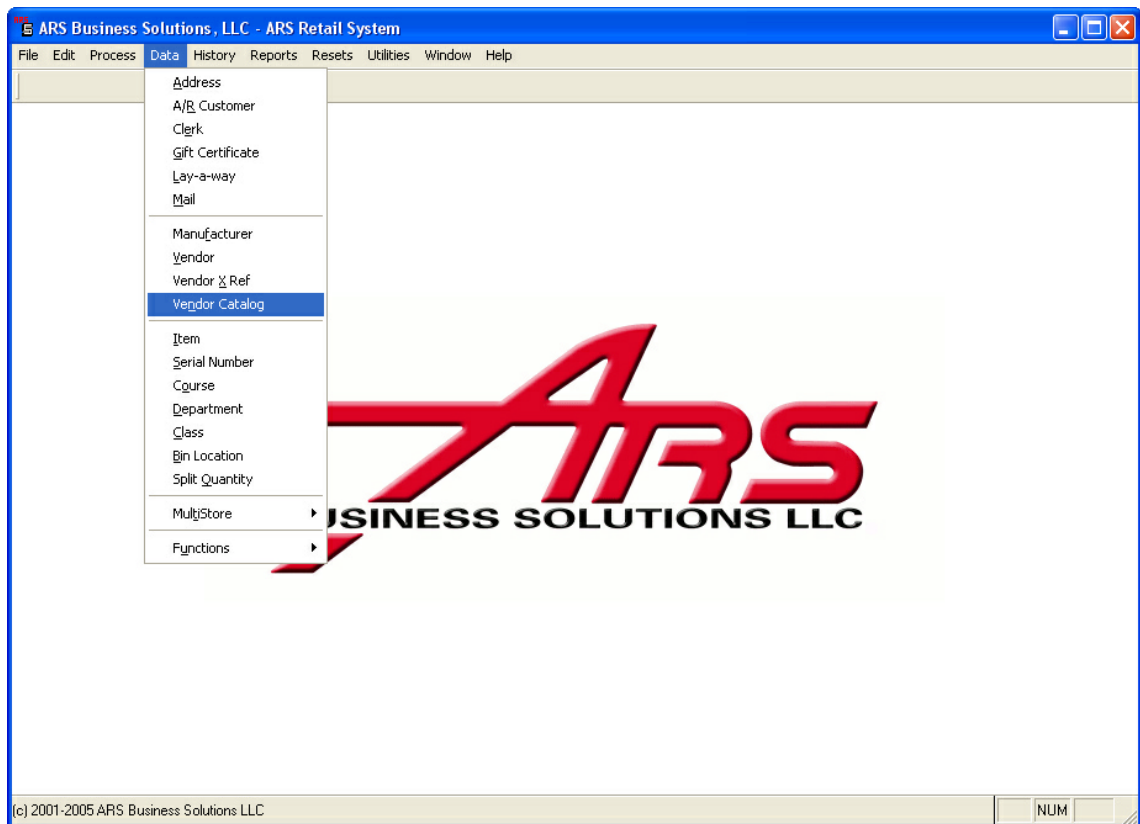
30.4 Build Xref and Update Last Costs

[Vendor Catalog](#)

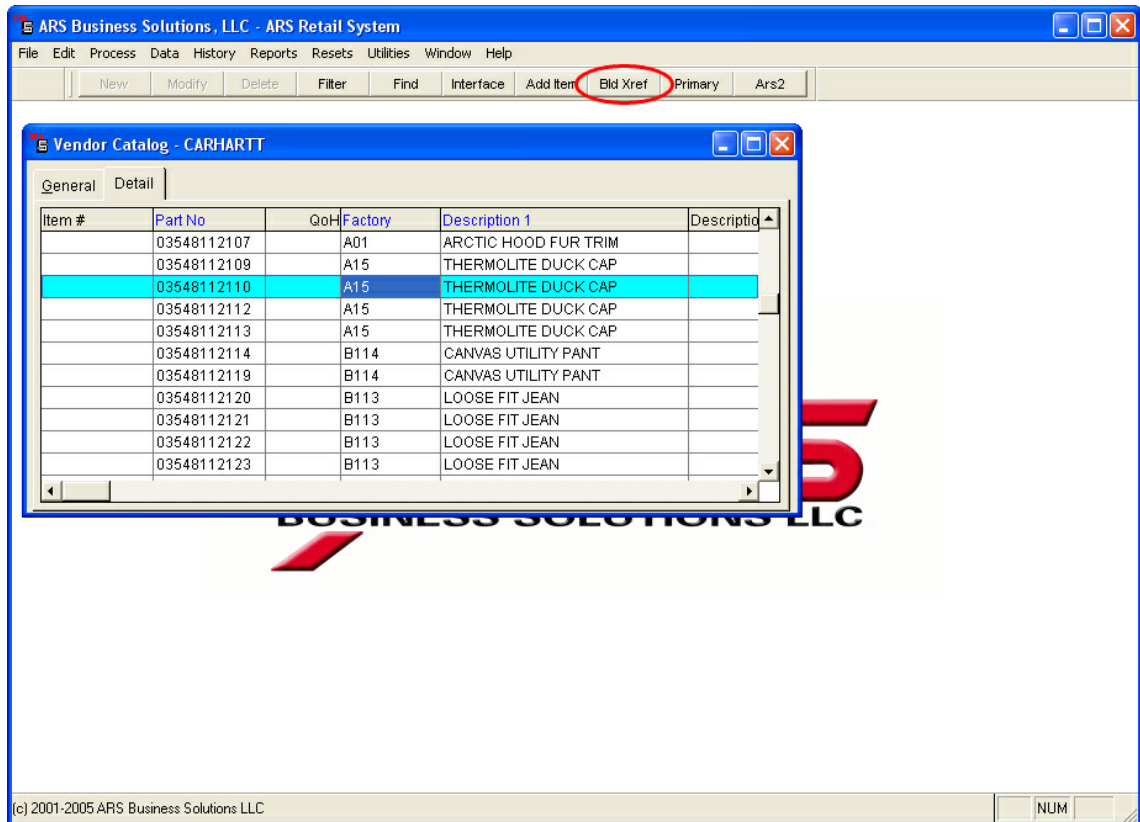


The Vendor Catalog feature allows cross reference numbers to be created for existing items in the system and last costs to be updated in the cross reference database.

1. Select Data->Vendor Catalog from the main menu bar.



2. The "Vendor Catalog" data grid displays.
3. Select the "Detail" tab.
4. Select the "Bld Xref" button from the basic tool bar.



5. A prompt displays, "Are you ready to create the vendor cross references?"
6. Select the "Yes" button.
7. Another prompt displays, "Update last cost in existing cross references?"
8. If so, select the "Yes" button.
9. The process will run and will display after words how many cross references have been added to the cross reference database.

31 Work Order



The Work Order feature allows for the creation of a work order and tracks the work orders until completion. Fully integrated with the inventory system it proves the ability to track all work order costs.

Highlights of the Work Order feature:

- Unlimited number of work orders and line items.
- Automatically generates work order number or type in a unique work order number.

- Tracks repairs by serial number and description.
- Automatically fills in part description and price from inventory.
- Optional cost of estimated repair and completion date fields.
- Optional entry for detailed problem description and/or remarks.
- Instant recall to either a point-of-sale or sales order transaction.

Work Order Steps:

1. Create the work order.
2. Add detail to the work order (parts, labor charges, etc.).
3. Complete the work order.
4. Process the work order.

31.1 New Work Order

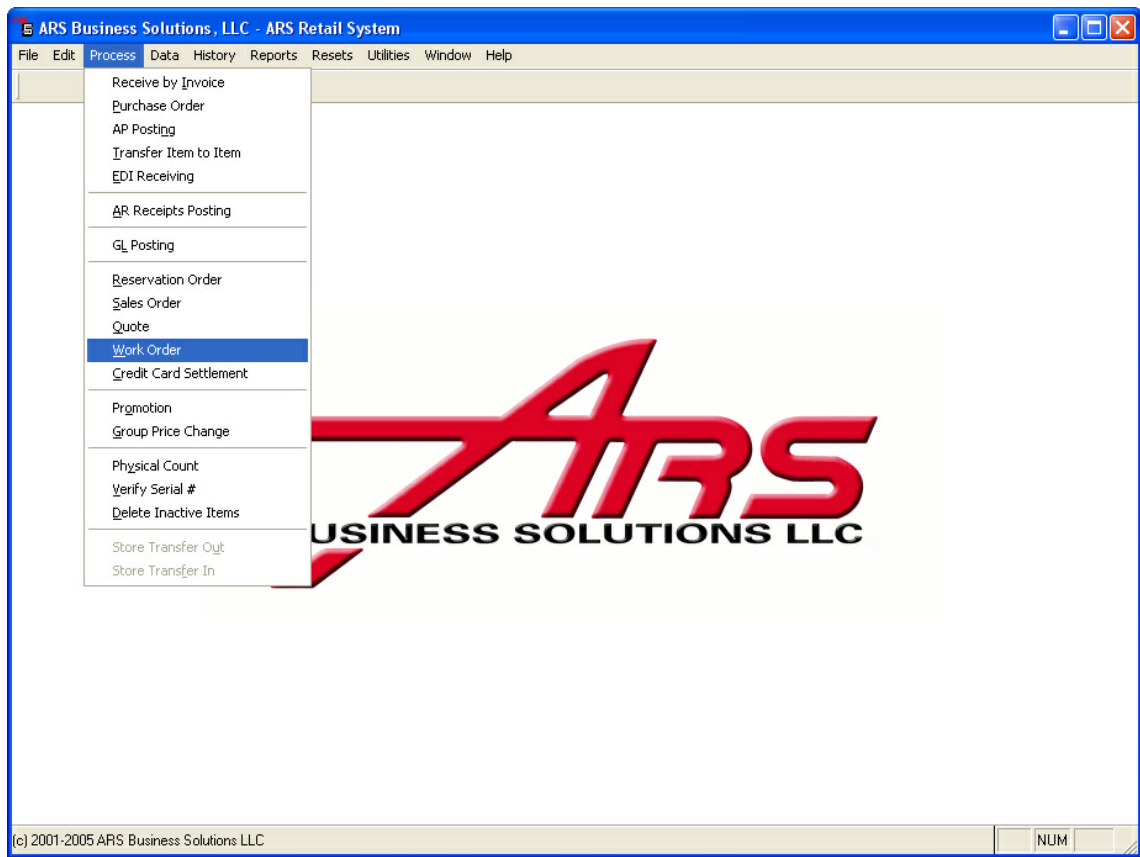
[Work Order](#)



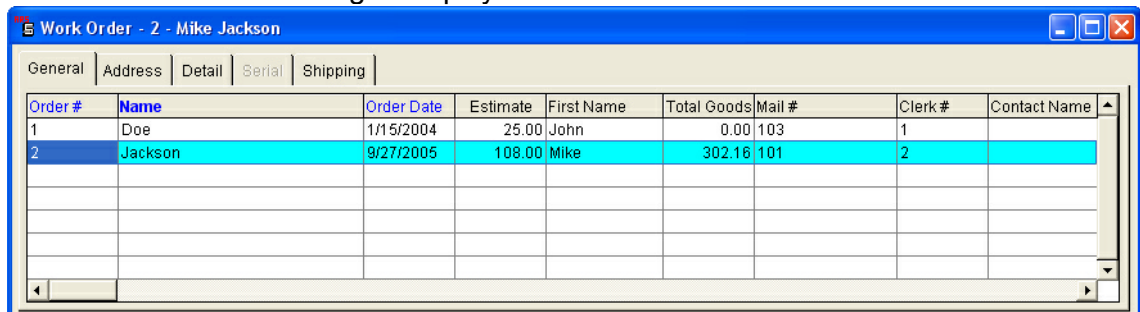
A new work order is created to track a repair and/or custom merchandise request.

To create a work order:

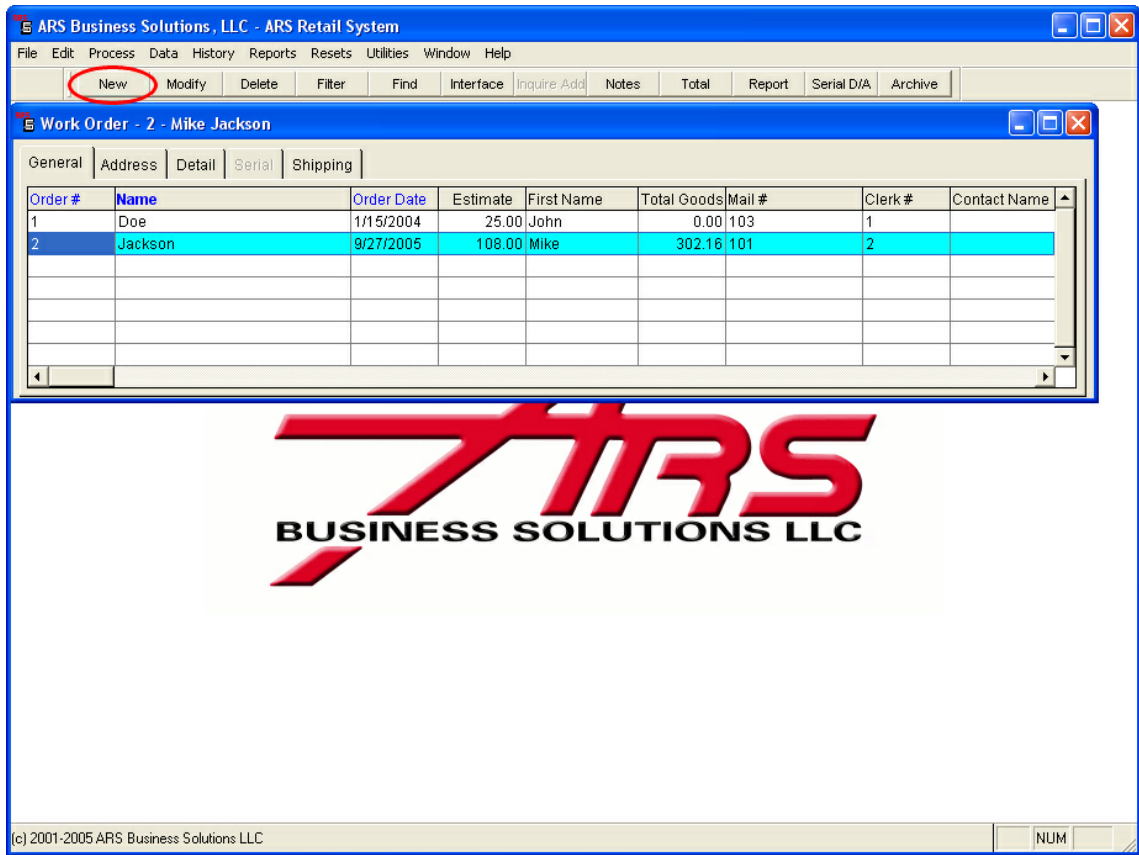
1. Select Process->Work Order from the main menu bar.



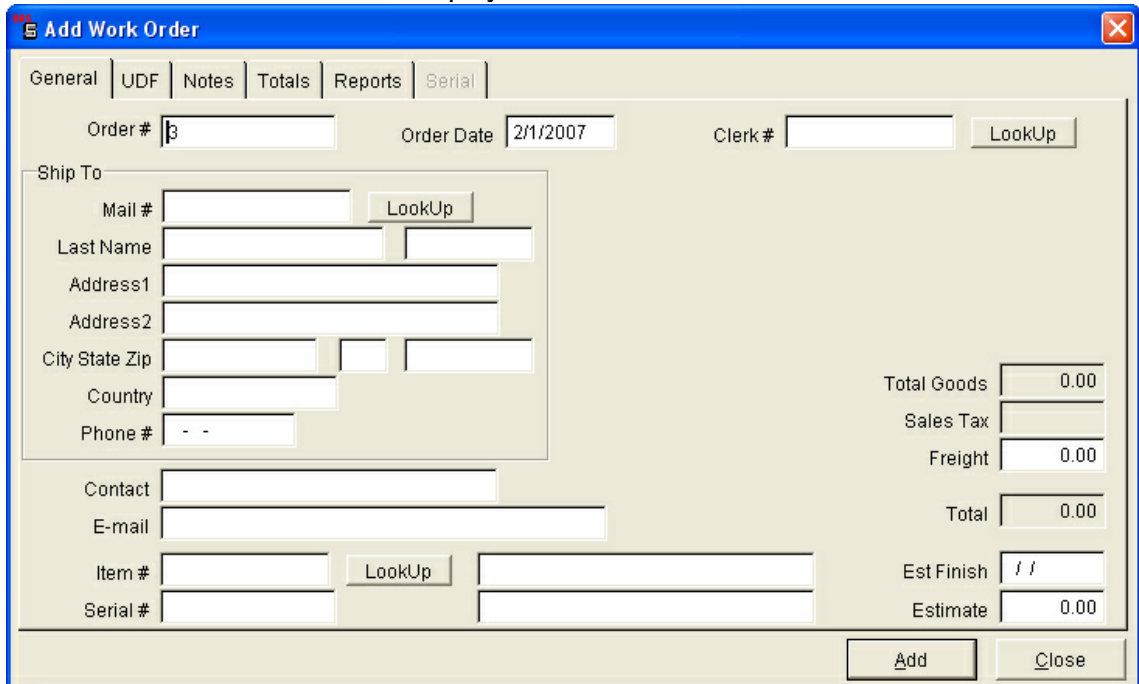
2. The "Work Order" data grid displays.



3. Select the "New" button from the basic tool bar.



4. The "Add Work Order" form displays.



5. Enter information for the work order.

- **General Tab:** General sales order information.
 - o **Order #:** Accept default order number or enter an order number.

- o **Clerk #:** Enter the clerk number or select the clerk number from the "Lookup" button.
 - o **Mail #:** Select the "Lookup" button and select the address mail number of the customer requesting the work.
 - o **Item Number:** Select the inventory item number associated with this type of repair.
 - o **Serial Number:** Enter the serial number for the item being repaired (optional).
 - o **Estimate:** Enter the estimated cost of the repair (optional).
 - **UDF Tab:** Enter user defined information.
 - **Notes Tab:** Enter the notes that relate to this work order.
 - **Totals Tab:** Displays the current total dollars applied to this work order to date.
 - **Report Tab:** Prints reports that are related to the work order.
 - Select the "Print Work Order Tag" button to print a work order ticket.
 - Select the "Print Completed Work Order" button to print the completed form.
 - **Serial Tab:** Enter Serial Type, Caliber, Action, Barrel and Choke information that is entered into the serial tracking system when the work order is created.
6. Select the "Add" button to save the work order.

31.2 Add Detail to a Work Order

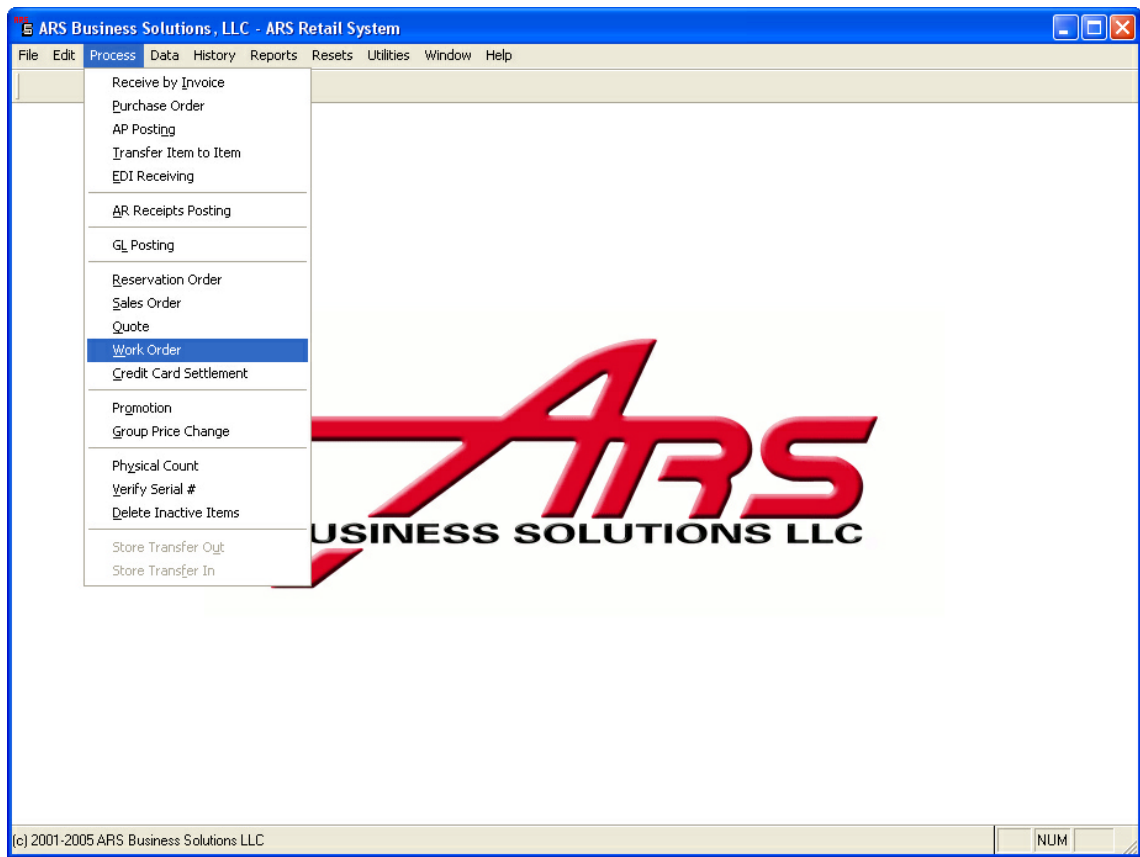
[Work Order](#)



Detail is added to a work order as the work is being done. Detail item(s) may include parts and/or labor charges. The work order may be recalled multiple times, each time it is worked on.

Select the Work Order to Add Detail Items To:

1. Select Process->Work Order from the main menu bar.



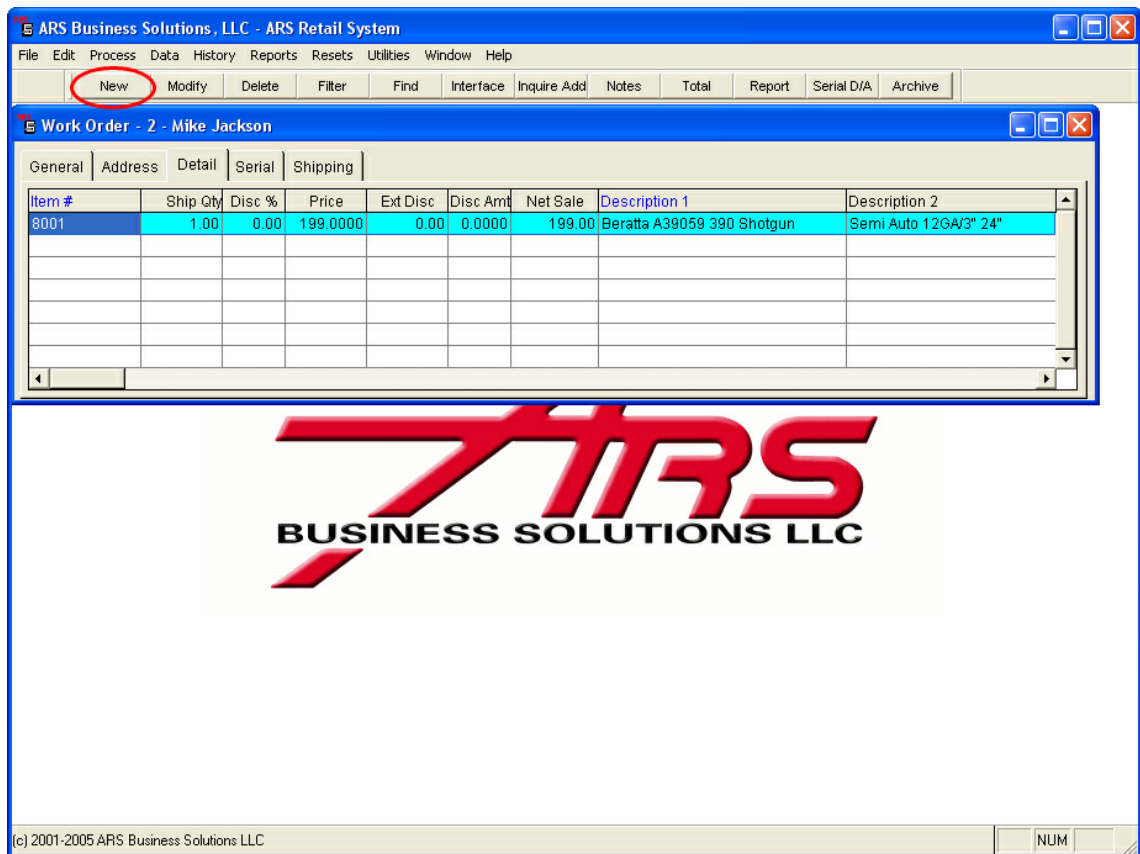
2. The "Work Order" data grid displays.

Order #	Name	Order Date	Estimate	First Name	Total Goods	Mail #	Clerk #	Contact Name
1	Doe	1/15/2004	25.00	John	0.00	103	1	
2	Jackson	9/27/2005	108.00	Mike	302.16	101	2	

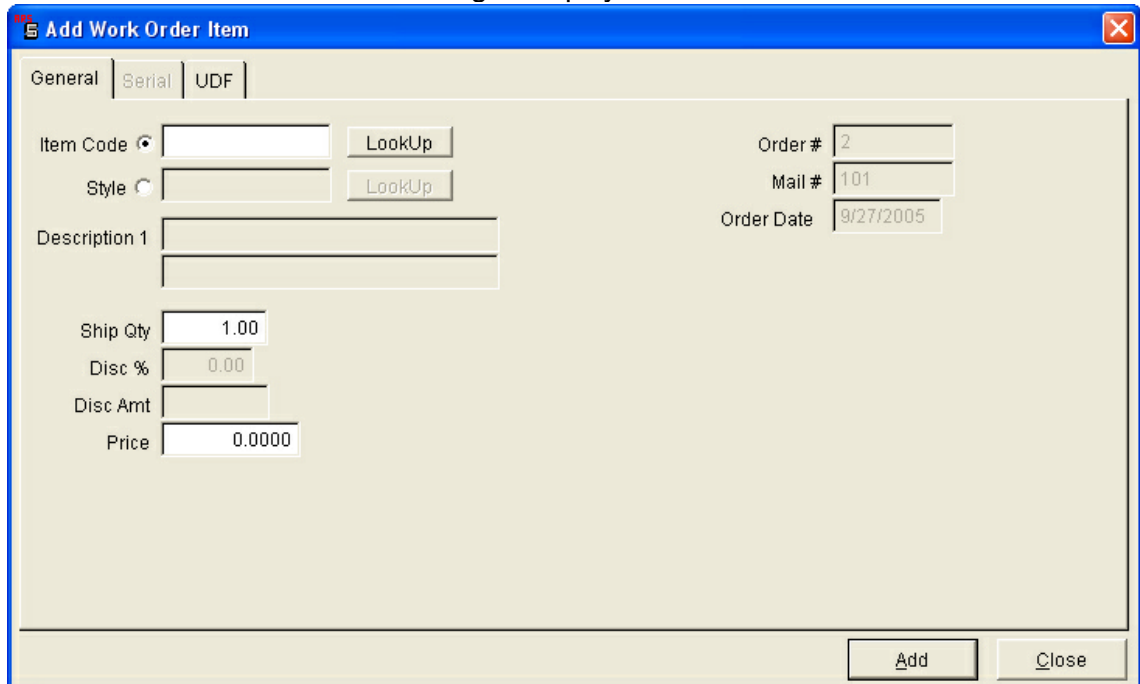
3. Select the work order to add detail items to.

Add Item Detail to the Work Order:

1. Select the "Detail" tab on the "Work Order" data grid.
2. Select the "New" button from the basic tool bar.



3. The "Add Work Order Item" data grid displays.



4. Select the criteria of the detail item being added to this work order.

- Item Code: Select the item code number of the item being shipped.
- Order Qty: Number of items being shipped.

- Price: Edit the price of this item and/or labor charge if needed.
5. Select the "Add" button to save this item to the work order.

Add Notes to the Work Order:

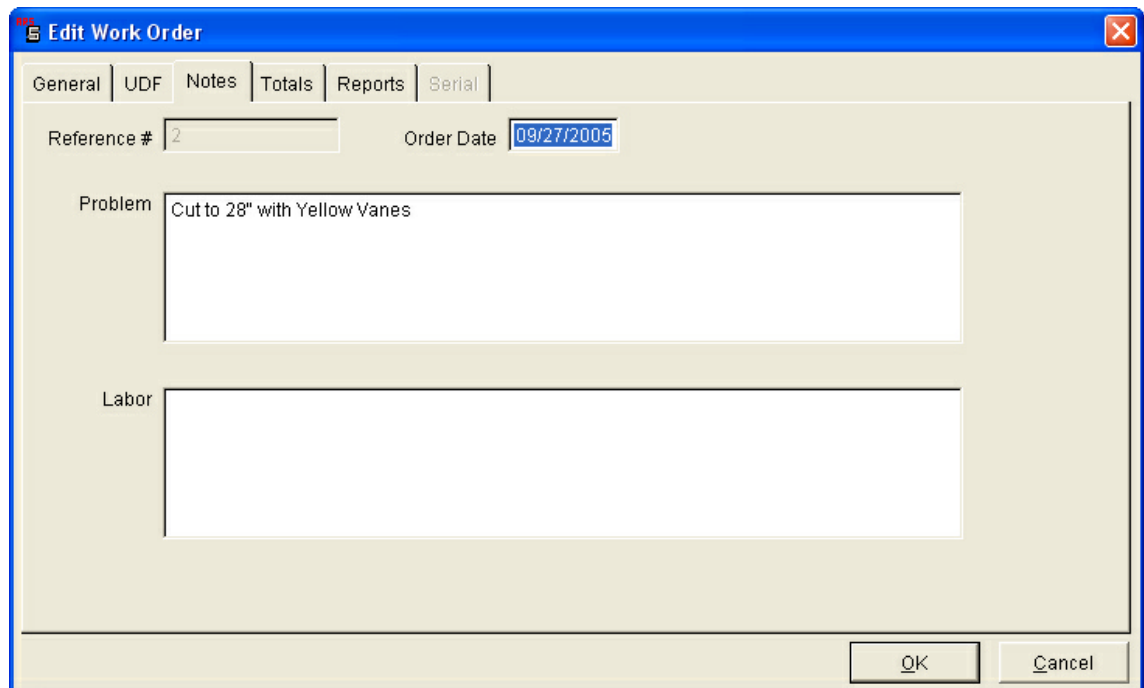
1. Select the "Notes" button from the basic tool bar.

Item #	Ship Qty	Disc %	Price	Ext Disc	Disc Amt	Net Sale	Description 1	Description 2
8001	1.00	0.00	199.0000	0.00	0.0000	199.00	Beratta A39059 390 Shotgun	Semi Auto 12GA/3" 24"

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2. The "Edit Work Order" form appears.
3. Enter the notes.



Edit Work Order

General | UDF | Notes | Totals | Reports | Serial

Reference # 2 Order Date 09/27/2005

Problem Cut to 28" with Yellow Vanes

Labor

OK Cancel

NOTE: Repeat the above steps for each item being added to this work order.

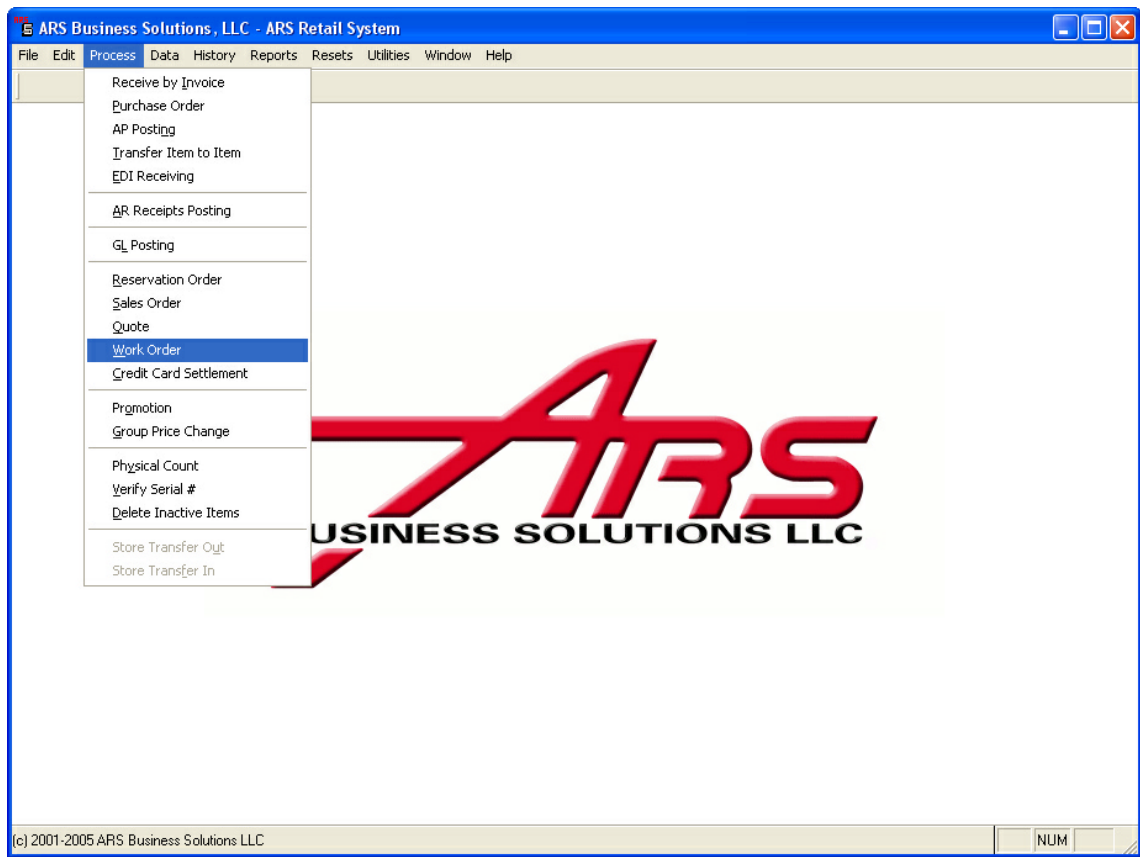
31.3 Complete Work Order

[Work Order](#)

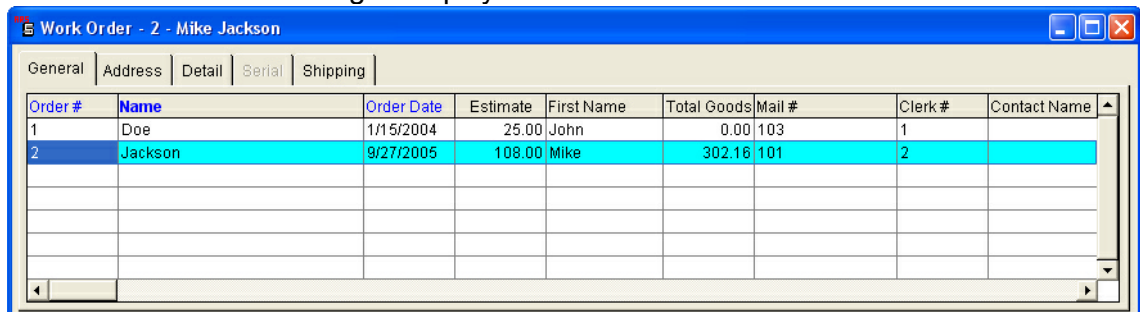


A "Complete Work Order" report is printed at the time the work order is completed.

1. Select Process->Work Order from the main menu bar.



2. The "Work Order" data grid displays.



3. Select the work order that is complete.
4. Select the "Report" button from the basic tool bar.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Inquire Add Notes Total **Report** Serial D/A Archive

Work Order - 2 - Mike Jackson

General Address Detail Serial Shipping

Order #	Name	Order Date	Estimate	First Name	Total Goods	Mail #	Clerk #	Contact Name
1	Doe	1/15/2004	25.00	John	0.00	103	1	
2	Jackson	9/27/2005	108.00	Mike	302.16	101	2	

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BUSINESS SOLUTIONS LLC

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5. The "Edit Work Order" form displays.
6. Select the "Print Completed W/O" button.

Edit Work Order

General UDF Notes Totals Reports Serial

Reference # 2 Order Date 09/27/2005

Print WO Tag

Print Completed WO

Print WO Notes

OK Cancel

7. A detailed completed work order report prints.

Completed Work Order # 2
ARS Business Solutions, LLC

From: ARS Solutions, Ltd.
940 Industrial Drive Suite 107
Sauk Rapids, MN 56379
Ph. (800) 547-7120

To: Mike Jackson
127 22nd Avenue North
St. Cloud, MN 56303
Phone # 320-234-5878

2/1/2007 3:47:17 PM
Page 1

Mail #: 101 Clerk #: 2

Item #: 117 Order Date: 9/27/2005
Custom Build Arrows

Item #	Description 1	Style	Ship Qty	Price	Net Sale
33104	AFC SS-GR2400 SUPERSHAFT 32" GRAPHITE	033-104	12	5.99	71.88
02754919502	TRU-FLIGHT 318F4L 4" FEATHERS LEFT WING YELLOW 100/PK	FEATHERS	1	28.99	28.99
01084761181	BOHNING 1054T T-NOCKS 5/16" 12/PK LIME	NK	1	2.29	2.29
8001	Beratta A39059 390 Shotgun Semi Auto 12GA/3" 24"	Log # 1001	1	199.00	199.00

31.4 Process Work Order

[Work Order](#)



A completed work order may be processed (invoiced) in two ways:

- Recalled into a sales order and invoiced when the sales order is updated ([Reference: Sales Order](#))
- Recalled as a Point-of-Sale transaction and processed as a normal POS transaction.

31.5 Work Order Archive

[Work Order](#)

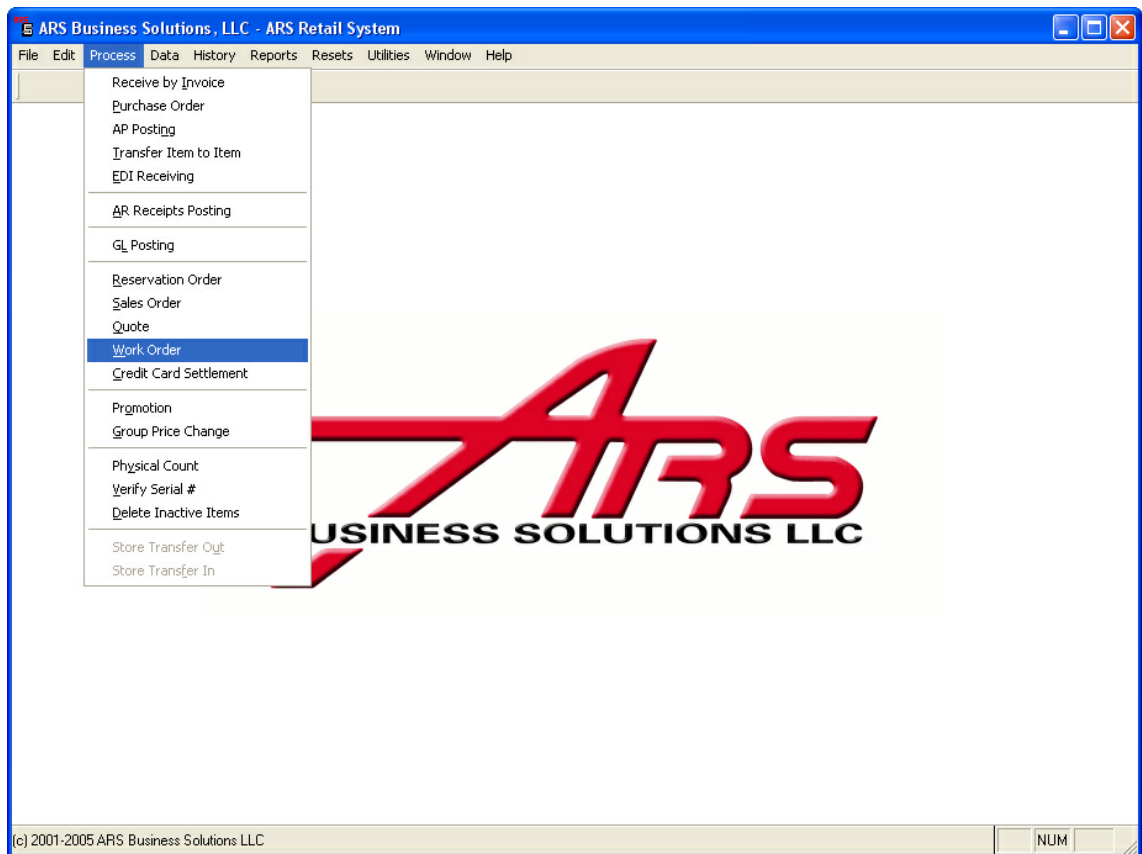


Work orders can be moved into the "Work Order History" file in one of two ways:

- Recalling the work order at the POS.
- Archiving the work order manually in the IMS.

To Archive a work order manually in the IMS:

- Select Process->Work Order from the main menu bar.

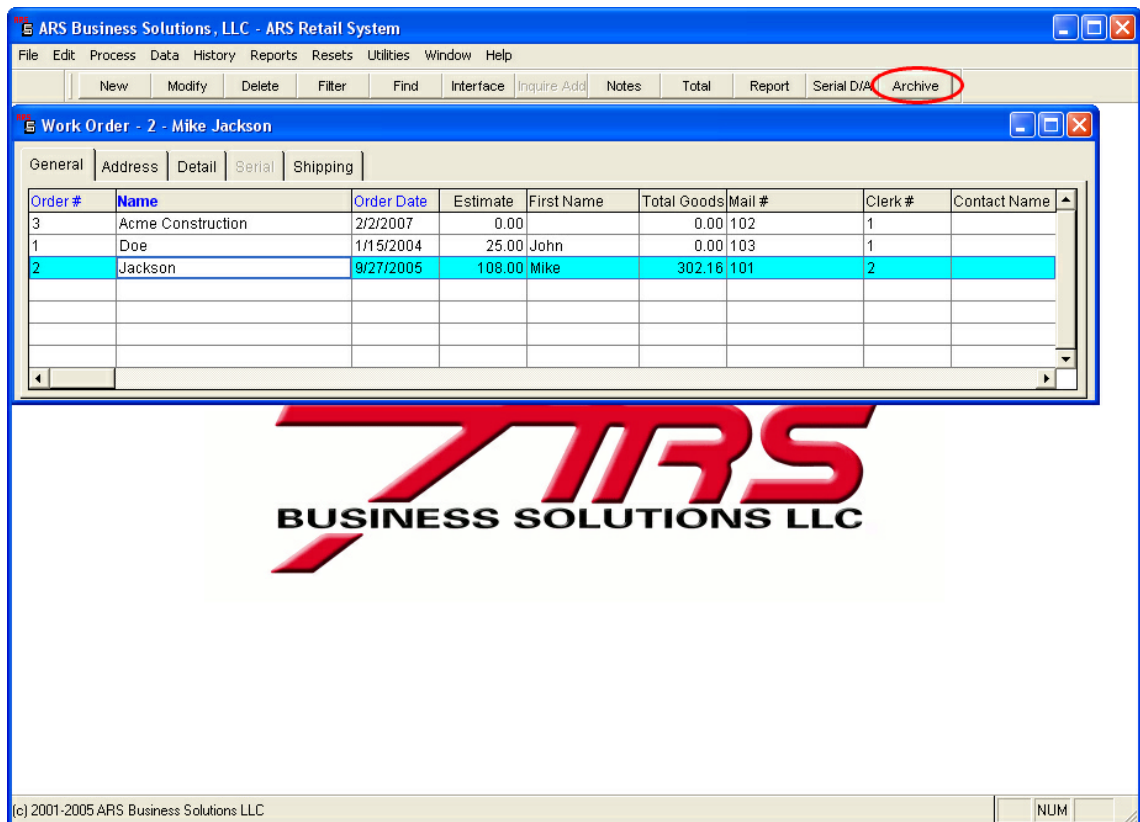


2. The "Work Order" data grid displays.

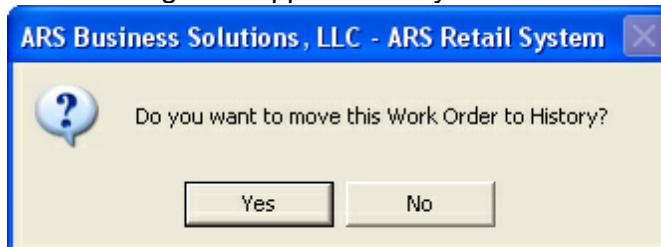
The screenshot shows the 'Work Order - 2 - Mike Jackson' window. The 'General' tab is selected. The data grid displays the following information:

Order #	Name	Order Date	Estimate	First Name	Total Goods	Mail #	Clerk #	Contact Name
1	Doe	1/15/2004	25.00	John	0.00	103	1	
2	Jackson	9/27/2005	108.00	Mike	302.16	101	2	

3. Select the work order that will be archived.
4. Select the "Archive" button on the basic tool bar.



5. A message box appears: "Do you want to move this Work Order to History?"



6. Select the "Yes" button.

7. The work order has been moved to the "History" file and can be viewed there.

Note: An item that has records under its "Detail" tab will not be able to be archived. This is a precautionary measure to prevent items being sold along with the work order from not being accounted for. In which case, the item will have to be manually deleted from the "Detail" file or the work order will have to be recalled and paid for at the POS.

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