



Point Of Sale / Fast Sale For Sage 100 2014

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Installation Instructions and Cautions

PLEASE NOTE: SAGE 100 must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 installation and setup now; then allow any updating to be accomplished automatically. Once SAGE 100 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

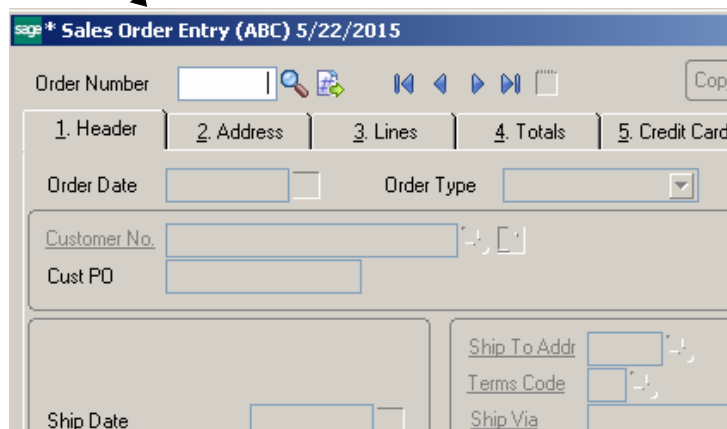
Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, **and** if you have modified any SAGE 100 screens, you must run **Customizer Update** after you do an enhancement installation.

But wait! BEFORE you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**



Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

The screenshot shows the 'IIG Master Developer Enhancement Registration' dialog box. The 'Registered Customer' field is filled with 'IIG - Glendale'. The 'Registration Information' section includes: Reseller Name (empty), Serial Number (1111111), Customer Number (222222222), User Key (33333333333333333333), and Product Key (five 55555 boxes). Below this is a table with the following data:

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	5.10		AAAAAAAAAAAAAAAAAA	BBBBB

Buttons for 'OK', 'Undo', 'Print Registration Form', and 'Close' are visible. The status bar at the bottom indicates 'IIG ABC 4/7/2014'.

Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

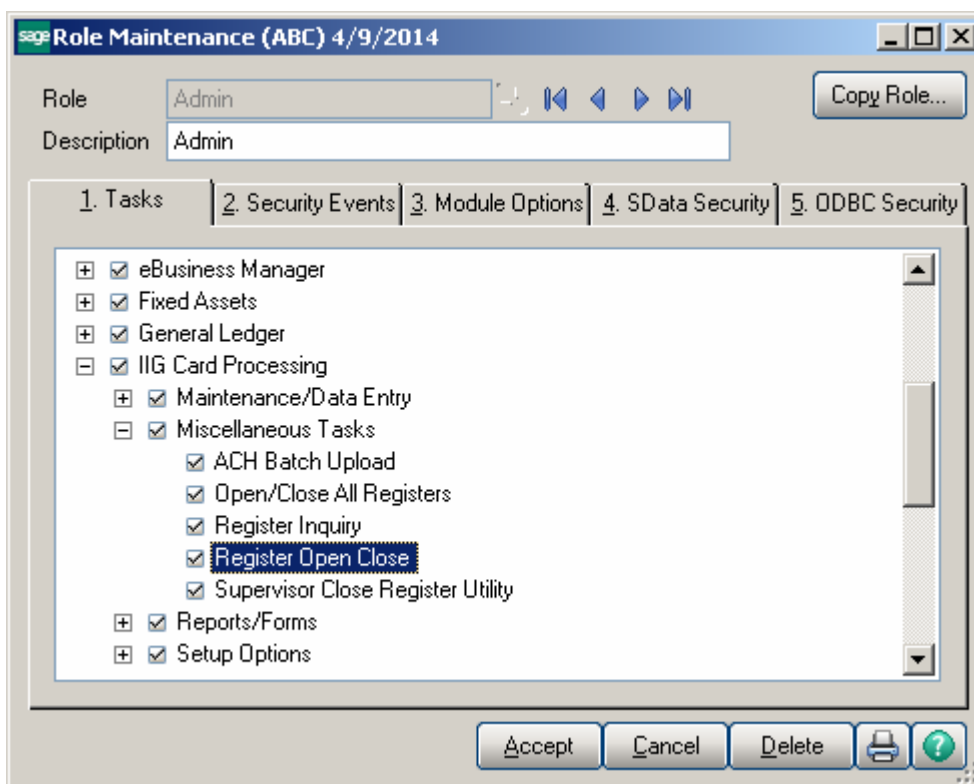
ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.

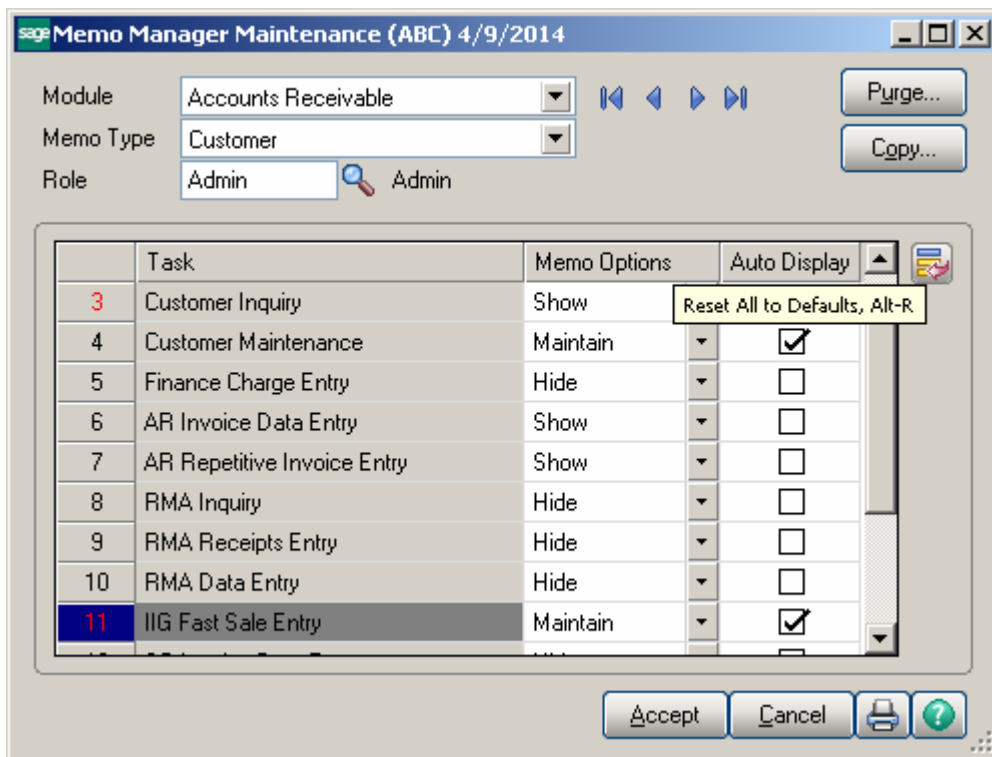


Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.



*Note: In the Memo Manager Maintenance the user may have to reset the Task list by pressing the **Reset All to Defaults** button at the right top of the grid to show the IIG Fast Sale Entry option.*



Introduction

IIG's Point Of Sale/Fast Sale Enhancement allows user to conduct more streamlined sales transactions at working locations. Specific improvements allow quicker invoice transactions. Integration with IIG's Credit Card Processing allows fuller functionality and a wider range of payment and credit options.

Fast Sale Entry

Default Values for Fast Sale Data Entry

Before selecting the **Invoice Number** on the **Fast Sale Data Entry**, click the **Defaults...** button.

Fast Sale Data Entry (ABC) 4/9/2014

Inv. No. F5 Invoice Date

S/O No. Customer No. F9

Salesperson Invoice Type Standard Invoice

1. Lines 2. Totals (F8) 3. Header 4. Address

Item Code Quick Row 20

Item Code	Ordered	Shipped	Unit Price	Extension	Co
-----------	---------	---------	------------	-----------	----

Description

Warehouse

Unit Of Measure

Back Ordered

Total Amount .00

Quick Print

The **Default Values for Fast Sale Data Entry** screen allows for entry of the default values to speed up the entry of invoices. Several fields can be defaulted to these values, so that the user will not enter them repeatedly for each new invoice.

The screenshot shows the 'Default Values for Fast Sale Data Entry' dialog box. The 'Next Invoice No.' field is set to '0100065'. The 'Invoice Date' and 'Ship Date' are both set to '4/9/2014'. The 'Invoice Type' is a dropdown menu set to 'Standard Invoice'. The 'Warehouse' field is set to '001' with 'EAST WAREHOUSE' displayed next to it. The 'Cash Customer' field is set to '01-BRESLIN' with 'Breslin Parts Supply' displayed below it. There are checkboxes for 'Print Invoices', 'Bypass Print (Y,N) prompt', 'Auto Default Quantity Ordered to 1', 'Auto Increment Invoice Number', 'Process Sales Order', and 'Force For Full Payment', all of which are currently unchecked. At the bottom, there is a 'Replace Customer's Default Sales Person' checkbox, also unchecked. The dialog ends with 'OK' and 'Cancel' buttons.

The **Next Invoice No.** field displays the number to be assigned to the next invoice by clicking the corresponding button on the **Fast Sale Data Entry** screen.

The **Invoice Date**, **Invoice Type**, **Ship Date**, **Ship Via**, **FOB**, and **Warehouse** fields are similar to standard Invoice Data Entry.

The **Sales Tax Schedule** is the current Point of Sale tax schedule. Entry in this field, if any, will overwrite the customer's tax schedule.

Fast Sale Data Entry (ABC) 4/9/2014

Inv. No. 0100068 Invoice Date 4/9/2014

S/O No. Customer No. 01-ABF American Business Futures

Salesperson 0100 Jim Kentley Invoice Type Standard Invoice

1. Lines 2. Totals (F8) 3. Header 4. Address

Item Code	Ordered	Shipped	Unit Price	Extension	C
1 1001-HON-H252	1.00	1.00	84.000	84.00	
2	.00	.00	.000	.00	

Description: HON 2 DRAWER LETTER FLE W/O LK
Warehouse: 001
Unit Of Measure: EACH
Back Ordered: .00

Available Quantity in this Warehouse is 987 EACH Total Amount 84.00

Quick Print Defaults... Customer... Credit... Accept Cancel Delete

On the Default Values for Fast Sale Data Entry screen:

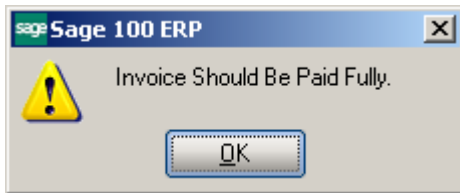
Check the **Auto Default Quantity Ordered** to 1 box to automatically fill in the single quantity, pricing, and accept line when an item is selected.

Check the **Auto Increment Invoice Number** box to assign automatically the next invoice number after acceptance of previous invoice.

Check the **Process Sales Orders** box to make the S/O No. field available and allow creating invoices based on the existing sales orders.

Check the **Force For Full Payment** box to require full payment to accept an invoice. This option works only if IIG's Credit Card Processing module is integrated with MAS 90 and the Terms Code selected on the Header tab matches the one selected in the C/P Options. If this box is checked, clicking the **Totals** tab displays the **Deposit/Prepayment**

Entry screen. The program returns a message and don't allow accepting the invoice until it is fully paid:



Select the default **Cash Customer**. Click the \$ (dollar) button next to the **Customer No.** field to select this default Customer for current invoice on the Fast Sale Data Entry screen.

Check the **Replace Customer's Default Sales Person** box to activate the **User Logon** field. Select the User, which will replace the Salesperson for all the Customers not having Primary Ship To. The user will be added as new Salesperson to the system. The Salesperson Name field will contain 28 characters: 14 from the User's first name and 14 from the last name.

The **Default Salesperson** field on the **Fast Sale Data Entry** screen will display User Logon information of the **Default Values for Fast Sale Data Entry** screen:

Fast Sale Data Entry (ABC) 7/2/2014

Inv. No. 0100115 Invoice Date 7/2/2014

S/O No. Customer No.

Salesperson Default Salesperson IIG Invoice Type Standard Invoice

1. Lines 2. Totals (F8) 3. Header 4. Address

Item Code	Ordered	Shipped	Unit Price	Extension	Co
1	.00	.00	.000	.00	

Description Warehouse Unit Of Measure Back Ordered .00

Total Amount .00

Quick Print Defaults... Customer... Credit... Accept Cancel Delete

Select the **Print Invoices** check box to print the current batch of invoices when accepting them. Clear this check box if you do not want to print invoices. The value is defaulted for the **Print Invoice** check box in the **Fast Sale Data Entry**.

If the **Print Invoices** box is checked, the **Bypass Print (Y/N) prompt** box can be checked to print documents without asking for confirmation.

For running **Fast Sale Data Entry** it is necessary to setup IIG Card Processing first.

Select the **IIG Fast Sale Entry** program under the Sales Order Main menu.

In this screen, the standard Sales Order/Invoice fields are rearranged to simplify data entry.

Some of the entry fields, which were originally on the **Header** tab of the **Invoice Data Entry** screen, are located at the top of the **Fast Sale Data Entry** screen.

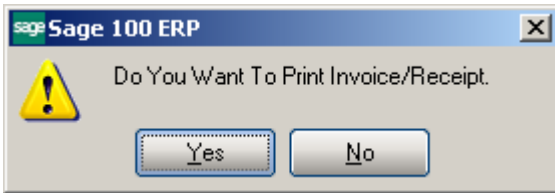
The **Quick Print**, **Customer...**, **Credit...** buttons are placed at the bottom of the screen.

Click the **Next Invoice No.** button to start new invoice, or select an existing Invoice Number using the **Lookup** button. If the selected Invoice refers to a Sales Order, the Sales Order Number is displayed in the **S/O No.** field, which is display-only.

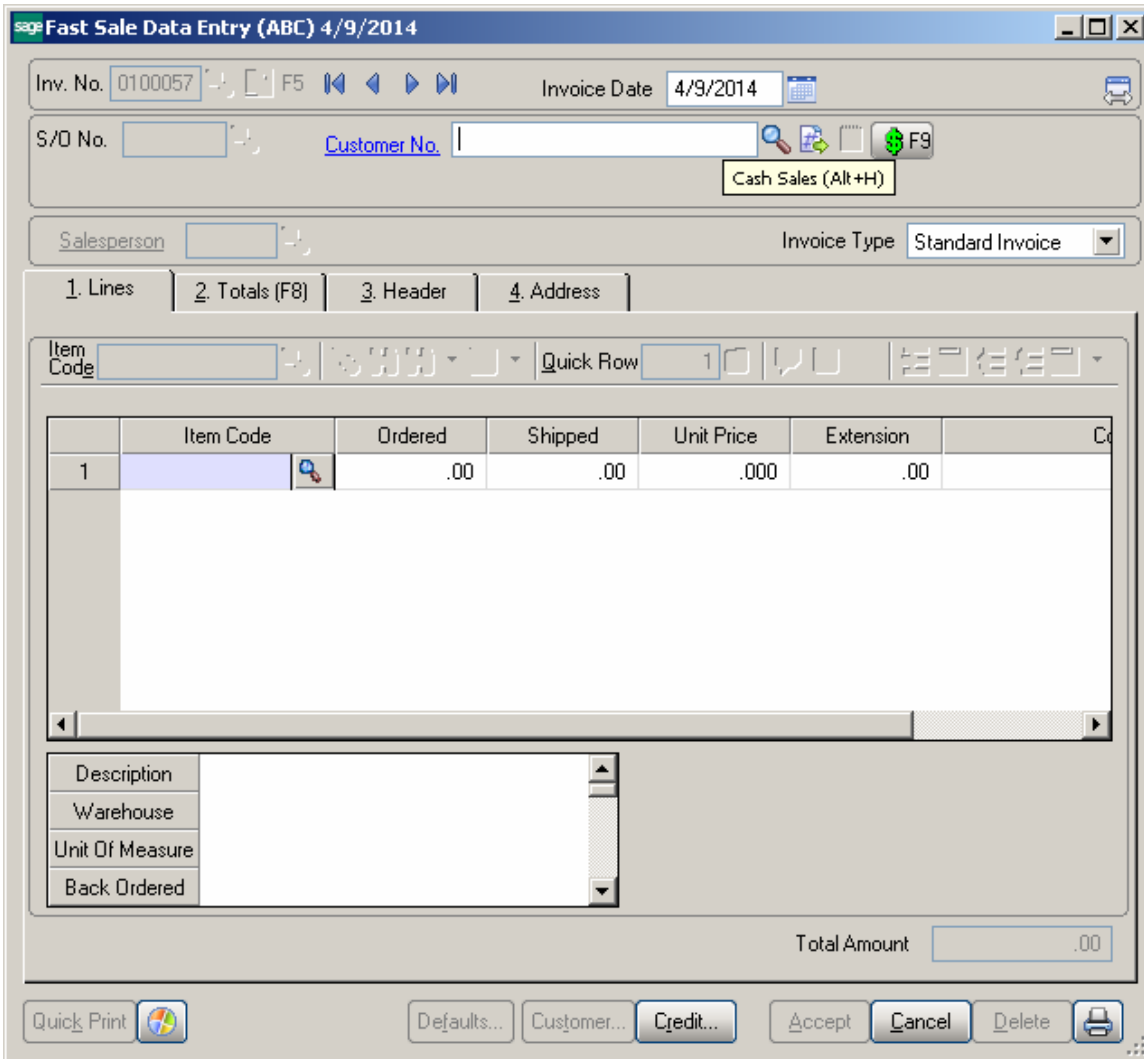
When entering a new invoice, select **Customer**. Now the **Lines** tab is available for entering items. The **Lines** tab is identical to standard **Invoice Data Entry Lines** tab.

After filling out the information on the **Lines** tab, go to the **Totals** tab and Accept the invoice. Changes can be made on the **Header** and **Addresses** tabs as well.

If the **Print Invoice** checkbox is selected in the Defaults settings, then while clicking **Accept** button, a message will prompt to print invoice/receipt. Click **Yes** to print the invoice.



The Fast Sale Data Entry program allows performing the following actions through the keyboard shortcuts, to make the entry easier.



Pressing the **F5** key will start new Invoice assigning the **Next Automatic Invoice Number**.

Pressing the **F8** key will take you to the **Totals** tab.

Pressing the **F9** key will select, for the current Invoice, the **Cash Customer** specified in the **Defaults Values for Fast Sale Data Entry** (same as clicking the **Cash Sales** button).

Scanning Item Code in the Grid

The **Item Code** field has been added on the **Lines** tab of **Fast Sale Data Entry** to enable Items scanning.

Fast Sale Data Entry (ABC) 7/2/2014

Inv. No. 0100117 Invoice Date 7/2/2014

S/O No. Customer No. 01-ABF

American Business Futures

Salesperson 0100 Jim Kentley Default Salesperson IIG Invoice Type Standard Invoice

1. Lines 2. Totals (F8) 3. Header 4. Address

Item Code 8855 Quick Row 2

	Item Code	Ordered	Shipped	Unit Price	Extension	Co
1	1001-HON-H252	1.00	1.00	84.000	84.00	
2		.00	.00	.000	.00	

Description
Warehouse
Unit Of Measure
Back Ordered .00

Total Amount 84.00

Quick Print Defaults... Customer... Credit... Accept Cancel Delete

The program works depending on the **Auto Default Quantity Ordered to 1** check box.

The screenshot shows a dialog box titled "Default Values for Fast Sale Data Entry". The "Next Invoice No." field contains "0100114". The "Invoice Date" is "7/2/2014", "Invoice Type" is "Standard Invoice", and "Ship Date" is "7/2/2014". The "Warehouse" is "001 EAST WAREHOUSE" and "Cash Customer" is "01-ABF American Business Futures". The "Auto Default Quantity Ordered to 1" checkbox is checked and highlighted with a blue border. Other options include "Print Invoices" (checked), "Bypass Print (Y,N) prompt" (unchecked), "Auto Increment Invoice Number" (unchecked), "Process Sales Order" (unchecked), and "Force For Full Payment" (checked). The "Replace Customer's Default Sales Person" checkbox is also checked. The "User Logon" field contains "IIG".

If the **Auto Default Quantity Ordered to 1** option is on, then if the Item being scanned is already present in the grid, the Quantity Shipped is increased. Otherwise if such item is not present in the grid, the Item is added at the end of grid lines and the line's color is changed to blue.

Sage Fast Sale Data Entry (ABC) 7/2/2014

Inv. No. 0100117 Invoice Date 7/2/2014

S/O No. Customer No. 01-ABF American Business Futures

Salesperson 0100 Jim Kentley Default Salesperson IIG Invoice Type Standard Invoice

1. Lines 2. Totals (F8) 3. Header 4. Address

Item Code Quick Row 2

	Item Code	Ordered	Shipped	Unit Price	Extension	Co
1	1001-HON-H252	1.00	1.00	84.000	84.00	
2	6655	1.00	1.00	179.000	179.00	
3		.00	.00	.000	.00	

Description PRINTER STAND W/ BASKET
Warehouse 001
Unit Of Measure EACH
Back Ordered .00

Available Quantity in this Warehouse is -4 EACH Total Amount 263.00

Quick Print Defaults... Customer... Credit... Accept Cancel Delete

If the **Auto Default Quantity Ordered to 1** option is on and the Invoice has at least one line, the **Item Code** field is enabled.

If the **Auto Default Quantity Ordered to 1** option is off, the **Item Code** field is disabled.

Fast Sale Receipt Printing

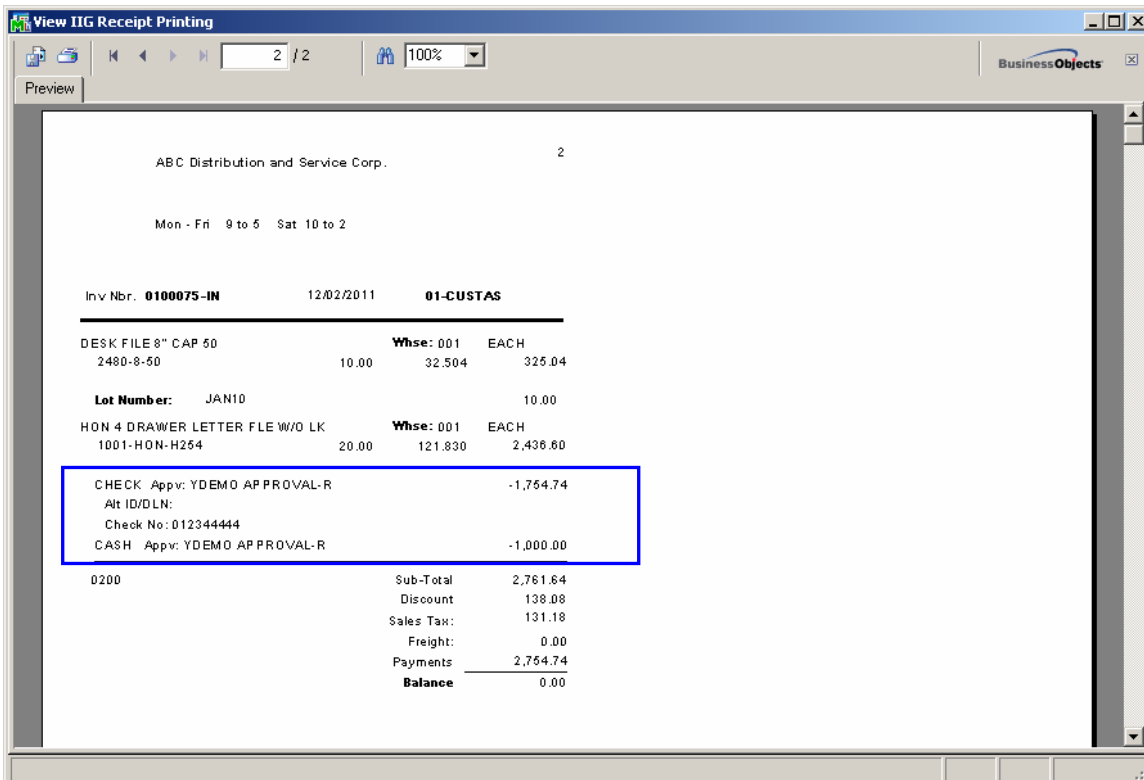
The **IIG Fast Sale Receipt Printing** (Crystal form) program has been added under the **Sales Order Main** menu.

The screenshot shows the 'IIG Receipt Printing (ABC) 6/30/2014' window. The 'Form Code' is 'STANDARD' and the 'Description' is 'Receipt Printing'. The 'Number of Copies' is set to 1, 'Collated' is checked, and 'Multi-Part Form Enabled' is unchecked. The 'Receipt Type to Print' is set to 'All' and 'Print Receipt Already Printed' is unchecked. The 'Paperless Office Output' dropdown is set to 'Print/PDF All', and its dropdown menu is open, showing 'Print All', 'Print/PDF All', and 'PDF All'. The 'Print Comments' field is empty. The 'Line 1 Message' and 'Line 2 Message' fields are empty. The 'Selections' table has one row: 'Invoice Number' with 'All' as the operand and an empty value field. At the bottom, there is a dropdown for 'Adobe PDF', an 'Alignment' button, and 'Print', 'Preview', and 'Setup' buttons.

Select Field	Operand	Value
Invoice Number	All	

The **Paperless Office Output** field will be shown when the fields of **Form Maintenance** are filled in. **Form Maintenance** is available from **Paperless Office -> Setup** menu.

Here is an example of printout:

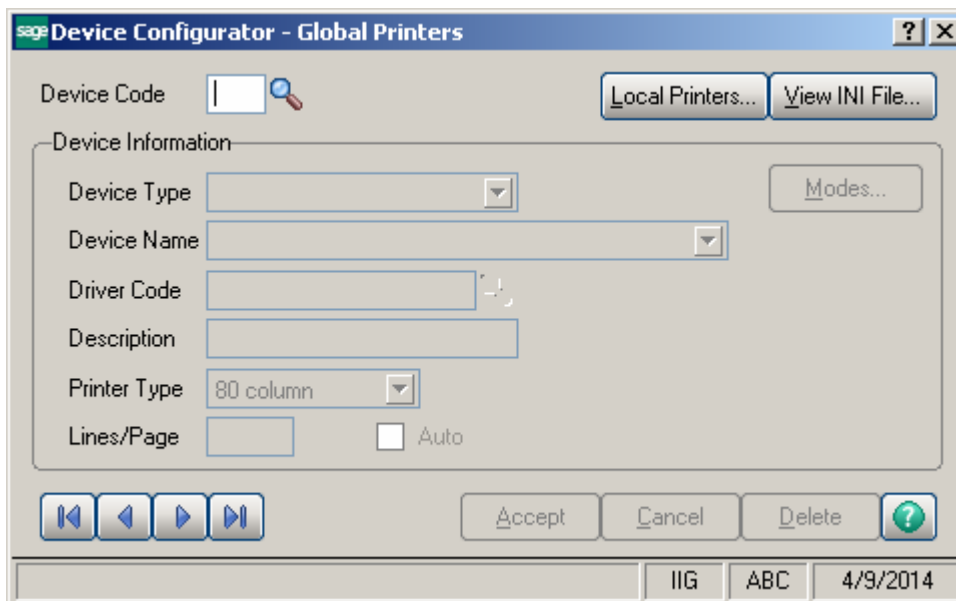


Receipt Printer Setup

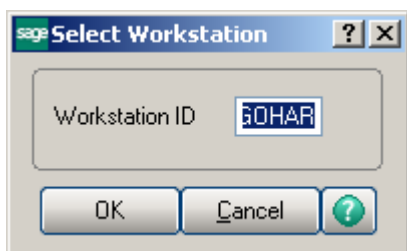
IIG Point Of Sale/Fast Sale supports only graphical form receipt printing.

Setting up the receipt printer is a key element of satisfactory Point Of Sale operation. We recommend the following:

1. Connect the receipt printer as a local printer (directly to the workstation).
2. Go to **Library Master -> Setup -> Device Configurator**.

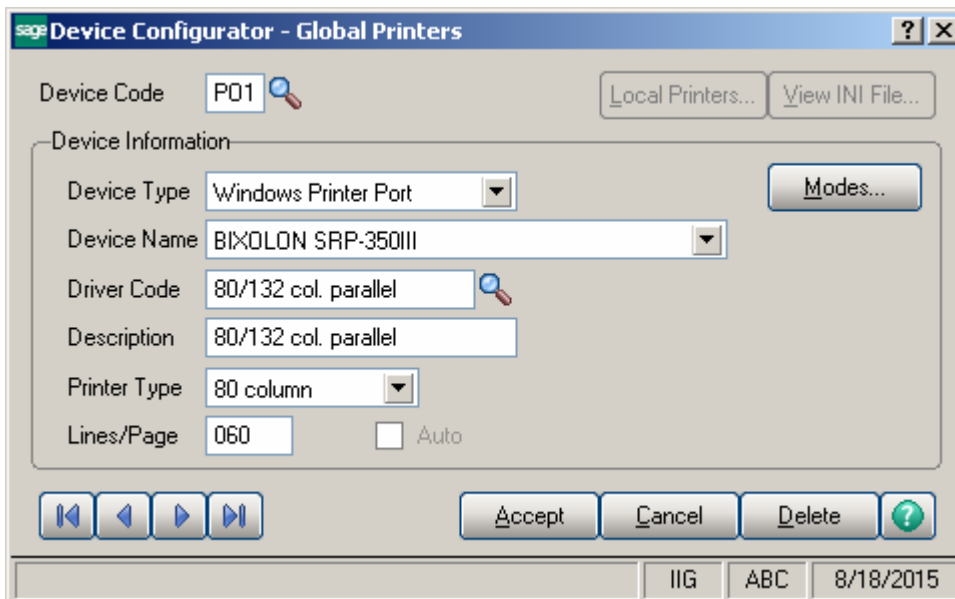


3. Click on the **“Local Printers...”** button to set up the receipt printer as a unique local printer. The Workstation name will be automatically displayed for the Workstation ID. Click **OK** to accept the workstation ID. We recommend configuring the receipt printer from that workstation.

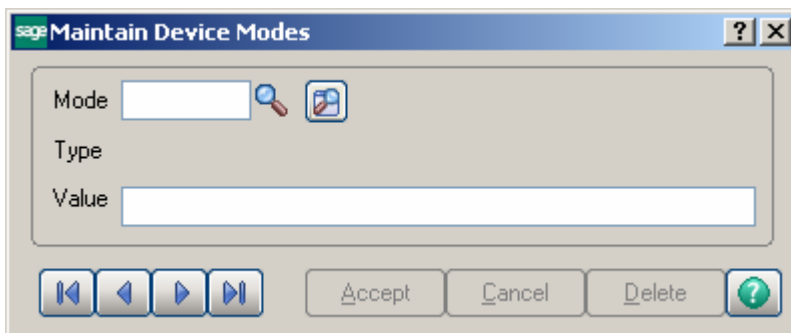


4. Enter a unique printer **ID**. This printer ID must be unique for the system, not the terminal. Due to the limits of Windows, two different workstations may not have the same printer ID. This means that you can't set up LP1 as the local workstation printer if LP1 is already used on another workstation or is set up as a Global Printer. Our

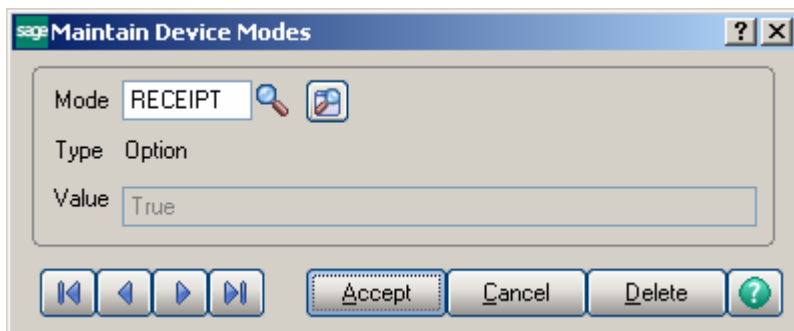
recommended method is to use either “L” or “P” plus the last two digits of the workstation. In this example, it would be P01 or L01.



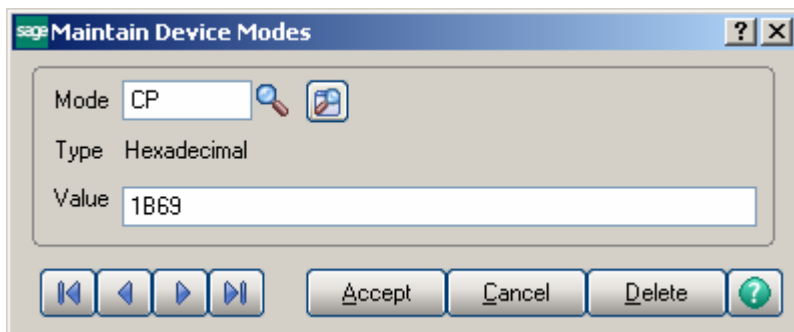
5. Device type would be Windows Printer Port.
6. Device Name – select your receipt printer from the list.
7. For **Driver Code**, use “80/132 parallel printer.” Leave the default description.
8. Set **Printer Type** to 132 columns. Lines/Page will default to 60. This is okay.
9. Now click on the **Modes...** button.



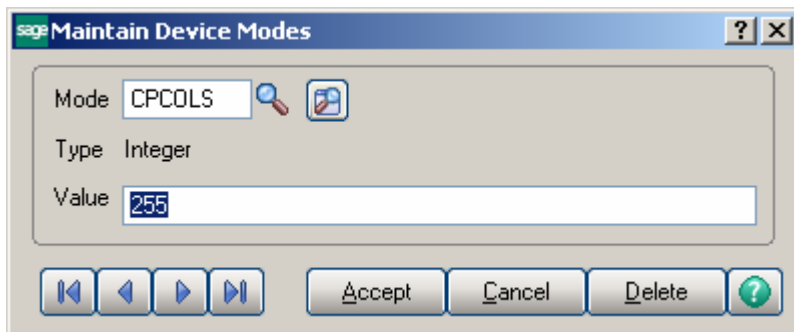
10. Add **RECEIPT** mode to this printer. This is critical for proper retail operations.



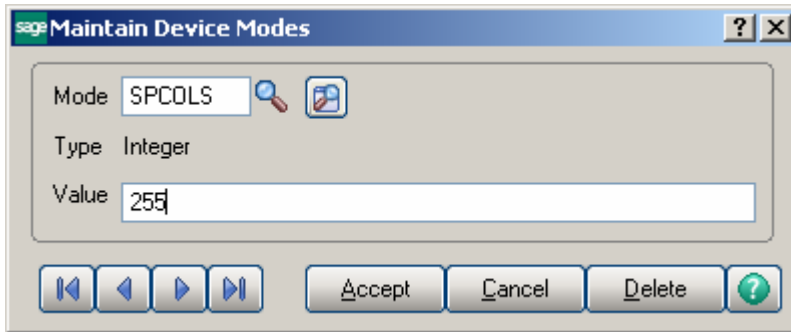
11. Change the CP mnemonic to the **Cut Paper** command for your receipt printer. See the table at the end of this document for the **Epson T88II printer** recommended by IIG. If you are using a different printer, consult that printer's manual or that printer's manufacturer for the correct code.



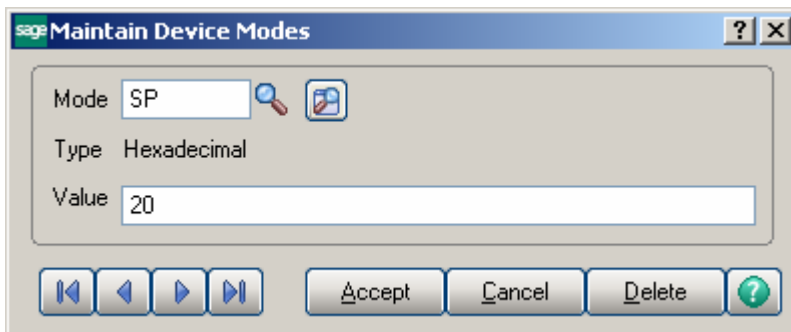
12. Change the CPCOLS setting to 255.



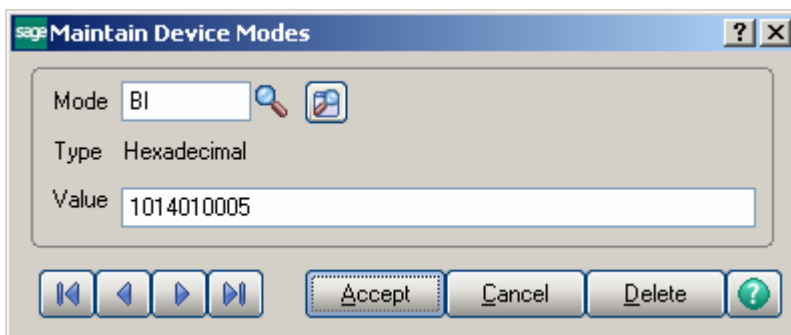
13. Change the SPCOLS setting to 255.



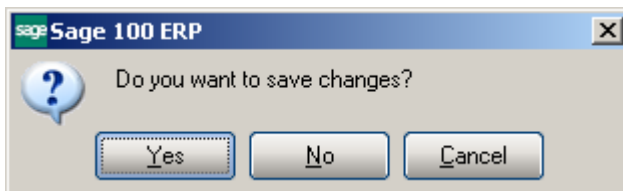
14. Change the SP mnemonic to use 20 for the space character.



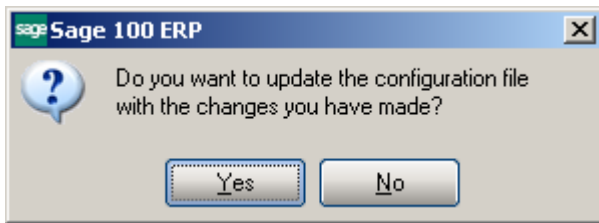
15. Add the mnemonic BI (Bee Eye) with the code to open the cash drawer (AKA the “drawer kick” code).



16. Click on the “X” in the upper right hand corner to exit the Maintain Device Modes, and then click **Accept**, then **Yes** to update the new printer setup.



17. The program will then ask you to confirm the new changes.



18. Click **Yes** to save the changes.

19. In the next step, you will list the forms of payment acceptable at this register, and for which the cash drawer should open.

20. Go to the **IIG Credit Card Setup Menu**, and select **C/C Payment Type Maintenance**.

21. In **C/C Payment Type Maintenance**: check the **“Open Drawer for this Payment Type”** option for each payment code representing a payment type you will accept cash or receipt tickets that requires opening the cash drawer.

Payment Type: AMEX Description: AMERICAN EXPRESS/OPTIMA

Process type: Credit Card

Preauthorization Term (Days):

Use Mag Stripe For This Payment Type:

Include This Payment Type In Bank Dep.:

Open Drawer For This Payment Type:

Default payment Amount To Balance Due:

Process on Pin Pad?:

User Defined Payment Data Entry Field 1: ACCOUNT NUMBER

User Defined Payment Data Entry Field 2: ACCOUNT NAME

User Defined Payment Data Entry Field 3: EXP. DATE

User Defined Payment Data Entry Field 4: APPROVAL CODE

Bank Code To Use For Payment Deposit: A Security Pacific Checking

Debit Payments To G/L Account: 101-01-00 Cash in bank - Reg. checking

Fee Accruals

Accruals G/L Account: 220-00-00 Other accrued expenses

Discount Percentage for Charges: 2.000% Per Tran Fee for Charges: 2.00

Discount Percentage for Credits: 5.000% Per Tran Fee for Credits: 1.00

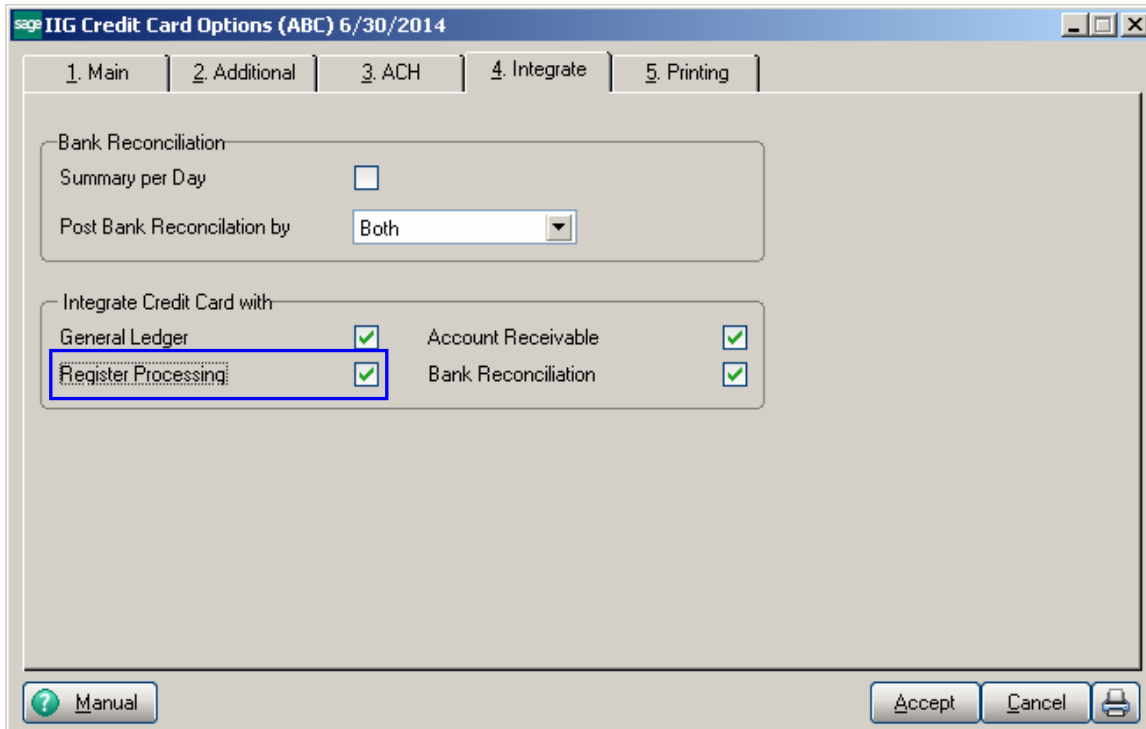
Current Period: 05 Period To Date: Year To Date:

Payments Received: .00

Payments Refunded: .00

Buttons: Accept, Cancel, Delete, Print

22. In the **Credit Card Options** screen, under the **Credit Card Setup** menu, check **Register Processing**. This is required for cash drawer processing.



23. Under the **Credit Card Options** menu, select **Terminal Control Maintenance**.

The screenshot shows the Sage C/P Terminal Record Maintenance window. The Terminal ID is T101 and the Register ID is T101. The Description is 'Maint terminal'. The Options section has the following settings:

Option	Checked
POS/Register Terminal	Yes
Credit Card Allowed in Sales Order	Yes
Credit Card Allowed in Invoicing	Yes
Debit Pin Pad Installed	No
CC Swipe Reader Installed	No

The Location Merchant Codes section shows the following settings:

Code Type	Code	Test Merchant
Default Merchant Code (Swiped)	0000	Yes
Default Merchant Code (Keyed)	0000	Yes
Merchant Code Gift Cards	0000	Yes
Merchant Code Debit Cards	0000	Yes
Merchant Code Checks	0000	Yes

The IIG POS/Fast Sale Setup section has the following settings:

Setting	Value
Receipt Printer Only	Yes
Receipt Printer Test	P01
Print Receipt Message	Yes
Receipt Message File	\\Gohar\Gohar_D\MAS\MAS500\CCP_POS\MAS90\H

a. If you are on the terminal that will be printing the receipts, click on the terminal icon to select the correct terminal.

b. In the **IIG POS/Fast Sale Setup** section, you may check **“Receipt Printer Only”**, which will only allow printing to the receipt printer.

c. Select the **Receipt Printer** from the list that shows in the drop box for that station. The program will verify that the printer selected is a receipt printer based on the printer setup done in step four.

e. Click **Accept** to save these changes.

24. Now, go to the **Sales Order Main Menu**, and select **Fast Sale Entry**. If Fast Sale is set for Auto Increment Invoice Number, you will need to cancel the invoice to enable the Defaults screen.

25. In the **Fast Sale Defaults**, uncheck the “**Bypass Print**” (Y, N) prompt box.

Select or create a transaction, and process it through until the print dialog appears. Select the local printer you defined for this workstation and print the receipt document. Do not select the STANDARD form, use a new form so that the terminal will remember the new form. Now go back into **Fast Sale Defaults**, and check the “**Bypass Print**” box again. The receipt printer will stay selected for future use.

***Note:** The drawer kick command will be sent to the receipt printer specified in the CP Terminal Maintenance if the terminal is a POS/Register terminal. It is otherwise ignored. It will be sent to the receipt printer specified for **both** receipt and invoice printing.*

Codes used for the Epson TM88II printer:

Printer Mode	Description	Hex Code
BI	Open cash drawer	1014010005
CP	Cut paper	1B69

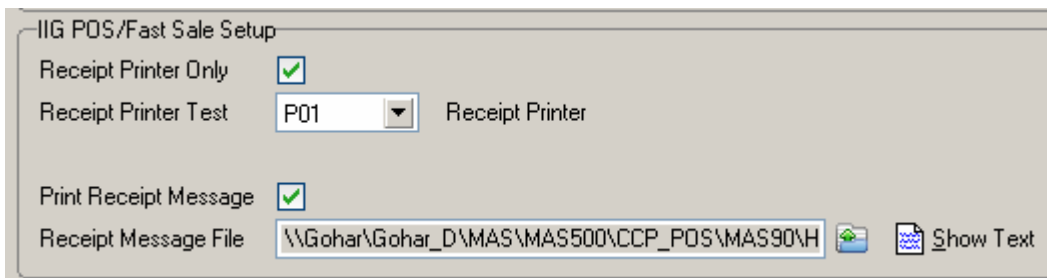
Register Only Terminal processing

The **Pos/Register Terminal** check box has been added to the **Terminal Control Maintenance** program of IIG Card Processing Setup menu.

The screenshot displays the 'Terminal Record Maintenance' window for terminal T101. The 'Options' section is highlighted, showing the 'POS/Register Terminal' checkbox is checked. Other options include 'Credit Card Allowed in Sales Order', 'Credit Card Allowed in Invoicing', 'Debit Pin Pad Installed', and 'CC Swipe Reader Installed'. The 'Location Merchant Codes' section shows five fields (Swiped, Keyed, Gift Cards, Debit Cards, Checks) all set to '0000'. The 'IIG POS/Fast Sale Setup' section includes 'Receipt Printer Only' (checked), 'Receipt Printer Test' (P01), 'Print Receipt Message' (checked), and 'Receipt Message File' (\Gohar\Gohar_D\MAS\MAS500\CCP_POS\MAS90\H). Buttons for 'Accept', 'Cancel', 'Delete', and a printer icon are at the bottom.

The **POS/Register Terminal** check box is only available, along with the **Register ID** field, if the **Register Processing** is enabled in the system.

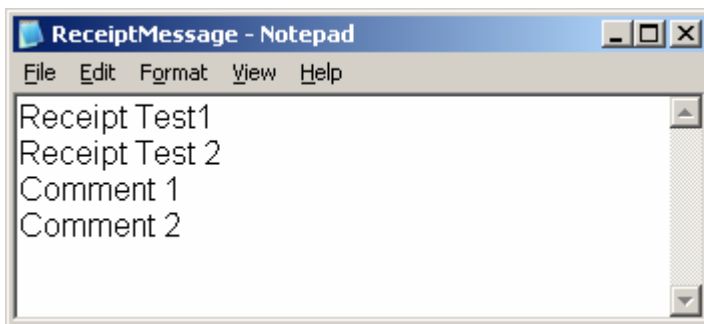
The **“Print Receipt Message?”** check box, **Receipt Message File** field, and **Select Receipt Message File** and **Show Text** buttons are available in the IIG C/P Terminal Record Maintenance.



Select the “**Print Receipt Message?**” check box to activate the **Receipt Message File** field with **Select Receipt Message File** button. The **Select Receipt Message File** defaults to showing files with the extension of “.txt”. When a file is selected the **Show Text** button is enabled to allow opening the selected .txt file.

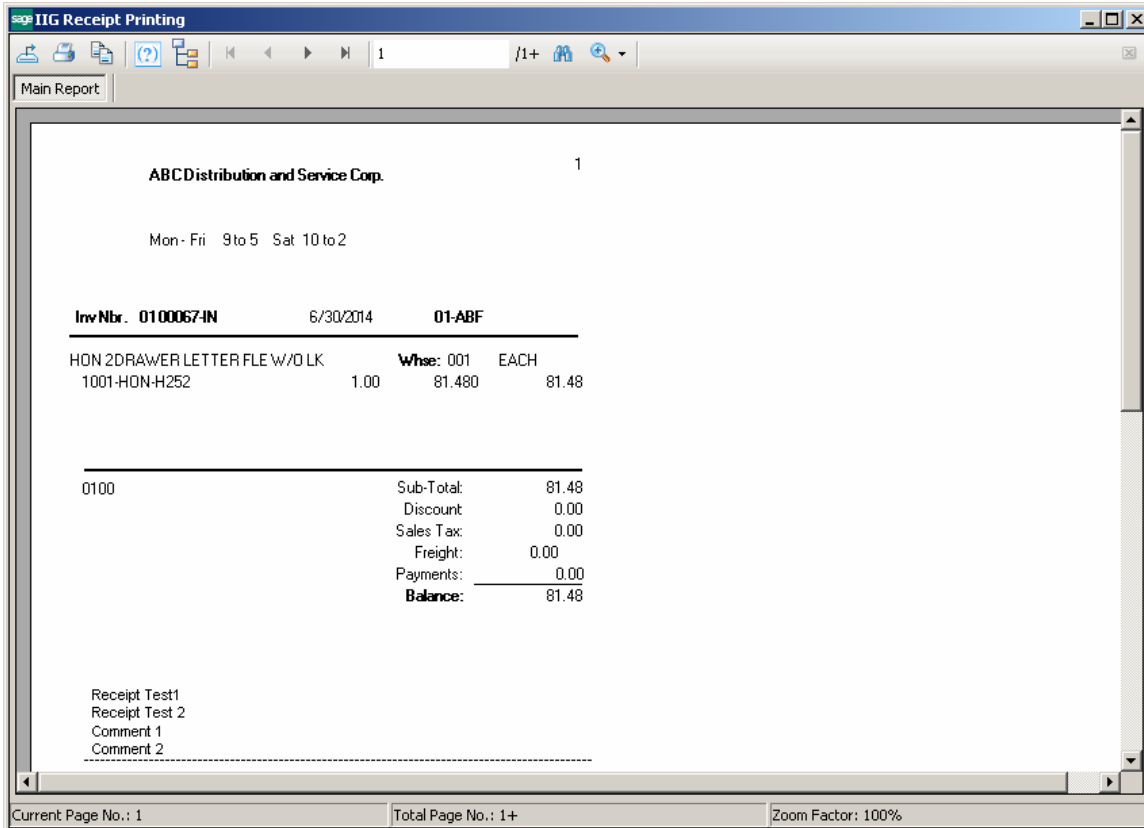
*Note: the user must use **Notepad** or a similar text editor. Using Microsoft **Word**, **WordPad**, or **Excel** will create an invalid file.*

Here is an example of “.txt” file opened:

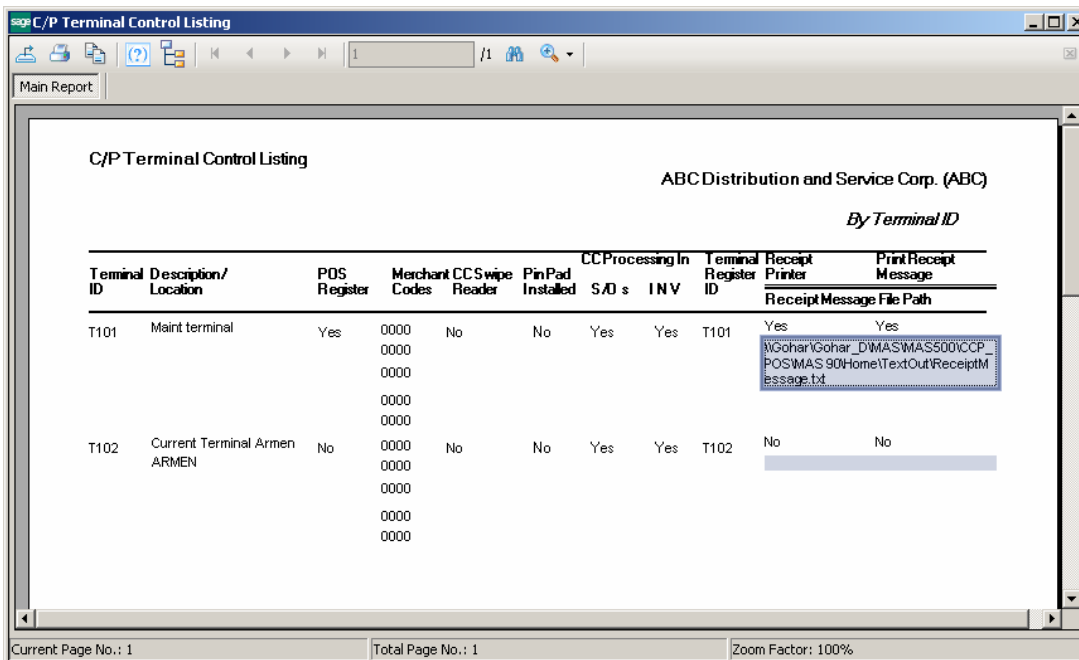


Note: This file’s information can be any length, but should be formatted for the receipt printer (e.g. should be no more than 40 characters wide for each line). There can be a different text file for each company and terminal.

The **IIG Fast Sale Receipt Printing** program allows for printing the selected file's lines at the end of the Receipt Printing form.



The **PRINT RECEIPT MESSAGE** and **RECEIPT MESSAGE FILE PATH** columns have been added to the Terminal Control Listing.



Register Open/Close

The **Register Open/Close** program has been modified to run when **Fast Sale Entry**, **Sales Order Entry**, **Invoice Data Entry** is first run for the day.

The screenshot shows the 'sage C/P Register Opening/Closing' dialog box. The fields are as follows:

- Register ID: T101
- Description: Maint terminal
- Location: (empty)
- Status: CLOSE
- Opened By: (empty)
- Open Date: (empty)
- Open Time: (empty)
- Opening Cash: .00

Buttons: Accept, Cancel, **Open** (disabled), Close.

If the Register is closed, click **Open** to open the register and launch the **Fast Sale Entry**, **Sales Order Entry**, **Invoice Data Entry**, **Customer Payment Entry** and **AR Invoice Entry**.

The Open button is disabled for open register.

The screenshot shows the 'sage C/P Register Opening/Closing' dialog box. The fields are as follows:

- Register ID: T101
- Description: Maint terminal
- Location: (empty)
- Status: OPEN
- Opened By: IIG
- Open Date: 8/18/2015
- Open Time: 05:13 PM
- Opening Cash: 200.00

Buttons: Accept (disabled), Cancel, Open (disabled), Close.

After the Register is opened the user is returned to the corresponding entry.

The **Accept** button is disabled for closed register.

If the Register is open, click **Close** to close the register. The program will generate a summary receipt and open the cash drawer.

Summary Of Current Batch

ABC Distribution and Service Corp. (ABC)

Register ID:	T101
Description:	Maint terminal
User ID:	IIG
Batch Number:	028
Open Date:	8/18/2015
Open Time:	06:14 PM
Close Date:	8/18/2015
Close Time:	06:17 PM
Opening Cash:	200.00

AMEX TOTAL:	252.00
CASH TOTAL:	607.40
CHECK TOTAL:	412.64
BATCH TOTAL:	1,272.04

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

The **Open/Close All Registers** and **Supervisor Close Register** programs have been modified to process only **Terminals** specified as **POS/Register Terminal** in the **Terminal Control Maintenance**.

The **Daily S/O Payment Deposit Journal**, **Daily A/R Payments Journal** and **Open A/R Payment Journal** programs have been modified to process only Terminals specified as **POS/Register Terminal** in the **Terminal Control Maintenance**.

Register Reconciliation

After closing Register you may run the **Register Reconciliation** to reconcile the receipts and making sure everything adds up.

The screenshot shows a software window titled "Register Reconciliation (ABC) 8/18/2015". The window contains several input fields and a table. The fields are: Register ID (with a search icon and navigation arrows), Batch No. (with a search icon), Description, and Location. Below these fields is a "Quick Row" section with a dropdown menu set to "1". The table below has the following headers: P/Type, Amount Booked, Collected Amount, and Over/Short. The table body is currently empty. At the bottom right of the window is an "Accept" button.

Select the Register ID and Batch number. Upon selecting a batch the Date and Time, when the Batch for current register has been closed, are displayed.

Register Reconciliation (ABC) 8/18/2015

Register ID: T101 Batch No.: 028
 Description: Maint terminal Batch Closed: 8/18/2015
 Location: 06:17 PM

Quick Row: 3

	P/Type	Amount Booked	Collected Amount	Over/Short
1	AMEX	252.00	252.00	.00
2	CASH	607.40	607.40	.00
3	CHECK	412.64	412.64	.00

Accept

The **Register Reconciliation** lists all payments processed by the selected Register ID up to the time it is closed.

Register Reconciliation Recap

The **Register Reconciliation Recap** report prints the information of Register Reconciliation for the selected Register IDs and Batches. The information can be printed at any time before the Register Reconciliation file is purged.

The screenshot shows the Sage Register Reconciliation Recap dialog box. The title bar reads "sage Register Reconciliation Recap (ABC) 7/24/2015". The "Report Setting" is "STANDARD" and the "Description" is "Sales Order Recap". Under "Setting Options", "Type" is "Public", "Print Report Settings" and "Three Hole Punch" are unchecked, "Number of Copies" is 1, and "Collated" is checked. In the "Registers to Print" section, "Purge Register Reconciliation File After Printing?" is unchecked, and "Print Only Last Batch" is selected. The "Selections" table has one entry: Register ID, Equal to, T101. At the bottom, the printer is set to "Adobe PDF", "Keep Window Open After" is checked, and there are "Print", "Preview", and "Setup" buttons.

The following options are provided:

Print Only Last Batch – this option is selected by default. It prints only the last closed batch for the selected Register ID.

Print All Batches – select this option if you want to print all batches for the selected Register ID.

Range Batch- you may select this option if there is Register ID selected. Upon selecting this option Batch Number field is added to the Selections to allow printing the report for a range of batches.

Purge Register Reconciliation File After printing? – select this option if you want the information for the selected batches to be removed from Register Reconciliation file after it is printed.

Register Reconciliation Recap

ABC Distribution and Service Corp. (ABC)

Register ID: T101	Open Date: 08/18/2015
Batch Number: J28	Open Time: 06:14 PM
Description: Maint terminal	Close Date: 08/18/2015
Location:	Close Time: 06:17 PM

Opening:	200.00
Receipts:	1,072.04
Refunds:	0.00
In Drawer:	1,272.04

AMEX - AMERICAN EXPRESS/OPTIMA

INVOICE 0100172 IN	252.00
AMEX SubTotal:	252.00
AMEX Over/Short Adjustment:	0.00
AMEX Total:	252.00

CASH - CASH/CURRENCY

INVOICE 0100171 IN	407.40
CASH SubTotal:	407.40
CASH Over/Short Adjustment:	0.00
CASH Total:	407.40

CHECK - CHECKS

INVOICE 0100173 IN	412.64
CHECK SubTotal:	412.64
CHECK Over/Short Adjustment:	0.00
CHECK Total:	412.64

Batch Total:	1,072.04
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Current Page No.: 1 Total Page No.: 1 Zoom Factor: 75%

Appendix

Gift Certificate Processing in IIG Credit Card and IIG POS

Processing Gift Certificates requires tracking the liability the store has generated by accepting payments in advance, which is really what a gift certificate is. There are several methods, with pros and cons for each.

One issue that we must stress is that Gift Certificates have a fairly long life. There are both Federal and State statues that cover how long these must honored, and what the merchant may do to limit the liability. We suggest that you consult an experienced business attorney for your store (or stores) area on what requirements you must meet for gift certificates.

Preprinted Gift Certificates:

These are generally in fixed denominations in logical steps (5, 10, 20, 25, 50, etc.) with a certificate number that is sequential. These are loaded into the system as a serial number item (ex: GIFTC05, serial number A000152). This allows you to see all non-issued certificates.

When sold at the register, the operator selects the correct certificate denomination and the serial number on the sheet. She would sell as many as the customer needed.

When the certificate was redeemed, it would be treated as a miscellaneous payment type of GIFTC. To redeem:

1. Set up a GIFTC payment type, and use the Gift Certificate number as the check/account number.
2. Use a different Bank or G/L code to reconcile at the end of the week or month.
3. Any balance remaining on the certificate would be paid out in cash.

Some issues to consider:

- With today's printers and scanners, it is easy for criminals to forge US currency, let alone something simple like a gift certificate. You will need to keep tight control over the number of gift certificates you have in circulation.
- The same holds true internally. Gift Certificates are just like checks, and just like checks, you must keep track of what was issued and what is remaining.

- Gift certificates cost money to print, process, and redeem, in the form of labor and the certificates themselves. We suggest that you keep a close eye on these costs, because in most retail markets, there isn't a whole lot of room in the margin.

On Demand Gift Certificates:

These are generated using the Sales Order Invoice function, and using a custom form to print the certificate. We recommend printing on check stock, where the lower third is the gift certificate, and the upper two sections (stubs) would print a duplicate receipt of the monies received. Unlike the pre-printed gift certificates, you must process these individually, because the invoice is the certificate.

Because these are generated "on demand" you won't be able to track them as serialized inventory. So you would use either a generic item number (GIFT CERT) or a miscellaneous item or charge.

Redeeming them is the same as with pre-printed gift certificates.

Some issues to consider:

- We strongly suggest that you turn on the Retain Detailed Invoice/Shipping History, Retain Deleted Invoices, and Retain Comment Lines in History as a precaution.
- Periodically review the value of sold gift certificates versus redeemed gift certificates. This is your Open Gift Certificate Liability.

Special Gift Certificate Programming

IIG can assist you with programming to meet your specific industry and business needs, and we are also happy to assist you or your reseller in setting up Gift Certificate Processing.

Gift Card Processing:

Gift card processing is quite different from Gift Certificates. Gift Cards is treated like a credit card through the credit card software.

This will require some setup and IIG will set it up for you as part of the card processing software setup. You will need to review this with your reseller and/or IIG regarding costs to set up and use Gift Cards.