



Scotia Enterprise Manager (SEM) User's Manual

SCOTIA SOFTWARE USER'S MANUAL

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General Tips

Adding a record

A general tip for adding a record on almost any window is to click on the green (or yellow) plus sign.

You will see these plus signs throughout the entire program and they all have the same job: to add a record.



Records consist of vendors, vendor terms, customers, customer terms, G/L accounts, barcodes, items, users, employees, sales reps, payments, payment types, transactions, button images, buttons, purchase orders, and reports. Almost any move that is made within the system is a new record.

Warning signs

After you click the green plus sign, you will see red and yellow exclamations pop up beside some fields.

The red exclamation points are beside fields that must be filled before saving the record.

The yellow exclamation points are beside fields that should be filled in, but are not necessary to save the record.

Deleting a record

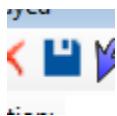
To delete a record from your database, click on the red X at the top of the window of the record you wish to delete. The red X is located between the green plus sign and the blue save button.



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Saving a record

To save a record, you must have all the required fields filled in. Once these fields are filled in with the correct information, the save button will turn from grey to blue. You can click on the blue save button to save the record.



Searching a record using search tools

There are search tools at the top of every window. To help narrow down the results of the record you are looking for, start filling in the appropriate search bars at the top of the window.

Product Code:	MICHELOB ULTRA	Min To Keep:	0	Date Added:	2017 Fri Apr 28 01:25P
Description:	BEER, 355 ML. BOTTLE. MICHELOB ULTRA.	Max To Keep:	144	Added By User ID:	ScotiaHaley
Preferred Vendor:	NSLC	Category Code:		Last Updated Date:	2017 Tue Jun 13 12:10P
Standard Cost:	2.05	Last: 0.00	Avg: 0.00	Last Updated By:	ScotiaHaley
Price:	3.91	47.6% margin		Item ID:	70428132354700
Unit Of Measure:	EA	<input type="checkbox"/> Tax 1 (HST) Exempt		Rev Acct ID:	BAR SALES-BEER
Size:	341	Quant On Hand:	-29	Cost Acct ID:	COST OF SALES-BEER
Notes:		Quant Committed:	0		
		Quant On Order:	0		
		Quant BO:	0		

Searching a record using scrolling tools

You may have the option on some windows to "SHOW ALL." This will show all the records you have of that type.

If you would like to scroll through records one-by-one, use the blue arrows at the top of the window.

The two arrows on the inside will let you scroll through the records one by one. The two arrows on the outside will take you to the very first and the very last record.

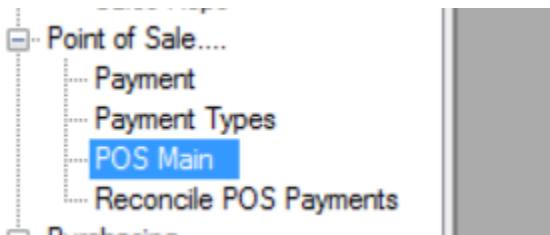
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Point of Sale

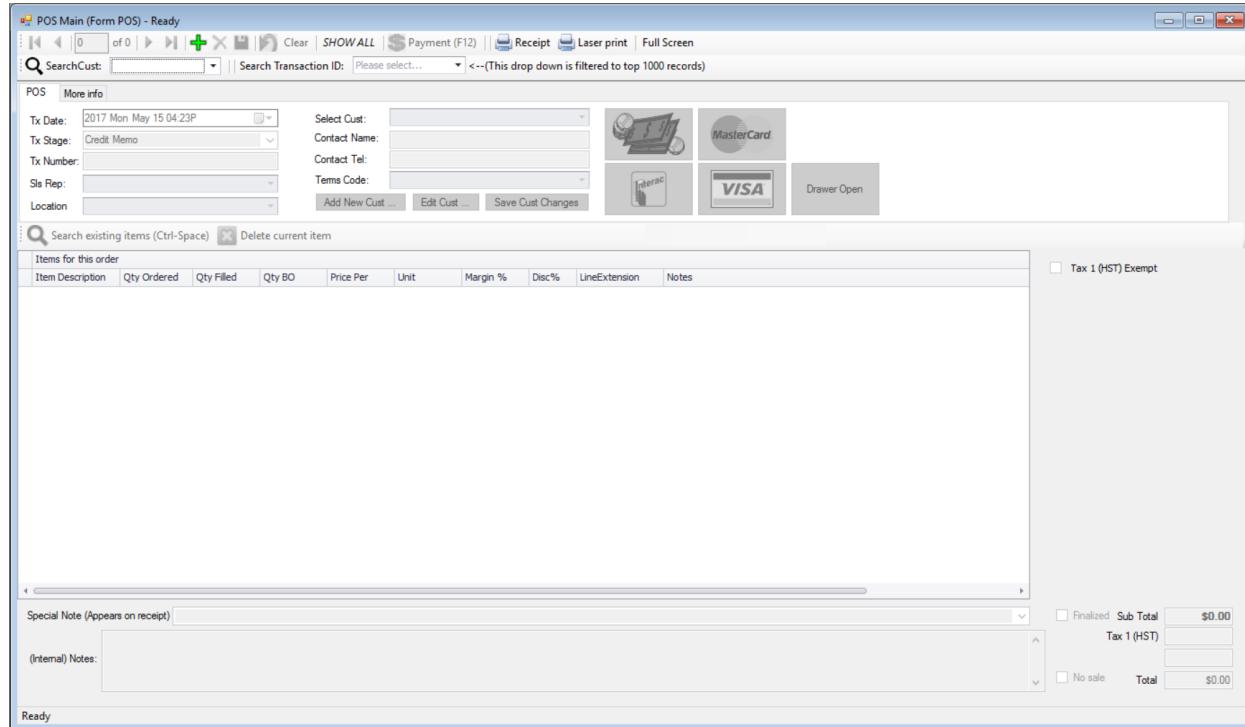
POS Retail

Create a Quote

Double click on POS Main

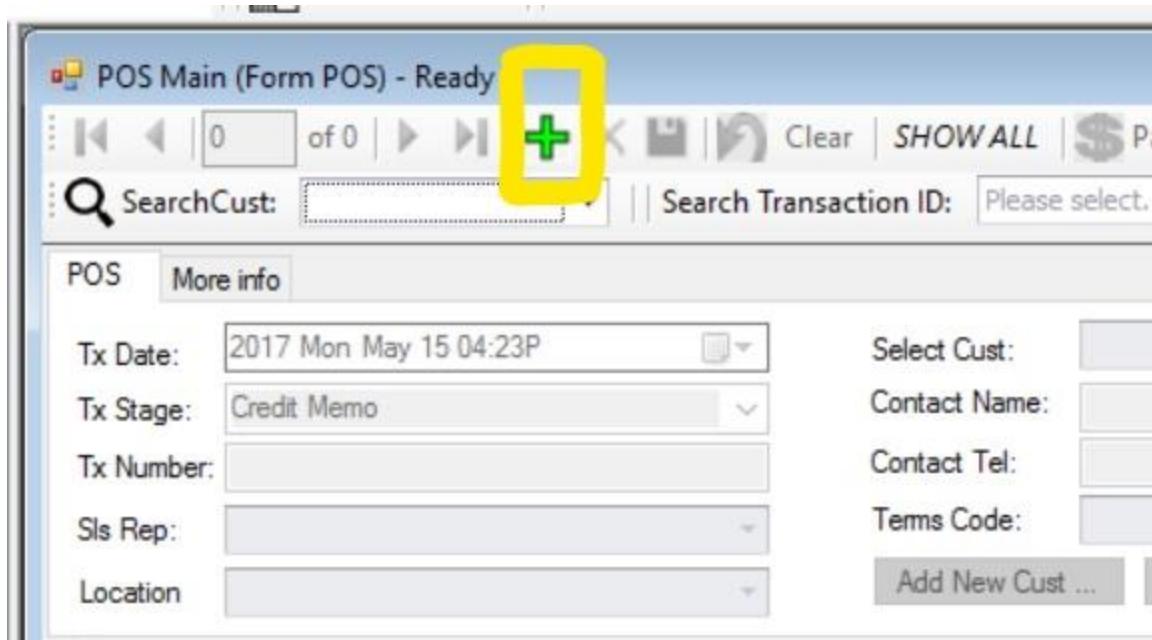


The POS Retail main window appears:



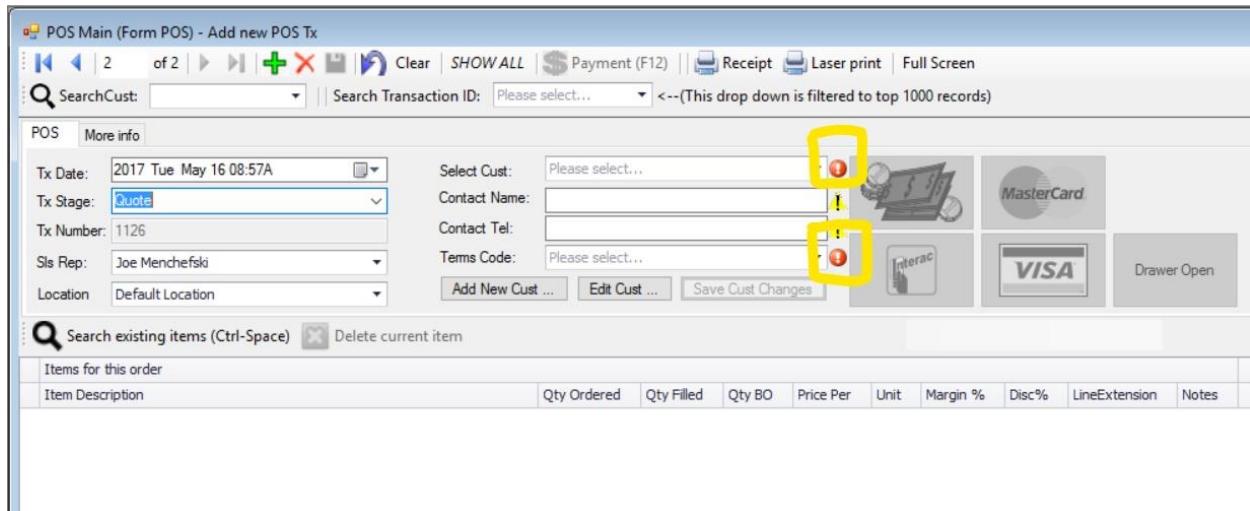
Click the green “Plus” sign to add a form – in this case a new quote:

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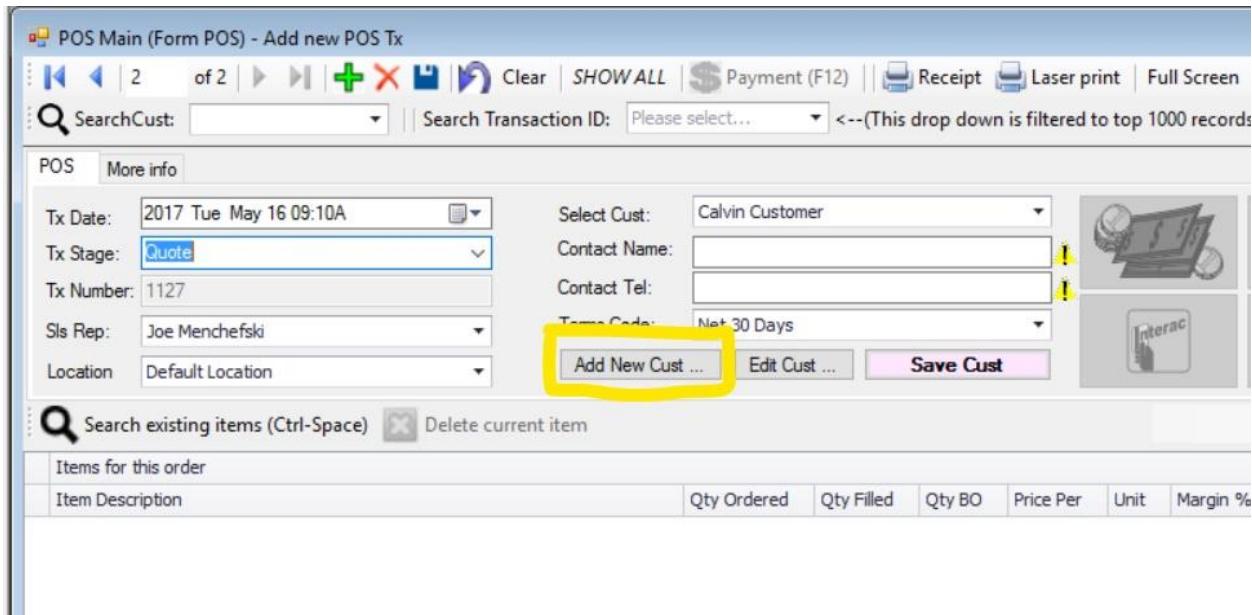
Change the “Tx Stage” (transaction stage) to “Quote” using the drop-down menu. You can also use the drop-down menus to choose the sales rep and location (for operations with multiple locations).

The red warning signs indicate fields that must be completed.



You can use the drop down to select a customer. If the customer doesn't exist, simply click the “Add new customer button”.

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POS Main (Form POS) - Add new POS Tx

2 of 2 |     Clear | SHOW ALL |  Payment (F12) |  Receipt |  Laser print | Full Screen

SearchCust: Search Transaction ID: Please select... <--(This drop down is filtered to top 1000 records)

POS More info

Tx Date: 2017 Tue May 16 09:10A

Tx Stage: **Quote**

Tx Number: 1127

Sls Rep: Joe Mencheski

Location: Default Location

Select Cust: Calvin Customer

Contact Name:

Contact Tel:

Terms Code: Net 30 Days

Add New Cust ...

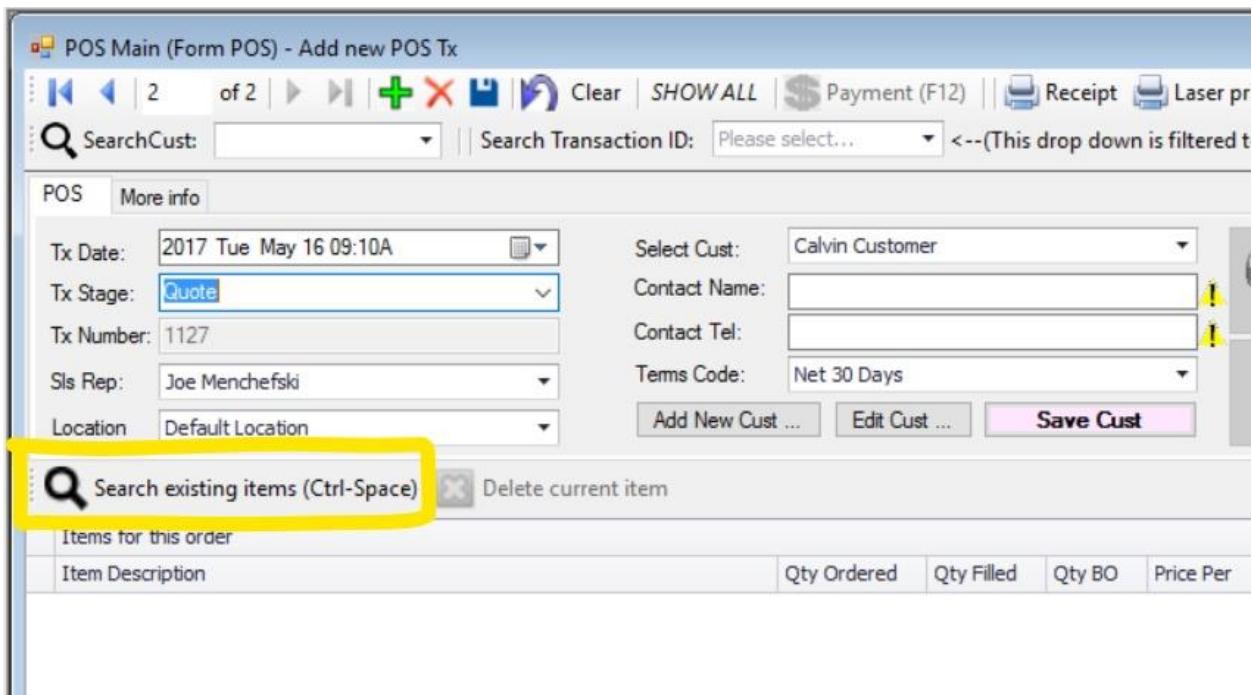
Search existing items (Ctrl-Space)

Item Description	Qty Ordered	Qty Filled	Qty BO	Price Per	Unit	Margin %
Items for this order						

The Terms Code will update automatically when the Customer is selected.

Next, you will have to add some items to the quote. Most times you will simple scan an item in using its bar code and that item will automatically be added to the order. If the item does not have a bar code, you can search as follows.

Click on Search existing items or hit <Ctrl-Space> on your keyboard.



POS Main (Form POS) - Add new POS Tx

2 of 2 |     Clear | SHOW ALL |  Payment (F12) |  Receipt |  Laser print | Full Screen

SearchCust: Search Transaction ID: Please select... <--(This drop down is filtered to top 1000 records)

POS More info

Tx Date: 2017 Tue May 16 09:10A

Tx Stage: **Quote**

Tx Number: 1127

Sls Rep: Joe Mencheski

Location: Default Location

Select Cust: Calvin Customer

Contact Name:

Contact Tel:

Terms Code: Net 30 Days

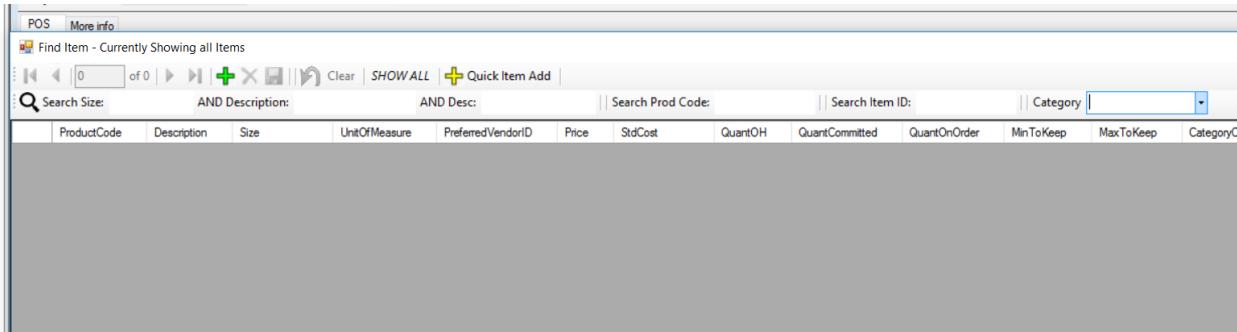
Add New Cust ...

Search existing items (Ctrl-Space)

Item Description	Qty Ordered	Qty Filled	Qty BO	Price Per
Items for this order				

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A new window will open called “Find Items”. There are multiple ways to search for your items within this window:



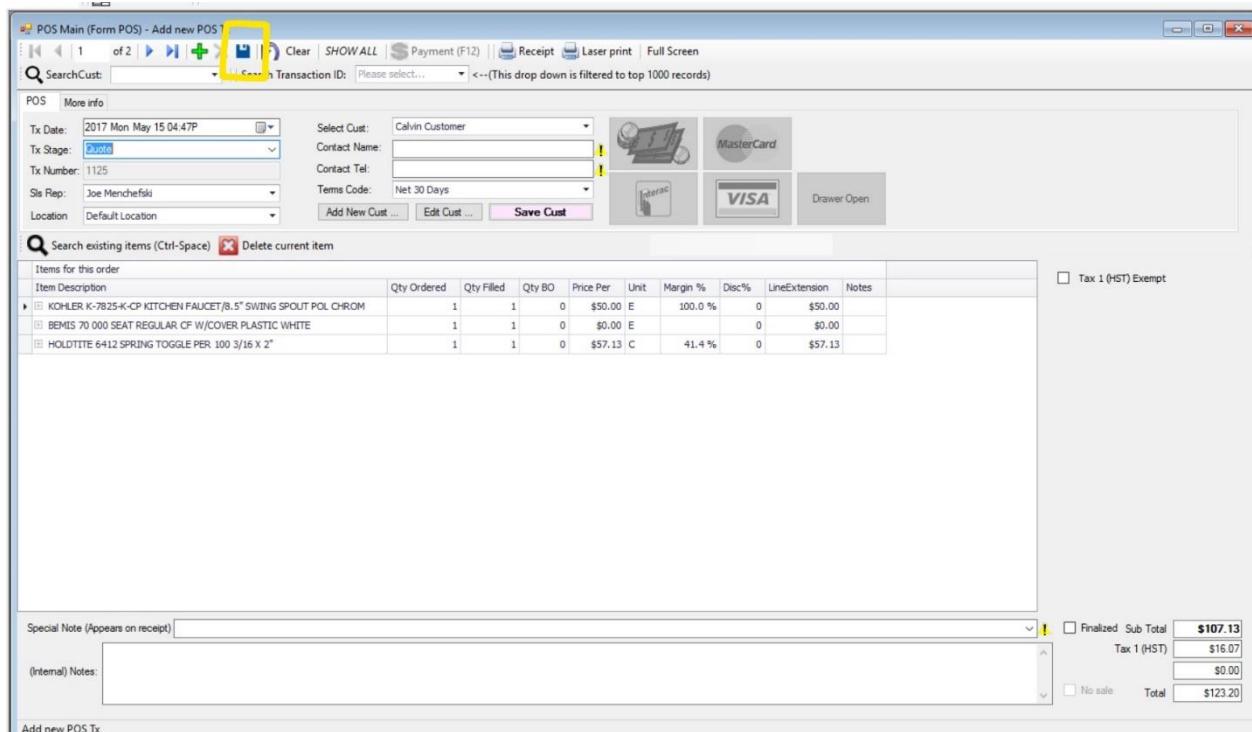
You can start typing in any or all of the search fields, including size, two description fields, product code, item ID and category.

A screenshot of the 'Find Item' search interface showing search results. The search criteria are 'AND Description: faucet' and 'AND Desc: loop'. The results table has columns: ProductCode, Description, Size, and UnitOfMeasure. There are four items listed, with the second item, 'KOHLER K-15160-L-CP KITCHEN FAUCET W/LOOP HANDLE POL CHROME', highlighted. The table is scrollable, with a visible scroll bar on the right.

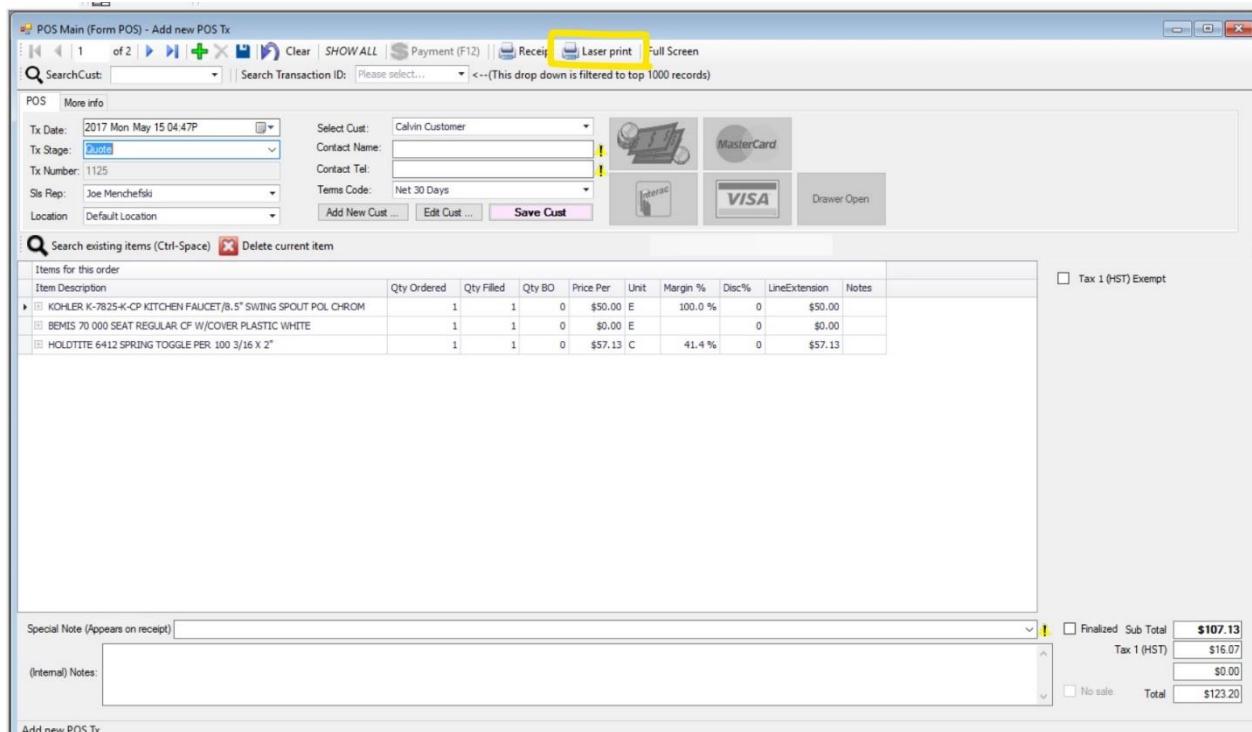
Double click on the item that your customer needs.

You can add as many items as you would like, using either the barcode scanner or the “Search Existing Items” function. When all of the required items are added you can save the quote by clicking the save button. (You’ll notice the save button changed from “grey” to “blue” after you added a customer – meaning that it is possible to save the quote now).

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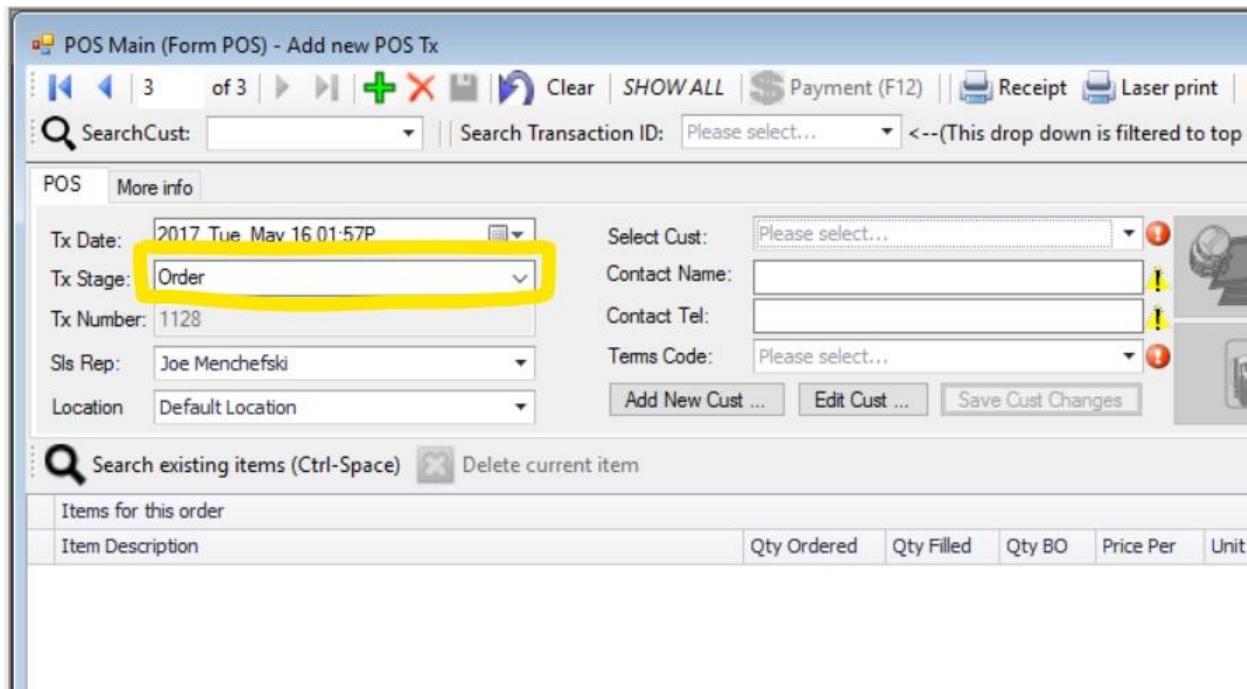
You can now print the Quote for the customer by clicking on Laser Print



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Create an Order / Convert a Quote to an Order

To create an order, follow all of the same steps as creating a quote, except change the Tx Stage to Order instead of Quote.



POS Main (Form POS) - Add new POS Tx

3 of 3 | | | SHOW ALL | | | |

SearchCust: | Search Transaction ID: | <--(This drop down is filtered to top)

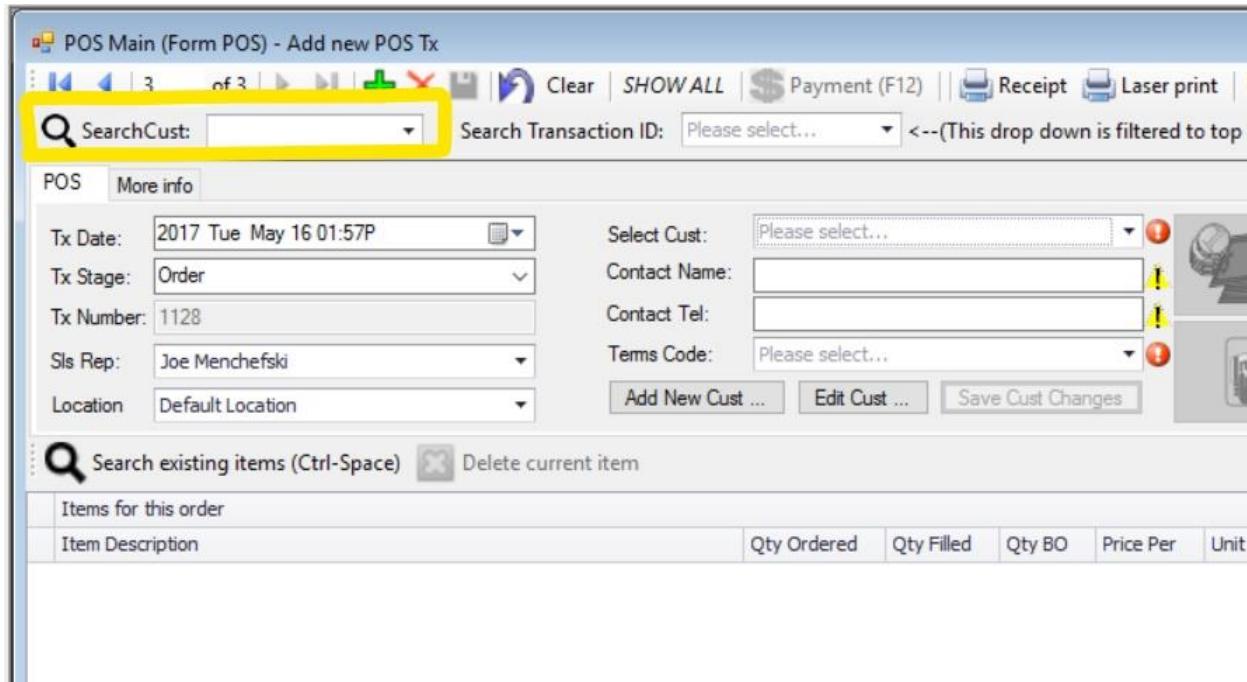
POS More info

Tx Date: 2017 Tue May 16 01:57P | Tx Stage: **Order** | Tx Number: 1128 | Sls Rep: Joe Mencheski | Location: Default Location | Select Cust: | Contact Name: | Contact Tel: | Terms Code: |

Search existing items (Ctrl-Space)

Item Description	Qty Ordered	Qty Filled	Qty BO	Price Per	Unit

If you are converting a Quote to an Order, you first need to find the Quote. You can find the quote by using the drop-down menu to search by Customer:



POS Main (Form POS) - Add new POS Tx

3 of 3 | | | SHOW ALL | | | |

SearchCust: **SearchCust:** | Search Transaction ID: | <--(This drop down is filtered to top)

POS More info

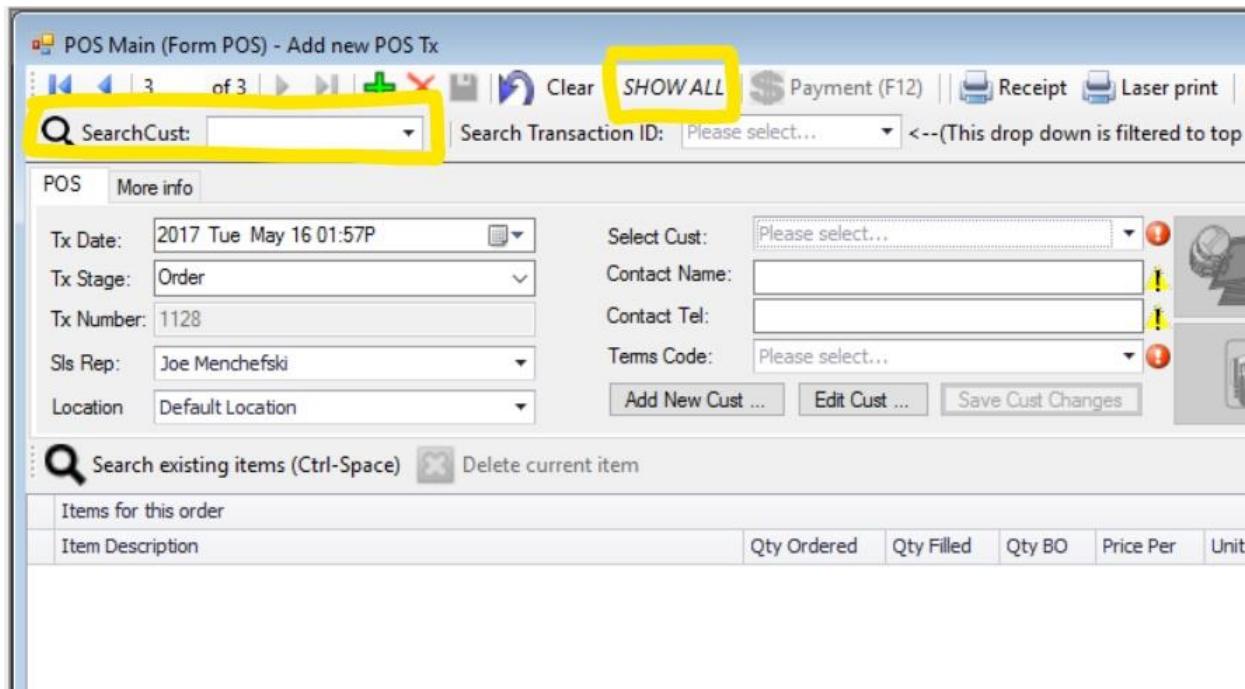
Tx Date: 2017 Tue May 16 01:57P | Tx Stage: Order | Tx Number: 1128 | Sls Rep: Joe Mencheski | Location: Default Location | Select Cust: | Contact Name: | Contact Tel: | Terms Code: |

Search existing items (Ctrl-Space)

Item Description	Qty Ordered	Qty Filled	Qty BO	Price Per	Unit

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Searching by customer is typically the fastest approach. However you can also search by Transaction ID, or you can hit “SHOW ALL” and scroll through the entire list of quotes. Use the left and right arrows to scroll.



Once you've found the quote you're looking for, simply use the drop-down menu to change the Tx Stage to “Order”.

Create an Invoice / Convert an Order to an Invoice

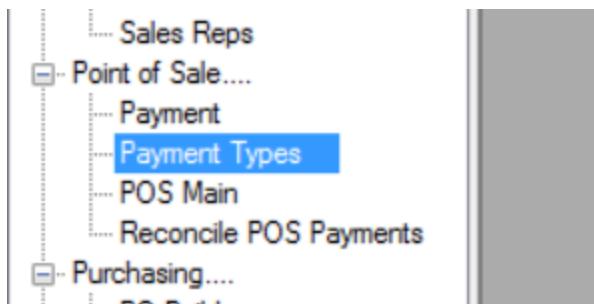
To create an Invoice, follow all of the same steps as creating a quote or an order, except change the Tx Stage to Invoice.

You can also search a Quote or an Order following the exact same procedure covered in the “Create an Order / Convert a Quote to an Order” section. You can then convert either a Quote or an Order directly into an Invoice by changing the Tx Stage to “Invoice”.

Unlike a Quote or an Order, you can receive payment on an Invoice. Please see immediately below for details on receiving payments.

Create a Payment Type

Begin by double clicking on Payment Types:



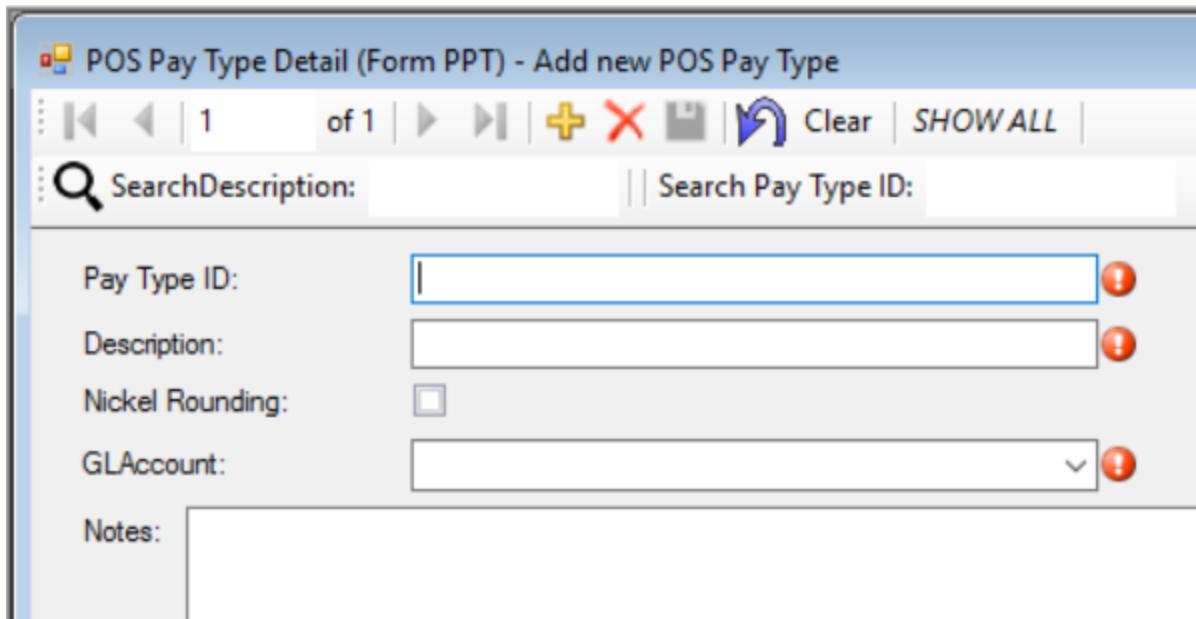
This will open the Payment Type Detail Form shown below. Click on the yellow "+" sign to create a new Payment Type.

The image shows a Windows application window titled "POS Pay Type Detail (Form PPT) - Ready". The window has a toolbar with various icons and a search bar. The main area contains several input fields: "Pay Type ID" (with a dropdown arrow), "Description" (text box), "Nickel Rounding" (checkbox), "GLAccount" (dropdown menu set to "Undeposited Funds - Cash"), "Date Added" (displayed as "2017 Wed May 17 09:18A"), "Added By User ID" (text box), "Last Updated Date" (displayed as "2017 Wed May 17 09:18A"), and "Last Updated By User ID" (text box). Below these fields is a large text area labeled "Notes" with a scroll bar. At the bottom left of the window, the word "Ready" is visible. A yellow box highlights the "+" sign in the toolbar.

The system requires you to enter a Pay Type ID (a code that you choose), a very brief description of the Payment Type, and a General Ledger Account that ties to the payment method.

Nickel rounding is available for Cash payments. There is plenty of room available for notes as required.

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POS Pay Type Detail (Form PPT) - Add new POS Pay Type

1 of 1 | + X Clear | SHOW ALL |

Search Description: || Search Pay Type ID:

Pay Type ID: !

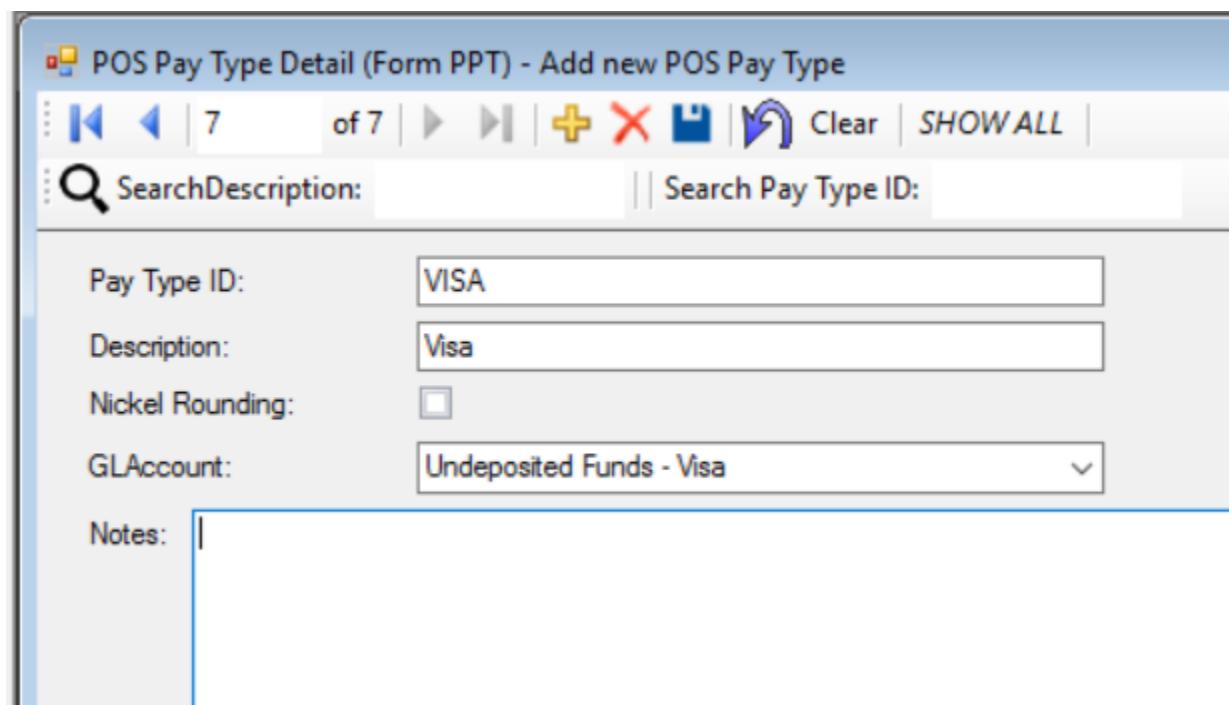
Description: !

Nickel Rounding:

GLAccount: !

Notes:

Once the three critical items are filled in, the save button will turn blue indicating that you can save the new Payment Type.



POS Pay Type Detail (Form PPT) - Add new POS Pay Type

7 of 7 | + X Clear | SHOW ALL |

Search Description: || Search Pay Type ID:

Pay Type ID:

Description:

Nickel Rounding:

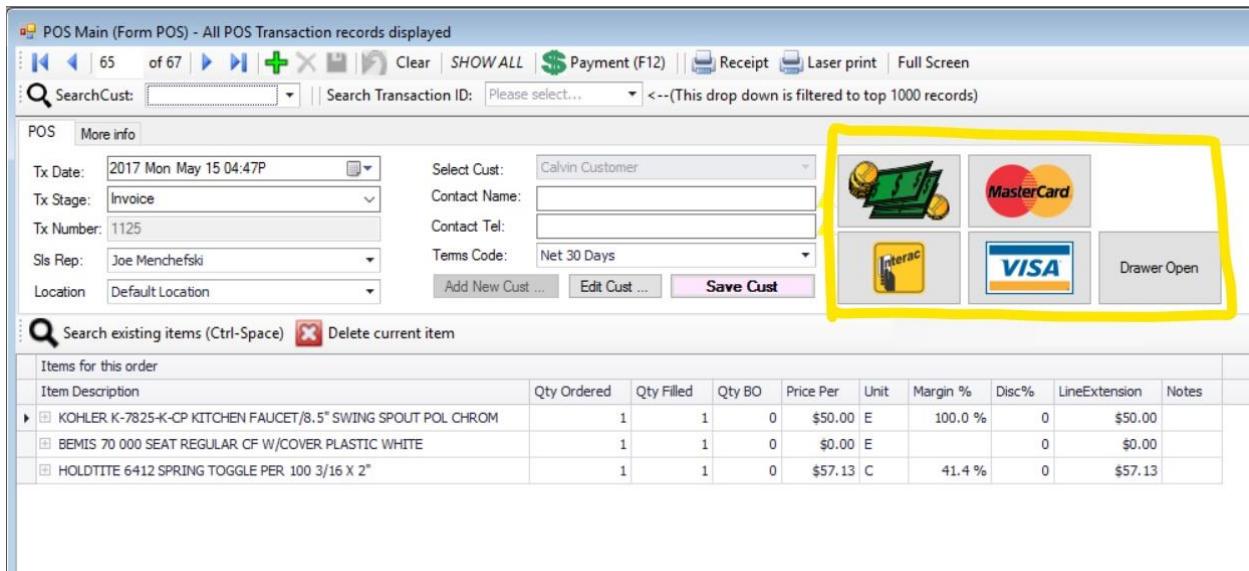
GLAccount:

Notes:

Receive a Payment Using "Quick Keys"

This is the simplest method for receiving a Payment. If the Customer is paying in full and using only one Payment Type, simply click the payment method using the Quick Payment Keys.

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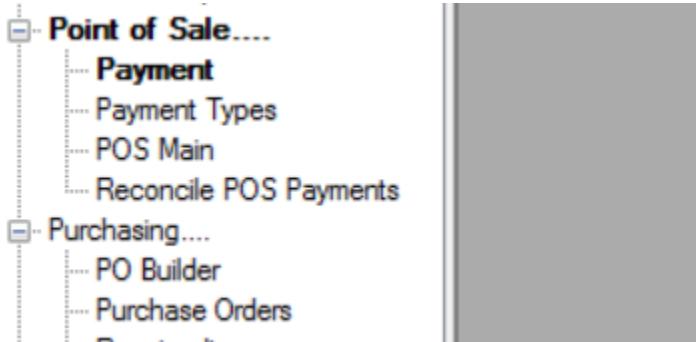
The screenshot shows the POS Main (Form POS) interface. At the top, there are search fields for 'SearchCust:' and 'Search Transaction ID:'. Below these are transaction details: Tx Date (2017 Mon May 15 04:47P), Tx Stage (Invoice), Tx Number (1125), Sls Rep (Joe Menchefske), and Location (Default Location). To the right of these are buttons for 'Select Cust:' (Calvin Customer), 'Contact Name:', 'Contact Tel:', 'Terms Code:' (Net 30 Days), and payment method icons: Cash, MasterCard, Interac, and VISA. A yellow box highlights the payment method icons. Below this is a table of items for the order, including KOHLER K-7825-K-CP KITCHEN FAUCET/8.5" SWING SPOUT POL CHROM, BEMIS 70 000 SEAT REGULAR CF W/COVER PLASTIC WHITE, and HOLDTTITE 6412 SPRING TOGGLE PER 100 3/16 X 2". The total for the order is \$57.13.

Receive a Payment Using Full Payment Function

The full Payment system is necessary under the following circumstances:

1. The Customer is doing a Layaway or making any kind of partial payment.
2. The Customer will be using multiple methods of payment.
3. The Customer has been extended credit terms and you would like to see their payment history and/or current balance.

There are two ways to access the full Payment screen. The first is to access it directly from the Main Menu:



It can also be accessed directly from the main POS Retail screen:

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POS Main (Form POS) - All POS Transaction records displayed

65 of 67 | Clear | SHOW ALL | **Payment (F12)** | | Full Screen

SearchCust: | Search Transaction ID: Please select... | --(This drop down is filtered to top 1000 records)

POS More info

Tx Date: 2017 Mon May 15 04:47P | Tx Stage: Invoice | Tx Number: 1125 | Sls Rep: Joe Menchefski | Location: Default Location | Select Cust: Calvin Customer | Contact Name: | Contact Tel: | Terms Code: Net 30 Days | | Add New Cust... | Edit Cust... | Save Cust | Drawer Open

Search existing items (Ctrl-Space) | Delete current item

Item Description	Qty Ordered	Qty Filled	Qty BO	Price Per	Unit	Margin %	Disc%	LineExtension	Notes
KOHLER K-7825-K-CP KITCHEN FAUCET/8.5" SWING SPOUT POL CHROM	1	1	0	\$50.00	E	100.0 %	0	\$50.00	
BEMIS 70 000 SEAT REGULAR CF W/COVER PLASTIC WHITE	1	1	0	\$0.00	E		0	\$0.00	
HOLDTITE 6412 SPRING TOGGLE PER 100 3/16 X 2"	1	1	0	\$57.13	C	41.4 %	0	\$57.13	

Hitting the F12 key when the POS Retail Main screen is open will also open the full Payment screen.

Begin by clicking the green “+” icon to start a new Payment on a new Invoice or a new Layaway.

POS Payment Detail (Form PPD) | | | GLTx

1 of 1 | | Clear | SHOW ALL | | GLTx

Search POS Payment ID:

Payment Date Time: 2017 Wed May 17 12:18P | Date Added: 2017 Wed May 17 12:18P | Customer: | Added By User ID: Scotiajoe | POSPay Type ID: American Express | Date Added: 2017 Wed May 17 12:18P | Added By User ID: Scotiajoe | Last Updated Date: 2017 Wed May 17 12:18P | Last Updated By User ID: | POS Payment ID: 70517121809536 | POS Transaction ID: | Cust Transaction ID: | Notes:

Amount Paid: | Account Balance Information:
 Invoiced Balance: \$0.00 | Committed Balance: \$0.00 | Total Balance: \$0.00 | This Payment: \$0.00 | New Balance: \$0.00

Customer Transaction History - Excludes non invoiced transactions (Orders and Layaways)

Drag a column header here to group by that column

Type	Amt.	Net Bal Change	Running Bal.	Tx Date	Doc#	Apply to Doc#	Tx Terms Code ID	Tx Due Date	Plate #	Closed	Notes
* [EditValue ...]											

Add new POS Payment

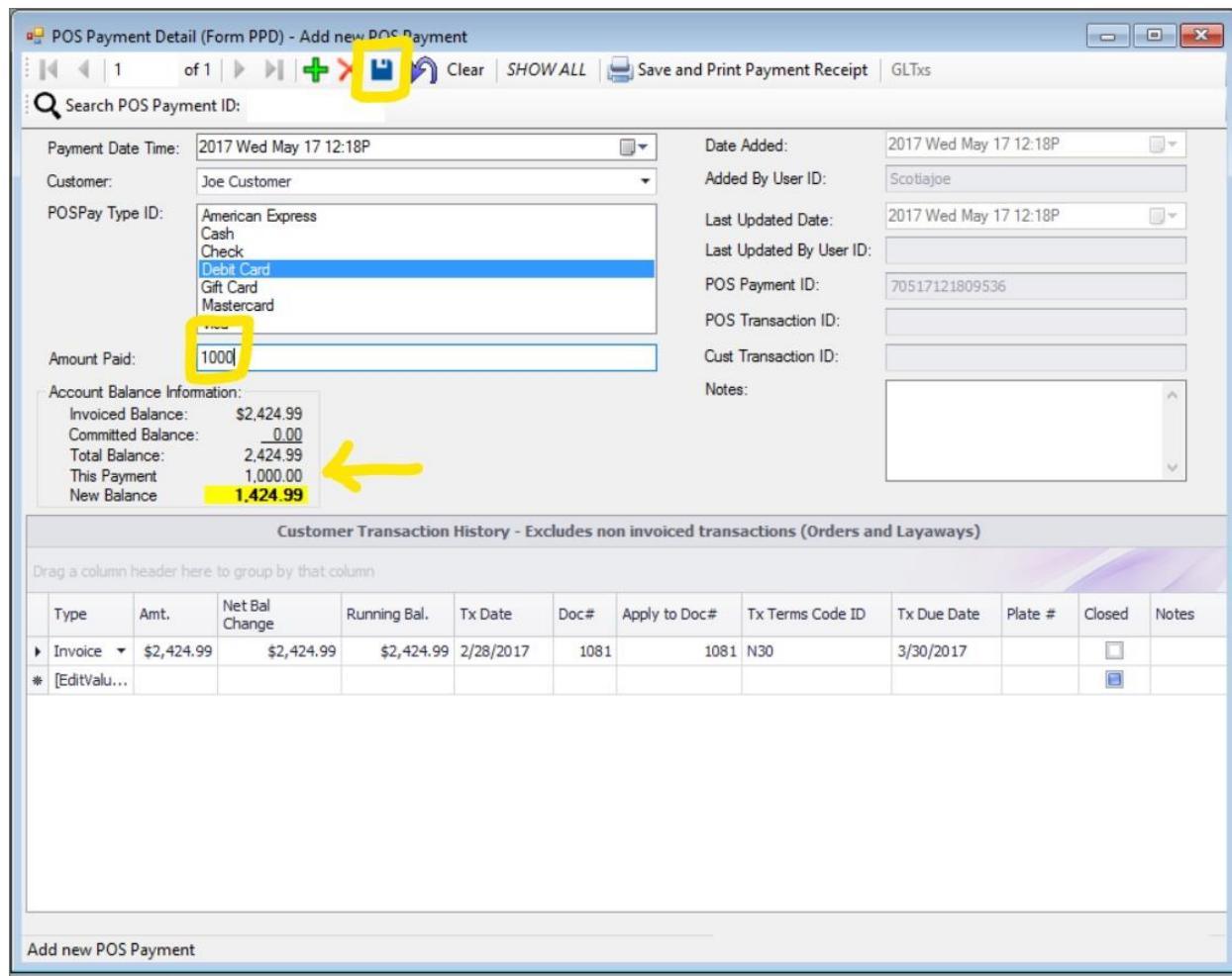
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The red exclamation points indicate fields that must be filled out in order to continue and be able to save the transaction. A payment type and the amount paid must be filled out.

If the Payment screen was opened directly from an active Invoice, the Customer and the amount due would automatically fill when a new Payment was created.

If the Payment screen was opened from the Main Menu, the Customer would have to be chosen from the drop-down menu. Once the customer was chosen, their amount owed will be listed.

Partial Payments can be made by entering the amount to be paid and choosing the Payment method. The Payment can then be saved by clicking the blue “Save” icon.



POS Payment Detail (Form PPD) - Add new POS Payment

1 of 1 | + X Clear | SHOW ALL | Save and Print Payment Receipt | GLTx

Search POS Payment ID:

Payment Date Time:	2017 Wed May 17 12:18P	Date Added:	2017 Wed May 17 12:18P
Customer:	Joe Customer	Added By User ID:	Scotiajoe
POSPay Type ID:	American Express Cash Check Debit Card Gift Card Mastercard ...	Last Updated Date:	2017 Wed May 17 12:18P
Amount Paid:	1000	Last Updated By User ID:	
Account Balance Information:		POS Payment ID:	70517121809536
Invoked Balance:	\$2,424.99	POS Transaction ID:	
Committed Balance:	0.00	Cust Transaction ID:	
Total Balance:	2,424.99	Notes:	
This Payment	1,000.00		
New Balance	1,424.99		

Customer Transaction History - Excludes non invoiced transactions (Orders and Layaways)

Type	Amt.	Net Bal Change	Running Bal.	Tx Date	Doc#	Apply to Doc#	Tx Terms Code ID	Tx Due Date	Plate #	Closed	Notes
Invoice	\$2,424.99	\$2,424.99	\$2,424.99	2/28/2017	1081	1081	N30	3/30/2017		<input type="checkbox"/>	
*	[EditValue...]									<input type="checkbox"/>	

Add new POS Payment

Click on the green “+” icon to make another Payment. You could choose the same Customer and make another Payment using a different method.

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POS Payment Detail (Form PPD) - Add new POS Payment

Search POS Payment ID:

Payment Date Time:	2017 Wed May 17 02:54P	Date Added:	2017 Wed May 17 02:54P
Customer:	Joe Customer	Added By User ID:	Scotiajoe
POSPay Type ID:	American Express Cash Check Debit Card Gift Card Mastercard Visa	Last Updated Date:	2017 Wed May 17 02:54P
Amount Paid:	1424.99	Last Updated By User ID:	
Account Balance Information:		POS Payment ID:	70517145456507
	Invoiced Balance: \$1,424.99	POS Transaction ID:	
	Committed Balance: 0.00	Cust Transaction ID:	
	Total Balance: 1,424.99	Notes:	
	This Payment 424.99		
	New Balance 1,000.00		

Customer Transaction History - Excludes non invoiced transactions (Orders and Layaways)

Drag a column header here to group by that column

Type	Amt.	Net Bal Change	Running Bal.	Tx Date	Doc#	Apply to Doc#	Tx Terms Code ID	Tx Due Date	Plate #	Closed	Notes
Invoice	\$2,424.99	\$2,424.99	\$2,424.99	2/28/2017	1081	1081	N30	3/30/2017		<input type="checkbox"/>	
Payment	\$1,000.00	(\$1,000.00)	\$1,424.99	5/17/2017	0	0		5/17/2017		<input type="checkbox"/>	
*	[EditValue...]									<input checked="" type="checkbox"/>	

Add new POS Payment

As illustrated above, the Customer's payment history is shown at the bottom of the Payment screen.

Cancel an Order

The first step in canceling an Order is finding it. You can find an Order by following the procedures outlined in the "Create an Order / Convert a Quote to an Order" section.

Once you've found the order, simply change the Tx Stage to "Cancelled".

Process a Refund

The first step in processing a Refund is creating a new Transaction. As per the procedure outlined in the "Create a Quote" section, click on the green "+" symbol.

Change the Tx Stage to Refund.

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POS Main (Form POS) - Add new POS Tx

3 of 3 | SHOWALL | Receipt

SearchCust: Search Transaction ID: Please select... <--(This drop down is filtered)

POS More info

Tx Date: 2017 Tue May 16 03:08P

Tx Stage:

Tx Number: 1129

Sls Rep: Joe Menchefske

Location: Default Location

Select Cust:

Contact Name:

Contact Tel:

Terms Code:

Add New Cust ... Edit Cust ... Save Cust Changes

Search existing items (Ctrl-Space) Delete current item

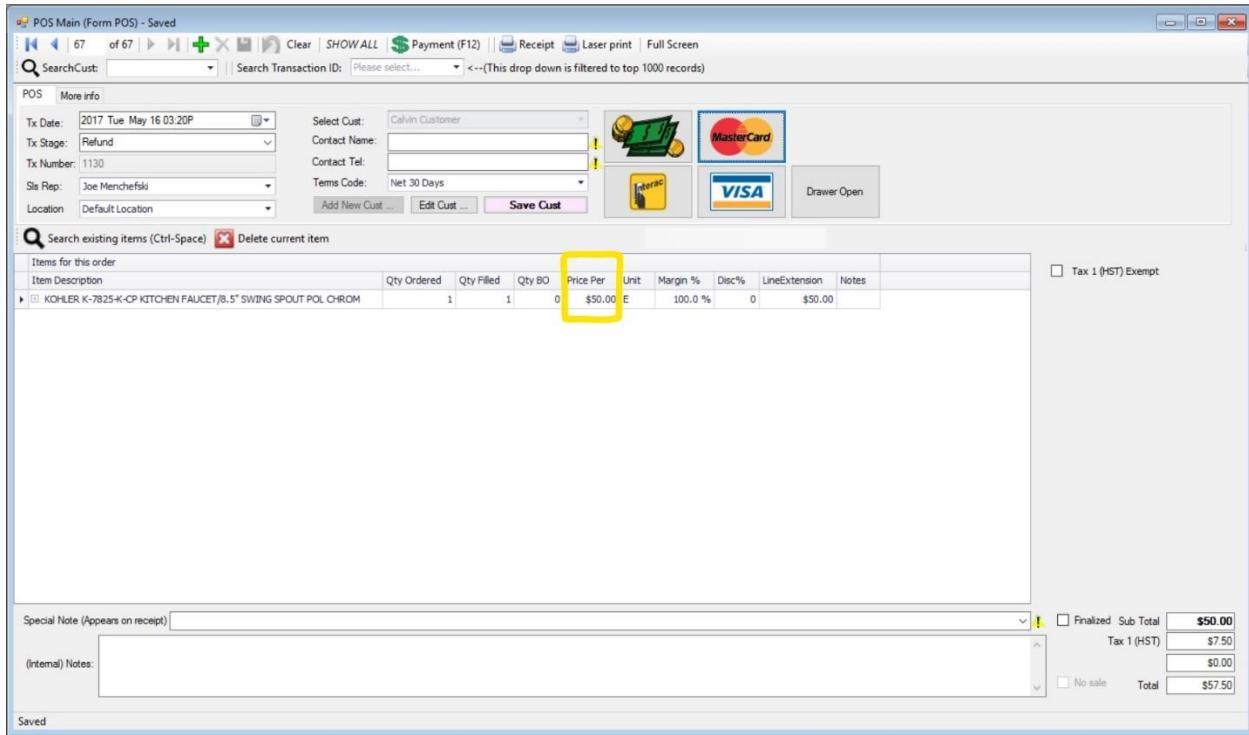
Items for this order	Item Description	Qty Ordered	Qty Filled	Qty BO	Price Per
----------------------	------------------	-------------	------------	--------	-----------

Next, select the Customer from the drop-down menu (it will be highlighted with a red exclamation point, as it is necessary to choose a Customer before you can save any POS Retail Transaction).

If you have a barcode scanner and the barcode is still available with the returned product, simply scan the item to add it to the Refund. If you need to search for the item, follow the procedure as outlined in the "Create a Quote" section.

If the price has changed relative to what the Customer paid, you can simply override the price.

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At this point, you can process the Refund following the same procedure outlined in the "Payment" section.

Process a Credit Memo

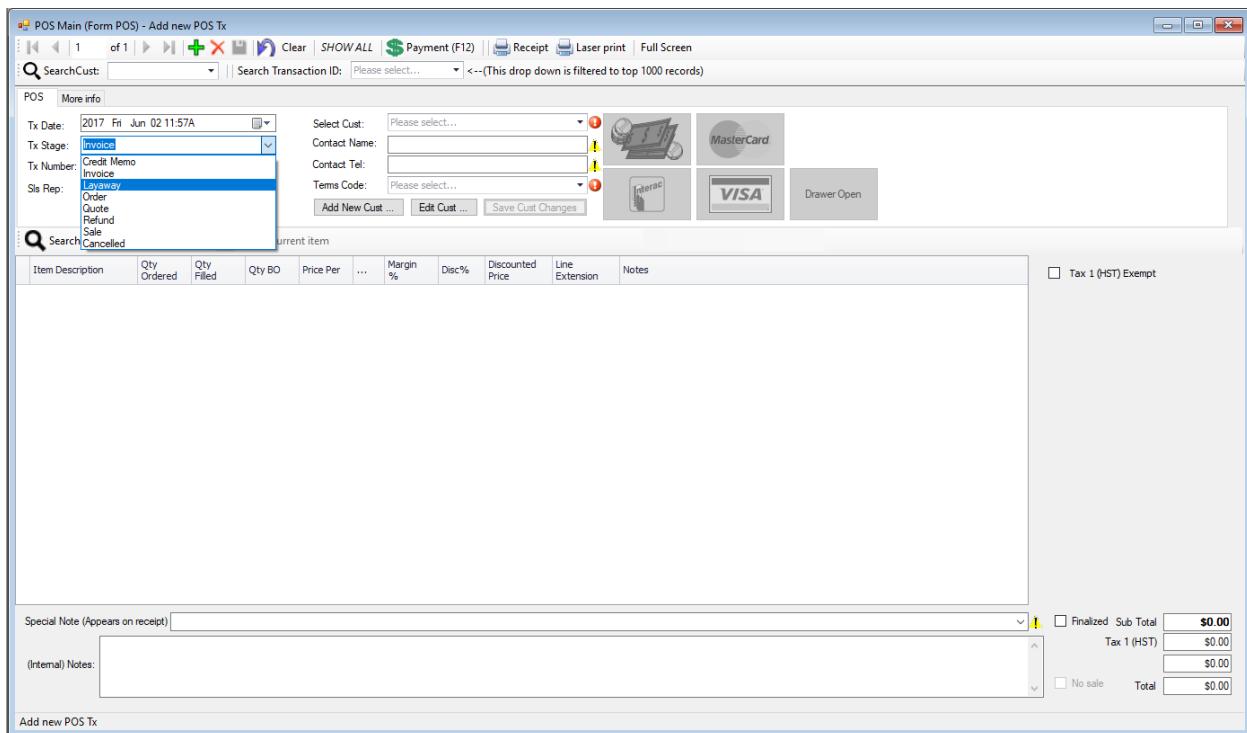
The procedure for processing a Credit Memo is identical to the process for issuing a Refund, only there will be no cash, debit or credit refund issued. A credit will be added to the Customer's account.

Printing the receipt will show the in store Credit that is available to the Customer.

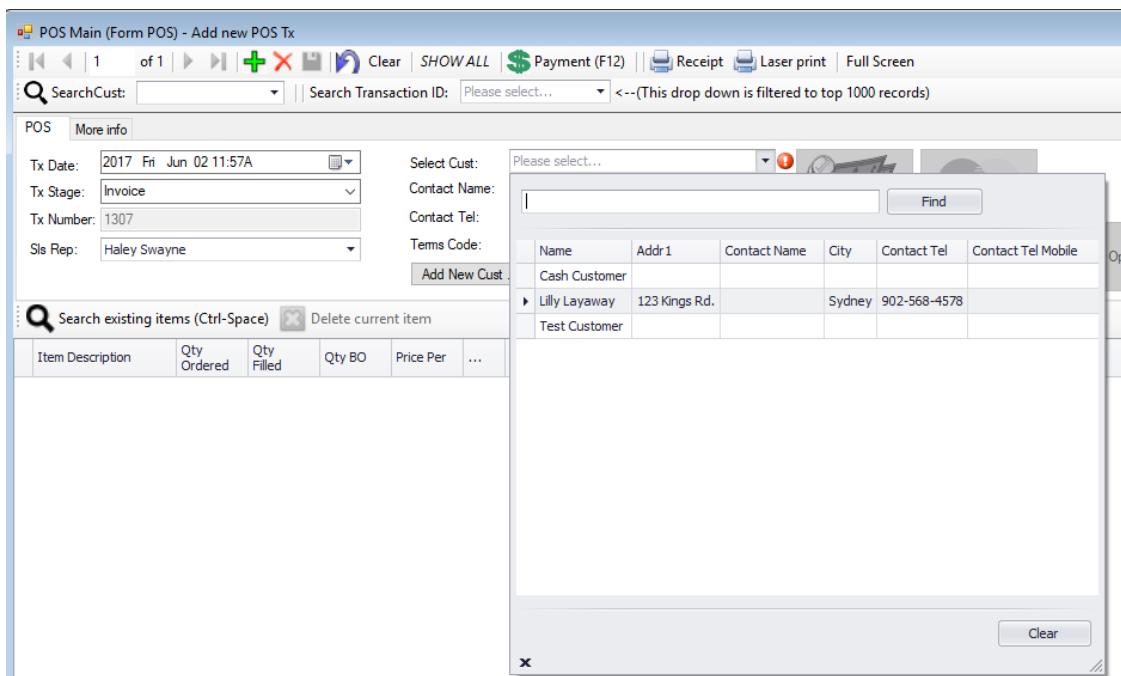
Create a Layaway, Make a Payment, and Finalize

Open POS Main and click on the green plus. Use the drop-down menu to change Invoice to Layaway.

SCOTIA SOFTWARE USER'S MANUAL



Select the customer that is laying away product or add a new customer that is not already in the system database.



Add the items to the layaway order as if you were adding items to an invoice. Once you have finished adding the items. Click the blue save button. To make a down payment on the layaway, click on the payment button at the top of the window. Once you click save, the payments button will turn green.

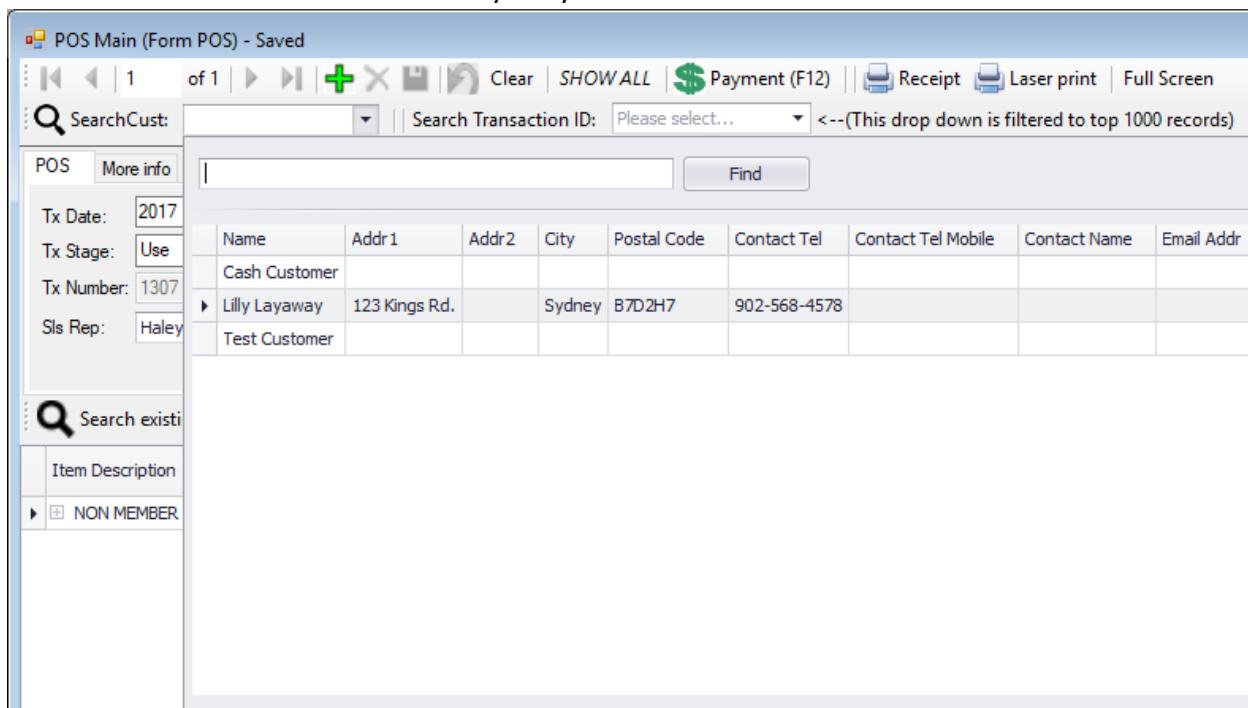
SCOTIA SOFTWARE USER'S MANUAL

The Payments window will show all previous payments made to the transaction and will allow you to apply payments to a transaction. To apply a payment, click on the green plus. Select how the customer will be paying (cash, MC, Visa, etc.) and put the amount paying in the Amount Paid field. When paying cash, put how much cash the customer is giving you. This will calculate the change.

To print a receipt for a customer, exit out of the payments window and at the top of the POS Main window select the type of receipt you would like printed. This will show payments made and balance. If a customer returns to make a payment, or pick up the laid away items. Open POS Main, use the "search customer" function to find the customer and use the blue arrows to browse through the

SCOTIA SOFTWARE USER'S MANUAL

customer's transactions to find the layaway transaction.



The screenshot shows the POS Main (Form POS) window. The top menu bar includes 'Clear', 'SHOWALL', 'Payment (F12)', 'Receipt', 'Laser print', and 'Full Screen'. A search bar at the top right says 'Search Transaction ID: Please select...' with a note '(This drop down is filtered to top 1000 records)'. On the left, there are buttons for 'POS' and 'More info', and dropdowns for 'Tx Date: 2017', 'Tx Stage: Use', 'Tx Number: 1307', and 'Sls Rep: Haley'. Below these are buttons for 'Search existing' and 'Item Description', with a list showing 'NON MEMBER'. The main area displays a table with columns: Name, Addr1, Addr2, City, Postal Code, Contact Tel, Contact Tel Mobile, Contact Name, and Email Addr. The table shows three rows: 'Cash Customer', 'Lilly Layaway' (selected, showing details: 123 Kings Rd., Sydney, B7D2H7, 902-568-4578), and 'Test Customer'.

Go directly to the Payments button at the top of the window to see the remaining balance and make a payment. Once the transaction is paid in full, you may exit out of the payments window, change the Tx Stage to "Invoice," and print receipt for the customer showing a \$0.00 balance. It is critical change the Tx Stage from Layaway to Invoice because the items will not be taken from the inventory until this time.

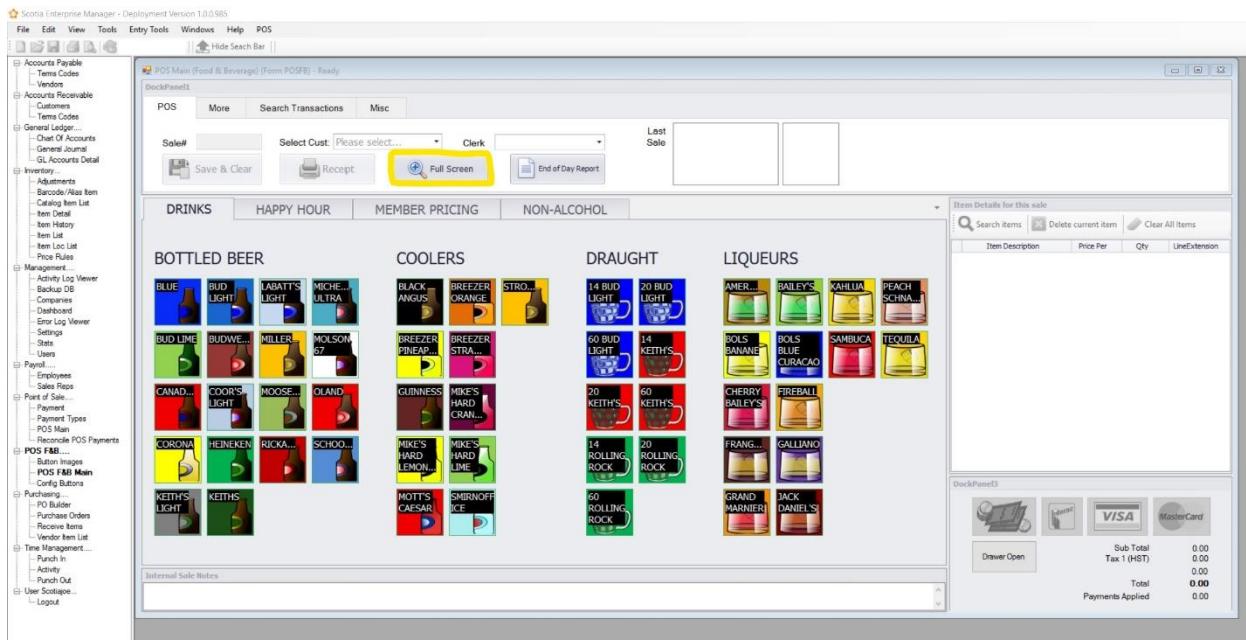
SCOTIA SOFTWARE USER'S MANUAL

POS Food & Beverage

The Food & Beverage POS User Interface (UI) is designed to be used with a touch screen monitor with programmed keys to reflect current menus, available drinks, and other typical items found in a bar as well as a quick serve or, take out restaurant.

Full Screen vs. Partial Screen Operation

The Food & Beverage POS User Interface can be operated in partial screen mode as shown below, or expanded to full screen to hide the menu and back office functions.

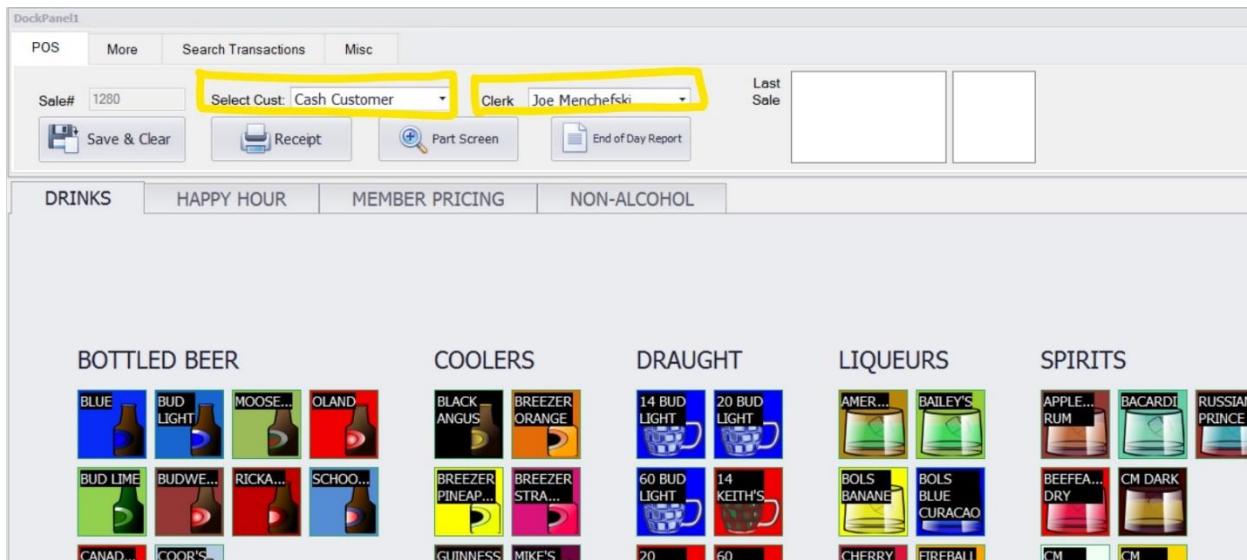


Full screen mode reflects normal operation during business hours.

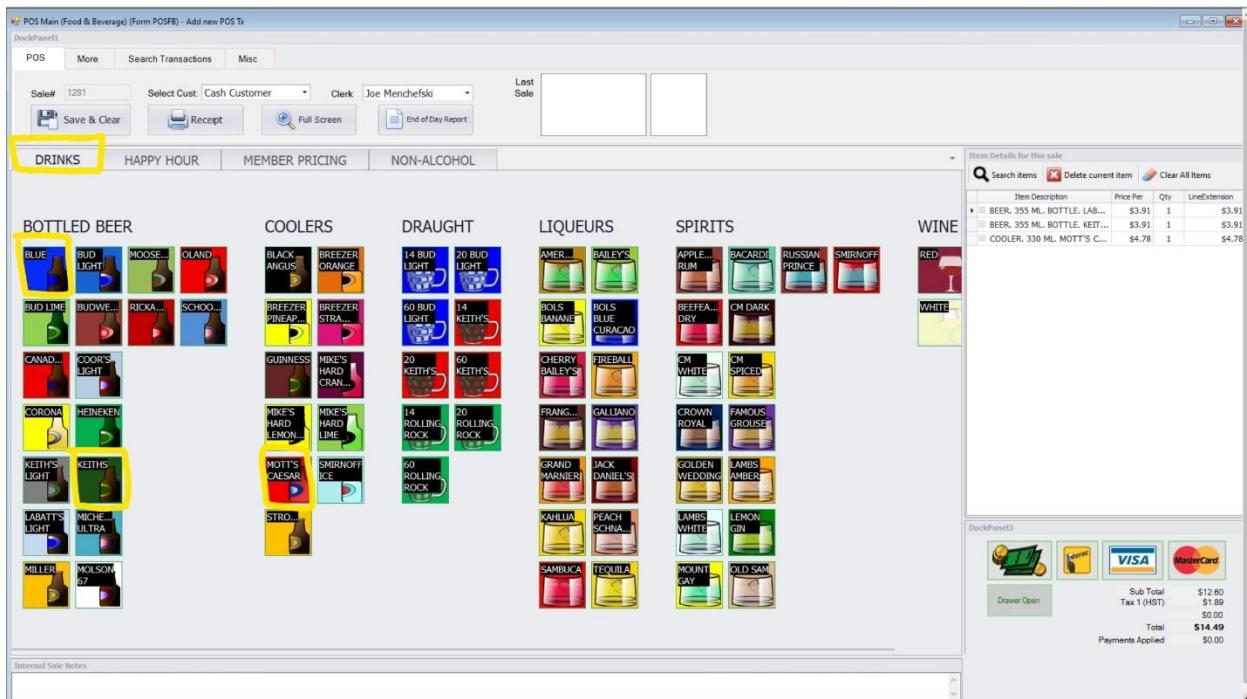
Ringing in a Sale and Accepting Payment

First, ensure that the Customer and Clerk are chosen. Typically, you would set up an account called "Cash Customer" for normal operations rather than a particular customer name.

SCOTIA SOFTWARE USER'S MANUAL



Choose the tab or tabs where each purchased item is located by pressing on the appropriate tab as shown below. Next, press the Buttons that represent each item that is ordered. As shown below, we rang in a Labatt's Blue, and Alexander Keith's IPA, and a Mott's Caesar.

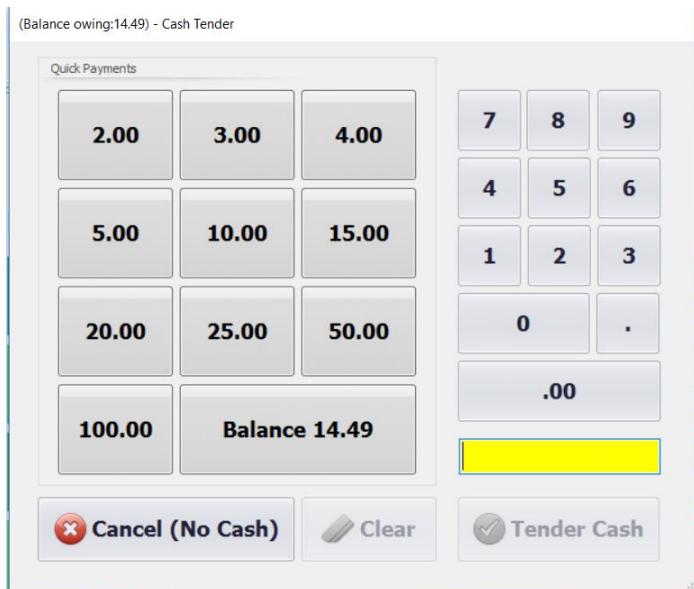


To accept payment, imply choose the payment method. In this case we will choose Cash.

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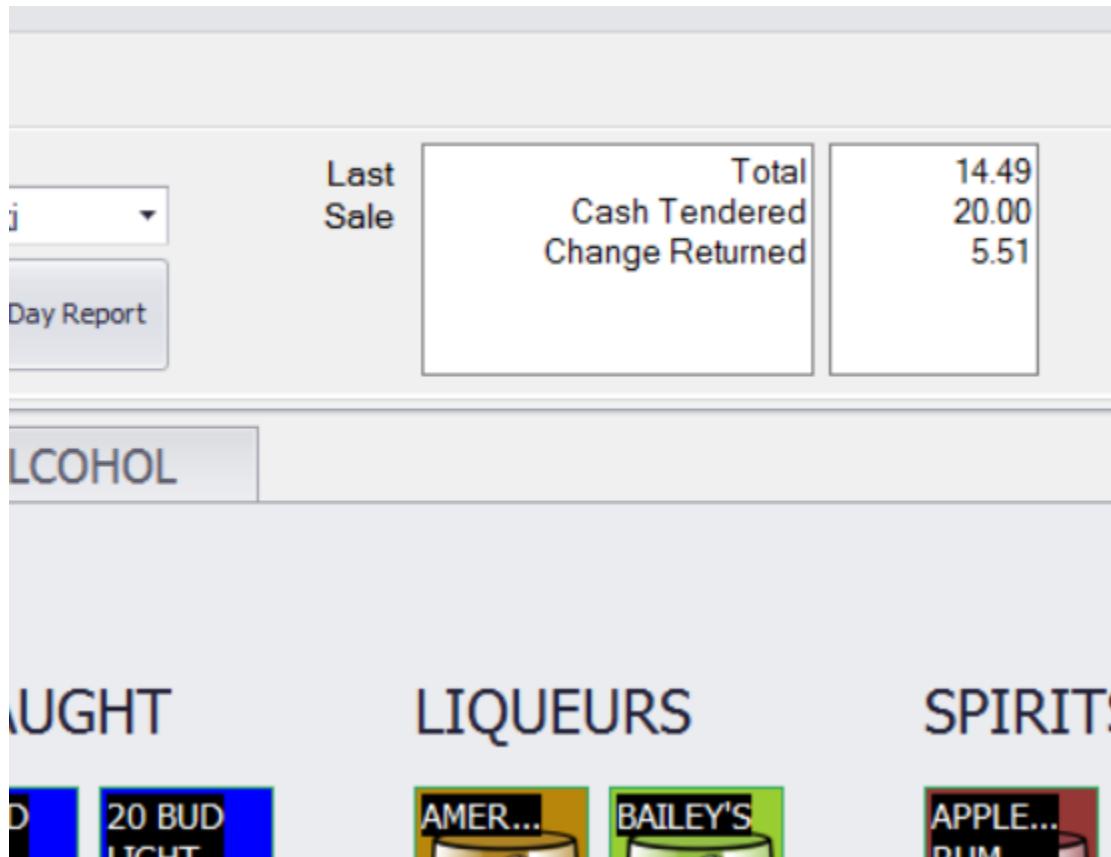


The following screen will allow you to enter the amount tendered:



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Enter the amount tendered using the quick keys on the left, or the keypad on the right. The payment will be entered and the change owing will be shown as per the illustration below:

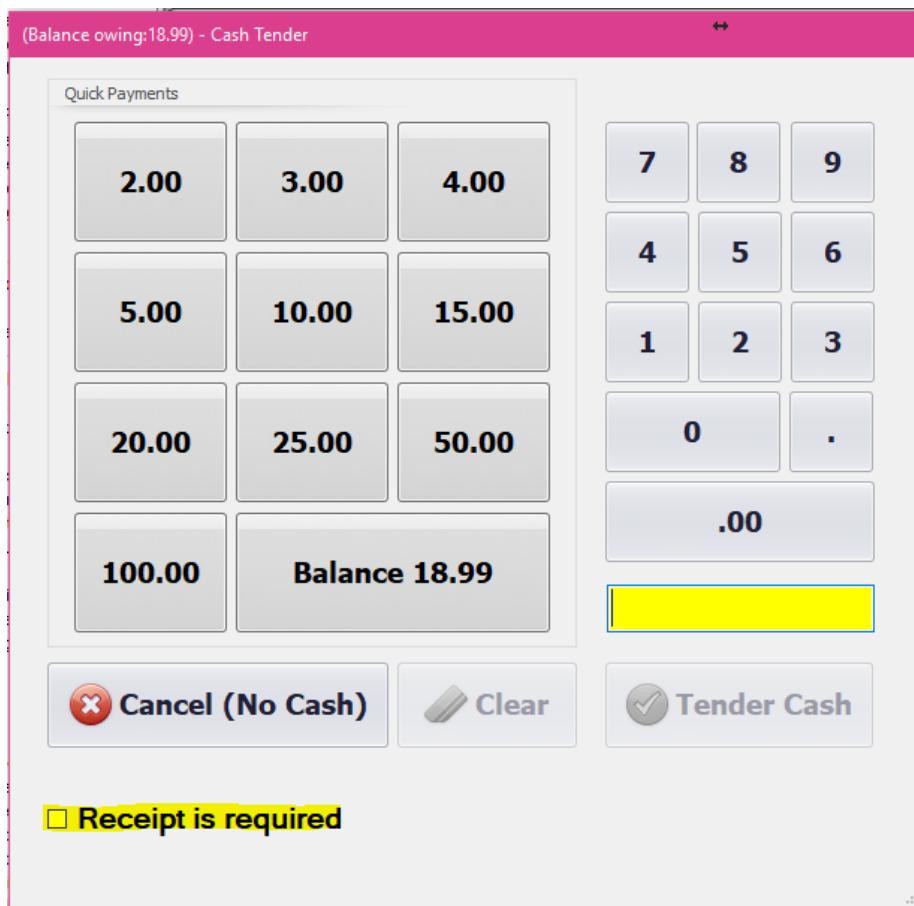


Running a Tab [DEFERRED]

Printing a Receipt

When a sale is being paid for, you can check off the check box in the cash, Debit, Visa, or MasterCard Quick Pay pop-up.

SCOTIA SOFTWARE USER'S MANUAL

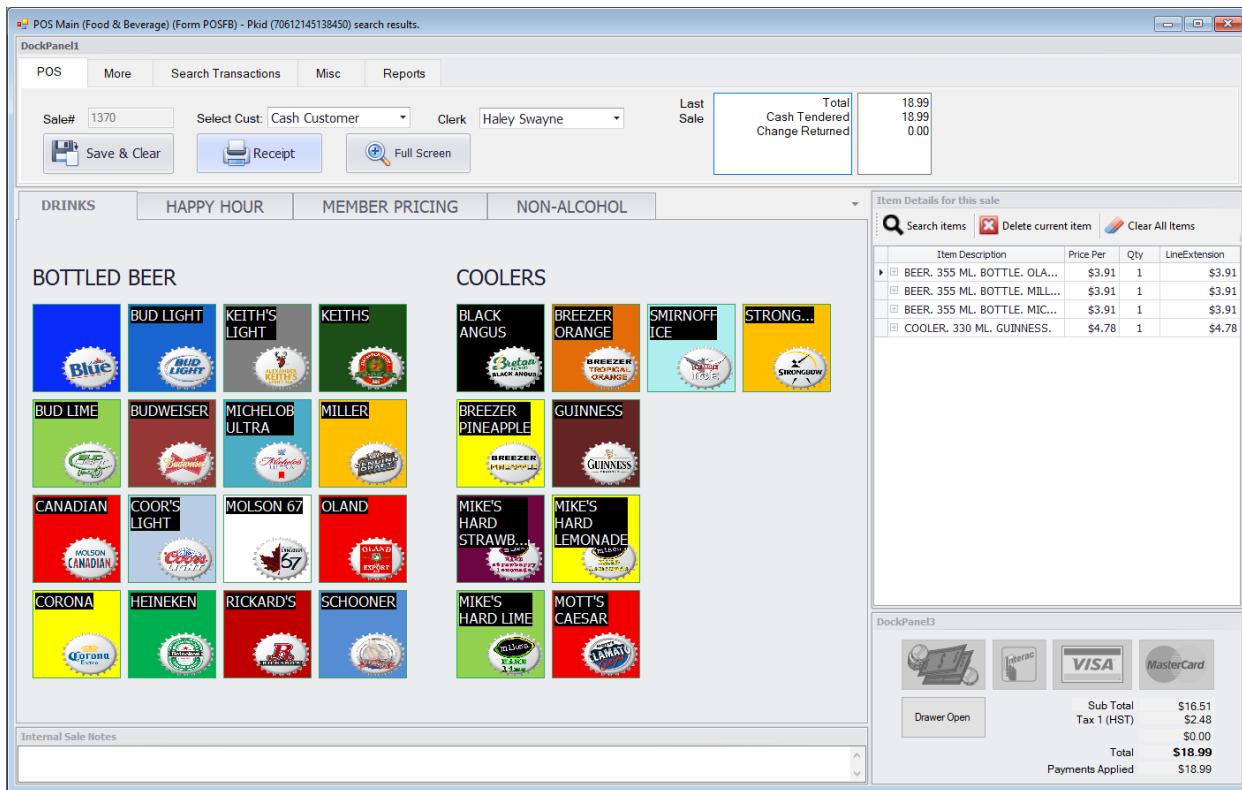


You may also click on the Last Sale box after the payment has been made to call up the last sale and print a receipt off for it. Simple click on the "Last Sale" box after the payment has been made.



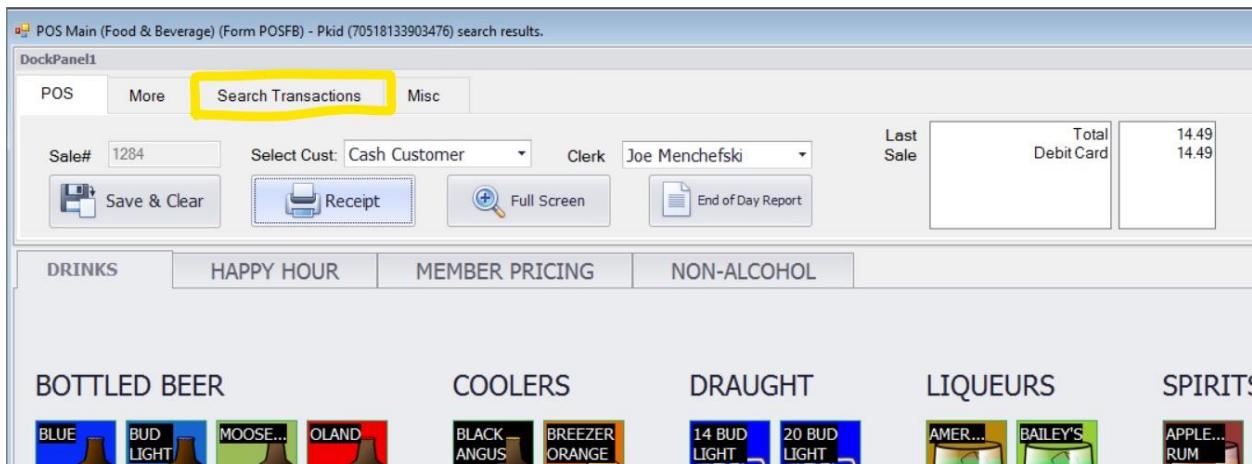
Go back to the POS tab once the last sale has been called up and click on "Receipt."

SCOTIA SOFTWARE USER'S MANUAL



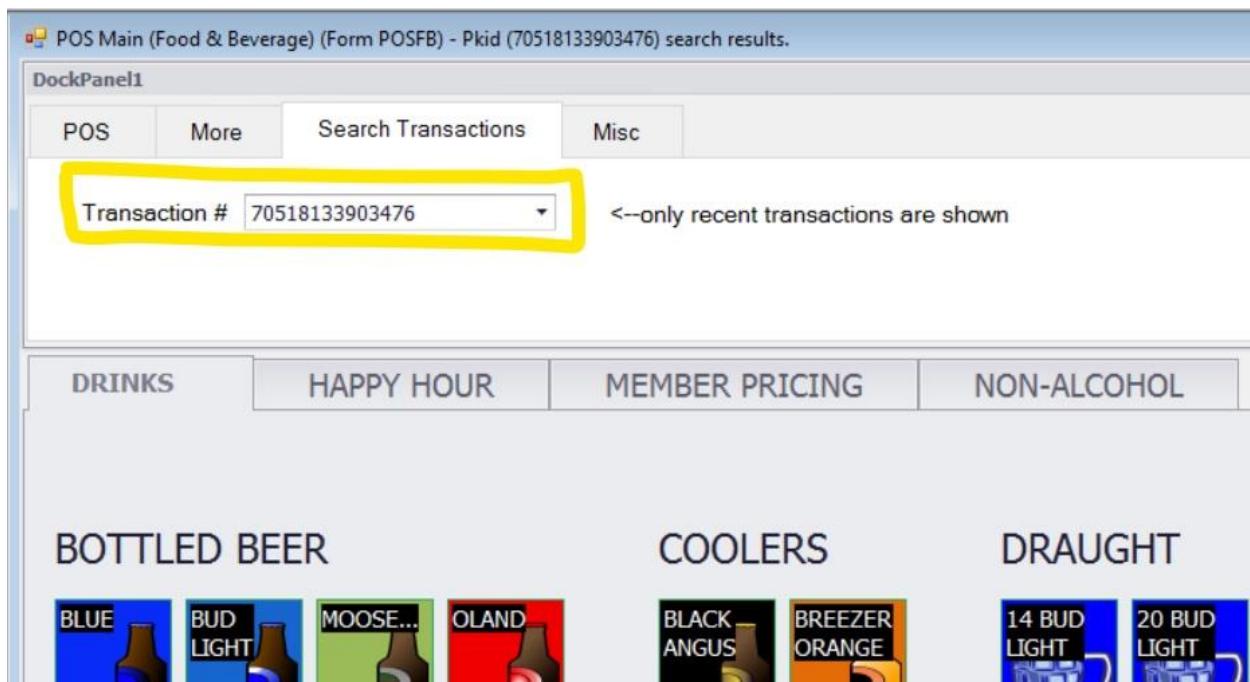
Search Transactions

If a customer asks for a receipt of a past transaction, or if you simply want to check what was ordered on a previous transaction, press the Search Transactions screen tab as shown below.



Now, use the drop-down and scroll to search for the desired transaction.

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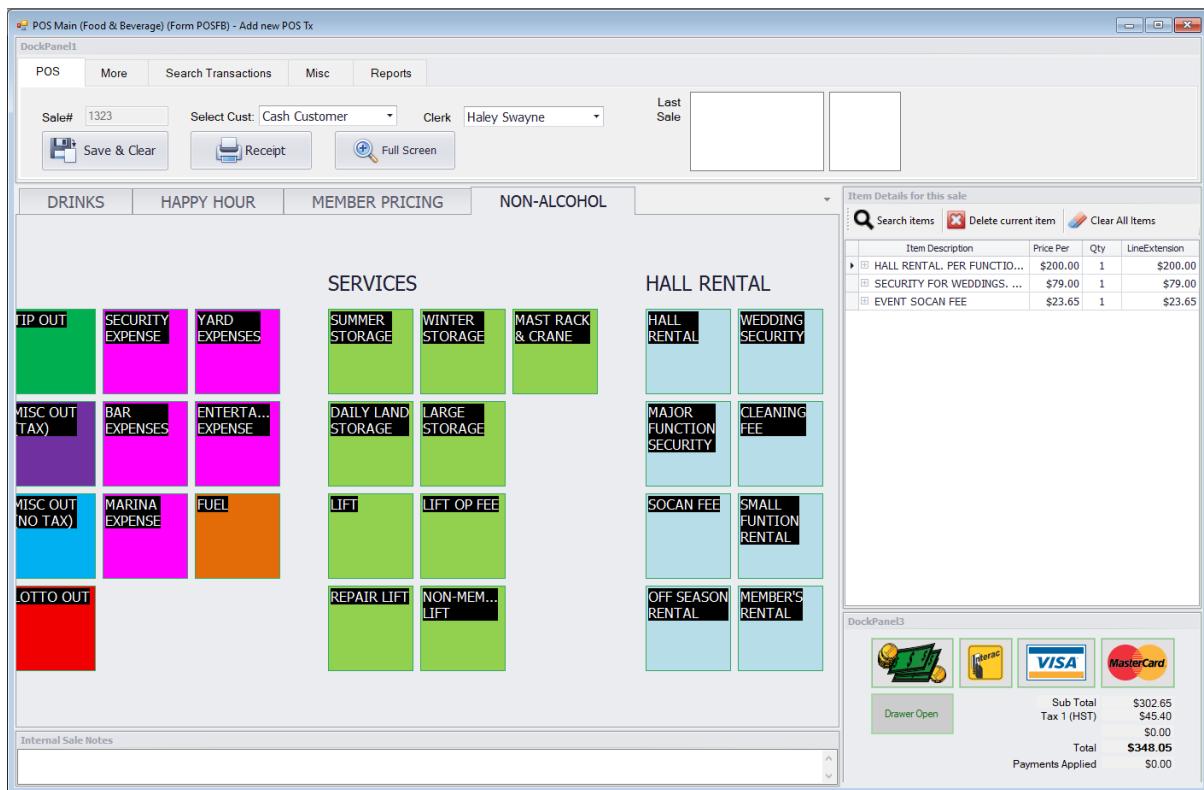
Return to the POS tab and click on “Receipt” to print. When you have finished printing the receipts, click on “Save & Clear.”

Completing a Refund from POS F&B

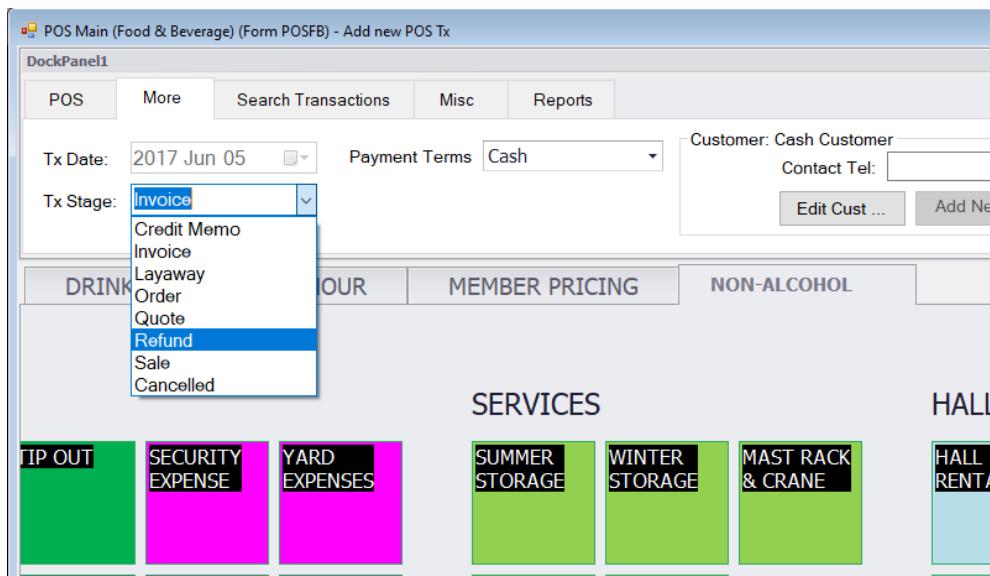
In the rare occurrence that you must complete a refund from the Fast Retail POS screen, complete the following steps.

Go to the POS F&B Main screen as usual. Select the items that the customer wishes to refund.

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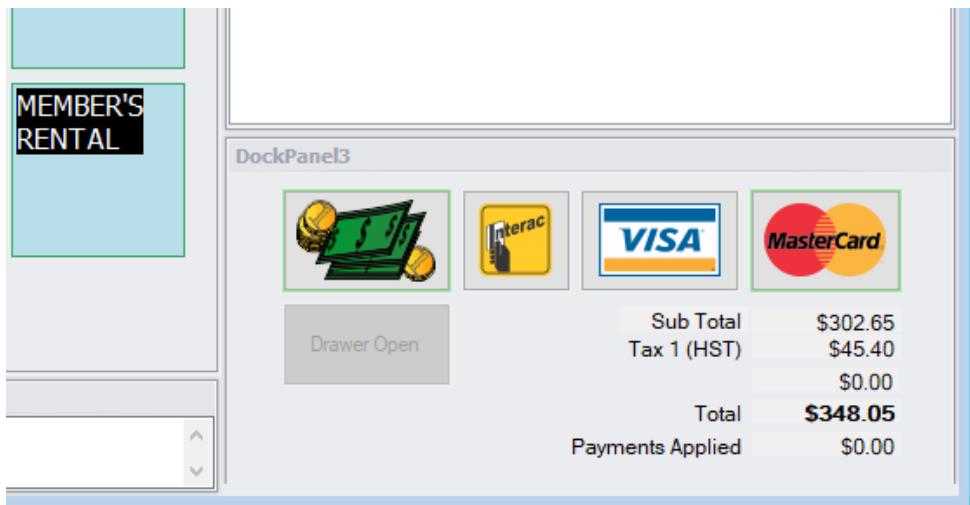


Once you have selected all the items to be refunded, click on the “More” tab at the top of the window. Use the Tx Stage drop down menu to change the type of transaction from an Invoice to a Refund.

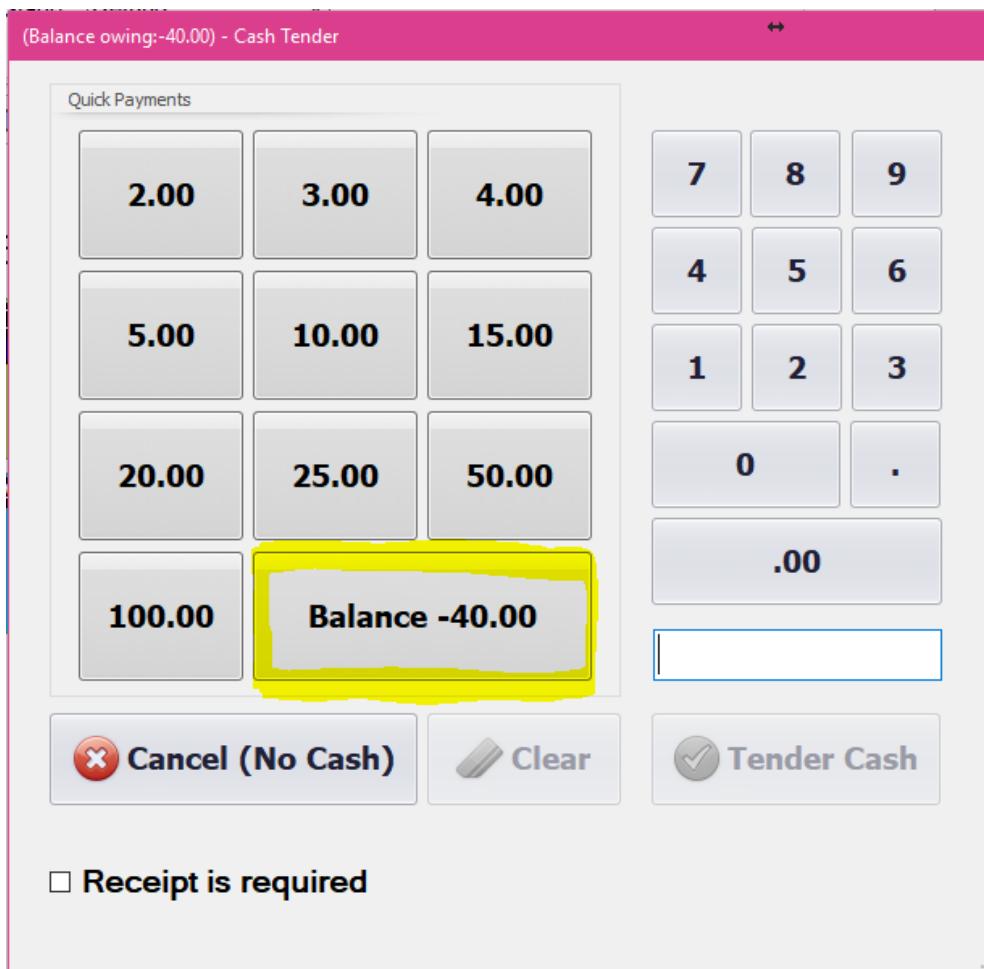


Use the Quick Pay buttons to refund to the customer via cash, debit, Visa, or MasterCard.

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If you are refunding cash, in the cash window, click on the “Balance” button to return the exact amount of cash to the customer. You may click the check box in this window to have a receipt automatically print out.



SCOTIA SOFTWARE USER'S MANUAL

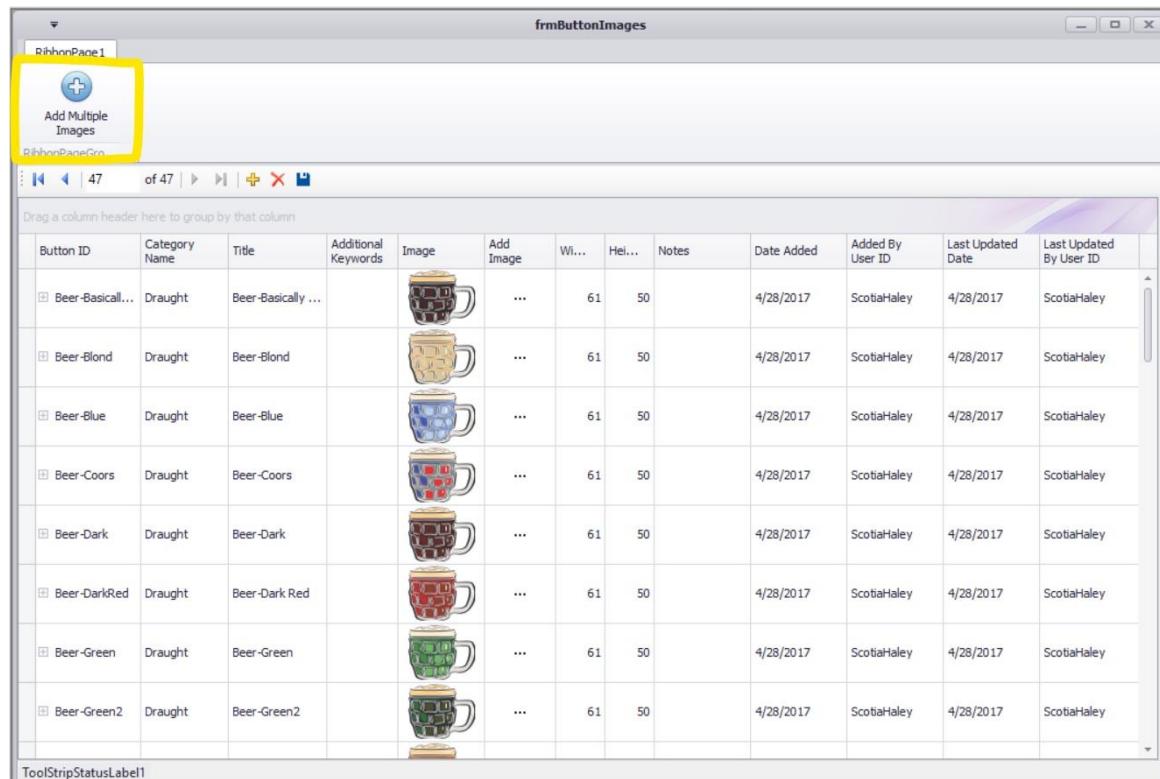
If you would like more than one receipt to print, go back to the POS tab and hit “Receipt” as many times as you would like for each copy of a receipt that you would like to print off. Don’t forget to press “Save & Clear” after you have printed the receipts.

Adding Button Images

Begin by opening the screen to add button. Click on Buttons on the Main Menu under POS F&B:

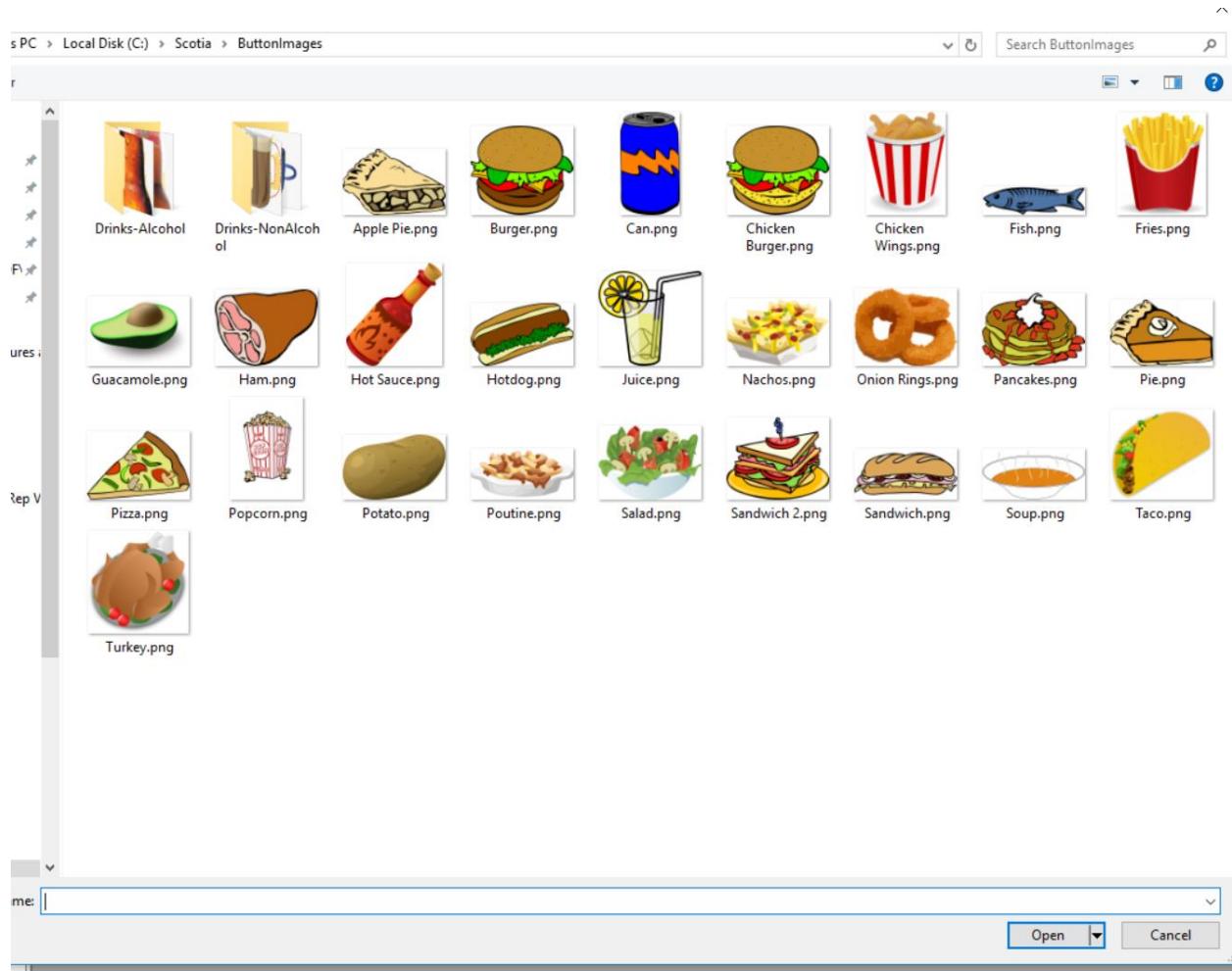


Click or press “Add Multiple Images” to import the images that will be used in the buttons.



This will open Windows explorer where you can find the images that have been saved on your PC.

SCOTIA SOFTWARE USER'S MANUAL



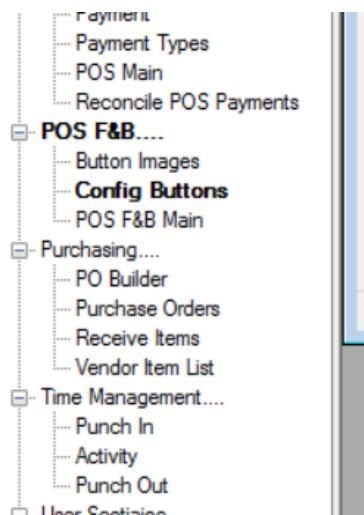
You can now import any or all of these images to be used in created buttons. Give the image a Title (brief but descriptive) and a category name. You can also add keywords to make the image easier to find.

Scotia Software provides a basic library of graphic images for your buttons. The system does not include graphical design capabilities, so if you would like to have custom graphics for buttons, they would need to be created or purchased.

Configuring Buttons

Begin by opening the screen to configure new buttons.

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Buttons are first categorized by page / tab. Here, you could separate items by broad category, like hot food, packaged snacks, alcohol drinks, non-alcohol drinks, etc.

POS - Configure Buttons (Form CB)

Pages (Tabs)				Groups			
Title	Item Size	Font Size Delta	Notes	Title	On Page	Position	Notes
► DRINKS	100	2		► BOTTLED BEER	DRINKS	10	
HAPPY HOUR	100	2		COOLERS	DRINKS	20	
MEMBER PRICI...	100	2		DRAUGHT	DRINKS	30	
NON-ALCOHOL	70	2		LIQUEURS	DRINKS	40	
				SPIRITS	DRINKS	50	
				WINE	DRINKS	60	

Record 1 of 4

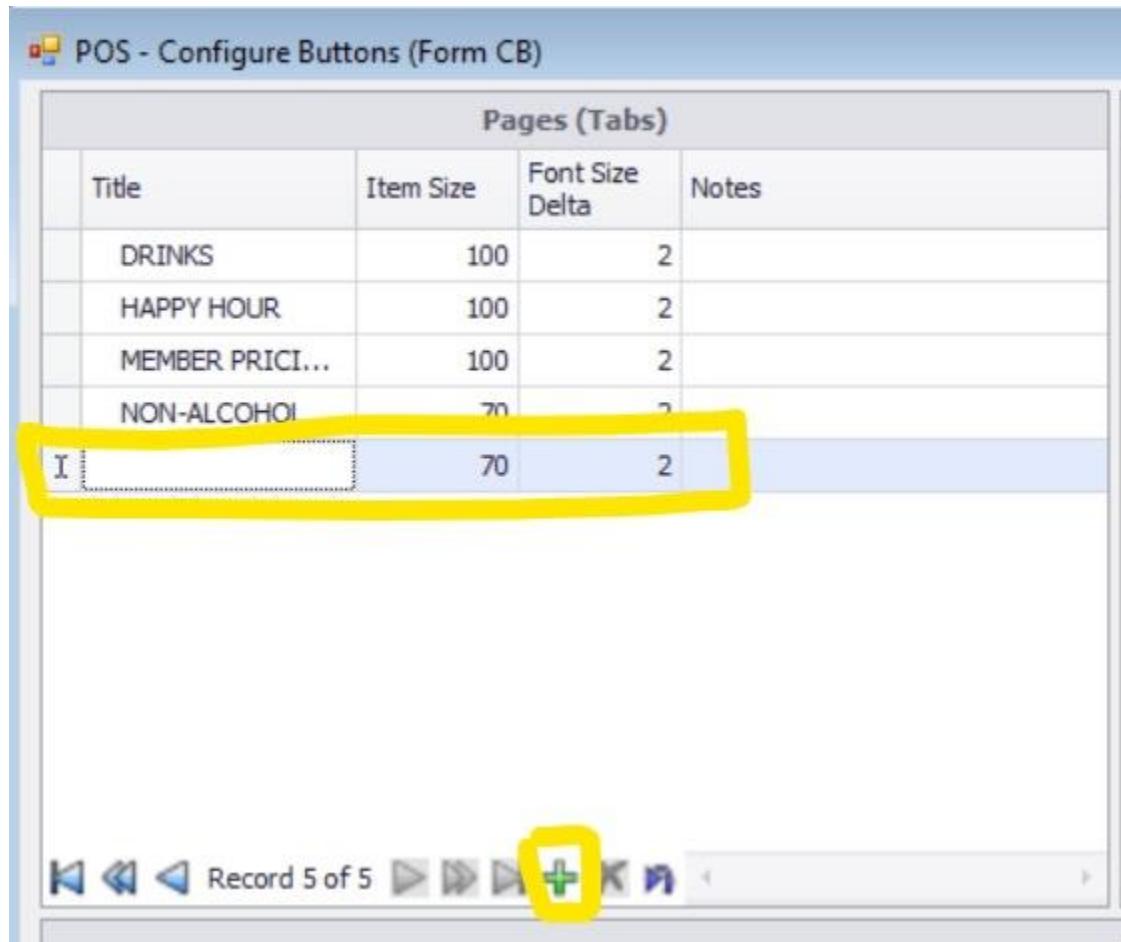
Buttons							
Title	Position	Item	Image Select	Color	Size	Price Override	Notes
► BLUE	10	BEER. 355 ML. BOTTLE. LABATT'S BLUE.	System.Byte[]	9, 43, 248	2		
BUD LIGHT	20	BEER. 355 ML. BOTTLE. BUD LIGHT.	System.Byte[]	248, 18, 98,...	2		
BUD LIME	30	BEER. 355 ML. BOTTLE. BUD LIME.	System.Byte[]	146, 208, 80	2		
BUDWEISER	40	BEER. 355 ML. BOTTLE. BUDWEISER	System.Byte[]	149, 55, 52	2		
CANADIAN	50	BEER. 355 ML. BOTTLE. MOLSON CANADIAN.	System.Byte[]	240, 0, 0	2		
COOR'S LIGHT	60	BEER. 355 ML. BOTTLE. COOR'S LIGHT,	System.Byte[]	184, 204, 228	2		
CORONA	70	BEER. 355 ML. BOTTLE. CORONA.	System.Byte[]	255, 255, 0	2		
HEINEKEN	80	BEER. 355 ML. BOTTLE. HEINEKEN.	System.Byte[]	0, 176, 80	2		
KEITH'S LIGHT	90	BEER. 355 ML. BOTTLE. KEITH'S LIGHT.	System.Byte[]	127, 127, 127	2		
KEITHS	100	BEER. 355 ML. BOTTLE. KEITHS.	System.Byte[]	232, 8, 64, 1	2		
LABATT'S LIGHT	110	BEER. 355 ML. BOTTLE. LABATT'S LIGHT.	System.Byte[]	198, 217, 240	2		

Record 1 of 18

ToolStripStatusLabel1 | (All changes on this form autosave instantly)

SCOTIA SOFTWARE USER'S MANUAL

Click on the green “+” button to add a new tab. Enter the size of the button and the font size for the button’s label. “Font Size Delta” actually means is actually the increase in font size over the default of a size 8 font.



Items can then be sub-categorized into groups within a tab. Click on the green “+” sign to add a new group. Determine what page / tab the group sits on, the choose its position – the lower numbers are positioned closer to the left of the tab. We recommend choosing numbers in increments of 10 in case you decide you want to insert new groups between existing groups at some future point.

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Groups			
Title	On Page	Position	Notes
► BOTTLED BEER	DRINKS	10	
COOLERS	DRINKS	20	
DRAUGHT	DRINKS	30	
LIQUEURS	DRINKS	40	
SPIRITS	DRINKS	50	
WINE	DRINKS	60	

Record 1 of 6
 

The bottom section of the screen is where a button is actually created. Click the green "+" icon to add a new button. Choose a descriptive but brief title for the item. Choose the position of the button. Lower numbers will sit to the left of the group. The system will automatically start a new column when one is filled (the number of buttons per column will depend on the size of the icon that you have chosen). We recommend incrementing your positions in 10's so that you can easily insert new buttons between existing buttons if required in the future.

The "Item" is a drop-down menu that inserts items that have already been entered into the system (see the "Inventory" section).

Buttons							
Title	Position	Item	Image Select	Color	Size	Price Override	Notes
► BLUE	10	BEER. 355 ML. BOTTLE. LABATT'S BLUE.	System.Byte[]	█ 9, 43, 248	2		
BUD LIGHT	20	BEER. 355 ML. BOTTLE. BUD LIGHT.	System.Byte[]	█ 248, 18, 98,...	2		
BUD LIME	30	BEER. 355 ML. BOTTLE. BUD LIME.	System.Byte[]	█ 146, 208, 80	2		
BUDWEISER	40	BEER. 355 ML. BOTTLE. BUDWEISER.	System.Byte[]	█ 149, 55, 52	2		
CANADIAN	50	BEER. 355 ML. BOTTLE. MOLSON CANADIAN.	System.Byte[]	█ 240, 0, 0	2		
COOR'S LIGHT	60	BEER. 355 ML. BOTTLE. COOR'S LIGHT,	System.Byte[]	█ 184, 204, 228	2		
CORONA	70	BEER. 355 ML. BOTTLE. CORONA.	System.Byte[]	█ 255, 255, 0	2		
HEINEKEN	80	BEER. 355 ML. BOTTLE. HEINEKEN.	System.Byte[]	█ 0, 176, 80	2		
KEITH'S LIGHT	90	BEER. 355 ML. BOTTLE. KEITH'S LIGHT.	System.Byte[]	█ 127, 127, 127	2		
KEITHS	100	BEER. 355 ML. BOTTLE. KEITHS.	System.Byte[]	█ 232, 8, 64, 1	2		
LABATT'S LIGHT	110	BEER. 355 ML. BOTTLE. LABATT'S LIGHT.	System.Byte[]	█ 198, 217, 240	2		

Record 1 of 18
 

ToolStripStatusLabel1 | (All changes on this form autosave instantly)

SCOTIA SOFTWARE USER'S MANUAL

“Image Select” is a drop-down menu of the images that you had imported previously. Choose the image that is most descriptive if your item. Choose the button colour using the pop-out “Colour” menu. The previously chosen font size can be overridden at this point.

You can use the “Size” drop down to determine make a button bigger than the others in the tab as a way of making it stand out.

You can override the price that is found in the Item Detail. This allows you to do temporary pricing without changing the primary price that is stored in the Item Detail. (See the Inventory Section for more on “Item Detail”).

[End of Shift Cash Out](#)

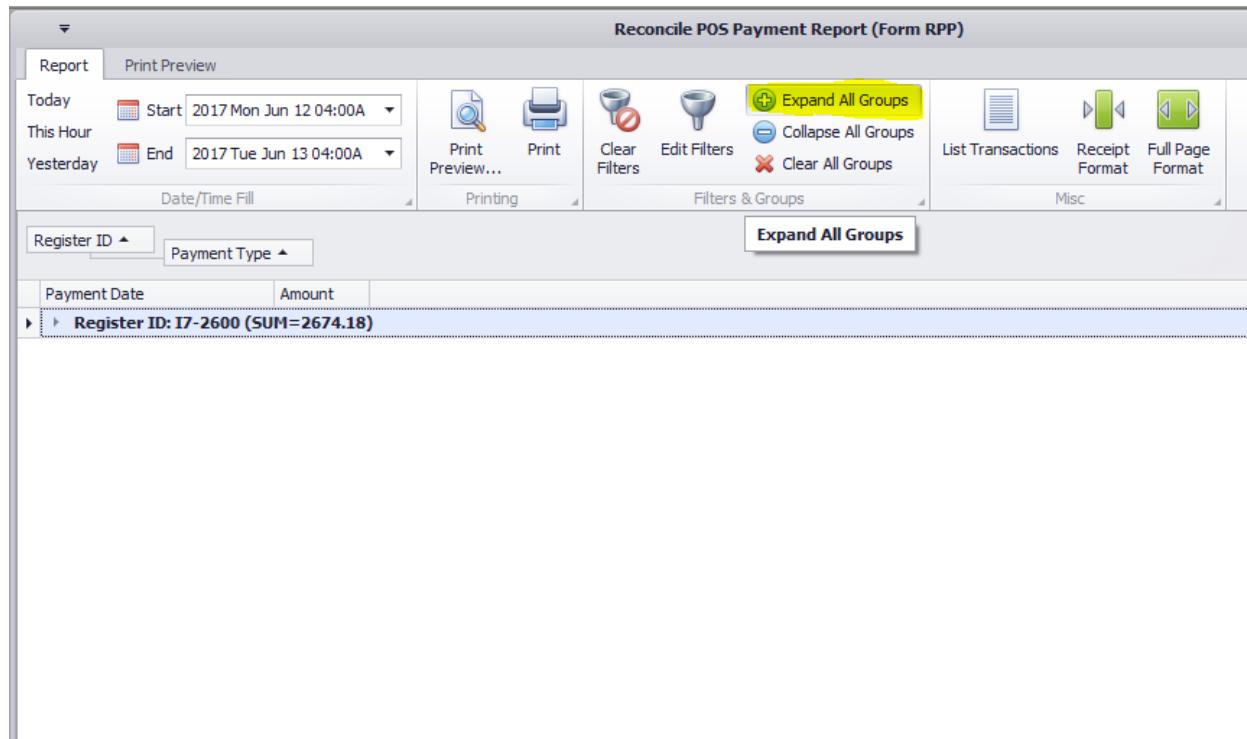
See [Reconcile POS Payments](#)

SCOTIA SOFTWARE USER'S MANUAL

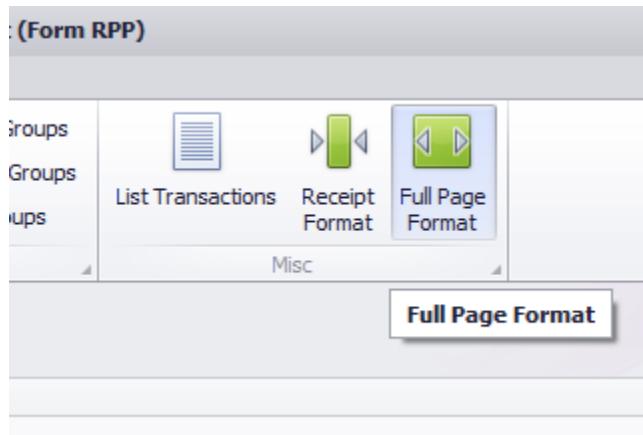
Reconcile POS Payments

Reconciling POS Payments

At the end of the business day, click on the Reports tab in the POS Main window and select “End of Day Report” or click Reconcile POS Payments in the Menu under Point of Sale.

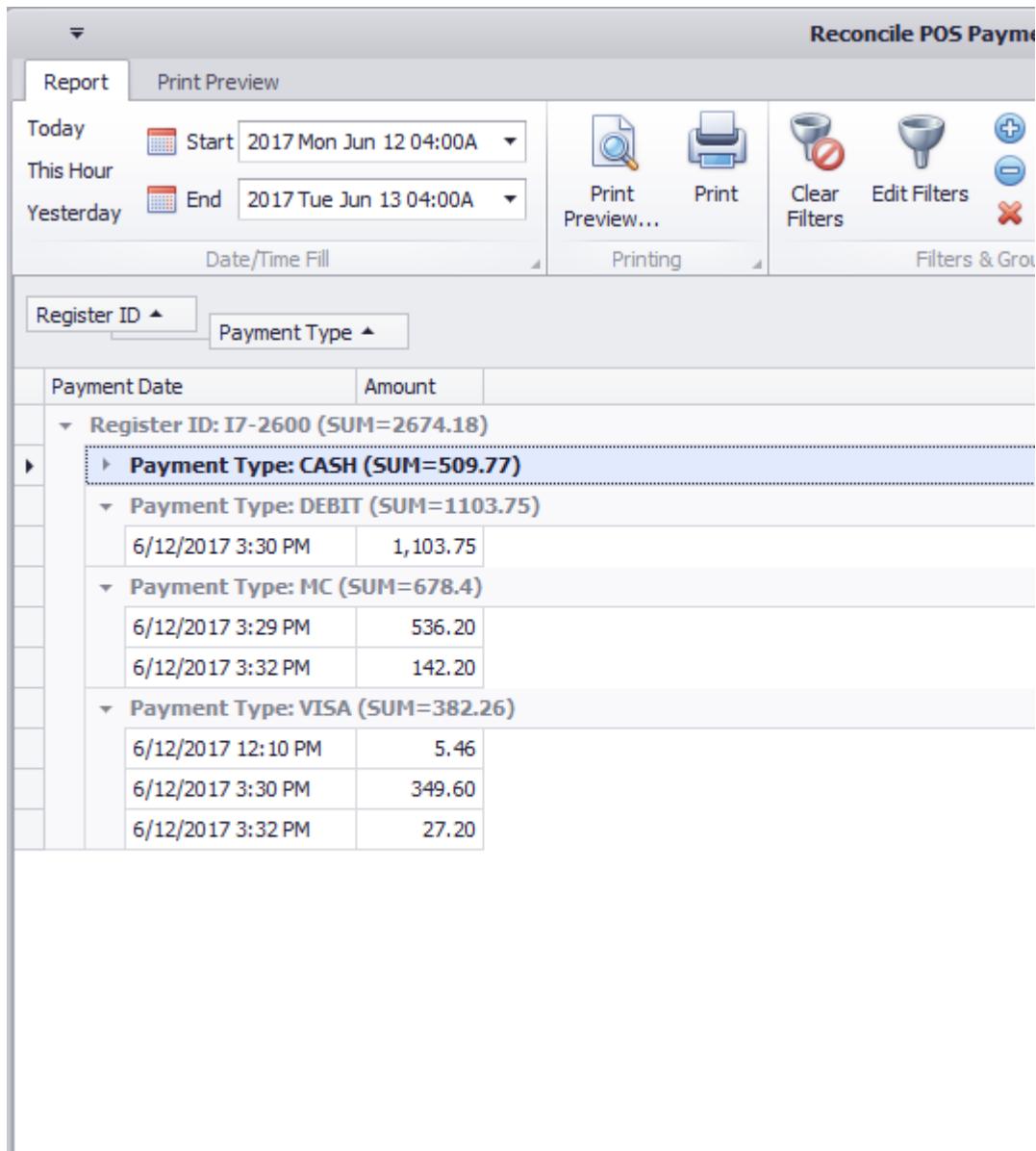


Click on “Receipt Format” if you would like to print the report on receipt paper or click on “Full Page Format” if you would like to print the report with more detail from a laser printer.



Click “Print Preview” to see the report before it prints or click on “Print” to print the document.

SCOTIA SOFTWARE USER'S MANUAL



The screenshot shows the 'Reconcile POS Payment' report interface. At the top, there are buttons for 'Report' (selected), 'Print Preview', and a date range selector from 'Today', 'This Hour', and 'Yesterday' to 'End' (set to 2017 Tue Jun 13 04:00A). Below the date range are buttons for 'Print Preview...', 'Print', 'Clear Filters', 'Edit Filters', and 'Filters & Groups'. The main area displays a hierarchical list of payments. The first item is 'Register ID: I7-2600 (SUM=2674.18)'. Under this, there are four expandable categories: 'Payment Type: CASH (SUM=509.77)', 'Payment Type: DEBIT (SUM=1103.75)', 'Payment Type: MC (SUM=678.4)', and 'Payment Type: VISA (SUM=382.26)'. The 'DEBIT' category is expanded, showing three transactions: 6/12/2017 3:30 PM (1,103.75), 6/12/2017 3:29 PM (536.20), and 6/12/2017 3:32 PM (142.20). The 'VISA' category is also expanded, showing three transactions: 6/12/2017 12:10 PM (5.46), 6/12/2017 3:30 PM (349.60), and 6/12/2017 3:32 PM (27.20). The 'CASH' and 'MC' categories are collapsed.

Items Sold Report

This report can be printed as often as you would like (daily, weekly, monthly, etc) and can cover any period of dates that you would like to see. This report can be accessed from the Reports tab under POS F&B or from the Menu under Reports. The purpose of this report is to track inventory and how many of each item was sold over a period of time. This report needs to be printed on a laser printer.

SCOTIA SOFTWARE USER'S MANUAL

Items Sold Report (ISR)

Report Print Preview

Today Start: 2017 Mon Jun 12 04:00A End: 2017 Mon Jun 12 04:00A

This Hour Start: 2017 Tue Jun 13 04:00A End: 2017 Tue Jun 13 04:00A

Yesterday Start: 2017 Tue Jun 13 04:00A End: 2017 Tue Jun 13 04:00A

Date/Time Filter

Print Preview Print Expand All Groups Collapse All Groups Clear All Groups Clear Filters Edit Filters

Printing Grouping Options Filters

Item

Item Description	Tx Date	Qty Filled	Price Per	...	Line Discos...	Cost Per	Billed On Cust Tx ID	Line Item Notes	Tx Stage	Cust ID	Sls Rep	Tx Number	Cust Tx ID	Tx Total Dollars	Order Internal Notes
Item: BEER, 355 ML. BOTTLE, BUD LIGHT, (SUM=2)															
BEER, 355 ML. BOTTLE, BUD LIGHT,	2017 Jun 12 01:...	1	3.91	EA	0	2.05	70612133448445		I	CASH	ScotiaHaley	1365	70612133448...	13.4900	
BEER, 355 ML. BOTTLE, BUD LIGHT,	2017 Jun 12 02:...	1	3.91	EA	0	2.05	70612145121415		I	CASH	ScotiaHaley	1369	70612145121...	22.4800	
Item: BEER, 355 ML. BOTTLE, BUDWEISER (SUM=2)															
BEER, 355 ML. BOTTLE, BUDWEISER	2017 Jun 12 01:...	1	3.91	EA	0	2.05	70612133448445		I	CASH	ScotiaHaley	1365	70612133448...	13.4900	
BEER, 355 ML. BOTTLE, BUDWEISER	2017 Jun 12 02:...	1	3.91	EA	0	2.05	70612145121415		I	CASH	ScotiaHaley	1369	70612145121...	22.4800	
Item: BEER, 355 ML. BOTTLE, COOR'S LIGHT, (SUM=1)															
BEER, 355 ML. BOTTLE, COOR'S LIGHT,	2017 Jun 12 01:...	1	3.91	EA	0	2.05	70612133448445		I	CASH	ScotiaHaley	1365	70612133448...	13.4900	
Item: BEER, 355 ML. BOTTLE, KEITH'S LIGHT, (SUM=1)															
BEER, 355 ML. BOTTLE, KEITH'S LIGHT,	2017 Jun 12 02:...	1	3.91	EA	0	2.05	70612145121415		I	CASH	ScotiaHaley	1369	70612145121...	22.4800	
Item: BEER, 355 ML. BOTTLE, KEITHS, (SUM=5)															
BEER, 355 ML. BOTTLE, KEITHS,	2017 Jun 12 10:...	1	3.91	EA	0	2.05	70612103600453		R	CASH	ScotiaHaley	1356	70612103600...	13.4900	
BEER, 355 ML. BOTTLE, KEITHS,	2017 Jun 12 10:...	1	3.91	EA	0	2.05	70612103629419		I	CASH	ScotiaHaley	1357	70612103629...	13.4900	
BEER, 355 ML. BOTTLE, KEITHS,	2017 Jun 12 01:...	1	3.91	EA	0	2.05	70612133420410		I	CASH	ScotiaHaley	1364	70612133420...	13.4900	
BEER, 355 ML. BOTTLE, KEITHS,	2017 Jun 12 02:...	1	3.91	EA	0	2.05	70612145121415		I	CASH	ScotiaHaley	1369	70612145121...	22.4800	
BEER, 355 ML. BOTTLE, KEITHS,	2017 Jun 12 03:...	1	3.91	EA	0	2.05	70612152938473		I	CASH	ScotiaHaley	1371	70612152938...	850.1500	
Item: BEER, 355 ML. BOTTLE, MICHELOB ULTRA, (SUM=3)															
BEER, 355 ML. BOTTLE, MICHELOB ULTRA,	2017 Jun 12 01:...	1	3.91	EA	0	2.05	70612133530113		I	CASH	ScotiaHaley	1366	70612133530...	4.5000	
BEER, 355 ML. BOTTLE, MICHELOB ULTRA,	2017 Jun 12 02:...	1	3.91	EA	0	2.05	70612145121415		I	CASH	ScotiaHaley	1369	70612145121...	22.4800	
BEER, 355 ML. BOTTLE, MICHELOB ULTRA,	2017 Jun 12 02:...	1	3.91	EA	0	2.05	70612145138490		I	CASH	ScotiaHaley	1370	70612145138...	18.9900	
Item: BEER, 355 ML. BOTTLE, MILLER GENUINE, (SUM=8)															
BEER, 355 ML. BOTTLE, MILLER GENUINE,	2017 Jun 12 10:...	1	3.91	EA	0	2.05	70612103600453		R	CASH	ScotiaHaley	1356	70612103600...	13.4900	
BEER, 355 ML. BOTTLE, MILLER GENUINE,	2017 Jun 12 10:...	1	3.91	EA	0	2.05	70612103629419		I	CASH	ScotiaHaley	1357	70612103629...	13.4900	
BEER, 355 ML. BOTTLE, MILLER GENUINE,	2017 Jun 12 01:...	1	3.91	EA	0	2.05	70612130312449		I	CASH	ScotiaDave	1363	70612130312...	9.9900	
BEER, 355 ML. BOTTLE, MILLER GENUINE,	2017 Jun 12 01:...	1	3.91	EA	0	2.05	70612133420410		I	CASH	ScotiaHaley	1364	70612133420...	13.4900	
BEER, 355 ML. BOTTLE, MILLER GENUINE,	2017 Jun 12 01:...	1	3.91	EA	0	2.05	70612135041437		I	CASH	ScotiaHaley	1367	70612135041...	8.9900	
BEER, 355 ML. BOTTLE, MILLER GENUINE,	2017 Jun 12 02:...	1	3.91	EA	0	2.05	70612143917485		R	CASH	ScotiaHaley	1368	70612143917...	55.4900	

Nothing

ToolStripStatusLabel1

Fixing Human Errors in Transactions

If, after reconciling your payments, your payment methods differ from your actual amounts, you can see if there were any errors made while recording transactions. There are two stages of each transaction

1. Ringing in items and coming up with

Gift Cards [DEFERRED]

Adding a New Gift Card [DEFERRED]

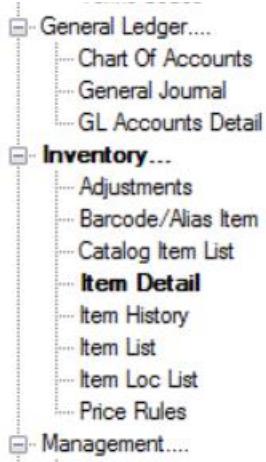
Using a Gift Card as a Method of Payment [DEFERRED]

SCOTIA SOFTWARE USER'S MANUAL

Inventory

Adding New Items without Barcodes

Click on Item Detail under Inventory in the Main Menu.



Click the green “+” icon to add a new Inventory Item. Items highlighted with red warning signs must be filled in. Enter a product code and a description. Use a good descriptive

The screenshot shows the 'Item Detail (Form ID) - Add new Item' window. The main area contains fields for Product Code, Description, Preferred Vendor, Standard Cost, Price, Unit Of Measure, and Notes. The Product Code and Description fields are highlighted with red warning signs. Below these are fields for Min To Keep, Max To Keep, Category Code, Date Added, Added By User ID, Last Updated Date, and Last Updated By. A green '+' icon is located in the top left of the main input area. At the bottom, there is a table titled 'Purchase Order (Lines) Detail' with columns for PO#, Line#, Qty, Unit, Cost per, Qty Received, Finalized, GL Cost Account ID, Notes, and Purchase Order ID (pkid). The 'Add new Item' button is located at the bottom left of the window.

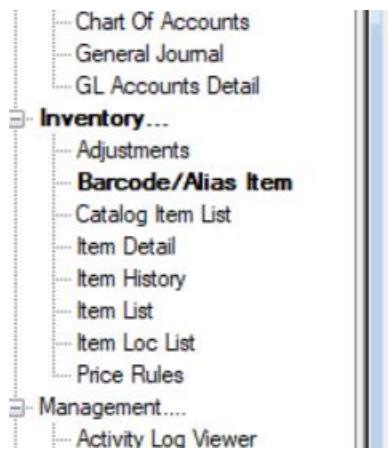
The Product Code is determined by your internal systems.

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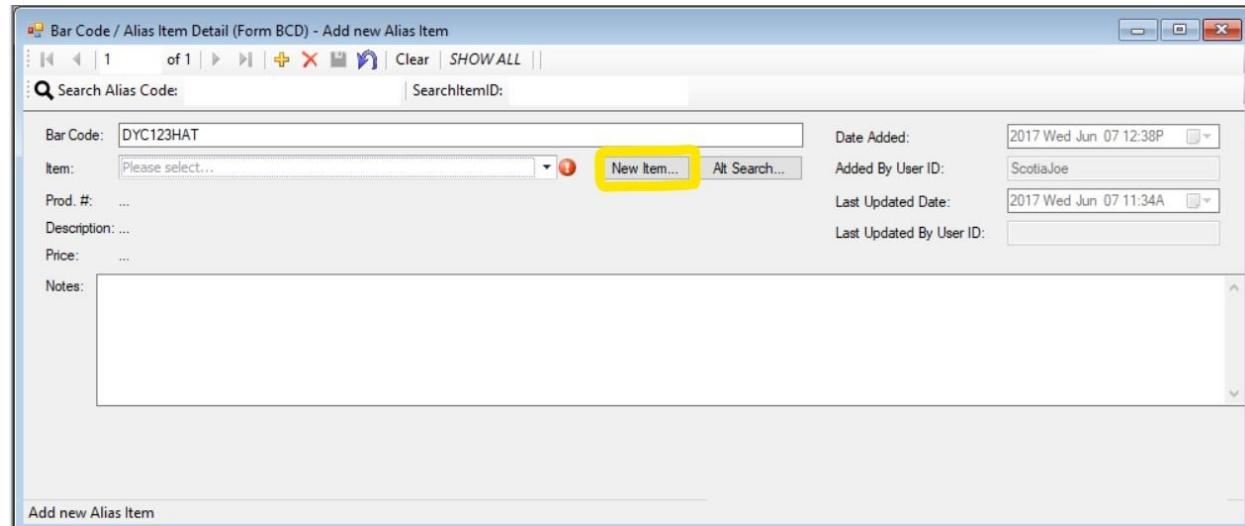
You can type whatever you want for the Description, however, please note that it makes sense to be very descriptive and specific as this will help with future item searches – especially if your operation has a lot of sku's.

Adding New Items with Barcodes

This is the simplest method for adding new items. Being by opening the “Barcode / Alias Item” screen from the Main Menu:



Scan the item. The name associated with the barcode will appear. Click “New Item”.



The Item Detail form will appear:

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Item Detail (Form ID) - Ready

1 of 1 | Save & Select SHOW ALL

Product Code:	<input type="text"/>	Min To Keep:	<input type="text"/>	Date Added:	2017 Wed Jun 07 12:51P
Description:	<input type="text"/>	Max To Keep:	<input type="text"/>	Added By User ID:	ScotiaJoe
Preferred Vendor:	<input type="text"/> Please select...	Category Code:	<input type="text"/>	Last Updated Date:	2017 Wed Jun 07 12:51P
Standard Cost:	<input type="text"/> Last: 0.00 Avg: 0.00	Quant On Hand:	<input type="text"/> 0	Last Updated By:	
Price:	<input type="text"/> 0.0% margin	Quant Committed:	<input type="text"/> 0	Item ID:	70607125113742
Unit Of Measure:	<input type="text"/> EA	Quant On Order:	<input type="text"/> 0	Rev Acct ID:	<input type="text"/> Please select...
Size:	<input type="checkbox"/> Tax 1 (HST) Exempt	Quant BO:	<input type="text"/> 0	Cost Acct ID:	<input type="text"/> Please select...
Notes:	<input type="text"/>				

Purchase Order (Lines) Detail

PO #	Line #	Qty	Unit	Cost per	Qty Received	Finalized	GL Cost Account ID	Notes	Purch...
------	--------	-----	------	----------	--------------	-----------	--------------------	-------	----------

Ready Please enter all New item info And click 'Save & Select' button

New items can also be added directly at the customer interface. If an item has a barcode but was not included in inventory, simply open POS main and scan the barcode. A pop up will appear with the ability to enter the minimum amount of information that is required to complete the sales transaction.

POS Main (Form POS) - Add new POS Tx

1 of 1 | SHOW ALL

Search Cust: Search Transaction ID: (This drop down is filtered to top 1000 records)

POS	More info
Tx Date: 2017 Wed Jun 07 12:54P	Select Cust: <input type="text"/> Please select...
Tx Stage: <input type="text"/> Invoice	Contact Name: <input type="text"/>
Tx Num: Add item to order...	
Sls Rep: <input type="text"/>	
Barcode # <input type="text"/> DYC123HAT	
Product # <input type="text"/> (not required)	Disc% <input type="text"/>
Desc <input type="text"/>	LineExtension <input type="text"/>
Price <input type="text"/>	Notes <input type="text"/>
Qty <input type="text"/> 1	<input type="checkbox"/> Tax 1 (HST) Exempt
<input type="button"/> Save Item Only <input type="button"/> Save & Add to order	

Ready

Special Note (Appears on receipt)

(Internal) Notes:

Finalized Sub Total: \$0.00
 Tax 1 (HST) \$0.00
 No sale Total \$0.00

Add new POS Tx

When the sale has been completed, the Item Detail can be used to enter more information about that item. The key is that the item can be entered “on the fly” at the checkout counter without slowing down the transaction by using this method.

Importing Catalogs [DEFERRED]

Search Tools for Catalog Items and Adding Catalog Items as Inventory Items

Full vendor catalogs can be imported into the system. Please speak to your manager about catalogs that are imported or that should be imported.

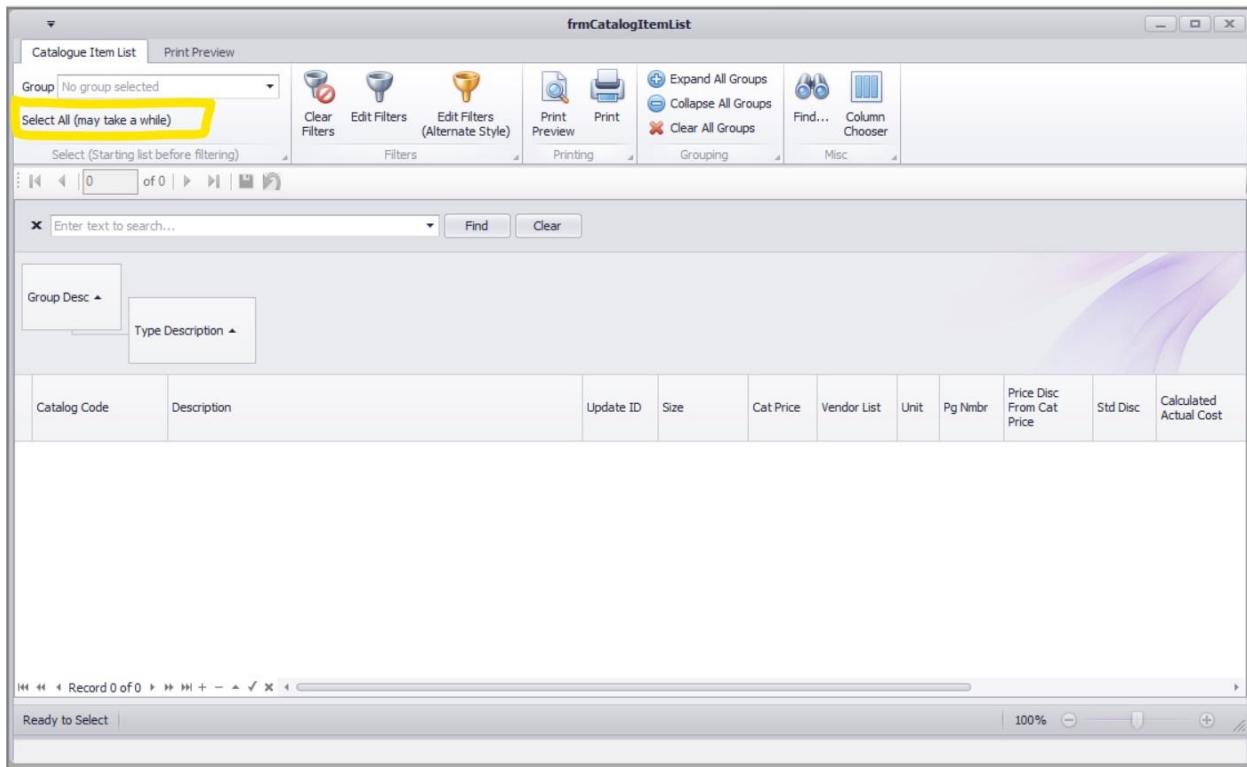
Items that have been imported from a vendor’s catalog can be searched. PLEASE NOTE: Items that have been imported still need to be added as Inventory Items if they are to be sold and tracked using Scotia’s inventory management systems. First, let’s look at some search tools for finding imported items from a vendor catalog.

First, we begin by opening the Catalog Item List.

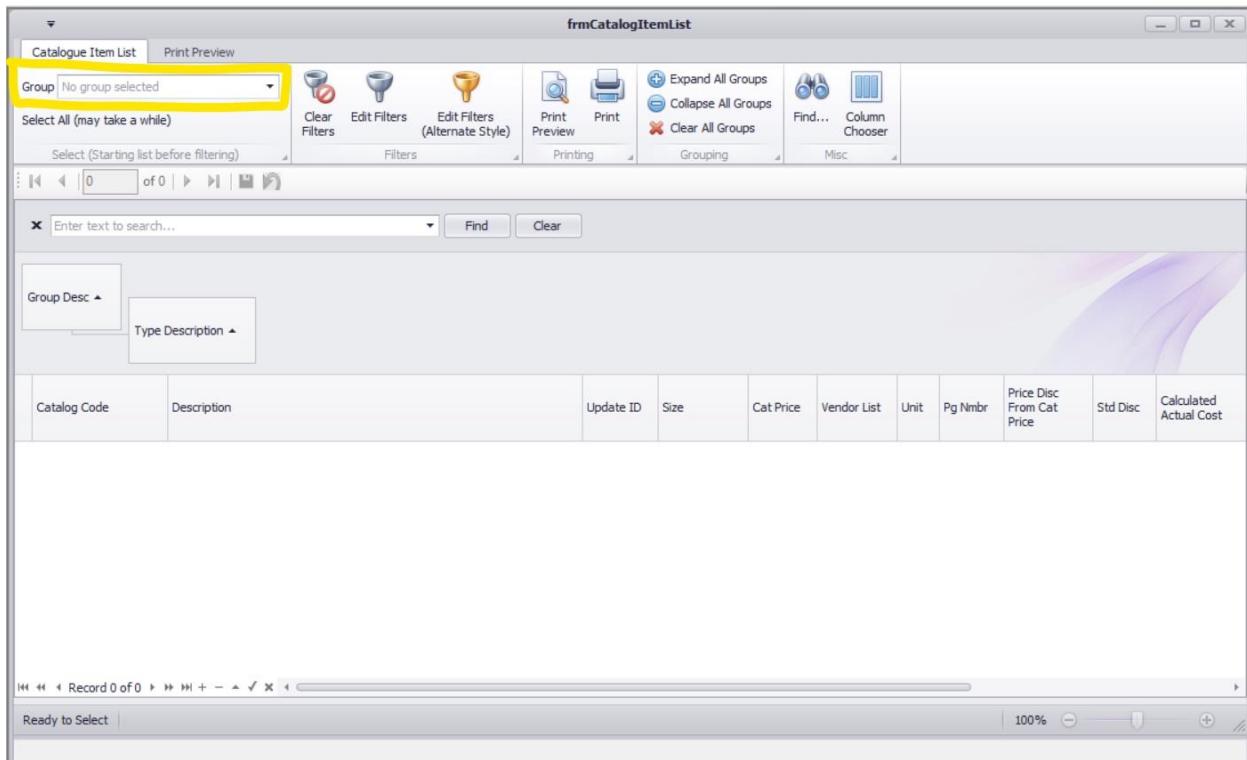


We can then select all imported items to be part of our search.

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We can also narrow down the search immediately by searching only within a specified Group (typically a vendor or product type). We can use the drop-down menu to search by Group.



Simply start typing keywords into the search bar to execute the most basic kind of search:

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frmCatalogItemList

Catalogue Item List Print Preview

Group No group selected Select All (may take a while) Select (Starting list before filtering)

Clear Filters Edit Filters (Alternate Style) Print Preview Print Expand All Groups Collapse All Groups Clear All Groups Find... Column Chooser

15410 of 82428

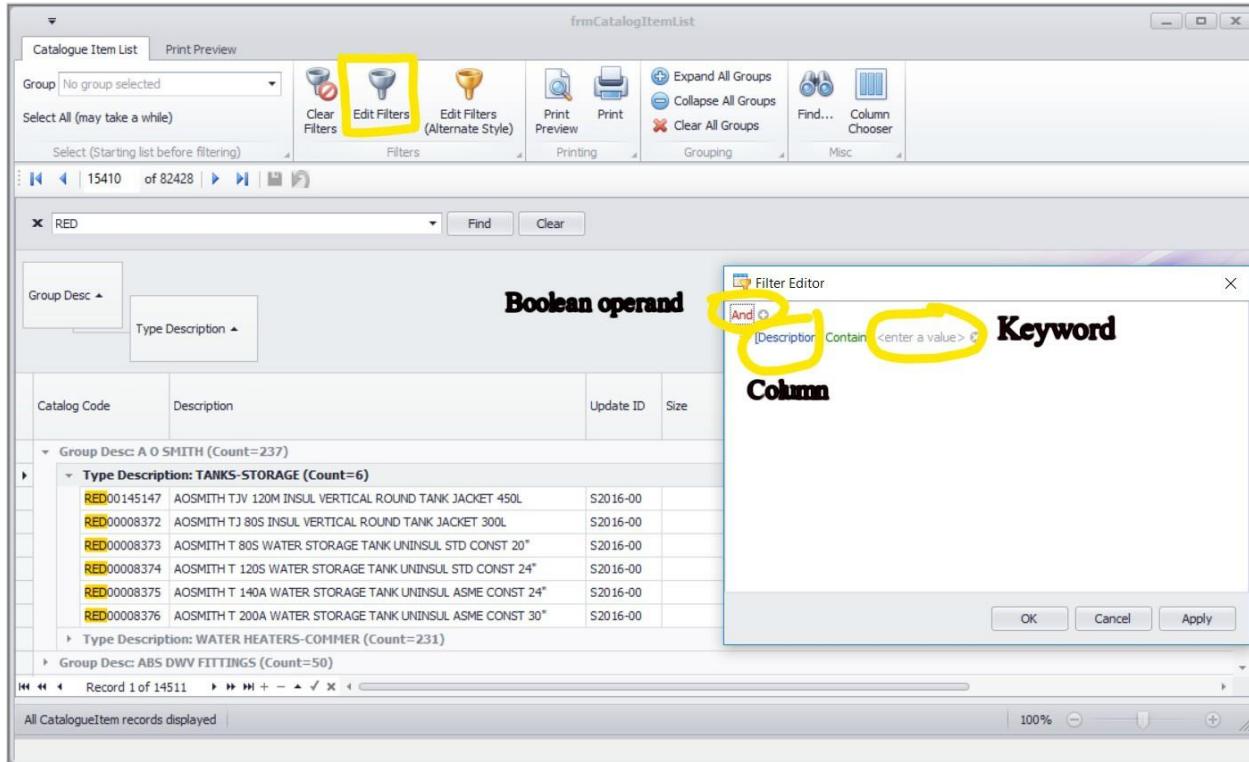
RED Find Clear

Group Desc Type Description

Catalog Code	Description	Update ID	Size	Cat Price	Vendor List	Unit	Pg Nbr	Price Disc From Cat Price	Std Disc	Calculated Actual Cost
Group Desc: A O SMITH (Count=237)										
Type Description: TANKS-STORAGE (Count=6)										
RED00145147	AOSMITH TV 120M INSUL VERTICAL ROUND TANK JACKET 450L	S2016-00		2,316.77	2,061.00	E	1026	40/5/5		
RED00008372	AOSMITH TJ 80S INSUL VERTICAL ROUND TANK JACKET 300L	S2016-00		1,825.54	1,624.00	E	1026	40/5/5		
RED00008373	AOSMITH T 80S WATER STORAGE TANK UNINSUL STD CONST 20"	S2016-00		1,453.46	1,293.00	E	1026	40/5/5		
RED00008374	AOSMITH T 120S WATER STORAGE TANK UNINSUL STD CONST 24"	S2016-00		2,680.98	2,385.00	E	1026	40/5/5		
RED00008375	AOSMITH T 140A WATER STORAGE TANK UNINSUL ASME CONST 24"	S2016-00		6,436.60	5,726.00	E	1026	40/5/5		
RED00008376	AOSMITH T 200A WATER STORAGE TANK UNINSUL ASME CONST 30"	S2016-00		6,602.96	5,874.00	E	1026	40/5/5		
Type Description: WATER HEATERS-COMMER (Count=231)										
Group Desc: ABS DWV FITTINGS (Count=50)										
Record 1 of 14511										
All CatalogueItem records displayed										

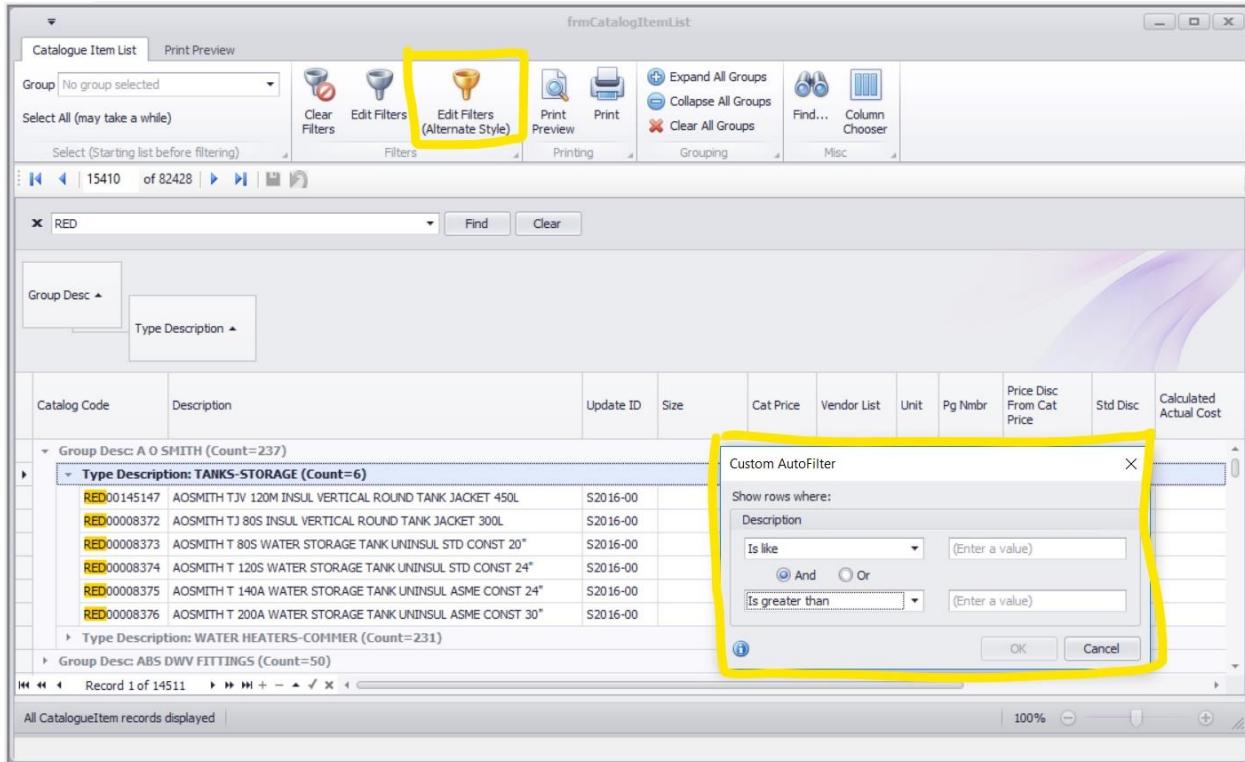
You can perform far more advanced searches using the two filter tools (Please note: these are rather advanced techniques that may require some assistance from your manager or Scotia Software's Technical Support Team). This is especially valuable for vendors with very large databases. Using the standard filter editor, you can choose a Boolean operand (you can choose if it must include both keywords, one keyword or the other, etc.) the category (column) to search within, and the keyword to quickly narrow down your search.

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An alternate filter is available as a search technique. With the alternate method, you can apply two filters. The two filters can be used with an “And” operand (both conditions must be met in order for the filter to find the item) or an “Or” operand (either one of the two conditions can be met in order to find the item). You can choose from a variety of Descriptions (Is Like, Is Greater Than, Is Less Than, etc.) for each filter, with keywords entered on the right.

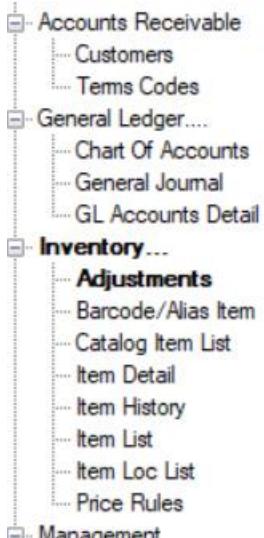
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Making Inventory Adjustments

Inventory tracking takes place automatically as the result of product sale or product purchases from vendors. Occasionally, inventory needs to be adjusted for a variety of reasons including defective inventory, lost inventory, found inventory, etc. A reason should always be chosen for an inventory adjustment. Please see your manager in regards to the list of appropriate reasons and in regards to the General Ledger account to which the adjustment will be entered.

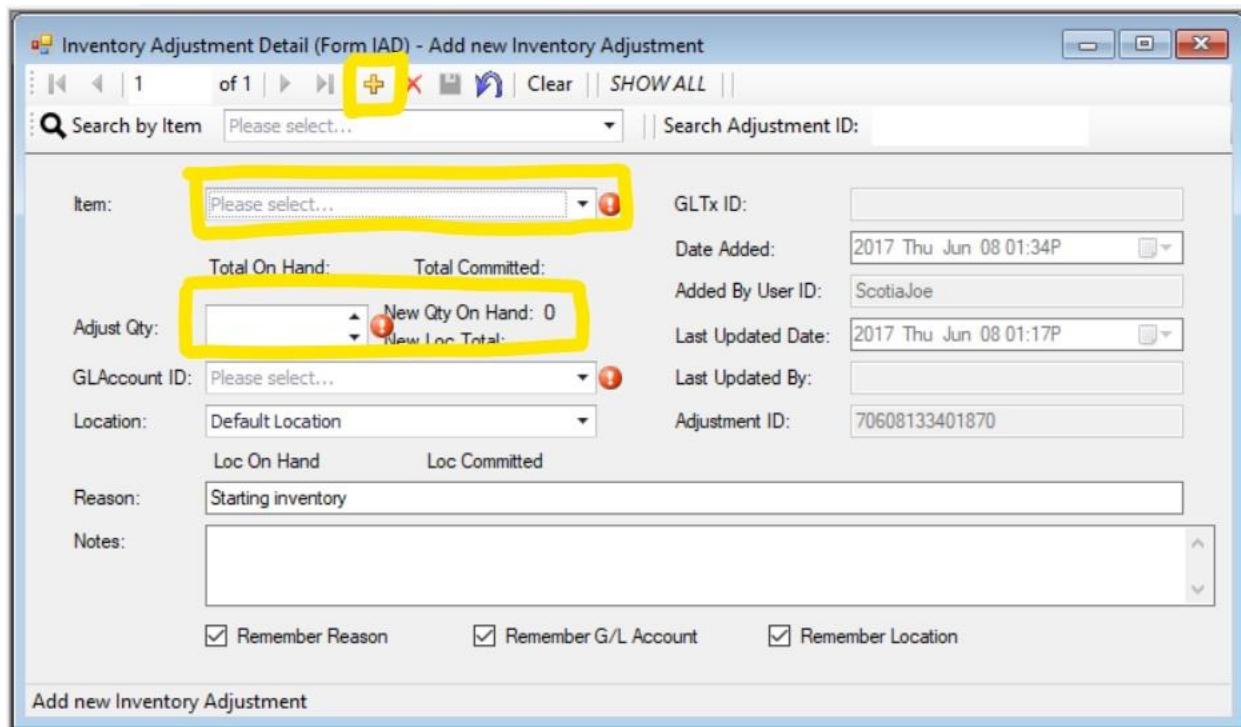
Begin by opening the Inventory Adjustments screen.



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Click the yellow “+” button to create an adjustment. As always, all items highlighted with a red exclamation point must be completed in order to save the transaction.

Use the drop-down menu to search for and select the item that needs to have its inventory level adjusted. Make the adjustment using the up and down arrows or by typing in the adjustment. (Please note: the number that you enter here refers to how many units of the item will be added or subtracted to inventory).



Inventory Adjustment Detail (Form IAD) - Add new Inventory Adjustment

1 of 1 | | | | Clear | SHOWALL |

Search by Item: Please select... | Search Adjustment ID:

Item: Please select...

Total On Hand: Total Committed:

Adjust Qty: New Qty On Hand: 0

New Loc Total:

GLAccount ID: Please select...

Location: Default Location

Loc On Hand Loc Committed

Reason: Starting inventory

Notes:

Remember Reason Remember G/L Account Remember Location

Add new Inventory Adjustment

Choose the General Ledger (GL) account to which the adjustment will be entered (check with your manager as necessary).

If you have multiple inventory locations, you can choose the location to which the adjustment is being made. Enter a reason for making the adjustment and enter as many notes as required to ensure the reasons for the adjustment are understood.

If you are doing multiple adjustments – as may occur during an inventory count – you can have the system remember the reason for the adjustment, the General Ledger account to which the adjustment will be entered, and the location where the items are located.

Working with Item History

To see the entire record history for a specific item, click on Item History under Inventory in the menu. In the top menu bar of the window, click on the “Item” drop-down and scroll through to find the item you are looking for or use the search bar to search for the item.

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Item History (Form# IH)

Report Print Preview

Print Preview Print Clear Filters Edit Filters

Filtering Grouping

Item Please select...

keith

Find

Categ...	Product Code	Description	Size	Prefe... Vendor ID	Price	Qty OH	Qty Comm	Qty On Ord	Qty B/O
	KEITHS	BEER. 355 ML. B...	341	NSLC	3.9100	-39	1	0	0
	KEITHS LIGHT	BEER. 355 ML. B...	341	NSLC	3.9100	-6	0	0	0
	KEITHS 14	BEER. 14 OZ. D...		NSLC	3.9100	-7	0	0	0
	KEITHS 20	BEER. 20 OZ. D...		NSLC	5.2200	-11	0	0	0
	KEITHS 60	BEER. 60 OZ. D...		NSLC	15.6500	-10	0	0	0

From item history, you can see every purchase, sale, refund, order, and commitment of each item and keep track of exactly how the Quantity on Hand came to be.

Item History (Form# IH)

Report Print Preview

Print Preview Print Clear Filters Edit Filters

Filtering Grouping

Item Prod # KEITHS

Prod # KEITHS
Item BEER., 355 ML. BOTTLE, KEITHS.

Qty on hand=130 ; Committed=1 ; Backorder=0

Qty On Order=0
Min=0
Max=144

Item Info More Info

1 of 45

Drag a column header here to group by that column

ID	Tx Type	Qty Chg +-	Running Total Qty	Date Added	Added By User ID	From Location ID	To Location ID	Reason	Notes
70518132222413	Invoice	-1	-27	2017 Thu May 18 01:22P	Scotiajoe	00			
70518133601443	Invoice	-1	-28	2017 Thu May 18 01:36P	Scotiajoe	00			
70518133641444	Invoice	-1	-29	2017 Thu May 18 01:36P	Scotiajoe	00			
70518133903476	Invoice	-1	-30	2017 Thu May 18 01:39P	Scotiajoe	00			
70519110733472	Invoice	-1	-31	2017 Fri May 19 11:07A	ScotiaDave	00			
70530111753431	Invoice	-1	-32	2017 Tue May 30 11:17A	ScotiaHaley	00			
70605093548472	Refund	1	-31	2017 Mon Jun 05 09:35A	ScotiaHaley	00			
70606143859438	Invoice	-1	-32	2017 Tue Jun 06 02:39P	ScotiaHaley	00			
70607144905449	Invoice	-1	-33	2017 Wed Jun 07 02:49P	ScotiaHaley	00			
70609094159404	Invoice	-1	-34	2017 Fri Jun 09 09:42A	ScotiaHaley	00			
70612103600453	Refund	1	-33	2017 Mon Jun 12 10:36A	ScotiaHaley	00			
70612103629419	Invoice	-1	-34	2017 Mon Jun 12 10:36A	ScotiaHaley	00			
70612133420410	Invoice	-1	-35	2017 Mon Jun 12 01:34P	ScotiaHaley	00			
70612145121415	Invoice	-1	-36	2017 Mon Jun 12 02:51P	ScotiaHaley	00			
70612152938473	Invoice	-1	-37	2017 Mon Jun 12 03:29P	ScotiaHaley	00			
70612164708496	Invoice	-1	-38	2017 Mon Jun 12 04:47P	ScotiaDave	00			
70612165646459	Invoice	-1	-39	2017 Mon Jun 12 04:56P	ScotiaDave	00			
70612175045470	Invoice	-1	-40	2017 Mon Jun 12 05:50P	ScotiaDave	00			
1001	Receiving	169	129	2017 Tue Jun 13 02:25P	ScotiaHaley	00			

Nothing

100%

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Create and Work with Inventory Locations [DEFERRED]

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Purchasing

Creating a PO Using PO Builder

Click on “PO Builder” under Purchasing. Click on the green plus and use the drop-down to select which vendor the purchase order is for. Click “Create/Refresh PO Build Lines” and then click “Open WorkSheet.”

Item Product Code	Item Description	Size	Qty To Order	Item Unit	Orig QOH	Orig Quant Comm	Orig QOO	Orig QI
KEITH'S 60	BEER. 60 OZ. DRAUGHT, KEITH'S.		0	EA	148	0	0	0
BLUE	BEER. 355 ML. BOTTLE, LABATT'S BLUE.	341	0	EA	141	4	0	0
COOR'S LIGHT	BEER. 355 ML. BOTTLE, COOR'S LIGHT.	341	0	EA	143	0	0	0
FAMOUS GROUSE	SPIRIT 107 FAMOUS GROUSE		n	EA	150	n	n	n

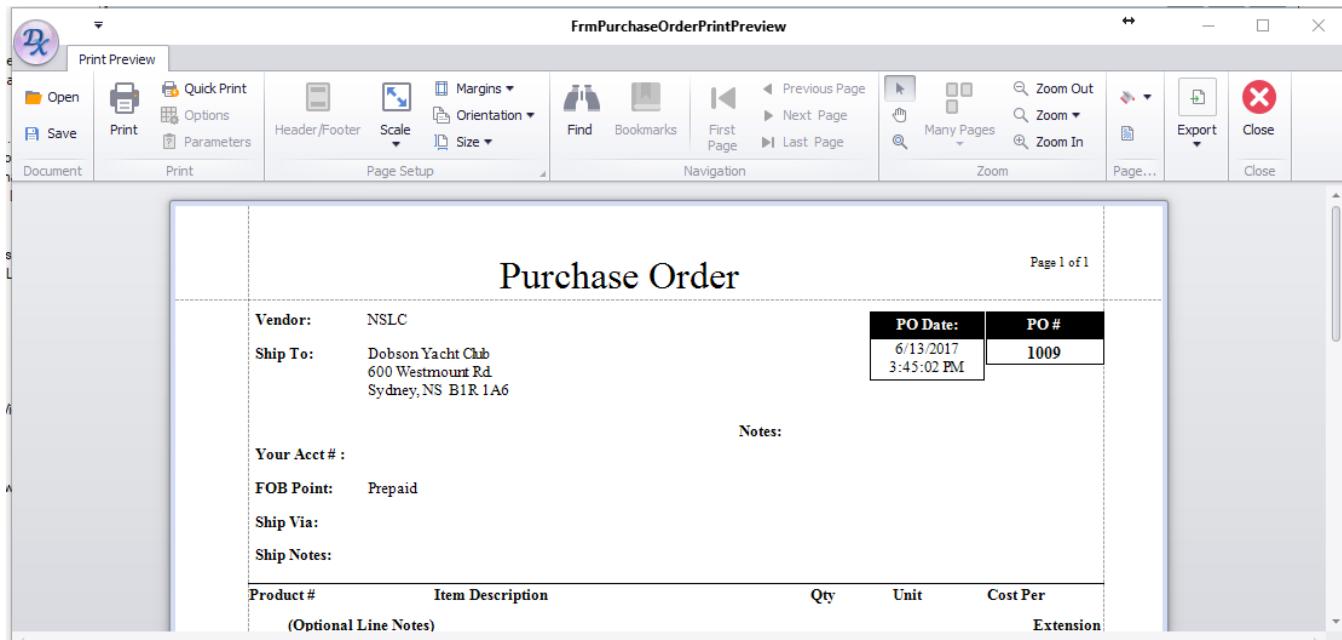
From here, you can Auto-Order all items to the Max quantity that is noted in for each item in Item Detail. If there are only some items you need ordered, you can scroll down the list and either click on the green check mark under order to order the Max quantity to have on hand, or you can just type in as many as you would like under “Order.”

Item Info					Min-Max		Current Qty's			Order		Other		
Item Description					Min Qty	Max Qty	QOH	Qty Com	Qty On Ord	Qty BO	Need	Order	X	
Product Code	△	Size	△	Category	Cost	Unit	Net Qty					New Qty		Extension
BEER. 355 ML. BOTTLE, MOLSON CANADIAN.		341			\$2.0500	EA	0	144	144	0	0	0	0	
CANADIAN		341			\$2.0500	EA			144			144	\$0.00	
BEER. 355 ML. BOTTLE, COOR'S LIGHT,		341			\$2.0500	EA	0	144	143	0	0	0	1	
COOR'S LIGHT		341			\$2.0500	EA			143			143	\$0.00	
BEER. 355 ML. BOTTLE, CORONA.		341			\$2.0500	EA	0	144	143	0	0	0	1	
CORONA		341			\$2.0500	EA			143			143	\$0.00	
BEER. 355 ML. BOTTLE, HEINEKEN.		341			\$2.0500	EA	0	144	141	0	0	0	3	
HEINEKEN		341			\$2.0500	EA			141			141	\$0.00	

Once you have entered all your quantities of items that need to be ordered, click on “Update PO and Save WorkSheet” at the top of the page and click on “View PO.” From the PO Detail Form, you can click

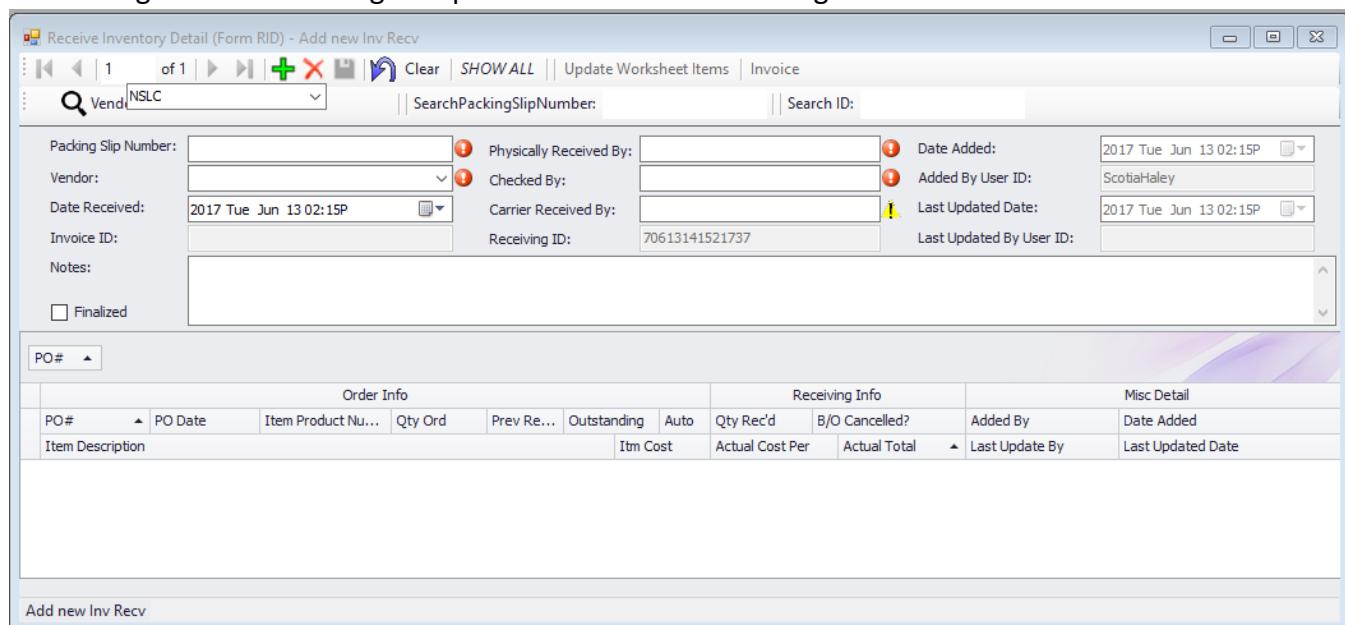
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on "Print Preview" and print the PO or save it as a PDF or email it right from the system. Just use the "Export" tool to save the PO to your computer or email it to a vendor.



Receiving Items from a PO

Once a purchase order has been made, it will need to be received. Click on "Receive Items" under Purchasing and click on the green plus to make a new receiving record.



Use the drop-down field (not in the search bar) to select which vendor the shipment is coming from. Click on "Update Worksheet Items". You should now see all the purchase orders for that vendor below. Go to the purchase order that you're receiving items from and click the ellipsis button if you received

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what you ordered. If you did not receive what you ordered, you can type in the amount in the corresponding field. If the cost of the item was different from when you made the purchase order, you can change that here too. If your back order is cancelled, just put a check in the check box.

Order Info							Receiving Info		
PO#	PO Date	Item Product Number	Qty Ord	Prev Re...	Outstanding	Auto	Qty Rec'd	B/O Cancelled?	
Item Description							Itm Cost	Actual Cost Per	Actual Total
► PO#: 1001									
▼ PO#: 1007									
1007 6/13/2017 MOLSON 67				24	0	24	...	24	
BEER. 355 ML. BOTTLE. MOLSON 67.						\$2.0500			
1007 6/13/2017 OLAND				24	0	24	...	24	
BEER. 355 ML. BOTTLE. OLAND.						\$2.0500			

Don't forget to fill in all the required information above and put a check in the "Finalized" box if all the items from the purchase order have been received. Don't forget to click the blue save button when you are finished modifying or creating the Receiving record.

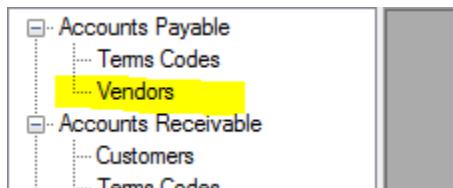
Accounts Payable

Adding Vendor Term Codes

A vendor term code is what terms you will pay the vendor on. Click on Term Codes under Accounts Payable and fill in the required fields. If you receive a discount from the vendor if you pay within the terms, you must apply a vendor discount G/L account to account for the discount on product. Simply fill in the required fields and click on the blue save button on the top of the window.

Adding Vendors

Start by clicking on Vendors under the Accounts Payable category in the Menu.



Click on the green plus sign to add a new vendor.

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Fill out the information required (fields with red exclamation points) and recommended (fields with yellow exclamation points) for the vendor. The required fields must be filled out before the blue save button appears (next to the red X at the top of the window).

Accounts Receivable

Adding Customer Term Codes

To add a customer, you must first add a term code that your customers will be classified by for payments on their account. Terms can be Cash, Net 30 Days, Net 60 Days, 30-60-90, etc. To add a term code, click on “Term Codes” under Accounts Receivable in the menu. Click on the green plus.

A/R Terms Code Detail (Form TCD) - Add new Terms Code

3 of 3 | + X Clear SHOW ALL LinkLabel1

SearchDesc:

A/R Terms Code ID:

Description:

Due Days:

Disc Days:

Disc Pct:

Discount GLAccount ID:

Date Added: 2017 Tue Jul 11 09:03A

Added By User ID: ScotiaHaley

Last Updated Date: 2015 Sun Dec 13 07:22P

Last Updated By User ID:

Notes:

Add new Terms Code

Fill in all the required fields. If no discount is given, type 0 in the Disc Days and Disc Pct (%) fields.

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A/R Terms Code Detail (Form TCD) - Saved

3 of 3 | Clear | SHOW ALL | [LinkLabel1](#)

SearchDesc: || Save Data

A/R Terms Code ID:	NET60
Description:	NET60
Due Days:	60
Disc Days:	14
Disc Pct:	15
Discount GLAccount ID:	Early Payment Discounts Given
Date Added:	2017 Tue Jul 11 09:05A
Added By User ID:	ScotiaHaley
Last Updated Date:	2017 Tue Jul 11 09:05A
Last Updated By User ID:	ScotiaHaley
Notes:	Balance must be paid in full within 60 days of purchase. 15% discount given if paid in full within 14 days.

Saved

Once you have filled all the required fields, click on the blue save button at the top of the window.

Adding Customers

To add a customer or a business account, click on “Customers” under Accounts Receivable. Click on the green plus and start filling in the required fields.

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Cust Detail (Form CD) - Add new Cust

1 of 1 | Clear | SHOW ALL | [LinkLabel1](#)

Search Name: Search Tel: Search Cust ID:

Name: <input type="text" value="Jose Bautista"/>	Contact Tel: <input type="text" value="416-898-2367"/>	Date Added: <input type="text" value="2017 Tue Jul 11 09:08A"/>
Addr1: <input type="text" value="1 Blue Jays Way"/>	Contact Tel Mobile: <input type="text" value="416-682-3789"/>	Added By User ID: <input type="text" value="ScotiaHaley"/>
Addr2: <input type="text"/>	Contact Name: <input type="text" value="Jose Bautista"/>	Last Updated Date: <input type="text" value="2017 Tue Jul 11 09:08A"/>
City: <input type="text" value="Toronto"/>	Email Addr: <input type="text" value="joeybats@gmail.com"/>	Last Updated By: <input type="text"/>
Prov Or State: <input type="text" value="ON"/>	Credit Limit: <input type="text" value="\$5,000.00"/>	Customer ID: <input type="text" value="JOEY"/>
Postal Code: <input type="text" value="M5V 1J4"/>	Terms: <input type="text" value="NET60"/>	
Bal. Owing: <input type="text" value="\$0.00"/>	Customer Type: <input type="text"/>	
Committed Bal: <input type="text"/>	Payment Notes: <input type="text"/>	
Notes: <input type="text"/>		

Drag a column header here to group by that column

Date	Type	Amount	Running Bal.	Closed	Due Date	Tx#	Terms	Apply To Tx Number	Notes
------	------	--------	--------------	--------	----------	-----	-------	--------------------	-------

Add new Cust

This is where you will use the terms codes that you created as payment agreements. Some customers may only pay cash up front, while other customers with large accounts may pay off their balance at the end of every month. Once all the fields have been filled, click on the blue save button.

[Customer Pricing Matrix \[COMING SOON\]](#)

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Banking [DEFFERED]

Deposits [DEFERRED]

Statements [DEFERRED]

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General Ledger

Adding a New G/L Account

Adding new General Ledger accounts to assign records to is very simple. Simply click on GL Accounts Detail under General Ledger in the menu and click on the green plus.

The screenshot shows the 'GL Account Detail (Form GAD) - Add new GL Account' window. At the top, there are navigation buttons (back, forward, search, clear, show all, link label), a search bar for 'SearchName:', and dropdowns for 'Account#', 'Type', and 'GL Account ID'. The main area contains input fields for 'Account Number' (with a red error icon), 'Name', 'Type', and timestamp fields for 'Date Added', 'Added By User ID', 'Last Updated Date', 'Last Updated By User ID', and 'GL Account ID'. Below these are 'Notes' and a table view with columns: Tx Date, Tx Type, Tx Ref, Amount, Notes, Memo, pkid, Date Added, Added By User ..., Last Updated D..., Last Updated By Use..., and GL Account ID. A single row with an asterisk (*) is shown in the table. At the bottom, a button labeled 'Add new GL Account' is visible.

Fill in the required fields with accurate information. Use the information below to fill in the Account Type field.

GL Account Types

1000+AS "Assets"

1100+CA	Cash & Cash Equiv's
1110+BK	Bank Account
1120+UF	Undeposited Funds
1123+UF	Undeposited Funds Mastercard
1126+UF	Undeposited Funds Visa

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1128+UF	Undeposited Debit
1129+UF	Undeposited American Express
1155+UF	Undeposited Checks / Cheques
1200+LQ	Liquid Assets
1210+LQ	Life Insurance Cashout Value
1300+FX	Fixtures
1400+AR	Accounts Receivable
1500+AD	Adjustments
1600+IV	Inventory
1700+RL	Real Estate
1800+VH	Vehicles
1999+OT	OTHER ASSETS

2000+LI "Liabilities"

2100+AP	Accounts Payable Short Term
2150+GT	GOVT. TAX LIABILITY
2200+LT	Long Term Liabilities
2222+GC	Gift Certificate Liability
2999+OT	OTHER LIABILITIES

3000+EQ "Equity"

3100+RE	Retained Earning
3200+SE	Shareholder Equity
3300+GW	Goodwill
3999+OT	OTHER EQUITY

4000+IN "Income"

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4100+RV	Revenues
4200+FC	Finance Charges
4300+VH	Vehicles Mileage Income
4999+OT	OTHER INCOME

6000+EX "Expenses"

6010+CG	Cost Of Goods Sold
6200+EP	Early Payment Discounts Given To Customers
6250+VD	Early Payment Discounts taken from Vendor
6300+AD	Adjustment Costs
6400+PR	Promotions & Advertising Costs
6450+CH	Charitable Contribution
6500+OH	Overhead & Other Office Expenses
6600+VH	Vehicle Expenses
6700+DP	Depreciation Expense
6800+BK	BANKING AND FINANCE EXPENSE
6850+PR	PAYROLL EXPENSE
6999+OT	OTHER EXPENSES

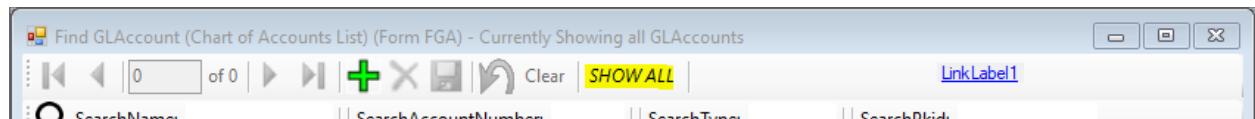
Once the fields have been filled in, click on the blue save. You may add as many accounts as you like, just repeat the above instructions.

Account Number:	<input type="text" value="1020"/>
Name:	<input type="text" value="ACCOUNTS RECEIVABLE"/>
Type:	<input type="text" value="AS+AR"/>

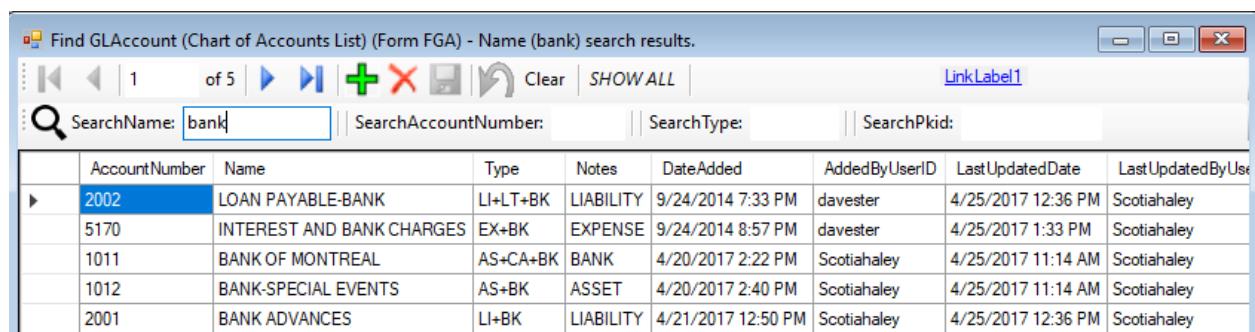
SCOTIA SOFTWARE USER'S MANUAL

Search the Chart of Accounts

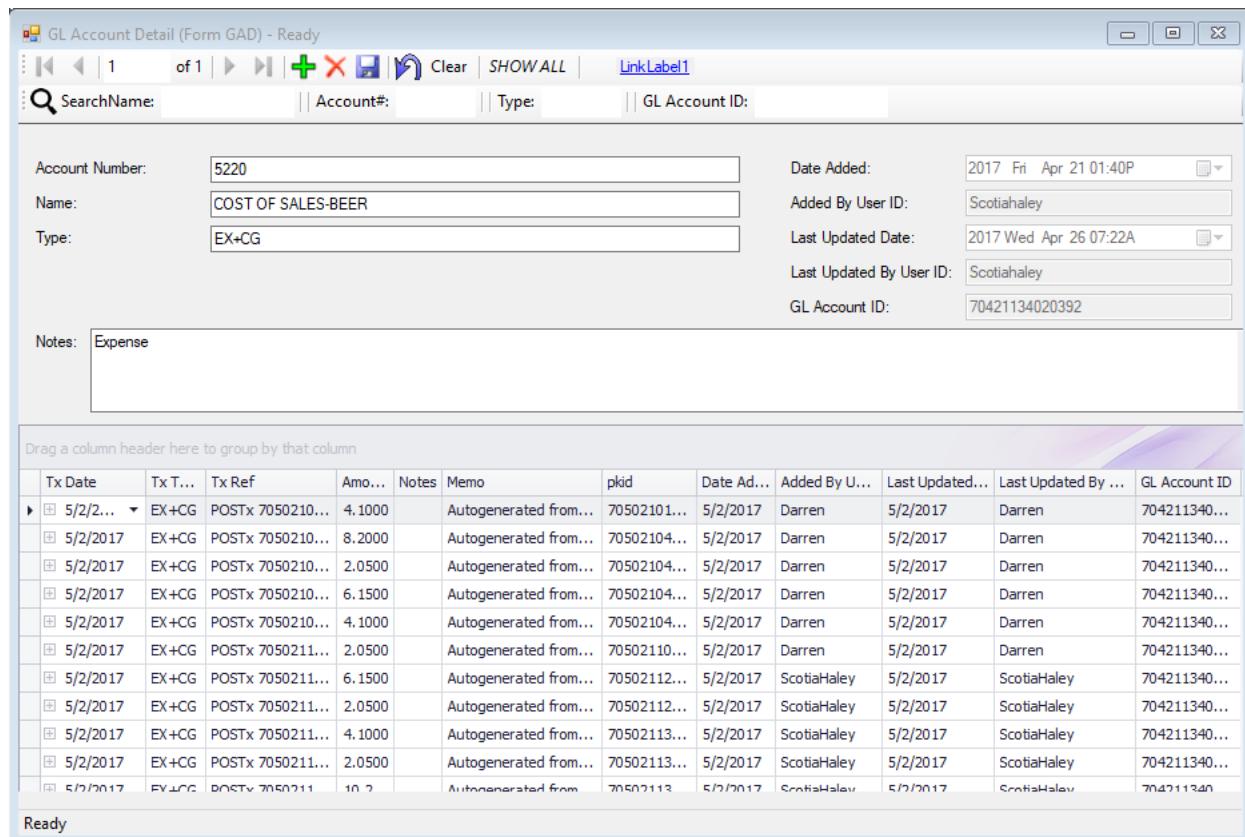
Click on Chart of Accounts under General Ledger in the menu. You may add a G/L account here as well following the same instructions from the “Adding a New G/L Account” section. If you would like to see all of the accounts in your database, click on “SHOW ALL” at the top of the window.



Here, you can see that all of the accounts are listed in numerical order by account number. If you would like to narrow down your search, use the search fields at the top of the window.



Double click on the account number that you would like to see details for. In the Account Detail form, you can see every change that was made to the account.



SCOTIA SOFTWARE USER'S MANUAL

Deleting a G/L Account

Before you delete a G/L account, make sure there are no records attached to that account or that it is not a required account. The user deleting accounts must have the authority to delete records.

For example, you may want to delete “Cost of Sales – Cigarettes” if you do not sell cigarettes anymore. You would not want to delete the Accounts Receivable account because it is automatically attached to every transaction.

G/L accounts can be deleted one of two ways:

1. From the Chart of Accounts window

When you open up the Chart of Accounts window, simply search and select the account that you would like to delete. Click the red X at the top of the window. The account has now been deleted.

2. From the GL Account Detail window

Click on GL Accounts Detail in the menu and search for the account you want to delete.

The screenshot shows the 'GL Account Detail (Form GAD)' window. The search bar at the top contains 'cost of'. The account details for account number 5223 are displayed: Name: COST OF SALES-CIGARETTES, Type: EX+CG. The account is marked for deletion, as indicated by the red X icon in the top right corner of the detail pane. The notes field contains 'REVENUE'. Below the detail pane is a grid table with columns: Tx Date, Tx T..., Tx Ref, Amo..., Notes, Memo, pkid, Date Ad..., Added By Us..., Last Updated..., Last Updated By ..., and GL Account I. A single row is visible with an asterisk (*) in the Tx Date column. The status bar at the bottom of the window shows 'Name (cost of) search results.'

Once you found the correct account, click on the red X at the top of the window. The account has been deleted. If you see records when you find the account you wish to delete, make sure the account has been reconciled before you delete it.

Payroll

Creating a User

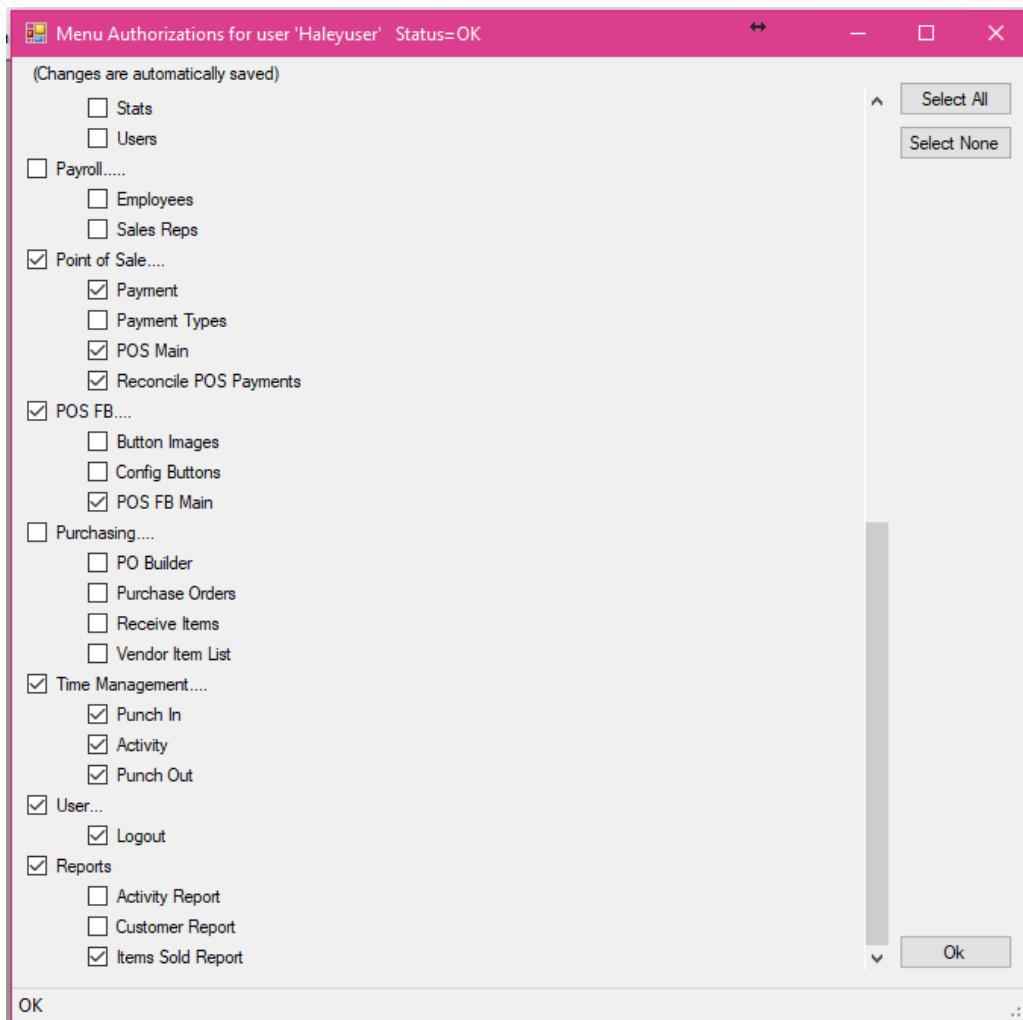
To create a Scotia Enterprise Manager user for your business, follow the instructions in the next three sections. Under Management, click on Users. Click on the green plus at the top of the window and start filling in the required fields. Make sure the User ID and Employee ID are always the same.

User ID:	HaleyUser	Date Added:	2017 Mon Jun 19 03:34P
Name:	Haley Swayne	Added By User ID:	ScotiaHaley
Password:	*****	Last Updated Date:	2017 Mon Jun 19 03:00P
Last Login:	2017 Mon Jun 19 03:00P	Last Updated By User ID:	
Employee ID:	HaleyUser	Menu Items Checklist	Crud Checklist
Notes:			

Add new User

Click on the blue save button and click on Menu Items Checklist. This is where you, as a system administrator, can decide what authorities each system user has. Go through the checklist and put a checkmark in the boxes you would like the system user to have access to. You can use the Select All button if you would like the new user to have access to everything.

SCOTIA SOFTWARE USER'S MANUAL



Once you have finished with the menu items, click Ok.

Click on the CRUD Checklist from the User Detail form. This form of check boxes is how you can give users authority to Create, Read, Update, and Delete records. Most system administrators have check marks in all of the CRUD authority check boxes, while most system users just have access to create, read, and update records, but do not have authority to delete records. To avoid spending time checking all the boxes, you can just click Select All. If you would not like that user to have deleting authority, click on Uncheck Deletes after clicking on Select All. You can also go through all the permissions you may grant the system users and just select the permissions you wish to give. Click Ok once you have selected the authorities you wish to grant.

SCOTIA SOFTWARE USER'S MANUAL

CRUD permissions for user 'Haleyuser' - Status=OK

(Changes are automatically saved)

	<input checked="" type="checkbox"/> Create	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Update	<input type="checkbox"/> Delete
Activity Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Log Viewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alias Item Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AP_Transaction Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ap_Tems Code Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Automated Task Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Backup D B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bank Deposit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bank Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Button Image List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Catalog Item List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Company Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Config Buttons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cust Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Find GL Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General Journal Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gift Card Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GL Account Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GL Transaction Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GL Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inventory Adjustment Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inventory Locations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

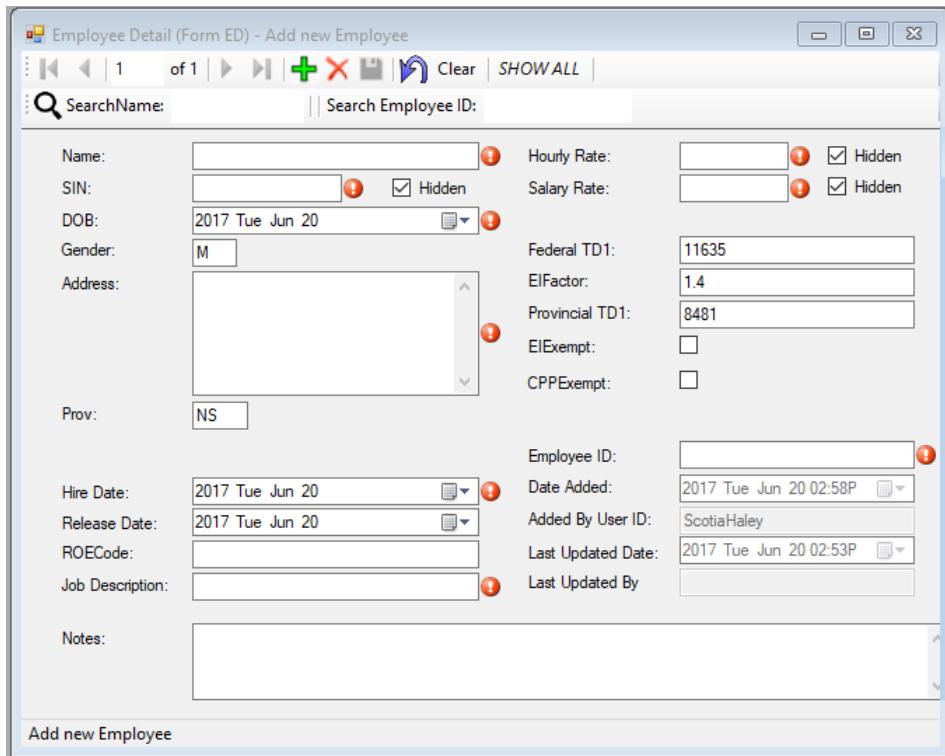
OK Disabled checkboxes are due to your own login permissions

Creating an Employee

First you must create a user to create an employee. Please follow the above steps in the section "Creating a User."

Click on Employees under Payroll in the menu and click on the green plus. Fill in all the required fields.

SCOTIA SOFTWARE USER'S MANUAL

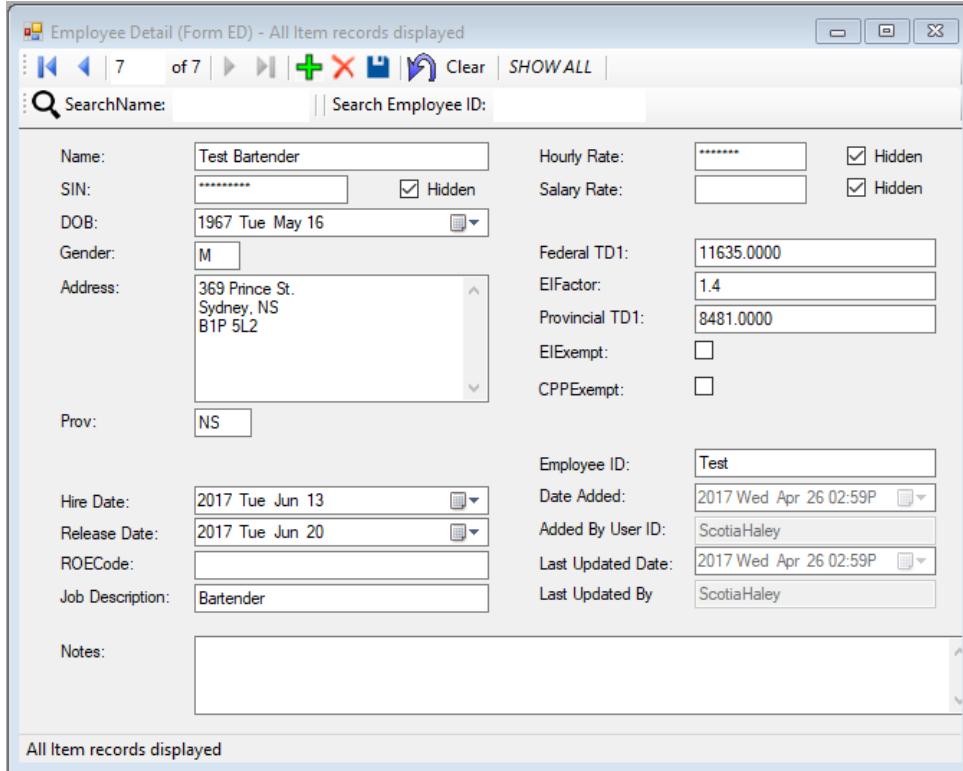


This screenshot shows the 'Employee Detail (Form ED) - Add new Employee' window. The interface is a standard Windows-style dialog box with a title bar, menu bar, and various input fields. The main content area contains the following data for a new employee:

Name:	Test Bartender	Hourly Rate:	*****	<input checked="" type="checkbox"/> Hidden
SIN:	*****	Salary Rate:	*****	<input checked="" type="checkbox"/> Hidden
DOB:	1967 Tue May 16	Federal TD1:	11635.0000	
Gender:	M	EI Factor:	1.4	
Address:	369 Prince St. Sydney, NS B1P 5L2			
Prov:	NS	Provincial TD1:	8481.0000	
Hire Date:	2017 Tue Jun 20	EI Exempt:	<input type="checkbox"/>	
Release Date:	2017 Tue Jun 20	CPP Exempt:	<input type="checkbox"/>	
ROE Code:		Employee ID:	Test	
Job Description:	Bartender	Date Added:	2017 Wed Apr 26 02:59P	
Notes:				

At the bottom left is a blue 'Add new Employee' button.

Once all the appropriate fields have been filled in, click on the blue save. Make sure the Employee ID in the Employee Detail form matches the Employee ID from the Users Detail form.



This screenshot shows the 'Employee Detail (Form ED) - All Item records displayed' window. The interface is a standard Windows-style dialog box with a title bar, menu bar, and various input fields. The main content area contains the following data for multiple employees:

Name	Hourly Rate	Employee ID
Test Bartender	*****	Test
Test Bartender	*****	Test

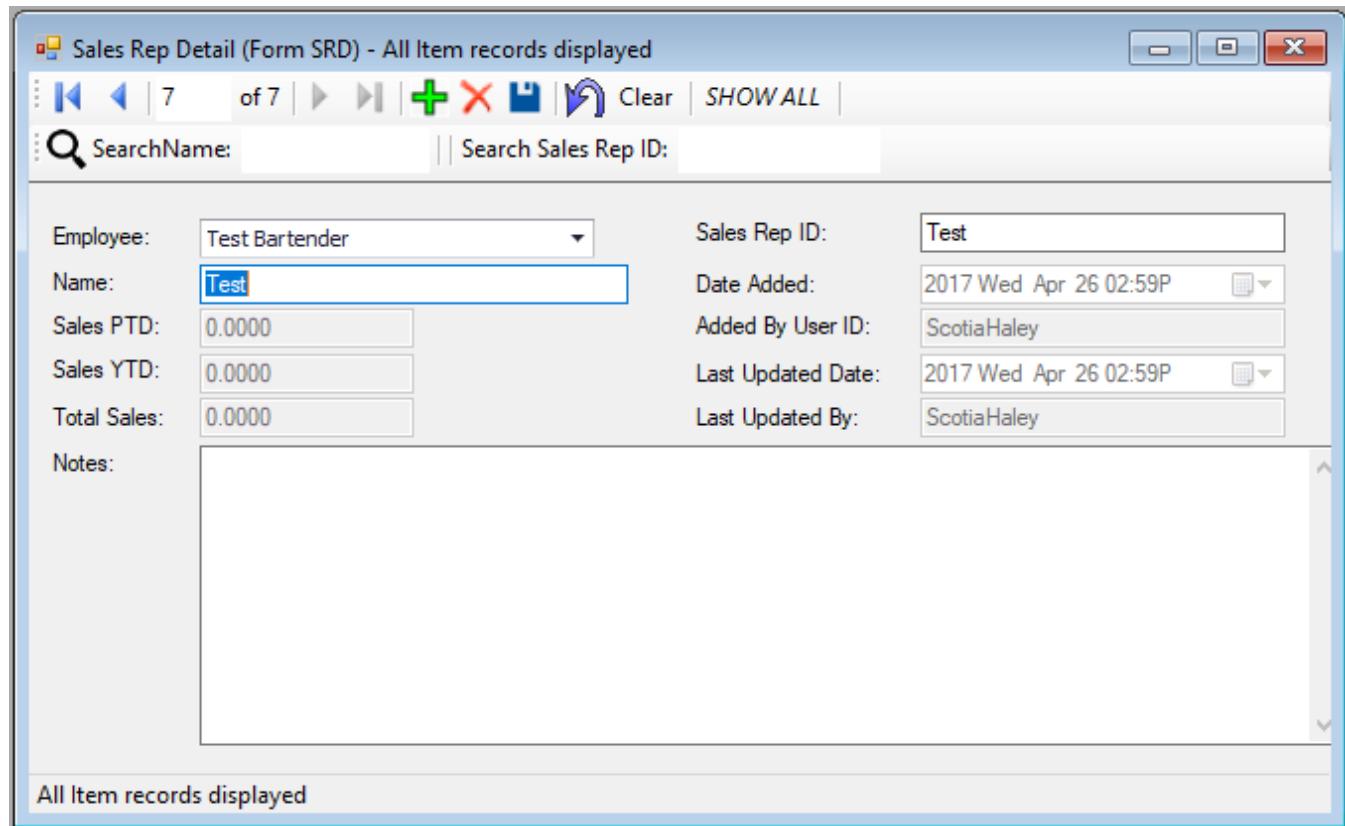
At the bottom left is a blue 'All Item records displayed' button.

SCOTIA SOFTWARE USER'S MANUAL

Creating a Sales Rep

First you must create an employee to create a sales rep. Please follow the above steps in the section "Creating an Employee."

Click on Sales Reps under Payroll in the menu and click on the green plus. Use the drop-down menu to select the employee that you are making a sales rep. In the Name field, type how you would like the employee's name to appear on the receipts. In Sales Rep ID, type the Employee ID that was used in the Employee and User Detail forms.



The screenshot shows the 'Sales Rep Detail (Form SRD)' window with the title bar 'Sales Rep Detail (Form SRD) - All Item records displayed'. The window has a toolbar with icons for back, forward, search, and save. Below the toolbar, there are search fields for 'SearchName' and 'Search Sales Rep ID'. The main area contains a table with the following data:

Employee:	Test Bartender	Sales Rep ID:	Test
Name:	Test	Date Added:	2017 Wed Apr 26 02:59P
Sales PTD:	0.0000	Added By User ID:	ScotiaHaley
Sales YTD:	0.0000	Last Updated Date:	2017 Wed Apr 26 02:59P
Total Sales:	0.0000	Last Updated By:	ScotiaHaley
Notes:			

At the bottom of the window, a status bar displays 'All Item records displayed'.

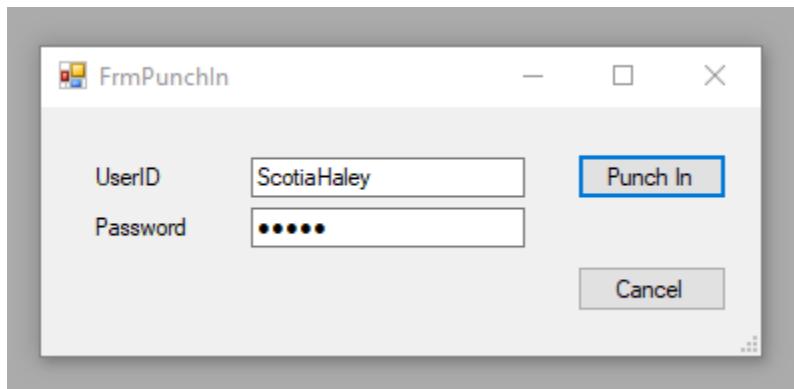
Once all required fields are filled, click on the blue save.

Time Management

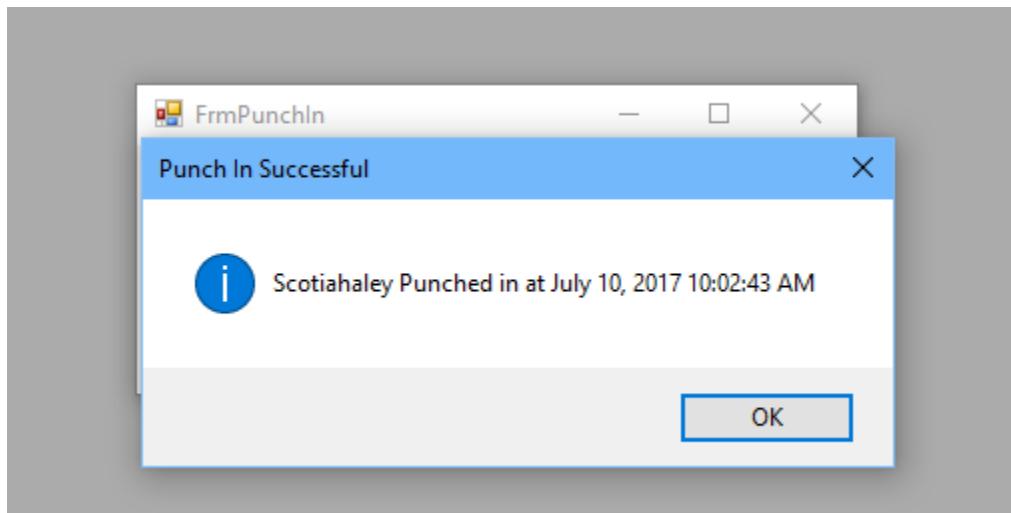
Punch In

Before punching in, you must have a user account on the SEM database. To set this up, see the Payroll section above. This is where your UserID and password is set up.

Click on “Punch In” in the Time Management section of the menu. Type in your UserID (if it is not already automatically filled in for you) and type in your password. Click Punch In.



If Punch In is successful, a new window will appear with the exact time your punch was recorded. Click ok.



The Activity Log will appear. You must click on what activity you are currently working on or if you are just punching in for your scheduled shift.

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Please document below what you are working doing

Working Scheduled Shift

Count Starting Cash \$ Clean up / sweep up customer area

Followup customers Any forms or supplies we are low on?

Go to lunch now

Some suggested late day before you go home kinda items

Count Ending Cash \$ Check all paperwork is complete

Please tell me what buttons you want added :) Thanks... Dave p.s. The buttons are quickest, but you can type anything you want in the box below and click save (or just press enter)

Save

Activity Log

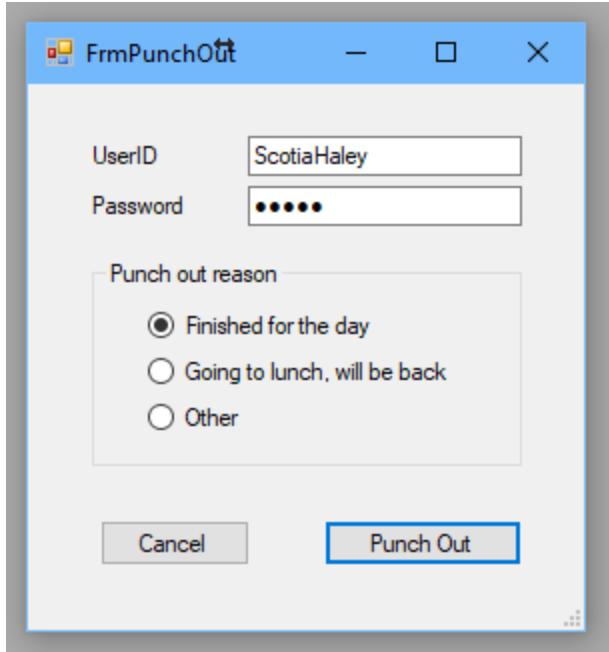
The Activity Log is used by management to track what their employees are working on throughout the day. To record a new activity, click on “Activity” under Time Management in the menu.

The same Activity Log form appears that would appear when you punch in. You can record as many activities as you would like throughout your shift. If there is not a button for the activity that you are doing, you can simply type it in the field and click save.

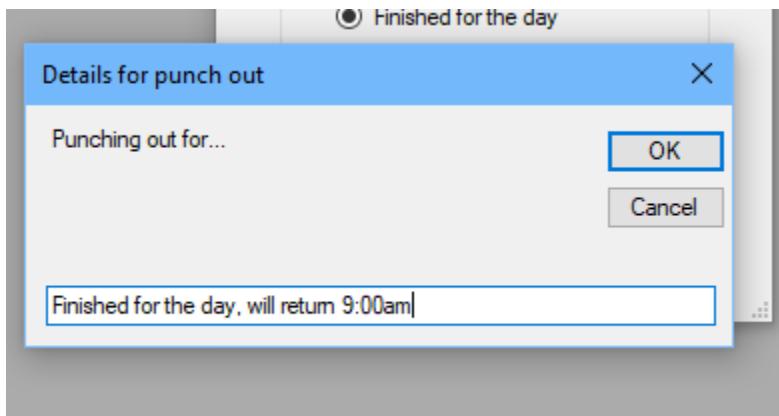
Punch Out

To punch out, simply click on “Punch Out” under Time Management in the menu. A window will appear where you will fill in the same UserID and password you used to punch in. You can punch out for the day, punch out for lunch, or punch out for any other reason.

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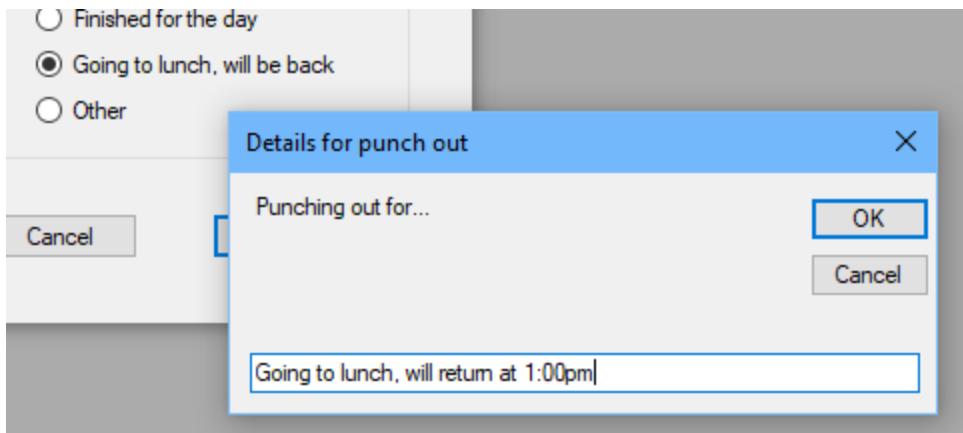


You can punch out for the day. If you choose this option, a window will appear asking when you are returning for your next shift. When your punch out is successful, the program will automatically close for you.

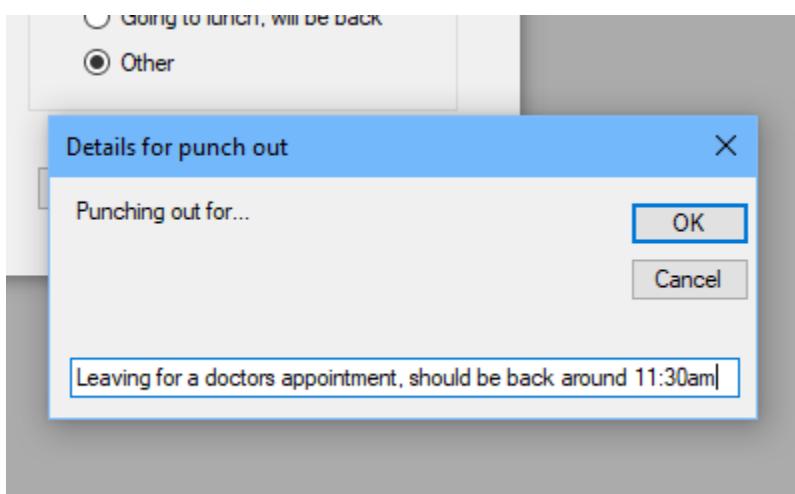


You can punch out for lunch. If you choose this option, a window will appear asking when you are returning to work. When your punch out is successful, the program will automatically make the Punch In box appear so you don't forget to punch in when you return.

SCOTIA SOFTWARE USER'S MANUAL



You can also punch out for any other reason. Just choose other and type your reason in the field that pops up. When your punch out is successful, the Punch In box will appear so you don't forget to punch in when you return.



SCOTIA SOFTWARE USER'S MANUAL

Reporting

Exporting Data from Reports

To export data from any report in SEM, click on “Print Preview.”

Items Sold Report (ISR)

Print Preview

Today This Week Start: 2017 Thu Jun 01 04:00A

This Hour Last Week End: 2017 Fri Jun 30 04:00A

Print Preview Print... Grouping Options Filters Misc

Item Category Code ▲ Item ▲

Print Preview

Item Description Tx Date Tx # Qty Filled Price Per

Item Category Code: (SUM=19), (Line Extension: SUM=\$860.50)

- Item: Beer. Alexander Keith's. Bottle. (SUM=1), (Line Extension: SUM=\$3.00)
 - Beer. Alexander Keith's. Bottle. 2017 Jun 06 01:01P 1322 1 3.00
- Item: Beer. Coors Light. Bottle. (SUM=1), (Line Extension: SUM=\$3.75)
 - Beer. Coors Light. Bottle. 2017 Jun 28 12:48P 1323 1 3.75
- Item: Beer. Labbat's Blue. Bottle. (SUM=1), (Line Extension: SUM=\$3.00)
 - Beer. Labbat's Blue. Bottle. 2017 Jun 06 01:01P 1322 1 3.00
- Item: Beer. Olands. Bottle. (SUM=1), (Line Extension: SUM=\$3.75)
 - Beer. Olands. Bottle. 2017 Jun 28 12:48P 1323 1 3.75
- Item: Bottle. Bacardi Breezer Strawberry. Cooler. (SUM=1), (Line Extension: SUM=\$5.25)
 - Bottle. Bacardi Breezer Strawberry. Cooler. 2017 Jun 06 01:01P 1321 1 5.25
- Item: Bottle. Clamato. Cooler. (SUM=2), (Line Extension: SUM=\$10.50)
 - Bottle. Clamato. Cooler. 2017 Jun 06 10:55A 1318 1 5.25
 - Bottle. Clamato. Cooler. 2017 Jun 06 01:01P 1321 1 5.25
- Item: Bottle. Mikes Hard Lime. Cooler. (SUM=2), (Line Extension: SUM=\$10.50)
 - Bottle. Mikes Hard Lime. Cooler. 2017 Jun 06 10:55A 1318 1 5.25
 - Bottle. Mikes Hard Lime. Cooler. 2017 Jun 06 10:55A 1318 1 5.25
- Item: Bottle. Rev. Cooler. (SUM=1), (Line Extension: SUM=\$5.25)
 - Bottle. Rev. Cooler. 2017 Jun 06 01:01P 1321 1 5.25

Nothing

ToolStripStatusLabel1

Click on “Export” and choose if you would like to export the report or email the report.

Items Sold Report (ISR)

Print Preview

Open Save Quick Print Options Parameters Print Page Setup Navigation Zoom Page...

Export PDF E-Mail As

XXXXXXXXX Report Created:July 10, 2017

Item Description Tx Date Tx # Qty Filled Price Per

Item Category Code: (SUM=19), (Line Extension: SUM=\$860.50)

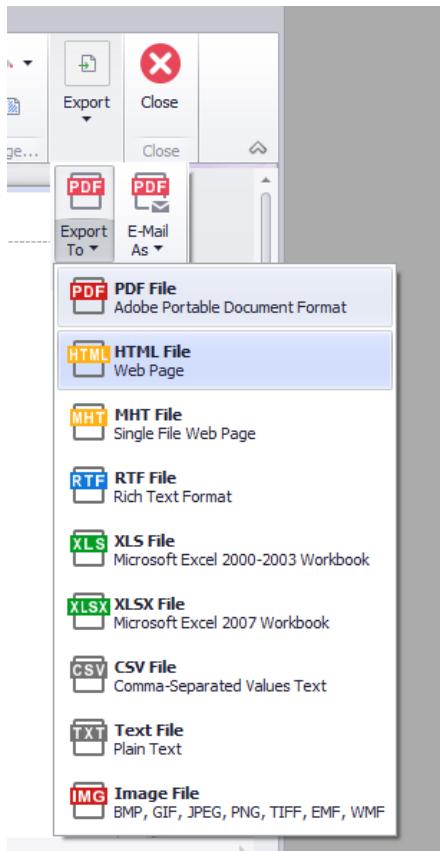
- Item: Beer. Alexander Keith's. Bottle. (SUM=1), (Line Extension: SUM=\$3.00)
 - Beer. Alexander Keith's. Bottle. 2017 Jun 06 01:01P 1322 1 3.00
- Item: Beer. Coors Light. Bottle. (SUM=1), (Line Extension: SUM=\$3.75)
 - Beer. Coors Light. Bottle. 2017 Jun 28 12:48P 1323 1 3.75
- Item: Beer. Labbat's Blue. Bottle. (SUM=1), (Line Extension: SUM=\$3.00)
 - Beer. Labbat's Blue. Bottle. 2017 Jun 06 01:01P 1322 1 3.00
- Item: Beer. Olands. Bottle. (SUM=1), (Line Extension: SUM=\$3.75)
 - Beer. Olands. Bottle. 2017 Jun 28 12:48P 1323 1 3.75
- Item: Bottle. Bacardi Breezer Strawberry. Cooler. (SUM=1), (Line Extension: SUM=\$5.25)
 - Bottle. Bacardi Breezer Strawberry. Cooler. 2017 Jun 06 01:01P 1321 1 5.25
- Item: Bottle. Clamato. Cooler. (SUM=2), (Line Extension: SUM=\$10.50)
 - Bottle. Clamato. Cooler. 2017 Jun 06 10:55A 1318 1 5.25
 - Bottle. Clamato. Cooler. 2017 Jun 06 01:01P 1321 1 5.25
- Item: Bottle. Mikes Hard Lime. Cooler. (SUM=2), (Line Extension: SUM=\$10.50)
 - Bottle. Mikes Hard Lime. Cooler. 2017 Jun 06 10:55A 1318 1 5.25
 - Bottle. Mikes Hard Lime. Cooler. 2017 Jun 06 10:55A 1318 1 5.25
- Item: Bottle. Rev. Cooler. (SUM=1), (Line Extension: SUM=\$5.25)
 - Bottle. Rev. Cooler. 2017 Jun 06 01:01P 1321 1 5.25

Page 1 of 1

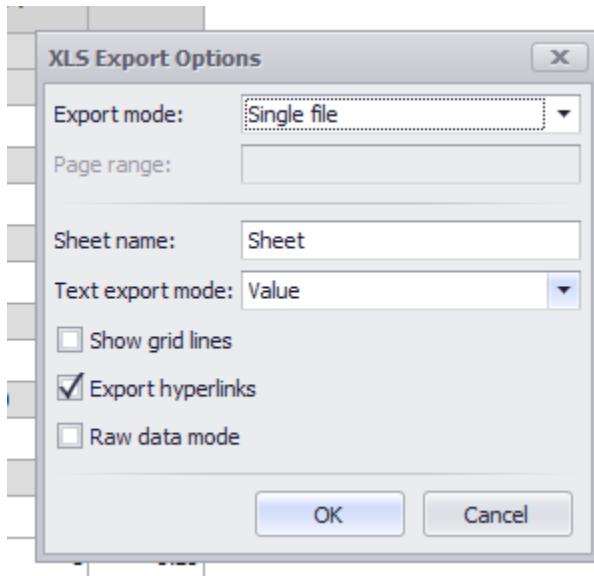
ToolStripStatusLabel1

SCOTIA SOFTWARE USER'S MANUAL

If you would like to simply export the report, click on “Export to” and choose which type of file you would like to save the report as.

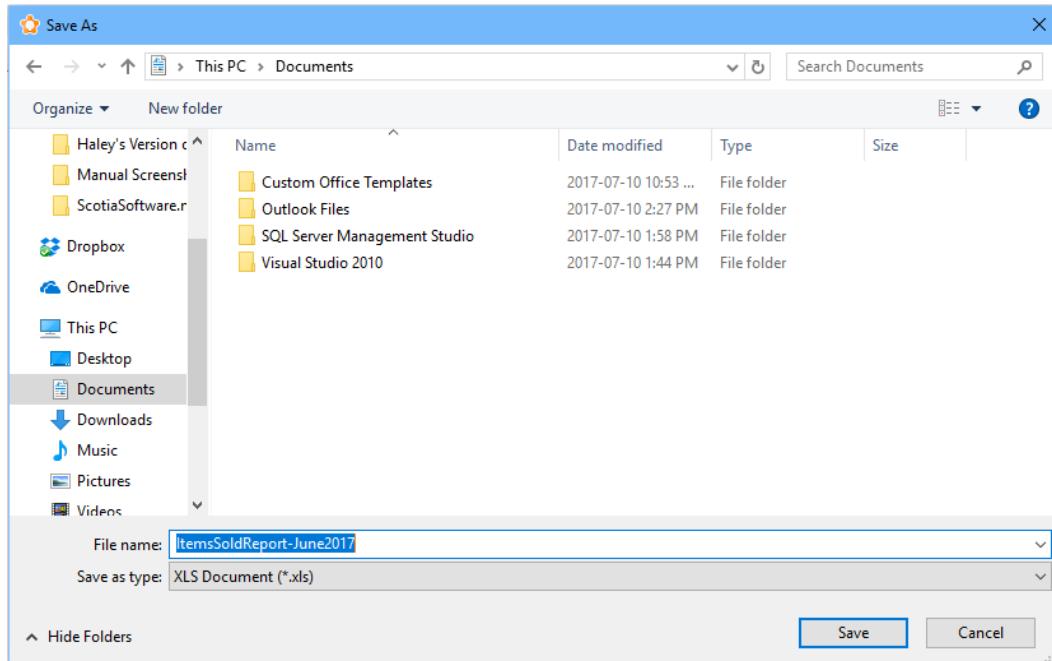


Configure how you would like the document to be saved.

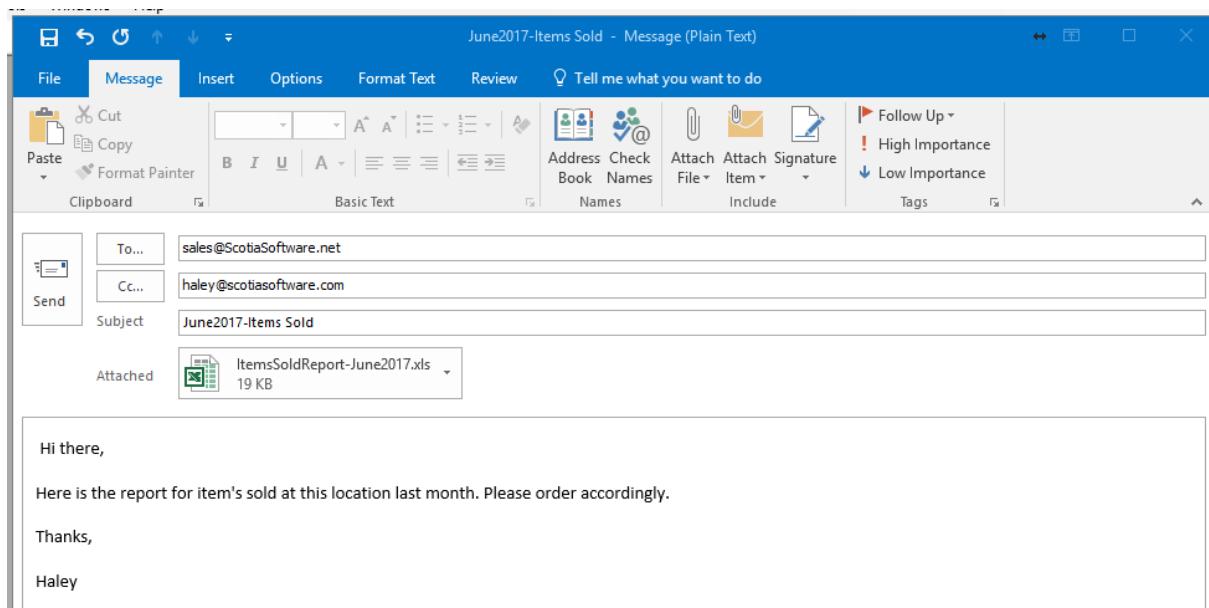


SCOTIA SOFTWARE USER'S MANUAL

Save the document to the folder you would like the report to be exported to and type the name of your document in the File Name field. The Save As window automatically selects the Save as Type of document you choose based on how you said you wanted it exported in SEM Print Preview.



If you would like to send the document as an email, select Email As. Under Email As, select the type of document you would like to send the report as. Follow the same steps as you would to Export the document. Once you save the document, a new email with the document attached will appear. Simply fill in the email address with any note you would like to attach and hit "Send."

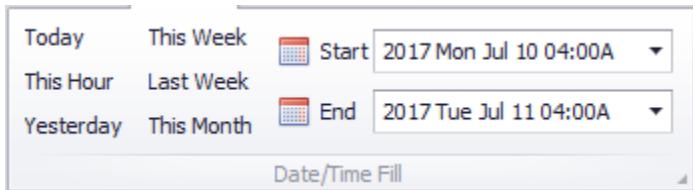


Customizing Reports

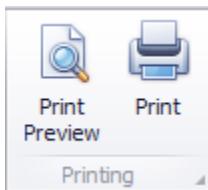
Reports can be grouped and sorted almost any way you wish if you know how to use the advanced tools. Every report window looks almost identical with many of the same functions. If you can figure out how to customize one report, you can customize any report!

Our reports are normally set up to the most basic standards that everyone can read and understand. They can be changed though.

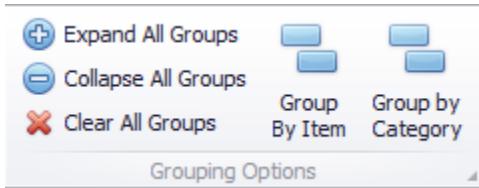
- Specifying a Time Period – Use the buttons to specify a recent day or a recent month. Use the start and end calendars to specify a certain number minutes, hours, days, weeks, months, or years.



- Print Preview – Use these buttons to print OR export your reports. See details in the Exporting Data from Reports section for more info.



- Grouping Options – Use the expand and collapse buttons to see more or less information for each group. Use the “Group by ...” buttons to group by a popular filter.



- Adding a new column – Hover on the line between two columns until you see a double headed arrow. Right click and select “Column Chooser.” Search through the various columns you can add and when you have found the column you are looking for, simply drag and drop into the spot where you would like that column to be.

SCOTIA SOFTWARE USER'S MANUAL

The screenshot shows a report interface with a grid of data and a customization panel on the right. The grid has columns for Item Category Code, Item Description, Tx Date, Added By User ID, Qty, Price, and Per. A filter button is visible above the grid. The customization panel lists fields: Added By User ID, Billed On Cust Tx ID, Company ID, Contact Name, Contact Tel, Cost Per, and Cust ID.

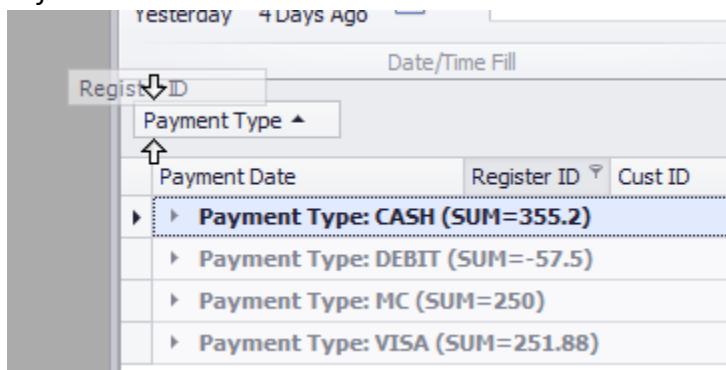
- Using the Filter – This little filter button can be seen when hovering over a column title. Use the small filter to select one or a few of the options to sort by. For example, in the Reconcile POS Payments report, if you only want to see credit card payments, only click on MC and Visa. If you need to see how many pairs of shoes you sold last month, select shoes under item category in the Items Sold Report.

The screenshot shows a report interface with a filter dialog for Payment Type. The dialog shows a list of payment types: (All), CASH, DEBIT, MC, and VISA. The 'CASH' option is selected.

The screenshot shows a detailed filter dialog for Payment Type. The dialog lists payment dates and payment types. The payment types are grouped under 'Payment Type'. The 'CASH' option is selected in the filter list.

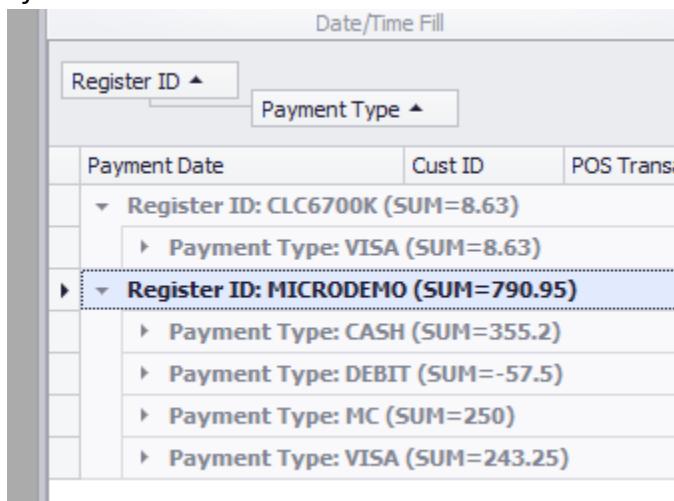
- Other sorting tools – Drag and drop any column out to remove it from the report. Drag and drop any column to the master sorting area (see below).

Before



Date/Time Fill		
Register ID	Payment Type	
	Payment Date	Register ID
		Cust ID
	▶ Payment Type: CASH (SUM=355.2)	
	▶ Payment Type: DEBIT (SUM=-57.5)	
	▶ Payment Type: MC (SUM=250)	
	▶ Payment Type: VISA (SUM=251.88)	

After



Date/Time Fill		
Register ID	Payment Type	
	Payment Date	Cust ID
		POS Trans:
▼ Register ID: CLC6700K (SUM=8.63)		
▶ Payment Type: VISA (SUM=8.63)		
▶ Register ID: MICRODEMO (SUM=790.95)		
▶ Payment Type: CASH (SUM=355.2)		
▶ Payment Type: DEBIT (SUM=-57.5)		
▶ Payment Type: MC (SUM=250)		
▶ Payment Type: VISA (SUM=243.25)		

Custom Dashboard Creation [COMING SOON]

Activity Report

The Activity Report is an important report for management that uses the Time Management function. This report shows the times and dates when staff punch in, punch out, and record activities. This report, along with every other report you see in SEM, can be exported to many other formats and to email. See Exporting Data from Reports above to learn how to do this.

To access the Activity Report, click on “Activity Report” under Reports in the menu.

SCOTIA SOFTWARE USER'S MANUAL

Activity Report (Form ACTR)

Report		Print Preview		Grouping Options		Filters																			
Today	This Week	Start	2017 Mon Jul 10 04:00A	Print Preview	Print	Expand All Groups	Group By User																		
This Hour	Last Week	End	2017 Tue Jul 11 04:00A	Collapse All Groups	Clear All Groups	Clear Filters	Edit Filters																		
Yesterday	This Month	Fill by Date		Grouping Options	Group By User	Filter Time Clock																			
<table border="1"> <thead> <tr> <th>User Name</th> <th>Date Added</th> <th>Type</th> <th>Sub Type</th> <th>Description</th> <th>Pc Name</th> <th>Record ID</th> <th>Record Desc</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td colspan="9"> <ul style="list-style-type: none"> ▶ User Name: ▶ User Name: ScotiaDave ▶ User Name: ScotiaHaley ▶ User Name: ScotiaJoe </td> </tr> </tbody> </table>								User Name	Date Added	Type	Sub Type	Description	Pc Name	Record ID	Record Desc	Notes	<ul style="list-style-type: none"> ▶ User Name: ▶ User Name: ScotiaDave ▶ User Name: ScotiaHaley ▶ User Name: ScotiaJoe 								
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Nothing | ToolStripStatusLabel1

Here, you will see all your employee's UserIDs. Click on "Filter Time Clock" and then "Expand All Groups." This is where you will see every user's punch in, punch out, log in, log out, and activity.

Activity Report (Form ACTR)

Report		Print Preview		Grouping Options		Filters																												
Today	This Week	Start	2017 Mon Jul 10 04:00A	Print Preview	Print	Expand All Groups	Group By User																											
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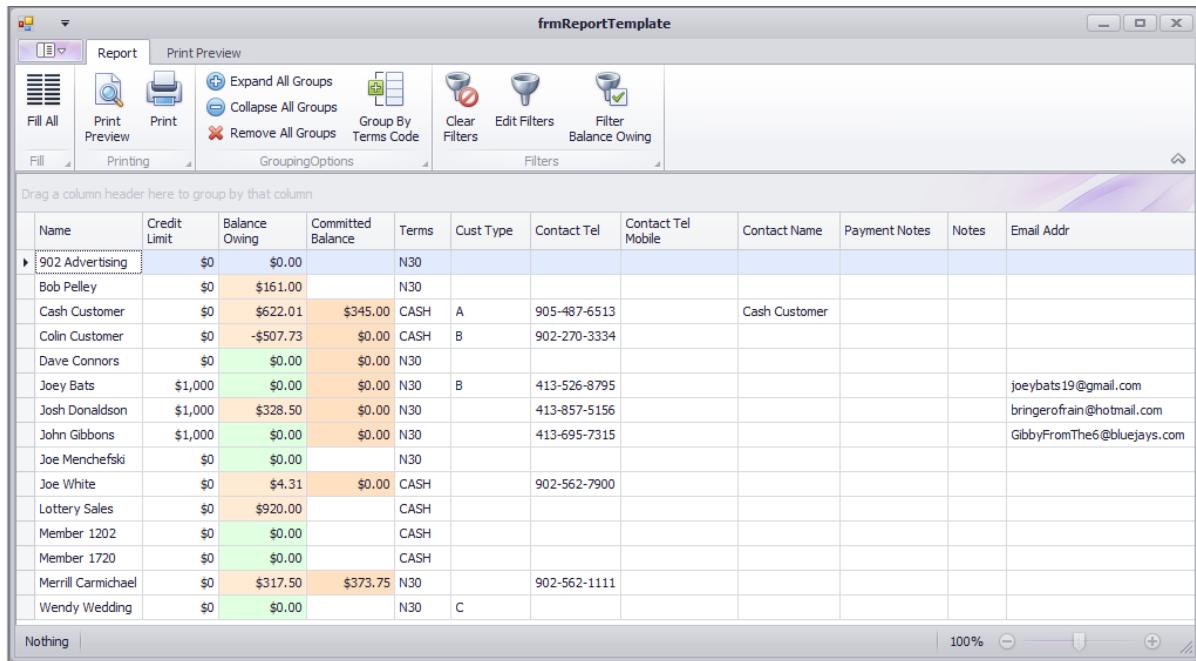
Nothing | ToolStripStatusLabel1

Follow the instructions in the Exporting Data from Reports section to export this report.

SCOTIA SOFTWARE USER'S MANUAL

Customer Report

The Customer Report is used to track all of your business's customers and see which customers are owing money. Click on "Customer Report" under Reports in the menu.



The screenshot shows a software window titled "frmReportTemplate". The menu bar includes "Report" and "Print Preview". The toolbar contains icons for "Fill All", "Print Preview", "Print", "Expand All Groups", "Collapse All Groups", "Remove All Groups", "Group By Terms Code", "Clear Filters", "Edit Filters", and "Filter Balance Owing". The main area is a grid table with the following columns: Name, Credit Limit, Balance Owing, Committed Balance, Terms, Cust Type, Contact Tel, Contact Tel Mobile, Contact Name, Payment Notes, Notes, and Email Addr. The table lists various customers with their details. Red cells indicate customers owing money, and green cells indicate customers with committed items. Some email addresses are visible in the Notes column.

Name	Credit Limit	Balance Owing	Committed Balance	Terms	Cust Type	Contact Tel	Contact Tel Mobile	Contact Name	Payment Notes	Notes	Email Addr
902 Advertising	\$0	\$0.00	N30								
Bob Pelley	\$0	\$161.00	N30								
Cash Customer	\$0	\$622.01	\$345.00	CASH	A	905-487-6513		Cash Customer			
Colin Customer	\$0	-\$507.73	\$0.00	CASH	B	902-270-3334					
Dave Connors	\$0	\$0.00	\$0.00	N30							
Joey Bats	\$1,000	\$0.00	\$0.00	N30	B	413-526-8795					joeybats19@gmail.com
Josh Donaldson	\$1,000	\$328.50	\$0.00	N30		413-857-5156					bringerofrain@hotmail.com
John Gibbons	\$1,000	\$0.00	\$0.00	N30		413-695-7315					GibbyFromThe6@bluejays.com
Joe Menchefske	\$0	\$0.00	N30								
Joe White	\$0	\$4.31	\$0.00	CASH		902-562-7900					
Lottery Sales	\$0	\$920.00		CASH							
Member 1202	\$0	\$0.00		CASH							
Member 1720	\$0	\$0.00		CASH							
Merrill Carmichael	\$0	\$317.50	\$373.75	N30		902-562-1111					
Wendy Wedding	\$0	\$0.00	N30	C							

Customers with red spots next to their name are either owing cash or have items committed to them.

Customers with green spots next to their name have no balance owing on their account.

You can also sort customers by grouping them by their Terms Code, which is assigned in the Customer Detail form.

SCOTIA SOFTWARE USER'S MANUAL

Follow the instructions in the Exporting Data from Reports section to export this report.

Items Sold Report

The Items Sold Report is NOT a report of Sales or Revenue. It is a report that shows how many items of each were sold or returned in a specified period of time.

Click on “Items Sold Report” under Reports in the menu. You can use the buttons in the toolbar at the top of the report to customize how you would like to see the report.

SCOTIA SOFTWARE USER'S MANUAL

POS Transactions List

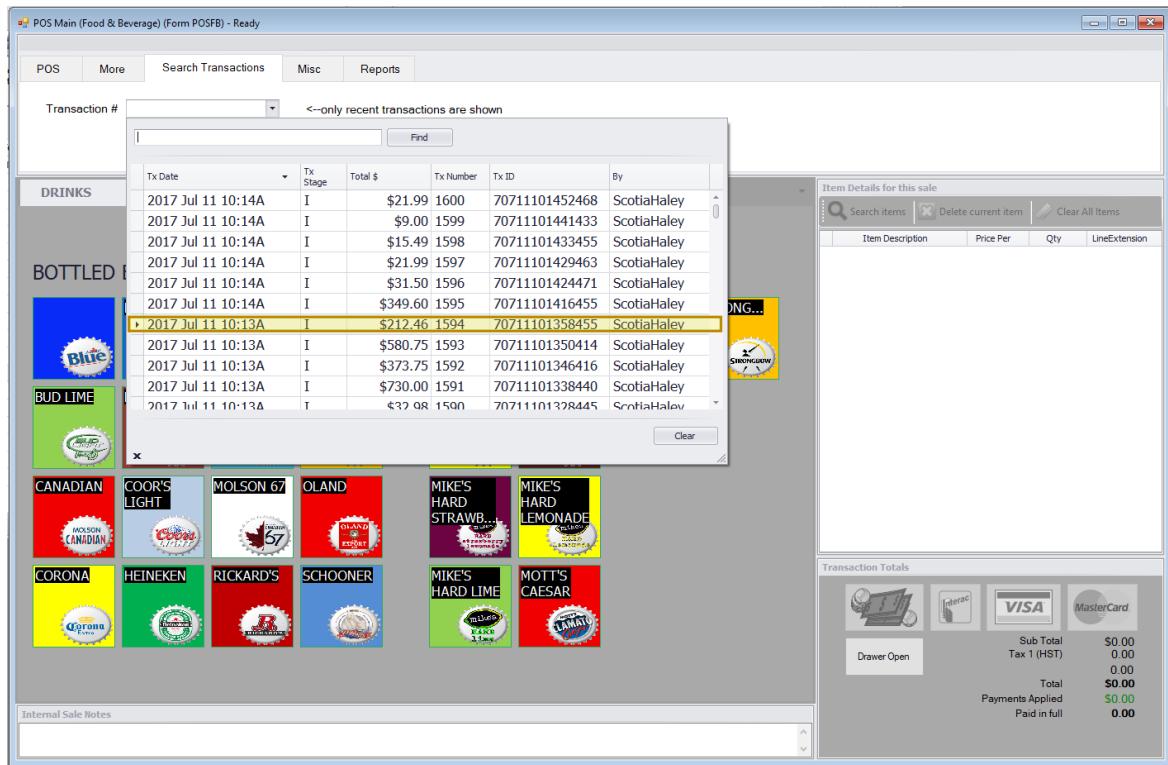
The POS Transaction List is a report used to determine where errors may have occurred if there is a discrepancy between actual cash and cash recorded in the POS. Here you can see what a transaction's balance was and how much was paid toward that balance. Click on "POS Transactions List" under Reports in the menu.

Cust ID	Tx Date	Doc #	SubTotal	Tax1	Total	Payments Total	Sls Rep ID	Terms Code	Notes	Special Instructions	Register ID
Tx Stage: Invoice (Transaction Count:18), (Sales Total=2,209.52), (Tax1: Total=331.43), (Tax2: Total=0.00), (Total: Total=2,540.95)											
CASH	2017 Tue Jul 11 10:15:00	1583	15.65	2.35	18.00	18.00	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1584	47.80	7.17	54.97	54.97	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1585	29.13	4.37	33.50	33.50	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1586	4.78	0.72	5.50	5.50	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1587	19.12	2.87	21.99	21.99	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1588	9.56	1.43	10.99	10.99	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1589	14.34	2.15	16.49	16.49	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1590	28.68	4.30	32.98	32.98	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1591	634.78	95.22	730.00	730.00	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1592	325.00	48.75	373.75	373.75	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1593	505.00	75.75	580.75	580.75	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1594	184.75	27.71	212.46	0.00	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1595	304.00	45.60	349.60	349.60	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1596	27.39	4.11	31.50	31.50	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1597	19.12	2.87	21.99	21.99	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1598	13.47	2.02	15.49	15.49	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1599	7.83	1.17	9.00	0.00	ScotiaHaley	CASH			Register3
CASH	2017 Tue Jul 11 10:15:00	1600	19.12	2.87	21.99	15.00	ScotiaHaley	CASH			Register3

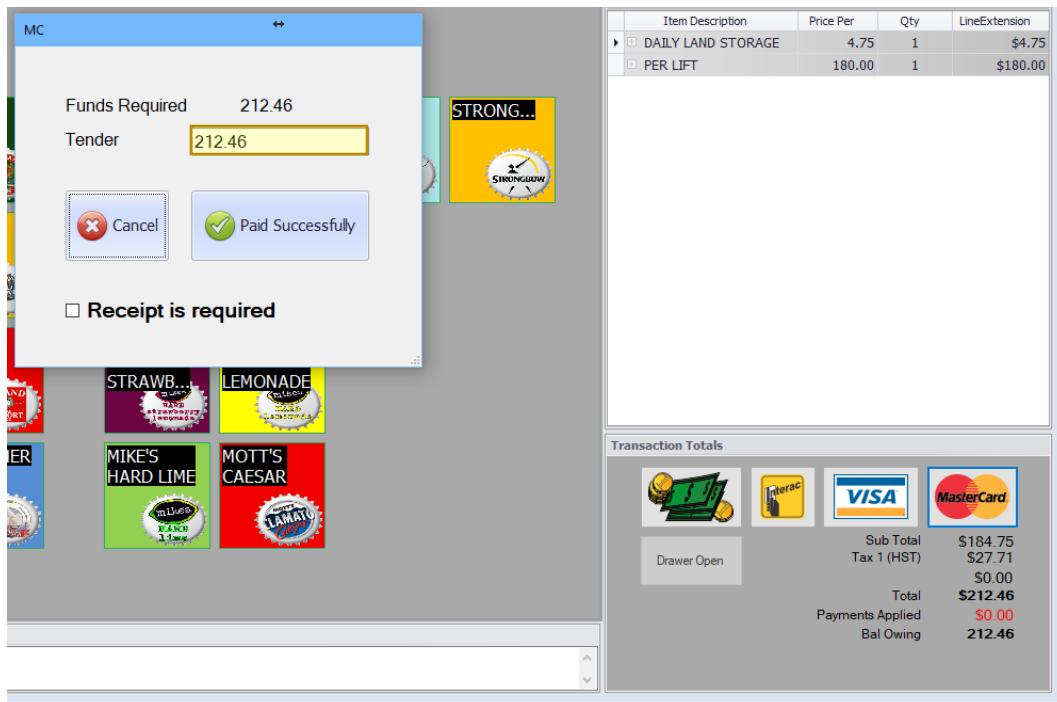
Enter the dates and times you would like the report to cover. Transactions that have no payments applied or payments applied that are less than the transaction balance will be highlighted red. We will walk through the example of the Doc #1594 (highlighted yellow) and how to fix that transaction.

If you normally use POS F&B, open POS F&B and go to the Search Transactions Tab. Use the drop-down menu to search the transaction that you need to adjust.

SCOTIA SOFTWARE USER'S MANUAL



Click on the transaction and proceed with a payment to balance the transaction.



If you are using POS Main, open POS Main and use the Search Recent drop-down to search the transaction.

SCOTIA SOFTWARE USER'S MANUAL

POS Main (Form POS) - Ready

SearchCust: Search Recent: <--(This drop down is filtered to top 3000 records) Search TX# Search Tx ID:

pkid	Contact Name	Tx Date	Tx Number	Tire Tech ID	Model Year	Make And Model ID	Plate Number	Sls Rep	Tx Stage	Contact Tel
70711101452468		2017-07-11	1600						I	
70711101441433		2017-07-11	1599						I	
70711101433455		2017-07-11	1598						I	
70711101429463		2017-07-11	1597						I	
70711101424471		2017-07-11	1596						I	
70711101416455		2017-07-11	1595						I	
70711101358455		2017-07-11	1594						I	
70711101350414		2017-07-11	1593						I	
70711101346416		2017-07-11	1592						I	
70711101338440		2017-07-11	1591						I	
70711101328445		2017-07-11	1590						I	
70711101323433		2017-07-11	1589						I	
70711101317406		2017-07-11	1588						I	

Once you have found the correct transaction, select it and click on Payments at the top of the window. Click on the green plus sign in the payments window and finish the payment to balance the transaction. Click on the blue save once you have put in all the information.

POS Payment Detail (Form PPD) - Add new POS Payment

Search POS Payment ID:

Payment Date Time:	2017 Tue Jul 11 10:34A	Date Added:	2017 Tue Jul 11 10:34A								
Customer:	Cash Customer	Added By User ID:	ScotiaHaley								
POSPay Type ID:	American Express Cash Debit Card Mastercard Visa	Last Updated Date:	2017 Tue Jul 11 10:22A								
Amount Paid:	212.46	Last Updated By User ID:									
Account Balance Information:		POS Payment ID:	70711103428574								
Invoiced Balance: \$1,165.25 Committed Balance: 95.69 Total Balance: 1,260.94 This Payment: 212.46 New Balance: 1,048.48		POS Transaction ID:	70711101358455								
Customer Transaction History - Excludes non invoiced transactions (Orders and Layaways)											
Type	Amt.	Net Bal Change	Running Bal.	Tx Date	Doc#	Apply to Doc#	Tx Terms Code ID	Tx Due Date	Plate #	Closed	Notes
Invoice	\$21.99	\$21.99		2017-07-11	1597	1597	CASH	2017-07-11			
Payment	\$21.99	-\$21.99		2017-07-11	1597	1597	CASH	2017-07-11			AutoGen from POSFB Pay...
Invoice	\$15.49	\$15.49		2017-07-11	1598	1598	CASH	2017-07-11			
Payment	\$15.49	-\$15.49		2017-07-11	1598	1598	CASH	2017-07-11			AutoGen from POSFB Pay...
Invoice	\$9.00	\$9.00		2017-07-11	1599	1599	CASH	2017-07-11			
Invoice	\$21.99	\$21.99		2017-07-11	1600	1600	CASH	2017-07-11			
Payment	\$15.00	-\$15.00		2017-07-11	1600	1600	CASH	2017-07-11			AutoGen from POSFB Pay...
Payment	\$212.46	-\$212.46		2017-07-11	1594	1594	CASH	2017-07-11			AutoGen from POSFB Pay...
* [EditValue i...]											
Add new POS Payment											

Once you have made your payments in whichever POS interface you are using, go back to the POS Transactions List and see that the payments applied to that transaction fix the cash discrepancy.

SCOTIA SOFTWARE USER'S MANUAL

POS Transaction List (Form PTL)									
Report		Print Preview							
Start	2017 Mon Jul 10 10:15A	Print Preview	Print	Clear Filters	Filtering	Grouping			
End		Date/Time Fill	Printing Options	Filtering	Grouping				
Tx Stage									
Cust ID	Tx Date	Doc #	SubTotal	Tax1	Total	Payments Total	Sls Rep ID	Terms Code	Notes
Tx Stage: Invoice (Transaction Count:18), (Sales Total=2,209.52), (Tax1: Total=331.43), (Tax2: Total=0.00), (Total: Total=2,540.95)									
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CASH	2017 Tue Jul 11 10:15A...	1599	7.83	1.17	9.00	0.00	ScotiaHaley	CASH	
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