



Scotia Enterprise Manager (SEM) User's Manual

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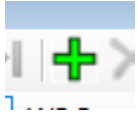
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General Tips

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

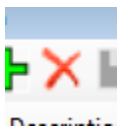
After you click the green plus sign, you will see red and yellow exclamations pop up beside some fields.

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.



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

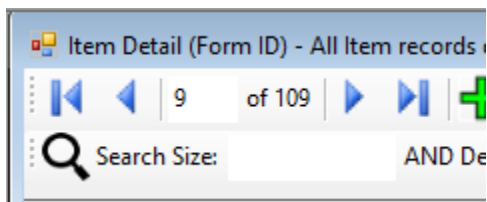
There are search tools at the top of every window. To help narrow down the results of the record you are looking for, start filling in the appropriate search bars at the top of the window.

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.

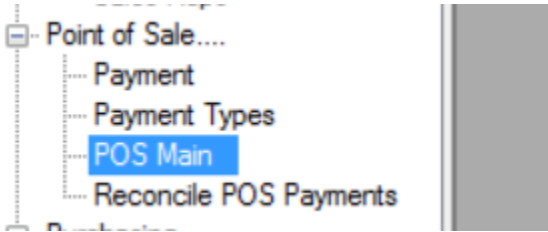


Point of Sale

POS Retail

Create a Quote

Double click on POS Main



The POS Retail main window appears:

A screenshot of the 'POS Main (Form POS) - Ready' window. The window has a title bar with standard Windows controls. Below the title bar is a menu bar with options: 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. A toolbar contains icons for 'New', 'Open', 'Save', 'Print', 'Payment (F12)', 'Receipt', 'Laser print', and 'Full Screen'. Below the toolbar is a search bar with 'Search Cust:' and 'Search Transaction ID:'. The main area is divided into two sections. The top section is labeled 'POS More info' and contains fields for 'Tx Date' (2017 Mon May 15 04:23P), 'Tx Stage' (Credit Memo), 'Tx Number', 'Sta Rep', 'Location', 'Select Cust', 'Contact Name', 'Contact Tel', and 'Terms Code'. There are also buttons for 'Add New Cust...', 'Edit Cust...', 'Save Cust Changes', and 'Drawer Open'. The bottom section is labeled 'Items for this order' and contains a table with columns: 'Item Description', 'Qty Ordered', 'Qty Filled', 'Qty BO', 'Price Per', 'Unit', 'Margin %', 'Disc%', 'LineExtension', and 'Notes'. To the right of the table is a checkbox for 'Tax 1 (HST) Exempt'. At the bottom of the window, there is a 'Special Note (Appears on receipt)' field and a 'Total' field showing '\$0.00'. The status bar at the bottom left says 'Ready'.

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

POS Main (Form POS) - Ready

0 of 0

SearchCust: Search Transaction ID: Please select.

POS More info

Tx Date: 2017 Mon May 15 04:23P

Tx Stage: Credit Memo

Tx Number:

Sls Rep:

Location:

Select Cust:

Contact Name:

Contact Tel:

Terms Code:

Add New Cust ...

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.

POS Main (Form POS) - Add new POS Tx

2 of 2

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

POS More info

Tx Date: 2017 Tue May 16 08:57A

Tx Stage: Quote

Tx Number: 1126

Sls Rep: Joe Menchefski

Location: Default Location

Select Cust: Please select...

Contact Name:

Contact Tel:

Terms Code: Please select...

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

Payment (F12) Receipt Laser print Full Screen

MasterCard

Interac

VISA

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 |
|----------------------|-------------|------------|--------|-----------|------|----------|-------|---------------|-------|
| Items for this order | | | | | | | | | |

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

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 | Select Cust: Calvin Customer

Tx Stage: Quote | Contact Name: | Contact Tel: | Terms Code: Net 30 Days

Sls Rep: Joe Menchefski | Add New Cust ... | Edit Cust ... | Save Cust

Location: Default Location

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

| 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 simply 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

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 | Select Cust: Calvin Customer

Tx Stage: Quote | Contact Name: | Contact Tel: | Terms Code: Net 30 Days

Sls Rep: Joe Menchefski | Add New Cust ... | Edit Cust ... | Save Cust

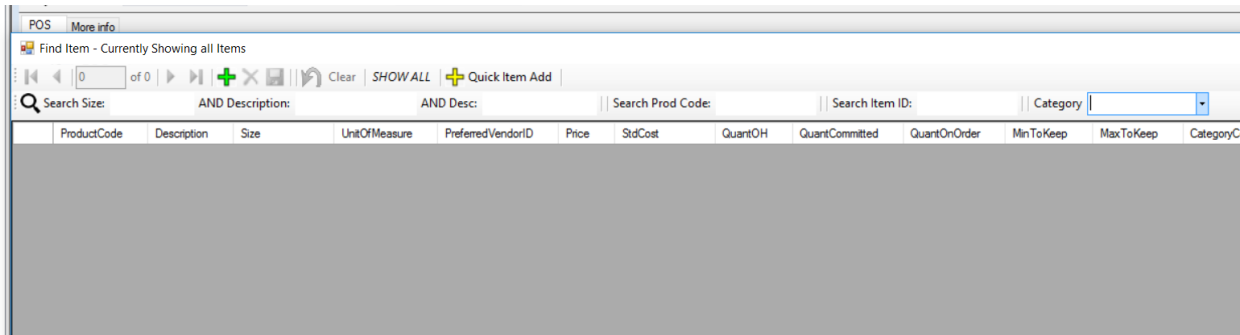
Location: Default Location

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

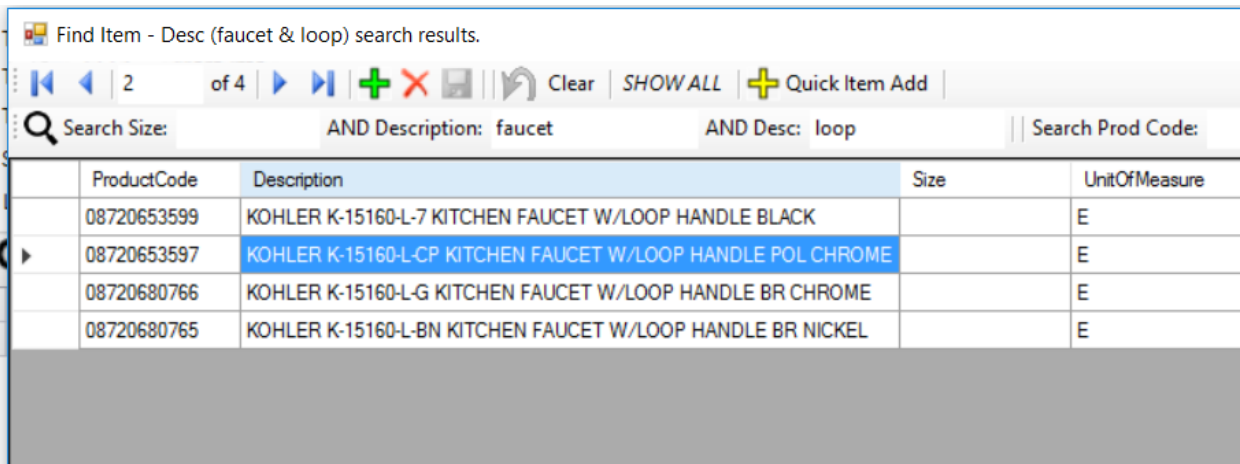
| Item Description | Qty Ordered | Qty Filled | Qty BO | Price Per |
|----------------------|-------------|------------|--------|-----------|
| Items for this order | | | | |

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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.



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).

SCOTIA SOFTWARE USER'S MANUAL

POS Main (Form POS) - Add new POS Tx

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

SearchCust: [] Search Transaction ID: [] <--(This drop down is filtered to top 1000 records)

POS More info

Tx Date: 2017 Mon May 15 04:47P
Tx Stage: Quote
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

MasterCard
VISA
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 SPRUNG TOGGLE PER 100 3/16 X 2" | 1 | 1 | 0 | \$57.13 | C | 41.4 % | 0 | \$57.13 | |

Special Note (Appears on receipt) []

(Internal) Notes: []

Finalized Sub Total **\$107.13**
Tax 1 (HST) \$16.07
No sale Total \$123.20

Add new POS Tx

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

POS Main (Form POS) - Add new POS Tx

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

SearchCust: [] Search Transaction ID: [] <--(This drop down is filtered to top 1000 records)

POS More info

Tx Date: 2017 Mon May 15 04:47P
Tx Stage: Quote
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

MasterCard
VISA
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 SPRUNG TOGGLE PER 100 3/16 X 2" | 1 | 1 | 0 | \$57.13 | C | 41.4 % | 0 | \$57.13 | |

Special Note (Appears on receipt) []

(Internal) Notes: []

Finalized Sub Total **\$107.13**
Tax 1 (HST) \$16.07
No sale Total \$123.20

Add new POS Tx

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

Clear SHOW ALL Payment (F12) Receipt Laser print

SearchCust: Search Transaction ID: Please select... <--(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 Menchefski

Location: Default Location

Select Cust: Please select...

Contact Name:

Contact Tel:

Terms Code: Please select...

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 | 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

Clear SHOW ALL Payment (F12) Receipt Laser print

SearchCust: Search Transaction ID: Please select... <--(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 Menchefski

Location: Default Location

Select Cust: Please select...

Contact Name:

Contact Tel:

Terms Code: Please select...

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 | Unit |
|------------------|-------------|------------|--------|-----------|------|
|------------------|-------------|------------|--------|-----------|------|

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

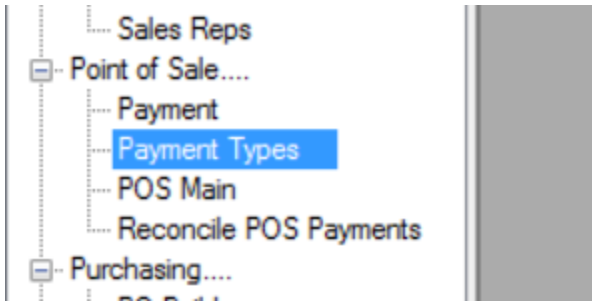
To create an Invoice, follow all of the same steps as creating a quote or an order, except change the Tx Stage to Invoice.

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.

A screenshot of the 'POS Pay Type Detail (Form PPT) - Ready' window. The window has a title bar with standard Windows controls. Below the title bar is a toolbar with icons for back, forward, search, and a yellow square containing a '+' sign. Below the toolbar are two search fields: 'SearchDescription:' and 'Search Pay Type ID:'. The main area contains several input fields: 'Pay Type ID:', 'Description:', 'Nickel Rounding:' (with a checkbox), 'GLAccount:' (with a dropdown menu showing 'Undeposited Funds - Cash'), 'Date Added:' (with a date picker showing '2017 Wed May 17 09:18A'), 'Added By User ID:', 'Last Updated Date:' (with a date picker showing '2017 Wed May 17 09:18A'), and 'Last Updated By User ID:'. At the bottom is a large text area labeled 'Notes:'. The status bar at the bottom left says 'Ready'.

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.

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

1 of 1

SearchDescription: 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

SearchDescription: Search Pay Type ID:

Pay Type ID: VISA

Description: Visa

Nickel Rounding: ☐

GLAccount: Undeposited Funds - Visa

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

65 of 67 | Clear | SHOWALL | 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 Mon May 15 04:47P | Select Cust: Calvin Customer | Contact Name: | Contact Tel: | Terms Code: Net 30 Days | Add New Cust ... | Edit Cust ... | Save Cust

Sls Rep: Joe Menchefski | Location: Default Location

Search existing items (Ctrl-Space) Delete current item

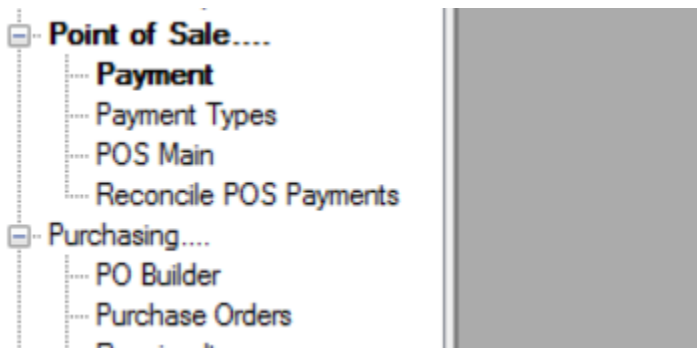
| Item Description | Qty Ordered | Qty Filled | Qty BO | Price Per | Unit | Margin % | Disc% | LineExtension | Notes |
|--|-------------|------------|--------|-----------|------|----------|-------|---------------|-------|
| KOHLER K-7825-K-CP KITCHEN FAUCET/8.5" SWING SPOUT POL CHROM | 1 | 1 | 0 | \$50.00 | 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 | |

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)** | 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 Mon May 15 04:47P | Select Cust: Calvin Customer

Tx Stage: Invoice | Contact Name: |

Tx Number: 1125 | Contact Tel: |

Sls Rep: Joe Menchefski | Terms Code: Net 30 Days

Location: Default Location | Add New Cust ... | Edit Cust ... | Save Cust

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) | New POS Payment

1 of 1 | Clear | SHOW ALL | 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: | Added By User ID: Scotiajoe

POSPay Type ID: American Express | Last Updated Date: 2017 Wed May 17 12:18P

Cash | Check | Debit Card | Gift Card | Mastercard | Visa | Last Updated By User ID: |

Amount Paid: | POS Payment ID: 70517121809536

Account Balance Information:

| | |
|--------------------|--------|
| Invoiced Balance: | \$0.00 |
| Committed Balance: | 0.00 |
| Total Balance: | 0.00 |
| This Payment | 0.00 |
| New Balance | 0.00 |

POS Transaction ID: | Cust Transaction ID: |

Notes:

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

Search POS Payment ID:

Payment Date Time: 2017 Wed May 17 12:18P

Customer: Joe Customer

POSPay Type ID: American Express, Cash, Check, **Debit Card**, Gift Card, Mastercard

Amount Paid: 1000

Account Balance Information:

| | |
|--------------------|-----------------|
| Invoiced Balance: | \$2,424.99 |
| Committed Balance: | 0.00 |
| Total Balance: | 2,424.99 |
| 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 | | | |
| * [EditValu... | | | | | | | | | | | |

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

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

2 of 2 | Clear | SHOW ALL | Save and Print Payment Receipt | GLTx

Search POS Payment ID:

Payment Date Time: 2017 Wed May 17 02:54P

Customer: Joe Customer

POSPay Type ID: American Express, Cash, Check, Debit Card, Gift Card, Mastercard, Visa

Amount Paid: 424.99

Account Balance Information:

| | |
|--------------------|------------|
| Invoiced Balance: | \$1,424.99 |
| Committed Balance: | 0.00 |
| Total Balance: | 1,424.99 |
| This Payment | 424.99 |
| New Balance | 1,000.00 |

Date Added: 2017 Wed May 17 02:54P

Added By User ID: Scotiajoe

Last Updated Date: 2017 Wed May 17 02:54P

Last Updated By User ID:

POS Payment ID: 70517145456507

POS Transaction ID:

Cust Transaction ID:

Notes:

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"/> | |
| * [EditValu... | | | | | | | | | | <input 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.

POS Main (Form POS) - Add new POS Tx

3 of 3 | Clear | SHOW ALL | Payment (F12) | Receipt | Laser

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

POS More info

Tx Date: 2017 Tue May 16 03:08P

Tx Stage: Refund

Tx Number: 1129

Sls Rep: Joe Menchefski

Location: Default Location

Select Cust: Please select... !

Contact Name: !

Contact Tel: !

Terms Code: Please select... !

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.

SCOTIA SOFTWARE USER'S MANUAL

POS Main (Form POS) - Saved

67 of 67 | Clear | SHOW ALL | Payment (F12) | Receipt | Laser print | Full Screen

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

POS More info

Tx Date: 2017 Tue May 16 03:20P | Select Cust: Calvin Customer | Tx Stage: Refund | Contact Name: | Contact Tel: | Terms Code: Net 30 Days | Add New Cust | Edit Cust ... | Save Cust | MasterCard | VISA | 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 | |

Special Note (Appears on receipt): | (Internal) Notes:

Finalized Sub Total: \$50.00
Tax 1 (HST): \$7.50
Total: \$57.50

Saved

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

POS Main (Form POS) - Add new POS Tx

1 of 1 | Clear | SHOWALL | 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 Fri Jun 02 11:57A
Tx Stage: Invoice
Tx Number: 1307
Sls Rep: Halley Swayne

Select Cust: Please select...
Contact Name:
Contact Tel:
Terms Code: Please select...
Add New Cust... Edit Cust... Save Cust Changes

MasterCard
Interac
VISA
Drawer Open

| Item Description | Qty Ordered | Qty Filled | Qty BO | Price Per | Margin % | Disc% | Discounted Price | Line Extension | Notes |
|------------------|-------------|------------|--------|-----------|----------|-------|------------------|----------------|-------|
|------------------|-------------|------------|--------|-----------|----------|-------|------------------|----------------|-------|

Special Note (Appears on receipt):
(Internal) Notes:

Finalized Sub Total \$0.00
Tax 1 (HST) \$0.00
Total \$0.00

Add new POS Tx

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

POS Main (Form POS) - Add new POS Tx

1 of 1 | Clear | SHOWALL | 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 Fri Jun 02 11:57A
Tx Stage: Invoice
Tx Number: 1307
Sls Rep: Halley Swayne

Select Cust: Please select...
Contact Name:
Contact Tel:
Terms Code:
Add New Cust...

Find

| Name | Addr 1 | Contact Name | City | Contact Tel | Contact Tel Mobile |
|---------------|---------------|--------------|--------|--------------|--------------------|
| Cash Customer | | | | | |
| Lilly Layaway | 123 Kings Rd. | | Sydney | 902-568-4578 | |
| Test Customer | | | | | |

Clear

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.

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.

| Account Balance Information: | | Tendered | 200.00 |
|------------------------------|------------|----------|--------|
| Invoiced Balance: | (\$690.00) | Change | 0.00 |
| Committed Balance: | 1,104.00 | | |
| Total Balance: | 414.00 | | |
| This Payment | 200.00 | | |
| New Balance | 214.00 | | |

Customer Transaction History - Excludes non invoiced to

Drag a column header here to group by that column

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

customer's transactions to find the layaway transaction.

POS Main (Form POS) - Saved

1 of 1 | 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
Tx Stage: Use
Tx Number: 1307
Sls Rep: Haley

| Name | Addr1 | Addr2 | City | Postal Code | Contact Tel | Contact Tel Mobile | Contact Name | Email Addr |
|---------------|---------------|-------|--------|-------------|--------------|--------------------|--------------|------------|
| Cash Customer | | | | | | | | |
| Lilly Layaway | 123 Kings Rd. | | Sydney | B7D2H7 | 902-568-4578 | | | |
| Test Customer | | | | | | | | |

Search existi

| Item Description |
|------------------|
| NON MEMBER |

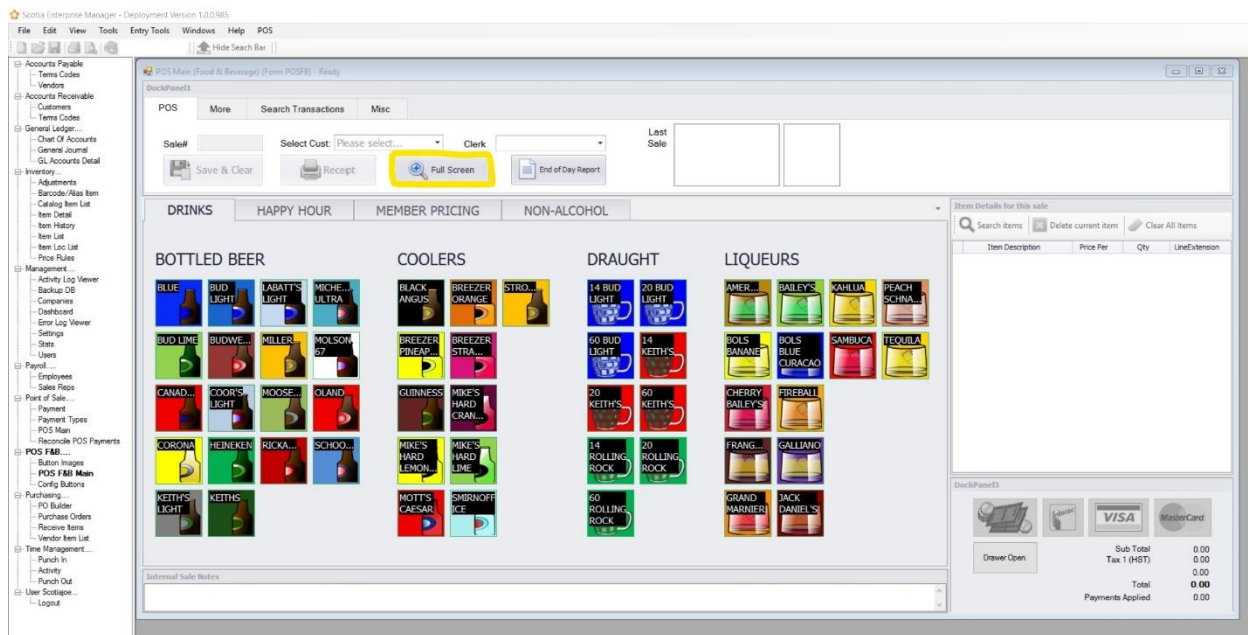
Go directly to the Payments button at the top of the window to see the remaining balance and make a payment. Once the transaction is paid in full, you may exit out of the payments window, change the Tx Stage to "Invoice," and print receipt for the customer showing a \$0.00 balance. It is critical change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

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

The screenshot shows the top section of the POS interface. At the top, there are tabs for 'POS', 'More', 'Search Transactions', and 'Misc'. Below these, there are input fields for 'Sale# 1280', 'Select Cust: Cash Customer', and 'Clerk: Joe Menchefski'. There are also buttons for 'Save & Clear', 'Receipt', 'Part Screen', and 'End of Day Report'. Below the input fields, there are four category tabs: 'DRINKS', 'HAPPY HOUR', 'MEMBER PRICING', and 'NON-ALCOHOL'. The 'DRINKS' tab is selected, showing a grid of beverage categories: BOTTLED BEER, COOLERS, DRAUGHT, LIQUEURS, and SPIRITS. Each category contains several beverage icons with labels like 'BLUE', 'BUD LIGHT', 'MOOSE...', 'OLAND', etc.

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 Ketih's IPA, and a Mott's Caesar.

The screenshot shows the POS interface with the 'DRINKS' tab selected. The 'Items Details for this sale' panel on the right shows a list of items ordered: 'BEER, 355 ML, BOTTLE, LAB...', 'BEER, 355 ML, BOTTLE, KEIT...', and 'COOLER, 330 ML, MOTT'S C...'. The bottom right corner shows the payment summary: Sub Total \$12.80, Tax 1 (HST) \$1.89, Total \$14.49, and Payments Applied \$0.00. The 'DRINKS' tab is highlighted in yellow, and the 'BOTTLED BEER' category is also highlighted in yellow.

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

SCOTIA SOFTWARE USER'S MANUAL

Item Details for this sale

Search items Delete current item Clear All Items

| Item Description | Price Per | Qty | LineExtension |
|-------------------------------|-----------|-----|---------------|
| BEER, 355 ML. BOTTLE, LAB... | \$3.91 | 1 | \$3.91 |
| BEER, 355 ML. BOTTLE, KEIT... | \$3.91 | 1 | \$3.91 |
| COOLER, 330 ML. MOTT'S C... | \$4.78 | 1 | \$4.78 |

DockPanel3

Drawer Open

Sub Total \$12.60
Tax 1 (HST) \$1.89
Total **\$14.49**
Payments Applied \$0.00

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

(Balance owing:14.49) - Cash Tender

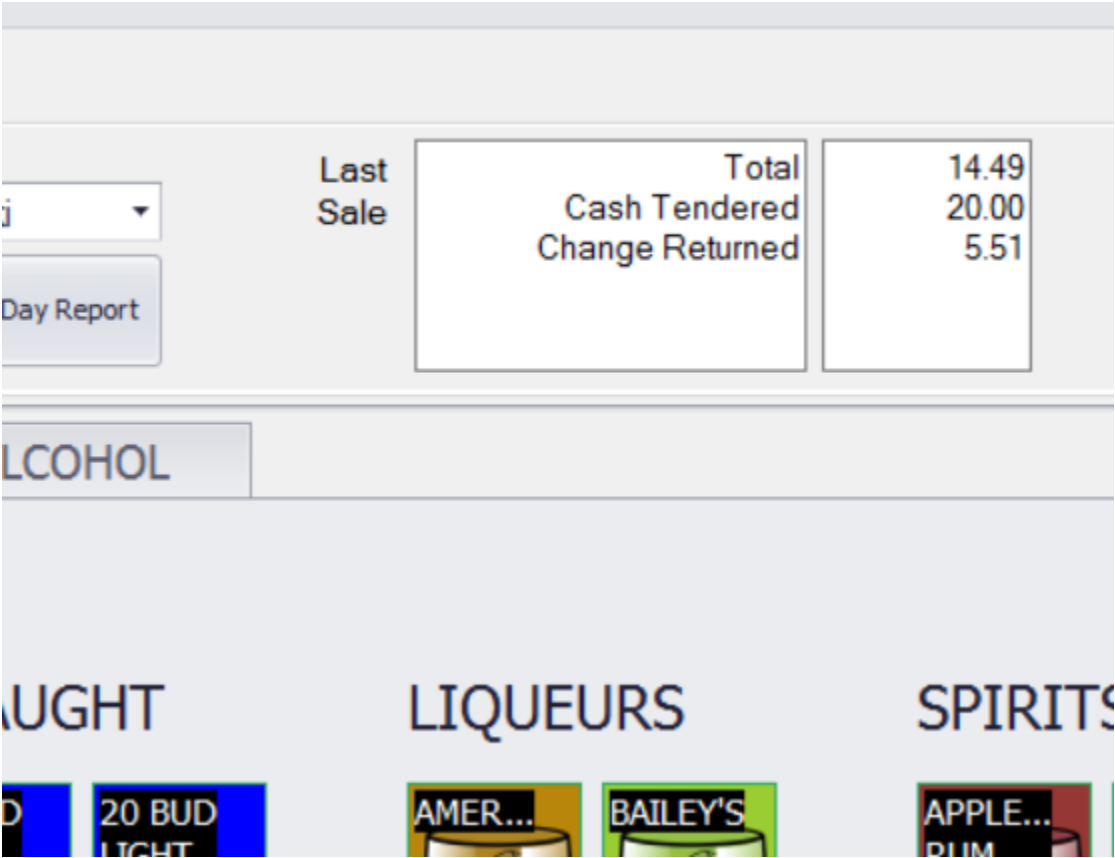
Quick Payments

| | | |
|--------|---------------|-------|
| 2.00 | 3.00 | 4.00 |
| 5.00 | 10.00 | 15.00 |
| 20.00 | 25.00 | 50.00 |
| 100.00 | Balance 14.49 | |

| | | |
|-----|---|---|
| 7 | 8 | 9 |
| 4 | 5 | 6 |
| 1 | 2 | 3 |
| 0 | . | |
| .00 | | |
| | | |

Cancel (No Cash) Clear Tender Cash

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.

(Balance owing:18.99) - Cash Tender

Quick Payments

| | | |
|--------|---------------|-------|
| 2.00 | 3.00 | 4.00 |
| 5.00 | 10.00 | 15.00 |
| 20.00 | 25.00 | 50.00 |
| 100.00 | Balance 18.99 | |

| | | |
|-----|---|---|
| 7 | 8 | 9 |
| 4 | 5 | 6 |
| 1 | 2 | 3 |
| 0 | | . |
| .00 | | |

☐ Receipt is required

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.

| | | |
|-----------|-----------------|-------|
| Last Sale | Total | 18.99 |
| | Cash Tendered | 18.99 |
| | Change Returned | 0.00 |

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

SCOTIA SOFTWARE USER'S MANUAL

POS Main (Food & Beverage) (Form POSFB) - Pkid (70612145139450) search results.

DockPanel1

POS More Search Transactions Misc Reports

Sale# 1370 Select Cust: Cash Customer Clerk Haley Swayne

Last Sale Total 18.99
Cash Tendered 18.99
Change Returned 0.00

Save & Clear Receipt Full Screen

DRINKS HAPPY HOUR MEMBER PRICING NON-ALCOHOL

BOTTLED BEER COOLERS

Item Details for this sale

| Item Description | Price Per | Qty | LineExtension |
|-------------------------------|-----------|-----|---------------|
| BEER, 355 ML. BOTTLE. OLA... | \$3.91 | 1 | \$3.91 |
| BEER, 355 ML. BOTTLE. MILL... | \$3.91 | 1 | \$3.91 |
| BEER, 355 ML. BOTTLE. MIC... | \$3.91 | 1 | \$3.91 |
| COOLER, 330 ML. GUINNESS. | \$4.78 | 1 | \$4.78 |

Internal Sale Notes

Drawer Open

Sub Total \$16.51
Tax 1 (HST) \$2.48
Total \$18.99
Payments Applied \$18.99

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.

POS Main (Food & Beverage) (Form POSFB) - Pkid (70518133903476) search results.

DockPanel1

POS More Search Transactions Misc

Sale# 1284 Select Cust: Cash Customer Clerk Joe Menchefski

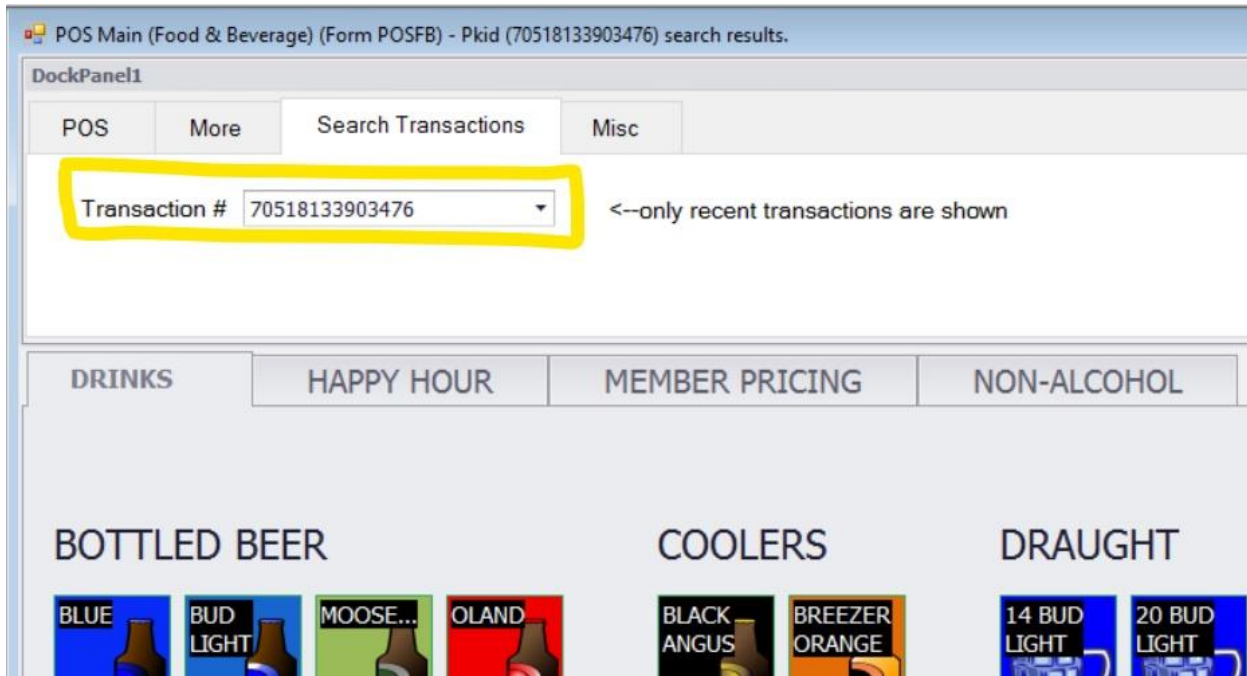
Last Sale Total 14.49
Debit Card 14.49

Save & Clear Receipt Full Screen End of Day Report

DRINKS HAPPY HOUR MEMBER PRICING NON-ALCOHOL

BOTTLED BEER COOLERS DRAUGHT LIQUEURS SPIRITS

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



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.

SCOTIA SOFTWARE USER'S MANUAL

POS Main (Food & Beverage) (Form POSFB) - Add new POS Tx

DockPanel1

POS More Search Transactions Misc Reports

Sale# 1323 Select Cust: Cash Customer Clerk Haley Swayne Last Sale

Save & Clear Receipt Full Screen

DRINKS HAPPY HOUR MEMBER PRICING NON-ALCOHOL

SERVICES

HALL RENTAL

Item Details for this sale

| Item Description | Price Per | Qty | LineExtension |
|----------------------------|-----------|-----|---------------|
| HALL RENTAL PER FUNCTIO... | \$200.00 | 1 | \$200.00 |
| SECURITY FOR WEDDINGS. ... | \$79.00 | 1 | \$79.00 |
| EVENT SOCAN FEE | \$23.65 | 1 | \$23.65 |

Internal Sale Notes

Drawer Open

Sub Total \$302.65
Tax 1 (HST) \$45.40
Total \$348.05
Payments Applied \$0.00

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.

POS Main (Food & Beverage) (Form POSFB) - Add new POS Tx

DockPanel1

POS More Search Transactions Misc Reports

Tx Date: 2017 Jun 05 Payment Terms Cash Customer: Cash Customer Contact Tel:

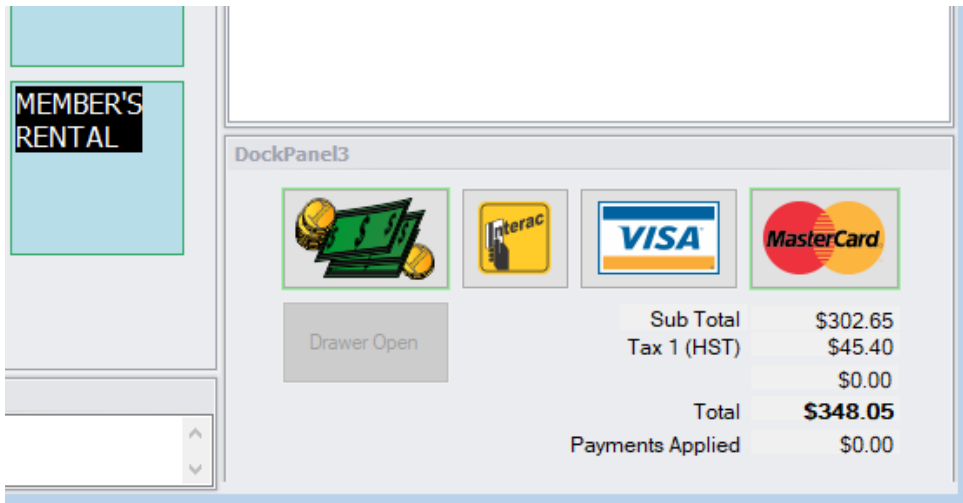
Tx Stage: Invoice Credit Memo Invoice Layaway Order Quote Refund Sale Cancelled

DRINKS HAPPY HOUR MEMBER PRICING NON-ALCOHOL

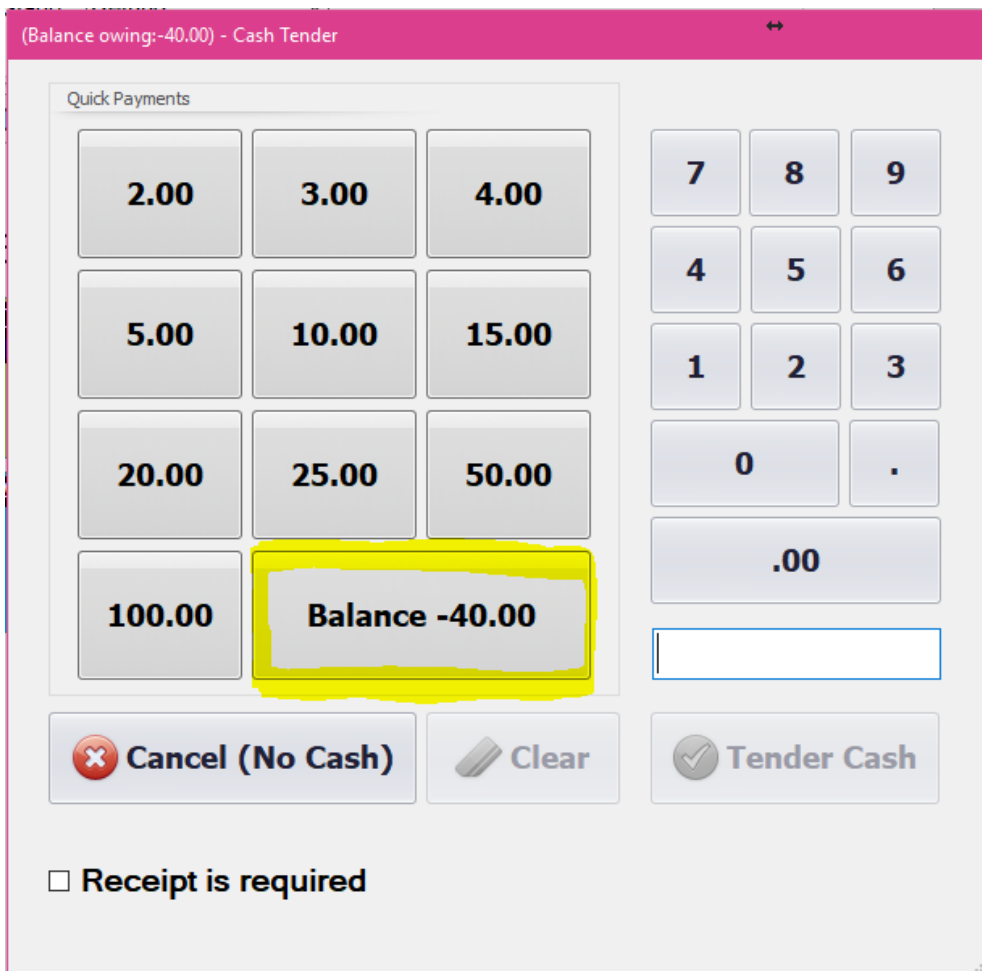
SERVICES

HALL RENTAL

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



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.



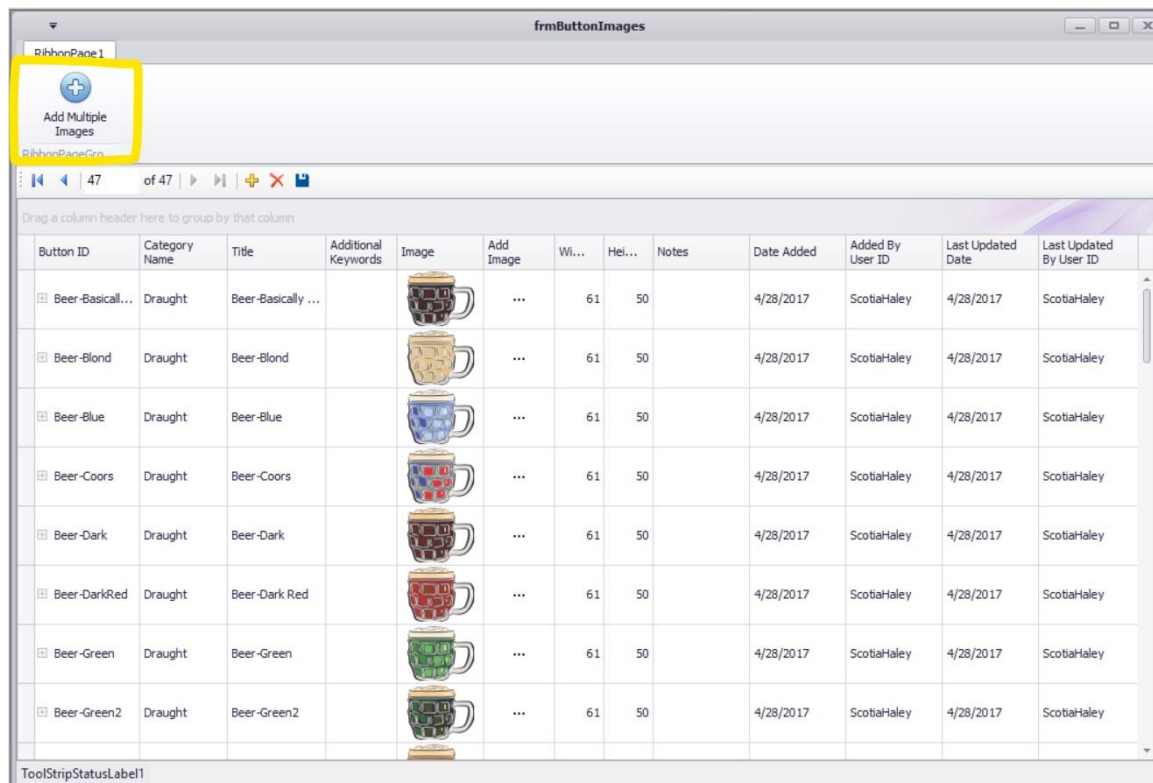
If you would like more than one receipt to print, go back to the POS tab and hit "Receipt" as many times as you would like for each copy of a receipt that you would like to print off. Don't forget to press "Save & Clear" after you have printed the receipts.

Adding Button Images

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

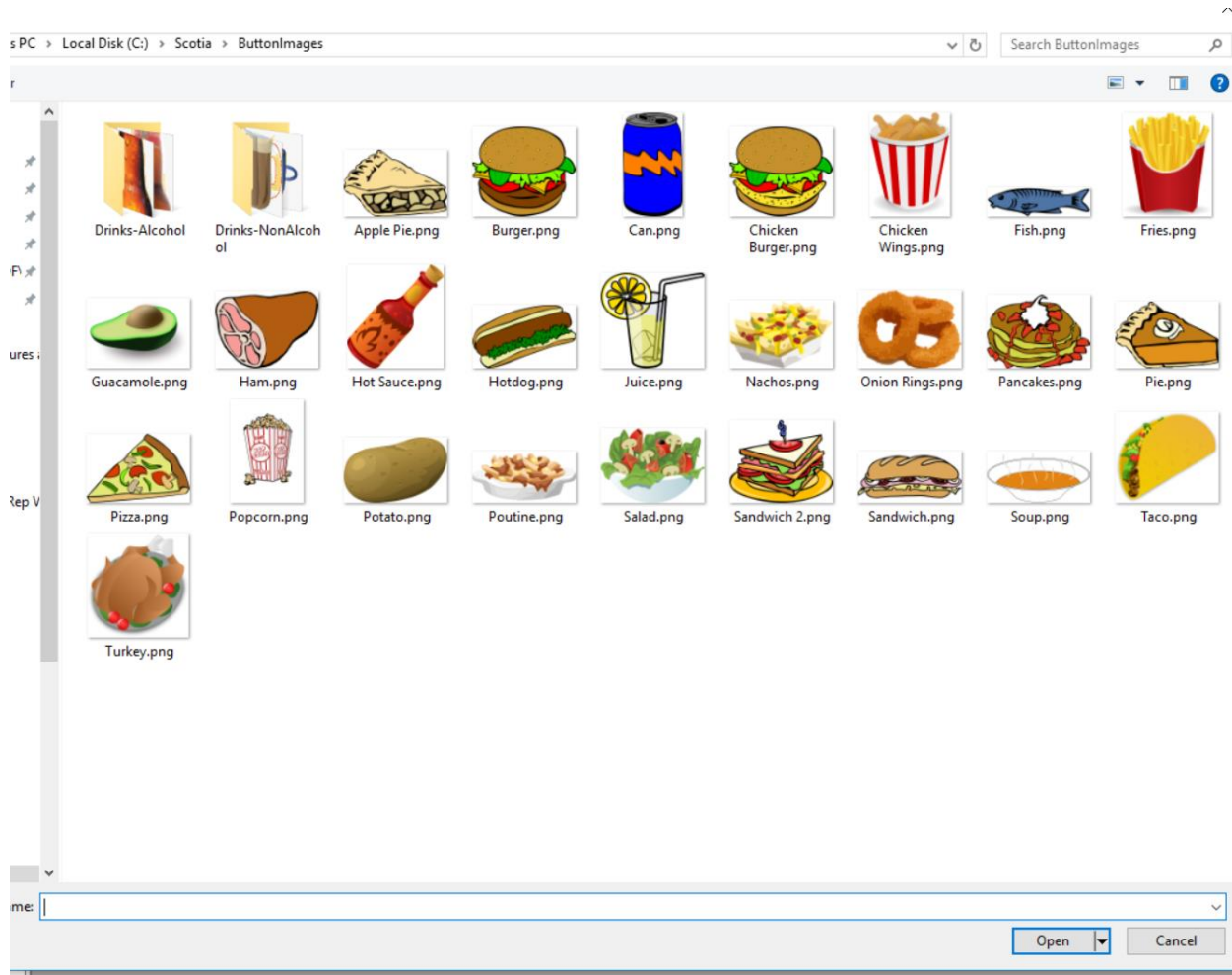


Click or press "Add Multiple Images" to import the images that will be used in the buttons.



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

SCOTIA SOFTWARE USER'S MANUAL



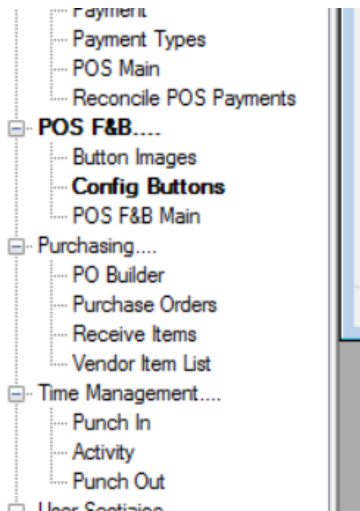
You can now import any or all of these images to be used in created buttons. Give the image a Title (brief but descriptive) and a category name. You can also add keywords to make the image easier to find.

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.

SCOTIA SOFTWARE USER'S MANUAL



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)

| Title | Item Size | Font Size Delta | Notes |
|----------------|-----------|-----------------|-------|
| DRINKS | 100 | 2 | |
| HAPPY HOUR | 100 | 2 | |
| MEMBER PRIC... | 100 | 2 | |
| NON-ALCOHOL | 70 | 2 | |

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 4

Record 1 of 6

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. | Svstem.Bvte[] | 198, 217, 240 | 2 | | |

Record 1 of 18

ToolStripStatusLabel1 | (All changes on this form autosave instantly)

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.

POS - Configure Buttons (Form CB)

| Pages (Tabs) | | | |
|-----------------|-----------|-----------------|-------|
| Title | Item Size | Font Size Delta | Notes |
| DRINKS | 100 | 2 | |
| HAPPY HOUR | 100 | 2 | |
| MEMBER PRICI... | 100 | 2 | |
| NON-ALCOHOI | 70 | 2 | |
| I | 70 | 2 | |

Record 5 of 5

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.

SCOTIA SOFTWARE USER'S MANUAL

| 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. | Svstem.Byte[] | 198, 217, 240 | 2 | | |

Record 1 of 18

ToolStripStatusLabel1 | (All changes on this form autosave instantly)

“Image Select” is a drop-down menu of the images that you had imported previously. Choose the image that is most descriptive of 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

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.

Reconcile POS Paym

Report Print Preview

Today Start 2017 Mon Jun 12 04:00A

This Hour End 2017 Tue Jun 13 04:00A

Yesterday

Date/Time Fill Printing Filters & Gro

Print Preview... Print Clear Filters Edit Filters

Register ID ▲ Payment Type ▲

| Payment Date | Amount |
|--------------------------------------|----------|
| ▼ Register ID: I7-2600 (SUM=2674.18) | |
| ▶ Payment Type: CASH (SUM=509.77) | |
| ▼ Payment Type: DEBIT (SUM=1103.75) | |
| 6/12/2017 3:30 PM | 1,103.75 |
| ▼ Payment Type: MC (SUM=678.4) | |
| 6/12/2017 3:29 PM | 536.20 |
| 6/12/2017 3:32 PM | 142.20 |
| ▼ Payment Type: VISA (SUM=382.26) | |
| 6/12/2017 12:10 PM | 5.46 |
| 6/12/2017 3:30 PM | 349.60 |
| 6/12/2017 3:32 PM | 27.20 |

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

Report

Print Preview

Today

This Hour

Yesterday

Start: 2017 Mon Jun 12 04:00A

End: 2017 Tue Jun 13 04:00A

Date/Time Fill

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 Disco... | Cost Per | Billed On Cust Tx ID | Line Item Notes | Tx Stage | Cust ID | Sls Rep ID | 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 | 70612145138450 | | 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

100%

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]

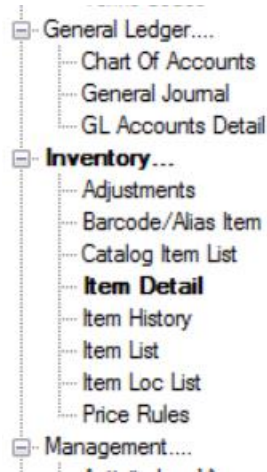
Adding a New Gift Card [DEFERRED]

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

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

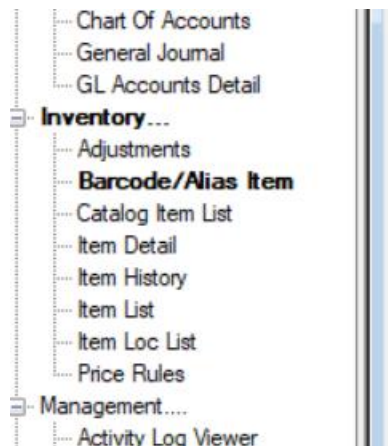
A screenshot of a software window titled 'Item Detail (Form ID) - Add new Item'. The window has a toolbar with icons for navigation and a 'Clear' button. Below the toolbar are search fields for 'Search Size', 'AND Description', 'AND Desc', 'Search Prod. Code', and 'Search Item ID'. The main form contains several input fields: 'Product Code' (with a red warning icon), 'Description' (with a red warning icon), 'Preferred Vendor' (a dropdown menu), 'Standard Cost' (with a red warning icon and 'Last: 0.00 Avg: 0.00'), 'Price' (with a red warning icon and '0.0% margin'), 'Unit Of Measure' (set to 'EA'), 'Size' (with a yellow warning icon), and 'Notes'. There are also fields for 'Min To Keep', 'Max To Keep', 'Category Code', 'Quant On Hand', 'Quant Committed', 'Quant On Order', and 'Quant BO'. On the right side, there are date and user fields: 'Date Added' (2017 Mon May 22 11:17A), 'Added By User ID' (Scotiajoe), 'Last Updated Date' (2017 Mon May 22 11:10A), and 'Last Updated By'. At the bottom right, there are fields for 'Item ID' (7052211705767), 'Rev Acct ID' (Please select... with a red warning icon), and 'Cost Acct ID' (Please select... with a red warning icon). Below the form is a table titled 'Purchase Order (Lines) Detail' with columns: PO#, Line#, Qty, Unit, Cost per, Qty Received, Finalized, GL Cost Account ID, Notes, and Purchase pkid. The table is currently empty. At the bottom left of the window is a button labeled 'Add new Item'.

The Product Code is determined by your internal systems.

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 screenshot shows a software window titled 'Bar Code / Alias Item Detail (Form BCD) - Add new Alias Item'. It features a search bar at the top with 'Search Alias Code:' and 'SearchItemID:'. Below this, there are fields for 'Bar Code:' (containing 'DYC123HAT'), 'Item:' (a dropdown menu showing 'Please select...'), 'Prod. #:', 'Description:', 'Price:', and 'Notes:'. To the right of these fields are 'Date Added:' (2017 Wed Jun 07 12:38P) and 'Added By User ID:' (ScotiaJoe). A 'New Item...' button is highlighted with a yellow box. At the bottom left, there is a label 'Add new Alias Item'.

The Item Detail form will appear:

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Item Detail (Form ID) - Ready

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

| PO# | Line# | Qty | Unit | Cost per | Qty Received | Finalized | GL Cost Account ID | Notes | plaid |
|-----|-------|-----|------|----------|--------------|-----------|--------------------|-------|-------|
|-----|-------|-----|------|----------|--------------|-----------|--------------------|-------|-------|

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

Tx Date: 2017 Wed Jun 07 12:54P Select Cust: Please select...
Tx Stage: Invoice Contact Name: []
Tx Num: [] Add item to order...
Barcode #: DYC123HAT
Product #: [] (not required)
Desc: []
Price: []
Qty: 1
Save Item Only Save & Add to order

Ready 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.

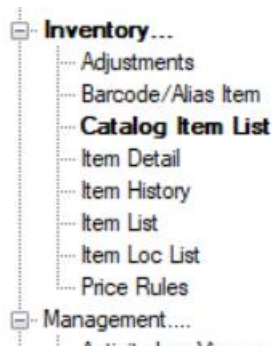
Importing Catalogs [DEFERRED]

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.

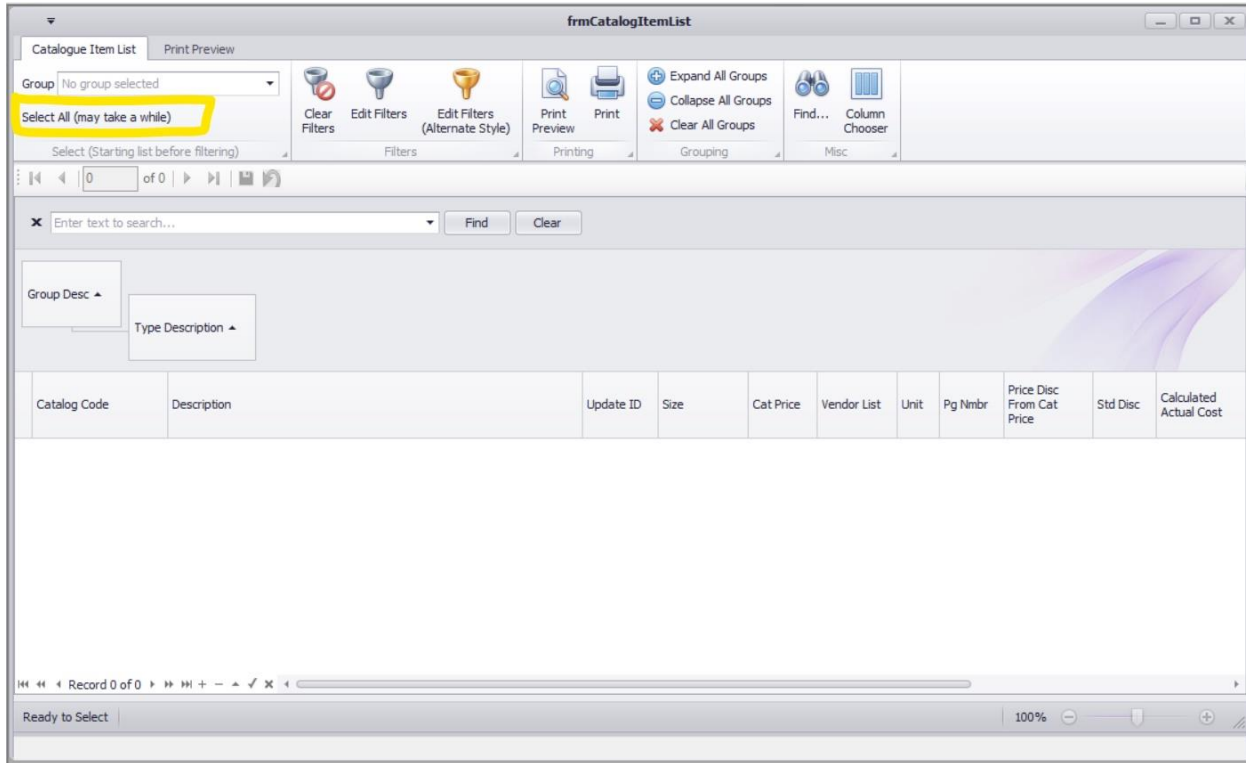
Items that have been imported from a vendor's catalog can be searched. PLEASE NOTE: Items that have been imported still need to be added as Inventory Items if they are to be sold and tracked using Scotia's inventory management systems. First, let's look at some search tools for finding imported items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

First, we begin by opening the Catalog Item List.

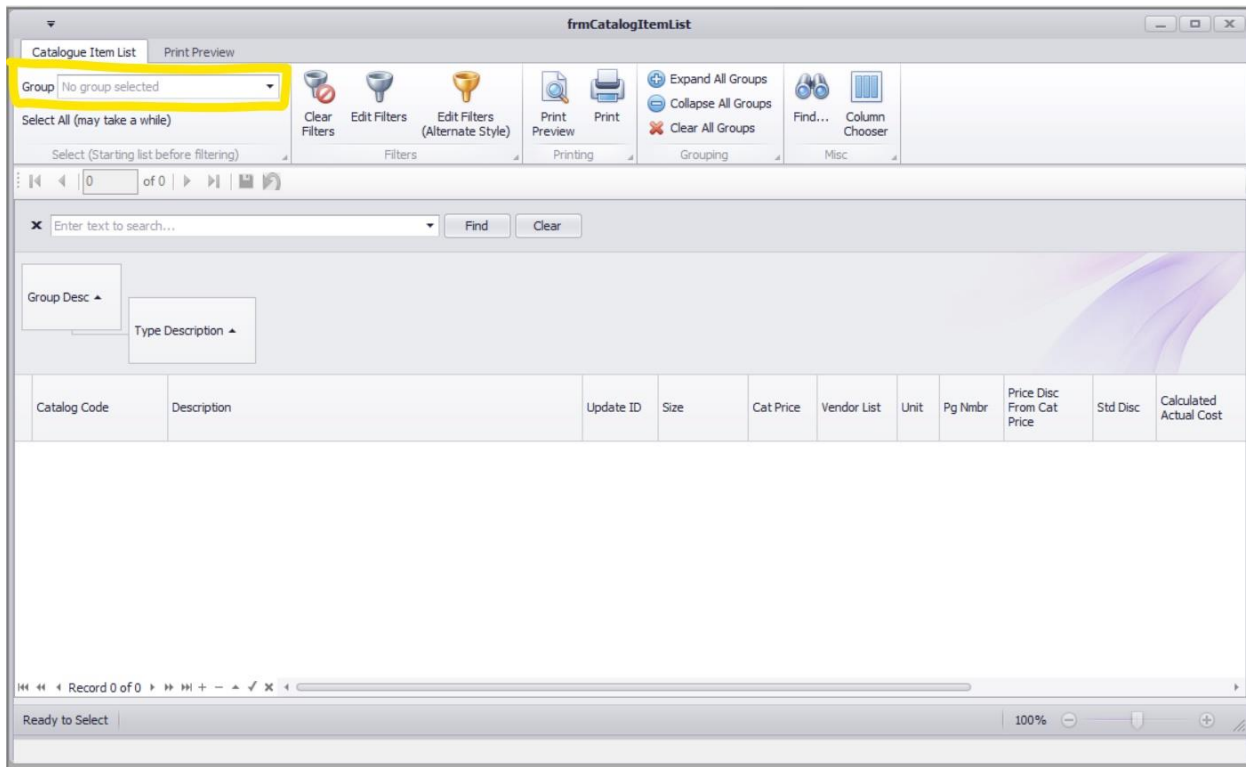


We can then select all imported items to be part of our search.

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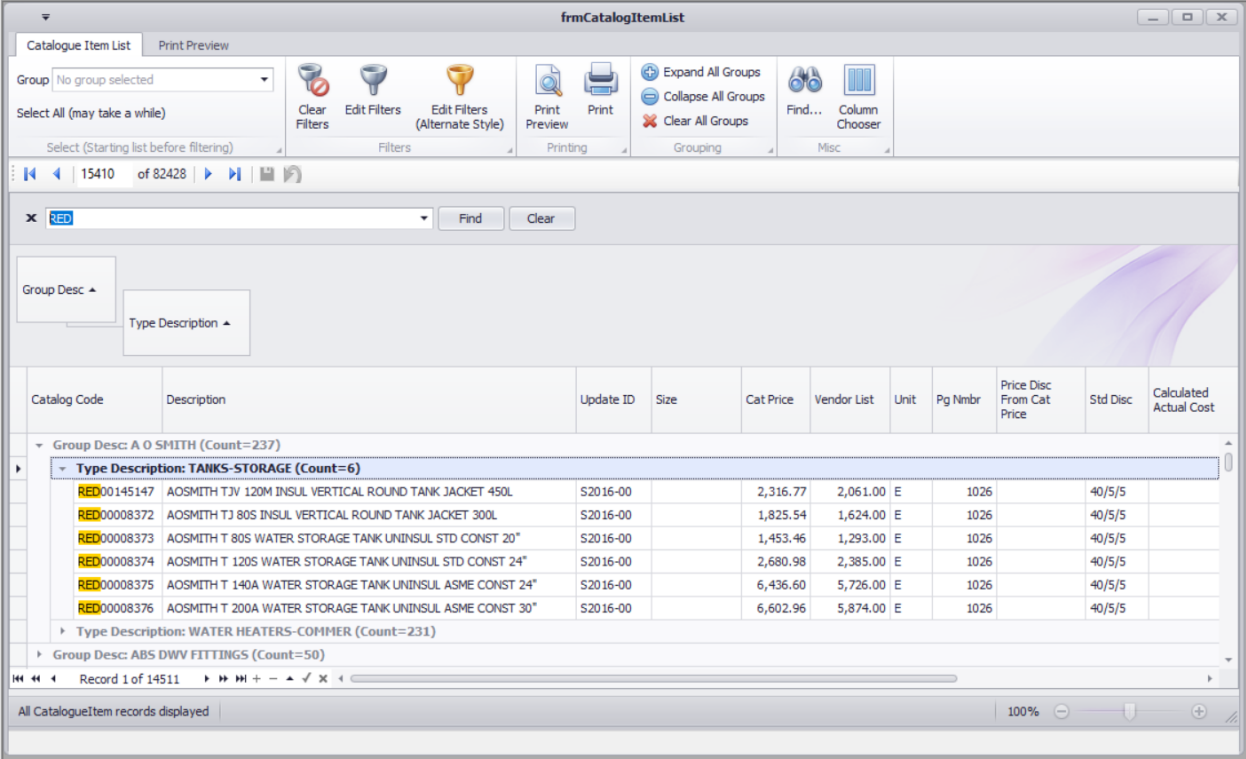


We can also narrow down the search immediately by searching only within a specified Group (typically a vendor or product type). We can use the drop-down menu to search by Group.



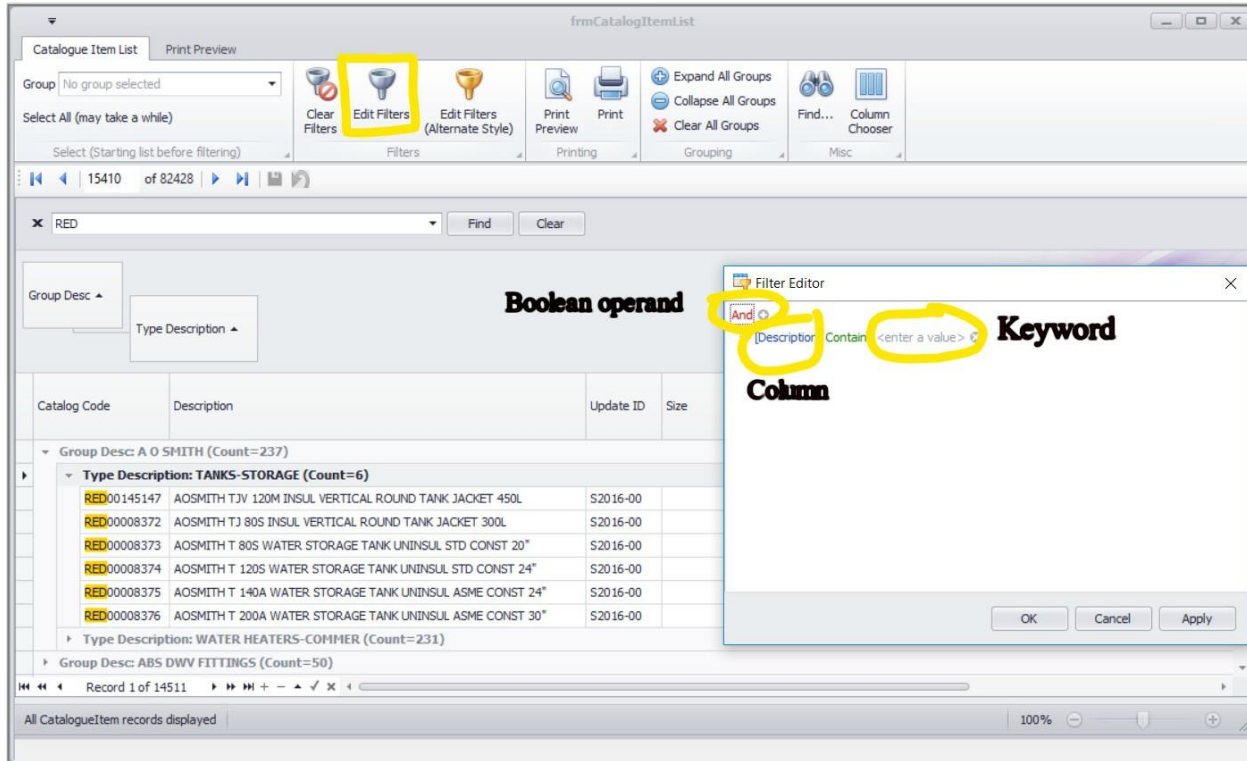
Simply start typing keywords into the search bar to execute the most basic kind of search:

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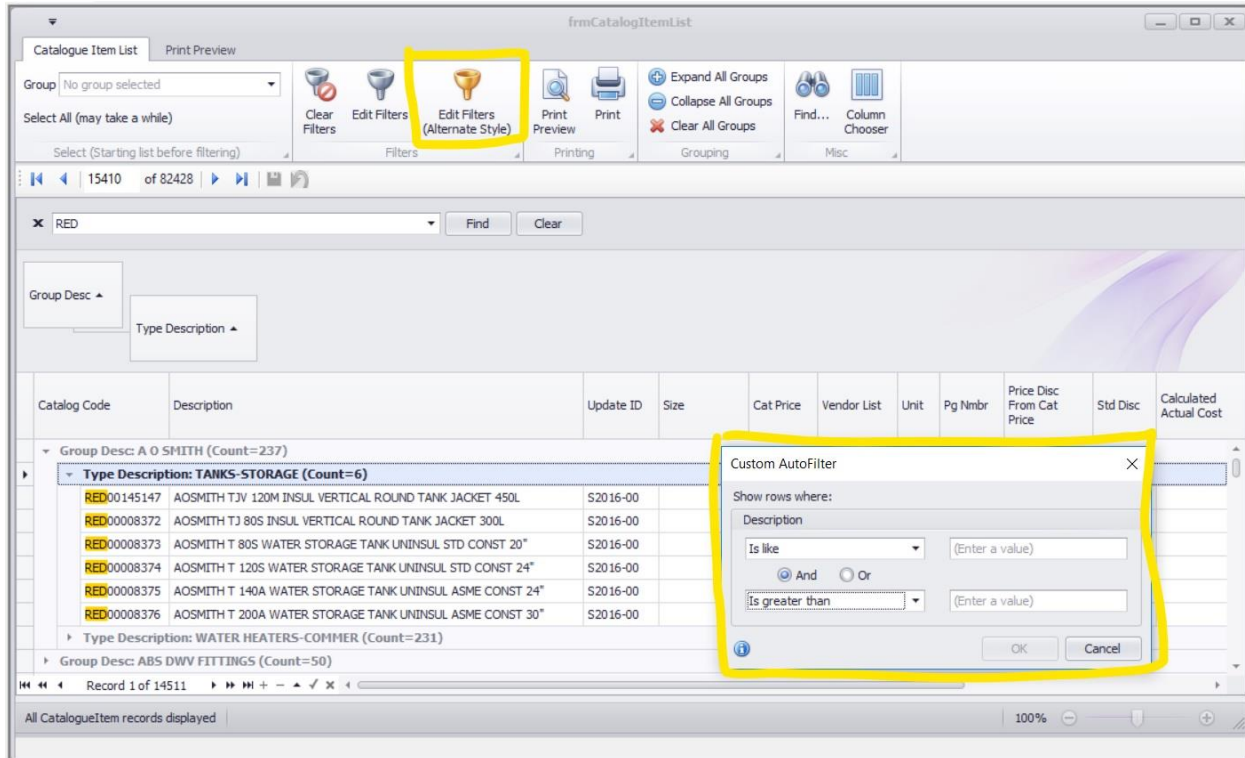


You can perform far more advanced searches using the two filter tools (Please note: these are rather advanced techniques that may require some assistance from your manager or Scotia Software’s Technical Support Team). This is especially valuable for vendors with very large databases. Using the standard 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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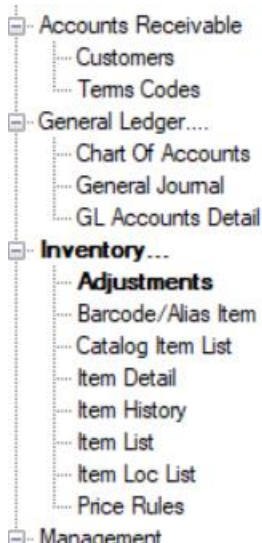
An alternate filter is available as a search technique. With the alternate method, you can apply two filters. The two filters can be used with an “And” operand (both conditions must be met in order for the filter to find the Item) or an “Or” operand (either one of the two conditions can be met in order 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.



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.



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).

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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The screenshot shows the 'Item History (Form# IH)' window. The 'Report' tab is active, with options for 'Print Preview', 'Print', 'Clear Filters', and 'Edit Filters'. The 'Item' dropdown is set to 'Please select...'. The search bar contains 'keith' and a 'Find' button. The table below shows the results of the search.

| 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 |
| | KEITH'S LIGHT | BEER. 355 ML. B... | 341 | NSLC | 3.9100 | -6 | 0 | 0 | 0 |
| | KEITH'S 14 | BEER. 14 OZ. D... | | NSLC | 3.9100 | -7 | 0 | 0 | 0 |
| | KEITH'S 20 | BEER. 20 OZ. D... | | NSLC | 5.2200 | -11 | 0 | 0 | 0 |
| | KEITH'S 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.

The screenshot shows the 'Item History (Form# IH)' window with the 'Item' dropdown set to 'BEER. 355 ML. BOTTLE. KEITHS.' and 'Qty on hand=130 ; Committed=1 ; Backorder=0'. The 'Qty On Order=0' is also displayed. The table below shows a detailed list of transactions.

| ID | Tx Type | Qty Chg +- | Running Total Qty | Date Added | Added By User ID | From Location ID | To Location ID | Reason | Notes |
|----------------|-----------|------------|-------------------|------------------------|------------------|------------------|----------------|--------|-------|
| 7051813222413 | 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 | | |

Create and Work with Inventory Locations [DEFERRED]

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.”

| ItemProductCode | ItemDescription | Size | QtyToOrder | ItemUnit | OrigQOH | OrigQuantComm | OrigQOO | OrigQI |
|-----------------|--------------------------------------|------|------------|----------|---------|---------------|---------|--------|
| 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, 1.07. FAMOUS GROUSE | | 0 | EA | 150 | 0 | 0 | 0 |

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. | | | | | 0 | 144 | 144 | 0 | 0 | 0 | 0 | 144 | \$0.00 |
| CANADIAN | 341 | | \$2.0500 | EA | | | | | | 144 | \$0.00 | | |
| BEER, 355 ML. BOTTLE. COOR'S LIGHT. | | | | | 0 | 144 | 143 | 0 | 0 | 0 | 1 | 143 | \$0.00 |
| COOR'S LIGHT | 341 | | \$2.0500 | EA | | | | | | 143 | \$0.00 | | |
| BEER, 355 ML. BOTTLE. CORONA. | | | | | 0 | 144 | 143 | 0 | 0 | 0 | 1 | 143 | \$0.00 |
| CORONA | 341 | | \$2.0500 | EA | | | | | | 143 | \$0.00 | | |
| BEER, 355 ML. BOTTLE. HEINEKEN. | | | | | 0 | 144 | 141 | 0 | 0 | 0 | 3 | 141 | \$0.00 |
| HEINEKEN | 341 | | \$2.0500 | EA | | | | | | 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

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.

The screenshot shows the 'FrmPurchaseOrderPrintPreview' window. The form is titled 'Purchase Order' and is Page 1 of 1. It contains the following information:

- Vendor:** NSLC
- Ship To:** Dobson Yacht Club, 600 Westmount Rd, Sydney, NS B1R 1A6
- PO Date:** 6/13/2017 3:45:02 PM
- PO #:** 1009
- Your Acct #:**
- FOB Point:** Prepaid
- Ship Via:**
- Ship Notes:**
- Notes:**

Below the form is a table with the following columns: Product #, Item Description, Qty, Unit, Cost Per, and Extension. The table is currently empty.

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.

The screenshot shows the 'Receive Inventory Detail (Form RID) - Add new Inv Recv' window. It contains the following information:

- Packing Slip Number:**
- Vendor:** NSLC
- Date Received:** 2017 Tue Jun 13 02:15P
- Invoice ID:**
- Notes:**
- Physically Received By:**
- Checked By:**
- Carrier Received By:**
- Receiving ID:** 70613141521737
- Date Added:** 2017 Tue Jun 13 02:15P
- Added By User ID:** ScotiaHaley
- Last Updated Date:** 2017 Tue Jun 13 02:15P
- Last Updated By User ID:**

Below the form is a table with the following columns: PO#, PO Date, Item Product Nu..., Qty Ord, Prev Re..., Outstanding, Auto, Qty Rec'd, B/O Cancelled?, Added By, Date Added, Item Description, Itm Cost, Actual Cost Per, Actual Total, Last Update By, and Last Updated Date. The table is currently empty.

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 | | | | | | | | |
| I | 1007 | 6/13/2017 | MOLSON 67 | 24 | 0 | 24 ... | 24 | <input type="checkbox"/> |
| | BEER, 355 ML, BOTTLE, MOLSON 67. | | | | | \$2.0500 | | |
| | 1007 | 6/13/2017 | OLAND | 24 | 0 | 24 ... | 24 | <input type="checkbox"/> |
| | 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.

AP Terms Code Detail (Form APTCD) - Add new Ap Terms Code

1 of 1 | + X Save Undo Clear | SHOW ALL | [LinkLabel1](#)

SearchDescription: | Search Terms Code ID:

Terms Code ID: Disc GLAcct:

Description: Date Added:

Due Days: Added By User ID:

Disc Percent: Last Updated Date:

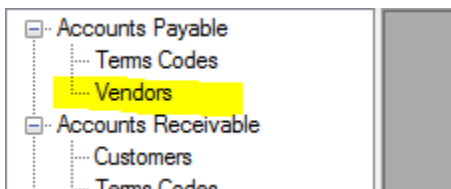
Disc Days: Last Updated By User ID:

Notes:

Add new Ap Terms Code

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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Vendor Detail (Form VD) - Ready

0 of 0

Clear SHOW ALL LinkLabel1

SearchName: Search Vendor ID:

Name: Telephone: Fax: Website: Website Cred's Account#:

Min Order Dollars: Payment Terms: Credit Limit: Rev Account: Cost Account: COGS - Cost Of Good Sold

Date Added: 2017 Wed May 17 03:54P Added By User ID: Last Updated Date: 2017 Wed May 17 03:54P Last Updated By User ID: Vendor ID:

Notes:

PO's

| Notes | DateAdded | AddedByUserID | LastUpdatedDate | LastUpdatedByUserID | pkid | PONumber | PODate | Confirmed | ShipTo | ShipVia | FOBPoint | ShipNote |
|-------|-----------|---------------|-----------------|---------------------|------|----------|--------|-----------|--------|---------|----------|----------|
|-------|-----------|---------------|-----------------|---------------------|------|----------|--------|-----------|--------|---------|----------|----------|

Items

| LineNumber | ItemID | Qty | Unit | CostPerUnit | QtyReceived | Finalized | DateAdded | AddedByUserID | LastUpdatedDate | LastUpdatedByUserID | Notes | GLCos |
|------------|--------|-----|------|-------------|-------------|-----------|-----------|---------------|-----------------|---------------------|-------|-------|
|------------|--------|-----|------|-------------|-------------|-----------|-----------|---------------|-----------------|---------------------|-------|-------|

Ready

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.

The screenshot shows a software window titled "A/R Terms Code Detail (Form TCD) - Add new Terms Code". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a toolbar with navigation icons (back, forward, home, etc.), a "3 of 3" indicator, a green plus icon, a red X icon, a save icon, a refresh icon, and buttons for "Clear", "SHOW ALL", and a "LinkLabel1" link. Below the toolbar is a search bar labeled "SearchDesc:". The main area of the window contains a list of fields for adding a new term code. Each field has a red exclamation mark icon to its right, indicating it is a required field. The fields are: "A/R Terms Code ID:" (text input), "Description:" (text input), "Due Days:" (text input), "Disc Days:" (text input), "Disc Pct:" (text input), "Discount GLAccount ID:" (dropdown menu), "Date Added:" (date/time picker showing "2017 Tue Jul 11 09:03A"), "Added By User ID:" (text input showing "ScotiaHaley"), "Last Updated Date:" (date/time picker showing "2015 Sun Dec 13 07:22P"), and "Last Updated By User ID:" (text input). Below these fields is a "Notes:" section with a large text area. At the bottom of the window is a button labeled "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.

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: Jose Bautista Contact Tel: 416-898-2367 Date Added: 2017 Tue Jul 11 09:08A

Addr1: 1 Blue Jays Way Contact Tel Mobile: 416-682-3789 Added By User ID: ScotiaHaley

Addr2: Contact Name: Jose Bautista Last Updated Date: 2017 Tue Jul 11 09:08A

City: Toronto Email Addr: joeybats@gmail.com Last Updated By:

Prov Or State: ON Credit Limit: \$5,000.00 Customer ID: JOEY

Postal Code: M5V 1J4 Terms: NET60

Bal. Owing: \$0.00 Customer Type:

Committed Bal: Payment Notes:

Notes:

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]

Banking [DEFFERED]

Deposits [DEFERRED]

Statements [DEFERRED]

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.

GL Account Detail (Form GAD) - Add new GL Account

SearchName: Account#: Type: GL Account ID:

Account Number: Name: Type:

Date Added: 2017 Mon Jun 19 12:11P
 Added By User ID: ScotiaHaley
 Last Updated Date: 2017 Mon Jun 19 12:10P
 Last Updated By User ID:
 GL Account ID: 70619121109313

Notes:

Drag a column header here to group by that column

| Tx Date | Tx Type | Tx Ref | Amount | Notes | Memo | pkid | Date Added | Added By User... | Last Updated D... | Last Updated By Use... | GL Account ID |
|---------|---------|--------|--------|-------|------|------|------------|------------------|-------------------|------------------------|---------------|
| * | | | | | | | | | | | |

Add new GL Account

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"

SCOTIA SOFTWARE USER'S MANUAL

| | |
|---------|-------------------------|
| 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 |

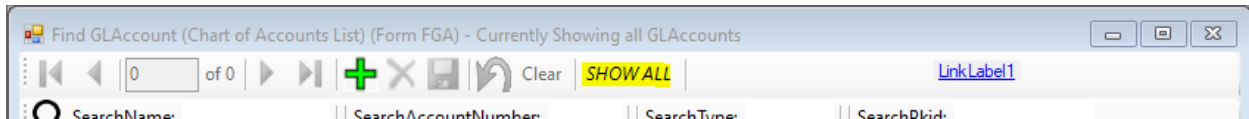
Once the fields have been filled in, click on the blue save. You may add as many accounts as you like, just repeat the above instructions.

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

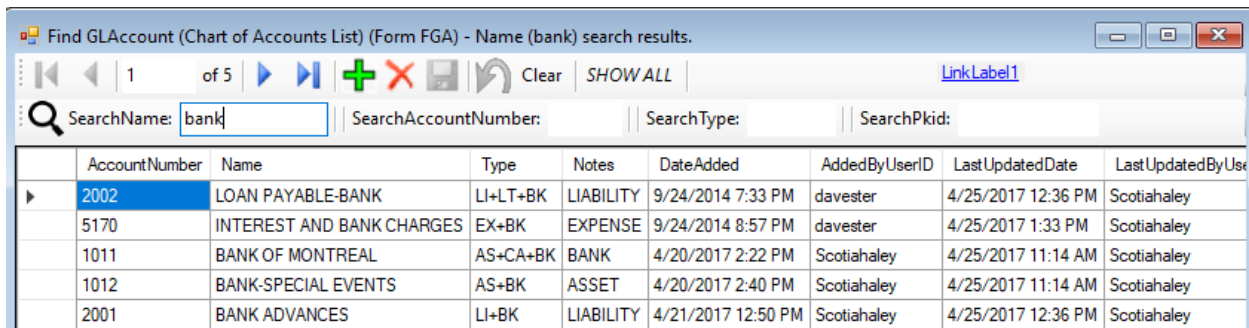
SCOTIA SOFTWARE USER'S MANUAL

Search the Chart of Accounts

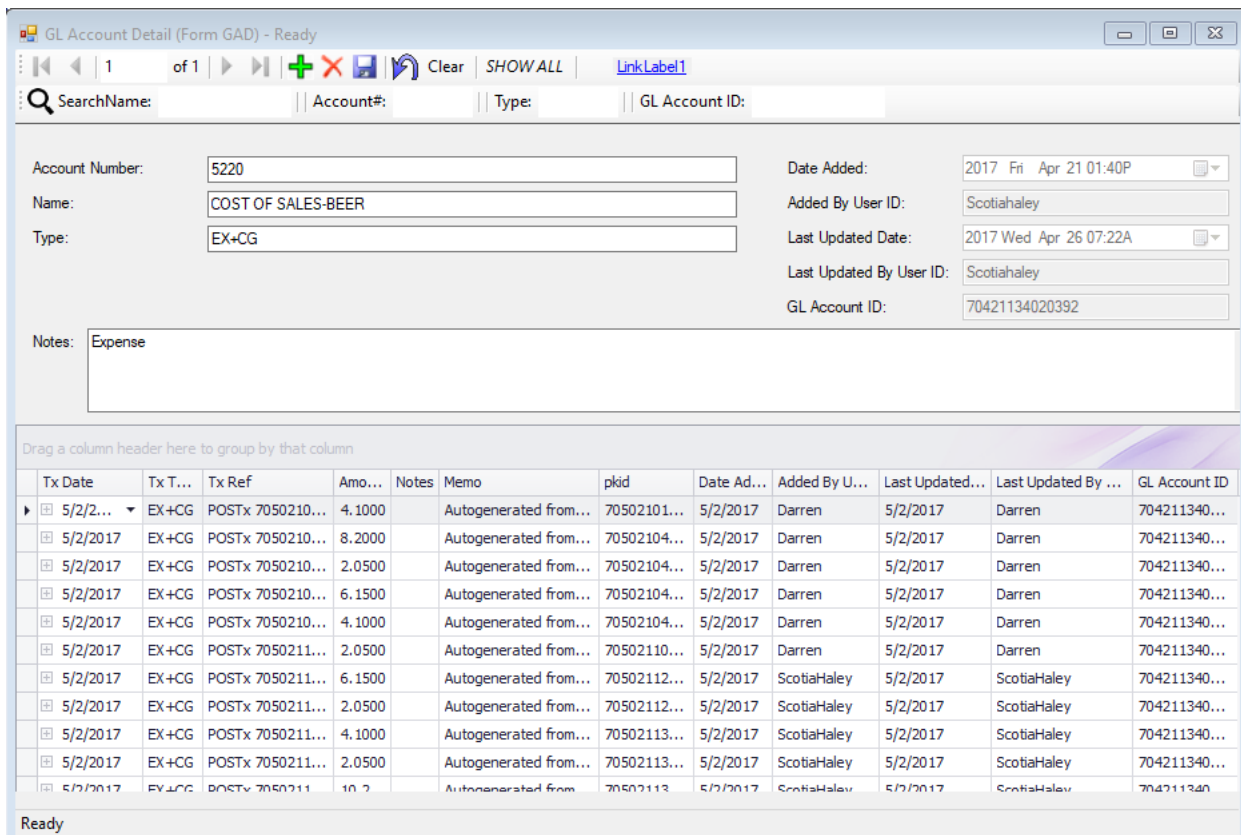
Click on Chart of Accounts under General Ledger in the menu. You may add a G/L account here as well following the same instructions from the “Adding a New G/L Account” section. If you would like to see all of the accounts in your database, click on “SHOW ALL” at the top of the window.



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.



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) - Name (cost of) search results.' window. The search criteria are: SearchName: cost of, Account#: , Type: , GL Account ID: . The results show an account with the following details:

| | | | |
|-----------------|--------------------------|--------------------------|------------------------|
| Account Number: | 5223 | Date Added: | 2017 Fri Apr 21 01:42P |
| Name: | COST OF SALES-CIGARETTES | Added By User ID: | Scotiahaley |
| Type: | EX+CG | Last Updated Date: | 2017 Wed Apr 26 07:22A |
| | | Last Updated By User ID: | Scotiahaley |
| | | GL Account ID: | 70421134137319 |

Notes: REVENUE

Drag a column header here to group by that column

| Tx Date | Tx T... | Tx Ref | Amo... | Notes | Memo | pkid | Date Ad... | Added By Us... | Last Updated... | Last Updated By ... | GL Account I |
|---------|---------|--------|--------|-------|------|------|------------|----------------|-----------------|---------------------|--------------|
| * | | | | | | | | | | | |

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

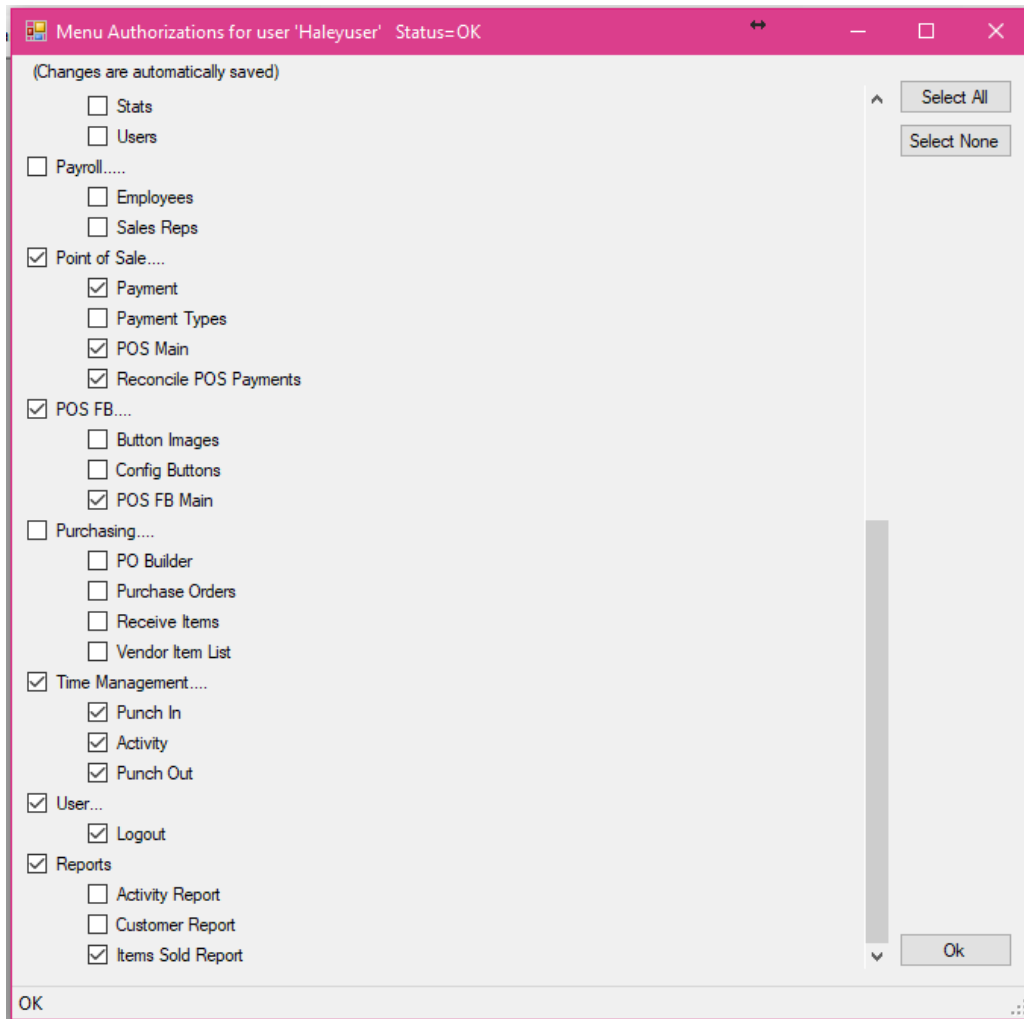
To create a Scotia Enterprise Manager user for your business, follow the instructions in the next three sections. Under Management, click on Users. Click on the green plus at the top of the window and start filling in the required fields. Make sure the User ID and Employee ID are always the same.

The screenshot shows a web application window titled "User Detail (Form UD) - Add new User". The window has a toolbar with navigation buttons (back, forward, home, etc.), a "Clear" button, and a "SHOW ALL" button. Below the toolbar are search fields for "SearchName:" and "Search User ID:". The main form contains the following fields:

- User ID: HaleyUser
- Name: Haley Swayne
- Password: *****
- Last Login: 2017 Mon Jun 19 03:00P
- Date Added: 2017 Mon Jun 19 03:34P
- Added By User ID: ScotiaHaley
- Last Updated Date: 2017 Mon Jun 19 03:00P
- Last Updated By User ID: (empty)
- Employee ID: HaleyUser
- Notes: (empty text area)

At the bottom of the form, there are two links: [Menu Items Checklist](#) and [Crud Checklist](#). A button labeled "Add new User" is located at the bottom left of the window.

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.



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.

CRUD permissions for user 'Haleyuser' - Status=OK

(Changes are automatically saved)

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

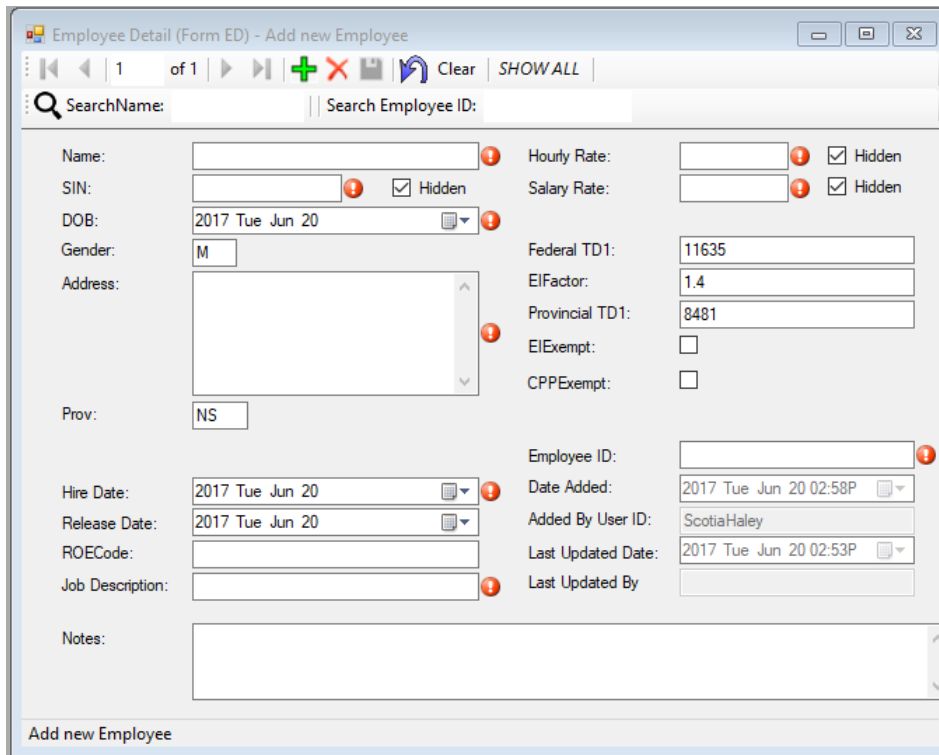
OK Disabled checkboxes are due to your own login permissions

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



Employee Detail (Form ED) - Add new Employee

1 of 1

SearchName: Search Employee ID:

Name: [] [?]
SIN: [] [?] ☒ Hidden
DOB: 2017 Tue Jun 20 [?]
Gender: M
Address: [] [?]
Prov: NS

Hourly Rate: [] ☒ Hidden
Salary Rate: [] ☒ Hidden
Federal TD1: 11635
ElFactor: 1.4
Provincial TD1: 8481
ElExempt: ☐
CPPExempt: ☐

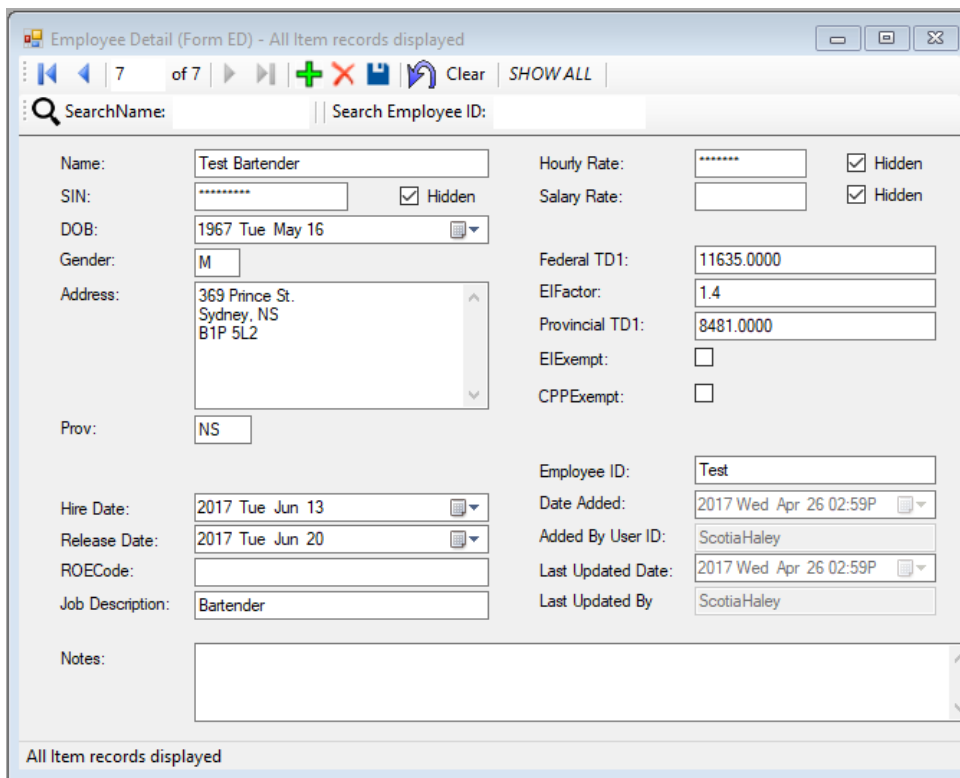
Hire Date: 2017 Tue Jun 20 [?]
Release Date: 2017 Tue Jun 20 [?]
ROECode: []
Job Description: [] [?]

Employee ID: [] [?]
Date Added: 2017 Tue Jun 20 02:58P [?]
Added By User ID: ScotiaHaley
Last Updated Date: 2017 Tue Jun 20 02:53P [?]
Last Updated By: []

Notes: []

Add new Employee

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.



Employee Detail (Form ED) - All Item records displayed

7 of 7

SearchName: Search Employee ID:

Name: Test Bartender
SIN: [] ☒ Hidden
DOB: 1967 Tue May 16 [?]
Gender: M
Address: 369 Prince St.
Sydney, NS
B1P 5L2
Prov: NS

Hourly Rate: [] ☒ Hidden
Salary Rate: [] ☒ Hidden
Federal TD1: 11635.0000
ElFactor: 1.4
Provincial TD1: 8481.0000
ElExempt: ☐
CPPExempt: ☐

Hire Date: 2017 Tue Jun 13 [?]
Release Date: 2017 Tue Jun 20 [?]
ROECode: []
Job Description: Bartender

Employee ID: Test
Date Added: 2017 Wed Apr 26 02:59P [?]
Added By User ID: ScotiaHaley
Last Updated Date: 2017 Wed Apr 26 02:59P [?]
Last Updated By: ScotiaHaley

Notes: []

All Item records displayed

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.

Sales Rep Detail (Form SRD) - All Item records displayed

7 of 7 | + X [Save] [Undo] Clear | SHOW ALL

SearchName: | Search Sales Rep ID:

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:

All Item records displayed

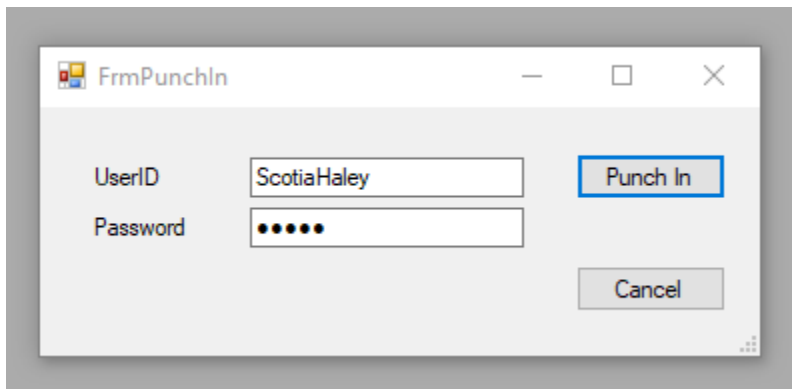
Once all required fields are filled, click on the blue save.

Time Management

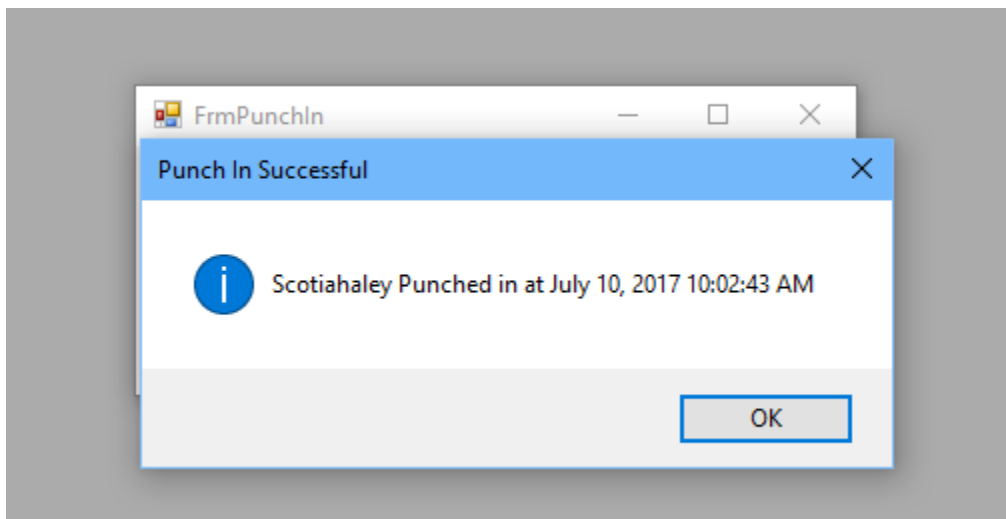
Punch In

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.

FrmActivity

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

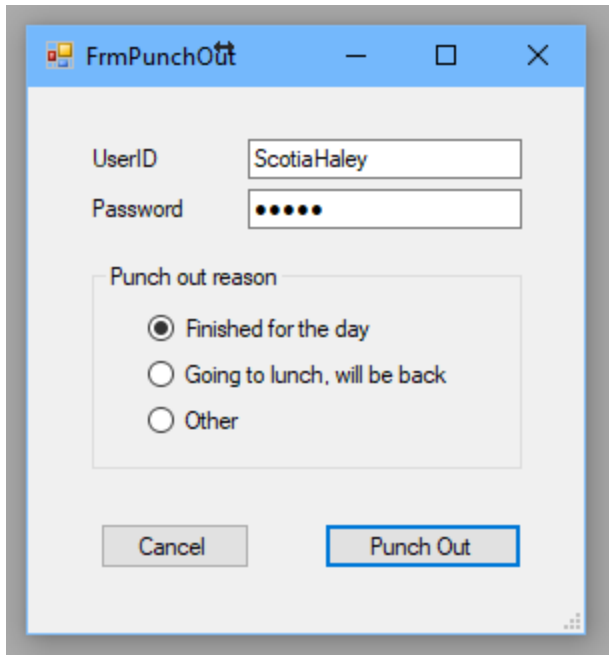
Activity Log

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.

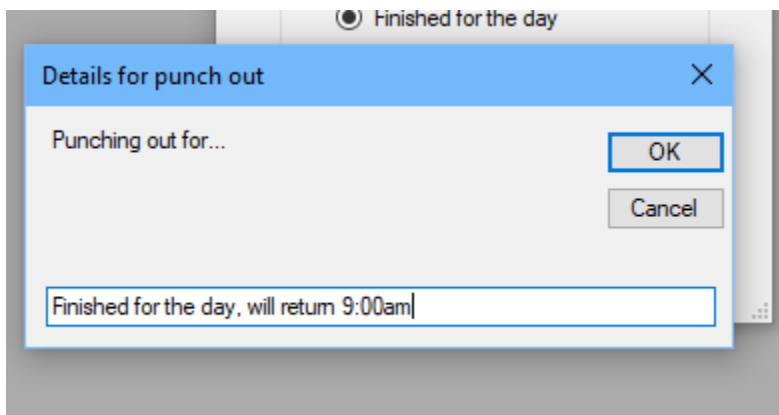
Punch Out

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.



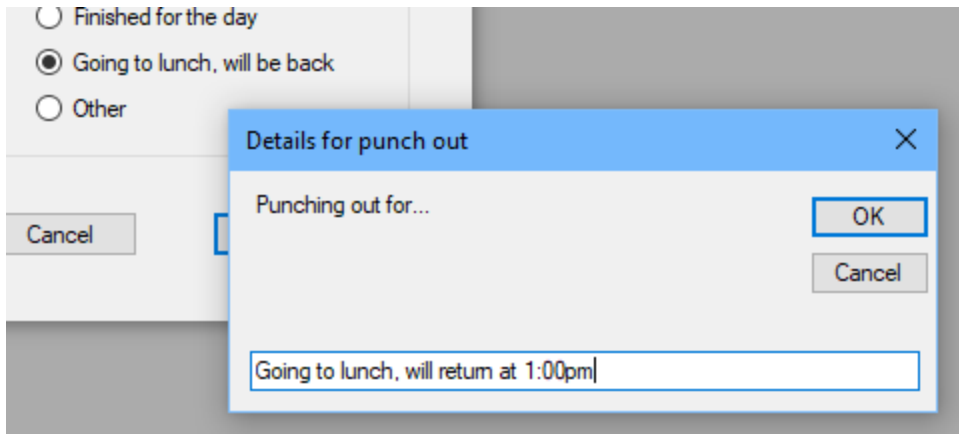
The screenshot shows a Windows-style dialog box titled "FrmPunchOut". It contains two text input fields: "UserID" with the text "ScotiaHaley" and "Password" with five dots. Below these is a group box labeled "Punch out reason" containing three radio button options: "Finished for the day" (which is selected), "Going to lunch, will be back", and "Other". At the bottom of the dialog are two buttons: "Cancel" and "Punch Out".

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.

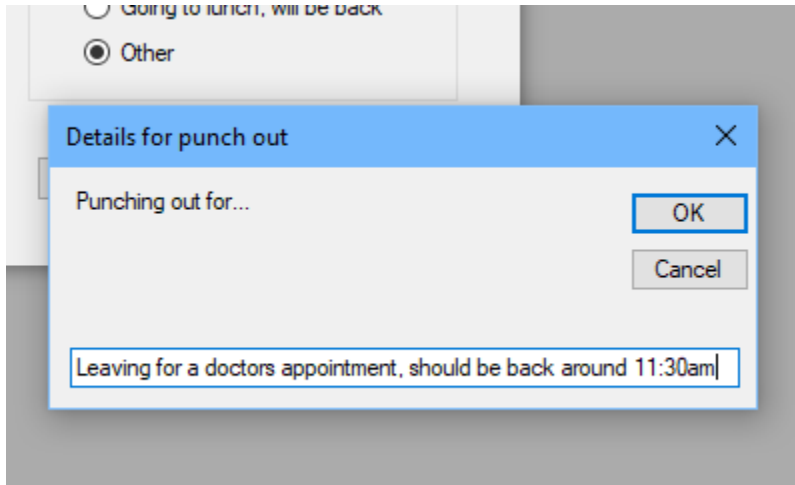


The screenshot shows a smaller dialog box titled "Details for punch out". It has a label "Punching out for..." and two buttons, "OK" and "Cancel". Below the label is a text input field containing the text "Finished for the day, will return 9:00am".

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.



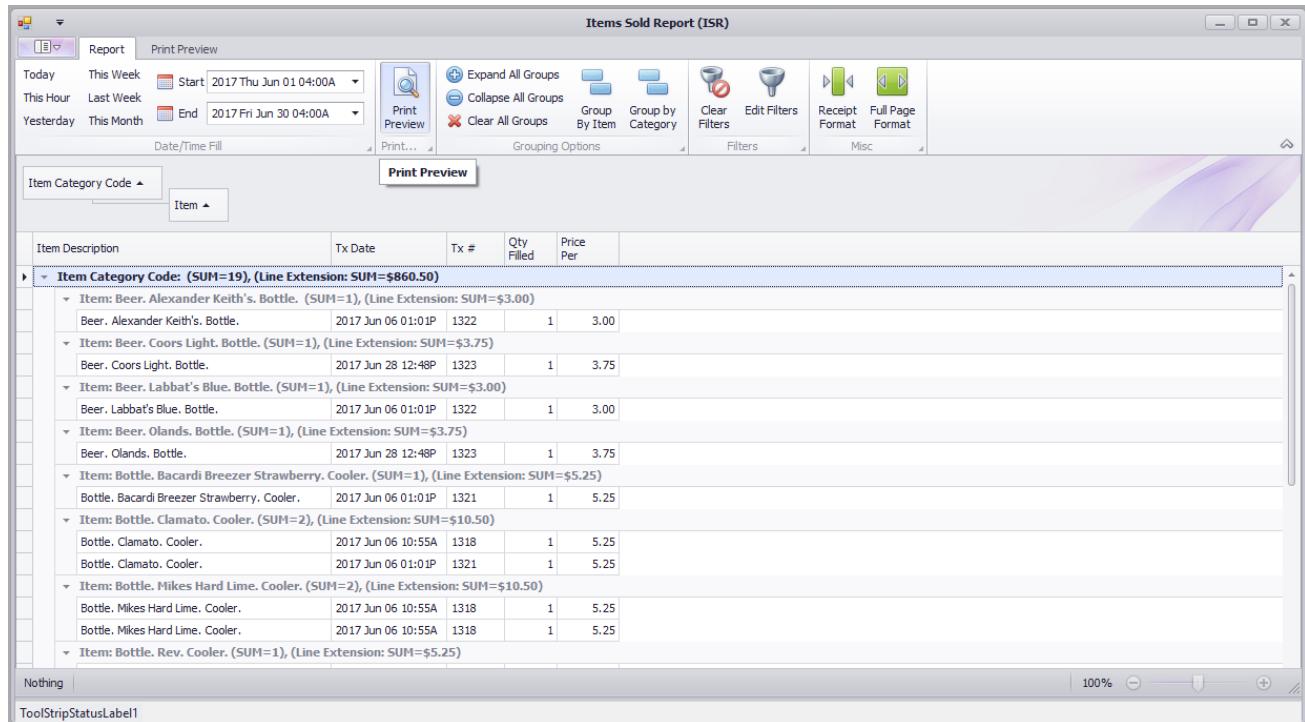
You can also punch out for any other reason. Just choose other and type your reason in the field that pops up. When your punch out is successful, the Punch In box will appear so you don't forget to punch in when you return.



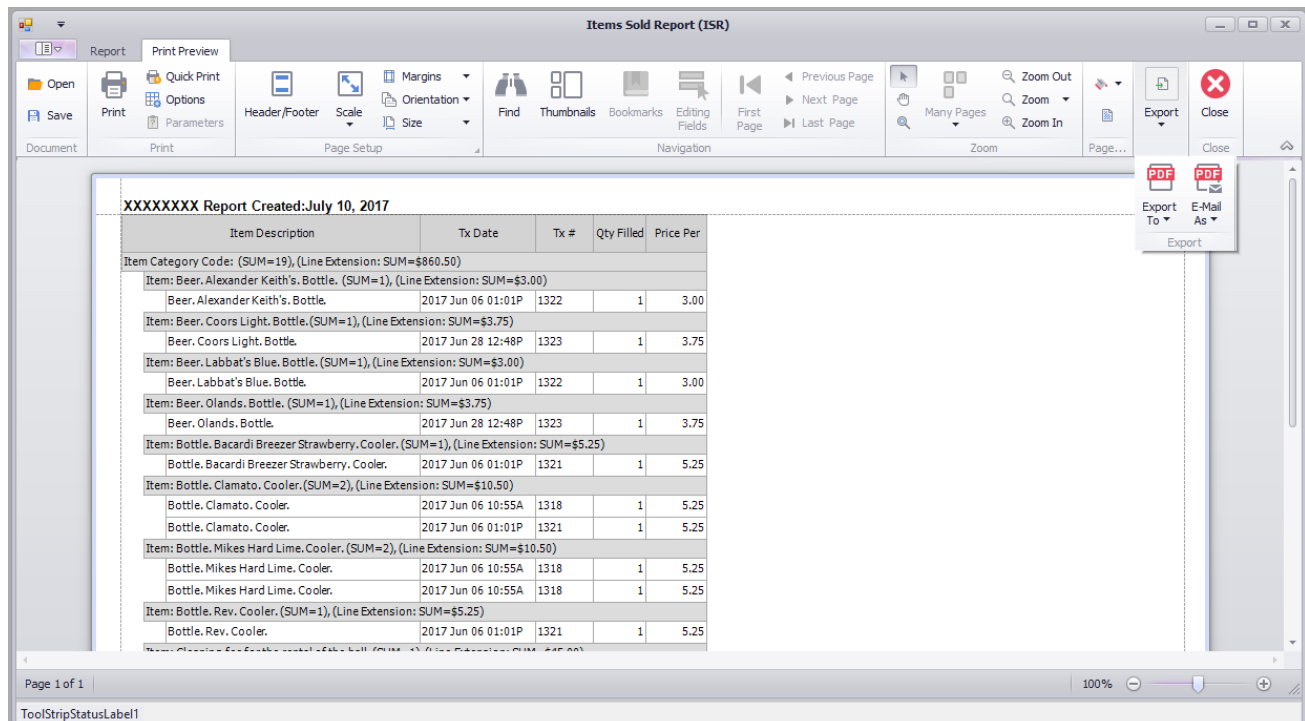
Reporting

Exporting Data from Reports

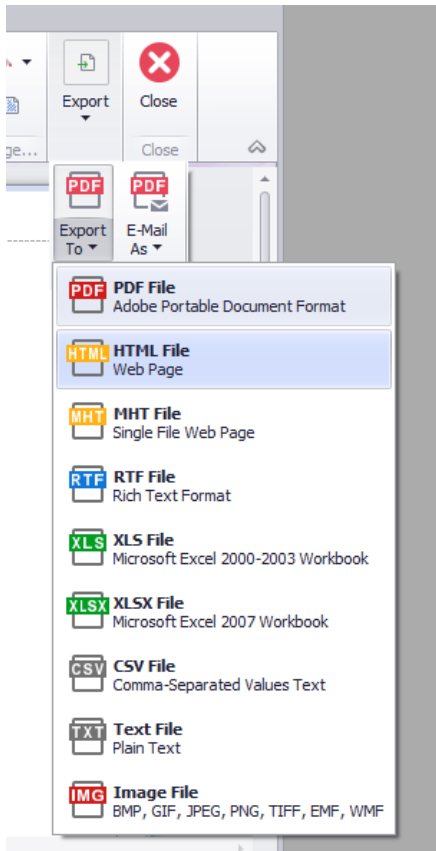
To export data from any report in SEM, click on “Print Preview.”



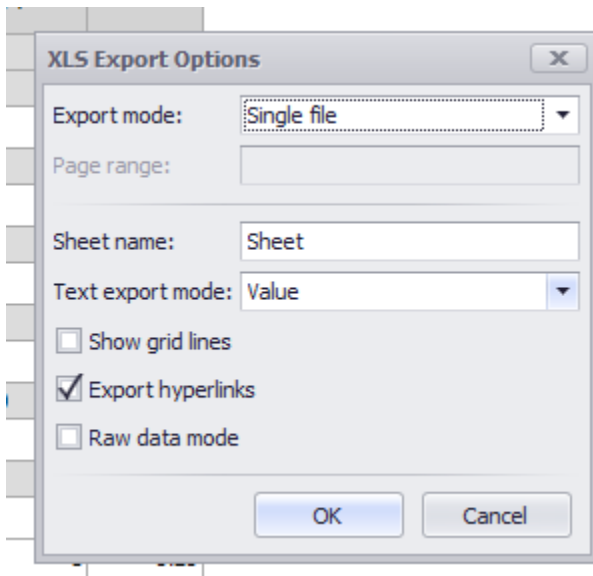
Click on “Export” and choose if you would like to export the report or email the report.



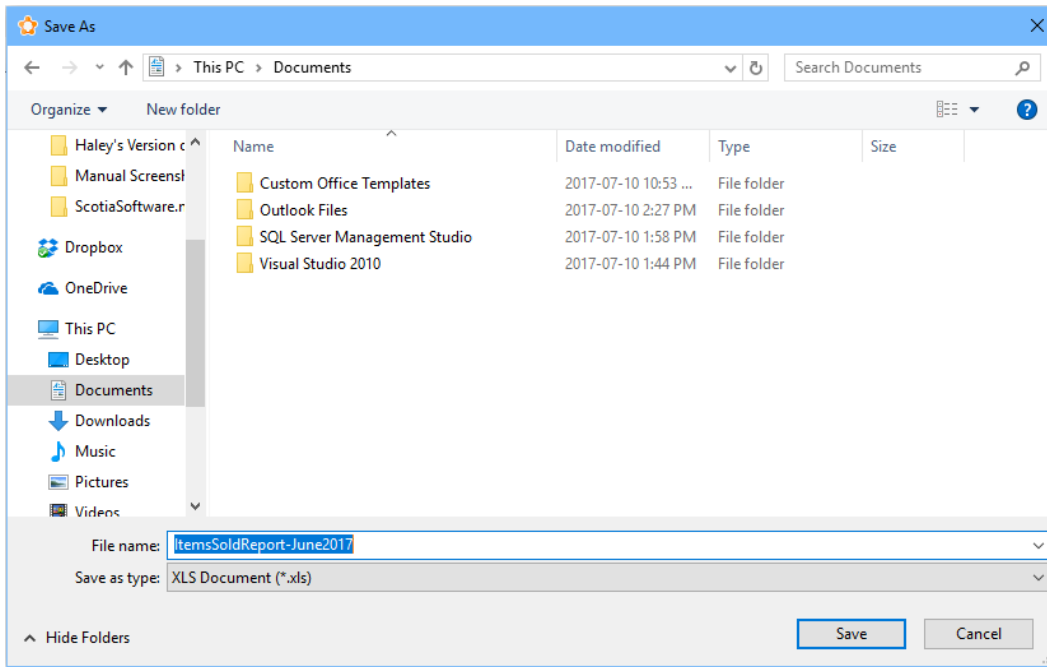
If you would like to simply export the report, click on “Export to” and choose which type of file you would like to save the report as.



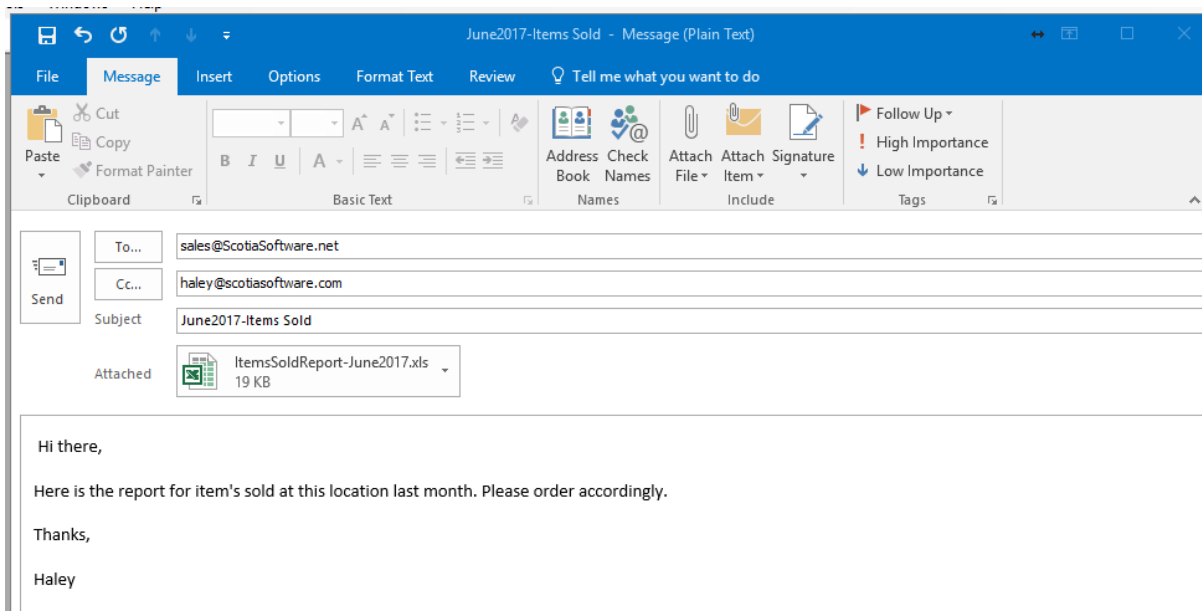
Configure how you would like the document to be saved.



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."

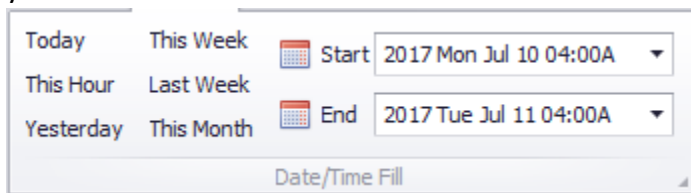


Customizing Reports

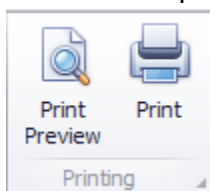
Reports can be grouped and sorted almost any way you wish if you know how to use the advanced tools. Every report window looks almost identical with many of the same functions. If you can figure out how to customize one report, you can customize any report!

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

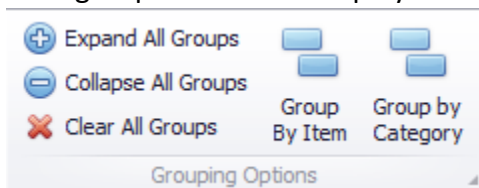
- Specifying a Time Period – Use the buttons to specify a recent day or a recent month. Use the start and end calendars to specify a certain number minutes, hours, days, weeks, months, or years.



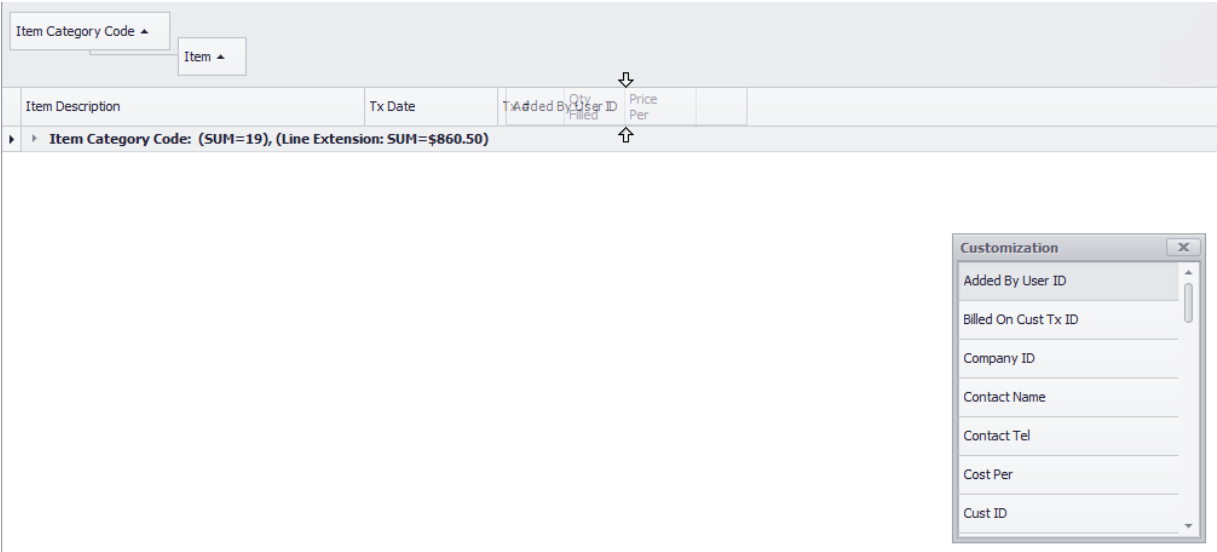
- Print Preview – Use these buttons to print OR export your reports. See details in the Exporting Data from Reports section for more info.



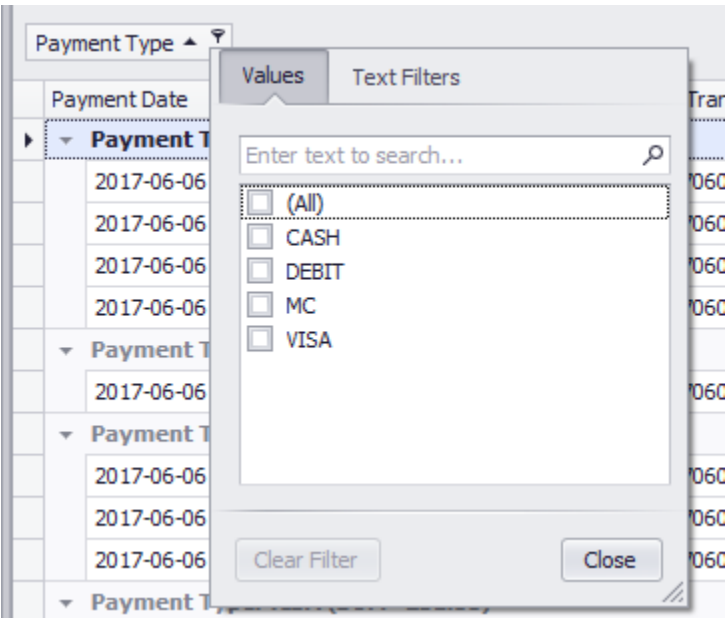
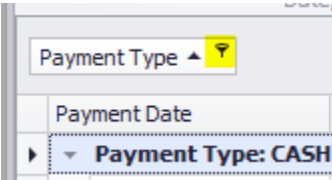
- Grouping Options – Use the expand and collapse buttons to see more or less information for each group. Use the “Group by ...” buttons to group by a popular filter.



- 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.



- 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.



- 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 |
| 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 |
| 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) | |

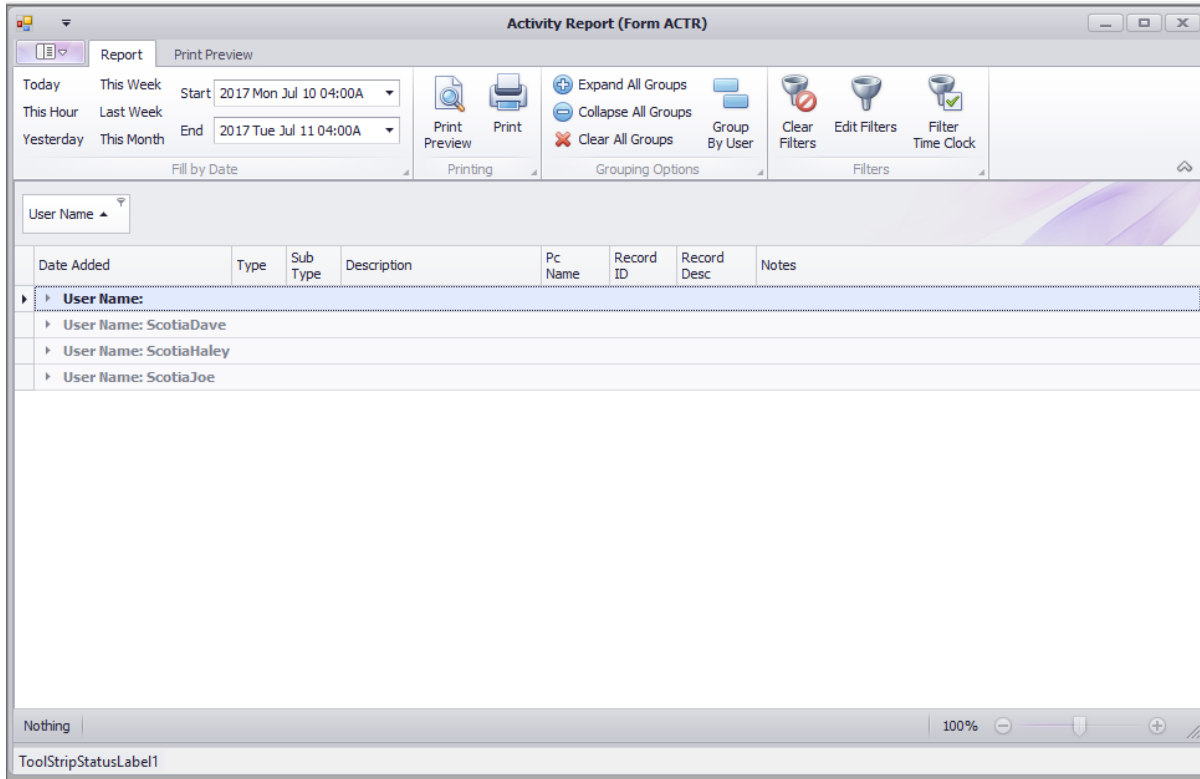
Custom Dashboard Creation [COMING SOON]

Activity Report

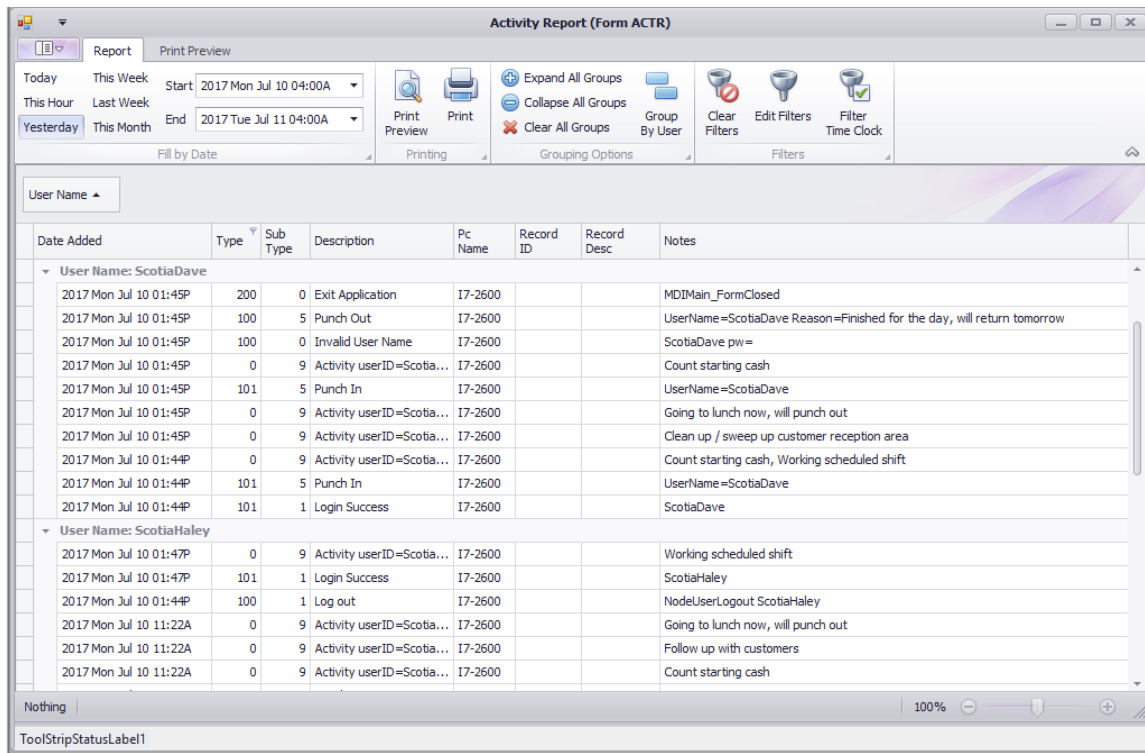
The Activity Report is an important report for management that uses the Time Management function. This report shows the times and dates when staff punch in, punch out, and record activities. This report, along with every other report you see in SEM, can be exported to many other formats and to email.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



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.



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.

| 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 Menchefski | \$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.

POS Transactions List

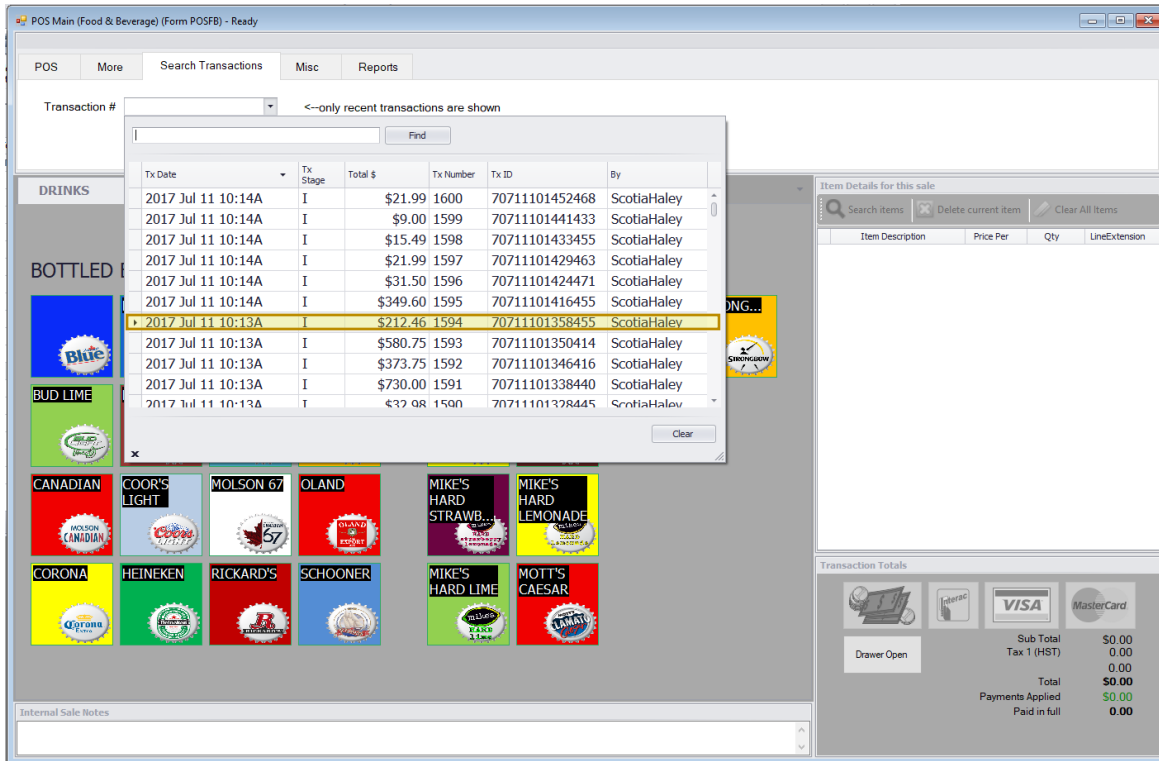
The POS Transaction List is a report used to determine where errors may have occurred if there is a discrepancy between actual cash and cash recorded in the POS. Here you can see what a transaction's balance was and how much was paid toward that balance. Click on "POS Transactions List" under Reports 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:... | 1583 | 15.65 | 2.35 | 18.00 | 18.00 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1584 | 47.80 | 7.17 | 54.97 | 54.97 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1585 | 29.13 | 4.37 | 33.50 | 33.50 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1586 | 4.78 | 0.72 | 5.50 | 5.50 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1587 | 19.12 | 2.87 | 21.99 | 21.99 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1588 | 9.56 | 1.43 | 10.99 | 10.99 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1589 | 14.34 | 2.15 | 16.49 | 16.49 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1590 | 28.68 | 4.30 | 32.98 | 32.98 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1591 | 634.78 | 95.22 | 730.00 | 730.00 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1592 | 325.00 | 48.75 | 373.75 | 373.75 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1593 | 505.00 | 75.75 | 580.75 | 580.75 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1594 | 184.75 | 27.71 | 212.46 | 0.00 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1595 | 304.00 | 45.60 | 349.60 | 349.60 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1596 | 27.39 | 4.11 | 31.50 | 31.50 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1597 | 19.12 | 2.87 | 21.99 | 21.99 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1598 | 13.47 | 2.02 | 15.49 | 15.49 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1599 | 7.83 | 1.17 | 9.00 | 0.00 | ScotiaHaley | CASH | | | Register 3 |
| CASH | 2017 Tue Jul 11 10:... | 1600 | 19.12 | 2.87 | 21.99 | 15.00 | ScotiaHaley | CASH | | | Register 3 |

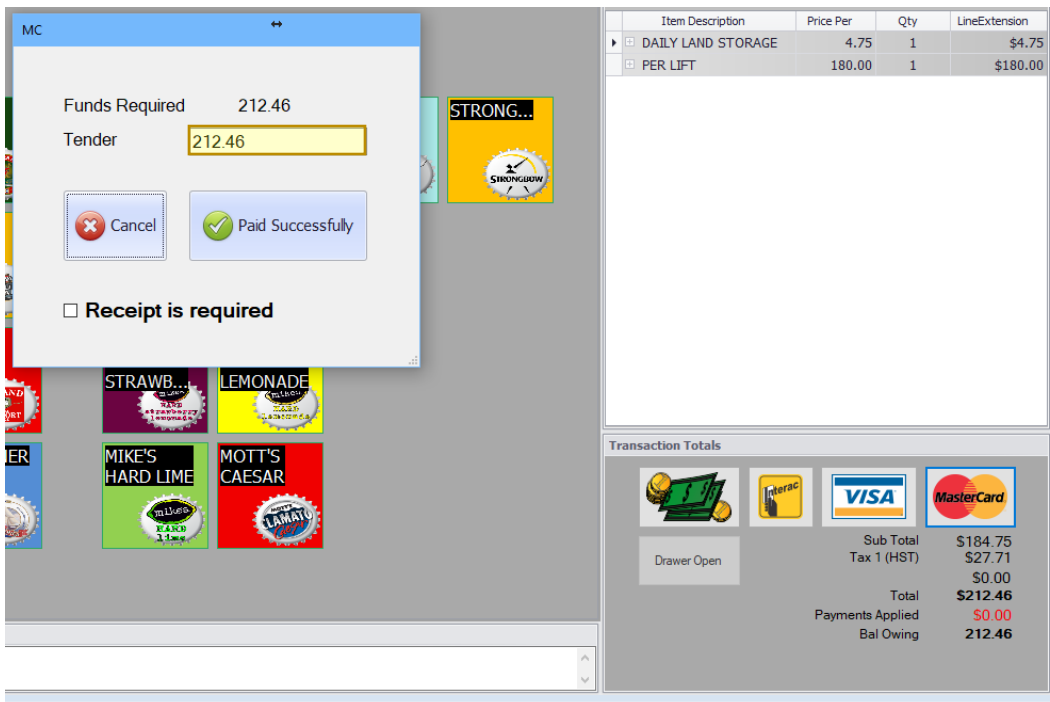
Enter the dates and times you would like the report to cover. Transactions that have no payments applied or payments applied that are less than the transaction balance will be highlighted red. We will walk through the example of the Doc #1594 (highlighted yellow) and how to fix that transaction.

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

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

Find

| 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 | |

Clear

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

Customer: Cash Customer

POSPay Type ID: American Express, Cash, Debit Card, Mastercard, Visa

Date Added: 2017 Tue Jul 11 10:34A

Added By User ID: ScotiaHaley

Last Updated Date: 2017 Tue Jul 11 10:22A

Last Updated By User ID:

POS Payment ID: 70711103428574

POS Transaction ID: 70711101358455

Cust Transaction ID:

Notes:

Amount Paid: 212.46

Account Balance Information:

Invoiced Balance: \$1,165.25

Committed Balance: 95.69

Total Balance: 1,260.94

This Payment: 212.46

New Balance: 1,048.48

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 | \$21.99 | \$21.99 | | 2017-07-11 | 1597 | 1597 | CASH | 2017-07-11 | | <input type="checkbox"/> | |
| Payment | \$21.99 | -\$21.99 | | 2017-07-11 | 1597 | 1597 | CASH | 2017-07-11 | | <input type="checkbox"/> | AutoGen from POSFB Pay... |
| Invoice | \$15.49 | \$15.49 | | 2017-07-11 | 1598 | 1598 | CASH | 2017-07-11 | | <input type="checkbox"/> | |
| Payment | \$15.49 | -\$15.49 | | 2017-07-11 | 1598 | 1598 | CASH | 2017-07-11 | | <input type="checkbox"/> | AutoGen from POSFB Pay... |
| Invoice | \$9.00 | \$9.00 | | 2017-07-11 | 1599 | 1599 | CASH | 2017-07-11 | | <input type="checkbox"/> | |
| Invoice | \$21.99 | \$21.99 | | 2017-07-11 | 1600 | 1600 | CASH | 2017-07-11 | | <input type="checkbox"/> | |
| Payment | \$15.00 | -\$15.00 | | 2017-07-11 | 1600 | 1600 | CASH | 2017-07-11 | | <input type="checkbox"/> | AutoGen from POSFB Pay... |
| Payment | \$212.46 | -\$212.46 | | 2017-07-11 | 1594 | 1594 | CASH | 2017-07-11 | | <input type="checkbox"/> | 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.

