

# Sage DacEasy



● Point of Sale  
User's Guide

The 'sage' logo in a lowercase, teal-colored font.

**Sage DacEasy**

**Point of Sale**



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# Welcome

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**Key Features**

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# • Welcome •

Welcome to Sage DacEasy Point of Sale. Sage DacEasy Point of Sale is a powerful, yet easy to use, point of sale system that is perfect for a growing business. You can use Sage DacEasy Point of Sale as a stand alone or interface with Sage DacEasy Accounting for an even more powerful solution.

This *User's Guide* assists you with setting up your company and details basic point of sale processes. You are directed to the Sage DacEasy Point of Sale Help system for more detailed instruction. In addition, "Related Help Topics" sections throughout this *User's Guide* list Help topics on related subjects. Use the **Contents** tab or the **Index** tab in Help to locate the topic.

Refer to the *Getting Started Guide* for assistance with using Help, documentation conventions and other methods of obtaining assistance with your software. The *Getting Started Guide* also includes information on installing Sage DacEasy and adding or converting company files with the Sage DacEasy Business Center. In addition, global Sage DacEasy features such as printing and using the LookUp are explained.

If you choose to use the Sage DacEasy Business Center and select a scheme with multiple Sage DacEasy programs, please note the following change regarding menu selections. When this *User's Guide* instructs you to select a command from a menu in Sage DacEasy Point of Sale, select the **Point of Sale** menu in the Sage DacEasy Business Center, and then proceed with the steps. For example, if the *User's Guide* instructs you to select **Copy** from the **File** menu, you have to select **File** from the **Point of Sale** menu in the Sage DacEasy Business Center, and then select **Copy**.

Review the list of key features in this chapter and you'll soon see why Sage DacEasy Point of Sale is the ideal out-of-the-box solution for the small business in need of robust, as well as affordable, business software.

## Key Features

A brief description of a few of the many powerful features in Sage DacEasy Point of Sale follows.

**Tip:** Use the New Features Tour included in the Sage DacEasy Business Center to familiarize yourself with the features new to this version.

**Note:** For a list of key features specific to the Sage DacEasy Business Center or common to all Sage DacEasy programs, refer to Chapter 1, "Welcome" in the *Sage DacEasy Business Center Guide*.

## **Sage DacEasy Accounting Interface**

Ten powerful modules form the core of Sage DacEasy Accounting. These modules include General Ledger, Fixed Assets, Accounts Payable, Accounts Receivable, Inventory, Purchasing, Billing, Cash, Recurring and a Custom Report Writer. You can use Sage DacEasy Point of Sale as a stand alone program or interface with Sage DacEasy Accounting. The General Ledger is automatically updated when you interface with Sage DacEasy Accounting.

## **Advanced Security**

Sage DacEasy's Security feature brings you peace of mind. You can create an unlimited number of user profiles that indicate the areas of the program the user can access. You can also limit the warehouses that users can purchase into or sell from. For more information, refer to Chapter 4, "Setting Up."

## **All-Inclusive Sales Register**

Sage DacEasy Point of Sale isn't just for ringing up sales. You can enter quotes, layaways, layaway payments and AR Payments—all from the same screen. You can enter an unlimited number of tender types, and even include two payment types on a transaction. For more information, refer to Chapter 5, "Daily Register Processing."

## **Customizable Sales Register**

You can customize the sales register entry process to meet your specific needs and expedite transaction entry. You can bypass the customer field, default the quantity field to 1, automatically print receipts when you save a sale and automatically generate layaway numbers. All of these options are available on the **System Preferences** dialog box. For more information, refer to Chapter 4, "Setting Up."

## **Update the General Ledger Online**

If you are interfacing Sage DacEasy Point of Sale with Sage DacEasy Accounting, you can get an accurate, up-to-the-minute view of your books at any time, including activity from add-on modules. Sage DacEasy Accounting can now create and maintain associated unposted General Ledger transactions when you enter transactions in Sage DacEasy Point of Sale. Now you have immediate access to unposted activity using DacAccess and Crystal Reports. And, when using this feature Sage DacEasy Point of Sale updates the General Ledger in detail when entering the transaction. For information on setting up the Update General Ledger Online feature, refer to the Help topic titled "Setting System Preferences" in the Sage DacEasy Accounting Help.

## **Update the Check Register Online**

If you are interfacing Sage DacEasy Point of Sale with Sage DacEasy Accounting, the new Online Check Register feature allows you to create and maintain associated unposted Check Register transactions at the time of entry from the source module, including add-on modules. This feature provides you with a real-time snapshot of all bank activity, including an accurate online balance. You can reconcile your bank accounts at any time so you no longer need to wait until the next posting cycle.

When using this feature, the method of payment details from Sage DacEasy Point of Sale are recorded in detail in the Sage DacEasy Accounting Check Register to make it even easier to reconcile your bank account. You also now have access to unposted bank activity in DacAccess and Crystal Reports. For information on setting up the Update Check Register Online feature, refer to the Help topic titled "Setting System Preferences" in the Sage DacEasy Accounting Help.

## **Sales Register Security**

Sales register specific functions are available in the **User Access Rights** dialog box. This includes the ability to choose whether or not a user can clear the sales register, escape from the sales register, delete sales register detail, change the salesperson from a sale, enter negative detail lines or change existing detail lines. In addition, a Maximum Security button is available on the toolbar. Select this button to grant users the minimum amount of access necessary to record sales register activity. Additional key areas such as purging data and modifying user access rights are automatically disabled. After selecting Maximum Security, you can modify the access rights as needed. For more information on setting up the Security feature, refer to Chapter 4, "Setting Up."

## **Detailed Audit Trail**

Preventing salesperson errors and theft is a key concern of most businesses in need of point of sale software. Sage DacEasy Point of Sale makes it easier for you to determine just what actions your sales staff have taken. Two fields available in the Sales Transaction Header file allow you to track the original amounts for Net Due and Received on all sales transactions, including deleted transactions. You can include these fields on custom reports created using DacAccess using the Invoice Header file in the Sales catalog, and investigate the transactions where the original amounts differ from the current amounts on the sales transaction. For more information, refer to Chapter 8, "Custom Reporting."

**Print the Total Savings on Receipts**

You have the ability to add the total savings to your sales receipt. Just include the Savings Amount and Savings Label variables on your form template. Your customers will appreciate knowing just how much they save as one of your valuable customers. For more information on adding these variables to your form template, refer to the Help topic titled “Editing templates.”

**Protect Customer Credit Card Numbers**

Your customers will be grateful that you take steps to protect their credit card numbers from getting into the wrong hands. You can now add special credit card variables to the form template header or footer that prevent the entire number from printing on the receipt. This includes variables for two credit card numbers in the event of a split payment. For more information on adding these variables to your form template, refer to the Help topic titled “Editing templates.”

**Print Reconciliation Reports to the Receipt Printer**

The Summary Reconciliation reports and the Reconcile Cash Register report (when reconciling by method of payment) now print to a 40-column receipt printer. If you are using a receipt printer, you no longer have to switch printers to view these reports. For information on printing Reconciliation reports, refer to Chapter 5, “Daily Register Processing.”

**Credit Check**

Avoid entering sales for customers that have reached their credit limit or have a past due balance. You can choose to display a warning or prevent the sale from being created when the credit check criteria is met by selecting the appropriate options when setting your system preferences. For information on setting system preferences, refer to Chapter 4, “Setting Up.”

**AutoReorder**

Save time when entering sales by generating these transactions off of prior sales transactions for the customer. For information on using this feature, refer to the Help topic titled “Using AutoReorder to sell items based on prior purchases.”

**Deposit Slip Totals**

The summary printed at the bottom of deposit tickets now includes totals for the number of items deposited, total check amounts, total cash amounts and a grand total. For information on printing deposit slips, refer to Chapter 5, “Daily Register Processing.”

## **Track Product Weights**

This feature allows you to define your own units of measurement, and then assign weights to products on the **Sales** tab of the product record. If you are interfaced with Sage DacEasy Accounting, you can view the total weight of an invoice from the footer (via the **Options** menu) during entry. For more information on setting up units of weight, refer to the Help topic titled "Adding weight units."

## **E-mail Reports and Forms**

In earlier versions you could only select to send a given report or form to the Printer, Screen, HTML, Excel, or whether to export the output to a comma delimited or text file. This feature adds email to these options so that a form or a report can be sent to an email address directly from within Sage DacEasy.

## **Update Forms Designer**

This feature expands the support for images in the Sage DacEasy forms print engine. You are able to visually insert images anywhere in the template for any of the forms supported. The form editor displays the actual image when the user is working with the form template, making it easier to visualize the output of the form and to position all the template elements properly.

## **Increased Item Code Size**

The Item code for products and services was increased from 14 characters to a 20 characters maximum. This feature not only allows users to accommodate Inventory coding schemes for specific industries, but it also increases flexibility when using the Inventory Multi.

## **Change Tax Rate on Sales Receipt Detail Lines**

This feature allows you to modify the tax rate for each detail line on a Sales Receipt. This is useful selling items that are subject to special surtax rates or for states that are implementing different tax rates for different goods or services.

## **Global Changes**

Sage has added **Services** as a selection in the **File** field on the **Global Changes** dialog box (**Periodic > Global Changes**) and provides several selections in the **Change** field for this area; Commissionable, Taxable, Serial Numbers, Measure, Price, Custom Text Label 1-6, Custom Amount Label 1-4, and Customer Date Label 1-2. Additionally, Sage has added several new selections in the following areas:

- **Customer** - Price Group, Billing Group, Zone Code, Ship Via, Custom Text Label 1-6, Custom Amount Label 1-4, and Customer Date Label 1-2.

- **Vendor** - Tax Table, Terms Table, Memo, Territory, Ship Via, Type, Credit Limit, Custom Text Label 1-6, Custom Amount Label 1-4, and Customer Date Label 1-2.
- **Product** - BIN, Minimum, Lead Time, Reorder, Purchase Measure, Purchase Vendor, Purchase Number, Purchase Alternative Vendor 1-2, Sales Measure, Sales Price, Sales Quantity Price Break A-F, Sales Alternative Product 1-2, Taxable, Custom Text Label 1-6, Custom Amount Label 1-4, and Customer Date Label 1-2.
- **Salesperson** - Territory.

## **Additional Features**

- Customize form templates for sales receipts, quotes, layaways, sales returns and labels.
- Quickly update inventory quantities or values and complete warehouse transfers.
- Track customer and product transaction history.
- Make global changes to customers, products and salespeople.
- View the sales price from the Product LookUp.
- Change commissionable status at the time of the sale, per line item or for the entire sale.
- Track sales by salesperson.
- Assemble products.
- Delete quotes after they are converted to sales.
- Reconcile cash register by shift and by tender type.
- Enter promotional pricing with start and end dates.
- View important customer information including the unposted account balance.
- Online credit card verification.
- Print bar codes in different formats, even multiple columns.
- Generate bar codes using your vendor's part number.
- Auto-apply during AR payments entry.
- Attach messages to products and services using the Sales Assistant.
- Assign different Accounts Receivable accounts to customers.
- Track the time of sale with the option to appear in military format.



- Track serial numbers.
- Use cash drawers, keyboard wedges, serial bar code readers, 40 and 80 column receipt printers, pole displays (20 character, 2-line) and magnetic card readers.
- Assign price breaks based on fixed percentages, quantities, flat price or dollar amount.
- Track multiple registers and cash drawers with the Network version.
- Record “walk-in” sales.
- Change taxable status at the time of the sale, per line item or for the entire sale.
- Track sales by hour.
- Track inventory costs and units at multiple warehouses.
- Purge old, unused records.
- Attach notes to customer, product and service records.
- Import customers, products, services and promotional prices.
- Set up default information for customers and products.
- Track specialized information for customers, products and services with custom fields.
- Exclude non-inventory items from the Product History and Product Activity Detail reports.
- Print deposit slips.

# Getting Started

# 2

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# • Getting Started •

This chapter gets you started using the program if you choose to run Sage DacEasy Point of Sale independent of the Sage DacEasy Business Center. It includes information on starting and exiting Sage DacEasy Point of Sale, accessing other Sage DacEasy modules, adding new companies, opening company files and backing up.

## Starting Sage DacEasy Point of Sale

If you are using the Sage DacEasy Business Center, you do not have to start Sage DacEasy Point of Sale separately. When you access a command from the Sage DacEasy Point of Sale menu in the Sage DacEasy Business Center, the appropriate dialog box appears. To start Sage DacEasy Point of Sale independent of the Sage DacEasy Business Center, complete the following steps.

**Note:** If you are upgrading your data from a previous version, refer to Chapter 1, “Installing Sage DacEasy” in the *Getting Started Guide* before completing the following steps.

---

### To Start Sage DacEasy Point of Sale

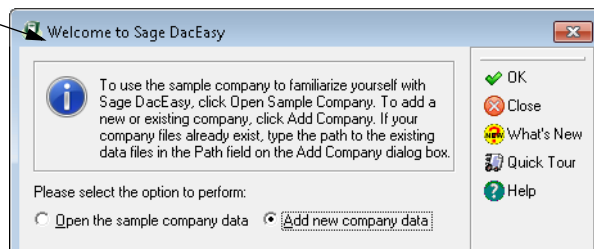
- 1 Click the **Start** button, point to **Programs**, then to **Sage DacEasy**, then to **Modules**, and then click **Point of Sale**.

If you have not registered the program, you are asked to register. If you want to register at a later time, choose **No**. To register the program, choose **Yes**. The **Serial Number** dialog box appears. Type your serial number and activation key using all capital letters, and then click **OK**.

If you have already set up a company, the default company opens and you can disregard the following steps.

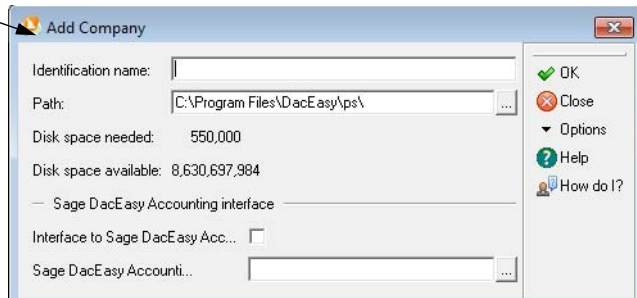
If you are a new user, the **Welcome to Sage DacEasy** dialog box appears. You can add the sample company or add your company. Select the **Open the Sample Company Data** option to add the sample company or continue with the following steps to add your company.

The Welcome to Sage DacEasy dialog box appears when new users first start the program.



- 2 Select the **Add New Company Data** option. The **Add Company** dialog box appears.

The Add Company dialog box appears when you choose to add new company data.



- 3 Type a descriptive name for your company files. This name is used to identify the company when opening your company files.  
Type the path where the new data files are to be located or click the **Browse** button and locate the folder.
- 4 You can click **Help** for more information on the **Add Company** dialog box.
- 5 Complete the fields in the Sage DacEasy Accounting Interface area if you are interfacing your point of sale files with your accounting files.  
**Tip:** To locate the path to your accounting data, select **Open** from the **File** menu in Sage DacEasy Accounting and note the path in the Directory column.
- 6 Click **OK** to create the new company data files. The **Open Company** dialog box appears.
- 7 Double-click the company you want to open. The dialog box closes and the company's name appears on the title bar.

## Starting Sage DacEasy Point of Sale from Sage DacEasy Accounting

If you are using the Sage DacEasy Business Center, the Sage DacEasy Modules menu bar provides access to all Sage DacEasy modules included in your company profile. Refer to the *Sage DacEasy Business Center Guide* for information on starting the Sage DacEasy Business Center.

If you are not using the Sage DacEasy Business Center, there are two ways to start Sage DacEasy Point of Sale while in the Sage DacEasy Accounting program: (1) use the **Point of Sale** command on the **Modules** menu or (2) customize the Sage DacEasy Accounting toolbar to include a **Point of Sale** button.

To use the Modules menu, set up the external module path in Sage DacEasy Accounting. To set up the path, select **Defaults** from the **Edit** menu in Sage DacEasy Accounting, and then select **System Preferences**. Type the path to the Sage DacEasy Point of Sale program files in the Sage DacEasy Point of Sale field on the **Paths** tab of the **System Preferences** dialog box, and then click **OK** to save the change.

To start Sage DacEasy Point of Sale from Sage DacEasy Accounting, choose **Point of Sale** on the **Modules** menu. The Sage DacEasy Point of Sale program appears with the Sage DacEasy Accounting program still open.

To customize the Sage DacEasy Accounting system toolbar to include a **Point of Sale** button, refer to the Sage DacEasy Accounting Help topic titled "Customizing the toolbar."

## Exiting Sage DacEasy Point of Sale

If you are not using the Sage DacEasy Business Center, choose **Exit** from the **File** menu to close Sage DacEasy Point of Sale. You can also exit Sage DacEasy Point of Sale by clicking the **Close** button located on the Sage DacEasy Point of Sale title bar. A message appears confirming you want to exit the program. Choose **Yes** to continue.

## Working With Sage DacEasy Point of Sale

Now that you know how to start Sage DacEasy, you are probably eager to start tracking your sales in Sage DacEasy Point of Sale. This section explains how to add company files and open a company. To help you keep your company running smoothly, this section also includes information on running utilities and backing up and restoring your data.

**Tip:** Refer to the *Sage DacEasy Business Center Guide* for additional information on working with Sage DacEasy. This includes working with the Sage DacEasy Business Center, changing report layouts, using the calculator, using the **LookUp**, using the **Date Selector** button, working with Sage DacEasy toolbars, and more.

## Adding New Companies

If you chose to open a sample company the first time you started the program, you can always add your company later. If you have already set up a company, you can track additional companies. Complete the following steps to add a new company if you are not using the Sage DacEasy Business Center.

### To Add a New Company

- 1 Select **Open** from the **File** menu. The **Open Company** dialog box appears.
- 2 Click **Add**. The **Add Company** dialog box appears.
- 3 Complete each field and confirm you have the required disk space available.  
You can click **Help** from the **Add Company** dialog box for a detailed description of each field.
- 4 Click **OK** to add the company.

## Opening Company Files

You can add an unlimited number of companies; however, you can only open one company at a time (unless you use the Sage DacEasy Business Center). The default company opens automatically when you start Sage DacEasy Point of Sale. The following steps explain how to open a different company if you choose not to use the Sage DacEasy Business Center. When you select a different set of data files, Sage DacEasy closes the current data files before opening the new company files.

**Tip:** You can include your Sage DacEasy Point of Sale data files in a company profile in the Sage DacEasy Business Center, and then open the company from the Sage DacEasy Business Center. This gives you all the advantages of the Sage DacEasy Business Center, including the ability to have multiple windows open at once. In addition, you do not have to close one company before opening a different company. Refer to Chapter 1, “Installing Sage DacEasy” in the *Installation and New Features Guide* for more information.

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### To Open a Different Company

- 1 Select **Open** from the **File** menu. The **Open Company** dialog box appears.  
**Tip:** You can sort on any column to help you quickly locate a company. Refer to the “Using the LookUp” section in Chapter 4, “Working With Sage DacEasy” in the *Installation and New Features Guide* for more information.
- 2 Double-click the company you want to open. The company information appears in the middle of the screen.

### Related Help Topics

- Setting the default company
- Deleting company files
- Copying company files

- Importing data

## Using File Utilities

Sage DacEasy includes a file utility function you can use to periodically check the integrity of data files and, if necessary, repair any damaged files. You can run this routine on any data files at any time. We recommend that you run the Recover and Verify utilities at least once a month. Be sure to make a backup of your data before using utilities.

**Important:** You can click the **Close** button on the **Operation Status** dialog box to interrupt the Drop Indexes, Recover and Verify routines. If you choose to interrupt a routine, a confirmation screen appears. Choose **Yes** to stop the utility routine. Sage DacEasy completes the utility on the current file and displays a cancellation message. It is very important you return later and run the utility routine again.

---

### To Use File Utilities

- 1 Select **Utilities** from the **File** menu. The **File Utilities** dialog box appears.
- 2 Type the file selection or click **LookUp** to select the file or group of files.
- 3 Select the file operation.
  - **Drop Indexes**—Select this option to remove any supplemental indexes from your data files.
  - **Recover**—Select this option to rebuild and optimize the file.
  - **Verify**—You can only run the Verify option on transaction header files. Verify confirms that each record is contained in both the header and detail file. If a record is incomplete, the partial transaction is removed from your files.

**Note:** When you verify the Sales Header, Layaway Header or Quote Header, a Start Verification message appears. Select **Start Verification** to continue. A list of the changes made appears after the process is complete. Click **Close** after viewing the report, and then click **OK** to return to the **File Utilities** dialog box. If you Verify all files, the Start Verification window appears prior to verifying the Sales Header, Layaway Header and Quote Header files.

- **Transaction Viewing**—Select this option to view or edit transaction files.

**Note:** Because multiple files are updated when transactions are entered, it is very important to only delete transactions from File Utilities that are a result of data corruption. Under normal circumstances you can delete an unposted transaction from the Sales Register or enter a reversing entry for posted transactions (for example, a refund to reverse a sale).

- 4 Click **OK** to begin the selected operation. A confirmation box appears when the process is complete. Click **Continue** to return to the **File Utilities** dialog box.

**Note:** If Transaction Viewing was selected, a list of each transaction appears. Click the **Close** button to return to the **File Utilities** dialog box.

## Backing Up and Restoring Your Files

With the Backup routine you can back up your data to a disk, to your hard drive or to a network drive. We recommend you keep a backup copy of your data files on disk so you do not lose your data in the event of a drive failure.

It is recommended that you make frequent backups of your data. It is especially important to make a backup before performing certain irreversible functions such as posting or purging. For your convenience, you can make backups directly from a number of irreversible functions such as the posting function. In addition, you can make a backup at any time by accessing the Backup function from the File menu.

If you are interfacing with Sage DacEasy Accounting, it is important to make a backup of your accounting data files at the same time you back up your point of sale data files.

**Tip:** You can back up or restore all data files in a company profile at one time using the Sage DacEasy Business Center. Refer to Chapter 1, “Working With the Sage DacEasy Business Center” in the *Sage DacEasy Business Center Guide* for more information.

---

### To Back Up or Restore Data

- 1 Select **Backup/Restore** from the **File** menu. The **File Backup/Restore** dialog box appears.
- 2 Select the appropriate operation: **Backup** or **Restore**.
- 3 Select the type of files to back up: **Accounting** or **Point of Sale**.



- 4 If necessary, edit the source of the data files and the target.  
**Tip:** Click **Defaults** to add a default target path for backing up or default source path for restoring data.
- 5 Click **OK**. A confirmation message appears.
- 6 Choose **Yes** to make or restore the backup. You are prompted to insert disks as required.

### **Related Help Topics**

- [Resetting file attributes](#)
- [Setting up backup and restore defaults](#)

# Quick Tour

# 3

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## • Quick Tour •

Use the checklists included in this chapter as a road map to effectively automate your point of sale process using the software to its fullest capabilities. The Getting Started Checklist guides you through the setup process. The Processing Register Transactions Checklist takes you through the tasks completed as you record daily sales register activity and other activities typically performed on a daily basis. The final checklist, the Periodic Routines Checklist, explains activities that are not typically performed as part of daily register processing.

Each checklist item tells you why the step is important and directs you to the chapter or Help topic that explains the process.

### Getting Started Checklist

Sage DacEasy requires you to enter certain information prior to entering transactions. Use this checklist to properly set up Sage DacEasy Point of Sale.

**Tip:** The quickest and easiest way to set up your company is to add your new company using the Sage DacEasy Business Center, and then use the Setup Workflow Guide to assist you with the setup process.

The Setup Workflow Guide steps you through the setup process and includes links to each setup screen. Because it includes all setup steps related to your company profile, it is especially useful if your company is using multiple Sage DacEasy programs.

Refer to Chapter 1, “Installing Sage DacEasy” in the *Getting Started Guide* for more information on adding your company with the Sage DacEasy Business Center. Refer to Chapter 2, “Working With Sage DacEasy Business Center Pages” in the *Sage DacEasy Business Center Guide* for more information on using Workflow Guides.

#### Add your company

Sage DacEasy Point of Sale lets you track point of sale information for multiple companies. You are prompted to add a company the first time you access the program. Add additional companies to Sage DacEasy Point of Sale by choosing **Open** on the **File** menu. When the **Open Company** dialog box appears, click **Add**.

For more information on adding a company to Sage DacEasy Point of Sale, refer to “Adding New Companies” on page 12.

**❑ Add a controller password and assign user access rights**

If you choose to use the Security feature, enter a controller password and assign rights to specific users. The controller has full access to all areas of the program. After the controller password has been entered, each user can be added with limited access to the program.

To add the controller password, select **Defaults** from the **Edit** menu, and then select **Passwords**. To add User IDs and assign access rights, select **Defaults** from the **Edit** menu, and then select **User Access Rights**.

For more information on passwords and user access rights, refer to “Using the Security Feature” on page 28.

**❑ Add company information**

Enter your company’s name and address information. This information prints at the top of each report. You can also enter your federal and state tax identification numbers during this step. To enter your company information, select **Defaults** from the **Edit** menu, and then select **Company Information**.

For more information on company information, refer to Chapter 4, “Setting Up.”

**Note:** If you add your company using the Sage DacEasy Business Center, you have the option to automatically update the company information in each Sage DacEasy module when you save the new company profile. This keeps you from entering your address information more than once.

**❑ Set system preferences**

Sage DacEasy lets you customize how Sage DacEasy displays, prints and processes data. In addition, you can process credit cards using Sage Payment Solutions. To select your system preferences, select **Defaults** from the **Edit** menu, and then select **System Preferences**.

For more information on system preferences, refer to Chapter 4, “Setting Up.”

**❑ Set up the interface to Sage DacEasy Accounting**

If you are interfacing with Sage DacEasy Accounting, enter the interface accounts to update in Sage DacEasy Accounting when you post Sage DacEasy Point of Sale.

For more information on interfacing with Sage DacEasy Accounting, refer to “Interfacing With Sage DacEasy Accounting” on page 42.

**Add labels for custom fields**

You can customize up to six text fields, four numeric fields and two date fields for your customer, product and service records. After setting up the custom field labels, the labels appear on the **Custom** tab when editing customer, product and service records. You can then include these fields on custom reports generated with DacAccess. To edit the custom field labels, select **Defaults** from the **Edit** menu, and then select **Custom Field Labels**.

For more information, refer to “Editing Custom Field Labels” on page 45.

**Set up customer and product defaults**

If you find yourself entering the same information on each record when you add your customers and products, enter the information as a default. The default information automatically appears when you enter a new record. To enter customer defaults, select **Defaults** from the **Edit** menu, and then select **Customer Defaults**. To enter product defaults, select **Defaults** from the **Edit** menu, and then select **Product Defaults**.

For more information on customer and product defaults, refer to “Setting Up Product and Customer Defaults” on page 47.

**Select form preferences**

You can print forms to plain paper, a preprinted Sage DacEasy form or a custom form. Prior to printing your first form, select the form template you are using or design your own template. To select your form preferences, select **Defaults** from the **Edit** menu, and then select **Sales Receipt Format**.

For more information on forms, refer to “Selecting Form Templates” on page 49.

**Add method of payment, message, price break, salesperson, terms, tax, shipping method and weight unit tables**

Sage DacEasy uses tables to store information. Assign information to a code, and then use this code instead of reentering the information throughout the program. If the information changes (for example, tax rate changes), you only need to change the table instead of changing each record affected by the change.

For more information on tables, refer to “Setting Up Tables” on page 53.

**❑ Add customers and setup balances**

If you want to track information about each customer, add a record for each customer. Balance information for the customer is updated automatically each time you post a transaction for the customer. When you enter beginning balances, you can enter each outstanding invoice or a lump sum. If you are interfaced with Sage DacEasy Accounting, the Accounts Receivable account is updated when you update a customer's balance. To add customers, select **Customers** from the **Edit** menu.

For more information on customers, refer to Chapter 4, "Setting Up."

**❑ Add products and setup balances**

If you want to track inventory, add a record for each product. You can include products on sales transactions, quotes and layaways. You can enter finished goods with component lists and use the Assembly module to build the products. If you are interfaced with Sage DacEasy Accounting, the Inventory account balance is automatically updated when you update a product's balance. To add products, select **Products** from the **Edit** menu.

For more information on products, refer to "Setting Up Product and Customer Defaults" on page 47.

**Tip:** If you are tracking inventory for multiple warehouses, you can automatically generate product codes for each warehouse when you create the master item.

**❑ Add warehouses and master items**

If you want to track inventory located in multiple warehouses, add a record for each warehouse and master item. When you set up the master item, include each product that makes up the master item and the warehouse in which the item is stored. This allows you to track your inventory by the master item or by each warehouse.

For more information, refer to Chapter 4, "Setting Up."

**❑ Add services**

If you want to include services on sales, quotes and layaways, add a record for each service your company offers. To add services, select **Services** from the **Edit** menu.

For more information on services, refer to Chapter 4, "Setting Up."

**❑ Add billing codes**

Use billing codes to include items on sales transactions that are not products or services, for example, warranty. To add billing codes, select **Billing Codes** from the **Edit** menu.

For more information on billing codes, refer to Chapter 4, "Setting Up."

**Add serial numbers**

If you track serial numbers for your products and services, enter each serial number. Then, you can track the product by its serial number when you sell the product. To view serial numbers, select **Serial Numbers** from the **Edit** menu.

For more information on serial numbers, refer to Chapter 4, "Setting Up."

**Set up printers**

You can set up printers for general reporting, receipt printing and bar code printing.

For more information on setting up your printers, refer to "Setting Up Printers" on page 47.

**Set up cash registers**

Set up each cash register with any alternative printers, cash drawers, display poles and credit card processing. To set up your cash registers, select **Tables** from the **Edit** menu, and then select **Cash Registers**.

For more information on setting up your cash registers, refer to Chapter 4, "Setting Up."

## Processing Register Transactions Checklist

Accurately tracking your sales activity helps you grow your business. The following checklist details the steps required to record your information in Sage DacEasy Point of Sale.

**Enter daily activity**

You can enter the following types of transactions in Sage DacEasy Point of Sale from the **Sales Register Entry** dialog box. To access this dialog box, select **Sales Register** from the **Process** menu.

For more information on entering transactions, refer to Chapter 5, "Daily Register Processing."

- **Sales**—Record the sale of goods and services and print sales receipts.
- **Quotes**—Give customers a print out of the amount charged for goods and services. Quotes can be converted to a sale at a later date.
- **Layaways**—Customers can enter into an arrangement with the store in which a deposit is made on an item that is held at the store until the item is paid for in full. The customer makes regular payments on the item as specified by the store.

- **AR Payments**—If you allow customers to charge their purchases to an account with your company, use the AR Payments feature to record payments received from the customer.
- **Layaway Payments**—If a customer makes a layaway purchase, record payments received on the layaway using the Layaway Payment feature.
- **Issue customer refunds**—If a customer returns merchandise, issue the customer a refund to record the return of the merchandise and refund of the customer's money.

#### **Enter Inventory Adjustments**

Move items to different warehouses or adjust inventory quantities or values. If you are not interfaced with Sage DacEasy Accounting, you can use this feature to update your Product file with inventory purchases.

For more information on entering inventory adjustment transactions, refer to Chapter 5, "Daily Register Processing."

#### **Reconcile cash registers**

It is important that the amount in the cash registers at the end of each day reconciles with the amount recorded in Sage DacEasy Point of Sale. You can use a standard reconciliation or reconcile by the method of payment. In a multi-user environment, reconcile each register separately, as they are closed. To reconcile your cash registers, select **Reconciliation** from the **Process** menu.

For more information on reconciling a cash drawer, refer to "Reconciling Sales Registers" on page 94.

#### **Print the Receipts Report**

After you have entered all the sales transactions for the day, print the Cash Receipts Report to view the cash you received for the day. To print this report, choose **Receipts Report** from the **Process** menu.

For more information on the Cash Receipts Report, refer to "Printing the Cash Receipts Report" on page 97.

#### **Print the Sales Report**

After you have entered all the sales transactions for the day, print the Daily Sales Report to list all sales activity for all registers, sorted by product or salesperson. Print the Daily Sales Report by choosing **Sales Report** from the **Process** menu.

For more information on the Daily Sales Report, refer to "Printing the Daily Sales Report" on page 98.



**Print the Sales Journal to verify correct sales entries**

The Sales Journal serves as your audit trail before posting transactions. Use this report to verify that all transactions were entered correctly. If you selected to force journal printing on the **System Preferences** dialog box, journal printing is required prior to posting transactions. To print the Sales Journal, choose **Journal** from the **Process** menu.

For more information on printing the Sales Journal, refer to “Printing the Sales Journal” on page 100.

**Correct erroneous entries detected on the Sales Journal**

After you enter your sales transactions, but before you post the sales, you can reverse transactions by entering a refund. You can also make any necessary corrections by reissuing the sales receipt. Reissuing a sale voids the original receipt and allows you to make changes to the sale using a new sales transaction.

For more information on issuing refunds or reissuing a sale, refer to Chapter 5, “Daily Register Processing.”

**Back up your data files**

It is important to back up your Sage DacEasy Point of Sale data files prior to posting. If you are interfacing with Sage DacEasy Accounting, you also want to make a backup of your accounting data files. If you encounter an error during the posting process, the first step in fixing the problem is restoring the backup. For your convenience, you can click **Backup** from the **Post Point of Sale** dialog box.

For more information on making a backup of your data files, refer to “Backing Up and Restoring Your Files” on page 15.

**Tip:** You can back up all Sage DacEasy data files for a single company profile from the Sage DacEasy Business Center. Refer to Chapter 2, “Working With the Sage DacEasy Business Center” in the *Sage DacEasy Business Center Guide* for more information.

**Post transactions**

If Sage DacEasy Point of Sale is interfaced with Sage DacEasy Accounting, this process creates and posts a summary transaction to the General Ledger and updates the balances in your chart of accounts. Additionally, whether or not Sage DacEasy Point of Sale is interfaced with Sage DacEasy Accounting, the posting process updates additional information such as balance and historical information for customers, products, services and tax tables. To post transactions, choose **Posting** from the **Process** menu.

For more information on posting, refer to “Posting Sales Register Transactions” on page 101.

## Periodic Routines Checklist

The following checklist details the tasks performed on a periodic basis.

### Back up your point of sale and accounting data files

Although you rarely need to restore a backup, it is important to make frequent backups in case you accidentally perform a procedure that cannot be reversed or you have corruption in your files. If you are running Sage DacEasy Point of Sale interfaced with Sage DacEasy Accounting, be sure to make a separate backup of your accounting data files each time you make a backup of your point of sale data files. To make a backup, select **Backup/Restore** from the **File** menu.

For more information on making a backup of your data files, refer to “Backing Up and Restoring Your Files” on page 15.

**Tip:** You can back up all Sage DacEasy data files for a single company from the Sage DacEasy Business Center. Refer to Chapter 1, “Working With the Sage DacEasy Business Center” in the *Sage DacEasy Business Center Guide* for more information.

### Run the File Utilities routine

Your data files, like your cars, need periodic maintenance. The Recover and Verify routines work together to keep your software running smoothly. You can run utilities on your data files at any time. To run the File Utilities routine, select **Utilities** from the **File** menu.

For more information on running the utilities, refer to “Using File Utilities” on page 14.

### Print custom reports

If you have created any custom reports in DacAccess pulling any historical information from customers, products, services or tax tables, print the reports before running the Year End routine.

For more information on DacAccess, refer to Chapter 8, “Custom Reporting.”

### Run the Accounts Receivable Period End routine

Run the Accounts Receivable Period End routine to update the Balance Information fields for your customers. In addition, paid invoices will be removed from the aging information and invoices will be combined into a single invoice for Balance Forward type accounts. If you are interfacing with Sage DacEasy Accounting, you must run this routine in Sage DacEasy Accounting. To run the AR Period End routine, choose **AR End of Period** from the **Periodic** menu.

For more information on running the AR Period End routine, refer to “Accounts Receivable Period End Routine” on page 161.

**☐ Run the Year End routine**

The Year End procedure updates the historical information for your customers, products, services, salespeople and tax tables. If you are interfaced with Sage DacEasy Accounting, you must run the individual Year End routines in Sage DacEasy Accounting. This routine also changes the period dates to the new year. To run the Year End routine, choose **Year End** on the **Periodic** menu.

For more information on running the Year End routine, refer to “Closing the Year” on page 162.

**☐ Purge data files**

If you are running low on disk space, you can purge information in your data files. Because you lose valuable information when you purge, it is recommended that you only purge at the end of the year or as needed. To purge information, choose **Purge** from the **Periodic** menu.

For more information on purging data, refer to “Purging Data Files” on page 158.

**Note:** After you purge information, run the Recover routine to retrieve the recovered hard disk space. Choose **Utilities** from the **File** menu to run the Recover routine.

# Setting Up

# 4

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## • Setting Up •

The Getting Started Checklist in Chapter 3, “Quick Tour,” provides a quick overview of the information you need to update after you add your company files. This chapter covers the steps you need to take to add this information to your company.

Tailor the program to your business when you update default information such as your company address, preferences, custom fields, defaults and printer configurations. If multiple people are accessing the program, you are going to want to take advantage of our advanced Security feature as described in this chapter. In addition, you can provide your customers the detail they need by customizing the sales receipt and other forms.

The final stage in the setup process is adding all the various information that you will use in your daily processing. This includes tables that store information such as tax rates and terms information, in addition to data that is critical to any business such as your customer data and inventory.

### Using the Security Feature

One of the most important issues when using a computerized point of sale system is the safety and security of your data. If you have one or more operators entering data or printing reports, you may want to restrict access to certain routines. Implementing Sage DacEasy's security system is a three-step process. The first step is to set up a controller password. The second step is to add each user and assign their access rights. The third step is to select the **Activate User Access Rights** check box on the **System Preferences** dialog box.

The following information explains how to enter the controller password and add each user.

### Adding the Controller Password

Sage DacEasy supplies a default user (“Controller”) that has access to the entire program. Use the **Edit Password** dialog box to enter the controller password. The next time you start the program, type **Controller** in the User ID field and enter the password.

### To Add the Controller Password

- 1 Select **Defaults** from the **Edit** menu, and then select **Passwords**. The **Edit Password** dialog box appears.
- 2 Type the password to be used each time you log in as the controller. It is important that you remember your password or write it down and store it in a secure place.
- 3 Type the password again in the Confirm Password field.
- 4 Click **OK** to save your controller password.

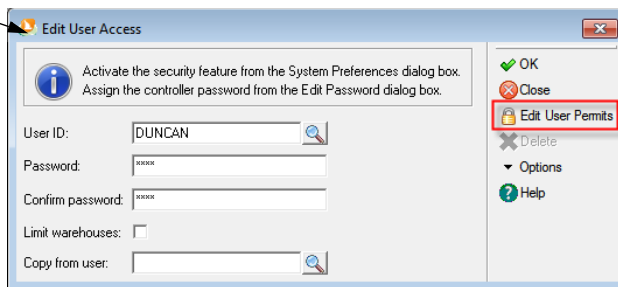
## Adding New Users and Assigning Access Rights

After entering the controller password, the controller can set up access rights for each additional user with the Access Rights feature. From the **Edit User Access** dialog box you can restrict the areas in the program that each user can access and assign individual passwords for each user. You can also limit the warehouses from which inventory can be sold.

### To Add or Edit User Access

- 1 Select **Defaults** from the **Edit** menu, and then select **User Access Rights**. The **Edit User Access** dialog box appears.

Assign specific access rights for each user from the Edit User Access dialog box.



- 2 Type a User ID and password, and then confirm the password. If you are editing an existing user, you can click **LookUp** to select the user.
- 3 Select the **Limit Warehouses** check box if you have multiple warehouses and want to limit the warehouses into which the user can purchase inventory (if interfaced with Sage DacEasy Accounting) and from which inventory can be sold.

If you have already set up your warehouses and you selected this check box, click **Options**, and then select **Edit Warehouse Permits**. A list of your warehouses appears. Select a warehouse and click **Tag/Untag** to give the user access or remove access. Click **Tag/Untag All** to give or remove the user access to all warehouses. Click **OK** to save the warehouse rights and return to the **Edit User Access** dialog box.

If you have not set up your warehouses, you can edit the user's warehouse permits after setting up your warehouses.

Click **Help** from the **Edit User Access** dialog box for a detailed description of each field.

- 4 You can assign rights to each function or copy rights from another user.

### **Assigning Rights**

To assign rights, click **Edit User Permits**. The **User Access Rights** dialog box appears. Select a function and click **Tag/Untag** to give the user access or remove access or click **Tag/Untag All** to give the user access to all functions or remove access to all functions. You can also click **Max Security** to automatically assign rights to a subset of sensitive functions, and then modify the list as needed.

Click **OK** to save the user and their access rights. The **Edit User Access** dialog box appears ready for you to set up additional users.

**Note:** Refer to the “About Access Rights” Help topic for a description of each function. Refer to the “About Maximum Security” Help topic for a list of each function affected by Maximum Security and how the function is affected.

### **Copying Rights**

To copy an existing user's rights, type the user ID in the **Copy From User** field or click **LookUp** and select the user from the list that appears. Click **OK** to save the user and their access rights, and then clear the **Edit User Access** dialog box.

### **Related Help Topics**

- About Access Rights
- About Maximum Security

## Audit Trail

Improve auditing and defend against potential fraud. With this feature, you have a register of user activity in the system. **Audit Trail** records insertions, deletions, and modifications of the most relevant master and transaction tables in Sage DacEasy. This important enhancement to the security system maintains a record of who modified the information in your system, as well as what information was modified and when. The log is available to print as you desire.

**Note:** To activate the **Audit Trail Log** in the Sage DacEasy Accounting, Order Entry and Point-of-Sale modules, enable the **Activate User Access Rights** option in **System Preferences**. To activate the **Audit Trail Log** in the Sage DacEasy Payroll module enable the **Generate Audit Trail** check box in **Preferences**.

The **Audit Trail Log** Report gives a detailed listing of the Audit Trail records that exist for any of the Sage DacEasy modules where this feature is activated. You can filter this report by any of the Sort and Rank options available, which include **Date**, **User ID**, and **Entity ID**. This allows you to print a report showing for any entity all the activity in Sage DacEasy for a range of Dates and User ID's. You may also choose the specific functions for which you want to monitor this activity.

---

### Turning ON User Access Rights

- 1 Select **Defaults** from the **Edit** menu, and then select **Passwords**. The **Edit Password** dialog box appears.
- 2 Type the password to be used each time you log in as the Controller.  
**Tip** This is a Master password that allows access to every function in the system. It is important to remember this password or write it down and store it in a secure place.
- 3 Type the password again in the **Confirm Password** field.  
 For more detailed information on creating users on the refer to the *User's Guide* for each module or to the online Help system.
- 4 Select **Defaults** from the **Edit** menu, and then select **User Access Rights**. The **Edit User Access** dialog box appears.
- 5 Type a User ID and Password, and then confirm the password. If you are editing an existing user, Click **LookUp** to select the user.
- 6 Select the **Limit Warehouse** check box if you have multiple warehouses and want to limit the one for which the user can purchase or sell inventory. If you have set up your warehouses and you selected to **Limit Warehouses**, click on **Options** and then select **Edit Warehouse Permits** to tag the warehouses that are available to this user.



- 7 Click on **Edit User Permits** and the **User Access Rights** dialog box appears. Select a function and click on **Tag/Untag** to give or remove access to the highlighted function. You may use **Tag/Untag All** to assign or remove access to all the listed functions.
- 8 Click **OK** to save the user, and exit this function when you have completed creating your users.
- 9 Select **Defaults** from the **Edit** menu, and then select **System Preferences**. The **Edit System Preferences** dialog box appears.
- 10 Select the **Activate User Access Rights** check box to enable the Security System and press **OK** to save the system preferences.

---

### **Turning ON the Audit Trail Log**

- 1 Select Defaults from the Edit menu, and then select System Preferences.
- 2 Click on the Activate User Access Rights check box to enable this option.
- 3 Click OK to save the new preference settings or Close to exit without saving.

## **Creating the Audit Trail Log**

Sage DacEasy creates an Audit Trail record every time users perform certain types of actions such as Inserting, Updating or Deleting information, using any of Sage DacEasy's Transaction Entry or Table Maintenance functions. The Audit Trail record includes the date and time of the action, the ID of the User who performed the action, the ID and description of the entity affected by the action, the type of action performed (Insert, Update, Delete), and a reference to the source transaction.

**Note:** Entities refer to the Transaction Entry or Table Maintenance functions available in Sage DacEasy. Examples of entities are General Ledger, Accounts Receivable and Accounts Payable transaction entry.

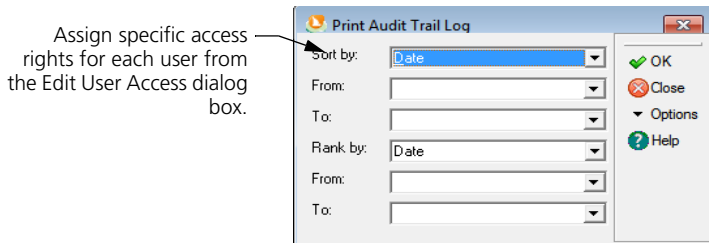
The following list describes the entities and activities that generate an Audit Trail:

Entity ID	Description	Reference
Customer	Edit Customers	Customer Code
Product	Edit Products	Item Code
Service	Edit Services	Service Code
Master Item	Edit Master Items	Master Item Code
Fixed Asset	Edit Fixed Assets	Fix Asset Code
Billing Code	Edit Billing Codes	Billing Code
Salespeople	Edit Salespeople	Salespeople Code
Message	Edit Messages	Message Code
Price Break	Edit Price Breaks	Price Break Code
Shipping Method	Edit Shipping Methods	Shipping Method Code.
Term	Edit Terms	Term Code
Tax	Edit Taxes	Tax Code
Warehouse	Edit Warehouses	Warehouse Code
Weight Unit	Edit Weight Units	Weight Unit Code
General Ledger	GL Transactions	GL-<Transaction #>.
Invoice	Invoices Entry	<Invoice #>
Sales Return	Sales Return Entry	<SR Number>
Inventory	Inventory Adjustments	<Transaction #>
Assembly	Assembly Transactions	<Transaction #>
Physical Inventory	Physical Inventory	<Transaction #>

---

### Printing the Audit Trail Log

- 1 Choose Audit Trail Log from the Reports menu for the Sage DacEasy Accounting, Point-of-Sale or Order Entry modules.
- 2 Enter the Sort by and Rank by options.



- 3 Click OK. The Report Layout dialog box appears.
- 4 Select the target disposition, edit the layout if necessary, and then click OK to begin printing.



Furniture Factory  
1750 Preston Road  
Dallas, TX 75252

Date : 03/10/2010  
Time : 10:27 AM  
Page no. 1

### Audit Trail Log

Sorted by: Transaction Date  
Ranked by: Transaction Date

Date	Time	User Id	Entity Id	Entity Name	Action	Reference
03/10/10	10:24 AM	DUNCAN	Salespeople	POS Edit Salespeople	Insert	DR
03/10/10	10:25 AM	DUNCAN	Sales Register	POS Sales Register Entry	Insert	00000001112
03/10/10	10:25 AM	DUNCAN	Sales Register	POS Sales Register Entry	Delete	00000001111
03/10/10	10:26 AM	DUNCAN	Customer	POS Edit Customers	Delete	C8

## Purging the Audit Trail Log

Purging physically removes records from your company data. You must make sure this is what you want to do before performing this task.

- 1 Select Purge from the **Periodic** menu and the Purge dialog box appears.
- 2 Open the **File** dropdown and choose **Audit Trail Log**.
- 3 Enter the 'purge to' date. (This function purges Audit Trail records with a date equal to or earlier than the 'purge to' date.)
- 4 Press **OK** to start purging.

## Active/Inactive Status

Reduce the time that it takes you to lookup customers, services, and more. When you set records as inactive, these records are omitted from reports, lookups, and may not be used when making transactions. Set the status of **Customers**, **Products**, or **Services** to **Inactive** when you want Sage DacEasy to ignore these records without physically removing them from the company database. You may change the status of **Inactive** to **Active** when you are ready to start using these records again.

## Changing the Status of Customers

- 1 Select Customers from the Edit menu and the Edit Customers dialog box appears.
- 2 Click on LookUp to select the customer to edit.
- 3 Click on the Inactive check box field to set the status of that customer to Inactive. An unmarked check box means that the customer is set to Active.

**Note:** Sage DacEasy verifies that it can change the status of a customer to Inactive without causing integrity problems to your company's database. If the customer does not meet this validation criteria Sage DacEasy displays an error message.

- 4 Click OK to save the customer or click CLOSE to exit without saving.

---

### Purging Inactive Customers

The Purge Inactive function removes all Inactive customers from the Customers table. You must be sure that this is what you want to do before running the Purge Inactive option.

- 1 Select Customers from the Edit menu and the Edit Customers dialog box appears.
- 2 Click on Options in the Edit Customers toolbar and then Click on Purge Inactive.
- 3 Click on Continue to delete Inactive customers or Cancel to stop this process and return to the Edit Customers dialog.

---

### Changing the Status of Products

- 1 Select Products from the Edit menu and the Edit Products dialog box appears.
- 2 Click on LookUp to select the Product to edit.
- 3 Click on the Inactive check box field to set the status of that Product to Inactive. An unmarked check box means that the status is set to Active.

**Note:** Sage DacEasy verifies that it can change the status of a Product to Inactive without causing integrity problems to your company's database. If the Product does not meet this validation criteria Sage DacEasy displays an error message.

- 4 Click OK to save the Product or click CLOSE to exit without saving.

---

### Purging Inactive Products

- 1 Select Products from the Edit menu and the Edit Products dialog box appears.
- 2 Click on Options in the Edit Products toolbar and then Click on Purge Inactive.

**Note:** The Purge Inactive function removes all Inactive Products from the Products table. You must be sure that this is what you want to do before running the Purge Inactive option.

- 3 Click on **Continue** to delete **Inactive Products** or **Cancel** to stop this process and return to the **Edit Products** dialog.

---

### Changing the Status of Services

- 1 Select **Services** from the **Edit** menu and the **Edit Services** dialog box appears.
- 2 Click on **LookUp** to select the **Service** to edit.
- 3 Click on the **Inactive** check box field to set the status of that **Service** to **Inactive**. An unmarked check box means that the service is set to active.

**Note:** Sage DacEasy verifies that it can change the status of a **Service** to **Inactive** without causing integrity problems to your company's database. If the **Service** does not meet this validation criteria Sage DacEasy displays an error message.

- 4 Click **OK** to save the **Product** or click **CLOSE** to exit without saving.

---

### Purging Inactive Services

The **Purge Inactive** function removes all **Inactive** services from the **Services** table. You must be sure that this is what you want to do before running the **Purge Inactive** option.

- 1 Select **Services** from the **Edit** menu and the **Edit Services** dialog box appears.
- 2 Click on **Options** in the **Edit Services** toolbar and then Click on **Purge Inactive**.
- 3 Click on **Continue** to delete **Inactive** **Services** or **Cancel** to stop this process and return to the **Edit Services** dialog.

## Field Level Security

This feature improves the security of your data and reduces employee mistakes. Keep unauthorized employees from modifying sensitive fields such as pricing and line item discounts on **Billing** and **Purchasing** **WIndows**. Use this feature for fields that are pre-filled with a logical default that users should not be modify, or for toolbar options that require a higher level of security. Examples of these are the **Price** field or the **Delete Invoices** option in the **Invoice** form.

In addition, this feature closes known security violations by disallowing indirect unauthorized user access to certain functions. In previous versions, once a user entered into certain option for which the user has access, he or she may invoke other functions for which he or she does not have access.

**Note:** User rights to these fields and toolbar options default to ON when a company is converted from previous versions of Sage DacEasy.

---

### Assigning Field Level Security

- 1 Select **Defaults** from the **Edit** menu and then select User Access Rights. The **Edit User Access** dialog appears.
- 2 Click on **LookUp** to select the User you are assigning rights to.
- 3 Click on **Edit User Permits** and the **User Access Rights** dialog box appears. Find the function or field level security you want and Click on **Tag/Untag** to give or remove access to the user.

**Tip:** All new protected functions and fields were added to the end of the list in the **Edit User Permits** dialog.

Sage DacEasy Point of Sale adds field level security to the following fields and toolbar options:

Form	Type	Description
Edit Customers	Field	Customer Status
Edit Products	Field	Product Status
Edit Services	Field	Service Status

## Add, Edit, Delete User Access Rights

Increase the level of control for current user access rights by assigning add, edit, or delete rights for defined functions of the application. This feature allows you to determine which users can perform certain tasks within Account, Customer, Product, and Services functions. The following table describes these rights and the permits they include:

User Rights	Permissions
Edit <Table>	View, Insert
Modify <Table>	View, Change
Delete <Table>	View, Delete

**Note:** <Table> refers to the supported edit functions. These the following: Accounts, Customers, Master Items, Products, Services, Fixed Assets, Terms, Taxes, Billing Codes and Purchase Codes. The **Edit User Permits LookUp** includes new entries to modify and delete each of these tables. The right to edit a table, found also in previous versions of Sage DacEasy, allows users to insert new records or view existing records only.

---

### **Assigning Access Rights to Edit, Modify or Delete Tables**

- 1** Select **Defaults** from the **Edit** menu and then select User Access Rights. **The Edit User Access** dialog appears.
- 2** Click on **LookUp** to select the User you are assigning rights to.
- 3** Click on **Edit User Permits** and the **User Access Rights** dialog box appears. Find the Edit, Modify or Delete entry for the table you want and Click on **Tag/Untag** to give or remove access to the user.

**Tip:** Rights to modify and delete were added to the end of the list in the **Edit User Permits** dialog. Rights to Edit retained their original position from previous versions of Sage DacEasy.

## **Setting Up Default Information**

When you take the time to set up your defaults, entering transactions is a fast and efficient process. The information in this section explains the procedures to follow when entering default information.

### **Setting Up the Company Information**

Enter your company name and address on the **Company Information** dialog box. This information is different from the information you entered when adding your company. The information entered when adding the company allows you to identify the company on the **Open Company** dialog box. The information entered on the **Company Information** dialog box prints at the top of reports and appears on the main screen.

**Note:** If you add your company using the Sage DacEasy Business Center, you have the option to automatically update the company information in each Sage DacEasy module when you save the new company profile, which keeps you from entering your address information more than once. If you edit the address information in Sage DacEasy Point of Sale, the changes are only reflected in your Sage DacEasy Point of Sale data files.

## To Enter Company Information

- 1 Select **Defaults** from the **Edit** menu, and then select **Company Information**. The **Company Information** dialog box appears.

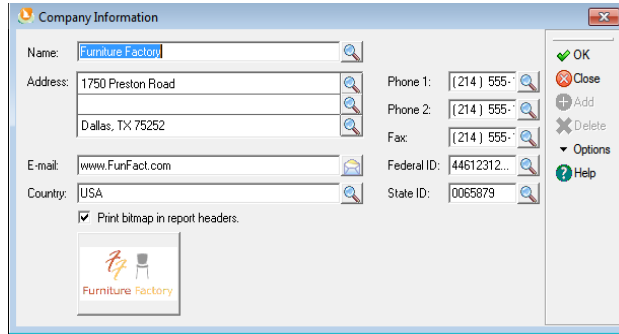


Figure 4-5: Enter default information about your company on the Company Information dialog box.

- 2 Type your company name in the Name field.
- 3 Type your company address, e-mail address, phone numbers, fax number, and federal and state tax identification numbers in the appropriate fields.  
 Click **Help** from the **Company Information** dialog box for a detailed description of each field.
- 4 Click **OK** to save your company information.

## Setting System Preferences

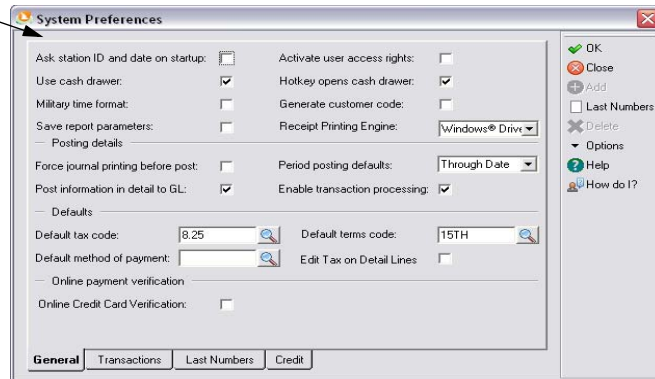
The **System Preferences** dialog box lets you customize how Sage DacEasy displays, prints and processes your data. This dialog box also stores the information regarding your cash drawers, payment processing and layaway information.



## To Set System Preferences

- 1 Select **Defaults** from the **Edit** menu, and then select **System Preferences**. The **System Preferences** dialog box appears.

Customize the program to meet your needs from the System Preferences dialog box.



- 2 Select your preferences for each option on the **General** tab.

If you choose to use station IDs, each station ID stores the user's windows positions, report layouts, backup and restore defaults, default printer settings and LookUp settings.

You must set up a controller password before you can select the Activate User Access Rights check box.

The Default Tax Code is a required field.

- 3 Click the **Transactions** tab and make your selections for each option.

**Note:** If you are interfaced with Sage DacEasy Accounting, you cannot access the Track Customer Transaction History, Track Product Transaction History and Track Salesperson Information fields. Select these preferences on the **System Preferences** dialog box in Sage DacEasy Accounting.

- 4 If you want to continue with an existing number scheme for your layaways, sales receipts, customer codes, quotes, inventory adjustments or promotional prices, click the **Last Numbers** tab. Enter the last numbers used in the appropriate fields.
- 5 Click the **Credit** tab and make your selections for each option. You can choose to display a warning or prevent sales from being created if a customer has reached their credit limit or has a past due balance. If you are interfaced with Sage DacEasy Accounting, select these preferences on the **System Preferences** dialog box in Sage DacEasy Accounting.
- 6 Click **OK** to save your preferences.

## Print Receipts through Windows Printer Drivers

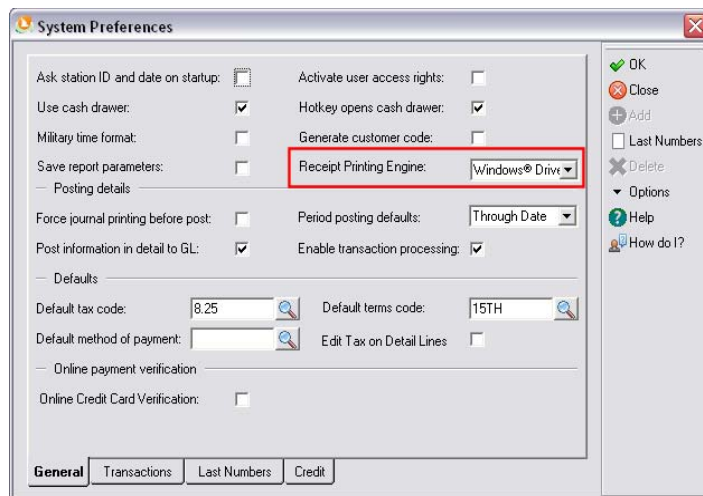
Sage DacEasy Point of Sale extends receipt printing options to use Microsoft Windows Printer drivers. Printing through the system's printer drivers allows you to connect to any printer supported by Windows, including laser and ink jet printers. Older versions of Sage DacEasy Point of Sale print sales receipts directly through the printer ports attached to your systems. This option is still available in to accommodate older receipt printers. If you choose this option, you need to setup your receipt printers in **Edit Receipt Printers**.

If you selecting to print through the Windows drivers, Sage DacEasy prints through the printer drivers setup in your computer or network. These are the same drivers used to print other reports in Sage DacEasy. You can redirect receipts to multiple printers by selecting the target printer from the Report Layout dialog box. Sage DacEasy remembers the last option selected on each station and presents it as default the next time you print.

---

### To Setup the Receipt Printing Option

- 1 Select **Defaults** from the **Edit** menu, and then select **System Preferences**. The **System Preferences** dialog box appears.
- 2 Select **Windows drivers** in the **Receipt Printing Engine** dropdown box.



- 3 Click **OK** to save your system preferences.

## Interfacing With Sage DacEasy Accounting

You can interface your Sage DacEasy Point of Sale data files with your Sage DacEasy Accounting data files. When you interface Sage DacEasy Point of Sale with Sage DacEasy Accounting, your sales transactions are recorded in Sage DacEasy Accounting when you post. This means you do not need to make a separate entry in Sage DacEasy Accounting to record your sales transactions.

For steps on accessing Sage DacEasy Point of Sale from Sage DacEasy Accounting, refer to “Starting Sage DacEasy Point of Sale” on page 10.

**Note:** If you have been using Sage DacEasy Point of Sale as a stand alone program and you want to begin interfacing Sage DacEasy Point of Sale with Sage DacEasy Accounting, contact Customer Support Services.

---

### To Interface With Sage DacEasy Accounting

- 1 Select **Defaults** from the **Edit** menu, and then select **Accounting Interface**. The **Accounting Interface** dialog box appears.
- 2 Select the **Interface with Sage DacEasy Accounting** check box.
- 3 Type the path to the Sage DacEasy Accounting data files or click the **Browse** button to locate an existing folder.  
**Tip:** To locate the path, start Sage DacEasy Accounting, and then select **Open** from the **File** menu. The data file path appears in the Directory column.
- 4 Select the appropriate account number for each account field.  
**Tip:** Click **Help** for more information on each field on the **Accounting Interface** dialog box.
- 5 Click **OK** to save the information and close the dialog box.

---

### Files Shared When Interfaced With Sage DacEasy Accounting

Sage DacEasy Point of Sale uses the following Sage DacEasy Accounting files when interfaced.

- **Accounts** - Sage DacEasy Point of Sale updates the appropriate accounts when you post Sage DacEasy Point of Sale.
- **General Ledger** - Sage DacEasy Point of Sale updates the General Ledger in Sage DacEasy Accounting with a summary transaction each time you post Sage DacEasy Point of Sale. If you are using the Update General Ledger Online feature, Sage DacEasy Point of Sale updates the General Ledger module in Sage DacEasy Accounting with an unposted detail transaction.

- **Customers** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Customer file when you are interfaced. You can add, view and edit customers from either program. Customer notes and alternative addresses are also shared in this way.
- **Customer Transaction History** - If the Track Customer Transaction History check box is selected on the System Preferences dialog box in Sage DacEasy Accounting, the Customer Transaction History files are updated in Sage DacEasy Accounting when you record a sale.
- **Products** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Product file when you are interfaced. You can add, view and edit products from either program. Product notes, substitute product lists and component lists are also shared in this way.
- **Product Transaction History** - If the Track Product Transaction History check box is selected on the System Preferences dialog box in Sage DacEasy Accounting, the Product Transaction History file is updated in Sage DacEasy Accounting when you record a sale.
- **Services** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Service file when you are interfaced. You can add, view and edit services from either program. Service notes are also shared in this way.
- **Master Items** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Master Item file when you are interfaced. You can add, view and edit master items from either program.
- **Accounts Receivable Open Invoices** - When you enter a receivable sale in Sage DacEasy Point of Sale, an entry is made to the Accounts Receivable Open Invoice Header and Detail files in Sage DacEasy Accounting. This lets you view receivables transactions created in Sage DacEasy Point of Sale on the Accounts Receivable Aging Report and on customer statements in Sage DacEasy Accounting.
- **Sales Assistant** - This file holds the extended, hidden and pop up messages for your products and services that appear on the Sales Register Entry dialog box and forms such as sales receipts. To view the Sales Assistant for a product or service, view the item on the Edit Product or Edit Service dialog box, click Options, and then select Sales Assistant.
- **Billing Codes** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Billing Code file when you are interfaced. You can add, view and edit billing codes from either program.
- **Messages** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Messages file when you are interfaced. You can add, view and edit messages from either program.

- **Terms** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Terms Code file when you are interfaced. You can add, view and edit terms codes from either program.
- **Tax** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Tax Code file when you are interfaced. You can add, view and edit tax codes from either program.
- **Price Breaks** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Price Break file when you are interfaced. You can add, view and edit price breaks from either program.
- **Salesperson** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Salesperson file when you are interfaced. You can add, view and edit salespeople from either program.
- **Warehouses** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Warehouse file when you are interfaced. You can add, view and edit warehouses from either program. Warehouse permits are shared in this same way.
- **Serial Numbers** - The Serial Number files in Sage DacEasy Accounting are updated when you add a serial number to an item on a sale or edit a serial number from the Edit Serial Number dialog box.
- **Assembly** - The Assembly files in Sage DacEasy Accounting are updated when you assemble items from the Sales Register Entry dialog box.
- **Check Register** - All payments received in Sage DacEasy Point of Sale update the Check Register file in Sage DacEasy Accounting.
- **Sales Analysis** - This file is updated when you post Sage DacEasy Point of Sale and the Billing module in Sage DacEasy Accounting. You can include this information on custom reports in DacAccess. You must select the Track Sales Analysis check box on the System Preferences dialog box in Sage DacEasy Accounting to update this file.
- **Custom Fields** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting custom field labels for customers, products and services when you are interfaced. You can edit custom field labels in either program.
- **Shipping Methods** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Shipping Methods file when you are interfaced. You can add, view and edit shipping methods from either program.
- **Weight Units** - Sage DacEasy Point of Sale uses the Sage DacEasy Accounting Weight Units file when you are interfaced. You can add, view and edit weight units from either program.

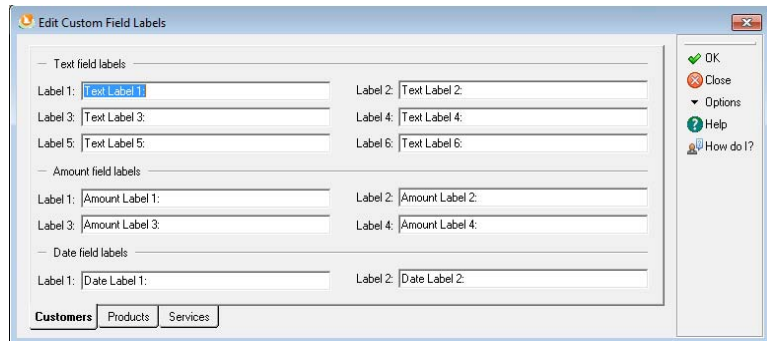
## Editing Custom Field Labels

You can customize up to six text fields, four numeric fields and two date fields for your customer, product and service records. You can then include these fields on custom reports generated with DacAccess.

**Note:** Custom field labels appear only when editing records. The default field labels appear when using custom fields in DacAccess.

### To Edit Custom Field Labels

- 1 Select **Defaults** from the **Edit** menu, and then select **Custom Field Labels**. The **Customer** tab on the **Edit Custom Field Labels** dialog box appears.



- 2 Type the name of each custom field you want to track for your customers. You can customize the following types of fields:
  - **Text**—You can include letters, numbers or symbols in text fields.
  - **Amount**—You can only include numbers in amount fields. Although you can enter numbers in text fields, you must set custom fields up as amount fields if you want to perform calculations or edit the format of these fields in DacAccess.
  - **Date**—Date fields appear in a MM/DD/YYYY format. You can modify the format when printing custom reports with DacAccess.
- 3 Repeat the previous step for the **Products** and **Services** tab.
- 4 Click **OK** to save your field labels. The new field labels appear on the **Custom** tab when editing customer, product and service records.

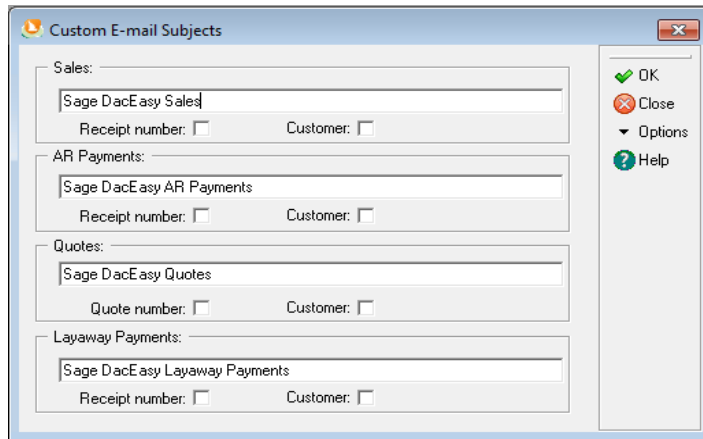
## Entering Custom E-mail Subjects

Sage DacEasy Point of Sale allows you to enter custom text to populate the subject line of e-mail messages you send to customers for transactions. Optionally, you can also include the document number and customer name in the subject line.

---

### To enter Custom E-mail Subjects

- 1 Select **Defaults** from the **Edit** menu, then select **Custom E-mail Subjects** to open the **Transactions** page of the **Custom E-mail Subjects** dialog box.



- 2 Enter the text you want to include on the subject line of e-mails for transactions in the text field for:
  - **Sales** - Mark **Receipt number** and **Customer** if you want to include the receipt number and customer name in the e-mail subject line.
  - **AR Payments** - Mark **Receipt number** and **Customer** if you want to include the receipt number and customer name in the e-mail subject line.
  - **Quotes** - Mark **Quote number** and **Customer** if you want to include the quote number and customer name in the e-mail subject line.
  - **Layaway payments** - Mark **Receipt number** and **Customer** if you want to include the receipt number and customer name in the e-mail subject line.
- 3 Click **OK** to save your changes and to close the **Custom E-mail Subjects** dialog box.

## Setting Up Product and Customer Defaults

Use the Product and Customer Defaults feature to help you quickly set up your products and customers. You can enter information into key fields so that the default information appears automatically when you enter new products or customers. If some products or customers do not use the same information, you can make any necessary changes while adding the product or customer.

**Note:** You do not have to complete every default field that is available. Only complete the fields that help speed up the process of setting up products and customers.

---

### To Set Your Product or Customer Defaults

- 1 Select **Defaults** from the **Edit** menu, and then select **Product Defaults** or **Customer Defaults**. The appropriate dialog box appears.
- 2 Complete only the fields on the defaults dialog box that help speed up the process of entering products or customers.  
  
You can click **Help** for more information on each option on the dialog box.
- 3 Click **OK** to save the product or customer defaults.

## Setting Up Printers

Sage DacEasy Point of Sale allows you to set up two different types of printers. The default printer is used for all printing except the following forms: receipts, quotes, layaways, credit card slips, layaway payments and AR payments. These forms use the receipt printer.

**Tip:** If you select the Ask Station ID and Date on Startup check box on the System Preferences dialog box, you can set up different printers for each station ID.

### Setting Up the Default Printer

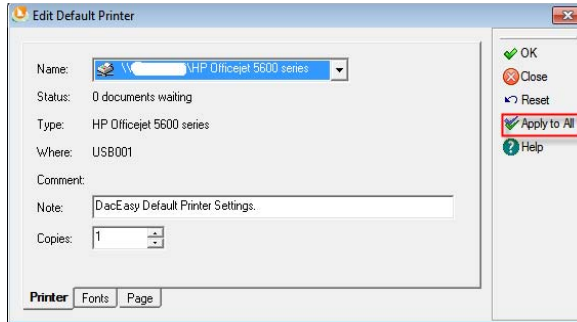
You can select any printer installed on your local Windows® system as your default printer. The Report Layout for each report initially defaults to the default printer; however, you can select any other printer installed on your system from the Name field.



## To Set Up the Default Printer

- 1 Select Defaults from the Edit menu, and then select Printers. The Edit Default Printer dialog box appears.

Set up the default bar code and report printer on the Edit Default Printer dialog box.



**Tip:** Click Restore Default to restore the default printer settings.

- 2 Select the printer in the Name box on the Printer tab.
- Note:** The value entered in the Copies field applies to all reports and labels printed with this printer.
- 3 Click the Fonts tab, select a section, and then select your preferences for the section. Repeat this process for each section of the report.
- 4 Click the Page tab. Select your preferences for the page setup. The Width and Height boxes only apply when you select a custom paper size. Click **Help** for a detailed description of each option.
- 5 Click **OK** to save your printer settings.

**Tip:** Click Apply to All to update the report layouts for each report with the default printer settings.

## Setting Up Receipt Printers

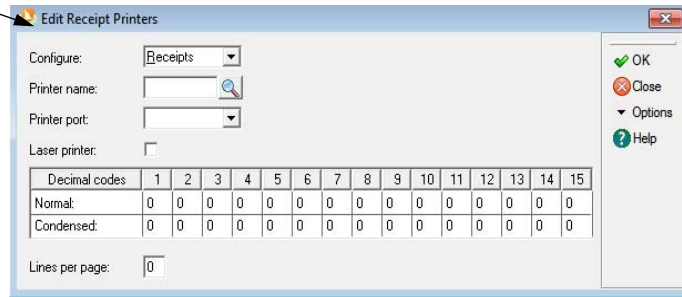
The following steps explain how to set up Receipt printers, when Receipt Printing Engine is set to Direct (in the System Preferences Screen), which do not use Windows printer drivers.

**Note:** If you attempt to access the sales register prior to setting up the receipt printer, a warning appears. Although you can continue, you are not able to print the sales receipt.

## To Set Up a Receipt Printer

- 1 Select Defaults from the Edit menu, and then select Receipt Printers. The Edit Receipt Printers dialog box appears.

Set up the receipt printers on the Edit Receipt Printers dialog box.



- 2 Select the printer you want to configure. The Receipts printer is used as the default receipt printer. You can configure additional printers if you want to set up alternative printers on the **Edit Cash Register** dialog box.
- 3 Click **LookUp** from the Printer Name field and select the printer.  
**Tip:** Select **Generic** if setting up a 40-column receipt printer.
- 4 Edit the remaining fields, if necessary. Click **Help** for more information on each field on the **Edit Receipt Printers** dialog box.
- 5 Click **OK** to save the receipt printer settings.
- 6 Repeat steps 2 through 5 to configure any alternative receipt printers.
- 7 Click **Close** to exit.

## Selecting Form Templates

Sage DacEasy allows you to customize your forms using form templates. Sage DacEasy stores each form template as a separate file in the Posbase folder. Each template has an extension of .FMT. When you install Sage DacEasy, a template is assigned to each form.

You can change the format file, if necessary. You can create as many different templates for each form as you need to satisfy different printing situations. The following steps explain how to select an existing form template. For information on editing form templates, refer to the Help topic “Editing templates.”

## To Select a Form Template

- 1 Select **Defaults** from the **Edit** menu, and then select **Sales Receipt Format**. The **Edit Forms Setup** dialog box appears.

Enter form preferences on the Edit Forms Setup dialog box.

- 2 Select any form.  
**Note:** You can also select form templates for any form from the respective print form dialog box.
- 3 Click **Names**. The **Format File Names** dialog box appears.
- 4 Select the format file you want to change.
- 5 To create a new template, enter a new name. To select an existing template, enter the template name or click **LookUp** and select the template.  
**Tip:** Click **Options** and select **Copy Format** to make a copy of an existing template.
- 6 Click **OK** to save the selection and return to the **Edit Forms Setup** dialog box.
- 7 Complete each field on the **Edit Forms Setup** dialog box.  
You can click **Help** from the **Edit Forms Setup** dialog box for a detailed description of each field.
- 8 Click **OK** to save the form settings.

**Note:** If you entered a new form name, you must create the form template. Refer to the “Editing templates” topic in Help for more information.

## Incorporate Images to Reports and Forms

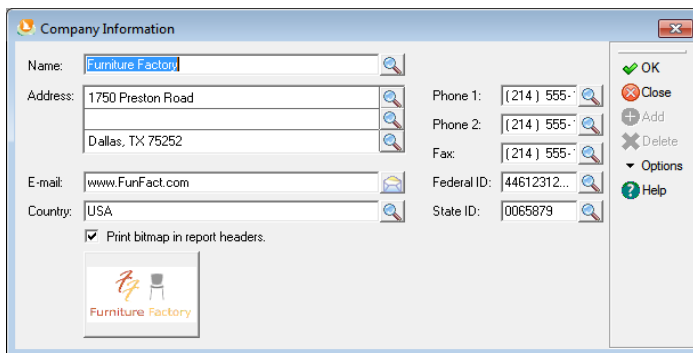
Strengthen your company's image and branding with more professional looking forms and reports. Now you may include your company logo on reports and forms. In addition, this feature may reduce your company's expense of purchasing forms with your company logo pre-printed. Simply setup a bitmap image of your company Logo on the Company Information Dialog of each Sage DacEasy Module and indicate that you want this image to be printed in the header of all reports.

You can also print the logo in your forms by adding the variable {LOGO} to your form templates. Sage DacEasy supports .bmp, .jpg, and .gif bitmap extensions.

---

### Setting the Company Logo

- 1 Select **Defaults** from the **Edit** menu and then select **Company Information**. The **Company Information** dialog box appears.



**Note:** The blank placeholder for the Company logo bitmap displays the message “Click here to select an image.”

- 2 Click on the bitmap placeholder and the bitmap selection dialog box appears.

**Note:** Sage DacEasy copies Bitmaps into an Images folder located inside the company's data folder when doing a company backup, this folder is included. This folder is the default when the bitmap selection dialog box appears. You may locate the bitmap in other folders in your desktop or network or click OK to copy it to the Images folder.

- 3 Enter the path of the folder where the bitmap is located. If necessary, click on the button to the right of the folder field to find the bitmap in your desktop or network. The bitmap appears in the dialog box image placeholder.

- 4 Click **OK** to associate the bitmap to the **Company Information**. The bitmap appears as a thumbnail in the **Company Information** dialog box.
- 5 Click **Remove Image** to disassociate an exiting bitmap from the **Company Information**, or **Cancel** to stop this operation and exit the bitmap selection dialog. (in the Figure 3-6 screen reads Without Image, not Remove Image)
- 6 Click on the **Print bitmap on reports** check box if you want the company logo to appear in all report headers.  
**Note:** The **Print bitmap on reports** check box must be marked to have the logo print on report headers.
- 7 Click **OK** to save the **Company Information**.

---

### **Adding LOGO variable to form templates**

In addition to the report header, Sage DacEasy allows you to print your company logo on the header of your customized forms. You can position the company logo horizontally across the form header.

**Note:** The LOGO will always print at the top of the form positioned horizontally on the same column where the variable is placed in the template.

- 1 Select **Defaults** from the **Edit** menu and then select **Forms Setup**. The **Forms Setup** dialog box appears.
- 2 Select the form that you want to place the logo on from the form dropdown box.
- 3 Click on **Edit** and the template editor will appear with the default template for the form you selected.
- 4 Position the cursor on the first row of your form template and Click on **LookUp** and then click on **Control**. A **LookUp** of the Control variables appears.
- 5 Select the variable LOGO from the LookUp and press ENTER to paste it unto the form template.
- 6 Click **OK** to save the template and **Close** to return to the menu.

### **Printing Forms with Company Logo**

Printing any form containing the LOGO variable in its template will print the Company Logo image setup in the **Company Information** dialog.

**Note:** It is not necessary to enable the **Print bitmap on reports** check box in **Company Information** to have the LOGO display in your forms.



**Furniture Factory**  
 1750 Preston Road  
 Dallas, TX 75252

Date : 03/10/2010  
 Time : 2:20 PM  
 Page no. 1

Cash Receipts Report

Recpt/Inv #	Date	Type	Amount	Tax	Received	Charged	Tender	Reference No.
0000000112	03/10/10	SALE	699.99	57.75	757.74	0.00	CASH	
0000000113	03/10/10	OTHERS			-15.00		CASH	
0000000114	03/10/10	LAYAWAY			50.00		CASH	
0000000115	03/10/10	LAYAWAY			100.00		CASH	
			699.99	57.75	892.74	0.00		
			699.99	57.75	892.74	0.00		

**Related Help Topics**

- Editing templates
- Copying existing form templates
- Template variables
- Default form templates
- Modifying templates for 7-inch forms
- Modifying form templates for laser printers
- How do I set up a 40 column receipt printer?

**Setting Up Tables**

Sage DacEasy uses tables to store information used repeatedly such as methods of payment, tax rates, payment terms and salespeople. When you assign a tax table to a customer, Sage DacEasy uses the information on this table to compute the tax amount on sales transactions. The terms table stores payment terms, including the discount date and discount rate. Both the tax and terms tables are required for open- and balance forward-type customers. You must also set up at least one method of payment before you can enter a sale. If you choose to track salesperson information when setting up system preferences, you must add at least one salesperson.

In addition, you can create optional message, price break, warehouse, cash register, shipping method and weight unit tables. Use the message table feature to store each message you add to sales transactions. These messages can be used on the transaction entry screen or print on the forms. Enter price break tables for each price break that you offer customers. Price break tables are often used to offer discounts to customers who purchase a high volume of merchandise.

If you are using the multiple warehouse feature, set up a code for each warehouse. If you want to add shipping methods to your customers' alternative addresses or in the Via field when entering billing and purchasing transactions when interfacing with Sage DacEasy Accounting, add each shipping method to the shipping method table. Use weight unit tables to define your own units of measurement, and then assign weights to products on the Sales tab of the product record. If you are interfaced with Sage DacEasy Accounting, you can view the total weight of an invoice from the footer (via the Options menu) during entry.

If Sage DacEasy Point of Sale is interfaced with Sage DacEasy Accounting, Sage DacEasy Point of Sale pulls messages, price breaks, terms, tax, salespeople, warehouses, shipping methods and weight units from the accounting data files.

### **Related Help Topics**

- Adding shipping methods
- Deleting shipping methods
- Adding weight units
- Deleting weight units

## **Setting Up Methods of Payment**

A valid method of payment is required when entering sales register transactions. Add a record for each method of payment that you accept, and then select the payment method when entering a sale.

To speed up data entry, you can enter a default method of payment on the **System Preferences** dialog box. The default method of payment appears automatically on the **Sales Register Entry** dialog box, but can be edited.

**Tip:** Instead of filling out credit card slips and sliding your customers' credit cards through imprinting machines, take advantage of the online credit card verification feature. You can integrate Sage DacEasy Point of Sale with the Sage Payment Solutions credit card verification software to quickly get approval on credit cards.

## To Add or Edit a Method of Payment

- 1 Select **Tables** from the **Edit** menu, and then select **Method of Payment**. The **Edit Method of Payment** dialog box appears.

Use the Edit Method of Payment dialog box to add or edit a method of payment.

- 2 Type a code to identify the method of payment. If you are editing an existing method of payment, you can click **LookUp** to select the payment method.
- 3 Complete each field in the Payment Method Information area.

The account is updated when you post a transaction with this method of payment. Your selection in the Type field determines if transactions with this method of payment are included on deposit slips. All Cash-type receipts are totaled and print on the Cash line. All Check-type receipts print individually on the deposit slip.

- 4 Select the **Verify Online** check box if you are interfaced with online payment verification software.

**Note:** Services for check verification type is not supported at this time.

- 5 Type the merchant number and key assigned to you by the Sage Payments Solutions.

Click **Help** for more information on each field on the **Edit Method of Payment** dialog box.

- 6 Click **OK** to save the method of payment. Click **Close** to exit the dialog box.

## Related Help Topic

- Deleting methods of payment



## Setting Up Messages

Sage DacEasy Point of Sale includes messages that display text you commonly use in your everyday Sage DacEasy Point of Sale tasks. You can use message codes in the following ways:

- Enter a message code in the body of a transactions such as a sale or quote, and the message prints on the form.
- Enter a message code on a customer record and the message appears when you select the customer on a transaction on the **Sales Register Entry** dialog box.
- Add a message code to a product or service record using the Sales Assistant. The message appears when the product is added to a transaction on the **Sales Register Entry** dialog box.

---

### To Add or Edit a Message

- 1 Select **Tables** from the **Edit** menu, and then select **Messages**. The **Edit Message Code** dialog box appears.
- 2 Type a code for the message. If you are editing an existing message, you can click **LookUp** to select the message.
- 3 Type up to three lines of text for the message.
- 4 Click **OK** to save the information. Click **Close** to exit the dialog box.

### Related Help Topic

- Deleting messages

## Setting Up Price Break Tables

If product prices depend on whom you sell a product to or how much you sell, you can create price break tables to automatically compute the correct sales price when a product is sold.

You can give a percentage discount based on the quantity sold. Or, you can give a percentage discount regardless of the quantity sold. In addition, you have the ability to assign a new price or reduce the sales price by a certain amount regardless of the quantity sold.

For a customer to receive a price break, the customer must be assigned to a price group and the product sold must have a price break code assigned to the customer's price group.

## To Add or Edit a Price Break Table

- 1 Select **Tables** from the **Edit** menu, and then select **Price Breaks**. The **Edit Price Break** dialog box appears.

Use the Edit Price Break dialog box to add or edit price breaks.

- 2 Enter a code for the price break table. If you are editing an existing price break, you can click **LookUp** to select the code.
- 3 Enter a description for the price break.
- 4 Choose one of the following types of price break tables for this discount.
  - **Quantity**—A percentage discount is given based on quantity sold.
  - **Percentage**—A percentage discount is given regardless of the quantity sold.
  - **Dollar**—A specified dollar amount is taken off of the regular sales price regardless of the quantity sold.
  - **Flat**—The product is sold at the specified discounted price.
- 5 Select the rounding method used if the new sales price is a calculated figure.
- 6 If you selected **Quantity** in the Type field, enter the appropriate discount(s) in the Quantity Table. If you selected **Percentage**, **Dollar** or **Flat** in the Type field, enter the appropriate discount in the Amount field in the Flat/Price/Percentage area.
 

**Tip:** Click **Help** for more information on each field on the **Edit Price Break** dialog box.
- 7 Click **OK** to save the price break table. Click **Close** to exit the dialog box.

### Related Help Topic

- Deleting price break tables

## Setting Up Terms Tables

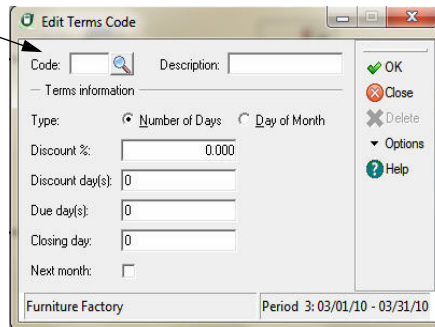
Sage DacEasy Point of Sale uses the terms table to determine due dates and discount dates for accounts receivable sales transactions. You define the parameters for each term, and then assign the term to a customer.

---

### To Add or Edit a Terms Table

- 1 Select **Tables** from the **Edit** menu, and then select **Terms**. The **Edit Terms Code** dialog box appears.

Define payment terms for customers on the Edit Terms Code dialog box.



- 2 Enter the code and description for the term. If you are editing an existing terms table, you can click **LookUp** to select the terms code.
- 3 Select the Type.  
Select **Number of Days** to add a specific number of days to the transaction date in order to calculate the discount and due date.  
Select **Day of Month** to specify a day of the month on which the discount and due date always fall.
- 4 Enter the percentage amount in the Discount % field if a discount for early payment is offered.
- 5 If you selected Number of Days in the Type field, enter the number of days in the Discount Day(s) field.  
If you selected Day of Month, enter the day of the month in this field or **L** to make the discount day the last day of the month.

- 6 If Day of Month is selected in the Type field, enter the last day of your billing cycle in the Closing Day field. For example, if you end your billing cycle on the fifth of each month, enter **5** as the closing day. Enter **L** to assign the last day of the month as the closing day.
- 7 If Day of Month is selected in the Type field, the due and discount day are a certain day every month. Select the **Next Month** check box if you want that day to be in the following month.

For example, assume your system date is June 9, your due day is 10 and your closing day is 15. If you clear this check box and enter a sale, the due date is July 10 (the first 10th day of the month after the closing date). If you select this check box and enter a sale, the due date is August 10 (the second occurrence of the 10th day of the month after the closing date).

Click **Help** from the **Edit Terms Code** dialog box for a detailed description of each field.

- 8 Click **OK** to save the terms table. Click the **Close** button to exit the dialog box.

### Related Help Topic

- Deleting terms tables

## Setting Up Tax Tables

When you enter transactions on the **Sales Register Entry** dialog box, Sage DacEasy Point of Sale calculates a sales tax amount for each transaction. Sage DacEasy determines the sales tax amount by multiplying the sales tax percentage by the total amount of all taxable items on the transaction.

The Sales Tax field at the bottom of the **Sale Register Entry** dialog box displays the sales tax amount for each transaction. Sage DacEasy updates this amount online as you add items to the transaction.

To correctly calculate sales tax in Sage DacEasy Point of Sale, you must perform these three tasks before entering transactions:

- Set up a tax rate table that identifies the tax rate structure and if interfacing with Sage DacEasy Accounting, the general ledger accounts to update when you post transactions. The number of tax tables you can set up is unlimited. Most businesses only need one tax table; however, if you do business in many different tax jurisdictions, you will need to set up a separate table for each tax rate.
- Assign a tax table to each new customer you set up by entering the tax table code in the Tax Table field on the **Edit Customer** dialog box.

- On the **Edit Product**, **Edit Service** and **Edit Billing Code** dialog boxes, indicate whether or not each item is taxable. Do this by selecting the **Taxable** check box if the item is subject to tax.

---

## To Add or Edit a Tax Table

- 1 Select **Tables** from the **Edit** menu, and then select **Tax**. The **Edit Tax Table** dialog box appears.

Use the Edit Tax Table dialog box to add and edit tax tables.

Account	Description	Rate

Total: 0.000

Account	Description	Rate
		0.000

Furniture Factory      Period 3: 03/01/10 - 03/31/10

- 2 Type a code for the tax table. If you are editing an existing tax table, you can click **LookUp** to select the code.
- 3 Enter a description and sales tax rate for the tax table.

**Tip:** Click **Help** for more information on each field on the **Edit Tax Table** dialog box.

**Note:** If your tax dialog box does not look like the one shown above, you are running Sage DacEasy Point of Sale interfaced with Sage DacEasy Accounting and using the tax tables from the accounting data files. For more information on the accounting tax tables, refer to your *Sage DacEasy Accounting User's Guide* or click **Help**.

- 4 Click **OK** to save the table. Click **Close** to exit the dialog box.

## Related Help Topics

- Viewing and editing tax code history
- Deleting tax tables

## Setting Up Salespeople

With Sage DacEasy Point of Sale, you can build a file that contains records for each member of your sales staff. To track sales for each salesperson, you must enter a salesperson code when logging into the **Sales Register Entry** dialog box. When printing the Daily Sales report, you can sort the information by salesperson. This helps identify your sales leaders.

**Note:** The salesperson code entered when logging into the **Sales Register Entry** dialog box overrides the salesperson code assigned to the customer on the **Edit Customer** dialog box.

Sage DacEasy includes a Sales Analysis report that stores historical sales information (subtotaled by product, customer, department or salesperson). Use this report at the end of the period or year to determine your top salespeople.

---

### To Add or Edit a Salesperson

- 1 Select **Tables** from the **Edit** menu, and then select **Salesperson**. The **Edit Salesperson** dialog box appears.
- 2 Type a code for the salesperson. If you are editing an existing salesperson, you can click **LookUp** to select the code.
- 3 Type the employee's name, e-mail address, number, territory, commission rate and amount.  
**Tip:** Click **Help** for more information on each field on the **Edit Salesperson** dialog box.
- 4 Click **OK** to save the salesperson. Click **Close** to exit the dialog box.

### Related Help Topics

- Viewing and editing salesperson history
- Deleting salespeople

## Using the Salesperson Timesheet

When you log in to the **Sales Register Entry** dialog box, you are required to enter a salesperson code if the Track Salesperson Information check box was selected when entering your system preferences. When you enter the salesperson code, the date and time are recorded into the Salesperson Timesheet file if you selected the Track Salesperson Hours check box on the **System Preferences** dialog box. The amount of sales, refunds, amount received and amount paid out is recorded in the file until the salesperson logs out of the **Sales Register Entry** dialog box.

To view the **Edit Salesperson Timesheet** dialog box, select **Tables** from the **Edit** menu, and then select **Salesperson Timesheet**. For more information on the **Edit Salesperson Timesheet** dialog box, click **Help**.

## Setting Up Cash Registers

As you log in to the **Sales Register Entry** dialog box, you are required to enter the number of the cash register you are using. To accommodate reporting consistency in a multi-register environment, Sage DacEasy Point of Sale includes a separate cash register file to use to enter the name and parameters for each of your cash registers. If you have only one register, use the default cash register (number 1).

The **Edit Cash Register** dialog box serves three purposes. It contains pertinent information regarding the cash drawers, the information used to set up a pole display and the location and settings for your credit card receipt printer.

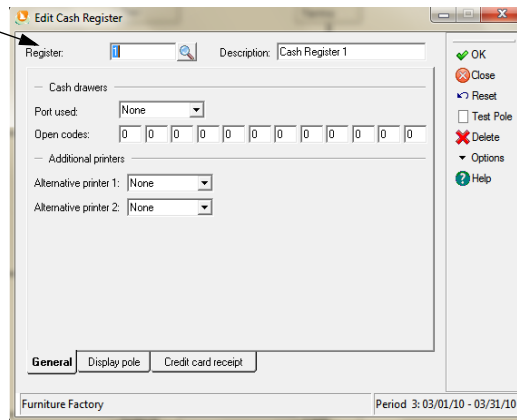
**Note** For your protection, you can only enter cash register information on the **Edit Cash Register** dialog box. If you need to add a new cash register, you must return to this area of the program.

---

### To Add or Edit a Cash Register

- 1 Select **Tables** from the **Edit** menu, and then select **Cash Registers**. The **Edit Cash Register** dialog box appears.

Use the **Edit Cash Register** dialog box to add and edit a cash register.



- 2 Type the register number in the **Register** field.
- 3 Enter a description for the cash register.
- 4 Complete the options on the **General** tab.

**Tip:** You must set up your alternative printers on the **Edit Receipt Printers** dialog box prior to assigning alternative printers to a cash register.

- 5 If you are using a pole display, click the **Display pole** tab and complete each option. This tab includes the port used for the pole display, a welcome and exit message, the physical operation of the pole display and if using a serial connection, the baud rate, data bits, stop bits and parity.

**Tip:** Click **Test Pole** (or press **F7**) to test your pole display. The message entered in the Welcome Message fields appears if the pole settings are correct. To reset the pole settings to the default, click **Reset** (or press **F3**).

- 6 Click the **Credit card receipt** tab and complete each option. This tab includes options to include a separate receipt when processing credit card transactions, and if so, the printer setup, the number of copies to print, the printer width, processing terminal and whether or not you have a magnetic strip swiper attached to the register.

**Tip:** Click **Help** for more information on each field on the **Edit Cash Register** dialog box.

- 7 Click **OK** to save the cash register. Click **Close** to exit the dialog box.

#### Related Help Topic

- Deleting cash registers

## Setting Up Warehouses

If you are using Sage DacEasy's multi-level inventory feature to track merchandise in different warehouses, add a record for each warehouse. Assign a warehouse to each detail item associated with a master item.

---

#### To Add or Edit a Warehouse

- 1 Select **Tables** from the **Edit** menu, and then select **Warehouses**. The **Edit Warehouse** dialog box appears.
- 2 Enter a code for the warehouse. If you are editing an existing warehouse, you can click **LookUp** to select the code.
- 3 Complete the remaining fields.
- 4 Click **OK** to save the information.

#### Related Help Topic

- Deleting warehouses



## Additional Setup Steps

After completing the steps in this section you will be ready to begin your daily processing. The steps in this section explain how to set up your customers, master items, products, promotional prices, services, billing codes and serial numbers.

### Setting Up Customer Information

After you set up a customer, you can access that customer when entering sales transactions. Sage DacEasy updates current and historical balances for the customer when you post your sales transactions.

You can add a new customer in one of two ways: (1) add the customer by accessing the **Customers** command from the **Edit** menu prior to entering a transaction or (2) click **Add** from the Customer Code field while entering a transaction. Complete the following steps to add your customers prior to entering transactions.

---

#### To Add or Edit a Customer

- 1 Select **Customers** from the **Edit** menu. The **Edit Customer** dialog box appears.

Add new customers or edit customer information from the Edit Customer dialog box.

Beginning balance:	This period:	Current balance:	Credit available:
0.00	0.00	0.00	0.00

Last sales date:	Last sales amount:	Last payment date:	Last payment amount:
//	0.00	//	0.00

- 2 Type a code to identify the customer. If you are editing an existing customer, you can click **LookUp** to select the code.
- 3 Type the customer name in the header area and complete all applicable fields on the **Address** tab.

**Tip:** If the customer is a company, type the name of the company in the Name field and use the Contact field for the name of the person you deal with at the company. If the customer is an individual not associated with a company, type the individual's full name in the Name field and leave the Contact field blank.

- 4 Click the **Account** tab and complete all applicable fields.

The AR account field is a required field.

If you are interfaced with Sage DacEasy Accounting and your departmentalization method on the **Account Interface** dialog box in Sage DacEasy Accounting is Customer, the GL Department field is required.

The Terms Table and Tax Table are required for open- and balance forward-type customers.

- 5 Click the **Custom** tab and complete all applicable fields.

**Tip:** Click **Help** from the **Edit Customer** dialog box for a detailed description of each field.

- 6 Click **OK** to save the customer record.

**Note:** You cannot edit the amounts in the footer area. This area is updated when you enter a setup balance for the customer or post transactions that include the customer.

### Related Help Topics

- Changing customer codes
- Adding customer alternative addresses
- Deleting customer alternative addresses
- Viewing customer transaction history
- Deleting customers
- Attaching notes to customer records
- Using the phone dialer
- Using the customer inquiry

## Entering Customer Setup Balances

When you enter a new customer, you can also enter a setup balance for the customer. If you are setting up an existing company in Sage DacEasy, some of the customers probably have outstanding balances. If you are running Sage DacEasy Point of Sale interfaced with Sage DacEasy Accounting, refer to your *Sage DacEasy Accounting User's Guide* for more information on setup balances.

**Note:** Only use this procedure to enter beginning setup balances for customers, not for entering daily transactions.

---

### To Enter a Customer Setup Balance

- 1 Select **Customers** from the **Edit** menu. The **Edit Customer** dialog box appears.
- 2 Type the customer code in the Code field or click **LookUp** and select the code.
- 3 Click **Options**, and then select **Balance**. The **Customer Setup Balance** dialog box appears.

**Note:** If you are interfaced with Sage DacEasy Accounting, it is important that all setup balances be entered with the same setup date. If the setup date is incorrect, close this dialog box, and then press **F4** to change the program date.

- 4 Enter each outstanding invoice or a single invoice with the customer's current balance.

**Tip:** Click **Help** from the **Customer Setup Balance** dialog box for a detailed description of each field.

- 5 Click **OK** to update the customer balance.

### Related Help Topic

- Adjusting customer setup balances

## Setting Up Master Items

If you have multiple warehouses or want to create a multi-level inventory structure, add a master item for each primary product you sell. Then, associate each detail item with the master item. You can print reports based on master items and warehouses. You can also use the Generate Items feature to have Sage DacEasy automatically generate a product code for each warehouse.

**Note:** If you are not generating products based on your master item, you can add each product prior to entering your master items. Refer to "Setting Up Product Information" on page 68 for more information.

## To Add or Edit a Master Item

- 1 Select **Master Items** from the **Edit** menu. The **Edit Master Item** dialog box appears.

Add master items and assign detail items from the Edit Master Item dialog box.

- 2 Type a code and description to identify the master item you are adding. If you are editing an existing master item, you can click **LookUp** to select the code.

- 3 Complete the applicable fields on the **General** tab.

The Purchase Fraction and Sales Fraction are required.

If you are interfaced with Sage DacEasy Accounting and your departmentalization method on the **Account Interface** dialog box in Sage DacEasy Accounting is Inventory, the GL Department field is required.

- 4 Click the **Billing** tab, and then complete each applicable field on this tab.
- 5 Click the **Detail Items** tab, and then add each detail item using any of the following methods.

**Generate Items**—Click **Generate Items** and a new detail item is added to the Master Item file and the Product file for each warehouse. The Item Number defaults to the master item code, followed by a dash, and then the warehouse code.

You can click **Options** and then select **Item Code Defaults** to change the default naming convention.

**Select an existing item**—Type an existing product code or click **LookUp** to select the product.

The detail items and the master item must have the same Purchase and Sales Fractions.

**Add a new detail item**—Type a product code that doesn't exist and Sage DacEasy adds the new detail item to the Product file when you advance to the next line. The detail item defaults to the same setup as the master item.

**Generate an item for a warehouse**—Click **LookUp**, and then select **Warehouses** for the file to view. Sage DacEasy adds the new detail item to the Master Item and the Product file for the selected warehouse. The Item Number defaults to the master item code, followed by a dash, and then the warehouse code.

You can click **Help** from the **Edit Master Item** dialog box for a detailed description of each field.

- 6** Click **OK** to save the master item record.

### **Related Help Topic**

- Deleting master items

## **Setting Up Product Information**

Tracking your inventory in Sage DacEasy Point of Sale allows you to maintain adequate inventory stock levels and compile historical information about the sales activity for each product.

You can add a new product in one of three ways: (1) add the product by accessing the **Products** command from the **Edit** menu prior to entering a transaction, (2) add the product or let Sage DacEasy generate a new product from the **Edit Master Item** dialog box or (3) click **Add** from the **Products LookUp** while entering a transaction. Complete the following steps to add your products prior to entering transactions.

**Tip:** For complete inventory tracking, interface with Sage DacEasy Accounting. This allows you to track both the purchase and sale of items. Using Sage DacEasy Point of Sale stand alone only allows you to track the sale of items.

## To Add or Edit a Product

- 1 Select **Products** from the **Edit** menu. The **Edit Product** dialog box appears.

Enter new products or edit product information from the Edit Product dialog box.

- 2 Type a code to identify the product. If you are editing an existing product, you can click **LookUp** to select the code.
- 3 Type a description for the product, and then complete each applicable field on the **General** tab.

If you are interfaced with Sage DacEasy Accounting and your departmentalization method on the **Account Interface** dialog box in Sage DacEasy Accounting is Inventory, the GL Department field is required.

If you are not interfaced with Sage DacEasy Accounting, the Average cost is used to calculate your cost of goods sold when selling an item. If you are interfaced with Sage DacEasy Accounting, Sage DacEasy Point of Sale uses the costing method selected in Sage DacEasy Accounting.

- 4 Click the **Purchasing** tab, and then complete each applicable field.  
If you are running Sage DacEasy Point of Sale interfaced with Sage DacEasy Accounting, Sage DacEasy Accounting uses this information in the Purchasing module.  
The Fraction field is required.
- 5 Click the **Sales** tab, and then complete each applicable field.  
The Fraction field is required.
- 6 Click the **Billing** tab, and select your preferences.
- 7 Click the **Custom** tab and complete all applicable fields.

You can click **Help** from the **Edit Product** dialog box for a detailed description of each field.

- 8 Click **OK** to save the product record.

**Note:** You cannot edit the amounts in the Units area. This area is updated when you enter a setup balance for the product or post transactions that include the product.

### Related Help Topics

- Changing product codes
- Deleting products
- Attaching notes to product records
- Viewing product transaction history
- Viewing and editing product history

## Product Illustration

This feature allows you to incorporate illustrations of products in the Products Maintenance dialog in order to easily identify items when needed. Now you can view an image of each product which can reduce mistakes when ordering or selling products that have similar descriptions and price. With this powerful improvement your employees can visually identify a product when they are making changes to that product's attributes.

---

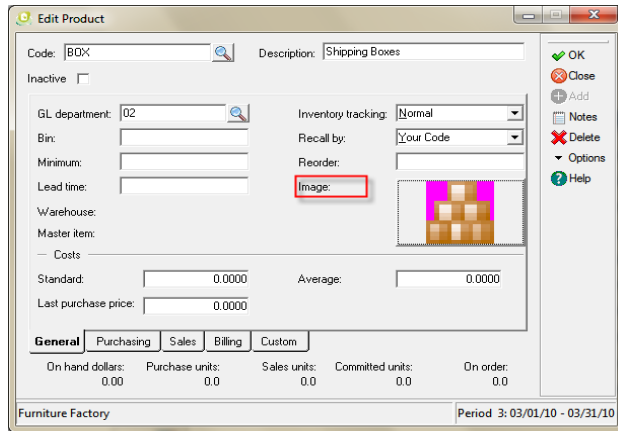
### To Add Illustrations

- 1 Select **Products** from the **Edit** menu and the **Edit Products dialog** appears.
- 2 Click on **LookUp** to select the Product to edit or enter a new Product code to add a new one.
- 3 Click on the image placeholder and the bitmap selection dialog appears.

**Note:** The blank placeholder for the product image displays the message "Click here to select an image." Sage DacEasy copies Bitmaps to the Images folder that it creates inside the company's data folder. The **Backup** function in all modules includes this folder when doing a company backup. This folder is the default when the bitmap selection dialog box appears. You may locate the bitmap in other folders in your desktop or network and Click **OK** to copy it to the Images folder.

- 4 Enter the path of the folder where the bitmap is located. If necessary, click on the button to the right of the folder field to find the bitmap in your desktop or network. The bitmap appears in the dialog box image placeholder.

- Click **OK** to associate the bitmap to the **Product**. The bitmap appears as a thumbnail in the **Edit Product** dialog.



- Click **Remove Image** to disassociate an exiting bitmap from the **Product Information**, or **Cancel** to stop this operation and exit the bitmap selection dialog.
- Click **OK** to save the **Product Information**.

### Related Help Topics

- Adding messages and extended descriptions to products
- Adding and editing component lists
- Adding substitute product lists

## Entering Product Setup Balances

If you are setting up an existing company, you probably already have inventory on hand. Complete the following steps to record the initial units and value. Only use these steps to enter beginning setup balances for products, not for entering daily transactions.

If you are running Sage DacEasy Point of Sale interfaced with Sage DacEasy Accounting, refer to the *Sage DacEasy Accounting User's Guide* for more information on setup balances.

---

### To Enter a Product Setup Balance

- Select **Products** from the **Edit** menu. The **Edit Product** dialog box appears.
- Type the product code in the Code field or click **LookUp** and select the code.

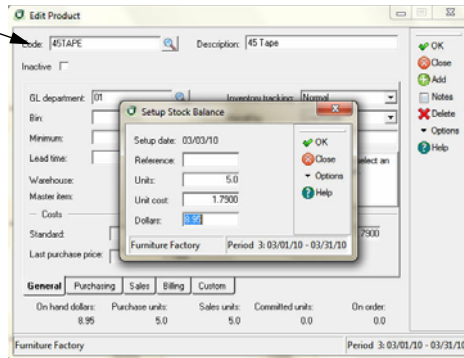


## 4 Setting Up Sage DacEasy Point of Sale User's Guide

- 3 Click **Options**, and then select **Balance**. The **Setup Stock Balance** dialog box appears.

**Note:** If you are interfaced with Sage DacEasy Accounting, it is important that all setup balances be entered with the same date. If the setup date is incorrect, close this dialog box, and then press **F4** to change the date.

Enter beginning balances for each product from the Setup Stock Balance dialog box.



- 4 Enter the number of units on hand and the cost per unit. Sage DacEasy calculates the total in the Dollars field.

**Tip:** Click **Help** from the **Setup Stock Balance** dialog box for a detailed description of each field.

- 5 Click **OK** to update the product's balance.

### Related Help Topic

- Adjusting product setup balances

## Setting Up Promotional Price Information

The Promotional Price feature lets you enter special sales prices that are valid for a certain range of dates. If you are offering a sale on specific items for one week, enter the special sales price you want for that week on the promotional price transaction. In order for the promotional prices to appear on the sales transaction, the transaction date must be within the date range entered on the promotional price transaction.

## To Enter a Promotional Price Transaction

- 1 Choose **Promotional Price** from the **Edit** menu. The **Edit Promotional Price** dialog box appears.

Use the Edit Promotional Price dialog box to enter the special sales price during a specific range of dates.

Product Code	Description	Price	Amount/%	Promo Price

- 2 Press **Enter** and Sage DacEasy assigns the transaction number. Enter the dates the sale begins and ends in the appropriate fields.
- 3 Select how you want the products to be grouped when assigning the promotional prices in the Group By field. If you select **Product, Vendor** or **Dept.**, enter the range in the From Code and To Code fields.
- 4 Enter a description of the promotional price transaction in the Description field. This is usually the name of the sale, for example, White sale.
- 5 Select a method of discounting the product's normal sale price in the Discount field.
- 6 Enter the flat dollar amount you want discounted off the product's normal sale price in the Amount/Percentage field if you selected **Flat** in the Discount field.  
  
Enter the percentage you want deducted from the product's normal sale price in the Amount/Percentage field if you selected **Percent** in the Discount field.
- 7 Select the **Default to Lowest Price** check box if you want Sage DacEasy to check for quantity price breaks. If a customer eligible for price breaks can get a lower price due to the price break discount, the customer is charged the lower price rather than the promotional price amount.
- 8 Access the body of the **Edit Promotional Price** dialog box. All selected products appear.

- 9 If you selected **Price** in the Discount field, enter the sales price you want during the promotional price period in the Promo Price column.

If you selected **Flat** or **Discount** in the Discount field, Sage DacEasy automatically calculates the new sales price and displays it in the Promo Price column. You can edit the Promo Price if necessary.

Click **Help** for more information on the **Edit Promotional Price** dialog box.

- 10 Click **OK** to save the promotional prices. Click **Close** to exit the dialog box.

## Setting Up Services

Set up a code for each service you sell or for labor used to assemble finished goods. Services do not have on hand units, dollars or cost; however, historical sales units and dollars are tracked.

You can use two different methods to add a new service: (1) select **Services** from the **Edit** menu prior to entering a transaction or (2) click **Add** from the Services LookUp while entering a transaction. Complete the following steps to add a service prior to entering transactions.

---

### To Add or Edit a Service

- 1 Select **Services** from the **Edit** menu. The **Edit Service** dialog box appears.

Enter service information from the Edit Service dialog box.

The screenshot shows the 'Edit Service' dialog box with the following fields and controls:

- Code: [ ]
- Description: [ ]
- Inactive:
- GL department: [ ]
- Taxable:
- Commissionable:
- Serial numbers:
- Measure: [ ]
- Fraction: [ 1 ]
- Price: [ 0.0000 ]
- Last sale date: [ // ]

Buttons on the right: OK, Close, Add, Notes, Delete, Options, Help.

Bottom tabs: Sales, Custom.

Status bar: Furniture Factory, Period 3: 03/01/10 - 03/31/10.

- 2 Type a code to identify the service you are adding. If you are editing an existing service, you can click **LookUp** to select the code.

- 3 Complete the appropriate fields.

If you are interfaced with Sage DacEasy Accounting and your departmentalization method on the **Account Interface** dialog box in Sage DacEasy Accounting is Inventory, the GL Department field is required.

- 4 Click the **Custom** tab and complete all applicable fields.  
You can click **Help** from the **Edit Service** dialog box for a detailed description of each field.
- 5 Click **OK** to save the service record.

### Related Help Topics

- Changing service codes
- Viewing and editing service history
- Attaching notes to service records
- Deleting services
- Adding messages and extended descriptions to services

## Setting Up Billing Code Information

Many items you sell may not fall into a product or service category. A good example is a shipping or handling charge. Sage DacEasy Point of Sale uses the billing codes as a solution to this problem. You can use billing codes in combination with product and service codes or as your only means of entering customer sales.

If you are running Sage DacEasy Point of Sale interfaced with Sage DacEasy Accounting, each code updates a specific general ledger account. For example, you can set up a billing code for shipping and handling to include this charge on a sale. This billing code then updates the corresponding revenue account in your chart of accounts.

---

### To Add or Edit a Billing Code

- 1 Choose **Billing Codes** from the **Edit** menu. The **Edit Billing Code** dialog box appears.
- 2 Type a code to identify the billing code. If you are editing an existing billing code, you can click **LookUp** to select the code.
- 3 Enter a description, account number, whether the billing code is taxable and whether it allows a discount. Select whether or not the billing code is commissionable and the price you are charging for the billing code. You can leave the sales price blank and enter an amount when entering a sale.  
  
You can click **Help** for more information on each field on the **Edit Billing Codes** dialog box.
- 4 Click **OK** to save the billing code.

### **Related Help Topic**

- Deleting billing codes

## **Tracking Serial Numbers**

Sage DacEasy has the ability to track serial numbers from the time of purchase to the time of sale. A line of history detail is added to the serial number record each time you enter a serialized product or service on a transaction. You can view the history of a serial number from the **Edit Serial Number** dialog box or by printing the Serial Number Tracking Report.

If you are running Sage DacEasy Point of Sale interfaced with Sage DacEasy Accounting, you can track the purchase of a serial number through the Purchasing module. Purchasing an item using this module updates the Serial Number file. After you add the serial number, you can then view the addition of the serial number on the **Edit Serial Number** dialog box.

If you are running Sage DacEasy Point of Sale stand alone, the only way to track the purchase of a serial number is by adding it manually using the **Edit Serial Number** dialog box.

You can enter the serial number on a transaction to track the sale of a product or service with a serial number. After selling the item and entering the serial number, you can then view the sale or removal of the serial number from availability by using the **Edit Serial Number** dialog box.

**Tip:** To track serial numbers, you must specify whether a product or service uses serial numbers. Select this option for each product and service.

## To Add a Serial Number

- 1 Choose Serial Numbers from the Edit menu. The Edit Serial Number dialog box appears.

Use the Edit Serial Number dialog box to add, view and edit serial numbers.

- 2 Enter the serialized product or service code in the Code field.
- 3 Enter the serial number in the Serial Number field and select whether or not the serial number is available in stock.
- 4 Select the type of serial number entry in the Transaction Type field.
- 5 Enter the vendor invoice number or sales receipt number depending on the type of serial number entry in the Number field.
- 6 Enter the customer who purchased the item, or the vendor you purchased the item from in the Customer/Vendor field.
- 7 Enter the date of the transaction in the Date field.
- 8 Select whether this entry is adding the serial number to the file or removing the serial number from the file.

You can click **Help** for more information on each field on the **Edit Serial Number** dialog box.

- 9 Click **OK** to save the entry.

### Related Help Topics

- Viewing and editing serial number history
- Deleting serial number history

**4** *Setting Up*  
*Sage DacEasy Point of Sale User's Guide*

# Daily Register Processing

# 5

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# • Daily Register Processing •

After setting up your Sage DacEasy Point of Sale system, you are ready to begin processing register activity. This chapter covers the daily processes used in Sage DacEasy Point of Sale. Because all register activity is entered from the **Sales Register Entry** dialog box, this chapter begins with an overview of this dialog box and its toolbar.

After you are familiar with the Sales Register, use the steps included in this chapter to enter your sales register activity. This includes entering sales, quotes and refunds; converting quotes to sales; recording layaway and AR payments; recording cash added to or removed from the register; and reconciling the register.

After entering your sales register activity, print your deposit slips and reports and post the activity as described in this chapter.

This chapter also includes a section on the Inventory Adjustments feature that allows you to transfer items to different warehouses. You can also use this feature to increase or decrease inventory quantities and values. This is useful if you are not interfaced with Sage DacEasy Accounting, but want to track items received into inventory.

## The Sales Register Entry Dialog Box

Access the **Sales Register Entry** dialog box to enter all register activity. This includes sales, accounts receivable payments, quotes, layaway payments, refunds and reissuing receipts.

Enter all sales register activity from the Sales Register Entry dialog box.

Item Number	Description	Quantity	Price	Discount %	Tax	Extended
		0.0	0.0000	0.000		0.00
		0.0	0.0000	0.000		0.00
		0.0	0.0000	0.000		0.00
		0.0	0.0000	0.000		0.00
		0.0	0.0000	0.000		0.00

After you log in to the **Sales Register Entry** dialog box, you are ready to enter your sales transactions. The **Sales Register Entry** dialog box is divided into three sections.

- The Header section includes the receipt number, transaction type, customer name and address, the transaction date and time, the customer's telephone number, as well as the tax code, salesperson information and customer PO number.
- The Body section is where you enter the products, services, billing codes and messages. Since this section scrolls, you can enter several lines of items per transaction.
- The Footer section includes the method of payment, subtotal, tax amounts, any global discount assigned to the transaction, amount due, amount received for payment and any change given back to the customer.

## **Navigating the sales register entry dialog box**

Use any of the following methods to navigate the **Sales Register Entry** dialog box:

- Press **Enter**, **Tab** or **Down Arrow** to accept the value in the field and move to the next field. You can also use the **Up Arrow** key to return to the previous field.
- From the header, you can click a different field in the header to move to that field.
- Click **OK** or **Goto** (or press **F9**) to move the cursor quickly to the next section. If the transaction is complete when you click **OK** from the footer, the transaction is saved.

## Using the Sales Register Toolbar

The Sales Register toolbar provides access to a number of useful features. Use the following lists to familiarize yourself with the toolbar. If you selected the Activate User Access Rights check box on the **System Preferences** dialog box, the access rights associated with the command are included in the comments along with other useful information.

Command	Shortcut Key	Description	Comments
OK	F10	Moves the cursor to the next section; or, saves the transaction if selected from the footer of a completed transaction.	
Close	Esc	Closes the Sales Register without saving the current transaction.	If user does not have "Escape From Sales Register" access rights, transaction must be saved once a detail line exists.
LookUp	F5	Displays a list of records available from a field.	Only available from applicable fields.
Add	F8	Adds a record to the file associated with the current field.	Only available from certain LookUp fields. User must have access rights to add the record.
Layaway	F7	Displays the Layaway Entry dialog box.	
Goto	F9	Moves the cursor from the header of the transaction to the body, from the body to the footer or the footer to the header.	
Delete	F6	Deletes the current transaction.	User must have "Delete Invoice" access rights.
Options	F2	Displays the Options menu.	Refer to the following list for commands on this menu.
Help	F1	Displays context sensitive Help for the current field.	

## Using the Options Menu

The following list details each command available from the Options menu.

Command	Shortcut Key	Description	Comments
Clear	F3	Clears the Sales Register Entry dialog box.	User must have "Clear Sales Register" access rights.
Date	F4	Changes the program date.	User must have "Set Date" access rights.
Contents and Index	Shift+F1	Displays the Contents tab of the Help.	
Calculator	Shift+F2	Displays the Calculator.	
Quotes	Shift+F3	Displays a list of quotes to select for editing or converting to a sale.	
Insert Line	Shift+F4	Inserts a detail line into the body of the transaction.	
Assemble	Shift+F5	Displays the Transaction Assembly dialog boxes so that the item can be assembled.	Must be on a detail line with an assembled product.
Line delete	Shift+F6	Deletes individual detail lines from the body of a transaction.	User must have "Delete Sales Register Detail" access rights.
Open Register	Shift+F7	Opens the cash drawer.	Hotkey Opens Cash Drawer check box must be selected on the System Preferences dialog box.
Split Tender	Shift+F8	Records a split payment between two payment methods.	
Printer Setup	Shift+F9	Accesses Printer Setup Options where you can add banners to the sales receipt.	
Version	Shift+F10	Displays the current version of Point of Sale.	
Refund/Reissue /View	Alt+R	Displays a list of receipts that you can choose to refund, reissue or view.	User must have "Delete Sales Register Detail" access rights.

Command	Shortcut Key	Description	Comments
Taxable Status	Alt+T	Changes the taxable status for the entire transaction or individual detail lines on a transaction.	User must have "Receipt Change Tax Status" access rights and Form Level or Detail Line Level must be selected for the Allow Change of Taxable Status option on the System Preferences dialog box.
Substitute Products	Alt+P	Displays a list of substitute products.	
Log Salesperson Out	Alt+O	Logs out the current salesperson.	
Select Type	Alt+S	Moves the cursor to the Type field.	
AutoReorder	Alt+H	Displays a list of prior customer purchases. Select items from the list to update the current sale.	
Log Salesperson In	Alt+L	Log in a different salesperson.	
Cash In/Out Trans.	Alt+C	Displays the Cash In/Out Transaction Entry dialog box to record cash placed in or removed from the register.	User must have "Cash In/Out Trans." access rights and Allow Cash In/Out Transactions must be selected on the System Preferences dialog box.
Reverse Line	Alt+V	Creates a detail line reversing the current line.	User must have "Negative Detail Lines" access rights.
Customer Information	Alt+B	Displays the Customer Inquiry dialog box.	
Commissionable Status	Alt+M	Changes the commissionable status for the entire transaction or for individual detail lines.	Form Level or Detail Line Level must be selected in the Allow Change of Commissionable Status field on the System Preferences dialog box.

## Entering Sales

Record customer sales and print receipts from the **Sales Register Entry** dialog box.

### To Enter a Sale

- 1 Select **Sales Register** from the **Process** menu. The **Sales Register Log In** dialog box appears.

Log in on the Sales Register Log In dialog box prior to entering sales register activity.

- 2 Complete each field and click **OK**. The **Sales Register Entry** dialog box appears. Click **Help** from the **Sales Register Log In** dialog box for a detailed description of each field.
- 3 Type a customer code or click **LookUp** and select a customer from the list that appears.

Customer information is not required if (1) you clear the Customer Information Required check box on the **System Preferences** dialog box and (2) the customer pays the full amount at the time of the sale.

**Note** If Item is selected in the Sales Starting field on the **System Preferences** dialog box, the cursor defaults to the Item Code field. Use the arrow keys to access the Customer Code field.

- 4 If necessary, edit the fields in the header of the transaction.
- 5 Click **OK** to advance to the body of the transaction.
- 6 Enter each item in the Body area of transaction with the quantity sold, price and any discount.

**Tip:** If you typically sell one of each item, clear the **Edit Quantity** check box on the **System Preferences** dialog box. Sage DacEasy advances to the next line after you enter the item code to save data entry time. You can use the arrow keys to access the Quantity field if you need to edit the default value.

You can include the following types of items:

**Products**—Scan the product's bar code; type the product code; or, click **LookUp**, select **Products** as the file to view, and then select the code.

**Billing Codes**—Type **C** followed by a space, and then the code; or, click **LookUp**, select **Codes** as the file to view, and then select the code.

**Message**—Type **M** followed by a space and the message code; or, click **LookUp**, select **Messages** as the file to view, and then select the code.

**Services**—Scan the service's bar code; type the service code; or, click **LookUp**, select **Services** as the file to view, and then select the code.

**Detail Items**—Click **LookUp**, select **Master Items** as the file to view, and then select the code. A list of detail items for the master item appears; select the detail item.

Use the Search detail item feature, from Option menu to search for an item if the invoice has too many.

**Description**—Type **D** and press **Enter**. The cursor advances to the Description field where you can enter up to 40 characters of free-form text.

**Hidden messages**—Type **H** and press **Enter**. The cursor advances to the Description field where you can enter up to 40 characters of free-form text that appears on the entry screen, but not on the printed form.

**Tip** Click **Options**, and then select **AutoReorder** to view a list of previous purchases made by the customer. You can select any item from the list to sell the same quantity of the item.

**7** Click **OK** to advance to the footer of the transaction.

**8** Enter the method of payment, discount and amount received.

**Note:** If you selected a default method of payment on the **System Preferences** dialog box, Sage DacEasy bypasses the Method of Payment field. Use the arrow keys to access this field if you need to edit the default value.

**Tip:** Click **Help** from the **Sales Register Entry** dialog box for a detailed description of each field.

**9** Click **OK** to save the transaction and print the receipt. If the amount received is less than the net due and you selected the Allow AR Sales check box on the **System Preferences** dialog box, you are asked if you want to charge the balance. Select **Yes** to charge the remaining balance to the customer's account. If you do not allow AR Sales, an error appears and you are required to enter the full payment.

### **Related Help Topics**

- Entering serial numbers on sales transactions
- Assembling products from the Sales Register Entry dialog box
- Entering assembled kits on sales transactions
- Printing banners on receipts
- Editing sales transactions

- Viewing sales transactions
- Using AutoReorder to sell items based on prior purchases
- Selecting substitute products during transaction entry
- See Help for Quick Reprint and Gift Receipts features

## Entering Quotes

You can give the customer a printed quote without actually collecting money for goods sold or services rendered. The entry fields for a quote are the same as a sale. The main difference between quotes and sales is that quotes do not affect inventory or account balances. Quotes are simply a means for you to provide a printed copy of your prices, without entering a sale.

**Tip:** You can convert quotes to sales. Refer to the following section for more information.

---

### To Enter a Quote

- 1 Select **Sales Register** from the **Process** menu. The **Sales Register Log In** dialog box appears.
- 2 Complete each field and click **OK**. The **Sales Register Entry** dialog box appears as shown in Figure 5-1.  
**Tip:** Click **Help** from the **Sales Register Log In** dialog box for a detailed description of each field.
- 3 Click **Options** and choose **Select Type** (or press **Alt+S**). The cursor advances to the Type field.
- 4 Select **Quote** as the Type.
- 5 Complete the remaining fields as if entering a sale. Refer to "Entering Sales " on page 85 for more information.
- 6 Click **OK**. A message appears asking if you want to save the quote.
- 7 Select **Yes** if you want to save the quote. The quote prints to your receipt printer.

## Converting Quotes to Sales Transactions

After giving a quote to a customer, you can convert the quote to a sale when the customer decides to purchase the items on the quote.



---

### To Convert a Quote to a Sales Transaction

- 1 Select **Sales Register** from the **Process** menu. The **Sales Register Log In** dialog box appears.
- 2 Complete each field and click **OK**. The **Sales Register Entry** dialog box appears. Click **Help** from the **Sales Register Log In** dialog box for a detailed description of each field.
- 3 Click **Options**, and then select **Quotes** (or press **Shift+F3**). A list of each saved quote appears.
- 4 Select the quote to convert to a sale, and then select **Convert to Sale** from the prompt that appears. The quote appears as a sales transaction.
- 5 Edit the sales detail as necessary.
- 6 Enter the method of payment, discount and amount received in the footer area of the transaction. Click **Help** from the **Sales Register Entry** dialog box for a detailed description of each field.
- 7 Click **OK** to save the transaction and print the receipt. If the amount received is less than the net due and you selected the Allow AR Sales check box on the **System Preferences** dialog box, you are asked if you want to charge the balance. Select **Yes** to charge the remaining balance to the customer's account. If you do not allow AR Sales, an error appears and you are required to enter the full payment.

### Related Help Topics

- Editing quotes
- Selecting substitute products during transaction entry

## Entering Accounts Receivable Payments

You can allow customers to charge their purchases to an account with your company. If you allow customers to carry an open account, you must select the **Allow A/R Sales** check box on the **System Preferences** dialog box. Record payments received on the open account balance from the **Sales Register Entry** dialog box.

## To Enter Accounts Receivable Payments

- 1 Select **Sales Register** from the **Process** menu. The **Sales Register Log In** dialog box appears.
- 2 Complete each field and click **OK**. The **Sales Register Entry** dialog box appears. Click **Help** from the **Sales Register Log In** dialog box for a detailed description of each field.
- 3 Click **Options** and choose **Select Type** (or press **Alt+S**). The cursor advances to the Type field.
- 4 Select **AR Pmt.** as the Type. The **Sales Register Entry** dialog box appears the fields applicable to entering an accounts receivable payment.

The appearance of the Sales Register Entry dialog box depends on your selection in the Type field.

Invoice Number	Date	Reference	Invoice Amt.	Discount Avail.	Applied	Discount Taken
/ /			0.00	0.00	0.00	0.00
/ /			0.00	0.00	0.00	0.00
/ /			0.00	0.00	0.00	0.00
/ /			0.00	0.00	0.00	0.00
/ /			0.00	0.00	0.00	0.00
/ /			0.00	0.00	0.00	0.00

- 5 Enter the code for the customer making the payment or click **LookUp** and select the customer from the list that appears. If a message appears, click **Continue** to proceed with entering the transaction.
- 6 Complete each field in the header of the transaction or accept the defaults that appear. Enter the amount paid by the customer in the Payment Amount field.  
 You can click **LookUp** (or press **F5**) from the Payment Amount field to view a list of the customer's open invoices.
- 7 Advance to the body of the transaction. Each unpaid invoice appears. If no open invoices exist for the customer, a message appears. Select **Yes** to create an advance payment for the customer.
- 8 Enter the amount received on each invoice in the Amount Applied field and a reference, if you choose. If the customer is taking advantage of a discount for early payment, record the amount in the Discount Taken field.

**Tip:** To apply the entire amount to an invoice, select the invoice, click **Options**, and then select **Auto-Apply** (or press **Shift+F8**).

- 9 Click **OK** to save the payment and print a copy to the receipt printer. If the Change/To Apply field does not equal zero, Sage DacEasy Point of Sale assumes the remaining amount is the customer's change.

### Related Help Topic

- Editing AR Payments

## Entering Cash In/Cash Out Transactions

You can record cash placed in or removed from the cash register on the **Cash In/Out Transaction Entry** dialog box. This feature is only available if you select the Allow Cash In/Out Transactions check box on the **System Preferences** dialog box. Sage DacEasy stores the transaction as if it is a sales transaction and it can be edited or deleted.

---

### To Enter a Cash In or Cash Out Transaction

- 1 Select **Sales Register** from the **Process** menu. The **Sales Register Log In** dialog box appears.
- 2 Complete each field and click **OK**. The **Sales Register Entry** dialog box appears.
- 3 Click **Options**, and then select **Cash In/Out Trans** (or press **Alt+C**). The **Cash In/Out Transaction Entry** dialog box appears.

Use the Cash In/Out Transaction Entry dialog box to record cash taken out of or placed into the register.

The screenshot shows the 'Cash In/Out Transaction Entry' dialog box with the following fields and values:

- Transaction #: 0000000113
- Transaction date: 03/10/10
- Saleperson code: DC
- Name: (empty)
- Reference: (empty)
- Description: delivery fee
- Transaction type:  Cash Out  Cash In
- Method of payment: CASH
- Payment reference: (empty)
- Transaction amount: 15.00
- GL account number: 5150
- Account name: (empty)

Buttons on the right: OK, Close, Layaway, Delete, Options, Help.

Bottom: Furniture Factory | Period 3: 03/01/10 - 03/31/10

- 4 Complete each field. Click **Help** from the **Cash In/Out Transaction Entry** dialog box for a detailed description of each field.

Select **Cash Out** as the Transaction Type to record cash being removed from the register. Sage DacEasy credits the account entered when the selected method of payment was set up and debits the GL account you enter, typically an expense account.

Select **Cash In** as the Transaction Type to record cash being placed in the register. Sage DacEasy debits the account entered when the selected method of payment was set up and credits the GL account you enter.

- 5 Click **OK** to save the transaction and return to the **Sales Register Entry** dialog box.

## Entering Layaway Transactions

Layaway transactions allow the customer to make payments on items and take possession after the final payment is made. The layaway terms typically require an initial down payment and a set number of days in which final payment must be received.

### To Enter Layaway Transactions

- 1 Select **Sales Register** from the **Process** menu. The **Sales Register Log In** dialog box appears.
- 2 Complete each field and click **OK**. The **Sales Register Entry** dialog box appears. Click **Help** from the **Sales Register Log In** dialog box for a detailed description of each field.
- 3 Click **Layaway** (or press **F7**). The **Layaway Entry** dialog box appears.

Use the Layaway Entry dialog box to record customer purchases placed on layaway.

Item Number	Description	Quantity	Price	Tax	Extended
		0.0	0.0000		0.00
		0.0	0.0000		0.00
		0.0	0.0000		0.00
		0.0	0.0000		0.00
		0.0	0.0000		0.00
		0.0	0.0000		0.00
		0.0	0.0000		0.00
		0.0	0.0000		0.00

Paid-in amount: 0.00    Left to pay: 0.00    Last payment amount: 0.00    Last payment date: / /    Sales tax: 0.00    Amount due: 0.00

Furniture Factory    Period 3: 03/01/10 - 03/31/10

- 4 If you cleared the Generate Layaway Number check box on the **System Preferences** dialog box, assign the layaway transaction a unique number. If you chose to generate the layaway number, the layaway number is automatically assigned when the transaction is processed. If you choose, you can enter a reference in the Description field.
- 5 Enter a customer code or click **LookUp** and select a customer. The default customer information appears in the header; however, you can edit these fields if necessary.
- 6 Click **OK** to advance to the body of the transaction.
- 7 Complete each field in the body of the transaction as if entering a sale. Refer to "Entering Sales " on page 85 for more information.
- 8 Click **OK** to save the layaway and print a copy to the receipt printer. The layaway appears on the **Sales Register Entry** dialog box as a layaway payment. You can then enter the down payment for the layaway, enter a new sales transaction or exit this dialog box.

#### **Related Help Topic**

- Editing layaway transactions

## **Entering Layaway Payments**

Enter layaway payments to record an initial down payment or payments made on a layaway.

---

#### **To Enter a Layaway Payment**

- 1 Select **Sales Register** from the **Process** menu. The **Sales Register Log In** dialog box appears.
- 2 Complete each field and click **OK**. The **Sales Register Entry** dialog box appears. Click **Help** from the **Sales Register Log In** dialog box for a detailed description of each field.
- 3 Click **Options** and choose **Select Type** (or press **Alt+S**). The cursor advances to the Type field.
- 4 Select **Layaway Payment** as the Type.



---

### To Enter a Refund

- 1 Select **Sales Register** from the **Process** menu. The **Sales Register Log In** dialog box appears.
- 2 Complete each field and click **OK**. The **Sales Register Entry** dialog box appears. Click **Help** from the **Sales Register Log In** dialog box for a detailed description of each field.
- 3 Enter the original transaction number in the Receipt Number field or click **LookUp** and select the transaction. A selection window appears.  
**Note:** If the sales transaction no longer exists, you have to enter a new sales transaction with negative quantities to record the refund.
- 4 Select **Refund**. A new transaction identical to the original transaction, except with negative quantities, appears.
- 5 If you need to enter a partial refund, edit the quantities as necessary. To remove items not included on the refund, select the item, click **Options**, and then select **Line Delete**.
- 6 Click **OK** from the footer of the transaction to save your changes.

## Reconciling Sales Registers

Reconcile your sales registers to ensure that the physical count in the register matches the amount the program determines should be in the register.

Reconcile your sales registers at the end of each shift if you selected the Reconcile by Method of Payment check box on the **System Preferences** dialog box. If you are using the summary reconciliation method, reconcile at the end of the day, just before printing the journal and posting. The dollar figures that appear on the Reconciliation screen are only for the current day. If you use Sage DacEasy Point of Sale with more than one register, you must reconcile each register separately.

## Understanding Two Methods of Reconciliation

Sage DacEasy Point of Sale provides you with two ways to reconcile your cash register: (1) Reconcile by method of payment or (2) Reconcile with the summary method. Select the reconciliation method in the Reconcile Register By Method of Payment field on the **System Preferences** dialog box. The steps for each method follow.

---

### To Reconcile a Sales Register With the Summary Method

- 1 Select **Reconciliation** from the **Process** menu. The **Reconciliation Log In** dialog box appears.
- 2 Enter the number of the register you are reconciling (or click **LookUp** and select the register) and the day you are reconciling.
- 3 Click **OK**. The **Register Reconciliation** dialog box appears.
- 4 Enter the amounts in the Beginning Cash Balance, Other Cash IN, Other Cash OUT and Actual Cash Counted fields. Sage DacEasy calculates the reconciled balance and displays this amount in the Over/(Short) field. If this amount is zero, the register is in balance. If the amount is positive, your physical count is greater than the amount recorded in Sage DacEasy. If the amount is negative, your physical count is less than the amount recorded in Sage DacEasy.
- 5 Click **Options**, and then select **Reconc. Report** (or press **Shift+F8**) to view the Register Reconciliation Report. You can print this report in summary or detail. Use this report as a record of the reconciliation or to help locate any discrepancies.
- 6 Click **OK** to save the reconciliation.

---

### To Reconcile a Sales Register by Method of Payment

- 1 Select **Reconciliation** from the **Process** menu.  


If you initialized your register at the beginning of the day, Sage DacEasy automatically displays the **Reconciliation Log In** dialog box. Skip to step 6.

If you did not initialize your register, the **Cash Register Initialization** dialog box appears.
- 2 Choose **Yes** to continue with the reconciliation process. The **Cash Register Initialization** dialog box appears.
- 3 Enter the cash register number or click **LookUp** to select the register.
- 4 Enter the amount of money in the cash register at the start of the day in the Beginning Balance field.
- 5 Click **OK** to save the register information. The **Reconciliation Log In** dialog box appears.
- 6 Complete each field and click **OK**. Select **Current Active** in the Reconciliation Set field to reconcile the register for the current shift. Select **Saved** and enter the saved reconciliation's name in the Set Name if you want to view a previously entered reconciliation.



- 7 The Reconcile Cash Register Report appears. This report shows the beginning balance and groups your total sales for the day by method of payment.
- 8 If you need to make any adjustments for cash placed into or taken out of the cash drawer, click **Options** and select **Cash In/Out Trans.** (or press **Alt+C**). The **Cash In/Out Transaction Entry** dialog box appears.
- 9 Click **End Balances** (or press **F3**) and the **Cash Register End Balances** dialog box appears.
- 10 Enter the amount counted in the cash register for each method of payment, and then click **OK**. The amounts appear on the Reconcile Cash Register Report.
- 11 Click **Print** (or press **F7**) to send the output to your printer. To view the details, click **Options** and select **Reconc. Report** (or press **Shift+F8**).
- 12 Click **Close** to exit the reconciliation.
- 13 A message appears asking if you want to close the register. Choose **Yes** and the **Save Reconciliation** dialog box appears.
- 14 Select **No** if you do not want to save the reconciliation or select **Yes** and enter the Set Name if you want the ability to recall the reconciliation at a later time. A message appears asking if you want to initialize the register.
- 15 If you choose **No**, Sage DacEasy returns to the main menu. If you choose **Yes** the **Cash Register Initialization** dialog box appears; enter the amount placed in the register at the start of the new shift and click **OK**.

## Register Reconciliation Detail Report

	<b>Furniture Factory</b> 1750 Preston Road Dallas, TX 75252	Date : 03/10/2010 Time : 2:25 PM Page no. 1						
Register Reconciliation Detail Report								
Cash Reg # 1 Cash Register 1								
Recpt/Inv #	Date	Type	Amount	Tax	Received	Charged	Tender	Reference No.
0000000116	03/10/10	SALE	699.99	57.75	757.74	0.00	CASH	
0000000117	03/10/10	SALE	164.98	13.61	178.59	0.00	CASH	
0000000118	03/10/10	LAYAWAY			50.00		CASH	
			864.97	71.36	986.33	0.00		
			864.97	71.36	986.33	0.00		

## Printing the Cash Receipts Report


The Cash Receipts Report prints a transaction-by-transaction listing of the posted and unposted receipts entered on the **Sales Register Entry** dialog box. Regardless of the method of payment, if you entered an amount in the Received field on the **Sales Register Entry** dialog box, it prints on this report. This report can be a big help when you are trying to reconcile a balance error in your register.

The receipts included on this report include receipts on regular sales register sales as well as payments received on layaway sales. The Type column on this report indicates the source of the receipt (SALE or LAYAWAY). Also included on this report is the following information: the transaction number, receipt date, receipt type, total amount of sale, sales tax amount, total amount received, amount charged (for AR sales) and the method of payment.

### To Print the Cash Receipts Report

- 1 Select **Receipts Report** from the **Process** menu. The **Cash Receipts Report** dialog box appears.
- 2 The current system date appears in the From and To fields. If necessary, edit these fields to include a different range of transactions on the report. For example, to print a report including all receipts for 2010, type **01/01/10** in the From field and **12/31/10** in the To field. If you want to print activity for one day only, enter the same date in both the From and To fields.
- 3 Click **OK**. The **Report Layout** dialog box appears.
- 4 Select your target, edit the layout if needed, and then click **OK**.

### Cash Receipts Report



**Furniture Factory**

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 1750 Preston Road  
 Dallas, TX 75252

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Cash Receipts Report

Rcpt/Inv #	Date	Type	Amount	Tax	Received	Charged	Tender	Reference No.
000000112	03/10/10	SALE	699.99	57.75	757.74	0.00	CASH	
000000113	03/10/10	OTHERS			-15.00		CASH	
000000114	03/10/10	LAYAWAY			50.00		CASH	
000000115	03/10/10	LAYAWAY			100.00		CASH	
			699.99	57.75	892.74	0.00		
			699.99	57.75	892.74	0.00		

## Printing the Daily Sales Report

One of the most important responsibilities of managing any business is analyzing sales reports and making decisions based on the data. The more concise the information is on a report, the easier these decisions are to make. There are many reports available throughout the program, but the one you are sure to use on a daily basis is the Daily Sales Report.

The data printed on this report is acquired directly from the Sales Register Transaction file, which contains complete information about all your sales register activities.


The Daily Sales Report includes both posted and unposted sales register transactions. You do not have to post today's transactions in order to include them on your report. Transactions stay in the Sales Register Transaction file until you perform the file purging routine, which is optional. The Sales Register Transaction file can become very large over time; however, if your hard disk is quite large, it is recommended that you refrain from purging the Sales Register Transaction file. This way, you can print a Daily Sales Report that covers large spans of time. Refer to Chapter 9, "Periodic Operations" for more information on purging your data files.

---

### To Print the Daily Sales Report

- 1 Select **Sales Report** from the **Process** menu. The **Daily Sales Report** dialog box appears.
- 2 The current system date appears in the From and To fields. If necessary, edit these fields to include a different range of transactions on the report.
- 3 In the Report By field, select **Product** to print subtotals grouped by product code or **Salesperson** to print subtotals grouped by salesperson.
- 4 Click **OK**. The **Report Layout** dialog box appears.
- 5 Select the target, edit the layout as needed, and then click **OK**.

## Daily Sales Report

		<b>Furniture Factory</b> 1750 Preston Road Dallas, TX 75252		Date : 03/10/2010 Time : 2:26 PM Page no. 1	
<b>Daily Sales Report - By Product</b> From Date : 03/10/10 To Date : 03/10/10					
<b>Products Sales Summary -&gt;</b>					
Product #	Description	Qty Sold	\$ Sold	Avg Price	
2-SECTIONAL	2-Piece Sectional	2.0	1399.98	699.99	
PLEDGE	Pledge Furniture Polish	1.0	4.99	4.99	
RCA13	13" RCA Television	1.0	159.99	159.99	
			1564.96		
Grand Totals ----->			1564.96		

## Printing Deposit Slips

You can save time and avoid mistakes when making bank deposits by printing your deposit slips (also called deposit tickets) directly from Sage DacEasy Point of Sale. The deposit slip includes all receipts for the day where the method of payment is set up as a Cash or Check type. The cash amount, each individual check being deposited and the totals print on the deposit slip. (The Less Cash Received box always displays 0.00.)

The summary printed at the bottom of deposit slips includes totals for the number of items deposited, total check amounts, total cash amounts and a grand total.

**Note:** Deposit slips can be printed for laser-style deposit tickets only and you cannot edit the layout. You can purchase your deposit tickets directly from Sage DacEasy to ensure that your form is compatible with Sage DacEasy.

---

### To Print a Deposit Slip

- 1** Select **Deposit Slips** from the **Process** menu. The **Print Deposit Slips** dialog box appears.
- 2** If you are running Sage DacEasy Point of Sale stand alone, 11021 appears in the Checking Account field automatically. This is the default checking account in the standard chart of accounts.  
  
If you are interfaced with Sage DacEasy Accounting, the default Banking account entered on the **Account Interface** dialog box in Sage DacEasy Accounting appears. To print deposit slips for a different account, enter the account number or click **LookUp** and select a different reconcilable account.
- 3** Enter the date to print on the deposit slip.
- 4** Click **OK**. The **Report Layout** dialog box appears.

- 5 Select the target, edit the layout if necessary, and then click **OK** to print the deposit slip. A deposit slip prints for all receipts for the day.

## Printing the Sales Journal

After you enter sales register transactions for the day and reconcile the balance in your registers, you are ready for final verification of sales register transactions. Use the Sales Journal to ensure the transactions entered for each register are valid and accurate. The Sales Journal is your audit trail for these transactions and is indispensable after you perform the posting process.

The Sales Journal contains the detail for all your sales register activities. This includes sales register transactions, layaway transactions, payments received on layaway transactions, AR payments received and refunds issued. After you post transactions, you cannot edit the detail for these transactions (although it can be viewed or printed). Also included on the journal is important general ledger transaction information. If Sage DacEasy Point of Sale is interfaced with Sage DacEasy Accounting, verifying the general ledger transaction information is crucial before these accounts are updated during posting.

Since journal printing is such an extremely important process, you can make it mandatory that the journal be printed. To require journal printing, select the **Force Journal Printing Before Posting** check box on the **System Preferences** dialog box.

---

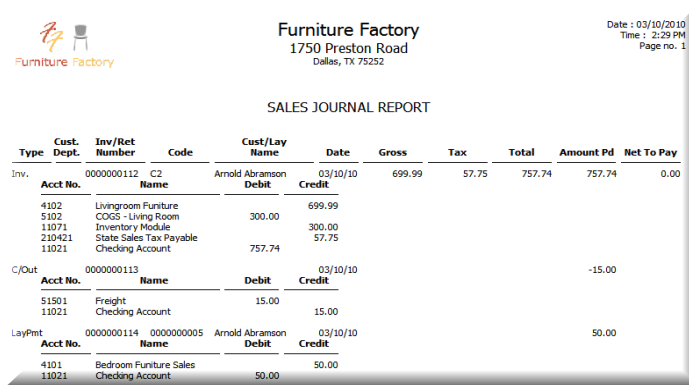
### To Print the Sales Journal

- 1 Select **Journal** from the **Process** menu. The **Sales Journal** dialog box appears. Click **Help** from the **Sales Journal** dialog box for a detailed description of each field.
- 2 Select **Journal** as the Journal Type.
- 3 Complete the Begin and End Date fields. Each unposted transaction that falls within the date range entered in these fields prints on the journal. If interfaced with Sage DacEasy Accounting, the dates entered must fall within an open period in Sage DacEasy Accounting.
- 4 Select the **Include GL Account Detail** check box if you are interfacing with Sage DacEasy Accounting. The general ledger entries posted to accounting print on the journal.
- 5 Select the **Include Product Summary** check box if you want to include a specific breakdown, by product, of your sales register transactions.
- 6 Click **OK**. The **Report Layout** dialog box appears.
- 7 Select the target, edit the layout as needed, and then click **OK**.

### Related Help Topic

- Printing the Listing

### Sales Journal

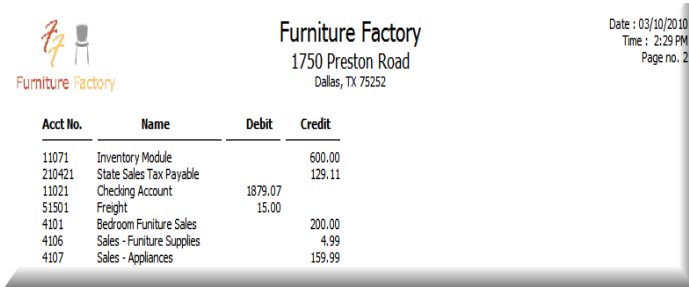


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**Furniture Factory**  
1750 Preston Road  
Dallas, TX 75252

SALES JOURNAL REPORT

Type	Cust. Dept.	Inv/Ret Number	Code	Cust/Lay Name	Date	Gross	Tax	Total	Amount Pd	Net To Pay
Inv.		000000112	C2	Arnold Abramson	03/10/10	699.99	\$7.75	757.74	757.74	0.00
	<b>Acct No.</b>	<b>Name</b>	<b>Debit</b>	<b>Credit</b>						
	4102	Livingroom Furniture		699.99						
	5102	COGS - Living Room	300.00							
	11071	Inventory Module		300.00						
	210421	State Sales Tax Payable		57.75						
	11021	Checking Account	757.74							
C/Out		000000113			03/10/10				-15.00	
	<b>Acct No.</b>	<b>Name</b>	<b>Debit</b>	<b>Credit</b>						
	51501	Freight	15.00							
	11021	Checking Account		15.00						
LayPmt		000000114	000000005	Arnold Abramson	03/10/10				50.00	
	<b>Acct No.</b>	<b>Name</b>	<b>Debit</b>	<b>Credit</b>						
	4101	Bedroom Furniture Sales		50.00						
	11021	Checking Account	50.00							



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**Furniture Factory**  
1750 Preston Road  
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Acct No.	Name	Debit	Credit
11071	Inventory Module		600.00
210421	State Sales Tax Payable		129.11
11021	Checking Account	1879.07	
51501	Freight	15.00	
4101	Bedroom Furniture Sales		200.00
4106	Sales - Furniture Supplies		4.99
4107	Sales - Appliances		159.99

## Posting Sales Register Transactions

The final step in daily register processing is posting. The posting process updates files, such as the Customer file, with the sales register activity. Refer to the following section for a complete list of files affected by posting.

To ensure the integrity of your data, posting must be done daily.

### To Post Sales Register Transactions

- 1 Select Posting from the Process menu. The Post Point of Sale dialog box appears.

Click **Help** from the **Post Point of Sale** dialog box for a detailed description of the options on this dialog box and a list of the files updated during the posting process.

**Tip:** It is important to make a backup prior to posting. You can back up all data files for the company, including all add-on modules, from the Sage DacEasy Business Center. Or, to access the Point of Sale Backup routine, click **Backup** from the **Post Point of Sale** dialog box.

- 2 If you selected By Period in the Period Posting Defaults field on the **System Preferences** dialog box, complete the Posting Date field. All transactions that fall within the corresponding period are posted.

If you selected Through Date in the Period Posting Defaults field on the **System Preferences** dialog box, complete the Begin Date and End Date fields. All transactions that fall within the date range are posted.

If Sage DacEasy Point of Sale is interfaced with Sage DacEasy Accounting, this date must reside in an open period on your periods table. When you enter the date, the corresponding period number appears in the Period field.

- 3 Enter a reference value. If Sage DacEasy Point of Sale is interfaced with Sage DacEasy Accounting, this reference appears in the Reference field on the created general ledger transaction. For example, to identify yourself as the person that posted Sage DacEasy Point of Sale, you could type your User ID in this field. If Sage DacEasy Point of Sale is not interfaced with Sage DacEasy Accounting, you can leave this field blank.
- 4 Click **OK** to begin the posting process.

### **Behind the Scenes**

Following is a list of the tasks that the posting function performs:

- All unposted register transactions for the period or date range being posted are marked (internally) as posted. You can no longer edit these transactions; however, you can view these transactions on the Sales Listing and other reports.
- A posted transaction with a POS journal code is added to the General Ledger Transaction files. To find out how the transaction will affect your accounts, print the Sales Journal before posting and select to include GL account detail. If you are running Sage DacEasy Point of Sale interfaced with Sage DacEasy Accounting and the Update General Ledger Online feature is selected in Sage DacEasy Accounting, the detail transaction created in the General Ledger Header and Detail files when the sales receipt, refund, accounts receivable payment, layaway payment and cash in/out transaction was created is marked as posted. You can view the transaction on the **General Ledger Transaction Entry** dialog box in Sage DacEasy Accounting.
- The current balance and historical information for each affected customer is updated.

- The Product file is updated if products are on the transactions. On hand units are reduced by the number of committed units and the Committed field returns to zero. The on hand dollars decrease by the cost of the units sold. Sage DacEasy updates the product historical information.
- The historical information in the Service file is updated.
- The Accounts Receivable Open Invoice Header and Detail file is updated with a Posted status for each transaction that was posted.
- If you are interfaced with Sage DacEasy Accounting and the Track Sales Analysis check box is selected on the **System Preferences** dialog box in Sage DacEasy Accounting, the Sales Analysis file is updated so you can generate custom reports in DacAccess.
- The Tax Table file includes the sales tax amounts from transactions.
- The Product Transaction Detail file is updated if the Track Product Transaction History check box is selected on the **System Preferences** dialog box. If you are interfaced with Sage DacEasy Accounting, this preference is set up in Sage DacEasy Accounting.
- The Period History files for Customers, Products and Services are updated. Use the Inquiry feature to view this information.
- If you are interfaced with Sage DacEasy Accounting the Check Register file is updated with all receipts and refunds. If interfaced with Sage DacEasy Accounting and the Update Check Register Online feature is selected in Sage DacEasy Accounting, the Check Register is created when cash or checks were received are marked as posted.

## **Entering Inventory Adjustments**

Use the Inventory Adjustments feature to transfer items from one warehouse to another or to adjust inventory quantities or values.

**Tip:** If you are using Sage DacEasy Point of Sale as a stand alone module, you can use the Inventory Adjustments feature to update your Product file when you purchase inventory.



## To Enter an Inventory Adjustment

- 1 Select **Inventory Adjustments** from the **Process** menu. The **Inventory Adjustments** dialog box appears.

Transfer inventory, adjust quantity counts and adjust values from the Inventory Adjustments dialog box.

The screenshot shows the 'Inventory Adjustments' dialog box with the following fields and values:

- Number: 000000045
- Date: 03/04/10
- Item: STONE-TABLE
- Description: Stone and Glass Tables
- Reference: (empty)
- Quantity: 0.0
- Unit cost: 0.0000
- Adjust by: 23.00
- Account number: 5110
- Type: Increase Value
- Period: 3: 03/01/10 - 03/31/10

- 2 Press **Enter** in the Number field and the next available number is assigned.
- 3 Edit the date, if necessary.
- 4 Select the type of transaction.
- 5 Complete the remaining fields based on your selection in the Type field.

**Increase Quantity**—Select the product you are adjusting in the Item field, type the number of units being added and the cost to use in calculating the product's new on hand dollars, and then select the account to update when the transaction is saved.

**Decrease Quantity**—Select the product you are adjusting in the Item field, type the number of units being reduced, and then select the account to update when the transaction is saved. Sage DacEasy uses the product's average cost to calculate the new on hand dollars.

**Transfer Quantity**—Select the product you are transferring in the From Item field, select the receiving product in the To Item field, and then type the number of units being transferred. Sage DacEasy uses the product's average cost to determine the new on hand dollars and uses the Inventory account as the offsetting account.

**Increase Value**—Select the product you are adjusting in the Item field, type the amount of the inventory adjustment as a positive number (the type field determines whether this is a positive or negative adjustment), and then select the account to update when the transaction is saved.

**Decrease Value**—Select the product you are adjusting in the Item field, type the amount of the inventory adjustment as a positive number (the type field determines whether this is a positive or negative adjustment), and then select the account to update when the transaction is saved.

**Tip** Click **Help** from the **Inventory Adjustments** dialog box for a detailed description of each field.

- 6 Click **OK** to save the transaction. The transaction is posted online and the average cost for the affected products is recalculated.

If interfaced with Sage DacEasy Accounting, the General Ledger includes a posted transaction with an IA journal code for increases or decreases to the quantity or value. The Product file, Inventory account, and the specified offsetting account are updated based on the average cost of the product.

For transfers, the units are updated accordingly and the cost is adjusted based on the average cost of the item being transferred.

**Note:** If you are interfaced with Sage DacEasy Accounting and selected the Update LPP at Inventory Transfer check box on the **System Preferences** dialog box in Sage DacEasy Accounting, the last purchase price of the 'To item' is updated when you save a Transfer Quantity-type inventory adjustment.

#### **Related Help Topic**

- Editing inventory adjustments

**5** *Daily Register Processing*  
*Sage DacEasy Point of Sale User's Guide*

# Options

# 6

<b>Customer Inquiries</b>	<b>108</b>
<b>Product and Service Inquiries</b>	<b>110</b>
<b>Printing Bar Codes</b>	<b>112</b>
<b>Printing Product Labels</b>	<b>113</b>
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<b>Changing the Inventory Tracking Method</b>	<b>115</b>
<b>Changing Serial Number Tracking</b>	<b>116</b>

## • Options •

This chapter explains the functions available from the **Options** menu. This menu includes the Customer, Product and Service Inquiries; customer, product and bar code labels; and functions to globally change your inventory and serial number tracking preferences.

Use the Inquiry feature to quickly view historical and key information about a particular customer, product or service, all from a single screen.

You can print a variety of different labels with Sage DacEasy Point of Sale. The ability to print product and service bar codes is especially beneficial if you use a scanner. If you are not using a scanner, you can still print standard product labels. Use the customer labels feature to print mailing labels when you need to contact your customers.

The Change Inventory Tracking feature lets you change all products set up with Normal inventory tracking to the Negative inventory tracking method.

The Change Serial Number Tracking feature lets you change the serial number tracking choice for some or all of your products. If you choose to track serial numbers for an item, the program prompts you for the serial number when you enter the item on a sales transaction.

### Customer Inquiries

In addition to the information contained in the Customer file, the program builds a yearly Customer Period History file that you can use to perform period-by-period sales inquiries.

Every time you post a sales register transaction for a customer, the program updates the sales history for that customer. The Customer Inquiry provides a way to quickly view this information at any time.

## To View a Customer Inquiry

- 1 Choose **Customer Inquiry** from the **Options** menu. The **Customer Inquiry** dialog box appears. Click **Help** for more information on each field on the **Customer Inquiry** dialog box.

Use the Customer Inquiry dialog box to view the customer's balance information, open invoices and purchase history.

Customer Inquiry

Customer code: [input field]

Name: Arnold Abramson

— Customer information

Credit limit:	0.00	Last sales date:	04/03/10
Online balance:	2699.47	Last sales amount:	120.00
Past due balance:	1642.03	Last payment date:	04/25/10
Credit available:	-2699.47	Last payment amount:	120.00

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Buttons: Close, Purchase History, **Open Invoices**, Options, Help

- 2 Enter the code of the customer you want to view or click **LookUp** to select the customer from the list that appears. The customer information appears.  
The Year field defaults to the year of the current program date. You can edit this field to view historical information for a different year.

## Viewing the customer's open invoices

- 3 Click **Options** and then select **Open Invoices** (or press **F7**). A list of open invoices for the customer appears.

You can view a list of open invoices for the customer.

LookUp Receivables Open Invoices

Invoice Number	Transaction Type	Invoice Amount
000000004	I	244.93
000000004	C	41.50
000000004	P	25.00
000000004	P	200.00
000000004	I	425.00

Search: [input field]

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Buttons: Close, Export, Customize, Options, Help

Use the arrow keys or mouse to scroll horizontally or vertically through the open invoice window.

Use the Transaction Type column to determine the type of transaction each row represents:

**I** = Invoice (sales transaction)

**P** = Payment (advance payment or payment entered in Sage DacEasy Accounting)

- 4 Click **Close** to exit the list.

### **Printing the customer's purchase history**

- 5 Click **Options** and then **Purchase History** (or press **Shift+F7**). The **Purchase History** dialog box appears.
- 6 Enter the date range of the information you want on the purchase history.
- 7 Click **OK**. The **Report Layout** dialog box appears.
- 8 Select the target, edit the layout if necessary, and then click **OK** to print the history.

The Customer Purchase History report lists the items purchased by this customer between the date range you specified, the item type, the date the items were sold, the number of units sold, the sales fraction, the price per unit and the total price.

- 9 Click **Close** to exit the **Customer Inquiry** dialog box.

## **Product and Service Inquiries**

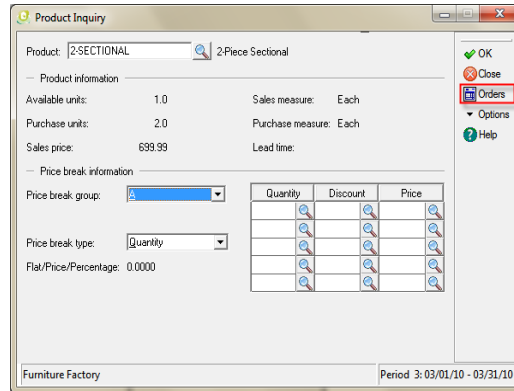
In addition to the information contained in the Product and Service files, the program builds yearly Product Period History and Service Period History files that you can use to perform period-by-period inquiries based on the sales, cost and gross margin.

Every time you post a sales register transaction containing a product or service, the program updates the sales history for that product or service. The Product and Service Inquiries provide a way to quickly view this information at any time.

## To View a Product or Service Inquiry

- 1 Choose **Product Inquiry** or **Service Inquiry** from the **Options** menu. The appropriate dialog box appears.

Use the Product Inquiry dialog box to quickly view information about a product.



- 2 Enter the code of the product or service you want to view or click **LookUp** to select the code from a list. After entering the code, enter the year for which you want to view period balances. The default year is the current year.

After entering the desired year, the program displays the period-by-period balances in the bottom portion of the screen. If you are not interfacing, these periods correspond to months in the year. If you are interfacing with Sage DacEasy Accounting, these periods correspond to the periods table set up in Sage DacEasy Accounting.

Three balances are available for each period: total sales dollars, cost of sales (in dollars) and the gross margin. All figures are rounded to the nearest dollar. The gross margin figure is determined by subtracting the cost of sales from the total sales amount.

The bottom portion of the screen is divided into two sections. On the left side of the screen, the actual amounts appear for each period. The right side of the screen displays the amounts in a running balance format. For example, the Period 2 amount is the sum of Periods 1 and 2; Period 3 is the sum of Periods 1, 2 and 3 and so on.

Click **Help** from the dialog box for more information on each field.

## Editing a product or service inquiry

- 3 Click **Edit Records** (or press **F9**) if you want to edit yearly historical balances for the product or service. The balances are yearly totals only.
- 4 Click **OK** to save your changes or click **Close** to exit without saving your changes.



## Printing Bar Codes

You can print bar codes in Sage DacEasy Point of Sale, affix them to your products, and then scan the code with your bar code scanner as you enter sales transactions.

Sage DacEasy Point of Sale supports several bar code types, including: UPC-A, UPC-E, EAN/JAN-13, EAN/JAN-18, Code 3 of 9 and Code 128. To print bar codes, you must have a bar code printer or a laser or dot-matrix printer capable of printing in graphics mode. To set up your printer for bar code printing, use the **Edit Default Printer** dialog box.

When printing bar codes, Sage DacEasy Point of Sale gives you great flexibility for size, spacing and format of the codes. You can edit the layout to indicate how many labels to print and where to print them on the page. Additionally, you can include two of the following fields to print below the bar code.

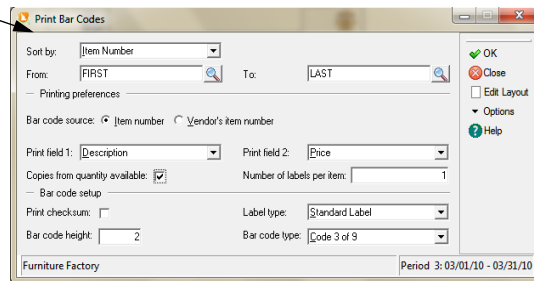
- product/service code
- item description
- bin
- sales price
- sales measure
- vendor code
- vendor item number

---

### To Print Bar Codes

- 1 Select **Product Bar Codes** or **Service Bar Codes** from the **Options** menu. The **Print Bar Codes** dialog box appears. Click **Help** for more information on each field on this dialog box.

Use the Print Bar Codes dialog box to print bar code labels for your products and services.



- 2 Select how you want to sort the bar codes in the Sort By field and type the range for the sort in the From and To fields.

- 3** Select the Bar Code Source option if printing product bar codes. Service Code is automatically selected if printing service bar codes.
- 4** Select the first description field you want printed under the bar code in the Print Field 1 field.
- 5** Select the second description field you want printed under the bar code in the Print Field 2 field.
- 6** If printing product bar codes, select the **Copies From Quantity Available** check box to print one label for each available item. Clear this check box to specify the number of labels per item. If you clear this check box, enter the number of labels in the following Number of Labels Per Item field.
- 7** Select the appropriate options in the Bar Code Setup area as needed. This area holds information such as printing the checksum, the bar code height and the label and bar code type.  
**Tip:** Select **Standard Label** in the Label type field when printing to a bar code printer.  
**Note:** If you selected Standard Label as the Label Type, click **Edit Layout** to edit the label layout for the bar codes. Click **Help** from the **Edit Label Layout** dialog box for detailed information on each field.
- 8** Click **OK**. The **Report Layout** dialog box appears.
- 9** Select your bar code printer on the **Printer** tab, and then click the **Fonts** tab.
- 10** Select the font you want to use for the bar codes.
- 11** **Note:** When printing bar codes to a thermal bar code printer you must set up the custom paper size. To do this, click the **Page** tab on the **Report Layout** dialog box. Select **Custom Size** as the Paper Size and enter the Width and Height accordingly for one single label.
- 12** Select the target and click **OK** to generate the bar codes.

## Printing Product Labels

Sage DacEasy Point of Sale lets you print labels for your products. Product code, description, bin, sales measure, department and sales price are included on the printed labels. You can also customize the label to include your vendor's code, vendor's product code and other fields.

---

### To Print Product Labels

- 1 Select **Product Labels** from the **Options** menu. The **Product Labels** dialog box appears.
- 2 Select the scope of labels to print.  
**All**—Prints a label for each product in the Product file.  
**Range**—Prints a sequential range of labels. Type the range in the From and To fields.  
**Select**—Allows you to select which products to print labels for when you click OK.
- 3 Enter the number of copies to print, the label type and print mode. Click **Help** from the **Product Labels** dialog box for a detailed description of each field.  
**Tip:** If the label you are printing does not appear in the Label Type list, select **Standard Label**, and then click **Options** and select **Edit Layout**.
- 4 Click **OK** to access the **Report Layout** dialog box.  
**Note:** If you chose **Select** in the Scope field, select each product from the list that appears, and then click **OK** to access the **Report Layout** dialog box.
- 5 Select the target, edit the layout if necessary, and then click **OK** to print the labels.

## Printing Customer Labels

You can edit the template to include various information on customer labels. In addition, you can select a standard label layout or edit the label layout to print any size label.

---

### To Print Customer Labels

- 1 Select **Customer Labels** from the **Options** menu. The **Customer Labels** dialog box appears. Click **Help** from the **Customer Labels** dialog box for a detailed description of each field.
- 2 Type a date in the Date field. The date entered in this field prints on the labels if specified on the label template.
- 3 Select the scope of labels to print, and then type a range of records in the Sort By and Rank By fields.  
**Range**—Prints a sequential range of labels based on the Sort By and Rank By selections.

**Select**—Allows you to select which customers to print labels for when you click OK. The range of records that appears depends on the Sort By and Rank By values.

- 4 Type the number of copies to print, whether or not to suppress blank lines, the label type and print mode.

If the label you are printing does not appear in the Label Type list, select **Standard Label**, and then click **Options** and select **Edit Layout**.

- 5 Click **OK** to access the **Report Layout** dialog box.

If you chose **Select** in the Scope field, select each customer from the list that appears, and then click **OK** to access the **Report Layout** dialog box.

- 6 Select the target, edit the layout if necessary, and then **OK** to print the labels.

### Related Help Topics

- Changing the report layout
- Editing the label layout
- Editing templates
- Selecting form templates
- Aligning continuous-feed forms in the printer

## Changing the Inventory Tracking Method

Use this feature to change all products set up with Normal inventory tracking to the Negative inventory tracking method. Normal inventory tracking does not allow you to sell products that do not have any on hand units; however, you can sell products set up with Negative inventory tracking regardless of the on hand units.

Sage DacEasy Point of Sale does not allow backorder situations; all items entered on a sales transaction must be in stock. When you post a sales register receipt, the units sold are subtracted from the on hand quantity of each product. This may result in a negative on hand quantity situation (which is only allowable with negative inventory tracking). However, if you are interfacing with Sage DacEasy Accounting, these situations are rectified when you receive additional units in the Purchasing module. The general ledger costing entries made by Sage DacEasy Point of Sale and Sage DacEasy when using the negative inventory tracking method accommodate these situations.

---

### To Change the Inventory Tracking Method

- 1 Select **Change Inv. Tracking** from the **Options** menu. A message appears explaining the process.
- 2 Select **Continue** to change the inventory tracking.

## Changing Serial Number Tracking

The Change Serial Number Tracking routine lets you change the serial number tracking choice for some or all of your products. The Serial Numbers option on the **Edit Product** dialog box lets you set up the item for serial number tracking. If you select this check box, Sage DacEasy Point of Sale prompts you for the serial numbers when you enter the item on a sales transaction.

Rather than accessing each product one-at-a-time to change the serial number tracking choice, use this routine to change the serial number tracking quickly.

---

### To Change the Serial Number Tracking

- 1 Select **Change Serial No. Tracking** from the **Options** menu. A message appears asking whether you want to change the specified items to track serial numbers or not to track serial numbers.
- 2 Choose the appropriate option. The **Change Serial Number Status** dialog box appears.
- 3 Select how you want to sort the items.
- 4 Enter the range for the sort. This determines the list of items selected for the Change Serial Number Tracking routine.
- 5 Select how you want to rank the items.
- 6 Enter the range for the rank. This determines the list of items selected for the Change Serial Number Tracking routine.
- 7 Click **OK**. The Change Serial Number routine begins. The time it takes to change the serial number tracking status depends on the number of products you are changing.

# Management Reporting

# 7

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# • Management Reporting •

This chapter contains information on printing Sage DacEasy Point of Sale's powerful management reports. The reports available in Sage DacEasy Point of Sale provide you with the information you need to make decisions affecting your company. Access the reports available from the Reports menu to view sales activity, product history, layaway information, serial numbers, general ledger transactions, inventory adjustments, master item activity and promotional pricing. You can also merge your information with Microsoft Word documents.

In addition to the reports available from the Reports menu, Sage DacEasy also includes a Cash Receipts Report and a Daily Sales Report. Because these reports are routinely printed as part of the daily processing routine, refer to Chapter 5, "Daily Register Processing" for more information.

## Related Help Topic

- Changing the report layout

## Sales Analysis Reports

One of the most important responsibilities of managing any business is analyzing sales reports and making decisions based on the data. The more concise the information is on a report, the easier these decisions are to make. There are many reports available throughout Sage DacEasy Point of Sale, but the ones you are sure to use the most are the Sales Analysis reports.

Sage DacEasy acquires the data printed on these reports directly from the Sales Register Transaction files, which contain complete information about all sales activity. Using this information, you can obtain almost any sales analysis report you want. The Sales Analysis Report includes both posted and unposted sales register transactions. Transactions stay in the Sales Register Transaction file until you purge the file. The sales transaction file can become very large over time; however, if your hard disk is quite large, it's recommended that you refrain from purging the sales transactions file. This way, you can print sales analysis reports that cover large spans of time. You can print three different types of sales analysis reports, Customer, Product or Salesperson.

---

### To Print the Sales Analysis Report

- 1 Choose **Sales Analysis** from the **Reports** menu. The **Sales Analysis Report** dialog box appears.
- 2 Enter the date range of the transactions to include on the report.

- 3 Select the type of report in the Report By field.
  - Product**—Select this type to view a sales analysis report that includes all items (products, services and billing codes) included on your sales and refund transactions.
  - Customer**—Select this type of sales analysis report to view the sales quantity and dollars for each item, subtotaled by customer.
  - Salesperson**—Select this type of sales analysis report to view the sales quantity and dollars for each item, subtotaled by salesperson.
- 4 Enter the range of items (products and services) to include on the report.
- 5 If you want to include billing codes on the report, select the **Include Billing Codes** check box, and then enter the range.
- 6 Click **OK**. The **Report Layout** dialog box appears.
- 7 Select the target, edit the layout if necessary, and then click **OK** to begin printing.

### Sales Analysis Report by Product



Furniture Factory  
1750 Preston Road  
Dallas, TX 75252

Date : 03/10/2010  
Time : 2:36 PM  
Page no. 1

#### Sales Analysis Report- By Product From Date : 03/10/10 To Date : 03/10/10

Products Sales Summary ->									
Product #	Description	Qty Sold	\$ Sold	Avg Price	YTD Sales	Last YTD	Total Cost	Gross Margin	
2-SECTIONAL	2-Piece Sectional	2.0	1399.98	699.99	1399.98	0.00	600.00	799.98	
PLEDGE	Pledge Furniture Polish	1.0	4.99	4.99	4.99	0.00	0.00	4.99	
RCA13	13" RCA Television	1.0	159.99	159.99	159.99	0.00	0.00	159.99	
			1564.96		1564.96	0.00			
Grand Totals ----->			1564.96						



### Sales Analysis Report by Customer



Furniture Factory  
1750 Preston Road  
Dallas, TX 75252

Date : 03/10/2010  
Time : 2:38 PM  
Page no. 1

Sales Analysis Report - By Customer  
From Date : 03/10/10 To Date : 03/10/10

Sales Analysis - Products Summary ->							
Cust. #	Name	Item No.	Description	Qty Sold	\$ Sold	Avg Price	
*****	Customer Not in file	2-SECTIONAL	2-Piece Sectional	1.0	699.99	699.9900	
*****	Customer Not in file	PLEDGE	Pledge Furniture Polish	1.0	4.99	4.9900	
*****	Customer Not in file	RCA13	13" RCA Television	1.0	159.99	159.9900	
Total Customer # *****					864.97		
C2	Arnold Abramson	2-SECTIONAL	2-Piece Sectional	1.0	699.99	699.9900	
Total Customer # C2					699.99		
					1564.96		
Grand Total ->					1564.96		

### Sales Analysis Report by Salesperson



Furniture Factory  
1750 Preston Road  
Dallas, TX 75252

Date : 03/10/2010  
Time : 2:36 PM  
Page no. 1

Sales Analysis Report- By Product  
From Date : 03/10/10 To Date : 03/10/10

Products Sales Summary ->								
Product #	Description	Qty Sold	\$ Sold	Avg Price	YTD Sales	Last YTD	Total Cost	Gross Margin
2-SECTIONAL	2-Piece Sectional	2.0	1399.98	699.99	1399.98	0.00	600.00	799.98
PLEDGE	Pledge Furniture Polish	1.0	4.99	4.99	4.99	0.00	0.00	4.99
RCA13	13" RCA Television	1.0	159.99	159.99	159.99	0.00	0.00	159.99
			1564.96		1564.96	0.00		
Grand Totals ----->			1564.96					

## Layaway Directory Report

Sage DacEasy Point of Sale provides extensive tracking of your layaway transactions. To assist in your layaway sales maintenance, several layaway reports are available. The first of these reports is the Layaway Directory.

This report prints specific information for all or some of your layaway transactions. Included on this report are the layaway transaction number, customer code, layaway description, customer name, sales date, salesperson, product code, quantity sold and sales price. Payment information is also included on the report, so you can track the layaway sales that are delinquent.

When printing the Layaway Directory, you can include layaways that are open (not paid in full), completed (paid in full and delivered) or a combination of both. This report lists both unposted and posted layaway transactions.

### To Print the Layaway Directory

- 1** Select **Layaway Directory** from the **Reports** menu. The **Layaway Directory** dialog box appears. Click **Help** from the **Layaway Directory** dialog box for a detailed description of each field.
- 2** Select the types of layaways to include on the report. Select **Open** to include only layaways that have not been paid-in-full. Select **Complete** to include only layaways that are finalized (paid-in-full). Select **Both** to include all layaway types.
- 3** Enter the Sort by and Rank by information.  
**Note:** If you choose either Layaway Number or Layaway Desc. as the sort option, your selection in the Rank By field takes precedence.
- 4** Click **OK**. The **Report Layout** dialog box appears.
- 5** Select the target, edit the layout if necessary, and then click **OK** to begin printing.

## Layaway Directory



**Furniture Factory**  
1750 Preston Road  
Dallas, TX 75252

Date : 03/10/2010  
Time : 2:40 PM  
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Layaway Directory Report  
Sort By : Layaway Number  
Rank By : Layaway Number  
Status Codes : 'O' - Open, 'F' - Final

Layaway #/ Customer #	Layaway Desc./ Customer Name	Date / SalesPer	Item No.	Description	Qty	Price	Extended	ST				
000000002 C30	Victor's Furniture	01/10/10 BB	SCOTCH-GUARD	Scotch Guard	15.0	3.0000	45.00	O				
			POSTURE-MATTR	Posture Rest Mattre	20.0	79.9920	1599.84					
			LEATHER-SOFA	Leather Sofa	2.0	499.0000	998.00					
			LEATHER-CHAIR	Leather Chair	3.0	199.9900	599.97					
							Tot. Sale	3242.81				
							Paid-in	1800.81				
							Acct. Bal	1442.00				
000000003 C14	Geo H. Glasker	02/08/10 KC	LEATHER-SUIT	Leather Livingroom	1.0	1500.0000	1500.00	O				
										Tot. Sale	1500.00	
										Tax Due	75.00	
										Paid-in	1378.00	
							Acct. Bal	197.00				
000000004 C6	Jennifer Chavez	06/05/10 JR	COLONIAL-SUIT	Colonial Bedroom Su	1.0	799.9900	799.99	O				
			FORMAL-SOFA	Formal Living Room	1.0	999.9900	999.99					
										Tot. Sale	1799.98	
										Tax Due	90.00	
							Paid-in	500.00				
							Acct. Bal	1389.98				

## Layaway Alert Report

The Layaway Alert Report prints all layaway transactions that have been held past the number of days to hold. Use this report to identify your delinquent layaway accounts. The program uses the days to hold value entered on the layaway transaction in determining if the transaction is past due.

The information included on the Layaway Alert Report includes: layaway transaction number, customer code, layaway description, customer name, layaway date, expiration date, last payment date, last payment amount, total sale amount, sales tax amount, total paid in so far and the remaining balance on the layaway.

### To Print the Layaway Alert Report

- 1 Select Layaway Alert from the Reports menu. The Layaway Alert Report dialog box appears. Click **Help** from the **Layaway Alert Report** dialog box for a detailed description of each field.
- 2 Enter the closing date. The program compares the days to hold value entered on the layaway transaction against this date. If the number of days to hold added to the original layaway date is less than or equal to the closing date entered, the transaction prints on the report.

- 3 Enter the Sort by and Rank by information.  
**Note:** If you choose either Layaway Number or Layaway Desc. as the sort option, your selection in the Rank By field takes precedence.
- 4 Click **OK**. The **Report Layout** dialog box appears.
- 5 Select the target, edit the layout if necessary, and then click **OK** to begin printing.

## Layaway Transactions Report

The Layaway Transactions Report prints specific information for all or some of your layaway transactions. Included on this report is the layaway transaction number, layaway description, customer code, customer name, total sales amount, the associated invoice number, layaway sales date, payment amount received and the balance left to pay.

When printing the Layaway Transactions Report, you can enter a date range that includes all or a range of layaway transactions. This report automatically includes all layaways whether they are open (not paid in full) or completed (paid in full and delivered). This report lists both unposted and posted layaway transactions.

---

### To Print the Layaway Transactions Report

- 1 Select **Layaway Transactions** from the **Reports** menu. The **Layaway Transactions** dialog box appears. Click **Help** from the **Layaway Transactions** dialog box for a detailed description of each field.
- 2 Enter a range of transaction dates to include on the report.
- 3 Enter the Sort by and Rank by information.  
**Note:** If you choose either Layaway Number or Layaway Desc. as the sort option, your selection in the Rank By field takes precedence.
- 4 Click **OK**. The **Report Layout** dialog box appears.
- 5 Select the target, edit the layout if necessary, and then click **OK** to begin printing.

## Layaway Transactions Report

Layaway #	Description	Cust. #	Name	Total Due	Receipt #	Date	Payment	Balance
000000001		C11	Kathy Eaton	943.95	000000005	01/05/10	200.00	743.95
					000000024	02/08/10	150.00	593.95
000000002		C30	Victor's Furniture	3242.81	000000011	01/15/10	150.81	3092.00
000000003		C14	Geo H. Glasker	1575.00	000000018	02/08/10	200.00	1375.00



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1750 Preston Road  
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Date : 03/10/2010  
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Layaway Transactions  
Sort By : Layaway Number  
Rank By : Layaway Number  
\* - Final Invoice

## Serial Number Tracking Report

If you have set up serial number tracking for some of your products, eventually you will have a need to query information about a past sale, by serial number. For example, assume a customer brings an item in for service, but does not have a sales receipt. If your warranty period on sales is one year, you want to make sure that the customer's warranty has not expired. With the serial number tracking ability, you can identify specific information about a sale by printing the Serial Number Tracking Report.

This report prints transaction information for sales that included products tagged for serial number tracking. Included on the report is: receipt number, sale date, customer code, customer name, product code, product description and serial number.

When printing the Serial Number Tracking Report, you have several options for sorting and ranking the records. You can print the report sorted by receipt number, customer code, sale date, item number or serial number. Using the powerful report sorting capabilities, you can quickly identify past sales. For example, you can sort the report by serial number and print the serial number of the product a customer brings in for service. If you enter the serial number in both the From and To sorting fields, the report prints with only one record: sale information for the serial number in question.

### To Print the Serial Number Tracking Report

- 1 Select **Serial Number Tracking** from the **Reports** menu. The **Serial Number Tracking Report** dialog box appears. **Tip** Click **Help** from the **Serial Number Tracking Report** dialog box for a detailed description of each field.
- 2 Enter the Sort by and Rank by information.
- 3 Click **OK**. The **Report Layout** dialog box appears.

- Select the target, edit the layout if necessary, and then click **OK** to begin printing.

### Serial Number Tracking Report



Furniture Factory  
1730 Paradise Road  
Dallas, TX 75252

Date : 03/08/2010  
Time : 1:34 PM  
Page no. 1

Serial Number Tracking Report  
Sort By : Invoice Number  
Rank By : Invoice Number

Invoice #	Date	Cust/Vend #	Cust/Vend Name	Item No.	Description	Serial No.	Order #	Type
	01/14/10	KING	Mattress King	POSTURE-MATTR	Posture Rest Mattress	518487213		Purch.
	01/14/10	KING	Mattress King	POSTURE-MATTR	Posture Rest Mattress	655184873		Purch.
	01/21/10	SUPERSTORE	SuperStore	FORMAL-SOFA	Formal Living room Sof	94-987351351		Purch.
	01/14/10	C22	Lincoln Holmes	COL-NIGHTSTAND	Colonial Style Nightst	123486-94-681122	0000000061	Sale
	01/14/10	C22	Lincoln Holmes	COL-NIGHTSTAND	Colonial Style Nightst	189194-94-186651	0000000061	Sale
	01/14/10	C32	Jim Allison	CHERRY-HDBOARD	Cherry Headboard	94-01-584	0000000068	Sale
	01/22/10	C33	James Newbrough	ASSM-CANOPY	Assembled canopy bed	2518	0000000072	Sale
	01/14/10	C23	Frances S. Lindley	COL-NIGHTSTAND	Colonial Style Nightst	159765-94-878751	0000000084	Sale
0000000046	01/14/10	KING	Mattress King	POSTURE-MATTR	Posture Rest Mattress	518487213		Purch.
0000000046	01/14/10	KING	Mattress King	POSTURE-MATTR	Posture Rest Mattress	655184873		Purch.
0000000048	01/13/10	A&M	A & M Furniture Whole	FONT-DRESSER	Fontana Dresser	81654813-94		Purch.
0000000049	01/14/10	STAR	Star Wholesale Funit	COL-NIGHTSTAND	Colonial Style Nightst	123486-94-681122		Purch.
0000000049	01/14/10	STAR	Star Wholesale Funit	COL-NIGHTSTAND	Colonial Style Nightst	159765-94-878751		Purch.
0000000049	01/14/10	STAR	Star Wholesale Funit	COL-NIGHTSTAND	Colonial Style Nightst	189194-94-186651		Purch.
0000000049	01/14/10	STAR	Star Wholesale Funit	COL-NIGHTSTAND	Colonial Style Nightst	774541-94-571124		Purch.
0000000050	01/21/10	SUPERSTORE	SuperStore	FORMAL-SOFA	Formal Living room Sof	94-987351351		Purch.
0000000087	01/14/10	C22	Lincoln Holmes	COL-NIGHTSTAND	Colonial Style Nightst	123486-94-681122	0000000013	Sale
0000000087	01/14/10	C22	Lincoln Holmes	COL-NIGHTSTAND	Colonial Style Nightst	189194-94-186651	0000000013	Sale
0000000094	01/14/10	C32	Jim Allison	CHERRY-HDBOARD	Cherry Headboard	94-01-584	0000000014	Sale
0000000095	01/22/10	C33	James Newbrough	ASSM-CANOPY	Assembled canopy bed	2518	0000000023	Sale
0000000098	01/14/10	C23	Frances S. Lindley	COL-NIGHTSTAND	Colonial Style Nightst	159765-94-878751	0000000048	Sale

## Product Listing

The Product Listing gives you a detailed listing of your products. The following information prints on the Product Listing: product code, description, primary vendor and part number, department, warehouse (WHC), bin, purchase fraction and measure, sales fraction and measure, minimum and reorder amounts, sales price, last sale date, last purchase price, last purchase date, standard and average cost.

### To Print a Product Listing

- Choose **Product Listing** on the **Reports** menu. The **Product Listing** dialog box appears. Click **Help** from the **Product Listing** dialog box for a detailed description of each field.
- Enter the Sort by and Rank by information.
 

**Note** If you choose either Product Number or Description as the sort option, your selection in the Rank By field takes precedence.
- Click **OK**. The **Report Layout** dialog box appears.
- Select the target, edit the layout if necessary, and then click **OK** to begin printing.

## Product Listing



Furniture Factory  
1730 Paradise Road  
Dallas, TX 75252

Date : 03/08/2010  
Time : 1:49 PM  
Page no. 1

### Product Listing

Sorted by: Product Number  
Ranked by: Product Number

Description Vendor / Part Number	Dept. Bin	WHC	Buy Frac Buy Msr.	Sell Frac Sell Msr.	Min. Reorder	Sale Price Last Sale	Pur. Price Last Purch	Std Cost Avg Cost
2-SECTIONAL 2-Piece Sectional	02		1 Each	1 Each	2 4	699.9900 03/08/10	299.8000 03/03/10	0.0000 299.9583
4STAPE 45 Tape	01		1	1	0 0	0.0000	1.7900	0.0000 1.7900
5PC-OAK 5 Piece Oak Dinette	03		1 each	1 Each	2 5	299.9500 03/08/10	189.2800 03/02/10	0.0000 189.2800
5PC-TILETOP Tile Top Dinette	03		1 Each	1 Each	2 5	599.0000 04/01/10	280.0000 04/15/10	0.0000 280.0000
5PCGLASS 5 Piece Glass Dinette	03		1 Each	1 Each	3 5	149.9900 00/00/09	100.0000 03/02/10	0.0000 100.0000
5PCSTAINGLASS 5 Piece Stain Glass Dinette	03		1 each	1 each	2 4	179.9500 04/01/10	99.9900 03/03/10	0.0000 99.9989
6PC-DINETTE 6 Piece Dinette	03		1 Each	1 Each	1 4	799.9900 00/00/09	533.3300 02/15/10	0.0000 533.3300

## Product History Report

Sage DacEasy Point of Sale includes a Product History Report, also referred to as the Product Activity Report, that is similar to the one you can print in Sage DacEasy Accounting. It prints data based on the information present in the **Edit Product** dialog box, including sales and purchase fractions; on hand units and dollars; cost and profit dollars year-to-date. If you are interfaced with Sage DacEasy Accounting, year-to-date figures are based on the first year of your periods table.

The report serves a number of purposes, including the following:

- Obtaining a snapshot view of your current inventory status with units, dollars and historical figures.
- Analyzing the profitability of certain product lines.
- Comparing the turnover rate of your products.


### To Print a Product History Report

- 1 Choose **Product Activity** from the **Reports** menu. The **Product Activity Report** dialog box appears. Click **Help** from the **Product Activity Report** dialog box for a detailed description of each field.
- 2 Enter the Sort by and Rank by information.

**Note:** If you choose either Product Number or Description as the sort option, your selection in the Rank By field takes precedence.

- 3 Select the **Exclude Non-Inventory Products** check box if you want to exclude non-inventory items from the report.
- 4 Click **OK**. The **Report Layout** dialog box appears.
- 5 Select the target, edit the layout if necessary, and then click **OK** to begin printing.

### Product History Report



Furniture Factory  
1730 Paradise Road  
Dallas, TX 75252

Date : 03/08/2010  
Time : 3:13 PM  
Page no. 1

Product History Report

Sort by Product Number From FIRST To LAST  
Range by Product Number From FIRST To LAST

Product No. Description	Dept.	Bin WHC	Vendor	Sell Frac Buy Frac	Sell Unit Buy Unit	Sale Price Unit Cost	OH Units OH Dollars	Pur Units Pur YTD \$	Sales Units Sales YTD \$	Cost YTD \$	Profit YTD
2-SECTIONAL 2-Piece Sectional	02			1 1	Each Each	699.9900 299.9583	0.0 0.00	19.0 5699.00	4.0 2799.96	1199.88	1600.08
45TAPE 45 Tape	01			1 1		0.0000 1.7900	5.0 8.95	0.0 0.00	0.0 0.00	0.00	0.00
SPC-OAK 5 Piece Oak Dinette	03			1 1	Each each	299.9500 189.2800	9.0 1703.52	15.0 2839.20	1.0 299.95	189.28	110.67
SPC-TILETOP Tile Top Dinette	03			1 1	Each Each	599.0000 280.0000	17.0 4760.00	9.0 2520.00	2.0 1198.00	560.00	638.00
SPCGLASS 5 Piece Glass Dinette	03			1 1	Each Each	149.9900 100.0000	15.0 1500.00	5.0 500.00	0.0 0.00	0.00	0.00
SPCSTAINGLASS 5 Piece Stain Glass Dinette	03			1 1	each each	179.9500 99.9989	9.0 899.99	3.0 299.99	2.0 359.90	200.00	159.90

### Product Activity Detail Report

Sage DacEasy Point of Sale includes a Product Activity Detail Report that is similar to the one you can print in Sage DacEasy Accounting. It prints data based on the information present in the **Edit Product** dialog box, including item number, invoice number, item description, quantity sold or returned, cost, extended amount and balance quantity. You must post your sales before printing this report in order to get the most up-to-date detail of your product activity.

**Note:** You must select the **Track Product Transaction History** check box on the **System Preferences** dialog box to include all activity on this report. If you are interfaced with Sage DacEasy Accounting, select this preference in Sage DacEasy Accounting.



## To Print a Product Activity Detail Report

- 1 Choose **Product Activity Detail** on the **Reports** menu. The **Product Activity Detail Report** dialog box appears. Click **Help** for a detailed description of each field.
- 2 Enter the Sort by and Rank by information.  
  
If you choose either Product Number or Description as the sort option, your selection in the Rank By field takes precedence.
- 3 Select how you want partial units to appear on the report. **Decimal** uses the decimal (base-10) format. **Fraction** prints the partial quantity as entered on the transaction, based on the fraction entered when the item was set up.
- 4 Select the **Exclude Non-Inventory Products** check box if you want to exclude non-inventory items from the report.
- 5 Click **OK**. The **Report Layout** dialog box appears.
- 6 Select the target, edit the layout if necessary, and then click **OK** to begin printing.

## Product Activity Detail Report



Furniture Factory  
1730 Paradise Road  
Dallas, TX 75252

Date : 03/08/2010  
Time : 3:15 PM  
Page no. 1

### Product Activity Detail Report

Sort by Product Number From FIRST To LAST  
Range by Transaction Date From 03/01/10 To 03/31/10  
Units in Decimal

Item No./ Invoice No.	WHC	Item Description/ Date Source	Reference	Quantity	Cost	Extended	Balance Qty.	Balance \$
2-SECTIONAL		2-Piece Sectional					8.0	2400.00
0000000055-1		03/02/10 Merch_Rec		10.0	300.0000	3000.00	18.0	5400.00
0000000099		03/02/10 Invoice		-1.0	300.0000	-300.00	17.0	5100.00
0000000056-1		03/02/10 Merch_Rec		2.0	300.0000	600.00	19.0	5700.00
0000000057-1		03/03/10 Merch_Rec		5.0	300.0000	1499.00	24.0	7199.00
0000000100		03/03/10 Invoice		-1.0	299.9583	-299.96	23.0	6899.04
		03/04/10 Phys.Inv		-21.0	299.9581	-6299.12	2.0	599.92
0000000102		03/08/10 O.E.		-1.0	299.9583	-299.96	1.0	299.96
0000000103		03/08/10 O.E.		-1.0	299.9583	-299.96	0.0	0.00
45TAPE		45 Tape					0.0	0.00
		03/03/10 Setup		5.0	1.7900	8.95	5.0	8.95
5PC-OAK		5 Piece Oak Dinette					2.0	378.56
0000000055-1		03/02/10 Merch_Rec		10.0	189.2800	1892.80	12.0	2271.36
0000000056-1		03/02/10 Merch_Rec		5.0	189.2800	946.40	17.0	3217.76
		03/04/10 Phys.Inv		-7.0	189.2800	-1324.96	10.0	1892.80
0000000102		03/08/10 O.E.		-1.0	189.2800	-189.28	9.0	1703.52
5PC-TILETOP		Tile Top Dinette					13.0	3640.00
0000000055-1		03/02/10 Merch_Rec		4.0	280.0000	1120.00	17.0	4760.00

## Inventory Adjustments Listing

All Inventory Adjustment transactions post online; therefore, it is not possible to print a Journal of the unposted entries. To maintain a complete audit trail, you can print the Inventory Adjustments Listing.

To enhance reporting flexibility, a number of different sort and rank criteria exist. The report can be run based on the item number, transaction number, transaction date, reference, department, master item, GL account or warehouse code.

The Inventory Adjustments Listing report also provides the ability to view partial quantities in either fraction or decimal format. Select **Decimal** to print the units in base-10 format. Select **Fraction** to use the custom fraction from the product record. For example, if your fraction is 12 and unit of measure is foot, 1 foot 6 inches would print 1.5 if decimal was selected and 1.6 if fraction was selected.

---

### To Print the Inventory Adjustments Listing

- 1 Choose Inventory Adjustments on the Reports menu. The Inventory Adjustments Listing dialog box appears. Click **Help** for a detailed description of each field.
- 2 Select how you want partial units to appear on the report. **Decimal** uses the decimal (base-10) format. **Fraction** prints the partial quantity as entered on the transaction, based on the fraction entered when the item was set up.
- 3 Select the transactions to include on the report by completing the fields in the Listing area.
- 4 Click **OK**. The **Report Layout** dialog box appears.
- 5 Select the target, edit the layout if necessary, and then click **OK** to begin printing.

## Master Item Activity Report

The Master Item Activity Report summarizes the current on-hand units and dollars for each of your master items and their corresponding detail items. This report prints in Summary and Detail formats. The Summary format shows only the Master Item itself and the on-hand dollars, units, and average cost for the item. The Detail format includes the individual product on-hand dollars and units as well as the warehouse location. Both report formats further break down the on-hand units into Committed and Available units and include a grand total at the end of the report.

**Tip:** The Master Item Activity Report is the only place in Sage DacEasy where you can quickly view the on-hand dollar and unit totals for master items.

If you want to run a report that shows all detail items located in a specific warehouse, run the Product Activity Report and sort it based on the warehouse code. The Master Item Activity Report does not offer a warehouse sort option because the individual products are a component of the entire master item.

---

### To Print the Master Item Activity Report

- 1 Choose **Master Item Activity** from the **Reports** menu. The **Master Item Activity** dialog box appears.
- 2 Enter the Sort by and Rank by information.  
**Note:** If you choose either Product Number or Description as the sort option, your selection in the Rank By field takes precedence.
- 3 Click **OK**. The **Report Layout** dialog box appears.
- 4 Select the target, edit the layout if necessary, and then click **OK** to begin printing.

## General Ledger Listing Report

When you post Sage DacEasy Point of Sale, Sage DacEasy creates a general ledger transaction. This transaction contains the debit and credit entries associated with the transactions you are posting. The General Ledger Listing Report lists each transaction's debit and credit entries, along with transaction totals.

If you are interfacing with Sage DacEasy Accounting, Sage DacEasy Point of Sale also posts the same transaction in the General Ledger in Sage DacEasy Accounting using the interface account numbers entered on the **Accounting Interface** dialog box in Sage DacEasy Point of Sale and the **Account Interface** dialog box in Sage DacEasy Accounting.

If you are not interfacing, Sage DacEasy Point of Sale uses internal account numbers for these transactions. These account numbers are for reference only. Use this report if you are not interfacing with Sage DacEasy, but you want to enter the general ledger entry in your own bookkeeping system.

---

### To Print the General Ledger Listing Report

- 1 Choose **General Ledger** from the **Reports** menu. The **General Ledger Transactions** dialog box appears.
- 2 Enter the date range for the report in the From Date and To Date fields.

- 3 Click **OK**. The **Report Layout** dialog box appears.
- 4 Select the target, edit the layout if necessary, and then click **OK** to begin printing.

## Audit Tape Report

The Audit Tape Report prints your sales register transactions sequentially, as they were entered in the program. Even if you are using Sage DacEasy Point of Sale with more than one cash register at a time, all sales transactions are inserted in the same transaction file.

Most of the sales reports in the program sort the printed data by cash register number. However, if you want a report that includes all sales register transactions, listed sequentially by the order they were inserted in the file, then you should use the Audit Tape report.

The transactions printed on this report are sorted by the internal transaction counter. For example, say you have two registers, 1 and 2. If a transaction was entered on Register 1, then two on Register 2, then one more on Register 1, the transactions were entered in the sales register file as follows:

1. Register 1
2. Register 2
3. Register 2
4. Register 1

Regardless of the receipt number of each of these transactions, they were still inserted in the file in this order. The Audit Tape Report gives you a complete listing of sales register transactions, for all your registers. There is no subtotaling on this report.

---

### To Print the Audit Tape Report

- 1 Select **Audit Tape** from the **Reports** menu. The **Audit Tape Report** dialog box appears.
- 2 Enter the date range for the report in the From Date and To Date fields.
- 3 Click **OK**. The **Report Layout** dialog box appears.
- 4 Select the target, edit the layout if necessary, and then click **OK** to begin printing.

## Audit Tape Report



Furniture Factory  
1750 Preston Road  
Dallas, TX 75252

Date : 03/10/2010  
Time : 2:43 PM  
Page no. 1

### Audit Tape Report

Trans No	Receipt #	Type	Date	Req	Cust.Code	Cust Name	Inv. Total	Received	Posted
111	0000000112	Sale	03/10/10	1	C2	Arnold Abramson	757.74	757.74	Y
112	0000000113	Cash.Out	03/10/10	1			15.00	-15.00	Y
113	0000000114	Lay.Pmt	03/10/10	1	0000000005	Arnold Abramson		50.00	Y
114	0000000115	Lay.Pmt	03/10/10	1	0000000005	Arnold Abramson		100.00	Y
115	0000000116	Sale	03/10/10	1			757.74	757.74	Y
116	0000000117	Sale	03/10/10	1			178.59	178.59	Y
117	0000000118	Lay.Pmt	03/10/10	1	0000000006	Darlene Ozz		50.00	Y
133	0000000034	Lay.Pmt	03/22/10	1	0000000002	Victor's Furniture		350.00	Y
134	0000000035	Lay.Pmt	03/22/10	1	0000000003	Geo H. Glasker		150.00	Y

## Promotional Price Listing

The Promotional Price Listing lists the transactions entered using the **Edit Promotional Price** dialog box. All items entered with a promotional price stay in the file until purged using the Purge routine.

### To Print the Promotional Price Listing

- 1 Choose **Promotional Price** from the **Reports** menu. The **Promotional Price Report** dialog box appears. Click **Help** for a detailed description of each field.
- 2 Enter the Sort by and Rank by information.
- 3 Click **OK**. The **Report Layout** dialog box appears.
- 4 Select the target, edit the layout if necessary, and then click **OK** to begin printing.

### Promotional Price Listing



**Furniture Factory**  
1750 Preston Road  
Dallas, TX 75252

Date : 03/10/2010  
Time : 2:44 PM  
Page no. 1

#### Promotional Price Listing

Sorted by Transaction Number from First to Last

Ranked by Transaction Number from First to Last

Transaction	Product Code	Beginning Date	Ending Date	Discount Type	Price	Amount Percent	Promotional Price	Lowest	Customer
0000000001	ASSEM-DAYBED	01/01/10	01/31/10	Percent	229.9900	20.000	183.9920	No	All
0000000001	ASSEM-CANOPY	01/01/10	01/31/10	Percent	229.9900	20.000	183.9920	No	All
0000000001	BASSETT-MATR	01/01/10	01/31/10	Percent	149.9900	20.000	119.9920	No	All
0000000001	CANOPY-QBED	01/01/10	01/31/10	Percent	159.9900	20.000	159.9920	No	All
0000000001	CHERRY-HDBOARD	01/01/10	01/31/10	Percent	200.0000	20.000	160.0000	No	All
0000000001	COL-CHEST	01/01/10	01/31/10	Percent	299.9900	20.000	239.9920	No	All
0000000001	COL-DRESSER	01/01/10	01/31/10	Percent	175.0000	20.000	140.0000	No	All
0000000001	COL-HEADBOARD	01/01/10	01/31/10	Percent	125.0000	20.000	100.0000	No	All
0000000001	COL-MIRROR	01/01/10	01/31/10	Percent	99.9500	20.000	79.9600	No	All
0000000001	COL-NIGHTSTAND	01/01/10	01/31/10	Percent	159.0000	20.000	159.2000	No	All
0000000001	COLONIAL-SUIT	01/01/10	01/31/10	Percent	799.9900	20.000	639.9920	No	All

## Credit Card Transactions Report

As a control measure when using the online credit card verification option, Sage DacEasy Point of Sale prints a report listing details about the invoices and receipts paid by credit card.

The information on the report includes the sales receipt number, credit card account number and expiration date, the approval code, cardholder name and amount of purchase.

### To Print the Credit Card Transactions Report

- 1 Select **Credit Card Transactions** from the **Reports** menu. The **Card Transaction Report** dialog box appears.
- 2 Enter the date range for the report in the From Date and To Date fields.
- 3 Click **OK**. The **Report Layout** dialog box appears.
- 4 Select the target, edit the layout if necessary, and then click **OK** to begin printing.

## Merging Customer Info with Microsoft Word

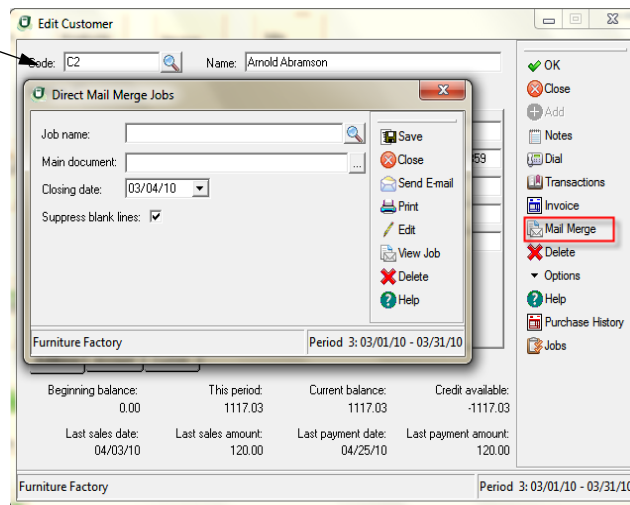
Sage DacEasy’s seamless integration with Microsoft Word allows you to merge your customer data with Microsoft Word documents. Use this feature to create professional letters that include your customer information. You can e-mail or print these documents directly from Sage DacEasy or access the document in Word to take advantage of the powerful features that Word offers.

You can merge a single record or a range of records. For more information on merging a single customer record with a Word document, refer to the Help topic titled “Integrating with Microsoft Word.” Follow the steps provided here to merge a range of customer records with a Word document.

## To Merge a Range of Customer Records With a Word Document

- 1 Select **Mail Merge** from the **Reports** menu. The **Customer Mail Merge Jobs** dialog box appears.

Figure 7-1: Access the Customer Mail Merge Jobs dialog box to merge a range of customers with a Word document..



- 2 Type the name of the job in the Job Name field or click **LookUp** to select an existing job.
- 3 Use the Main Document field to select the Word document that contains the information that stays the same for each version of the merged document. You can select an existing Word document, add a new Word document, or edit an existing document.

**Note:** If you selected an existing job, the last associated main document file name appears automatically.

**To select an existing Word document**—Type the name of an existing Word document or click the **Browse** button to locate the document. If the document is not located in the folder that contains your company's data files, the Word document is copied to the company folder.

**To add a Word document**—Type a file name, and then click **Edit**. Sage DacEasy creates a new Word document in the company folder. The new document appears in Word. Edit the document as necessary, save the document, and then return to Sage DacEasy to continue with the mail merge.

**To edit an existing Word document**—Type the name of the existing Word document or click the **Browse** button and locate the document. Click **Edit**; the document appears in Word. Edit the document as necessary, save the document, and then return to Sage DacEasy to continue with the mail merge.

**4** Complete each field in the Filter/Sort Options area.

The Closing Date field is used when date sensitive merge fields are included in the document or as the Sort By or Rank By fields. For example, if you select Past Due >60 Balance as a merge field, Sage DacEasy uses the closing date to determine if the balance is more than 60 days past due.

Select the **Exclude Records Without an Address** check box if you do not want to include the record in the mail merge if it does not contain an address.

Select the **Exclude Records Without an E-mail Address** check box if you do not want to include the record in the mail merge if it does not contain an e-mail address.

Select the **Suppress Blank Lines** check box if you want to skip blank lines resulting from empty merge fields.

**5** Merge the selected data with the Word document using any of the following methods.

Click **Send E-mail** to e-mail the Word document to a range of customers.

Click **Print** to send the output to your printer.

Click **View Job** to view the output in Microsoft Word.





# Custom Reporting

# 8

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# • Custom Reporting •

## Overview

Reporting is one of the most important aspects of any business because reports inform you of the stability and profitability of your business. Sage DacEasy includes a custom reporting feature, called DacAccess, that gives you the ability to create informative reports to fit your specific needs. There are two steps to creating a custom report: selecting the records included in the report using the Query and defining the layout of the report using the Publisher.

The Query lets you choose up to ninety-six fields from multiple files to include on a report. The Publisher lets you create the report format, using fields selected in your Query. With the Query and Publisher, you can create listing reports with unprecedented detail. In addition, the Query and Publisher include many default reports ready for you to use.

Follow these steps to create a custom listing report using DacAccess.



1. Enter transactions.



2. Select the information you want on the report using the Query.



3. Format the report layout using the Publisher.



4. Print the report.

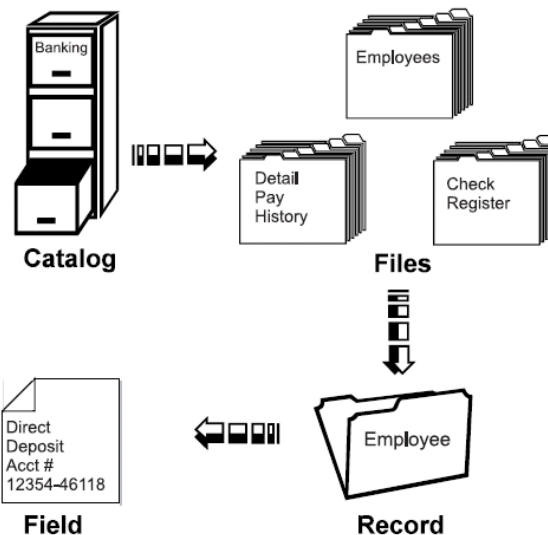
Data is organized in a hierarchy from general to specific. Each level is defined in the list provided.

## Terms Used in This Chapter

- **Catalog** - A catalog is the largest grouping of data. It contains an associated group of files that contain related fields. For example, the Employee Listings catalog contains files such as Employees, Transactions, Time Card Entries, Detail Pay History, Departments and Codes.
- **File** - A file is a group of associated records. For example, information about individual employees is in the Employee file.
- **Record** - A record is a group of related fields. For example, all the information found on the **Edit Employee Information** and **Edit Employee Accumulations** dialog boxes for one employee is considered a record.
- **Field** - A field is the lowest level of data. A field is each piece of information that makes up a record. For example, the Title field on the **Edit Employee Information** dialog box is part of the employee record.  
Fields are referred to in the Query and Publisher because you select *fields* to include on your report.

- **Variable** - A variable is a placeholder or merge field which pulls information from a specified file.

This figure illustrates the terms used to define data when creating a query.

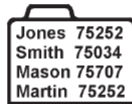


## Using the Query

The first step in generating a custom report is to choose the information you want to include on the report using the Query in DacAccess. Go to the Query by choosing **Query** on the **DacAccess** menu. Use this feature to create a query with information from a variety of fields in several different files. You can even create user defined fields with calculated totals using information pulled from multiple files.

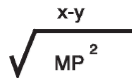
A query is a way of questioning or filtering a database. For example, you have a collection of records in your Employee file. You may want to print a report that filters out deductions made from gross earnings in the last pay period. The remaining list of deductions—those deductions not used in the last pay period—is the data set you want to use in a report. In addition to limiting the records you want to print on a report, you also use queries to select the specific fields you want on a report, to sort the records and to create user defined calculations.

### Use the Query for...



Jones	75252
Smith	75034
Mason	75707
Martin	75252

Limiting the records that print on the report.


$$\sqrt{\frac{x-y}{MP^2}}$$

Creating user defined calculations.



ItemNo
Desc
InvAmt

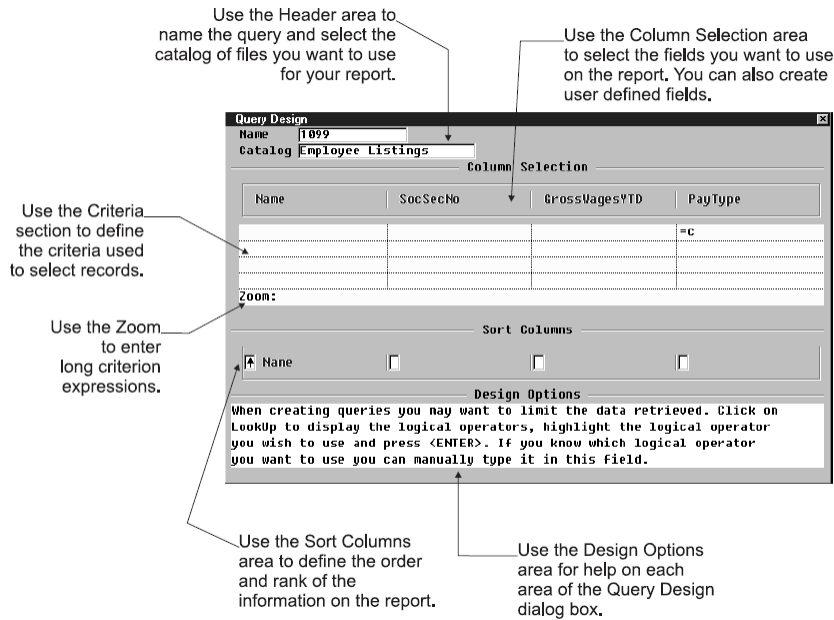
Choosing fields you want to include on the report.



A ↔ B ↔ C

Sorting the records.

The **Query Design** dialog box is divided into three main areas, the Header area, Column Selection area and the Sort Columns area. The Header area includes the fields for the Query name and catalog. The Column Selection area is where you select the fields and the criteria determining which records to pull for the query. The Sort Columns area is where you set the sorting order of the report.



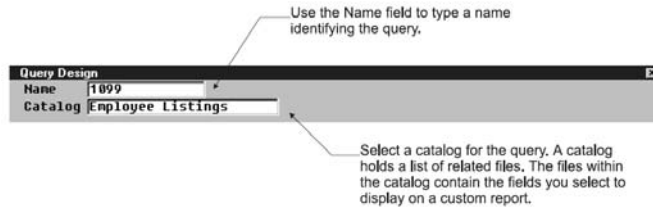
## Using the Query Checklist

- Step 1—Complete the Header area with the query name and catalog.
- Step 2—Select the fields for the query in the Column Selection area. Enter user defined fields and set criteria for the fields if necessary.
- Step 3—Set the sorting order in the Sort Columns area.
- Step 4—Run the query to create a report listing the selected records.

## Completing the Header Area

When you access the **Query Design** dialog box, you must enter a unique name for the query. When you give the query a name, a list of all available catalogs appears. A catalog holds associated files that contain related fields. For example, the Banking catalog includes the Employee, Check Register, Detail, Payroll History, Departments and Department Detail files.

Use the Header area of the Query Design dialog box to enter the query name and select a catalog.

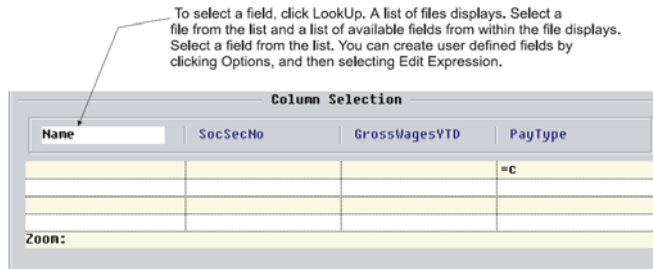


## Selecting Fields in the Column Selection Area

After you select a catalog, advance to the Column Selection area and choose fields from the files in the catalog. You do not have to include all fields in the query in the report layout. However, to use a field in a user defined column or for sorting purposes, you must select the field in a column. For example, you may select review date in your query so you can sort your records on the report by the employee's review date. However, you do not care to see the review date on the report. Therefore, even though you include the field on the query, you do not use that field when you create the report layout in the Publisher.

Each column on the Query Design dialog box can hold a field from a file in the catalog. You can fill up to ninety-six columns with field information. The columns scroll as you move to the right. Press **Home** to quickly return to the first column. The first row of the Column Selection area displays the names of the fields you select for the query.

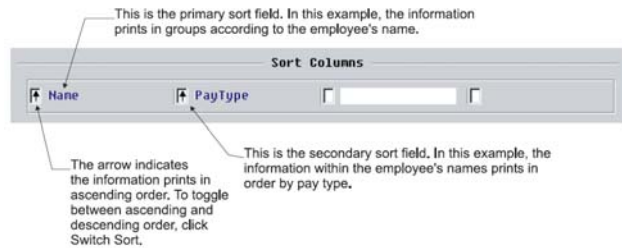
Select the fields and records to include on the query in the Column Selection area.



## Selecting the Sort Order for the Query

Once you select your fields and set the criteria, you can specify the sorting order for the records included in the query. The sort fields define the order in which the records appear on the report. You have up to four sorting levels. If you do not specify a sorting order, Sage DacEasy sorts by the field in the first column.

Use the Sort Columns area to indicate the order you want the information to appear in the query.




---

## To Create a Query

- 1 Select **Query** from the **DacAccess** menu. The **Query Design** dialog box appears.
- 2 Assign the query a unique name (up to 14 characters). If you are editing an existing query, type the name of the query or click **LookUp** and select the query from the list.
- 3 Select the catalog that contains the files you need for the report. The cursor advances to the first row of the Column Selection area. Use this row to select the fields to include in the query.

The columns scroll as you move to the right. You can press **Home** to return to the first column.

- 4 Click **LookUp** to view the Table LookUp. Select the table that contains the field to include in the current column and the Column LookUp appears. Select the field to include in the current column.

**Tip:** In addition to selecting fields from the data files, you can create formulas to include on the report. For more information, refer to “Creating User Defined Fields” on page 144. Each field included in the user defined field must be included in the query, in addition to any fields selected as sort fields. You can exclude the field from the printed report using the Publisher.

**Note:** When you click **LookUp** from the Column Selection area, the Column LookUp appears for the last Table that was selected. To select a field from a different table, click the **Close** button to return to the Table LookUp.

- 5 To edit the Column Heading on the printed report, click **Options**, and then select **Edit Column**. You can edit the Title field; however, the new column title only appears when you run the query and does not appear on the **Query Design** dialog box.



- 6** If necessary, limit the records to include on the query. The second and third rows in the Column Selection area determine which records to include on the report. If you leave these rows blank, Sage DacEasy includes all records in the query. For more information, refer to "Limiting Records on a Query" on page 145.
- 7** If you want to set the sorting order, click **Options**, and then select **Sort Columns**. The cursor advances to the first field in the Sort Columns area. Click **LookUp** and select the primary sort field for the report. To add a secondary sort, enter a different field in the second field in the Sort Columns area. You can enter up to four sort fields.

**Note:** If you do not specify a sorting order, Sage DacEasy sorts by the field in the first column.

**Tip:** Click **Switch Sort** to toggle between ascending and descending order for the selected sort field.
- 8** Click **Run Query** to view the query to the screen. Click the **Close** button to return to the **Query Design** dialog box.

**Tip:** To redirect the report to the printer, click **Print** while viewing the query on the screen.
- 9** Click **OK** to save the query.

**Note:** Use the Publisher to define the report layout and view subtotal and grand total amounts. For more information on the Publisher, refer "Using the Publisher" on page 151.

## Creating User Defined Fields

Besides selecting predefined fields from a file for your query, you can also define your own fields. By creating user defined fields, you can calculate mathematical operations using one or more fields.

For example, if you wanted to calculate Social Security liabilities for tax purposes, you could define a field called SS\_WH\_and\_Liab and enter a formula of SOCSECWHQTD (Social Security withholding, quarter to date) + SocSecLiabQTD (Social Security liability, quarter to date). Before you can use a field in a formula for a user defined field, you must first select the field as a column in the Column Selection area on the query.

To create a user defined field, place the cursor in a column in the Column Selection area. Click **Options**, and then select **Edit Expressions**. The **User Defined Field** dialog box appears.

Use the User Defined Field dialog box to calculate values needed for a custom report.

Use the Name field to enter a name identifying the user defined field.

Use the Description field to enter a description of the user defined field.

The screenshot shows a dialog box titled "User Defined Field". It has three main input areas: "Name", "Description", and "Expression". The "Name" field contains the text "SS\_WH\_and Liab". The "Description" field contains "SS W/H PLUS Liab". The "Expression" field contains the formula "SOCSECVHQT0+SocSecLiabQT0". There are also empty rows below the expression field.

Enter a mathematical expression to calculate the value needed. Click LookUp to select a field from a list.

### To Create a User Defined Field

- 1 Click **Options** and select **Edit Expression** from the Column Selection area on the **Query Design** dialog box. The **User Defined Field** dialog box appears.
- 2 Type a name and description for the user defined field.
- 3 Type the expression. To select a field, enter the field name or click **LookUp** and select the field from a list. For example, to divide the current balance by 12, enter **Current Balance/12**.

**Note:** To use a field in a formula, you must first select the field as a column. In addition, the field must be a decimal or numeric field.

- 4 Click **OK** to save the user defined field.

**Note:** Once the user defined field has been created it is added to the User Defined Fields table and can be added to the query.

## Limiting Records on a Query

The second and third rows in the Column Selection area on the **Query Design** dialog box determine which records to include on the report. If you leave these rows blank, Sage DacEasy includes each record in the query. You can limit records in a query by entering criteria and by editing the join.

To limit records by entering criteria, enter a particular field value or conditions that must be met in order for a record to be included in the query.

When you create a query that pulls from two files, the query includes only those records that include the join field. The join field is used to tie multiple files together. For example, the department number exists in both the Employee file and the Department file, allowing you to create a query that pulls information from both of these files. The program defaults to an equi-join; however, you can edit the query to include all of the records from one file plus the records from the second file that include the join field.

## Establishing Criteria

When you select fields for your query, you are limiting the information to include in the query. You can further limit the records included on the report by placing criteria on the fields. You can enter a value as the criterion, indicating only fields that contain this value are included in the query. You can also enter an expression using logical operators to indicate the fields to include in the query.

For example, to include employees with a review date of 05/15/2003 or prior, select Review Date (**ReviewDate**) as a field and enter `<=05/15/2003` (less than or equal to 05/15/2003) as the criterion. The logical operator table provided lists the available operators and an example of how to use each.

Logical Operator	Example	Result
Less Than (<)	<12/31/2000	Selects all records with a date before December 31, 2000.
Less Than or Equal To (<=)	<=1000	Selects all records with a number less than or equal to 1000 in the field.
Greater Than (>)	>500	Selects all records with a number greater than 500 in the field.
Greater Than or Equal To (>=)	>=L	Selects all records starting with the letter L or a subsequent letter in the alphabet.
Equal To (=)	=P	Selects all records with exactly P in the field.
Not Equal To (<>)	<>ADVANCE	Selects all records with any text other than ADVANCE in the field.
BETWEEN	BETWEEN 01/01/2000 AND 01/31/2000	Selects all records with a date between January 1, 2000 and January 31, 2000.

You can enter multiple criteria on a single query. The relationship of your criteria depends on the rows in which you enter the criteria. There is an OR relationship between rows and an AND relationship between columns. Sage DacEasy satisfies all AND criteria before satisfying the OR criteria.

Use the rows and columns in the Column Selection area to establish criteria for the query.

Use the Criteria columns to enter criteria to narrow the records in the query. Click LookUp to select an operator for use in the expression.

Column Selection			
EmpNo	Name	ReviewDate	RaiseDate
		<=05/15/1999	
Zoom:			

You can place a criterion expression in any column. However, the line on which you place the expression is important. There is an AND relationship between columns and an OR relationship between rows. See "Understanding AND/OR Logic" for more information.

## Understanding AND/OR Logic

The placement of your criteria in the columns and rows is very important. There is an OR relationship between rows and an AND relationship between columns. Sage DacEasy satisfies all AND criteria before satisfying the OR criteria.

Using the example above, AND logic means that records have to meet both the criteria for city and review date in order to be included in the query.

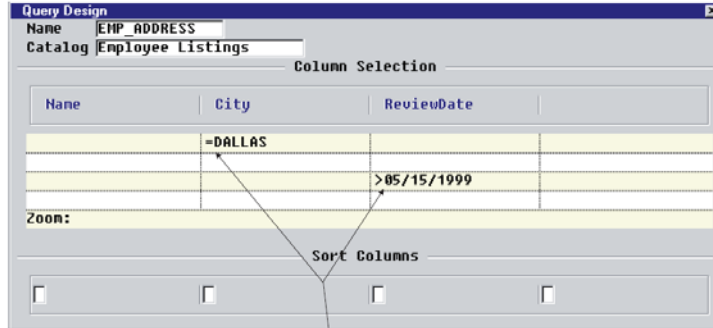
Query Design

Name EMP\_ADDRESS  
 Catalog Employee Listings

Column Selection			
Name	City	ReviewDate	
	=DALLAS	>05/15/1999	
Zoom:			
Sort Columns			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There is an AND relationship between these two columns, meaning that records have to meet BOTH criteria in order to be included in the query.

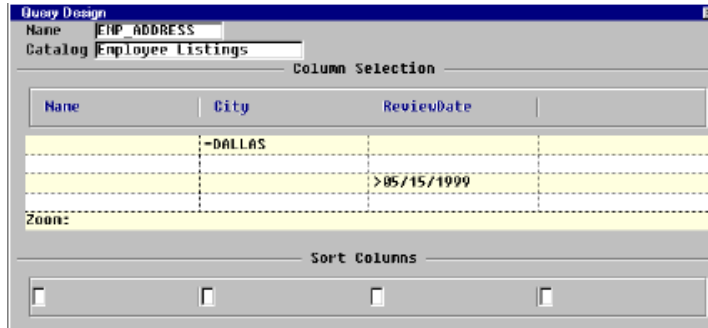
Using the example above, OR logic means that records have to meet either the criteria for city or the criteria for review date to be included in the query.



There is an OR relationship between these two columns, meaning that records have to meet EITHER criteria in order to be included in the query.

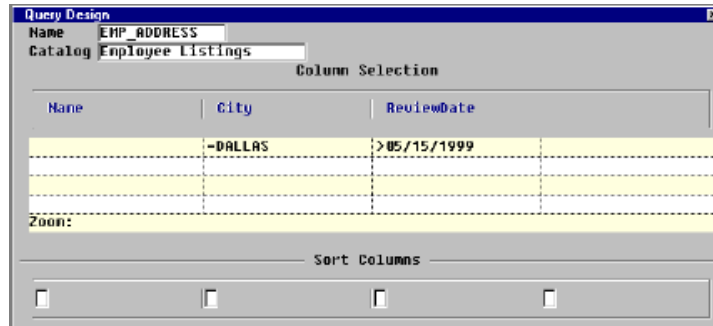
For example, if you use the Employee Listings catalog and want to include employees that live in Dallas OR that have a review date before May 15, 1999, you would enter the column selections and criteria as shown in Figure 8-12. This would give you a query including both all the employees in Dallas in addition to all the employees with a review date before May 15, 1999 (records that meet both criteria are not duplicated).

Query selections for employees that live in Dallas or have a review date before May 15, 1999.



On the other hand, if you use the Employee Listings catalog and want to include employees that live in Dallas AND that have a review date before May 15, 1999, you would enter the column selections and criteria as shown in Figure 8-13. This would give you a query of all the employees in Dallas with a review date before May 15, 1999.

Query selections for employees that live in Dallas and have a review date before May 15, 1999.



## Understanding Joins

A join is a link between two files. For example, assume you want to print a report pulling the employee code, employee name and 401k deductions for the pay period. The employee name is stored in the Employee file and the employee's 401k deductions for the pay period are found in the Transaction file. The employee code is found in *both* files. Therefore, employee code is the link between the two files or the *join*.

There are three different types of joins: equi, left outer and right outer.

- Sage DacEasy uses the **equi-join** by default, which includes only records found in both files. Using the example above, Sage DacEasy only includes employees with an entry found in both the Employee file and the Transaction file.
- If you select a **left outer join**, the query includes all records from the first file and only those records in the second file where the joined fields are equal. Using the same example, the query would include *all* records in the Transaction file and only the records from the Employee file that have an entry in the Transaction file.
- If you select a **right outer join**, the query includes all records from the second file and only those records in the first file where the joined fields are equal. Following the same example, the query would include *all* records in the Employee file and only records from Transactions file that have an employee code.

---

## To Limit Records on a Query

- 1 Position your cursor in the appropriate box below the field used to limit the query. There is an OR relationship between rows and an AND relationship between columns. Sage DacEasy satisfies all AND criteria before satisfying the OR criteria.

- 2 Enter the criterion for the field.

Enter a value in the field to include only those records that have the specified value in this field.

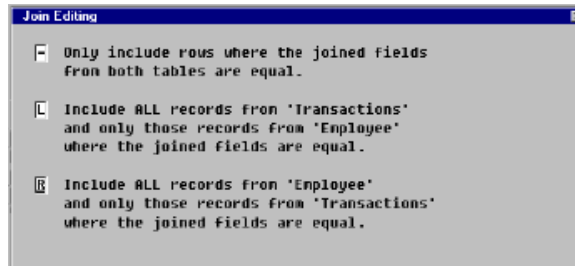
To specify a range of records based on a particular expression, enter the expression. You can click **LookUp** to select an operand. For example, to include all records greater than or equal to 1000, click **LookUp**, select **>=**, and then type **1000**.

**Tip:** You can enter up to 18 characters in the column. If you need to enter a longer expression, click **Options** and select **Zoom**. The cursor advances to the Zoom field where you can enter up to 68 characters.

**Note:** The format used to enter data in an expression depends on the field type. Click **Options** and select **Edit Column** to view a field's Data Type.

- 3 If you selected fields from two different files and want to edit the join, click **Options** and select **Edit Join**. The **Join Editing** dialog box appears. Select the type of join and click **OK** to return to the **Query Design** dialog box.

Use the Join Editing dialog box to select the type of join you want for the report.



## Printing the Query

When you run the query, the results appear on the screen. To direct your output to the printer, click **Print**. Printing your query may be helpful as you build your query. You can print the information to make sure you are pulling the correct data before you create the report layout using the Publisher.

## To Print the Query

- 1 Choose **Query** on the **DacAccess** menu. Enter a query name or click **LookUp** to select a query from a list.
- 2 Click **Run Query**. The query appears on the screen.
- 3 Click **Print**. The **Report Layout** dialog box appears.
- 4 Select your target and click **OK** to begin printing.

**Note:** The columns on the Query report vary in width depending on whether you have renamed a column title or have accepted the default name. From the **Query Design** dialog box, click **Options**, and then select **Print Format** to print the Query format. This information is helpful when trying to determine the size of a column.

## Related Help Topic

- Copying queries

## Query List

Sales Person Code	Invoice Number	Invoice Type	Transaction Date	Code	Amount	Payments	Balance	Cost Amount	Commissionable Amount	Total Sales Tax	Commission at 10%
BB	435	I	03/02/10	C2	250.00	-250.00	0.00	0.0000	0.00	0.00	0.00
BOB	0000000095	I	01/22/10	C33	348.96	-348.96	0.00	110.0000	239.99	18.97	23.00
JAV	0000000091	I	01/19/10	C31	214.29	-214.29	0.00	75.0000	199.99	14.30	20.00
JULIE	0000000087	I	01/14/10	C22	457.90	-457.90	0.00	200.0000	398.00	34.90	39.80
PATTI	0000000097	I	01/31/10	C2	409.29	-409.29	0.00	158.0000	0.00	31.19	0.00

## Using the Publisher

The Publisher is the tool you use to create your report layout and print a custom report using a query. When you first access the Publisher, you see the **Report Editor** dialog box. The top portion of the dialog box is for the report name and data source. The data source is the query you use to select the fields from for the report. Once you have selected a query as the data source for a report, you cannot change the data source.

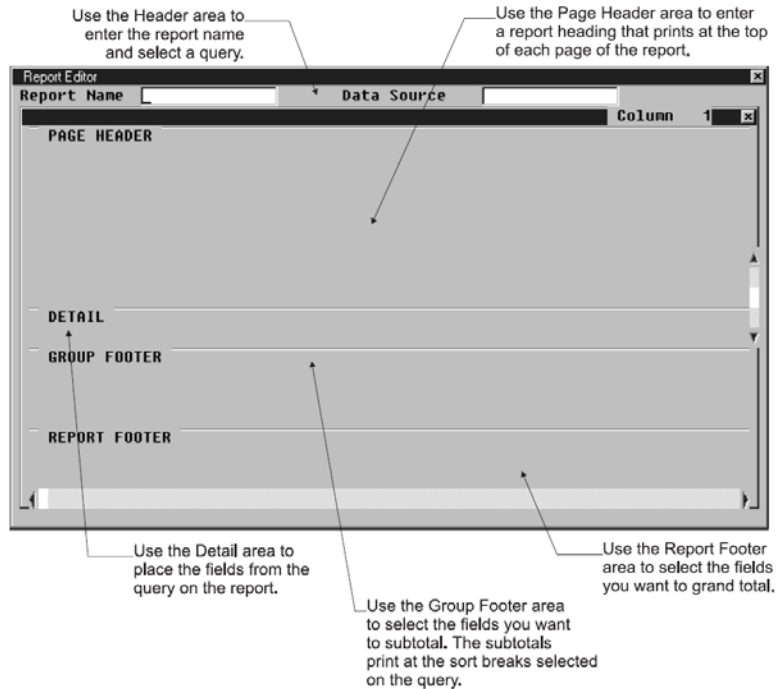
**Note:** If you need to use a different query as the data source for the report, you must create a new report layout using the Publisher.



The body of the Report Editor has four sections, the Page Header area, Detail area, Group Footer area, and Report Footer area. Use the Page Header area to enter the information that prints on the top of each page. Use the Detail area to make your field selections for the report. The Group Footer area lets you create subtotals for your sort breaks and the Report Footer area lets you create grand totals for the report.

You can enter text into each of the four sections of the report or select from available variables such as query fields, company information fields and control options. You can use different variables in different areas of the Report Editor. The fields you chose in the query are available in all sections of the Report Editor. If a field you want to include on the report is not included in the query selected as the data source, you must save the report layout, exit the Publisher, access the query and add the necessary field to the query. Save the query and go back to the Publisher to complete the report layout.

Use the Report Editor to lay out the fields on the report.



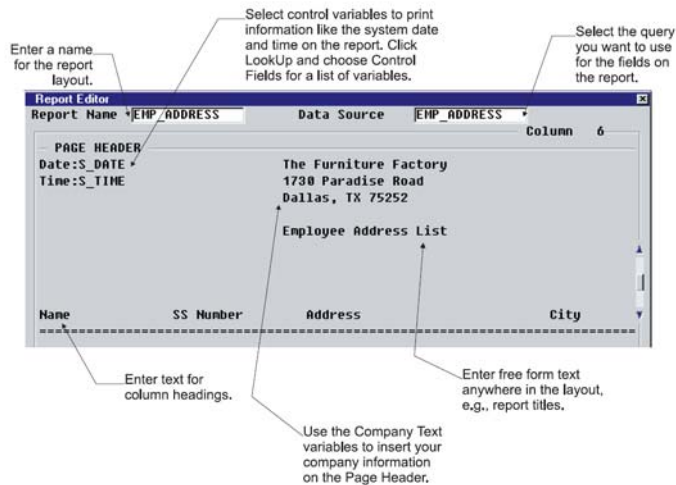
## Using the Publisher Checklist

- Step 1—Complete the Header area with the report name and the name of the query you want to use as the data source. Enter your report heading and column headings in the Page Header area.
- Step 2—Complete the Detail area with the query fields you want to include on the report.
- Step 3—Complete the Group Footer area if you want subtotals on the sorts.
- Step 4—Complete the Report Footer area if you want to report grand totals.
- Step 5—Preview and print the final report.

## Completing the Header and Page Header Area

The Header area contains a field for a report name and a query name. The fields available for the report depend on the query you select. Once you choose a query, you cannot change the query name in the Publisher. However, you can edit the query if you need to use different fields on the report. The Page Header area holds the report heading. The report heading prints at the top of each page of the custom report.

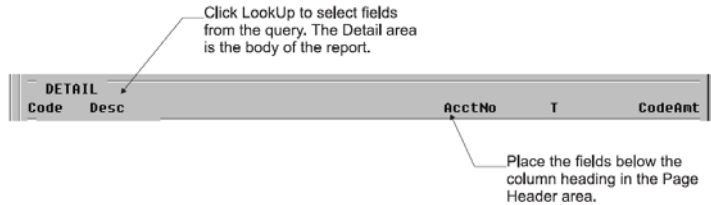
Use the Page Header area of the Report Editor dialog box to lay out report titles and column headings.



## Completing the Detail Area

The Detail area is the body of the report. This is where you select fields from your query. You can enter either text or place fields in this section. You may want to enter text as a note, instructions or to describe the fields.

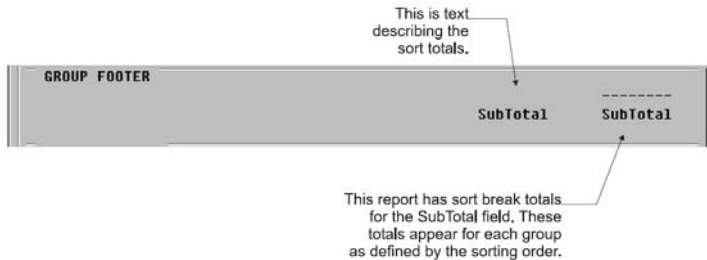
Use the Detail area of the Report Editor dialog box to select fields from the query.



## Completing the Group Footer Area

The Group Footer is for sort subtotals. If you set a sorting order in the query, you may want each sort group to have a total for the group. For example, when printing a commission report, you may want a total per salesperson. You can enter text to describe the total, and then place the field you want totaled in this section. If you do not want sort totals, leave this section blank.

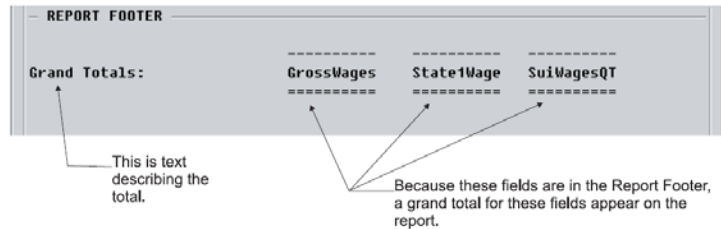
Use the Group Footer area to print subtotals for each sort on the report.



## Completing the Report Footer Area

The Report Footer area is for grand totals. You can also enter text into this area. This area is similar to the Group Footer. Select the fields from your query you want to include as grand totals for the report.

Use the Report Footer area to print grand totals on the report.



## To Create a Custom Report With the Publisher

- 1 Select **Publisher** on the **DacAccess** menu. The **Report Editor** dialog box appears.
- 2 Enter a unique name for the report, and then press **Enter**. The **Report Defaults** dialog box appears.
- 3 Complete each field on the **Report Defaults** dialog box.
- 4 In the Data Source field, enter the query name from which you want to create the report or click **LookUp** and select the query from a list.

**Note:** The query details the information to include on the report and must be created before the report can be laid out in the Publisher.

- 5 Type a heading for the report in the Page Header area. You can enter text or click **LookUp** and select a variable from a list.

**Note:** You can select the following types of variables: Company Text, Control Fields and Query Fields. Company Text allows you to select variables corresponding to the information you entered about your company. Control Variables include the current program date, time and page number. Query Fields selected in the Page Header area are inserted as text fields to be used as column headings.

**Tip:** Click **Options** and select **Center** to center the lines of text or variables on the report.

- 6 Insert the query fields to include on the report in the Detail area. You can type text or place fields in this section.

To insert a query field, click **LookUp** and select the field from a list. If you need to include a field that is not in the list, you must edit the query. The field is inserted at the cursor position. You can use the mouse to drag a query field to a different location.

Continue placing fields into this section until all necessary fields are on the layout. It may take some trial and error to line up the fields with your column headings.

- 7 If you set a sorting order in the query, you may want each sort group to have a total. To include a subtotal on sorted fields, type text to describe the total, and then place the field you want totaled in the Group Footer area. If you do not want sort totals, leave this section blank.

**Note:** If no fields are selected in the Sort Columns area on your query, Sage DacEasy uses the field in the first column of the query as the sort field.

- 8 To include grand totals on the report, select each field to total in the Report Footer area. You can also type text in this section.

**Tip:** Press **Enter** from any field to edit the formatting. The **Field Edit** dialog box appears. Click **Help** from this dialog box for a detailed description of each formatting option.

## Previewing and Printing the Final Report

When you print the report, the information specified by the query appears using the layout created in the Publisher's Report Editor. You can print to the screen to preview the report and verify the format. If it is not correct, edit the layout and print the report again.

---

### To Print the Report

- 1 Choose **Publisher** on the **DacAccess** menu. The **Report Editor** dialog box appears. Create a new report or click **LookUp** to select one from a list.
- 2 Click **Print** to view the **Report Layout** dialog box.
- 3 Select your target and click **OK** to begin printing.

### Related Help Topic

- Copying report layouts in the publisher

# Periodic Operations

# 9

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# • Periodic Operations •

This chapter explains operations and routines located on the **Periodic** menu. You should perform these routines on your data at periodic intervals. These operations include purging data files, closing the accounts receivable period, closing the year and global changes.

## Purging Data Files

Use the Purge routine to remove unwanted information from your data files. If you purge a transaction file, Sage DacEasy removes all posted and deleted transactions from the file for the specified date range. In addition you can purge customers, products and services that you no longer need.

After you purge your transaction files, you can no longer view the purged transactions or print listing reports including the purged transactions. For this reason, you might choose not to purge data until after you close the year. It is very important that you back up your data files prior to purging information. Once the data has been purged, it can only be retrieved by restoring a backup made prior to running the Purge routine.

**Tip:** To increase available hard disk space, run the Recover routine on the file after you run the Purge routine. Refer to “Using File Utilities” on page 14 for more information.

## File Descriptions

A brief explanation of the data contained in each file follows. Review the list to determine which files you need to purge and which files you need to keep information for reporting purposes.

- **General Ledger** - This file holds all general ledger transactions created when Sage DacEasy Point of Sale is not interfaced with Sage DacEasy Accounting. The general ledger transactions are created even if Sage DacEasy Point of Sale is not interfaced with Sage DacEasy Accounting. Sage DacEasy Point of Sale assigns its own account numbers to the transactions in the General Ledger file. To print a listing of general ledger transactions, select **General Ledger** from the **Reports** menu.

If you are running Sage DacEasy Point of Sale interfaced with Sage DacEasy Accounting, Sage DacEasy Point of Sale uses the General Ledger files in Sage DacEasy Accounting. So to purge the general ledger transactions with the **POS** journal code you must access the Sage DacEasy Accounting program and run the Purge routine on the General Ledger transaction there.

- **Sales Transactions** - This file contains detail information for all sales entered in the program. Sage DacEasy Point of Sale maintains sales detail in this file, even after you post sales transactions. To print the transactions in this file, print a Sales Listing report by choosing **Journals** from the **Process** menu. Purging sales transactions also purges the Credit Card file.
- **Layaway Records** - This file contains all the information for your layaway transactions. Each time you enter a layaway transaction or make a payment to a layaway this file is updated. To print the information held in this file choose **Layaway Transactions** from the **Reports** menu.
- **Serial Numbers** - Sage DacEasy Point of Sale tracks serial numbers for your products and services after a sale. Sage DacEasy stores serial number information in a separate file from the sales so you can purge sales transactions but still track serial numbers. You should only purge this file if you do not want to track serial numbers for older sales. If you want to track the sale of a serial number at a later time, do not purge this file. To print the contents of this file, choose **Serial Number Tracking** from the **Reports** menu.
- **Product History** - Purging this file removes all product history from the product inquiry within the date range specified. To view the products historical inquiry information, choose **Product Inquiry** from the **Options** menu.
- **Customer History** - Purging this file removes all customer history from the customer inquiry within the date range specified. To view the customer historical inquiry information, choose **Customer Inquiry** from the **Options** menu.
- **Service History** - Purging this file removes all service history from the service inquiry within the date range specified. To view the service historical inquiry information, choose **Service Inquiry** from the **Options** menu.
- **Quotes** - This file contains the detail of all sales quotes in the company. Use the Purge routine to delete old quotes you do not need anymore. To view all the quotes in the company, click **Options**, and then choose **Quotes** from the **Sales Register Entry** dialog box.
- **Promotional Prices** - This file contains the transactions entered using the **Edit Promotional Price** dialog box. Use the Purge routine to delete old promotions you do not need anymore.



- **Customer Transaction History** - If you selected to track customer transaction history on the **System Preferences** dialog box, an entry is made to this file every time you enter transactions for open invoice customers. To view the customer transaction history for a customer, choose **Customers** from the **Edit** menu, view a customer record, and then click **Transactions**. Purging this file removes all customer historical transaction detail within the date range specified.
- **Salesperson Timesheets** - This file contains the times each salesperson logged in and out of the sales register. To view the timesheets for each salesperson, select **Tables** from the **Edit** menu, and then select **Salesperson Timesheet**.
- **Assembly Transactions** - Purging this file removes all posted or deleted assembly transactions within the date range entered. This option purges transactions entered using the **Assembly Transaction** dialog box in Sage DacEasy Accounting and the **Sales Register Entry** dialog box using Assembly on-the-fly routine.
- **Product History Detail** - If you selected to track product transaction history on the **System Preferences** dialog box, an entry is made to this file every time you post transactions using a product. To view the product history detail, choose **Products** from the **Edit** menu. Enter a product. Click **Options**, and then select **Product History Detail**. Purging this file removes all product history detail within the date range specified.
- **Customers** - You can purge a range of customers based on the Last Sales Date field on the **Edit Customer** dialog box. All customers meeting the requirements are deleted from the system.
- **Products** - You can purge a range of products based on the Last Sales Date field on the **Edit Product** dialog box. All products meeting the requirements are deleted from the system.
- **Services** - You can purge a range of services based on the Last Sales Date field on the **Edit Service** dialog box. All services meeting the requirements are deleted from the system.
- **Audit Trail Log**- Audit Trail Log records insertions, deletions, and modifications of the most relevant master and transaction tables in Sage DacEasy. You may purge this report and clear items off.
- **Auto Complete**- You may now purge all fields that are Auto Complete fields with one command.
- **Empty Notes**-You can purge empty note files from Lookups. When you see the Note File icon in lookups and there are no notes in the note file, these empty notes can be purged.

---

### To Purge Files

- 1 Select **Purge** from the **Periodic** menu. The **Purge Files** dialog box appears. Click **Help** for a detailed description of each field.

**Note:** It is very important that you have a current backup before purging files. The purge process cannot be reversed. If you are running Sage DacEasy Point of Sale interfaced with Sage DacEasy Accounting, make a separate backup of your accounting data files or back up from the Sage DacEasy Business Center to back up all data files in your company profile.

- 2 Select the file to purge.
- 3 If a transaction file is selected, enter the range of transactions to purge based on the transaction date. All records up to and including the date entered are purged.  
  
If a non-transaction file is selected, enter the ending date for the last record to purge. All records up to and including the date entered are purged.
- 4 Click **OK**. A confirmation message appears when the purge process is complete.
- 5 Click **Continue** to return to the **Purge Files** dialog box.

## Accounts Receivable Period End Routine

When you run the Accounts Receivable Period End routine, your paid, posted AR transactions are cleared from the current company. This keeps your customer data at a minimum. If you run this routine periodically, the open invoice section of the **AR Payments** dialog box is not cluttered with old, paid invoices. It is important that you make a backup prior to running this routine because it cannot be reversed.

The Accounts Receivable Period End routine does the following:

- Removes all paid-in-full invoices from the Accounts Receivable Open Invoice files. This information appears when entering AR payments. The invoices must be posted and dated on or before the date the Period End routine is run.
- Updates the Balance Information for your customers. This Period is cleared and the amount is added to the Beginning field.
- For balance forward-type customers, all remaining posted transactions for the period are consolidated into one invoice. The date becomes the invoice number, for example, YYYYMMDD.

**Note:** If you are running Sage DacEasy Point of Sale interfaced with Sage DacEasy Accounting, run the Accounts Receivable Period End routine in Sage DacEasy Accounting.

---

### To Run the Accounts Receivable Period End Routine

- 1 Choose **AR End of Period** from the **Periodic** menu. The **Accounts Receivable Period End** dialog box appears.
- 2 Enter a date corresponding to the period you want to close. The posted, paid invoices on or before the date entered clear from the system. The period that corresponds to the date appears in the Period field.
- 3 Click **OK** to begin the Accounts Receivable Period End routine.
- 4 Click **Continue** to return to the main menu.

## Closing the Year

The Year End routine updates the historical information in your Customer, Product, Service, Salespeople and Tax files. Sage DacEasy transfers the year-to-date (YTD) values to the last year (LY) field and last year values to year before last (YBL). Values in the Year Before Last fields are removed during the Year End routine. The routine also changes the period dates to the new year.

When running Year End in Sage DacEasy Point of Sale, it is almost the same as the Year End routine in Sage DacEasy Accounting. If you are running Sage DacEasy Point of Sale interfaced with Sage DacEasy Accounting, you must perform year end in Sage DacEasy Accounting.

As mentioned earlier, the information for the year before last is removed during year end. If you want to retain this historical information for your customers, products and services, make a backup of your data files before performing the Year End routine. Store the backup for archival purposes.

---

### To Run the Year End Routine

- 1 Post all sales transactions in Sage DacEasy Point of Sale. For steps on posting Sage DacEasy Point of Sale, refer to Chapter 5, "Daily Register Processing."  
**Note:** The easiest way to verify all sales transactions are posted is to run a Sales Listing report in Sage DacEasy Point of Sale from first to last. Choose **Journals** on the **Process** menu. Choose to print a Listing. If no asterisks appear besides the transaction number, all transactions are posted.
- 2 Make a backup of your data files. Clearly label each diskette.

- 3 Choose **Year End** on the **Periodic** menu. The **Year End** dialog box appears for the current year. Verify the year that appears is the one you want to close.  
  
If the year you want to close does not correspond with the year that appears, exit the dialog box and change the system date, and then return to the **Year End** dialog box.  
  
If the year that appears is correct, choose **Yes** to continue. Sage DacEasy Point of Sale closes the year in Sage DacEasy Point of Sale.
- 4 Click **Start Year End Close**. A message appears when the process is complete. An error appears if all transactions are not posted. Exit this function and post all transactions before closing the year.
- 5 Click **Continue** to return to the main menu.

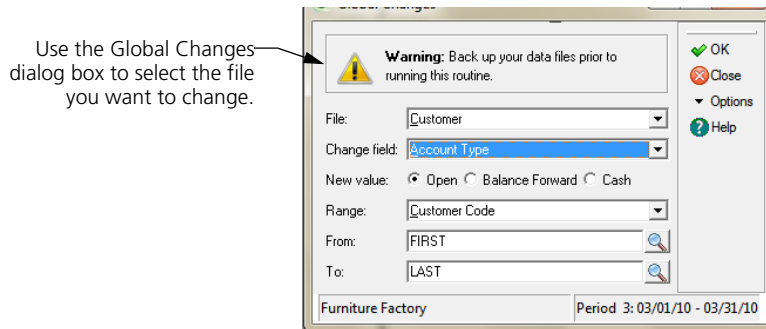
## Entering Global Changes

Use the Global Changes feature to change the value in a field for multiple records at one time. You can update records in the Customer, Product or Salesperson file. For example, if the phone company assigns a new area code to customers located in a certain zip code, you can globally update the area code for each customer within the zip code.

---

### To Run the Global Change Routine

- 1 Choose **Global Changes** on the **Periodic** menu. The **Global Changes** dialog box appears. Click **Help** for a detailed description of each field.



- 2 Select the file that contains the information you want to change in the File field.
- 3 Select the field within the file you want to change in the Change Field field.
- 4 Enter the value you want to use to replace the old value in the New Value field.

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- 5 Select how you want to specify the range of records for the Global Change routine.
- 6 Enter the range of records used for the Global Change routine.
- 7 Click **OK**. The Global Change routine begins. A message appears when the routine is successfully complete.
- 8 Click **Continue** to return to the main menu.

# Glossary

# 10

## **Alignment**

The relative position and orientation of a scanner to a bar code.

## **ASCII**

The character set described in the American National Standard Code for Information Interchange. ASCII is used for information interchange between data processing systems, communications systems, and associated equipment.

## **Bar code**

A bar code is a machine-readable pattern of alternating parallel bars and spaces representing numbers and letters. You can use Sage DacEasy Point of Sale to print bar codes on labels or stickers and then place them on your products.

## **Bar code printer**

A printer used to produce bar codes on labels, tags and other paper materials. A bar code printer can be a simple dot-matrix report printer or a sophisticated, dedicated device that uses thermal printing technology.

## **Bar code reader**

A device (light pen, laser gun, fixed scanner, etc.) used to read a bar code field.

## **Bar code scanner**

An electronic device that interprets bar code symbols into actual numbers and characters based on its bar code type. Bar code scanners are generally classified as wands, hand-held, projection/vertical or in-counter scanners.

## **Bar code types**

Sage DacEasy Point of Sale supports two types of bar codes, standardized and non-standardized. Standardized bar codes include UPC-A, UPC-E, EAN/JAN-13 and EAN/JAN-18. Non-standardized bar codes include Code 3 of 9 and Code 128.

UPC bar codes are the only bar codes whose commercial use is controlled by a national council, The Uniform Code Council (UCC), which is responsible for assigning unique numbers to vendors/manufacturers for identification. The UPC symbol is numeric and can be one of five different types (UPC-A, through UPC-E.)

Sage DacEasy Point of Sale supports UPC-A, UPC-E, EAN/JAN-13, EAN/JAN-18, Code 3 of 9, and Code 128. These bar codes are the most commonly used bar codes throughout the retail industry.

## **Sage DacEasy Business Center**

The Sage DacEasy Business Center provides a single entry point for all Sage DacEasy programs and includes a number of features designed to increase productivity. This includes the ability to view multiple windows concurrently, update company information for all Sage DacEasy modules, and back up or restore data without exiting the Sage DacEasy Business Center. In addition, you get quick access to Sage DacEasy, the Internet and user assistance.

## **Card swiper**

See Credit Card Reader.

## **Cash drawer**

A storage compartment for holding currency. Cash drawers can be connected to a receipt printer or directly to a serial port of a computer. The two most common cash drawers are APG and Indiana.

## **Cash register**

Each station or computer using Sage DacEasy Point of Sale to process sales transactions.

## Chart of accounts

When you post Sage DacEasy Point of Sale, accounts in the General Ledger are updated. All of the General Ledger accounts are known as the Chart of Accounts. The financial statements in Sage DacEasy Accounting pull from the Chart of Accounts.

Currently, there is no way to add to the Chart of Accounts in Sage DacEasy Point of Sale. Editing of Chart of Accounts can only be done in Sage DacEasy Accounting where the General Ledger is implemented. When Sage DacEasy Point of Sale is interfacing with Sage DacEasy Accounting, the Chart of Accounts is shared.

## Check reader

Electronic devices that read MICR-encoded checks and transmit that information to a PC or terminal for further processing.

## Checksum character

A Checksum Character is a verification code appended to the end of your product or service code.

## Cherry keyboard

Programmable keyboard. Cherry is a brand of programmable keyboard that is 100 % compatible with Sage DacEasy.

## Code 128 bar code

The code 128 bar code is alphanumeric, variable length and modular in design. There are three subsets for Code 128. Subset A offers upper case alpha and numeric; Subset B gives lower case alpha and numeric; and Subset C offers double density numeric as well as a self-checking character.

## Code 3 of 9 bar code

The 3 of 9 bar codes (also called Code 3 of 9) are most commonly used if you are developing your own codes because it is an alphanumeric code. Each bar code character consists of five bars and four spaces for a total of 9 elements. Three of these elements are wide, hence the 3 of 9 designation.

Code 3 of 9 is a structurally simple, variable length, alphanumeric code. The variable length allows a great deal of flexibility so scanners do not have to be programmed to read a certain number of characters. The use of a check digit with this code is optional.



## **Commission**

You can have Sage DacEasy Point of Sale accumulate total commissionable sales for each salesperson. To activate this feature, select the Track Salesperson Information option on the **System Preferences** dialog box. You can view the commission history for each salesperson.

In order for the commissionable sales for a salesperson to accumulate, the items must be set to be commissionable. For each product, service, and billing code to be commissionable, you need to select the Commissionable option for the product, service, or billing code record.

You do have the option to switch the taxable status of items only for a specific sales transaction. You have Form Level and Detail Line Level as options for Allow Change of Taxable Status on the **System Preferences** dialog box. Form Level switches the tax status for all items on the sale between Taxable No and Taxable Yes. Detail Level allows you to switch the tax status of the individual items on the sale.

## **Costing**

There are three types of costing methods supported by Sage DacEasy. Sage DacEasy Point of Sale utilizes Average costing method. Sage DacEasy Point of Sale can be interfaced with Sage DacEasy Accounting to take advantage of Standard and Last Purchase Price costing methods.

## **Credit card authorization**

The process in which a credit card is accepted, read and approved for a sales transaction. Credit card authorization is normally accomplished by reading a credit card through a credit card reader that is integrated into a register or stand alone reading device. Generally, pertinent credit information is transmitted via a modem and telephone line to a credit card "clearinghouse." The clearinghouse (authorization source) communicates with the credit card's bank for approval and the appropriate debit amount of the sale.

## **Credit card processing**

The process in which a credit card is accepted, read, and approved for a sales transaction.

## **Credit card processing center**

Centers or companies that validate credit card and charge balances. One of the requirements for processing credit cards online is to set up membership with a Credit Card Processing Center.

## Credit card reader

A device that reads the magnetic strip on a credit card for account information to automatically process it for a transaction. A credit card reader is either integrated into a register, attached onto a register as a separate component or is part of a stand alone terminal dedicated for the sole function of processing credit card transactions. If you are using a card swiper with Sage DacEasy, you need to activate the option for each register on the **Edit Cash Register** dialog box.

See also Magnetic Strip.

## Credit card slip

A separate receipt specifically for credit card information with a signature required for authorization of the credit card sale.

## Days to hold

Term used to represent the number of days to keep items held on a layaway. The Days to Hold is used to calculate the expiration date of a layaway.

Transaction Date + Days to Hold = Expiration Date

The Layaway Alert Report is available on the Reports menu as a way to view layaways past due. Enter a Closing Date and the Layaway Alert Report will pull all open layaways with expiration dates falling before the Closing Date entered.

## Display pole

A peripheral device; a pole connected to a computer or POS station which displays the items purchased, the total sale, and the amount tendered. Sage DacEasy Point of Sale interfaces with all 20 character/2 line display poles.

## Dot matrix

A system of impact printing where individual dots are printed by tiny wires striking the supply through an inked ribbon.

## Dual track

A type of credit card reader that is capable of reading both Track 1 and 2 on a credit card.

## **EAN/JAN-13 bar code**

The European Article Number is used for products that require a country origin. The country origin is an integral part of the EAN/JAN specifications.

EAN/JAN-13, which is used throughout Europe, uses the UPC symbology. This code is used to encode items with 13 characters. The first two digits designate the country where the request for EAN originated, the next ten characters are data characters, and the last character is the checksum character.

## **EAN/JAN-18 bar code**

This code is the same as the EAN/JAN-13 except it has 18 digits.

## **High speed bar code scanners**

Scanners that can read bar-coded documents at up to 600 documents per minute.

## **HTML**

Hypertext Markup Language. The language often used on the World Wide Web.

## **Interfacing status**

As an option, Sage DacEasy Point of Sale can interface with Sage DacEasy Accounting as an add-on module. You would have the Sage DacEasy Point of Sale program for front-store operations and the Sage DacEasy Accounting program to handle purchasing, account receivable adjustments, and financial statements. When the two programs are interfaced, common files are shared between the two programs.

## **Journal (Sales)**

The Sales Journal contains the detail for all sales order activities that are unposted for a specific period. The journal is your audit trail report before posting and provides exact amounts posted.

## **LAN (Local Area Network)**

A high-speed communications system designed to link computers and other data processing devices together within a small geographic area such as a workgroup, department, or a single floor of a multi-story building.

## Layaway

A pending sale with a down payment. Items are placed on hold until total payment is received. If total payment is not received within a specified time frame, the layaway is cancelled. Items on the layaway return to stock. If total payment is received, the layaway becomes final. The customer receives the items. For record keeping, Sage DacEasy maintains a layaway revenue credit liability account to hold payment until final payment is received and a layaway sales account to track layaway sales separate from other sales.

If you need to commit the items placed on layaway, you need to enable the Commit Units on Layaway option on the **System Preferences** dialog box.

## Light pen

Also known as a wand. A scanning device that is used as a hand held bar code reader. This device requires direct contact with the printed bar code field.

## Listing (Sales)

A Sales Listing prints all transactions, posted and unposted currently in the transaction file. You can print either all transactions or a specific range. The listing does not act as an audit trail prior to posting.

## Magnetic strip

The magnetic strip on the credit card is broken into three tracks, Track 1, Track 2 and Track 3.

**TRACK 1**—Track one has a 79 character alphanumeric field available for information. Normally the credit card number, expiration date and customer name are held in track 1. This track is represented by a “%” and is not required by Sage DacEasy.

**TRACK 2**—Track two has a 40-character field for information. Normally the credit card number and expiration date are held in track 2. This track is represented by a “?” and is required by Sage DacEasy.

**TRACK 3**—Track three has a 107-character field for alphanumeric information. Normally the credit card number, expiration date and room for additional information are available on track 3.

## Magnetic strip reader

See Credit Card Reader.

## **Media code**

This is used to track sales generated by special promotions and advertisements.

## **Merchant number**

The Merchant ID assigned to you by the credit card issuer or processor. Normally, the Credit Card Verification Service you are using assigns this number to you, and it should be printed on the credit card slip.

## **Method of payment**

Each form of payment you collect.

## **MICR reader**

MICR is an acronym for Magnetic Ink Character Recognition. MICR Readers are normally used to read the encoded information within the ink on a check.

## **Modem**

An internal or external component of a computer system attached to a telephone outlet. A modem is one of the requirements needed to process credit cards online with credit card processing centers.

## **Network**

A communications system connecting two or more computers and their peripheral devices.

## **POS (Point of Sale) system**

A complete system consisting of a computer, cash drawer and receipt printer, a modem, bar code reader and a credit card swiper. POS systems can vary from one to another. Sage DacEasy is compatible with most POS systems, such as CompuRegister. Specialized systems include IBM POS 4694.

**Price breaks**

Product discount pricing assigned to a special category of customers. If you have special pricing for different groups of customers, set up price breaks. Price breaks can be percentage breaks for bulk quantity purchases, flat discount percentage, flat discount amount or a certain dollar amount for the product. The steps to set up a price break is to (1) create the price break table, (2) select the price break table for a price break grouping on the product record, and (3) assign the customer record to that price break category.

**Printer, thermal**

A Thermal printer uses chemically coated stock that changes color when heated by a set of pins that contact the stock.

**Printer, thermal transfer**

A Thermal Transfer printer uses elective heating of pins to produce images. The pins strike a thin film or paper-based ribbon with a waxy coating. The heat melts the coating, causing pigment to flow onto paper.

**Processing terminal**

Each register (computer station) processing credit cards, debit cards, and/or checks on-line. Each register needs to be assigned a unique number, between 1-10.

**Programmable keyboard**

A keyboard that is capable of being configured and programmed in a variety of ways. Programmable keyboards allow keys to represent special departments, functions, product, etc.

**Promotional price**

Special sales price discount for a specific date range based on price, flat amount or percentage.

**Purchase measure**

The unit in which you purchase the product.

## **Quote**

A quote is similar to an order but has no impact on your inventory. It is used to give your customer a written estimate of the items with prices or discounts offered that he wishes to purchase now or at a later date. Saved quotes can be converted to an order.

## **Recall by**

Use this field on the **Edit Product** dialog box to be able to quickly refer to a product by either the code you assign to the product, the vendor's item code or by both.

## **Receipt printer**

40-column printer that can be connected through a parallel port or a serial port. In retail environments, the receipt printer is usually set up through a parallel port with a cash drawer routed through the receipt printer.

## **Reconciliation**

Reconcile the cash register daily for money taken in and money taken out for each method of payment tendered. Each cash register is reconciled separately. Sage DacEasy allows you to reconcile your cash register in summary form or in detail, based on the option set on System Preferences. This option must be set at the beginning of the shift for recording sales register transactions. If done during the day or shift, the reconciliation will be inaccurate.

## **Sales measure**

The unit in which you sell your product.

## **Sales tax**

In using Sage DacEasy Point of Sale alone, you can create a sales tax for each tax rate to charge on an individual sale. If you are interfacing Sage DacEasy Point of Sale with Sage DacEasy Accounting, you can have a breakdown for each tax table created (i.e. State Sales Tax Payable, City Sales Tax Payable, County Sales Tax Payable).

For each product, service, and billing code record you need to charge a sales tax, select the Taxable option found on the appropriate Edit dialog box for each record. You do have the option to switch the taxable status of items only for a specific sales transaction. You have Form Level and Detail Line Level as options for Allow Change of Taxable Status on the **System Preferences** dialog box. Form Level switches the tax status for all items on the sale. Detail Level allows you to switch the tax status of the individual items on the sale.

## **Salesperson timesheet**

A log of time in and time out of the sales register. Each log record gives the money taken in, money taken out, sales, and returns for each salesperson. The Track Salesperson Hours option must be selected on the **System Preferences** dialog box to take advantage of this feature.

## **Scanner**

An electro/optical device that converts the bars and spaces of a bar code field into electrical signals.

## **SKU**

See Stock Keeping Unit.

## **Stand alone**

This term refers to running Sage DacEasy Point of Sale without the interface to Sage DacEasy Accounting.

## **Stock Keeping Unit (SKU)**

The identification of a product by name and number. A single unit that is completely assembled.

## **Terms**

The means or method of payment of an obligation. Terms are established by the seller and are included on the sale and invoice.



## **Thermal bar code printing**

Thermal printing comes in two forms, direct thermal and thermal transfer. Sage DacEasy uses direct thermal. Direct thermal is a printing technology method in which the printer utilizes a paper that reacts chemically to heat. The label rolls are coated with a thermo-sensitive layer that darkens when exposed to intense heat. Direct thermal printers require no ink or ribbon and are typically used when a bar code label needs to endure for a year or less.

## **Thermal direct**

A printing method where dots are selectively heated and cooled and dragged upon heat-sensitive paper. The paper turns dark in the heated areas.

## **Thermal transfer**

A printing method like thermal direct except a one time ribbon is used and common paper is used as a supply. This eliminates the problems of fading or changing color inherent in thermal direct printing.

## **UPC**

Universal Product Code. The standard bar code type for retail products in the United States.

## **UPC-A bar code**

The UPC-A bar code (for numeric data only) is used to encode a 12-digit number. The first digit is the number system character, the next ten digits are the data characters, and the last digit is the checksum character. UPC-A is the most common Universal Product Code bar code.

The number system character (the first digit) is normally in human readable form to the left of the printed symbol. This character serves as a key to the category and meaning of the other numbers. There are currently seven categories of number system characters. The number systems are as follows:

The first digit specifies the use of the item (What type of item is the bar code used for). The first digit can be any one number in the list provided.

- **0**—Regular UPC code. Assigned to all items except as follows.
- **2**—Assigned to all items sold by unit-of-measure.
- **3**—Assigned to items that have delegated their National Drug Code number as their UPC manufacturing ID number.

- 4—Assigned to items without a code format restriction for retail use only ( non food items ).
- 5—For use on coupons.
- 6,7—Currently assigned to all retail products.

The next five digits are used for the manufacturer identification number, which is assigned by the UCC, the Uniform Code Council.

The next five digits after the manufacturer identification number are used for the item code number. This is a unique number assigned to each SKU or product by the manufacturer.

The last digit is a check digit, which enables the scanner system to verify the accurate data translation of the UPC as the symbol is scanned.

## UPC-E bar code

The UPC-E bar code is a zero suppressed version of the UPC-A bar code. Like the UPC-A bar code it is used for numeric data only. This bar code compresses the data characters and the checksum characters into 6 digits. It is used for marking small grocery item packages and for use in the medical field.

Only items tagged with a number system character of 0 can be encoded into UPC-E. The original 10 data characters must have at least four zeros. The first five characters of the 10 are the manufacturer number. The last five characters are the product number.

## UPS

An acronym for uninterruptible power source. A UPS is primarily used as a back up power source for computers and computer networks to insure on-going operation in the event of a power failure. Sophisticated units also have power conditioning and power monitoring features.

## Wand

A pen-shaped bar code scanner that emits a beam from the end or tip of the wand. Wands are older bar code reading technology but inexpensive and still widely used where speed and performance are not crucial.

## Wedge

Interface for connecting scanning devices, mag stripe readers, etc. to a computer terminal, PC, or POS terminal.

## **Zone**

This field indicates the area of the country where the package is to be sent. Many shipping and parcel services require that you supply them with a zone code. The usage of zone codes is not standardized in the shipping industry, so the zone value may differ from shipping company to shipping company.



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