



V6 IMS Manual

ARS Retail Solutions Support

V6 IMS Manual

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

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Technical Support Number: (800) 322-4219 x3

E-mail: support@arss.com

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Printed: October 2011

Special Thanks to:

All the people who contributed to this document and EC Software who wrote this great help tool called HELP & MANUAL which printed this document.

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1 A/R (Accounts Receivable)



An **A/R** account is created for each customer who is authorized to charge merchandise. After an account is established, that customer may charge purchases at the POS for a Sales Order Entry or a Work Order Entry. Payments may be accepted at the POS or the IMS.

A/R automatically generates finance charges, prints monthly statements and multiple accounts receivable reports. Inquiries may be made on accounts, credit limits may be established by account, and discounts may be established for select customers. Detailed information of accounts receivable transactions are retained until the accounting period is closed thereby enabling the printing of a detailed charge transaction list.

A/R Steps:

1. Setup the general A/R Account information.
2. Add an account for each customer who has authorization to charge.
3. Process customers' charged transactions.
4. Post payments to the customers' accounts.
5. Generate statements at the end of the accounting period.

An account number is assigned to each **A/R** customer. IMS uses this number to identify the customer throughout the application (address book, mailing list, etc.) Ten numeric digits are available for an account number. (We suggest using the customer's phone number.)

Account Type:

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

Open Invoice - keeps a record of all unpaid invoices. At the end of the accounting period, all invoices which have been paid in full are cleared. Each invoice is tracked along with the payments applied. All invoice activity prints on the statement.

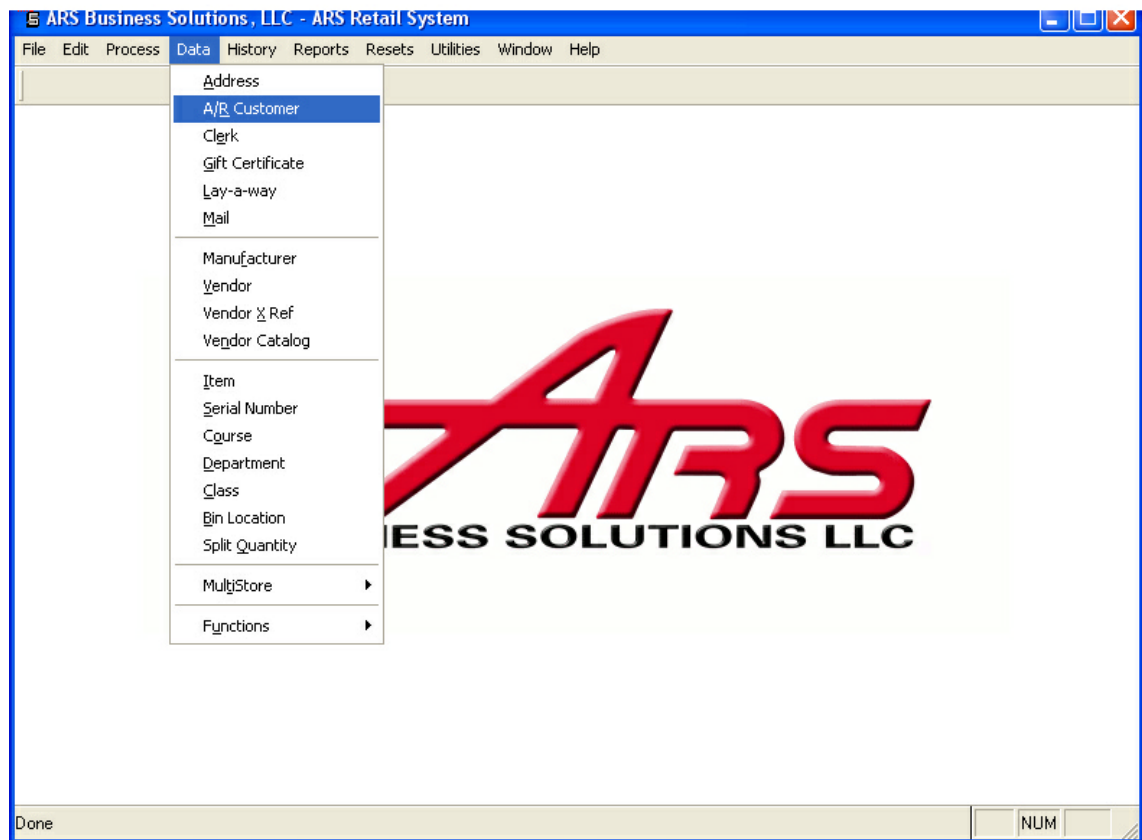
Balance Forward - consolidates all open invoices into one balance at the end of the accounting period. The current balance of the account without the individual invoice detail is tracked. Current month detail and current balance print on the statement.

1.1 Add A/R Account

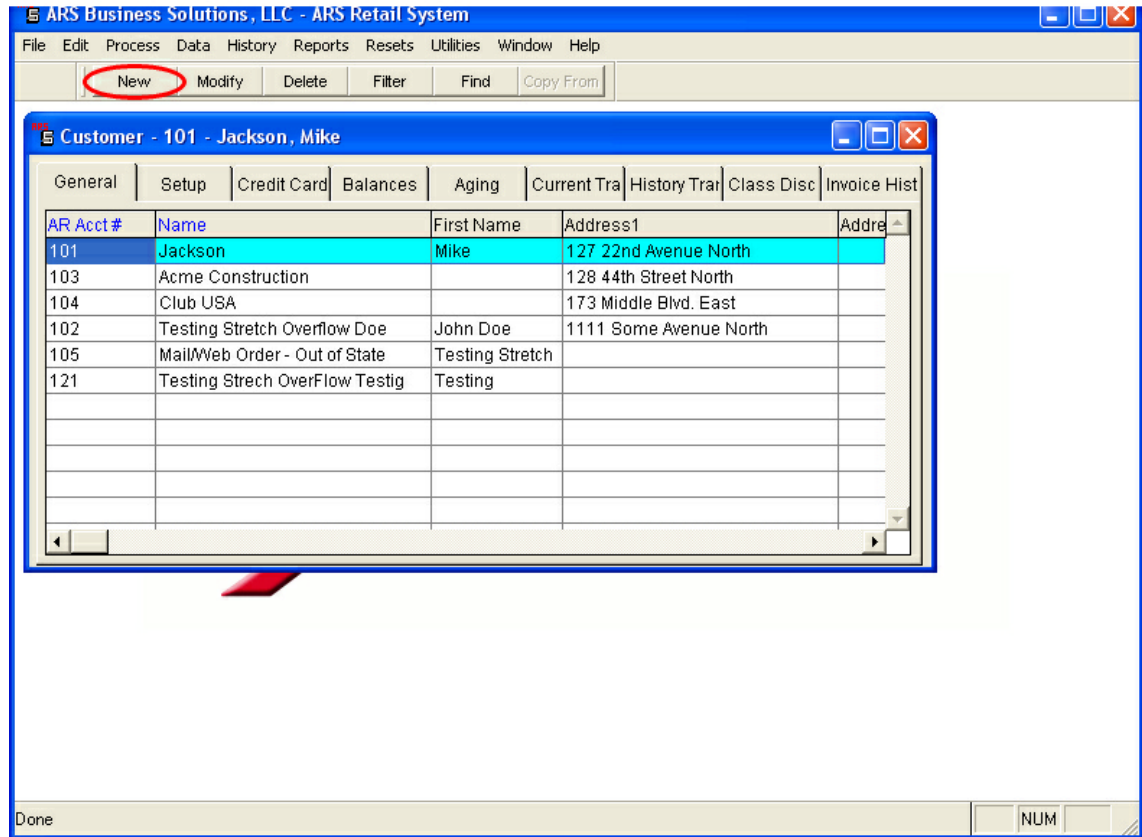


An **A/R** account is added for each customer who is authorized to charge merchandise. Information is unique for each account.

Click **Data**. Select **A/R Customer**.



Click the **New** button.



Add Accounts Receivable screen is ready for input. The system automatically generates a number in the **AR Acct#** field. The number may be edited. Use **Lookup** to find or add a customer.

The screenshot shows a software window titled "Add Accounts Receivable" with a blue title bar and a close button in the top right corner. The window has several tabs: "General", "ShipTo", "Setup", "Unique Number", and "Comment". The "General" tab is selected. The "AR Acct #" field is circled in red and contains the number "123". A callout bubble points to this field with the text "Unique Number". Below the "AR Acct #" field is a "LookUp" button, also circled in red. A callout bubble points to this button with the text "Push the 'Lookup' button to get a list of addresses." The form contains several other input fields: "Address", "Last Name", "Address1", "Address2", "City State Zip" (with separate boxes for City, State, and Zip), "Phone #", "Ext #", "Fax #", and "E-mail". At the bottom right of the window are "Add" and "Close" buttons.

Click the **General** tab. General information for this **A/R** customer is entered in this form. Enter the information using the 'Tab' key to move from field to field or by clicking in each field.

Click the **Ship To** tab. Enter the shipping information for the customer. This information is used when shipping an order to a customer. .

The screenshot shows a software window titled "Add Accounts Receivable" with a blue border and a close button in the top right corner. The window contains a tabbed interface with tabs for "General", "ShipTo", "Setup", "UDF", "Balance", and "Statement". The "ShipTo" tab is selected. The form area contains the following fields and controls:

- "Mail Address" field with a "LookUp" button to its right.
- "Last Name" field.
- "Address1" field.
- "Address2" field.
- "City State Zip" field, which is split into three sub-fields for City, State, and Zip.
- "Ship Via" field.

At the bottom right of the window, there are two buttons: "Add" and "Close".

NOTE: If the customer is not in the address file, go to Add Address.

Click **OK**. The name and address fields display in the ship address part of the form.

Click the **Setup** tab.

- Account information that is specific to this customer is entered. This information is unique to each account and determines how this individual account will function.

The screenshot shows the 'Add Accounts Receivable' dialog box with the 'General' tab selected. The dialog has a title bar with a close button (X) and a menu icon. Below the title bar are tabs for 'General', 'ShipTo', 'Setup', 'UDF', 'Balance', and 'Statement'. The 'General' tab contains the following fields and controls:

- Clerk: Text field with a 'LookUp' button.
- Letter: Text field with a 'LookUp' button.
- Tax Ex Desc: Text field with a 'LookUp' button.
- Tax ID #: Text field.
- State: Dropdown menu (Minnesota).
- County: Dropdown menu (BENTON).
- City: Dropdown menu (Sauk Rapids).
- Account Type: Dropdown menu (BAL FORWRD).
- A/R Status: Dropdown menu (GOOD).
- Price Code: Dropdown menu (1).
- Credit Limit: Text field (0.00).
- EDI Type: Dropdown menu (NONE).
- Terms: Text field.
- Card Type: Dropdown menu.
- Credit Card #: Text field.
- Exp Date: Text field (/) with a 'Commercial' checkbox.
- AVS Address: Text field.
- AVS Zip: Text field.
- Ev_cat, Ev_qty, Ev_asn: Checkboxes.
- Prt Stmt: Checked checkbox.
- Calc Finance Charges: Checked checkbox.
- Cancel Back Order: Unchecked checkbox.
- Last Payment: Text field (/ /).
- Last Pay \$: Text field.
- Last Charge: Text field (/ /).
- Last Chrg \$: Text field.

At the bottom right are 'Add' and 'Close' buttons.

Click the **UDF** tab.

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

The screenshot shows the 'Add Accounts Receivable' dialog box with the 'UDF' tab selected. The dialog has the same title bar and tabs as the previous screenshot. The 'UDF' tab contains the following fields and controls:

- UDF C1, UDF C2, UDF C3, UDF C4, UDF C5: Five text input fields.
- UDF D1, UDF D2: Two text input fields (/ /).
- First Date: Text field (1/23/2007).
- Last Date: Text field (1/23/2007).
- Notes: A large text area.

At the bottom right are 'Add' and 'Close' buttons.

Click the **Balance** tab.

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

The screenshot shows a software window titled "Add Accounts Receivable" with a blue header bar. Below the header is a tabbed interface with tabs for "General", "ShipTo", "Setup", "UDF", "Balance", and "Statement". The "Balance" tab is selected. The main area contains a grid of input fields for financial data. At the bottom right, there are "Add" and "Close" buttons.

Field	Value	Field	Value	Field	Value
Prev Bal	0.00	MtD Fin Chrg	0.0000	PY Fin	0.0000
Balance	0.00	MtD Purchases	0.0000	PY Purchases	0.0000
Fin Chrg Bal	0.00	YTD Fin	0.0000	PY Pur Count	0
0-30 days	0.00	YTD Purchases	0.0000	PY Pay Dollars	0.0000
30-60 days	0.00	YTD Pur Count	0	PY Pay Count	0
60-90 days	0.00	YTD Pay \$	0.0000	PY Disc	0.0000
90-120 days	0.00	YTD Pay Count	0		
120+ days	0.00	YTD Discount	0.0000		

Click the **Statement** tab.

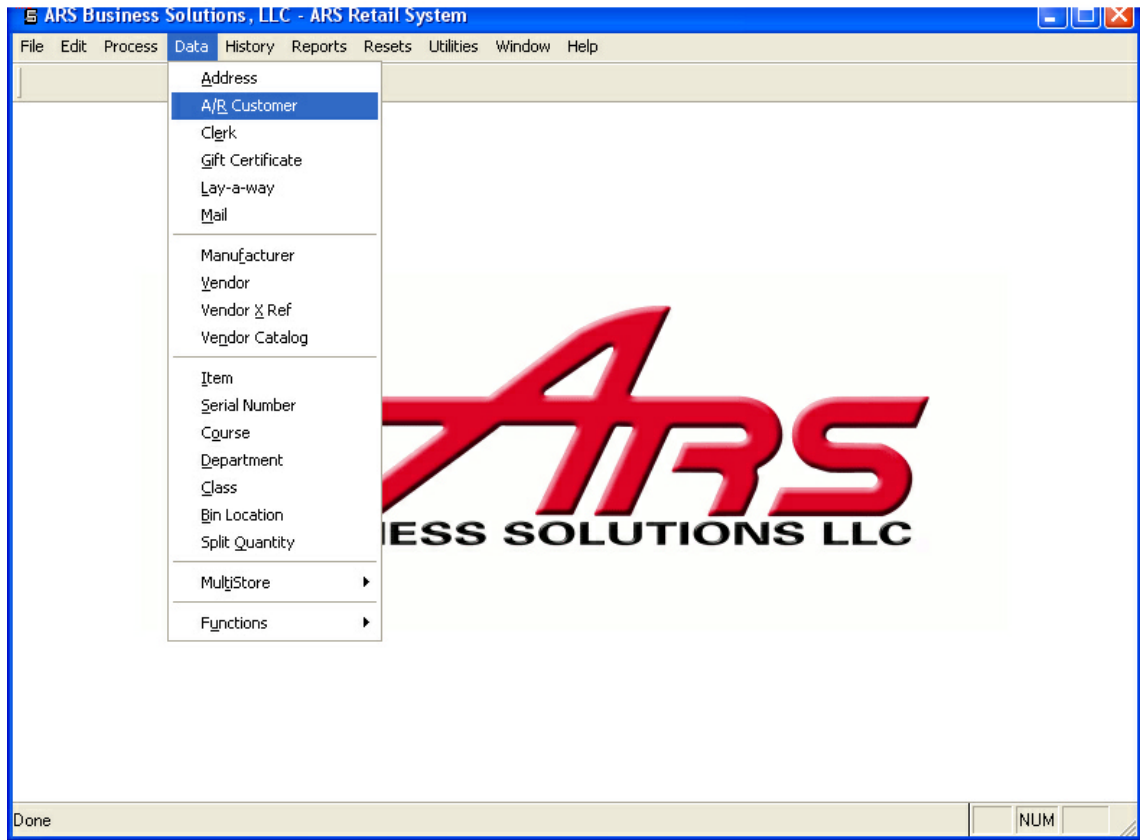
- Period-to-date statement information is displayed. This information is based on the data from the customer's last statement. It is automatically updated when a statement is generated.

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

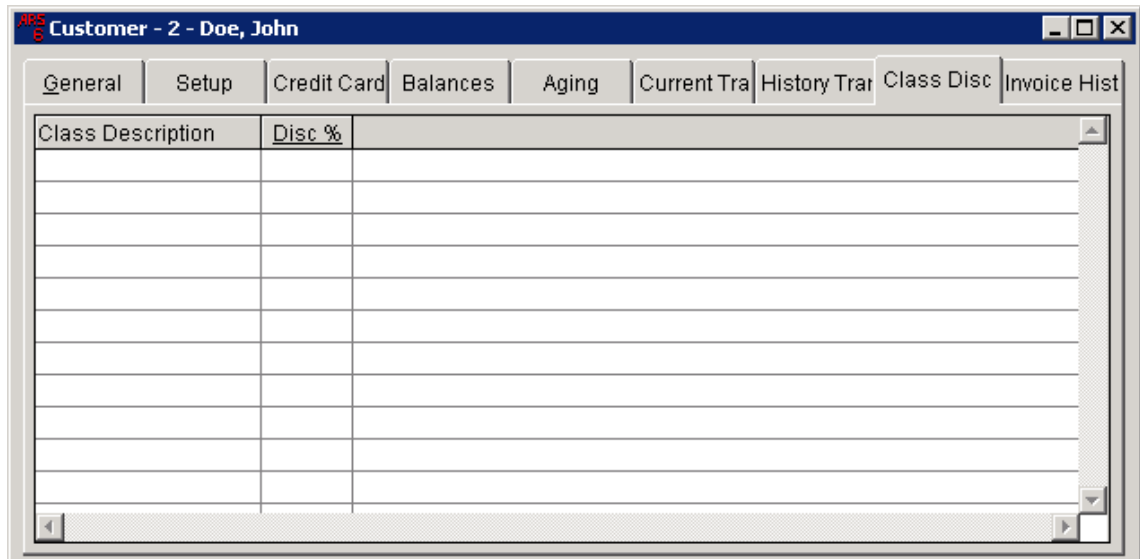
1.2 Class Discount



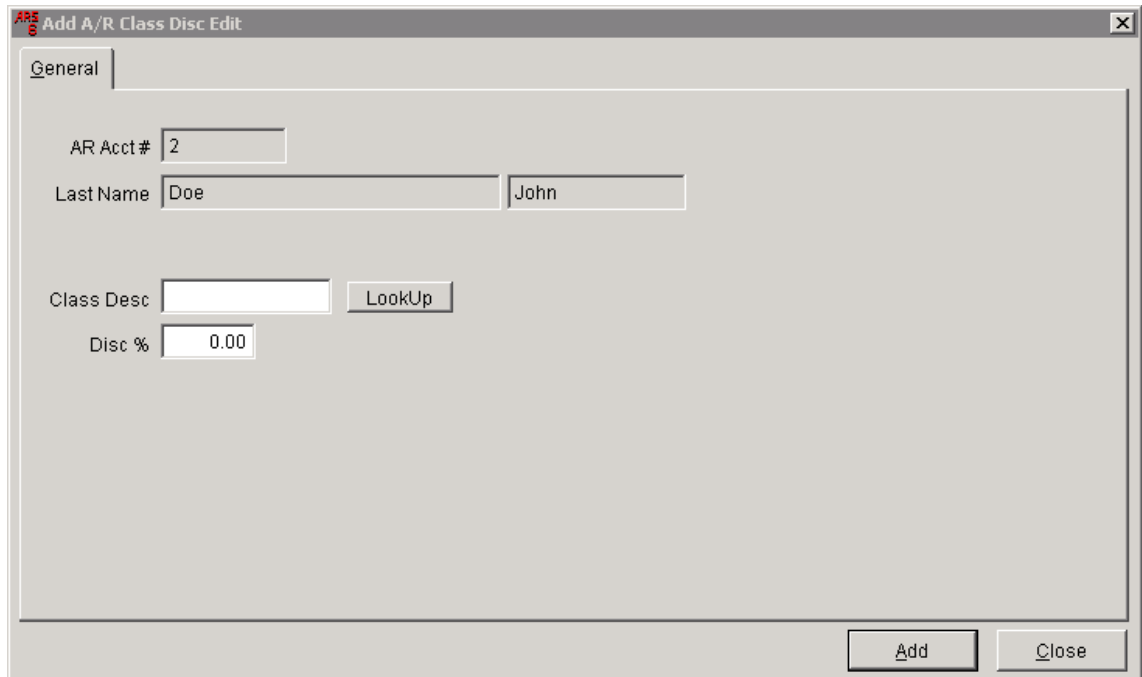
An AR Customer may receive a set discount on items in a specified class. To setup the **class discount** for a customer, go to **Data**; select **A/R Customer**.



Select the customer's name in the grid. Click the **Class Disc** tab.



Click the **New** button. Enter the Class Description in the **Class Desc** box. Enter the discount percentage in the **Disc %** box.



ARS Add A/R Class Disc Edit

General

AR Acct# 2

Last Name Doe John

Class Desc LookUp

Disc % 0.00

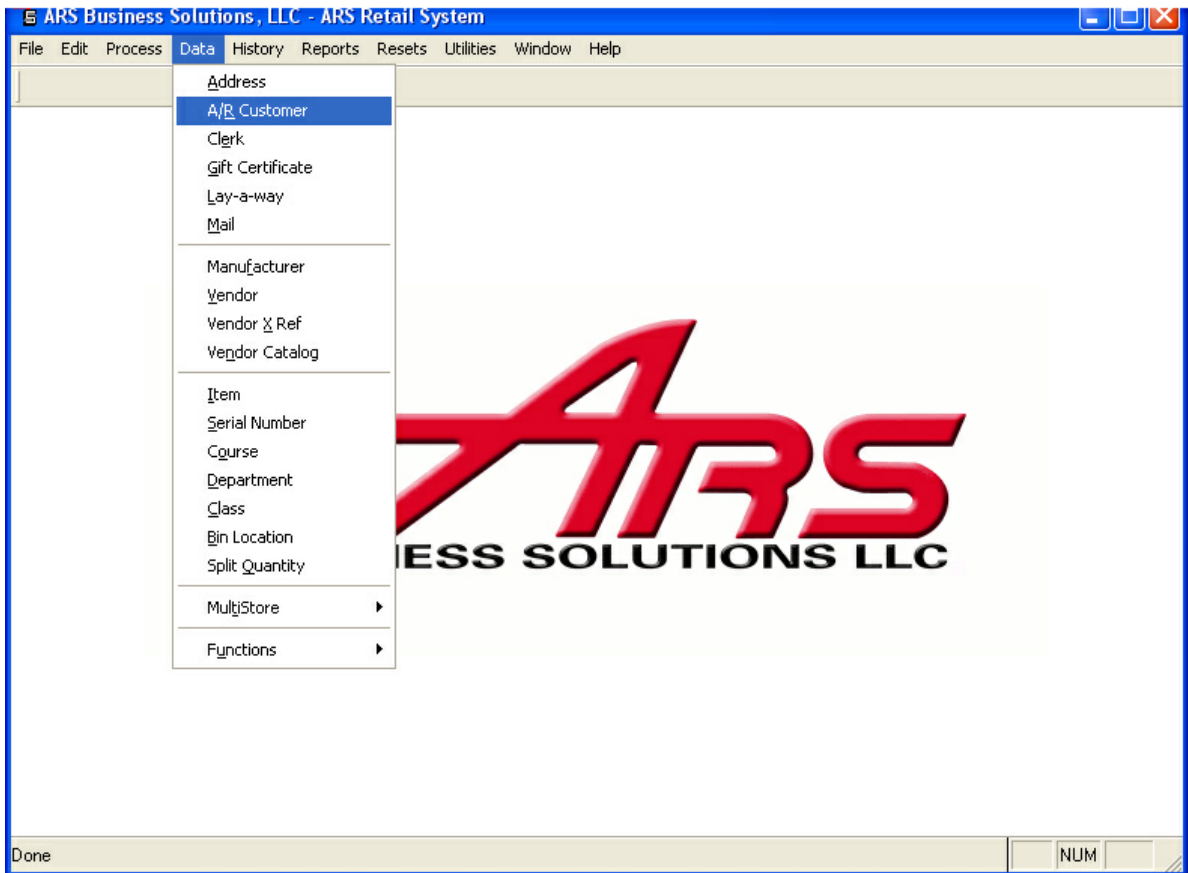
Add Close

Click Add.

1.3 Delete A/R Account



Click **Data**. Select **A/R Customer**.

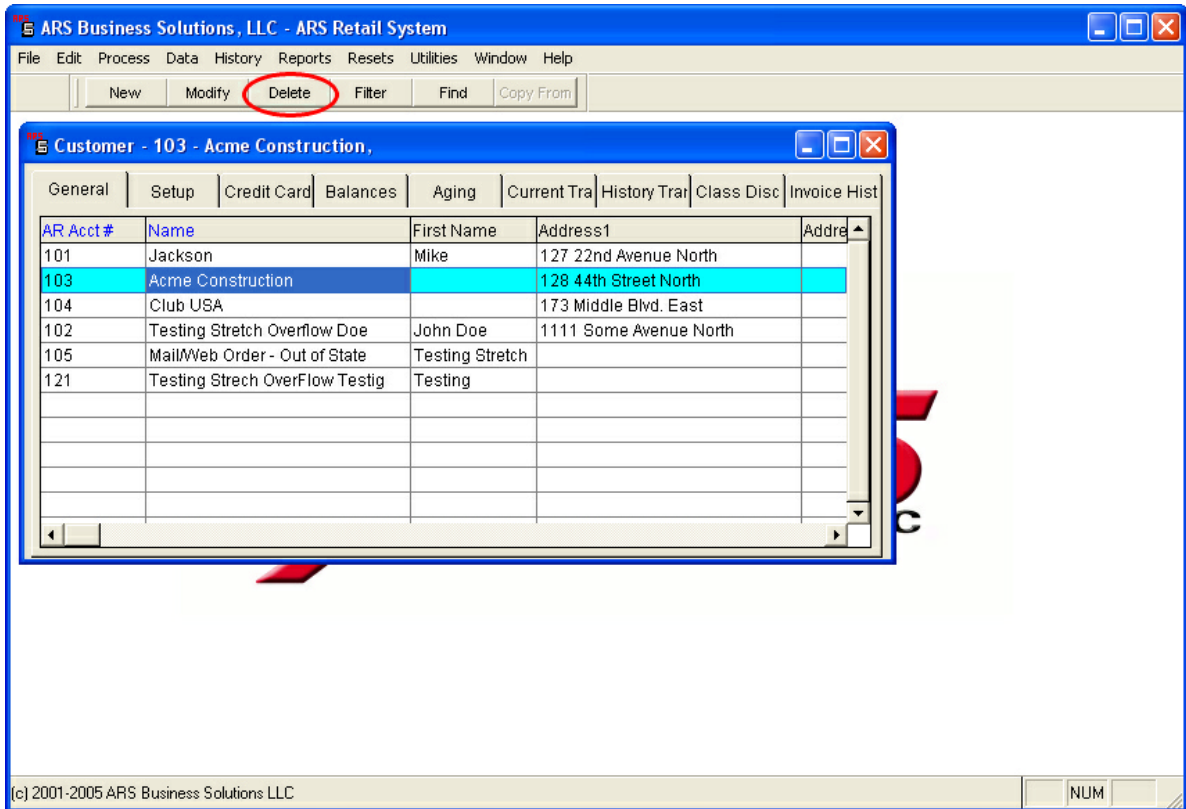


Select the account to delete by clicking on it to highlight it.

The screenshot shows the 'Customer - 101 - Jackson, Mike' window. The 'General' tab is selected, displaying a table of accounts. The first row is highlighted in cyan.

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

Click the **Delete** button.



Click **OK** to delete the account.

1.4 Edit A/R Account



To edit an existing A/R Account, select the account from the customer list.

Customer - 101 - Jackson, Mike				
General Setup Credit Card Balances Aging Current Tra History Tra Class Disc Invoice Hist				
AR Acct#	Name	First Name	Address1	Address2
101	Jackson	Mike	127 22nd Avenue North	
103	Acme Construction		128 44th Street North	
104	Club USA		173 Middle Blvd. East	
102	Testing Stretch Overflow Doe	John Doe	1111 Some Avenue North	
105	Mail/Web Order - Out of State	Testing Stretch		
121	Testing Strech OverFlow Testig	Testing		

Click the **Modify** button. All white fields may be edited. Click **OK** when finished.

1.5 Month-End Reports



If A/R is used by your store, there are a few reports to be run along with the other EOM reports. These reports are printed prior to doing the A/R Statements Reset:

- AR Aging report
- AR Reconciliation
- A/R Reconciliation Summary

Once these reports are run, Reset A/R Monthly Statements. This must be done before printing **A/R Statements**.

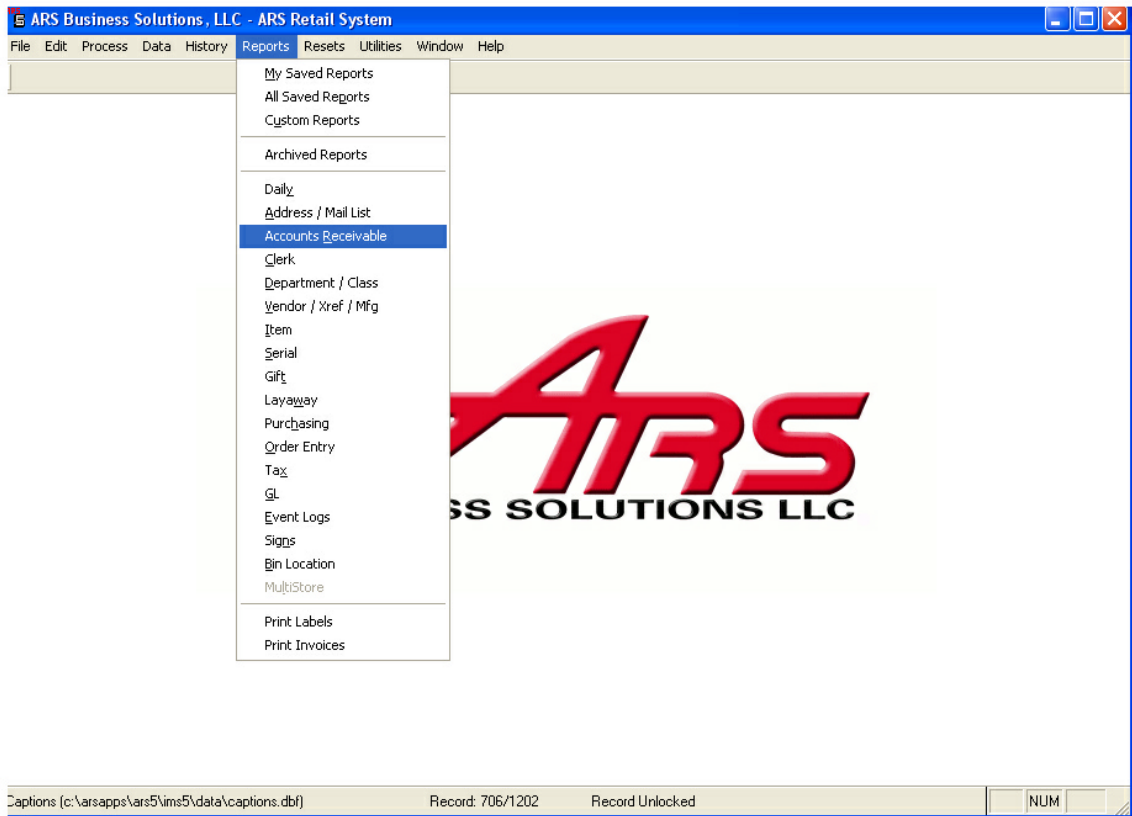
**Details on how to print each of these reports are given with suggested settings (i.e. filter and sort options). The suggested settings should be altered to fit your particular store's needs.

1.5.1 AR Aging Report

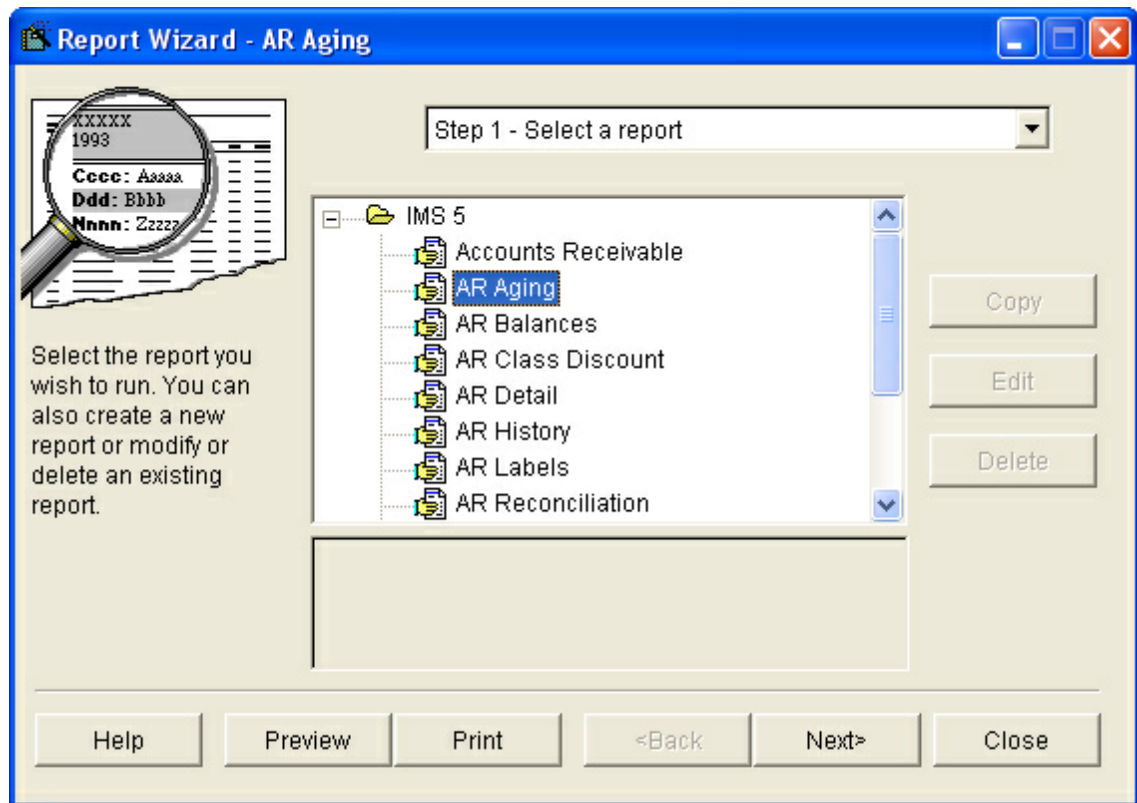


Print this report *before* doing resets for A/R Statements.

Click **Reports**. Select **Accounts Receivable**.

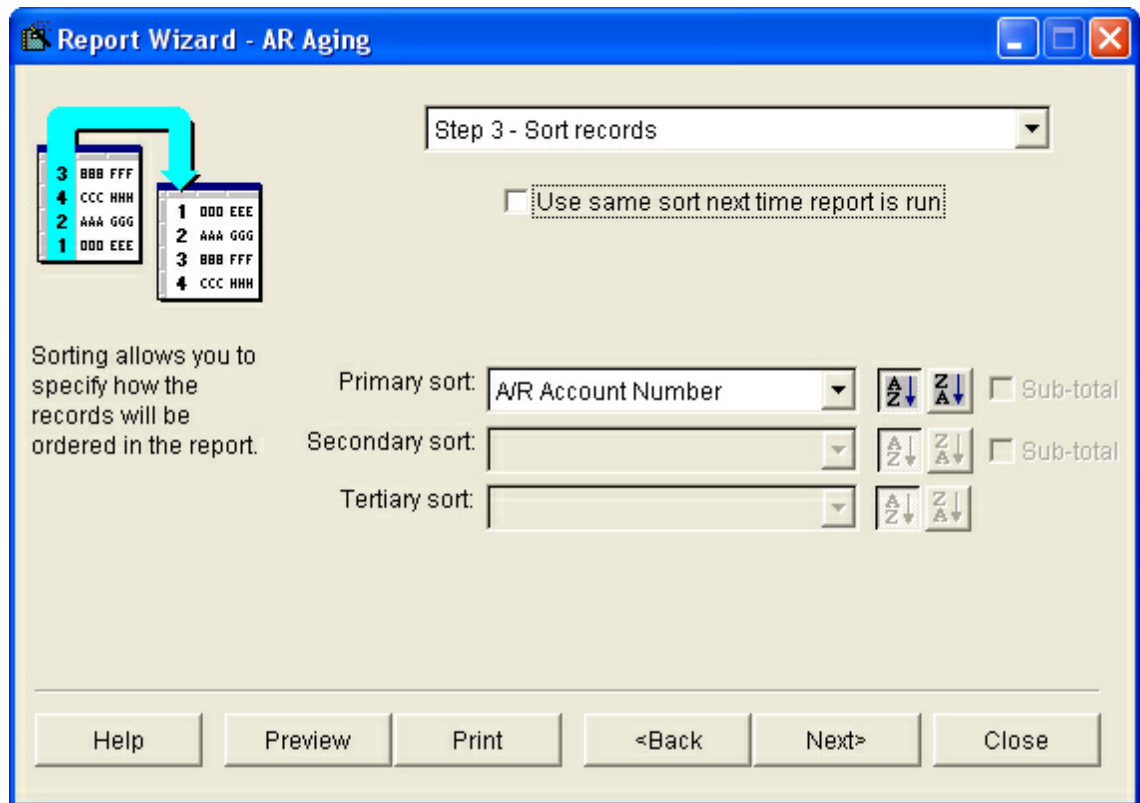


Click **AR Aging** to highlight it. Click **Next**.



Filters are not needed. Click **Next**.

Set the **Primary Sort** to sort by either **Customer Name** or **A/R Account Number**.
Click **Next**.



The report may be printed.

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

AR Acct #	Name	YD Fin	PY Fin	YD Pur \$	Prev Bal PYP Pur \$	Balance YD Pur Qty	Aged Balances					Last Pay \$ Last Chng \$
							0-30 days PY Qty	30-60 days YD Pay \$	60-90 days PYP Pay	90-120 days YD Pay	120+ days PYP Pay	
1	CSI Lic	5.1915	25.9501	0.0000	176.96	176.96	0.00	2.62	2.58	2.54	169.22	0.00
101	Jackson, Mike	9.7977	50.7656	0.0000	333.96	333.96	0.00	4.94	4.86	54.05	270.11	0.00
102	Doe, John	55.5065	268.7170	233.8800	2026.95	2125.83	98.88	162.96	27.55	27.14	1809.30	0.00
103	Acme Construction	15.1425	197.4119	261.9900	1286.63	1286.63	0.00	277.13	1009.50	0.00	0.00	0.00
105	Mail/Web Order - Out of State	157.7525	756.2702	246.9900	5624.01	5624.01	0.00	326.45	78.29	77.13	5142.14	0.00
121	Special Orders	0.0000	0.0000	114.3800	293.84	193.84	0.00	114.38	179.46	0.00	0.00	0.00
124	Anderson, John	266.3100	1217.2663	905.2400	11916.27	11916.27	0.00	1038.40	133.16	133.16	9974.73	0.00
132	Testina, Test	0.0000	0.0000	2549.9700	2549.97	2549.97	0.00	2549.97	0.00	0.00	0.00	0.00
139	Tony, Nick	20.2990	129.4424	0.0000	471.59	471.59	0.00	10.15	10.15	10.15	715.62	0.00
143	Tackle Tech Store 1	27.6109	137.9994	0.0000	941.12	941.12	0.00	13.91	13.70	13.50	900.01	0.00
150	Holland, Rod	3.4472	0.0000	0.0000	233.26	233.26	0.00	3.45	229.81	0.00	0.00	0.00

1.5.2 A/R Statements



A/R Statements are printed at the end of each month. The statement is printed on a 8.5" x 11" plain paper form in a format so it can be folded to have the address display correctly in a windowed envelope.

STATEMENT
ARS Solutions Ltd.

Page 1
2/19/2007 1:10:20 PM

From: Ars Solutions, Ltd
841 Industrial Drive Suite 107
Sauk Rapids, MN 56379
Ph. (800) 547-71202

To: AMCE
1400 Central Street
Sauk Rapids, MN 56377

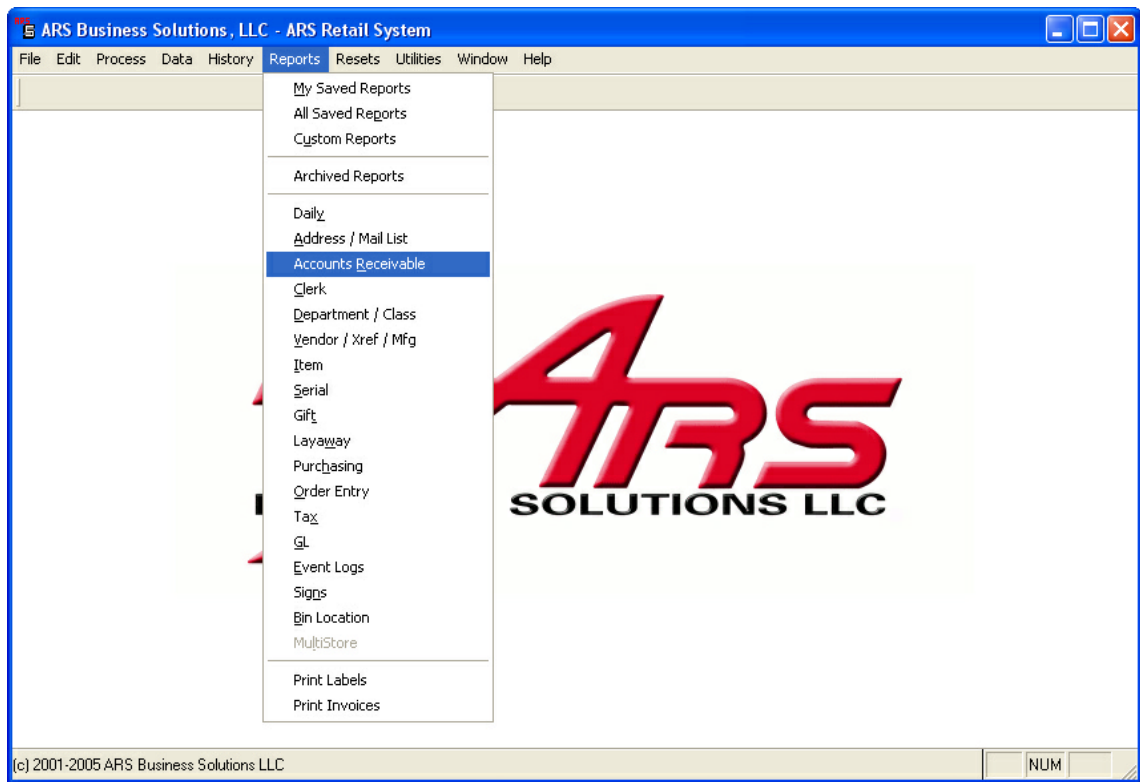
AR Acct #: 182
Phone #: 320-252-5955

\$ _____
Amount Being Remitted

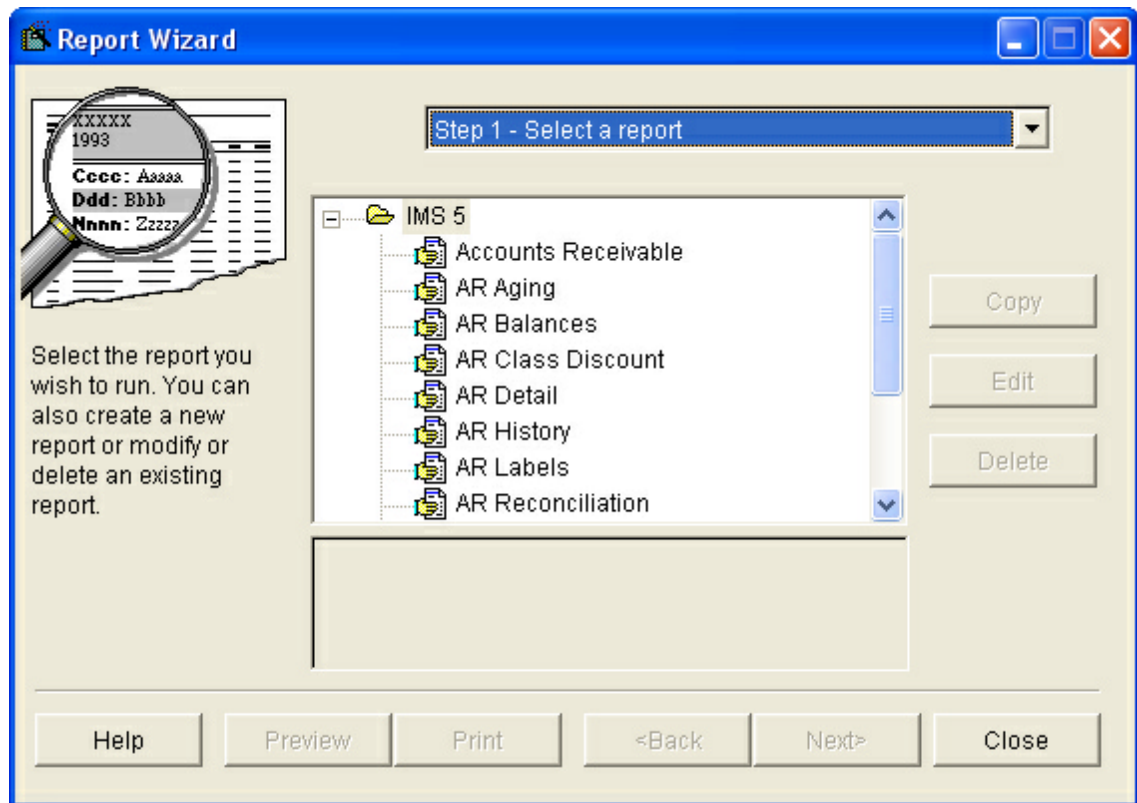
Print Here * Please detach and return this portion with your remittance *

Date	Reference #	Customer PO #	Type	Amount
1/19/2007			FINANCE	5.16

To print **A/R Statements**,
click **Reports**. Select **Accounts Receivable**.



The **Report Wizard** is displayed:



Click **A/R Statements** to highlight it.
Click **Next**. Click **Print**.

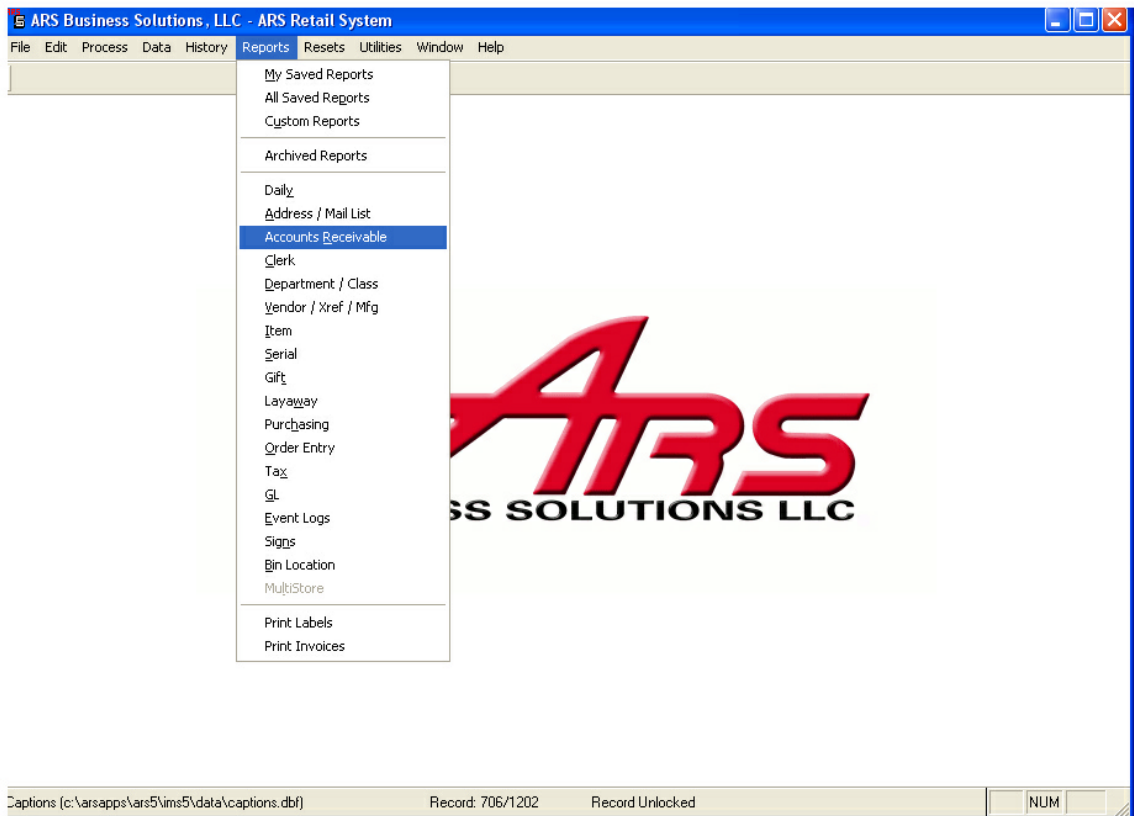
Statements will print for the **A/R** accounts which are set for statement printing and have a balance on the account.

1.5.3 AR Reconciliation

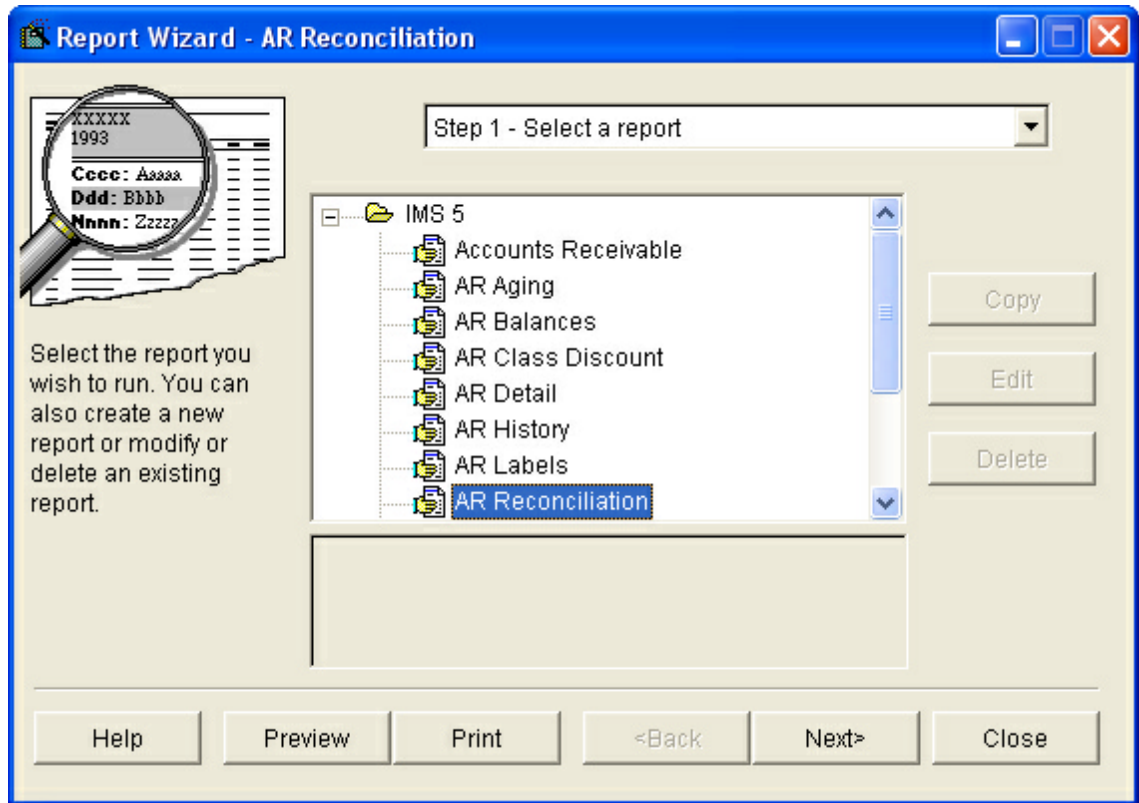


The **AR Reconciliation** report provides individual account activity. It is used to verify customer balances prior to printing statements and the A/R Reset. The information on this report **NEEDS** to be verified prior to completing the A/R Reset so that any necessary corrections may be made.

Click **Reports**. Select **Accounts Receivable**.



Click **AR Reconciliation** to highlight it. Click **Next**.



The report may be printed.

AR Reconciliation Report
ARS Solutions Ltd.

2/8/2007 9:18:00 AM
Page 1

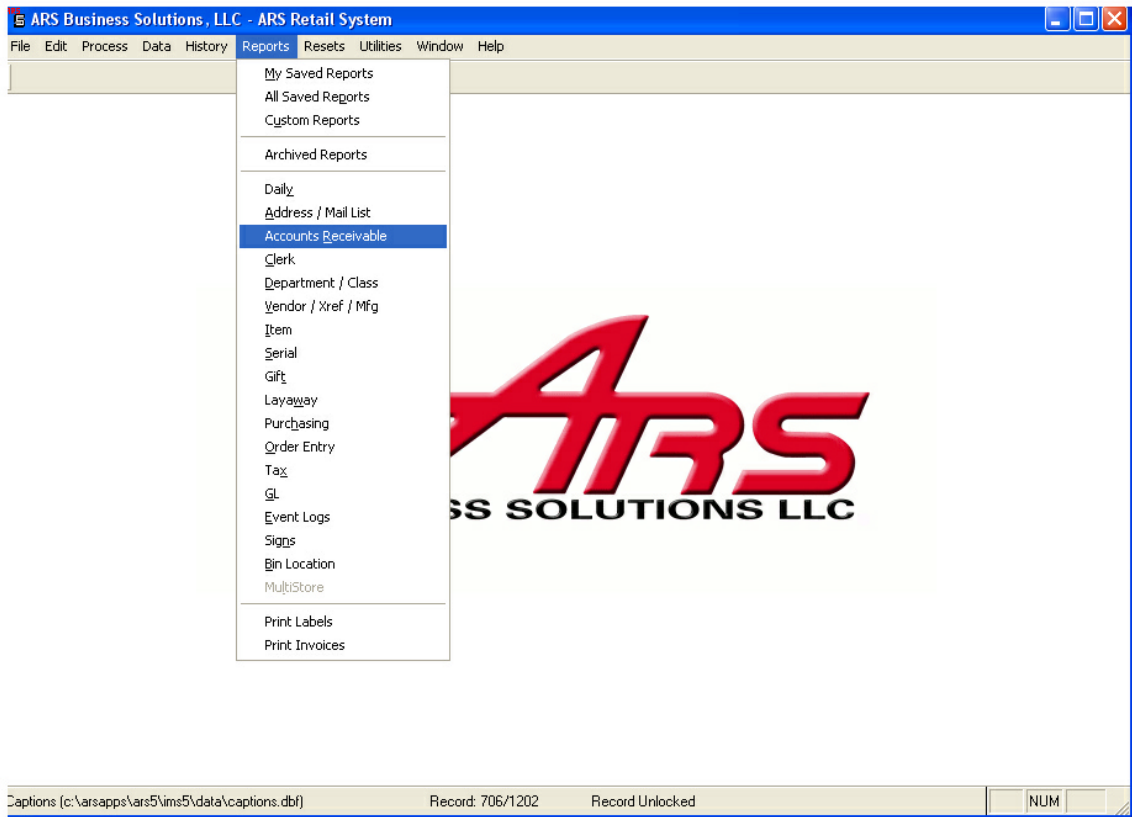
AR Acct #	Name	Date	Reference #	Account Type	Amount	Applied	Balance	Age (Days)
1	CSI Lic			BAL FORWRD				
	Prev Bal:		176.96	Payments:	0.00			
				Charges:	0.00		Balance:	176.96
				Disc Charges:	0.00			
101	Jackson, Mike			BAL FORWRD				
	Prev Bal:		333.96	Payments:	0.00			
				Charges:	0.00		Balance:	333.96
				Disc Charges:	0.00			
102	Doe, John			BAL FORWRD				
	1/31/2007	40		SALE	1.06	1.06	0.00	0_30
	2/2/2007	41		SALE	69.01	69.01	0.00	0_30
	2/7/2007	42		SALE	28.81	28.81	0.00	0_30
	Prev Bal:		2026.95	Payments:	0.00			
				Charges:	98.88		Balance:	2125.83
				Disc Charges:	0.00			
103	Acme Construction			OPEH IIIVC				
	12/12/2005	1097		SALE	4207.83	4092.45	115.38	120_PLUS
	10/31/2006	19		SALE	-115.38		-115.38	120_PLUS
	12/4/2006	26		SALE	1009.50		1009.50	60_90
	1/5/2007	33		SALE	261.99		261.99	30_60
	1/19/2007			FINANCE	15.14		15.14	30_60
	Prev Bal:		1286.63	Payments:	115.38			
				Charges:	5494.46		Balance:	1286.63
				Disc Charges:	0.00			
105	Mail/Web Order - Out of State			BAL FORWRD				
	Prev Bal:		5624.01	Payments:	0.00			
				Charges:	0.00		Balance:	5624.01
				Disc Charges:	0.00			
121	Special Orders			BAL FORWRD				

1.5.4 AR Reconciliation Summary

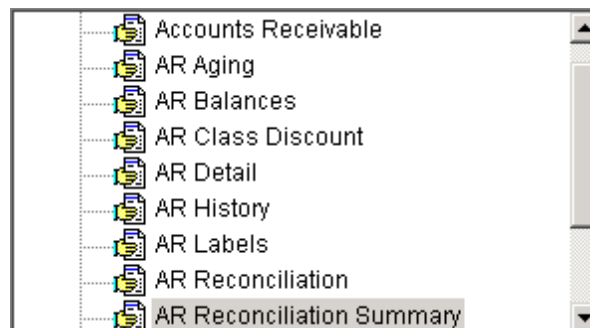


The **AR Reconciliation Summary** report provides a summarization of **A/R** information. It is printed prior to printing statements and the A/R Reset.

Click **Reports**. Select **Accounts Receivable**.



Click **AR Reconciliation Summary** to highlight it. Click **Next**.



The report may be printed.

AR Reconciliation Summary Report	
ARS Business Solutions, LLC	
	1/18/2011 Page 1
Received on Account Transaction Count.....	0
Received on Account.....	0.00
Received on Account Adjustments.....	0.00
A/R Discount Transaction Count.....	0
A/R Discounts.....	0.00
A/R Discount Adjustments.....	0.00
Charge on Account Transaction Count.....	0
Charge on Account.....	0.00
Charge on Account Adjustments.....	0.00
Finance Charge Transaction Count.....	0
Finance Charge.....	0.00
Finance Charge Adjustments.....	0.00
Accounts Receivable Balance.....	110.50
A/R Customer Count.....	2
A/R Active Customer Count.....	1

1.6 Post A/R Payment



An A/R post is made when a customer makes a partial or full payment on a charge account. A payment transaction for a *balance forward* account creates a credit (reduction in the amount owed) to the customer's balance. A payment transaction for an *open invoice* account is a credit (reduction in the amount owed) for a specific invoice.

Payments posted at the POS:

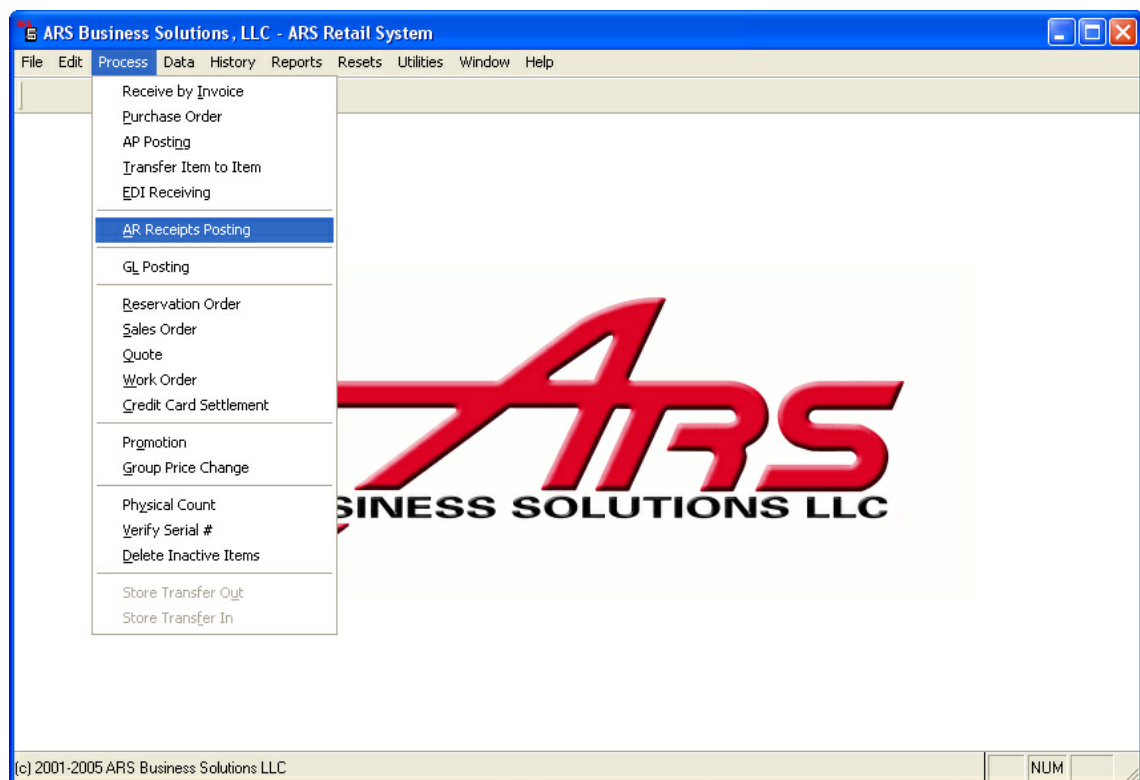
Payments for *balance forward* accounts at the POS will automatically be posted and applied to the accounts when the end of day procedure takes place. Payments for *open invoice* accounts at the POS will become an unapplied payment. Unapplied payments will display in the A/R Posting Unapplied form, and each one must be applied to a specific invoice.

Payments posted at the IMS:

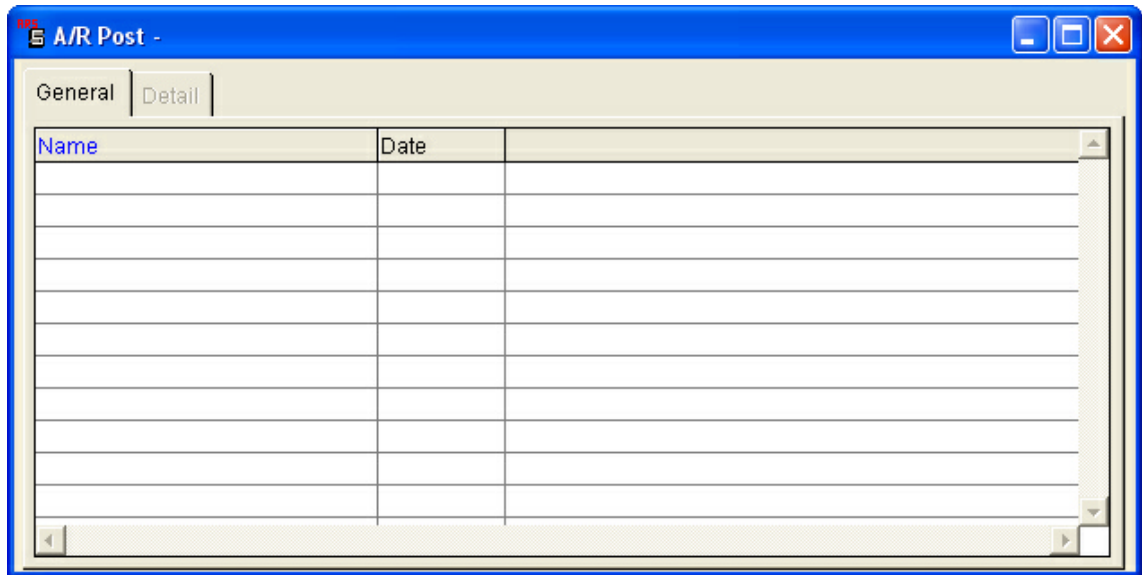
Payments for *balance forward* accounts are automatically applied to the customer's account receivable balance. Payments on *open invoice* accounts will be held as unapplied payments and must be applied to a specific invoice.

To post a payment at the IMS:

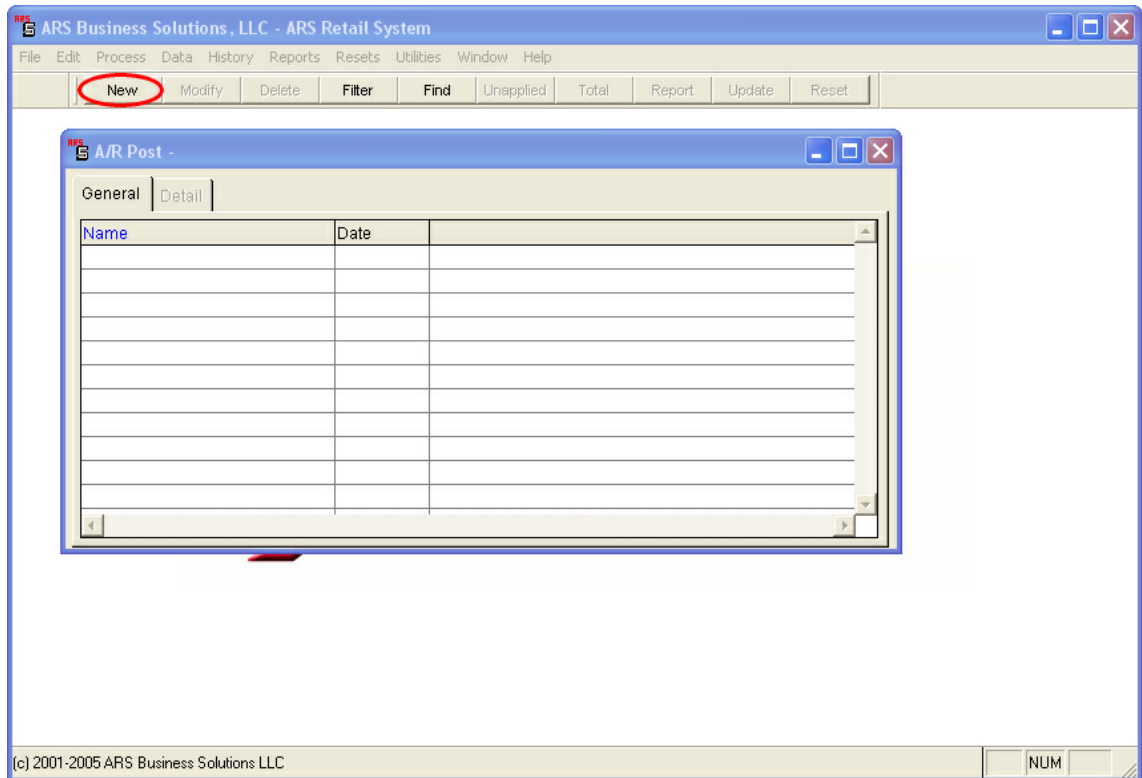
Click **Process**. Select **AR Receipts Posting**.



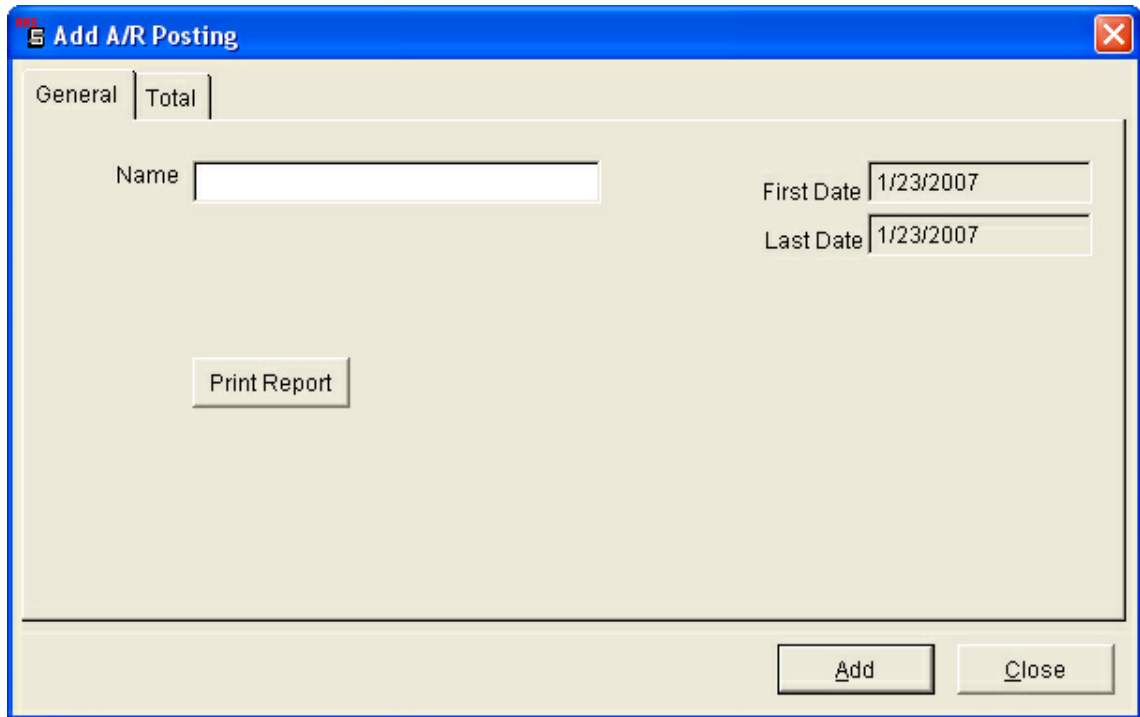
A/R Post grid is displayed:



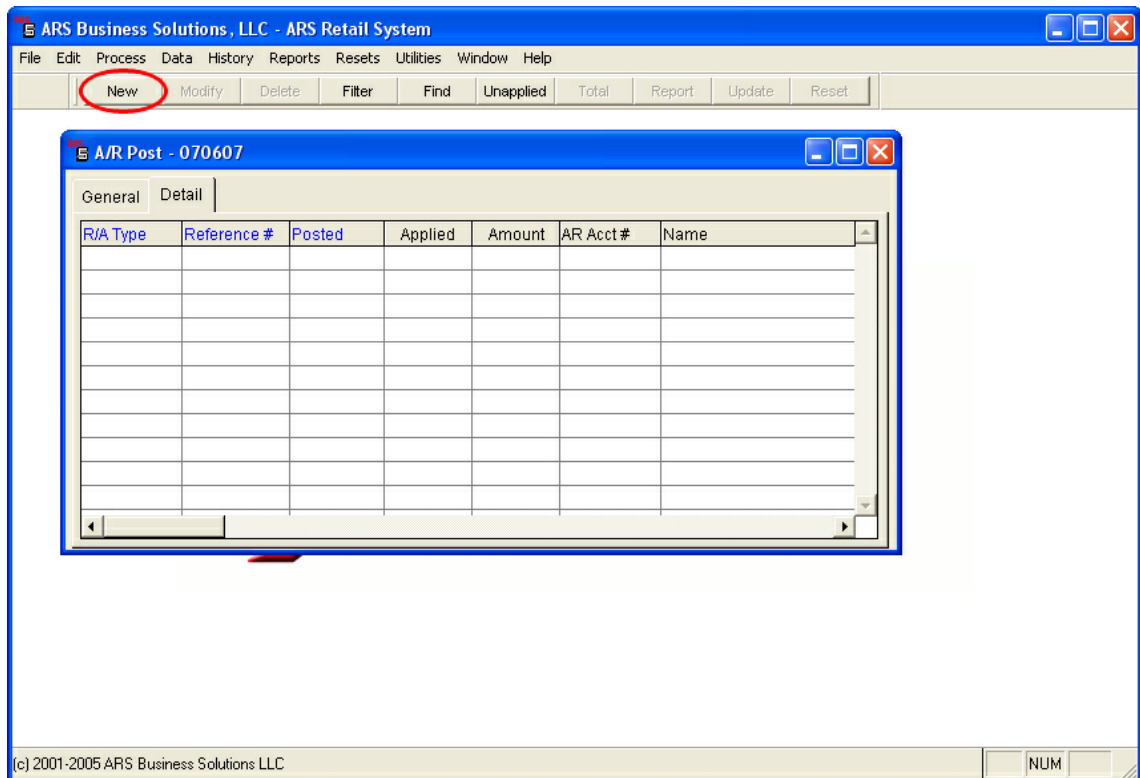
Click the **New** button.



Enter a descriptive **Name** for the posting. (e.g.: 070607 - for receipts posted July 6, 2007) Click **Add**.



Select the **Detail** tab.
Click the **New** button.



Enter the detail information.

The screenshot shows a software window titled "Add A/R Posting Transaction". It has two tabs: "General" and "Applied". The "General" tab is selected. The form contains the following fields and controls:

- Name: 070607
- AR Acct#: [Empty] with a "LookUp" button next to it.
- Last Name: [Empty]
- Account Type: [Empty]
- Type: R/A - CASH (dropdown menu) with a "Credit Card" button next to it.
- Reference #: [Empty]
- Amount: [Empty]
- Posted: 1/23/2007
- Balance: [Empty]
- Last Payment: //
- Last Pay \$: [Empty]
- Last Charge: //
- Last Chrg \$: [Empty]

At the bottom right, there are two buttons: "Add" and "Close".

When the information is complete, click **Add**. The transaction has posted when the information is cleared.

The **A/R Posting Transaction** screen will remain open for a new transaction for a different customer. Click **Close** when finished.

Click the **General** tab. Click the **Total** button to view the totals for the transactions entered.

To print a report of the transaction detail, click the **Report** button. On the **Edit A/R Posting** screen, click **Print Report**. Complete the **Report Wizard** screens.

AR Acct#		Name	Type	Posted	Check #	Payment	Amount	Disc Amt	Applied	Unapplied
			Auth #					Reference #		
AR Payment Posting Report										
ARS Business Solutions, LLC					010711	1/7/2011 8:41:47 AM				
Page 1										
Type: R/A CASH										
2		Doe, John	R/A CASH	1/7/2011	010711	10.00	10.00		10.00	0.00
Subtotal 1		Type: R/A CASH				10.00	10.00		10.00	0.00
Total 1						10.00	10.00		10.00	0.00

To complete the process, click the **Update** button while at the **General** tab. The grid will clear the item when it has been updated. The customer accounts have just been updated. Click **OK** to close the window.

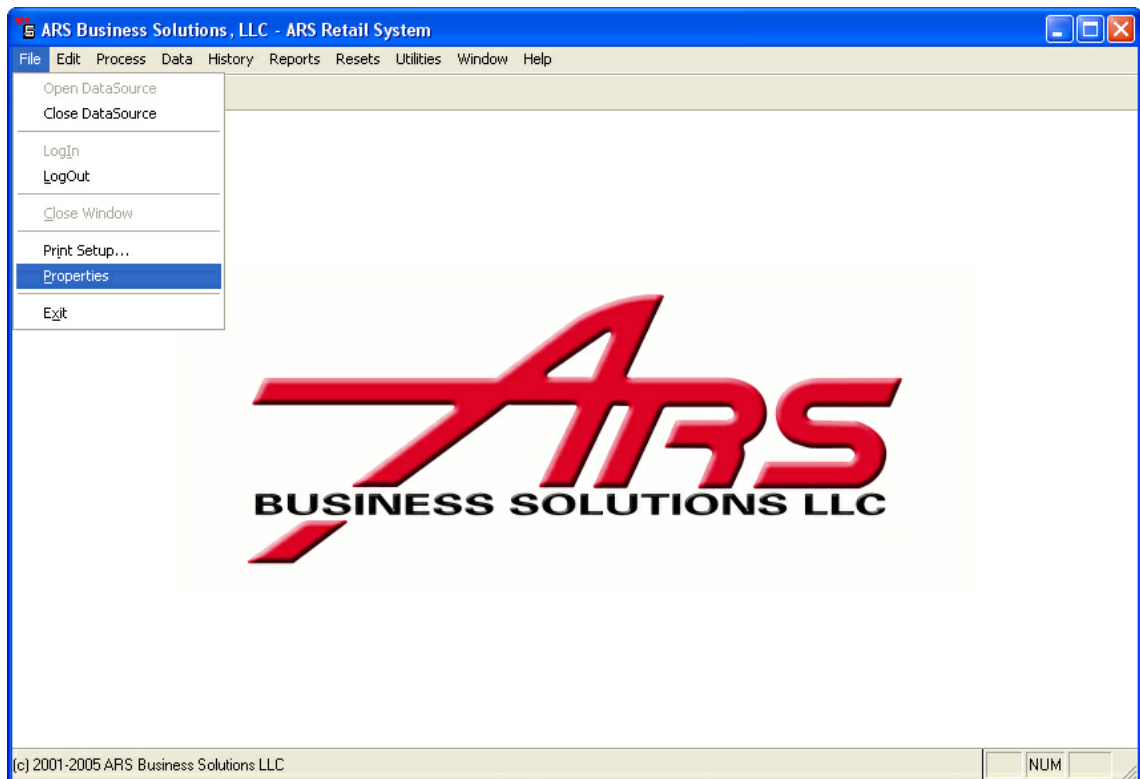
You may You may for a customer at any time.

1.7 Setup System Information

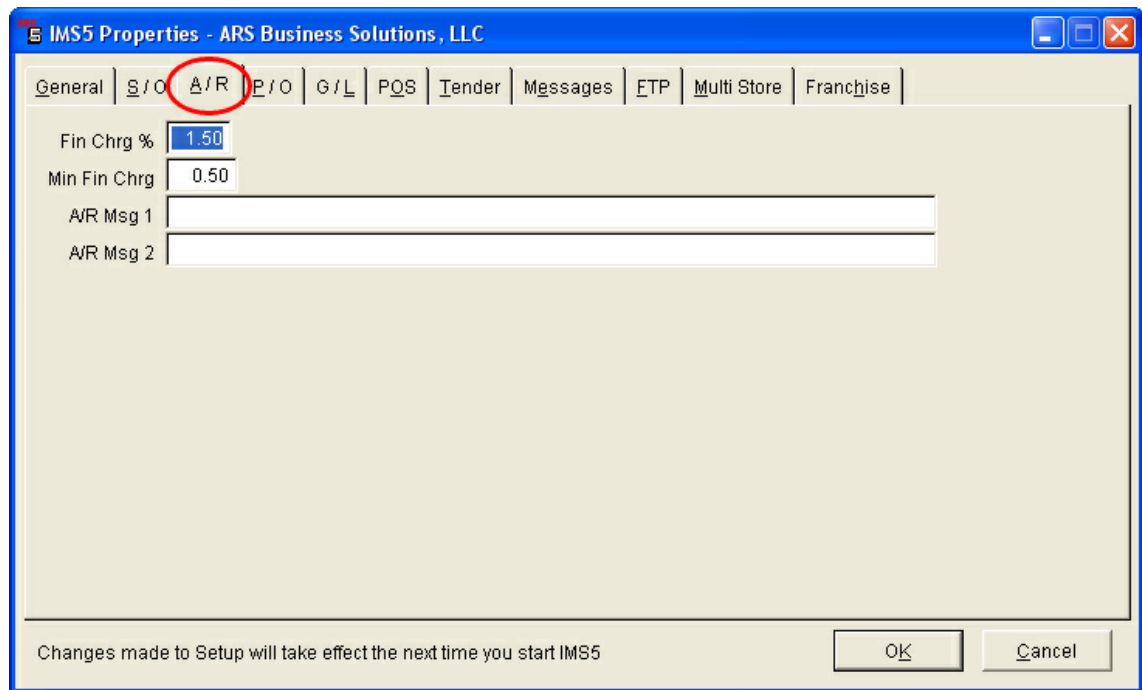


Basic settings for all **A/R** accounts need to be entered for calculating finance charges and for any messages that are to be printed.

Click **File**. Select **Properties**.



Click the **A/R** tab.



IMS5 Properties - ARS Business Solutions, LLC

General | S/O | **A/R** | P/O | G/L | POS | Tender | Messages | ETP | Multi Store | Franchise

Fin Chrg % 1.50

Min Fin Chrg 0.50

A/R Msg 1

A/R Msg 2

Changes made to Setup will take effect the next time you start IMS5

OK Cancel

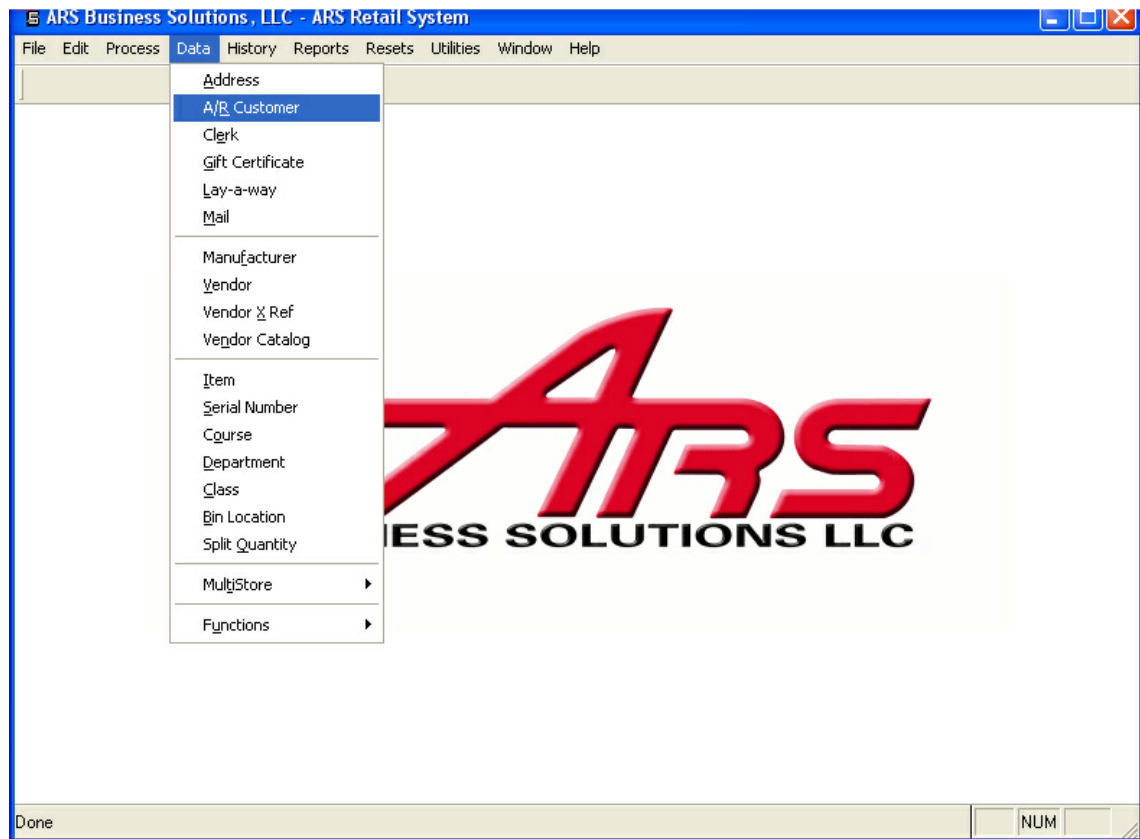
Enter the appropriate information for each field. Click **OK**.

1.8 View A/R Account

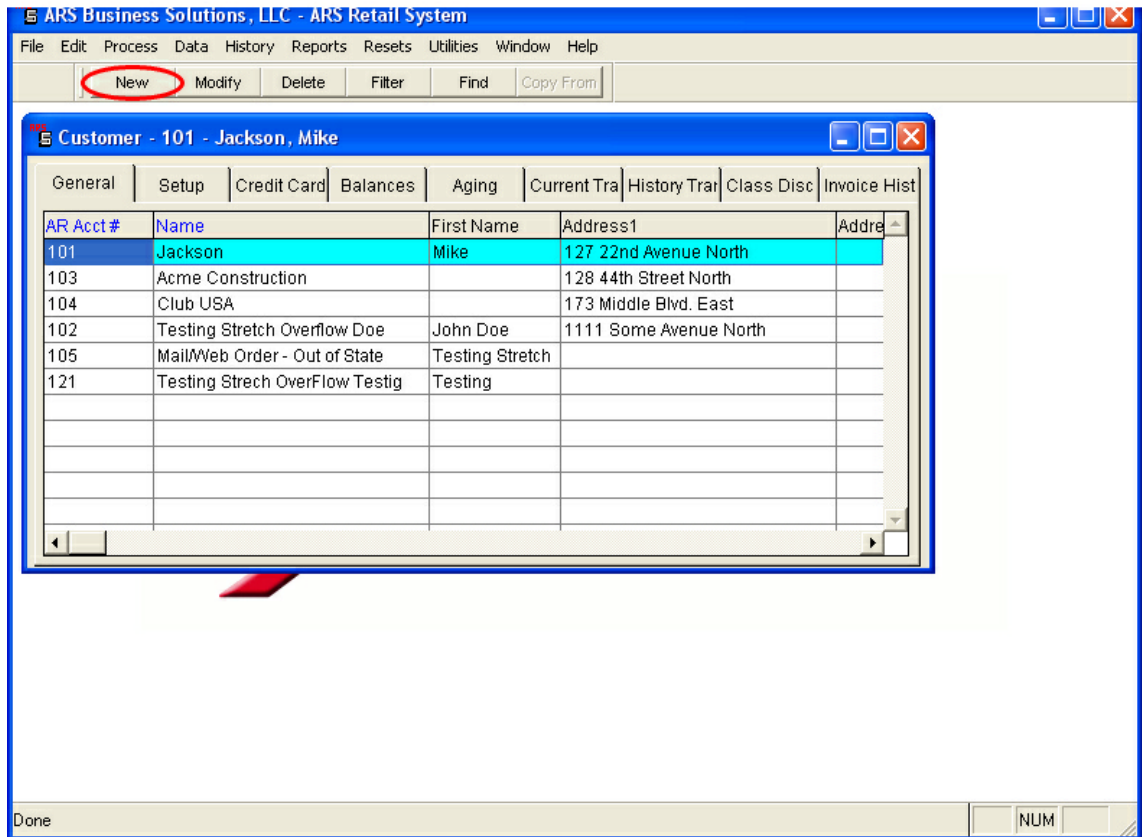


Many types of A/R Account information may be viewed from the customer data grid.

Click **Data** Select **A/R Customer**.



Click the **New** button.



General tab: General Information for each A/R account

Setup tab: Setup information for each A/R account

Credit Card tab: Credit card information for each account that is setup with a credit card

Balance tab: Balance information of each A/R account

Aging tab: Account aging information of each A/R account

Current Trans tab: Current transaction (transactions not billed on a system) information for the selected account

History Trans tab: History of transactions for the selected A/R account

Class Disc tab: List of discounts by class for the selected A/R account

Invoice History tab: History of invoices for the selected A/R account

2 Address



Addresses can be tracked for customers, vendors and clerks. They are used in many

of the features within the application (Mail List, Accounts Receivable, Gift Certificates, Work Orders, Layaway, Purchase Order, etc.)

These multiple types of addresses are maintained in one address file within the Inventory Management System (IMS). This address file is updated each time a new address is added or an existing address is changed, regardless of where the add or change is made. The system also allows addresses to be deleted by users who have been given the authorization.

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

2.1 Add Address

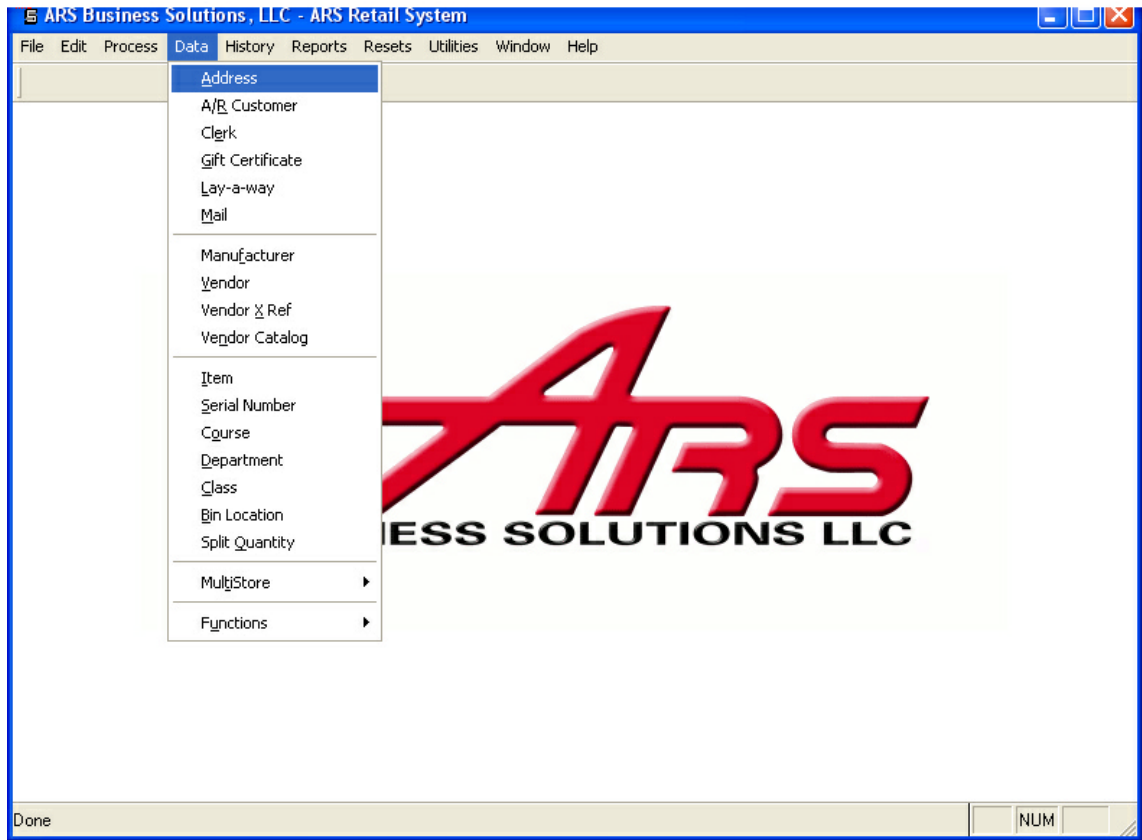


Addresses may be added to the address file in two ways:

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

Add an Address Directly to the Address File:

Click **Data**. Select **Address**.



A grid showing previously entered addresses is displayed.

The screenshot shows the 'Address - Acme Construction' window. The 'General' tab is selected, and a grid of address entries is displayed. The grid has columns for Name, First Name, Middle, Address1, Address2, and City. The first row is highlighted in blue.

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

Click the **New** button.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface

Address - Acme Construction,

General Contact

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

Done NUM

Click the **General** tab.

The screenshot shows the 'Add Address' dialog box with the 'General' tab selected. The 'UDF' label is visible in the top right corner of the tab area. The form contains the following fields:

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

Buttons: Add, Close

Click in the first white box to enter information. Tab or click in each box to continue adding information.
Click the **UDF** tab.

The screenshot shows the 'Add Address' dialog box with the 'UDF' tab selected. The 'General' label is visible in the top left corner of the tab area. The form contains the following fields:

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

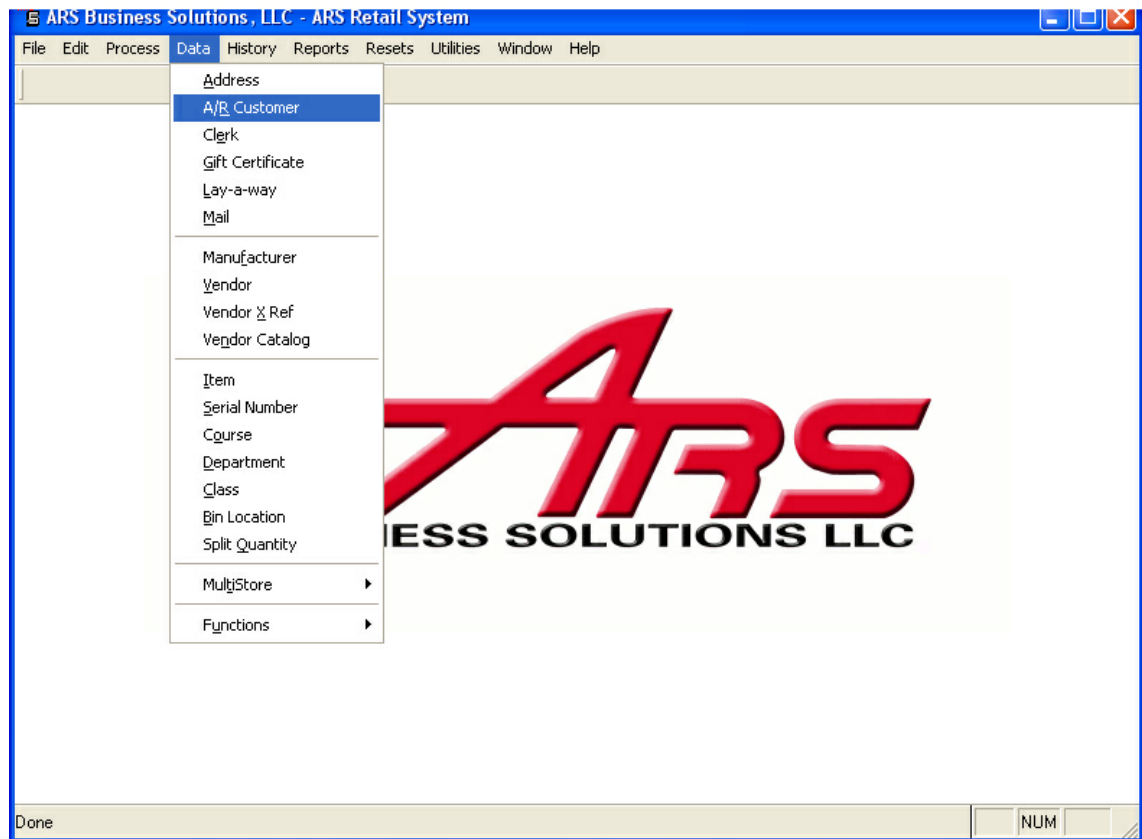
Notes:

Buttons: Add, Close

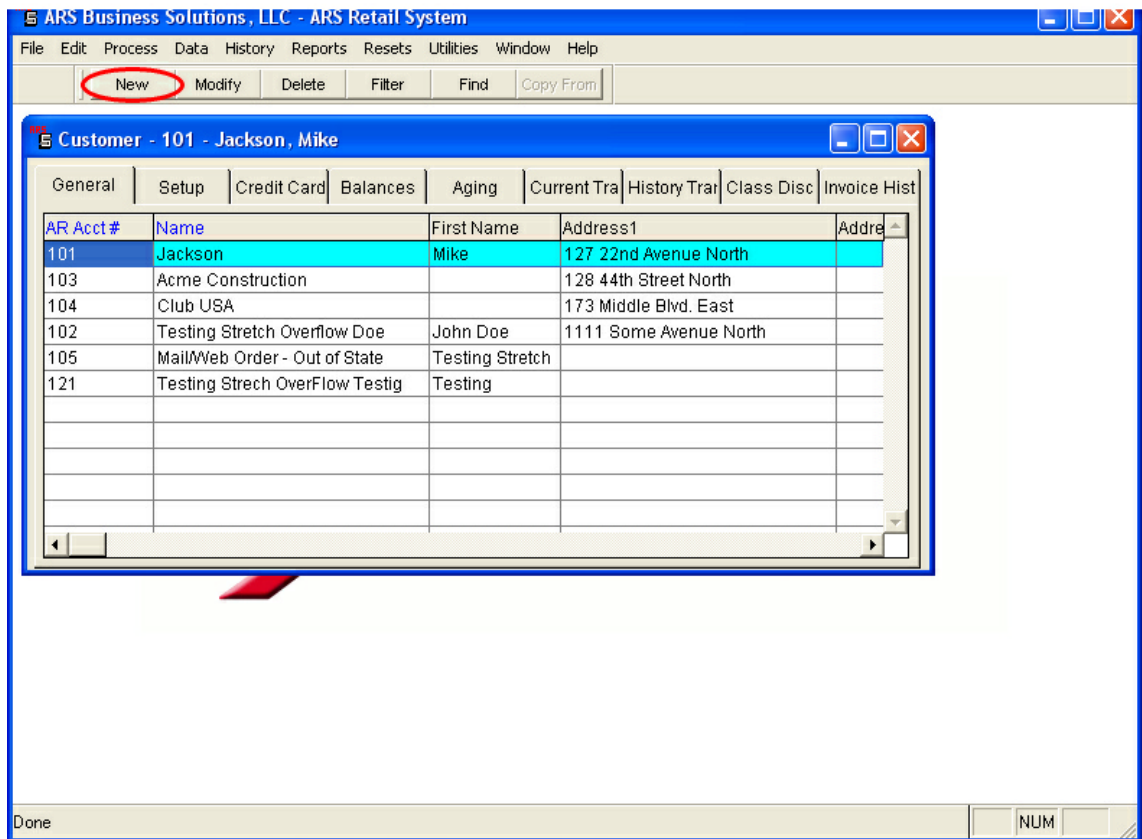
UDF (user defined field) labels indicate fields in which the user may put custom

data. (e.g. A customer may be a 'Gold Club' member whose membership expires on 1/1/07. Enter the following data: UDF C1 = Gold Club; UDF D1 = 1/1/07)
Filters may be set using the UDF fields.
Click **Add**.

Add an Address from within a Data Grid when Working in Another Area:
Click **Data**. Choose a function. (e.g. A/R Customer)



Click the **New** button.



Enter the unique number for the customer. (e.g. the customer's 10-digit phone number)

Click the **Lookup** button to choose the customer from a list.

Add Accounts Receivable

General | ShipTo | Setup | Unique Number | ment

AR Acct # 123

Address

Last Name

Address1

Address2

City State Zip

Phone # - - Ext #

Fax # - -

E-mail

LookUp

Push the "LookUp" button to get a list of addresses.

Add Close

A list of existing customer addresses is shown in the grid. Click on a customer name to highlight it. If the customer is not in the list, the customer must be added.

Address Lookup

Name	First Name	Middle	Address
Acme Construction			128 44th
Acme Construction			128 44th
AcuSport			One Hur
AMCE			1400 Ce
Anderson	John		108 2nd
ARS Solutions, Ltd			940 Indu
Beretta			17601 B
Bill Hicks & Co, Ltd.			15155 2:
Cannon Tackle			P.o. Box
Carhartt			Suite 161

OK Cancel

Click the **New** button.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find

ARS Add Accounts Receivable

General | ShipTo | Setup | UDF | Balance | Statement

AR Acct # 123

Address

Last Name

Address1

Address2

City State Zip

Phone # - -

Fax # - -

E-mail

Address Lookup

Name	First Name	Middle	Address
Acme Construction			128 44th
Acme Construction			128 44th
AcuSport			One Hur
AMCE			1400 Ce
Anderson	John		108 2nd
ARS Solutions, Ltd			940 Indu
Beretta			17601 B
Bill Hicks & Co, Ltd.			15155 2:
Cannon Tackle			P.o. Box
Carhartt			Suite 161

OK Cancel

Add Close

Done NUM

Click in any of the white boxes to begin entering the customer information.

ARS Add Address

General | UDF

Last First Middle

Last Name

Address1

Address2

City State Zip

Country

Phone # - - Ext #

Fax # - -

E-mail

Add Close

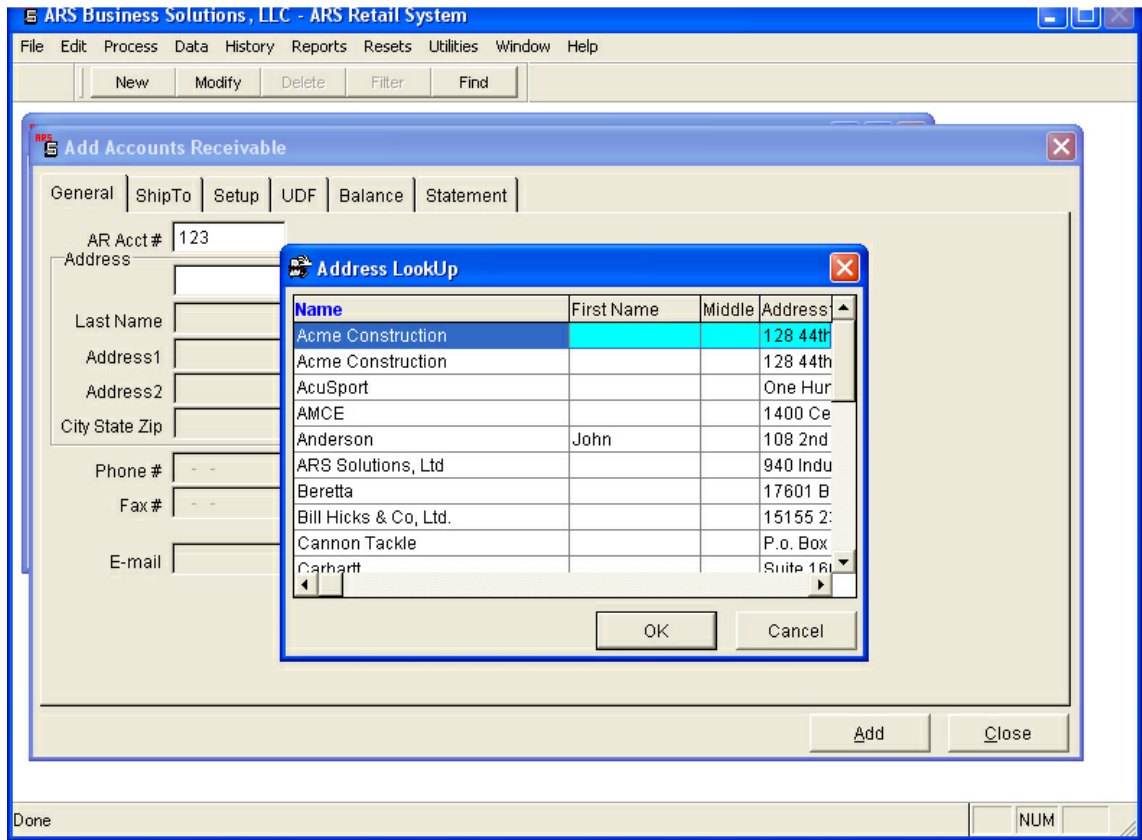
Click the **UDF** tab.

The screenshot shows a software window titled "Add Address" with a blue title bar and a close button in the top right corner. The window has two tabs: "General" and "UDF", with "UDF" currently selected. The "UDF" tab contains several input fields. On the left, there are five stacked text boxes labeled "UDF C1" through "UDF C5". To the right of these are two more stacked text boxes labeled "UDF D1" and "UDF D2", each containing the characters " / ". Further to the right are two date input fields: "First Date" with the value "1/22/2007" and "Last Date" with the value "1/22/2007". Below these fields is a large, empty text area labeled "Notes". At the bottom right of the window, there are two buttons: "Add" and "Close".

Click the **UDF** tab.

UDF (user defined field) labels indicate fields in which the user may put custom data. (e.g. A customer may be a 'Gold Club' member whose membership expires on 1/1/07. Enter the following data: UDF C1 = Gold Club; UDF D1 = 1/1/07)
Filters may be set using the UDF fields.

Click **Add**. The **Address Lookup** screen is displayed.



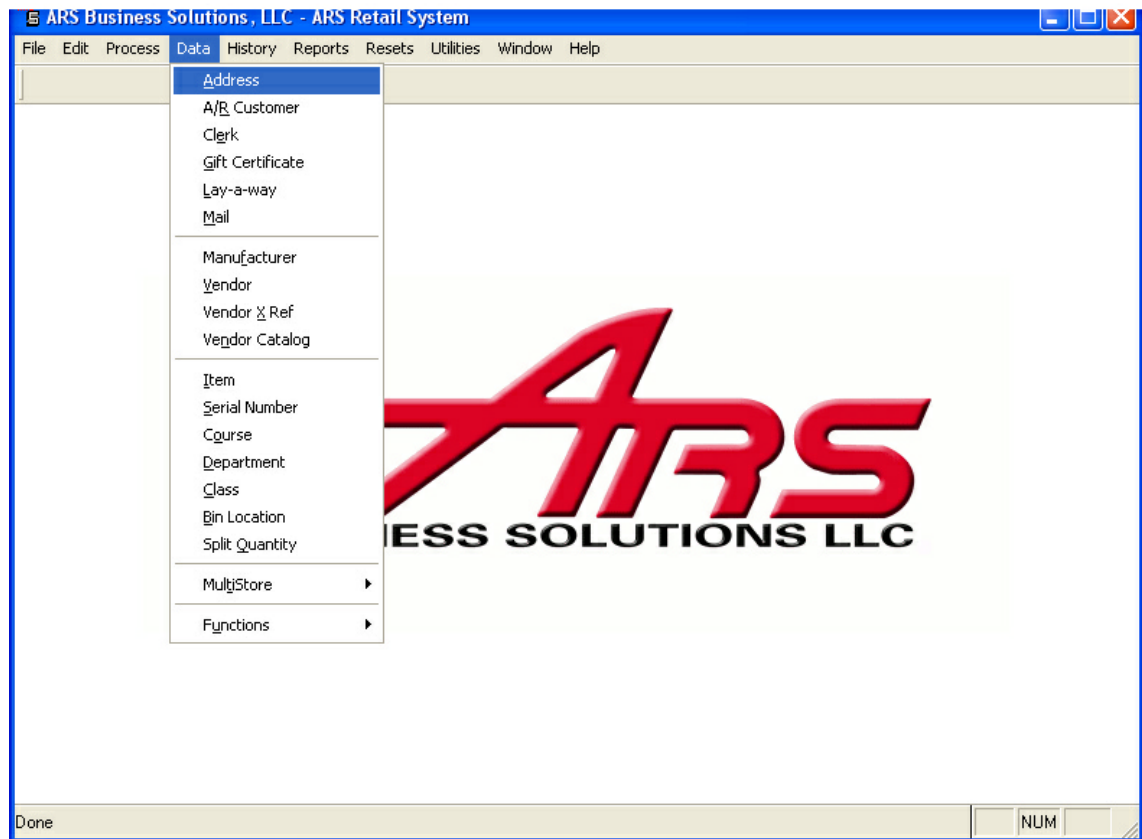
Select the newly entered address by clicking on it to highlight it. Click **OK**. Additional information may be added. Click **Add**.

2.2 Delete Address



Deleting an address file is easily done. Security levels may be set so that addresses can only be deleted by specific individuals.

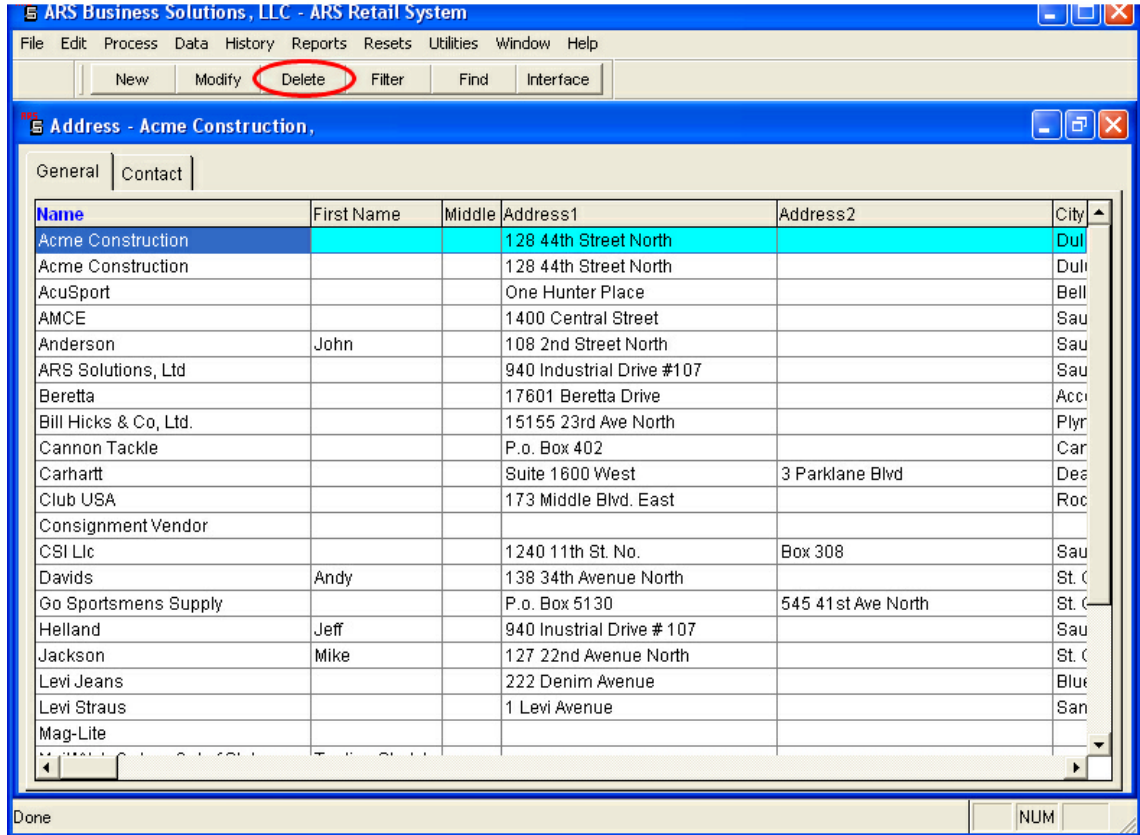
Click **Data**. Select **Address**.



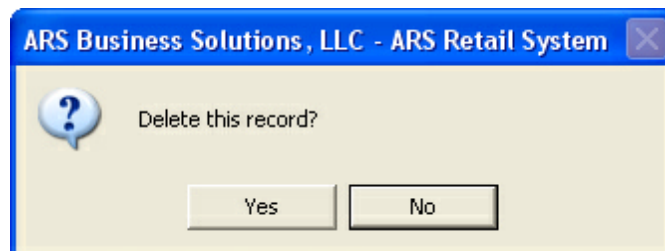
Click on the **Address** to be deleted. It will become highlighted.

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

Click the **Delete** button.



Click **Yes**.



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

2.3 Edit Address

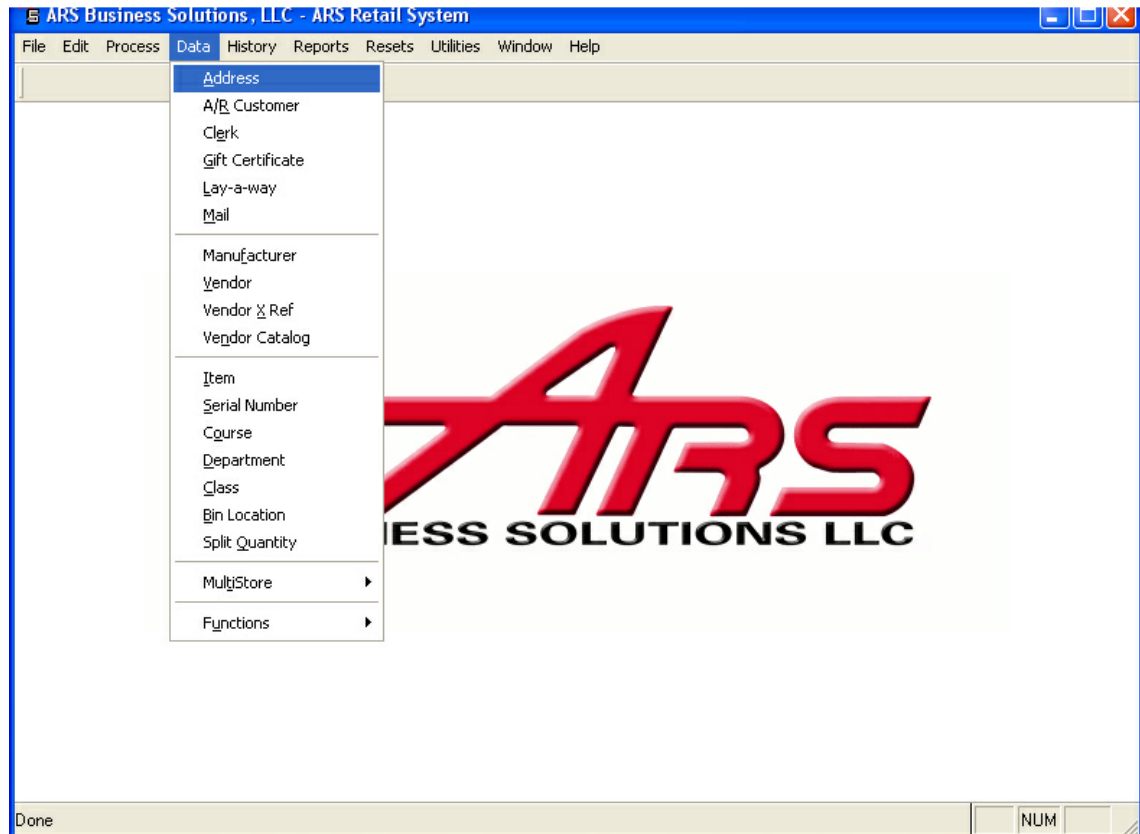


Addresses may be edited in two ways:

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

To **Edit** within the **Address** record:

Click **Data**. Select **Address**.



Select the record to be edited by clicking on it to highlight it.

Address - Acme Construction,

General | Contact

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

Click the **Modify** button.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New **Modify** Delete Filter Find Interface

Address - Acme Construction,

General | Contact

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

Done NUM

Click in any of the white boxes to change or add information.

Edit Address

General | UDF

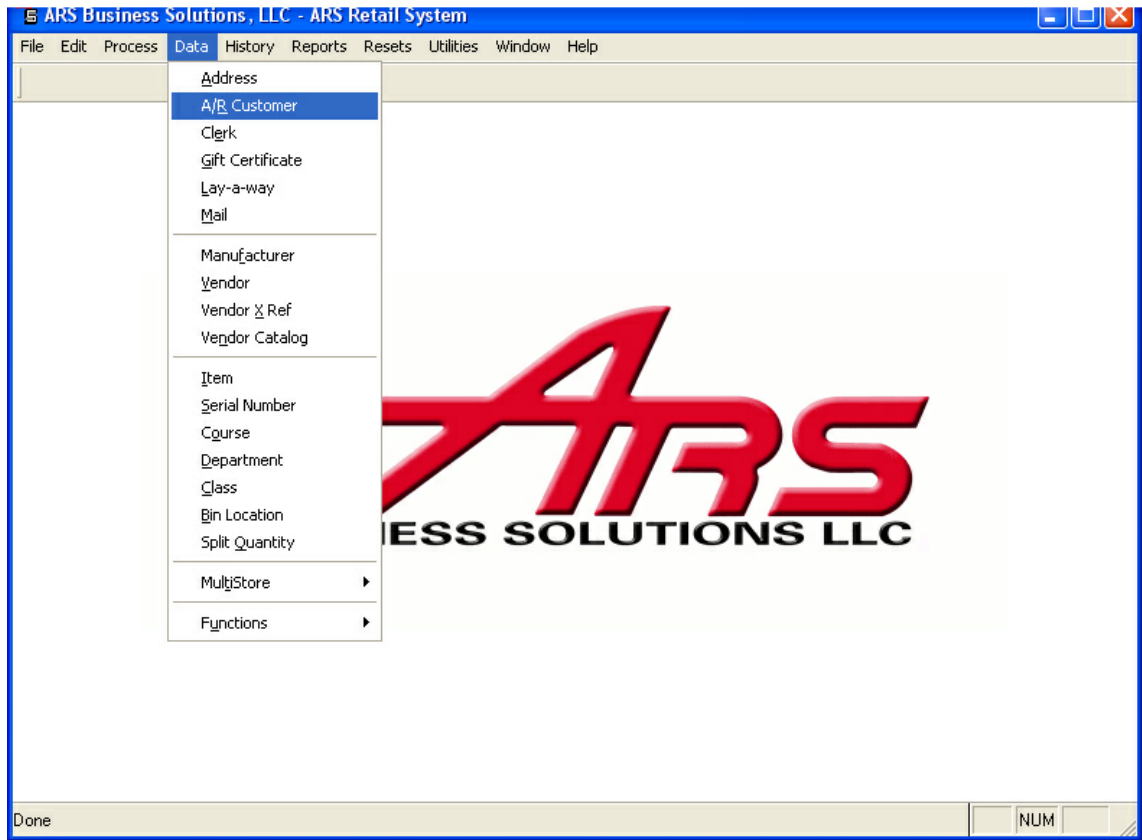
Last Name	Acme Construction	First		Middle	
Address1	128 44th Street North				
Address2					
City State Zip	Duluth	MN	56782		
Country	USA				
Phone #	320-345-6789	Ext #			
Fax #	320-765-3421				
E-mail	jobs@acme.com				

OK Cancel

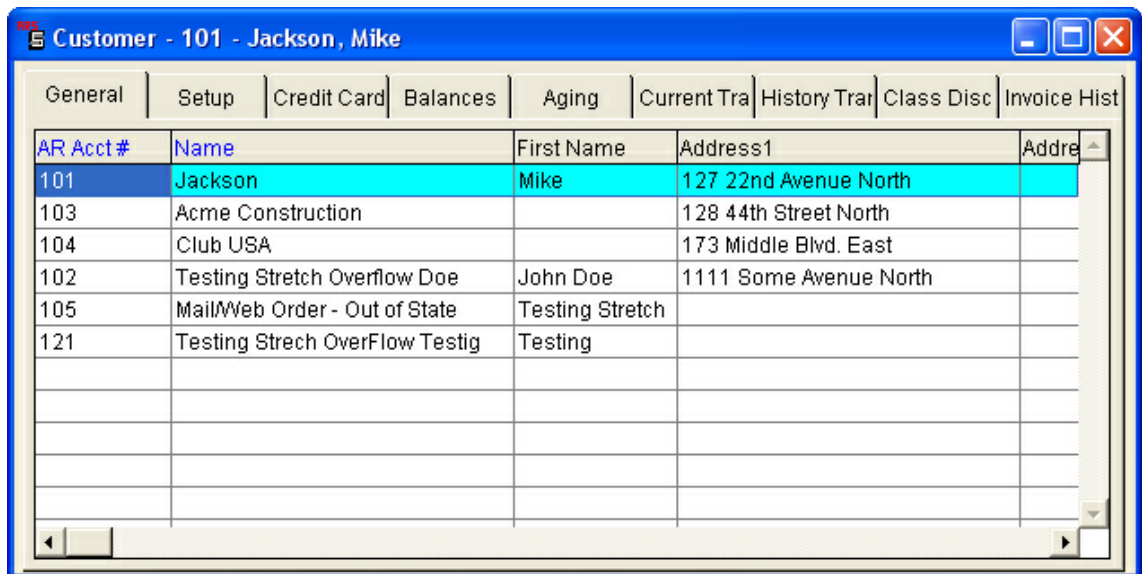
Click **OK**.

To **edit** and **address** from within another data grid function (e.g. Mail, A/R Customer):

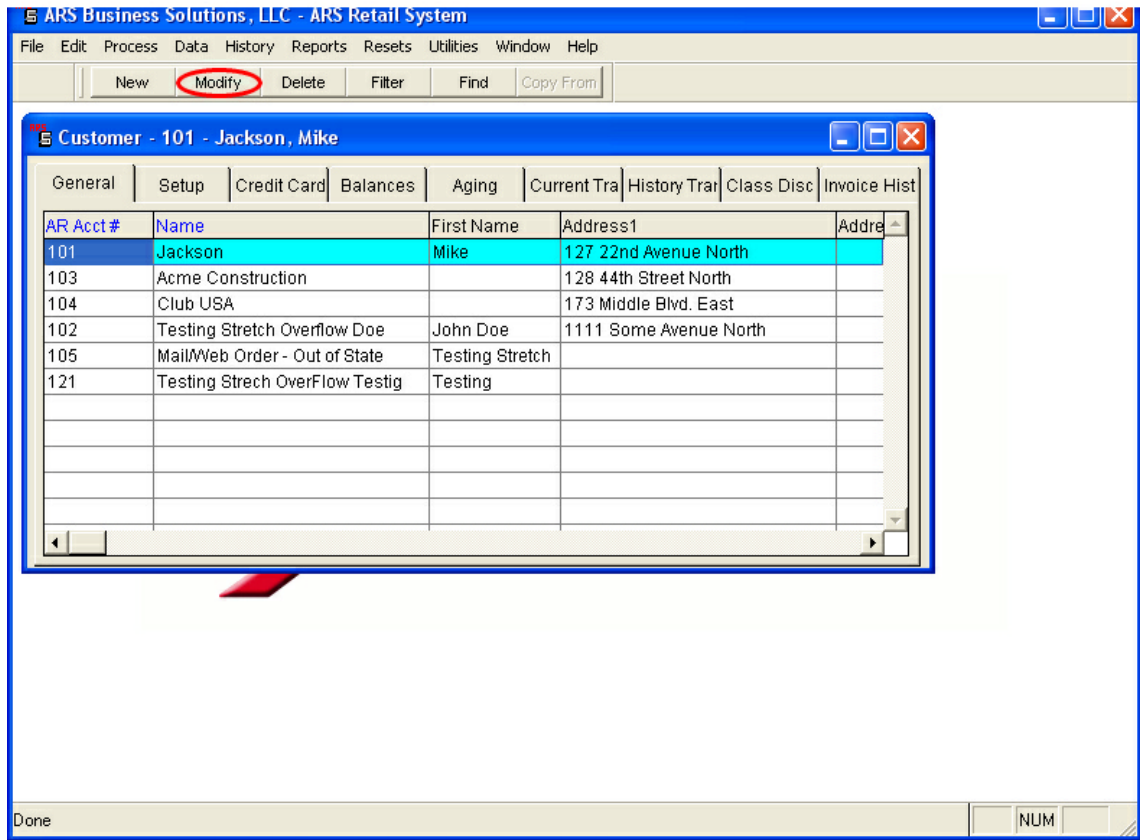
Click **Data**. Select the function to be edited (e.g. A/R Customer).



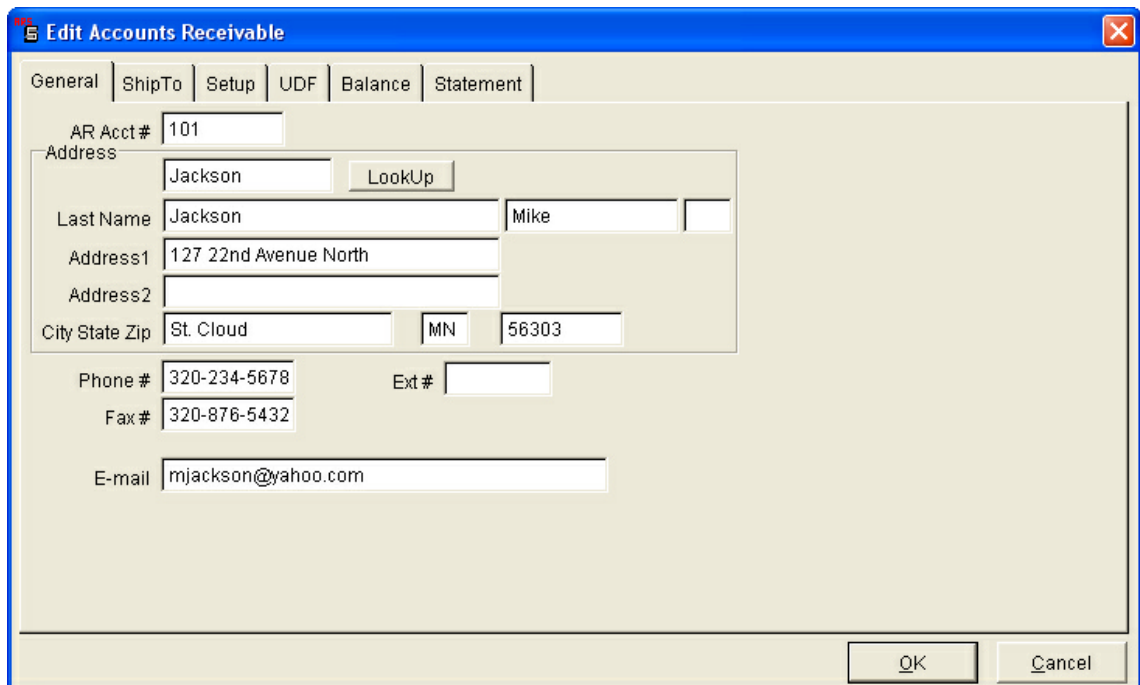
Select the customer record to be edited by clicking on it to highlight it.



Click the **Modify** button.



Click in any of the white boxes to add or edit information.



Click **OK**.

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

3 **AP Posting**

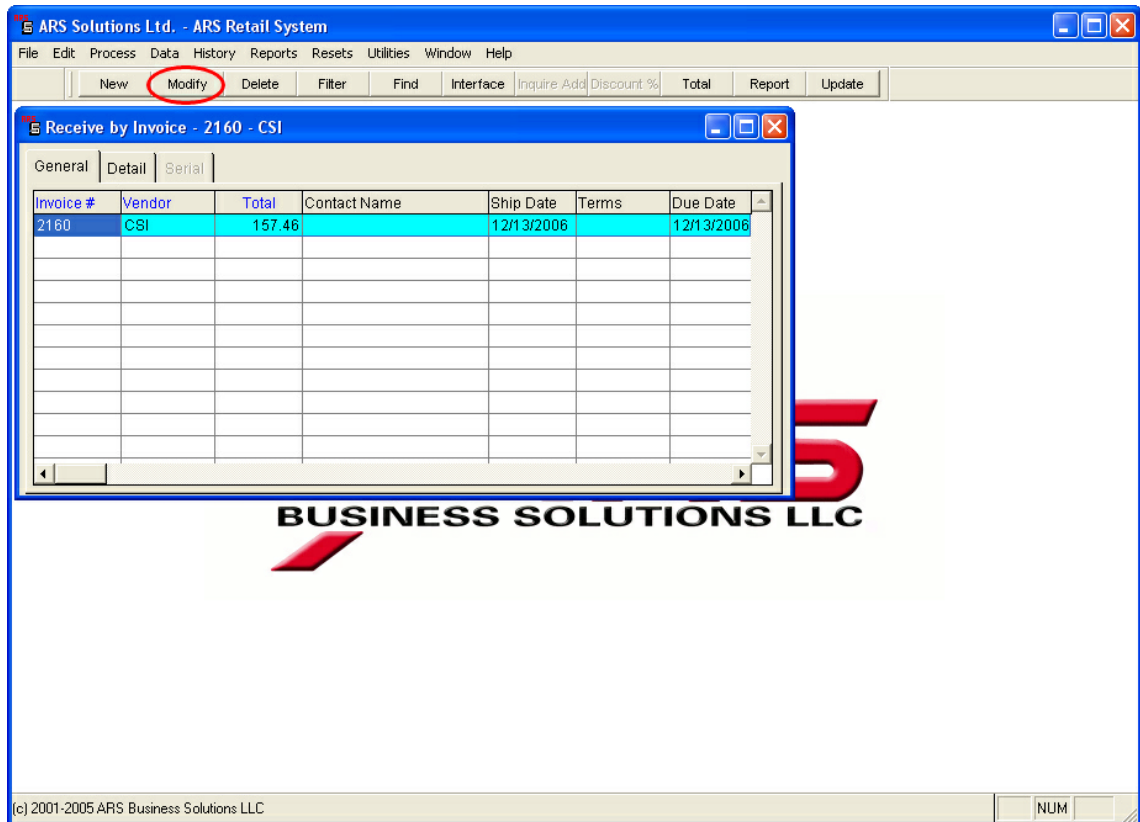


An **AP Posting** account is created when a Purchase Order or Receive by Invoice (which is assigned a reference number) is received and updated. Adjustments in cost, freight and discounts may be made in the **AP Posting** account after the update has been done as long as a reference number has been assigned.

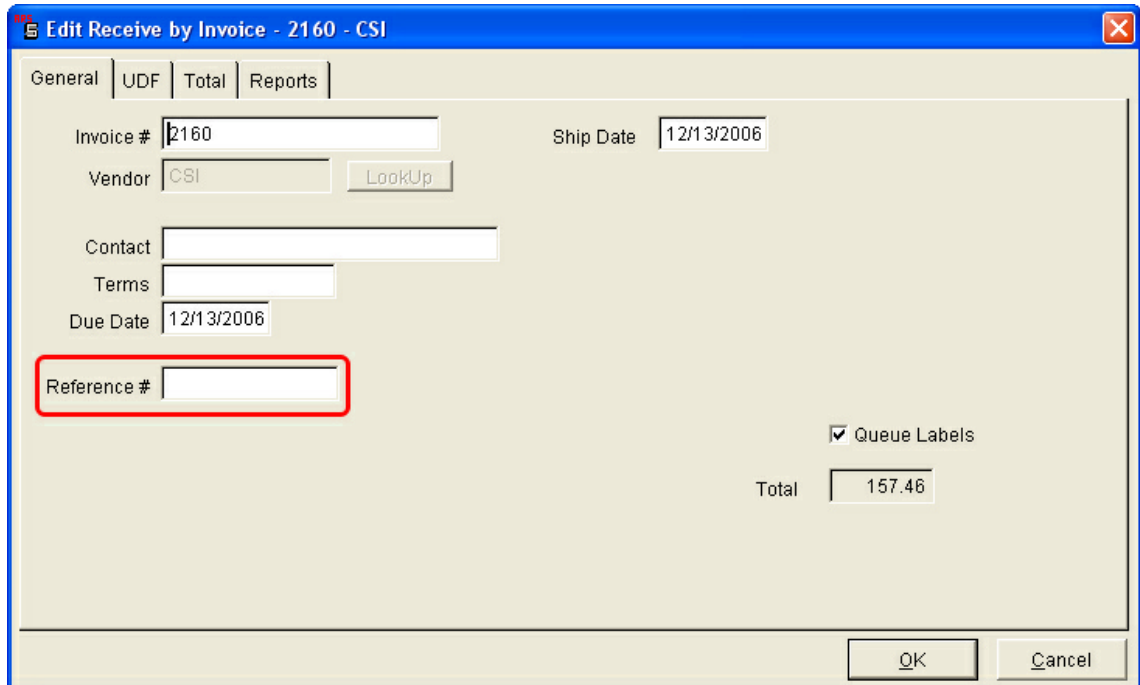
To create a new **AP Posting** account using either Receive by Invoice or Purchase order:

Create a new Receive by Invoice or Purchase Order.

Click the **Modify** button.

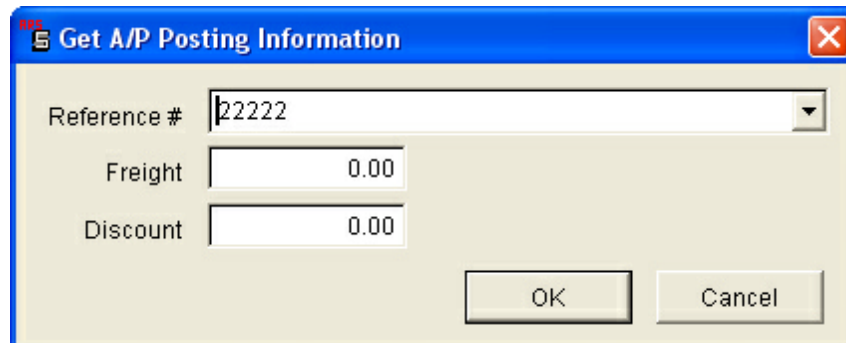


The **Edit Receive by Invoice** or **Edit Purchase Order** screen appears.



In the **Reference #** field, enter a name/value which refers to the order (e.g. PO number or shipping number).

The **Reference #** will normally be entered when the Receive by Invoice or Purchase Order is received and updated. A prompt appears with a **Reference #** field. Enter a Reference number; click **OK**.



The screenshot shows a dialog box titled "Get A/P Posting Information". It features a "Reference #" dropdown menu with the value "22222" selected. Below it are two text input fields: "Freight" and "Discount", both containing the value "0.00". At the bottom right of the dialog are "OK" and "Cancel" buttons.

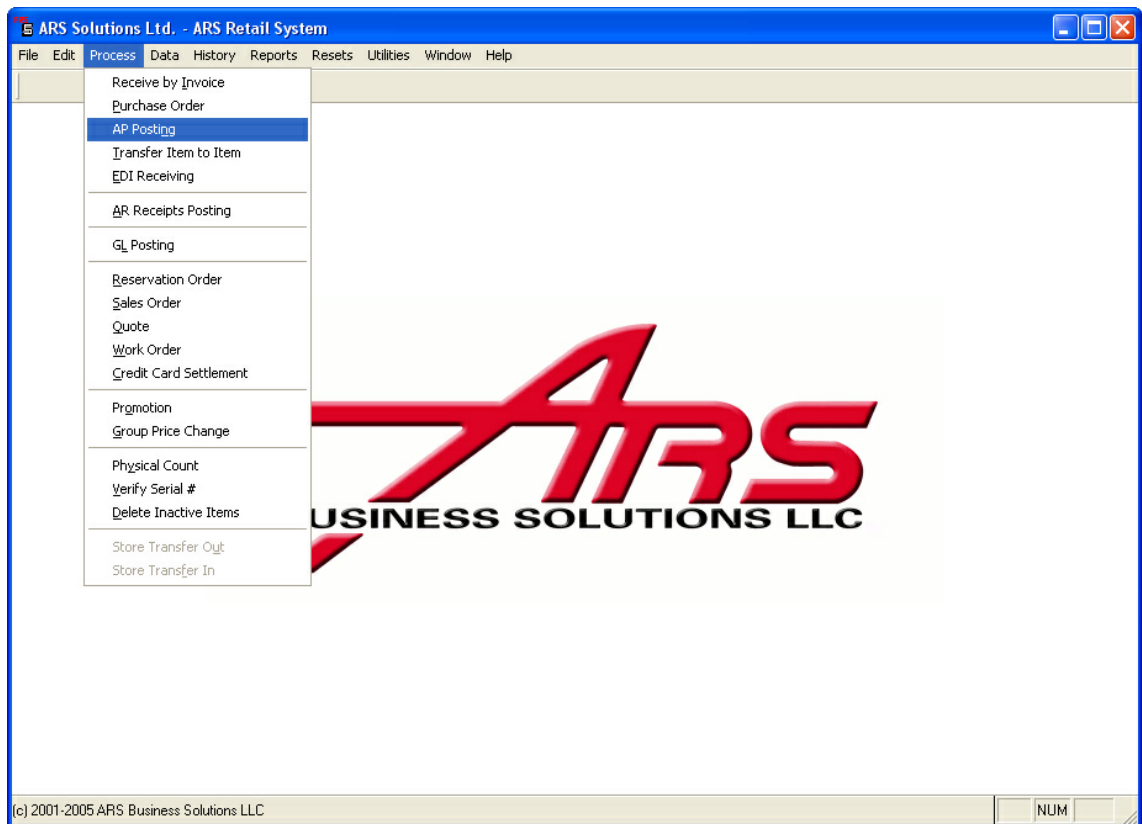
3.1 Cost Adjustments



Adjustments made to an item's actual cost, freight or discount are 'applied' (which means that they are included in the item's unit cost).

To adjust the actual cost, freight and discount:

Click **Process**. Select **AP Posting**.



Click on the record to highlight it.

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

Select the **Detail** tab. Click on the item to highlight it.

Click the **Modify** button.

The **Actual Cost** amount should be the total for the quantity received (Qty. X per item cost)

Actual Disc %: Enter the percentage discount. The dollar amount for this percentage discount will appear in the **Actual Disc \$** field.

Ucost: This unit cost includes freight and discount. The unit cost cannot be changed deliberately but changes when the actual cost, freight or discount is changed.

Click **OK**.

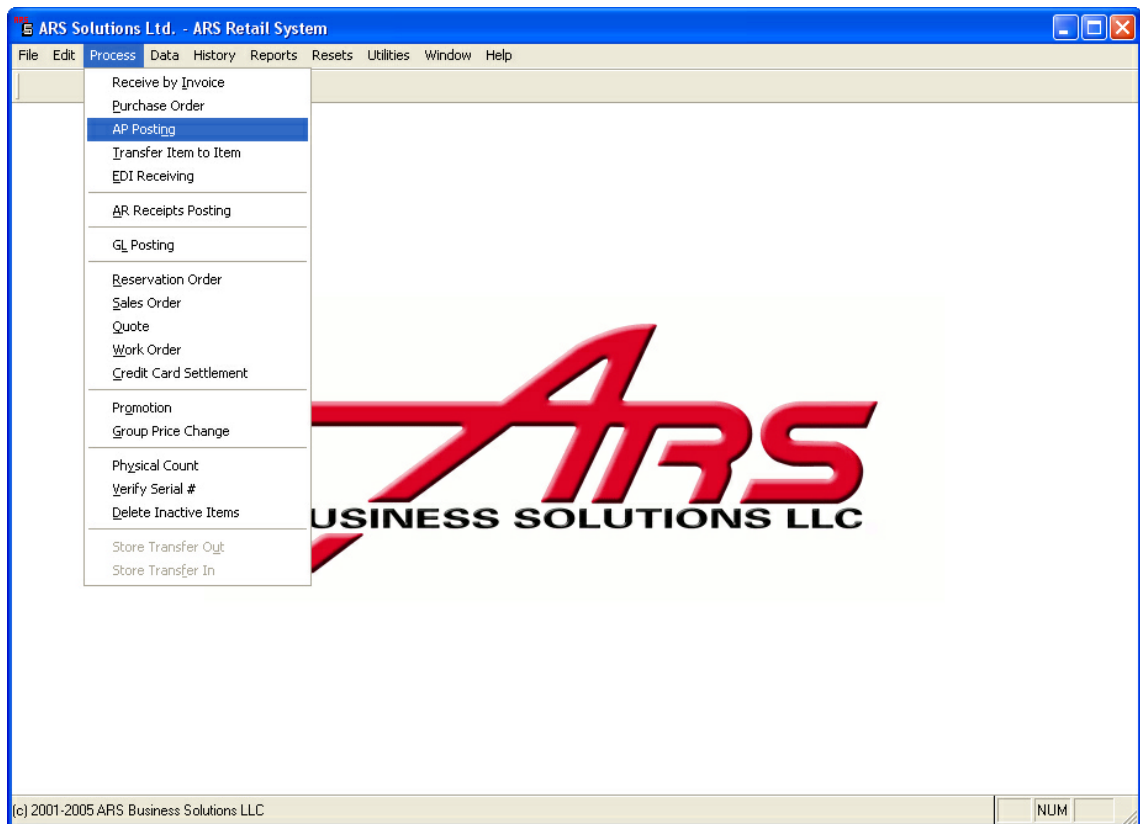
3.2 Discount and Freight



Discount and freight adjustments are either unapplied or applied. Unapplied freight and discounts are not included in the unit cost of an item. Unapplied freight and discounts are added when the Invoice or PO is received or through the A/P Costing form.

Applied freight and discount amounts are entered for individual items and included in the actual cost of the item. For applied freight and discount adjustments, see Cost Adjustments.

To adjust unapplied discounts and freight charges, Click **Process**. Select **AP Posting**.



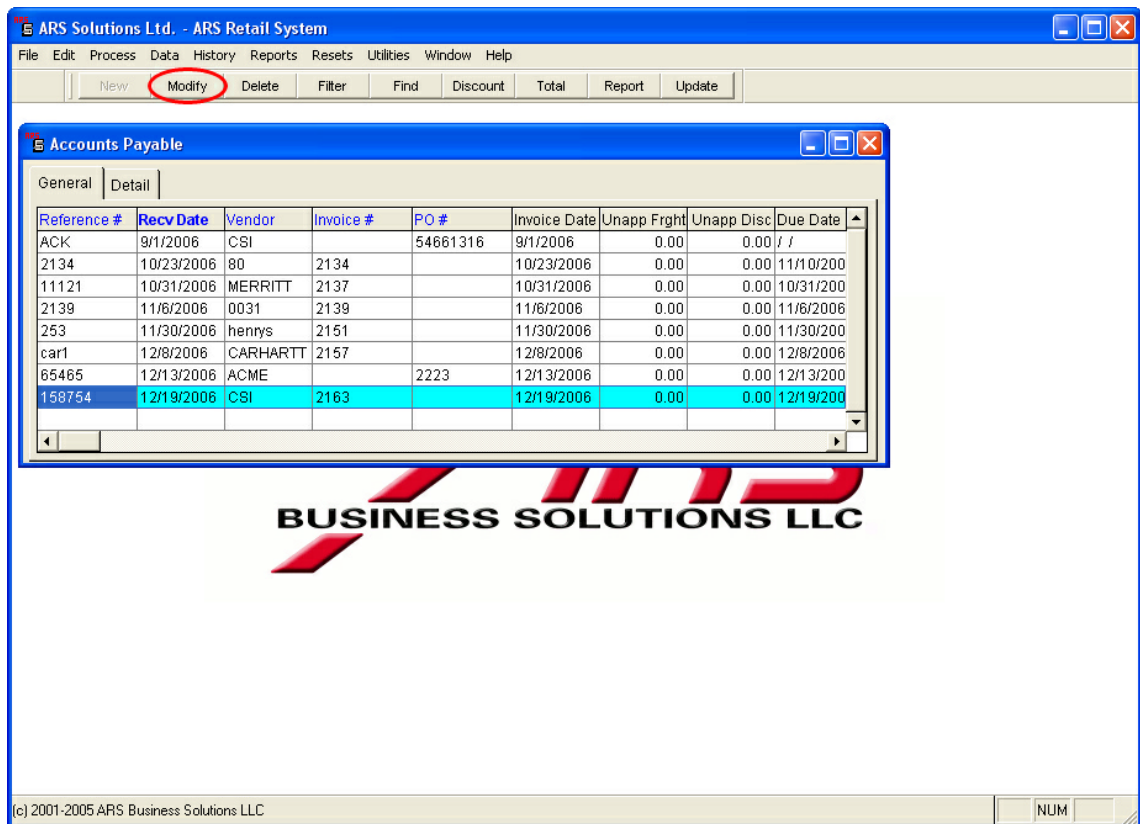
Click on the desired record to highlight it.

Accounts Payable

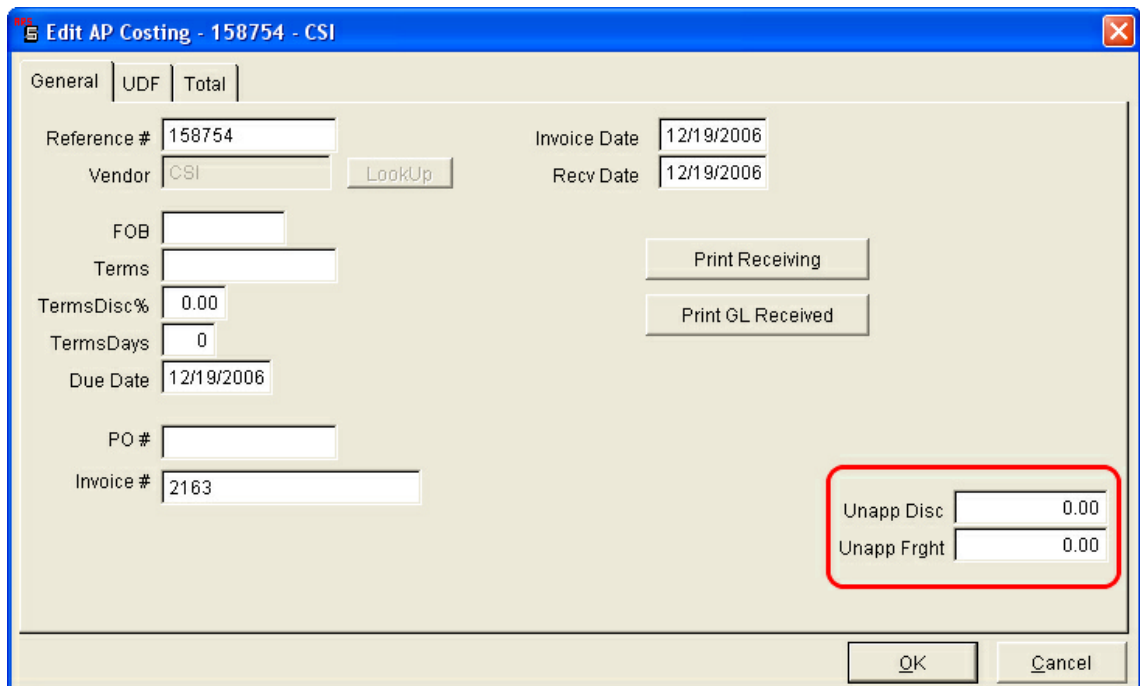
General | Detail

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

Click the **Modify** button.



The information for the selected item is displayed:



Enter discount amounts in the **Unapp Disc** field with a minus sign being entered first. (e.g. -1.55)

Enter freight charges in the **Unapp Frght** field.

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

Enter information specific to the order including: **FOB, Terms, Terms Discount, Terms Days, Due Date** and **Invoice Number**.

Click **OK**.

3.3 New AP Posting Account



An **AP Posting** account is created when a Purchase Order or Receive by Invoice (which is assigned a reference number) is received and updated. Adjustments in cost, freight and discounts may be made in the **AP Posting** account after the update has been done as long as a reference number has been assigned.

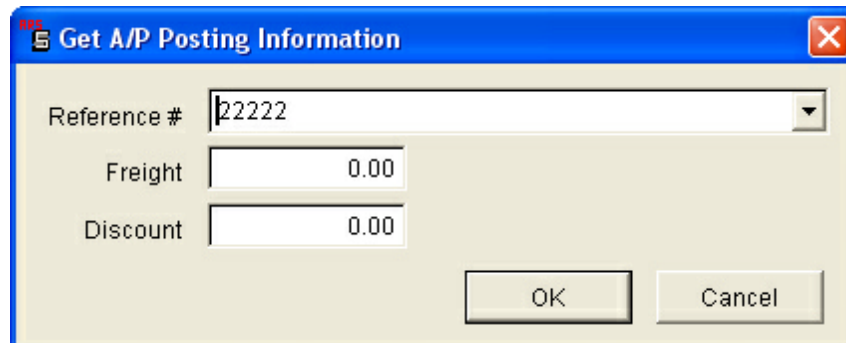
To create a new **AP Posting** account using either Receive by Invoice or Purchase order:

Create a new Receive by Invoice or Purchase Order.

Click the **Modify** button.

In the **Reference #** field, enter a name/value which refers to the order (e.g. PO number or shipping number).

The **Reference #** will normally be entered when the Receive by Invoice or Purchase Order is received and updated. A prompt appears with a **Reference #** field. Enter a Reference number, and click **OK**.



3.4 Print AP Reports



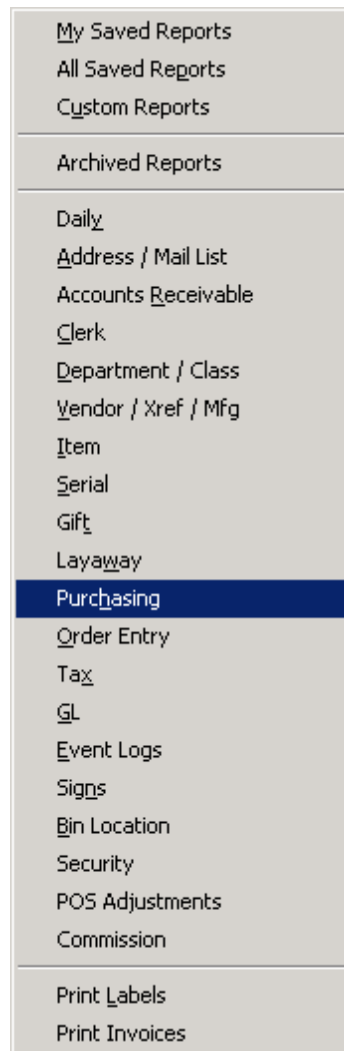
There are two reports available for printing from the **Purchasing** reports. For a preview of each report and instructions on printing each report, click either of the following links.

- AP Open
- AP Posting Items

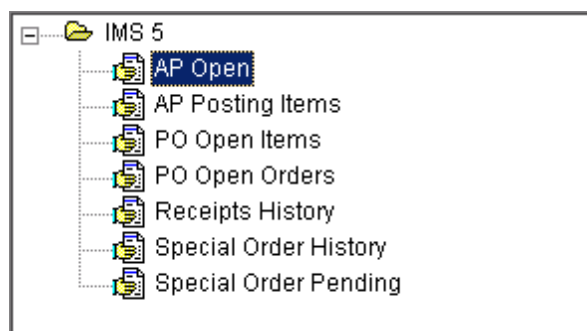
3.4.1 AP Open



To print the **AP Open Report**, click **Reports**; select **Purchasing**.



Click **AP Open** to highlight it. Click **Next**.



A filter may be added. Click **Next**. Set the **Primary sort** to either **Date Received** or **Reference Number**. Click **Next**.

Report Wizard - AP Open

Step 3 - Sort records

Use same sort next time report is run

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

Primary sort: **Date Received** Sub-total

Secondary sort: Sub-total

Tertiary sort: Sub-total

Help Preview Print <Back Next> Close

The report may be printed.

Open AP Report
ARS Business Solutions, LLC
Sorts: Date Received

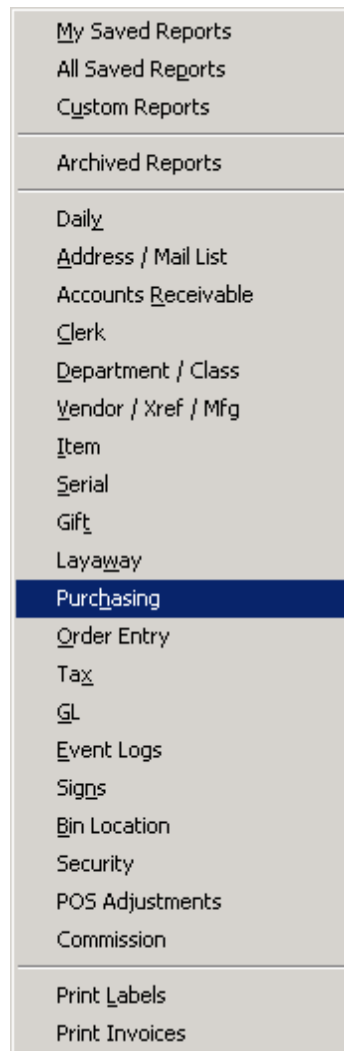
1/27/2011 7:55:55 PM
Page 1

Store	Reference #	RecvDate	Invoice Date	Due Date	Vendor	FOB	Terms	Total	Total Frght	TermsDisc	TermsDays
Recv Date: 1/5/2011											
	123456	1/5/2011	1/5/2011	1/5/2011	2			13.32	0.00	0.00	0
Subtotal 1		Recv Date: 1/5/2011						13.32	0.00		
Total 1								13.32	0.00		
								TOTAL + FREIGHT		13.32	
								TOTAL EXT COST		13.3200	
								TOTAL ACT COST		13.3200	

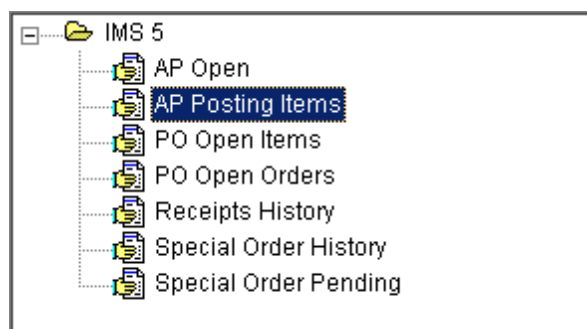
3.4.2 AP Posting Items



To print the **AP Posting Items Report**, click **Reports**; select **Purchasing**.



Click **AP Posting Items** to highlight it. Click **Next**.



A filter may be added. Click **Next**. Set **Primary sort** to **Vendor**. Click **Next**. Depending upon the length of the report and how it's to be used, **Totals Only** may be checked.

Report Wizard - AP Posting Items

Step 4 - Output options

Output to: Printer File Display file after creation

Print setup... PEACHTREE E-MAIL WRITER

Orientation: Portrait Landscape Custom

Start page: 1
End page: 9999
Copies: 1

Totals Only

Archive Save as...

Help Preview Print <Back Next> Close

The report may be printed.

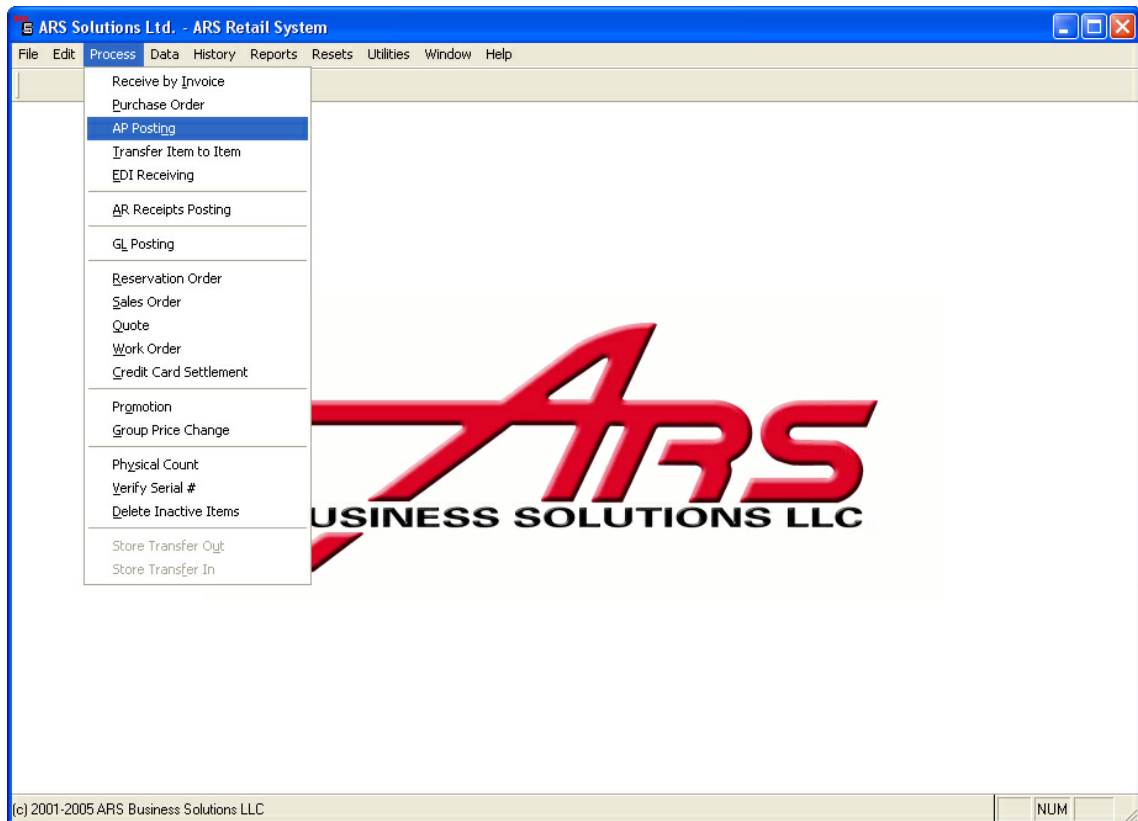
AP Posting Item Report						
ARS Business Solutions, LLC						1/27/2011 8:15:51 PM
Sorts: Vendor						Page 1
Store #	Reference #	Vendor Cross Ref #	Item #	Description 1 Class	Ext Cost	Ext Frght
Vendor: 2						
	123456	2	2	Test item Clothing	13.32	0.00
	6985472	2	2	Test item Clothing	2.22	0.00
	6985472	2 163810	163810	Smith & Wesson J-Frame Handgun	305.06	0.00
Subtotal 3	Vendor: 2				320.60	0.00
Total 3					320.60	0.00

3.5 Review AP Totals



To view totals for an AP Posting account:

Click **Process**. Select **AP Posting**.

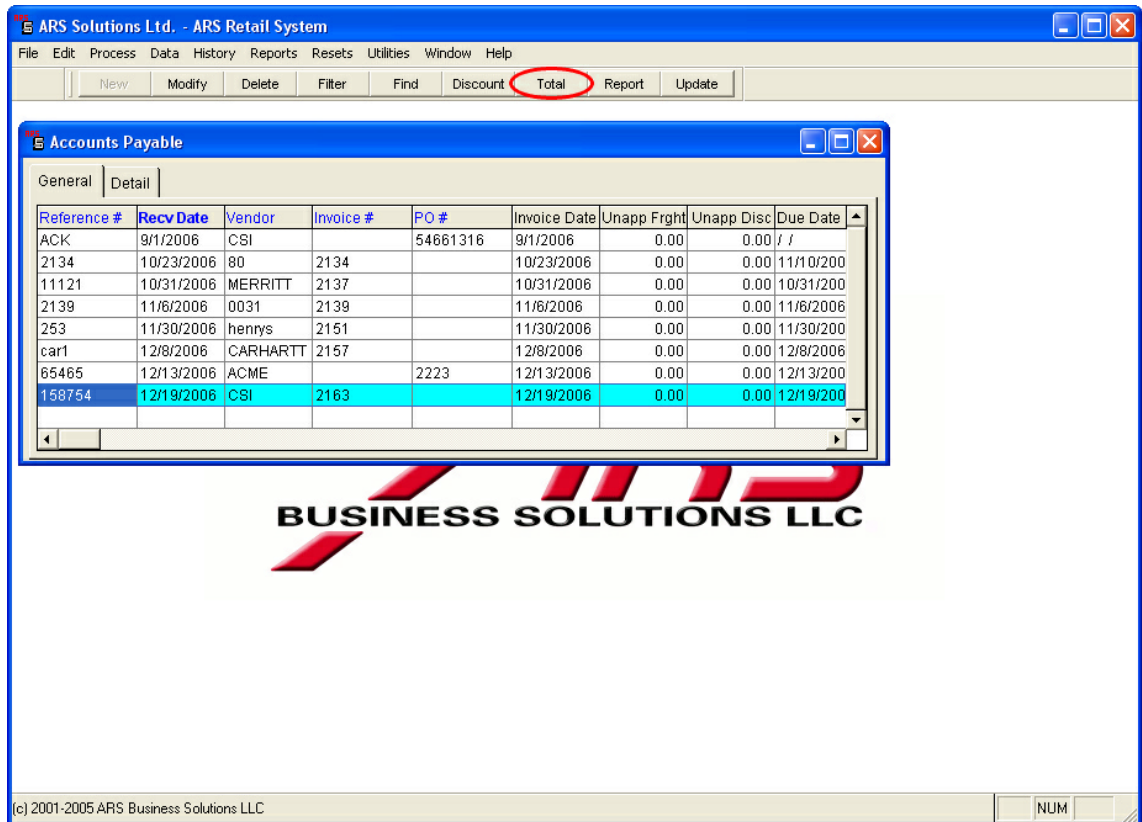


Select a record from the **Accounts Payable** screen by clicking to highlight it.

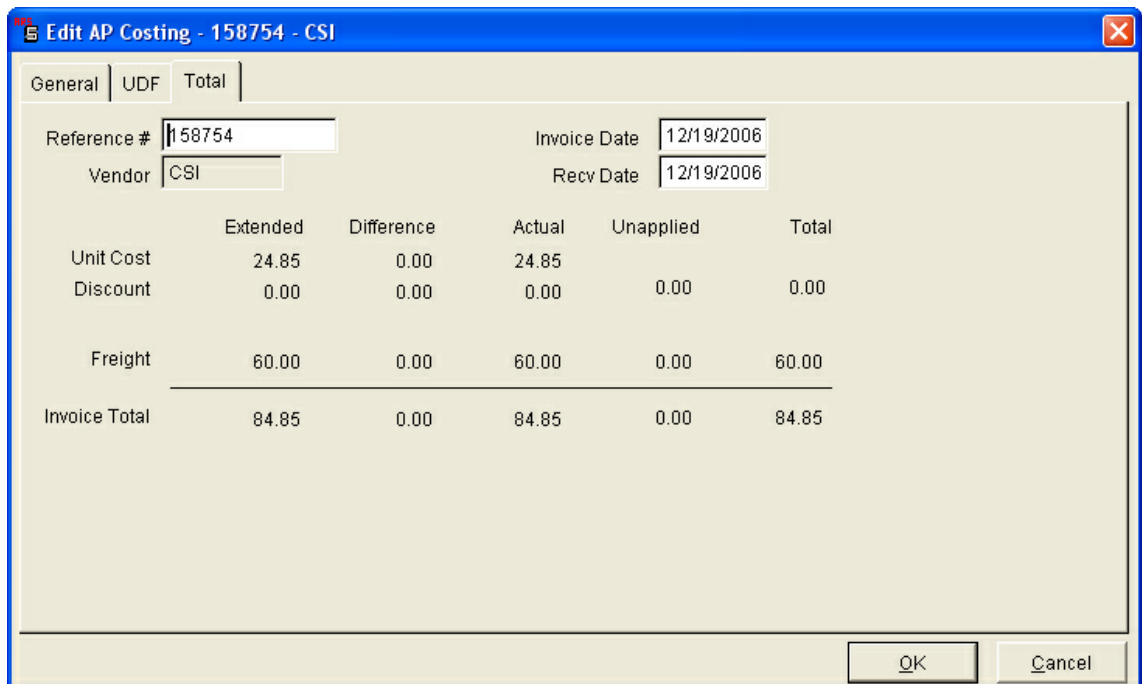
The screenshot shows the Accounts Payable screen with a table of records. The record with Reference # 158754 is highlighted in blue. The table has the following columns: Reference #, Recv Date, Vendor, Invoice #, PO #, Invoice Date, Unapp Frght, Unapp Disc, and Due Date.

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

Click the **Total** button.



The **Totals** are displayed in the **Edit AP Costing** screen. Only the fields with the white backgrounds may be edited. Click **OK**.



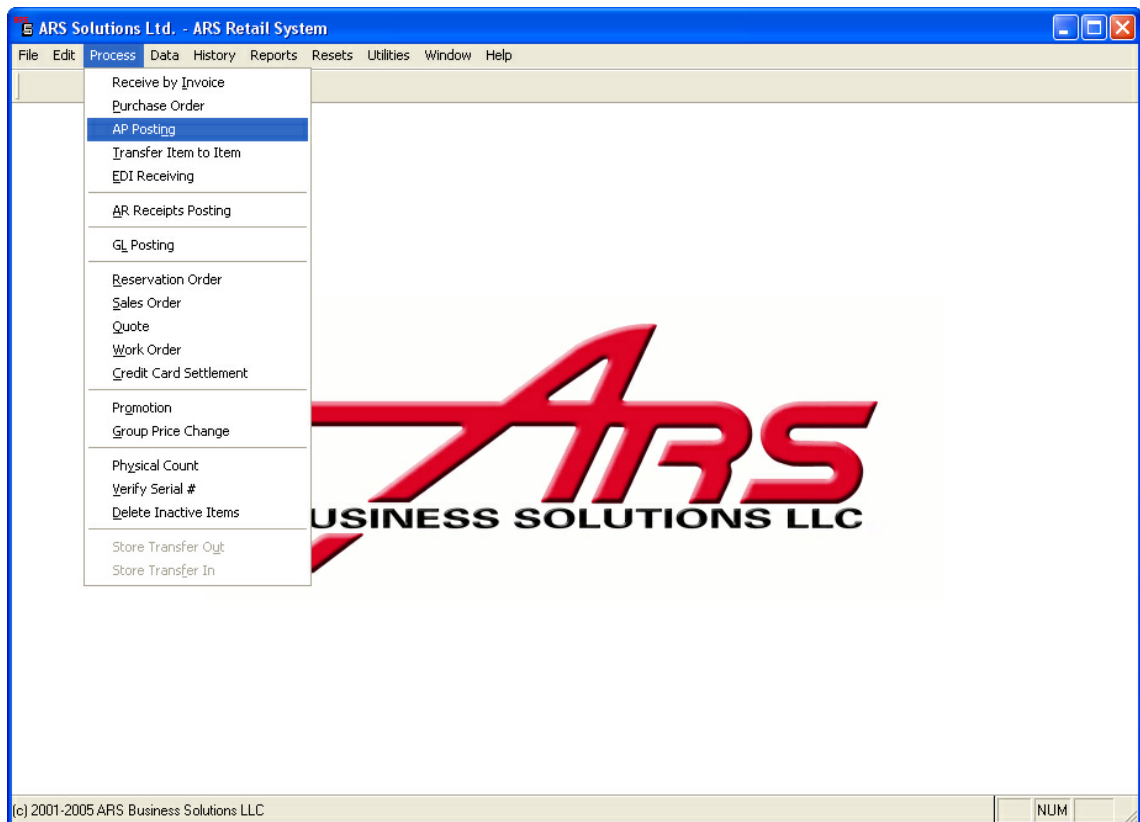
3.6 Update AP Posting Account



The final step of using **AP Posting** is to update the record. Three things will happen when **AP Posting** is updated:

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

To update and complete an AP Posting record,
Click **Process**. Select **AP Posting**.



The **Accounts Payable** grid is displayed.

Accounts Payable

General | Detail

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

Select the record to update by clicking on it to highlight it.
Click the **Update** button.

ARS Solutions Ltd. - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

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

Accounts Payable

General | Detail

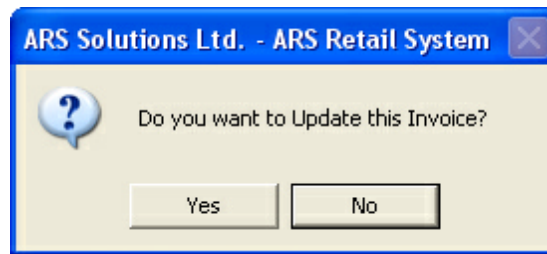
Reference #	Recv Date	Vendor	Invoice #	PO #	Invoice Date	Unapp Frght	Unapp Disc	Due Date
ACK	9/1/2006	CSI		54661316	9/1/2006	0.00	0.00	/ /
2134	10/23/2006	80	2134		10/23/2006	0.00	0.00	11/10/200
11121	10/31/2006	MERRITT	2137		10/31/2006	0.00	0.00	10/31/200
2139	11/6/2006	0031	2139		11/6/2006	0.00	0.00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

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Click **Yes**.



NOTE: Prompts asking for additional or missing information (such as the invoice number or terms) may appear. Enter the relevant information. Click **OK**.

4 Application Manager



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

The **Application Manager** is installed on the server and is accessible through the network from workstations. Before the **Application Manager** is run, the ARS Runtime (vfp7.exe and vfp9.exe) needs to be installed on each computer which will be running the ARS applications.



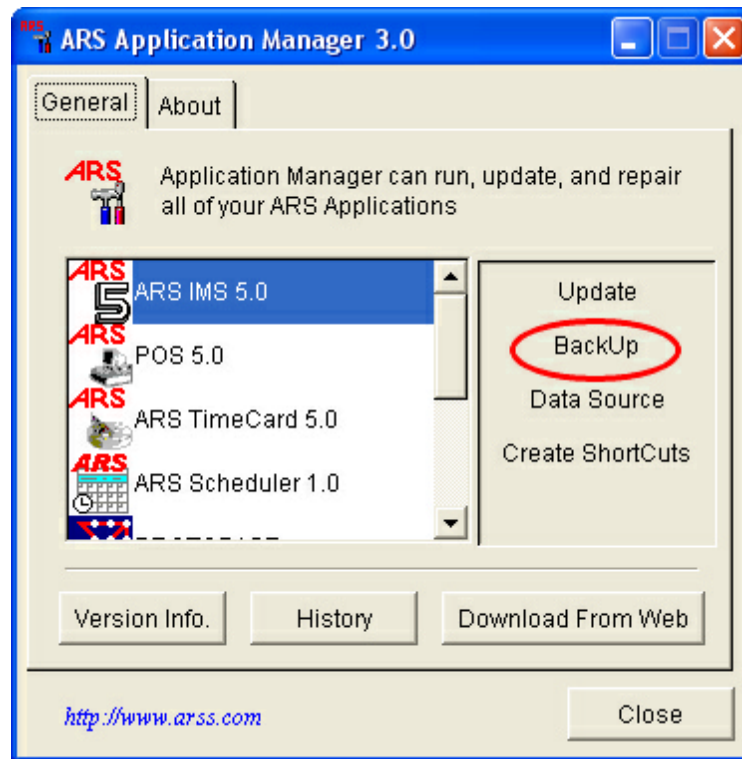
There are four basic processes which can be performed by the **Application Manager** : Update, Backup, Data Source and Create Shortcuts. The following describes the steps involved in performing each of these processes

4.1 BackUp

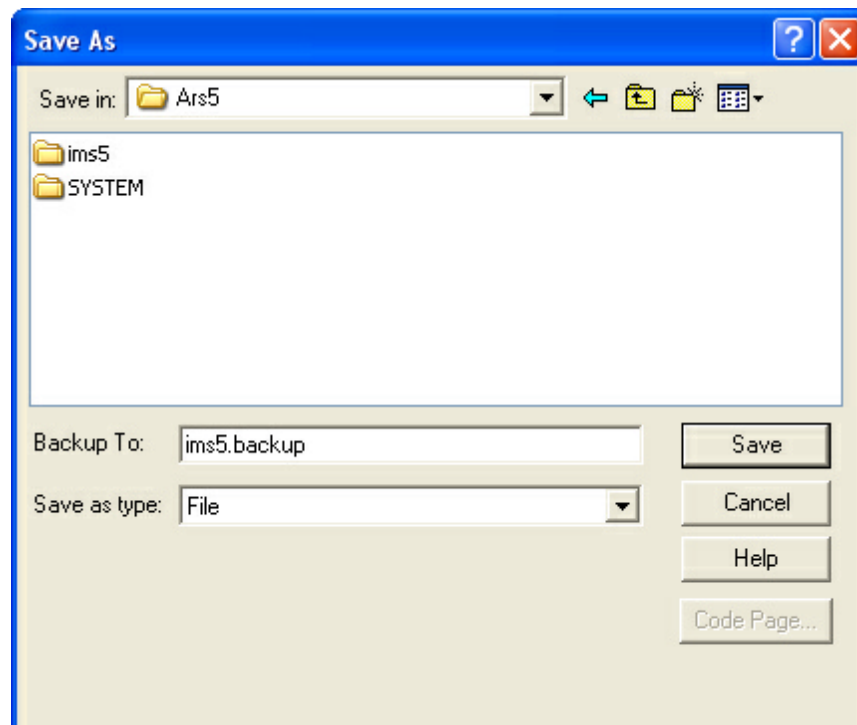


Backups are crucial to your business. At the very least, a backup should be run once every single business day. Periodic backups throughout the business day are even better. The more recent a backup is, the easier data recovery will be in a crisis. The IMS and Timecard (this is an optional program you may purchase to be added to your ARS system) programs are the most important files to be backed up. If your POS is online, that information will be in the IMS data file.

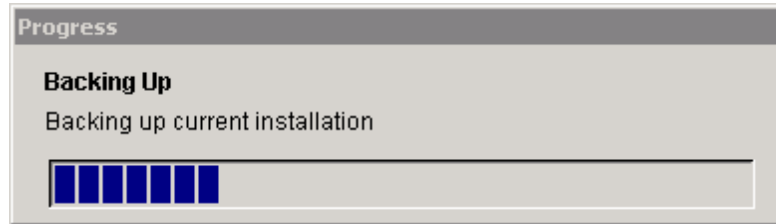
To backup the **IMS**, make sure that **ARS IMS 5.0** is highlighted. Click the word **BackUp** on the right side of the screen.



Find the proper location of the backup device (this location may be different for each computer).



Once the file path has been located, click **Save**. A **Backing Up** progress bar will be displayed.



When the **BackUp** has completed, the **Application Manager** screen will be displayed.

4.2 Create Shortcuts



Select the application for which to make a desktop shortcut.
Click **Create ShortCuts** on the right side of the window.



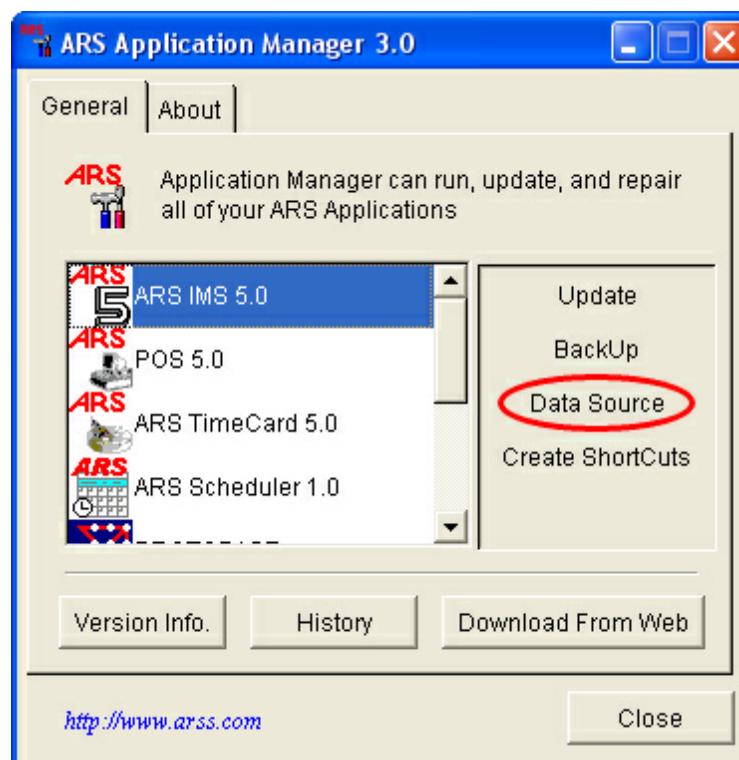
The shortcut will be displayed on the computer's desktop.

4.3 Data Source

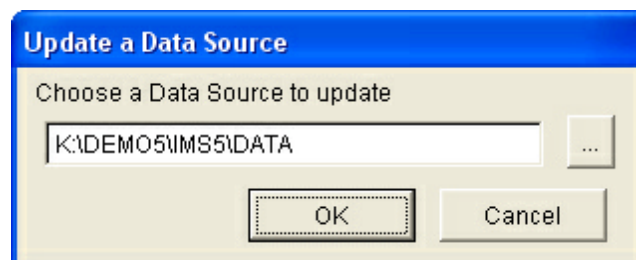


The IMS may be fixed or repaired by using **Data Source**.

Select the **ARS IMS 5.0** application on the left window.
Click **Data Source** on the right side of the window.



Change the file path, if needed.



Click **OK**.

A progress bar will be displayed.

4.4 Download From Web

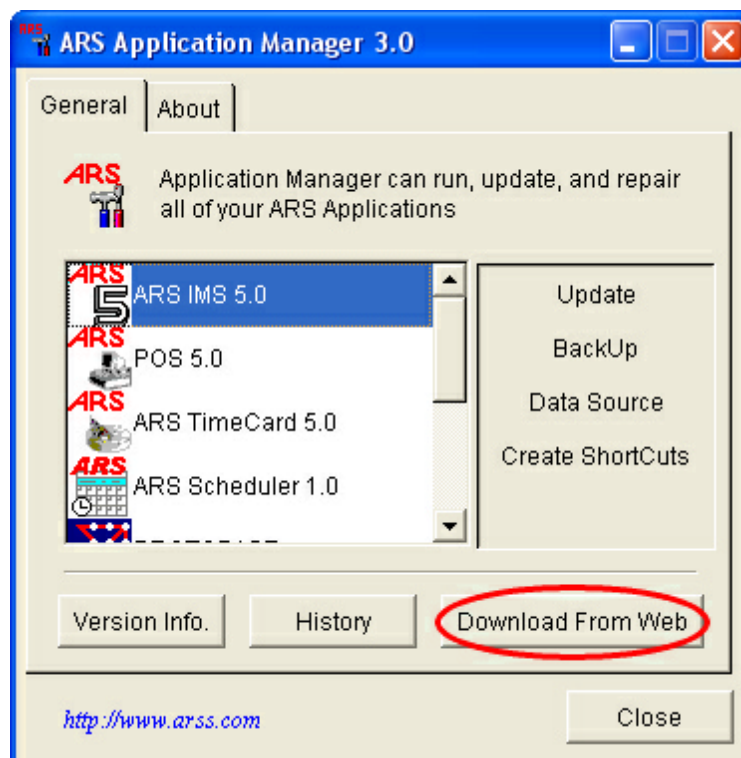


New updates (i.e. patches and new product features) and installations are done by downloading an application file (*.app) either from the ARS website (www.arss.com) or from an ARS CD. In both cases, the **Download From Web** button will find the application file. This section describes the process of using the **Download From Web** button to obtain an application file. Once **Download From Web** has been completed, Update may be run.

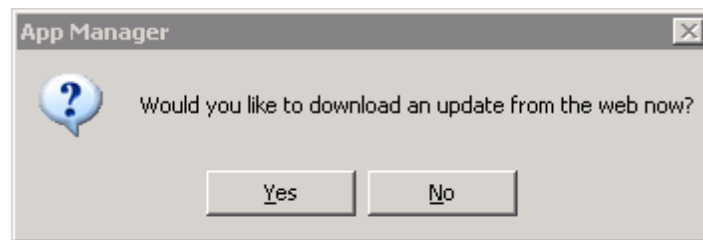
It is highly recommended that **Download From Web** is run early in the week - before the heavier weekend traffic.

Download an Application from the Internet:

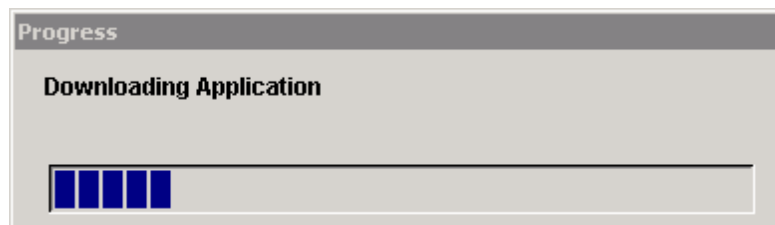
Open the Application Manager from the ARS5 folder or desktop shortcut.



Click on the name of the application to highlight it.
Click the **Download From Web** button.



Click **Yes**.

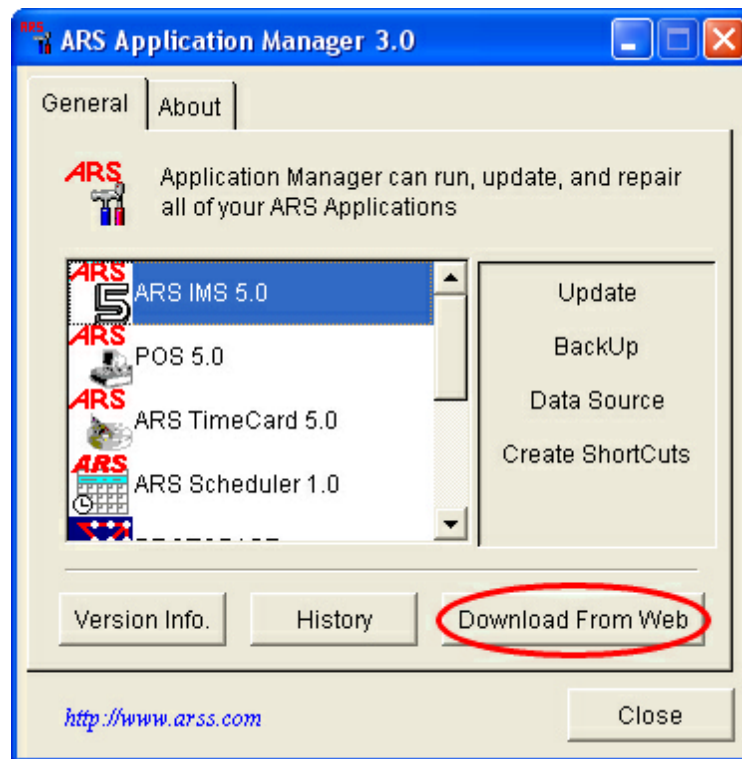


When it is completed, the **Application Manager** window will be displayed.

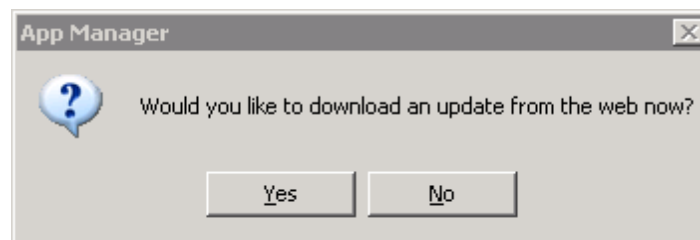
Copy an Application File from a CD:

Insert an ARS update CD into the CD-Rom drive.

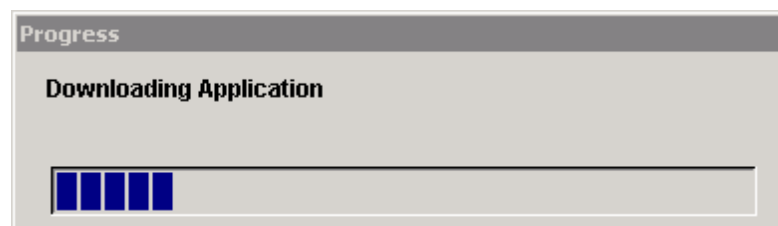
Open the **Application Manager** from the ARS5 folder or desktop shortcut.



Click on the name of the application to highlight it.
Click the **Download From Web** button.



Click **Yes**.



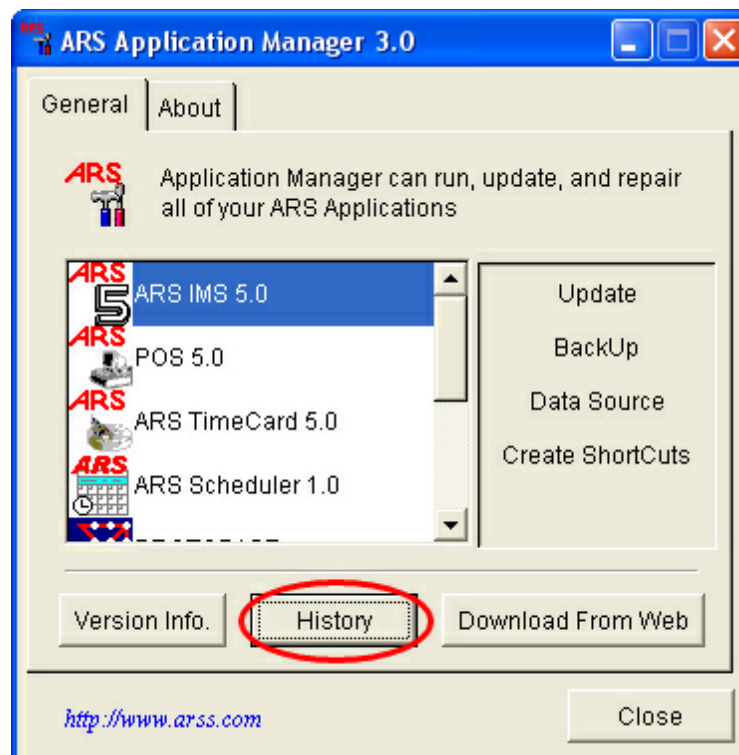
When it is completed, the **Application Manager** window will be displayed.

4.5 History

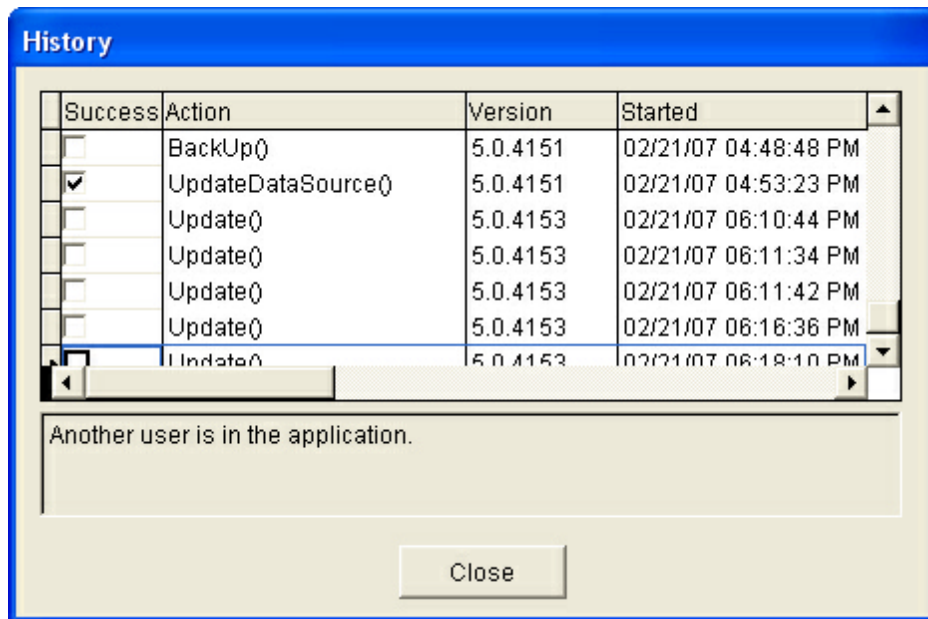


The history feature keeps a record of all processes performed by the **Application Manager**. Each application has its own detailed history, including **Update**, **BackUp**, **Data Source** and **Create Shortcuts**. The history records that the process was performed, whether or not it was successful,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

To view **History**, open the **Application Manager**.



Select an application on the left side of the window.
Click the **History** button.



4.6 Update

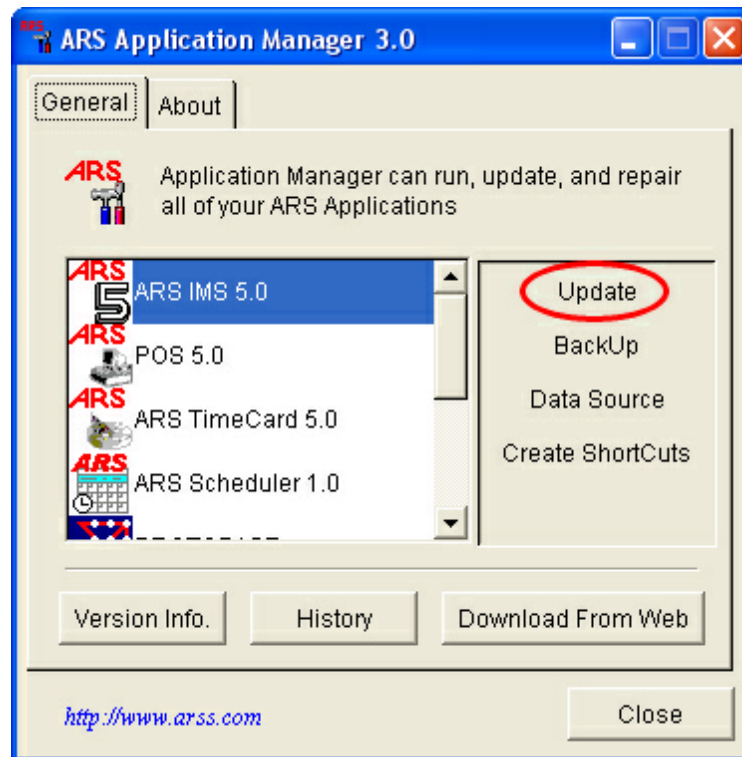


Updating should be done on a regular basis (once a week is recommended). Before an **Update** may be run, the new application file must be downloaded from the web. Once that has been done:

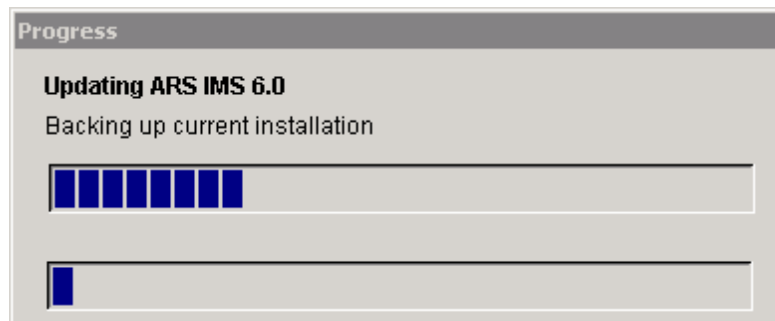
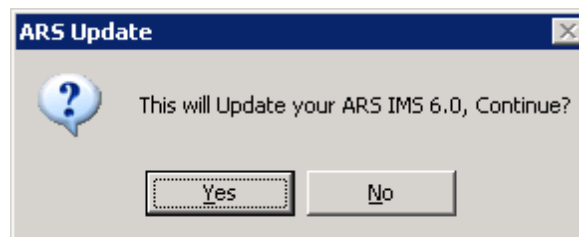
Open the **Application Manager**. Select the application to be updated.

NOTE: An application will not update with an older version of the application file. After downloading from the web, look in the version info (Reference: Application Manager - Version Info) to determine whether the package is newer than the installed version.

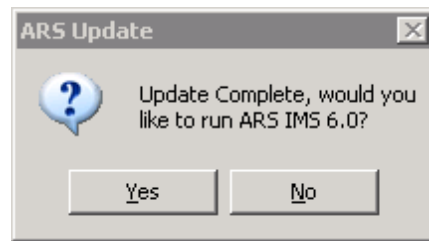
Click **Update** on the right side of the window.



Click **Yes**.



When the **Update** has finished, a new window will be displayed.



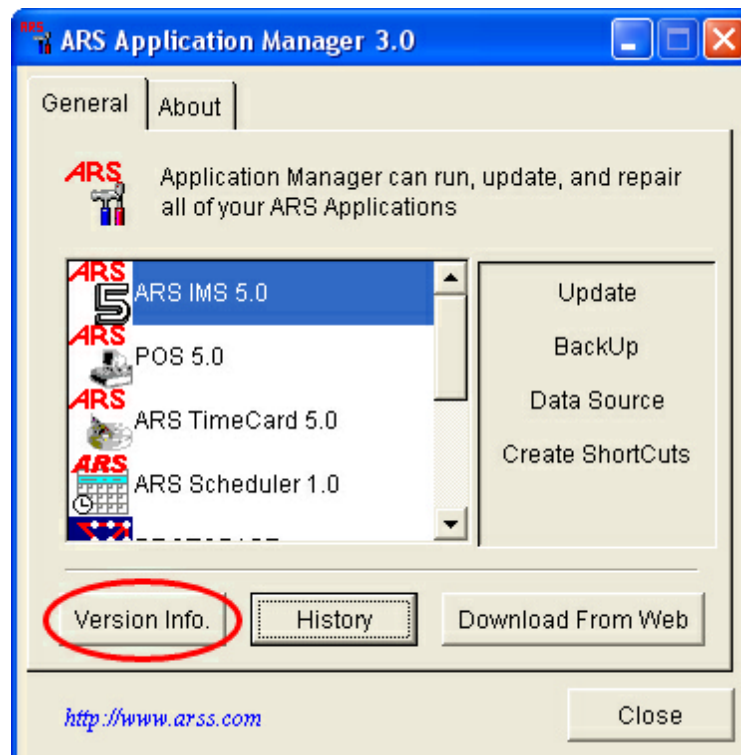
Click **Yes** to run IMS. **Close** the **Application Manager**.

4.7 Version Info

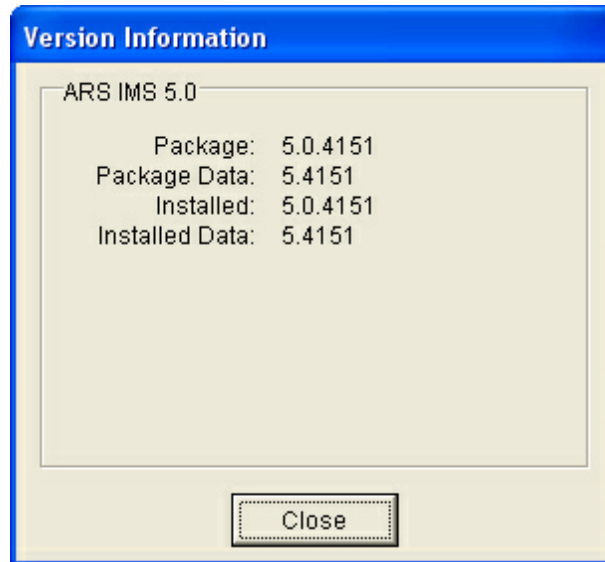


Version Info displays information about the application version. The version is in the form of a five-digit number, 5.****. It has a version number for the current application and data sources as well as the last downloaded or copied application version and data sources.

To view **Version Info**, open the **Application Manager**. Select the application by clicking on it to highlight it.



Click the **Version Info** button.



Package - the most recently downloaded or copied version of the application
Installed - the most recently updated version of the application

5 Basic Application



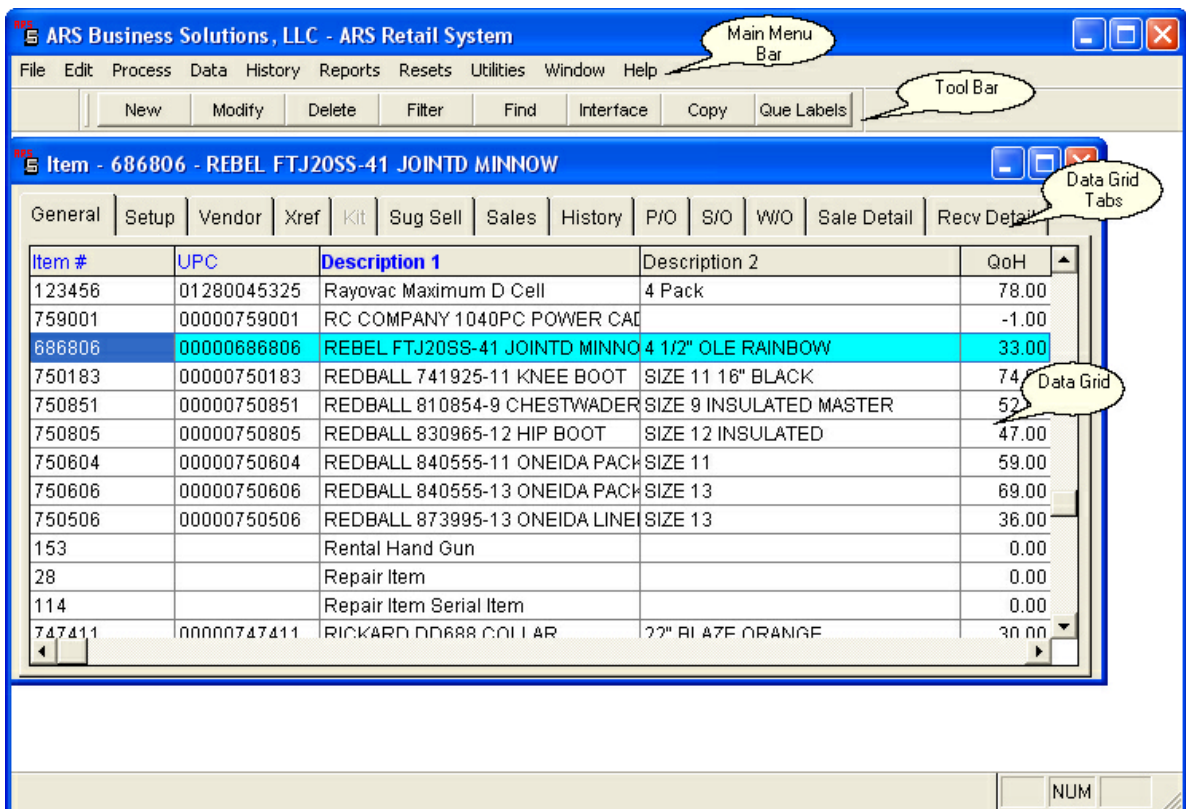
To get started using the IMS, a few basic things every user should know are:

- How to switch the Data Source
- Fundamentals on screen navigation
- User Login
- The Version Information screen

5.1 Application Screen



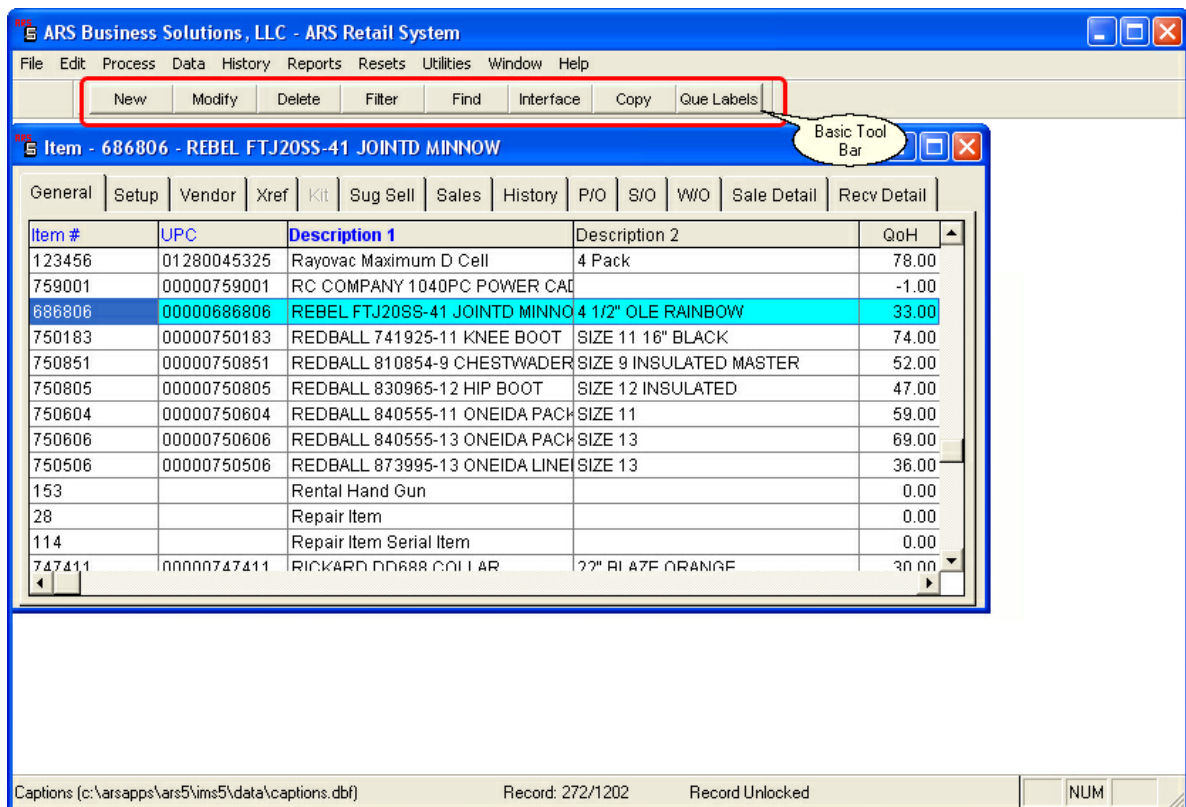
The following illustration introduces the basic elements of the ARS application screens. The basic use of each element is detailed in this section.



5.1.1 Basic Toolbar



The basic toolbar is a horizontal menu with a list of options. When working in different areas of an application, an appropriate toolbar displays for the available actions.



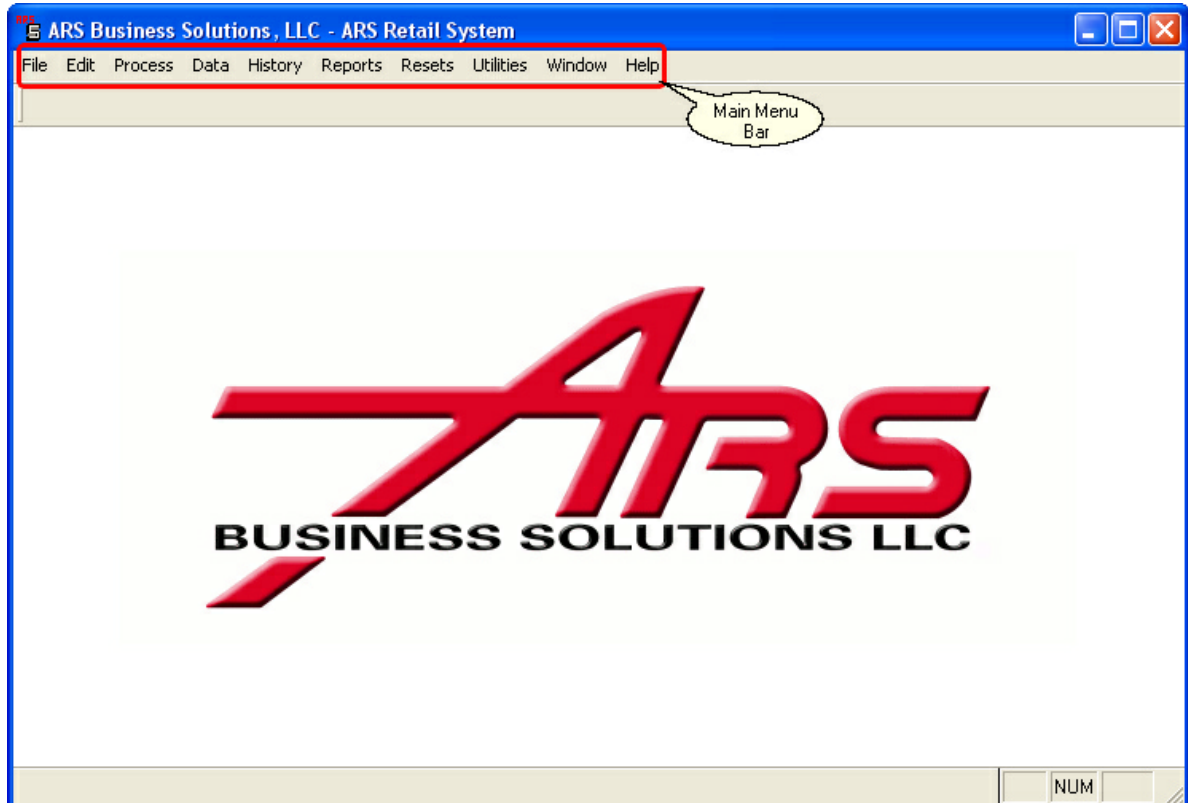
Basic Toolbar Options (other options may also be available for certain grids):

- New**
 Adds a new record for the table selected.
Example: When items are displayed, the "New Option" displays a window in which a new item can be added to the application.
- Modify**
 Displays a window which allows editing of the currently selected record.
Example: When items are displayed, the "Modify Option" displays the information of the current item record. The data in that record can be changed at this time.
- Delete**
 Allows for deleting of the currently selected record.
Example: When items are displayed, the "Delete Option" deletes the current record.
- Filter**
 Selects records based on specific criteria.
- Find**
 Selects a record based on specific criteria.

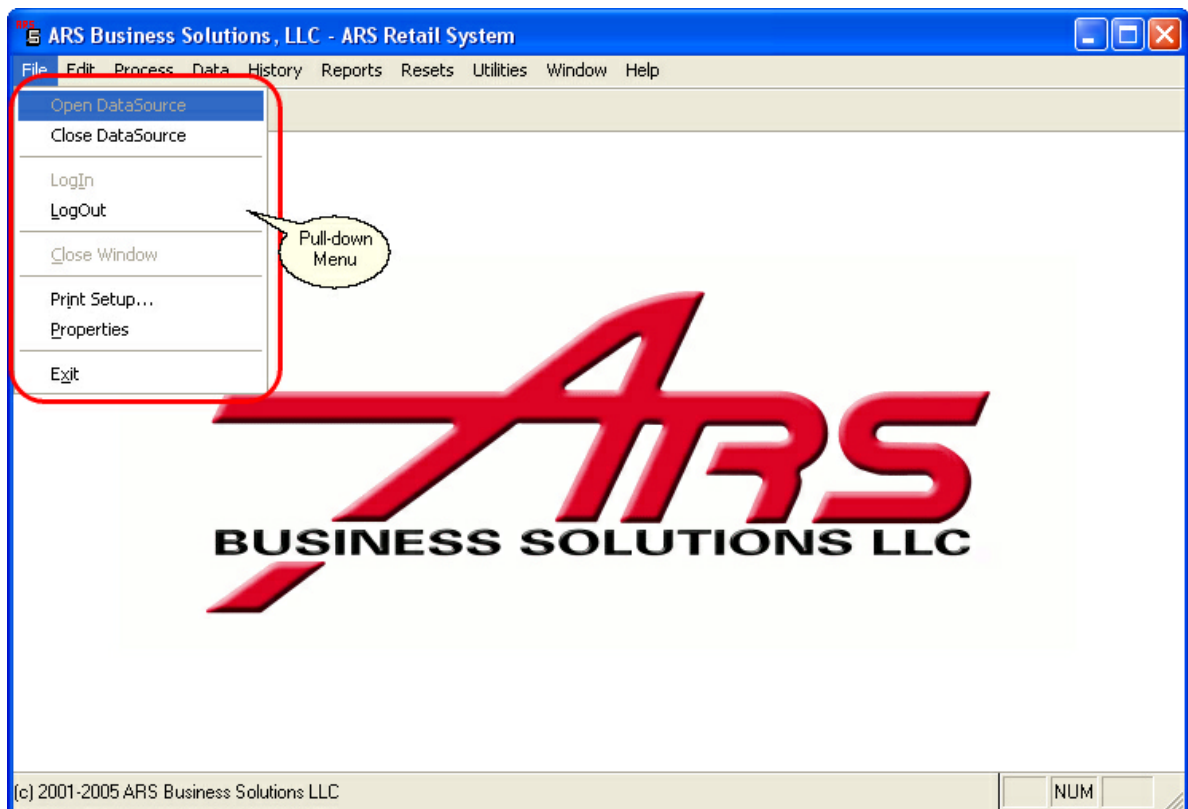
5.1.2 Main Menu Bar



The main menu bar is a horizontal menu with a list of options. An item can be selected from the main menu bar by highlighting it and pressing the **Enter** key or by simply pointing to the item with the mouse and clicking the left mouse button.



Each menu option is associated with a drop-down menu which displays when a menu item is selected. The drop-down menu displays directly beneath the selected option. To select an option, touch the "**↑**" key to move up or the "**↓**" key to move down. When the desired selection is highlighted, press the **Enter** key, or point to the desired selection with the mouse and click the left mouse button.



5.2 Data Grid Basics



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

Item #	UPC	Description 1	Description 2	QoH
55666	00000055666	BASS BUSTER	100% CHUMMIN' RUC 3 PACK	61.00
50578	00000050578	BATTS 578 PA	BLACK 10" 200/CS	30.00
82141	00000082141	BEAR 5304-00	BROAD. 3 PK 120GR 3 BLADE	94.00
82142	00000082142	BEAR 5304-004	GRIZZLY BROAD. 3PK 125GR 4 BLADE	45.00
8001		Beratta A39059	390 Shotgun Semi Auto 12GA/3" 24"	2.00
8002		Beretta A30355	303 Shotgun Semi Auto 12GA/3" 32"	1.00
8006	40000008006	Beretta JEA1403	Stampede Blue	0.00
61485	00000061485	BERKLEY C100-25-02	BRAID.LINE BLACK 100 YDS	58.00
02863202763	02863202763	BERKLEY CWPS3-96	TRILENE 3LB 110 YDS COLD WEATHER	59.00
51885	00000051885	BERKLEY GCS-6	MAXTEC ROD 6.0 SPINNING MED 1PC	69.00
61982	00000061982	BERKLEY HS-1	HOOK SHARPENEF 2C CELL BATTERIES	67.00
51004		BERKLEY M19-MH	SERIES ONE RC 5.10 MUSKIE HVY 1PC	0.00
61042	00000061042	BERKLEY STCA2	STRIKE CATFISH 207	12.00

- **Row:** Contains the data of a record.
- **Column:** Contains the data for a field within each record.
- **Column Label:** This label is the name of the field associated with the column.
- **Tabs:** Each tab represents a data grid or viewing form which displays data in different layouts.

5.2.1 Adding Data



To add new data to a data grid:
Click **Data**. Select from the drop-down menu (e.g. **Item**).

Click the **New** button.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Copy Que Labels

Item - 97158 - BOHNING 1026 ROD & SEAT

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

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

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Data may be added in any of the white boxes (fields) on a data window. Click on any of the tabs to enter information in the fields under those tabs.

Press the "Alt" key or "→" key to move to the next field where data needs to be entered.

Click **Add** to save the entry.

5.2.2 Change Field Size



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

To **change the field size** within a data grid,

Point the mouse at the column edge; a cross arrow (↔) will be displayed. Hold the left mouse button, and drag the column edge to the desired width. Release the mouse button. (In this example, the **Description 1** field has been widened.)

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Copy Que Labels

Item - 8006 - Beretta JEA1403 Stampede Blue

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

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

Item - 97158 - BOHNING 1026 ROD & SEAT

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

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

NUM

To keep the new settings or restore original grid settings, see Save Grid Preferences.

5.2.3 Data Grid Layout



Data grid layouts can be easily changed to fit each user's individual preferences.

To change a **Data Grid Layout**, drag and drop the column label to the new location. Point the mouse at the column label of the column to be moved. (In this example, **UPC** will be selected and moved to the right of **QoH**.) Click with the left mouse button and hold. Drag the column label to the desired location on the grid. Release the mouse button.

Item - 80120 - B-K TLF102 TARGET				
General Setup Vendor Xref Kit Sug Sell Sales History P/O S/O W/O Sale Detail Recv Detail				
Item #	UPC	Description 1	Description 2	QoH
33104	00000033104	AFC SS-GR2400 SUPERSHAFT 32"	GRAPHITE	37.00
32128	00000032128	ALMAC SPLASH GUARD	ELECTRC TROLLING MOTOR RH	81.00
11382	00000011382	AMERICA'S CUP 950Y VEST	GRANDSPORT YOUTH ROYAL	59.00
23712	00000023712	ATSKO 1338 SPORT WASH	18 OZ BOTTLE DETERGENT	1.00
80120	00000080120	B-K TLF102 TARGET	39X24X2" DEER W/STAND	3.00
77206	00000077206	BABE WINKELMAN VT-103 TAPE	SUMMER HEAT BASS VHS	7.00
77208	00000077208	BABE WINKELMAN VT-104 TAPE	LAKE ERIE VHS	1.00
77216	00000077216	BABE WINKELMAN VT108 TAPE	FISHING CNDN.SHLD. VHS	3.00
77218	00000077218	BABE WINKELMAN VT109 TAPE	BRONZ BACKS OF THE NO.VHS	4.00
77086	00000077086	BABE WINKELMAN VT26-VP TAPE	CANADA NW TERR. VHS	1.00
77088	00000077088	BABE WINKELMAN VT27-VP TAPE	FISHING ONTARIO VHS	8.00
1053431	00001053431	BAGLEY DB06-GBM BANG-O-B	5 1/4" GRN/BLK/MACKEREL	17.00
875917	00000875917	RAIT BAG 9X17 1/2 002 2000CT		98.00

The column will switch to the new location.

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

To keep the new settings or restore original grid settings, see Save Grid Preferences.

5.2.4 Find Record



The **Find** feature assists in finding records which meet specific criteria.

Three methods may be used to **Find** a specific record:

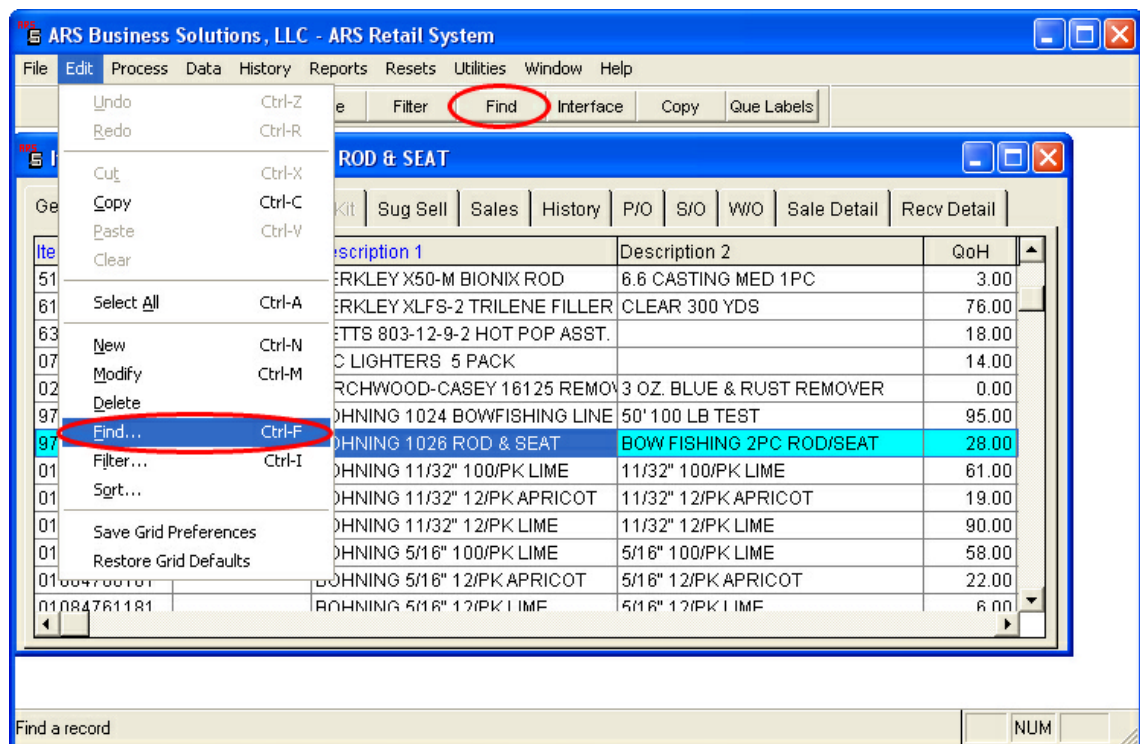
- Quick Find
- Simple Find
- Detailed Find using **Edit** from the main menu

5.2.4.1 Detailed Find

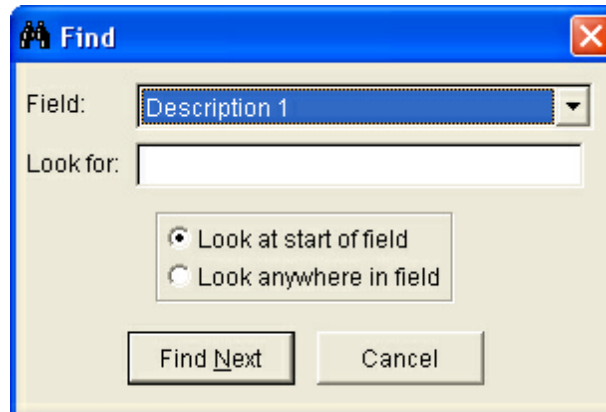


Detailed Find is used to find records which match criteria specified for a field (in both indexed and non-indexed fields).

With the data grid open, click the **Find** button. (Another option is to click **Edit** and select **Find**.)



When the **Find** window opens, the **Field** may be changed by clicking the arrow to the right of the field option. (A drop-down list of available field will be displayed. These fields correspond to each of the columns in the data grid. Select a field by clicking on it.)



Look for: is where the search data is entered
To start the search, click the **Find Next** button.
The first record containing the specified criteria will be displayed.
Continue to click the **Find Next** button until the proper record is displayed.

5.2.4.2 Quick Find



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

Select the first record in an indexed (blue heading) column.
Quickly type in the first few characters of the record to be found.
The first record containing an entry starting with those typed characters will be displayed.
This process may be repeated as many times as necessary.

5.2.4.3 Simple Find



Simple Find is used to move quickly to a record within a data grid.

Point the mouse at an indexed (blue heading) column.
Click the right mouse button. Select **Find** from the drop-down menu.

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

Look for: enter the search criteria

Find in Description 1

Look for:

Look at start of field
 Look anywhere in field

Click the **Find Next** button.

The first record containing the specified criteria will be displayed.

Repeat these steps to find the next record matching the specified criteria.

5.2.5 LookUp Buttons



LookUp buttons are available in many different areas of the IMS to allow the user the ability to add a new item, address, etc. without having to exit the current task.

Add Item

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

Item # 161 UPC (Printed on labels, if present)

Description 1

Manufacturer **LookUp**

Style

Size

Color

Other

Class **LookUp**

Season **LookUp**

Letter

Type

Description (None)

Cross Reference

Vendor **LookUp**

Cross Ref #

Pkg Qty 1.00

Units/Pkg 1.00

Add **Close**

When the **LookUp** button is selected, a drop-down list of existing values for that field will display. A value from this drop-down list may be selected, and data will automatically be entered into the field. If the value wanted is not in the list, a new value may be added.

Add Item

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

Item # 161 UPC (Printed on labels, if present)

Description 1

Manufacturer

Style

Size

Color

Other

Class

Season

Letter

Type

Description (None)

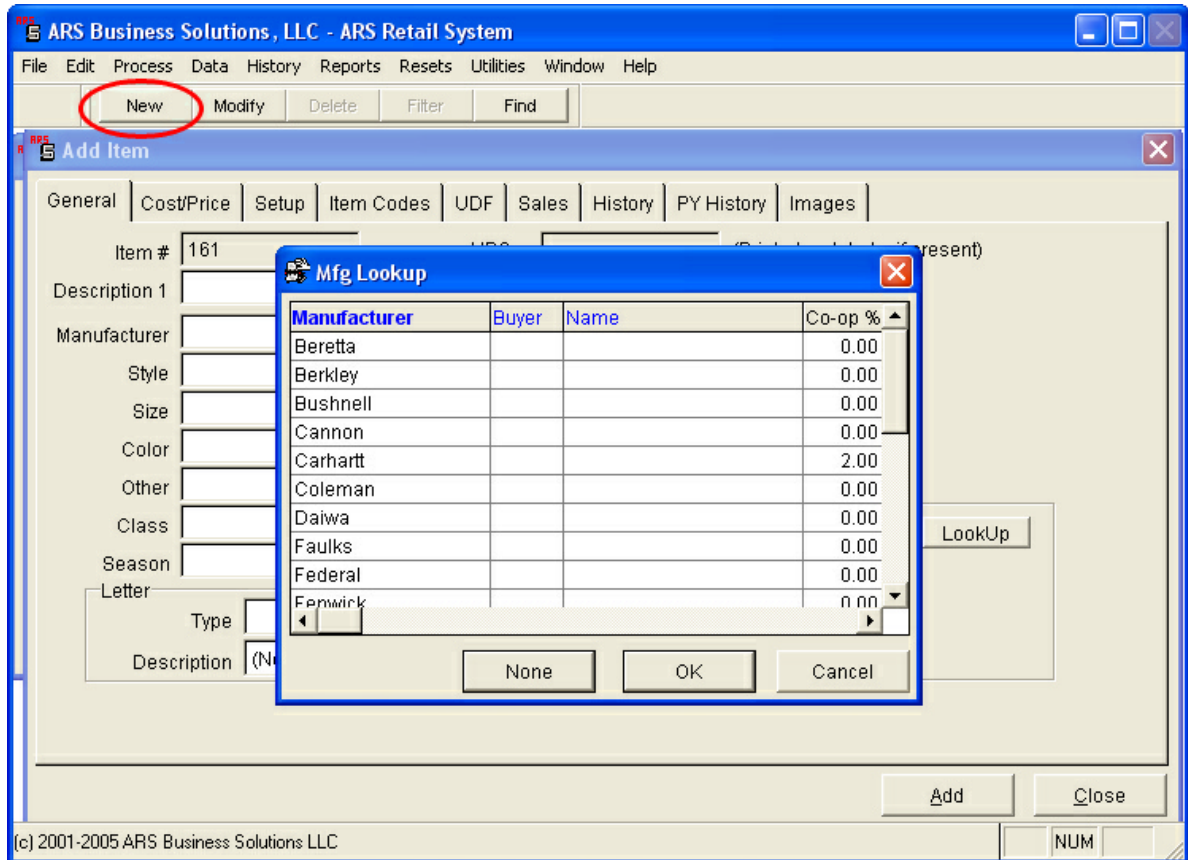
Mfg Lookup

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

None **OK** **Cancel**

Add **Close**

To add a new value, click the **New** button. (See Adding Data for more information.)



This is another data screen with a **LookUp** button:

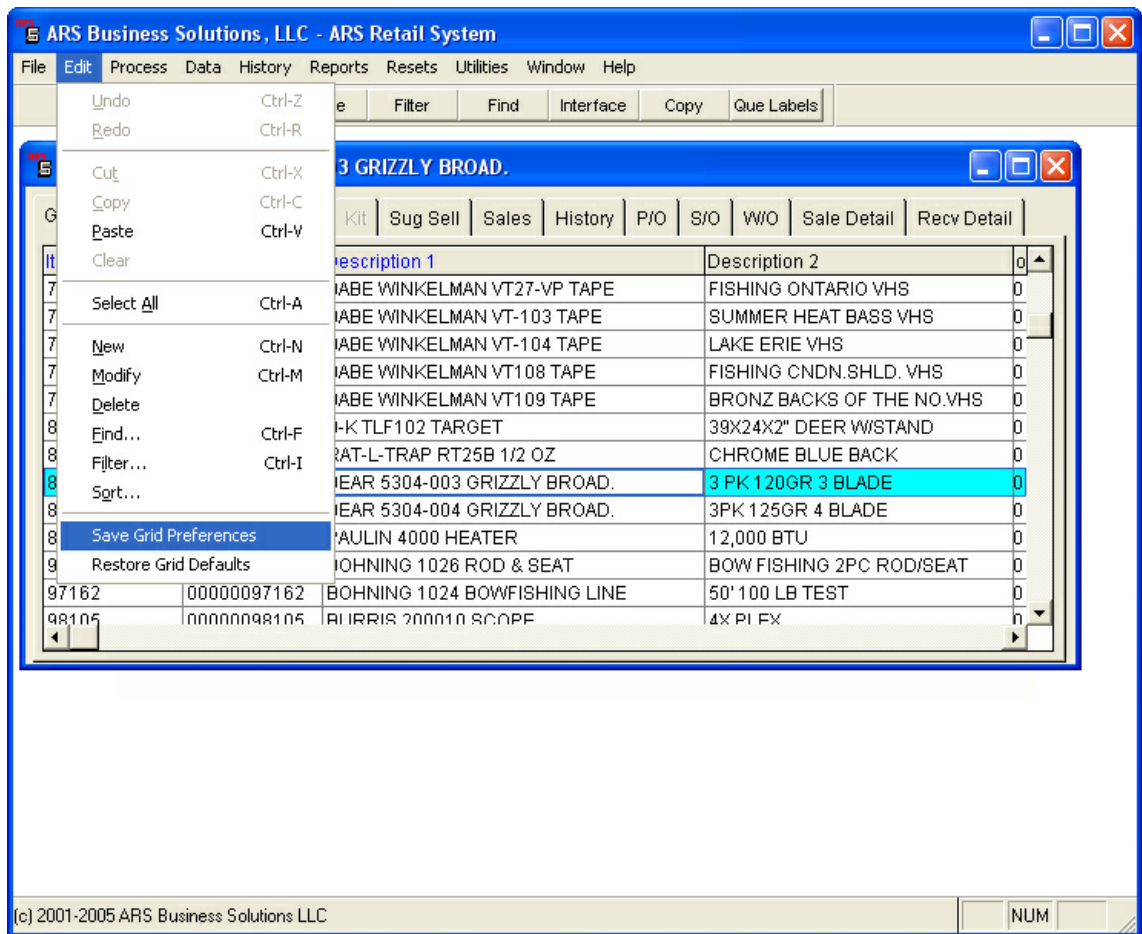
	Quantity	Purchases
Period to Date	0	0.0000
Month to Date	0	0.0000
Year to Date	0	0.0000
Previous Year	0	0.0000

5.2.6 Save Grid Preferences

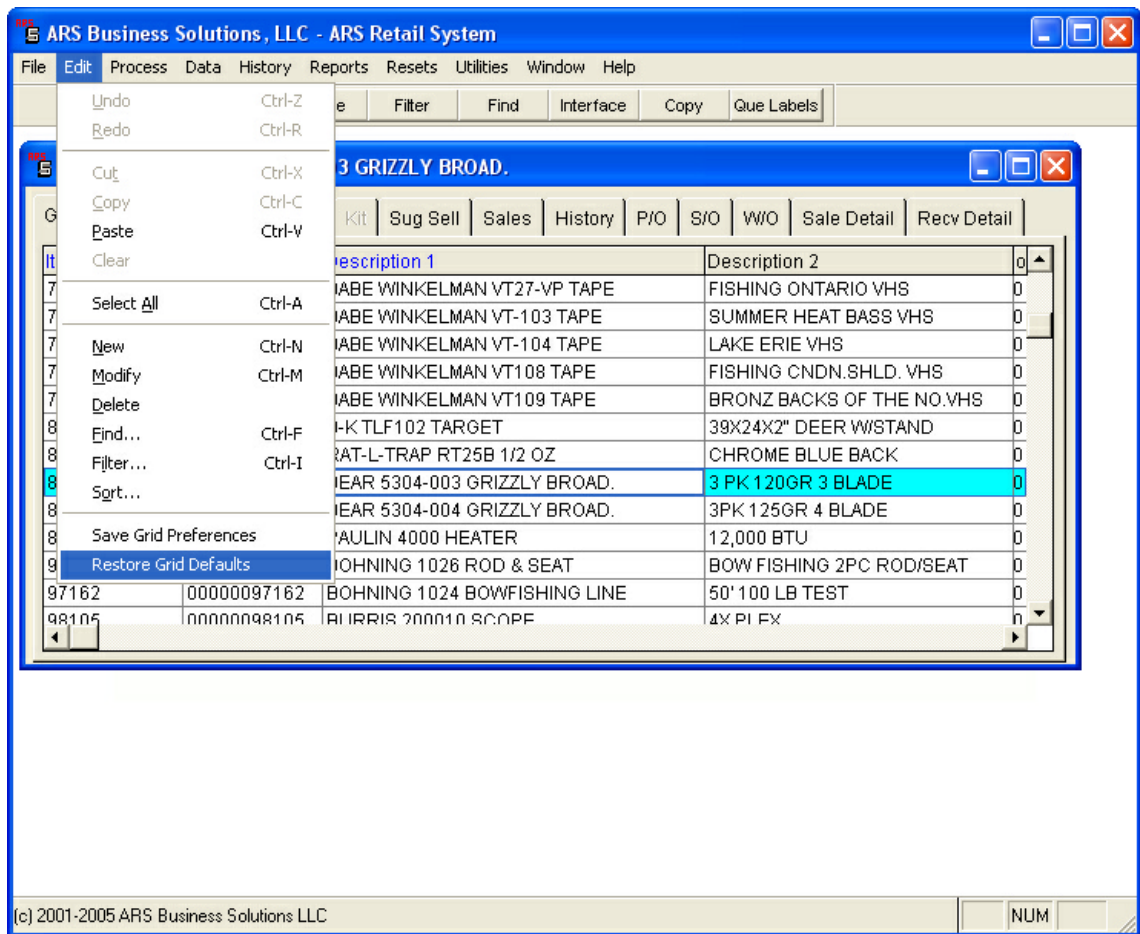


After a data grid has been changed, select the following option to store the new settings. The settings will only be saved for the user login in which the changes were made.

To save grid preferences, click **Edit**; select **Save Grid Preferences**.



To return to default grid settings, click **Edit**; select **Restore Grid Defaults**.



5.2.7 Sorting Data



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

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

- Sort data on-the-fly, or
 - Sort data using the quick sort menu
 - Sort data using the Edit option of the applications main menu.
- Data can only be sorted in indexed fields. (The indexed fields are displayed as blue column labels on the data grid.)

Item - 82141 - BEAR 5304-003 GRIZZLY BROAD.

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

Item #	UPC	Description 1	Description 2	
77088	00000077088	BABE WINKELMAN VT27-VP TAPE	FISHING ONTARIO VHS	0
77206	00000077206	BABE WINKELMAN VT 45 TAPE	SUMMER HEAT BASS VHS	0
77208	00000077208	BABE WINKELMAN VT 45 TAPE	LAKE ERIE VHS	0
77216	00000077216	BABE WINKELMAN VT 45 TAPE	FISHING CNDN.SHLD. VHS	0
77218	00000077218	BABE WINKELMAN VT 45 TAPE	BRONZ BACKS OF THE NO.VHS	0
80120	00000080120	B-K TLF102 TARGET	39X24X2" DEER W/STAND	0
81200	00000081200	RAT-L-TRAP RT25B 1/2 OZ	CHROME BLUE BACK	0
82141	00000082141	BEAR 5304-003 GRIZZLY BROAD.	3 PK 120GR 3 BLADE	0
82142	00000082142	BEAR 5304-004 GRIZZLY BROAD.	3PK 125GR 4 BLADE	0
89409	00000089409	PAULIN 4000 HEATER	12,000 BTU	0
97158	00000097158	BOHNING 1026 ROD & SEAT	BOW FISHING 2PC ROD/SEAT	0
97162	00000097162	BOHNING 1024 BOWFISHING LINE	50' 100 LB TEST	0

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

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

Sorting Data On-The-Fly:

Point the mouse at the blue column heading of the column to be sorted.

Click the left mouse button to sort in ascending order (0-9, A-Z).

Click the left mouse button again to sort in descending order (Z-A, 9-0)

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

Item - 82141 - BEAR 5304-003 GRIZZLY BROAD.

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

Item #	UPC	Description 1	Description 2	
754117	00000754117	#17 SHEAR PINS 3/16 X 1-25/6		0
800508	00000800508	3-M MUSKIE FISHING MAGIC	VHS	0
800516	00000800516	3-M STALKING TROPHY BUCK	VHS	0
800506	00000800506	3-M STRUCTURE FISHING-BASS	VHS	0
800220	00000800220	3M WF8F AIR-CELL SUPREME	FL.ORANGE WGT FORWD	0
800240	00000800240	3M WF8F AIR-CELL SUPREME	FL.ORANGE WGT FORWD	0
318825	00000318825	5450XX BLUEBILL		0
318837	00000318837	5650SD BLUEBILL		0
624300	00000624300	965 WOOD STOVE		0
519761	00000519761	ABE & AL 5110-010-077 DODGER	10" FIRE	0
21402	0000021402	ACE SZH102 SWEATSHIRT XL.	BLZ/ORG W/ZIPPER	0
33104	0000033104	AFC SS-GR2400 SUPERSHAFT 32"	GRAPHITE	0

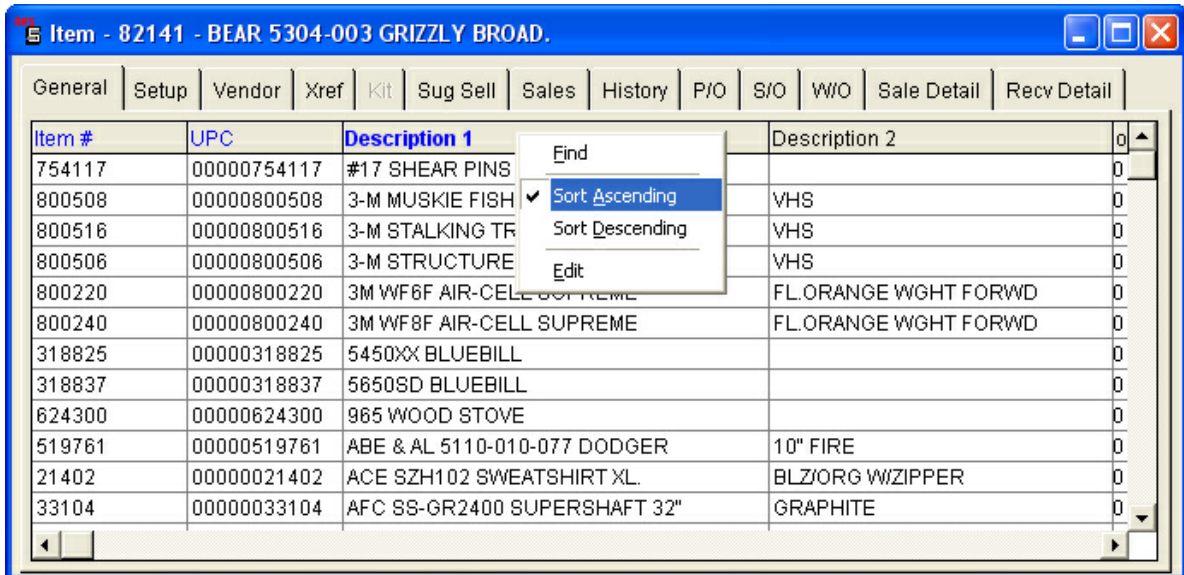
Description 1 is sorted in ascending order.

Sort using the Quick Sort Menu:

Point the mouse at the blue column heading of the column to be sorted.

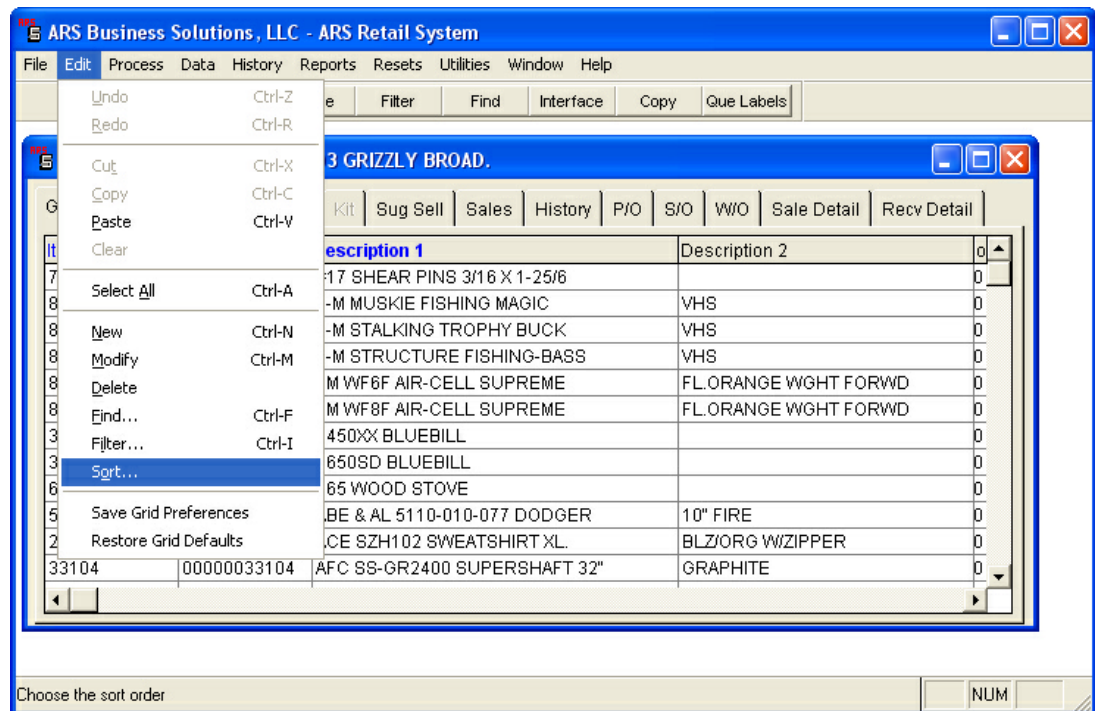
Click the right mouse button.

Select Ascending or Descending order (The column will sort by the selected order).

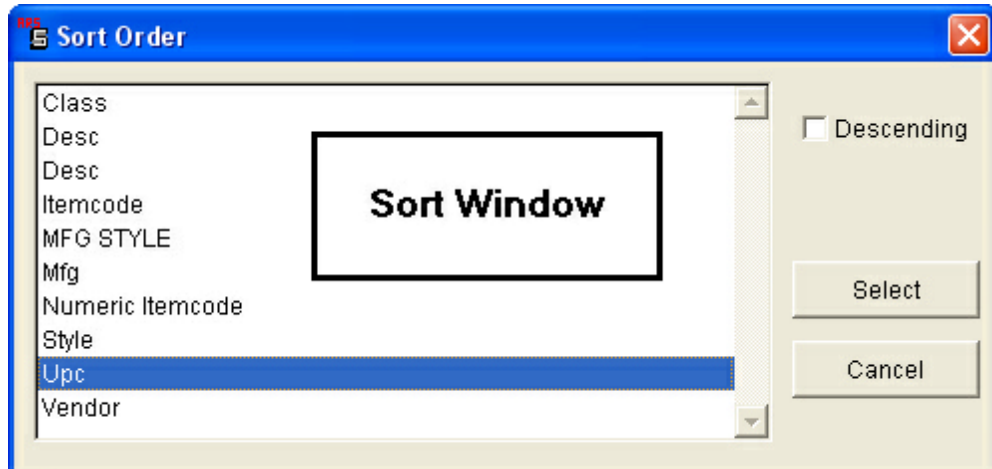


Sort Using the Edit Option from the Main Menu:

Click **Edit**. Select **Sort**.



Select a field to be sorted by clicking on it to highlight it.



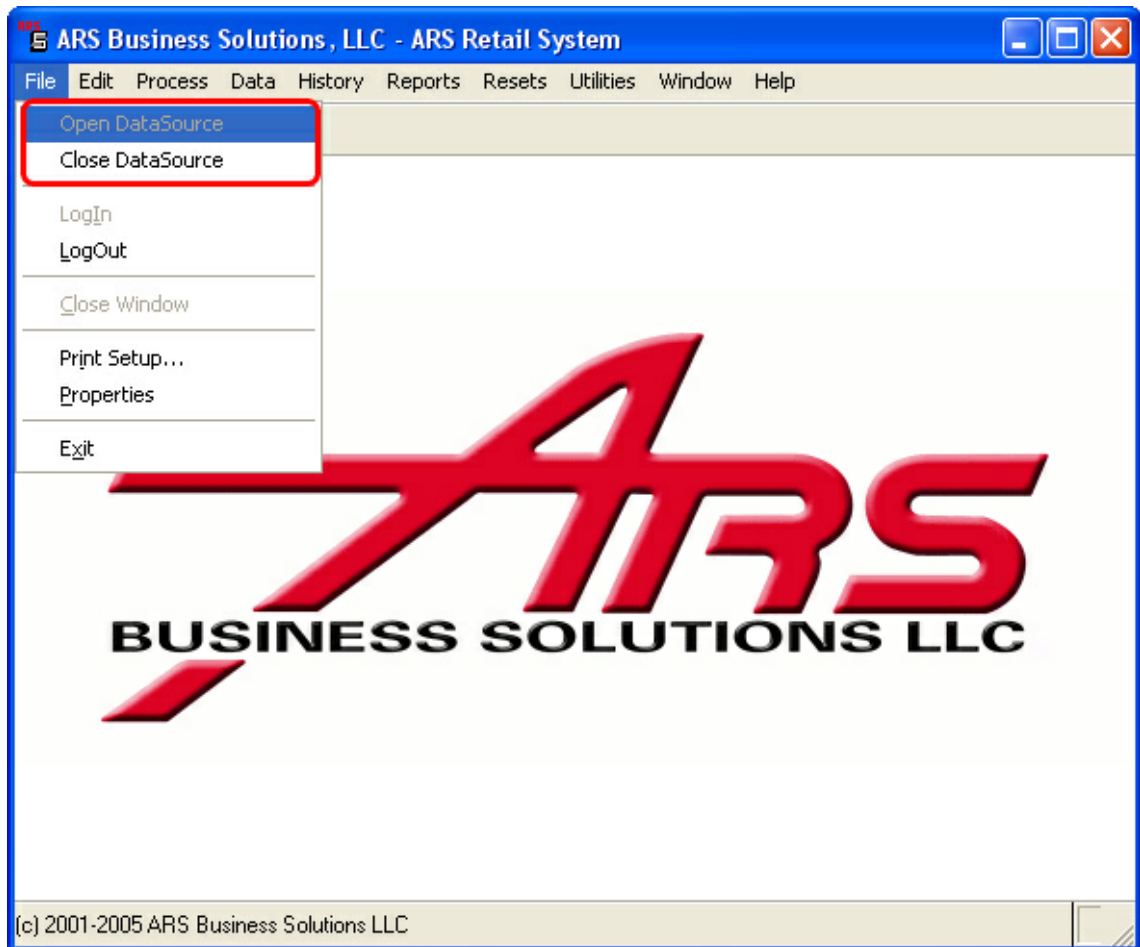
To sort in ascending order, do not check the **Descending** box.
 To sort in descending order, check the **Descending** box.
 Click the **Select** button to sort.

5.3 Data Source



Each ARS application supports the use of multiple data sources. Data sources contain a set of tables which stores the user's information. This allows the application software to be installed once, but then to have the ability to manage multiple sets of data. When the application prompts for a login, it is opening the data source which is defined as the default data source.

Click **File** to open and close alternative data sources.

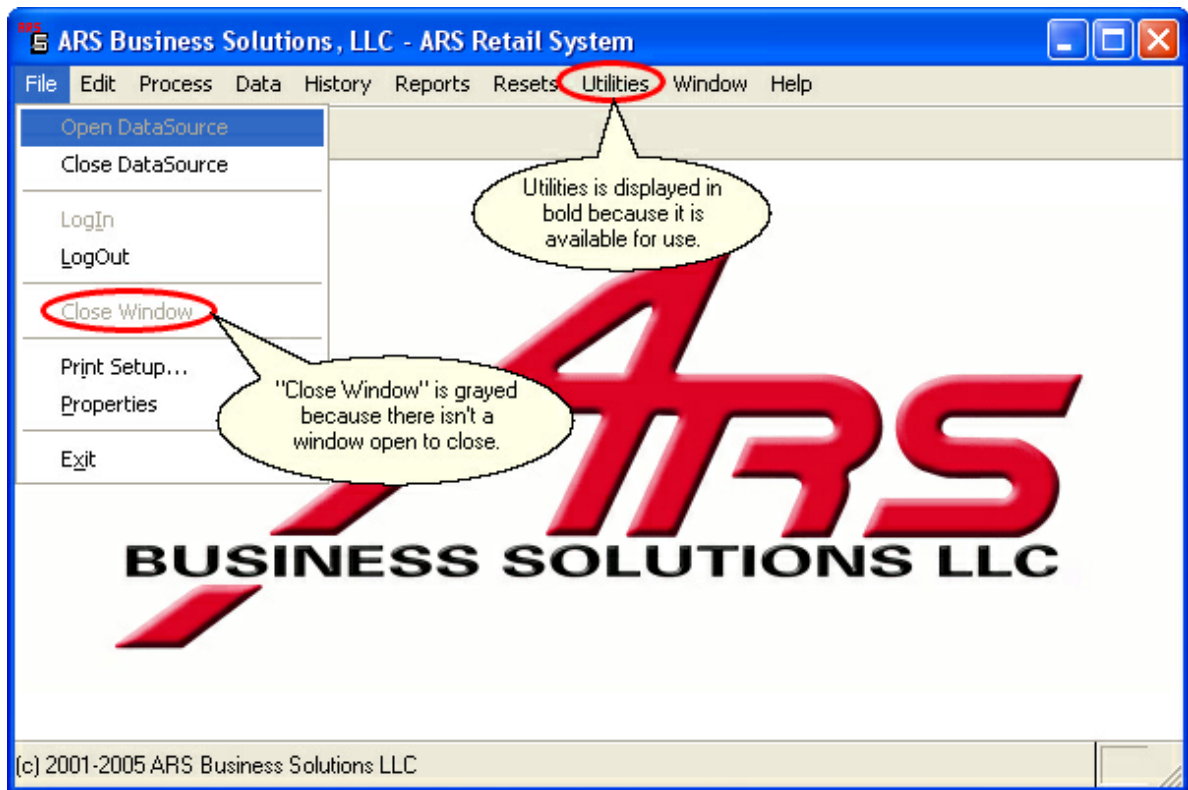


5.4 Option Availability



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

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

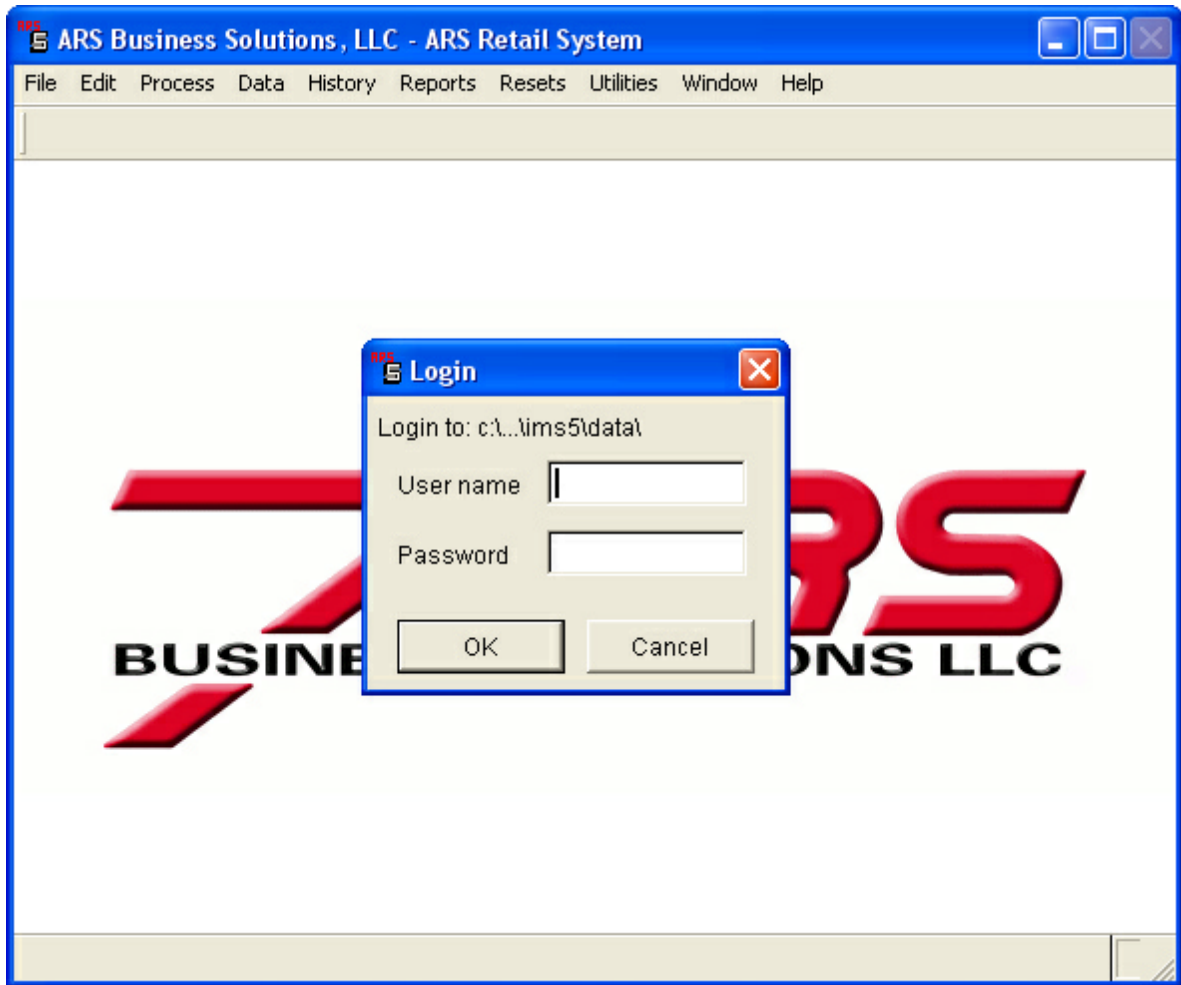


5.5 User Login



Login User name and Password:

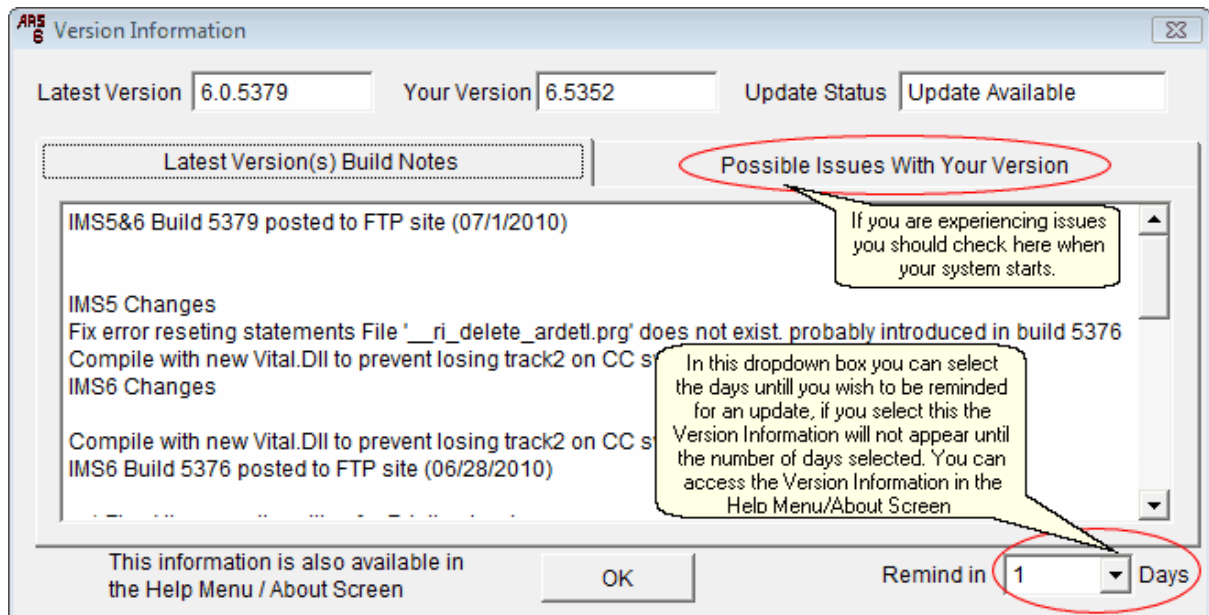
When an ARS application is accessed, the default data source is opened and the user is prompted for a **User name** and **Password**. Each staff member who uses the IMS is assigned a **User name** and **Password** under the Security Settings.



5.6 Version Information



When the IMS is opened, the **Version Information** screen will show updates which are available. Click **OK** to close the screen.

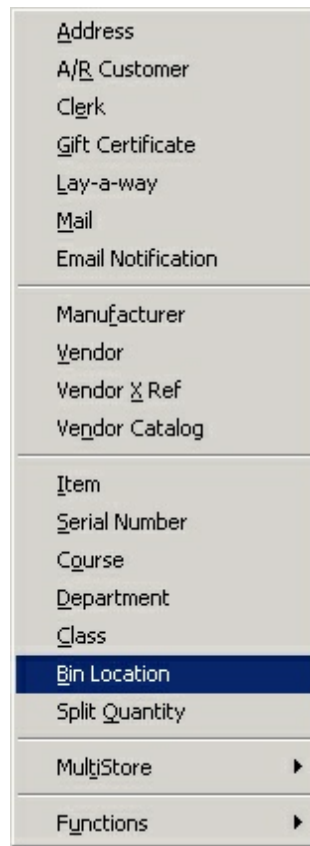


6 Bin Location

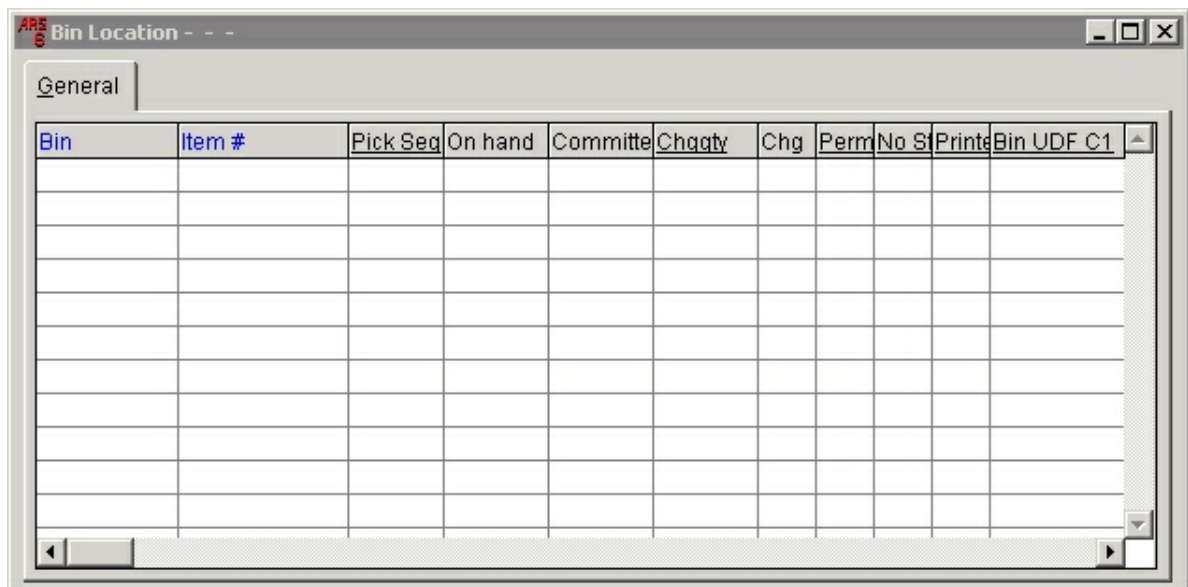


For inventory items which are not kept on the normal sales floor (e.g. scope rings or firing pins), **bin locations** may be setup for easy storing and accessing of items.

Go to **Data**; select **Bin Location**.



The **Bin Location** grid displays all current bin information.



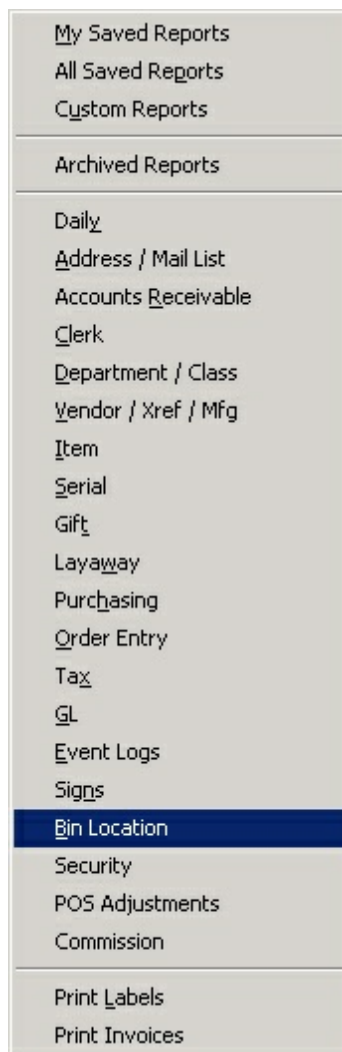
- Add a new bin location

- Edit a bin location
- Delete a bin location

6.1 Bin Location Reports



To print or view a bin location report, go to **Reports**; select **Bin Location** to access the Bin Locations Reports screen.



- Bin Count Worksheet is for taking inventory of merchandise in bins.
- Bin Location Report shows the location for merchandise items.

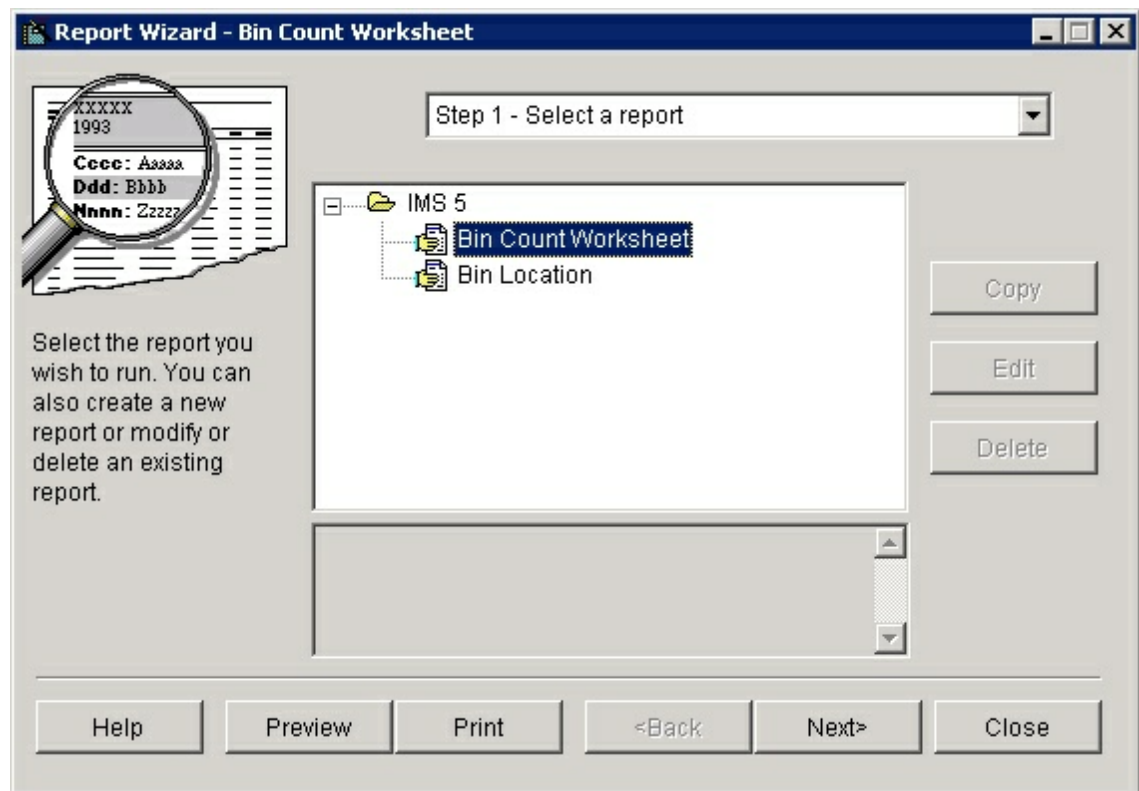
- Invoice Received Stocking Report is printed/viewed from the AP Posting, Purchase Order or Receive By Invoice.

6.1.1 Bin Count Worksheet

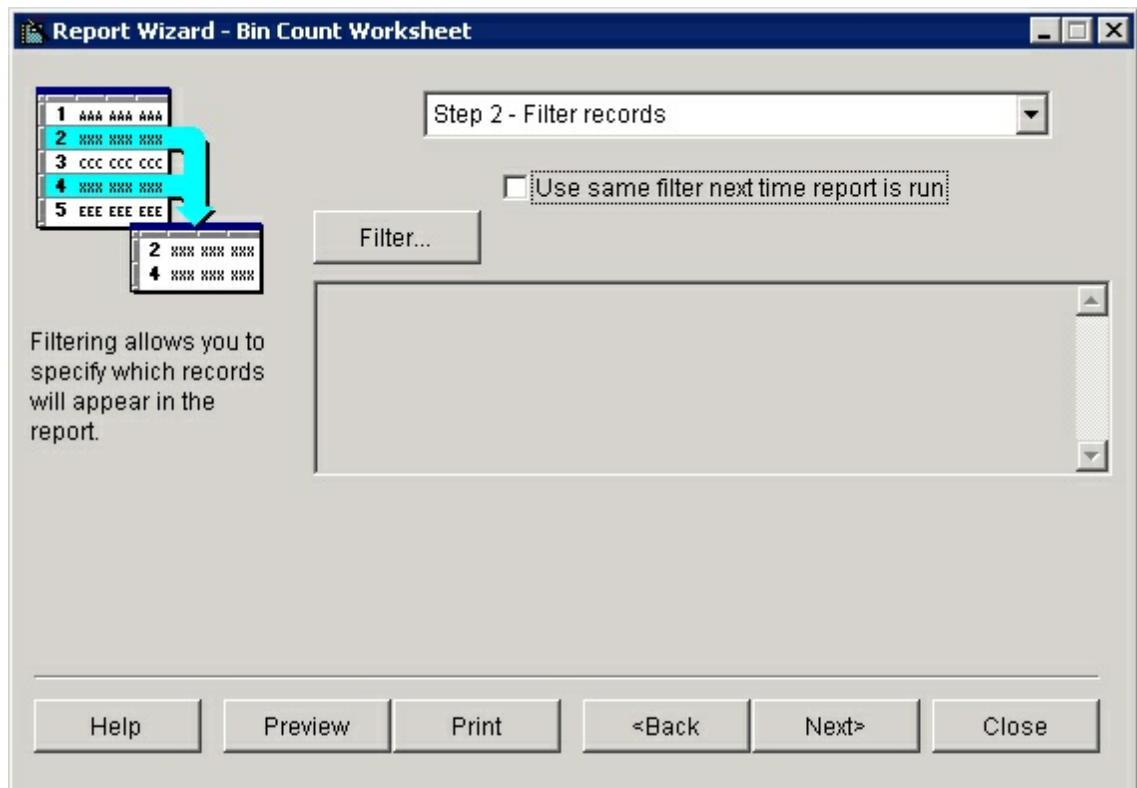


The **Bin Count Worksheet** is used for taking inventory of items stored in a bin location.

Access the Bin Location Reports screen, select **Bin Count Worksheet**.



Click **Next**.



A filter may be added, but is probably not needed. Click **Next**.

Report Wizard - Bin Count Worksheet

Step 3 - Sort records

Use same sort next time report is run

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

Primary sort: **Bin Location** Sub-total

Secondary sort: Sub-total

Tertiary sort: Sub-total

Help Preview Print <Back Next> Close

Set the **Primary sort:** to **Bin Location** (or field of your choice). Click **Next**.

The report is ready to be printed or previewed.

Bin Count Worksheet
ARS Business Solutions, LLC
Sorts: Bin Location

3/26/2011 4:00:19 PM
Page 1

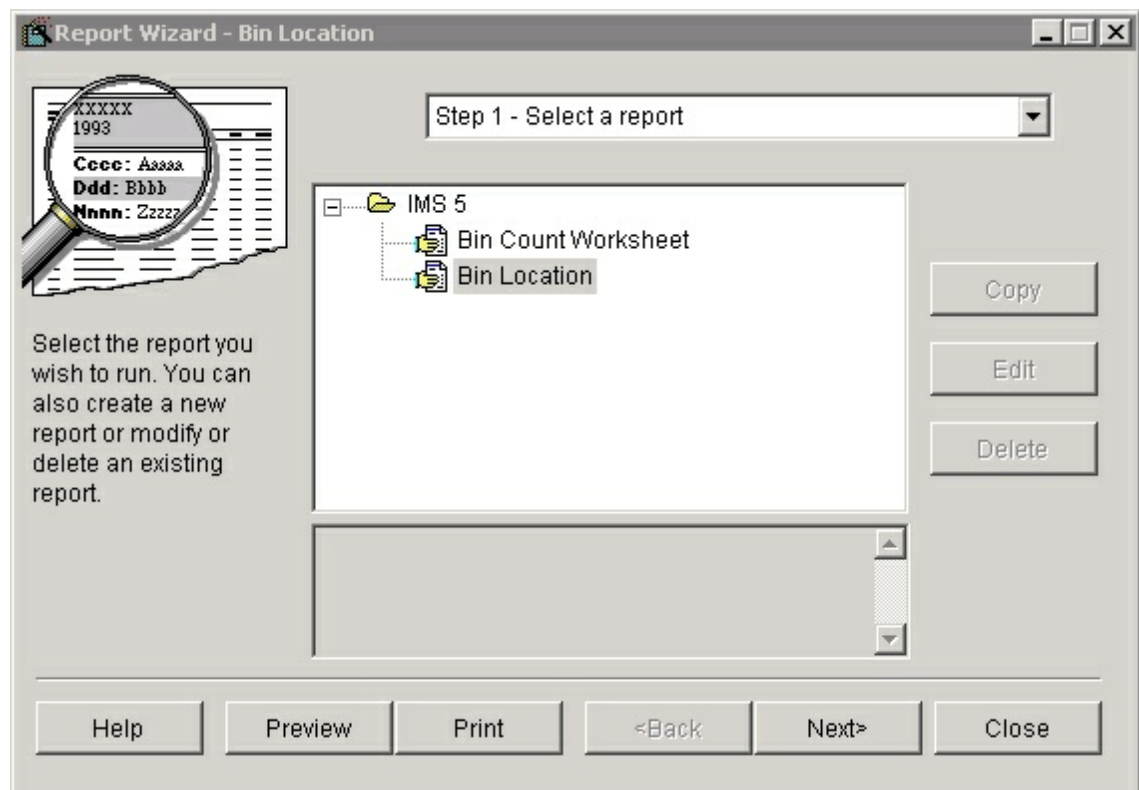
Bin Item #	Description 1 Description 2	Style Class Desc	Size	Color Manufacturer	Price 1	On hand	Count Qty
A1 01084760191	Knok	Arrows			0.00	5.00	
Total							1

6.1.2 Bin Location Report

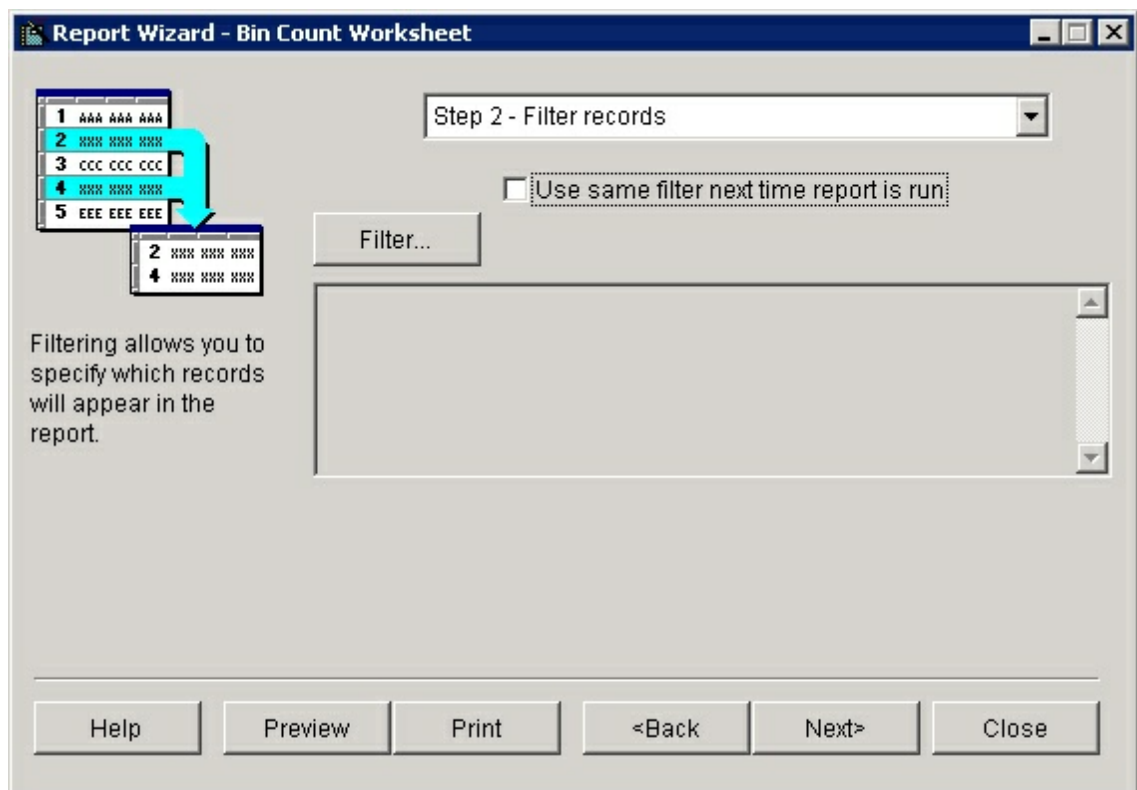


The **Bin Location Report** shows the location of merchandise items.

Access the Bin Location Reports screen, select **Bin Location**.



Click **Next**.



A filter may be added, but is probably not needed. Click **Next**.

Report Wizard - Bin Location

Step 3 - Sort records

Use same sort next time report is run

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

Primary sort: **Item Number** Sub-total

Secondary sort: Sub-total

Tertiary sort: Sub-total

Help Preview Print <Back Next> Close

Set the **Primary sort:** to **Item Number** (or field of your choice). Click **Next**.

The report is ready to be printed or previewed.

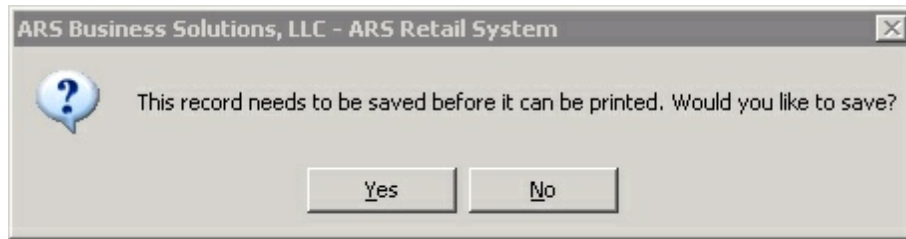
Bin Location Report						
ARS Business Solutions, LLC						3/26/2011 4:10:04 PM
Sorts: Item Number						Page 1
Bin	Item #	Description 1	Pick Seq	On hand	Committed	Chgqty
Item #: 01084760191						
A1	01084760191	Knock	FIFO	5	0	0
Subtotal 1		Item #: 01084760191				
Total 1						

6.1.3 Invoice Received Stocking



The **Invoice Received Stocking Report** is accessed using the **Reports** button or tab when the AP Posting, Purchase Order or Receive By Invoice screen is open.

Select **Print Bin Stocking**.



Click **Yes**.

The report is ready to be printed or previewed.

Invoice Received Stocking Report		Invoice #9		3/26/2011 4:21:29 PM			
ARS Business Solutions, LLC		Vendor : Ellett Brothers		Page 1			
Item #	Cross Ref #	Description 1	Recv Qty	Pkg Qty	Units	Bin	
01084760191		Knok	20	1	20	A1	

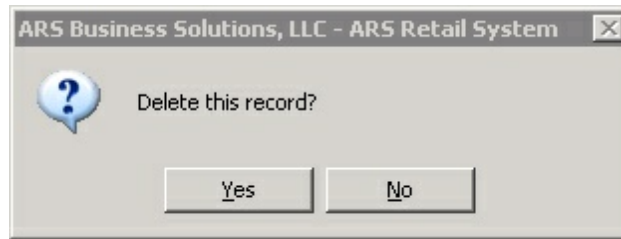
6.2 Delete Bin Location



To **delete a bin location**, access the bin location screen. Select the bin location to be deleted.

Bin	Item #	Pick Seg	On hand	Committe	ChgQty	Chg	Perm	No S	Printe	Bin UDF C1
A1	01084760191	FIFO	5.00	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Click the **Delete** button.



Click **Yes**.

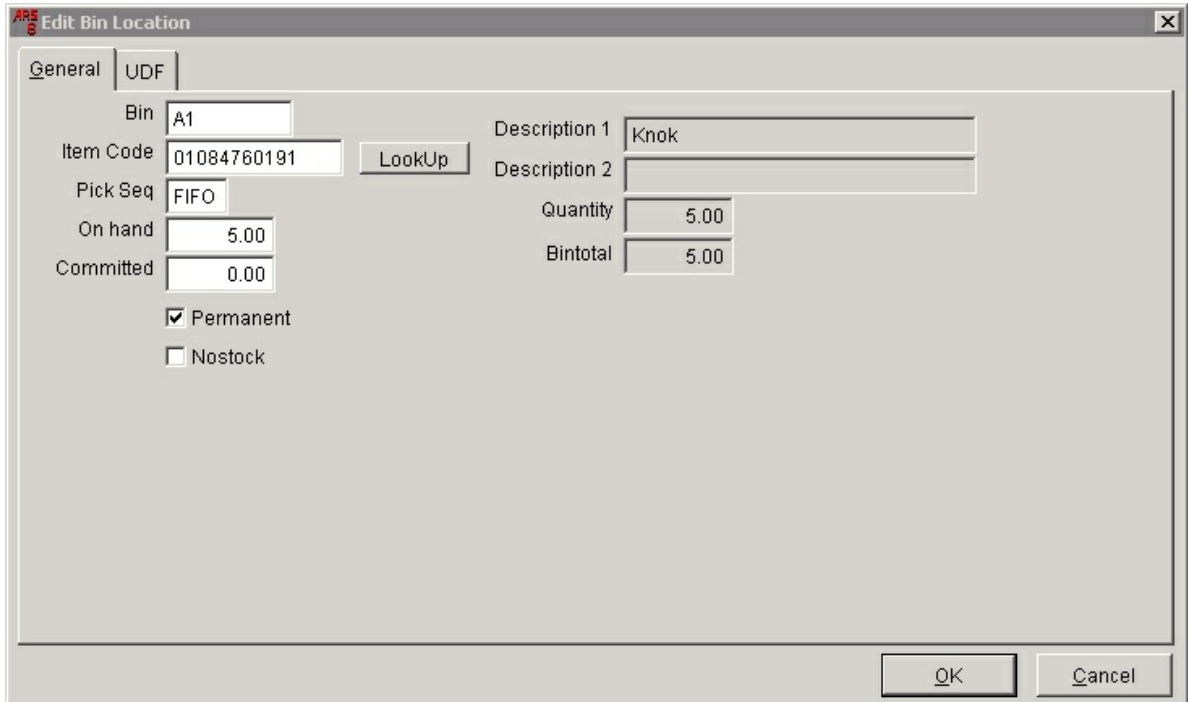
6.3 Edit Bin Location



To **Edit a Bin Location**, access the Bin Location Screen. Select the bin location to be edited.

Bin	Item #	Pick Seg	On hand	Committe	Chggtv	Chg	Perm	No S	Printe	Bin UDF C1
A1	01084760191	FIFO	5.00	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Click the **Modify** button.

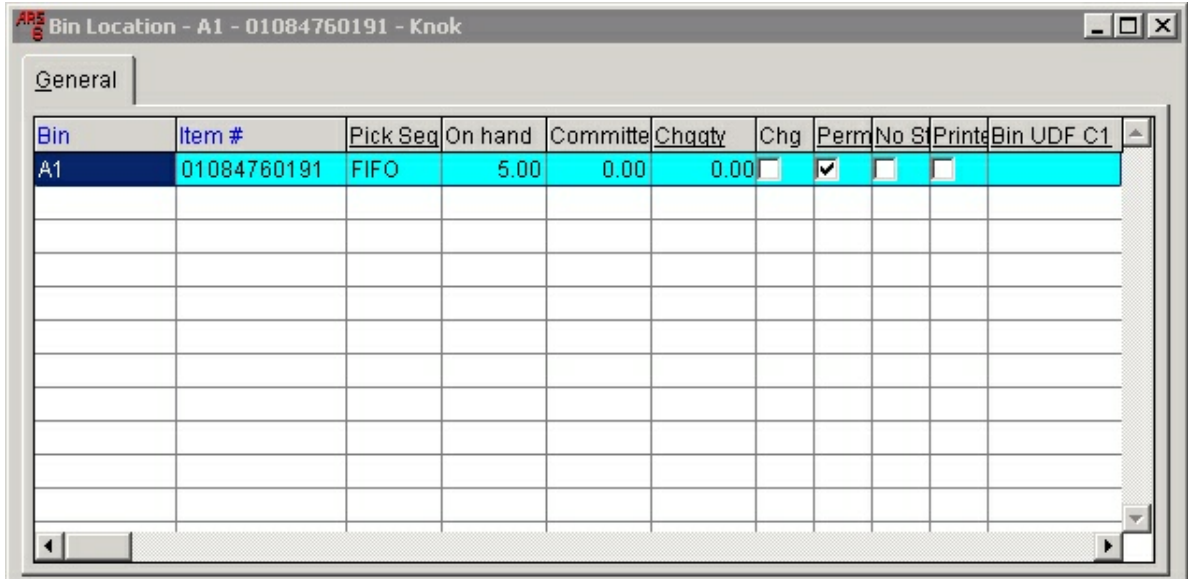


The image shows a dialog box titled "ARS Edit Bin Location". It has two tabs: "General" and "UDF". The "General" tab is active. The dialog contains the following fields and controls:

- Bin:** A1
- Item Code:** 01084760191 (with a "LookUp" button next to it)
- Pick Seq:** FIFO
- On hand:** 5.00
- Committed:** 0.00
- Description 1:** Knok
- Description 2:** (empty)
- Quantity:** 5.00
- Bintotal:** 5.00
- Permanent
- Nostock

At the bottom right, there are "OK" and "Cancel" buttons.

Any of the white fields may be edited by clicking in the field and entering the new information. When finished, click **OK**. To keep the information the same with no changes, click **Cancel**.



The image shows a table view titled "ARS Bin Location - A1 - 01084760191 - Knok". The table has the following columns: Bin, Item #, Pick Seq, On hand, Committe, Chgqty, Chg, Perm, No S, Print, Bin, UDF, C1. The first row is highlighted in blue and contains the following data:

Bin	Item #	Pick Seq	On hand	Committe	Chgqty	Chg	Perm	No S	Print	Bin	UDF	C1
A1	01084760191	FIFO	5.00	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

6.4 New Bin Location



To create a **New Bin Location**, access the Bin Location screen. Click the **New** button.

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

- General** tab selected.
- Bin**: Text input field.
- Item Code**: Text input field with a **LookUp** button.
- Pick Seq**: Text input field.
- On hand**: Text input field with value 0.00.
- Committed**: Text input field with value 0.00.
- Description 1**: Text input field.
- Description 2**: Text input field.
- Quantity**: Text input field.
- Bintotal**: Text input field with value 0.
- Permanent**
- Nostock**
- Add** button
- Close** button

- **Bin** can be an identifier which may use numbers and/or letters.
- **Item Code** must be entered for the bin location. The **Description** and **Quantity** will auto-fill.
- **Pick Seq** (picking sequence) may be FIFO (first in, first out) or LIFO (last in, last out) or another code of your choice.
- **On Hand** is the total on hand for the item (**Quantity** shows the total on hand currently in inventory).
- **Committed** is the quantity committed.
- Check **Permanent** if the item is a stock item.
- Check **Nostock** if the item is a non-stock item.

ARS Add Bin Location

General UDF

Bin A1

Item Code 01084760191

Pick Seq FIFO

On hand 5.00

Committed 0.00

Description 1 Knok

Description 2

Quantity 5.00

Bintotal 5.00

Permanent

Nostock

Click **Add**. More Bins may be added. When finished, click **Close**.

ARS Bin Location - A1 - 01084760191 - Knok

General

Bin	Item #	Pick Seq	On hand	Committe	Chgqtv	Chg	Perm	No St	Prints	Bin UDF	C1
A1	01084760191	FIFO	5.00	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

7 Buyer Tools



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

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

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

7.1 ARS2



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

(NOTE: The buyer will still need to review/edit items and use discretion before approving/processing any **ARS2** order. Although only one distributor may be setup for **ARS2**, you control which items get ordered from that distributor. **ARS2** can save the buyer a great amount of time.)

To setup **ARS2**, each item to be included must have the ARS2 'switch' checked, AND the Scheduler program must be running (unless you are doing manual weekly resets). With regular use of weekly resets, your efficiency rate will be maximized. (Initially, it is recommended that eight consecutive weeks of weekly resets are completed before using **ARS2**.) When an order is released, a Purchase Order is automatically generated.

- Select ARS2 items

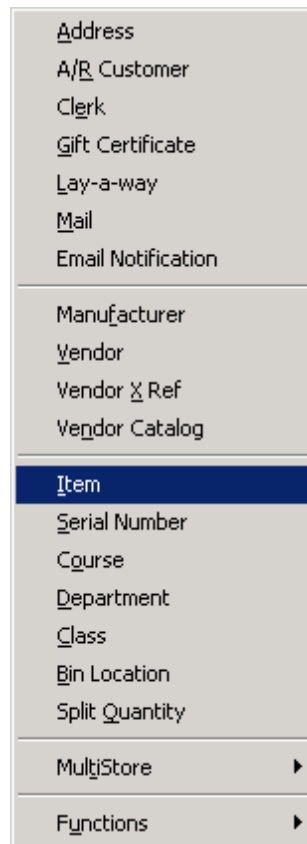
- Setup ARS2 Vendor
- Ordering using ARS2

7.1.1 ARS2 Items



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

1. Go into each individual item setup, and check the **ARS2** box on the right hand side. Click **OK**. (This option is best when setting up a new item which is going to be included in **ARS2**.)
2. The quickest method is to use Global Item Maintenance. (This is not available to every user and should be used with caution.)
3. A much faster method than going into each individual item, which also allows total control of what is checked, is to use a filter to select a certain group of items.
 - a) Go to **Data**; select **Item**.



- b) Click the **Filter** button above the grid. (See Creating a Filter for more info.)
- c) Set the **Filter** to select a specific group of records.
- d) Click the **Setup** tab.

Item - 0030C - CCI .22 ammo 150GR CASE

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

Item #	Description 1	ARS2	Tax	Label Type	Serial Group	Linked Item	Link Qty	Lnk T
8	ABC Gun	<input checked="" type="checkbox"/>	0		Firearms			0
Canoe	Canoe	<input checked="" type="checkbox"/>	0		Rentals			0
163810	Smith & Wesson J-Frame	<input checked="" type="checkbox"/>	1		Firearms		0	0
PI1950203	Glock 19	<input checked="" type="checkbox"/>	1		Firearms		0	0
WAP22001	Walther P22	<input checked="" type="checkbox"/>	1		Firearms		0	0
12345	12345 Hershey Chocolate Bar	<input checked="" type="checkbox"/>	0	Item W/Value				0
25542658	Levi 501 34 x 34	<input checked="" type="checkbox"/>	0	Apparel Tag				0
6589626	Levi 501 32 x 32	<input checked="" type="checkbox"/>	0	Apparel Tag				0
878451	Blanks	<input checked="" type="checkbox"/>	0	Item W/Value			0	0
01084760191	Knok	<input checked="" type="checkbox"/>	0	Item W/Value			0	0
078802	Feather	<input checked="" type="checkbox"/>	0	Item W/Value			0	0
0030	CCI .22 ammo 150GR 100 Rds.	<input checked="" type="checkbox"/>	1	Item 2 Desc W/Price				0
0030B	CCI .22 ammo 150GR BRICK	<input checked="" type="checkbox"/>	1	Item 2 Desc W/Price		0030	5	0
0030C	CCI .22 ammo 150GR CASE	<input checked="" type="checkbox"/>	1	Item 2 Desc W/Price		0030	50	0

- e) Using the bottom scroll bar, scroll to the right until you see the **ARS2** column heading. Click on the **ARS2** heading, and drag it to the left until it is next to the

Description 1 heading (or any other position you would prefer). This will make it easier to see which items you want to include. (Use Save Grid Preferences to save the setting.)

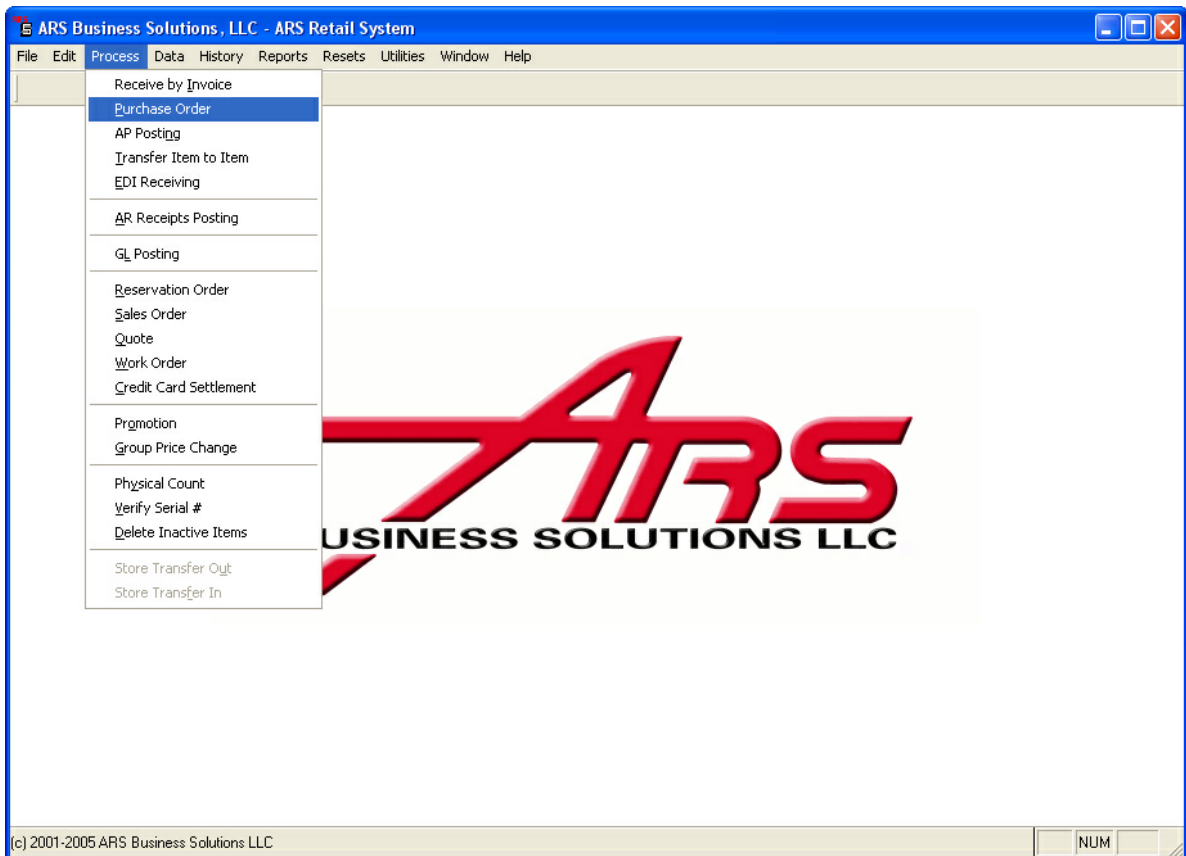
- f) Right-mouse-click on the **ARS2** heading. Select **Edit**. (The heading is now yellow-highlighted.)
- g) Go down the list clicking on any/all items to place a check in the **ARS2** box.
- h) When finished, turn the edit off by repeating **f** above. (The yellow-highlight will disappear.)

7.1.2 ARS2 Ordering



Ordering using ARS2 will generate a Purchase Order.

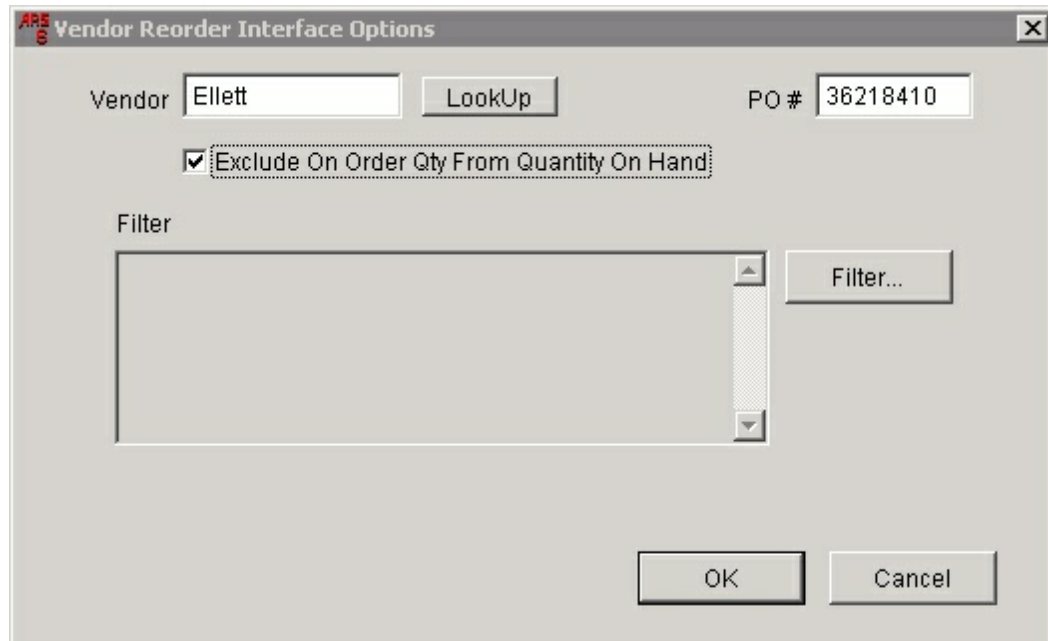
To get started, go to **Process**; select **Purchase Order**.



Click the **Interface** button.



Select **Vendor Reorder Interface**. Click **OK**.



Select the Vendor. Accept the given **PO #**, or assign a different number.

Exclude On Order Qty From Quantity On Hand must be checked in order for the system to ignore the items needing to be replenished which are already on order.

A filter may be added, if desired. Click **OK**.

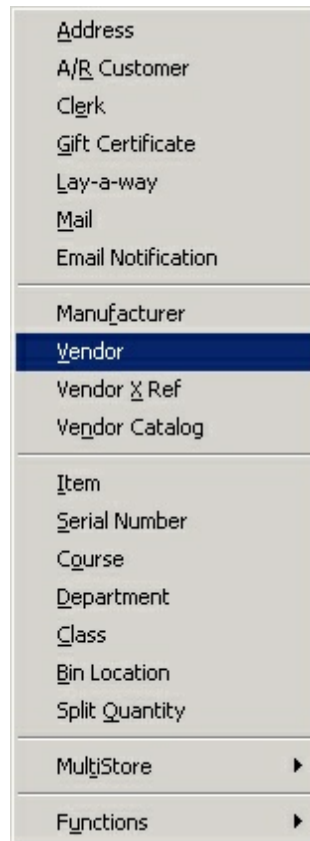
Scroll through the items in the **Edit Reorder Quantities** grid. Adjust order quantities as necessary.
Click **OK**.

The Purchase Order (PO) is created. More items may be added to the PO.

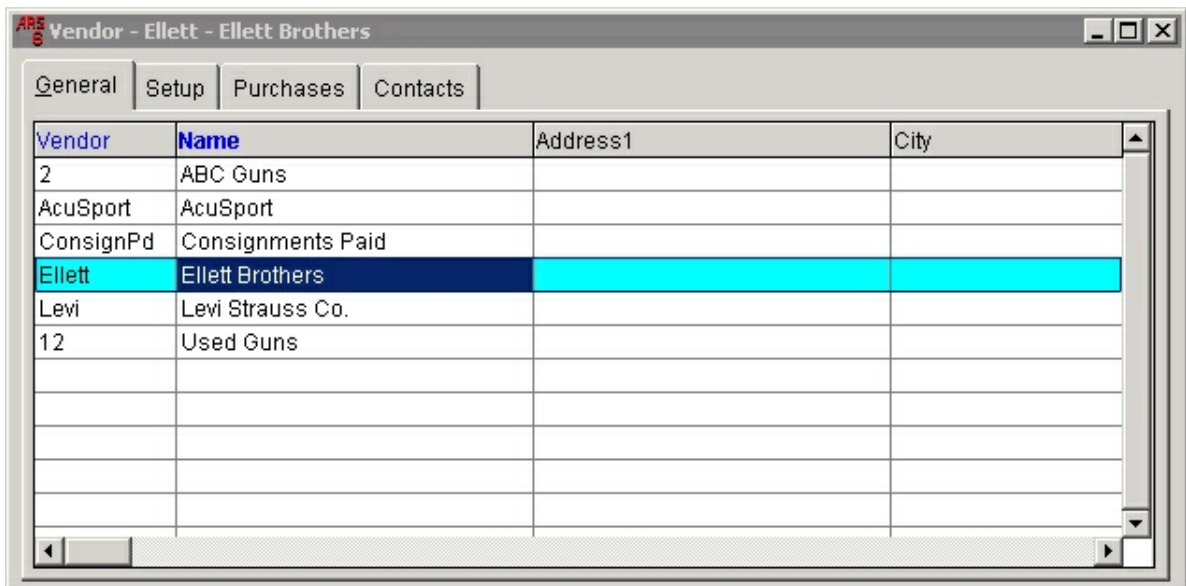
7.1.3 ARS2 Vendor



The vendor to be used for ARS2 must be in the system. To set order frequency and lead time for orders with your **ARS2 Vendor**, go to **Data**; select **Vendor**.



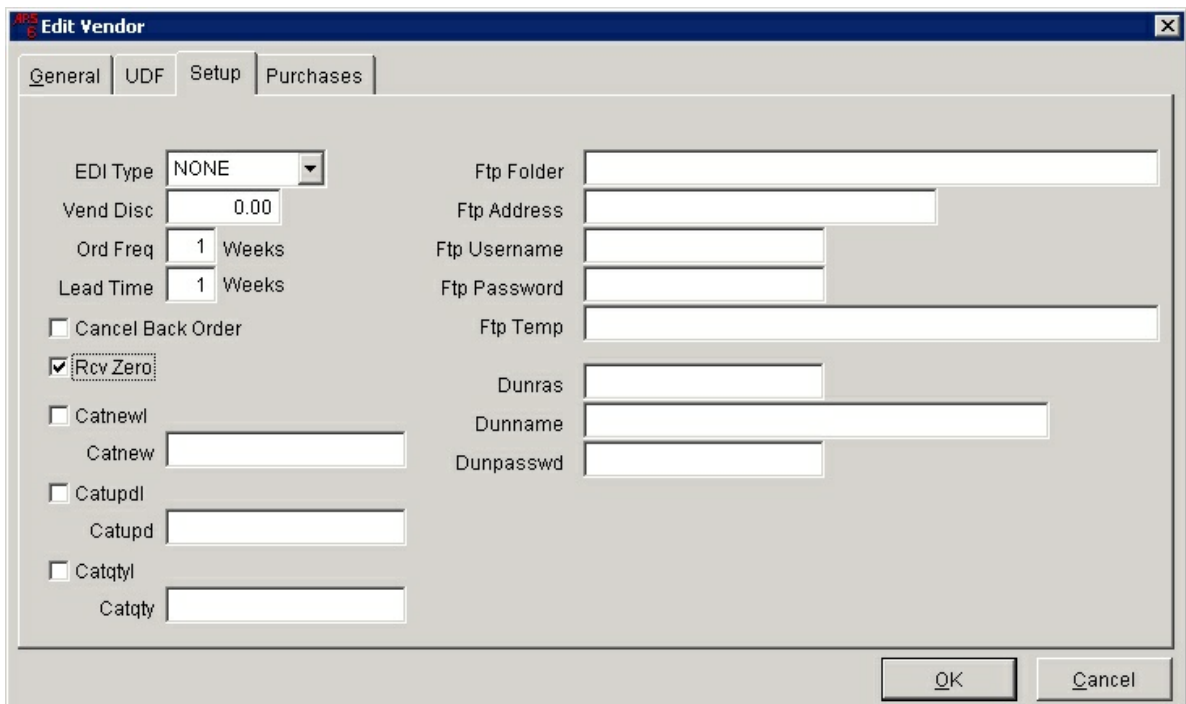
Select the **ARS2 Vendor** from the grid.



The screenshot shows a window titled "Vendor - Ellett - Ellett Brothers" with tabs for "General", "Setup", "Purchases", and "Contacts". The "General" tab is active, displaying a table of vendors. The table has columns for "Vendor", "Name", "Address1", and "City". The "Ellett" vendor is highlighted in blue.

Vendor	Name	Address1	City
2	ABC Guns		
AcuSport	AcuSport		
ConsignPd	Consignments Paid		
Ellett	Ellett Brothers		
Levi	Levi Strauss Co.		
12	Used Guns		

Click the **Setup** tab.



The screenshot shows the "Edit Vendor" window with the "Setup" tab selected. The "General" tab is also visible. The "Setup" tab contains various fields for vendor configuration. The "Ord Freq" and "Lead Time" fields are set to 1 Week. The "Rcv Zero" checkbox is checked. The "Catnewl", "Catupdl", and "Catqtyl" checkboxes are unchecked. The "Ftp" and "Dun" fields are empty.

EDI Type	NONE	Ftp Folder	
Vend Disc	0.00	Ftp Address	
Ord Freq	1 Weeks	Ftp Username	
Lead Time	1 Weeks	Ftp Password	
<input type="checkbox"/> Cancel Back Order		Ftp Temp	
<input checked="" type="checkbox"/> Rcv Zero		Dunras	
<input type="checkbox"/> Catnewl		Dunname	
Catnew		Dunpasswd	
<input type="checkbox"/> Catupdl			
Catupd			
<input type="checkbox"/> Catqtyl			
Catqty			

OK Cancel

Set values for **Ord Freq** (Order Frequency) and **Lead Time**.
Click **OK**.

7.2 Buyer Options



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

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

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

7.3 Buying Reports



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

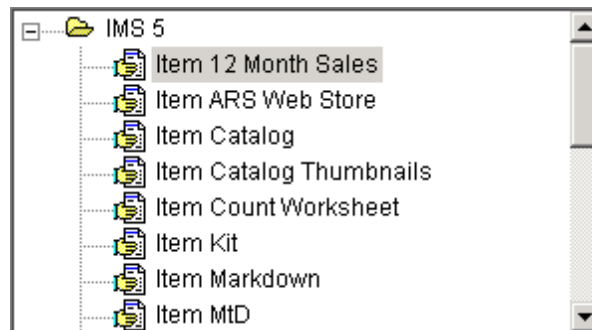
1. 12-Month Sales
2. Daily Item - items sold for a specific date
3. Item Year-to-Date
4. Sales Analysis 80/20
5. Sales Item - items sold for a specific date range
6. Class Sales

Click on any of the report links to see a sample of the report and step-by-step instructions on how to run the report. Report settings may be saved for any report.

7.3.1 12-Month Sales

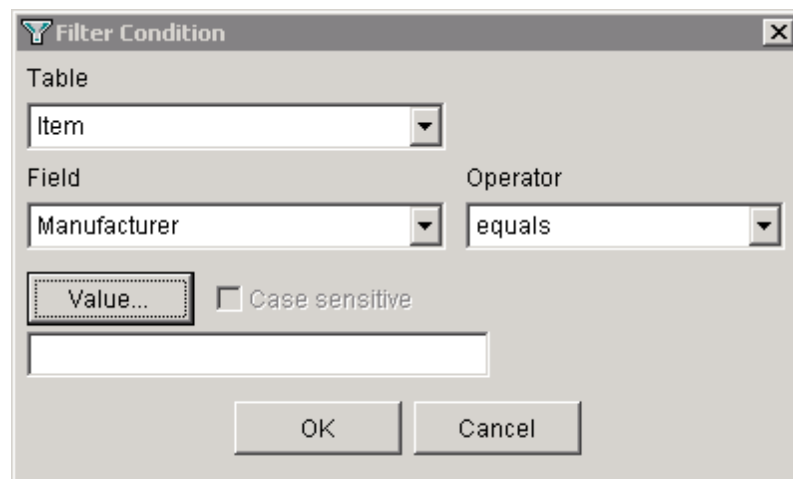


To access the **12-Month Sales Report**, click **Reports**. Select **Item**.



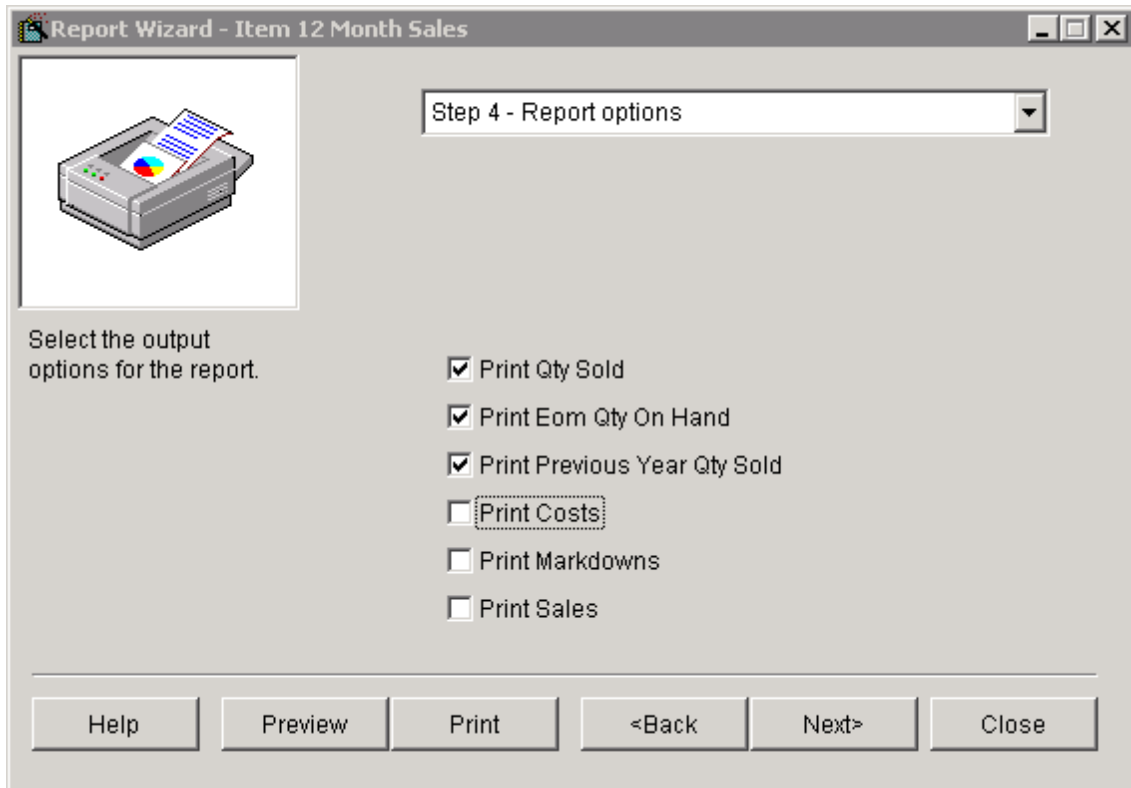
Click on **Item 12 Month Sales**. Click **Next**.

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



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

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



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

You may now preview or print your report. The settings for this report may be saved for repeated use.

12 Month Sales Report
 ARS Business Solutions, LLC
 Sorts: Class Description
 Filters: Manufacturer equals Smith
 12/9/2010 8:58:36 AM
 Page 1

Item #	Description 1	Description 2					Cross Ref #			Price 1	Avg Cost	QoH	Kit Qty	Pkg.	YTD
		January	February	March	April	May	June	July	August						
Class Desc: Handgun															
163810	Smith & Wesson J-Frame	Model 642								429.99	305.06	5	0	0	1.00
	Qty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	EoM Qty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	PY Qty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
WAP22001	Walther P22									309.99	203.10	5	0	0	1.00
	Qty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	EoM Qty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	PY Qty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotal 2		Class Desc: Handgun													
	Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	
	EoM Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total 2															
	Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	
	EoM Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

7.3.2 Daily Item



This report has the same information as the **Sales Item** report. **Sales Item** allows for a date range. This one is for a single day only.

Daily Item Report										11/29/2010		12/9/2010 8:45:36 AM					
ARS Business Solutions, LLC												Page 1					
Sorts: Class Description																	
Description 1	Price 1	Description 2	Ext Cost	Class Desc	Ext Disc	Sales	Gross Profit	Item #	Manufacturer	Size	Style	Color					
Avg Cost		GP % SaleQty						GP %	Min Qty On Order	GoH	PTD Qty	MID Qty	YD Qty	PY Qty			
Class Desc: Handgun																	
Smith & Wesson J-Frame	305.06	429.99	29.1	1	305.06	0.00	429.99	124.93	29.1	Smith	0	0	5	1	1	1	0
Glock 19	396.07	519.99	23.8	1	396.07	0.00	519.99	123.92	23.8	Glock	0	0	5	1	1	1	0
Walther P22	203.10	309.99	34.5	1	203.10	0.00	309.99	106.89	34.5	Smith	1	0	5	1	1	1	0
Subtotal 3	Class Desc: Handgun	3.00	904.23	0.00	1259.97	355.74	28.2	15.00	3.00	3.00	3.00	3.00	0.00				
Total 3		3.00	904.23	0.00	1259.97	355.74	28.2	15.00	3.00	3.00	3.00	3.00	0.00				

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



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

No filter is needed. Click **Next**.

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

Enter the date.

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

The settings for this report may be saved for repeated use.

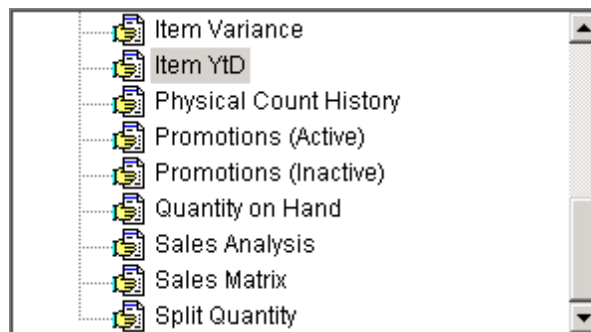
7.3.3 Item YTD



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

Description 1	Description 2	GoH	Ext Cost	YTD Qty	Class Desc	YTD Cost	YTD Mkdn	YTD Sales	YTD Profit	YTD GP%	Kit Qty	Style	Pkg	PTD Qty	Size	MID Qty	PY Qty
Class Desc: Candy																	
12345 Hershey Chocolate Bar	0.34	0	0	0	Candy	0.00	0.00	0.00	0.00	0.00	0	Hershey	0.0	0	0	0	0
Subtotal 1		Class Desc: Candy															
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 1		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

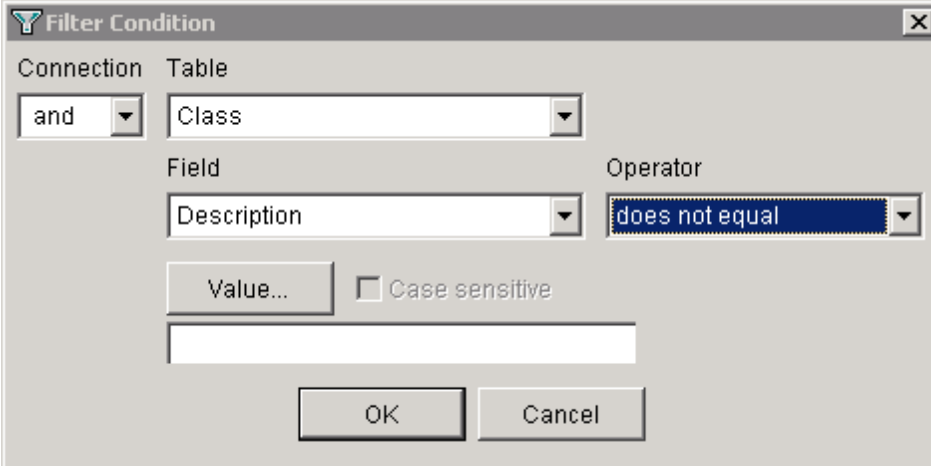


Click on **Item YTD**. Click **Next**.

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

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

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



The image shows a 'Filter Condition' dialog box. It has a title bar with a close button. Inside, there are two columns: 'Connection' and 'Table'. Under 'Connection', there is a dropdown menu with 'and' selected. Under 'Table', there is a dropdown menu with 'Class' selected. Below these, there are two columns: 'Field' and 'Operator'. Under 'Field', there is a dropdown menu with 'Description' selected. Under 'Operator', there is a dropdown menu with 'does not equal' selected. Below the 'Field' dropdown is a 'Value...' button and a text input field. To the right of the 'Value...' button is a checkbox labeled 'Case sensitive'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

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

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

You may now preview or print your report. The settings for this report may be saved for repeated use.

7.3.4 Sales Analysis



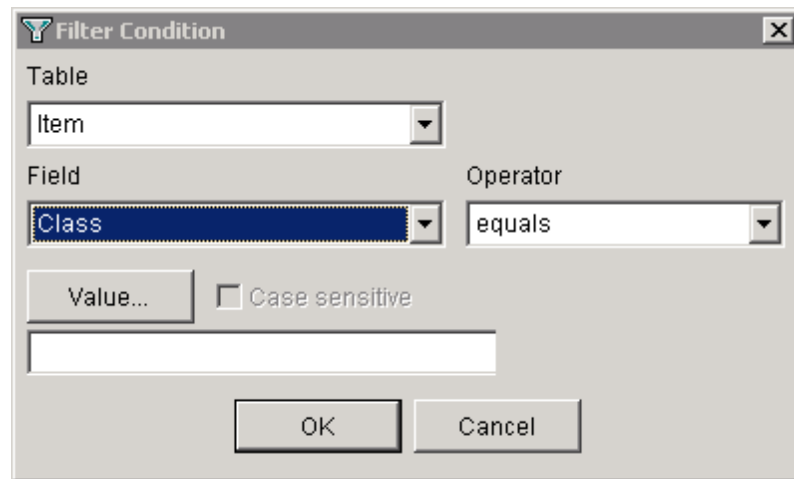
Sales Analysis Report											
ARS Business Solutions, LLC										12/7/2010 9:26:00 AM	
Sorts: Manufacturer										Page 1	
Filters: Class equals Candy											
Item #	Description 1	QoH	Ext Cost	YTD Qty	YTD Sales	%	Rank	YTD Profit	%	Rank	
Manufacturer: Hershey											
High 80.0%											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

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



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

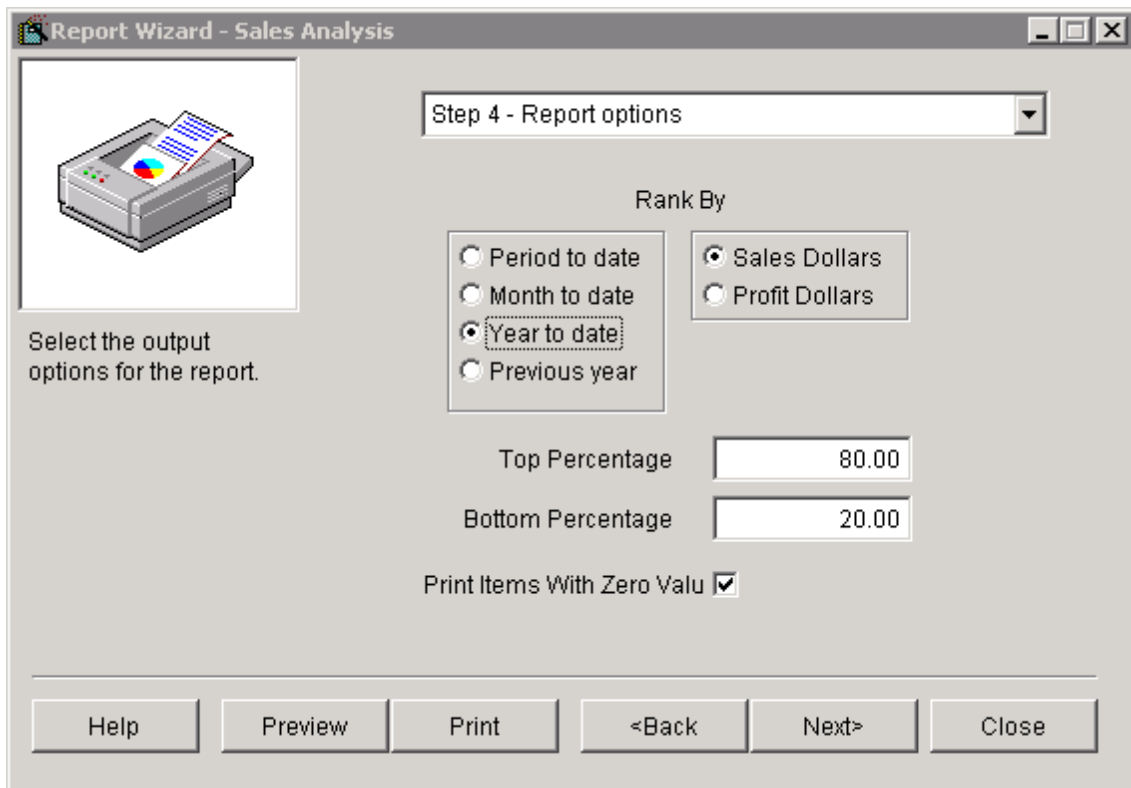
Click the Filter button. Click **Add**.



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

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

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



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

Click **Next**.

You may now preview or print your report. The settings for this report may be saved for repeated use.

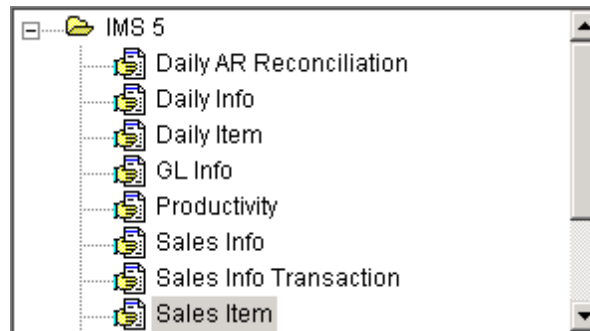
7.3.5 Sales Item



This report has the same information as the Daily Item report. **Sales Item** allows for a date range. Daily Item is for a single day only.

Sales Item Report													11/29/2010										
ARS Business Solutions, LLC													12/9/2010 8:36:15 AM										
Sort: Class Description													Page 1										
Description 1	Avg Cost	Price 1	Description 2	GP %	SaleQty	Ext Cost	Class Desc	Ext Disc	Sales	Gross Profit	Item #	GP %	Manufacturer	Min Qty	On Order	Size	GoH	PID Qty	Style	IMD Qty	YD Qty	Color	PY Qty
Class Desc: Handgun																							
Smith & Wesson J-Frame	305.06	429.99	Model 642	29.1	1	305.06	Handgun	0.00	429.99	124.93	163810	29.1	Smith	0	0	5	1	1	1	1	1	0	
Glock 19	396.07	519.99		23.8	1	396.07	Handgun	0.00	519.99	123.92	PI1940203	23.8	Glock	0	0	5	1	1	1	1	1	0	
Walther P22	203.10	309.99		34.5	1	203.10	Handgun	0.00	309.99	106.89	W/AP22001	34.5	Smith	1	0	5	1	1	1	1	1	0	
Subtotal 3			Class Desc: Handgun		3.00	904.23		0.00	1259.97	355.74		28.2					3.00		3.00	3.00	3.00	0.00	
Total 3					3.00	904.23		0.00	1259.97	355.74		28.2					3.00		3.00	3.00	3.00	0.00	

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



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

No filter is needed. Click **Next**.

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

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

Enter the start and end dates.

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

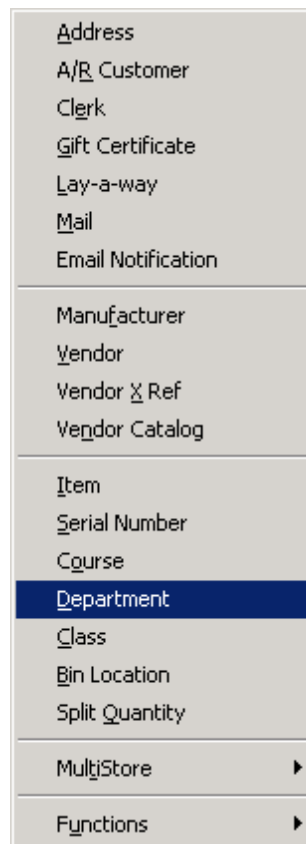
The settings for this report may be saved for repeated use.

7.4 Forecasting



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

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



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

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

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

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

Sales:	<input type="text" value="1000.00"/>	Target Forecast:	<input type="text" value="1000.00"/>
Previous Forecast	<input type="text" value="1000.00"/>		
Total Class Sales	<input type="text" value="0.00"/>		
Percent and Unit Increase Formulas		Target Forecast Formulas	
Percent Increase:	<input type="text" value="0.00"/> %	$\frac{\text{Target Forecast}}{\text{Sales}} - 1$	$\text{Sales} * (1 + \% \text{ Increase})$
Unit Increase:	<input type="text" value="0.00"/>	$\text{Target Forecast} - \text{Sales}$	$\text{Sales} + \text{Unit Increase}$

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

Target Forecast: If you entered an amount on the **Forecast** screen, it will show up here. If not, you may enter it here. (If you have previous history and are using the

Percent/Unit Increase functions, let the system calculate it for you.)

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

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

7.5 Min/Max



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

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

To set **Min/Max** for an item, go into the item setup to enter **Min Qty** and **Max Qty**.

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

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

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

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

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

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

Item - WAP22001 - Walther P22							
General Setup Vendor Xref Kit Sugg Sell Sales History P/O S/O W/O Sale Detail Recv Detail							
Item #	UPC	Description 1	Description 2	CoH	Min Qty	Max Qty	Avg
2		Test item		-18.00	0.00	0.00	0000
99		Special Order Item		-1.00	0.00	0.00	0000
WorkOrder		Work Order item		0.00	0.00	0.00	0000
8		ABC Gun		1.00	0.00	0.00	0000
Canoe		Canoe		-1.00	0.00	0.00	0000
163810		Smith & Wesson J-Frame	Model 642	5.00	0.00	0.00	0600
PI1950203		Glock 19		5.00	0.00	0.00	0700
WAP22001		Walther P22		5.00	1.00	0.00	0000
12345		12345 Hershey Chocolate Bar		0.00	10.00	0.00	0400

Enter quantities in the boxes. (After entering a value, move the cursor out of the box in order for the value to be saved.) When finished, right-mouse-click on the heading(s); click **Edit**. The yellow-highlight will turn off.

8 Class



Each department is divided into different **classes** (e.g. the department called **Ammunition** may have several classes including: **Rimfire**, **ShotShell**, **Centerfire**, etc.) More specific **classes** will allow for more specific reporting.

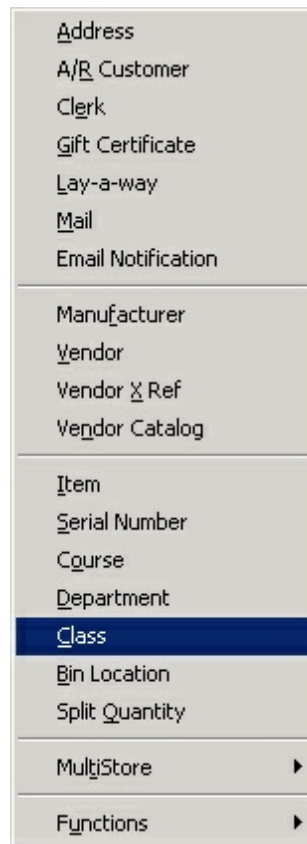
- Add a new class
- Edit/Modify a class
- Delete a class

8.1 Delete Class



A class may be deleted as long as there are currently no items assigned to it.

To **delete a class**, click **Data**; select **Class**.



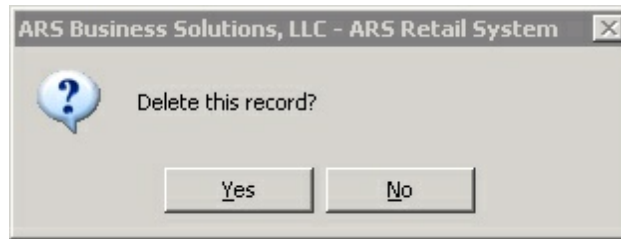
From the **Class** screen, select the class to be deleted by clicking on it to highlight it. Click the **Delete** button.

Class - Nothing

General | Sales | History | PY History | Budget | Open PO | G/L

Class Description	Department Description	Class UDF C1	Class UDF C2	Class
Special Orders	Special Orders			
Work Order	Work Order			
Handgun	Handgun			
Canoes	Rental			
Candy	Convenience			
None	None			
Jeans	Men's Clothing			
Arrows	Archery			
Rimfire	Ammunition			
ConsignGuns	Consignment			
Nothing	None			

Click **Yes**.



The **Class** grid no longer displays the deleted record.

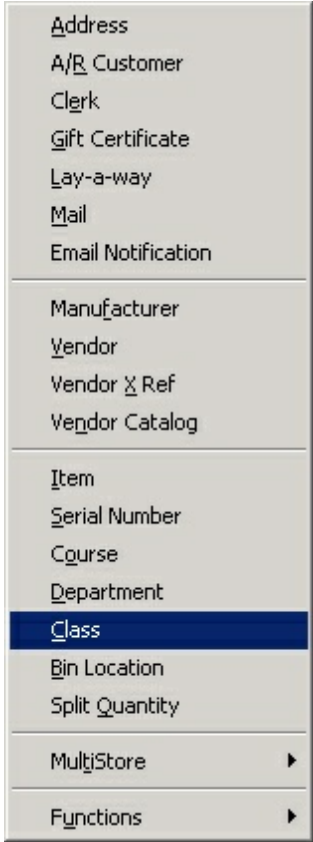
Class Description	Department Descriptio	Class UDF C1	Class UDF C2	Clas
Special Orders	Special Orders			
Work Order	Work Order			
Handgun	Handgun			
Canoes	Rental			
Candy	Convenience			
None	None			
Jeans	Men's Clothing			
Arrows	Archery			
Rimfire	Ammunition			
ConsignGuns	Consignment			

8.2 Edit Class

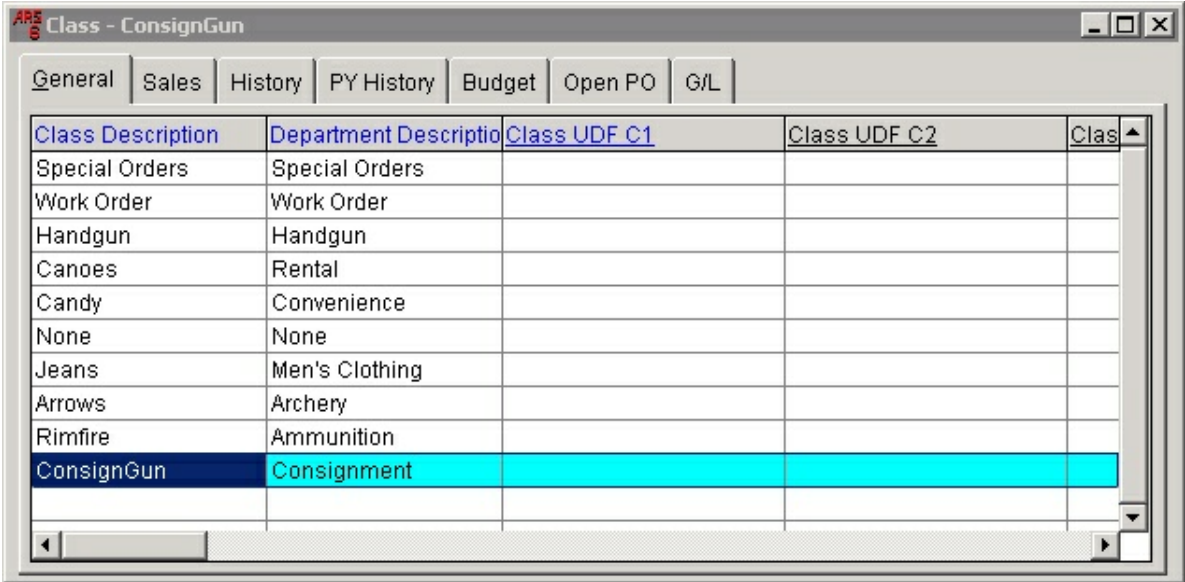


A class may be deleted as long as there are currently no items assigned to it.

To **edit a class**, click **Data**; select **Class**.



Select the class to be edited. Select the **Modify** button.



Edit the information for the class, click **OK**.

The screenshot shows the 'Edit Class' dialog box with the following fields and values:

- Dept Desc: (with a 'LookUp' button)
- Class Desc:
- GL Accounts section:
 - GL Sales:
 - GL COGS:
 - GL Inventory:
- Multi-Store section:
 - Tax:

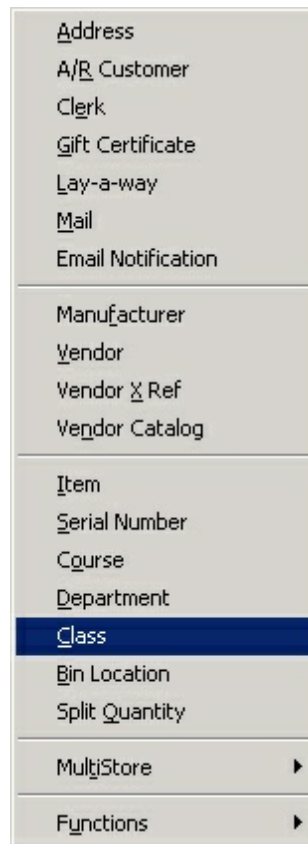
Buttons: 'OK' and 'Cancel' are located at the bottom right.

8.3 New Class

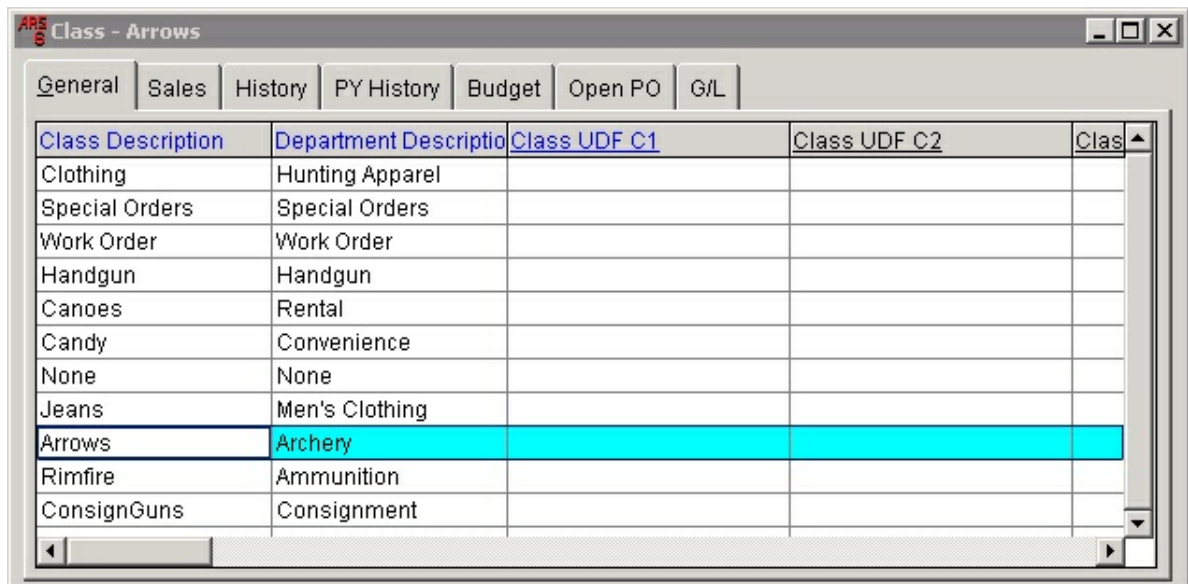


Before a **New Class** is added, make sure that the department for the **new class** has already been added.

To add a **new class**, click **Data**; select **Class**.



The **Class** screen will display all of the currently entered **classes**. Click the **New** button.

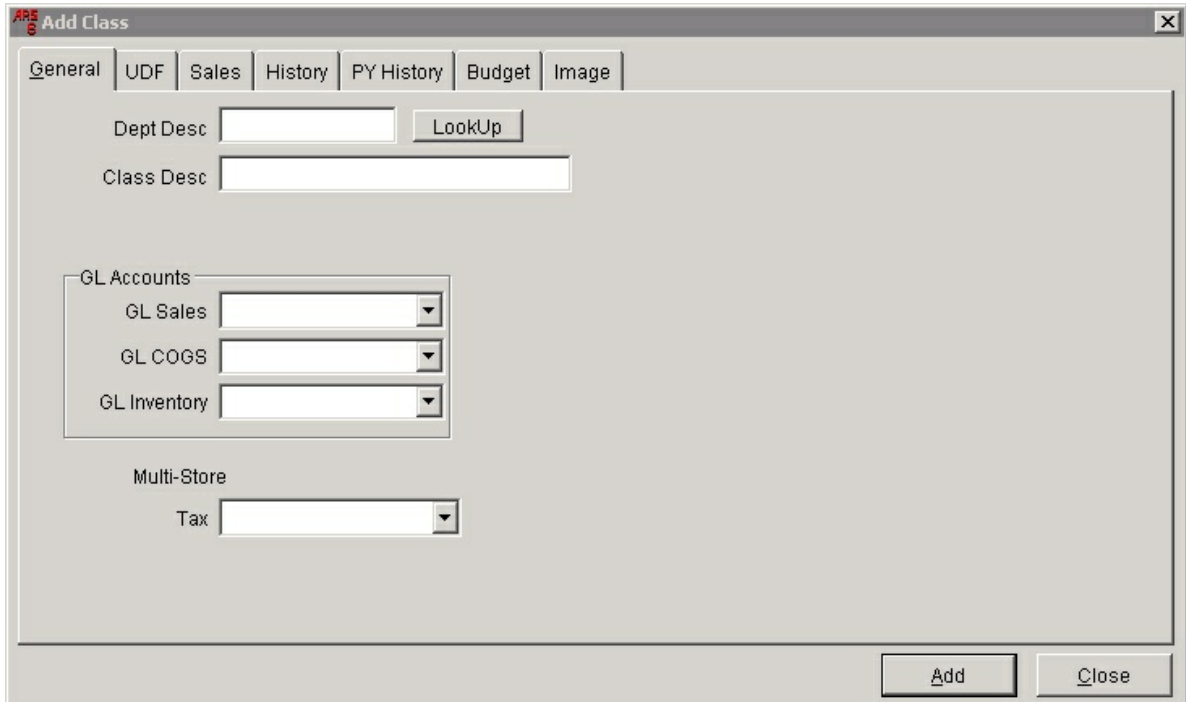


The **Add Class** screen must have a **Dept Desc** (Department) entered (or selected

using LookUp).

Type the name of the new class in the **Class Desc** box. Select the appropriate General Ledger Accounts (**GL Accounts**) from the drop-down menus.

Click **Add**.



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

- Tabs: General, UDF, Sales, History, PY History, Budget, Image
- Dept Desc: Text box with a LookUp button
- Class Desc: Text box
- GL Accounts section:
 - GL Sales: Dropdown menu
 - GL COGS: Dropdown menu
 - GL Inventory: Dropdown menu
- Multi-Store section:
 - Tax: Dropdown menu
- Buttons: Add, Close

9 Cleanups

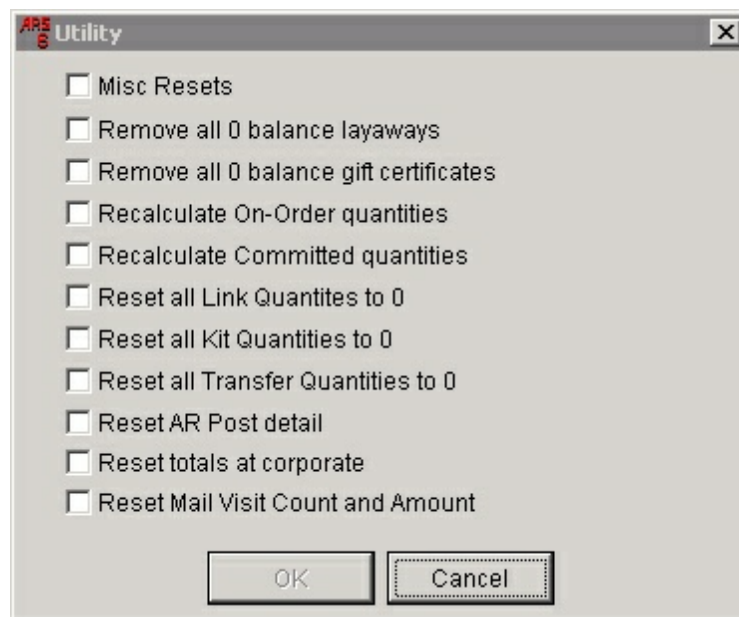


Cleanups is a utility which allows resets and zeroing-out for a number of program functions and balances. The user may choose from a list of items. It is recommended that **cleanups** should be used with monthly or yearly resets.

To access **cleanups**, go to **Resets**; select **Cleanups**.



Select the resets/cleanups to be performed by clicking in the box next to the chosen item(s).



Remove all 0 balance gift certificates will clear zero-balance gift certificate numbers from the system allowing the number to be re-used.

Use these resets/cleanups with caution. There is no un-doing them.

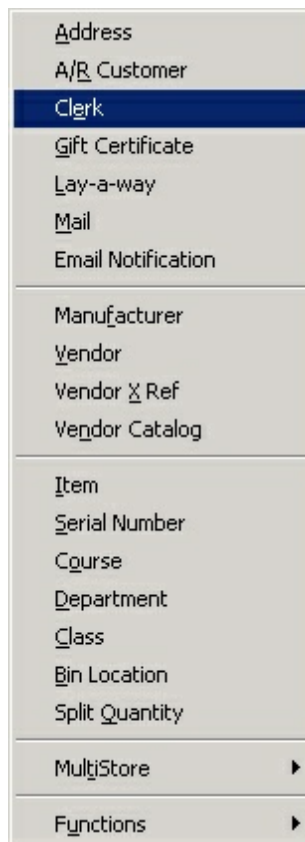
10 Clerk



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

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

To open a clerk record, go to **Data**; select **Clerk**.



Select the clerk from the data grid by clicking to highlight it. Open the record by clicking the **Modify** button.

10.1 Clerk Setup



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

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

If the clerk will be receiving commissions, choose the **Commission Level** using the up and down arrow keys to increase or decrease the number value in the box. (The **Commission Level** value will coincide with the commission levels given to items.) To quickly check commissions, click the Calculate Commission button.

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

Click **Add** when finished.

11 Commissions



Commissions on items are setup in one area and accessed from clerk records or through reports.

- Setup Commissions Levels
- Set Clerk Commission Levels
- View individual clerk commissions by date range
- Commission Reports

11.1 Calculate Commission



The total commission for an individual clerk may be viewed for a specific date range.

To view a clerk's calculated commission, open the clerk record. Click the **Calculate Commission** button.

The screenshot shows the 'Edit Clerk' dialog box with the 'Sales' tab active. The 'Calculate Commission' button is highlighted with a red circle. The dialog contains the following fields and options:

- General tab: Clerk # (2), PIN # (222), Address (Two), Last Name (Two), Address1 (222 Pin number Way), Address2, City State Zip, Phone #, SS #, Date Hired (7/12/2010), Commission Level (1).
- Options list (all checked): ECR Reports, Void - Prev. Trans., Void - Total, Subtotal Void, Item Void, No Sale, ECR ID, Manager, Look Ups, Returns, Discounts, Allow Price Override, Payouts, Receipt Off, Voice Authorization, POS Mail Edits.
- Buttons: OK, Cancel.

The **From Date** must be a valid business date. Click **OK**.

The screenshot shows the 'Calculate Commission' dialog box with the 'From Date' field set to 8/17/2010. The dialog has OK and Cancel buttons.

Enter the ending date in the **To Date** box. Click **OK**.

The screenshot shows the 'Calculate Commission' dialog box with the 'To Date' field set to 3/20/2011. The dialog has OK and Cancel buttons.

The commission total for the specified date range is displayed. To close the box, click **OK**.



11.2 Commission Reports



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



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

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

[Clerk Commission-Detailed](#)

[Clerk Commission Summary](#)

[Item Commission](#)

11.2.1 Clerk Commission Detailed



Clerk Commission - Detailed Report
 ARS Business Solutions, LLC
 Sorts: Last Name
 9/16/2010 - 12/5/2010
 12/5/2010 7:28:51 AM
 Page 1

Posted	Tran #	Type	Clerk #	Name	Item #	Description 1	Ship Qty	Price	Ext Disc	Net Sale	Commission
Last Name: Two											
9/16/2010	47	SALE	2	Two, Clerk	2	Test item	1.00	250.0000	0.00	250.00	5.00
9/16/2010	48	SALELRCLL	2	Two, Clerk	2	Test item	-1.00	250.0000	0.00	-250.00	-5.00
9/16/2010	48	SALELRCLL	2	Two, Clerk	2	Test item	1.00	250.0000	0.00	250.00	5.00
9/16/2010	50	SALE	2	Two, Clerk	2	Test item	1.00	18.5000	0.00	18.50	0.37
9/18/2010	52	SALE	2	Two, Clerk	2	Test item	1.00	21.9500	0.00	21.95	0.44
9/18/2010	55	SALE	2	Two, Clerk	2	Test item	1.00	16.9500	0.00	16.95	0.34
9/18/2010	56	SALE	2	Two, Clerk	2	Test item	1.00	69.9500	0.00	69.95	1.40
9/18/2010	57	SALE	2	Two, Clerk	2	Test item	1.00	15.0000	0.00	15.00	0.30
Subtotal 8 Last Name: Two							6.00	0.00	392.35	7.85	
Total 8							6.00	0.00	392.35	7.85	

11.2.2 Clerk Commission Summary



Clerk Commission Summary Report
 ARS Business Solutions, LLC
 Sorts: Last Name
 9/16/2010 - 12/5/2010
 12/5/2010 7:30:50 AM
 Page 1

Clerk #	Name	Commission Lvl.	Commission
2	Two, Clerk	1	7.85
Total 1			7.85

11.2.3 Item Commission



Item Commission Report														
ARS Business Solutions, LLC													12/5/2010 7:34:15 AM	
Sorts: Item Number													Page 1	
Filters: Item Number equals 12345														
Description 1	Description 2			Class Desc				Commissionable		Item #	Vendor		Cross Ref #	
Avg Cost	P1-Disc Price	On Order	QoH	Commission1 (C1) %	Commission2 (C2) %	Commission3 (C3) %	Commission4 (C4) %	Commission5 (C5) %	C3 \$	GP \$ - C3 \$	C4 \$	GP \$ - C4 \$	C5 \$	GP \$ - C5 \$
12345 Hershey Chocolate Bar	0.34	0.00	0	0	0.0000%	0.0000%	0.0000%	0.0000%	No	12345	0.0000%	0.0000%	0.0000%	0.0000%
Price 1	0.40	15.0 %	0.06	0.00	0.06	0.00	0.06	0.00	0.06	0.00	0.06	0.00	0.06	0.00
Total 1														

12 Course



The **Course** feature gives the ability to easily sell and track the number of people in a course or event.

- Provides the ability to sell a course or event at the POS
- Links to the email list tracking the courses each customer takes
- Tracks the number of available spots for a course or event

Before a **Course** is available at the POS, it must be created at the IMS. (See Add Course)

12.1 Add Course



Before a course can be sold at the POS, it must be created at the POS. There will need to be an Item Code established for the course. (Make sure that **Course** is checked under the **Setup** tab.) Once the course is created, it may be used every time that particular course is offered.

Add Item

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

Item # 163 UPC

Description 1

Serial Group LookUp

Label Type Item WValue Label Msg

Tax NONTAXABLE

Delete Date / /

Linked Item LookUp Link Quantity Lnk Trnsf Qty 0

Id Age 0

Min Qty 0.00 Max Qty 0.00

Matrix LookUp

- Food Stamp
- Non-Stock
- Kit
- Course
- Rental
- Keep Detail History
- ARS2
- Fractions Allowed
- Commissionable
- Discountable
- Edi Price Lock
- MultiStore Price Lock
- Web Store Item
- No Return

Add Close

To add a new **Course**, click **Data**. Select **Course**.

ARS Business Solutions, LLC - ARS Retail System

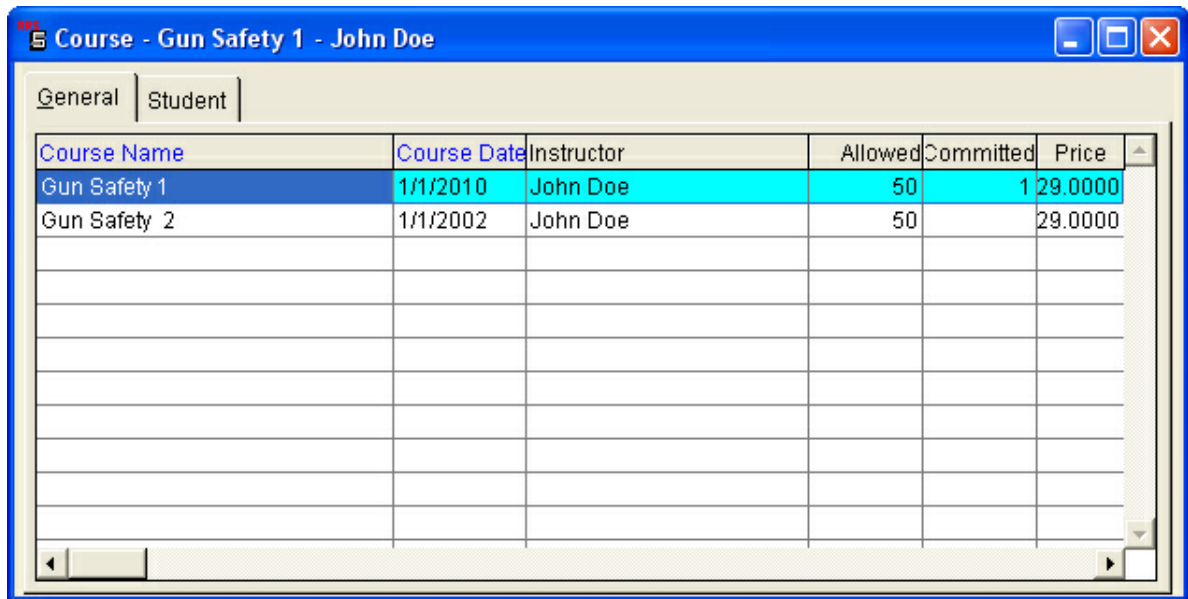
File Edit Process Data History Reports Resets Utilities Window Help

- Address
- A/R Customer
- Clerk
- Gift Certificate
- Lay-a-way
- Mail
- Manufacturer
- Vendor
- Vendor X Ref
- Vendor Catalog
- Item
- Serial Number
- Course**
- Department
- Class
- Bin Location
- Split Quantity
- MultiStore
- Functions

ARS BUSINESS SOLUTIONS LLC

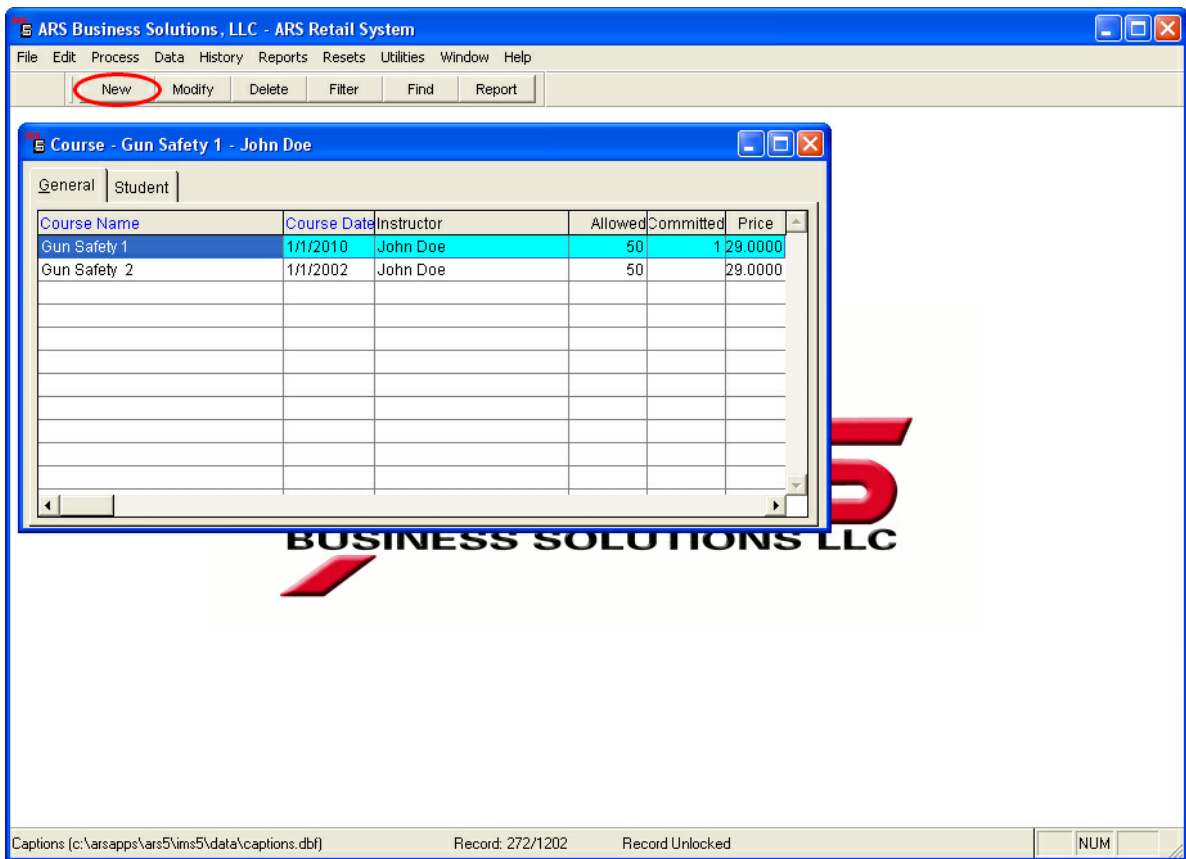
Captions (c:\arsapps\ars5\ims5\data\captions.dbf) Record: 833/1202 Record Unlocked NUM

The **Course** grid will display all previously entered courses.

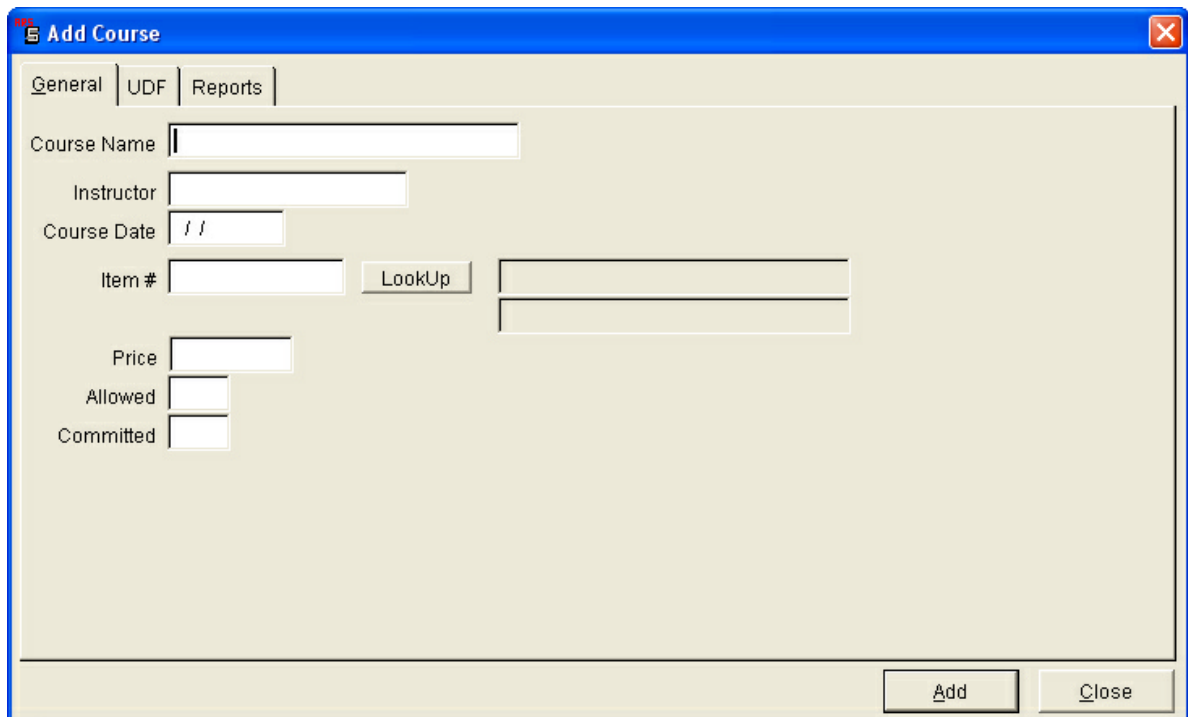


Course Name	Course Date	Instructor	Allowed	Committed	Price
Gun Safety 1	1/1/2010	John Doe	50	1	29.0000
Gun Safety 2	1/1/2002	John Doe	50	1	29.0000

Click the **New** button.



Enter a unique **Course Name** (e.g. **Gun Safety 3**).



Enter the **Item #** or use LookUp to find the item number for the course.

Instructor: Enter the name of the course instructor.

Course Date: Enter the date the course will take place. (The system will not allow a sale for the course after this date.)

Price: The price will automatically be entered when the **Item #** is entered.

Allowed: The maximum number of spots to be sold for the course. (The system will not allow any spots to be sold unless there is a number entered.)

Committed: Leave this field blank. It will be filled automatically as students are added to the course.

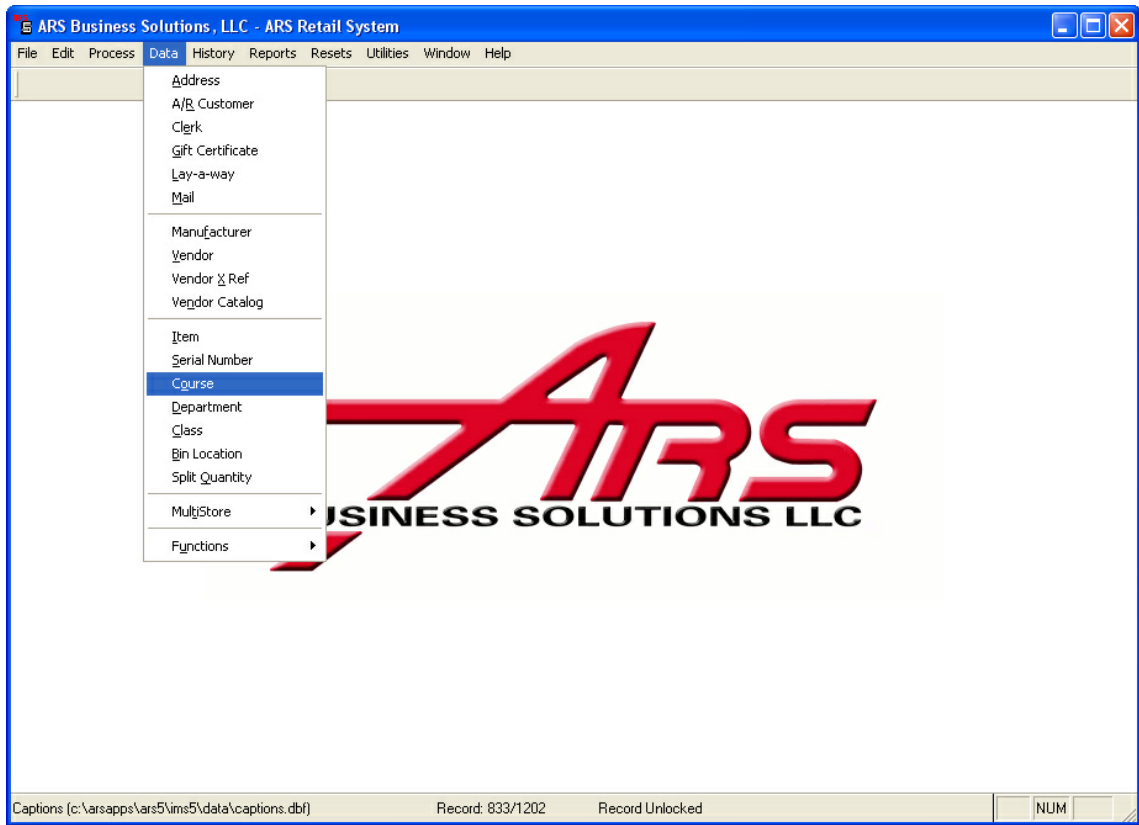
Click **Add**.

12.2 Add Student

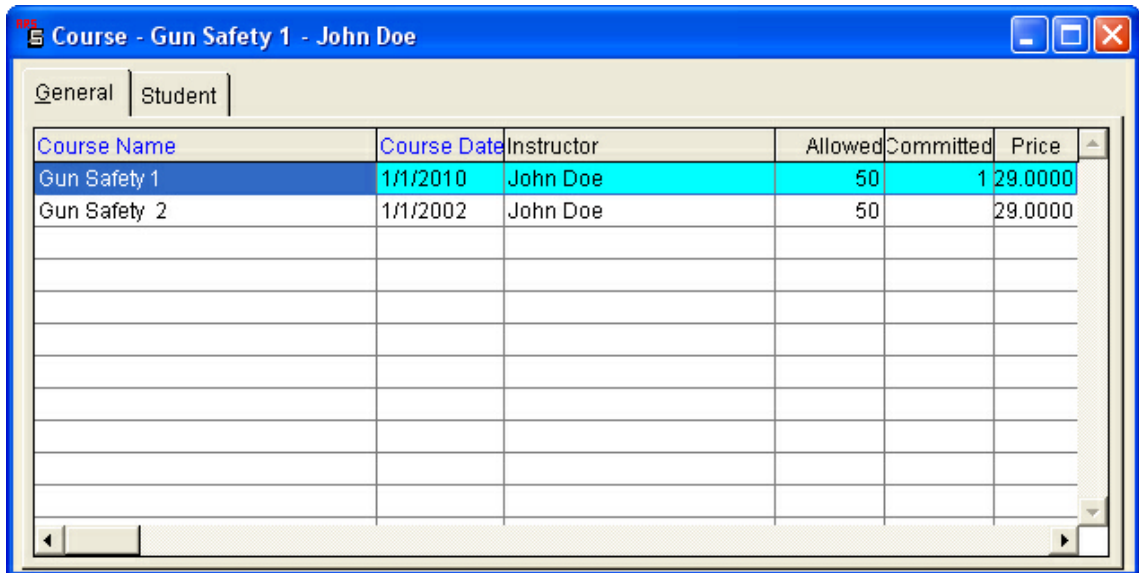


Students may be added to a course either by being sold through the POS or by being manually added under the **Student** tab in the IMS. Either way, the system will add one to the committed quantity for the course for each student entered. Using the IMS to add a student does not create a transaction for receiving payment on the course.

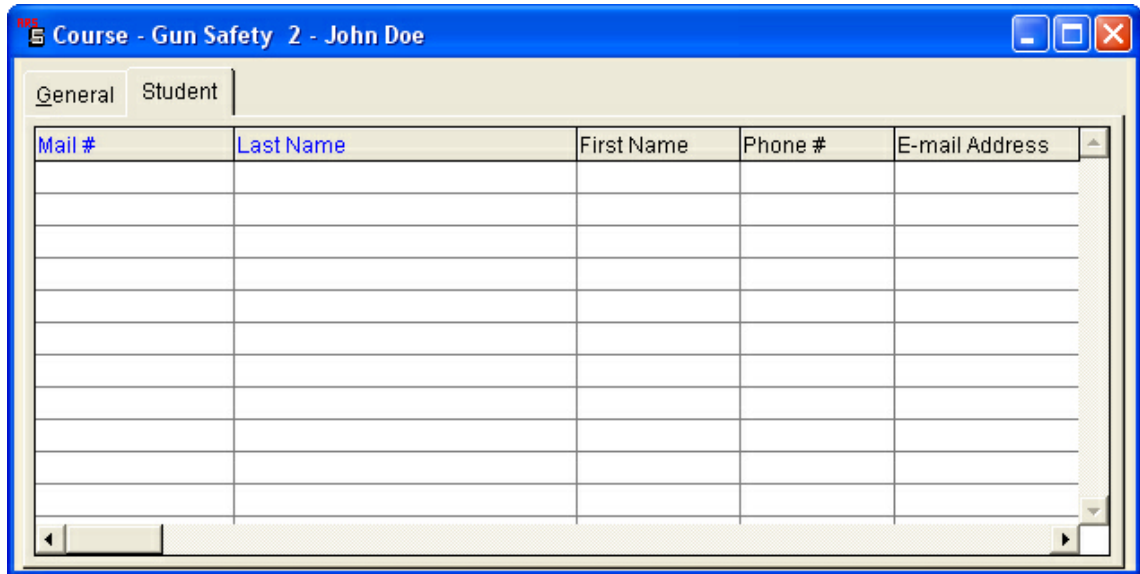
To add a student at the IMS, click **Data**. Select **Course**.



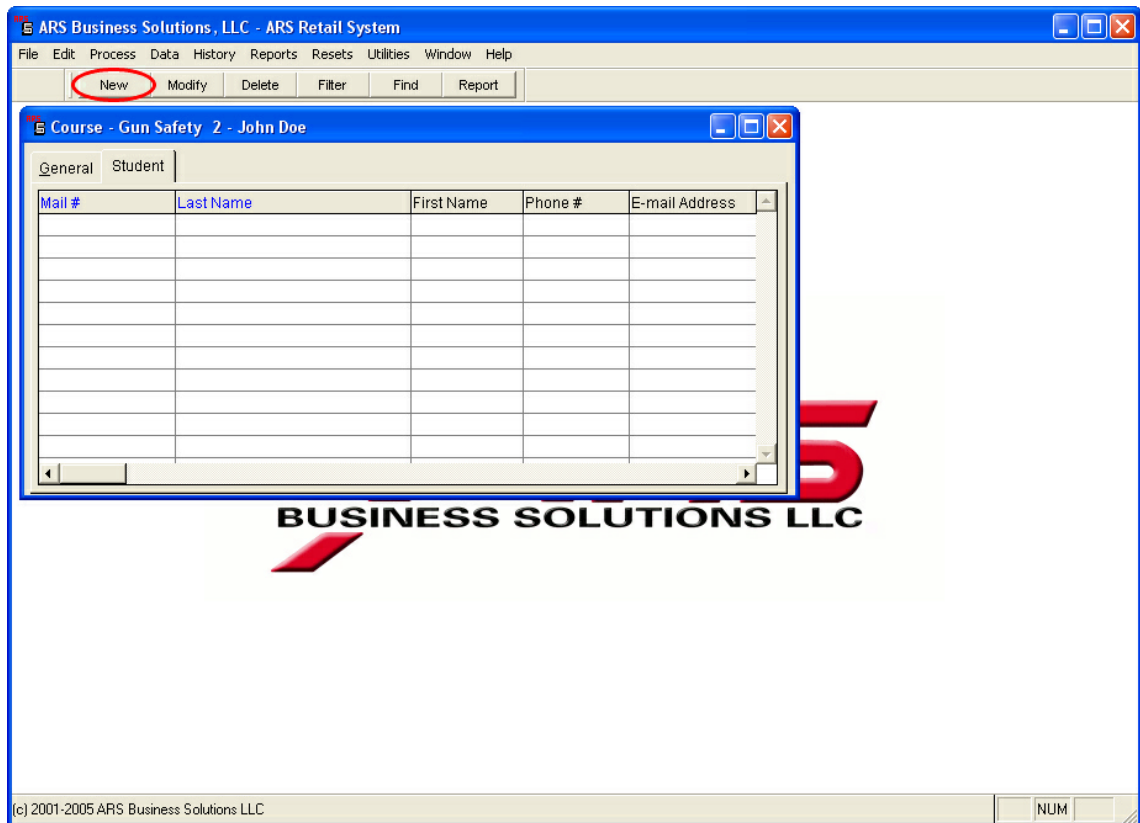
Click on the appropriate **Course** to highlight it.



Click the **Student** tab. All students who are currently registered for the **Course** will be listed.



Click the **New** button.



Enter the student's Mail #, or use LookUp to find the student's information.

The student's information may be edited. Click **Add**.

13 Daily Procedures



At the end of each business day, or before business begins on the following day, there are a few procedures to be completed.

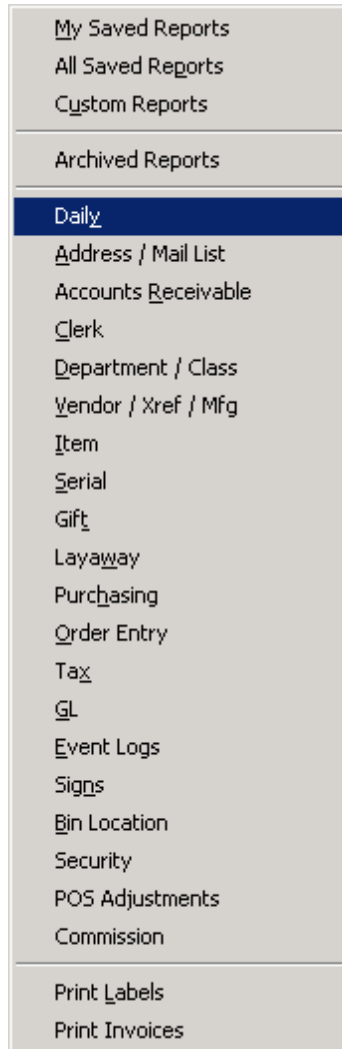
- POS z-outs (refer to the POS manual)
- Print the Daily Info Report for balancing registers, etc.
- Enter Special Order Detail (this may be entered at any time during the day)
- Backup the system

13.1 Daily Info Report

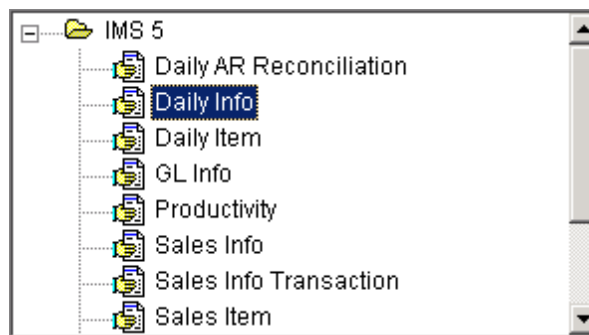


The **Daily Info Report** shows the accumulated totals for all of the online POS registers.

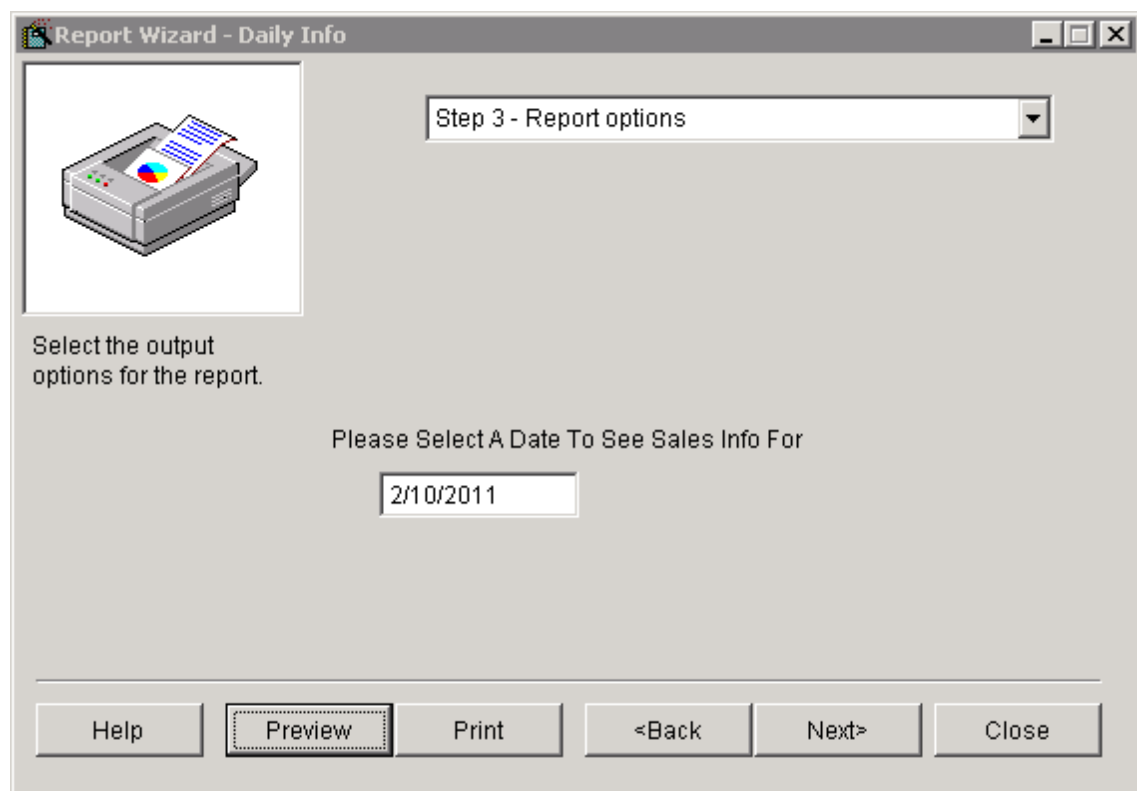
To run the report, go to **Reports**; select **Daily**.



Select **Daily Info**. Click **Next**.



No filters are needed; click **Next**. Enter the correct date. Click **Next**.



The report may be printed.

Daily Info Report		2/10/2011 9:48:19 AM	
ARS Business Solutions, LLC		Page 1	
E-O-D 2/10/2011 CUSTOMER COUNT: 3			
	TYPE	COUNT	AMOUNT
Totals			
	Net Subtotal		1201.92
	Total Sales		1201.92
Tax Info			
Tax Exempt			
Paid Out by Media			
	PO TOTAL	0	0.00
Gift Certificates			
Received by Account			
	R/A Special	1	25.00
	RA TOTAL	1	25.00
Media			
	Cash	3	1178.93
	Check	1	25.00
	Lway	1	22.99
Grand Totals			
	Reg. 1		1226.92

14 Delete Inactive Items



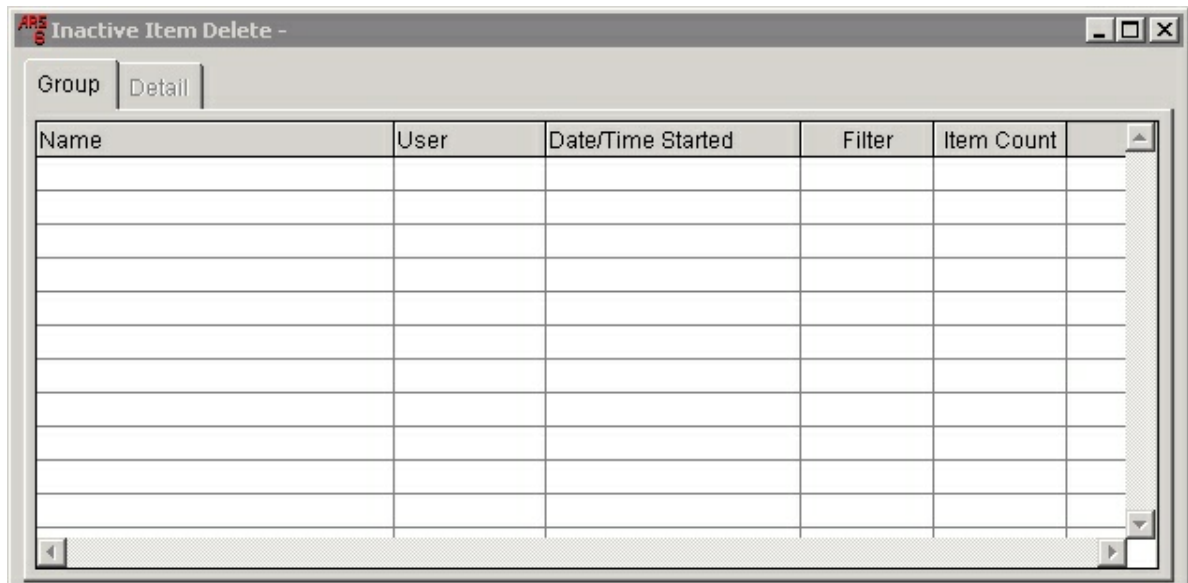
An item is considered 'inactive' if it meets the following criteria:

- the First Date (first date an entry was made) for an item is over a year ago
- Quantity on Hand is zero
- Quantity on order is zero
- Quantity committed is zero
- year-to-date Quantity on Hand is zero
- previous year Quantity on Hand is zero

Items which meet all of the criteria, may be deleted from the system. Go to **Process**; select **Delete Inactive Items**.



The **Inactive Item Delete** grid will display any unfinished groups of items to be deleted.



Click the **New** button to create a new group of items to be deleted.

Enter a **Name** for the group. The criteria listed above will already be used for the filter. Another filter may be added for a certain department, class or other designation. Click **Add**.

Click the **Preview Items** tab. An item (or items) may be removed from the list so that it is not purged from the system. Every item left on the list will be permanently removed. Click **Purge**.

When asked, "**Do you want to delete these items?**" click **Yes**.

15 Department



Department descriptions are broad names used to lump items into different groups. Each **department** is broken down into Class descriptions.

Some examples of different **departments** which may be needed are: Consignment, Ammunition, Fishing Rods, Clothing, Convenience, etc.

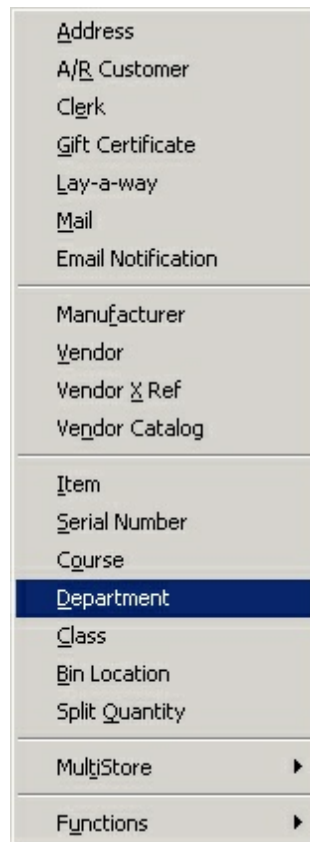
- Add a new department

- Edit/Modify a department
- Delete a department

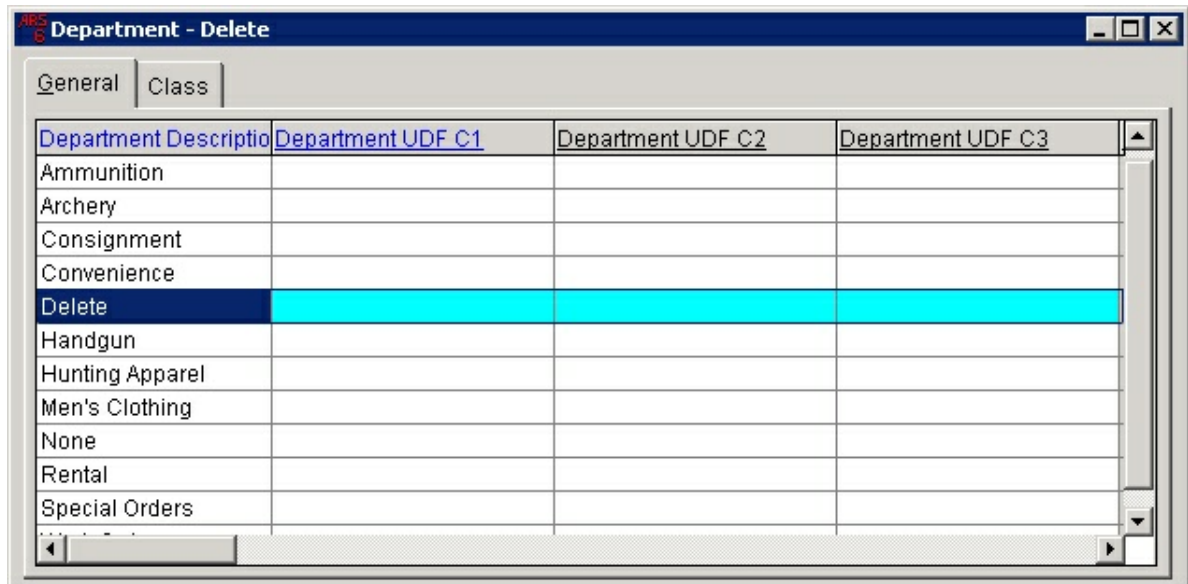
15.1 Delete Department



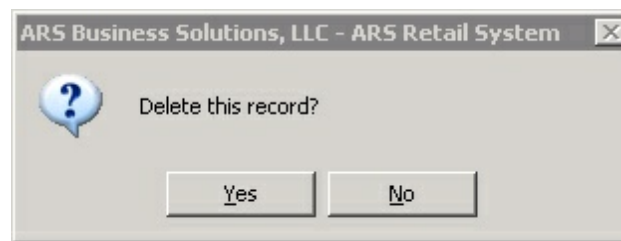
To **Delete a Department**, click **Data**; select **Department**.



Select the **Department** to be deleted by clicking on it to highlight it.



Click the **Delete** button.

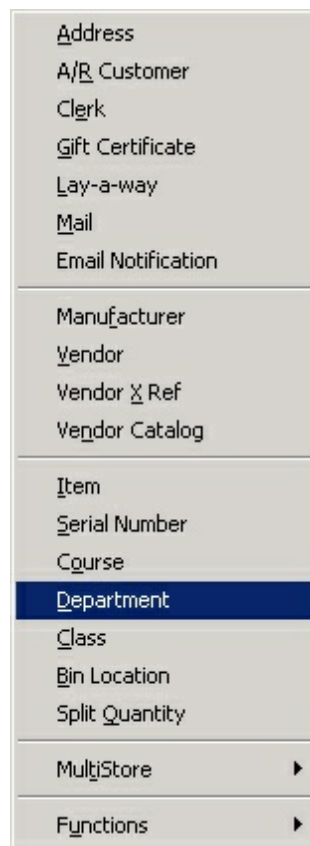


Click **Yes**.

15.2 Edit Department



To **Edit a Department**, click **Data**; select **Department**.



Select the **department** to be edited by clicking on it to highlight it. Click the **Modify** button.

When the edits are complete. Click **OK**.

Edit Department

General Forecast

Dept Desc:

UDF C1:

UDF C2:

UDF C3:

UDF C4:

UDF C5:

UDF D1:

UDF D2:

First Date:

Last Date:

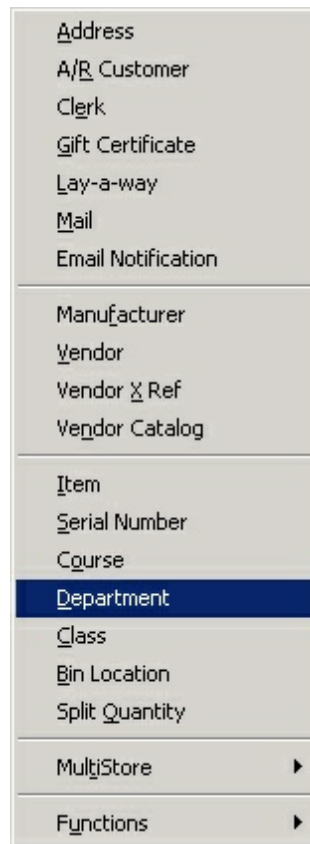
Notes:

OK Cancel

15.3 New Department



To create a **New Department**, click **Data**; select **Department**.



At the **Department** screen, click the **New** button. Enter the **new department** next to **Dept Desc**.
Click **Add**.

16 EDI Receiving



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

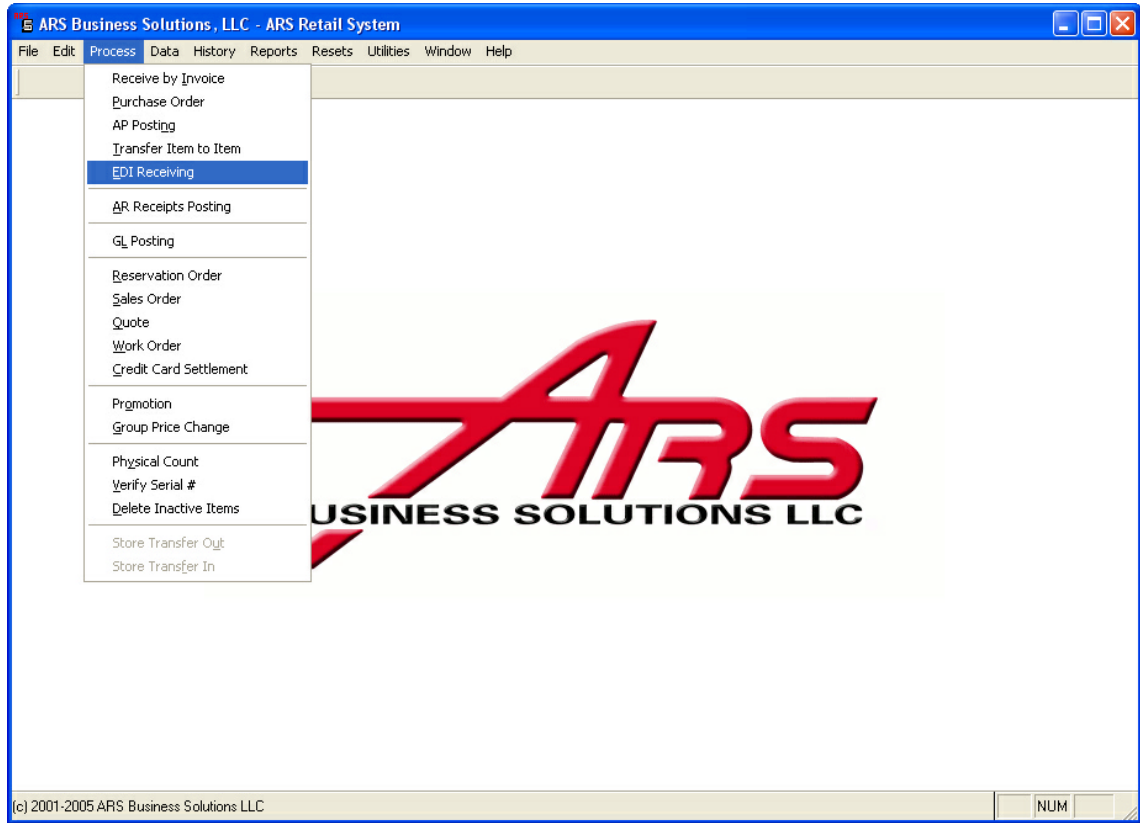
Highlights of **EDI Receiving**:

- Fast and accurate transfer of data
- Simply add data to a new or existing Receive By Invoice or Purchase Order

16.1 EDI Purchase Order



To use EDI Receiving to supplement Purchase Orders,
Click **Process**; select **EDI Receiving**.

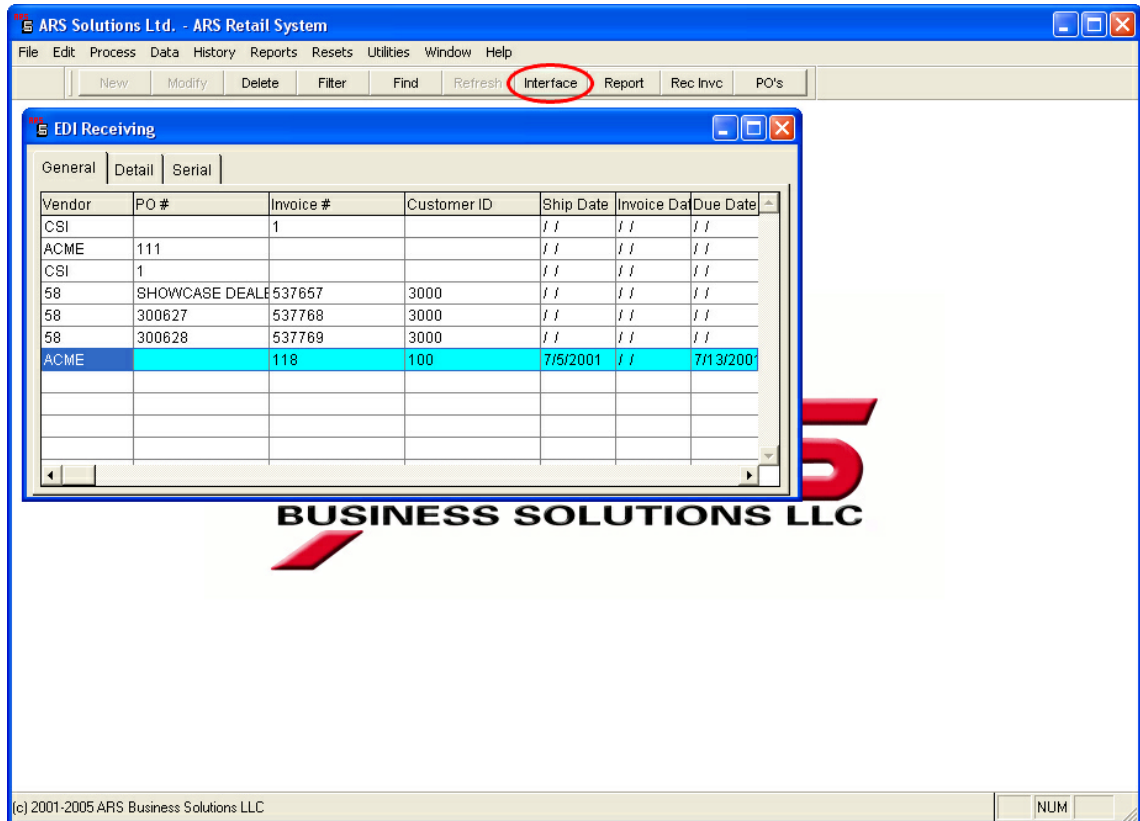


The **EDI Receiving** screen is displayed.

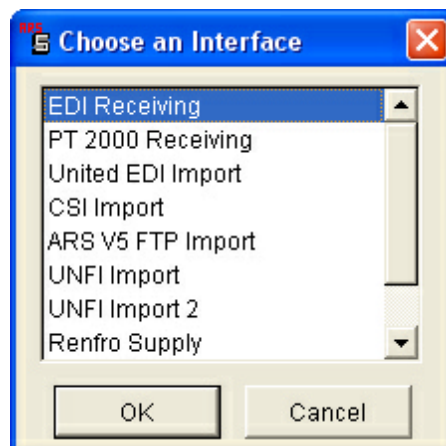
The screenshot shows the 'EDI Receiving' window with the 'General' tab selected. The table below lists the received invoices:

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

Click the **Interface** button.



Select **EDI Receiving** at the **Choose an Interface** screen. Click **OK**.



Click the **Detail** tab.

EDI Receiving

General Detail Serial

Cross Ref #	Item #	Description 1	Description 2
ABC	100	Item Description	
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	Item Description	

Click the **PO's** button.

ARS Solutions Ltd. - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Refresh Interface Report Rec Invc **PO's**

EDI Receiving

General Detail Serial

Cross Ref #	Item #	Description 1	Description 2
ABC	100	Item Description	
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	Item Description	

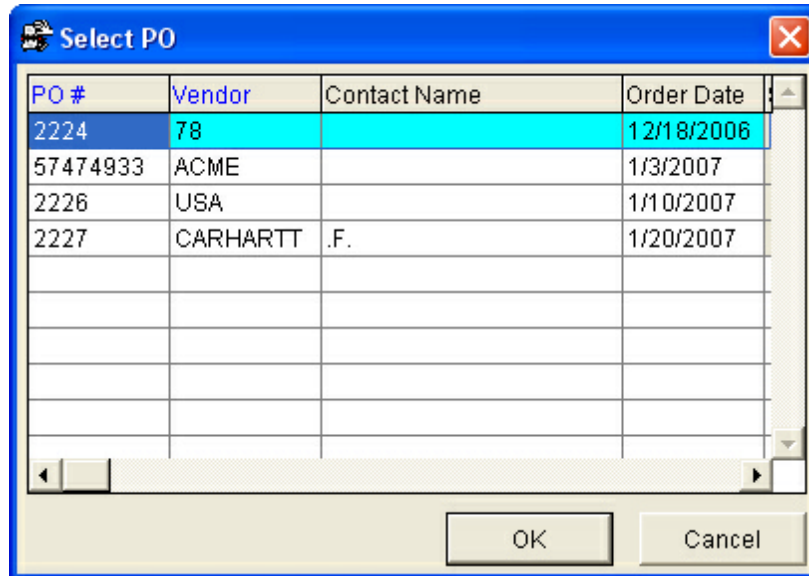
5
BUSINESS SOLUTIONS LLC

(c) 2001-2005 ARS Business Solutions LLC

NUM

Select the **PO#** (or create a new Purchase Order or **Receive By Invoice** by

clicking the **New** button).



The item quantities will be added to the item quantities already present on the Purchase Order.

(In this example, Purchase Order #2224 has been setup to receive 10 of item 101. Using **EDI Receiving**, a quantity of 15 is added to the Purchase Order. In total, PO #2224 will receive 25 of item 101).

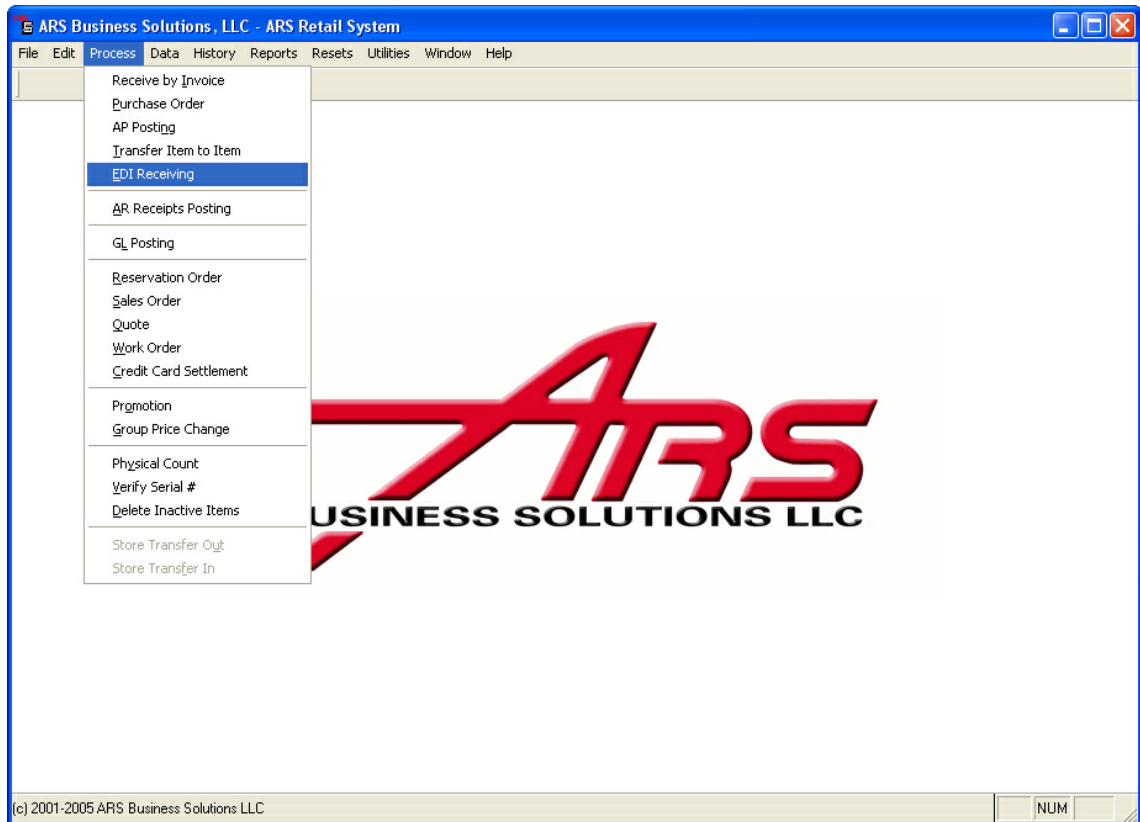
The EDI items recognized by the system (the item codes already setup) are attached to the selected Purchase Order and are ready to update. If any of the item numbers are new to the system, they will be left in the **EDI Receiving** grid after the EDI items have been attached to the Purchase Order. The new item numbers will have to be added in order for them to be processed.

16.2 EDI Receive By Invoice



To use EDI Receiving to supplement Receive By Invoice,

Click **Process**; select **EDI Receiving**.

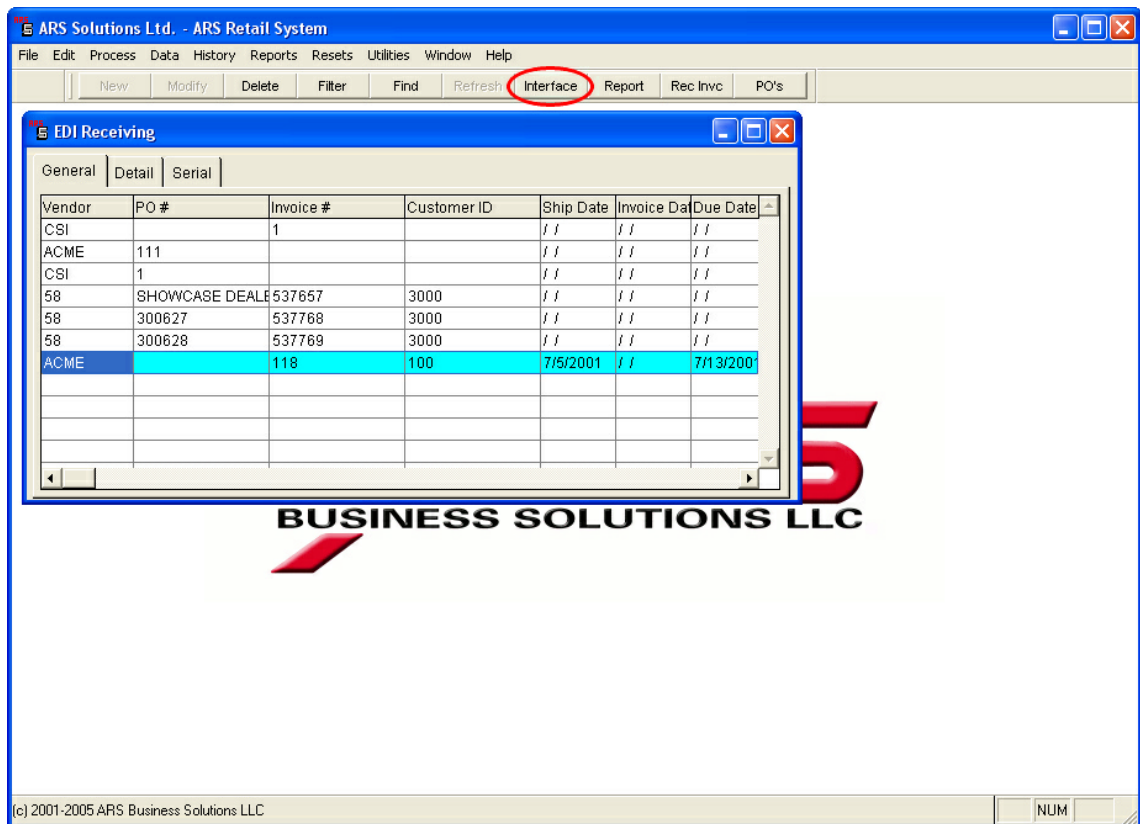


The **EDI Receiving** window is displayed.

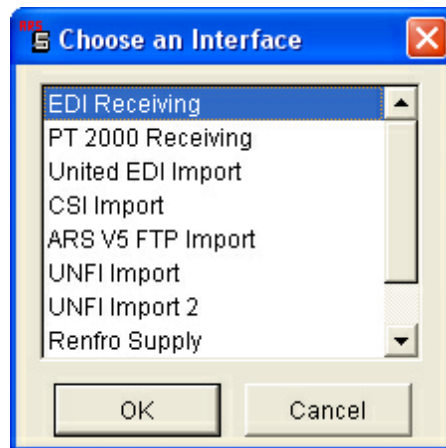
The screenshot shows the 'EDI Receiving' window with a table of data. The table has the following columns: Vendor, PO #, Invoice #, Customer ID, Ship Date, Invoice Date, and Due Date. The row for Vendor ACME, PO # 118, Invoice # 118 is highlighted in cyan.

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

Click the **Interface** button.

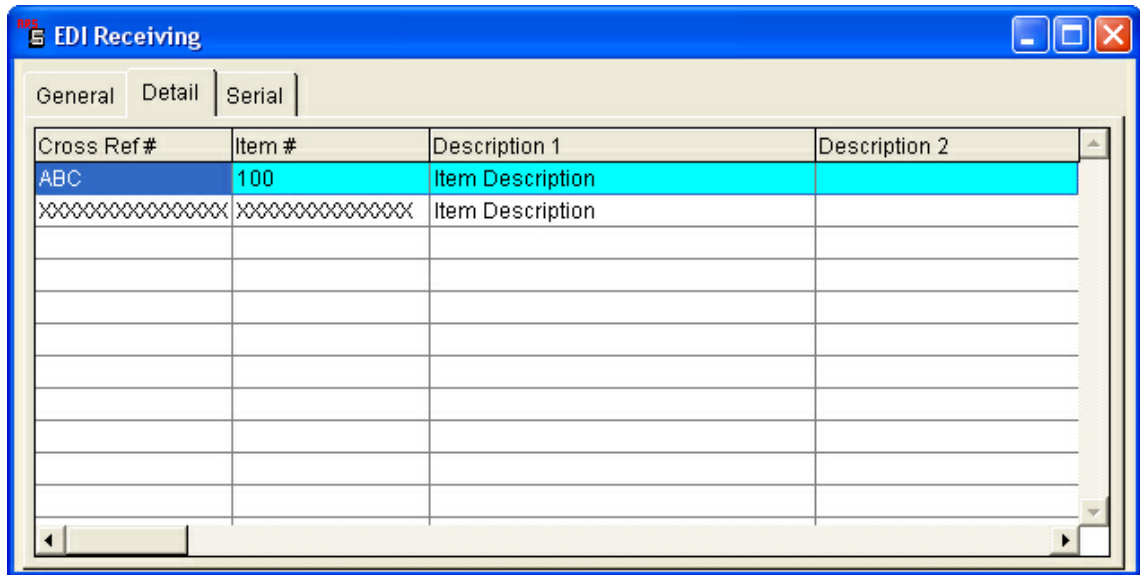


Choose an **Interface** by clicking on it to highlight it.

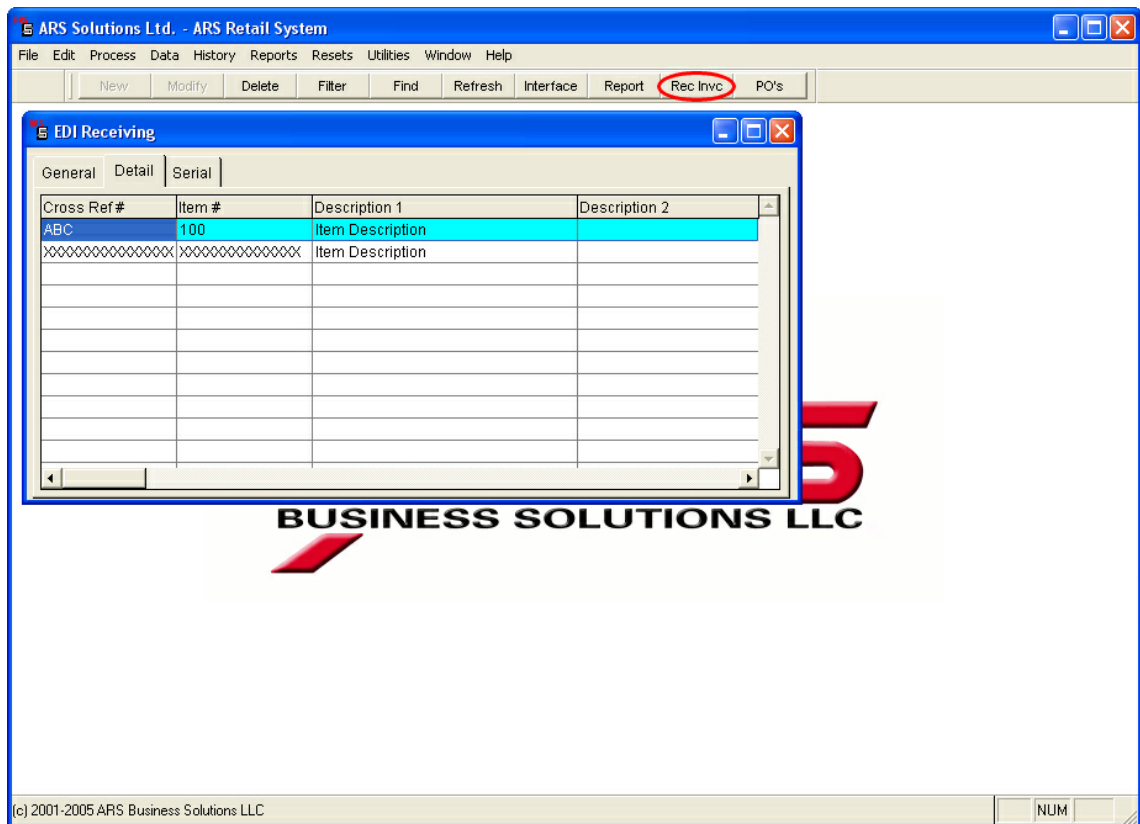


Click **OK**.

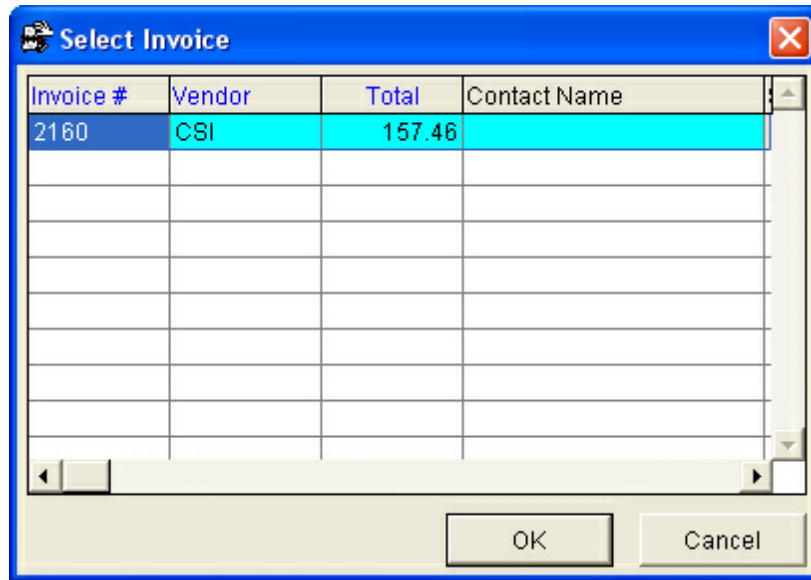
Click the **Detail** tab.



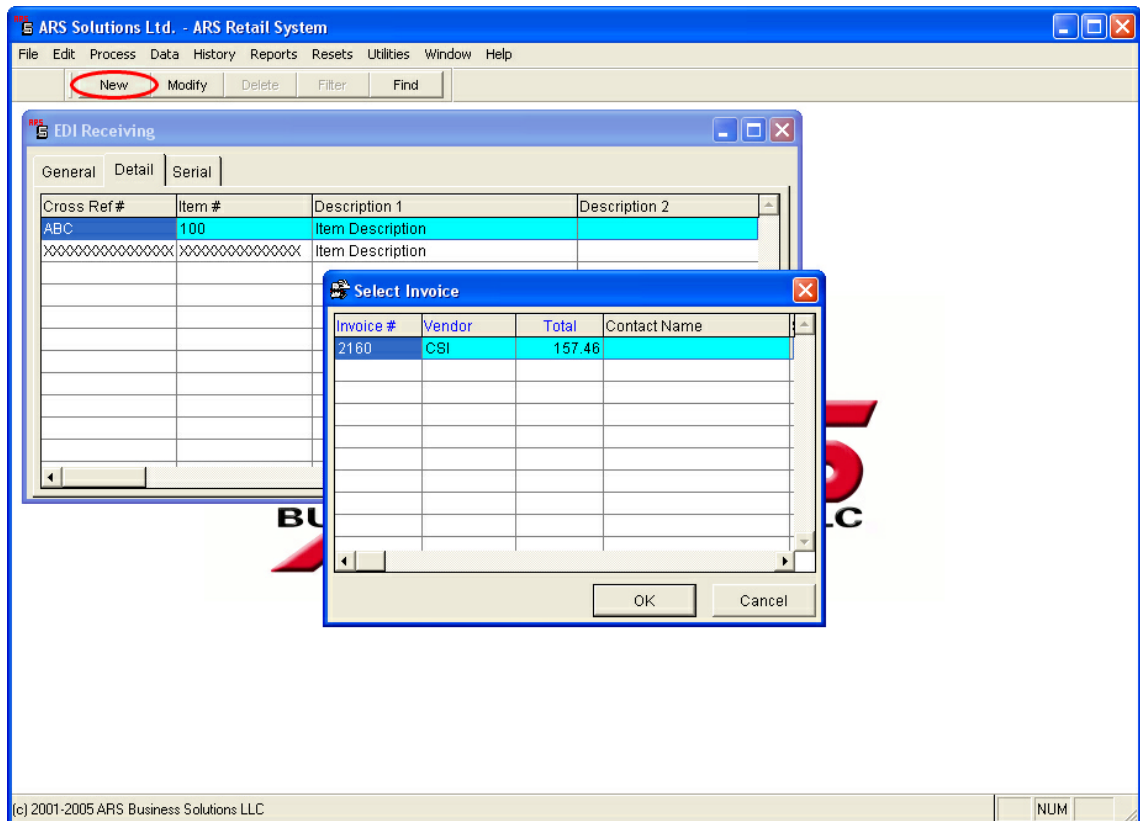
Click the **Rec Invc** button.



Select an invoice from the grid by clicking on it. Click **OK**. (Skip this step if a new invoice is going to be created.)



To create a new invoice, click the **New** button. (See New Receive by Invoice for further instructions.)



The EDI items recognized by the system are attached to the selected invoice and are ready to be **Updated**.

17 Email

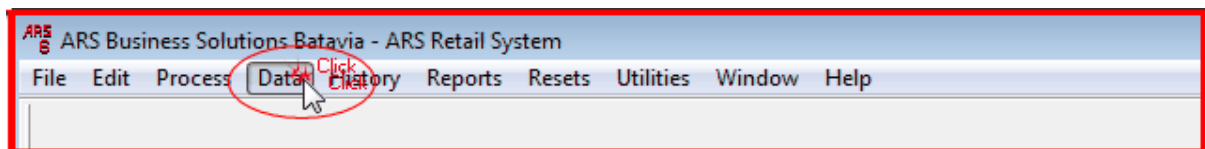


The ARS Business Solutions, Retail System offers many ways to keep in contact with customers and to track all purchases. In this section of the manual the ARS email features will be explained and step by step instructions will be given accompanied by descriptive screenshots.

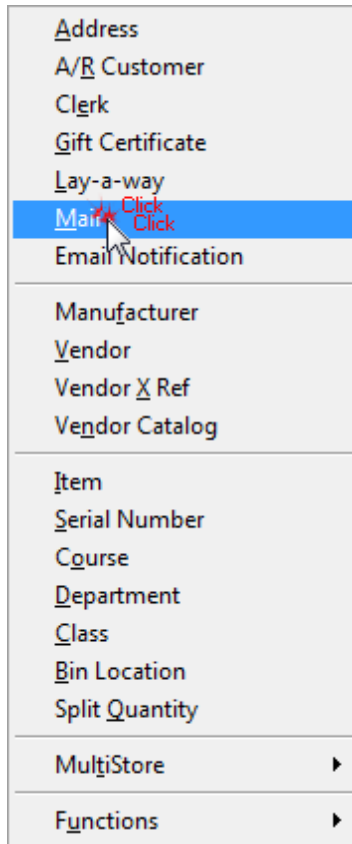
17.1 Email from Mail Screen



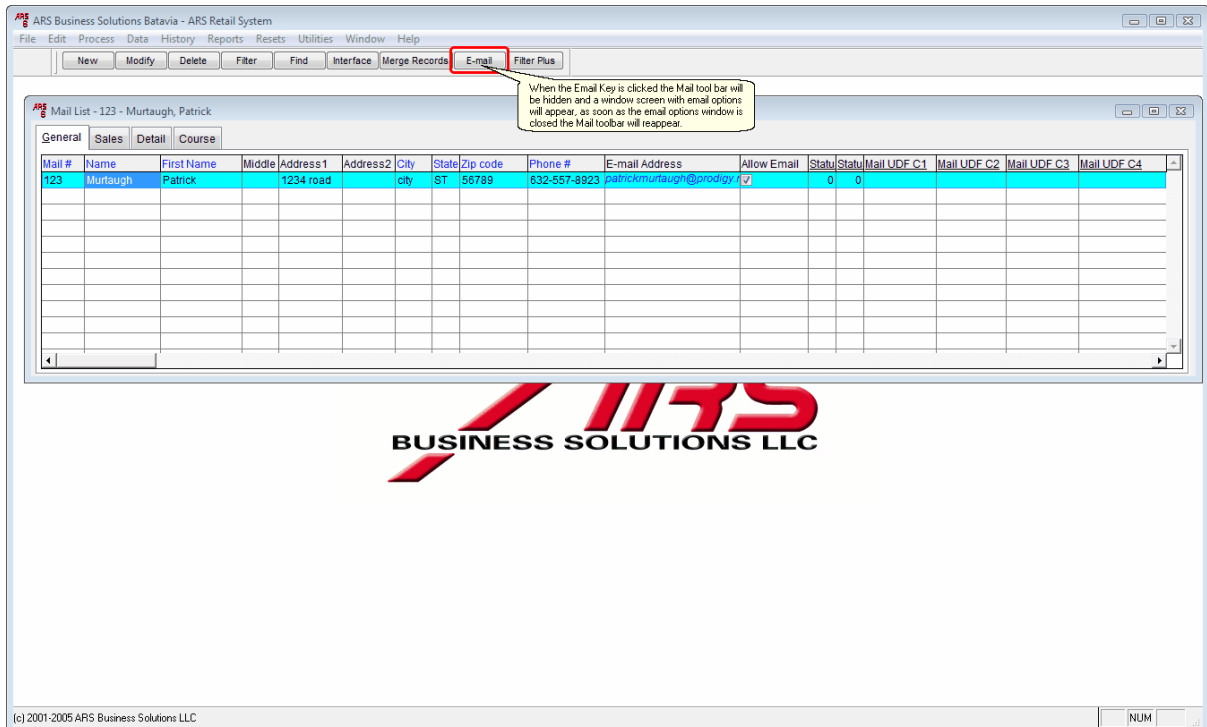
To email directly from the mail screen, click **Data**.



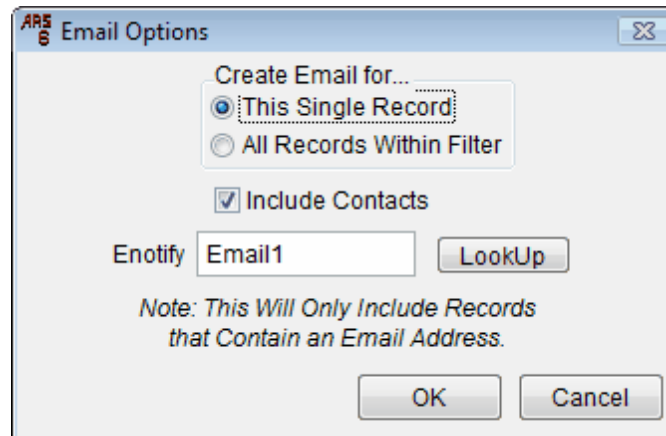
Select **Mail**.



Select the desired customer from the grid. Click the **E-mail** button.



In the **Email Options** window you may **Create Email for...** a single record (i.e. the highlighted record or customer selected) or for **All Records Within Filter** (all records or customers which meet the filter criteria). Check **Include Contacts** to include all of the contacts linked to the email address.



18 End of Month



End of Month (EOM) procedures may be run at the end of the last business day of the month or before business starts on the first day of the following month. Proper EOM maintenance will provide more accurate reports.

It is important to understand that there is an order to the procedures which need to be run at month-end.

1. Backup the system.
2. Print month-to-date reports.
3. Print A/R Reports.
4. Do Monthly Resets.
5. Do the A/R Statements Reset.
6. Print A/R Statements.

18.1 EOM Reports



There are many Month-end reports your store may need. We have compiled a list of

reports which may be generally used by most stores. The suggested settings for filters and sort order may be different from your preferences. You may also find other reports which you will want to print on a monthly basis.

The suggested reports are:

- Class Sales
- Clerk Report
- Gift Report
- Layaway Report
- Month to Date Sales
- Monthly Tax
- Quantity on Hand
- Special Order Open Items
- Special Order Open Orders
- Vendor Purchase

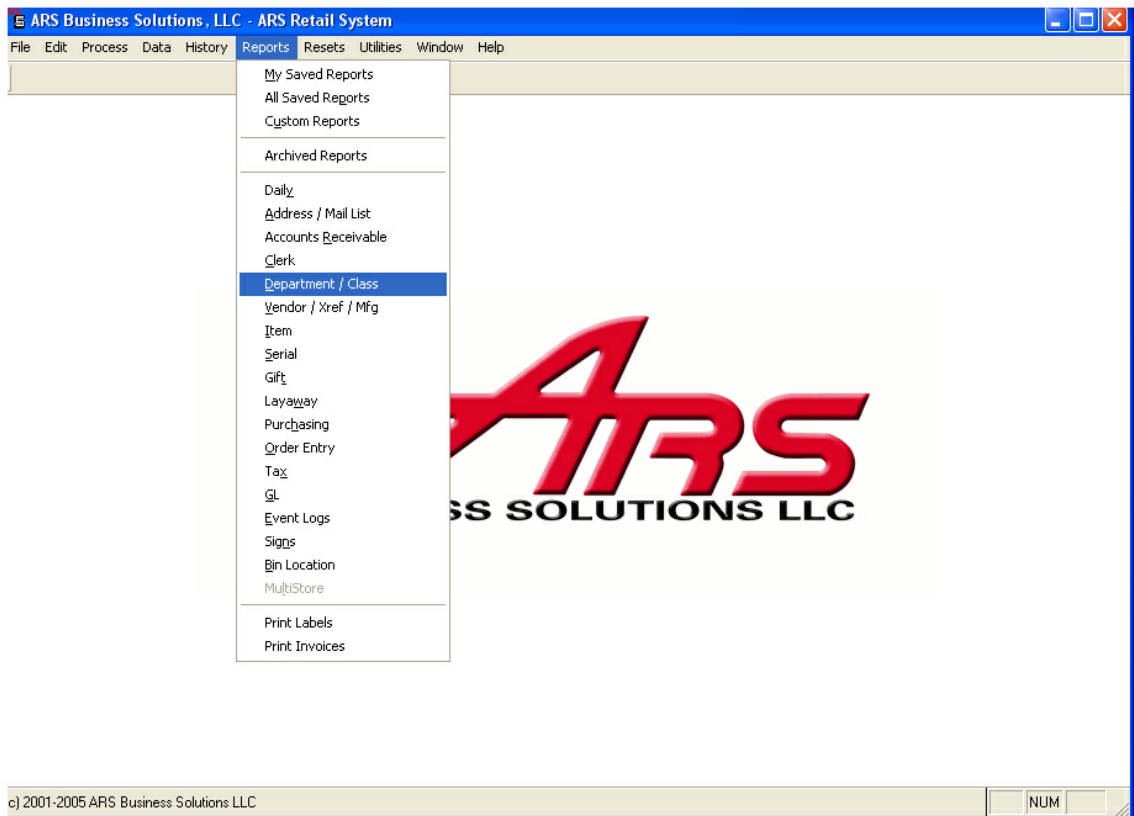
**See Save Report Settings to save reports and settings.

18.1.1 Class Sales

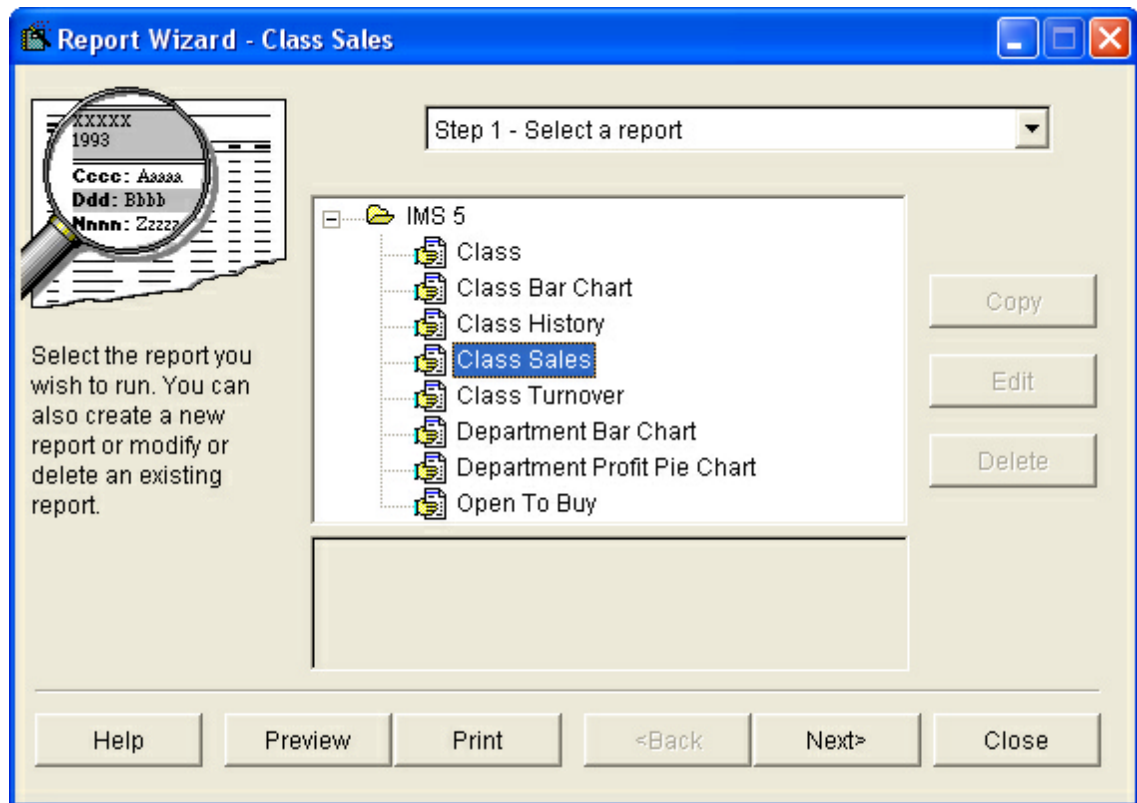


The **Class Sales Report** provides sales information on classes with sales activity during the month along with an overview of sales for each department and class. This report may also be printed throughout the month as an aid to the buyer.

Click **Reports**. Select **Department/Class**.



Click **Class Sales** to highlight it. Click **Next**.



No filter is needed. Click **Next**.

Set the **Primary Sort** to **Department Description**. Set the **Secondary Sort** to **Class Description**.

Report Wizard - Class Sales

Step 3 - Sort records

Use same sort next time report is run

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

Primary sort: Department Description Sub-total

Secondary sort: Class Description Sub-total

Tertiary sort: Sub-total

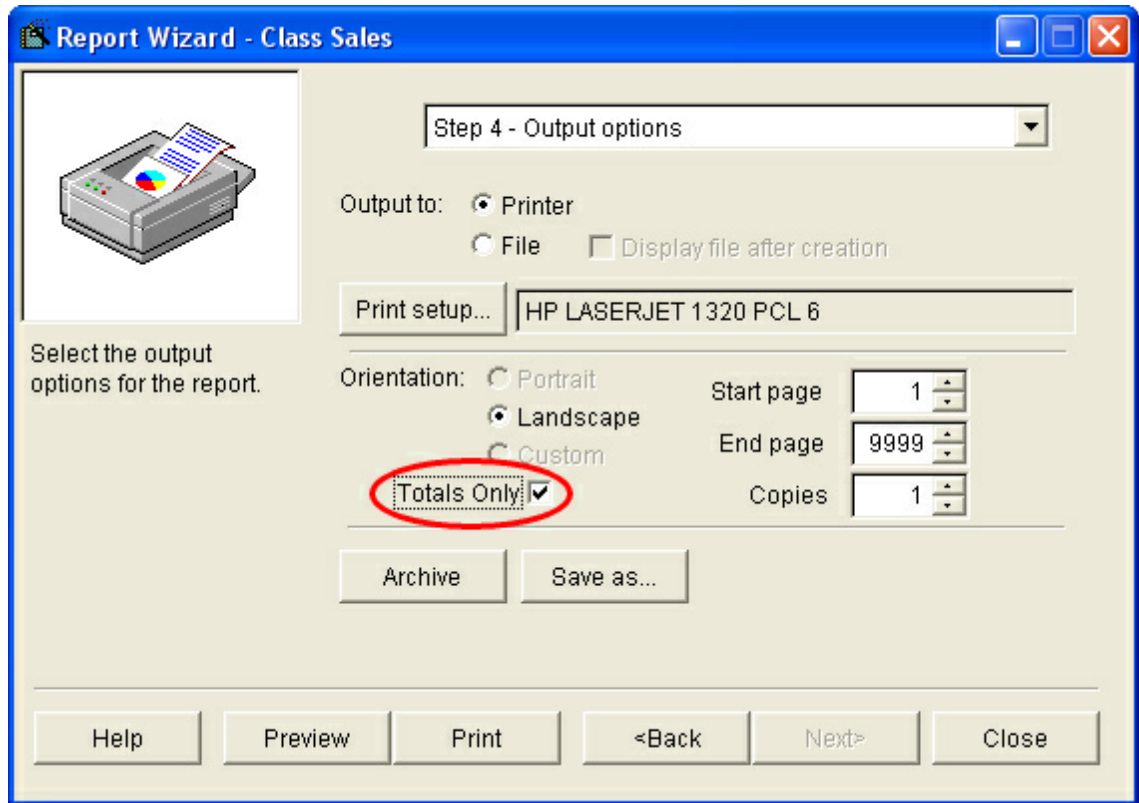
Help Preview Print <Back Next> Close

3	BBB	FFF
4	CCC	HHH
2	AAA	GGG
1	DDD	EEE

1	DDD	EEE
2	AAA	GGG
3	BBB	FFF
4	CCC	HHH

Click **Next**.

To print only report totals, click the **Totals Only** box. If the details are wanted, leave the box unchecked.



The report may be printed. (This example shows **Totals Only**.)

The screenshot shows a 'Print Preview' window for a 'Class Sales Report' from ARS Business Solutions, LLC. The report is sorted by Department Description and Class Description. The table below represents the data shown in the preview.

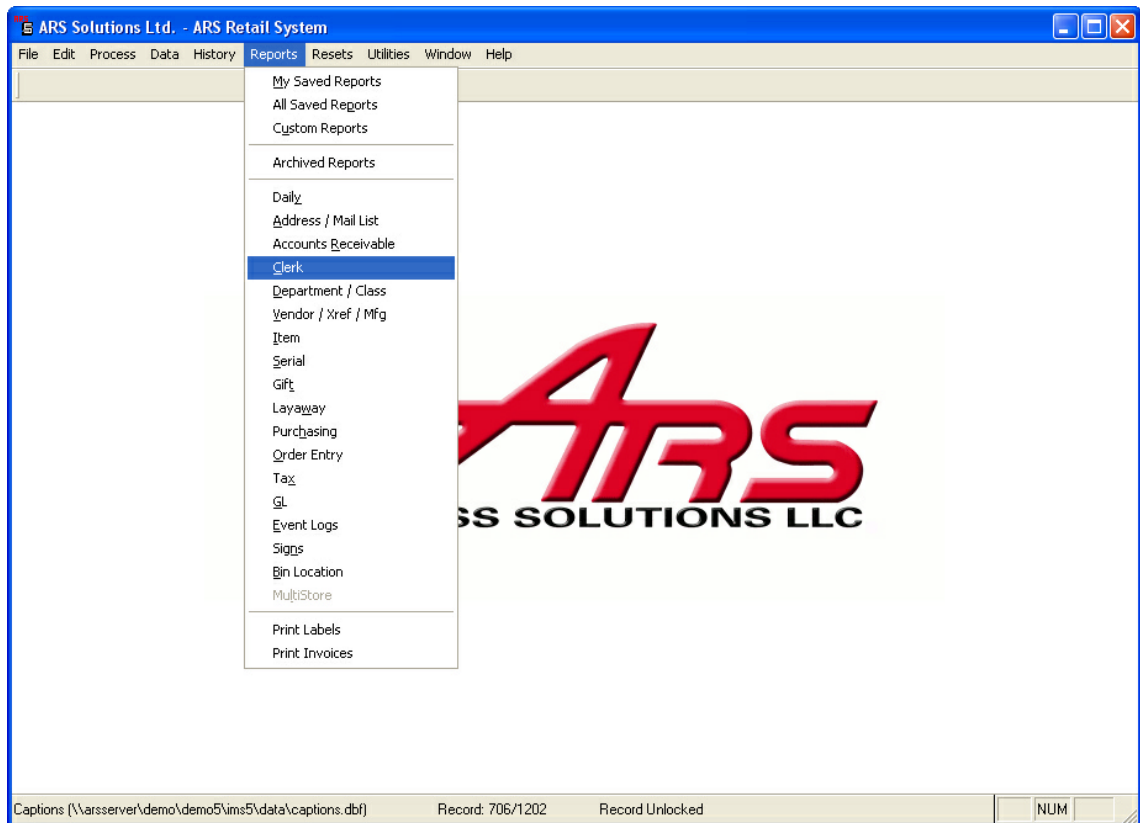
Class Desc	Dept Desc	PTD Qty	PTD Cost	PTD Profit	MD Qty	MD Cost	MD Profit	YTD Qty	YTD Cost	YTD Profit	PY Qty	PY Profit
		PTD Mkdn	PTD Sales	PTD GP%	MD Mkdn	MD Sales	MD GP%	YTD Mkdn	YTD Sales	YTD GP%	PY Mkdn	PY Sales
Dept Desc: Archery												
Subtotal 4	Dept Desc: Archery	6348.00	97197.75	36611.67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

18.1.2 Clerk Report

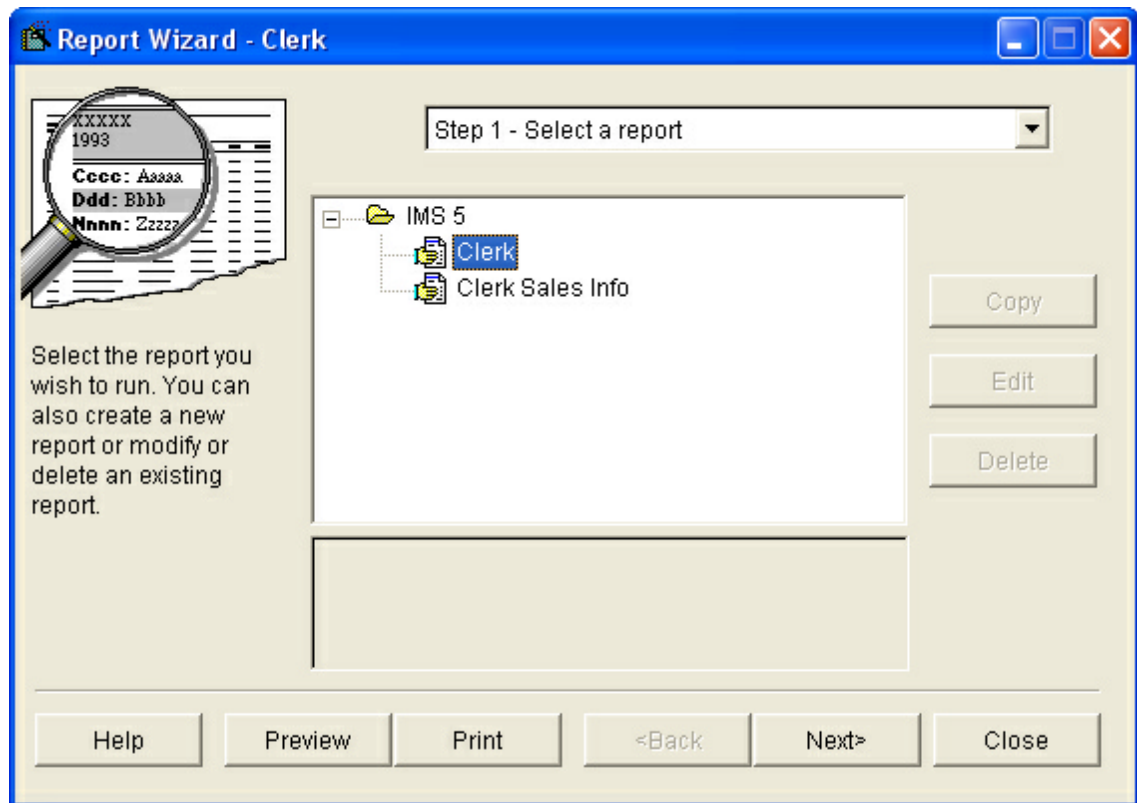


The **Clerk Report** provides total sales for each clerk.

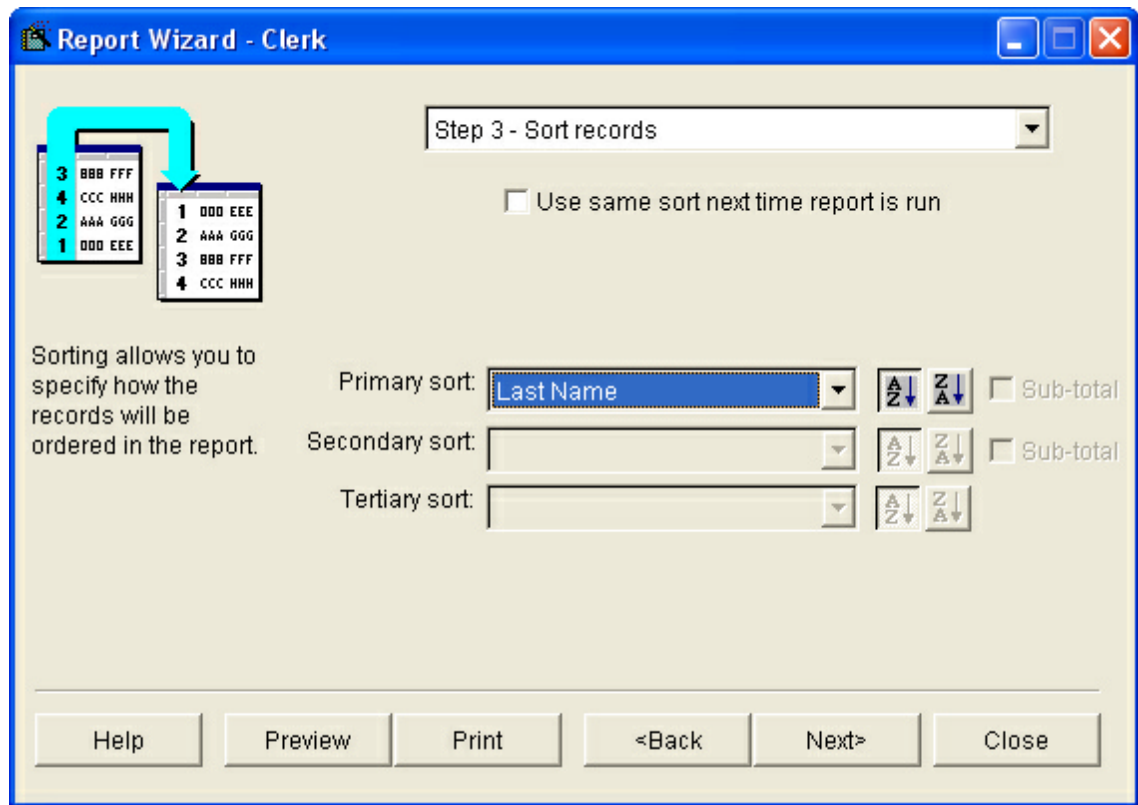
Click **Reports**. Select **Clerk**.



Click **Clerk** to highlight it. Click **Next**.



No filters are needed. Click **Next**.
Set the **Primary Sort** to **Last Name**. Click **Next**.



The report may be printed.

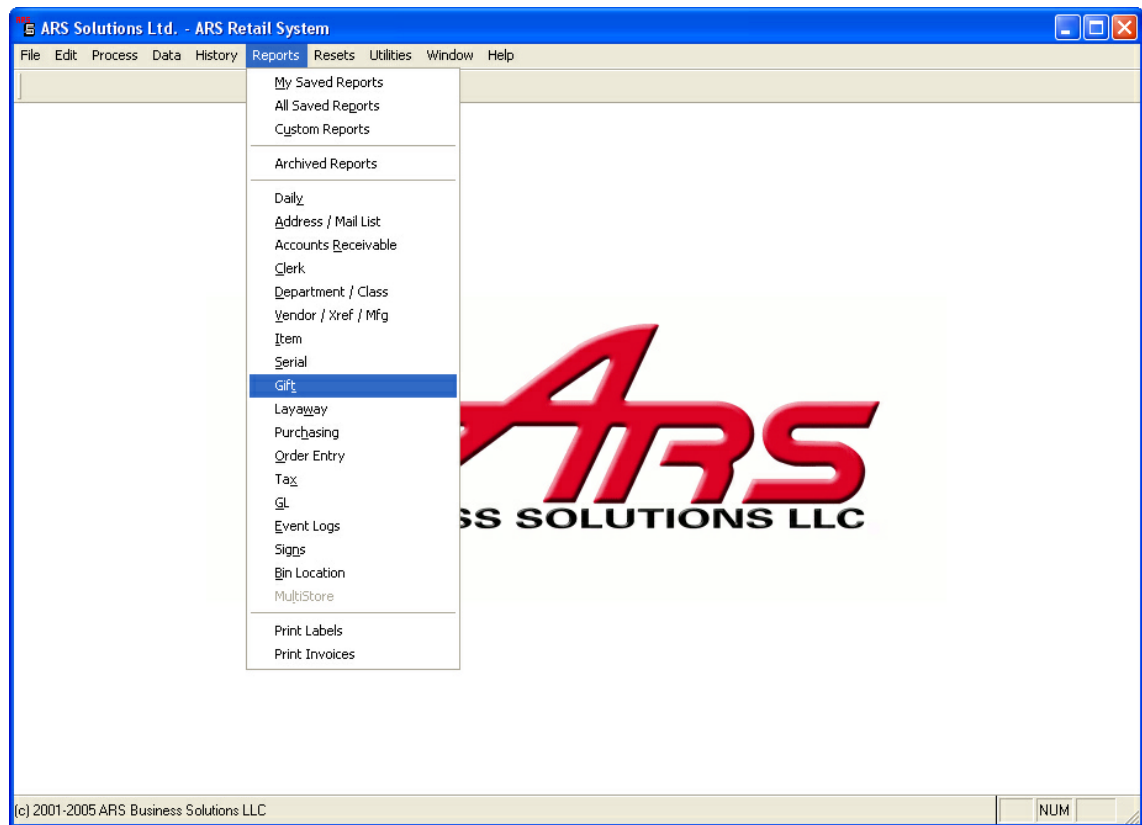
Clerk #	Name - Date Hired Address	Phone # E-mail	PTD Cost PTD Sales PTD Profit	MTD Cost MTD Sales MTD Profit	YTD Cost YTD Sales YTD Profit	PY Cost PY Sales PY Profit
8	Anderson, John - 7/13/2005 108 2nd Street North Sauk Rapids, MN 56378	320-123-4567 janderson@aol.com	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
10	Anderson, John - 7/13/2005 108 2nd Street North Sauk Rapids, MN 56378	320-123-4567 janderson@aol.com	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
61	Blow, Joe - 11/27/2006 2525 25th St Fargo, ND 58103	701-281-5555	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
21	CASHIER, GENERAL - 12/1/2005		0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
1	Daivids, Andy - 5/9/2002 138 34th Avenue North St. Cloud, MN 56377	320-584-8188 adaivids@ars.com	5346.93 12342.14 6995.21	1907.24 3834.99 1927.75	5346.93 12342.14 6995.21	4143.11 5857.03 1713.92
67	Finch, Larry - 1/20/2007		0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00

18.1.3 Gift Report

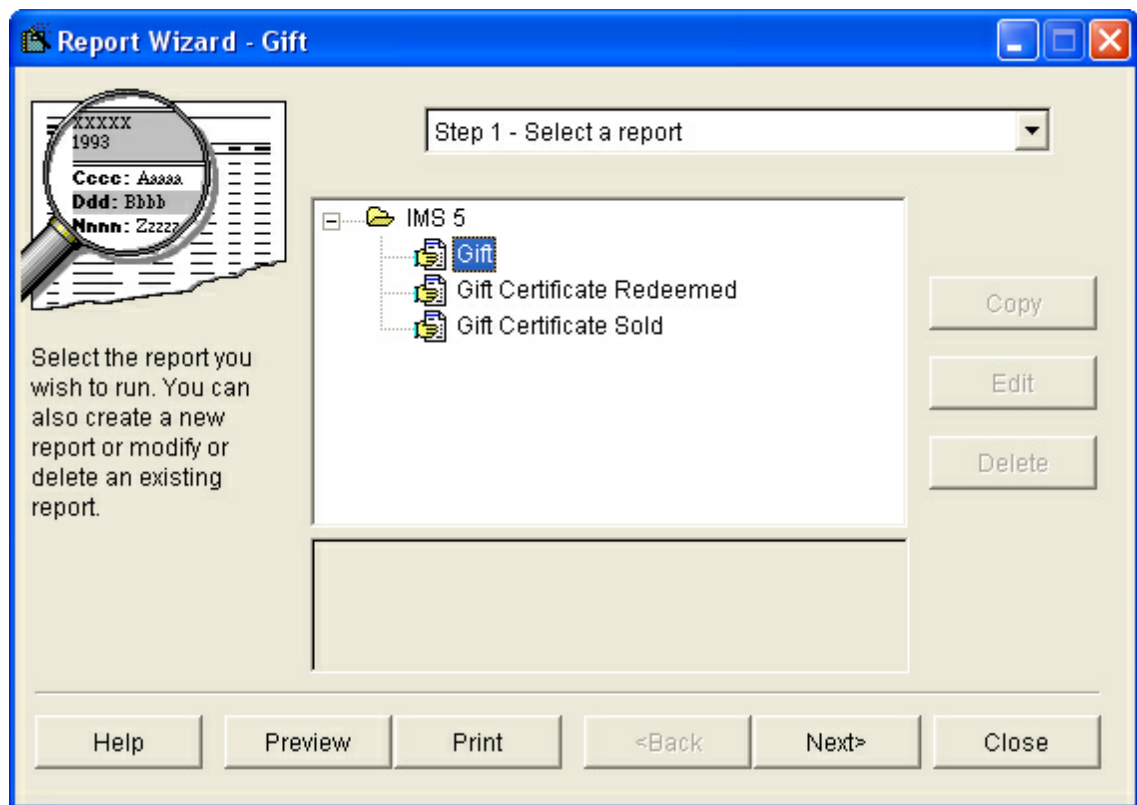


Regardless of whether you sell gift cards or gift certificates, the **Gift Report** provides values on all gift balances.

Click **Reports**. Select **Gift**.



Click **Gift** to highlight it. Click **Next**.



No filter is needed. Click **Next**.
Set the **Primary Sort** to **Gift Number**. Click **Next**.

Report Wizard - Gift

Step 3 - Sort records

Use same sort next time report is run

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

Primary sort: **Gift Number** Sub-total

Secondary sort: Sub-total

Tertiary sort: Sub-total

Help Preview Print <Back Next> Close

The report may be printed.

Gift Report
ARS Solutions, LTD

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

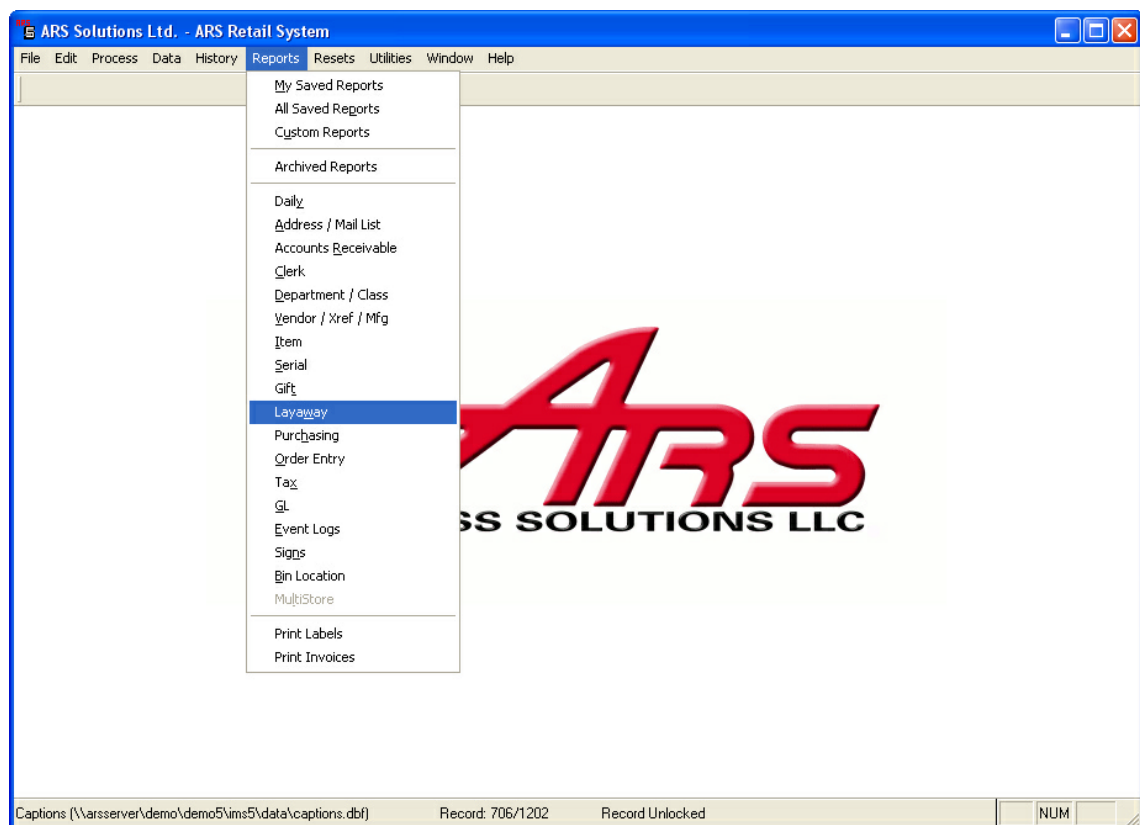
Gift #	Name Phone #	Gift Card	Active	Pay Date Pay Amount	Chrg Date Chrg Amount	Amount	Balance
1056	Benzkofter, Luke	<input type="checkbox"/>	<input type="checkbox"/>	12/10/2003 10.00	12/10/2003 0.00	-10.00	0.00
123	Swift	<input type="checkbox"/>	<input type="checkbox"/>	12/16/2003 100.00	12/18/2003 0.00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

18.1.4 Layaway Report

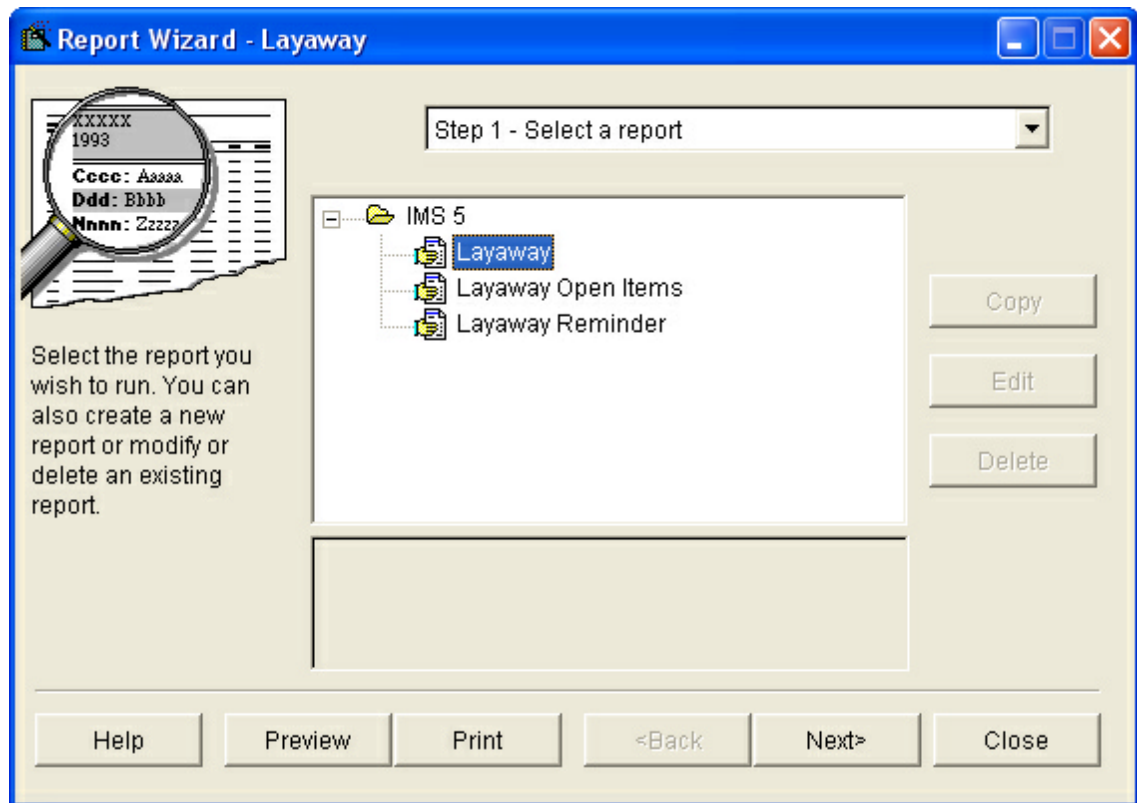


The **Layaway Report** provides values for all layaways.

Click **Reports**. Select **Layaway**.

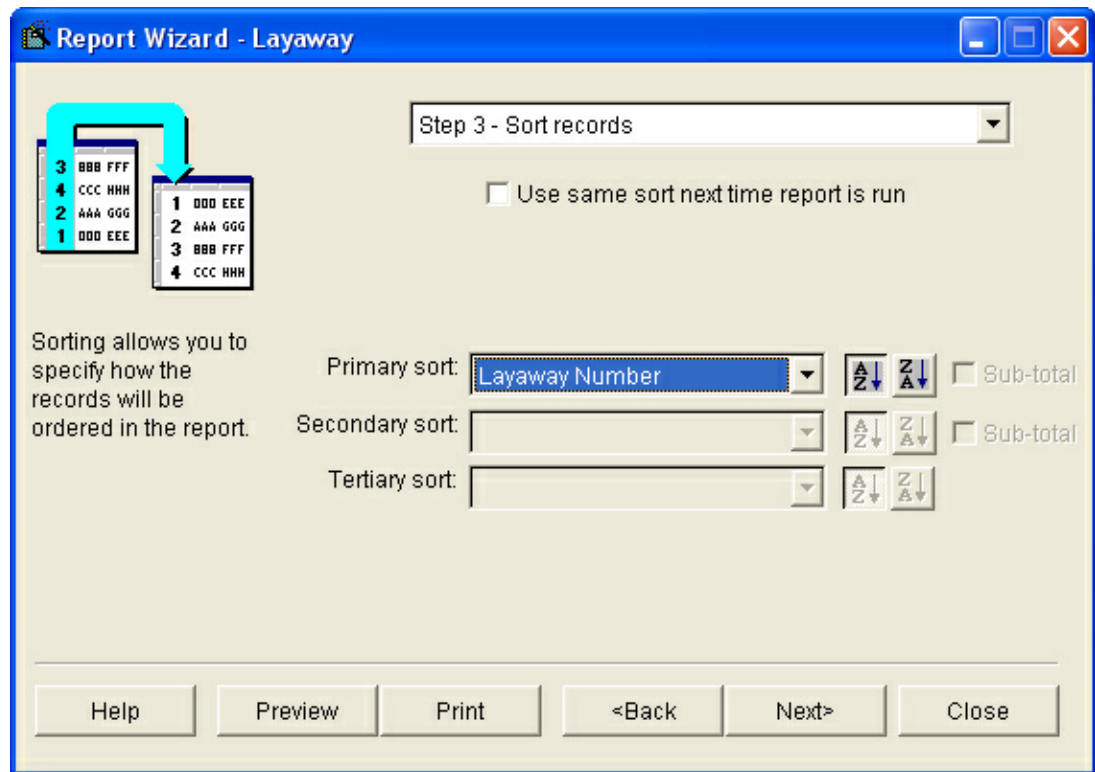


Click **Layaway** to highlight it. Click **Next**.



No filters are needed. Click **Next**.

Set the **Primary Sort** to either **Layaway Number** or **Last Name**. Click **Next**.



The report may be printed.

Layaway Report
ARS Solutions Ltd.
Sorts: Layaway Number

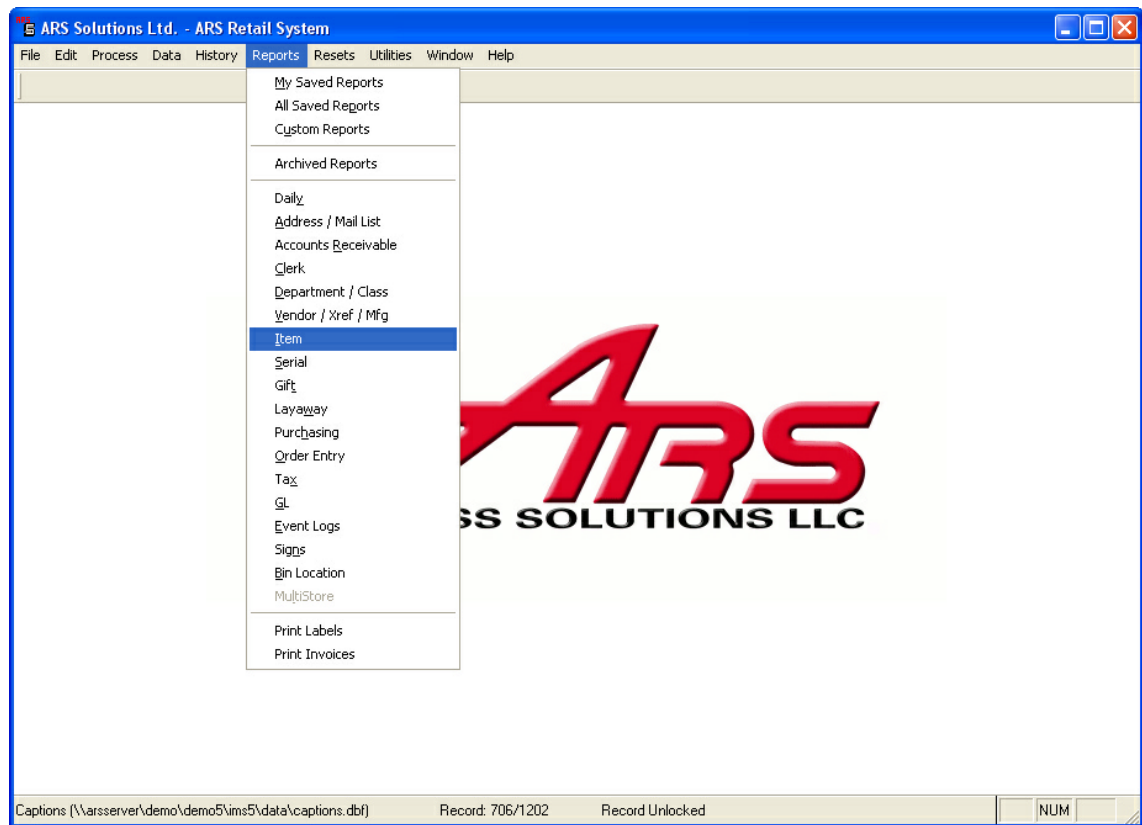
Layaway #	Name Address	Phone #	Original Amt	Deposit	Pay Date	Pay Amount	Chrg Date	Chrg Amount
0027110119	Helland, Rod 12742 Knollwood Baxter, MN 56425	218-828-7796	32.37	0.00	12/6/2005	0.00	12/6/2005	32.37
0120420140	Mason, Mary 123 Everywhere St NoWhere, ND 58103	320-123-4567	53.25	0.00	11/2/2006	0.00	11/2/2006	53.25
0120420141	Miller, Dallas 234 St solatrol, # 05111	701-555-1234	53.25	30.00	11/2/2006	0.00	11/2/2006	53.25
0120420142	miller, dallas 123 st lalala, la 555555		53.25	0.00	11/2/2006	0.00	11/2/2006	53.25
0129160087	Anderson, John 108 2nd Street North Sauk Rapids, MN 56378	320-123-4567	47.93	0.00	6/29/2006	0.00	6/29/2006	47.93
0149630007	Sterling, Mary 502 Greenwood St Brainerd, MN 56401	218-825-1111	219.24	50.00	8/15/2006	50.00	8/15/2006	169.24
0557200067	Anderson, John 108 2nd Street North Sauk Rapids, MN 56378	320-123-4567	50.27	30.00	6/29/2006	20.00	12/15/2005	40.27
Total 7			509.56					

18.1.5 Month to Date Sales

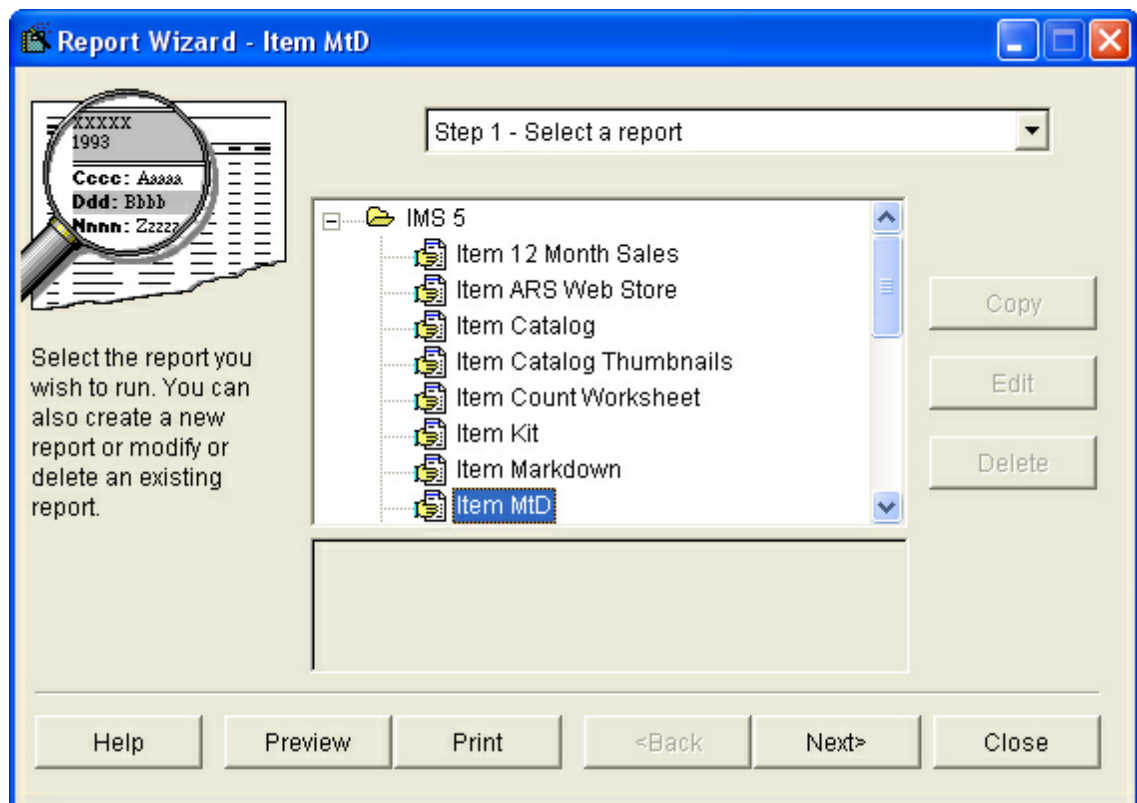


The **Month to Date Sales** report provides sales information on all items with activity during the month.

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

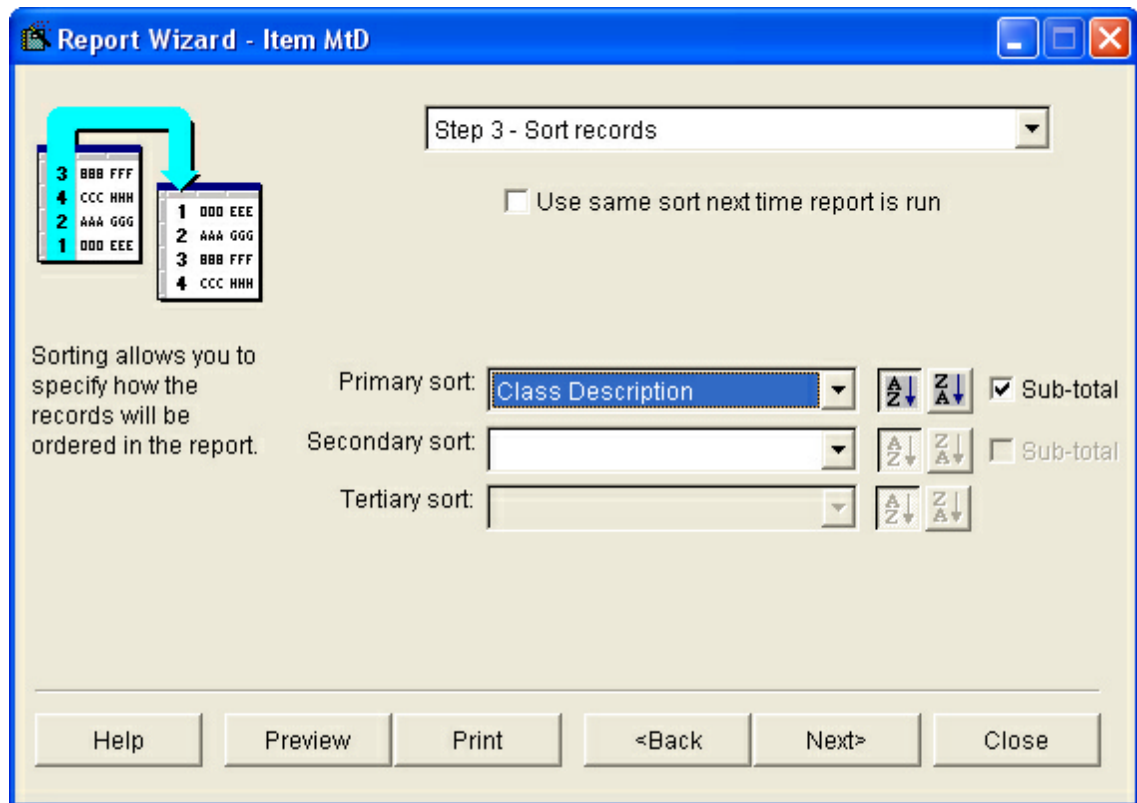


Click **Item MTD** to highlight it. Click **Next**.

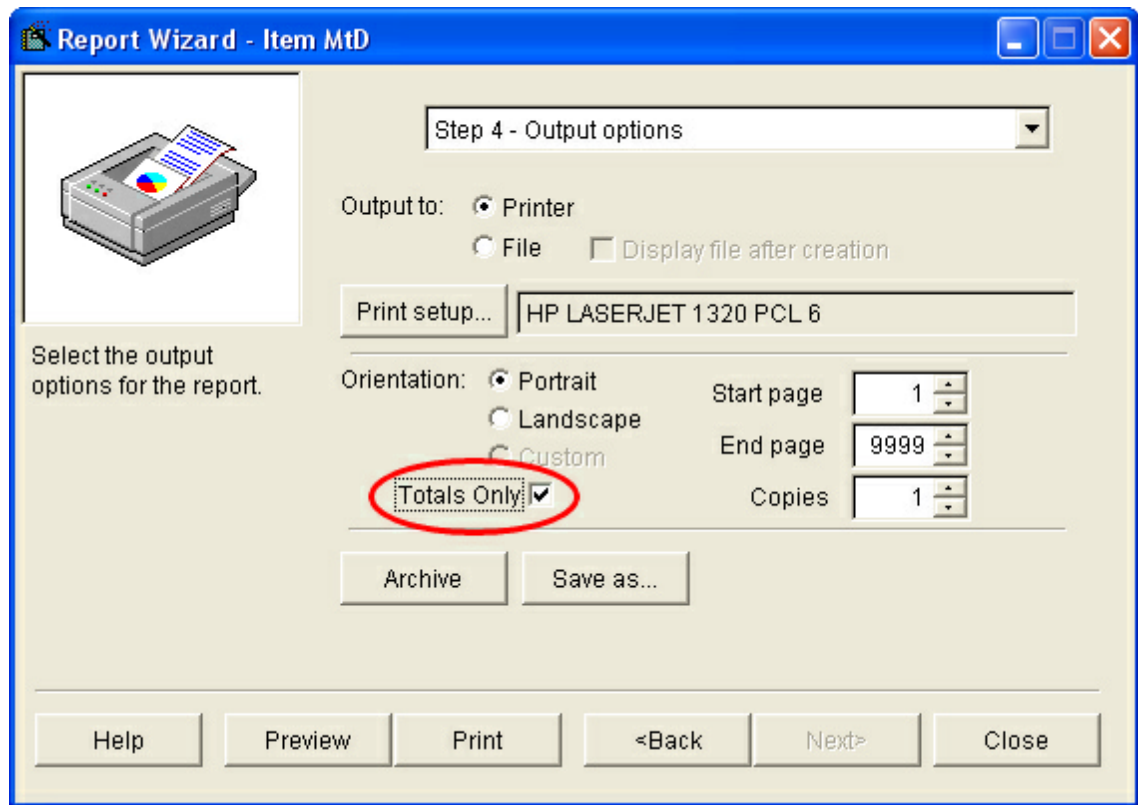


No filter is needed. Click **Next**.

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



To print only report totals, click the **Totals Only** box. If the details are wanted, leave the box unchecked.



The report may be printed.

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

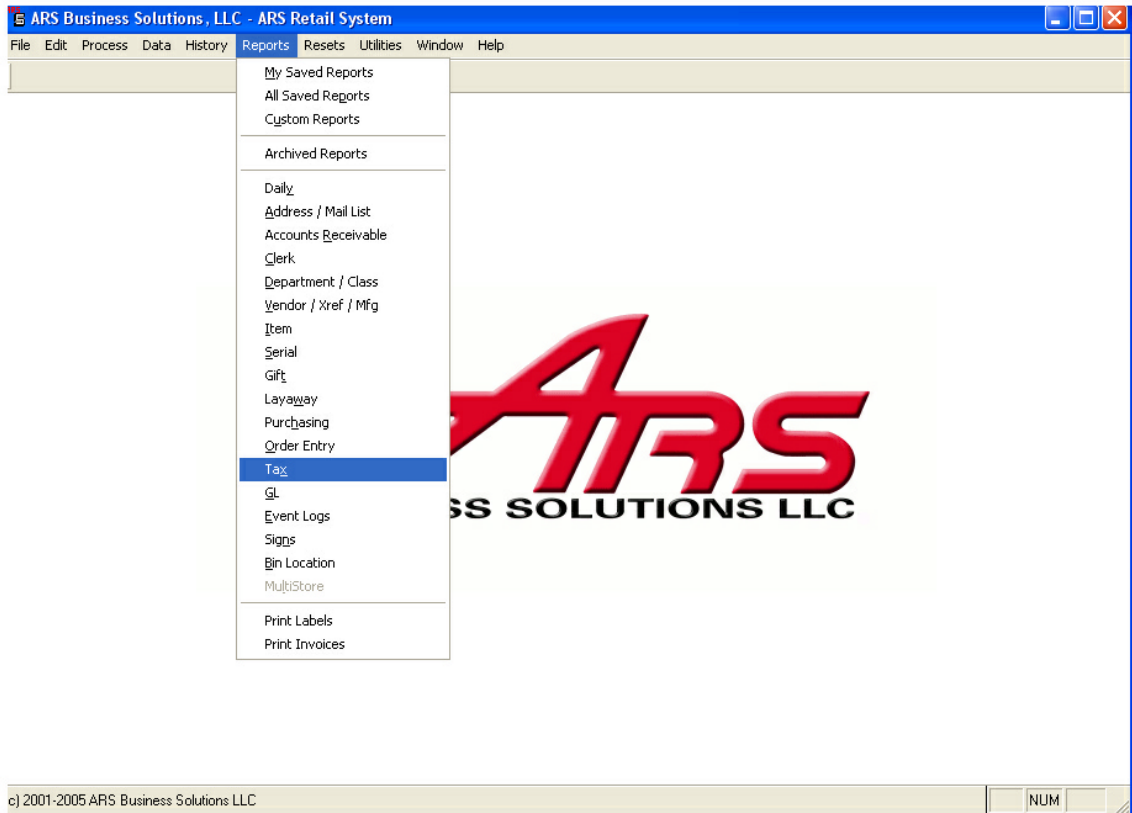
Description 1	Avg Cost	Description 2	Price 1	GoH	Ext Cost	MTD Qty	Class Desc	MTD Cost	MTD Mkdn	Item #	MTD Sales	Style	MTD Profit	MTD GP%
Class Desc: 10 TOBACCO														
Subtotal 42		Class Desc: 10 TOBACCO	76.00		197.04	2.00		0.00	0.34		3.06		3.06	100.00
Class Desc: 15 TOBACCO SHUFF														
Subtotal 26		Class Desc: 15 TOBACCO SHUFF	0.00		0.00	0.00		0.00	0.00		0.00		0.00	0.00
Class Desc: 19 SMOKING ACCE SSO														
Subtotal 18		Class Desc: 19 SMOKING ACCE SSO	-104.00		0.00	0.00		0.00	0.00		0.00		0.00	0.00
Class Desc: 2														
Subtotal 1		Class Desc: 2	1.00		0.00	0.00		0.00	0.00		0.00		0.00	0.00
Class Desc: 21 CIGARS PACKS														
Subtotal 2		Class Desc: 21 CIGARS PACKS	0.00		0.00	0.00		0.00	0.00		0.00		0.00	0.00
Class Desc: 30 CAHDY														
Subtotal 137		Class Desc: 30 CAHDY	3730.00		36114.25	1.00		0.00	0.00		0.69		0.69	100.00
Class Desc: Accessories														
Subtotal 4		Class Desc: Accessories	36.00		836.00	0.00		0.00	0.00		0.00		0.00	0.00

18.1.6 Monthly Tax

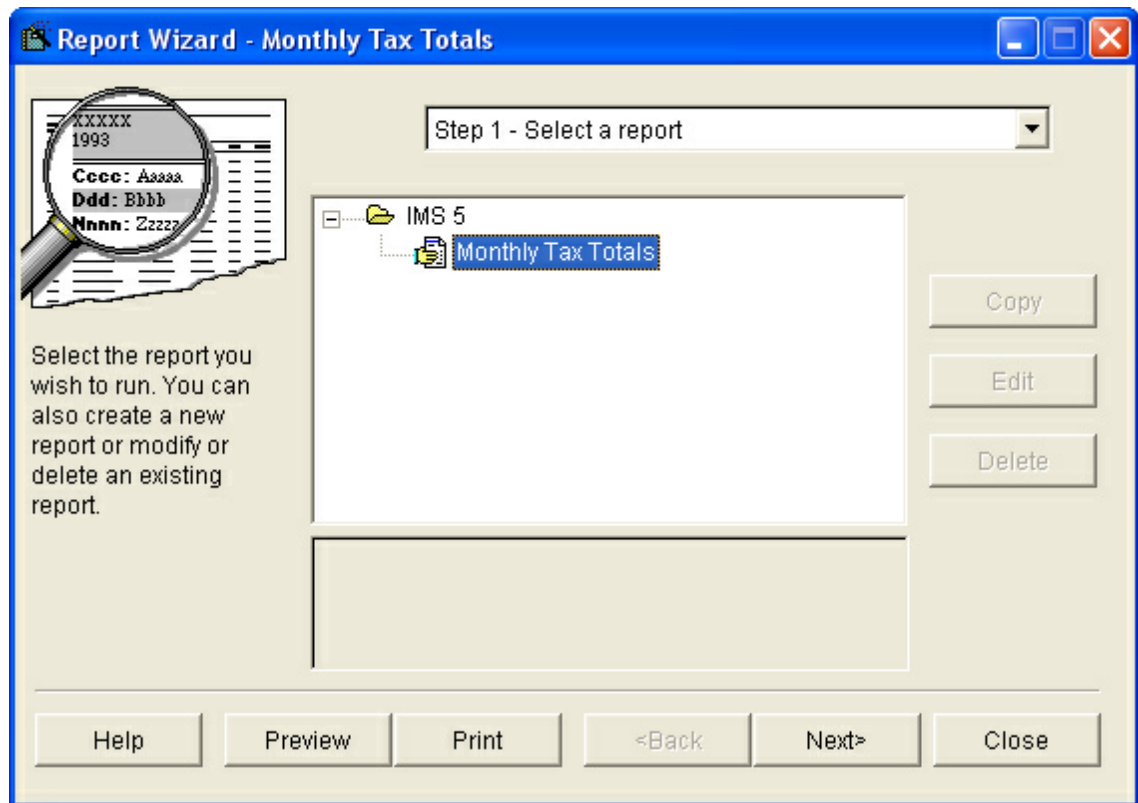


The **Monthly Tax Report** provides sale tax information for the month.

Click **Reports**. Select **Tax**.



Click **Monthly Tax Totals** to highlight it. Click **Next**.



No filter is needed. Click **Next**.
The report may be printed.

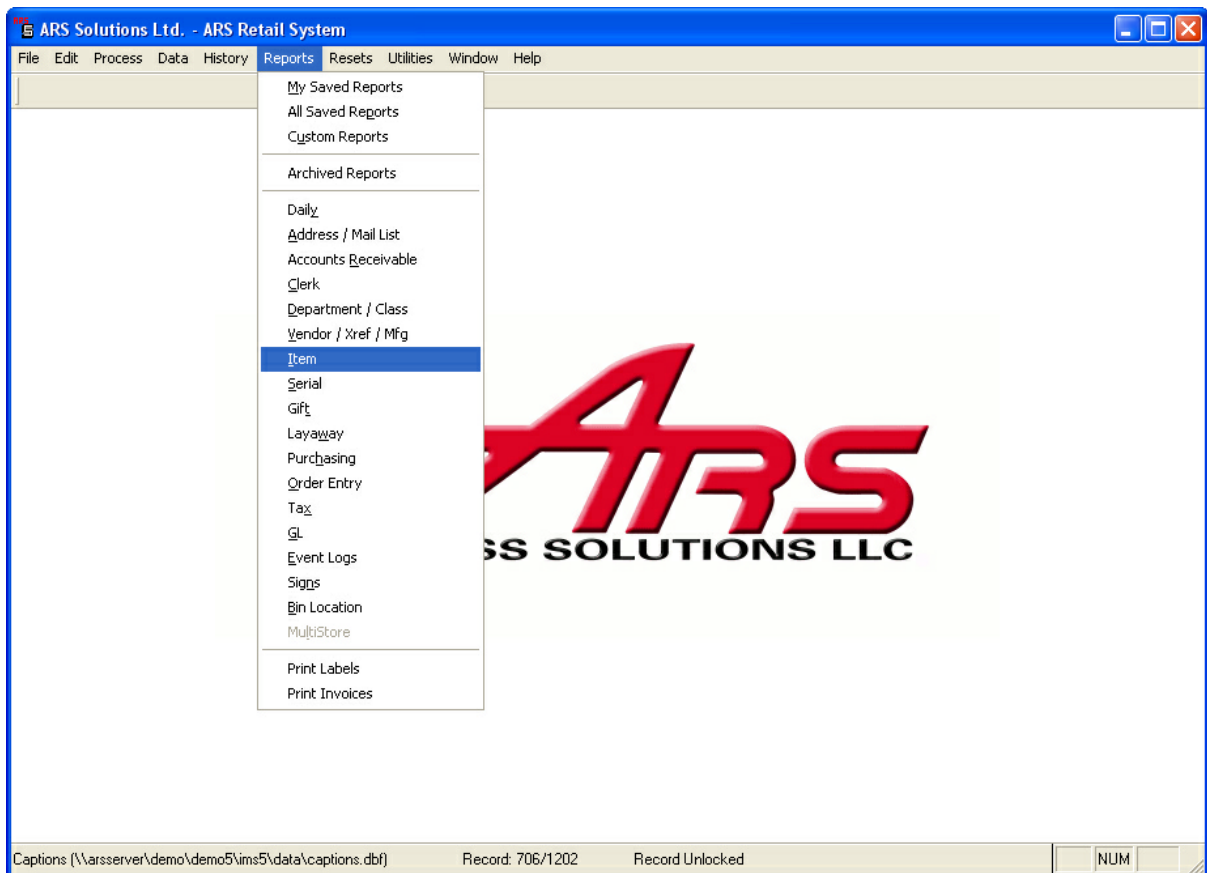
	State Sales Tax 1	County Sales Tax 2	City Sales Tax 3
MN			
Rate	6.5000	7.5000	0.0000
Taxable	3352.73	0.00	0.00
Non-Taxable	2598.95	5951.68	5951.68
Total	5951.68	5951.68	5951.68
Tax Exempt			
	34.99	0.00	0.00
OUT STATE	8.99	0.00	0.00
Tax Collected On	3308.75	0.00	0.00
Tax Collected	211.55	0.00	0.00
Sauk Rapids			
Rate	0.5000	0.0000	0.0000
Taxable	1050.00	0.00	0.00
Non-Taxable	495.00	1545.00	1545.00
Total	1545.00	1545.00	1545.00
Tax Collected On	1050.00	0.00	0.00
Tax Collected	5.25	0.00	0.00
MN St. Cloud			

18.1.7 Quantity on Hand



The **Quantity on Hand Report** provides inventory information for the month.

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

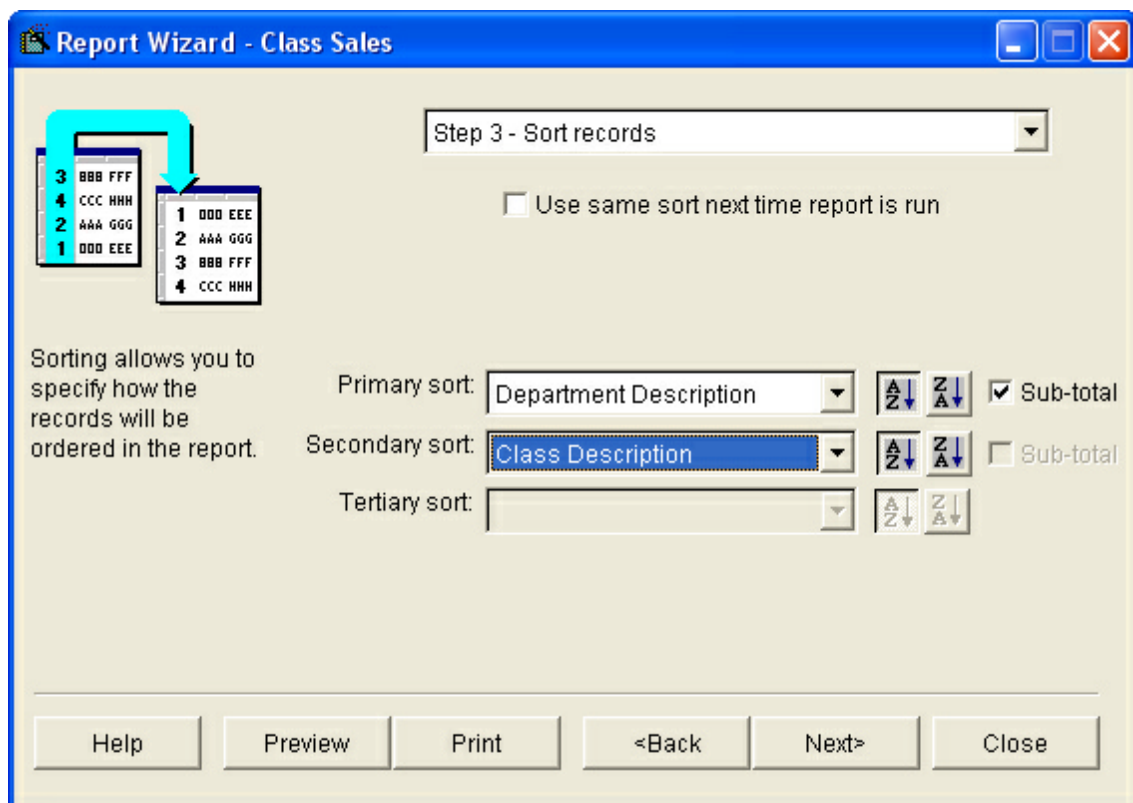


Scroll down; click **Quantity on Hand** to highlight it. Click **Next**.



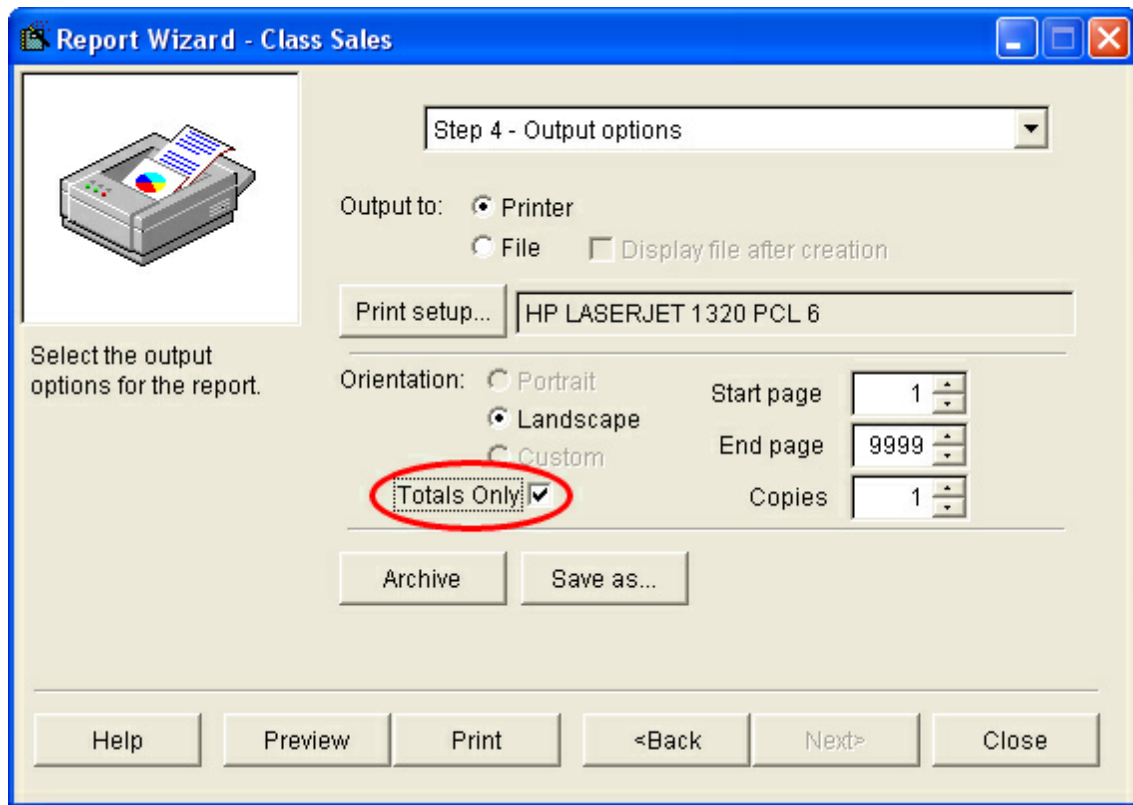
No filters are needed. Click **Next**.

Set the **Primary Sort** to **Department Description**. Set the **Secondary Sort** to **Class Description**.



Printing the detail for this report will take many pages of paper.

To print only report totals, click the **Totals Only** box. If the details are wanted, leave the box unchecked.



The report may be printed.

Quantity on Hand Report
 ARS Business Solutions, LLC
 Sorts: Department Description, Class Description
 1/18/2011 1:58:28 PM
 Page 1

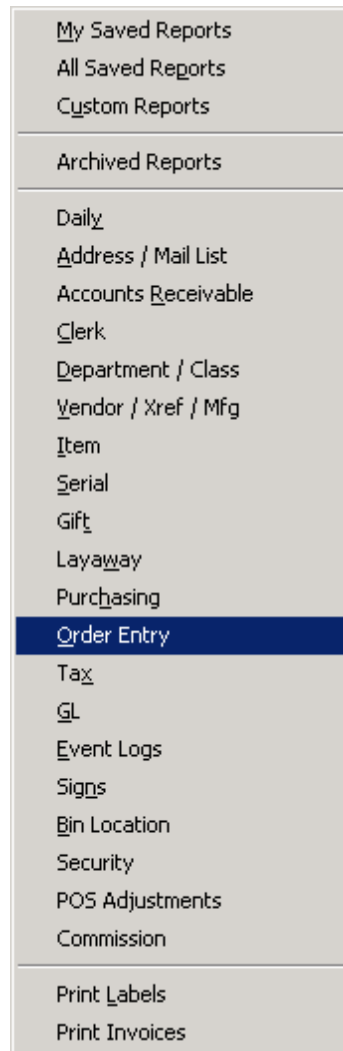
Description 1 Description 2	Item # Cross Ref #	Ext Cost Avg Cost	Ext L Cost Last Cost	Ext Price Price 1	GP %	Kit Qty Tmr Qty	On Order Min Qty	QoH
Dept Desc: Convenience								
Dept Desc: Convenience AND Class Desc: Candy								
Subtotal 1	Dept Desc: Convenience AND Class Desc: Candy	0.00	0.00	0.00	0.0		0.00	0.00
Subtotal 1	Dept Desc: Convenience	0.00	0.00	0.00	0.0		0.00	0.00
Dept Desc: Handgun								
Dept Desc: Handgun AND Class Desc: Handgun								
Subtotal 4	Dept Desc: Handgun AND Class Desc: Handgun	4796.15	4521.15	6654.85	27.9		0.00	16.00
Subtotal 4	Dept Desc: Handgun	4796.15	4521.15	6654.85	27.9		0.00	16.00
Dept Desc: Hunting Apparel								
Dept Desc: Hunting Apparel AND Class Desc: Clothing								
Subtotal 1	Dept Desc: Hunting Apparel AND Class Desc: Clothing	0.00	0.00	0.00	0.0		0.00	-12.00
Subtotal 1	Dept Desc: Hunting Apparel	0.00	0.00	0.00	0.0		0.00	-12.00

18.1.8 Special Order Open Items

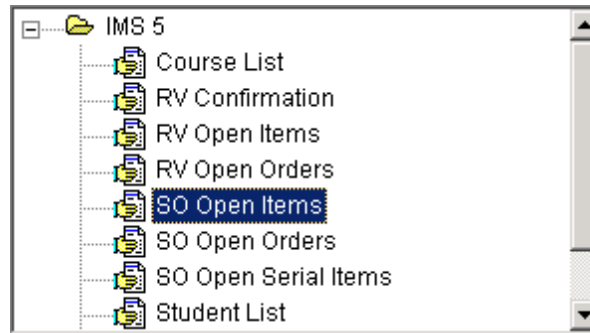


The **Special Order Open Items Report** gives a list of all special order items which have not been received and sold to the customer.

Click **Reports**. Select **Order Entry**.

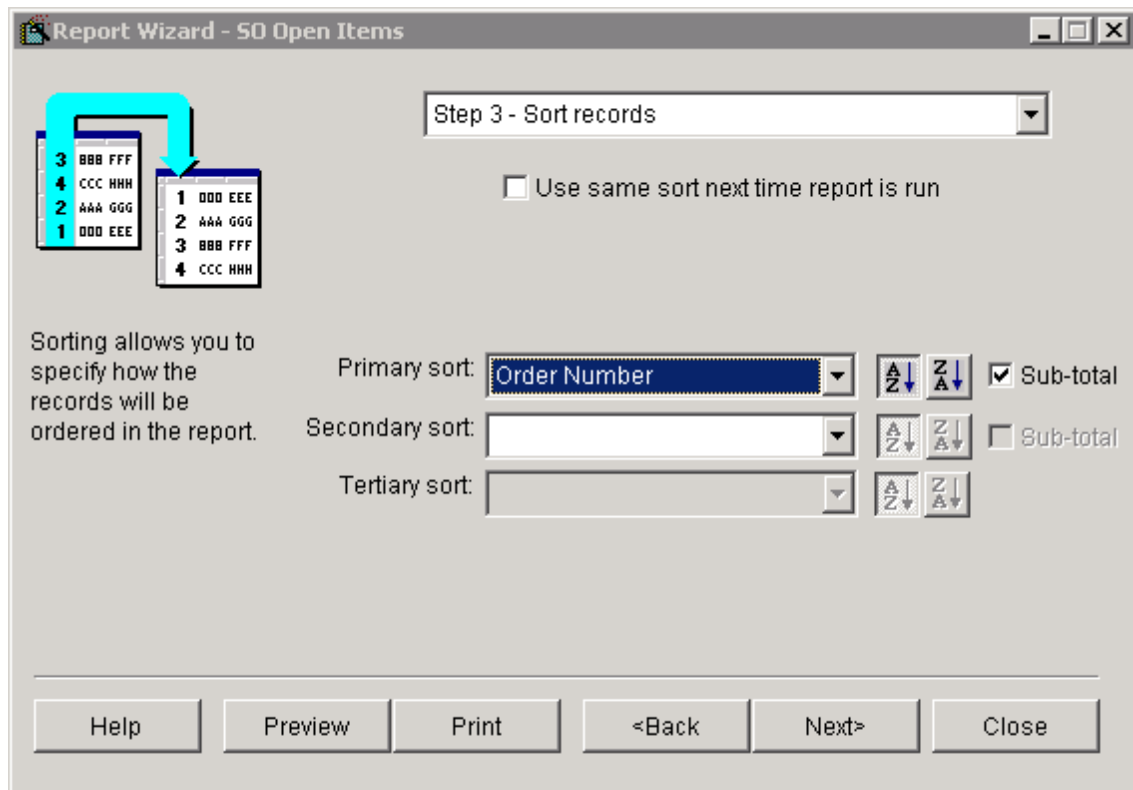


Click **SO Open Items** to highlight it. Click **Next**.



No filters are needed. Click **Next**.

Set the **Primary Sort** to either **Item Number** or **Order Number**. Click **Next**.



The report may be printed.

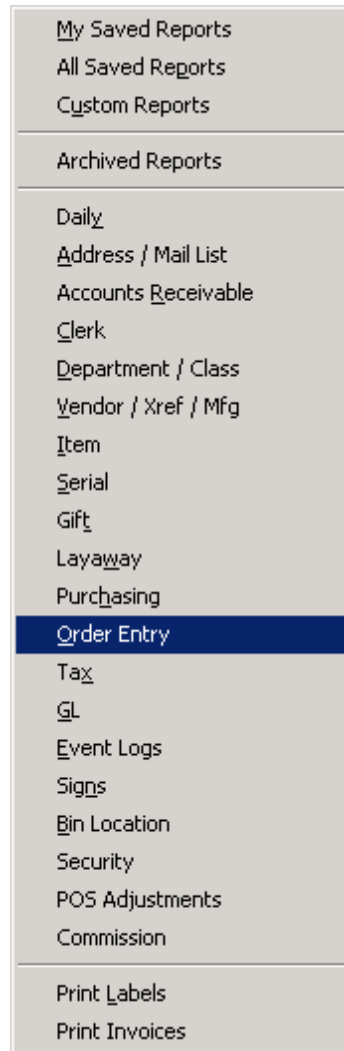
Open Sales Order Items Report												
ARS Business Solutions, LLC											1/19/2011 12:17:25 PM	
Sorts: Order Number											Page 1	
Order #	AR Acct #	Name	Item #	Description 1			Description 2			Order Date	Ship Date	
Clerk #	Serial Group		QoH	Disc Amt	Disc %	Price	Order Qty	Ship Qty	Ext Cost	Ext Price	Gross Profit	GP %
Order #: S015810062												
S015810062	100	John Doe	99							1/19/2011	1/19/2011	
2			-2	0.00	0.0	125.00	1	1	0.00	125.00	125.00	100.0
Subtotal 1		Order #: S015810062					1.00	1.00	0.00	125.00	125.00	
Total 1							1.00	1.00	0.00	125.00	125.00	

18.1.9 Special Order Open Orders

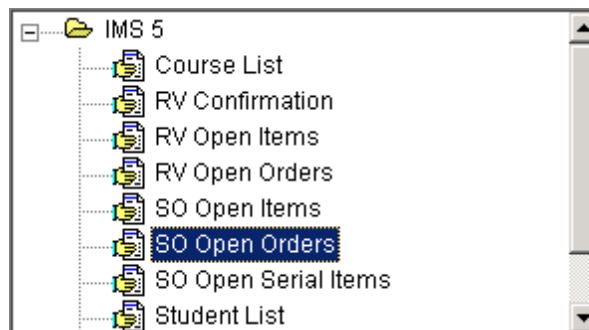


The **Special Order Open Orders Report** gives a list of all special orders for customers which not been completed.

Click **Reports**. Select **Order Entry**.



Click **SO Open Orders** to highlight it. Click **Next**.



No filters are needed. Click **Next**.
Set the **Primary Sort** to either **Item Number** or **Order Number**. Click **Next**.

Report Wizard - 50 Open Items

Step 3 - Sort records

Use same sort next time report is run

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

Primary sort: Order Number Sub-total

Secondary sort: Sub-total

Tertiary sort: Sub-total

Help Preview Print <Back Next> Close

The report may be printed.

Open Sales Order Report
 ARS Business Solutions, LLC
 Sorts: Order Number

1/19/2011 12:23:01 PM
Page 1

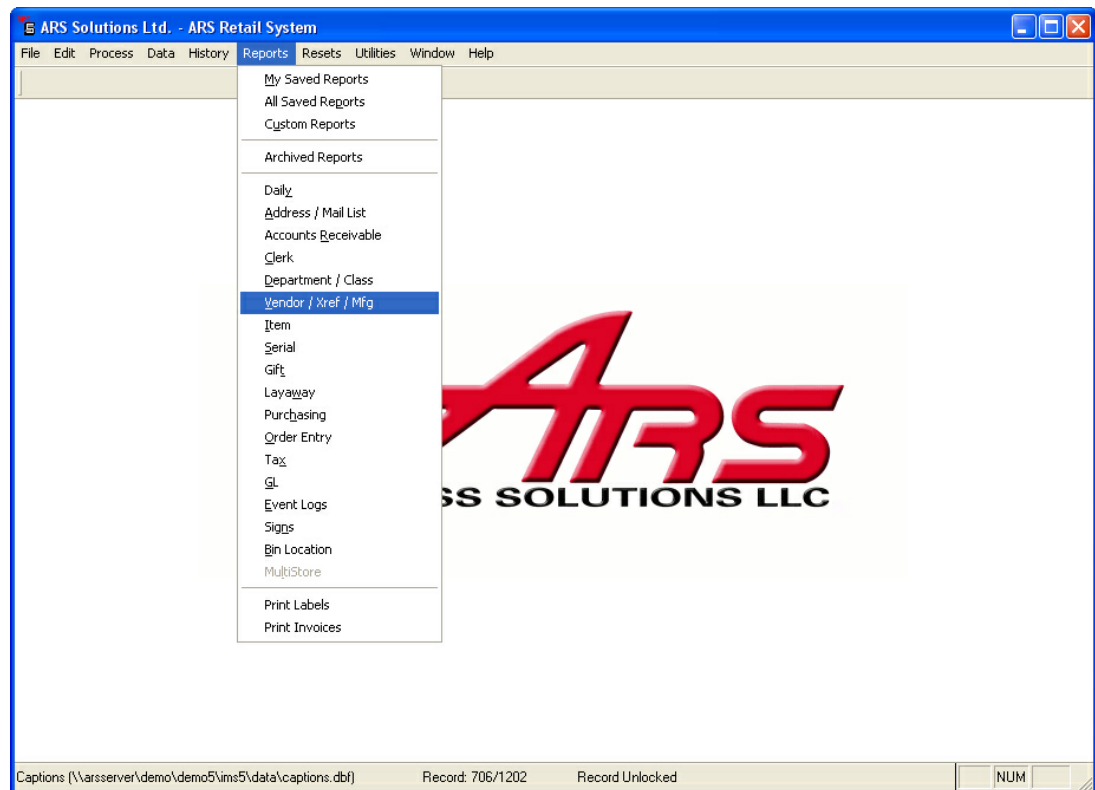
Clerk #	Order #	Quote	Order Date Ship Date	Mail # AR Acct #	Total Goods Name Deposit City, State Zip	Ship Via Terms	FOB Phone #
2	S015810062	<input type="checkbox"/>	1/19/2011 1/19/2011	5555555555 100	125.00 Doe, John 12.50 USA Town, US 12345		555-555-5555
Total 1					125.00 12.50		

18.1.10 Vendor Purchase

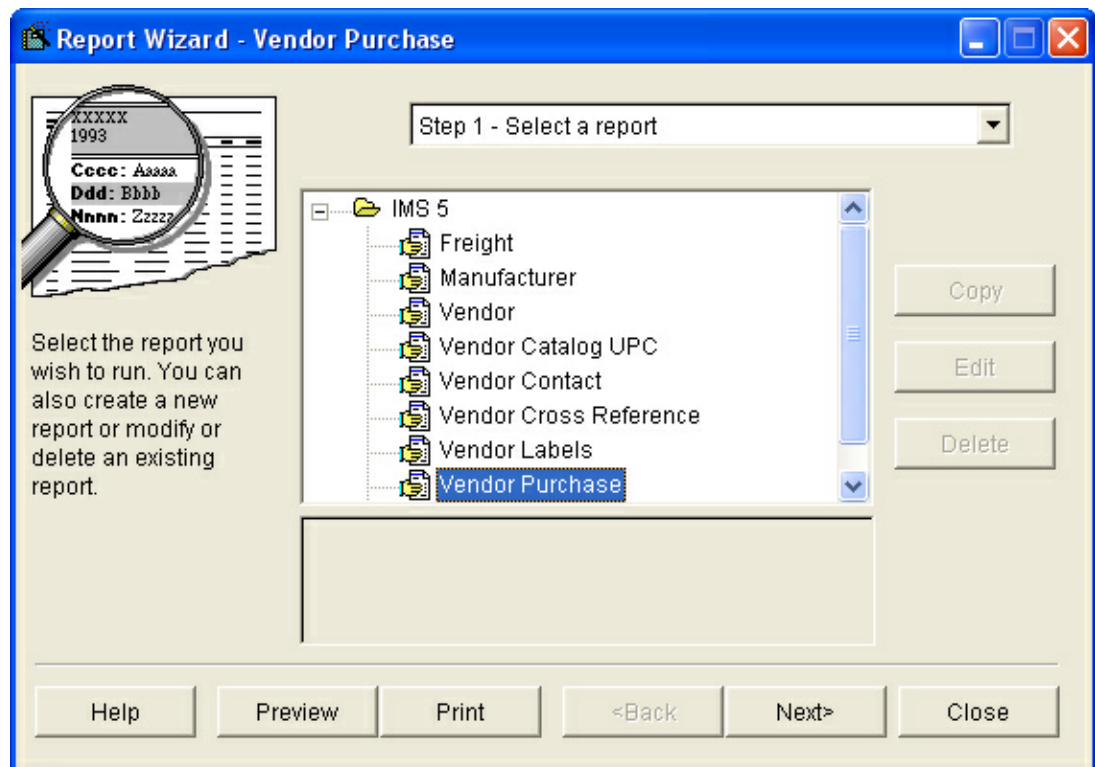


The **Vendor Purchase** report may be a report the buyer wants to see only a few times during the year - or maybe even only at year-end.

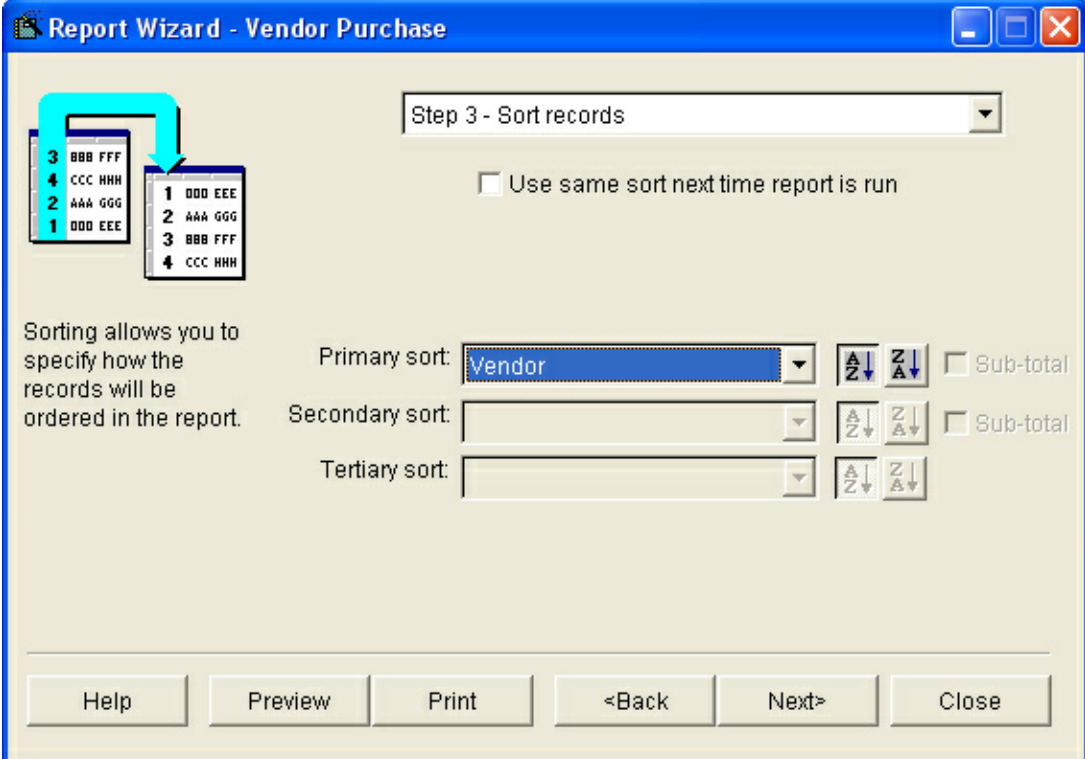
Click **Reports**. Select **Vendor / Xref / Mfg**.



Click **Vendor Purchase** to highlight it. Click **Next**.



No filters are needed. Click **Next**.
Set the **Primary Sort** to **Vendor**. Click **Next**.



Step 3 - Sort records

Use same sort next time report is run

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

Primary sort: Vendor Sub-total

Secondary sort: Sub-total

Tertiary sort: Sub-total

Help Preview Print <Back Next> Close

The report may be printed.

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

19 End of Year



Before beginning the year-end process, EOM procedures must be completed.

To complete the year-end procedures:

1. BackUp the system.
2. Print year-end reports.
3. Do Year Resets.

19.1 Year-end Reports



At year-end, the EOM Reports will need to be printed along with a few more. These are suggested reports which may be helpful to most stores. **Year-end reports** should be run after the monthly resets have been done.

The suggested **Year-end Reports** are:

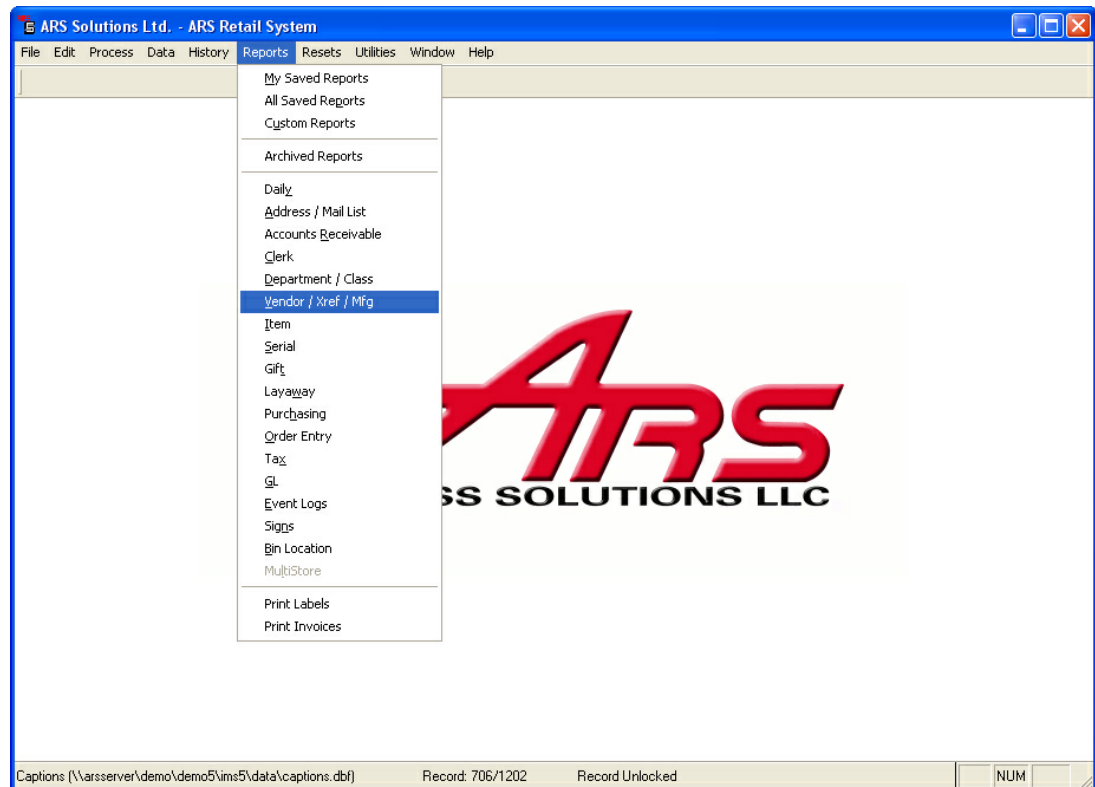
- Manufacturer Report
- Special Order History Report
- Vendor Cross Reference Report
- Year to Date Sales Report

**See Save Report Settings to save reports and settings.

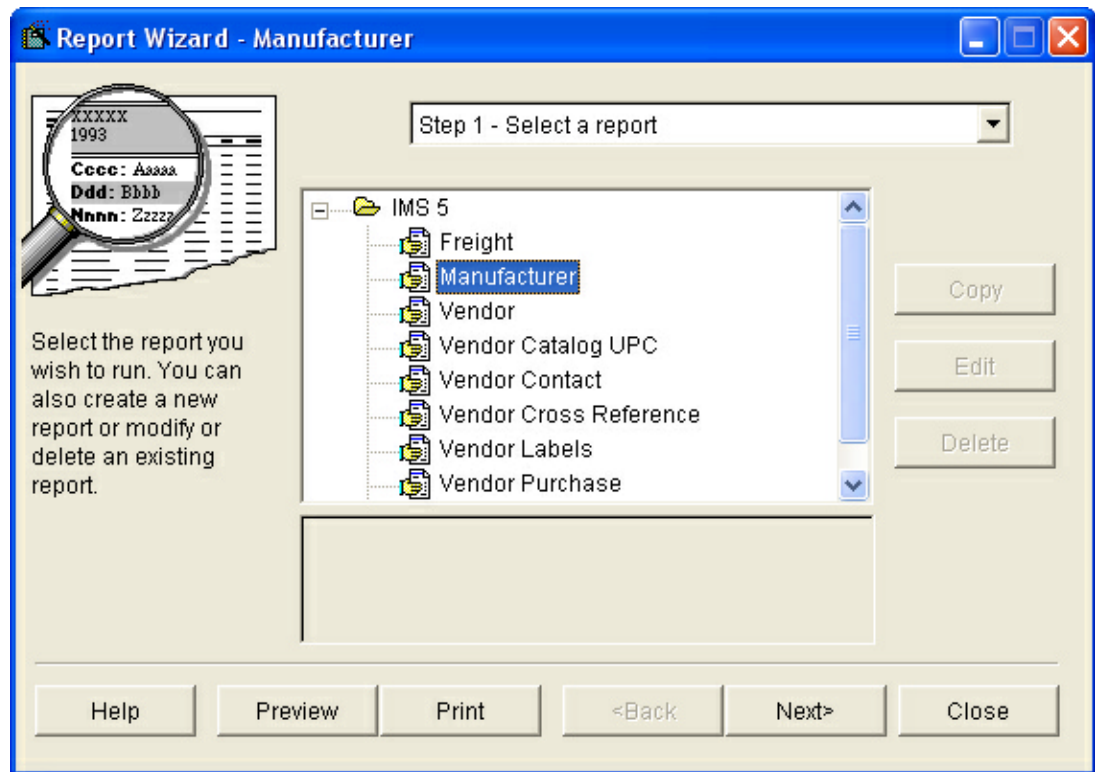
19.1.1 Manufacturer



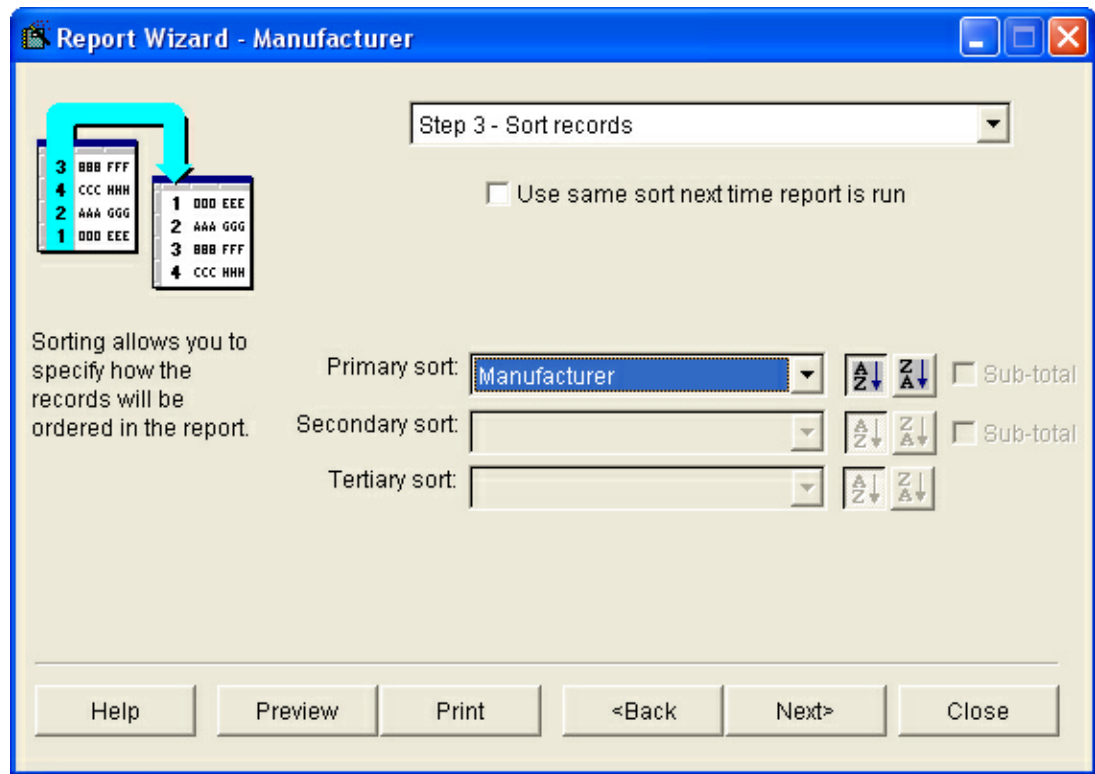
The **Manufacturer Report** identifies the amount of co-op dollars which are available from each manufacturer. To run the report, Click **Reports**. Select **Vendor / Xref / Mfg**.



Click **Manufacturer** to highlight it. Click **Next**.



No filter are needed. Click **Next**.
Set the **Primary Sort** to **Manufacturer**. Click **Next**.



The report may be printed.

Manufacturer Report
 ARS Business Solutions, LLC
 Sorts: Manufacturer
 2/23/2007 4:49:25 PM
 Page 1

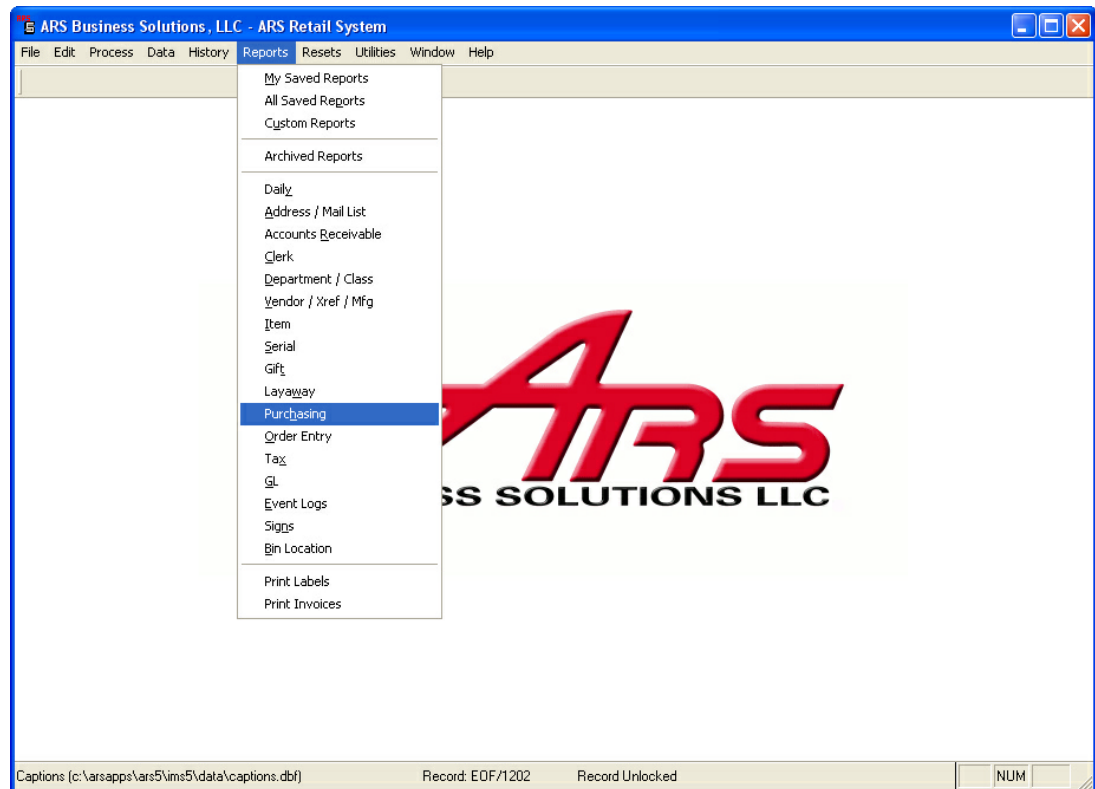
Manufacturer	Buyer	First Date	Last Date	Co-op %	Amt Used	Amt Available	PTD Pur \$	MID Pur \$	YTD Pur \$	PY Pur \$
Beretta		10/12/2001	10/12/2000	0.00	0.0000	0.00	2460.0000	2460.0000	2460.0000	0.0000
Berkley		10/12/2001	10/12/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Bushnell		12/20/2001	12/20/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Cannon		10/12/2001	10/12/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Carhartt		12/16/2001	12/16/2000	2.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Coleman		10/12/2001	10/12/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Daive		10/12/2001	10/12/2000	0.00	0.0000	0.00	390.3000	390.3000	390.3000	0.0000
Faulks		10/12/2001	10/12/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Federal		10/12/2001	10/12/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Ferwick		10/12/2001	10/12/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Flambeau		10/12/2001	10/12/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Garcia		10/12/2001	10/12/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Levi		10/12/2001	10/12/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Mag-Lite		3/11/2003	3/11/2003	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Outdoor Connection		12/20/2001	12/20/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Plano		10/12/2001	10/12/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Quaker		10/12/2001	10/12/2000	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000
Rayovac		3/11/2003	3/11/2003	0.00	0.0000	0.00	85.5600	85.5600	85.5600	0.0000
Rocky Shoes & Boots		12/12/2001	12/12/2000	0.00	0.0000	0.00	84.0000	84.0000	84.0000	0.0000
Ruger		10/12/2001	10/12/2000	0.00	0.0000	0.00	1275.0000	1275.0000	1275.0000	0.0000

19.1.2 Special Order History

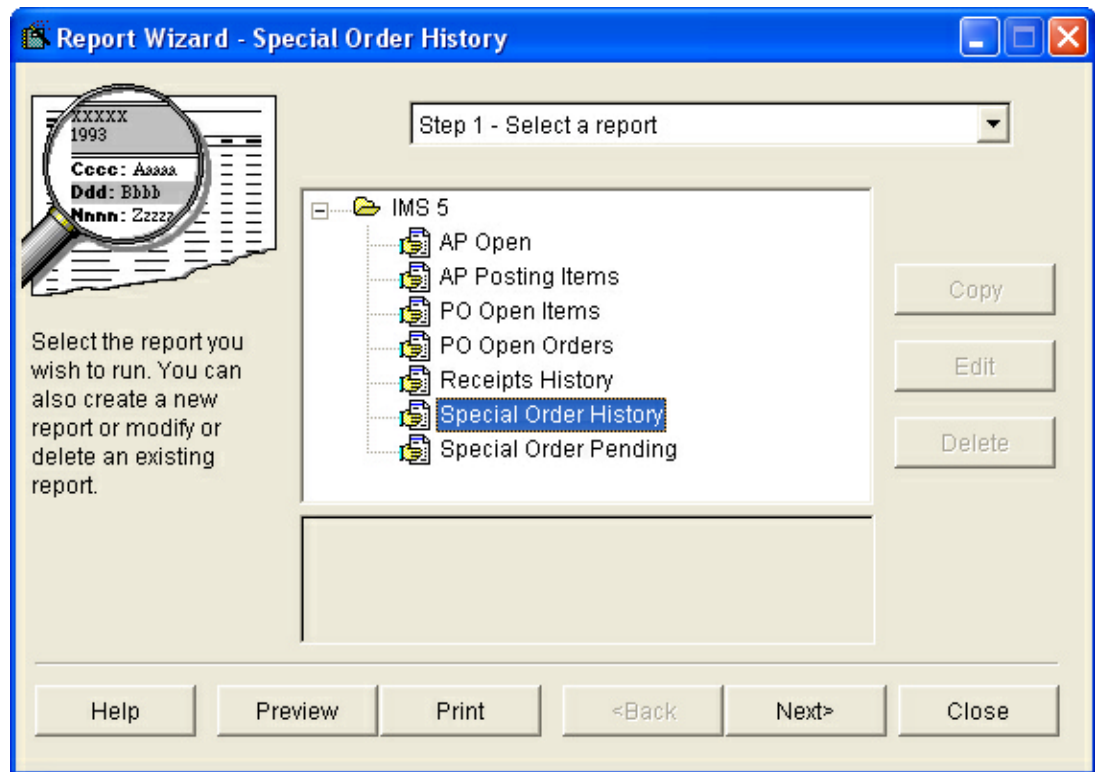


The **Special Order History Report** shows how frequently items were special-ordered.

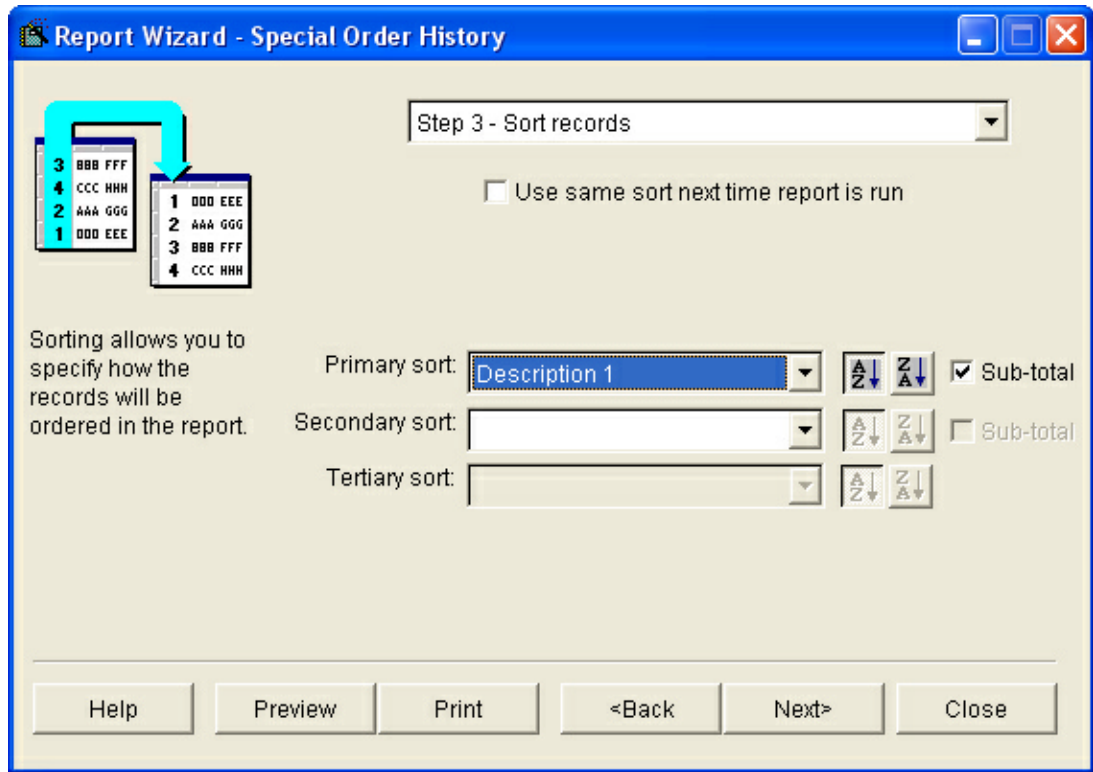
Click **Reports**. Select **Purchasing**.



Click **Special Order History** to highlight it. Click **Next**.



Set the **Primary sort** to **Description 1** or **Cross Ref Number**. Click **Next**.



The report may be printed.

Special Order History Report
ARS Solutions, LTD Corp
Sorts: Description 1

1/12006 - 2/26/2007

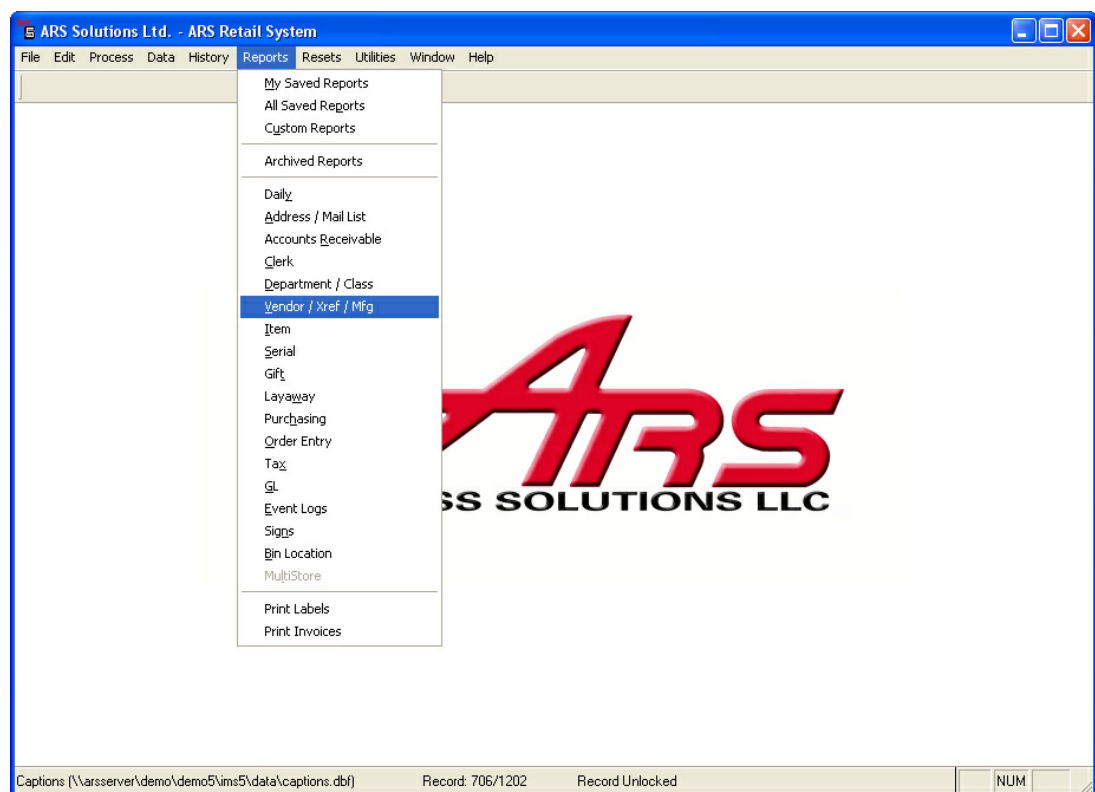
Posted PO #	Vendor Cross Ref #	Order # Order Type	Item # Reference #	Description 1 Description 2	Cost Only	Order Qty Recv Qty	Pkg Qty UnitsQty	Unit Cost	Ship Cost
Description 1: Levi Vest GREEN XL									
10/9/2006 4:01:53 PM	LEVI	55555 SALES ORDER	209	Levi Vest GREEN XL	<input type="checkbox"/>	52	1	0.00	
219	570					105	52	0.00	
11/15/2006 2:27:11 PM	Store 899	55555 SALES ORDER	209	Levi Vest GREEN XL	<input type="checkbox"/>	100	1	0.00	
						100	100	0.00	
Subtotal 2 Description 1: Levi Vest GREEN XL						152.00	2.00	0.00	
						205.00	152.00	0.00	
Description 1: Mars 2.5oz single									
10/10/2006 9:07:18 AM	Store 2	123456	161	Mars 2.5oz single	<input type="checkbox"/>	0	1	0.21	0.00
						0	0	0.00	
11/15/2006 2:27:15 PM	Store 1	123456	161	Mars 2.5oz single	<input type="checkbox"/>	0	1	0.21	0.00
						0	0	0.00	
Subtotal 2 Description 1: Mars 2.5oz single						0.00	2.00	0.42	0.00
						0.00	0.00	0.00	
Description 1: Serialized Item 1									
4/5/2006 1:46:16 PM	Store 2	TEST TESTING	8001	Serialized Item 1	<input type="checkbox"/>	-2	1	105.50	
						-2	-2	0.00	
Subtotal 1 Description 1: Serialized Item 1						-2.00	1.00	105.50	0.00
						-2.00	-2.00	0.00	
Description 1: Special order Bike									
11/15/2006 2:26:32 PM	Store 2	123456 Serial	17000000000	Special order Bike	<input type="checkbox"/>	12	1	0.00	
						12	12	0.00	

19.1.3 Vendor Cross Reference

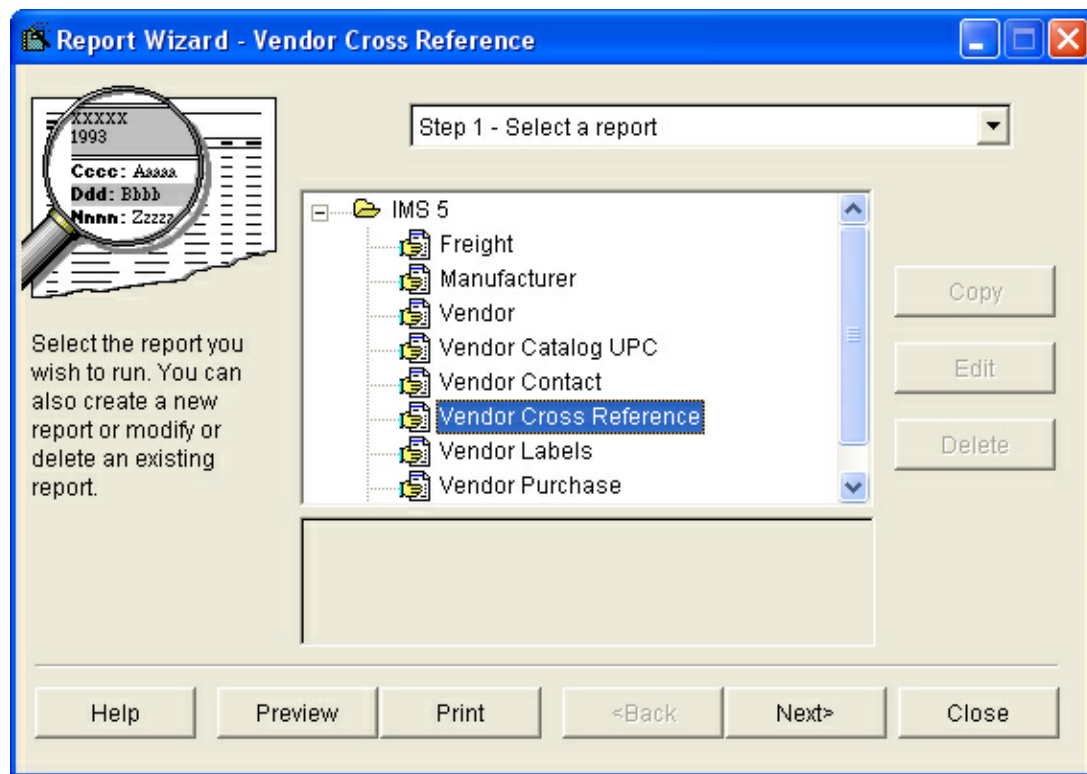


The **Vendor Cross Reference Report** shows how much of an item has been received from a vendor in terms of both quantity and dollar amount (cost). Depending upon on how many different vendors the item is purchased from, an item may be included in this report more than once.

Click **Reports**. Select **Vendor / Xref / Mfg**.



Click **Vendor Cross Reference** to highlight it. Click **Next**.



No filters are needed. Click **Next**.
Set the **Primary sort** to **Vendor**. Click **Next**.

Report Wizard - Vendor Cross Reference

Step 3 - Sort records

Use same sort next time report is run

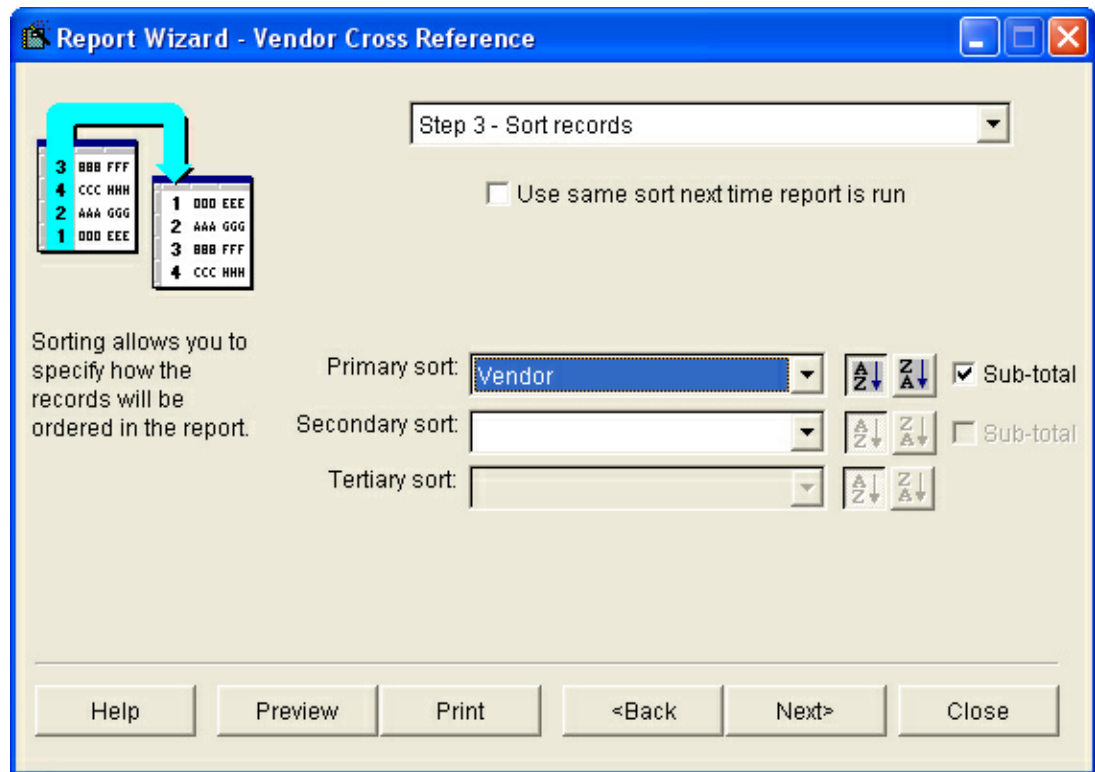
Sorting allows you to specify how the records will be ordered in the report.

Primary sort: Vendor Sub-total

Secondary sort: Sub-total

Tertiary sort: Sub-total

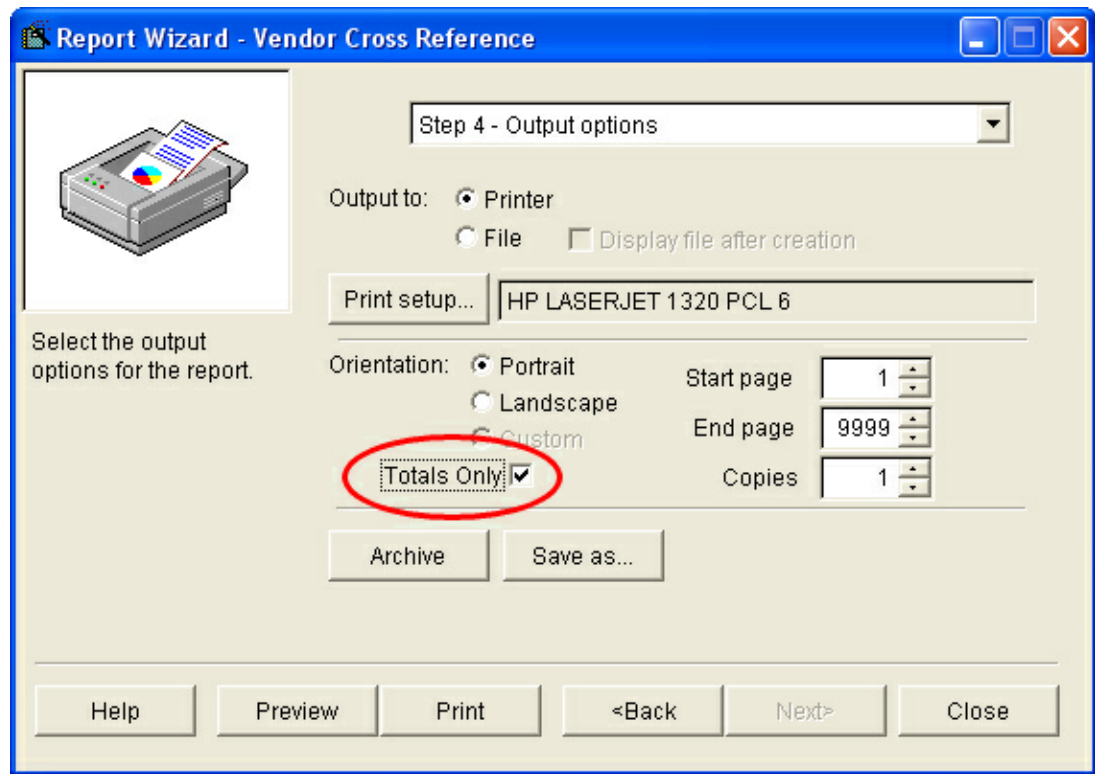
Help Preview Print <Back Next> Close



3	BBB	FFF
4	CCC	HHH
2	AAA	GGG
1	DDD	EEE

1	DDD	EEE
2	AAA	GGG
3	BBB	FFF
4	CCC	HHH

To print only report totals, click the **Totals Only** box. If the details are wanted, leave the box unchecked.



The report may be printed.

The screenshot shows a 'Print Preview' window for a 'Vendor Cross-Reference Report' for ARS Business Solutions, LLC. The report is sorted by Vendor. The table below shows the data for each vendor's subtotal.

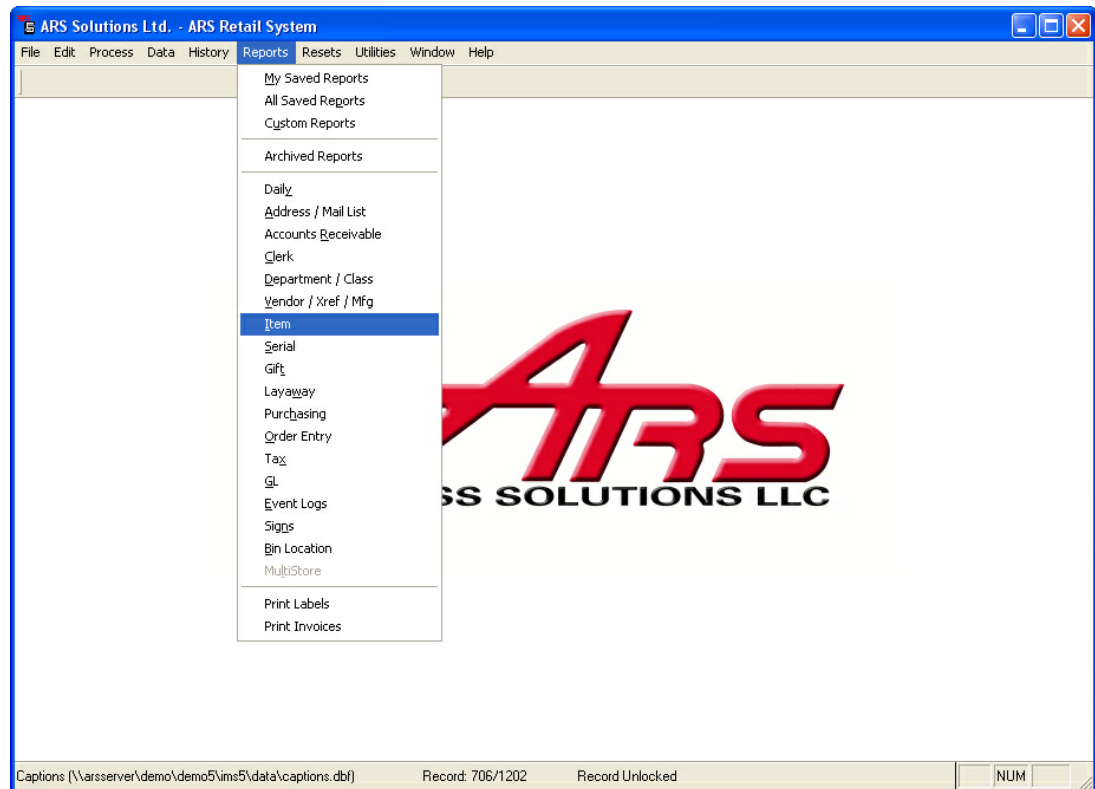
Vendor	Cross Ref #	Item #	Description 1	Description 2	Pkg Qty				
	OoH	PLD Qty	PLD Pur \$	INVD Qty	INVD Pur \$	YTD Qty	YTD Pur \$	PY Qty	PY Pur \$
Vendor: ACME									
Subtotal 14	Vendor: ACME	254	6065.3400	254	6065.3400	254	6065.3400	0	0.0000
Vendor: AcuSport									
Subtotal 11	Vendor: AcuSport	0	0.0000	0	0.0000	0	0.0000	0	0.0000
Vendor: BERE									
Subtotal 1	Vendor: BERE	6	2460.0000	6	2460.0000	6	2460.0000	0	0.0000
Vendor: CARHARTT									
Subtotal 2	Vendor: CARHARTT	0	0.0000	0	0.0000	0	0.0000	0	0.0000
Vendor: CSI									
Subtotal 494	Vendor: CSI	3	28.9800	3	28.9800	3	28.9800	0	0.0000
Vendor: LEVI									
Subtotal 35	Vendor: LEVI	0	0.0000	0	0.0000	0	0.0000	0	0.0000
Vendor: RUGR									
Subtotal 2	Vendor: RUGR								

19.1.4 YTD Sales

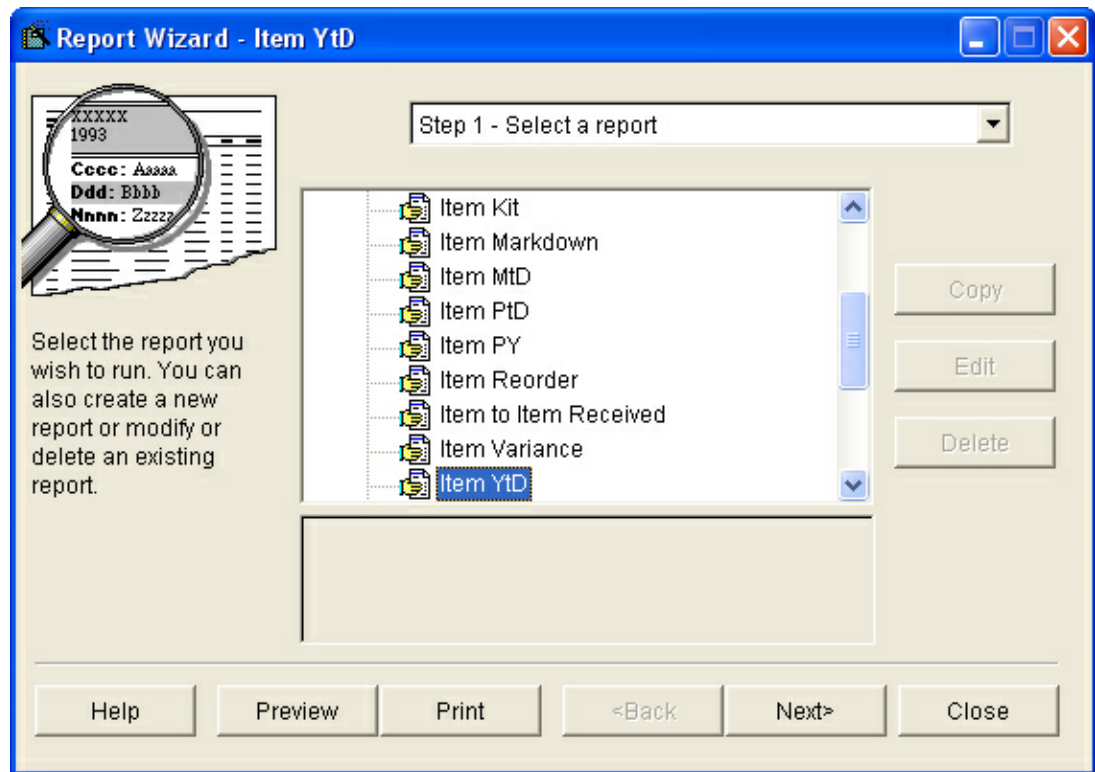


The **Year to Date Sales Report** provides a sales history for each item. A different version of this n

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



Click **Item YTD** to highlight it. Click **Next**.



No filters are needed. Click **Next**.

Set the **Primary sort** to **Class Description**. If you're wanting all the detail, set the **Secondary sort** to **Item Number**. Click **Next**. (Using the **Preview** button will allow you to see if the report is laid out the way you are expecting.)

Report Wizard - Item YtD

Step 3 - Sort records

Use same sort next time report is run

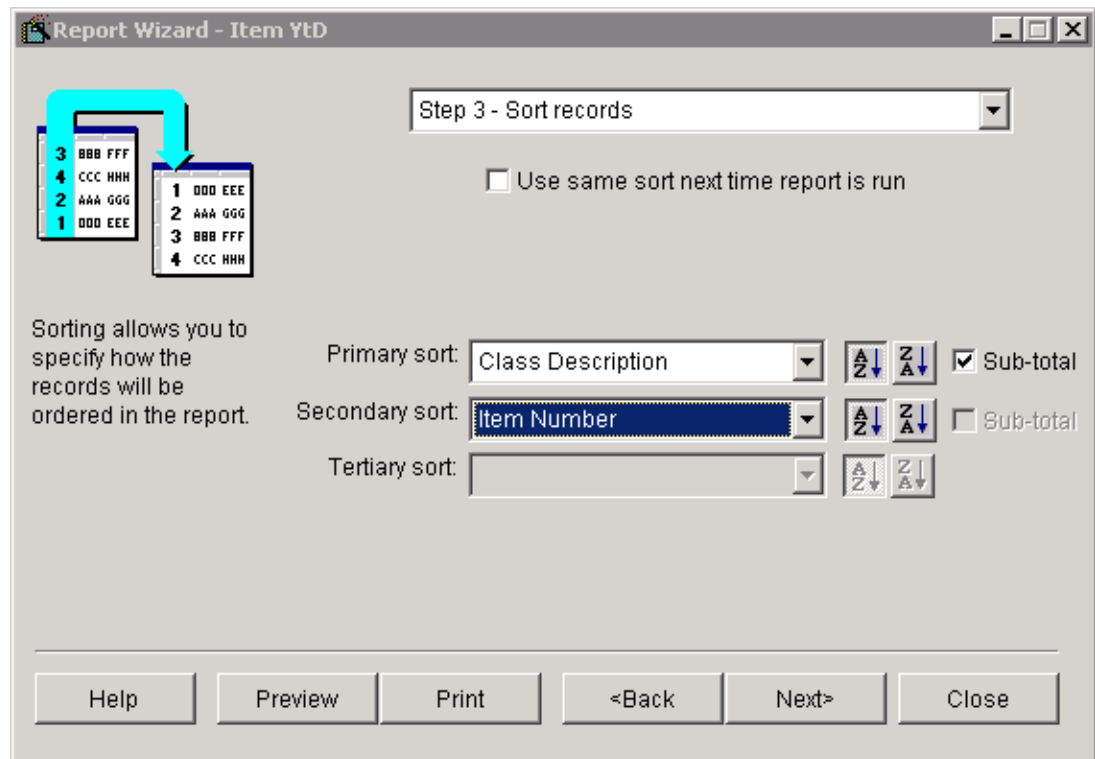
Sorting allows you to specify how the records will be ordered in the report.

Primary sort: Class Description Sub-total

Secondary sort: Item Number Sub-total

Tertiary sort: Sub-total

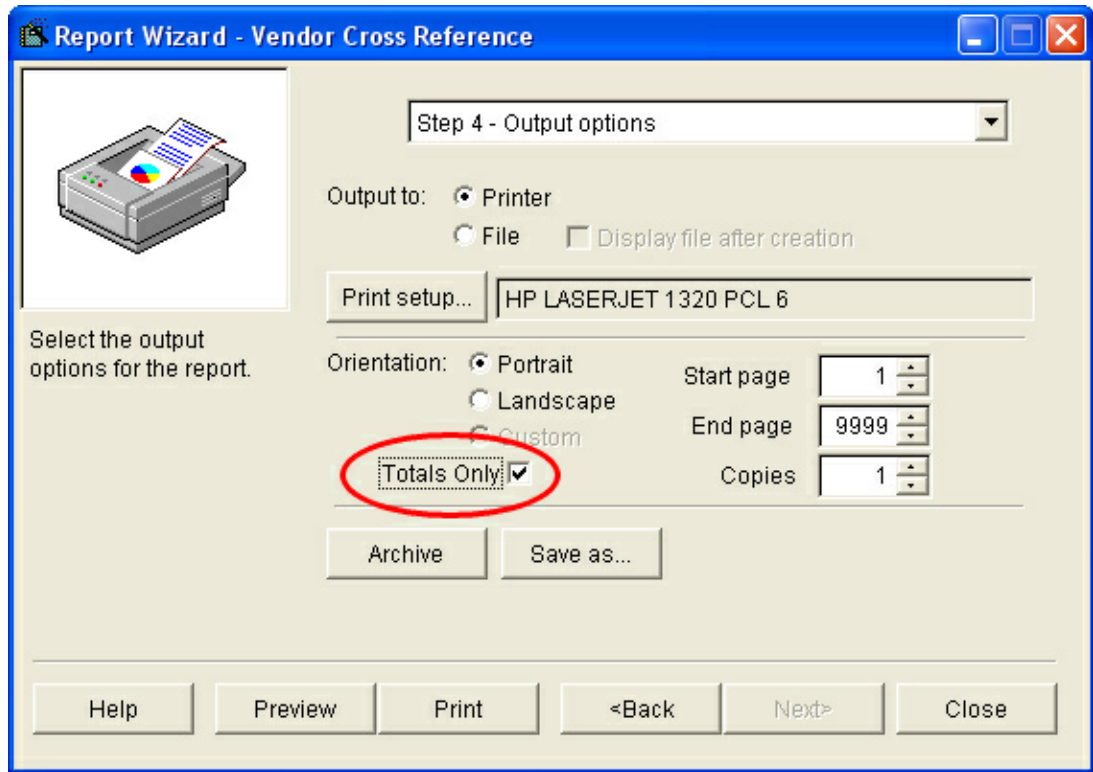
Help Preview Print <Back Next> Close



3	BBB	FFF
4	CCC	HHH
2	AAA	GGG
1	DDD	EEE

1	DDD	EEE
2	AAA	GGG
3	BBB	FFF
4	CCC	HHH

To print only report totals, click the **Totals Only** box. If the details are wanted, leave the box unchecked.



The report may be printed.

The screenshot shows a 'Print Preview' window for a 'Year to Date Sales Report' for ARS Business Solutions, LLC. The report is sorted by Class Description and Item Number. The table below represents the data shown in the report.

Description 1	Price 1	Description 2	Ext Cost	YD Qty	Class Desc	YD Cost	YD Mkdn	YD Sales	YD Profit	YD GP%	Kit Qty	Style Link	PID Qty
Class Desc: Ammo													
FED 12 31/2 1550 13& 4 25	16.99	Prem. Steel Shot, 12ga,31/2, 4	0 15 254.85	0	Ammo	0.00	0.00	0.00	0.00	0.0	0	0	0
FED AMEG 22HV38 CPHP 40 Box	0.89	BOX (40 Rounds per box)	0 37 32.93	0	Ammo	0.00	0.00	0.00	0.00	0.0	0	0	0
FED 12 31/2 1550 13& BB 25	16.99	Prem. Steel Shot, 12ga,31/2, BB	0 33 560.67	0	Ammo	0.00	0.00	0.00	0.00	0.0	0	0	0
FED 12 3 1460 11A BBB 25	13.06	Prem. Steel Shot, 12ga,3", BBB	0 21 274.26	0	Ammo	0.00	0.00	0.00	0.00	0.0	0	0	0
FED 12 3 1460 11A 2 25	12.99	Prem. Steel Shot, 12ga, 3", 2	0 27 350.73	0	Ammo	0.00	0.00	0.00	0.00	0.0	0	0	0
FED AMEG 22HV38 CPHP 40 On	8.90	CARTON (10 Boxes) Brick	0 7 62.30	0	Ammo	0.00	0.00	0.00	0.00	0.0	0	0	0
FEDERAL P 167-4 PREM SHOT S HELL	10.90	12GA. 3" 4 SHT 25/BX	0 63 904.70	56	Ammo	610.40	78.34	705.10	94.70	13.4	0	P167-4	56
FED. P164-7 1/2 PRM:SHOT S HELL	8.11	12GA2 3/4"7 1/2 SHT 25/B	0 64 519.04	50	Ammo	405.50	0.00	549.50	144.00	26.2	0	335-163	50
FEDERAL W149-BB STL SHOT S HELL	11.03	12GA 3" H-FP BB SHT 25/BX	0 89 981.67	53	Ammo	584.59	68.85	619.62	35.03	5.7	0	335-369	53
FEDERAL W147-BB STL SHOT S HELL	9.31	12GA2 3/4" H-FP BB SHOT	0 31 288.61	70	Ammo	651.70	76.93	692.37	40.67	5.9	0	335-394	70
FEDERAL 700CB 22 SHELLS B BOX	1.41	22 L.R. H-FP 50/BOX	0 22 31.02	74	Ammo	104.34	11.77	105.89	1.55	1.5	0	700CB	74
FEDERAL 700CB 22 SHELLS B BRICK		22 L.R. H-FP 10 BOX/BRICK			Ammo							700CB	

20 Filter



A selected report may be filtered to include/exclude certain information for that particular report by adding a **Filter**. To view a filtered report, see the 12-Month Sales Report. Once a **Filter** has been created, it may be saved for future use.

The system also provides a Filter button to allow for filtering of the currently open data grid. (e.g. This may be very helpful when viewing Serial Detail items which have a used status and are not sold.)

20.1 Create Filter

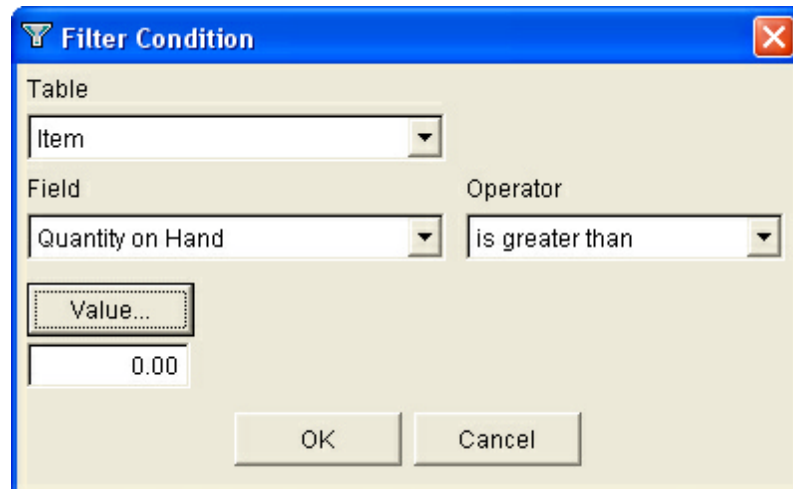


Filters may be used in MANY of the IMS applications. Clicking the Filter button allows data within a grid to be filtered. To filter data for a report, either retrieve a saved filter or create a new filter.

To create a new filter, click the **Add** button at the **Filter** screen.

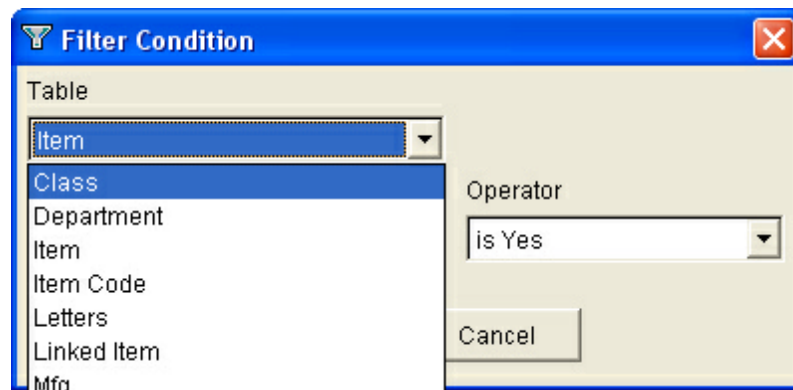
The screenshot shows a dialog box titled "Filter" with a blue border and a close button (X) in the top right corner. The dialog contains a large empty list box at the top. Below the list box are several buttons: "Add..." (highlighted with a red box), "Delete", "Count", "Edit...", "Clear", "Save...", "Retrieve...", and "Remove...". To the right of these buttons are "OK" and "Cancel" buttons. At the bottom of the dialog is a text input field labeled "Name".

Each report or grid will have different options available for filtering. Clicking on the arrow at the right of any of the white boxes will display a list of the options available for that particular report or grid.



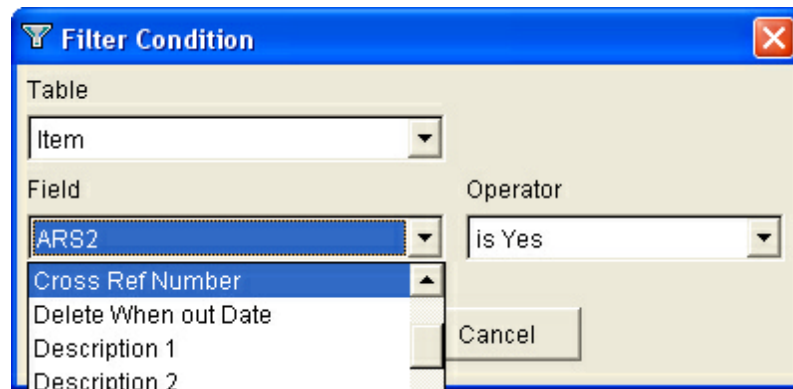
The screenshot shows a dialog box titled "Filter Condition". It has a blue title bar with a close button. The main area is light beige. At the top, it says "Table" and has a dropdown menu with "Item" selected. Below that, it says "Field" and has a dropdown menu with "Quantity on Hand" selected. To the right of the Field dropdown, it says "Operator" and has a dropdown menu with "is greater than" selected. Below the Field dropdown, there is a button labeled "Value...". Below the "Value..." button, there is a text input field containing "0.00". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Choose the **Table** for the filter.

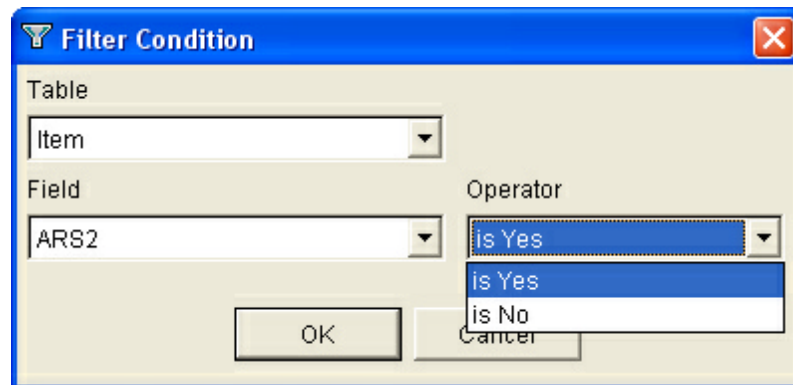


The screenshot shows the same "Filter Condition" dialog box. The "Table" dropdown menu is open, displaying a list of options: "Item", "Class", "Department", "Item", "Item Code", "Letters", "Linked Item", and "Mfr". The "Operator" dropdown menu is still set to "is Yes". The "Value..." button and the "0.00" text field are not visible in this view. The "OK" and "Cancel" buttons are also not visible; only the "Cancel" button is shown at the bottom right.

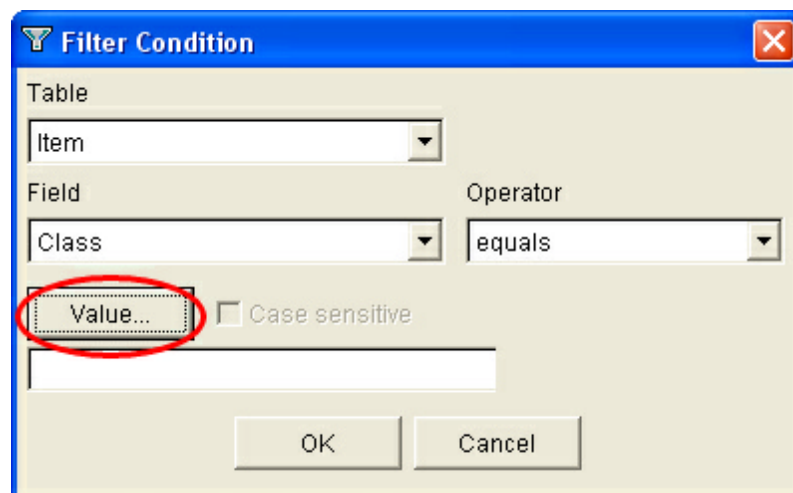
Select the **Field** for the filter.



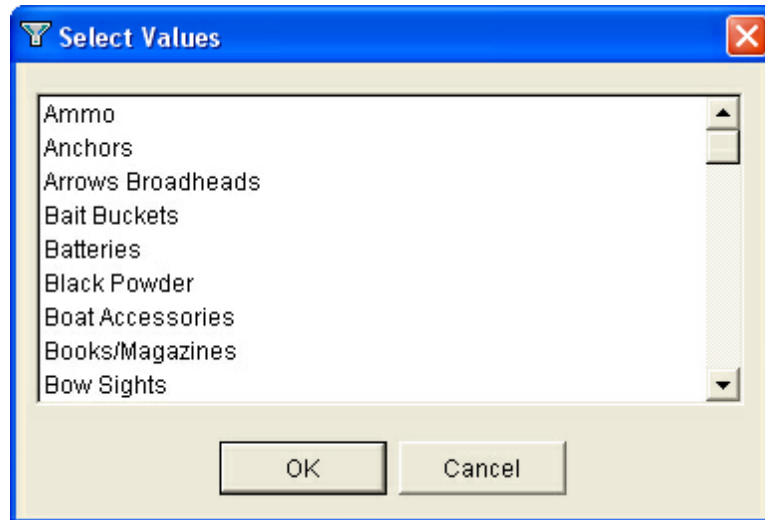
Choose the **Operator**.



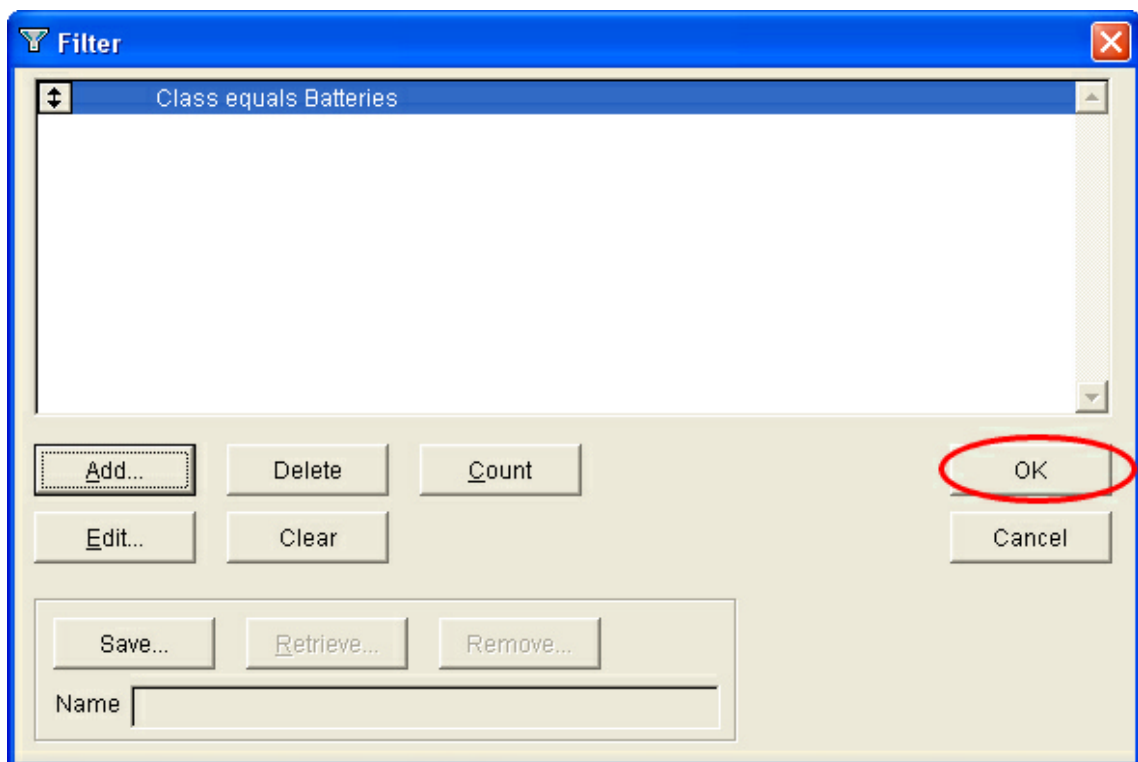
A **Value** may be typed in the box. (It must be exact.) By clicking the **Value** button, a list of values will be listed.



You may type the first letter or number to quickly proceed to the general area of the **Value** you are seeking. Click on the **Value** to select it. Click **OK**.



NOTE: If there is more than one **Value** you would like to use for the filter, push the "Ctrl" key, and hold it while selecting the values of your choice. Release the "Ctrl" key once you are done selecting **Values**. The **Filter** screen displays the filter.



If the filter is complete (i.e. there are no other filters to be added), click the **OK** button. (The Count button may be used before the **OK** button is clicked.) You may

always click the **Back** button to return to the previous screen if changes are wanted.

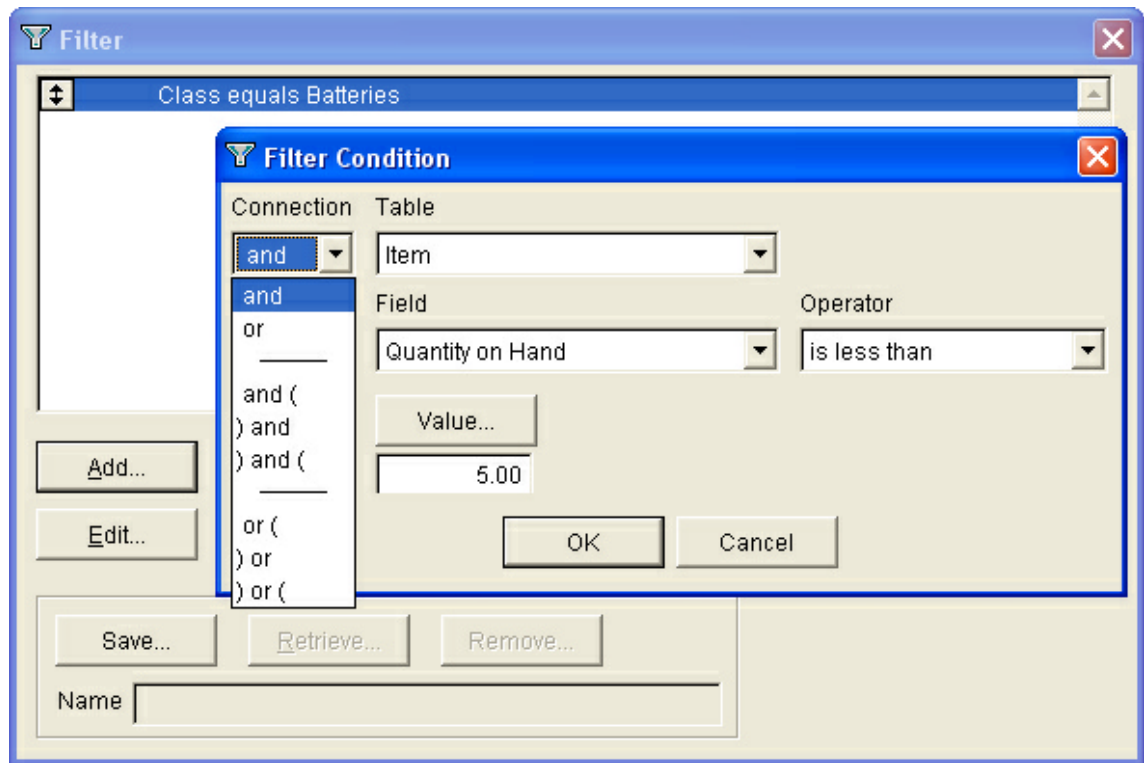
****Note:** The **Clear** button will clear the entire filter. The **Delete** button will only delete the highlighted line of the filter.

Additional filters may be added by clicking **Add**. The **Filter Condition** screen has one extra field called **Connection**.

In this example, the second filter is asking for records for all items (in the batteries class - from the first filter) in which the quantity on hand is less than 5 units.

The screenshot shows a 'Filter' dialog box with a 'Filter Condition' sub-dialog. The 'Filter Condition' dialog has a 'Connection' dropdown menu circled in red, set to 'and'. The 'Table' dropdown is set to 'Item'. The 'Field' dropdown is set to 'Quantity on Hand' and the 'Operator' dropdown is set to 'is less than'. The 'Value...' button is visible, and the value '5.00' is entered in the text box below it. The 'Filter' dialog box has a title bar 'Filter' and a list of filter conditions. The first condition is 'Class equals Batteries'. The 'Filter Condition' dialog has buttons for 'Add...', 'Edit...', 'OK', and 'Cancel'. The 'Filter' dialog has buttons for 'Save...', 'Retrieve...', and 'Remove...' and a 'Name' text box.

Choose the proper **Connection**; complete the rest of the **Filter Condition** screen.



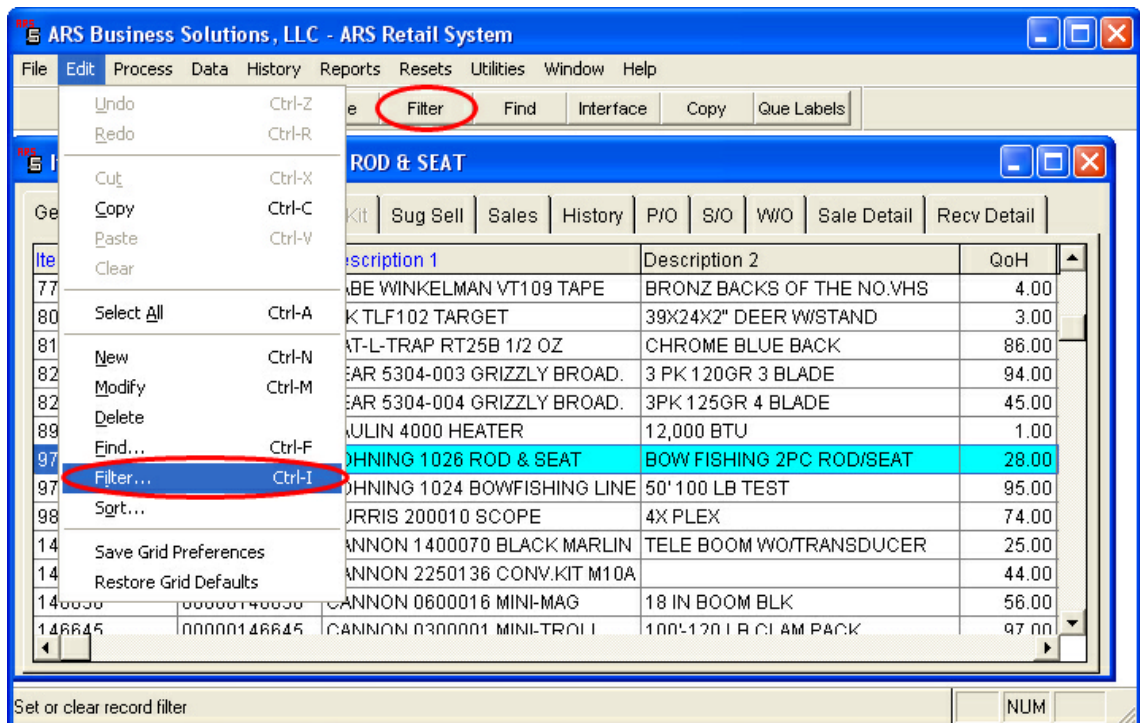
Example: To select a subset of items of Pistols or Rifles manufactured by Browning, the filter would read: "Manufacturer equals Browning and (Class equals Pistols or Class equals Rifles)".

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

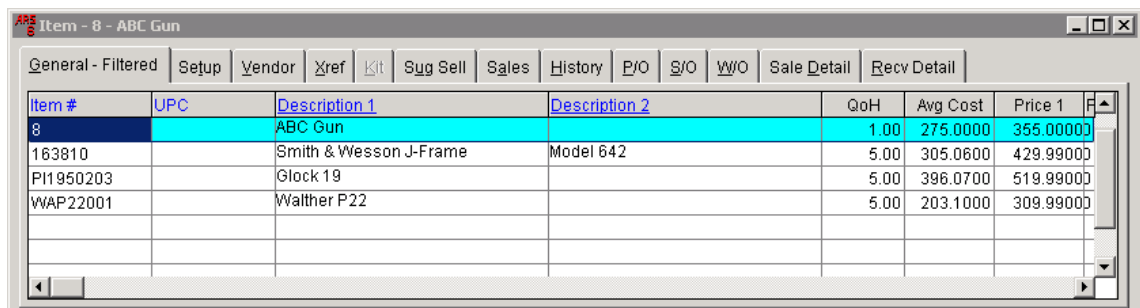
20.2 Filter Button



To filter data within a data grid, either click the **Filter** button, or click **Edit** and choose **Filter** from the drop-down menu.



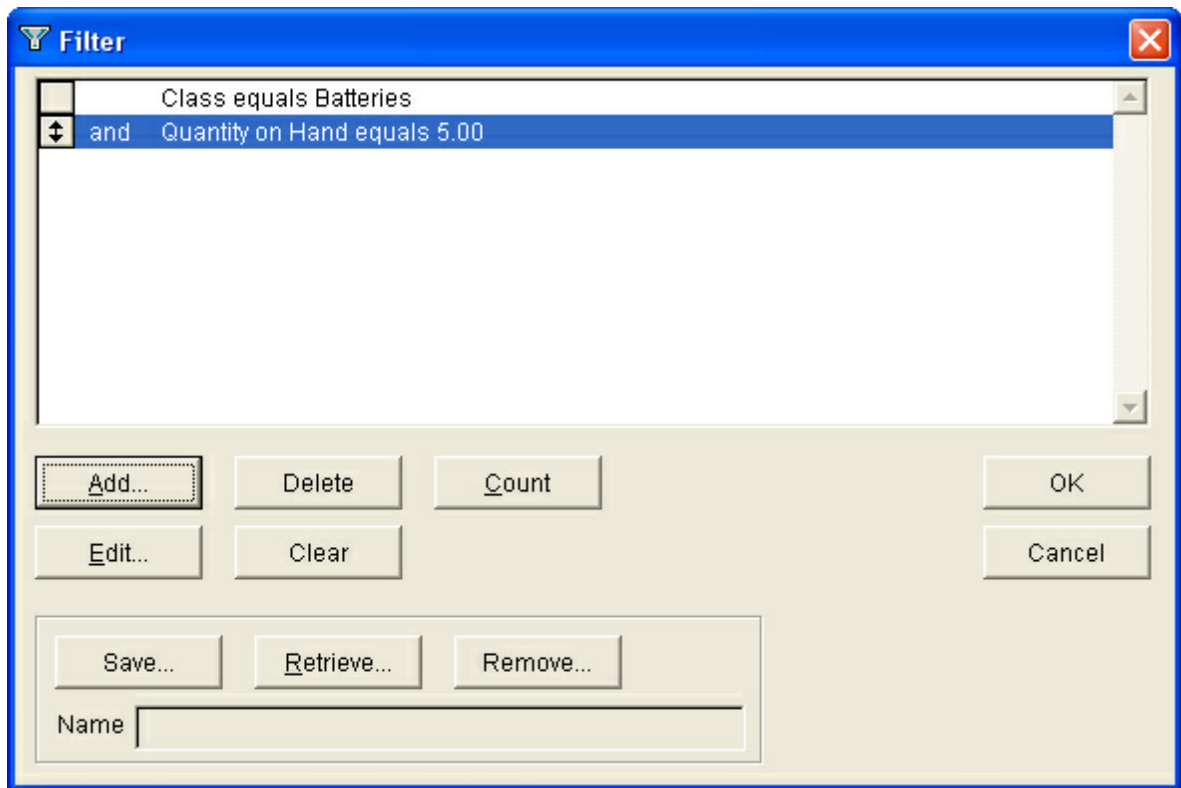
See Create Filter to apply a filter to the data grid. The grid will be displayed with the suffix **-Filtered** added in the tab. (Once the filtered grid is closed, a filter will need to be reapplied to see the filtered data.)



20.3 Filter Count



There are situations when a count of the filtered records may be wanted. To get that information, create a filter (or retrieve a saved filter).



Click the **Count** button. The record count for that filter condition will be displayed in the upper right-hand corner of the screen for a few moments.

7 records counted.
Press any key to continue...

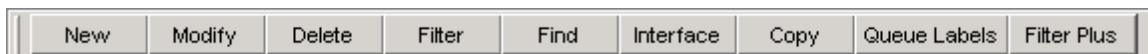
The **Count** button may be clicked repeatedly, if desired.

20.4 Filter Plus

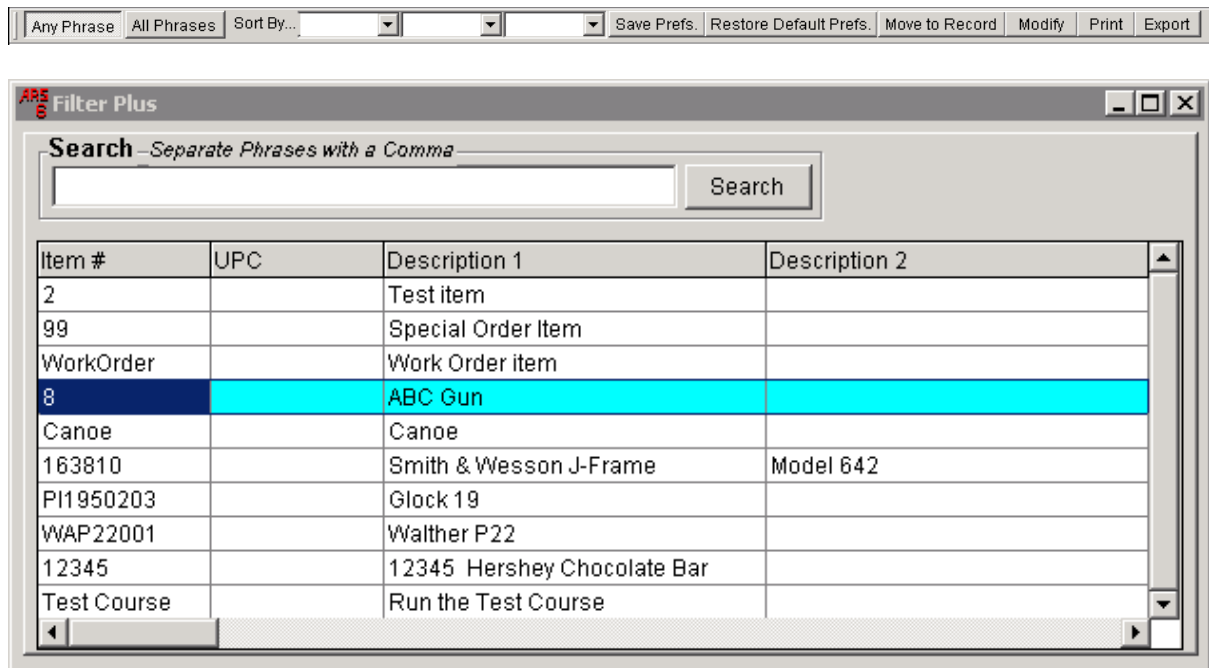


Filter Plus is an advanced filter option available for some of the data grids such as the mail list and items grid.

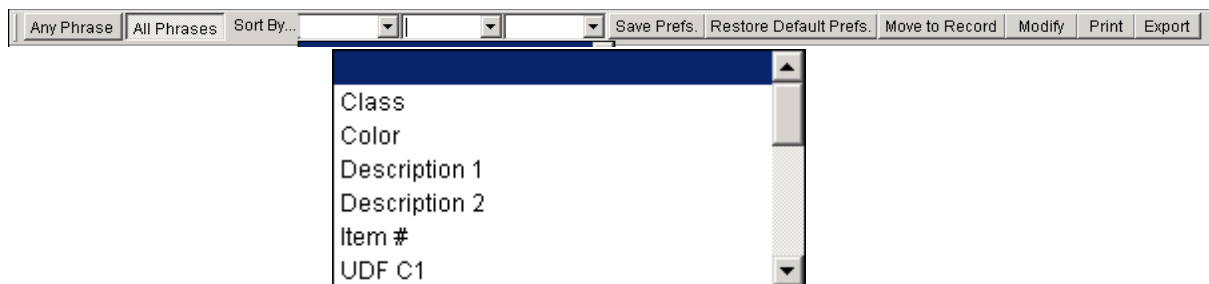
If the **Filter Plus** option is available, there will be a **Filter Plus** button displayed.



To use **Filter Plus**, click the button. Both the button bar and screen are displayed.



On the bar, **Any Phrase** is selected by default. Switch to **All Phrases** by clicking on it. Click the arrows next to the white boxes to see the **Sort By** options.

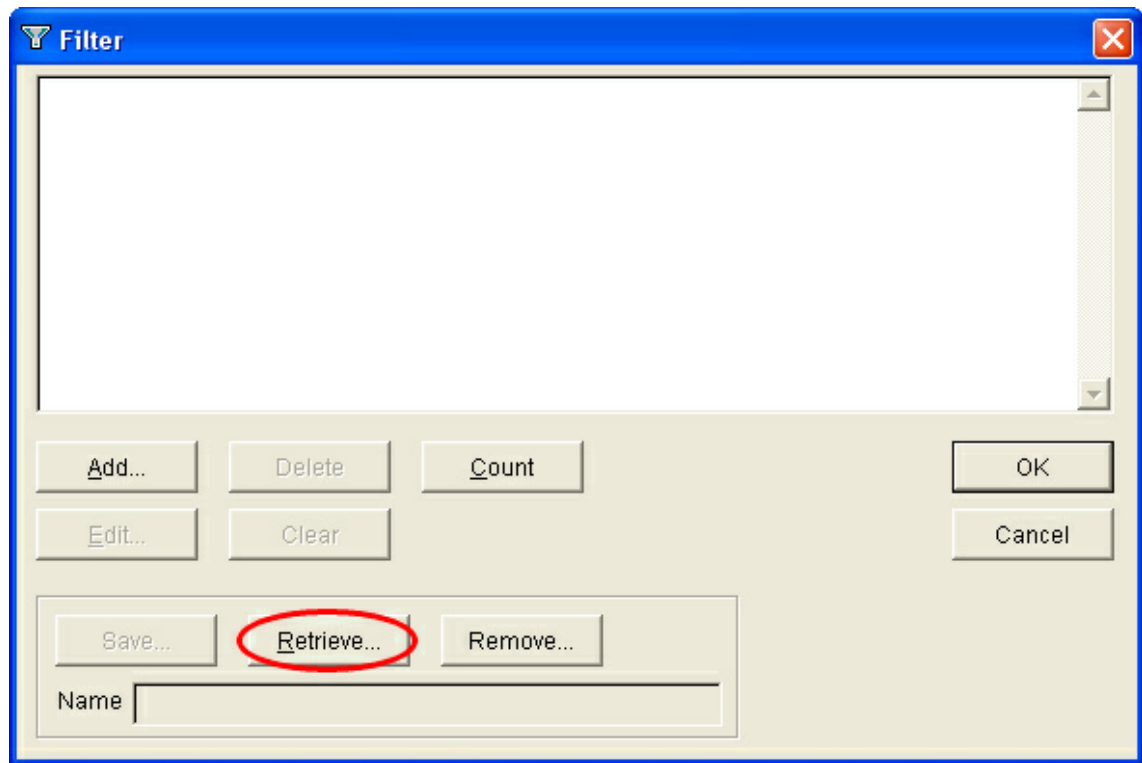


To locate a record, type a value in the **Search** field of the grid; click the **Search** button.

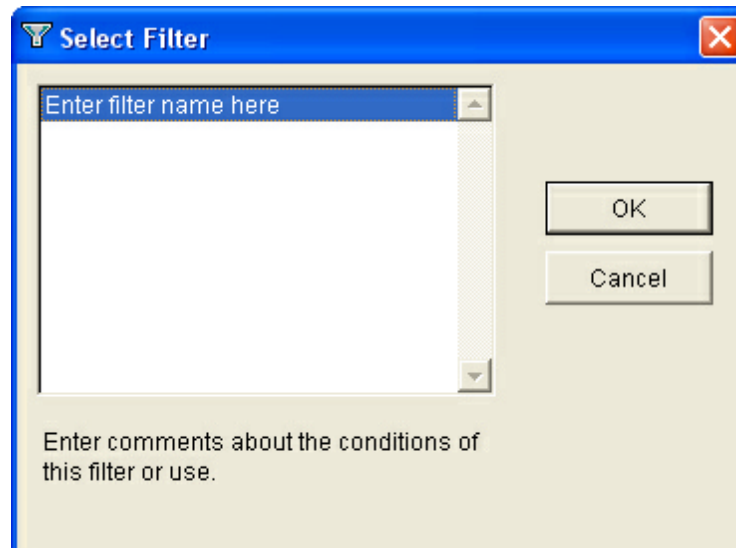
20.5 Retrieve Filter



To retrieve a saved filter at the **Filter** screen, click the **Retrieve** button.



A list of saved filters will be displayed. Click on the desired filter to highlight it. Click **OK**.



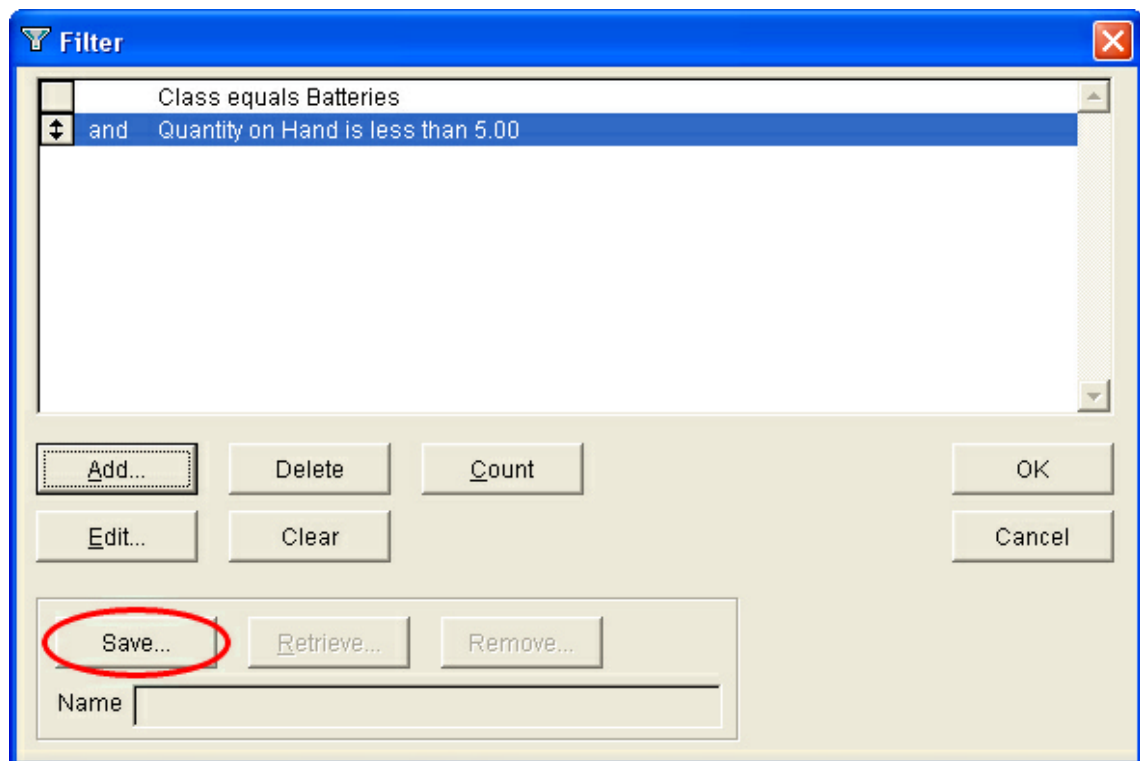
To delete a saved filter, click the **Remove** button on the **Filter** screen. Select the filter to be deleted. Click **OK**.

20.6 Save Filter

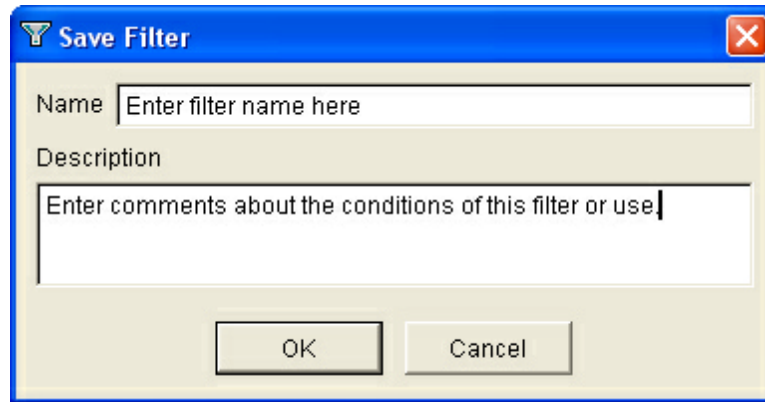


Once a report filter has been created, it may be saved for future use.

At the **Filter** window, with the created filter showing, click the **Save** button.



Enter a **Name** for the filter. A **Description** may be added for clarification. Click **OK**.

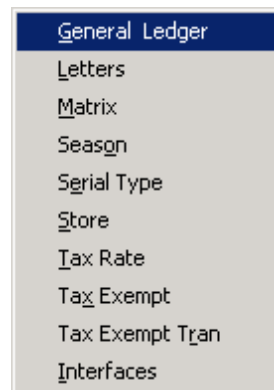
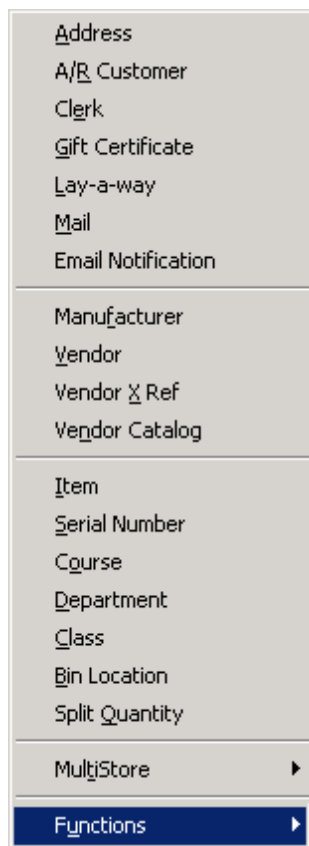
A screenshot of a 'Save Filter' dialog box. The dialog has a blue title bar with a yellow filter icon and a red close button. It contains two text input fields: 'Name' with the placeholder text 'Enter filter name here' and 'Description' with the placeholder text 'Enter comments about the conditions of this filter or use'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

A saved filter may be used by using the Retrieve button on the filter screen. Use the **Remove** button to delete a saved filter.

21 Functions



The ARS system has many options built into it which allow the user to do more if more options are wanted. **Functions** is where many of the extra options are setup (i.e. allowing the system to interact with certain other third-party accounting software, attaching custom notices to the POS receipts for certain types of transactions, etc.). Click on **Data**. Select **Functions** (which is the very last option on the drop-down menu).



Follow any of the following links for more information on a specific **Function**:

- [General Ledger](#)
- [Interfaces](#)
- [Letters](#)
- [Matrix](#)
- [Season](#)

- Serial Type
- Store
- Tax Exempt
- Tax Exempt Tran
- Tax Rate

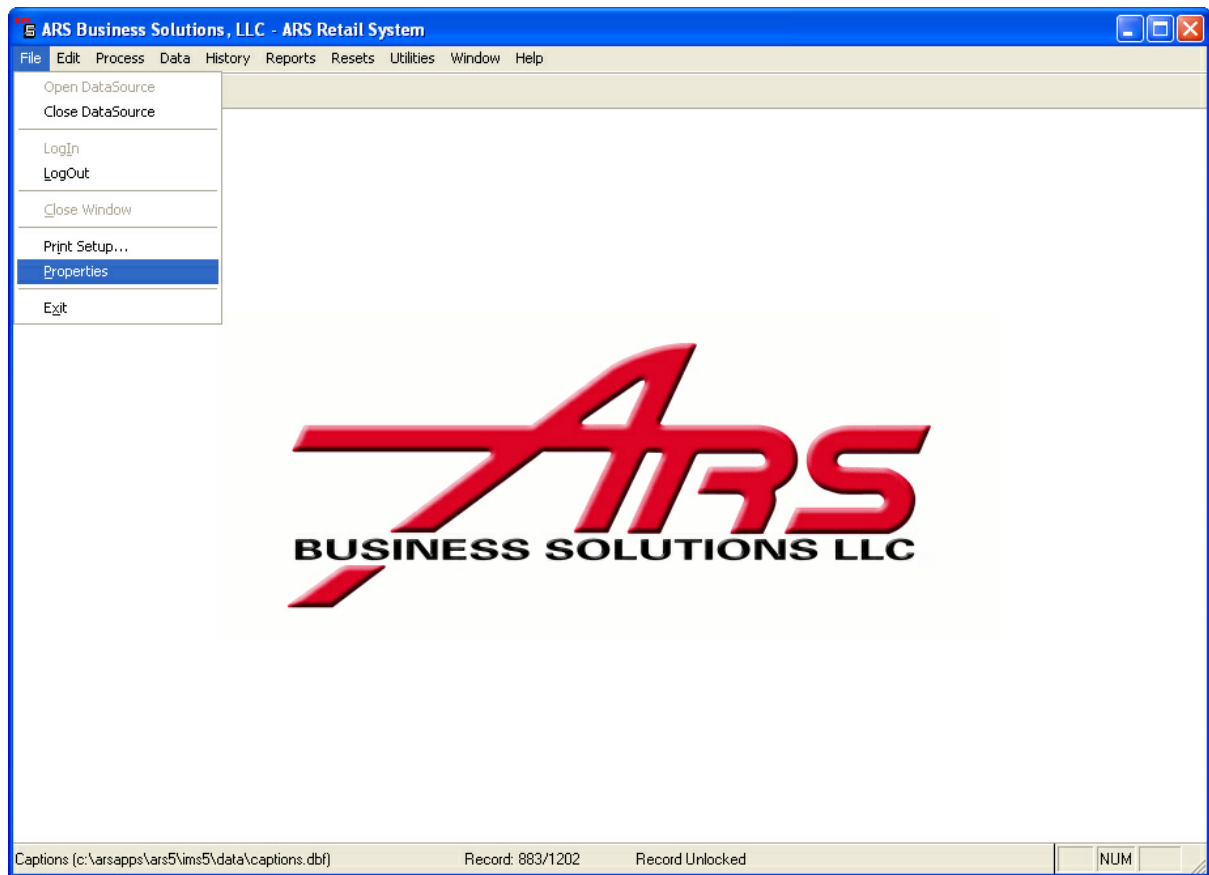
21.1 Interfaces



ARS offers **Interfaces** with **QuickBooks** and **Peachtree** accounting software. An interface is a separate program which is purchased to work with the ARS system so that ARS and a third-party software may communicate and interact.

The system default is for manual communication of General Ledger account data between IMS and the accounting software.

To change the accounting interface, go to **File**; select **Properties**.



Click the **G/L** tab.

IMS5 Properties - ARS Business Solutions, LLC

General | S/O | A/R | P/O | **G/L** | POS | Tender | Messages | ETP | Multi Store | Franchise

Interface

GL Posting I/F: MANUAL

Posting Variance Accounts

Income OOB: []

Tend Lng/Shrt: []

Inventory Accounts

Inv Val w/Neg: []

Inv Variance: []

Unapp Freight: []

A/R Accounts

A/R Discounts: []

A/R Charges: []

A/R Fin Chrg: []

Gift Account

Gift Certs: []

Layaway Account

Layaways: []

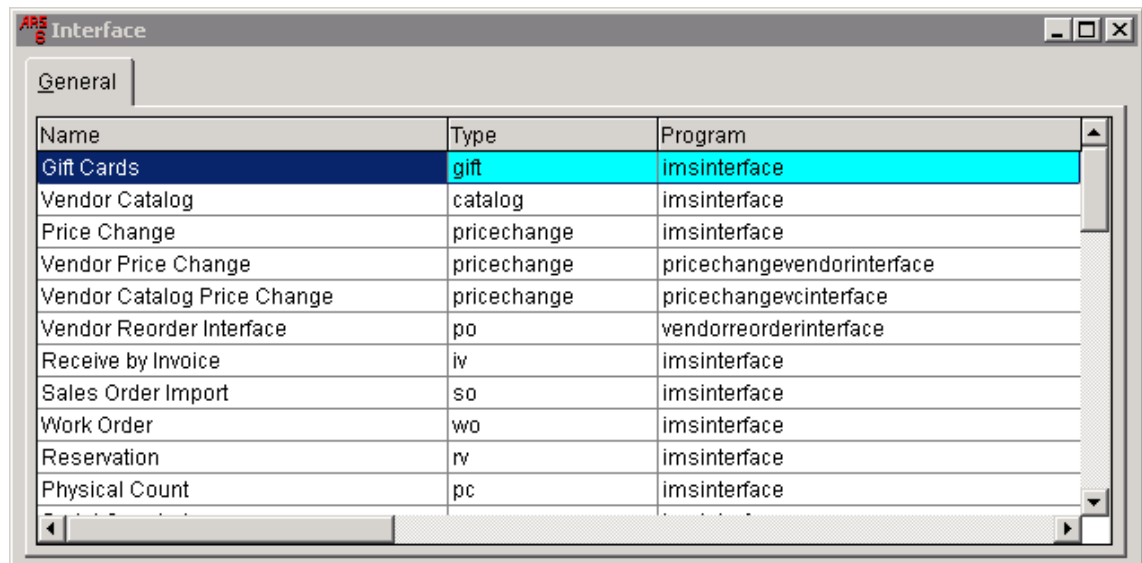
Changes made to Setup will take effect the next time you start IMS5

OK Cancel

To see the interface options, click the down arrow in the **GL Posting I/F** box (located under **Interface** at the top of the screen). The interface should be

- **Manual** for a single store with no accounting interface
- **Corporate** for a satellite store in a MultiStore environment
- **Third-party accounting software** for the single or corporate store with the proper interface installed, GL data will be exported to the designated software

To see the interfaces on your system, select **Interfaces** from the Functions drop-down menu.



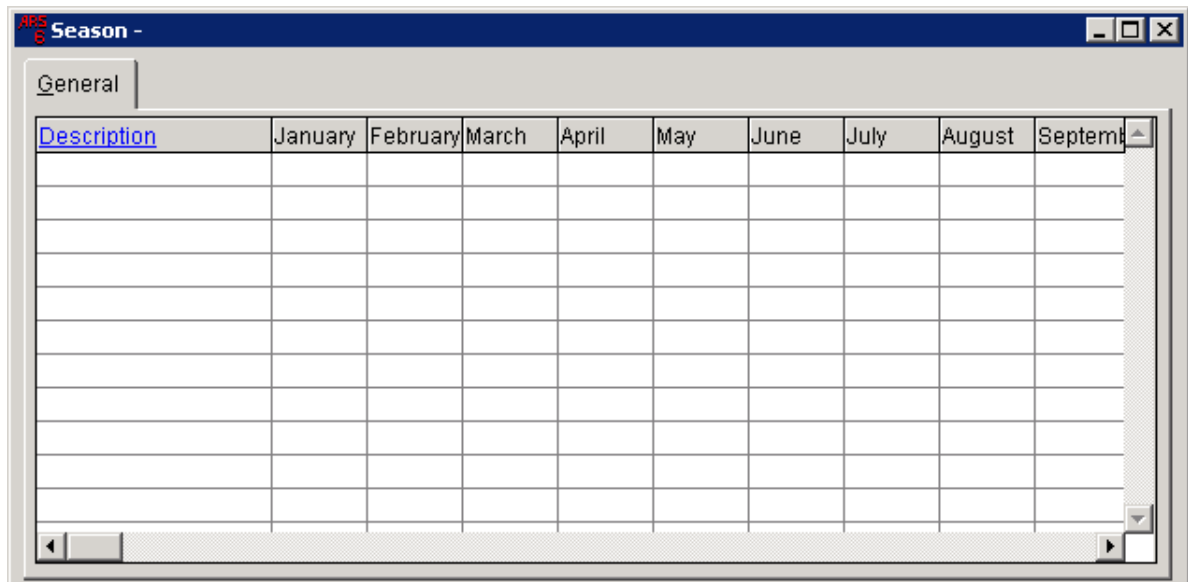
The screenshot shows a window titled "ARS Interface" with a "General" tab. It contains a table with three columns: Name, Type, and Program. The "Gift Cards" row is highlighted in blue.

Name	Type	Program
Gift Cards	gift	imsinterface
Vendor Catalog	catalog	imsinterface
Price Change	pricechange	imsinterface
Vendor Price Change	pricechange	pricechangevendorinterface
Vendor Catalog Price Change	pricechange	pricechangevcinterface
Vendor Reorder Interface	po	vendorreorderinterface
Receive by Invoice	iv	imsinterface
Sales Order Import	so	imsinterface
Work Order	wo	imsinterface
Reservation	rv	imsinterface
Physical Count	pc	imsinterface

21.2 Season



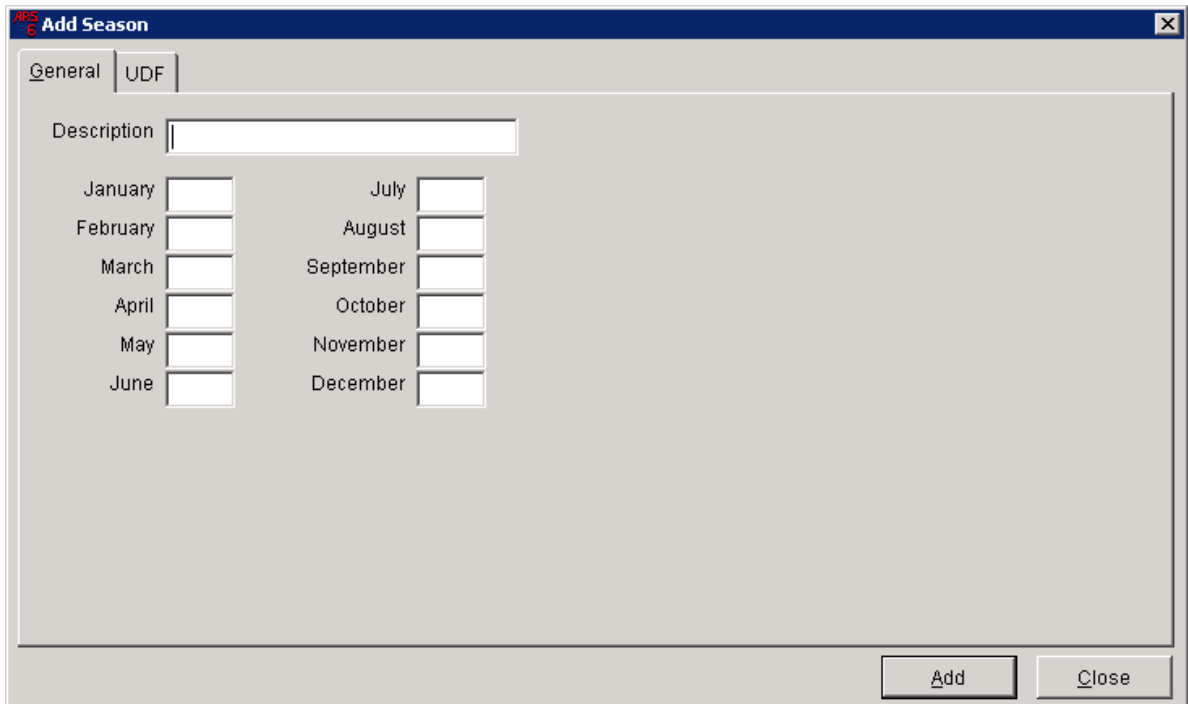
In the Functions menu, select **Season**. (Adding a new **Season** may also be done by clicking the **Lookup** button next to **Season** in the Add Item screen.)



The screenshot shows a window titled "ARS Season -" with a "General" tab. It contains a grid with a "Description" column and columns for the months of the year: January, February, March, April, May, June, July, August, and September. The grid is currently empty.

Description	January	February	March	April	May	June	July	August	September

Click the **New** button.



Type a **Description** (e.g. Summer, Fall, Winter, Spring, Duck, Deer, etc.). Click **Add**.

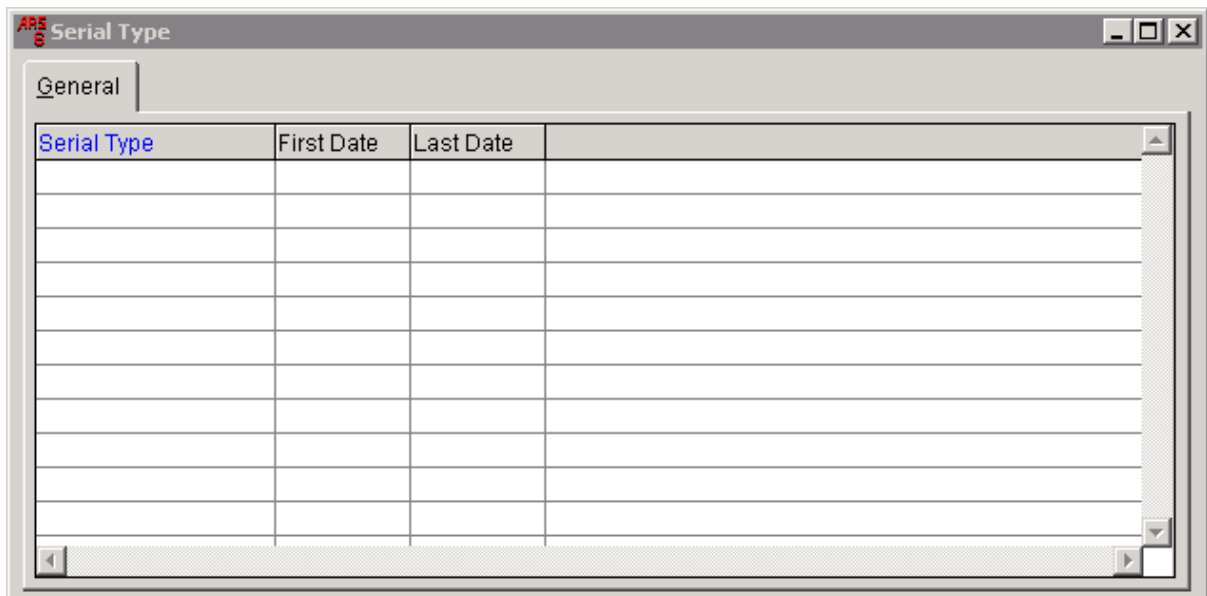
21.3 Serial Type



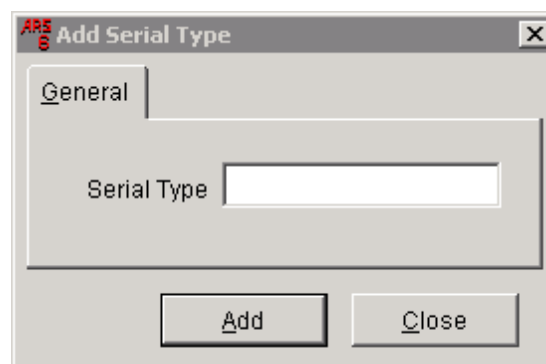
Entering a **Serial Type** in the Serial Detail of an item allows for more filter options when reports are being printed.

ALL firearms stores will want to add **Pistol** as a **Serial Type** in order for the Multiple Sale Report to report only handguns.

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



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

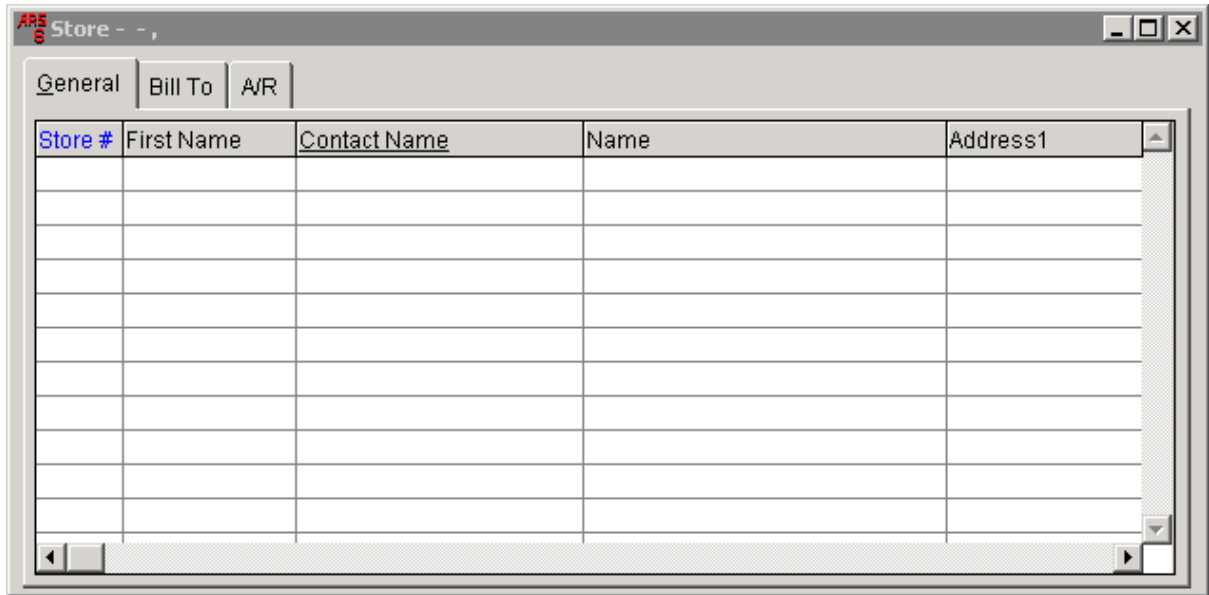


In the white box, type **Pistol** (or a new **Serial Type**). Click on **Add**. More **Serial Types** may be added. When finished, click on **Close**. All of the **Serial Types** will be listed in the **Serial Type** grid.

21.4 Store

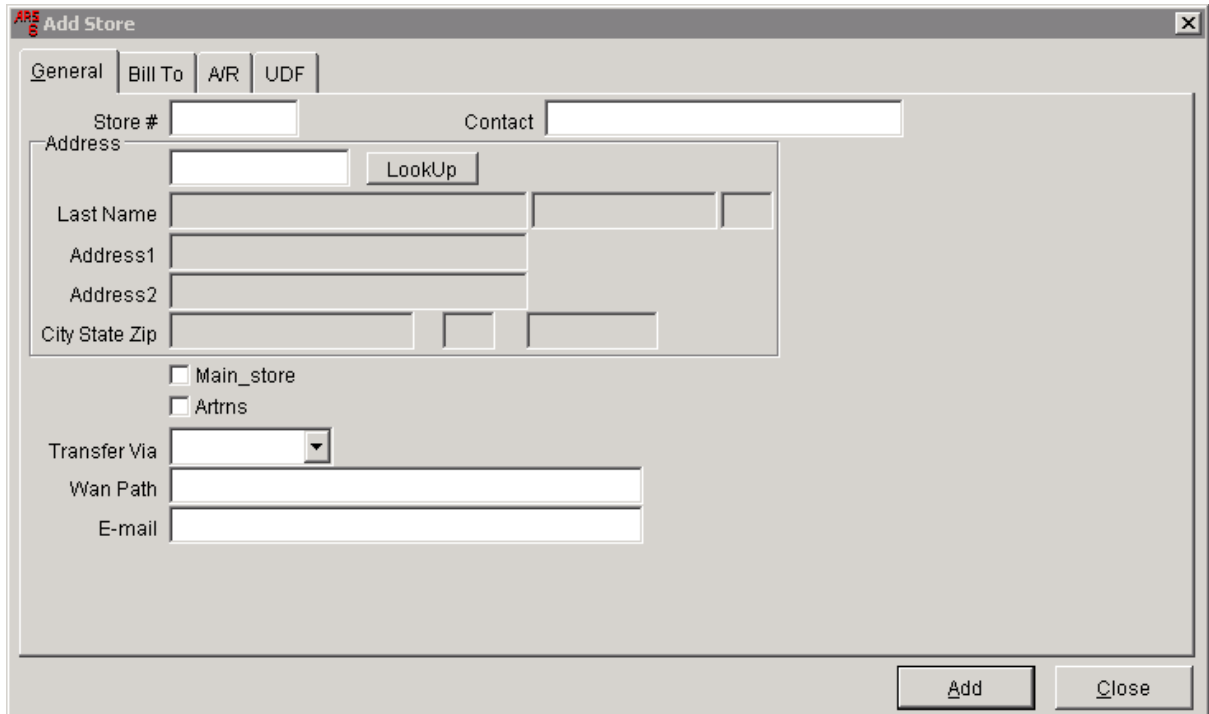


In the Functions menu, select **Store**.



The screenshot shows a window titled "ARS Store - -". It has three tabs: "General", "Bill To", and "A/R". The "General" tab is active, displaying a table with the following columns: "Store #", "First Name", "Contact Name", "Name", and "Address1". The table is currently empty.

Click the **New** button.



The screenshot shows a window titled "ARS Add Store". It has four tabs: "General", "Bill To", "A/R", and "UDF". The "General" tab is active, displaying a form with the following fields and controls:

- Store #: [Text Input]
- Contact: [Text Input]
- Address: [Text Input] with a "LookUp" button next to it.
- Last Name: [Text Input]
- Address1: [Text Input]
- Address2: [Text Input]
- City State Zip: [Text Input]
- Main_store
- Artrns
- Transfer Via: [Dropdown Menu]
- Wan Path: [Text Input]
- E-mail: [Text Input]

At the bottom right of the window, there are two buttons: "Add" and "Close".

Click the **LookUp** button. When the **Address LookUp** screen displays, click the **New** button. Enter the new store information.

21.5 Tax Exempt



In the Functions menu, select **Tax Exempt**.

A grid displays all **Tax-Exempt** descriptions which have been entered. Any customer who has tax-exempt status may be entered for easy access of information.

The screenshot shows a window titled 'Tax Exempt - ABC Guns' with a 'General' tab. It contains a grid with the following data:

Description	First Date	GLtaxexmpt	Last Date
ABC Guns	2/4/2011	11-1111111	2/4/2011

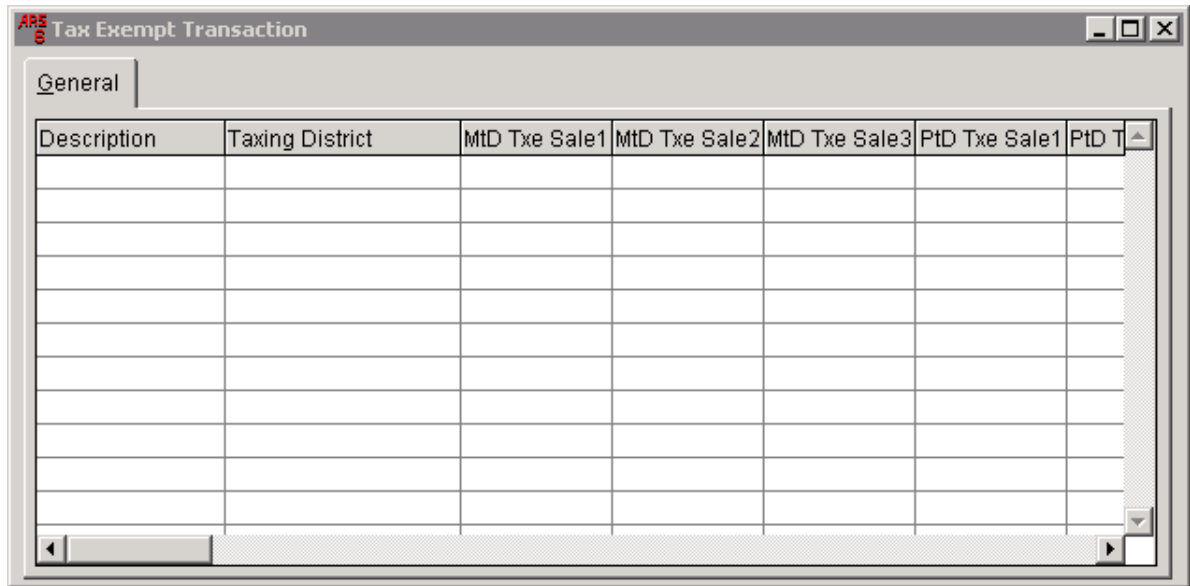
Click the **New** button to add more. To add a number under the **GLtaxexmpt** heading, right-mouse-click the heading; select **Edit**. When the heading is **yellow**, the data in that column may be changed. Make sure that you click in another field to lock the data. When finished, right-mouse-click the highlighted heading; select **Edit**. The yellow will disappear which means the edit feature is off.

21.6 Tax Exempt Tran



Tax-Exempt Transactions which have been entered at the POS may be viewed from this screen.

In the Functions menu, select **Tax Exempt Tran**.



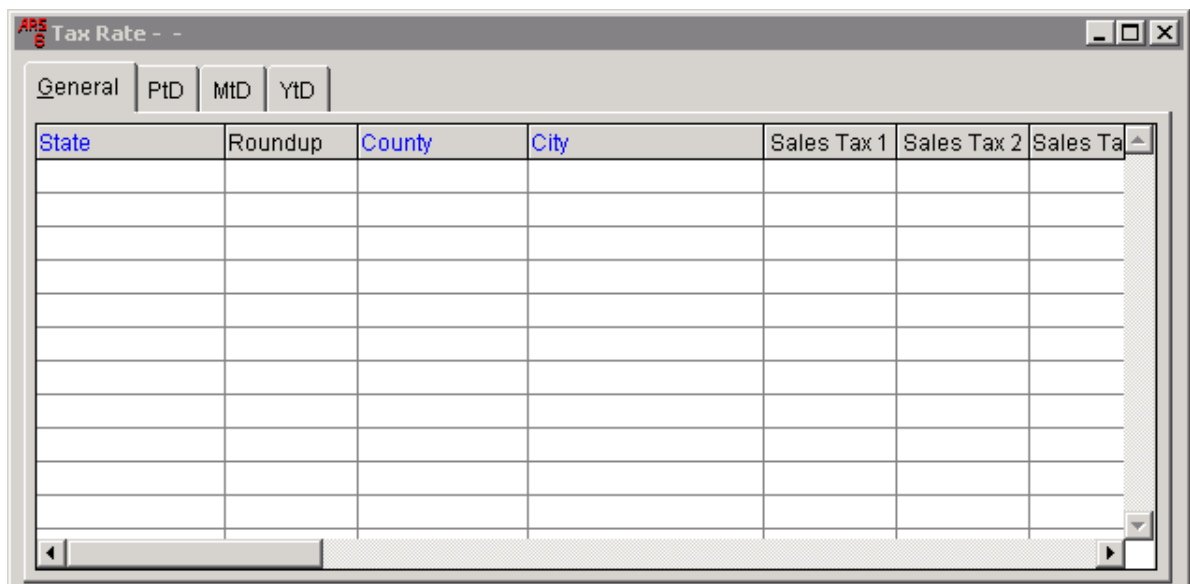
Description	Taxing District	MtD Txe Sale1	MtD Txe Sale2	MtD Txe Sale3	PtD Txe Sale1	PtD T

21.7 Tax Rate



Add up to three **Tax Rates** for state, county or city taxes.

In the Functions menu, select **Tax Rate**.



State	Roundup	County	City	Sales Tax 1	Sales Tax 2	Sales Tax 3

Click the **New** button.

ARS Business Solutions
Add Tax Rates

General History

State

County

City

First Date

Last Date

Tax Pct 1 L Tax 1

Tax Pct 2 L Tax 2

Tax Pct 3 L Tax 3

Round Up

Add Close

Enter the state abbreviation. Next to it enter the state tax ID.
Next to each **Tax Pct** entered, choose the appropriate General Ledger account number from the drop-down menu. Click the **Round Up** box if that's what the system should do with tax calculations.

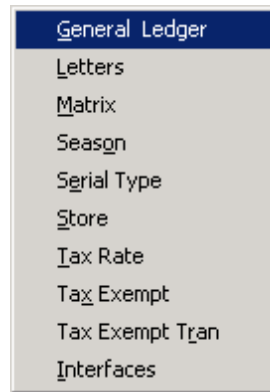
Click **Add**.

22 General Ledger

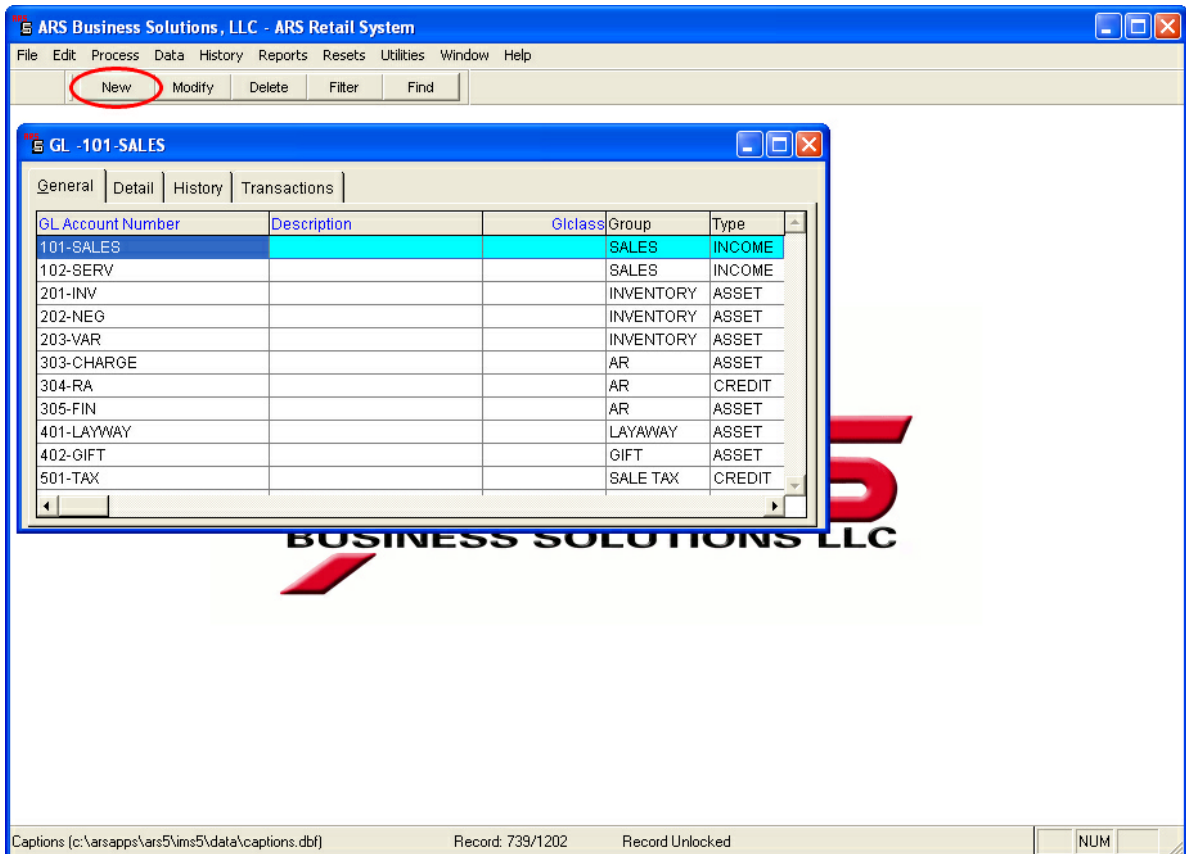


The **General Ledger** is where the accounts are setup to coincide with the accounting system being used. The inventory, discounts, freight and other accounts associated with inventory management should be established.

Click **Data**. Under Functions, select **General Ledger**.



The **General Ledger** grid will display all previously established accounts.



To create a new **GL Account Number**, click the **New** button. To edit an existing **GL Account Number**, highlight it and click the **Modify** button.

The screenshot shows the 'ARS Edit Form' window with the following fields and values:

Field	Value
GL Acct #	100
GL Desc	General
Group	
Type	
Gclass	ASSET
Period to Date	90.00
Month to Date	90.00
Year to Date	90.00
Previous Year	

The 'Gclass' dropdown menu is open, showing the following options: ASSET, LIABILITY, INCOME, EXPENSE, and TAX. The 'OK' and 'Cancel' buttons are visible at the bottom right of the window.

- The **GL Acct #** may be a number of your choosing. The number may be defined by accounting software which may be interfaced with the ARS IMS.
- Enter a descriptive name for the **GL Desc** (i.e. **Sales Tax**).
- **Group** should be a group name such as **Sales** or **Inventory**.
- **Type** allows for further classification of the account (i.e. **Income Asset**).
- The **Gclass** may be any of the choices shown in the drop-down menu. Click **OK** when finished.

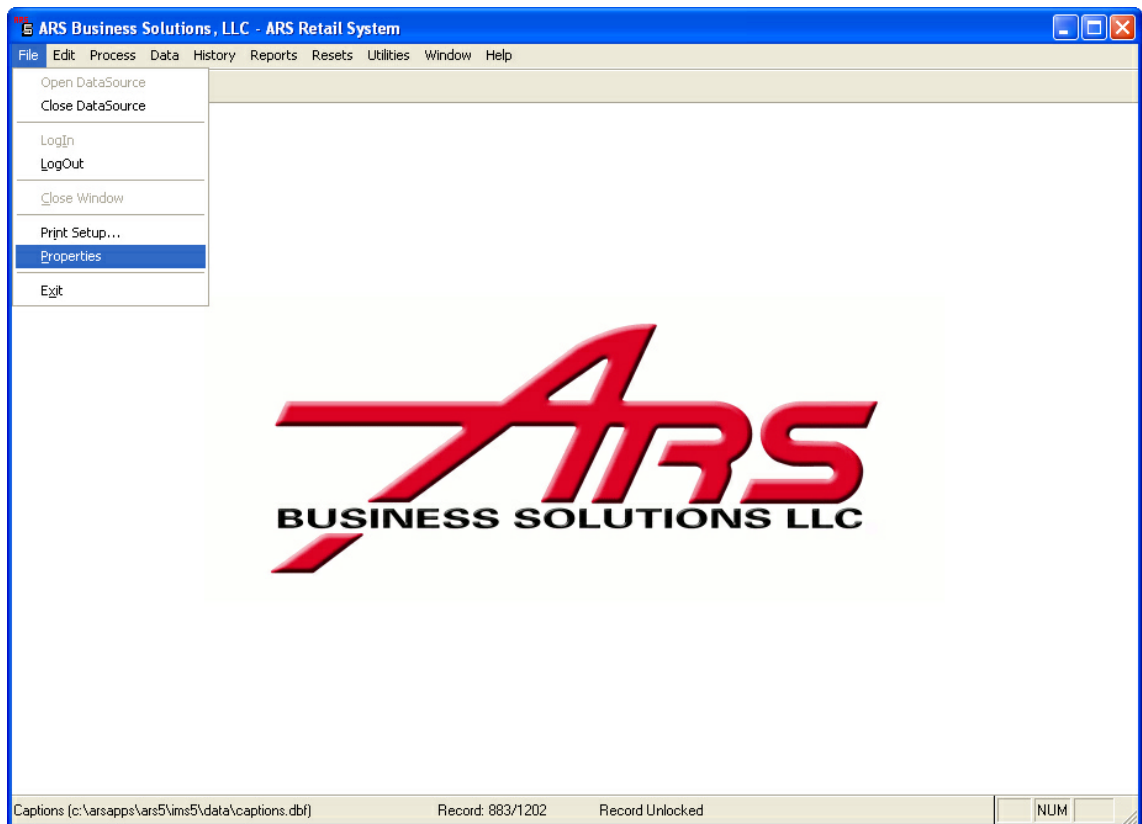
The time-specific fields (**Period to Date**, **Month to Date**, **Year to Date**, **Previous Year**) show posted totals. The fields are automatically calculated and filled when GL data is posted. However, these fields may be manually adjusted.

22.1 Account Properties

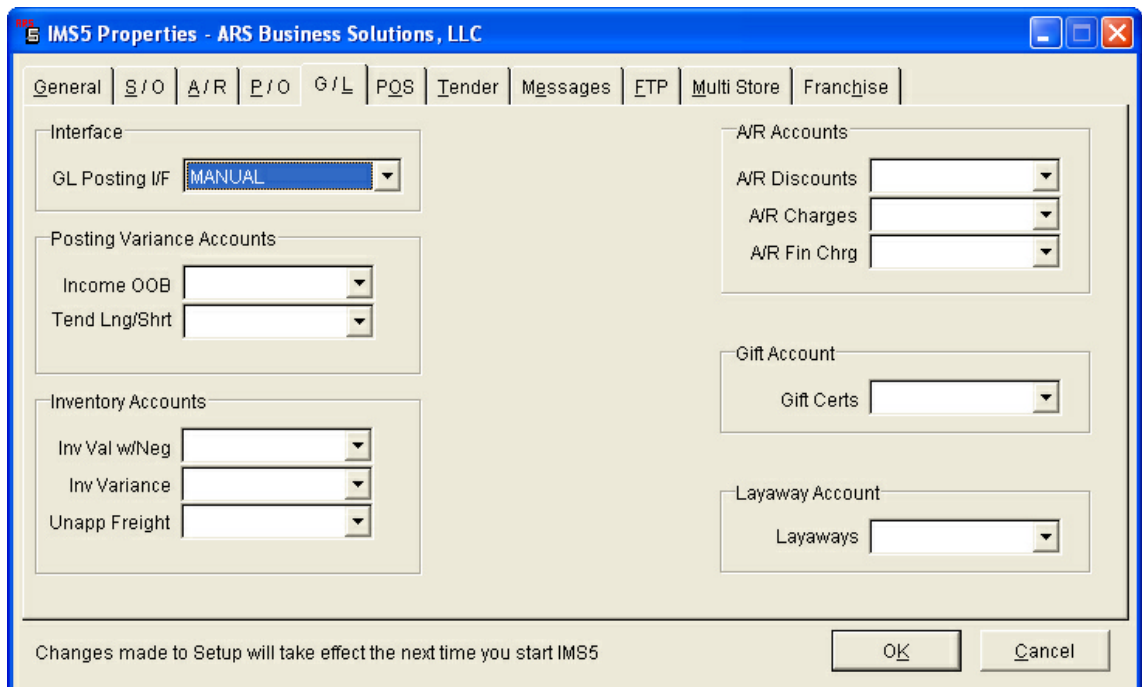


Before assigning **Account Properties**, the General Ledger must be setup.

To assign account properties to General Ledger accounts,
Click **File**; select **Properties**.



Click the **G/L** tab.



For more information on any of the settings, click the link:

- Interface
- Posting Variance Accounts
- Inventory Accounts
- A/R Accounts
- Gift Account
- Layaway Account

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

22.1.1 A/R Accounts



Locate **A/R Accounts** on the screen.

IMS5 Properties - ARS Business Solutions, LLC

General | S/O | A/R | P/O | G/L | POS | Tender | Messages | ETP | Multi Store | Franchise

Interface

GL Posting I/F: MANUAL

Posting Variance Accounts

Income OOB: []

Tend Lng/Shrt: []

Inventory Accounts

Inv Val w/Neg: []

Inv Variance: []

Unapp Freight: []

A/R Accounts

A/R Discounts: []

A/R Charges: []

A/R Fin Chrg: []

Gift Account

Gift Certs: []

Layaway Account

Layaways: []

Changes made to Setup will take effect the next time you start IMS5

OK Cancel

Using the drop-down arrow, select the appropriate account number for posting of each item. (The list of account numbers is generated from the General Ledger accounts which were previously setup.)

- **A/R Discounts**
- **A/R Charges**
- **A/R Fin Chrg**

22.1.2 Gift Account



Locate **Gift Account** on the screen.

The screenshot shows the 'IMS5 Properties - ARS Business Solutions, LLC' window. The 'General' tab is selected. The 'Gift Account' section is highlighted with a red box. The 'Gift Certs' dropdown menu is currently empty. The window also shows other sections: 'Interface' (GL Posting W/F: MANUAL), 'Posting Variance Accounts' (Income OOB, Tend Lng/Shrt), 'Inventory Accounts' (Inv Val w/Neg, Inv Variance, Unapp Freight), 'A/R Accounts' (A/R Discounts, A/R Charges, A/R Fin Chrg), and 'Layaway Account' (Layaways). The bottom of the window has 'OK' and 'Cancel' buttons and a note: 'Changes made to Setup will take effect the next time you start IMS5'.

Using the drop-down arrow, select the appropriate account number for posting. (The list of account numbers is generated from the General Ledger accounts which were previously setup.)

Note: This account number needs to be the same account designated for **Gift** in POS Tender.

22.1.3 Inventory Accounts



Locate **Inventory Accounts** on the screen.

IMS5 Properties - ARS Business Solutions, LLC

General | S/O | A/R | P/O | **G/L** | POS | Tender | Messages | ETP | Multi Store | Franchise

Interface
GL Posting I/F: MANUAL

Posting Variance Accounts
Income OOB: []
Tend Lng/Shrt: []

Inventory Accounts
Inv Val w/Neg: []
Inv Variance: []
Unapp Freight: []

A/R Accounts
A/R Discounts: []
A/R Charges: []
A/R Fin Chrg: []

Gift Account
Gift Certs: []

Layaway Account
Layaways: []

Changes made to Setup will take effect the next time you start IMS5

OK Cancel

Using the drop-down arrow, select the appropriate account number for posting of each item. (The list of account numbers is generated from the General Ledger accounts which were previously setup.)

- **Inv Val w/Neg** - the value of all inventory items with a negative quantity on hand
- **Inv Variance** - accounts for changes made to inventory using Physical Count
- **Unapp Freight** - unapplied freight charges from receiving

22.1.4 Layaway Account



Locate **Layaway Account** on the screen.

Using the drop-down arrow, select the appropriate account number for posting. (The list of account numbers is generated from the General Ledger accounts which were previously setup.)

22.1.5 Posting Variance Accounts



Locate **Posting Variance Accounts** on the screen.

IMS5 Properties - ARS Business Solutions, LLC

General | S/O | A/R | P/O | G/L | POS | Tender | Messages | ETP | Multi Store | Franchise

Interface

GL Posting I/F: MANUAL

Posting Variance Accounts

Income OOB: []

Tend Lng/Shrt: []

Inventory Accounts

Inv Val w/Neg: []

Inv Variance: []

Unapp Freight: []

A/R Accounts

A/R Discounts: []

A/R Charges: []

A/R Fin Chrg: []

Gift Account

Gift Certs: []

Layaway Account

Layaways: []

Changes made to Setup will take effect the next time you start IMS5

OK Cancel

Using the drop-down arrow, select the appropriate account number for posting of each item. (The list of account numbers is generated from the General Ledger accounts which were previously setup.)

- **Income OOB** (Out of Balance)
- **Tend Lng/Shrt** (Tender Long/Short)

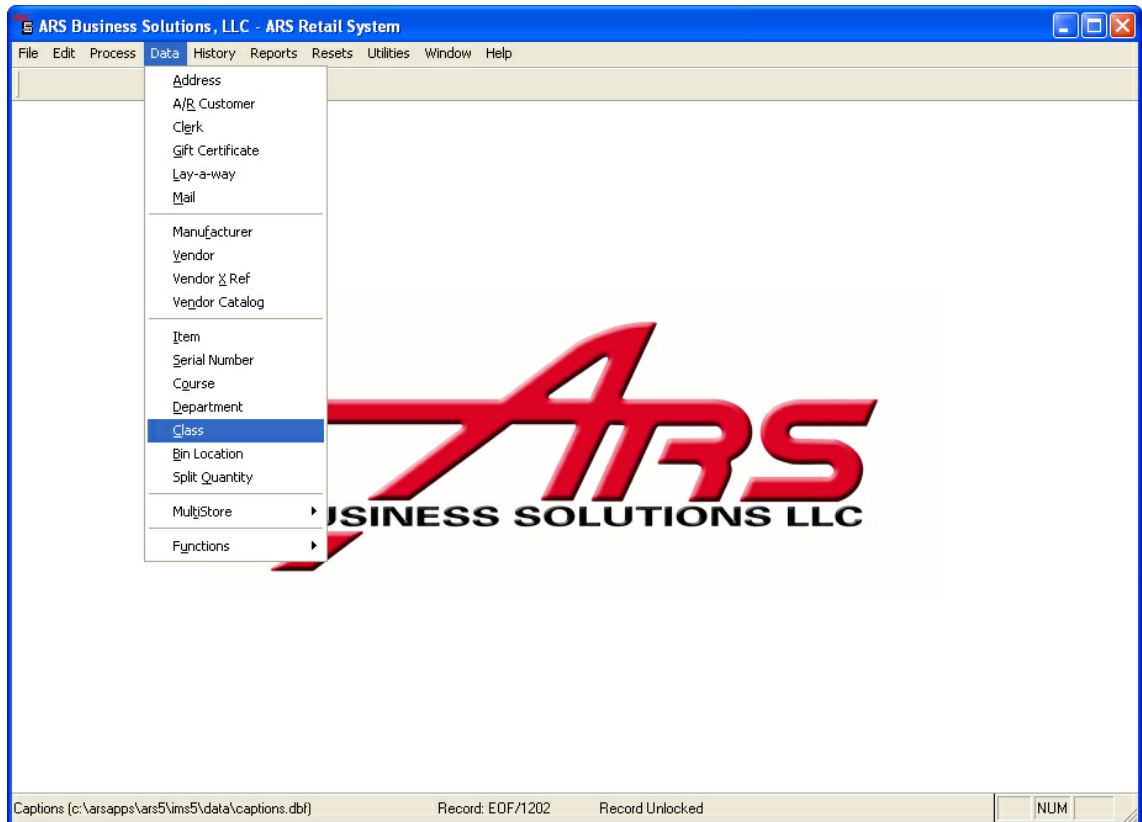
Note: Postings to either of these accounts are recorded in the Audit section of the event log.

22.2 GL Class



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

To assign a class to a General Ledger account, click **Data**; select **Class**.



Select a **Class** by clicking on it to highlight it. Click the **Modify** button.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New **Modify** Delete Filter Find

Class - Trolling Motors

General Sales History PY History Budget Open PO G/L

Class Description	Department Description	Class UDF C1	Class UDF C2	Class
Spoons	Term Tackle			
Tackle Boxes	Misc Fishing			
Trade In	Trade In			
Tree Accessories	Hunting			
Trolling Motors	Electronics			
Videos	Media			
Work Orders	Services			

Captions (c:\varsapps\vars5\vars5\data\captions.dbf) Record: 1155/1202 Record Unlocked NUM

Enter the appropriate account for posting each of these totals at reset time.

- **GL Sales**
- **GL COGS**
- **GL Inventory**

The screenshot shows the 'Edit Class' dialog box with the following details:

- Tab: General
- Dept Desc: Electronics
- Class Desc: Trolling Motors
- GL Accounts section (highlighted in red):
 - GL Sales: [Dropdown]
 - GL COGS: [Dropdown]
 - GL Inventory: [Dropdown]
- Multi-Store: [Dropdown]
- Tax: [Dropdown]
- Buttons: OK, Cancel

Click **OK**.

22.3 GL Posting



GL (General Ledger) Posting allows the data from the ARS IMS to easily flow into another application (e.g. QuickBooks or Peachtree) using the appropriate interface for that application.

Make sure that General Ledger accounts are properly setup.

- Setup Account Properties
- Setup General Ledger accounts for each type of Tender at the POS
- Setup General Ledger accounts for specific classes

22.4 GL Reports



There are six reports for the General Ledger.

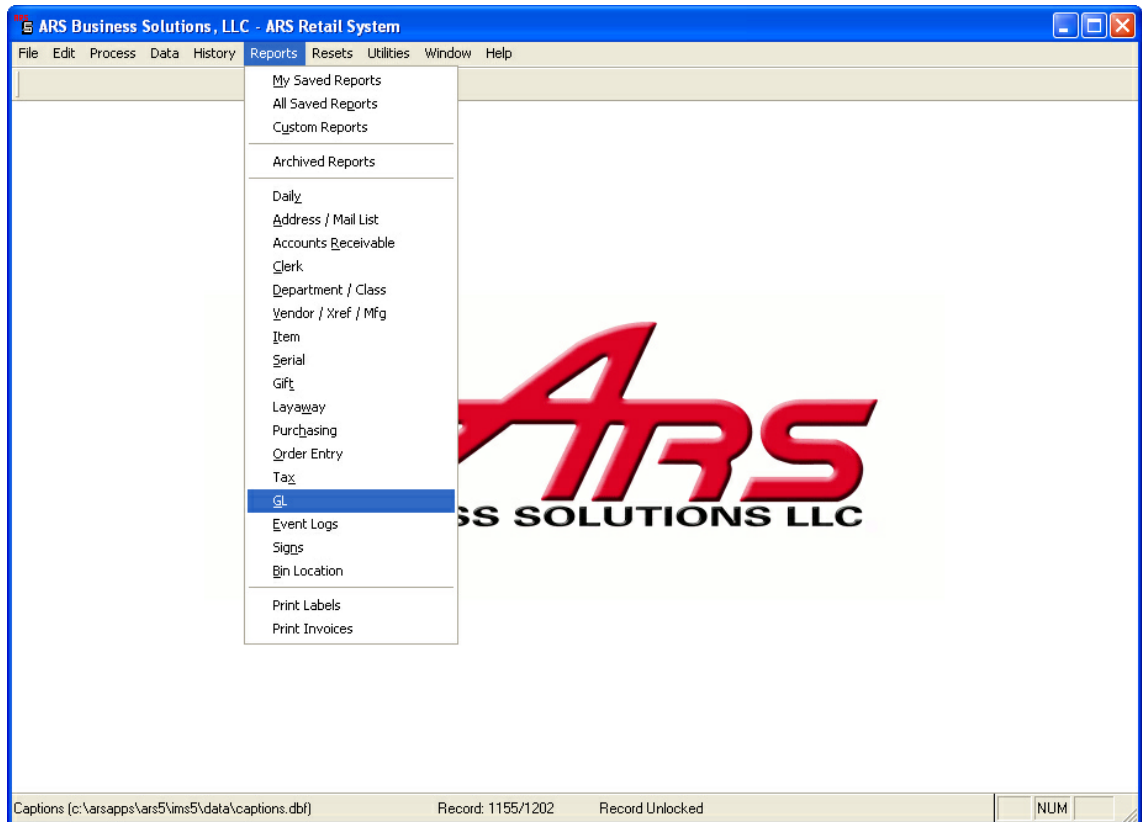
- **GL Accounts Report** displays all GL accounts with their GL number, description, type, group and class. There are no totals on this report.
- **GL Asset Report** displays totals for all GL accounts set as an asset in the GL class.
- **GL Detail Report** displays totals to be posted for the posting date.
- **GL Info Report** provides a history of GL totals posted on a specific date or date range.
- **GL Post Setup Check Report** identifies locations within the IMS which have not been assigned GL accounts or have been assigned accounts associated with an improper GL class.
- **GL Report** displays all GL accounts along with Period to Date, Month to Date, Year to Date and Previous Year totals.

22.4.1 GL Accounts

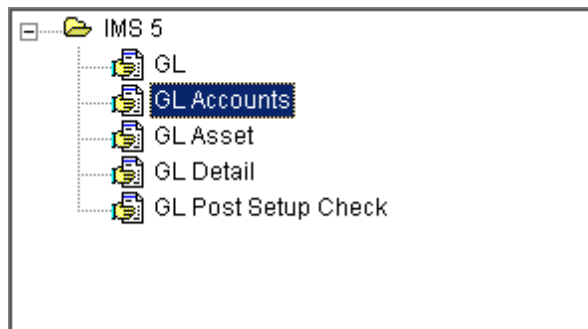


The **GL Accounts Report** lists all GL accounts with their GL number, description, type, group and class. There are no totals on this report.

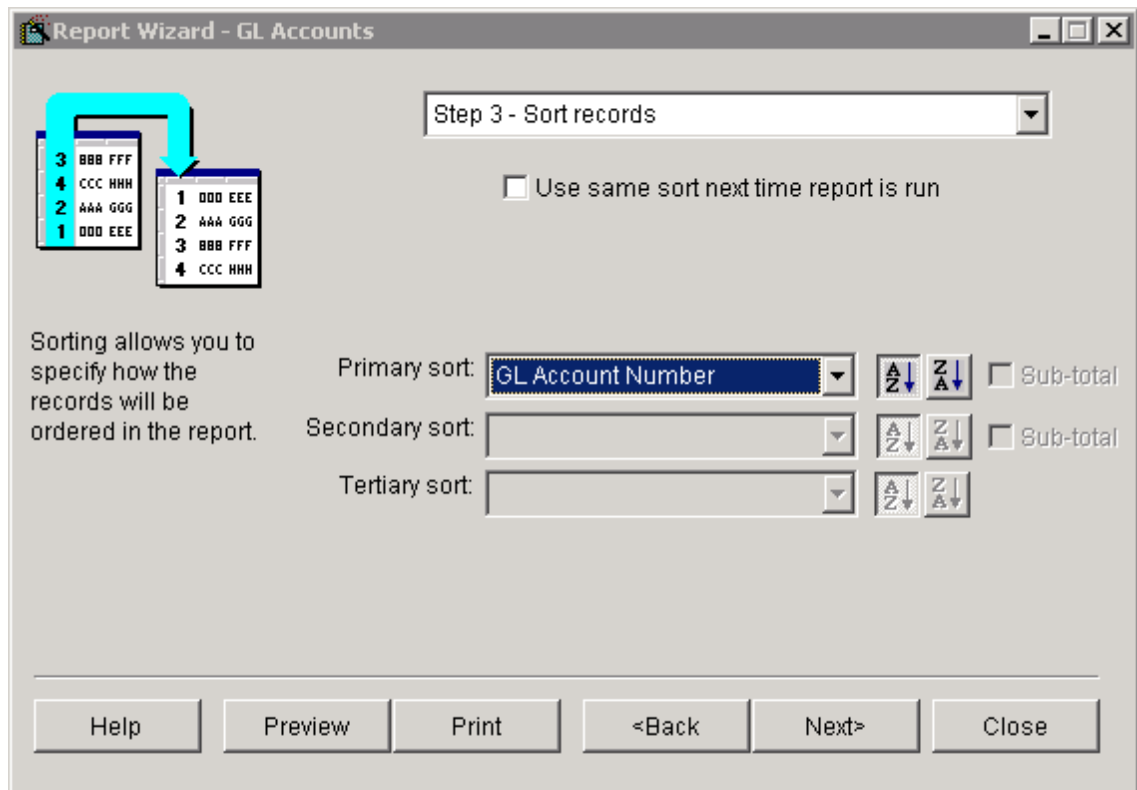
To run the **GL Accounts Report**,
Click **Reports**. Select **GL**.



Click **GL Accounts** to highlight it. Click **Next**.



A filter may be applied. Click **Next**. Set the **Primary sort** to **GL Account Number**, or leave blank. Click **Next**.



The report may be printed.

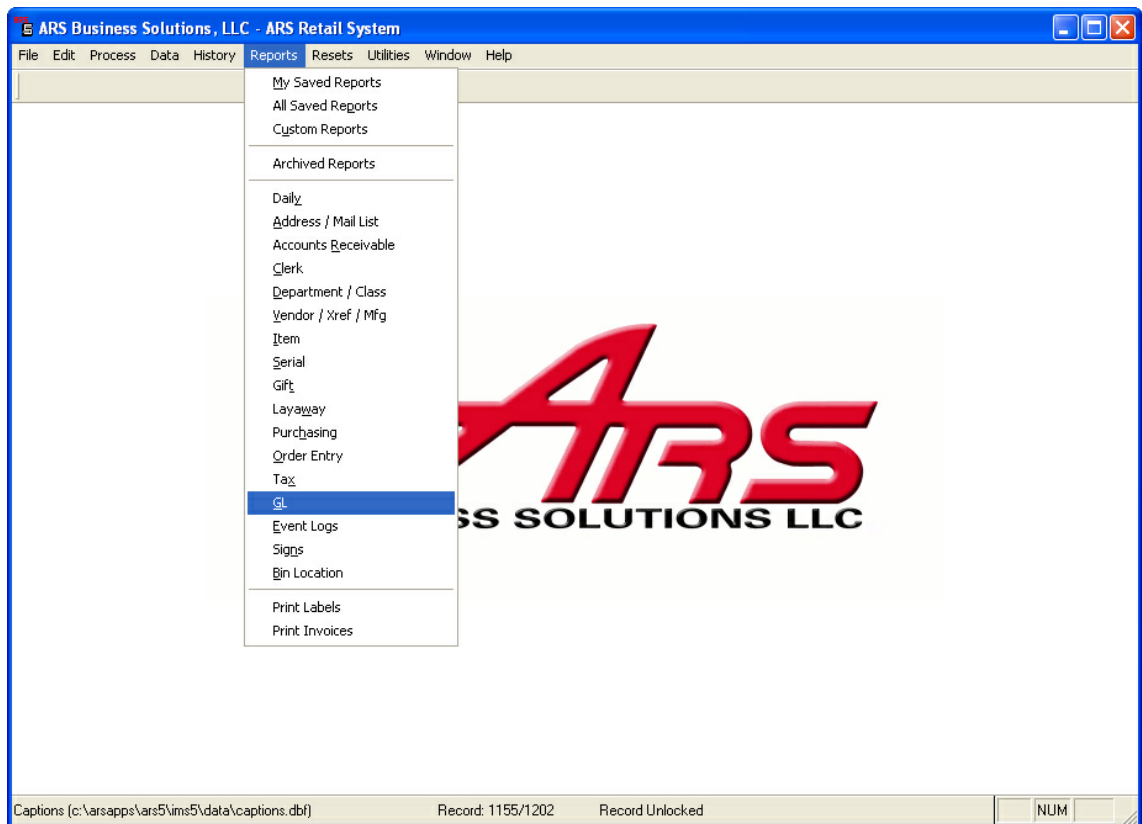
GL Accounts Report			
ARS Business Solutions, LLC		1/28/2011 10:52:30 AM	
Sorts: GL Account Number		Page 1	
GL Acct # / GL Desc	Gclass	Group	Type
100 / General	ASSET		
12000 / Firearm Inventory	ASSET		
Total 2			

22.4.2 GL Asset

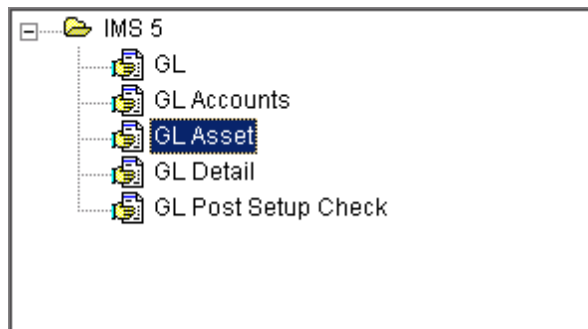


The **GL Asset Report** shows totals for all GL accounts set as an asset in the GL class.

To run the **GL Asset Report**,
Click **Reports**. Select **GL**.



Click **GL Asset** to highlight it. Click **Next**.



The report may be printed.

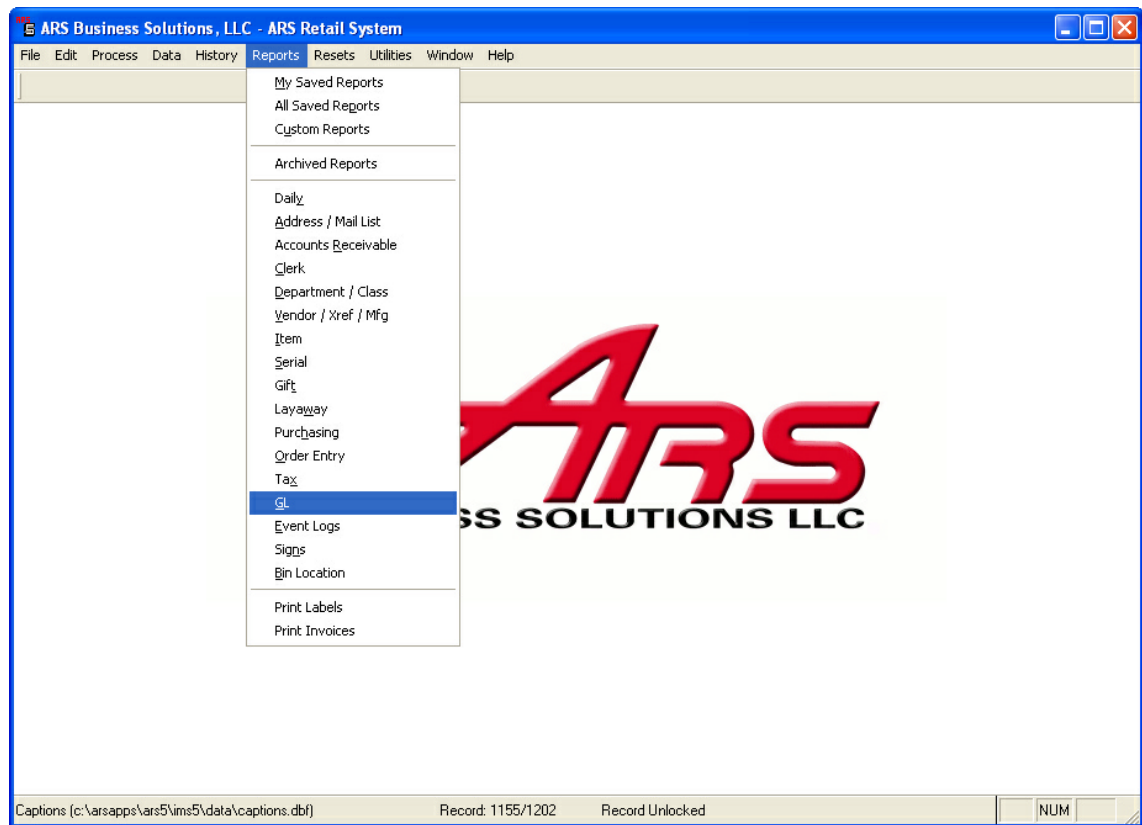
GL Asset Report		
ARS Business Solutions, LLC		1/28/2011 10:59:02 AM
GL Acct # / GL Desc	Total	
		-24.42
		-22.50
100 / General		0.00
100 / General		210.50

22.4.3 GL Detail

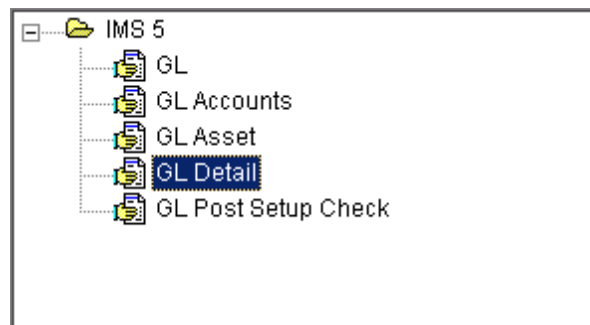


The **GL Detail Report** shows the totals to be posted for the posting date.

To run the **GL Detail Report**,
Click **Reports**. Select **GL**.



Click **GL Detail** to highlight it. Click **Next**.



Set the **Primary sort** to **GL Account Number**, or leave blank. Click **Next**.

Report Wizard - GL Accounts

Step 3 - Sort records

Use same sort next time report is run

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

Primary sort: **GL Account Number** Sub-total

Secondary sort: Sub-total

Tertiary sort: Sub-total

Help Preview Print <Back Next> Close

Enter a date range. Click **Next**.

Report Wizard - GL Detail

Step 3 - Report options

Select the output options for the report.

From: 01/28/2011

To: 1/28/2011

Buttons: Help, Preview, Print, <Back, Next>, Close

The report may be printed.

GL Acct # / GL Desc Group		Store #	Date	Total	Period to Date	Month to Date	Year to Date	Previous Year
GL Acct #: 120								
120 / Firearm Inventory			1/28/2011	-305.06	-305.06	-305.06	-305.06	0.00
Subtotal 1	GL Acct #: 120			-305.06				
Total 1				-305.06				

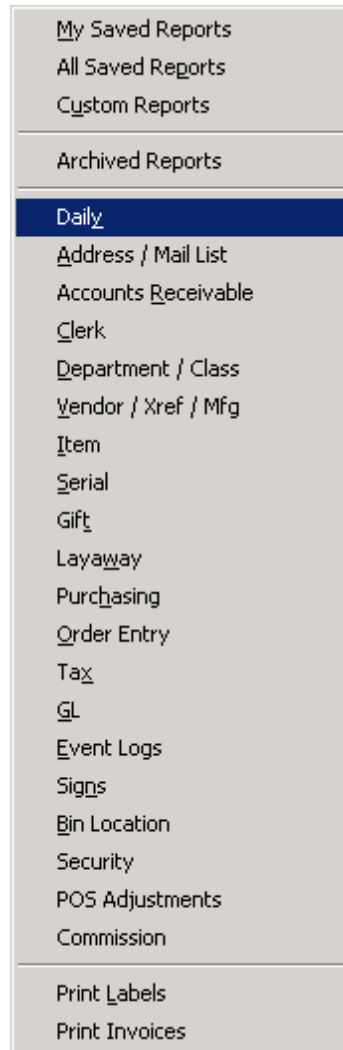
ARS Business Solutions, LLC
Sorts: GL Account Number
1/28/2011 11:16:02 AM
Page 1

22.4.4 GL Info

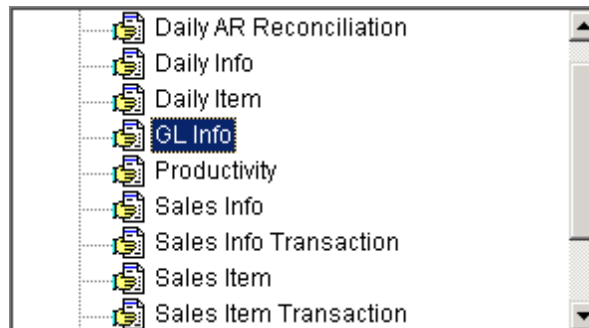


The **GL Info Report** provides a history of GL totals posted on a specific date or date range.

To run the **GL Info Report**, click **Reports**; select **Daily**.



Scroll down to find and click GL Info. Click **Next**.



A filter may be applied. Click **Next**. **Primary sort** may be set, if desired. Enter

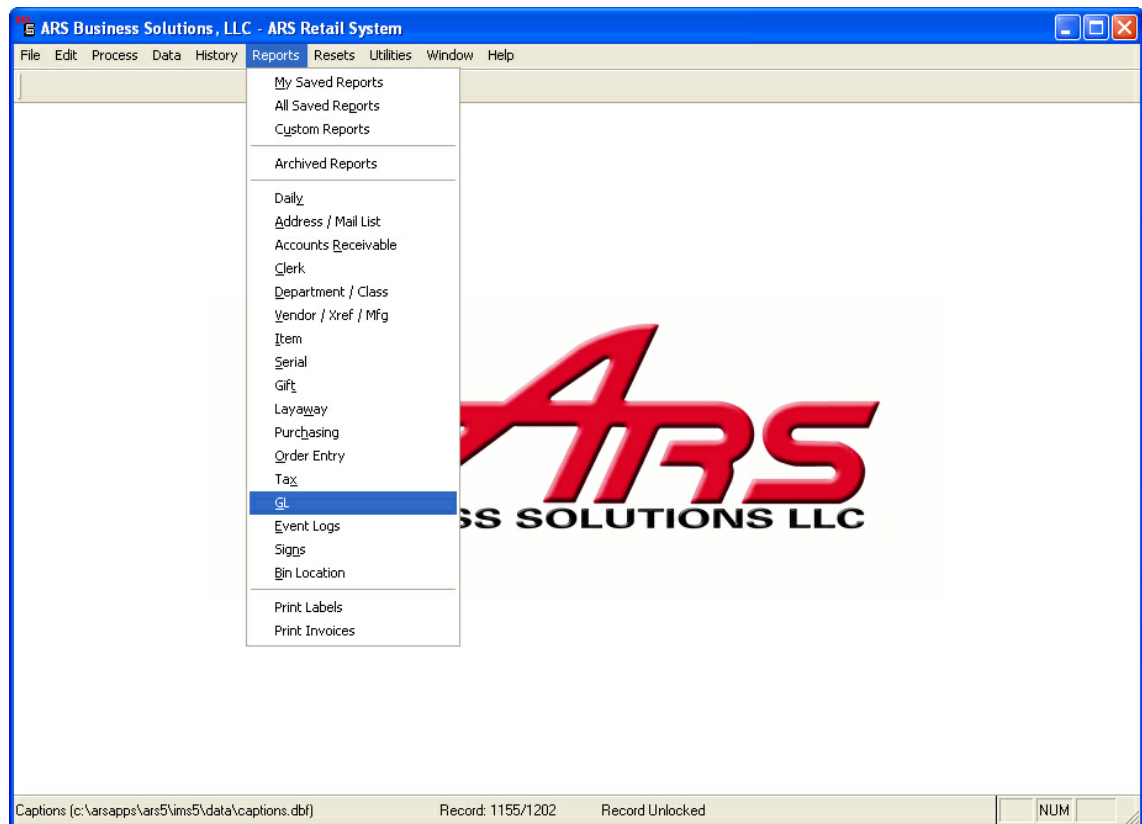
the date range when asked. The report may be printed.

22.4.5 GL Post Setup Check

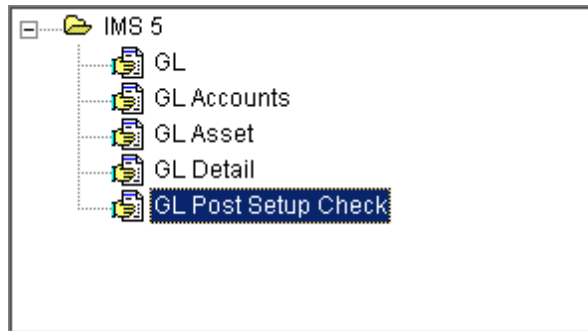


The **GL Post Setup Check Report** identifies locations within the IMS which have not been assigned GL accounts or have been assigned accounts associated with an improper GL class.

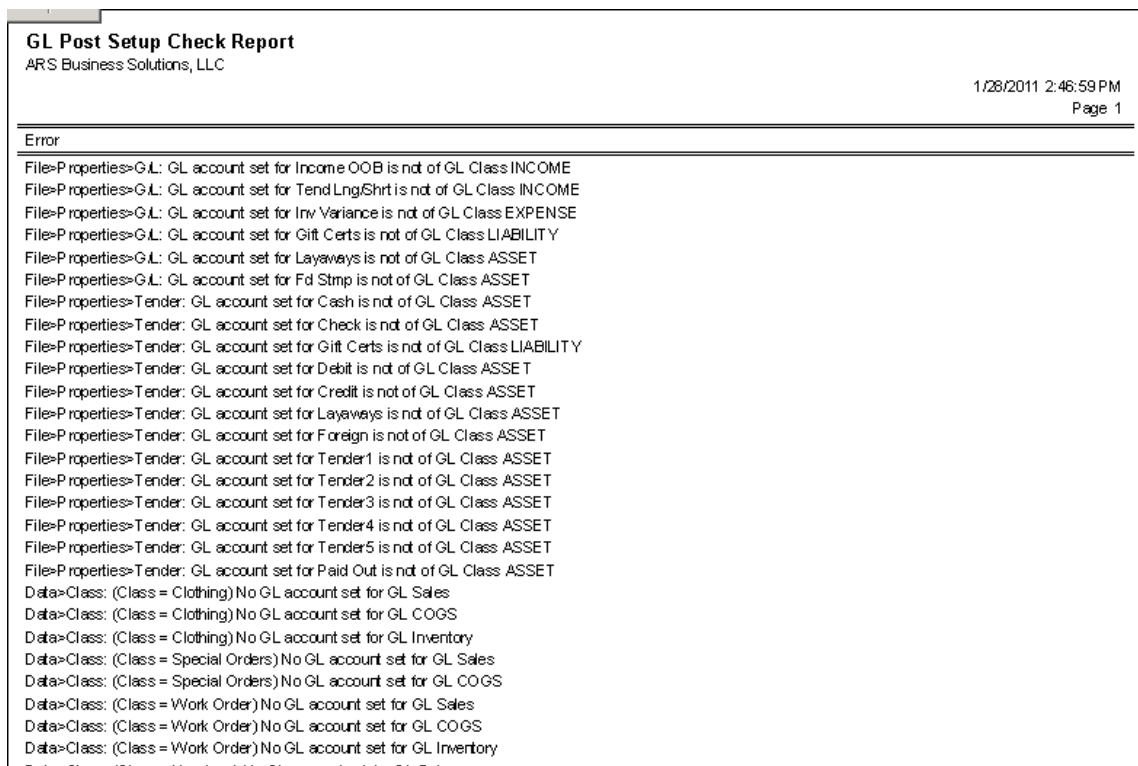
To run the **GL Post Setup Check Report**,
Click **Reports**. Select **GL**.



Click **GL Post Setup Check** to highlight it. Click **Next**.



The report may be printed.

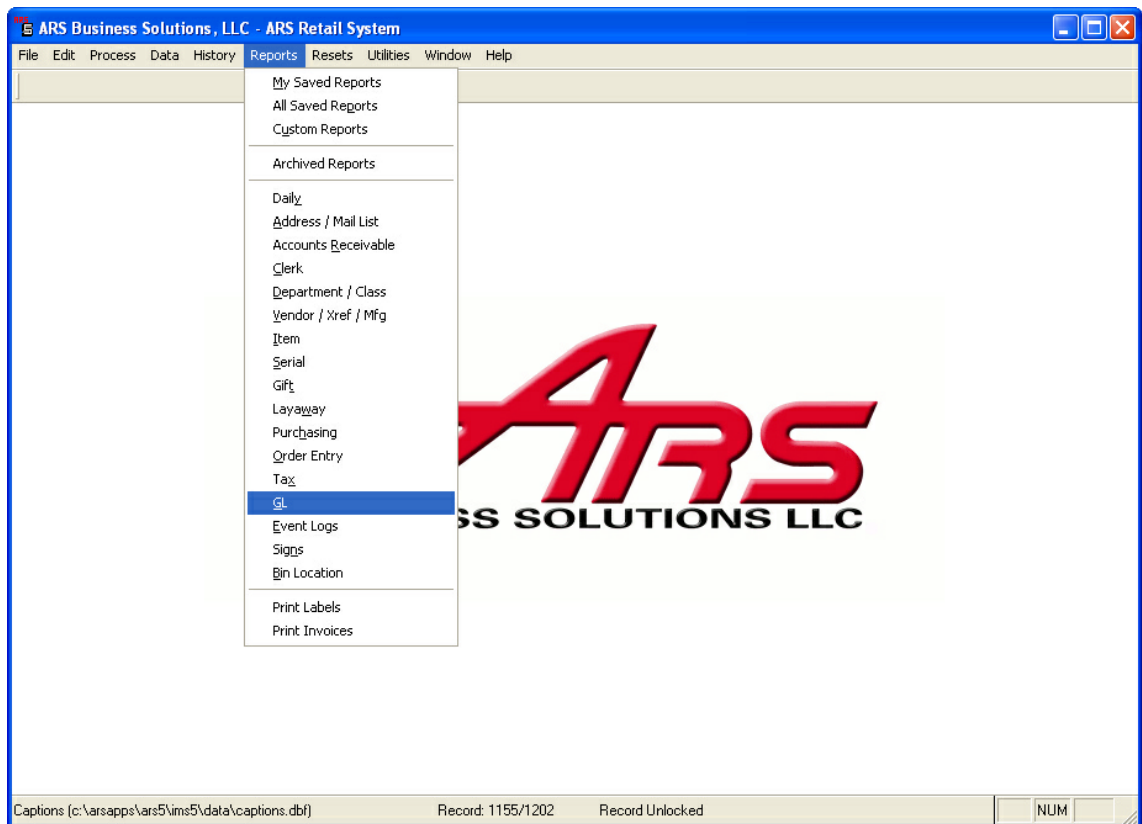


22.4.6 GL Report

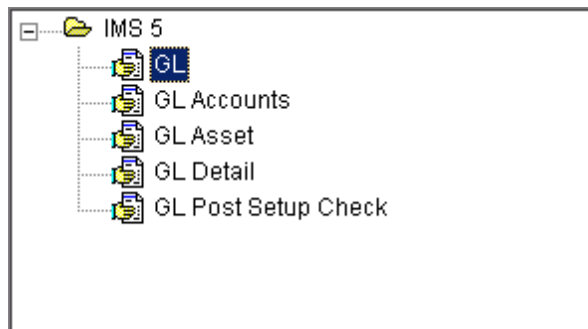


The **GL Report** shows all of the GL accounts along with Period to Date, Month to Date, Year to Date and Previous Year totals.

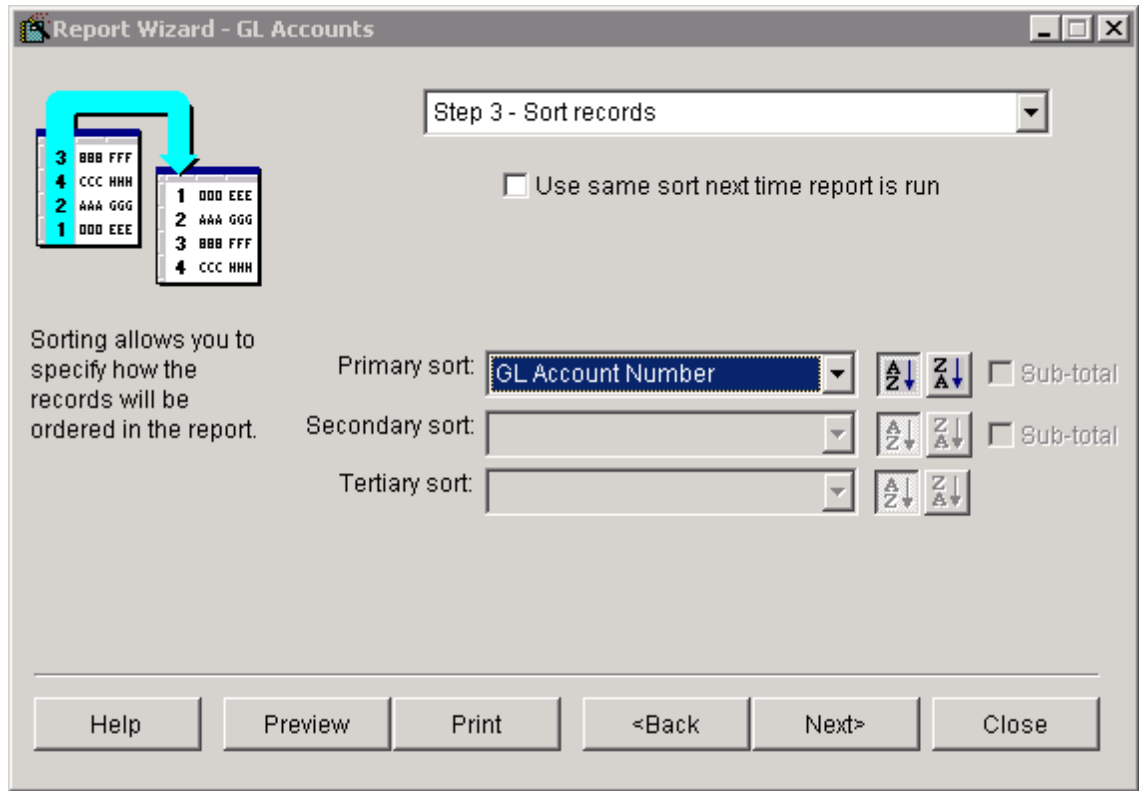
Click **Reports**. Select **GL**.



Click **GL** to highlight it. Click **Next**.



Set the **Primary sort** to **GL Account Number**, or leave blank. Click **Next**.



The report may be printed.

GL Report
 ARS Business Solutions, LLC
 Sorts: GL Account Number
 1/28/2011 3:15:57 PM
 Page 1

GL Acct # / GL Desc Group	Type	Period to Date	Month to Date	Year to Date	Previous Year
100 / General		90.00	90.00	90.00	0.00
120 / Firearm Inventory		-305.06	-305.06	-305.06	0.00
600 / Discounts		0.00	0.00	0.00	0.00
700 / Freight		0.00	0.00	0.00	0.00
Total 4		-215.06	-215.06	-215.06	0.00

23 Gift



Gift certificates/cards may be purchased as the POS. Although they may be entered at the IMS, they may not be purchased through the IMS. Special rewards or customer

satisfaction may be a couple of reasons a gift card/certificate may be issued to a customer without it being purchased. (Tracking of gift amounts entered at the IMS is necessary for accounting purposes.)

Most of the time, a gift certificate (probably in the form of a card) will be issued. A gift certificate is issued for any amount. A gift card has set denominations (e.g. \$10, \$25, \$50, \$100). (**Note: An activated gift card will reset to the original issued value once it has been reduced to a zero balance. It will always show a balance on the gift report - even if it is not currently issued - in which case it will show inactive on the report.)

- Create a new Gift Certificate/Card
- Tracking Gift Certificate/Card entries
- Edit a Gift Certificate/Card
- Delete a Gift Certificate/Card

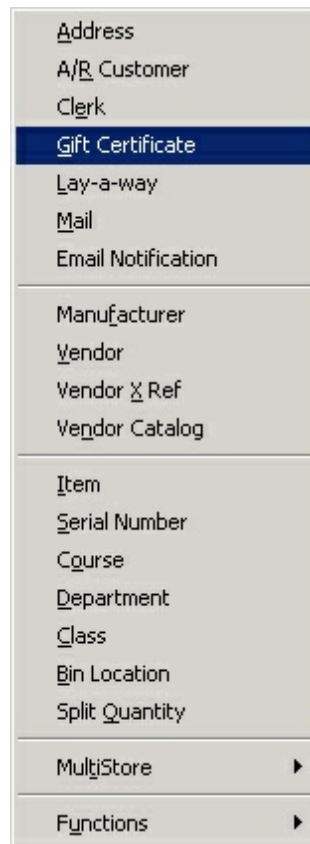
23.1 Delete Gift



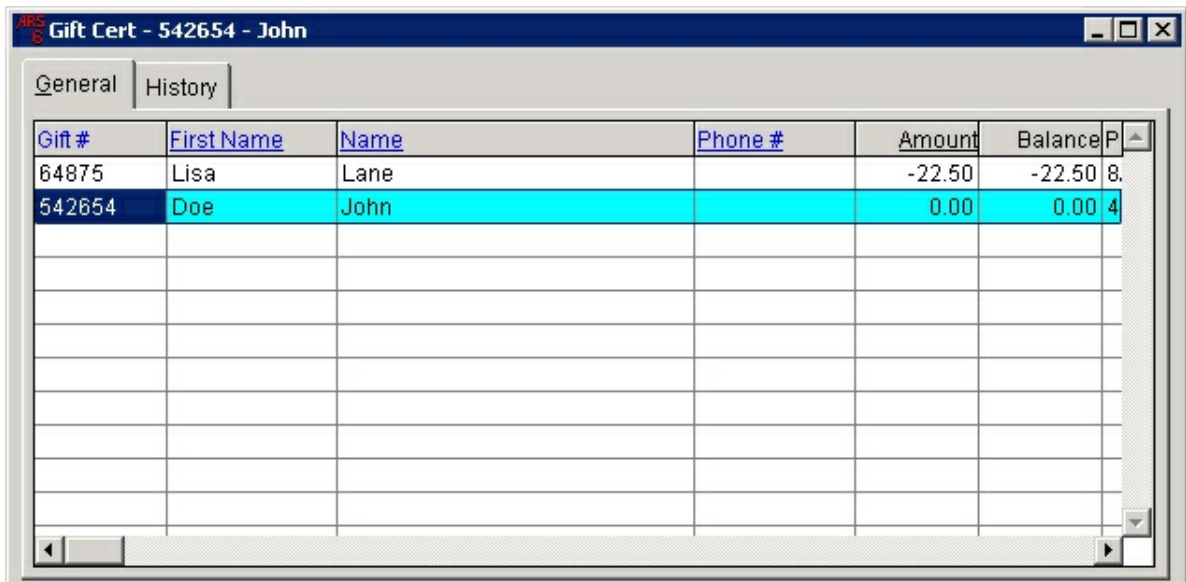
Once a gift certificate balance has reached zero, the gift number will need to be deleted in order for the number to be re-issued. It is strongly recommended that the gift numbers remain in the system until after the end of month Gift Report has been printed. When the monthly resets are done, all zero-balance gift certificates may be deleted as a group by running Cleanups. (Security clearance must allow the user access to Resets in order Cleanups to be done.)

Printing the Gift Report before running Cleanups will provide verification that the account was at a zero balance before the number was deleted.

To delete an individual gift number, go to **Data**; select **Gift Certificate**.

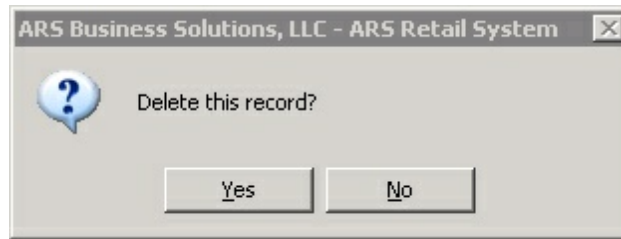


Select the record to be deleted by clicking to highlight it.



Gift #	First Name	Name	Phone #	Amount	Balance	P
64875	Lisa	Lane		-22.50	-22.50	8
542654	Doe	John		0.00	0.00	4

Click the **Delete** button.



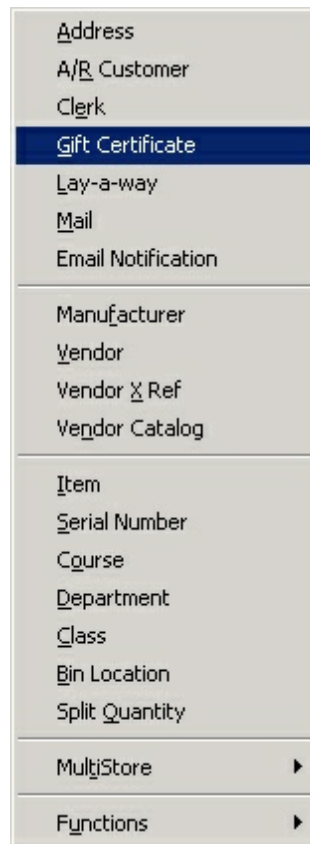
Click **Yes**. The record is no longer displayed in the grid.

23.2 Edit Gift



The need to edit a gift certificate or card may be rarely needed, if ever. For the purpose of tracking gift activity, it is strongly suggested that the editing of gifts be limited to certain upper management personnel and only be used for the editing of customer information or to designate a number as belonging to a gift card. (Remember that a gift certificate has no pre-determined value within the system; a gift card has a set value. Both may be in the physical form of a card.)

To edit a gift record, go to **Data**; select **Gift Certificate**.



Select the record to be edited by clicking to highlight it.

Gift Cert - 542654 - John

General | History

Gift #	First Name	Name	Phone #	Amount	Balance	P
64875	Lisa	Lane		-22.50	-22.50	8
542654	Doe	John		0.00	0.00	4

Click the **Modify** button.

The screenshot shows a software window titled "Edit Gift Certificate" with a close button (X) in the top right corner. It features two tabs: "General" and "UDF". The "General" tab is selected. The form contains the following fields and values:

Gift #	542654	Gift Type	
Name	John	Doe	<input type="checkbox"/> Active
Phone #	- -		<input type="checkbox"/> Gift Card
Amount	0.00		
Balance	0.00		
Pay Date	4/22/2011	Pay Amount	-50.00
Chrg Date	4/22/2011	Chrg Amount	50.00

At the bottom right, there are "OK" and "Cancel" buttons.

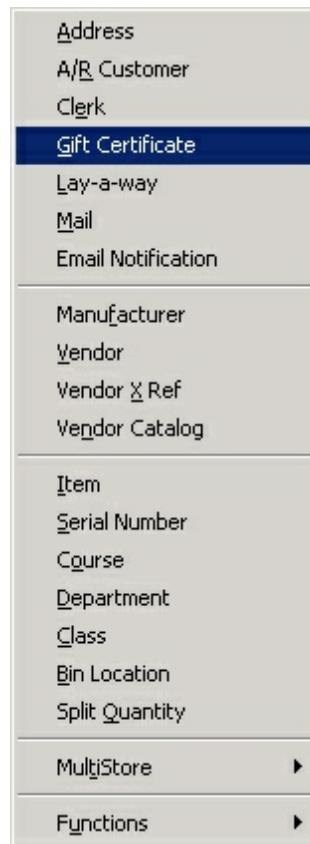
This particular record shows a zero-balance gift certificate. Any of the white fields may be modified. Any user with security access to edit gifts will be able to edit any of the fields shown.

23.3 Gift History



The history for a gift number may be accessed by opening the record and clicking the **History** tab. The history shown will be any activity which happened at the register. (Any activity from the IMS will not be shown in history.)

Go to **Data**; select **Gift Certificate**.



Select the record by clicking to highlight it.

Gift #	First Name	Name	Phone #	Amount	Balance	P
64875	Lisa	Lane		-22.50	-22.50	8
542654	Doe	John		0.00	0.00	4

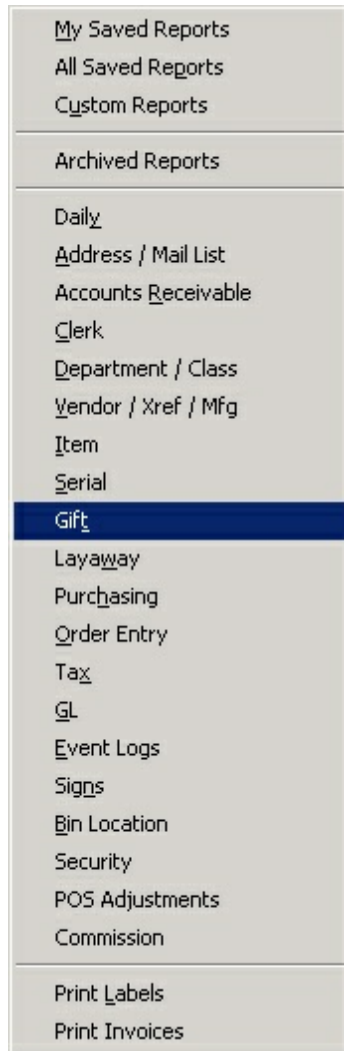
Click the **History** tab.

Tran #	Reg #	Posted	Media	Amount
77	1	4/22/2011	GIFT REDM	50.00

23.4 Gift Reports



Gift Reports may be accessed by clicking **Reports** and selecting **Gift**.



For samples of the different gift reports and instructions for accessing them, click any of the following links:

- Gift (This report is one of the recommended end of month reports.)
- Gift Certificate Redeemed
- Gift Certificate Sold

23.4.1 Gift Certificate Redeemed

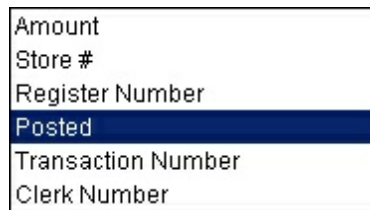


The **Gift Certificate Redeemed Report** may be printed or viewed for any date range.

To access the **Gift Certificate Redeemed Report**, from the Gift Reports list, select **Gift Certificate Redeemed**.



Click **Next** two times (unless a filter is applied).



Choose a **Primary Sort**. (In this example, **Posted** was the primary sort.) Click **Next**.

The report may be viewed or printed.

Gift Certificate Redeemed Report						
ARS Business Solutions, LLC						4/22/2011 12:31:36 PM
Sorts: Posted						Page 1
Gift #	Store #	Reg #	Clerk #	Tran #	Posted	Amount
Posted: 4/22/2011						
542654		1	2	77	4/22/2011 9:50:56 AM	50.00
Subtotal 1		Posted: 4/22/2011				50.00

Posted: 4/22/2011						
542654		1	2	78	4/22/2011 10:47:42 AM	7.99
Subtotal 1		Posted: 4/22/2011				7.99
Total 2						57.99

23.4.2 Gift Certificate Sold

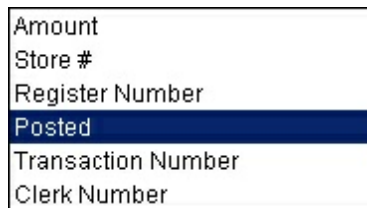


The **Gift Certificate Sold Report** may be printed or viewed for any date range.

To access the **Gift Certificate Sold Report**, from the Gift Reports list, select **Gift Certificate Sold**.



Click **Next** two times (unless a filter is applied).



Choose a **Primary Sort**. (In this example, **Posted** was the primary sort.) Click **Next**.

The report may be viewed or printed.

Gift Certificate Sold Report						
ARS Business Solutions, LLC						4/22/2011 12:49:10 PM
Sorts: Posted						Page 1
Gift #	Store #	Reg #	Clerk #	Tran #	Posted	Amount
Posted: 8/17/2010						
64875		1	2	13	8/17/2010 6:45:23 AM	-22.50
Subtotal 1		Posted: 8/17/2010				-22.50
Total 1						-22.50

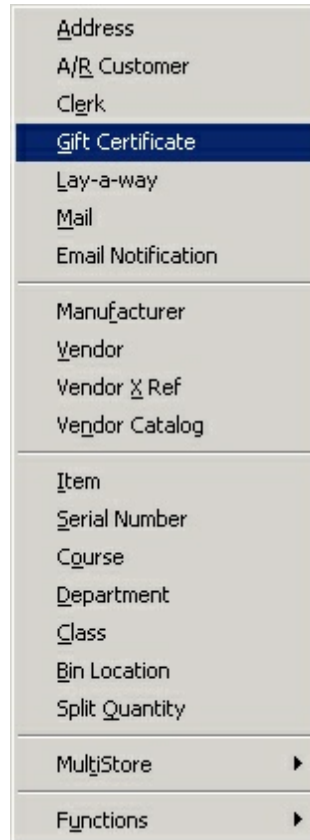
23.5 New Gift



Gift certificates/cards which are sold need to be rung through at the register (see POS manual). A gift certificate/card which is given to a customer as a reward, promotion or for any other reason, may be issued at the IMS or POS. (The POS will offer easy

tracking of the gift. It is suggested that gifts entered at the IMS are closely monitored with minimal security access to this option. Printing a report after the entries are made is strongly suggested so that proper accounting entries may be made to off-set the gift amounts entered.)

To issue a gift at the IMS, go to **Data**; select **Gift Certificate**.



Click the **New** button.

The screenshot shows a software window titled "Add Gift Certificate" with a close button (X) in the top right corner. It features two tabs: "General" and "UDF". The "General" tab is selected. The form contains the following fields and controls:

- Gift #**: Text box containing "6"
- Gift Type**: Text box (empty)
- Name**: Two adjacent text boxes (empty)
- Phone #**: Text box containing "- -"
- Amount**: Text box containing "0.00"
- Balance**: Text box containing "0.00"
- Pay Date**: Text box containing "4/22/2011"
- Pay Amount**: Text box containing "0.00"
- Chrg Date**: Text box containing "4/22/2011"
- Chrg Amount**: Text box containing "0.00"
- Active**: Check box (unchecked)
- Gift Card**: Check box (unchecked)
- Add**: Button at the bottom right
- Close**: Button at the bottom right

If a physical card or certificate is being issued, use the number on that card/certificate in the **Gift #** field.

The only field which needs to have a value entered (in order for the gift to work) is the **Balance** field. (The system will allow a new gift to be added without a value entered in the **Balance** field.)

The **Balance** amount must be entered with a minus sign (-) before the number.

Amount is the original issue amount of the gift.

Gift Type may be a description of the gift (e.g. reward), but it may be left blank.

Pay Date and **Chrg Date** are system-generated dates which should not need to be altered.

Pay Amount and **Chrg Amount** are system-generated as transactions take place at the register.

For gift cards (those cards with pre-determined values), the **Gift Card** box must always be checked. In order for the card to be used, the **Active** box must also be checked. (When a gift card is sold at the register, the card is activated automatically.)

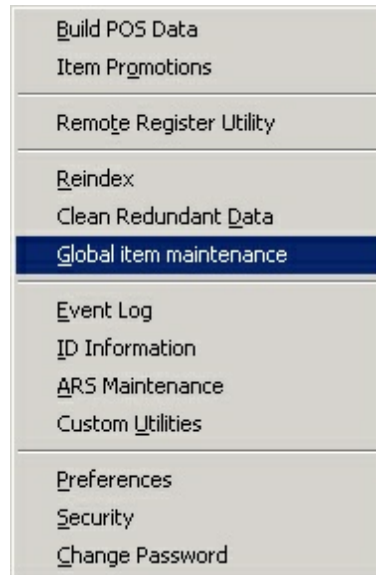
Click **Add**.

24 Global Item Maintenance



Global Item Maintenance is for changing/editing information for a large group of item records all at once. It is a very powerful feature which should be used with caution because there is no 'Undo' button. (This feature is turned off by default. It is only turned on at the specific request of individual stores.) Use this function with extreme caution!

To run **Global Item Maintenance**, go to **Utilities**; select **Global Item Maintenance**.



The **Global Item Maintenance** screen is used to select the groups of items to be modified.

ARS Global Item Maintenance

itemcode	upc	desc1	desc2	mfg	class
2		Test item			Clothing
99		Special Order			Special C
WorkOrder		Work Order it			Work Orc
8		ABC Gun		ABC	Handgur
Canoe		Canoe			Canoes
163810		Smith & Wes	Model 642	Smith	Handgur
PI1950203		Glock 19		Glock	Handgur
WAP22001		Walther P22		Smith	Handgur
12345		12345 Hersh		Hershey	Candy

Filter Class Mfg Letter ARS2 Disc Detail MS Add

EDI Price Lock MS Price Lock Style Size Non-Stock FamilyCode

0 ID Age

Label 0 Min

Tax 0 Max

Exit

The first step in running **Global Item Maintenance** is to filter the items which are going to be identically changed. (For our example, we are filtering all items with a *Class* which is one of anything including firearms or ammunition.)

itemcode	upc	desc1	desc2	mfg	class
8		ABC Gun		ABC	Handgur
163810		Smith & Wes	Model 642	Smith	Handgur
PI1950203		Glock 19		Glock	Handgur
WAP22001		Walther P22		Smith	Handgur
0030	1111111111	CCI .22 amm		CCI	Rimfire
0030B	1111111111	CCI .22 amm		CCI	Rimfire
0030C	1111111111	CCI .22 amm		CCI	Rimfire
Consignmen	4444444444	Consignmen			Consign
Consignmen		Consignmen			Consign

Filter Class Mfg Letter ARS2 Disc Detail MS Add

EDI Price Lock MS Price Lock Style Size Non-Stock FamilyCode

0 ID Age

Label 0 Min

Tax 0 Max

Exit

For our example, we want to change the **ID Age** for all of those items to '21'.

itemcode	upc	desc1	desc2	mfg	class
8		ABC Gun		ABC	Handgur
163810		Smith & Wes	Model 642	Smith	Handgur
PI1950203		Glock 19		Glock	Handgur
WAP22001		Walther P22		Smith	Handgur
0030	1111111111	CCI .22 amm		CCI	Rimfire
0030B	1111111111	CCI .22 amm		CCI	Rimfire
0030C	1111111111	CCI .22 amm		CCI	Rimfire
Consignmen	4444444444	Consignmen			Consign
Consignmen		Consignmen			Consign

Filter Class Mfg Letter ARS2 Disc Detail MS Add

EDI Price Lock MS Price Lock Style Size Non-Stock FamilyCode

21 ID Age

Label 0 Min

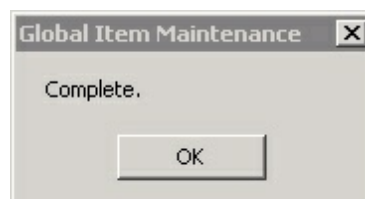
Tax 0 Max

Exit

After the value of '21' is entered in the box next to the **ID Age** button, the button must be clicked.



Clicking **OK** will set the **ID Age** on ALL of the filtered items to the new value of '21'. Once the **OK** button has been clicked, the system will verify that the action was completed. There is no way to undo this action once the **OK** button is clicked (except to go into each record, one-by-one) unless the starting value on each item was identical to start.



Click **OK** to close. The screen will show the most recently filtered items. This is the closest thing you will have to an undo button for **Global Item Maintenance**. Before this screen is exited, you may change the value for all of the filtered items back to their identical starting value (IF the previous value was identical for all items; in most situations this will not be the case).

25 Group Price Change

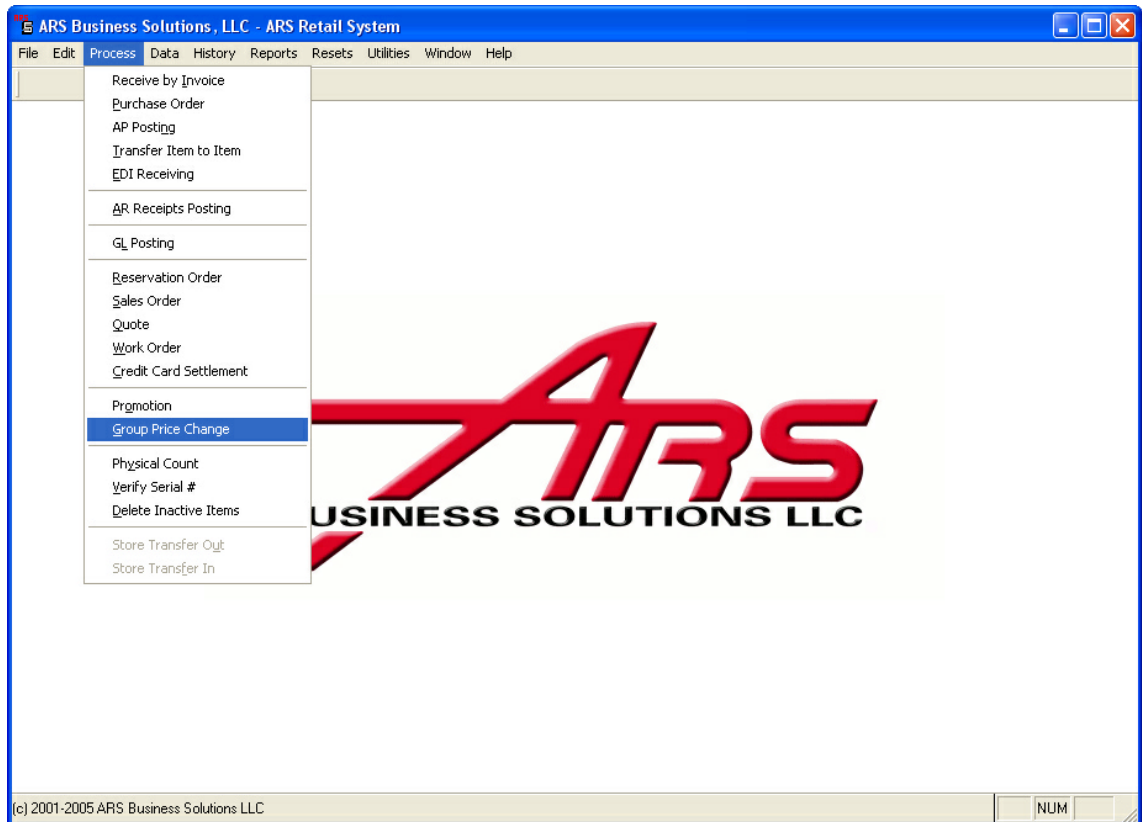


Group Price Change is a powerful feature which provides a way to change the pricing of multiple items quickly and easily. **Group Price Change** only affects the retail price. Pricing may be changed by:

- entering a new price for the items
- increasing/decreasing the item prices by a specified dollar amount
- increasing/decreasing the item prices by a specified percentage
- increasing/decreasing the item prices based on gross profit percentage

Note: Once a **Group Price Change** has been updated, there is no undo button.

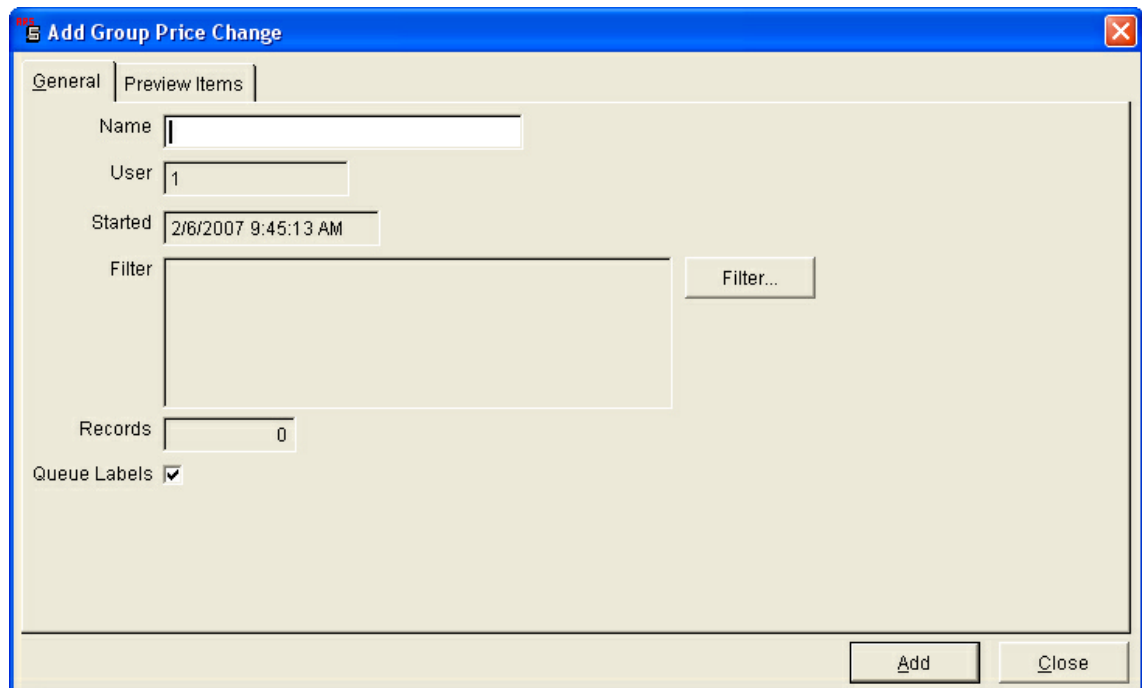
To do a **Group Price Change**, go to **Process**; select **Group Price Change**.



When the **Price Change** grid appears, click the **New** button.



Enter a **Name** for the **Group Price Change**. Click the filter button to create a new filter for the items to be included.

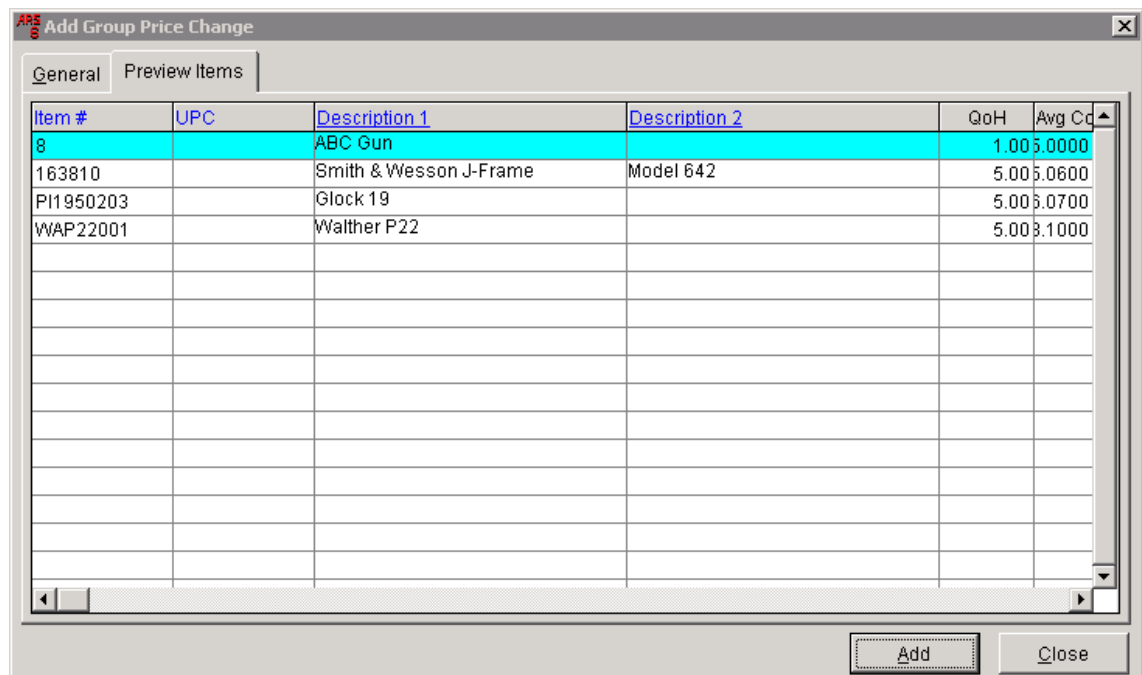


The screenshot shows the 'Add Group Price Change' dialog box with the 'General' tab selected. The fields are as follows:

- Name: [Empty text box]
- User: 1
- Started: 2/6/2007 9:45:13 AM
- Filter: [Empty text box] with a 'Filter...' button to its right.
- Records: 0
- Queue Labels:

Buttons at the bottom right: 'Add' and 'Close'.

Click the **Preview** tab to see a list of the items included in the filter.



The screenshot shows the 'Add Group Price Change' dialog box with the 'Preview Items' tab selected. It displays a table with the following data:

Item #	UPC	Description 1	Description 2	QoH	Avg Co
8		ABC Gun		1.00	5.0000
163810		Smith & Wesson J-Frame	Model 642	5.00	5.0600
PI1950203		Glock 19		5.00	5.0700
WAP22001		Walther P22		5.00	8.1000

Buttons at the bottom right: 'Add' and 'Close'.

Click **Add**. The new **Name** will be displayed in the **Price Change** grid.

Name	User	Date/Time Started	Date/Time Updated	Filter
Handguns	1	2/2/2011 6:21:21 PM	/ / : : AM	Memc

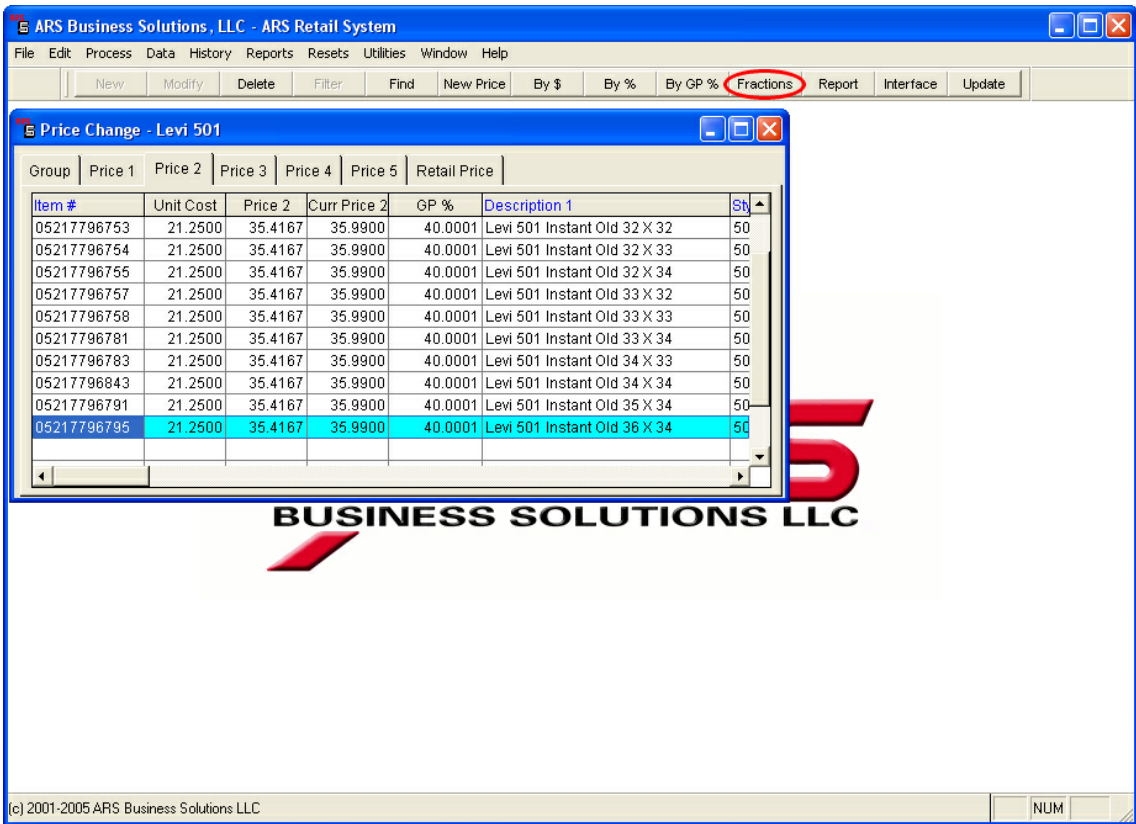
Prices may be changed using the Price Change Buttons, or by clicking on one of the Price tabs and editing the prices.

25.1 Fractions Button

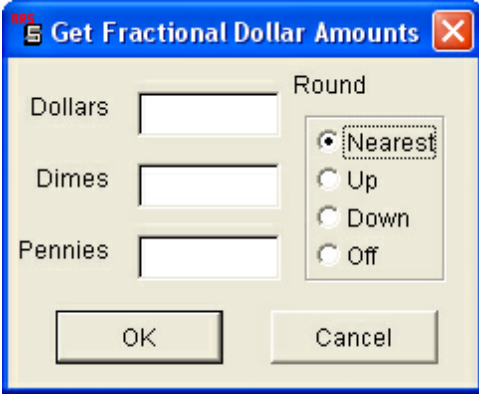


Adjusting a price by **Fractions** is a must if you are always wanting your retail amount to end with the same number (e.g. all amounts end in 9.99).

At the **Price Change** screen under Group Price Change, click the **Fractions** button.



Enter the one-digit number for **Dollars**, **Dimes** and **Pennies** (e.g. 9 in each for 9.99). Set the **Round** to go to the **Nearest**, **Up**, **Down** or **Off** (not at all). Click **OK**.



In this example, the **Pennies** were set to **9**. **Round** was set to **Nearest**.

Price Change - Levi 501

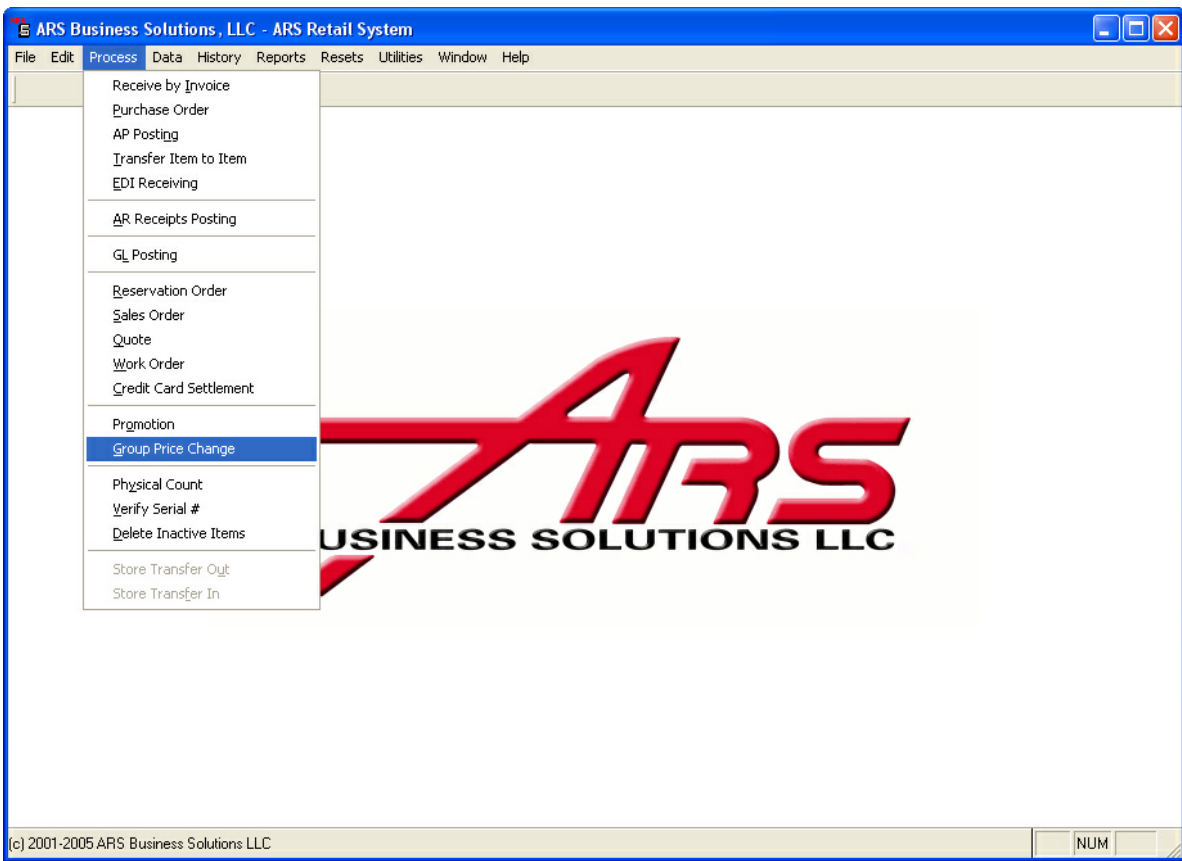
Group	Price 1	Price 2	Price 3	Price 4	Price 5	Retail Price
Item #	Unit Cost	Price 2	Curr Price 2	GP %	Description 1	Qty
05217796753	21.2500	35.4900	35.9900	40.1240	Levi 501 Instant Old 32 X 32	50
05217796754	21.2500	35.4900	35.9900	40.1240	Levi 501 Instant Old 32 X 33	50
05217796755	21.2500	35.4900	35.9900	40.1240	Levi 501 Instant Old 32 X 34	50
05217796757	21.2500	35.4900	35.9900	40.1240	Levi 501 Instant Old 33 X 32	50
05217796758	21.2500	35.4900	35.9900	40.1240	Levi 501 Instant Old 33 X 33	50
05217796781	21.2500	35.4900	35.9900	40.1240	Levi 501 Instant Old 33 X 34	50
05217796783	21.2500	35.4900	35.9900	40.1240	Levi 501 Instant Old 34 X 33	50
05217796843	21.2500	35.4900	35.9900	40.1240	Levi 501 Instant Old 34 X 34	50
05217796791	21.2500	35.4900	35.9900	40.1240	Levi 501 Instant Old 35 X 34	50
05217796795	21.2500	35.4900	35.9900	40.1240	Levi 501 Instant Old 36 X 34	50

Fractional change applied: 9 Pennies, Rounded off

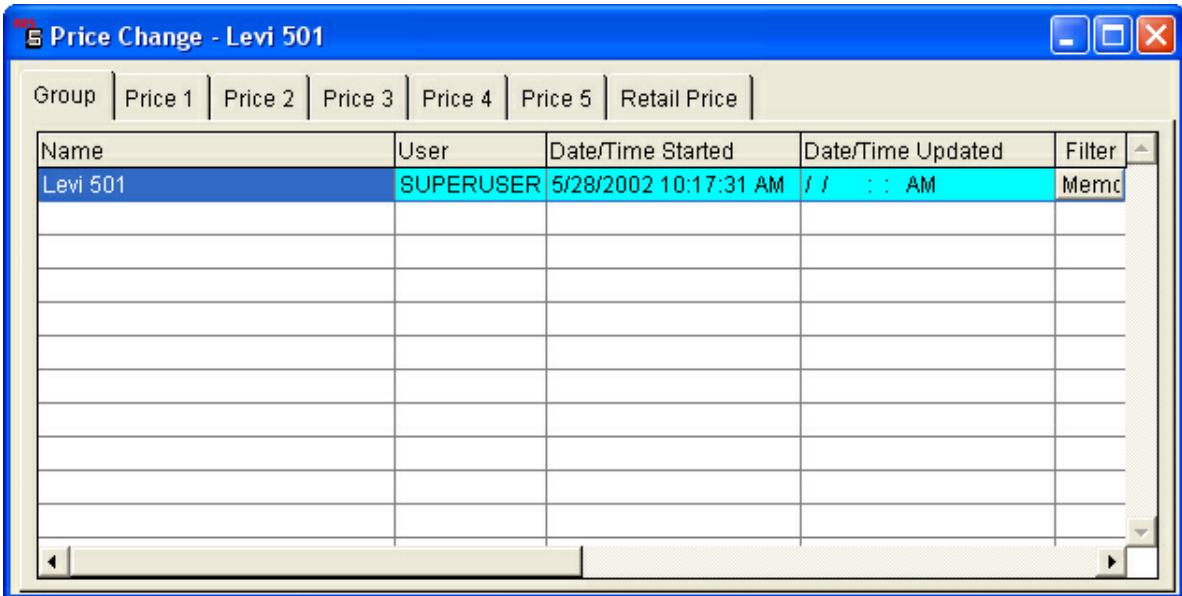
25.2 Group Price Change Report



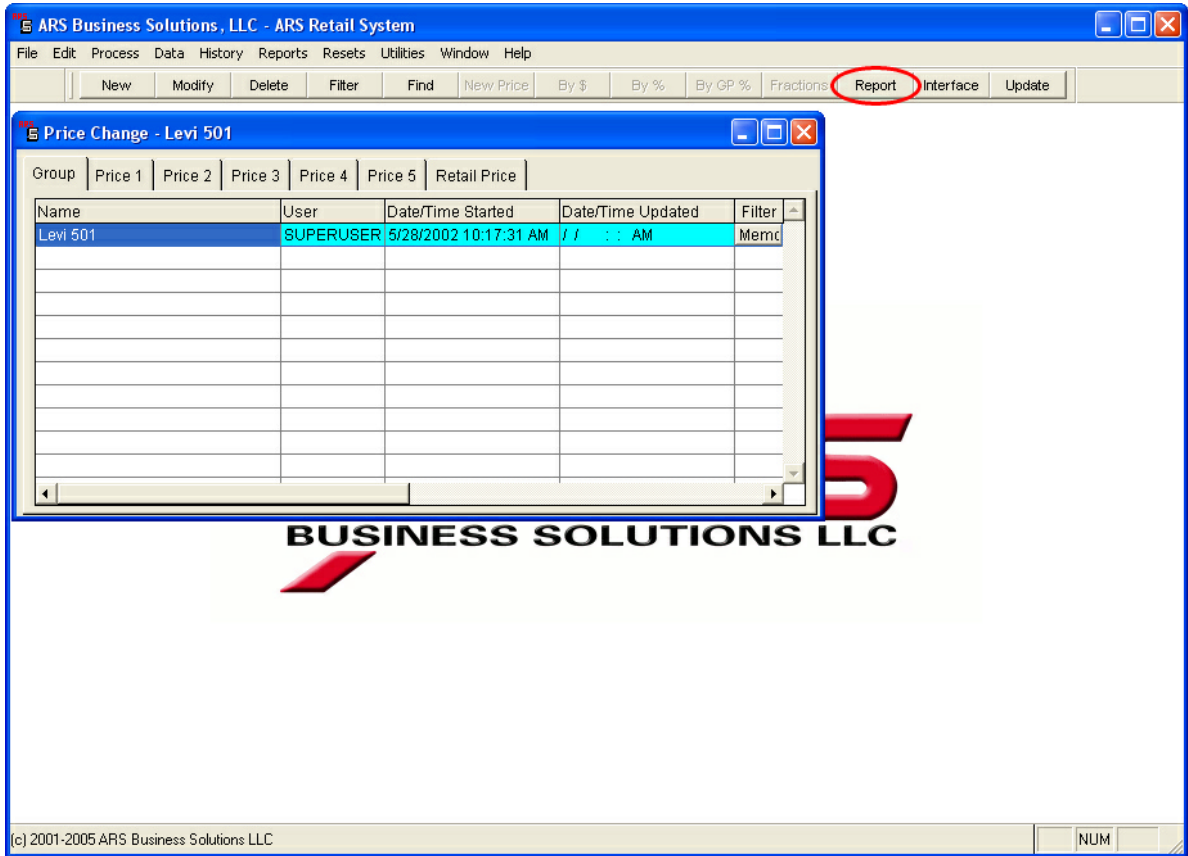
To run the **Group Price Change Report**, click **Process**; select **Group Price Change**.



If there is more than one **Group** listed in the **Price Change** grid, select one by clicking on it.



Click the **Report** button.



The report may be printed.

Print Preview

Group Price Change Report Levi 501
ARS Business Solutions, LLC

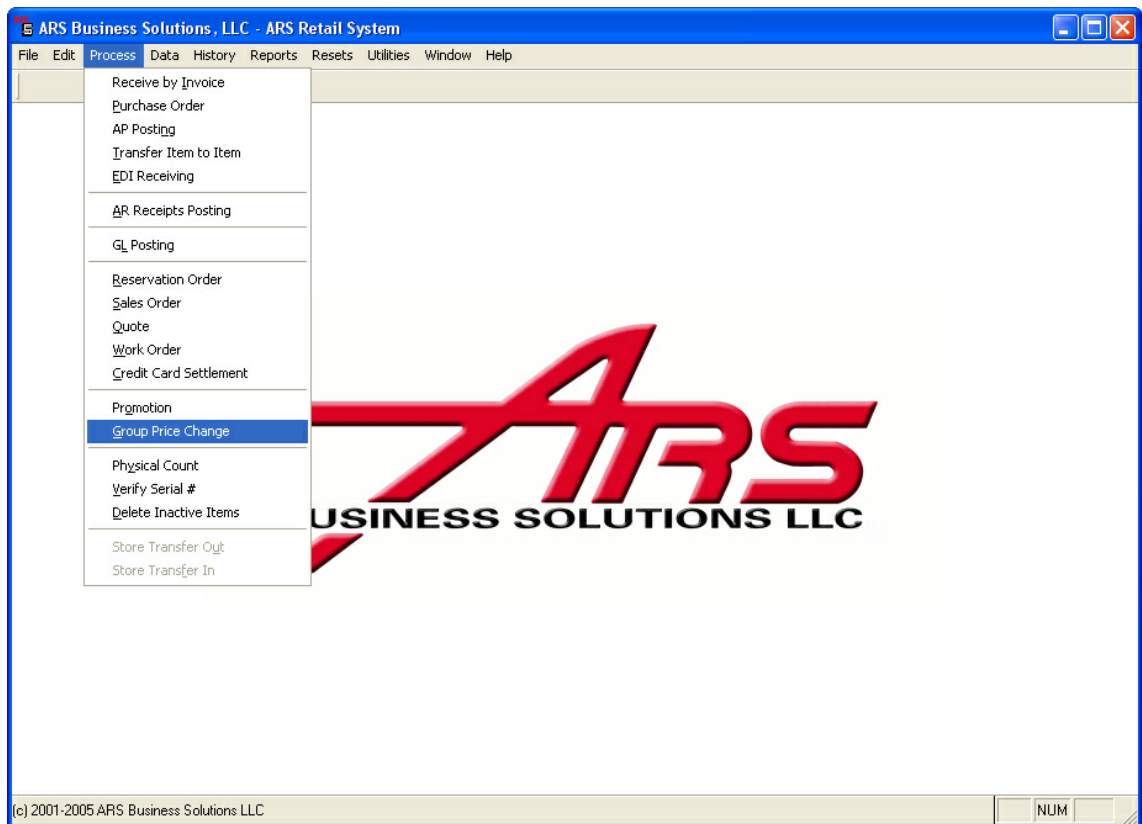
2/6/2007 10:41:19 AM
Page 1

Item #	Description 1 QoH	Unit Cost	Class Desc	Old	Style	New	Color Change	Manufacturer	Old GP %	New GP %
05217796730	Levi 501 Instant Old 29 X 30 24	21.25	Denim Price 2 :	35.99	501-0191	35.49	BLACK -0.50	Levi Jeans	41.0	40.1
05217796001	Levi 501 Instant Old 29 X 31 73	21.25	Denim Price 2 :	35.99	501-0191	35.49	BLACK -0.50	Levi Jeans	41.0	40.1
05217796701	Levi 501 Instant Old 30 X 30 8	21.25	Denim Price 2 :	35.99	501-0191	35.49	BLACK -0.50	Levi Jeans	41.0	40.1
05217797012	Levi 501 Instant Old 30 X 31 23	21.25	Denim Price 2 :	35.99	501-0191	35.49	BLACK -0.50	Levi Jeans	41.0	40.1
05217796704	Levi 501 Instant Old 30 X 33 79	21.25	Denim Price 2 :	35.99	501-0191	35.49	BLACK -0.50	Levi Jeans	41.0	40.1
05217796708	Levi 501 Instant Old 30 X 34 61	21.25	Denim Price 2 :	35.99	501-0191	35.49	BLACK -0.50	Levi Jeans	41.0	40.1
05217796721	Levi 501 Instant Old 31 X 30 50	21.25	Denim Price 2 :	35.99	501-0191	35.49	BLACK -0.50	Levi Jeans	41.0	40.1
05217796756	Levi 501 Instant Old 31 X 32 39	21.25	Denim Price 2 :	35.99	501-0191	35.49	BLACK -0.50	Levi Jeans	41.0	40.1
05217796753	Levi 501 Instant Old 32 X 32 25	21.25	Denim Price 2 :	35.99	501-0191	35.49	BLACK -0.50	Levi Jeans	41.0	40.1
05217796754	Levi 501 Instant Old 32 X 33 79	21.25	Denim Price 2 :	35.99	501-0191	35.49	BLACK -0.50	Levi Jeans	41.0	40.1
05217796755	Levi 501 Instant Old 32 X 34 78	21.25	Denim Price 2 :	35.99	501-0191	35.49	BLACK -0.50	Levi Jeans	41.0	40.1
05217796757	Levi 501 Instant Old 33 X 32 31	21.25	Denim Price 2 :	35.99	501-0191	35.49	BLACK -0.50	Levi Jeans	41.0	40.1

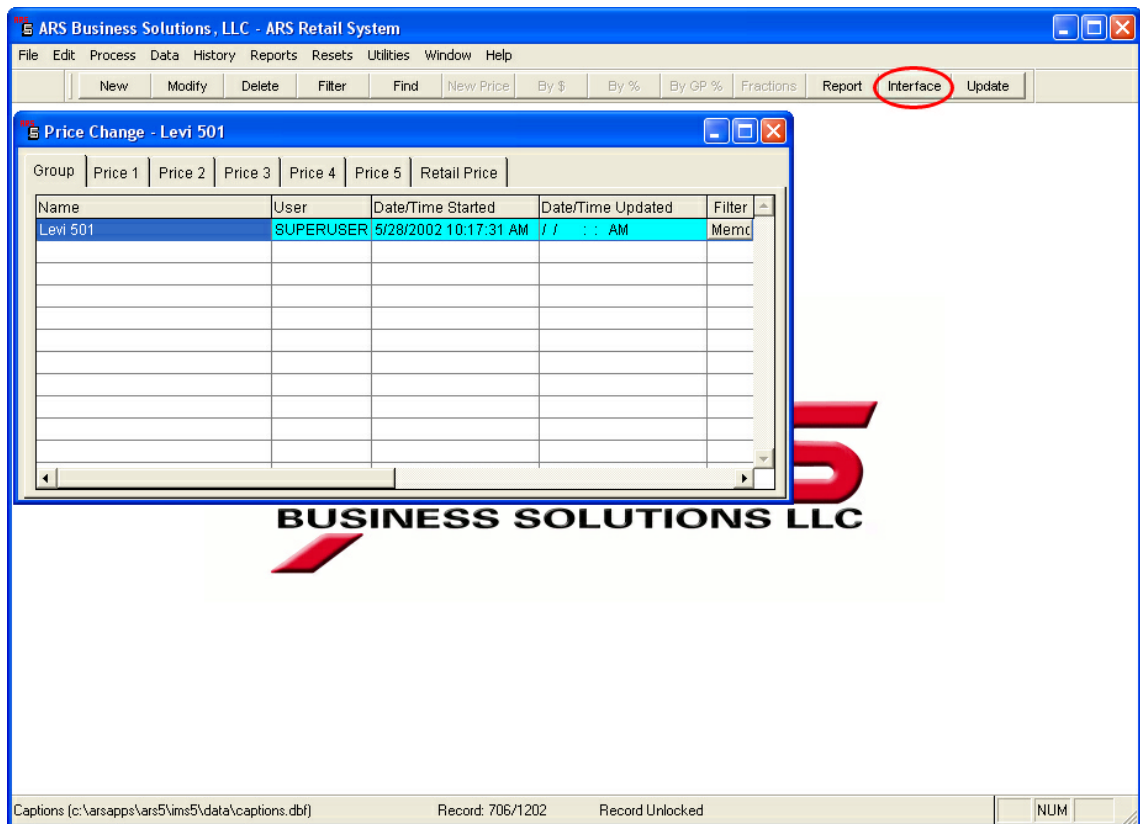
25.3 Import Interface



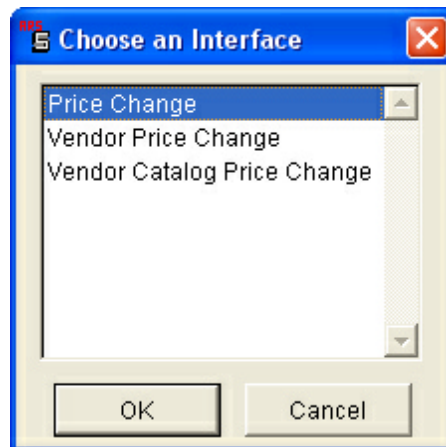
To update pricing based on a price change file, vendor price change file or vendor catalog price change, click **Process**, select **Group Price Change**.



Click the **Interface** button.

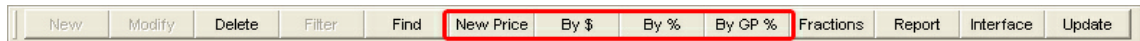


Choose an interface to import.



Click **OK**.

25.4 Price Change Buttons



- **New Price** button - to change selected items to the same price for a price level
- **By \$** button - to change selected items by the same dollar amount for a price level
- **By %** button - to change selected items by the same percentage amount for a price level
- **By GP%** button - to change selected items by gross profit percentage

Any price changes made must be updated in order for the changes to be finalized (changed for each item in the group).

25.4.1 By \$



The **By \$** price change button will change the price on all of the items in the **Price Change** grid (located in Group Price Change) up or down by the amount entered. To change the price of an individual item in a **Group**, use the Price Tab Edit .

Name	User	Date/Time Started	Date/Time Updated	Filter
Handguns	1	2/2/2011 6:21:21 PM	// : : AM	Memc

Click on a **Price** tab to view all of the items in the selected **Group**.

Item #	Unit Cost	Price 1	Curr Price 1	GP %	Description 1	St
8	275.0000	339.9900	355.0000	19.1153	ABC Gun	
163810	305.0600	379.9900	429.9900	19.7189	Smith & Wesson J-Frame	
PI1950203	396.0700	499.9900	519.9900	20.7844	Glock 19	
WAP22001	203.1000	249.9900	309.9900	18.7568	Walther P22	

Example: To reflect a price decrease of \$5.00, click the **By \$** button. Click **OK**.

ARS Business Solutions, LLC - ARS Ret...

Please a positive or negative value to change th

-5.00

OK Cancel

The decrease is now reflected in the price.

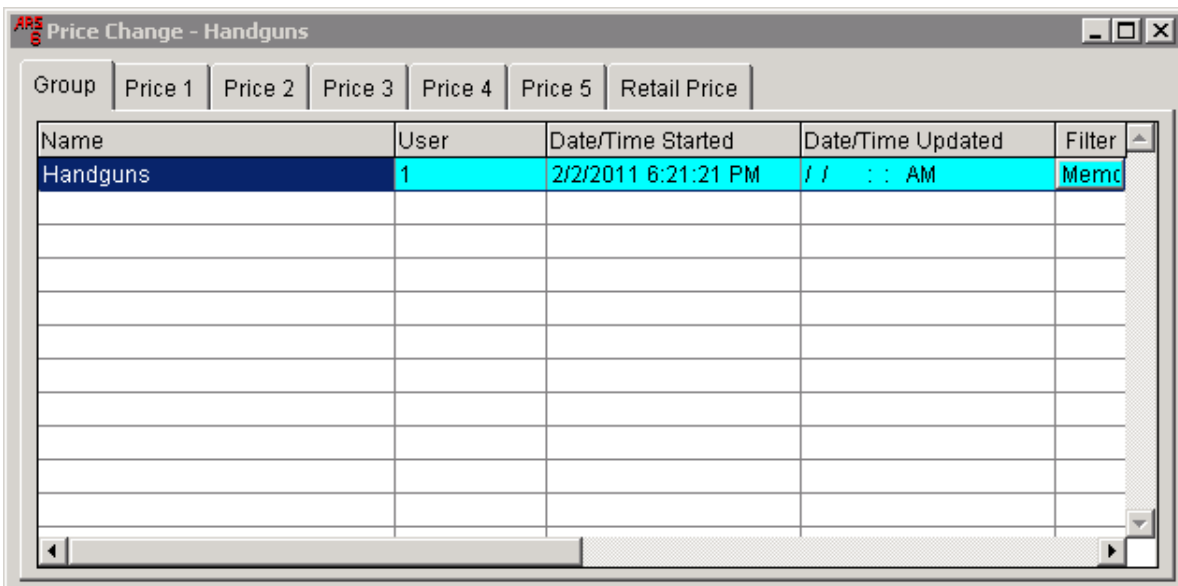
Group	Price 1	Price 2	Price 3	Price 4	Price 5	Retail Price
Item #	Unit Cost	Price 1	Curr Price 1	GP %	Description 1	Sty
8	275.0000	334.9900	355.0000	17.9080	ABC Gun	
163810	305.0600	374.9900	429.9900	18.6485	Smith & Wesson J-Frame	
PI1950203	396.0700	494.9900	519.9900	19.9842	Glock 19	
WAP22001	203.1000	244.9900	309.9900	17.0987	Walther P22	

It is necessary to update the changes to the items in order for the changes to take effect.

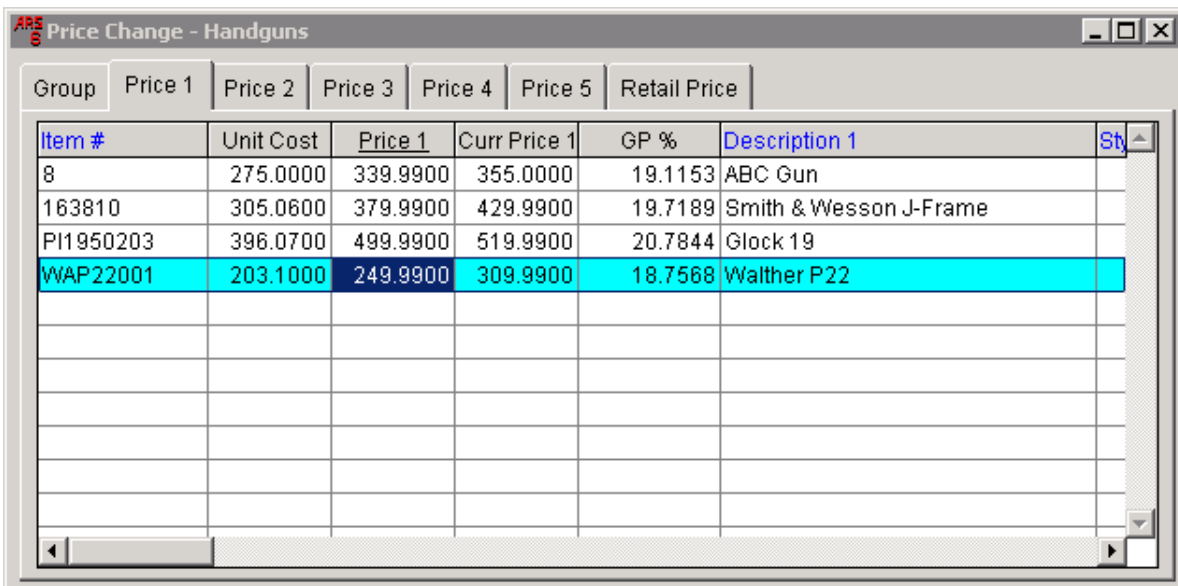
25.4.2 By %



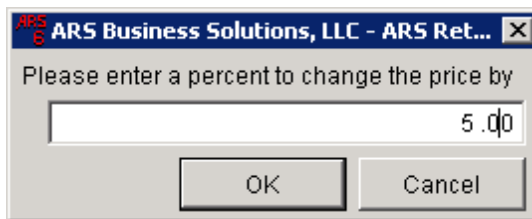
The **By %** price change button will change the price on all of the items in the **Price Change** grid (located in Group Price Change) up or down by the amount entered. To change the price of an individual item in a **Group**, use the Price Tab Edit .



Click on a **Price** tab to view all of the items in the selected **Group**.



*Example: To increase the prices by 5%, click the **By %** button. Click **OK**.*



The increase is now reflected in the price.

It is necessary to update the changes to the items in order for the changes to take effect.

25.4.3 By GP %



The **By GP %** price change button will change the price on all of the items in the **Price Change** grid (located in Group Price Change) up or down by the amount entered. To change the price of an individual item in a **Group**, use the Price Tab Edit .

In the following example, all selected items need to reflect a gross profit percentage of 55%:

Click the **By GP %** button.

Enter **55**. Click **OK**.

BEFORE

Group	Price 1	Price 2	Price 3	Price 4	Price 5	Retail Price
Item #	Unit Cost	Price 2	Curr Price 2	GP %	Description 1	St
05217796753	21.2500	35.4167	35.9900	40.0001	Levi 501 Instant Old 32 X 32	50
05217796754	21.2500	35.4167	35.9900	40.0001	Levi 501 Instant Old 32 X 33	50
05217796755	21.2500	35.4167	35.9900	40.0001	Levi 501 Instant Old 32 X 34	50
05217796757	21.2500	35.4167	35.9900	40.0001	Levi 501 Instant Old 33 X 32	50
05217796758	21.2500	35.4167	35.9900	40.0001	Levi 501 Instant Old 33 X 33	50
05217796781	21.2500	35.4167	35.9900	40.0001	Levi 501 Instant Old 33 X 34	50
05217796783	21.2500	35.4167	35.9900	40.0001	Levi 501 Instant Old 34 X 33	50
05217796843	21.2500	35.4167	35.9900	40.0001	Levi 501 Instant Old 34 X 34	50
05217796791	21.2500	35.4167	35.9900	40.0001	Levi 501 Instant Old 35 X 34	50
05217796795	21.2500	35.4167	35.9900	40.0001	Levi 501 Instant Old 36 X 34	50

AFTER

Group	Price 1	Price 2	Price 3	Price 4	Price 5	Retail Price	Item #	Unit Cost	Price 2	Curr Price 2	GP %	Description 1	Qty
							05217796757	21.2500	47.2222	35.9900	55.0000	Levi 501 Instant Old 33 X 32	50
							05217796758	21.2500	47.2222	35.9900	55.0000	Levi 501 Instant Old 33 X 33	50
							05217796781	21.2500	47.2222	35.9900	55.0000	Levi 501 Instant Old 33 X 34	50
							05217796783	21.2500	47.2222	35.9900	55.0000	Levi 501 Instant Old 34 X 33	50
							05217796843	21.2500	47.2222	35.9900	55.0000	Levi 501 Instant Old 34 X 34	50
							05217796791	21.2500	47.2222	35.9900	55.0000	Levi 501 Instant Old 35 X 34	50
							05217796795	21.2500	47.2222	35.9900	55.0000	Levi 501 Instant Old 36 X 34	50

It is necessary to update the changes to the items in order for the changes to take effect.

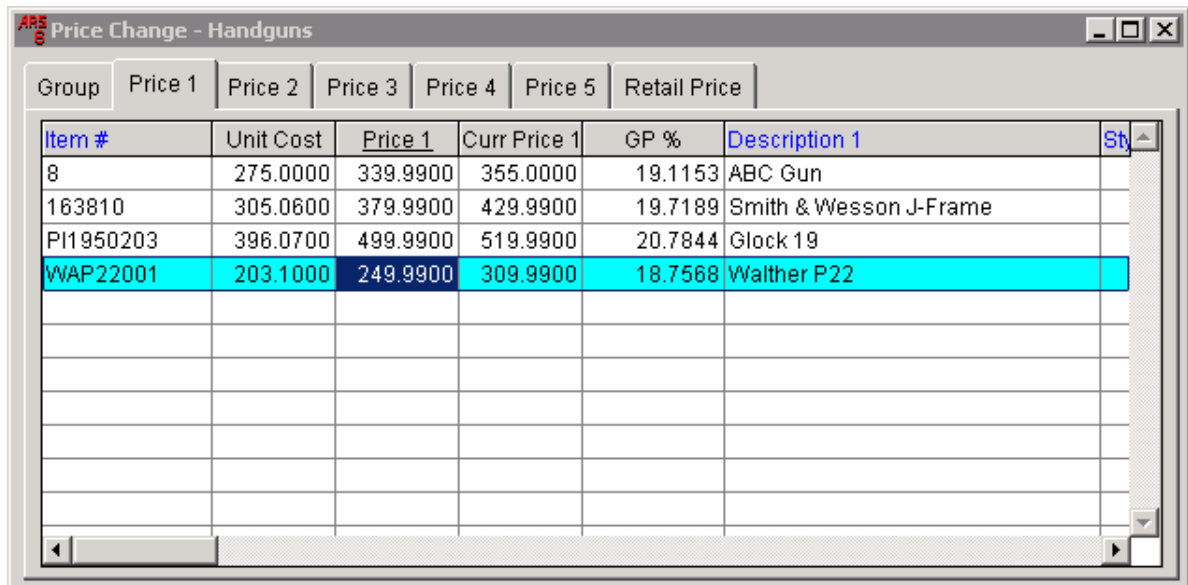
25.4.4 New Price



The **By \$** price change button will change the price on all of the items in the **Price Change** grid (located in Group Price Change) up or down by the amount entered. To change the price of an individual item in a **Group**, use the Price Tab Edit .

Group	Price 1	Price 2	Price 3	Price 4	Price 5	Retail Price	Name	User	Date/Time Started	Date/Time Updated	Filter
							Handguns	1	2/2/2011 6:21:21 PM	// : : AM	Memc

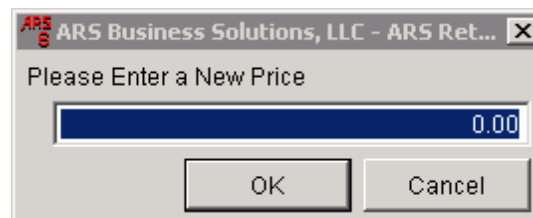
Click on a **Price** tab to view all of the items in the selected **Group**.



The screenshot shows a window titled "Price Change - Handguns" with a tabbed interface. The "Price 1" tab is selected. The table below lists items with their unit costs, prices, and descriptions.

Group	Price 1	Price 2	Price 3	Price 4	Price 5	Retail Price
Item #	Unit Cost	Price 1	Curr Price 1	GP %	Description 1	Sty
8	275.0000	339.9900	355.0000	19.1153	ABC Gun	
163810	305.0600	379.9900	429.9900	19.7189	Smith & Wesson J-Frame	
PI1950203	396.0700	499.9900	519.9900	20.7844	Glock 19	
WAP22001	203.1000	249.9900	309.9900	18.7568	Walther P22	

Click the **New Price** button.



The dialog box is titled "ARS Business Solutions, LLC - ARS Ret..." and contains the text "Please Enter a New Price". It features a text input field with the value "0.00" and two buttons: "OK" and "Cancel".

Enter the **New Price** to be applied to all of the items. Click **OK**.

Item #	Unit Cost	Price 1	Curr Price 1	GP %	Description 1	St
8	275.0000	400.0000	355.0000	31.2500	ABC Gun	
163810	305.0600	400.0000	429.9900	23.7350	Smith & Wesson J-Frame	
PI1950203	396.0700	400.0000	519.9900	0.9825	Glock 19	
WAP22001	203.1000	400.0000	309.9900	49.2250	Walther P22	

In this example, we entered a **New Price** of \$400.00. Use the Fractions Button to modify prices to end with certain specific numbers.

It is necessary to update the changes to the items in order for the changes to take effect.

25.5 Price Tab Edit



The Group Price Change is designed to change the price on a group of items at the same time. The **Price Tab Edit** will allow for individual item price edits to be done from within the **Price Change** screen.

Name	User	Date/Time Started	Date/Time Updated	Filter
Handguns	1	2/2/2011 6:21:21 PM	11 : : AM	Memc

Click on a **Price** tab to view all of the items in the selected **Group**.

Item #	Unit Cost	<u>Price 1</u>	Curr Price 1	GP %	Description 1	St
8	275.0000	339.9900	355.0000	19.1153	ABC Gun	
163810	305.0600	379.9900	429.9900	19.7189	Smith & Wesson J-Frame	
PI1950203	396.0700	499.9900	519.9900	20.7844	Glock 19	
WAP22001	203.1000	249.9900	309.9900	18.7568	Walther P22	

Right-mouse-click on the underlined heading. (In this case, Price 1) Select **Edit**. The heading will become highlighted in **yellow**.

Item #	Unit Cost	Price 1	Curr Price 1	GP %	Description 1	St
8	275.0000	400.0000	355.0000	31.2500	ABC Gun	
163810	305.0600	400.0000	429.9900	23.7350	Smith & Wesson J-Frame	
PI1950203	396.0700	400.0000	519.9900	0.9825	Glock 19	
WAP22001	203.1000	400.0000	309.9900	49.2250	Walther P22	

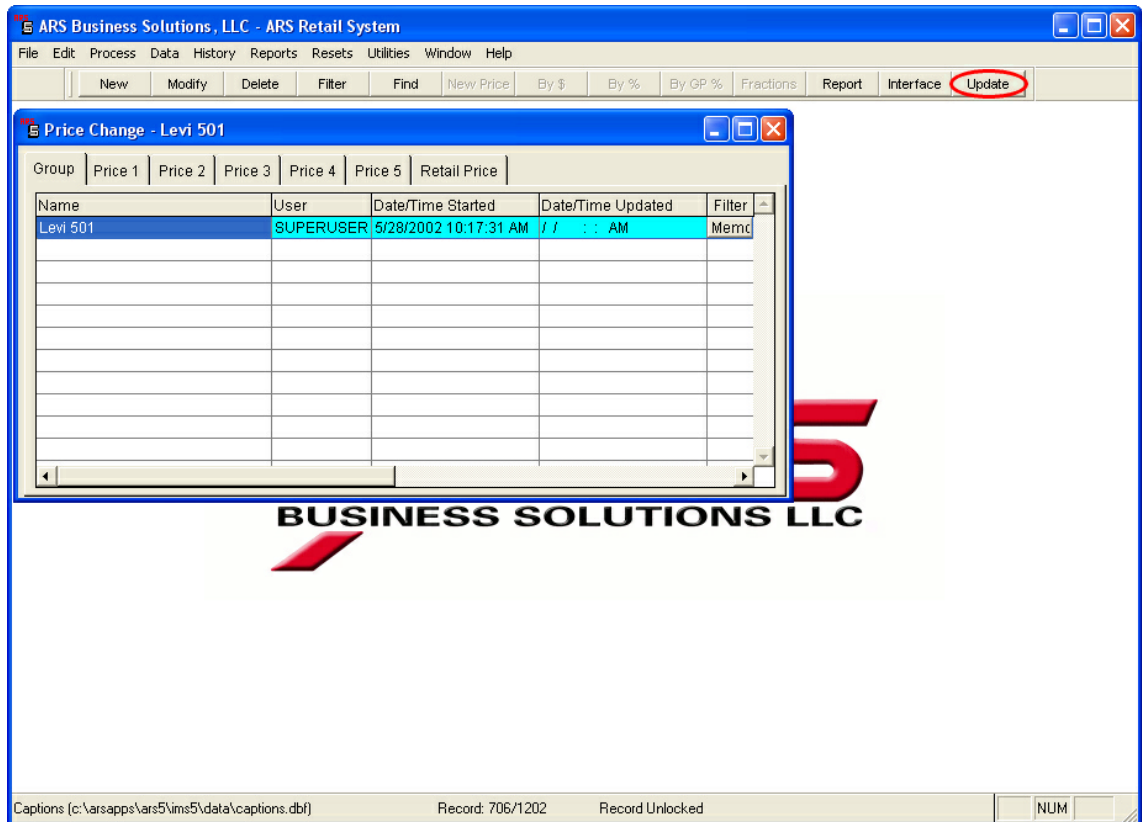
Click in any of the fields under the highlighted column heading. Enter the new value for that particular item. Always click in another field to lock the new value just entered. When finished, right-mouse-click the highlighted heading. Select **Edit**. The yellow highlight is gone when the **Edit** function is off.

It is necessary to update the changes to the items in order for the changes to take effect.

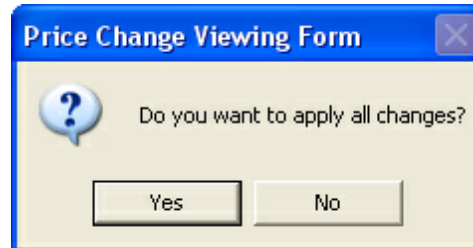
25.6 Update Price Change



The price changes made in Group Price Change are reversible before they have been **updated**. To **update** the adjusted pricing for the selected **Group**, click the **Update** button.



Click **Yes**.



The Group Price Change is complete.

26 History



History may be obtained for a variety of functions within the IMS including POS

Transactions.

To retrieve history, click **History**; select from the drop-down menu.



To view samples of history for the available items, click on the appropriate link:

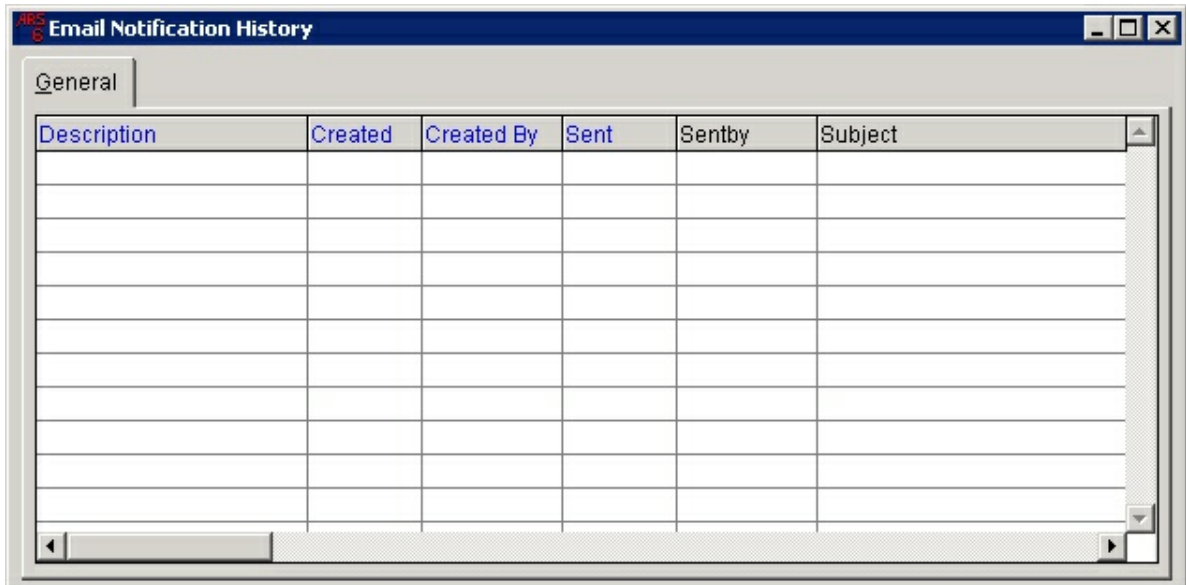
- AR Posting
- Email Notify History
- GL Posting
- Physical Count
- POS Adjustments
- POS Transactions
- Receiving
- Sales Invoices
- Shipping
- Work Orders

26.1 AR Posting History



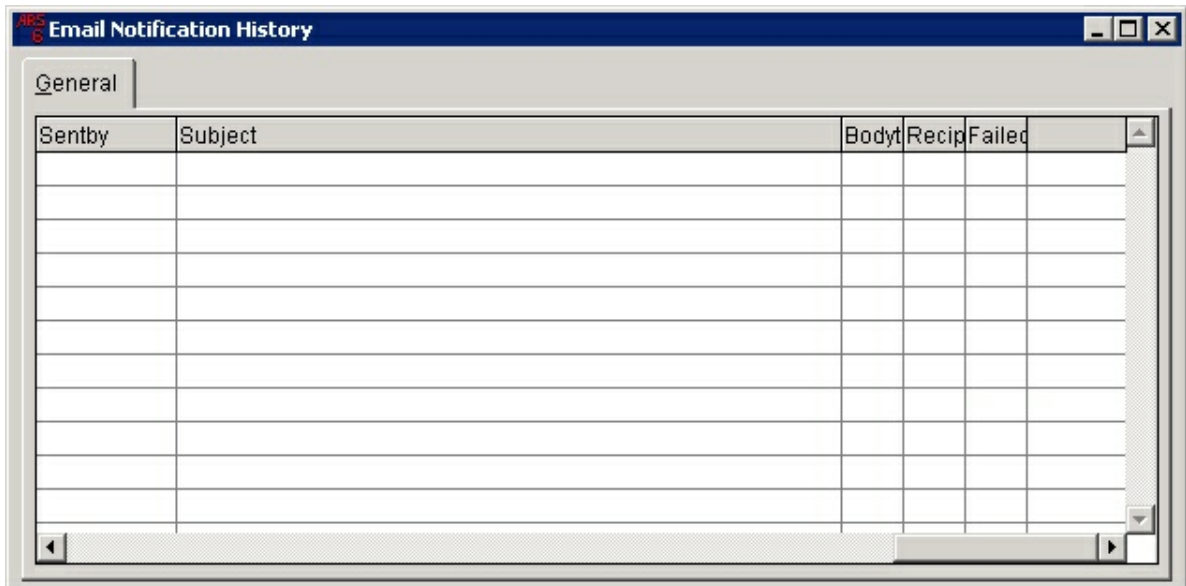
Use the bottom scroll bar to view more information. (Click to view Media information.)

Use the bottom scroll bar to view more information.



The screenshot shows a window titled "Email Notification History" with a "General" tab. It contains a table with the following columns: Description, Created, Created By, Sent, Sentby, and Subject. The table is currently empty, and a scroll bar is visible at the bottom, indicating that more information is available below the visible rows.

Description	Created	Created By	Sent	Sentby	Subject
-------------	---------	------------	------	--------	---------



The screenshot shows the same "Email Notification History" window, but with a different view of the data. The columns are: Sentby, Subject, Body, Recip, and Failed. The table is empty, and a scroll bar is visible at the bottom, indicating that more information is available below the visible rows.

Sentby	Subject	Body	Recip	Failed
--------	---------	------	-------	--------

26.3 GL Posting History



Click to view Detail information.

Physical Count History

General

Countname	Date/Time	User	Item #	Description 1
Jeans	2/14/2011	1	6589626	Levi 501 32 x 32
Jeans	2/14/2011	1	25542658	Levi 501 34 x 34

Physical Count History

General

Item #	Description 1	Before	After	Avg Cost
6589626	Levi 501 32 x 32	0.00	4.00	0.0000
25542658	Levi 501 34 x 34	-2.00	2.00	0.0000

26.5 POS Adjustments



Use the bottom scroll bar to view more information.

POS Transaction - 1

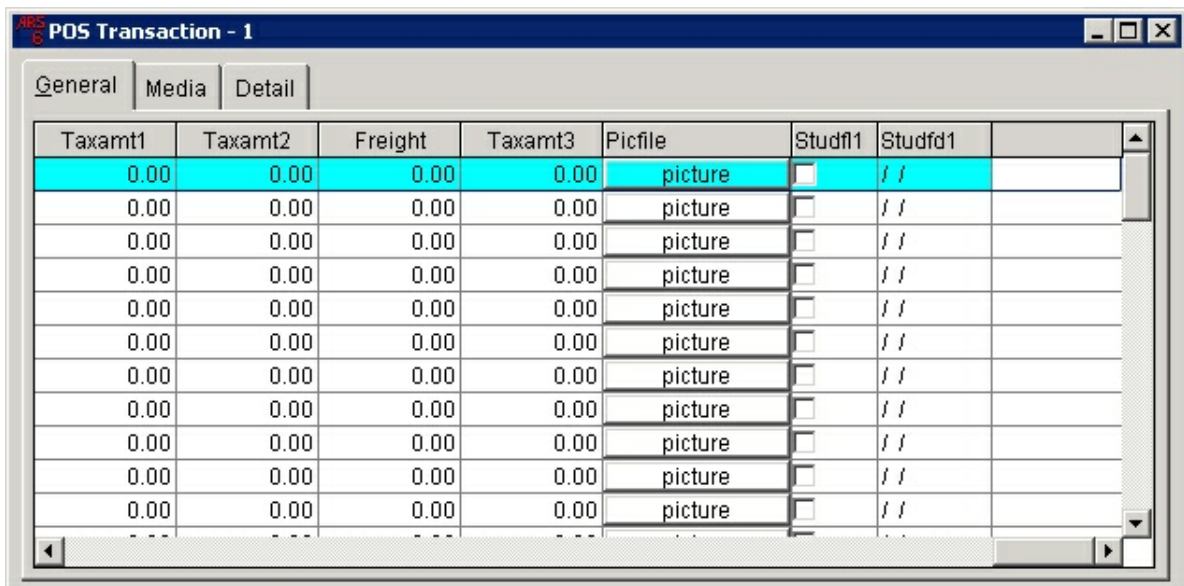
General Media Detail

Posted	Reg #	Tran #	Comment	Type	Tax Ex Desc
7/12/2010 3:59:12 PM	1	1		SALE	
7/30/2010 1:17:36 PM	1	4		SALE	
8/2/2010 8:30:24 AM	1	5		SALE	
8/2/2010 8:32:12 AM	1	6		NOSALE	
8/3/2010 6:15:23 AM	1	7		SALE	
8/9/2010 4:53:15 AM	1	8		NOSALE	
8/9/2010 5:39:00 AM	1	9		SALE	
8/13/2010 4:55:38 AM	1	10		SALE	
8/17/2010 6:45:23 AM	1	13		SALE	
8/17/2010 9:24:27 AM	1	16		SALE	
8/17/2010 9:31:18 AM	1	17		SALE	

POS Transaction - 1

General Media Detail

Total	Total Goods	Clerk #	Taxamt1	Taxamt2	Freight	Taxamt3	Picfile
0.23	0.23	2	0.00	0.00	0.00	0.00	picture
5.00	5.00	2	0.00	0.00	0.00	0.00	picture
15.00	15.00	2	0.00	0.00	0.00	0.00	picture
0.00	0.00	2	0.00	0.00	0.00	0.00	picture
15.00	15.00	2	0.00	0.00	0.00	0.00	picture
0.00	0.00	2	0.00	0.00	0.00	0.00	picture
0.00	0.00	2	0.00	0.00	0.00	0.00	picture
2.50	2.50	2	0.00	0.00	0.00	0.00	picture
0.00	0.00	2	0.00	0.00	0.00	0.00	picture
26.20	26.20	2	0.00	0.00	0.00	0.00	picture
0.00	0.00	2	0.00	0.00	0.00	0.00	picture



Taxamt1	Taxamt2	Freight	Taxamt3	Picfile	Studf1	Studfd1	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	
0.00	0.00	0.00	0.00	picture	<input type="checkbox"/>	//	

26.6.1 POS Transactions Detail



Use the bottom scroll bar to view more information.



Item #	Ship Qty	Price	Ext Disc	Net Sale	Description 1	Descr
2	1.00	0.2300	0.00	0.23	Test item	

ARS Receipts History

General

PO #	Posted	Vendor	Cross Ref #	Item #	Description 1
	11/22/2010 11:58:55 AM	2	PI1950203	PI1950203	Glock 19
	11/22/2010 11:58:55 AM	2	PI1950203	PI1950203	Glock 19
	11/22/2010 11:58:55 AM	2	PI1950203	PI1950203	Glock 19
	11/22/2010 11:58:55 AM	2	PI1950203	PI1950203	Glock 19
	11/22/2010 11:58:56 AM	2	PI1950203	PI1950203	Glock 19
	11/22/2010 11:58:56 AM	2	PI1950203	PI1950203	Glock 19
	11/22/2010 11:58:56 AM	2	WAP22001	WAP22001	Walther P22
	11/22/2010 11:58:56 AM	2	WAP22001	WAP22001	Walther P22
	11/22/2010 11:58:56 AM	2	WAP22001	WAP22001	Walther P22
	11/22/2010 11:58:56 AM	2	WAP22001	WAP22001	Walther P22
	11/22/2010 11:58:56 AM	2	WAP22001	WAP22001	Walther P22

ARS Receipts History

General

Description 2	Pkg Qty	Order Qty	Recv Qty	UnitsQty	Disc %	Unit Cost	Sh
	1.00	1.00	1.00	1.00	0.00	396.0700	
	1.00	1.00	1.00	1.00	0.00	396.0700	
	1.00	1.00	1.00	1.00	0.00	396.0700	
	1.00	1.00	1.00	1.00	0.00	396.0700	
	1.00	1.00	1.00	1.00	0.00	396.0700	
	1.00	1.00	1.00	1.00	0.00	203.1000	
	1.00	1.00	1.00	1.00	0.00	203.1000	
	1.00	1.00	1.00	1.00	0.00	203.1000	
	1.00	1.00	1.00	1.00	0.00	203.1000	

Receipts History

General

Ship Cost	Cost Only	Extended	Order Type	Order #	Reference #	User	Inv#
0.0000	<input type="checkbox"/>	396.0700			1	SUPERUSER	1
0.0000	<input type="checkbox"/>	396.0700			1	SUPERUSER	1
0.0000	<input type="checkbox"/>	396.0700			1	SUPERUSER	1
0.0000	<input type="checkbox"/>	396.0700			1	SUPERUSER	1
0.0000	<input type="checkbox"/>	396.0700			1	SUPERUSER	1
0.0000	<input type="checkbox"/>	396.0700			1	SUPERUSER	1
0.0000	<input type="checkbox"/>	203.1000			1	SUPERUSER	1
0.0000	<input type="checkbox"/>	203.1000			1	SUPERUSER	1
0.0000	<input type="checkbox"/>	203.1000			1	SUPERUSER	1
0.0000	<input type="checkbox"/>	203.1000			1	SUPERUSER	1
0.0000	<input type="checkbox"/>	203.1000			1	SUPERUSER	1

Receipts History

General

Order #	Reference #	User	Invoice #	Transfer Nar	Store #	
	1	SUPERUSER	1			
	1	SUPERUSER	1			
	1	SUPERUSER	1			
	1	SUPERUSER	1			
	1	SUPERUSER	1			
	1	SUPERUSER	1			
	1	SUPERUSER	1			
	1	SUPERUSER	1			
	1	SUPERUSER	1			
	1	SUPERUSER	1			
	1	SUPERUSER	1			

26.8 Sales Invoices History



Use the bottom scroll bar to view more information. (Click to view Address, Media or Detail information.)

Invoice History - 1004 - John Doe

General Address Media Detail

Store #	Posted	Invoice #	Total	Order #	Customer P	Clerk	AR Acc
	8/17/2010 8:07:14 PM	1002	170.50	1		2	2
1	8/31/2010 8:59:49 AM	1003	215.00			2	100
1	1/19/2011 12:01:51 PM	1004	125.00			2	2

Invoice History - 1004 - John Doe

General Address Media Detail

AR Acct #	Mail #	Name	Total Goods	Taxamt1	Taxamt2
2	5555555555	John Doe	165.00	0.00	0.00
100	5555555555	Special Order Deposit	215.00	0.00	0.00
2	5555555555	John Doe	125.00	0.00	0.00

Invoice History - 1004 - John Doe

General Address Media Detail

Freight	Taxamt3	Type	Packages	Reg #	Printed	Tran #	Invoice	Studf1	
5.50	0.00	SALESORDER	0	S/O	<input checked="" type="checkbox"/>	2	memo	<input type="checkbox"/>	/
0.00	0.00	SALE	0	1	<input type="checkbox"/>	42	memo	<input type="checkbox"/>	/
0.00	0.00	SALE	0	1	<input type="checkbox"/>	61	memo	<input type="checkbox"/>	/

26.8.1 Sales Invoices Address



Invoice History - 1004 - John Doe

General Address Media Detail

Order #	Order Date	Customer PO	Contact Name	First Name	Name
				John	Doe

26.8.2 Sales Invoices Detail



Use the bottom scroll bar to view more information.

Invoice History - 1004 - John Doe

General Address Media Detail

Item #	Ship Qty	Price	Disc %	Disc Amt	Ext Disc	Net Sale	Description 1
99	1.00	125.0000	0.00	0.0000	0.00	125.00	Special Order Item

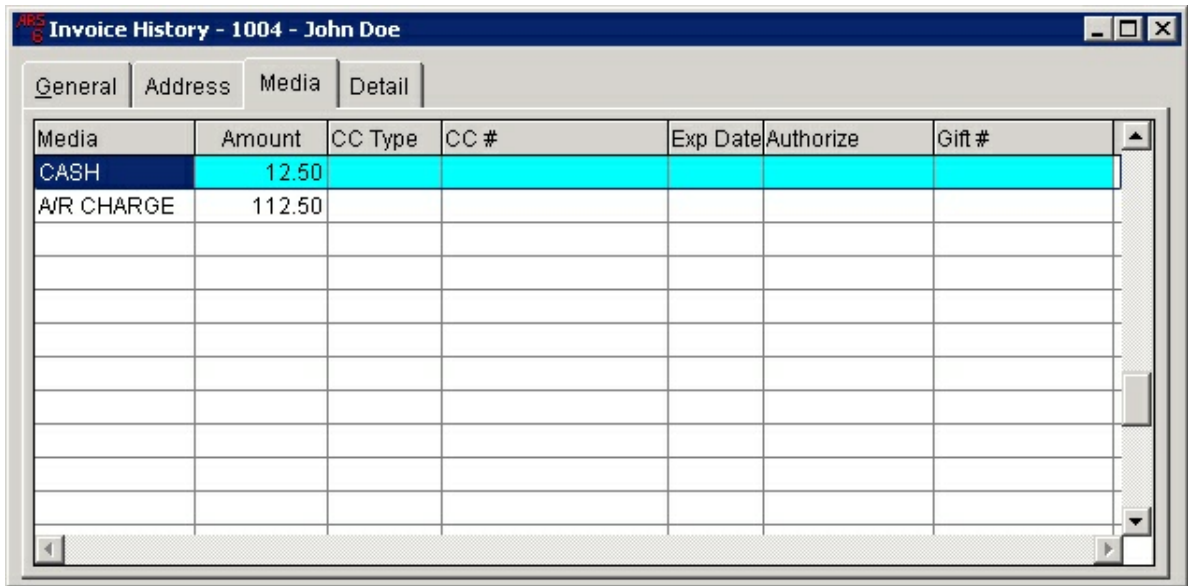
Invoice History - 1004 - John Doe

General Address Media Detail

Description 2	Log #	Serial Number	Tax	Sold
	0		0	<input type="checkbox"/>

26.8.3 Sales Invoices Media



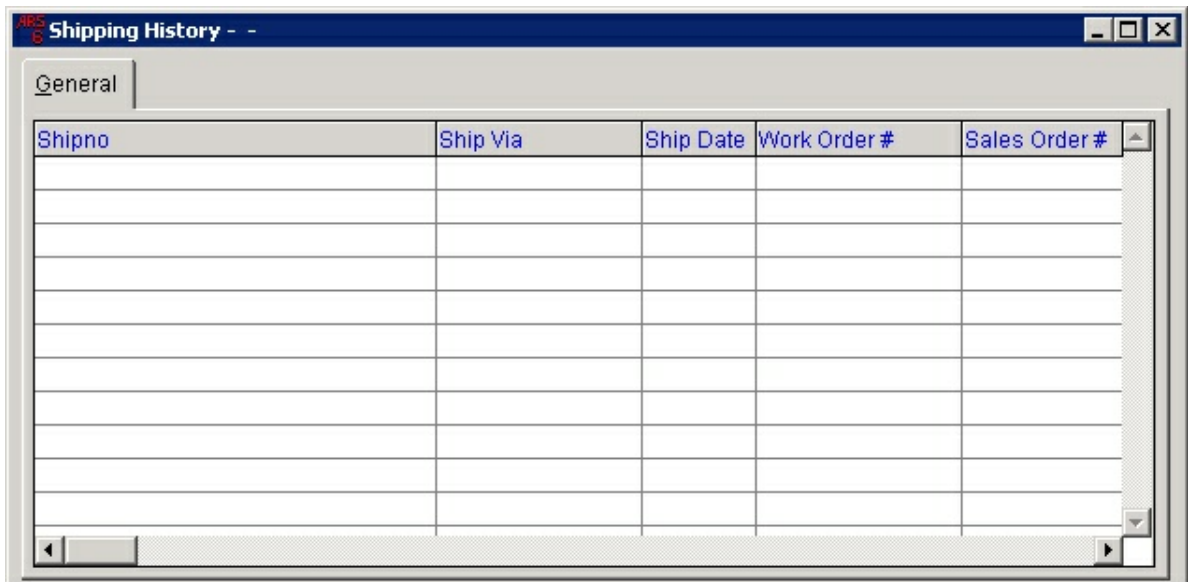


Media	Amount	CC Type	CC #	Exp Date	Authorize	Gift #
CASH	12.50					
A/R CHARGE	112.50					

26.9 Shipping History



Use the bottom scroll bar to view more information.



Shipno	Ship Via	Ship Date	Work Order #	Sales Order #

Shipping History - -

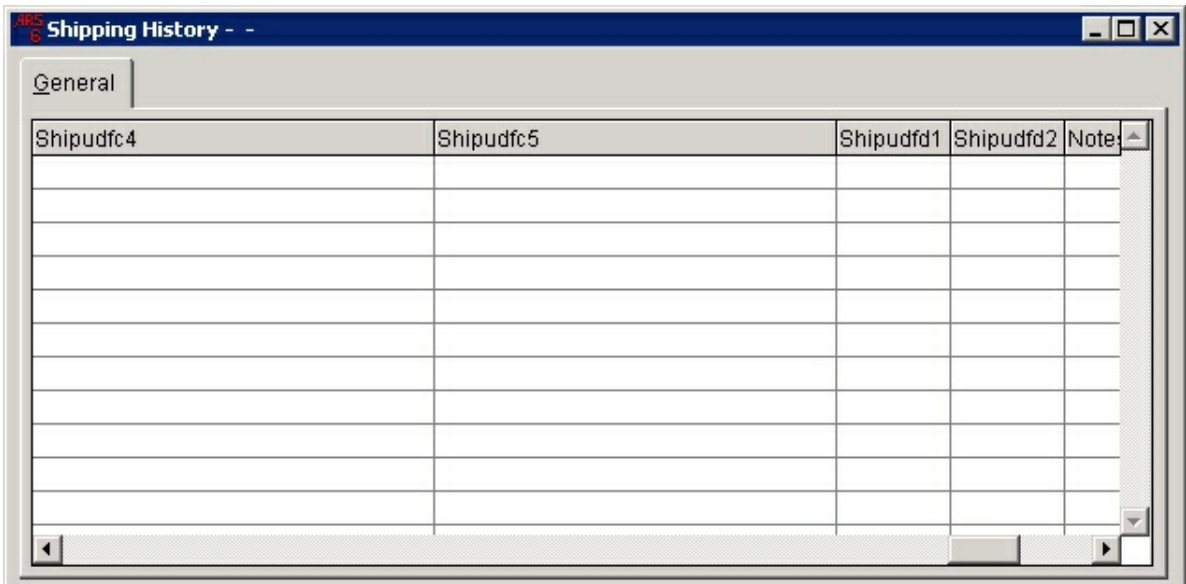
General

Invoice #	AR Acct #	Name	Freight	Shipudfc1

Shipping History - -

General

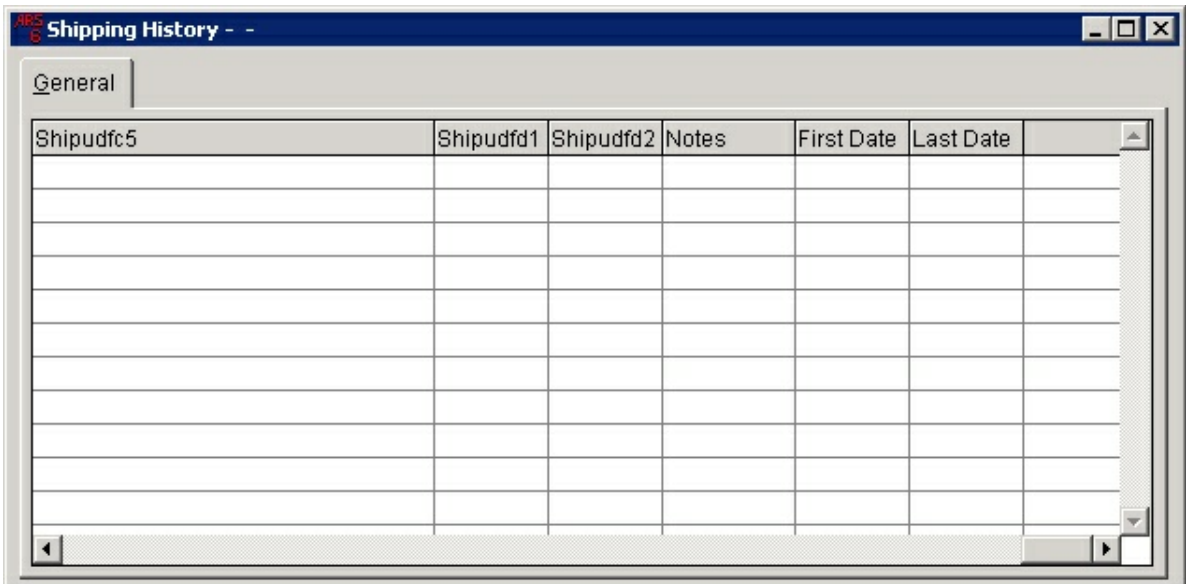
Shipudfc1	Shipudfc2	Shipudfc3



Shipping History - -

General

Shipudfc4	Shipudfc5	Shipudfd1	Shipudfd2	Note



Shipping History - -

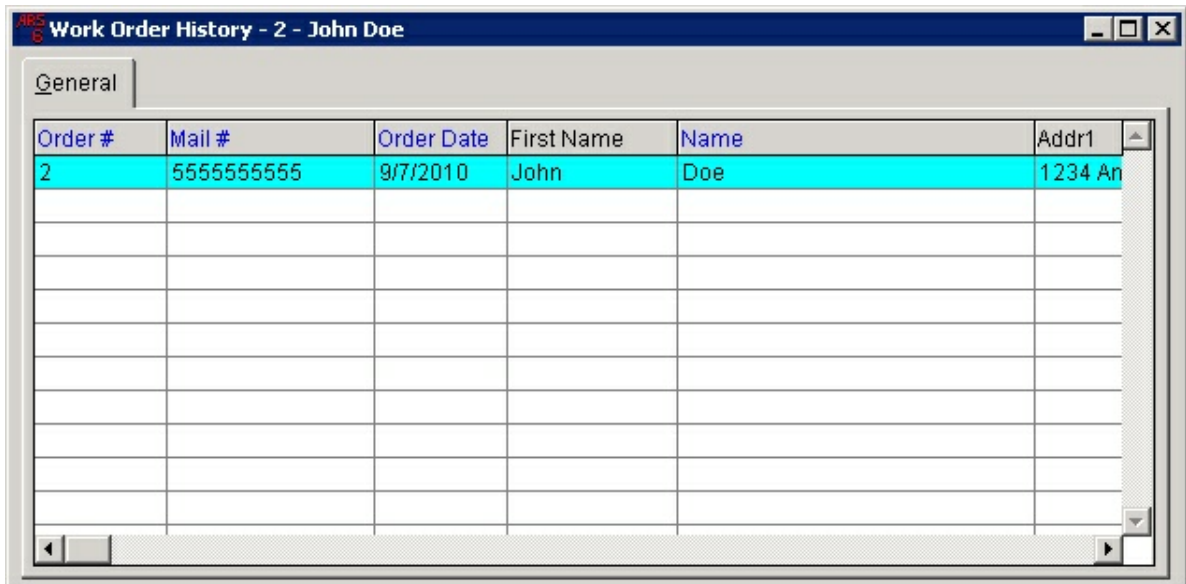
General

Shipudfc5	Shipudfd1	Shipudfd2	Notes	First Date	Last Date

26.10 Work Orders History



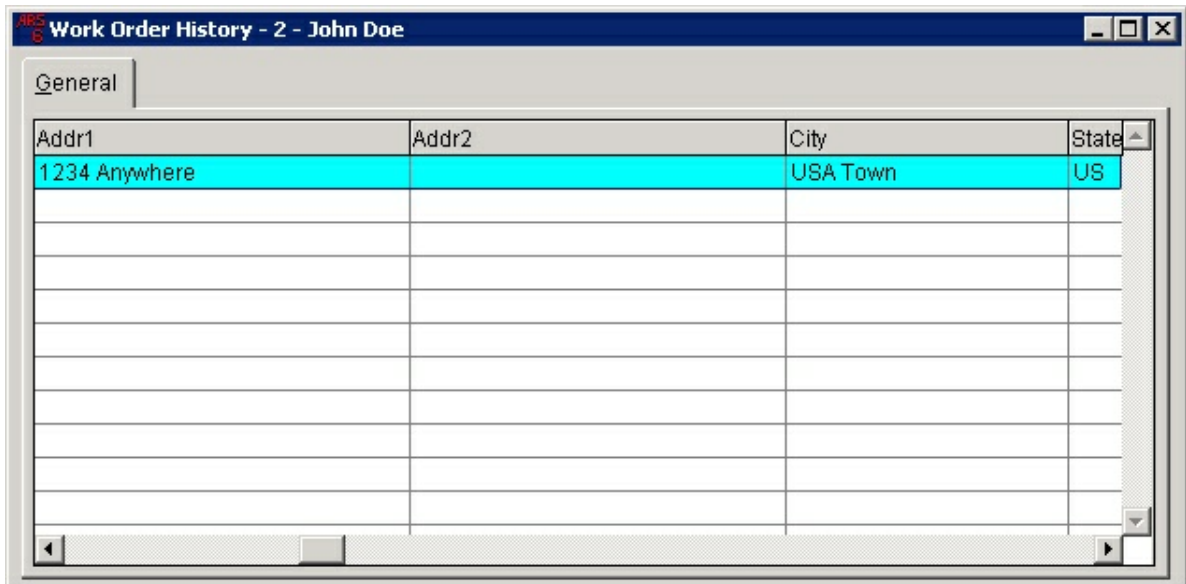
Use the bottom scroll bar to view more information.



Work Order History - 2 - John Doe

General

Order #	Mail #	Order Date	First Name	Name	Addr1
2	5555555555	9/7/2010	John	Doe	1234 An



Work Order History - 2 - John Doe

General

Addr1	Addr2	City	State
1234 Anywhere		USA Town	US

Work Order History - 2 - John Doe

Description 2	Serial Number	Labor	Problem	Store #	Dtl
	AAA111	memo	memo		Memo

Work Order History - 2 - John Doe

Labor	Problem	Store #	Dtl	Completed	Work Compl.
memo	memo		Memo	9/16/2010 5:37:08 PM	9/15/2010

27 Introduction





Welcome to the ARS Business Solutions Help Manual. This manual will guide you on how to use the basic feature of the ARS Inventory Management System (IMS).

The Manual covers basic terms and concepts and also includes a glossary. It is your source for the information needed to successfully handle your data as skillfully, efficiently and easily as possible.



Note: As this is a full-featured Manual, it will contain guide information for both Version 5.0 and Version 6.0. Information for Version 5.0 is in black typeface, *Version 6.0* new feature information will be italicized in red typeface.

28 Items



An **Item Code** must be established for all inventory items. **Item Code** may also be used for non-stock items and services. Before any inventory may be received into the system, an **Item Code** must be created for each of the items. To expedite the initial setup of the codes, a Vendor Catalog (or two) may be a great help. See Add Item to create a new **Item Code**.

Items currently in the system may be accessed by selecting **Data** and clicking on **Item** in

the drop-down menu. The item screen showing ALL item codes will be displayed.

Item #	UPC	Description 1	Description 2
2		Test item	
99		Special Order Item	
WorkOrder		Work Order item	
8		ABC Gun	
Canoe		Canoe	
163810		Smith & Wesson J-Frame	Model 642
PI1950203		Glock 19	
WAP22001		Walther P22	

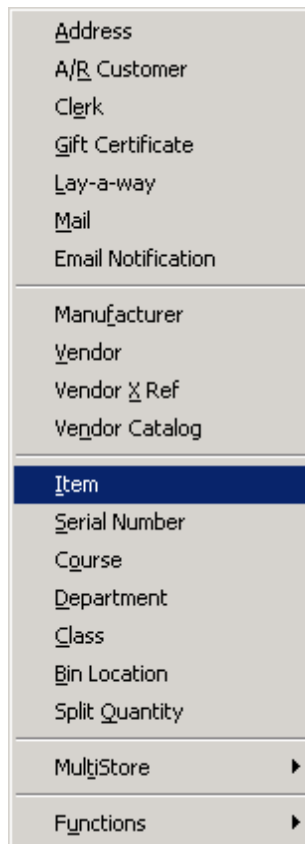
To find a specific item, click on any of the blue headings (i.e. Item #, UPC, Description 1, Description 2) and start typing. Keep the typing even. A hesitation in the typing will be interpreted by the system as a new query.

To organize the grid by a specific field, right-mouse-click on the blue field heading and select either **Sort Ascending** or **Sort Descending**. For specifics on manipulating the grid and setting specific preferences (there are MANY options), go to Data Grid Basics.

28.1 Add Item



To create a new item, select **Data**. From the drop-down menu, click on **Item**.

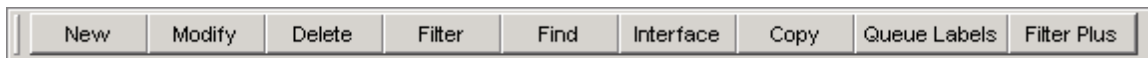


The **Item** grid will open to display all items currently in the system.

The screenshot shows a window titled "Item - WAP22001 - Walther P22". The window has several tabs: Genera, Setup, Vendor, Xref, Kit, Sug Se, Sales, History, P/O, S/O, W/O, Sale De, and Recv De. Below the tabs is a grid with the following data:

Item #	UPC	Description 1	Description 2
2		Test item	
99		Special Order Item	
WorkOrder		Work Order item	
8		ABC Gun	
Canoe		Canoe	
163810		Smith & Wesson J-Frame	Model 642
PI1950203		Glock 19	
WAP22001		Walther P22	

Click on the **New** tab.



The **Add Item** screen is displayed. By default, the system will always display the **General** tab.

The system will automatically display a number in the **Item Number** field. You may accept this number or change it to a code (any combination of numbers and letters - you may also use certain symbols) of your choosing which is not already being used for another item.

Not all of the fields need to be filled. **Description**, **Manufacturer** and **Class** are the minimum requirements. With more data supplied, the system is able to do more specialized reporting.

Family Codes - is used by the tobacco industry for national coupons

Style, **Size**, **Color** - are used for the matrix for those stores with clothing, footwear. etc.

A letter may be attached to an item so that each time that item sells, the letter will print on the register receipt.

Different vendors may use unique item numbers for the same merchandise. A **Cross Reference** number may be added for each of the vendors the store uses for purchasing that particular item. **Cross Reference** may be left blank, but the system will continue to

ask for a **Cross Reference** number each time the item screen is opened for that item if **Cross Reference** is blank.

When all the information for each of the tabs has been entered, click **Add**. (If **Add** is clicked before all of the information has been entered, click the **Modify** button to go into the item information and edit. **Add** will become **OK** once the item has been added.)

28.1.1 Commission



Click the **Commission** tab. If an item is **Commissionable**, make sure that the box is checked. Up to five different commission levels may be set for one item (i.e. sales clerk - Commission 1, department manager - Commission 2, floor manager - Commission 3, store manager - Commission 4, etc.).

ARS Add Item

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

Item # 12345 UPC

Description 1 12345 Hershey Chocolate Bar

Avg Cost 0.0000

Last Cost 0.0000

P1-Disc 0.0000

Promotion

Commissionable

	Gp %	Gp \$	Commission 1		Commission 2		Commission 3		Commission 4		Commission 5	
			C1 \$	Gp-c1 \$	C2 \$	Gp-c2 \$	C3 \$	Gp-c3 \$	C4 \$	Gp-c4 \$	C5 \$	Gp-c5 \$
Price 1*	0.4000	100.0	0.40	0.40	0.00	0.40	0.00	0.40	0.00	0.40	0.00	0.40
Price 2	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Price 3	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Price 4	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Price 5	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* Price 1 Calculations Include Discount 1

Add Close

No commission will be calculated if the **Commission %** box is left empty.

28.1.2 Cost/Price



To add or edit the price of an item, click the **Cost/Price** tab.

The screenshot shows the 'Add Item' window with the 'Cost/Price' tab selected. The window title is 'ARS Add Item'. The tabs at the top are: General, Cost/Price (selected), Setup, Item Codes, UDF, Sales, History, PY History, Images, Commission, and Web. The main area contains the following fields:

- Item #: 12345
- UPC: [empty]
- Description 1: 12345 Hershey Chocolate Bar
- Queue Labels: [button]
- Avg Cost: 0.0000
- Last Cost: 0.0000
- L Cost Only: 0.0000
- QoH: 0.00
- On Order: 0.00
- Commit Qty: 0.00
- Price 1: 0.0000 [fx]
- Price 2: 0.0000 [fx]
- Price 3: 0.0000 [fx]
- Price 4: 0.0000 [fx]
- Price 5: 0.0000 [fx]
- Sugg Retail: 0.0000
- P1-Disc: 0.0000
- Promotion: [empty]
- Gp%: 0.00
- Gp \$: 0.0000
- Weight: 0.000 Lb(s)

At the bottom right, there are 'Add' and 'Close' buttons.

The cost and quantity areas (the first column) are maintained by the system. It is in the store's best interest to NEVER edit those fields from this screen. Any corrections to these areas should be done through Physical Count or as instructed by ARS. Directly editing the cost and quantity fields could easily reduce the integrity of your data.

The Price column allows for five different prices to be entered for the same item. (e.g.: You may offer different levels of pricing for 'silver' level or 'gold' level customers.) When adding a new customer, **Price 1**, **Price 2**, **Price 3**, **Price 4**, or **Price 5** may be selected under **Price Code**.

The 'fx' button next to each price provides some formulas which may be used for setting the sell price on an item.

ARS Set Price

Cost: **Selling Price:**

Average Cost Round to Decimals

Last Cost Markup, GP%, GP\$ Selling Price Formulas

Gross Profit Margin: <input type="text" value="59.59"/> %	$\frac{\text{Selling Price} - \text{Cost}}{\text{Selling Price}}$	$\frac{\text{Cost}}{1 - \text{GP\%}}$
Markup: <input type="text" value="147.50"/> %	$\frac{\text{Selling Price}}{\text{Cost}} - 1$	$\text{Cost} * (1 + \text{Markup})$
Gross Profit: <input type="text" value="0.59"/>	$\text{Selling Price} - \text{Cost}$	$\text{Cost} + \text{Gross Profit}$

Data may be entered in any of the fields with a white box. Press the tab key to see the calculations happen. Press **OK** or **Cancel** to exit.

28.1.3 History



Click on the **History** tab.

ARS Add Item

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

	Eom Qoh	Sales Qty	Cost Of Sales	Sales	Mark Downs	Forecast Qty
January	0.00	0.00	0.0000	0.0000	0.0000	0.00
February	0.00	0.00	0.0000	0.0000	0.0000	0.00
March	0.00	0.00	0.0000	0.0000	0.0000	0.00
April	0.00	0.00	0.0000	0.0000	0.0000	0.00
May	0.00	0.00	0.0000	0.0000	0.0000	0.00
June	0.00	0.00	0.0000	0.0000	0.0000	0.00
July	0.00	0.00	0.0000	0.0000	0.0000	0.00
August	0.00	0.00	0.0000	0.0000	0.0000	0.00
September	0.00	0.00	0.0000	0.0000	0.0000	0.00
October	0.00	0.00	0.0000	0.0000	0.0000	0.00
November	0.00	0.00	0.0000	0.0000	0.0000	0.00
December	0.00	0.00	0.0000	0.0000	0.0000	0.00

Add Close

28.1.4 Images



Click on the **Images** tab. A picture of the item may be added (but is not necessary). The picture must already be in a file on the computer or within the network. You will need to know the exact location (Path) of the picture.

The screenshot shows the 'ARS Add Item' dialog box with the 'General' tab selected. The 'Item #' field contains '12345' and the 'UPC' field is empty. The 'Description 1' field contains '12345 Hershey Chocolate Bar'. Below these fields is a table with two columns: 'Description' and 'Path'. The table is currently empty. To the right of the table is a large rectangular area with a diagonal cross, indicating a missing image. At the bottom of the dialog, there are buttons for 'Add', 'Edit', and 'Delete' on the left, and 'Add' and 'Close' on the right.

To add a picture, click **Add**.

The screenshot shows the 'ARS Image Info' dialog box. The 'Description' field contains the text 'GENERAL'. The 'Image Path' field is empty and has a browse button (...). Below the 'Image Path' field, there is a note: '(This file will be moved to the IMS5 Graphics folder)'. The 'Notes' field is empty. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

By default, **GENERAL** will appear in the **Description** box. Change **Description** to a description of your choice. Type the **Image Path** or click on the ... button next to the **Image Path** box to 'browse' for it. Once the path is found, you may add any **Notes** you want to add. Click **OK**. The new **Description** and **Path** are displayed in the grid. The picture is displayed on the right.

28.1.5 Item Codes



Select the **Item Codes** tab.

The screenshot shows the 'Add Item' window with the following details:

- Tab: **Item Codes**
- Item #: 12345
- UPC: (Printed on labels, if present)
- Description 1: 12345 Hershey Chocolate Bar
- Itemcodes list: 12345 (selected)
- New ItemCode: (empty)
- Buttons: Add, Delete, Make Primary, Make UPC, Clear UPC
- Bottom buttons: Add, Close

The **Item Number** which was assigned on the **General** tab for the new item is displayed in the **Itemcodes** box and next to **Item #**. A different **Item Number** or UPC Code may be entered at any time by accessing this screen. In the white box below **New ItemCode**, type the code for the UPC or Item.

The screenshot shows the 'ARS Add Item' dialog box with the 'Item Codes' tab selected. The 'Item #' field contains '12345' and the 'UPC' field is empty. The 'Description 1' field contains '12345 Hershey Chocolate Bar'. The 'Itemcodes' list contains '12345'. The 'New ItemCode' field contains '4444444444'. The 'Add' button is highlighted below the 'New ItemCode' field.

ARS Add Item

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

Item # 12345 UPC (Printed on labels, if present)

Description 1 12345 Hershey Chocolate Bar

Itemcodes

12345

New ItemCode

4444444444

Add

Delete

Make Primary

Make UPC

Clear UPC

Add Close

Click the **Add** button just below the **New ItemCode** (not the **Add** at the bottom of the screen). The new code will be added to the **Itemcodes** list. Click on the new code to highlight it.

The screenshot shows the 'ARS Add Item' dialog box with the 'Item Codes' tab selected. The 'Item #' field contains '12345' and the 'UPC' field is empty. The 'Description 1' field contains '12345 Hershey Chocolate Bar'. The 'Itemcodes' list contains '12345' and '4444444444'. The 'New ItemCode' field is empty. The 'Add' button is highlighted below the 'New ItemCode' field.

ARS Add Item

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

Item # 12345 UPC (Printed on labels, if present)

Description 1 12345 Hershey Chocolate Bar

Itemcodes

12345

4444444444

New ItemCode

Add

Delete

Make Primary

Make UPC

Clear UPC

Add Close

Click **Make UPC** if the code is a UPC for the item. Click **Make Primary** if the code is the preferred **Item Number** to be used for the item. (The system will not allow the use of a code which is already in use for another item. If there is an error code saying that the code already exists, the item may be a duplicate entry, or the code may already be a primary or secondary number for a different item. A different code will need to be used.)

28.1.6 PY History



Click on the **PY History** tab.

ARS Add Item

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

	Sales Qty	Py Sales Qty
January	0.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	0.00	0.00
December	0.00	0.00

Add Close

It is important to note that the data listed for all 'future' months of the current year are actually showing data from the previous year's history for those months until the current year's month has been closed/reset at which time the data will be that of the current year instead of the previous year.

28.1.7 Sales



Click on the **Sales** tab.

	Quantity	Costs	Sales	Discounts	Variance
Period to Date	0.00	0.0000	0.00	0.00	
Month to Date	0.00	0.0000	0.00	0.00	
Year to Date	0.00	0.0000	0.00	0.00	
Previous Year	0.00	0.0000	0.00	0.00	
Last Cnt			/ /		
Last Sold			/ /		
Last Received			/ /		

WtD - Week to Date

Period to Date is specific to the parameters set by the store based upon a season or a sale period. (On reports, the acronym **PTD** is often used.)

28.1.8 Setup



Click the **Setup** tab. This screen possesses some very important and useful functions.

If the item is serialized (e.g. firearm), select the proper Serial Group for the item. If the group is not selected, the item will not receive disposition detail in the Serial Log when the item is sold.

Different items may use different labels. Select the proper label under **Label Type**.

Properly set the **Tax** to either taxable or nontaxable.

Delete Date is for an item number which is no longer going to be used and has no current inventory. Deleting an item number will NOT delete acquisition/disposition information in the Serial Log. If there is any link for the item to a course, layaway, special order, etc., the system will not allow the item to be deleted.

See **Linked Item** for information on using this function for single, box, case -type sales of the same item.

See **Min/Max** for details on **Min Qty** and **Max Qty**.

Matrix is used for items with various sizes, styles and/or colors.

Clicking in a check-box (Food Stamp, Non-Stock, Kit, etc.) will put a check-mark in the box. Only the checked functions will be applied to the item. **Keep Detail History** should always be checked.

Non-Stock - no physical inventory is kept on hand for this item, so QoH will always be zero. When this item is sold at the POS, a screen will pop-up asking for a sell price for

the item.

28.1.9 UDF



Click on the **UDF** tab. (**UDF** is an acronym for **User Defined Field**.)

The screenshot shows the 'ARS Add Item' window with the 'UDF' tab selected. The 'Item #' field contains '12345' and the 'UPC' field is empty. The 'Description 1' field contains '12345 Hershey Chocolate Bar'. There are five 'UDF C' fields (UDF C1 to UDF C5) and two 'UDF D' fields (UDF D1 and UDF D2) on the right. The 'UDF D1' and 'UDF D2' fields contain '///'. The 'First Date' and 'Last Date' fields both contain '11/30/2010'. A large 'Notes' text area is at the bottom. Buttons for 'Add' and 'Close' are at the bottom right.

The BIG advantage here is that the fields allow for the user to add data which is unique to the particular store in whichever **UDF** field the user designates for that data. Searches may be done using **UDFs** as part of the filter for reports.

28.2 Item LookUp



There are MANY LookUp buttons located throughout the IMS. A **LookUp** button located next to an **Item #** box allows the user to look for an item number.

The screenshot shows a dialog box titled "Add Split Quantity Pricing" with a "General" tab. The "Item #" field and the "LookUp" button are circled in red. Below the "Item #" field are three radio button options: "Disc Amt", "Disc %", and "Disc Price". To the right of the "Item #" field are three text input fields labeled "Description 1" and "Price 1". At the bottom right of the dialog are "Add" and "Close" buttons.

To use the **LookUp** button, click it.

The screenshot shows a dialog box titled "Lookup an Item code" containing a table with three columns: "Item #", "UPC", and "Description 1". The row with "12345 Hershey Chocolate Bar" is highlighted in blue. Below the table are "OK" and "Cancel" buttons.

Item #	UPC	Description 1
WAP22001		Walther P22
12345		12345 Hershey Chocolate Bar
Test Course		Run the Test Course
25542658		Levi 501 34 x 34
6589626		Levi 501 32 x 32
888888		Custom Arrows
878451		Blanks
01084760191		Knok
078802		Feather
0030	11111111111	CCI .22 ammo 150GR 100 Rds.

Click on the item, or start typing in one of the fields below any of the **blue headings**. When the correct item is highlighted, click **OK**.

If the item is a new item, it will need to be added by clicking the **New** button and following the instructions for a new item.

28.3 Item to Item Transfer



An **Item to Item Transfer** is used to create a new item from two or more other inventory items. (This may also be used for a group of items or a kit.) The components of the new item are received under their respective item numbers. There is no inventory for the new item, but when it is sold, the proper quantities of the specified items are deducted from the proper inventory.

*Example - We will build **Custom Arrows (Item Number 888888)**:*

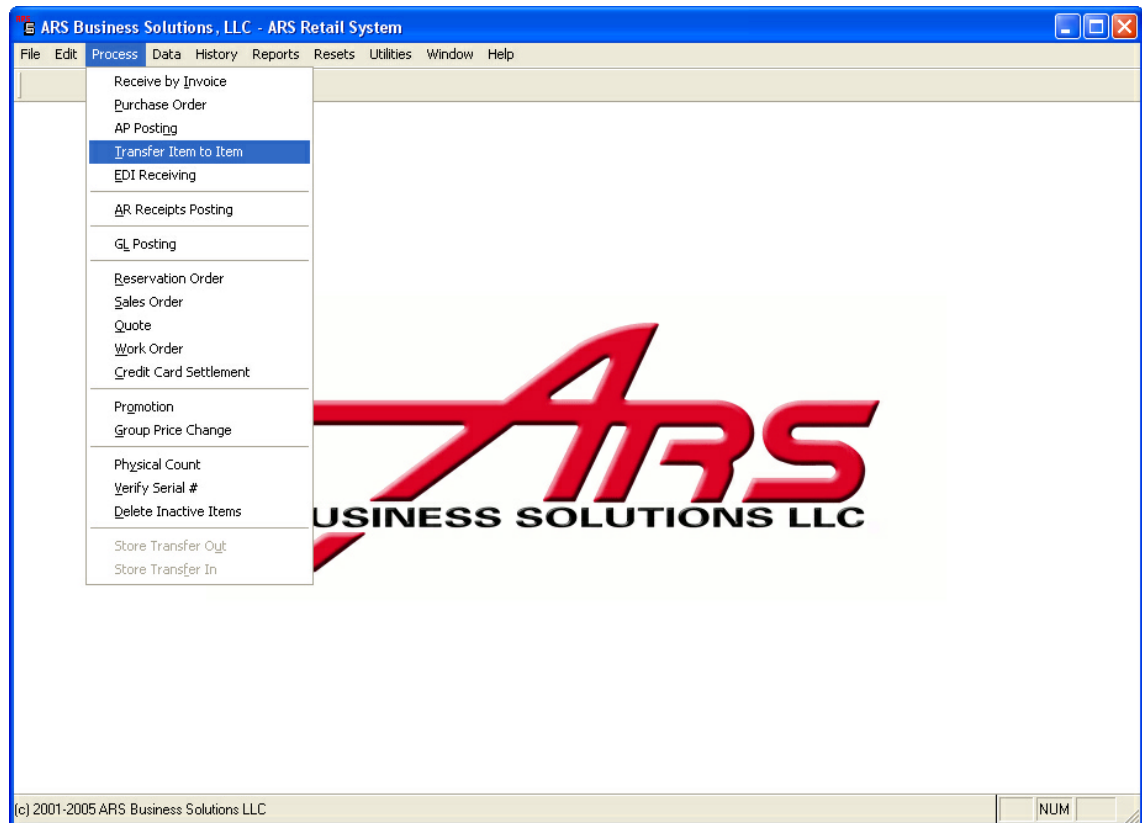
Custom Arrows are built from three different items which are received into inventory under three different item codes.

- Item Code #878451 - Single Packs of Blanks
- Item Code #01084760191 - 12 Packs of Knoks
- Item Code #078802 - 12 Packs of Feathers

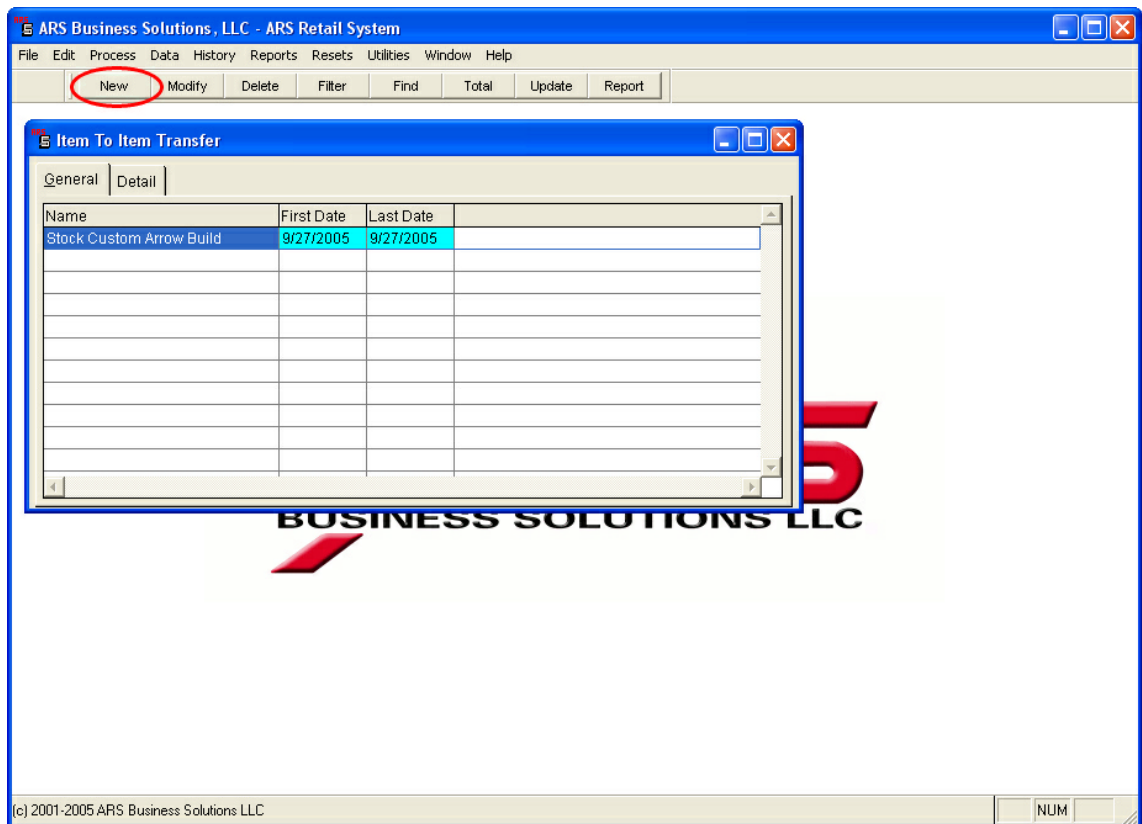
Add the new item (888888).

An Item to Item transfer is created when inventory needs to be transferred from one item to another.

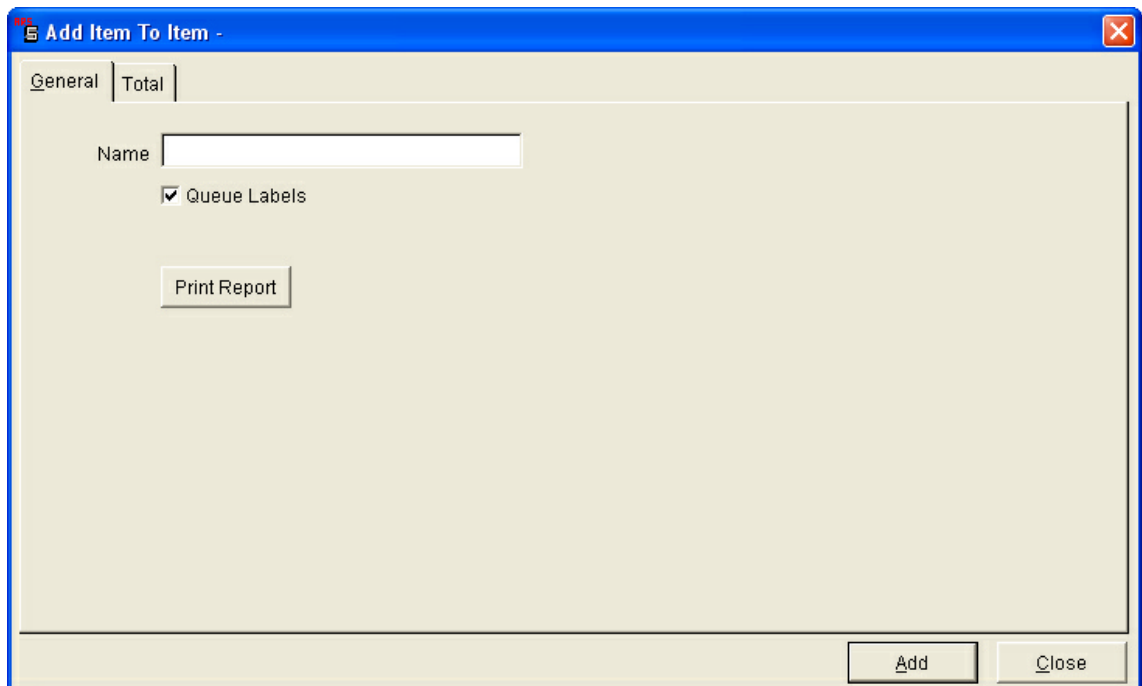
Click **Process**. Select **Transfer Item to Item**.



Click the **New** button.



Type the **Name** for the **Item to Item Transfer**.



Click **Add**. Add Detail to the **Item to Item Transfer**.

28.3.1 Add Detail



Once an Item to Item Transfer is created, detailed information about which items are being transferred is added to it.

From the Item to Item Transfer screen, click the **Detail** tab.

Name	First Date	Last Date	
Stock Custom Arrow Build	9/27/2005	9/27/2005	

In this example, twelve new arrows are being built:

- One Blank is used on each Custom Arrow.
12 Single Packs of #878451 (Blanks) would be transferred to #888888, a relationship of 12 to 1.

This transfers the quantity and cost of 12 blanks, decreasing inventory of item #87845 (Blanks) and increasing the inventory of item #888888 (Custom Arrows).

- One Knock is used on each Custom Arrow.
1 Twelve Pack of #01084760191 (Knocks) would be transferred to #888888, a relationship of 1 to 0.

This transfers only the cost of the knoks to item code #888888. The quantity does not transfer to item #888888 (Custom Arrow), as it does not need to increase Custom Arrow inventory.

- Three feathers are used on each custom arrow.
3 twelve packs of #078802 (Feathers) would be transferred to #888888, a relationship of 3 to 0.

This transfers only the cost of the feathers to item code #888888. The quantity does not transfer to item #888888 (Custom Arrow), as it does not need to increase the Custom Arrow inventory.

Click the **New** button.

Add Item To Item Transfer Detail

General

Name: Stock Custom Arrow Build

Transfer From Item

Item #: LookUp

Description 1:

QoH:

Qty: 1.00

Transfer To Item

Item #: LookUp

Description 1:

QoH:

Link Quantity: 1.00

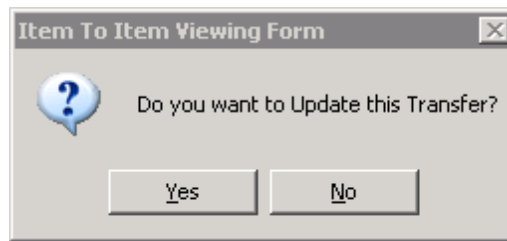
Add Close

Enter the first **Item #** under **Transfer From Item**.

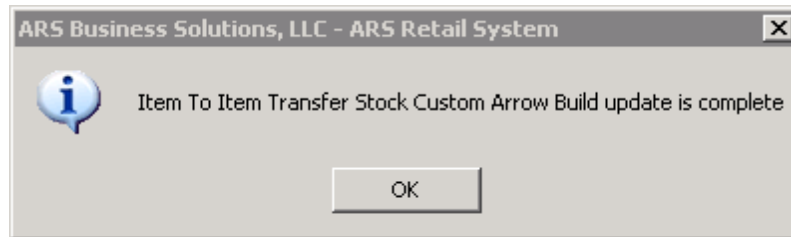
Click **Add**. Enter the each additional item in the same manner. Remember to use the same **Item #** under **Transfer To Item** and change the **Link Qty** to zero for the remaining items. Using the example data given, the **Detail** displayed after all the items are entered would be:

From Item	From Qty	From Desc1	To Item	To Qty	To Desc1
878451	12.00	Blanks	888888	12.0000	Custom Arro
01084760191	1.00	Knok	888888	0.0000	Custom Arro
078802	3.00	Feather	888888	0.0000	Custom Arro

Verify that the detail is correct. Click the **General** tab. Click the **Update** button.



Click **Yes**.



Click **OK**. The quantities have all been updated properly along with the appropriate cost being applied.

28.4 Linked Item



Linked Item is used for an item which is sold in various quantities (e.g. box, brick, case). The inventory quantities are tracked in one item code, but the item may be sold in whatever quantities the system has setup for that item using **Linked Item**.

Example: Ammunition is purchased in cases. It may be sold by the box, brick and/or case.

For a **Linked Item**, the QoH for the item (i.e. inventory records of receiving, etc.) is tracked through the item number for the smallest unit of that item which will be sold (in our example, the inventory would be by the boxes of ammunition).

Item Numbers need to be created for each of the units in which the item will be sold. *(For our example, we have created item number 0030 for the single box of ammo, 0030B for the brick of ammo and 0030C for the case of ammo. All inventory is received into item number 0030 using the single box quantities. There are 5 boxes in the brick and 50 boxes in the case.)*

*Under the Item Setup tab for 0030 (the smallest unit), no **Linked Item** information is*

entered.

The screenshot shows the 'Edit Item' window for item 0030. The 'Setup' tab is selected. The 'Linked Item' field is highlighted with a red box and is currently empty. Other fields include Item # 0030, UPC 1111111111, Description 1 'CCI .22 ammo 150GR 100 Rds.', and various checkboxes on the right.

Under the Item Setup tab for 0030B (the Brick), **Linked Item** is setup to deduct five boxes for each brick sold.

The screenshot shows the 'Edit Item' window for item 0030B. The 'Setup' tab is selected. The 'Linked Item' field is highlighted with a red box and contains '0030'. The 'Link Qty' field is set to 5. Other fields include Item # 0030B, UPC 1111111112, Description 1 'CCI .22 ammo 150GR BRICK', and various checkboxes on the right.

Each time a brick is sold, five boxes are deducted from the **Linked Item** 0030. *Under the Item Setup tab for 0030C (the Case), **Linked Item** is setup to deduct 50 boxes for each case sold.*

Each time a case is sold, 50 boxes are deducted from the **Linked Item** 0030.

For our example, we sold one case and two bricks of ammo in February. No single boxes were sold. The 12-Month Sales Report shows cost and quantities sold under the respective item numbers along with the sales. The inventory total in the smallest unit shows the adjusted inventory total.

12 Month Sales Report														2/7/2011 9:55:29 AM									
ARS Business Solutions, LLC														Page 1									
Sorts: Item Number																							
Filters: Item Number begins with 0030																							
Item#	Description 1	January	February	Description 2	March	April	May	June	Cross Ref #	July	August	September	Price 1	Aug Cost	October	November	QoH On Order	December	Kit Qty	12 Month	Pkg.	YTD	
0030	CCI .22 ammo 150GR 100 Rds.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.99	4.00	440	0	0	0	0	0	0	0	60
	Quantity	0.00	400.00	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
	EoM Quantity	0.00	400.00	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
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cost	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
	Markdown	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
	Sales	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
0030B	CCI .22 ammo 150GR BRICK	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.99	20.00	0	0	0	0	0	0	0	0	0
	Quantity	0.00	2.00	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	2.00
	EoM Quantity	0.00	2.00	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	2.00
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cost	0.00	40.00	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	40.00
	Markdown	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	40.00
	Sales	0.00	75.98	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	75.98
0030C	CCI .22 ammo 150GR CASE	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	379.99	200.00	0	0	0	0	0	0	0	0	0
	Quantity	0.00	1.00	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	1.00
	EoM Quantity	0.00	1.00	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	1.00
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cost	0.00	200.00	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	200.00
	Markdown	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
	Sales	0.00	379.99	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	379.99
Total 3	Quantity	0.00	3.00	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	3.00
	EoM Quantity	0.00	440.00	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	3.00

28.5 Non-Stock Item



A **Non-Stock Item** is any item for which no physical inventory is kept, so QoH will always be zero. (e.g. courses, delivery or shipping fees, re-stocking fees, etc.)

Non-Stock is also used for single items which are constantly changing and not carried as regular in-stock items (special order items using a generic item code, consignment items, used items, etc.)

When a **Non-Stock** item is sold at the POS, a screen will pop-up asking for a sell price for the item as long as **Non-Stock** is checked under Item Setup and the **Price** for the item is left at \$0.00.

28.6 Permanent Markdown



Permanent Markdown may be set for any item. Open the Item Screen, and click the **Cost/Price** tab.

Locate the **P1-Disc** label and box.

The screenshot shows the 'ARS Add Item' window with the following data:

Field	Value	Field	Value	Gp%	Gp \$
Item #	12345	UPC			
Description 1	12345 Hershey Chocolate Bar				
Avg Cost	0.0000	Price 1	0.0000	0.00	0.0000
Last Cost	0.0000	Price 2	0.0000	0.00	0.0000
L Cost Only	0.0000	Price 3	0.0000	0.00	0.0000
QoH	0.00	Price 4	0.0000	0.00	0.0000
On Order	0.00	Price 5	0.0000	0.00	0.0000
Commit Qty	0.00	Sugg Retail	0.0000	0.00	
		P1-Disc	0.0000	0.00	0.0000
		Promotion			

The 'P1-Disc' field is circled in red. The 'Weight' field is 0.000 Lb(s). Buttons for 'Add' and 'Close' are at the bottom right.

An item is on **permanent markdown** when a value is entered in the **P1-Disc** field and the **Promotion** field is blank.

28.7 Split Quantity Pricing



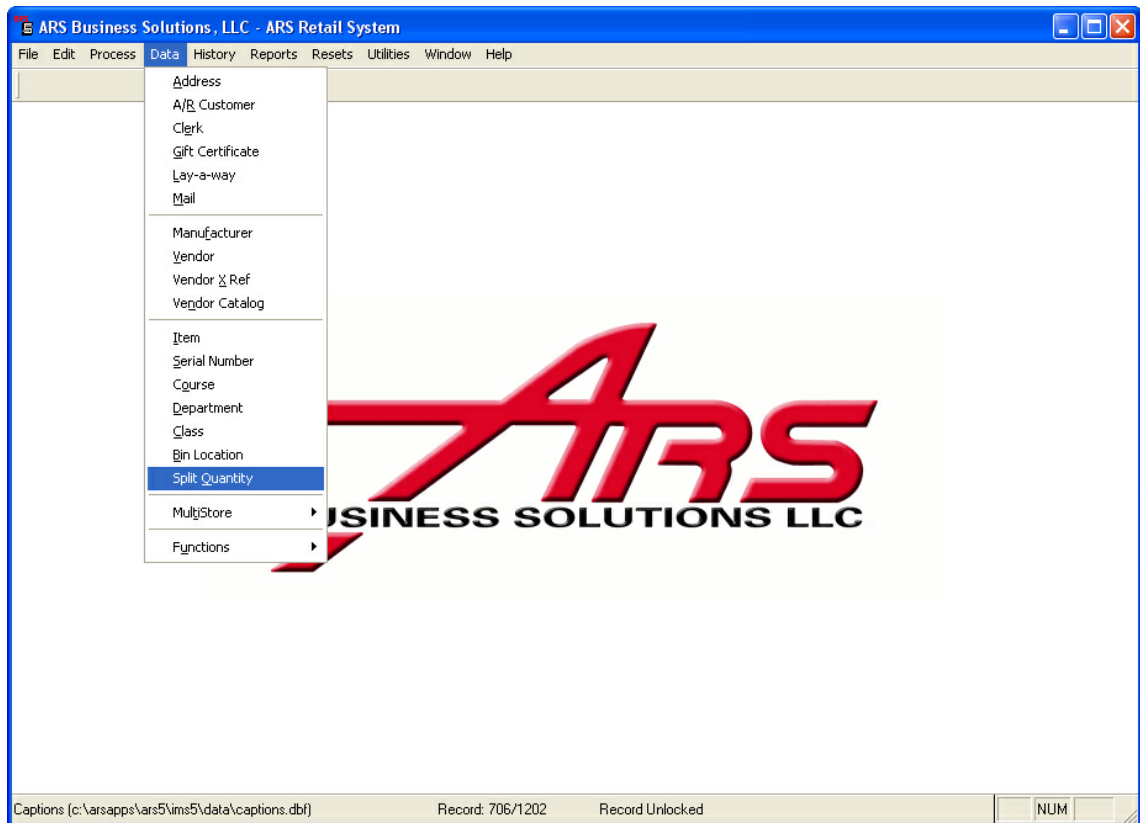
Split Quantity Pricing allows items sold in multiple quantities to have automatically discounted prices. When an item is part of the **Split Quantity Pricing**, the clerk at the POS does not have to be aware the item quantity discount when the item is being sold. The system tracks the quantity sold in the transaction at the POS or as a Sales Order has been done. The discount will be applied to the individual items which qualify for a discount based on the number of units purchased within the transaction.

Items can be discounted by a dollar amount, percentage or price. A variety of items with various discounts may be part of **Split Quantity Pricing**.

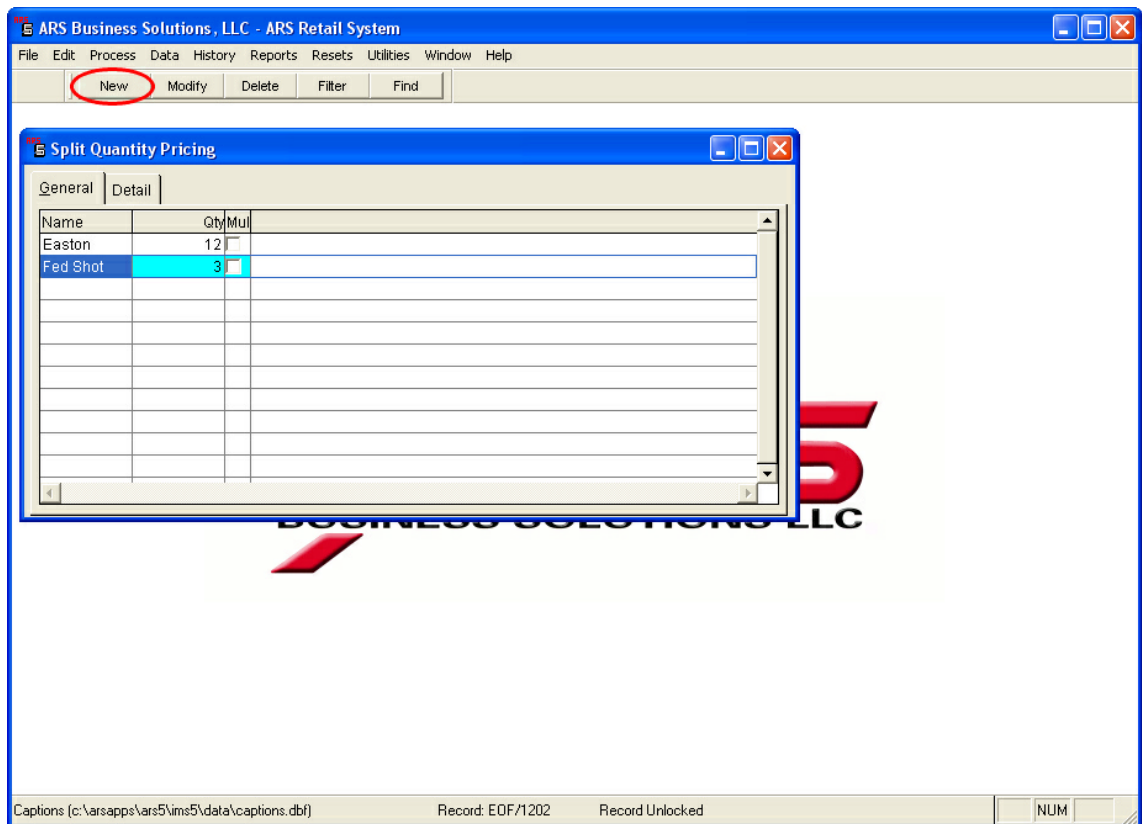
An item which is included in more than one **Split Quantity Pricing** qualifies both groups at the same time. The pricing allowing the greatest discount for the item will be the discounted amount, but all items will be discounted for both groups provided the quantity minimum has been met for each.

An item which is discounted at the POS by a promotion, clerk discount or price override will still be counted in the quantity for Split Quantity Pricing.

To create a new **split quantity pricing**, click **Data**; select **Split Quantity**.



Click the **New** button.



Enter information at the **Add Split Quantity Pricing** screen.

The 'Add Split Quantity Pricing' dialog box is shown with the 'General' tab selected. It contains the following fields and options:

- Name: [Text Input Field]
- Qty: [Text Input Field]
- Multiple
- Limit1

Buttons at the bottom: Add, Close

- **Name**
- **Qty** - the number of items which must be sold in order for the discount to take effect
- **Multiple (checkbox)** - when unchecked, **split quantity pricing** will apply to all quantities greater than or equal to the designated quantity; when checked, **split quantity pricing** only applies to quantities which are multiples of the designated quantity

*Example: An item priced at \$1.25 is set up for 4/\$4 in **split quantity pricing**. If seven (7) items are sold and **Multiple** is checked, the subtotal for the sale would be \$7.75 (4 x \$1 + 3 x \$1.25). If eight (8) items are sold, the total would be \$8.00 (2 sets of 4/\$4).*

*If the **Multiple** box is unchecked, and seven (7) items are sold at \$1.25 each or 4/\$4, the subtotal would be \$7.00 (4 or more items for \$1 each).*

- **Limit 1 (checkbox)** - when checked, the customer is allowed only one of the special discounts

Example: An item priced at \$1.25 is set up for 4/\$4. If eight (8) items are sold, the first four would sell for a total of \$4.00; the second four would sell for \$1.25 each for a total of \$5.00.

Click **Add**.

Click the **Detail** tab to enter split quantity detail.

28.7.1 Split Quantity Detail



To complete the setup for Split Quantity Pricing, detail information must be added. Click the **Detail** tab from the **Split Quantity Pricing** screen.

The screenshot shows a window titled "ARS Split Quantity Pricing" with two tabs: "General" and "Detail". The "Detail" tab is active, displaying a table with the following columns: Name, Qty, Mul, and Lim. The first row contains the text "candy", the number "6", a checked checkbox, and an unchecked checkbox. The rest of the table is empty.

Name	Qty	Mul	Lim
candy	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click the **New** button.

Enter the **Item #** (or use LookUp) for the item.

The screenshot shows a dialog box titled "Add Split Quantity Pricing" with a "General" tab. The "Item #" field is circled in red. Below it are three radio button options: "Disc Amt", "Disc %", and "Disc Price". To the right are fields for "Description 1" and "Price 1". At the bottom right are "Add" and "Close" buttons.

Item #

Disc Amt
Disc %
Disc Price

Description 1

Price 1

Choose one of the discount methods by clicking in the proper circle. The discounts will be applied to each individual item.

- **Disc Amt** - the dollar amount to be deducted from each item
- **Disc %** - discount percentage to be deducted from each item

- **Disc Price** - discounted price to be applied to each individual item

Click **Add**. Click **Close**.

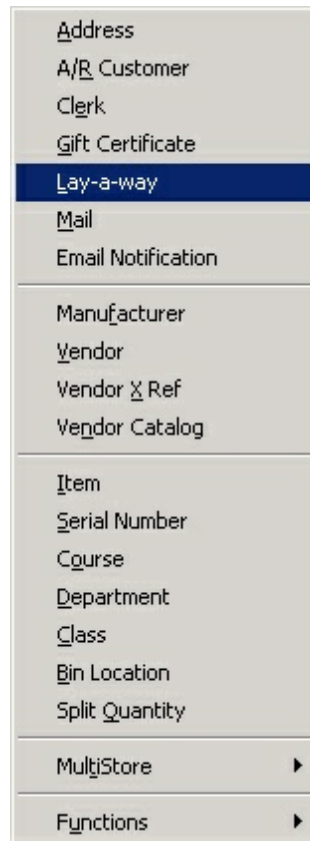
The **Split Quantity Pricing** will continue until it has been deleted using the **Delete** button. (If the special pricing will be used again in the future, and there isn't much detail, go into the **Detail** tab. Highlight the detail; click the **Delete** button.)

29 Layaway

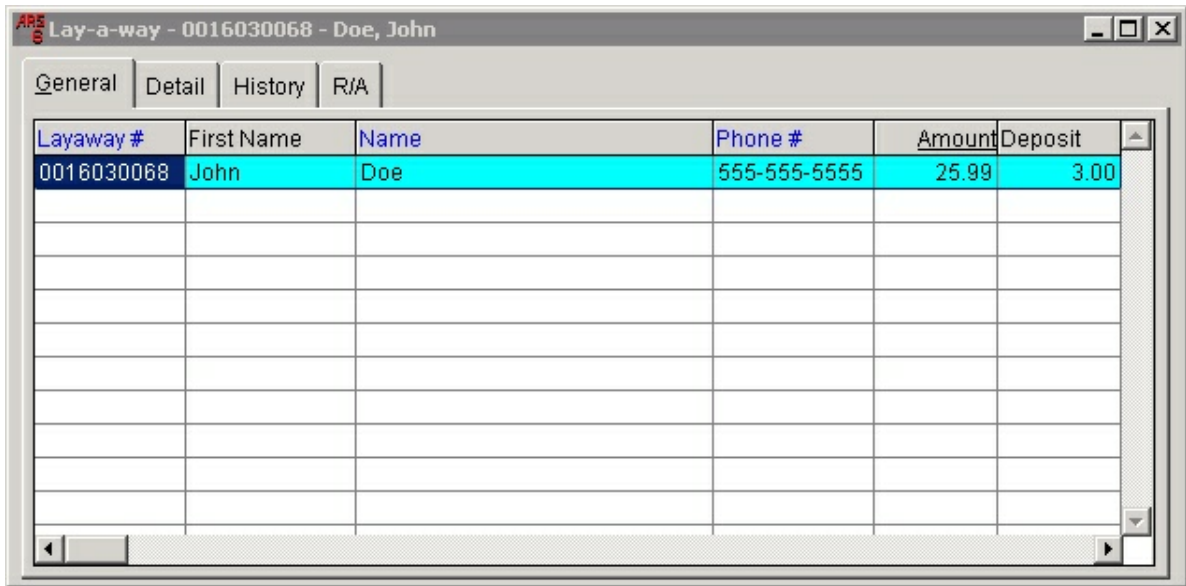


A **Layaway** is initiated at the POS (see POS Manual). In order for any **Layaway** transactions to occur, FOM must be on to allow communication between the IMS and the POS.

To open the **Layaway** screen, go to **Data**; select **Layaway**.



All existing **Layaways** will be displayed on the **Layaway** screen.



Layaway #	First Name	Name	Phone #	Amount	Deposit
0016030068	John	Doe	555-555-5555	25.99	3.00

The **Layaway** screen has buttons for Find, Filter and Filter Plus to help in locating a specific **Layaway** or group of **Layaways**.

More on **Layaway**:

- Delete Layaway
- Edit or Modify Layaway

29.1 Delete Layaway



There should be very few occasions when a Layaway must be deleted from the system through the IMS. When there is a cancellation of a layaway, it is processed through the POS where the layaway deposit may have proper accounting. If there is a zero deposit on the layaway account, it may be deleted from the IMS. To check layaway details, go to Edit Layaway.

Note: Always use caution when using the delete button. If there is another way to get it done, it is always best to use delete as a last resort.

To delete a layaway at the IMS, go to the Layaway screen.

The screenshot shows a window titled "ARS Lay-a-way - 0016030068 - Doe, John". It has tabs for "General", "Detail", "History", and "R/A". The "General" tab is active, displaying a table with the following data:

Layaway #	First Name	Name	Phone #	Amount	Deposit
0016030068	John	Doe	555-555-5555	25.99	3.00

Select the layaway to be deleted. Click the **Delete** button.

29.2 Edit Layaway



To view or edit an existing layaway account, open the Layaway screen.

This screenshot is identical to the one above, showing the "ARS Lay-a-way - 0016030068 - Doe, John" window with the "General" tab active and a table containing one record for John Doe.

Select the layaway record. Click the **Modify** button.

Edit Lay-a-way

General UDF

Layaway # 0016030068

Address Doe LookUp

Last Name Doe John

Address1 1234 Anywhere

Address2

City State Zip USA Town US 12345

Phone # 555-555-5555

Price Code

Amount 25.99 Chrg Date 2/10/2011 Chrg Amount 22.99

Deposit 3.00 Pay Date 2/10/2011 Pay Amount 3.00

Balance 22.99

OK Cancel

Information may be edited in any of the white fields. When finished, click **OK**.

Information may also be viewed/edited for

- Layaway Detail
- Layaway History
- Layaway R/A

29.2.1 Layaway Detail



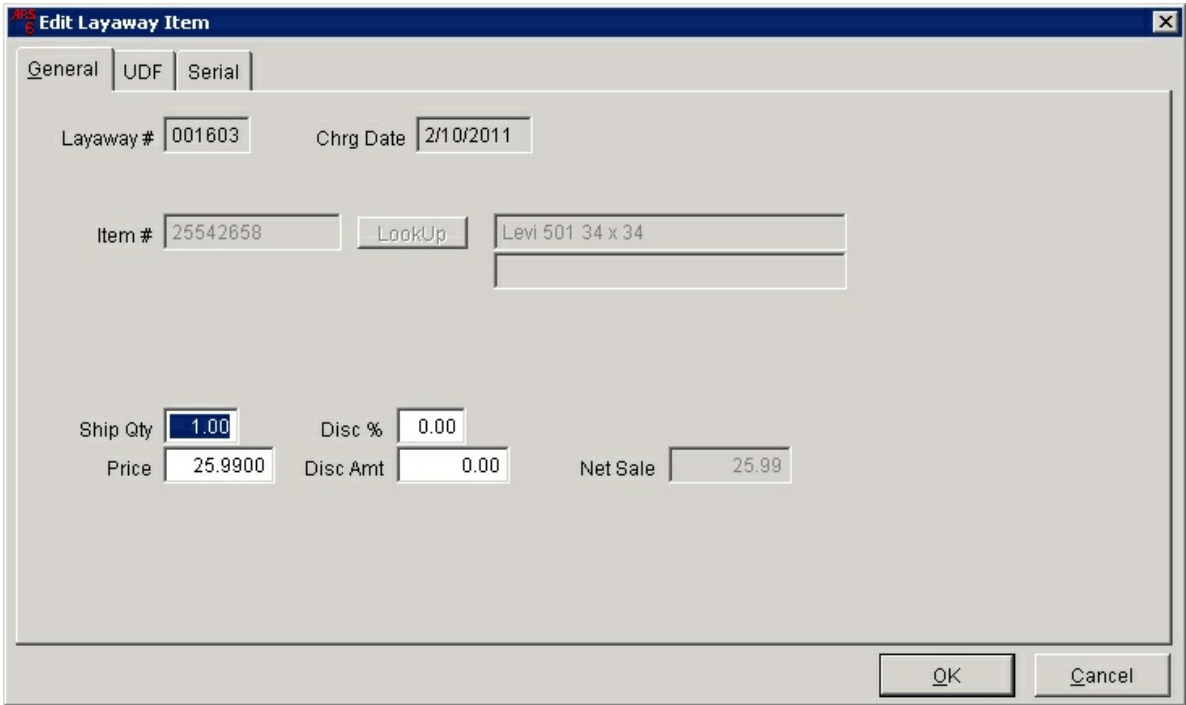
To view/edit the detail of a layaway, go to the Layaway screen.

Layaway #	First Name	Name	Phone #	Amount	Deposit
0016030068	John	Doe	555-555-5555	25.99	3.00

Click the **Detail** tab.

Item #	Description 1	Ship Qty	Price	Disc %	Disc Amt	Ext Disc
25542658	Levi 501 34 x 34	1.00	25.9900	0.00	0.00	0.00

Click the **Modify** button.



Edit Layaway Item

General | UDF | Serial

Layaway # Chrg Date

Item #

Ship Qty Disc %

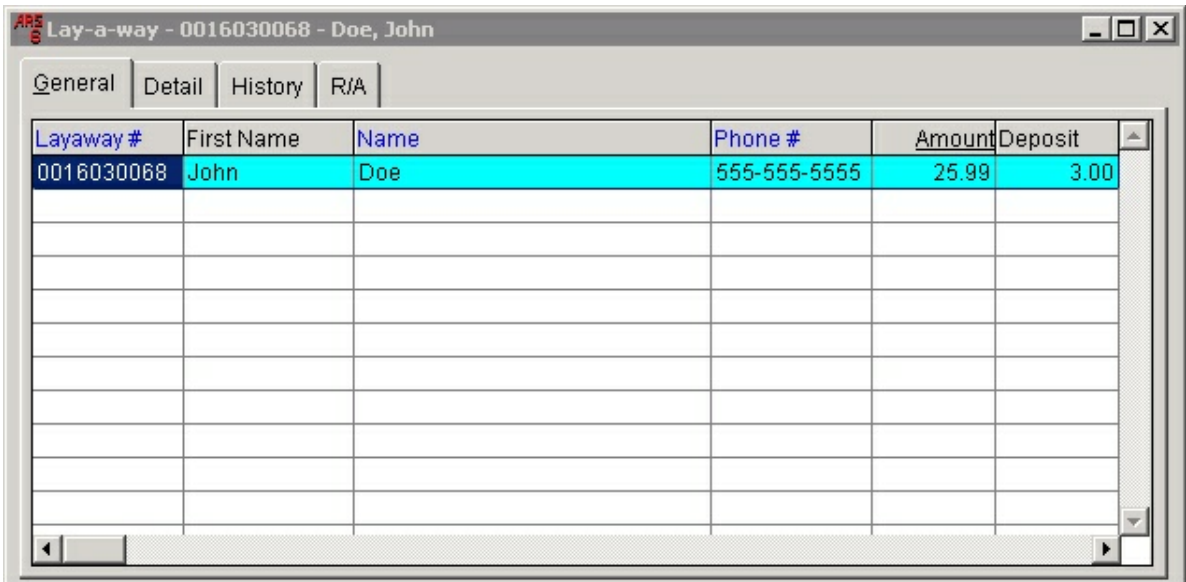
Price Disc Amt Net Sale

Information may be edited in any of the white fields. Click **OK**.

29.2.2 Layaway History



To view/edit the history of a layaway, go to the Layaway screen.

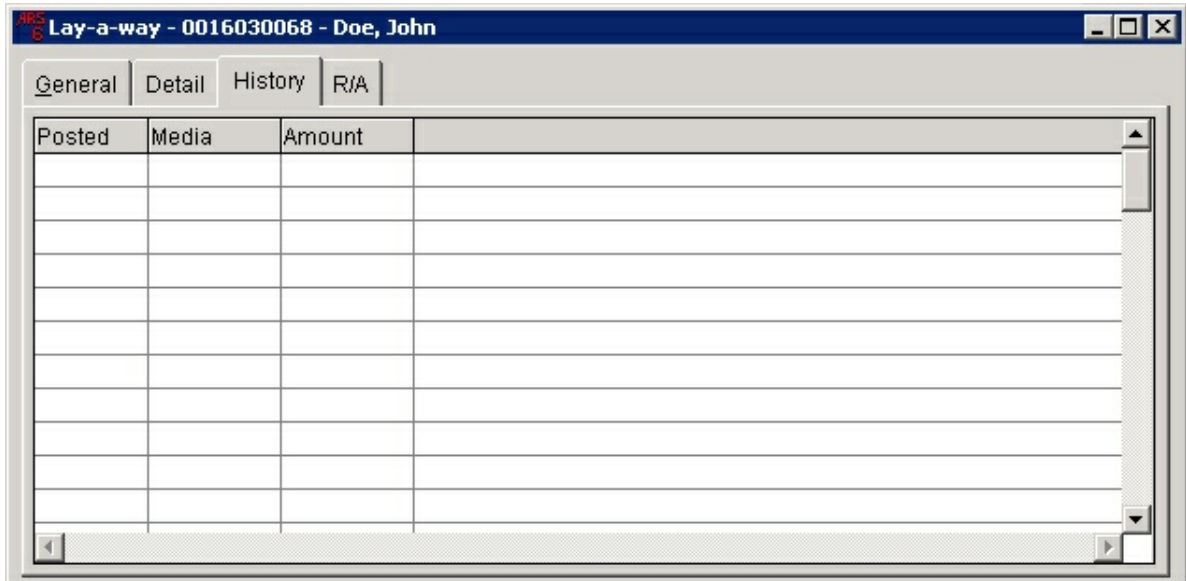


Lay-a-way - 0016030068 - Doe, John

General | Detail | History | R/A

Layaway #	First Name	Name	Phone #	Amount	Deposit
0016030068	John	Doe	555-555-5555	25.99	3.00

Click the **History** tab.



30 Letters



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

Common uses for letters include:

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

There is no limit to the amount of letters which may be generated.

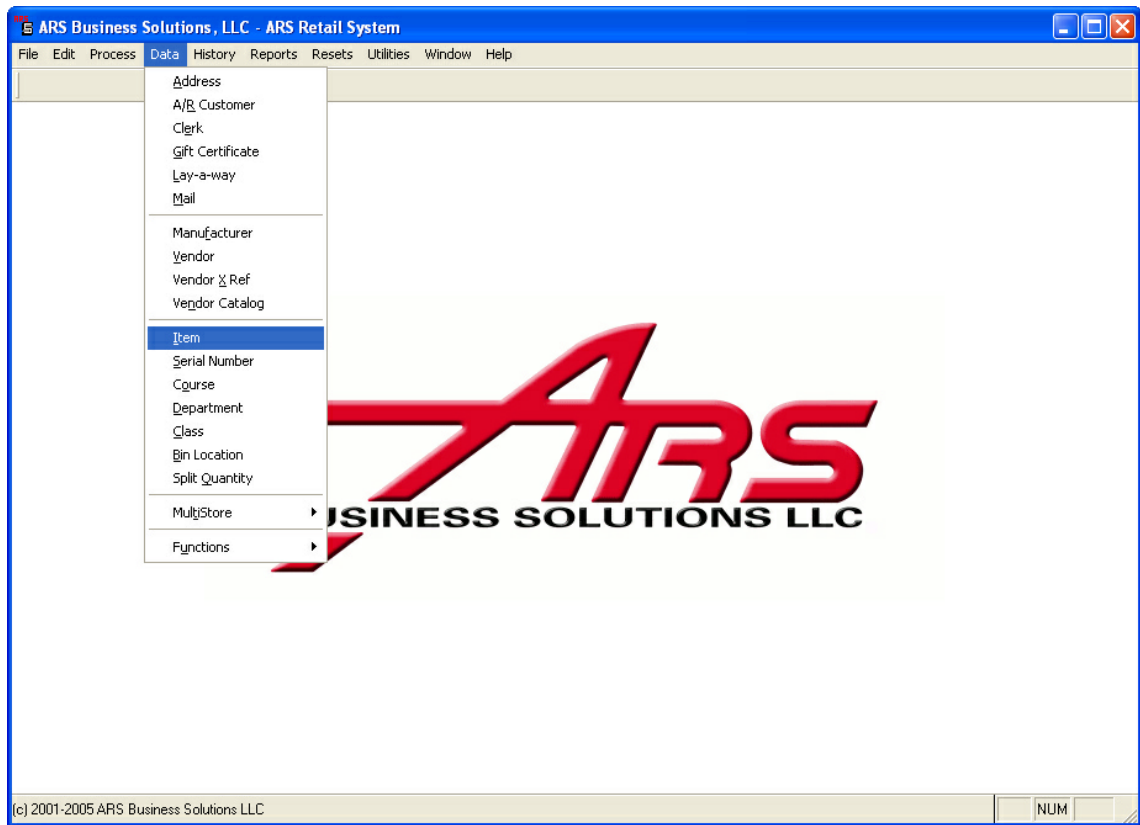
To get started, create a new letter (or as many as you like). Once they're created, they can be linked.

30.1 Item Letter



Once a letter has been created, it may be assigned to individual items. When an item with a letter is sold at the POS, the letter will be printed on the receipt. To assign a letter to an item,

Click **Data**; select **Item**.



Select the item to which the letter will be attached by clicking on it to highlight it. Click the **Modify** button.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New **Modify** Delete Filter Find Interface Copy Queue Labels

Item - 04133344001 - Rayovac Maximum C Cell

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

Item #	UPC	Description 1	Description 2	QoH	Avg Cost	Price 1	P1-Disc	Price 2
L1		Range Time 1 Hour		0.00	0.0000	10.0000	0.0000	0.000
L2		Range Time 1 Hour		0.00	0.0000	10.0000	0.0000	0.000
81200	00000081200	RAT-L-TRAP RT25B 1/2 OZ	CHROME BLUE BACK	86.00	2.5600	4.1900	0.0000	0.000
738610	00000738610	RAY-O-VAC H22M-1 MAG LITE-C		90.00	2.5200	4.0900	0.4100	0.000
738619	00000738619	RAY-O-VAC WH4-8 WORKHORSE-A		99.00	3.0400	4.9900	0.5000	0.000
04133344001	04133344001	Rayovac Maximum C Cell	4 Pack	106.00	2.7600	3.9900	0.4000	0.009
123456	01280045325	Rayovac Maximum D Cell	4 Pack	75.00	2.7642	3.9900	0.4000	0.000
759001	00000759001	RC COMPANY 1040PC POWER CAC		-1.00	33.8200	57.9900	0.0000	0.000
686806	00000686806	REBEL FTJ20SS-41 JOINTD MINNO	4 1/2" OLE RAINBOW	33.00	3.3800	5.4900	0.0000	0.000
750183	00000750183	REDBALL 741925-11 KNEE BOOT	SIZE 11 16" BLACK	74.00	9.3500	14.9900	0.0000	0.000
750851	00000750851	REDBALL 810854-9 CHESTWADER	SIZE 9 INSULATED MASTER	52.00	66.6000	97.9900	0.0000	0.000
750805	00000750805	REDBALL 830965-12 HIP BOOT	SIZE 12 INSULATED	47.00	33.3300	49.9900	0.0000	0.000
750604	00000750604	REDBALL 840555-11 ONEIDA PACK	SIZE 11	59.00	36.6700	51.9900	0.0000	0.000

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NUM

In the **Letter** section of the **Edit Item** screen, select a **Type** from the drop-down list. The list only allows letters of the selected type to be listed on the **Description** drop-down list. Select a letter from the **Description** list.

Edit Item

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

Item # 04133344001 UPC 04133344001 (Printed on labels, if present)

Description 1 Rayovac Maximum C Cell 4 Pack

Manufacturer Rayovac LookUp

Style BATTERY

Size

Color

Other

Class Batteries LookUp

Season LookUp

Letter

Type

Description (None)

Cross Reference

Cross Ref # 502 LookUp

Vendor ACME

Pkg Qty 1.00

Units/Pkg 4.00

OK Cancel

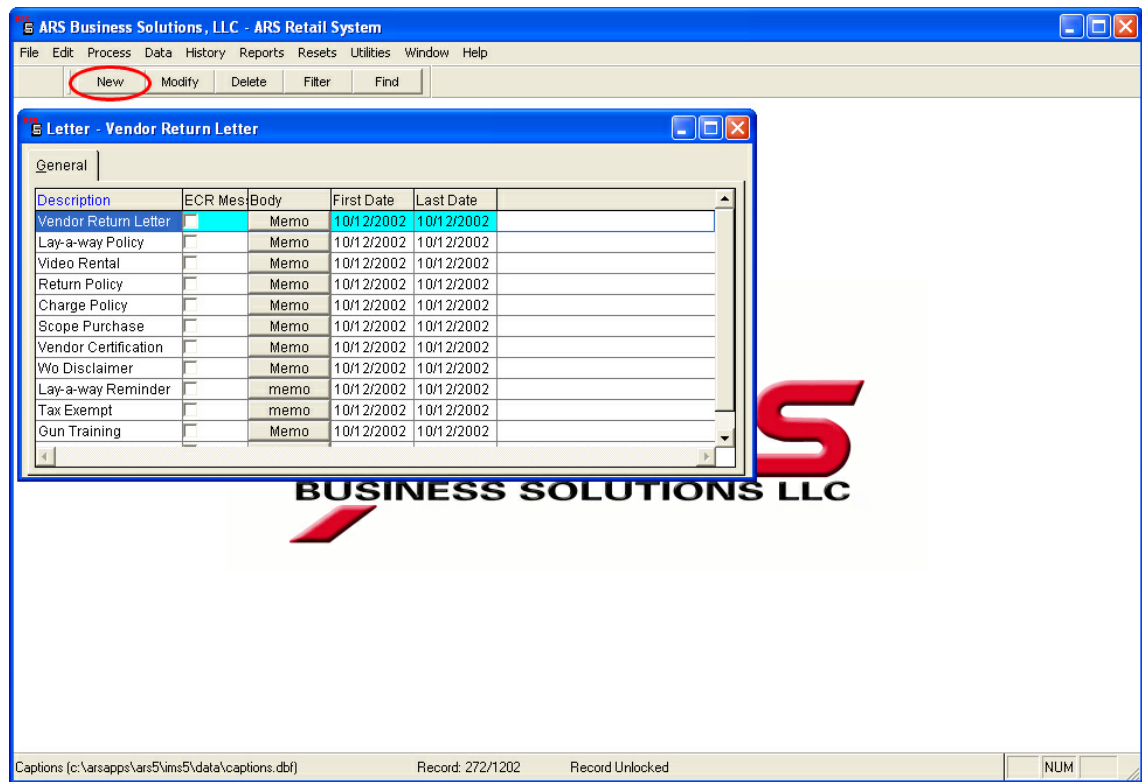
Click **OK**.

30.2 New Letter

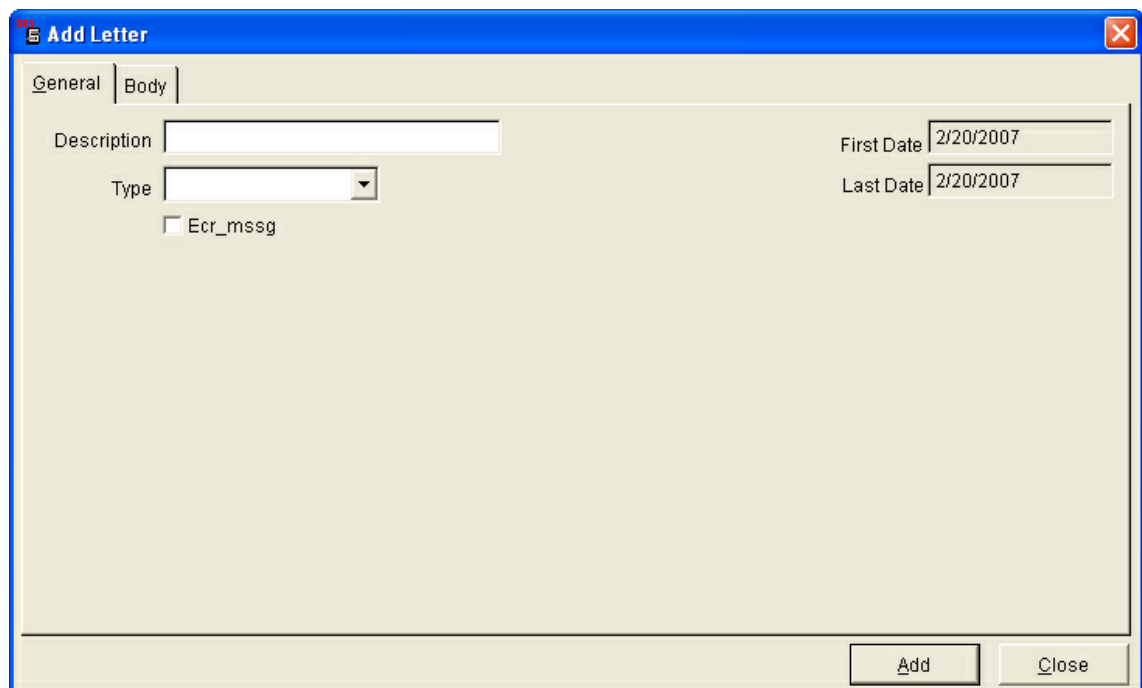


Letters must be created before any linking or assigning can be done.

To create a letter, click **Data**. Select **Functions**. Click **Letters**. All existing letters are displayed in the grid.

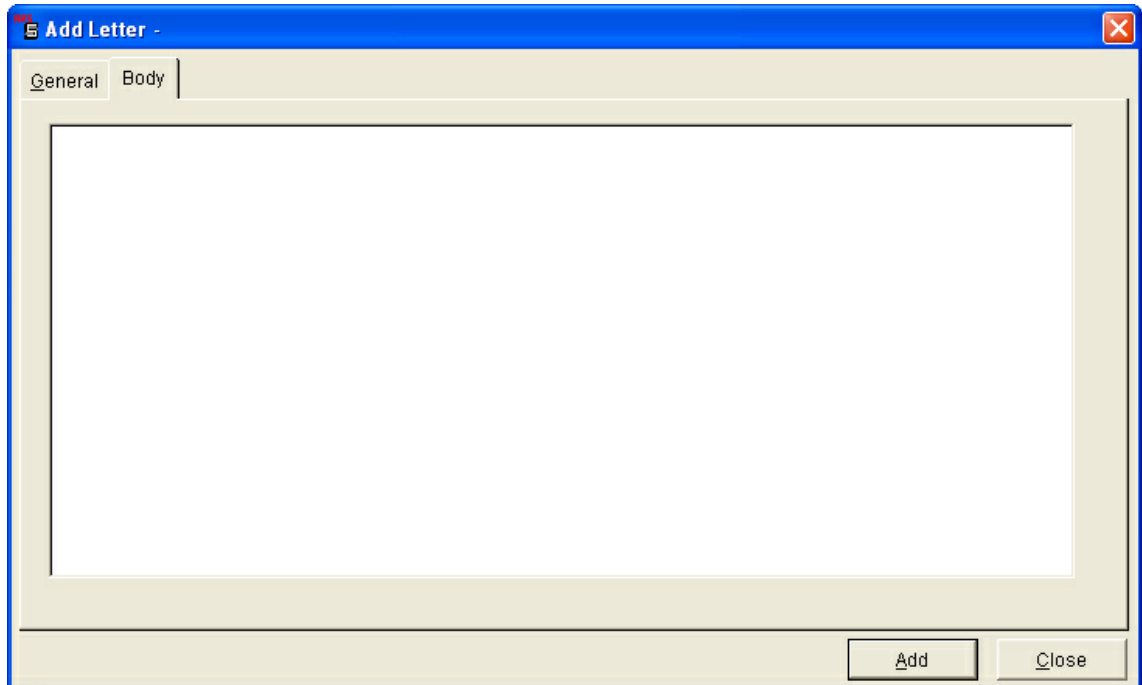


Click the **New** button.



- **Description** - enter a name for the new letter

- **Type** - enter the type of letter, or choose an existing type from the drop-down list (type is optional)
- Click the **Body** tab.
- Using the punctuation, spelling, etc intended for the receipt, type the body of the letter.



Click **Add**.

30.3 POS Letters



Letters may be assigned to types of POS transactions. These letters typically convey store policies, disclaimers and reminders.

- Create the letter at the IMS
- Build POS Data at the IMS
- Download at the POS
- Refer to Setup instructions in the POS manual

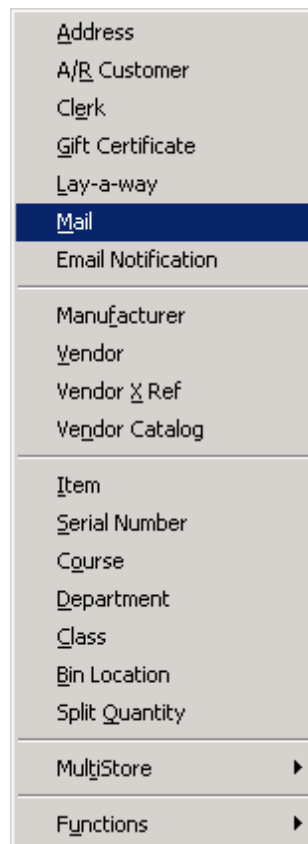
31 Mail



A **Mail** Number (e.g. their 10-digit phone number) may be assigned to a customer when they are added at the POS or at the IMS.

Having a customer's information allows the system to keep history on a customer's purchases.

To access the mail list, click **Data**; select **Mail**.



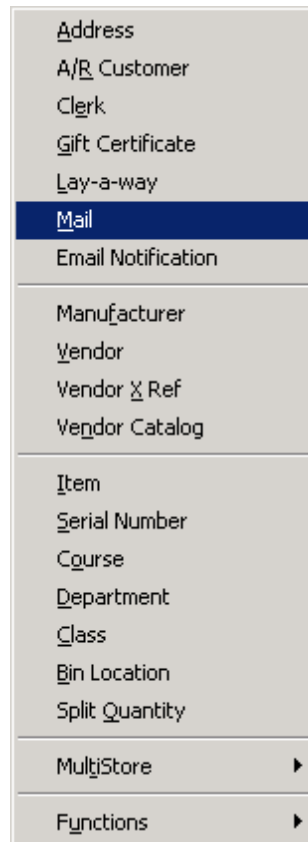
Click on any of the following links for more information:

- Edit a Mail Number
- Enter a new Mail Number
- LookUp a Mail Number
- Mail Record Information (including sales and courses)
- Merge duplicate mail records

31.1 Edit Mail Number



To **Edit** a customer's **Mail Number**, go to **Data**; click **Mail**.



Select a customer from the grid by clicking on the name to highlight it.

Mail List - 1115555555 - Cassidy, Gerald

General Sales Detail Course

Mail #	Name	First Name	Middle	Address1
5555555555	Doe	John		1234 Anywhere
6165555555	VanderWoude	Grant		1234 That Street
1115555555	Cassidy	Gerald	James	4554 Busy Street

Click the **Modify** button.

Edit Mail

General UDF Sales

Mail # 1115555555

Address

Cassidy

Last Name Cassidy Gerald James

Address1 4554 Busy Street

Address2

City State Zip Busy Town MN 64554

E-mail gcassidy@somemail.com

Phone # 111-555-5555

Price Code

Discount 5.00

Tax Ex Desc

Tax ID #

Status 1 0

Status 2 0

Click in any field to edit or add information. When complete, click **OK**.

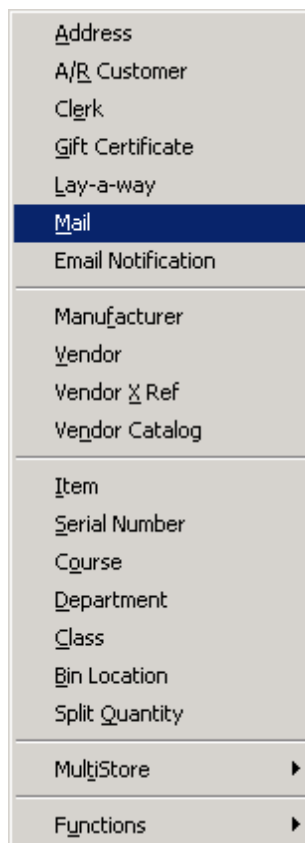
31.2 Mail LookUp



There are a few different ways to look up Mail Number information.

- Filter the Mail List - show only filtered records in the Mail List
- Filter Plus - advanced search options
- Find - search for a specific record
- Mail List screen

To locate a record, go to **Data**; click **Mail**.



The **Mail List** grid displays all of the Mail Number customers.

Mail #	Name	First Name	Middle	Address1
5555555555	Doe	John		1234 Anywhere
6165555555	VanderWoude	Grant		1234 That Street
1115555555	Cassidy	Gerald	James	4554 Busy Street

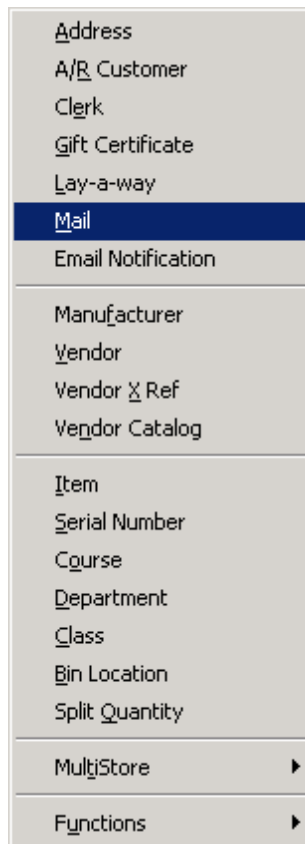
Any field with a **blue heading** can be searched by clicking in a field under the selected heading. Begin typing the known information using quick, even keystrokes. The closest matching record will be highlighted.

31.2.1 Filter Mail List



The Mail list may be filtered to display only the records which meet the filter criteria.

Go to **Data**; click **Mail**.



The **Mail List** grid displays all of the Mail Number customers.

ARS Mail List - 111555555 - Cassidy, Gerald

General Sales Detail Course

Mail #	Name	First Name	Middle	Address1
555555555	Doe	John		1234 Anywhere
616555555	VanderWoude	Grant		1234 That Street
111555555	Cassidy	Gerald	James	4554 Busy Street

Click the **Filter** button. Enter the filter conditions.

Mail #	Name	First Name	Middle	Address1
555555555	Doe	John		1234 Anywhere
616555555	VanderWoude	Grant		1234 That Street

The Mail List grid identifies the list as being filtered. The list will remain filtered until the screen is closed or the filter is removed.

31.2.2 Find Mail

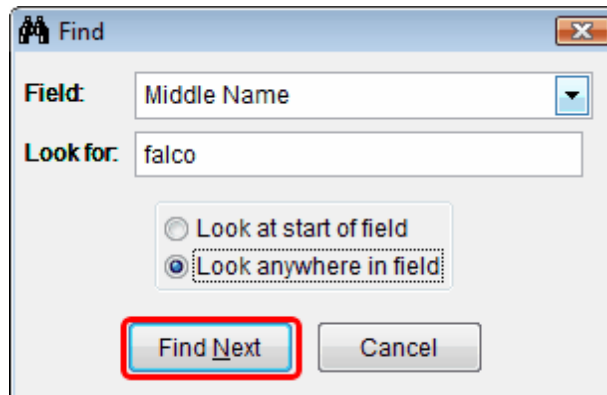


To use **Find** to locate a specific record, with the Mail List open, click the **Find** button.

Field: Select a field for searching from the drop-down list. (Example: Middle Name)

Look for: Enter the text. (Example: falco)

Click **Find Next**.



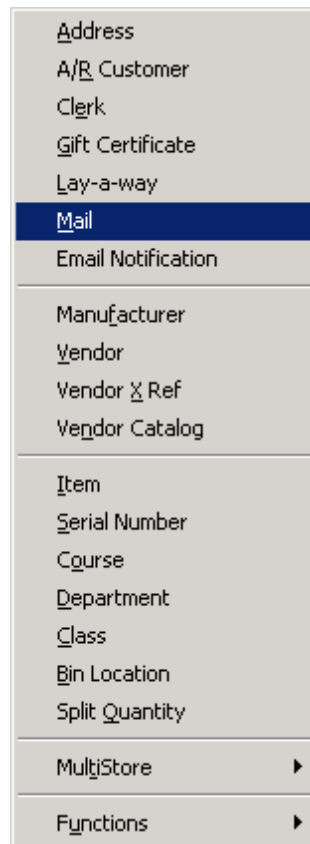
The next record containing the typed text will be highlighted in the Mail List grid.

Mail #	Name	First Name	Middle	Address1	Address2	City	State	Zip code	Phone #	E-mail
7	Bernardelli	Vincenzo	Falco	Accardi Impo					707-888-8179	servi
8	Browning	Bill		Sames St		Chicag	IL	60101	663-002-1102	Brow.
11	Bernardelli	Vincenzo	Falco	Accardi Impo					707-888-8179	servi
12	Arms, Inc.,	Savage		100-T Spring		Westfie	MA	01085	413-568-7001	
13	GmbH & Co. K	J.G	ANSCHÜTZ	Jagd- und S	Daimlerst	Daimle				
14	Lone Wolf Dist	Glock		57 Shepard	P.O. Box 3	Oldtow	ID	83822-3549	208-437-0612	armo

31.3 Mail Record



To access a customer's sales history, go to **Data**; click **Mail**.



Click the **Sales** tab. Select a customer from the list.

Mail List - 555555555 - Doe, John

General Sales Detail Course

Mail #	Name	Last Visit Da	First Name	Visit Cour	Visit Amou
555555555	Doe	2/10/2011	John	29	3620.9000
616555555	VanderWoude	2/10/2011	Grant	1	0.0000
111555555	Cassidy	2/7/2011	Gerald	0	0.0000
999222444	Doe	2/10/2011	John	0	0.0000
989222444	Doe	2/10/2011	John	0	0.0000

Click the **Detail** tab to see Sales Detail. Click the **Course** tab to see Course Detail.

ARS Mail List - 555555555 - Doe, John						
General Sales Detail Course						
Item #	Ship Qty	Price	Disc Amt	Posted	Net Sale	Description 1
2	1.00	15.0000	0.0000	9/18/2010 8:	15.00	Test item
163810	1.00	429.9900	0.0000	11/29/2010 2	429.99	Smith & Wesson J-Frame
PI1950203	1.00	519.9900	0.0000	11/29/2010 2	519.99	Glock 19
WAP22001	1.00	309.9900	0.0000	11/29/2010 2	309.99	Walther P22
99	1.00	125.0000	0.0000	1/19/2011 12	125.00	Special Order Item
163810	1.00	429.9900	0.0000	1/28/2011 17	429.99	Smith & Wesson J-Frame
25542658	1.00	25.9900	0.0000	2/10/2011 9:	25.99	Levi 501 34 x 34

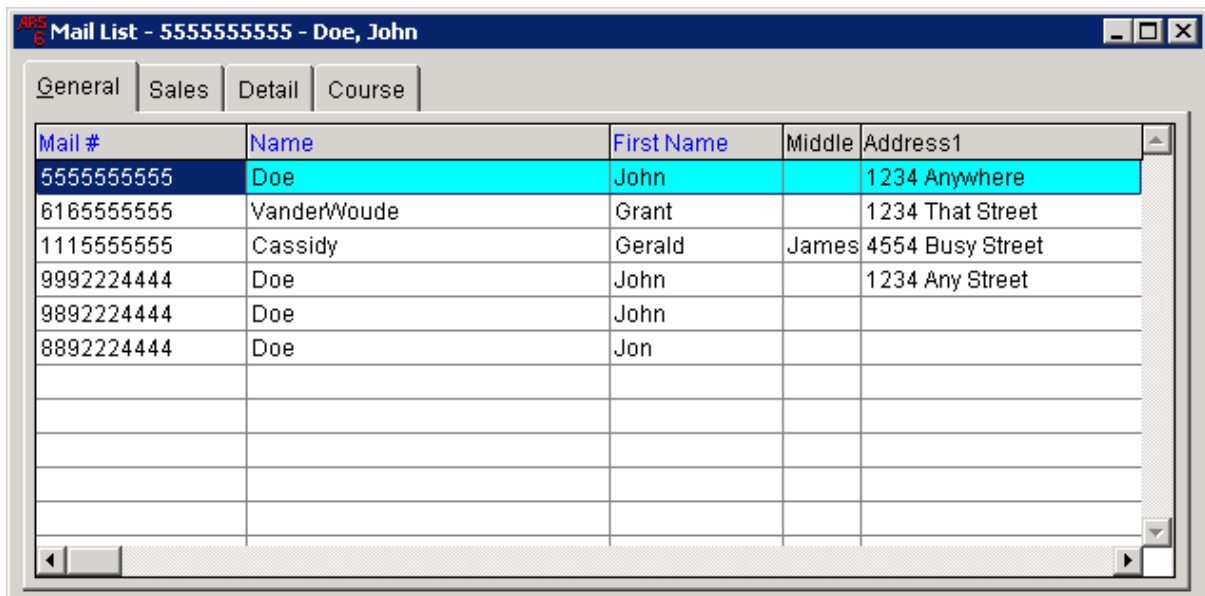
31.4 Merge Duplicate Mail Records



Mail Records may be merged into one record. A few key points to know before merging records:

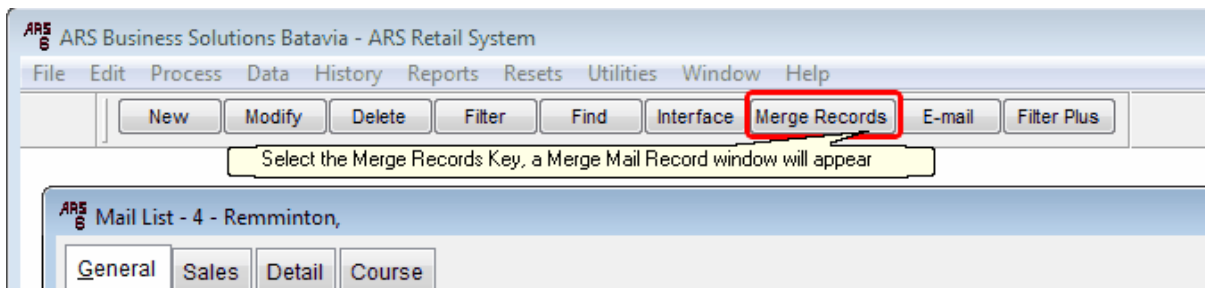
- Contact information and sale detail history will be merged into the designated record.
- The user controls which record will be the primary record.
- Once merged, the other records will no longer be accessible as individual records.
- A merge cannot be reversed.

To **Merge Duplicate Mail Records**, open the Mail List. Click to highlight the record to be kept (merged to).

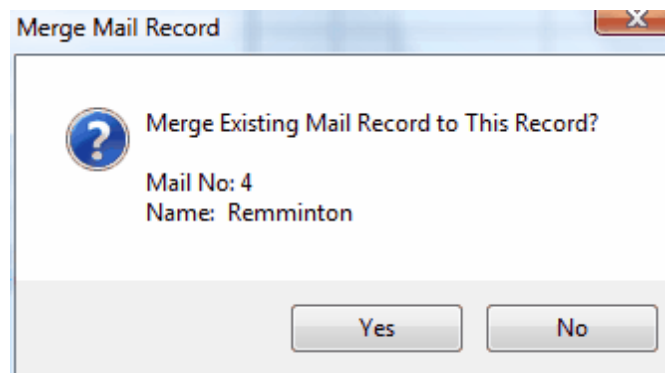


Mail #	Name	First Name	Middle	Address1
555555555	Doe	John		1234 Anywhere
616555555	VanderWoude	Grant		1234 That Street
111555555	Cassidy	Gerald	James	4554 Busy Street
999222444	Doe	John		1234 Any Street
989222444	Doe	John		
889222444	Doe	Jon		

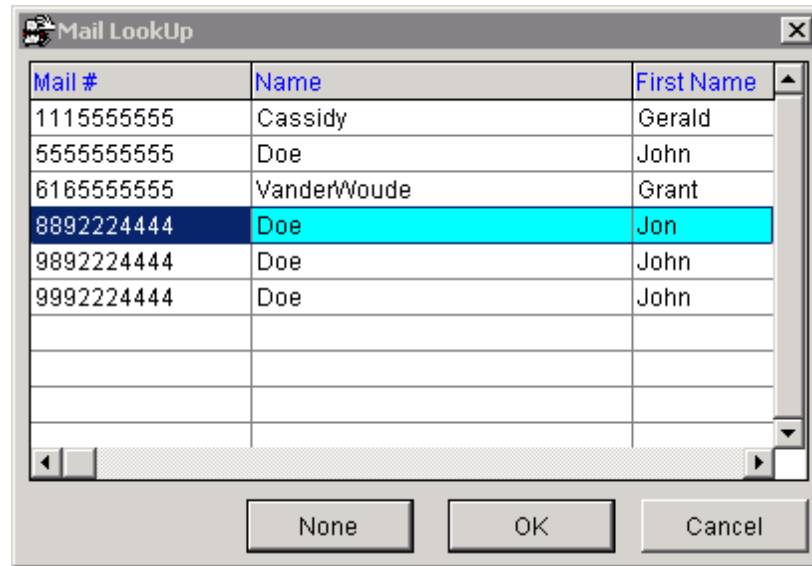
Click the **Merge Records** button.



When the **Merge Mail Record** screen appears, click **Yes** if the highlighted record is the record to be kept. If it is not the record to be kept, and it is the record to be discarded when merged, click **No**.



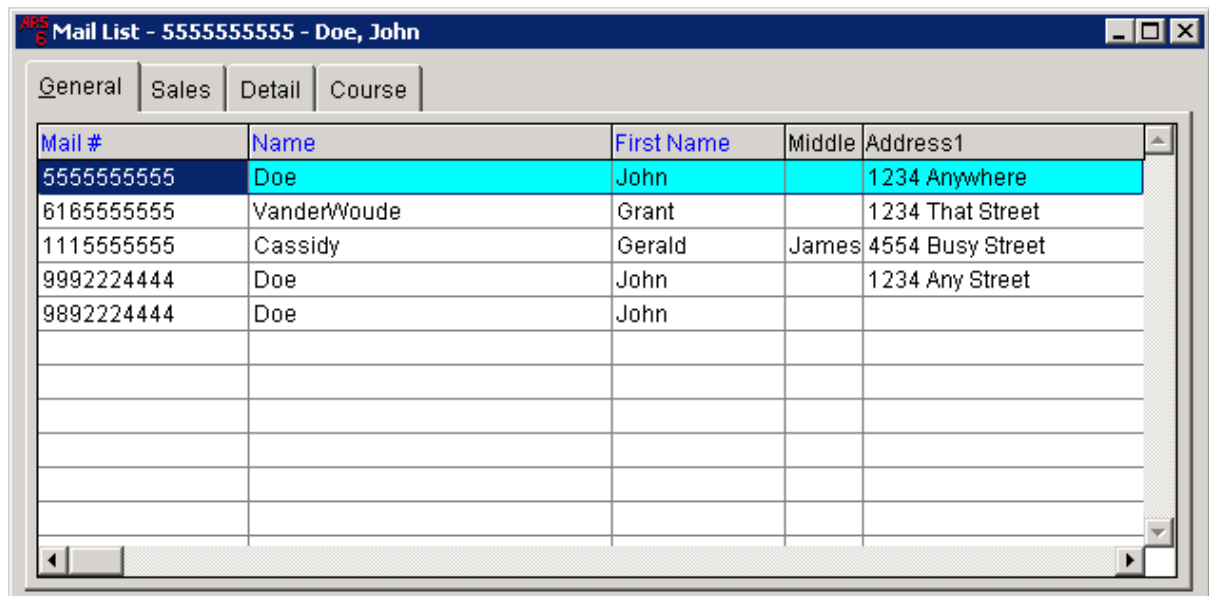
Click on the record to be merged to the designated record (above).



Click **OK**. If the information on the **Merge Mail Record** screen is correct, click **Yes**.



The Mail List screen now shows one less record because the two records have been merged. The highlighted record now contains information from both of the records



Mail #	Name	First Name	Middle	Address1
555555555	Doe	John		1234 Anywhere
616555555	VanderWoude	Grant		1234 That Street
111555555	Cassidy	Gerald	James	4554 Busy Street
999222444	Doe	John		1234 Any Street
989222444	Doe	John		

31.5 New Mail Number



A **New Mail Number** may be added from within other areas of the IMS which ask for a Mail number or from the **Mail List** screen.

Click the **New** button.

The system automatically generates a number which will appear in the **Mail #** field. Type the new mail number (e.g. 10-digit phone number). Click the **LookUp** button next to the Address field.

Name	First Name	Middle	Address
Two	Clerk		222 Pin i
Doe	John		1234 Am
Doe	John		1234 Am
Special Order Deposit			
ABC Guns			
Smith & Wesson			
Glock			
VanderWoude	Grant		1234 Th
Levi Strauss Co.			
CCI			

The Address file displays all of the addresses currently in the system. Click the **New** button.

Complete the fields according to their labels. If the customer has provided an email address, the **Allow Email** checkbox may remain checked.

Click **Add**. The system will allow more addresses to be added. When finished, click **Close**.

Select the newly added address from the **Address LookUp** screen by clicking on it to highlight it.

Name	First Name	Middle	Address
Two	Clerk		222 Pin i
Doe	John		1234 Am
Doe	John		1234 Am
Special Order Deposit			
ABC Guns			
Smith & Wesson			
Glock			
VanderWoude	Grant		1234 Th
Levi Strauss Co.			
CCI			

Click **OK**. The information will auto-fill the **Add Mail** screen.

The screenshot shows the 'ARS Add Mail' dialog box with the following fields and values:

- Mail #: 1115555555
- Address: Cassidy (with a LookUp button)
- Last Name: Cassidy, Gerald, James
- Address1: 4554 Busy Street
- Address2: (empty)
- City State Zip: Busy Town, MN, 64554
- E-mail: gcassidy@somemail.com
- Phone #: 111-555-5555
- Price Code: (dropdown menu)
- Discount: (empty)
- Tax Ex Desc: (empty) (with a LookUp button)
- Tax ID #: (empty)
- Status 1: 0
- Status 2: 0

Buttons: Add, Close

Changes may be made to the information.

Price Code - may be selected from the drop-down menu (price levels may be set for different customers)

Discount - a percent discount may be given to certain customers

Tax Ex Desc - customers with Tax Exempt status may be identified by using the **LookUp** button

Tax ID # - customer's tax ID for tax-exempt status

Status 1 and **Status 2** - optional fields to be defined by the store

Click **Add**. Click **Close**. The new customer is now displayed in the **Mail List** grid.

32 Matrix

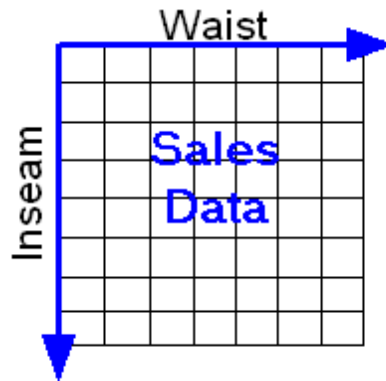


Matrix is used to arrange a group of items which share similar properties (e.g. shoes, boots, pants, shirts, etc.). A matrix functions in two ways

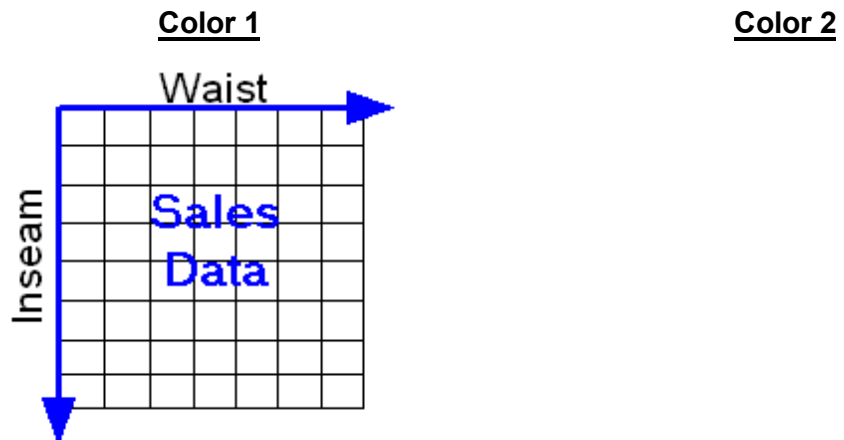
- Sales activity can be organized and reviewed using the Sales Matrix report.
- Purchase orders can be generated using a Matrix form (displayed with sales history).

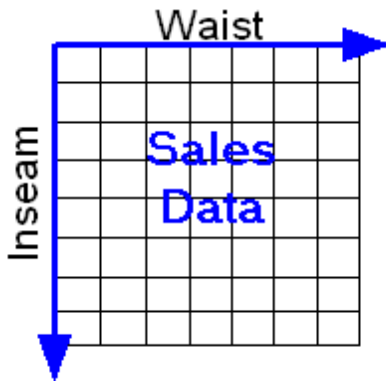
Most commonly, a matrix is setup for groups of items with varying sizes or colors which affect the sale ability of the items, such as clothing, footwear, etc. **Matrix** tracks up to four properties (the third and fourth properties are optional).

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



If a third property was added (e.g. color) the result would separate the matrixes. Each would be defined by color with the waist and inseam measurements remaining as rows and columns.



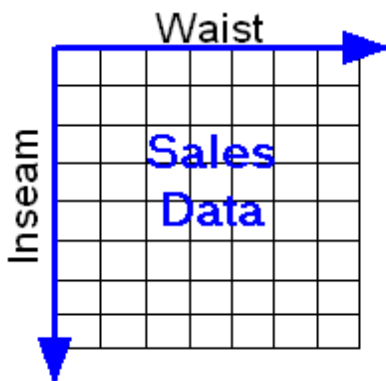
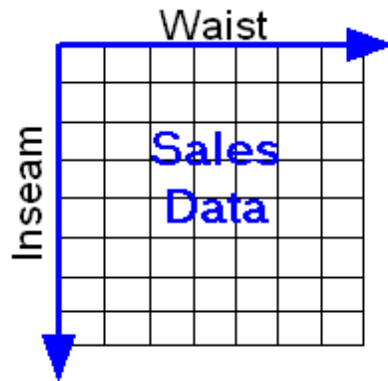


If a fourth property was added (e.g. style), the result would be a 'grids of grids,' where each separate grid would still be measured by waist and inseam although it would be defined by a color and classified along with other grids of the same style.

Style 1

Color 1

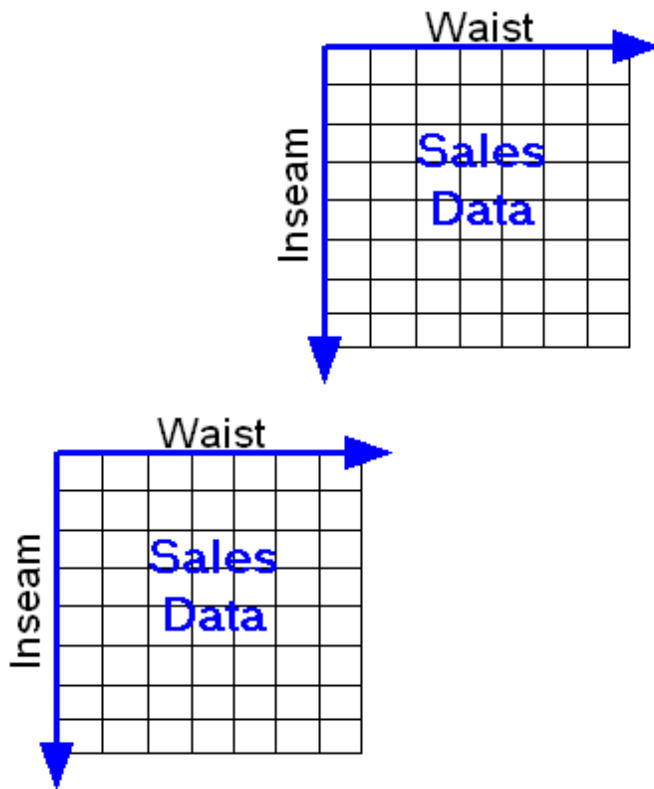
Color 2



Style 2

Color 1

Color 2



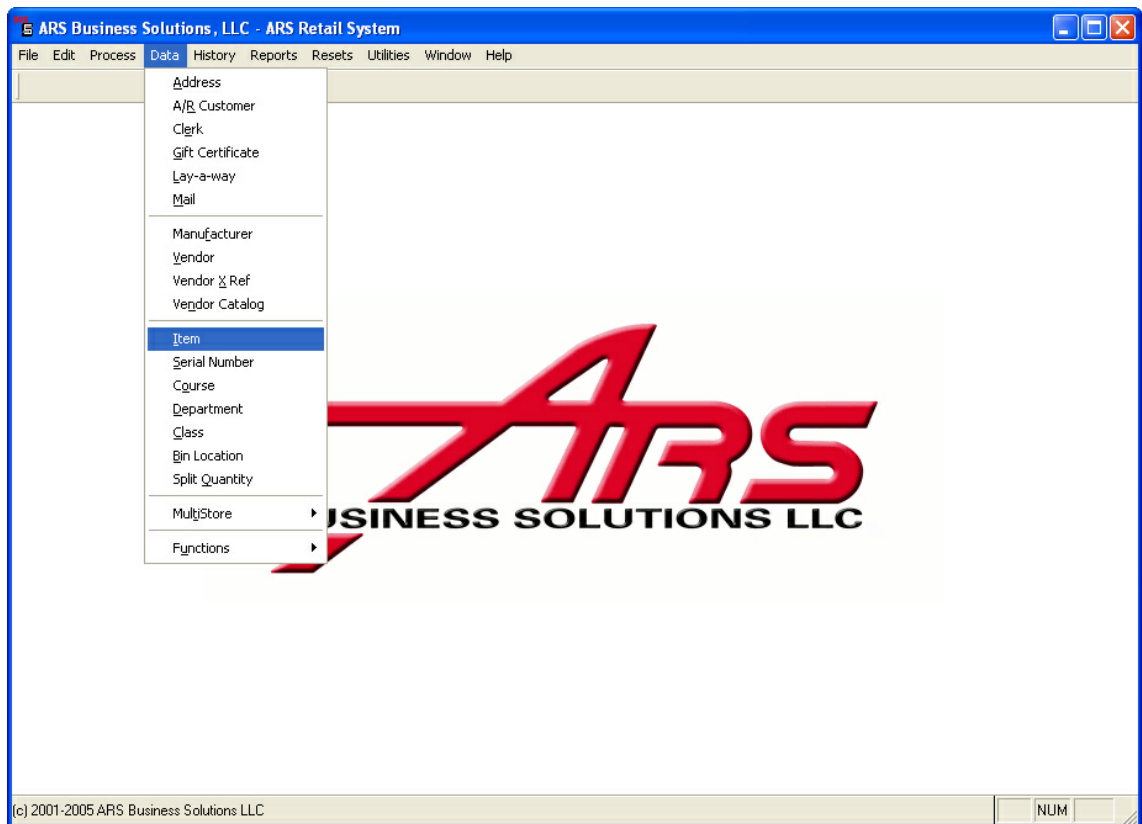
To use **Matrix**, there are three steps which need to be completed:

1. Add a New Matrix.
2. Add Detail to the new Matrix.
3. Add the Matrix to Items.

32.1 Item Matrix



To add a matrix to an item code, click **Data**. Select **Item**.



Select the **Item #** the clicking it to highlight it. Click the **Modify** button. (For a new item, see Add Item.)

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New **Modify** Delete Filter Find Interface Copy Queue Labels

Item - 04133344001 - Rayovac Maximum C Cell

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

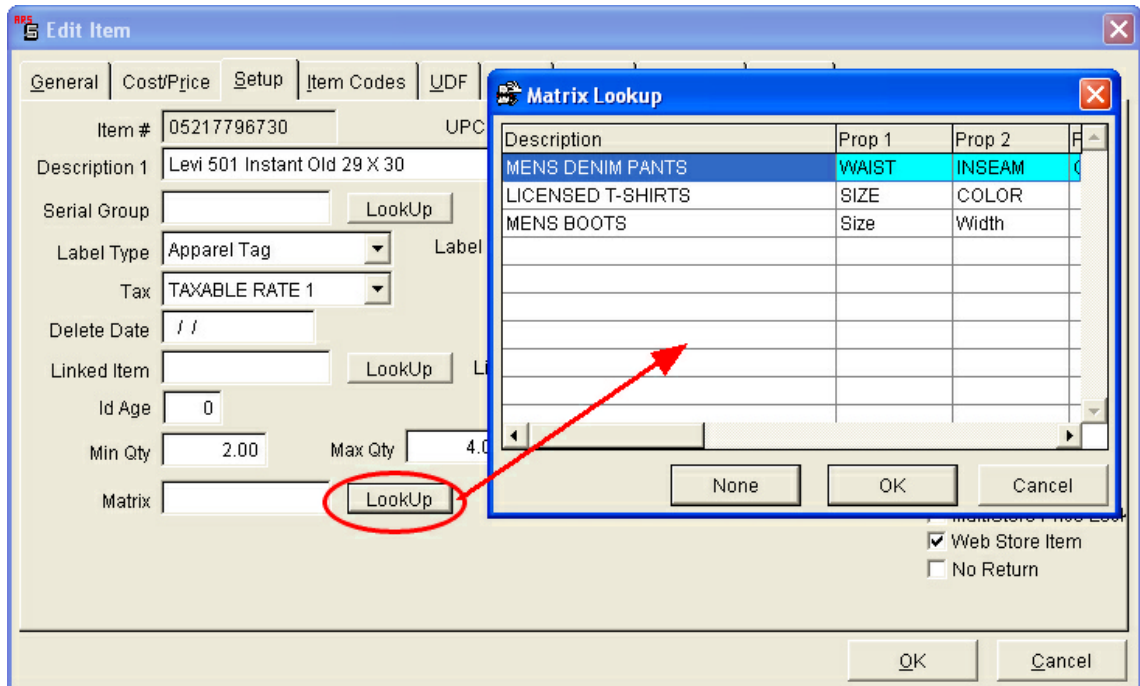
Item #	UPC	Description 1	Description 2	QoH	Avg Cost	Price 1	P1-Disc	Price 2
L1		Range Time 1 Hour		0.00	0.0000	10.0000	0.0000	0.000
L2		Range Time 1 Hour		0.00	0.0000	10.0000	0.0000	0.000
81200	00000081200	RAT-L-TRAP RT25B 1/2 OZ	CHROME BLUE BACK	86.00	2.5600	4.1900	0.0000	0.000
738610	00000738610	RAY-O-VAC H22M-1 MAG LITE-C		90.00	2.5200	4.0900	0.4100	0.000
738619	00000738619	RAY-O-VAC WH4-8 WORKHORSE-A		99.00	3.0400	4.9900	0.5000	0.000
04133344001	04133344001	Rayovac Maximum C Cell	4 Pack	106.00	2.7600	3.9900	0.4000	0.009
123456	01280045325	Rayovac Maximum D Cell	4 Pack	75.00	2.7642	3.9900	0.4000	0.000
759001	00000759001	RC COMPANY 1040PC POWER CAC		-1.00	33.8200	57.9900	0.0000	0.000
686806	00000686806	REBEL FTJ20SS-41 JOINTD MINNO	4 1/2" OLE RAINBOW	33.00	3.3800	5.4900	0.0000	0.000
750183	00000750183	REDBALL 741925-11 KNEE BOOT	SIZE 11 16" BLACK	74.00	9.3500	14.9900	0.0000	0.000
750851	00000750851	REDBALL 810854-9 CHESTWADER	SIZE 9 INSULATED MASTER	52.00	66.6000	97.9900	0.0000	0.000
750805	00000750805	REDBALL 830965-12 HIP BOOT	SIZE 12 INSULATED	47.00	33.3300	49.9900	0.0000	0.000
750604	00000750604	REDBALL 840555-11 ONEIDA PACK	SIZE 11	59.00	36.6700	51.9900	0.0000	0.000

(c) 2001-2005 ARS Business Solutions, LLC

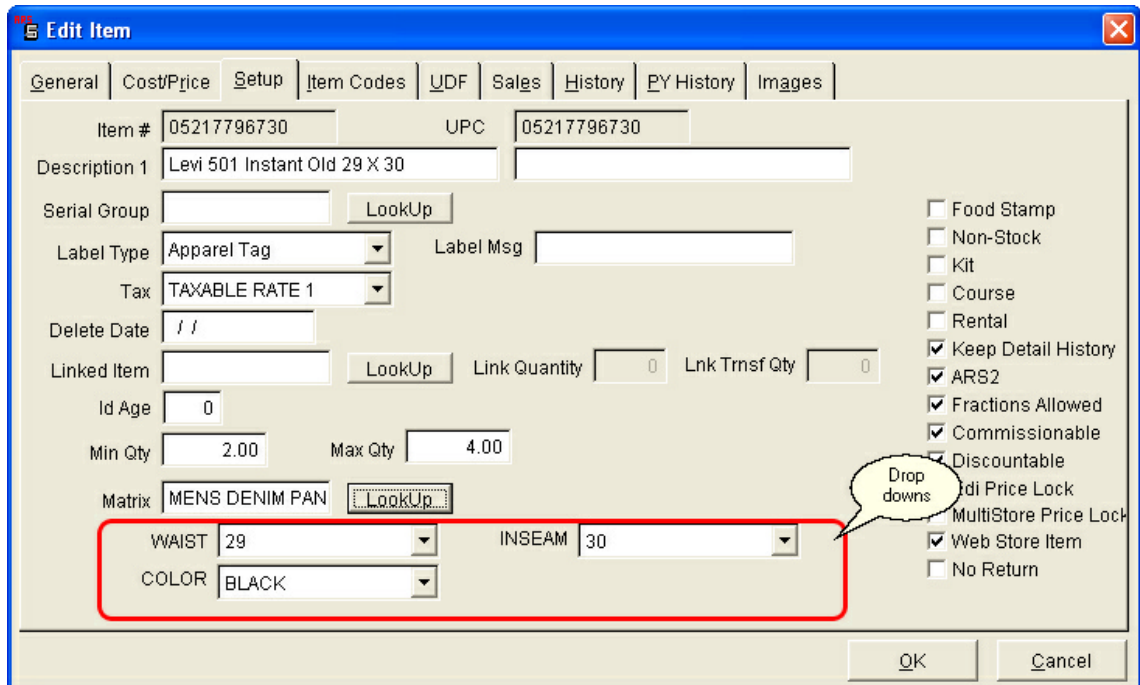
NUM

Click the **Setup** tab. Next to the **Matrix** field, click the **Lookup** button. (**A new matrix may be created from within the Item Setup screen by clicking the **LookUp** button next to the **Matrix** field and clicking the **New** button.)

Select the appropriate matrix from the **Matrix Lookup** screen. If the matrix needs to be added, click the **New** button to add a New Matrix. Click **OK**.



The properties which were assigned to the Matrix (e.g. Waist, Inseam, Color) will be displayed.



Enter the values for each of the properties as they apply to that particular item.

Click **OK**.

32.2 Matrix Add Button



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

To use **Matrix Add** with a Purchase Order (see New Purchase Order if not existing PO), open the Purchase Order.

Click the **Detail** tab. Click the **New** button to add a matrix item to the order.

Add Purchase Order Item

General | Sales History | Special Order | Serial

X Ref.

Item Code

Style

Description 1

Units Order

Order Qty

Pkg Qty /

Disc %

Unit Cost

Ship Cost

Update Cost Only

PO # 12

Vendor ACME

Order Date 2/1/2007

Ship Date 2/1/2007

Gp%

0.00 Price 1

0.00 Price 2

0.00 Sugg Retail

Commit Qty

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

Add Purchase Order Item

General | Sales History | Special Order | Serial

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

Description 1: Rocky Super Brut #8420
 Thinsulate

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

Add Close

Click the **Matrix Add** button.

Batch Add

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

Add Cancel

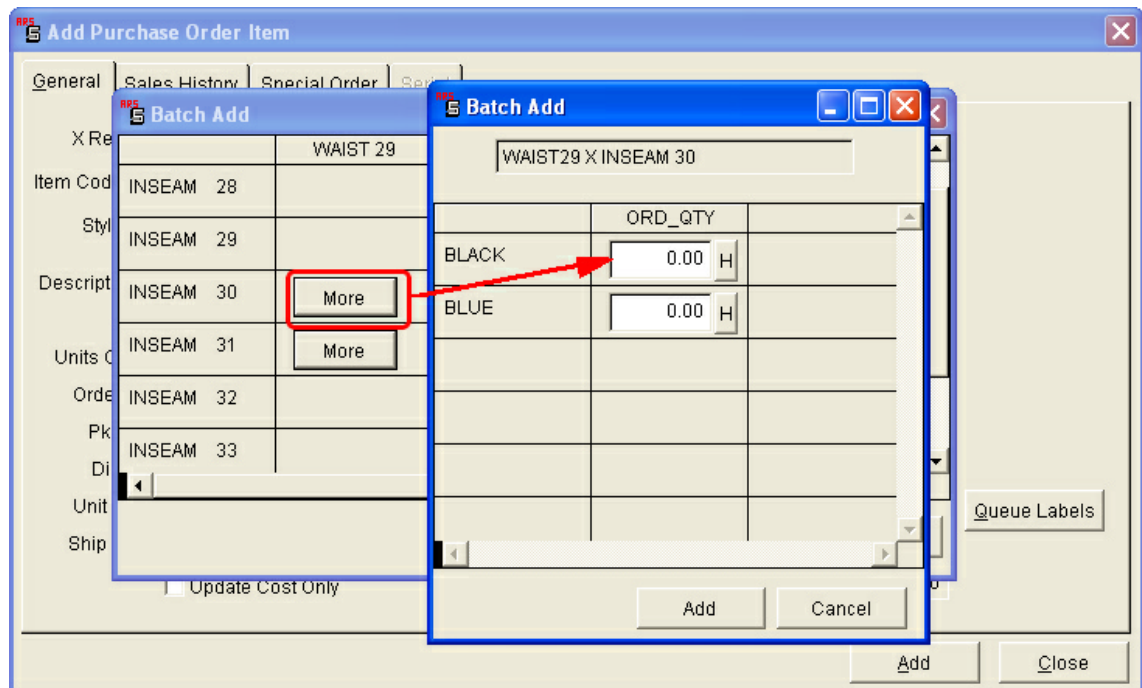
Enter order quantities in the respective fields. The top row displays property values for Property 1 listed (i.e. Waist Size) and the left-hand column has property value for Property 2 (i.e. Inseam length).

NOTE: Only Matrix items with a Vendor Xref number will be displayed in the

Batch Add Form.
 Select the **H** button next to the order quantity field to display the sales history of the item.

Item # 44000000096		Description 1 Rocky Super Brut #8420						
Style 8420		Thinsulate						
	January	February	March	April	May	June		
Quantity								
Markdown								
	July	August	September	October	November	December		
Quantity								
Markdown								
			PTD Qty	0.00	Week1	0.00	Week5	0.00
QoH	0.00		MTD Qty	0.00	Week2	0.00	Week6	0.00
On Order	0.00		YTD Qty	0.00	Week3	0.00	Week7	0.00
Commit Qty	0.00		PY Qty	0.00	Week4	0.00	Week8	0.00

If more than one item code qualifies the parameters of a matrix cell, a "More" button displays. Clicking this button displays a new menu with order quantity fields and sales history only for the items that qualify. This form functions in the same way as the form above it. (e.g. *There are two different colored jeans both with a 30" waist and 30" inseam. Clicking the "More" button will display a form which allows both items to be ordered.*)

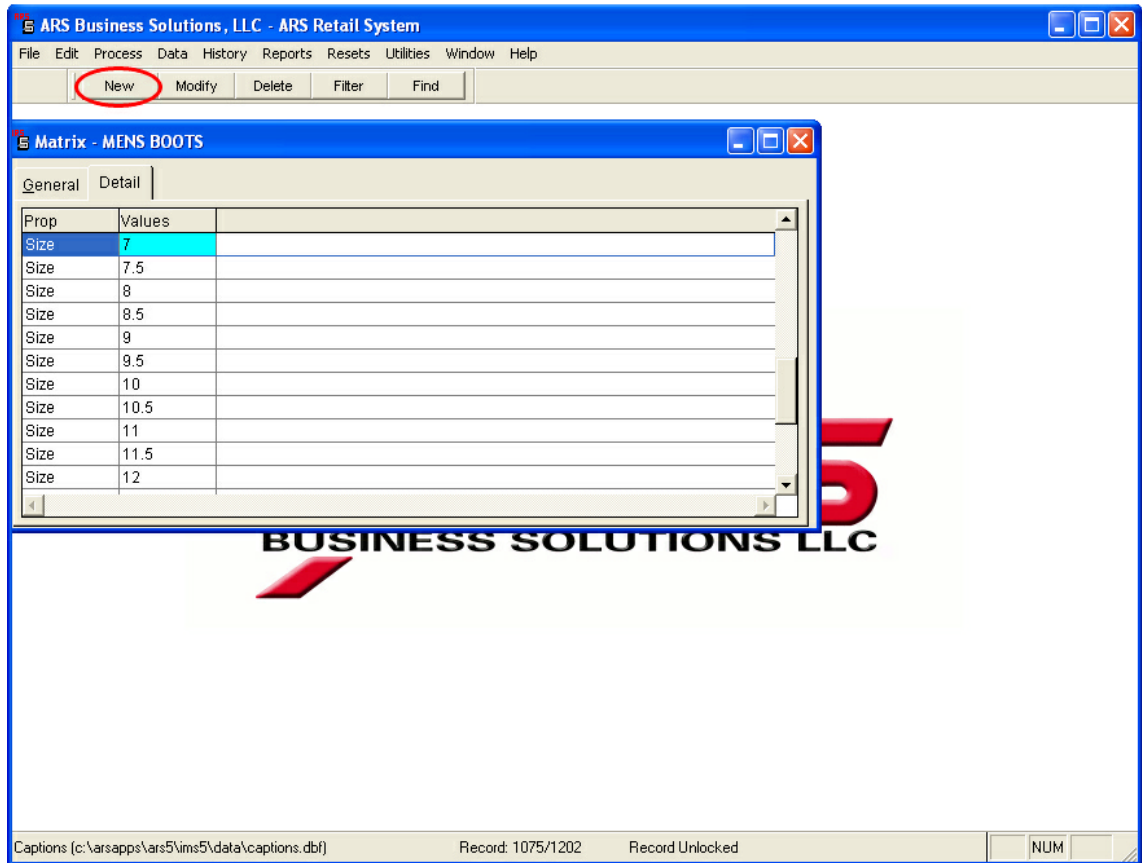


Click **Add** to add the order quantities to the order.

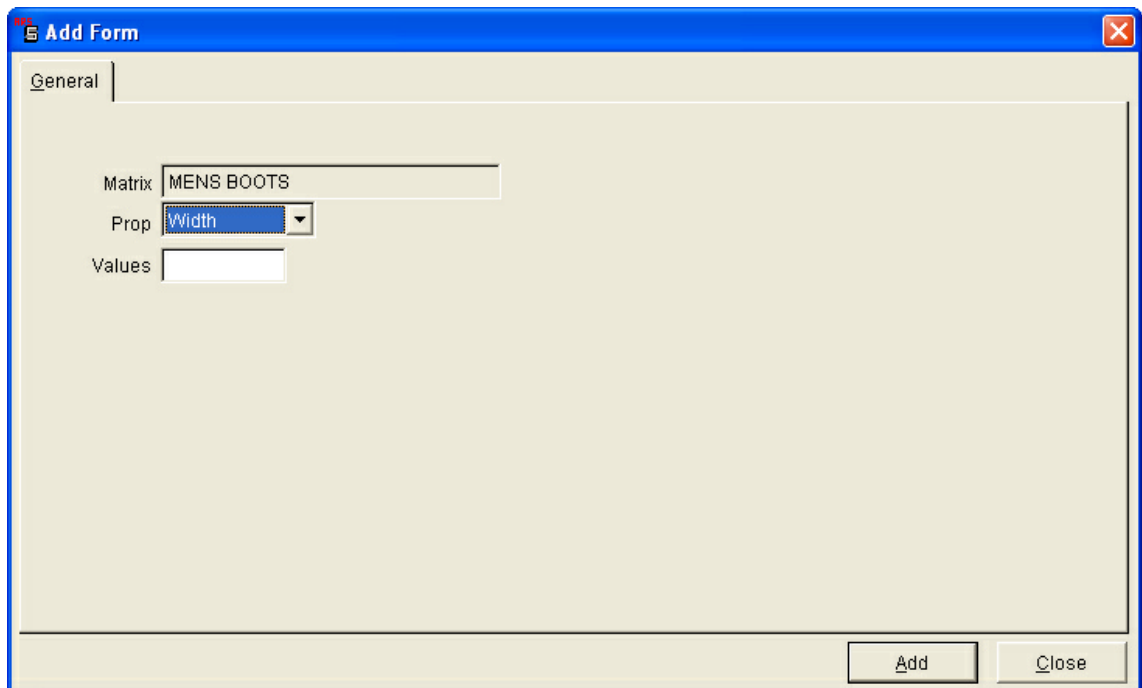
32.3 Matrix Detail



To add Detail (Property Values) to a matrix, click the **Detail** tab. Click the **New** button.



Enter all of the values (one at a time) for the displayed property (e.g. **Width**). Click **Add** after each value is entered. (A minimum of two values must be entered for each property.)



Change the Property by selecting from the drop-down list next to the **Prop** field.

When all the values have been added for all of the Properties, click **Close**.

32.4 New Matrix

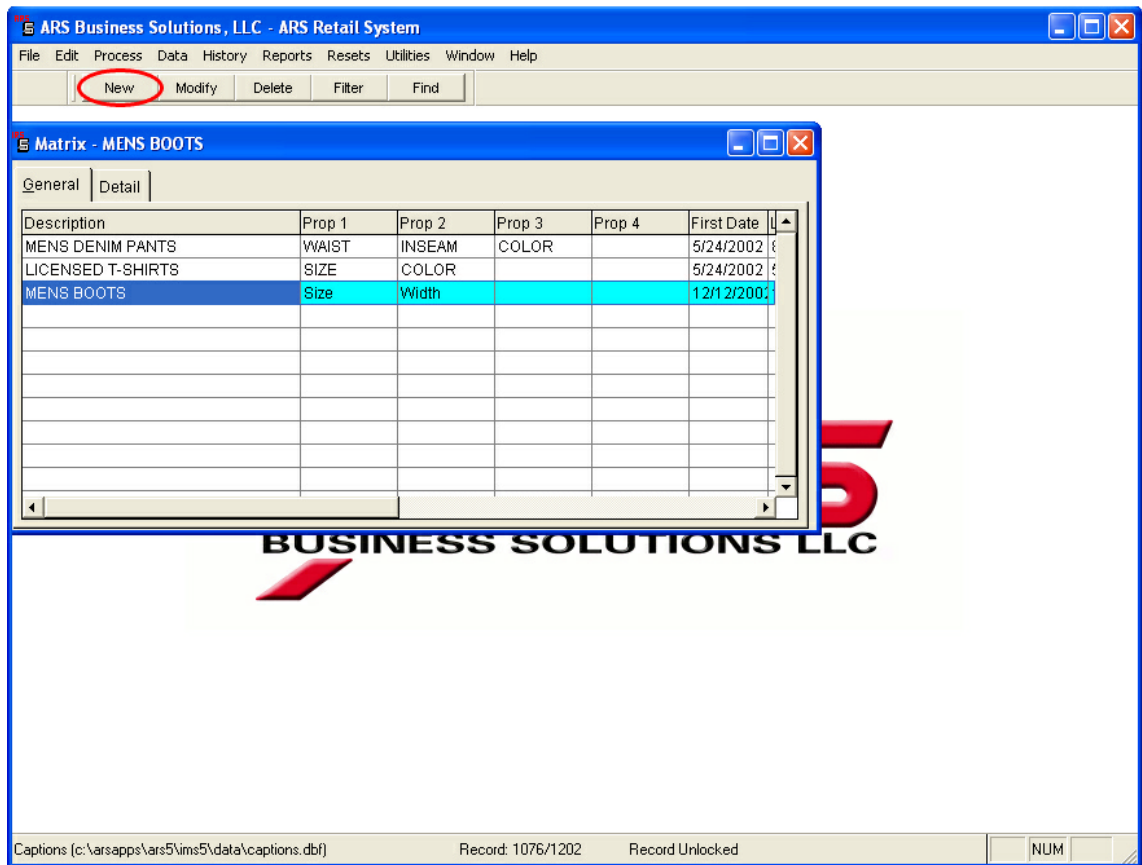


Setting up a matrix involves three steps

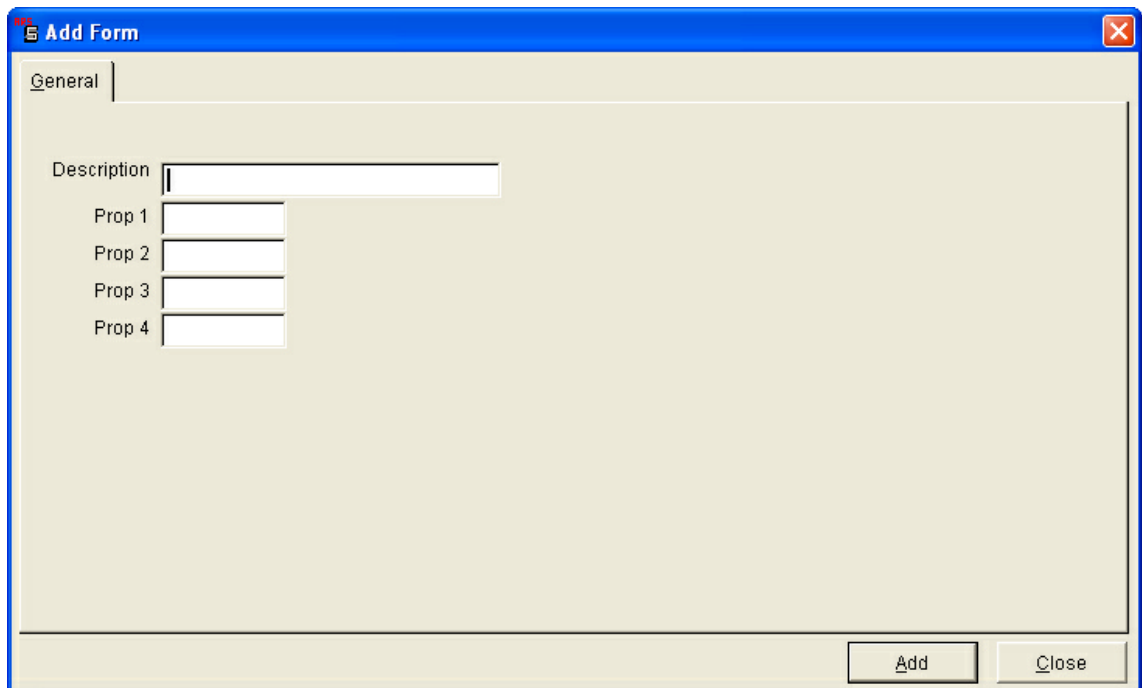
1. creating a matrix and identifying item properties
2. defining the properties with values characterizing the items
3. assigning the property values to individual item codes

To create a new matrix from outside the Item screen, (from within the Item screen, move to the next step)

Click **Data**. Select **Functions**. From the drop-down menu, select **Matrix**.



Click the **New** button.



At the **Add Form** screen, enter the matrix information.

- **Description** - name for the matrix identifying the items included in the matrix (e.g. Men's Denim Jeans)
- **Prop 1-4** - the name of each property (e.g. Waist, Inseam) *NOTE: A minimum of two properties are required.* The order properties are entered in the order they will be displayed using the matrix add feature in purchase orders.

The detail needs to be added. If Matrix Detail is to be added later, click **Add**.

32.5 Sales Matrix Report

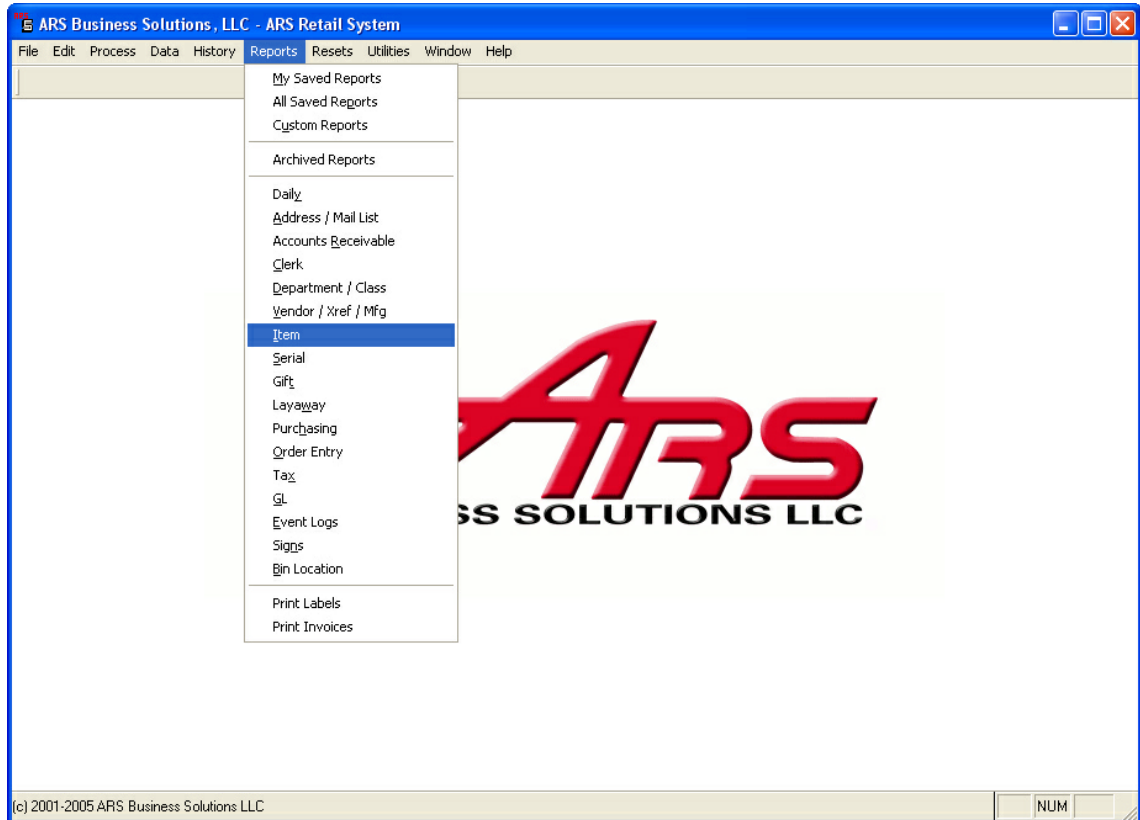


The **YTD Sales Matrix Report** shows item sales history in a matrix format.

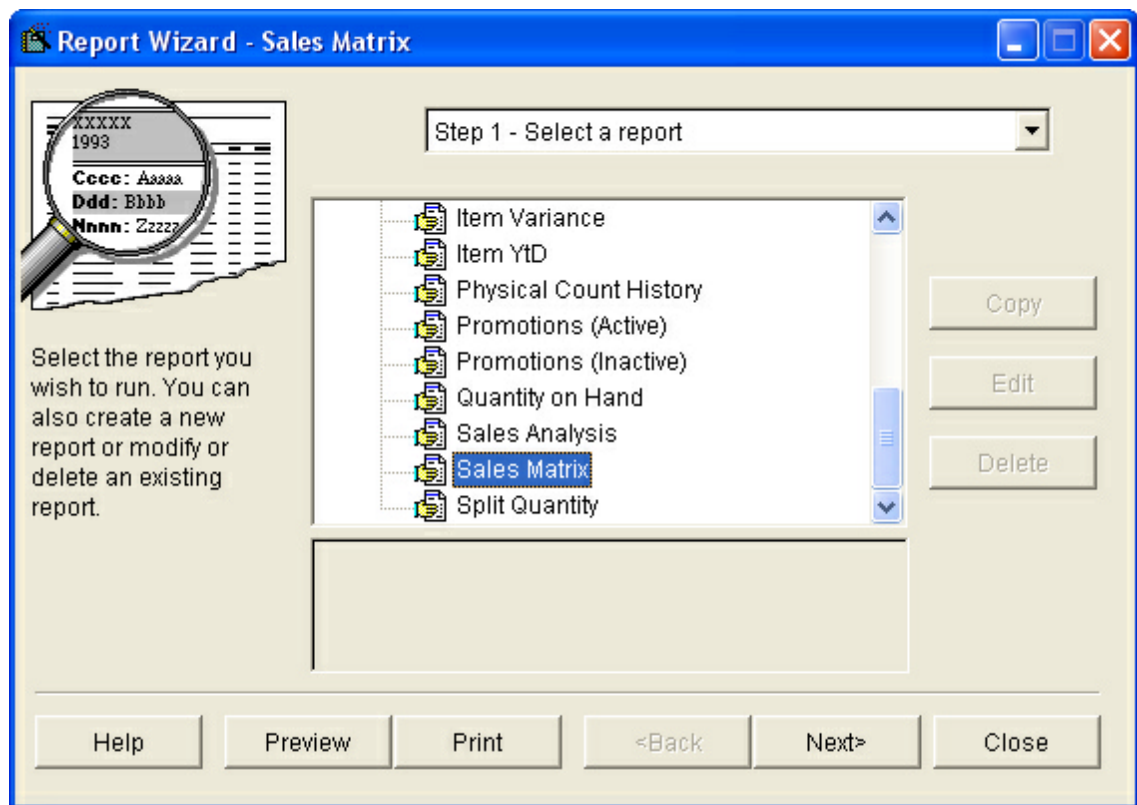
Information on this report includes:

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

To run the **YTD Sales Matrix Report**, click **Reports**. Select **Item**.



Click **Sales Matrix**. Click **Next**.



Apply a filter. Click **Next**.

Make matrix selections from the **Sales Matrix** screen.

Report Wizard - Sales Matrix

Step 3 - Report options

Choose A Matrix
MENS DENIM PANTS

Row WAIST

Column INSEAM

Optional - Grid COLOR

Optional - Grid Group (None)

Period to Date
 Month to Date
 Year to Date
 Previous Year

Quantity Sold
 Qty On Hand
 Costs
 Markdowns
 Sales

Report Zeros
 Print Zeros
 No Cents

Help Preview Print <Back Next> Close

- **Row** and **Column** - the first two properties assigned to the item
- **Optional - Grid/Grid Group** - optional properties for an item
- Select a date range. Place checks in all of the boxes (from the five items listed in the middle column) in which sales history amounts should be displayed on the report.
- **Report Zeros** - unchecked, the report will omit an entire row if it consists of only zero values
- **Print Zeros** - unchecked, the report does not print zero values and leaves a blank area
- **No Cents** - unchecked, prints actual amounts; checked prints only whole dollar (rounded) figures

Click **Next**.

The report may be printed.

Print Preview

YTD Sales Matrix Report
ARS Business Solutions, LLC

III SEAM → COLOR: BLACK

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

Note: This report has **Print Zeros** checked.

33 Messages



Messages in IMS Properties is used to attached words to a variety of functions.

- **Check Endorsement** - First of all, you must have the equipment to do the endorsement. Click the check-box, and enter the endorsement information for your bank.
- **Pole Display Message** - If your POS has a pole display, the digital message to be displayed is entered here.
- **Preamble** - This is printed at the start of the customer receipt at the POS.
- **Postamble** - This is printed at the end of the customer receipt at the POS.
- **Letters** - Whenever the designated process occurs at the POS, the attached letter is printed on the customer's receipt (e.g. whenever a **Return** is made, the letter named **Returns** prints on the receipt).

Click **OK**.

34 MultiSale of Pistols/Revolvers



The MultiSale of Pistols/Revolvers report was designed to track the sales of multiple handguns (three or more within five days) to a single individual in order to help with the necessary reporting of such sales to the ATF. In order for the report to be accurate, the following conditions **MUST** be met:

1. The legal ID of the individual must be accurately entered in connection to the sale at the POS.
2. The transfer date must be accurate.
3. The appropriate serial groups must have **Include in Multiple Sale Report** checked. (see Add MultiSale Report)
4. Each handgun must have **Pistol** selected under Serial Type in the Serial Detail in order for the MultiSale of Pistols/Revolvers report to be run showing **ONLY** handguns in the report. If Serial Type is not used, **ALL** firearm sales will be included in the sort for multiple sales (that mean shotguns and rifles along with the handguns).

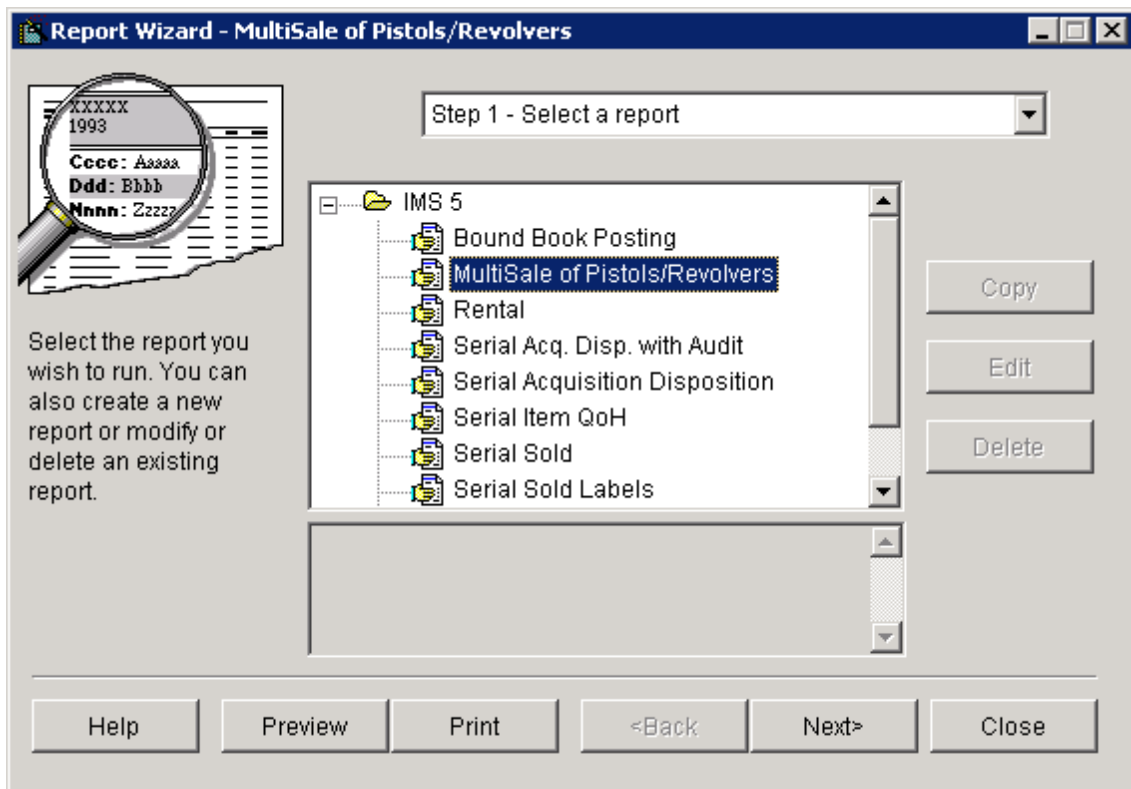
The system will use the legal ID and the transfer date to generate the report.

34.1 Multiple Sale Report

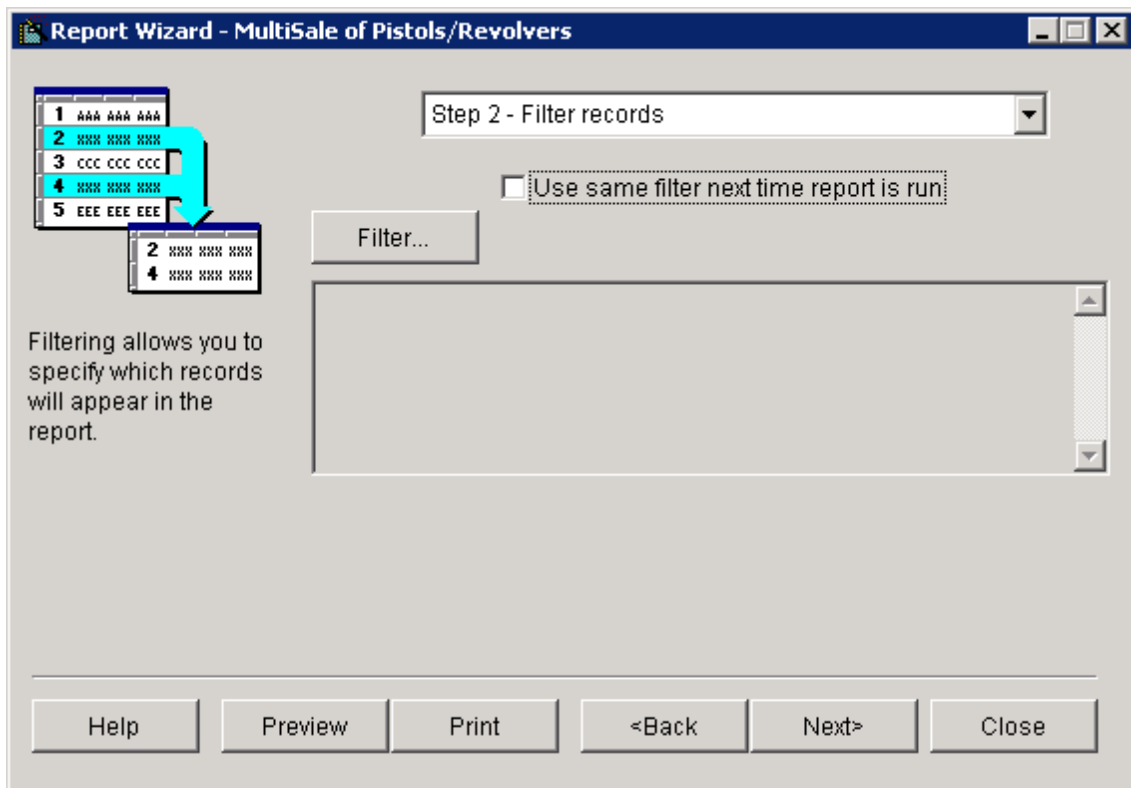


The **Multiple Sale Report** should be run nightly (or first thing each morning) along with the Daily Info report and z-outs of the POS registers. The system will not *automatically* alert you to a multiple sale.

To run the **Multiple Sale Report**, click on **Reports**; select **Serial** from the drop-down menu.



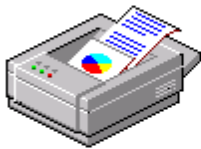
Select **MultiSale of Pistols/Revolvers** (highlighted above). Click **Next**.



A filter is not necessary for this report. (If you are wanting to set special filters see Creating a Filter for more information.) Click **Next**.

Report Wizard - MultiSale of Pistols/Revolvers

Step 3 - Report options



Select the output options for the report.

From Date
4/22/2011

To Date
4/27/2011

Notes: 1.) Empty Legal IDs are Excluded
2.) Only Serial Groups with "Include in Multiple Sale Report" checked will be Included.
3.) This Uses Transfer Date, not Date Sold.

5 Consecutive Day Calendar View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Business Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Setup Holidays

Help Preview Print <Back Next> Close

Enter the last date for the report in the **To Date** box. (If a report was missed on a previous date, it may still be run by changing the **To Date**.) The **Business Days** boxes must be checked to show which days the store is open for business. The system will generate the report for the period ending with the date in the **To Date** box based upon the checked **Business Days** boxes. You may Setup Holidays to tell the system which special days should not be included as actual business days for reporting purposes.

When the information is correct, click **Next**. (If your print options are already set, you may click on **Print** from this screen instead of advancing to the next screen to do it.)

Multiple Sale or Other Disposition of Pistols & Revolvers
ARS Business Solutions, LLC

11/23/2010 - 11/29/2010 11/29/2010 2:47:57 PM
Page 1

Date Transferred	Transferee's Name (Last, first, middle) Identification Number	Date of Birth	Address1 Address2 City	State	Zip code	Is this firearm connected to another multiple sale?	
11/29/2010	Doe, John, MN123456789	5/5/1975	1234 Anywhere USA Town	US	12345	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date _____							

Any Combination of Pistols and Revolvers Acquired in the Last Five Business Days

Log #	Type (pistol or revolver)	Serial #	Manufacturer	Importer	Model	Caliber	Disposition Date
1005	Pistol	987654	Smith	Smith & Wesson J-Frame	Model 642	.38spl	11/29/2010
1011	Pistol	874652	Glock	Glock 19		9mm	11/29/2010
1017	Pistol	765432	Smith	Walther P22		.22LR	11/29/2010
Subtotal 3							
Total 3							

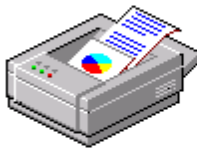
34.1.1 Setup Holidays



At the calendar screen for the Multiple Sale Report, click the **Setup Holidays** button.

Report Wizard - MultiSale of Pistols/Revolvers

Step 3 - Report options



Select the output options for the report.

From Date
4/22/2011

To Date
4/27/2011

Notes: 1.) Empty Legal IDs are Excluded
2.) Only Serial Groups with "Include in Multiple Sale Report" checked will be Included.
3.) This Uses Transfer Date, not Date Sold.

5 Consecutive Day Calendar View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Business Days

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Setup Holidays

Help Preview Print <Back Next> Close

At the **Holiday** screen, click the **New** button.

ARS Holiday -

General

Date Closed	Holiday Name

Enter the new dates and names for holidays the store will be closed. Click **Add** after each new addition. (Specific dates are entered, so dates will need to be entered for each year even if they are recurring in the new calendar year.)

ARS Add Holiday

General

Date Closed //

Holiday Name

Add Close

Click **Close** to view all added holidays.

ARS Holiday - Thanksgiving Day

General

Date Closed	Holiday Name
12/25/2011	Christmas Day
11/24/2011	Thanksgiving Day

Holidays may also be modified or deleted.

35 MultiStore



Whether you have individual stores with buyers for every department, buyers for some departments or all the buyers are at the corporate store, there are settings to allow the control for those responsibilities.

Control of item descriptions, price and settings for inventory items may also be set to your specific needs.

Customer mail lists can be maintained at a corporate level so that a customer's history is available at all locations.

In a MultiStore setup, there is one 'Corporate' store. All of the rest of the stores are 'Satellite' stores. Even though a store is a 'Satellite', it may be set to run certain utilities independent of the Corporate store. Before this may happen, there are certain settings needed at the 'Satellite' store(s). See Control for more information.

35.1 Control



By default, the corporate store has control over inventory items and the mail list. A satellite store may control pricing and inventory on specific items while corporate controls the rest of the items. Each satellite store may have different items which are controlled separately from corporate. Because of the capability of this system to allow such flexibility over the control of items, the initial setup is crucial. The proper setup and maintenance of new items is also very important in order to have a smoothly-running MultiStore system.

Click on **File**. Select **Properties**. Select the **Multi Store** tab.

ARS IMS Properties - ARS Test (Corp)

General S/O A/R P/O G/L POS Tender Messages FTP **Multi Store** Franchise Reports Email

Connection Information

Ftpaddr ftp.arss.com

Ftpname arsftp Ftppasswd *****

Ftpfolder \\server\ars\transfer

Servertype FILE

Do Not Publish Item Quantities To Stores

Real Time Store To Store Transfers

Compress Xml Messages

Price Control CORPORATE

MinMax Control CORPORATE

Mail PriceCode CORPORATE

Changes made to Setup will take effect the next time you start IMS

OK Cancel

The corporate store has control over the functions listed (Price Control, MinMax Control, Mail PriceCode) by default. The satellite may be given control of any or all of these three functions by changing CORPORATE to SATELLITE. You may change **Price Control** to 'Satellite' by clicking the down-arrow and selecting it from the list. Each of the other functions may be changed in the same manner. Once the control has been changed to SATELLITE, all changes/updates from CORPORATE for the satellite-controlled function will be ignored at that satellite location. Each satellite needs to be set individually. This allows for particular satellite stores to be independent for certain functions while other satellite stores are handled by corporate.

If the satellite store would like control over certain items (but not everything the store keeps in inventory), change **Price Control** to 'Satellite'. Go to Distinct Pricing for instructions on setting up satellite price control over distinct items.

To see a chart of the possible settings, go to Settings Options.

35.1.1 Settings Options



Possible Control setting combinations:

Price Control Setting - Corporate	Price Control Setting - Satellite	MultiStore Price Lock Setting	Pricing Controlled by
SATELLITE (default)	SATELLITE (default)	(default) OFF	CORPORATE
CORPORATE	CORPORATE	OFF	CORPORATE
CORPORATE	CORPORATE	ON	CORPORATE**
CORPORATE	SATELLITE	OFF	CORPORATE
CORPORATE	SATELLITE	ON	SATELLITE
SATELLITE	CORPORATE	OFF	CORPORATE
SATELLITE	CORPORATE	ON	SATELLITE
SATELLITE	SATELLITE	ON	SATELLITE

Pricing is controlled by the information entered in the Item record (go to **Data**; select **Item**) with the exception of ** which is controlled through the MultiStore (go to **Data**; select **MultiStore**; select **MultiStore Item**).

For pricing controlled by Corporate, pricing sent from Corporate to Satellite (go to **Utilities**; select **Multistore**) will only take effect once the Group Price Change is updated. (No price changes will take place for stores with pricing controlled by the Satellite.) Price changes from corporate may be ignored by deleting the entire price change group or deleting specific items from the group before updating the group.

35.2 Distinct Pricing



All items or certain 'select' items may have **distinct pricing** which is controlled by the satellite store. **Distinct Pricing** allows for prices on items to be maintained either locally (satellite) or at corporate. If the satellite store is set to control pricing on any or all items, corporate changes on distinctly priced items will be ignored at the satellite. Price Control must be set to 'Satellite' in order for a satellite store to have control over individual items.

Price Lock must be switched off (**Value** box unchecked) in order for **Distinct Pricing** to work.

To set **Distinct Pricing** on an item, go to **File**. Select **Properties**. Select the **Multi Store** tab. (This should be set at both the Satellite and Corporate stores.)

The screenshot shows the 'ARS IMS Properties - ARS Test (Corp)' dialog box with the 'Multi Store' tab selected. The 'Connection Information' section contains the following fields:

- Ftpaddr: ftp.arss.com
- Ftpname: arsftp
- Ftppasswd: *****
- Ftpfolder: \\devserver\corporate6\transfer
- Servertype: FILE

Below the connection information, there are three checkboxes:

- Do Not Publish Item Quantities To Stores
- Real Time Store To Store Transfers
- Compress Xml Messages

The 'Price Control' dropdown menu is highlighted with a red circle and is set to 'SATELLITE'. Other dropdown menus include 'MinMax Control' set to 'CORPORATE' and 'Mail PriceCode' set to 'CORPORATE'. At the bottom, there are 'OK' and 'Cancel' buttons, and a note: 'Changes made to Setup will take effect the next time you start IMS'.

Set **Price Control** to **Satellite**. Click **OK**.

Open the item. Click the **Modify** button. Check the box for **MultiStore Price Lock**.

The screenshot shows the 'ARS Edit Item' dialog box with the following fields and options:

- Item #: 7889249
- UPC: 04556461753
- Description 1: VH6111 3.2HP60G 240V VERT TANK
- Serial Group: [Empty] LookUp
- Label Type: Item W/Value
- Label Msg: [Empty]
- Tax: [Empty]
- Delete Date: / /
- Linked Item: [Empty] LookUp
- Link Qty: [Empty]
- Lnk Trnsf Qty: 0
- Id Age: 0
- Min Qty: 0.00
- Max Qty: 0.00
- Matrix: [Empty] LookUp
- Options:
 - Food Stamp
 - Non-Stock
 - Kit
 - Course
 - Rental
 - Lane
 - Keep Detail History
 - ARS2
 - Fractions Allowed
 - Commissionable
 - Discountable
 - Edi Price Lock
 - MultiStore Price Lock
 - No Return
 - Web Store Item

Buttons: OK, Cancel

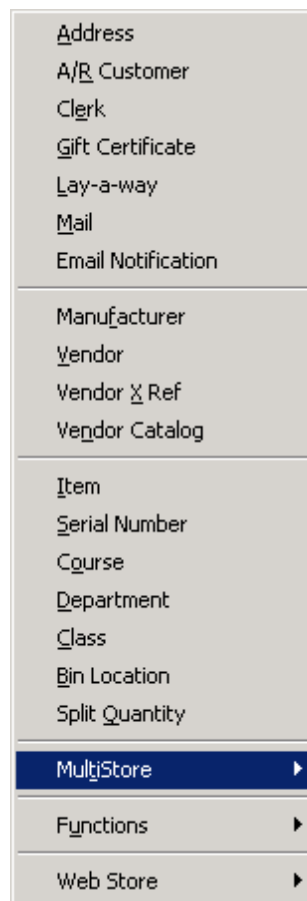
Click **OK**.

35.3 MultiStore Log

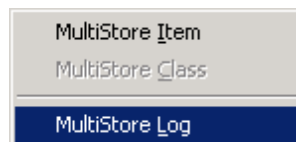


A log of all communications between the corporate and satellite stores is kept in a log. To access the log, click **Data**.

Select **MultiStore**.



Select **MultiStore Log**.

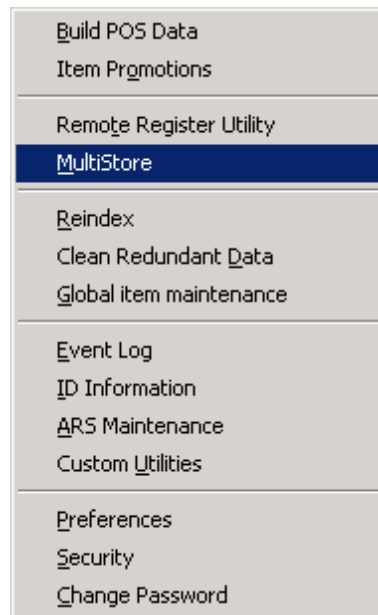


A grid log will be displayed.

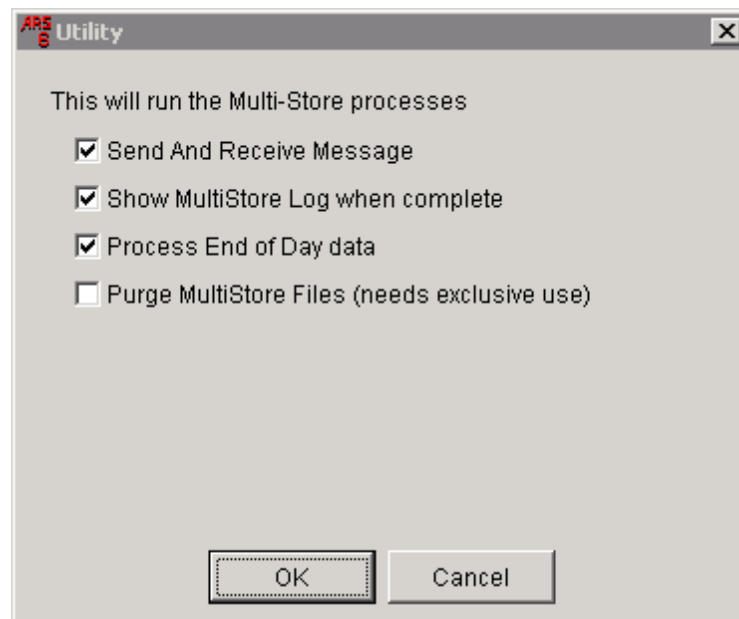
35.4 MultiStore Processes



To run MultiStore Processes, go to **Utilities**; select **MultiStore**.



Check the processes to be run.



Click **OK**.

A progress screen may appear. When finished, a screen will appear. Click **OK**.

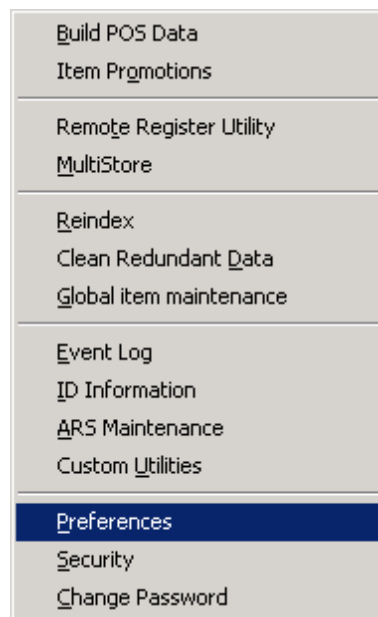
35.5 Price Lock



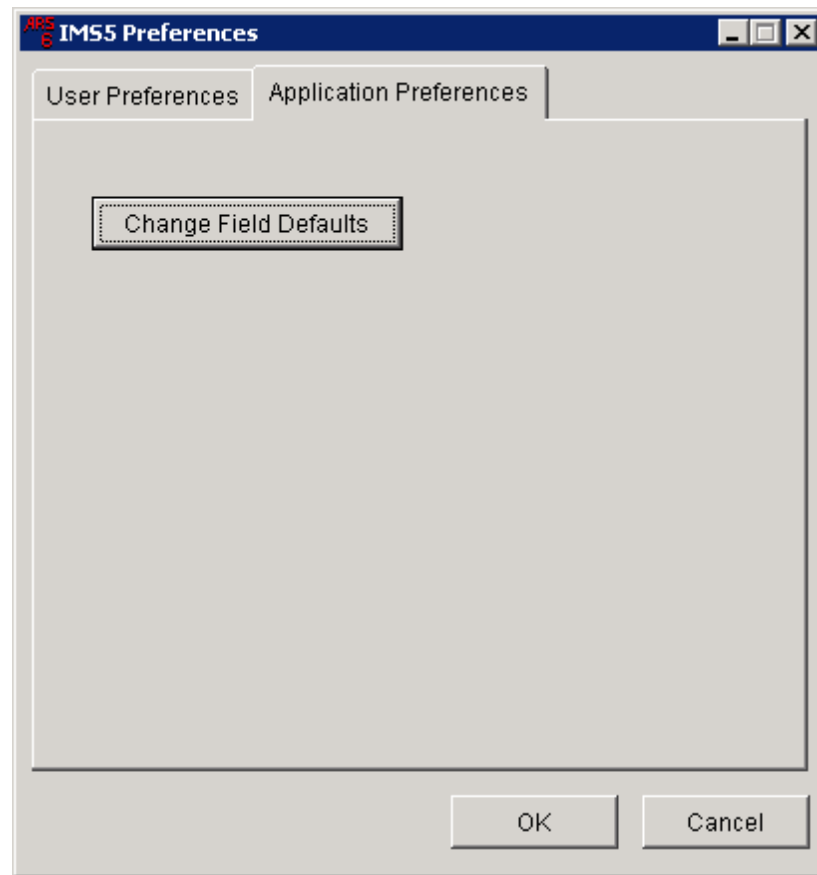
By default, corporate has control over the prices of items. The price is locked on items by corporate, and the satellite stores are unable to change them unless the switch is changed.

Price Lock is set to 'off' at satellite stores by default. To turn **Price Lock** to 'on' at a satellite store, click **Utilities**. (This is done at the Satellite and not at Corporate.)

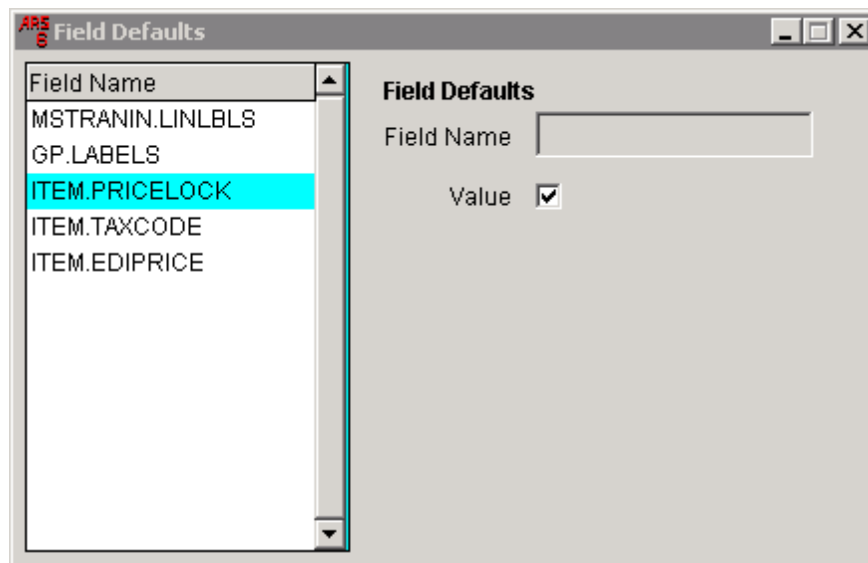
Select **Preferences**.



Click the **Application Preferences** tab.



Click the **Change Field Defaults** button.



Click on **ITEM.PRICELOCK** to highlight it. When the check is in the **Value** box, **Price**

Lock is 'on'. To turn the switch to 'off', click in the box to remove the check.

36 Period To Date



Period To Date (PtD) is any period of time as defined by the user. As soon as history starts building, PtD totals are accumulating. They will continue to accumulate until Period Resets have been done to close-out the period.

*Example: Your store is starting a season (e.g. turkey season). Period Resets are run either the evening before or the morning of the start of that season/period. When the period is ended, the month-end reports may be run to show the level of success for that particular period (all reports must be run BEFORE doing the resets). On the reports, all columns labeled with **PtD** will show the totals for that period of time. Period Resets are run that evening or the following morning.*

37 Physical Count



The **Physical Count** process allows stores to easily do periodic cycle counts of inventory throughout the year. (A traditional year-end inventory may also be done.) This can be done by class, vendor or in a variety of other ways which represent a manageable number of products. Counts should be scheduled on a calendar so the same product is counted at the same time each year. (Of course, inventories may be counted more often than annually, too.)

Counting everything at least twice during the year has many advantages:

- When a variance is discovered, there is time to check the count.
- Quantity on Hand reports for reorders will be more accurate.

The physical count feature allows the flexibility to choose what to count and when to count. Both annual physical inventory and cycle counting can be accomplished through the use of this process.

To get started, follow these steps:

- Create a physical count

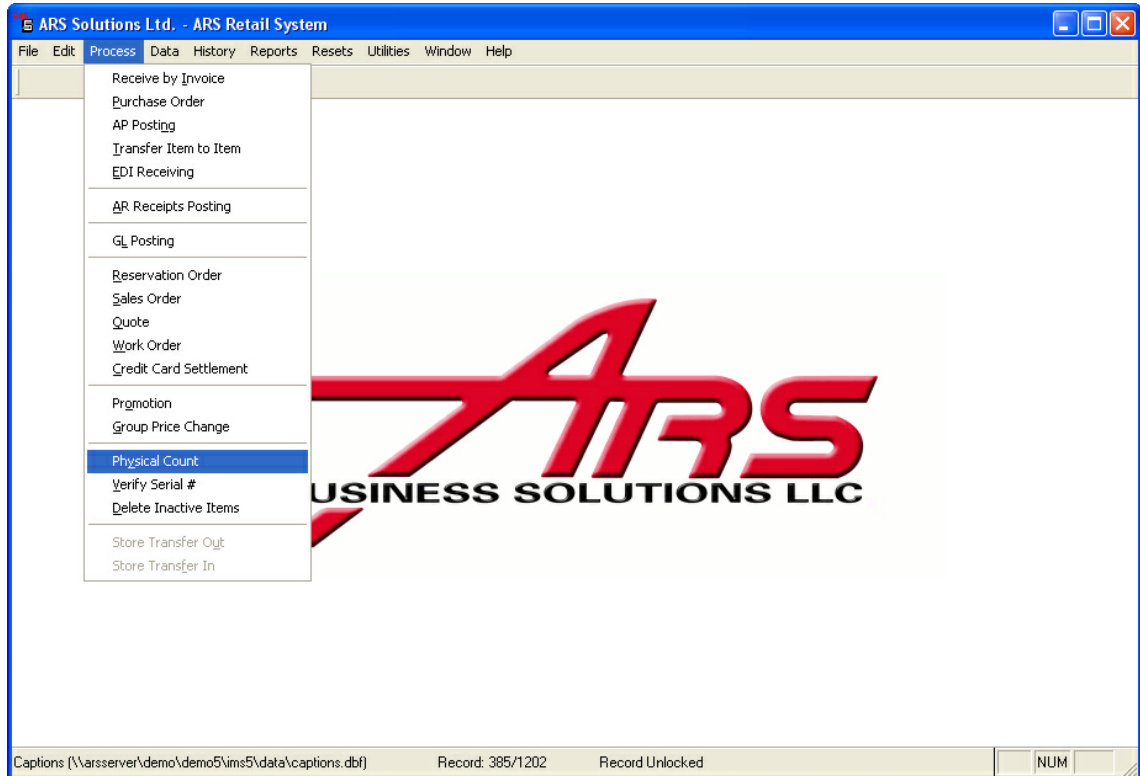
- Print a Physical Count Worksheet (if utilizing a manual system)
- Complete a physical count (Manual or device-assisted)
- Record counts
- Print Variance Report
- Update inventory

37.1 Add Physical Count



A **Physical Count** is added when a count will be taken on a group of items.

Click **Process**; select **Physical Count**.



Click the **New** button.

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting	<input type="checkbox"/>	12/13/2005 4:10:46 PM	1	// : : AM	Memo	9
Entire Inventory	<input type="checkbox"/>	3/13/2006 10:54:24 AM	1	// : : AM	Memo	905
labels	<input type="checkbox"/>	4/25/2006 3:08:48 PM	1	// : : AM	Memo	591
inventory	<input type="checkbox"/>	7/20/2006 8:41:43 AM	1	// : : AM	Memo	957
testing	<input type="checkbox"/>	7/28/2006 8:16:38 AM	1	// : : AM	Memo	1
Rocky Boots	<input checked="" type="checkbox"/>	8/7/2006 2:13:36 PM	1	// : : AM	Memo	10
Butt	<input type="checkbox"/>	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes	<input type="checkbox"/>	8/25/2006 10:49:30 AM	1	// : : AM	Memo	1
testing jakes	<input type="checkbox"/>	8/25/2006 10:50:49 AM	1	// : : AM	Memo	1
Test	<input type="checkbox"/>	10/13/2006 1:17:46 PM	1	// : : AM	Memo	1
12	<input type="checkbox"/>	11/15/2006 11:01:31 AM	1	// : : AM	Memo	6
testing 4 carla	<input type="checkbox"/>	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name	<input type="checkbox"/>	11/30/2006 11:30:13 AM	1	// : : AM	Memo	8
guns	<input type="checkbox"/>	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
htryt	<input type="checkbox"/>	12/27/2006 11:24:59 AM	1	// : : AM	Memo	1036
123	<input type="checkbox"/>	1/17/2007 9:56:27 AM	1	// : : AM	Memo	1038

Enter a **Name** for the **Physical Count** (e.g. Batteries).

Click the **Filter** button to select items for the **Physical Count**. (See Filter for more information on filtering.)

Check the **Post Difference** box to activate it. Remove the check to de-activate it. (**Post Difference** allows the system to account for inventory changes due to receiving or sales of items which may occur from the time the count is begun to the time when it is completed/updated. Instead of posting the exact quantity input by the user, the difference for receiving and sales is figured into the quantity count.)

Click **Add**.

Add Physical Count

General | Preview Items

Name:

User:

Started:

Filter:

Records:

Post Difference

To view the items which have been added to the new **Physical Count**, click the **Preview Items** tab.

Add Physical Count

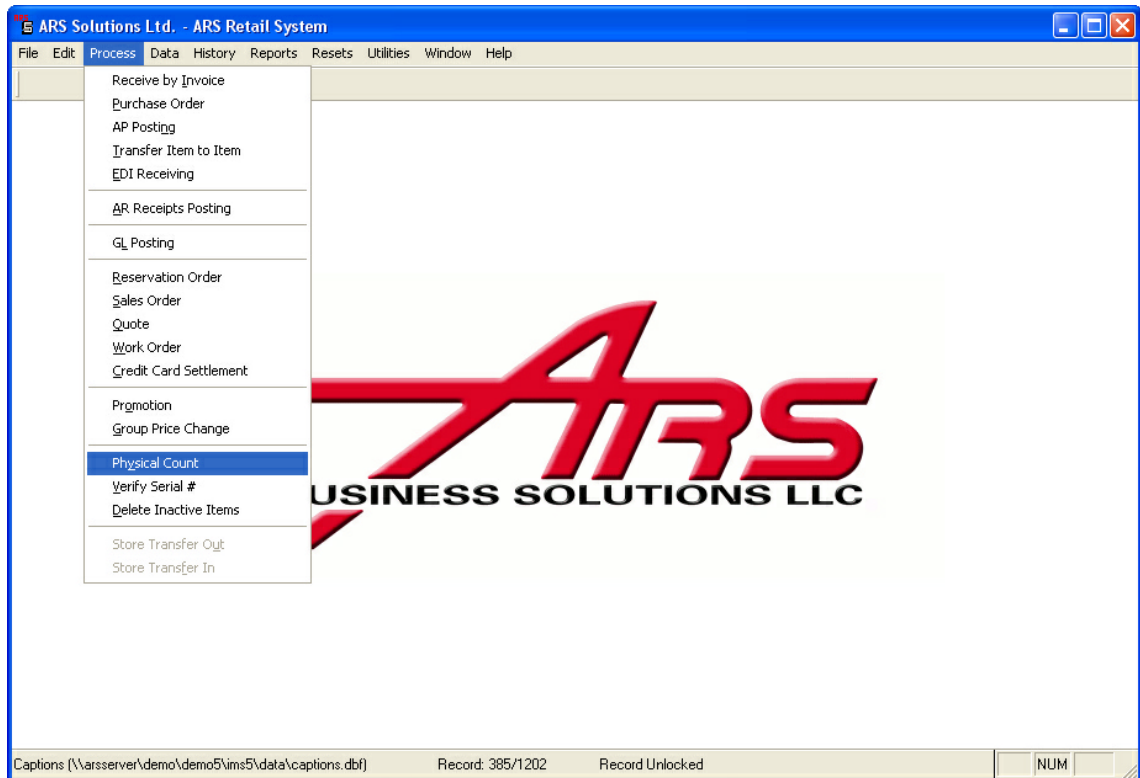
General | Preview Items

Item #	UPC	Description 1	Description 2	QoH	Avg Cost	Price 1
01280045325	01280045325	Rayovac Maximum D Cell	4 Pack	24.00	2.7600	8.9900
04133344001	04133344001	Rayovac Maximum C Cell	4 Pack	132.00	3.7466	8.9900
05217796730	05217796730	Levi 501 Instant Old 29 X 30		26.00	21.2500	46.9900
05217796001	05217796001	Levi 501 Instant Old 29 X 31		72.00	21.2500	44.9900
05217796701	05217796701	Levi 501 Instant Old 30 X 30		12.00	27.5000	44.9900
05217797012	05217797012	Levi 501 Instant Old 30 X 31		21.00	27.5000	44.9900
05217796704	05217796704	Levi 501 Instant Old 30 X 33		76.00	27.5000	44.9900
05217796708	05217796708	Levi 501 Instant Old 30 X 34		60.00	21.2500	44.9900
05217796721	05217796721	Levi 501 Instant Old 31 X 30		50.00	26.6667	44.9900
05217796756	05217796756	Levi 501 Instant Old 31 X 32		40.00	21.2500	44.9900
05217796753	05217796753	Levi 501 Instant Old 32 X 32		0.00	21.2500	44.9900
05217796754	05217796754	Levi 501 Instant Old 32 X 33		81.00	30.0000	44.9900
05217796755	05217796755	Levi 501 Instant Old 32 X 34		77.00	21.2500	44.9900
05217796757	05217796757	Levi 501 Instant Old 33 X 32		29.00	21.2500	44.9900
05217796758	05217796758	Levi 501 Instant Old 33 X 33		50.00	30.0000	44.9900
05217796781	05217796781	Levi 501 Instant Old 33 X 34		72.00	21.2500	44.9900

37.2 Perform Physical Count



To **Perform a Physical Count** (see Handheld Device Count if using a handheld device) of inventory, click **Process**; select **Physical Count**.



Select the **Name** of the Physical Count. Click the **Detail** tab.

Physical Count - Rocky Boots

Group | Detail

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting	<input type="checkbox"/>	12/13/2005 4:10:46 PM	1	// : : AM	Memo	9
Entire Inventory	<input type="checkbox"/>	3/13/2006 10:54:24 AM	1	// : : AM	Memo	905
labels	<input type="checkbox"/>	4/25/2006 3:08:48 PM	1	// : : AM	Memo	591
inventory	<input type="checkbox"/>	7/20/2006 8:41:43 AM	1	// : : AM	Memo	957
testing	<input type="checkbox"/>	7/28/2006 8:16:38 AM	1	// : : AM	Memo	1
Rocky Boots	<input type="checkbox"/>	8/7/2006 2:13:36 PM	1	// : : AM	Memo	10
Butt	<input type="checkbox"/>	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes	<input type="checkbox"/>	8/25/2006 10:49:30 AM	1	// : : AM	Memo	1
testing jakes	<input type="checkbox"/>	8/25/2006 10:50:49 AM	1	// : : AM	Memo	1
Test	<input type="checkbox"/>	10/13/2006 1:17:46 PM	1	// : : AM	Memo	1
12	<input type="checkbox"/>	11/15/2006 11:01:31 AM	1	// : : AM	Memo	6
testing 4 carla	<input type="checkbox"/>	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name	<input type="checkbox"/>	11/30/2006 11:30:13 AM	1	// : : AM	Memo	8
guns	<input type="checkbox"/>	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
htryt	<input type="checkbox"/>	12/27/2006 11:24:59 AM	1	// : : AM	Memo	1036
123	<input type="checkbox"/>	1/17/2007 9:56:27 AM	1	// : : AM	Memo	1038

There are two options for counting.

- Locate each item in the grid as it is counted
- Use **Manual Entry** to locate the item

To use **Manual Entry**, click the **Manual Entry** button.

Item #	GoH	Count Qty	Description 1	Counted	Style	Color	Size	Avg Cost	Other
4400000088	9.00	5.00	Rocky Super Brut #8420	<input checked="" type="checkbox"/>	8420		8M	84.0000	
4400000090	8.00	8.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8W	84.0000	
4400000091	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5M	84.0000	
4400000092	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5W	84.0000	
4400000094	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9W	84.0000	
4400000093	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9M	84.0000	
4400000096	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10M	84.0000	
4400000095	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10W	84.0000	
4400000190	2.00	2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8W	84.0000	
4400000191	-2.00	-2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8.5M	84.0000	

Captions (\\arsserver\demo\demo5\ims5\data\captions.dbf) Record: 539/1202 Record Unlocked NUM

With the cursor in the **Item #** box, scan or type the **Item #** for the item. Enter the counted quantity in the **Countqty** box. Click **OK**.

Manual Count Entry

Item #

Countqty

OK Cancel

The information will be entered into the **Physical Count** grid under the **Count Qty** and **Counted** columns. If **Manual Entry** is not being used, the **Count Qty** may be manually entered for each item. Click the checkbox under **Counted**.

Item #	QoH	Count Qty	Description 1	Counted	Style	Color	Size	Avg Cost	Other
44000000088	9.00	5.00	Rocky Super Brut #8420	<input checked="" type="checkbox"/>	8420		8M	84.0000	
44000000090	8.00	8.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8W	84.0000	
44000000091	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5M	84.0000	
44000000092	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5W	84.0000	
44000000094	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9W	84.0000	
44000000093	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9M	84.0000	
44000000096	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10M	84.0000	
44000000095	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10W	84.0000	
44000000190	2.00	2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8W	84.0000	
44000000191	-2.00	-2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8.5M	84.0000	

When all of the counts have been entered, print the Variance Report.

37.2.1 Handheld Device Count



Instead of manually counting each item, the **Handheld Device Count** (Percon, iPaq or Symbol PPT) allows for items to be counted with a handheld device. Follow the device's manual to download the counts to the Physical Count Worksheet.

When the counts have been entered, print the Variance Report.

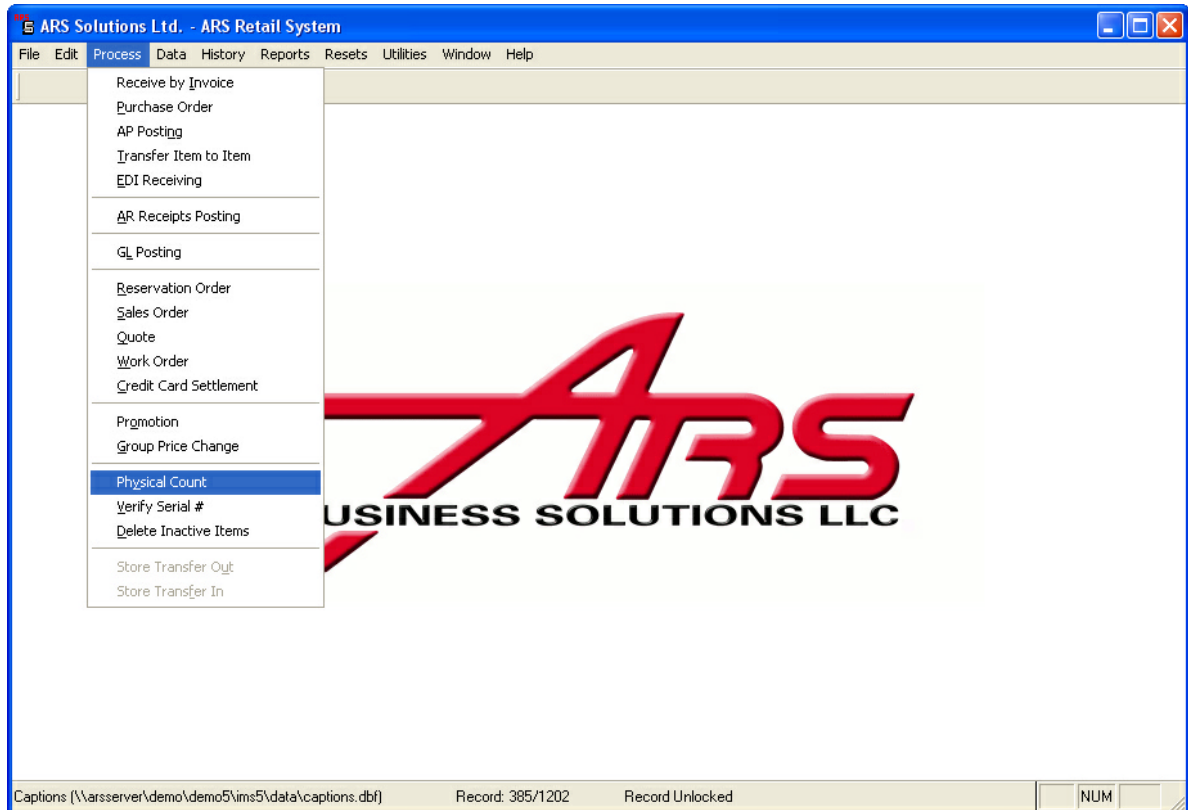
37.3 Physical Count Worksheet



The **Physical Count Worksheet** is printed and used by the counter(s) to record actual quantities of items. The recorded quantities are entered into the computer from the worksheet when the count is complete.

A computer may be used to Perform a Physical Count. No worksheet needs to be printed. The quantities are entered directly into the computer (eliminating one step and possibly reducing errors). A Physical Count may also be done using a Handheld Device.

To print the **Physical Count Worksheet**, click **Process**; select **Physical Count**.



From the **Physical Count** screen, select a Physical Count or create a new Physical Count.

Physical Count - Rocky Boots

Group | Detail

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting	<input type="checkbox"/>	12/13/2005 4:10:46 PM	1	// : : AM	Memo	9
Entire Inventory	<input type="checkbox"/>	3/13/2006 10:54:24 AM	1	// : : AM	Memo	905
labels	<input type="checkbox"/>	4/25/2006 3:08:48 PM	1	// : : AM	Memo	591
inventory	<input type="checkbox"/>	7/20/2006 8:41:43 AM	1	// : : AM	Memo	957
testing	<input type="checkbox"/>	7/28/2006 8:16:38 AM	1	// : : AM	Memo	1
Rocky Boots	<input type="checkbox"/>	8/7/2006 2:13:36 PM	1	// : : AM	Memo	10
Butt	<input type="checkbox"/>	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes	<input type="checkbox"/>	8/25/2006 10:49:30 AM	1	// : : AM	Memo	1
testing jakes	<input type="checkbox"/>	8/25/2006 10:50:49 AM	1	// : : AM	Memo	1
Test	<input type="checkbox"/>	10/13/2006 1:17:46 PM	1	// : : AM	Memo	1
12	<input type="checkbox"/>	11/15/2006 11:01:31 AM	1	// : : AM	Memo	6
testing 4 carla	<input type="checkbox"/>	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name	<input type="checkbox"/>	11/30/2006 11:30:13 AM	1	// : : AM	Memo	8
guns	<input type="checkbox"/>	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
htryt	<input type="checkbox"/>	12/27/2006 11:24:59 AM	1	// : : AM	Memo	1036
123	<input type="checkbox"/>	1/17/2007 9:56:27 AM	1	// : : AM	Memo	1038

Click the **Worksheet** button.

ARS Solutions Ltd. - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface **Worksheet** Variance Update Refresh GoHS Manual Entry Labels

Physical Count - Rocky Boots

Group | Detail

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting	<input type="checkbox"/>	12/13/2005 4:10:46 PM	1	// : : AM	Memo	9
Entire Inventory	<input type="checkbox"/>	3/13/2006 10:54:24 AM	1	// : : AM	Memo	905
labels	<input type="checkbox"/>	4/25/2006 3:08:48 PM	1	// : : AM	Memo	591
inventory	<input type="checkbox"/>	7/20/2006 8:41:43 AM	1	// : : AM	Memo	957
testing	<input type="checkbox"/>	7/28/2006 8:16:38 AM	1	// : : AM	Memo	1
Rocky Boots	<input type="checkbox"/>	8/7/2006 2:13:36 PM	1	// : : AM	Memo	10
Butt	<input type="checkbox"/>	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes	<input type="checkbox"/>	8/25/2006 10:49:30 AM	1	// : : AM	Memo	1
testing jakes	<input type="checkbox"/>	8/25/2006 10:50:49 AM	1	// : : AM	Memo	1
Test	<input type="checkbox"/>	10/13/2006 1:17:46 PM	1	// : : AM	Memo	1
12	<input type="checkbox"/>	11/15/2006 11:01:31 AM	1	// : : AM	Memo	6
testing 4 carla	<input type="checkbox"/>	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name	<input type="checkbox"/>	11/30/2006 11:30:13 AM	1	// : : AM	Memo	8
guns	<input type="checkbox"/>	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
htryt	<input type="checkbox"/>	12/27/2006 11:24:59 AM	1	// : : AM	Memo	1036
123	<input type="checkbox"/>	1/17/2007 9:56:27 AM	1	// : : AM	Memo	1038

Captions (\\arsserver\demo\demo5\ims5\data\captions.dbf) Record: 272/1202 Record Unlocked NUM

The **Count Worksheet** may be printed.

Count Worksheet
ARS Solutions Ltd.

Rocky Boots
Started 8/7/2006 2:13:36 PM

2/19/2007 2:12:17 PM
Page 1

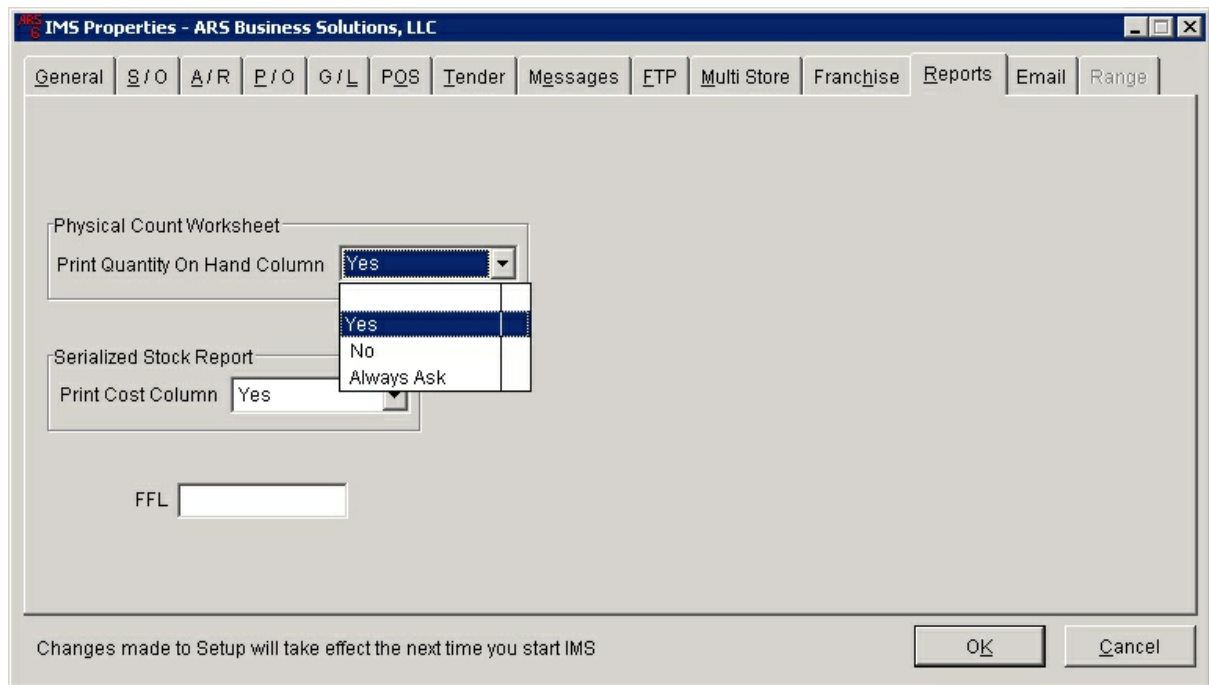
Item # UPC	Description 1 Description 2	Style Class Desc	Size	Color Manufacturer	Price 1	QoH	Count Qty
44000000088	Rocky Super Brut #8420	8420	8M	Rocky Shoes & Boots	144.00	9.00	
44000000088	Thinsulate	Footwear					
44000000090	Rocky Super Brut #8420	8420	8W	Rocky Shoes & Boots	144.00	8.00	
44000000090	Thinsulate	Footwear					
44000000091	Rocky Super Brut #8420	8420	8.5M	Rocky Shoes & Boots	144.00	10.00	
44000000091	Thinsulate	Footwear					
44000000092	Rocky Super Brut #8420	8420	8.5W	Rocky Shoes & Boots	144.00	4.00	
44000000092	Thinsulate	Footwear					
44000000094	Rocky Super Brut #8420	8420	9W	Rocky Shoes & Boots	144.00	10.00	
44000000094	Thinsulate	Footwear					
44000000093	Rocky Super Brut #8420	8420	9M	Rocky Shoes & Boots	144.00	10.00	
44000000093	Thinsulate	Footwear					
44000000096	Rocky Super Brut #8420	8420	10M	Rocky Shoes & Boots	144.00	10.00	
44000000096	Thinsulate	Footwear					
44000000095	Rocky Super Brut #8420	8420	10W	Rocky Shoes & Boots	144.00	4.00	
44000000095	Thinsulate	Footwear					
44000000190	Rocky Super Brut #8435	8435	8W	Rocky Shoes & Boots	144.00	2.00	
44000000190	Thinsulate	Footwear					
44000000191	Rocky Super Brut #8435	8435	8.5M	Rocky Shoes & Boots	144.00	-2.00	
44000000191	Thinsulate	Footwear					

Go to Perform Physical Count to enter the counts from the worksheet.

37.3.1 Worksheet Properties



The system provides the option of having the Quantity on Hand Column printed (or not). The default is set to **Yes** (the Quantity On Hand Column will print). Selecting **Always Ask** will prompt the system to ask every time the report is run. Make a selection. Click **OK**.



37.4 Refresh QoH



To refresh item quantities which have changed since the Physical Count was created, click the **Refresh QoHs** button.

ARS Solutions Ltd. - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Worksheet Variance Update Refresh GoHs Manual Entry Labels

Physical Count - Rocky Boots

Item #	QoH	Count Qty	Description 1	Counted	Style	Color	Size	Avg Cost	Other
44000000088	9.00	5.00	Rocky Super Brut #8420	<input checked="" type="checkbox"/>	8420		8M	84.0000	
44000000090	8.00	8.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8W	84.0000	
44000000091	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5M	84.0000	
44000000092	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5W	84.0000	
44000000094	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9W	84.0000	
44000000093	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9M	84.0000	
44000000096	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10M	84.0000	
44000000095	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10W	84.0000	
44000000190	2.00	2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8W	84.0000	
44000000191	-2.00	-2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8.5M	84.0000	

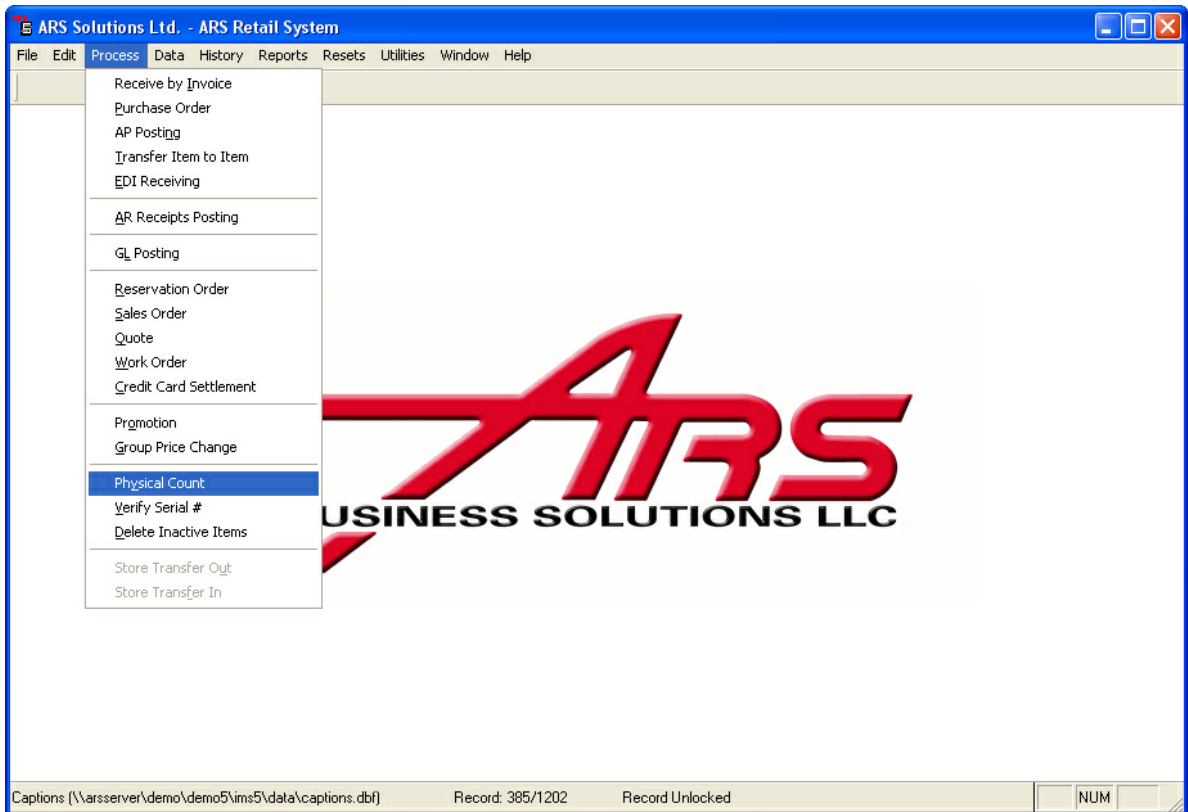
Captions (\\varserver\demo\demo5\ims5\data\captions.dbf) Record: EOF/1202 Record Unlocked NUM

37.5 Update Inventory



Once the Physical Counting of inventory has been completed, the Variance Report should be printed. (Note: The Variance Report will not be available for printing once inventory has been updated.)

To **Update Inventory**, click **Process**; select **Physical Count**.



Select the **Name** of the **Physical Count** to be updated.

Physical Count - Rocky Boots

Group Detail

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting	<input type="checkbox"/>	12/13/2005 4:10:46 PM	1	// // : : AM	Memo	9
Entire Inventory	<input type="checkbox"/>	3/13/2006 10:54:24 AM	1	// // : : AM	Memo	905
labels	<input type="checkbox"/>	4/25/2006 3:08:48 PM	1	// // : : AM	Memo	591
inventory	<input type="checkbox"/>	7/20/2006 8:41:43 AM	1	// // : : AM	Memo	957
testing	<input type="checkbox"/>	7/28/2006 8:16:38 AM	1	// // : : AM	Memo	1
Rocky Boots	<input type="checkbox"/>	8/7/2006 2:13:36 PM	1	// // : : AM	Memo	10
Butt	<input type="checkbox"/>	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes	<input type="checkbox"/>	8/25/2006 10:49:30 AM	1	// // : : AM	Memo	1
testing jakes	<input type="checkbox"/>	8/25/2006 10:50:49 AM	1	// // : : AM	Memo	1
Test	<input type="checkbox"/>	10/13/2006 1:17:46 PM	1	// // : : AM	Memo	1
12	<input type="checkbox"/>	11/15/2006 11:01:31 AM	1	// // : : AM	Memo	6
testing 4 carla	<input type="checkbox"/>	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name	<input type="checkbox"/>	11/30/2006 11:30:13 AM	1	// // : : AM	Memo	8
guns	<input type="checkbox"/>	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
htryt	<input type="checkbox"/>	12/27/2006 11:24:59 AM	1	// // : : AM	Memo	1036
123	<input type="checkbox"/>	1/17/2007 9:56:27 AM	1	// // : : AM	Memo	1038

Click the **Update** button.

Item #	QoH	Count Qty	Description 1	Counted	Style	Color	Size	Avg Cost	Other
44000000088	9.00	5.00	Rocky Super Brut #8420	<input checked="" type="checkbox"/>	8420		8M	84.0000	
44000000090	8.00	8.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8W	84.0000	
44000000091	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5M	84.0000	
44000000092	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5W	84.0000	
44000000094	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9W	84.0000	
44000000093	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9M	84.0000	
44000000096	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10M	84.0000	
44000000095	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10W	84.0000	
44000000190	2.00	2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8W	84.0000	
44000000191	-2.00	-2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8.5M	84.0000	

Click **Yes**.

Physical Count Viewing Form

Do you want to apply all changes?

Yes No

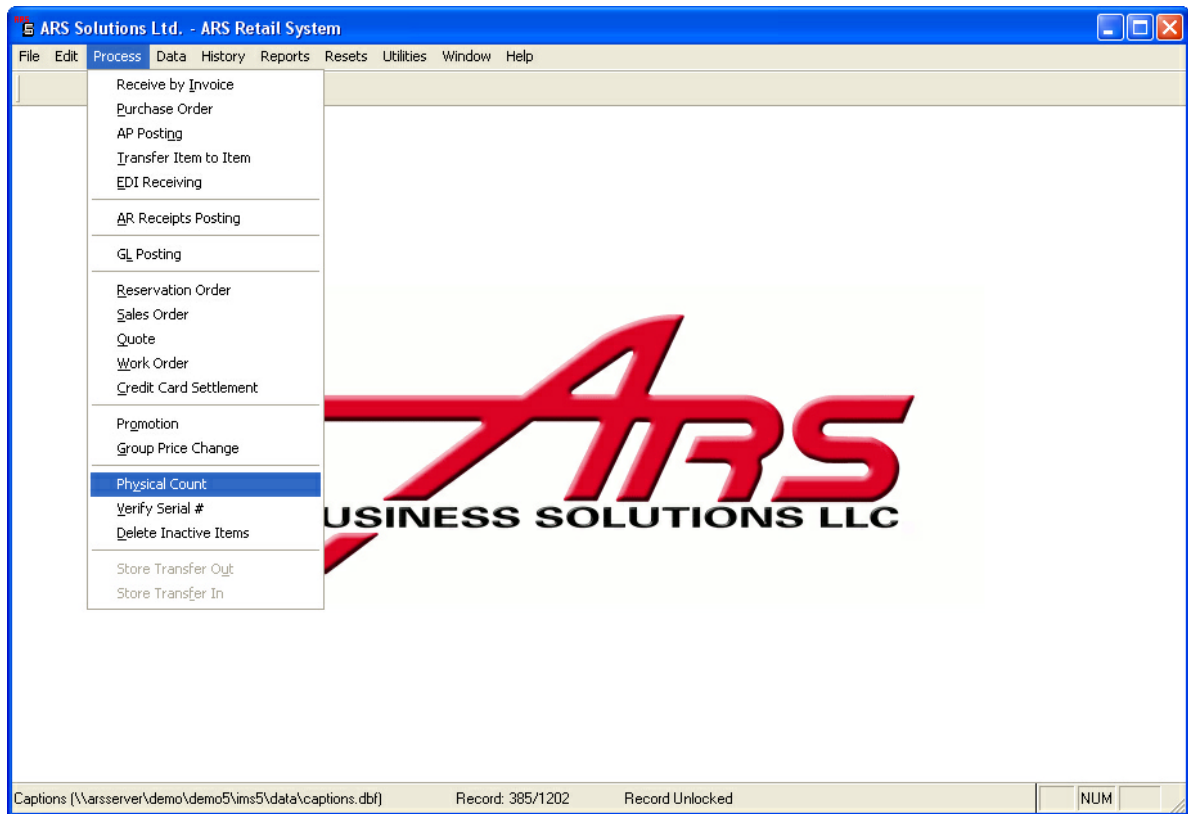
The inventory count for each item on the report will be updated and the variance will be recorded in each individual item record.

37.6 Variance Report



The **Variance Report** shows the inventory data which was entered on the **Physical Count** screen. The **Variance Report** must be printed before updating.

To run the **Variance Report**, click **Process**; select **Physical Count**.



Select the **Name** of the **Physical Count** to be reported.

Physical Count - Rocky Boots

Group | Detail

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting		12/13/2005 4:10:46 PM	1	// : : AM	Memo	9
Entire Inventory		3/13/2006 10:54:24 AM	1	// : : AM	Memo	905
labels		4/25/2006 3:08:48 PM	1	// : : AM	Memo	591
inventory		7/20/2006 8:41:43 AM	1	// : : AM	Memo	957
testing		7/28/2006 8:16:38 AM	1	// : : AM	Memo	1
Rocky Boots		8/7/2006 2:13:36 PM	1	// : : AM	Memo	10
Butt		8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes		8/25/2006 10:49:30 AM	1	// : : AM	Memo	1
testing jakes		8/25/2006 10:50:49 AM	1	// : : AM	Memo	1
Test		10/13/2006 1:17:46 PM	1	// : : AM	Memo	1
12		11/15/2006 11:01:31 AM	1	// : : AM	Memo	6
testing 4 carla		11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name		11/30/2006 11:30:13 AM	1	// : : AM	Memo	8
guns		12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
hbyr		12/27/2006 11:24:59 AM	1	// : : AM	Memo	1036
123		1/17/2007 9:56:27 AM	1	// : : AM	Memo	1038

Click the **Variance** button.

ARS Solutions Ltd. - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Worksheet **Variance** Update Refresh GoHs Manual Entry Labels

Physical Count - Rocky Boots

Group | Detail

Item #	QoH	Count Qty	Description 1	Counted	Style	Color	Size	Avg Cost	Other
44000000088	9.00	5.00	Rocky Super Brut #8420	<input checked="" type="checkbox"/>	8420		8M	84.0000	
44000000090	8.00	8.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8W	84.0000	
44000000091	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5M	84.0000	
44000000092	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5W	84.0000	
44000000094	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9W	84.0000	
44000000093	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9M	84.0000	
44000000096	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10M	84.0000	
44000000095	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10W	84.0000	
44000000190	2.00	2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8W	84.0000	
44000000191	-2.00	-2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8.5M	84.0000	

Captions (\varserver\demo\demo5\ims5\data\captions.dbf) Record: 539/1202 Record Unlocked NUM

The **Count Variance Report** may be printed. (Note: The **Count Variance Report** only reports the items from the physical count in which had a variance between Quantity on Hand and Actual Count.)

Item #	Description 1	QoH	Count Qty	Description 2	Qty Dif	Avg Cost	Class Desc	OoH Diff	Cost Dif	Retail Dif
44000000088	Rocky Super Boot #8420	9.00	5.00	Thinsulate	-4.00	84.00	Footwear	-336.00	-336.00	-576.00
Total 1		9.00	5.00		-4.00	84.00		-336.00	-336.00	-576.00

Once the **Count Variance Report** is printed, the **Physical Count** may be updated.

38 Point of Sale (POS)



The POS is designed to be able to operate independent of the IMS. There are certain functions which WILL NOT work if the POS is offline. (Refer to the POS manual for information on how to get POS online.)

Build POS Data must be run regularly in order for the POS to be up-to-date.

38.1 POS Properties



What is shown here, is the default settings screen for **POS Properties**. Settings may

be changed to fit store preferences. When finished, click **OK** to save.

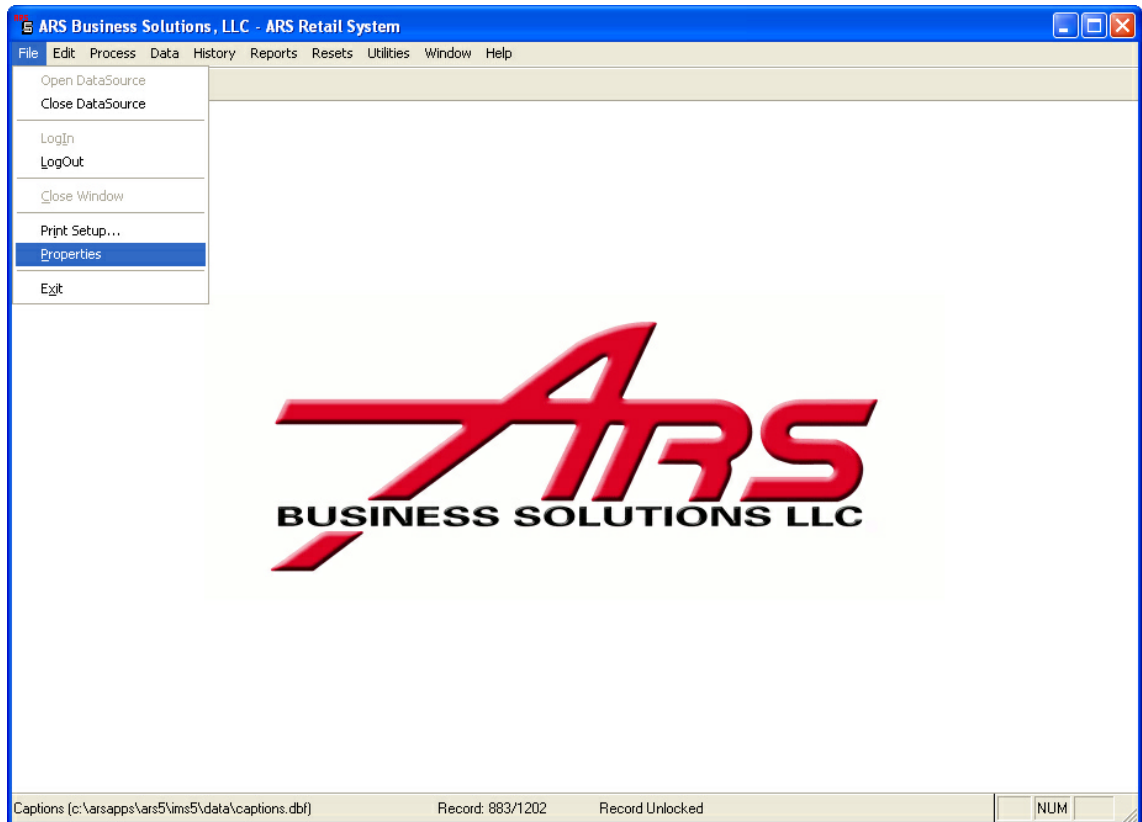
38.2 Tender Properties



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

Labels may also be changed for some of the POS keys.

To assign General Ledger accounts to POS tender, click **File**; select **Properties**.



Click the **Tender** tab. The **KEY** column designates the system's name for the key and its function. The **LABEL** column shows what is displayed at the POS for that particular key. Any of the **labels** may be customized.

Check the **Print Balance** box to have balances print on receipts.

Use the drop-down lists to select a **GL ACCOUNT** for each **KEY**.

KEY	LABEL	GL ACCOUNT	KEY	LABEL	GL ACCOUNT
Cash	Cash		Tender1	Coupon 1	
Check	Check		Tender2	Coupon 2	
Account	Charge		Tender3	City Bucks	
	<input type="checkbox"/> Print Balance		Tender4	Traveler Checks	
Gift	Gift		Tender5		
Gift Bal	5.00			<input type="checkbox"/> Upc Coupon	
Debit	Debit		Fd Stmp	Food Stamp	
Credit	Credit Card			Paid Out	
Layaway	Lway				
Foreign	Foreign				
Cur Rate	1.444400				

Changes made to Setup will take effect the next time you start IMS5

When finished, click **OK**. Run the GL Post Setup Check Report to identify missing accounts or improperly assigned accounts.

39 Promotions



Promotions are set for a specific date range and allow the store to

- select items to be placed on a promotion using a filter and multiple item selection criteria
- assign promotion values by percent, dollar or price
- assign promotion start and stop dates
- report item activity by promotion
- run Markdown reports
- run an Active promotion report

A promotion item is active between a promotion's assigned start and stop dates with the following exceptions

- In the event that two or more active promotions contain the same item(s), only the

promotion offering the greatest discount will remain active. (This only applies to select items included in a promotion and does not mean the entire promotion is inactive.)

Example: Two Promotions, A and B, are assigned to be active during the same time period. Promotion A applies a 25% discount to item XYZ.

Promotion B applies a 30% discount to item XYZ. Until Promotion B expires, item XYZ will only be active on Promotion B and a 30% discount will be applied.

NOTE: If Promotion A expires after Promotion B, item XYZ will become active on Promotion A upon Promotion B expiring and a 25% discount will then be applied

- If an item is on Permanent Markdown, it may not be part of a promotion. (In lieu of using Permanent Markdown, a promotion may be used with an end date far into the future.)

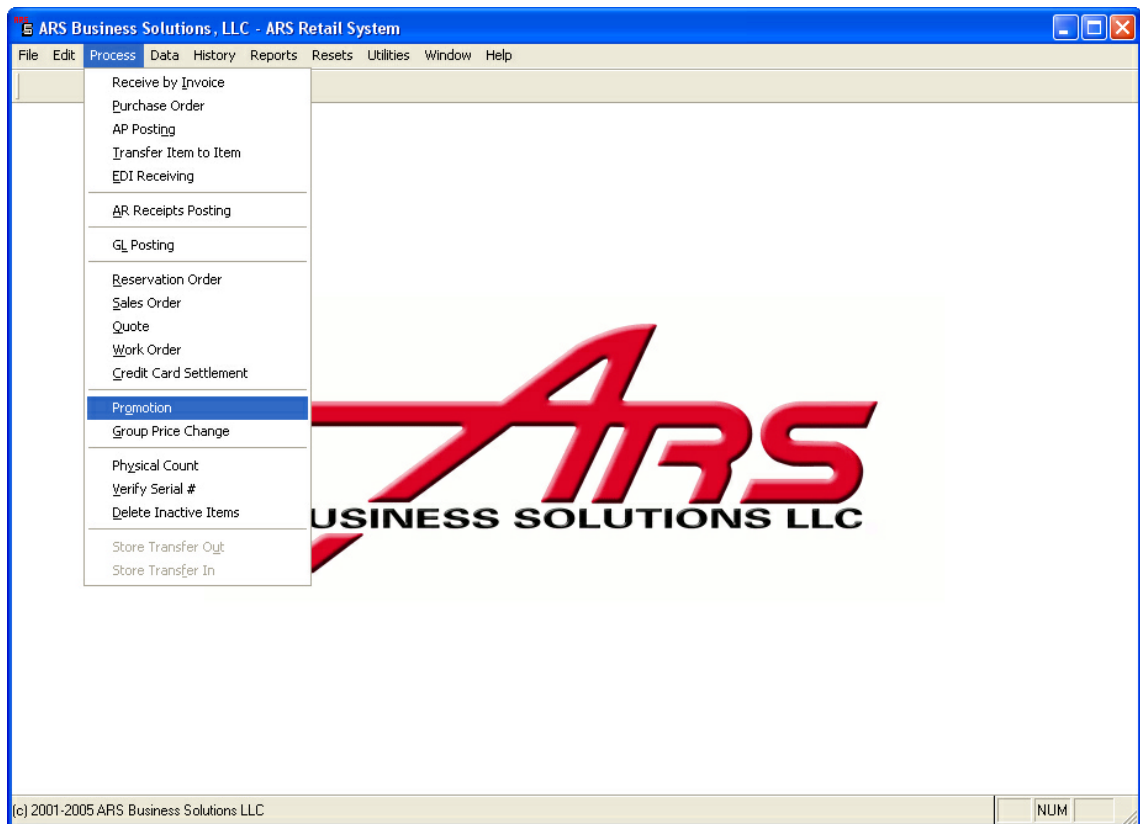
NOTE: If an item is on promotion, and a discount is given at the POS, the best deal will be given.

39.1 New Promotion

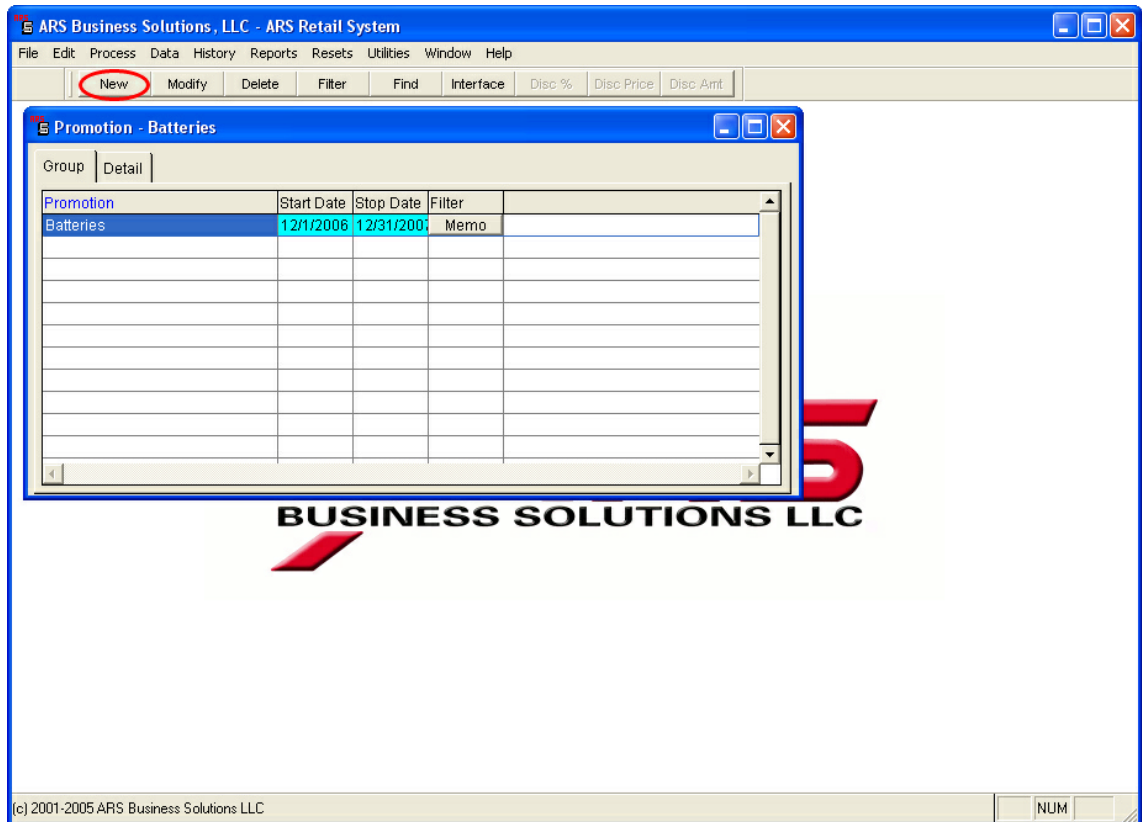


A promotion is created when a group of items will be offered at a special price during a specified range of dates.

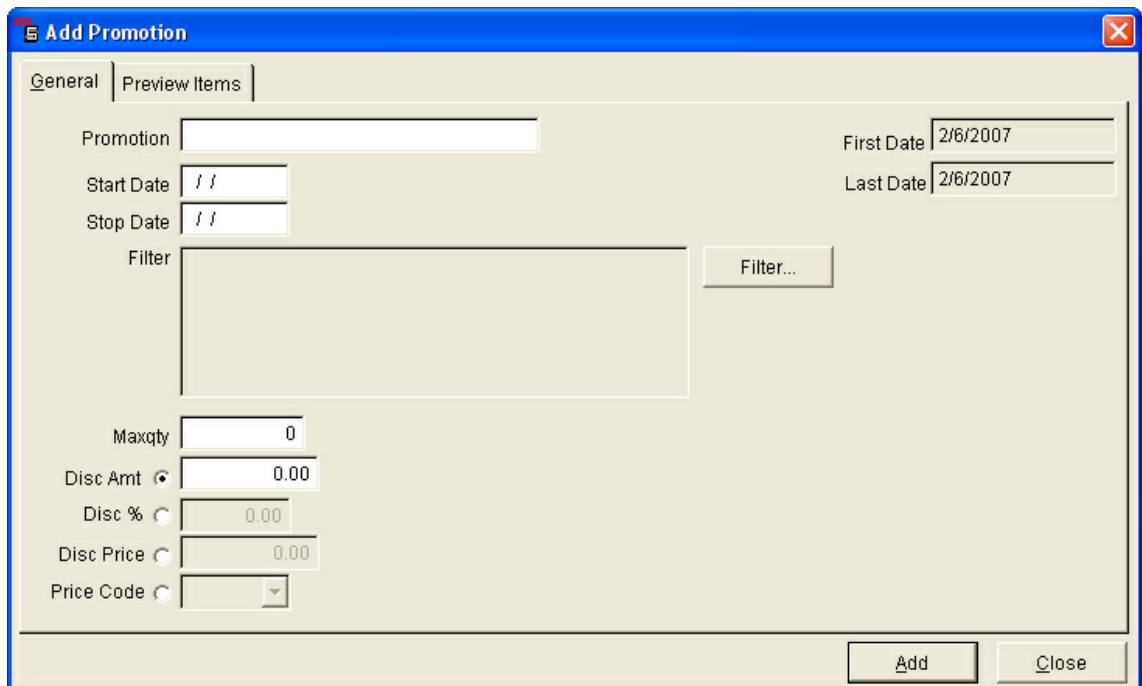
To create a **New Promotion**, click **Process**; select **Promotion**.



Click the **New** button.



Enter a name in the **Promotion** box. The **Start Date** and **Stop Date** must also be completed.



Set the filter to only include the items to be included in the new **Promotion**.

Maxqty - the maximum number of items (cumulative, not per transaction) to be sold at the discounted price; leave blank if there is no maximum number

Example: The store is offering \$20 off the first 20 store-logo-engraved Smith & Wesson guns sold. The store would set the maximum to 20. Only the first 20 sold would receive the discount. The rest would pay regular price.

Select the discount method to be used for the promotion.

- **Disc Amt** - specific dollar discount amount to be applied
- **Disc %** - percentage discount
- **Disc Price** - specific discounted price
- **Price Code** - use one of the alternative price code levels

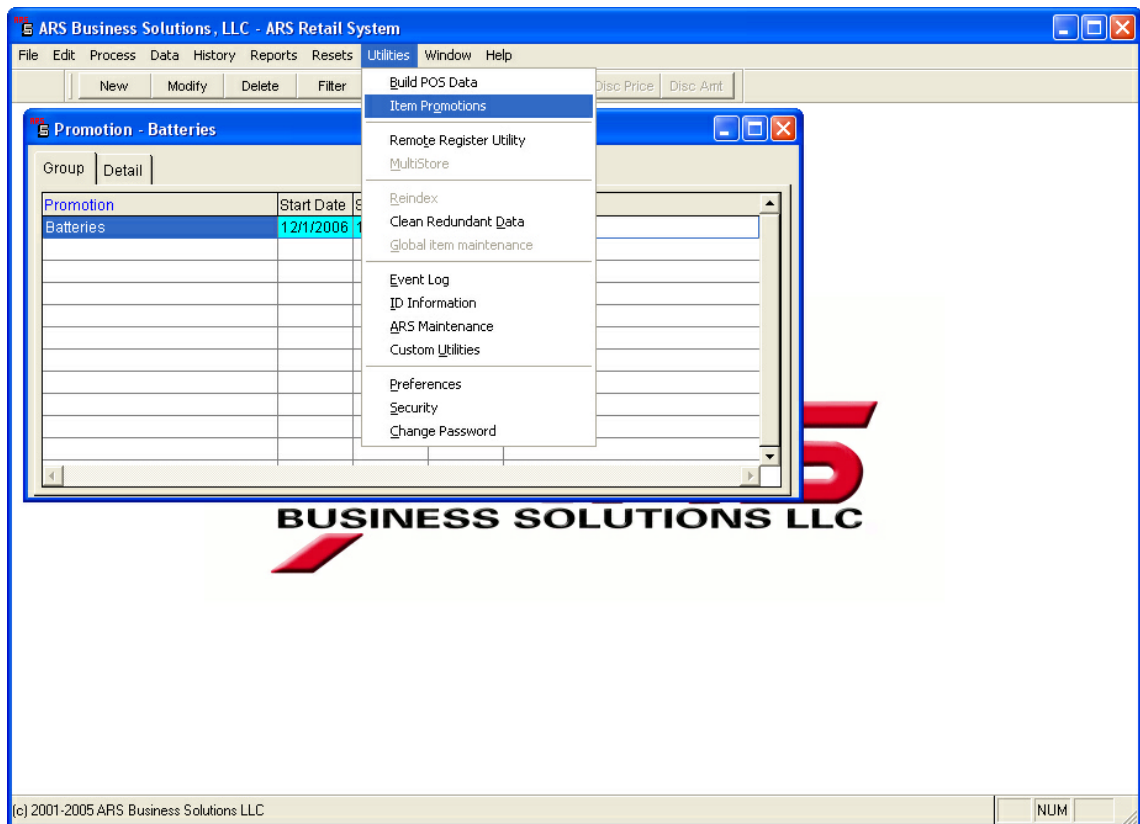
Click **Add**. (Although the **Promotion** has been created, it will not run until promotions have been updated.)

39.2 Update Promotion

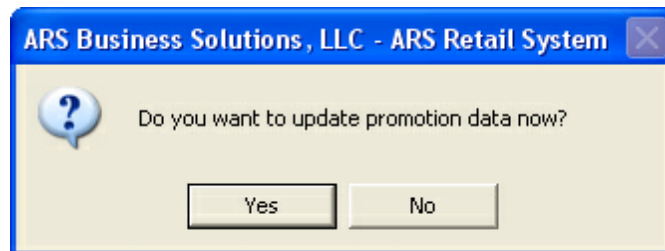


In order for a Promotion to start or stop on the correct date, the promotion must be updated on that date. (Start and stop dates do not automatically start or stop a promotion.)

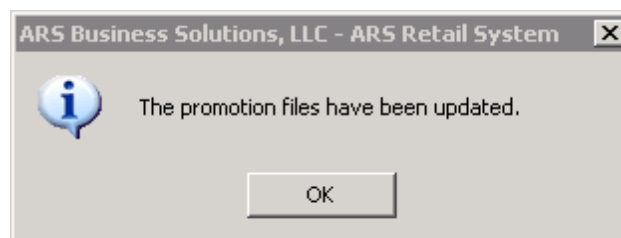
To update promotions, click **Utilities**; select **Item Promotions**.



Click **Yes**.



Click **OK**.



The next time that POS Data is built and downloaded at each POS register (refer

to the POS Manual), the changes to promotions will be updated.

Note: The promotional pricing will be applied to the selected items on the indicated start date and the item pricing will return to normal on the stop date. Thus, it is important to consider when the Item Promotion and Build POS Data utilities are run. If the Item Promotions utility is done routinely each morning before opening, the start and stop date should correspond to the exact dates for the promotion beginning and ending. If the Item Promotions utility is done every evening after close, the start and stop dates should both be scheduled one day prior to the desired beginning and ending date of the promotion.

Example: A 4th of July Sale which took place on the day of the fourth for a store which performs the Item Promotions utility in the evening would have a start date of July 3rd and stop date of July 4th. The same promotion in a store which performed Item Promotions in the morning would have a start date of July 4th and a stop day of July 5th.

40 Purchase Order

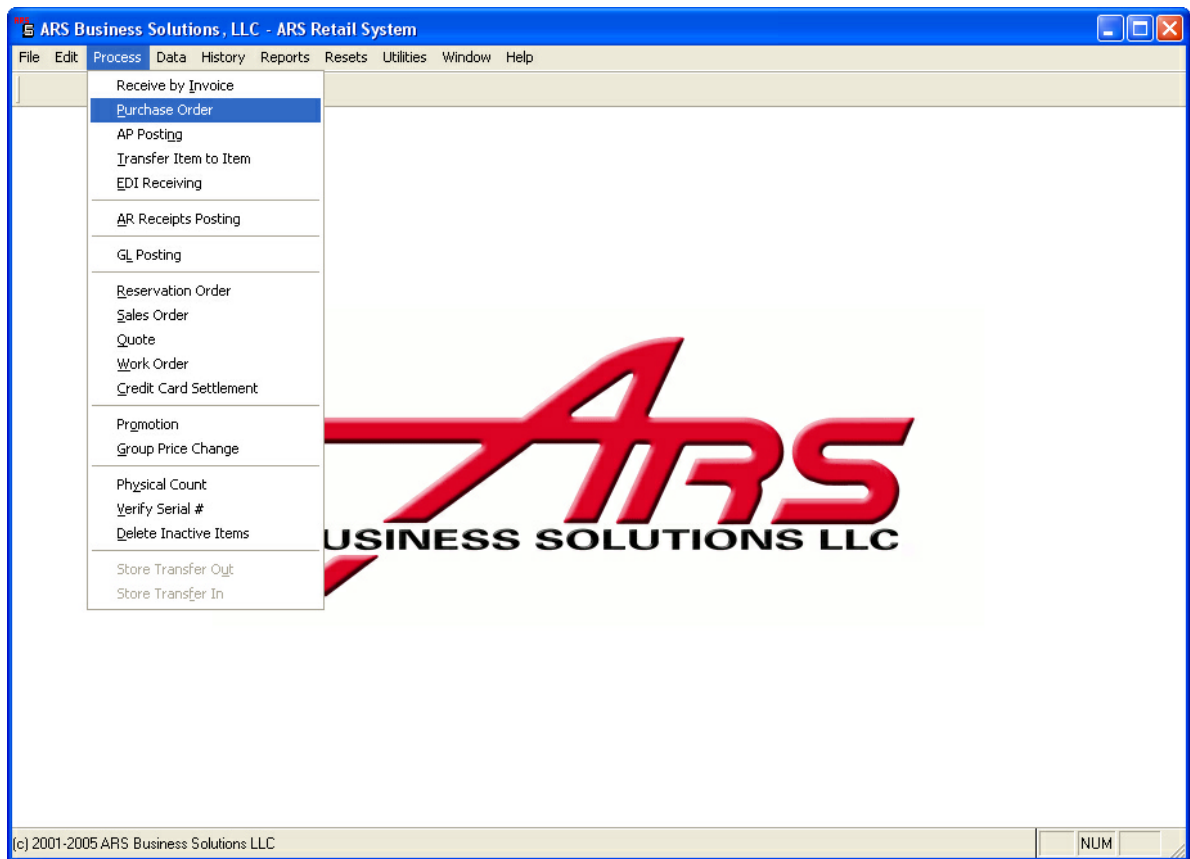


Creating a **Purchase Order** is the best way to keep track of ordered items. In the event that sales are different than anticipated, knowing what is on order is one more buyer tool to help the buyer know how many more items need to be ordered or how many items need to be cancelled.

Purchase Order steps:

- creating a new Purchase Order
- adding items to the Purchase Order
- printing and tracking the Purchase Order
- updating inventory from the Purchase Order

To open the **Purchase Order** screen, go to **Process**; select **Purchase Order**.



40.1 Add PO Items



After a purchase order is added, the detail for item(s) being ordered on the purchase order need to be added.

From the Purchase Order screen, select the Purchase Order. Click the **Detail** tab. (To choose items from a list, use Inquire Add.)

To add items by individual Item code/Cross-Reference/Style Code, click the **New** button.

Recv Qty	Cross Ref#	Unit Cost	Item #	Style	Description 1
1.00	REC-060	9.6600	785060	785-060	SHIMANO AC-1CP SC REEL
1		165.0000	8002		Beretta A30355 303 Shotgun

Click in the circle next to the preferred entry method. (**X Ref.** is the default.) Enter the code in the white box, or use the LookUp button.

If a new item is being added, click the **LookUp** button next to **Item Code**. Click the **New** button. Follow the instructions on how to add a new item.

If the item code exists, and a cross-reference number for the vendor does not exist the **Add Cross-Reference** window will automatically display. To stop the window from displaying in the future, enter the cross-reference number. (The window may be closed without entering anything.)

Units Order - number of selling units being ordered on the Purchase Order

Order Qty - number of packages being ordered

Pkg Qty - number of selling units shipped in each package

Example: Three packages are received with 12 items in each package.

Units Order = 36 **Order Qty** = 3 **Pkg Qty** = 12 / 1

NOTE: *Units Order equals Order Qty * Pkg Qty (36 = 3 x 12). When **Order Qty** is entered, **Units Order** will automatically calculate.*

Disc % - factors into the average cost of the product; it does not affect the last purchase cost of the product

Unit Cost - displays the cost of the item the last time it was purchased from that vendor; enter adjusted cost

Ship Cost - shipping cost for item (not entire order)

Price1/Price2/Retail - current price information is displayed

Que Labels button - click to edit the price; labels will be put in que

Update Cost Only - if checked, when updating, cost will be updated without adding qty to inventory

Click **Add**.

To add a non-stock/Special Order Item, see Special Order Item.

You may also check the Sales History on an item being placed on a Purchase

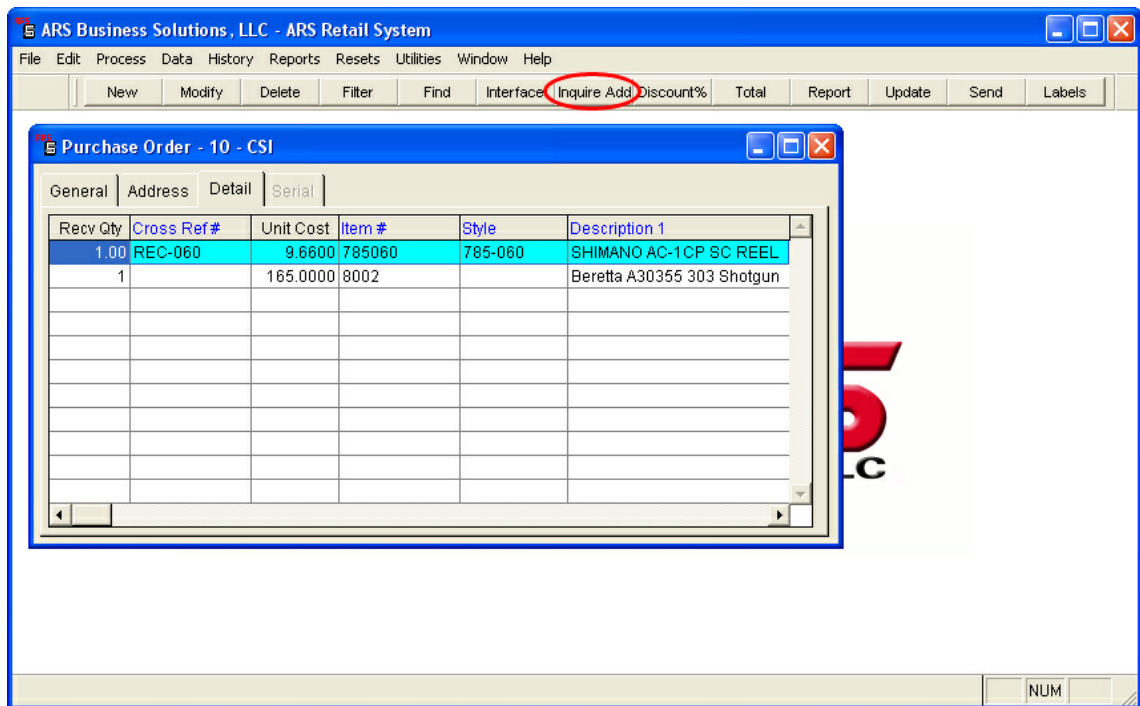
Order.

Once all items have been added to the Purchase Order, it may be printed.

40.1.1 Inquire Add

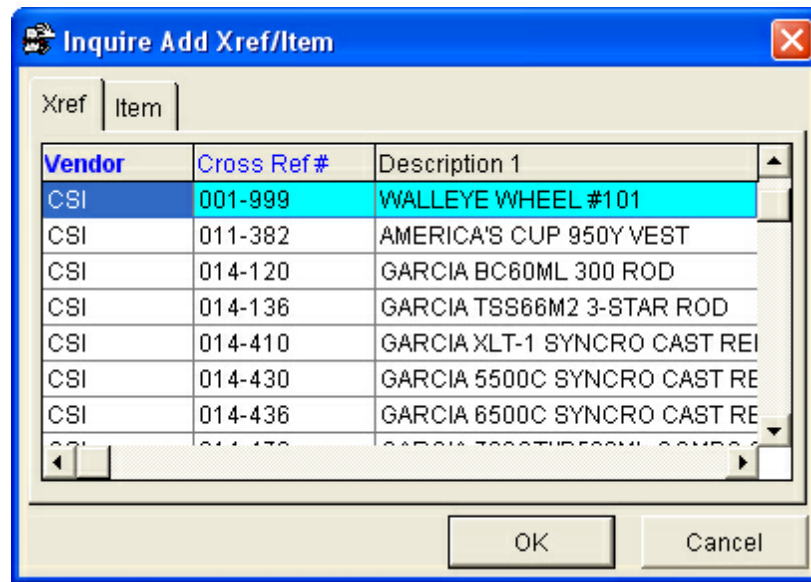


To add items using **Inquire Add** click the **Inquire Add** button.



Click the **Item** tab to select items by Item Number, or leave it on the **Xref** tab to use the Cross Reference number.

Click the on the item to be added to the Purchase Order. Click **OK**.



Make any necessary edits to the information (i.e. quantity, cost, price).

40.1.2 Sales History



To see the 12-month sales history for an item being ordered on a Purchase Order, after entering the item number, click the **Sales History** tab.

Add Purchase Order Item

General | Sales History | **Special Order** | Serial

Item # 4 Description 1 Special Order

Style

	January	February	March	April	May	June		
Quantity	11.00	7.00	0.00	13.00	9.00	7.00		
Markdown	0.0000							
	July	August	September	October	November	December		
Quantity	6.00	3.00	1.00	14.00	13.00	7.00		
Markdown		0.0000						
			PID Qty	48.00	Week1	7.00	Week5	0.00
QoH	0.00		MTD Qty	8.00	Week2	0.00	Week6	0.00
On Order	0.00		YTD Qty	48.00	Week3	0.00	Week7	0.00
Commit Qty	0.00		PY Qty	91.00	Week4	0.00	Week8	0.00

Click **Add** to add the item to the Purchase Order. Click **Close** to back up one screen.

40.1.3 Special Order Item



To add a non-stock/Special Order Item to a Purchase Order, click the **New** button.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Inquire Add Discount% Total Report Update Send Labels

Purchase Order - 10 - CSI

General Address Detail Serial

Recv Qty	Cross Ref#	Unit Cost	Item #	Style	Description 1
1.00	REC-060	9.6600	785060	785-060	SHIMANO AC-1CP SC REEL
1		165.0000	8002		Beretta A30355 303 Shotgun

ARS BUSINESS SOLUTIONS LLC

(c) 2001-2005 ARS Business Solutions LLC

NUM

Click the **Item Code** option.

Add Purchase Order Item

General Sales History Special Order Serial

X Ref.

Item Code

Style

Description 1

Units Order

Order Qty

Pkg Qty /

Disc %

Unit Cost

Ship Cost

Update Cost Only

PO # 10
Vendor CSI
Order Date 12/4/2006
Ship Date 12/4/2006

QoH
On Order
Commit Qty

Gp%
0.00 Price 1
0.00 Price 2
0.00 Sugg Retail

Enter the unique Special Order Item Number. Complete **Description 1, Qty, Cost**

The screenshot shows the 'Add Purchase Order Item' dialog box with the 'Special Order' tab selected. The 'General' tab is active, and the 'Special Order' sub-tab is chosen. The 'Item Code' is set to 4, and 'Description 1' is 'Special Order'. The 'Units Order' is 1, 'Order Qty' is 1, and 'Pkg Qty' is 1 / 1. The 'Unit Cost' and 'Ship Cost' are both 0.0000. The 'Update Cost Only' checkbox is unchecked. On the right side, the 'PO #' is 10, 'Vendor' is CSI, 'Order Date' is 12/4/2006, and 'Ship Date' is 12/4/2006. The 'Gp%' is 0.00, 'Price 1' is 0.0000, 'Price 2' is 0.0000, and 'Sugg Retail' is 0.0000. The 'Commit Qty' is 0.00. There are 'LookUp' buttons for 'Item Code' and 'Style'. At the bottom, there are 'Add' and 'Close' buttons.

Click the **Special Order** tab. Select **SALES ORDER** from the **Order Type** drop-down menu. (Use this to attach a **special order item** to a sales order, work order, reservation or layaway.)

Add Purchase Order Item

General | Sales History | **Special Order** | Serial

Item # 4 Description Special Order
 Style Description Beretta Gun

Order Type

SALES ORDER
 WORK ORDER
 RESERVATION
 LAY-A-WAY

Use the **LookUp** button to select the **Special Order Number**, or enter the order number in the box. Click **Add**.

Add Purchase Order Item

General | Sales History | **Special Order** | Serial

Item # 4 Description Special Order
 Style Description Beretta Gun

Order Type

Sales Order

Order #	AR Acct #		
22	103		Construction
32	103		Acme Construction
33	101	Mike	Jackson

This "Lookup" button brings up a list for you to choose the order number.

40.2 Edit Purchase Order



Until a Purchase Order has been updated, it may be edited. Open the Purchase Order; select the Purchase Order to be edited. Click the **Detail** tab. Select an item to edit. Click the **Modify** button.

Edit Purchase Order Item

General | Sales History | Special Order | Serial

X Ref.

Item Code

Style

Description 1

Units Order

Order Qty

Pkg Qty /

Disc %

Unit Cost

Ship Cost

Update Cost Only

PO # 4
Vendor ABC Store
Order Date 2/16/2011
Ship Date 2/16/2011
GoH -1.00
On Order 7.00
Commit Qty 0.00

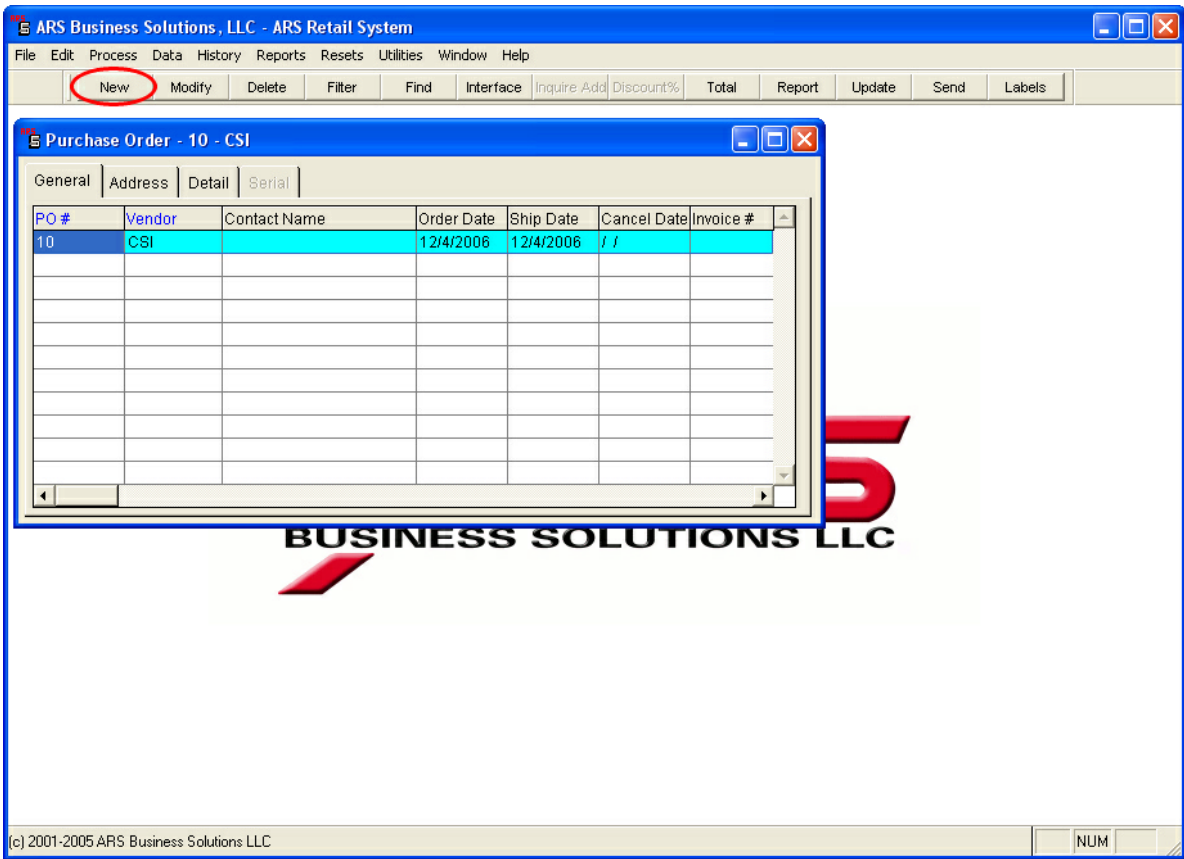
Gp%
50.00 Price 1
0.00 Price 2
47.37 Price 3
0.00 Price 4
0.00 Price 5
0.00 Sugg Retail

Any of the white fields may be edited. Click **OK**.

40.3 New Purchase Order



At the Purchase Order screen, click the **New** button.



The system will automatically enter a **PO #** which may be changed to any combination of numbers and/or letters. A **Vendor** must also be entered. (See Vendor Setup tab to set the Receive Zero option for a vendor.) The dates may be edited. All other information is optional.

Add Purchase Order

General | Bill/Ship | UDF | Total | Reports

PO # 11 Order Date 1/25/2007

Vendor LookUp Ship Date 1/25/2007

Contact Cancel Date //

Phone # Due Date 1/25/2007

Fax #

Terms

Ship Via

FOB

E-mail

Invoice #

Reference #

Queue Labels

PO Sent

Cancel Back Order

Total 0.00

Add Close

Queue labels - when the PO is updated, if checked, labels are automatically put in queue

PO Sent - auto-checked when a purchase order is electronically sent to a vendor

Cancel Back Order - check to cancel backordered items

Total - automatically totals the cost of the items on the PO

Bill/Ship tab - enter/select bill to and ship to information

Add Purchase Order

General | Bill/Ship | UDF | Total | Reports

PO # Order Date
 Vendor Ship Date

ShipTo 1
 ShipTo 2
 ShipTo 3
 ShipTo 4

BillTo 1
 BillTo 2
 BillTo 3
 BillTo 4

UDF tab - for any additional information, a UDF (User-Defined Field) may be used
NOTE: UDF C1 and UDF C2 will be printed on the purchase order.

Add Purchase Order

General | Bill/Ship | UDF | Total | Reports

PO # Order Date First Date
 Vendor Ship Date Last Date

UDF C1 *Print PO UDF D1
 UDF C2 *Print PO UDF D2
 UDF C3
 UDF C4
 UDF C5

Notes

Total tab - select this tab to view the totals for the purchase order. This form also includes totals for both ordered and received quantities and monetary values of merchandise, discount and freight.

	Ordered	Received	Serialized
Quantity	0	0	0
Merchandise	0	0	
Discount	0	0	
Freight	0	0	
Total	0	0	
Price 1	0	0	
Weight	0	0	

Click **Add**. Go to Add PO Items to add items to the Purchase Order.

40.4 P/O Properties



Select the **A/P Post Type** from the drop-down list. (The default is **MANUAL**.) Click **OK** when finished.

ARS IMS Properties - ARS Business Solutions, LLC

General | S/O | A/R | P/O | G/L | POS | Tender | Messages | ETP | Multi Store | Franchise | Reports | Email | Range

A/P Post Type: **MANUAL**

- NONE
- MANUAL
- CORPORATE

Changes made to Setup will take effect the next time you start IMS

OK Cancel

40.5 Print Purchase Order



At the Purchase Order screen, click the **Reports** button.

ARS Edit Purchase Order

General | Bill/Ship | UDF | Total | Reports

PO # 4 Order Date 02/16/2011

Vendor ABC Store Ship Date 2/16/2011

- Print PO
- Print Receiving
- Print Open Item
- Print Special Order Receiving
- Print Bin Stocking
- Print Committed Items Received
- Print GL Receiving

OK Cancel

Reports - select reports to be printed by clicking the proper buttons

- **Print PO** - prints the purchase order
- **Print Receiving** - prints detailed information for the items being received
- **Print Open Item** - prints menu displays for a list of items on backorder
- **Print Special Order Receiving** - prints special order information
- **Print Bin Stocking** - prints a report detailing the stocking location for the items being received
- **Print Committed Item Received** - prints a list of items being received on this purchase which are committed on a sales order or work order
- **Print GL Receiving**

40.6 Receiving Quantities



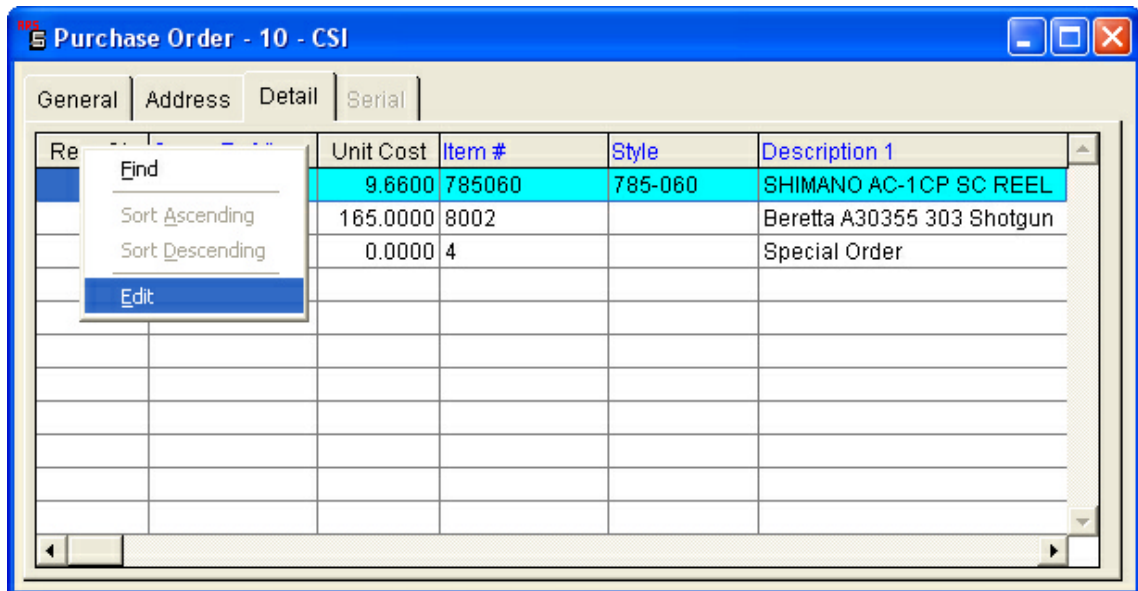
When ordered items are delivered, they must be received into the system. Open the Purchase Order screen.

PO #	Vendor	Contact Name	Order Date	Ship Date	Cancel Date	Invoice #
10	CSI		12/4/2006	12/4/2006	/ /	

Select the Purchase Order for the items received.

Click the **Detail** tab. Right-mouse-click the **Recv Qty** heading to receive a drop-

down menu. Select **Edit**. **Recv Qty** will become yellow-highlighted.



Depending upon the Receive Zero settings for the Vendor, The **Recv Qty** for each item will show either zero (0) or the quantity ordered. Edit the **Recv Qty** to reflect the actual quantity received for each item on the Purchase Order. (Advancing to another field will lock the number into the field.)

When all quantities have been updated, right-mouse-click the **Recv Qty** heading; select **Edit** to turn the yellow-highlight off. (Any of the Underlined Headings may be set to edit mode.)

Serial Items will need to have serial information entered, or the system will not allow updating.

When all edits are complete, Update the Purchase Order.

40.6.1 Serial Items



Items which are assigned to a Serial Group require serial numbers and log numbers.

From the Purchase Order **Detail** tab, select the first serialized item. Click the **Modify** button. Select the **Serial** tab.

The screenshot shows the 'Edit Purchase Order Item' window with the 'Serial' tab selected. The 'Item #' field contains 'WAP22001' and 'Description 1' contains 'Walther P22'. The 'Unitorder' is '1.00' and 'Unit Cost' is '203.1000'. A table with two columns, 'Serial #' and 'Log #', is empty. Below the table are buttons for 'Add', 'Delete', and 'Add Range...'. To the right of the table are dropdown menus for 'Serial Type', 'Caliber', 'Action', 'Barrel', and 'Choke'. At the bottom right are 'OK' and 'Cancel' buttons.

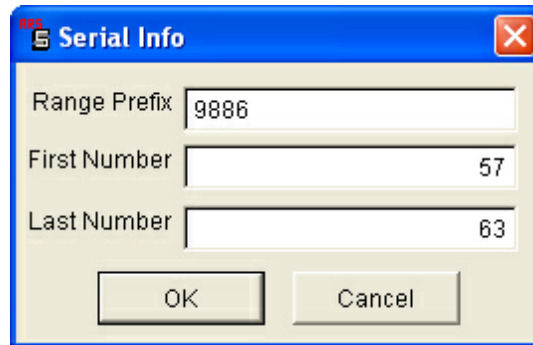
At the **Edit Purchase Order Item** screen, click the **Add** button.

The 'Serial Info' dialog box has a blue title bar. It contains two input fields: 'Serialno' and 'Log #'. The 'Log #' field has the number '0' entered. Below the fields is the text '(if blank, next Log# will be assigned)'. At the bottom are 'OK' and 'Cancel' buttons.

Serialno - Enter the item's serial number

Log # - Enter the log number to be assigned to the item

To add multiple items with chronological serial numbers, use the **Add Range...** button.



The 'Serial Info' dialog box contains three input fields: 'Range Prefix' with the value '9886', 'First Number' with the value '57', and 'Last Number' with the value '63'. At the bottom are 'OK' and 'Cancel' buttons.

Range Prefix - enter the beginning common letter/numbers from the serial numbers of the items

First Number - enter the first number in the sequence of serial numbers

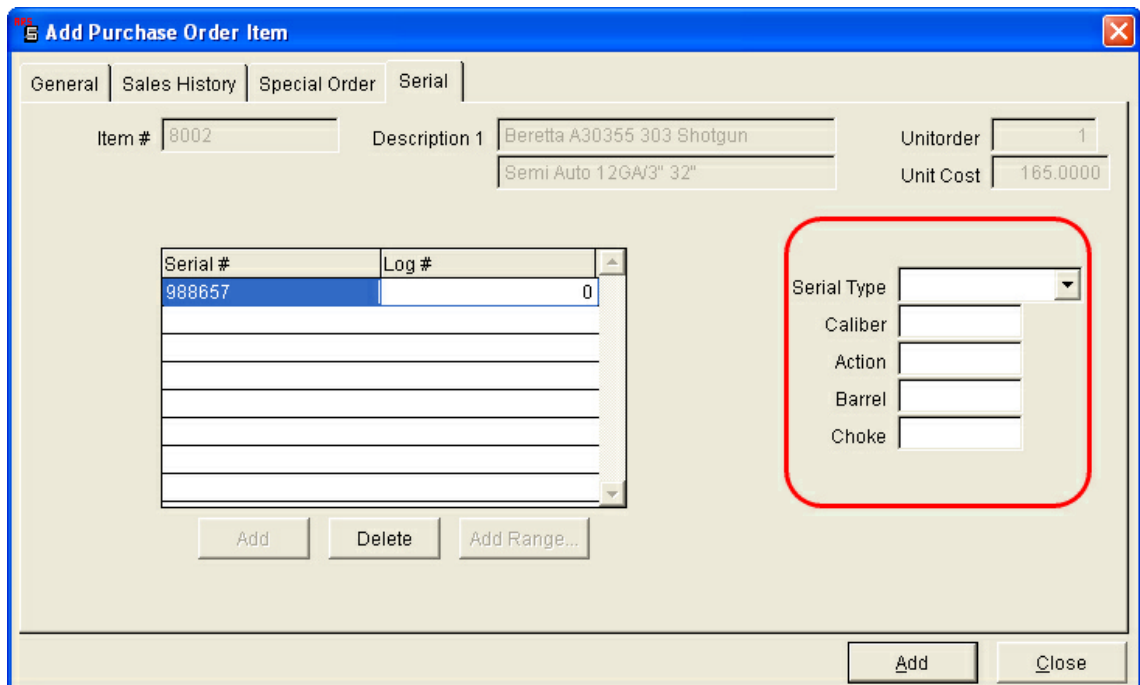
Last Number - enter the last number in the sequence of serial numbers

Example: A range of serial number from 988657-988663 would be designated as shown above.

Note: If there are multiple units of the same item, the information for each unit may be entered from this screen.

Click **OK**.

For a firearm, complete the Serial Type, Caliber, Action, Barrel and Choke.



The 'Add Purchase Order Item' dialog box has tabs for 'General', 'Sales History', 'Special Order', and 'Serial'. The 'Serial' tab is active. It shows 'Item #' 8002, 'Description 1' 'Beretta A30355 303 Shotgun', 'Unitorder' 1, and 'Unit Cost' 165.0000. A table lists serial numbers with '988657' selected and 'Log #' 0. A red box highlights the 'Serial Type', 'Caliber', 'Action', 'Barrel', and 'Choke' fields.

Serial #	Log #
988657	0

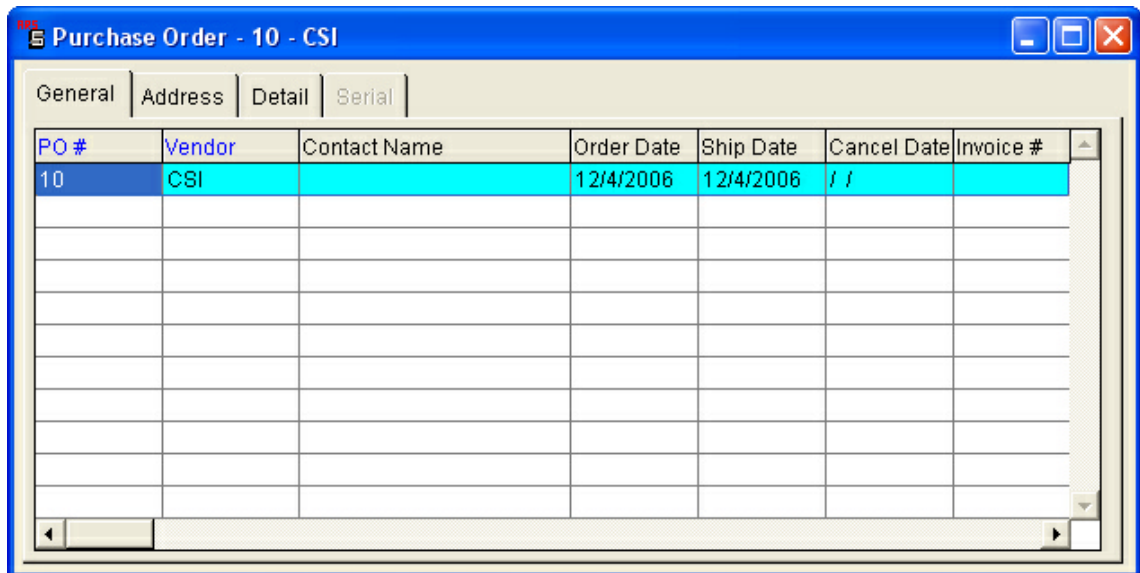
Click the **Add** button.

40.7 Update Purchase Order

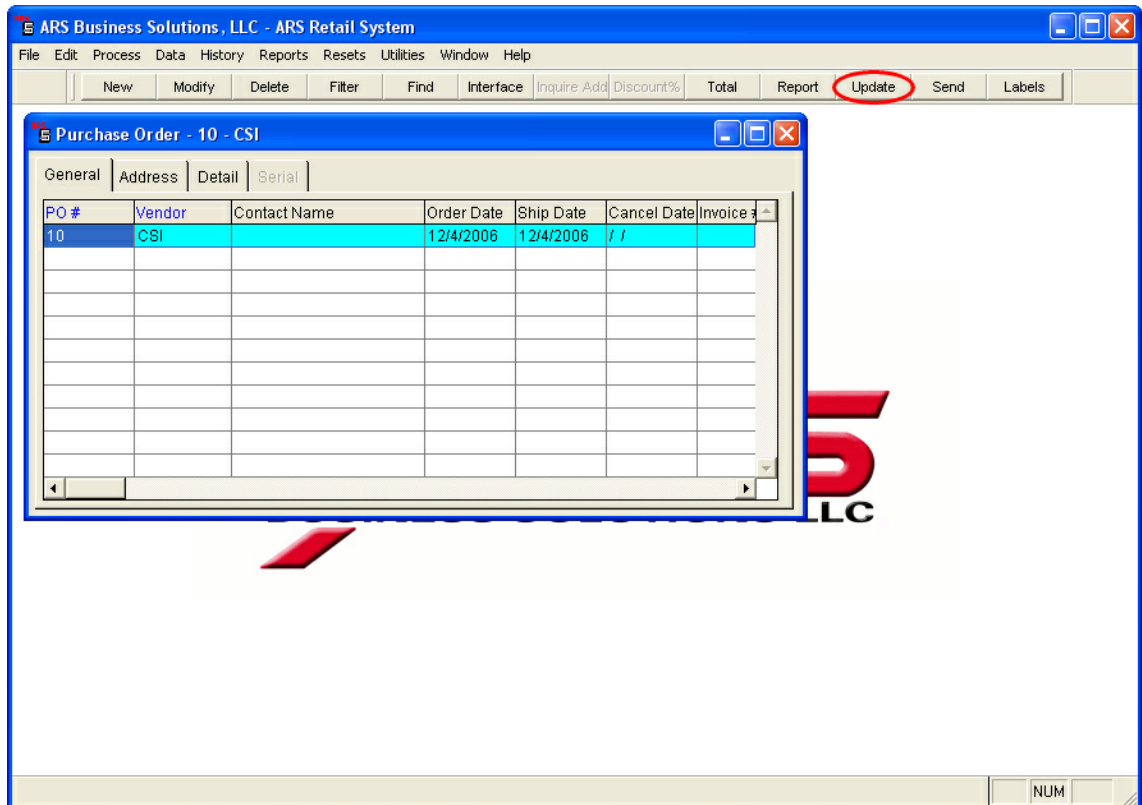


Update Purchase Order is done after items have been received on the Purchase Order and all cost adjustments have been made.

From the Purchase Order screen, select the completed Purchase Order (items with a **Recv Qty** of zero will remain on the PO).



Click the **Update** button.



The **Get A/P Posting Information** screen asks for a **Reference #** (e.g. the PO number or invoice number), **Freight** (unapplied freight from invoice), **Discount** (enter with a minus '-' sign to have the amount deducted).

If no **Reference #** is assigned, the Purchase Order will not be placed in AP Posting. **Freight** and **Discount** may be adjusted in AP Posting.

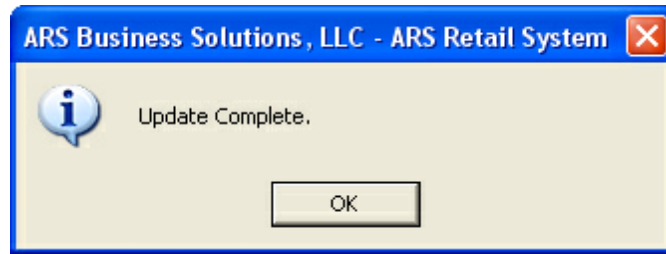
Reference #

Freight

Discount

OK Cancel

Click **OK**.



Click **OK**.

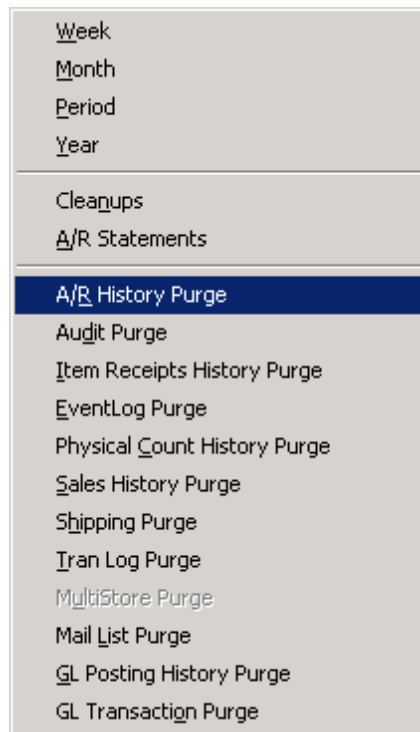
Even if all of the items were not received, the Purchase Order will be removed from the Purchase Order screen if Cancel Back Order is checked in Vendor Setup or if all of the items were received. The Purchase Order is placed in AP Posting only if a Reference Number was assigned to it.

41 Purge

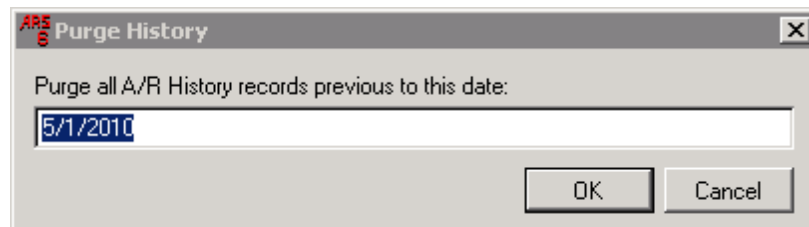


History continues to build until it is purged from the system. Purging may be done at any time (at the discretion of the person with security clearance to do purges from the system).

Go to **Resets**; select any of the **Purge** categories from the list.



Enter the purge date (keeping in mind that you cannot undo the purge). Click **OK**.



A confirmation that records have been purged will be displayed. Click **OK**.

42 Quote



A **quote** may be made to a customer for any single item or group of items. If the customer should decide to order the item(s), the information may be used to create a Purchase Order.

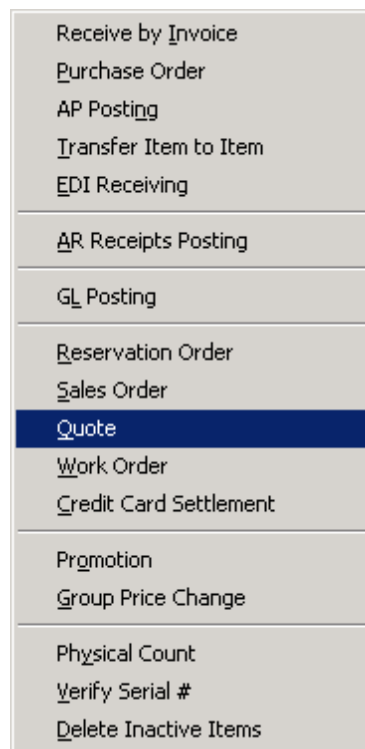
To use the **Quote** function for a customer (individual, business or non-profit), an AR Account must be setup for that customer.

- Add a new quote
- Edit an existing quote
- Convert a quote to an actual order
- Delete a quote

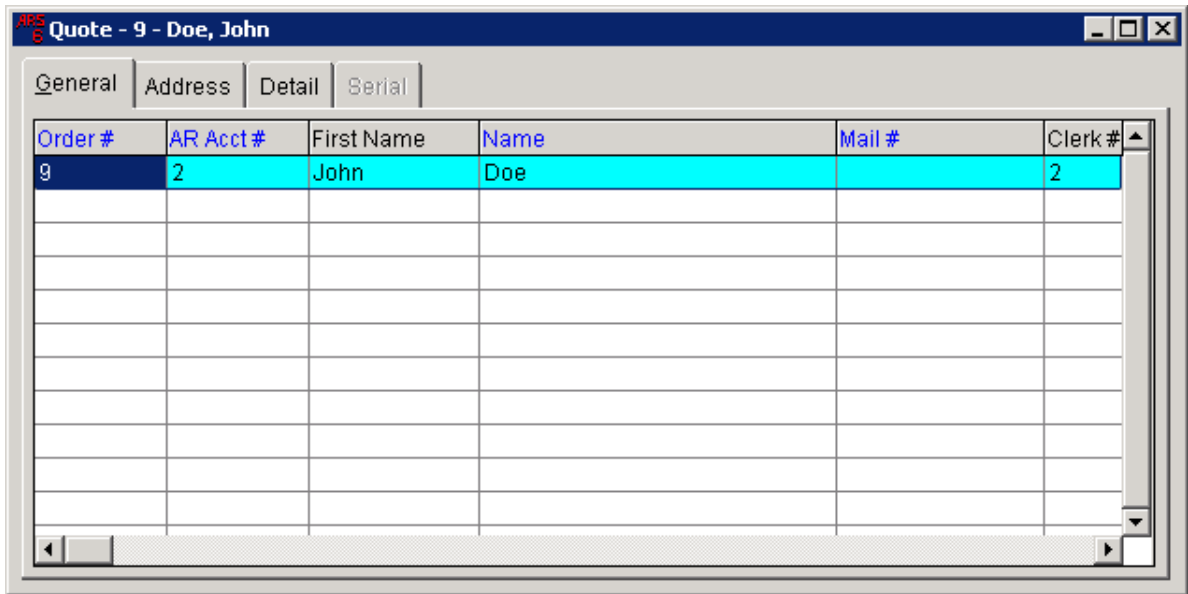
42.1 Delete Quote



A **quote** may be deleted from the system at any time by going to **Process** and selecting **Quote**.



Select the record to be deleted by clicking on it to highlight it. Click the **Delete** button.



Order #	AR Acct #	First Name	Name	Mail #	Clerk #
9	2	John	Doe		2

42.2 Edit Quote



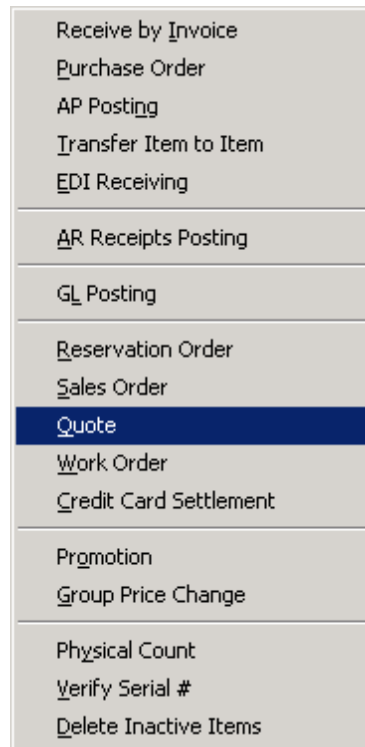
An existing **Quote** may be edited to update customer information, items and prices. In order to change a **Quote** to an actual order, the Quote Flag must be unchecked.

Open the **Quote** screen by going to **Process** and selecting **Quote**.

42.3 New Quote



To create a **quote**, go to **Process**; select **Quote**.



All current quotes will be displayed. Click the **New** button.

The screenshot shows the 'ARS Quote' application window. At the top, there are tabs for 'General', 'Address', 'Detail', and 'Serial'. Below the tabs is a table with the following columns: 'Order #', 'AR Acct #', 'First Name', 'Name', 'Mail #', and 'Clerk #'. The table is currently empty.

Complete the **Add Quote** customer information.

The screenshot shows the 'ARS Add Quote - 9' application window. It has tabs for 'General', 'Billing', 'UDF', 'Totals', and 'Report'. The 'General' tab is active. The form contains the following fields and buttons:

- Order # 9
- Order Date 5/24/2011
- Clerk # [] LookUp
- Custpo []
- Ship Date 5/24/2011
- Deposit []
- Bill To** section:
 - AR Acct # [] LookUp
 - Last Name []
 - Address1 []
 - Address2 []
 - City State Zip []
 - Country []
 - Phone # []
 - FFL []
- Ship To** section:
 - Mail # [] LookUp Bill To
 - Last Name []
 - Address1 []
 - Address2 []
 - City State Zip []
 - Country []
 - Phone # [] Use Ship For Serial
 - FFL []
- Contact []
- E-mail []
- Cancel Back Order
- Send button
- Quote Flag
- Add button
- Close button

Under **Bill To** (on the left side of the screen), use the **Lookup** button to access the AR account. (If the customer is not listed, click the **New** button to setup a new account for the customer.) If the item(s) will be shipped, the customer information may be entered manually, the **Lookup** button may be used to locate the customer information or (if the billing and shipping address are the same) the **Bill To** button may be used.

Click the **Billing** tab to enter terms, credit card info and more. This information may be completed once the customer actually places the order.

Add Quote - 10

General | **Billing** | UDF | Totals | Report

Order # Order Date
 Custpo Ship Date
 Letter CC Type
 Tax Ex Desc CC #
 Price Code Exp Date Commercial
 Terms AVS Address
 Ship Via AVS Zip
 FOB Authorize
 Tax ID #
 A/R Status
 Credit Limit

Packages
 Freight
 Total Goods

Click **Add**. The **Quote** screen displays the name of the new customer quote. Make sure that it is highlighted, and click the **Detail** tab.

Quote - 9 - Doe, John

General | **Address** | **Detail** | Serial

Order #	AR Acct #	First Name	Name	Mail #	Clerk #
9	2	John	Doe		2

ARS IMS Quote - 9 - Doe, John

General Address Detail Serial

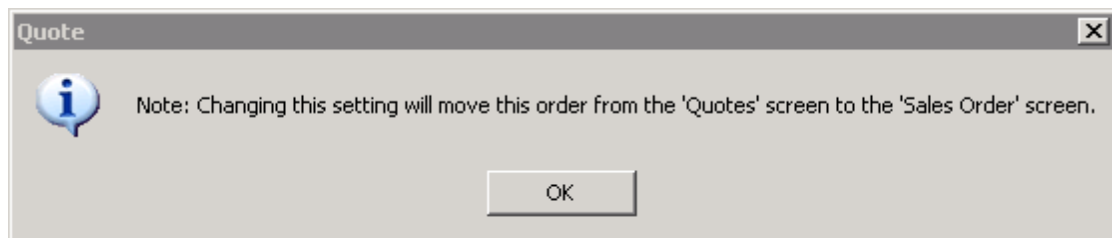
Item #	Order Qty	Ship Qty	Price	QoH	Disc %	Ext Disc	Disc Amt	Description
99	1.00	1.00	255.0000	1.00	0.00	0.00	0.0000	Special Ord

42.4 Quote Flag



The **Quote Flag** is automatically checked when a new quote is created. To change the **quote flag**, the quote must be modified. Click in the **Quote Flag** check box to uncheck the **quote flag** and create an order.

Unchecking the **Quote Flag** will change the quote into an actual order. Click **OK**.



The **Edit Quote** screen will display the **Quote Flag** box unchecked. At this point, the box may be checked again to keep it from converting to an actual order. Click **OK** to update the quote to a Sales Order.

43 Receive by Invoice



Receive by Invoice allows for the receiving of merchandise into inventory without creating a Purchase Order.

Use of **Receive by Invoice** does not allow for tracking of orders and item quantities or special pricing of items (if incorrect items or quantities of items are shipped, there

is no record in the system of what was ordered as well as special pricing) prior to receiving the merchandise. A Purchase Order would have the expected cost of the item entered on it. Any cost discrepancy would be easily noticeable.

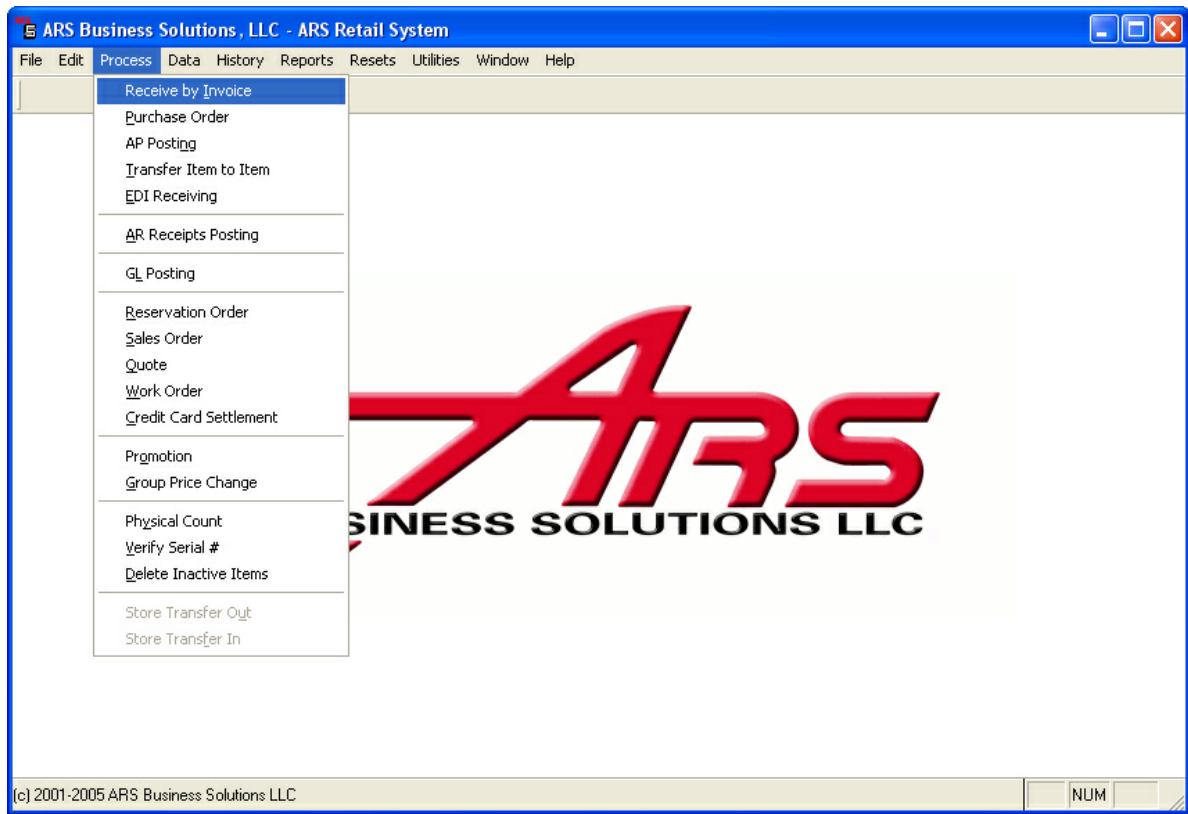
Receive by Invoice consists of

- Creating a New Receive by Invoice
- Adding Detail Items to the **Receive by Invoice**
- Updating the Receive by Invoice

Receive by invoice

- Updates inventory
- Updates inventory quantity on hand
- Calculates average cost
- Updates vendor purchase information
- Updates class information
- Prints required retail price labels
- Prints a receiving report

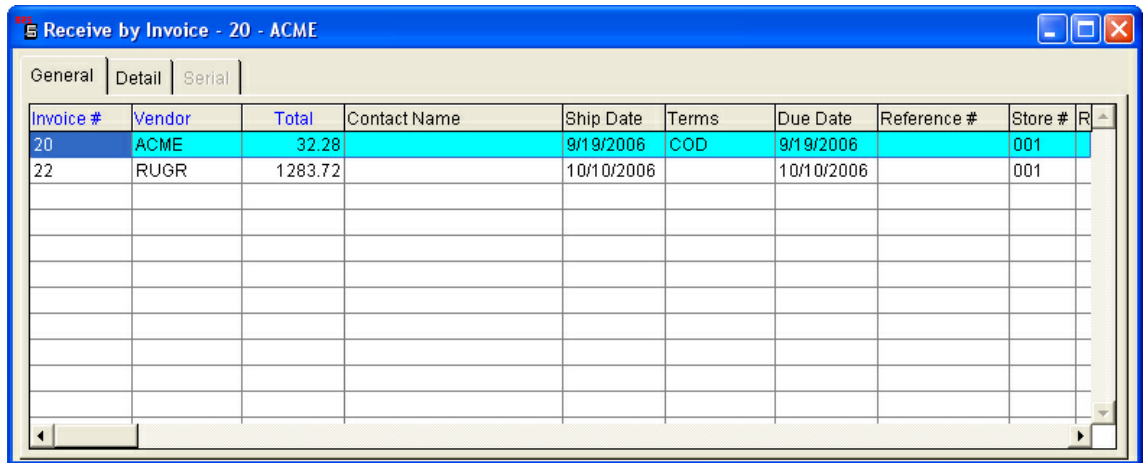
To access the **Receive by Invoice** screen, go to **Process**; select **Receive by Invoice**.



43.1 Add Detail Items

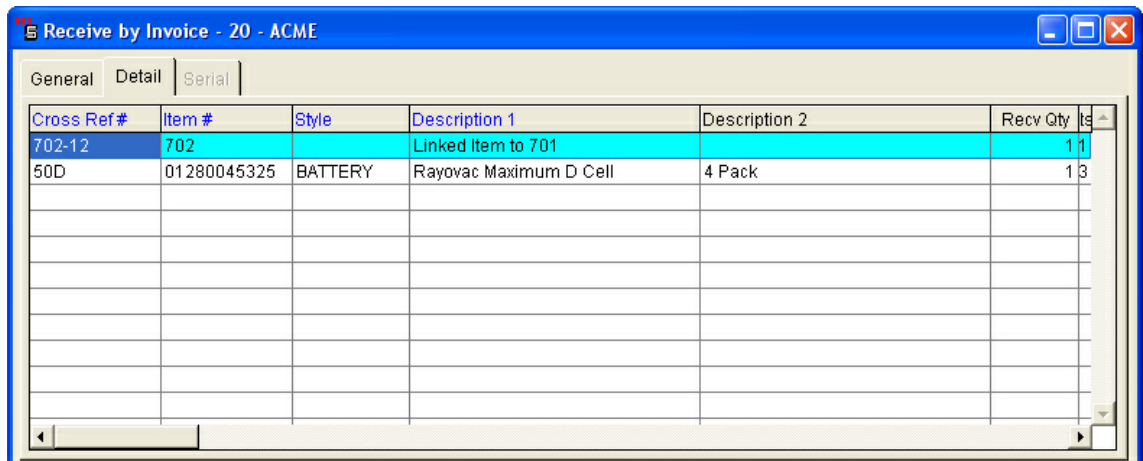


Once a New Receive by Invoice has been setup, detail items must be added to it. To **add detail items**, access the Receive by Invoice screen. Select the **Invoice #** needing detail.



Invoice #	Vendor	Total	Contact Name	Ship Date	Terms	Due Date	Reference #	Store #	R
20	ACME	32.28		9/19/2006	COD	9/19/2006		001	
22	RUGR	1283.72		10/10/2006		10/10/2006		001	

Click the **Detail** tab.



Cross Ref #	Item #	Style	Description 1	Description 2	Recv Qty	Its
702-12	702		Linked Item to 701		1	1
50D	01280045325	BATTERY	Rayovac Maximum D Cell	4 Pack	1	3

Click the **New** button.

Cross Ref #	Item #	Style	Description 1	Description 2	Recv Qty	Is
702-12	702		Linked Item to 701		11	
50D	01280045325	BATTERY	Rayovac Maximum D Cell	4 Pack	13	

Click in the circle next to the preferred entry method. (**X Ref.** is the default.) Enter the code in the white box, or use the LookUp button. (Inquire Add may also be used for adding items.)

If a new item is being added, click the **LookUp** button next to **Item Code**. Click the **New** button. Follow the instructions on how to add a new item.

If the item code exists, and a cross-reference number for the vendor does not exist the **Add Cross-Reference** window will automatically display. To stop the window from displaying in the future, enter the cross-reference number. (The window may be closed without entering anything.)

Units Recv - number of selling units being received

Recv Qty - number of packages being received

Pkg Qty - number of selling units shipped in each package

Example: Three packages are received with 12 items in each package.

Units Order = 36

Order Qty = 3

Pkg Qty = 12 / 1

NOTE: *Units Order equals Order Qty * Pkg Qty (36 = 3 x 12). When **Order Qty** is entered, **Units Order** will automatically calculate.*

Disc % - factors into the average cost of the product; it does not affect the last purchase cost of the product

Unit Cost - displays the cost of the item the last time it was purchased from that vendor; enter adjusted cost

Ship Cost - shipping cost for item (not entire order)

Price1/Price2/Retail - current price information is displayed

Que Labels button - click to edit the price; labels will be put in que

Update Cost Only - if checked, when updating, cost will be updated without adding qty to inventory

Click **Add**.

A serialized item will need to have extra information entered before updating the Receive by Invoice.

Once all items have been added, the Receiving Report may be printed.

43.1.1 Add Serial Detail



Items which are assigned to a Serial Group require serial numbers and log numbers. From the Receive by Invoice **Detail** tab, select the first serialized item. Click the **Modify** button. Select the **Serial** tab.

The screenshot shows the 'Edit Receive by Invoice Item' dialog box with the 'Serial' tab selected. The 'General' tab is also visible. The 'Item #' field contains 'WAP22001' and the 'Description 1' field contains 'Walther P22'. The 'Units Recv' field is '1.00' and the 'Unit Cost' field is '203.1000'. Below these fields, there are input fields for 'Serial Type', 'Caliber', 'Action', 'Barrel', and 'Choke'. To the right, there is a table titled 'New Serial Numbers' with columns for 'Serial #' and 'Log #'. Below the table are buttons for 'Add', 'Delete', and 'Add Range...'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

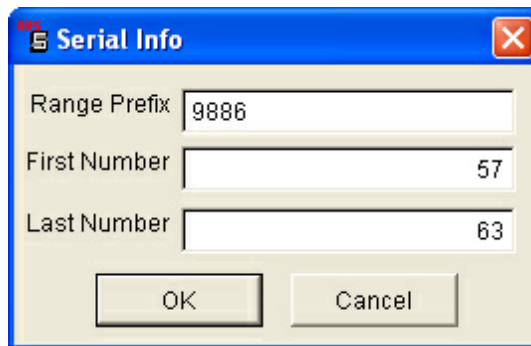
At the **Edit** Receive by Invoice Item screen, click the **Add** button.

The screenshot shows the 'Serial Info' dialog box. It has a title bar with a blue background and a red close button. The dialog contains two input fields: 'Serialno' and 'Log #'. The 'Log #' field has the value '0'. Below the fields is the text '(if blank, next Log# will be assigned)'. At the bottom are 'OK' and 'Cancel' buttons.

Serialno - Enter the item's serial number

Log # - Enter the log number to be assigned to the item

To add multiple items with chronological serial numbers, use the **Add Range...** button.



The screenshot shows a dialog box titled "Serial Info" with a blue header bar. Inside the dialog, there are three text input fields. The first field is labeled "Range Prefix" and contains the text "9886". The second field is labeled "First Number" and contains the text "57". The third field is labeled "Last Number" and contains the text "63". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Range Prefix - enter the beginning common letter/numbers from the serial numbers of the items

First Number - enter the first number in the sequence of serial numbers

Last Number - enter the last number in the sequence of serial numbers

Example: A range of serial number from 988657-988663 would be designated as shown above.

Note: If there are multiple units of the same item, the information for each unit may be entered from this screen.

Click **OK**.

For a firearm, complete the Serial Type, Caliber, Action, Barrel and Choke.

Serial #	Log #
988657	0

Click the **Add** button.

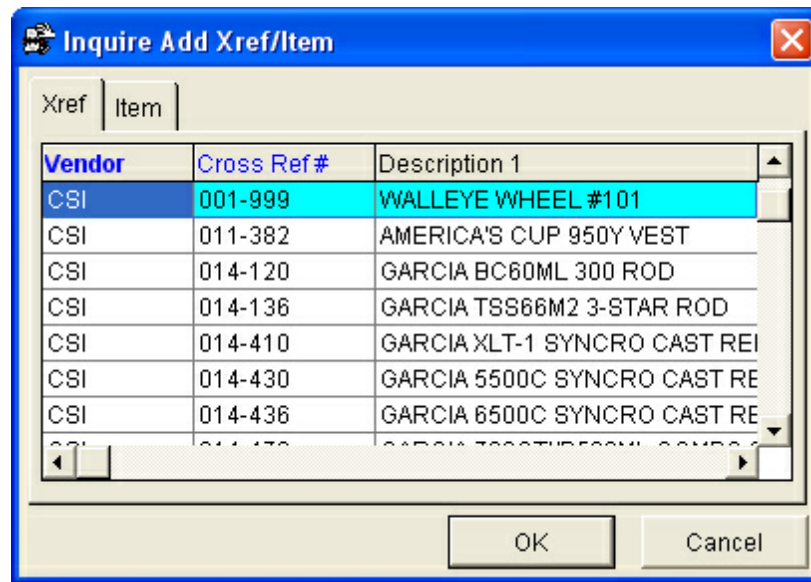
43.1.2 Inquire Add



To add items using **Inquire Add** click the **Inquire Add** button.

Click the **Item** tab to select items by Item Number, or leave it on the **Xref** tab to use the Cross Reference number.

Click the on the item to be added to the Receive by Invoice. Click **OK**.

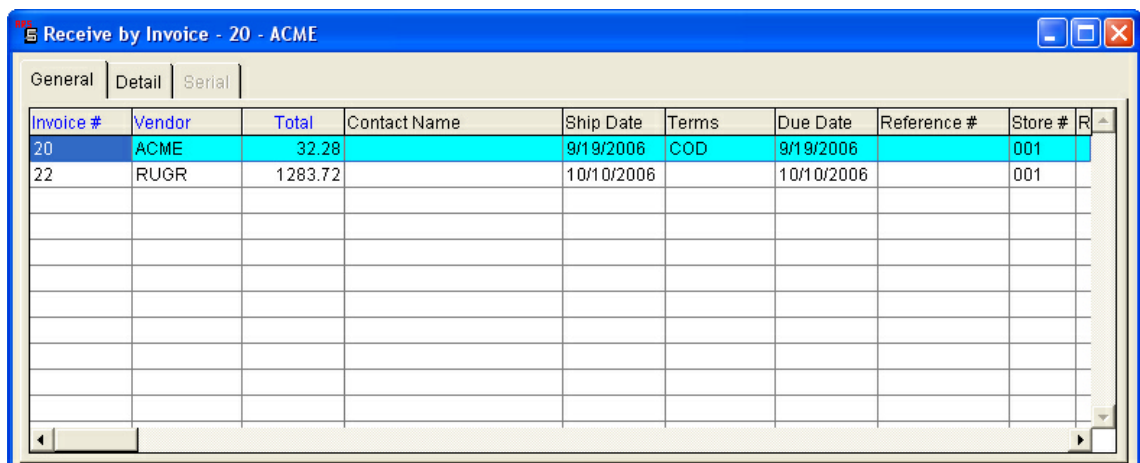


Make any necessary edits to the information (i.e. quantity, cost, price).

43.2 New Receive by Invoice



To create a **New Receive by Invoice**, open the Receive by Invoice screen.



Click the **New** button.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Inquire Add Discount % Total Report Update

Receive by Invoice - 20 - ACME

General Detail Serial

Invoice #	Vendor	Total	Contact Name	Ship Date	Terms	Due Date	Reference #	Store #	R
20	ACME	32.28		9/19/2006	COD	9/19/2006		001	
22	RUGR	1283.72		10/10/2006		10/10/2006		001	

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Any **Invoice #** may be entered, or accept the default number.
 Enter the **Vendor**, or use the LookUp button.
 Enter a **Reference #** so the information will update to AP Posting. (All other information is optional.)

The screenshot shows a software window titled "Add Receive by Invoice - 23". It features a tabbed interface with "General", "UDF", "Total", and "Reports" tabs. The "General" tab is selected. The form contains the following fields and controls:

- Invoice #: 23
- Ship Date: 1/23/2007
- Vendor: [Empty] with a "LookUp" button
- Contact: [Empty]
- Terms: [Empty]
- Due Date: 1/23/2007
- Reference #: [Empty]
- Queue Labels:
- Total: 0.00
- Buttons: "Add" and "Close" at the bottom right.

Click **Add**. Next, Add Detail Items.

43.3 Print Receiving



Before the Receive by Invoice is updated, the **Receiving Report** should be printed. There are more reports available for printing (Bin Stocking Report, Committed Item Received Report) if they are wanted.

To access the reports from the Receive by Invoice screen, click the **Report** button. To print a report, click the report button on the screen.

ARS
6 Edit Receive by Invoice - 5 - Levi

General UDF Total Reports

Invoice # 5 Ship Date 2/16/2011

Vendor Levi

Print Receiving

Print Bin Stocking

Print Committed Item Receive

Print GL Received

OK Cancel

When finished, click **OK**.

43.4 Update Receive by Invoice



After a Receive by Invoice is added and the detail item(s) are added to the Receive by Invoice, the Receive by Invoice must be updated. This procedure will adjust the inventory quantities of each detailed item on it.

To **update**, open the Receive by Invoice screen. Select the Receive by Invoice to be updated.

Invoice #	Vendor	Total	Contact Name	Ship Date	Terms	Due Date	Reference #	Store #	R
20	ACME	32.28		9/19/2006	COD	9/19/2006		001	
22	RUGR	1283.72		10/10/2006		10/10/2006		001	

Click the **Update** button.

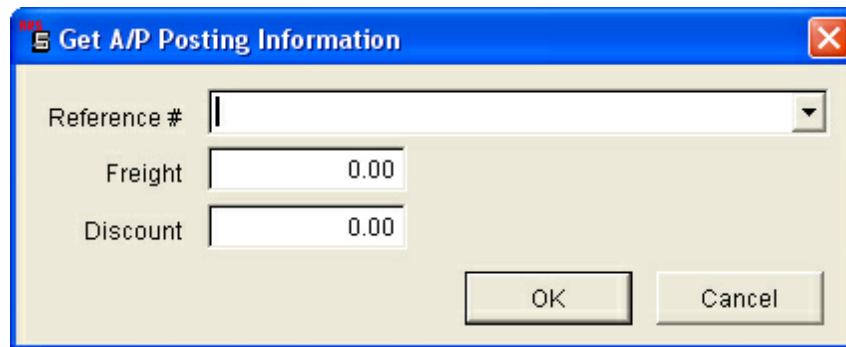
Invoice #	Vendor	Total	Contact Name	Ship Date	Terms	Due Date	Reference #	Store #	R
20	ACME	32.28		9/19/2006	COD	9/19/2006		001	
22	RUGR	1283.72		10/10/2006		10/10/2006		001	
24	BERE	0.00		1/25/2007		1/25/2007		001	

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The **Get A/P Posting Information** screen asks for a **Reference #** (e.g. the PO number or invoice number), **Freight** (unapplied freight from invoice), **Discount** (enter with a minus '-' sign to have the amount deducted).

If no **Reference #** is assigned, the Purchase Order will not be placed in AP Posting. **Freight** and **Discount** may be adjusted in AP Posting.



Get A/P Posting Information

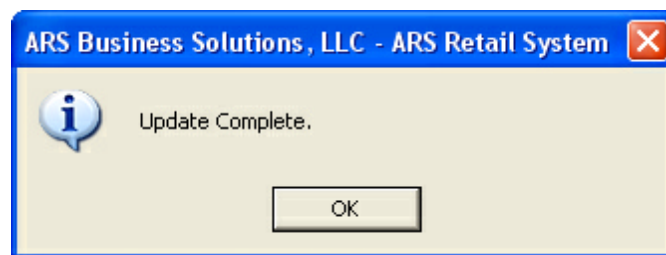
Reference #

Freight

Discount

OK Cancel

Click **OK**.



Click **OK**.

Even if all of the items were not received, the Purchase Order will be removed from the Purchase Order screen if Cancel Back Order is checked in Vendor Setup or if all of the items were received. The Purchase Order is placed in AP Posting only if a Reference Number was assigned to it.

44 Receiving Inventory



When an inventory order arrives, the Purchase Order or a Receive by Invoice must be completed in order to update the Quantity on Hand and cost for each of the new items.

For Consignment items or Used Guns, the process is slightly different from receiving new inventory merchandise.

44.1 Consignments



Consignments need to be handled differently from new inventory so that the cost is not realized until the consignment item has been sold. For our examples, we will assume the consignments are for firearms. (Consignments may be set up for any item whether it is a serialized item, or not.)

Before any consignments may be received into the system, there are a few things to be setup:

- Create a Department called **Consignment** (or one of your choosing)
- Create a Class called **ConsignGuns** (or one of your choosing)
- Create a Serial Group called **Consigned** (or one of your choosing) NOTE: Using a separate Serial Group for Consignments is helpful for consignment inventory tracking and counting.
- Create a new item called **Consignment** (or one of your choosing - there may be different consignment item codes for different groups of items) - Non-Stock should be checked; designate consignment serial group
- Create a new vendor called **ConsignPd** (or one of your choosing)

Once the setup is complete, you may

- Receive a Consignment item
- Sell the consignment item at the POS (the same as selling a serialized item)
- Process the sold consignment item to add cost and queue the consignee for payment

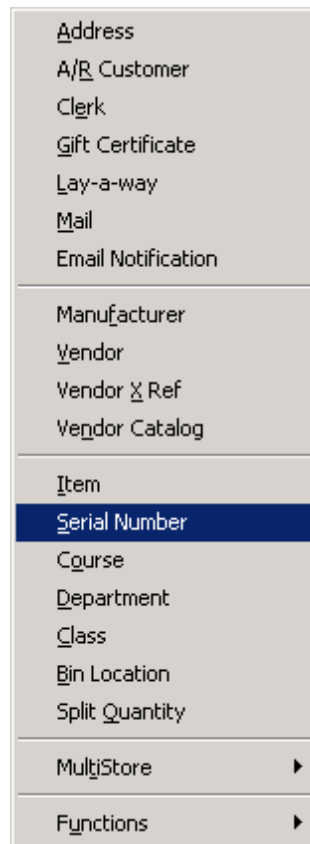
44.1.1 Receive Consignment Item



When a consignment item is physically received, it must be processed into the system. A consignment item will not recognize cost until the item has been sold.

These steps allow the item to be logged into the system so that it may be tracked and sold. After it is sold, it will go through the sold consignment item process so that the cost may be applied to the item and the consignee may be paid.

To log a consignment item into the system, go to **Data**; select **Serial Number**.



Select the consignment Serial Group (e.g. **Consigned**).

Serial Number - Consigned

Group | Detail | Purchase | Stock | Sold | Rental

Serial Group	Last Log #	MultiSale Rpt.
Work Order	1002	<input type="checkbox"/>
Firearms	1027	<input checked="" type="checkbox"/>
Rentals	1003	<input type="checkbox"/>
Consigned	1001	<input checked="" type="checkbox"/>

Click the **Detail** tab. Click the **New** button.

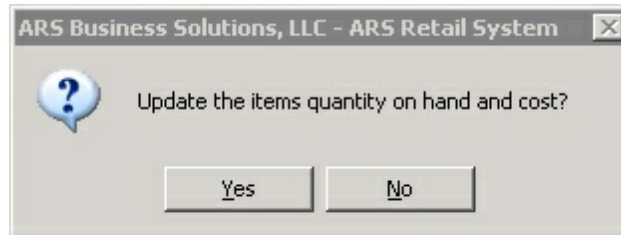
Status - Consignmnt

Description 1 - actual description of the item

Serial Type - select from drop-down list, if applicable

Complete remaining fields if item is a firearm. Click **Add**.

The cost should not be recognized at this time, and it is a non-stock item. Click **No**.



44.1.2 Sold Consignment Item



Once a Consignment item has been sold at the POS, the cost will need to be recognized and the consignee will need to be paid for the item. Run the Serial Sold Report to see which consignment items have sold.

Create a New Receive By Invoice.

- **Vendor** - the name setup for Consignments (e.g. **ConsignPd**)

Add Detail Items to the Receive By Invoice.

- **Item Code** - use the item code for Consignments (e.g. **Consignment**)
- **Description 1** - type the name of the consignee and the log number of the item
- **Unit Cost** - enter the net amount the consignee will be paid

Print the Receiving Report which will provide the consignee name, log number and amount to be paid for the sold consignment item(s).

Before updating, the consignment item's Serial Group will need to be changed to **None**.

Update the Receive by Invoice. Change the Serial Group for the consignment item back to the consignment group (e.g. **Consigned**).

44.2 Used Guns



When a **used gun** is physically received, it must be processed into the system. The cost of the gun is recognized right away.

In order to have a printable report of the **used guns** received, a Receive By Invoice will need to be used. (If a report of the received used guns is not required, skip these steps. Go to Used Serial Detail.) Before the Receive By Invoice is run the first time, there are a few things to be setup:

- Create a Department called **Used Guns** (or one of your choosing)
- Create a Class called **Used Guns** (or one of your choosing)
- Create a new item called **UsedGuns** (or one of your choosing - there may be different item codes for different groups of items - e.g. a second item code may be created for guns costing over \$200 called **USED200**) - Non-Stock should be checked; designate the proper serial group
- A new Serial Group for **Used Guns** may be created, but it is not necessary.

Once everything has been setup, used guns may be received into the system.

44.2.1 Used Serial Detail



Receiving used guns into the system can be done a couple of different ways. Reporting of the received items is available with either method.

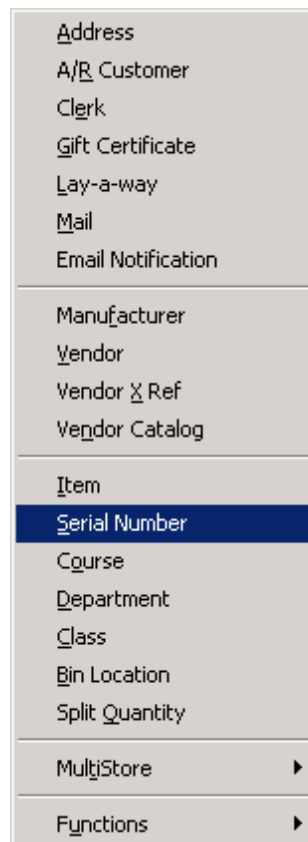
- using a Receive By Invoice (very similar to receiving of other inventory items)
- directly into the serial log (more time savings than regular receiving of items)

44.2.1.1 Used Guns Direct

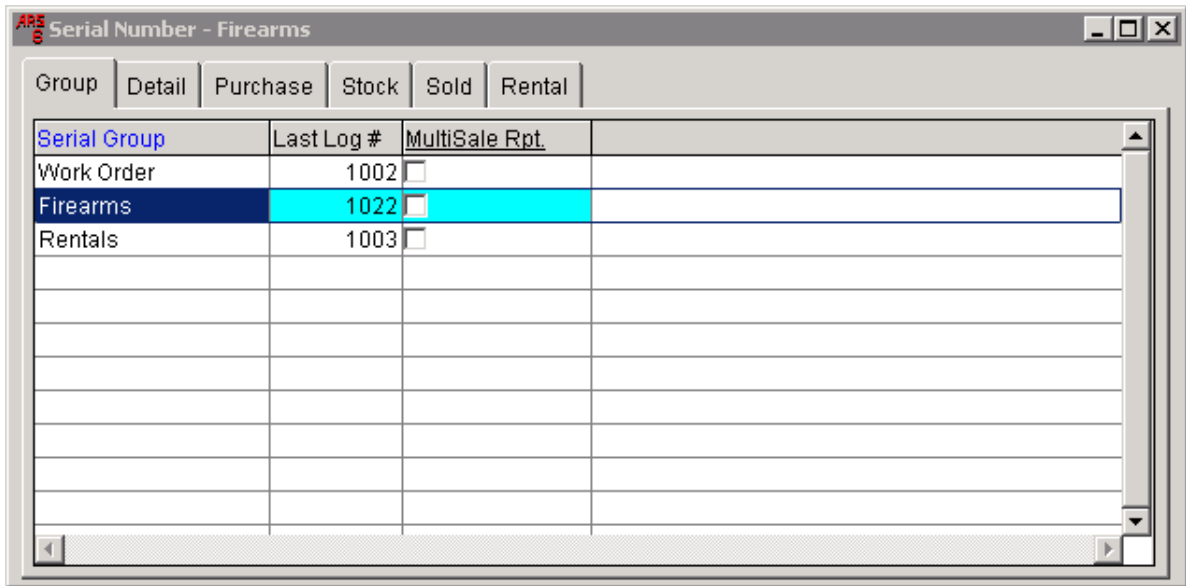


Directly entering Used Guns into the system is the most efficient way of getting the job done. A report of the items received may be printed (although it won't be in the format of a receiving report).

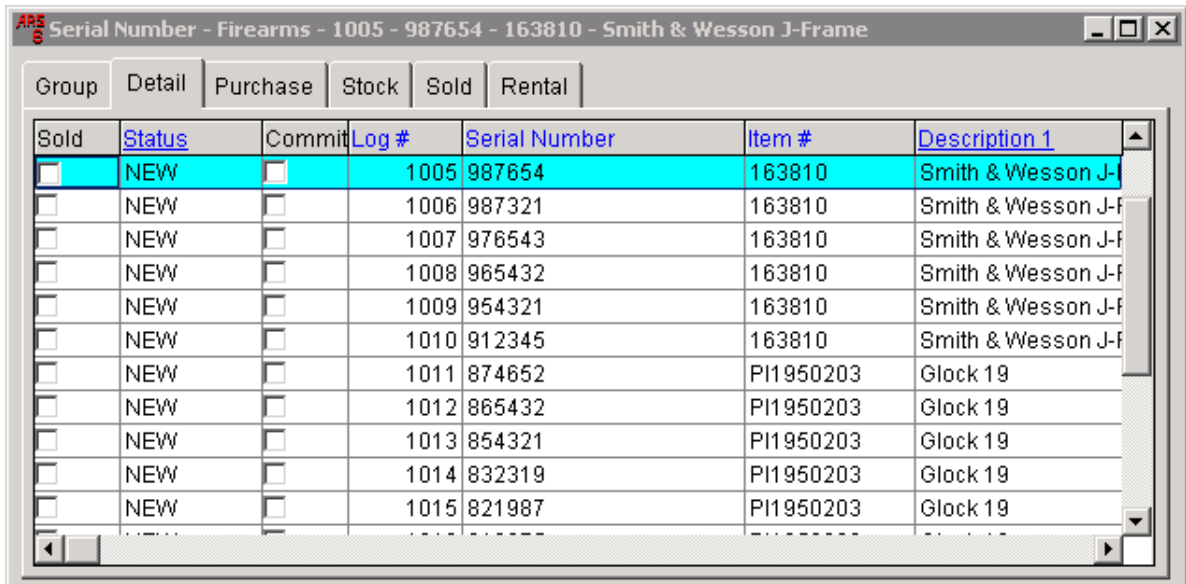
To get started, go to **Data**; select **Serial Number**.



Select the Serial Group in which Used Guns will be logged.



Click the **Detail** tab.



Click the **New** button to access the **Add Serial Number** screen.
 Enter the information for the used gun. (For our example, a Glock 17 is being received.)

The screenshot shows the 'Add Serial Number' window with the 'General' tab selected. The form contains the following fields and values:

Log #	1029	Description 1	Used Glock 17
Item #	UsedGun	Serial #	958SAW
Unit Cost	280.0000	Serial Type	Pistol
Price 1	398.9900	Caliber	9mm
Status	USED	Action	pistol
Recv Date	3/14/2011	Barrel	4.5"
Counted Date	3/14/2011	Choke	
Sold Date	/ /		

Buttons: (next to Item #), (bottom right), (bottom right), (bottom right).

Checkboxes: Committed, Sold.

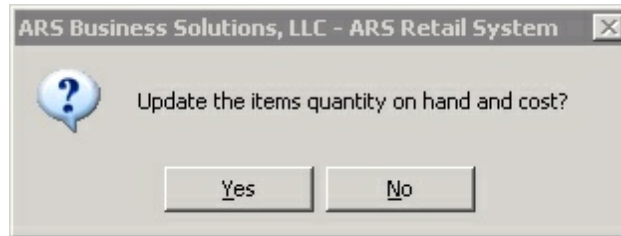
When all of the details for the used gun have been entered, click the **Purchase** tab. (If the **Add** button is clicked before the purchase information is entered, click the **Modify** button to go back into the record.)

The screenshot shows the 'Add Serial Number' window with the 'Purchase' tab selected. The form contains the following fields and values:

Log #	1029	Description 1	Used Glock 17
Item #	UsedGun	Serial #	958SAW
Recv Date	3/14/2011	Recvinv	100001
Vendor Name	Doe	John	James
Address 1	1234 Anywhere	SS #	
Address 2		Birth Date	6/6/1976
City State Zip	USA Town	US	12345
Vendor Phone	555-555-5555	Legal Id	D112233445566
Vendor FFL/4473			

Buttons: (above Vendor Name), (bottom right), (bottom right).

To assign a reference number, enter the number in the **Recvinc** box. When the information is complete, click **Add**.



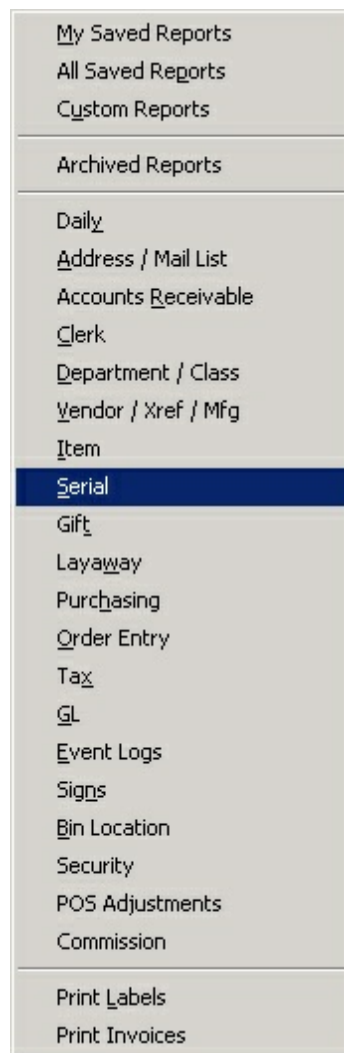
Click **Yes**. Repeat the steps for each used gun using the same reference number (**Recvinc**) for all of the guns in the group. A different reference number will be used for the next group of used guns.

A report of the used guns received may be printed.

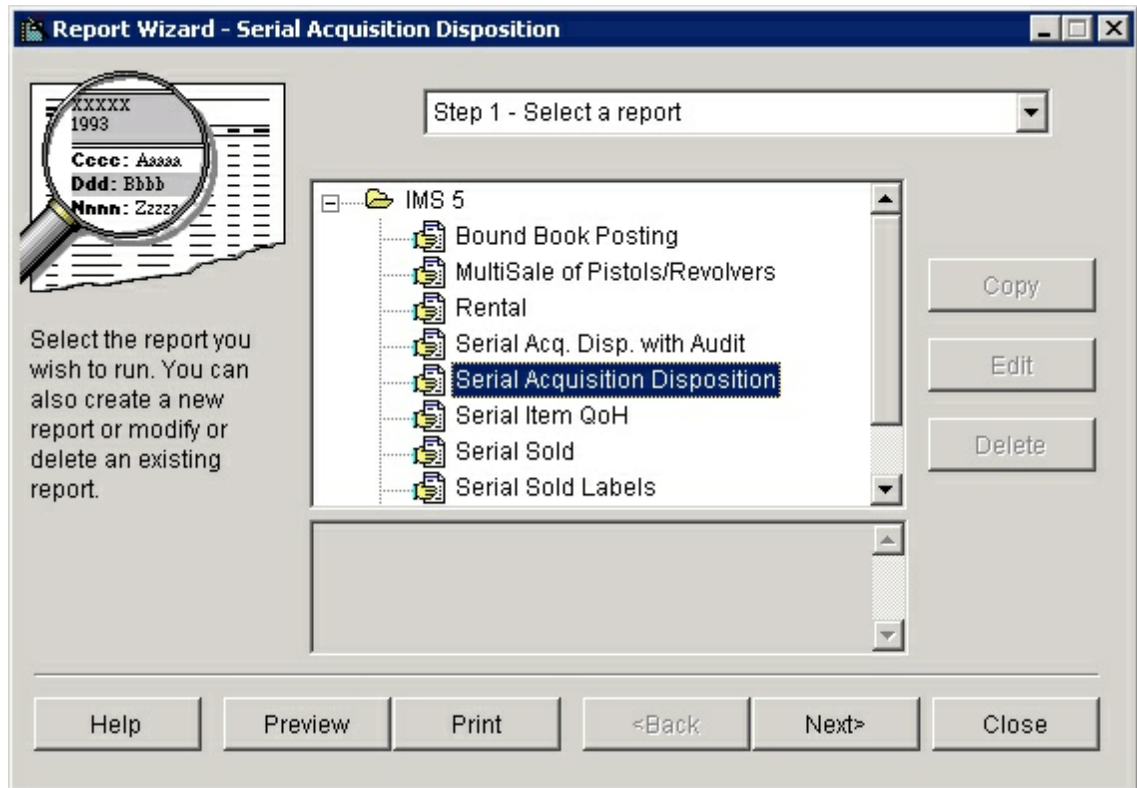
44.2.1.1.1 Used Guns Report



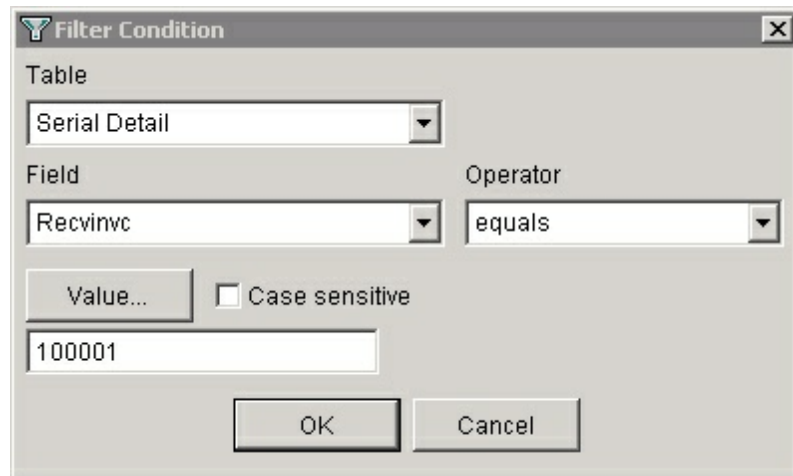
A report of the used guns received directly into the serial log may be printed by going to **Reports** and selecting **Serial**.



Select **Serial Acquisition Disposition** from the list of available reports. Click **Next**.



Click the **Filter** button. Click **Add**. Set the filter conditions using the reference number (Recvinv) which was entered for each of the guns in the group. Click **OK**.



No additional filters are needed. Click **OK**.

Filter

Recvinvc equals 100001

Buttons: Add... Delete OK Edit... Clear Cancel Save... Retrieve... Remove...

Name

Click Next. At the sort screen, sorts may be set but are not necessary. Click **Next**. The report may be printed.

Serial Acquisition/Disposition Report
ARS Business Solutions, LLC

Filters: Recvinvc equals 100001

3/14/2011 12:54:58 PM Page 1

Sold	Serial # Manuf/Importer Model	Log #	Item # Action Caliber Serial Type	Barrel Choke	Status Vendor Recv Inv # Recv Date	Purchased From		Sold Date Trans Date NICs	Sold To		Unit Cost	Price
						Vendor Name Address Phone # Vendor FFL/4473	Name Address Phone # Legaliz					
<input type="checkbox"/>	956S AW Used Glock 17	1029	UsedGun pistol 9mm Pistol	4.5"	USED 100001 3/14/2011	Doe, John James 1234 Anywhere USA Town, US 12345		// //			260.00	398.99
<input type="checkbox"/>	387SWY Used Glock 17	1030	UsedGun pistol 9mm Pistol	4.5"	USED 100001 3/14/2011	Cassidy, Gerald James 4564 Busy Street Busy Town, WI 64554		// //			260.00	399.99
Total 2											560.00	798.98

44.2.1.2 Used Guns RBI



If you prefer to use the Receive By Invoice method for receiving used guns into the system, there is one important difference to be noted. Each gun must be individually added on the Receive By Invoice in order to have the description and cost correct for each gun.

- Create Receive By Invoice
- Add one used gun (leave the price set to \$0.00)
- Add Serial Detail to the used gun
- continue to add used gun and serial detail one at a time
- Print Receiving Report
- Update Receive By Invoice (In most cases, a reference number will not need to be assigned.)
- Edit Serial Detail changing **Status** to **USED** (by default, the gun will have **NEW** status) and entering the **Price**
- In Serial Detail, click the **Purchase** tab to enter the seller information.

The screenshot shows the 'Add Serial Number' window with the following data entered:

Field	Value
Log #	1029
Item #	UsedGun
Description 1	Used Glock 17
Serial #	958SAW
Recv Date	3/14/2011
Recv Invc	100001
Vendor Name	Doe
Address 1	1234 Anywhere
City State Zip	USA Town, US, 12345
Vendor Phone	555-555-5555
Vendor FFL/4473	
SS #	
Birth Date	6/6/1976
Legal Id	D112233445566

Recv Invc will be the number of the Receive By Invoice. Click **Add**.

45 Rental



Rental items must be setup with a log number under a Serial Group. For non-

serialized items, the log numbers may be used as the serial numbers. Once the items have been setup, reservations may be made for the items.

- Rental Guns
- Rental Items

45.1 Rental Guns



Rental Guns may be logged under a separate serial group from other firearms, or they may be logged under the same serial group as the rest of the firearms.

A **rental gun** is added to the serial detail the same as any other logged item with one exception: The status must be changed to **RENTAL**.

RENTAL may be selected from the drop-down menu next to **Status** on the **Serial Number** screen.

The screenshot shows the 'Edit Serial Number' window with the following data:

Field	Value
Log #	1022
Item #	WAP22001
Serial #	798765
Description 1	Walther P22
Unit Cost	203.1000
Price 1	309.9900
Serial Type	Pistol
Caliber	.22LR
Action	pistol
Barrel	
Choke	
Status	RENTAL

Click **OK**.

45.2 Rental Items



Rental Items are tracked in the system with the use of a unique log number which is assigned to each item. A serial number may also be entered for each item. If there is no serial number, the log number may be duplicated in the serial number field for the item.

The items must have the **Status** changed to **RENTAL**.

RENTAL may be selected from the drop-down menu next to **Status** on the **Serial Number** screen.

Edit Serial Number

General | UDF | Purchase | Sold | Rental | Image | Audit History

Log # 1022

Item # WAP22001 Description 1 Walther P22

Serial # 798765

Unit Cost 203.1000 Serial Type Pistol

Price 1 309.9900 Caliber .22LR

Action pistol

Barrel

Choke

Status NEW

Recv Date NEW

Counted Date USED

Sold Date TRADE IN

REPAIR

CONSIGNMNT

RENTAL

RENTALSOLD

OTHER

TRANSFER

Click **OK**.

46 Report Basics



The Report Menu contains options which allow access to the reports available in the application. Reports can create a printed copy of information which is extracted from data in the application and can be customized and saved, archived and printed from the menu option.

The application provides a Report Wizard to assist in the construction of reports. The Report Wizard walks through a series of questions which allow for specifying filter and sort options to be used in the report.

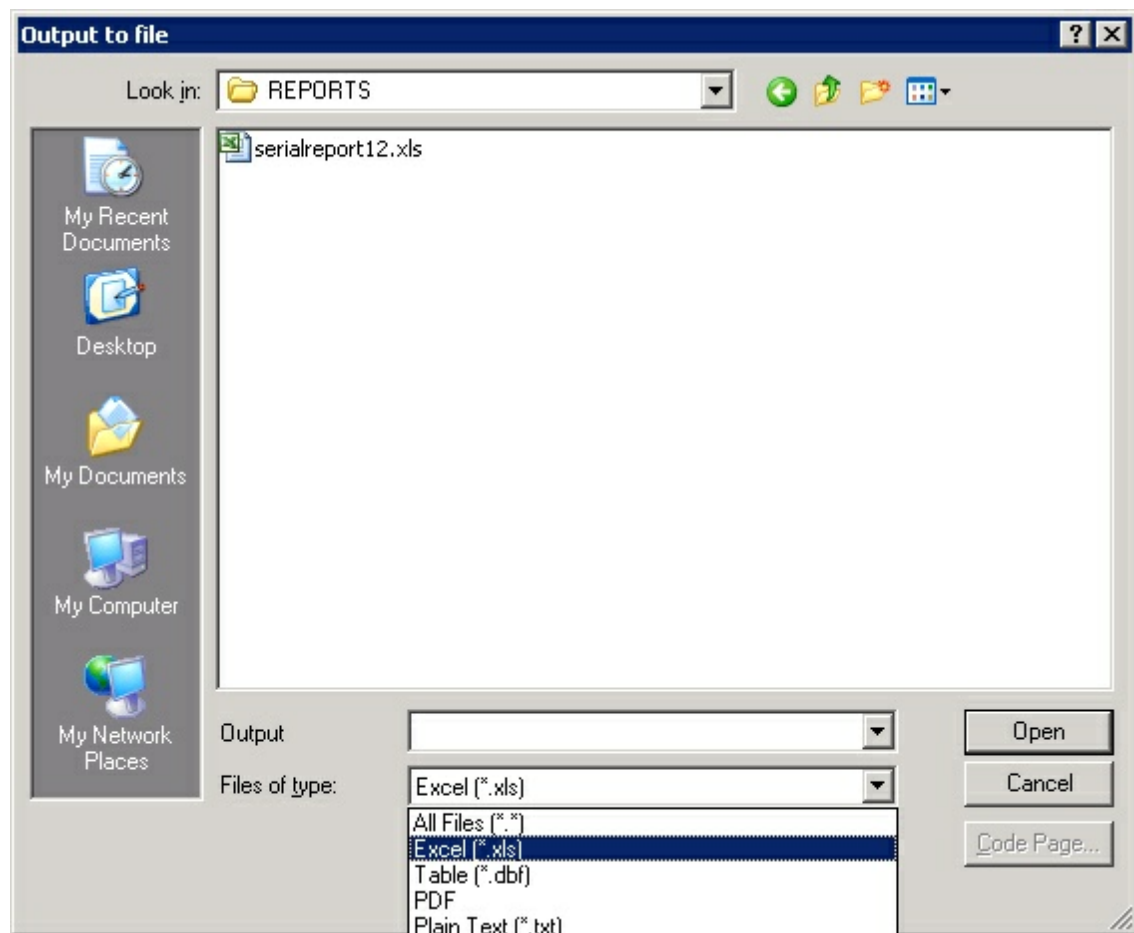
46.1 Report Converter



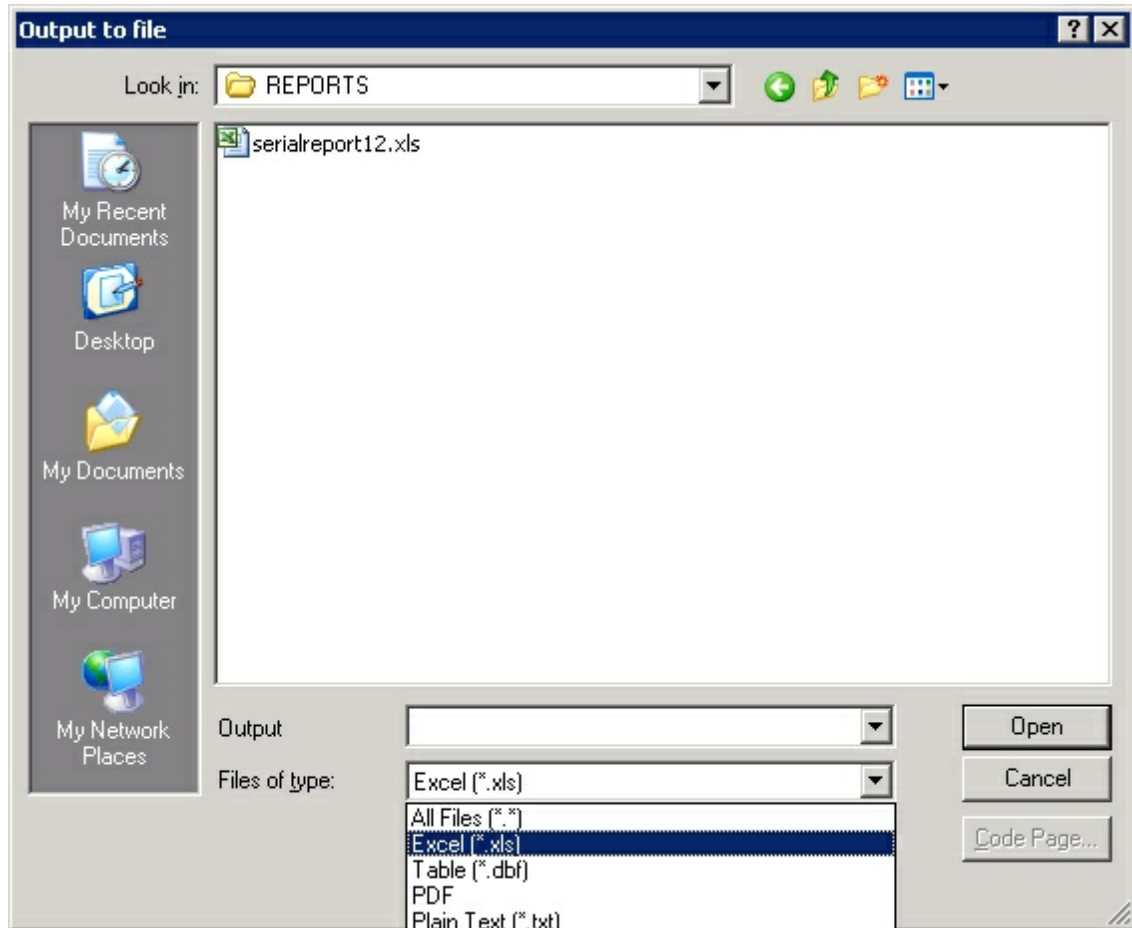
Reports may be saved in a converted file format (e.g. Excel, PDF, Text).

To save a file in a converted format at the **Output Options** screen, click the circle next to **File**.

Click the **File...** button.



Select a file to save the report in the **Look in:** box.
Type a name for the file in the white box next to **Output**.
Select the file format using the drop-down list next the **Files of type:** box.



Click **Open**.

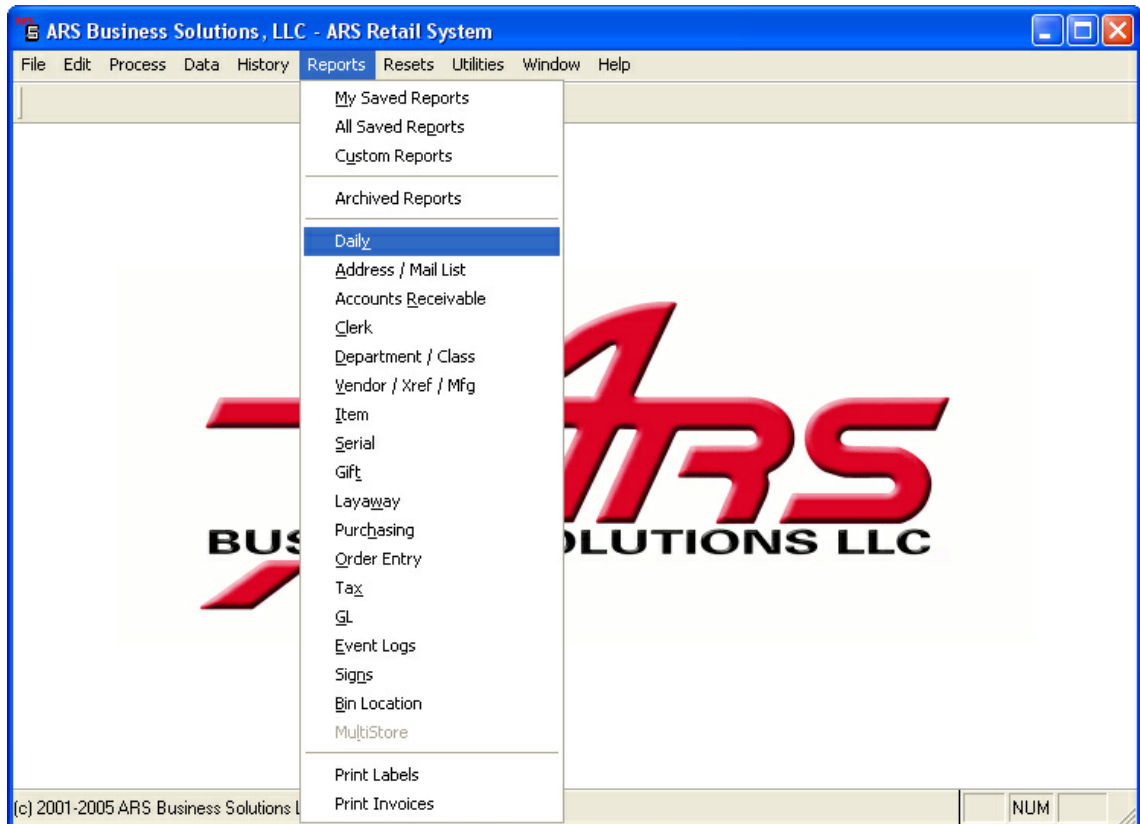
46.2 Report Wizard



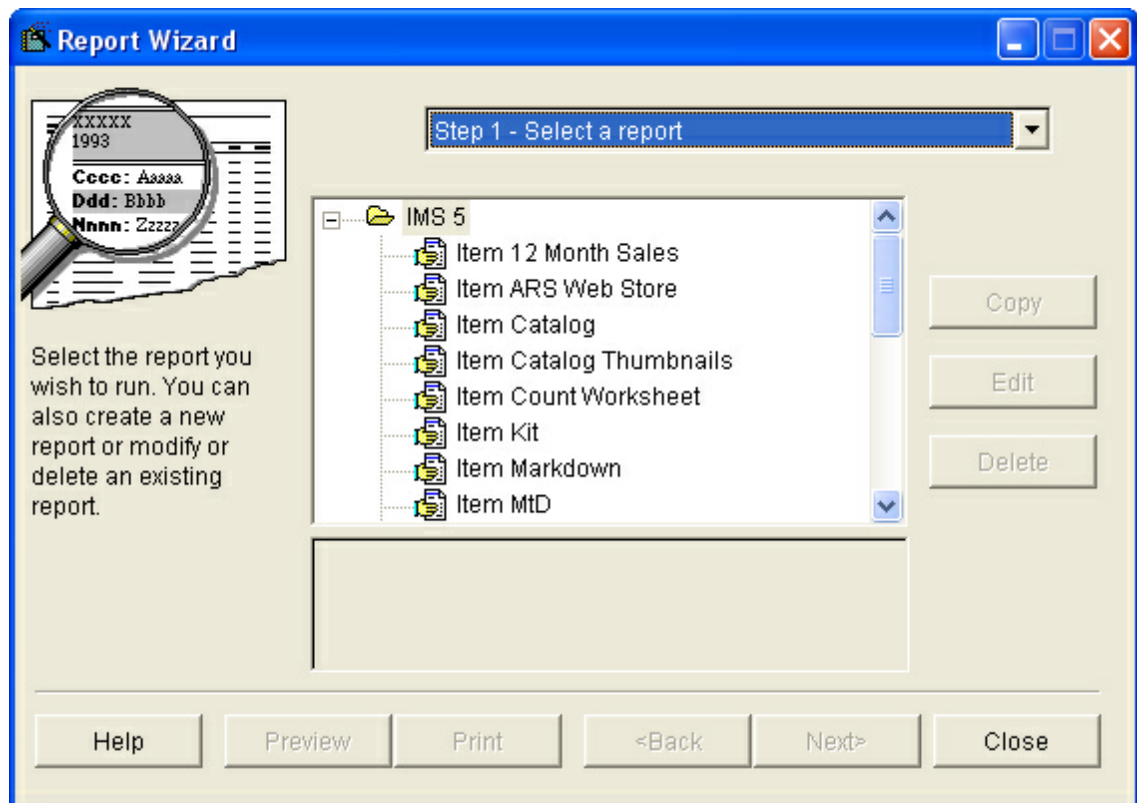
The **Report Wizard** is a tool which assists with customizing a report to meet specific reporting needs. The wizard allows the selecting of a report, setting of filter options, sorting options and output (printing) options. Once report options are selected, the

customized report may be saved under a unique name and may be used at a later time.

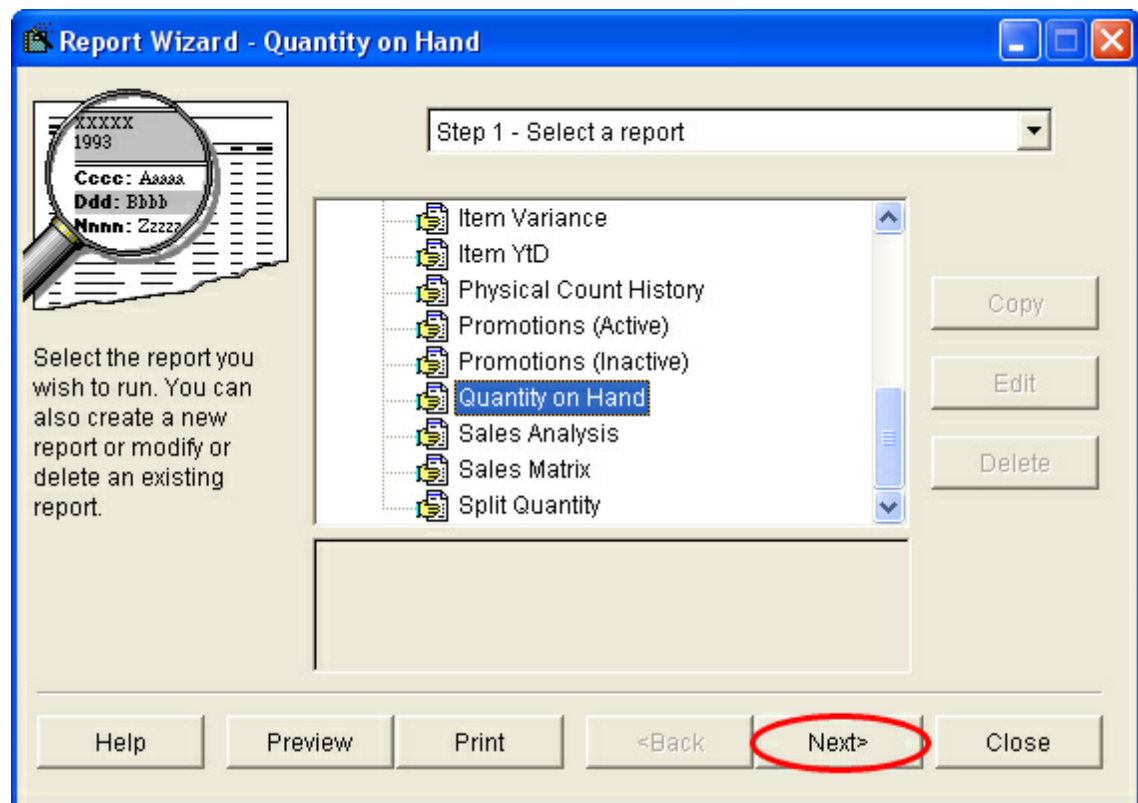
Go to **Reports**; select a report group from the drop-down menu.



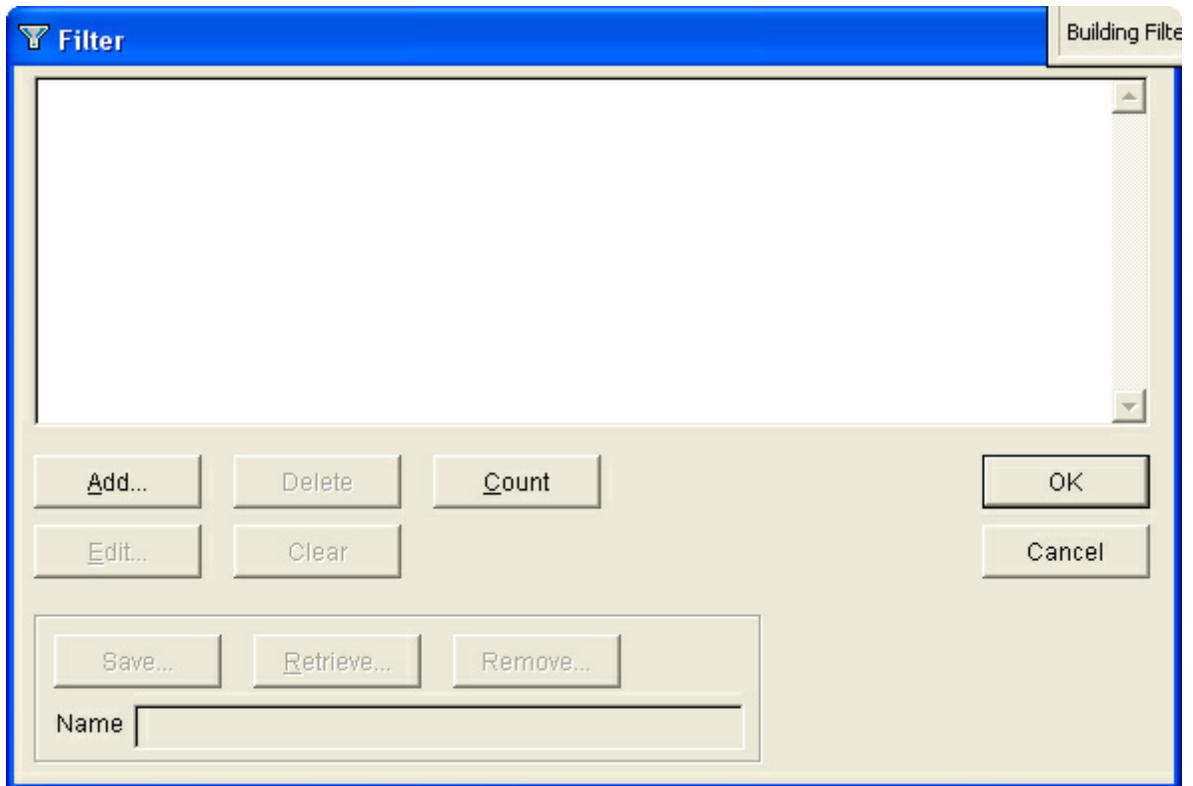
Select a specific report from the available reports by clicking on it to highlight it.



Click **Next**.



Create a filter, if needed.

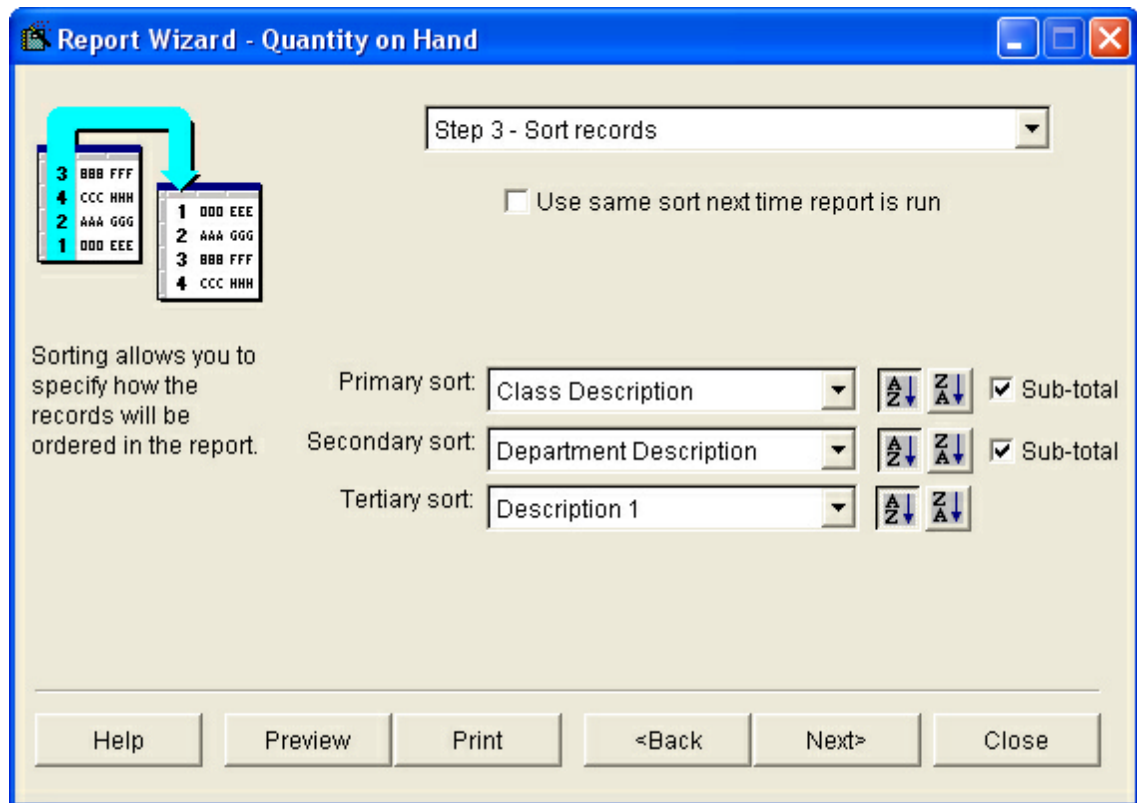


Next to each sort selection, there are two buttons for the selection of descending or ascending order. When the sort order is not unique, you can choose to sub-total each group of sorted data. If a field selection for the sort order contains unique data for each record, additional sorts are not available to be selected.

To sub-total the report on the **Primary Sort** field, check the sub-total box.

Do the same for **Secondary sort** and **Tertiary sort**.

Click **Next**.



The output options specify how you will view the data.

The report data may be

- Saved in multiple file formats
- Printed to a specified printer³
- Previewed on the screen
- Archived for later printing
- Saved to recreate a duplicate report

NOTE: The selected sorts and filters may be saved to be retrieved at a later time.

46.2.1 File Report



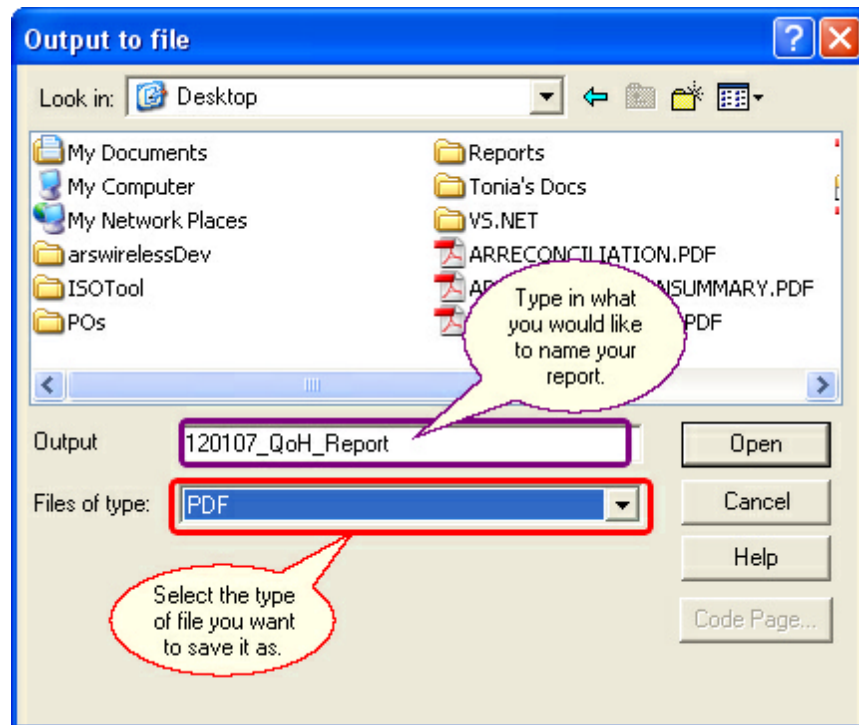
Certain reports (e.g. Quantity on Hand for year-end) may be hundreds of pages long. Instead of printing them, they may be saved to a **File**. The **file** may be viewed/printed immediately and/or at a later date.

- Click the circle next to **File**
- To view the file after the save is complete, check the **Display file after creation** box
- Click the **File...** button to specify the file location and name of file

The screenshot shows the 'Report Wizard - Quantity on Hand' dialog box at 'Step 4 - Output options'. The 'Output to:' section has three radio buttons: 'Printer', 'File', and 'Display file after creation'. The 'File' radio button is selected and circled in red. Below it is a 'File...' button and an empty text box. The 'Orientation:' section has three radio buttons: 'Portrait', 'Landscape', and 'Custom'. 'Portrait' is selected. There are also 'Start page' (1), 'End page' (9999), and 'Copies' (1) spinners. A 'Totals Only' checkbox is unchecked. At the bottom are 'Archive' and 'Save as...' buttons. The bottom-most row contains 'Help', 'Preview', 'Process', '<Back', 'Next>', and 'Close' buttons.

In the **Output** box, enter the name for the report.

Use the drop-down menu to select the type of file it should be saved as (i.e., PDF, xls)



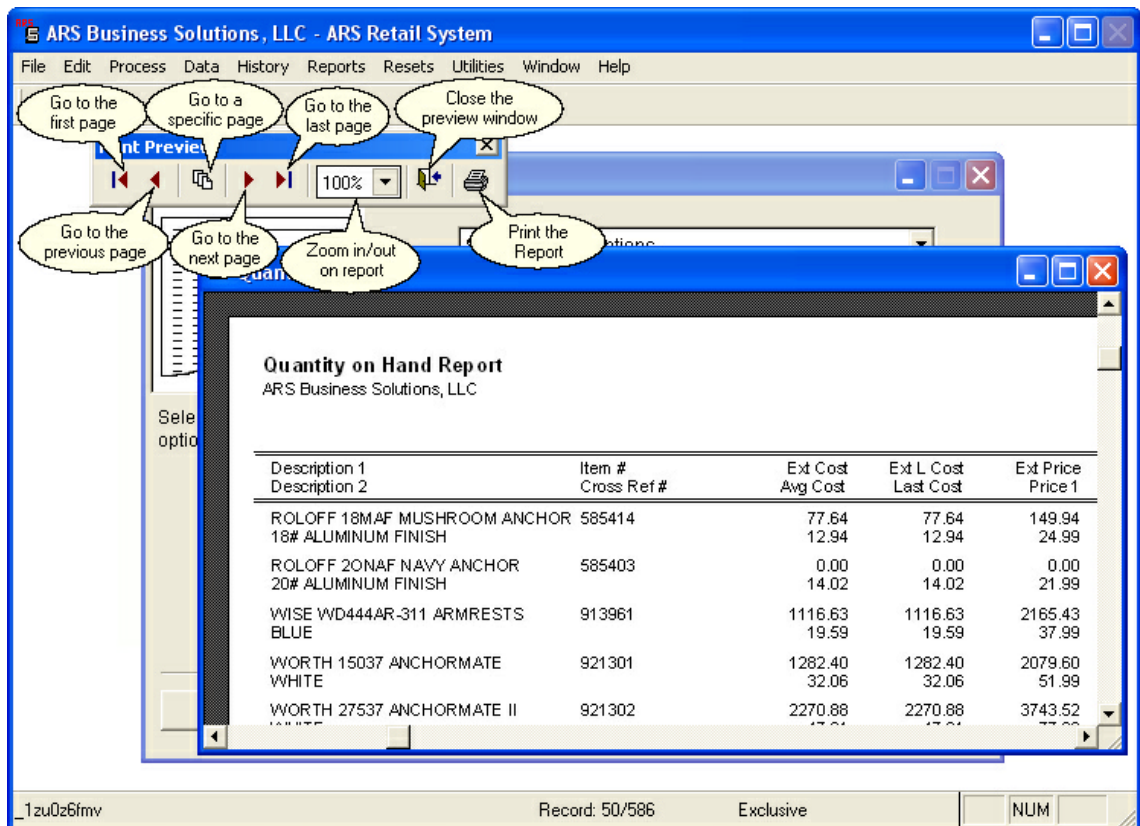
- Select the **Open** button.
- Select the **Process** button to run the report.

NOTE: This option saves the report to an Excel, PDF or table format.

46.2.2 Preview Report



To display a report on the screen, click the **Preview** button.



The report may be still be printed, if desired.

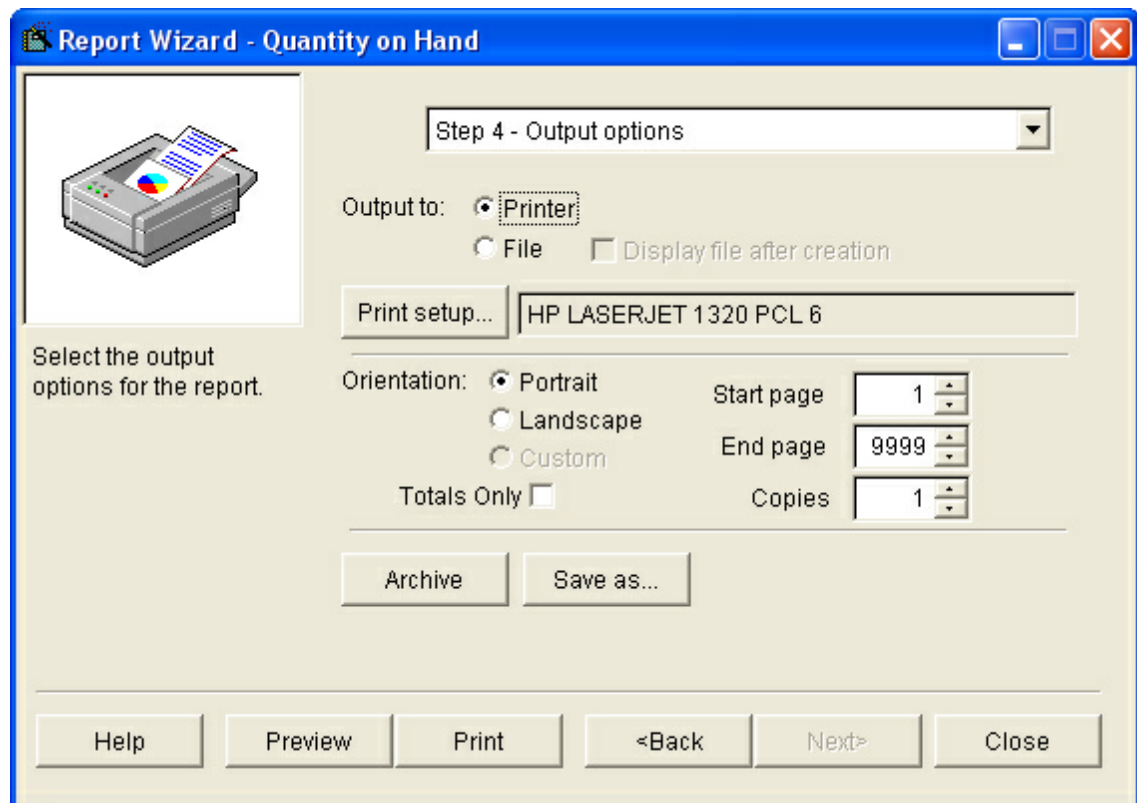
46.2.3 Print Report



The system default is set to **Printer**. It is always best to check that the **Printer** is already selected for output. Use the following instructions if the settings need to be changed.

Output to: Printer

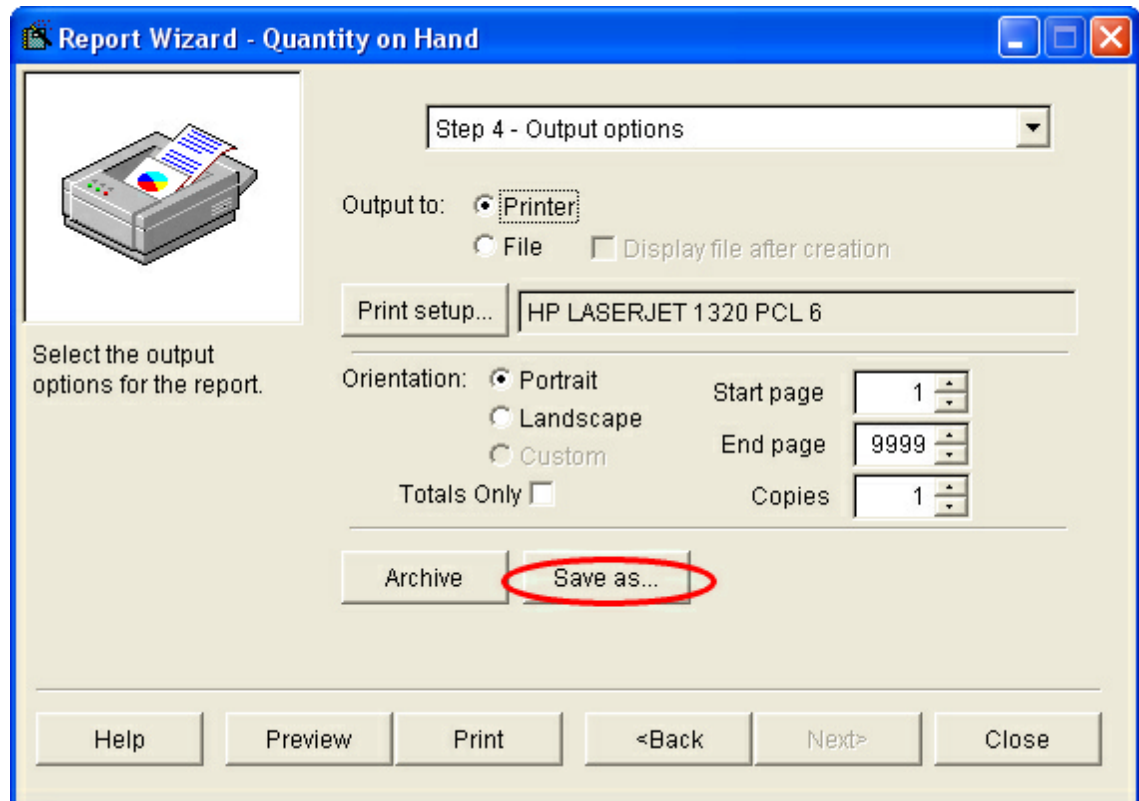
- Click the circle next to **Printer**
- Click the **Print setup...** button to select the correct printer
- Select **Portrait** or **Landscape** orientation for the report
- Check the **Totals Only** box to print a report summary
- Click the **Print** button or **Preview** button



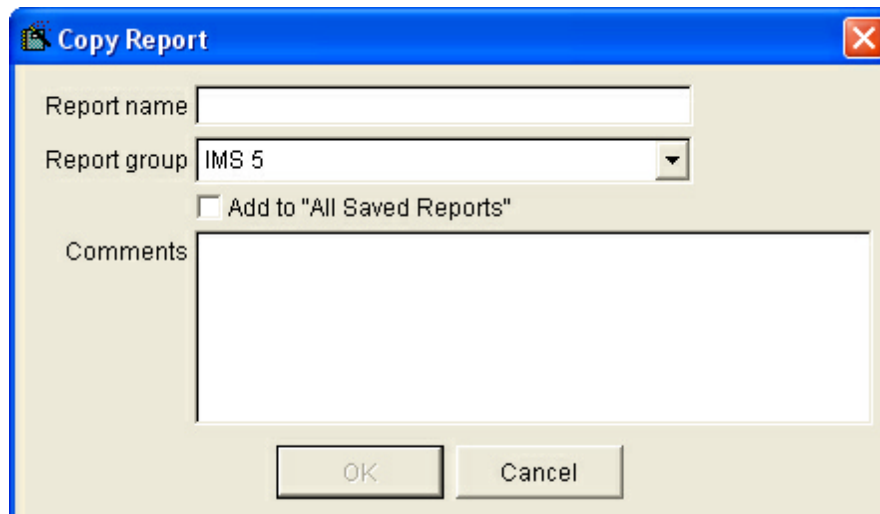
46.3 Save Report Settings



Once you have determined the reports and settings needed, those reports and settings may be saved for each report at the final print screen by clicking the **Save as...** button.

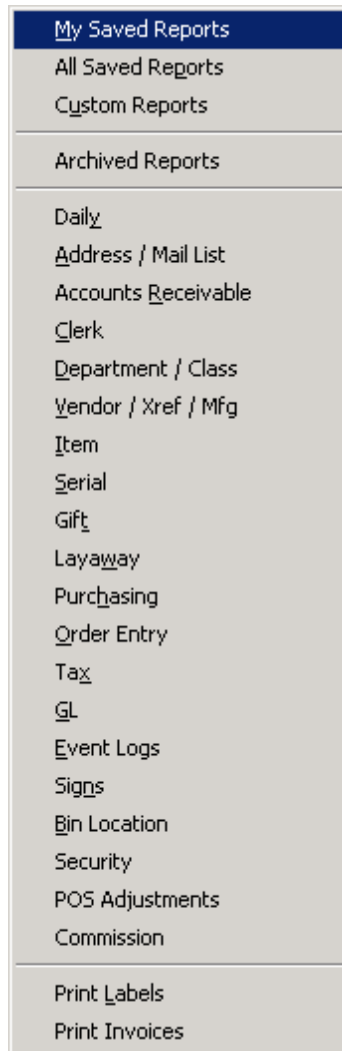


The report will need a unique name to identify the report. All other information is optional.



When the information is complete, click **OK**. The report and settings will be saved under **My Saved Reports** (which is only accessible under the login where the save was done). If the box for **Add to "All Saved Reports"** is checked, it will be saved under **All Saved Reports** (which is accessible by all users).

To access saved reports, click **Reports**. Select from the drop-down menu.

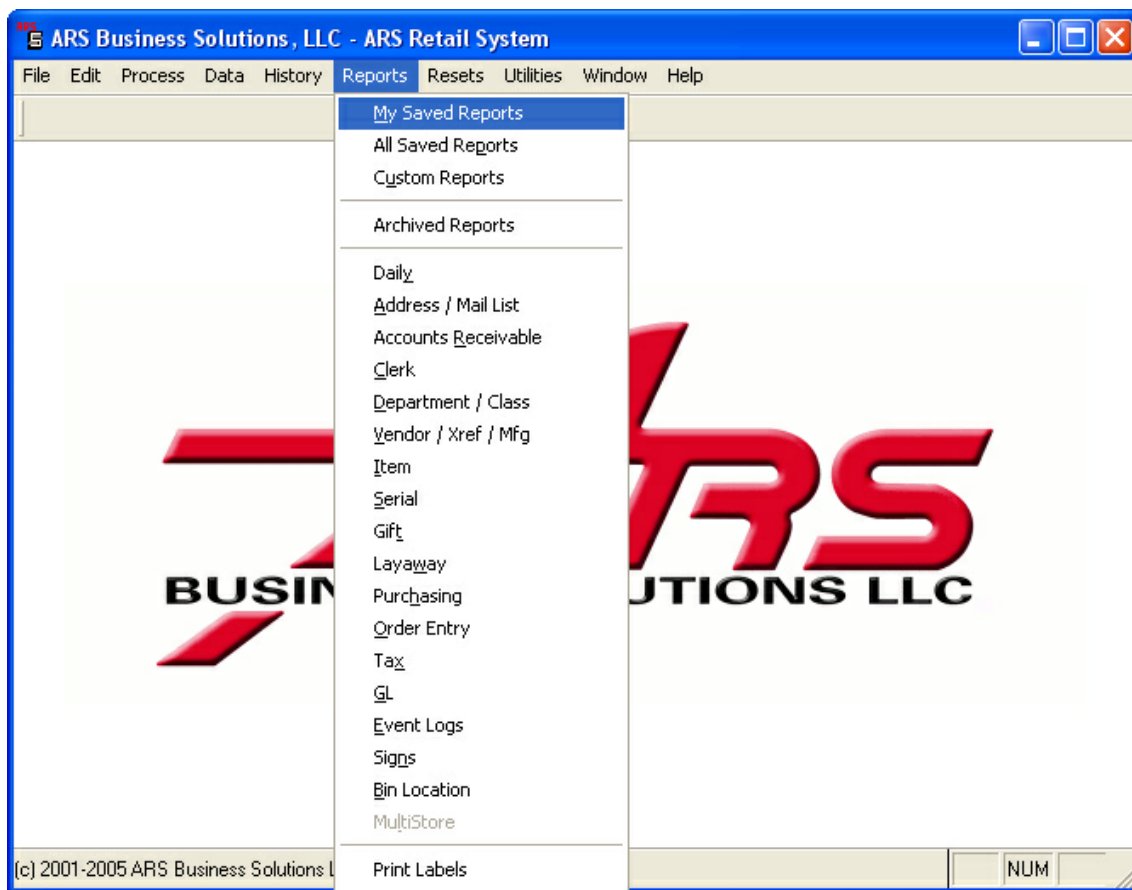


46.4 Use Saved Report

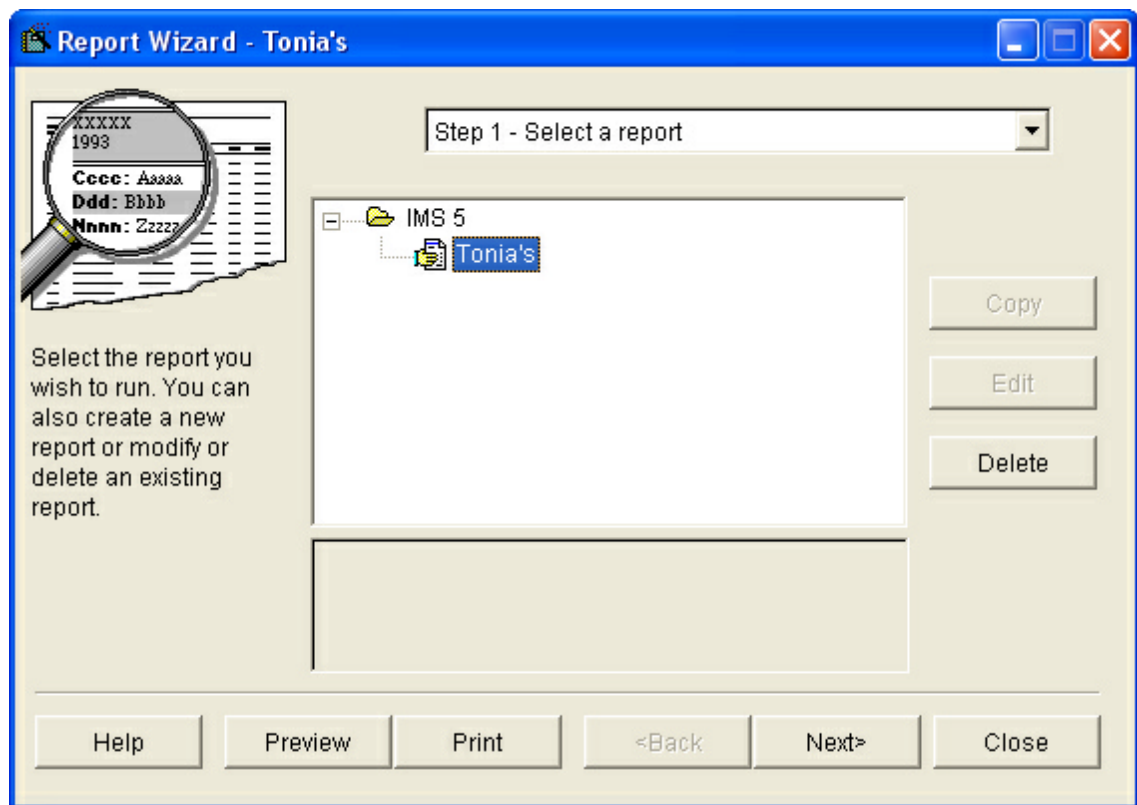


To print reports which were saved without the **Add to "All Saved Reports"** box checked,

Go to **Reports**; select **My Saved Reports**.

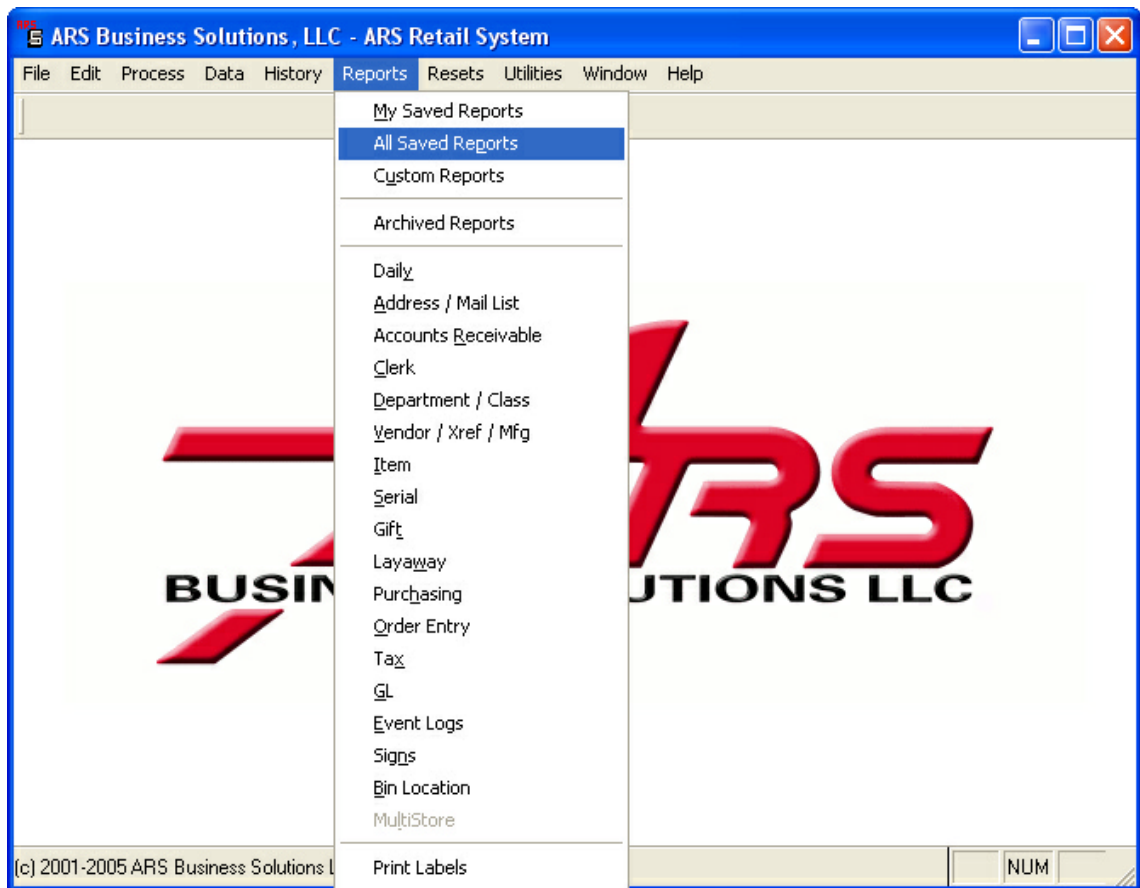


Select the report from the list.

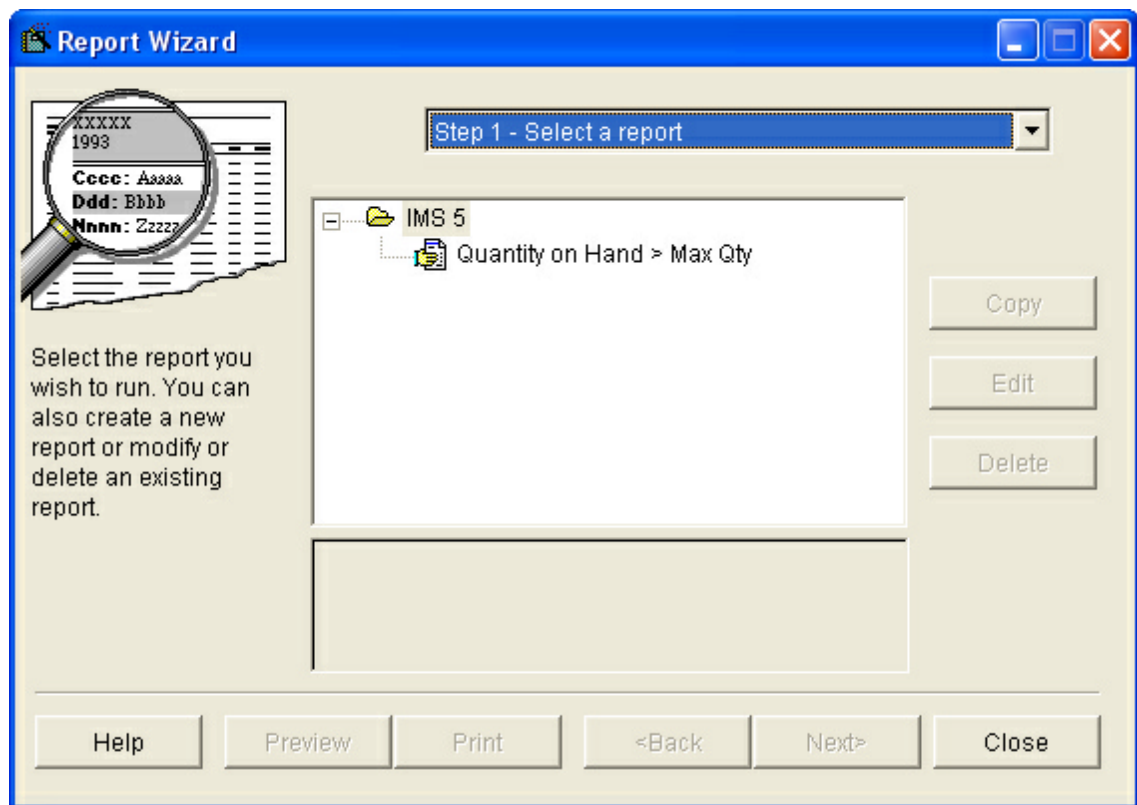


To print reports which were saved with the **Add to "All Saved Reports"** box checked,

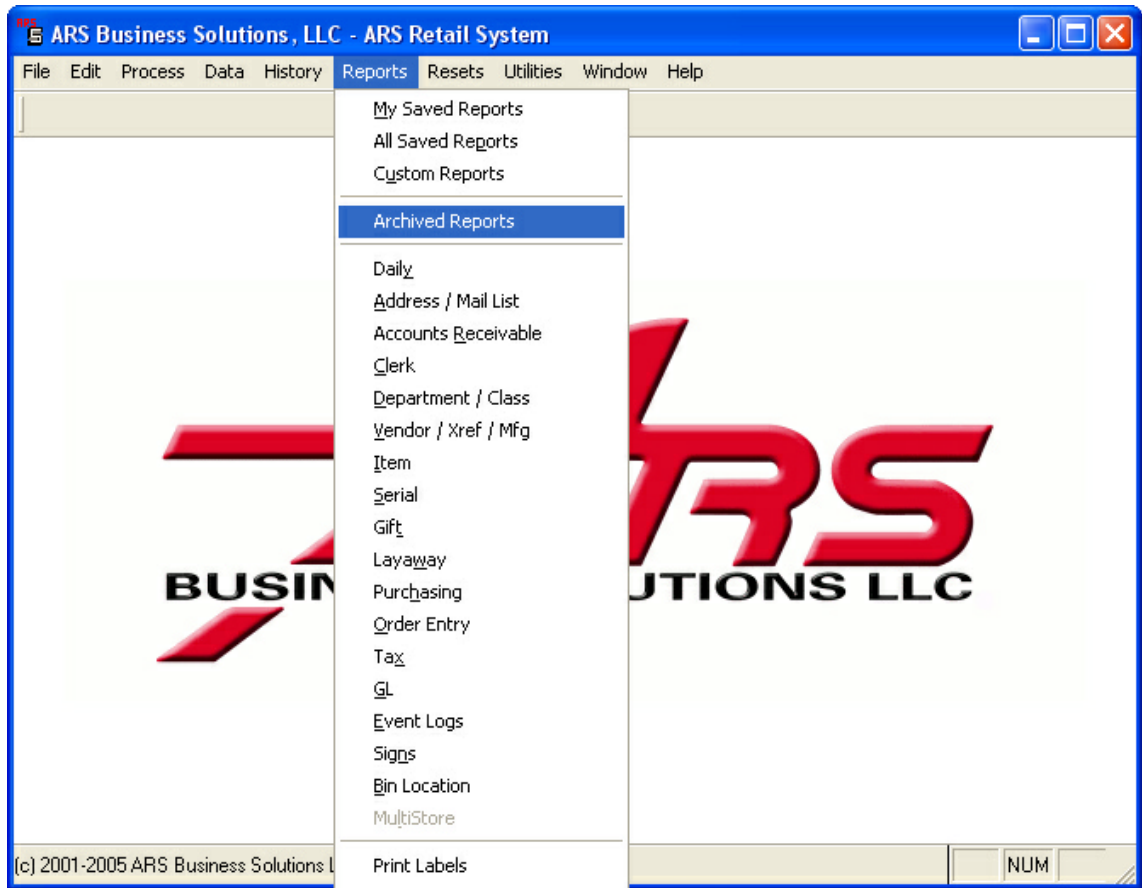
Go to **Reports**; select **All Saved Reports**.



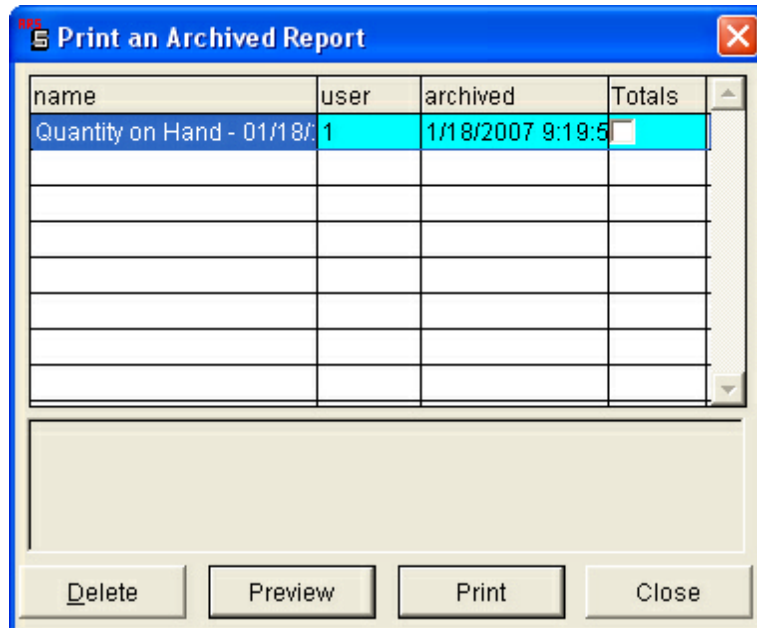
Select the report from the list.



To print archived reports (reports which were saved to be printed at a different time),
Go to **Reports**; select **Archived Reports**.



Select the report from the list.



47 Reports



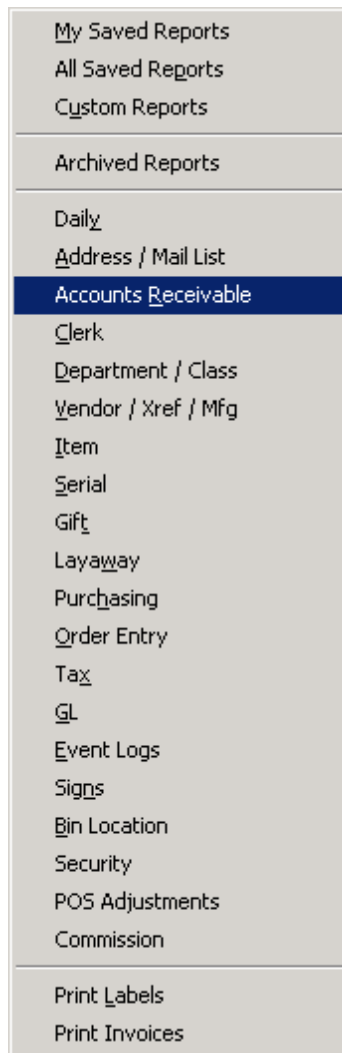
There are MANY standard reports available in the ARS system. Most of the standard reports may be customized using filters. A sample of each of the standard reports has been included for each report section. No filters have been applied, nor have any sorts been applied to any of the standard reports displayed here.

- Accounts Receivable
- Address / Mail List
- Bin Location
- Clerk
- Commission
- Daily
- Department / Class
- Event Logs
- GL
- Gift
- Item
- Layaway
- Order Entry
- POS Adjustments
- Purchasing
- Security
- Serial
- Signs
- Tax
- Vendor / Xref / Mfg

47.1 Accounts Receivable Reports



To access each of the following reports, go to **Reports**; select **Accounts Receivable**



Choose the report from the list.

- Accounts Receivable
- AR Aging
- AR Balances

- AR Class Discount
- AR Detail
- AR History
- AR Labels
- AR Reconciliation
- AR Reconciliation Summary
- AR Sale
- AR Statement Reconciliation Su
- AR Statement Transactions
- AR Statements

47.1.1 Accounts Receivable Report



Accounts Receivable Report						
ARS Business Solutions, LLC						6/7/2011 2:33:44 PM
						Page 1
AR Acct #	Bill To	Phone # A/R Status Price Code	Type Terms Credit Limit	Statement Finance Chrg	Ship To	
2	Doe, John 1234 Anywhere USA Town, US 12345	555-555-5555 GOOD 1	BAL FORWRD 0.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Doe, John 1234 Anywhere USA Town, US 12345	
100	Special Order Deposit	 GOOD 1	 BAL FORWRD 0.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Special Order Deposit	
Total 2						

47.1.2 AR Aging Report



AR Aging Report
ARS Business Solutions, LLC

6/7/2011 2:36:00 PM
Page 1

AR Acct #	Name YTD Fin	PY Fin	YTD Pur \$	Prev Bal PY Pur \$	Balance YTD Pur Qty	Aged Balances					Last Pay \$ Last Chrg \$
						0-30 days PY Qty	30-60 days YTD Pay \$	60-90 days PY Pay	90-120 days YTD Pay	120+ days PY Pay Count	
2	Doe, John 0.0000	0.0000	283.0000	110.50 0.0000	223.00 2	112.50 0	110.50 60.0000	0.00 0.0000	0.00 2	0.00 0	10.00 112.50
100	Special Order Deposit 0.0000	0.0000	50.0000	0.00 0.0000	-37.50 1	0.00 0	0.00 87.5000	0.00 0.0000	0.00 6	0.00 0	0.00 50.00
Total 2	0.0000	0.0000	333.0000	110.50 0.0000	185.50 3	112.50 0	110.50 147.5000	0.00 0.0000	0.00 8	0.00 0	

47.1.3 AR Balances Report



AR Balances Report
ARS Business Solutions, LLC

6/7/2011 2:38:32 PM
Page 1

AR Acct #	Name	City State Credit Limit	Amt Available	Phone # MTD Fin Chrg	AVR Status YTD Fin	Account Type EoM Balance	Terms	Balance
2	Doe, John	USA Town, US 0.00	-223.00	555-555-5555 0.00	GOOD 0.00	BAL FORWRD 110.50		223.00
100	Special Order Deposit	0.00	37.50	0.00	GOOD 0.00	BAL FORWRD 0.00		-37.50
Total 2		0.00	-185.50	0.00	0.00	110.50		185.50

47.1.4 AR Class Discount



AR Class Discount Report
ARS Business Solutions, LLC

6/7/2011 6:56:26 PM
Page 1

AR Acct #	Name	Class	Disc %
2	Doe, John	Jeans	5.00
Total 1			

47.1.5 AR Detail



AR Detail Report
ARS Business Solutions, LLC

6/7/2011 7:23:55 PM
Page 1

AR Acct #	Tran #	Type	Date	Invoice #	Reference #	Amount	Applied	Payment	Discntable
2	61	SALE	1/19/2011	1004	1004	112.50	112.50	0.00	0.00
100	63	R/A	1/19/2011	0	S015810062	-12.50	-12.50	0.00	0.00
100	69	R/A	2/10/2011	0	S016030068	-25.00	-25.00	0.00	0.00
Total 3						75.00	75.00	0.00	0.00

47.1.6 AR History



AR History Report
ARS Business Solutions, LLC

6/7/2011 7:27:11 PM
Page 1

AR Acct #	Tran #	Type	Date	Invoice #	Reference #	Amount	Applied	Payment	Discntable
2	2	SALE	8/17/2010	1002	1002	170.50	170.50	0.00	0.00
2	27	R/A	8/17/2010	0		-50.00	-50.00	0.00	0.00
2	0	R/A CASH	1/7/2011	0	010711	-10.00	-10.00	0.00	0.00
100	36	R/A	8/31/2010	0	S014400035	-20.00	-20.00	0.00	0.00
100	37	R/A	8/31/2010	0	S014400036	-30.00	-30.00	0.00	0.00
100	38	R/A	8/31/2010	0	S014400035	20.00	20.00	0.00	0.00
100	39	R/A	8/31/2010	0	S014400036	-20.00	-20.00	0.00	0.00
100	42	SALE	8/31/2010	1003	1003	50.00	50.00	0.00	0.00
Total 8						110.50	110.50	0.00	0.00

47.1.7 AR Labels



47.1.8 AR Reconciliation Report



AR Reconciliation Report								
ARS Business Solutions, LLC								
							6/7/2011 7:34:29 PM	
							Page 1	
AR Acct #	Name Date	Reference #	Account Type T type	Amount	Applied	Balance	Age (Days)	
100	Special Order Deposit		BAL FORWRD					
	1/19/2011	S015810062	R/A	-12.50	-12.50	0.00	0_30	
	2/10/2011	S016030068	R/A	-25.00	-25.00	0.00	0_30	
	Prev Bal:	0.00	Payments:	37.50	Charges:	0.00	Balance:	-37.50
				Disc Charges:	0.00			
2	Doe, John		BAL FORWRD					
	1/19/2011	1004	SALE	112.50	112.50	0.00	0_30	
	Prev Bal:	110.50	Payments:	0.00	Charges:	112.50	Balance:	223.00
					Disc Charges:	0.00		
							185.50	

47.1.9 AR Reconciliation Summary



AR Reconciliation Summary Report

ARS Business Solutions, LLC

6/7/2011
Page 1

Received on Account Transaction Count.....	2
Received on Account.....	-37.50
Received on Account Adjustments.....	0.00
A/R Discount Transaction Count.....	0
A/R Discounts.....	0.00
A/R Discount Adjustments.....	0.00
Charge on Account Transaction Count.....	1
Charge on Account.....	112.50
Charge on Account Adjustments.....	0.00
Finance Charge Transaction Count.....	0
Finance Charge.....	0.00
Finance Charge Adjustments.....	0.00
Accounts Receivable Balance.....	185.50
A/R Customer Count.....	2
A/R Active Customer Count.....	2

47.1.10 AR Sale Report



AR Sale Report

ARS Business Solutions, LLC

6/7/2011 7:41:04 PM
Page 1

AR Acct #	Name	MtD Purchases	YTD Purchases	PY Purchases	YTD Pay\$	PY Pay Dollars	YTD Fin	PY Fin
2	Doe, John	0.0000	283.0000	0.0000	60.0000	0.0000	0.0000	0.0000
100	Special Order Deposit	0.0000	50.0000	0.0000	87.5000	0.0000	0.0000	0.0000
Total 2		0.0000	333.0000	0.0000	147.5000	0.0000	0.0000	0.0000

47.1.11 AR Statement Reconciliation Summary



AR Statement Reconciliation Summary Report
ARS Business Solutions, LLC

6/7/2011
Page 1

Received on Account Transaction Count.....	6
Received on Account.....	-110.00
Received on Account Adjustments.....	0.00
A/R Discount Transaction Count.....	0
A/R Discounts.....	0.00
A/R Discount Adjustments.....	0.00
Charge on Account Transaction Count.....	2
Charge on Account.....	220.50
Charge on Account Adjustments.....	0.00
Finance Charge Transaction Count.....	0
Finance Charge.....	0.00
Finance Charge Adjustments.....	0.00
Accounts Receivable Balance.....	110.50
A/R Customer Count.....	2
A/R Active Customer Count.....	2

47.1.12 AR Statement Transactions



AR Statement Transactions
ARS Business Solutions, LLC

Page 1
6/6/2011 6:06:25 AM

Account: John Doe
1234 Anywhere
USA Town, US 12345
ACCT # 2

Item #	Description	Qty.	Price	Netsale
8/17/2010	Tran # 2	Inv # 1002		
2	Test item	1.00	165.00	165.00
			TAX	0.00
			TOTAL SALE	170.50

47.1.13 AR Statements Report



STATEMENT		Page 1																											
ARS Business Solutions, LLC		6/8/2011 6:08:23 AM																											
From:																													
To: John Doe		AR Acct #: 2																											
1234 Anywhere		Phone # 555-555-5555																											
USA Town, US 12345																													
		\$ _____ Amount Being Remitted																											
* Please detach and return this portion with your remittance *																													
<small>Fold Here</small>																													
Date	Reference #	Customer PO #	Type	Amount																									
8/17/2010	1002		SALE	170.50																									
8/17/2010	Reg# 1 Tran# 27		R/A	-50.00																									
1/7/2011	010711		R/A CASH	-10.00																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Prev Bal</td> <td style="width: 20%;">Current Transactions</td> <td style="width: 20%;">Finance Charges</td> <td style="width: 20%;">Payments</td> <td style="width: 20%;">Total Due</td> </tr> <tr> <td style="text-align: right;">0.00</td> <td style="text-align: right;">170.50</td> <td style="text-align: right;">0</td> <td style="text-align: right;">-60.00</td> <td style="text-align: right;">110.50</td> </tr> <tr> <td colspan="5" style="border-top: 1px dashed black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">30-60 Past Due</td> <td style="text-align: right;">60-90 Past Due</td> <td style="text-align: right;">90-120 Past Due</td> <td style="text-align: right;">+120 Past Due</td> </tr> <tr> <td></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </table>					Prev Bal	Current Transactions	Finance Charges	Payments	Total Due	0.00	170.50	0	-60.00	110.50							30-60 Past Due	60-90 Past Due	90-120 Past Due	+120 Past Due		0.00	0.00	0.00	0.00
Prev Bal	Current Transactions	Finance Charges	Payments	Total Due																									
0.00	170.50	0	-60.00	110.50																									
	30-60 Past Due	60-90 Past Due	90-120 Past Due	+120 Past Due																									
	0.00	0.00	0.00	0.00																									

47.2 Address / Mail List



To access each of the following reports, go to **Reports**; select **Address / Mail List**.

My Saved Reports
All Saved Reports
Custom Reports
Archived Reports
Daily
Address / Mail List
Accounts Receivable
Clerk
Department / Class
Vendor / Xref / Mfg
Item
Serial
Gift
Layaway
Purchasing
Order Entry
Tax
GL
Event Logs
Signs
Bin Location
Security
POS Adjustments
Commission
Print Labels
Print Invoices

Choose the report from the list.

- Mail
- Mail - Birthday (There is currently no report to view.)
- Mail Detail
- Mail Detail Labels
- Mail Labels
- Mail Labels - Birthday (There is currently no report to view.)

47.2.1 Mail Report



Mail List Report							
ARS Business Solutions, LLC							
							6/8/2011 6:27:02 AM
							Page 1
Mail #	Name Address	Phone # Last Visit	Fax # First Date	Last Date	E-mail	Visit	Visit Amount
555555555	Doe, John 1234 Anywhere USA Town, US 12345	555-555-5555 6/7/2011	8/2/2010	2/14/2011		30	3645.9000
616555555	VanderWoude, Grant 1234 That Street Byron Center, MI 49315	3/1/2011	1/13/2011	1/13/2011		4	210.0000
111555555	Cassidy, Gerald 4554 Busy Street Busy Town, MN 64554	111-555-5555 4/22/2011	2/7/2011	2/7/2011	gcassidy@somemail.com	3	508.0000
999222444	Doe, John 1234 Any Street This City, US 12345	555-555-5555 6/7/2011	2/10/2011	2/10/2011	jdoe@email.com	2	48.7500
999222444	Doe, John	2/10/2011	2/10/2011	2/10/2011		0	0.0000
Total 5						39	4412.6500

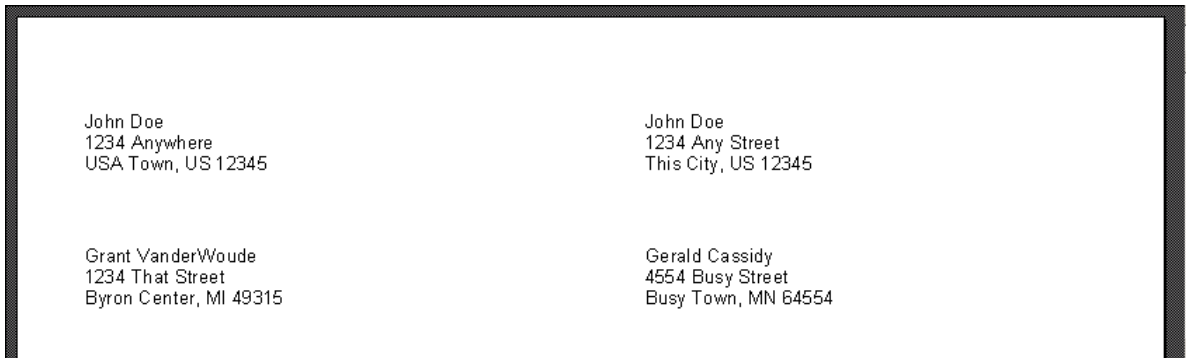
47.2.2 Mail Detail Report



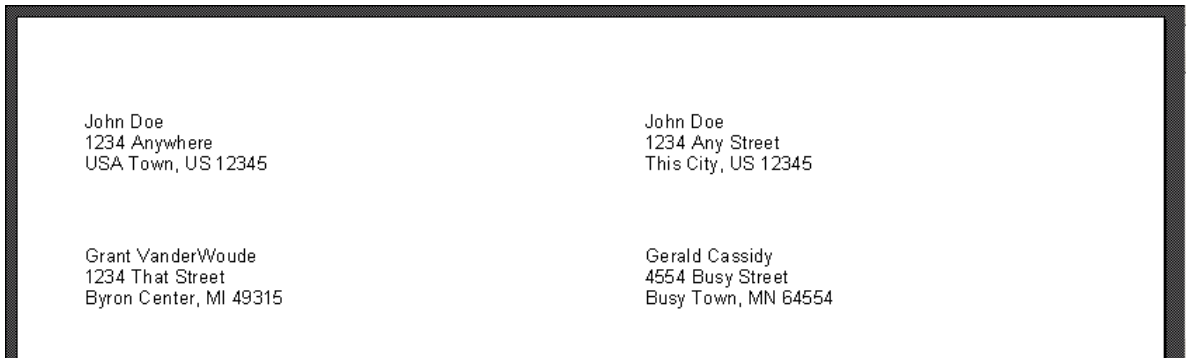
Mail Detail Report								
ARS Business Solutions, LLC								
								Page 3
Mail #	Name Reg #	Tran #	Posted	Item #	Description 1 Ship Qty	Ext Disc	Class Desc Price	Extended
	1	81	4/22/2011	0030	CCI 22 ammo 150GR 100 Rds.	1	7.99	7.99
555555555	Doe, John 1	84	6/7/2011	25542658	Levi 501 34 x 34	1	25.00	25.00
999222444	Doe, John 1	85	6/7/2011	25542658	Levi 501 34 x 34	1	25.00	25.00
999222444	Doe, John 1	86	6/7/2011	25542658	Levi 501 34 x 34	1	23.75	23.75
Total 60								6615.91

47.2.3 Mail Detail Labels





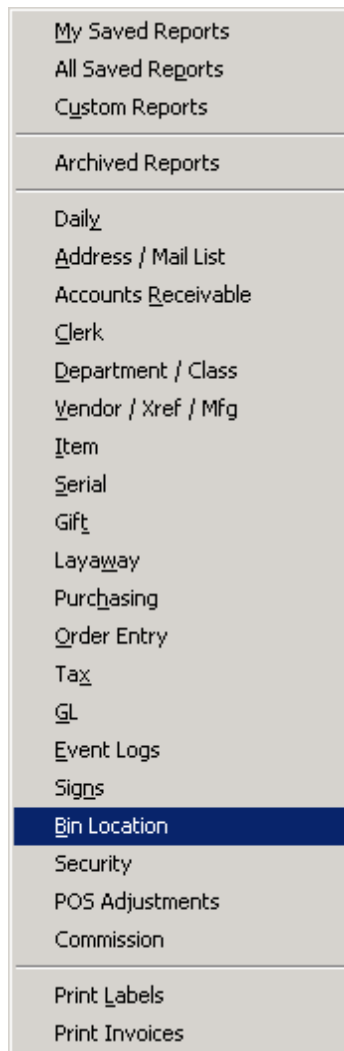
47.2.4 Mail Labels



47.3 Bin Location Reports



To access each of the following reports, go to **Reports**; select **Bin Location**.



Choose the report from the list.

- Bin Count Worksheet
- Bin Location

47.3.1 Bin Count Worksheet



Bin Count Worksheet								
ARS Business Solutions, LLC								
								6/8/2011 7:00:21 AM
								Page 1
Bin	Description 1	Style	Size	Color	Price 1	On hand	Count Qty	
Item #	Description 2	Class Desc		Manufacturer				
A1	Knok				0.00	5.00		
01084760191		Arrows						
Total 1								

47.3.2 Bin Location Report

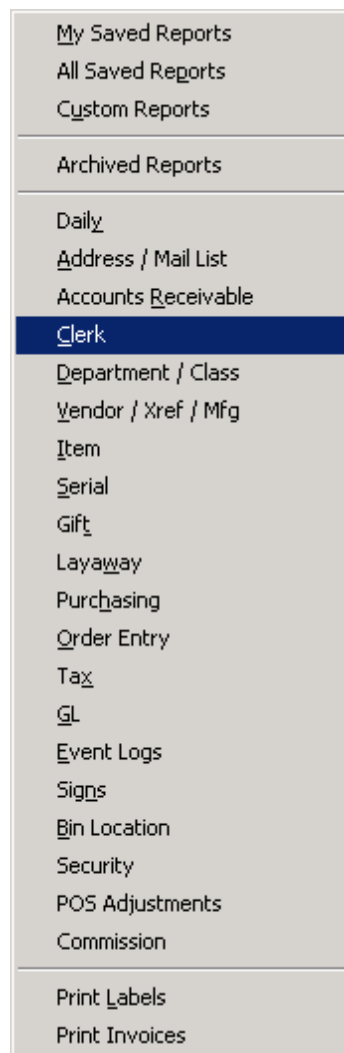


Bin Location Report						
ARS Business Solutions, LLC						
						6/8/2011 7:02:35 AM
						Page 1
Bin	Item #	Description 1	Pick Seq	On hand	Committed	Chgqty
A1	01084760191	Knok	FIFO	5	0	0
Total 1						

47.4 Clerk Reports



To access each of the following reports, go to **Reports**; select **Clerk**.



Choose the report from the list.

- Clerk
- Clerk Sales Info

47.4.1 Clerk Report



Clerk Report						6/8/2011 7:09:37 AM	
ARS Business Solutions, LLC						Page 1	
Clerk #	Name - Date Hired Address	Phone # E-mail	PtD Cost PtD Sales PtD Profit	MtD Cost MtD Sales MtD Profit	YtD Cost YtD Sales YtD Profit	PY Cost PY Sale PY Profit	
2	Two, Clerk - 7/12/2010 222 Pin number Way		2811.29 6615.91 3804.62	812.00 2389.64 1577.64	2811.29 6615.91 3804.62	0.00 0.00 0.00	
Total 1			2811.29 6615.91 3804.62	812.00 2389.64 1577.64	2811.29 6615.91 3804.62	0.00 0.00 0.00	

47.4.2 Clerk Sales Info

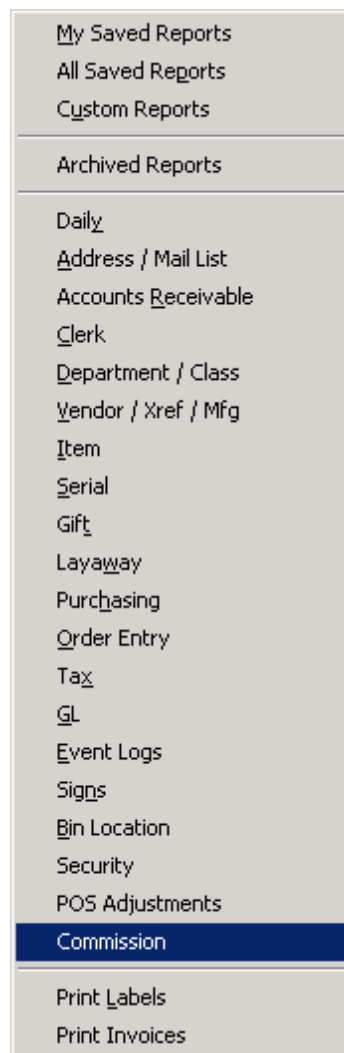


Clerk Sales Info Report				6/9/2011 10:53:53 AM	
ARS Business Solutions, LLC				Page 1	
		E-O-D 6/9/2011	CUSTOMER COUNT: 1	CLERK: 2	
	TYPE	COUNT	AMOUNT		
Media	Cash	1	39.95		
Grand Totals	Reg. 1		39.95		

47.5 Commission Reports



To access each of the following reports, go to **Reports**; select **Commission**.



Choose the report from the list.

- Clerk Commission - Detailed
- Clerk Commission Summary
- Item Commission Report

47.5.1 Clerk Commission - Detailed



Clerk Commission - Detailed Report												
ARS Business Solutions, LLC												
6/9/2011 - 6/9/2011												
6/9/2011 10:57:48 AM												
Page 1												
Posted	Tran#	Type	Clerk #	Name	Item #	Description 1	Ship Qty	Price	Ext Disc	Net Sale	Commission	
6/9/2011	87	SALE	2	Two, Clerk	0030	CCI .22 ammo 150GR 100 Rds.	5.00	7.9900	0.00	39.95	0.80	
Total 1								5.00	0.00	39.95	0.80	

47.5.2 Clerk Commission Summary



Clerk Commission Summary Report				
ARS Business Solutions, LLC				
6/9/2011 - 6/9/2011				
6/9/2011 11:01:02 AM				
Page 1				
Clerk #	Name	Commission Lvl.	Commission	
2	Two, Clerk	1	0.80	
Total 1			0.80	

47.5.3 Item Commission Report



Item Commission Report																		
ARS Business Solutions, LLC																		
Page 3																		
Description 1	Description 2				Class Desc				Commissionable		Item #	Vendor		Cross Ref #				
Avg Cost	P1-Disc Price	On Order GP %	QoH GP \$	Commission1 (C1) %	Commission2 (C2) %	Commission3 (C3) %	Commission4 (C4) %	Commission5 (C5) %	C1 \$	GP\$ - C1 \$	C2 \$	GP\$ - C2 \$	C3 \$	GP\$ - C3 \$	C4 \$	GP\$ - C4 \$	C5 \$	GP\$ - C5 \$
One-Person Kayak Rental	0.00	0.00	0	0	0.0000%	0.0000%	Yes	Kayak1R	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.00	50.00	0.00	50.00
Price 1	50.00	100.0 %	50.00	0.00	50.00	0.00	50.00	0.00	50.00	0.00	50.00	0.00	50.00	0.00	50.00	0.00	50.00	
Life Jacket - Adult	0.00	0.00	0	0	0.0000%	0.0000%	Yes	LifeJlt	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.00	5.00	0.00	5.00
Price 1	5.00	100.0 %	5.00	0.00	5.00	0.00	5.00	0.00	5.00	0.00	5.00	0.00	5.00	0.00	5.00	0.00	5.00	
Life Jacket - Child	0.00	0.00	0	0	0.0000%	0.0000%	Yes	LifeJltC	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.00	2.00	0.00	2.00
Price 1	2.00	100.0 %	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00	2.00	
Two-Person Kayak Rental	0.00	0.00	0	0	0.0000%	0.0000%	Yes	Kayak2R	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.00	60.00	0.00	60.00
Price 1	60.00	100.0 %	60.00	0.00	60.00	0.00	60.00	0.00	60.00	0.00	60.00	0.00	60.00	0.00	60.00	0.00	60.00	
Total 26																		

47.6 Daily Reports



To access each of the following reports, go to **Reports**; select **Daily**.

My Saved Reports
All Saved Reports
Custom Reports
Archived Reports
Daily
Address / Mail List
Accounts Receivable
Clerk
Department / Class
Vendor / Xref / Mfg
Item
Serial
Gift
Layaway
Purchasing
Order Entry
Tax
GL
Event Logs
Signs
Bin Location
Security
POS Adjustments
Commission
Print Labels
Print Invoices

Choose the report from the list.

- Daily AR Reconciliation
- Daily Info
- Daily Item
- GL Info (There is currently no report to view.)
- Productivity
- Sales Info
- Sales Info Transaction
- Sales Item
- Sales Item Transaction

- Sales Markdown
- Sales Serial
- Split Quantity Sales

47.6.1 Daily AR Reconciliation Report



Daily AR Reconciliation Report		6/9/2011							
ARS Business Solutions, LLC									
		6/9/2011 11:05:22 AM							
		Page 1							
AR Acct #	Name	Account Type	Clerk #	Invoice #	Trano	Reg #	Store #	Type	Amount
2	Doe, John	BAL FORWRD	2	1005	88	1	1	SALE	379.99
Total 1									379.99

47.6.2 Daily Info Report



100%									
ARS Business Solutions, LLC		E-O-D 6/9/2011		CUSTOMER COUNT: 2				6/9/2011 11:06:36 AM	
								Page 1	
	TYPE	COUNT	AMOUNT						
Totals									
	Net Subtotal		419.94						
	Total Sales		419.94						
Tax Info									
Tax Exempt									
Paid Out by Media									
	PO TOTAL	0	0.00						
Gift Certificates									
Received by Account									
	RA TOTAL	0	0.00						
Media									
	Cash	1	39.95						
	Charge	1	379.99						
Grand Totals									
	Reg. 1		419.94						

47.6.3 Daily Item Report



Daily Item Report		6/9/2011															
ARS Business Solutions, LLC																	
		6/9/2011 11:08:33 AM Page 1															
Description 1	Avg Cost	Price 1	Description 2		Ext Cost	Class Desc	Sales	Gross Profit	Item #	GP %	Manufacturer	Size	Style	Color			
			GP %	SaleQty		Ext Disc					Min Qty	On Order	GoH	PID Qty	MID Qty	YD Qty	PY Qty
CCI .22 ammo 150GR 100 Rds.	4.00	7.99	49.9	5	20.00	Rimfire	39.95	19.95	0030	49.9	CCI	0	182	5	8	8	0
CCI .22 ammo 150GR CASE	200.00	379.99	47.4	1	200.00	Rimfire	379.99	179.99	0030C	47.4	CCI	0	0	1	5	6	0
Total 2			6.00		220.00	0.00	419.94	199.94	47.6			182.00	6.00	13.00	14.00	0.00	

47.6.4 Productivity Report



Daily Productivity Report		6/9/2011		
ARS Business Solutions, LLC				
		6/9/2011 11:23:38 AM Page 1		
HOURLY SALES				
FROM	TO	CUSTOMER COUNT	TOTAL SALES	AVERAGE SALE
10:00	11:00	1	39.95	39.95
11:00	12:00	2	759.98	379.99
HOURLY SALES				
TOTAL SALES		799.93		
TOTAL CUSTOMERS		3		
AVERAGE SALE		266.64		

Daily Productivity Report		6/9/2011	
ARS Business Solutions, LLC			
		Page 2	
CLERK SALES			
CLERK	CUSTOMER COUNT	TOTAL SALES	
Two, Clerk	3	799.93	

47.6.5 Sales Info Report



Sales Info Report		6/9/2011	6/9/2011 11:27:50 AM
ARS Business Solutions, LLC			Page 1
CUSTOMER COUNT: 3			
TYPE	COUNT	AMOUNT	
Reg. 1		799.93	

47.6.6 Sales Info Transaction Report



Sales Info Transaction Report		6/9/2011		6/9/2011 11:27:50 AM							
ARS Business Solutions, LLC				Page 1							
Posted	Type Media	Tran # Amount	Invoice #	Reg #	Comment	Total Goods	Taxamt1	Taxamt2	Taxamt3	Change	TaxEx Desc
6/9/2011 10:53:03 AM	SALE CASH	87 39.95	0	1		39.95	0.00	0.00	0.00	0.00	
6/9/2011 11:04:20 AM	SALE A/R CHARGE	88 379.99	1005	1		379.99	0.00	0.00	0.00	0.00	
6/9/2011 11:18:10 AM	PAID-OUT	89 0.00	0	1	rugs	0.00	0.00	0.00	0.00	0.00	
6/9/2011 11:20:18 AM	SALE CASH	90 379.99	0	1		379.99	0.00	0.00	0.00	0.00	
Total 4		799.93				799.93	0.00	0.00	0.00	0.00	

47.6.7 Sales Item Report



Sales Item Report		6/9/2011		6/9/2011 11:31:26 AM									
ARS Business Solutions, LLC				Page 1									
Description 1 Avg Cost	Price 1	Description 2 GP % SaleQty	Ext Cost	Class Desc Ext Disc	Sales	Gross Profit	Item # GP %	Manufacturer Min Qty On Order	Size GoH	Style PID Qty	Color MID Qty	YID Qty	PY Qty
CCI .22 ammo 150GR 100 Rds. 4.00	7.99	49.9 5	20.00	Rimfire 0.00	39.95	19.95	0030 49.9	CCI 500	0	132	5	8	8
CCI .22 ammo 150GR CASE 200.00	379.99	47.4 2	400.00	Rimfire 0.00	759.98	359.98	0030C 47.4	CCI 0	0	0	2	6	7
Total 2		7.00	420.00	0.00	799.93	379.93	47.5			7.00	14.00	15.00	0.00

47.6.8 Sales Item Transaction Report



Sales Item Transaction Report										
ARS Business Solutions, LLC										
6/9/2011										
6/9/2011 11:35:33 AM										
Page 1										
Item #	Description 1			Description 2			Class	Ext Disc	Price	Net Sale
	Store #	Reg #	Tran #	Invoice #	Posted	Ship Qty				
0030	CCI .22 ammo 150GR 100 Rds.						Rimfire			
	1	1	87	0	6/9/2011 10:53:03 AM	5		0.00	7.99	39.95
						5.00				39.95
0030C	CCI .22 ammo 150GR CASE						Rimfire			
	1	1	88	1005	6/9/2011 11:04:20 AM	1		0.00	379.99	379.99
	1	1	90	0	6/9/2011 11:20:18 AM	1		0.00	379.99	379.99
						2.00				759.98
						7.00				799.93
						7.00				799.93
Total 3										

47.6.9 Sales Markdown Report



Sales Markdown Report								
ARS Business Solutions, LLC								
6/9/2011								
6/9/2011 11:39:24 AM								
Page 1								
Item #	Description 1	Manufacturer	Price 1	Quantity	Ext Cost	Ext Disc	Sales	
0030	CCI .22 ammo 150GR 100 Rds.	CCI	7.99	5	0.00	0.00	39.95	
0030C	CCI .22 ammo 150GR CASE	CCI	379.99	2	0.00	0.00	759.98	
Total 2						0.00	0.00	799.93

47.6.10 Sales Serial Report



Sales Serial Report									
ARS Business Solutions, LLC									
6/9/2011									
6/9/2011 11:44:44 AM									
Page 1									
Serial #	Item #	Manufacturer	Name	Sold Date	Trans Date	Status	Unit Cost	Price	
Log #	NICs	Vendor	City, State Zip		RecvDate	RecvInv #	GP %		
754321		WAP22001	Walther P22	6/9/2011	//	NEW	203.10	309.99	
1018	1234532	2	Busy Town, MN 54554		11/22/2010	1		34.5	
743219		WAP22001	Walther P22	6/9/2011		NEW	203.10	309.99	
1019	d929832	2	Hometown, MN 98783		11/22/2010	1		34.5	
Total 2							406.20	619.98	

47.6.11 Split Quantity Sales Report



Split Quantity Report							
ARS Business Solutions, LLC							
							6/9/2011 11:49:27 AM
							Page 1
Group	Qty	Item #	Description 1	Price 1	Disc Amt	Disc %	Disc Price
candy	6	12345	12345 Hershey Chocolate Bar	0.00	0.40	0.00	0.0000
Total 1							

47.7 Department / Class



To access each of the following reports, go to **Reports**; select **Department / Class**.

My Saved Reports
All Saved Reports
Custom Reports
Archived Reports
Daily
Address / Mail List
Accounts Receivable
Clerk
Department / Class
Vendor / Xref / Mfg
Item
Serial
Gift
Layaway
Purchasing
Order Entry
Tax
GL
Event Logs
Signs
Bin Location
Security
POS Adjustments
Commission
Print Labels
Print Invoices

Choose the report from the list.

- Class
- Class Bar Chart
- Class History
- Class Sales
- Class Turnover
- Department Bar Chart
- Department Forecast
- Department Profit Pie Chart
- Open to Buy

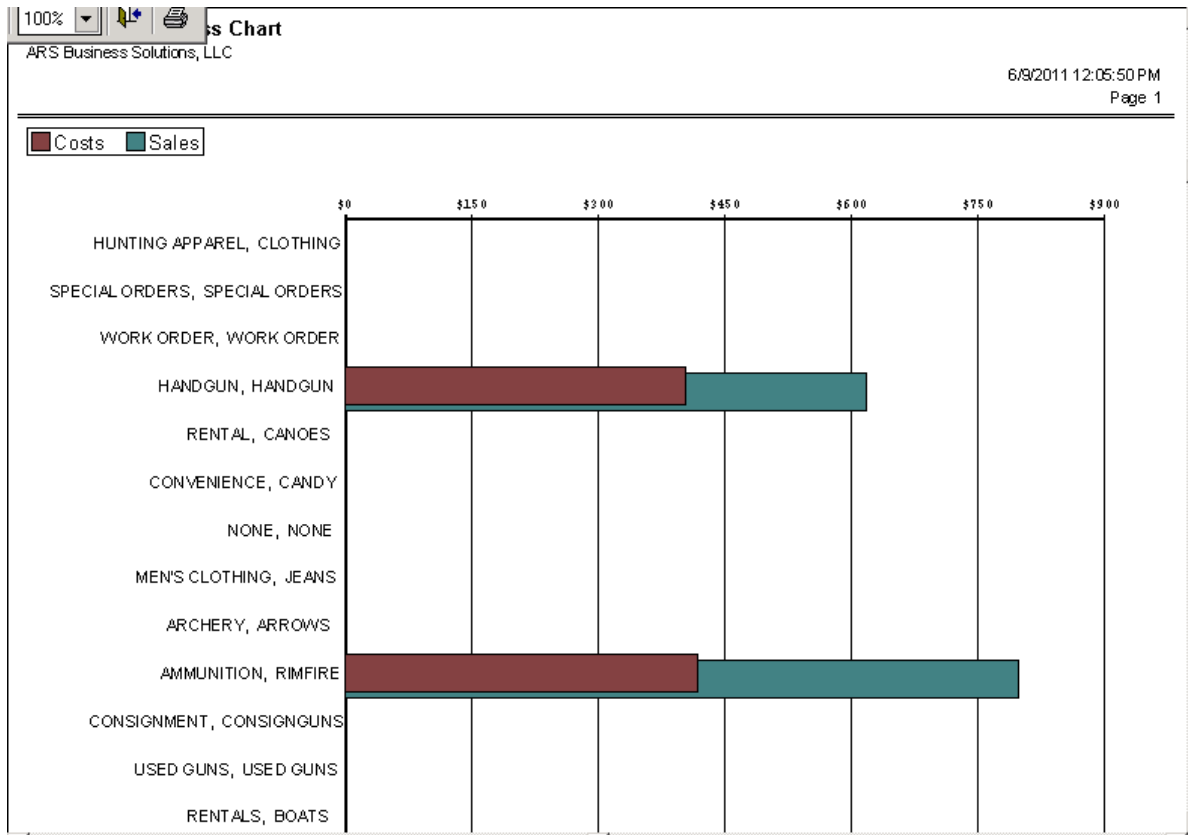
47.7.1 Class Report



Class Report																
ARS Business Solutions, LLC																
6/9/2011 11:59:36 AM Page 1																
Class Desc	QoH Value	Ptd Cost	Dept Desc	Ptd Sales	Ptd Pur \$	MKD Cost	First Date	Last Date	MKD Sales	MKD Pur \$	YTD Cost	YTD Sales	YTD Pur \$	GL Sales	GL COGS	GL Purc
														PY Cost	PY Sale	PY Pur \$
Clothing	0.00	0.00	Hunting Apparel	0.00	0.00	0.00	7/12/2010	7/12/2010	0.00	0.00	0.00	975.84	15.54	0.00	0.00	0.00
Special Orders	0.00	0.00	Special Orders	0.00	0.00	0.00	8/31/2010	8/31/2010	0.00	0.00	0.00	325.00	0.00	0.00	0.00	0.00
Work Order	0.00	0.00	Work Order	0.00	0.00	0.00	9/7/2010	9/7/2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Handgun	5202.35	406.20	Handgun	619.98	0.00	406.20	9/8/2010	1/28/2011	619.98	812.40	2165.49	3019.94	6542.84	0.00	0.00	0.00
Canoes	0.00	0.00	Rental	0.00	0.00	0.00	9/18/2010	9/18/2010	0.00	0.00	0.00	523.00	0.00	0.00	0.00	0.00
Candy	6.12	2.04	Convenience	1.50	0.00	2.04	11/22/2010	11/22/2010	1.50	8.16	2.04	1.50	8.16	0.00	0.00	0.00
None	0.00	0.00	None	0.00	0.00	0.00	1/13/2011	1/13/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jeans	0.00	0.00	Men's Clothing	0.00	0.00	0.00	1/31/2011	1/31/2011	0.00	127.71	0.00	127.71	0.00	0.00	0.00	0.00
Arrows	45.00	0.00	Archery	0.00	0.00	0.00	2/4/2011	2/4/2011	0.00	0.00	0.00	0.00	45.00	0.00	0.00	0.00
Rimfire	528.00	420.00	Ammunition	799.93	0.00	1232.00	2/7/2011	2/7/2011	2343.86	0.00	1472.00	2799.83	2000.00	0.00	0.00	0.00
Consign Guns	0.00	0.00	Consignment	0.00	0.00	150.00	2/25/2011	2/25/2011	210.00	150.00	150.00	210.00	150.00	0.00	0.00	0.00
Used Guns	685.00	0.00	Used Guns	0.00	0.00	280.00	3/9/2011	3/9/2011	0.00	280.00	280.00	0.00	280.00	0.00	0.00	0.00
Boats	0.00	0.00	Rentals	0.00	0.00	0.00	3/20/2011	3/20/2011	60.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00
	685.00	0.00		0.00	0.00	280.00			0.00	280.00	280.00	0.00	280.00	0.00	0.00	0.00
Boats	0.00	0.00	Rentals	0.00	0.00	0.00	3/20/2011	3/20/2011	60.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00
Life Jackets	0.00	0.00	Rentals	0.00	0.00	0.00	3/20/2011	3/20/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 14	6466.47	828.24		1421.41	0.00	2070.24			3811.05	1250.56	4069.53	8042.82	9041.54	0.00	0.00	0.00

47.7.2 Class Bar Chart





47.7.3 Class History Report



Class History Report		ARS Business Solutions, LLC												6/9/2011 12:19:46 PM		
		Page 1														
Class Desc		January	February	March	April	May	June	July	August	September	October	November	December	12 Month/year to Date		
Clothing																
PY Sale	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00		
Sales	0.0000	975.8400	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	975.84	975.8400	
Costs	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.0000	
Markdowns	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.0000	
End-of-Month	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	
GP %	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0	
Special Orders																
PY Sale	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00		
Sales	0.0000	325.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	325.00	325.0000	
Costs	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.0000	
Markdowns	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.0000	
End-of-Month	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	
GP %	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0	
Work Order																
PY Sale	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00		
Sales	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.0000	
Costs	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.0000	
Markdowns	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.0000	
End-of-Month	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	
GP %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Handgun																
PY Sale	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00		
Sales	0.0000	2399.9600	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	2399.96	3019.9400	
Costs	0.0000	1759.2900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1759.29	2165.4900	
Markdowns	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.0000	
End-of-Month	0.00	4796.15	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	
GP %	0.0	26.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	26.7	28.3	
Canoes																
PY Sale	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00		
Sales	0.0000	76.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	76.00	76.0000	

Class History Report
ARS Business Solutions, LLC

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Class Desc	January	February	March	April	May	June	July	August	September	October	November	December	12 Month Year to Date
Total 14													
PY Sale	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00
Sales	0.0000	4231.7700	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	4231.77 8042.8200
Costs	0.0000	1999.2900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1999.29 4069.5300
Markdowns	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00 5.6500
End-of-Month GP %	0.0	6601.15 52.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	52.8 49.4

47.7.4 Class Sales Report



Class Sales Report
ARS Business Solutions, LLC

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Class Desc	Dept Desc			MID Qty MID Mkdn	MID Cost MID Sales	MID Profit MID GP%	YTD Qty YTD Mkdn	YTD Cost YTD Sales	YTD Profit YTD GP%	PY Qty PY Mkdn	PY Cost PY Sale	PY Profit PY GP%
	PID Qty PID Mkdn	PID Cost PID Sales	PID Profit PID GP%									
Clothing	Hunting Apparel											
	0	0.00	0.00	0	0.00	0.00	19	0.00	975.84	0	0.00	0.00
	0.00	0.00	0.0	0.00	0.00	0.0	0.00	975.84	100.0	0.00	0.00	0.0
Special Orders	Special Orders											
	0	0.00	0.00	0	0.00	0.00	2	0.00	325.00	0	0.00	0.00
	0.00	0.00	0.0	0.00	0.00	0.0	0.00	325.00	100.0	0.00	0.00	0.0
Work Order	Work Order											
	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00
	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0
Handgun	Handgun											
	2	406.20	213.78	2	406.20	213.78	8	2165.49	854.45	0	0.00	0.00
	0.00	619.98	34.5	0.00	619.98	34.5	0.00	3019.94	28.3	0.00	0.00	0.0
Canoes	Rental											
	0	0.00	0.00	1	0.00	448.00	4	0.00	523.00	0	0.00	0.00
	0.00	0.00	0.0	2.00	448.00	100.0	2.00	523.00	100.0	0.00	0.00	0.0
Candy	Convenience											
	6	2.04	-0.54	6	2.04	-0.54	6	2.04	-0.54	0	0.00	0.00
	2.40	1.50	-36.0	2.40	1.50	-36.0	2.40	1.50	-36.0	0.00	0.00	0.0
None	None											
	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00
	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0
Jeans	Men's Clothing											
	0	0.00	0.00	5	0.00	127.71	5	0.00	127.71	0	0.00	0.00

Class Sales Report
ARS Business Solutions, LLC

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Class Desc	Dept Desc			MID Qty MID Mkdn	MID Cost MID Sales	MID Profit MID GP%	YTD Qty YTD Mkdn	YTD Cost YTD Sales	YTD Profit YTD GP%	PY Qty PY Mkdn	PY Cost PY Sale	PY Profit PY GP%
	PID Qty PID Mkdn	PID Cost PID Sales	PID Profit PID GP%									
Total 14	15.00	828.24	593.17	30.00	2870.24	1740.81	63.00	4069.53	3973.29	0.00	0.00	0.00
	2.40	1421.41	41.7	5.65	3811.05	45.7	5.65	8042.82	49.4	0.00	0.00	0.0

47.7.5 Class Turnover Report

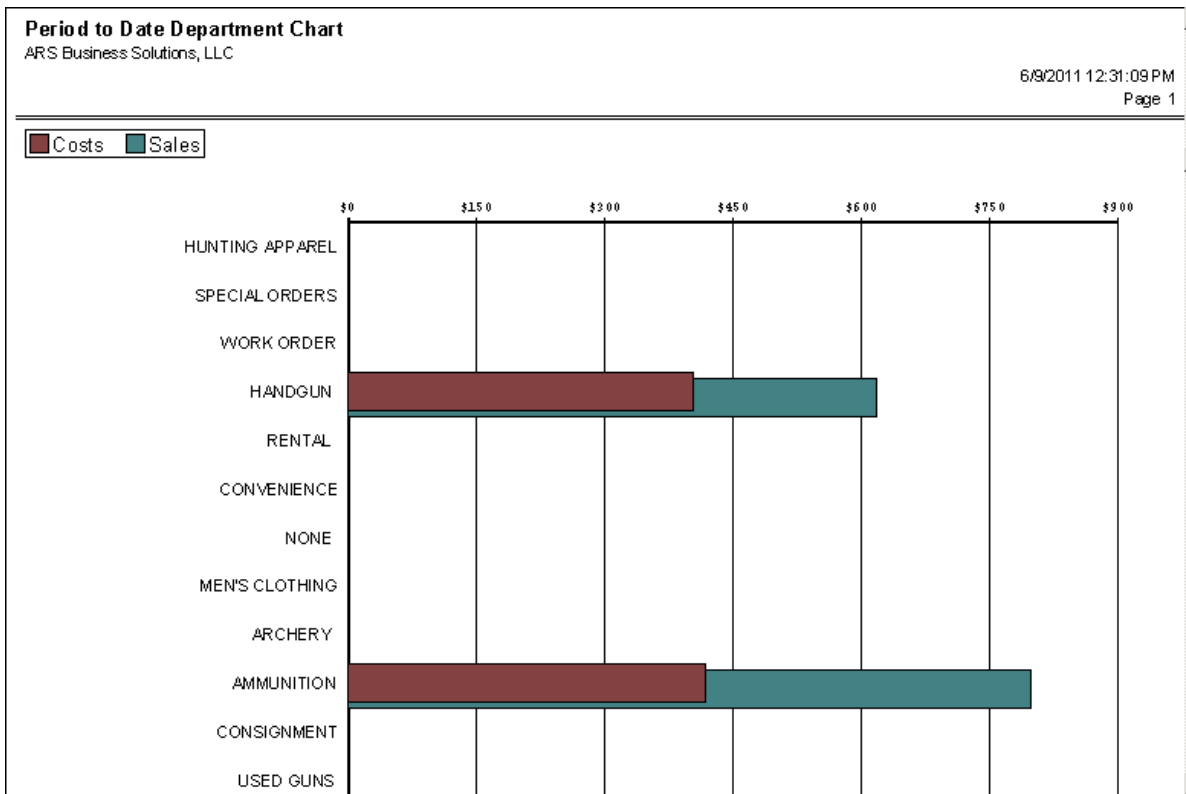


Class Turnover Report
ARS Business Solutions, LLC

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Dept	Class	Avg. \$oH	Annual Costs	Turnover Rate
Hunting Apparel	Clothing	0.00	0.00	0.0
Special Orders	Special Orders	0.00	0.00	0.0
Work Order	Work Order	0.00	0.00	0.0
Handgun	Handgun	399.68	1759.29	4.4
Rental	Canoes	0.00	0.00	0.0
Convenience	Candy	0.00	0.00	0.0
None	None	0.00	0.00	0.0
Men's Clothing	Jeans	0.00	0.00	0.0
Archery	Arrows	3.75	0.00	0.0
Ammunition	Rimfire	146.67	240.00	1.6
Consignment	ConsignGuns	0.00	0.00	0.0
Used Guns	Used Guns	0.00	0.00	0.0
Rentals	Boats	0.00	0.00	0.0
Rentals	Life Jackets	0.00	0.00	0.0
Total 14				

47.7.6 Department Bar Chart



47.7.7 Department Forecast Report

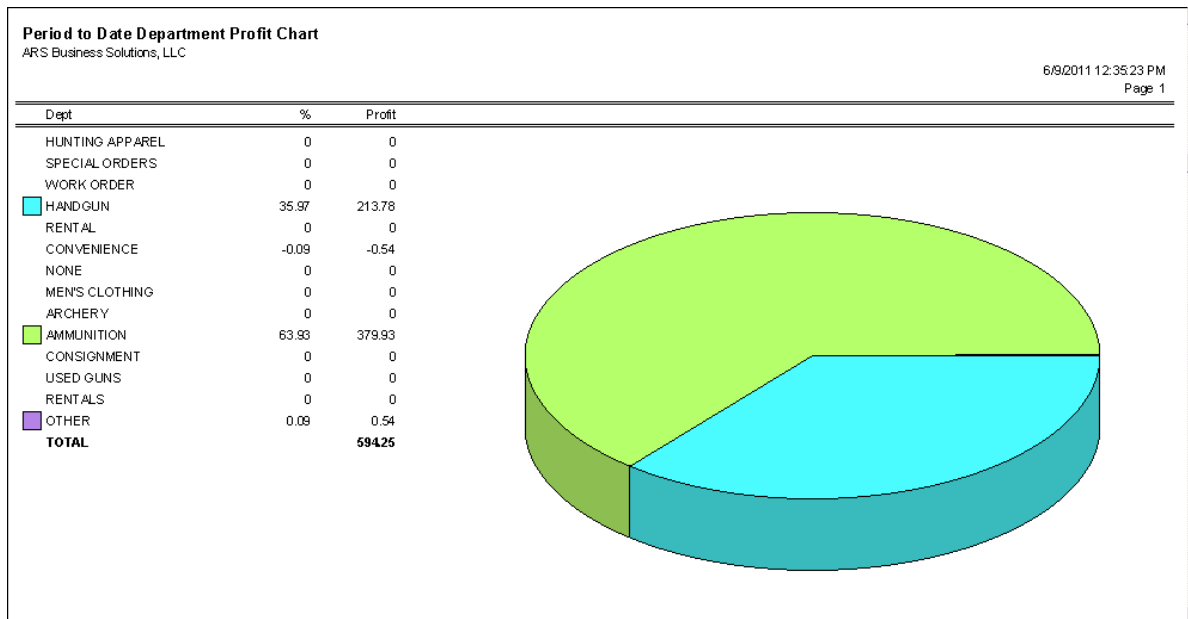


Department Forecast
ARS Business Solutions, LLC

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Page 1

Dept Desc	Current MTD	January	February	March	April	May	June	July	August	September	October	November	December
Ammunition													
Sales:	2343.86	0.00	455.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forecast:	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
Percent:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Archery													
Sales:	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
Forecast:	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
Percent:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Consignment													
Sales:	210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forecast:	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
Percent:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Convenience													
Sales:	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forecast:	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
Percent:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Handgun													
Sales:	619.98	0.00	2399.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forecast:	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
Percent:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hunting Apparel													
Sales:	0.00	0.00	975.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

47.7.8 Department Profit Pie Chart



47.7.9 Open to Buy Report

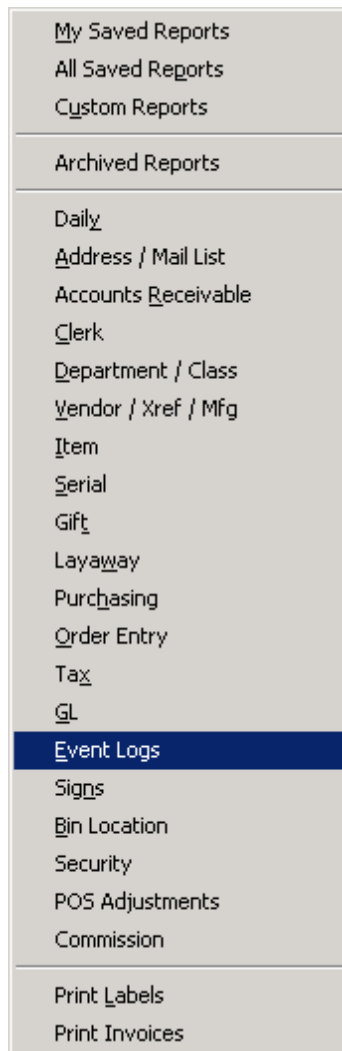


Open To Buy Report		6/9/2011 12:37:57 PM													
ARS Business Solutions, LLC		Page 1													
Class Desc		January	January	February	March	April	May	June	July	August	September	October	November	December	12 Month
Clothing	Edge: T	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Open PO	0.0000	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
	Balance:	0.0000	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
Special Orders	Edge: T	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
	Open PO	0.0000	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
	Balance:	0.0000	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
Work Order	Edge: T	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
	Open PO	0.0000	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
	Balance:	0.0000	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
Handgun	Edge: T	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
	Open PO	812.4000	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
	Balance:	-812.4000	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
Canoes	Edge: T	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
	Open PO	0.0000	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Balance:	0.0000	0.00	-800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-800.00
Candy	Edge: T	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
	Open PO	8.1800	0.00	4.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.08
	Balance:	-8.1800	0.00	-4.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4.08
None	Edge: T	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
	Open PO	0.0000	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
	Balance:	0.0000	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
Jeans	Edge: T	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
	Open PO	0.0000	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
	Balance:	0.0000	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
Arrows	Edge: T	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
	Open PO	0.0000	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
	Balance:	0.0000	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
Rimfire	Edge: T	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
	Open PO	0.0000	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
	Balance:	0.0000	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
ConsignGuns	Edge: T	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
	Open PO	190.0000	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
	Balance:	-190.0000	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
Used Guns	Edge: T	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
	Open PO	290.0000	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
	Balance:	-290.0000	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
Boats	Edge: T	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
	Open PO	0.0000	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
	Balance:	0.0000	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
Life Jackets	Edge: T	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
	Open PO	0.0000	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
	Balance:	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 14															
	Budget:	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
	Open PO Amount:	1250.5600	0.00	604.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	604.08
	Balance:	-1250.5600	0.00	-604.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-604.08

47.8 Event Logs



To access each of the following reports, go to **Reports**; select **Event Logs**.



Choose the report from the list.

- Audit
- Audit Item
- Event Log

47.8.1 Audit Report



Audit Report
ARS Business Solutions, LLC

6/9/2011 12:44:39 PM
Page 1

DATE / TIME	USER	FIELD	PKEY	CONTROL	TYP	PREV VALUE	NEW VALUE
7/12/2010 3:55:15 P M	SUPERUSER	class.desc	1	frmclassedit.pgfentry.page1.txtdesc	C		Clothing
7/12/2010 3:57:32 P M	SUPERUSER	clerk.pin	1	frmclerkedit.pgfentry.page1.btpin	C		222
7/12/2010 3:58:05 P M	SUPERUSER	address.lname	1	frmaddressedit.pgfentry.page1.txtlname	C		Clerk
7/12/2010 3:58:08 P M	SUPERUSER	address.fname	1	frmaddressedit.pgfentry.page1.txtfname	C		Second
7/12/2010 3:58:11 P M	SUPERUSER	address.mname	1	frmaddressedit.pgfentry.page1.txtmname	C		
7/12/2010 3:58:18 P M	SUPERUSER	address.fname	1	frmaddressedit.pgfentry.page1.txtfname	C	Second	Clerk
7/12/2010 3:58:20 P M	SUPERUSER	address.lname	1	frmaddressedit.pgfentry.page1.txtlname	C	Clerk	Two
7/12/2010 3:58:22 P M	SUPERUSER	address.fname	1	frmaddressedit.pgfentry.page1.txtfname	C	Clerk	Clerk
8/2/2010 8:34:59 A M	SUPERUSER	MAIL	2			RECORD_DEL	RECORD_DEL
						ETED	ETED
8/17/2010 8:02:16 P M	SUPERUSER	SODTL	2			RECORD_DEL	RECORD_DEL
						ETED	ETED
8/17/2010 8:02:19 P M	SUPERUSER	SODTL	3			RECORD_DEL	RECORD_DEL
						ETED	ETED
8/17/2010 8:02:21 P M	SUPERUSER	SODTL	5			RECORD_DEL	RECORD_DEL
						ETED	ETED
8/31/2010 7:30:37 A M	SUPERUSER	WTRANLOG	22			RECORD_DEL	RECORD_DEL
						ETED	ETED
8/31/2010 7:30:40 A M	SUPERUSER	WTRANLOG	23			RECORD_DEL	RECORD_DEL
						ETED	ETED
8/31/2010 7:32:14 A M	SUPERUSER	ar.arno	3	frmmercuseedit.pgfentry.page1.txtarno	C	4	100
8/31/2010 7:32:25 A M	SUPERUSER	address.lname	6	frmaddressedit.pgfentry.page1.txtlname	C		Special Order Deposit

47.8.2 Audit Item Report



Audit Item Report
ARS Business Solutions, LLC

6/9/2011 12:56:53 PM
Page 1

DATE / TIME	USER	FIELD	ITEMCODE	DESCRIPTION 1	TYP	PREV VALUE	NEW VALUE
9/8/2010 9:21:27 A M	SUPERUSER	item.price1	8	ABC Gun	N	0	355
9/18/2010 4:16:55 P M	SUPERUSER	item.price1		Canoe	N	0	25
11/22/2010 11:47:53 A M	SUPERUSER	item.price1	163810	Smith & Wesson J-Frame	N	0	429.9900
11/22/2010 11:49:41 A M	SUPERUSER	item.price1	PI1950203	Glock 19	N	0	519.9900
11/22/2010 11:50:49 A M	SUPERUSER	item.price1	WVAP22001	Walther P22	N	0	309.9900
11/22/2010 8:51:03 P M	SUPERUSER	item.price1			N	0	0.9900
11/22/2010 8:51:13 P M	SUPERUSER	item.price2			N	0	0.8500
11/22/2010 8:51:26 P M	SUPERUSER	item.price3			N	0	0.5000
11/30/2010 8:15:05 A M	SUPERUSER	item.price1	12345	12345 Hershey Chocolate Bar	N	0	0.4000
11/30/2010 10:01:00 A M	SUPERUSER	item.commission1	2345	12345 Hershey Chocolate Bar	N	0	5
		1					
11/30/2010 10:01:02 A M	SUPERUSER	item.commission1	2345	12345 Hershey Chocolate Bar	N	0	4
		2					
11/30/2010 10:01:03 A M	SUPERUSER	item.commission1	2345	12345 Hershey Chocolate Bar	N	0	3
		3					
11/30/2010 10:01:05 A M	SUPERUSER	item.commission1	2345	12345 Hershey Chocolate Bar	N	0	2
		4					
11/30/2010 10:01:07 A M	SUPERUSER	item.commission1	2345	12345 Hershey Chocolate Bar	N	0	1
		5					

47.8.3 Event Log Report

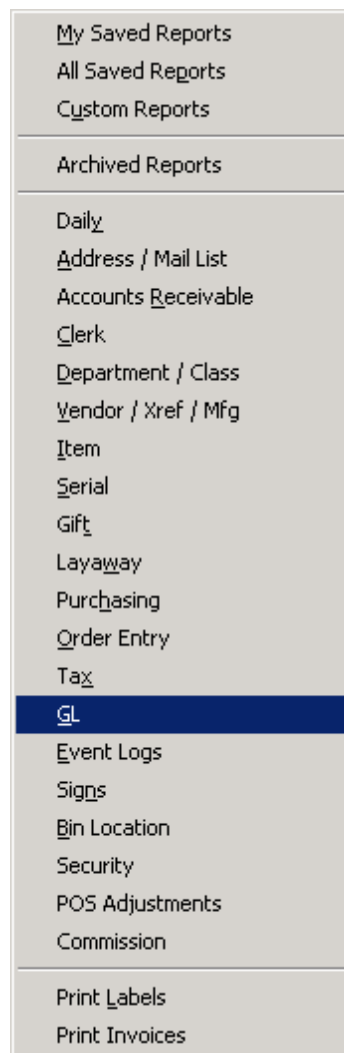


Event Log Report				
ARS Business Solutions, LLC				
				6/9/2011 12:59:35 PM
				Page 1
DATE / TIME	USER	NAME	STATUS	MESSAGE
7/12/2010 3:59:50 PM		FOM	STARTED	
7/12/2010 4:52:47 PM		FOM	STOPPED	
8/2/2010 8:22:36 AM		FOM	STARTED	
7/26/2010 2:15:15 PM	REG 1	ERROR		Index does not match the table. Delete the index file and re-create the index.
8/11/2010 2:52:31 PM		FOM	STOPPED	
8/11/2010 2:54:29 PM		FOM	STARTED	
8/17/2010 6:44:23 AM		FOM	STARTED	
8/17/2010 8:07:14 PM	SUPERUSER	Update Sales Order	DONE	SO# 1
8/31/2010 6:09:39 AM		IMS5.TRANSACTION	FAILED	An error occurred processing transactions.
8/31/2010 6:53:12 AM		IMS5.TRANSACTION	FAILED	An error occurred processing transactions.
8/31/2010 7:30:37 AM	SUPERUSER	EVENTLOG	Started	Pending transaction resubmitted.
8/31/2010 7:30:38 AM		IMS5.TRANSACTION	FAILED	An error occurred processing transactions.
8/31/2010 7:30:40 AM	SUPERUSER	EVENTLOG	Started	Pending transaction resubmitted.
8/31/2010 7:30:41 AM		IMS5.TRANSACTION	FAILED	An error occurred processing transactions.
8/31/2010 7:35:49 AM	SUPERUSER	EVENTLOG	Started	Pending transaction resubmitted.

47.9 GL Reports



To access each of the following reports, go to **Reports**; select **GL**.



Choose the report from the list.

- GL
- GL Accounts
- GL Asset
- GL Detail
- GL Post Setup Check

47.9.1 GL Report



GL Report		ARS Business Solutions, LLC			
		6/9/2011 1:09:31 PM			
		Page 1			
GL Acct # / GL Desc Group	Type	Period to Date	Month to Date	Year to Date	Previous Year
100 / General		1381.46	1356.46	1446.46	0.00
120 / Firearm Inventory		-406.20	-556.20	-861.26	0.00
600 / Discounts		0.00	0.00	0.00	0.00
700 / Freight		0.00	0.00	0.00	0.00
400 / Sales		0.00	0.00	0.00	0.00
Total 5		975.26	800.26	585.20	0.00

47.9.2 GL Accounts Report



GL Accounts Report		ARS Business Solutions, LLC		
		6/9/2011 1:11:19 PM		
		Page 1		
GL Acct # / GL Desc	Class	Group	Type	
100 / General	ASSET			
120 / Firearm Inventory	ASSET			
600 / Discounts	EXPENSE			
700 / Freight	EXPENSE			
400 / Sales	INCOME			
Total 5				

47.9.3 GL Asset Report



GL Asset Report		ARS Business Solutions, LLC	
		6/9/2011 1:13:32 PM	
GL Acct # / GL Desc	Total		
100 / General	0.00		
100 / General	-24.42		
100 / General	565.49		
100 / General	22.99		
120 / Firearm Inventory	5202.35		
400 / Sales	-81.52		

47.9.4 GL Detail Report



GL Acct # / GL Desc Group		Store #	Date	Total	Period to Date	Month to Date	Year to Date	Previous Year
100 / General			6/9/2011	1381.46	1381.46	1356.46	1446.46	0.00
120 / Firearm Inventory			6/9/2011	-406.20	-406.20	-556.20	-861.26	0.00
Total 2				975.26				

47.9.5 GL Post Setup Check Report

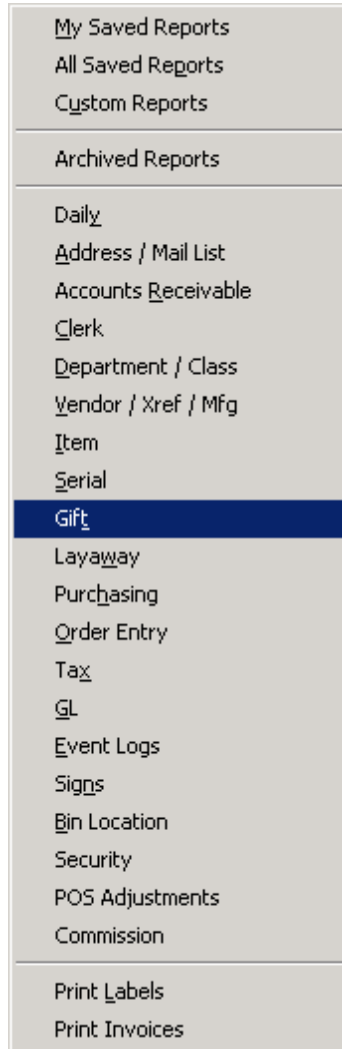


Error	
File>Properties>GL: GL account set for Gift Certs is not of GL Class LIABILITY	
File>Properties>GL: GL account set for Fd Stmp is not of GL Class ASSET	
File>Properties>Tender: GL account set for Gift Certs is not of GL Class LIABILITY	
File>Properties>Tender: GL account set for Foreign is not of GL Class ASSET	
File>Properties>Tender: GL account set for Paid Out is not of GL Class ASSET	
Data>Class: (Class = Clothing) No GL account set for GL Sales	
Data>Class: (Class = Clothing) No GL account set for GL COGS	
Data>Class: (Class = Clothing) No GL account set for GL Inventory	
Data>Class: (Class = Special Orders) No GL account set for GL Sales	
Data>Class: (Class = Special Orders) No GL account set for GL COGS	
Data>Class: (Class = Work Order) No GL account set for GL Sales	
Data>Class: (Class = Work Order) No GL account set for GL COGS	
Data>Class: (Class = Work Order) No GL account set for GL Inventory	
Data>Class: (Class = Handgun) No GL account set for GL Sales	
Data>Class: (Class = Handgun) No GL account set for GL COGS	
Data>Class: (Class = Canoes) No GL account set for GL Sales	
Data>Class: (Class = Canoes) No GL account set for GL COGS	
Data>Class: (Class = Canoes) No GL account set for GL Inventory	
Data>Class: (Class = Candy) No GL account set for GL Sales	
Data>Class: (Class = Candy) No GL account set for GL COGS	
Data>Class: (Class = Candy) No GL account set for GL Inventory	
Data>Class: (Class = None) No GL account set for GL Sales	
Data>Class: (Class = None) No GL account set for GL COGS	
Data>Class: (Class = None) No GL account set for GL Inventory	

47.10 Gift Reports



To access each of the following reports, go to **Reports**; select **Gift**.



Choose the report from the list.

- Gift
- Gift Certificate Redeemed
- Gift Certificate Sold

47.10.1 Gift Report



Gift Report
ARS Business Solutions, LLC

6/15/2011 12:26:10 PM
Page 1

Gift #	Name Phone #	Gift Card	Active	Pay Date Pay Amount	Chrg Date Chrg Amount	Amount	Balance
64875	Lane, Lisa	<input type="checkbox"/>	<input type="checkbox"/>	8/17/2010 22.50	// 0.00	-22.50	-22.50
542654	John, Doe	<input type="checkbox"/>	<input type="checkbox"/>	4/22/2011 -50.00	4/22/2011 7.99	0.00	-42.01
6	John, Johnson	<input type="checkbox"/>	<input type="checkbox"/>	4/22/2011 0.00	4/22/2011 7.99	0.00	-17.01
Total 3							-81.52

47.10.2 Gift Certificate Redeemed Report



Gift Certificate Redeemed Report
ARS Business Solutions, LLC

6/15/2011 12:31:00 PM
Page 1

Gift #	Store #	Reg #	Clerk #	Tran #	Posted	Amount
64875		1	2	94	6/15/2011 12:29:26 PM	22.50
Total 1						22.50

47.10.3 Gift Certificate Sold Report



Gift Certificate Sold Report
ARS Business Solutions, LLC

6/15/2011 12:54:38 PM
Page 1

Gift #	Store #	Reg #	Clerk #	Tran #	Posted	Amount
9568458		1	2	95	6/15/2011 12:52:35 PM	-75.00
45856625		1	2	96	6/15/2011 12:53:39 PM	-50.00
Total 2						-125.00

47.11 Item Reports



To access each of the following reports, go to **Reports**; select **Item**.

<u>M</u> y Saved Reports	
All Saved Reports	
<u>C</u> ustom Reports	
<hr/>	
Archived Reports	
<hr/>	
D <u>a</u> ily	
<u>A</u> ddress / Mail List	
Account <u>s</u> Receivable	
<u>C</u> lerk	
<u>D</u> epartment / Class	
<u>V</u> endor / Xref / Mfg	
I tem	
<u>S</u> erial	
Gift	
Lay <u>a</u> way	
Purch <u>a</u> sing	
<u>O</u> rd <u>e</u> r Entry	
T <u>a</u> x	
<u>G</u> L	
<u>E</u> vent Logs	
Sign <u>s</u>	
<u>B</u> in Location	
Security	
POS Adjustments	
Commission	
<hr/>	
Print <u>L</u> abels	
Print Invoices	

Choose the report from the list.

- Item 12 Month Sales
- Item ARS Web Store (There is currently no report to view.)
- Item Catalog
- Item Catalog Thumbnails
- Item Count Worksheet
- Item Kit
- Item Markdown
- Item MtD
- Item PtD

- Item PY
- Item Reorder
- Item to Item Received
- Item Variance
- Item YtD
- Physical Count History
- Promotions (Active)
- Promotions (Inactive)
- Quantity on Hand
- Sales Analysis
- Sales Matrix
- Split Quantity

47.11.1 Item 12 Month Sales Report



ARS Business Solutions, LLC														6/15/2011 1:10:38 PM	
														Page 1	
Item#	Description 1	Description 2				Cross Ref #				Price1	Avg Cost	QoH On Order	Kit Qty	Pkg. YTD	
		January	February	March	April	May	June	July	August						September
2	Test item									0.00	2.22	-11	0	0	0
	Quantity	0.00	18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	18.00
	EOH Quantity	0.00	-11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cost	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
	MarkDown	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
	Sales	0.00	970.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	970.34	970.34
99	Special Order item									0.00	0.00	1	0	0	
	Quantity	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00
	EOH Quantity	0.00	-2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cost	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
	MarkDown	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
	Sales	0.00	325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00	325.00
WorkOrder	Work Order item									0.00	0.00	0	0	0	
	Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	EOH Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cost	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
	MarkDown	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
	Sales	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
8	ABC Gun									355.00	275.00	1	0	0	
	Quantity	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00
	EOH Quantity	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cost	0.00	880.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	880.00	880.00
	MarkDown	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
	Sales	0.00	710.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	710.00	710.00

	Costs	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
	Markdowns	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
	Sales	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
Life.Jkt	Life Jacket - Adult														
	Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	EOI Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Costs	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
	Markdowns	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
	Sales	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
Life.JktC	Life Jacket - Child														
	Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	EOI Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Costs	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
	Markdowns	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
	Sales	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
Kayak2R	Two-Person Kayak Rental														
	Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
	EOI Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Costs	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
	Markdowns	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
	Sales	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	60.00
Total 27															
	Quantity	0.00	32.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00	63.00
	EOI Quantity	0.00	484.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PY Quantity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Costs	0.00	1999.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1999.29	4069.5300
	Markdowns	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	5.65
	Sales	0.00	4226.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4226.27	8067.31

47.11.2 Item Catalog Report



Item Catalog Report							
ARS Business Solutions, LLC							
							6/15/2011 1:22:17 PM
							Page 1
Item #	Description 1	Description 2	Vendor	Cross Ref #	QoH	Price	Sugg
2	Test item				-11	0.00	0.00
99	Special Order Item				1	0.00	0.00
WorkOrder	Work Order item				0	0.00	0.00
8	ABC Gun				1	355.00	0.00
Cance	Cance				-2	450.00	0.00
163810	Smith & Wesson J-Frame	Model 642			5	429.99	0.00
P11950203	Glock 19				5	519.99	0.00
WAP22001	Walther P22				7	309.99	0.00
12345	12345 Hershey Chocolate Bar				18	0.65	0.00
Test Course	Run the Test Course				0	25.00	0.00
25542658	Levi 501 34 x34				-2	0.00	0.00
6589626	Levi 501 32 x32				4	0.00	0.00
888888	Custom Arrows				12	0.00	0.00
878451	Blanks				8	0.00	0.00
01084760191	Knok				5	0.00	0.00
078802	Feather				17	0.00	0.00
0030	CCI .22 ammo 150GR 100 Rds.				132	7.99	0.00
0030B	CCI .22 ammo 150GR BRICK				0	37.99	0.00
0030B	CCI .22 ammo 150GR BRICK				0	37.99	0.00
0030C	CCI .22 ammo 150GR CASE				0	379.99	0.00
0030C	CCI .22 ammo 150GR CASE				0	379.99	0.00
ConsignmentGun	Consignment Gun				0	0.00	0.00

0030C	CCI .22 ammo 150GR CASE	0	379.99	0.00
ConsignmentGun	Consignment Gun	0	0.00	0.00
Consignment	Consignment Item	0	0.00	0.00
UsedGun	Used Gun	3	0.00	0.00
Kayak1R	One-Person Kayak Rental	0	50.00	0.00
LifeJkt	Life Jacket - Adult	0	5.00	0.00
LifeJktC	Life Jacket - Child	0	2.00	0.00
Kayak2R	Two-Person Kayak Rental	0	60.00	0.00
Total 28				

47.11.3 Item Catalog Thumbnails



Item Catalog Report		ARS Business Solutions, LLC		6/15/2011 1:25:13 PM	
				Page 1	
<i>Item #</i>	2	<i>Manufacturer</i>			
<i>Description 1</i>	Test item	<i>Style</i>	C		
<i>Description 2</i>		<i>Price 1</i>		0.00	
<i>QoH</i>	-11	<i>Sugg Retail</i>		0.00	
<i>Item #</i>	99	<i>Manufacturer</i>			
<i>Description 1</i>	Special Order Item	<i>Style</i>			
<i>Description 2</i>		<i>Price 1</i>		0.00	
<i>QoH</i>	1	<i>Sugg Retail</i>		0.00	
<i>Item #</i>	WorkOrder	<i>Manufacturer</i>			
<i>Description 1</i>	Work Order item	<i>Style</i>			
<i>Description 2</i>		<i>Price 1</i>		0.00	
<i>QoH</i>	0	<i>Sugg Retail</i>		0.00	
<i>Item #</i>	8	<i>Manufacturer</i>	ABC		
<i>Description 1</i>	ABC Gun	<i>Style</i>			
<i>Description 2</i>		<i>Price 1</i>		355.00	
<i>QoH</i>	1	<i>Sugg Retail</i>		0.00	
<i>Item #</i>	Canoe	<i>Manufacturer</i>			
<i>Description 1</i>	Canoe	<i>Style</i>			
<i>Description 2</i>		<i>Price 1</i>		450.00	
<i>QoH</i>	-2	<i>Sugg Retail</i>		0.00	

Item Catalog Report					
ARS Business Solutions, LLC					
					Page 3
<i>Item #</i>	Kayak1R	<i>Manufacturer</i>			
<i>Description 1</i>	One-Person Kayak Rental	<i>Style</i>			
<i>Description 2</i>		<i>Price 1</i>	50.00		
<i>QoH</i>	0	<i>Sugg Retail</i>	0.00		
<i>Item #</i>	LifeJkt	<i>Manufacturer</i>			
<i>Description 1</i>	Life Jacket - Adult	<i>Style</i>			
<i>Description 2</i>		<i>Price 1</i>	5.00		
<i>QoH</i>	0	<i>Sugg Retail</i>	0.00		
<i>Item #</i>	LifeJktC	<i>Manufacturer</i>			
<i>Description 1</i>	Life Jacket - Child	<i>Style</i>			
<i>Description 2</i>		<i>Price 1</i>	2.00		
<i>QoH</i>	0	<i>Sugg Retail</i>	0.00		
<i>Item #</i>	Kayak2R	<i>Manufacturer</i>			
<i>Description 1</i>	Two-Person Kayak Rental	<i>Style</i>			
<i>Description 2</i>		<i>Price 1</i>	60.00		
<i>QoH</i>	0	<i>Sugg Retail</i>	0.00		
Total 32					

47.11.4 Item Count Worksheet



Item Count Worksheet							
ARS Business Solutions, LLC							
							6/15/2011 1:27:44 PM
							Page 1
<i>Item #</i>	<i>Description 1</i>	<i>Style</i>	<i>Size</i>	<i>Color</i>	<i>Price 1</i>	<i>QoH</i>	<i>Count Qty</i>
UPC	Description 2	Class Desc		Manufacturer			
2	Test item	C			0.00	-11.00	_____
		Clothing					_____
99	Special Order Item				0.00	1.00	_____
		Special Orders					_____
WorkOrder	Work Order item				0.00	0.00	_____
		Work Order					_____
8	ABC Gun				355.00	1.00	_____
		Handgun		ABC			_____
Canoe	Canoe				450.00	-2.00	_____
		Canoes					_____
1638 10	Smith & Wesson J-Frame Model 642				429.99	5.00	_____
		Handgun		Smith			_____
PII 950203	Glock 19				519.99	5.00	_____
		Handgun		Glock			_____
WAP22001	Walther P22				309.99	7.00	_____
		Handgun		Smith			_____
12345	12345 Hershey Chocolate Bar				0.65	18.00	_____
		Candy		Hershey			_____
Test Course	Run the Test Course				25.00	0.00	_____
		None					_____

47.11.5 Item Kit Report



Kit Report								
ARS Business Solutions, LLC								
6/15/2011 1:41:07 PM								
Page 1								
Item#	Description 1	Description 2	GP %	Kit Price	Kit Qty	Avg Cost	Ext Cost	Price 1
888888	Custom Arrows							
878451	Blanks				2	0.50	1.00	0.00
01084760191	Knock				1	5.00	5.00	0.00
078802	Feather				1	0.25	0.25	0.00
Subtotal 3			37.4	9.99	4.00		6.25	0.00
Total 3								

47.11.6 Item Markdown Report



Markdown Report																					
ARS Business Solutions, LLC																					
6/15/2011 1:47:55 PM																					
Page 1																					
Description 1	Avg Cost	Price 1	Description 2	Ext Cost	P1-Disc	Class Desc	GP %	Md GP%	PID Qty	PID Mkdn	Item #	MID Qty	Manufacturer	MID Mkdn	YD Qty	Vendor	YD Mkdn	On Order	Cross Ref#	Min Qty	QoH
Test Item	2.22	0.00		0.00	0.00	Clothing	0.0	0.0	0	0.00	2	0	0.00	18	0.00	0	0	0	0	0	-11
Special Order Item	0.00	0.00		0.00	0.00	Special Orders	0.0	0.0	0	0.00	99	0	0.00	2	0.00	0	0	0	0	0	1
Work Order Item	0.00	0.00		0.00	0.00	Work Order	0.0	0.0	0	0.00	WorkOrder	0	0.00	0	0.00	0	0	0	0	0	0
ABC Gun	275.00	355.00		275.00	0.00	Handgun	22.5	22.5	0	0.00	8	0	0.00	2	0.00	0	0	0	0	0	1
Canoe	0.00	450.00		0.00	2.00	Canoes	100.0	100.0	0	0.00	Canoe	1	2.00	4	2.00	4	0	0	0	0	-2
Smith & Wesson J-Frame	305.06	429.99	Model 642	1525.30	0.00	Handgun	29.1	29.1	0	0.00	163810	0	0.00	2	0.00	0	0	0	0	0	5
Glock 19	396.07	519.99		1980.35	0.00	Handgun	23.8	23.8	0	0.00	P11960203	0	0.00	1	0.00	0	0	0	0	0	5
Walther P22	203.10	309.99		1421.70	0.00	Handgun	34.5	34.5	2	0.00	WAP22001	2	0.00	3	0.00	0	0	1	1	7	
12345 Hershey Chocolate Bar	0.34	0.65		6.12	0.00	Candy	47.7	47.7	6	2.40	12345	6	2.40	6	2.40	12	10	18			
Run the Test Course						None					Test Course										

Markdown Report																					
ARS Business Solutions, LLC																					
Page 2																					
Description 1	Avg Cost	Price 1	Description 2	Ext Cost	P1-Disc	Class Desc	GP %	Md GP%	PID Qty	PID Mkdn	Item #	MID Qty	Manufacturer	MID Mkdn	YD Qty	Vendor	YD Mkdn	On Order	Cross Ref#	Min Qty	QoH
Used Gun	228.33	0.00		685.00	0.00	Used Guns	0.0	0.0	0	0.00	UsedGun	0	0.00	0	0.00	0	0	0	0	0	3
One-Person Kayak Rental	0.00	50.00		0.00	0.00	Boats	100.0	100.0	0	0.00	Kayak1R	0	0.00	0	0.00	0	0	0	0	0	0
Life Jacket - Adult	0.00	5.00		0.00	0.00	Life Jackets	100.0	100.0	0	0.00	LifeJkt	0	0.00	0	0.00	0	0	0	0	0	0
Life Jacket - Child	0.00	2.00		0.00	0.00	Life Jackets	100.0	100.0	0	0.00	LifeJktC	0	0.00	0	0.00	0	0	0	0	0	0
Two-Person Kayak Rental	0.00	60.00		0.00	0.00	Boats	100.0	100.0	0	0.00	Kayak2R	1	0.00	1	0.00	1	0.00	0	0	0	0
Total 26				686.47	2.00				16.00	2.40		31.00	5.65	63.00	5.65						203.00

47.11.7 Item MtD Report



Month to Date Sales Report
 ARS Business Solutions, LLC

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Description 1	Avg Cost	Description 2	Price 1	QoH	Ext Cost	MtD Qty	Class Desc	MtD Cost	MtD Mkdh	Item #	MtD Sales	Style	MtD Profit	MtD GP%
Test item	2.22		0.00	-11	0.00	0	Clothing	0.00	0.00	2	0.00	C	0.00	0.0
Special Order item	0.00		0.00	1	0.00	0	Special Orders	0.00	0.00	99	0.00		0.00	0.0
Work Order item	0.00		0.00	0	0.00	0	Work Order	0.00	0.00	WorkOrder	0.00		0.00	0.0
ABC Gun	275.00		355.00	1	275.00	0	Handgun	0.00	0.00	8	0.00		0.00	0.0
Canoe	0.00		450.00	-2	0.00	1	Canoes	0.00	2.00	Canoe	448.00		448.00	100.0
Smith & Wesson J-Frame	305.06	Model 642	429.99	5	1525.30	0	Handgun	0.00	0.00	163810	0.00		0.00	0.0
Glock 19	396.07		519.99	5	1980.35	0	Handgun	0.00	0.00	P11950203	0.00		0.00	0.0
Walther P22	203.10		309.99	7	1421.70	2	Handgun	406.20	0.00	W/AP22001	619.98		213.78	34.5
12345 Hershey Chocolate Bar	0.34		0.65	18	6.12	6	Candy	2.04	2.40	12345	1.50		-0.54	-36.0
Run the Test Course							None			Test Course				
200.00	379.99	0	0.00	6	1200.00	0.00				2279.94	1079.94		47.4	
Consignment Gun	0.00		0.00	0	0.00	0	ConsignGuns	0.00	0.00	ConsignmentGun	0.00		0.00	0.0
Consignment Item	0.00		0.00	0	0.00	1	ConsignGuns	150.00	0.00	Consignment	210.00		60.00	28.6
Used Gun	228.33		0.00	3	685.00	0	Used Guns	280.00	0.00	UsedGun	0.00		-280.00	0.0
One-Person Kayak Rental	0.00		50.00	0	0.00	0	Boats	0.00	0.00	Kayak1R	0.00		0.00	0.0
Life Jacket - Adult	0.00		5.00	0	0.00	0	Life Jackets	0.00	0.00	LifeJkt	0.00		0.00	0.0
Life Jacket - Child	0.00		2.00	0	0.00	0	Life Jackets	0.00	0.00	LifeJktC	0.00		0.00	0.0
Two-Person Kayak Rental	0.00		60.00	0	0.00	1	Boats	0.00	0.00	Kayak2R	60.00		60.00	100.0
Total 26		203.00			6466.47	31.00		2070.24	5.65		3841.04		1770.80	46.10

47.11.8 Item PtD Report



Period to Date Sales Report
ARS Business Solutions, LLC

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Description 1	Avg Cost	Price 1	On Order	Description 2	GoH	Ext Cost	PID Qty	Class Desc	PID Cost	PID Mkdn	PID Sales	PID Profit	Item #	Manufacturer	Style	Size	YD Qty	PY Qty
Test Item	2.22	0.00	0	-11	0.00	0	0.00	Clothing	0.00	0.00	0.00	0.00	2		C		18	0
Special Order Item	0.00	0.00	0	1	0.00	0	0.00	Special Orders	0.00	0.00	0.00	0.00	99				2	0
Work Order Item	0.00	0.00	0	0	0.00	0	0.00	Work Order	0.00	0.00	0.00	0.00	WorkOrder				0	0
ABC Gun	275.00	355.00	0	1	275.00	0	0.00	Handgun	0.00	0.00	0.00	0.00	8	ABC			2	0
Canoe	0.00	450.00	4	-2	0.00	0	0.00	Canoes	0.00	0.00	0.00	0.00	Canoe				4	0
Smith & Wesson J-Frame	305.06	429.99	0	5	1525.30	0	0.00	Handgun	0.00	0.00	0.00	0.00	163810	Smith			2	0
Glock 19	396.07	519.99	0	5	1980.35	0	0.00	Handgun	0.00	0.00	0.00	0.00	PI1950203	Glock			1	0
Walther P22	203.10	309.99	0	7	1421.70	2	406.20	Handgun	0.00	0.00	619.98	213.78	WAP22001	Smith		34.5	2	3
12345 Hershey Chocolate Bar	0.34	0.65	12	18	6.12	6	2.04	Candy	0.00	2.40	1.50	-0.54	12345	Hershey			6	6
Run the Test Course								None					Test Course					

Period to Date Sales Report
ARS Business Solutions, LLC

Page 2

Description 1	Avg Cost	Price 1	On Order	Description 2	GoH	Ext Cost	PID Qty	Class Desc	PID Cost	PID Mkdn	PID Sales	PID Profit	Item #	Manufacturer	Style	Size	YD Qty	PY Qty
Used Gun	228.33	0.00	0	3	685.00	0	0.00	Used Guns	0.00	0.00	0.00	0.00	UsedGun				0	0
One-Person Kayak Rental	0.00	50.00	0	0	0.00	0	0.00	Boats	0.00	0.00	0.00	0.00	Kayak1R				0	0
Life Jacket - Adult	0.00	5.00	0	0	0.00	0	0.00	Life Jackets	0.00	0.00	0.00	0.00	LifeJkA				0	0
Life Jacket - Child	0.00	2.00	0	0	0.00	0	0.00	Life Jackets	0.00	0.00	0.00	0.00	LifeJkC				0	0
Two-Person Kayak Rental	0.00	60.00	0	0	0.00	0	0.00	Boats	0.00	0.00	0.00	0.00	Kayak2R				1	1
Total 26				203.00	6466.47	16.00	828.24	2.40	1451.40	623.16	0.00	376.00	42.9	31.00	63.00	0.00		

47.11.9 Item PY Report



Previous Year Sales Report
ARS Business Solutions, LLC

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Description 1	Avg Cost	Price 1	On Order	Description 2	GoH	Ext Cost	PY Qty	Class Desc	PY Cost	PY Mkdn	PY Sale	PY Profit	Item #	Manufacturer	Style	Size	YD Qty	PY Qty
Test Item	2.22	0.00	0	-11	0.00	0	0.00	Clothing	0.00	0.00	0.00	0.00	2		C		18	0
Special Order Item	0.00	0.00	0	1	0.00	0	0.00	Special Orders	0.00	0.00	0.00	0.00	99				2	0
Work Order Item	0.00	0.00	0	0	0.00	0	0.00	Work Order	0.00	0.00	0.00	0.00	WorkOrder				0	0
ABC Gun	275.00	355.00	0	1	275.00	0	0.00	Handgun	0.00	0.00	0.00	0.00	8	ABC			2	0
Canoe	0.00	450.00	4	-2	0.00	0	0.00	Canoes	0.00	0.00	0.00	0.00	Canoe				4	0
Smith & Wesson J-Frame	305.06	429.99	0	5	1525.30	0	0.00	Handgun	0.00	0.00	0.00	0.00	163810	Smith			2	0
Glock 19	396.07	519.99	0	5	1980.35	0	0.00	Handgun	0.00	0.00	0.00	0.00	PI1950203	Glock			1	0
Walther P22	203.10	309.99	0	7	1421.70	0	0.00	Handgun	0.00	0.00	0.00	0.00	WAP22001	Smith			2	3
12345 Hershey Chocolate Bar	0.34	0.65	12	18	6.12	0	0.00	Candy	0.00	0.00	0.00	0.00	12345	Hershey			6	6
Run the Test Course								None					Test Course					

Previous Year Sales Report
ARS Business Solutions, LLC

Page 2

Description 1	Avg Cost	Description 2	Price 1	On Order	QoH	Class Desc	Ext Cost	PY Qty	PY Cost	Item #	Manufacturer	PY Sale	PY Profit	PY GP%	Style	PID Qty	Size	MID Qty	YD Qty	
Used Gun	228.33		0.00	0	3	Used Guns	685.00	0	0.00	UsedGun		0.00	0.00	0.0		0		0	0	0
One-Person Kayak Rental	0.00		50.00	0	0	Boats	0.00	0	0.00	Kayak1R		0.00	0.00	0.0		0		0	0	0
Life Jacket - Adult	0.00		5.00	0	0	Life Jackets	0.00	0	0.00	LifeJkt		0.00	0.00	0.0		0		0	0	0
Life Jacket - Child	0.00		2.00	0	0	Life Jackets	0.00	0	0.00	LifeJktC		0.00	0.00	0.0		0		0	0	0
Two-Person Kayak Rental	0.00		60.00	0	0	Boats	0.00	0	0.00	Kayak2R		0.00	0.00	0.0		0		1	1	1
Total 26							203.00		6466.47	0.00		0.00	0.00	0.00		16.00		31.00		63.00

47.11.1 Item Reorder Report



Item Reorder Report
ARS Business Solutions, LLC

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Page 1

Description 1	Description 2	Item #	Cross Ref #	Ext Cost	Avg Cost	Ext L Cost	Last Cost	Ext Price	Price 1	On Order	GP %	Kit Qty	Tmfr Qty	Max Qty	Min Qty	QoH
Test item		2		0.00	2.22	0.00	2.22	0.00	0.00	0	0	0	0	0	0	-11
Canoe		Canoe		0.00	0.00	0.00	0.00	450.00	4	0	100.0	0	0	0	0	-2
Levi 501 34 x 34		25542658		0.00	0.00	0.00	0.00	0.00	1	0	0.0	0	0	0	0	-2
CCI .22 ammo 150GR 100 Rds.		0030		528.00	4.00	528.00	4.00	1054.68	7.99	0	49.9	0	0	0	500	132
Total 4				528.00		528.00		1054.68		49.9		5.00				117.00

47.11.1 Item Variance Report



Item Variance Report														
ARS Business Solutions, LLC														
6/15/2011 2:07:33 PM														
Page 1														
Description 1	Description 2			Class Desc		Item #		Vendor		Cross Ref #				
Avg Cost	Ext Cost	Price 1	Ext Price	GP %	On Order	GoH	Last Cnt	Last Vmc	Last Vmc \$	PY Vmc	PY Vmc \$	YD Vmc	YD Vmc \$	
Test Item	2.22	0.00	0.00	0.00	0.0	0	-11	//	0	0.00	0	0.00	0	0.00
Special Order Item	0.00	0.00	0.00	0.00	0.0	0	1	//	0	0.00	0	0.00	0	0.00
Work Order Item	0.00	0.00	0.00	0.00	0.0	0	0	//	0	0.00	0	0.00	0	0.00
ABC Gun	275.00	275.00	355.00	355.00	22.5	0	1	//	0	0.00	0	0.00	0	0.00
Canoe	0.00	0.00	450.00	0.00	100.0	4	-2	//	0	0.00	0	0.00	0	0.00
Smith & Wesson J-Frame	305.06	1525.30	429.99	2149.95	29.1	0	5	//	0	0.00	0	0.00	0	0.00
Glock 19	396.07	1980.35	519.99	2599.95	23.8	0	5	//	0	0.00	0	0.00	0	0.00
Walther P22	203.10	1421.70	309.99	2169.93	34.5	0	7	//	0	0.00	0	0.00	0	0.00
12345 Hershey Chocolate Bar	0.34	6.12	0.65	11.70	47.7	12	18	//	0	0.00	0	0.00	0	0.00
Run the Test Course					None			Test Course						

Item Variance Report														
ARS Business Solutions, LLC														
Page 2														
Description 1	Description 2			Class Desc		Item #		Vendor		Cross Ref #				
Avg Cost	Ext Cost	Price 1	Ext Price	GP %	On Order	GoH	Last Cnt	Last Vmc	Last Vmc \$	PY Vmc	PY Vmc \$	YD Vmc	YD Vmc \$	
Consignment Item	0.00	0.00	0.00	0.00	0.0	0	0	//	0	0.00	0	0.00	0	0.00
Used Gun	228.33	685.00	0.00	0.00	0.0	0	3	//	0	0.00	0	0.00	0	0.00
One-Person Kayak Rental	0.00	0.00	50.00	0.00	100.0	0	0	//	0	0.00	0	0.00	0	0.00
Life Jacket - Adult	0.00	0.00	5.00	0.00	100.0	0	0	//	0	0.00	0	0.00	0	0.00
Life Jacket - Child	0.00	0.00	2.00	0.00	100.0	0	0	//	0	0.00	0	0.00	0	0.00
Two-Person Kayak Rental	0.00	0.00	60.00	0.00	100.0	0	0	//	0	0.00	0	0.00	0	0.00
Total 26		6466.47		8461.09	23.6	17.00	203.00		8.00	0.00	0.00	0.00	8.00	0.00

47.11.1 Item Ytd Report



Year to Date Sales Report																
ARS Business Solutions, LLC																
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Page 1																
Description 1	Description 2			Class Desc		Item #		Manufacturer		Style		Size				
Avg Cost	Price 1	On Order	GoH	Ext Cost	YD Qty	YD Cost	YD Mkdn	YD Sales	YD Profit	YD GP%	Kit Qty	Style Pkg	PID Qty	MID Qty	PY Qty	
Test Item	2.22	0.00	0	-11	0.00	18	0.00	0.00	970.34	970.34	100.0	0	0	0	0	
Special Order Item	0.00	0.00	0	1	0.00	2	0.00	0.00	325.00	325.00	100.0	0	0	0	0	
Work Order Item	0.00	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00	0.0	0	0	0	0	
ABC Gun	275.00	355.00	0	1	275.00	2	550.00	0.00	710.00	160.00	ABC	22.5	0	0	0	
Canoe	0.00	450.00	4	-2	0.00	4	0.00	2.00	523.00	523.00	100.0	0	0	0	1	
Smith & Wesson J-Frame	305.06	429.99	0	5	1525.30	2	610.12	0.00	859.98	249.86	Smith	29.1	0	0	0	
Glock 19	396.07	519.99	0	5	1980.35	1	396.07	0.00	519.99	123.92	Glock	23.8	0	0	0	
Walther P22	203.10	309.99	0	7	1421.70	3	609.30	0.00	929.97	320.67	Smith	34.5	0	0	2	
12345 Hershey Chocolate Bar	0.34	0.65	12	18	6.12	6	2.04	2.40	1.50	-0.54	Hershey	-36.0	0	0	6	
Run the Test Course											Test Course					

Year to Date Sales Report
ARS Business Solutions, LLC

Page 2

Description 1	Avg Cost	Price 1	On Order	Description 2	GoH	Ext Cost	YTD Qty	Class Desc	YTD Cost	YTD Mkdn	YTD Sales	YTD Profit	YTD GP%	Manufacturer	Kit Qty	Style	PID Qty	Size	MD Qty	PY Qty
Used Gun	228.33	0.00	0	3		685.00	0	Used Guns	280.00	0.00	0.00	-280.00	0.0	0	0	0	0	0	0	0
One-Person Kayak Rental	0.00	50.00	0	0		0.00	0	Boats	0.00	0.00	0.00	0.00	0.0	0	0	0	0	0	0	0
Life Jacket - Adult	0.00	5.00	0	0		0.00	0	Life Jackets	0.00	0.00	0.00	0.00	0.0	0	0	0	0	0	0	0
Life Jacket - Child	0.00	2.00	0	0		0.00	0	Life Jackets	0.00	0.00	0.00	0.00	0.0	0	0	0	0	0	0	0
Two-Person Kayak Rental	0.00	60.00	0	0		0.00	1	Boats	0.00	0.00	60.00	60.00	100.0	0	0	0	0	1	0	0
Total 26				203.00		6466.47	63.00	4069.53		5.65	8067.31	3997.78	49.6	0.00	376.00	16.00	31.00	0.00		

47.11.13 Physical Count History Report



Physical Count History Report
ARS Business Solutions, LLC

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Countname	Date/Time	Item #	Description 1	Before	After
Jeans	2/14/2011 4:34:21 PM	6589626	Levi 501 32 x 32	0.00	4.00
Jeans	2/14/2011 4:34:54 PM	25542658	Levi 501 34 x 34	-2.00	2.00
Total 2					

47.11.14 Promotions (Active) Report



Active Promotion Report
ARS Business Solutions, LLC

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Item #	Description 1	Avg Cost	PPrice	Profit	Promotion	GP %	GoH	On Order	PQty	Start Date	Stop Date	PSale	PCost	PMkdn	PGP %
Canoe	Canoe	0.00	448.00	448.00	Batteries	100.0	-2	4	1	2/14/2011	2/16/2011	448.00	0.00	2.00	100.0
Total 1						100.0	-2.00		1.00	448.00		0.00		2.00	100.0

47.11.15 Promotions (Inactive) Report



Inactive Promotion Report
ARS Business Solutions, LLC

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Item #	Description 1			Promotion			Start Date		Stop Date		PMkch	PGP %
	Avg Cost	PPrice	Profit	GP %	GoH	On Order	PQty	P Sale	P Cost			
Canoe	Canoe			Batteries			2/14/2011	2/16/2011				
	0.00	448.00	448.00	100.0	-2	4	1	448.00	0.00	2.00	100.0	
Total 1				100.0	-2.00		1.00	448.00	0.00	2.00	100.0	

47.11.1 Quantity on Hand Report



Quantity on Hand Report
ARS Business Solutions, LLC

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Description 1 Description 2	Item # Cross Ref #	Ext Cost Avg Cost	Ext L Cost Last Cost	Ext Price Price 1	GP %	Kit Qty Tmr Qty	On Order Min Qty	GoH
Test item	2	0.00 2.22	0.00 2.22	0.00 0.00	0.0	0 0	0 0	-11
Special Order Item	99	0.00 0.00	0.00 0.00	0.00 0.00	0.0	0 0	0 0	1
Work Order item	WorkOrder	0.00 0.00	0.00 0.00	0.00 0.00	0.0	0 0	0 0	0
ABC Gun	8	275.00 275.00	0.00 0.00	355.00 355.00	22.5	0 0	0 0	1
Canoe	Canoe	0.00 0.00	0.00 0.00	0.00 450.00	100.0	0 0	4 0	-2
Smith & Wesson J-Frame Model 642	163810	1525.30 305.06	1525.30 305.06	2149.95 429.99	29.1	0 0	0 0	5
Glock 19	PI1950203	1980.35 396.07	1980.35 396.07	2599.95 519.99	23.8	0 0	0 0	5
Walther P22	WAP22001	1421.70 203.10	1421.70 203.10	2169.99 309.99	34.5	0 0	0 1	7
12345 Hershey Chocolate Bar	12345	6.12 0.34	6.12 0.34	11.70 0.65	47.7	0 0	12 10	18
One-Person Kayak Rental	Kayak1R	0.00 0.00	0.00 0.00	0.00 50.00	100.0	0 0	0 0	0
Life Jacket - Adult	LifeJkt	0.00 0.00	0.00 0.00	0.00 5.00	100.0	0 0	0 0	0
Life Jacket - Child	LifeJktC	0.00 0.00	0.00 0.00	0.00 2.00	100.0	0 0	0 0	0
Two-Person Kayak Rental	Kayak2R	0.00 0.00	0.00 0.00	0.00 60.00	100.0	0 0	0 0	0
Total 26		6466.47	5500.72	8461.09	23.6		17.00	203.00

*Negative GoH extended valued is zero.

47.11.1 Sales Analysis Report



Sales Analysis Report										
ARS Business Solutions, LLC										
6/16/2011 1:12:33 PM										
Page 1										
Item #	Description 1	GoH	Ext Cost	PtD Qty	PtD Sales	%	Rank	PtD Profit	%	Rank
High 80.0%										
0030C	CCI .22 ammo 150GR CASE	0	0.00	2	759.98	52.4	1	359.98	57.8	1
WAP22001	Walther P22	7	1421.70	2	619.98	42.7	2	213.78	34.3	2
Subtotal 2		7.00	1421.70		1379.96			573.76		
Low 20.0%										
0030	CCI .22 ammo 150GR 100 Rds.	132	528.00	5	39.95	2.8	3	19.95	3.2	4
25542658	Levi 501 34 x34	-2	0.00	1	29.99	2.1	4	29.99	4.8	3
12345	12345 Hershey Chocolate Bar	18	6.12	6	1.50	0.1	5	-0.54	-0.1	26
Kayak2R	Two-Person Kayak Rental	0	0.00	0	0.00	0.0	6	0.00	0.0	5
LifeJktC	Life Jacket - Child	0	0.00	0	0.00	0.0	7	0.00	0.0	6
LifeJkt	Life Jacket - Adult	0	0.00	0	0.00	0.0	8	0.00	0.0	7
Kayak1R	One-Person Kayak Rental	0	0.00	0	0.00	0.0	9	0.00	0.0	8
UsedGun	Used Gun	3	685.00	0	0.00	0.0	10	0.00	0.0	9
Consignment	Consignment Item	0	0.00	0	0.00	0.0	11	0.00	0.0	10
ConsignmentGun	Consignment Gun	0	0.00	0	0.00	0.0	12	0.00	0.0	11
0030B	CCI .22 ammo 150GR BRICK	0	0.00	0	0.00	0.0	13	0.00	0.0	12
078802	Feather	17	4.25	0	0.00	0.0	14	0.00	0.0	13
6589626	Levi 501 32 x32	4	0.00	0	0.00	0.0	18	0.00	0.0	17
Test Course	Run the Test Course	0	0.00	0	0.00	0.0	19	0.00	0.0	18
P11950203	Glock 19	5	1980.35	0	0.00	0.0	20	0.00	0.0	19
163810	Smith & Wesson J-Frame	5	1525.30	0	0.00	0.0	21	0.00	0.0	20
Cance	Cance	-2	0.00	0	0.00	0.0	22	0.00	0.0	21
8	ABC Gun	1	275.00	0	0.00	0.0	23	0.00	0.0	22
WorkOrder	Work Order item	0	0.00	0	0.00	0.0	24	0.00	0.0	23
99	Special Order Item	1	0.00	0	0.00	0.0	25	0.00	0.0	24
2	Test item	-11	0.00	0	0.00	0.0	26	0.00	0.0	25
Subtotal 24		196.00	5044.77		71.44			49.40		
Subtotal 26		203.00	6466.47		1451.40			623.16		
Total 26		203.00	6466.47		1451.40			623.16		

47.11.1 Sales Matrix Report



ARS IMS5 X

You must first select a matrix and identify the row and column properties on the Report Options page.

YTD Sales Matrix Report
ARS Business Solutions, LLC

Waist		Color →		
		Black	Blue	Gray
32	SOLD	0	0	0
	QTY ON HAND	0	4	0
	COSTS	0.00	0.00	0.00
	MARKDOWNS	0.00	0.00	0.00
	SALES	0.00	0.00	0.00
34	SOLD	6	0	0
	QTY ON HAND	-2	0	0
	COSTS	0.00	0.00	0.00
	MARKDOWNS	1.25	0.00	0.00
	SALES	157.70	0.00	0.00

47.11.1 Split Quantity Report



Split Quantity Report
ARS Business Solutions, LLC

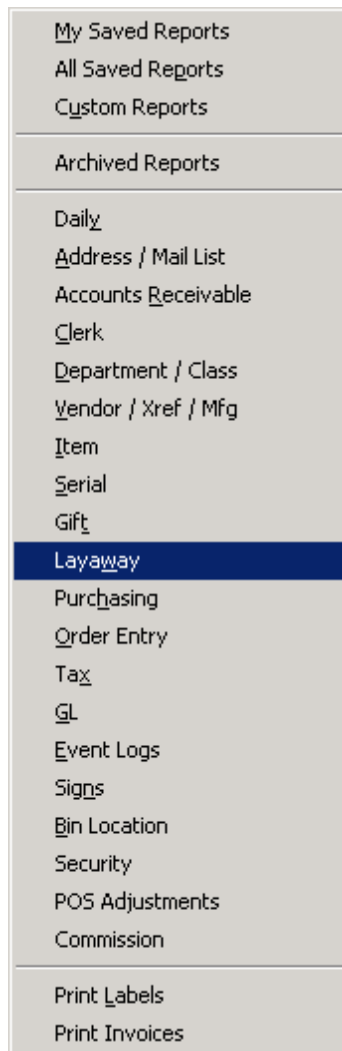
6/16/2011 1:19:06 PM
Page 1

Group	Qty	Item #	Description 1	Price 1	Disc Amt	Disc %	Disc Price
candy	6	12345	12345 Hershey Chocolate Bar	0.00	0.40	0.00	0.0000
Total 1							

47.12 Layaway Reports



To access each of the following reports, go to **Reports**; select **Layaway**.



Choose the report from the list.

- Layaway Report
- Layaway Open Items Report
- Layaway Reminder Report

47.12.1 Layaway Report



Layaway Report
ARS Business Solutions, LLC

6/16/2011 1:27:47 PM
Page 1

Layaway #	Name Address	Phone #	Original Amt	Deposit	Pay Date	Pay Amount	Chrg Date	Chrg Amount	Balance
0016030068	Doe, John 1234 Anywhere USA Town, US 12345	555-555-5555	25.99	3.00	2/10/2011	3.00	2/10/2011	22.99	22.99
Total 1			25.99						22.99

47.12.2 Layaway Open Items Report



Open Layaway Items Report
ARS Business Solutions, LLC

6/16/2011 1:30:50 PM
Page 1

Layaway #	Name	Item #	Description 1		Description 2			Chrg Date	Pay Date						
			GoH	Amount	Deposit	Balance	Chrg			Disc Amt	Disc %	Price	Ship Qty	Net Sale	
0016030068	Doe, John	25542668	-2	25.99	Levi 501 34 x 34	3.00	22.99	22.99	0.00	0.00	25.9900	2/10/2011	2/10/2011	1	25.99
Total 1												1.00			25.99

47.12.3 Layaway Reminder Report



100% [Print] [Refresh] [Back] [Forward]

ARS Business Solutions, LLC

6/16/2011 1:32:55 PM

From:

To: Doe, John
1234 Anywhere
USA Town, US 12345

Layaway #: 0016030068
Phone #: 555-555-5555

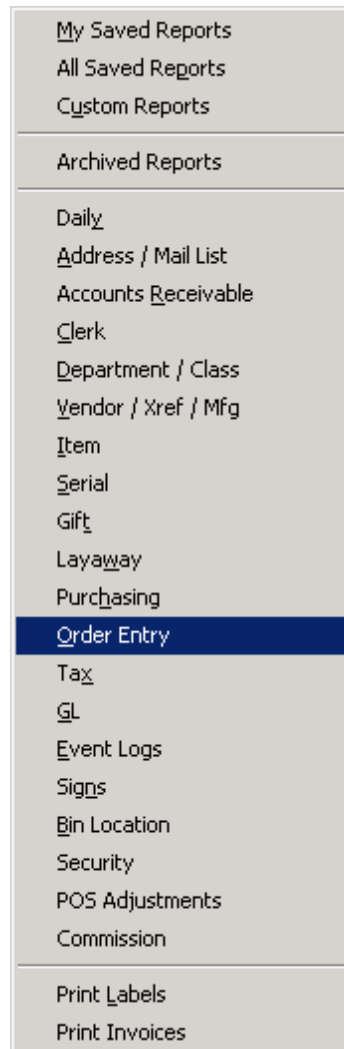
Fold Here

Last Payment:	2/10/2011	3.00
Last Charge:	2/10/2011	22.99
Balance Due:		22.99

47.13 Order Entry



To access each of the following reports, go to **Reports**; select **Order Entry**.



Choose the report from the list.

- Course List
- RV Confirmation
- RV Open Items
- RV Open Orders

- SO Open Items
- SO Open Orders
- SO Open Serial Items (There is currently no report to view.)
- Student List
- WO Open Items (There is currently no report to view.)
- WO Open Orders (There is currently no report to view.)

47.13.1 Course List



Course List Report				
ARS Business Solutions, LLC				
				6/16/2011 1:45:55 PM
				Page 1
Item #	Course Name	Instructor	Course Date	Allowed
Test Course	Test Course 1	John	2/11/2011	5
Total 1				

47.13.2 RV Confirmation Report



Reservation # 7						
ARS Business Solutions, LLC						
From:						
Bill To: John, Doe Phone #						
						6/17/2011 1:38:40 PM
Mail #: 989222444						Page 1
			Pickup	Return		
			3/22/2011 8:53:12 AM	3/22/2011 8:53:12 AM		
Item #	Description 1	Serial #	RV Qty	Price	Disc Amt	Extended
Kayak1R	One-Person Kayak Rental	1001	1	50.00	0.00	50.00
	One-Person Kayak Rental	Log # 1001				

47.13.3 RV Open Items Report



Open Reservation Items Report										
ARS Business Solutions, LLC										
										6/17/2011 1:40:42 PM
										Page 1
Order #	Clerk #	Mail #	Name	Pickup Date	Return Date	Ship Qty	Price	Disc %	Disc Amt	Net Sale
Item #	Description 1		Desc1 a	Log #						
7	2	9892224444	John Doe	3/22/2011 8:53:12 AM	3/22/2011 8:53:12 AM	1	50.0000	0.00	0.00	50.00
Kayak1R	One-Person Kayak Rental		One-Person Kayak Rental	1001						
Total 1						1.00				50.00

47.13.4 RV Open Orders Report



Open Reservation Order Report										
ARS Business Solutions, LLC										
										6/17/2011 1:42:40 PM
										Page 1
Clerk #	Order #	Order Date	Mail #	Total Goods	Name	Pickup Date	Return Date	Phone #		
					City, State Zip					
2	7	3/22/2011	9892224444	50.00	Doe, John	3/22/2011 8:53:12 AM	3/22/2011 8:53:12 AM			
Total 1				50.00						

47.13.5 SO Open Items Report



Open Sales Order Items Report												
ARS Business Solutions, LLC												
												6/17/2011 1:45:04 PM
												Page 1
Order #	AR Acct #	Name	Item #	Description 1	Description 2	Order Date	Ship Date	GP %				
Clerk #	Serial Group		QoH	Disc Amt	Disc %	Price	Order Qty	Ship Qty	Ext Cost	Ext Price	Gross Profit	
S015810062	100	John Doe	99	Special Order Item		1/19/2011	1/19/2011					
2			1	0.00	0.0	125.00	1	1	0.00	125.00	125.00	100.0
9	2	John Doe	99	Special Order Item		5/24/2011	5/24/2011					
2			1	0.00	0.0	255.00	1	1	0.00	255.00	255.00	100.0
Total 2							2.00	2.00	0.00	380.00	380.00	

47.13.6 SO Open Orders Report



Open Sales Order Report								
ARS Business Solutions, LLC								
								6/17/2011 1:47:07 PM
								Page 1
Clerk #	Order #	Quote	Order Date Ship Date	Mail # AR Acct #	Total Goods Name Deposit City, State Zip	Ship Via Terms	FOB Phone #	
2	S015810062	<input type="checkbox"/>	1/19/2011 1/19/2011	5555555555 100	125.00 Doe, John 12.50 USA Town, US 12345		555-555-5555	
2	S016030068	<input type="checkbox"/>	2/10/2011 2/10/2011	6165555555 100	0.00 VanderWoude, Grant 25.00 Byron Center, MI 49315			
				special cancel \$625.00				
2	9	<input type="checkbox"/>	5/24/2011 5/24/2011		255.00 Doe, John 0.00 USA Town, US 12345		555-555-5555	
Total 3					380.00	37.50		

47.13.7 Student List

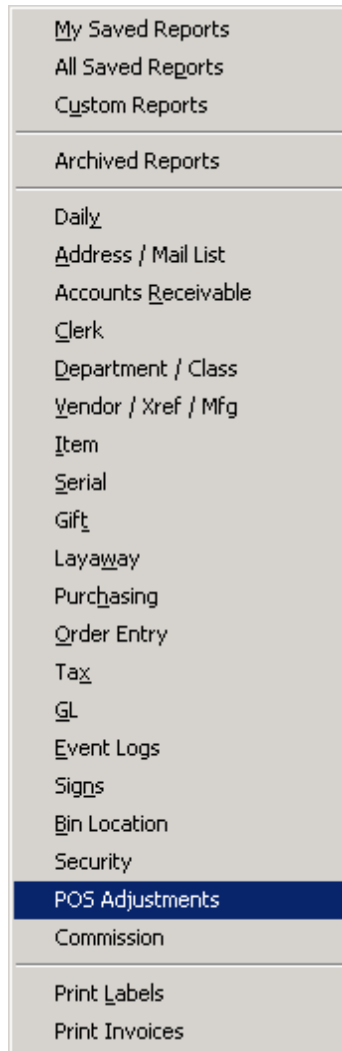


Student List Report					
ARS Business Solutions, LLC					
					6/17/2011 2:31:32 PM
					Page 1
Item #	Course Name	Mail #	Name	Course Date	
Test Course	Test Course 1	6165555555	Grant VanderWoude	2/11/2011	
Total 1					

47.14 POS Adjustments Reports



To access each of the following reports, go to **Reports**; select **POS Adjustments**.



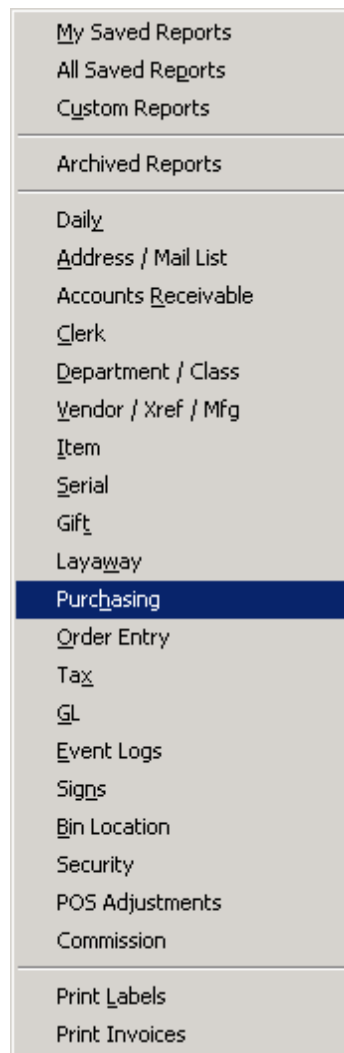
Choose the report from the list.

- Item Price Adjustments (There is currently no report to view.)
- Item Void/Neg. Item/Return (There is currently no report to view.)
- Paid Out (There is currently no report to view.)
- POS Voids (There is currently no report to view.)
- Register Events (There is currently no report to view.)

47.15 Purchasing Reports



To access each of the following reports, go to **Reports**; select **Purchasing**.



Choose the report from the list.

- AP Open
- AP Posting Items
- PO Open Items
- PO Open Orders
- Receipts History (There is currently no report to view.)
- Special Order History (There is currently no report to view.)
- Special Order Pending (There is currently no report to view.)

47.15.1 AP Open Report



Open AP Report											
ARS Business Solutions, LLC											
										6/17/2011 9:00:39 PM	
										Page 1	
Store	Reference #	Recv Date	Invoice Date	Due Date	Vendor	FOB	Terms	Total	Total Frght	TermsDisc	TermsDays
	123456	1/5/2011	1/5/2011	1/5/2011	2			13.32	0.00	0.00	0
	6985472	1/27/2011	1/27/2011	1/27/2011	2			307.28	0.00	0.00	0
	141558	2/14/2011	2/14/2011	1/31/2011	Levi			812.40	0.00	0.00	0
Total 3								1133.00	0.00		
								TOTAL + FREIGHT	1133.00		
								TOTAL EXT COST	1133.0000		
								TOTAL ACT COST	1133.0000		

47.15.2 AP Posting Items



AP Posting Item Report						
ARS Business Solutions, LLC						
						6/17/2011 9:02:28 PM
						Page 1
Store #	Reference #	Vendor Cross Ref #	Item #	Description 1 Class	Ext Cost	Ext Frght
	123456	2	2	Test item Clothing	13.32	0.00
	6985472	2	2	Test item Clothing	2.22	0.00
	6985472	2 163810	163810	Smith & Wesson J-Frame Handgun	305.06	0.00
	141558	Levi	WAP22001	Walther P22 Handgun	203.10	0.00
	141558	Levi	WAP22001	Walther P22 Handgun	203.10	0.00
	141558	Levi	WAP22001	Walther P22 Handgun	203.10	0.00
	141558	Levi	WAP22001	Walther P22 Handgun	203.10	0.00
Total 7					1133.00	0.00

47.15.3 PO Open Items Report



Open Purchase Order Items Report
ARS Business Solutions, LLC

6/17/2011 9:04:01 PM
Page 1

PO #	Vendor	Cross Ref#	Item #	Description 1	Description 2	Price 1	GP%	Extended
Order Date	Due Date	Ship Date	Cancel	Order Qty	Pkg Qty	Units Order	Units/Pkg	Unit Cost
3	AcuSport	12346	Canoe	Canoe		200.00	55.6	600.00
2/16/2011	2/16/2011	2/16/2011	//	3	1	3	1	
3	AcuSport	12346h	12346	12346 Hershey Chocolate Bar		0.34	47.7	4.08
2/16/2011	2/16/2011	2/16/2011	//	12	1	12	12	
3	AcuSport	12346	Canoe	Canoe		0.00	100.0	0.00
2/16/2011	2/16/2011	2/16/2011	//	1	1	1	1	
3	AcuSport	25542658		Levi 501 34 x 34		0.00	0.0	0.00
2/16/2011	2/16/2011	2/16/2011	//	1	1	1	1	
Total 4				17	17			604.08

47.15.4 PO Open Orders Report



Open Purchase Order Report
ARS Business Solutions, LLC

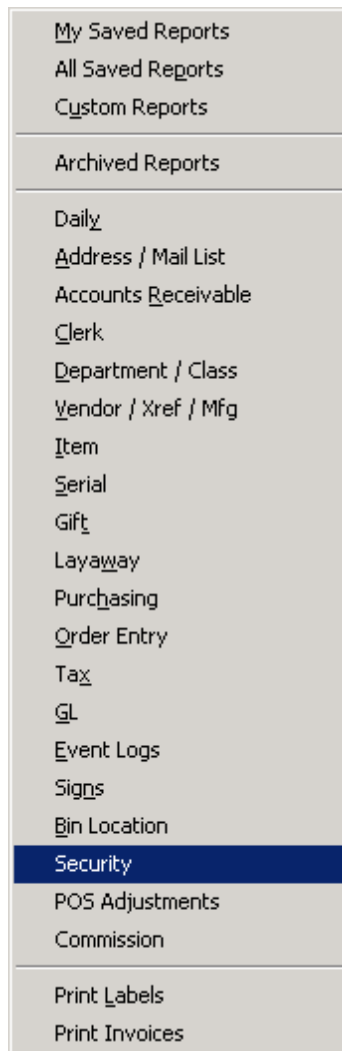
6/17/2011 9:05:29 PM
Page 1

Store #	PO #	Sent Cancel	Order Date	Due Date	Total Goods	Vendor Contact	Ship Via Terms	FOB Fax#
	3	<input type="checkbox"/>	2/16/2011	2/16/2011	604.08	AcuSport		
		<input type="checkbox"/>	2/16/2011	//				
	7	<input type="checkbox"/>	3/9/2011	3/9/2011	0.00	Levi		
		<input type="checkbox"/>	3/9/2011	//				
Total 2					604.08			

47.16 Security Reports



To access each of the following reports, go to **Reports**; select **Security**.



Choose the report from the list.

- Security Access
- User Logins

47.16.1 Security Access Report



Security Access Report		ARS Business Solutions, LLC		6/17/2011 9:13:17 PM		Page 1	
User	Name	Supervisor	Access To	Non-supervisor Access Rights			
				Full	Add	Edit	Delete
SUPERUSER	Super User	<input checked="" type="checkbox"/>					
1		<input checked="" type="checkbox"/>					

47.16.2 User Logins

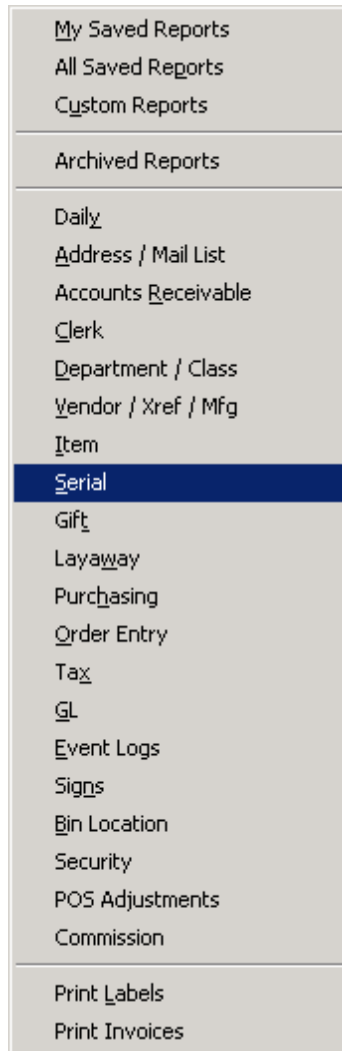


User Login Report 6/17/2011		ARS Business Solutions, LLC		6/17/2011 9:14:38 PM		Page 1	
User	Name	Computer	Login Time				
1		BLACKSERVER # CVanderwoude	6/17/2011 8:20:44 PM				
1		BLACKSERVER # CVanderwoude	6/17/2011 8:46:54 PM				

47.17 Serial Reports



To access each of the following reports, go to **Reports**; select **Serial**.



Choose the report from the list.

- Bound Book Posting (There is currently no report to view.)
- MultiSale of Pistols/Revolvers
- Rental
- Serial Acq. Disp. with Audit
- Serial Acquisition Disposition
- Serial Item QoH
- Serial Sold
- Serial Sold Labels
- Serial Stock

- Serial Used Gun

47.17.1 MultiSale of Pistols/Revolvers Report



Multiple Sale or Other Disposition of Pistols & Revolvers
 ARS Business Solutions, LLC

6/13/2011 - 6/17/2011

6/17/2011 9:24:51 PM
Page 1

Date Transferred	Transferee's Name (Last, first, middle)	Address1	Address2		
	Identification Number	Date of Birth	City	State	Zip code

6/17/2011 .. // Is this firearm connected to another multiple sale?
 Yes No Date _____

Any Combination of Pistols and Revolvers Acquired in the Last Five Business Days

Log #	Type (pistol or revolver)	Serial #	Manufacturer	Importer	Model	Caliber	Disposition Date
0							//

Subtotal 1

Total 1

47.17.2 Rental Report



Rental Report
 ARS Business Solutions, LLC

6/17/2011 9:28:52 PM
Page 1

Serial #	Log #	Item # Vendor	Description 1 Description 2	Name City, State Zip	Phone #	Rental Count	Rental Amount	Return Date
2222	1002	Cance	Cance	Gerald Cassidy Busy Town, MN 64554		8	498.0000	3/20/2011 3:45:57 PM
3333	1003	Cance	Cance	John Doe USA Town, US 12345		2	50.0000	9/20/2010 5:47:29 PM
798765	1022	WVAP22001 2	Walther P22			0	0.0000	// : : AM
1001	1001	Kayak1R	One-Person Kayak Rental			10	50.0000	// : : AM
1002	1002	LifeJkt	Life Jacket - Adult			10	5.0000	// : : AM
1002	1002	Kayak2R	Two-Person Kayak Rental	Gerald Cassidy Busy Town, MN 64554		6	120.0000	// : : AM

Total 6

47.17.3 Serial Acq. Disp. with Audit Report



Serial Acquisition/Disposition Report With Audit History												
ARS Business Solutions, LLC												
										6/20/2011 9:49:30 AM		
										Page 1		
Sold Manuf/Importer Model	Serial #	Log #	Item # Action Caliber Serial Type	Barrel Choke	Status Vendor Recv/Inv # RecvDate	Purchased From		Sold Date Trans Date FFL#473 NICs	Sold To		Unit Cost	Price
						Vendor Name Address Phone # Vendor FFL#473			Name Address Phone # Legal ID			
<input checked="" type="checkbox"/>	AAA111	1002	WorkOrder		REPAIR	Doe, John 1234 Anywhere USA Town, LS 12345		9/16/2010 / /	Doe, John 1234 Anywhere USA Town, LS 12345 555-555-5555		0.00	0.00
	Sig Sauer				9/7/2010							
					Date/Time	User	Field	Field Caption	Previous Value	New Value		
					9/16/2010 5:37:08 P		FNAME	Fname		John		
					9/16/2010 5:37:08 P		LNAME	Lname		Doe		
					9/16/2010 5:37:08 P		ADDRESS1	Address1		1234 Anywhere		
					9/16/2010 5:37:08 P		CITY	City		USA Town		
					9/16/2010 5:37:08 P		STATE	State		US		
					9/16/2010 5:37:08 P		ZIP	Zip		12345		
					9/16/2010 5:37:08 P		PHONE	Phone		555-555-5555		
					9/16/2010 5:37:08 P		DATESOLD	Datesold	/ /	09/16/10		
					9/16/2010 5:37:08 P		SOLDSW	Soldsw	F.	.T.		
<input checked="" type="checkbox"/>	123321	1002	8 pistol .22LR Pistol	4.5	NEW	ABC Guns		9/8/2010 9/12/2010 2222 aaa1111	Doe, John 1234 Anywhere USA Town, LS 12345 555-555-5555		275.00	355.00
	ABC ABC Gun				9/8/2010							

47.17.4 Serial Acquisition Disposition Report



Serial Acquisition/Disposition Report												
ARS Business Solutions, LLC												
										6/20/2011 9:51:45 AM		
										Page 1		
Sold Manuf/Importer Model	Serial #	Log #	Item # Action Caliber Serial Type	Barrel Choke	Status Vendor Recv/Inv # RecvDate	Purchased From		Sold Date Trans Date FFL#473 NICs	Sold To		Unit Cost	Price
						Vendor Name Address Phone # Vendor FFL#473			Name Address Phone # Legal ID			
<input checked="" type="checkbox"/>	AAA111	1002	WorkOrder		REPAIR	Doe, John 1234 Anywhere USA Town, LS 12345		9/16/2010 / /	Doe, John 1234 Anywhere USA Town, LS 12345 555-555-5555		0.00	0.00
	Sig Sauer				9/7/2010							
<input checked="" type="checkbox"/>	123321	1002	8 pistol .22LR Pistol	4.5	NEW	ABC Guns		9/8/2010 9/12/2010 2222 aaa1111	Doe, John 1234 Anywhere USA Town, LS 12345 555-555-5555		275.00	355.00
	ABC ABC Gun				9/8/2010							
<input checked="" type="checkbox"/>	234432	1003	8 pistol .22LR	4.5	NEW	ABC Guns		9/8/2010 / /	Doe, John 1234 Anywhere USA Town, LS 12345 555-555-5555		275.00	355.00
	ABC ABC Gun				9/8/2010							
<input checked="" type="checkbox"/>	998877	1004	8		TRANSFER	ABC Guns		6/17/2011 / /	Cassidy, Gerald James 4554 Busy Street Busy Town, MI 44554 777-555-5555		275.00	337.25
	ABC ABC Gun				9/17/2010							
<input type="checkbox"/>	2222	1002	Canoe		RENTAL			/ / / /	Cassidy, Gerald 4554 Busy Street Busy Town, MI 44554		0.00	448.00
	Canoe											
	Used Glock 17		9mm Pistol		100001 3/14/2011							
<input type="checkbox"/>	3875VWY	1030	UsedGun pistol 9mm Pistol	4.5"	USED	Cassidy, Gerald James 4554 Busy Street Busy Town, MI 44554		/ / / /			280.00	399.99
	Used Glock 17											
<input type="checkbox"/>	7SA8VY8ER	1031	UsedGun pistol 9mm Pistol	4.5"	USED	Cassidy, Gerald James 4554 Busy Street Busy Town, MI 44554		/ / / /			280.00	0.00
	Used Glock 17											
<input type="checkbox"/>	1001	1001	Kayak1R		RENTAL			/ / / /			0.00	50.00
	One-Person Kayak Rental				3/20/2011							
<input type="checkbox"/>	1001	1001	LifeJktC		RENTAL			/ / / /			0.00	2.00
	Life Jacket - Child				3/20/2011							
<input type="checkbox"/>	1002	1002	LifeJkt		RENTAL			/ / / /			0.00	5.00
	Life Jacket - Adult				3/20/2011							
<input type="checkbox"/>	1002	1002	Kayak2R		RENTAL			/ / / /	Cassidy, Gerald 4554 Busy Street Busy Town, MI 44554		0.00	60.00
	Two-Person Kayak Rental				3/20/2011							
Total 39											8682.84	12126.00

47.17.5 Serial Item QoH Report



Serial Item QoH Report
ARS Business Solutions, LLC

6/20/2011 9:54:11 AM
Page 1

Item #	Description 1	Serial Group	QoH	Stock Qty	Committed	Total
C canoe	Canoe	Rentals	-2	2	0	2
PI1950203	Glock 19	Firearms	5	4	0	6
Consignment	Consignment Item	Consigned	0	1	0	2
UsedGun	Used Gun	Firearms	3	4	0	4
Kayak1R	One-Person Kayak Rental	Boat Rent	0	1	0	1
LifeJkt	Life Jacket - Adult	Life Rent	0	1	0	1
LifeJktC	Life Jacket - Child	Life Rent	0	1	0	1
Kayak2R	Two-Person Kayak Rental	Boat Rent	0	1	0	1
Total 8						

47.17.6 Serial Sold Report



Serial Sold Report
ARS Business Solutions, LLC

6/20/2011 9:55:32 AM
Page 1

Serial # Log #	Serial Group Serial Type	Item # Vendor	Manufacturer Model	Name City, State Zip	Sold Date	Trans Date RecvDate	Status RecvInv #	Unit Cost	Price
AAA111 1002	Work Order	WorkOrder	Sig Sauer	Doe, John USA Town, US 12345	9/16/2010	// 9/7/2010	REPAIR	0.00	0.00
123321 1002	Firearms Pistol	8	ABC Gun	Doe, John USA Town, US 12345	9/8/2010	9/12/2010 9/8/2010	NEW	275.00	355.00
234432 1003	Firearms	8	ABC Gun	Doe, John USA Town, US 12345	9/8/2010	// 9/8/2010	NEW	275.00	355.00
998877 1004	Firearms	8	ABC Gun	Cassidy, Gerald J Busy Town, MN 64554	6/17/2011	// 9/17/2010	TRANSFER	275.00	337.25
987654 1005	Firearms Pistol	163810 2	Smith & Wesson J-Frame Model 642	Doe, John USA Town, US 12345	11/29/2010	11/29/2010 11/22/2010	NEW	305.06	429.99
987321 1006	Firearms Pistol	163810 2	Smith & Wesson J-Frame Model 642	Doe, John USA Town, US 12345	1/28/2011	1/28/2011 11/22/2010	NEW	305.06	429.99
874652 1011	Firearms Pistol	PI1950203 2	Glock 19	Doe, John USA Town, US 12345	11/29/2010	11/29/2010 11/22/2010	NEW	396.07	519.99
854321 1013	Firearms Pistol	PI1950203 2	Glock 19	Doe, John D USA Town, US 12345	6/8/2011	// 11/22/2010	NEW	396.07	519.99
765432 1017	Firearms Pistol	WAP22001 2	Walther P22	Doe, John USA Town, US 12345	11/29/2010	11/29/2010 11/22/2010	NEW	203.10	309.99
754321 1018	Firearms Pistol	WAP22001 2	Walther P22	Cassidy, Gerald J Busy Town, MN 64554	6/9/2011	// 11/22/2010	NEW	203.10	309.99
743219 1019	Firearms Pistol	WAP22001 2	Walther P22	Doe, John Hometown, MN 98763	6/9/2011	6/9/2011 11/22/2010	NEW	203.10	309.99
A11111 1001	Consigned Pistol	Consignment	ABC Model 123	VanderWoude, Grant Byron Center, MI 49315	3/1/2011	// 2/28/2011	CONSIGNMNT	150.00	210.00
Total 12								2986.56	4087.18

47.17.7 Serial Sold Labels





47.17.8 Serial Stock Report



Serial Stock Report									
ARS Business Solutions, LLC									
								6/20/2011 9:59:52 AM	
								Page 1	
Serial # Log #	Serial Group Serial Type	Item # Vendor	Manufacturer Model	Vendor Name City, State Zip	Counted RecvDate	Status Recv/Inv #	Unit Cost	Price	
2222 1002	Rentals	Canoe	Canoe		9/18/2010	RENTAL	0.00	448.00	
3333 1003	Rentals	Canoe	Canoe		9/18/2010	RENTAL	0.00	25.00	
976543 1007	Firearms Pistol	163810 2	Smith & Wesson J-Frame Model 642	ABC Guns	11/22/2010	NEW 11/22/2010 1	305.06	429.99	
965432 1008	Firearms Pistol	163810 2	Smith & Wesson J-Frame Model 642	ABC Guns	11/22/2010	NEW 11/22/2010 1	305.06	429.99	
954321 1009	Firearms Pistol	163810 2	Smith & Wesson J-Frame Model 642	ABC Guns	11/22/2010	NEW 11/22/2010 1	305.06	429.99	
912345 1010	Firearms Pistol	163810 2	Smith & Wesson J-Frame Model 642	ABC Guns	11/22/2010	NEW 11/22/2010 1	305.06	429.99	
865432 1012	Firearms Pistol	PH1950203 2	Glock 19	ABC Guns	11/22/2010	NEW 11/22/2010 1	396.07	519.99	
832319 1014	Firearms Pistol	PH1950203 2	Glock 19	ABC Guns	11/22/2010	NEW 11/22/2010 1	396.07	519.99	
821987 1015	Firearms Pistol	PH1950203 2	Glock 19	ABC Guns	11/22/2010	NEW 11/22/2010 1	396.07	519.99	
819875 1016	Firearms Pistol	PH1950203 2	Glock 19	ABC Guns	11/22/2010	NEW 11/22/2010 1	396.07	519.99	
732198 1020	Firearms Pistol	WAP22001 2	Walther P22	ABC Guns	11/22/2010	NEW 11/22/2010 1	203.10	309.99	

Serial Stock Report									
ARS Business Solutions, LLC									
									Page 2
Serial # Log #	Serial Group Serial Type	Item # Vendor	Manufacturer Model	Vendor Name City, State Zip	Counted RecvDate	Status RecvInv #	Unit Cost	Price	
958SAW 1029	Firearms Pistol	UsedGun	Used Glock 17	Doe, John J USA Town, US 12345	3/14/2011 3/14/2011	USED 100001	280.00	398.99	
387SWY 1030	Firearms Pistol	UsedGun	Used Glock 17	Cassidy, Gerald J Busy Town, MN 64554	3/14/2011 3/14/2011	USED 100001	280.00	399.99	
7SA8WY9ER 1031	Firearms Pistol	UsedGun	Used Glock 17	Cassidy, Gerald J Busy Town, MN 64554	3/14/2011 3/14/2011	USED 7	280.00	0.00	
1001 1001	Boat Rent	Kayak1R	One-Person Kayak Rental		3/20/2011 3/20/2011	RENTAL	0.00	50.00	
1001 1001	Life Rent	LifeJktC	Life Jacket - Child		3/20/2011 3/20/2011		0.00	2.00	
1002 1002	Life Rent	LifeJkt	Life Jacket - Adult		3/20/2011 3/20/2011	RENTAL	0.00	5.00	
1002 1002	Boat Rent	Kayak2R	Two-Person Kayak Rental		3/20/2011 3/20/2011	RENTAL	0.00	60.00	
Total 27							5696.28	8038.82	

47.17.9 Serial Used Gun Report

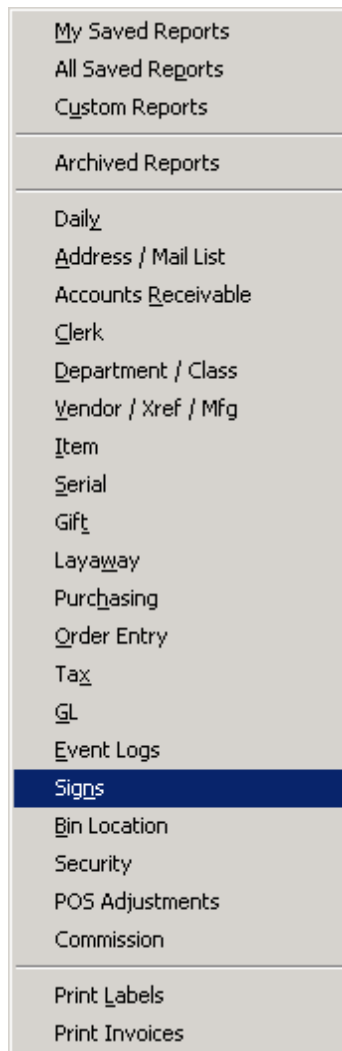


BATF Used Gun Report								
ARS Business Solutions, LLC								
								6/20/2011 10:02:07 AM
								Page 1
Item #	Description 1 Description 2	Log # Status	Serial # Serial Type	Action Caliber	Barrel Choke	RecvInv # RecvDate		
WorkOrder	Sig Sauer	1002 REPAIR	AAA111			9/7/2010		
8	ABC Gun	1004 TRANSFER	998877			9/17/2010		
Cancel	Cancel	1002 RENTAL	2222			9/18/2010		
Cancel	Cancel	1003 RENTAL	3333			9/18/2010		
WAP22001	Walther P22	1022 RENTAL	798765	Pistol	pistol .22LR	1 11/22/2010		
Consignment	ABC Model 123	1001 CONSIGNMNT	A11111	Pistol	pistol .22LR	3" 2/28/2011		
Consignment	ABC123 Model B2	1002 CONSIGNMNT	B11111	Pistol	Rev .38spl	3.5" 2/28/2011		
UsedGun	That Gun	1028 USED	147LOK	Pistol	pistol .22LR	4" 3/14/2011		
UsedGun	Used Glock 17	1029	958SAW		pistol 4.5"	100001		

47.18 Signs Reports



To access each of the following reports, go to **Reports**; select **Signs**.

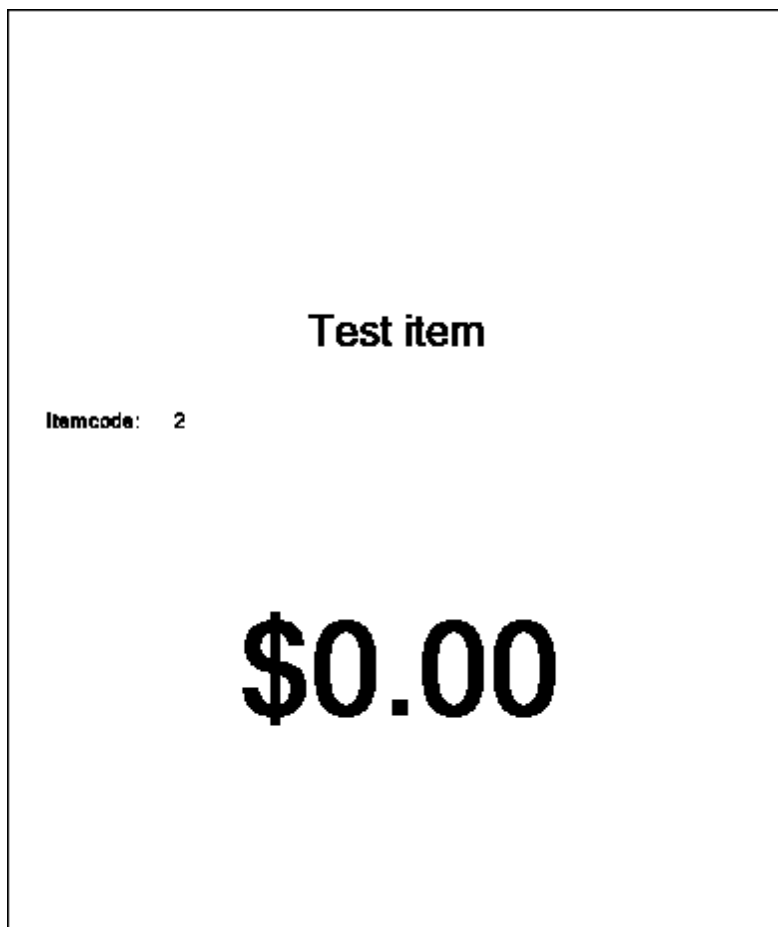


Choose the report from the list.

- Item Signs x1
- Item Signs x2
- Item Signs x4
- Promotion Signs x1
- Promotion Signs x2
- Promotion Signs x4

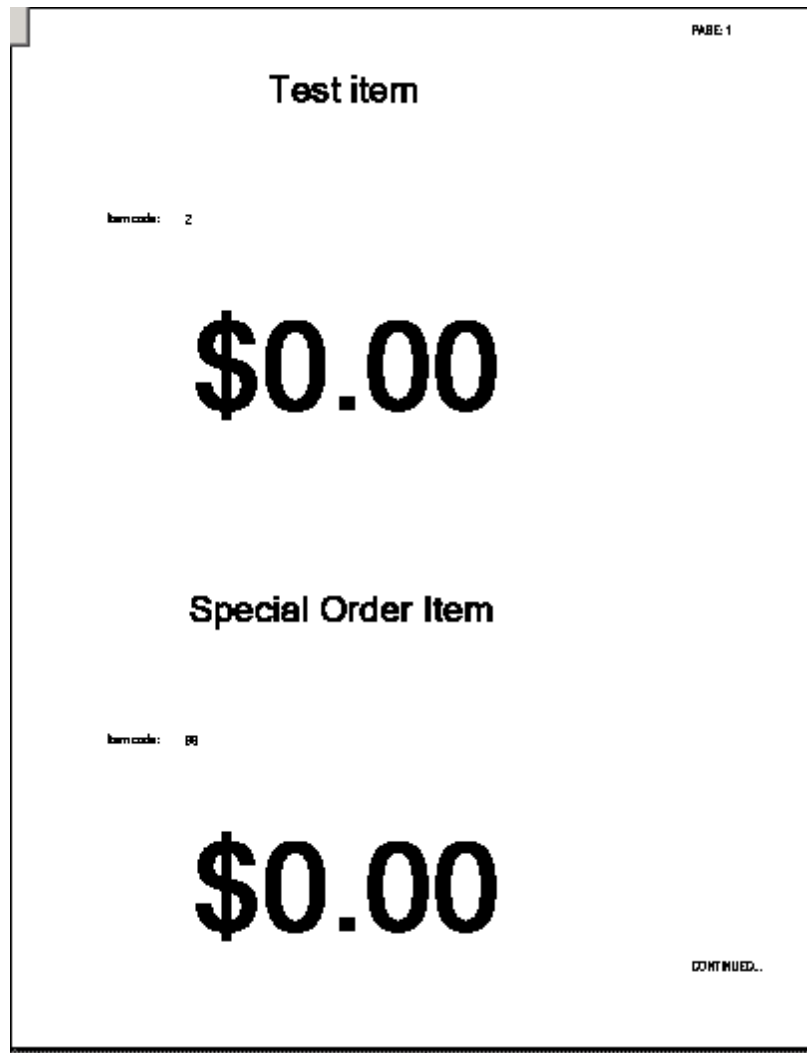
More specific information on Sign Printing is available with examples of different signs , adding images and printing.

47.18.1 Item Signs x1



47.18.2 Item Signs x2





47.18.3 Item Signs x4



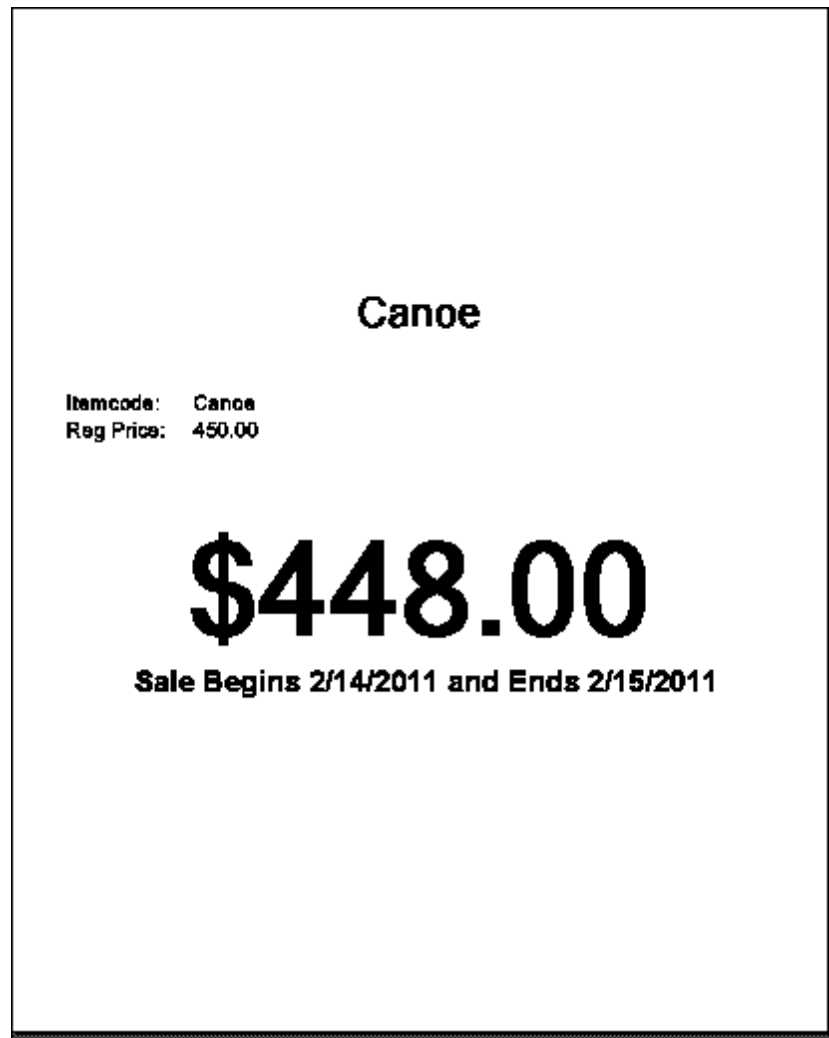
PAGE 1

Test Item barcode: 2 \$0.00	Special Order Item barcode: 56 \$0.00
Work Order Item barcode: WorkOrder \$0.00	ABC Gun barcode: 8 \$355.00

CONTINUED.

47.18.4 Promotion Signs x1





47.18.5 Promotion Signs x2



PAGE 1

Canoe

Item code: Canoe
Reg Price: 499.00

\$448.00

Sale Begins 6/19/2011 and Ends 6/24/2011

Levi 501 34 x 34

Item code: 29942808
Reg Price: 0.00

\$0.00

Sale Begins 2/14/2011 and Ends 2/15/2011

CONTINUED..

47.18.6 Promotion Signs x4



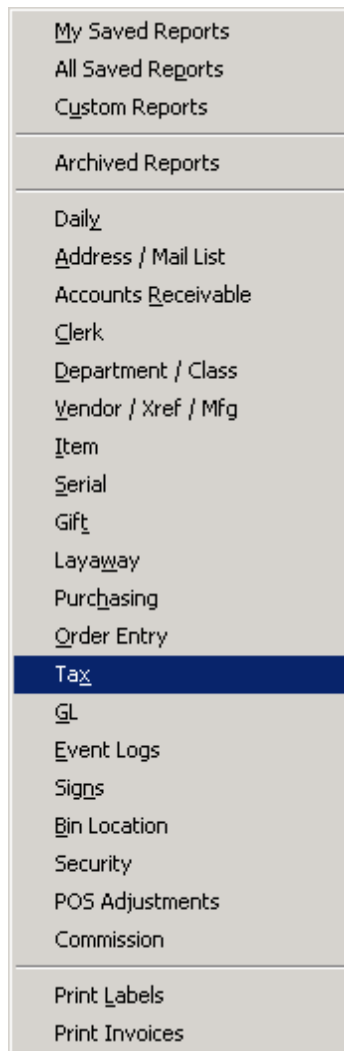
PAGE 1

Canoe		Levi 501 34 x 34	
Barcode: Canoe	Reg Price: 450.00	Barcode: 254256	Reg Price: 0.00
\$448.00		\$0.00	
Sale Begins 6/18/2011 and Ends 6/24/2011		Sale Begins 2/14/2011 and Ends 2/15/2011	
12345 Hershey Chocolate Bar		Custom Arrows	
Barcode: 12345	Reg Price: 0.85	Barcode: 563333	Reg Price: 9.99
\$0.59		\$8.99	
Sale Begins 6/15/2011 and Ends 6/24/2011		Sale Begins 6/18/2011 and Ends 6/24/2011	

47.19 Tax Reports



To access each of the following reports, go to **Reports**; select **Tax**.



Choose the report from the list.

- Monthly Tax Totals

47.19.1 Monthly Tax Totals Report



Monthly Tax Report			
ARS Business Solutions, LLC			
			6/20/2011 10:35:40 AM Page 1
	State	County	City
	Sales Tax 1	Sales Tax 2	Sales Tax 3
	MN		Chandler
Rate	6.0000	0.0000	0.0000
Taxable	0.00	0.00	0.00
Non-Taxable	0.00	0.00	0.00
Total	0.00	0.00	0.00
Tax Collected On	0.00	0.00	0.00
Tax Collected	0.00	0.00	0.00

47.20 Vendor / Xref / Mfg



To access each of the following reports, go to **Reports**; select **Vendor / Xref / Mfg**.

My Saved Reports
All Saved Reports
Custom Reports
Archived Reports
Daily
Address / Mail List
Accounts Receivable
Clerk
Department / Class
Vendor / Xref / Mfg
Item
Serial
Gift
Layaway
Purchasing
Order Entry
Tax
GL
Event Logs
Signs
Bin Location
Security
POS Adjustments
Commission
Print Labels
Print Invoices

Choose the report from the list.

- Freight
- Manufacturer
- Vendor
- Vendor Catalog UPC (There is currently no report to view.)
- Vendor Contact
- Vendor Cross Reference
- Vendor Labels
- Vendor Purchase
- Vendor Reorder (There is currently no report to view.)

47.20.1 Freight Report



Freight Report												
ARS Business Solutions, LLC												
											6/20/2011 10:42:22 AM	
											Page 1	
Vendor	PID Pur \$	Applied	%	MID Pur \$	Applied	%	YTD Pur \$	Applied	%	PY Pur \$	Applied	%
		Unapplied	%		Unapplied	%		Unapplied	%		Unapplied	%
2	0.0000	0.0000	0	0.0000	0.0000	0	5745.9800	0.0000	0	0.0000	0.0000	0
		0.00	0		0.00	0		3.50	0		0.00	0
AcuSport	0.0000	0.0000	0	0.0000	0.0000	0	2000.0000	0.0000	0	0.0000	0.0000	0
		0.00	0		0.00	0		0.00	0		0.00	0
Total 2	0.0000	0.0000	0	0.0000	0.0000	0	7745.9800	0.0000	0	0.0000	0.0000	0
		0.00	0		0.00	0		3.50	0		0.00	0

47.20.2 Manufacturer Report



Manufacturer Report											
ARS Business Solutions, LLC											
										6/20/2011 10:43:58 AM	
										Page 1	
Manufacturer	Buyer	First Date	Last Date	Co-op %	Amt Used	Amt Available	PID Pur \$	MID Pur \$	YTD Pur \$	PY Pur \$	
ABC		09/08/10	09/08/10	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	
Smith		11/22/10	11/22/10	0.00	0.0000	0.00	0.0000	812.4000	4166.4200	0.0000	
Glock		11/22/10	11/22/10	0.00	0.0000	0.00	0.0000	0.0000	2376.4200	0.0000	
Hershey		11/22/10	11/22/10	0.00	0.0000	0.00	0.0000	8.1600	8.1600	0.0000	
Levi Strauss		01/31/11	01/31/11	0.00	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	
CCI		02/07/11	02/07/11	0.00	0.0000	0.00	0.0000	0.0000	2000.0000	0.0000	
Total 6					0.0000	0.00	0.0000	820.5600	8551.0000	0.0000	

47.20.3 Vendor Report



Vendor Report
ARS Business Solutions, LLC

6/20/2011 10:45:46 AM
Page 1

Vendor	Name Address	Phone #	Fax#	E-mail
2	ABC Guns			
	ABC Store			
Levi	Levi Strauss Co.			
AcuSport	AcuSport			
ConsignPd	Consignments Paid			
12	Used Guns			
Ellett	Ellett Brothers			
Total 7				

47.20.4 Vendor Contact Report



Vendor Contact Report
ARS Business Solutions, LLC

6/20/2011 10:51:18 AM
Page 1

Vendor	Name	Phone #	Fax#	Ext #	E-mail
12	Used Guns				
2	ABC Guns				
	ABC Store				
AcuSport	AcuSport				
ConsignPd	Consignments Paid				
Ellett	Ellett Brothers				
Levi	Levi Strauss Co.				

47.20.5 Vendor Cross Reference Report



Vendor Cross-Reference Report
ARS Business Solutions, LLC

6/20/2011 10:52:55 AM
Page 1

Vendor	Cross Ref #	Item #		Description 1		Description 2		Pkg Qty		
		QoH	Ptd Qty	Ptd Pur \$	Mtd Qty	Mtd Pur \$	Ytd Qty	Ytd Pur \$	PY Qty	PY Pur \$
2	1638 10	163810		Smith & Wesson J-Frame		Model 642			1	
		5	0	0.0000	0	0.0000	7	2135.4200	0	0.0000
2	PI1950203	PI1950203		Glock 19					1	
		5	0	0.0000	0	0.0000	6	2376.4200	0	0.0000
2	WAP22001	WAP22001		Walther P22					1	
		7	0	0.0000	0	0.0000	6	1218.6000	0	0.0000
AcuSport	12345	Canoe		Canoe					1	
		-2	0	0.0000	0	0.0000	0	0.0000	0	0.0000
AcuSport	12345h	12345		12345 Hershey Chocolate Bar					1	
		18	0	0.0000	0	0.0000	0	0.0000	0	0.0000
Total	5		0	0.0000	0	0.0000	19	5730.4400	0	0.0000

47.20.6 Vendor Labels



Page 1

ABC Guns	
Levi Strauss Co.	AcuSport
Consignments Paid	Used Guns
Elliott Brothers	

47.20.7 Vendor Purchase Report



Vendor Purchase Report												
ARS Business Solutions, LLC												
											6/20/2011 10:56:44 AM	
											Page 1	
Vendor	Ptd Qty	Ptd Pur \$	Ptd Un-ap	MID Qty	MID Pur \$	MID Un-ap	YTD Pur	YTD Pur \$	YTD Un-ap	PY Qty	PY Pur \$	PY Un-ap
ABC Guns	0	0.00	0.00	0	0.00	0.00	26	5745.98	3.50	0	0.00	0.00
Levi Strauss Co.	0	0.00	0.00	24	812.40	0.00	70	53.16	0.00	0	0.00	0.00
AcuSport	0	0.00	0.00	0	0.00	0.00	500	2000.00	0.00	0	0.00	0.00
Consignments Paid	0	0.00	0.00	1	150.00	0.00	1	150.00	0.00	0	0.00	0.00
Used Guns	0	0.00	0.00	1	280.00	0.00	1	280.00	0.00	0	0.00	0.00
Elliott Brothers	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00
Total 7	0	0.00	0.00	30	1250.56	0.00	602	9041.54	3.50	0	0.00	0.00

48 Reservation



A new reservation may be created at the IMS. That reservation may be opened at the POS register for processing (see POS Manual for information on recalling a reserve rental). The return of the item may also be processed at the POS register (see POS Manual for information on returning a reserve rental).

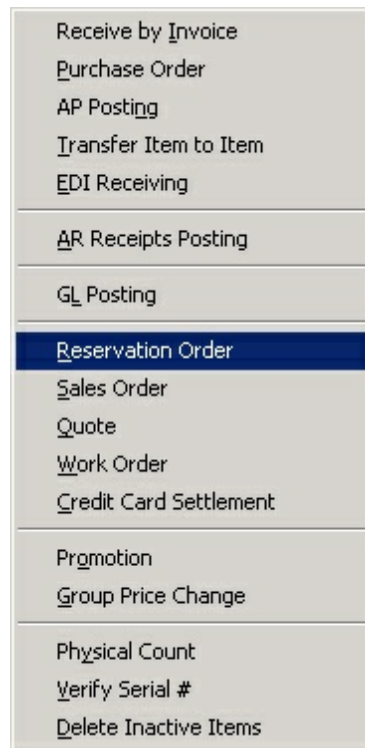
Typically, a reservation will be used for an item (or items) which will be physically leaving the store (e.g. boat, video) for a day or longer before being returned.

NOTE: Rental items will have a log number (non-serialized items may use the assigned log number in the serial number field).

48.1 Delete Reservation



To delete a reservation, go to **Process**; select **Reservation Order**.



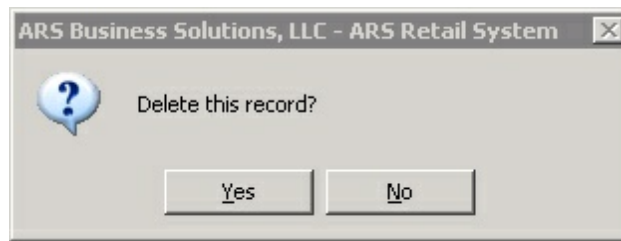
Select the reservation from the list. Click the **Delete** button.

ARS Reservation - 7 - John Doe

General Detail

Order #	Total Goods	Order Date	Freight	Pickup Date\Time	Name
7	0.00	3/22/2011	0.00	3/22/2011 8:53:12 AM	John Doe

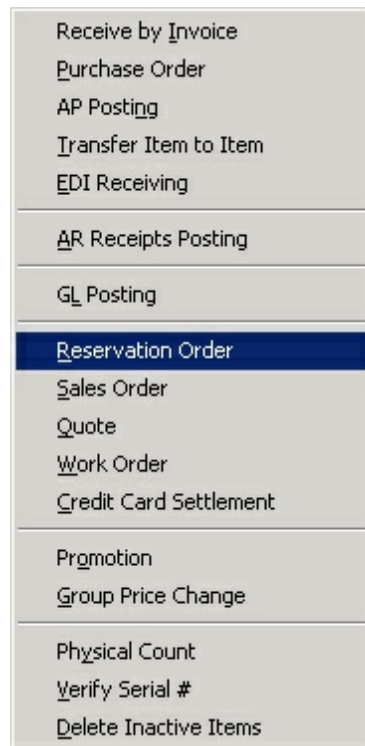
Click **Yes** to confirm the delete.



48.2 Edit Reservation



To edit a reservation, go to **Process**; select **Reservation Order**.



Select the reservation from the list. Click the **Modify** button to edit customer information.

Order #	Total Goods	Order Date	Freight	Pickup Date/Time	Name
7	0.00	3/22/2011	0.00	3/22/2011 8:53:12 AM	John Doe

Edit any of the white fields. Click **OK**.

Order # Order Date Clerk #

Ship To

Mail #

Last Name

Address1

Address2

City State Zip

Country

Phone #

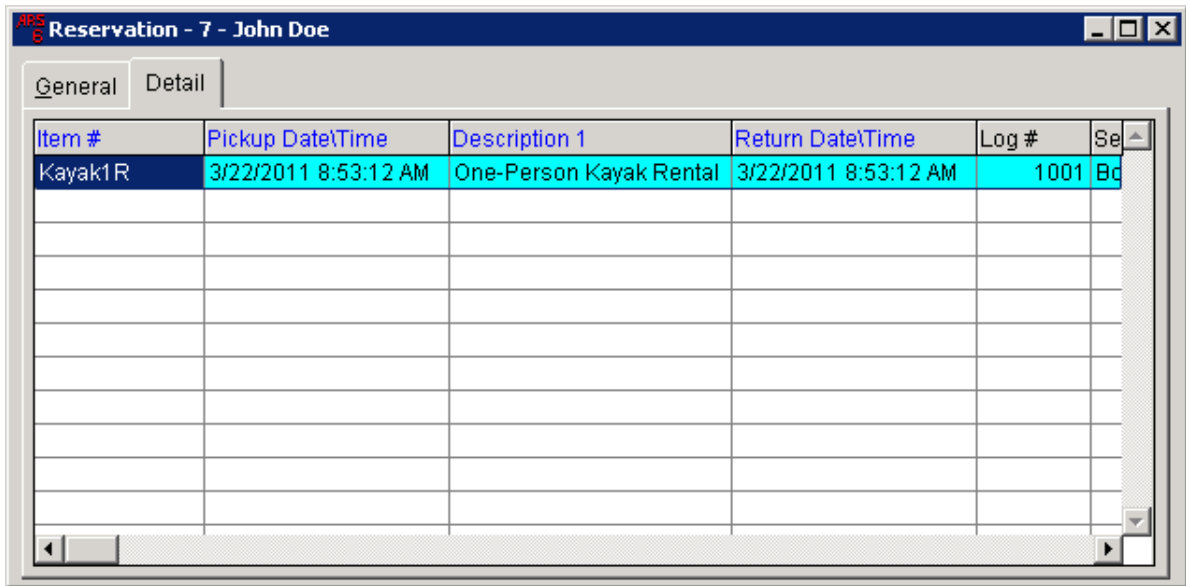
Contact

E-mail

Pickup Date

Return Date

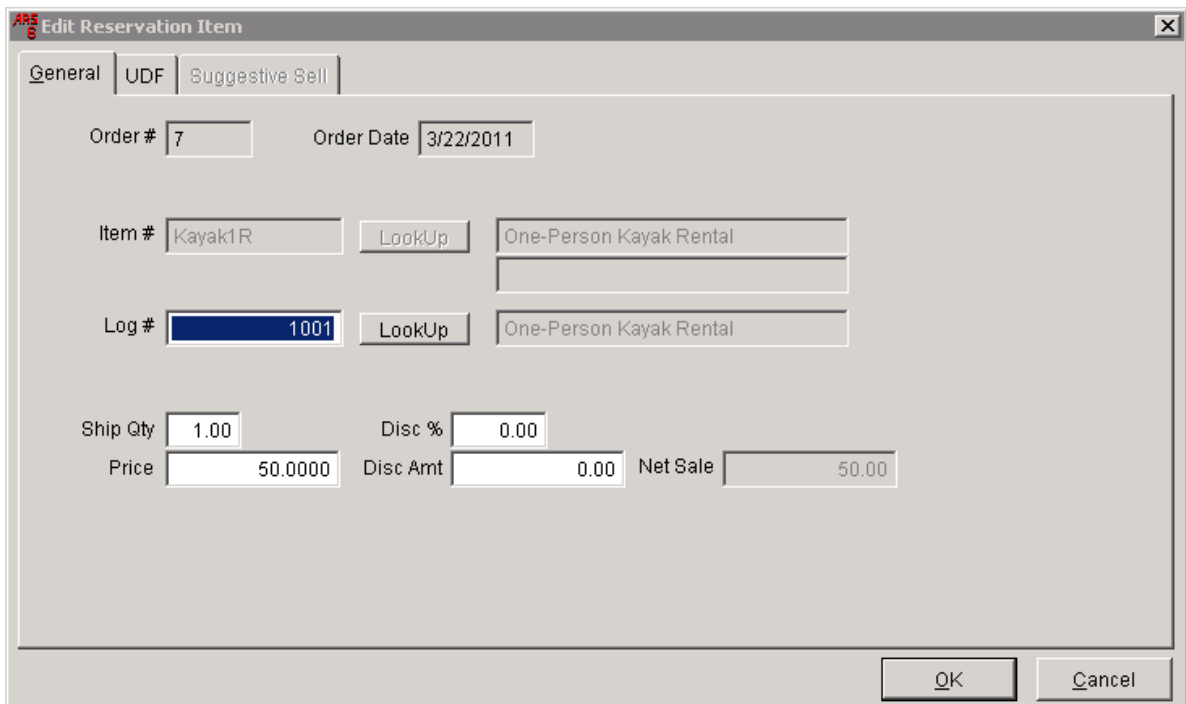
To edit item information, click the **Detail** tab. Click the **New** button to add additional items to the reservation. Click the **Modify** button to modify reservation information for an existing reservation item.



The screenshot shows a window titled "Reservation - 7 - John Doe" with two tabs: "General" and "Detail". The "Detail" tab is active, displaying a table with the following data:

Item #	Pickup Date\Time	Description 1	Return Date\Time	Log #	Se
Kayak1R	3/22/2011 8:53:12 AM	One-Person Kayak Rental	3/22/2011 8:53:12 AM	1001	Bd

The selected item may be edited. Click **OK**.



The screenshot shows the "Edit Reservation Item" dialog box with the following fields and values:

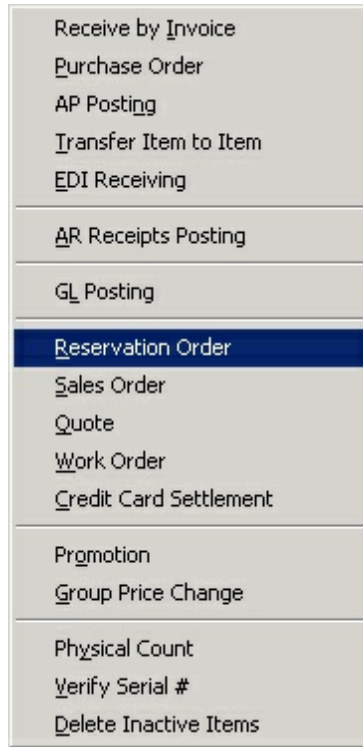
- Order #: 7
- Order Date: 3/22/2011
- Item #: Kayak1R (with a "LookUp" button and a dropdown menu showing "One-Person Kayak Rental")
- Log #: 1001 (with a "LookUp" button and a dropdown menu showing "One-Person Kayak Rental")
- Ship Qty: 1.00
- Disc %: 0.00
- Price: 50.0000
- Disc Amt: 0.00
- Net Sale: 50.00

Buttons at the bottom: OK, Cancel.

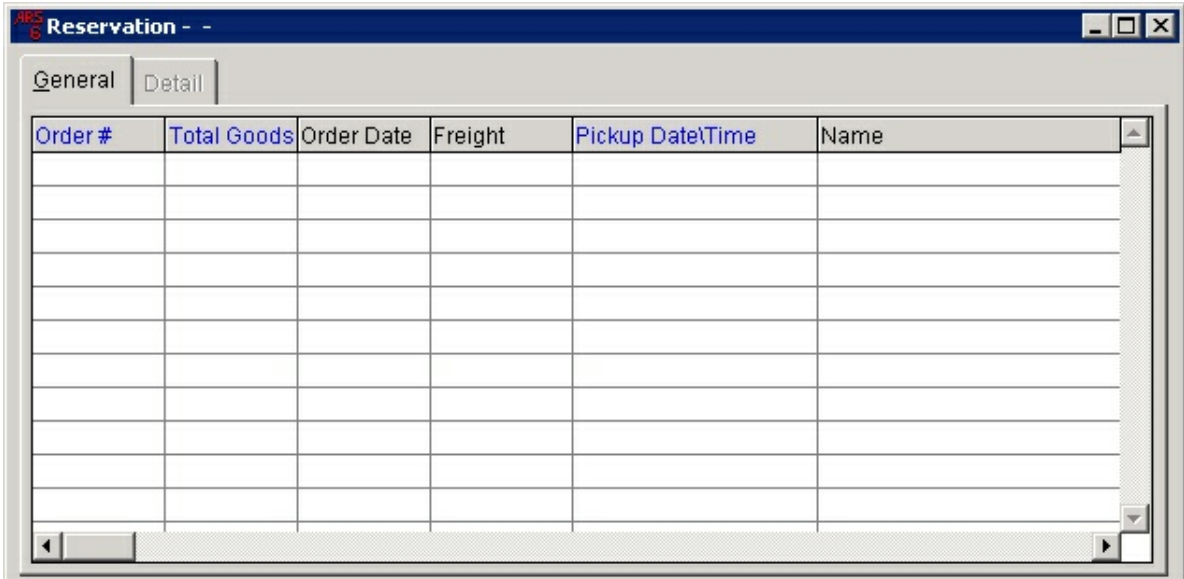
48.3 New Reservation



To create a reservation, go to **Process**; select **Reservation Order**.



The **Reservation** grid displays all active reservations. Click the **New** button to add a new reservation.



A **Clerk #** must be entered.

Add Reservations Header

General | UDF | Total | Reports

Order # Order Date Clerk #

Ship To

Mail #

Last Name

Address1

Address2

City State Zip

Country

Phone #

Contact

E-mail

Pickup Date

Return Date

(A customer is not required to have a **Mail #** in order to have a reservation.) Enter the customer's contact information. Edit the **Pickup Date** and **Return Date** to properly reflect the length of the rental.

Click **Add**.

The **Reservation** grid displays the new information.

Reservation - 6 - Gerald Cassidy

General | Detail

Order #	Total Goods	Order Date	Freight	Pickup Date/Time	Name
6	0.00	3/20/2011	0.00	3/20/2011 6:04:10 AM	Gerald Cassidy

Click the **Detail** tab to add items to the reservation.

The screenshot shows a window titled "ARS Reservation - 6 - Gerald Cassidy". It has two tabs: "General" and "Detail". The "Detail" tab is active, displaying a table with the following columns: "Item #", "Pickup Date\Time", "Description 1", "Return Date\Time", "Log #", and "Se". The table is currently empty.

Click the **New** button to access the **Add Reservation Item** screen.

The screenshot shows a window titled "ARS Add Reservation Item". It has three tabs: "General", "UDF", and "Suggestive Sell". The "General" tab is active, showing the following fields:

- Order # Order Date
- Item #
- Log #
- Ship Qty Disc %
- Price Disc Amt Net Sale

At the bottom right, there are two buttons: "Add" and "Close".

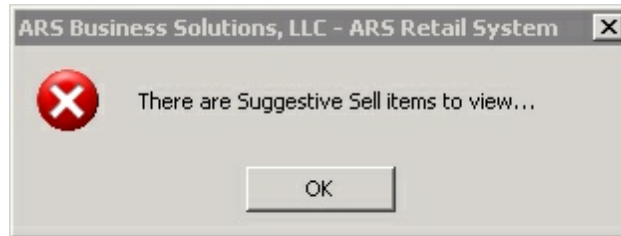
Item # - select a rental item code

Log # - select the log number for the specific item being reserved.

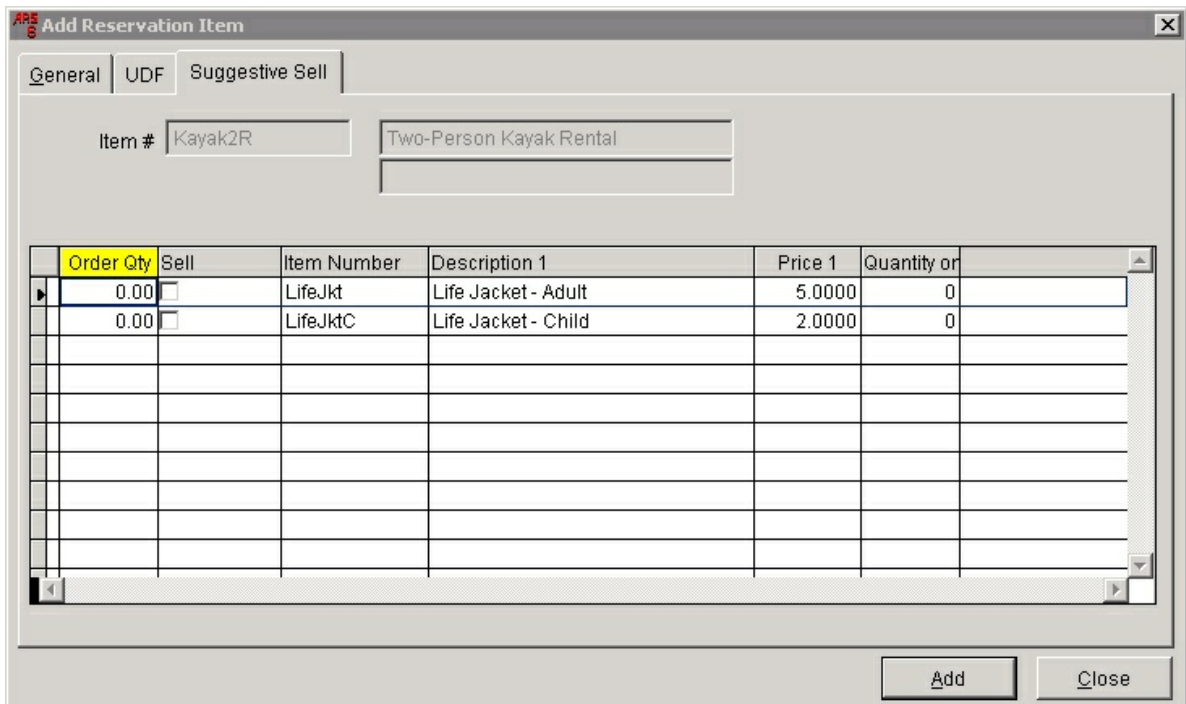
Ship Qty - enter the quantity being reserved for that specific item

The **Price**, **Disc %** and **Disc Amt** may be modified.

Click **Add**. If suggestive sell items have been added to any of the rental items, a screen will display. (The items may be viewed prior to clicking **Add** by clicking the **Suggestive Sell** tab.)



Click **OK** to view the items.



Order Qty may be edited for each item. Click **Add**. (Remember to Build POS Data and download at the registers.)

49 Resets



Resets move sales and inventory data to the history records so that new data may be compiled for the current period.

Before doing **Resets** for month-end or year-end, do a BackUp. This will give a restore point in the event that data is mishandled. Once the **Resets** have been completed, a new BackUp should be run.

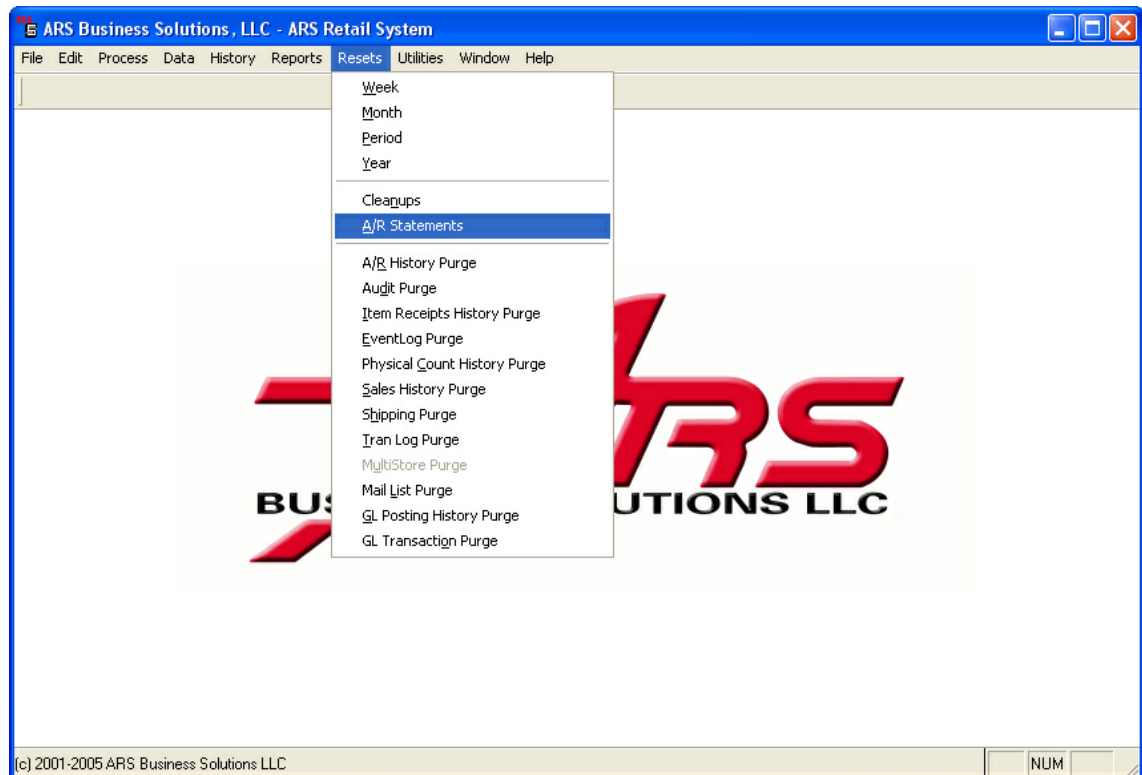
In order for **Resets** to work, FOM must be off. All other IMS applications must be closed. If either of these conditions is not met, there will be failed resets. Find the problem and fix it; rerun resets.

Additional Cleanups may also be run along with monthly or yearly resets.

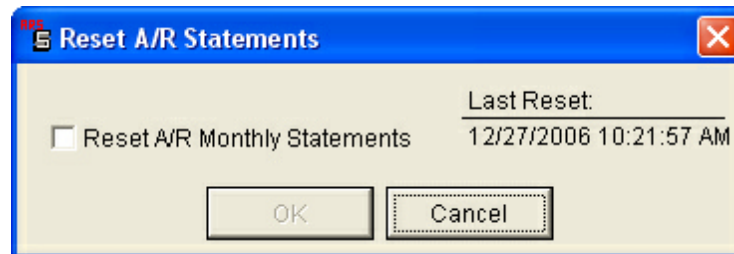
49.1 A/R Statements Reset



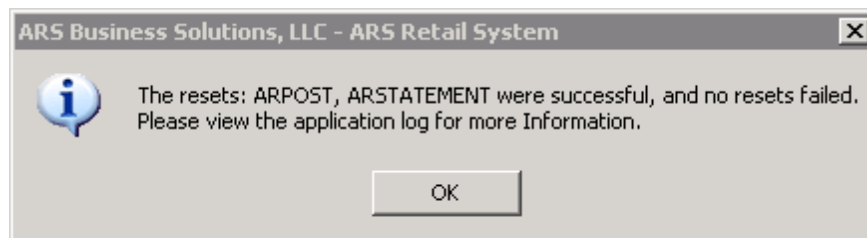
Click **Resets**. Select **A/R Statements**.



Click in the **Reset A/R Statements** box.



Click **OK**. The resets will process. When they are complete, check to make sure that "no resets failed". If the message states that some of the resets did fail, troubleshoot resets, and redo the reset until "no resets failed".



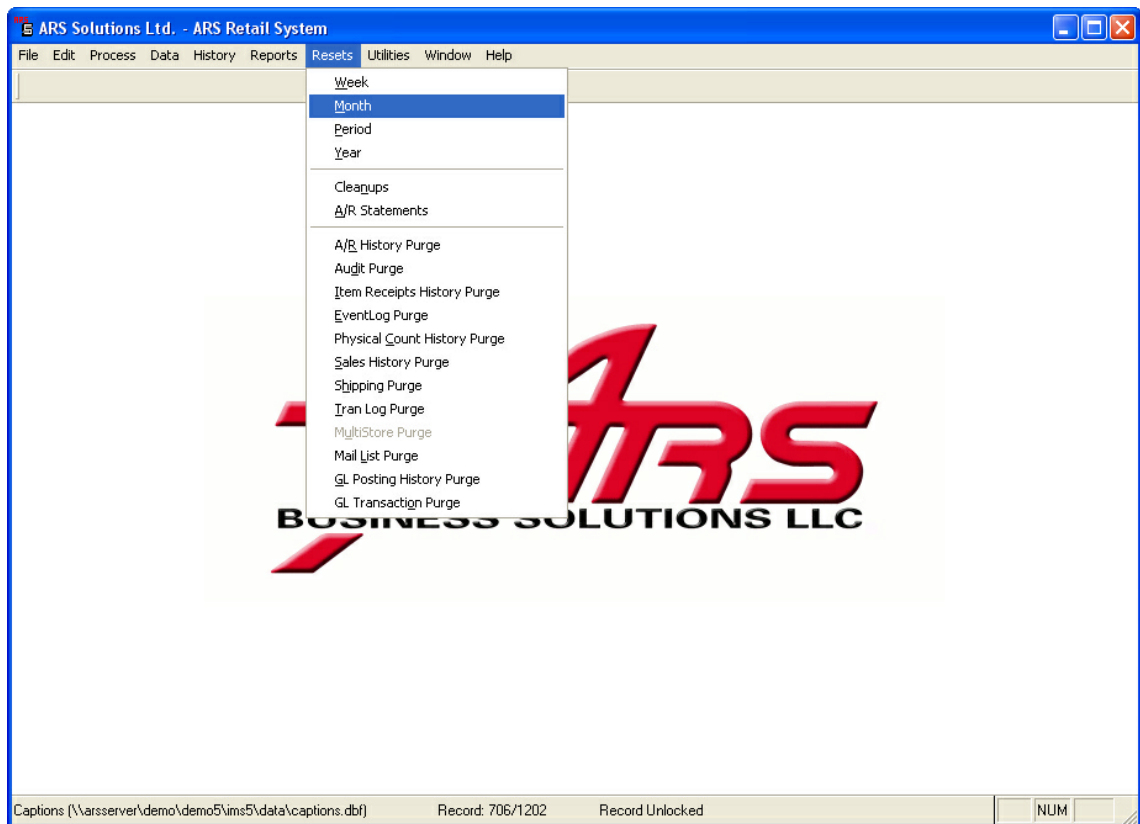
Click **OK**. The A/R Statements have been reset.

49.2 Monthly Resets

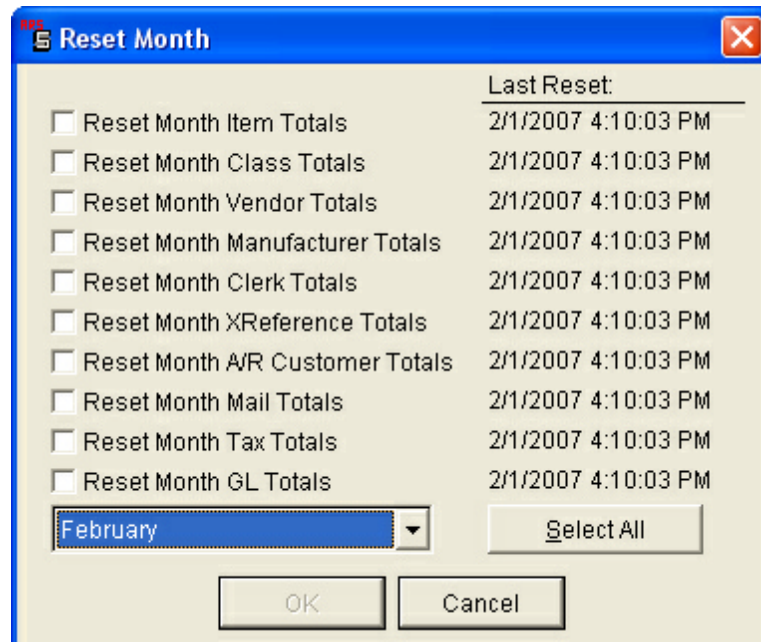


Before doing **Monthly Resets**, EOM Reports must be printed. Resets and cleanup of zero-balance gift certificates must be run after the reports have been printed. (FOM must be off.)

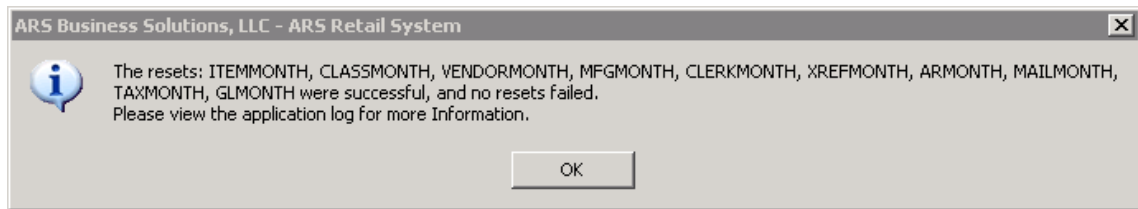
Click **Resets**; select **Month**.



Click the **Select All** button to place a check in each box. (Checks may be removed by clicking on individual boxes.) Select the month completed for the reset from the drop-down menu.



Click **OK**. When resets have been completed successfully, a notification will be shown. Click **OK**.

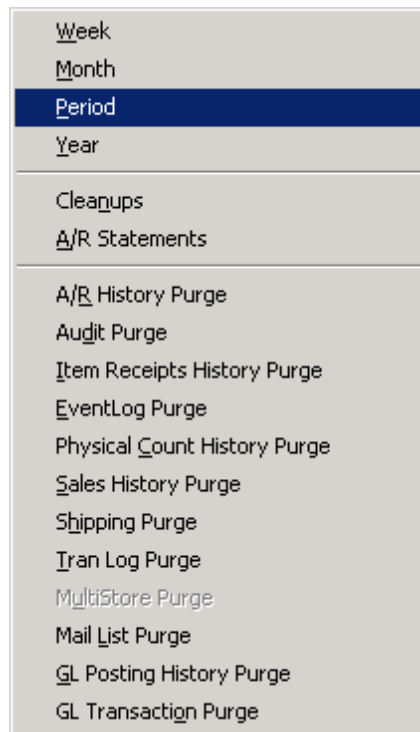


49.3 Period Resets

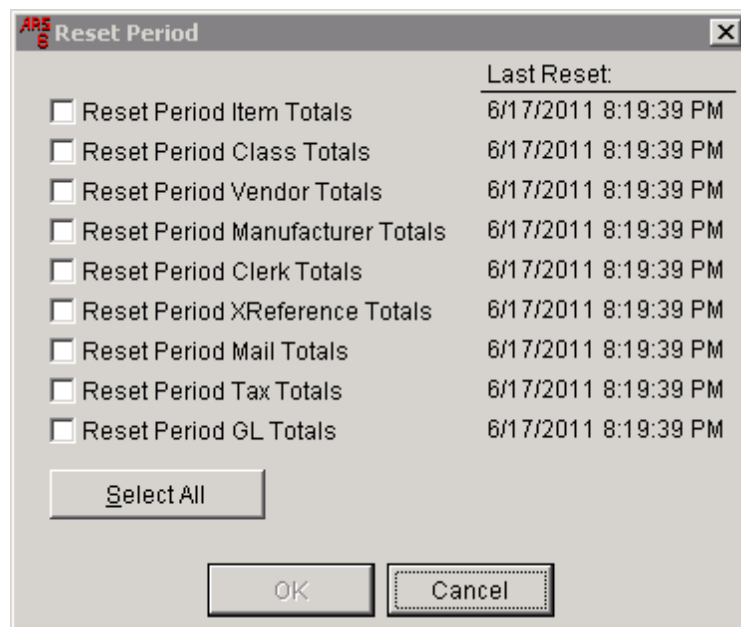


A period may be set for days, weeks or months in order to allow the store to track sales and inventories for a specific period of time. In order to start tracking for a period, a **period reset** must be done to set the totals to a starting point. At the close of the chosen period, reports showing Ptd (Period to Date) must be run to gather the period totals.

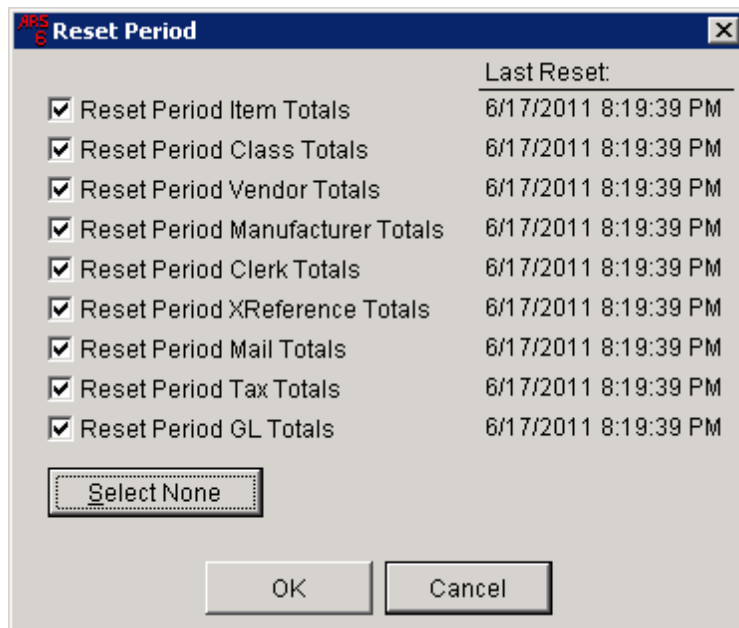
To run **period resets**, go to **Resets**; select **Period**.



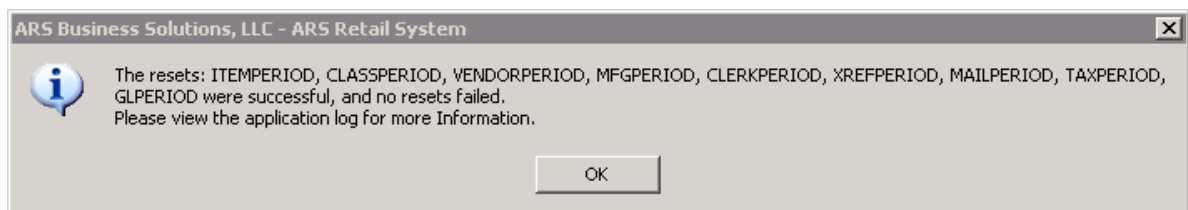
Click the **Select All** button. (Individual resets may be selected/unselected by clicking in the check-box.)



Click **OK**. (Clicking the **Select None** button will remove all checks.)



The resets are completed successfully when the notice appears saying 'no resets failed'. Click **OK**.

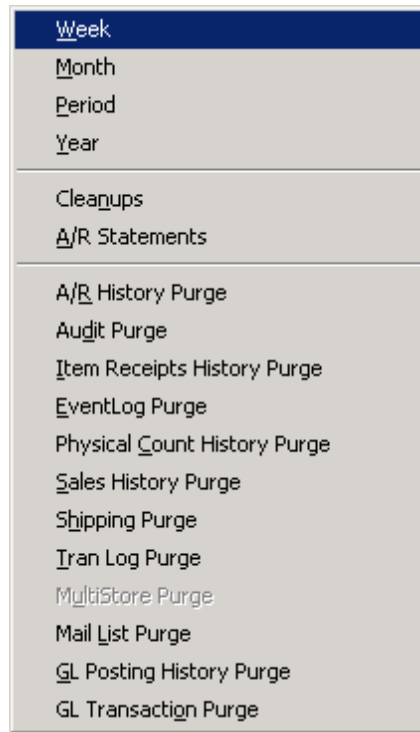


49.4 Weekly Resets

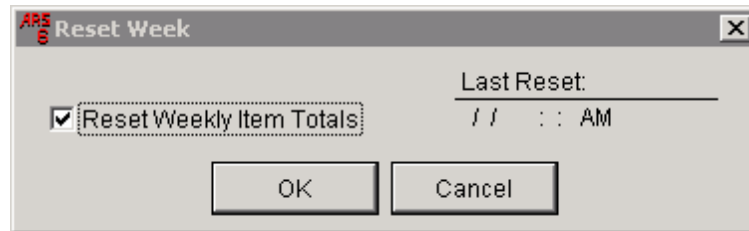


Weekly Resets can be run manually or by using the Scheduler. In order for any resets to be run, ALL IMS programs must be closed except on the computer running the resets. FOM must also be turned off.

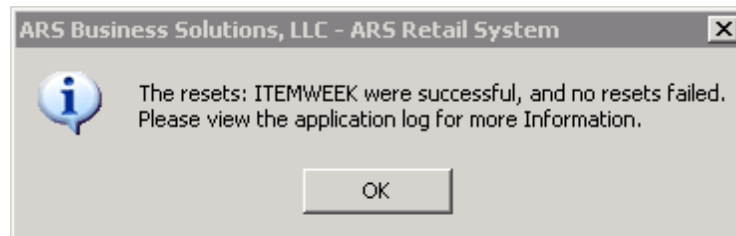
To manually run resets, go to **Resets**. Click **Week**.



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



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



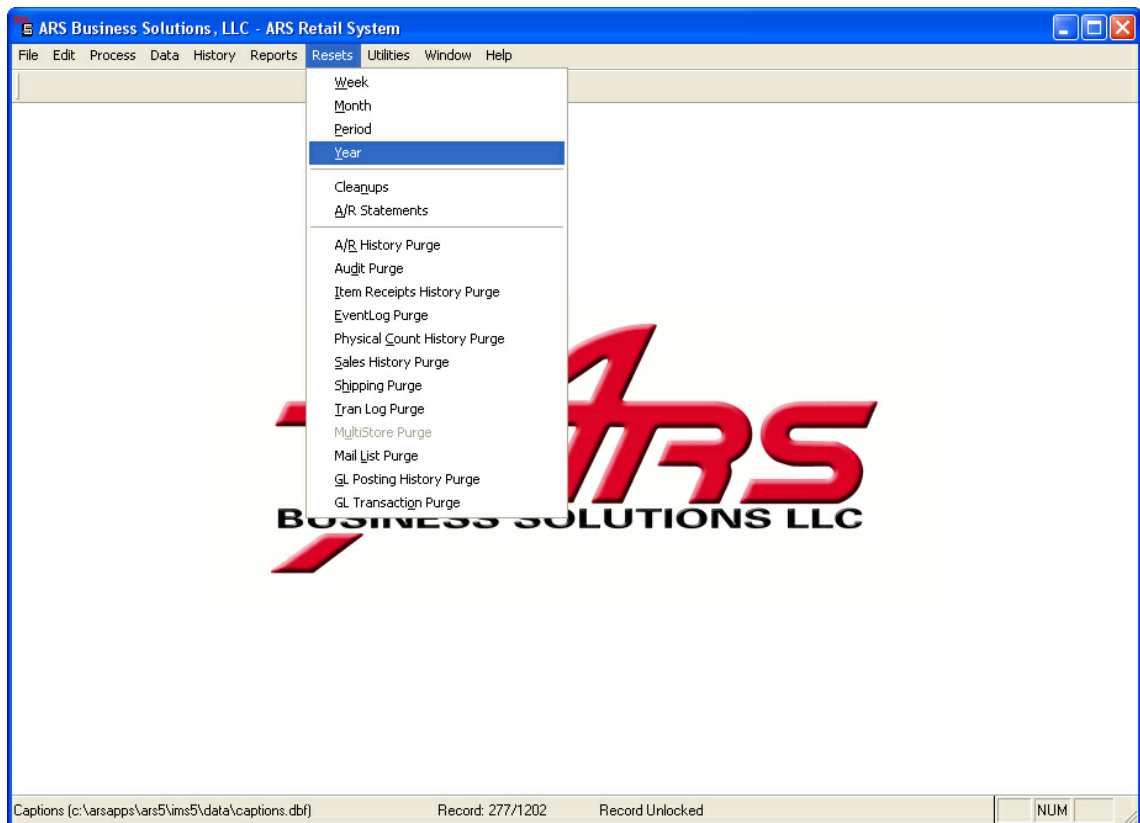
Click **OK**.

49.5 Year Resets

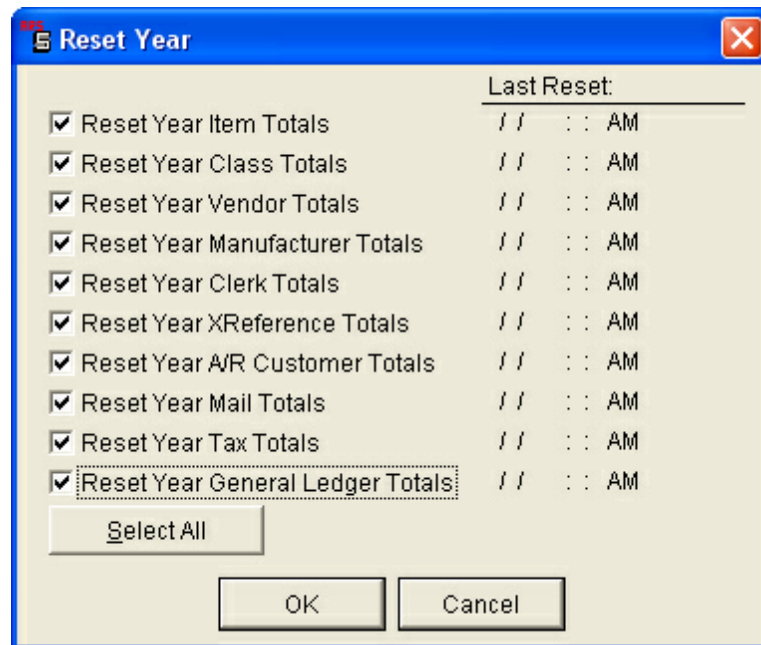


Before doing **Year Resets**, Month-end reporting and resets must be completed. Year-end reports must also be printed. (FOM must be off and IMS must be closed at all other computers.)

Go to **Resets**; select **Year**.



Click the **Select All** button to place a check in each box. (Checks may be removed by clicking on individual boxes.) Click **OK**.



When resets have been completed successfully, a notification will be shown. Click **OK**.

50 Sales Order



The **Sales Order** function generates and maintains a customer's sales order by creating and printing the sales order, pick tickets and invoices. Backorders are retained until shipments are complete or canceled. A wide variety of sales order reports are available.

- Create a new sales order
-

Highlights:

- Unlimited number of sales orders, invoices and line items
- Automatically generates order numbers or type in a unique order number
- Separate **Ship To** and **Bill To** areas
- Handles multiple partial shipments and backorders
- Automatically fills in product description and price from inventory
- Accept Gift Certificates as payment

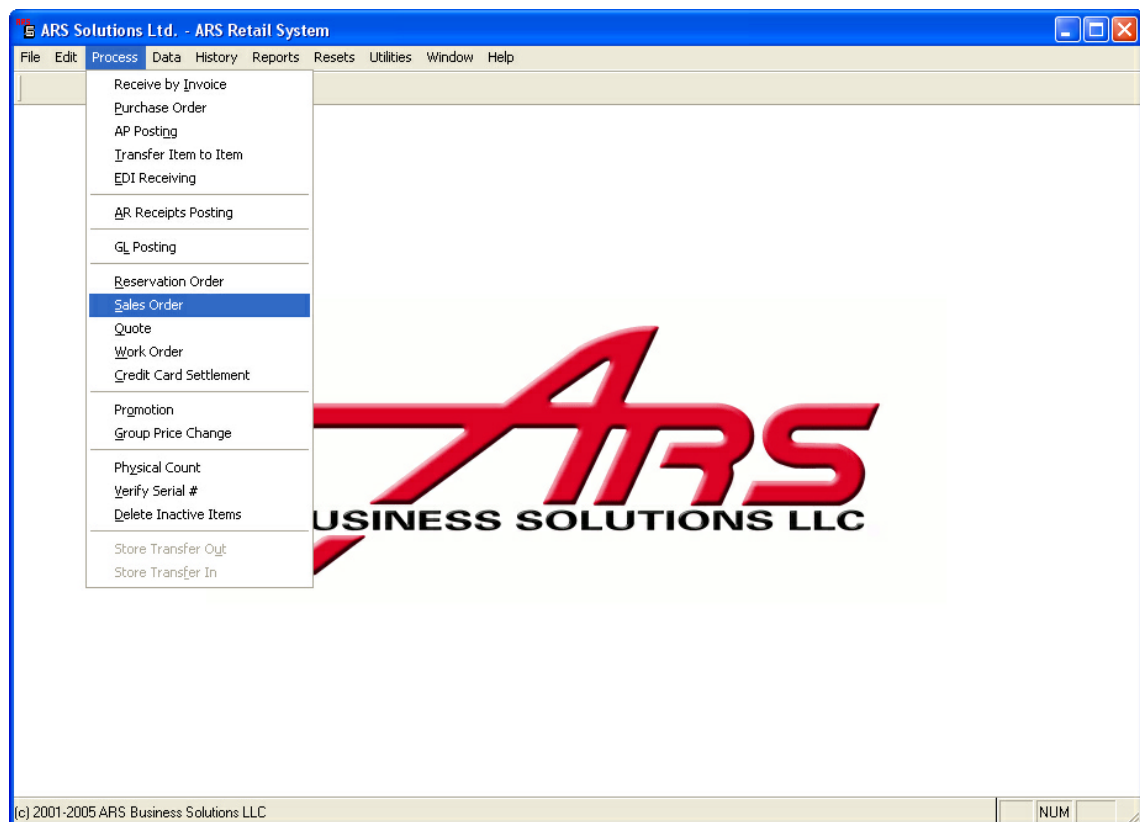
- Manually override product description and price if required
- Variable pricing and discounting options
- Quotation selection available
- Automatically create sales orders from a quote
- Automatically create sales orders from a work order
- Multiple item types: stock, non-stock, non-standard
- FOB point, freight payment method, carrier
- Optional entry for purchase order and date
- Supports import of information from other sources
- Support for multiple warehouses

50.1 Add Sales Order Detail

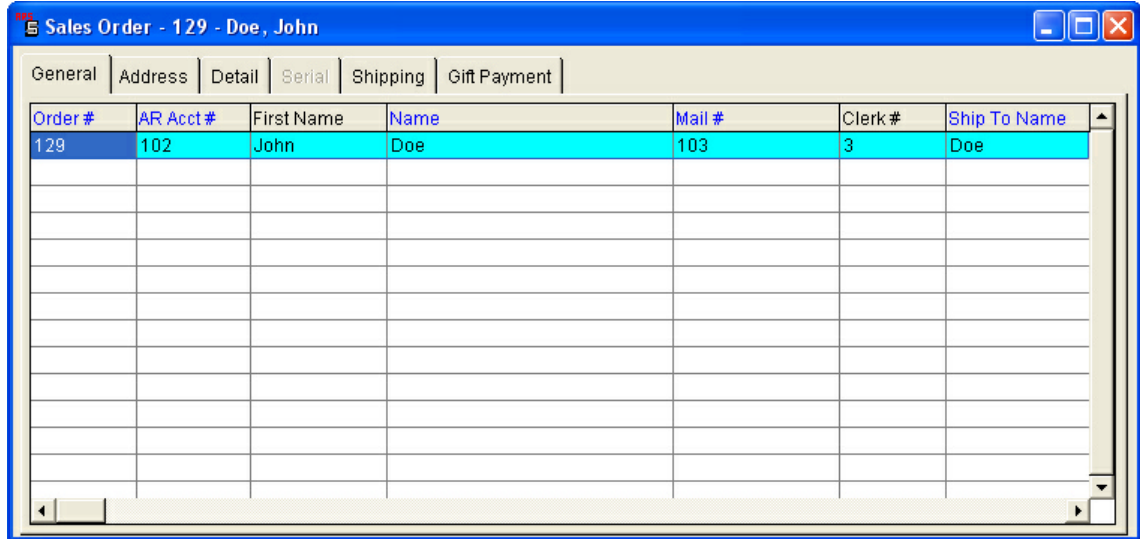


Once a new sales order is created, the detail item(s) being shipped to the customer need to be added.

Go to **Process**; select **Sales Order**.

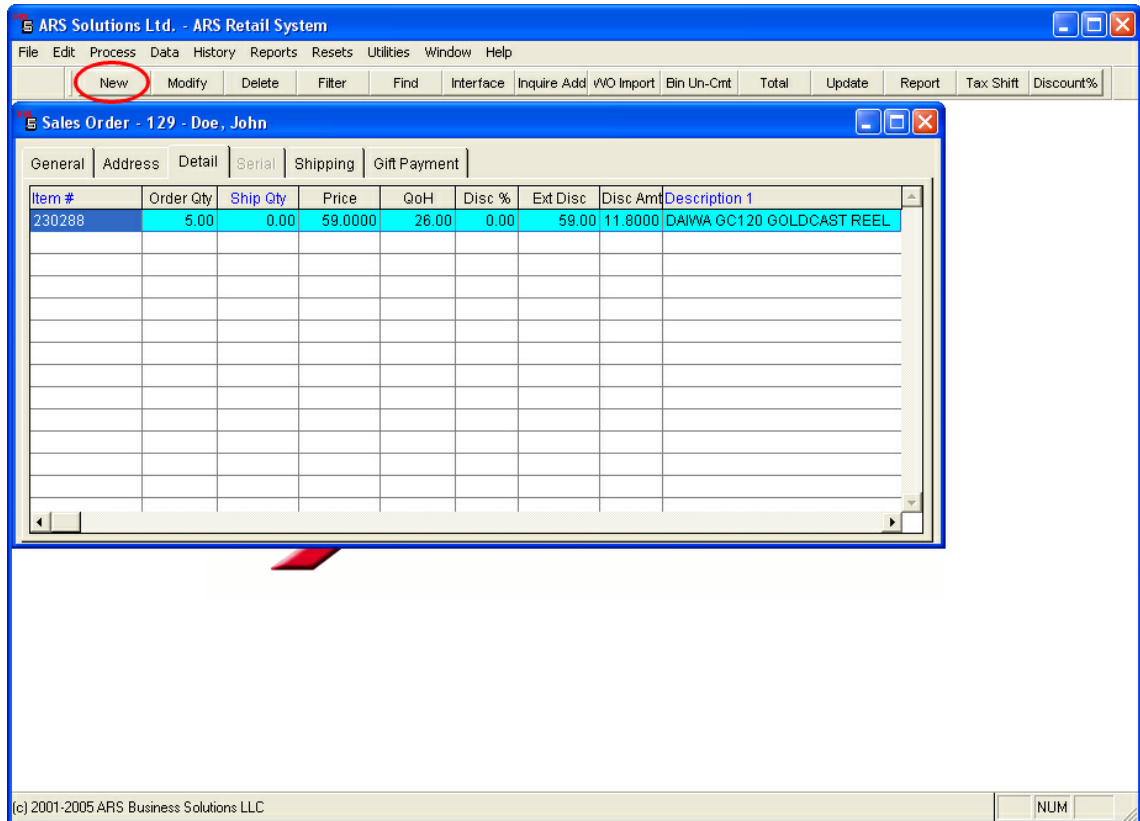


Select the sales order by clicking on it to highlight it. Click the **Detail** tab.



Order #	AR Acct #	First Name	Name	Mail #	Clerk #	Ship To Name
129	102	John	Doe	103	3	Doe

Click the **New** button. (Detail may also be added from a Work Order.)



Item #	Order Qty	Ship Qty	Price	QoH	Disc %	Ext Disc	Disc Amt	Description 1
230288	5.00	0.00	59.0000	26.00	0.00	59.00	11.8000	DAIWA GC120 GOLDCAST REEL

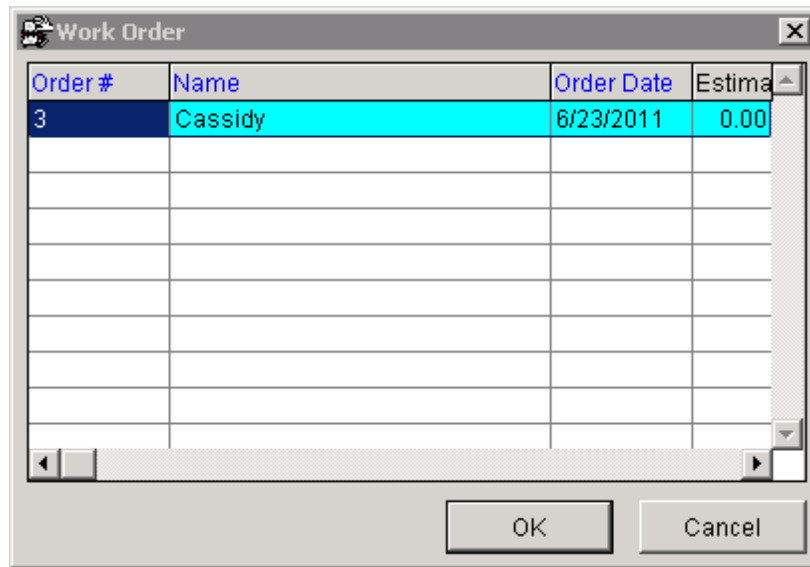
Enter the item information on the **Sales Order Item** screen. Click **Add** after each item. Click **Close** when finished.

NOTE: The tax code for all taxable items in the sales order detail may be shifted using the **Tax Shift** button.

50.1.1 Detail from Work Order



From within the Sales Order Detail tab, click the **WO Import** button. Select the Work Order by clicking to highlight it. Click **OK**.



Order #	Name	Order Date	Estima
3	Cassidy	6/23/2011	0.00

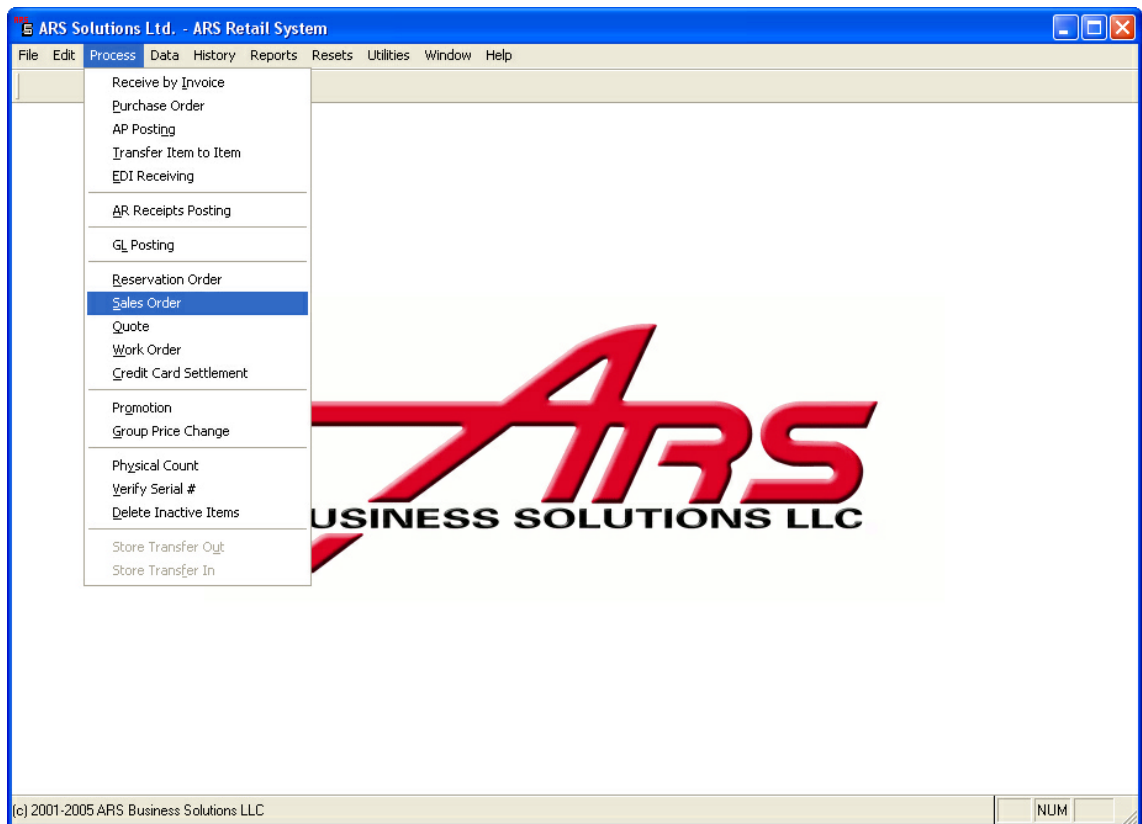
The items from the Work Order become part of the sales order detail, and the completed Work Order is removed from the open Work Orders.

50.2 Gift Payment

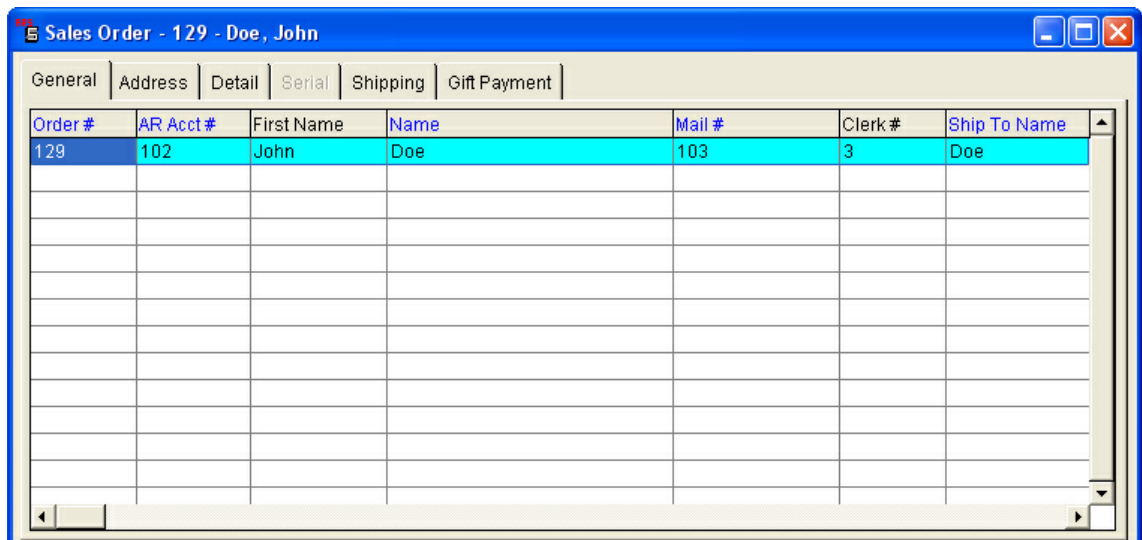


Gift certificates may be accepted as payment on a sales order. Gift cards (non-denominational cards) may not be used as payment on sales orders because the remaining balance on a gift card may not be returnable to the customer.

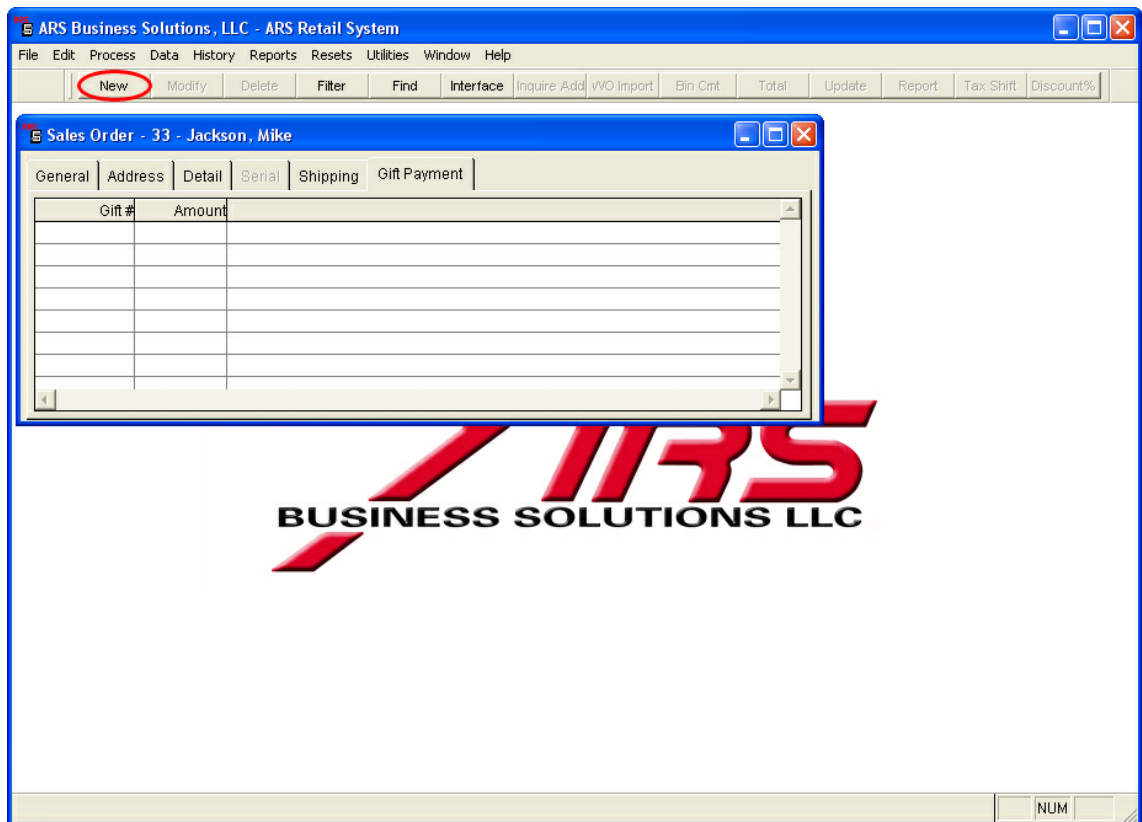
To use a gift certificate as payment on a sales order, go to **Process**; select **Sales Order**.



Select the sales order by clicking to highlight it.



Click the **Gift Payment** tab. Click the **New** button.



Enter **Gift** number (or use the **LookUp** button).

Add Sales Order Gift

General

Gift LookUp

Gifttype Orderno

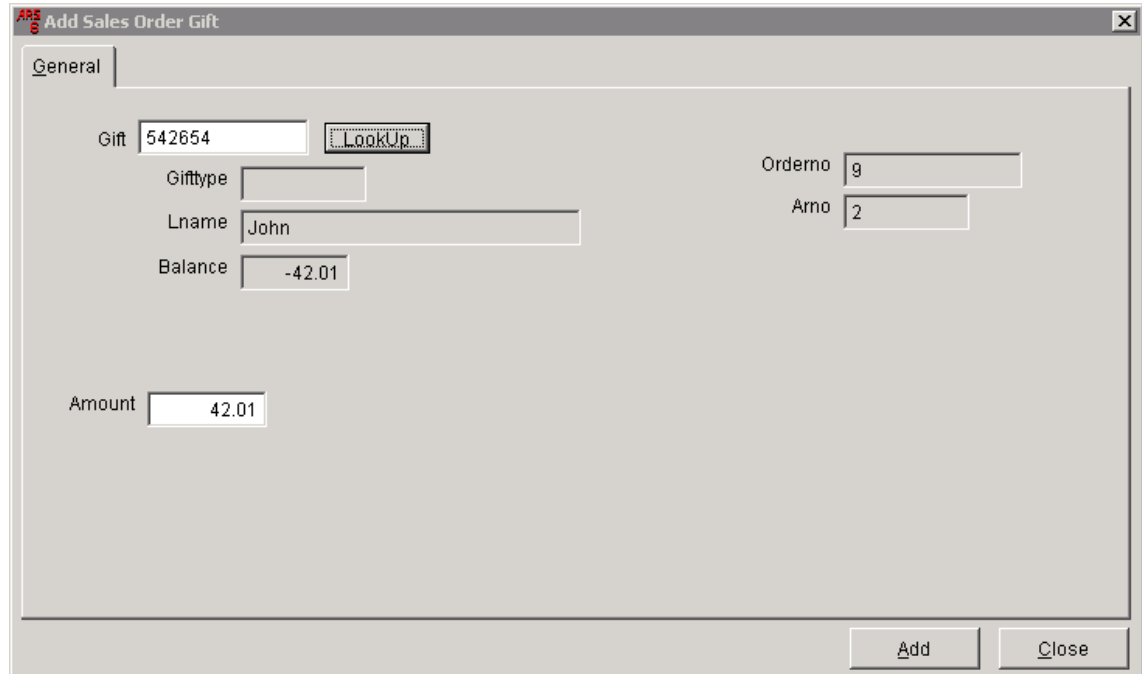
Lname Arno

Balance

Amount

Add Close

The remaining balance of the gift certificate is displayed. The amount to be applied to the sales order may not exceed the available balance of the gift certificate. Edit the **Amount**, if needed. Click **Add**.



The screenshot shows a software window titled "Add Sales Order Gift" with a "General" tab. The window contains several input fields and buttons. The "Gift" field contains the value "542654" and has a "LookUp" button next to it. The "Gifttype" field is empty. The "Lname" field contains "John". The "Balance" field contains "-42.01". The "Amount" field contains "42.01". The "Orderno" field contains "g" and the "Arno" field contains "2". At the bottom right of the window are two buttons: "Add" and "Close".

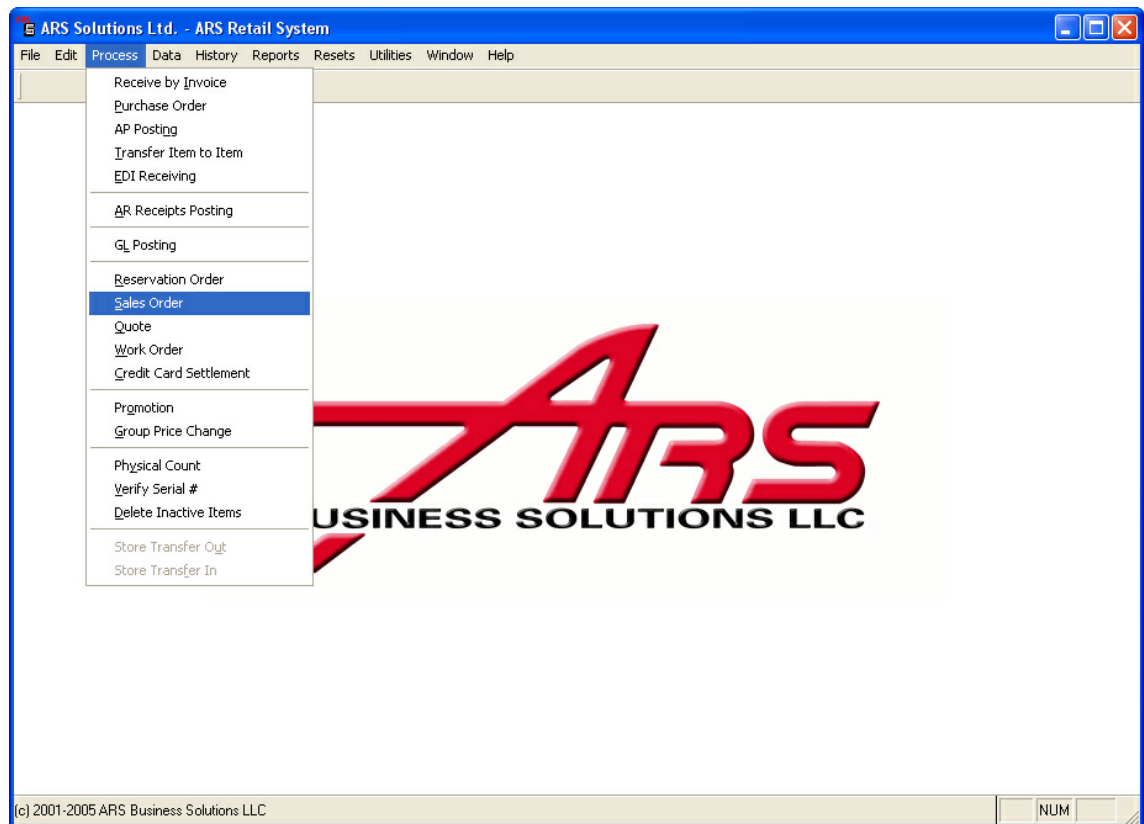
Multiple gift payments may be applied. Click **Close** when finished. Click the **Total** button to see the sales order totals.

50.3 New Sales Order



A Sales Order is created when items are ordered which will be shipped to a customer. The order may be a web store order, phone-in order, mail order, etc.

To create a new sales order, click **Process**; select **Sales Order**.



Existing sales orders will be displayed in the grid.

The screenshot shows the 'Sales Order - 129 - Doe, John' window. The 'General' tab is selected, and a grid displays the following data:

Order #	AR Acct #	First Name	Name	Mail #	Clerk #	Ship To Name
129	102	John	Doe	103	3	Doe

Click the **New** button.

Add Sales Order - 2228 -

General | Billing | UDF | Totals | Report

Order # Order Date Clerk #

Custpo Ship Date Deposit

Bill To

AR Acct #

Last Name

Address1

Address2

City State Zip

Country

Phone #

Ship To

Mail #

Last Name

Address1

Address2

City State Zip

Country

Phone # Use Ship For Serial

Contact

E-mail

Cancel Back Order

Quote Flag

Once a sales order has been created, it may be edited by clicking the **Modify** button. Detail items must now be added to the sales order.

50.4 Sales Order Tabs



Sales Order Tabs may be accessed when a new sales order is being created. More often, they will be accessed by selecting an existing sales order and clicking the **Modify** button.

Edit Sales Order - 5015810062 - John Doe

General Billing UDF Totals Report

Order # S015810062 Order Date 01/19/2011 Clerk # 2 LookUp

Custpo Ship Date 1/19/2011 Deposit 12.50

Bill To Ship To

AR Acct # 100 LookUp Mail # 5555555555 LookUp Bill To

Last Name Doe John Last Name Doe John

Address1 1234 Anywhere Address1 1234 Anywhere

Address2 Address2

City State Zip USA Town US 12345 City State Zip USA Town US 12345

Country Country

Phone # 555-555-5555 Phone # 555-555-5555 Use Ship For Serial

FFL FFL

Contact

E-mail

Cancel Back Order

Send Quote Flag

OK Cancel

- **Billing tab** - view or change account information
- **UDF tab** - user defined fields
- **Totals tab** - view totals for a sales order
- **Report tab** - preview or print sales order reports and invoices

50.4.1 Billing Tab



The **Billing Tab** is where billing terms, credit card information and credit limits are added to a sales order.

Click on **Billing**.

The screenshot shows a software window titled "Edit Sales Order - 5015810062 - John Doe". The window has several tabs: "General", "Billing", "UDF", "Totals", and "Report". The "General" tab is active. The form contains the following fields and controls:

- Order #: 5015810062
- Order Date: 01/19/2011
- Custpo: [Empty]
- Ship Date: 1/19/2011
- Letter: [Empty] with a "LookUp" button
- Tax Ex Desc: [Empty] with a "LookUp" button
- Price Code: [Empty]
- Terms: [Empty]
- Ship Via: [Empty]
- FOB: [Empty]
- Tax ID #: [Empty]
- AVR Status: GOOD
- Credit Limit: 0.00
- CC Type: [Dropdown]
- CC #: [Empty]
- Exp Date: [Empty] with a "Commercial" checkbox
- AVS Address: [Empty]
- AVS Zip: [Empty]
- Authorize: [Empty]
- Packages: 0
- Freight: 0.00
- Total Goods: 125.00

At the bottom right, there are "OK" and "Cancel" buttons.

A letter may be attached.

50.4.2 Reports Tab



The **Reports Tab** allows access to reports for individual Sales Orders.

ARS Edit Sales Order - 5015810062 - John Doe

General Billing UDF Totals Report

Order # S015810062 Order Date 01/19/2011

Custpo Ship Date 1/19/2011

Print Picking Ticket Print Packing List

Packages 0

Print Shipping Labels

Batch Print Invoice

Print Special Order

Queue Price Labels

OK Cancel

Batch Print Invoice - when checked, the system will automatically prompt for the invoice to be printed after it has been updated

50.4.3 Totals Tab



The **Totals Tab** shows totals for everything associated with the sales order including deposit and balance.

ARS Edit Sales Order - 5015810062 - John Doe

General Billing UDF Totals Report

Order # 5015810062 Order Date 1/19/2011
 Custpo Ship Date 1/19/2011 Deposit 12.50

	Ordered	Shipped
Quantity	1.00	1.00
Merchandise	125.00	125.00
Discount	0.00	0.00
Total Goods	125.00	125.00
Freight	0.00	0.00
Tax	0.00	0.00
Total	125.00	125.00
Gift Total	0.00	0.00
Balance	112.50	112.50
Sugg Retail	0.00	0.00
Weight	0.0000	0.0000

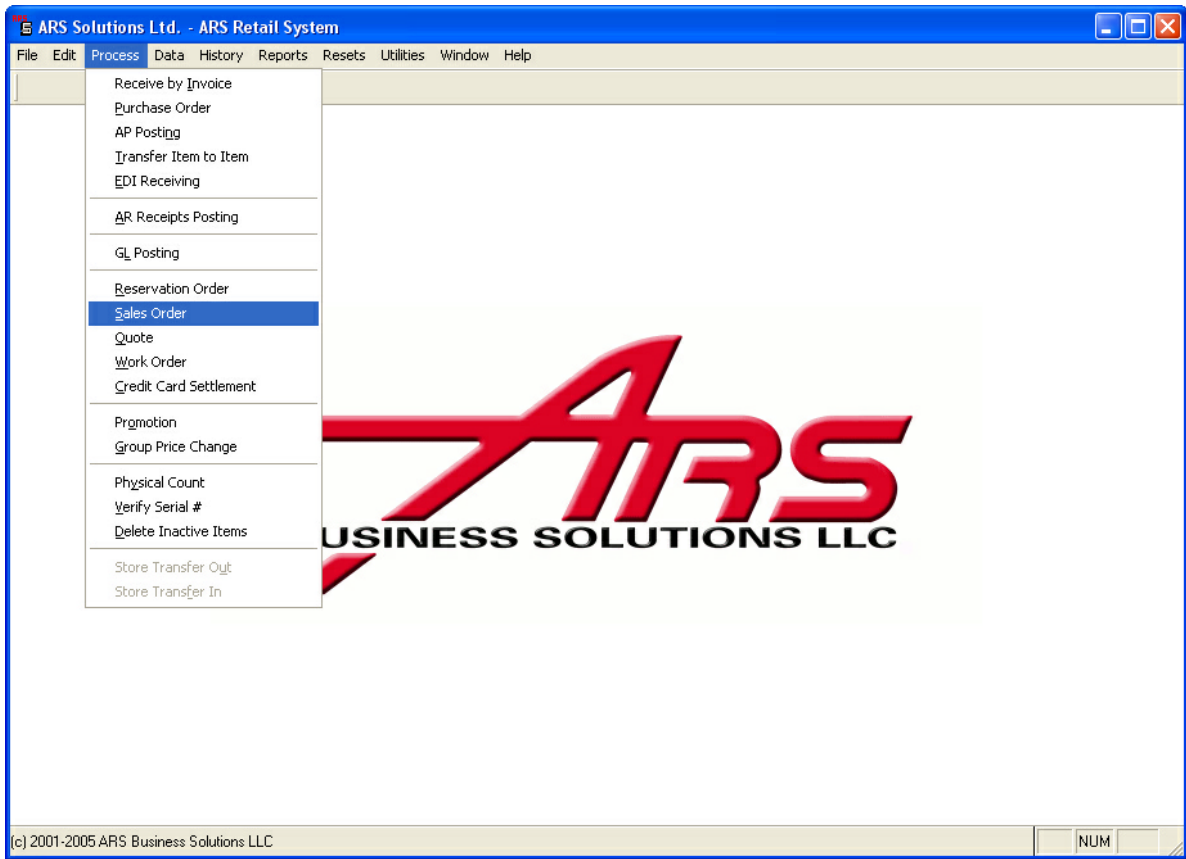
OK Cancel

50.5 Update Sales Order

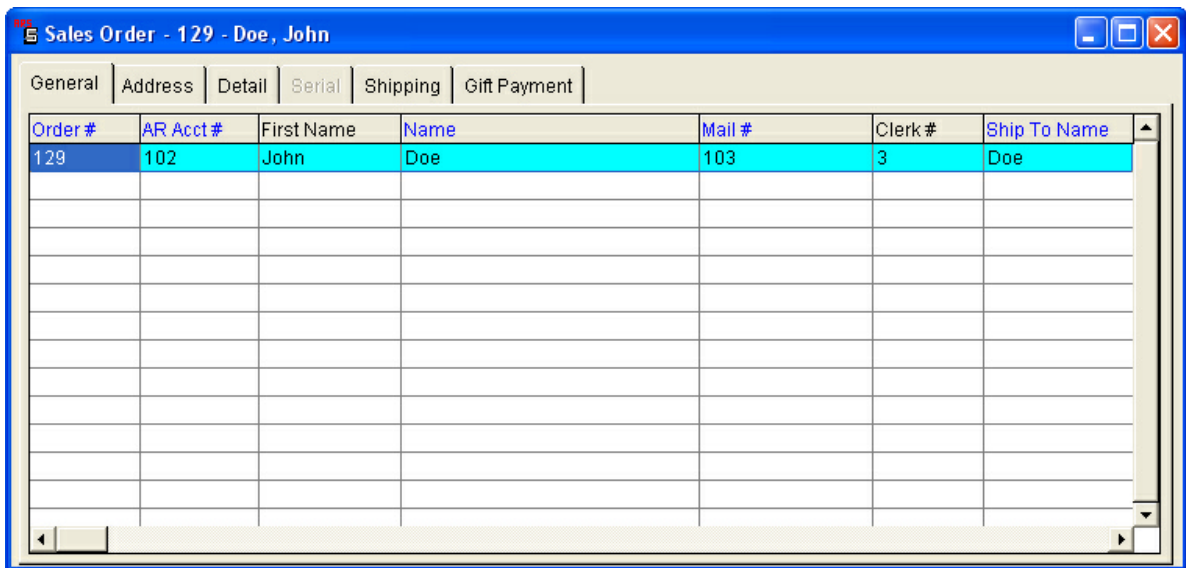


A sales order is updated when the items are shipped and the order is complete. Updating a sales order will prompt for an invoice to be printed. Inventory will be updated.

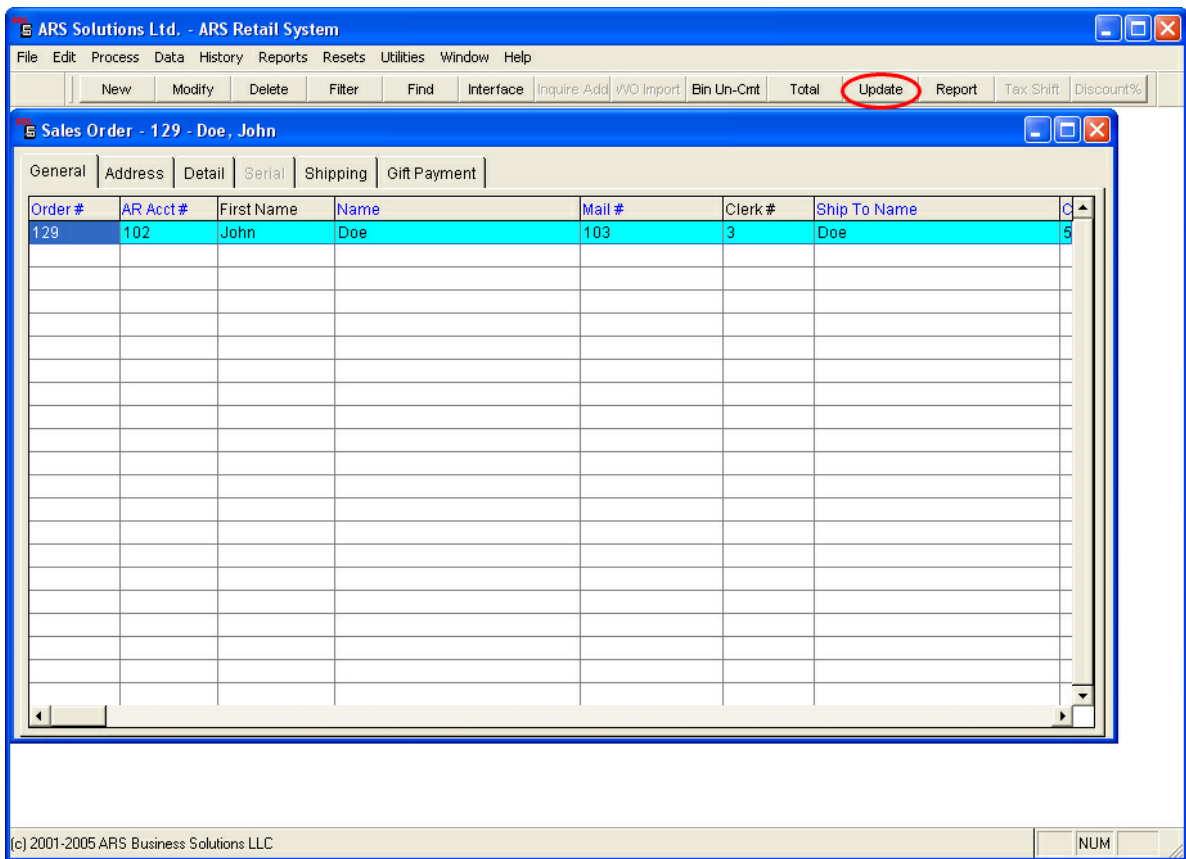
Go to **Process**; select **Sales Order**.



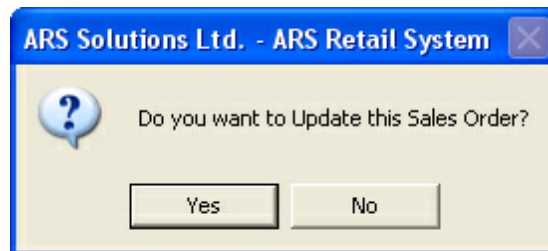
Select a sales order by clicking to highlight it.



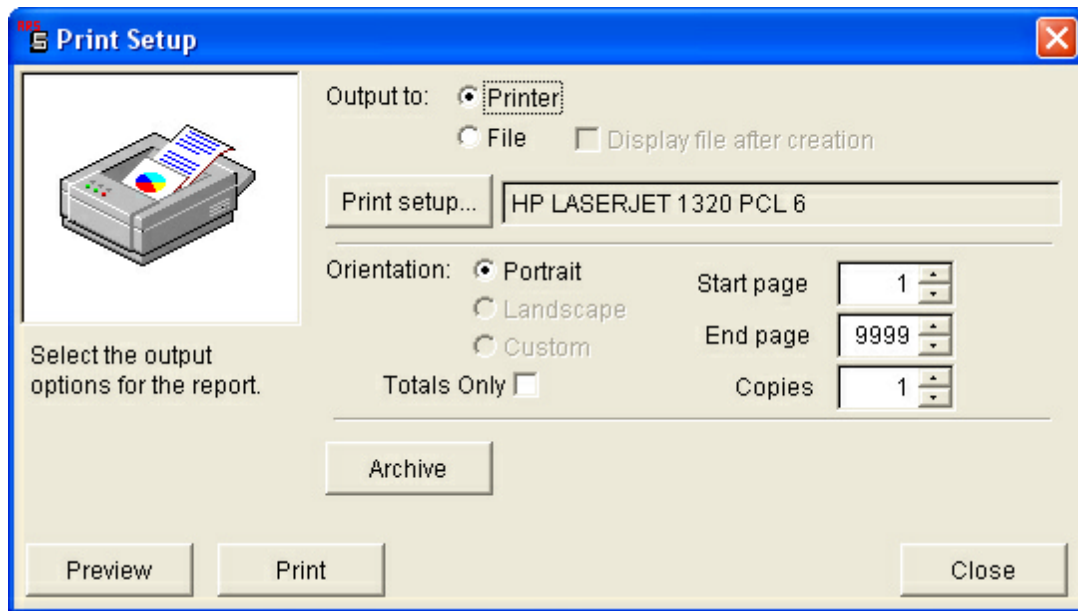
Click the **Update** button.



Click **Yes**.



The system automatically prompts to print an invoice for the sales order.



51 Scheduler



Scheduler is a separate application from the IMS which allows the user to schedule one-time or recurring events in certain other ARS applications.

A scheduled event performs one or more tasks based on dates, items, number of occurrences and occurrence intervals. These are defined when the event is created but can be modified at any time prior to the event expiring.

Scheduler is used by ARS2 users to run weekly resets. The system turns FOM off and automatically performs the resets on the same day of the week at the specified time. (All other IMS programs **MUST** be off when this runs, or there will be an error.)

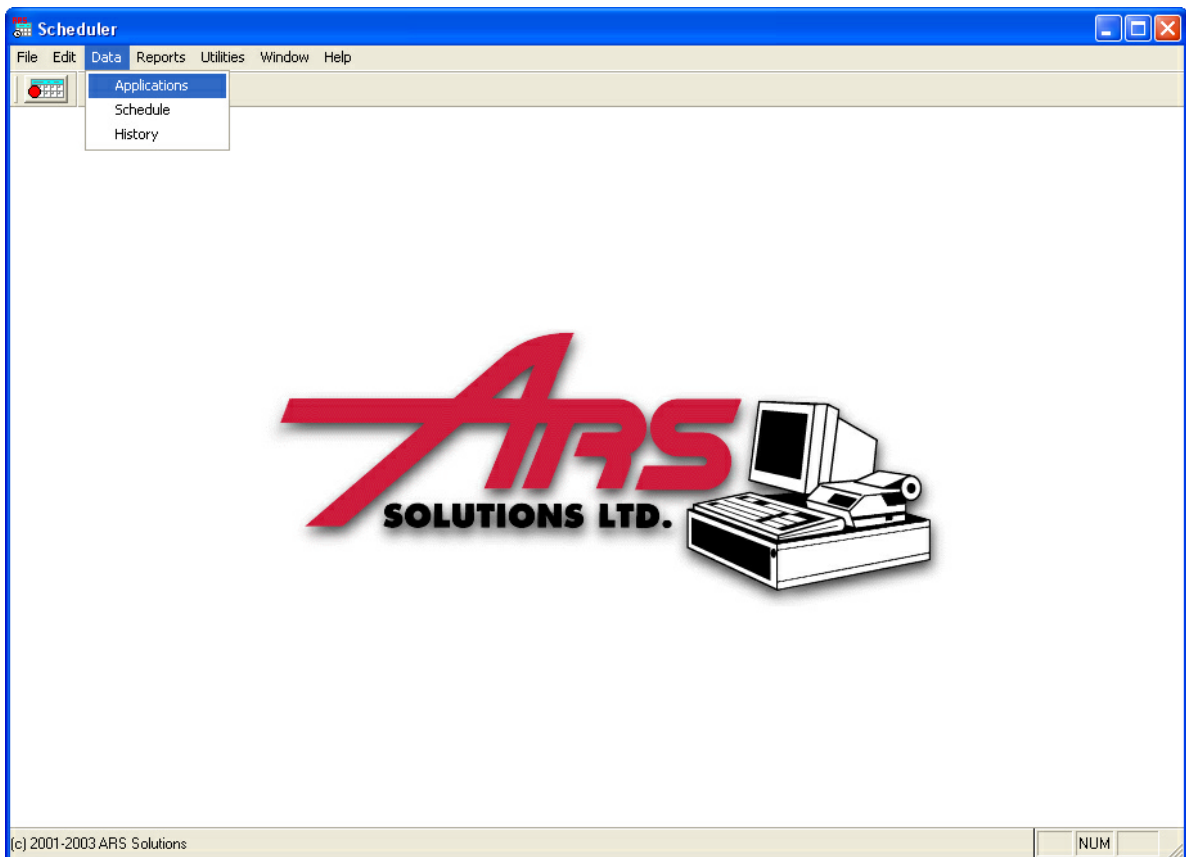
- **Schedule:** Refers either to an event or group of events which are set to perform tasks on a pre-defined timing system, as well as to the timing system itself.
- **Event:** An event is scheduled to perform tasks. There is no limit on the number of events you can schedule, and there is no limit to the number of tasks each event can perform. For ease of use and modification, it is recommended that a small number of tasks be restricted to each event.
- **Task:** A process which can be done manually within the various ARS Applications. Using scheduler allows a user to have these tasks performed automatically at precise dates and items with unlimited recurrency.

51.1 Add Schedulable Application

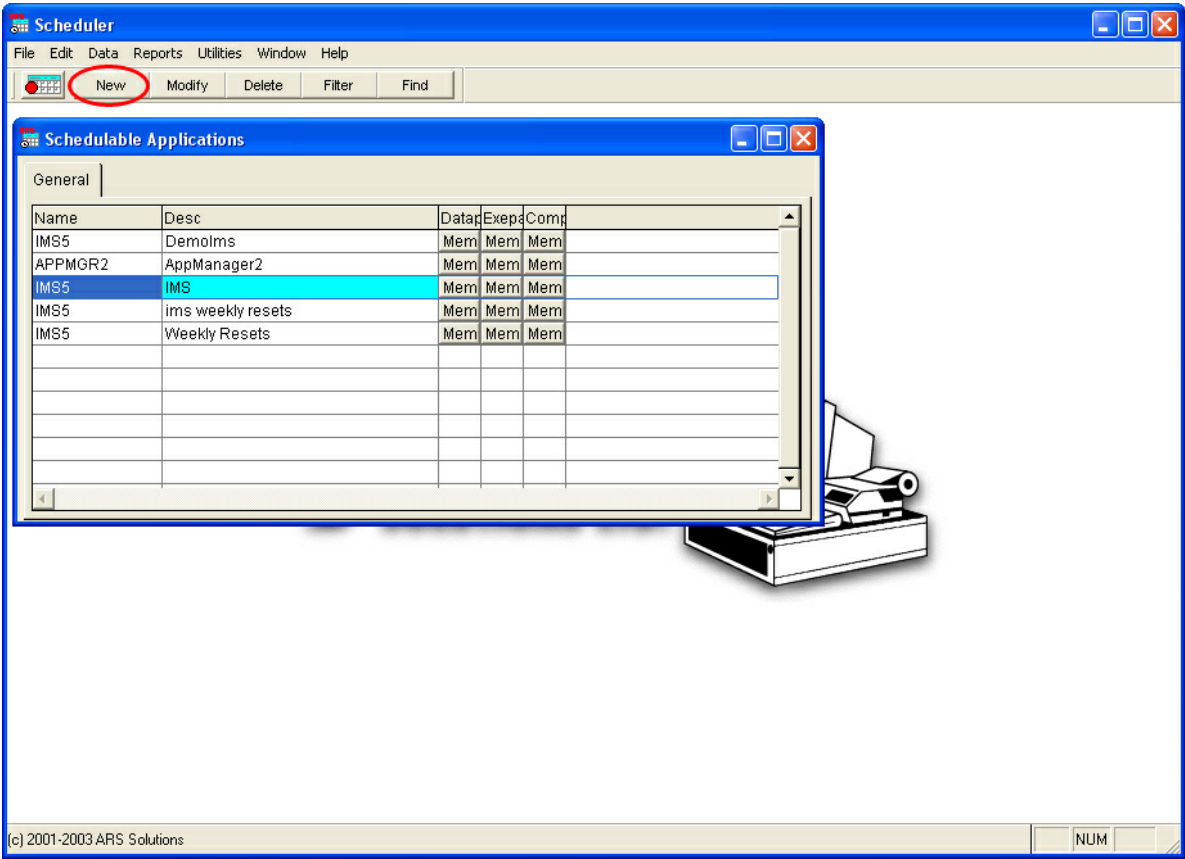


Not every application in the IMS may be scheduled. It may be best to contact ARS directly to setup applications to be run with Scheduler. Once they are setup, creating a scheduled event is no problem.

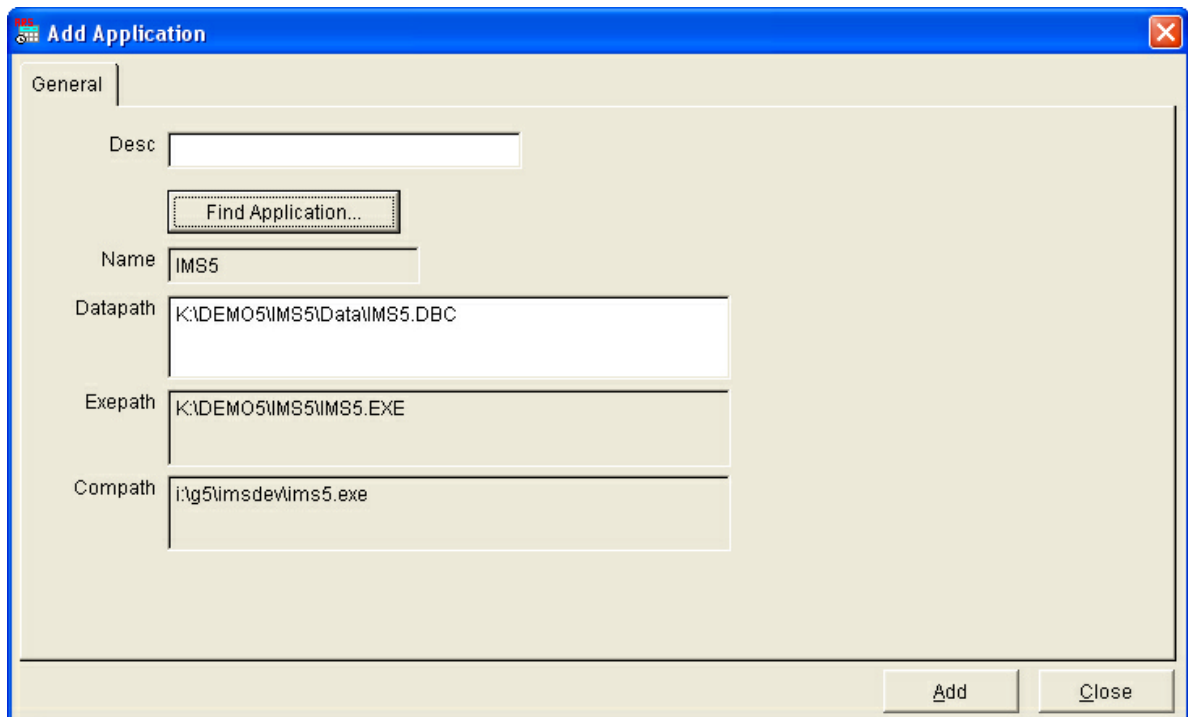
If you would prefer to setup your own applications in scheduler, go to **Data**; select **Applications** (in the Scheduler program).



Click the **New** button.



Type a description in the **Desc** box.



The screenshot shows the 'Add Application' dialog box with the following fields and values:

- Desc: [Empty]
- Name: IMS5
- Datapath: K:\DEMO5\IMS5\Data\IMS5.DBC
- Exepath: K:\DEMO5\IMS5\IMS5.EXE
- Compath: i:\g5\imsdev\ims5.exe

Click the **Find Application** button to browse for the appropriate ARS application. Once the application is selected, the remaining fields will be completed.

- **Name:** The type of ARS application.
- **Datapath:** The data source (.dbc) within the application that will be accessed by scheduler.
- **Exepath:** The location of the application file (.exe).
- **Compath:** The location of the automation server.

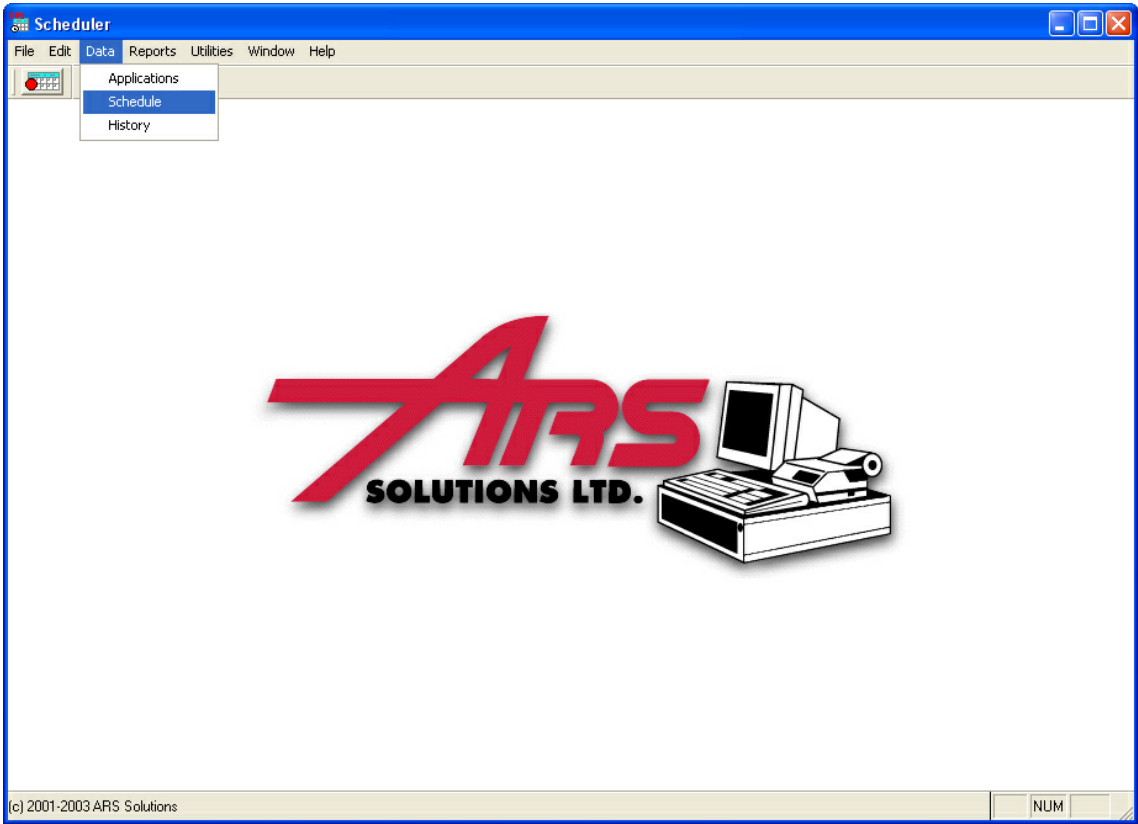
Click **Add**.

51.2 Create Scheduled Event

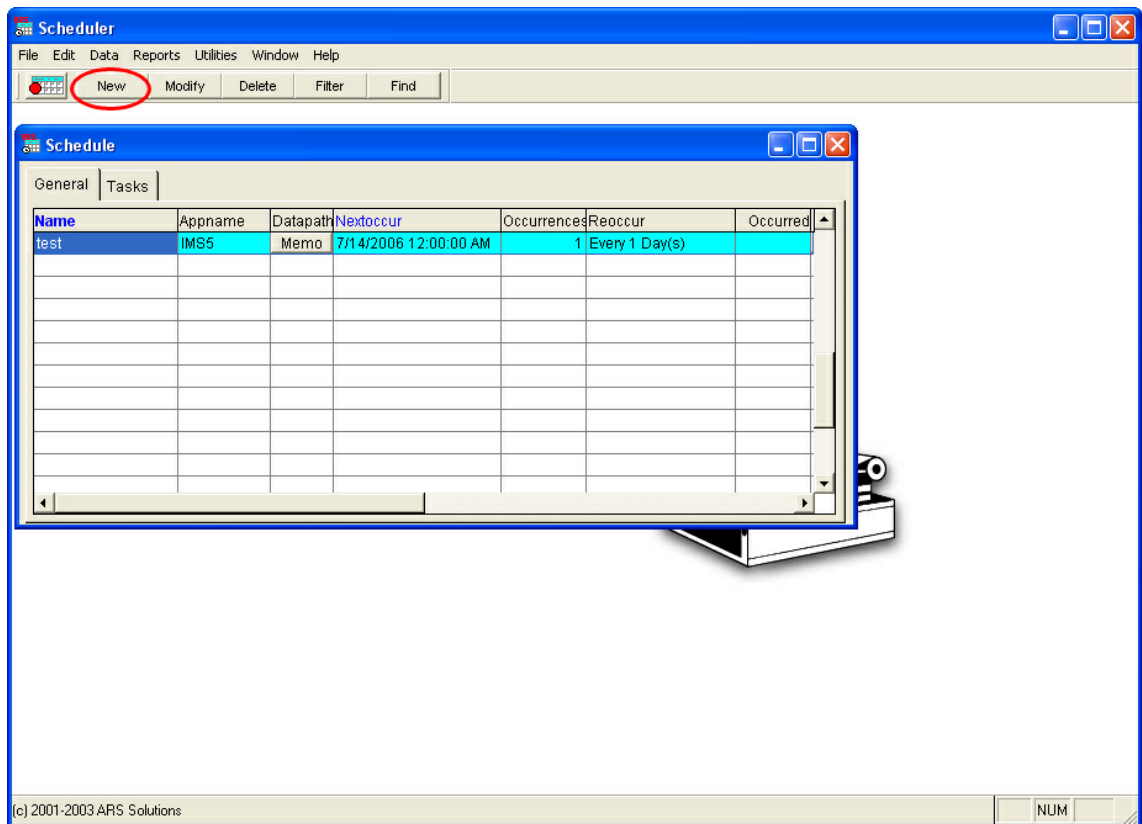


Being able to schedule events to perform tasks within other ARS applications is the main purpose of Scheduler. The following section describes proper procedures for setting up Scheduled Events.

Click **Data**; select **Schedule**.



Click the **New** button.



Answer the questions asked in the **Scheduling Wizard**.

Scheduling Wizard

This Wizard allows you to schedule as many tasks as you would like for a specific date and time.

Describe Schedule Event

What do you want to name this Scheduled Event?

What application would you like to schedule?

Database

Application

Notes

Cancel < Back Next > Finish

Type a name for the event being created.

Using the drop-down menu, select an application in which the event will take place. Once an application is selected, the file path for the active data source (.dbc) and the application file (.exe) will automatically be entered into the appropriate fields.

Notes may be entered, but they are not required.

Click **Next**.

Scheduling Wizard

Describe Schedule Event

What do you want to name this Scheduled Event?

ARS Year Reset

What application would you like to schedule?

IMS (IMS5)

Database K:\DEMO5\IMS5\Data\IMS5.DBC

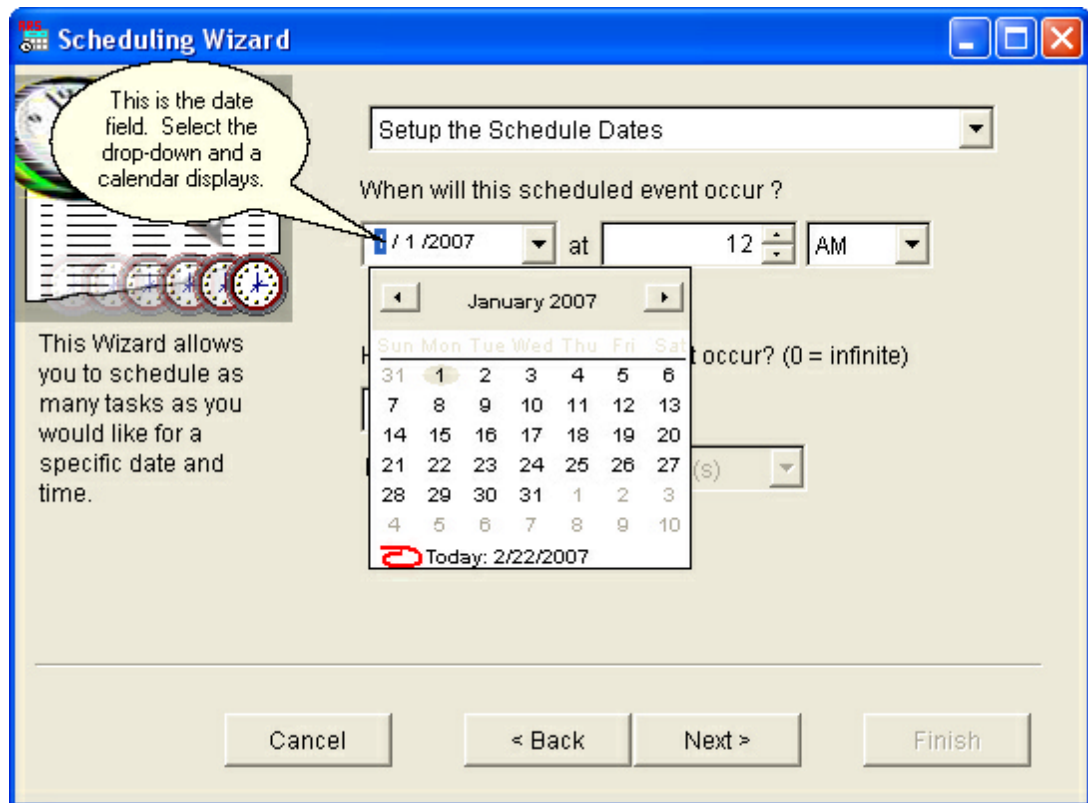
Application K:\DEMO5\IMS5\IMS5.EXE

Notes

This event will perform yearly resets of teh ARS IMS for the next five years.

Cancel < Back Next > Finish

Setup the Schedule Dates for the event. Enter the beginning date for the event and the time for the event to occur.



Example: Because this event is intended to perform yearly resets for the next five years, the schedule will read: Schedule will occur on 1/1/07 at 12 a.m., 5 times every 365 days.

Enter the number of times the event will occur. If a zero is entered in this field, the event will continue to perform its task(s) indefinitely until it is deleted from Scheduler.

Scheduling Wizard

Setup the Schedule Dates

When will this scheduled event occur ?

1 / 1 /2007 at 12 AM

How many times will this event occur? (0 = infinite)

1 Time

Every 1 Day(s)

Cancel < Back Next > Finish

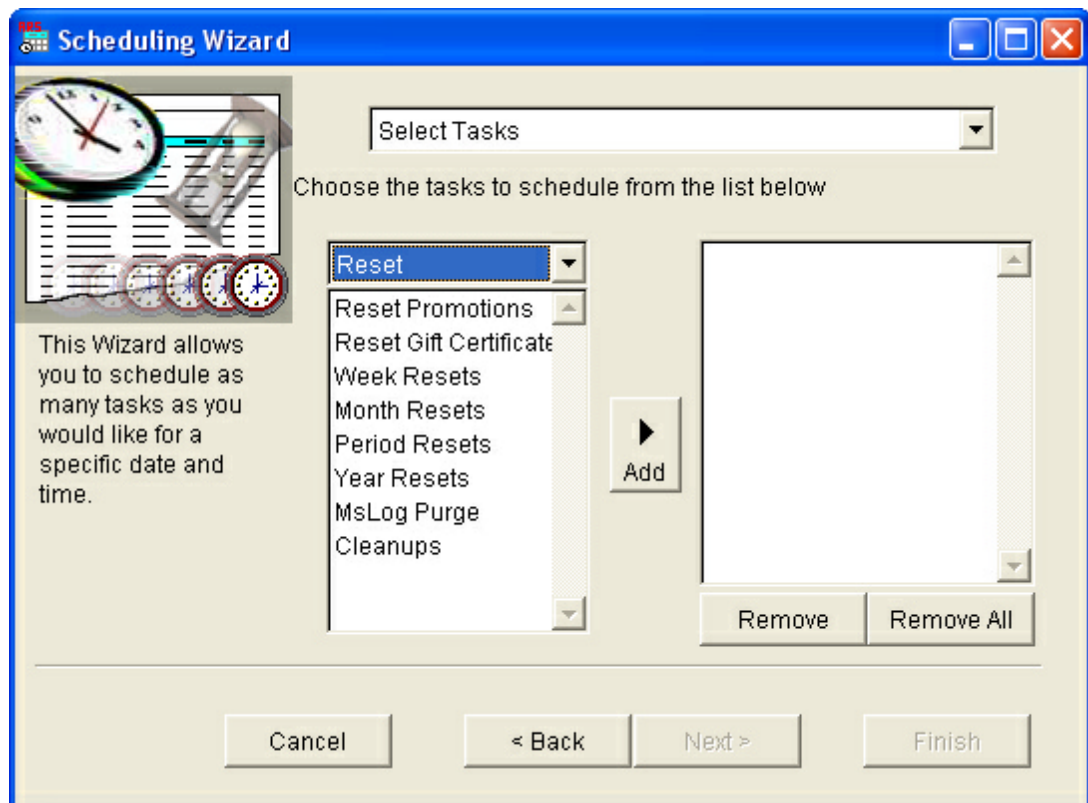
If the event is recurring, enter the time interval between occurrences using hour and day increments.

Example: If the event is required to occur once every week for an indefinite period of time, the schedule should read: 0 occurrences every 7 days.

Click **Next**.

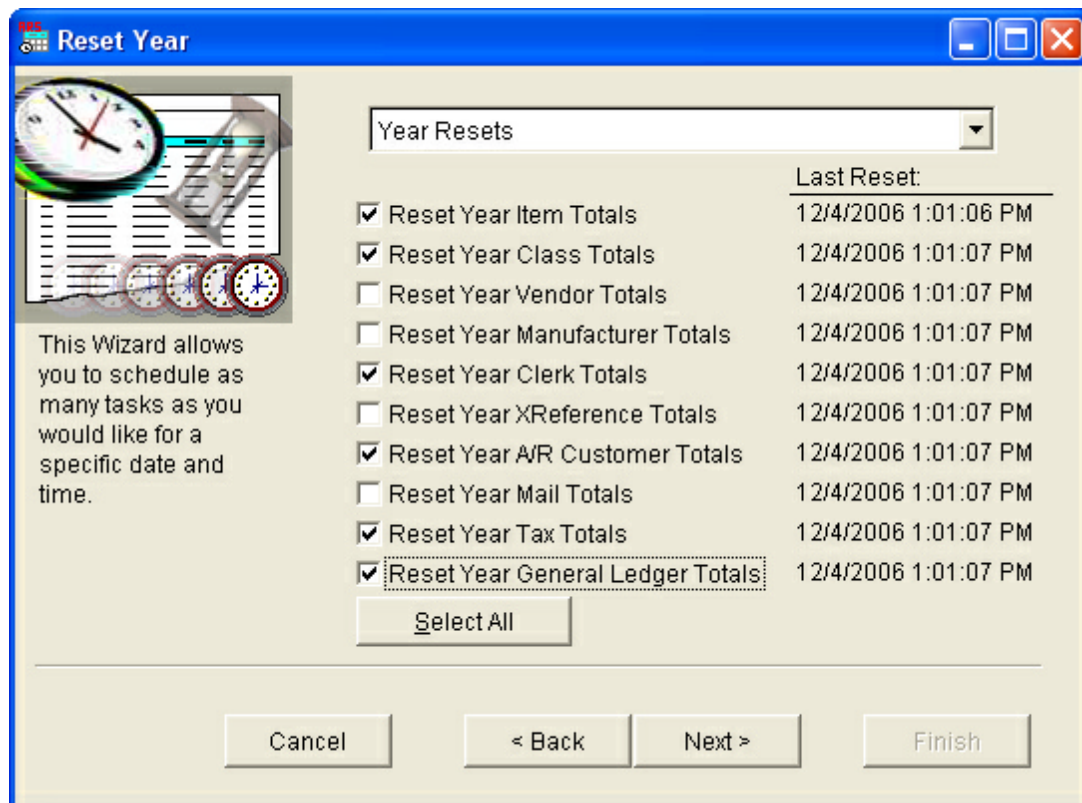
Select Tasks using the drop-down menu. Click **Add** to add tasks to the schedule list. (Tasks will be performed in the order they are added on the list.)

*Note: To remove a task, select a task and click the **Remove** button to clear single tasks, or select the **Remove All** button to clear the entire list.*

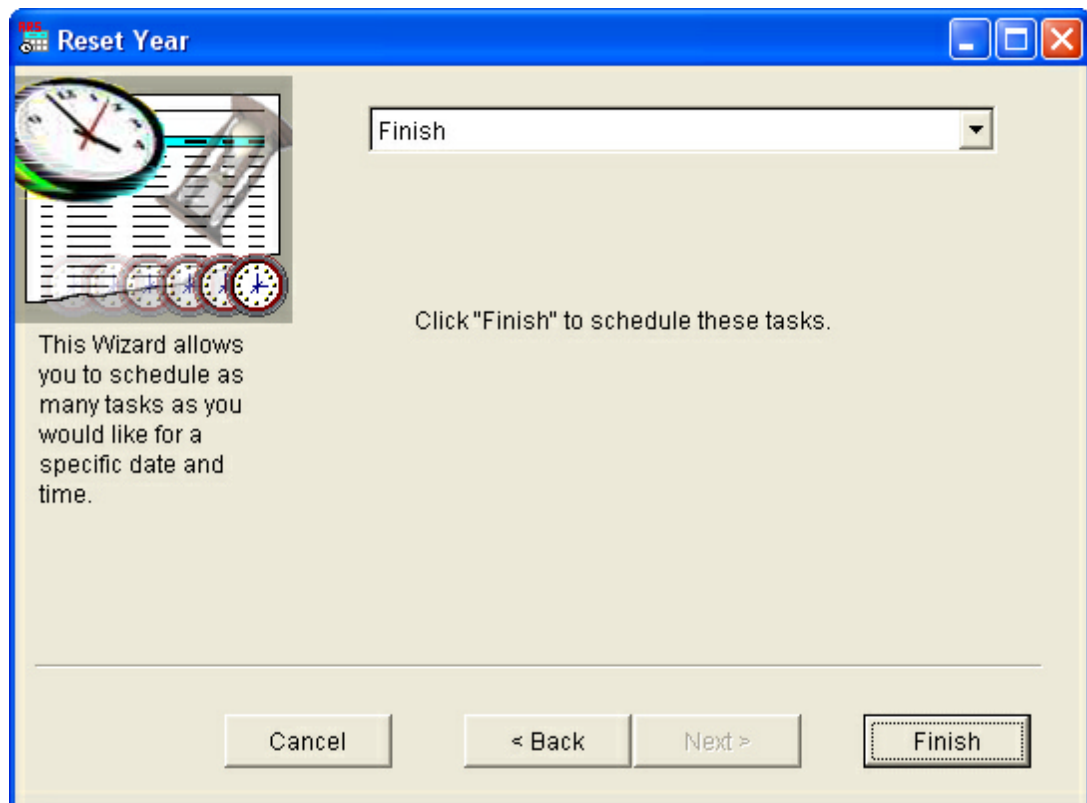


Click **Next**.

This step allows the user to customize tasks for optimal performance.



Click **Next**.



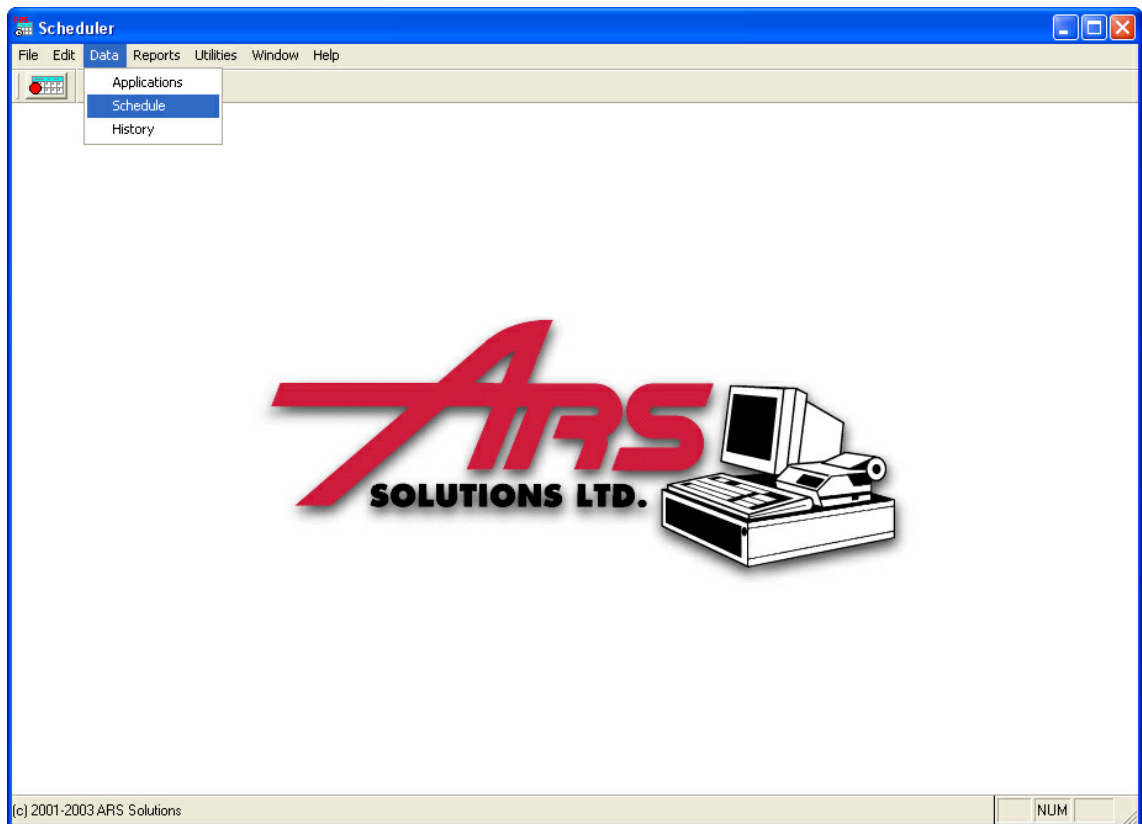
Click **Finish**.

51.3 Delete Scheduled Event

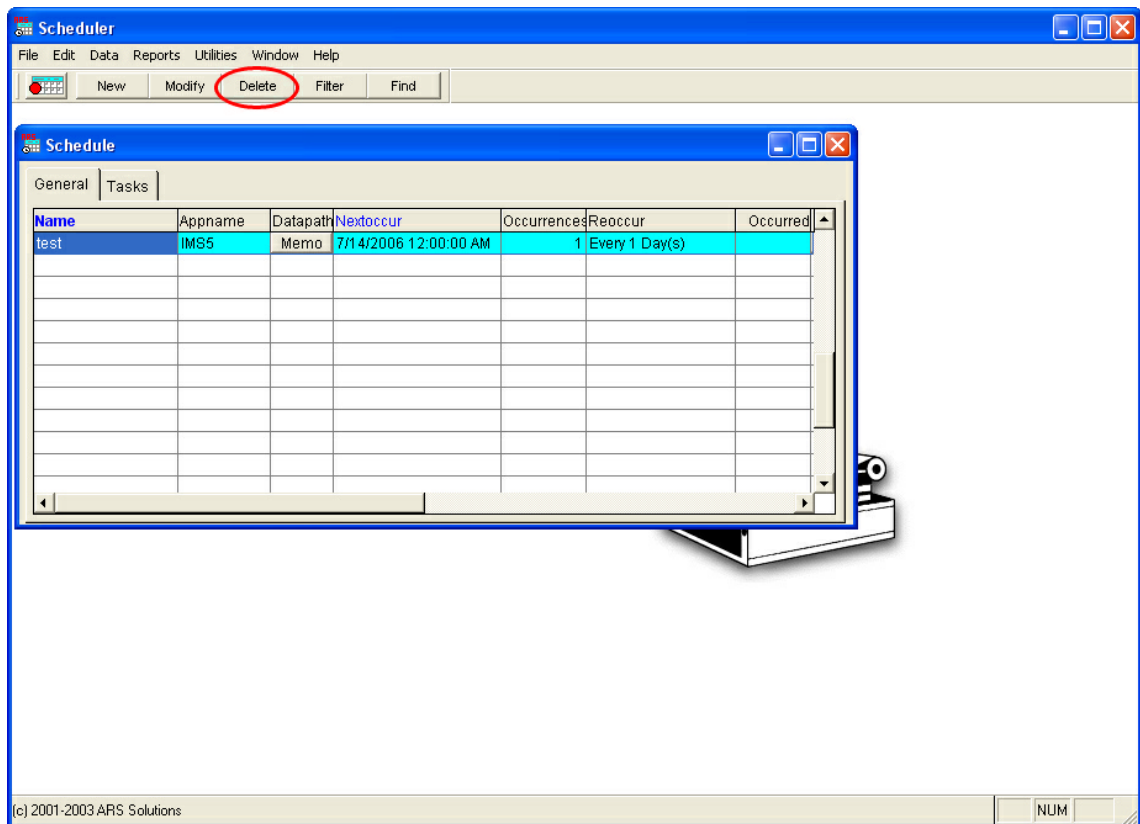


Deleting an event deletes all tasks associated with the event. (An event which has reached it's end date or final occurrence will automatically be deleted from the Schedule.)

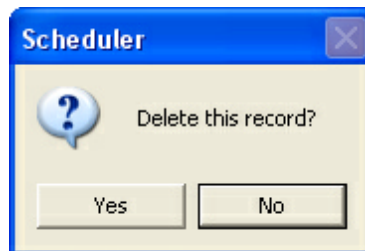
To delete an active event, go to **Data**; select **Schedule**.



Click the event to be deleted. Click the **Delete** button.



Click **Yes**.

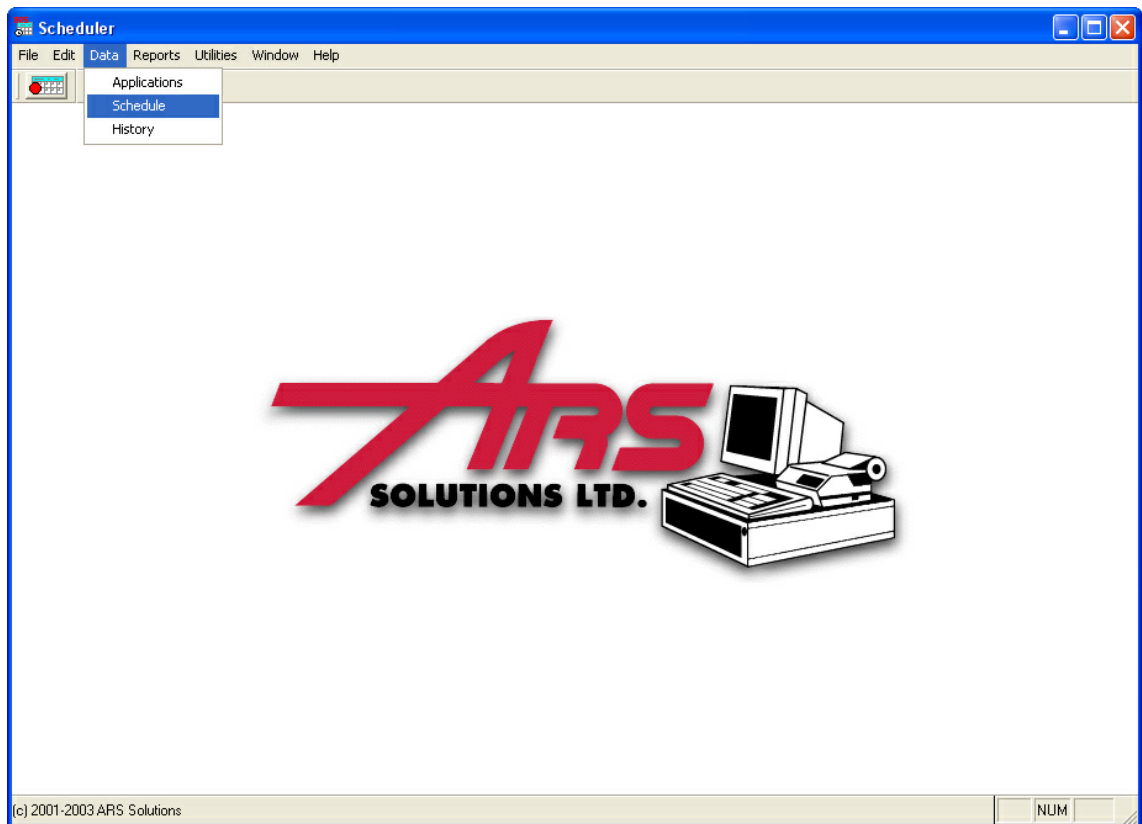


51.4 Edit Scheduled Event

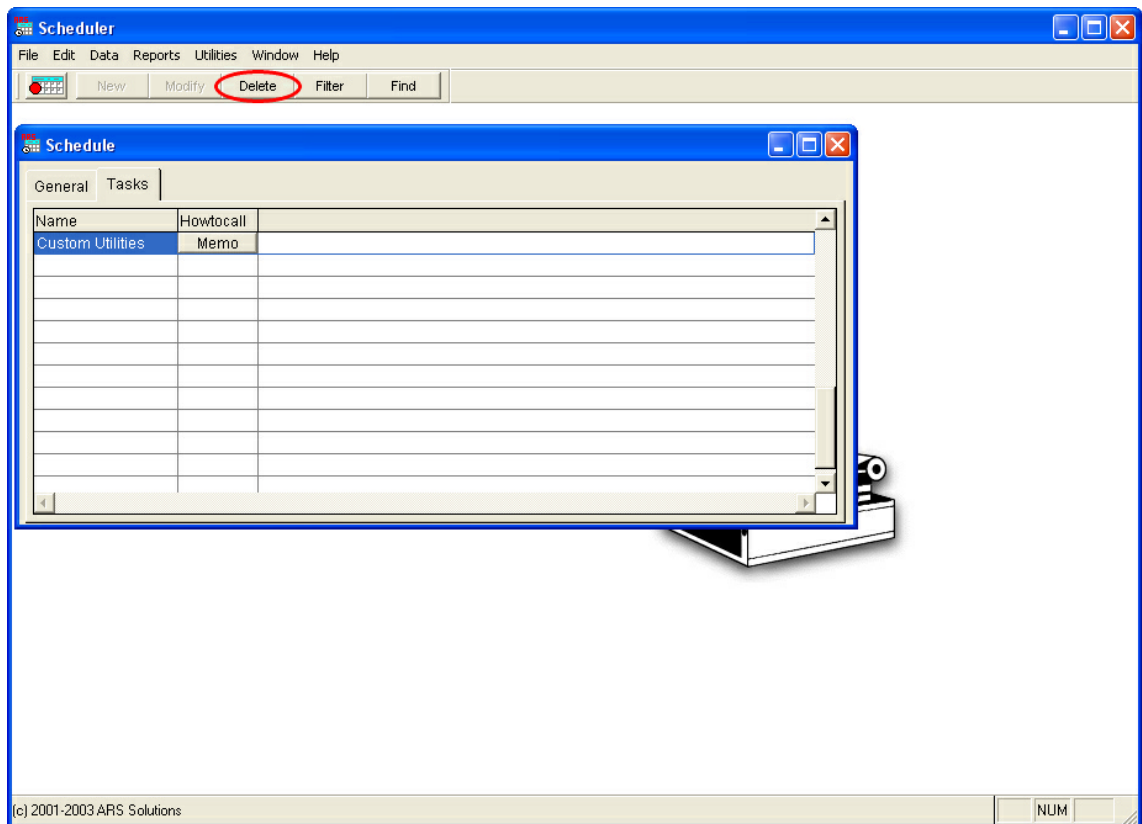


A single task may be removed from an event without deleting the entire event.

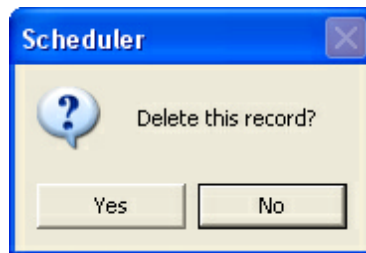
Go to **Data**; select **Schedule**.



Select the event to be edited by clicking to highlight it. Click the **Tasks** tab. Click on the task to be removed. Click the **Delete** button.



Click **Yes**.



51.5 Run Item Events

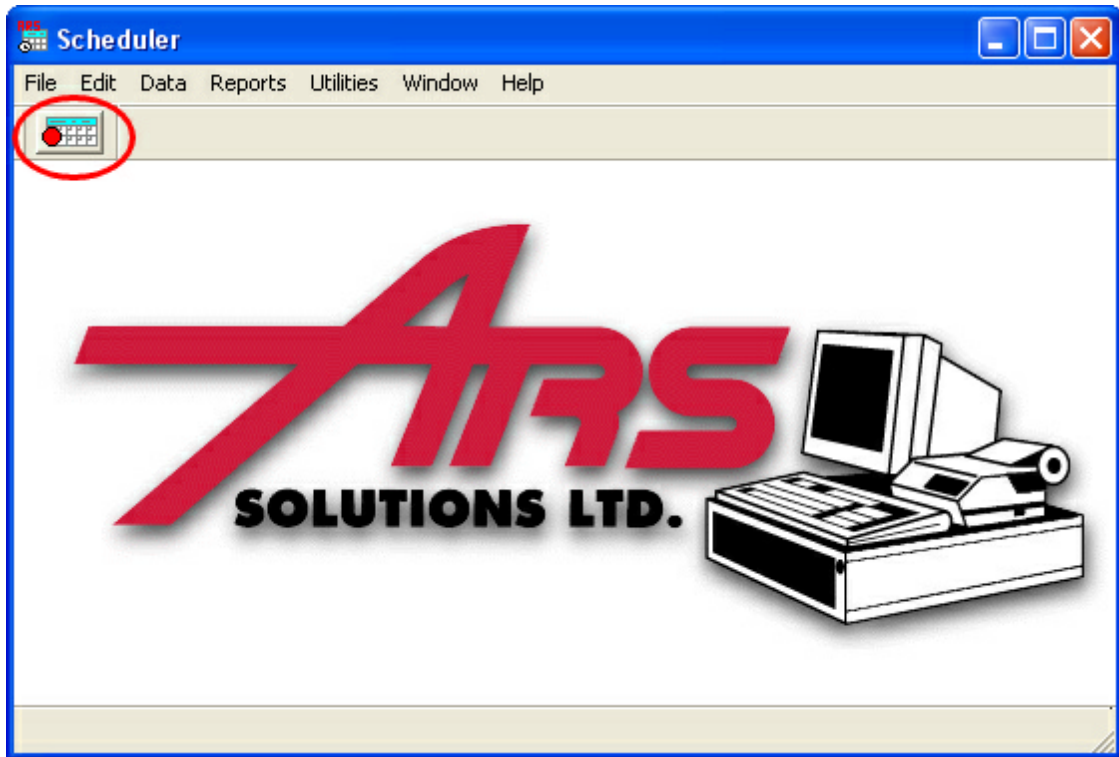


In order for scheduled events to run, the timer must be activated. The time is located in the upper left-hand corner of the screen. When it is not activated, it appears as a calendar with a red dot. When the timer is activated, it appears as a calendar with a clock.

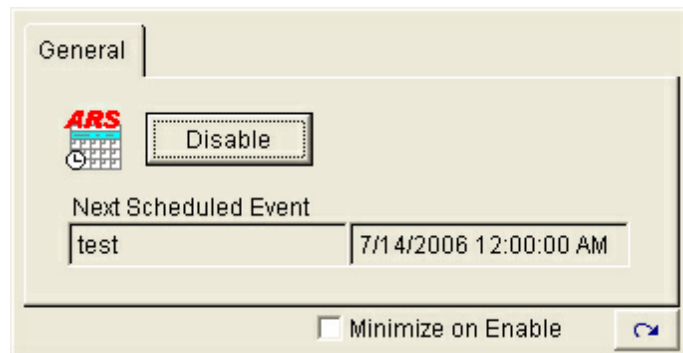
- **Activated:**

- Deactivated: 

To set the event timer, click on the timer icon.



Activate the timer by clicking **Enable**.

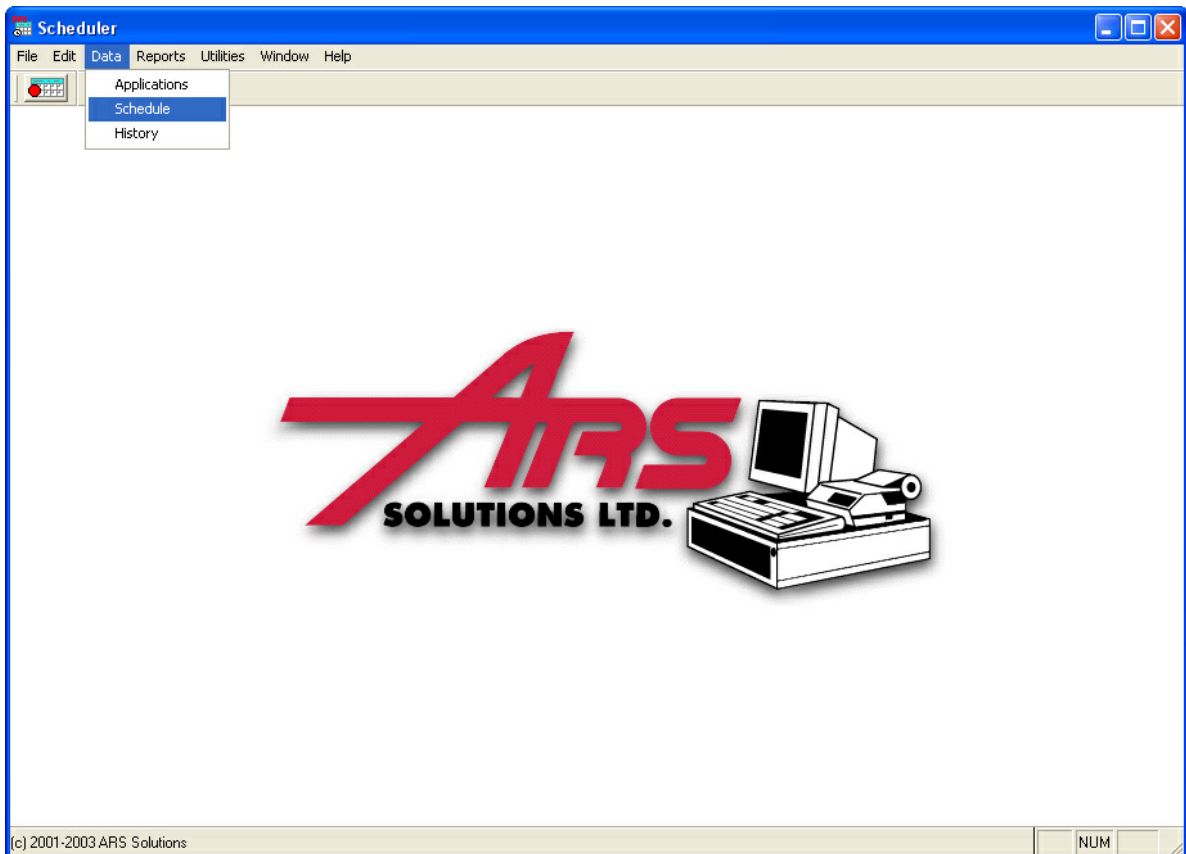


If the timer is activated after being inactive during a period when a schedule should have run, it will begin re-scheduling events at the soonest possible schedule. It will not run the schedules which were missed. It will place the missed schedules under History, and a record that the schedule was missed may be found under **Notes**.

51.6 Schedule Events

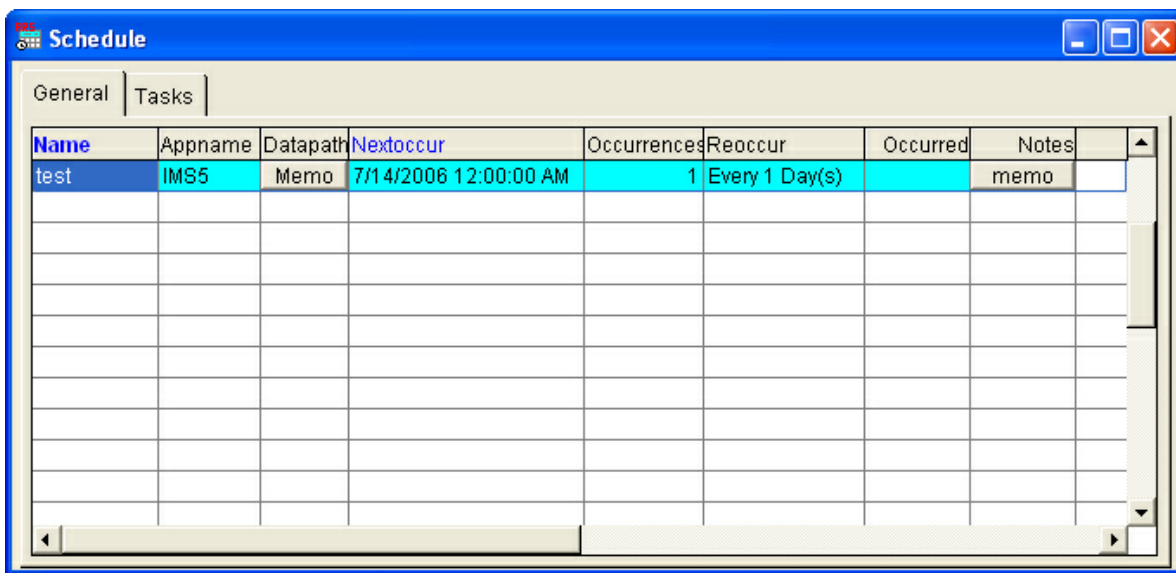


Scheduled events may be viewed by going to **Data** and selecting **Schedule**.



Under the **General** tab, the information for each active event is displayed.

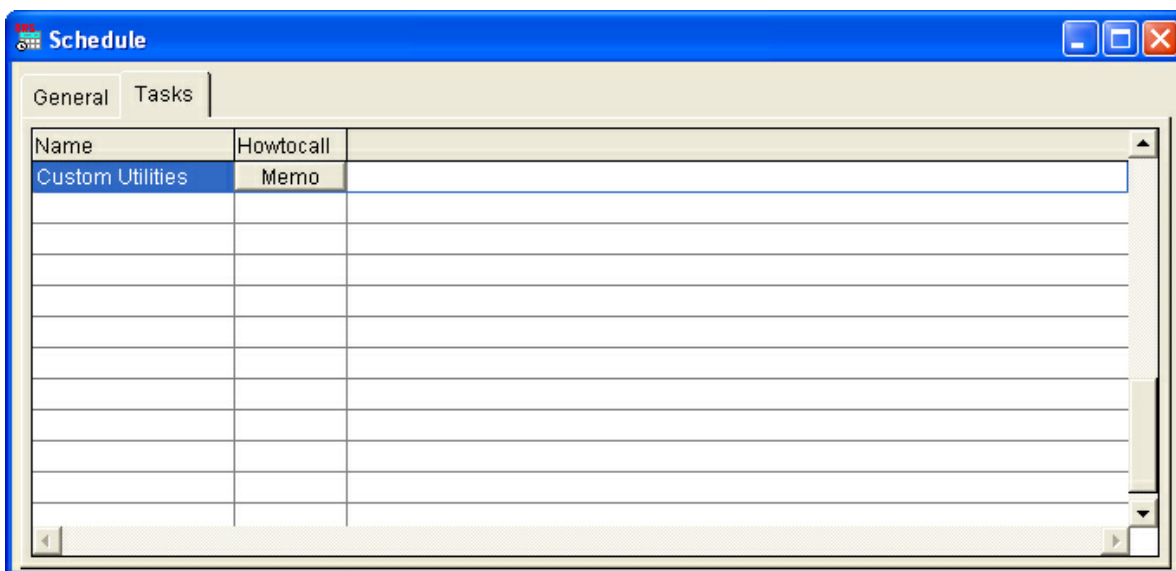
- **Name** - item name
- **Appname** - ARS application associated with the event
- **Datapath** - view the data path by clicking the **Memo** button
- **Nextoccur** - next scheduled date for the event to occur
- **Occurrences** - the number of times the event is scheduled to occur
- **Reoccur** - period of time set between occurrences
- **Occurred** - number of times the event has occurred
- **Notes** - click the **memo** button to view any optional notes entered for the event



Name	Appname	Datapath	Nextoccur	Occurrences	Reoccur	Occurred	Notes
test	IMS5	Memo	7/14/2006 12:00:00 AM	1	Every 1 Day(s)		memo

To view the tasks selected for a selected event, click the **Tasks** tab.

- **Name** - task name
- **Howtocal** - click **Memo** to view the codes

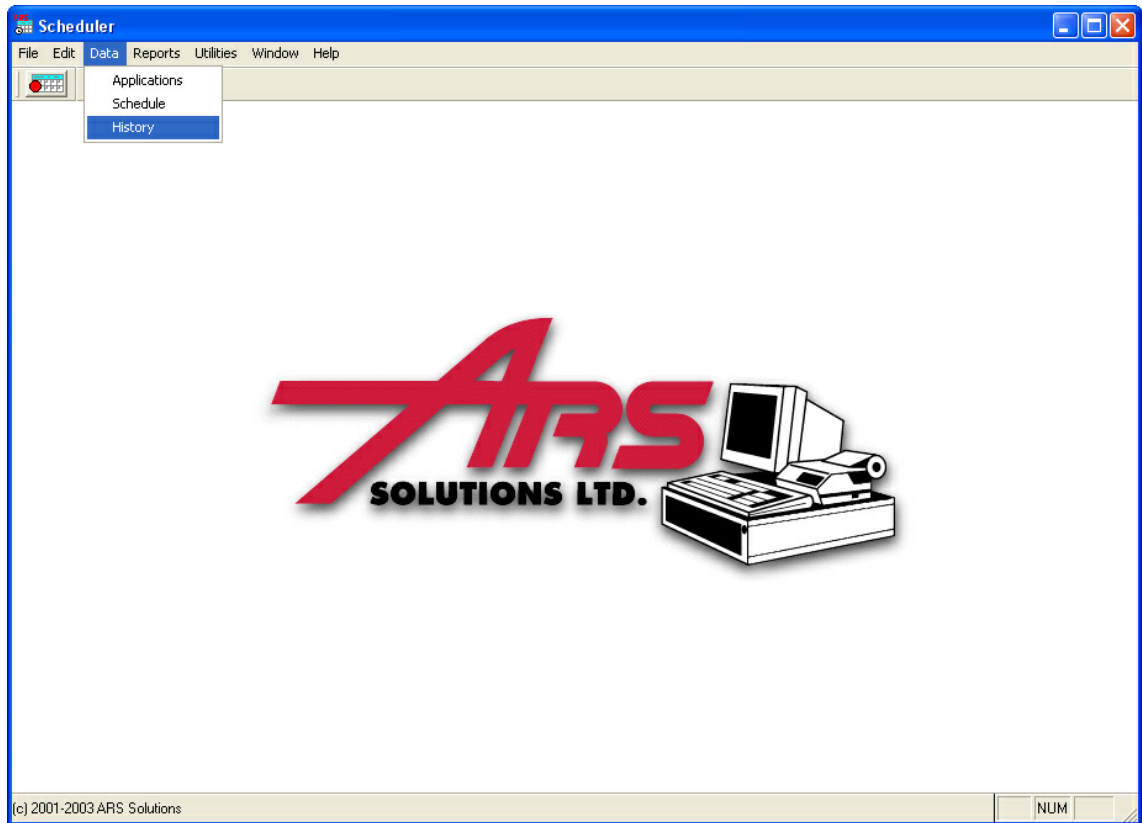


Name	Howtocal
Custom Utilities	Memo

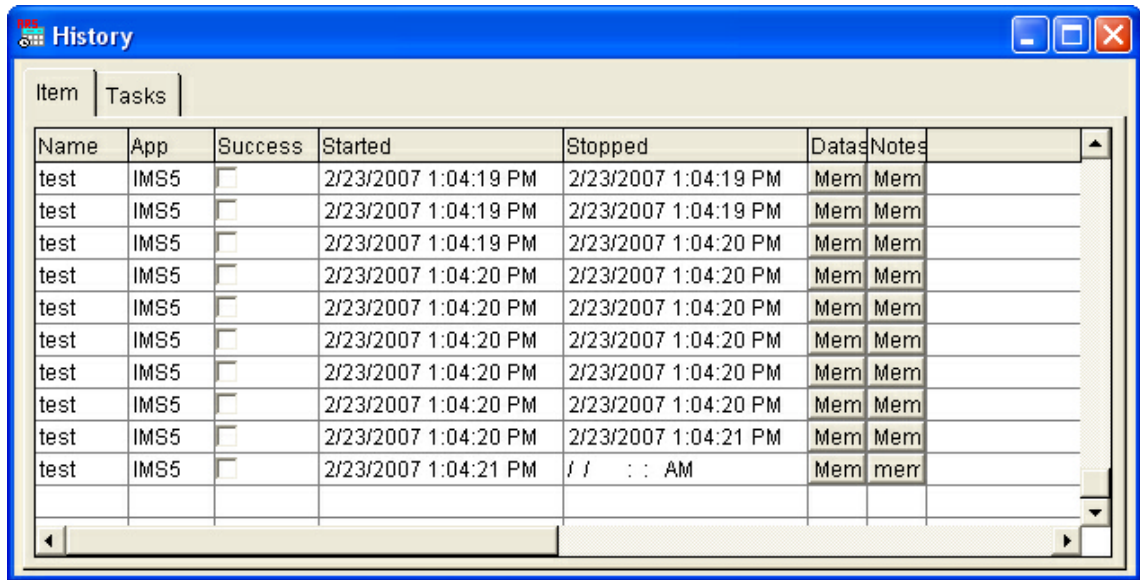
51.7 Scheduler History



History is recorded for all events. To access the history, go to **Data**; select **History**.



- **Name** - event name
- **App** - the application name
- **Success** - shows whether event was successful or not
- **Started** - date and time event started
- **Stopped** - date and time event stopped
- **Datasource** - click the **Memo** button to view the data source
- **Notes** - click the **Memo** button to view any system notes explaining why an event was unsuccessful



Item		Tasks						
Name	App	Success	Started	Stopped	Data	Notes		
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:19 PM	2/23/2007 1:04:19 PM	Mem	Mem		
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:19 PM	2/23/2007 1:04:19 PM	Mem	Mem		
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:19 PM	2/23/2007 1:04:20 PM	Mem	Mem		
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:20 PM	2/23/2007 1:04:20 PM	Mem	Mem		
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:20 PM	2/23/2007 1:04:20 PM	Mem	Mem		
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:20 PM	2/23/2007 1:04:20 PM	Mem	Mem		
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:20 PM	2/23/2007 1:04:20 PM	Mem	Mem		
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:20 PM	2/23/2007 1:04:20 PM	Mem	Mem		
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:20 PM	2/23/2007 1:04:21 PM	Mem	Mem		
test	IMS5	<input type="checkbox"/>	2/23/2007 1:04:21 PM	// : : AM	Mem	mem		

52 Security



Security is used to maintain the rights of each user who is allowed to use the application. Users may be added, removed, permissions assigned and passwords maintained.

Username is the first level of security. The application prompts for a username each time the application is logged into. Each user is assigned a unique username for each data source. Security access to features the user is authorized to use is granted at the time the user name is added.

The user assigns a password to his/her username. When a user logs in with a user name, the user will be prompted to enter the password. Without the correct password, that user will not gain access to the application.

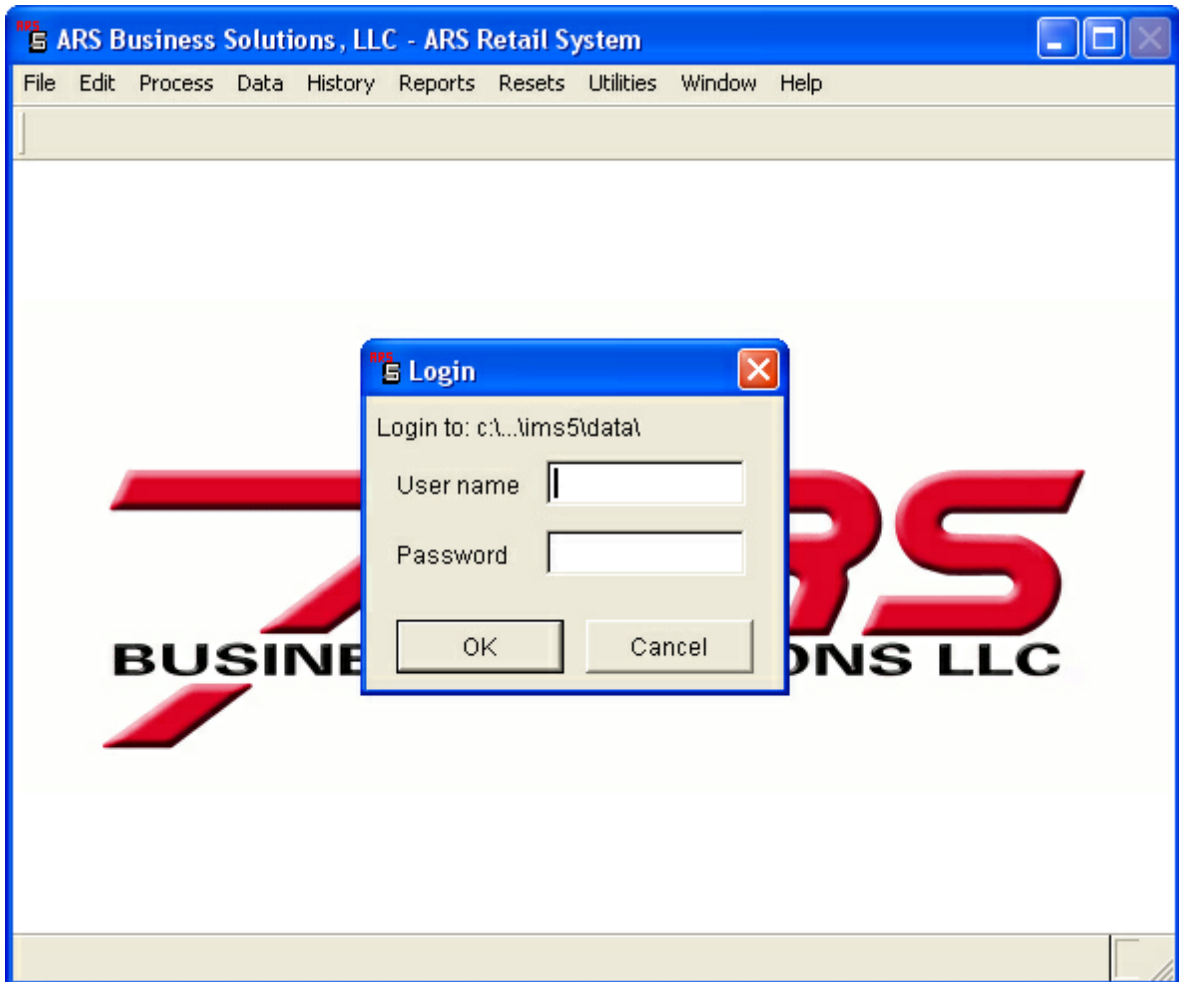
52.1 Login



As a default, the IMS has the user name **SUPERUSER**. This user name has no password assigned to it. It has complete access to the entire system. It is vital that only one or two designated people have complete access to the system. When those

accounts have been created, the **SUPERUSER** account should be deleted.

When the IMS icon is clicked to open the application, the user will be prompted for a user name and password. Each staff member who uses this application is assigned a login name and password. (For employees who will only have authorization to lookup data but not to edit or delete data, there may be one general login created (e.g. Sales).



Type the **User Name** after clicking in the box. (The system will automatically use all caps.)

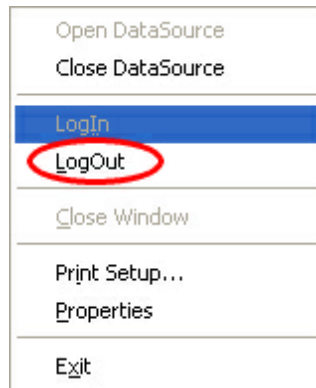
If a password has been assigned to the user name, it must be entered. (The password will not be displayed when it is typed. A string of asterisks (*****) will be shown.

52.2 Logout

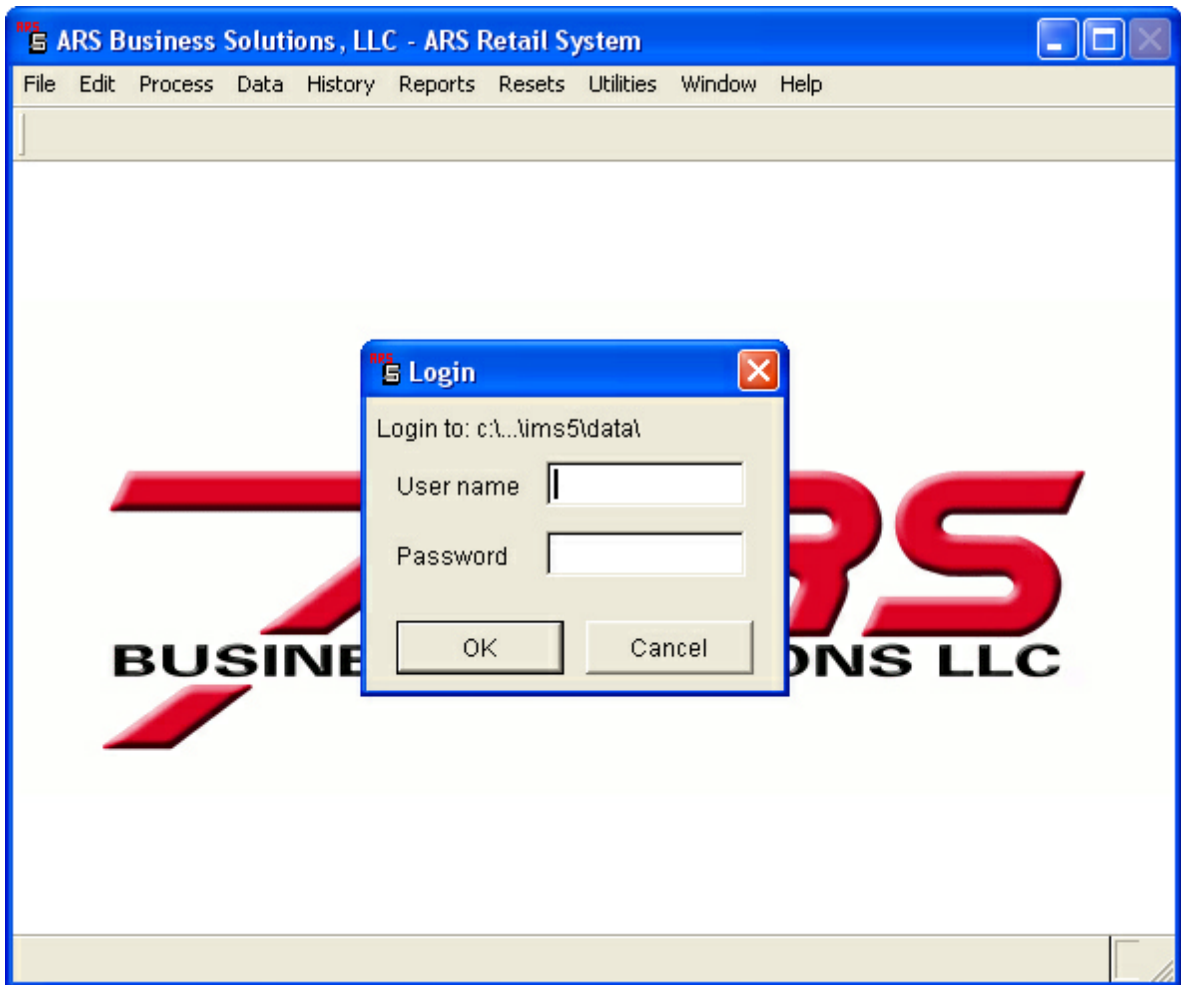


To ensure the security of the application, a user must logout after using the application to prevent unauthorized use.

Click **File**; select **LogOut**.



The Login screen is displayed when the LogOut is successful.



52.3 User Security



In order to login at the IMS, a user name must be added. Security access for each user may be modified at any time.

- Add a new user
- Delete a user
- Edit a user
- Security access for users
- Security Reports
- User password

52.3.1 Add User Name



A generic user name may be created for information access only (no adding, editing or deleting allowed). Most users should be assigned a unique user name and password with their own security access settings. Only one or two users should have complete security access (probably IT personnel).

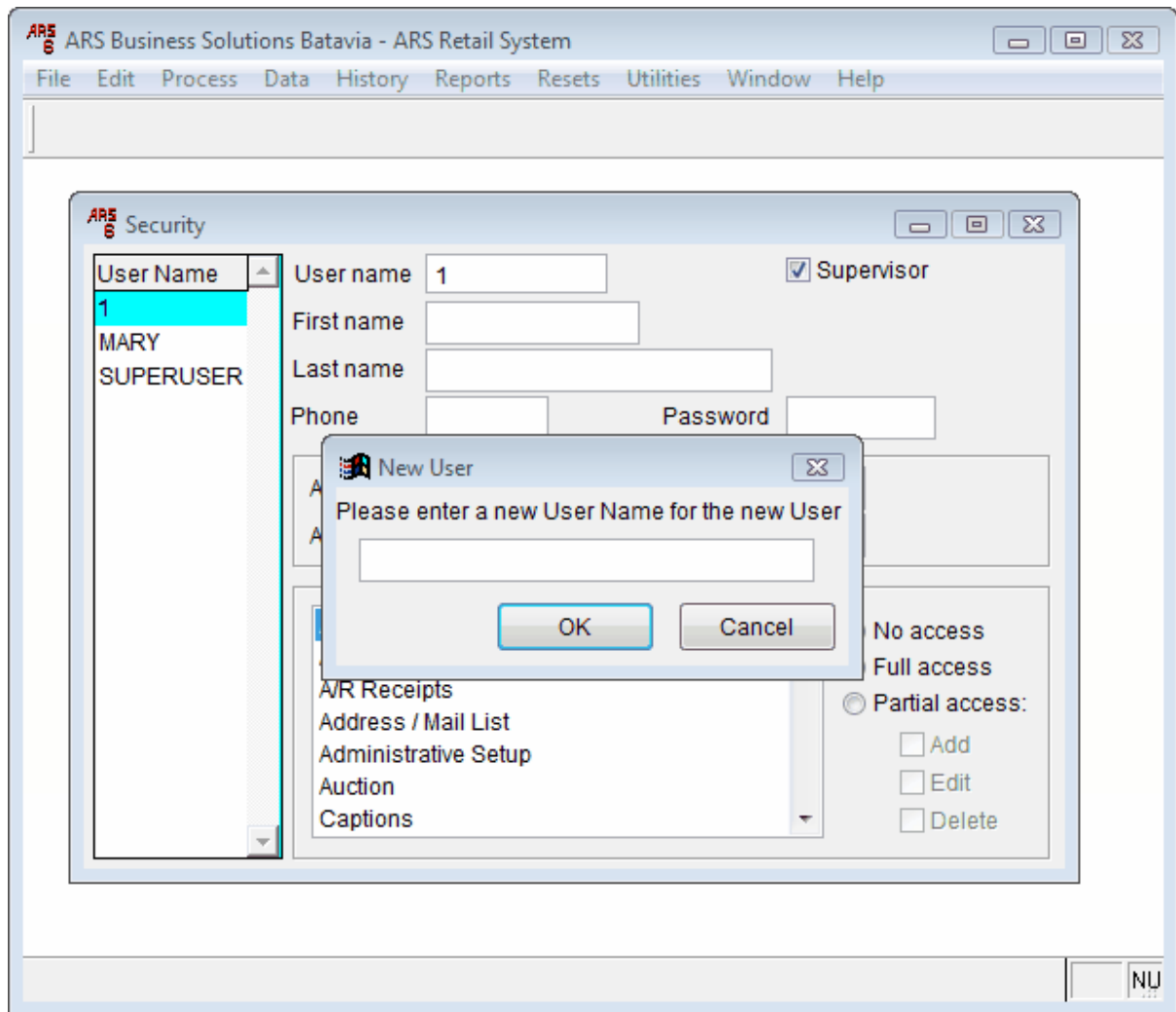
Go to **Utilities**; select **Security**.

<u>B</u> uild POS Data
Item Promotions
Remote Register Utility
<u>R</u> eindex
Clean Redundant <u>D</u> ata
<u>G</u> lobal item maintenance
<u>E</u> vent Log
<u>I</u> D Information
<u>A</u> RS Maintenance
Custom <u>U</u> tilities
<u>P</u> references
<u>S</u> ecurity
<u>C</u> hange Password

The **Security** screen displays all current **User Names** in the system. To add a new **User Name**, click the **New** button.

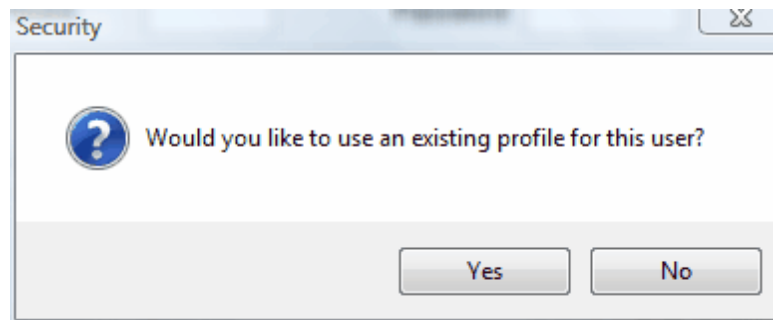
The screenshot shows the 'ARS Security' application window. On the left is a 'User Name' list with '1', 'MARY', and 'SUPERUSER'. The main area contains fields for 'User name' (1), 'First name', 'Last name', 'Phone', and 'Password'. A 'Supervisor' checkbox is checked. Below these are 'ARS Query User name' (ADMIN) and 'ARS Query Password' (*****). At the bottom, a list of permissions is shown with 'A/P Posting Detail' selected. To the right of this list are radio buttons for 'No access', 'Full access', and 'Partial access:'. Under 'Partial access', there are checkboxes for 'Add', 'Edit', and 'Delete'.

In the **New User** box, enter the new **User Name**. Click **OK**.

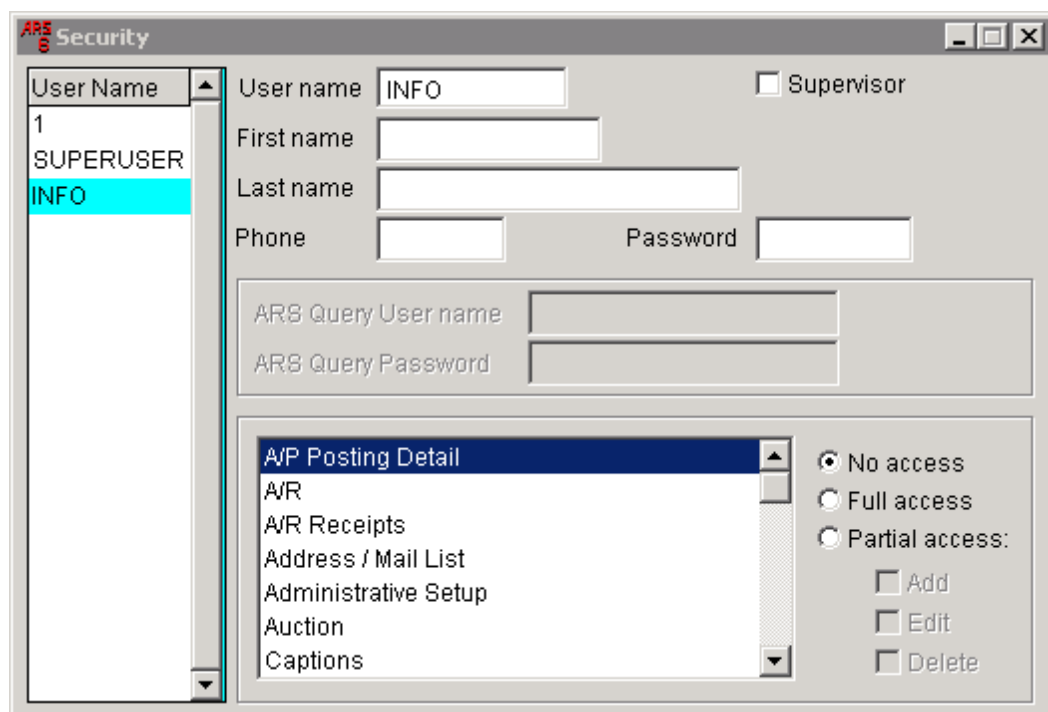


The SUPERUSER profile should not be used except for the one or two people who will be granted complete access to the system. The safety of the system and the integrity of the data will be highly affected by the security access given to individuals. (e.g. A layaway may be cancelled. A user may opt to delete the layaway from the system without having taken the proper steps to actually cancel the layaway. **If you're reading this and thinking, "So?!" then you're someone who shouldn't have complete access to the system. The tracking of transactions as well as the month-end and year-end numbers will be wrong.)

Unless you already have a user with a profile you would like to use for the new user, click **No**.



The newly added user will be displayed under the **User Names**.



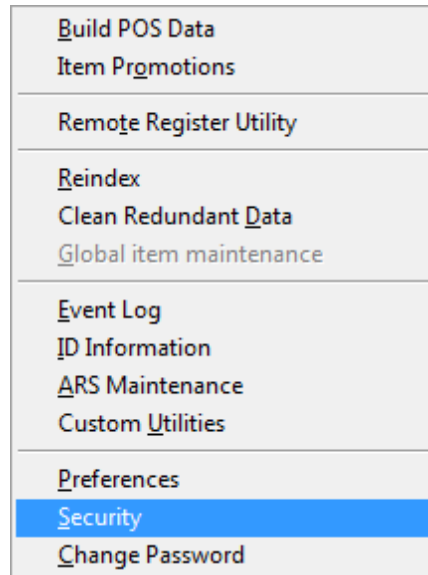
For an individual user, a password should be set. By default, the system will grant no access (which means no inquiries may be made). Security access will need to be set.

52.3.2 Delete User

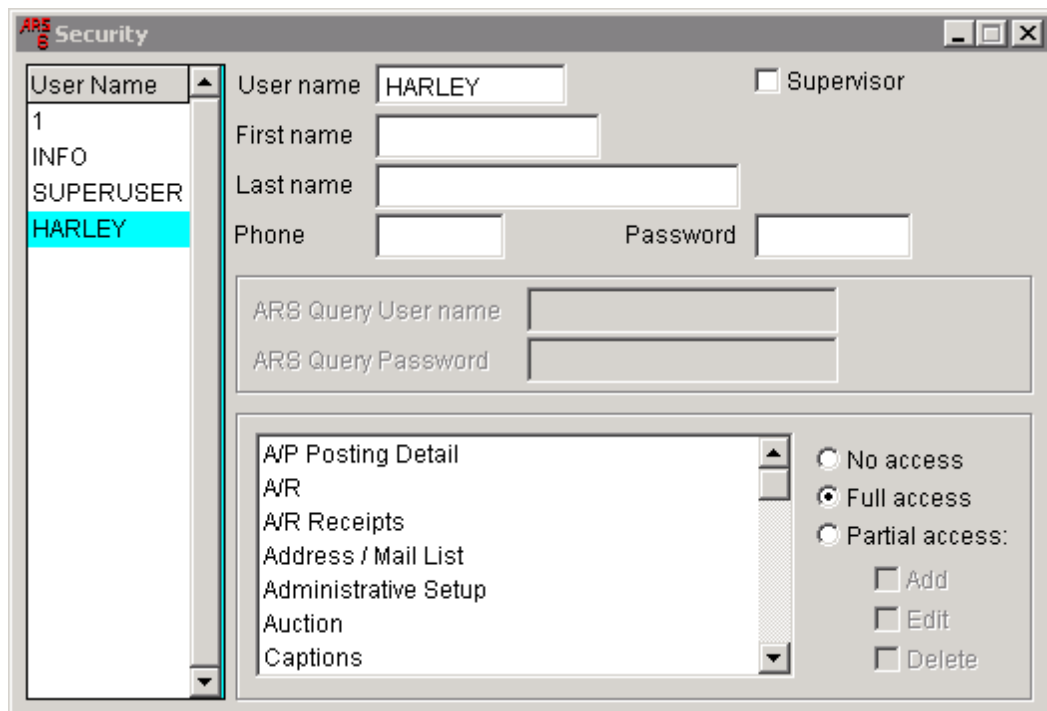


Deleting a user can be done very easily.

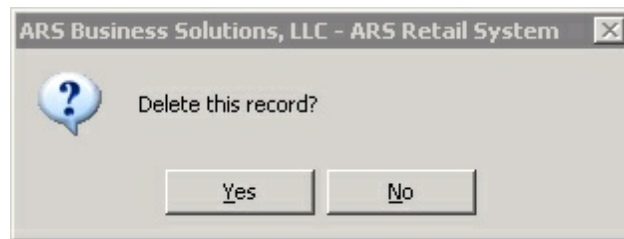
Go to **Utilities**; select **Security**.



Select the user to be deleted by clicking to highlight it.



Click the **Delete** button. Click **Yes**.

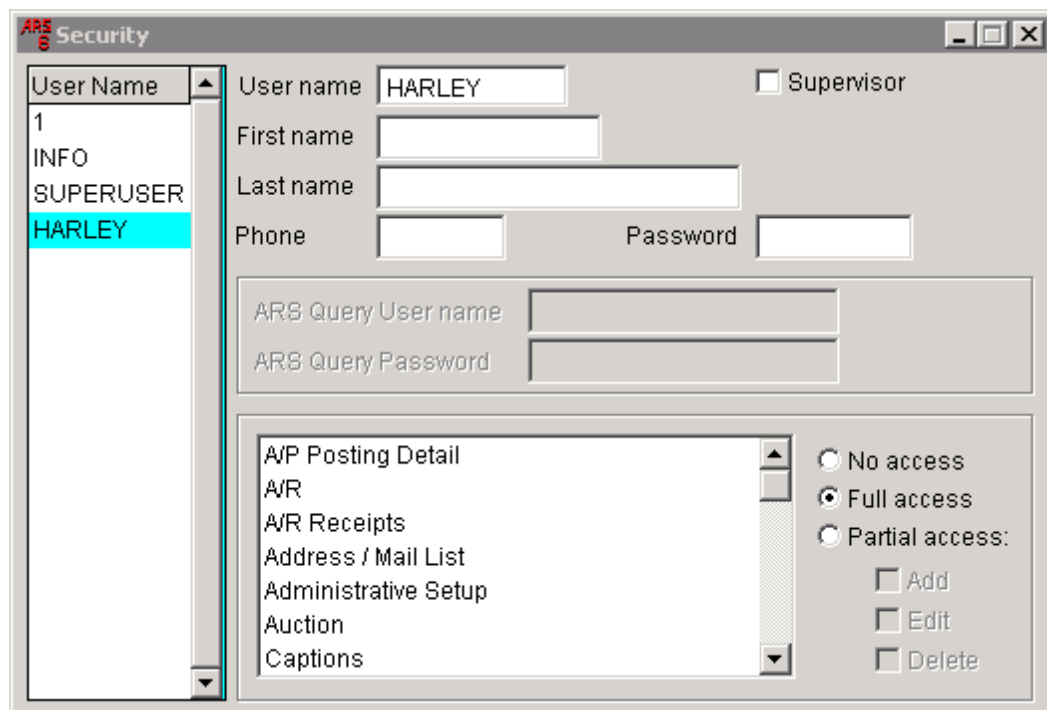


The **User Name** list will no longer display the user.

52.3.3 Edit User



Editing a user may be done any time the **Security** screen is open by selecting the **User Name** from the list and making the changes. The changes are automatically saved.



User Name	User name	Supervisor
1	HARLEY	<input type="checkbox"/>
INFO		
SUPERUSER		
HARLEY		

First name:

Last name:

Phone: Password:

ARS Query User name:

ARS Query Password:

Permission	Access	Action
A/P Posting Detail	<input type="radio"/> No access	
A/R	<input checked="" type="radio"/> Full access	
A/R Receipts	<input type="radio"/> Partial access:	
Address / Mail List		<input type="checkbox"/> Add
Administrative Setup		<input type="checkbox"/> Edit
Auction		<input type="checkbox"/> Delete
Captions		

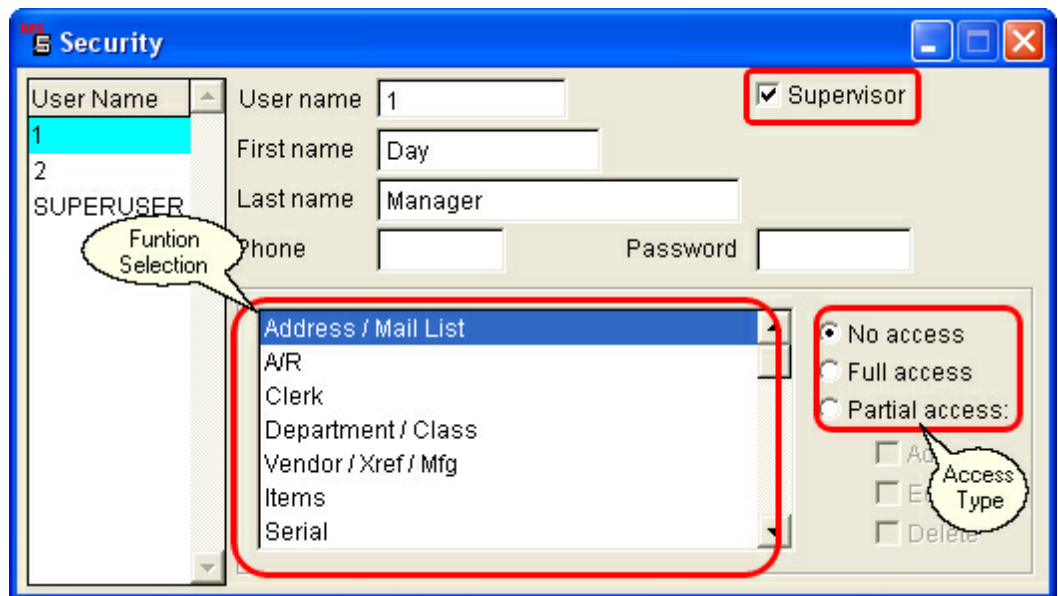
In this example, we have added information in the **First name** and **Last name** fields.

52.3.4 Security Access



Security Access must be set to allow/disallow access to specific areas within IMS. Full access or Partial access may be allowed. Full access will grant the user permission to view, add, edit and delete. With partial access, the user may view. The box must be checked next any of the other options (add, edit, delete) in order for the user to be able to perform that function within the function highlighted.

Supervisor should only be checked for one or two individuals who will have complete access to the system. (This should not be checked for any employee or manager who will login on a computer which will be accessed by others unless that user ALWAYS does a logout before leaving the computer.) If **Supervisor** is checked, it overrides all other checked boxes.



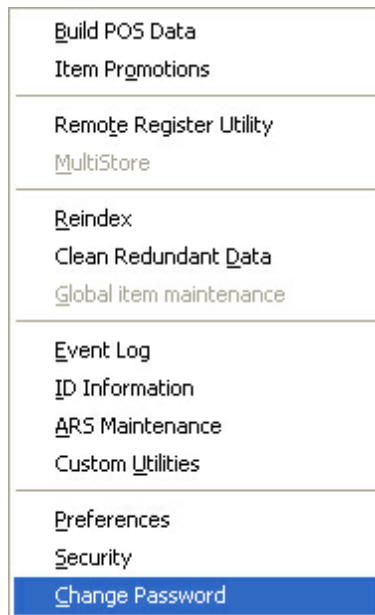
- **Full Access:** Allows full privileges for the function.
- **No Access:** No access privilege for the function.
- **Partial Access:** Allows viewing of the data in that function. (Add, Edit and/or Delete must be checked in order for any of those privileges to be allowed.)
 - **Add:** Allows for the user to add data.
 - **Edit:** Allows for the user to edit data.
 - **Delete:** Allows for the user to delete data.

52.3.5 User Password

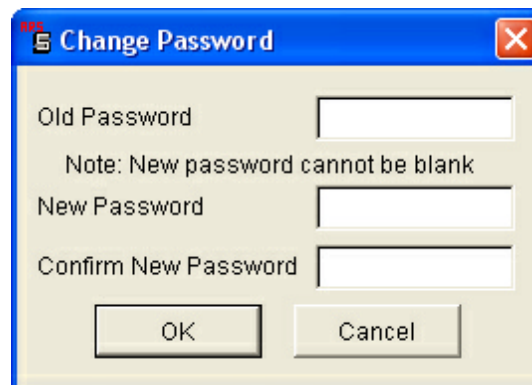


A **Password** is not required for a generic user (e.g. INFO). A password may be added at the time of user name setup or at any other time. It may also be edited at any time by the anyone with full access to Security, or an individual user who has partial access to Utilities.

Go to **Utilities**; select **Security**.



Type the old password (if no password was assigned, leave it blank).
Type the new password twice, as requested. (The password will be displayed as a series of asterisks ***)
Click **OK**.



53 Serial Number



A log of serialized items showing acquisition and disposition details can be created for as many or as few groups of items as desired. Items which are designated as part of a

Serial Group will have a unique log number assigned to each individual unit within that group. When the item is sold, the system will automatically prompt for the log number assigned to that specific item.

Serial numbers allow for tracking of each individual unit of a certain item (e.g. firearms). The Serial Detail (a.k.a. serial log) is perpetual. New information is constantly being added to update it as new items come in and serialized inventory is sold.

Stores may choose to use the serial log to track rental boats, dvds or other equipment which customers take from the premises to be returned at a later date.

To get started, a Serial Group must be created. Next, Serial Detail will be added.

A Serial Stock Report may be printed to show serialized items on hand.

53.1 Serial Detail



Serial Detail is the information for each individual item included in a Serial Group.

Go to **Data**; select **Serial Number**. Click on the correct **Serial Group** to highlight it. Click the **Detail** tab.

Each of the items in that group will be displayed.

Serial Number - Firearms - 1005 - 987654 - 163810 - Smith & Wesson J-Frame						
Group	Detail	Purchase	Stock	Sold	Rental	
Sold	Status	Commit	Log #	Serial Number	Item #	Description 1
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1005	987654	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1006	987321	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1007	976543	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1008	965432	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1009	954321	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1010	912345	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1011	874652	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1012	865432	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1013	854321	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1014	832319	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1015	821987	PI1950203	Glock 19

Each item in the detail must have a Log Number assigned to it.

- Add a new serial item
- Delete a serial item
- Edit a serial item

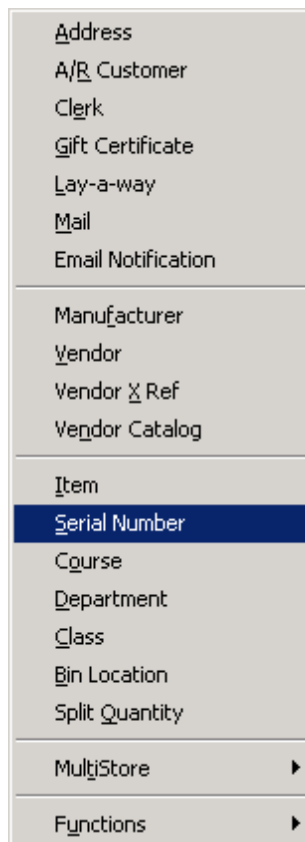
****Note:** Any of the **Blue** column headings indicates that the column may be sorted, AND you may also do a search within that column by clicking on any item under the heading. Begin typing at an even pace, and the system will advance to the closest match. (If the blue heading is also underlined, you may use the edit feature for that field.)

53.1.1 Delete Serial Item

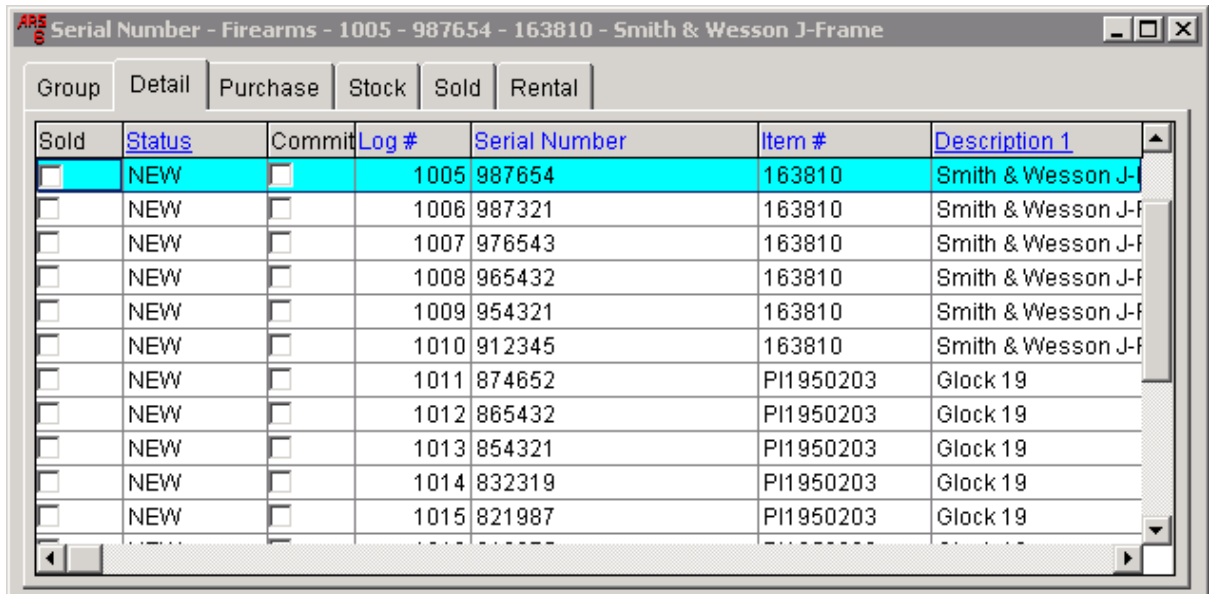


It is suggested that nobody should have security access to delete a serial item (except the system administrator).

If it is necessary to delete a serial record, go to **Data**; select **Serial Number**.



Click on the correct **Serial Group** to highlight it. Click the **Detail** tab.



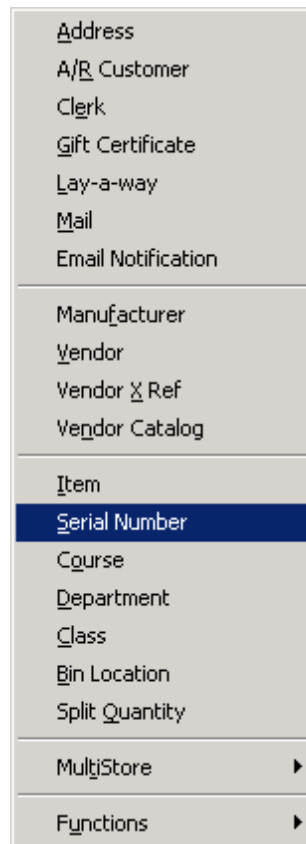
Sold	Status	Commit	Log #	Serial Number	Item #	Description 1
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1005	987654	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1006	987321	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1007	976543	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1008	965432	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1009	954321	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1010	912345	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1011	874652	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1012	865432	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1013	854321	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1014	832319	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1015	821987	PI1950203	Glock 19

Click the detail to be deleted so that it is highlighted. Click the **Delete** button. There will be one more opportunity to stop the deletion by answering **No**. Otherwise, answer **Yes** to complete the deletion of the record.

53.1.2 Edit Serial Item



To edit the detail on a serial item, go to **Data**; select **Serial Number**.



Click on the correct **Serial Group** to highlight it. Click the **Detail** tab.

Serial Number - Firearms - 1005 - 987654 - 163810 - Smith & Wesson J-Frame

Group Detail Purchase Stock Sold Rental

Sold	Status	Commit	Log #	Serial Number	Item #	Description 1
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1005	987654	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1006	987321	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1007	976543	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1008	965432	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1009	954321	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1010	912345	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1011	874652	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1012	865432	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1013	854321	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1014	832319	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1015	821987	PI1950203	Glock 19

Select the record to be edited. Click the **Modify** button.

The detail for that item will open to the **General** tab. Click on any of the tabs to access and/or edit information for that item. To save the changes, click **OK**.

53.1.3 Log Number



Every serial item will need its own unique **log number**. The system will automatically assign a log number to each item (sequentially), or it may be manually entered.

Although log numbers are usually used for serialized items (i.e. firearms, boats, safes), they may also be used for non-serialized items (e.g. used items or rental items). If the item is non-serialized, the log number may also be used as the serial number (since the system requires a serial number to be entered).

53.1.4 New Serial Item



Once a Serial Group has been added, individual items may be added to the group. Serialized items which are received with a Purchase Order or Receive by Invoice will be prompted for serial information. This is for items which are not received through either of those processes.

Once the correct serial group is selected, click the **Detail** tab.

ARS
Serial Number - Firearms - 1002 - 123321 - 8 - ABC Gun

Sold	Status	Commit	Log #	Serial Number	Item #	Description 1
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1002	123321	8	ABC Gun
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1003	234432	8	ABC Gun
<input checked="" type="checkbox"/>	TRANSFER	<input type="checkbox"/>	1004	998877	8	ABC Gun
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1005	987654	163810	Smith & Wesson J-F
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1006	987321	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input checked="" type="checkbox"/>	1007	976543	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1008	965432	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1009	954321	163810	Smith & Wesson J-F
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1010	912345	163810	Smith & Wesson J-F
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1011	874652	PI1950203	Glock 19
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1012	865432	PI1950203	Glock 19

Click the **New** button. Enter the information for the item in the white boxes.

ARS Add Serial Number

General | UDF | Purchase | Sold | Rental | Image | Audit History

Log #

Item #

Serial #

Description 1

Unit Cost

Price 1

Serial Type

Caliber

Action

Barrel

Choke

Status

Recv Date

Counted Date

Sold Date

Committed

Sold

Click the **Purchase** tab to enter information about from whom the item was purchased.

ARS Add Serial Number

General | UDF | Purchase | Sold | Rental | Image | Audit History

Log #

Item #

Serial #

Description 1

Recv Date

Recvinv

Vendor Name

Address 1

Address 2

City State Zip

Vendor Phone

Vendor FFL4473

SS #

Birth Date

Legal Id

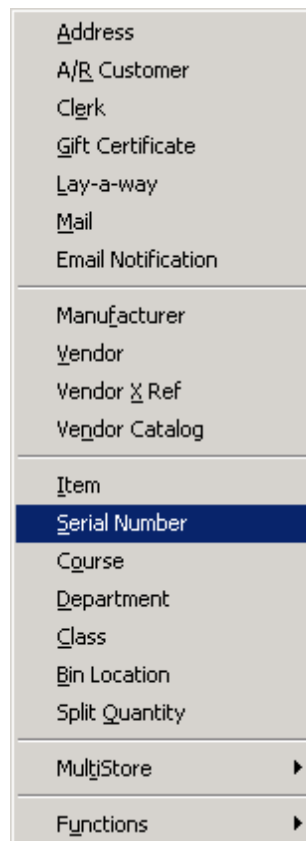
When finished, click **Add**.

53.2 Serial Group

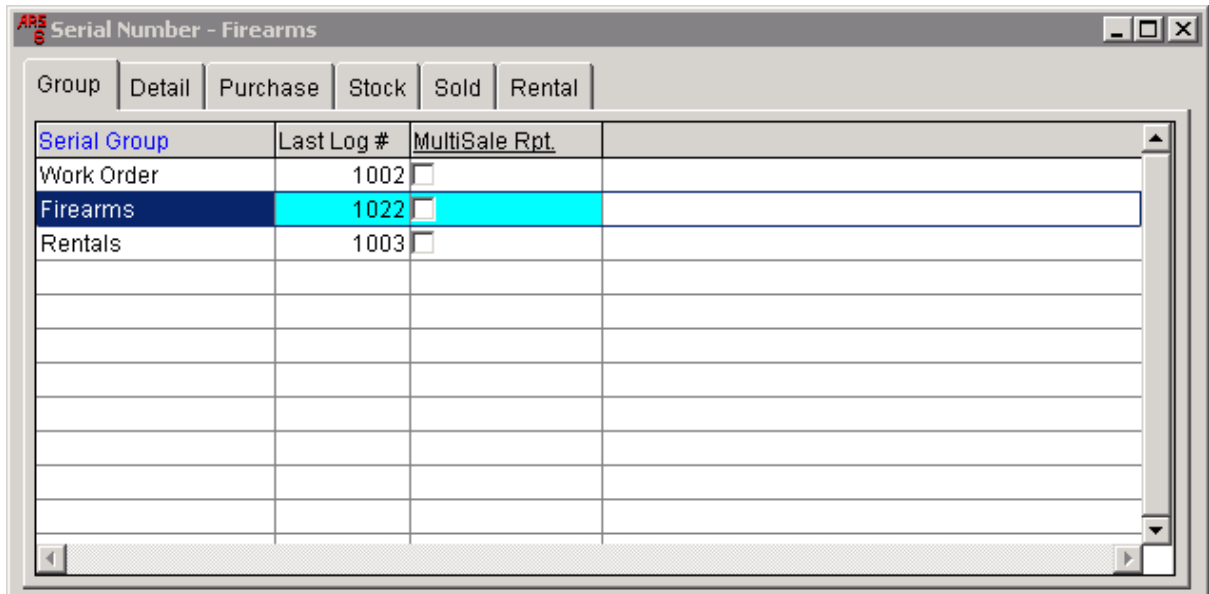


A **serial group** is a label for a specific group of serialized items (e.g. Firearms, Safes, Work Orders, Rental Items, etc.). Within the **serial group**, each individual item is identified with the correct item code, its serial number and a unique log number. When the item is sold at the POS, the system will prompt for the unique log number for that specific item because the item code will have been setup with a Serial Group designation.

To create a NEW serial group, click **Data** and select **Serial Number** from the drop-down menu.



The **Serial Number** grid shows any existing **serial groups**. (To use an existing **serial group** click on it to select it. It will become highlighted in dark blue.)

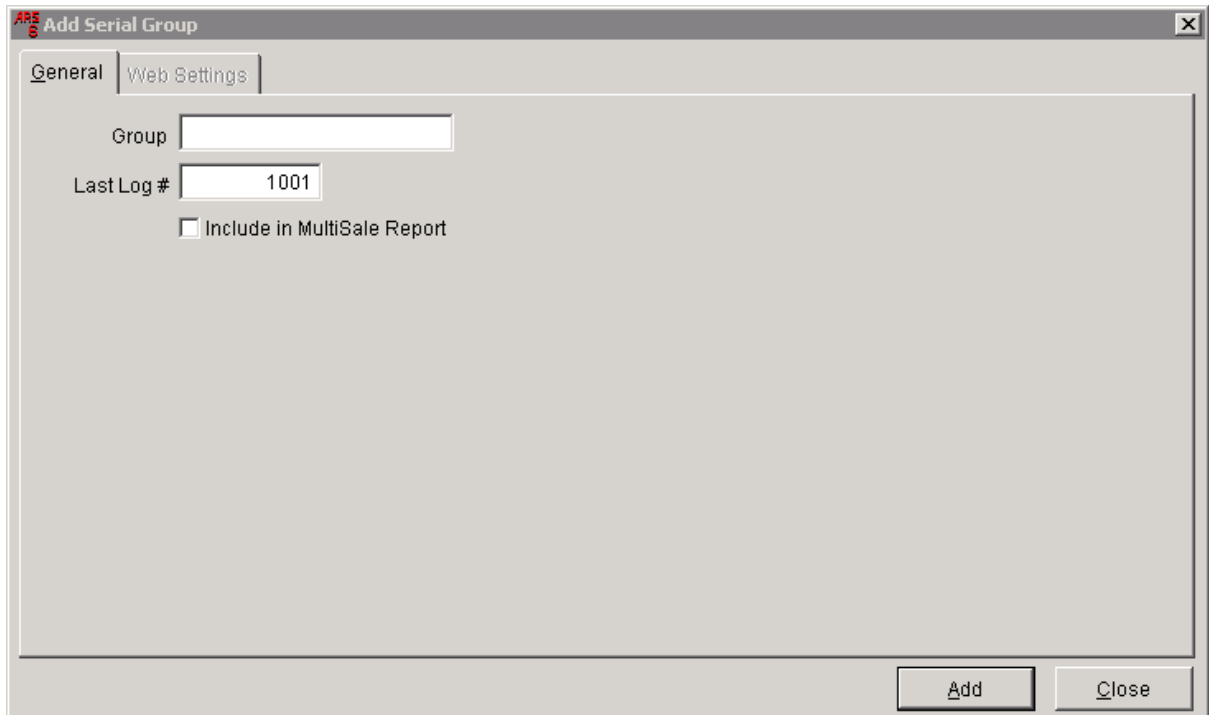


Serial Group	Last Log #	MultiSale Rpt.
Work Order	1002	<input type="checkbox"/>
Firearms	1022	<input checked="" type="checkbox"/>
Rentals	1003	<input type="checkbox"/>

To add a new group, click on the **New** button. (An existing group may be changed by clicking on the **Modify** button. It may be deleted by clicking on the **Delete** button. (Use caution when deleting.)



The **Add Serial Group** screen allows you to enter a name for the new group. The system will always default to a **Last Log #** of 1001. It may become confusing if all of the serial groups start with the same log number - especially for firearms stores with a work order log and firearms log which are both tracking firearms acquisition and disposition. For firearms dealers, checking the box to **Include in MultiSale Report** will tell the system to report the sale of three or more handguns sold to the same individual within five open business days. See **MultiSale of Pistols/Revolvers** for more information.

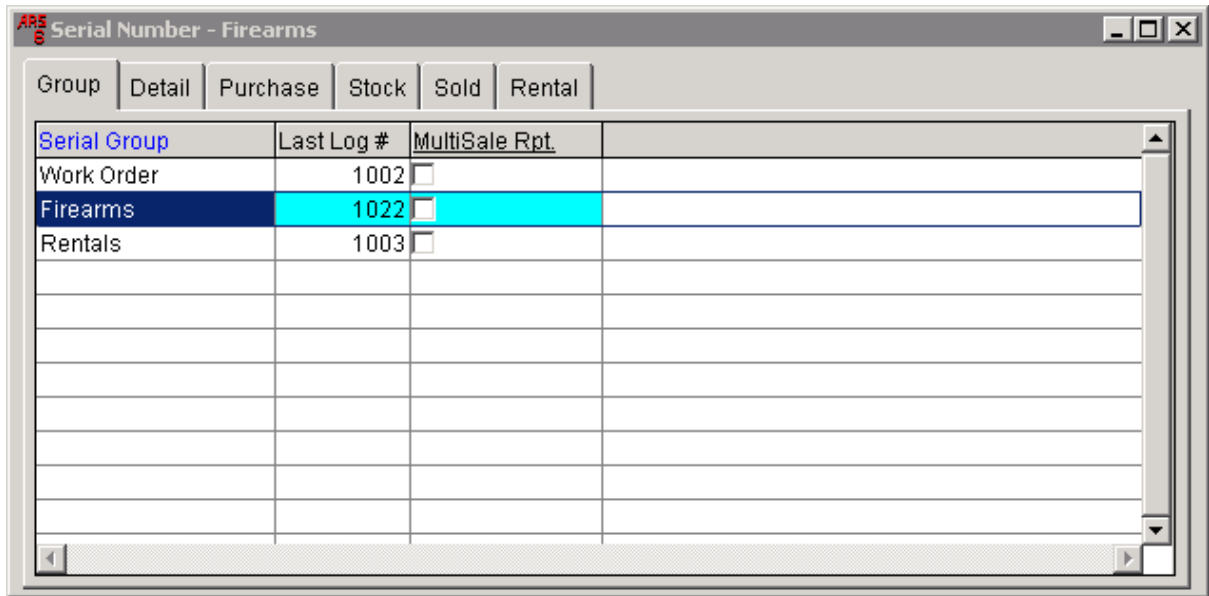


Once the group name has been entered (and box checked, if applicable), click **Add**. The system will give you the opportunity to add as many groups as you would like. When finished, click **Close**. The new group(s) will now show on the **Serial Number** grid.

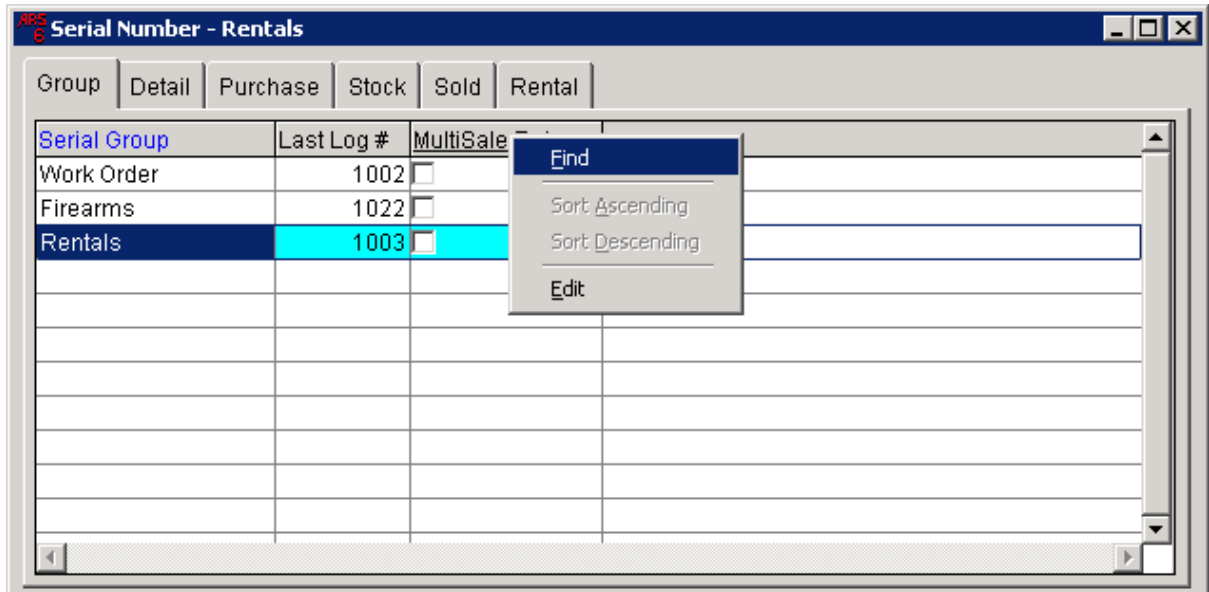
53.2.1 Add MultiSale Report



A report for the **MultiSale of Pistols/Revolvers** will only create a report from a **Serial Group** which has the box checked under **MultiSale Rpt**. Go to **Data** and select **Serial Number** to see the list of serial groups.



In this example, there are no boxes checked under **MultiSale Rpt.** The **MultiSale of Pistols/Revolvers** report will always be empty, as a result. To turn the settings on for the report to access the proper information, right-mouse-click on **MultiSale Rpt.** to access the drop-down screen.



Click Edit. The **MultiSale Rpt.** heading will turn yellow which allows for the field to be edited.

Click in any or all boxes to place a check in the box(es).

When finished, right-mouse-click on **MultiSale Rpt.** to access the drop-down screen once again.

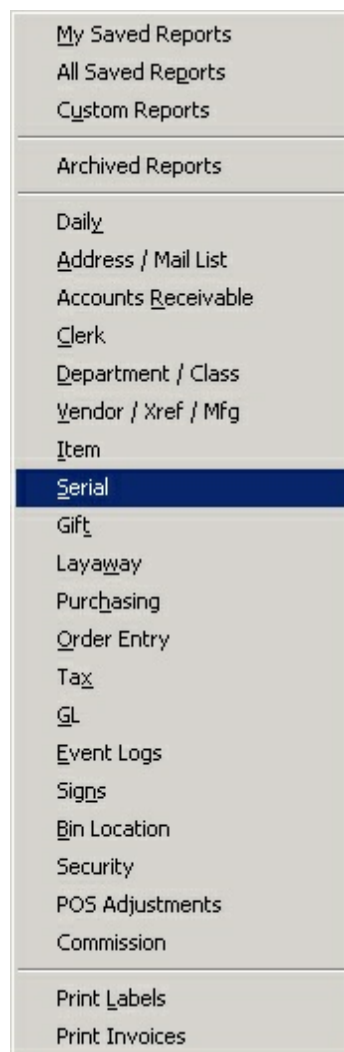
Click **Edit** to turn the edit function off. The yellow highlight will disappear. The system will now use the selected serial group(s) when the Multiple Sale Report is run.

53.3 Serial Sold Report

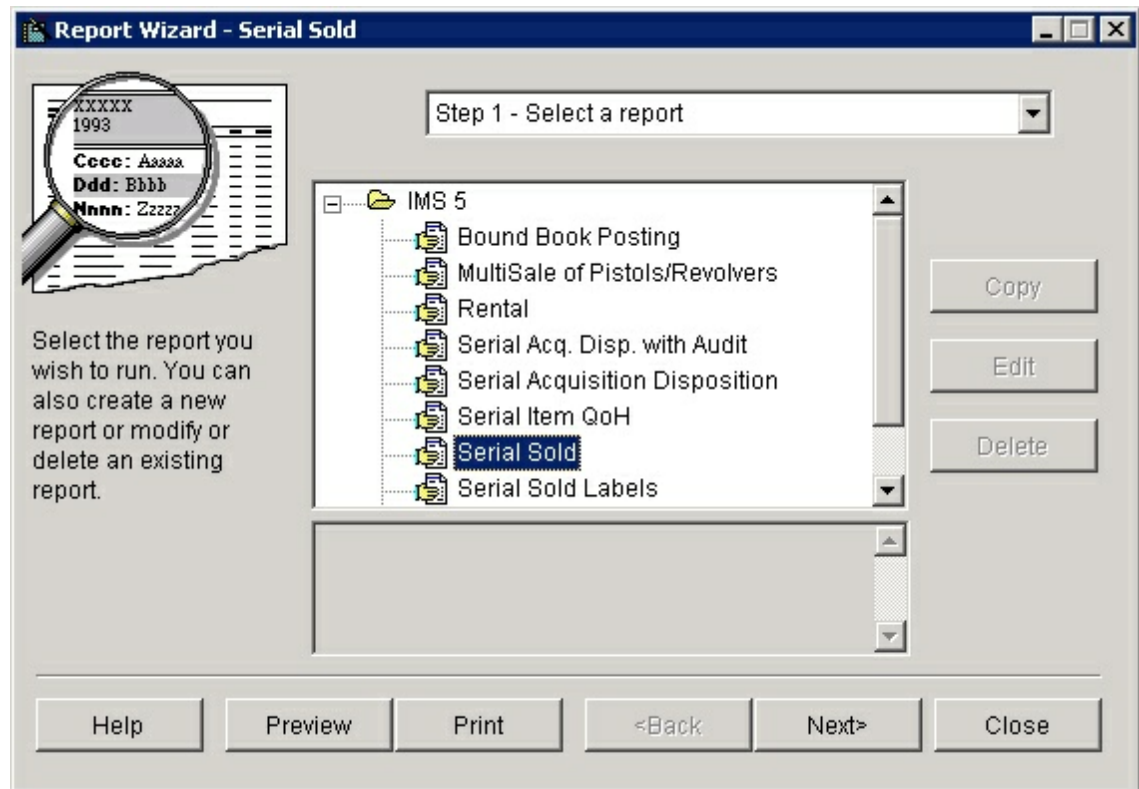


The **Serial Sold Report** should be run regularly if your store sells consignment items. A date or date range may be specified for the report.

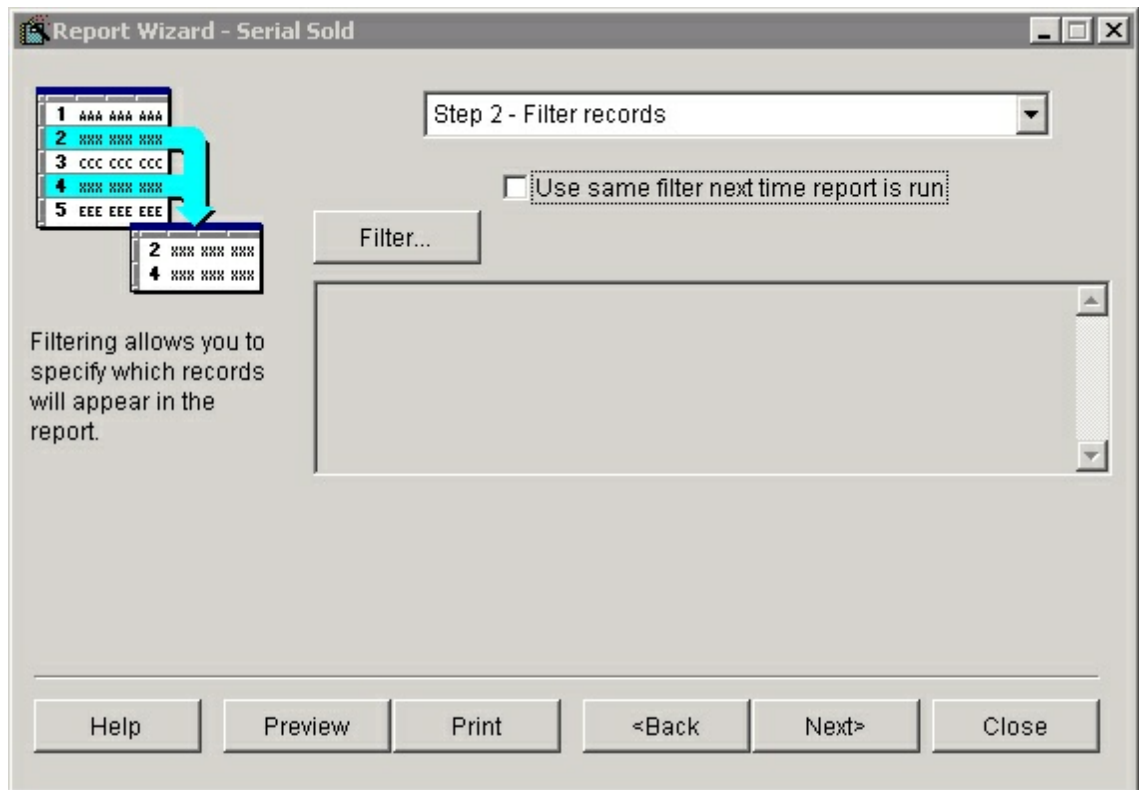
To run the **Serial Sold Report**, click **Reports**; select **Serial**.



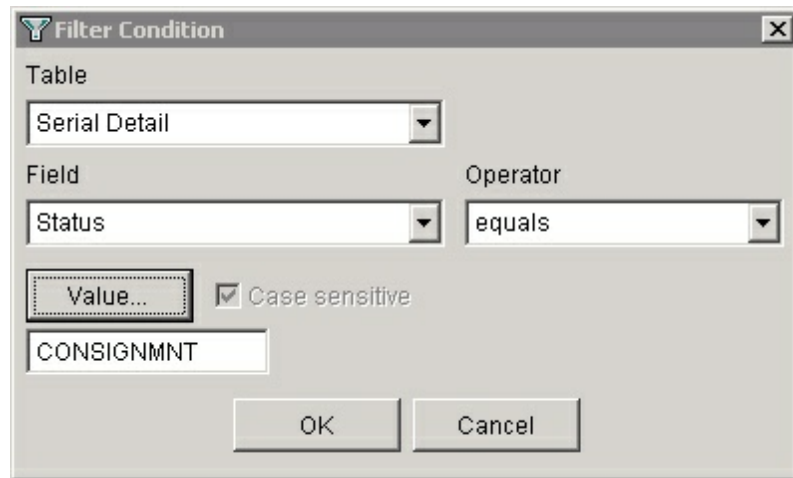
Select **Serial Sold**. Click **Next**.



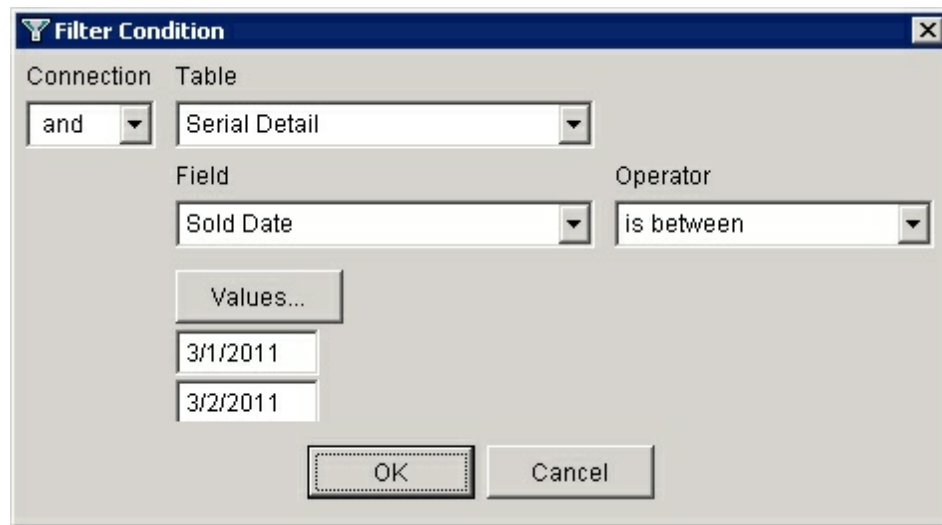
Click the **Filter** button.



Click the **Add** button to set the filter parameters as shown here. Click **OK**.



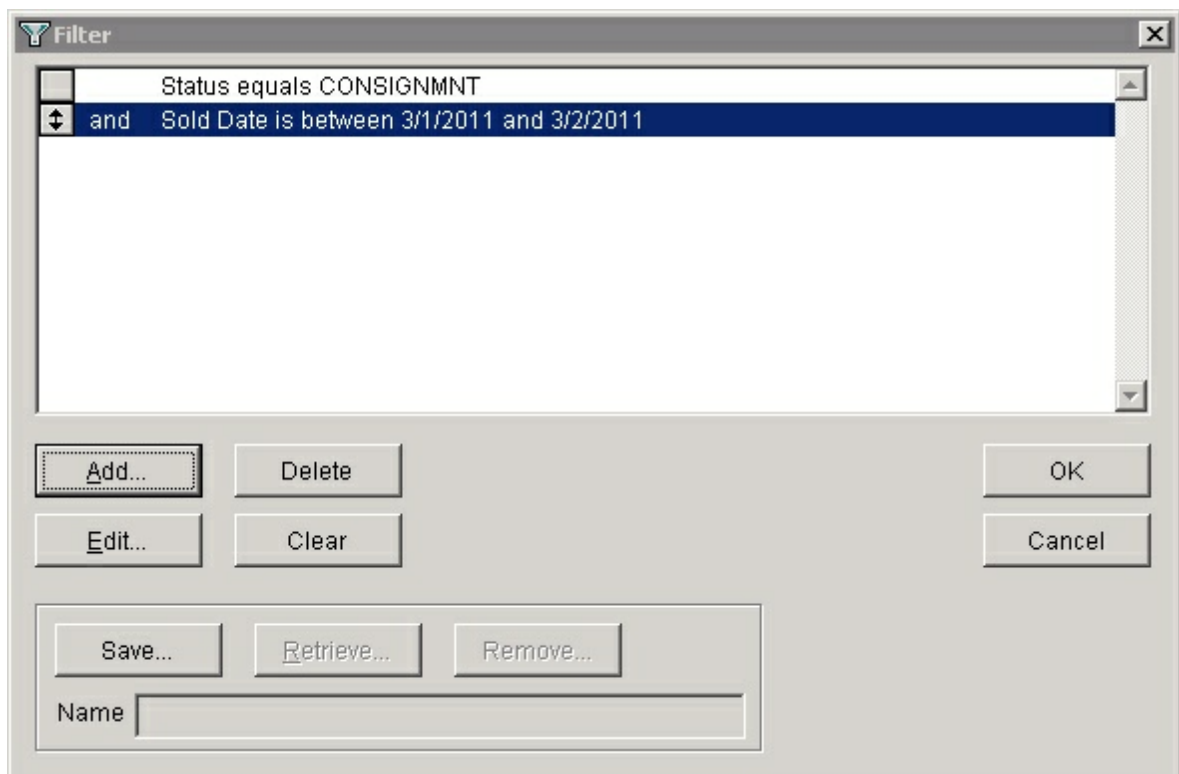
Add a second filter condition as shown here by clicking **Add**. (For a single date, set the **Operator** to **equals**. The filter will ask for only one date **Value**.) Click **Add**.



The **Filter Condition** dialog box is shown. It has a title bar with a filter icon and a close button. The main area contains the following fields and controls:

- Connection:** A dropdown menu with "and" selected.
- Table:** A dropdown menu with "Serial Detail" selected.
- Field:** A dropdown menu with "Sold Date" selected.
- Operator:** A dropdown menu with "is between" selected.
- Values...:** A button to open a values selection dialog.
- Values:** Two text input fields containing "3/1/2011" and "3/2/2011".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Click **Ok**.



The **Filter** dialog box is shown. It has a title bar with a filter icon and a close button. The main area contains a list of filter conditions:

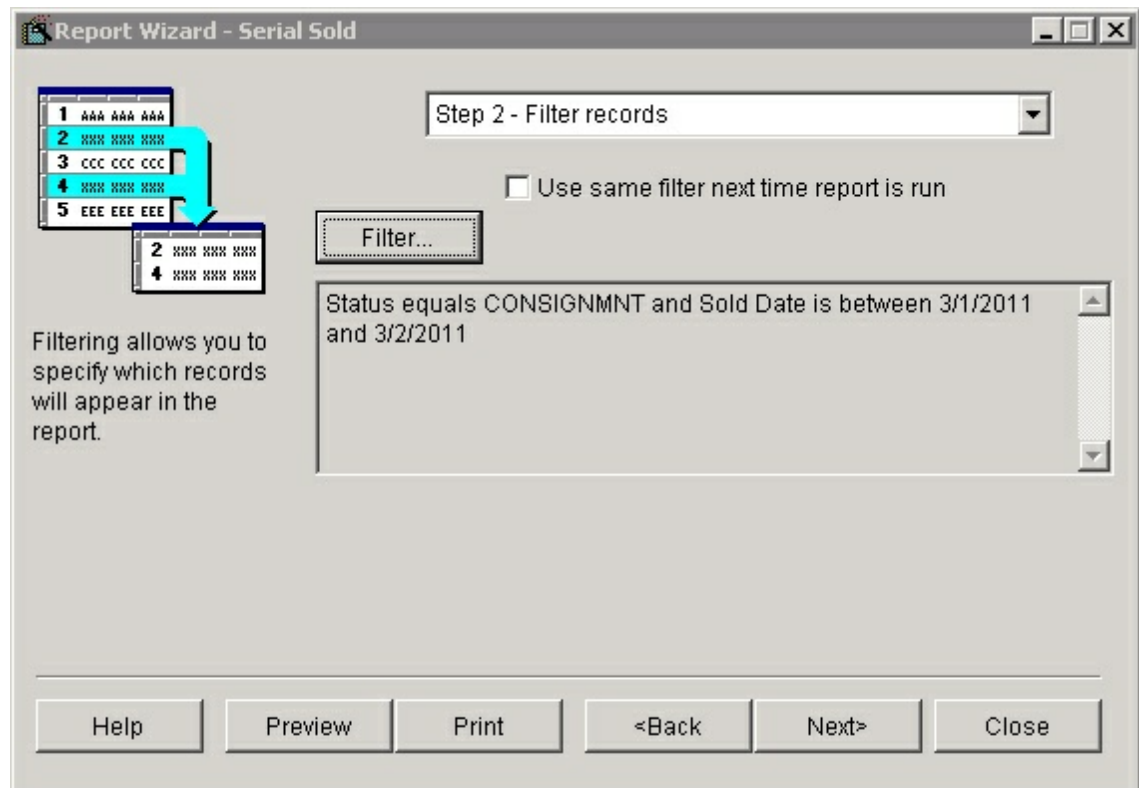
- Status equals CONSIGNMNT
- and Sold Date is between 3/1/2011 and 3/2/2011

The second condition is selected. Below the list are several buttons:

- Add...** (highlighted)
- Delete**
- Edit...**
- Clear**
- OK**
- Cancel**

At the bottom, there are three buttons: **Save...**, **Retrieve...**, and **Remove...**. Below these buttons is a text input field labeled **Name**.

Click **Next**.



Set the **Primary Sort** to **Sold Date** (Log Number may be used instead). Click **Next**.

Report Wizard - Serial Sold

Step 3 - Sort records

Use same sort next time report is run

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

Primary sort: **Sold Date** Sub-total

Secondary sort: Sub-total

Tertiary sort: Sub-total

Help Preview Print <Back Next> Close

The report is ready to be printed or previewed.

Serial Sold Report										
ARS Business Solutions, LLC										3/2/2011 11:19:22 AM
Sorts: Sold Date										Page 1
Filters: Status equals CONSIGNMNT and Sold Date is between 3/1/2011 and 3/2/2011										
Serial # Log #	Serial Group Serial Type	Item # Vendor	Manufacturer Model	Name City, State Zip	Sold Date	Trans Date RecvDate	Status RecvInv #	Unit Cost	Price	
Sold Date: 3/1/2011										
A11111 1001	Consigned Pistol	Consignment	ABC Model 123	VanderWoude, Grant Byron Center, MI 49315	3/1/2011	// 2/28/2011	CONSIGNMNT	150.00	210.00	
Subtotal 1								150.00	210.00	
Total 1								150.00	210.00	

54 Sign Printing



Using the report wizard, item and promotion signs can be printed in five steps:

1. Select a Report: Select a type of sign, item or promotional and the number of signs per page (1, 2 or 4).
2. Filter Records: Select one item or an entire group using search criteria.
3. Sort Items: Specify the order for signs to be printed using primary, secondary and tertiary sorts.

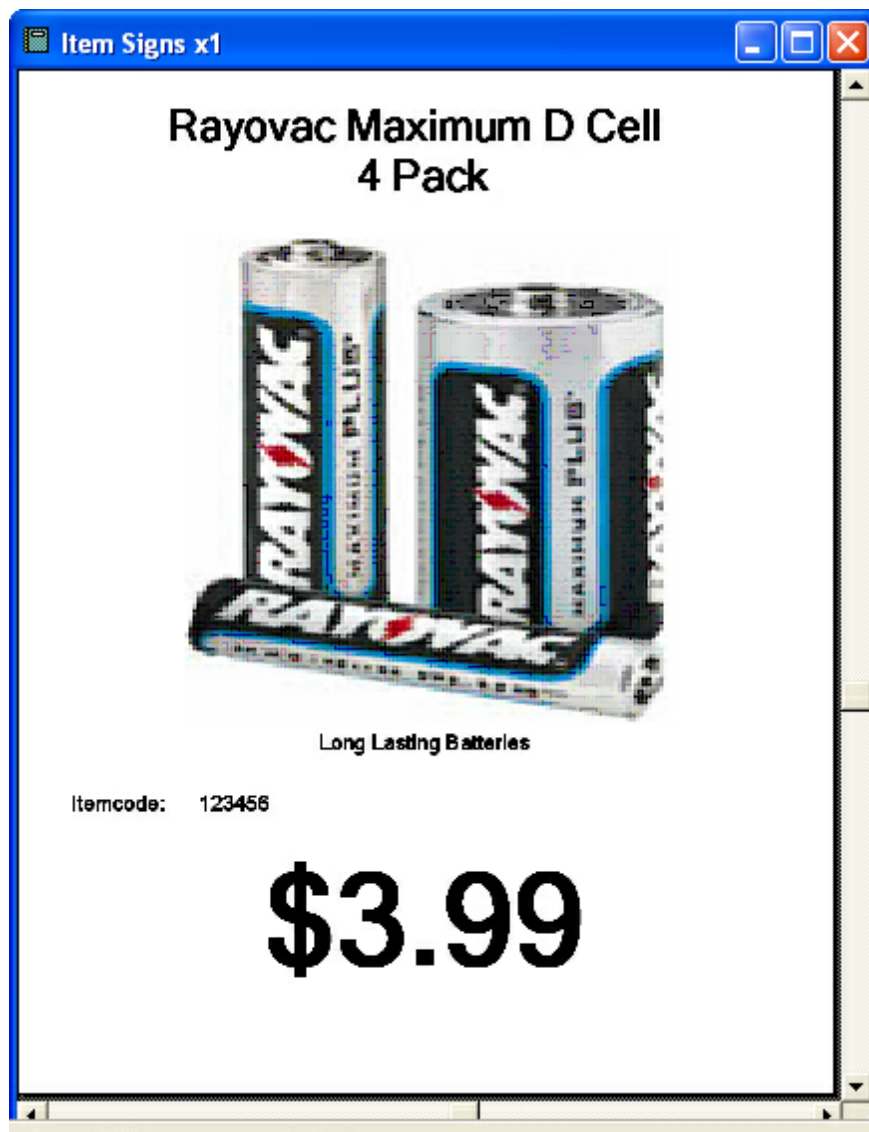
4. Image Options: Specify which image to print and what size.
5. Print

This section also describes how to map an image to an item. When a sign for an item with an image mapped to it is printed, the image will display on the sign.

54.1 Examples



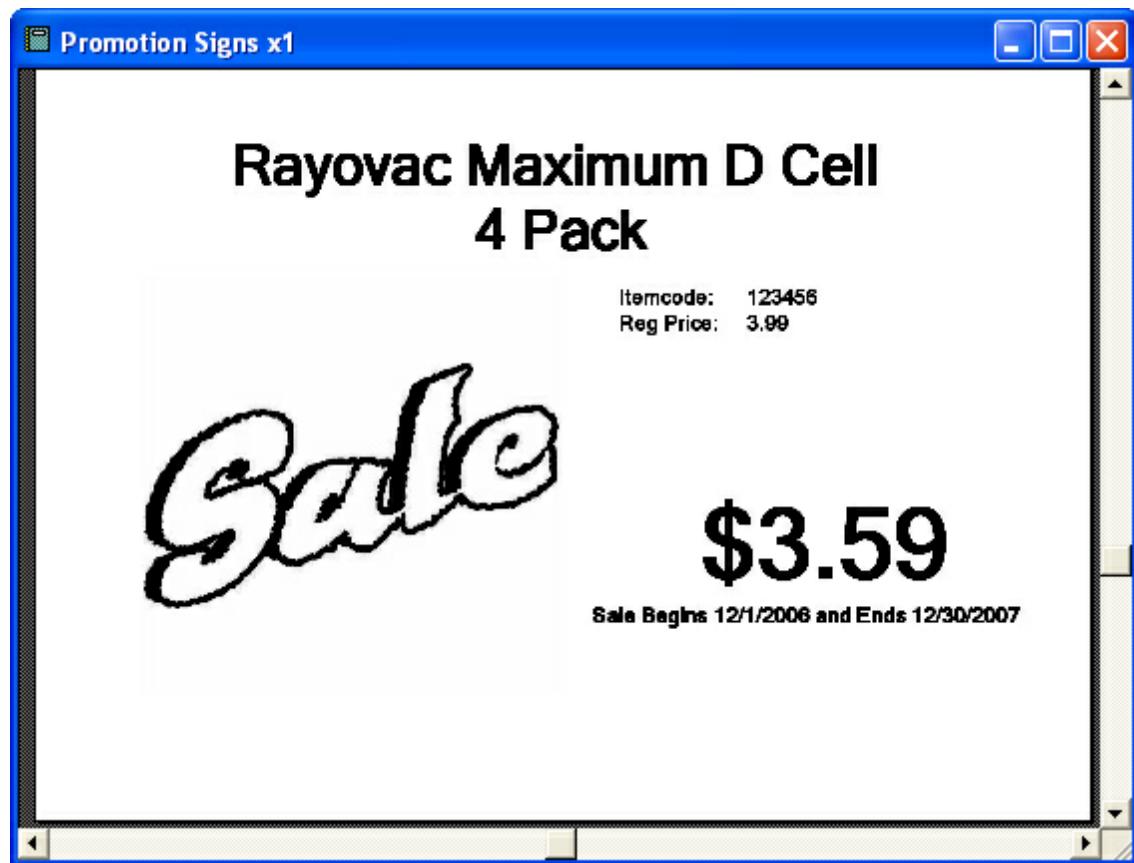
Following are some examples of signs:



Promotional Signs:



Landscape Layout with Standard Image:

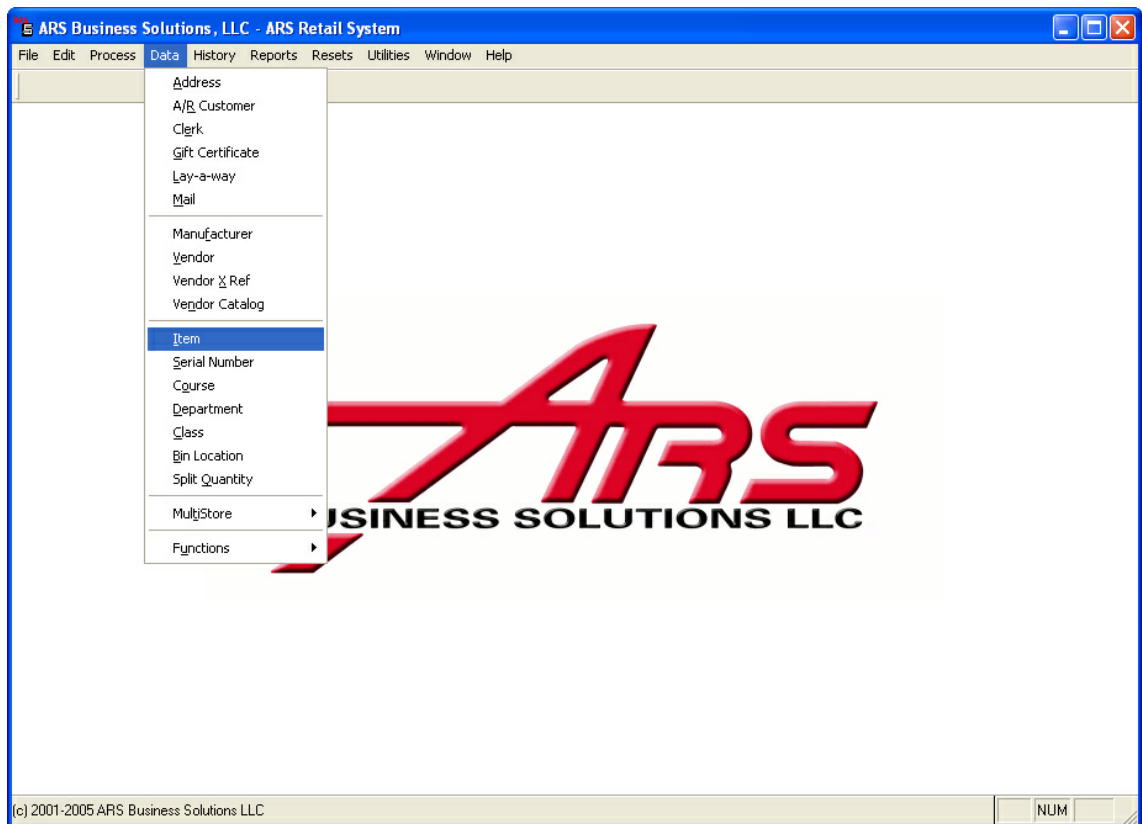


54.2 Map Image



An image may be mapped to an item so that when a sign is printed, the item image will be displayed on the sign.

To map an image to a specific item, go to **Data**; select **Item**.



Select the item to be associated with the image. Click the **Modify** button.

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New **Modify** Delete Filter Find Interface Copy Queue Labels

Item - 04133344001 - Rayovac Maximum C Cell

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

Item #	UPC	Description 1	Description 2	QoH	Avg Cost	Price 1	P1-Disc	Price 2
L1		Range Time 1 Hour		0.00	0.0000	10.0000	0.0000	0.000
L2		Range Time 1 Hour		0.00	0.0000	10.0000	0.0000	0.000
81200	00000081200	RAT-L-TRAP RT25B 1/2 OZ	CHROME BLUE BACK	86.00	2.5600	4.1900	0.0000	0.000
738610	00000738610	RAY-O-VAC H22M-1 MAG LITE-C		90.00	2.5200	4.0900	0.4100	0.000
738619	00000738619	RAY-O-VAC WH4-8 WORKHORSE-A		99.00	3.0400	4.9900	0.5000	0.000
04133344001	04133344001	Rayovac Maximum C Cell	4 Pack	106.00	2.7600	3.9900	0.4000	0.009
123456	01280045325	Rayovac Maximum D Cell	4 Pack	75.00	2.7642	3.9900	0.4000	0.000
759001	00000759001	RC COMPANY 1040PC POWER CAC		-1.00	33.8200	57.9900	0.0000	0.000
686806	00000686806	REBEL FTJ20SS-41 JOINTD MINNO	4 1/2" OLE RAINBOW	33.00	3.3800	5.4900	0.0000	0.000
750183	00000750183	REDBALL 741925-11 KNEE BOOT	SIZE 11 16" BLACK	74.00	9.3500	14.9900	0.0000	0.000
750851	00000750851	REDBALL 810854-9 CHESTWADER	SIZE 9 INSULATED MASTER	52.00	66.6000	97.9900	0.0000	0.000
750805	00000750805	REDBALL 830965-12 HIP BOOT	SIZE 12 INSULATED	47.00	33.3300	49.9900	0.0000	0.000
750604	00000750604	REDBALL 840555-11 ONEIDA PACK	SIZE 11	59.00	36.6700	51.9900	0.0000	0.000

(c) 2001-2005 ARS Business Solutions LLC

NUM

Click the **Images** tab. Click **Add**.

Edit Item

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

Item # 04133344001 UPC 04133344001

Description 1 Rayovac Maximum C Cell 4 Pack

Description	Path

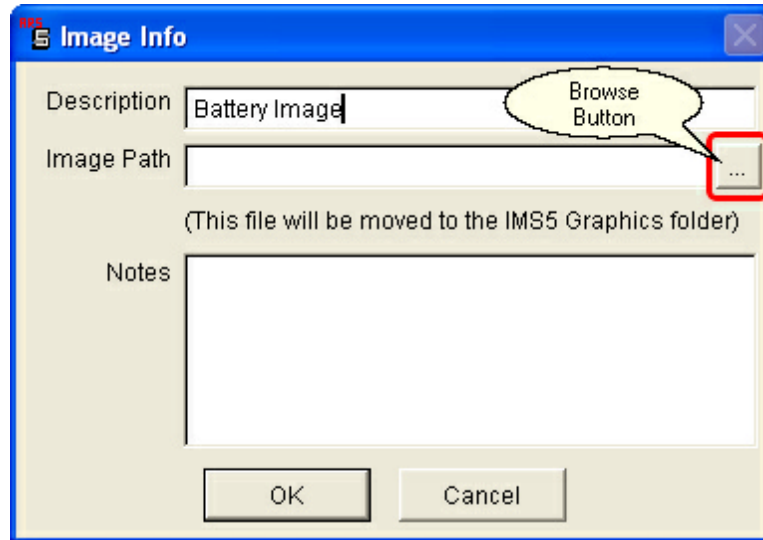
Add Edit Delete

OK Cancel

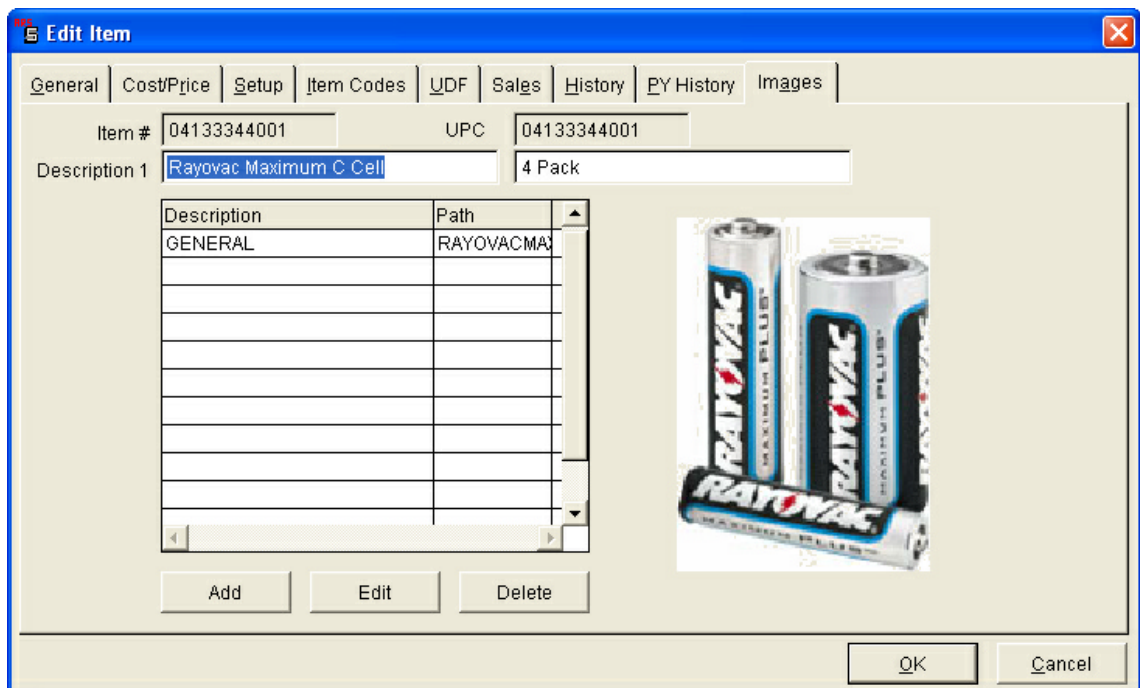
Enter a **Description** for the image.

Enter the **Image Path** (file location) for the image, or use the ... (browse) button to locate the image.

Any **Notes** entered *will* be displayed on signage associated with the image.



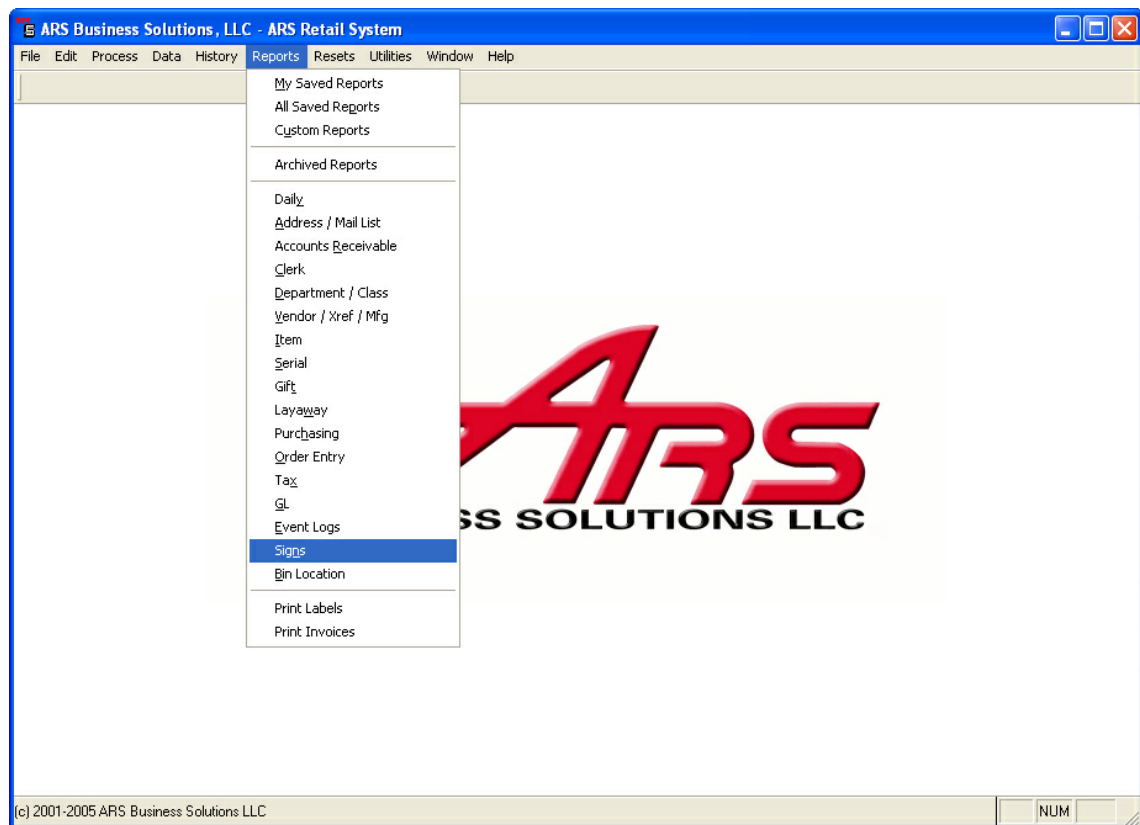
Click **OK**. The image will appear in the image box. Click **OK** to finish.



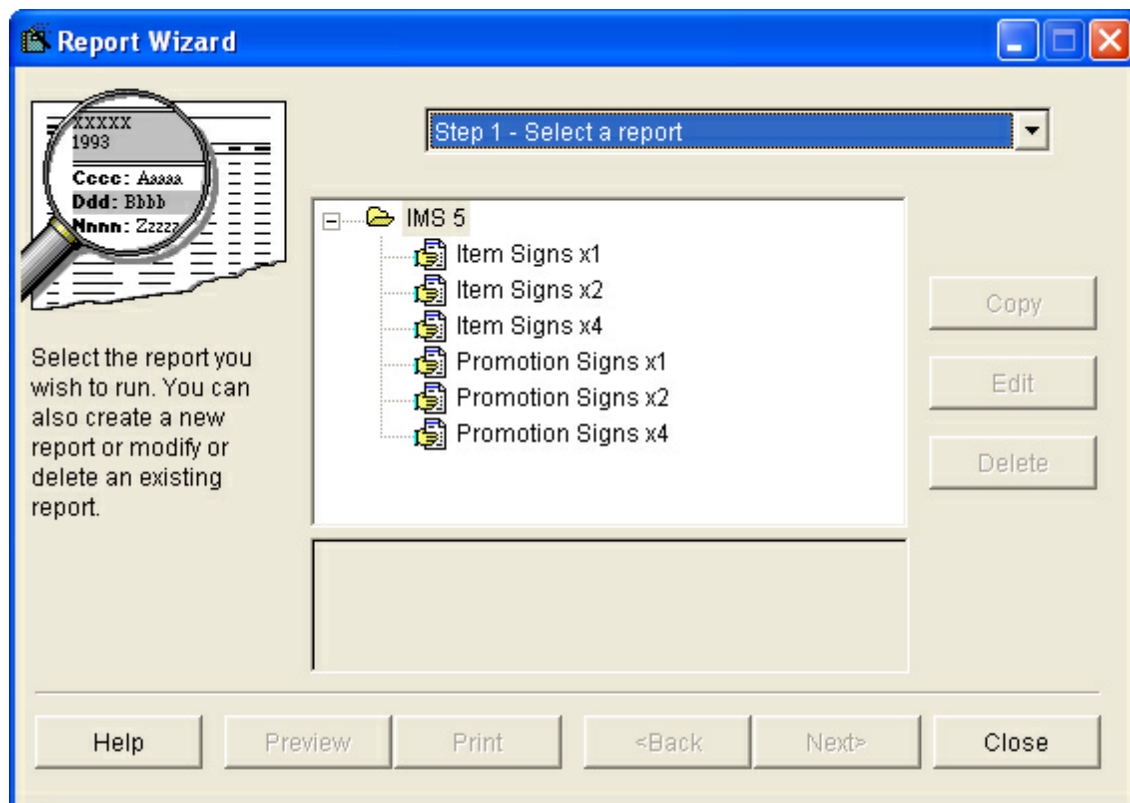
54.3 Print Sign



To print a sign, go to **Reports**; select **Signs**.

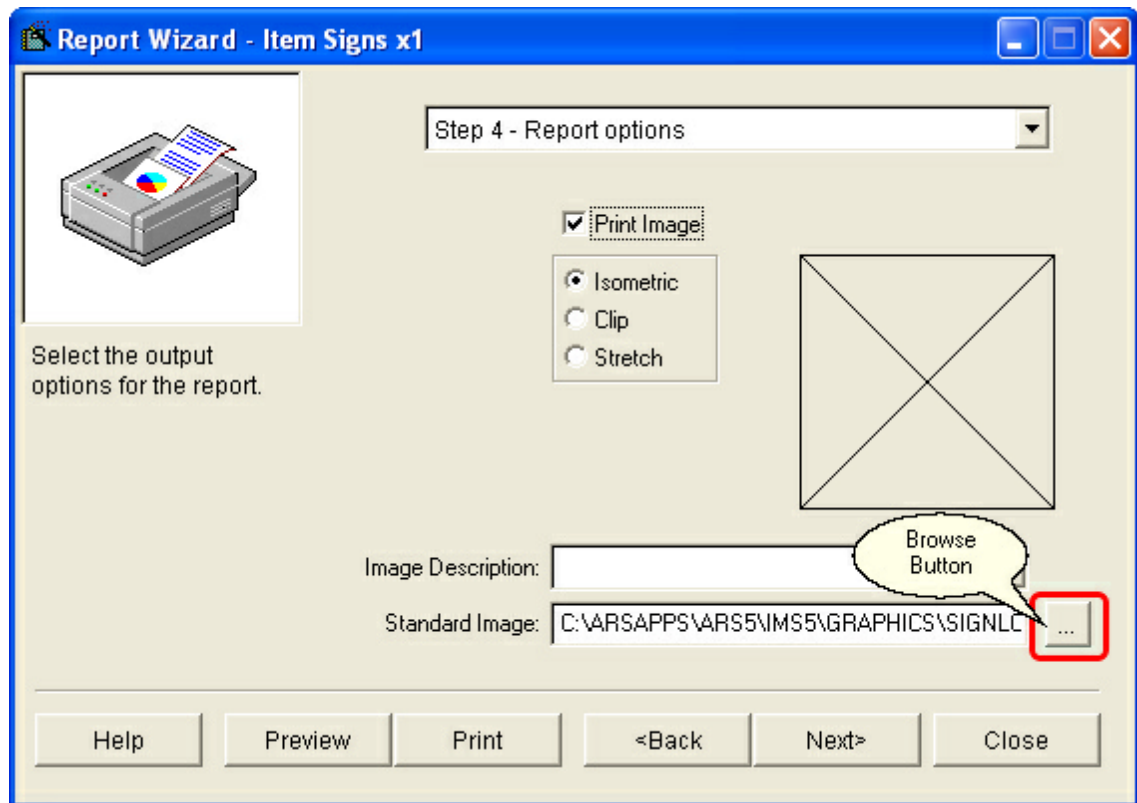


Select the sign type to be printed. Click **Next**.



A filter may be added. Click **Next**.

Sorts may be added to designate the order in which the signs will be printed. Click **Next**.

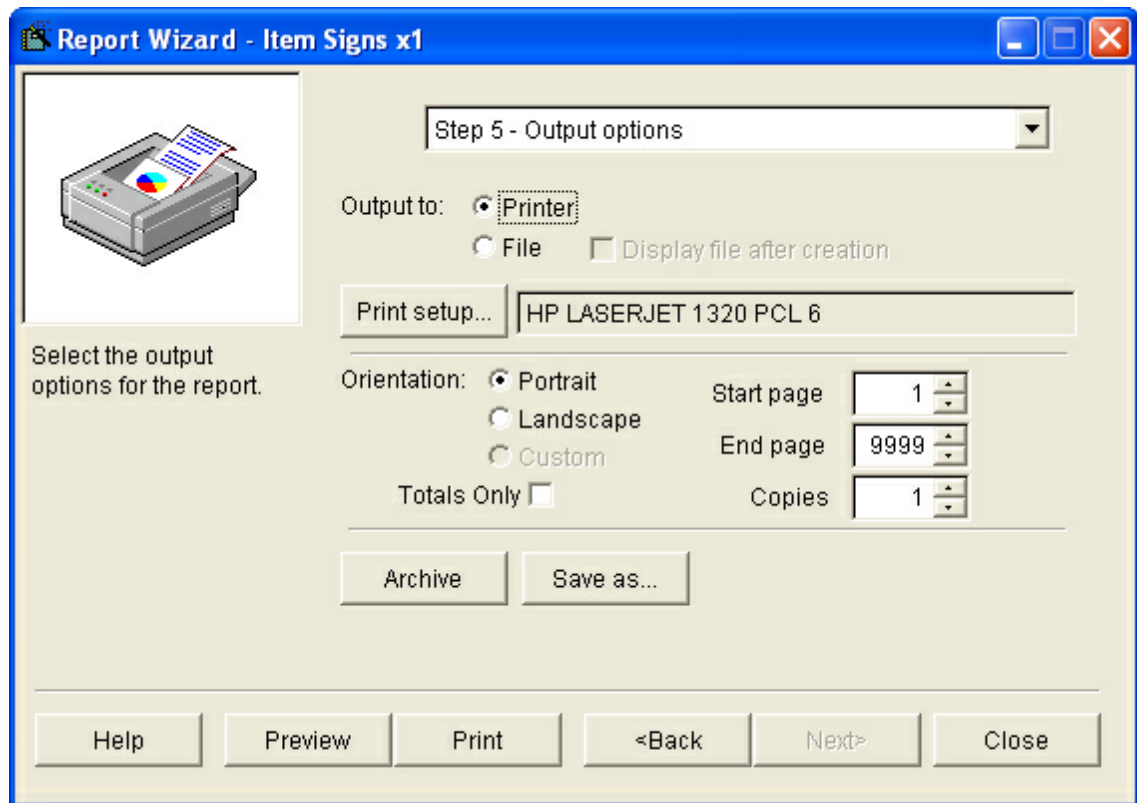


Select the image options for the signs.

- **Isometric:** Displays the image with equal measurements of length and width. This may cause some images to appear distorted.
- **Clip:** Displays the image the size it is in the image file.
- **Stretch:** Displays an enlarged image with equal length-width proportions.

**If items do not have images mapped to them, a standard image may be applied. (To map a standard image to all items missing an image, use the browse button to locate the standard image. This image will not map to any items with images already mapped to them.)

Click **Next**. The signs may be printed.



55 Special Orders



Using **Special Order** will allow the user to:

- Order and track non-stock items for a customer
- Accept either a partial or full deposit at the time the order is placed (a minimum \$.01 deposit is required in order for the system to generate a new special order IF the order begins at the POS)
- Description information is entered at the time the deposit is received
- Special Orders are usually created at the POS with a deposit
- Special Orders may be created at the IMS with no initial deposit (deposits are received at the POS)

Before processing that first **Special Order**, complete Special Order Setup.

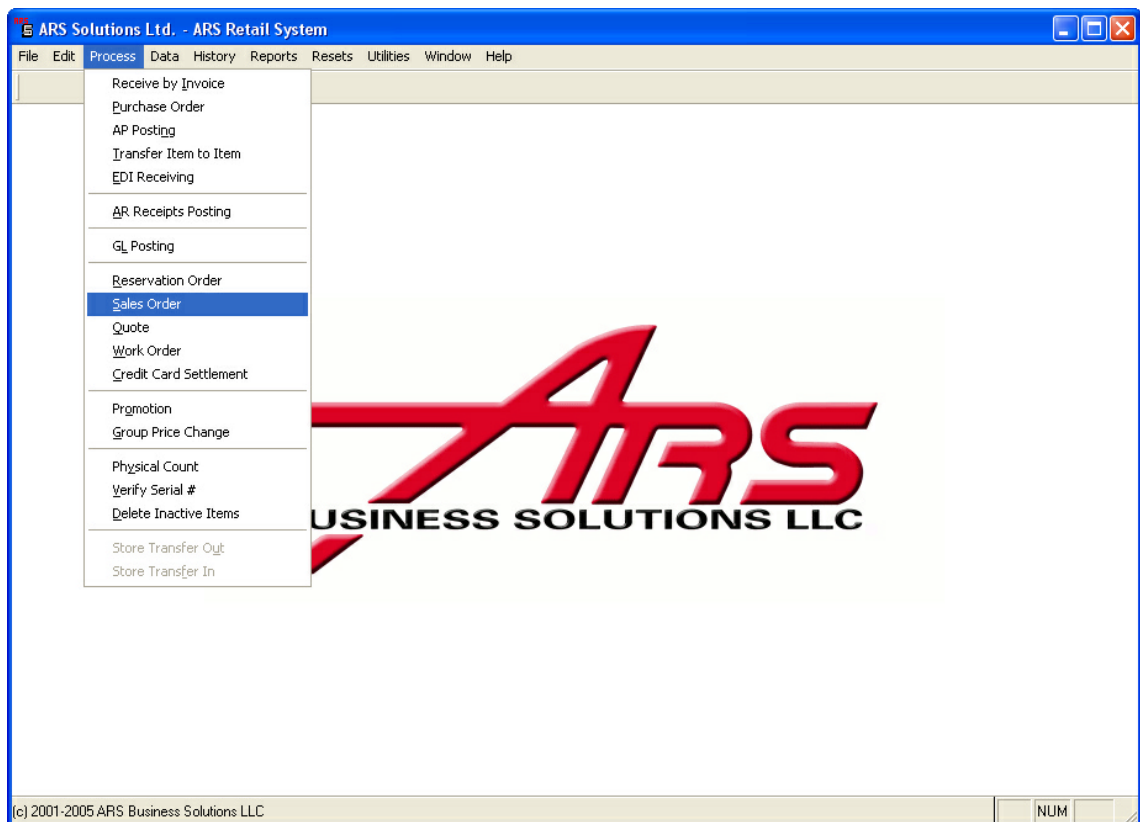
55.1 IMS Special Order



A Special Order may be initiated at the IMS. Any deposits collected for the Special Order must be received at the POS.

- Create a complete sales order for the special order in the IMS system.
- A detailed special order is printed for the customer from the IMS system.
- The deposit for the special order is collected at the POS.
- A detailed receipt prints for the customer at the store.
- Finalization (creation of the purchase order) is completed in the IMS system.

To create a Special Order at the IMS, go to **Process**; select **Sales Order**.



Click the **New** button. The system will automatically generate an **Order #** which may be changed, if desired.

Under **Bill To**, the **AR Acct #** must be the **Special Order Account**.

Under **Ship To**, the **Mail #** will be the selected customer account.

Add Sales Order Detail using the non-stock item code and changing the description to match the actual item description. (An actual item code may be used without needing to alter information.)

Click the **Report** button to print a special order receipt for the customer. (Before a deposit may be received at the POS, remember to Build POS Data at IMS and Download at POS.)

55.2 POS Special Order



A Special Order at the POS requires a deposit and automatically creates a Sales Order record in IMS.

When the Special Order is initiated at the POS, the detail information on the item(s) will need to be added at the IMS. (The detail does not have to be added immediately. It may be added at the end of the day or at a more convenient time.)

55.3 Receive Special Order



Receiving a Special Order item may be done along with the receiving of all of the other items on the Purchase Order. The Special Order item should be tagged as such in order to print a Special Order Receiving Report.

To tag the item on a Purchase Order, after selecting the Purchase Order, click the **Detail** tab. Select the Special Order item. Click the **Modify** button.

Edit Purchase Order Item	
<input type="radio"/> X Ref: <input type="text"/>	
<input type="radio"/> Item Code: <input type="text" value="99"/> <input type="button" value="LookUp"/>	PO # 3 Vendor AcuSport Order Date 2/16/2011 Ship Date 2/16/2011
<input type="radio"/> Style: <input type="text"/> <input type="button" value="LookUp"/>	GoH 1.00 On Order 1.00 Commit Qty 3.00
Description 1: <input type="text" value="Special Order Item"/>	Gp% 0.00 Price 1 <input type="text" value="0.0000"/>
Units Order: <input type="text" value="1"/>	Price 2 <input type="text" value="0.0000"/>
Order Qty: <input type="text" value="1"/>	Price 3 <input type="text" value="0.0000"/>
Pkg Qty: <input type="text" value="1"/> / <input type="text" value="1"/>	Price 4 <input type="text" value="0.0000"/> <input type="button" value="Queue Labels"/>
Disc %: <input type="text" value="0.00"/>	Price 5 <input type="text" value="0.0000"/>
Unit Cost: <input type="text" value="22.4900"/>	0.00 Sugg Retail <input type="text" value="0.0000"/>
Ship Cost: <input type="text" value="0.0000"/>	
<input type="checkbox"/> Update Cost Only	<input type="button" value="OK"/> <input type="button" value="Cancel"/>

Click the **Special Order** tab.

The screenshot shows a software window titled "Edit Purchase Order Item" with four tabs: "General", "Sales History", "Special Order", and "Serial". The "Special Order" tab is active. The window contains the following fields and controls:

- Item # 99
- Style
- Order Type: A dropdown menu currently showing "SALES ORDER".
- A text input field containing the number "14".
- A "LookUp" button next to the text input field.
- Two buttons at the bottom right: "OK" and "Cancel".

Select from the drop-down menu. (Use Sales Order for Special Orders.) Also select the customer's order number using **LookUp**. Click **OK**.

When the item is received, the Special Order Receiving Report may be printed by selecting the Special Order item from the Purchase Order and clicking the **Report** button.

Click the **Print Special Order Receiving** button on the Edit Purchase Order screen.

If asked about saving the record first, click **Yes**. Contact the customer that the item is ready to be picked up.

Special PO Received		ARS Business Solutions, LLC		PO # 3	7/27/2011 9:25:12 AM	
Page 1						
Item #	Order Type	Cross Ref # Reference #	RecvQty	Description 1 Name	Description 2 Phone #	RecvDate
99	SALES ORDER	14	1	Special Order Item Special Order Deposit		7/22/2011
Total 1						

55.4 Special Order Detail



When a Special Order is created at the IMS, the detail is added immediately, but no deposit is collected. When the Special Order is created at the POS, a deposit **MUST** be collected, but the detail will be added at the IMS after the transaction is completed.

To add detail to a selected Special Order, click the **Detail** tab.

The screenshot shows the 'ARS Sales Order - S016030068 - VanderWoude, Grant' window. The 'Detail' tab is selected. Below the tabs is a grid with the following columns: Item #, Order Qty, Ship Qty, Price, QoH, Disc %, Ext Disc, Disc Amt, and Description. The grid is currently empty.

Click the **New** button.

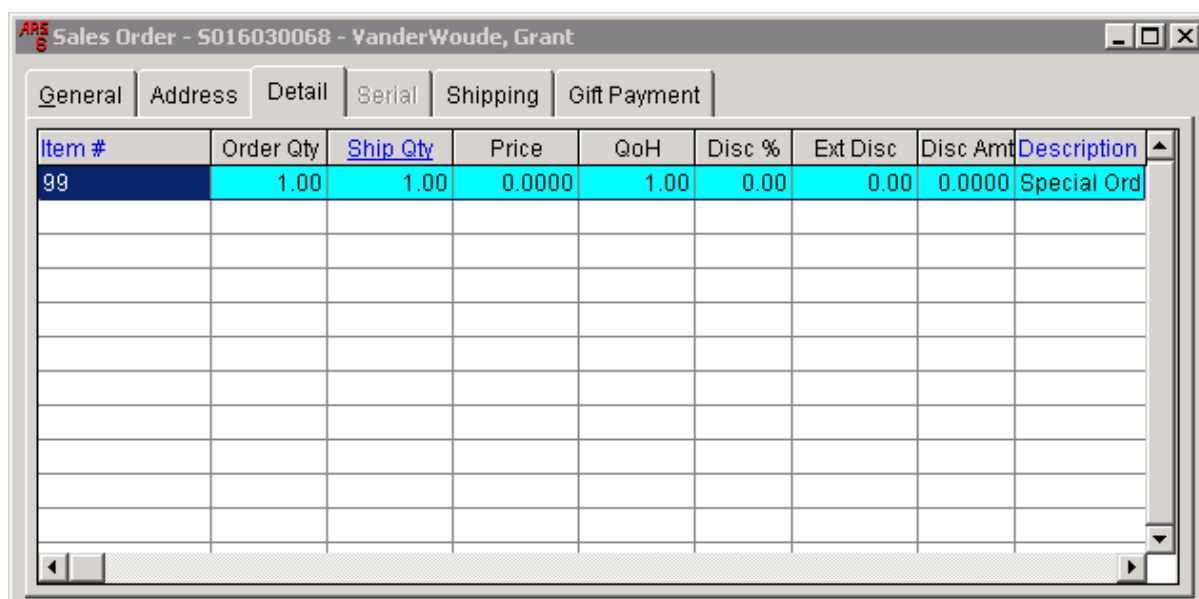
The screenshot shows the 'ARS Sales Order Item' window. The 'General' tab is selected. The window contains the following fields and controls:

- Item Code: (with a 'LookUp' button)
- Style: (with a 'LookUp' button)
- Description 1:
- Order Qty: Ship Qty:
- Disc %: QoH:
- Disc Amt: Commit Qty:
- Price: Tax:
- Order #: AR Acct #: Clerk:
- Order Date: Ship Date:
- Price 1: Price 2: Price 3: Price 4: Price 5: Sugg Retail:

At the bottom right, there are 'Add' and 'Close' buttons.

Enter the Item information (including changing the Description information). When finished, click **Add**. More items may be added. When finished, click **Close**.

The item(s) which have been added into the detail of the Special Order will be displayed in the grid.



Item #	Order Qty	Ship Qty	Price	QoH	Disc %	Ext Disc	Disc Amt	Description
99	1.00	1.00	0.0000	1.00	0.00	0.00	0.0000	Special Ord

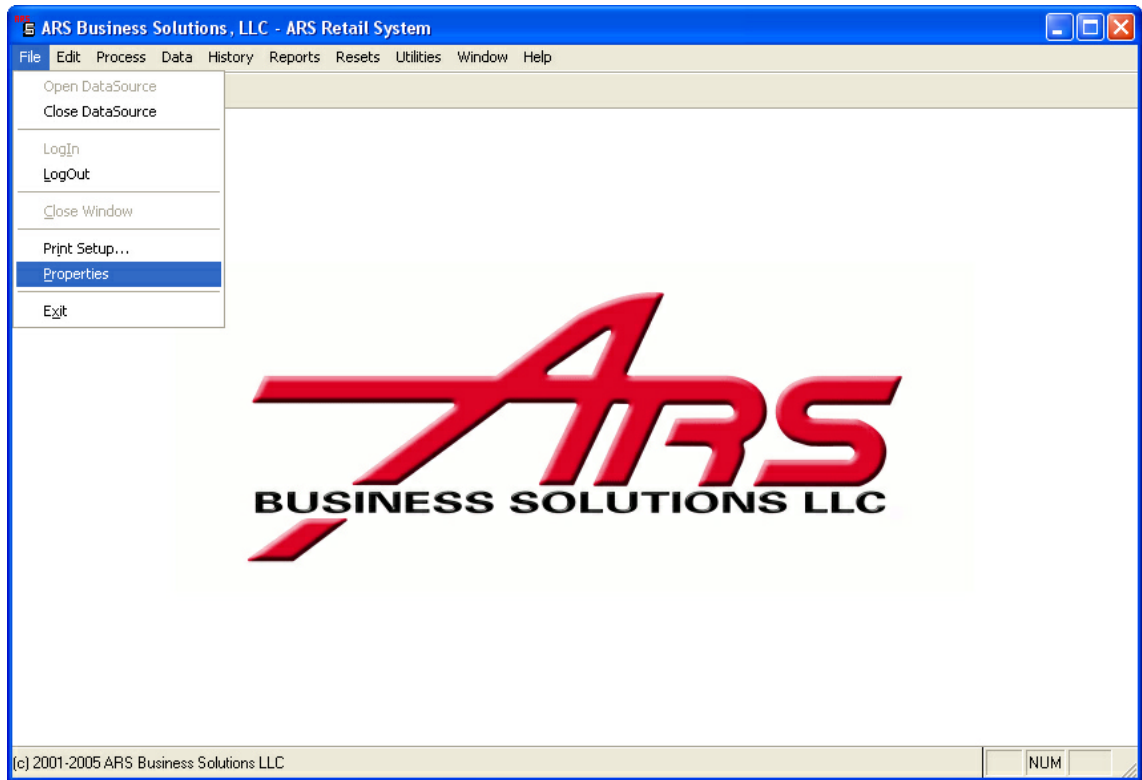
55.5 Special Order Setup



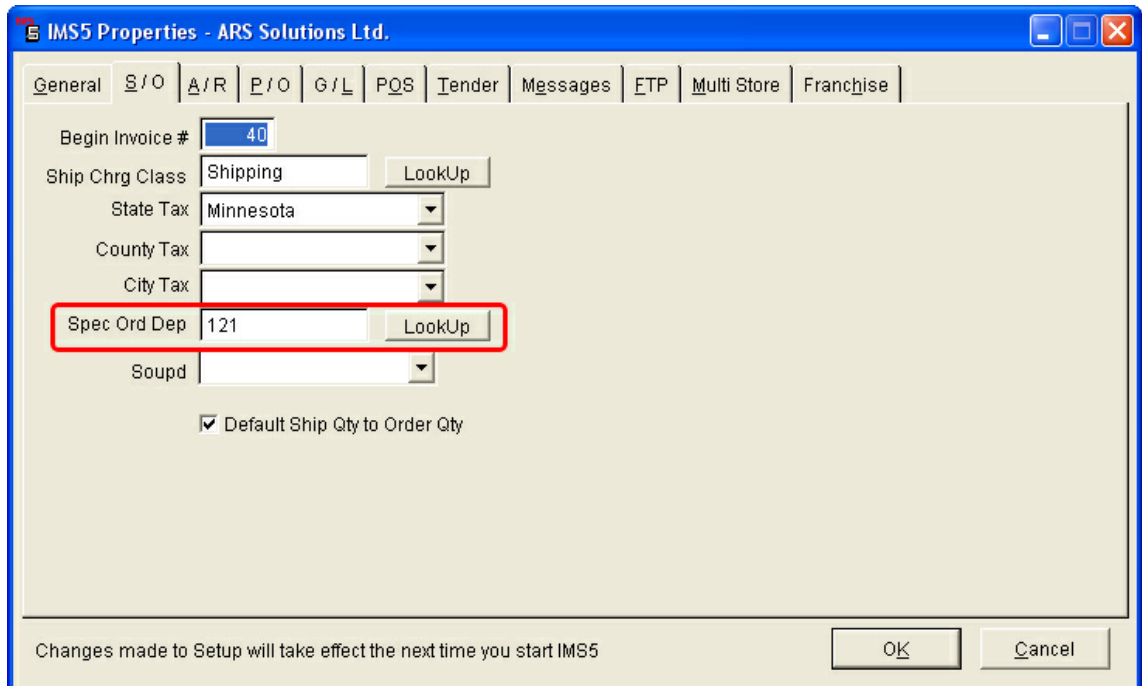
This is a one-time setup which is needed before any Special Order may be processed.

- Create a Special Order A/R Account (a no-charge account which will handle sales tax)
- Edit the Order Entry Properties

Go to **File**; select **Properties**.



Click the **S/O** tab. Complete information boxes including adding the Special Order Deposit (**Spec Ord Dep**) account number. Click **OK** when finished.



- Create Special Order Item Codes to be used for non-stock items (Actual item codes may be entered for non-stock items, but it is not recommended because it may slow your system over time.)

The non-stock/generic item number (e.g. **99**) should be setup with the following information:

Description is **Special Order** (This will be edited to reflect the actual description of the item.)

Non-Stock is checked (The system will prompt for a price when it is rung at the register.)

It is recommended that a generic/non-stock item number is created for different groups of items (i.e. firearms, safes, fishing, etc.)

56 Utilities and Settings



The Utility feature provides options to configure the application and perform general maintenance.

Utilities include the following:

- Build POS Data
- Remote Register Utility
- Multistore
- Reindex
- Clean Redundant Data
- Global Item Maintenance
- Event Log
- ID Information
- ARS Maintenance
- Custom Utilities
- Preferences
- Security
- Change Password

56.1 Build POS Data

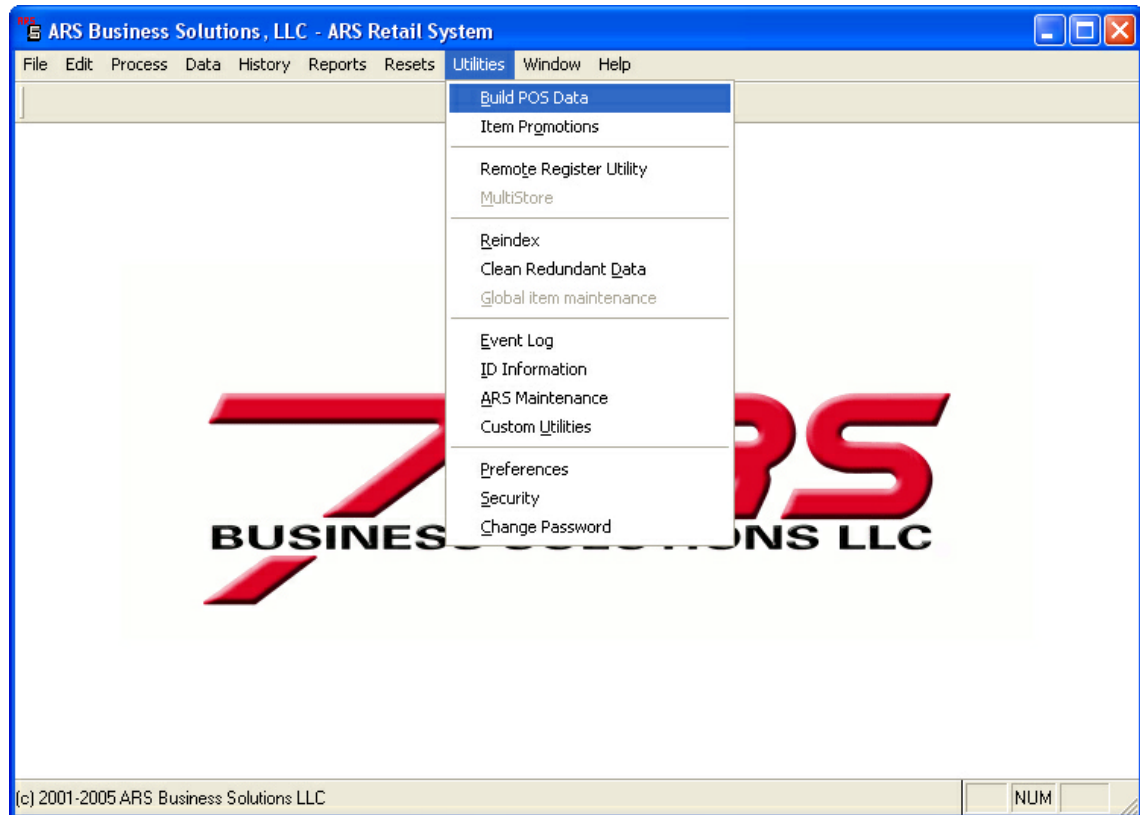


Build POS Data is a utility that sends information down to the registers. Examples of why this utility is used are: Changes on an item such as price, description, new item or an item being removed, class changes, clerk information that needs to be updated, etc.

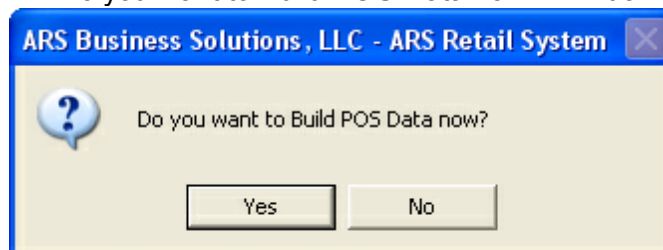
Build POS Data should be run each morning and periodically throughout the day as new items are being received into inventory so that the POS computers are up-to-date (especially with serialized items).

To use this utility:

1. Select Utilities->Build POS Data from the main menu bar.



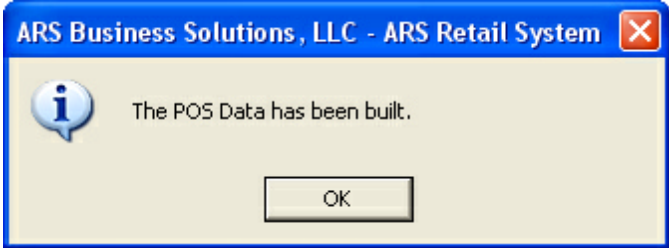
2. "Do you want to Build POS Data now?" window will display.



3. Select the "Yes" button to run this utility.
4. When the utility is running, a progress bar will appear.



5. Once the utility is done running, a pop-up window will appear saying the POS data has been built.



NOTE: Once the data is sent down to the registers, the registers will need to download the information (F6 - Download) button.

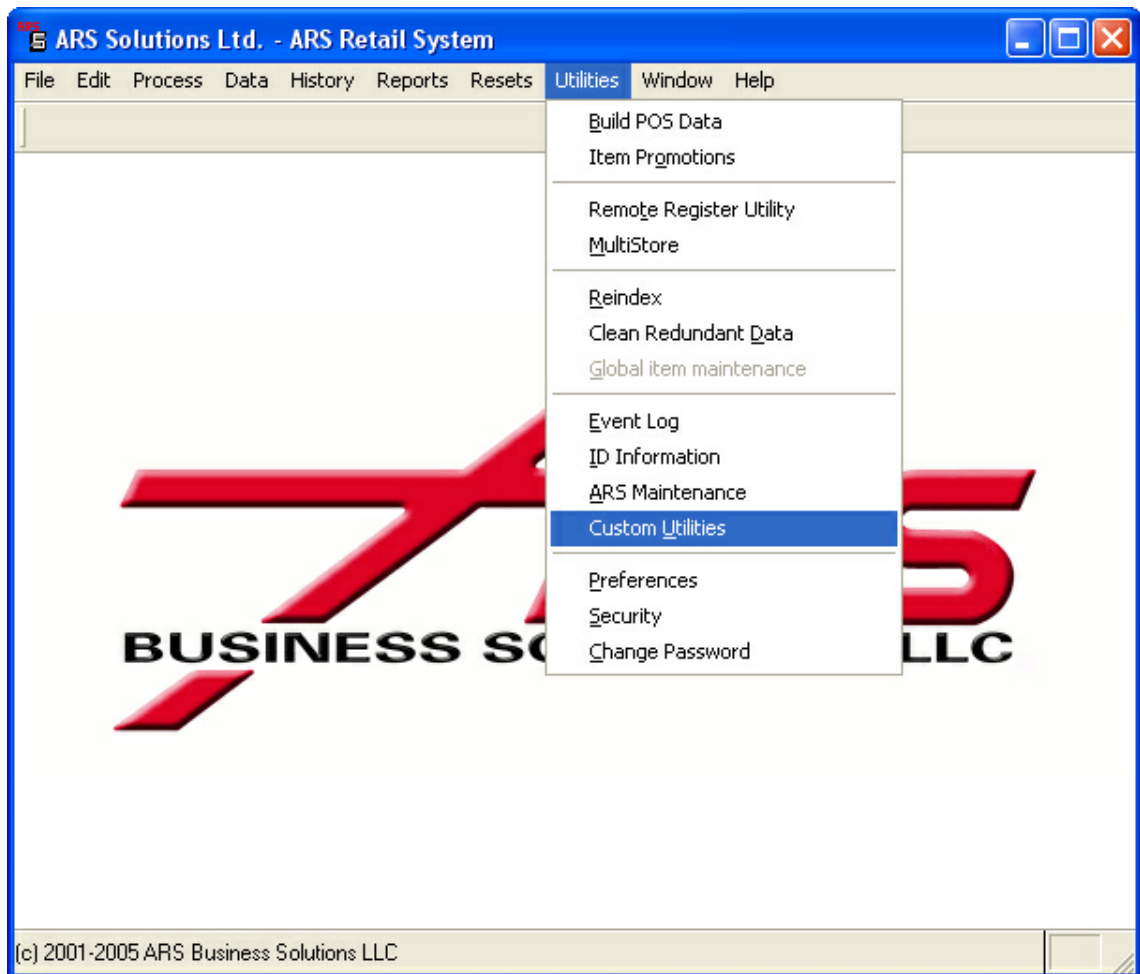


56.2 Custom Utilites

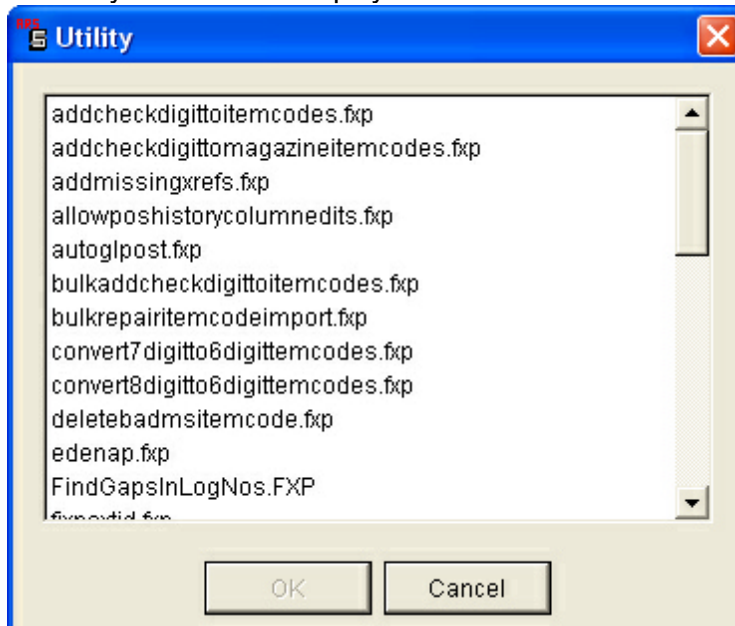


Select the Custom Utilities to run applications that were developed specifically for your installation.

- 1. Select Utilities->Custom Utilities from the main menu bar.



2. "Utility" window will display.



3. Select the utility program that you would like to run.

NOTE: Contact your ARS support representative regarding custom utilities.

56.3 Event Log



Application Logs display a view of events that occur within the application. Five views are available at the Application Log feature.

General Tab:

Information displayed based on processes run within the application. It provides the name of the process, the date/time the process was activated, the user that activated it, the status of the process and related messages.

Error Log Tab:

Information on errors that occurred within the application are displayed here. It provides the date\time the error occurred, which user was logged in when the error happened, the error number, related message, a "Details" button which explains where the error happened, the associated line number and method.

Audit Log Tab:

Audit functions are recorded in this log. It displays the date\time, primary key, user, field, values and field types of audit functions.

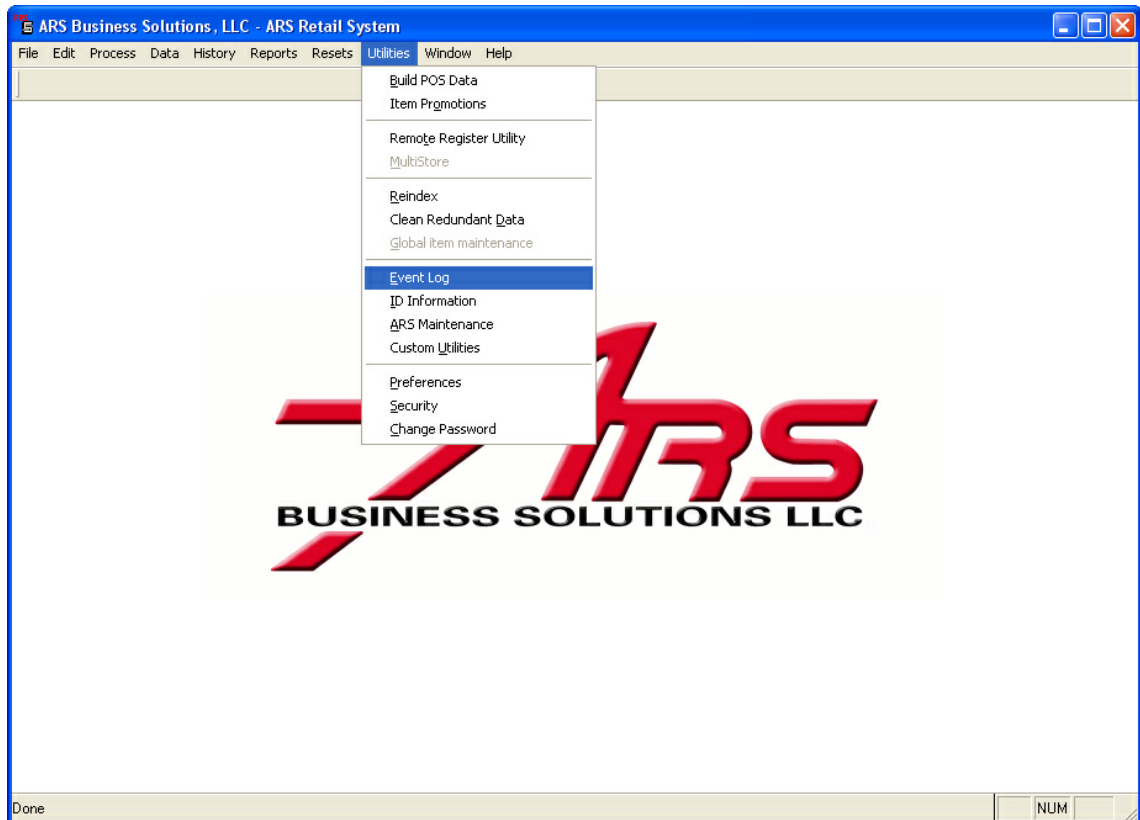
Transactions Tab:

POS transactions are posted on this tab. It displays the store number, date\time, register number, transaction number and the XML for each transaction.

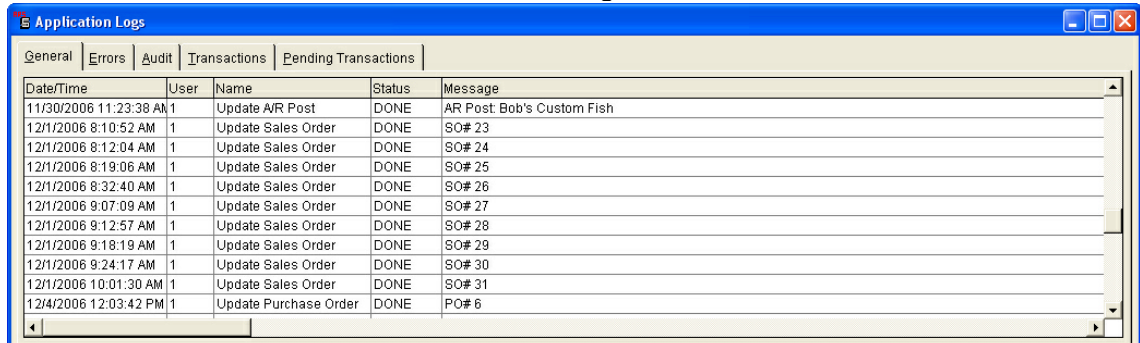
Pending Transactions Tab:

Allows the pending transactions to be viewed. It provides the store number, date\time, register number, transaction number along with any details and XML.

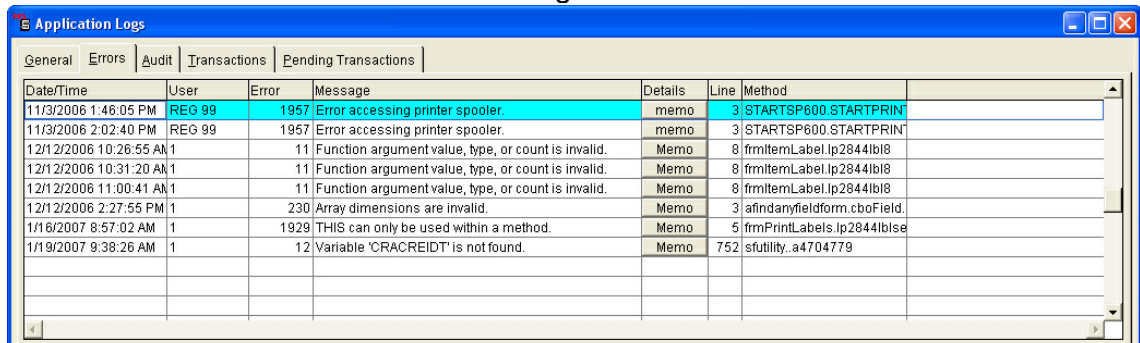
1. Select Utilities->Event Log from the main menu bar.



2. Select the "General" tab to view an event log.



3. Select the "Error" tab to view an error log.



4. Select the "Audit" tab to view the audit log.

Date/Time	Primarykey	User	Field	Prevalue	Newvalue	Fieldtype	Control
5/9/2002 4:01:50 PM	1	SUPERUSER	vendor.vendor	2	100	C	frmvendoredit.pgentry
5/9/2002 4:01:58 PM	1	SUPERUSER	address.lname			C	frmaddredit.pgentry.p
5/9/2002 4:01:59 PM	1	SUPERUSER	address.fname			C	frmaddredit.pgentry.p
5/9/2002 4:02:13 PM	1	SUPERUSER	address.lname		Amce Distribution	C	frmaddredit.pgentry.p
5/9/2002 4:02:14 PM	1	SUPERUSER	address.fname			C	frmaddredit.pgentry.p
5/9/2002 4:06:42 PM	1	SUPERUSER	address.lname	Amce Distribution	AMCE	C	frmaddredit.pgentry.p
5/9/2002 4:10:15 PM	3	SUPERUSER	address.lname		USA MANUFACTURING	C	frmaddredit2.pgentry.i
5/9/2002 4:10:15 PM	3	SUPERUSER	address.fname			C	frmaddredit2.pgentry.i
5/9/2002 4:12:20 PM	3	SUPERUSER	address.lname	USA MANUFACTURING	USA Manufacturing	C	frmaddredit3.pgentry.i
5/9/2002 4:13:15 PM	3	SUPERUSER	address.lname	USA Manufacturing	USA Manufacturing	C	frmaddredit4.pgentry.i
5/9/2002 4:14:26 PM	5	SUPERUSER	address.lname		Anderson	C	frmaddredit5.pgentry.i

5. Select the "Transactions" tab to view a POS transaction log.

Store #	Date/Time	Reg #	Tran #	Xml
001	9/27/2005 1:56:38 PM	1	1	Memo
001	9/27/2005 1:56:52 PM	1	2	Memo
001	9/27/2005 1:57:09 PM	1	3	Memo
001	9/27/2005 1:58:32 PM	1	4	Memo
001	9/27/2005 1:59:03 PM	1	5	Memo
001	9/27/2005 2:24:52 PM	1	6	Memo
001	9/27/2005 2:25:25 PM	1	7	Memo
001	9/27/2005 2:37:59 PM	1	8	Memo
001	9/27/2005 2:46:30 PM	1	9	Memo
001	10/5/2006 9:28:35 AM	99	27	Memo
001	10/5/2006 9:29:03 AM	99	28	Memo

6. Select the "Pending Transaction" tab to view the pending transactions.

Store	Date/Time	Reg #	Tran #
001	11/29/2006 9:39:36 AM	99	36
001	11/29/2006 9:39:53 AM	99	39
001	11/29/2006 9:39:58 AM	99	40
001	11/29/2006 9:40:02 AM	99	41
001	11/29/2006 9:40:04 AM	99	42
001	11/29/2006 9:40:06 AM	99	43
001	11/29/2006 9:40:15 AM	99	47

ARS Handled Exception
The id_item does not exist

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56.4 Item Promotions

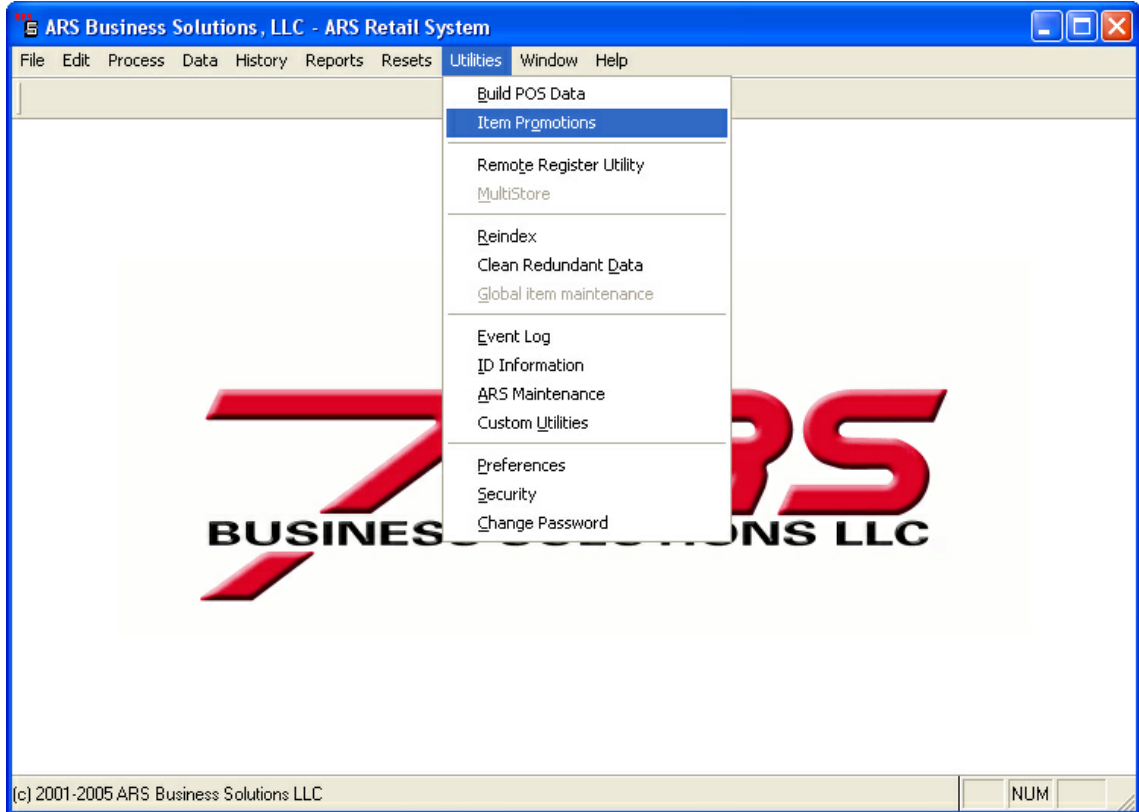


Item promotions is a utility that updates the promotions that are going on.

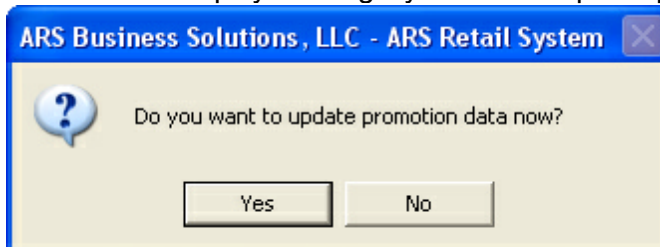
NOTE: This utility needs to be used first before using Utilities->Build POS Data.

To use this utility:

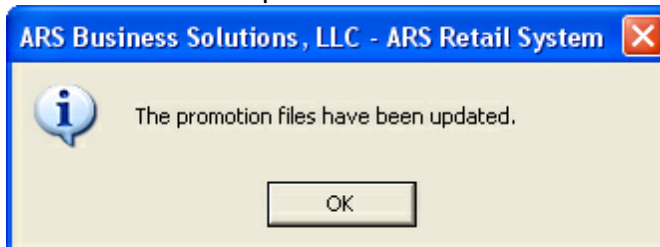
1. Select Utilities->Item Promotions from the main menu bar.



2. A window displays asking if you want to update promotion data.



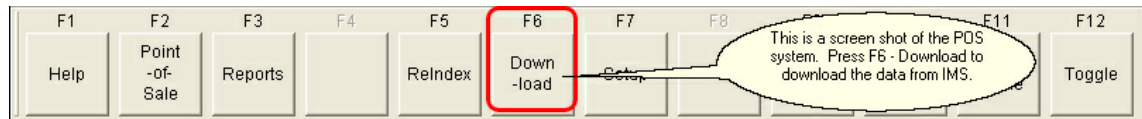
3. Select the "Yes" button.
4. A progress bar will appear to let you know how far along it is.
5. Once the utility is done running, a pop-up window will display saying, "The promotion files have been updated".



6. Select the "OK" button.

NOTE: Once the data is sent down to the registers, the registers will need to download

the information (F6 - Download) button.

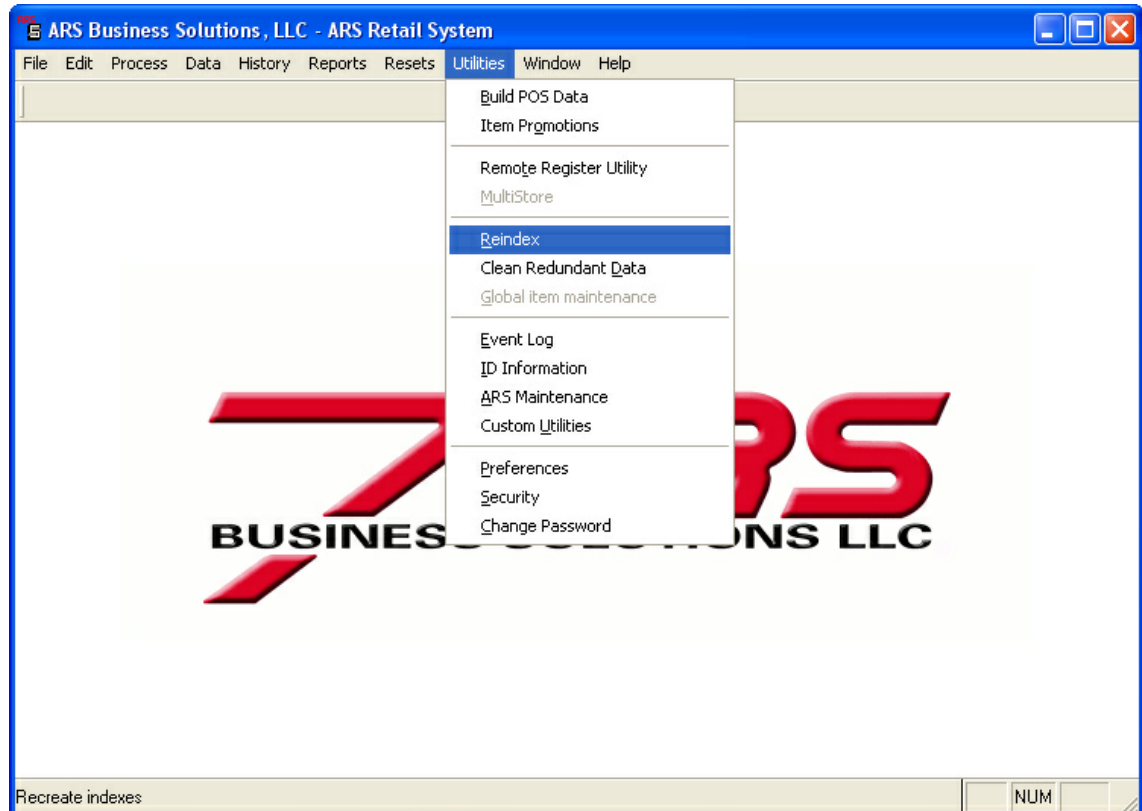


56.5 Reindex

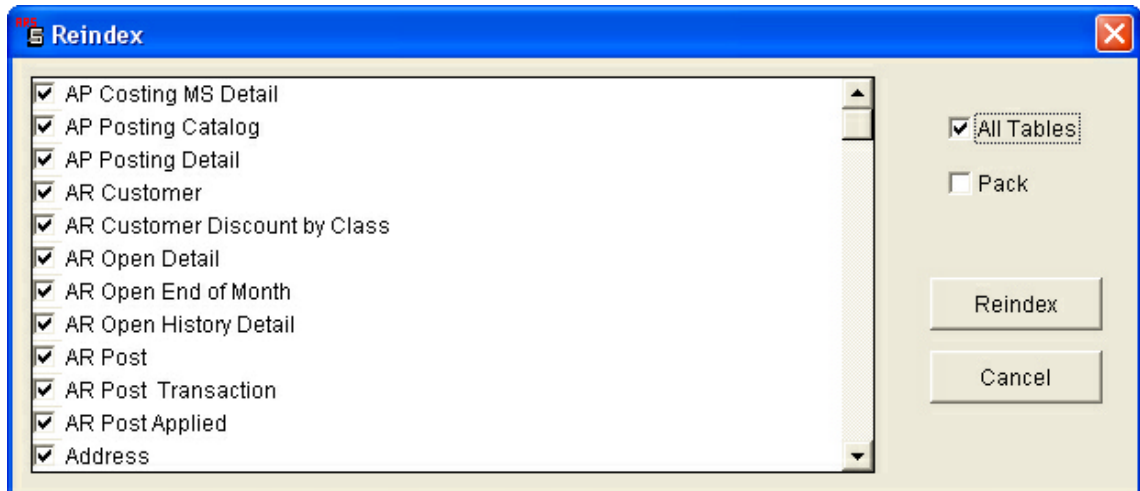


Reindex reorganizes the data tables in the application. Indexes can become corrupt when the systems are rebooted, power outage occurs, a restore from a backup and other unknown causes. Selecting this option requires all users to be logged out of the application. Individual files to be indexed may be checked in the list. Checking the "All Tables" option will reindex all files. To remove deleted records from checked files, check the "Pack" option.

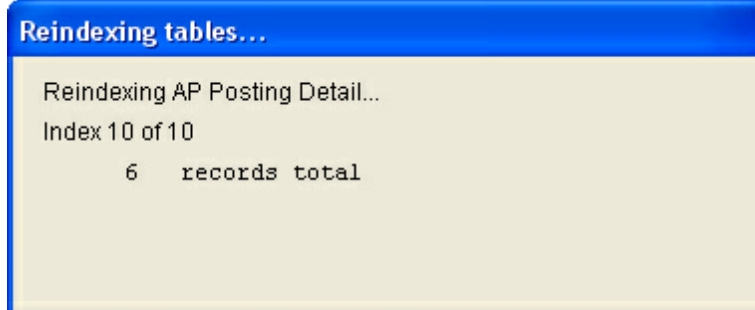
1. Select Utilities->Reindex from the main menu bar.



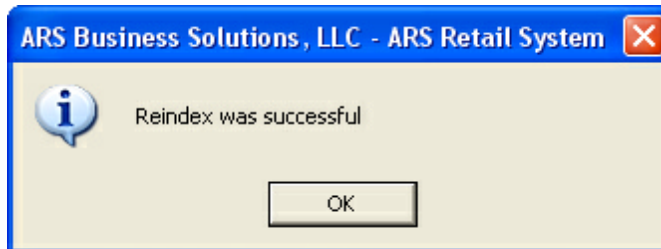
2. To reindex a specific table(s), check the table(s) to be reindexed on the left side of the reindex window. To reindex all the tables, check the "All Tables" option.
3. To pack tables, check the "Pack" option.



4. Select the "Reindex" button.
5. A progress bar will display stating the progress of the reindexing procedure.



6. When the reindexing is complete, a pop-up window displays stating whether or not the reindex was successful or not.



57 Vendor Catalog



The Vendor Catalog feature allows data from a vendor to be imported into the IMS system. The Vendor Catalog feature has the following applications:

- Inquire if a vendor stocks a certain item, may include cost and package quantity.
 - Add items from the vendor catalog to the item database.
 - Add item cross references based on existing items and items added from the vendor catalog.
- Update item costs in the cross reference database.

- Create a group price change based on vendor catalog prices.

Vendor catalogs must be obtained directly from the vendor. ARS does not distribute vendor catalogs or requisition vendor catalogs from vendors.

Vendor catalogs may come in many different formats including text documents and Excel spreadsheets. Please feel free to have you vendor contact us with any questions they may have regarding the vendor catalog conversion.

ARS provides the interface that allows a vendor catalog to be uploaded into the IMS. If you require an interface for a vendor that is not listed on the ARS website, contact the ARS Support staff about having a new interface created.

There are no fees associated with the Vendor Catalog feature.

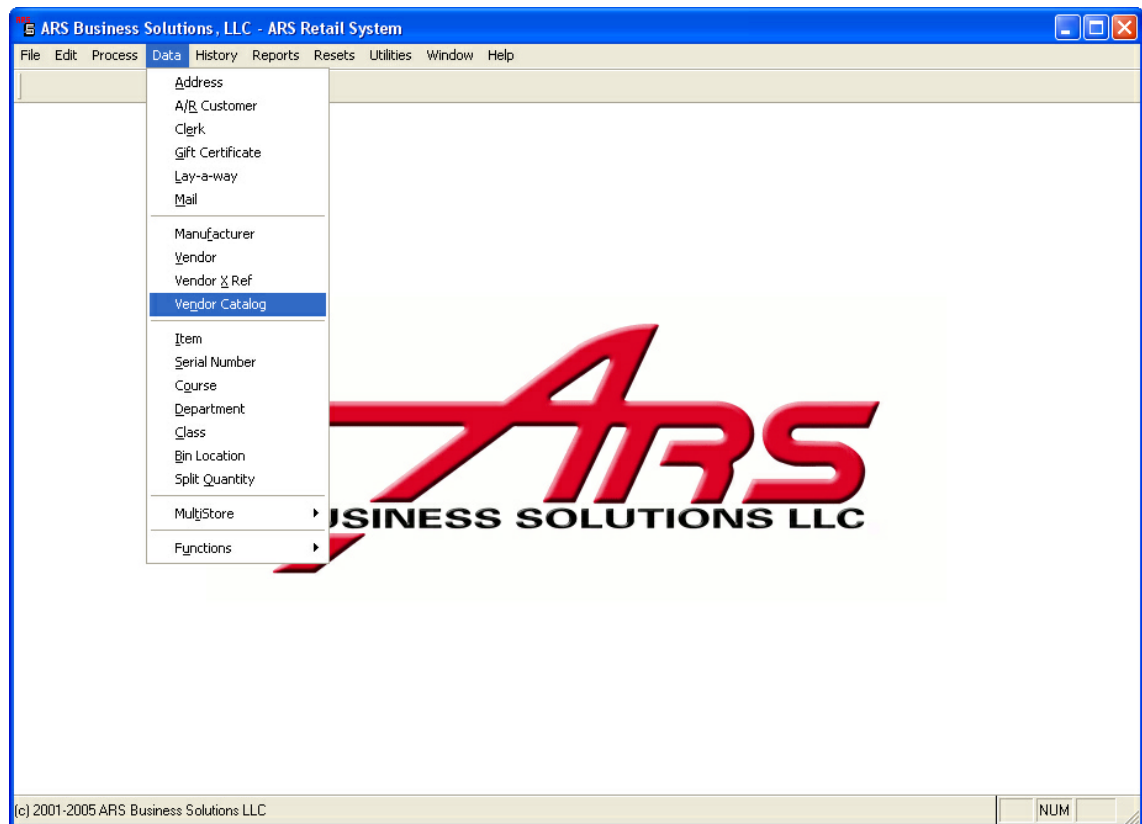
57.1 Add an Item from a Vendor Catalog



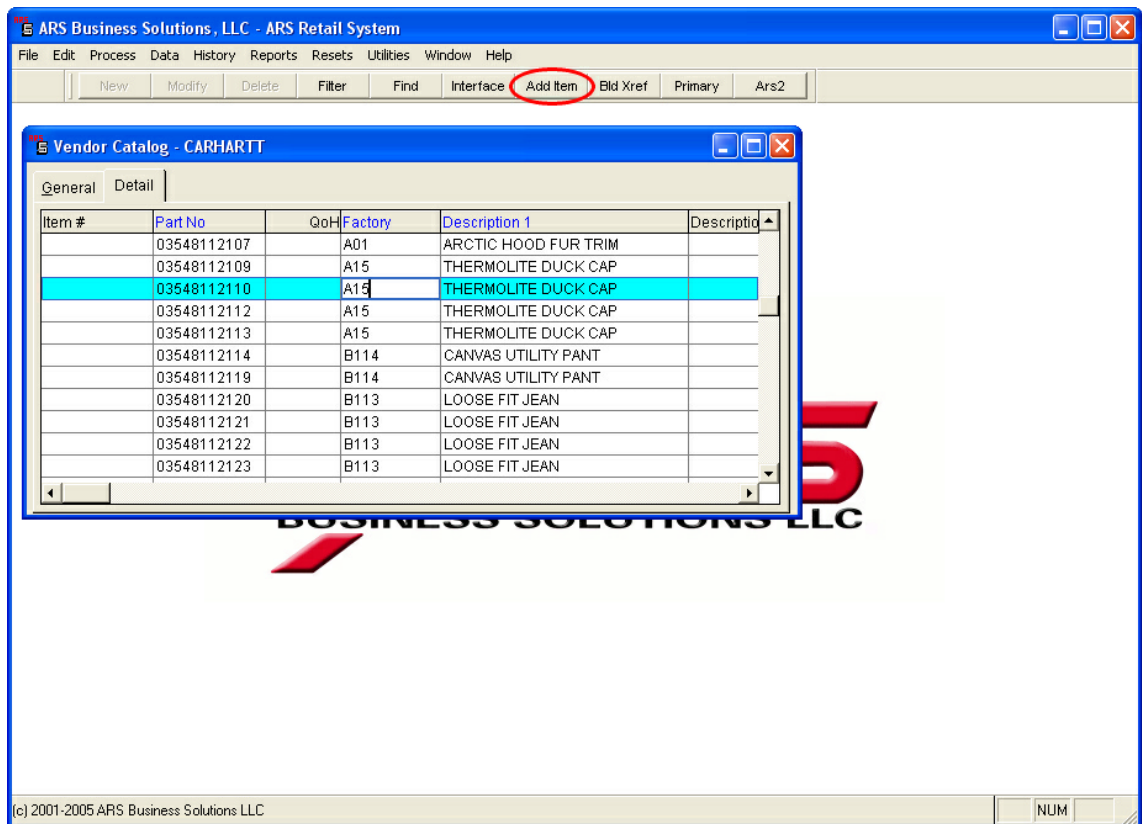
Items may be added to the item database from the vendor catalog. This allows item data such as description, style, UPC and price that has been transmitted from the vendor to be automatically added to the item database. Class, manufacturer, serial group and other item setup data is not added from the vendor catalog and needs to be manually entered.

To add an item from a vendor catalog:

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



2. The "Vendor Catalog" data grid displays.
3. Select a vendor catalog.
4. Select the "Detail" tab.
5. Select an item and select the "Add Item" button.



6. The "Add Item" form displays.

The screenshot shows the 'Add Item' form in the ARS Business Solutions, LLC - ARS Retail System. The form is filled with item information for 'THERMOLITE DUCK CAP'. The 'Item #' is 03548112110, the 'UPC' is 03548112110, and the 'Description 1' is 'THERMOLITE DUCK CAP'. The 'Manufacturer' is blank, and the 'Style' is 'A15'. The 'Size' is 'MED', the 'Color' is 'BLK', and the 'Other' is blank. The 'Class' is 'CLOTHING', and the 'Season' is blank. The 'Letter' is blank, and the 'Type' is 'None'. The 'Cross Reference' section shows 'Vendor' as 'CARHARTT', 'Cross Ref #' as '03548112110', 'Pkg Qty' as '1.00', and 'Units/Pkg' as '1.00'. The 'Add' and 'Close' buttons are visible at the bottom.

7. Enter item information.

- Class, manufacturer, serial group and other item setup data is not added from the vendor catalog and needs to be manually entered.
- For convenience, the class, manufacturer, serial group and item setup information entered for an item is retained the next time an item is added. This helps speed up the process of adding similar items within a catalog.
- *REMINDER: Because serial group information is retained between adding items, make sure the serial group is set properly so non-serialized items are not prompt for log numbers at the POS!*

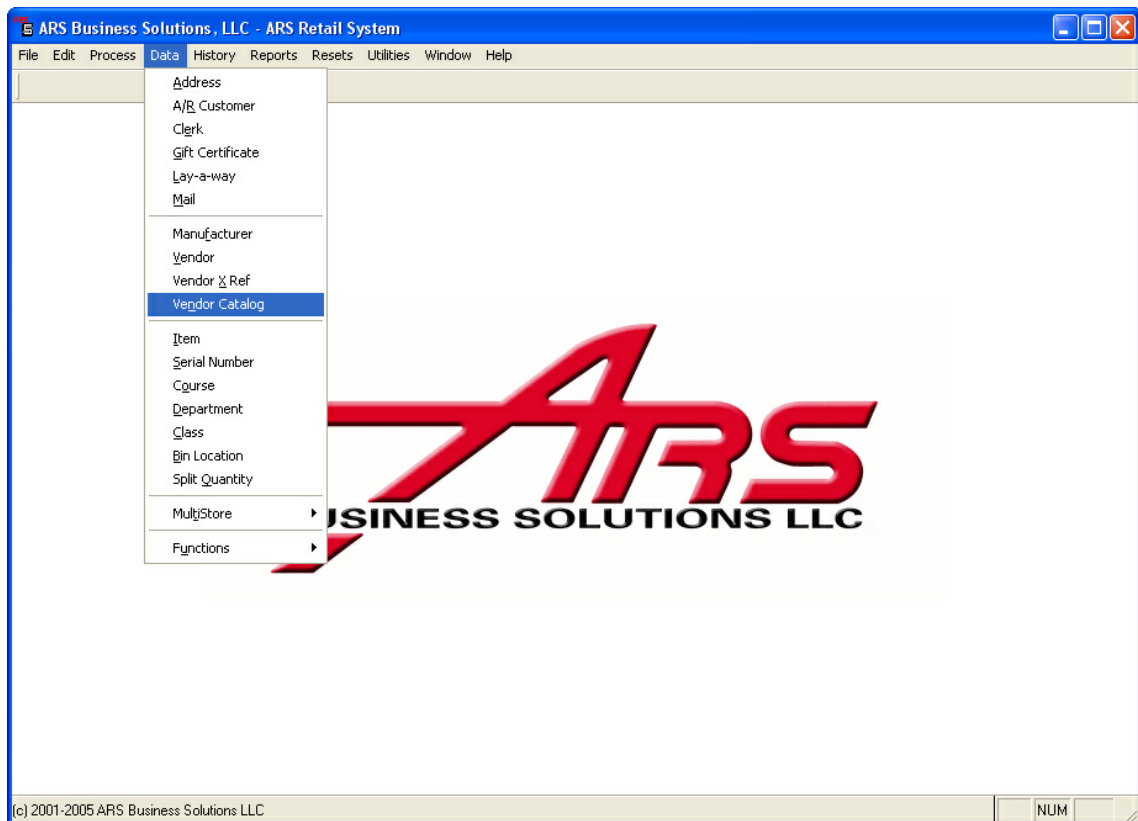
8. Select the "Add" button to save this information and exit.

57.2 Build Xref and Update Last Costs



The Vendor Catalog feature allows cross reference numbers to be created for existing items in the system and last costs to be updated in the cross reference database.

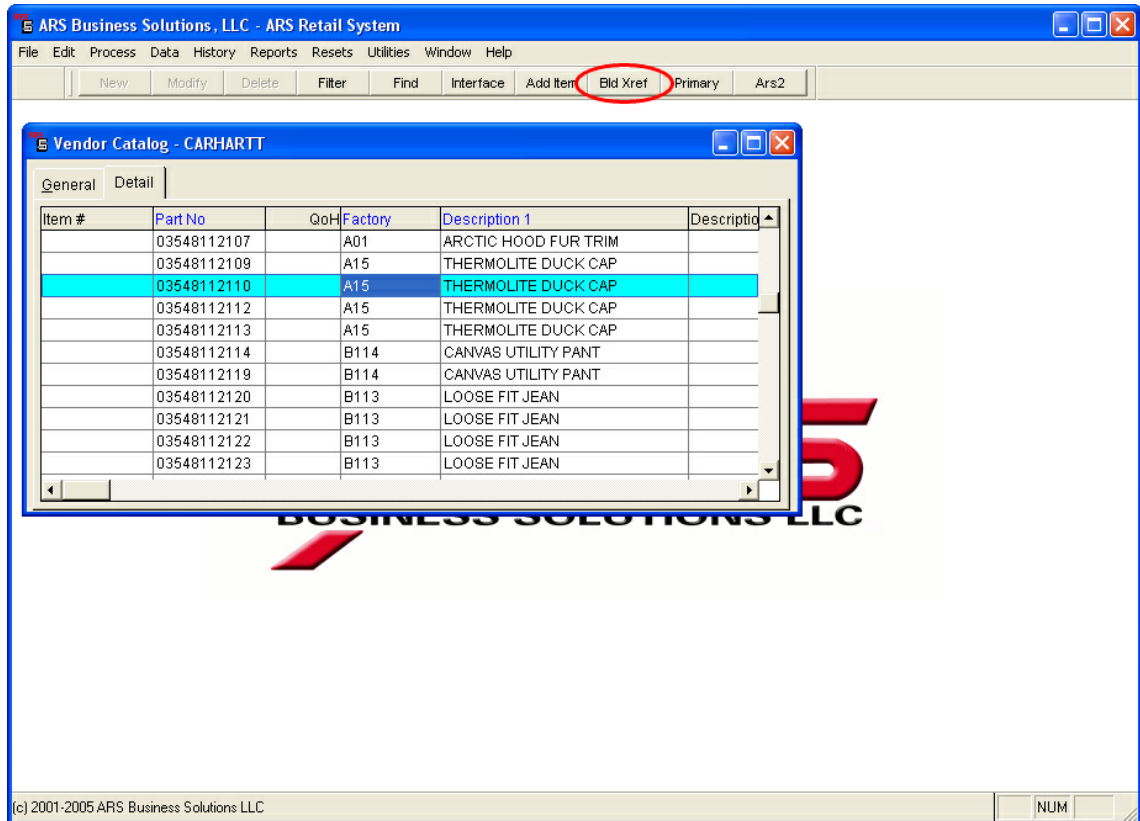
1. Select Data->Vendor Catalog from the main menu bar.



2. The "Vendor Catalog" data grid displays.

3. Select the "Detail" tab.

4. Select the "Bld Xref" button from the basic tool bar.



5. A prompt displays, "Are you ready to create the vendor cross references?"
6. Select the "Yes" button.
7. Another prompt displays, "Update last cost in existing cross references?"
8. If so, select the "Yes" button.
9. The process will run and will display after words how many cross references have been added to the cross reference database.

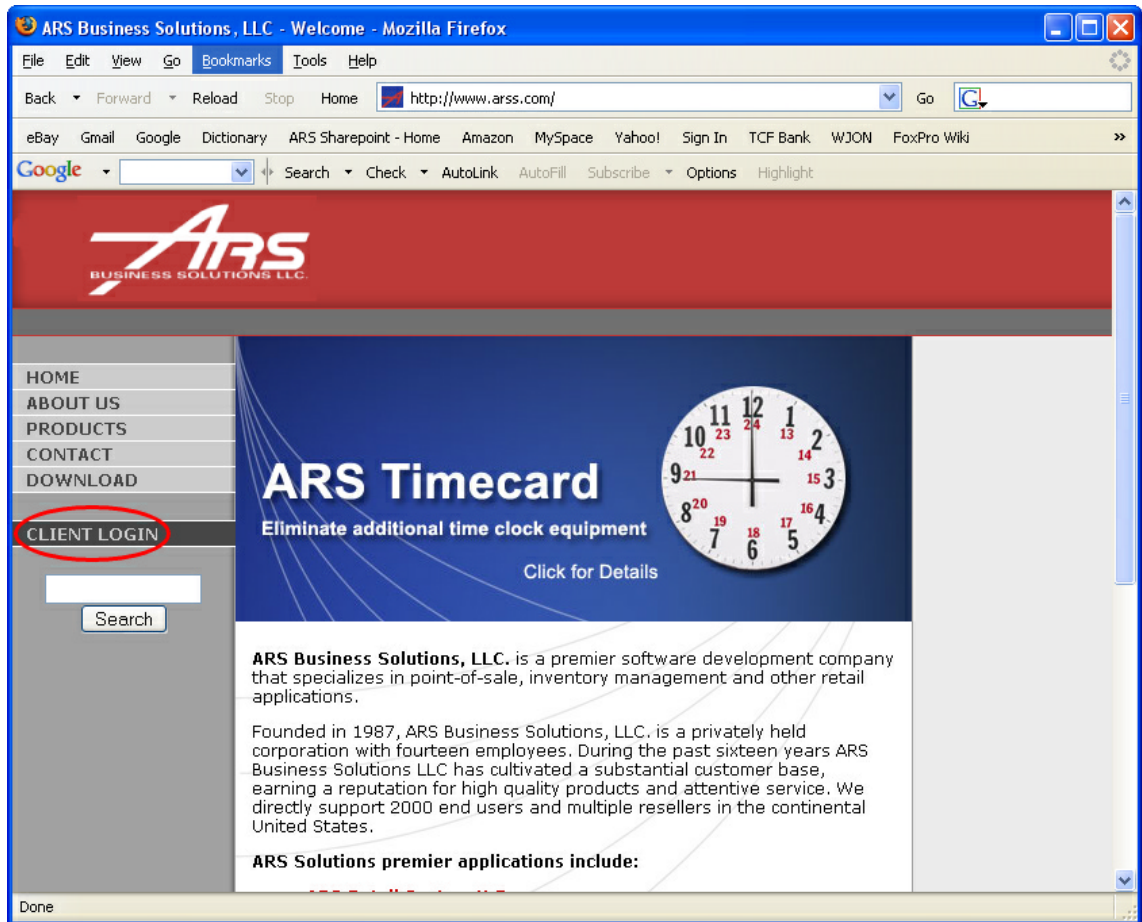
57.3 Download and Interface



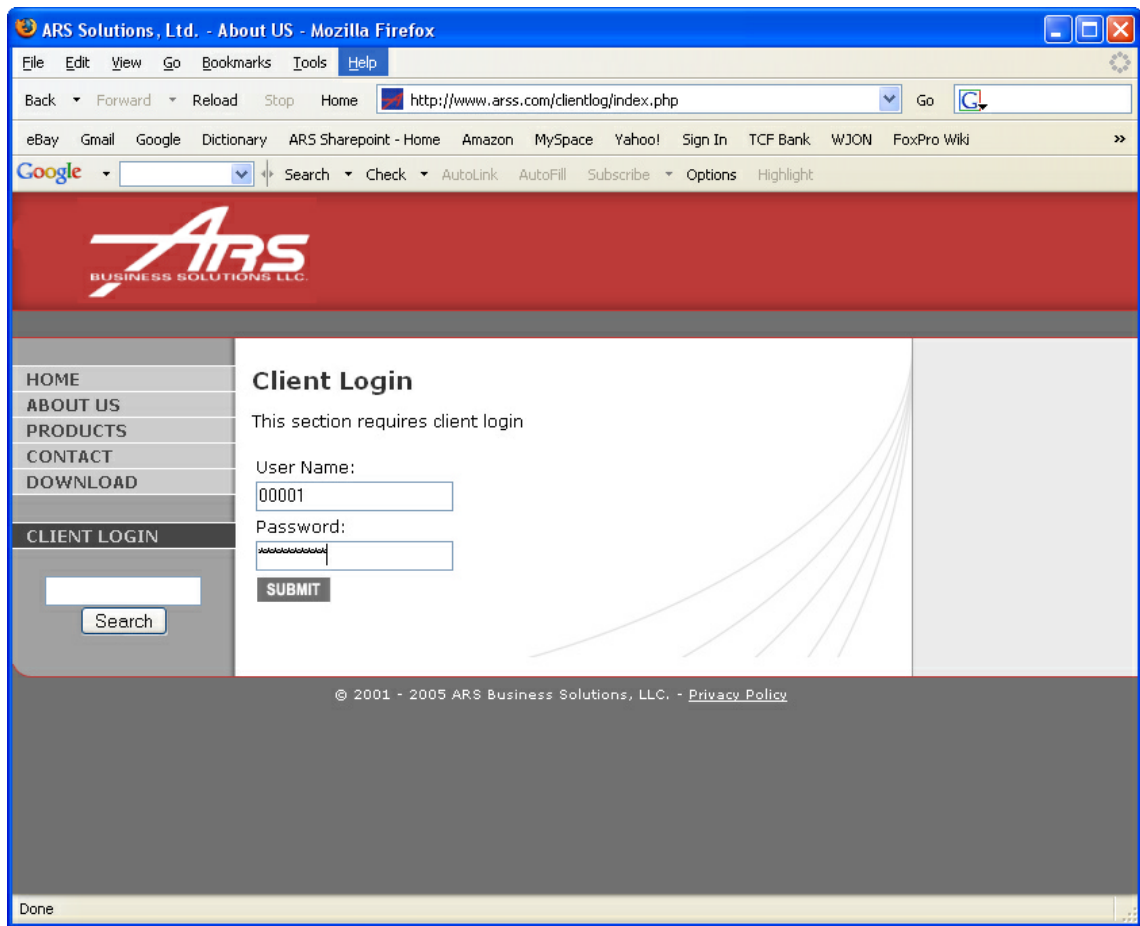
Once a vendor catalog file has been obtained from a vendor, an interface must be downloaded from the ARS website (www.arss.com). If an interface cannot be found on the ARS website for a particular vendor, contact the ARS support staff to see about have a new interface created.

To download an interface from the ARS website:

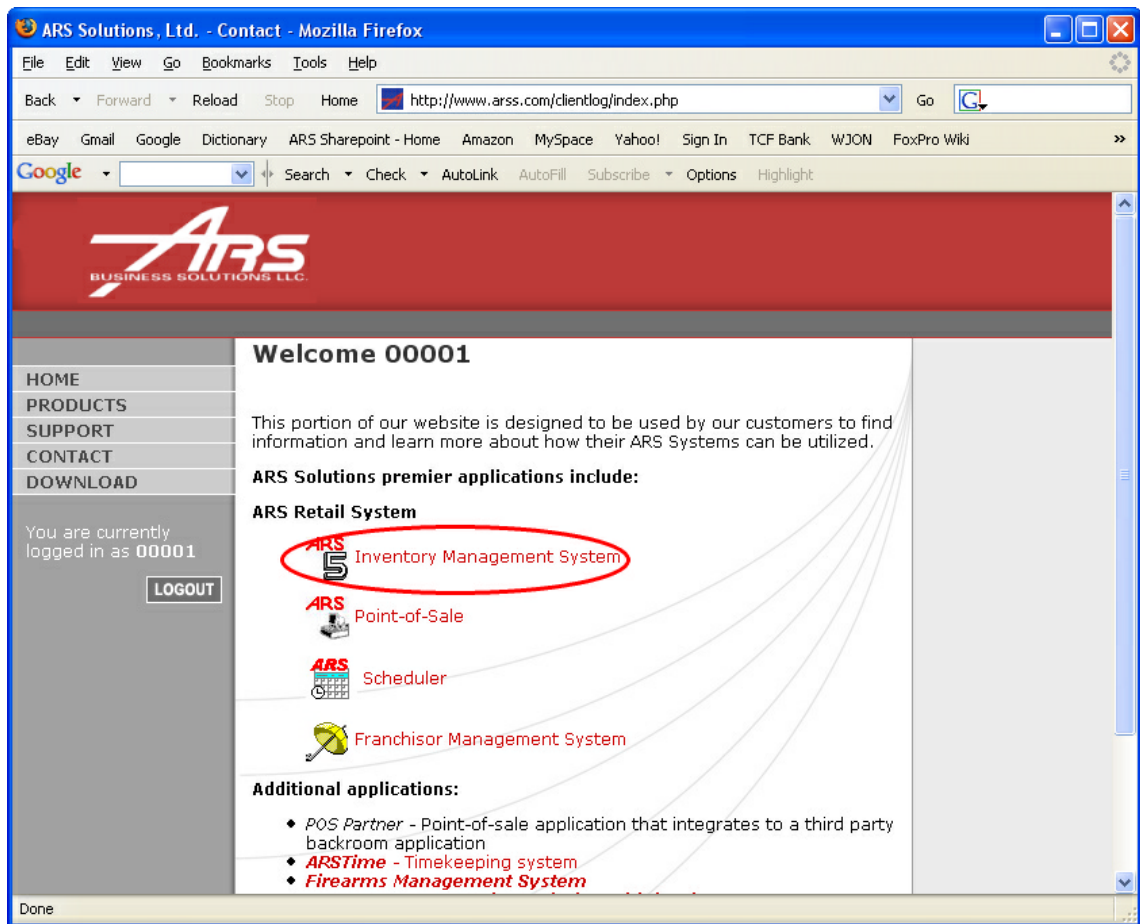
1. Logon to the internet.
2. Navigate to the ARS Website, at www.arss.com
3. Select "Client Login".



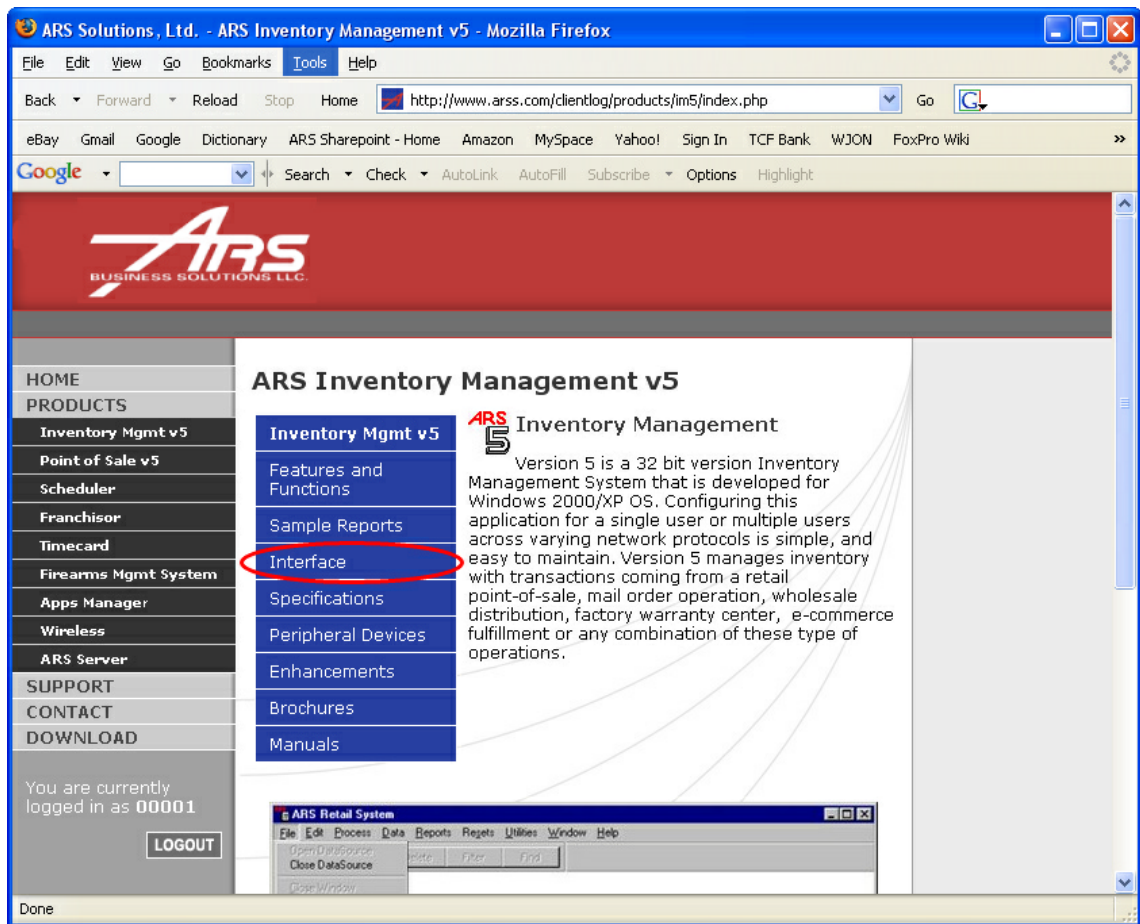
4. Enter the username and password, select the "Submit" button. If you do not know your ARS username and password, contact the ARS Support staff.



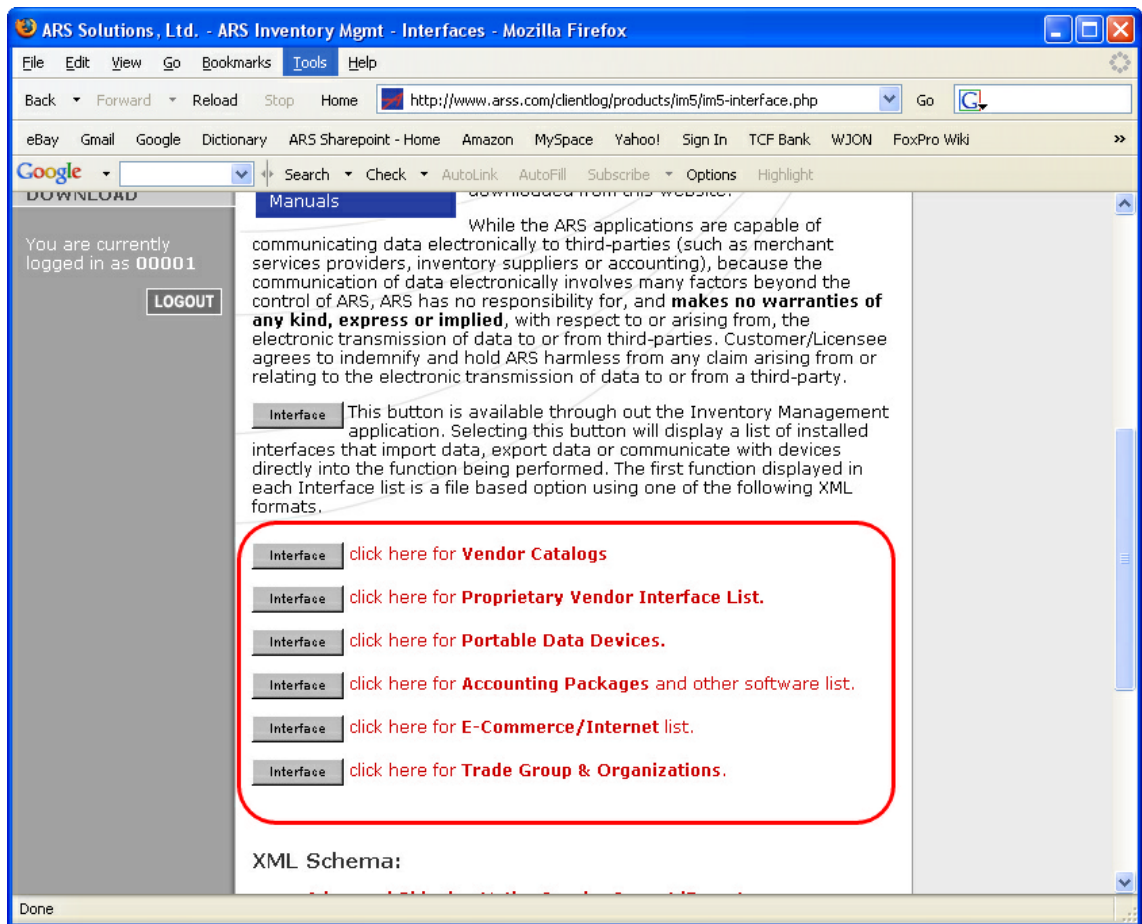
5. Select the "Inventory Management System" link.



6. Select the "Interface" link from the blue menu box.



7. Scroll down until you see, "Click here for Vendor Catalogs", select this link.



8. Search the Vendor Catalog listing for the appropriate vendor.
9. Right click on the "Interface" button next to the vendor.
10. Select the "Save Target As" option. (If using Mozilla Firefox, Select the "Save Link As" option)

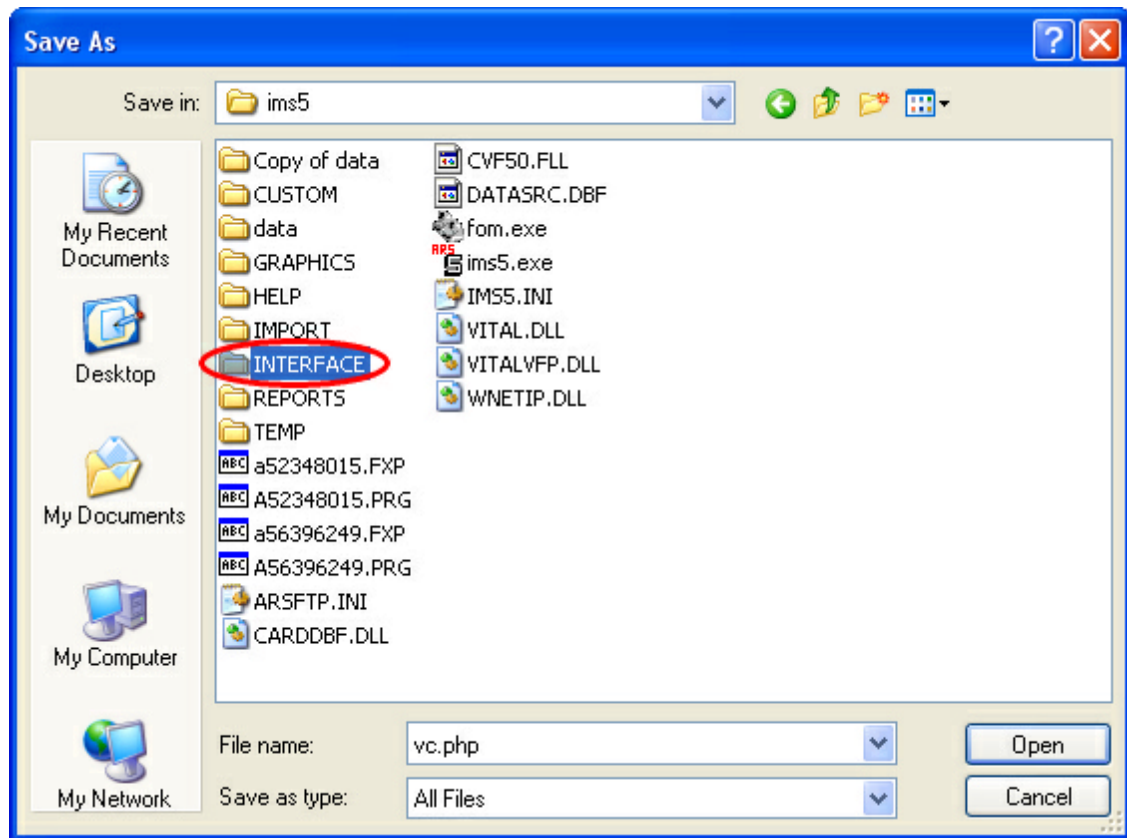
The screenshot shows a web application interface. On the left, there is a sidebar with a 'DOWNLOAD' section and a 'LOGOUT' button. The main content area is titled 'Manuals' and contains a disclaimer: 'While the ARS applications are capable of communicating data electronically to third-parties (such as merchant services providers, inventory suppliers or accounting), because the control of ARS, ARS has no responsibility for, and **makes no warranties of any kind, express or implied**, with respect to or arising from, the electronic transmission of data to or from third-parties. Customer/Licensee agrees to indemnify and hold ARS harmless from any claim arising from or relating to the electronic transmission of data to or from a third-party.'

Below the disclaimer is a section titled 'Interface' with a description: 'This button is available through out the Inventory Management application. Selecting this button will display a list of installed interfaces that import data, export data or communicate with devices directly into the function being performed. The first function displayed in each Interface list is a file based option using one of the following XML formats.'

A list of interfaces is shown, with a link 'click here for Vendor Catalogs' highlighted. A context menu is open over this link, with the following options: 'Open Link in New Window', 'Open Link in New Tab', 'Bookmark This Link...', 'Save Link As...' (highlighted with a red circle), 'Send Link...', 'Copy Link Location', 'View Image', 'Copy Image', 'Copy Image Location', 'Save Image As...', and 'Send Image...'. To the right of the context menu, there is a list of interface names: 'Vendor Interface List.', 'a Devices.', 'ackages and other software list.', '/Internet list.', and '& Organizations.'

11. Navigate to the IMS5 directory.

12. Save the interface file in the "Interface" folder.



13. The process of downloading the interface is finished. A prompt will appear to register new interfaces the next time the "Interface" button is selected in the IMS.

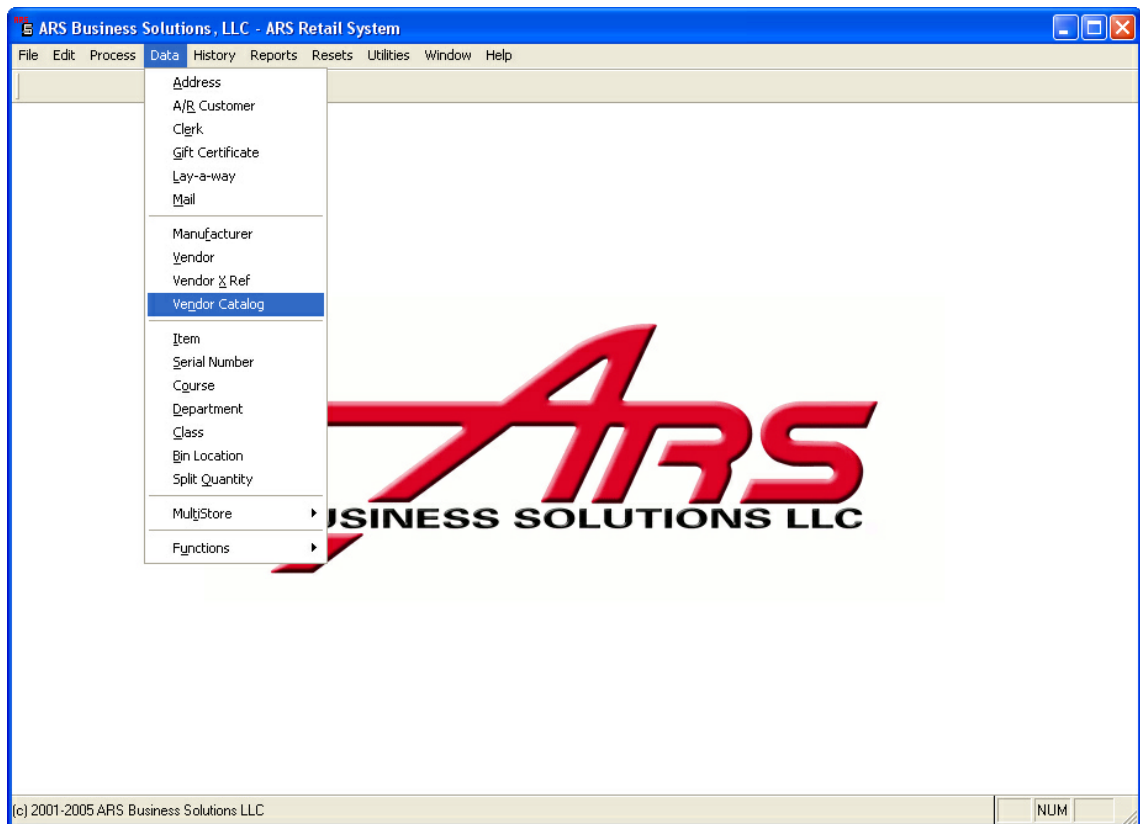
14. Select the "Yes" button.

57.4 Interface a Vendor Catalog

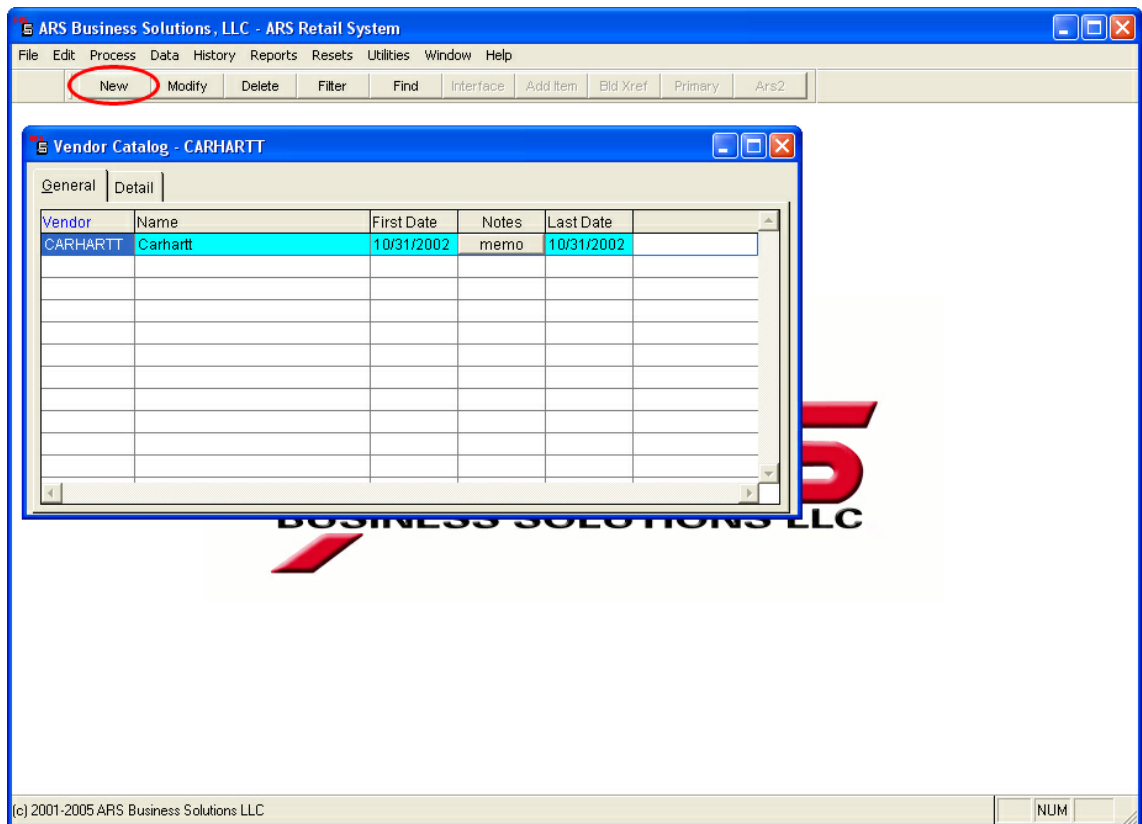


To interface a vendor catalog:

1. Select Data->Vendor Catalog from the main menu bar.



2. The "Vendor Catalog" data grid displays.
3. Select the "New" button from the basic tool bar.



4. The "Add Vendor Catalog" form displays.

Add Vendor Catalog

General

Vendor LookUp

Last Name

First Date

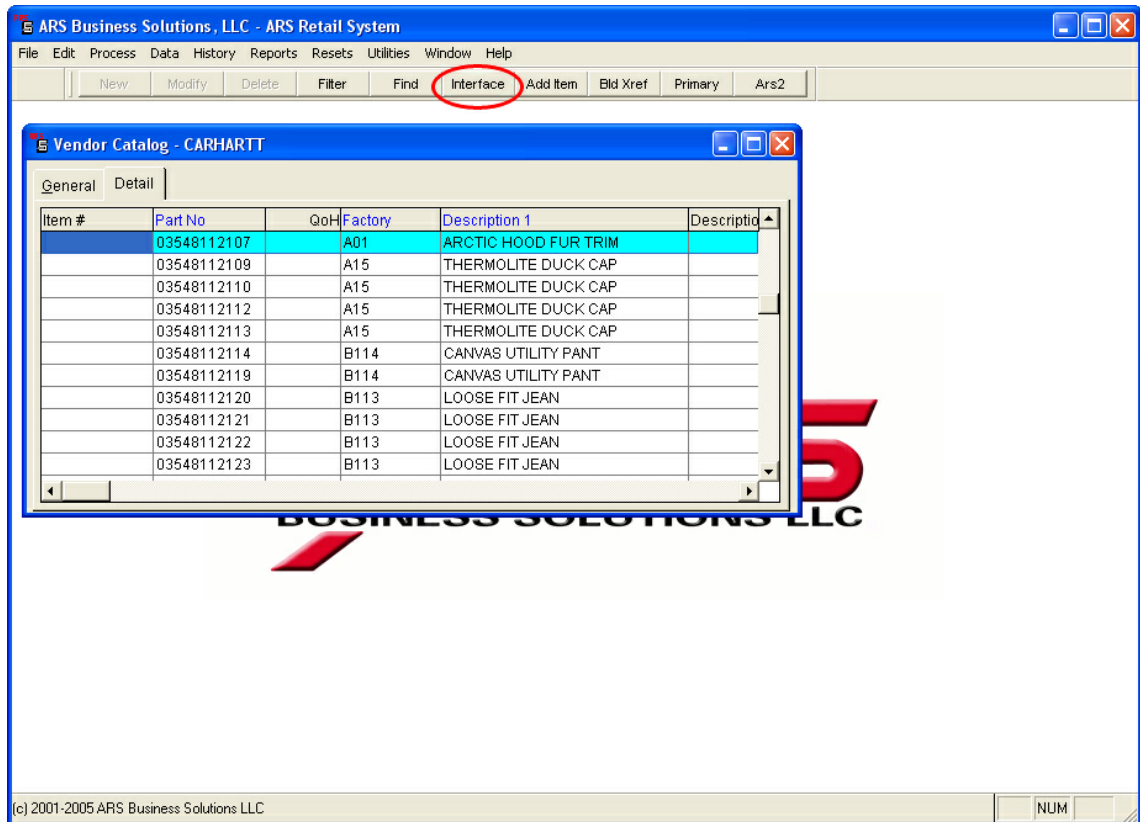
Last Date

Notes

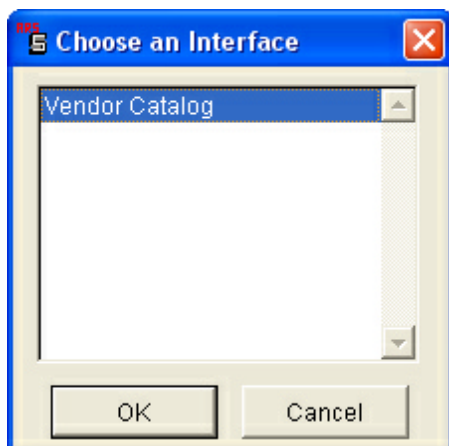
Add Close

5. Enter a vendor in the "Vendor" field or select the "Lookup" button.

6. Enter additional notes in the "Notes" field. (Optional)
7. Select the "Add" button to save this information.
8. Select the "Close" button to exit.
9. Select the "Detail" tab.
10. Select the "Interface" button from the basic tool bar.



- 11.A "Choose an Interface" form displays.



12. Select the appropriate interface and select the "OK" button.

13. Locate the vendor catalog file and select the "OK" button.

14. The vendor catalog will be interfaced into the IMS.

58 Work Order



The Work Order feature allows for the creation of a work order and tracks the work orders until completion. Fully integrated with the inventory system it provides the ability to track all work order costs.

Highlights of the Work Order feature:

- Unlimited number of work orders and line items.
- Automatically generates work order number or type in a unique work order number.
- Tracks repairs by serial number and description.
- Automatically fills in part description and price from inventory.
- Optional cost of estimated repair and completion date fields.
- Optional entry for detailed problem description and/or remarks.
- Instant recall to either a point-of-sale or sales order transaction.

Work Order Steps:

1. Create the work order.
2. Add detail to the work order (parts, labor charges, etc.).
3. Complete the work order.
4. Process the work order.

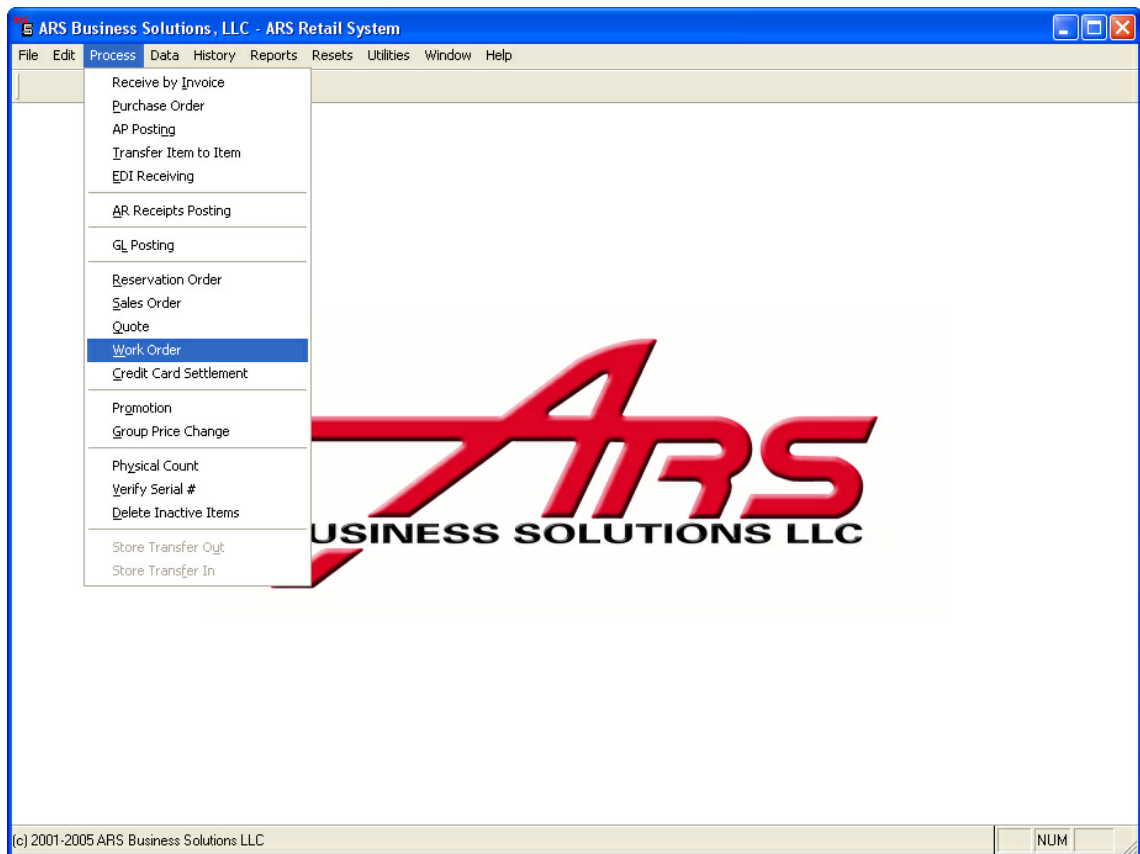
58.1 Add Detail to a Work Order



Detail is added to a work order as the work is being done. Detail item(s) may include parts and/or labor charges. The work order may be recalled multiple times, each time it is worked on.

Select the Work Order to Add Detail Items To:

1. Select Process->Work Order from the main menu bar.



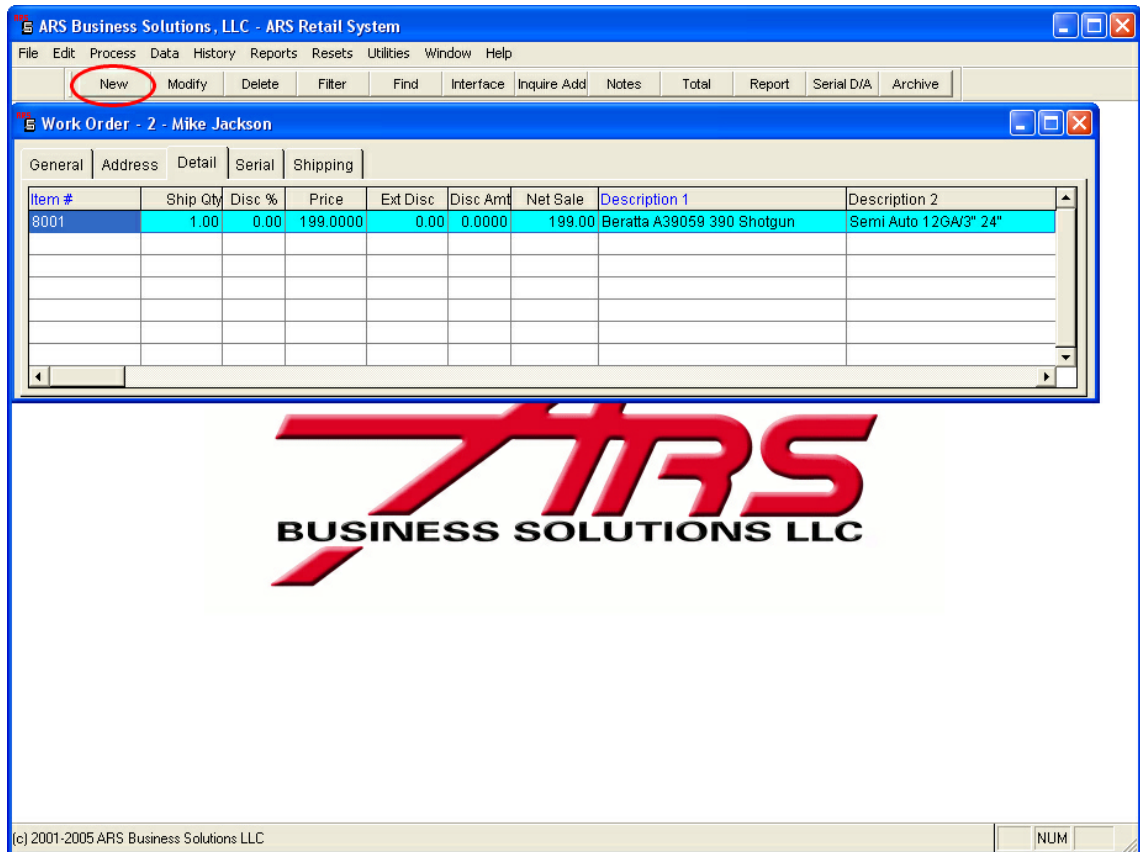
2. The "Work Order" data grid displays.

Order #	Name	Order Date	Estimate	First Name	Total Goods	Mail #	Clerk #	Contact Name
1	Doe	1/15/2004	25.00	John	0.00	103	1	
2	Jackson	9/27/2005	108.00	Mike	302.16	101	2	

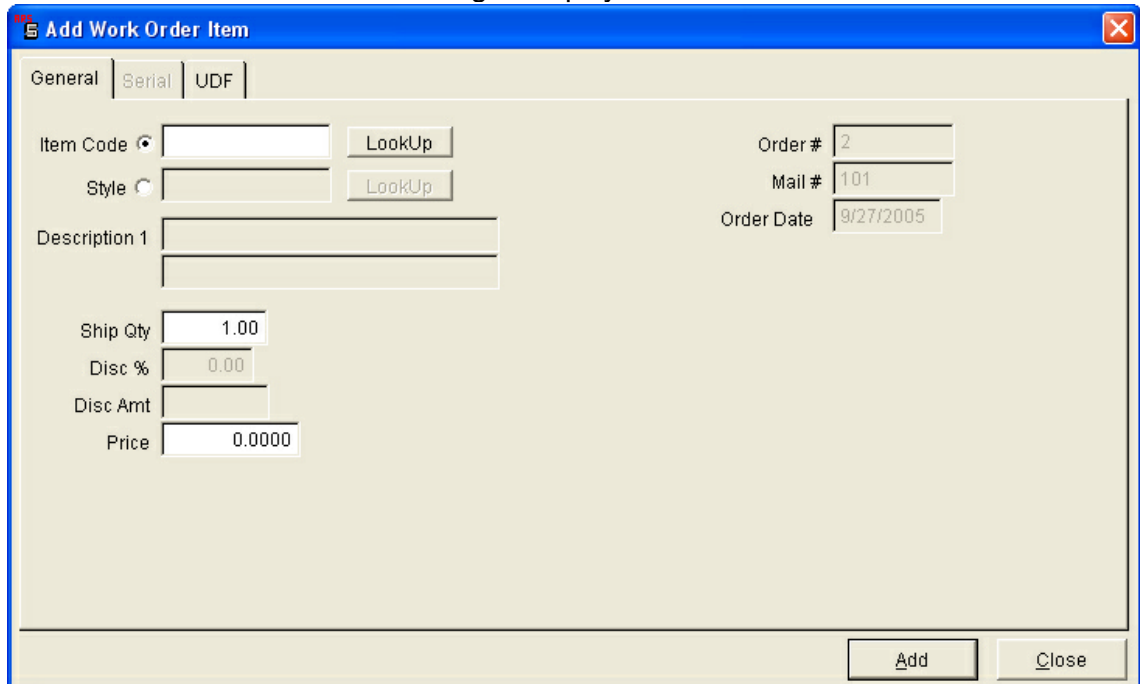
3. Select the work order to add detail items to.

Add Item Detail to the Work Order:

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



3. The "Add Work Order Item" data grid displays.



4. Select the criteria of the detail item being added to this work order.

- Item Code: Select the item code number of the item being shipped.
- Order Qty: Number of items being shipped.

- Price: Edit the price of this item and/or labor charge if needed.
5. Select the "Add" button to save this item to the work order.

Add Notes to the Work Order:

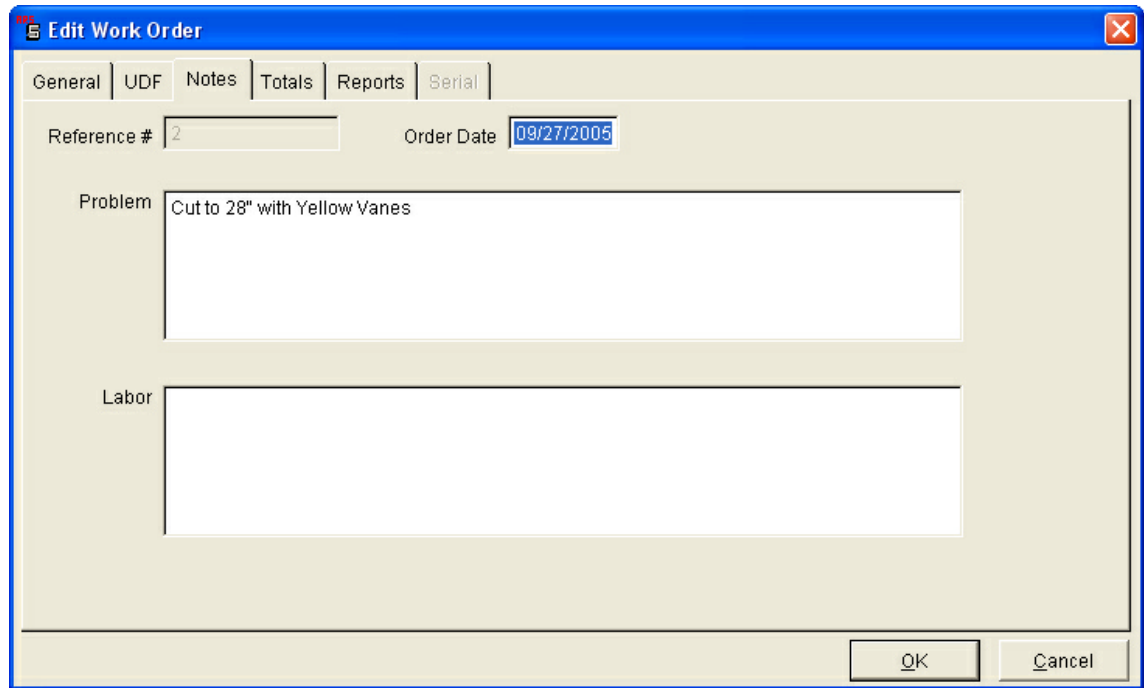
1. Select the "Notes" button from the basic tool bar.

Item #	Ship Qty	Disc %	Price	Ext Disc	Disc Amt	Net Sale	Description 1	Description 2
8001	1.00	0.00	199.0000	0.00	0.0000	199.00	Beratta A39059 390 Shotgun	Semi Auto 12GA/3" 24"

ARS BUSINESS SOLUTIONS LLC

(c) 2001-2005 ARS Business Solutions LLC NUM

2. The "Edit Work Order" form appears.
3. Enter the notes.



Edit Work Order

General | UDF | Notes | Totals | Reports | Serial

Reference # 2 Order Date 09/27/2005

Problem Cut to 28" with Yellow Vanes

Labor

OK Cancel

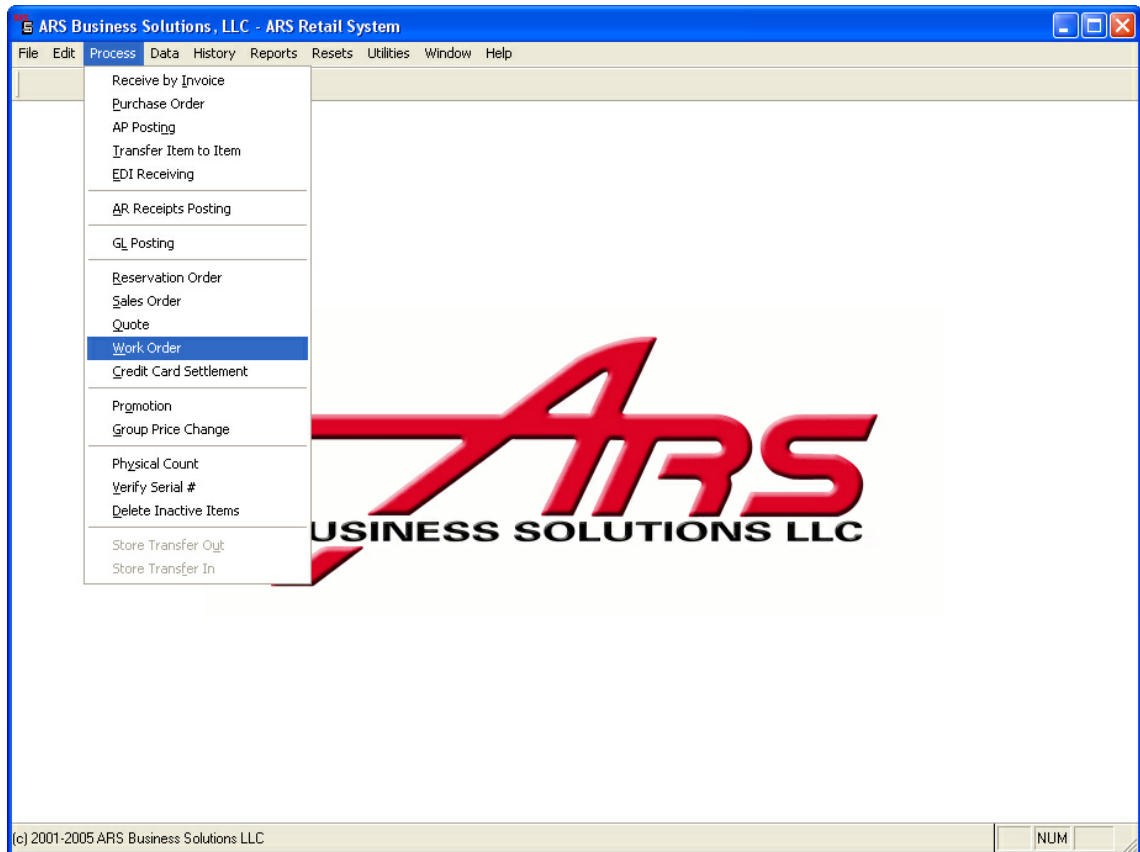
NOTE: Repeat the above steps for each item being added to this work order.

58.2 Complete Work Order



A "Complete Work Order" report is printed at the time the work order is completed.

1. Select Process->Work Order from the main menu bar.



2. The "Work Order" data grid displays.

Work Order - 2 - Mike Jackson

General Address Detail Serial Shipping

Order #	Name	Order Date	Estimate	First Name	Total Goods	Mail #	Clerk #	Contact Name
1	Doe	1/15/2004	25.00	John	0.00	103	1	
2	Jackson	9/27/2005	108.00	Mike	302.16	101	2	

3. Select the work order that is complete.

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

ARS Business Solutions, LLC - ARS Retail System

File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Inquire Add Notes Total **Report** Serial D/A Archive

Work Order - 2 - Mike Jackson

General Address Detail Serial Shipping

Order #	Name	Order Date	Estimate	First Name	Total Goods	Mail #	Clerk #	Contact Name
1	Doe	1/15/2004	25.00	John	0.00	103	1	
2	Jackson	9/27/2005	108.00	Mike	302.16	101	2	

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NUM

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5. The "Edit Work Order" form displays.
6. Select the "Print Completed W/O" button.

Edit Work Order

General UDF Notes Totals Reports Serial

Reference # 2 Order Date 09/27/2005

Print WO Tag

Print Completed WO

Print WO Notes

OK Cancel

7. A detailed completed work order report prints.

Completed Work Order # 2
ARS Business Solutions, LLC

From: ARS Solutions, Ltd.
940 Industrial Drive Suite 107
Sauk Rapids, MN 56379
Ph. (800) 547-7120

To: Mike Jackson
127 22nd Avenue North
St. Cloud, MN 56303
Phone # 320-234-5878

2/1/2007 3:47:17 PM
Page 1

Mail #: 101 Clerk #: 2

Item #: 117 Order Date: 9/27/2005
Custom Build Arrows

Item #	Description 1	Style	Ship Qty	Price	Net Sale
33104	AFC SS-GR2400 SUPERSHAFT 32" GRAPHITE	033-104	12	5.99	71.88
02754919502	TRU-FLIGHT 318F4L 4" FEATHERS LEFT WING YELLOW 100/PK	FEATHERS	1	28.99	28.99
01084761181	BOHNING 1054T T-NOCKS 5/16" 12/PK LIME	NK	1	2.29	2.29
8001	Beratta A39059 390 Shotgun Semi Auto 12GA/3" 24"	Log # 1001	1	199.00	199.00

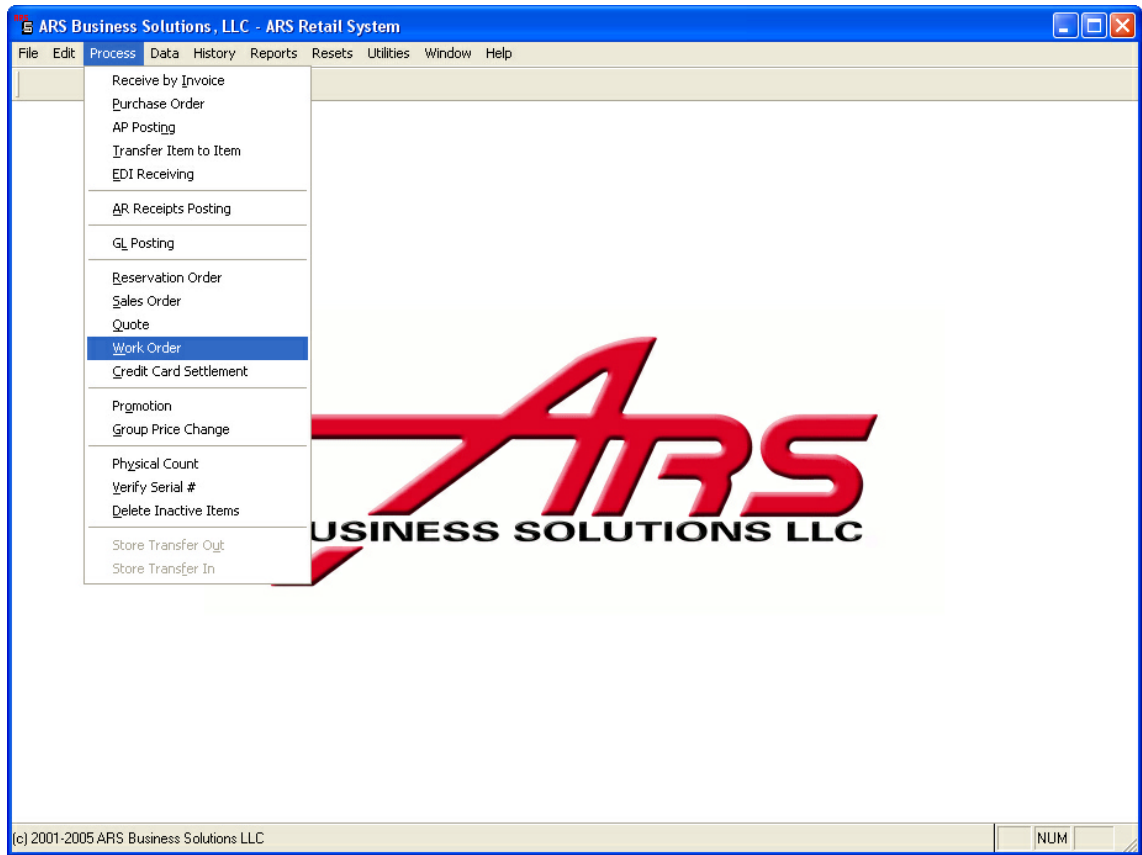
58.3 New Work Order



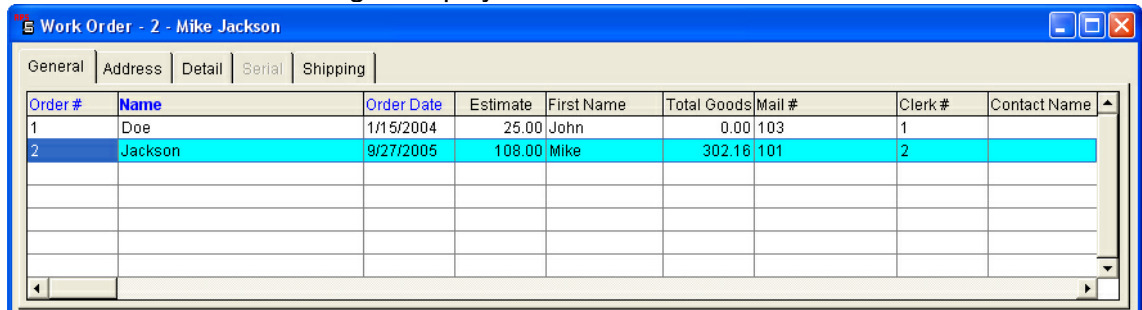
A new work order is created to track a repair and/or custom merchandise request.

To create a work order:

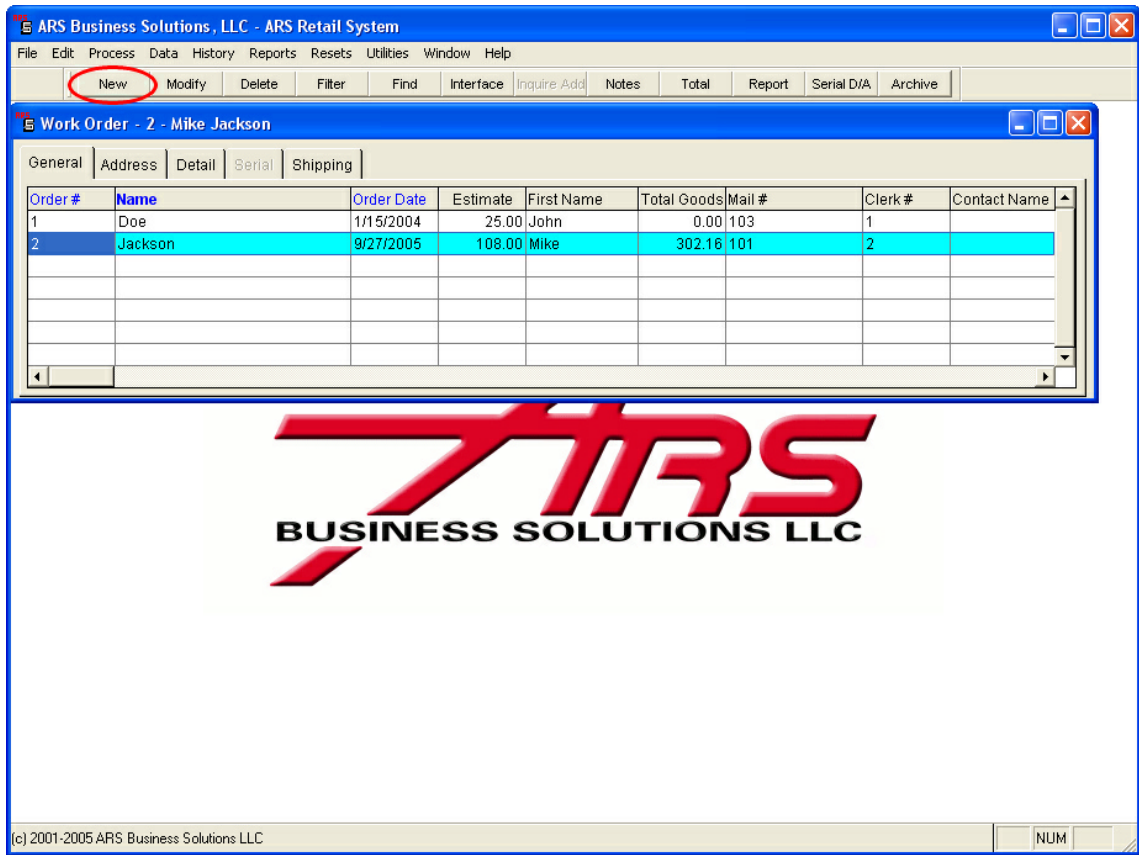
1. Select Process->Work Order from the main menu bar.



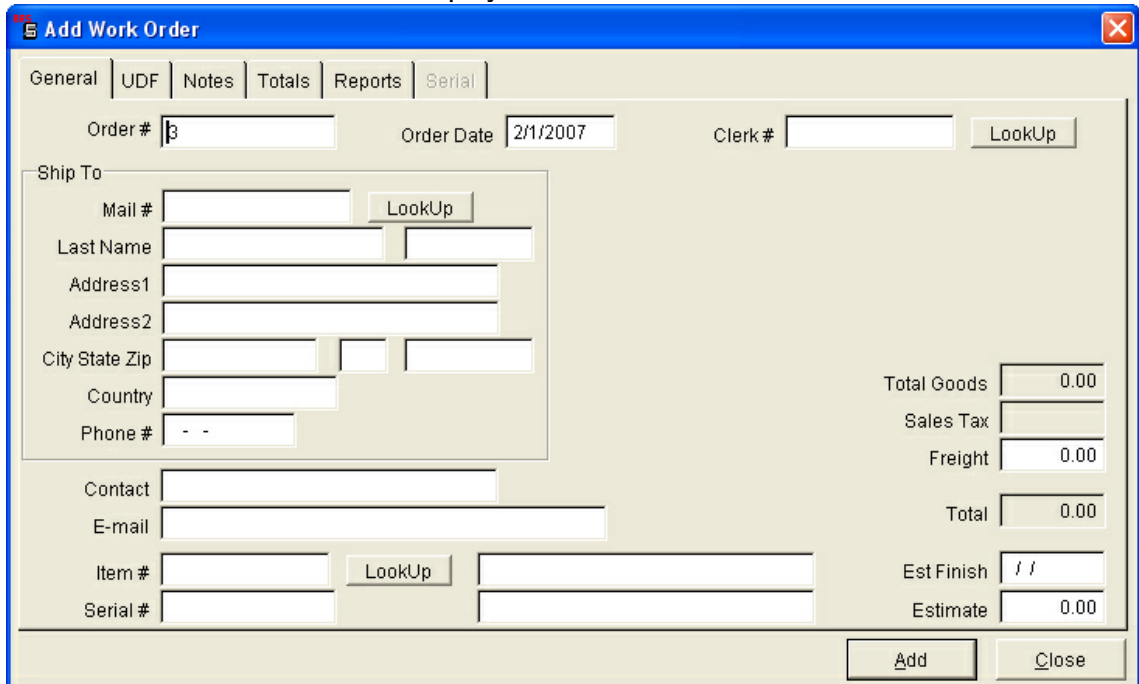
2. The "Work Order" data grid displays.



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



4. The "Add Work Order" form displays.



5. Enter information for the work order.

- **General Tab:** General sales order information.
 - o **Order #:** Accept default order number or enter an order number.

- o **Clerk #:** Enter the clerk number or select the clerk number from the "Lookup" button.
 - o **Mail #:** Select the "Lookup" button and select the address mail number of the customer requesting the work.
 - o **Item Number:** Select the inventory item number associated with this type of repair.
 - o **Serial Number:** Enter the serial number for the item being repaired (optional).
 - o **Estimate:** Enter the estimated cost of the repair (optional).
 - **UDF Tab:** Enter user defined information.
 - **Notes Tab:** Enter the notes that relate to this work order.
 - **Totals Tab:** Displays the current total dollars applied to this work order to date.
 - **Report Tab:** Prints reports that are related to the work order.
 - Select the "Print Work Order Tag" button to print a work order ticket.
 - Select the "Print Completed Work Order" button to print the completed form.
 - **Serial Tab:** Enter Serial Type, Caliber, Action, Barrel and Choke information that is entered into the serial tracking system when the work order is created.
6. Select the "Add" button to save the work order.

58.4 Process Work Order



A completed work order may be processed (invoiced) in two ways:

- Recalled into a sales order and invoiced when the sales order is updated (*Reference: Sales Order*)
- Recalled as a Point-of-Sale transaction and processed as a normal POS transaction.

58.5 Serial Acquisition/Disposition



Serial Acquisition/Disposition (A/D) is used to track serialized items in various stages of work orders. For example, when an item that requires additional repair is sent off to a specialist, Serial A/D will track the exchanges of the item. Inversely, when the item returns from the specialist, the item will be tracked as being reacquired in the inventory.

The following describes the process involved in Serial Disposition function within the IMS.:

- Relieving of a serialized work order item from the inventory and Serial Acquisition.
- Re-acquiring a serialized work order item in the inventory.

Serial Disposition:

1. Create a work order for an item that is attached to a serial group. When this work order is created, a record will also be created in the "Serial Number" file for the item.

Add Work Order

General | UDF | Notes | Totals | Reports | **Serial**

Serial Type: **Consignment**

Caliber:

Action:

Barrel:

Choke:

Add Close

2. Select the "Serial D/A" button on the basic tool bar.

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File Edit Process Data History Reports Resets Utilities Window Help

New Modify Delete Filter Find Interface Inquire Add Notes Total Report **Serial D/A** Archive

Work Order - 2 - Mike Jackson

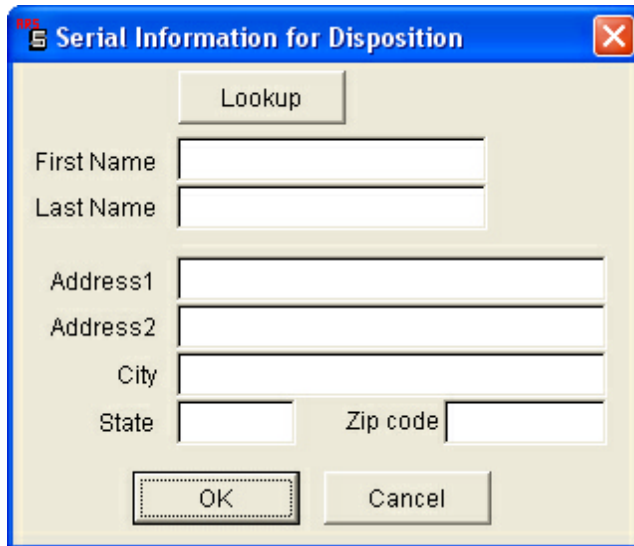
General | Address | Detail | **Serial** | Shipping

Order #	Name	Order Date	Estimate	First Name	Total Goods	Mail #	Clerk #	Contact Name
1	Doe	1/15/2004	25.00	John	0.00	103	1	
2	Jackson	9/27/2005	108.00	Mike	302.16	101	2	

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NUM

3. The "Serial Information for Disposition" form displays.



Serial Information for Disposition

Lookup

First Name

Last Name

Address1

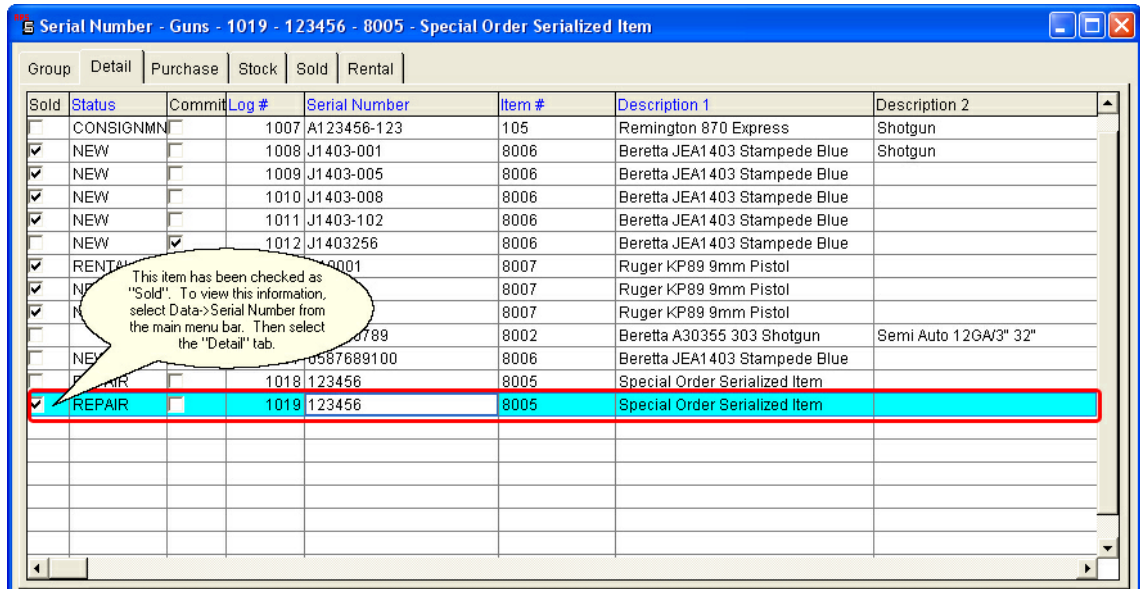
Address2

City

State Zip code

OK Cancel

4. Enter information for the disposition destination of the work order item.
5. Select the "OK" button.
6. When this is completed, the serial disposition is complete and the serial number record for this item will be checked as sold.



Serial Number - Guns - 1019 - 123456 - 8005 - Special Order Serialized Item

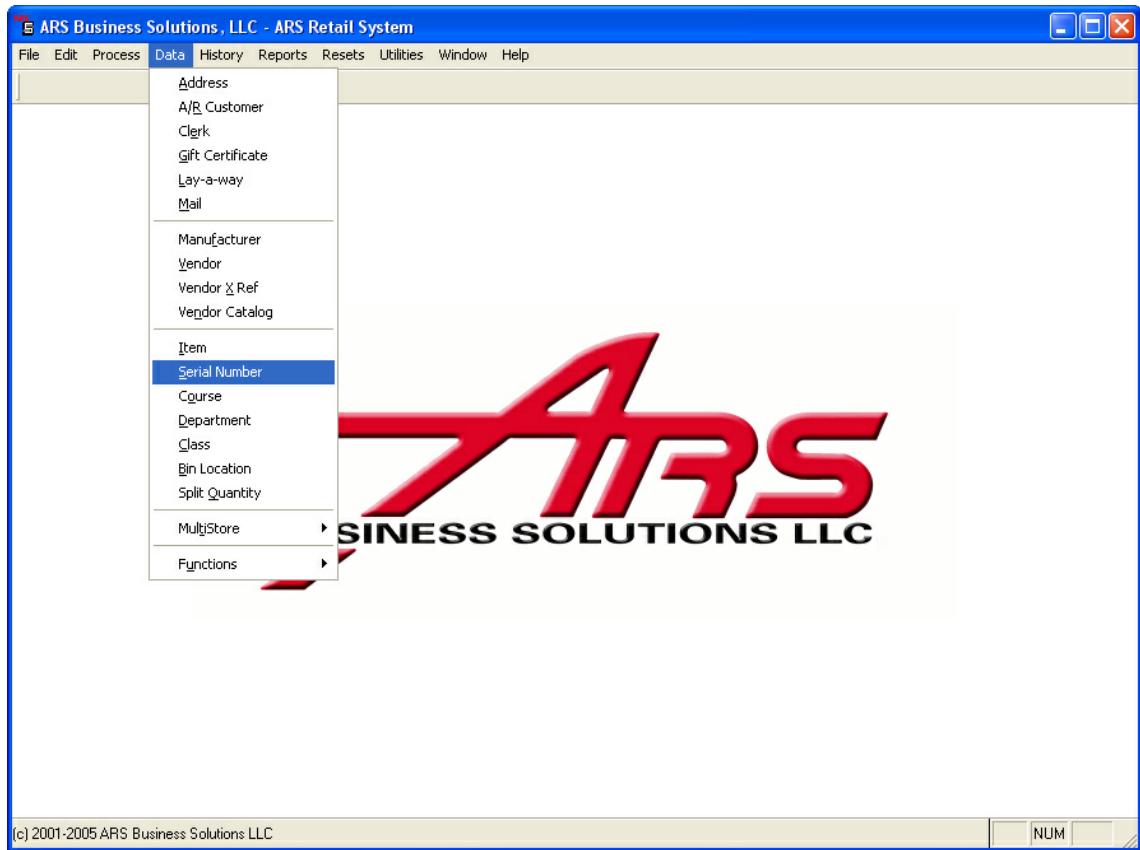
Group Detail Purchase Stock Sold Rental

Sold	Status	Commit	Log #	Serial Number	Item #	Description 1	Description 2
<input type="checkbox"/>	CONSIGNMN	<input type="checkbox"/>	1007	A123456-123	105	Remington 870 Express	Shotgun
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1008	J1403-001	8006	Beretta JEA1403 Stampede Blue	Shotgun
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1009	J1403-005	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1010	J1403-008	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1011	J1403-102	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	NEW	<input checked="" type="checkbox"/>	1012	J1403256	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	RENTAL	<input type="checkbox"/>	1001		8007	Ruger KP89 9mm Pistol	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>			8007	Ruger KP89 9mm Pistol	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1789		8007	Ruger KP89 9mm Pistol	
<input type="checkbox"/>	NEW	<input type="checkbox"/>	0587689100		8002	Beretta A30355 303 Shotgun	Semi Auto 12GA/3" 32"
<input type="checkbox"/>	REPAIR	<input type="checkbox"/>	1018	123456	8005	Special Order Serialized Item	
<input checked="" type="checkbox"/>	REPAIR	<input type="checkbox"/>	1019	123456	8005	Special Order Serialized Item	

This item has been checked as "Sold". To view this information, select Data->Serial Number from the main menu bar. Then select the "Detail" tab.

To verify or retrieve the location, the work order item has been disposed to:

1. Select Data->Serial Number.



2. The "Serial Number" data grid displays.
3. Select the serial group to which the work order item belongs.
4. Select the "Detail" tab.

Sold	Status	Commit	Log #	Serial Number	Item #	Description 1	Description 2
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1001	1-123456	8001	Beratta A39059 390 Shotgun	Semi Auto 12GA/3" 24"
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1002	2-123456	8001	Beratta A39059 390 Shotgun	Semi Auto 12GA/3" 24"
<input checked="" type="checkbox"/>	NEW	<input checked="" type="checkbox"/>	1003	3-123456	8001	Beratta A39059 390 Shotgun	Semi Auto 12GA/3" 24"
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1004	4-212345	8002	Beratta A30355 303 Shotgun	Semi Auto 12GA/3" 32"
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1005	4-212346	8002	Beratta A39059 303 Shotgun	Semi Auto 12GA/3" 32"
<input type="checkbox"/>	USED	<input type="checkbox"/>	1006	ABC-123456	8004	Winchester 94	
<input type="checkbox"/>	CONSIGNMN	<input type="checkbox"/>	1007	A123456-123	105	Remington 870 Express	Shotgun
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1008	J1403-001	8006	Beretta JEA1403 Stampede Blue	Shotgun
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1009	J1403-005	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1010	J1403-008	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1011	J1403-102	8006	Beretta JEA1403 Stampede Blue	
<input type="checkbox"/>	NEW	<input checked="" type="checkbox"/>	1012	J1403256	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	RENTAL	<input type="checkbox"/>	1013	K10001	8007	Ruger KP89 9mm Pistol	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1014	K1002	8007	Ruger KP89 9mm Pistol	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1015	K1003	8007	Ruger KP89 9mm Pistol	
<input type="checkbox"/>	NEW	<input checked="" type="checkbox"/>	1016	123456789	8002	Beretta A30355 303 Shotgun	Semi Auto 12GA/3" 32"
<input type="checkbox"/>	REPAIR	<input type="checkbox"/>	1017	0587689100	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	REPAIR	<input type="checkbox"/>	1018	123456	8005	Special Order Serialized Item	
<input checked="" type="checkbox"/>	REPAIR	<input type="checkbox"/>	1019	123456	8005	Special Order Serialized Item	

5. Select the item that was attached to the work order.
 - NOTE: The item will be checked as being sold after Serial Disposition.
6. Select the "Modify" button from the basic tool bar.

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File Edit Process Data History Reports Resets Utilities Window Help

New **Modify** Delete Filter Find

Serial Number - Guns - 1019 - 123456 - 8005 - Special Order Serialized Item

Group Detail Purchase Stock Sold Rental

Sold	Status	Commit	Log #	Serial Number	Item #	Description 1	Description 2
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1009	J1403-005	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1010	J1403-008	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1011	J1403-102	8006	Beretta JEA1403 Stampede Blue	
<input type="checkbox"/>	NEW	<input checked="" type="checkbox"/>	1012	J1403256	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	RENTAL	<input type="checkbox"/>	1013	K10001	8007	Ruger KP89 9mm Pistol	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1014	K1002	8007	Ruger KP89 9mm Pistol	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1015	K1003	8007	Ruger KP89 9mm Pistol	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	1016	123456789	8002	Beretta A30355 303 Shotgun	Semi Auto 12GA/3" 32"
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1017	0587689100	8006	Beretta JEA1403 Stampede Blue	
<input type="checkbox"/>	REPAIR	<input type="checkbox"/>	1018	123456	8005	Special Order Serialized Item	
<input checked="" type="checkbox"/>	REPAIR	<input type="checkbox"/>	1019	123456	8005	Special Order Serialized Item	

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NUM

- The "Edit Serial Number" form displays.
- Select the "Sold" tab.

Edit Serial Number

General UDF Purchase **Sold** Rental Image

Log # 1019

Item # 8005

Serial # 123456

Description 1 Special Order Serialized Item

Sold Date 2/2/2007

Trans Date / /

NICs

FFL/4473

Committed

Sold

Disposition Location

LookUp

Name Acme Construction

Address1 128 44th Street North

Address2

City State Zip Duluth MN 56782

Phone # - -

SS #

Birth Date / /

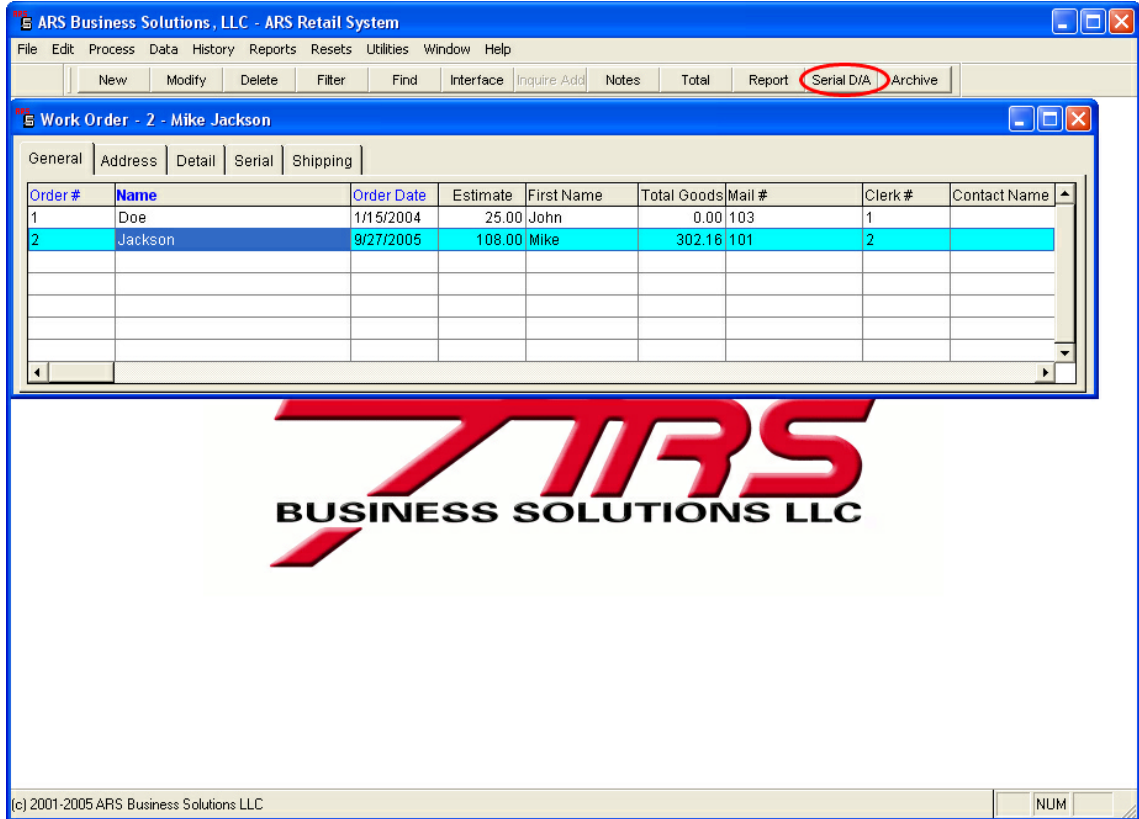
Legal Id

OK Cancel

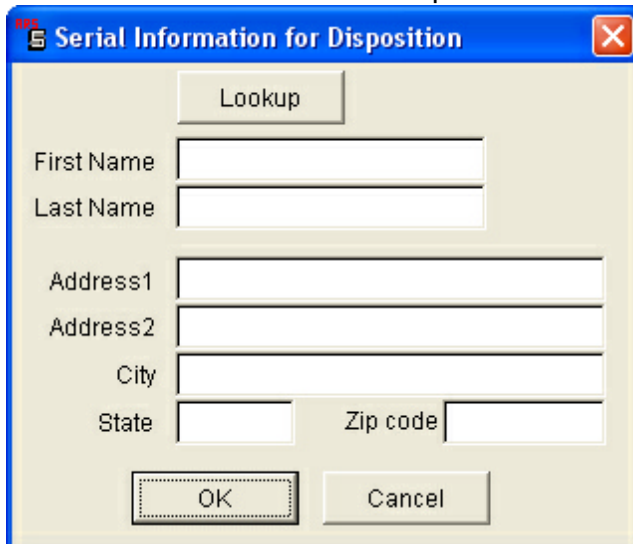
- Enter additional information for the disposition location (ie. phone number).

Serial Acquisition:

1. Select a work order that has been disposed to another location.
2. Select the "Serial D/A" button from the basic tool bar.



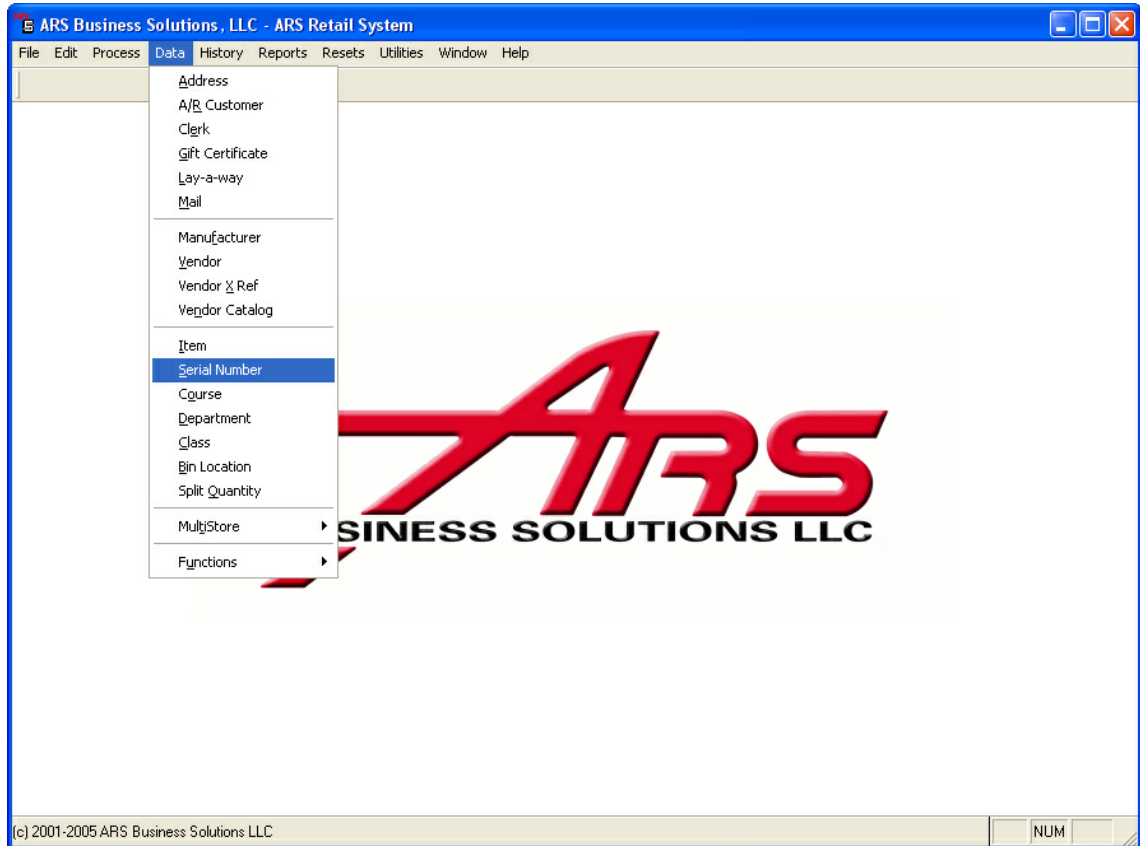
3. The "Serial Information for Acquisition" form displays.



4. Select the "OK" button.
5. A new record will be created in the "Serial Number" data fro the reacquired work order item. The record of the disposition will be kept and will remain checked as sold.

To verify or retrieve the location from which the work order item was acquired:

1. Select Data->Serial Number from the main menu bar.



2. The "Serial Number" data grid displays.
3. Select the serial group to which the work order item belongs.
4. Select the "Detail" tab.

Serial Number - Guns - 1001 - 1-123456 - 8001 - Beratta A39059 390 Shotgun

Group	Detail	Purchase	Stock	Sold	Rental		
Sold	Status	Commit	Log #	Serial Number	Item #	Description 1	Description 2
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1001	1-123456	8001	Beratta A39059 390 Shotgun	Semi Auto 12GA/3" 24"
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1002	2-123456	8001	Beratta A39059 390 Shotgun	Semi Auto 12GA/3" 24"
<input type="checkbox"/>	NEW	<input checked="" type="checkbox"/>	1003	3-123456	8001	Beratta A39059 390 Shotgun	Semi Auto 12GA/3" 24"
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1004	4-212345	8002	Beratta A30355 303 Shotgun	Semi Auto 12GA/3" 32"
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1005	4-212346	8002	Beratta A39059 303 Shotgun	Semi Auto 12GA/3" 32"
<input type="checkbox"/>	USED	<input type="checkbox"/>	1006	ABC-123456	8004	Winchester 94	
<input type="checkbox"/>	CONSIGNMN	<input type="checkbox"/>	1007	A123456-123	105	Remington 870 Express	Shotgun
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1008	J1403-001	8006	Beretta JEA1403 Stampede Blue	Shotgun
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1009	J1403-005	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1010	J1403-008	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1011	J1403-102	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	NEW	<input checked="" type="checkbox"/>	1012	J1403256	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	RENTAL	<input type="checkbox"/>	1013	K10001	8007	Ruger KP89 9mm Pistol	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1014	K1002	8007	Ruger KP89 9mm Pistol	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1015	K1003	8007	Ruger KP89 9mm Pistol	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	1016	123456789	8002	Beretta A30355 303 Shotgun	Semi Auto 12GA/3" 32"
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1017	0587689100	8006	Beretta JEA1403 Stampede Blue	
<input type="checkbox"/>	REPAIR	<input type="checkbox"/>	1018	123456	8005	Special Order Serialized Item	
<input checked="" type="checkbox"/>	REPAIR	<input type="checkbox"/>	1019	123456	8005	Special Order Serialized Item	

5. Select the item that was attached to the work order.
 - NOTE: The item will be checked as being sold after the Serial Disposition.
6. Select the "Modify" button from the basic toolbar.

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File Edit Process Data History Reports Resets Utilities Window Help

New **Modify** Delete Filter Find

Serial Number - Guns - 1019 - 123456 - 8005 - Special Order Serialized Item

Group	Detail	Purchase	Stock	Sold	Rental		
Sold	Status	Commit	Log #	Serial Number	Item #	Description 1	Description 2
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1009	J1403-005	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1010	J1403-008	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1011	J1403-102	8006	Beretta JEA1403 Stampede Blue	
<input type="checkbox"/>	NEW	<input checked="" type="checkbox"/>	1012	J1403256	8006	Beretta JEA1403 Stampede Blue	
<input checked="" type="checkbox"/>	RENTAL	<input type="checkbox"/>	1013	K10001	8007	Ruger KP89 9mm Pistol	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1014	K1002	8007	Ruger KP89 9mm Pistol	
<input checked="" type="checkbox"/>	NEW	<input type="checkbox"/>	1015	K1003	8007	Ruger KP89 9mm Pistol	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	1016	123456789	8002	Beretta A30355 303 Shotgun	Semi Auto 12GA/3" 32"
<input type="checkbox"/>	NEW	<input type="checkbox"/>	1017	0587689100	8006	Beretta JEA1403 Stampede Blue	
<input type="checkbox"/>	REPAIR	<input type="checkbox"/>	1018	123456	8005	Special Order Serialized Item	
<input checked="" type="checkbox"/>	REPAIR	<input type="checkbox"/>	1019	123456	8005	Special Order Serialized Item	

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7. The "Edit Serial Number" form displays.
8. Select the "Purchase" tab.

Edit Serial Number

General | UDF | Purchase | Sold | Rental | Image

Log # 1019
 Item # 8005
 Serial # 123456
 Description 1 Special Order Serialized Item
 Recv Date 2/2/2007
 Recvinvc

Acquisition Location

LookUp
 Vendor Name Acme Construction
 Address 1 128 44th Street North
 Address 2
 City State Zip Duluth MN 56782
 SS #
 Birth Date //
 Legal Id
 Vendor Phone - -
 Vendor FFL/4473

OK Cancel

58.6 Work Order Archive

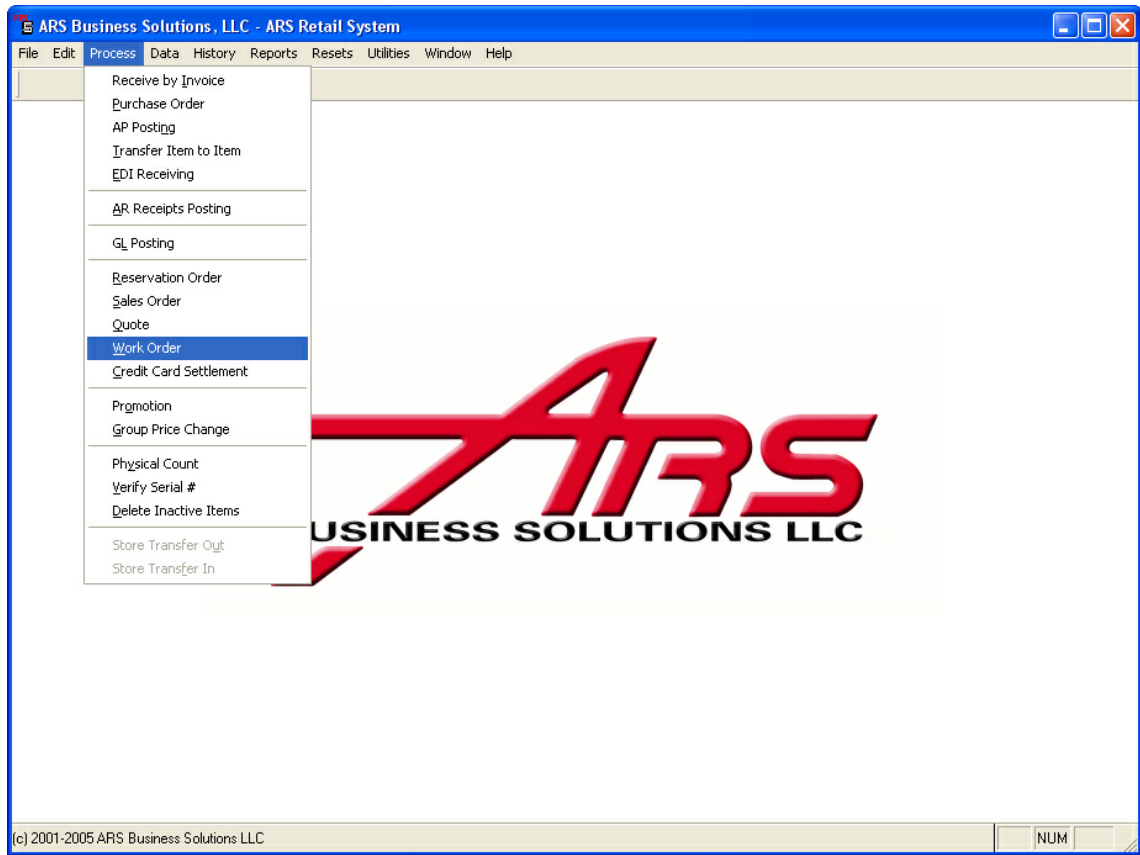


Work orders can be moved into the "Work Order History" file in one of two ways:

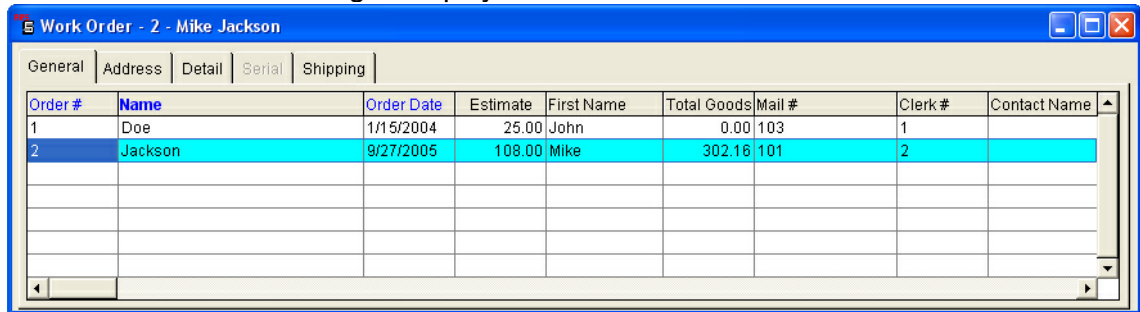
- Recalling the work order at the POS.
- Archiving the work order manually in the IMS.

To Archive a work order manually in the IMS:

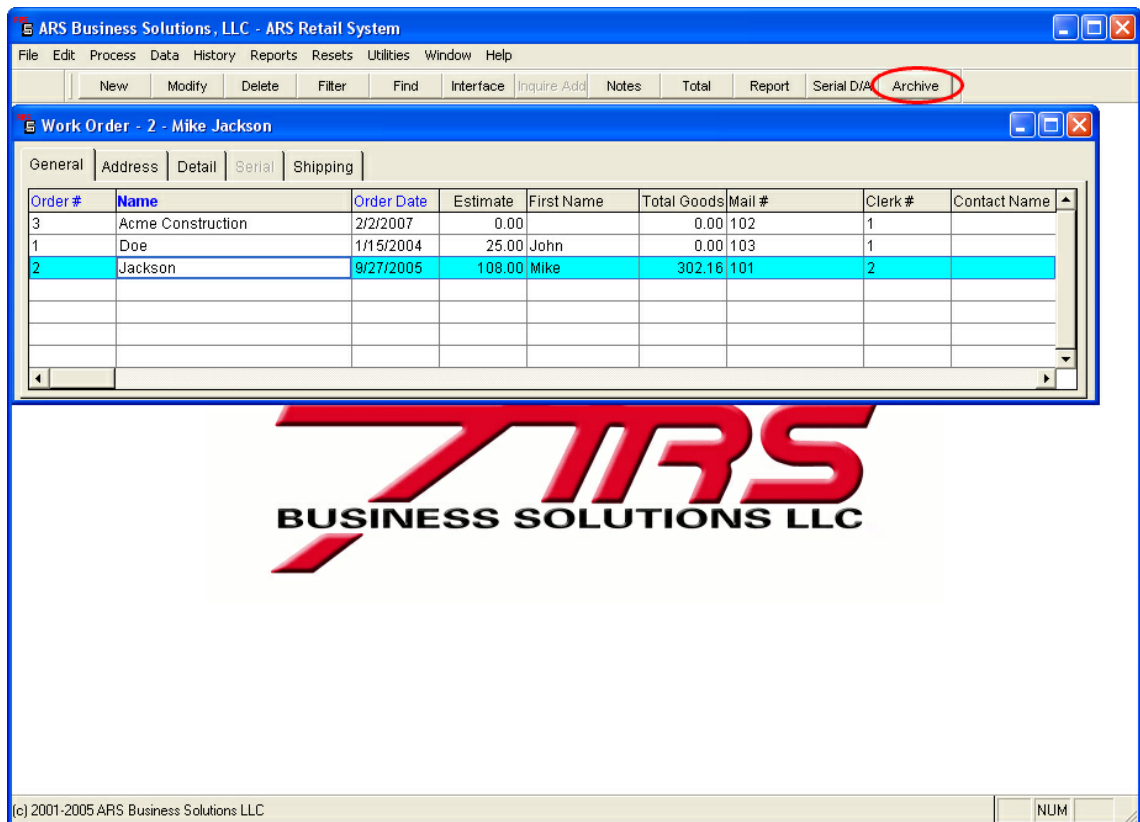
1. Select Process->Work Order from the main menu bar.



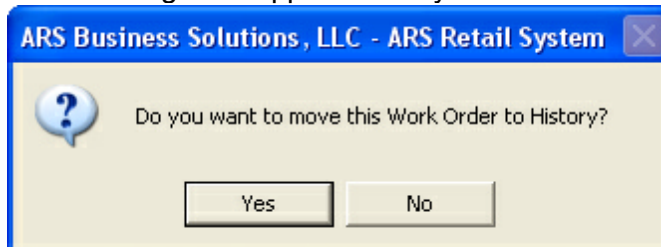
2. The "Work Order" data grid displays.



3. Select the work order that will be archived.
4. Select the "Archive" button on the basic tool bar.



5. A message box appears: "Do you want to move this Work Order to History?"



6. Select the "Yes" button.

7. The work order has been moved to the "History" file and can be viewed there.

Note: An item that has records under its "Detail" tab will not be able to be archived. This is a precautionary measure to prevent items being sold along with the work order from not being accounted for. In which case, the item will have to be manually deleted from the "Detail" file or the work order will have to be recalled and paid for at the POS.

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Glossary

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

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

A

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

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

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

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

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

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

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

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B

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

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

Balance: This is the remaining balance due.

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

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C

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

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

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

Class: A class represents a grouping of similar item codes. This makes analysis of reports easier by allowing the sorting or filtering by class. Class totals are also accumulated independently from the item sales. These class totals are most often used

for reporting to a financial system. Each class is assigned to a department. This is done to allow the class reports to be sorted or filtered by department.

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

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

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

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

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

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

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

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

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D

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

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

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

Date Field: Holds date values.

Date Sold: The date that an item was sold.

Department: Used to group classes together for reporting purposes.

Deposit: The dollar amount initially paid against a layaway.

Direct Product Profitability (DPP): A method that plans variable markups by determine

the profitability of the item by calculation the adjusted per unit gross margin and assigning the direct product costs to the item for expenses like distribution and selling.

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

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

Distressed Goods: Items that have been damaged.

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

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

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

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

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E

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

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

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

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

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

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

Expenses: What it costs to operate a business.

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

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

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

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F

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

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

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

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

Forecasting: Predicting sales or trends in the future.

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G

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

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

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

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

Gross Margin: The profit before deducting operating expenses.

Group Price Change: Group price changes a group of items to be selected from the inventory file by specifying a primary and/or secondary range. Once a group of items are selected the prices can be adjusted in a number of ways. The price can be adjusted by a dollar amount, percent amount, force the prices for all items to a specified price, price can be calculated based on the gross profit percent that is specified and edit the

price for items on an individual basis. An example for this option is to change or set the price of all similar items that differ only by color or size.

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H

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

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I

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

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

Inventory: Items that are in-stock.

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

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

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

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

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J

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

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K

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

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

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

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

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L

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

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

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

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

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

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

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

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

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

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

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

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

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

through the POS system.

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

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M

Mail Detail: To view all mail list customer detail.

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

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

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

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

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

Manufacturer: The manufacturer of products customers buy.

Markdown: Lowering the selling price of an item.

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

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

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

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

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

Merchandising: The buying and selling of goods.

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

Monitor: A device that displays the screen.

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

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

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

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

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

Mtdc: This is the month to date cost.

Mtdfd: The month to date freight dollar totals.

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

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

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

Mtdq: Month to date quantity sold.

Mtds: Month to date dollar sales.

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

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

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N

Number Field: Numeric data used in mathematical calculations.

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O

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

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

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

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

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

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

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

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

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

Order Quantity: The quantity ordered.

Order Total: The total of the invoiced order.

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

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

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P

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

Paradigm: A paradigm is a typical pattern of something.

Paradigm Shift: Change or trend in a typical pattern.

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

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

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

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

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

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

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

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

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

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

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

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

Price War: Occurs when a retailer under-prices the competition, which can create a cycle of two or more retailers to lower prices in turn to beat the other.

Promotion GP%: Same as the GP% except (Price1-Markdown) is used in place of Price 1 when the calculation is performed.

Promotional Advertising: Promotional Advertising is advertising to get customers to come to the store by featuring items and pricing.

Promotional Discount: A lowered retail price for a sale or promotion.

Promotion Price: Promotion price is the items standard price less the markdown (discount amount) for the item.

Proximity Deactivation: The process of turning off EAS labels which the label is not

required to come into contact with a pad and which allows source tagging with hidden EAS labels.

PTD Sales: Period to date (PTD) sales is sales data accumulated for a user defined period. MTD totals can be reset from the proper Reset option.

PTD Sales Report: Period to date sales reports are used to print the PtD sales information.

Ptdc: Period to date cost.

Ptdfd: This is the period to date freight dollar totals.

Ptdmk: This is a total of all markdown dollars for the selected class or item code since the last reset.

Ptdpd: Period to date dollar purchases of an item code that is stored.

Ptdpq: Period to date quantity purchases of an item code that is sorted.

Ptdq: Period to date quantity sold.

Ptds: Period to date dollar sales.

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Q

Quantity on Hand: Represents the current number of units in stock for this item.

Quantity on Hand Report: Purpose of this report is used mostly at the end of the month to determine the value of inventory.

Quantity Received: This is a numeric field for the quantity received for each item.

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R

Received Date: The date the item was entered into the system.

Recipient: The person who received the gift certificate.

Refund: Cash or store credit that is given back to the customer.

Reindex Files: Reindex files is a selection from the main menu bar (File->Utilities->Reindex). Select this option to erase and re-erate index files for all indexed data files in the system. Index files are separate from the data files but determine the order in which the data appears. A reindex must be done each time data is restored or copied, an index file damaged error has occurred or an "end-of-file encountered" error has occurred. Reindexing does not remove any data from the system.

Reserve Stock: Stock that is stored in an area that customers do not have access to.

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

Retail Method: A method that estimates the cost of an ending inventory on the basis of a ratio of the cost of goods that is available for sale relative to the retail price of the goods available for sale.

Retail Price: Price that is placed on the item for the customer.

Rotate Stock: Rotate stock means putting the new stock behind the old stock or replacing all the old stock with the new stock.

Row: Contains the data of a record in a data grid.

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S

Sales Analysis Report: This report provides the information you need to analyze inventory. It allows you to rank your inventory items by profit or sales for any of the PTD, MTD or YTD sales periods. The purpose of this report is used to determine what items create the greatest amount of profit dollars compared to the least amount of profit dollars.

Sales Forecasting: Estimate future sales volume based on current sales figures and information from manufacturers, accountants and etc.

Sales per Square Foot of Selling Space: Net sales divided by the square feet of selling space.

Sales Promotion: A way to get customers in the store and build loyalty.

Salvage Goods: Items that have been damaged in storage or transit.

Schedule: Refers either to an event or group of events that are set to perform tasks on a pre-defined timing system, as well as to the timing system itself.

Scroll Bars: On the right hand side of the window, there is a grey bar with arrows at the top and bottom, this is the scroll bar.

Seasonal Discount: A trade discount given to retailers when they order items during the off-season.

Seasonal Merchandise: Merchandise that is available during certain times of the year. For example, Christmas.

Serial Sold Report: This report is a listing of the serial number items that have been sold in a chosen serial number file.

Serial Stock Report: This report is used to print listing and values of serial number items in a select serial number file that are not sold.

Ship Cost: The shipping cost of an item on a PO or invoice. The dollar amount that is specified will be calculated into average cost for the item when the update is performed.

Ship Date: The date the order should be shipped.

Ship Qty: The quantity shipped for the related item code.

Ship Via: Indicates the company used to ship the order.

Shrinkage: Merchandise loss due to paperwork errors, theft, damages, etc.

Special Order: A special order is normally is typically an order of items that are not sold in the store for a specific customer.

Split Quantity: Selling 2 or more of the same item. For example, 2/\$1.00 but selling them individually at .70.

Start Date: The start date of an item promotion is used to determine when to activate the item promotion.

Statement: Statements are part of the account receivables system. A statement is printed for each account that has a balance due.

Stock Turnover: A measure to determine how quick merchandise is being sold.

Stop Date: The stop date of an item promotion is used to determine when to deactivate and delete the item promotion.

Stuffers: A piece of advertisement that is accompanied a billing statement or is placed in the shopping bags.

Style: This is usually used for the manufacturer's style or factory number.

Syndicator: A retailer that sells goods and services in affiliation with credit card companies.

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T

Tabs: Each tab represents a data grid or viewing form that displays data in different layouts.

Target Market: A group of consumers that a retailer tries to target or satisfy.

Tasks: Is a process that can be done manually within the various ARS Version 5 Applications. Using scheduler allows a user to have these tasks performed

automatically at precise dates and items with unlimited reoccurrence.

Tax: Used by the cash register function to determine if an item is taxable.

Tax Exempt: Designates the customer tax exempt status.

Tearsheet: An advertisement, the actual copy.

Text Field: Text or combinations of text and numbers (numbers that do not require calculations).

Tran Cost: This is the extended cost of the items being transferred from one item to another.

Tran Qty: Number of items to transfer out.

Trnfrqty: The quantity of items to transfer from store to store.

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U

Unfair Trade Practices Law: This law requires retailers to charge a minimum price for items based on the cost of the merchandise plus a percentage for overhead.

Unit Cost: The cost per received unit.

Universal Product Code (UPC): The UPC identifies a product by using a set of lines and spaces that can be scanned and interpreted into numbers.

Universal Vendor Marking (UVM): Merchandise that is pre-marked by manufactures that can be read by machines and people.

User Defined Field: Fields that store data defined by the user.

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V

Vendor: Identifies a company from which products are purchased.

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W

Warranty: A written guarantee of a retailer's or manufacturer's responsibility.

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X

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Y

YTD Sales: Year to date sales is sales data that is accumulated for a fiscal year.

YTD Sales Report: Year to date sales report is used to print the YTD sales information. This report should be printed at the end of the fiscal year as a item sales audit trail.

Ytdc: Ytdc is the year to date cost.

Ytdfd: The year to date freight dollar totals.

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

Ytdpd: Year to date dollar purchases of an item code that is stored.

Ytdpq: Year to date quantity purchases of an item code that is stored.

Ytdq: The year to date quantity sold.

Ytds: Year to date dollar sales.

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ARS Retail Solutions Support

V6 IMS Manual

Published by ARS Business Solutions, LLC. All Rights Reserved.

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