



AXIS 2.24 Release Notes

October 2020



AXIS™ Retail Management System

Notices

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Overview

Gearfire Retail provides this document as a high-level summary of the latest release of the AXIS Retail Management System.

ATF Form 4473 Revisions

AXIS Release 2.24 includes the following Firearm Transaction Record Revisions:

- Information on the firearm(s) to be transferred is now in Section A, which must be completed before the transferee completes Section B. For a full list of changes to the 4473 form, click [here](#).

The AXIS Electronic 4473 process has been adjusted in accordance with the 4473 form changes:

- After selecting a customer from the Start Customer 4473 screen, the firearm(s) to attach to the 4473 must be selected. 4473 questions 6, 7, and 8 must also be addressed during this initial step prior to using the **Create 4473 Record** button.
- The verbiage for the 4473 questions, supplied answers, and instructions have been updated.

The following AXIS Academy videos have been updated to reflect the 4473 Form Revisions:

- [AXIS E4473](#)
- [E4473 with eStorage](#)
- [E4473 with eNICS](#)
- [E4473 with eNICS & eStorage](#)

The following written guides are available for reference to walk you through the updated Electronic 4473 processes. Please double-click the document that best represents your store features:



e4473.pdf



e4473 with
eStorage.pdf



e4473 with
eNICS.pdf



e4473 with eNICS &
eStorage.pdf

Excel Import Improvements

- **Customers**
 - The Customer Import is now located within the **Customer Import** button, located in the Customer Admin tab of the Datacenter.
 - The Export Template has been updated to highlight the required fields in Red and includes an “ID Info” tab to populate with your ID Types from AXIS for use when filling out the Customer Import.
 - After selecting a file to import, you are now able to verify your imported customer data and make changes directly within the grid view prior to submitting. Bulk Edit functionality is also available.
- **Firearms**
 - The **Export Template** button has been moved to the left of the Bound Book Import page heading.
 - The Export Template has been updated to better clarify column requirements.
 - After selecting a file to import, the data validation from AXIS has been improved, and now include the ability to Bulk Edit the imported firearm data if needed prior to submitting.
- **Inventory Management**
 - The Excel Import button has been renamed **Inventory Import**.
 - The Inventory Import screen has been re-designed to remain consistent with the other import processes offered in AXIS.
 - The Export Template has been updated to better clarify column requirements. The template will now allow for the ability to directly define the tax types associated with your products.
 - After selecting a file to import, you are now able to verify your imported inventory data and make changes directly within the grid view prior to submitting. Bulk Edit functionality is also available.
- **Gift Cards**
 - The column for **Recipient Name** has been added to the Excel Template.

Gift Cards Enhancement

- When selling a Gift Card at the Register, you now have the ability to include a recipient name.
- The Gift Card List Report in the Datacenter has been updated to include the Recipient Name column for search and tracking.

Tiered Taxes

You now have the ability to set thresholds for tiered tax rates if this applies to your store. Tiered Taxes calculate values between the thresholds you set in AXIS:

1. In the AXIS Datacenter, navigate to **Pricing > Tax Types**
2. Click **New Tax Type**
3. Provide the information for the Tax Type name, Description, Tax Rate type, and Rounding
4. Click **Submit**
5. From the grid view, click the **Rates** edit pencil to set the Tax Rate. You will now see Minimum and Maximum Dollar Thresholds to enable if necessary

ATF Form 4473 (Revised May 2020) FAQ

Q: When is the ATF mandating the use of the new ATF Form 4473 (Revised May 2020)?

A: Per ATF publications in the Federal Register, the new ATF Form 4473 must be utilized starting November 1, 2020

Q: Can and FFL use the new ATF Form 4473 and/or AXIS ATF Form e4473 process before the official, required to be used by date?

A: Yes; ATF has stated FFL's may begin using the new ATF Form 4473 (Revised May 2020) immediately; however, it is not mandatory to be utilized until November 1, 2020.

Q: Can I use both paper and electronic ATF Forms 4473 in my store at the same time?

A: [Please contact your local ATF Office](#) OR [Visit ATF's Website for More Information](#)

Q: Whom May I contact if I have further questions regarding the new ATF Form 4473?

A: Please visit ATF's website located [here](#) for more information and to find contact information for your [Local ATF Office](#).

Q: What changes have been made to the new ATF Form 4473 (Revised May 2020) compared to ATF Form 4473 (Revised October 2016)?

A: For a complete list of all changes, please visit [ATF's website](#) for more information.

Q: Am I able to store ATF Form 4473 form electronically once the buyer has completed it?

A: All FFL's wishing to store ATF Forms 4473 electronically, without printing the completed documents, MUST have an ATF approved digital storage variance. If you would like more information regarding how to add this enhancement to your AXIS system, please contact the AXIS team by emailing: contact@gearfire.com

If you'd like more information regarding ATF guidance for digital ATF Forms 4473 storage, please visit the ATF website located [here](#).

Q: May I add an additional firearm to an ATF Form 4473 form where the buyer has already completed Section B?

A: Instructions in Section A of ATF Form 4473 (Revised May 2020) require all information for firearm(s) requested for transfer be completed PRIOR TO the buyer completing Section B. Therefore, no additional firearm(s) may be added to ATF Form 4473 (Revised May 2020) after buyer has completed Section B.

If the buyer has completed Section B and requests to add additional firearm(s), there are two paths you may consider when utilizing the AXIS e4473:

1. “Dealer Deny” the original ATF Form 4473 with the incomplete firearm(s) and complete a new ATF Form 4473 with the all firearm(s) requested for transfer included in Section A. This will result in one ATF Form 4473 with all firearm(s) to be transferred listed in Section A.
2. Complete an additional ATF Form 4473 with only the additional firearm(s) requested for transfer included in Section A. This will result in two ATF Forms 4473 that, combined, have all firearm(s) to be transferred listed in Section A.

Q: If I have two ATF Forms 4473 for transfer of firearm(s) to the same buyer, as described above, can I complete one background check?

A: In almost all instances, no; a separate background check would likely need to be completed for each ATF Form 4473 transaction. Please review all [instructions on ATF Form 4473](#), contact [FBI NICS](#) and/or your [Local ATF Office](#) with additional questions regarding background check requirements and processes.

Q: How should an FFL proceed if a buyer changes their mind about the firearm they selected after they have completed ATF Form 4473 Section B?

A: Instructions in Section A of ATF Form 4473 (Revised May 2020) require all information for firearm(s) requested for transfer be completed PRIOR TO the buyer completing Section B. Therefore, no changes to firearm(s) may be made to ATF Form 4473 (Revised May 2020) after buyer has completed Section B.

If the buyer has completed Section B and requests to change the firearm(s) as described in Section A:

1. “Dealer Deny” the original ATF Form 4473 with the now incorrect firearm(s) and complete a new ATF Form 4473 with the correct firearm(s) requested for transfer included in Section A. This will result in one “Dealer Denied” ATF Form 4473 with the now incorrect firearm(s) to be transferred listed in Section A and one ATF

Form 4473 with the accurate firearm(s) listed in Section A. Complete the balance of the process for the newly completed ATF Form 4473 as usual.

Q: How should we proceed if a buyer has a current specialty transaction (ie. Special Order, Sales Order, Layaway) and wants to add additional firearm(s) to the purchase?

A: Instructions in Section A of ATF Form 4473 (Revised May 2020) require all information for firearm(s) requested for transfer be completed PRIOR TO the buyer completing Section B. Therefore, no additional firearm(s) may be added to ATF Form 4473 (Revised May 2020) after buyer has completed Section B.

If the buyer has completed Section B and requests to add additional firearm(s), there are two paths you may consider when utilizing the AXIS e4473:

1. "Dealer Deny" the original ATF Form 4473 for the specialty transaction with the incomplete firearm(s). Refund any funds already taken to Deposit. Attach all firearm(s) for transfer as outright purchases to a new ATF Form in Section A. This will result in one ATF Form 4473 with all firearm(s) to be transferred listed in Section A. When finalizing sale through the register, apply Deposit as tender to the transaction.
2. Keep the ATF Form 4473 in progress for the specialty transaction and complete an additional ATF Form 4473 with only the additional firearm(s) requested for transfer included in Section A. This will result in two ATF Forms 4473 that, combined, have all firearm(s) to be transferred listed in Section A.