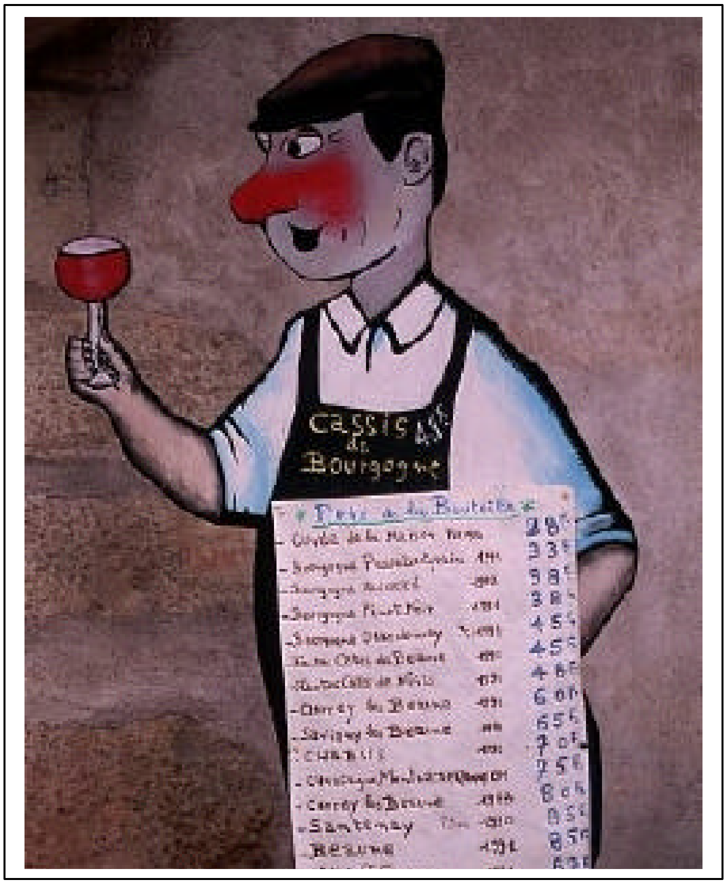
The Liquor Shopkeeper



Business Management Software

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Where to Find Help

Zephran Technologies - Product Support Services

The services and prices listed here are available in the United States & Canada only. Zephran Technologies support services are subject to then-current prices, terms and conditions where are subject to change without notice.

Self-Help

Zephran Technologies online support can help you get the most up-to-date answers swiftly and easily. Here you can use self-help tools, plus you can search on a wide variety of technical information and frequently asked questions (FAQ's). This is available to you 24 hours a day, 7 days a week.

Connect to on-line support at: http://www.zednem.com

No-Charge Professional Support

If you purchased this product directly from Zephran Technologies, you are eligible for 90 Days (beginning the first time you contact a support professional) of no-charge assisted Professional Support for this product.

The Phone # for this support is: [716] 825-7537.

Before you Begin

- Make sure your hardware components meet the minimum requirements
- You login ID must be Administrator or equivalent on the target machine for proper installation of this software
- Obtain Network information and Login Passwords for network
- Backup your entire system

Hardware Requirements

The minimum recommended hardware requirements are as follows:

- Windows 95 / 98 / ME / 2000 / NT 4.0 SP3 or Higher/ XP
- Pentium II – 100 MHz Computer System
- 20 Megs of Free Hard Drive Space (New Install)
  Note – You must have double you current directory size free for upgrade
- 128 Megabytes of RAM
- VGA or higher resolution monitor
- VGA Card running at 800 * 600 or higher
- Keyboard
- Mouse
- CD-ROM or DVD Drive

Installing the Software

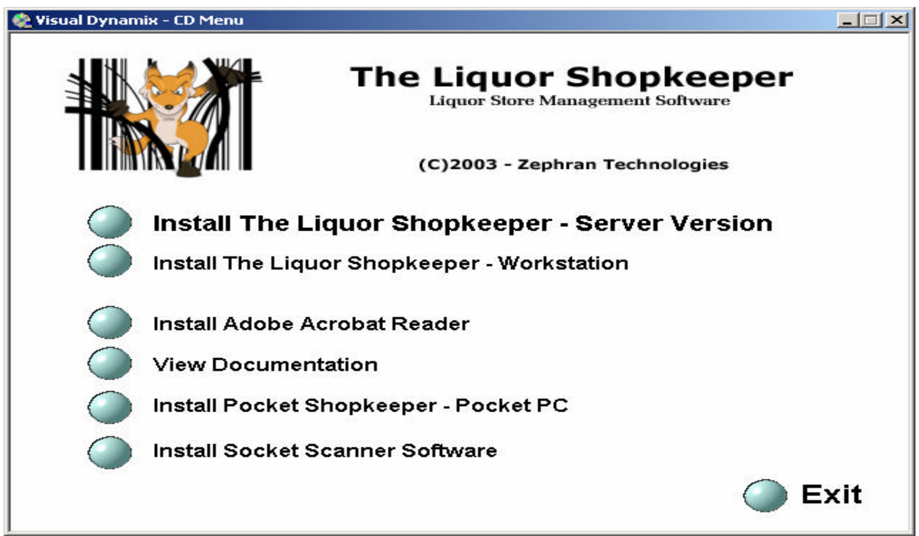
1. Start your computer by running your current operating system and insert The Liquor Shopkeeper CD into the CD-ROM Drive

2. If Windows automatically detects the CD and starts the Install, Click [Next] on the The Liquor Shopkeeper screen that is displayed.

   Otherwise, Click [Start] and then [Run]. At the prompt type the following command, replacing *d* with the letter assigned to your CD-ROM drive: *d*:\setup.exe

3. Press [ENTER]

CD "Auto Run" Menu



The CD Auto run Menu will help you to install the various programs that are included on your distribution CD.

Options:

- Liquor Shopkeeper Server Version – Installs All Run Time Files and Data Files Necessary
- Liquor Shopkeeper Workstation Version – Installs only Run Time Files, Data is Shared from the Server Installation

- Adobe® Acrobat Reader – Needed for Viewing Documentation

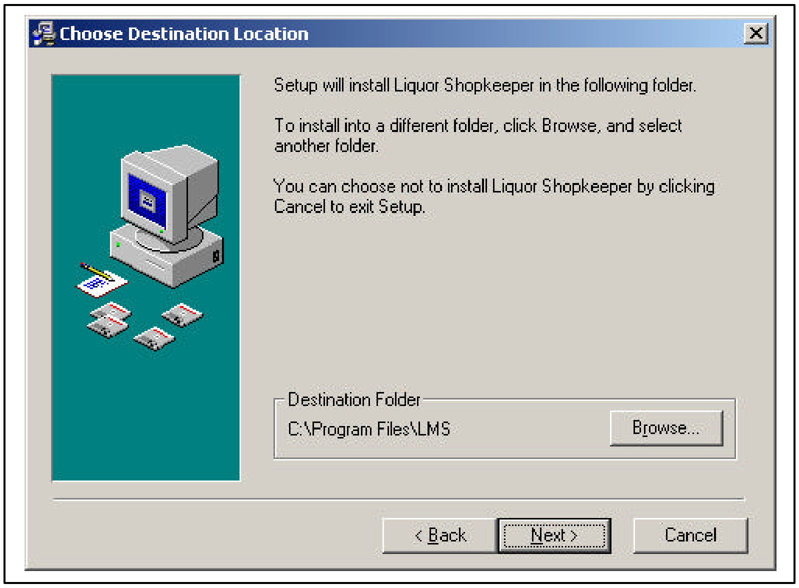
- Pocket Shopkeeper – The Pocket PC Software for Inventory Control and Sign Generation

- Pocket Shopkeeper Workstation – The Workstation files needed to synchronize the Pocket PC and Master Databases.

- Socket Scanner Software – Support Software for the SocketScan® Handheld Scanner

Specifying Setup Options

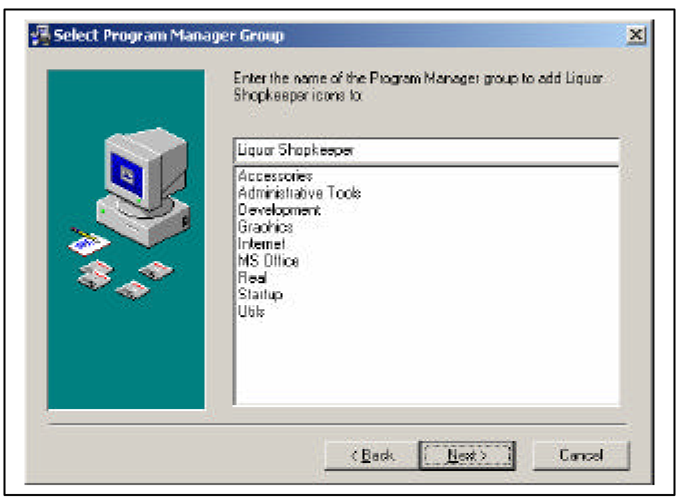
Destination Location:



Choose the location to place the Liquor Shopkeeper's (Otherwise referred to as LMS) program files and database files. If you are installing a workstation only copy of this software, we will explain how to change the database location to a common area later.

Click [Next] to continue

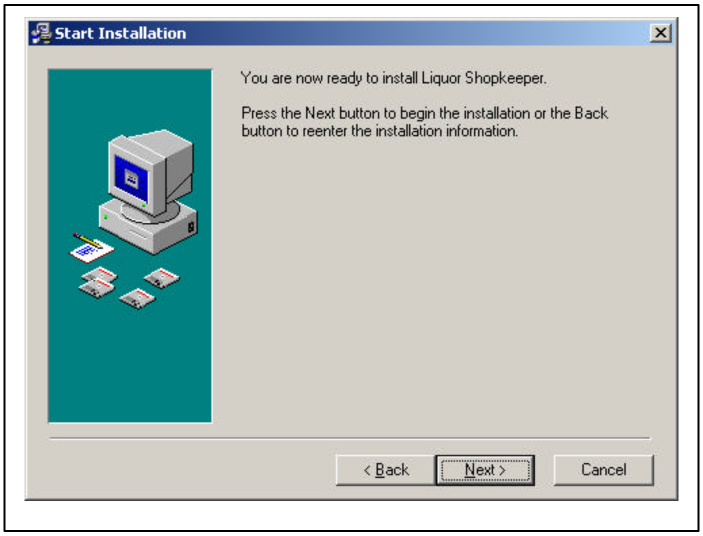
Program Manager Group



Enter the Group you would like to place the LMS icon under.

Click [Next] to Continue

Starting the Installation



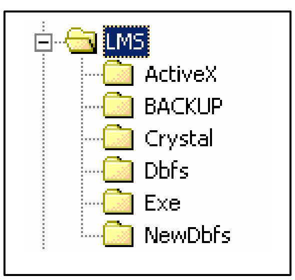
Click on the [Next] button to start the installation process. This will copy the necessary files to your hard drive.

Installation is Complete

Press the [Finish] button to complete the installation. If this is your first LMS installation on this computer, you may need to reboot.

Directories Added

The Drive and Path you specified in the installation routine will contain the files The Liquor Shopkeeper needs to run. The directory structure should look like this:



You must INSTALL The Liquor Shopkeeper for it to run. Simply copying the files from one machine to another will not work. Microsoft Visual FoxPro uses runtime files that are installed and registered in the Windows Registry.

Network Installation

A network install of The Liquor Shopkeeper is basically the same as the stand-alone install.

- Install local workstation copies of the Liquor Shopkeeper System
- Login to the Liquor Shopkeeper System using the Demo Password
- Go to Administration – Workstation
- Change Data Files Location to Network Path (Can be UNC or Drive Letter)

Each Workstation must have a different Workstation #.

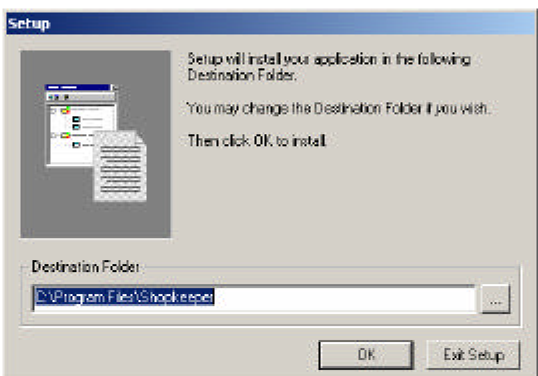
This is how the application controls the various peripherals attached to each computer.

- Save Changes
- Exit Application and Restart

Installing Pocket PC Software

Choose the “Install Pocket Shopkeeper – Pocket PC” Option

Choosing the Install Directory

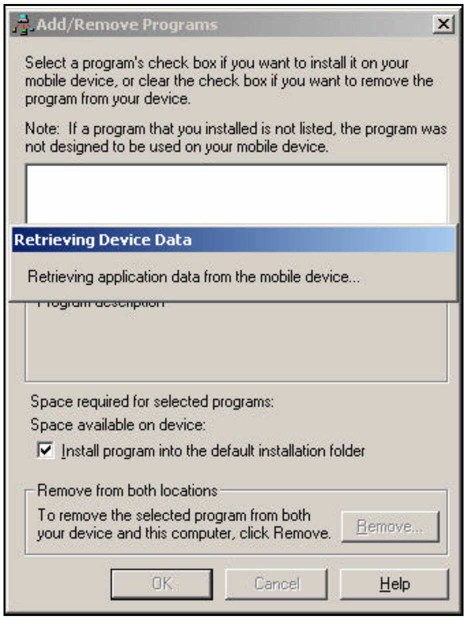


You must choose a temporary directory location on your local workstation for the software to install.

Click [Ok] when ready to continue to the next step.

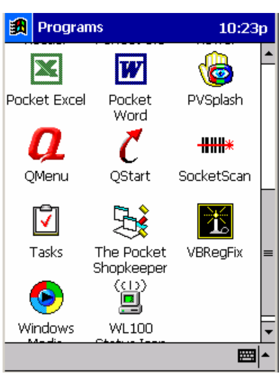
*** Note – You may get an error when trying to re-install the Pocket PC Software over an older version. If you get an error, change the Destination Folder.**

The installation program will get the necessary information from the Pocket PC and prompt you when necessary.



Choose the default Pocket PC Directory for installation and click [Yes] to continue

The Pocket PC may or may not prompt you to overwrite existing files, depending on what is installed on it. Generally if the file on the Pocket PC is newer than the one that is on the installation CD then you DO NOT replace the file on the Pocket PC.



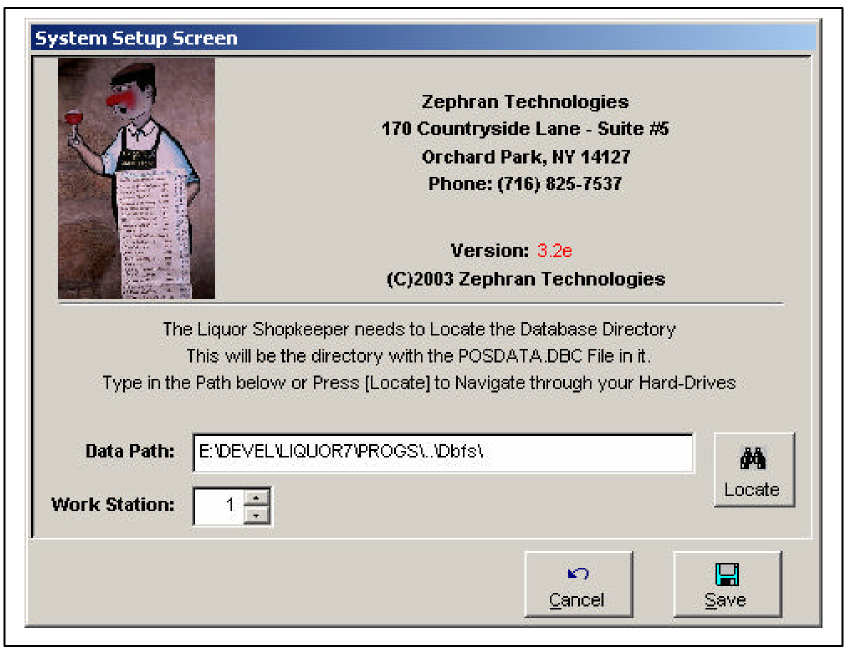
When the Installation program has completed, there will be an icon on the Pocket PC under programs.

Running the Software

Click on the [Start] button and navigate to the [Programs] menu option. Under the programs menu option, locate the [Liquor Shopkeeper System] shortcut.

Specifying Data File Locations

If the system cannot find your data files in the location it believes they should be in, it will ask you to specify this location.



Enter in the Data Path using either a Drive Letter or UNC.

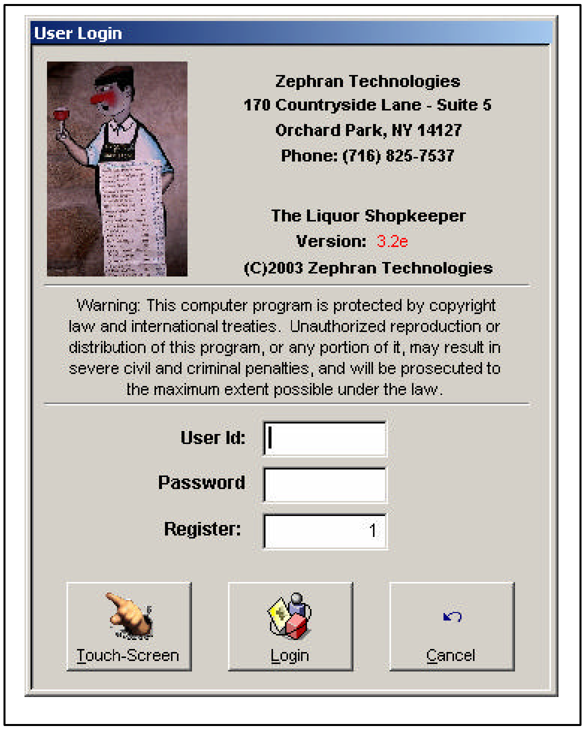
Use the [Locate] button to browse the hard drive for these files.

Enter in the Workstation number or leave it as #1 if this is a single user install.

Press [Save] to commit these changes. The program will have to be restarted.

Setting the Workstation Number: Each machine in a Network Installation must have a Unique Work Station number. This is how the system tracks the specific printers, pole displays and cash drawers on each station.

Logging into the System



The Liquor Shopkeeper comes with a default User ID.

User ID: DEMO
Password: DEMO

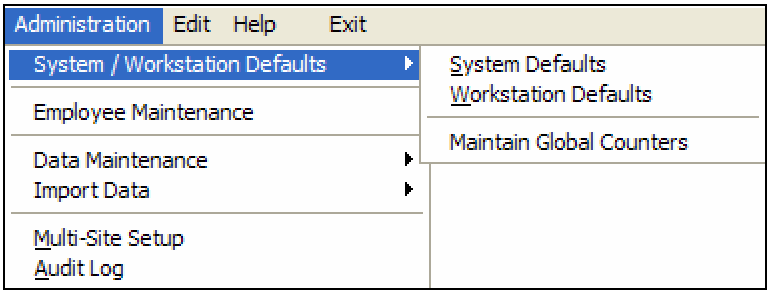
When logging into the system the first time you will need this ID and Password to access the system.

Register – Since you can have multiple registers, you need to specify which register # this is. This is important for keeping track of individual drawer totals…

* Note – The Liquor Shopkeeper supports Touch Screens. If you wish to Utilize a touch screen, login-in using the Touch-Screen button.

Setting System Defaults

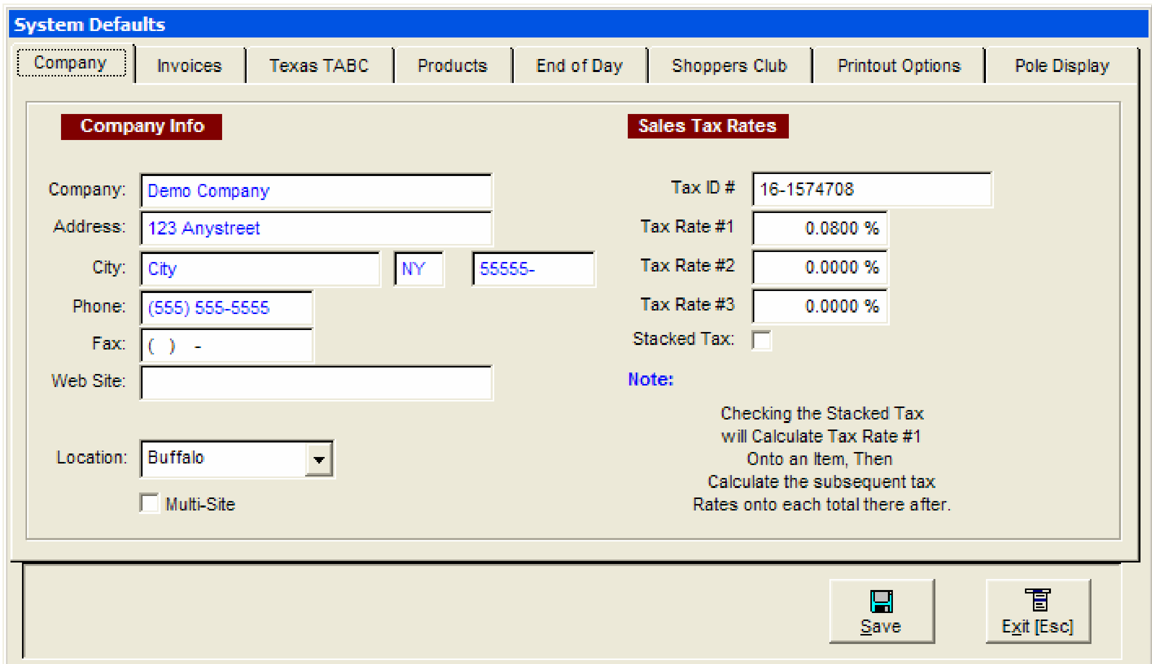
The Liquor Shopkeeper allows you to tailor the system to your business needs. The following screens allow you to quickly and easily enter this information to get your new POS System up and running fast.



Click [Administration] – [System / Workstation Defaults] – [System Defaults]

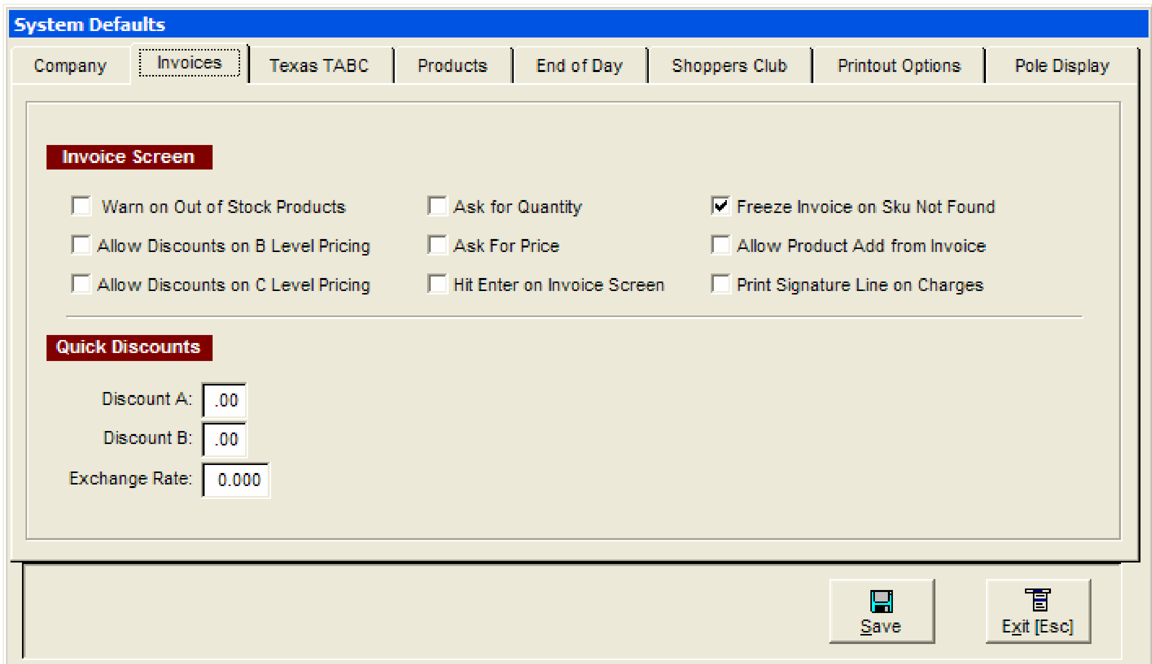
The following screens allow you to customize options System Wide so all workstations will adhere to these values.

Company Defaults



- Company Name and Address Information that Prints on Receipts
- Phone Numbers
- Tax ID#
- 3 Different Tax Rates (A, B & C)
- Stacked Tax (For Canada – Adds Tax Rate B on top of Tax Rate A)
- Location / Multi-Site – For Future Enhancements

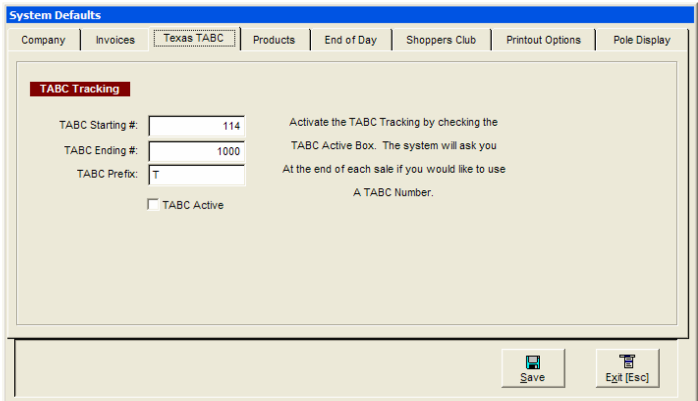
Invoice Defaults



Invoice Screen

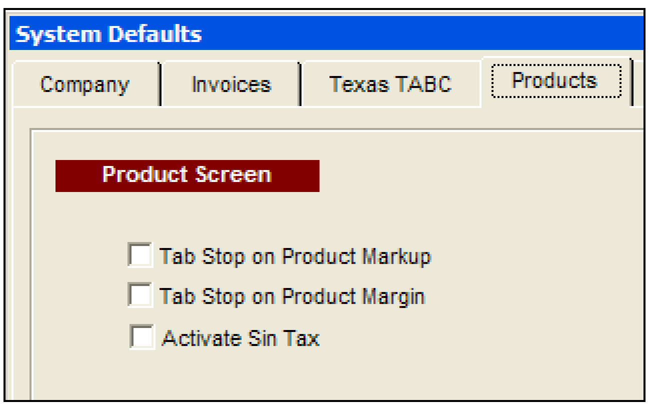
Warn Out of Stock Products	Warn user on Invoice Screen if Qty is Less than Zero
Allow Discount on B Pricing	Allow Discounts on B prices Items on POS Screen
Allow Discount on C Pricing	Allow Discounts on C prices Items on POS Screen
Ask for QTY	Stop and Ask for QTY on Invoice Screen, otherwise the system defaults the QTY to 1
Ask for Price	Stop and Ask for Price on Invoice Screen, otherwise the system defaults to Price Level A
Hit Enter on Invoice Screen	Hit Enter on Invoice screen for each item scanned
Freeze Invoice on SKU not found	Stop and Warn User if a SKU # is not found, user must hit [ESC] to continue
Allow Product Add from Invoice	Allow users to add new products from Invoice Screen
Print Signature line on Charges	Print out a signature line on 40 Column Receipts
Discount Level A	Default Percentage for Discount ‘A’
Discount Level B	Default Percentage for Discount ‘B’
Exchange Rate	Exchange Rate – Not yet Active

Texas TABC

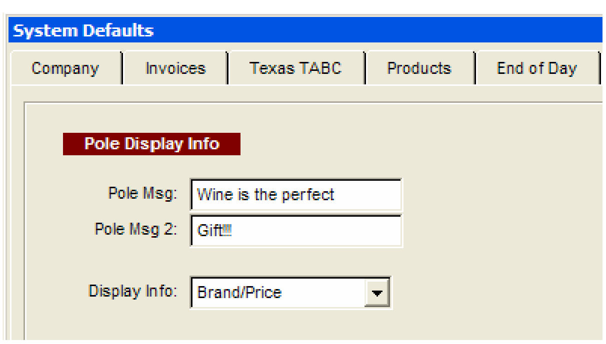


Settings for Texas TABC

Product Defaults

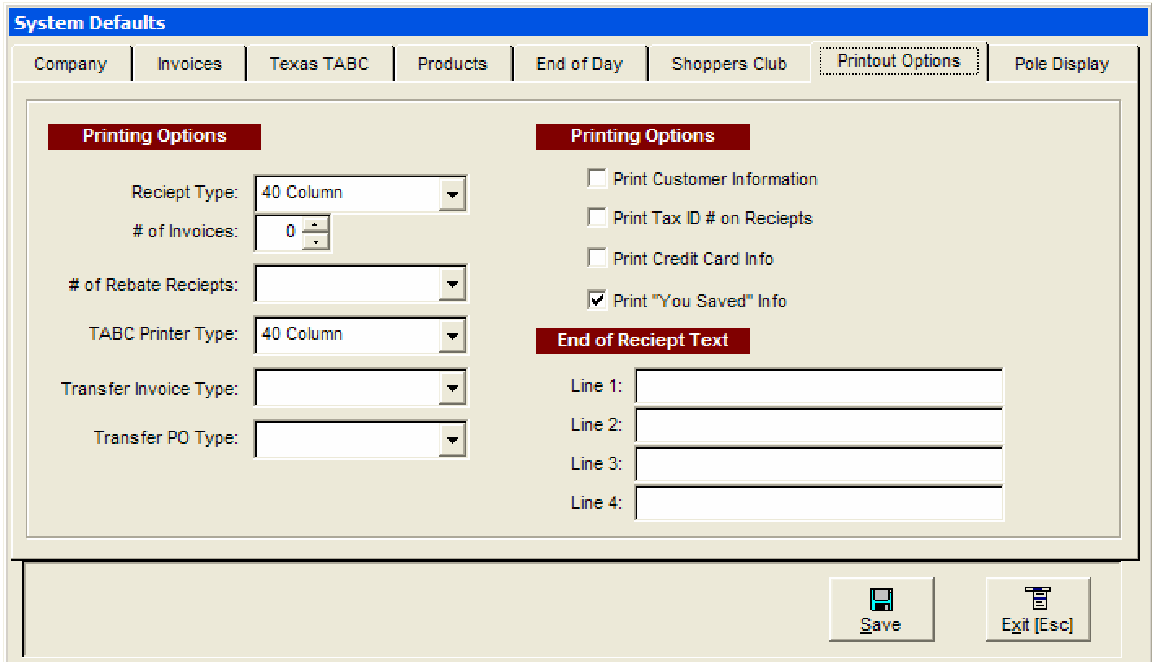


Pole Display



Message that displays on the pole display

Printout Options

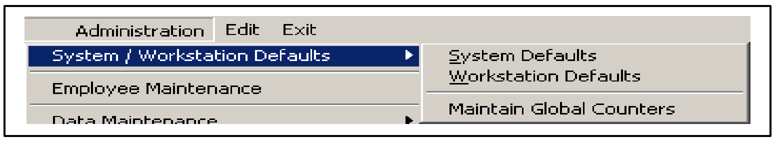


Receipt Type	40, 80 Column Printout Options
# of Invoices	# Of Invoices to Print out. 0 Prints out None
# of Rebate Receipts	# of Rebate Receipts to print out, 0 Prints out None
TABC Printer Type	40, 80 Column Printout Options
Transfer Invoice Type	40, 80 Column Printout Options
Transfer PO Type	40, 80 Column Printout Options
Print Customer Information	Print Customer Information on the top of 40 Column Receipts
Print Tax ID# on Receipts	Prints out your Tax ID# on the Receipts
Print Credit Card Info	Prints out Customers Credit Card information on the Receipt
Print “You Saved” info	Tells Customer how much they saved on the Invoice
End of Receipt Text	4 Lines of Text that can be printed on the bottom of every receipt

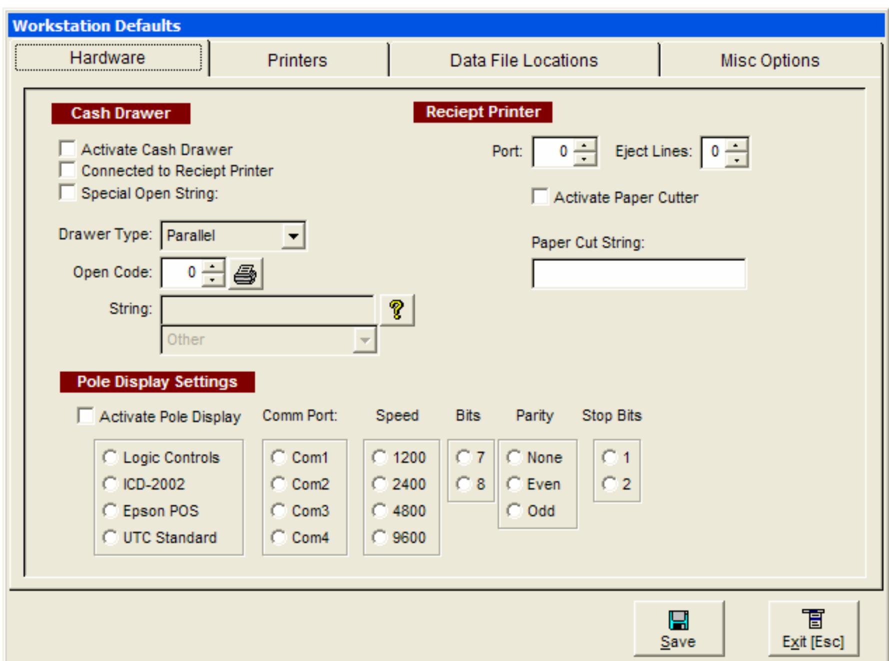
Workstation Setup

The Liquor Shopkeeper workstation setup will allow you to set up the individual characteristics of your various workstations.

The Workstation Setup module is located off the main menu under [Administration – System /Workstation Defaults]



Workstation Setup – Hardware



Cash Drawer Options

- Activate Cash Drawer – Check if you have a cash drawer installed
- Connected to Receipt Printer – Check if your Cash Drawer is popped open by your receipt printer
- Special Open String – Check if your cash Drawer requires a series of codes to open
- Drawer Type – Only Parallel Is Supported
- Open Code – If you are not using the special open string, select the Open Character
- String – Enter in the Drawer Opening String

Receipt Printer Options

- Port – Select the LPT Port
- Eject Lines - # of Lines to Eject the Receipt after printing is completed
- Activate Paper Cutter – Check if your Receipt printer supports this
- Paper Cut String – Fill in with the special character string to cut the paper

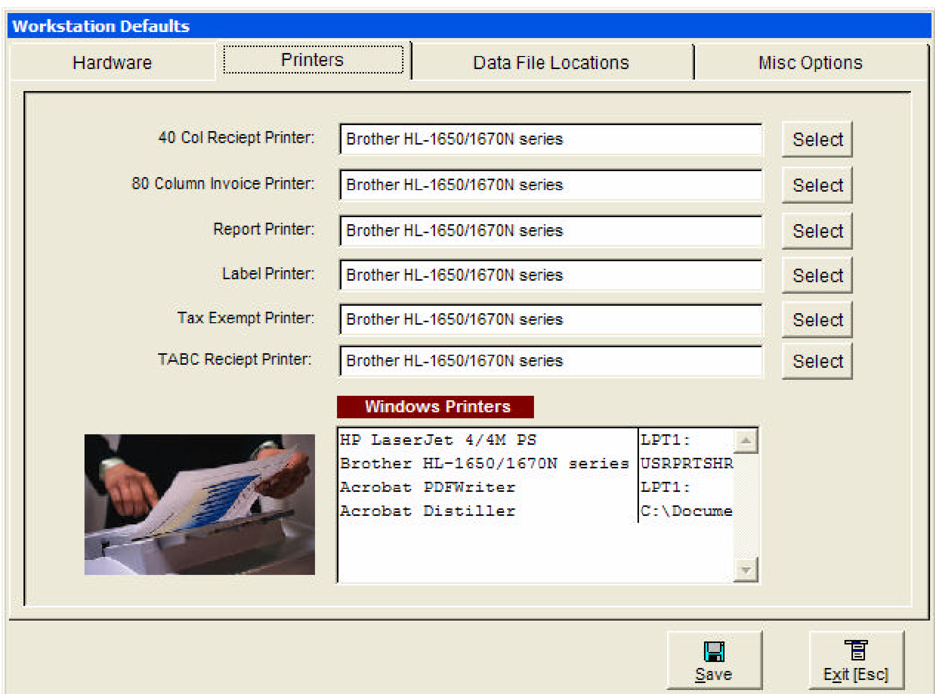
Pole Display Settings

Specify the Communications Port, Speed and Bits for Pole Display. See Pole display manual for more information.

MS-DOS Config.Sys Settings

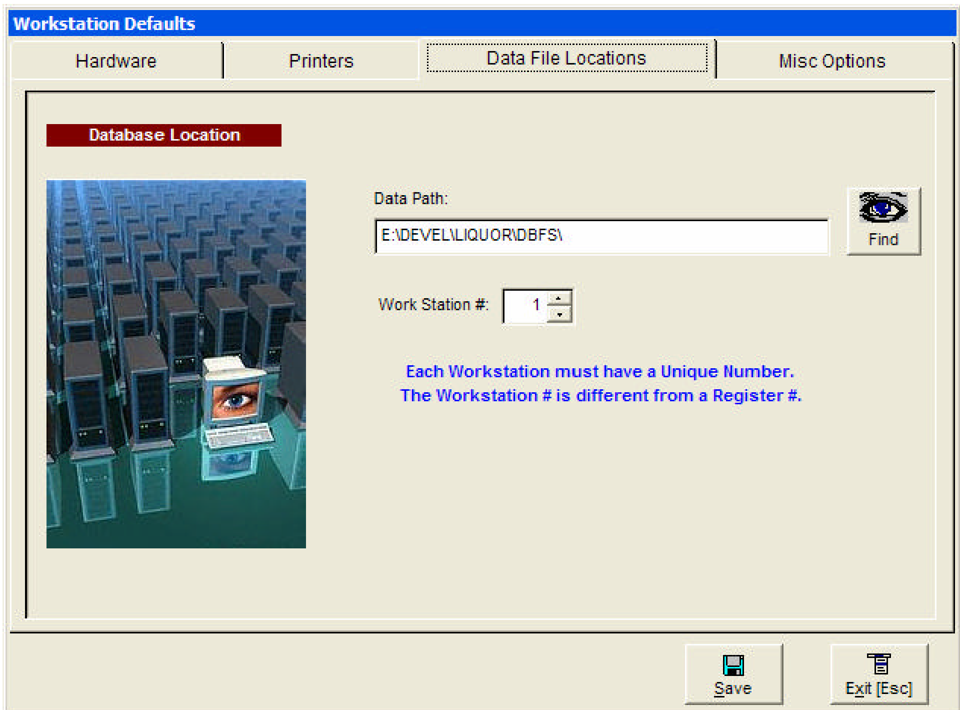
Some pole displays require the use of the MODE command in MS-DOS. The proper settings for this config.sys line will be determined by your particular Pole Display and it's needs.

Workstation Setup – Printers



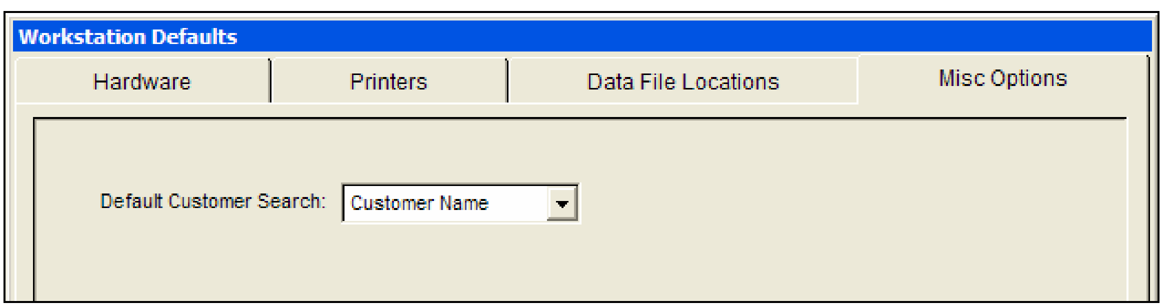
Workstation Setup – Data Location

The Liquor Shopkeeper allows you to run individual programs on the local machines while sharing the data on a network. You need to install the application as you would normally on each Workstation.



After completing the installation change the Data Files Location to the shared network location.

Workstation Setup – Miss Options

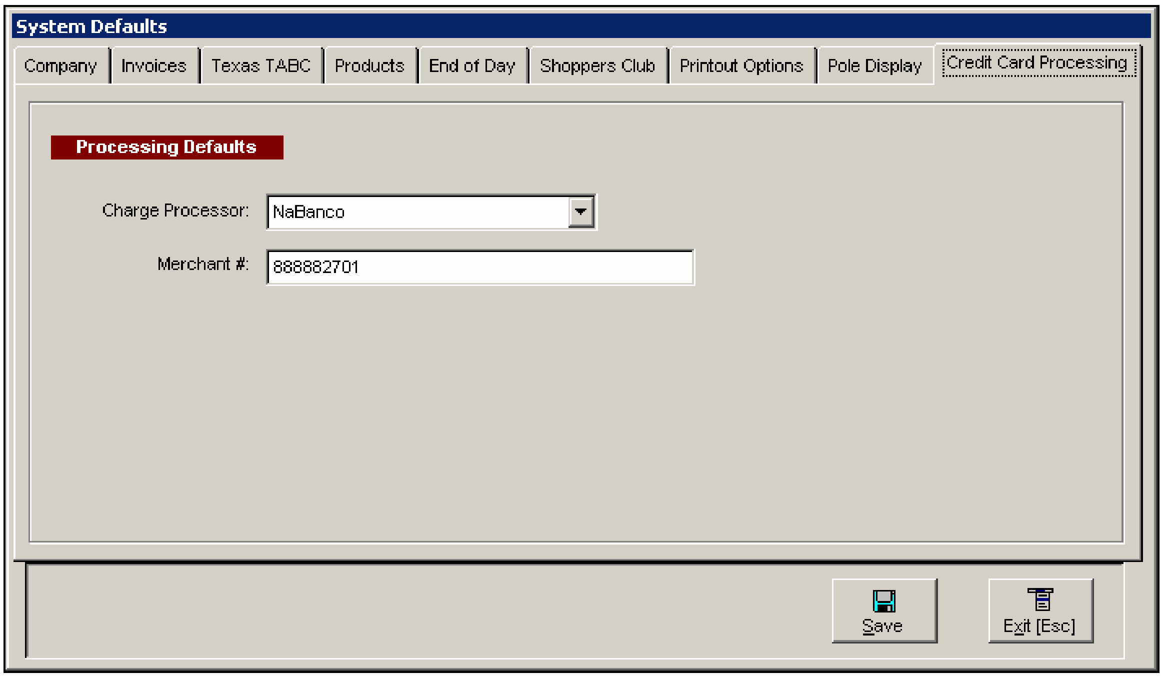


Credit Card Processing

The Liquor Shopkeeper is compatible with PC Charge. This software can be obtained from Go Software at http://www.pccharge.net.

Setting Up the System for PC Charge

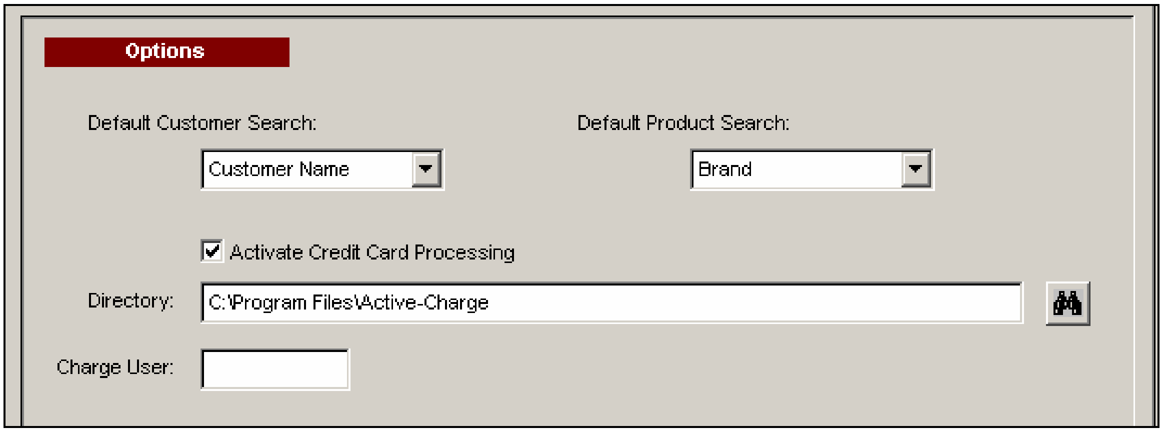
Click on [Administration] + [System Defaults] + [CreditCard Processing]



Select the correct Charge Processor & Merchant # that has been assigned to you via your Credit Card Processing Company.

Setting up Workstation Charge Information

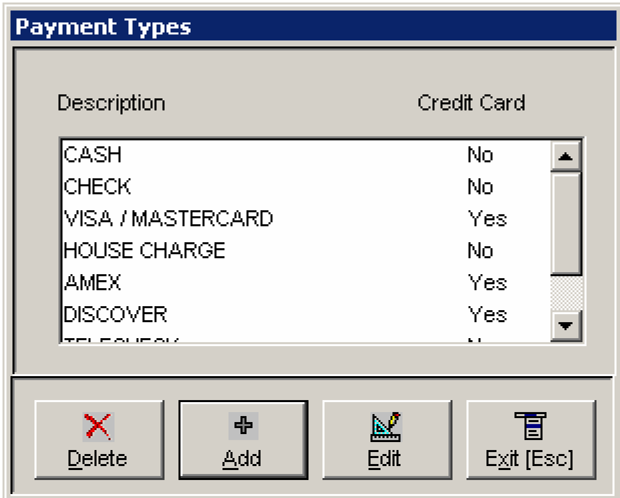
Click on [Administration] + [Workstation Defaults] + [Misc Options]



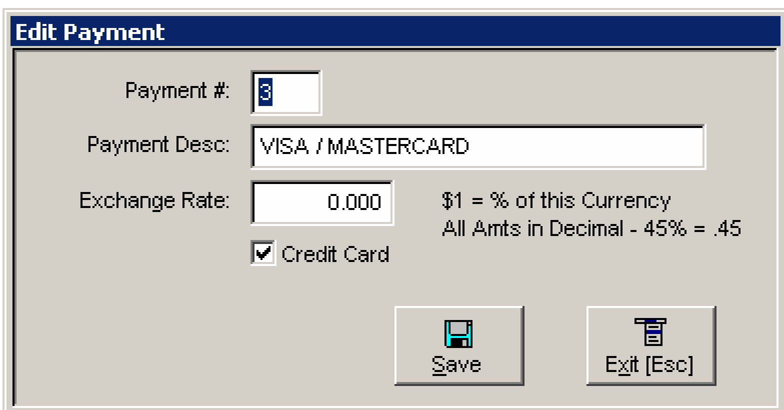
- Click on [Activate Credit Card Processing]
- Locate the Directory you have PC Charge Pro Installed to
- Enter User ID as it is Entered in PC Charge Pro

Setting Up Pay Types for PC Charge

Click on [Administration] + [Data Maintenance] + [Table Maintenance] + [Payment Options]



You must designate each payment type that is a charge card as a credit card. Highlight the Payment type and press [Edit].



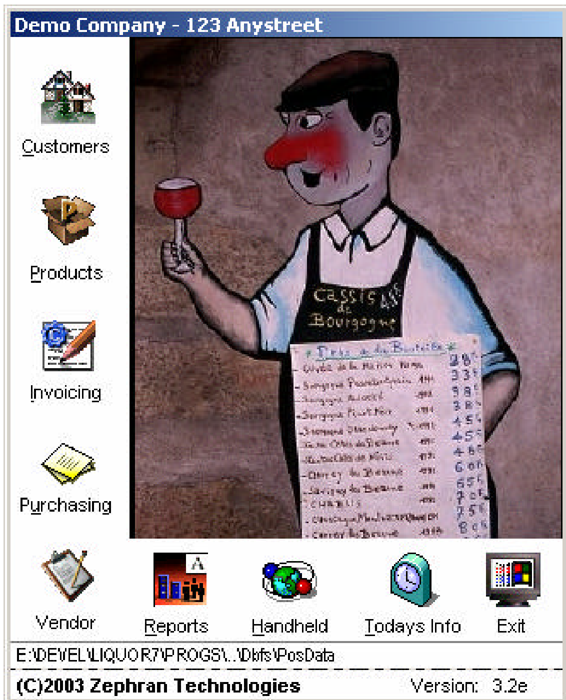
Click on the [X] Credit Card Checkbox.

When you designate an invoice being paid by this type, the system will prompt you for credit card information.

Note – Only the payment types you designate as Credit Card(s) will prompt for Credit Card information.

The Main Menu

Background Menu



The Main Background Menu allows you to quickly access the most popular features of the application.

Pressing the letter that corresponds to the underlined character will invoke that module without using the mouse.

Key	Module	Key	Module
C	Customer	P	Product
I	Invoicing	U	Purchasing
V	Vendor	O	Company Info
T	Today's Info		
R	Report Menu	Alt-X	Exit

System Ring Menu

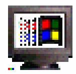
The system ring menu is located along the top of The Liquor Shopkeeper screen.

Clicking on one of these menu items drops down the choices associated with that item.

System Modules

The following is a list of System Modules and their primary purposes. The manual will go into greater detail on their uses in later chapters.

Common Modules

 Customers	Name & Address Information Ledger Information Purchase History	 Reports	Purchase Order Functions
 Products	Product Pricing Product Purchasing / Sales History Product Pictures	 Vendor	Data Analysis and Printouts
 Invoicing	Point of Sale Functions	 Company	Company Wide Information
 Purchasing	Purchase Order Functions	 Exit	Exit this Application

Other Modules

Sales Pricing	Quick Way to Modify Product Sales
End of Day	Drawer / Employee Shift Close
Drink Recipes	Listing of Popular Drinks and their Ingredients
Label Maker	Print out shelf-tags and Labels
Shift Report	Drawer / Employee Shift Reports
Login / Logout Employee	Log a new person into the system

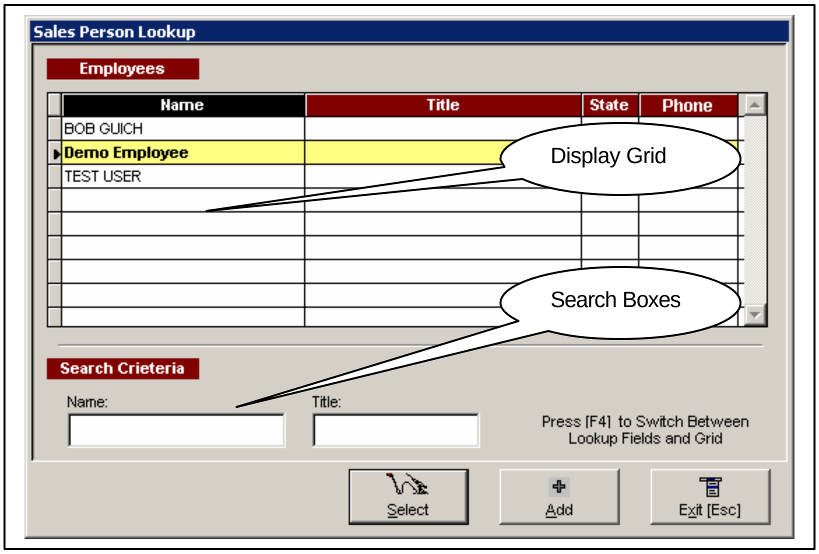
Administration Modules

System Defaults	Change Global System Settings
Workstation Defaults	Change Individual Workstation Settings
Global Counters	Modify the Next Invoice #, Next Po #
Employee Maintenance	Change / Add Employees and Information
Data Maintenance	General Database Repair and Re-Indexing
Importing Data	Add Data into the LMS from outside sources
Security Setup	Setup Access to individual Modules

Employee Setup

The Employee Setup screen allows you to Add, Edit or Delete employees in the system.

Searching for a Employee

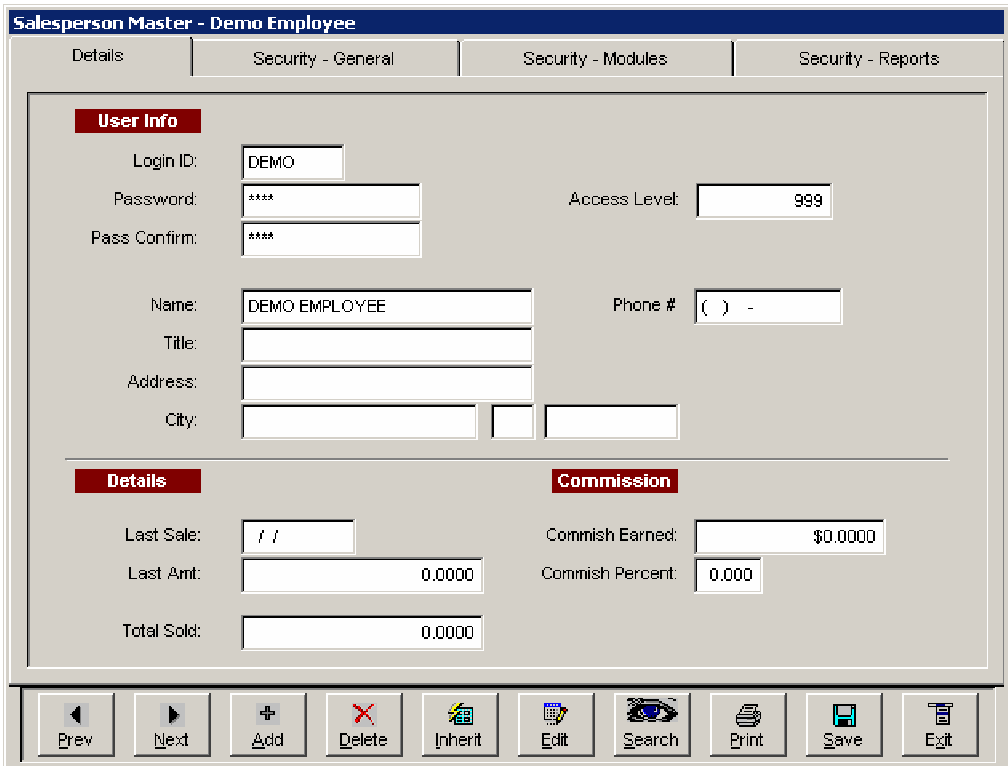


Type the first letters of the employees name to move the search grid near that person.

Use the [F4] Key to jump from the display grid to the search boxes.

Press [Enter] or click on the [Select] button to edit the hi-Lighted employee. Click [Add] to create a new employee.

Adding / Editing an Employee



Employee Fields:

User ID:	ID the Employee Uses to Login to the system
Password:	Changes a Users Password
Name Info:	Name / Address Info
Access Level:	Used to determine which modules this Employee can Access

System Security Overview

The Liquor Management System uses a highly customizable security system. With this system you are able to grant or deny permissions to users quickly and easily.

Employee Security Setup

The Employee Security Setup is grouped into 3 different screens.

General: Invoice & Miscellaneous Options
Modules: All System Modules
Reports: All System Reports

Inheriting Existing Permissions

The Easiest way to set up permissions for users is to base that user's permission on a user that already has those permissions. The Liquor Management System allows you to do this via Inheritance.

If Employee A has all the Permissions that Employee B should have, then you would inherit those security settings to Employee B. You can then quickly and easily Grant or deny the particular permissions that you want Employee B to have.

- Click on [Inherit] and Select the Employee to Inherit the permissions from
- All the Settings will be transferred to Employee B, Leaving Employee A's unchanged
- Grant or Deny Additional Permissions for Employee B
- [Save] Employee B.

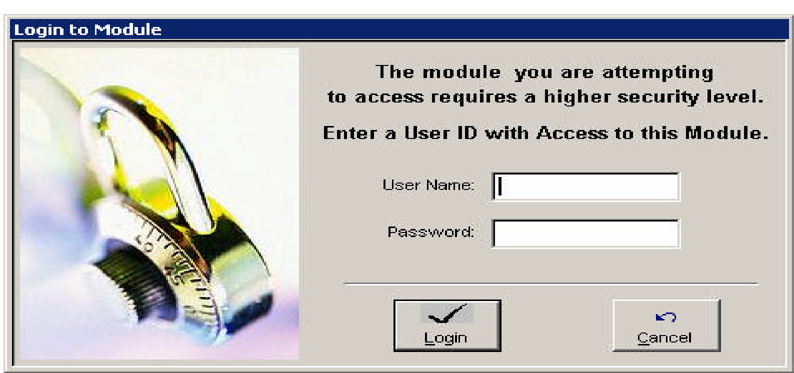
This is excellent for Assigning permissions quickly for Managers, Counter People or whatever classification of Employees you see fit.

The following pages describe the individual permissions in more detail.

Failed Authentication

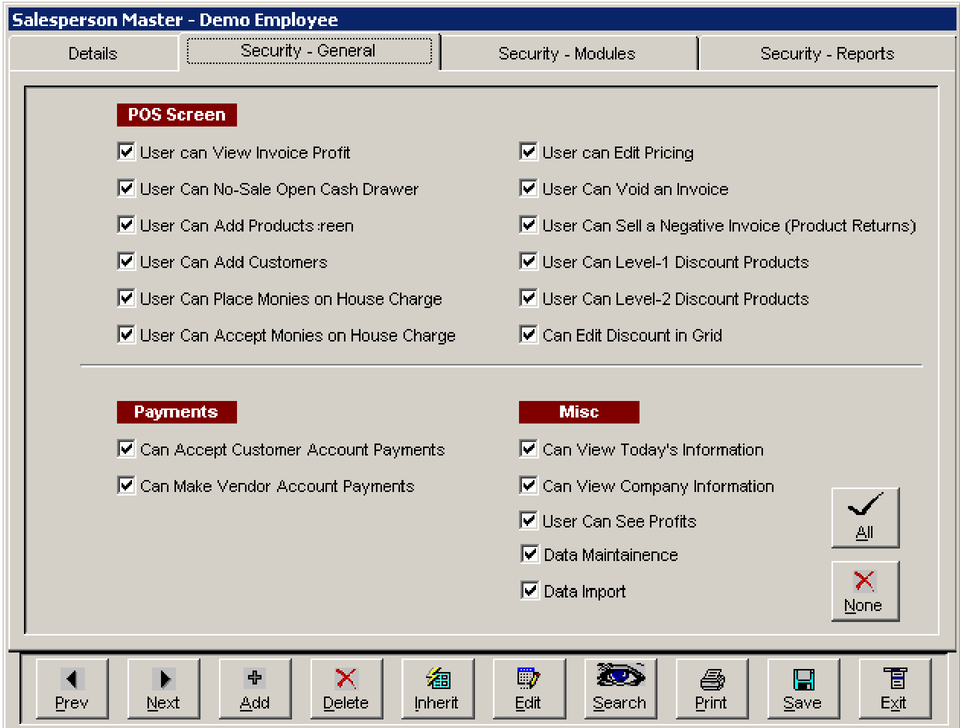
The Liquor Management System checks the logged in user's credentials as it tries to access the various Modules, Features or Reports. When those credentials fail, the system will prompt the user for a USER ID and PASSWORD for a user that has access to that feature.

If the new User ID has the proper credentials for access that feature, access is granted until that user leaves the screen. The only screen this is not true for is the invoice screen. The invoice screen retails the new credentials until an Invoice is processed or voided.



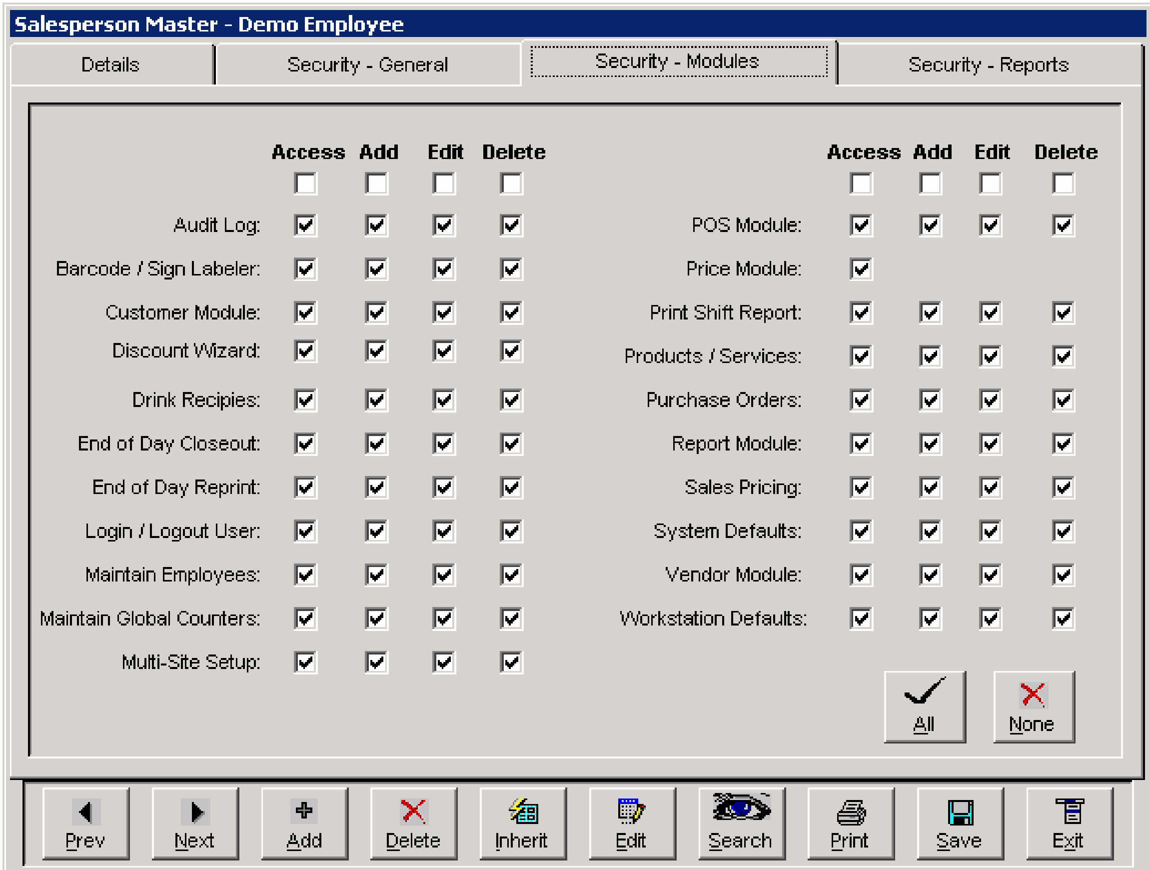
Login Screen for Module

General - Security Setup



POS Screen Options	Description
POS Screen Security Permissions:	Permissions that can be assigned or unassigned for the Invoicing or POS Screen
Payment Permissions:	Accepting Customer Payments to House Charges or Making Vendor Payments
Miscellaneous Permissions:	Viewing Today's Sales Information, Company Information, Profits on Product Screen or Data Maintenance

Modules - Security Setup



The Modules Security Setup screen allows you to assign permissions for:

Access: Allows user to Access the Module
Add: Allows user to Add Data in this module
Edit: Allows user to Edit Data in this Module
Delete: Allows users to Remove items from Database

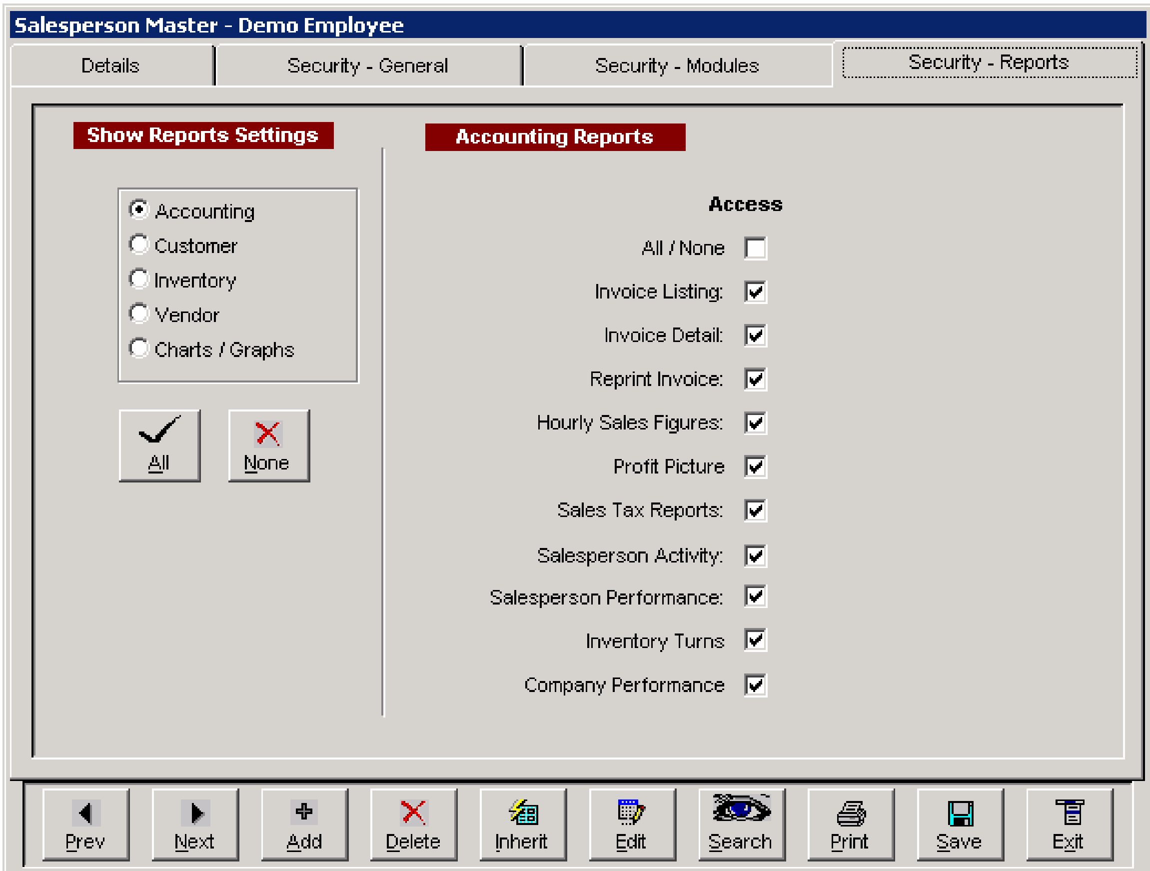
In the Above Example, this User can do everything in the Customer Module (Access, Add, and Edit & Delete) but can only Access the Products and Services module. This means that they can only search for products. They cannot view the main product screen.

Quick Assign Checkmark

Module Quick Assign

Clicking on the Quick Assign Checkmark Selects or De-Selects all the checkboxes in that Column.

Reports – Security Setup



The Reports are broken down into Accounting, Customer, Inventory, Vendor & Charts/Graphs.

Steps:

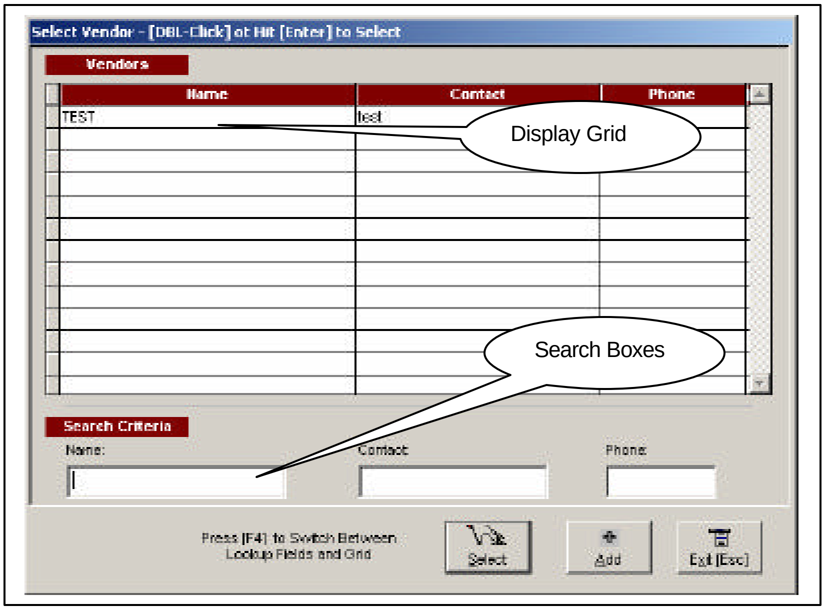
- Click on the Show Report Settings Circle you wish to View / Edit Permissions
- All the Reports that fall into that category will be displayed for you
- Click the checkbox to grant access to a particular Report / Unclick to remove access

Note – Clicking [ALL] or [None] will Grant access to Any and All Reports

Vendor Setup

The Vendor Setup screen allows you to Add, Edit or Delete Vendors in the system. Vendor payments and credits are also entered through these screens.

Searching for a Vendor

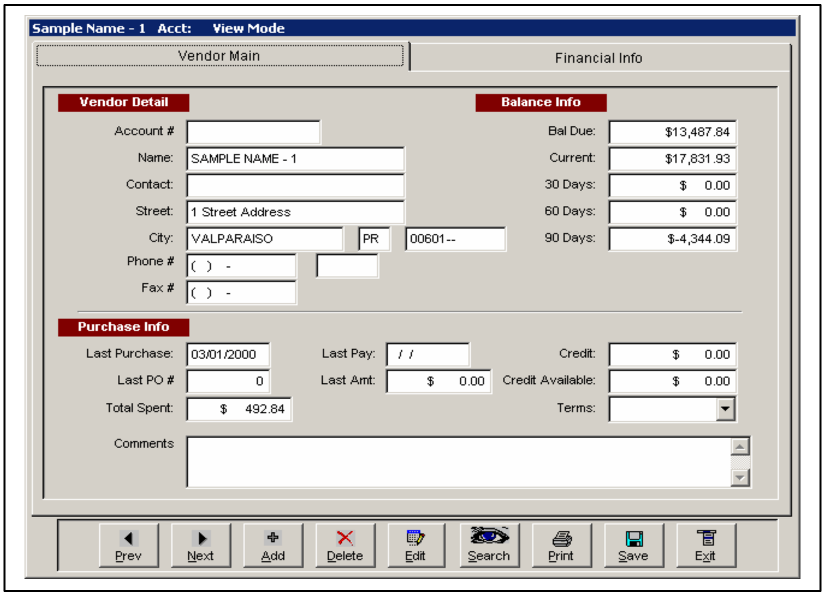


Type the first letters of Vendor name to move the search grid near that vendor.

Use the [F4] Key to jump from the display grid to the search boxes.

Press [Enter] or click on the [Select] button to edit the hi-lighted vendor. Click [Add] to create a new vendor.

Adding / Editing a Vendor



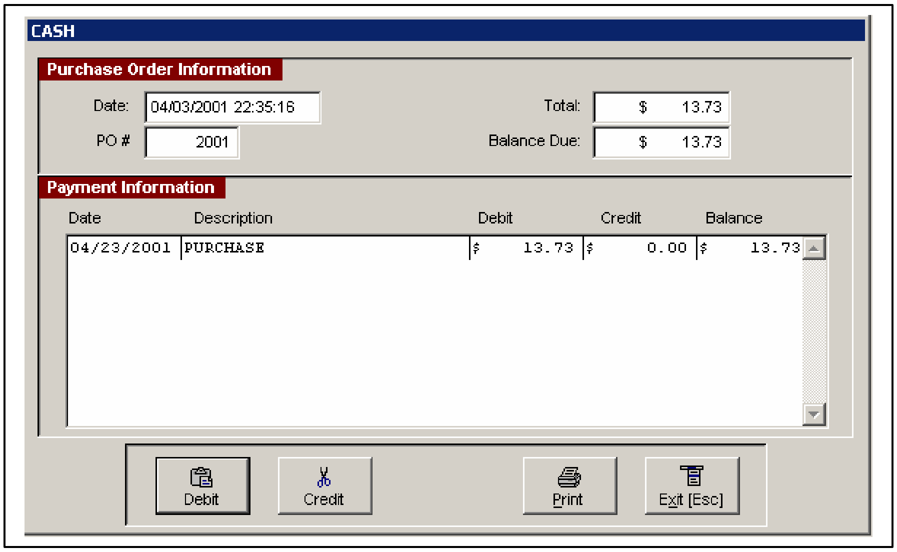
Vendor Fields:

Account #:	Your Acct #
Name:	Vendor Name / Address Info
Balance Info:	What you owe
Purchase Info:	Your Purchasing Information
Terms:	Your terms

The Vendor Financial information will be covered in the Vendor Payments Chapter

Accepting a Vendor Payment

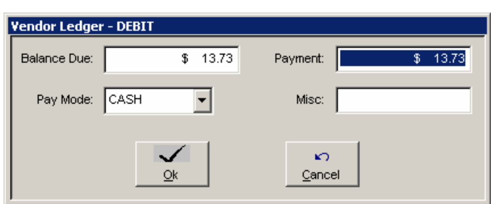
Highlight a particular vendor invoice and click the [Payment] button.



The vendor payment screen shows the payment detail information, including the previous payments made.

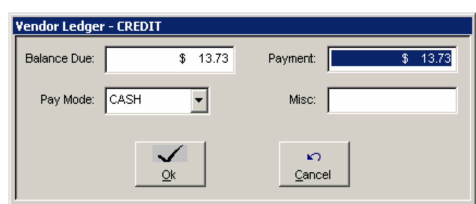
Make a Debit to this purchase order if you would like to INCREASE the amount that is owed.
Make a Credit to this purchase order if you would like to APPLY A PAYMENT.

Applying a Debit



Enter in the debit amount, debit type and any Miscellaneous information for this payment. Press [Save] to record this transaction.

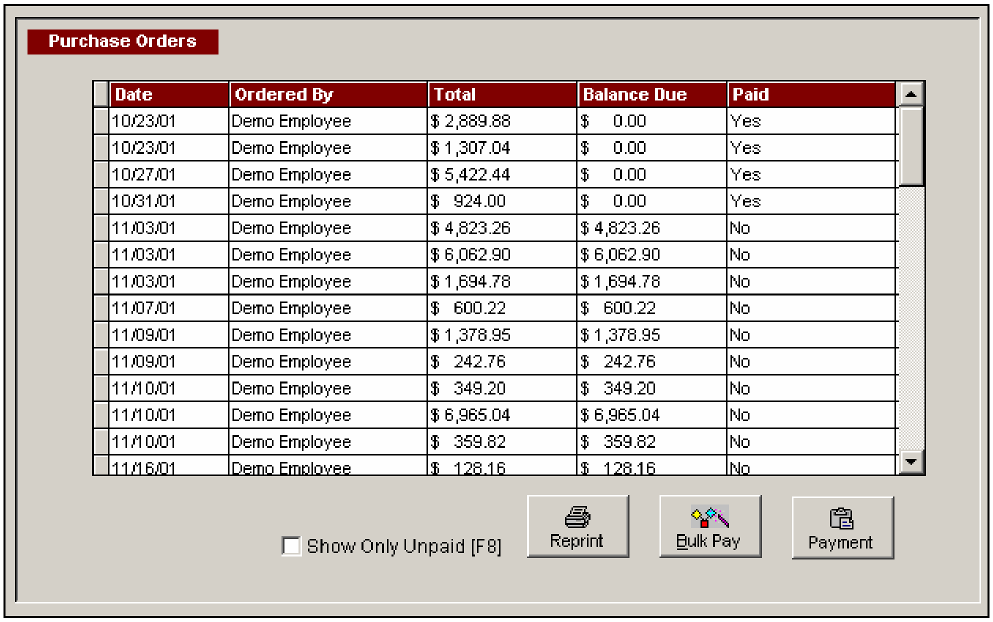
Applying a Credit



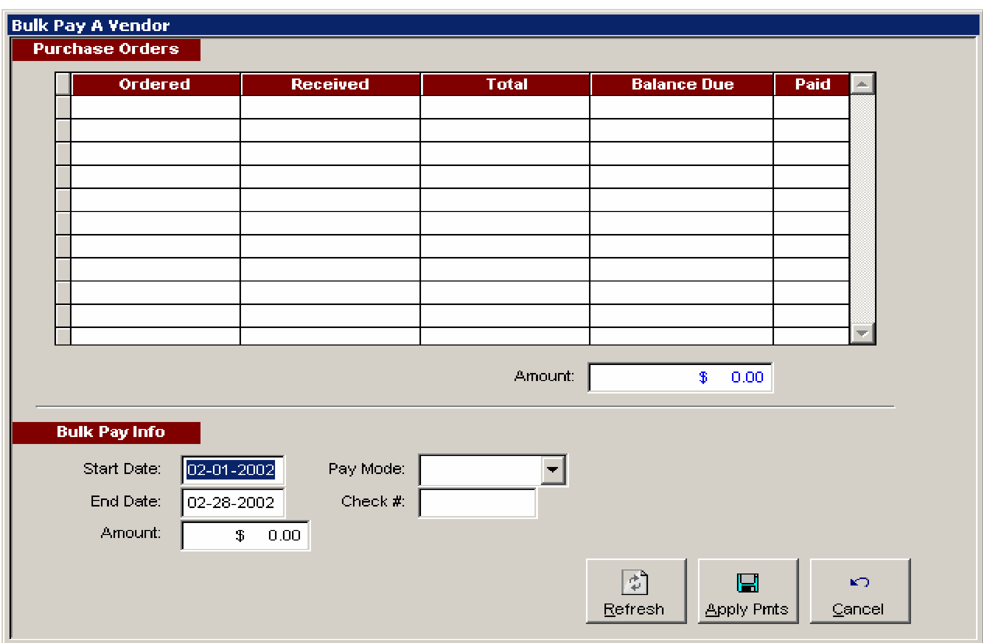
Enter in the credit amount, payment type and any miscellaneous information for this credit. Press [Save] to record this transaction.

Bulk Paying a Vendor

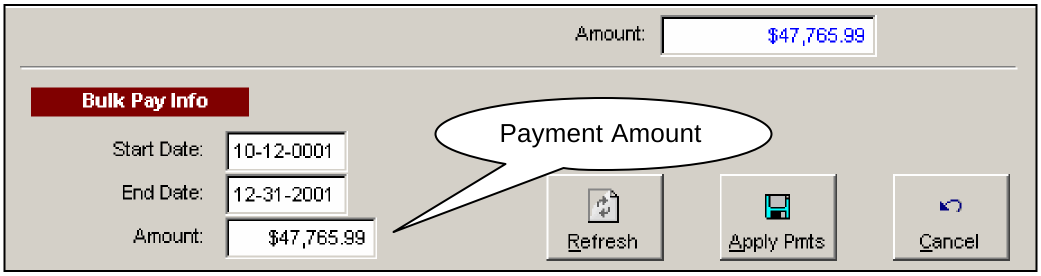
The Liquor Shopkeeper allows you to "Bulk Pay" a Vendor. This process does not require you to individually specify which Purchases you'd like to apply.



Click on the [Bulk Pay] Icon to bring up the Bulk Payment Options.



Select the Start Date & End Date to Display. Click on [Refresh] or Hit [F5] to Refresh the Payment Window.



The Payment Amount Field automatically fills in with the Calculated Amount from all the invoices that fall in between the Starting and Ending Dates.

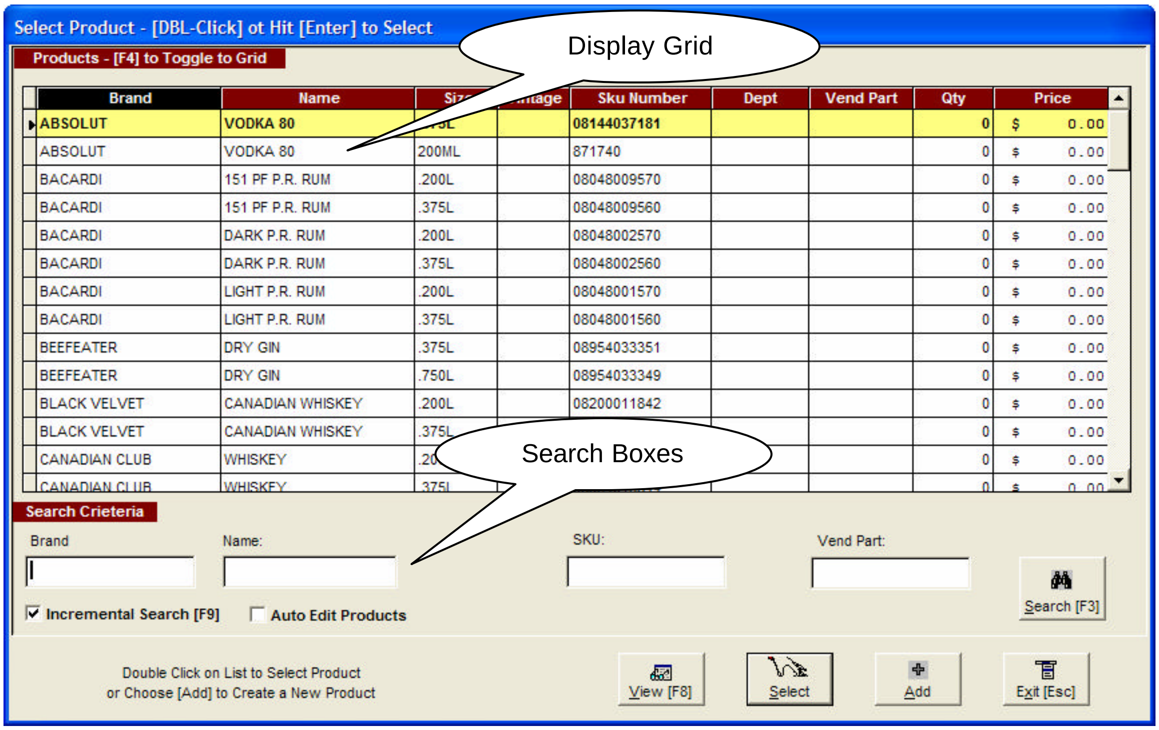
Change this # to the Correct Amount you'd like to Apply and then click on [Apply Payments] to apply the payments to the individual invoices.

The system will start with the 1^{st} Invoice in chronological order and continue until all the funds are exhausted.

Product Module

The Product Setup screen allows you to Add, Edit or Delete Products in the system.

Searching for a Product



Type the first letters of Product name to move the search grid near that product.

Use the [F4] Key to jump from the display grid to the search boxes.

Press [Enter] or click on the [Select] button to edit the hi-lighted Product. Click [Add] to create a new product.

Incremental Searching

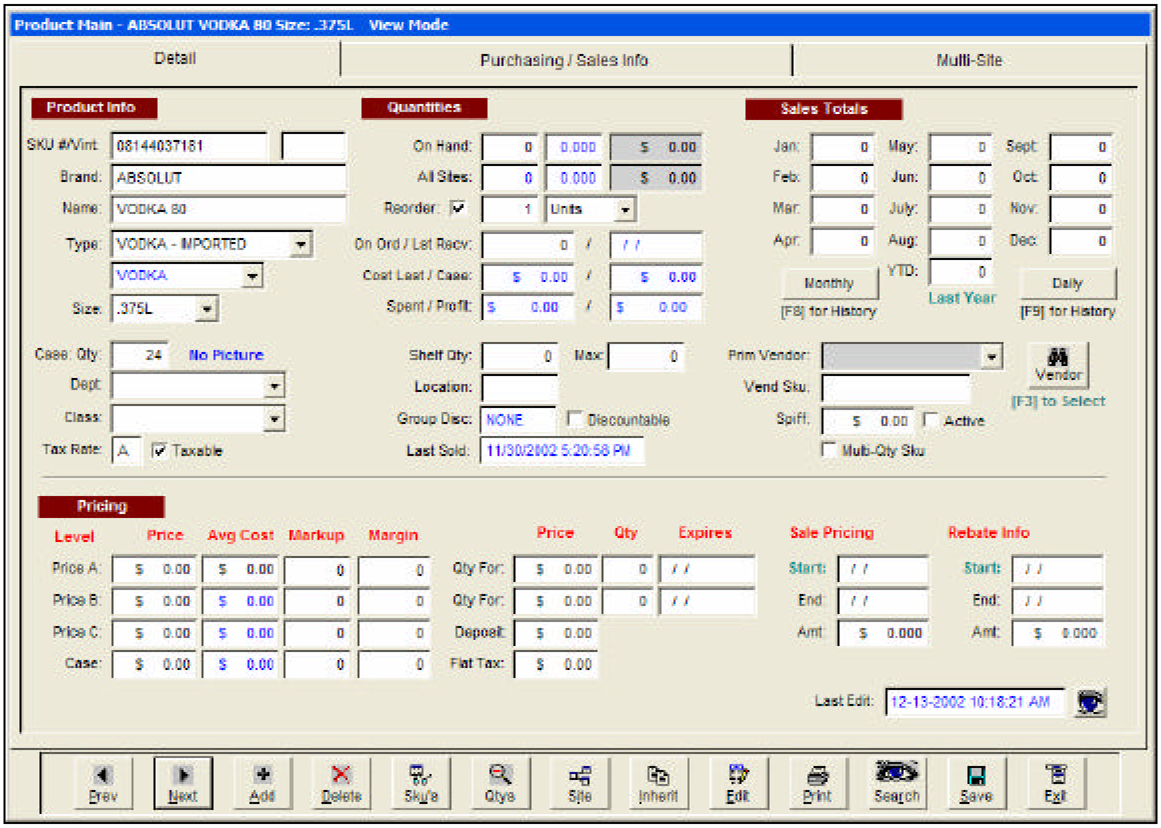
Incremental Searching allows you to search for products as you type the Brand, Name or SKU # into the search boxes. You can turn this on/off by Pressing [F9] on the product search screen.

If you have a lot of products, you may not want to turn on Incremental Searching because of the time it takes to look for that product after every keystroke.

Auto-Edit Products

Brings you right into the Edit Mode on the Master Product Screen

Adding / Editing a Product



Product Detail Fields

SKU #:	SKU # for this Product – Can have Multiple Sku's
Brand / Name:	Self Explanatory
Vint:	Vintage Year
Type:	Type of Product
Size:	Size of Product (Example: 1.0L, 350ml)
Tax Rate:	A-C Tax Rate – Defined in System Setup
Taxable:	Charge Tax on this item? Default = Yes
Bin:	Where in the store is this item
Case Qty:	How many are in a case of this item
Group Disc:	Displays the Discount Group this item belongs to
Discountable:	Can discounts be applied to this item
Price Levels:	3 Different Price levels
Qty:	Do you need a specific amount to get this qty?
Expires:	Does this price expire on a certain date?
Reorder:	Click if you want the system to report this Item on Reorder Reports
Reorder At:	Qty to Reorder this product at
Reorder Type:	Select whether to replenish stock in Units or Cases

Specifying a Products Price

Each product can have 3 different price levels. These price levels are normally based on Qty, but you can override these in the customer setup for individual customers.

Price Level A is the normal price for a Qty of 1.

Price Level B or Level C can be assigned if the Qty is equal to or greater than the QTY that is entered on the product screen. In addition, you may elect to have this price expire on a certain date. This is good for small in-store sales that are "3 for $9.99 until next Thursday" type sales.

The Case Pricing is reserved for cases.

* Note - If you have turned on the tab stop on product margin in the system setup, you can type in the Margin (or Markup) and have the system automatically calculate the price for you.

Pricing Order

Prices are evaluated on the Invoice screen in the following Order:

Customer Price Level
Discount Group
Qty for Pricing
Sales Pricing

Qty for Pricing

Allows you to set up a product as a Qty for a Dollar Amount. An example would be 3 for $5.00, or 6 for $10.00

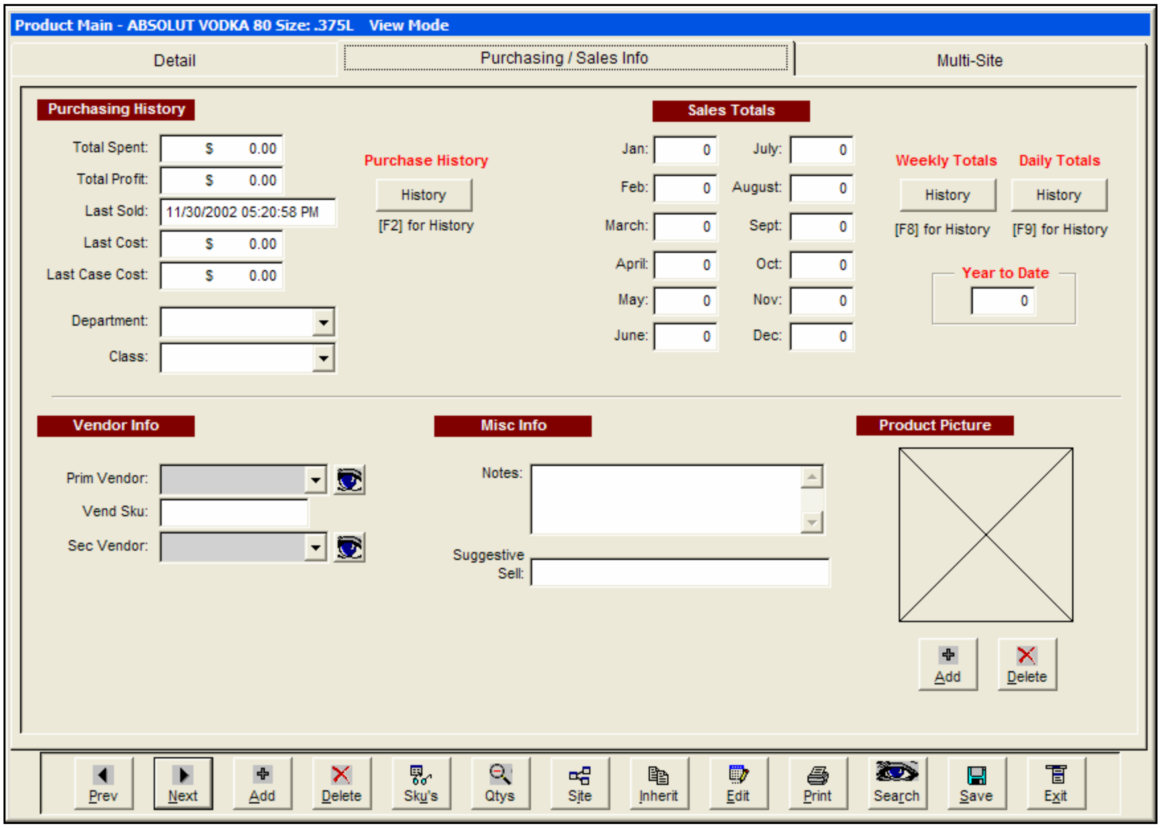
Sale / Rebate Information

You can set up a sale price for a product by placing a dollar amount and a start/end date for the Sale to be active for. Different reports can be run to help you keep track of what is on sale, what is going on sale and what sales have finished.

Rebate Information

Rebate information can be tracked and displayed on the invoice screen by utilizing this field. Use the rebate module to quickly and easily enter this information.

Purchasing / Sales Information

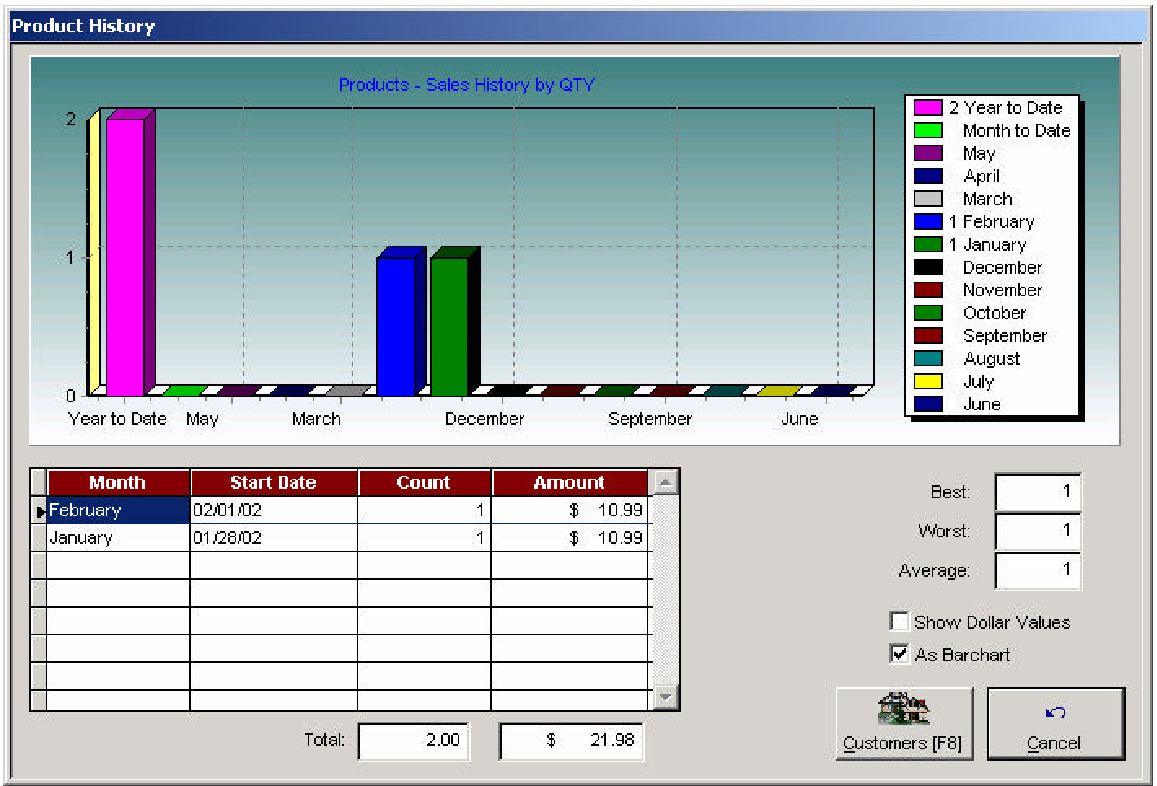


Purchasing / Sales Info Fields

Purchasing History: How Much was Spent / Sold on this Item
Sale Info: Is this item on sale – How much and when
Vendor Info: Primary and Secondary Vendor Info
Sales Totals: Monthly Sales Totals
Daily Total: Daily Sales Totals
Weekly History: Weekly Sales Totals
Department: Can assign a Dept for Reporting
Class: Can assign a Class for Reporting

Product Sales History

Pressing [F8] or [F9] on the Main Product screen will bring up that product's sales history. [F8] brings up the Weekly Sales history, [F9] brings up the daily history.

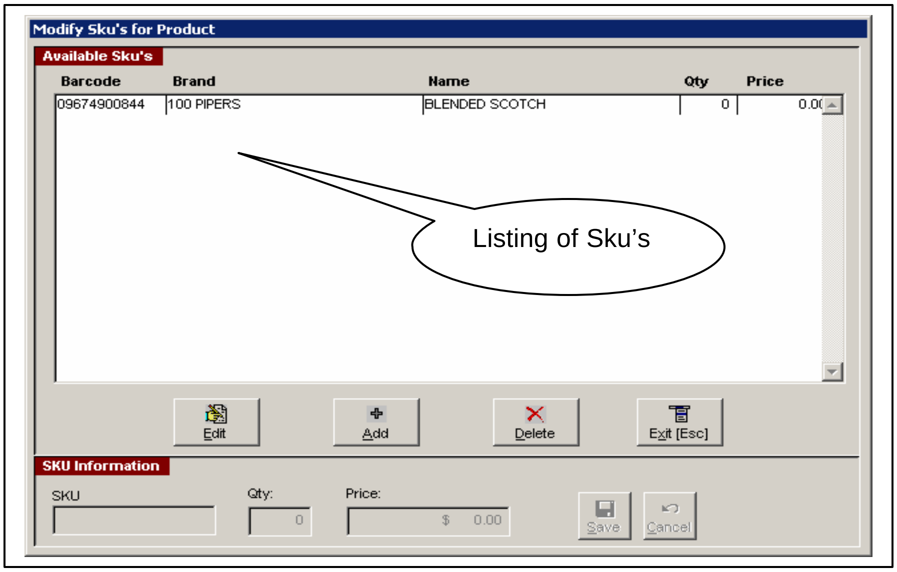


Clicking on "Dollar Values" will convert the graph and information to Dollar Values.

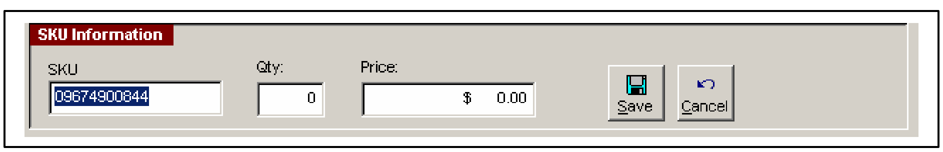
Additional Product Sku's

Products can have an unlimited number of Sku's assigned to them. The additional Sku's can have their own individual prices and quantities.

Click the [SKU] button on the bottom of the Product Window to bring up the Sku's window. Every product has at least one SKU # in this window.



Adding a SKU



Click the [Add] Button to Place Addition Sku's onto this product.

The Qty is the # that is subtracted from the On-Hand amount when this is scanned.
The Price is the amount that should be charged if this SKU is scanned.

A good example is a wine cooler 4 pack. The bottle might have a different SKU then the 4 packs. If the 4 pack is scanned, you would like to remove 4 from inventory and charge this price.

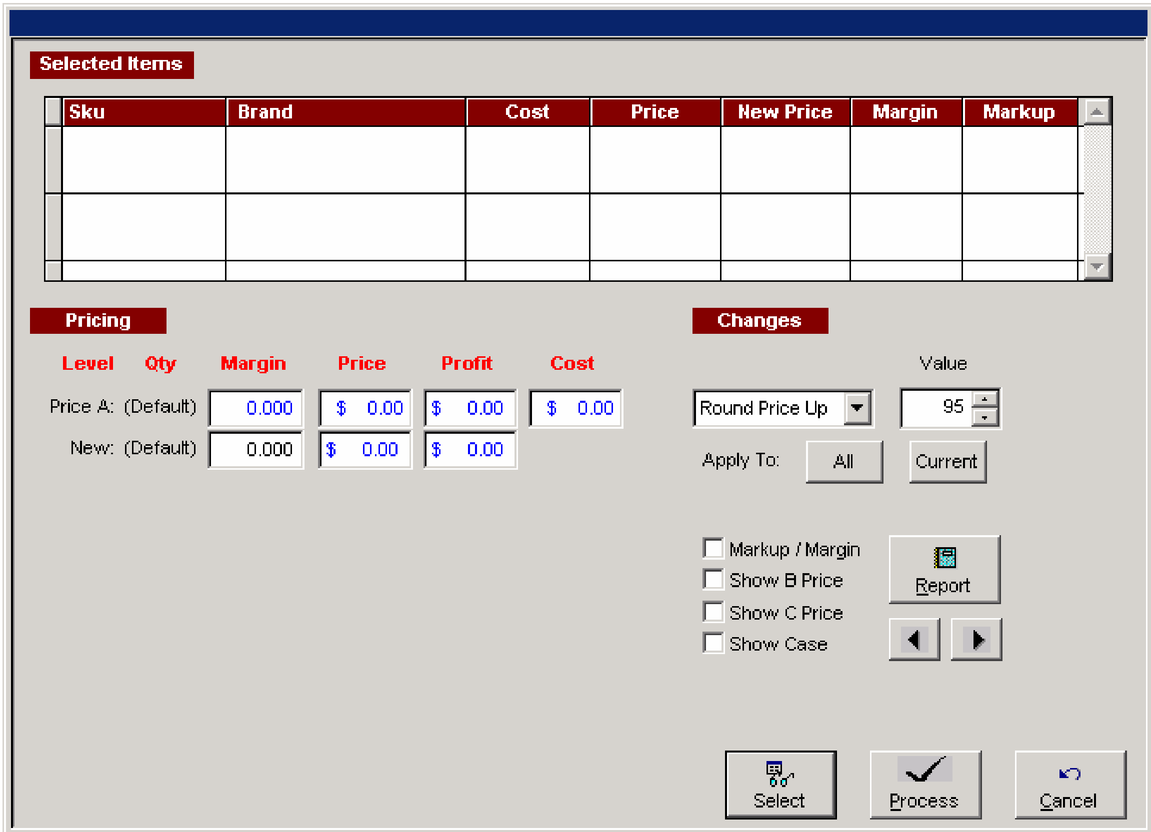
Deleting a SKU

Highlight a SKU # in the Listing of Sku's window. Click on the Delete button to remove this SKU.

Editing a SKU

Highlight a SKU # in the Listing of Sku's window. Click on the Edit button and modify the information you would like to change. Clicking [Save] or [Cancel] will complete the editing task.

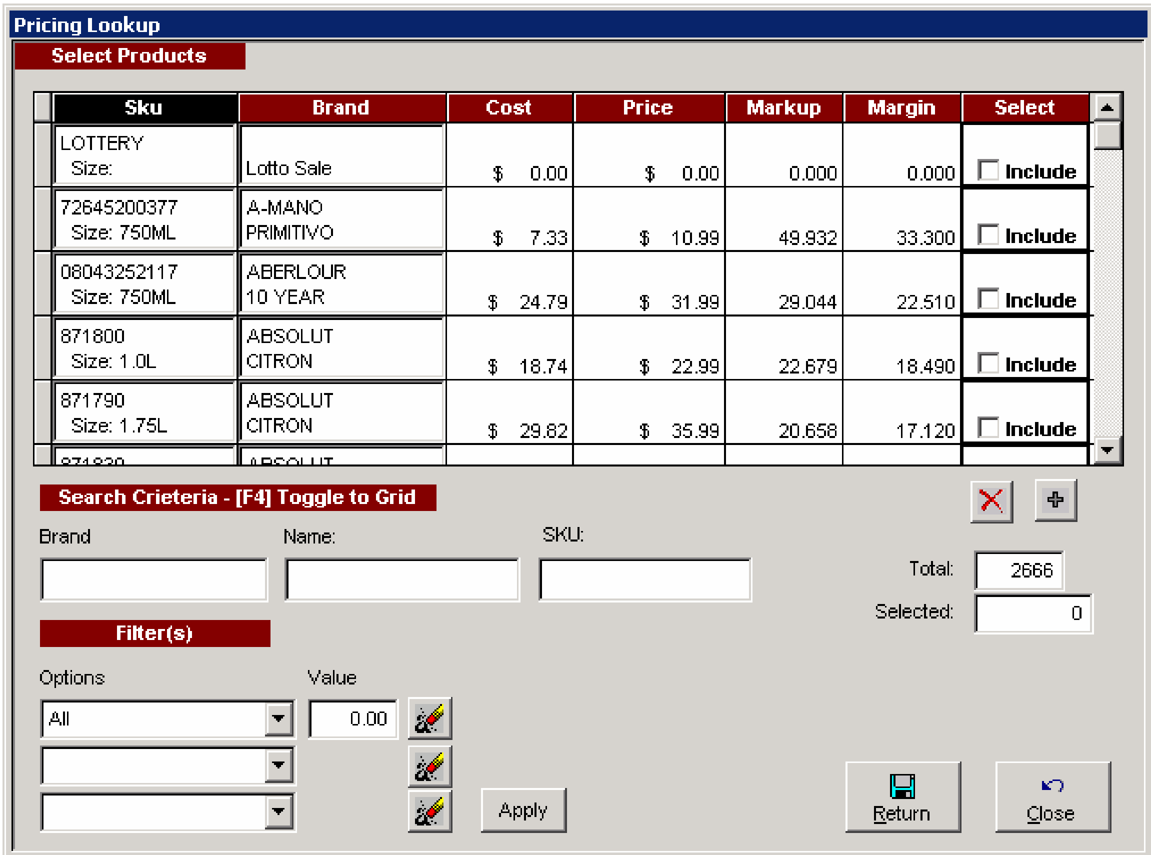
Product Pricing Module



The Product Pricing module allows you to quickly and easily update ‘A’, ‘B’,‘C’ and ‘Case’ pricing. With this module you will be able to:

- Round Pricing Up
- Round Pricing Down
- Increase Profit
- Specify Minimum Markup
- Specify Minimum Margin

Selecting Items



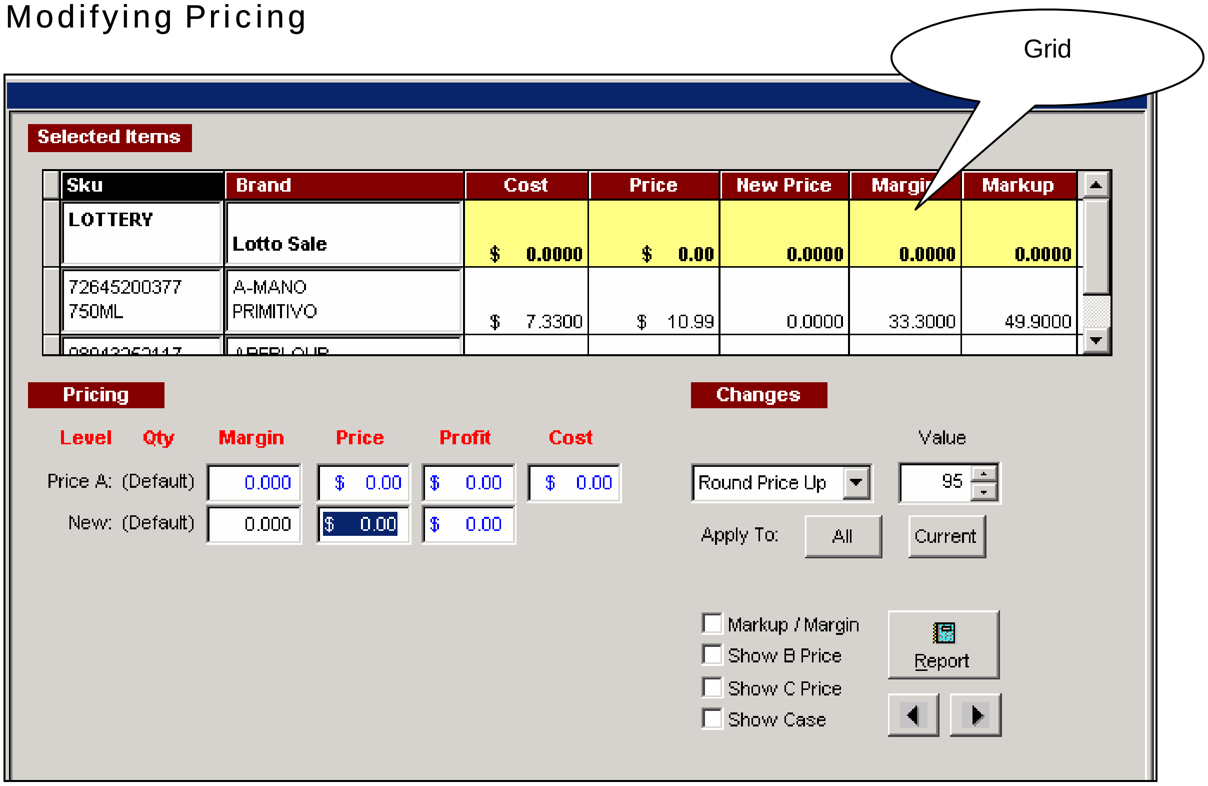
Filter the Items you wish to display in the Grid. You may filter by:

Margin, Markup, Qty on Hand, Type or Size. Specify the Filtering Criteria and click [Apply] to refresh the grid. Click on the [Include] checkboxes to modify the pricing for those items.

Clicking on the '+' or the 'X' will select add all the items in the grid or de-select all the items from the grid.

Clicking [Return] will bring those items to the Pricing Module screen.

Modifying Pricing

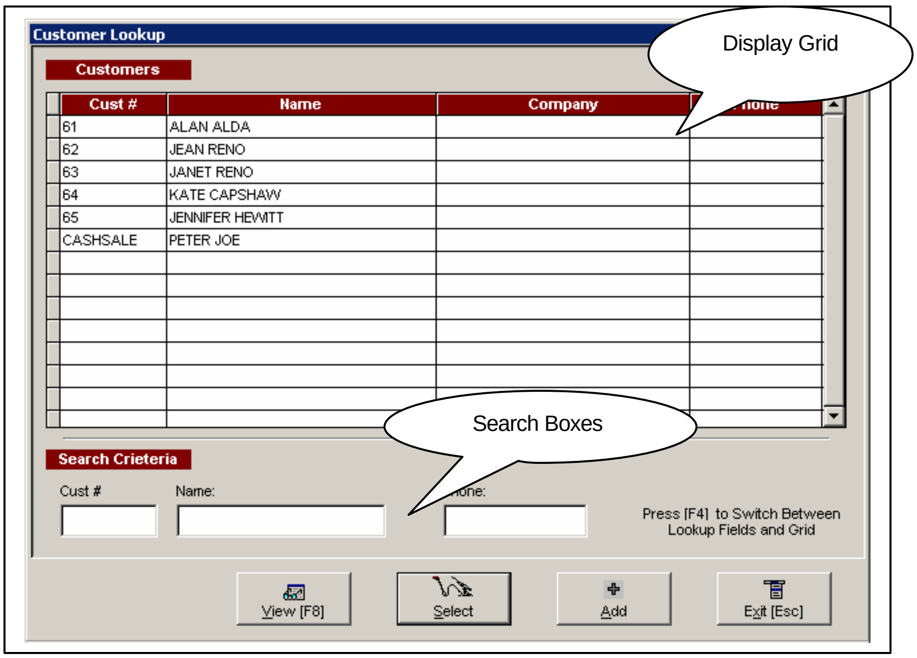


As you Highlight the information in the Grid, the information will update the pricing information below it. You can type in a new Price, or use the Tools to update this or all the items.

Customer Module

The Customer Setup screen allows you to Add, Edit or Delete Customers in the system.

Searching for a Customer

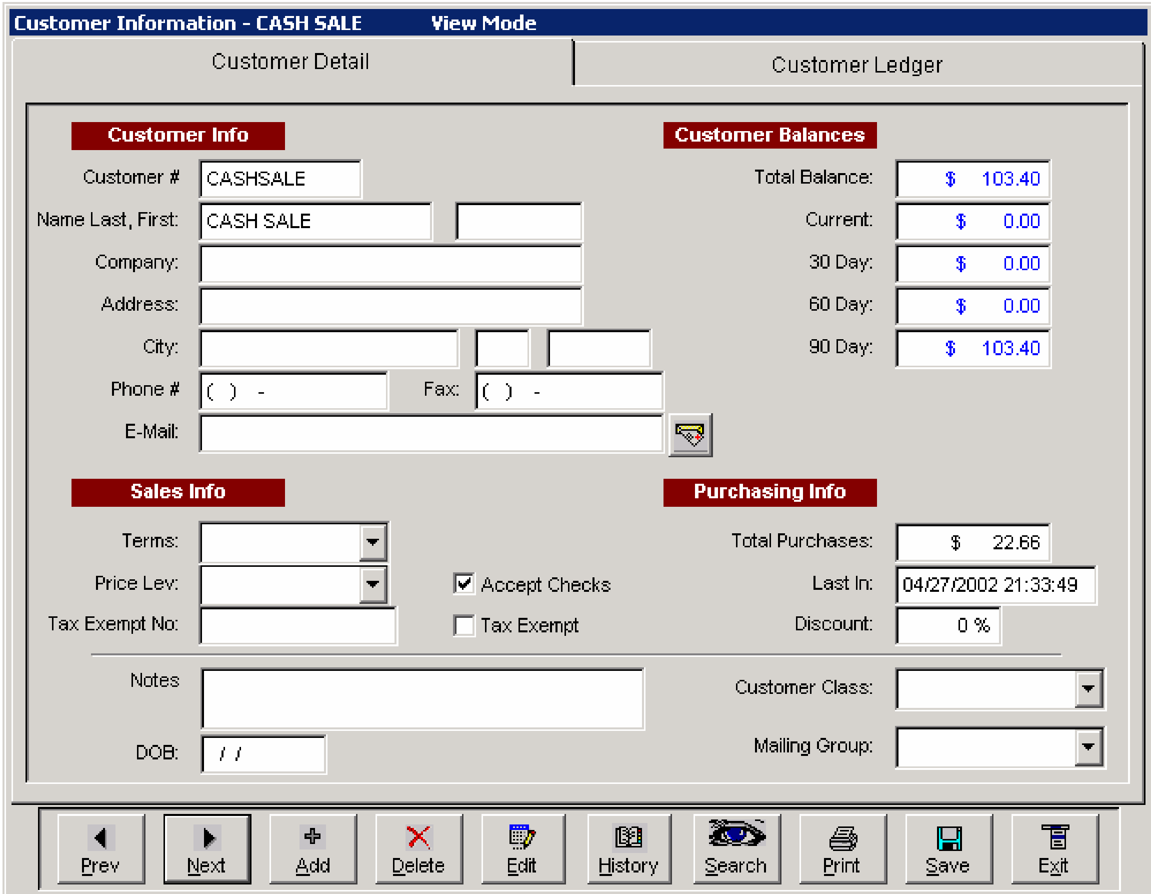


Type the first letters of Customer name to move the search grid near that product.

Use the [F4] Key to jump from the display grid to the search boxes.

Press [Enter] or click on the [Select] button to edit the hi-lighted Customer. Click [Add] to create a new product.

Adding / Editing a Customer



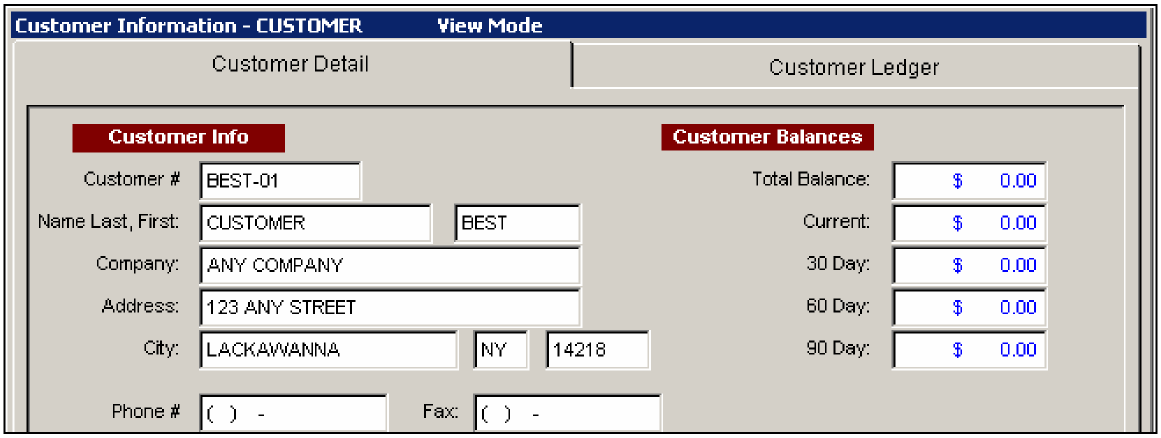
Customer Detail Fields

Customer #:	Non-Unique Customer Identification #
Name & Address Info:	Self Explanatory
E-Mail:	E-Mail Address
Balances:	Cumulative A/R Totals
Terms:	How Long they have to pay
Price Lev:	Default Product Pricing Levels. Default is A
Tax Exempt:	Are they charged Tax
Total Purchases:	Cumulative Purchasing Totals
Last In:	Last Date this Customer Bought Something
Discount:	Default Discount Percentage
Customer Class:	Customer Tracking
Mailing Group:	Customer Tracking
Notes:	Misc. Info

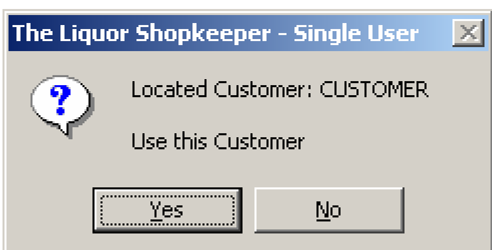
Setting Up Customers for POS Scanning

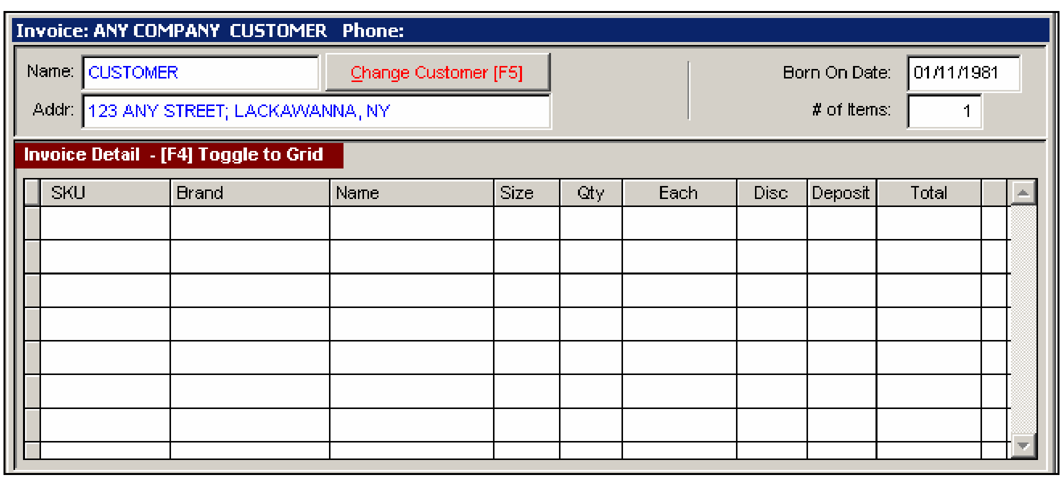
The Liquor Shopkeeper allows you to set up customers for scanning a Customer Barcode at the POS. This allows you to quickly assign the proper discounts or tax rates to a customer.

The Customer Screen has a Customer ID# that you can assign any Alpha-Numeric value to.



You scan in the Customer # in the Product SKU field of the POS Screen.

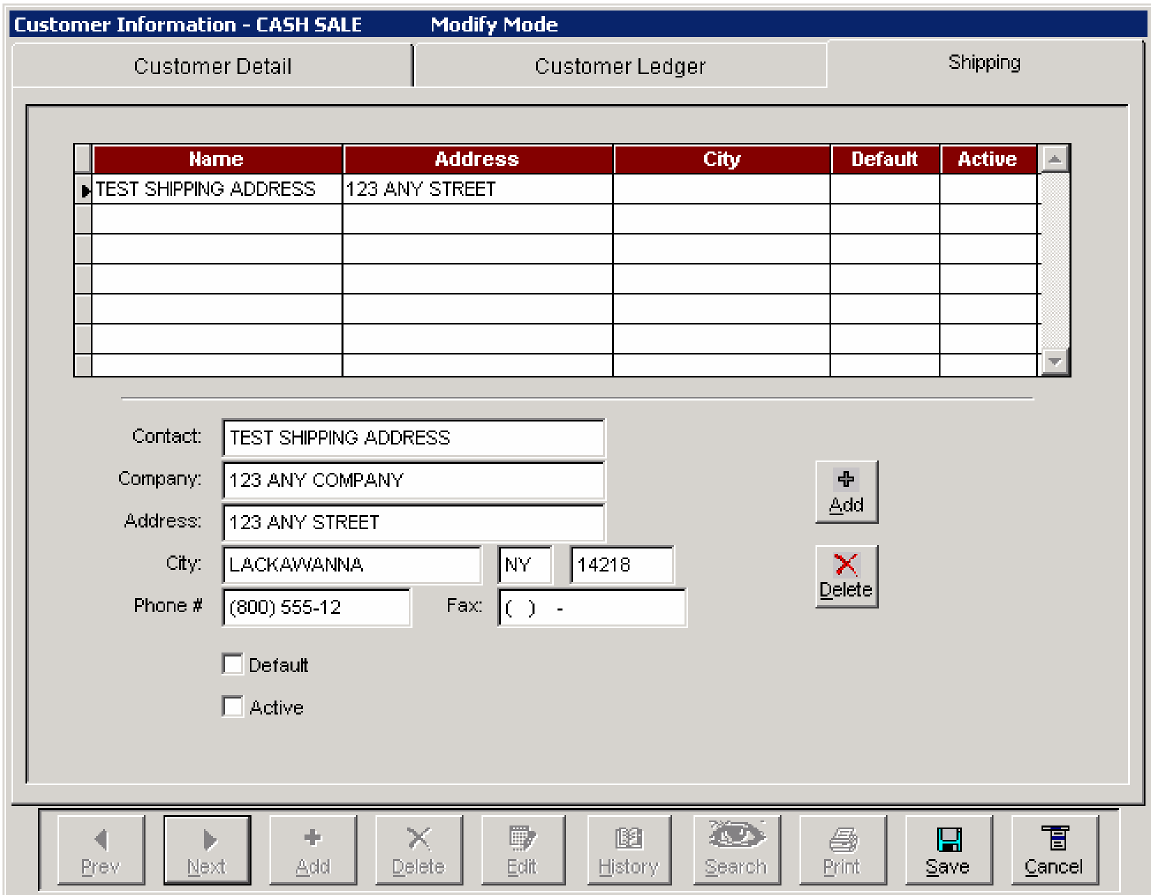




Any information added to this Invoice will now have this customer's discount and price levels assigned.

Customer Shipping Information

The Liquor Shopkeeper allows you to assign an unlimited # of shipping addresses for each customer. You can invoice all the sales to one common location, but ship out items to many different locations.

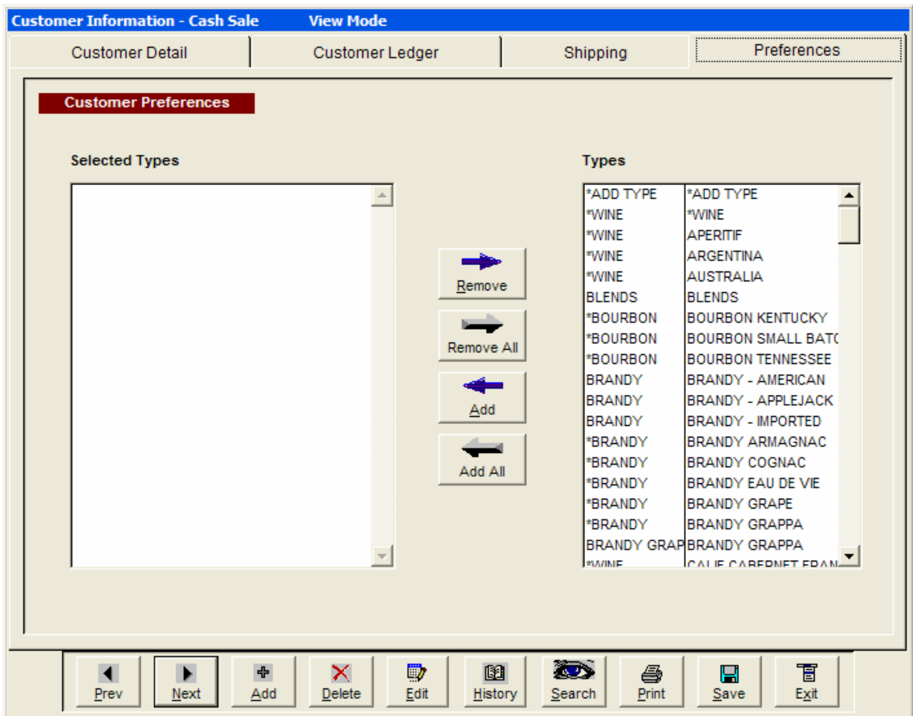


Shipping Fields:

Contact	Contact name to appear on all printed material
Company	Company Name
Address	Shipping Address
Phone	Phone # to this Shipping Address
Fax	Fax # to this Shipping Address
Default	Use this as the Default Shipping Address
Active	This is an active Shipping Address

Customer Preferences

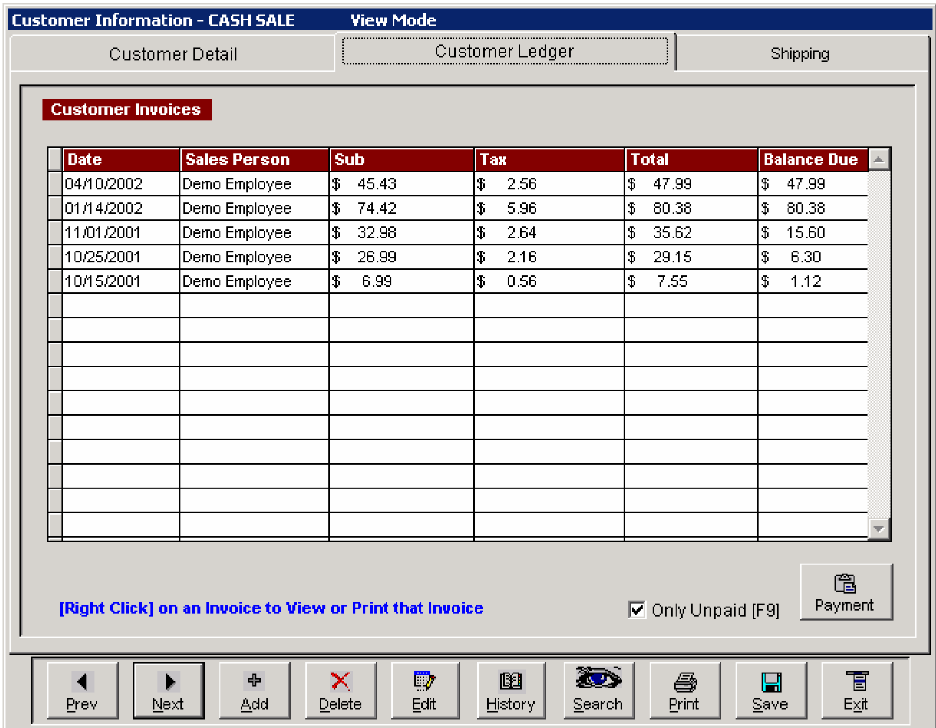
Each of your customers can be set-up to receive mailings based on certain criteria. The customer preferences tab allows you to specify what types of product information you'd like to send each of these customers.



Highlight the Product Types you'd like this customer to be flagged for and click [Add].

In the Customer Mailing Module this will allow you to specify what customers you'd like to send a mailing to.

Customer Ledger

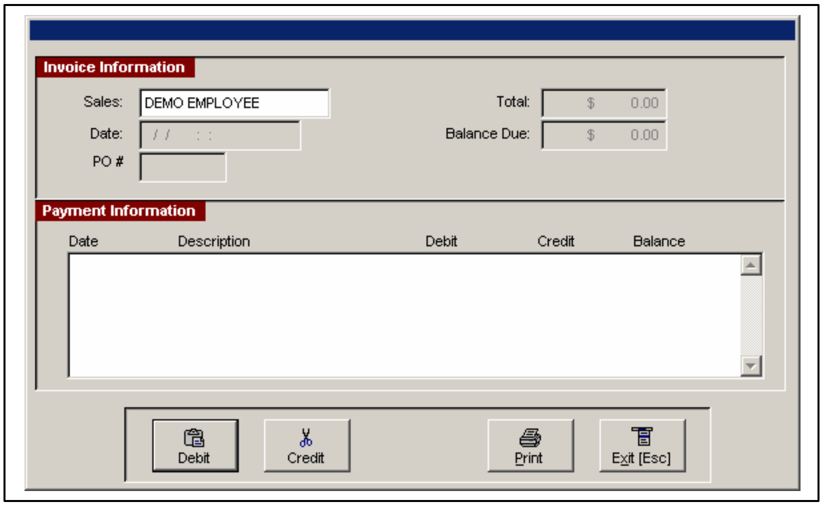


The Customer Ledger screen shows all the invoices this customer has.

You can elect to show only the Unpaid Invoices by clicking on the [Only Unpaid] Checkbox.

Accepting a Customer Payment

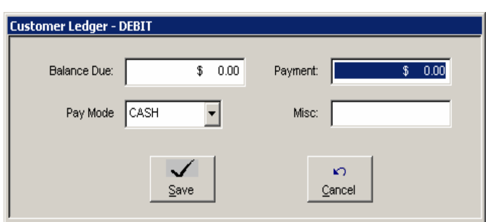
Highlight a particular customer invoice and click the [Payment] button.



The Customer Payment screen shows the payment detail information, including the previous payments made.

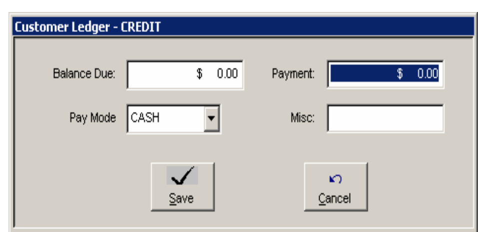
Make a Debit to this invoice if you would like to INCREASE the amount that is owed.
Make a Credit to this invoice if you would like to APPLY A PAYMENT.

Applying a Debit



Enter in the debit amount, debit type and any miscellaneous information for this payment. Press [Save] to record this transaction.

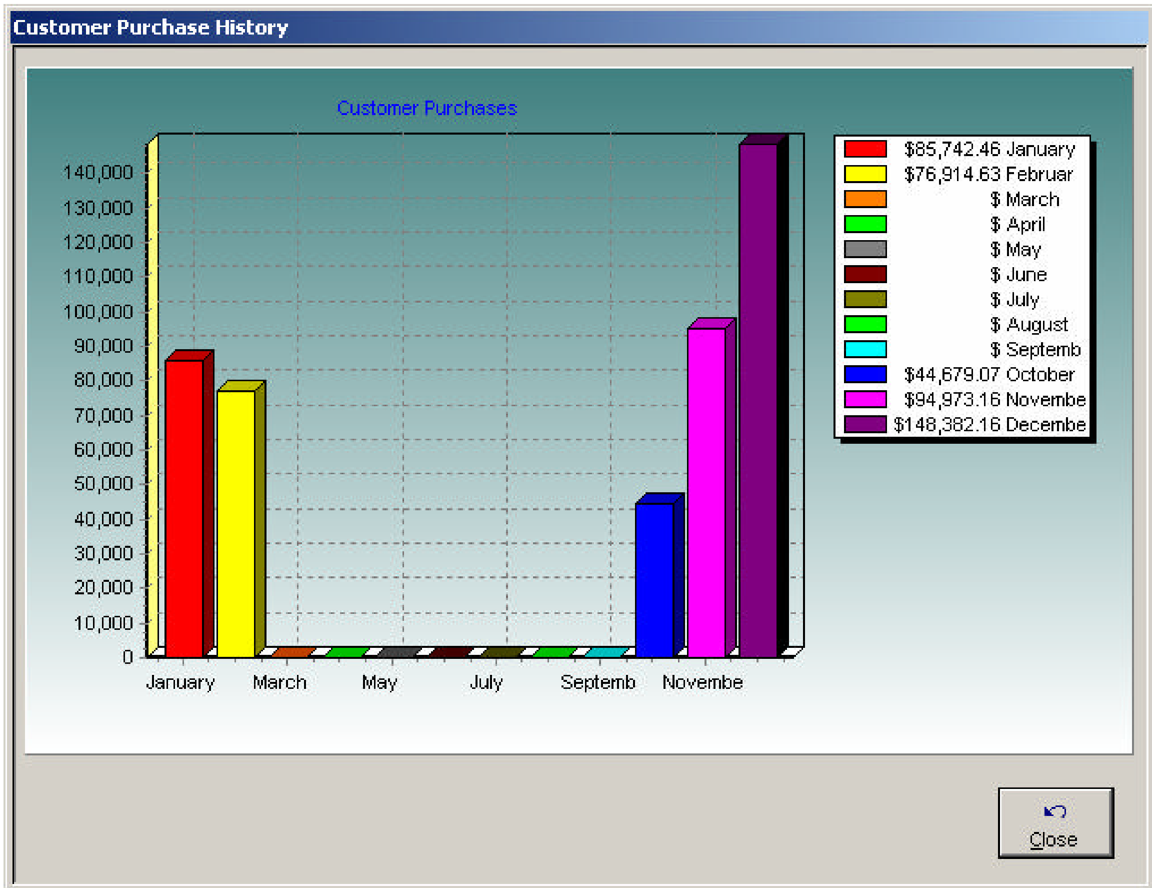
Applying a Credit



Enter in the credit amount, payment type and any miscellaneous information for this credit. Press [Save] to record this transaction.

Customer Purchase History

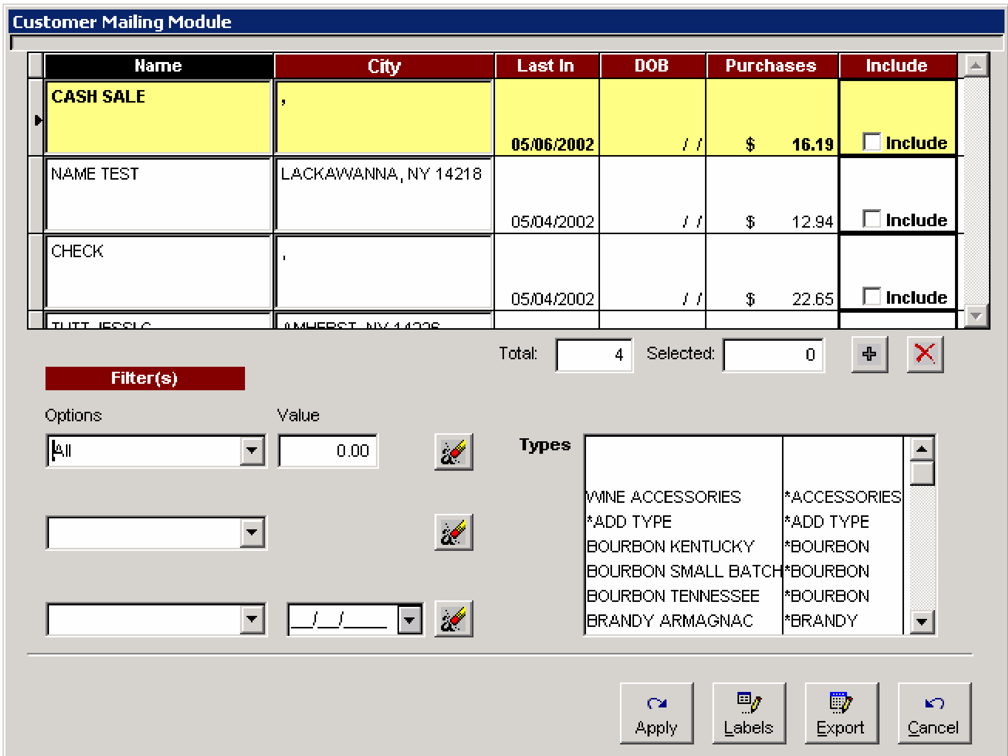
The Liquor Management System allows you to visually see a customer's purchase history. Click on [History] on the Main Customer screen to bring up that customer's purchase history.



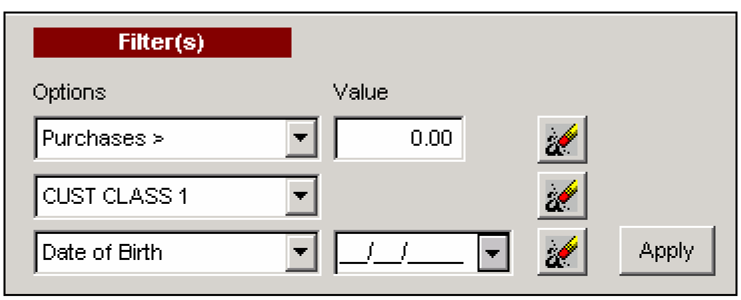
Pressing [Esc] or Ctrl+C Will close this window.

Customer Mailing Module

The Customer Mailing Module allows you to export or print out customer information. This information can be filtered using many different criteria.



Filters

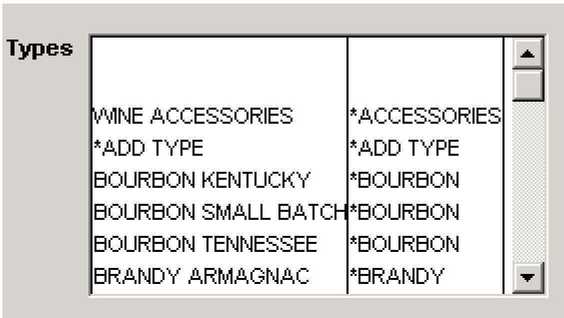


1st Filter – Purchases > Dollar Amount or Purchases < Dollar Amount
2nd Filter – Customer Classifications
3rd Filter – Date of Birth, Last Visit

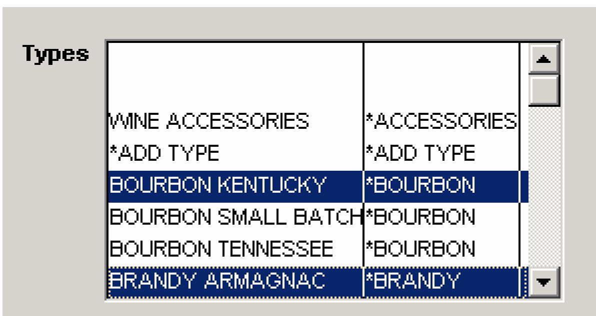
Click [Apply] to see the results in the Grid. Include or Exclude customers from the listing and choose [Labels] or [Export] to transfer the Data to many popular programs.

Type Filter

You can also filter customers that have bought one or many types of different products.

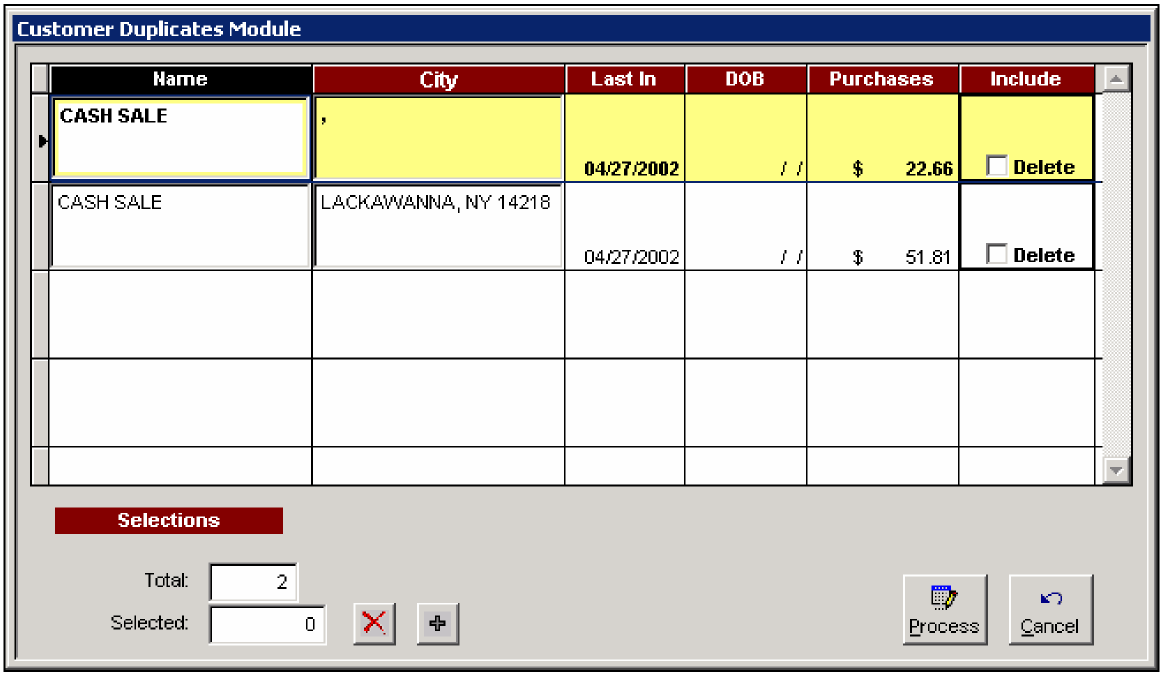


Hold down the CTRL Button while left clicking on the different product types.



This will allow you to select one or many different types

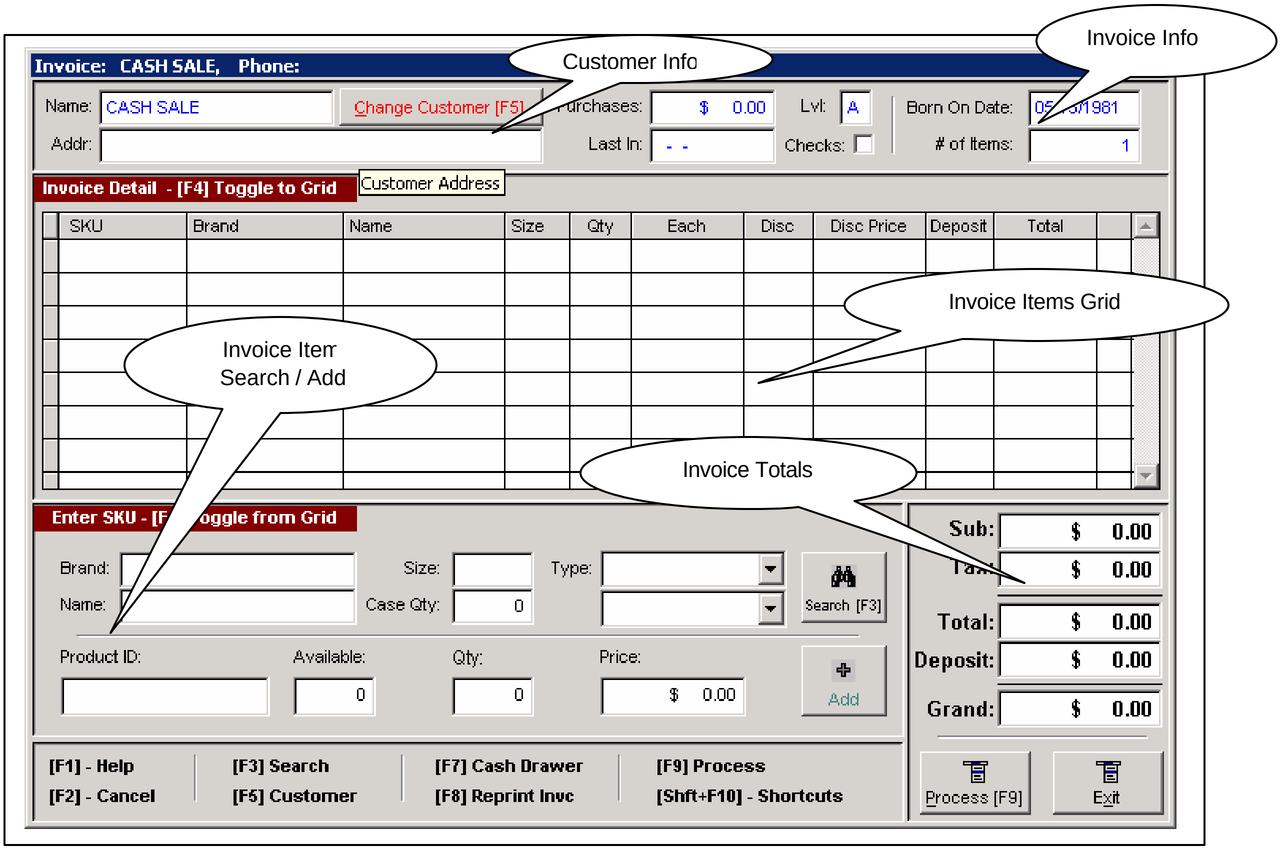
Duplicate Customer Check Module



The duplicate customers will be displayed in the grid. Select the customers you wish to remove and press [Process] to keep customer information current.

Point of Sale

Point of Sale Screen Overview

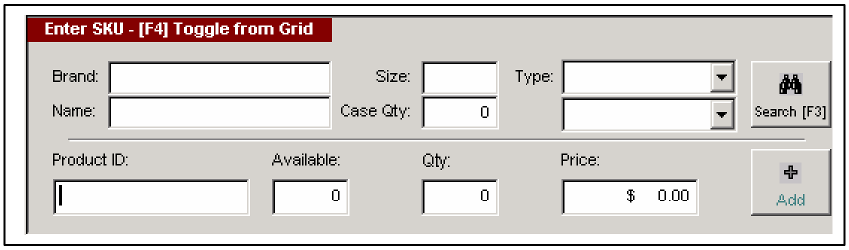


Selecting a Customer for an Invoice

Pressing [F5] on the invoice screen will allow you to search for a customer and add that customer to the invoice. The invoice defaults to a Cash Sale to speed up checkouts.

* Note – You should always select a customer before adding products to an invoice

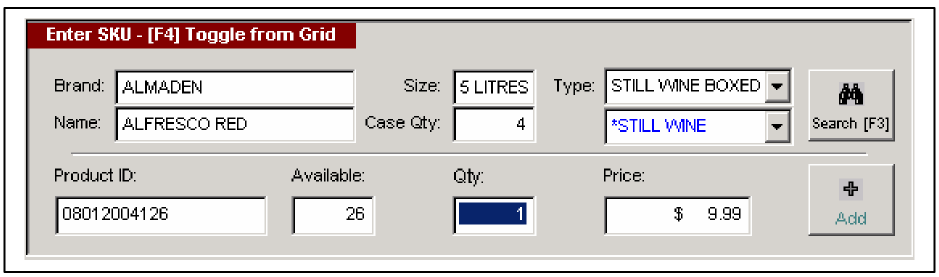
Adding a Product to an Invoice



The Cursor defaults to the Product ID Field. This is where you can:

- Scan the Barcode or SKU of the product
- Type in the Barcode or SKU # of the product
- Press [F3] to search for a product

When you have typed or scanned in the Product Id or SKU, the system looks through the product database to find that product. If one is found, the system will fill in the information fields:



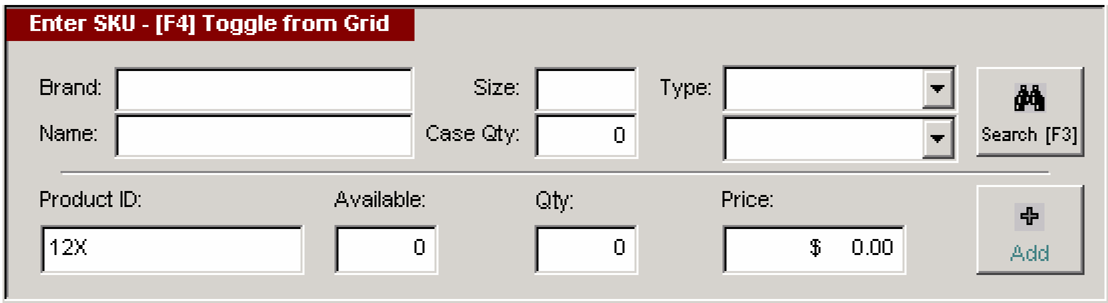
Product Id:	Id that you scanned	Brand:	Brand Name
Avail:	# In Inventory	Name:	Name of Product
Qty:	Qty to place on invoice	Size:	Size of this Item
Price:	Price Each	Case:	Qty in Case

Press [Add] or [Enter] to place this item onto the invoice. When this happens, the invoice items grid will be updated with this information.

Adding Multiple Quantities to the Invoice

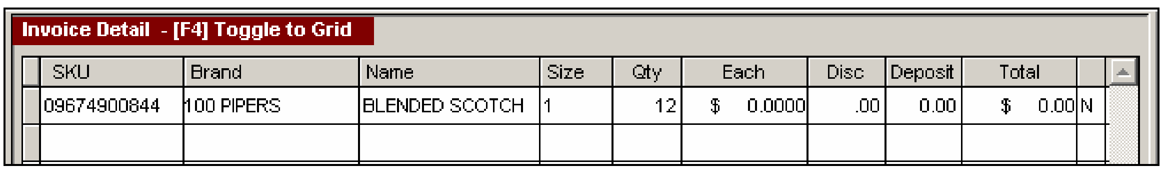
The POS Screen allows you to quickly tell the system a Quantity that you are going to be scanning.

Example: To scan 12 of a Particular Barcode



Type in 12X before Scanning the Barcode.

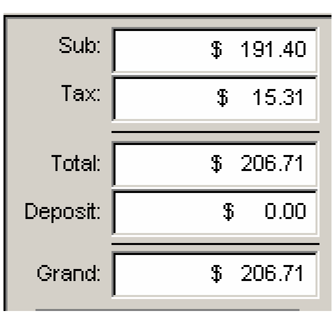
When you scan the Barcode, the system will automatically place 12 of this item onto the Invoice and apply any and all Discounts to it.

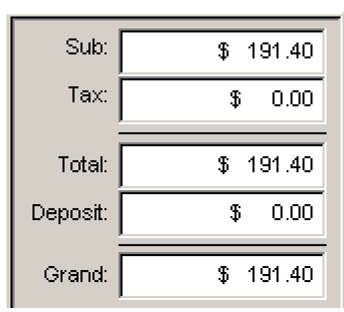


Selecting a Quick No Tax on the POS Screen

To quickly designate all items on an Invoice as Tax Exempt, just type in 'X' as Product SKU #.

Before ***After***

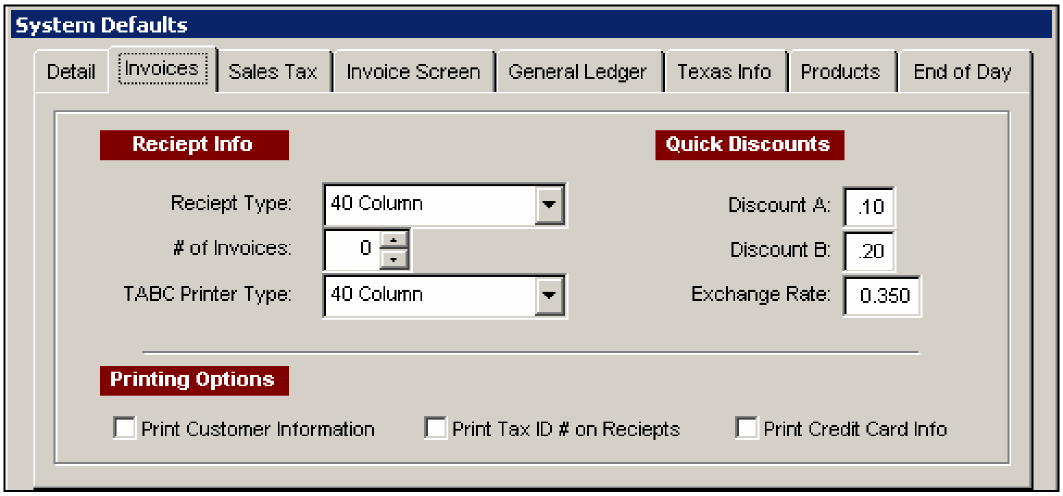




Quick Discounting Items on an Invoice

The POS Screen allows you to quickly Discount an Item by pressing one key.

In the System Defaults Setup, you specified what the “A” Discount and “B” Discount should be.



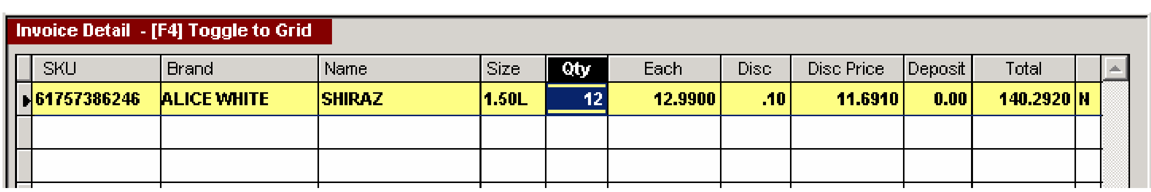
You can quickly assign the following Discounts:

- Shift + F6 – Discount all Items by Discount A
- Shift + F7 – Discount all Items by Discount B
- Shift + F8 – Discount only the Last Item by Discount A
- Shift + F9 – Discount only the Last Item by Discount B

Manually Assigning a Discount

Press [F4] to edit the Invoice Detail Grid. Press [Tab] until the cursor is at the “Disc” Column and enter in the Decimal Equivalent of the Discount you wish to apply.

Example: 10% = .10



It will discount the Extended Total by the proper amount. You can do this for any or all of the items in the Invoice Detail Grid.

Invoice Quick Keys

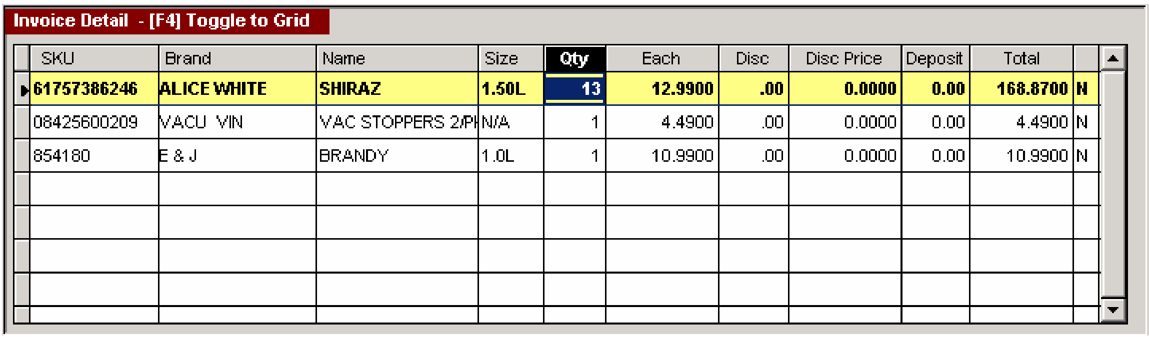
Additional Quick Keys

Key	***Description***
HOLD	Save / Load Invoice on Hold
IP	Save / Load Invoice
T	Today's Info
X	Tax Exempt this Invoice
RE	Reprint Invoice Dialog Box

Invoice Item Grid

The Invoice Item grid allows you to quickly and easily modify items that are on this invoice. You can also remove items from the invoice from the grid.

Pressing [F4] will toggle the cursor from the SKU # field to the grid and vice-versa. When the grid is active, the headers will change color and the item you are editing changes to a yellow background.



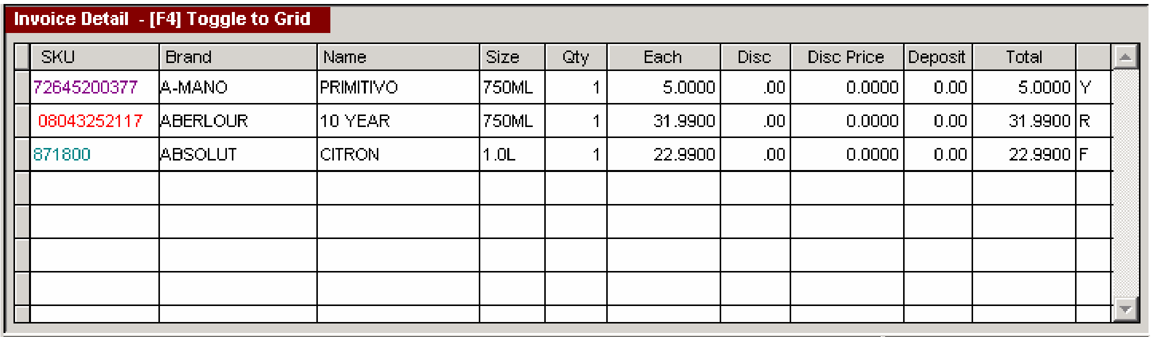
The above example shows the cursor at the Qty field.

Use the arrow keys (or mouse) to move around the grid. You are allowed to edit the following fields:

Qty:	Qty to Place on this invoice
Each:	Price Each
Disc:	Discount Percentage
Deposit:	Deposit amount per Item

Press [F4] to return to the Product ID field and recalculate the Invoice.

Invoice Item Grid Colors



Invoice Detail - [F4] Toggle to Grid

SKU	Brand	Name	Size	Qty	Each	Disc	Disc Price	Deposit	Total	
72645200377	A-MANO	PRIMITIVO	750ML	1	5.0000	.00	0.0000	0.00	5.0000	Y
08043252117	ABERLOUR	10 YEAR	750ML	1	31.9900	.00	0.0000	0.00	31.9900	R
871800	ABSOLUT	CITRON	1.0L	1	22.9900	.00	0.0000	0.00	22.9900	F

Code	**Color**	**Description**
Y	Purple	On Sale
R	Red	Rebate
F	Aqua	Price B or Price C

Removing an Item from the Invoice

To remove an Item from the invoice, change the Qty to zero in the invoice grid.

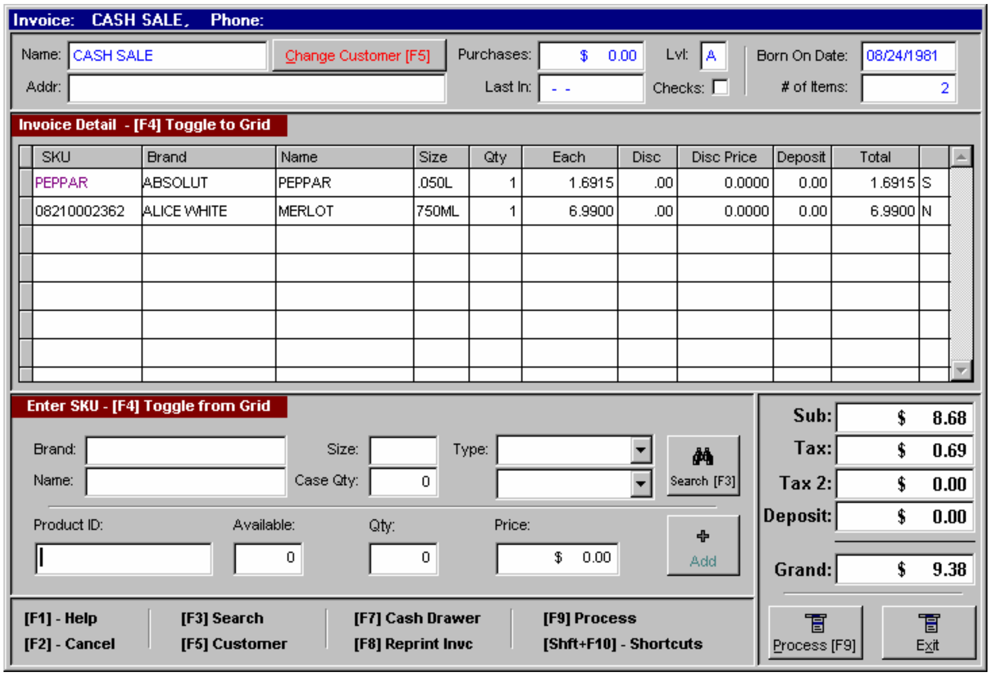
Updating Inventory with Zero Retail Prices

The Liquor Shopkeeper will stop at the Price prompt on the Invoice Screen for any item that has a Zero Retail Price.

The Number you type in to the Price on this screen will be saved to the Database. This is ONLY for items with a Zero Price. Any other edits to pricing will be for that Invoice only.

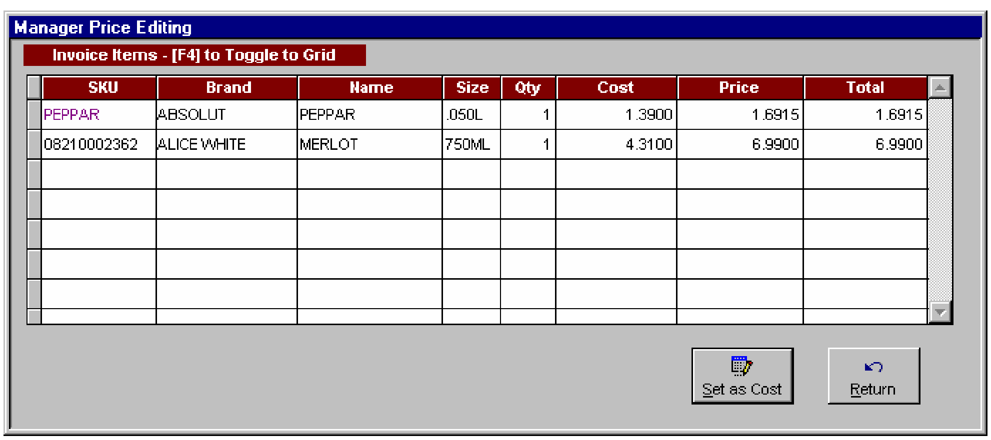
Answer 'Yes' if you would like the new Price Saved to the Database.

Manager Quick Discount Module



Typing 'MAN' into the Product ID field will allow the user to quickly and easily set all the invoice's product prices to the Product Cost.

After typing 'MAN' and pressing [ENTER] the user is presented with the Manager Edit Screen.

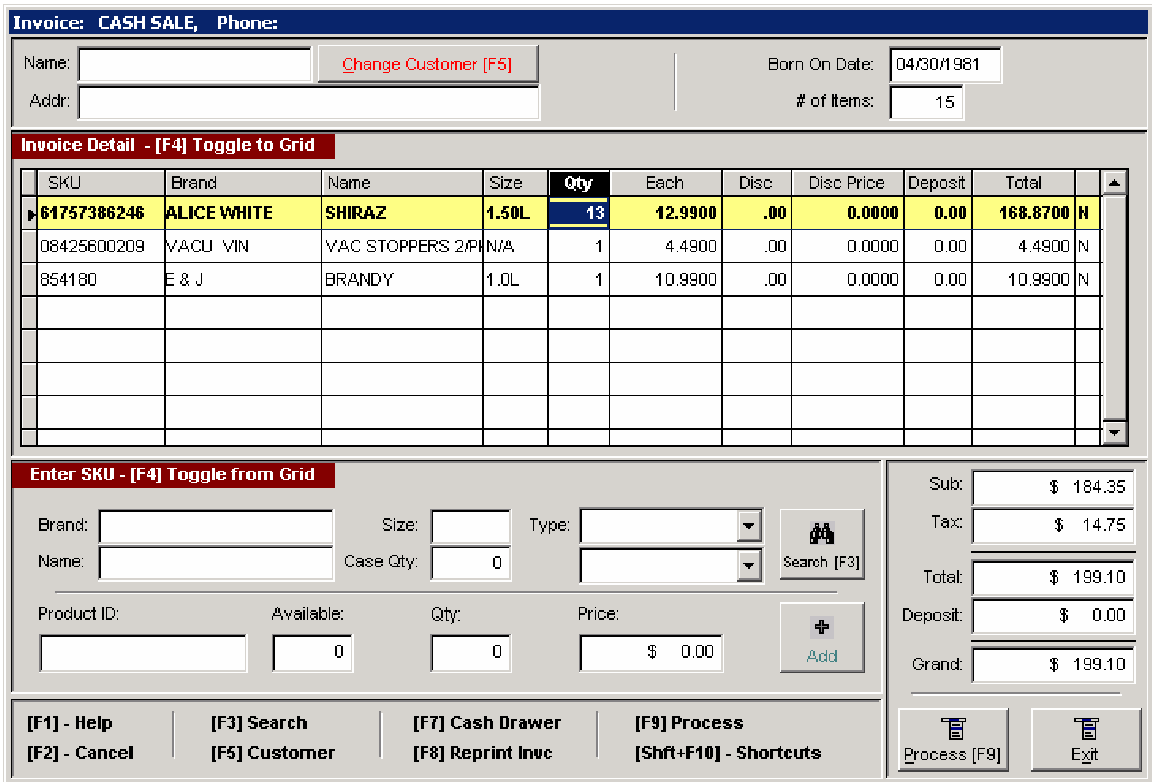


- Click on the [Set as Cost] to quickly set all the prices to the Product's cost
- Hitting [F4] will allow you to type in different Prices or Quantities for some or all of the products
- Hit [Esc] or click on [Return] to return to the invoice module with these updates prices

Saving an Invoice to “In Progress” Queue

The Liquor Shopkeeper allows you to “Save” an invoice in Progress. This allows you to quickly retail the information on one or many invoices so you can call it up later and process it.

Enter items on an Invoice as you normally would



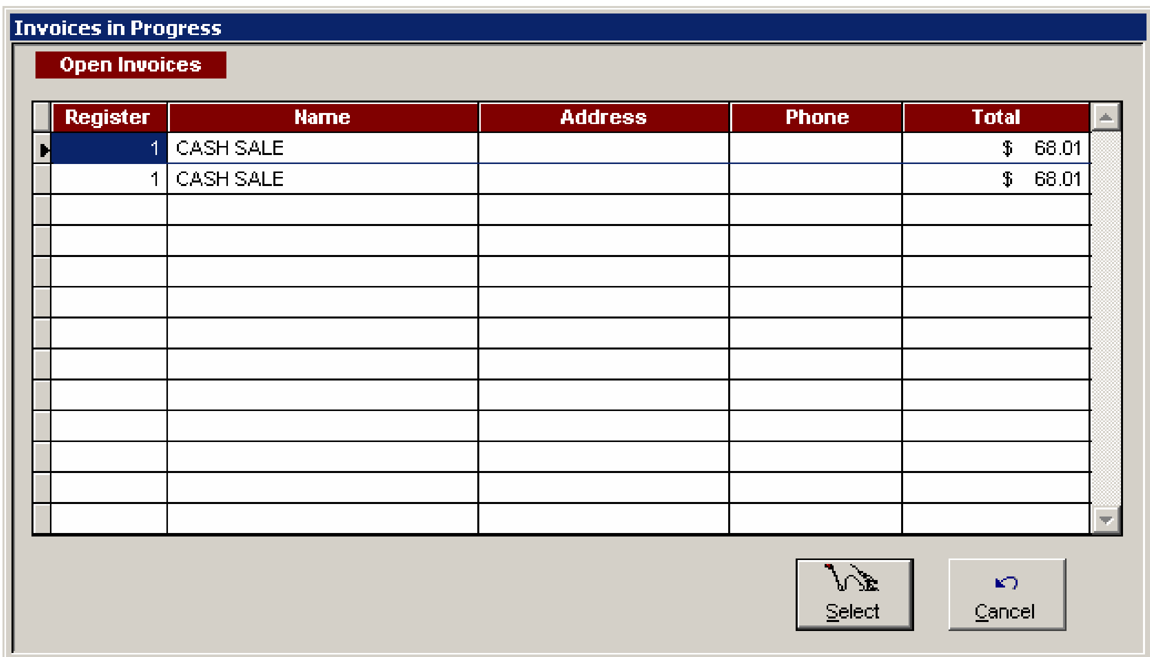
Type on “IP” as your Product ID (Short for “In Progress”)

This will save the Invoice Information, Customer Information and Product Information for later retrievable.

Loading an Invoice from "In Progress" Queue

With an Empty Invoice, type in "IP" into the Product ID Field:

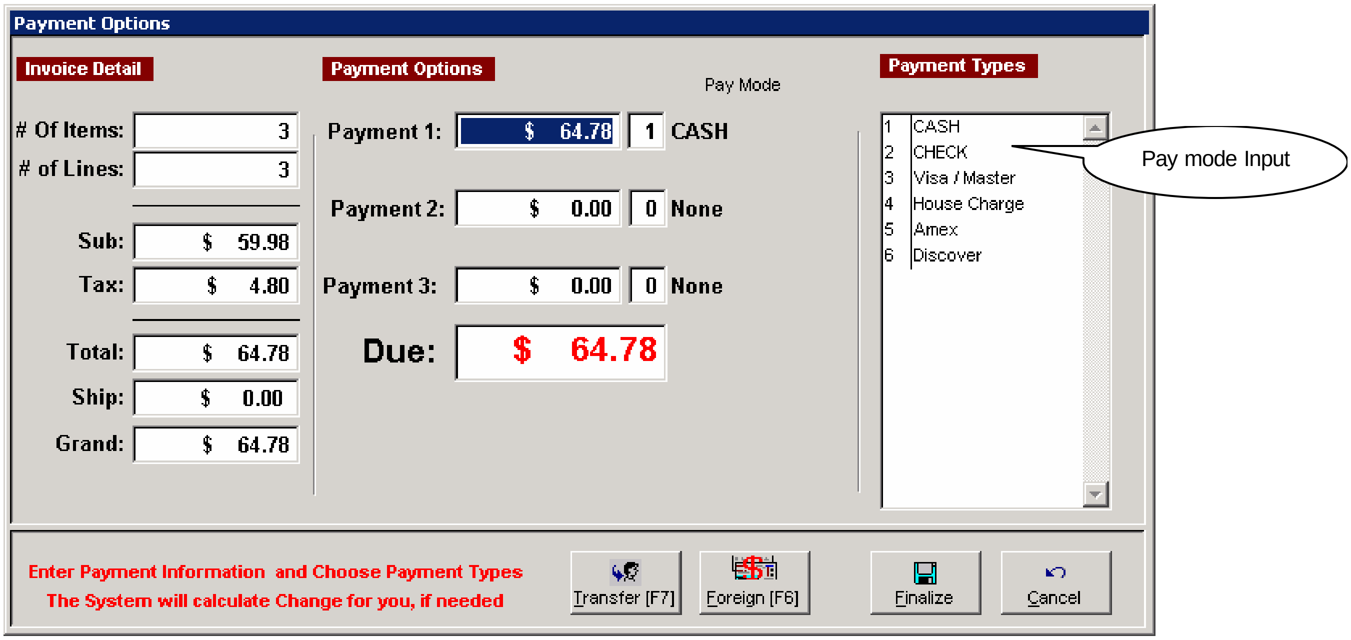
Invoices "In Progress" Window



This window shows all the invoices that are "In Progress". Highlight the Invoice using the mouse or Arrow Keys. Click on [Select] or Hit [Enter] to load this into the main invoice screen.

Processing an Invoice

Press [F9] to complete this invoice and accept money from the customer. This will bring you to the Invoice payment option screen:



The Payment Options screen gives you an overview of the invoice in addition to allowing you to specify the monetary amounts of payments given.

Enter in the amount tendered on each of the payment lines that are necessary. When you have entered in the amount tendered the cursor will move to the payment mode, where you need to type in the number of the payment type.

If you need to apply split payments, use as many of the Payment Options as necessary.

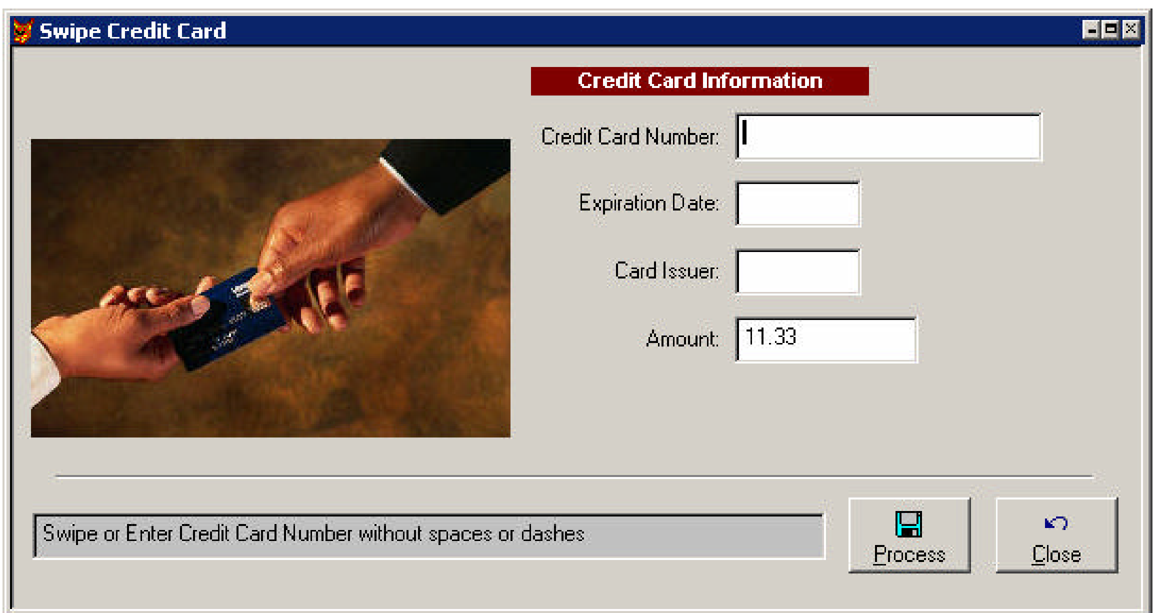
Pressing [Cancel] will return you to the invoice screen to modify the current invoice.

Automatic Credit Card Processing

Note - You must have pre-configured PC Charge Pro has & set up the system to automatically validate Credit Card Purchases.

Any Payment methods you specify to automatically validate credit card purchases will bring up the credit card information screen.

The System will allow you to override the Authorization screen. Click [No] here to have the system validate credit card information.



Swipe Credit Card Information or Manually Key in information and press [Process].

If there is a problem a warning will appear on the screen and this invoice will not be allowed to proceed until a valid payment method is entered.

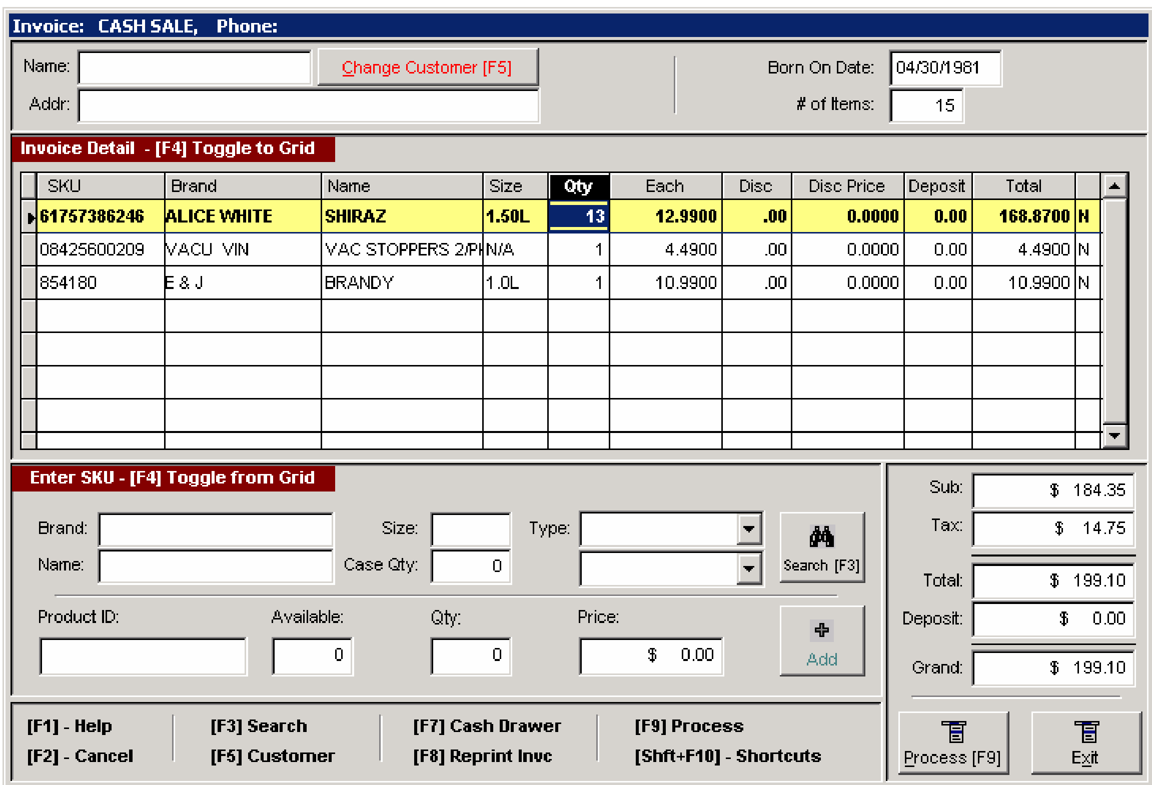
A Receipt will print with the Authorization # and a line for Customers to Sign the Receipt.

Placing an Invoice on a Customers Account

Choosing a Payment type of House Charge will place the amount owed onto the customer's account.   This information will also show up on the End of Day reports for audit purposes.

Placing an Invoice on Hold

From the Point of Sale screen you can save an invoice in its current state including all discounts by typing in "HOLD" in the Product SKU Field.



Typing in "HOLD" on the Invoice screen will also Load a previously saved Invoice.

Finalizing an Invoice

Finalizing an invoice does the following:

- Removes the product from inventory
- Adds the payment amounts to the end of day / drawer total count
- Adds house charges to customer account
- Updates sales / sales tax Information
- Resets the invoice screen for the next sale

Voiding an Invoice

From the master invoice screen, pressing [F4] or clicking on [Cancel] will void the current invoice. The invoice # will be marked as voided, and this will show up on reports for auditing purposes.

40 Column Receipt Sample

```
----------------------------------------
         Sample Liquor Store Inc.
            4974 Anystreet USA
           Amherst, NY 14226
             (716) 555-1212
----------------------------------------
Date        Time     Invoice   Reg   Itms
11/25/2001  20:33:38    8184     1      2
----------------------------------------

Qty Description        Unit       Price
========================================
001 ACACIA CHARDONNAY
    750ML           $ 22.9900  $   22.99
004 100 PIPERS SCOTCH WHISKEY
    1.75L           $  3.3167  $   13.26

                        Total: $   36.26
                          Tax: $    2.90
                      Deposit: $    0.00
                    Ext Total: $   39.16
By: AMEX                       $   39.16
                      Bal Due: $    0.00
```

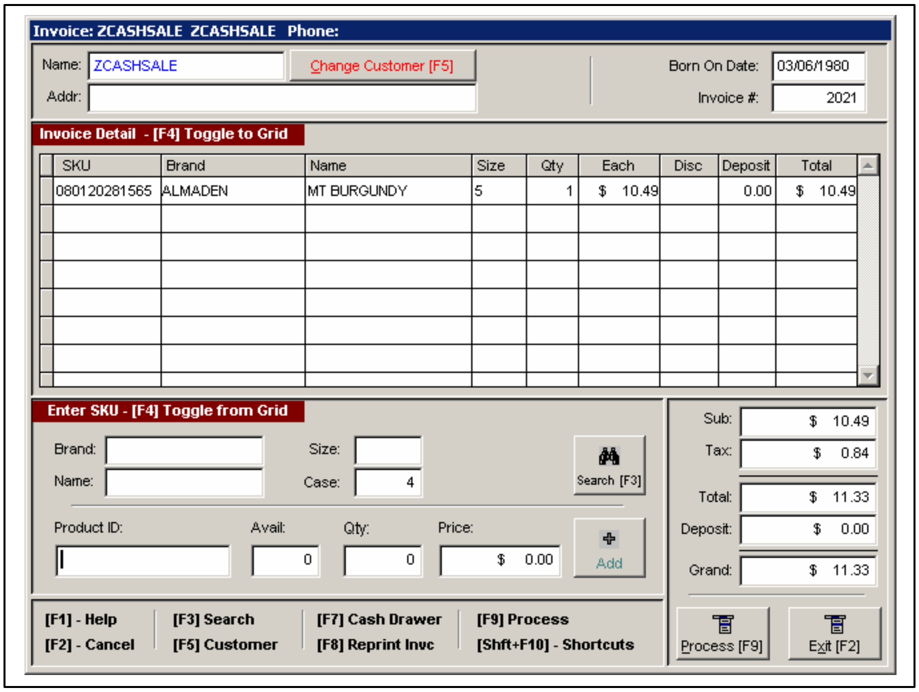
Receipt Shows:

- Register Sale was rung up on
  # of Items on this Sale
- QTY
- Unit Price
- Sales Price
- How Paid

Accepting Product Returns

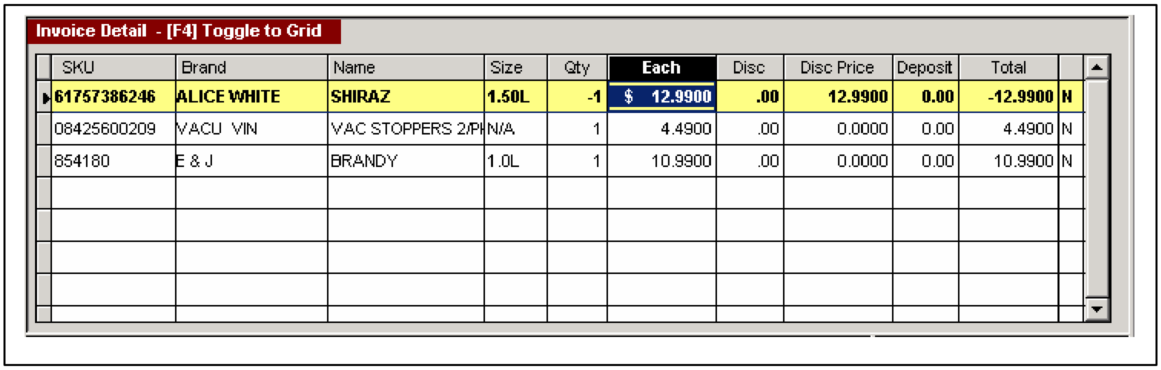
The preferred way for The Liquor Shopkeeper to accept returns is via a negative sale. This will allow the system to:

- Track the products return into inventory
- Apply a charge (negative) amount to the customer's account
- Deduct the amount of return from end of day totals
- Deduct the amount of return from sales tax totals



Pressing [F4] will toggle the cursor from the SKU # field to the grid and vice-versa. When the grid is active, the headers will change color and the item you are editing changes to a yellow background.

This Example shows the cursor at the Qty field.



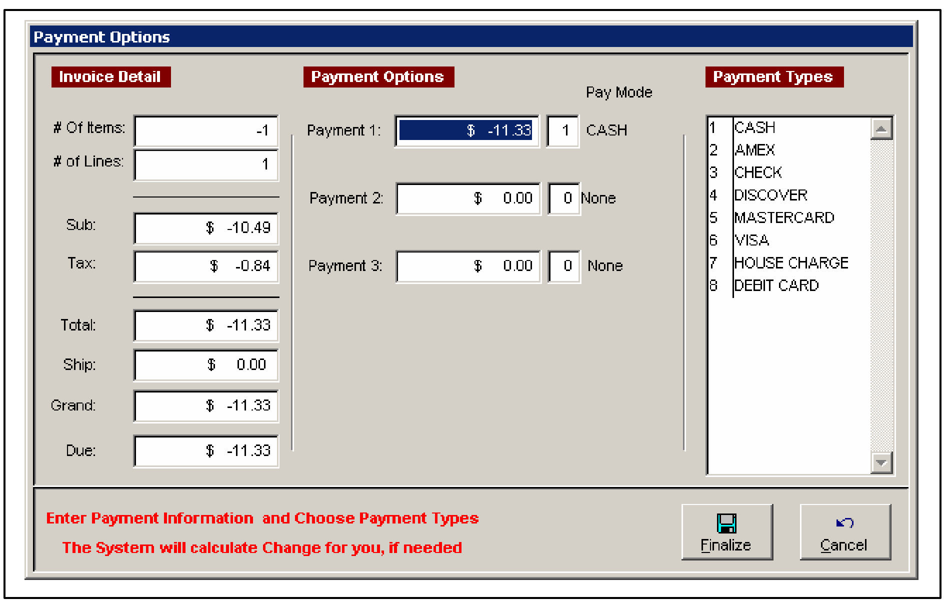
SKU	Brand	Name	Size	Qty	Each	Disc	Disc Price	Deposit	Total	
61757386246	ALICE WHITE	SHIRAZ	1.50L	-1	$ 12.9900	.00	12.9900	0.00	-12.9900	N
08425600209	VACU VIN	VAC STOPPERS 2/PI	N/A	1	4.4900	.00	0.0000	0.00	4.4900	N
854180	E & J	BRANDY	1.0L	1	10.9900	.00	0.0000	0.00	10.9900	N

Enter in the NEGATIVE amount in the quantity field to return this item.

Press [F4] to return to the Product ID Field and recalculate the Invoice.

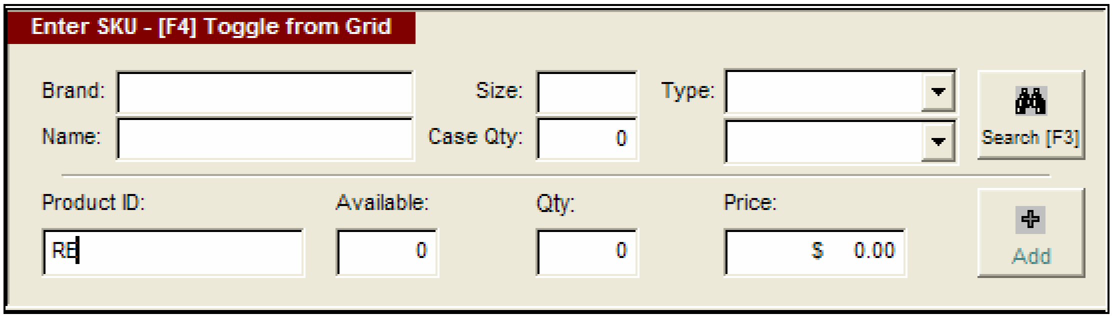
Processing a Return

Press the [F9] key process this invoice. The invoice payment screen will show you your options for return this item(s).



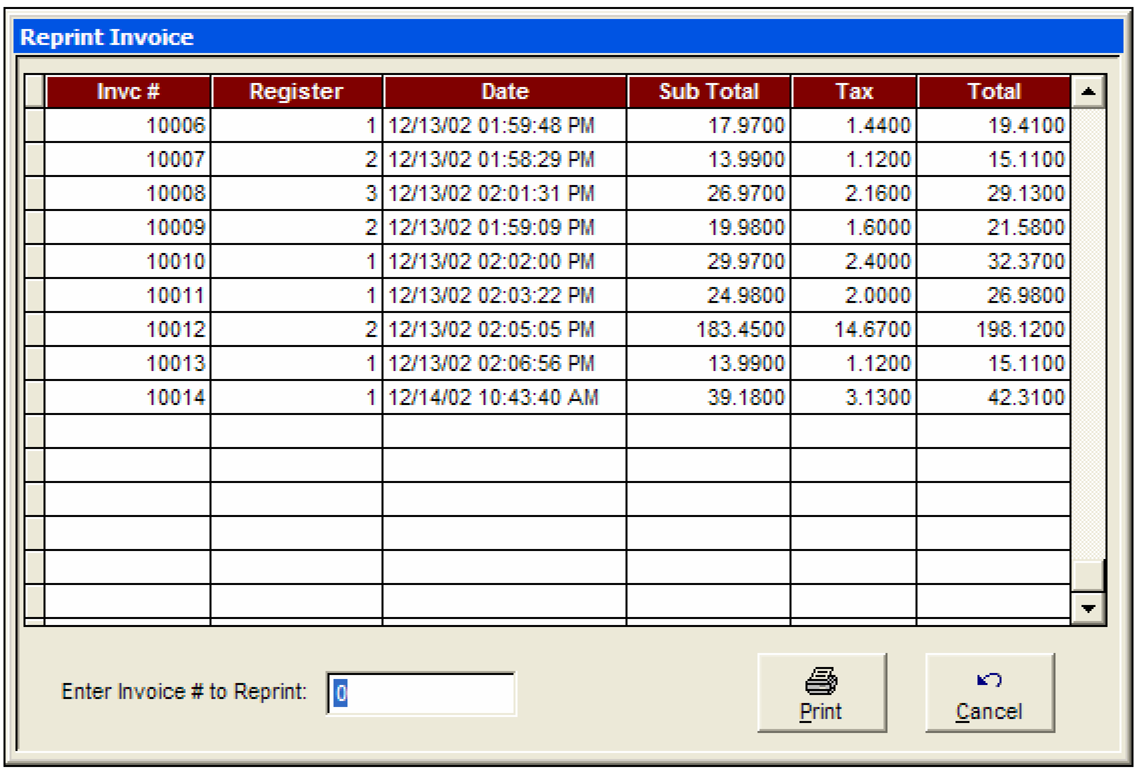
Leave the amounts as a negative # and enter the refund type. Finalize the invoice and the system will roll back all the amounts necessary.

Invoice Reprinting



Enter ‘RE’ in the Product ID field on the Invoice Screen. This will bring up the Invoice Search screen. You can type in an invoice # to search for, or use the Arrow Keys to navigate to that invoice.

Click on [Print] to print out the invoice.



Reprint Invoice

Invc #	Register	Date	Sub Total	Tax	Total
10006	1	12/13/02 01:59:48 PM	17.9700	1.4400	19.4100
10007	2	12/13/02 01:58:29 PM	13.9900	1.1200	15.1100
10008	3	12/13/02 02:01:31 PM	26.9700	2.1600	29.1300
10009	2	12/13/02 01:59:09 PM	19.9800	1.6000	21.5800
10010	1	12/13/02 02:02:00 PM	29.9700	2.4000	32.3700
10011	1	12/13/02 02:03:22 PM	24.9800	2.0000	26.9800
10012	2	12/13/02 02:05:05 PM	183.4500	14.6700	198.1200
10013	1	12/13/02 02:06:56 PM	13.9900	1.1200	15.1100
10014	1	12/14/02 10:43:40 AM	39.1800	3.1300	42.3100

Enter Invoice # to Reprint: 0

Print   Cancel

Purchase Orders

Overview

The Liquor Shopkeeper purchase order system is set up for the following workflow:

- Order Products
- Save and print purchase order
- Products Come In
- Load purchase order
- Enter in the quantities received
- Process the PO
    - Enters items into inventory
    - Enters A/P Info into vendor ledger
- Make payment to vendor via the vendor ledger

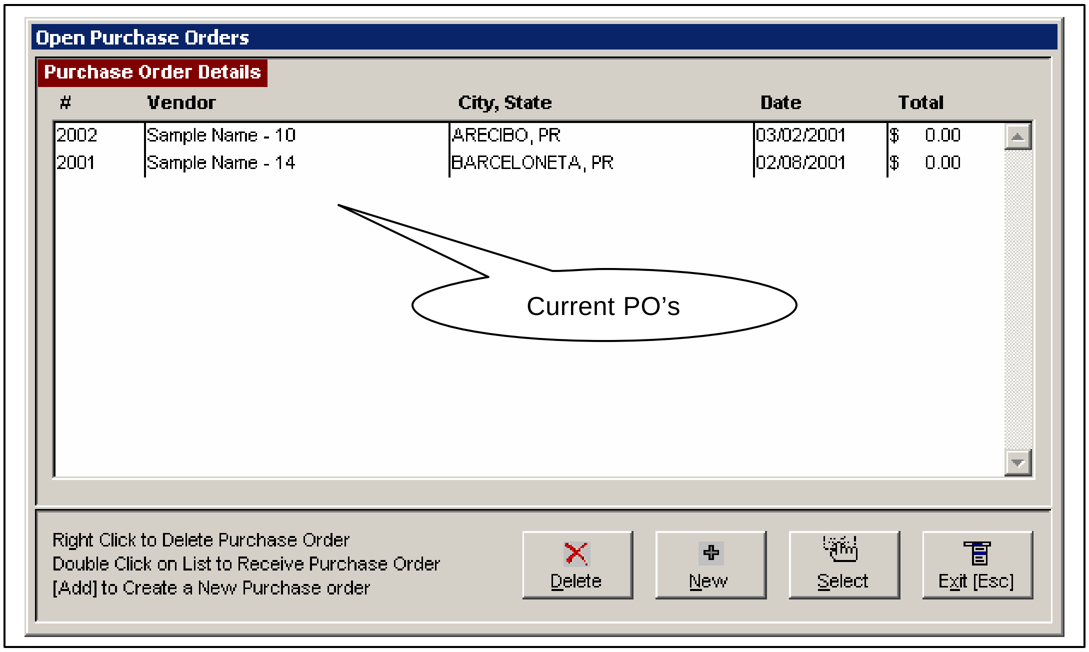
You can choose to eliminate some of the steps by ordering the products and receiving them at the same time. This will be explained under the topic “Adding a Product to the Purchase Order”.

Purchasing Menu Overview

The Purchasing Menu allows you to track the progress of a Purchase Order from Creation to final payment.

Order Products	Order Products	Receive Products	Receive Products
Enter Bills	Enter Bills	Vendor	Vendor Module
Products	Product Module	Exit Module	Exit Module

Creating / Reviewing PO’s

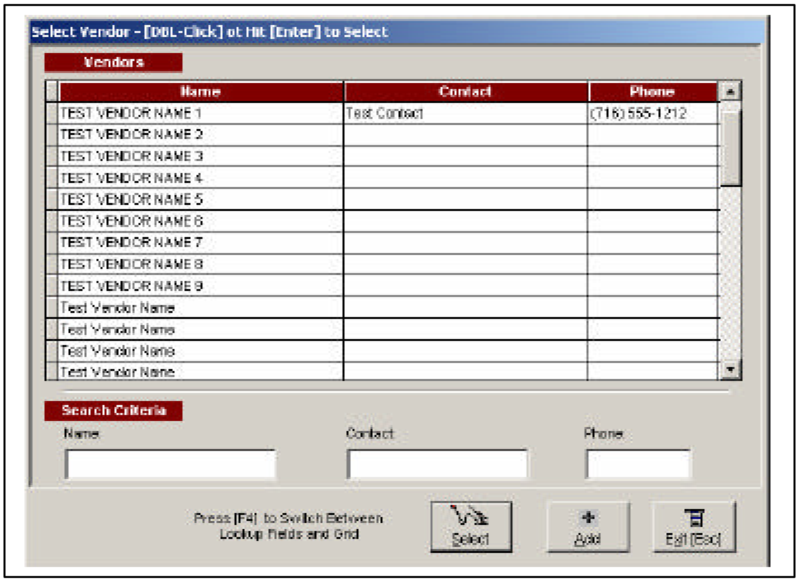


The Purchase Order details screen shows the current open PO’s in the system sorted by PO #. You can load PO # for editing / receiving by:

- Double clicking on PO info in the window
- Hi-lighting a PO and pressing the [Select] button

Creating a New Purchase Order

Selecting a Vendor

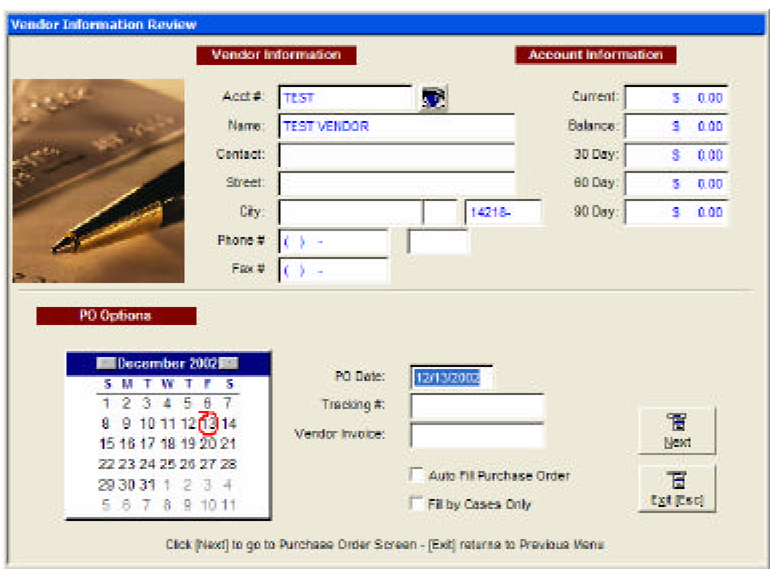


Type the first letters of the Vendor's name to move the search grid near that name.

Use the [F4] key to jump from the display grid to the search boxes.

Press [Enter] or click on the [Select] button to choose the hi-lighted vendor.

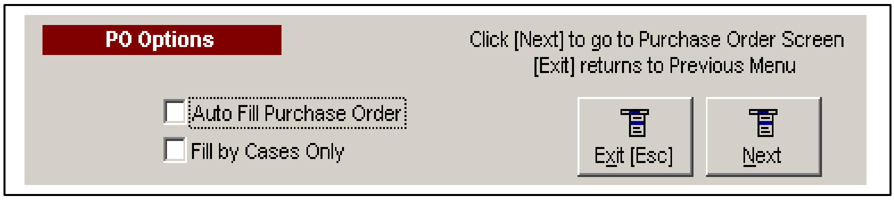
Reviewing Vendor Information



Review the information to make sure this is the correct vendor to create this PO for.

Pressing [Next] will continue to the next screens.

Auto Creating PO's for a Vendor

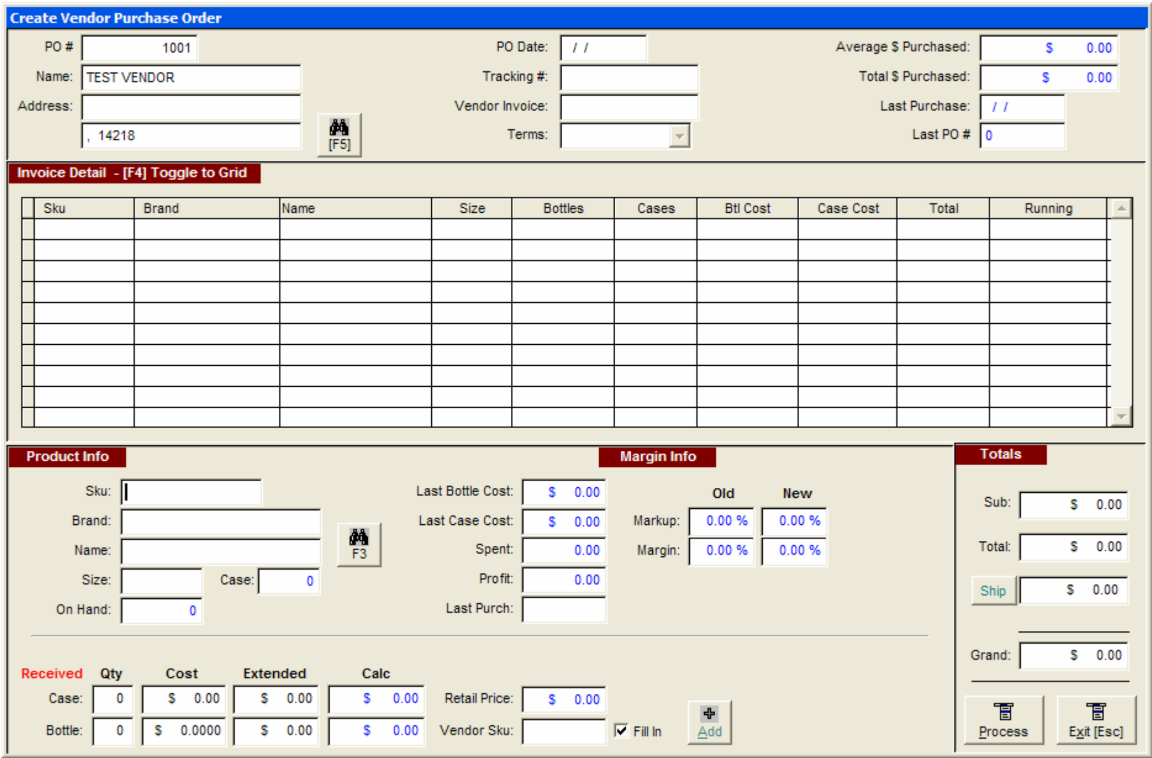


Auto creating a PO for a vendor does the following:

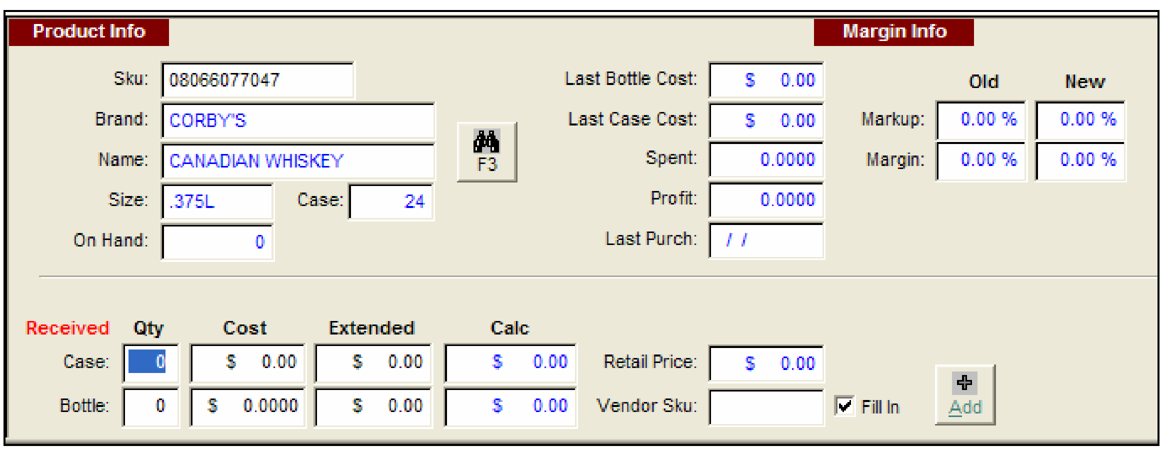
- Checks each product for the primary / secondary vendor information
- Checks the reorder at field against the on hand field to see if this product needs reordering
- Checks the maximum field against the on hand field to select the qty to pre-fill the PO order amounts

Note - If you choose to have the PO filled using case quantities then only case amounts will be ordered.

Purchase Order Screen Overview



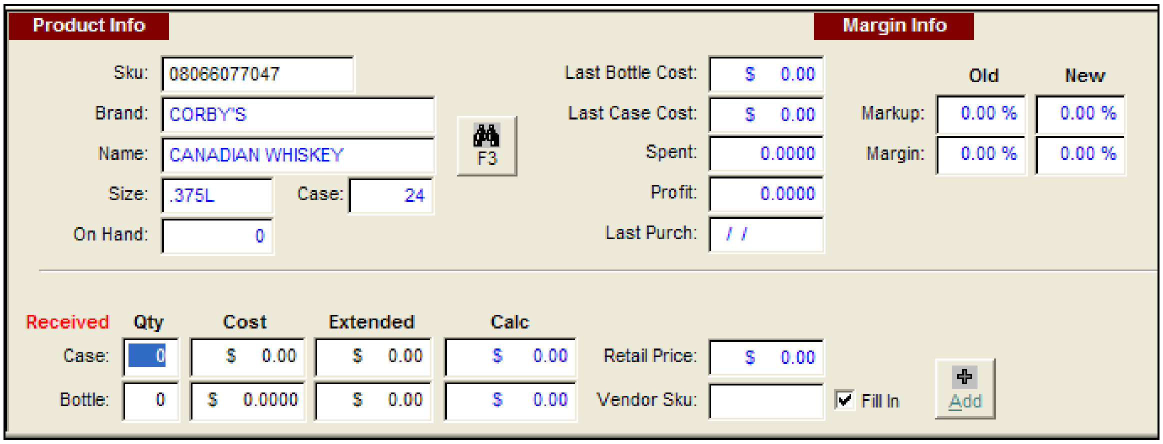
Adding a Product to a PO



The Cursor defaults to the Product ID field. This is where you can:

- Scan the Barcode or SKU of the product
- Type in the Barcode or SKU # of the product
- Press [F3] to search for a product

When you have typed or scanned in the Product Id or SKU, the system looks through the product database to find that product. If one is found, the system will fill in the information fields:



Product Id:	Id that you scanned	Brand:	Brand Name
Avail:	# In Inventory	Name:	Name of Product
Qty:	Qty to place on invoice	Size:	Size of this Item
Rcvd:	Qty to Receive on Invoice		
Cost:	Cost Each	Case:	Qty in Case
		Extended:	Extended Case Cost (Will figure Per Case Cost Automatically)

You can enter either the Individual Cost of the items, or the Extended Cost of the items. If you enter the extended cost, it will figure out the individual cost for you.

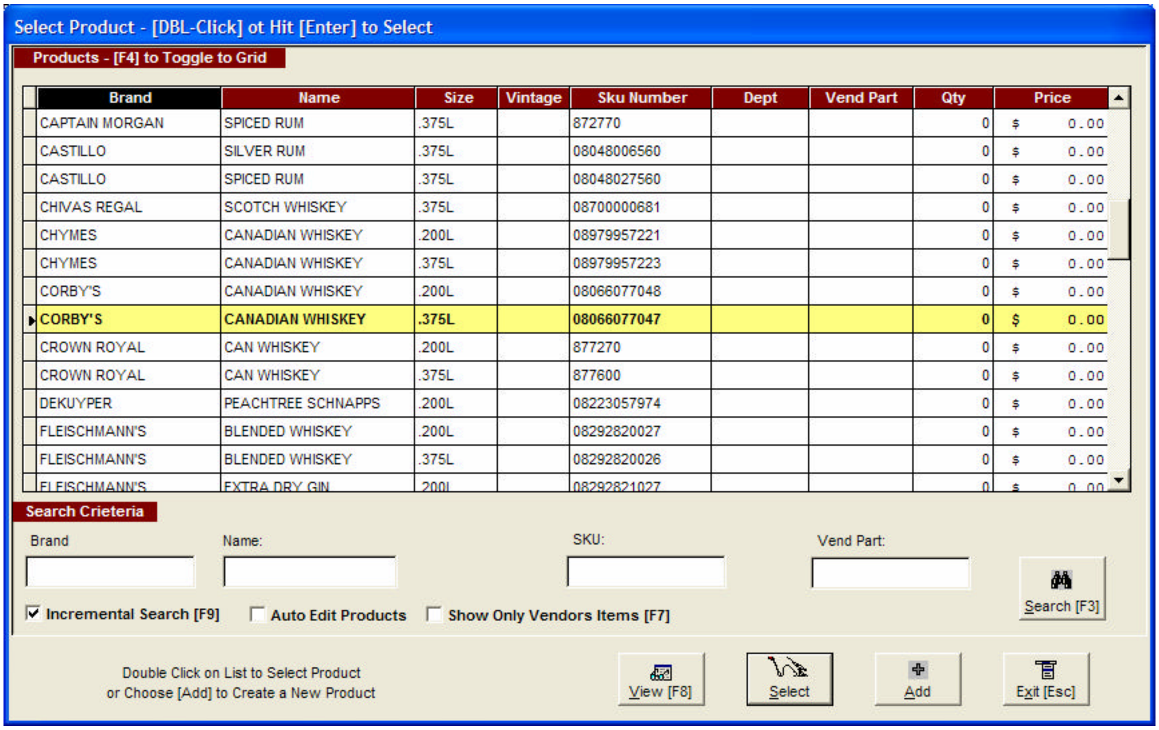
Entering the Vendor SKU # will allow you to quickly and easily add items from a vendor in the future without having to look up product information.

Press [Add] or [Enter] to place this item onto the Purchase Order. When this happens, the Purchase Order items grid will be updated with this information.

* Note – If you choose to receive items at the same time as ordering you will be able to process this PO instantly. This will add the items to inventory and adjust the Vendor A/P accordingly.

Searching for Inventory

Pressing [F3] on the Purchase Order Screen will bring up the Product Search Screen.



Some Quick Points about this Screen

- The Search Products screen will return to the last product you picked the next time you hit [F3]
- [F7] Toggles the Product View to show Items that are specific to this Vendor. If you shut this off, it will be shut off for all subsequent searches. Turning it back on will activate it for all subsequent searches.
- [F4] as well as the Page Up / Page Down / Up Arrow / Down Arrow moves the cursor to the selection grid. Hitting Enter selects the hi-lighted item and places it on the PO.
- Auto Edit – Automatically enters the Edit mode on the Master Product Screen

Type in the Alpha-Numeric information that you wish to search for. Press [Select] to add this item to the purchase order.

Purchase Order Item Grid

Invoice Detail - [F4] Toggle to Grid

Sku	Brand	Name	Size	Bottles	Cases	Btl Cost	Case Cost	Total	Running
08066077047	CORBY'S	CANADIAN WHISKEY	.375L	0	2	$ 0.4600	$ 11.0000	$ 22.00	$ 22.00

Modifying Items in the PO Grid

Pressing [F4] will allow you to move from the product add / lookup section to the grid and back.

Sku	Brand	Name	Size	Bottles	Cases	Btl Cost	Case Cost	Total	Running
08066077047	CORBY'S	CANADIAN WHISKEY	.375L	0	2	$ 0.4600	$ 11.0000	$ 22.00	$ 22.00
08700055004	MARTELL	VS COGNAC	.200L	0	2	$ 0.5700	$ 27.5000	$ 55.00	$ 77.00
08900001215	MR BOSTON	VODKA 100	.200L	0	3	$ 15.4300	$ 740.6667	$ 2,222.00	$ 2,299.00

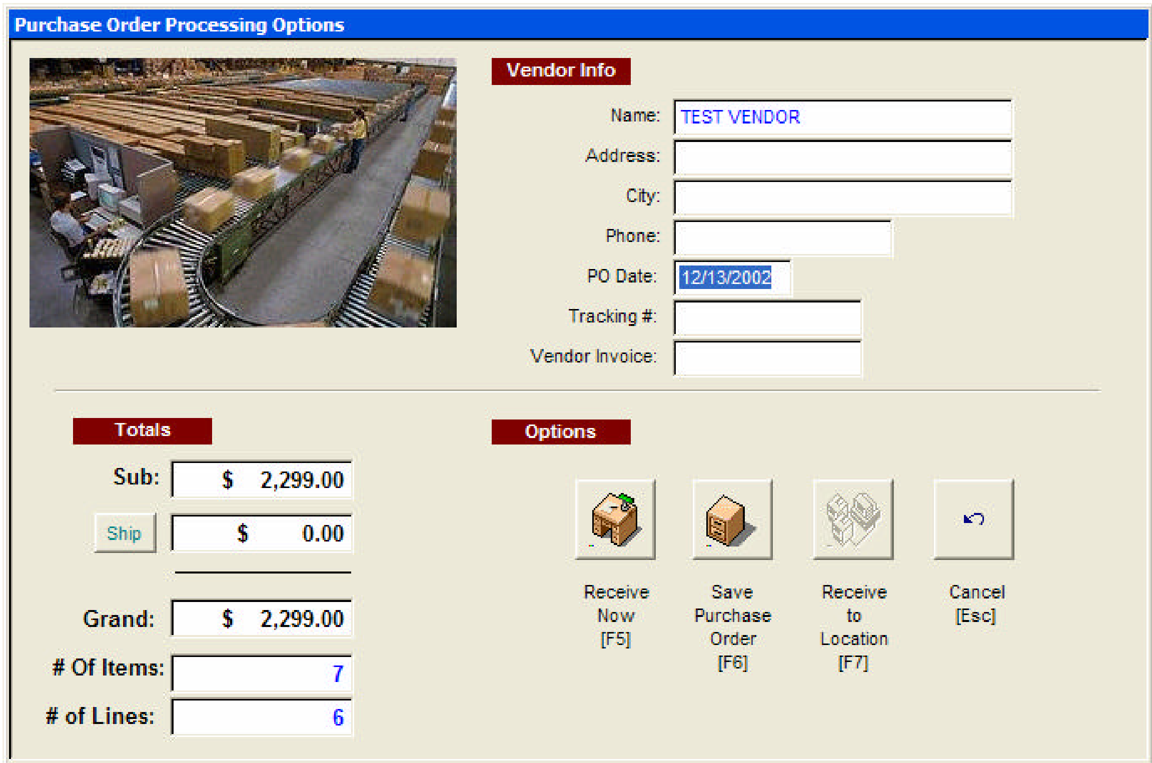
The row you are currently editing has a yellow background, and the column you are editing has a light blue header. Use the arrow keys to move around to the fields you would like to change.

Removing an Item from the Purchase Order

To remove an item from the Purchase Order, change the qty to zero in the grid.

Processing a Purchase Order

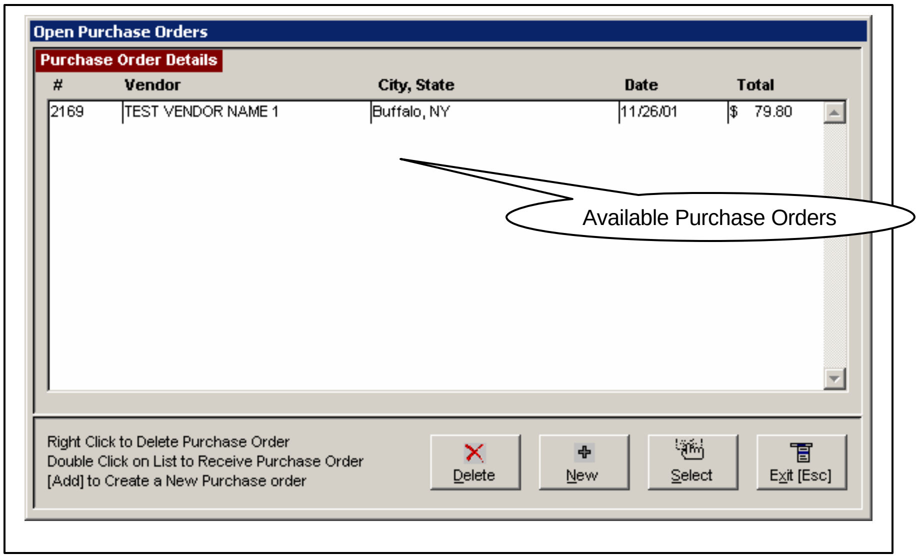
Press [F9] to complete the Purchase Order. The following options are available to you:



- Save PO – Allows you to enter the QTY received at a later time
- Receive Now – Adds product to inventory now and places money owed on vendor's ledger

Receiving a Saved Purchase Order

Selecting a Purchase Order

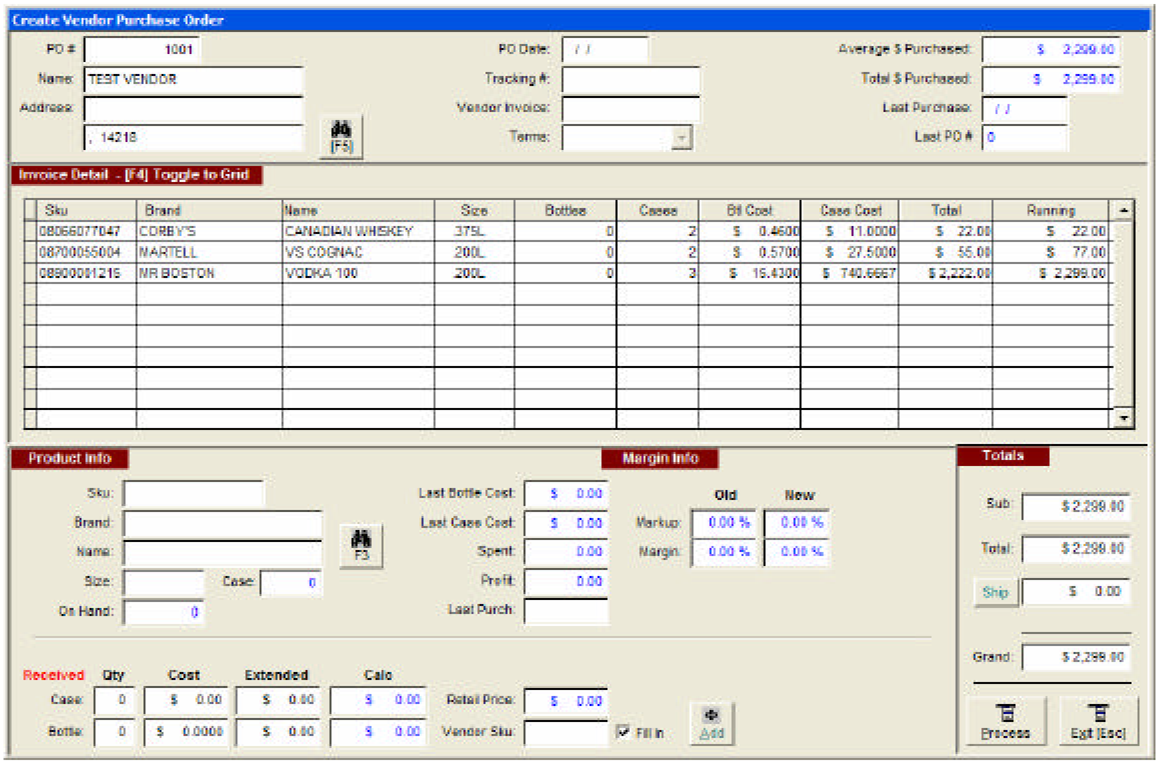


Select a saved Purchase Order by double-clicking on the PO you would like to receive. The purchase orders are displayed in Numerical Order by default.

* Note – Right-Click on the column header to re-sort by that column

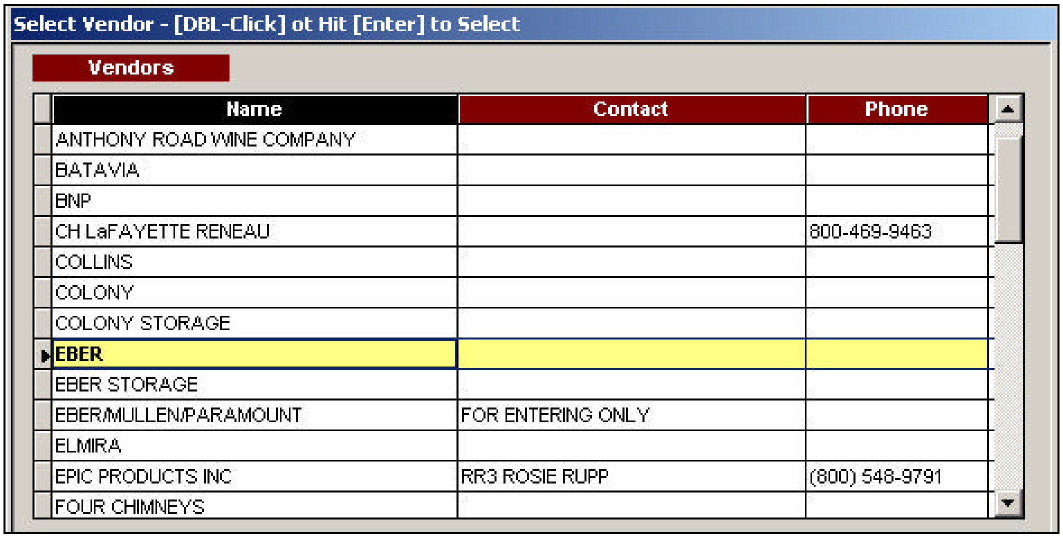
Working with the Purchase Order

The saved purchase order information will be displayed on the screen. This information will look exactly the same as when it was entered.

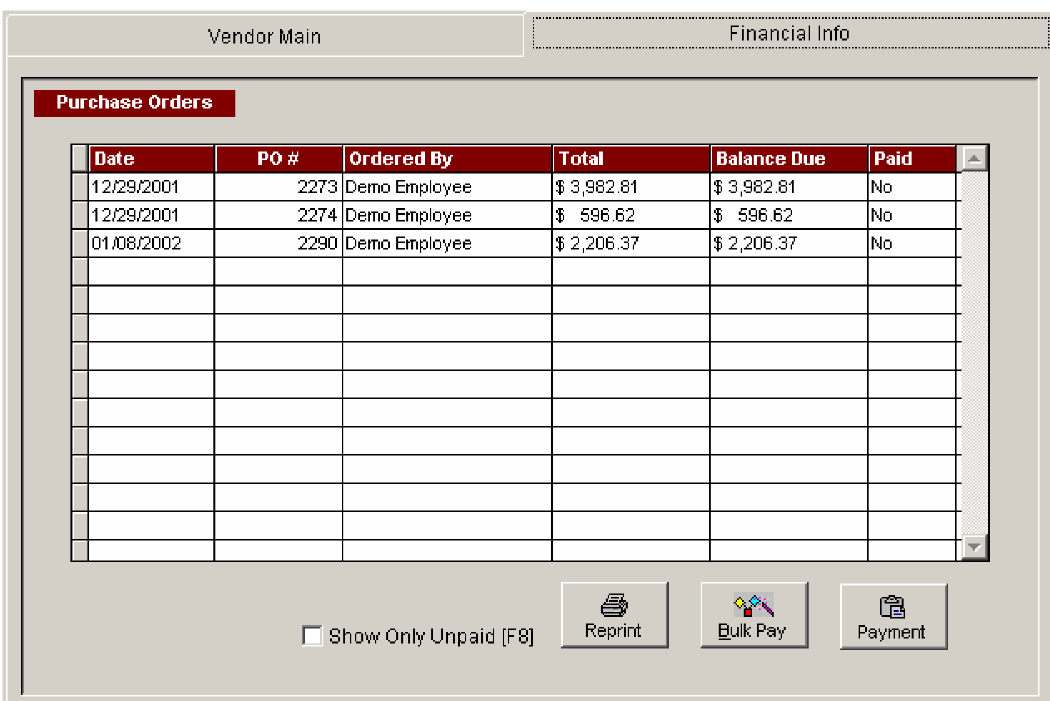


Reprinting Purchase Orders

Reprinting a Purchase Order can be done easily from the Vendor Module. Select the Vendor the Purchase order was from



Go to the Financial Tab of the Vendor Module. This will show all the Purchase Orders for this Vendor.

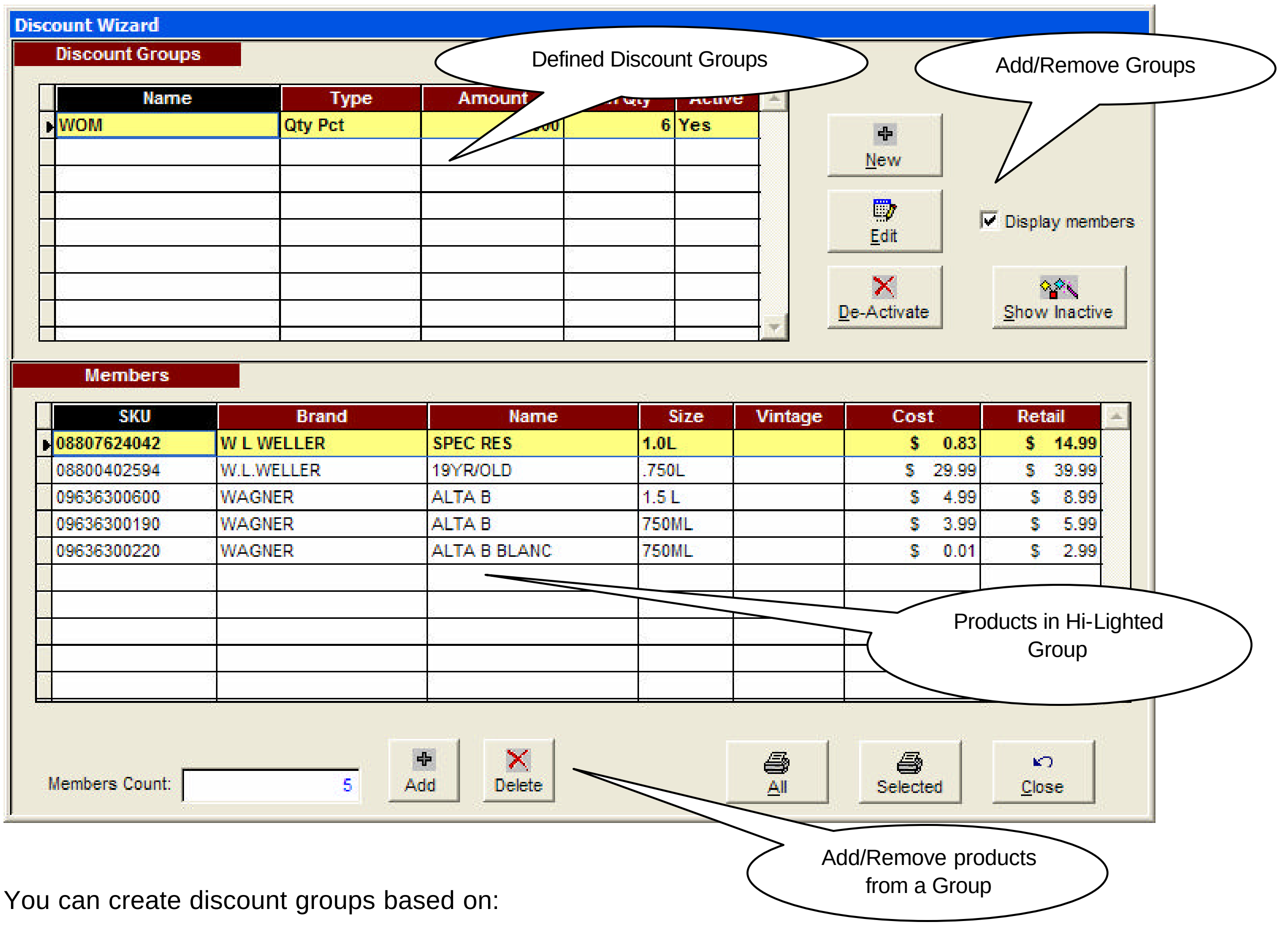


Highlight the Purchase Order to reprint and Click in the [Reprint] Button.

Discount Wizard

The Liquor Shopkeeper offers a very sophisticated product discount module. This module allows you to tailor the sales & pricing groups to your needs.

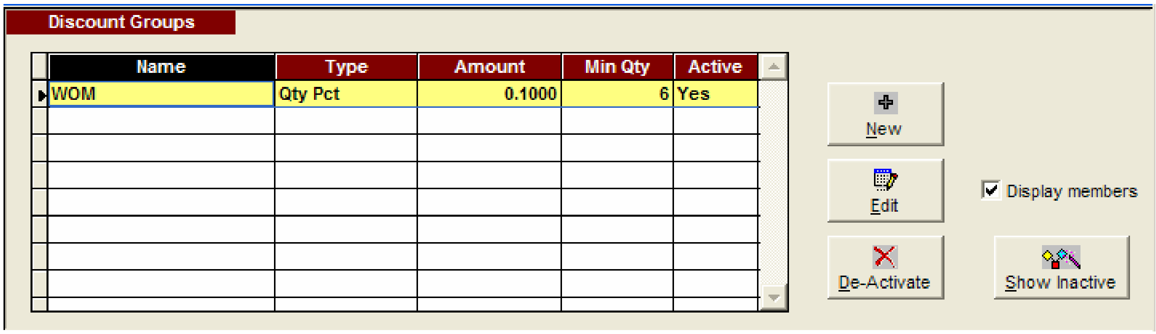
Click on [Modules] – [Products / Services] – [Discount Module] to bring up the Master Wizard screen.



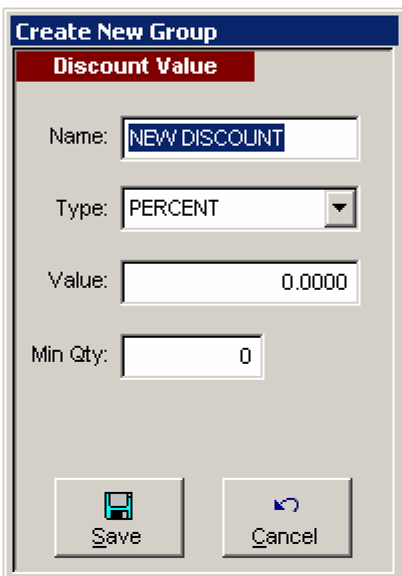
You can create discount groups based on:

- Percent - Straight % Discount
- Price - Straight $ for Sale At
- Qty for - X for Pricing (3 for $5, 2 for $10)
- Qty Pct - X For Discounting (Buy 5 get 10% Off)

Adding a New Discount Group



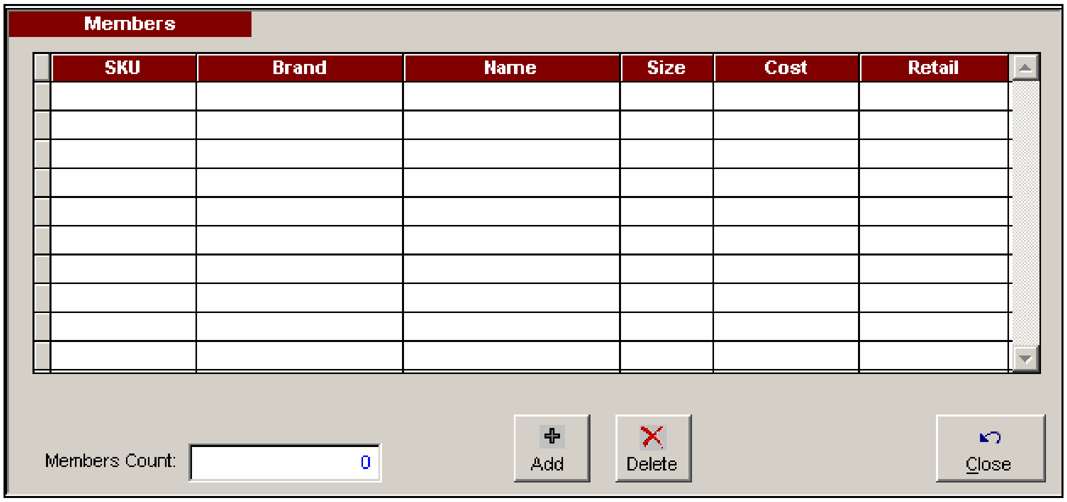
Click on the [New] Group button to bring up the Add / Edit group window.



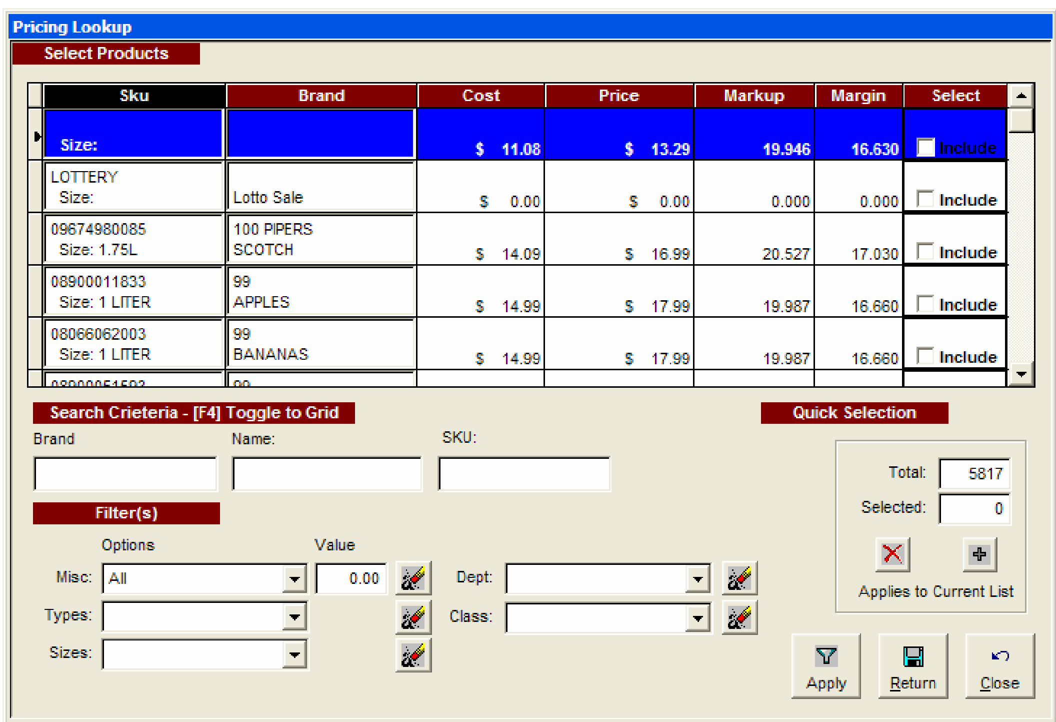
- Name: Textual Reference to this particular Group
- Type: %, $, Qty For, Qty Percentage
- Value: a Dollar amount or Percentage. (8% would be entered as .08)
- Min Qty: If Applicable, the Minimum Qty needed to be purchased to achieve this Discount level

Click [Save] to create this discount group.

Adding Products from a Discount Group



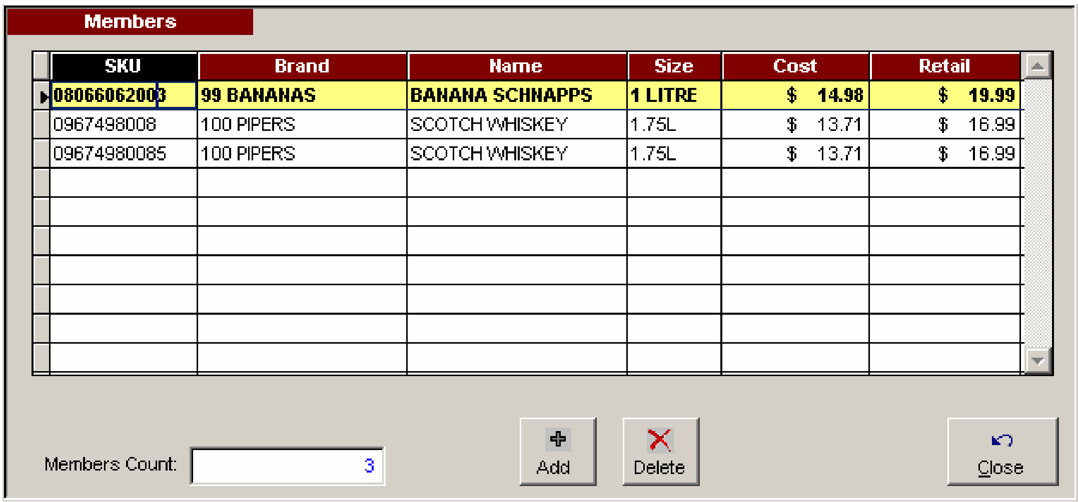
Click on the [Add] to start placing Items into this group.



This screen is very similar to the Product Search screen, except for the [Include] checkbox at the right hand side of the screen. Any items you wish to Add to this Discount Group need to be checked.

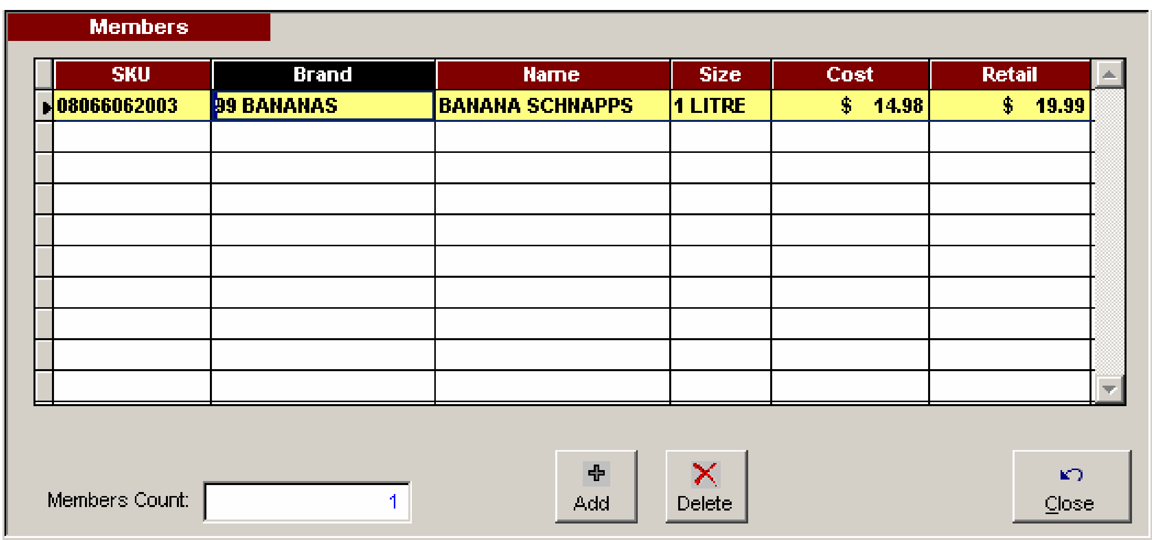
Clicking on [Save] will add those items to the Discount Group.

Removing Products from a Discount Group



Highlight a Product to Delete by Left-Clicking on it on the screen.

Click on the [Delete] button to remove this item from the Discount Group.



Entering Sales Prices

The Sales Pricing Module allows you to quickly and easily assign sales prices to products. To access the module, it is located under [Modules] – [Products / Services]

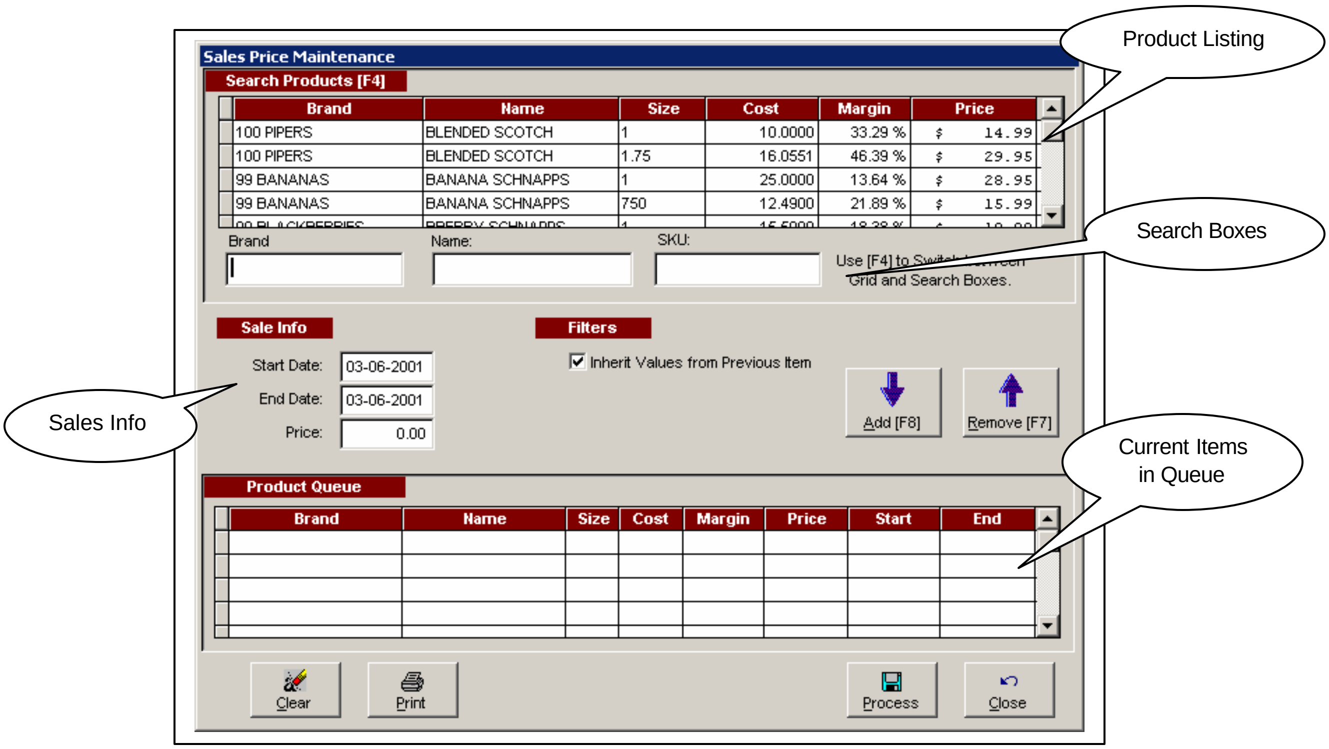
If you have already access this module and have not processed the last batch of product updates, you will receive a warning message that states such.

- Click [Yes] to delete the items and start anew.
- Click [No] to continue adding products for this sales price update.

Working with the Sales Pricing Screen

The sales pricing screen is allows you to:

- Search for products to place on sale
- Specify individual sale start / end dates and pricing
- Update the database all at once or save the items for later processing



Adding items to the Sales Queue

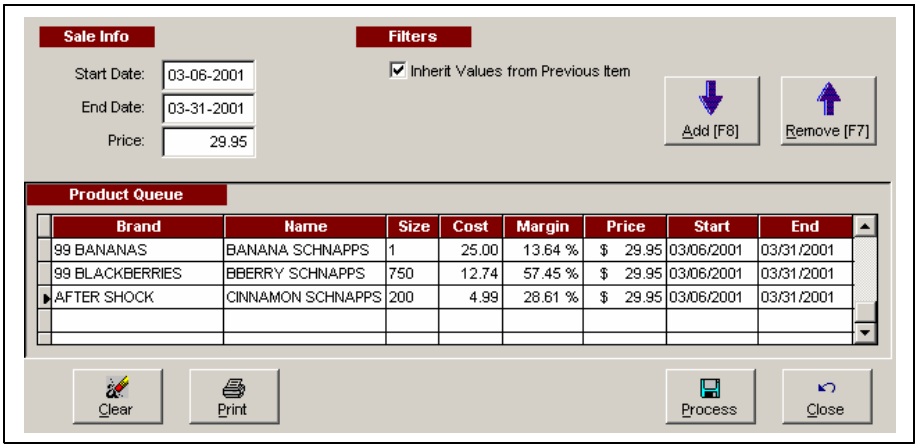
- Type or scan in the product you wish to place on sale using the [Search Boxes].
- This will display the item in the product-listing grid.
- Type in the starting and ending sale info date. Type in the price for this product
- Click [Add] to add this item from the queue

Note – Inheriting Values of a Previous item allows you to keep the same Sales Start / End Dates and only change the Sales pricing. This makes it EVEN QUICKER to update inventory.

Removing items to the Sales Queue

- Highlight the item to remove in the product queue grid.
- Click on the remove button to remove this item from the queue

The sales queue will update with the product information after you have pressed the [Add] button.



The Product Queue shows:

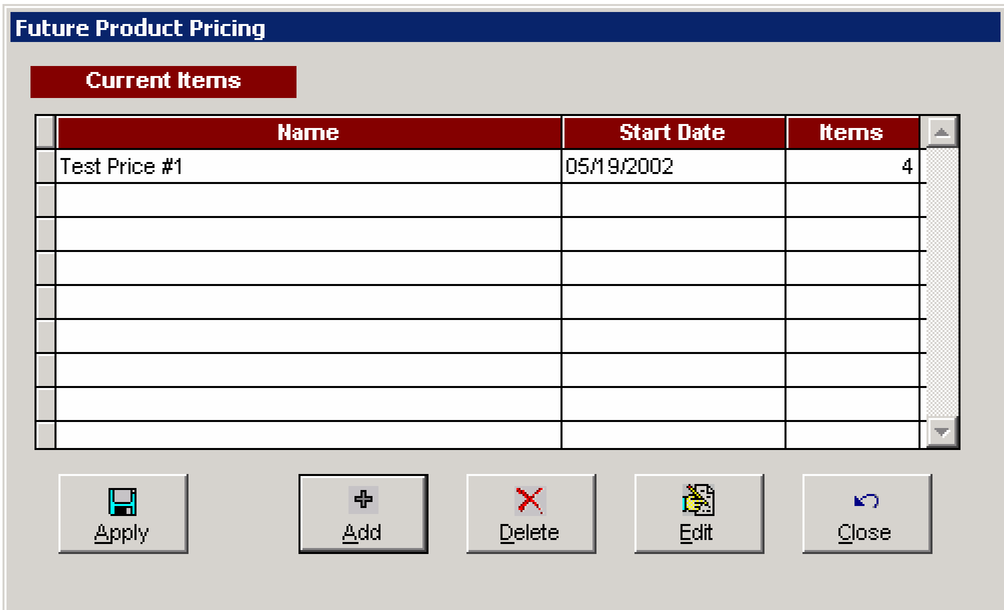
- Brand
- Name
- Size
- Cost
- Margin %
- Sale Price
- Sale Start Date
- Sale End Date

Applying the Sales Prices

Click the [Process] button to update the products with their new sales pricing info.

Future Product Prices

The Future Product Pricing module allows you to set a new price of a product in the future. This module will also place each of these products into the print queue for easy sign generation.



The Search Queue shows what Product Pricing has been defined. The information that is displayed is as follows:

- Product Name
- New Pricing Start Date
- # of Items

Options on this screen:

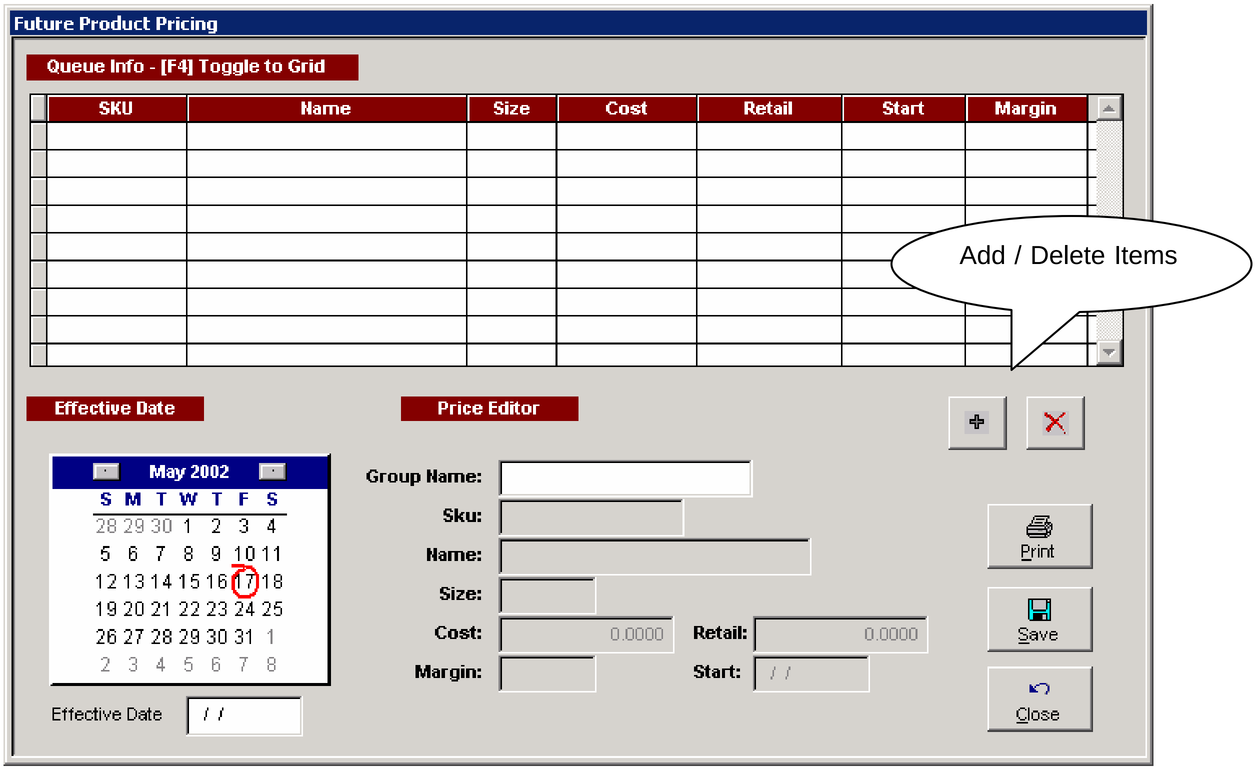
[Apply] – Apply the price changes to inventory

[Add] – Add a new set of price changes

[Delete] - Delete Hi-Lighted Price Changes

[Edit] – Edit the defined Price Changes

Adding A Price Change Event

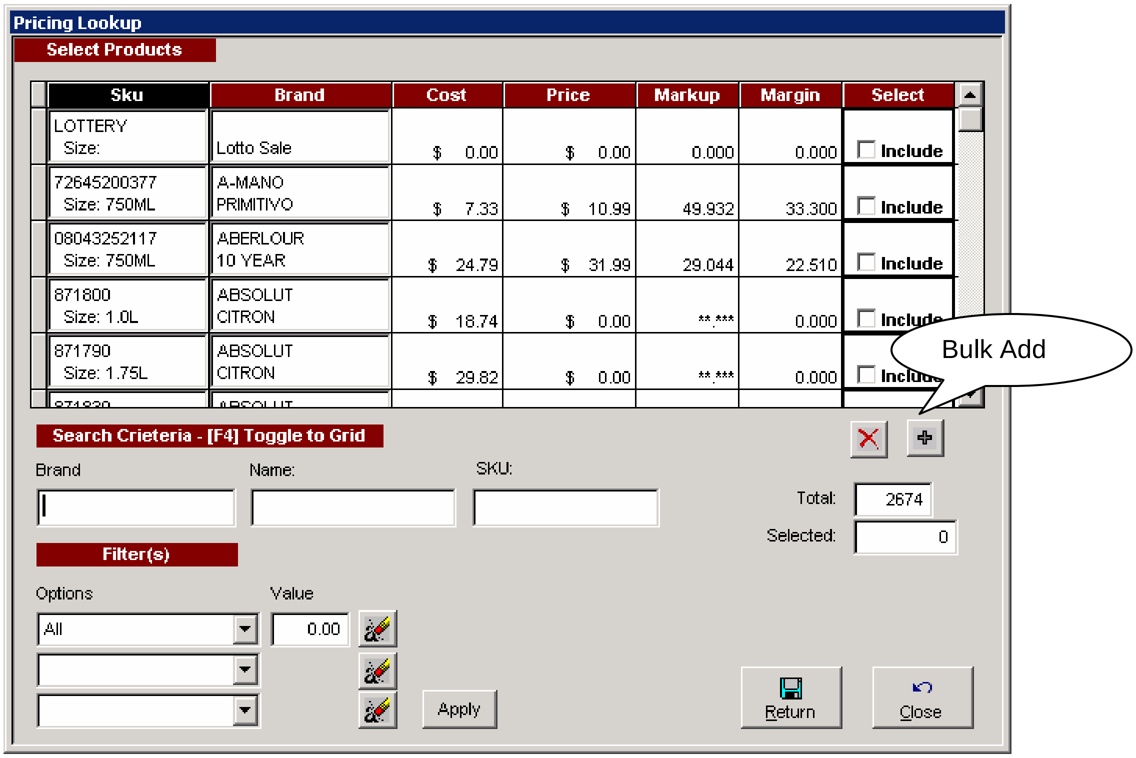


The Price Change event window shows the Products Currently scheduled for this event, the date the price change will become effective and margin information.

Give this Event a Group Name and Select a Date for this to become effective on. You will not be able to add products until you have done this.

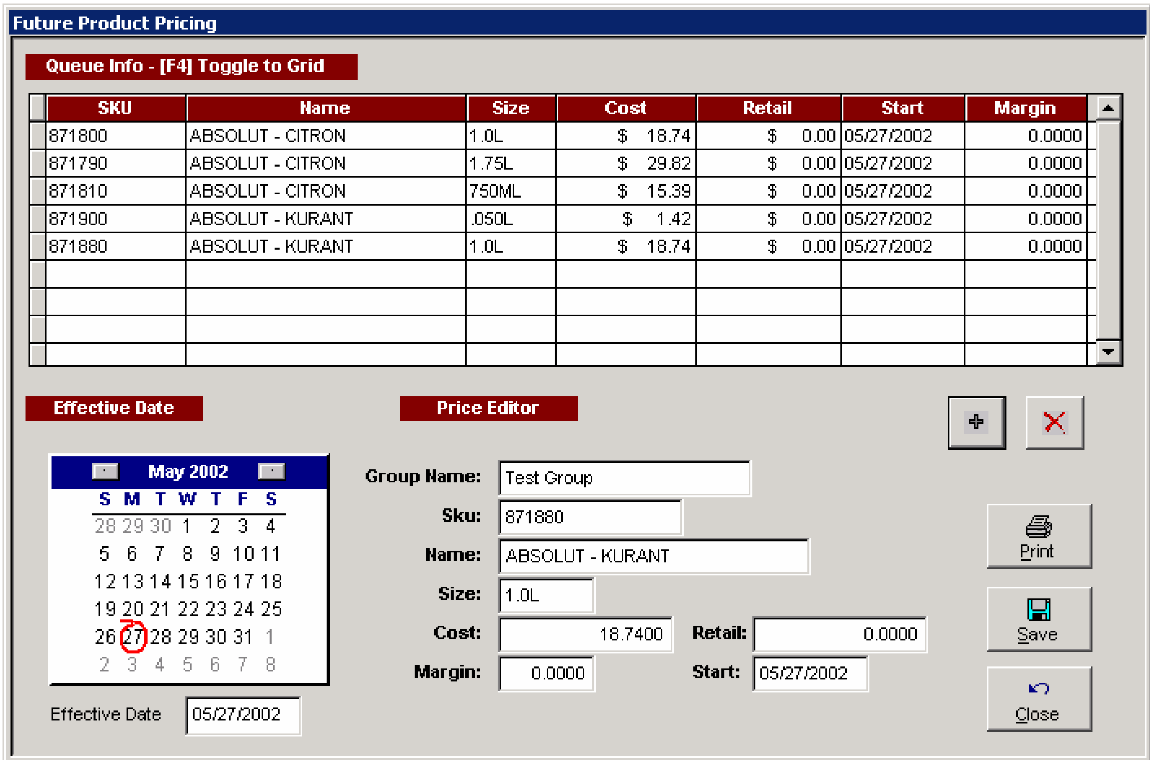
Adding Items to the Event

Click the [Add] Button to start adding products.



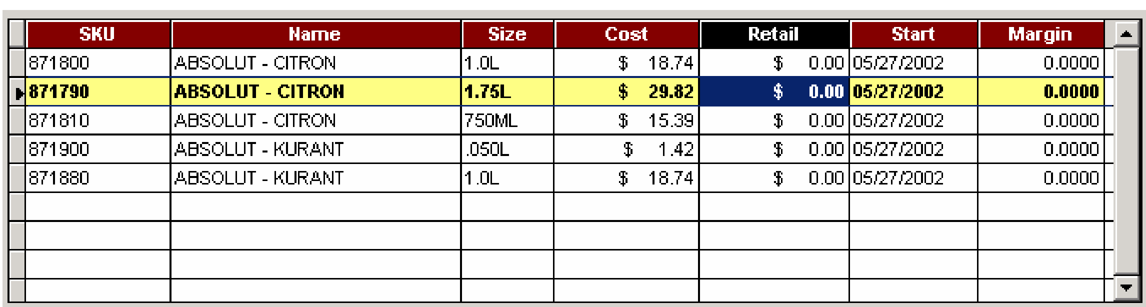
Select products by Clicking on the [Include] checkbox or clicking the Bulk Add buttons.
When you are done selecting the items, click on the [Return] button to return to the previous screen

Changing Prices



The items you selected on the previous screen will be displayed in the grid. You can change the information right in the grid or in the text boxes below it.

Enter the new price:



Hitting Tab will bring you to the Start field that has been pre-filled with the Date you selected prior. You can use your arrow or mouse keys to quickly change the pricing just as you would a spreadsheet. As you change the pricing the Margin information will update.

Printing Price Changes

Click [Print] to print out a listing of the Price Changes you have defined.

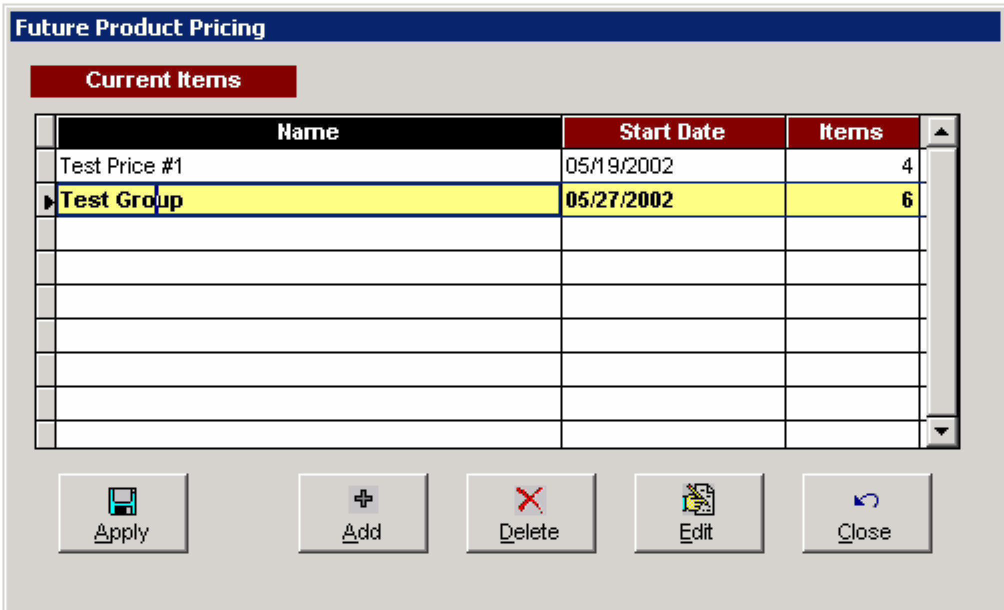
Future Product Pricing 5/17/2002

SKU #	Name	Size	Price	Start Date
72645200377	A-MANO - PRIMITIVO	750ML	$10.99	5/20/2002
08043252117	ABERLOUR - 10 YEAR	750ML	$44.95	5/20/2002
871800	ABSOLUT - CITRON	1.0L	$22.95	5/20/2002
871790	ABSOLUT - CITRON	1.75L	$18.95	5/20/2002

Saving Price Changes

Clicking [Save] will save the price changes and allow you to place these items into the print Queue so that you can print signs or labels easily.

Applying Pricing Changes



Highlight the Group to Process and hit [Apply]

The system will re-price all the products in that Group to the pricing levels that you have set up.

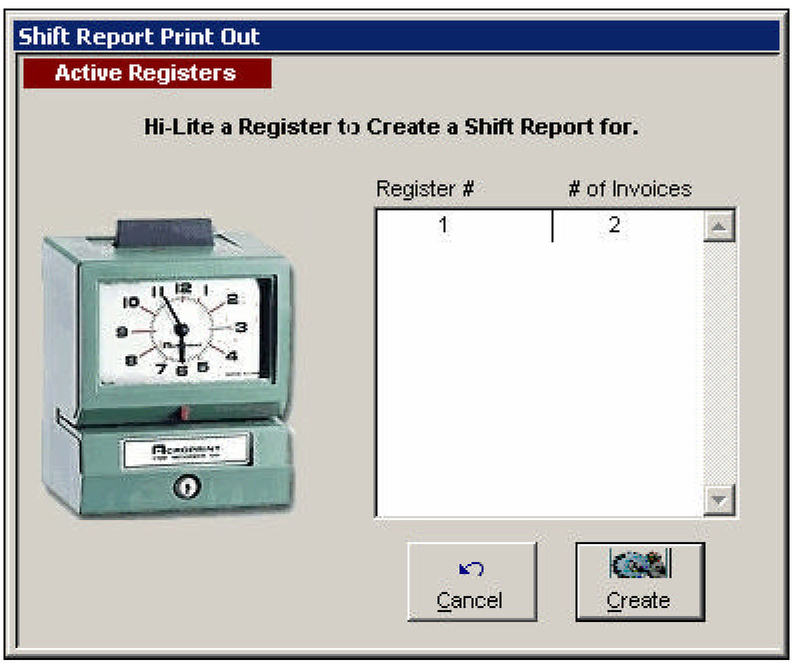
Shift Reporting

Users can create an End of Day report detailing their activity on the system at any time. This does not Zero out the end of day totals for that user.

Click on Employee Login / Logout and Select Print Shift Report

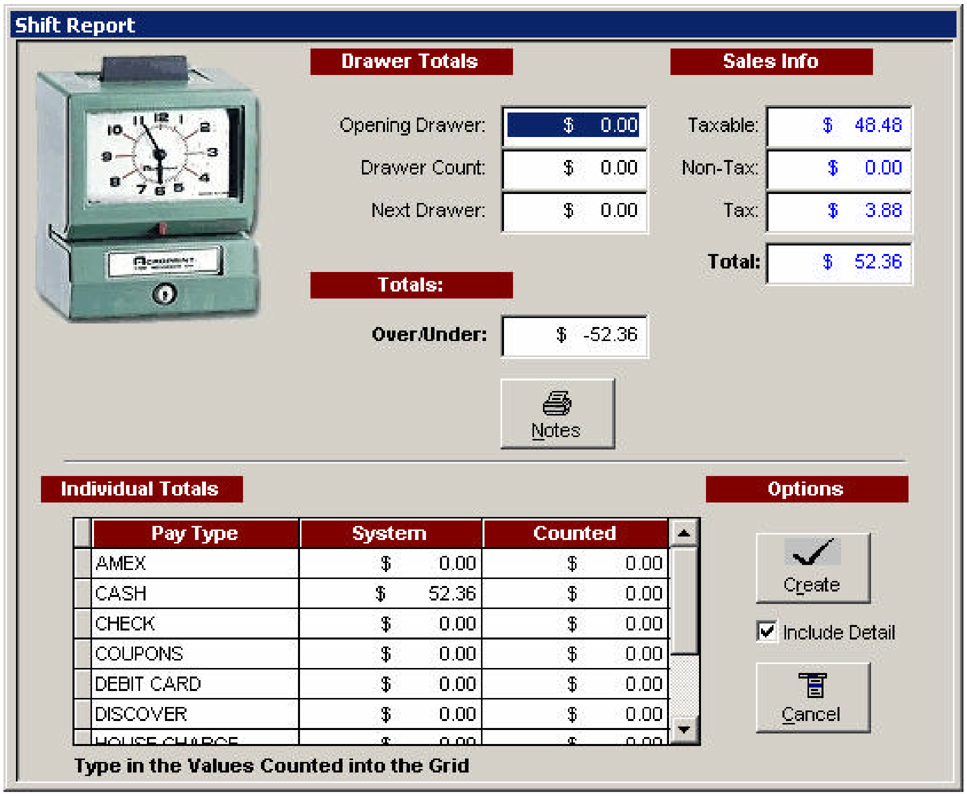
Selecting the Register

Highlight the Register and Click [Create] to create the Shift report.

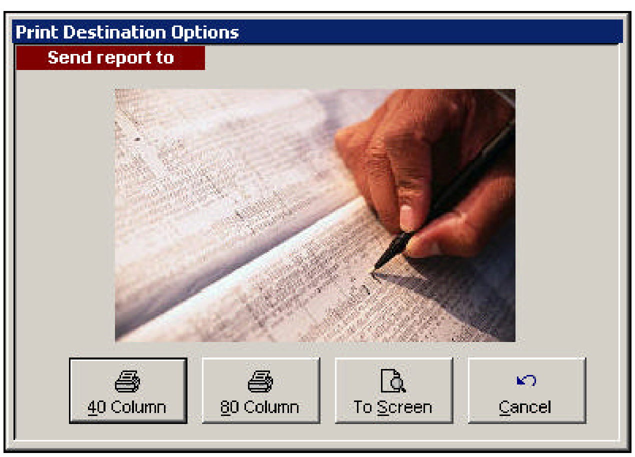


Shift Report Review Screen

The Shift Report review screen allows you to type in Drawer Count Information and individual totals. This information will be printed on the report for future reference.



Clicking [Create] to create the report and select the destination.

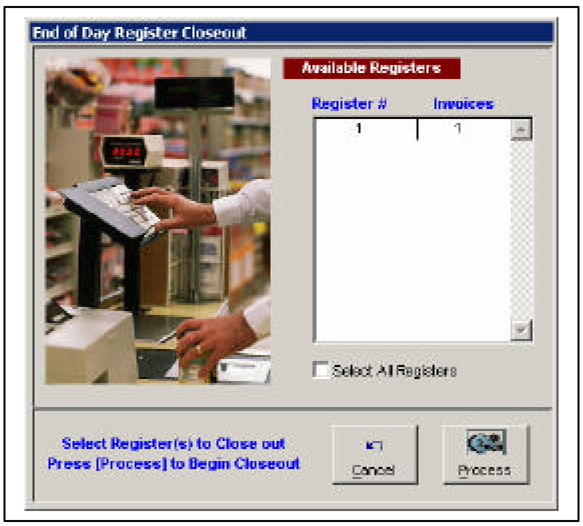


End of Day Procedure

The end of day procedures does the following routine maintenance tasks:

- Closes any or all registers
- Tallies up the day's sales information
- Zeroes out the register(s) totals for the next day
- Updates product weekly / monthly sales history information
- Prints out end of day reports

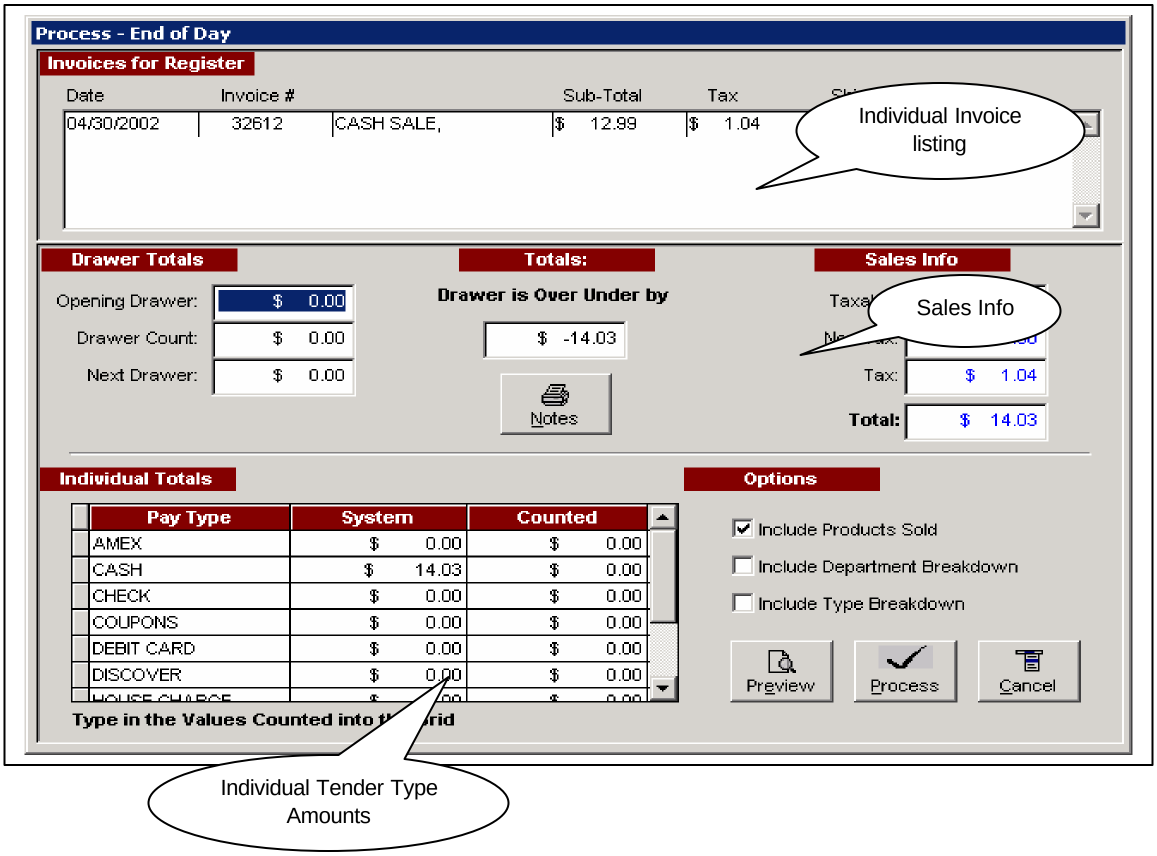
Selecting Registers to Close



The pick a register screen displays all the registers that have tallied sales since the last end of day closeout.

You can Highlight individual registers or click [Select all Registers] to close all listed registers.

End of Day Screen Overview



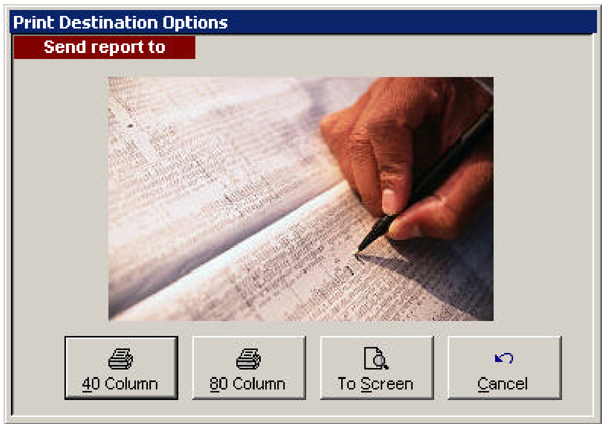
The End of Day screen needs the following information:

Opening Drawer Amount:	Cash that was in the drawer at the beginning of the shift
Drawer Count:	How much total money was counted in the drawer including checks, charges etc.
Next Drawer:	Cash that you will leave in the drawer for the beginning of the next shift
Individual Tender Type Totals:	Individual totals for each tender type (Visa, MasterCard, etc)

Enter in the information and press [Process] to complete this function.

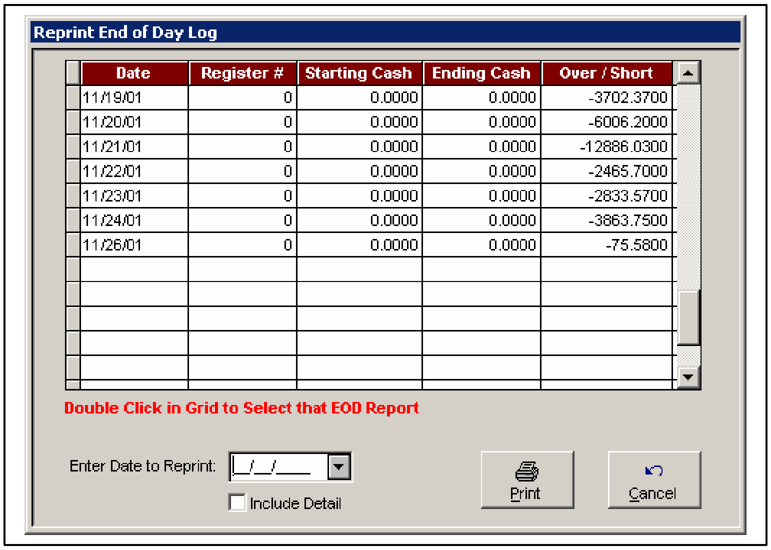
End of Day Printouts

The Liquor Shopkeeper gives you 3 options for Printing or Viewing the End of Day reports.



- 40 Column - Quick summary of the Days totals
- 80 Column – Full Review of Today's totals
- Screen – View the information before printing
- Cancel – Don't view or print anything

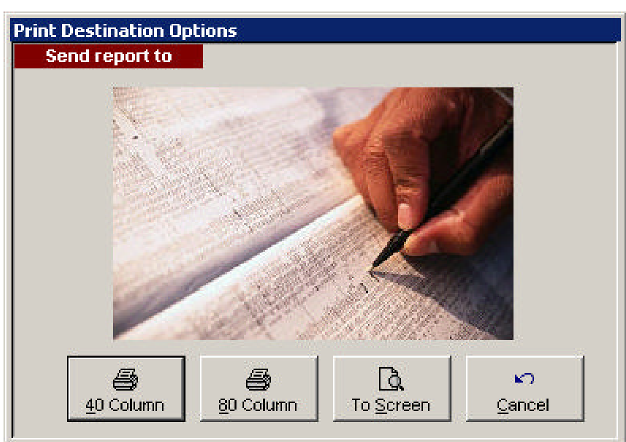
Reprinting End of Day Reports



The End of Day Menu allows you to Re-print End of Day Reports. The Liquor Shopkeeper will display all the previous closeouts in Date / Time order.

Highlight the Report you wish to reprint.

If you would like a comprehensive product listing with this report, click on the [Include Product Detail] checkbox.

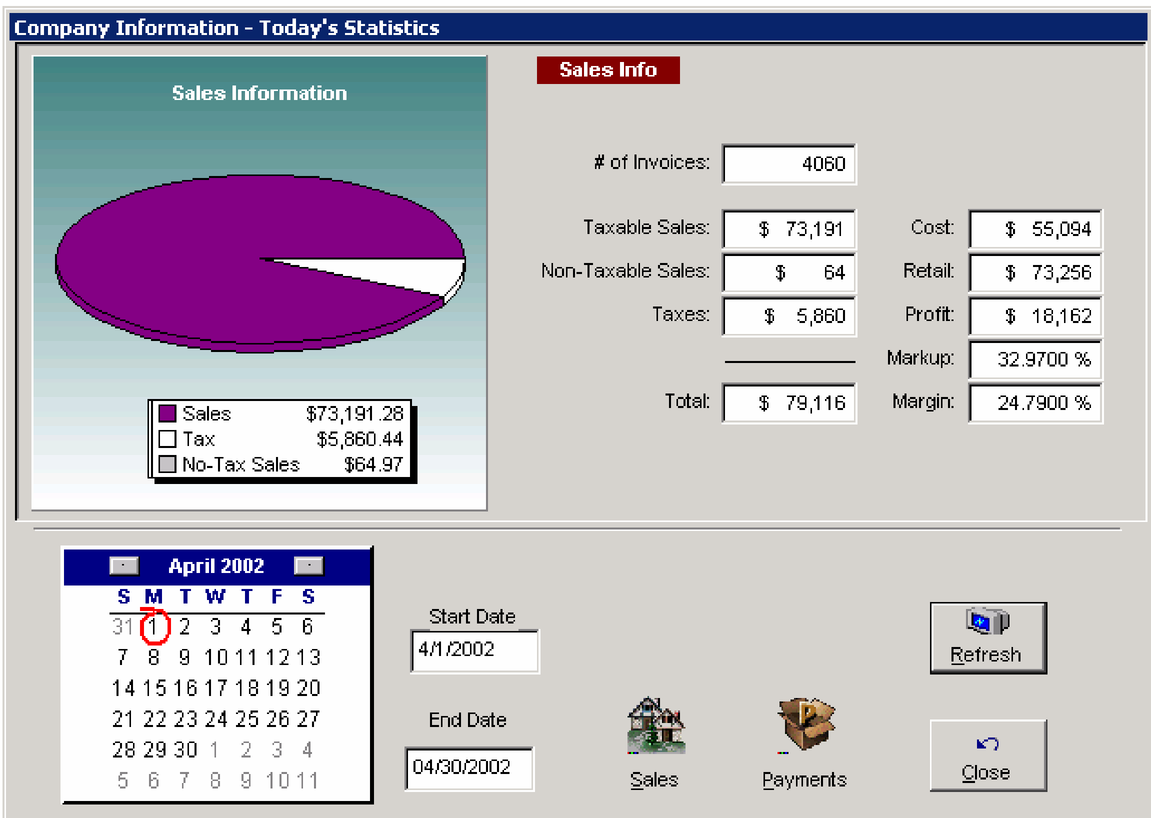


Real-Time Charting

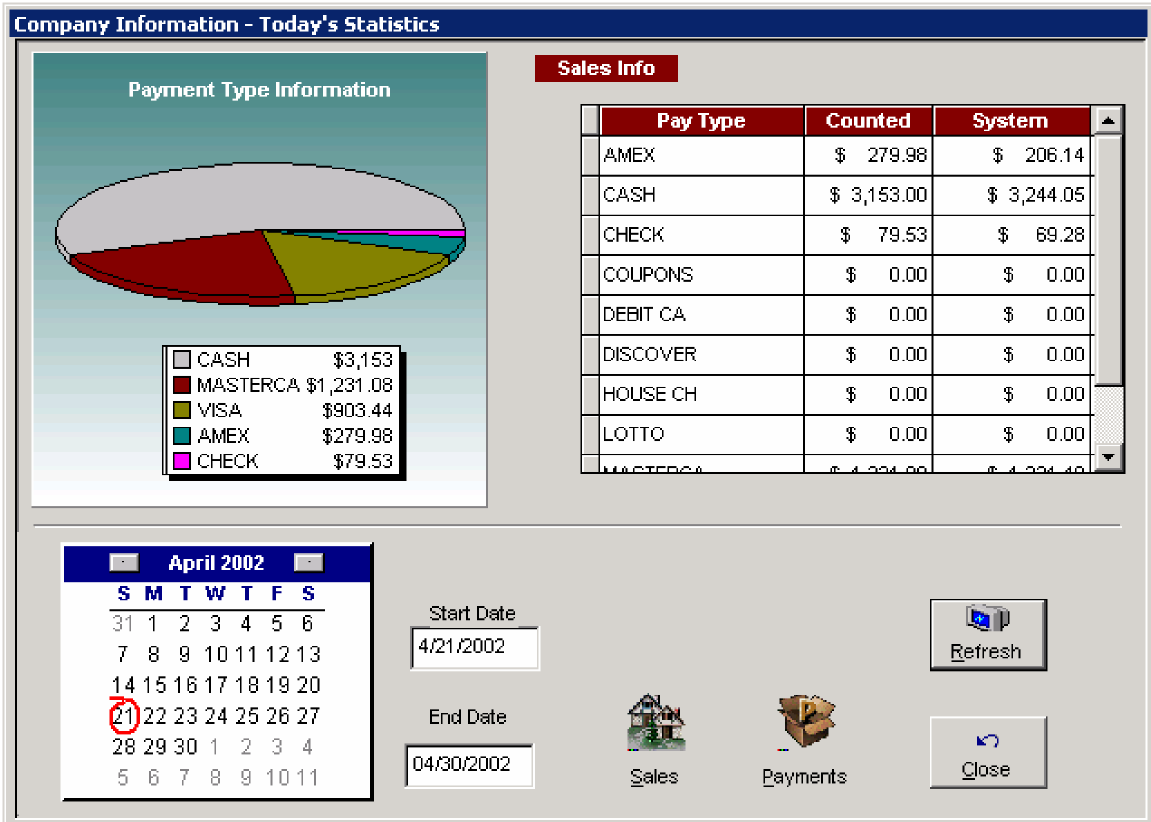
The Liquor Shopkeeper has real-tome charting capabilities. You can use this to quickly see how your business is performing.

Select the Starting and Ending Date, Click [Refresh] to update the display information.

Today's Sales Statistics

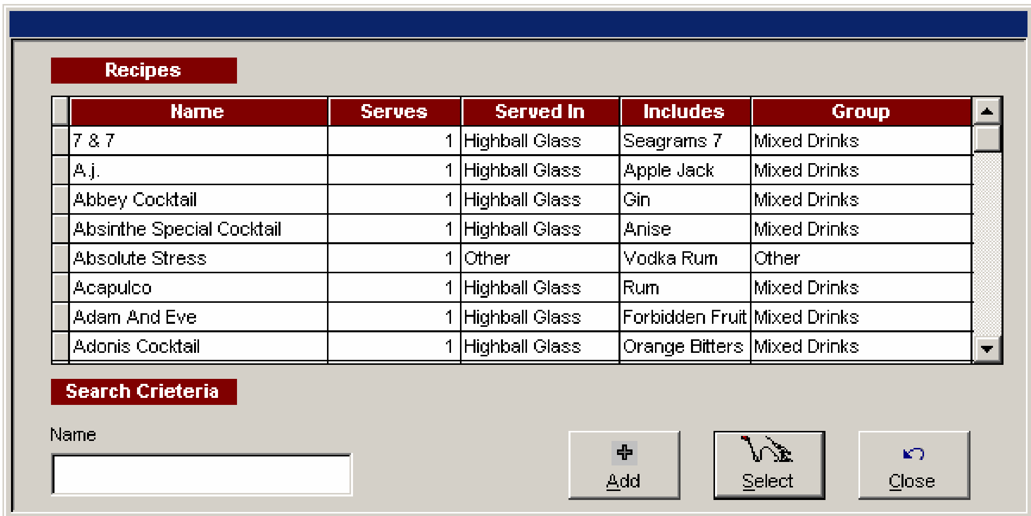


Today's Payment Info

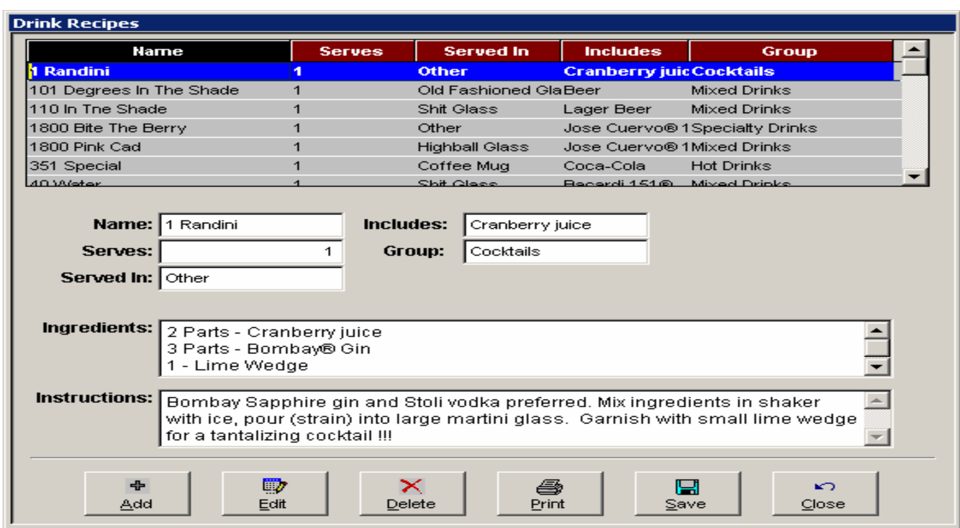


Drink Recipe Screen

Drink Recipe Search Screen



Type in the Name of the Recipe to search for. Click on [Select] or Hit enter to view the drink information.



The Drink recipe screen allows you to quickly and easily view what ingredients are in a particular drink. This screen can be seen from the Main Menu or from the Invoice (POS) Screen via the [Shift + F3] Key.

Printing Recipes for Customers

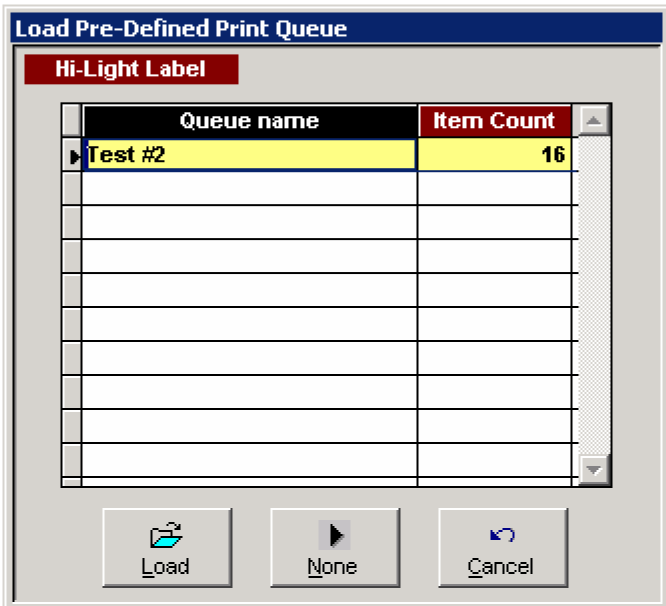
```
----------------------------------------
          Your Store Name Here
            Your Address Here
            City, State & Zip
             (716) 555-1212
----------------------------------------
Name: 1 Randini
----------------------------------------

   Serves: 1
 Includes: Cranberry juice
Served In: Other

Ingredients:
2 Parts - Cranberry juice
3 Parts - Bombay® Gin
1 - Lime Wedge
1 Part - Triple Sec
1 Part - Stolichnaya Vodka®

Instructions:
Bombay Sapphire gin and Stoli vodka
preferred. Mix ingredients in shaker
with ice, pour (strain) into large
martini glass.  Garnish with small lime
wedge for a tantalizing cocktail !!!
```

You can print out Recipes from the Invoice screen for your customer to take with them. This recipe will have your stores information on it as well.

Label & Sign Maker Module

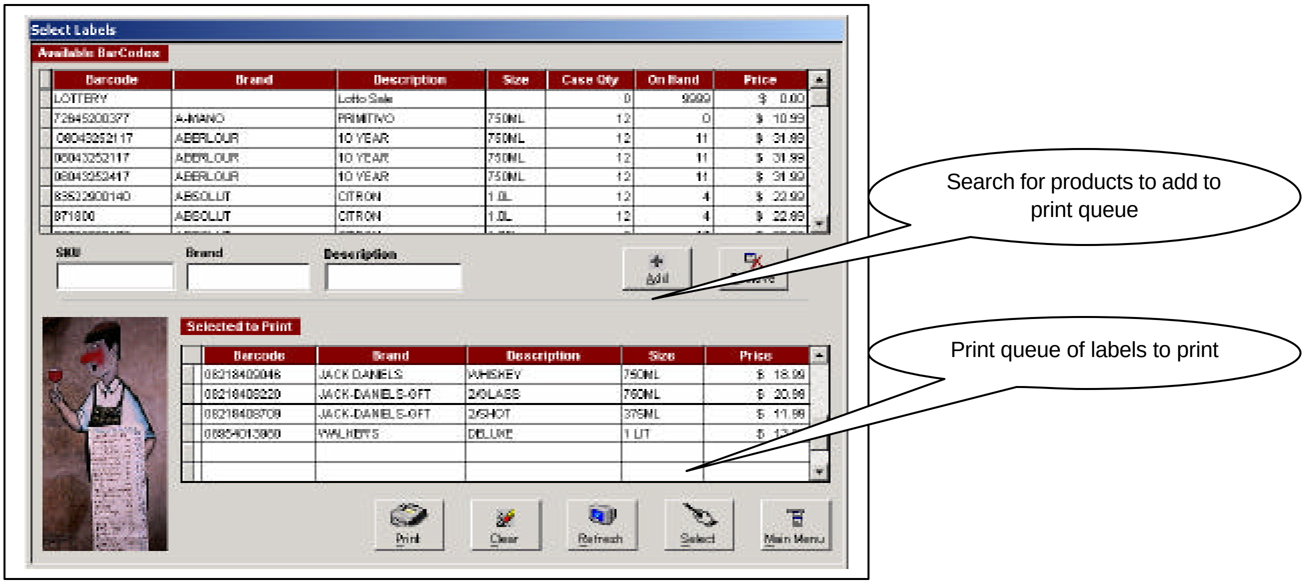
The Label and Sign Module allows you to create full page, half page, and small shelf tag labels quickly and easily.

If you have Future Product Pricing Queues set up for printing, you can choose an existing Queue or None. If you choose an existing queue, the program will pre-load the items into the queue for easy printing.

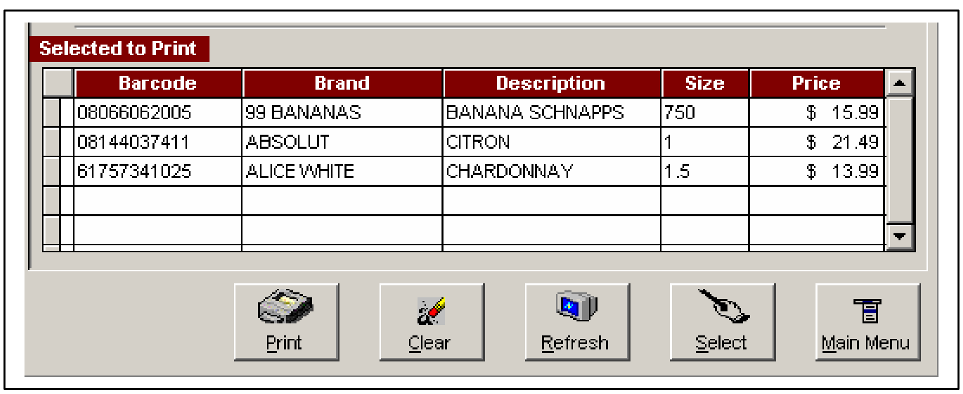


- Load – Load the Hi-Lighted Queue
- None – Don't load Any Queue, Go to Product Selection Screen
- Cancel – Go back to Previous Menu

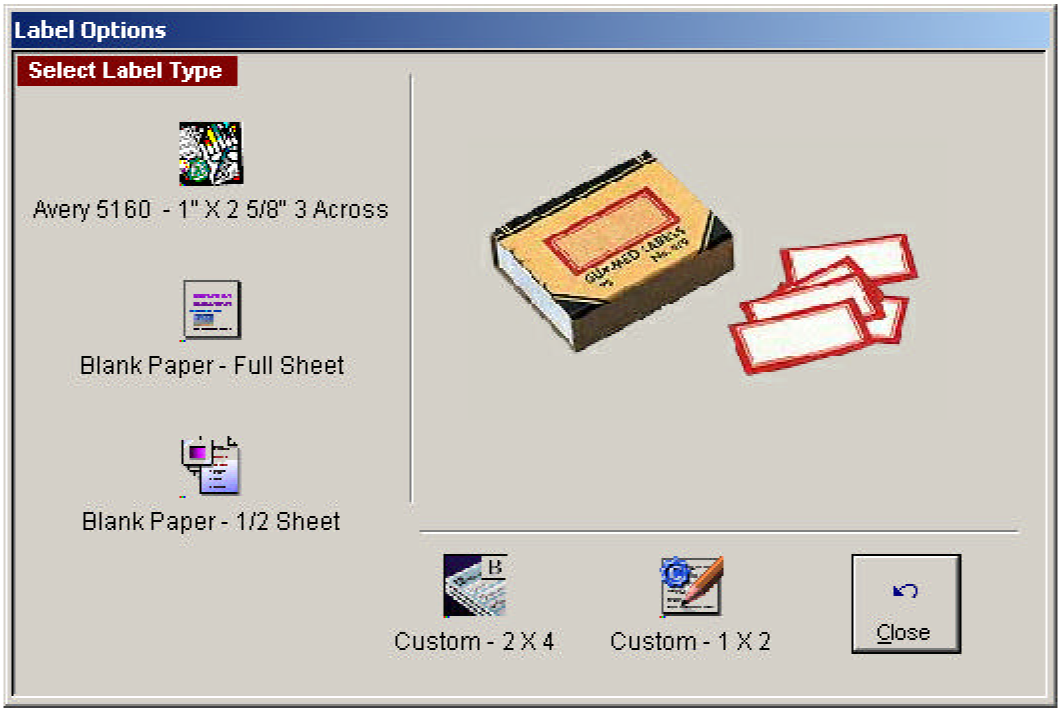
Label Selection



After you have selected the items to print the queue grid should look display the products in the queue.



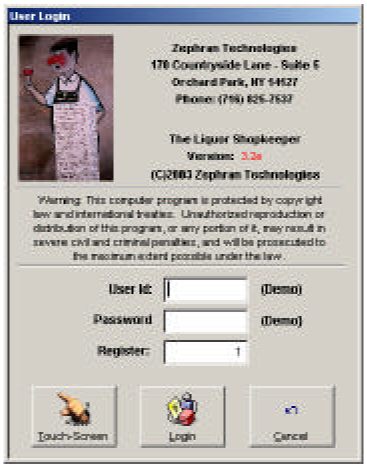
Label and Sign Print Options



- Avery 5160 – 3 Across Labels 1” X 2 5/8”
- ½ Sheet of paper
- Full sheet of paper
- Custom 2X4 Paper
- Custom 1X2 Paper

Employee Shift-Change

Logging into the System



The Liquor Shopkeeper comes with a default User ID.

User ID: DEMO
Password: DEMO

When logging into the system the first time you will need this ID and Password to access the system.

Register – Since you can have multiple registers, you need to specify which register # this is. This is important for keeping track of individual drawer totals…

Logging out of the System

When you choose to Log-Out of the system, the system needs to know who is now logging in.

If the user cancels on this screen, the program exits and returns to the Windows menu.

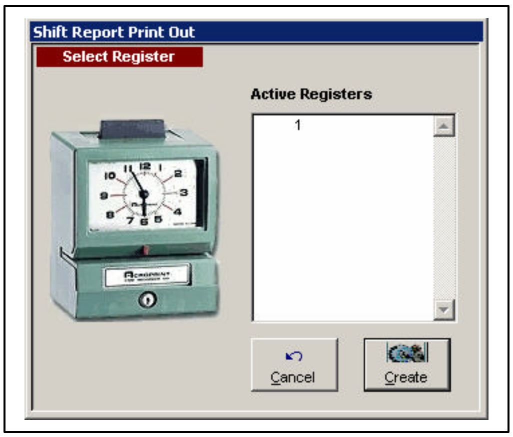
If the user logging out is going to return to resume a shift, make sure the new user logging in uses a new register #.

Employee Shift Report

The Liquor Shopkeeper allows you to print an Employee shift report as many times as you want for any register.

Select the [Shift / Report] option from the Main Menu.

Select a register to create the report for



Click [Create] to create the report and choose the destination location.

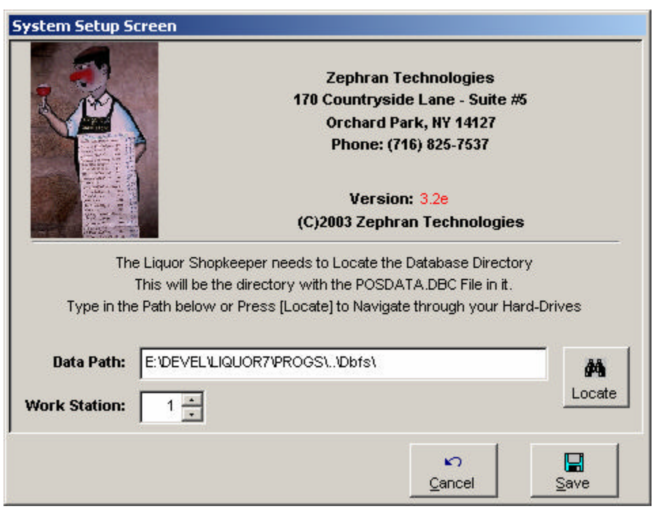
Data Maintenance

The Liquor Shopkeeper offers a comprehensive suite of utilities to ensure the proper running of the system.

Function Name	Description
Data File Locations	Specify the location of Data Files either Local or on the Network
Table Maintenance	Allows you to Add / Edit / Delete Static information such as Classes or Departments
File Pack / Index	Cleans up Deleted Data and Organizes data for better access
Bulk Product Edit	Quick and Easy editing of groups of product information
Modify Product Types	Add / Edit / Delete Product categorization
Clear Product History	Removes the sales history for products
Upgrade Data Files	Upgrades data from an old structure to a newer structure
Export Data	Extracts Data into a different data format

Specifying Data File Locations

If the system cannot find your Data Files in the location it believes they should be in, it will ask you to specify this location.



Enter in the Data Path using either a Drive Letter or UNC.

Use the [Locate] button to browse the hard drive for these files.

Enter in the Workstation number or leave it as #1 if this is a single user install.

Press [Save] to commit these changes. The program will have to be restarted.

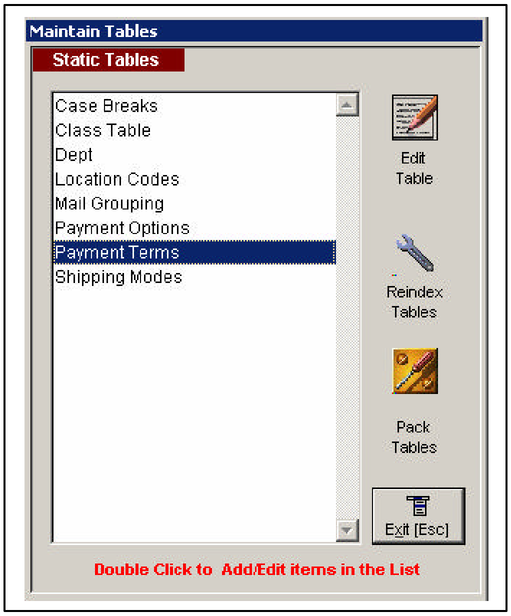
Table Maintenance

From this screen you can edit table information, re-index a specific table or remove deleted records from a specific table (Pack).

Static Table Definitions

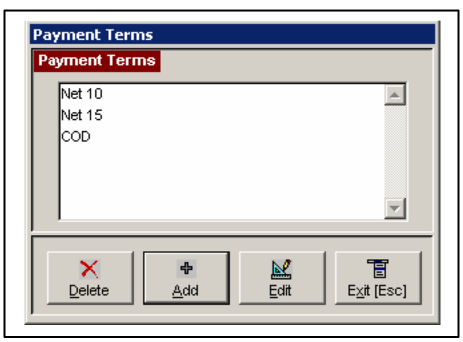
Table Name	Description
Case Breaks	For future enhancements
Class	Further Product Classification
Department	Further Product Classification
Location Codes	Different store locations
Mail Grouping	Customer mailing groups
Payment Options	POS Screen Payment Types
Payment Terms	Purchase Order Payment Terms
Shipping Modes	Purchase Order Shipping Methods

Adding / Editing Table Information



Highlight the static table name and [Double-Click] or press the [Edit Table] button.

Viewing Table Contents

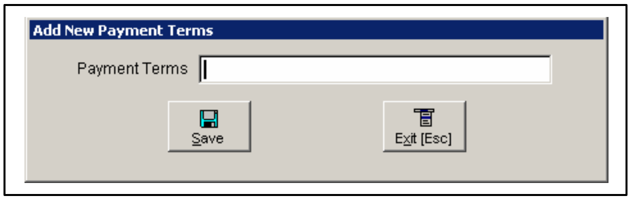


To Edit an Item, Highlight that item and click the [Edit] button. (Or Double-Click)

To delete an Item, Highlight that item and click the [Delete] button.

To Add an Item, click the [Add] button.

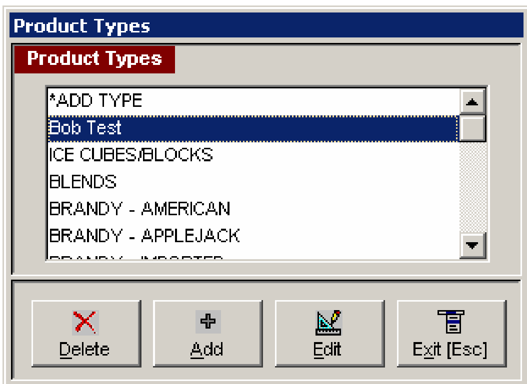
Adding a Table Record



Type in the description and press [Save] to save this record.

Pressing [Esc] will cancel this record creation.

Removing a Table Record



Highlight the Static Table Item you wish to remove.
Click on the [Delete] Key.

* Note – Do not remove a Static Table item that has been used by a module. (I.E. don't delete a Product Type of Blends if you have a bunch of products that are assigned that Product type.)

Packing / Re-Indexing Tables

Clicking on the Pack or Re-Index button brings up this screen.

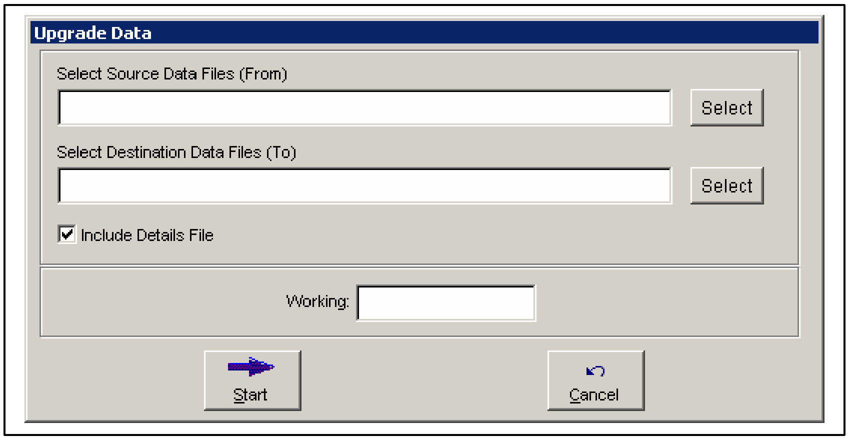
You must make sure all other stations are out of the application before running this routine.

Pressing the [Start] button will begin to either clean or pack depending on your choice.

Converting Data

The Liquor Shopkeeper can convert or import data from any older version.

Choose the Upgrade Data option under the Administrative tasks.



Select the from and to data sources in the appropriate boxes.

The “from” data source is the OLD version of the data tables.

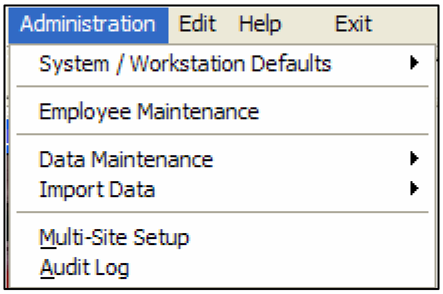
The “to” data source is the NEW version of the data tables.

Check the [Include Details file] if you would like to include company and registration data in this upgrade.

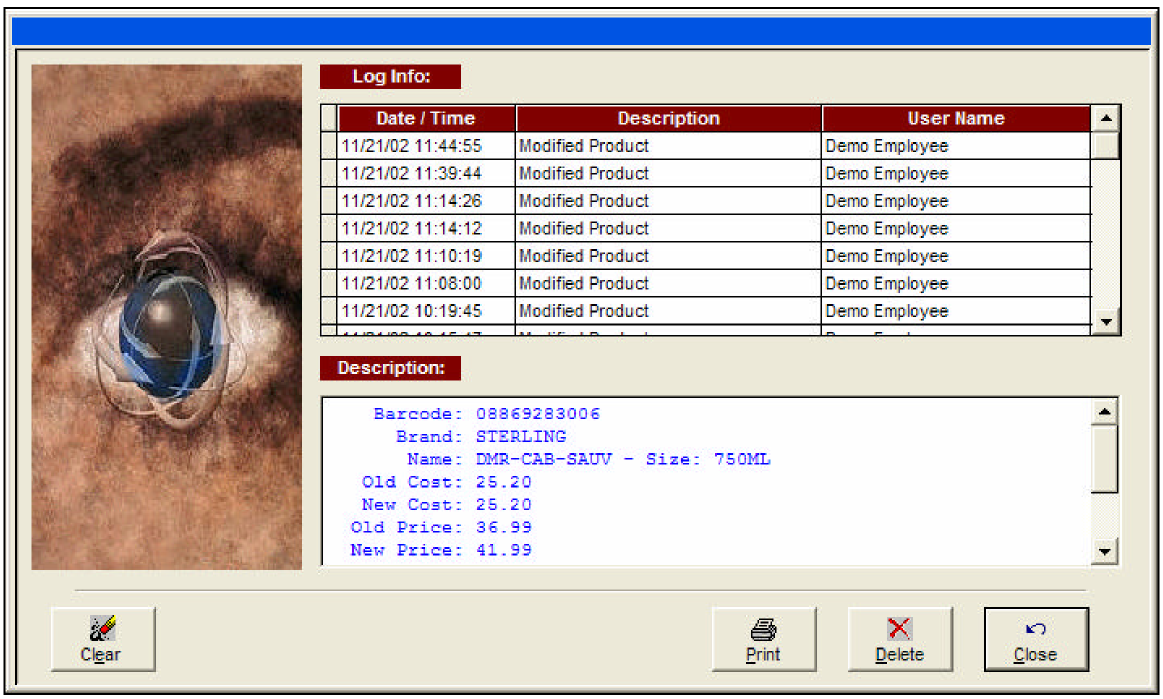
The system will work on each individual file and tell you when it is completed…

Product Audit Log

The Liquor Shopkeeper allows you to view any and all edits that have been made to a product. This can be done on a global level (All Products) or on a Product Level (All Edits for a particular Product).



Click on [Administration] + [Audit Log]



This screen shows all the Edits that have been made to all products. Information that is displayed in the Description window shows the Old and New Values.

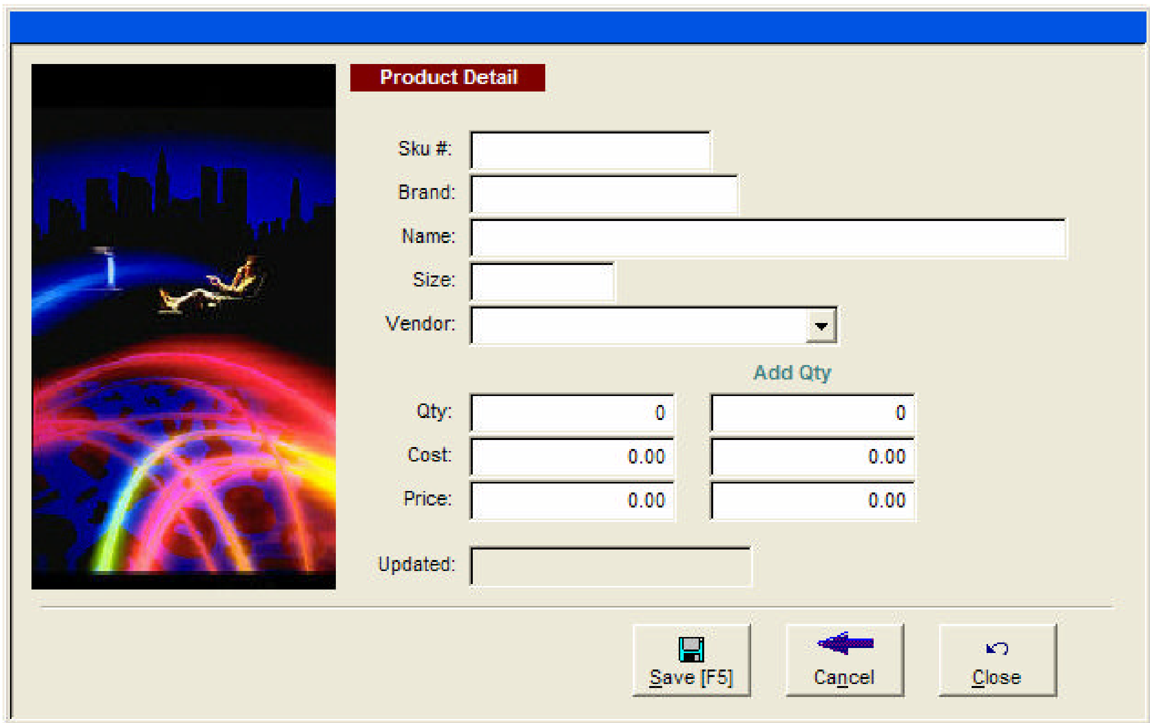
Clearing the Product Audit Log

Click on the [Clear] button to remove all Audit Log Information

Bulk Product Load

The Liquor Shopkeeper allows you to quickly and easily load in products into the database.

Click on [Modules] + [Bulk Inventory Load]



Scan the Product in the SKU # Field

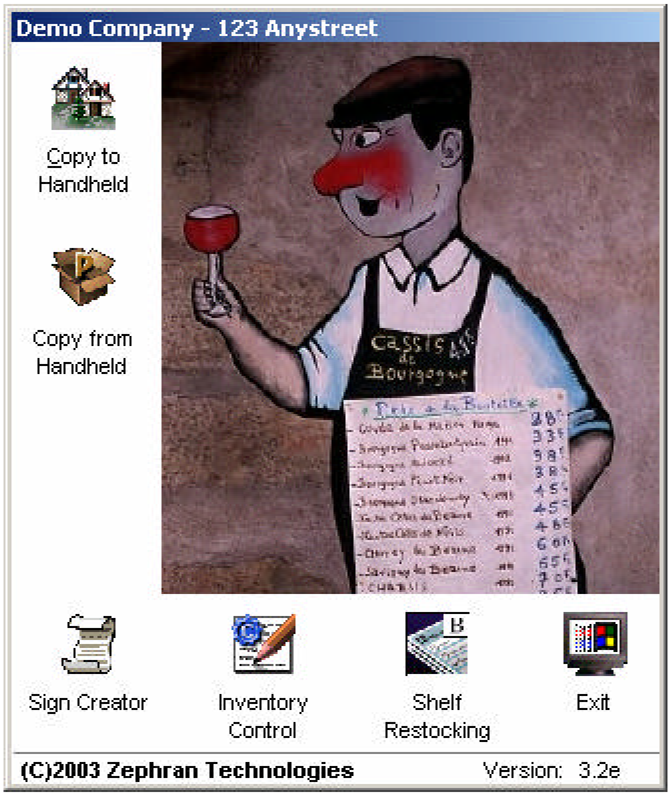
If the Product is found, it will bring up the Product's Information and you can Add Quantities to the Quantities that already are on hand.

If the Product is not found, you can Add that Product into the database and then Add the Quantities.

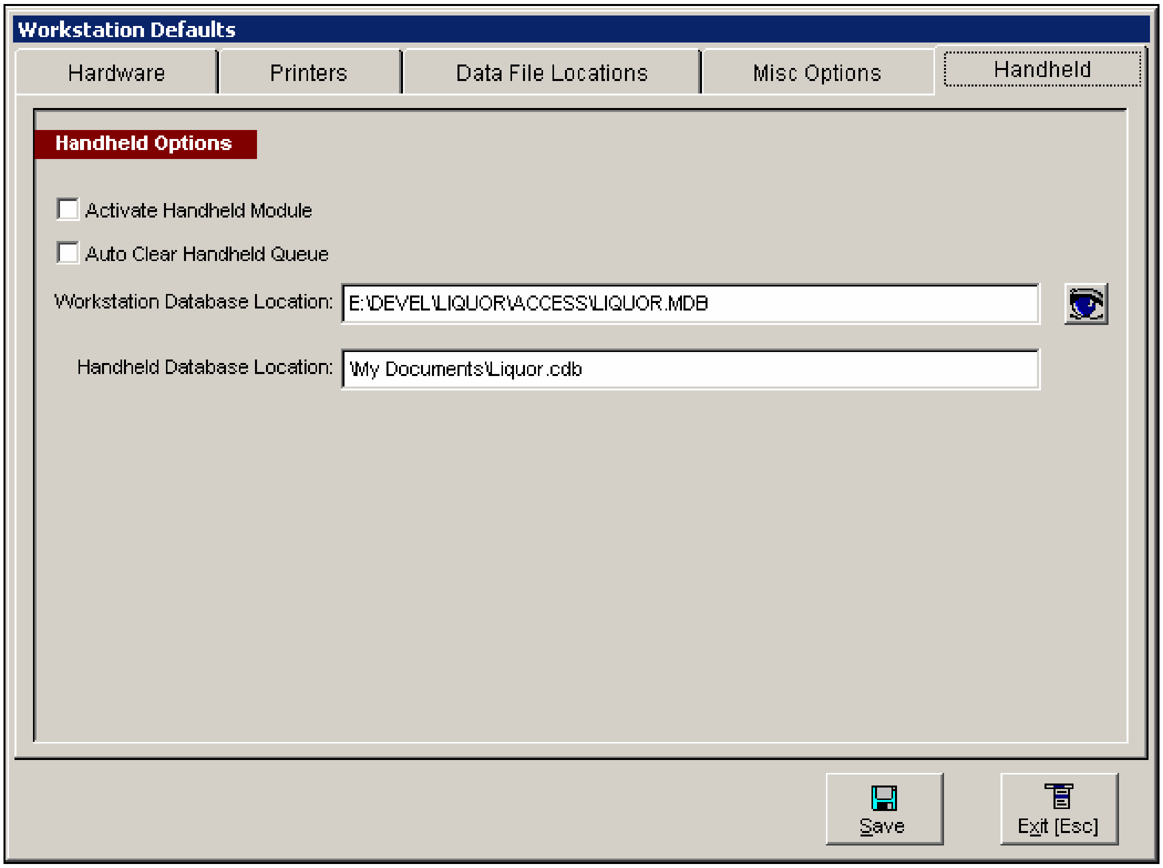
Hit [F5] to Save the Updated Information or [ESC] to discard the Updated information.

Handheld Module

The Liquor Shopkeeper Handheld module allows you to do many inventory tasks quickly and easily with a Handheld Pocket PC.



Activating the Handheld Module



The Handheld Module is activated at each Workstation that has a Pocket PC Sync Cradle. Click on [Administration] – [Workstation] – [Handheld] to activate the module and set the defaults.

Inventory Control Software File Location

The program needs to know where some specific files are located on your system. The Data drive and Data path shouldn't need to be changed, but the Access Database path will need to be specified.

The Access Database path is normally in C:\Program Files\Handheld\Access but if you have changed this during installation, you must specify where this database is located.

Pocket PC Database Location

Normally this is always \My Documents\liquor.cdb. You can change this if you need to.

Miscellaneous Settings

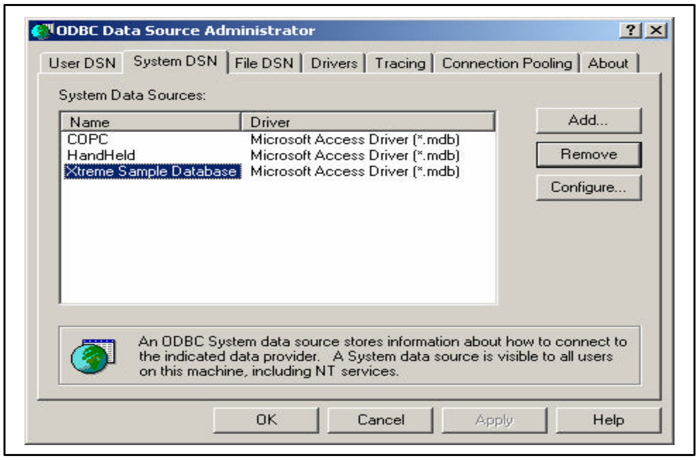
Auto-Clear Queue – This clears out the temporary update figures in the held queue every time you click on the "Review Handheld Data Option". All the data remains in the queue, only the Update Qty is reset to the Handheld's counted quantity.

Compact Database

The Access Database that is copied from the Handheld to the Managers Station can become bloated over time. Running this compact module removes all the deleted records and re-indexes the data files.

This process will significantly reduce the size of the Database file. You should run this process at least once a week.

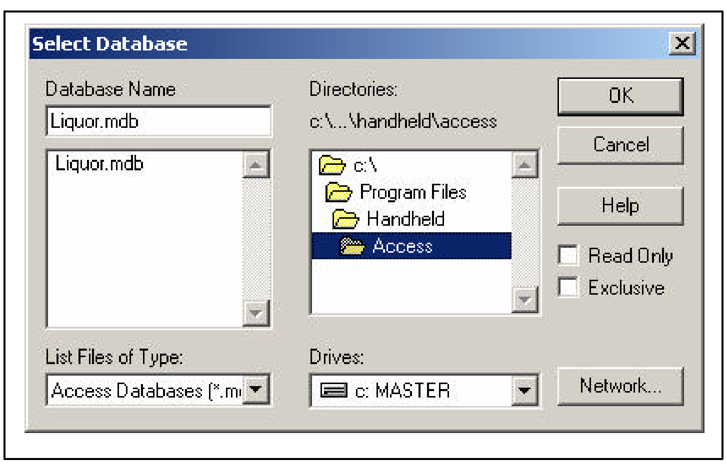
ODBC Settings



The Portable Inventory Control Application requires an ODBC System Entry as follows:

The Installation procedure will automatically create the "Handheld" ODBC System connection that you need. Make sure that the Database Location is the correct location.

If this is not where you installed the Pocket Shopkeeper, you need to hit [Select] to specify the correct location.



This file is called liquor.mdb and will be in the C:\Program Files\Handheld\Access directory.

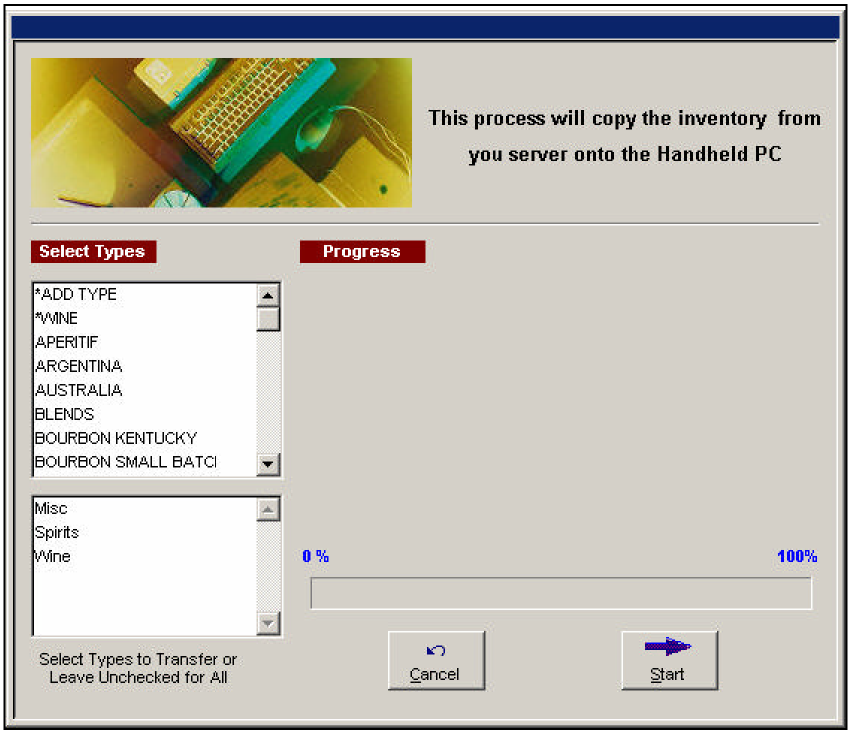
When you have found the proper Liquor.mdb file, Highlight the file and press [Ok]

Press [Ok] on all subsequent screens and you will have properly installed the correct ODBC Driver entry that the program needs.

Copy Data to the Handheld

Place the Handheld Pocket PC into the Docking Cradle. When the system has Sync'd up your Desktop PC and the Handheld PC, you are ready to continue.

Click on the [Copy to Handheld Module] to begin the Data transfer process. The system will allow you to specify many different options when copying the data. The less data you tag (for sending to the handheld), the quicker this process will go.



Selecting Product Types

Highlight the different product types you wish to transfer to the Handheld. Holding down the CTRL key while clicking with your mouse allows you to select more than one type of product.

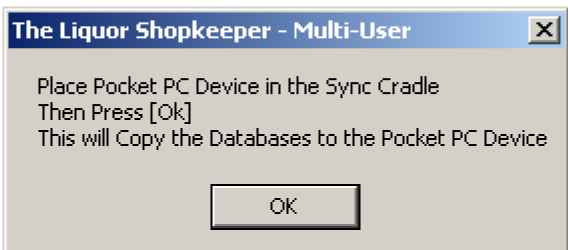
Selecting Product Departments

Highlight the different product departments you wish to transfer to the Handheld. Holding down the CTRL key while clicking with your mouse allows you to select more than one department.

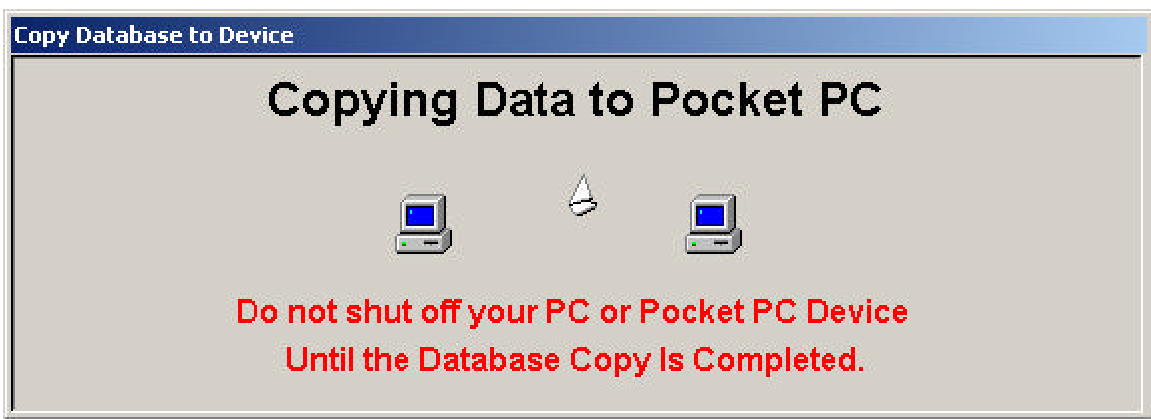
Click on [Start] to begin the copy process.

Removing unused Products

The Liquor Shopkeeper can remove the products that your location doesn’t use before sending the information to the Handheld. This makes the transfer process quicker.

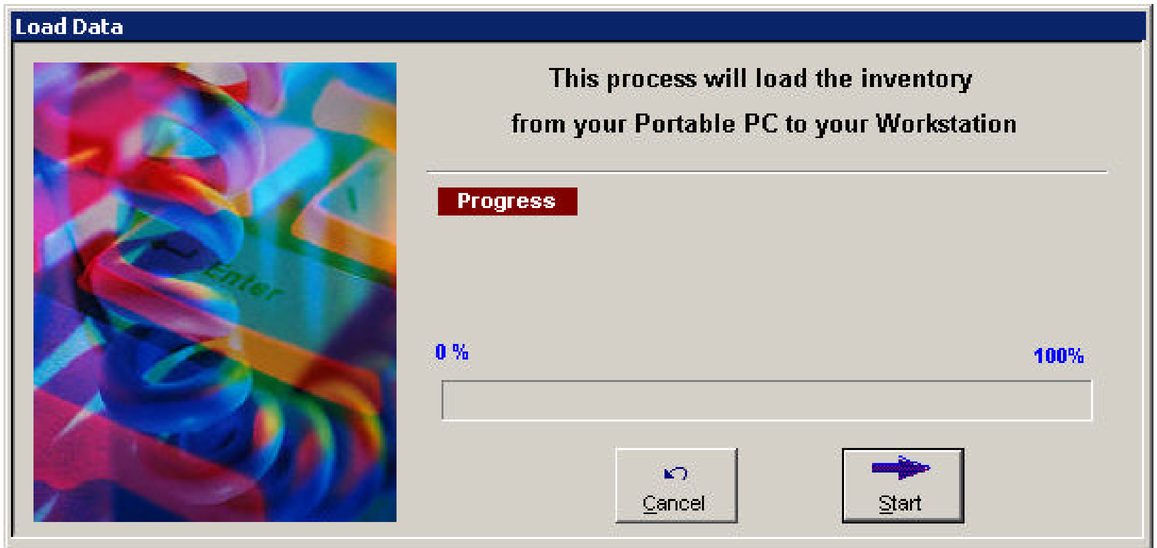


Place the Pocket PC into the Sync Cradle and hit [OK] to begin the transfer process.



Do not shut off your workstation or Pocket PC during the Data Copy period. Doing this may cause database problems.

Copy Data from Handheld

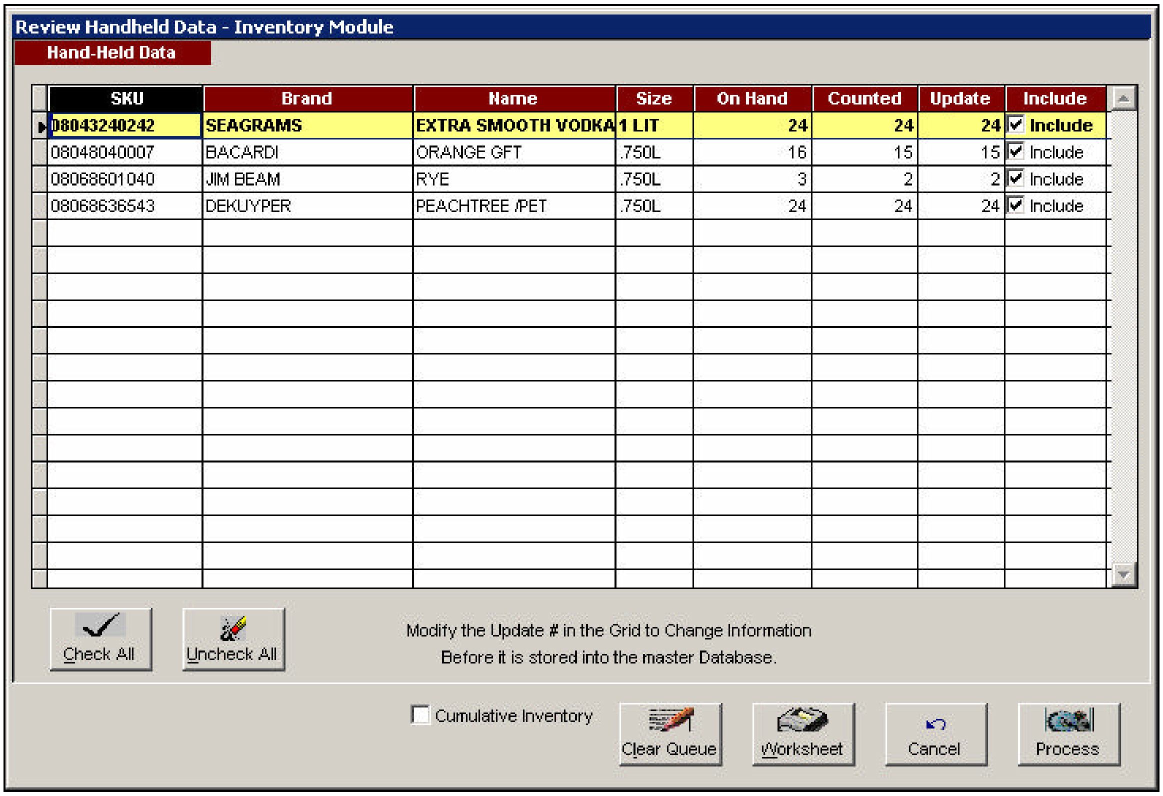


Loading changes from the Handheld to the workstation is quick and easy.

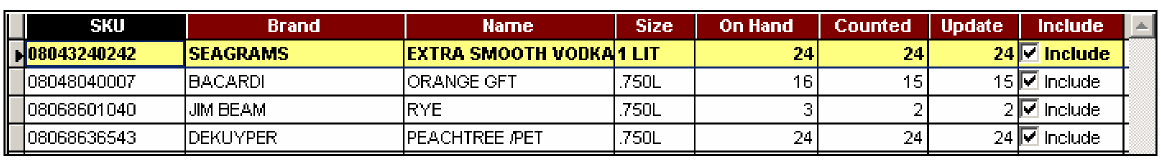
- Click on the [Load Data from Handheld] menu option.
- Place the Pocket PC onto the Sync Cradle
- Click [Start] on the Workstation

The Database copy can take from 1-10 minutes depending on how much inventory you have in your Pocket PC's Database.

Inventory Control



The Inventory Control Module lets you update the On-Hand quantities of your store's inventory.



SKU	Brand	Name	Size	On Hand	Counted	Update	Include
08043240242	SEAGRAMS	EXTRA SMOOTH VODKA	1 LIT	24	24	24	☑ Include
08048040007	BACARDI	ORANGE GFT	.750L	16	15	15	☑ Include
08068601040	JIM BEAM	RYE	.750L	3	2	2	☑ Include
08068636543	DEKUYPER	PEACHTREE /PET	.750L	24	24	24	☑ Include

The "Update" Column is the Quantity that will be transferred to your master Database. It defaults to the Handheld's Counted Values. Use this grid as you would an Excel spreadsheet. Type in the #'s you wish to update your inventory or leave them as they are.

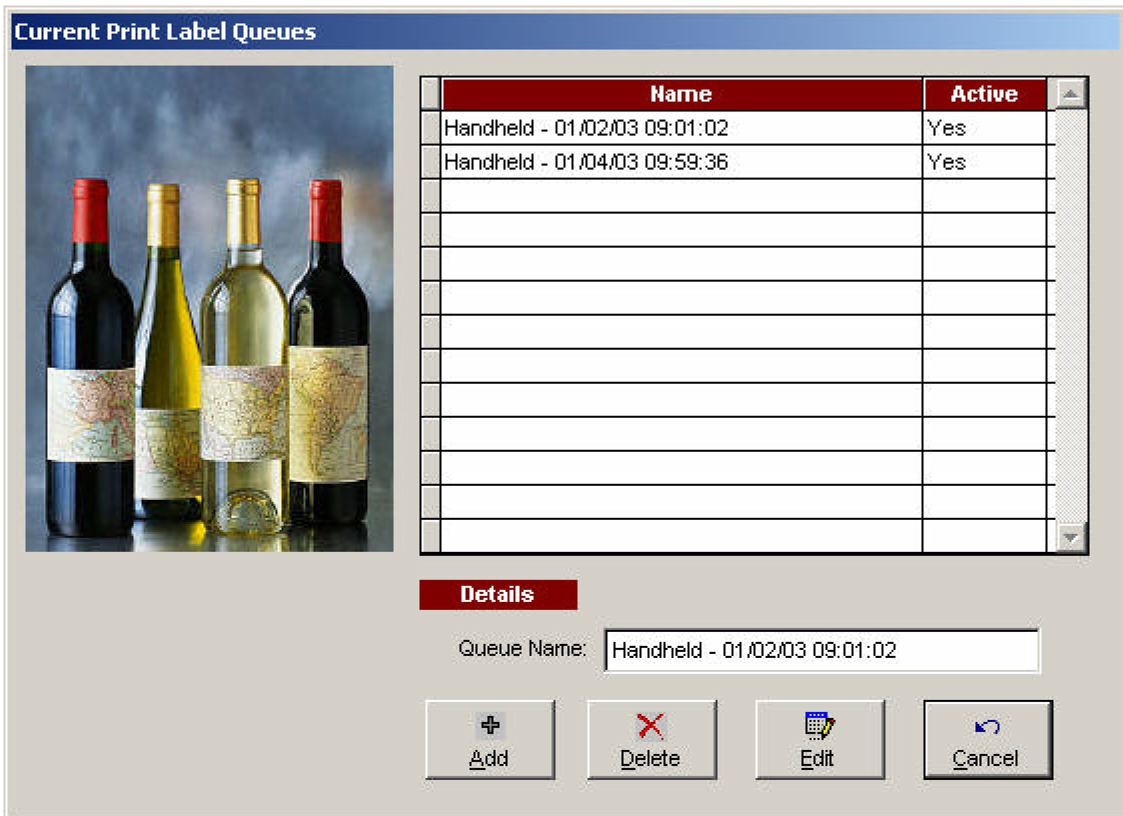
Check the [Include] Checkbox to transfer that Items Values to the Master inventory.

Click [Process] to start the inventory update procedures. When you are done, you can print out a worksheet that shows what was changed, and what effect that had on inventory values.

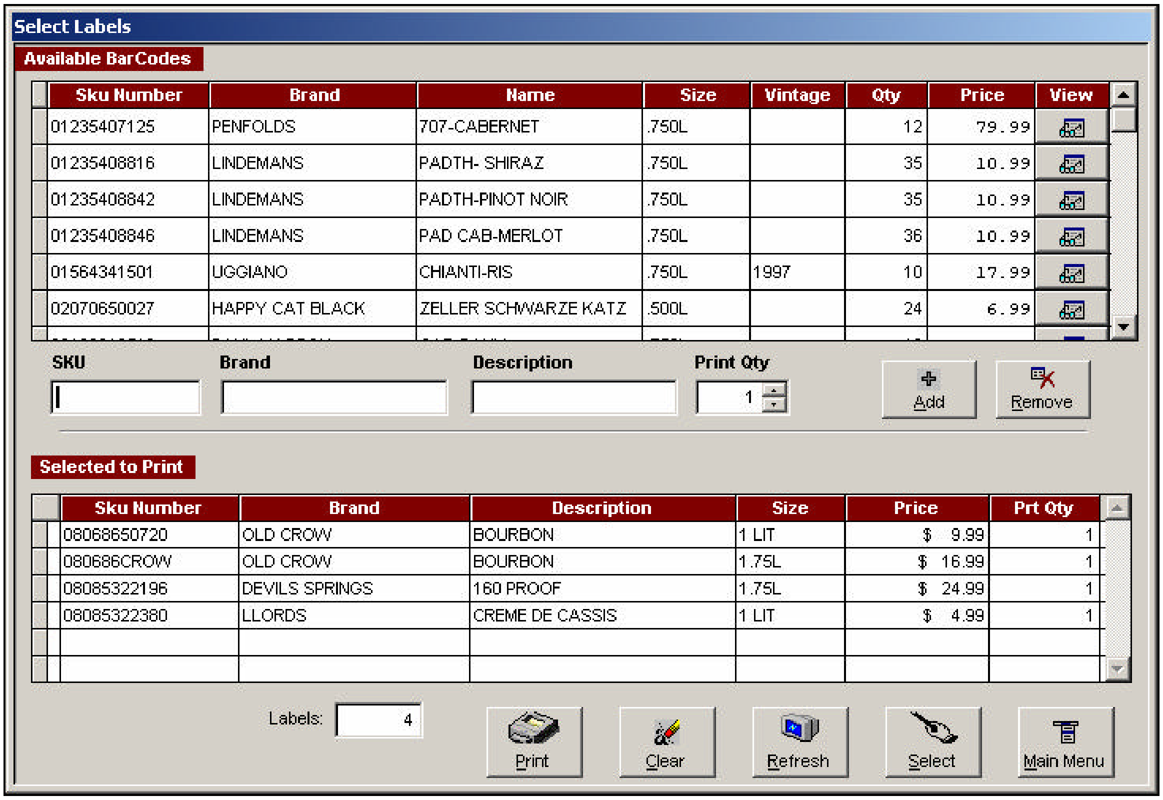
Handheld Sign Module

Click the [Sign Creator Module] to transfer the products you queued on the Handheld to the Master Database.

After this message appears, you are ready to go to the sign module and create your signs.

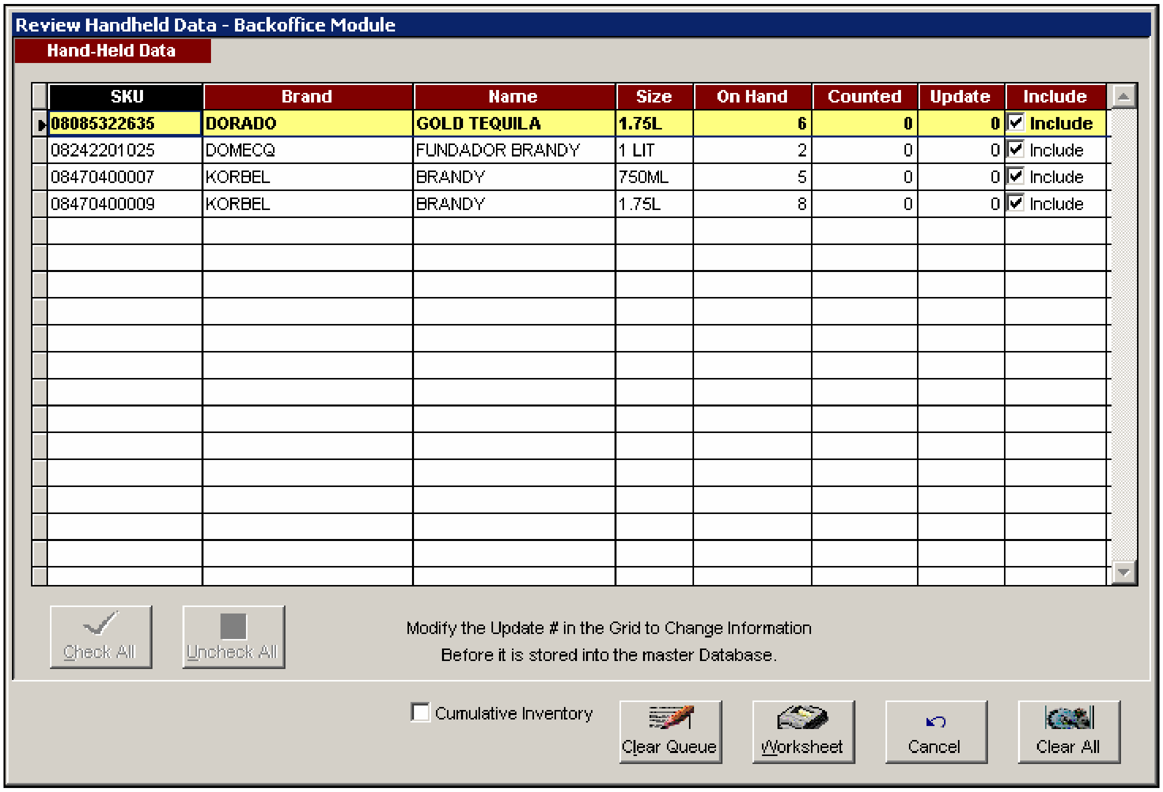


You will see “Handheld” and the Date / Time that the Queue was created. Click on the Name of the Queue you wish to work with and hit [Edit].



You can now Add / Remove products you have chosen to create labels for from here.

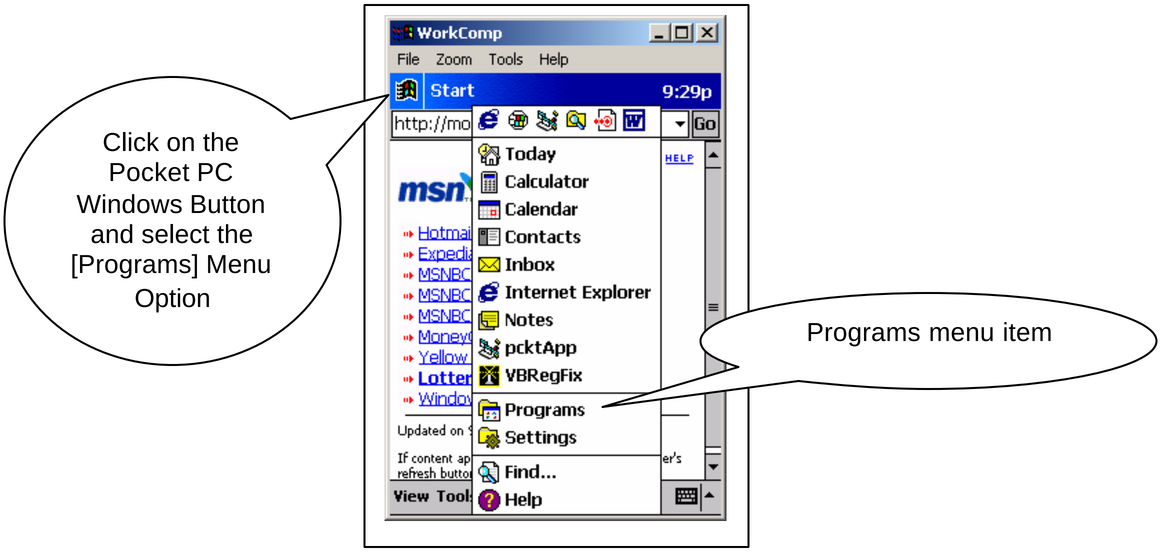
Shelf Restocking Module

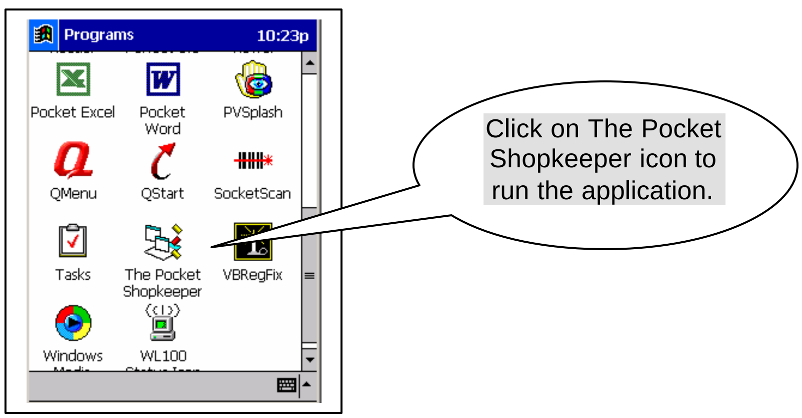


This module allows you to tag which items on the floor need to be Re-Stocked with Inventory from the back room.

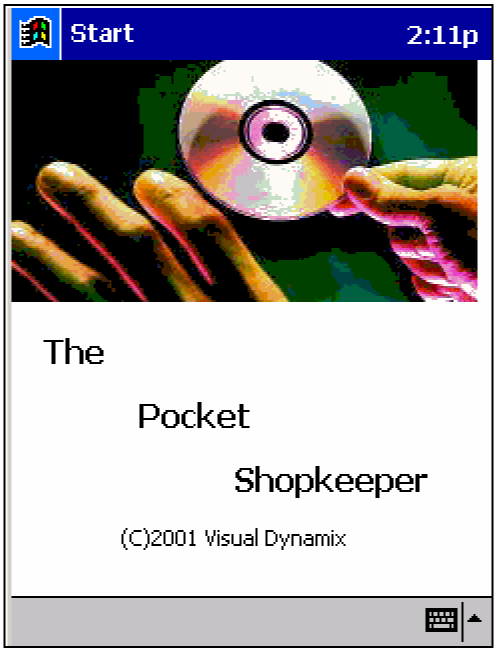
- Scan Items on the floor to be restocked and enter the QTY to restock With
- Print out Worksheet Detailing this information
- Pick the products and stock the shelves

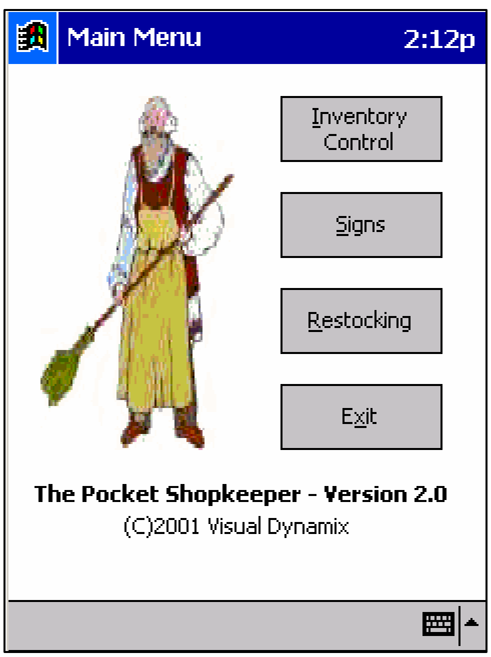
Running the Pocket Shopkeeper





Pocket PC – Main Menu





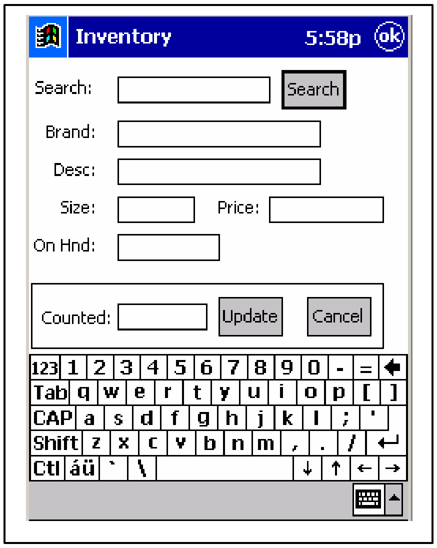
Inventory Control Module – Allows you to update the server with correct inventory counts

Signs Module – Allows you to scan products and print out signs for those products from the server

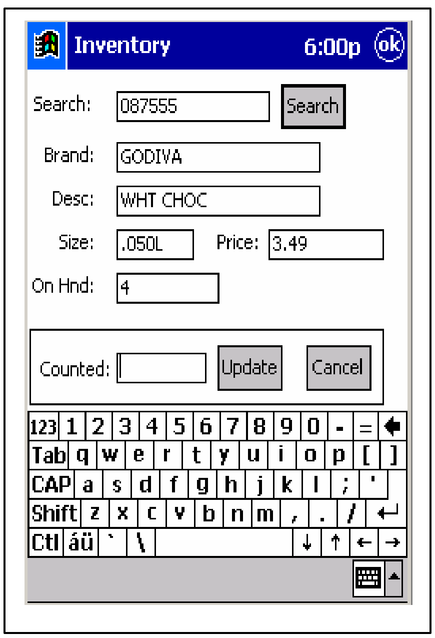
Restocking Module – Allows you to scan products and set levels for your stock people to bring up from the stockroom

Exit – Close The Pocket Shopkeeper & return to Pocket PC O/S

Pocket PC – Inventory Control Module



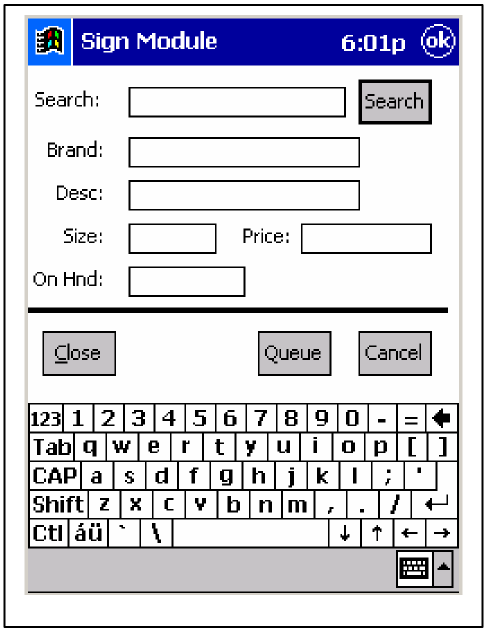
Pressing the Scan Button on the Hand Held (Not Shown) will activate the Barcode Scanner. When it has scanned in the barcode, it will be displayed in the “Search” Field.



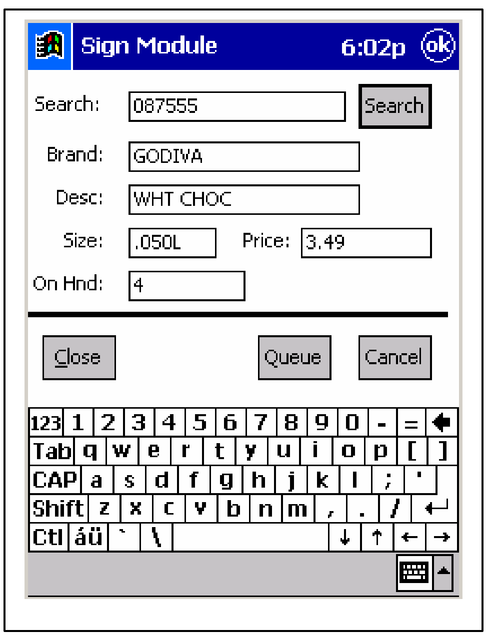
Inventory Information is displayed on the Upper Portion of the screen.

The User types in the Counted Amount on the Keyboard and hits Update to update this amount. The screen clears and the cursor is placed back at the “Search” field for you to scan in another Barcode.

Pocket PC - Sign Module



Pressing the Scan Button on the Hand Held (Not Shown) will activate the Barcode Scanner. When it has scanned in the barcode, it will be displayed in the "Search" Field.

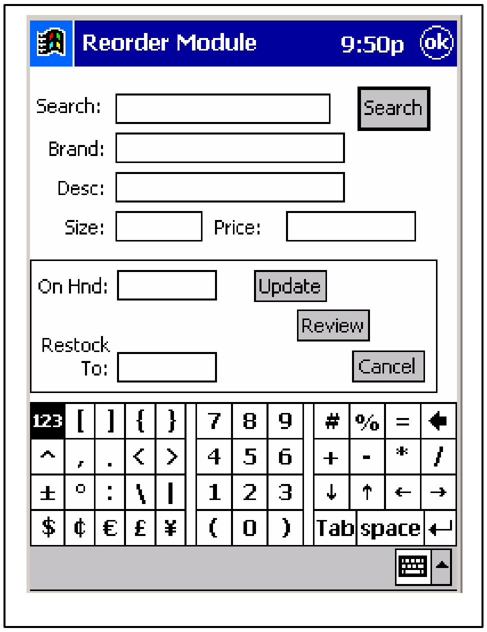


Inventory Information is displayed on the Upper Portion of the screen.

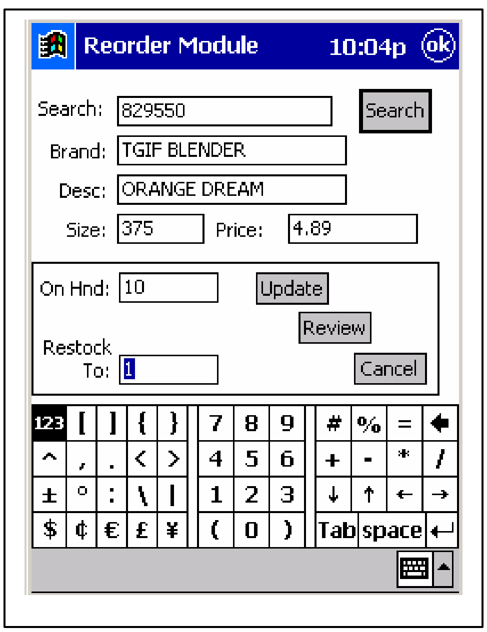
The User types in the Counted Amount on the Keyboard and hits Queue to set this product to be printed.

The screen clears and the cursor is placed back at the "Search" field for you to scan in another Barcode.

Pocket PC – Restocking Module



Pressing the Scan Button on the Hand Held (Not Shown) will activate the Barcode Scanner. When it has scanned in the barcode, it will be displayed in the "Search" Field.



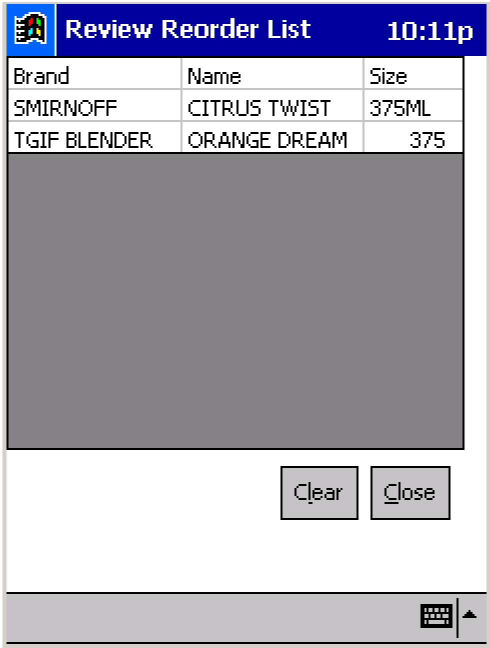
Inventory Information is displayed on the Upper Portion of the screen.

The User types in the Restock Amount on the Keyboard and hits Update to set this product to be brought up from the stockroom.

You can also see the information that has previously been entered by clicking on [Review].

The screen clears and the cursor is placed back at the "Search" field for you to scan in another Barcode.

Reviewing Reorder Items



The Reorder List is displayed on the handheld screen and sorted by Brand, Name then Size.

Click [Clear] to remove these items, or clock [Close] to return to the Work screen.

System Reporting

The Liquor Shopkeeper uses 2 reporting engines to give you quick access to hard-to reach data.

- Crystal Reports
- Visual FoxPro Report Writer

What's the difference and why do I care??

Crystal Reports Features

The Crystal Report engine takes a little longer to display the data. This engine also provides you with a vehicle to "Drill-Down" into the report to reach Data that would otherwise require another report for view.

Pie and Bar charts are all generated using Crystal Reports. These charts also allow you to "Drill-Down" into the data.

Exporting the report Data to ASCII or Excel is available via the Crystal Reports engine

Visual FoxPro Report Writer

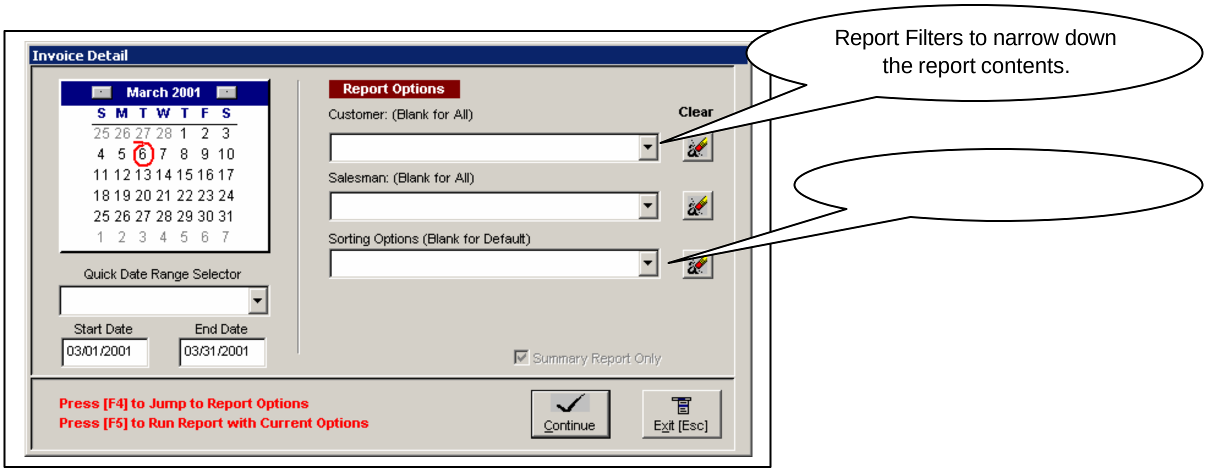
The Visual FoxPro report writer is a quicker reporting engine, but does not allow the advanced functionality of Crystal Reports.

The Report Menu

The Drop Down report menu is broken into 5 categories for reports. Click on the report name to run that report.

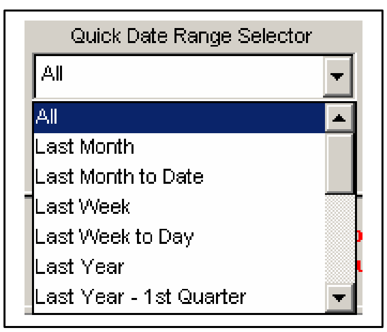
Selecting Report Options

After selecting a report, you are presented with the options for running that report.



Use the Report Filters to narrow down the amount of information that's printed on a report. The sorting options are a powerful feature that allows you to view the information the way you want to.

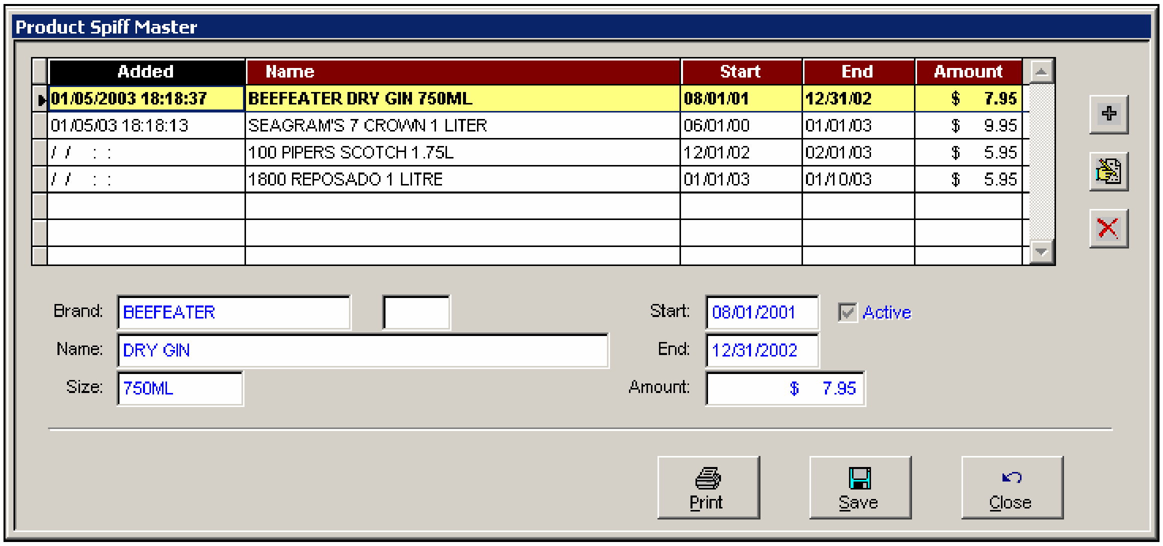
Quick Date Range Selector



Allow you to quickly fill in the starting and ending dates for the report.

Tracking Product Spiffs

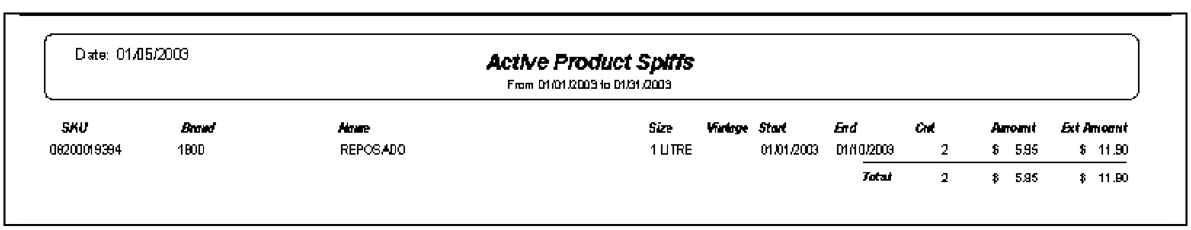
The Liquor Shopkeeper allows you to quickly and easily track product spiffs. Click on the Product Spiff Module from the Ring Menu to access this module.



The Spiff Module allows you to specify:

- Spiff Start Date
- Spiff End Date
- Spiff Amount

When you generate a report for the active spiffs, the system will search through your purchase orders and tabulate the QTY of each item you have ordered. The system will provide you with a running total as well as a grand total of these amounts.



Date: 01/05/2003

Active Product Spiffs

From 01/01/2003 to 01/31/2003

SKU	Brand	Name	Size	Vintage	Start	End	Cnt	Amount	Ext Amount
08200019394	1800	REPOSADO	1 LITRE		01/01/2003	01/10/2003	2	$ 5.95	$ 11.90
						Total	2	$ 5.95	$ 11.90

Accounting Reports

Report Name	Description
Hourly Sales Figures	
Invoice Detail	
Invoice Listing	
Reprint Invoice	
Sales Tax Reports	
Salesperson Activity	

Customer Reports

Report Name	Description
Aging	
Directory	
Open Invoices	
Payments	
Purchases	
Customers that owe	

Inventory Reports

Report Name	Description
Gross Margin	
Gross Markup	
Activity	
Detail	
Listing	
On-Hand	
Work Sheet	
Pricing	
Purchase History	
Sales History	
Off Sale	
On Sale	
Out of Stock	

Vendor Reports

Report Name	Description
Items Received	
Open Purchase Orders	
Purchase Orders	
Aging	
Directory	
Payments Made	

Profit / Loss Reports

Report Name	Description
Report Only	
Report & Graph	

Charts & Graphs

Report Name	Description
Customer Graphs	
Product Graphs	
Sales by Customer	
Sales by Month	
Top Customers	
Vendor Graphs	
Vendors by Total Owed	
Vendors by Total Spent	

Frequently Asked Questions

What are the "drawer open" codes for my ECD 200 cash drawer?

The ECD 200 series are non-intelligent cash drawers, custom wired for a specific 40 column receipt printer interface. The codes required to "open the cash drawer" are printer codes found in each printer manual and should be put in the printer setup.

Example:

Epson (RJ-11) HEXADECIMAL = 1B, 70, 00,19,FA .
DECIMAL = 27,112,0,25, 250
ASCII = ESC, p, 0, 250

How often do I need to File Pack/Index?

You should run the Re-Indexing and File Packing routine at least once a week.

What does Fix Data Files Do?

This routine fixes and packs all the databases without the Application. Sometimes you are unable to log into the Application in order to run the File Pack/Index. Run this start menu item to clear up any data problems you may be having.

System Locks up when processing an Invoice

This is usually caused by the System being improperly shut down either by a power loss, or lock-up.

To fix this:

Close out of the Liquor Shopkeeper on all Workstation
Run the Fix Data Files Menu option or the file: fixdata.exe that is in the \LMS\Exe directory

Everything should be back to normal and you will be ready to run the application again.

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